

## WAITOMO DISTRICT COUNCIL

### MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 26 SEPTEMBER 2017 AT 9.00AM

**PRESENT:** Mayor Brian Hanna, Council Members Phil Brodie, Allan Goddard, Janene New and Sue Smith

**IN ATTENDANCE:** Yvette Batten (Waitomo News); Celina Yapp and Sharon Church (Waitomo Caves Discovery Centre); Harvey Brookes, Programme Manager (Waikato Means Business) and Andrew Corkill, General Manager People and Communities (Sport Waikato)

Chief Executive; Executive Assistant; Group Manager – Community Services (for part only); Group Manager – Corporate Services (for part only); Group Manager – Assets (for part only)

#### 1. Council Prayer

#### 2. Apology

##### Resolution

The apology from Deputy Mayor Guy Whitaker be received and leave of absence granted.

Brodie/Smith Carried

#### 3. Declarations of Member Conflicts of Interest

Mayor Hanna declared interests as follows:

Sport Waikato – as a Trustee representing Local Government  
Waikato Plan – as a member of the Waikato Plan Leadership Group

#### 4. Verbal Reports: Individual Councillor Roles and Responsibilities

##### Cr Brodie

- Regional Transport Committee
- St Helens Domain Board
- Piopio Bird Talk and Tainui Trading Post
- Zone 2 at Rotorua

##### Cr New

- Waitomo District Youth Council
- Taumarunui Meeting on Elderly Housing
- Legendary Te Kuiti AGM
- Stadium Committee Meeting
- Maniapoto Family Violence Working Party (Champions Training)
- Zone 2

Cr Goddard

- Citizens Advice Bureau AGM
- Destination Pureora
- Benneydale Hall Society
- Civil Defence Meeting

The Group Manager – Community Services, Celina Yapp and Sharon Church (Waikato Caves Discovery Centre) entered the meeting at 9.15am.

<b>5.</b>	<b>Deputation: Waitomo Caves Discovery Center: Reporting Against Service Level Agreement</b>	<b>A360576</b>
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Council received a Deputation from Celina Yap and Sharon Church speaking to the Waikato Caves Discovery Centre's Annual Report as per the Service Level Agreement.

Harvey Brookes (Waikato Means Business) entered the meeting at 9.23am.

**Resolution**

The Deputation from Waitomo Caves Discovery Centre: Reporting against Service Level Agreement be received.

Smith/New Carried

Celina Yapp and Sharon Church (Waikato Caves Discovery Centre) left the meeting at 9.30am.

<b>6.</b>	<b>Deputation: Waikato Means Business – Review of Waikato Regional Economic Development Capacity and Capability</b>	<b>A360826</b>
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Council received a deputation from Harvey Brookes, Programme Manager for Waikato Means Business on Waikato Regional Economic Development Capacity and Capability, part of which presented a Funding Proposal for Council's consideration. Mr Brookes tendered an apology from Dallas Fisher, Chair of Waikato Means Business.

**Resolution**

- 1 The deputation from Harvey Brookes, Programme Manager for Waikato Means Business on Waikato Regional Economic Development Capacity and Capability be received.
- 2 Council commit to financial support in the 2018-2028 Long Term Plan of \$10,000 per annum for the Waikato Regional Economic Development proposal.

Hanna/New Carried

The meeting adjourned for morning tea at 10.17am.

Harvey Brookes (Waikato Means Business) and the Group Manager – Community Services left the meeting at 10.34am.

The meeting reconvened at 10.34am.

<b>7.</b>	<b>Verbal Reports: Individual Councillor Roles and Responsibilities</b> <i>continued</i>
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Cr Smith

- Waikato Caves Discovery Centre AGM

Mayor Hanna

- Meeting with RMCs re Consultation on District Plan and Long Term Plan
- Feedback on Sir Colin Meads Memorial Service
- Sport Waikato
- EDANZ Conference
- Waikato Mayoral Forum
- North King Country Development Trust
- Waikato Plan Governance Group
- Local Businesses re Expansion Proposals
- GameOn Trust
- Maniapoto Family Violence Working Party (Champions Training)
- Zone 2

**Resolution**

The verbal reports be received.

Hanna/Goddard                      Carried

<b>8.</b>	<b>Confirmation of Minutes – 29 August 2017</b>
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**Resolution**

The Minutes of the Waitomo District Council meeting of 1 August 2017, including the Public Excluded minutes, be confirmed as a true and correct record subject to the following amendment:

Item 12, Progress Report: Centennial Park Clubroom Facility - Paragraph 3 – Amend to read: “Councillor Brodie advised that he was playing soccer in 1978 and that was the year the new the Clubrooms were completed.”

Brodie/Goddard                      Carried

The Group Manager – Community Services re-entered the meeting at 10.57am.

<b>9.</b>	<b>Brook Park Incorporated Society: Minutes – 4 September 2017</b>	<b>A363380</b>
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Council considered a business paper providing information relating to the Brook Park Incorporated Society Meetings of 4 September 2017.

## Resolution

The business paper on Brook Park Incorporated Society: Minutes – 4 September 2017 be received.

New/Smith Carried

<b>10.</b>	<b>Progress Reports to Council – Proposed Timelines</b>	<b>A364181</b>
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Council considered a business paper presenting a Schedule setting out the topic and frequency for general Progress Reports to be presented to Council.

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

## Resolution

- 1 The business paper on Progress Reporting - Review be received.
- 2 A Progress Reporting Schedule be adopted as follows:

### Executive Office

- Waikato Mayoral Forum ..... (September and March – or as required)
- Investment Representative Committee ..... (Nov, Feb, May, Aug - or as required)

### Corporate

- Mayoral Forum – Waikato Spatial Plan ..... (as required)
- Road Map Monitoring Schedule ..... (Nov, Feb, May, Aug - or as required)
- Financial and Non-Financial Performance ..... (as per adopted Schedule)

### Asset

- Waters ..... (Sept, Nov, Mar, May, July)
- Resource Consent Compliance Monitoring ..... (Sept, Nov, Mar, May, July)
- Solid Waste ..... (Oct, Feb, Apr, June, Aug)
- Land Transport ..... (Oct, Feb, Apr, June, Aug)
- Waitomo Waters ..... (as required)

### Compliance

- District Plan Development ..... (Nov, Mar, May, July, Sept)
- Regulation and Resource Management ..... (November and May)

### Community Services

- Community Development ..... (Sept, Nov, Mar, May, July)
- Recreation and Culture ..... (Sept, Nov, Mar, May, July)
- Public Amenities ..... (Sept, Nov, Mar, May, July)
- Safety (Emergency Management & Rural Fire) ..... Sept (then as required)
- Parks and Reserves ..... (Oct, Feb, Apr, June, Aug)
- Housing and Other Property ..... (Oct, Feb, Apr, June, Aug)
- Health and Safety (Risk Management) ..... (Nov, Feb, May, Aug - or as required)

Goddard/Smith Carried

<b>11.</b>	<b>Review of Regional Emergency Services Fund</b>	<b>A364705</b>
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Council considered a business paper seeking a formal recommendation to the Waikato Regional Council (WRC) on the future funding of the Regional Emergency Services Fund.

The Regional Emergency Services Fund currently provides for funding as follows:

- Surf Lifesaving Services - \$354,600
- Coastguard Services - \$175,400
- Philips Search and Rescue Trust - \$50,000
- Coromandel Rescue Helicopter Trust - \$50,000

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

### Resolution

- 1 The business paper on Review of the Regional Emergency Services Fund be received.
- 2 Waikato Regional Council be provided feedback on the Regional Emergency Services Fund review as follows:

**1 The Beneficiary List.** Funding is limited to pre-identified emergency services.

- (a) Should the funding scope be expanded to include other emergency services? If so who and why?

*No – Only those emergency services identified on the Beneficiary List should be included.*

- (b) Should Land Search and Rescue be included in the RSF?

*Yes – Land Search and Rescue within the Region should be included on the Beneficiary List based on the fact it provides an extremely beneficial service to the Region and is in a very similar funding position as the other identified Beneficiaries.*

- (c) Should any of the exiting beneficiary be removed? If so who and why?

*No*

**2 Current Funding Levels**

- (a) Current funding does not cover the shortfall for any of the emergency services that currently receive funding. This fund makes a contribution to each service and is not intended to fully fund or address the entire shortfall. The regional council is currently looking at retaining the same level of funding. Do you think this needs to change?

*No change to the level of funding to each of the Beneficiaries is required. The intention is to provide funding to "assist" not to "totally fund" or "cover entire shortfalls".*

- (b) Should Philips Search and Rescue be given an increased level of funding?

*No – for the reasons set out in 2(a) above.*

### 3 Any other Feedback?

*Waitomo District Council only supports this Regional Emergency Services Fund on the basis that the Beneficiaries fully expend the funding within the Waikato Region so as to benefit those ratepayers who have contributed and not use the Regional funding for national requirements.*

New/Brodie Carried

<b>12.</b>	<b>Southern Waikato Economic Development Action Plan</b>	<b>A364240</b>
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Council considered a business paper providing a brief on the opportunity to invest in the development of a Southern Waikato Economic Development Action Plan and appoint a Council representative to join the Project Steering Group.

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

Andrew Corkill, General Manager People and Community (Sport Waikato) entered the meeting at 11.24am.

#### Resolution

- 1 The business paper on Southern Waikato Economic Development Action Plan be received.
- 2 Council approve funding of \$10,000 towards the development of the Southern Waikato Economic Development Action Plan.
- 3 Council appoint Mayor Hanna as the Waitomo District Council Representative on the Project Steering Group and Councillor Goddard be appointed the Mayor's Alternative.

New/Smith Carried

<b>13.</b>	<b>Deputation: Sport Waikato – Six Monthly Report</b>	<b>A326492</b>
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Council received a deputation from Andrew Corkill, Group Manager – People and Community (Sport Waikato) presenting the Sport Waikato Six Monthly Report (January to June 2017). Apologies were noted from Matthew Cooper and Dede Downs.

#### Resolution

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

- 2 Council's vote of thanks be passed on the Dede Downs for her ongoing work.

New/Goddard Carried

Andrew Corkill, Group Manager – People and Community (Sport Waikato) left the meeting at 11.45am.

<b>14. Progress Report: Community Development</b>	<b>A361759</b>
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Council considered a progress report on current work streams within the Community Development portfolio.

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

**Resolution**

The Progress Report: Community Development be received.

Goddard/New Carried

<b>15. Progress Report: Recreation and Culture</b>	<b>A361761</b>
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Council considered a progress report on current work streams within the Recreation and Culture portfolio.

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

**Resolution**

The Progress Report: Recreation and Culture be received.

New/Brodie Carried

<b>16. Progress Report: Public Amenities</b>	<b>A61761</b>
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Council considered a progress report on current work streams within the Public Amenities portfolio.

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

Cr Brodie raised the need for an advisory plaque at the Colin Meads statue.

**Resolution**

The Progress Report: Public Amenities be received.

Brodie/New Carried

<b>17.</b>	<b>Progress Report: Safety (Emergency Management and Rural Fire)</b>	<b>A361798</b>
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Council considered a progress report on current work streams within the Safety (Emergency Management and Rural Fire) portfolio.

**Resolution**

The Progress Report: Safety (Emergency Management and Rural Fire) be received.

Goddard/New                      Carried

The Group Manager – Community Services left the meeting at 11.57am.

The meeting adjourned for lunch at 11.57am and reconvened at 12.38pm.

The Group Manager – Corporate Services and Group Manager – Assets entered the meeting at 12.38pm.

<b>18.</b>	<b>Interim Non-Financial Reporting for the Year Ending 30 June 2017</b>	<b>A362045</b>
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Council considered a business paper presenting the interim results of the non-financial performance or service performance for the 2016/17 financial year.

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

**Resolution**

The business paper Interim Non-Financial Reporting for the Year Ending 30 June 2017 be received.

New/Goddard                      Carried

The Group Manager – Corporate Services left the meeting at 12.48pm.

<b>19.</b>	<b>Progress Report: Water Activities</b>	<b>A361504</b>
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Council considered a progress report on the three Waters activities, including contracted services.

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

**Resolution**

The Progress Report: Water Activities

New/Goddard                      Carried

<b>20. Progress Report: Resource Consent Compliance Monitoring</b>	<b>A357460</b>
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Council considered a progress report on compliance reporting against Resource Consent conditions.

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

**Resolution**

The Progress Report: Resource Consent – Compliance Monitoring be received.

New/Goddard                  Carried

Yvette left 12.57pm

<b>21. Motion to Exclude the Public for the consideration of:</b>	<b>A364259</b>
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Council considered a business paper pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987 giving Council the right by resolution to exclude the public from the whole or any part of a meeting on one or more of the grounds contained within that Section.

**Resolution**

- 1 The public be excluded from the following part of the proceedings of this meeting.
- 2 Council agree the following staff, having relevant knowledge, remain in attendance to assist Council with its decision making:  
  
Chief Executive, Executive Assistant, Group Manager – Assets, Group Manager – Corporate Services and Communications Officer
- 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: Waitomo Village Water and Wastewater Services	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
2. Appointment of Waitomo District Council Local Controller	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
3. Six Monthly Progress Report: Waikato Mayoral Forum Work Streams	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
4. Progress Report: Waikato Mayoral Forum Work Streams – Waikato Plan	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

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

New/Smith Carried

There being no further business the meeting closed at 1.37pm.

Dated this      day of                      2017.

**BRIAN HANNA**  
**MAYOR**

Confidential Confidential

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Confidential

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**Document No: A374307**

**Report To: Council**



**Meeting Date: 31 October 2017**

**Subject: Brook Park Incorporated Society:  
Minutes - 2 October 2017**

**Type: Information Only**

## Purpose of Report

- 1.1 The purpose of this business paper is to provide Council with information relating to the 1 May 2017 Brook Park Incorporated Society meeting.

