

Information Agenda

Date: Thursday, 21 May, 2020

Time: 9:00 am

Elected Members: Her Worship the Mayor Sheryl Mai
(Chairperson)
Cr Gavin Benney
Cr Vince Cocurullo
Cr Nicholas Connop
Cr Ken Couper
Cr Tricia Cutforth
Cr Shelley Deeming
Cr Jayne Golightly
Cr Phil Halse
Cr Greg Innes
Cr Greg Martin
Cr Anna Murphy
Cr Carol Peters
Cr Simon Reid

For any queries regarding this meeting please contact
the Whangarei District Council on (09) 430-4200.

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2. Public Excluded Business

- 2.1 NZTA Update
- 2.2 Sustainable Solvents Update

1.1 Cobham Oval Carpark Update

Agenda: Infrastructure Agenda
Publish date: 21 May 2020
Reporting officer: Sue Hodge (Parks & Recreation Manager)

1 Purpose

To update council on the project and to respond to questions raised by Councilors at the 12 March 2020 Council Briefing meeting.

2 Background

Cobham Oval carpark is a metalled car park that generally serves events held at either the Semenoff Stadium or the Cobham Cricket Oval. Council has resolved to bring forward capital budget to seal this area.

Two design options were investigated:

Option 1 – Basic and lowest cost 234 car parks sealed and line marked.

Option 2 – Multi-use 181 car parks with high amenity, landscaping, safe pedestrian thoroughfare, stormwater treatment, lighting, CCTV, provides flexibility for events including power and water and future proofed for EV chargers.

This car park is located in an area of high amenity with national and international value. Our preferred option is Option 2.

Details including design, rough order costs, benefits and disadvantages are set out in Attachment 1 and 2.

3 Discussion

At the 12 March meeting these design plans were presented, and a number of questions were raised by Councilors. These questions are answered below:

1. In response to a query around the number of car parks, both options contain fewer than required by the current resource consent, as a result we will be applying for a variation to the resource consent.

The original resource consent granted for the construction of Cobham Oval in 2002 included 331 car parks which was to service both the Oval and Semenoff Stadium (which was prior to the construction of the car park outside the stadium).

Since then, 184 car parks were constructed outside the stadium to meet its resource consent requirements.

There are 35 existing sealed car parks outside the Cobham Oval Pavilion.

Since, the new road layout including roundabout and road widening means that effectively the space available for car parking on Cobham Oval has been reduced.

The minimum number of car parks for Cobham Oval under the District Plan is 195. This number is based on the size of the cricket grounds (1.77ha require 27 spaces), clubrooms and other facilities (which require 168 spaces).

A s127 variation to the existing resource consent will be required to account for the decrease in car parks presented by Options 1 and 2. The minimum number of car parks of 195 required under the District Plan for Cobham Oval activities will be met by both Option 1 (234 + 35 current = 269) and Option 2 (181 + 35 current = 216) concept plans.

2. Accessibility car parks were also discussed and the need for them to be as close as practicable to the entrance.

There is one existing accessible car parks outside the Cricket Pavilion. New accessibility car parks will be located closer to the entrance into Cobham Oval (i.e. outside the Zest Broker's building). A total of 5 accessible car parks for Option 1, and 4 accessible car parks for Option 2 are required (two car parks are required for up to 100 spaces plus 1 more for every additional 50 spaces when car parks are provided in or associated with a building which is accessible), this will be finalised in the detailed design.

3. There was discussion regarding freedom campers and whether they could stay at night and leave early morning so as not to compromise the car parking.

The Cobham Oval carpark is a public car park and as such freedom campers are not prohibited to park there. However, larger sized car park spaces are not being designed to accommodate them. Car parks for larger freedom campers are available nearby at Bascule carpark and Reyburn House carpark.

4. Bicycle racks should be provided for locking up.

Bike racks can be provided.

5. There should be enough space for buses to come in and turn around.

Bus parking was one of the main requirements for Cricket Northland and Venues & Events and has driven the design of the carpark layout. The usage of the space is flexible and allows for parking of up to 9 busses or large trucks concurrently. Turning circles are appropriately sized to allow safe maneuvering around the carpark.

6. Regarding budget, there was \$833,000 in the LTP which was brought forward to this financial year, however we are not able to move into construction this financial year so some funds will fall into next year. The project has started to move into the detailed design stage and will require around \$1m for Option 1 and \$2m for Option 2 in total. We anticipate being in a position in the next few months to advise the likely final cost for the project and to request funding for this.

Detailed design documentation could be completed as early as end-June, consenting would be expected by end-July, procurement of the physical works contractor to take place in August with construction commencement scheduled for September 2020.

7. The contour of the land and the height differential was discussed. The height differential will come through in the detailed design process but, being a HAIL site, excess material will have to be disposed of in a secure landfill, adding to the cost of the project.

The required fall across the car park for stormwater surface run-off will be designed to reduce cutting into the existing ground as this is a HAIL site.

8. Due to carparks having contaminated stormwater run-off, water quality treatment will be provided.

The preferred Option 2 includes raingardens to treat the stormwater run-off before it is discharged into the network and subsequently into the Hatea River. Option 1 provides no treatment and stormwater will discharge straight into the network without treatment. Discharge of untreated stormwater means that there would be future issues in managing stormwater discharge to the Hatea River, potentially creating greater costs in the future.

9. There will be two entry/exit points to the carpark and it would meet standards for a commercial entrance.

There will be one access point from Okara Dr and one from Port Rd each. Bus / truck entrance and exits will be via Okara Drive only. To make Port Road access point trafficable for buses would require a lot of earthworks and would have reduced the number of car parks significantly. Turning circles have been designed to allow turning of busses within the site.

