A G E N D A

Date: Wednesday, 16 September 2015
Time: 9.00am
Venue: Council Chambers
William Street
Paeroa

L D Cavers
Chief Executive

Members:
Cr D A Adams (Chairperson)
J P Tregidga (His Worship the Mayor)
Cr B A Gordon (Deputy Mayor)
Cr J M Bubb
Cr G A Harris
Cr P H Keall
Cr G R Leonard
Cr M P McLean
Cr P A Milner
Cr H T Shepherd
Cr D H Swales
Cr J H Thorp
Cr A A Tubman

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Cr G A Harris  D Peddie
Cr P H Keall  M Buttimore
Cr G R Leonard  Council Secretary
Cr M P McLean
Cr P A Milner
Cr H T Shepherd
Cr D H Swales
Cr J H Thorp
Cr A A Tubman

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HAURAKI DISTRICT COUNCIL

OPERATIONS COMMITTEE

NOTICE IS HEREBY GIVEN THAT A MEETING OF THE OPERATIONS COMMITTEE WILL BE HELD IN THE COUNCIL CHAMBERS, WILLIAM STREET, PAEROA ON WEDNESDAY 16 SEPTEMBER 2015 COMMENCING AT 9.00 AM

Morning tea will be available at 10.15 am.

PRESENTATIONS

9.45am  Presenter:  Bill McMaster (Waikato Regional Council) and Michelle Te Wharau NZ Transport Agency
          Subject:  Waikato Regional Council - Speed Management Project

11.00am  Presenter:  Julie Stephenson (Sport Waikato – HDC Sports Co-ordinator) and Mike McGuire (Programmes Manager - Sport Waikato)
          Subject:  Sport Waikato ‘Vision Document - Moving Forward 20/20’

11.30am  Presenter:  Richard Allen, Quotable Value
          Subject:  2015 Revaluations for Hauraki District

ORDER OF BUSINESS

PROCEDURAL

1.  APOLOGIES

2.  DECLARATION OF LATE ITEMS

   Pursuant to Section 46A(7) of the Local Government Official Information and Meetings Act 1987, the Chairman is to call for late items to be accepted.

   In the event of a late item, an explanation must be given as to why the item was not on the agenda and why discussion cannot be delayed for a subsequent meeting.

3.  DECLARATIONS OF INTEREST

   (Members are reminded of their obligation to declare any conflicts of interest they might have in respect of the items on this agenda).

4.  CONFIRMATION OF MINUTES

   4.1  OPERATIONS COMMITTEE MEETING HELD WEDNESDAY 12 AUGUST 2015 (1400835)  6

   RECOMMENDATION

   THAT the minutes of the meeting of the Operations Committee held on Wednesday 12 August 2015 are confirmed and are a true and correct record.

5.  MATTERS ARISING FROM THE MINUTES
**DECISION MAKING**

6. **ECONOMIC DEVELOPMENT**

6.1 **DIGITAL ENABLEMENT PLAN SEPTEMBER REPORT TO OPERATIONS COMMITTEE (1410293)**

The Economic Development Support Officer has reported on the progress of Council’s Digital Enablement Plan and provides a recommendation for delivery by 18 September 2015. Approval is sought that the plan be submitted MBIE on Friday September 18 2015 to a working party consisting of the members of the Economic Development Committee.

**RECOMMENDATION**

THAT the report be received, and

THAT Council delegates the authority to approve the Digital Enablement Plan for submission to MBIE on Friday September 18 2015 to a working party consisting of the members of the Economic Development Committee.

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7. **COMMUNITY SERVICES**

7.1 **PROCUREMENT OF KOTUI LIBRARY SYSTEM (1240266)**

The Community Services Manager has reported on and seeks approval to procure the new Kotui library system, as due to the value of the one off licence and data migration fee and annual fee; it will not comply with Council’s procurement policy.

**RECOMMENDATION**

THAT the report be received, and

THAT the Council makes its decision on which option to choose based on that option being the most cost effective, and good quality for the Hauraki District based on the requirements of s10 of the Local Government Act 2002, and

THAT Council do not obtain written quotes from a minimum of three independent preferred or selected suppliers, and

THAT Council enter into a 5 year Agreement with National Library of New Zealand for the one off licence fee and data migration fee estimated at $60,000 and the annual fee of $19,000.

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8. **NETWORK SERVICES**

8.1 **APPOINTMENT OF MARTIN JENKINS FOR S17A REVIEW OF ROADING ACTIVITY (1410581)**

The Engineering Services Manager advises of the review underway for the Hauraki District Council’s Roading Activity and seeks approval to engage the services of consultants to assist a HDC team prepare the review.
RECOMMENDATION

THAT the report be received, and

THAT the Council approves a departure from its Procurement Policy 2013 and authorises the appointment of Martin Jenkins Ltd to undertake, in conjunction with HDC staff, a review of the Roading Activity as required by Section 17A (LGA 2002) to a value not exceeding $50,000.

8.2 APPOINTMENT OF CONTROLWEB LTD TO UPGRADE SCADA SOFTWARE (1410761, 1410110) 21

The Utilities Manager has reported on and seeks approval from Council to depart from the Procurement Policy 2013 to engage the services of consultants (Controlweb Ltd) to implement Systems Control and Data Acquisition upgrades.

RECOMMENDATION

THAT the report be received, and

THAT the Council approves a departure from its Procurement Policy 2013 and authorises the appointment of Controlweb Ltd to undertake an upgrade of the Council’s SCADA system for the sum of $16,000, and

THAT the Council approves a 15% contingency for this work to provide for unforeseen costs, and

THAT Council approves the transfer of the balance of the 2014/15 budget for “SCADA Upgrade” to the current financial year.

INFORMATION ONLY / PERFORMANCE MONITORING

9. NETWORK SERVICES

9.1 ROADING MANAGER’S REPORT (1408185, 1408365) 32

The Roading Manager has reported on roading matters for the month of August 2015.

RECOMMENDATION

THAT the report be received.

9.2 REGIONAL SPEED MANAGEMENT (1410443, 1406662) 39

The Roading Manager introduces the Regional Speed Management Plan from the Waikato Regional Transport Committee (RTC). A presentation on the plan will be provided at 9.45am.

RECOMMENDATION

THAT the report be received.
9.3 UTILITIES MANAGER’S REPORT (1408039)

The Utilities Manager has reported on district utilities matters for the month of July 2015.

RECOMMENDATION

THAT the report be received.

10. COMMUNITY SERVICES

10.1 COMMUNITY SERVICES MONTHLY REPORT FOR 2015 (1401546)

The Community Services Manager has reported on the operational activities of the Community Services Department for the month of August 2015.

The Hauraki District – Sports Co-ordinator (Julie Stephenson) and Sport Waikato (Programmes Manager – Mike McGuire will be in attendance at 11.00am to present the Sport Waikato ‘Vision Document - Moving Forward 20/20’.

RECOMMENDATION

THAT the report be received.

11. LATE ITEMS
HAURAKI DISTRICT COUNCIL

OPERATIONS COMMITTEE

MINUTES OF A MEETING OF THE OPERATIONS COMMITTEE HELD IN THE COUNCIL CHAMBERS, WILLIAM STREET, PAEROA ON WEDNESDAY 12 AUGUST 2015 COMMENCING AT 9.00 AM

PRESENT

Cr D A Adams (In the Chair), J M Bubb, B A Gordon, G A Harris, P H Keall, M P McLean, P A Milner, H T Shepherd, D H Swales, J R Thorp and A A Tubman

IN ATTENDANCE

Messrs P A Thom (Acting Chief Executive/Planning & Environmental Services Manager), A De Laborde (Engineering Services Manager), S B Fabish (Community Services Manager), G Thomsen (Roading Manager), M Charteris (Utilities Manager) and Ms C Black (Council Secretary)

APOLOGIES

RESOLVED

THAT the apology of His Worship the Mayor Mr J P Tregidga and Cr Leonard be received and sustained.

OC15/95 Milner/Keall CARRIED

LATE ITEMS

There were no late items

DECLARATIONS OF INTEREST

There were declarations.

CONFIRMATION OF MINUTES

OPERATIONS COMMITTEE MEETING HELD WEDNESDAY 15 JULY 2015 (1387345)

RESOLVED

THAT the minutes of the meeting of the Operations Committee held on Wednesday 15 July 2015 are confirmed and are a true and correct record.

OC15/96 McLean/Shepherd CARRIED

NETWORK SERVICES

ROADING MANAGER'S REPORT (1397147)

The Roading Manager reported on roading activity for the month of July 2015.

RESOLVED

THAT the report be received.

OC15/97 Harris/Tubman CARRIED
Minor Improvement Programme 2015-16

As the proposed projects identified in the programme exceed the available budget of $688,000, it was recommended that the Minor Improvement Project Hauraki Road/Huirau Road Intersection Improvements' be deferred until 2016/17. By deferring this project, it will align the programme with the available budget of $662,000.

Rotokohu Road – No Stopping Lines

Residents of No. 9 Rotokohu Road have raised concerns regarding visibility from their entranceway.

In order to resolve this, it was recommended that ‘no stopping’ lines are painted on the roadway outside the property to give the residents clear sight lines when using their access-ways. This will remove three parallel car parks that have been marked as part of the Rotokohu Road redevelopment.

One of these parallel parks to be removed is to allow access for the resident to the second access-way. These two access-ways allow the resident to enter the property through one and exit via the other, thus removing the need to reverse out onto Rotokohu Road. At the time of the Rotokohu Road redevelopment, the second access-way was fenced off as it was considered to be redundant. The second entranceway has now been re-established.

RESOLVED

THAT the Minor Improvement Programme be adjusted through deferring the lowest ranked project (Huirau/Hauraki Road intersection improvements $120,000) to align the programme with the approved budget of $662,000, and

THAT the no stopping lines and the corresponding parking bays be removed to accommodate the new entrance for No. 9 Rotokohu Road.

OC15/98 Keall/Harris CARRIED

Bike Helmet Signage

It was agreed that this recommendation be withdrawn as it was believed that signage was not justified because it was considered that Hauraki Rail Trail users generally use cycle helmets while on and off the trail. It was felt that these signs would serve no benefit and could be targets for vandalism.

UTILITIES MANAGER'S REPORT (1396830)

The Utilities Manager reported on district utilities activity for the month of July 2015.

RESOLVED

THAT the report be received.

OC15/99 Thorp/McLean CARRIED

DRAINAGE MANAGER’S REPORT ON DISTRICT DRAINAGE MATTERS FOR PERIOD TO 30 JUNE 2015, AND TO 31 JULY 2015 (1397660)

The Engineering Services Manager reported on district drainage activity to 30 June 2015, and to 31 July 2015.
RESOLVED

THAT the report be received.

OC15/100 Harris/Tubman CARRIED

WESTERN PLAINS DRAINAGE DISTRICT (1398710) – Tuesday 28 July 2015

The Drainage Manager presented the minutes of the Western Plains Drainage Committee meeting held on Tuesday 28 July 2015.

RESOLVED

THAT the minutes of the Western Plains Drainage District Committee meeting held on Tuesday 28 July 2015 are received and the recommendations contained therein adopted.

OC15/101 Gordon/Harris CARRIED

The meeting adjourned at 9.55am
The meeting reconvened at 10.15am

PLANNING/REGULATORY SERVICES

OLD KOPU BRIDGE (1391972, 1374554)

The Planning and Environmental Services Manager reported on a request received from the Historic Kopu Bridge Society (HKBS).

RESOLVED

THAT the report be received.

OC15/102 Tubman/Keall CARRIED

The Historic Kopu Bridge Society has asked Council to consider taking a delegation to NZTA to confirm the sums available for demolition and assistance in discussing transfer of ownership from NZTA to an independent trust on behalf of the Councils.

A letter to Mayors John Tregidga and Glenn Leach from the Chairperson of the Society was presented which requested a response from the two councils whether to oppose the application by NZTA or not. The request also sought to know where Council stood in respect of a planned resource consent application by NZTA to demolish the redundant bridge.

The report presented options and their possible implications, to assist Council in considering and making a response to these requests.

After discussion, the members unanimously agreed that Council does not oppose an application by NZTA to demolish the old Kopu Bridge.

RESOLVED

THAT Council unanimously agree not to oppose an application by NZTA to demolish and remove the redundant Kopu bridge, and

THAT Council favours demolition and removal of the redundant bridge as the least risk option, and

THAT Council is in favour of relocation and preservation of the swing span part of the bridge, and
THAT Council accepts Independent Commissioners will be used to determine any Resource Consent application for the removal of the old Kopu Bridge, and

THAT Council advises the Historic Kopu Bridge Society, Thames Coromandel District Council and NZTA of the above resolutions.

OC15/103 Tubman/Bubb  CARRIED

COMMUNITY SERVICES

COMMUNITY SERVICES MONTHLY REPORT FOR 2015 (1396440, 1387400, 618573)
The Community Services Manager reported on the activities of the Community Services Department for the month of July 2015.