## Local Government Act S.11A Considerations

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

## Background

- 3.1 In November 2007, Council established a Work Group for the purpose of working with a Consultant and members of the community to develop a proposal and policy document for Brook Park.
- 3.2 Development of the Brook Park Management Plan (MP) was completed following a public consultation process, including a Hearing of submissions in February 2010.
- 3.3 An objective contained in the MP was to establish a Friends of Brook Park (FBP) organisation to enable the community to participate in the future of Brook Park, and, and as a primary objective, to raise funds for achieving park projects and developments.
- 3.4 The FBP was to replace the Brook Park Advisory Committee which was in place at that time, but which did not have any mandate to represent the community's interest in the Park, nor to raise funds for park projects.
- 3.5 It was envisaged that the FBP would enable the community to become more involved in their Park, through dissemination of information; being able to assist in fundraising and other activities that promote and enhance Brook Park; and by having a "voice" to assist Council with management of Brook Park.
- 3.6 As a charitable body, and an incorporated society, a FBP organisation would be able to successfully apply for third party funding to assist Council with implementing the community's vision for Brook Park.
- 3.7 The Policy implemented by Council through the Brook Park MP is as follows:
1. *Council will support and encourage the formation of a Friends of Brook Park, as a charitable incorporated society.*
  2. *The aims of the Friends of Brook Park shall be:*
    - i) *To foster interest in Brook Park;*
    - ii) *To promote the development of Brook Park;*
    - iii) *To raise funds for approved projects*
    - iv) *To preserve the integrity of Brook Park*

4. *The Constitution of the Friends of Brook Park shall provide for Council representation on the Society's Committee, and to enable the representative to veto any decision that is not in the best interests of the park or the community.*
  5. *Council will dissolve the Brook Park Advisory Committee on the successful establishment of the Friends of Brook Park.*
- 3.8 During 2011 WDC advertised several times seeking interested persons to join the committee with limited success. Council considered that a Leadership Work Group consisting of three Council members would be beneficial to provide political leadership and assist in getting the FBP established and in December 2011 Council established the Brook Park Leadership Work Group.
  - 3.9 The FBP Group was finally established early in 2012 with numbers fluctuating as more members of the public become interested in the future of the park. By mid-2012 the group was incorporated as the "Brook Park Incorporated Society" (BPIS) to administer the day to day operations/development of Brook Park.
  - 3.10 Brook Park is operated as a farm park, with a grazing licence granted by WDC to a lessee. The Reserves Act 1977 states that any lease or agreement on reserve land has to be granted by the administering body, which in this case is the Waitomo District Council. Therefore BPIS cannot lease these grazing rights to another entity or individual.
  - 3.11 With the administering body being WDC and the consequent income stream for the grazing lease being part of WDC's reserve income (between \$2000 - \$4000), there was little opportunity for the BPIS to achieve a sustainable income stream for minor works and administration. The income derived by BPIS at that time was by way of subscription donation (\$10 per member) and any successful grant applications for specific projects.
  - 3.12 To improve the financial viability and robustness of the BPIS, in October 2012 a Memorandum of Understanding (MOU) between WDC and BPIS was developed and approved and Council also agreed to provide an annual grant to BPIS for the operational management of the reserve, equivalent to the annual derived lease income.

### Commentary

- 4.1 Since early in 2014, BPIS has kept WDC informed of progress in the day to day operations/development of Brook Park by providing copies of its monthly meeting Minutes.
- 4.2 Attached to and forming part of this business paper is a copy of the BPIS minutes.

### Suggested Resolution

The business paper Brook Park Incorporated Society: Minutes – 2 October 2017 be received.



MICHELLE HIGGIE  
**EXECUTIVE OFFICER**

Attachments: Brook Park Incorporated Society Minutes – 2 October 2017 (A374306)

**BROOK PARK**  
INCORPORATED SOCIETY

**BROOK PARK INCORPORATED  
SOCIETY**

**Meeting  
Minutes**

Monday 2<sup>nd</sup> October 2017  
5.30pm

Council Chambers  
Queen Street  
**TE KUITI**

**BROOK PARK INCORPORATED SOCIETY**

**THE MINUTES OF THE MEETING OF THE BROOK PARK INCORPORATED SOCIETY  
HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON  
MONDAY 2<sup>nd</sup> OCTOBER 2017 COMMENCING AT 5.30 PM**

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**MINUTES**

**Attendance:** Guy Whitaker, Jane Murray, Sue Wagstaff, Andrea Hanna, Suzie Hoare, Gerald Kay, Rob Buckley, Sheralee Buchanan, Phillip Houghton, Graeme Churstain, Robin Charteris, Cloudy Ngatai

**Apologies – Bruce Maunsell**

That the apologies be accepted  
Moved/seconded Graeme/Gerald

**Confirmation of Minutes – 4<sup>th</sup> September 2017**

That minutes of previous meeting be accepted  
Moved/seconded Rob/Andrea

**Matters Arising from Minutes**

Inframax have agreed to supply 40 metres of metal for the MTB but need to know when as there is not enough room for it at present.

**Correspondence**

Outward

Letter to Forgeson Law acknowledging receipt of DC Tynan Grant

**Financial Report**

Financial report tabled. Opening balance \$29,382.39

Income \$1994.08

Expenditure \$527.03

Closing balance \$30,759.44

Accounts to be passed for payment;

Lionel Smith & Associates \$414.00

Moved/Seconded Phillip/Suzie

**Maintenance/Fencing**

Vandals had driven into the fence by the toilets at the top carpark and got stuck then cut the fence. Gerald went and repaired the fence.

Fertiliser is still on hold till the summer and may be best spread with a tractor.

A section of the track for the tree harvest has washed out.

**Weed Control**

Graeme and Gerald have been spraying thistles.

Not yet started on the Maples.

**MTB Track**

No word from Bill Holloway on a start to the MTB track work, still too wet.

**Guy Fawkes**

Van Tiel Pyrotechnics are booked in for the 11<sup>th</sup> November and cost is almost the same with a \$180 increase in Test Certificates and insurance so \$5680 + GST

Suzie and Clowdy briefed the committee on what Maniapoto Family Violence Intervention Network (MFVIN) planned to do with also the Waitomo Youth Council in providing entertainment and introducing the MFVIN Champions. Dede Downs is also happy to be involved. This will be mainly at the carpark behind Bosco Café and out to the Rotunda from 4.00pm to 7.00pm.

Possible working bee on Sunday 8<sup>th</sup> at 9.00am to build bonfire.

Start collection of pellets weekly to add to the bonfire, to approach Sorensens, Balance, Lines Co, Farmlands and Geoff Benefield.

Committee not to do stand selling icecream and no sparklers this year.

Committee to concentrate on better security/lighting and gate donation collection.

### **Carols in the Park**

Still waiting to hear if combined schools choir will be wanting to be involved.

Lyceum Club choir still interested.

Further discussion at next meeting.

### **General Business**

Fruit trees now have labels.

AGM next meeting on the 6<sup>th</sup> November, Guy to place advert in the Waitomo News on 26<sup>th</sup> Oct & 2<sup>nd</sup> Nov, Phillip to send out invitations/agenda to all those on our database.

Meeting closed 6.40pm

Next meeting after AGM on 6<sup>th</sup> November 2017

Guy Whitaker

**Chairperson**

**Document No: A374072**

**Report To: Council Business Paper**



**Meeting Date: 31 October 2017**

**Subject: Waitomo Sister City - Draft Guidelines and Terms of Reference**

**Type: Decision Required**

## Purpose of Report

- 1.1 The purpose of this Business Paper is to present the Waitomo Sister City Draft Guidelines and Terms of Reference to Council for adoption.

## Background

- 2.1 On 22 March 1994 it was adopted that Waitomo District Council would have a Waitomo Sister City Committee (WSCC). This committee would comprise of; His Worship the Mayor, the Chief Executive, Customer Services Executive and such members from the public as may from time to time be agreed.
- 2.2 On this same day the Terms of Reference for the Sister City Committee were adopted.

### **Terms of Reference (*Approved by Council 22.3.94 Min No. 99/94*)**

- To develop and maintain a meaningful and beneficial sister city relationship with Tatsuno in Japan.
  - To prepare a sister city agreement outlining the respective responsibilities and obligations of the Waitomo District Council and the Tatsuno Town Council for consideration.
  - To prepare an annual budget setting out the desired initiatives and expenditures for the consideration of the Waitomo District Council.
  - To identify key sectors in the Sister City relationship and develop interest in contact and exchanges between Waitomo and Tatsuno.
  - To liaise actively with community groups and organisations, providing encouragement to develop a rapport with a similar organisation or group of people in Tatsuno.
  - To prepare the details of desired points of contact or exchanges with Tatsuno and the existing potential it has to provide an enriched cultural experience for the residents of Waitomo District.
- 2.3 A Sister City relationship was formed on 30 March 1995 with the signing of a formal agreement by Waitomo District Council and the Tatsuno Township on behalf of their communities. The agreement was later signed in Tatsuno on the 26 April 1995. This agreement outlines key factors such as the promotion of friendship and goodwill along with the endeavour to encourage an understanding and awareness of the separate cultures and the exchange of ideas and people between the communities.

- 2.4 The relationship with the Tatsuno International Association has been led from the WSCC on which the Waitomo District Council (WDC) staff and Councillors of different appointments have historically sat.
- 2.5 There has been varied levels of membership and association to external supporting groups over the years as a means to enhance the Sister City relationship.
- 2.6 Waitomo Sister City Draft Guidelines have been developed to support the WSCC, WDC and Host Schools involved in the maintenance and enhancement of the Sister City relationship with Tatsuno Township.
- 2.7 Draft Terms of Reference have also been developed to support the Committee.

### Commentary

- 3.1 At its meeting of 29 August 2017 Council endorsed the draft Waitomo Sister City Guidelines and Terms of Reference for presentation to the Sister City Committee for review and consideration.
- 3.2 The Sister City Committee have now reviewed the two documents and recommended some minor amendments to the draft Guidelines – points 3.4 and 3.6. Amendments have been reflected in red font, as attached.
- 3.3 Responsibility for arranging exchange programmes and home stay accommodation was previously noted in the Guidelines as a Host School responsibility. This is now noted as a Sister City Committee responsibility.
- 3.4 Attached to and forming part of this business paper is a copy of the reviewed Waitomo Sister City Draft Guidelines and Terms of Reference.
- 3.5 The final Guidelines and Terms of Reference will be shared with the Sister City Committee and Student Exchange Host Schools. They will also be made available on WDC's website.

### Suggested Resolution

- 1. The Business Paper on Waitomo Sister City Draft Guidelines and Terms of Reference be received.
- 2. Council adopt / not adopt the Waitomo Sister City Draft Guidelines and Terms of Reference.



HELEN BEEVER  
**GROUP MANAGER – COMMUNITY SERVICES**

- Attachments
- 1. Waitomo Sister City - Draft Guidelines (Doc A357885)
  - 2. Waitomo Sister City - Draft Terms of Reference (Doc A357894)



# Waitomo Sister City

## Draft Guidelines

### 1.0 Objective

- 1.1 To provide a set of Guidelines for the Waitomo District Council, Waitomo Sister City Committee and local Host Schools involved in the maintenance and enhancement of the Sister City Relationship with Tatsuno Township.
- 1.2 The parties will work together to enhance and promote the relationship between the Tatsuno Township and the Waitomo District as outlined in the signed agreement 1995.

### 2.0 Background

- 2.1 On 22 March 1994 it was adopted that the Waitomo District Council would have a Waitomo Sister City Committee (WSSC). The following year on 30 March 1995 a Sister City Relationship was formed with the signing of a formal agreement by Waitomo District Council and the Tatsuno Township on behalf of their communities.
- 2.2 This agreement outlines key factors such as the promotion of friendship and goodwill along with the endeavour to encourage an understanding and awareness of the separate cultures and the exchange of ideas and people between the communities.
- 2.3 The Waitomo District Council recognises the need to provide and maintain support for the future involvement of interested groups that will enhance the relationship with the Tatsuno and Waitomo District communities. The Waitomo District Council will do this by supporting the WSSC, Host Schools and the Tatsuno Township in the development of these guidelines.

### 3.0 Roles and Responsibilities

- 3.1 The Waitomo District Council and the WSSC have agreed to support the sister city relationships through the provision of time and initiatives, and, the WSSC in doing so has taken responsibility to manage the relationships inclusive but not limited to the local host schools.

#### 3.2 Waitomo District Council

- The provision of a meeting room, free of charge, in which the WSSC can hold their meetings.
- An annual budget allocation, managed and administered by Waitomo District Council, to support the Sister City relationship.
- Support communications between the Committee, the Council and the Tatsuno Township representative.
- To maintain and provide the upkeep of the Japanese Garden.



### 3.3 Student Exchange

- To arrange an introduction meeting for the visiting students with his worship the Mayor.
- To provide the funds for return transportation from Auckland to the hosting school.
- To provide the funds for visits to two prior agreed tourist attractions as arranged with the Sister City representative.
- To provide a gift that is significant to the Waitomo District for the visiting students.

### 3.4 Waitomo Sister City Committee (known as WSCC)

- The WSCC will act voluntarily to foster and encourage exchanges of people and culture at a people to people level through existing sister city relationships, in line with the Tatsuno/Waitomo 1995 signed agreement.
- Ensure available resources are used to encourage as wide as possible involvement by the community.
- Hold Committee meetings, as required whereby proposed activities being undertaken by the Committee are discussed, agreed and acted upon.
- ~~To be solely responsible for arranging an exchange program and home stay accommodation.~~
- ~~To appoint a Co-ordinator who accepts responsibility for the exchange programme.~~
- ~~To provide sufficient funds and resourcing to facilitate the exchange programme from the time the students arrive and depart form the school.~~

### 3.5 Student Exchange

- To facilitate the pairing of schools with the intended Tatsuno visiting group.
- To arrange the provision of returning transport from Auckland hotel to the host school.
- Maintain communications with the host school and Waitomo District Council throughout the student exchange.
- To arrange and provide visits to two tourist sites either prior to or post school visit, e.g Waitomo Glow Worm Caves and the Otorohanga Kiwi House.

### 3.6 Host School Responsibility

- ~~To provide a liaison to work with the WSCC.~~
- To support the exchange as and where appropriate i.e the use of school vehicles and transport, hosting powhiri and host family and visiting group dinner.
- To provide ~~the programme and intended~~ the host pairings for the exchange of the Tatsuno students to the WSCC.
- That the school have a designated representative on the WSCC for at least one meeting prior to and for one meeting post-exchange visit.
- ~~To discuss, what, if any involvement the WSCC will have in each exchange.~~



# Waitomo Sister City Committee

## Draft Terms of Reference

### 1.0 Purpose

- 1.1 The Waitomo Sister City Committee shall develop and maintain a meaningful and beneficial Sister City relationship with Tatsuno. The committee is made up of a cross section of members of the community and Waitomo District Council Representation.