Cars will be able to access / leave the site via both Okara Drive and Port Road .

The option to remove the Port Road access and make the site accessible via Okara Drive only was not progressed. Whilst having only one access into and out of the site would increase the number of car parks by 6, it would also drastically increase congestion during events where the car park is under enormous pressure from pedestrian and car movements.

10. There was discussion around who had control of the area. NEC and Cobham Oval have rights in their leases to use the carpark for events and the Parks and Recreation department take bookings.
11. The construction of the carpark will be done in two stages to allow the use of half of the car park at any given time while construction on the other half is underway.

Both Venues & Events and Cricket Northland are aware of the upcoming project and its proposed construction timeframes. These will be confirmed with these two in particular and other stakeholders prior to the procurement of the physical works contracts.

4 Attachments

Attachment 1 - Car park options and details

Attachment 2 – Option 1

Attachment 3- Option 2 – preferred option

Attachment 1

Car park options and details

Option 1 - 234 car parks

1. No added amenity values and the area will look very similar as it is today and will not raise the profile of this precinct or entrance to the City.
2. Includes asphalt sealing and simple line marking (car parks and traffic direction arrows)
3. Accessible parking
4. No dedicated thoroughfare for pedestrians
5. CPTED guiding principles will be applied during detailed design phase
6. No street lighting
7. No CCTV
8. No stormwater treatment
9. No power / water for events
10. No EV parking or future ducting

Benefits

1. Lower capital cost
2. Low maintenance
3. Higher number of car parks
4. This design would not pose any problems with obtaining the required resource consent for the number of car parks.

Disadvantages

1. Pedestrian safety is compromised
2. Car park doesn't meet stakeholder requirements with regard to provision of power and water to hold events on site
3. No lighting / CCVT further reduces safety
4. Discharge of untreated stormwater means that there would be future issues in managing stormwater discharge to the Hatea River, potentially creating greater costs in the future.
5. Carpark not future proof for electrical vehicle charging

Cost:

Very rough order cost estimate \$954,870.88 excl. GST. This includes a 30% contingency sum of \$286,461.26.

Option 2 - 181 car parks;

1. Creates an attractive gateway into Whangarei for visitors entering the city from SH1 or entering the city for an event at Semenoff Stadium and continues transformation of this area away from the current industrial look similar to completed projects such as Bascule Park.
2. Complements the proposed marina (high amenity) which is located opposite Cobham Oval carpark on the Hatea River
3. Safe thoroughfare for pedestrians during normal times when car park is used by the general public, as well as when car park is used for events
4. Carpark layout allows flexible utilisation of the whole area, including:
 - a. Overflow carpark during events at the stadium or Cobham Cricket Grounds

- b. Parts can be cordoned off to make parking space available for large trucks and buses during events, while the remainder of the carpark can still be public car parking
 - c. Adaptable spaces useable for events e.g. NZ Rally, Nitro Circus, markets etc.
- 5. Treatment of all stormwater run-off to a standard where it can safely be discharged into Hatea River.
- 6. Accessible parking
- 7. Future proofed EV parking (ducting only to allow retrospective fitting of charging units by private provider)
- 8. Create visually pleasant space with planting and landscaping which is easy to maintain and drought tolerant
- 9. Power and water for events
- 10. Lighting and CCTV
- 11. CPTED guiding principles applied during detailed design phase

Benefits:

This option fully meets the three main stakeholders' (Venues & Events, Cricket Northland, Parks & Recreation) requirements in terms of providing a flexible space that can be utilised for a variety of events while at the same time maximising the number of car parks.

- 1. The landscape treatment enhances the entrance to the City and creates safe pedestrian movements. The planting around the perimeter looks to enclose the carpark to buffer from the busy roads and make it safe for proposed events.
- 2. Currently during events the car park is known to become very congested after an event. The new layout allows cars to leave more quickly after an event but at the same time ensures pedestrian safety via dedicated pedestrian routes.
- 3. The planting of the central swale provides a fully compliant stormwater treatment system will futureproof stormwater discharge. A minimal design requirement of WDC is to continue to be promoted as a sustainable city.
- 4. This design would not pose any problems with obtaining the required resource consent for the number of car parks.
- 5. Streetlighting and CCTV will improve safety for users while the design adheres to best CPTED design principles.
- 6. Ducting for electrical vehicle will be provided, making the car park future proof with the ability to install vehicle charging infrastructure as soon as the demand increases.

Disadvantages

- 1. The number of car parks is less than Option 2.
- 2. This option is more expensive than Option 2
- 3. There will be an increase in maintenance with the central swale. This will be kept low by specifying the correct plant species and by having 1 large swale as opposed to multiple.

Cost

Very rough order cost estimate \$1,985,218.04 excl. GST. This includes a 30% contingency sum of \$458,127.24.

not for construction

NOTE:
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EV charging point plinth.
EV charging spaces to be clearly marked and
signed (Non MOTSAM signage and marking to
be approved by engineer before instalation)



To existing crossing
Refer to inset & sh

Giveaway triangle markings in accordance
with MOTSAM Part 2, Figure 3.9(a)

RG9 - 400: No entry



Limit line in accordance with
MOTSAM Part 2, Section 3.06

Proposed EV
Charging spaces

Future EV
Charging spaces

Section 1
SO 277156

Existing sign

To be retained.

