

Document No: 312868**File No:** 503/348**Report To: Council****Meeting Date:** 27 August 2013**Subject: Proposed Road Name Change – Waitomo Village**

Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on progress in addressing the duplicate property numbering on Waitomo Caves Road and the ensuing confusion to tourists.

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 make to the community.
- 2.2 The provision and maintenance of the roading infrastructure, which Waitomo Caves Road forms part of, is consistent with section 11A Local Government Act 2002 (including amendments).

Background

- 3.1 This issue was raised by Mrs Anne Barnes at 17 Waitomo Caves Road, Hangatiki (The Big Bird B&B). The initial problem related to the mis-direction of tourists to her business by GPS systems.
- 3.2 The issue was the subject of a report to Council on the 26 February 2013. A copy of the February business paper is attached to and forms part of this business paper as background information.
- 3.3 Further investigation revealed that both the Waitomo District Council GIS records and the Land Information New Zealand records, record incorrect information with regard to the start/finish points of Te Anga Road, Waitomo and Waitomo Caves Road.
- 3.4 The road numbering for Waitomo Caves Road, restarts at the Village entrance.
- 3.5 Alternatives, including re-numbering were investigated, however many did not solve the problem effectively, while retaining the local association with the Waitomo Caves, and in some cases posed substantial cost.
- 3.6 The final and least cost option was to rename that section of Waitomo Caves Road through the Village area. The name Waitomo Village Road, Waitomo Caves was proposed.

- 3.7 Council at its February 2013 meeting resolved to consult with local residents and affected parties with regard to the name change proposal.

Commentary

- 4.1 On 6 August 2013, the Manager - Roading and Councillor Te Kanawa attended a public meeting with local affected businesses and interested parties.
- 4.2 The meeting was held at the Waitomo Discovery Centre. The attendees were, Robert Tahī (THC), Guy Pilgrim, Bruce Toebeck, Kyle Barnes, Colin and Janet Beetson, Marcus Patterson, Celina Yapp and Miria Davis.
- 4.3 The content of the 26 February 2013 Council business paper was broadly discussed and specifically the issues around the existing situation, including:
- GPS Issues
 - Billing and address issues
 - Potential costs and the alternatives examined
 - The actual name chosen – to gauge acceptance and/or alternatives.
- 4.4 The public meeting unanimously agreed to progress with the name change in the proposed form.

Recommendation

- 5.1 It is recommended that the proposed renaming of the Village Section of the Waitomo Caves Road to Waitomo Village Road be confirmed.
- 5.2 The required survey of the road be undertaken and the name change lodged with Land Information New Zealand, pursuant to section 319(1)(j) and sections 319A and 319B (3) of the Local Government Act 1974
- 5.3 Council notify Google maps and GPS Device providers, in addition to the NZ Service Providers and Emergency Services.

Suggested Resolutions

- 1 The business paper on Proposed Road Name Change – Waitomo Village be received.
- 2 The section of Waitomo Caves Road running through Waitomo Village (as highlighted in the following GSI Map below) be renamed Waitomo Village Road.



- 3 Council authorise the due processes of survey and legal notification under section 319(1)(j) and sections 319A and 319B (3) of the Local Government Act 1974, to effect the change.

CHRISTIAAN VAN ROOYEN
GROUP MANAGER – ASSETS

August 2013

Attachment: Business Paper – 26 February 2013 (Doc 299393)

Document No: 299393**File No:** 037/005A**Report To: Council****Meeting Date:** 26 February 2013**Subject:** Road Name Change for Waitomo Village

Purpose of Report

- 1.1 The purpose of this business paper is to discuss a solution to the duplicate numbering of Waitomo Caves Road, and the ensuing confusion this causes tourists.

Background

- 2.1 The issue was initially raised by Mrs Anne Barnes at 17 Waitomo Caves Road and The Big Bird B & B, at Hangatiki. The issue was initially regarding tourists looking for the Top 10 Holiday Park, or the Waitomo Caves Discovery Centre (i-SITE) and arriving at her business as the GPS system of the tourists are incorrectly directing them to the Hangatiki end of Waitomo Caves Road.

Commentary

- 3.1 After research it has been found that both the WDC GIS System and the LINZ system have incorrect information with regards to the start/ finish point of Te Anga Road, Waitomo and Waitomo Caves Road.
- 3.2 The road numbering re-starts at "1" in Waitomo Village with addresses also referred to as Waitomo Caves Road, Waitomo.
- 3.3 It is not possible to re-name the preceding length of "Waitomo Caves Road" as it is also subject to the Rapid Rural Numbering from the intersection of SH3, along its length.
- 3.4 The issue cannot be solved by accepting the existing "incorrect" numbering starting at Te Anga road as it will effect ALL the Rapid Rural Numbering along Te Anga Road.
- 3.5 The people currently associated with Waitomo Caves Road, Waitomo have a presence in the market place, and established businesses, which would be very costly to correct if the Rapid Rural numbering of the Waitomo Caves is carried through the Village.

Recommendation

- 4.1 That the Section of Waitomo Caves Road (marked on attachment 3) from the "Dead End" near Fullerton road through to the start of Te Anga Road (now marked per the 1st Te Anga Rapid Rural Number), be re-named "Waitomo Village Road", Waitomo.

- 4.2 This will change the road name only. Existing road numbering within the Village will remain the same.
- 4.3 It will remove confusion for tour operators and tourists, as having it easily identifiable to Waitomo Village and the activities located within it.
- 4.4 The proposed solution while also involving a cost to businesses for the name change, maintains and strengthens the association of those businesses with the Waitomo Village.
- 4.5 That the proposed name change be added to the Waitomo Village Structural Plan currently for discussion.

Suggested Resolutions

- 1 The business paper on Road Name Change – Waitomo Village be received.
- 2 That the Name Change is added to the agenda for public consultation under the Waitomo Village Structural Plan



GERRI WATERKAMP
MANAGER- ROADING

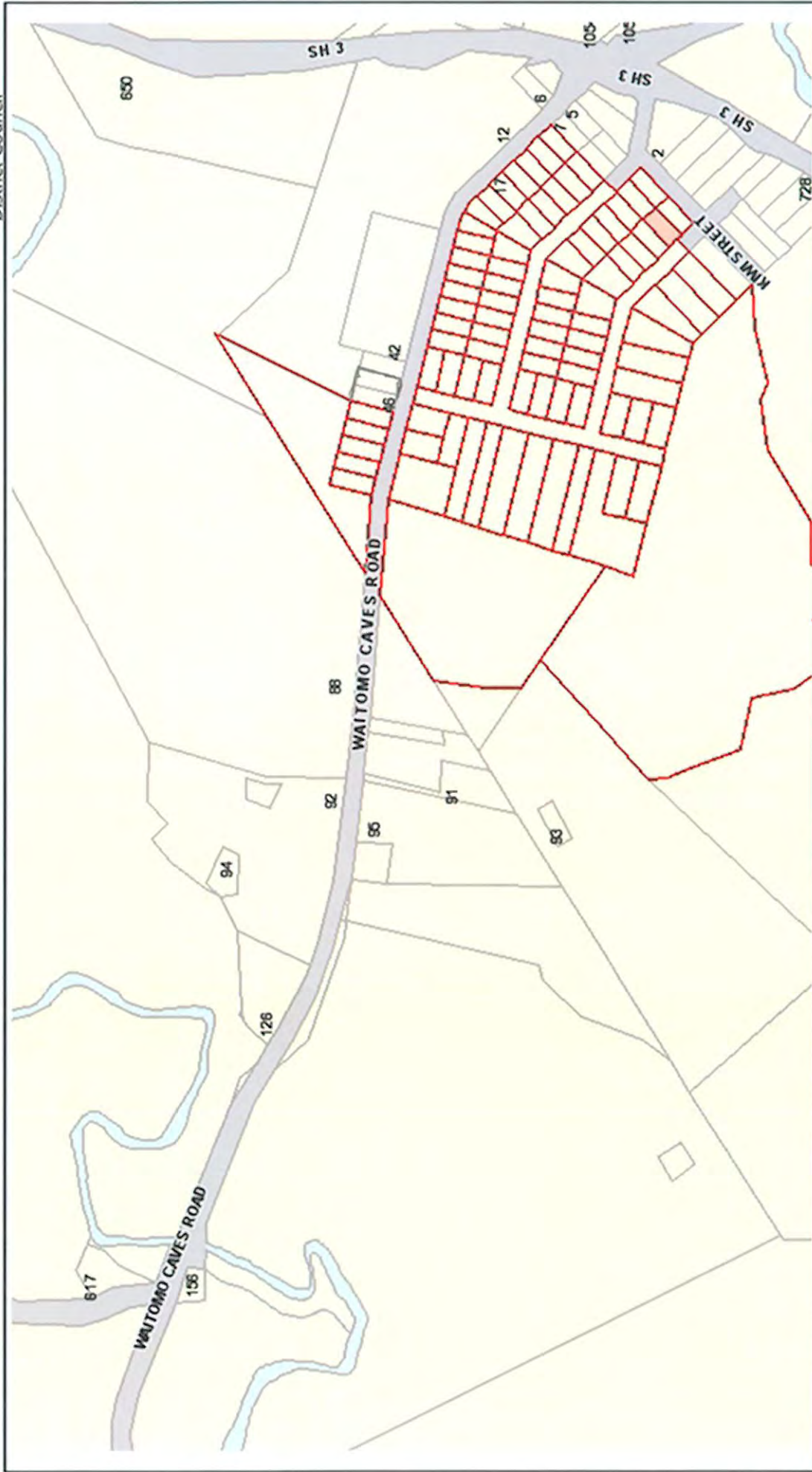
11/02/2013

Attachment: GIS Map of the proposed name change area.
GIS Map of the Te Anga Road Start position
GIS Map of the Waitomo Caves Road, Waitomo.
GIS Map of 17 Waitomo Caves Road, Hangatiki

Waitomo Caves Road, Hangatiki, Te Kuiti or Waitomo Caves Road, RD 7, Otorohonga



Print Date: Monday, 11 February 2013
Print Time: 8:22:33 a.m.



Scale: 1:6350
Original Sheet Size A4

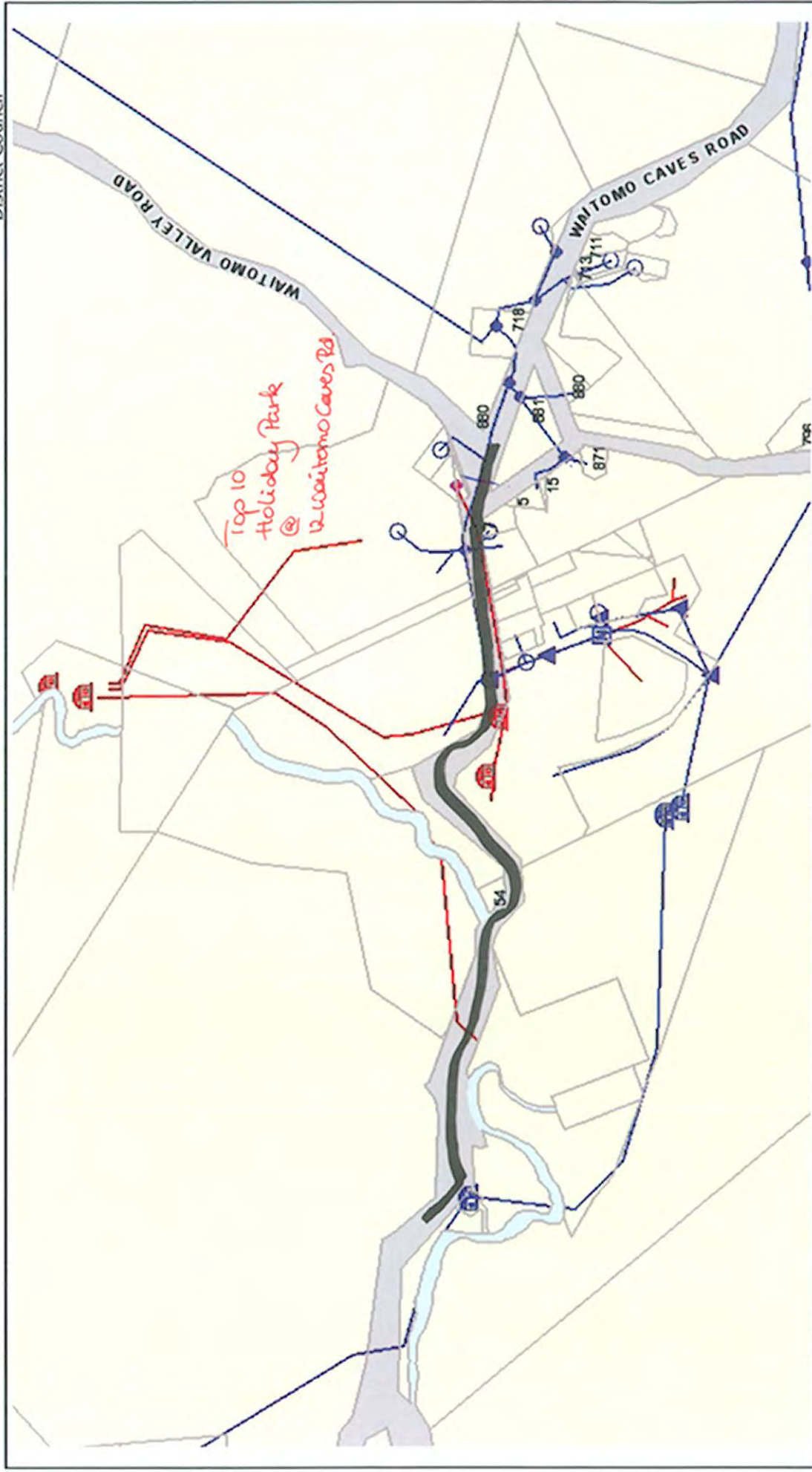
Projection: NZGD2000 / New Zealand Transverse Mercator 2000
Bounds: 5764575.89822925, 1789131.21922352
5763504.86893842, 1791372.32284364

Digital map data sourced from Land Information New Zealand. CADWIN COPYRIGHT RESERVED.
The information is not intended to be used for legal purposes. It is intended for general information only.
If the information is used in support of a business contract it should be verified independently.

Barnes
Big Blvd B & B
@ 17 Waitomo Caves Road
RD7.

Waitomo Caves Road, Waitomo or Te Anga Road

Print Date: Monday, 11 February 2013
Print Time: 8:38:11 a.m.



Scale: 1:6234

Projection: NZGD2000 / New Zealand Transverse Mercator 2000
Bounds: 5763643.9023324, 1783573.36223903
5762656.43245814, 1785221.12453074

Original Sheet Size A4



Digital map data sourced from Land Information New Zealand. CROWN COPYRIGHT RESERVED.
The information displayed in the GIS has been taken from Waitomo District Council's databases and maps.
If the information is relied on in support of a resource consent it should be verified independently.

Waitomo Caves Road, Waitomo or Te Anga Road

Print Date: Monday, 11 February 2013
Print Time: 8:38:11 a.m.



Scale: 1:6224
Original Sheet Size: A4

Projection: NZGD2000 / New Zealand Transverse Mercator 2000
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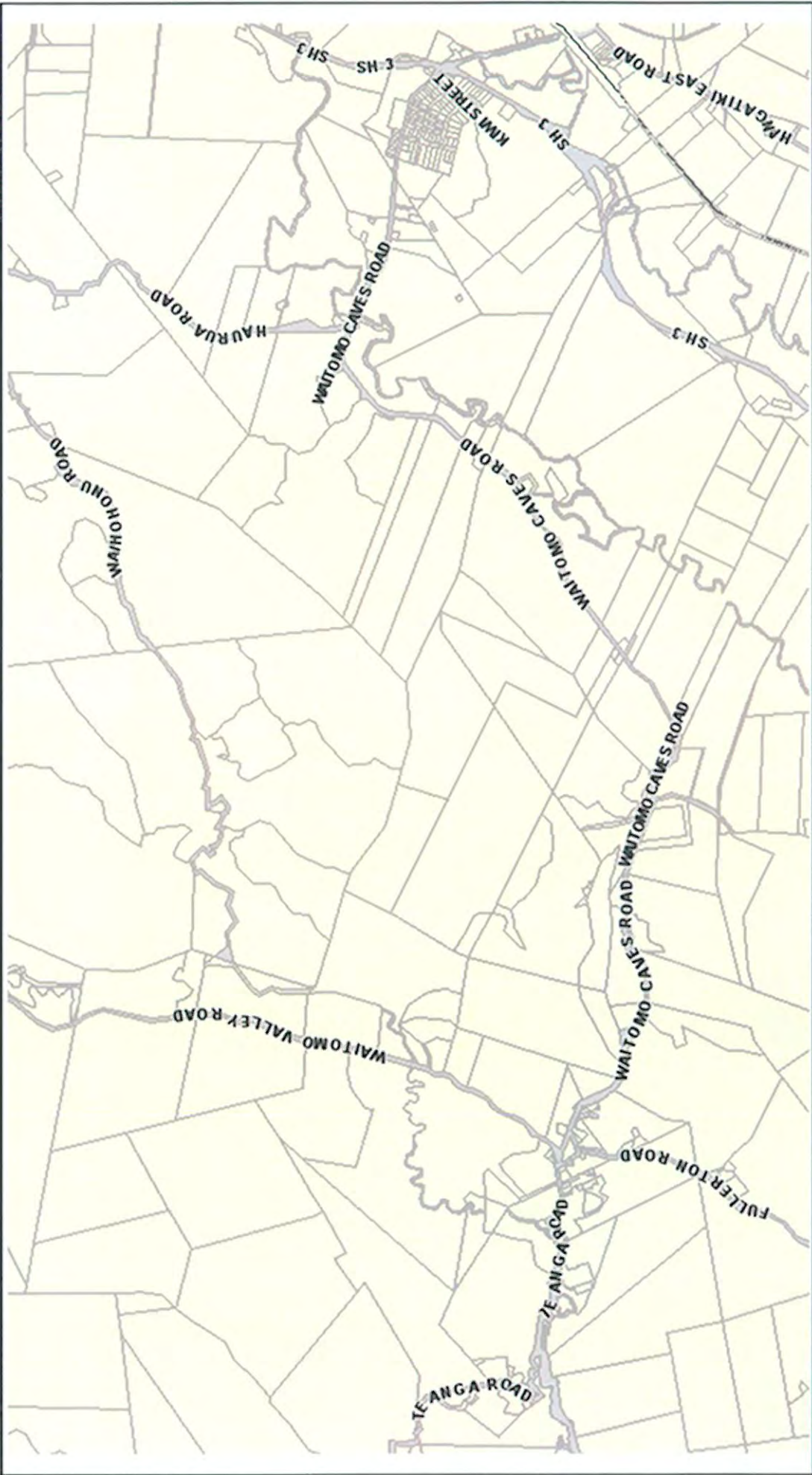
Digital map data sourced from Land Information New Zealand. CROWN COPYRIGHT RESERVED.
The information displayed in this GIS has been taken from Waitomo District Council's databases and maps.
If the information is used in support of a resource consent it should be verified independently.

SECTION TO BE RE+NAMED
WAITOMO VILLAGE ROAD, WAITOMO.

Waitomo Caves Road, Hangatiki, Te Kuiti or Waitomo Caves Road, RD 7, Otorohonga



Print Date: Monday, 11 February 2013
Print Time: 8:31:55 a.m.



Scale: 1:30322

Original Sheet Size A4

Projection: NZGD2000 / New Zealand Transverse Mercator 2000

Bounds: 5766572.80237983, 1781697.14650223
5761458.16420825, 1792399.53217472

Digital map data sourced from Land Information New Zealand. CROWN COPYRIGHT RESERVED.
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If the information is used in support of a resource consent, it should be verified independently.

D96ocument No: 313400

File No: 500/13/004

Report To: Council**Meeting Date:** 27 August 2013**Subject:** **2013/14 Financial Year Pavement Reseal and Rehabilitation Programme**

Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on the proposed 2013/2014 Pavement Reseal and Rehabilitation Programme.

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).

Commentary

- 3.1 Each year the Roding Business Unit conducts a Reseal and Pavement Rehabilitation Programme to maintain and improve the sealed pavement network. This business paper summarises the programme for the 2013/2014 financial year.
- 3.2 The Pavement Reseal Programme is to commence on 13 January 2014.
- 3.3 The selected Pavement Rehabilitation Programme will go to open tender for engineering design.
- 3.4 The 2013/2014 Reseal and Rehabilitation Programme was developed after an assessment of the District's entire sealed pavement network (450 kms) was completed by Opus International Ltd (Opus).
- 3.5 Opus was selected to complete this assessment following an invited tender to appropriately skilled and qualified contractors. The tenders were evaluated by the Council Tenders Subcommittee.
- 3.6 The Reseal and Rehabilitation selections made by Opus have been reviewed by WDC staff and appropriate roads selected.
- 3.7 Reseal Programme**
- 3.8 The Reseal Programme covers 42.5kms, with works including several sections on Mangarino, Oparure, Pukerimu, and Te Anga Roads, in addition to several lesser roads.