### 2.0 Scope

- 2.1 These Terms of Reference apply to the Waitomo Sister City Committee.

#### 2.2 Functions of the Committee

- 2.3 The Waitomo Sister City Committee provides a forum to:
- a) To identify key sectors in the Sister City relationship and develop interest in contact and exchanges between Waitomo and Tatsuno.
  - b) To liaise actively with community groups and organisations, providing encouragement to develop a rapport with a similar organisation or group of people in Tatsuno.
  - c) To prepare the details of desired points of contact or exchanges with Tatsuno and the existing potential it has to provide an enriched cultural experience for the residents of Waitomo District.
  - d) Facilitate the meaningful and supportive relationship between the Waitomo District Council, Waitomo community and Local Waitomo District Schools.
  - e) Assist in developing any standards, rules, policies, or procedures relating to the enhancement of the sister city relationship held with the Tatsuno International Association.

### 3.0 Membership

- 3.1 The Waitomo Sister City Committee shall comprise of:

- **A Chairperson**
- **A Secretary and Waitomo District Council Staff representative**
- **Committee members**



### 3.2 Additional Attendance

- 3.3 It is a requirement to ensure continuity of communications that schools providing hosting for the Tatsuno students should provide one representative to attend at least one pre host visit and one post host visit meeting with the WSCC.

## 4.0 Financials

- 4.1 The Waitomo Sister City Committee will in September of each year prepare an annual forward budget setting out the initiatives and expenditure for consideration of the Waitomo District Council.
- 4.2 Waitomo District Council will allocate an annual budget which will be managed and administered by the Council to support agreed Sister City initiatives.
- 4.3 The WSCC shall not bind the Waitomo District Council to any obligation, unless that obligation has been agreed in writing by the Waitomo District Council.

## 5.0 Committee Meeting Protocols

### 5.1 Frequency

- 5.2 The Waitomo Sister City Committee will meet quarterly or at any other reasonable time on the request of a simple majority of members of the committee.

### 5.3 Quorum

- 5.4 The quorum will be at least five members.

### 5.5 Agenda and Minutes

- 5.6 An Agenda shall be prepared and circulated to committee members prior to each meeting. Committee members can request agenda items be included. Minutes shall be recorded and circulated to committee members.

## 6.0 Reporting

- 6.1 The Waitomo Sister City Committee will participate in informing the content of briefing papers from time to time.
- 6.2 Minutes will be forwarded to the WDC staff representative for inclusion in the WDC Council meeting agenda.

## 7.0 Review of Terms of Reference

- 7.1 These Terms of Reference shall be reviewed no more than every 2 years.

**Document No: A374336**

**Report To: Council**



**Meeting Date: 31 October 2017**

**Subject: Progress Report: Civil Defence Emergency Management Joint Committee Minutes**

**Type: Information Only**

## Purpose of Report

- 1.1 The purpose of this business paper is to provide Council with information relating to the Civil Defence Emergency Management (CDEM) Joint Committee meeting of 4 September 2017.

## Background

- 2.1 The Waikato Civil Defence Emergency Management (CDEM) Group is a consortia of local authorities, emergency services, lifeline utilities, welfare organisations, Government departments and non-government organisations.
- 2.2 The role of the group is to work in partnership with communities ensuring effective and efficient delivery of emergency management within the Waikato region.
- 2.3 The Waikato CDEM Group boundary is based largely on Waikato Regional Council's boundary. The CDEM Group area covers approximately 24,000 square kilometres of the central North Island extending from Mt Ruapehu in the south to Port Jackson (at the tip of the Coromandel Peninsula) in the north.
- 2.4 Eleven local authorities within the Waikato region have joined together to establish a CDEM Joint Committee. Each council is represented by one elected member who is the Mayor/Chair or delegated elected representative.
- 2.5 The Joint Committee works together to minimise the potential effects of emergencies, prepare the people to respond to emergencies and help the community to recover as quickly as possible following an emergency.
- 2.6 The members of the Waikato CDEM Joint Committee are:
- |     |                                    |                                      |
|-----|------------------------------------|--------------------------------------|
| 1.  | Councillor Hugh Vercoe (Chair)     | (Waikato Regional Council)           |
| 2.  | Councillor Leo Tooman (Dep. Chair) | (Hamilton City Council)              |
| 3.  | Mayor Phillip Buckthought          | (Hauraki District Council)           |
| 4.  | Councillor Brian Hunter            | (Matamata-Piako District Council)    |
| 5.  | Councillor Annette Williams        | (Rotoranga District Council)         |
| 6.  | Councillor Thomas Lee              | (South Waikato District Council)     |
| 7.  | Councillor Anna Park               | (Taupo District Council)             |
| 8.  | Councillor Rex Simpson             | (Thames-Coromandel District Council) |
| 9.  | Councillor Jacqui Church           | (Waikato District Council)           |
| 10. | Councillor Judy Bannon             | (Waipa District Council)             |
| 11. | Councillor Allan Goddard           | (Waitomo District Council)           |

- 2.7 The Co-ordinating Executive Group (CEG) for Civil Defence has requested that minutes for the CDEM Joint Committee be circulated to Council Members in an endeavour to increase the profile of Civil Defence in our Region.

**Commentary**

- 3.1 Attached to and forming part of this business paper are the confirmed minutes of the Committee meetings convened on 4 September 2017.

**Suggested Resolution**

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



HELEN BEEVER  
**GROUP MANAGER – COMMUNITY SERVICES**

October 2017

Attachment: 1 Joint Committee Minutes – 4 September 2017




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## Waikato Civil Defence Emergency Management Joint Committee MINUTES

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Minutes of a meeting of the Waikato Civil Defence Emergency Management Joint Committee held in Council Chamber, 401 Grey Street, Hamilton East on Monday 4 September 2017 at 1.02pm.

### Present:

<b>Hamilton City Council</b>	Cr Leo Tooman
<b>Hauraki District Council</b>	Cr Phillip Buckthought
<b>Matamata Piako District</b>	Cr Brian Hunter
<b>South Waikato District Council</b>	Cr Thomas Lee
<b>Taupō District Council</b>	Cr Anna Park
<b>Thames Coromandel District Council</b>	Cr Rex Simpson
<b>Waikato District Council</b>	Cr Noel Smith
<b>Waikato Regional Council</b>	Cr Hugh Vercoe
<b>Waipā District Council</b>	Cr Judy Bannon
<b>Waitomo District Council</b>	Cr Allan Goddard

### In Attendance:

<b>Ministry of Civil Defence and Emergency Management</b>	Suzanne Vowles – Regional Emergency Management Advisor
<b>Co-ordinating Executive Group</b>	Langley Covers – CEG Chair
<b>Staff – Waikato Regional Council</b>	Neville Williams – Director – Community and Services
	Lee Hazlewood – Group Controller
	Danielle Kruger – Emergency Management Co-ordinator – Strategic Planning/ICT
	Jenny Bouwer – Emergency Management Co-ordinator - Administration
	Sarah McLeay – Democracy Advisor

**Apologies**

Cr Annette Williams - Otorohanga District Council

Accepted

**Confirmation of Agenda**

Agenda Item 2

Cr Phillip Buckthought moved/Cr Brian Hunter seconded

CD16/22

**RESOLVED**

**THAT the agenda of the meeting of the Waikato Civil Defence Emergency Management Joint Committee of 4 September 2017, as circulated, be confirmed as the business of the meeting.**

The motion was put and carried (CD16/22)

**Disclosures of Interest**

Agenda Item 3

There were no disclosures of interest.

**Minutes of Previous Meeting held on 26 June 2017**

Agenda Item 4 Doc 10597995

It was noted that the minutes incorrectly recorded Mayor Brian Hanna as attending when it was his alternate Cr Allan Goddard in attendance.

Cr Allan Goddard moved/Cr Leo Tooman seconded

CD17/23

**RESOLVED**

**THAT the Minutes of the Waikato Civil Defence Emergency Management Joint Committee meeting of 26 June 2017 (Doc 10597995) be received and approved as a correct record, subject to the correction recording Cr Allan Goddard in attendance representing Waitomo District Council, not Mayor Brian Hanna.**

The motion was put and carried (CD17/23)

**Ministry of Civil Defence Emergency Management Update**

Agenda Item 5 Doc 10899097

Presented by Suzanne Vowles to provide an update on the work programme undertaken by the Ministry of Civil Defence and Emergency Management.

During discussion, the following was noted:

- Cell broadcasting alerts will be an additional warning system to those already in place. The system is widely used in Australia and the United States. Testing is underway and the project is on track for a November 2017 delivery following a public awareness campaign in October.

Cr Noel Smith moved/Cr Rex Simpson seconded

CD17/24

**RESOLVED**

**THAT the report 'MCDEM Update' dated 21 August 2017 (Doc 10998226) be received.**

**The motion was put and carried (CD17/24)**

**Summarised Co-ordination Executive Group minutes**

Agenda Item 6 Doc 10993740

Presented by Langley Cavers - Coordinating Executive Group Chair, to provide a summary of the matters raised and discussed at the last Coordinating Executive Group meeting held on 18 August 2017.

Cr Leo Tooman moved/Cr Allan Goddard seconded

CD17/25

**RESOLVED**

**THAT the report 'Summarised CEG minutes' dated 24th August 2017 (Doc 10993740) be received.**

**The motion was put and carried (CD17/25)**

**Long Term Plan 2018/2028**

Agenda Item 7 Doc 10967197

Presented by Lee Hazlewood to provide an opportunity to analyse and endorse the Long Term Plan budget and abbreviated business cases.

During discussion, the following was noted:

- New recovery requirements in the Civil Defence Emergency Management Amendment Act 2016 are likely to require additional expenditure. As a result of recent recovery efforts around the country, the Regional Emergency Management Advisor had recommended some amendments to the Recovery Manager role description that were likely to result in job resizing and an increase in the Recovery Manager's salary. During an event, the Recovery Manager would be responsible directly to Chief Executives of participating local authorities.
- A centralised budget for training would lead to greater efficiencies. The way in which training would be provided to private business was still to be determined. Training across all sectors was an important part of building community resilience.
- Communication costs supported the use of technology including social media and video production to enhance community engagement and maintain the relevance of established social media channels. Salaries form the greatest portion of cost.
- The Sendai Framework is likely to become mandatory. The greater emphasis in this area would require additional resources for reduction planning. There are possibilities for sharing this position with Waikato Regional Council. A national disaster resilience framework is expected in 2019 from central government requiring a regional strategic approach to reduction activities.
- Civil defence and emergency management had historically been poorly resourced at a local level. There was a need for full and adequate funding. Ratepayers would require information about what they would be paying for. It may be helpful for ratepayers to know that the Waikato had been lucky to avoid the costs involved

in a number of recent national disasters caused by cyclones. This wouldn't always be the case. Extra funding for civil defence needs to be tempered with ability to deliver within realistic budgets. This involves a total Waikato Regional Council package. Some requirements are mandated by statute while others involve a degree of discretion.

- Feedback from this meeting would be provided to the Co-ordinating Executive Group that will address the staging required to implement changes in a reasonable and manageable manner. The Co-ordination Executive Group would provide staging recommendations to this Committee.

Cr Noel Smith moved/Cr Rex Simpson seconded

CD17/26

**RESOLVED**

**THAT the report 'Long Term Plan 2018/2028' dated 21 August 2017 (Doc 10967197) be received.**

**THAT the first gate in the long term plan process is approved, and the Group Emergency Management Office is directed to prepare detailed business cases based on the submitted information, for approval at the next Joint Committee meeting.**

**The motion was put and carried (CD17/26)**

**Strategic Recovery Planning**

Agenda Item 8 Doc 10966002

This report was taken as read. It provided an opportunity to give feedback on the Director's Guidelines for Strategic Recovery Planning and an update on recovery activities.

During discussion, the following was noted:

**Action**

- Members would provide their feedback to Sue Duignan, Consultant, by 13 Sept. An email address would be supplied for this purpose.

Cr Noel Smith moved/Cr Judy Bannon seconded

CD17/27

**RESOLVED**

**THAT the report 'Strategic Recovery Planning' dated 24 August 2017 (Doc 10966002) be received.**

**The motion was put and carried (CD17/27)**

**Group Controller's Update**

Agenda 9 Doc 10965507

Presented by Lee Hazlewood – Group Controller to provide an update on the following:

- The new Group Emergency Co-ordination Centre and Group Emergency Management Office facility
- Direct local Hamilton City Council and Waikato District Council delivery arrangements

Cr Noel Smith moved/Cr Judy Bannon seconded

CD17/28

**RESOLVED**

**THAT the report 'Group Controller's Update' dated 21 August 2017 (Doc 10965507) be received.**

**The motion was put and carried (CD17/28)**

**Group Emergency Management Office Level of Effort and Financial Annual Report**

Agenda Item 10 Doc 10966063

This report was taken as read. It provided an update on the level of effort and finances of the Group Emergency Management Office (GEMO); and an opportunity to approve the allocation of the reserve funds to the Civil Defence Emergency Management fit out and outstanding costs.

Cr Rex Simpson moved/Cr Phillip Buckthought seconded

CD17/29

**RESOLVED**

**THAT the report 'GEMO Level of Effort and Financial Annual Report' dated 21 August 2017 (Doc 10966063) be received.**

**THAT the application of the remaining unallocated funds in the reserve to the Civil Defence Emergency Management fit out and outstanding costs, as outlined in the report by the report 'GEMO Level of Effort and Financial Annual Report' dated 21 August 2017 (Doc 10966063), be approved.**

**The motion was put and carried (CD17/29)**

**Group Emergency Management Office Update Report**

Agenda Item 11 Doc 10966790

Presented by Lee Hazlewood – Group Controller to provide an update on the activities undertaken by the Group Emergency Management Office.

Cr Noel Smith moved/Cr Anna Park seconded

CD17/30

**RESOLVED**

**THAT the report 'Group Emergency Management Office (GEMO) Update Report' dated 21 August 2017 (Doc #10966790) be received.**

**The motion was put and carried (CD17/30)**

Meeting closed at 3.27pm

**Document No:** A369704

**Report To:** Council



**Meeting Date:** 31 October 2017

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

**Type:** For Information

## 1.0 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.

## 2.0 Local Government Responsibilities

- 2.1 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.
- 2.2 Waitomo District Council has a statutory responsibility to promote effective and efficient waste management and minimisation within the Waitomo district under section 42 of the Act and to review its Solid Waste Management and Minimisation Plan (SWaMMP) no later than every six years. The SWaMMP 2012-2018 is currently being reviewed for inclusion in the special consultation process which will be undertaken for the draft LTP 2018-2028.
- 2.3 A key element of the Act is the waste levy applied to all wastes disposed to landfill. The levy is \$10 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.