Existing sign

Power boxes

Okara Drive

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CLIENT **WHANGAREI DISTRICT COUNCIL**
PROJECT **COBHAM OVAL CAR PARK**
OKARA DRIVE, WHANGAREI
DRAWING **CAR PARK LAYOUT - OPTION 1**

P1	ISSUED FOR CLIENT COMMENT	CJ	09/04/20
REV.	REVISION DETAILS	BY	DATE

PRELIMINARY			SCALE @ A3 1:500	
DRAWN	CJ APRIL 2020		PROJECT No.	
CHECK'			12055	
APPROVED	JAMES BLACKBURN			
			SHEET	REV.
			C01	P1

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Key

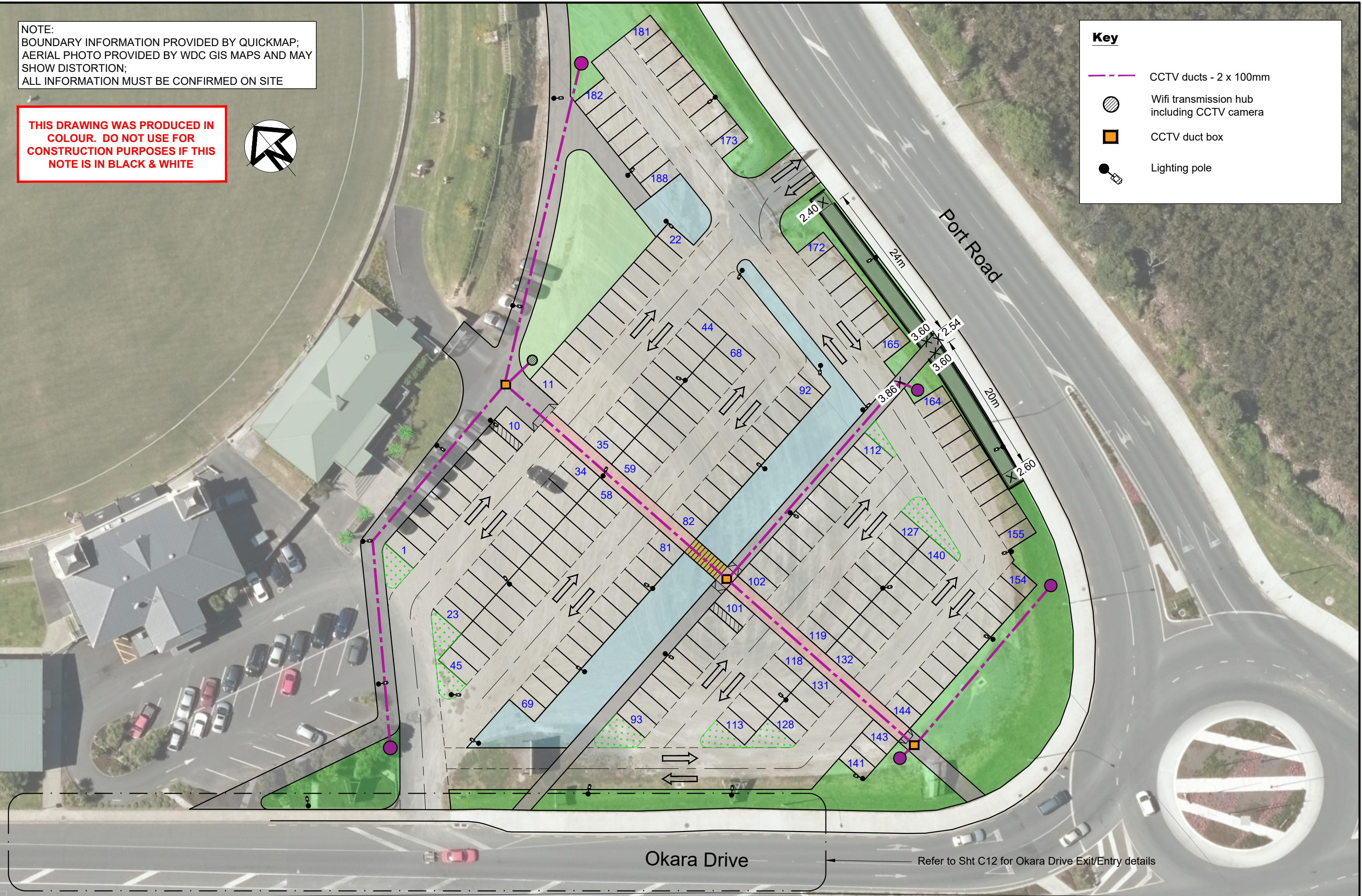
CCTV ducts - 2 x 100mm

Wifi transmission hub including CCTV camera

CCTV duct box

Lighting pole

not for construction



Okara Drive

Refer to Sht C12 for Okara Drive Exit/Entry details

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CLIENT
WHANGAREI DISTRICT COUNCIL

PROJECT
**COBHAM OVAL CAR PARK
OKARA DRIVE, WHANGAREI**

DRAWING
CAR PARK LAYOUT - OPTION 2

P1	ISSUED FOR CLIENT COMMENT	TA	01/04/20
REV.	REVISION DETAILS	BY	DATE

PRELIMINARY

DRAWN
MS
FEB 2020

CHECK'
JAMES BLACKBURN

APPROVED

PROJECT No.
12055

SHEET
C04

REV.
P1

SCALE @ A3
1:500

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9/04/2020 11:13:38 AM 200226 Option 2 Concept.dwg