- 3.9 There are 3.8kms of urban roads that are due for resealing. In addition Asphaltic surfacing is being undertaken on parts of Waitomo Caves Road and Seddon Street.
- 3.10 The Reseal Programme is required to maintain the integrity and safety of the District's sealed pavement network.

3.11 Pavement Rehabilitation Programme

- 3.12 The 2013/2014 Works Programme includes Rora Street Stage 3 and Pavement Rehabilitation, which is a carry over from the 2012/2013 programme.
- 3.13 Pavement Rehabilitation works will include shoulder improvements, drainage, pavement overlay, surfacing and traffic services reinstatement or improvement.
- 3.14 The following roads have been selected for Pavement Rehabilitation:

Aria Road

Route Position (RP) 140-826
RP 1800 – 3020
RP 9621 – 9793

Rangitoto Road

RP 6580 – 6880

- 3.15 These two sites show signs of pavement deterioration, requiring both drainage and sub-base improvements. Both roads have a reasonably high volume of heavy traffic which has increased the deterioration. The design of the pavement will incorporate the volumes and be engineered accordingly.
- 3.16 These two roads are also significant to the District and will improve the sealed pavement network in the areas selected.

Suggested Resolution

The business paper on 2013/2014 Financial Year Pavement Reseal and Rehabilitation Programme be received.



CHRISTIAAN VAN ROOYEN
GROUP MANAGER – ASSETS

August 2013

Document No: 312934**File No:** 037/020/12A**Report To: Council****Meeting Date:** 27 August 2013**Subject: Progress Report: Monitoring Against 2012-2022 Long Term Plan – Land Transport****Purpose of Report**

- 1.1 The purpose of this business paper is firstly, to brief Council on implementation of the Work Plan for the Land Transport activity as contained in year two (2013/2014) of the 2012-2022 Long Term Plan (LTP) and secondly, to establish a framework for monitoring the ongoing implementation of the 2012-22 LTP as part of the Road Map Work Programme.

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).

Introduction

- 3.1 This business paper focuses predominantly on capital expenditure (CAPEX) projects i.e. renewal and improvement works.
- 3.2 This business paper is intended to compliment the monthly and quarterly reporting to Council. It provides further information on the capital (improvement and renewal) expenditure programme.

Background

- 4.1 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,
- 3.1 There are no passenger transport services available other than the inter-regional bus connections operating on the state highway network.

4.2 The nature of Council's roading activity is:

- Managing and maintaining the District's road network.
- Undertaking road rehabilitation and upgrading of the roading structure and ancillary systems such as signs and road markings.

Subsidised Roding

5.1 New Zealand Transport Agency (NZTA), the national road funding authority, provides a financial assistance subsidy for works that meet agreed criteria via the Land Transport Programme.

5.2 Commentaries detailing progress on activities currently subsidised by NZTA in the 2013/2014 year of the LTP are provided below.

5.3 2012/2013 CAPITAL EXPENDITURE BUDGET

The total budget for subsidised capital works for the 2012/13 year as contained in the 2012/22 LTP is \$4,642,380.

5.4 STOCK EFFLUENT DISPOSAL FACILITY

5.4.1 Introduction

The Waikato Region Stock Effluent Disposal Facility Strategy indicated the need for two stock effluent facilities to be built in the Waitomo District. That strategy proposes Waitomo District Council construct one effluent disposal facility on Cotter Street near the sale yards.

5.4.2 Design/Scope

The design of this facility is a standard design obtained from the RCA web site. It is consistent with a number of rural effluent disposal facilities in the Waikato and Taranaki Regions.

Final Design has been received.

5.4.3 Consent Issues/Progress

Water and Waste Water Connections have been applied for.

5.4.4 Budget, Funding Sources and Expenditure to Date

NZTA has approved CAT 1 funding for this site. The approved FAR is 100% for the roading works and 50% for the construction of the facility. This equates to an average of 68% over the entire construction. \$160,000 has been set aside for this work in the 2013/2014 financial year. The local share for this activity will be paid by Waikato Regional Council. This will be claimed for under the Minor Improvements for Renewal Budget. Expenditure to date is \$19500. This relates to the design and contract works to date.

The Waikato Regional Council has included a proposal for a rate component, collected on behalf of the local authorities, in its LTP for the funding of Stock Truck Effluent (STE) facilities within the Waikato Region. This rate is collected to cover the development of STE facilities for both construction and the ongoing

maintenance of the facilities. Each Local Authority will manage the construction of the disposal facility within their network and take ownership of the asset. The Local Authority will then invoice WRC to recover the local share. Note that this is contingent on the matched share being provided by NZTA. **WRC Have committed to cover the local share for the construction of the Te Kuiti Facility.**

The funding agreement has been signed and returned.

5.4.5 Procurement

This contract was tendered on the open market, four bidders were received. Whitaker Civil Construction was the successful tenderer.

5.4.6 Construction Issues/Progress

Construction of the water/ and sewerage components has commenced.

Construction of the facility will commence on the 26th August.

5.1 WALKING AND CYCLING STRATEGY IMPLEMENTATION

5.1.1 Introduction

This item has not been approved as part of the NLTP.

5.2 WALKING AND CYCLING REVIEW

5.2.1 Introduction

This item has not been approved as part of the NLTP. Further progress on the Walking and Cycling Strategy has been postponed until NZTA reintroduces funding for this work category.

5.3 DRAINAGE RENEWALS

5.3.1 Introduction

Drainage Renewals work covers the replacement of all culverts of up to 1800mm in diameter. Currently WDC is focusing on assessing all 225mm dia and 300mm dia culverts to ensure sufficient capacity, if found lacking will be upgraded to a minimum of 375mm dia. This is anticipated to provide better capacity to protect the roading infrastructure in a major storm event.

4.1.1 Design/Scope

Catchment designs are done on all existing culverts over 600mm dia. All culverts of less than 600mm dia are upgraded to suit the surrounding environment and restrictions.

4.1.2 Consent Issues/Progress

Nil to report

4.1.3 Budget, Funding Sources and Expenditure to Date

The LTP budget for this category is \$400,000 at a 59% FAR. To date WDC has spent \$19,240.

5.3.2 Procurement

This category is procured, in the main, through the Road Maintenance Contract and some small level of procurement through the Pavement Rehabilitation packages (as appropriate) as they are tendered.

5.3.3 Construction Issues/Progress

We are currently underway with our busy programme of drainage renewals and upgrades across the network.

5.4 PAVEMENT REHABILITATION

5.4.1 Introduction

Three Pavement Rehabilitation Packages are to be let, **which are the subject of a Business Paper for the meeting 27th August 2013**. The packages are Rora Street (let 2012), Aria Road (3 sites) and Rangitoto Road.

The site works generally involve vegetation clearing, culvert replacements to minimum 375mm dia, base course overlays, two coat sealing and new road furniture as required.

5.4.2 Design/Scope

Spiire Consultants from New Plymouth were successful with their price for the design and procurement of the Rora Street package. **The balance of Packages once approved will be priced by invited tender**. WDC will act as the Engineers Representative on these sites and manage the day to day operations.

5.4.3 Consent Issues/Progress

Nil consent required.

5.4.4 Budget, Funding Sources and Expenditure to Date

The LTP budget for this category is \$930,000 with a FAR of 59%. The expenditure to date is \$NIL

5.4.5 Procurement

All work under this category is purchased by way of open tender. This process ensures WDC compliance with the requirements of the NZTA procurement rules. It is intended to procure the work by way of four separate packages through this process by the end of the 2012 year.

Contract 500/12/003 Rora Street has been let to Higgins Contractors. Work is currently on hold. This Rehabilitation project will be undertaken in the 2013/2014 Financial Period.

5.4.6 Construction Issues/Progress

Nil to report.

5.5 SEALED ROAD SURFACING

5.5.1 Introduction

The 2013/2014 Reseal Programme comprises approximately 43km of reseal including rural and urban sites.

5.5.2 Design/Scope

This contract was based on a P17 methodology which means that the Council identifies the work sites and specifies the required surfacing treatment. The actual seal design is the responsibility of the contractor.

5.5.3 Consent Issues/Progress

Nil.

5.5.4 Budget, Funding Sources and Expenditure to Date

The LTP budget for this category is \$1.280M with a FAR of 59%. The expenditure to date is \$44,478 (through the Maintenance Contract)

5.5.5 Procurement

This category will be procured through open tender. It is expected the tender will occur in September.

5.5.6 Construction Issues/Progress

No issues to report.

5.6 STRUCTURES COMPONENTS REPLACEMENTS

5.6.1 Introduction

The 2013/2014 work plan provides for structural maintenance bridges in the Waitomo District.

5.6.2 Design/Scope

The bridges requiring maintenance have all been identified through the detailed inspections and repairs will be designed by Spiire Consultants.

5.6.3 Consent Issues/Progress

Nil to report

5.6.4 Budget, Funding Sources and Expenditure to Date

The LTP budget for this category is \$350,000 with a FAR of 59%. The expenditure to date is \$NIL

5.6.5 Procurement

This contract will be procured through open tender.

5.6.6 Construction Issues/Progress

No issues to report.

5.7 TRAFFIC SERVICES RENEWALS

5.7.1 Introduction

Traffic Services Renewals provides for the replacement of all signs, edge markers posts, site rails and road marking.

5.7.2 Design/Scope

Compliance with NZTA and Austroads standards is required. Waitomo District is working towards full compliance. Progress against this target is continually disrupted by vandalism, motor accidents and theft.

5.7.3 Consent Issues/Progress

Nil consents required.

5.7.4 Budget, Funding Sources and Expenditure to Date

The LTP budget for this category is \$115,600 at a 59% FAR. To date we have spent \$ 10,063. through the Roothing Maintenance and/or Street Light Maintenance Contract.

5.7.5 Procurement

This category is procured through the Road Maintenance Contract and the Street Light Maintenance Contract.

5.7.6 Construction Issues/Progress

No issues to report

5.8 UNSEALED ROAD METALLING

5.8.1 Introduction

The unsealed road metalling work comprises all structural or overlay metal placed on unsealed roads.

5.8.2 Design/Scope

The maintenance contract has an annual programme which addresses roads requiring structural metal overlays.

5.8.3 Consent Issues/Progress

Nil required.

5.8.4 Budget, Funding Sources and Expenditure to Date

The LTP budget is \$502,900 at a 59% FAR. Expenditure to date is \$145,862

5.8.5 Procurement

This category is procured through the Roothing Maintenance Contract.

5.8.6 Construction Issues/Progress

The drought delayed the start of our grading and metalling programme. **This is now 70% complete, with the balance of roads targeted for completion during September 2013.**

5.9 EMERGENCY RE-INSTATEMENT, MINOR IMPROVEMENTS AND ASSOCIATED IMPROVEMENTS

5.9.1 Introduction

These are categories that have been approved by NZTA and the NLTP but are on a capped charge up basis i.e. as work is identified or carried out it can be approved and claimed. NZTA have advised that they have blown there budget for the current financial year, and are seeking additional funding.

5.9.2 Budget, Funding Sources and Expenditure to Date

The LTP budgets for these categories total \$909,900 at varied FAR rates. To date we have spent \$197,106 through the Road Maintenance Contract, Pavement Rehabilitation and Emergency Works contracts.

5.9.3 Procurement

This category has previously been procured through the Roothing Maintenance Contract. However a new focus is on best practice, best value tendering using NZTA guidelines. These will be carried out through an invited tender process to minimize costs.

Contract 500-11-020 Waitomo Caves Road Subsidence Repairs, is now complete. Funding arrangements around the increased costs were completed with NZTA with the balance paid as at End of June 2013.

5.9.4 Construction Issues/Progress

The major works completed to date this financial year are:

- RP 8410 Gribbon Road Slip.
- RP 1152 Taharoa Road Emergency Reinstatement.
- Beach Road Mokau, Road Termination Protection Works

<h2>Unsubsidised Roothing</h2>

6.1 Work is carried out to ensure safe and efficient travel within and through the District as necessary for road or pedestrian safety and convenience, but are not subsidised by NZTA. The Council has sole financial responsibility for this activity.

6.2 Commentaries detailing progress on unsubsidised rooding activities contained in the 2013/14 year of the LTP are provided below.

6.3 2013/14 CAPITAL EXPENDITURE BUDGET

6.4 The total budget for unsubsidised capital works for the 2013/2014 year as contained in the 2012-2022 LTP is \$265,476. This figure includes an allowance of \$25,000 for property purchase if required.

6.5 ROAD IMPROVEMENTS

6.5.1 Introduction

Unsubsidised Roothing Improvements covers all roading work outside of the formed NZTA approved carriageway. An example of this is the re-construction of driveways following pavement rehabilitations or total new roads.

6.5.2 Design/Scope

Nil to date.

6.5.3 Consent Issues/Progress

Nil to date

6.5.4 Budget, Funding Sources and Expenditure to Date

The LTP budget for this category is \$50,000. To date we have spent \$Nil.

6.5.5 Procurement

Nil to report

6.5.6 Construction Issues/Progress

Nil to report

6.6 FOOTPATH RENEWALS

6.6.1 Introduction

Following NZTA removing its support for walking and cycling activities WDC has reduced its programme for the construction of new footpaths. WDC are only replacing small areas of existing failed footpath this financial year.

6.6.2 Design/Scope

This work is in the process of being identified and programmed.

6.6.3 Consent Issues/Progress

Nil required.

6.6.4 Budget, Funding Sources and Expenditure to Date

The LTP budget for this category is \$110,317. To date we have spent \$82,805 This budget is being subsidised by the Unsubsidised Roothing Improvement budget.

6.6.5 Procurement

This category is procured through the Road Maintenance Contract and by quotations.

6.6.6 Construction Issues/Progress

No issues to report

6.7 RETAINING WALL REPLACEMENT**6.7.1 Introduction**

WDC has identified several retaining walls that need replacing.

6.7.2 Design/Scope

Designs for 2 retaining walls have been completed. .

6.7.3 Consent Issues/Progress

Building consents for both sites have been obtained.

6.7.4 Budget, Funding Sources and Expenditure to Date

The LTP budget for this category is \$55,159, with a carryover from 2012/2013 of \$40,000. To date we have spent \$Nil.

6.7.5 Procurement

The current project was tendered by invited tender. Two tenders were received. The successful bidder was Inframax Construction Limited.

6.7.6 Construction Issues/Progress

Construction will commence in September 2013

Suggested Resolution

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

CHRISTIAAN VAN ROOYEN
GROUP MANAGER – ASSETS

August 2013

Document No: 311940**File No:** 037/005A**Report To: Council****Meeting Date:** 27 August 2013**Subject: Progress Report: Monthly Operation and Maintenance Report for Water, Sewerage and Stormwater – August 2013**

Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on progress for Operational and Maintenance a monthly basis and to report on the performance by Council's contracted Service Provider for Maintenance (Veolia Water).

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 water, sewerage and stormwater infrastructure, is consistent with section 11A Local Government Act 2002 (including amendments).

Introduction

- 3.1 This business paper focuses predominantly on the maintenance area of the three Waters activities of Council.
- 3.2 This business paper is intended to compliment the quarterly capital report to Council.

Background

- 4.1 The Water Supply activity provides for the environmentally safe collection, treatment and reticulation of WDC's public water supplies. Water supply schemes are provided by Council at:

- Te Kuiti
- Benneydale
- Piopio
- Mokau

- 4.2 There are three activities under the Water Supply activity:

- Planned Maintenance
- Service Requests / Complaints
- Emergency Repairs

4.3 Planned Maintenance

- 4.4 Operation and maintenance involves the planned servicing of the water infrastructure –servicing pump stations, cleaning reservoirs, replacing old water meters, hydrants and valves. These activities are predominantly performed by Veolia Water by means of Schedule that is worked out in accordance with the operating instructions from the manufacturer or best practices.

4.5 Service Requests / Complaints

- 4.6 Service requests are initiated by the Ratepayers or Business in the various towns and are called in, emailed or they could be provided to the Customer Services by means of walk-in. The Service Requests are then forwarded to Veolia Water to resolve.

4.7 Emergency Repairs

- 4.8 Emergency Repairs are dealt with on an ad hoc basis and cannot be planned in advance. They are usually dealt with immediately and this may result that Planned Maintenance and Service Requests are postponed to a later time.

Te Kuiti

5.1 Water Supply

- 5.1 The plant is producing good quality water within Drinking Water Standards 2005 specifications. **The design for the upgrading of the plant is progressing well and the tenders for the supply only for the Ultra-Violet Disinfection units are being evaluated.**
- 5.2 The general perception as conveyed by the residents is that the water was of good quality. The flushing of hydrants and all other scheduled activities are back to normal. Several hydrants have been repaired, replaced or raised to meet the adopted Hamilton City Council technical specifications. The number of hydrants that require raising has diminished and all of the hydrants should be completed by the end of the next financial year. Raising of fire hydrants continued with minimal disruptions. The flushing of hydrants is progressing according to schedule and is providing good results for the water quality.
- 5.3 A recurring section of troublesome pipe in the John Street/South Street area is being replaced due to general failure. The pipe was also laid too close to the surface with vehicular traffic adding to the breaks in the pipe. The section of pipe in John Street / South Street proved more troublesome than anticipated and the work escalated. After completion, some pipe fittings were found to be faulty and the contractor had to return to make the necessary repairs. John Street / South Street burst twice again, but these were unrelated to the repairs and involved lateral pipes that were quickly repaired.
- 5.4 There is also a section of pipe in the View Road/Terrace Road area that has had 14 bursts since the beginning of January. The Terrace Road / View Road pipe replacement will on completion provide an improved level of service to the residents. There is now a fire hydrant closer to the dwellings. The View Road / Terrace Road pipe replacement progressed smoothly and without major incident. Some consumers experienced sedimentation blockages once the water supply was restored and these were dealt with accordingly.
- 5.5 The dry spell has highlighted a deficiency in the water supply security for the residents of Te Kuiti. Once the river dries up, there is no back-up or stored supply

that the Town can rely on. Council respectfully needs to be made aware that this could be a serious issue for future droughts and planning for a raw water supply storage reservoir should be investigated.

- 5.6 Kent Street 150mm rising main was damaged in a slip on the road is in progress at the time of writing this report. The insitu pipe-work is not what was expected, as past work on this pipe altered the layout completely and this requires additional work to be done to accommodate the replacement. Two exposed section of PVC pipe stream crossings were also found and these will be sleeved for supply security. Some temporary work to secure adequate supply to the reservoir and residents also had to be constructed. The work was completed without major disruptions at present. Due to the possibility of movement in the soil, the pipe will be specially drilled and coupled to flexible joints inside anchoring chambers to prevent breaking. **This repair is now complete. It proved to be more involved than initially anticipated, included the 2 stream crossings that required replacements and sleeving to prevent damage and possible tampering.**
- 5.7 A major burst happened on Sunday night, 14 July, at the corner of Carroll Street (SH3) and Craig Terrace. A 100 mm pipe burst and caused major disruptions. A temporary repair was made during the night to get the water back on. During Monday the burst was investigated and the pipe work was found to be badly laid and misaligned. It was decided to replace a much larger section of pipe to realign it properly. As a large area of road was severely damaged during the burst, the additional work was justified to ensure a more lasting repair. **This repair is completed. It proved more involved than initially anticipated, as the old pipe work was not laid correctly and a section of approximately 30 meters needed to be replaced to bring it into a proper alignment.**
- 5.8 Hardy Street was another problem area for the Water Section as a valve had dislodged from the pipe. In the process 2 "lost" valves were found and are now operational again. Some disruption occurred, but only a handful of residents were affected.
- 5.9 **Only minor leaks and bursts have been reported and attended to since the previous report. No major pipe replacements have been planned. Routine flushing of the pipes through hydrants is done to minimize odour and taste complaints.**

5.2 Wastewater

- 5.10 No major problems have occurred with the reticulation. Normal maintenance was performed on several pumps and new pumps have been installed in the Waitete Road pump station adjacent to the Inframax depot as part of the Trade Waste Service to UBP. Due to the dry weather, and subsequent lack of flushing, some grit and fats managed to build up in the reticulation as a result of the low flows. Once the rains started some of these components caused some blockages. One in particular occurred in Taupiri Street, but the effect was noticed right up to George Street. Heavy equipment was required to jet the accumulated fats and rags to unblock this. The grit arrester at the main pump station was cleaned out and an assortment of items was found. It must be borne in mind that these items come through the pipe system, leading to some of the blockages that are being reported.
- 5.11 **The recent rains have high lighted once again the inflow and infiltration problems with the reticulation although maximum flow experienced at the WWTP is less than previous years when lower rainfall intensities were experienced.** There is presently a works contract in place to seal the last of the pipes in the Ward Street catchment area as part of an ongoing project to alleviate the ingress from infiltration, the town is progressively inspected as time is available to identify inflow points and follow up with the owners to rectify. Veolia Water Ltd is attending to overflows as soon as they can. Customer Service Requests are being

dealt with as received. The areas where overflows are occurring are investigated up - and downstream to check for a cause. In most cases the Service Contractor is instructed to jet-rod the pipes in that area to ensure no build up of fats and sediments that may attribute to the overflows.