## 3.0 Risk Considerations

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

## 4.0 Waitomo District Council's Internal Planning Documents

- 4.1 SWaMMP - The key internal planning document influencing this SWaMMP is Council's 2018 – 2028 Long Term Plan (LTP) which sets out Council's role in maintaining and promoting community well-being in the District. The SWaMMP is a "tactical" plan in support of the Council's LTP, with linkages to the Council's District Plan, Structure Plans and Council bylaws pertaining to waste management related matters.
- 4.2 Waste Assessment 2017 - The Waste Minimisation Act 2008 requires Councils to complete a waste assessment and to have regard to the assessment in preparation of the plan. The assessment provides the necessary background information on waste and diverted material streams to determine priorities. The most recent assessment is near completion and will be finalised for inclusion in the SWaMMP 2018-2021.

- 4.3 Waitomo District Solid Waste Bylaw 2009 - The purpose of this bylaw is 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, provide for the efficient collection and recovery of recyclable waste and manage waste management facilities for the optimum disposal or recycling of waste.
- 4.4 Funding Mechanisms - The current funding of Council's solid waste management services is split. It allows for a combination of general and targeted rates which covers mainly the original establishment cost and disposal of recyclables, while user charges are used to fund operational cost related to collection and disposal, structured so that they incentivise waste minimisation practices.
- 4.5 The following table summarises the linkages between AMP's and the other key components of the strategic planning and management of Council:

<b>Long Term Plan</b>	The broad strategic direction of Council set in the context of current and future customer requirements, many of which relate to the performance and financial requirements of the assets which are the subject of Activity Management (AM) planning. The AMP is the means for developing appropriate strategies and policies for the long-term management of Council's activities and related assets, and the basis for analysing the impact of Corporate strategic options on levels of service and long term funding needs.
<b>Annual Plan</b>	The service level options and associated costs developed in the AMP are fed into the Annual Plan consultation process.
<b>District Plan</b>	The District Plan regulates the shape and form of sustainable land use and activities pertinent to achievement of the District's environmental outcomes. It identifies and protects anticipated growth areas and formalises urban supply boundaries for utility services. It establishes standards for the construction and protection of the solid waste management network and provides the mechanism for mitigating adverse effects on the natural and physical environment.
<b>Financial Plan</b>	Financial plans developed in each AMP are consolidated into the short and long-term programmes of Council. AMP's improve financial planning by instigating planned long term maintenance and operation programmes and provides justification for works programmes and levels of funding.
<b>SWaMMP</b>	The service levels and budgets defined in the SWaMMP are incorporated into Business Plans as performance measures for the group.
<b>Contracts</b>	The service levels, strategies and information requirements contained in the SWaMMP become the basis for performance orientated contracts let for service delivery
<b>Corporate Information</b>	Quality AMP is dependent on suitable information and data. This requires the availability of sophisticated AM systems which are fully integrated with the wider corporate information systems (e.g. financial, property, GIS, customer service, etc.).

## 5.0 Solid Waste Management

- 5.1 Solid Waste Management is the combination of asset management, financial, engineering and technical practices to reduce and dispose of general refuse and the promotion of waste minimisation.
- 5.2 The Solid Waste Activity provides for education on waste minimisation, collection and separation of recyclables, and the disposal of residual waste to landfill.
- 5.3 WDC is meeting its obligations under the Waste Minimisation Act 2008 and SWaMMP by providing:
- Weekly Kerbside Refuse and Recyclables Collection Services
  - Rural transfer Stations, including free recycling services
  - Street Side Recycling Units
- 5.4 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.

## 6.0 Waitomo District landfill : 0500/16/041

- 6.1 The Waitomo District Landfill has a consented volume of 232,000 tonne and the Resource Consent expires in 2032.

### 6.2 Emissions Trading Scheme

- 6.3 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.

- 6.4 The impact of this review will be taken into account during the assessment of the future of the Landfill in preparation of the next LTP.

### 6.5 Landfill Volumes

- 6.6 Landfill Consented Volume: 232,000 Tonnes

Description	Tonnes Deposited July 2017	Tonnes Deposited Aug 2017	Tonnes Deposited Sept 2017	Tonnes Deposited Oct 2017	Tonnes Deposited Nov 2017	Tonnes Deposited Dec 2017
Deposited to Date	181943.90	183491.99	184436.63			
WDC Bags Collected	1.13	1.77	1.84			
Total over Weighbridge	761.36	1605.49	1024.86			
Less Diverted Recycle	28.09	30.79	33.74			
Less Stock out Gate	13.89	28.38	48.32			
Total To Landfill	720.51	1548.09	944.64			
Tonnage Space Available	50,056.10	48,508.01	47,563.37			

## 6.7 Recyclables

6.8 To date a total of 92.62 tons of recyclables has been diverted from the landfill for this financial year.

## 6.9 Health and Safety at Work (Asbestos) Regulations 2016

6.10 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 removalist 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.

6.11 The Landfill Management Plan, under which the landfill operates, includes provisions to ensure acceptance procedures for all waste types meet resource consent/ regulatory requirements.

6.12 There has been a significant increase in the number of asbestos related queries over recent months. WDL is one of four landfills in the greater Waikato/Coromandel area with approval via resource consent conditions to accept this type of waste.

6.13 The spike in waste tonnage deposited to the landfill in August was as a result of asbestos contaminated waste from a prison demolition in National Park.

## 6.14 Capital Projects

Description	Actual July 2017	Actual August 2017	Actual September 2017	Actual October 2017	Actual November 2017	Actual December 2017
Safety improvements High Wall Safety Work Main entrance upgrade Transfer station improvements						

6.15 Safety improvements includes all the H&S issues that were identified during the previous 2016/17 period for all the Solid Waste assets.

6.16 High wall shaping involves the removal and shaping of earth above the 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.

6.17 The Waitomo District Landfill main entrance is an asphalt roadway. The roadway is proving too weak for the size of the loads and will be strengthened. Transfer station improvements includes works on all rural transfer stations to improve the asset and to ensure that it adheres to all best practice Solid Waste services requirements.

## 6.18 Contractual Reporting – 0500/16/041

6.19 The following is a snapshot from the Envirowaste Landfill management contract report KPI score / reasoning PACE evaluation score for year beginning July 2017.

Month	Score	%
Jul-17	370	79%
Aug-17	400	100%
Sep-17	400	100%

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%<

6.20 Contract performance is tracking well.

## 7.0 Rural transfer stations and kerbside collection : 500/16/038

7.1 The following is a snapshot from the Envirowaste Kerbside and Recycling collection services contract report of recycling volumes from the Kerbside and transfer stations for September 2017.

### Kerbside Totals & Transfer Station Totals

#### Mokau Tuesdays m3

DATE	BROWN	GREEN	CLEAR	PLASTIC	ALI	TIN	PAPER	C/BOARD
05.09.17	0.1	0.3	0.4	1	0.1	0.1	0.5	0.75
12.09.17	0.5	0.7	0.6	1	0.1	0.1	1.5	2.5
19.09.17	0.5	0.65	0.45	1	0.1	0.1	1	2
26.09.17	0.6	0.7	0.4	1	0.1	0.1	1.5	0.75
<b>TOTAL</b>	<b>1.7</b>	<b>2.35</b>	<b>1.85</b>	<b>4</b>	<b>0.40</b>	<b>0.40</b>	<b>4.5</b>	<b>6</b>

#### Piopio Tuesdays m3

DATE	BROWN	GREEN	CLEAR	PLASTIC	ALI	TIN	PAPER	C/BOARD
05.09.17	0.4	0.5	0.1	2.2	0.1	0.1	1.4	1.5
12.09.17	0.5	0.4	0.4	1.5	0.5	0.5	1.8	2.5
19.09.17	0.5	0.5	0.5	2	0.65	0.3	1.65	2
26.09.17	0.4	0.3	0.4	2	0.45	0.3	2	2
<b>TOTAL</b>	<b>1.8</b>	<b>1.7</b>	<b>1.4</b>	<b>7.7</b>	<b>1.7</b>	<b>1.2</b>	<b>6.85</b>	<b>8</b>

#### Waitomo Tuesdays m3

DATE	BROWN	GREEN	CLEAR	PLASTIC	ALI	TIN	PAPER	C/BOARD
05.09.17	1	0.5	0.3	0.5	0.1	0.1	1	1
12.09.17	0.5	0.65	0.2	0.5	0.1	0.1	0.5	0.5
19.09.17	0.5	0.5	0.2	0.5	0.1	0.1	1	1
26.09.17	0.5	0.5	0.2	0.5	0.1	0.1	0.5	0.5
<b>TOTAL</b>	<b>2.5</b>	<b>2.15</b>	<b>0.90</b>	<b>2</b>	<b>0.40</b>	<b>0.40</b>	<b>3</b>	<b>3</b>

## 7.2 Contractual reporting – 500/16/038

7.3 PACE evaluation score for year beginning July 2017 is provided in the following table.

Month	Score	%
Jul-17	455	91%
Aug-17	460	92%
Sep-17	380	76%

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%<

7.4 The drop in grade for September related to service delivery and minor non-compliance with work specs ie clearing recyclables from a non WDC bin.

## 8.0 Service Requests / Complaints

8.1 Service requests are initiated by ratepayers or businesses across the District. The Service Requests are then followed up by WDC staff.

8.2 It must be noted that almost all Service Request complaints received for kerbside refuse or recyclables not being collected are due to the person placing the bag or recycle bin out too late. Service Requests or complaints relating to Solid Waste operations and/or Solid Waste Assets for 2017/2018 include:

Description	July 2017	Aug 2017	Sep 2017	Oct 2017
Kerbside Refuse not collected	1	3	1	
Landfill Complaint	1	0	0	
Transfer Station Complaint	0	0	0	
Litter Bins not being emptied	0	0	0	
Request for additional service	2	0	0	

8.3 Service requests relating to flytipping are managed under the Road Maintenance contract. There has been a significant increase in flytipping up Rangitoto Road in 2017. The eight reported incidents included some quite large volumes (3+tonne)

of general household waste, appliances/white ware, and in one case, offal and animal carcasses.

- 8.4 Rangitoto Road (between meat works and Tate Rd) is a problem area as it is close to town and easy for offenders to use partially secluded forestry access tracks. A meeting has been arranged with Graymont Quarries Ltd (landowner) to determine whether there is an option to make the tracks less accessible to the general public.
- 8.5 Identification information was found in the two most recent and largest incidences of flytipping up Rangitoto Road. Infringement notices with \$400 fines have been issued in both cases.

### **Suggested Resolution**

The Progress Report: Solid Waste Activity be received.



KOBUS DU TOIT  
**GROUP MANAGER – ASSETS**

Confidential

**Document No: A 370733**

**Report To: Council**



**Meeting Date: 31 October 2017**

**Subject: Progress Report: Land Transport Activity**  
For Information

## **1 Purpose of Report**

1.1 The purpose of this business paper is –

- To brief Council on the implementation of the Work Plan for the Land Transport activity as contained in the current year of the 2015-2025 Long Term Plan (LTP)
- To establish a framework for monitoring the on-going implementation of the 2015-25 LTP as part of the Road Map Work Programme.

1.2 This business paper is set out under the following headings:

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## **2 Local Government Act S.11a Considerations**

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

### 3 Risk Considerations

- 3.1 This report is for information only. No risks are identified in the information contained in this business paper.

### 4 Introduction

- 4.1 This business paper focuses on informing the Council on the operational and maintenance activities of the Roothing division. The Roothing capital works programme is reported separately, except for the Roothing Capital Works budget, which is reported with this business paper.

### 5 Background

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

### 6 Roothing Subsidies

- 6.1 New Zealand Transport Agency (NZTA), the national road funding authority, provides a financial assistance subsidy (currently at 64% FAR rate for 2017/18) for works that meet agreed subsidy criteria via the Land Transport Programme.
- 6.2 Commentaries detailing progress on activities currently subsidised by NZTA in the 2017/18 year of the LTP are provided below. (Please note that these budgets are current and differs from the budgets in the original 2015-25 LTP due to transfers from one budget to another as required.)

### 7 Road Safety

#### 7.1 Road Safety Promotion

- 7.2 For the current national Land Transport Fund (2015/18) period, Waitomo DC and Otorohanga DC are working together on Road Safety Promotion and share the allocated NZTA funded budget 50% each. This started with both Councils using

a single shared road safety coordinator, managed by WDC, working across both areas. WDC has since withdrawn from the promotion component of this activity in order to focus on the delivery of a novice driver training programme instead. Otorohanga DC is sharing in that on a 50% basis, but is also continuing with some Road Safety Promotion work by adding their own additional funding and delivery independently from WDC.

7.3 The Road Safety Promotion activities for 2015-18 are guided by the NZTA/Waikato Bay of Plenty Investment section.

7.4 In the 2018/21 NLTF, starting on 1 July 2018, the Road Safety Promotion funding will be separate, and the claim for the Otorohanga work will not need to be made through the WDC TIO claim.

7.5 WDC and ODC have developed a 3-year program with a primary focus on the novice driver training programme outcomes.

7.6 The Program is now ongoing and quarterly reports will be provided by Te Kuiti Community House as the WDC/ODC Contractor.

#### 7.7 **Road Safety Projects**

7.8 All State Highways are maintained and administered by NZTA, as they are the Road controlling Authority. Parts of the roading network within the Waitomo district falls within the jurisdiction of NZTA.

7.9 As part of the Governments road safety initiative and road safety drive, several portions of the State Highway network has been identified as routes that requires intervention.

7.10 Currently there are 4 sections of State Highway (SH) that falls within the WDC boundary. These are SH 3 between Otorohanga and Awakino through to Mt Messenger:

- SH 30 between Te Kuiti and Benneydale
- SH 37 between Hanganatiki Roundabout and the Waitomo Village area.
- SH 4 between SH3 intersection and Taumarunui.