1.2 Whangarei Drought Update – May 2020

Agenda: Information Agenda
Publish Date: 21 May 2020
Reporting officer: Andrew Venmore (Water Services Manager)

1. Purpose

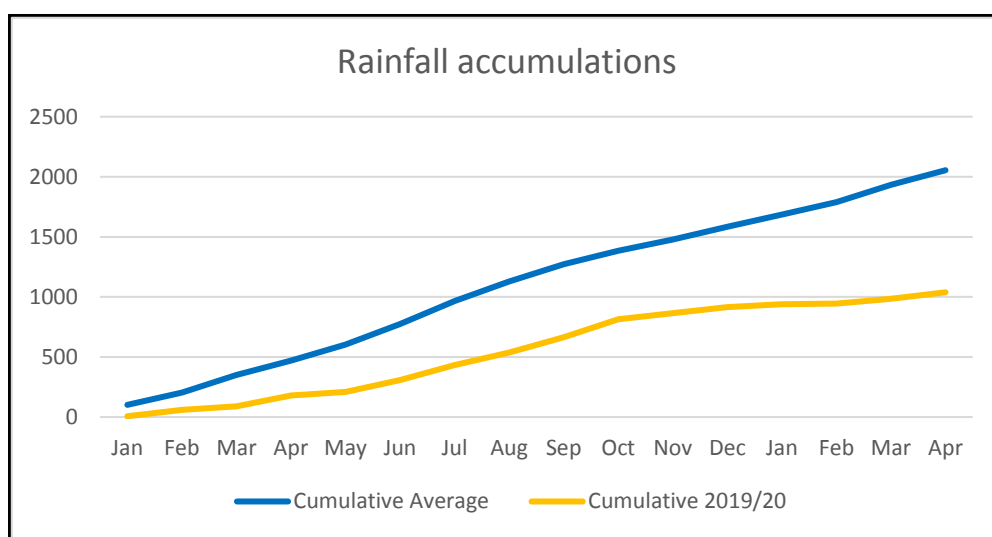
To update Councillors on the current Whangarei Drought situation.

2. Discussion

The current drought is by far the worst in terms of rainfall received since Water Services records began in 1971. There are two elements that make the current situation so severe.

The first is the total annual rainfall in 2019 which was the lowest on record at only 916mm, only 58% of normal rainfall. This low rainfall led to the groundwater levels throughout the district being at much lower than normal levels heading into the 2020 summer.

The second element was the unprecedentedly low rainfall so far in 2020. By 1st May only 123mm of rain had fallen at Whau Valley making it the lowest amount to start the year on record, only 28% of normal. The graph below shows the rainfall accumulation since January 2019 compared to the average.



The graph shows that since January 2019 we have had a rainfall deficit of just over 1,000mm. This deficit has put extreme pressure on all our water sources. In particular, the Hatea River, Ruakaka River and the stream at Mangapai have got too low at times to take any water. We have also had to limit our takes from the Ahuroa River and Poroti Stream. This in turn has put significant pressure on our dam sources and both the Whau Valley and Wilsons Dam have dropped to low levels. The Wilsons Dam is at a record low level and the

Whau Valley Dam is at the lowest level since the source at Poroti was fully developed in the early 1990s.

With winter rains hopefully just around the corner there is little danger of Whangarei running out of water in the next few months. However, without significant rain over Winter there is a very real danger that dam and aquifer levels will not recover before next summer. It is therefore critical that we reduce the demand on our dams as much as possible until they have fully recovered.

2.1 Actions to Date

Water Services have a Drought Management Plan which staff use to guide decision making during dry spells. The plan indicates what actions should be taken as dam levels fall and provides guidelines for the introduction of water restrictions.

Using the plan and the long-range forecasts at the time Water Services staff started to introduce dam conservation measures as far back as February 2019. These measures involved utilising both the Hatea River and the Poroti stream more than normal to save the water in the dam.

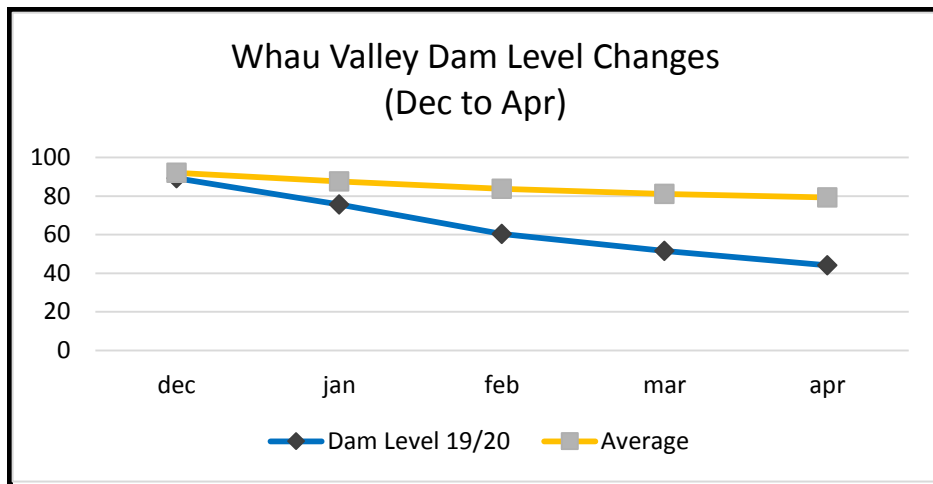
During 2019 Water Services took a total of 1,900,000 litres more water from Poroti and Hatea. That is more than the total storage of the Whau Valley Dam. This additional pumping came at a cost of approx. \$180,000 but allowed Council to head into the start of 2020 with Whau Valley Dam 90% full, which is close to normal (92%).