RESOLVED

THAT the report be received.

OC15/104 Bubb/Milner  CARRIED

Cr Shepherd declared an interest in the following item concerning the Sport n Action Waihi Charitable Trust as he is a member of the Trust and took no part in the discussion.

Waihi Event Centre – Renewal of Contract with Sport ‘N’ Action Waihi Charitable Trust

The contract between the Hauraki District Council and Sport ‘N’ Action Waihi Charitable Trust for the operation and management of the Waihi Event Centre is due for renewal. A letter has been received from the Trust requesting that the contract be renewed for a further 5 years.

The total LTP Event Centre forecasted budget for the next 3 years is $126,000 per year which includes the $16,000 per annum (CPI adjusted) that is paid to Sport ‘N’ Action for services.

The current (2014/15) annual fee paid to Sport ‘N” Action is $16,000 (CPI adjusted from year 1 of contract) The Trust have indicated that they are satisfied for the annual fee to remain at $16,000 plus CPI adjusted for the next 5 years.

RESOLVED

THAT the Contract between the Hauraki District Council and Sport ‘N’ Action Waihi Charitable Trust be renewed for a further five years, and

THAT the annual fee be set at $16,000 with CPI adjustment for the next 5 years.

OC15/105 McLean/Keall  CARRIED

The meeting closed at 10.50am

CONFIRMED

D A Adams
Chairperson
16 September 2015
To: Mayor and Councillors

From: Economic Development Support Officer

Date: Wednesday, 9 September 2015

File reference: Document: 1410293

Meeting Date: 16 September 2015

Subject: Digital Enablement Plan September report to Operations Committee

Recommendation:

THAT the report be received, and

THAT Council delegates the authority to approve the Digital Enablement Plan for submission to MBIE on Friday September 18 2015 to a working party consisting of the members of the Economic Development Committee.

Purpose

This report will summarise progress on Council’s Digital Enablement Plan and provide a recommendation for delivery by 18 September 2015.

The matter or suggested decision does involve a new activity, service, programme, project, expenditure or other deliverable.

Background

Earlier this year the government announced it is spending up to $360 million on improving broadband and mobile phone services across Regional New Zealand. The Council resolved to apply for some of this funding by submitting a Registration of Interest (ROI) and Digital Enablement Plan (DEP). The Registration of Interest was submitted on 10 July and a steering group, made up of the Mayor, Councillors and representatives from different sectors of the community and Council staff, is now working on the DEP, due for submission on 18 September 2015.

This plan involves the establishment of a number of digital related projects to support business and community growth, and will be used as part of the assessment process for areas to receive funding.

It is anticipated these projects will be implemented and managed by the steering group regardless of the outcome of the Council’s funding application.

Issues and options
At its meeting on 26 August 2015 Council resolved to appoint Digital Development Associates Ltd (DDA) to support the delivery of the DEP. Digital technology is an extremely specialised field and the scoping of identified project requirements demands a skill set beyond the scope of Council’s internal resources.

DDA has since been appointed and has been working very closely with staff over the last few weeks. A draft DEP is expected for staff review on Tuesday 15 September.

As mentioned previously, the DEP involves the establishment of a number of digital related projects to support business and community growth which, depending on their form, may need to be subject to Council approval. Bearing this in mind MBIE has advised “Territorial authorities will not be held accountable for the projects or the costs in the DEP but it is expected that the authorities will implement the projects outlined.” In other words there is an expectation that Councils will actively pursue alternative external funding sources to implement the projects.

As the draft DEP was unavailable for inclusion on this meeting’s agenda and the DEP is due for submission before the date of the next Council meeting, it is asked that Council delegates authority to approve the document for submission to MBIE to a working party consisting of the members of the Economic Development Committee.

**New deliverable**

The matter or suggested decision involves a new expenditure or other deliverable. While this new deliverable doesn’t cleanly align to the purpose of Local Government (as per s.10 of the LGA2002), in that this activity does not necessarily deliver good quality local infrastructure, a local public service, or regulatory function, this requirement has been imposed onto Council by the Ministry of Business, Innovation and Employment as a requirement of the Registration of Interest process for broadband funding etc...

**Significance and Engagement Assessment**

This decision is considered not significant because it does not trigger any of the significance thresholds.

The level of engagement considered appropriate for this matter, at this point in time, is to inform stakeholders as relevant.

**Conclusion**

Although MBIE has stated territorial authorities will not be held accountable for the projects or the costs in the DEP there is an expectation that Councils will actively investigate alternative funding sources to implement the projects, so it is considered appropriate for Council to approve the final DEP.

Due to the timing of Council meetings in relation to the deadline for submission, the best way to achieve this is to delegate authority to approve the document for submission to MBIE to a working party consisting of the members of the Economic Development Committee.

Paula Trubshaw
Economic Development Support Officer
Report

To: Operations Committee

From: Community Services Manager

Date: Wednesday, 9 September 2015

File reference: Document: 1410266

Meeting date: 16/09/2015

Subject: Procurement of Kotui Library System

Recommendation:

THAT the report be received, and

THAT the Council makes its decision on which option to choose based on that option being the most cost effective, and good quality for the Hauraki District based on the requirements of s10 of the Local Government Act 2002, and

THAT Council do not obtain written quotes from a minimum of three independent preferred or selected suppliers, and

THAT Council enter into a 5 year Agreement with National Library of New Zealand for the one off licence fee and data migration fee estimated at $60,000 and the annual fee of $19,000.

Purpose

This report is to seek the Operations Committee approval to procure the new Kotui library system as due to the value of the one off licence and data migration fee and annual fee, it will not comply with Council’s procurement policy.

The matter or suggested decision does involve a new activity, service, programme, project, expenditure or other deliverable.

Background

In the 2015-25 Hauraki Long Term Plan, Council have approved the project of installing a new library management system in 2015/16 at an estimated value of $60,000.

Council currently use the Koha open source library management system, which was installed in 2009. The system is operated by a number of smaller public libraries in New Zealand, including Horowhenua Library Trust, Waimate, Rangitikei, South Taranaki, and the Waitaki District libraries. It is supported in New Zealand by Catalyst IT.
While Koha is a proven library management system which provides a basic level of functionality for key library operational requirements, it lacks the level of sophistication of the Kotui system.

Koha software ownership and support is relatively inexpensive however it does require a significantly higher system and administration knowledge and staff resource to operate. In the longer term, without substantial and regular voluntary development by the Koha community, Koha will become unsustainable.

In the 2015-25 Hauraki Long Term Plan, Council have approved the project of installing a new library management system in 2015/16 at an estimated value of $60,000.

This project is based on the Kotui library management system.

What is Kotui
Kotui is a shared library management and discovery system available to New Zealand public libraries on subscription. The word ‘Kōtui’ in te reo Maori means to interlace or interweave.

The Kōtui service is made up from five major components:

- A system to manage a library’s physical items;
- A search facility across a library’s physical and electronic resources with integrated and authenticated access to those resources;
- A network link from the Council to the Kōtui centre;
- A centralised data hosting service;
- A New Zealand based support and administrative function including help desk cover across all library opening hours.

The service is owned and operated by the National Library of New Zealand in conjunction with the Aotearoa Peoples Network Kaharoa. While Aotearoa Peoples Network Kaharoa is a separate and distinct service from Kotui, both are serviced by a combined team to ensure operational efficiencies.

Kōtui is governed by a Board on which public libraries and local government hold a majority membership.

At October 2013, 19 Council libraries are members of Kōtui and are fully operational with our systems. They are in the process of adding further libraries.

**Key Benefits for Public libraries**
- Reliable, future-proofed access to modern library management systems – the systems will remain abreast of technological developments and will be reliably operated and maintained;
- Customer access to both physical and digital resource discovery from a single search;
- guaranteed system modernisation over time;
- specialist library support systems and IT support services provided to agreed levels of service for a contracted price without the need to support or maintain their own library systems to the same level;
- the shared bibliographic database speeds the cataloguing process and provides access to a wider range of records;
- libraries will be able to choose to subscribe to other collective services to enhance customer experience as they become available;
- Better reporting and statistical analysis facilities; and
- Future collaborative opportunities between libraries/councils. These may include sharing resources or easy viewing of resources by customers from neighbouring councils, enhanced interloan services and even (if required or desired) quickly combining, at a systems level, library services across two or more councils.
Key Benefits for Councils
By committing to a contracted long term service for the provision of the library systems, councils can:

- achieve known long terms costs;
- achieve guaranteed system modernisation over time;
- achieve a lessening of the IT professional input required from the Council; and
- avoid the requirement for periodic capital investment in library systems.

In addition, Councils should benefit from better system reporting and statistical analysis facilities.

What will be the terms of the licence
The licence will be a legally binding contract for libraries and their customers to use the system payable by initial purchase of the licence and then an annual subscription fee. The licence will also commit National Library of New Zealand to ensure the system is supported, the data is secure and the system is available to the contracted performance criteria. Some of the important terms will be:

- The licence will be for five years. This means each council will join for that period and can then elect to roll over that subscription or cancel it;
- The shared library system will be owned by the government through the National Library;
- Prices will be reviewed every year. This may or may not result in a price decrease;
- The licence will entitle each library to configure the customer user interface to reflect its own branding. Usually customers will be able to see only their own libraries holdings, but libraries can allow them to see regional or even national holdings;
- Library user/customer data will be private to each council. Library cards will continue to operate for each council as they do currently unless councils agree to set up regional systems;
- Library system software upgrades will not cost each library anything extra as these costs will be included in the annual subscription fee.

Issues
This project is based on entering into a joint services 5 year agreement with Matamata Piako and Hauraki District Councils and the New Zealand National Library, with a cost sharing of the one off licence fee, data migration and annual fee between the 2 Councils. The ratio of cost split is Matamata Piako District Council 64% and Hauraki District Council 36%. This ratio was based on population.

Benefits of entering into a joint agreement with Matamata Piako District Council compared to going alone.

**Combined MPDC and HDC**
- Annual Operating fee: $52,855 (subject to annual CPI related increases and $16,100 saving over both Councils by combining)
- Joining/Licence Fee One off: $117,647 (subject to annual CPI related increases and $46,700 saving over both Councils by combining)
- Data Migration Fee One off: $43,429

**MPDC alone**
- Annual Operating fee: $39,111 (subject to annual CPI related increases)
- Joining/Licence Fee One off: $93,122 (subject to annual CPI related increases)
- Data Migration Fee One off: $25,619

**Hauraki DC alone**
- Annual Operating fee: $29,934 (subject to annual CPI related increases)
- Joining/Licence Fee One off: $71,271 (subject to annual CPI related increases)
- Data Migration Fee One off: $17,810
Hauraki’s contribution to one-off licence fee and data migration fee is estimated at $60,000 as allowed in the Hauraki Long Term Plan and the annual fee to use the Kotui service is $19,000 is allowed for the library operational budget.

Council’s procurement policy states

i. **Discretionary Purchases:** Purchase amounts of $50,001 - $100,000 are deemed to be discretionary purchases whereby written quotations are to be obtained from a minimum of three independent preferred or selected suppliers/contractors.

Due to the fact,

1. That the value of the one-off licence fee and data migration fee is estimated at $60,000
2. There are no alternative suppliers to the Kotui system, and
3. The annual fee of $19,000 over the 5-year agreement

will result in the Council not being able to comply with its procurement policy.

Due to this staff wish to make the following recommendations to the Operations Committee,

1. That Council do not obtain written quotes from a minimum of three independent preferred or selected suppliers/contractors
2. That Council enter into a 5-year Agreement with National Library of New Zealand for the one-off licence fee and data migration fee estimated at $60,000 and the annual fee of $19,000

**New Deliverable**

The Local Government Act 2002 now requires that all local government deliverables (whether it be an activity, service, project, programme, grant or involve any other form of expenditure) must align to the specific purpose of local government as outlined in Section 10 of the Local Government Act.

The matter or suggested decision involves a new programme. It is considered, by definition of the Council, to provide:

- local public service

**Significance and Engagement Assessment**

This decision is considered not significant because due to the value of service being procured. The level of engagement considered appropriate for this matter, at this point in time, is to inform the library users and residents of the District.

**Conclusion**

Staff wish to make the following recommendations to the Operations Committee,

1. That Council do not obtain written quotes from a minimum of three independent preferred or selected suppliers/contractors
2. That Council enter into a 5-year Agreement with National Library of New Zealand for the one-off licence fee and data migration fee estimated at $60,000 and the annual fee of $19,000

Steve Fabish
Community Services Manager
Report

To: Operations Committee
From: Engineering Services Manager
Date: Wednesday, 9 September 2015
File reference: Document: 1410581
Meeting date: 16/09/2015
Subject: Appointment of Martin Jenkins for S17A Review of Roading Activity

Recommendation:

THAT the report be received, and
THAT the Council approves a departure from its Procurement Policy 2013 and authorises the appointment of Martin Jenkins Ltd to undertake, in conjunction with HDC staff, a review of the Roading Activity as required by Section 17A (LGA 2002) to a value not exceeding $50,000.