7.11 NZTA's Safe Roads and Roadsides Programme extends over a period of six years. During these six years various road safety concerns are addressed. Below is copied communication received from NZTA to that effect.

- A \$600M government investment over six years,
- Targeting high-speed rural state highways with a high crash risk,
- Aim is to prevent 900 deaths and serious injuries over 10 years,
- Improve the safety rating (KiwiRap Star Rating) of our state highways.

7.12 NZTA is advocating the four systems approach to make the roads and roadside safer to the road user. Below is an orthographic simulation of the contributing partners in providing safer roads.



### 7.13 Safe Roads and Roadside

- guardrail,
- side and median barriers,
- flexible safety barrier,



- Rumble strips



- Wide centrelines
- Shoulder widening
- Signs and road markings

7.14 Within the RCA boundaries of WDC, NZTA has earmarked three SH sections under the current safety initiative where they intended to carry out some improvements.

**Intersection 1: SH 37 (SH3) Hangatiki Roundabout to Waitomo Village**

This portion of the SH network is completed. It carried a high priority due to the tourism attraction of the Waitomo Caves. The improvements ended at the speed change 80km/h to 50km/h just outside the Waitomo Village area. The measures introduced along this portion of the network was similar to the existing approach.

**Intersection 2: SH 3 Hangatiki Roundabout to Te Kuiti Town Boundary**

A road safety investigation was carried out by NZTA, in conjunction with its partners to propose and introduce road safety improvements, along this portion of the SH network.

This project is in the final detail design phase, and according the Project Manager the intention is to start construction of the minor improvements, in October 2017.

The treatment will involve the typical low key safety treatment innovations as set out above in section 7.15.

In relation to this section of the network they are also introducing the following:

- **Wire Rope, "W" Beam and Concrete Barriers**  
Several sections along the route will have Wire Rope barriers being installed, either on the left or the right shoulder, and some sections will be treated with W Section barriers. There is also one section which will be treated with a concrete barrier.
- **Shoulder widening**  
Two intersections have been identified to introduce shoulder widening.

Te Kumi Station Road

The intention is to widen the left shoulder, on the approach to the intersection from the northern approach, to provide space for safe passing manoeuvres, past turning HCMV's making a left turn into Te Kumi Station Road. The western side of the intersection, will also be widened to create additional length on the weighing station (this request was submitted by NZ Police) and also to introduce a Right Turn Pocket from the southern approach.

Gadsby Road

NZTA advised, that several conversations and public input, has lead them to widen the northern approach to this intersection. The motivation for this, was due to local residents comments on typical driver behaviour. It was commented that property occupiers residing on the western side of SH 3, between Gadsby Road and Oparure Road use this intersection as a safe turn around area, to gain access to their properties without the risk of a Head-Tail collision.

Lees Block Road

NZTA has taken the existing traffic patterns and vehicle movements into consideration. Currently the vehicle movements into and out of Lees Block Road is 77 vehicle movements per day. These volumes of turning vehicles, does not justify a right turn pocket, but consideration was given to widen the left shoulder, to allow safe passing for straight through vehicle past turning traffic.

- **Rumble Strips and road marking**

NZTA advised that they are intending to use Audio Tactile Pavers (ATP's) The will be installing these under the following conditions.

Edgeline installations: 150mm wide profiles. Blocks to be placed on or beside the flat or structured marking, such that a minimum of 3.35 metres of lane width is maintained between centreline and edgeline ATP block edges

No overtaking lines: Superimposed on the no overtaking lines. If the ribs are wider than the no overtaking line then the ribs shall project into the traffic lane maintaining a clear 100mm gap between the double lines.

Issues raised by WDCTree Removal

The NZTA Project Manager advised that they are intending the removal of 7 trees along a section of SH 3 between Te Kumi Station road and Gadsby Road. These trees are situated on private land and is being removed for better visual risk management.

Trees on Tekumi Station Rd and SH3 situated in the road reserve will be removed for better visibility and to meet safe intersection site visibility requirements.

**Intersection 3: SH 3 Awakino to Mt Messenger**

The partners in this alliance are:

- NZTA
- Road Safe Alliance
- Downer

- Opus
- MWH
- And other smaller consultants

This road safety project has a current value of \$200 million. The section exists of two sections of 30 kilometres each, of which the 30 KM section in the WDC district starts from Awakino just before the gorge and ends at the Taranaki Waitomo Local Authority border.

The contract has been tendered and has been short listed to three potential providers. The package includes "Design and Construct " Components as one package

7.15 The driver of this project is motivated by the following important Key Performance Indicators. These are;

- Reliable traveltime (Journey Experience)
- Percentage (-25%) Decrease of Road Closures due to failures (Resilience)
- Percentage (-25%) Decrease of fatal and serious crashes (Safety)

7.16 The package is split up into two phases.

#### **Phase 1**

Aimed at gaining quick wins and includes minor safety improvements.

This part of the project kicked off in July 2017 and included;

- Vegetation removal
- Pavement widening and barrier installations
- The installation of stopping areas and slow vehicle bays are aimed to be installed in the summer of 2017/2018.

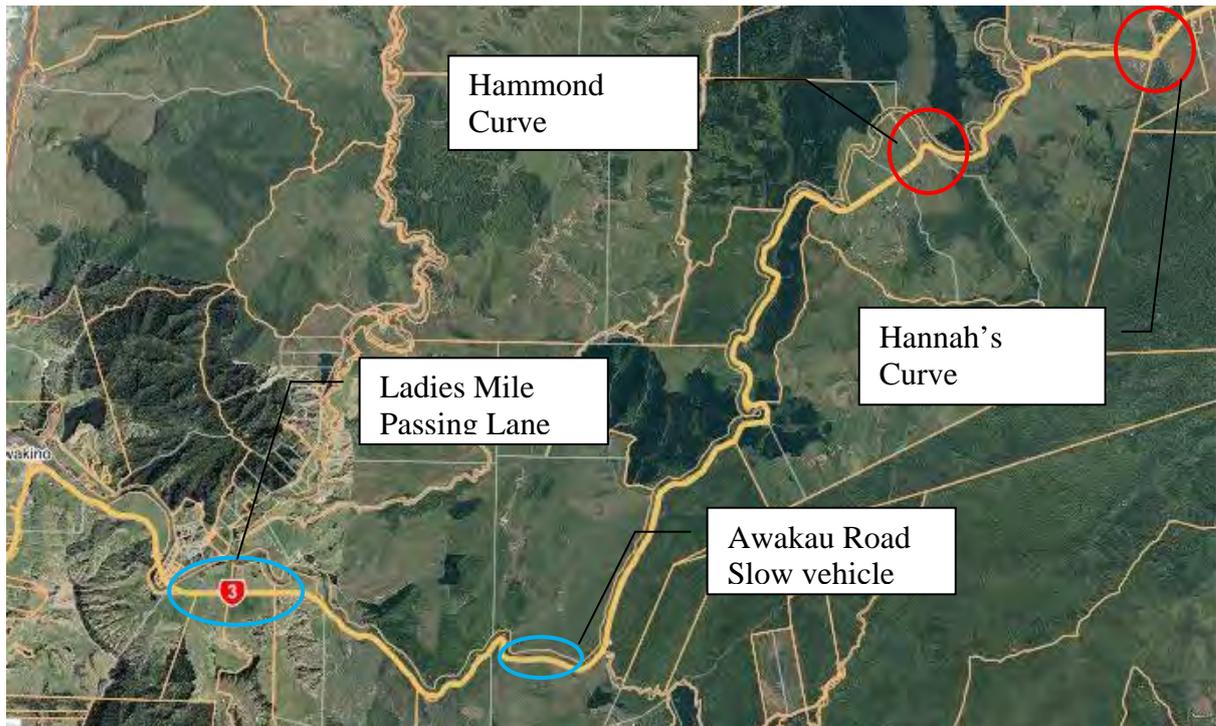
The minor improvement works is ongoing and is currently entering into the start of Phase 2.

#### **Phase 2**

Includes the major works component of the road safety project and includes the following locations;

- **Hanna's Curve**  
Several options were considered for this curve and included the following;
  - Realignment of the existing section
  - Crossing the Mokau River
  - Benching, battering and trimming of slopes

It was decided by the working group to introduce benching and battering of slopes, with the inclusion of electronic speed warning signs accompanied by ATP (Audio tactile pavers) and Raised Retro Reflective pavement markers (RRPM's)



- **Hammond Curve**  
The other curve that required attention according to the Alliance is Hammond Curve this curve is situated at the end of a fairly long straight just after one exits the Awakino tunnel travelling north. The current Speed advisory on this corner is 35Km/h. The road is going to be vertically realigned to such a curvature that the bend can be negotiated at 90km/h.  
  
Other improvements of this route includes;
  - Passing lane just south of the Mokau bridge in Mokau town (South bound)
  - Passing Lane at Ladies Mile (south bound)
  - Slow vehicle bay at Awakau Road (north bound)
- **Awakino Tunnel**  
The bypassing of the Awakino Tunnel is pushed out to the 2018/2019 financial year.

7.17 The intention is that the entire project is to be completed Mid 2019.

## 8 Roding Business Unit

### 8.1 Introduction

8.2 The Roding Business Unit (RBU) is an internal structural arrangement and provides professional services.

8.3 The current RBU arrangement commenced on 1 July 2015 and extends for a period of three years to 2018.

8.4 The arrangement covers the full range of services provided by the RBU which includes Professional and administrative services.

8.5 **Professional Services Activity**

8.6 The professional services component of the RBU includes the following elements of the Roading profession.

<b>Professional Services Activities - RBU</b>	
Planning, investigation and design	The performance and quality monitoring of physical works projects including the administration and sub-contracted professional services
Preparing	<ul style="list-style-type: none"> <li>• Project Feasibility report</li> <li>• Asset Management Plans</li> <li>• Works Programmes</li> <li>• Safety Management Strategies</li> <li>• Environmental Management Strategies</li> </ul>
Reporting to the client	<ul style="list-style-type: none"> <li>• On physical performance of physical works contracts</li> <li>• On the physical and safety condition of road assets, including recommendations for maintaining, renewing, enhancing or disposing of assets</li> </ul>
Gathering and managing information	<ul style="list-style-type: none"> <li>• For RAMM</li> <li>• For bridge rating systems</li> <li>• Interpreting condition rating data and applying to programme development</li> </ul>
Undertaking	<ul style="list-style-type: none"> <li>• Transportation planning and traffic management services</li> <li>• Safety audits and crash reduction studies</li> </ul>
Developing, managing, and supervising physical works contracts	
Evaluating physical works and external professional services tenders	
Interpreting and implementing recommendations from professional services reports and investigations, including review of reports which assesses the condition of assets	
Obtaining building and resource consents	
Legalisation existing roads	
Responding to public enquiries	
Provide	<ul style="list-style-type: none"> <li>• Road condition information</li> <li>• Engineering and Asset Management Consultancy Services</li> <li>• Specialist advice</li> </ul>

<b>9 Operating Expenditure 2017/18</b>
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9.1 **Budget Update**

9.2 The table below is representative of the latest financial figures representing Year to date (September 2017) figures.

DESCRIPTION OF SERVICE	2017/18 BUDGET	EXPENDITURE TO DATE At end of September 2017	COMMENTS
<b>Total Maintenance Expenditures (excluding Loss on Asset Disposal)</b>	5,917,759	1,507,541	<b>Expenditure to date = 6% of original 2017/18 Budget</b>
Road Safety Promotion 431 – 433	130,000	21,667	Driver Training Program is delivered under contract by Community House for WDC and ODC.
Emergency First Response 106 (GL = 730 31 715)	250,000	571,477	Unforeseen weather events requiring emergency first response works under this category (include trees blown down, slips, and erosion). More detail is recorded in this business paper
Environmental Maintenance 121	600,000	139,063	Typical works include Hazardous Trees, Pest Plant Control, Mowing, Spraying, Drainage control, etc.
Environmental Maintenance 121 For Stock Effluent Facility + Time	42,000	2,674	On-going Maintenance of the Stock Effluent facility, including water, electricity and trade waste levies.
Level Crossings	30,000	2,355	Kiwi Rail determines repairs and does the work required and then invoices WDC.
RBU Unit Costs	758,729	137,414	Includes consultant fees for Professional Services
Routine Drainage Maintenance 113	440,000	148,359	Water table maintenance and Culvert maintenance.
Sealed Pavement Maintenance 111	1,400,000	129,796	Pre-reseal repairs and general sealed pavement maintenance.
Structures Maintenance 114	170,000	26,507	Routine maintenance on guardrails and bridge decks.
Traffic Services Maintenance 122	150,000	39,445	District wide maintenance of signs and road furniture.
Street Lights Maintenance 122	320,000	57,854	Cyclic maintenance and electricity costs. The maintenance of street lights are affected by the amount of lights that has to be replaced.
Unsealed Pavement Maintenance 112	1,000,000	215,446	Re-metalling of unsealed roads.
Asset Management Plans	0	15,483	The Asset Management Plan is in the process of being updated and a new updated version is being written
Minor events: NZTA Budget	0	0	NZTA Budget item, not in WDC Budget
Administration Services for Rooding	627,030	0	Overheads to support delivery of service.