- 5.12 The Te Kuiti Waste Water Treatment Plant upgrade is progressing well and on schedule. The augmentation of the clarifier progressed successfully and is proving to work as predicted with the effluent quality being of a much higher standard. The process at present still requires chemical flocculant dosing, but dosing rates are progressively reduced with the target to only do chemical dosing during high load periods. The construction of the Waste Water Treatment Plant has progressed well and is practically completed. Overall the process to date is performing well. Some process and operational adjustments are underway at present to sort out some teething issues and it is envisaged that these will be completed soon.
- 5.13 The tertiary filters and Ultra Violet disinfection systems are now commissioned and functional. The quality of effluent has improved and the plant is consistently producing effluent within the consent parameters for near all the parameters. There are still teething issues that are dealt with. Mainly site landscaping and clean-up is still to be done with the only major work left is the sludge dredge setup.
- 5.14 No major issues were reported. Routine jet-rodging of the sewer mains is done regularly to minimize blockages and the Service Contractor is working through the town.
- 5.15 The WWTP is working very well with all components now operational. Some teething problems are still occurring, but safe-guards in the system have prevented any spills and everything is coping well with no unresolved issues. Although chemical dosing is still employed at this stage, it has been reduced to a negligible amount and the reactor and clarifier is performing as expected.
- 5.16 Storm Water**
- 5.17 The recent heavy rains were in the order of a 1 in 20 plus year event yet have not caused any major problems despite the reticulation system really only setup to deal with a 1 in 2 year event, but complaints were received which are being investigated.
- 5.18 The Butler Street remedial work progressed well. This work was part of the Roding Division's remedial work that also impacted on the Water Section's responsibility.

Mokau

6.1 Water Supply

- 6.2 The quality of the final water has been improved due to some operational trials to introduce a small quantity of flocculant in the treatment. At present this is still in the trial stage but all indications are that it will become a permanent modification in the future. Both dams are now full since the rains started. No issues are evident in the supply of water to Mokau. The Ultra-Violet disinfection system has now been installed instrumentation and control still has to be done before it goes on line. Overall the plant is running efficiently and produces quality water. Scheduled flushing of the pipes through the fire hydrants is carried out to minimize water quality issues in the reticulation.

- 6.3 Some leaks occurred and were repaired. There is a hydrant that requires replacement on SH3 and this is planned for April. **The Hydrant along SH3 has been completed. No further issues were reported.**
- 6.4 The Ultra Violet disinfection system will shortly come on-line. It is installed, but the electrical and control systems still need to be completed by the Contractor.
- 6.5 Routine maintenance work is being done and the system is working without incidents.
- 6.6 Storm Water**
- 6.7 An issue with storm water was reported after the recent king tide and is being investigated. A section of the sea wall has collapsed that affects private property and also Council services. An investigation is underway to decide on the best course of action to resolve this issue. **This work has been escalated and is being dealt with through the roading division.**

Piopio

7.1 Water Supply

- 7.2 The water pipe lines that were replaced and recently reported on have now been completed and the water consumption in Piopio has dropped considerably. The plant is producing water of a very high quality.
- 7.3 **No issues have been reported and all is working well with the system.**

7.4 Wastewater

- 7.5 Some issues were reported with the sewage system and dealt with through the Service Request system. In several cases these were not related to the installed system, but to blockages caused by foreign material deposited into the system. In these cases the residents have been billed for the service to rectify the blockage. The system is functioning well with minor issues cropping up from time to time. These are dealt with through the proper channels. Near all the problems reported that can be attributed to the resident and they are being educated as time progresses. A Service Request was called in during May and it involved supplying a new control box. Interim measures were put in place and the permanent fix is now completed. Another Service Request involved a new lid to be fitted, but this tank will require a heavy duty lid, as it can be damaged again by vehicular traffic in the future. Service Requests of a minor nature were reported and these have been dealt with accordingly. The process is working well and the system, as a whole, is working smoothly.
- 7.6 **No major complaints have been received and all is working well.**

7.7 Storm Water

- 7.8 A storm water pipe in Kaka Street has blocked up. The contractor couldn't unblock it in the usual way and a jet-rodder was called in, that also failed to unblock it. An investigation is now being carried out to see what action is appropriate to resolve this issue and the contractor will shortly be advised to commence remedial action. **This work has been escalated to the roading division, as the work involved to repair this pipe falls under their jurisdiction.**

Benneydale

8.1 Water Supply

8.2 No issues have been reported with water services in this area. Some small leaks have been found, notably inside the School area, and these were repaired. The residents heeded the call for water conservation and the water supply has been adequate during this period. The UV unit is now installed, but the unit still requires wiring up that should happen shortly. This will enhance the water quality and is supplementary to already dosed chlorine.

8.3 The electrical and control components for the UV unit will be completed shortly by the electrical Contractor.

6.8 Wastewater

8.4 No issues were reported and the quality of effluent is good and within specifications.

6.9 Storm Water

8.5 Nothing to report.

Waitomo Village

9.1 Background

9.2 Nothing to report.

Te Waitere Sewer System

10.1 Background

10.2 The Te Waitere Sewer System consists of a small pump station that accepts sewer from the Boat Club and pumps to the main pump station. From there a pipe conveys the effluent to an outfall soakage field over the hill. An Easement is available, but the pipe does not follow this, but is laid on a different route to the soakage field, sometimes above ground along a route on Council land and private property.

10.3 Council has approved the staged replacement of this pipe and this work is now being undertaken. The pipe will be horizontally drilled and will follow the most appropriate route along an Easement and on Council land.

10.4 This work will commence within approximately 4 weeks. It will require some clearing of vegetation for the safe establishment for the machinery and operators, but will have much less impact on the environment than conventional open trench methods.

Suggested Resolution

The Progress Report: Monthly Operation and Maintenance Report for Water, Sewerage and Stormwater - August 2013 be received.



ANDREAS SENGER
MANAGER – WATER SERVICES

Document No: 311076**File No:** 037/020/12A**Report To: Council****Meeting Date:** 27 August 2013**Subject: Progress Report: Monitoring Against 2012-2022 Long Term Plan – Water Supply**

Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on progress with implementation of the Work Plan for the Water Supply activity as contained in year **two (2013/2014)** of the 2012-2022 Long Term Plan (LTP).

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 water infrastructure, is consistent with section 11A Local Government Act 2002 (including amendments).

Introduction

- 3.1 This business paper focuses predominantly on capital expenditure projects i.e. renewal and improvement works; however any issues arising in the maintenance area of the Water Supply activity will be reported to Council on a needs basis.
- 3.2 This business paper is intended to compliment the monthly and quarterly reporting to Council. It is designed to provide further detailed information on the implementation of Council's capital (improvement and renewal) expenditure programme.

Background

- 4.1 The Water Supply activity provides for the environmentally safe collection, treatment and reticulation of WDC's public water supplies. Water supply schemes are provided by Council at:
- Te Kuiti
 - Benneydale
 - Piopio
 - Mokau
- 4.2 There are also privately owned and operated water supply schemes at Waitomo Village and Taharoa which do not form part of the 2012-2022 LTP.
- 4.3 There are three activities under the Water Supply activity:
- Maintenance
 - Renewals
 - Improvements

4.4 Maintenance

- 4.5 Operation and maintenance involves the planned and reactive servicing of the water infrastructure – repairing leaks and broken mains, servicing pump stations, cleaning reservoirs, repairing and replacing water meters, hydrants and valves, and operating the water treatment plants and intake systems.

4.6 Renewals

- 4.7 Renewal/replacement of water supply infrastructure (principally water supply mains) involves replacement of these assets at the end of their effective lives. The timing of renewals is determined from the asset age, condition assessments and capacity assessments of the existing water supply networks based on the available asset data.

4.8 Improvements

- 4.9 Improvement work involves the provision of additional water supply reticulation, storage or treatment plant capacity either by installing new or extending/upgrading existing pipe networks, storage structures or treatment plants.

Te Kuiti Water Supply

5.1 Background

- 5.2 The Te Kuiti Water Treatment Plant (TKWTP) in its present form provides safe drinking water however its production does not meet the Drinking Water Standards (DWS) 2005 or the Drinking Water Act 2007 (as amended 2008) and the TKWTP requires significant capital upgrade (for some components probably total replacement) to meet that standard. The reasons for not complying with the Standards mostly relate to the amount of risk that Water Quality Standards will not be met consistently. Some risks however are significant and need to be addressed as soon as possible.

- 5.3 The main risks are:

1. The intake point is downstream of the main Te Kuiti industrial area representing high risk of pollution.
2. The intake structure is of a floating boom type that takes water off the surface of the stream with the inherent risk of picking up floating pollutants (scums, oils, etc). Similarly during periods of very low river flows it will take water from close to the bottom of the stream where there is risk of picking up pollutants travelling along the bottom of the stream.
3. All chemical dosing devices (and therefore processes) located within the TKWTP are manually operated and therefore there is no means of automatically adjusting flow proportionality and therefore there is a risk of under dosing or overdosing as the intake flows varies with demand.
4. The configuration of the Flash Mixer and the Splitter Channels within the TKWTP system is such that the treatment dosing chemicals are not used optimally and therefore removal of pollutants is not optimal.
5. The Clarifier equipment can be considered obsolete and parts are no longer available. As a result the sludge blanket and control of sludge discharge

processes are operated on a manual basis which does not make for optimum removal of flocculated pollutants.

6. The dual media sand filters are the water last treatment barrier and the operation of the filters is all manual, the backwash arrangement is by gravity from the storage reservoir and is often not fully effective. This means that sometimes the filters are not cleaned properly creating the risk of pollutant break through.
7. The Clear Water Wells which receive the final treated water from the filtration process are attached to the associated filters and the pipe work (including the backwash network for the filters). The backwash valve glands are leaking into the clear wells contaminating the final treated water. Also the clear wells are open on top and the building is not vermin proof therefore there is the potential (high) risk of contamination.
8. The reservoir (1000m³) next to the TKWTP serves as the balancing tank between treatment and distribution. It also services as the chlorine contact tank and filter backwash storage. Due to its size it is very difficult to control chlorine levels within the required dosage parameters. In addition, the inlet and outlet pipe work is on the same side of the tank which creates the opportunity for short circuiting and therefore poor mixing of the chlorine with inadequate contact time before the treated water passes into the distribution system. When the water level gets below half full there is insufficient hydraulic head to backwash the filters effectively. (See 6 above)
9. Treatment plant operation and control is not automated and the monitoring reporting required by MoH (through the Drinking Water Assessor (DWA)) does not meet the 2005 standards consistently.

5.4 Capital Expenditure Budget

- 5.5 The budget for capital works for the 2013/2014 year as contained in the EAP is \$15,585 for minor renewals.
- 5.6 Funding from MoH has been allocated - \$780,820.56 excluding GST (Application \$1,942,005). The application was for only that part of the total upgrade required to meet the Drinking Water Act (2007) that was eligible for subsidy.
- 5.7 As detailed design developed it soon become apparent that a holistic plan of the total upgrade is needed to ensure the funding is optimised and the final product is the best that the available money can buy. This combined with the pressure of affordability meant that the work planned initially for 2012/13 has been moved to 2013/14. In the mean time a final design of the whole plant that can be implemented incrementally has been done. MoH has been requested to accept delay of the spending by 12 months for above reasons.
- 5.8 An amount of \$4.836 million has been budgeted for over the 2013-22 period to progressively upgrade the Treatment Plant. This amount includes an additional storage reservoir to bring storage from less than 12 to 24 hours as required by DW Act.

Reticulation Renewals 2013/2014	\$202,613
Expenditure to 31 July 2013	\$0
New main PS	\$187,000
Upgrade design	\$255,500
Expenditure to 31 July 2013	\$0

- 5.9 The preliminary design of the first phase is being reviewed. This will be followed by preparation of tender documentation and then the tender process. The project must be completed by 30 June 2014.

Mokau Water Supply (MWS)

6.1 Background

- 6.2 The MWS is working reasonably well but does not meet the Drinking Water Act 2007 (as amended in 2008). The issues to be addressed include - inadequate storage of raw water to meet summer demand which is also the dry period; the existing storage dams need work to meet the new building compliance standards as of 2010/2011. Funding has been approved by MoH (\$725,790) and final design has been completed.
- 6.3 The present estimate and budget is **\$800,000**.
- 6.4 The MWS also requires coagulation and an Ultra violet disinfection unit.
- 6.5 A funding application for a coagulation system and UV unit has been submitted to MoH for the 2012-2013 subsidy funding round which closed end of February 2012 and an amount of \$58,743.50 has been allocated to WDC for Mokau
- 6.6 The funding received will bring the Mokau plant to a point where it will meet the requirements of the Drinking Water Act 2007 (as amended 2008) on completion.
- 6.7 Tendering for the plant upgrade is in process, the target date for completion is December 2013

6.8 Capital Expenditure Budget

- 6.9 A dam site below the escarpment that is deemed geotechnical stable has been identified.
- 6.10 Design of **new dam** is complete and Consent applications to Waikato Regional Council (earthworks) and Waitomo District Council (Landuse) had been lodged.
- 6.11 Final consultation with Iwi and the owners of the surrounding land is in process
- 6.12 The proposed dam site has been pointed out to Iwi and a letter from the archeologist stating that there is no expectation that any artifacts will be found in that area handed over.
- 6.13 **An Archeological assessment required for the land use consent showed that the new site has no archeological significance.**
- 6.14 The position was discussed with the landowner and he has verbally accepted the proposed position. Land will have to be bought off him
- 6.15 **Land purchase from the landowner is in process and dealt with in another business paper.**
- 6.16 With all the work needed for investigation, design, and getting consents dam construction will now take place during the 2013 - 2014 summer.
- 6.17 There are still dam safety remedial work to be done on the existing dams and Mokau Ki Runga want to know what is proposed and the methodology that will be used.

- 6.18 This will be conveyed to them as soon as the detail is available since it now has to be scoped outside of the original contract.
- 6.19 Tenders will be advertised again as soon as consents have been finalised.
- 6.20 This work is progressing.

Piopio Water Supply (PWS)

7.1 Background

- 7.2 The project is now complete and operating very well.

Benneydale Water Supply (BWS)

- 8.1 The BWS and reticulation is virtually new and in good condition, it does not meet Drinking Water Act 2007 (as amended 2008) because it requires an Ultra violet disinfection unit.
- 8.2 A funding application for a UV unit has been submitted to MoH for the 2012-2013 subsidy funding round which closed end of February 2012 and an amount of \$67,107.50 has been allocated to WDC for Benneydale
- 8.3 The funding received will bring the Benneydale plant to a point where it will meet the requirements of the Drinking Water Act 2007 (as amended 2008) on completion.
- 8.4 UV installation and pipe work is complete target SCADA and telemetry is still outstanding since TK WWTP get preference date for completion is December 2013.

Waitomo Water Supply (WWS)

9.1 Background

- 9.2 An in-house assessment of the privately owned WWS was done in the 2008/09 year and the opportunity for potential WDC involvement was consulted on during the 2009-2019 LTCCP consultation process with a specific meeting in Waitomo Village.
- 9.3 Proposed capital expenditure was originally moved to start in the 2013/2014 year spread over 3 years.
- 9.4 Detailed investigation work will commence early in new financial year.
- 9.5 There is no funding in the 2012-22 LTP and \$5,000 in the 2013-14 EAP for any work on Waitomo Village infrastructure.

Suggested Resolution

The Progress Report: Monitoring Against 2012-2022 Long Term Plan – Water Supply be received.



CHRISTIAAN VAN ROOYEN
GROUP MANAGER – ASSETS

August 2013

Document No: 311078**File No:** 037/020/12A**Report To: Council****Meeting Date:** 27 August 2013**Subject: Progress Report: Monitoring Against 2012-2022 Long Term Plan – Stormwater**

Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on progress with implementation of the Work Plan for the Stormwater activity as contained in year one (2013/2013) of the 2012-2022 Long Term Plan (LTP).

Introduction

- 2.1 This business paper focuses predominantly on capital expenditure projects i.e. renewal and improvement works, however any issues arising in the maintenance area of the Stormwater activity will be reported to Council on a needs basis.
- 2.2 This business paper is intended to compliment the monthly and quarterly reporting to Council. It is designed to provide further detailed information on the implementation of Council's capital (improvement and renewal) expenditure programme.

Background

- 3.1 The Stormwater significant activity provides for the collection, diversion, treatment and disposal of urban surface water runoff following rainfall. Surface water flooding can occur in the absence of an effective stormwater drainage system.
- 3.2 Council is involved in this activity to fulfill its legal responsibilities for the control of its stormwater systems and to work towards the achievement of community outcomes. Efficient, environmentally safe and sustainable urban stormwater services are essential for the social, cultural and environmental well-being of the District. Stormwater services ensure the protection of public health in urban areas through the collection and disposal of urban stormwater.
- 3.3 The Local Government Act 2002 empowers Council to be involved in the ownership and provision of stormwater assets.
- 3.4 The Stormwater activity covers the stormwater assets owned and operated by Council in urban areas including:
- Te Kuiti
 - Benneydale
 - Piopio
 - Mokau
 - Awakino
 - Marokopa
 - Te Waitere

- 3.5 The majority of Council's stormwater infrastructure is located at Te Kuiti, with limited infrastructure available at the remaining townships. The stormwater infrastructure servicing Waitomo Village and Taharoa is privately owned and does not form part of this 2012-22 Long Term Plan.
- 3.6 WDC's storm water reticulation design endeavors to meet a 2 year rainfall return period.
- 3.7 The main activity under this significant activity is stormwater reticulation and disposal which comprises:
- Preparation of catchment assessments for each urban area to identify open drains, ephemeral water courses, permanent water courses, stormwater and preliminary secondary flow paths is a definitive need to manage stormwater in Te Kuiti. This represents a significant amount of work which Council voted funding to start it in the 2011-12 year.
 - Reporting on stream environmental impacts as demanded by comprehensive discharge consent. This reporting is completed annually.
 - Finding stormwater pipe work not on record, assess condition and record in asset register. This is an activity that takes place as general maintenance works occur. It really requires a special project to provide information to improve the information for the Activity Management Plan flowing into the 2012-22 Long Term Plan and further into the future to inform the work that needs to be done in the Catchment Assessments.
 - Providing, maintaining and upgrading Council's urban stormwater network comprising the urban open drains, pipes and manholes, downstream from surface channels, sumps and sump leads (the latter, together with all rural drainage assets, are included under the Land Transport significant activity).

3.8 The main elements of this activity are:

3.9 Maintenance

- 3.10 Operation and maintenance involves the planned and reactive servicing of the stormwater infrastructure – clearing drains, emptying sumps, repairing damaged asset components.
- 3.11 During recent investigation of sewer reticulation it has been identified that there are a number stormwater pipes that are partially blocked with accumulated debris. Investigation showed that cleaning of the system will be fairly costly and will have to be addressed through maintenance over a long time.
- 3.12 Council approved a modest budget for four years starting 2012-13 for maintenance cleaning of reticulation. Work is done bit by bit and asset information collected as it progresses. Several minor repair/renewal projects had already been identified. A programme to do this work will be compiled on a Catchment by Catchment basis and brought into the budgets as it can fit.

3.13 Renewals

- 3.14 Renewal/replacement of stormwater infrastructure (principally stormwater pipes) involves replacement of these assets at the end of their effective lives. The timing of renewals is determined from the asset age, condition assessments and capacity assessments of the existing drainage networks based on the available asset data. This has shown a large spike in required renewals for the period 30 to 60 years from now. Using replacement values, the renewals costs have been

smoothed to flatten this peak in the 2012-22 LTP. As asset information improves, specific renewals will be individually assessed to verify that the renewal is actually needed before the work is done.