Purpose

The purpose of the report is to inform Council of the Section 17A review underway for the Hauraki District Council’s Roading Activity and to seek approval to engage the services of consultants to assist a HDC team prepare the review.

The matter or suggested decision does not involve a new activity, service, programme, project, expenditure or other deliverable.

Background

The LGA (2002) amendments in effective August 2014 introduced changes to the purpose of local government (s10) and the delivery of services (s17A).

Section 17A (Appendix 1) requires local government to “review the cost-effectiveness of current arrangements for meeting the needs of communities within its district or region for good-quality local infrastructure, local public services, and performance of regulatory functions.”

Section 17A (4) gives guidance as to the options to be considered when reviewing the delivery of services.

Hauraki District Council currently delivers the provision of roading services for roading through the use of external consultants and contractors (i.e. 17A (4) (b) (iv) of the Act) for NZTA subsidised - and some non-subsidised – work. The Technical Services and Construction and Maintenance Business Units deliver some components of the non-subsidised work.

The term contracts for the delivery of professional services, physical works and streetlight maintenance terminate on 30 June 2016. The reseal and area wide treatment contracts are annual contracts. These annual contracts are currently out to tender.
In order to meet the obligations of the Act, Hauraki District Council staff intend to undertake a S17A review of their current delivery of the Roading Activity.

**Issues and options**

HDC does not currently have the required in-house knowledge or capacity to undertake a S17A review. An outcome for this project will be to have a core staff team with the necessary skills to assist the Council in undertaking further S17A reviews as required. Thus to undertake this review and provide support for the team undertaking the review, we have had to look to consultants for assistance. The review has a reasonably tight timeframe to be undertaken in, in order to ensure that we have the new contracts (or whatever model is decided following the review) in place by 1 July 2016. The S17A review report is expected to be presented to the Council in November 2015.

It has been reasonably difficult to secure the services of a consultant as limited S17A reviews have been undertaken. Several consultants were contacted to provide this assistance. These included:

1. Morrison Low. They are currently undertaking the preparation of the term contract documents and it was considered that this may cause possible conflict of interest. They have undertaken a S17A review for roading in Southland.
2. Insight Economics. They initially indicated that they could assist, but came back to me and indicated that they did not have the capacity and had not undertaken a S17A review before and did not feel that they had the required skill set to undertake the review.

We did not consider other civil engineering consultants as the focus is on delivering services that are cost-effective and good quality and thus expertise in the financial / economic / business improvement area was sought. There is also a perceived conflict of interest with a civil consultant undertaking this work.

Martin Jenkins (http://www.martinjenkins.co.nz/) is a company that are well acquainted with Local Government and their processes. They have indicated that they have the capacity and expertise to undertake the review. They were part of the overall team that prepared the report for the proposed Water CCO for Waipa District, Hamilton City and Waikato District Councils. The Martin Jenkins team are currently involved in the review of Rural Fire that includes HDC.

A Council team has met with Martin Jenkins to discuss the scope of the project. We are satisfied that they have the required skill set to undertake the review within the timeframes.

The final scope and cost estimates are being prepared, however we do not currently have a fee estimate.

In relation to purchasing thresholds, the Procurement Policy, 2013 states:

5.2. *It is also the policy of Council that:*

   j) The purchasing thresholds are set as follows*: In all cases, as noted above staff must ensure local providers are given the opportunity to quote where applicable.

   iii. **Negotiable Purchases:** Purchase amounts of $5,001 - $50,000 are deemed to be negotiable purchases whereby the Authorised Purchasing Officer shall have the ability to negotiate with and/or invite quotes from at least three preferred suppliers. It is expected this negotiation will lead to a demonstrably competitive purchase.

The project is expected to fall well within this band. We have not sourced three quotes as required by the policy; however we have canvassed other options as part of our consideration (noted above).
Staff recommends that the Council appoint Martin Jenkins and do not consider that this decision would be significantly inconsistent with, or have consequences that would be significantly inconsistent with the Procurement Policy.

Recommendation
THAT the Council approves a departure from its Procurement Policy 2013 and authorises the appointment of Martin Jenkins Ltd to undertake, in conjunction with HDC staff, a review of the Roading activity as required by Section 17A (LGA 2002) to a value not exceeding $50,000.

**Budget Implications**

While no specific allocation was made in the HDC Annual Plan for this review, funds will be sourced from the Roading Professional Services budget, but this may require a variation or a reduction in current provisions.

**Conclusion**

Engaging Martin Jenkins is considered a critical path item for the Roading Activity review project in order to meet the timeframes. It is believed that the S17A review will provide the Council with good, considered options for the provision of the Roading Activity in Hauraki District Council.

On that basis, in providing the approval to depart from the Procurement Policy 2013 and engage Martin Jenkins this course of action is considered to be most cost effective, and good quality for Hauraki District based on the requirements of s10 of the Local Government Act 2002.

Adrian de Laborde
Engineering Services Manager
Appendix 1

17A Delivery of services

(1) A local authority must review the cost-effectiveness of current arrangements for meeting the needs of communities within its district or region for good-quality local infrastructure, local public services, and performance of regulatory functions.

(2) Subject to subsection (3), a review under subsection (1) must be undertaken -
(a) in conjunction with consideration of any significant change to relevant service levels; and
(b) within 2 years before the expiry of any contract or other binding agreement relating to the delivery of that infrastructure, service, or regulatory function; and
(c) at such other times as the local authority considers desirable, but not later than 6 years following the last review under subsection (1).

(3) Despite subsection (2)(c), a local authority is not required to undertake a review under subsection (1) in relation to the governance, funding, and delivery of any infrastructure, service, or regulatory function –
(a) to the extent that the delivery of that infrastructure, service, or regulatory function is governed by legislation, contract, or other binding agreement such that it cannot reasonably be altered within the following 2 years; or
(b) if the local authority is satisfied that the potential benefits of undertaking a review in relation to that infrastructure, service, or regulatory function do not justify the costs of undertaking the review.

(4) A review under subsection (1) must consider options for the governance, funding, and delivery of infrastructure, services, and regulatory functions, including, but not limited to, the following options:
(a) responsibility for governance, funding, and delivery is exercised by the local authority;
(b) responsibility for governance and funding is exercised by the local authority, and responsibility for delivery is exercised by—
   (i) a council-controlled organisation of the local authority; or
   (ii) a council-controlled organisation in which the local authority is one of several shareholders; or
   (iii) another local authority; or
   (iv) another person or agency:
(c) responsibility for governance and funding is delegated to a joint committee or other shared governance arrangement, and responsibility for delivery is exercised by an entity or a person listed in paragraph (b)(i) to (iv).

(5) If responsibility for delivery of infrastructure, services, or regulatory functions is to be undertaken by a different entity from that responsible for governance, the entity that is responsible for governance must ensure that there is a contract or other binding agreement that clearly specifies –
(a) the required service levels; and
(b) the performance measures and targets to be used to assess compliance with the required service levels; and
(c) how performance is to be assessed and reported; and
(d) how the costs of delivery are to be met; and
(e) how any risks are to be managed; and
(f) what penalties for non-performance may be applied; and
(g) how accountability is to be enforced.
(6) Subsection (5) does not apply to an arrangement to the extent that any of the matters specified in paragraphs (a) to (g) are -
   (a) governed by any provision in an enactment; or
   (b) specified in the constitution or statement of intent of a council-controlled organisation.

(7) Subsection (5) does not apply to an arrangement if the entity that is responsible for governance is satisfied that -
   (a) the entity responsible for delivery is a community group or a not-for-profit organisation; and
   (b) the arrangement does not involve significant cost or risk to any local authority.

(8) The entity that is responsible for governance must ensure that any agreement under subsection (5) is made publicly available.

(9) Nothing in this section requires the entity that is responsible for governance to make publicly accessible any information that may be properly withheld if a request for that information were made under the Local Government Official Information and Meetings Act 1987.

Section 17A: inserted, on 8 August 2014, by section 12 of the Local Government Act 2002 Amendment Act
To: Operations Committee
From: Utilities Manager
Date: Wednesday, 9 September 2015
File reference: Document: 1410761
Appendix A: 1410110
Meeting date: 16/09/2015
Subject: Appointment of Controlweb Ltd to upgrade SCADA Software

Recommendation:

THAT the report be received, and

THAT Council approves a departure from its Procurement Policy 2013 and authorises the appointment of Controlweb Ltd to undertake an upgrade of the Council's SCADA system for the sum of $16,000, and

THAT Council approves a 15% contingency for this work to provide for unforeseen costs, and

THAT Council approves the transfer of the balance of the 2014/15 budget for “SCADA Upgrade” to the current financial year.

Purpose

The purpose of the report is to seek approval to engage the services of consultants to implement Systems Control and Data Acquisition upgrades.

The matter or suggested decision does not involve a new activity, service, programme, project, expenditure or other deliverable.

Background

Council purchased a new SCADA (remote control, alarming and data collection system) in 2011 to progressively replace an obsolete system that was failing due to age.

The purchase involved buying the software and configuring this to meet Council’s needs, with the intent of applying this system in a staged manner.

The system is now in use at the Kerepehi, Paeroa and Waihi water treatment plants, the Waitakaruru Quarry storage facility, and a handful of sewer pump stations.

This system has proven its capabilities to meet Council’s needs, and it is appropriate that all sites be transferred to the new system as quickly as is possible.

A contract is due to be tendered for the upgrade of a further 16 sewer pump stations over the course of this year.
Issues and options

There are key sites in the District which remain connected to the old system. These are: Waitakaruru water treatment plant; Waitakaruru river intake; Kerepehi water intake and raw water tank; Junction Road sewer pump station. The old system has started causing a number of problems over the past two years with some of the following symptoms:

- Failure to generate alarms resulting in loss of water supply in the Waitakaruru area, which also results in dirty water complaints
- Generation of spurious alarms leading to loss of sleep for operators
- Lost data for reporting Resource Consent and Drinking Water compliance
- Frequent crashes resulting in system shutdown
- A large volume of work for the IT support team

In response to these issues, Council have sought a proposal to transfer these sites to the new system.

Council has an established relationship with a specialist automation engineering company Controlweb Ltd. Controlweb tailored our new SCADA system to meet Council’s needs, and provide ongoing support and maintenance of that system. This provides a level of expertise which limits the ability of other Contractors to carry out works in this field efficiently and effectively.

Controlweb have been providing work experience for a graduate over the past year. As an unpaid downtime project, the graduate has been working on developing screens and interfaces for the system that HDC use. Fortunately for Council, the Hauraki system was chosen for that project. To this end, many hours of development have been carried out which could now be cleaned up by experienced engineers to a production standard and applied to the Council’s system.

Controlweb have been requested to provide an offer of service to complete this work and transfer the sites listed above. This offer is attached as Appendix 1, and is for a sum of $16,000.

A budget of $139,000 was set in the 2014/15 Annual plan for the transfer of the remaining key water supply sites. Two jobs were commenced at the end of the financial year from this budget with a total commitment of $20,000, leaving a balance of $119,000.

We have not considered other automation engineering contractors for this work as the focus is on delivering services that are cost-effective and good quality. The many hundreds of hours that have been spent developing and maintaining this system, combined with the free graduate time ensure that another firm could not reasonably be expected to learn our system and then develop an acceptable solution for a reasonable price. The hourly rates charged by Controlweb are consistent with industry charge rates.

In relation to purchasing thresholds, the Procurement Policy, 2013 states:

5.2. It is also the policy of Council that:

j) The purchasing thresholds are set as follows*: In all cases, as noted above staff must ensure local providers are given the opportunity to quote where applicable.

iii. Negotiable Purchases: Purchase amounts of $5,001 - $50,000 are deemed to be negotiable purchases whereby the Authorised Purchasing Officer shall have the ability to negotiate with and/or invite quotes from at least three preferred suppliers. It is expected this negotiation will lead to a demonstrably competitive purchase.

The project falls well within this band. We have not sourced three quotes as required by the policy for the reasons noted above.
Staff recommend that the Council appoint Controlweb and do not consider that this decision would be significantly inconsistent with, or have consequences that would be significantly inconsistent with the Procurement Policy.

Recommendation
THAT the Council approves a departure from its Procurement Policy 2013 and authorises the appointment of Controlweb Ltd to undertake an upgrade of the Council’s SCADA system for the sum of $16,000,

THAT the Council approves a 15% contingency for this work to provide for unforeseen costs,

THAT the Council approves the transfer of the balance of the 2014/15 budget for “SCADA Upgrade” to the current financial year.

Conclusion
Engaging Controlweb to carry out this work will resolve a number of control and data collection issues in the Water supply activity. Other companies cannot reasonably be expected to provide a similar service for this price.

On this basis, in providing the approval to depart from the Procurement Policy 2013 and engage Controlweb for this course of action is considered to be most cost effective, and good quality for Hauraki District based on the requirements of s10 of the Local Government Act 2002.