## 10 Capital Expenditure 2017-18

- 10.1 The CAPEX for 2017/18 is \$5,674,000 (including \$650,000 for Emergency Projects).
- 10.2 It should be noted that although the Emergency Projects budget is fully subsidised, there are several conditions for this subsidy and the NZTA does not allocate a specific budget for the Emergency Works category. NZTA allows for subsidy of such projects as and when they are approved upon applications received on a case by case basis for "qualifying" events, which requires that they are over \$100,000 per event, and also meets other approval qualification thresholds. WDC has submitted a report to NZTA after the April 2017 Weather events to register storm damages estimated at a total amount of \$1,440,000 and the repairs are intended to be funded over more than one financial year.
- 10.3 Unspent but approved budget was carried over from 2016/17 to 2017/18 in order to complete capital projects that could not be completed during 2016/17.
- 10.4 These include the Pavement Rehab Project (\$254,000), the Bridge Structural Maintenance Repairs Project (\$140,000), the Mangatoa Rd Under slip at RP3.04 (\$180,000) and the Storm Damages Emergency Reinstatement projects (\$260,000).
- 10.5 Storm damage caused by Cyclone Debbie and Cyclone Cook during April 2017 will require additional funding in 2017/18 FY as the estimated total costs for the Cyclone damages are \$1,440,000 of which \$341,989 worth of repairs was completed during 2016/17. This means that Storm damage repairs to the value of about \$1,098,000 is still to be completed after June 2017.
- 10.6 The available WDC Capital Emergency Reinstatement budget for 2017/18 is only \$650,000. It is proposed that the 2016/17 FY budget (Mangatoa Road Underslip RP 3.04 project and from the Emergency Reinstatement budget, totalling about **\$440,000**) be carried over to the 2017/18 Emergency Reinstatement budget in order to increase that available budget to **\$1,090,000**.
- 10.7 A funding shortfall of about \$350,000 may occur. Any funding shortfall would mean that storm damage work may be postponed until the 2018/19 FY unless savings from other budgets can be effected during 2017/18.
- 10.8 The unexpected turn in weather patterns over the month of August 2017 has resulted in an abnormal amount of rainfall. This has resulted in damage to the Roothing infrastructure and is dealt with under the heading "Network Maintenance"
- 10.9 The cost for the remedial work in collaboration with our Maintenance Contractor is estimated to be approximately \$500 000 (five hundred thousand dollars).
- 10.10 The largest contributor to this is the extensive cost to repair the under slips that occurred in the district during the latest weather patterns.

DESCRIPTION OF SERVICE	2016/17 BUDGET	EXPENDITURE TO DATE	COMMENTS
<b>Total Capital Expenditures (excluding Capitalisable Overheads)</b>	<b>5,674,000</b>	<b>294,277</b>	Expenditure to date = 5% of original 2017/18 Budget
Minor Improvements 341	650,000	0	Identified and NZTA approved minor projects to improve hazards like sharp curves, slip prone cuttings, etc.

DESCRIPTION OF SERVICE	2016/17 BUDGET	EXPENDITURE TO DATE	COMMENTS
Drainage Renewals 213	\$400,000	113,110	Upgrading of Network wide drainage issues.
Pavement Rehabilitation 214	\$1,451,800	66,109	The annual Pavement Rehabilitation Contract, Totoro Rd section (km 8.378 to 11.316). About 80% complete. Chip sealing portion of this work is delayed to await warmer weather.
Sealed Road Surfacing 212	\$1,400,000	0	Completed
Structures Components Replacement 215	\$300,000	70,496	Annual replacing of structural bridge components on various bridges.
Traffic Services Renewals 222	\$200,000	10,190	Annual Traffic Signs replacement and the District wide Line Remark project.
LED Street Light Upgrades	\$0.0	0.0	
Unsealed Road Metalling 211	\$622,200	450,831	Unsealed Road Metalling is done under the Maintenance Contract, during the wet season.
Emergency Reinstatements Projects 141	\$650,000	45,225	To be prioritised as they happen.
Structures Maintenance - Oparure Rd Ret Wall	\$380,000	0	New item, not for this year.
Te Waitere Rd Slips	0	0	Design completed. Further works to be funded under Minor Improvements. Report submitted to NZTA for action
Mangatoa Rd Under slip RP3.04	0	0	Option Report completed. Further works to be funded under Minor Improvements. Report submitted to NZTA for action.

## 11 Network Maintenance

### 11.1 Trees

11.2 Trees located within the legal road corridor forming the Roding Network is an ongoing issue. Where trees have fallen onto the roads, these are dealt with under the emergency first response budget. The Environmental Maintenance budget is used to fund preventative maintenance works to remove hazardous trees where appropriate. If larger scale works are identified and agreed with NZTA, the use of the Minor Improvements budget is another possible funding route. Work is on-going on a priority basis as it is identified.

### 11.3 Rehabilitation Program

11.4 The Totoro Road Pavement Rehabilitation: Phase 1 was completed in 2014/15 FY. Phase 2 was split in two separable portions, due to consent issues and budget considerations. This has since been resolved. Separable Portion No. 1 (RP 8,378 - 9,800) and Separable Portion No. 2 (RP 9,800 - 11,316) as Contract 500/15/013 is now on hold at about 80% complete until later in the year to do the chip sealing. The balance of this 2016/17 FY budget was carried over for this purpose. Phase 3 is for the 2017/18 Financial Year and consists of three road sections, being Rangitoto Road (RP 5,784 – 6,415), Totoro Road (RP 1,581 – 2,664) and Totoro Road (RP 3,141 – 5,140) and design work is underway with construction planned for early 2018.

### 11.5 **Bridge Maintenance**

11.6 The structural Bridge Maintenance Contract for 2016/17 FY is at about 74% completion and work will carry on during 2017 to complete. The balance of the budget for this project was carried over for this purpose.

11.7 The 2016/17 programme is now completed and the 2017/18 inspections is underway.

### 11.8 **Unexpected Weather Patterns**

11.9 During the months of August and the first half of September, Waitomo district has received above normal rainfall. The excessive rainfall on top of the already saturated ground surface after the visitations from Cyclone Cook & Debbie earlier in April and the ongoing rainfall since then, has resulted in several pavement failures over the past two months.

### 11.10 **Rainfall**

11.11 According to Waikato Regional Council's website rainfall over four monitoring areas in close proximity to our district had the following rainfall figures recorded.

11.12 The rainfall at four sites around Te Kuiti (see map below) for the week since 6 September, and it reads as follows:

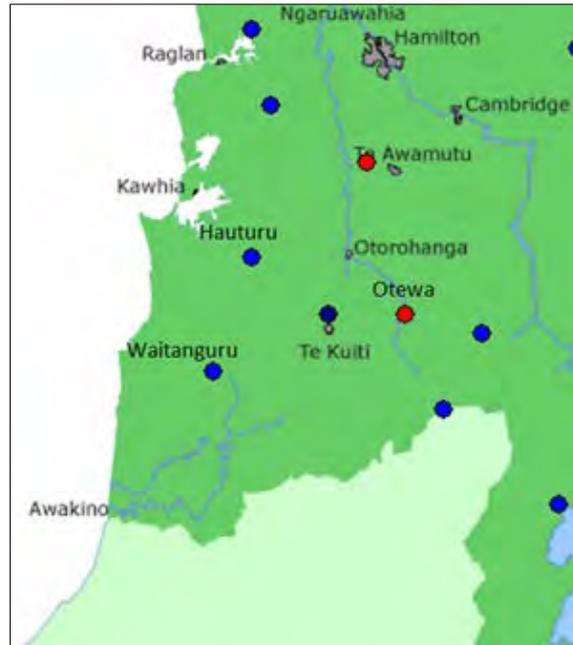
- Otewa 100mm
- Te Kuiti 150mm
- Hauturu 160mm
- Waitanguru 210mm

11.13 Rainfall at the same four sites around Te Kuiti for the month since 6 August:

- Otewa 235mm
- Te Kuiti 365mm
- Hauturu 500mm
- Waitanguru 495mm

11.14 From the Waikato Regional Council website, the mean average rainfall for the inland sites would be around 1,400 to 1500 mm per year, and the two sites closer to the coast have significantly higher averages at around 2,700 mm per year.

11.15 The rainfall over the past month in the region represented between 24.3 and 26% of the average annual rainfall for the inland region, and representative of 18.5% of the average rainfall of the coastal regions



11.16 This persistent rainfall over the region since August following the devastating effects of Cyclone Debbie on the district in particular had a huge impact on the sustainability of our roading network and infrastructure. The consistent adverse weather patterns and subsequent cloud cover provided very little window of opportunity for the saturated ground to dry out, which causes the water tables to rise which in turn contributed to multiple failures of hillsides and pavement structures.

#### 11.17 Effects of the Adverse Weather

11.18 These weather patterns had the effect that WDC had no less than 48 separate emergency incidents to deal with (this does not include Cyclone Debbie damage).

11.19 The 39 incidents are split up in the following categories.

- Detritus, rocks and related road cleaning activities = 4
- Flooding = 4
- Over slips = 38
- Under slips = 9

Location	Type of failure	
Te Waitere Road	Under slip	Under slips have been identified and needs to be assessed
Troopers Road	Under slip	Under slip found by crew clearing rocks To be assessed by WDC and contractor for repair
Oparure Road	Under slip	Under slip checked and signed up. Netting to be erected today. To be assessed by WDC and contractor for repair.
Marakopa Road	Under slip	Under slip checked and signed up. Netting to be erected today. To be assessed by WDC and contractor for repair.
Mangatoa Road	Under slip	Under slip checked and signed up. Netting to be erected today. To be assessed by WDC and contractor for repair.
Taumatotara Road	Under slip	Under slip checked and signed up. Netting to be erected today. To be assessed by WDC and contractor for repair.
Mangaokewa Road	Under slip	Under slip checked, signed up and netting erected. To be assessed by WDC and contractor for repair.
Manganui Road	Over slip	Over slips in water tables Contractors attended
Mangatoa Road	Over slip	Over slip on Shoulder - Block one lane ICL to Clear
Mangatoa Road	Over slip	Large Over slip - Block Lanes Contractors attended

Location	Type of failure	
Mairoa Road	Over slip	Large Over slip - Block Lanes Contractors attended
Oparure Road	Over slip	Large Over slip - Block Lanes Contractors attended
Walker Road	Over slip	Over slip signed up. Contractors attended
Ahoroa Road	Over slip	Large over slip on road. Contractors attended
Coutts Road	Over slip	Blocked culverts. Contractors attended
Hauturu Road	Over slip	Over slips signed up and some blocked culverts hand cleared. Contractors attended
Kaitaringa Road	Over slip	Large over slip called in as service request blocking road.
Mangatoa Road	Over slip	Over slips signed up and some blocked culverts, Blocking lanes. Contractors attended
Mapara Sth Rd	Over slip	Over slip on shoulder. Crew have checked, signed contractors attended
Marakopa Road	Over slip	Large over slips down again. Contractors attended Also clearing mud & detritus caused by heavy rain.
Ohirea Road	Over slip	Over slip on shoulder. Contractors attended, signed and will return later after attending more urgent work.
Ohura Road	Over slip	Over slip digger crew cleared. More material falling. Contractors attended
Pomarangi Road	Over slip	Large over slips cleared to shoulder. Contractors attended
Taharoa Road	Over slip	Large over slips down again. Contractors attended to these.
Takiri Road	Over slip	Over slip on shoulder. Contractors attended signed and will return later after attending more urgent work.
Taumatamaire Road	Over slip	Over slip on shoulder. Contractors attended checked, signed and will return later after attending more urgent work.
Te Mahoe Road	Over slip	Over slip on shoulder. Contractors attended
Te Waitere Road	Over slip	Over slip down again. Contractors attended
Te Anga Road	Over slip	Over slips on shoulder. Contractors attended
Tikitiki Road	Over slip	Over slip on shoulder. Contractors attended
Totoro Road	Over slip	Over slip on shoulder. Contractors attended
Troopers Road	Over slip	Over slip on shoulder. Contractors attended
Tumutumu Road	Over slip	Over slip digger crew cleared Saturday. Contractors attended
Waikawau Road	Over slip	Over slips signed up and some blocked culverts. Contractors attended
Waimiha Road	Over slip	Waimiha Rd - Over slip on shoulder. Contractors attended will return later after attending more urgent work.
Waitewhena Road	Over slip	Over slip on shoulder. Contractors attended

11.20 Infrastructure damage due to the storm events took the form of temporary flooding and debris flows and underslips.

#### 11.21 **Flooding**

11.22 Flooding occurred along several sections of the roading network during the mentioned period. Low level areas prone to flooding is identified below with pictures to extenuate the issue.

11.23 Marakopa Road - due to the low lying level of the road in relation to the existing river/estuary levels makes it prone to flooding. Occurrences of flooding of Marakopa Road is isolated to very high and abnormal rainfall. This does not relate to any failure of culverts or related water controlling and channelling features.



- 11.24 Taharoa Road - the same scenario applies to the portion of Taharoa Road as in the case above with Marakopa Road the road lies in close proximity to levels of the river, hence this portion is also prone to flooding.



- 11.25 Tumutumu Road – A tourist was trapped onsite while sleeping in their car overnight in the Ruakuri Caves carpark. Rescued this morning by Fire Brigade.
- 11.26 Aria Road - The road flooded due to excessive accumulation of rainfall in the catchment area causing the area to flood in close proximity also relating to low level areas.
- 11.27 Te Mahoe Road - Culvert 586 required clearing



11.28 Ohura Road



11.29 Manganui Rd - slip in water tables. Maintenance crew have checked, signed and attended to.

11.30 Mangatoa Rd - two major slips on shoulder. Maintenance crew have checked, signed and attended to by removing the slipped soils and debris.

11.31 Mairoa Rd - two major slips on shoulder and blocking lanes. Maintenance crew have checked, signed and attended to by removing the slipped soils and debris.

11.32 Oparure Rd - Large. Maintenance crew have attended and cleared this.

11.33 Walker Rd – Maintenance crew have checked, signed and attended to.



11.34 Ahoroa Rd - Maintenance crew have checked, signed and attended to by removing the slipped soils and debris.



11.35 Te Anga Rd- Maintenance crew have checked, signed and attended to by removing the slipped soils and debris.



11.36 11.8.14 Marokopa Rd - Maintenance crew have checked, signed and attended to by removing the slipped soils and debris.

11.37 Taharoa Rd - Maintenance crew have checked, signed and attended to by removing the slipped soils and debris.





11.38 Manganui Rd - Maintenance crew have checked, signed and attended to by removing the slipped soils and debris. Culvert 1473



11.39 Mairoa Road - Large blocked culvert 911. Cleared, culvert requires flushing.

- 11.40 Tumutumu Rd - Maintenance crew have checked, signed and attended to by removing the slipped soils and debris.



- 11.41 Te Anga Rd - Maintenance crew have checked, signed and attended to by removing the slipped soils and debris.



- 11.42 Hauturu Rd – s signed up and some blocked culverts hand cleared Maintenance crew to return and clean up slips/culverts.

- 11.43 Ohura Rd – Maintenance crew have checked, signed and attended to by removing the slipped soils and debris. Material still falling. Site will be monitored.



- 11.44 Pomarangai Rd – Maintenance crew have checked, signed and attended to by removing the slipped soils and debris.



- 11.45 Taharoa Rd – Maintenance crew have checked, signed and attended to by removing the slipped soils and debris.