- 3.15 The average renewal works expenditure based on current information is approximately \$100,000 per annum in the 2012-22 LTP, starting 2016-17.
- 3.16 The renewal funding for the past years has actually been spent on installation of new reticulation to solve critical spots that become apparent during each year.
- 3.17 Two specific problem areas had been identified since and will be addressed this financial year – renewal of section in George Street budget estimate \$92,340 and renewal of section of Duke Street budget estimate \$117,420.
- 3.18 This trend is expected to continue as critical points are identified during the special maintenance cleaning programme.

3.19 Improvements

- 3.20 This involves the provision of additional stormwater drainage capacity either by installing new or extending existing drainage networks, or by increasing the size of existing pipes on the same alignment. Where possible, any identified shortfall in existing pipe capacity will be addressed at the time of the pipe replacement so that any existing undersized pipes will be replaced with larger diameter pipes.
- 3.21 Completion of urban catchment assessments may identify capacity shortfalls in the existing stormwater network. Similarly, concept design work proposed somewhere in the future for Mokau-Awakino and structure planning for Te Waitere may result in new drainage works proposed for these areas.

Te Kuiti Stormwater

4.1 Capital Expenditure Budget

- 4.2 The budget for capital works for the 2012-2022 LTP is \$40,000 for investigation and \$180,000 for construction work on Rora Street ahead of road works over first three years.

4.3 Key Projects and Programmes for the 2012/2013 Year

4.4 Budget for 2012/13

4.5 Rora Street

Investigation	\$20,000
Construction	\$60,000
Expenditure to 31 July 2013	\$0

Pricing documentation completed - work will be done as part of road upgrade to minimise disruption

Piping open drains	\$20,780
Expenditure to 31 July 2013	\$0

Stormwater Reticulation Rehabilitation	\$30,170
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Expenditure to 31 July 2013	\$0
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4.6 Work consists of cleaning rubble gravel etc from pipes and obtaining CCTV's

4.7 All work will be formalised into a contract for tender.

4.6 In King Street East a 1000mm pipeline from Taupiri Street to the river has been identified to have significant differential settlement to the extent that the pipe sections have moved apart. Investigation showed that water going through the joints has created tomo's and the whole section of pipe is suspect. It is not possible to exactly determine the size of the tomo's but they are significant and there is risk that sections of the pipe may drop into one or more of these. The pipe will have to be dug up and re-laid. Because of the depth (over 2m) it will be an expensive project. Initial estimate is \$180,000 excluding GST. This is being investigated further to see if there is a way to repair at lesser cost

4.8 **Catchment Assessments**

4.9 The First Stage of the Basic Catchment Assessment is complete.

4.10 **Exceptions Project**

None

Rural Stormwater

5.1 **Capital Expenditure Budget**

5.2 Introduction

5.3 Minor renewals are small improvement works (mainly unforeseen) that may come up during a year and are identified by staff, the Maintenance Contractor or ratepayers.

No budget provision made in LTP

Budget for 2013/14	\$5,195
Expenditure to 31 July 2013	\$0

Suggested Resolution

The Progress Report: Monitoring Against 2012-2022 Long Term Plan – Stormwater be received.

CHRISTIAAN VAN ROOYEN
GROUP MANAGER – ASSETS

August 2013

Document No: 311079**File No:** 037/020/12A**Report To: Council****Meeting Date:** 27 August 2013**Subject: Progress Report: Monitoring Against 2012-2022 Long Term Plan – Sewerage**

Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on progress with implementation of the Work Plan for the Sewerage activity as contained in year two (2013/2014) of the 2012-2022 Long Term Plan (LTP).

Introduction

- 2.1 This business paper focuses predominantly on capital expenditure projects i.e. renewal and improvement works; however any issues arising in the maintenance area of the Sewerage activity will be reported to Council on a needs basis.
- 2.2 This business paper is intended to compliment the monthly and quarterly reporting to Council. It is designed to provide further detailed information on the implementation of Council's capital (improvement and renewal) expenditure programme.

Background

- 3.1 The Sewerage activity provides for the environmentally safe collection, treatment and disposal of the District's sewage.
- 3.2 Council is involved in this activity to fulfill its legal responsibilities for the control of its sewerage systems and to work towards the achievement of Community Outcomes. Efficient, environmentally safe and sustainable urban wastewater services are essential for the social, cultural and environmental well-being of the District. Sewerage services are essential for the protection of public health and environment in urban areas through the collection, treatment and disposal of human and commercial/industrial wastewater.
- 3.3 The Local Government Act 2002 empowers Council to be involved in the ownership and provision of sewerage assets.
- 3.4 Sewerage (or wastewater) Schemes are provided by Council at:
- Te Kuiti
 - Benneydale
 - Piopio
 - Te Waitere
- 3.5 Concept design work planned for Mokau-Awakino and structure planning for Te Waitere has been moved outside the present 10 year plan due to lack of resources.

3.6 The privately owned and operated sewerage schemes at Waitomo Village and Taharoa do not form part of the 2012-22 LTP.

3.7 There are three activities under the Sewerage significant activity:

- Maintenance
- Renewals and Replacements
- Improvements

3.8 Maintenance

3.9 Operation and maintenance involves the planned and reactive servicing of the sewerage infrastructure – clearing blocked sewers, servicing pump stations, repairing damaged asset components and operating the sewage treatment plants and disposal systems.

3.10 Renewals

3.11 Renewal/replacement of sewerage infrastructure (principally sewer pipes) involves replacement of these assets at the end of their effective lives. The timing of renewals is determined from the asset age, condition assessments and capacity assessments of the existing drainage networks based on the available asset data. Renewal costs fluctuate between schemes with non-operational expenditure “smoothing” applied in all cases to avoid major spikes in overall expenditure for each scheme from one year to the next.

3.12 Improvements

3.13 This involves the provision of additional sewerage reticulation or treatment plant capacity either by installing new or extending existing pipe networks or treatment plants. Where possible, any identified shortfall in existing pipe capacity will be addressed at the time of the pipe replacement so that any existing undersized pipes will be replaced with larger diameter pipes.

Te Kuiti Sewerage

4.1 Capital Expenditure Budget

4.2 The budget for capital works to upgrade the Te Kuiti WWTP was estimated to be \$8.6 million.

4.3 A report to the March 2013 Council meeting indicated and explained that the estimated final cost is \$9.037 excluding GST.

4.4 Latest cost estimate to completion of the treatment plant is \$9.176 million original saving of \$119,000 plus another \$19,000 (\$139,000) had to be spend on filter system to sort out issues that become apparent during very high rainfall event around 16 June 2013 (95mm in 24 hours). Changes to pipe work, electrical and control to protect UV units

4.5 Key Projects and Programmes for the 2009/2010 Year

Project Number One: Discharge Consent Application

5.1 Introduction

5.2 Existing (operative) consent expired in 2005 a new consent applied for was put on hold and present operations are under the old Consent. Request for information to inform the Discharge Consent applied for was submitted in June 2009 and further

information was required which led to fairly detailed discussion, mainly with regard to land disposal of treated waste water.

5.3 Consent Issues/Progress

5.4 A final s92 (reply to request for information) was lodged 13 December 2010 and was processed by Waikato Regional Council. It was notified in June 2011 and six submissions had been received.

5.5 **An intensive consultation process with Submitters is still being worked through.**

5.6 Second Draft consent report by WRC including draft conditions was received and has been assessed and a reply returned to WRC.

5.7 A meeting was held on 5 April 2013 to further discuss points of difference between WRC and WDC.

5.8 Another meeting will be held on 17 May 2013 to try and finalise the Consent term, the only remaining sticking point.

5.9 **A further meeting was held on 14 August 2013 to discuss issues brought up by one submitter who has "disappeared" for a period two years and surfaced again in late May 2013. These issues which is mainly about liaison and reporting had been resolved between WDC and WRC**

5.10 **WRC is now preparing a third draft report including draft conditions for circulation in essence nothing material has changed.**

5.11 **There is cautious optimism that a 25 year consent will be obtained**

5.12 **At this stage indications are that a hearing will not be required.**

5.13 Budget, Funding Sources and Expenditure to Date

Budget	2013/14	\$155,850
Expenditure to	31 July 2014	\$0

Procurement

Quotes were obtained.

Project Number Two: Te Kuiti WWTP Investigation & Design

6.1 Introduction

6.2 Project has moved to final/construction design

6.3 Issues/Progress

6.4 Tenders for the main part, which includes earthworks and aeration, closed on 25 November 2011. Tenders were evaluated; Main tender for civil and mechanical works was awarded to Spartan Construction and the Monitoring, Control, SCADA and associated electrical awarded to Alf Downs.

6.5 Detailed design and drawings modified as issues arise.

6.6 Budget, Funding Sources and Expenditure to Date

Budget	2012-13 (adjusted as reported)	\$637,500
Expenditure to	31 July 2013	\$616,600

6.7 Procurement

Quotes were obtained

6.8 Issues

6.9 The minister signed off on the subsidy (\$3.65million plus GST) and MoH stated unequivocally that the last claim must be in by 30 June 2013.

6.10 A final claim has been submitted to MoH

Project Number Three: Te Kuiti WWTP Construction

7.1 Introduction

7.2 All works awarded.

7.3 Scope

A brief description of the process train under construction is as follows:

- 1 Activated sludge process
 - Provision for pH correction
- 2 Clarifier (4,000m³/day)
 - Provision for chemical dosing to assist with flocculation i.e. suspended solids removal was added
- 3 Sand filter with continuous backwash (peak flow capacity 7,000m³/day) although outside normal design capacity
 - Two banks each 3500m³/day short term capacity – normal use 2,900m³/day
- 4 Ultra Violet Treatment (peak flow capacity 7,000m³/day)
 - Two units each 3,500m³/day
 - Capability to ramp dose rate up or down to maintain minimum UVI at 254nm based on flow rate, turbidity and UVT, as measured between filters and UV units
- 5 Controls
 - If the set limit for irradiation is not met, flow will divert from discharge to storage pond, alarm goes to operations controller, with flow returning to discharge once operational parameter is within limits again.
- 6 Excess influent storage
 - During prolonged high rainfall events volume will be controlled to ensure that that no more than 4,000m³ per day is fed into the reactor and through the clarifier
 - Flow exceeding that will go to storage; capacity of 35,000m³
 - Storage capacity of 35,000m³ is calculated to meet AEP of about 25 years

7 Disposal of stored Influent

- Stored influent will be pumped to the inlet to pass through the full treatment process

8 During prolonged high rainfall events the diluted, stored influent will be fed into the system between the clarifier and the filters to provide maximum possible treatment i.e. sand filtration and ultra violet irradiation

- In event that storage reaches maximum capacity despite discharge at 7,000m³/day, the excess will flow into a stormwater ditch until the maximum discharge (7,000m³/day) from the system catches up. This is to prevent potential catastrophic failure of storage pond banks.

9 Sludge management

- Supernatant and rainfall from sludge storage will be pumped to the inlet and pass through the full treatment process at all times
- Sludge will be removed at around 1,000m³ per year to slowly catch-up with previous decades of sludge storage
- Early laboratory results show that sludge will meet criteria for use as a soil conditioner.
- Consents for disposal will be sought once treatment plant has been commissioned.

7.4 Budget, Funding Sources and Expenditure to Date

Total Budget (latest estimate)	\$9.176 million
Expenditure to 31 July 2013	\$9,007 million

The grounds at the plant need landscaping to get it in a form which will allow it to be machine mowable for least cost maintenance.

This will require extra funding for which there is no specific budget – a rough estimate is \$35,000

7.5 Procurement

7.6 Tender process has been used for all works except specialist services and or equipment where two Quotes were obtained. Offers undergo detailed assessment including a NPV (Net Present Value) of the lifecycle cost, the system with lowest overall cost, a robust design and construction and is well supported in New Zealand is chosen and an order placed.

7.7 Construction Issues/Progress

7.8 Civil tender awarded 15 December 2011.

7.9 Work started end January 2012.

7.10 The changeover from the existing reactor arrangement to the temporary reactor is a significant milestone and a critical stage in the project went smoothly and temporary plant is working as well as the old.

7.11 The new reactor construction is underway. There were significantly more sludge in the old reactor than anticipated and the removal of that has slowed progress and added cost.

- 7.12 It was found that the old streambed running through the reactor has a large amount of scrap timber etc buried which had to be removed and disposed of and the trench filled with rubble rock which is another delay with added cost.
- 7.13 Several natural water springs in the bottom of the reactor become apparent once it was empty which necessitated additional design and construction to enable construction to proceed, this also added to the delays and added cost.
- 7.14 The project is practically completed, with the all treatment components having been commissioned.
- 7.15 Sludge management is in essence a separate project and still in final stages of completion, mainly electrical and control
- 7.16 First indications are that overall performance is good the plant will meet expected outcomes.
- 7.17 For practical purposes the project will be completed on time.
- 7.18 Main electrical supply has been upgraded and all new electrical units installed.
- 7.19 Part of main electrical overhead supply need to be placed underground for operational safety reason. This is extra work and cost identified during a recent HAZOP process of the whole project.
- 7.20 Part of the existing discharge line was intended to be used as a return pump line although it is not pressure type pipe it was regarded as suitable at low pressure. It turned out that there has been damage to the pipe during fencing several years ago. That combined with the previous issue has led to a decision to lay a new pump line which is also extra cost.



Over view



Intake



Reactor



Filters



UV



UV Electrical Supply and Control Room

Project Number Four: SCADA and Telemetry

8.1 Introduction

8.2 A district wide SCADA and Telemetry project was initiated during the 2008/2009 FY.

8.3 The purpose is to provide the information required to report on resource consents compliance for water extraction and treatment and waste water treatment. It also assists in the operation of remote water and waste water systems through alarms when processes stop or parameters exceed set operational limits.

8.4 Design/Scope

8.5 A SCADA and Telemetry system needs to be fully integrated to work properly and deliver value. The hardware and software needs to be matched and the system matched to the electrical supply network energizing the control units of each infrastructure component i.e. treatment plant, pump station or reservoir monitoring and control.

8.6 Consent Issues/Progress

8.7 Radio and software licenses have been obtained.

8.8 Te Kuiti WWTP Budget and Expenditure to Date

Total Budget (adjusted as reported)	\$1,376,558
Expenditure to 31 July 2013	\$1 227,400

8.9 Construction Issues/Progress

8.10 Work on last main component of upgrade, the sludge management system is in progress.

<h2>Te Waitere Sewerage</h2>

10.1 Key Projects and Programmes for the 2012-13 Year

10.2 Project Number One: Land for Soakage

10.3 Introduction

10.4 The Te Waitere sewerage system started as a system to service a subdivision of eight houses. The domestic water supply is collected off roof tanks and therefore the volume of household waste water is quite low per connection. The consent is for a volume, and based on that, actual waste water generated could service more houses. Several additional houses along with the Boat Club and public toilets were connected over time. On the basis of the low waste water quantities per household and a report that the capacity of the soakage is adequate as filed by a WRC Officer, it was calculated that up to 25 houses could be serviced.

10.5 There is demand for more sections and at least two owners of larger properties indicated their intent to develop more sections should waste water services be available.

10.6 Further investigation showed that the upgrade of the pump station to provide a reliable service for a larger community would not be a significant issue however

the investigation into the capacity of the soakage field showed that it is utilized beyond its capacity already also that the ground along that hill slope is moving.

10.7 Design/Scope

10.8 A concept design that takes cognizance of the specific issues at Te Waitere needs to be developed. This will in all probability require negotiation with landowners for land to be used as soakage fields. Followed by consultation, preliminary design and cost estimate with rates modeling followed by further consultation with probably an application to MoH for funding.

10.9 Consent Issues/Progress

10.10 The present consent is valid until September 2017. However with the knowledge recently obtained about the capacity of the existing soakage field there will be considerable pressure from WRC on Council to address the issues as soon as possible.

10.11 The Soakage field area had been surveyed to establish the exact position as part of upgrading the pump line and some rehabilitation work at the soakage field. The outcome showed that the land actually move in excess of 1.0m down slope in the past 15 years.

10.12 Further work/expenditure had been put on hold until such time as a geotechnical investigation identified if there is any land that could be safely develop either through the District Plan or a specific scheme plan.

10.13 Budget, Funding Sources and Expenditure to Date

10.14 There is \$8,000 in the budget for renewal of a part of the pumpline.

10.15 There has been no expenditure to date.

10.16 A quote was obtained and a project awarded to replace 400m of pipe in September 2013 which will fit within the \$16,000 (\$8,000 2012/3 and \$8,000 2013-14) providing no major issues are found during construction.

10.17 Procurement

10.18 Quote was obtained.

Benneydale Sewerage

11.1 Issues/Progress

11.2 Earlier work has been completed

11.3 The old network was regarded as being at the end of its economic life. During affordability review the economic life of the old network was extended by 20 years

11.4 Inspection of the lines showed that there are repair work to be done to ensure that the reticulation last the 20 year period.

11.5 The information has been analysed and a repair/renewal programme developed to ensure the integrity of the system for at least another 20 years.

11.6 The funding requirement has been placed in the 2013-14 EAP - estimate \$78,000

11.7 No work done to date

Piopio Sewerage

12.1 Completed

12.2 Quality of final effluent is very good.



Piopio Outfall

Suggested Resolution

The Progress Report: Monitoring Against 2012-2022 Long Term Plan – Sewerage be received.

CHRISTIAAN VAN ROOYEN
GROUP MANAGER – ASSETS

August 2013

Document No: 313104**File No:** 400/010/2**Report To: Council****Meeting Date:** 27 August 2013**Subject: Progress Report: Civil Defence Emergency Management Joint Committee Minutes**

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 1 July 2013.

Background

- 2.1 Council is represented on the CDEM Joint Committee by the Mayor.
- 2.2 The Co-ordinating Executive Group (CEG) for Civil Defence has requested that all minutes for the CDEMG and CEG 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 minutes of the CDEM Joint Committee meeting of 1 July 2013.

Suggested Resolution

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

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

JOHN DE LUCA
GROUP MANAGER – COMMUNITY SERVICES

August 2013

Attachment: 1 Joint Committee Minutes – 1 July 2013 (doc 313106)

**WAIKATO CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP
JOINT COMMITTEE**

Minutes of the meeting of the Waikato Civil Defence Emergency Management Group Joint Committee, held in the Reception Lounge, Hamilton City Council Municipal Building, Garden Place, Hamilton at 1.00pm on Monday 1 July 2013.

MEMBERS PRESENT:	<p>Waikato Regional Council Cr S Friar Hamilton City Council Representative Cr PM Mahood Hauraki District Council Representative Mayor JP Tregidga Matamata Piako District Council Representative Mayor H Vercoe Otorohanga District Council Representative Cr S Blackler South Waikato District Council Representative Cr M Gubb Taupo District Council Representative Cr M Downard Thames Coromandel District Council Representative Cr P French Waikato District Council Representative Cr N Smith</p>
IN ATTENDANCE:	<p>Ministry of Civil Defence and Emergency Management S Vowles</p>
STAFF	<p>CEG Chair L Cavers</p> <p>Waikato Regional Council Manager GEMO (L Hazlewood), Programme Manager GEMO (G Ryan), Committee Administrator (D Atkinson).</p>

APOLOGIES

Confirmation of Agenda

(Agenda Item 1)

Cr S Friar moved/Mayor JP Tregidga seconded

CD13/51

THAT the agenda of the Waikato Civil Defence and Emergency Management Group Joint Committee of 1 July 2013 be confirmed as the business for the meeting.

The motion was put and carried (CD13/51)

Disclosures of Interest

(Agenda Item 2)

There were no interests disclosed.

Minutes of Previous Meeting – 4 March 2013

File: 03 04 18 (Agenda Item 3) Docs #2354218

Cr N Smith moved/Cr Downard seconded

CD13/52

THAT the Minutes of the Waikato Civil Defence Emergency Management Group Joint Committee meeting of 4 March 2013 be received and approved as a true and correct record.

The motion was put and carried (CD13/52)

There were no matters arising from the minutes

Joint Committee GEMO report

File: 03 04 18 (Agenda Item 4) Docs #274172, 2746515

The purpose of this item presented by Group Manager/Controller (L Hazelwood) was to provide a consolidated update on work being undertaken by the Group Emergency Management Office.

During the presentation, questions, answers and related discussion the Committee noted:

- GEMO direct cost expenditure is lower than expected. The two major factors for this are delay in the development of the Local Recovery plan Template/Guidance (due to non completion of contributory work) and the initial population of the EMIS resources database taking longer than expected. Resilience funding to complete this work will be rolled over.
- CEG has agreed that the cap on GEMO allocated costs should be removed from the 2013/2014 financial year. The removal of the cap on allocated costs will not impact on the level of resourcing (both in terms of labour and direct costs) available to the GEMO. It will further not impact on the overall WRC budget and rate intake as it is simply a reallocation of expenditure with the WRC community safety work area.