Mike Charteris
Utilities Manager
Appendix A

Proposal for WWHistorian Conversion to Archestra

Hi Mike,

Thanks for the opportunity to provide pricing for the conversion of WWHistorian sites to Archestra platform. The proposal is based on Hauraki District Council’s (HDC) wish to remove WWHistorian Machine from their system by integrating it onto the Archestra platform. This proposal is for site:

- Junction Rd Sewage Pump Station
- Kerepehi Water Treatment Plant
  - Waihou Intake
  - Raw Water Reservoir
- Waitakaruru Water Treatment Plant
  - Main
  - Chemicals
  - Filters
  - Raw Water tank
  - Suicide Bridge
  - Supply Pumps
  - Pipiroa Booster Pump

Please feel free to contact us if you need any more additional information or clarification. I hope that this proposal meets with your approval.

1. Scope of Works

The three sites: Junction SPS, Kerepehi WPS and Waitak WTP will have tags extracted from WWHistorian InTouch. This data will be used to develop Archestra objects. New Archestra objects have been developed for each site to replicate the current functionality in the WWHistorian InTouch. The Archestra sites will be deployed in parallel to the WWHistorian to ensure functionality and reliability. Once HDC is satisfied that the Archestra site provides adequate functionality it can be removed from InTouch.
2. Deliverables

The following deliverables form part of this proposal:

- New area instances for the Archestra sites
- New Archestra template for the new equipment objects as well as an instances created and configured for each site
- Integration of the new Archestra instances to the existing Archestra platform
- Deployment of Archestra instances

3. Screenshots of Archestra Sites

3.1. Junction Rd SPS

Figure 3.1.1 Junction Rd SPS Screenshot
### 3.2. Kerepehi WTP

**Figure 3.2.1 Kerepehi Raw Water Reservoir Screenshot**

**Figure 3.1.2 Kerepehi-Waihou Intake Screenshot**

**Figure 3.1.2 Kerepehi-Waihou Intake Screenshot**
3.3. Waitak WTP

Figure 3.3.1 Waitakaruru WTP- Main Screenshot

Figure 3.3.2 Waitakaruru Raw Water Screenshot
Figure 3.3.3 Waitakaruru Filters Screenshot

Figure 3.3.4 Waitakaruru Treated Water Screenshot
Figure 3.3.5 Waitakaruru Chemicals Screenshot

Figure 3.3.6 Waitakaruru- Pipiroa Pumps Screenshot
4. Assumptions

- The new Archestra template, objects and graphics will adhere to the current HDC SCADA standards

5. Fees

Please refer to the table below for a cost breakdown.

<table>
<thead>
<tr>
<th>Description</th>
<th>Sub-Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0 WWHistorian Migration Estimate</td>
<td></td>
</tr>
<tr>
<td>1.1 Kerepehi WTP Intake and Raw Water</td>
<td>$6,000</td>
</tr>
<tr>
<td>1.2 Waitak WTP</td>
<td>$6,000</td>
</tr>
<tr>
<td>1.3 Junction SPS</td>
<td>$3,000</td>
</tr>
<tr>
<td>1.4 Misc (Rain gauges ETC)</td>
<td>$1,000</td>
</tr>
<tr>
<td>1.5 SUB-TOTAL</td>
<td>$16,000</td>
</tr>
</tbody>
</table>

Hourly Rates

- Principal Engineer $150 per hour
- Engineer/REA $115 per hour

All rates are GST Exclusive.

Schedule of rates:

Principal Engineer $150 per hour
Engineer $119 per hour
Graduate $89 per hour
Travel $0.92 per km

All rates are GST Exclusive. These rates will be reviewed on 1 April 2015.
6. Conditions of Engagement

This proposal is valid for a period of 30 days. The conditions of Contract shall be in accordance with the Conditions of Contract for Consultancy Services (CCCS) as published jointly by ACENZ, Transit, ALGENZ and IPENZ, January 2005 (or similar approved).

Prepared by

__________________________
Scott Kim
Junior Engineer
Controlweb LTD

This proposal has been accepted by:

__________________________               Date: ______________
Mike Charteris
Utilities Manager
Hauraki District Council
1. SUBSIDISED ROADING PROJECTS


Contractor: Opus International Consultants Ltd, Paeroa
Contract Award Date: 1 July 2008
Revised Completion Date: 30 June 2016
Projected Completion Value: $4,753,000.00
Value of Work for the Month: $70,210.40
Value of Work to Date: $4,301,380.63

HDC352 is a 3 year Professional Services contract with the option of renewal for another 2 years (i.e. 3+1+1 contract).

The projected completion value is calculated based on Council’s available budget and expected costs to 30 June 2016. Council have approved a contract extension to 30 June 2016.

Work Completed this Month

Work completed during August included:

- Day-to-day management of Customer Service requests
- Day-to-day management of the current Road Maintenance and Street Light Maintenance contracts
- RAMM Data Management and updates
- Completion of programmed Traffic Counts
- Continuing development of the Road General Maintenance Contract document 2016-19
- Preparation of the Thames–Coromandel and Hauraki Districts Annual Resurfacing 2015/16
Work Programmed next Month

Work Programmed for September includes:

- Day to day management of customer service requests
- Day to day management of the road maintenance contract
- RAMM data management and updates
- Progressing the 2015/16 capital and renewals programmes
- Progressing the Road General Maintenance Contract document 2016-19
- Progressing the Street Light Maintenance Contract document 2016-19

Additional Services

The following additional services have been either completed or progressed during the month:

- Stock Crossing Bylaw Development – ongoing
- King Street Paeroa Parking Improvements – on hold
- Paeroa Pedestrian Crossing Safety Review

HDC 366: General Maintenance 2009 – 2011

<table>
<thead>
<tr>
<th>Contractor:</th>
<th>Downer Ltd, Paeroa</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Award Date:</td>
<td>1 July 2009</td>
</tr>
<tr>
<td>Revised Completion Date:</td>
<td>30 June 2016</td>
</tr>
<tr>
<td>Projected Completion Value:</td>
<td>$22,729,915.00</td>
</tr>
<tr>
<td>Value of Work for the Month:</td>
<td>$237,047.22</td>
</tr>
<tr>
<td>Value of Work to Date:</td>
<td>$20,416,234.79</td>
</tr>
</tbody>
</table>

HDC366 is a 3 year maintenance contract with the option of renewal for another 2 years (i.e. 3+1+1 contract). The projected completion value is calculated based on Councils available budget and expected annual maintenance costs to 30 June 2016.

Work Completed this Month

Work completed during August included,

- Cyclic pavement and traffic services inspections
- Completion pre-reseal repairs in the Plains ward
- Grading of various roads
- Roadside drain clearing
- Removal of rubbish dumped alongside various roads
- Street Cleaning

Work Programmed next Month

Work Programmed for next month includes,

- Cyclic pavement, drainage and traffic services inspections
- Grading and rolling of various roads as required
• Roadside vegetation control
• Drainage Maintenance
• Pre-reseal repairs in the Paeroa and Waihi wards

HDC 364: Street Lighting Maintenance

Contractor: Northpower South Waikato Ltd
Contract Award Date: 14 May 2009
Revised Completion Date: 30 June 2016
Projected Completion Value: $947,400.00
Value of Work for the Month: $8,795.47
  (HDC portion $5,066.52)
  (NZTA portion $3,728.95)
Value of Work to Date: $812,295.96
  (HDC portion only)

Note: The NZTA portion is for state highway lighting.

HDC364 is a 3 year maintenance contract with the option of renewal for another 2 years (i.e. 3+1+1 contract).

The projected completion value is calculated to the end of June 2015. Council have approved a contract extension of 1 year to 30 June 2016.

Work Completed in this Month.

• All Wards were patrolled and repairs completed as required.

Work to be completed next Month.

• Patrols to be carried out and routine maintenance completed as required.

2 NON-SUBSIDISED ROADING PROJECTS

Footpath maintenance will continue through the various Wards.

3 NETWORK CONTROL MANAGEMENT

Customer Service Requests

72 Customer Service Requests were received during August, higher than the preceding six month average of 60; the increase is due to additional Service Requests relating to state highway issues (21) which were all sent onto Transfield and NZTA within 24 hours.
Other Service requests related to:

- Signage and painted markings
- Pavement issues
- Vegetation
- Illegal dumping of rubbish
- Abandoned Vehicles
- Drainage
- Lighting

5 SAFETY MANAGEMENT

Traffic Control Audits

There was one traffic control audit completed during August.

Proposed Minor Improvements Programme 2015/16

The 2015/16 Minor Improvements programme includes Minor Safety, Bridge Renewal, Associated Improvements and Walking and Cycling projects. The following table is an update of the projects for 2015/16:

MINOR SAFETY PROJECTS 2015/16

<table>
<thead>
<tr>
<th>Project</th>
<th>Ward</th>
<th>Description</th>
<th>ROC</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hauraki Road, Turua Township Project</td>
<td>Plains</td>
<td>Traffic Calming and parking improvements</td>
<td>250,000</td>
<td>Schematic design completed, requires ongoing consultation with the Turua community. An update is planned for 8/9/15</td>
</tr>
<tr>
<td>Hauraki Road, Turua School</td>
<td>Plains</td>
<td>Electronic Signage at Turua School</td>
<td>7,000</td>
<td>As prioritised within Safety hazard register and programmed by installation Dec 2015</td>
</tr>
<tr>
<td>Donnelly Street, Waihi East School</td>
<td>Waihi</td>
<td>Parking and Pedestrian Improvements at Waihi East School</td>
<td>75,000</td>
<td>Design completed, ready to proceed to construction in January 2016.</td>
</tr>
<tr>
<td>Mueller Street, St. Josephs School</td>
<td>Waihi</td>
<td>Parking and Pedestrian Improvements at St. Josephs School</td>
<td>25,000</td>
<td>As approved by Operations Committee resolution dated February 2014. Programmed construction Dec 2015</td>
</tr>
<tr>
<td>Ngatitangata Road</td>
<td>Waihi</td>
<td>Traction Seal</td>
<td>50,000</td>
<td>Agreed programme of improvements by Council/Community Construction programme completion Jan 2016</td>
</tr>
</tbody>
</table>
Woodlands Road  | Waihi  | Geometric Improvements  | 20,000  | Agreed scope with WRC. Construction programmed for September 2015.

Ngatea Kindergarten  | Plains  | Drainage Improvements  | 30,000  | As approved by Plains Ward Committee resolution dated October 2014. Discussions on going to confirm the Kindergarten’s funding position.

Hauraki Road  | Plains  | Huirau Road Intersection Improvements  | 120,000  | Defer to 2016/17 to allow Turua township project to proceed.

**Total**  |  |  |  | 577,000

**WALKING AND CYCLING PROJECTS**

<table>
<thead>
<tr>
<th>Project</th>
<th>Ward</th>
<th>Description</th>
<th>ROC</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Addressing Serious safety concerns identified in the accessibility audit</td>
<td>Paeroa</td>
<td>Pram crossing improvements</td>
<td>30,000</td>
<td>Identified and prioritised based on the access and mobility audit</td>
</tr>
<tr>
<td>Addressing Serious safety concerns identified in the accessibility audit</td>
<td>Plains</td>
<td>Pram crossing improvements</td>
<td>30,000</td>
<td>Identified and prioritised based on the access and mobility audit</td>
</tr>
<tr>
<td>Addressing Serious safety concerns identified in the accessibility audit</td>
<td>Waihi</td>
<td>Pram crossing improvements</td>
<td>30,000</td>
<td>Identified and prioritised. Currently being priced for construction.</td>
</tr>
</tbody>
</table>

**Total**  |  |  |  | 90,000

**ASSOCIATED IMPROVEMENTS PROJECTS**

<table>
<thead>
<tr>
<th>Project</th>
<th>Ward</th>
<th>Description</th>
<th>ROC</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Improvements associated with programmed AWT</td>
<td>Plains</td>
<td>Programmed AWT at Hauraki Road in Turua</td>
<td>50,000</td>
<td>To be confirmed following consultation with the Turua community</td>
</tr>
</tbody>
</table>

**Total**  |  |  |  | 50,000

**Footpath Construction**

There have been no footpaths completed as part of the subsidised Roading programme this month.
Roading Capital Programme

A summary update of the Roading Capital Programme for 2015/16 is attached in Appendix A.

5 OTHER ISSUES

Waikato Regional Council (WRC) Offices, Opatito Road, Paeroa

Along the Opatito Rd frontage of the local WRC building there have been incidents involving pedestrians and WRC vehicles where near misses have been recorded. The sealed frontage does not have a clearly defined footpath. This has created a potentially serious safety deficiency/conflict between the vehicle parking area and pedestrian footway.

This situation was raised with the local WRC office who promptly relocated their staff parking area from their road frontage to behind their office building.

At present there is no purpose built footpath on either side of Opatito Road in the area of the WRC office. The office frontage has had a temporary footpath area delineated to improve pedestrian safety.