- 11.46 Taumatotara West - s in water tables. Maintenance crew have checked, signed and attended to by removing the slipped soils and debris.
- 11.47 Ohirea Rd - Maintenance crew have checked, signed and attended to by removing the slipped soils and debris.
- 11.48 Te Waitere Rd – Maintenance crew have checked, signed and attended to by removing the slipped soils and debris.
- 11.49 Allen Rd – Large slip blocking road. Maintenance crew have checked, signed and attended to by removing the slipped soils and debris.



- 11.50 Mangaokewa Rd – blocking one lane. Maintenance crew have checked, signed and attended to by removing the slipped soils and debris.

11.51 Waikawau Rd – slip signed up and some blocked culverts. Maintenance crew have checked, signed and attended to by removing the slipped soils and debris.

11.52 Manganui Rd – slip in water tables. Maintenance crew have checked, signed and attended to by removing the slipped soils and debris.

11.53 **Underslips**

11.54 Ahoroa Road RP



11.55 Te Waitere Road RP 4.5 Subsidence Slip

Maintenance contractor already ripped the surface and remake to level for through traffic.





- 11.56 Te Waitere Road RP 3.7 – The recent rain event cause a rising in river levels and subsequent fiercer water force. The river that runs alongside Te Waitere Road has caused a number of potential under slips. There are a number of locations along this route as identified below to address. This result in carving away at the river edges resulting in a washing out of sub base and base from underneath the existing pavement structure causing the pavement to fail and resulting in an under slip. This is a preventative action in order to prevent or limit the cost to repair the forming under slip.



11.57 Te Waitere Road RP 4.4



11.58 Te Waitere Road RP 5.3



11.59 Te Waitere Road RP 5.5





- 11.60 In relation to RP3.7, 4.4, 5.3 and 5.5 it is our opinion the best and most cost effective option would be to realign the carriageway away from the river towards the farmland.
- 11.61 Troopers Rd - Under slip found by crew clearing rocks yesterday. Signed and coned. Netting to be erected today. To be assessed by WDC and Inframax for repair.
- 11.62 Oparure Rd - Under slip checked and signed up. Netting to be erected today. To be assessed by WDC and Inframax for repair.
- 11.63 Marokopa Rd - Under slip checked and signed up. Netting to be erected today. To be assessed by WDC and Inframax for repair.
- 11.64 Mangatoa Rd 8C - Under slip checked and signed up. Netting to be erected today. To be assessed by WDC and Inframax for repair.





- 11.65 The road is an unsealed rural road classed as a secondary collector with an estimated AADT of 50. The wash-out is close to affecting the road lane at the moment, but the road is still open. The road could be washed out in the next big storm and if the river then cross into the opposite paddock, the flooding could be significant and costly and affect properties on that side of the road. Traffic volumes may dramatically increase if SH3 is closed and holiday traffic is going round this way.
- 11.66 Taumatatotara West - Under slip checked, signed up and netting erected. To be assessed by WDC and Inframax for repair.

## 12 REG and the One Network Road Classification (ONRC)

- 12.1 The Road Efficiency Group (REG) is a collaborative initiative by the road controlling authorities of New Zealand. Its goals are to drive value for money and improve performance in maintenance, operations and renewals throughout the country.
- 12.2 REG focuses on three key areas:
- A One Network Road Classification (ONRC) to standardize data and create a classification system which identifies the level of service, function and use of road networks and state highways
  - Best Practice Asset Management to share best practice planning and advice with road controlling authorities
  - Collaboration with the industry and between road controlling authorities to share information, staff and management practices.
- 12.3 The ONRC has three elements.
- The first element is classifying roads into categories based on their function in the national network. This was completed in December 2014.
  - The second element is the Customer Levels of Service (CLoS), defining the “fit for purpose outcomes” for each category in terms of mobility, safety, accessibility and amenity.
  - The third element is the development of the performance measures and targets, which effectively determine how the categories and customer levels of service translate into specific maintenance, operational and investment decisions.

- 12.4 The process of applying performance measures to our network, is underway. WDC will need to consider the ONRC CLoS and performance measures when applied in the local context to the network, and assess current performance in relation to the REG provisional targets.
- 12.5 Definition and clarification around the meaning of "Fit for Purpose" is still being worked on by NZTA. It is expected to be implemented over the period 2015 – 2018.
- 12.6 A number of required actions have been identified over the coming three year period to ensure that the ONRC is embedded fully by 2018. This is in line with the expectation from REG that all funding applications for the 2018-2021 National Land Transport Plan will be based on a fully implemented ONRC - enabling investment in outcomes that are consistent and affordable throughout the country. The actions identified to be relevant for WDC have been documented into a preliminary "Transition Plan".

### **12.7 Financial Status**

- 12.8 As evaluated there are no specific financial implications on the current budget other than an administrative cost to engage adequately to the level required by NZTA through the likes of REG. This additional time requirement to assist the REG effort is being closely monitored.
- 12.9 The regional roading collaboration for strategic asset management (RATA - Road Asset Technical Accord) is supporting the work being undertaken to implement the ONRC within the Waikato. Various work items such as the development of Emergency Procedures and Response Plan(s), Network Resilience, Maintenance, Monitoring and Priority Improvement Plan(s), benchmarking of performance measure outcomes, are anticipated as being completed by RATA with support from each participating Council.

### **12.10 Assessment of Significance and Engagement**

- 12.11 The issues discussed in this report have a medium degree of significance because this work will affect the delivery of future levels of service on the roading network. Community feedback will be gauged as a part of embedding the ONRC into the strategic and tactical asset management planning and delivery. The purpose of the ONRC is to develop consistent levels of service across the country. This will have to be communicated with the public in order to manage expectations. The final LoS may or may not be affordable or appropriate when applied in the local context.

### **12.12 Maintenance and renewing sealed pavements under ONRC**

- 12.13 The customer focused service levels of the ONRC require a modified approach to traditional asset management if they are to be delivered effectively and efficiently. This is because they focus effort on customers and outcomes and not on outputs, requiring outputs to be sufficient to minimise long term life cycle costs and meet service level targets.
- 12.14 The One Network Road Classification framework has customer levels of service related to:
- Effective access
  - Pavement safety
  - Ride comfort, and
  - Cost effective provision.

12.15 The level of service targets and performance measures essentially require that there should be no pavement defects that, at the operating speed :

- Impede access
- Are unsafe
- Are uncomfortable
- And that Maintenance and renewal of the surface and pavement should be cost effective and efficient.

### 13 Point Road – Temporary Erosion Protection

#### 13.1 Introduction

13.2 In terms of a resource consent issued to WDC, we are obliged to inform WRC on the current and past status, views and deterioration of the erosion protection works.

13.3 The erosion protection work is located at the end of Beach Road in Mokau





#### 13.4 Background

- 13.5 WDC applied for retrospective resource consent under Section 330 of the RMA from the Waikato Regional Council (WRC) to construct temporary erosion protection for Beach Road, Mokau (AUTH130280.01.01).
- 13.6 A Resource consent for a period of 10 years with an option of renewal if the road protection was still required and it is in good condition as assessed through the monitoring process as described in the document.
- 13.7 An initial survey of revetment footprint as soon as possible after construction (as built) to include 50m north and south of the revetment must be completed.



- 13.8 The site is inspected every two months and after any significant storm event (where waves are likely to inundate the wall) by a WDC engineer.

- 13.9 The monitoring shall include, as a minimum:
- Visual inspections/observation with land based photographic record.
  - Photos to be taken from repeatable reference points (at low tide) to allow direct comparison with previous surveys.
  - Photos to include the revetment looking north (including the unprotected shoreline), south (including past the southern extent), east (from beach) and west (looking down from road)
- 13.10 Assessment of the monitoring in terms of any changes from previous monitoring and recommendations for any additional monitoring.
- 13.11 Should photographic record reveal structural failure or significant coastal erosion at the toe of the seawall, a survey of the revetment footprint and 50m north and south will be undertaken and provided to WRC with comparison to the as built survey
- 13.12 **Assessment**
- 13.13 As part of the resource consent requirements, WDC is required to assess the site every two months and photographic evidence has to be provided in report format to WRC for notification and proof.
- 13.14 The site has been visited by WDC on the following dates:
- 13.15 Since March 2015 photos were taken on 29 April 2015, 15 June 2015, 31 July 2015, 8 September 2015, 25 November 2015, 8 March 2016, 30 May 2016, 3 June 2016, 18 July 2016, 31 August 2016, 25 November 2016, 24 January 2017, 25 May 2017, 20 July 2017 and 5 September 2017.
- 13.16 The Beach Road wave erosion protection structure was photographed, as well as the private structure to the north and south of it, as required. To ensure completeness, the erosion protection structure in its totality was photographed at each of the dates mentioned above.
- 13.17 Since 25 March 2015, when the "Temporary Mokau Seawall Management Plan" as officially adopted, Mokau was exposed to severe storm systems, and the southern tip of the spit eroded heavily. The wave protection structure at the Point Road car park experienced severe erosion, and a temporary fence was erected at the top of the wave protection structure to safeguard visitors against the dangerous situation where the rock wall was eroded.
- 13.18 Point Road is, however, not the subject of this report. The erosion protection structure at Beach Road has shown little, if any, erosion since March 2015. Photo 2 shows the aerial photograph of the same area as it exists now.



Photo 2: **TEMPORARY ROAD EROSION PROTECTION STRUCTURE, BEACH ROAD, MOKAU; 2015**

- 13.19 What is shown in yellow in photo 1 as the wave protection structure can be seen as the actual wave protection structure in photo 2, covered in dark soil to allow plant material to cover the structure over time, which has happened and is shown in photo 3.

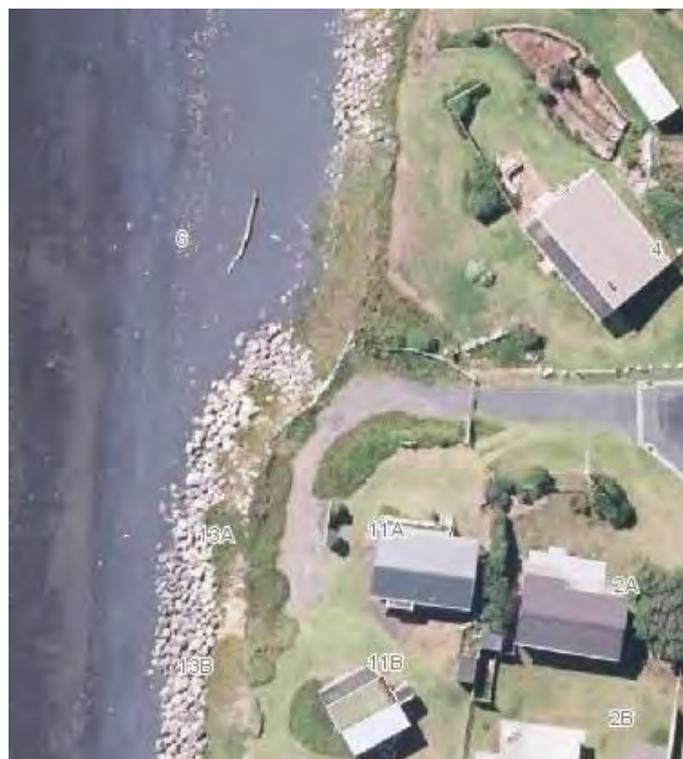


Photo 3: **TEMPORARY EROSION PROTECTION STRUCTURE, BEACH ROAD, MOKAU; 2017**

- 13.20 The photos below, taken from the beach, show the extended structure at three dates between March 2015 and now.
- 13.21 Photos depicted in the top row below shows the sand level in front of the wall has risen and is now covering most of the rocks previously exposed between the rock revetment and the ocean. The increased height of sand obviously assist the integrity of the revetment, but is not a permanent situation and can be washed away again at any time.

5-Sep-17



1-Aug-16



31-Jul-15



Top row of photos: 5 September 2017. Middle row of photos: 31 August 2016. Bottom row of photos: 31 July 2015. North of the Beach Road structure shown here.

### 13.22 Discussion

13.23 The three sets of photographs of the wave protection structure, starting 20 m north of the Beach Road Protection Structure and continuing to 40 m south of the structure shows how stable the structure had been since March 2015.

13.24 The actual Beach Road Protection Structure is now covered with plant material and has not been disturbed in any way by wave erosion, as shown in the photos. Even the illegal portions of the structure, south of the official structure, are shown to be stable.

13.25 North of the structure, off late, some rock movement was observed.

13.26 As part of the seasonal variation observed during the past 18 months of monitoring the photos show that at present the sand levels are higher than average, with less of the toe of the structure visible than at other times. This is not expected to remain like that, since the sand level varies up and down depending on conditions.

### 13.27 Conclusion

13.28 As at 30 September 2017 it can safely be stated that it is in good condition with no requirement for maintenance. The structure is in essentially the same condition it was on 25 March 2015, except for some rocks washed past the previous northern extremity of the structure not owned by WDC.

## 14 RATA (Road Asset Technical Accord)

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

14.2 RATA has offered the option to WDC and other councils to participate in the joint procurement of services for a Bridge Inspections Contract. This contract will include the tendering and Contract Management of the Bridge Structural Maintenance Repairs. This new contract has now started.

14.3 The bridge Inspections Contract include the following components on the bridge maintenance

14.4 STRUCTURES – Structures includes; - Bridges, Major culverts, retaining walls, sea walls and other roadside structures.

14.5 RATA has engaged the services of Opus International consultants to assist with the inspections of structures

14.6 Part of this engagement is to carry out bridge posting and rating evaluation. This also includes the processing or overweight permit applications.

14.7 Further to this RATA is also providing required services in the following fields;

- RAMM Services
- Forward Works Programmes
- Maintenance of the physical works contract document
- Technical support

## 15 Streetlighting (LED)

### 15.1 **SELECTION OF LED LUMINAIRES FOR WDC STREETLIGHT UPGRADE**

WDC commissioned a study to identify the most suitable luminaires to utilise in the LED streetlight upgrade approved for the 2017/18 financial year, using the NZTA special 85% FAR for this specific application.