During pumping from the Hatea River the water main that goes to the Whau Valley water treatment plant burst on two occasions. As a consequence, the pipeline could only be run at half capacity. Funding was brought forward to upgrade this pipeline urgently and in February a contract was awarded to Forte Civil.

Unfortunately, we experienced an unprecedentedly dry summer and although we have tried to continue using these alternate sources, they both have only had limited water available. The Hatea river in particular got so low we had to stop taking water completely in early January. A public water saving campaign was started early in the new year to encourage consumers to reduce water demand.

The staff Drought Committee was also convened in January and has met weekly since. The committee analyses the demand and source data to decide the actions that Council should take and the messages that need to go to consumers. However, February was the driest on record and so by the end of the month the committee recommended that formal water restrictions be imposed. An agenda item was approved by Council delegating the Chief Executive the powers to impose the restrictions.

Level 2 (sprinkler ban) restrictions were imposed on 26th February and on 28th February the Northland Regional Council issued a Water Shortage Direction for the Hatea River. This direction has allowed us to take water down to a lower flow in the river. This ability to take extra water has been vital in conserving the dam over the past 2 months. The rate of drop of the Whau Valley dam can be seen in the graph below.



The water restrictions along with a small amount of rain in March helped to reduce consumption by around 20% compared to February. This helped to slow the rate of decline of the dams, but the long-range forecasts still showed little significant rain. Interestingly, the lockdown imposed by the Government in response to Covid-19 had little impact on demand. Consequently, the Drought Committee recommended that Level 3 (hose ban) water restrictions be imposed from 16th April.

2.2 Current Situation.

A significant amount of rain is required to lift dam levels before next summer. Water Services are working to get more raw water to offset the demand on the Whau Valley dam. Firstly, the Hatea raw water main upgrade is due to start on site in May after being delayed due to the lockdown. Secondly, a pipeline is being designed to get water from the Wairua River to the treatment plant at Poroti. The pipeline will connect to the Maungatapere Water Company's raw water line and is effectively the first part of the Wairua River Water Source and Poroti WTP upgrade project. This pipeline will be for emergency use only as the treatment plant will not be able to produce as much water using the Wairua source until it has been upgraded.

The move to level 3 restrictions has seen demand reduce by 25% in the City compared to the demand in February. However, demand is only down 7% compared to the pre-summer demand in October.

1.3 Submission to the Ministry of Health's Review of the Burials and Cremations Act 1964 and related Legislation – Update

Agenda: Information Agenda
Publish Date : 21 May 2020
Reporting officer: Sue Hodge (Manager Parks & Recreation, Solid Waste)

1 Purpose

To update Council about a submission made to the Ministry of Health's Review of the Burials and Cremations Act 1964 and related legislation.

2 Background

The Ministry of Health has formally commenced consultation on options to reform the Burial and Cremation Act 1964 and related legislation.

This work follows the 2015 Law Commission report *Death, Burial and Cremation: A new law for contemporary New Zealand*, which made recommendations to modernise the law that governs death, burial, cremation and funerals in New Zealand.

In response, the Ministry of Health has prepared a consultation document that identifies and considers options for modernising the legislation relating to death, burial, cremation and funerals in New Zealand. We are seeking widespread feedback on the options developed.

Ururā (Māori burial grounds) is out of scope of this review.

The closing date for submissions was extended to 10 April 2020 and Council's submission was lodged 9 April. However, due to COVID 19 a further extension to the closing date has been made to 31 July 2020 however, Council has already lodged its submission.

The discussion document is available on the Ministry of Health's website:

<https://consult.health.govt.nz/environmental-and-border-health/death-funerals-burial-and-cremation/>

3 Discussion

Given the range and complexity of the issues involved in updating the legislation, the consultation document is split into five sections:

- A. Death certification and auditing
- B. Regulation of the funeral services sector
- C. Burial and cemetery management
- D. Cremation regulations and the medical referee system
- E. New methods of body disposal.

Sections A, B, D and E relate to the wider aspects of death, burial, cremation and funerals in New Zealand. Council's submission is made as an advocate for the wider public as this is outside of our normal activity although we do have some insight into the behaviour of this sector.

Section C. Burial and cemetery management

Section C is more specific to Council and deals with our role in burial and cemetery management.

There are several issues with the current legislative framework for burial and cemetery management:

- A confused framework for burial land; the Act recognises 6 different types of burial land and subjects each to different rules.
- Misaligned with modern legislation; it doesn't reflect the power of general competence granted by the Local Government Act 2002 (LGA) or requirements of the Resource Management Act 1991 (RMA).
- Lack of clarity and detail in legislation; it gives powers but no guiding criteria for making decisions.
- Generally archaic provisions; e.g. fines are still in pounds.
- Lack of recognition of diverse needs; we are increasingly diverse and yet we can only use religion as a means of establishing a new cemetery.

The Ministry has considered three options for a new burial and cemetery management framework, based on the Law Commission's recommendations, the Government's response to those recommendations and subsequent policy work undertaken by the Ministry. A high-level summary of these options is provided below.

Option 1: Maintaining the status quo

Option 2: Implementing a package of changes to the current system based on all of the Law Commission's recommendations (recommendations 20–72)

Option 3: Implementing a package of changes to the current system based on most of the Law Commission's recommendations (as above but excluding recommendations 20, 21, 28, 29, 37, 41, 55, 69–72).