The WRC have advised that they are uncertain if there local office will remain in its current location. Permanent work will be on hold until a decision is made by WRC.

Gene Thomsen
Roading Manager
## Appendix A: Subsidised Capital Expenditure 2015/16

<table>
<thead>
<tr>
<th>PROJECT DESCRIPTION</th>
<th>Progress to 31/8/15</th>
<th>Cost to Date</th>
<th>Cost estimate to complete</th>
<th>Budget 2015/16</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DISTRICT WIDE</strong></td>
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<tr>
<td>Reseals</td>
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<tr>
<td>Drainage Renewals</td>
<td></td>
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<tr>
<td>Culvert Renewals</td>
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<tr>
<td>K&amp;C renewals</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Other drainage</td>
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<tr>
<td><strong>Total Reseals</strong></td>
<td></td>
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<tr>
<td><strong>Total Drainage Renewals</strong></td>
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<tr>
<td>Unsealed Road Metalling</td>
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<tr>
<td><strong>Total Unsealed Metalling</strong></td>
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<tr>
<td>Pavement Rehabilitation</td>
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<tr>
<td><strong>Total Rehabilitation</strong></td>
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<tr>
<td>Structural Comp. Replacement</td>
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<tr>
<td><strong>Total Structural Renewals</strong></td>
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<tr>
<td>Traffic Services Renewals</td>
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<tr>
<td><strong>Total Traffic Services Renewals</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Minor Improvements</td>
<td></td>
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<tr>
<td>Hauraki Road</td>
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<td>Hauraki Road</td>
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<tr>
<td>Turua School</td>
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<tr>
<td>Ngatea Kindergarten</td>
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<tr>
<td>Donnelly Street</td>
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<td>Mueller Street</td>
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<tr>
<td>Woodlands Road</td>
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<tr>
<td>Ngatihangata Road</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Walking and Cycling</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Minor Improvements</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Capital Programme</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Cost estimate to complete**:
- Reseals: 990,000
- Drainage Renewals: 150,000
- Unsealed Road Metalling: 150,000
- Rehabilitation: 350,000
- Structural Renewals: 112,000
- Traffic Services Renewals: 135,000
- Minor Improvements: 688,000
- Total Capital Programme: 2,575,000

---

### District Wide

#### Reseals
- Sites as approved programme

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Completion Date</th>
<th>Cost to Date</th>
<th>Cost estimate to complete</th>
<th>Budget 2015/16</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1/2015</td>
<td>6/30/2016</td>
<td>0</td>
<td>970,000</td>
<td>990,000</td>
</tr>
</tbody>
</table>

#### Drainage Renewals
- Programmed Waitete Rd Culvert
- Progressing as per Hauraki Road AWT
- Various programmed minor renewals

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Completion Date</th>
<th>Cost to Date</th>
<th>Cost estimate to complete</th>
<th>Budget 2015/16</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1/2015</td>
<td>6/30/2016</td>
<td>0</td>
<td>40,000</td>
<td>55,000</td>
</tr>
<tr>
<td>7/1/2015</td>
<td>6/30/2016</td>
<td>0</td>
<td>70,000</td>
<td>50,000</td>
</tr>
<tr>
<td>7/1/2015</td>
<td>6/30/2016</td>
<td>4370</td>
<td>40,000</td>
<td>45,000</td>
</tr>
</tbody>
</table>

Total: 4370 (40,000 + 70,000 + 45,000)

#### Unsealed Road Metalling
- Various locations
- Only minor works completed to date

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Completion Date</th>
<th>Cost to Date</th>
<th>Cost estimate to complete</th>
<th>Budget 2015/16</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1/2015</td>
<td>6/30/2016</td>
<td>17000</td>
<td>150,000</td>
<td>150,000</td>
</tr>
</tbody>
</table>

Total: 17000 (150,000 + 150,000)

#### Pavement Rehabilitation
- Various locations
- Hauraki Road
- Schematic design completed, community consultation required to progress

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Completion Date</th>
<th>Cost to Date</th>
<th>Cost estimate to complete</th>
<th>Budget 2015/16</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1/2015</td>
<td>6/30/2016</td>
<td>0</td>
<td>345,000</td>
<td>350,000</td>
</tr>
</tbody>
</table>

Total: 345,000 (350,000 + 30,000)

#### Structural Comp. Replacement
- Various Locations
- 0% complete

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Completion Date</th>
<th>Cost to Date</th>
<th>Cost estimate to complete</th>
<th>Budget 2015/16</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1/2015</td>
<td>6/30/2016</td>
<td>0</td>
<td>112,000</td>
<td>112,000</td>
</tr>
</tbody>
</table>

Total: 112,000 (112,000 + 0)

#### Traffic Services Renewals
- Various Locations
- Only minor works completed to date

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Completion Date</th>
<th>Cost to Date</th>
<th>Cost estimate to complete</th>
<th>Budget 2015/16</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1/2015</td>
<td>6/30/2016</td>
<td>7600</td>
<td>135,000</td>
<td>135,000</td>
</tr>
</tbody>
</table>

Total: 7600 (135,000 + 135,000)

#### Minor Improvements
- Hauraki Road
- Associated Improvements
- Progressing as per Hauraki Road AWT

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Completion Date</th>
<th>Cost to Date</th>
<th>Cost estimate to complete</th>
<th>Budget 2015/16</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1/2015</td>
<td>6/30/2016</td>
<td>0</td>
<td>55,000</td>
<td>55,000</td>
</tr>
</tbody>
</table>

Total: 55,000 (55,000 + 0)

- Hauraki Road
- Safety Improvements
- Progressing as per Hauraki Road AWT

Total: 270,000 (270,000 + 0)

- Turua School
- Electronic Sign
- Sign selected and priced

Total: 10,000 (10,000 + 0)

- Ngatea Kindergarten Drainage
- Dependant on kindergarten to progress carpark construction

Total: 35000 (35000 + 0)

- Donnelly Street
- Wait East School parking and pedestrian improvements

Total: 80,000 (80,000 + 0)

- Mueller Street
- St. Josephs School parking and pedestrian improvements

Total: 30,000 (30,000 + 0)

- Woodlands Road
- Geometric Improvements at slip site

Total: 25,000 (25,000 + 0)

- Ngatihangata Road
- Traction Seal

Total: 55,000 (55,000 + 0)

- Walking and Cycling Projects
- Pram crossing improvements - All Wards

Total: 100,500 (100,500 + 0)

Total Minor Improvements: 660,500 (688,000 + 0)

Total Capital Programme: 2,575,000 (2,522,500 + 42,500)
Report

To: Operations Committee
From: Roading Manager
Date: Wednesday, 9 September 2015
File reference: Document: 1410443
Appendix A: 1406662
Meeting date: 16/09/2015
Subject: Regional Speed Management

Recommendation:

THAT the report Regional Speed Management (Doc #3490609 dated 25 August 2015) be received.

Introduction

This report introduces the Regional Speed Management presentation which is set out below as appendix A and complimented by a power point. The presenters are Bill McMaster from the Waikato Regional Council and Michelle Te Wharau of New Zealand Transport Agency.

The report focus encourages collaboration and support based on the national ‘Safe Speeds Programme.’ This will provide extensive guidance founded on international best practice for all organisations with the responsibility of speed management.

Conclusion

Council is requested to consider and support the report recommendation as set out below in Appendix A.

Gene Thomsen
Roading Manager
Appendix A

Report to Hauraki District Council 16 September 2015

File No: 21 20 40
Date: 25 August 2015
To: Chief Executive Officer
From: Regional Transport Committee Speed Management Governance Group
Subject: Regional Speed Management

Purpose

Hauraki District Council is being visited as part of a region wide discussion with Councils on speed management. The Waikato Regional Transport Committee, including representation from Hauraki District Council, is supporting the development of a regional speed management plan. The purpose of this report is to introduce the Hauraki District Council as a whole to the proposed Regional Speed Management Plan work.

Recommendation:

1. That the report Regional Speed Management (Doc #3490609 dated 25 August 2015) be received.

Background

The Waikato Regional Transport Committee (RTC) is committed to improving regional road safety and delivering the safety outcomes outlined in the national Safer Journeys strategy. The Waikato Regional Road Safety Strategy outlines a comprehensive cross-sector programme of work to address the region's priority safety issues and advance towards the regional safety vision of 'working together towards zero deaths and serious injuries on the region’s roads'.

The RTC recognises, however, that in order to maintain progress, more attention must be paid to particular system weaknesses which lead to serious deaths and injuries. One area that requires priority attention is speed management, and more specifically, a consistent approach to speed management by all of the agencies responsible for road infrastructure, enforcement, compliance and other aspects of road safety.

Work is happening nationally under the ‘Safe Speeds Programme’ to develop comprehensive guidance for all agencies tasked with speed management. This is based on international best practice from Sweden, the Netherlands and Australia and if effectively implemented has the potential to substantially reduce the national road toll in coming years. The programme includes the following:

- Changing the conversation on speed;
- Technical speed management guidance;
- A review of the Setting of Speed Limits Rule
• Rebalancing the penalty and enforcement regime.

The RTC recognises that to successfully implement this national guidance and reduce the road toll in the Waikato will require 11 Road Controlling Authorities, NZ Police, Waikato Regional Council, and the other agencies responsible for road safety to agree to work together under one joined-up plan. The Committee has recently appointed a governance group to oversee this work, comprising elected members from councils, the NZTA, the NZ Police and the Automobile Association. This governance group will take the lead in the development of a regional speed management plan to ensure that the Waikato is organised and ready to effectively respond to national speed management directives. The Waikato is the first region in the country to take this approach.

**Why is speed management important?**

Managing speed on the road network to safe levels is crucial to reducing deaths and serious injuries because the result of all crashes is strongly influenced by impact speed. Impact speed is a contributing factor in every road trauma, and approximately 25% of all serious crashes are caused as a direct result of inappropriate speed (either speeds over the limit or speeds that are too fast for the road conditions at the time).

The speed environment across much of the regional network is currently inconsistent and does not provide road users with sufficient information to be able to identify where they are at most risk. Safety protection on some parts of the network is still minimal, whilst in other areas safety provision is to a very high standard, yet there is often no difference in the speed limit or other visual indications to the person using the road.

New Zealand relies heavily on speed enforcement in locations of particular crash risk, but due to a lack of clear understanding of where the risk is this does not always make sense to the travelling public. To date public messaging about speed has not always helped to articulate this. For all of these reasons it is recognised that an improved and joined up approach to speed management is essential if we want to build public understanding and make a difference to the road toll.

**What would a speed management plan consider?**

Speed management is about much more than speed limits and looks at the network as a whole, including improvements to roads and roadsides, enforcement, education and training, and planning and road classification among other aspects. Speed management is about working towards safe and appropriate travel speeds that reflect the road’s function, design, safety and use.

An effective speed management plan requires input from elected members, policy makers, engineers, educators, the police, industry and communities. It needs to be a unified approach to technical road design and management, setting speed limits, legal compliance and public communications that will increase public understanding of speed risk and how to manage it.

**What do we need from Hauraki District?**

The RTC is invested in road safety as a regional transport priority and recognises the role that effective speed management can play in substantially reducing the regional road toll. Hauraki District is equally invested in protecting its community and visitors from road trauma and is actively involved in regional road safety work at a policy and operational level, including working collectively with other territorial authorities in the east Waikato on a number of innovative community road safety initiatives.

Going forward, the RTC’s Speed Management Governance Group is overseeing the development of a regional speed management plan, with the RTC recently supporting the Waikato region through the development of its plan to act as a demonstration project of the national Speed Management Guide for New Zealand.
Using a business case approach a draft plan is proposed which will comprise a number of technical work streams. This work will require the involvement of staff from Hauraki District Council and the other Road Controlling Authorities and road safety agencies in the region.

As part of the development of a regional speed management plan, the NZ Transport Agency has proposed it will fund and carry out a technical desktop exercise to assess our region’s roads. This technical information will provide options for the implementation of speed management that the region can collectively consider.

Once the draft plan is developed we propose to return to discuss the plan and ultimately seek your approval to proceed with implementation. The implementation will involve working with you as politicians and council staff to implement speed management consistently across the region, in a staged approach.

The Governance Group now seeks your agreement, in principle, to work with us together on this project.

**Next steps**

The project team will be continuing around the region to seek buy-in for the development of a draft plan. Working with the Speed Management Governance Group we aim to bring a draft regional speed management plan, with a focus on implementation, back to you in the new year.

Andrew Tester  
Senior Policy Advisor, Waikato Regional Council

Councillor Leo Tooman  
Chairperson, Waikato Regional Transport Committee Speed Management Governance Group
To: Operations Committee  
From: Utilities Manager  
Date: 3 September 2015  
File reference & attachments: 1408039  
Meeting date: 16 September 2015  

**Recommendation:**
THAT the report be received.

**SUMMARY**
This report summarises July performance and issues. The month was relatively quiet, however a number of key water capital projects were commissioned. These matters are discussed further in the report below.