15.2 The four different luminaires will be assessed on the quality as well as the typical light spill as installed. The test installation was done in Queen Street, Te Kuiti, to show the performance and light qualities of the three types of LED luminaires. The following luminaires were installed:

- Orangetek TerraLED MINI luminaire at 18 Queen Street
- Techlite I-Tron luminaire at 24/26 Queen Street
- BetaCom luminaire at 30 Queen Street
- Philips RoadGrace luminaire at 35 Queen Street, opposite the school

15.3 The LED lights were installed at every second streetlight position, and the lights between then were switched off, in order to gauge the light spill and the effects of the luminaires on an individual basis. The test allows each LED luminaire to be evaluated on its own. This test installation was not meant to show the effect of LED streetlights on the lighting conditions in the street, since the installation intentionally created dark spots between lights to allow for comparison between luminaires.

15.4 Except for the BetaCom luminaire, all the other lights gave good illumination of the road surface and the footpaths both sides of the street. The LED luminaires provide good spread of light, with an evenly lit stretch of road both sides of the light. (The BetaCom luminaire tended to have a bright spot below the luminaire, with darker patches following and again well-lit spots further away from the streetlight.)

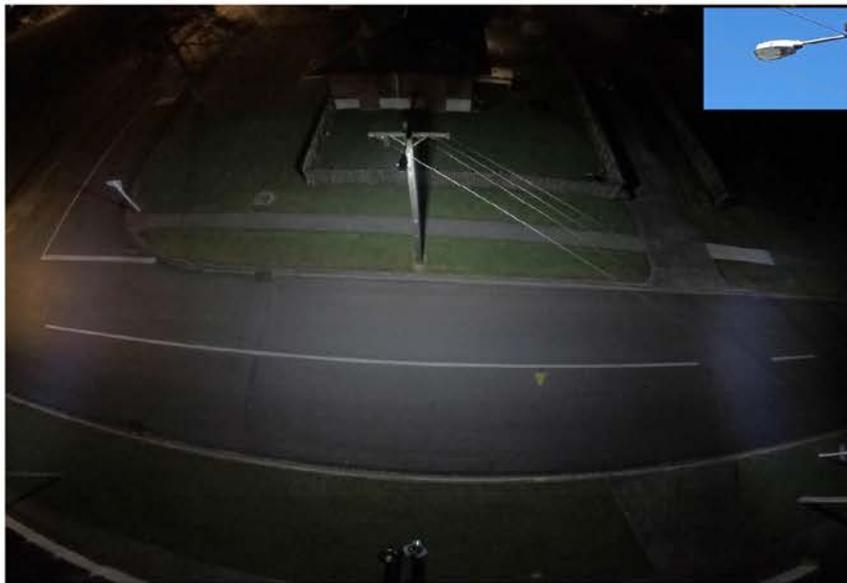
15.5 The Techlite I-Tron luminaire showed a pronounced cut off line just past the footpath on the same side of the road as the pole, with very little light flooding the residential property behind it. The Orangetek TerraLED MINI luminaire, on the other hand, provided the most light into the residential property behind it. The Philips RoadGrace luminaire had minimal light spilling into the property behind it without a prominent cut off line.



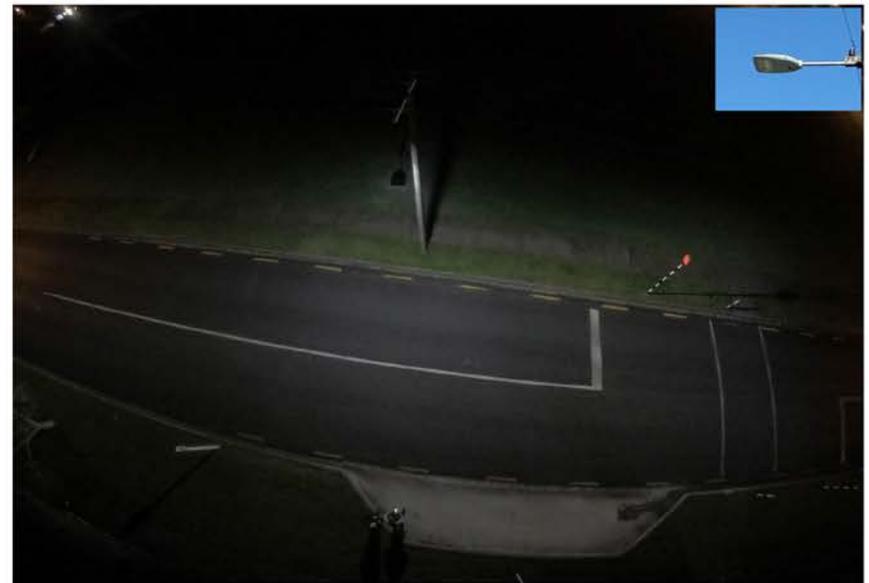
18 Queen Street: Orangetech TerraLED Mini Luminaire



24/26 Queen Street: Techlite I-Tron Luminaire



30 Queen Street: Betacom Luminaire



Opposite 35 Queen Street (School): Philips Roadrace Luminaire

- 15.6 After further inspection and site visits during the night, it would appear some of the light spill issues could be improved by adjusting the tilt angle of the individual luminaires. The sharp cut off line of the Techlite luminaire can be moved to ensure any footpath behind the pole is well lit. The excessive spill into properties behind an Orangetek luminaire can be reduced by adjusting the tilt angle away from the back.
- 15.7 From the photographs it can also be seen that the Philips RoadGrace luminaire has a slightly less white light than the other three, indicating a slightly lower light “temperature” as part of the design of this specific example. It might be a good idea to consider this light quality for all LED replacement luminaires to provide lighting not so dramatically different from existing light quality, to allow for easier acceptance by the residents.
- 15.8 The photo of the existing sodium streetlight shows how quickly the light fades from the source, with a bright spot below the light and almost no light at the edges of the photo. The photos of Queen Street from the Council building facing towards the school also show how much light is spilling upwards from the conventional HPS luminaires, with none of the LED light sources visible in the overhead shots of the street.
- 15.9 **Conclusion**
- 15.10 The Techlite I-Tron luminaire has a pronounced cut off line behind the pole that might create complaints where the footpath is further behind the pole, but proper adjustment of the tilt angle could use this feature as a benefit.
- 15.11 The Orangetek TerraLED MINI luminaire shows a significant distance of back lighting behind the pole that might be unacceptable to some residents, but again this could be reduced through adjustments to the tilt angle.
- 15.12 The Philips RoadGrace luminaire presented no specific issues except for a slightly pronounced glare when approached from the north, again to be affected by the installation angle.
- 15.13 Taking all factors into account, and based on observations of the officials who visited the test sites at night, both the Techlite I-Tron and the Philips RoadGrace luminaires would be the best fit luminaires for the upgrade of streetlights in the district.
- 15.14 For risk mitigation and cost effectiveness a 50/50 distribution of these 2 LED luminaries will be rolled out.
- 15.15 The benefit lies therein that if in future any of the providers are experiencing difficulty in providing the required product, the impact will only be on a portion of the affected 50%, and thereby reduce the risk.
- 15.16 WDC will install the preferred luminaires. - Techlite I-Tron and the Philips RoadGrace luminaires.
- 15.17 A lead time of approximately three months was indicated by the suppliers. The contractor’s programme is aimed at completing installation around mid-2018.

## **16 Road Maintenance Contract – Progress**

- 16.1 The current Roding Maintenance Contract started on the 1 March 2017.
- 16.2 The maintenance contract has been divided into 24 maintenance zones.

- 16.3 An annual routine (zonal) road maintenance programme is based on two complete maintenance cycles of the entire network per year.
- 16.4 Monthly routine maintenance programmes has been drawn from 24 roading zones of approximately 40km road length each (sealed and unsealed) based on geographical sequence and asset planning data.
- 16.5 The indication so far is that the new zonal format is delivering a good outcome on the whole.
- 16.6 An average score of 400 over the next two and a half years will qualify the Contractor for an extension to the Contract term. They have caught up on the zonal works program and their Service Requests achievements have improved in terms of significantly reducing the number of overdue items. Some minor issues are still to be improved on, for example the safety maintenance of paved sidewalks, the depth control maintenance of side drains, Cut-out drains etc.
- 16.7 The monthly scores for the current Road Maintenance and Reseals Contract (500/16/028) are as follows:

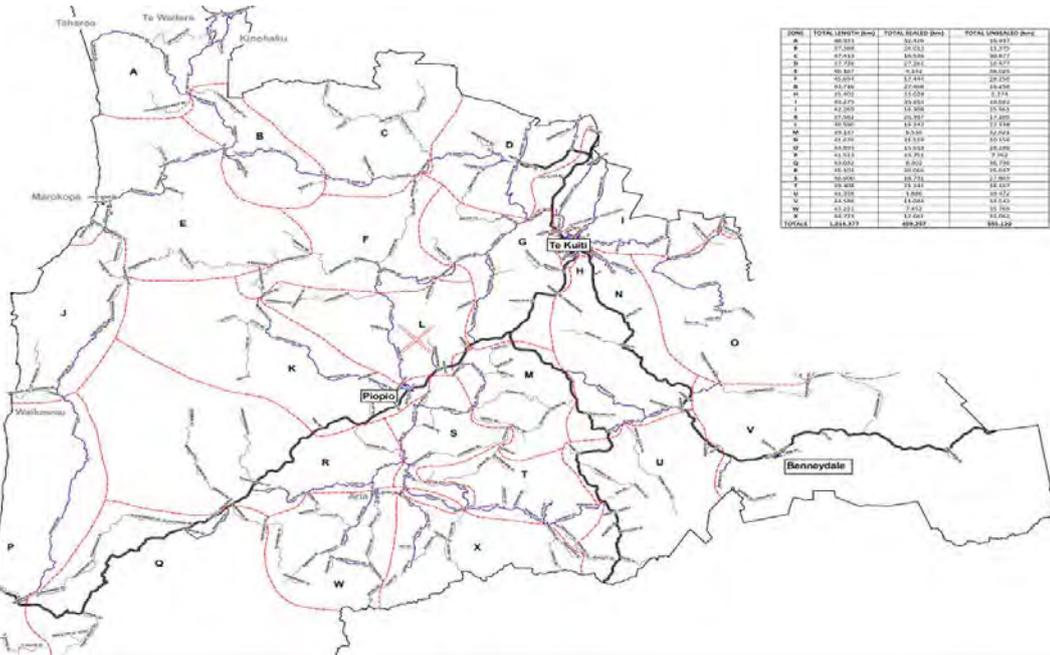
	2017	2018	2019
<b>January</b>			
<b>February</b>	Start of Contract		
<b>March</b>	435		
<b>April</b>	440		
<b>May</b>	400		
<b>June</b>	410		
<b>July</b>	430		
<b>August</b>	410		
<b>September</b>	Under review		
<b>October</b>			
<b>November</b>			
<b>December</b>			

- 16.8 The table below reflects the zonal maintenance schedules as provided by the maintenance contractor. It will be noticed that in order to optimise their resources the contractor bundles zones together which are all in close proximity to each other. By this practice they can utilise the resources to the best use and ability

Zone	Month	Dates	Number of days	Zone	Month	Dates	Number of days
P	SEPTEMBER	1 - 6 Sept 2017	4	W	APRIL	3 - 9 Apr 2018	5
Q		7 - 12 Sept 2017	4	X		10 - 17 Apr 2018	6
R		13 - 19 Sept 2017	5	T		18 - 24 Apr 2018	5
K		20 - 26 Sept 2017	5	S		25 Apr - 1 May 2018	5
L		27 Sept - 2 Oct 2017	4	Total number of working days		21	
Total number of working days			22	M	MAY	2 - 9 May 2018	6
W	OCTOBER	3 - 9 Oct 2017	5	U		10 - 17 May 2018	6
X		10 - 17 Oct 2017	6	V		18 - 25 May 2018	6
T		18 - 24 Oct 2017	5	O		28 May - 1 Jun 2018	5
S		25 - 31 Oct 2017	5	Total number of working days		23	
Total number of working days			21	N	JUNE	4 - 11 Jun 2018	6
M	NOVEMBER	1 - 11 Nov 2017	6	H		12 - 19 Jun 2018	6
U		9 - 16 Nov 2017	6	I		20 - 26 Jun 2018	5
V		17 - 24 Nov 2017	6	G		27 Jun - 3 Jul 2018	5
O		27 Nov - 1 Dec 2017	5	Total number of working days		22	
Total number of working days			23	D	JULY	4 - 10 Jul 2018	5
N	DECEMBER	4 - 11 Dec 2017	6	C		11 - 17 Jul 2018	5
H		12 - 19 Dec 2017	6	F		18 - 24 Jul 2018	5
I		20 - 27 Dec 2017	6	B		25 Jul - 1 Aug 2018	6
G		28 Dec 17 - 3 Jan 18	5	Total number of working days		21	
Total number of working days			23	A	AUGUST	2 - 8 Aug 2018	5
D	JANUARY	4 - 10 Jan 2018	5	E		9 - 16 Aug 2018	6
C		11 - 17 Jan 2018	5	J		17 - 23 Aug 2018	5
F		18 - 25 Jan 2018	6	P		24 - 31 Aug 2018	6
B		26 Jan - 2 Feb 2018	6	Total number of working days		22	
Total number of working days			22	Q	SEPTEMBER	3 - 10 Sep 2018	6
A	FEBRUARY	5 - 9 Febr 2018	5	R		11 - 17 Sep 2018	5
E		12-19 Febr 2018	6	K		18 - 24 Sep 2018	5
J		20 - 26 Febr 2018	5	L		25 Sep - 1 Oct 2018	5
P		27 Feb - 6 Mar 2018	6	Total number of working days		21	
Total number of working days			22				
Q	MARCH	7 - 12 Mar 2018	4				
R		13 - 19 Mar 2018	5				
K		20 - 26 Mar 2018	5				
L		27 Mar - 2 Apr 2018	5				
Total number of working days			19				

**Legend**

- Zone Boundary
- State Highway
- District Road
- Sealed
- Unsealed



Proposed Roads Cyclic Programme

Original size: A1 Units: Metres

Printed: 29/01/2015  
 Author: I2M  
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16.9 NZTA is working on a revised MOU Corridor Agreement to clarify the split of responsibilities for maintenance works on urban sections of State Highways. We

have requested several changes to a draft document that they presented during a meeting at NZTA offices on 14/10/2016. NZTA is working on the new MOU draft. NZTA has indicated that they are aiming to complete this before the end of December 2017

### Suggested Resolution

The Progress Report: Land Transport Activity be received.



KOBUS DU TOIT  
**GROUP MANAGER – ASSETS**