The GEMO has reported to CEG the following project plan exceptions:

- EMIS database entry (potential delay in project completion due to a delay in the receipt of data).
- Development of warning systems strategy (potential delay in project completion due to an outdated analysis tool).
- Development of Group Recovery Plan (delay in project completion due to additional CEG and Joint Committee workshops).
- Development of Local Recovery Plan Template/Guidance (delay in project completion due to delay in completion of the Group Recovery Plan).
- Development of Group Risk Reduction Plan (delay in project commencement due to limits and availability of suitable staff).

Emergency Management Information System (EMIS)

Arising from the advice in the report regarding the initial population of the EMIS resources database taking longer than expected, a wider discussion arose regarding progress with EMIS becoming operational and what would be provided when it was. During this discussion the following matters were noted and viewpoints expressed:

- EMIS is not yet operational anywhere within the Waikato CDEM Group and is consuming significant financial resources.
- A circular letter dated 28 June 2013 from John Hamilton (Director MCDEM) to Chairs and Group Managers of CDEM Groups was tabled. The letter acknowledged that some CDEM Groups have experienced difficulties introducing EMIS and the difficulties appear to be related to staff training, confidence with the system, and/or the postponement of training until some fixes and enhancements are implemented. The Department of Internal Affairs is providing additional funding for a further MCDEM employee who will provide additional capacity to support the implementation and maintenance of EMIS. David Coetzee will soon distribute to Groups the current schedule for implementation of fixes and enhancements as agreed with the vendors.
- Group Manager/Controller (L Hazlewood) advised the Group has a strategy to implement EMIS. However at the present time he is not satisfied that EMIS will meet all incident management requirements and that progress towards a fully functioning system will be modular, building over some time.
- Auckland have renewed the licence for its existing WebEOC system which it intends to run in conjunction with EMIS,
- The CEG Chair (L Cavers) expressed the view that the Group needs to specify requirements to be provided by an emergency management information system to determine whether the EMIS specification will meet those requirements.
- It was noted that although this meeting was simply flagging/receiving information, the intention is to return to the next meeting with a more detailed update based on the group's EMIS implementation strategy schedule, due to be approved on July 8, along with any recommendations where appropriate.

Kelly Newell has been appointed Local CDEM Coordinator (Waikato DC).

Cr Friar moved/Mayor Tregidga seconded.

CD13/53

THAT the report 'Joint Committee GEMO report' (Doc # 274172 and Attachment B Docs #2746515) dated 21 June 2013 be received for information.

The motion was put and carried (CD13/53)

Membership representation through 2013 Triennial Elections

File: 03 04 18 (Agenda Item 5) Docs #2742085

The purpose of this item presented by Programme Manager GEMO (G Ryan) was to confirm CDEM Group Joint Committees (and members) have a

continuation of powers and responsibilities through the triennial election period. An amendment to the CDEM Act 2002 in March 2012 has provided for CDEM Group Joint Committees (and members) to only be discharged after the triennial election period and the membership for the new term has been formally confirmed by resolution of each constituent local authority.

Cr S Friar moved/Cr M Gubb seconded.

CD13/54

THAT the report 'Membership representation through 2013 Triennial Elections (Doc# 2742085) dated 21 June 2013 be received for information.

The motion was put and carried (CD13/54)

Summarised Co-ordinating Executive Group (CEG) minutes

File: 03 04 18 (Agenda Item 6) Docs #2741361

CEG Chair, L Cavers, presented the summary of the CEG minutes of 31 May 2013. The Joint Committee noted item 3.1 of the summarised minutes contained advice from Te Rehia Papesch (Regional Commissioner for the Ministry of Social Development) that the Ministry will cease hosting the Group Welfare Manager as from 1 July 2013. The hosting arrangement in broad terms equated to half a full time equivalent staff member and CEG is assessing how this work will be resourced in future.

Cr D Finn moved/Mayor JP Tregidga seconded

CD13/55

THAT the report 'Summarised CEG minutes' (Doc#2741361 dated 21 June 2013) be received for information.

The motion was put and carried (CD13/55)

Consistent tsunami siren tones

File: 03 04 18 (Agenda Item 7) Docs #2744708

The purpose of this item presented by Programme Manager GEMO (G Ryan) was to provide an update on correspondence between the Joint Committee Chair and the Minister of Civil Defence regarding the need for a nationally consistent tsunami tone. The Committee noted the Minister's advice that the MCDEM investigation into the issue of a national standard for tsunami sirens is intended to conclude a standard prior to the end of the 2013 calendar year.

Cr N Smith moved/Cr P French seconded

CD13/55

THAT the report 'Consistent tsunami siren tones' (Doc#2744708 dated 21 June 2013) be received for information.

The motion was put and carried (CD13/55)

MCDEM work programme update

File: 03 04 18 (Agenda Item 8) Docs #2742530

During presentation of the report by MCDEM Regional Emergency Management Advisor (S Vowles) the following matters were noted:

- S Vowles (Waikato REMA) indicated release of the revised tsunami risk assessment would be delayed for approximately six months.
- Group Controller/Manager (L Hazelwood) and CEG Chair (L Cavers) would be meeting with D Coetzee (Manager Capability and Operations MCDEM) on Thursday 4 July 2013 to discuss EMIS.

Cr M Downard moved/Cr M Hanna seconded

CD13/56

THAT the report ‘MCDEM work programme update’ (Doc#2742530 dated 21 June 2013) from the Ministry of Civil Defence for May 2013 be received.

The motion was put and carried (CD13/56)

CD13/57

Waikato CDEM Group controller appointments

File: 03 04 18 (Agenda Item 9) doc #2744503

In presenting the report Group Controller/Manager (L Hazelwood) noted his approval of the standard of all recommended appointments to Controller positions. Ongoing training would be provided as identified necessary.

Cr M Downard moved/Mayor B Hanna seconded

THAT

- 1. The report “Waikato CDEM Group controller appointments” (Doc # 2744503, dated 21 June) be received.**
- 2. Waikato Civil Defence Emergency Group Management Joint Committee confirms the existing controller appointments for the Otorohanga, Waipa, Waitomo, Taupo and South Waikato Districts, as detailed in Attachment A of the report and scheduled hereunder:**
 - Andrew Loe (Otorohanga DC)
 - Wayne Allan (Waipa DC)
 - Johan Cullis (Waitomo DC)
 - Shamus Howard (Taupo DC)
 - Joe Mickelson (Taupo DC)
 - Tina Jakes (Taupo DC)
 - Roger Fisher (South Waikato DC)
 - Andrew Pascoe (South Waikato DC)
 - Gordon Naidoo (South Waikato DC)
- 3. Waikato Civil Defence Emergency Group Management Joint Committee approves the new controller appointments for the Hauraki, Thames-Coromandel and Waikato Districts, as detailed in Attachment B of this report and scheduled hereunder.**
 - Steve Fabish (Hauraki DC)
 - Garry Towler (Thames-Coromandel DC)
 - Merve Balloch (Waikato DC)
 -

The motion was put and carried (CD13/57)

Items for next meeting

File: 03 04 18

The next meeting is scheduled for 2 September 2013. The venue will be confirmed closer to the time.

Items noted were:

- Group Recovery Plan approval.

Meeting closed at 2.28pm

Doc #2768885

Document No: 313131

File No: 400/010/3

Report To: Council**Meeting Date:** 27 August 2013**Subject: Progress Report: Civil Defence Emergency Management Executive Group Minutes**

Purpose of Report

- 1.1 The purpose of this business paper is to provide Council with information relating to the Co-ordinating Executive Group meeting of 31 May 2013 and 2 August 2013.

Background

- 2.1 Council is represented on the CEG by the Group Manager – Community Services.
- 2.2 The Co-ordinating Executive Group (CEG) for Civil Defence has requested that all minutes for the CDEMG and CEG 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 minutes of the CEG meetings of 31 May 2013 and 2 August 2013.

Suggested Resolutions

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

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

JOHN DE LUCA
GROUP MANAGER – COMMUNITY SERVICES

August 2013

- Attachments: 1 CEG Minutes – 31 May 2013 (doc 313134)
 2 CEG Minutes – 2 August 2013 (doc 313136)

MINUTES

COORDINATING EXECUTIVE GROUP

Friday, 31st May 2013
9.00 am – 12.30 pm
Waikato CDEM GEMO
(150 Victoria Street, Hamilton)

Present:

Hamilton City Council
 Hauraki District Council
 Otorohanga District Council
 South Waikato District Council
 Taupo District Council
 Thames-Coromandel District Council
 Waikato District Council
 Waitomo District Council
 New Zealand Police
 New Zealand Fire Service and New Zealand Rural Fire
 Waikato District Health Board
 Ministry of Civil Defence and Emergency Management
 Group Controller
 Group Recovery Manager
 Waikato Engineering Lifelines Group Chair
 Waikato Regional Council
 Welfare Advisory Group Chair (*part of meeting*)

Blair Bowcott
 Langley Cavers (Chair)
 Andrew Loe – Late
 Sharon Robinson
 Brian Fox
 Pam Howat – Late
 Sue Duignan
 John De Luca
 John Kelly
 Roy Breeze
 Trevor Ecclestone
 Suzanne Vowles
 Lee Hazlewood
 Brendan Morris
 Ray Pooley
 Adam Munro
 Te Rehia Papesch (then Pat Goldsmith)

Members apologies received:

Matamata-Piako District Council
 Waikato Regional Council
 St John
 Waipa District Council

Dennis Bellamy
 Scott Fowlds
 Stuart Cockburn
 David Hall

CDEM staff in attendance:

Group Emergency Management Office

Greg Ryan
 Megan Pritchard (minutes)
 Ainsley Alexander
 Derek Phyn
 Irving Young
 Sharon Cousins-O'Donnell

Apologies accepted

Moved: J Kelly
 Seconded: T Ecclestone

Carried

Agenda Item	Discussion / Action Point
1	<p>Confirmation of Agenda: Agenda was confirmed as distributed.</p>
2	<p>Minutes of Previous Meeting (1 Feb 2013)</p> <div data-bbox="320 432 1358 674" style="border: 1px solid black; padding: 5px;"> <p>Recommendation:</p> <ul style="list-style-type: none"> • That the minutes of the previous meeting were confirmed as a true and accurate record. <p>Moved: B Fox Seconded: S Robinson Carried</p> </div> <div data-bbox="320 707 1358 786" style="border: 1px solid black; padding: 5px; background-color: #e6f2ff;"> <p>Action:</p> <ul style="list-style-type: none"> • Outstanding action from last meeting - Letter to Ministry re EMIS. </div>
2b	<p>Group Welfare Manager update Te Rehia Papesch advised CEG that MSD will no longer supply the Group Welfare Manager role as at 1 July 2013.</p> <p>CEG formally thanked Te Rehia for the support of providing the Group Welfare Manager.</p> <p>Moved: S Robinson Seconded: B Fox Carried</p>
3	<p>GEMO Report L Hazlewood provided an update on recent activities associated with the GEMO. Key points included:</p> <ul style="list-style-type: none"> • Opening of GECC • Financial report • Summary of projects including EMIS <ul style="list-style-type: none"> - The initial phase of populating the EMIS resources database is yet to be complete. CEG members were asked to follow up with their staff who have been contacted regarding this project, with only three months left for completion. - L Cavers requested that CEG members are copied into all staff emails regarding Civil Defence, and Lee confirmed that this should be happening. - There was discussion around the work that is required to complete the initial population of EMIS resources database, including assets registers etc. S Duignan asked to be sent the request for assets emails. - Validity of information in EMIS was discussed. D Phyn confirmed all resources will be reviewed every 12 months. It was questioned whether or not this should be at a territorial authority level to keep assets up to date and that there should be a prompt for councils and potentially visits to councils by an EMIS coordinator. It was confirmed that maintaining data in EMIS is the responsibility of the respective local authority, but that the process for this to occur would be confirmed at a later date.

Agenda Item	Discussion / Action Point
	<ul style="list-style-type: none"> • Recovery plan • Group reduction plan. Work on the plan will be shared by R Liefing who is a new staff member in the Community Safety Team at WRC. • Recruitment for Waikato DC CDEM coordinator role underway. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Recommendation:</p> <ul style="list-style-type: none"> • That the CEG receive this report “GEMO Report” for information. <p>Moved: B Morris Seconded: P Goldstone Carried</p> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px; background-color: #e6f2ff;"> <p>Actions:</p> <ul style="list-style-type: none"> • Resend emails related to asset requests for EMIS to S Duignan. • A further discussion is to be had around asset validity: Whether or not TAs should be keeping their assets up to date on a 12-monthly basis, or if this should be done on a regional level, with visits carried out by the EMIS coordinator. This will be confirmed during the development of the EMIS Strategy implementation plan (approval to be sought at Aug 2013 CEG). • </div>
4	<p>CEG Sub-group Reports</p> <p>An update on the discussions undertaken by the various CEG sub-groups was presented.</p> <p>Key discussion points were:</p> <ul style="list-style-type: none"> • Local authority reporting template presented by G Ryan and discussed. <ul style="list-style-type: none"> – It was suggested by Suzanne that the template should include local implementation of Group plans/strategies. Greg expressed a concern that this would potentially make the report blow out. It was agreed that this issue need to be dealt with, but not necessarily as part of this reporting template. – A Munro suggested tracking/recording attendances across forums. – The timing for the first report was agreed to be the next CEG meeting in August with the JC in September. – February-March 2014 was decided next reports and it was noted that these reports should be submitted in advance of commencing annual planning (i.e. by May). • L Hazlewood gave an explanation on the current local controllers situation. <ul style="list-style-type: none"> – Reimbursements for controllers should be up to local councils. Job descriptions with six hours per week was recommended in the existing policy. – New controllers in training to be observed and mentored through at least one event (in addition to the requirements of the Controllers Policy). • GECC staff are required to have basic concepts (foundational) training and be involved in at least one drill to be a part of the GECC. • Time consuming for GECC training, SOPs, readiness and capability functions. • GEMO KPIs - service level agreements points 7-8 – add additional measure for support to GEMO, with GIS and IT services outside of

Agenda Item	Discussion / Action Point
	<p>response.</p> <ul style="list-style-type: none"> EMIS strategy - no objective changes, however implementation timeline to be agreed at Aug 2013 CEG. D Phyn confirmed 12 months would be a reasonable period to review EMIS progress due to resourcing at MCDEM and issues with US developers. Langley expressed concern at length of time before review and suggested it be shorter (e.g. 6 months). It was agreed that the CEG would monitor progress via regular reporting through the R and R sub-group. <div data-bbox="320 526 1358 770" style="border: 1px solid black; padding: 5px;"> <p>Recommendation:</p> <ul style="list-style-type: none"> That the CEG receive this report "CEG Sub-group Report" for information. <p>Moved: L Cavers Seconded: B Fox Carried</p> </div> <div data-bbox="320 806 1358 1115" style="border: 1px solid black; padding: 5px;"> <p>Recommendation:</p> <ul style="list-style-type: none"> That the CEG approves the proposed Local Authority Reporting Template as a basis for twice yearly reporting by local authorities to the CEG and JC – to commence in time for reporting to the August CEG meeting <p>Moved: S Robinson Seconded: J De Luca Carried</p> </div> <div data-bbox="320 1151 1358 1460" style="border: 1px solid black; padding: 5px;"> <p>Recommendation:</p> <ul style="list-style-type: none"> That the CEG recommend to the JC that the existing local controllers for Otorohanga District, Taupo, Waipa District and Waitomo District are confirmed; Amendment : Change typo on name spelling to „Cullis’ <p>Moved: J Kelly Seconded: P Howatt Carried</p> </div> <div data-bbox="320 1496 1358 2033" style="border: 1px solid black; padding: 5px;"> <p>Recommendations:</p> <ul style="list-style-type: none"> That the CEG endorse the newly nominated local controllers for the Hauraki District, Thames-Coromandel District and Waikato District, and recommend to the JC that the nominations be approved, conditional on the completion of the MCDEM Controller Training during the first half of 2014, as well as one functional exercise or event as Controller (mentored and evaluated for competency); Look at reviewing CODNA with regard to post appointment mentoring (CODNA sub-group) – give thought to shared controller pool; Implementation plan for controllers, training, at least one event/exercise, mentored within first two years. Include succession planning. <p>Moved: J Kelly Seconded: B Bowcott Carried</p> </div>

Agenda Item	Discussion / Action Point
	<ul style="list-style-type: none"> • That the CODNA group to be re-established, members confirmed, and to report back in 6months: J Kelly; L Hazlewood; L Cavers; S Robinson; S Vowles; TBC <p>Moved: L Cavers Seconded: J Kelly Carried</p> <p>Recommendation:</p> <ul style="list-style-type: none"> • That the CEG approves the proposed GEMO 2013/2014 KPIs. <p>Moved: B Bowcott Seconded: S Robinson Carried</p> <p>B Bowcott – four steps for the development of Community Response Plans be endorsed by CEG (refer to pages 8-9 of the Readiness and Response Sub-group report (document 2655428).</p> <p>Recommendation:</p> <ul style="list-style-type: none"> • That the CEG adopts and endorses the community engagement process as noted in this report for the roll out of the community response plan project. <p>Moved: B Bowcott Seconded: J De Luca Carried</p> <p>Recommendation:</p> <ul style="list-style-type: none"> • That the CEG approves the proposed WCDEMG EMIS Implementation Strategy 2012-2016 (attachment G). <p>Moved: S Robinson Seconded: T Ecclestone Carried</p> <p>Actions:</p> <ul style="list-style-type: none"> • Local Authority reporting to commence in time for reporting to the August CEG meeting • CODNA group to be re-established, members confirmed, and to report back in 6 months, noting the need to expand the CODNA to include post appointment oversight. • CEG Workshop to be arranged to focus on strategy for groups strategic issues. • Readiness and Response Sub-group to report on EMIS update/report through CEG meetings – David Coetzee or Shane Bayley to be invited to attend the August CEG meeting (action for Suzanne). • L Hazlewood to prepare a „Fit for purpose report on EMIS”.