**WATER SUPPLY**

**OPERATIONS NOTEBOOK**
- Staff are preparing annual resource consent compliance reports. These reports supply all consent compliance records to the Region together with commentary on the reason for any exceptions and trends. These reports are due to the Region before the end of September.
- Annual drinking water compliance data has been forwarded to the Ministry of Health.
- A software update of Councils SCADA system has been completed.
- The Waitakaruru water treatment plant is back online following winter maintenance. There are works still being completed in some areas of the plant.

**CAPITAL WORKS**

**Waihi Alternative Source**
- Installation works are substantially completed. Testing of the pumps is delayed to allow the treatment plant upgrade to progress to a point at which water could be used for commissioning there. The automation has been delayed as there are some key connections to the Waihi treatment plant that have not been established yet due to the liquidation of the automation subcontractor on that project.
**Waitakaruru UV upgrade**

- The UV system has been commissioned and is now in operation. The maximum flow rate is slightly lower than designed, however is sufficient for the supply needs. Staff are reviewing whether the flow limitation is a design issue or related to fittings on the Council side of the project.

**Quarry Reservoir**

- A software upgrade for the automatic selection of water source at Waitakaruru and automated management control of Consent compliance at both the Quarry and Suicide intakes is under way. This work is expected to be completed in September.

**Paeroa/Waihi upgrades**

- Commissioning work has completed at the Paeroa plant. Waihi commissioning has commenced.
- The maximum flows through the Paeroa plant are less than the design flow, however are more than sufficient for the supply needs. Staff are reviewing whether this limitation is a design issue or related to the existing raw water pumps.

**Waitakaruru WTP**

- A replacement chemical storage tank was fitted.
- A new surface is being installed in the Caustic Soda bund.

**Waikino to Waihi Connection:**

- Pipeline construction work is planned to commence in August.
- This project is expected to be completed in November.
- An extension of time variation to the subsidy contract is being negotiated with the Ministry of Health for this project.

**Karangahake/Mackaytown to Paeroa Connection:**

- Design work for this project is nearing completion.
- An extension of time variation to the subsidy contract is being negotiated with the Ministry of Health for this project.

**Reactive Renewals**

- No reactive renewals were identified during the month.

**SEPTEMBER PLANNED WORKS**

- Control software upgrades at Suicide and Quarry intakes.
- Commissioning of Ohinemuri River intake at Waihi.
PERFORMANCE MEASURE EXCEPTIONS

Levels of Service

One service request categorised as urgent was not responded to within the 1 hour target timeframe. Response time for this particular service request was 61 minutes.

Mandatory Performance Measures (2015-25)

Drinking Water Standards

Paeroa and Waihi upgrade completions were delayed. The DWS 2000 will continue to be applied to these sites until completion. Once completed the sites will be measured against the DWS 2008.
Waste Water

Operations Notebook

- Bearing failures occur frequently on the aerators at Council’s oxidations ponds around the District. These failures are relatively expensive to repair given the size of the units, but also frequently cause issues with resource consent compliance while out of service for repair. A new material is now available which we are installing on a Kerepehi aerator. We will monitor the performance of this material to determine whether the additional cost of purchase provides a lower whole of life cost.

- An inspection of the divider between the ponds at the Turua wastewater plant has found a large hole. This hole will result in short circuiting of the wastewater flows reducing the treatment time which will be contributing to the highly variable performance at this plant. Staff are considering options for a temporary repair, however the ponds will need to be drained to carry out a permanent repair in summer when the ponds can be dried out for work to proceed.

Capital Works

Whiritoa Forestry Irrigation Block

- Redwood trees have been planted in 3 strips of 30m in the Whiritoa effluent irrigation block as a trial into their suitability for replacing the Eucalyptus trees.

Reactive Renewals

- There were no reactive renewals during the month.

September Planned Works

- Waveband repairs will be carried out at the Waihi wastewater plant.
- Consideration of waveband repair trial, and a decision whether to proceed with this methodology.
- Commence detailed design of the Kerepehi industrial wastewater upgrade.

Performance Measure Exceptions

Percentage of users satisfied with the quality of wastewater services provided

The results reported (94% satisfied) are from the June 2014 customer satisfaction survey. The target is 95% satisfaction. We are currently awaiting the results of the 2015 survey.

Number of dry weather overflows from pump stations and/or the wastewater network

Our annual target is "Less than 1 pump station overflow per 20 pump stations". This equates to a target of less than 2.35 overflows for pump stations for the entire year. There was one overflow in July which equates to 0.4 per 20 stations.

The overflow occurred in July at the Kaikahu Road pump station, Kerepehi. This was caused by "flushable" wet wipes blocking the pumps. An article was published in the local papers advising that these wipes can cause problems.
Timely response to customer requests

The Target for routine requests is “to call back within 3 days”. One low priority service request was not completed and the customer call back was not completed.

Only two service requests were logged in the “Routine” category with 50% compliance. The low number of requests has caused the results to be skewed this early in the year.
SOLID WASTE

OPERATIONS NOTEBOOK

- An inspection of the Kaihere closed landfill showed a large amount of illegal dumping at the landfill. This site has continual issues with illegal dumping and with excluding vehicle access to the site. Staff will excavate a trench and install a bund across the access track to prevent vehicle access.

CAPITAL WORKS

Remedial works at the Paeroa closed landfill were delayed by bad weather. These will be completed when the weather settles.

SEPTEMBER PLANNED WORKS

- Pricing of CCTV cameras to cover the Paeroa and Waihi Transfer stations.

PERFORMANCE MEASURE EXCEPTIONS

Levels of Service

Percentage of waste diverted from landfill by recycling

July result is 46% diversion against a target of 55%. This consists of Kerbside diversion of 50.5%, and Transfer station diversion of 42.5%.

Staff will monitor this rate as the year progresses. No changes to the service are currently planned.

Response to complaints about missed collections

The measure states “Complaints about missed collections (responding phone call by end of day following complaint)” and the target for this measure is 100%.

50% of complainants were phoned back within the timeframe.

This is a new measure for which a process has not been fully developed. Staff will be working with the Customer Services Team to implement this action.

Illegal dumping is cleaned up (within 3 working days)

The Target for this activity is 100%. 33% was achieved in July.

This is a new measure that requires commitment from external agencies to record the date and time that rubbish is cleared. Staff are working on an improvement with this measure.

Mike Charteris
Utilities Manager
## Levels of Service and how the Council will measure them

<table>
<thead>
<tr>
<th>Levels of Service</th>
<th>Method of measurement</th>
<th>Target 2015-25</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Council provides water supply services at agreed levels of service.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Measure: Customers are satisfied with the cost of water supplied by the Council.</td>
<td>Annual customer satisfaction survey</td>
<td>2015-25: Equal to or greater than 60% of customers satisfied</td>
<td>2014: 63% of customers satisfied</td>
</tr>
<tr>
<td>Water services meet regulatory requirements.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Measure: The water supply service is operated in compliance with regulatory requirements.</td>
<td>Number of abatement notices and enforcement</td>
<td>2015-25: No abatement or enforcement notices received.</td>
<td>No abatement notices and enforcement notices received (2013/14)</td>
</tr>
<tr>
<td>Good quality water is supplied to consumers.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Measure: Customers are satisfied with the water quality from Hauraki District Council networks.</td>
<td>Annual customer satisfaction survey</td>
<td>2015-25: Equal to or greater than 80% of customers satisfied</td>
<td>2014: 80% of customers satisfied</td>
</tr>
<tr>
<td>Water is safe to drink.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Kerepehi 2014/15</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Waitakaruru 2015/16</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Waihi 2015/16</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Paeroa 2015/16</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Protection is provided to the community and the environment.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Measure: Fire hydrants are provided to urban fire districts within a 135 metre radius of the closest property boundary.</td>
<td>Mapping done via GIS software</td>
<td>2015-25: Equal to or greater than 95% compliance</td>
<td>95.3% compliance (GIS analysis completed 2012)</td>
</tr>
<tr>
<td>A reliable water supply is provided.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Measure: Number of customers whose water supply is interrupted more than twice in a 12 month period due to unplanned loss of supply incidents.</td>
<td>Service request database</td>
<td>2015-25: &lt;5 customers per 1000 connections</td>
<td>0 customers per 1000 connections for the year to July</td>
</tr>
<tr>
<td>Timely response to customer requests.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Measure: Customer requests are responded to within target timeframes:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Emergency call outs: resolved &lt;1 hour</td>
<td>Service request database</td>
<td>2015-25:</td>
<td></td>
</tr>
<tr>
<td>- Urgent customer requests: response &lt;1 hour</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Priority customer requests: assess &lt;4 hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Routine customer requests: call back &lt;3 working days</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Levels of Service Method of measurement Target 2015-25 Results

| Operations Committee Agenda 16/09/15 | Page 49 |
**Mandatory Performance Measures (2015-25)**

The following table includes the Government's mandatory performance measures that all councils are legislatively required to measure annually and report on in their Annual Reports.

<table>
<thead>
<tr>
<th>Measure: The extent to which the local authority’s drinking water supply complies with:</th>
<th>Method of measurement: Extract from National Water Information New Zealand (WINZ) database</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) part 4 of the drinking water standards (bacteria compliance criteria), and</td>
<td></td>
</tr>
<tr>
<td>b) part 5 of the drinking water standards (protozoal compliance criteria).</td>
<td></td>
</tr>
<tr>
<td><strong>Target and Results:</strong></td>
<td></td>
</tr>
<tr>
<td>▪ Kerepehi – full compliance</td>
<td>✓ Kerepehi - Full compliance DWS 2008</td>
</tr>
<tr>
<td>▪ Waitakaruru – full compliance from July 2016, prior to that, full compliance with DWS 2000</td>
<td>✓ Waitakaruru - Full compliance DWS 2000</td>
</tr>
<tr>
<td>▪ Paeroa – full compliance from July 2015, prior to that, full compliance with DWS 2000</td>
<td>✓ Paeroa - Full compliance DWS 2000</td>
</tr>
<tr>
<td>▪ Waihi – full compliance from July 2015, prior to that, full compliance with DWS 2000</td>
<td>✓ Waihi - Full compliance DWS 2000</td>
</tr>
<tr>
<td>▪ Kaimanawa – Rural Agricultural Standard applies and has not yet been produced by the Ministry of Health. As an interim measure, target is compliance with DWS 2000</td>
<td>✓ Kaimanawa - Full compliance DWS 2000</td>
</tr>
<tr>
<td>▪ All other supplies – compliance with DWS 2000 until decommissioned.</td>
<td>✓ MTown - Full compliance DWS 2000</td>
</tr>
<tr>
<td></td>
<td>✓ K'hake - Full compliance DWS 2000</td>
</tr>
<tr>
<td></td>
<td>✓ Waikino - Full compliance DWS 2000</td>
</tr>
<tr>
<td></td>
<td>✓ Ohinemuri - not in use</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Measure: The percentage of real water loss from the local authority’s networked reticulation system (including a description of the methodology used to calculate this).</th>
<th>Method of measurement: Calculation methodology = Volume of water sold (sourced from water meter invoicing system, from rates department) versus volume of treated water produced by the water treatment plants (sourced from water treatment plant treated water supply meter(s)).</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Target and Results:</strong> The percentage of unbilled water versus the volume of treated water produced is less than 30%.</td>
<td>2013/2014 results:</td>
</tr>
<tr>
<td></td>
<td>✓ Hauraki Plains – 32%</td>
</tr>
<tr>
<td></td>
<td>✓ Paeroa – 37%</td>
</tr>
<tr>
<td></td>
<td>✓ Waihi – 13%</td>
</tr>
<tr>
<td></td>
<td>✓ Kaimanawa – 31%</td>
</tr>
<tr>
<td></td>
<td>✓ Karangahake – 35%</td>
</tr>
<tr>
<td></td>
<td>✓ Mackaytown – 16%</td>
</tr>
<tr>
<td></td>
<td>× Waikino – 68%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Measure: Where the local authority attends a call out in response to a fault or unplanned interruption to its networked reticulation system, the following median response times measured:</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) attendance for urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site, and</td>
</tr>
<tr>
<td>b) resolution of urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm resolution of the fault or interruption.</td>
</tr>
<tr>
<td>c) attendance for non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site, and</td>
</tr>
<tr>
<td>d) resolution of non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm resolution of the fault or interruption.</td>
</tr>
</tbody>
</table>

Operations Committee Agenda

16/09/15
### Utilities Monthly Report

#### July results:
- **0 minutes**: 99% or more of all water supply faults are resolved within 8 hours.
- **45 minutes**: Less than 4 hours, anywhere within the district.
- **47 minutes**: 99% or more of all water supply faults are resolved within 8 hours.
- **2 hours 44 minutes**: Less than 4 hours, anywhere within the district.