Impact analysis

Most options, except status quo, will impact on Council as it transfers functions from the Ministry of Health to local government.

A review of the options has been undertaken from Council's perspective.

Option 1 – Council staff do not support this option as it doesn't resolve the problems identified above.

Option 2

The modified or new obligations for Council will be:

- Duty to provide facilities for the disposal of bodies, rather than cemeteries specifically.
- Requirement to develop a cemetery policy in consultation with the community to include at a minimum maintenance standard, provision of special areas, how we deal with interment requests, burial on private property, and how we maintain old monuments or clear closed cemeteries. This will be a new policy.

- Power to approve the establishment of independent privately-run cemeteries. Approval for these will be at the discretion of the local authority. Guidance will be provided, and applications can be declined for good reasons. This would be a new role for Council separate to any RMA requirement for establishing the activity.
- Power to approve burials on private rural land. Approval would be at the discretion of the local authority although if certain criteria are met, they must be approved. Burials on private land would not require a resource consent. Again, this will be a new role for Council.
- Power of approval for disinterment's will transfer from Ministry of Health to the cemetery manager for a single grave and the Environment Court for multiple graves in local authority cemeteries. Detailed guidance will be provided. Although there are very few disinterments, but this will be a new role for Council.
- Duty of inspection of any cemetery within its district, whether they are community, private, independent, or denominational, to ensure they are meeting requirements of the statute. This duty will only be in response to complaints received.
- Required to take over failing non-local authority cemeteries or when the local cemetery committee resigns.

Option 3

Option 3 is essentially the same as Option 2, with five major exceptions:

- There would be no additional role for the Environment Court.
- Burial on private land would not be exempt from resource consent.
- There would be no provision for independent cemeteries.
- There would be ongoing provision for denominational burial grounds.
- There would be provision for new community cemeteries. Currently no new community cemeteries can be created. These would be not-for-profit and with strict controls for managing the land in perpetuity.

Option 3 is the Ministry of Health's preferred option. Staff support this as the preferred option.

Financial/budget consideration

The requirement for additional staff resource will depend on the number of applications for the new areas of responsibility:

- It is expected at least one application for a community cemetery will be received. This can be managed with existing resources.
- Dedicated resource will be required to manage new functions such as applications for disinterment, burials on private rural property, complaints received about non-Council cemeteries. It is hard to estimate this demand, but it will need to have someone skilled in this area and sensitive when dealing with these issues. It is estimated this would be 0.5 FTE estimated to be around \$50,000/annum.

It is expected Council will in time take over up to 12 local cemeteries should they struggle to find members for their committees. This will require additional operating funds for maintenance and management. Maintenance could be undertaken in-house, being the

current model, or contracted out in a similar way to parks maintenance. It is estimated each cemetery would cost around \$10,000 - \$15,000 per annum to maintain.

The attached submission recommends that Central government should compensate local authorities for undertaking these new functions and duties.

Policy and planning implications

A new policy; Cemetery Policy must be developed. This will need to be consulted on and must follow the Special Consultative Procedure (section 83 LGA). This may be able to be combined with a future Long-Term Plan or Annual Plan.

Council will need to adopt approval processes for new (private or community) cemeteries, burials on private rural land and disinterment.

4 Attachments

Submission – Options to reform the Burials and Cremation Act 1964 and related regulations.

Death, Funerals, Burial and Cremation: a Review of the Burial and Cremation Act 1964 and Related Legislation

Consultation document - Whangarei District Council submission

- 1. Do you agree that there should be a general duty on everybody to 'treat any dead human body or human remains with respect'? If not, why not?**

Yes

- 2. Do you agree that any breach of this duty should be an offence punishable by infringement notice, or, on conviction, by a fine? If not, why not?**

Yes

- 3. Do you agree that there should be a requirement that the person who has the duty to dispose of the body must do so without undue delay, including considering the mourning needs of the bereaved, any ceremonies to be performed, tikanga or other cultural practices, and any other relevant considerations (such as police investigations)? If not, why not?**

Yes

- 4. Do you agree that any breach of this duty should be an offence punishable by infringement notice, or, on conviction, by a fine? If not, why not?**

Yes

- 5. What do you think are the key problems with the current system for certifying the cause of death and existing auditing systems?**

This is outside Council's area of knowledge

- 6. Can you provide any evidence about the size or extent of the problems with the current cause of death certification and auditing systems?**

This is outside Council's area of knowledge

- 7. What do you think about the options identified for modernising the death certification system? Do you want to suggest any additional options? If so, please provide the reasons for your alternative options.**

This is outside Council's area of knowledge

- 8. Do you agree with the presented impacts of the options identified for modernising the death certification system? Why/why not? Can you suggest other likely impacts from the three options?**

This is outside Council's area of knowledge

- 9. Can you provide any information to help the Ministry gauge the size of any potential impacts, costs or benefits that could affect you?**

This is outside Council's area of knowledge

- 10. What is your preferred option to modernise the death certification system? Please provide the reasons for your view.**

This is outside Council's area of knowledge

- 11. What do you think about the options identified regarding the auditing of death certification? Do you want to suggest any additional options? If so, please provide the reasons for your alternative options.**

This is outside Council's area of knowledge

- 12. Do you agree with the impacts of the options regarding the auditing of death certification? Why/why not? Can you suggest other likely impacts from the three options?**

This is outside Council's area of knowledge

- 13. Can you provide any information to help the Ministry gauge the size of any potential impacts, costs or benefits that would affect you?**

This is outside Council's area of knowledge

- 14. What is your preferred option for auditing death documentation? Please provide the reasons for your view.**

This is outside Council's area of knowledge

- 15. Do you agree that there are issues that could be improved with the funeral services sector? Are you aware of any other problems?**

Yes, we agree there are issues particularly not delivering agreed services e.g. poor embalming. Competition within the sector sometimes results in miss-information being conveyed about different funeral director companies.