Agenda Item	Discussion / Action Point
	<p>WELG Report</p> <ul style="list-style-type: none"> • Proposed business plan • Name change proposed (to Waikato Lifeline Utilities Group) • Paying members vote • Report from R Pooley • 17 October seminar <p>Moved: R Pooley Seconded: S Duignan Carried</p>
	<p>Recovery sub-group Update from last meeting, report was received.</p> <p>Moved: P Howatt Seconded: B Fox Carried</p>
5	<p>MCDEM Update S Vowles provided a verbal update from MCDEM. Key points included:</p> <ul style="list-style-type: none"> • EMIS • Christchurch earthquake review • Community response plans
6	<p>Emergency Services Updates Fire, Police and DHB representatives provided an update on recent activities. Key points included:</p> <p>Fire</p> <ul style="list-style-type: none"> • All Hazards Emergency Centre has been announced for Police and Fire and is now able to be openly discussed. It is suggested there be an open discussion/workshop that will include CEG members to discuss timelines, location etc. WRC involvement under „Integrated services’ is expected, and „futures thinking’ discussion for purpose of politicians. • Data sharing with HCC is underway. • Hazard info sharing with WRC to happen. • Accreditation to move teams of 65 service people internationally if required. <p>Police</p> <ul style="list-style-type: none"> • CIMS4 to be rolled out with opportunity for local controllers to participate. <p>DHB</p> <ul style="list-style-type: none"> • Flu season looking big and DHB highly encouraging vaccinations. • Expected to be using EMIS, current exercises prior to training. Delivered to 65 staff so far. • 25 staff been through NZmat training to respond inside NZ and internationally.
7	<p>Group Recovery Plan Workshop A workshop was held to seek feedback from the CEG members on the draft Group Recovery Plan. Key points noted were:</p> <ul style="list-style-type: none"> • Recovery principles • GRP foundations

Agenda Item	Discussion / Action Point
	<ul style="list-style-type: none"> • GRP structure • GRP implications • Structure and governance – show local groups at the bottom. • A Alexander noted that the chart needs to link to the particular controller. Have a full chart available to show the local controllers. • BAU response transition and recovery structures– two separate charts. • Issues
8	<p>Items for next Joint Committee Meeting (1 July 2013) Items identified for the next Joint Committee meeting were:</p> <ul style="list-style-type: none"> • Explanation regarding the removal of the 1.50 cap on GEMO allocated costs • New arrangements for shared services • Pick up from notes/agenda
9	<p>Items for next CEG Meeting (2 August 2013) Items identified for the next CEG meeting were:</p> <ul style="list-style-type: none"> • Community response plans - R&R • EMIS from R&R • Pick up from notes/agenda
10	<p>Future CEG meeting dates (2013)</p> <ul style="list-style-type: none"> • 2 August 2013 • 25 October 2013

Meeting closed at 12.18 pm

Coordinating Executive Committee

Action Table – 31 May 2013

#	Action	Date required	Person Responsible	Status
2	<ul style="list-style-type: none"> EMIS data entry: Resend emails related to asset requests for EMIS to S Duignan. 	Following meeting	D Phyn / H Burton	
3	<ul style="list-style-type: none"> EMIS data entry: A further discussion is to be had around asset validity: Whether or not TAs should be keeping their assets up to date on a 12-monthly basis, or if this should be done on a regional level, with visits carried out by the EMIS coordinator. 	August CEG mtg	D Phyn	
4	<ul style="list-style-type: none"> Waikato CDEM role to be advertised. 	ASAP	L Hazlewood	Complete
5	<ul style="list-style-type: none"> Local Authority reporting to commence in time for reporting to the August CEG meeting 	August CEG Mtg	All	
6	<ul style="list-style-type: none"> CODNA group to be re-established, members confirmed, and to report back in 6 months. 	Dec 2013 / Jan 2014	L Hazlewood	
7	<ul style="list-style-type: none"> CEG Workshop to be arranged to focus on strategy for groups strategic issues. 	Dec 13	G Ryan / L Hazlewood	
8	<ul style="list-style-type: none"> Readiness and Response Sub-group to report on EMIS update/report through CEG meetings – David Coetzee or Shane Bayley to be invited to attend the August CEG meeting. 	August CEG mtg	G Ryan	
9	<ul style="list-style-type: none"> L Hazlewood to prepare a 'Fit for purpose report on EMIS'. 	August CEG mtg	L Hazlewood	

Outstanding Actions from Previous Meetings

#	Action	Date required	Person Responsible	Status
1	<ul style="list-style-type: none"> GEMO to draft a letter under signature of the Chair to the ministry to seek official clarification. Derek to provide list of concerns to Langley to assist with this letter 		G Ryan / D Phyn	Outstanding

MINUTES

COORDINATING EXECUTIVE GROUP

Friday, 2 August 2013
9.00 am – 12.30 pm
Waikato CDEM GEMO
(150 Victoria Street, Hamilton)

Present:

Hamilton City Council
 Hauraki District Council
 Otorohanga District Council
 Taupo District Council
 Thames-Coromandel District Council
 Waikato District Council
 Waikato Regional Council
 Waipa District Council
 Waitomo District Council
 New Zealand Police
 Waikato District Health Board
 Ministry of Civil Defence and Emergency Management
 Welfare Coordinating Group Chair
 Group Controller
 Group Recovery Manager
 Waikato Lifeline Utilities Group Chair

Blair Bowcott
 Langley Cavers (Chair)
 Andrew Loe
 Brian Fox
 Pam Howat
 Sue Duignan
 Scott Fowlds
 David Hall
 John De Luca
 John Kelly
 Trevor Ecclestone
 Suzanne Vowles
 Te Rehia Papesch
 Lee Hazlewood
 Brendan Morris
 Ray Pooley (late 9.15 am)

Members apologies received:

Matamata-Piako District Council
 South Waikato District Council
 St John
 New Zealand Fire Service and New Zealand Rural Fire

Dennis Bellamy
 Sharon Robinson
 Stuart Cockburn
 Roy Breeze

CDEM staff in attendance:

Group Emergency Management Office

Greg Ryan
 Andrea Taylor (minutes)
 Ainsley Alexander
 Derek Phyn
 Irving Young
 Andrew Pascoe
 Kelly Newell
 Pat Goldsmith

South Waikato District Council
 Waikato District Council
 Group Welfare Manager

Apologies accepted

Moved: J Kelly
 Seconded: P Howat

Carried

Agenda Item	Discussion / Action Point
1	<p>Confirmation of Agenda: Agenda was confirmed with the following addition:</p> <ul style="list-style-type: none"> All Hazards Centre
2	<p>Minutes of Previous Meeting (1 Feb 2013)</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Motion:</p> <ul style="list-style-type: none"> That the minutes of the previous meeting were confirmed as a true and accurate record with the amendments noted below. Page 6: “Expected to be using EMIS, current exercises prior to training. Delivered to 65 staff so far” replaced with “Expected to be using MOH CIMS package, current exercises prior to training. Delivered to 65 staff so far”. <p>Moved: S Fowlds Seconded: J De Luca Carried</p> </div> <p>Update regarding Action 1 of the CEG Minutes:</p> <ul style="list-style-type: none"> L Hazlewood noted that a meeting has been held between D Coetzee (MCDEM), S Vowles, L Hazlewood and D Bellamy regarding issues related to EMIS. The group were reassured that steps are in place to address items that require fixing although L Hazlewood feels the time frames quoted are somewhat unrealistic based on feedback from our specialist. L Hazlewood shared with D Coetzee that the Waikato Group may look at other supplemental systems for the purposes of incident management. It was noted that D Coetzee and L Hazlewood disagreed on the importance of situational awareness in the event of activation. MCDEM put together a paper for the minister which highlighted the positive and negative of the EMIS system. Following this paper an additional resource has been approved at the national level dedicated to EMIS support. It was noted that two EMIS training positions have been granted, via Resilience funding, at the group level.
3	<p>GEMO Report</p> <p>L Hazlewood provided an update on recent activities associated with the GEMO. Key points included:</p> <ul style="list-style-type: none"> 2012/13 Financial Update (full year) <ul style="list-style-type: none"> Labour expenditure for the 2012/13 year was 98%; Direct costs expenditure was 81%. This gave an overall figure of 92%. However, this figure was adjusted to 97% when the carryover for specific projects was confirmed. It was noted that a total of \$32K has been carried over to achieve: <ul style="list-style-type: none"> Development of pilot local recovery plan and template/guidance (\$12K); Entry of EMIS resources (~\$13K); and Equipping of GECC response vehicles (\$7K) It was requested that in future years any request for carryover of funds is first approved by the CEG and JC. L Cavers confirmed that this had in fact been approved via the Management and Governance Sub-group, prior to Waikato Regional Council approval.

Agenda Item	Discussion / Action Point
	<ul style="list-style-type: none"> • 2013/12 Financial Update (initial forecast) <ul style="list-style-type: none"> - G Ryan went through the allocation of GEMO resources and the initial forecast for 2013/14. This will be tracked through the year and the CEG will be updated regularly. • GEMO Project Exception Reporting: <ul style="list-style-type: none"> - <i>Group emergency radio network:</i> G Ryan provided an overview of progress with equipping all EOC location (including alternates) with CDEM Fleetlink radios.. - <i>Welfare projects (in general):</i> Resourcing for Group Welfare Manager to be discussed later in the agenda. It was noted that there will be some projects that will not be able to be completed due to a lack in resources for this work area over the 2013/2014 financial year. - <i>Oversight of earthquake prone building policies:</i> There has been a second request for follow up through the Regional Hazards Forum to get further information on this. - <i>EMIS database entry (group resources):</i> The CEG was advised that Otorohanga, Thames-Coromandel and Hauraki District Councils data for inputting has been received (in addition to those already noted in the meeting agenda). It was noted that there is only another 2-3 weeks resource hours remaining for the data entry of resources, will all data being required by 16th August.. - <i>Development of Group Risk Reduction Plan:</i> Expecting this project to commence in the second half of this financial year. - <i>Emergency services data sharing:</i> Working with emergency service on a sharing agreement. Working through sensitive information and security issues. - <i>Regional emergency management spatial information plan:</i> This project is currently on hold due to other commitments, particularly around EMIS. • GEMO Recruitment <ul style="list-style-type: none"> - L Hazlewood introduced K Newell, WDC, Local Emergency Management Coordinator, whose background includes leading Red Cross Welfare Teams. <div data-bbox="320 1368 1358 1585" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Motion:</p> <ul style="list-style-type: none"> • That the CEG receive this report “GEMO Report” for information. <p>Moved: P Howat Seconded: A Loe Carried</p> </div> <div data-bbox="320 1619 1358 1727" style="border: 1px solid black; padding: 5px; margin-top: 10px; background-color: #e6f2ff;"> <p>Action:</p> <ul style="list-style-type: none"> • B Bowcott/R Pooley to confirm Hamilton City Council vehicle availability for inclusion in EMIS resource pool. </div>

Agenda Item	Discussion / Action Point
4	<p>CEG Sub-group Reports</p> <p>An update on the discussions undertaken by the various CEG sub-groups was presented.</p> <p>Key discussion points were:</p> <ul style="list-style-type: none"> • Proposed GEMO Reorganisation – Group Welfare Manager Resourcing <ul style="list-style-type: none"> – G Ryan went through the current structure and noted the issues as follows: <ul style="list-style-type: none"> ▪ The position of Group Welfare is no longer hosted by MSD. ▪ Outreach (engage with the private sector to be involved in response activities) diluted ▪ Operations Coordinator has resigned (effective 30 August 2013) ▪ Oversight of volunteers is required – The existing situation, proposed structure and an interim measure were discussed: (see Attachment 1) – It was noted by B Fox that the current Group Recovery Manager is a member of the CEG and that this should continue to be the case. – G Ryan / L Hazlewood noted that it is suggested to put Outreach on hold, and task I Young with maintaining the Welfare coordination until we can resource this fully. – P Howat noted concern that focus may be lost on both Recovery and Welfare. CDEM Management advised that by having the member integrated within the team, they are up to speed with other areas of the GEMO and 4Rs and effectively are able to provide more hours than are currently allocated. – B Morris's views on this were sought. He firmly believes that best structure for the group needs to put in place for the longer term. He noted that at the time he agreed to undertake the role as it fitted well with the circumstances. – B Morris noted his disappointed at being informed in this forum that the level of engagement with the team is not what is required. L Hazlewood clarified the comment by stating that unlike a contractor the GEMO team are not limited in their engagement with their colleagues and the comment was not meant as a criticism of Brendan's efforts but rather the realities of fact that he is limited to the time provided in his budget. – B Morris noted that the agenda papers refer to a rate of \$140/hour and advised that this has been taken out of context and he would only be charging \$100/hr as per the current policy. – B Morris advised that he would abstain from any voting on this matter due to the conflict of interest. – Various members of the CEG noted the importance of both Welfare and Recovery going forward. – B Bowcott questioned why we are not attempting to action this now rather than wait until the next financial year. S Fowlds noted that if any additional FTE commitment is required this needs to go through a Waikato Regional Council process, which will include Council approval. If it is felt that there is just cause to act this year then there may be an option to fund the position this financial year. – B Bowcott suggested that an interim measure would be to provide contractor's hours to keep the momentum.

Agenda Item	Discussion / Action Point
	<ul style="list-style-type: none"> - B Fox noted his concerns with the Group Recovery Manager role being housed within the GEMO and would also have liked this proposal to have gone through the Recovery sub-group prior to CEG. - Langley noted that it went through the Management and Governance sub-group. - The initiative of having one person responsible for both Welfare and Recovery was supported by the majority of the CEG members. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Motion:</p> <ul style="list-style-type: none"> • That the CEG support the suggested proposed structure of the GEMO. <p>Moved: B Bowcott Seconded: J Kelly</p> <p>Carried by majority Noted that B Fox wish his vote against this recommendation recorded</p> </div> <ul style="list-style-type: none"> - The timing of this proposal implementation was discussed and it was noted that with the suggested interim structure many welfare project commitments would be put on hold. It was noted that ideally would like to proceed with full proposal this financial year. - Suzanne – as CEG members who have JC members what is the consistent approach with your JC members. Need to brief our elected members on what is proposed with support around the need to fill the welfare role. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Recommendation:</p> <ul style="list-style-type: none"> • That CEG recommends to the Joint Committee that it supports the additional 0.77 FTE proposal and recommends to WRC that this is implemented this financial year. <p>Moved: B Bowcott Seconded: S Fowlds</p> <p>Carried</p> </div> <div style="border: 1px solid black; padding: 5px; margin: 10px 0; background-color: #e0e0e0;"> <p>Action:</p> <ul style="list-style-type: none"> • CEG members need to brief their elected members on what is proposed to support the need to fill the welfare role. </div> <ul style="list-style-type: none"> • CEG Readiness and Response Sub-group Report <ul style="list-style-type: none"> - Terms of reference: L Cavers noted that the names of the members are not part of the Terms of Reference (TOR). Positions are noted in the TOR and the names can change as required without reapproving the TOR on each occasion. CEG membership on various sub-groups to be addressed later in the agenda.

Agenda Item	Discussion / Action Point
	<p>Motion:</p> <ul style="list-style-type: none"> • That the CEG approve the changes to the Terms of Reference as proposed: CDEM Managers are automatically included as members; and two controllers are appointed by the Controllers Forum. (Kelly Newell and Chuck Davis) <p>Moved: J De Luca Seconded: B Bowcott</p> <p>Carried</p> <ul style="list-style-type: none"> • <i>Proposed WCDEM EMIS Implementation Plan</i> <ul style="list-style-type: none"> - D Phyn presented to the group on the EMIS implementation plan (Attachment 2). - The timeframe of the training/implementation plan and the process from here was discussed. - It was noted that the Readiness and Response Sub-group had no issues with process/proposal, but wanted to highlight the commitment for local authorities around the training time required for this. <p>Motion:</p> <ul style="list-style-type: none"> • That the CEG adopt EMIS implementation plan, noting that this allows local authorities to train at their own pace <p>Moved: J De Luca Seconded: T Ecclestone</p> <p>Carried</p> <ul style="list-style-type: none"> • <i>Event page template (Attachment 3):</i> <ul style="list-style-type: none"> - The GEMO is proposing that there is a simplified template for EMIS which includes recent messages; pending tasks and various other items that are operational. - D Phyn addressed the risks identified. These risks have been discussed with C Killeen (EMIS specialist at MCDEM) who is supportive of this proposal - Suzanne noted that there will be a need to retrain in the full system as items are added. It was suggested to share this with other territorial authorities and other national groups if possible. - S Vowles noted that C Killeen (who has been in discussion with D Phyn) needs to discuss this with D Coetzee to manage his expectations. - The CEG were assured that as EMIS issues are fixed they will be incorporated into the template. <p>Motion:</p> <ul style="list-style-type: none"> • That the CEG approves the proposed simplification of the EMIS event page template <p>Moved: J De Luca Seconded: B Bowcott</p> <p>Carried</p>

Agenda Item	Discussion / Action Point
	<ul style="list-style-type: none"> • Psychosocial support plan <ul style="list-style-type: none"> - A Alexander provided an overview of the Psychosocial plan, which will cover both group and local levels. The plan includes operational tools, review process etc. This has been well consulted throughout the sector and workshops will be held, once it is endorsed, to work through this with the relevant local authorities. - It was noted that other welfare coordinating groups waiting for this to be endorsed and acknowledged the work that has gone into this very clear and succinct plan. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Motion:</p> <ul style="list-style-type: none"> • That the CEG adopt the proposed Waikato CDEM Group Psychosocial Support Plan. <p>Moved: T Papesch Seconded: B Morris Carried</p> </div> • CEG Reduction Sub-group Report <ul style="list-style-type: none"> - S Fowlds noted that this area is starting to take off. A key action for this year is the risk reduction plan and regional hazard forum (2nd meeting was well attended). - CAG is running well and has a good focus. L Cavers noted that the field trip was very fascinating and informative. - WLUG is running well with great momentum. There have been a number of documents signed off recently. A good work programme is in place for going forward. There was an emerging risk identified with R Pooley leaving the group in December 2013. It was noted that this is being proactively worked through and a new Chairperson is currently being sought. • CEG Recovery Sub-group Report <ul style="list-style-type: none"> - Main focus for this sub-group is around the group recovery plan. - Proposed Waikato CDEM Group Recovery Plan: <ul style="list-style-type: none"> ▪ B Morris noted that once the Group Recovery Plan, Taupo Recovery Plan and the template is complete this will be able to be rolled out to other local authorities. ▪ There have been discussions around workshop presentations and inviting neighbouring Groups to this workshop also. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Recommendations:</p> <ul style="list-style-type: none"> • That the CEG request the Joint Committee to approve the Group Recovery Plan in its current form. <p>Moved: P Howat Seconded: B Morris Carried</p> </div>

Agenda Item	Discussion / Action Point
5	<p>GEMO 2014/2015 Work Programme and Budget Planning</p> <p>The CEG discussed the GEMO 2014/2015 work programme (See Attachment 4 – Timeline). Key discussion included:</p> <ul style="list-style-type: none"> • There is more proactive alignment with CDEM, RMA and LG planning required, however this is currently unable to be resourced due to other commitments (including welfare). • The changes to the work plan are primarily around the welfare area due to resource issues. • Area Managers are at capacity; need to be mindful of this. • Capability Assessment – S Vowles is aware of onerous nature of the capability assessment and how this was done previously. The next capability assessment is due in 2015. It was noted that this will be out of sync with the timing of the 3GP. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Recommendation:</p> <ul style="list-style-type: none"> • That the CEG receive this report “GEMO 2014/2015 work programme and budget planning” for information. <p>Moved: B Fox Seconded: P Howat Carried</p> </div>
6	<p>CEG sub-group Membership</p> <p>The group were provided with an overview of the current CEG sub-group membership. The following was discussed:</p> <ul style="list-style-type: none"> • Changes/additions to membership as follows: <ul style="list-style-type: none"> – Management and Governance – D Hall to be included – Reduction – S Duignan to be included – Readiness & Response – S Duignan to be included – Controllers DNA sub-group to be comprised of: Police Representative, L Hazlewood, L Cavers, S Robinson, B Bowcott, S Vowles; R Pooley (interim); D Hall <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Motion:</p> <ul style="list-style-type: none"> • That the changes to the sub-group membership as recorded in the minutes be confirmed. <p>Moved: L Cavers Seconded: B Bowcott Carried</p> </div>

Agenda Item	Discussion / Action Point
7	<p>Local authority reporting:</p> <p>G Ryan went through the progress reporting chart for Local authority reporting. He noted that the capability KPI for „green’ should possibly be reduced to a more realistic figure (e.g. the GECC has adopted 95%). It is up to individual local authorities to decide on their own KPIs in this regard. This report will be updated six-monthly. Detailed reports available on request.</p> <p>L Cavers noted that he would like to see the full reports and it was agreed that any „Red’ items would be discussed. Agreed to provide these reports on the webpage.</p>
7	<p>MCDEM Work Programme Status Report</p> <p>The group were provided with an update on the MCDEM work programme. The summary of progress included:</p> <ul style="list-style-type: none"> • Emergency Management Information System (EMIS) • Review of the National CDEM Plan and Guide • Update on the review of arrangements for delivery of welfare services in emergencies • Capability development programme • Hazard risk management programme • CDEM Group work programmes • MCDEM guidelines (review, development and consultation) • Review of the legislation for recovery from an emergency • Tsunami risk management • CIMS review • MCDEM website redevelopment <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Recommendation:</p> <ul style="list-style-type: none"> • That the CEG receive this report “MCDEM work programme status report” for information. <p>Moved: J De Luca Seconded: L Cavers Carried</p> </div>
8	<p>Emergency Services Updates</p> <p>Police and DHB representatives provided an update on recent activities. Key points included:</p> <p>Police</p> <ul style="list-style-type: none"> • S Vowles / J Pierard met with Police Operations Managers regarding upcoming training, relationships etc. • There is an interagency exercise next week which will include two local controllers as observers. If this exercise goes well it will be repeated in 6-8 weeks time. • It was noted that this is J Kelly’s last CEG meeting as he has been seconded to another position for the next two years. • J Kelly noted the improvements in the functioning of the CEG in the last 12-18 months.