#### Method of measurement:
The Customer Service Request Database will be used to determine the time that the customer service request/complaint was logged. The field-staff job-sheets will be used to determine the time to site, and time to resolve. The job-sheets are also used to record the details about the repair work carried out. The level of service reporting spreadsheet is used to collate the incoming data, and calculate and report on performance.

#### Target and Results:

<table>
<thead>
<tr>
<th>Method of measurement</th>
<th>July results:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Urgent call out</strong></td>
<td>Median time for staff to arrive on site</td>
</tr>
<tr>
<td></td>
<td>Median time for staff to restore water supply</td>
</tr>
<tr>
<td><strong>Non-urgent call out</strong></td>
<td>Median time for staff to arrive on site</td>
</tr>
<tr>
<td></td>
<td>Median time for staff to resolve fault</td>
</tr>
</tbody>
</table>

#### Measure:
The total number of complaints received by the local authority about any of the following:
- a) drinking water clarity
- b) drinking water taste
- c) drinking water odour
- d) drinking water pressure or flow
- e) continuity of supply, and
- f) the local authority’s response to any of these issues expressed per 1000 connections to the local authority’s networked reticulation system.

#### Method of measurement:
The Customer Service Request Database will be used to determine the number of complaints received about the listed issues.

<table>
<thead>
<tr>
<th>Method of measurement</th>
<th>July results:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Water quality issues:</strong> (clarity; taste; odour)</td>
<td>No more than 5 complaints per 1000 connections</td>
</tr>
<tr>
<td><strong>Service quality issues:</strong> (poor response to a service request)</td>
<td>No more than 5 complaints per 1000 connections</td>
</tr>
<tr>
<td><strong>Water pressure/flow issues:</strong> (pressure; flow; continuity of supply)</td>
<td>No more than 5 complaints per 1000 connections</td>
</tr>
<tr>
<td><strong>Total:</strong> No more than 10 complaints per 1000 connections</td>
<td><strong>1.5 per 1000 connections</strong></td>
</tr>
</tbody>
</table>

#### Measure:
The average consumption of drinking water per day per resident within the territorial authority district.

#### Method of measurement:
- Census meshblocks have been used to calculate the population within the urban boundaries.
- Water billing records for customers’ water meters are used to calculate the volume of water sold to each property in the District.
- GIS analysis is used to identify which properties are located in an urban area, and thereby calculate the total volume of water sold to urban customers, and the urban population.
- The final calculation is: the volume of water sold divided by the population.

#### Target and Results:

<table>
<thead>
<tr>
<th>Method of measurement</th>
<th>2013/2014 results:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Urban water use</strong></td>
<td>Less than 300 litres / person / day</td>
</tr>
<tr>
<td><strong>Agricultural water use</strong></td>
<td>Less than 300 litres / hectare / day</td>
</tr>
</tbody>
</table>
## Appendix 2. WASTE WATER PERFORMANCE MEASURES

Levels of Service and how the Council will measure them

<table>
<thead>
<tr>
<th>Levels of Service</th>
<th>Method of measurement</th>
<th>Target 2015-25</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Council provides Wastewater services at agreed levels of service.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Measure: Percentage of users satisfied with the quality of wastewater services provided.</td>
<td>Annual customer satisfaction survey</td>
<td>2015-25: Equal to or greater than 95% of customers satisfied</td>
<td>× 2013/2014: 94% of customers satisfied.</td>
</tr>
<tr>
<td>Water services meet regulatory requirements.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Measure: The wastewater service is operated in compliance with regulatory requirements.</td>
<td>Number of abatement notices and enforcement notices</td>
<td>2015-25: No abatement or enforcement notices received.</td>
<td>✓ No abatement notices and enforcement notices received (2014/15)</td>
</tr>
<tr>
<td>Protection is provided to the community and the environment.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Measure: Number of dry weather overflows from pump stations and/or the wastewater network</td>
<td>Service request</td>
<td>2015-25:</td>
<td>× Year-to-date results:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>&lt;1 pump-station overflow per 20 pump stations per year.</td>
<td>× 0.4 overflows per 20 pump stations</td>
</tr>
<tr>
<td></td>
<td></td>
<td>&lt;15 overflows from the network per 100km of wastewater pipe length per annum</td>
<td>✓ 0.6 overflows 100km of network</td>
</tr>
<tr>
<td>Timely response to customer requests.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Measure: Customer requests are responded to within target timeframes:</td>
<td>Service request database</td>
<td>2015-25:</td>
<td>× Year-to-date results:</td>
</tr>
<tr>
<td>■ Emergency call outs: resolved &lt;1 hour</td>
<td></td>
<td>❖ Emergency call outs: 100%</td>
<td>❖ Emergency call outs: 100%</td>
</tr>
<tr>
<td>■ Urgent customer requests: response &lt;1 hour</td>
<td></td>
<td>❖ Urgent customer requests: 80%</td>
<td>❖ Urgent customer requests: 100%</td>
</tr>
<tr>
<td>■ Priority customer requests: assess &lt;4 hours</td>
<td></td>
<td>❖ Priority customer requests: 80%</td>
<td>❖ Priority customer requests: 100%</td>
</tr>
<tr>
<td>■ Routine customer requests: call back &lt;3 working days</td>
<td></td>
<td>❖ Routine customer requests: 85%</td>
<td>❖ Routine customer requests: 50%</td>
</tr>
</tbody>
</table>
Mandatory Performance Measures (2015-25)

The following table includes the Government’s mandatory performance measures that all councils are legislatively required to measure annually and report on in their Annual Reports.

<table>
<thead>
<tr>
<th>Measure:</th>
<th>The number of dry weather sewerage overflows from the territorial authority's sewerage system, expressed per 1000 sewerage connections to that sewerage system</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Method of measurement:</strong></td>
<td>The Customer Service Request Database will be used to determine the number of customer service requests/complaints that have been logged in respect of overflows. The field-staff job-sheets will be used to determine the time to site, and time to resolve. The job-sheets are also used to record the details about the repair work carried out. The level of service reporting spreadsheet is used to collate the incoming data, to calculate and report on performance.</td>
</tr>
<tr>
<td><strong>Targets &amp; Results for this measure:</strong></td>
<td>Less than 25 per 1000 connections per annum</td>
</tr>
</tbody>
</table>

**Measure:** Compliance with the territorial authority’s resource consents for discharge from its sewerage system measured by the number of:
- abatement notices
- infringement notices
- enforcement orders, and
- convictions received by the territorial authority in relation to those resource consents.

**Method of measurement:** Notices will be received via the Council’s document management system and reported to the Council Operations Committee.

<table>
<thead>
<tr>
<th>Targets &amp; Results for this measure:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a) 0 abatement notices</td>
<td>✔</td>
</tr>
<tr>
<td>b) 0 infringement notices</td>
<td>✔</td>
</tr>
<tr>
<td>c) 0 enforcement orders</td>
<td>✔</td>
</tr>
<tr>
<td>d) 0 convictions</td>
<td>✔</td>
</tr>
</tbody>
</table>

2014/15 results:
- a) 0 abatement notices
- b) 0 infringement notices
- c) 0 enforcement orders
- d) 0 convictions

**Measure:** Where the local authority attends to sewerage overflows resulting from a blockage or other fault in the territorial authority’s sewerage system, the following median response times:
- a) attendance time: from the time that the local authority receives notification to the time that service personnel reach the site, and
- b) resolution time: from the time that the local authority receives notification to the time that service personnel confirm resolution of the blockage or other fault.

**Method of measurement:** The Customer Service Request Database will be used to determine the time that the customer service request / complaint was logged. The field-staff job-sheets will be used to determine the time to site, and time to resolve. The job-sheets are also used to record the details about the repair work carried out. The level of service reporting spreadsheet is used to collate the incoming data, and calculate and report on performance.

<table>
<thead>
<tr>
<th>Targets &amp; Results for this measure:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance time:</td>
<td>Less than 4 hours after notification</td>
</tr>
<tr>
<td>Time to resolve problem:</td>
<td>Less than 4 hours after notification</td>
</tr>
</tbody>
</table>

July Results: 29 minutes

2 hours 14 minutes

**Measure:** The total number of complaints received by the local authority about any of the following:
- sewerage odour
- sewerage system faults
- sewerage system blockages, and
- the local authority’s response to any of these expressed per 1000 connections to the local authority’s sewerage system.

**Targets & Results for this measure:** No more than 30 complaints per 1000 connections | ✔ | 1.5 per 1000 connections

July Results: | ✔ |
## Appendix 3. SOLID WASTE PERFORMANCE MEASURES

Levels of Service and how the Council will measure them

<table>
<thead>
<tr>
<th>Levels of Service</th>
<th>Method of measurement</th>
<th>Target 2015-25</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collection systems and waste processing facilities are convenient and accessible.</td>
<td>Annual customer satisfaction survey</td>
<td>2015-25: Equal to or greater than 85% of customers satisfied</td>
<td>2014: 86% of customers satisfied as per Annual customer satisfaction survey.</td>
</tr>
<tr>
<td>Measure: Percentage of users satisfied with the kerbside collection service.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Measure: A transfer station will be open in the District every day except for public holidays.</td>
<td>Transfer station daily record summary</td>
<td>2015-25: 100% open every day (except public holidays)</td>
<td>transfer stations reported as open</td>
</tr>
</tbody>
</table>

### Solid Waste services meet regulatory requirements.

<table>
<thead>
<tr>
<th>Measure: The Solid Waste service is operated in compliance with legal requirements.</th>
<th>Number of abatement notices and enforcement notices received</th>
<th>2015-25: No abatement or enforcement notices received</th>
<th>No abatement or enforcement notices received.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Measure: Percentage of waste diverted from landfill by recycling or composting within Council provided waste services.</td>
<td>Quarterly reports from contractor</td>
<td>2015-25: &gt;55% of waste diverted from landfill</td>
<td>46% of waste was diverted from landfill in July</td>
</tr>
</tbody>
</table>

### Adverse effects of waste on the environment are minimised.

<table>
<thead>
<tr>
<th>Measure: Customer requests are responded to within target timeframes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Complaints about missed collections (responding phone call by end of day following complaint)</td>
</tr>
<tr>
<td>- Illegal dumping is cleaned up (within 3 working days)</td>
</tr>
<tr>
<td>- Recycle bins provided (delivered in time to miss no more than 1 collection day)</td>
</tr>
<tr>
<td>- Routine customer requests (call back &lt;3 working days)</td>
</tr>
<tr>
<td>Method of measurement Service request database</td>
</tr>
<tr>
<td>- Missed collections: 100%</td>
</tr>
<tr>
<td>- Illegal dumping: 100%</td>
</tr>
<tr>
<td>- Recycle bins: 100%</td>
</tr>
<tr>
<td>- Routine requests: 85%</td>
</tr>
</tbody>
</table>
To: Operations Committee  
From: Community Services Manager  
Date: 13 August 2015  
File reference: Document: 1401546  
Meeting Date: 16 September 2015  
Subject: Community Services Monthly Report on Activities for the Month of August 2015

**RECOMMENDATION:**  
THAT the report be received.

**Purpose**

The Community Services Department are responsible for the delivery of Council’s Community Recreation, Community Facilities and some activities of Community Growth. A report on these activities will be presented to all Operations Committee on a monthly basis.

**Community Recreation**

**Libraries**

The below table will be provided each month to give an overview of some of the operations statistics of the district library service.