- 16. Can you provide any evidence about the size or extent of the problems in the funeral service sector?**

No, only hearsay.

- 17. What do you think about the options identified for regulating the funeral services sector? Do you want to suggest any additional options? If so, please provide the reasons for your alternative options.**

We do not support Option 1. Registration of funeral directors with every local council is for record keeping only with no purpose and does not support the current business operating model. Additionally, we do not support Option 2 - self-regulation in an industry that is expanding rapidly through small niche companies and increasing cases of poor quality or non-delivery of services. Currently, people with complaints don't have a regulatory body to raise their issues with. Therefore Option 4 is our preferred option.

- 18. Do you agree with the impacts of the options identified for regulating the funeral services sector? Why/why not? Can you suggest other likely impacts from the four options?**

Yes, we agree with the impacts of each option as stated. We don't support existing funeral companies being exempt from training. They should still demonstrate they have the necessary skills.

19. Can you provide any information to help the Ministry gauge the size of any potential impact, cost or benefit that would affect you?

No, we are providing this feedback on behalf of the local community. Council is not directly impacted.

20. What is your preferred option for regulating (or not) the funeral services sector? Please provide the reasons for your view.

Option 4 is our preferred option as it ensures that those who provide funeral services are adequately trained and are professional. These new requirements create a higher standard of practice for those delivering funeral services by implementing entry and disqualification criteria. Increasing the competence of funeral directors will reduce the risk of mishandled funerals.

21. What do you think about the options identified for better informing consumers about the cost of funeral services? Do you want to suggest any additional options? If so, please provide the reasons for your alternative options.

Option 1 does not “better inform” consumers. Option 2 is an improvement on the status quo and creates many benefits and certainty for the customer. Option 3 provides greater transparency and allows consumers to “shop around” on line.

22. Do you agree with the presented impacts of the options regarding better informing consumers about the cost of funeral services? Why/why not? Can you suggest other likely impacts from the three options?

Yes, we agree with the impacts of each option as stated. Having greater transparency of fees and services helps families be better informed of options at a time when they are unlikely to “shop around”. Other likely impacts are competition in the market leading to lower fees.

23. Can you provide any information to help the Ministry gauge the size of any potential impact, cost or benefit that would affect you?

No, we are providing this feedback on behalf of the wider public as Council is not directly impacted.

24. What is your preferred option for ensuring that consumers are fully informed of the component prices of funeral services? Please provide the reasons for your view.

Our preferred option would be Option 2 as it provides transparency of costs and will create competition in the market place.

25. Do you agree that there are issues that could be improved with the current framework for burials and cemetery management? Why/why not? Are you aware of any other problems?

Yes, we agree that there are issues that could be improved with the current framework. The types of burial land are confusing. Appointing new Trustees through a Gazette Notice is archaic and many community-based cemetery committees are acting ultra vires as their committee members have not been formally appointed. Local communities cannot set up their own cemetery and charge their own fees. The responsibility for maintaining monuments in a safe condition is unclear.

26. Can you provide any evidence about the size or extent of such problems outlined about the current framework for burials and cemetery management?

Whangarei District Council has 12 community run cemeteries that require approval of new Trustees. There are 2 closed cemeteries that are held in trust. These closed cemeteries are administered by Council and their ownership is complicated.

27. What do you think about the options identified regarding a new framework for burial and cemetery management? Do you want to suggest any additional options?

The new framework is simple. In terms of statutory restrictions some surplus cemetery land is grazed which could be considered an alternative purpose. The new statute would need to provide for this as a low-cost management option.

28. Do you agree with the impacts of the options identified regarding a new framework for burial and cemetery management? Why/why not? Can you suggest other likely impacts from the three options?

Yes, we agree with the impacts of the options. There will be financial implications should all community run cemeteries fail and become a Council responsibility. An option should be to close these cemeteries. There will be additional resources required for new powers e.g. inspections, requests for burials, policy development, disinterment approvals. Central government should compensate local authorities for undertaking these new functions.

29. Can you provide any information to help the Ministry gauge the size of any potential impact, cost or benefit that would affect you?

We have assessed the cost of maintaining a local cemetery at \$10,000 to \$15,000 per annum and we have 12 that could potentially transfer to Council. It is difficult to assess the cost of additional resources for new powers and functions at this stage although an assessment is 0.5FTE equivalent to \$50,000/annum.

30. What is your preferred option for a new framework for burial and cemetery management? Please provide the reasons for your view.

Our preferred option is Option 3 as the status quo is not an option for Council and parts of Option 2 are not supported such as independent cemetery (short term business ventures with insufficient controls to manage in perpetuity).

Option 3 provides suitable choices but additional safe guards for adjoining property owners of private burials

31. Do you agree that there are issues that could be improved with the current cremation or medical referee systems? Are you aware of any other problems?

We do not operate a crematorium and are not aware of issues.

32. Can you provide any evidence about the size or extent of such problems outlined with the cremation or the medical referee systems?

As above

- 33. What do you think about the options identified regarding the reform of cremation and crematorium management? Do you want to suggest any additional options? If so, please provide the reasons for your alternative options.**

Option 2 is our preferred option as it aligns the RMA process better with the approval process and reduces duplication. In terms of unclaimed ashes, it sets a suitable time frame.