Agenda Item	Discussion / Action Point
	<p>Motion:</p> <ul style="list-style-type: none"> That the CEG note a vote of thanks for J Kelly. <p>Moved: L Cavers Seconded: B Bowcott Carried</p> <p>DHB</p> <ul style="list-style-type: none"> T Ecclestone advised that a CIMS team had been activated with an asbestos issue. Two DHB staff attended the recent HCC CIMS 4 training and mixed messages have been received on this. With flu season well underway there are record numbers coming through the hospital. With the recent shakes in Wellington the Ministry of Health was affected. Health EMIS was used and it was good to see. Want to see this improved on for future use.
9	<p>Waikato CDEM Group Website Review</p> <p>G Ryan gave the CEG a demonstration of the new Waikato CDEM Website.</p> <ul style="list-style-type: none"> It was noted that there would be relevant documents uploaded as required.
	<p>All hazards Centre:</p> <p>A Fire Services Commission meeting was held on 18 July 2013 regarding the proposed All Hazards Centre.</p> <p>A presentation on CDEM and its engagement with the Fire Service was made by the Group Controller along with a briefing from Fire and Police on the All Hazards Centre initiative.</p> <p>B Laing fully endorses the idea and tasked L Hazlewood to firm up an all-parties agreement (working with Fire and Police) to explore further the concept of an all-hazards centre.</p> <p>That the CEG endorses the continuing engagement in this exploratory effort and recommends to the Joint Committee that they become a formal signatory to the said agreement.</p> <p>Motion:</p> <ul style="list-style-type: none"> That the CEG endorses the continuing engagement in this exploratory effort and recommends to the Joint Committee that they become a formal signatory agreement. <p>Moved: L Cavers Seconded: B Bowcott Carried</p>

Agenda Item	Discussion / Action Point
10	<p>Items for next Joint Committee Meeting (1 July 2013)</p> <p>Items identified for the next Joint Committee meeting were:</p> <ul style="list-style-type: none"> • Group Recovery Plan (for approval) • Resourcing of the Welfare Manager role (for approval) • Work Programme (initial discussion) • Psychosocial plan (for information) • EMIS implementation plan (for information) • All Hazards Centre (for information) • Dates for 2014 Meetings
11	<p>Items for next CEG Meeting (2 August 2013)</p> <p>Items identified for the next CEG meeting were:</p> <ul style="list-style-type: none"> • GEMO work programme (for approval) • Integrated training framework update.
12	<p>Recognition of Service</p> <p>L Hazlewood noted his thanks to A Alexander for his efforts and commitment to Waikato CDEM group. L Cavers echoed this and thanked him on behalf of the CEG.</p>
12	<p>Future CEG meeting dates (2013)</p> <ul style="list-style-type: none"> • 25 October 2013

Meeting closed at 12.17 pm.

Coordinating Executive Committee

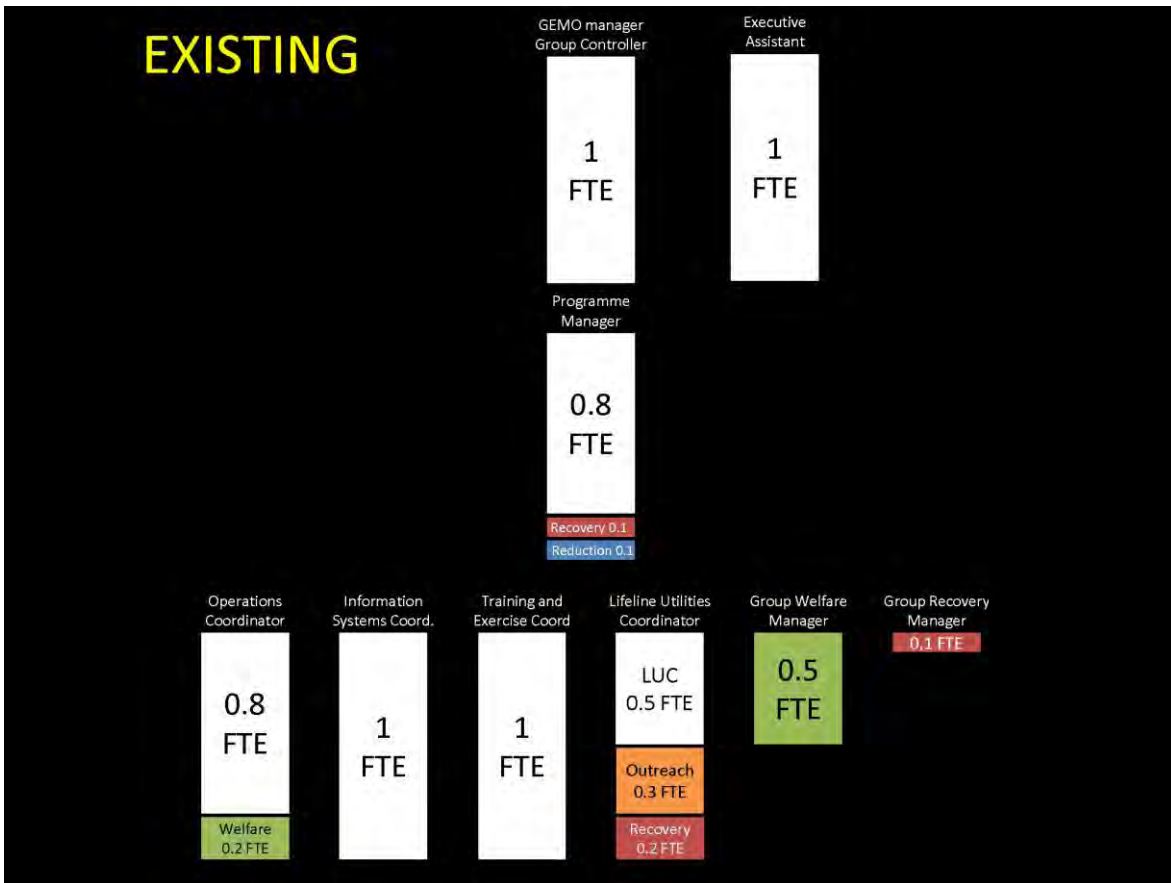
Action Table – 2 August 2013

#	Action	Date required	Person Responsible	Status
10	<ul style="list-style-type: none"> EMIS Implementation Plan: B Bowcott/ R Pooley to confirm Hamilton City Council vehicle availability for inclusion in EMIS resource pool. 	By next CEG meeting	B Bowcott / R Pooley	
11	<ul style="list-style-type: none"> GEMO Resources: CEG members need to brief their elected members on what is proposed to support the need to fill the welfare role. 	By next Joint Committee Meeting	CEG members	

Outstanding Actions from Previous Meetings

#	Action	Date required	Person Responsible	Status
6	<ul style="list-style-type: none"> CODNA group to be re-established, members confirmed, and to report back in 6 months. 	Dec 2013 / Jan 2014	L Hazlewood	
7	<ul style="list-style-type: none"> CEG Workshop to be arranged to focus on strategy for groups strategic issues. 	Dec 13	G Ryan / L Hazlewood	
9	<ul style="list-style-type: none"> L Hazlewood to prepare a 'Fit for purpose report on EMIS'. 	August CEG mtg	L Hazlewood	

Attachment 1: Proposed GEMO Reorganisation – Group Welfare Manager Resourcing



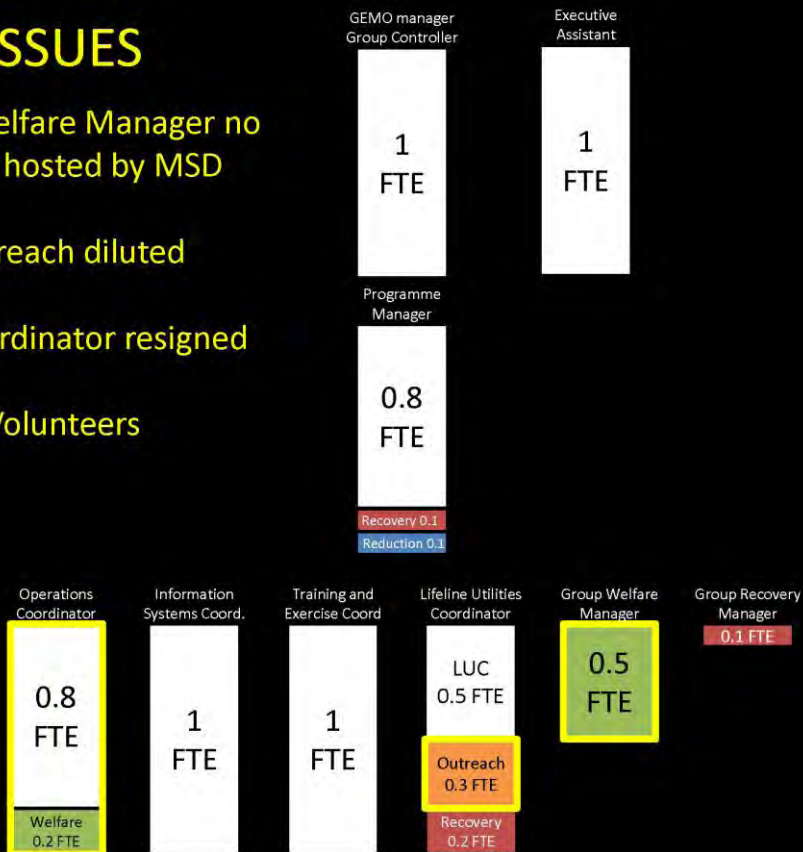
ISSUES

Group Welfare Manager no longer hosted by MSD

Outreach diluted

Ops Coordinator resigned

Volunteers



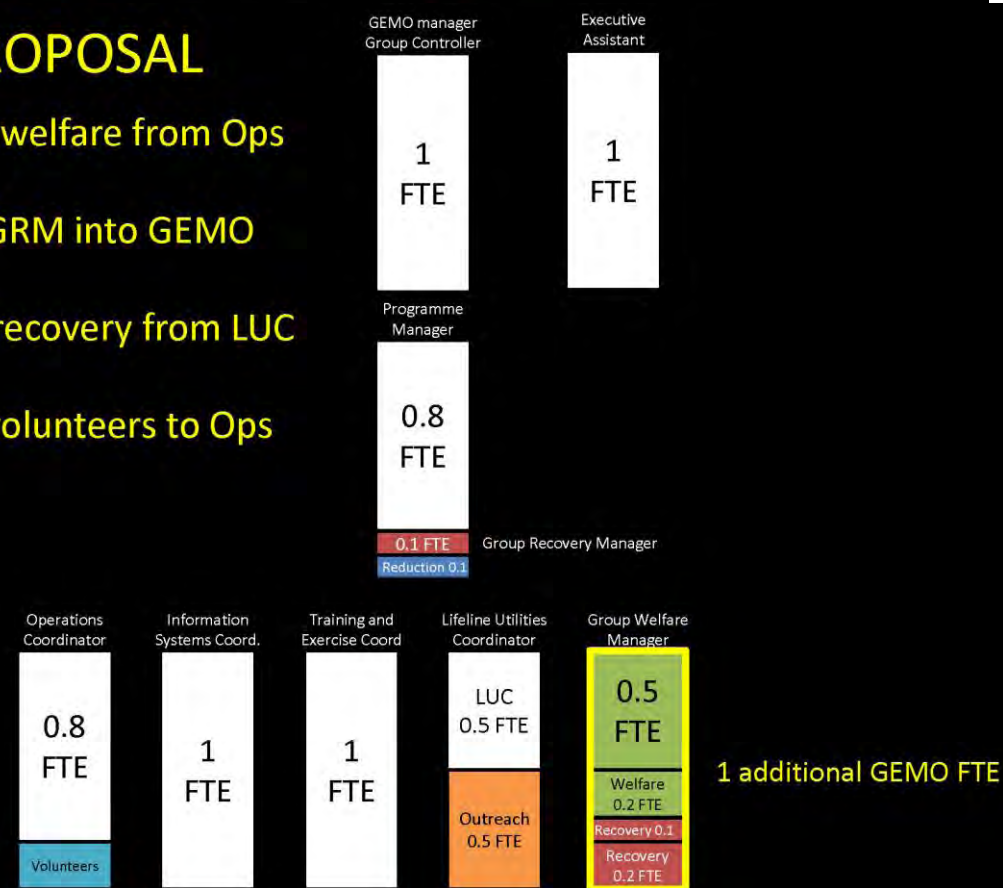
PROPOSAL

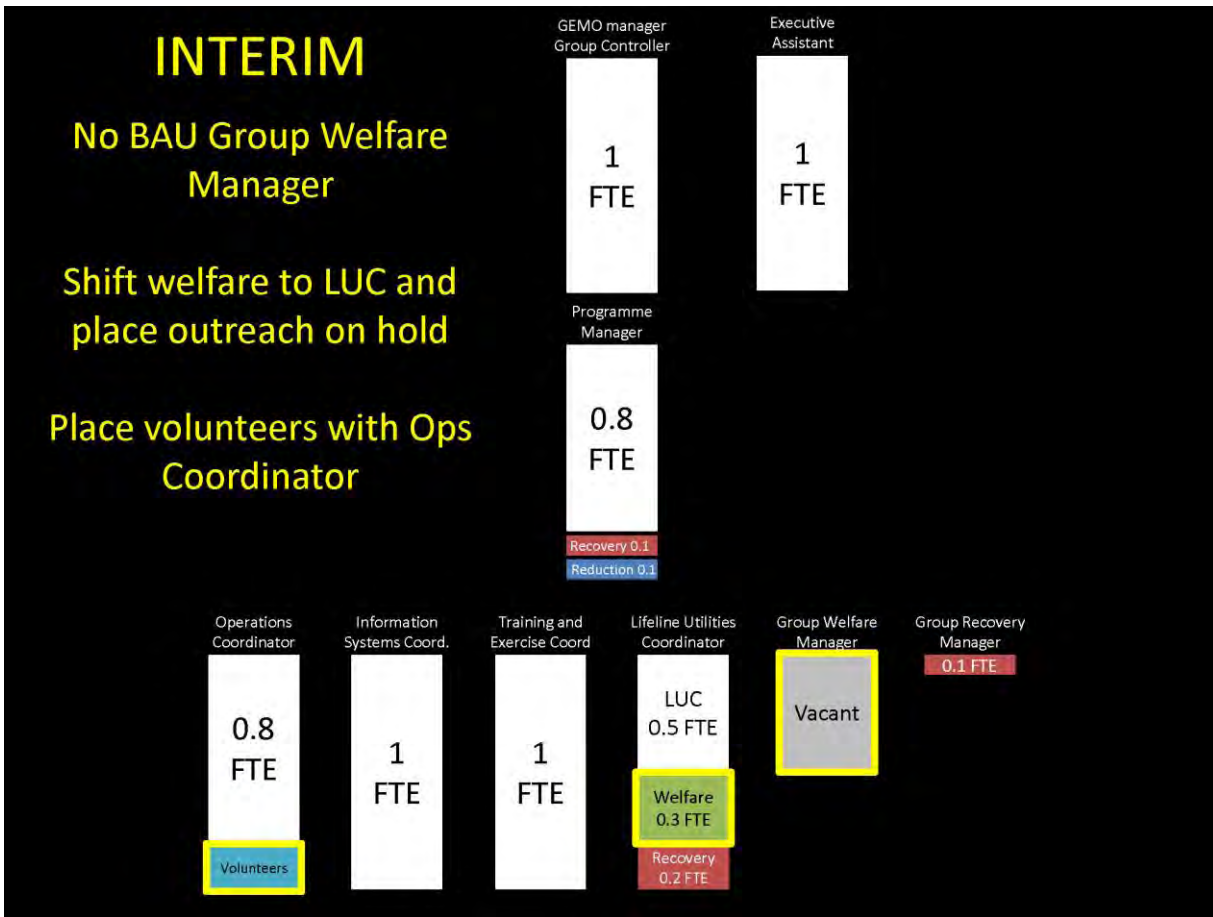
Remove welfare from Ops

Bring GRM into GEMO

Remove recovery from LUC

Assign volunteers to Ops



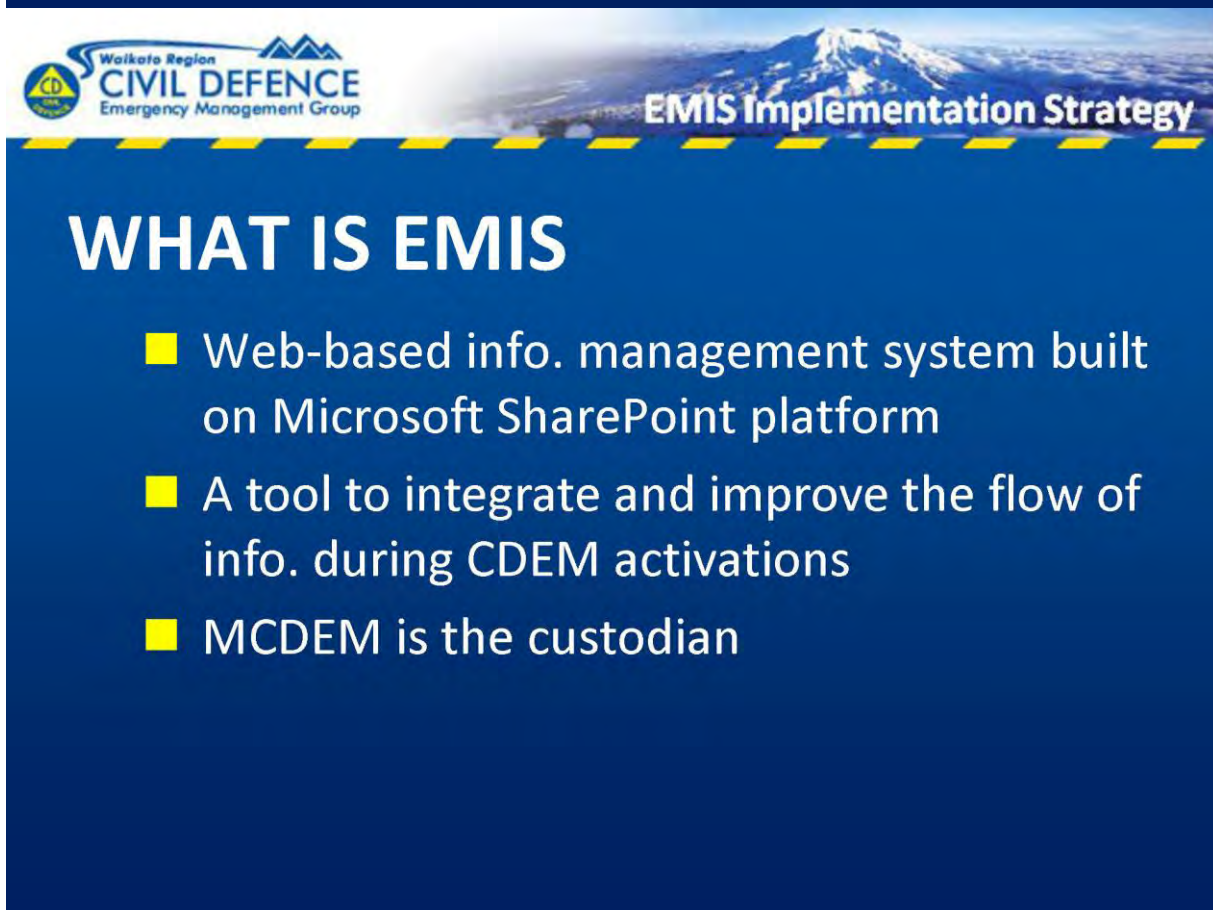


Attachment 2: EMIS Implementation Plan



The graphic features the Waikato Region CIVIL DEFENCE Emergency Management Group logo in the top left. The title 'EMIS Implementation Strategy' is in the top right. The central image is a collage of emergency response scenes: a person at a computer workstation, a group of emergency workers in high-visibility gear, a control room with multiple monitors, and an ambulance. A Microsoft SharePoint logo is overlaid on the collage. A copyright notice '© 2013 Cnes/Spot Image' is at the bottom of the collage.

Derek Phyn
Group Information Systems Coordinator



The graphic features the Waikato Region CIVIL DEFENCE Emergency Management Group logo in the top left. The title 'EMIS Implementation Strategy' is in the top right.