<table>
<thead>
<tr>
<th>New Members</th>
<th>Ngatea</th>
<th>Paeroa</th>
<th>Waihi</th>
<th>District Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUL</td>
<td>11</td>
<td>7</td>
<td>7</td>
<td>27</td>
</tr>
<tr>
<td>AUG</td>
<td>6</td>
<td>9</td>
<td>6</td>
<td>23</td>
</tr>
<tr>
<td>SEP</td>
<td>8</td>
<td>5</td>
<td>11</td>
<td>16</td>
</tr>
<tr>
<td>OCT</td>
<td>12</td>
<td>6</td>
<td>25</td>
<td>22</td>
</tr>
<tr>
<td>NOV</td>
<td>3</td>
<td>10</td>
<td>11</td>
<td>18</td>
</tr>
<tr>
<td>DEC</td>
<td>12</td>
<td>5</td>
<td>13</td>
<td>20</td>
</tr>
<tr>
<td>JAN</td>
<td>3</td>
<td>17</td>
<td>11</td>
<td>33</td>
</tr>
<tr>
<td>FEB</td>
<td>11</td>
<td>6</td>
<td>16</td>
<td>18</td>
</tr>
<tr>
<td>MAR</td>
<td>6</td>
<td>12</td>
<td>21</td>
<td>21</td>
</tr>
<tr>
<td>APR</td>
<td>9</td>
<td>6</td>
<td>13</td>
<td>17</td>
</tr>
<tr>
<td>MAY</td>
<td>7</td>
<td>7</td>
<td>16</td>
<td>13</td>
</tr>
<tr>
<td>JUNE</td>
<td>11</td>
<td>3</td>
<td>16</td>
<td>27</td>
</tr>
<tr>
<td>TOTAL</td>
<td>99</td>
<td>93</td>
<td>237</td>
<td>230</td>
</tr>
</tbody>
</table>
### District Total

<table>
<thead>
<tr>
<th></th>
<th>Ngatea</th>
<th>Waithi</th>
<th>District Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013/14</td>
<td>835</td>
<td>3571</td>
<td>7001</td>
</tr>
<tr>
<td>2014/15</td>
<td>1956</td>
<td>930</td>
<td>2015/16</td>
</tr>
<tr>
<td>2014/15</td>
<td>132812</td>
<td>5393</td>
<td></td>
</tr>
<tr>
<td>2013/14</td>
<td>793</td>
<td>1578</td>
<td></td>
</tr>
<tr>
<td>2014/15</td>
<td>1864</td>
<td>930</td>
<td></td>
</tr>
<tr>
<td>2013/14</td>
<td>1477</td>
<td>3491</td>
<td></td>
</tr>
<tr>
<td>2013/14</td>
<td>1107</td>
<td>1264</td>
<td></td>
</tr>
<tr>
<td>2013/14</td>
<td>9439</td>
<td>699</td>
<td></td>
</tr>
<tr>
<td>2013/14</td>
<td>672</td>
<td>3448</td>
<td></td>
</tr>
<tr>
<td>2013/14</td>
<td>1476</td>
<td>1578</td>
<td></td>
</tr>
<tr>
<td>2013/14</td>
<td>1836</td>
<td>1374</td>
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<td>2013/14</td>
<td>2664</td>
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<tr>
<td>2013/14</td>
<td>1477</td>
<td>1374</td>
<td></td>
</tr>
<tr>
<td>2013/14</td>
<td>1477</td>
<td>1374</td>
<td></td>
</tr>
</tbody>
</table>

### Wireless sessions

<table>
<thead>
<tr>
<th></th>
<th>Ngatea</th>
<th>Paeroa</th>
<th>Waithi</th>
<th>District Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013/14</td>
<td>187</td>
<td>220</td>
<td>197</td>
<td>1271</td>
</tr>
<tr>
<td>2014/15</td>
<td>200</td>
<td>207</td>
<td>243</td>
<td>1295</td>
</tr>
<tr>
<td>2015/16</td>
<td>199</td>
<td>236</td>
<td>263</td>
<td>1295</td>
</tr>
<tr>
<td>2013/14</td>
<td>271</td>
<td>265</td>
<td>385</td>
<td>1295</td>
</tr>
<tr>
<td>2013/14</td>
<td>323</td>
<td>326</td>
<td>392</td>
<td>1295</td>
</tr>
<tr>
<td>2013/14</td>
<td>515</td>
<td>512</td>
<td>363</td>
<td>1295</td>
</tr>
<tr>
<td>2013/14</td>
<td>1477</td>
<td>1374</td>
<td>1374</td>
<td>1295</td>
</tr>
<tr>
<td>2013/14</td>
<td>1477</td>
<td>1374</td>
<td>1374</td>
<td>1295</td>
</tr>
</tbody>
</table>

### Total issues-

<table>
<thead>
<tr>
<th></th>
<th>Ngatea</th>
<th>Paeroa</th>
<th>Waithi</th>
<th>District Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013/14</td>
<td>1476</td>
<td>1578</td>
<td>1594</td>
<td>1271</td>
</tr>
<tr>
<td>2014/15</td>
<td>1864</td>
<td>1492</td>
<td>1236</td>
<td>1271</td>
</tr>
<tr>
<td>2015/16</td>
<td>1893</td>
<td>1374</td>
<td>3706</td>
<td>1271</td>
</tr>
<tr>
<td>2013/14</td>
<td>1437</td>
<td>1560</td>
<td>4478</td>
<td>1271</td>
</tr>
<tr>
<td>2013/14</td>
<td>1534</td>
<td>1278</td>
<td>3829</td>
<td>1271</td>
</tr>
<tr>
<td>2013/14</td>
<td>1660</td>
<td>1561</td>
<td>3783</td>
<td>1271</td>
</tr>
<tr>
<td>2013/14</td>
<td>1674</td>
<td>1471</td>
<td>4556</td>
<td>1271</td>
</tr>
<tr>
<td>2013/14</td>
<td>1415</td>
<td>1264</td>
<td>3483</td>
<td>1271</td>
</tr>
<tr>
<td>2013/14</td>
<td>1567</td>
<td>1454</td>
<td>3892</td>
<td>1271</td>
</tr>
<tr>
<td>2013/14</td>
<td>1614</td>
<td>1477</td>
<td>3637</td>
<td>1271</td>
</tr>
<tr>
<td>2013/14</td>
<td>1752</td>
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<td>4115</td>
<td>1271</td>
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<tr>
<td>2013/14</td>
<td>1476</td>
<td>1505</td>
<td>3448</td>
<td>1271</td>
</tr>
<tr>
<td>2013/14</td>
<td>19362</td>
<td>17411</td>
<td>47288</td>
<td>1271</td>
</tr>
</tbody>
</table>
Libraries Update

Paeroa Library hosted a very attentive Miller Ave school class visit this month. The children came prepared with a lot of questions and were given a tour of the library. They were very happy with the handout which has been created specifically for children explaining in a lighthearted way how they become a member of the library and how we would like them to behave while they are here in the library.

Our library volunteer drivers are doing a terrific job delivering books to our housebound customers. There is great satisfaction from this from both deliverers and receivers of the books. Library staff are only involved in the initial signing up of the housebound person and the ongoing selection of books to be delivered to them by one of our team of volunteer drivers.

The library newsletter, titled Library Connect, has been well received by our customers and is now being prepared on a monthly basis. At this time, it is available in print form in the library and via a link on the Library Webpage. In the future, we are hoping to have the ability to email it to our customers as well.

Waihi Library has been approached by their local Paper Plus store to host a NZ author who is promoting her new book. Her talk consists of a powerpoint presentation outlining how she does her research for her books and taking a question and answer session. The library staff are keen to hold this and there is the possibility that more of these sessions will be offered for the library to host in the future.

Library Trusts

At the August Operations Committee meeting, members asked the Community Services Manager to investigate Library Trust models and their success or limitations.

Franklin library trust has ended and the library service split between Waikato District and Auckland City after the amalgamation of the Auckland region Councils. The Trust, while successful in a number of objectives were not as successful as planned in attracting the additional funding anticipated.

There is only 1 functioning library trust, Te Horowhenua Trust, out of 3 known library trusts. Te Horowhenua Trust is responsible for the delivery of library services to the community within Horowhenua District. Appointed trustees work with the Horowhenua District Council to ensure the District is provided with an excellent community-driven Library service.

Trustees are appointed by Council and serve a two to three year term, renewable for another term. There is no direct Council representation on the Trust Board as Trustees, but 2 councillors are appointed as “Liaison Councillors”, and they are invited to attend the quarterly meetings at which the Trust reviews its performance over the completed three month period.

Further information can be found on their website http://www.tetakere.org.nz/about-te-takere/

Non Recreation Reserves

No significant matters to report
**Sports and Recreation Fields**

No significant matters to report.

**Pools**

With the new pool season approaching, the recruitment advertisement for the lifeguards has been published and applications close on the 11th of September. Staff are anticipating a good number of returning training lifeguards from last season.

**Recreation and Facilities carry forward Projects 2014/15**

<table>
<thead>
<tr>
<th>Operations Committee, Recreation Projects 2014/15 Carry Forwards</th>
<th>Start Date</th>
<th>Completion Date</th>
<th>Completed Project Cost</th>
<th>Approved Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project: Waikato Pool Repaint</td>
<td>August 2015</td>
<td>October 2015</td>
<td></td>
<td>$18,000</td>
</tr>
<tr>
<td>Project Status: This project will be completed by Council's Parks and Reserves Manager, and is scheduled for completion in time for the next swimming season. Prices are currently being obtained.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Operations Committee, Facility Projects 2014/15 – Carry Forwards</th>
<th>Start Date</th>
<th>Completion Date</th>
<th>Completed Project Cost</th>
<th>Approved Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project: Paeroa Library</td>
<td>2014</td>
<td>Mid 2016</td>
<td></td>
<td>$1,385,000</td>
</tr>
<tr>
<td>Project Status: This project will be completed by Council's Property Manager in conjunction with a Council working party. Expressions of interest from architects have been sort, with the Council Working Party appointing OPUS Consultants to provide the architectural and Project management services. Designs are being finalised and estimates sort before coming back to Council for approval to start the project.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Operations Committee, Facility Projects 2015/16</th>
<th>Start Date</th>
<th>Completion Date</th>
<th>Completed Project Cost</th>
<th>Approved Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project: Shift Dump Station at Railway Reserve Toilets</td>
<td>September 2015</td>
<td>June 2016</td>
<td></td>
<td>$12,000</td>
</tr>
<tr>
<td>Project Status: This project will be completed by the Facilities Manager.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Operations Committee, Library Projects 2014/15</th>
<th>Start Date</th>
<th>Completion Date</th>
<th>Completed Project Cost</th>
<th>Approved Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project: Kotui Library Management System</td>
<td>September 2015</td>
<td>June 2016</td>
<td></td>
<td>$60,000</td>
</tr>
<tr>
<td>Project Status: This project will be managed by Library Manager</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Community Services – Monthly Report to Operations Committee – 12 August 2015

<table>
<thead>
<tr>
<th>Operations Committee, District Sports Fields Projects 15/16</th>
<th>Start Date</th>
<th>Completion Date</th>
<th>Completed Project Cost</th>
<th>Approved Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project: Hugh Hayward Domain Speed signs 2 x single 1 x double</td>
<td>October 2015</td>
<td>November 2015</td>
<td></td>
<td>$1,000</td>
</tr>
</tbody>
</table>

*Project Status: Signs have been ordered and will be installed when they arrive*

<table>
<thead>
<tr>
<th>Operations Committee, Cemetery Capital Works 15/16</th>
<th>Start Date</th>
<th>Completion Date</th>
<th>Completed Project Cost</th>
<th>Approved Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project: Paeroa Cemetery Development</td>
<td>August 2015</td>
<td>June 2016</td>
<td></td>
<td>$8,000</td>
</tr>
</tbody>
</table>

*Project Status: This project will be managed by The Parks and Reserves Manager in conjunction with Community Services Management team.*

**Community Growth Activities**

**Town Promotion and Visitor Information Centres -**

On the 31 August the Paeroa Information Hub hosted its official opening and was well attended by both Council members, business owners and the public. This is a joint service delivery of Positive Paeroa activities and the Information Centre services.

**Sport Waikato**

As following is an update from Julie Stephenson, Hauraki District Coordinator, with her activities over the last month.

**Participation and Equity**

- Supported the Waihi Gym Sport Festival (Six Hauraki Schools attended)
- Supported the Thames Valley Primary School Cross Country
- Football holiday programmes held in Ngatea and Paeroa with approximately 20 youth at each one
- A four week after school football module held in Paeroa with 24 students taking part
- Two rounds of the Thames Valley Secondary Schools Golf competition were hosted at the Paeroa and Hauraki Golf Clubs with approximately 70 students taking part each day
- Attended the Thames Valley Secondary School Sports Association meeting
- Met with the principal of Waitakaruru Primary to progress opportunity for a ‘Sevens Sport Day’ to be held in Ngatea 2016
- Presentation to students at Ngatea Primary School on the importance of being active for life

**Quality of Life**

- Facilitated the second event of the Sport Waikato Trail Trilogy from Waihi to Paeroa. A significant increase in numbers this year with 290 entries and 340 participants
- Attended the Turua Barbados and FirstSteps Waihi Healthy Heart Award celebration
- Member of the working party for the Kaumatua Games to be held in Paeroa, March 2016
- Presentation to Paeroa Cancer patient workshop
- Met with members of Paeroa Rotary about a pending new event on the Hauraki Rail Trail in November
- Attended a meeting with FarmStrong partners to develop the event days included in the Fit4farming rural cycle tour – one of which will be in Ngatea on March 18
- Coordinating the Gear Up For Summer celebration which will run from Oct 3 – Oct 18 and will include Frocks on Bikes and the Fit4Farming 12 hour Spin Cycle Challenge
• Attended the ECHO Walking festival AGM and general meeting starting the planning for the 2016 event.

Community Development
• Met with SportsForce Rugby League to overview the Thames Valley competition for 2016
• Attended the Paeroa and Ngatea Domain Users meeting
• Met with members of the working party of the proposed Paeroa College multi-use turf facility to discuss funding

Information and Promotion
• 10 volunteers nominated and recognised through the SportMaker programme

Creating pride in Community
• Nominations opened for the 2015 Hauraki/Thames-Coromandel Sports Awards

Hauraki Rail Trail

The Hauraki Rail Trail Charitable Trust is holding its next meeting on the 25 September 2015. The Community Services Manager will be attending the meeting and will provide an update report to the October Operations Committee.

Steve Fabish
Community Services Manager