WHAT IS EMIS

- Web-based info. management system built on Microsoft SharePoint platform
- A tool to integrate and improve the flow of info. during CDEM activations
- MCDEM is the custodian

2012/2013 PROJECT PROGRESS

1. Establish an EMIS Governance Group ✓
2. Establish admin. and IT infrastructure
3. Produce and implement roll-out training plan ?
4. Develop a strategy ✓

PURPOSE AND SCOPE - Plan

- Section 4 of strategy – Objectives and Methods = “Group Implementation Plan”
- Objectives already approved by CEG
- Details the methods; the “how, who and when” for each objective
- Also estimates the hours of commitment required for each individual involved

PROCESS TO DATE - Plan

- Initial draft completed in April 2013
- Draft reviewed by EMIS Governance Group
- General support for approach but some uncertainty (hours?) and no guarantees
- Hours added and submitted to R&R
- Approved to go to CEG incl. this PPT

KEY MILESTONES

Milestone	Due in:
Goal 1: Establish governance to oversee decisions	Q4 2012/2013
Obj. 2.3: Log the majority of errors, enhancements and known issues	Q4 2013/2014
Obj. 3.4: Inventory and recommend EMIS support resources for the GECC, each EOC and each LA	Q3 2013/2014
Obj. 4.2: Begin delivery of basic training	Q1 2013/2014
Obj. 4.3: Roll out basic single component drills	Q2 2013/2014
Obj. 4.4: Multiple component EMIS Exercise	Q3 2013/2014
Obj. 4.5: Begin delivery of functional training	Q1 2014/2015
Obj. 4.6: Roll out functional single component drills	Q2 2014/2015
Obj. 4.7: Functional EMIS Exercise	Q3 2014/2015
Goal 5: Complete EMIS Data Entry project (Resources, Contacts, Groups, RSS Feeds, Known Suppliers)	Q1 2013/2014
Obj. 5.8: Build event template	Q2 2013/2014
Obj. 7.5: Review EMIS Implementation Strategy	Q1 2014/2015
Obj. 8.6: Implement development of EMIS for Group including UAT	Q2 2015/2016

TRAINING HOURS

Training Level	Hours	
	Training (one-off)	Drills/Exercises (Annual)
GEMO Staff Basic ^a	4	18
GEMO Staff Functional	16	18
Local CDEM Staff Basic ^a	4	18
Local CDEM Staff Functional ^b	16	18
LA EOC Approver	2	10 ^c
LA EOC Staff Basic	4	10 ^c
LA EOC Staff Functional ^b	8	10 ^c

a Basic training available on a continuous basis from 13/14 financial year and includes approver training
b Targeted training will be available on a continuous basis from 14/15 financial year
c LA staff not involved in EMIS exercises

WHAT DOES THIS MEAN FOR YOU?

1. ~ 1,100 hrs/y Group ISC
2. ~ 150 hrs/y Group TEC
3. 160-180 hrs/y Local CDEM Mgrs (incl. EGG/Super Users/Trainers)
4. 40-60 hrs/y CDEM Professionals
5. 10-18 hrs/y LA EOC Staff Training & Drills
6. 10-20 hrs/y LA staff in support of goals 3, 5, 6, 7
7. Purchase of potential additional resources in support of EMIS – not till 2014/2015 year

PROCESS FROM HERE?

- Submit for CEG approval (2nd August 2013)
- Implementation begins
 - Q1 2013/2014
 1. Confirm functional roles
 2. Prioritise basic components for training
 3. Development and delivery of basic training
 4. Review resources required to use EMIS
 5. Develop basic drills
 6. Complete EMIS Data Entry Project
 7. Identify key docs to import

RECOMMENDATION

1. That the CEG adopt EMIS implementation plan, noting that this allows local authorities to train at their own pace.

Attachment 3: Event Template

EVENT TEMPLATE

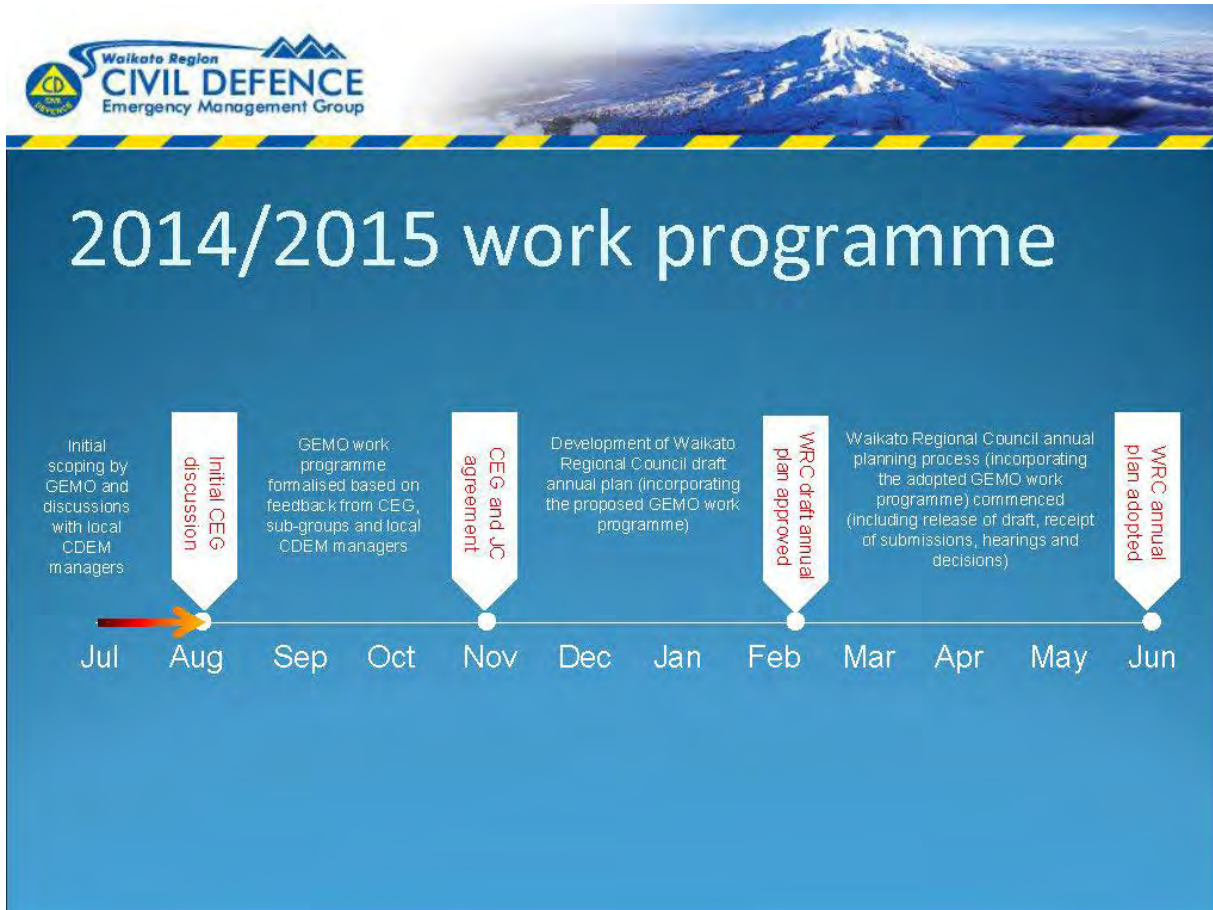
■ Risks?

1. Inconsistent in appearance with national event template used by others
2. Ongoing support from MCDEM is pending delivery of a final, fully tested, template with written specifications

RECOMMENDATION

1. That the simplification of the “EMIS event page template” be explained to the CEG for their approval.

Attachment 4 – Timeline



Document No: 313330

File No: 401/0588424200

Report To: Council**Meeting Date:** 27 August 2013**Subject: Progress Report - Waitomo Cultural and Arts Centre – Stage 4 Upgrade**

Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on progress for the Stage 4 upgrade of the Waitomo Cultural and Arts Centre.

Local Government Act S.11A Considerations

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

Background

- 3.1 Council in its 2012-2022 LTP continued the funding of the staged upgrade of the Waitomo Cultural and Arts Centre. The upgrade to date has been well received by the users and public.
- 3.2 The funding of the 2012-2013 financial year was \$130,000 of which a minimal amount was used to complete the Supper Room upgrade, leaving approximately \$114,000 for Stage 3.
- 3.3 It is to be noted that budgeting is not tagged to any specific project within the upgrade proposal due to the required funding being spread over six years as compared to the initial upgrade programme of 3 years. The change was promoted for affordability reasons.
- 3.4 Council, at its meeting on 25 September 2012 reviewed several options for the next stages of the Arts & Cultural Centre upgrade and resolved to proceed with the renewal of the ceiling, lighting and aircon outlets in the main hall as stage four at the end of the financial year, combining the remaining budget with the 2013/2014 allocation.

Commentary

4.1 25 June 2013**4.2 Ceiling to Main Hall**

4.3 Renewal of the ceiling in the main hall involves several items of work:

- Battening and gibbing a new ceiling as per the foyer redevelopment. The original estimate for replacing the ceiling in the main hall was \$48,000 with the quote from the stage 2 builder being \$93,000.
- Removal of the texture coating from side walls (this could be done at a later date).
- Upgrading lighting, power points/emergency lights, which is estimated at \$65,000.
- Upgrading air conditioning outlets as well as fire and alarm requirements, estimated at \$10,000.

4.4 A meeting was held on site with the architect on the 17 October 2012 to discuss options for progressing this work, and the extent of specification required. The opportunity was taken at this early stage to coincide with the final inspections for stage two.

4.5 The contract documentation for Stage 4 is well advanced and the architects have indicated these will be completed by 21 June 2013.

4.6 Regarding the queries from the Shearing Committee, the following treatments have been undertaken:

- a) A limited amount of ceiling can be raised on front of the stage due to the steel truss construction. The raising of the first bay has been included in the documents.
- b) All existing fixing points are retained.
- c) The modification to the exit door to the right of the stage has been included as a separate item in the documentation. Changes to this door could be expensive due to the exterior cladding and the progress of this item of work can be assessed at the time of tender assessment.
- d) Banner fixing wires are included in these documents.
- e) The stage height will be investigated and included in separate documentation in the future.
- f) Provision for LED lighting is still being investigated (since deleted by the Shearing Committee)

4.7 A tentative construction period for this contract is 22 July – 13 August 2013, although finalising construction times would be negotiated with the successful tenderer and potential users of the hall.

4.8 It is anticipated that the project will be tendered on either 27 or 28 June, with tender closing 10 July 2013.

4.9 27 August 2013

- 4.9 Unfortunately, the above timeline could not be met, however the project has now been tendered for two weeks, closing 23 August 2013 with construction during September.
- 4.10 The construction period will be completed depending on the time to remove the ceiling coating and availability of materials. Initial indication is that this will be considerably longer than allowed for in the timeline. If this is the case, the next window of opportunity is in December 2013.

Suggested Resolution

The Progress Report : Waitomo Cultural and Arts Centre – Stage 4 Upgrade be received.



JOHN DE LUCA
GROUP MANAGER – COMMUNITY SERVICES

August 2013

Document No: 313342

File No: 401/0588003200

Report To: Council**Meeting Date:** 27 August 2013**Subject: Progress Report: Piopio Toilets
Redevelopment**

Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on the Piopio Toilets Redevelopment.

Local Government Act S.11A Considerations

- 2.1 The provision of public toilets is consistent with Section 11A Local Government Act 2002 (including amendments).
- 2.2 Public toilets are an important community infrastructure meeting the needs of providing for a healthy community.

Background

- 3.1 Waitomo District Council included in the 2009-2019 LTP a monetary allowance in year 1 to upgrade the Piopio Public Toilets and in year 3 an allowance to assist the Piopio Hall Committee to upgrade the halls kitchen.
- 3.2 These projects were reversed as it was debated whether the toilet provision should be incorporated into the hall complex or at the existing site.
- 3.3 A meeting between the Group Manager - Community Services, Manager - Community Facilities and members of the Piopio Trust was held in February to kick start the design process to remodel the existing toilets.
- 3.4 The emphasis of the remodel was to utilise as much as possible the existing infrastructure to minimise costs moving forward.
- 3.5 Van Beek Design, from Piopio was approached to prepare sketches and options for redevelopment of the exiting toilets.

Commentary

4.1 29 June 2012

- 4.2 Four options for the redevelopment of the toilet complex have been prepared by Van Beek Design, based on the utilisation of the existing building block shell. The initial compliance of these sketches to meet the various building standards as to layout and disabled access has been checked by WDC's Regulatory staff.
- 4.3 A meeting was held in Piopio on 28 May 2012 with the designer to further develop the most practical option and to pass on the comments from the Regulatory staff.
- 4.4 In developing the concepts it became obvious that very little of the existing building structure could be utilised and the costings are being prepared with a comparison between utilising the existing building structure and total demolition.
- 4.5 It is anticipated that costs will be considerably more than the budget allowance, but Project Piopio Trust have indicated a keenness to be involved in the financing of the project to ensure that the redevelopment proceeds. Once costings are known, this aspect will need further discussion with the Piopio Trust.

4.6 24 July 2012

- 4.7 A finalised concept was received from Van Beek Design on 9 July 2012 for the redevelopment of the Piopio Toilets. Sketches were presented to Council at its meeting of 24 July 2012.
- 4.8 A preliminary design estimate based on Rawlinsons Construction Handbook, using an area of 45m², equates to \$146,250.
- 4.9 It is envisaged that the next step in the development of these plans is to present them to the Project Piopio Trust for comment and discussion as to funding proposals.

4.10 25 September 2012

- 4.11 A meeting was held with representatives from the Piopio Trust on 31 August 2012 at which the toilet proposal and future funding options were discussed.
- 4.12 The general opinion was that the plans were good with some minor tweaking. The objective now is to progress fundraising with the Trust. It was identified that some form of toilet usage count will be required to support funding applications.

4.13 27 November 2012

- 4.14 A meeting was held with Project Piopio Trust on 26 October 2012. The emphasis of this meeting was around confirming that the design matched the usage. This is to be confirmed by installing usage counters in the toilets. The counters are currently being updated and will be installed prior to the end of November.

4.15 26 February 2013

- 4.16 Due to technical difficulties with the counter programme the counters were not installed in the toilets until mid January. They appear to be working well but reporting is still an issue. It is anticipated that reporting issues will be solved in time to make reports available in graph form, for distribution at the Council meeting.

4.17 Initial indications are, and subject to the correct reporting process, that in the vicinity of 7000 users for the male and 7000 users for the female toilets were recorded between mid January and mid February.

4.18 30 April 2013

4.19 The user numbers were confirmed with further information recorded for the month of March.

4.20 Utilising this data and a theoretical fifty seater bus stopping at the site, calculation of requirements, based on NZS4241:1999 were made which indicated that between 2 and 3 units are required for the female and male toilets.

4.21 The initial sketch included:

- Female - 3 pans (3 units)
- Male – 3 pans plus 2 urinettes (5 units)

4.22 At a meeting with the designer of the new complex, discussion centered around how to reduce the proposal more inline with the usage data.

4.23 A new sketch is currently being prepared which will propose reducing the floor area by relocating the cleaner's cupboard to the mens area, reducing the mens area to 1 x pan and 2 x urinettes. A small adjustment to the width of the disabled toilet to increase its size inline with the standard has also been made.

4.24 The initial preliminary design estimate was \$146,250. Finalisation of the sketches/draft details will enable a more accurate quantity surveyor estimate to be prepared.

4.25 The initial budget for this project was \$63,715 and was based on refurbishment of the existing toilets. Subsequent designs have been based on the provision of a new building and Council, once the finalised estimates are available, will need to consider how the community can fund the balance.

4.26 6 June 2013

4.27 The initial design has been reworked, following receipt of the usage data, in an endeavour to reduce the floor area. A copy of the new design and original sketch were circulated to Councillors at the meeting of 6 June 2013.

4.28 The Quantity Surveyors estimate for the new design was also circulated to Councillors at the meeting of 6 June 2013.

4.29 Of note is the Quantity Surveyors estimate of \$160,200 are the following points:

- Use of block work rather than concrete slabs
- Exclusion of fees
- Inclusion of 10% contingency

Removal of the contingency indicates little change from the original estimates.

4.30 As previously raised with this business paper, Council needs to consider its options to progress the project as the expectation of the community is that this project will proceed at some point.

4.31 The original intention was to upgrade the existing toilets with a monetary allowance in the 2011/12 budget of \$63,715 of which approximately \$5,000 has been spent to date on designs.

4.32 An estimated budget for the project is itemised below:

Construction cost as per QS estimate (including contingency)	\$160,200
Balance of fees to complete plans/specification/contract documents	\$6,000
Consent fees	\$1,500
Site completions (paths/grassing etc)	\$1,000
	\$168,700
Less balance original budget	-58,715
Estimate of underfunding	\$109,985
Say	\$110,000

4.33 The options for Council to consider funding this shortfall are:

- a) Community funded (as per the original intention)
- b) Loan funded by WDC
- c) Combination of the two, i.e. Community funded \$20,000, WDC funded \$90,000

4.34 The expectation that the community will raise the \$110,000 to allow this project to proceed is probably unrealistic. The Piopio community already extensively fundraise towards other community initiatives, especially in relation to the hall.

4.35 If it is accepted that the raising of such funds by the community is beyond their reach, then WDC's only option to progress the project is to fund the balance through loans and this will need to be considered as part of the EAP process.

4.36 Following the meeting of 6 June 2013, the 2013-14 Annual Plan documentation and budgets have been amended to include this project. The outcomes of the adoption of the Annual Plan will determine how this project proceeds.

4.37 27 August 2013

4.38 A meeting has been scheduled on 21 August 2013 with the designers to kick start the preparation of working drawings/contract documentation for this project.

Suggested Resolution

The Progress Report: Piopio Toilets Redevelopment be received.

JOHN DE LUCA
GROUP MANAGER – COMMUNITY SERVICES

August 2013

Document No: 311082**File No:** 037/048A**Report To: Council****Meeting Date:** 27 August 2013**Subject: Adoption of Road Map Work Plan for 2013-2015**

Purpose

- 1.1 The purpose of this business paper is to present to Council for formal adoption, the Road Map Work Programme for the period 1 July 2013 to 30 June 2015.
- 1.2 Enclosed separately and forming part of this business paper is a copy of the Road Map Work Programme as at 27 August 2013.

Commentary

- 2.1 The Road Map as at 27 August 2013 sets out the work programme identified to date for the two year period leading up to adoption of the next (2015-2025) Long Term Plan (LTP) in June 2015.
- 2.2 In addition to projects relevant to the development of the LTP and required by legislation, there are a number of other important projects that must also occur over this period.
- 2.3 The non-LTP commitments are of importance to the functional roles of Council which feed into the decision making process.
- 2.4 The Road Map details identified projects of work, including a brief commentary for each project and a proposed timeline for completion. Other projects of work will arise over time which will need to be tested against the Road Map Work Programme and in particular WDC's organisational capacity to identify priority ranking against the already established work programme.
- 2.5 The Road Map is a 'living document' subject to change, both through further planning required for certain work streams and also by way of Council review as other issues arise over time which affect priorities.
- 2.6 This Road Map (as at 27 August 2013) includes -
 - Projects which commenced in 2012/2013 or earlier, and are continuing this financial year.
 - Projects contained in Year Two (2013/2014) of the 2012-2022 LTP.
 - Projects required by Legislation.
 - Projects required as part of the development of the next (2015-2025) LTP.

- 2.7 The Road Map is updated and re-presented to Council in full for review on a "needs" basis. Subject to how many variations are required, this review by Council can be anywhere from 3 – 12 months apart. As well as any variations made resulting from new projects identified throughout the financial year, a fully revised Road Map is presented to Council following adoption of either an Exceptions Annual Plan or an LTP.
- 2.8 In the periods between considering a fully revised Road Map, a Monitoring Schedule is presented to Council at the monthly meetings. The Monitoring Schedule is a direct extract from the Road Map of the Key Milestones for the current year and includes the indicative timeframe and a commentary on progress for each project of work.

Suggested Resolution

The Road Map Work Programme as at 27 August 2013 be adopted.



MICHELLE HIGGIE
EXECUTIVE ASSISTANT

Enclosure: Road Map Work Programme as at 27 August 2013 (Doc 313668)

Document No: 311943

File No: 037/043

Report To: Council**Meeting Date:** 27 August 2013**Subject: Motion to Exclude the Public for the Consideration of Council Business****Purpose of Report**

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

Commentary

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

Suggested Resolutions

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

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
1. Residents Satisfaction Survey 2013	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
2. Progress Report: Regulatory Enforcement Issues	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

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. Progress Report: Wool Storage Facility	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: Waipa River Joint Management Agreement	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
5. Land Acquisition: Mokau Water Supply	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
6. Mangaotaki Road – Land Purchase	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
7. Aquatic Facilities: Operational Matters	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
8. Sale of Land – Takarei Terrace, Mokau	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
9. Progress Report: WVEOA Civil Defence Provision	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
10. Progress Report: Parkside Subdivision	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)
11. Progress Report: Te Kuiti Railway Building	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)
12. Progress Report: Te Kuiti Community House	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)
13. Progress Report: Te Kuiti Mainstreet Re-Design	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
14. Progress Report: Te Kuiti Cemetery	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)
15. Progress Report: Mangarino Road, Te Kuiti	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
16. Progress Report: Marokopa Campground – Renewals Work	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)
17. Progress Report: Marokopa Sea Wall	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)
18. Progress Report: Mokau Toilet Effluent Disposal Upgrade	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
19. Progress Report: School Road Properties, Benneydale	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)
20. Progress Report: Benneydale Water Easements	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

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



MICHELLE HIGGIE
EXECUTIVE ASSISTANT