- 34. Do you agree with the impacts of the options identified regarding the reform of cremation and crematorium management? Why/why not? Can you suggest other likely impacts from the two options?**

Yes, we agree with the impacts.

- 35. Can you provide any information to help the Ministry gauge the size of any potential impact, cost or benefit that would affect you?**

We do not operate a crematorium and are not aware of issues.

- 36. What is your preferred option to modernise the regulations for cremation in New Zealand? Please provide the reasons for your view.**

Option 2 as it reduces duplication

- 37. What do you think about the options identified regarding the reform of the medical referee system? Do you want to suggest any additional options? If so, please provide the reasons for your alternative options.**

This is outside of our expertise

- 38. Do you agree with the impacts of the options regarding medical referee system? Why/why not? Can you suggest other likely impacts from the four options?**

As above

- 39. Can you provide any information to help the Ministry gauge the size of any potential impact, cost or benefit that would affect you?**

As above

- 40. What is your preferred option for changes to the medical referee system? Please provide the reasons for your view.**

As above

- 41. Are you aware of any particular new methods of body disposal that could be made available in New Zealand? Please describe the process and the risks and benefits you see with the process.**

No

- 42. Do you agree with the issues outlined regarding new methods of body disposal? Are you aware of any other problems?**

Yes, we agree with the issues

- 43. Can you provide any evidence about the size or extent of the problems regarding new methods of body disposal?**

We have no evidence of any problems as yet

- 44. What do you think about the options identified for regulating new methods of body disposal? Do you want to suggest any additional options?**

The option to regulate for new methods through an application process seems fair.

- 45. Do you agree with the impacts of the options identified for regulating new methods of body disposal? Why/why not? Can you suggest other likely impacts from the two options?**

Yes, we agree with the impacts.

- 46. Can you provide any information to help the Ministry gauge the size of any potential impact, cost, or benefit that would affect you?**

No

- 47. What is your preferred option to regulate new methods of body disposal? Please provide the reasons for your view.**

We support Option 2 as it provides for new methods in the future on application.

1.4 Contracts Approved Under Delegated Authority – May 2020

Agenda: Information Agenda
Publish Date: 21 May 2020
Reporting officer: Simon Weston (General Manager – Infrastructure)

1 Purpose

For the Infrastructure Committee to note Infrastructure contracts awarded under Chief Executive and General Manager delegated authority

2 Recommendation

That the Infrastructure Committee note the Infrastructure contracts awarded under Chief Executive and General Manager delegated authority.

3 Background

Table 1 (below) records Infrastructure contracts awarded under Chief Executive and General Manager delegated authority. Attachment 1 provides a summary of the award process for each contract and a brief description of the works being undertaken.

Table 1: Infrastructure Contracts Awarded Under Delegated Authority

1.Parks & Recreation	
CON19056	Pohe Island Skate Park Construction
PRO18002	Abbey Caves Professional Services for Detailed Design
2.Waste and Drainage	
PRO19003	Wastewater Renewals – Ruakaka Wastewater treatment Plant Ponds reconfiguration
PRO07023	Whangarei City Wastewater long Term Flow Monitoring
3.Water	
CON16021	Waste Minimisation Education Increase Contract Award Value
4.Roading	

CON15001	For Increase in Contract Value
	Professional Services Geo Testing Pavement Rehabilitation Works 2020-21

4 Significance and Engagement

The decisions or matters of this Agenda do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via Agenda Publication on the website.

5 Attachments

1. Summary of Contracts Approved Under Delegated Authority May 2020

Summary of Contracts Approved Under Delegated Authority

This attachment provides a summary of the award process and works being undertaken for Infrastructure contracts awarded under Chief Executive and General Manager delegated authority.

1.0 Parks & Recreation

CON19056 Pohe Island Skate Park Construction

Introduction

This Contract is for the refurbishment and extension of the skate park on Pohe Island and the construction of a connection between the skate park and the soon to be constructed (Stage 2) learner wheeled area and the Pohe Island Destination Playground (in design).

Procurement Process

The Contract was advertised on Tenderlink – www.tenderlink.com – and closed on 19 March 2020 @ 3.30pm. Two Tenders were received by the closing time.

The tender evaluation method was Price Quality Method, in general accordance with the NZTA Procurement Manual.

Stage one of the tender evaluation method involved checking that the non-price attributes were in accordance with the Tender Document. All Tenderers supplied attributes that satisfied the Tender Evaluation Team.

Tenders Received and Evaluated

Criteria	Weight	United Civil	Steve Bowling Contracting Ltd
Relevant Experience	Pass/Fail	Pass	Pass
Relevant Skills & Resources	25%	75%	85%
Methodology & Programme	25%	65%	70%
Price (Excl GST)	50%	\$1,844,606.	\$1,287,502.5
Engineer's Estimate	\$1,224,369.20		

Financial

The total budget allocated for the Pohe Island Skate Park construction is \$1.4M over two financial years (19/20 and 20/21). To date, \$132,090.00 has been committed. This leaves \$1,267,910.00.

Chief Executive Approval

The contract for Pohe Island Skate Park Construction (CON19056) be awarded to Steve Bowling Contracting Ltd for the tendered sum of \$1,287,502.57 (One million, two hundred and eighty-seven thousand, five hundred and two dollars and fifty-seven cents) excluding GST.

PRO18002 Abbey Caves Professional Services for Detailed Design

Introduction

Abbey Caves comprises three undeveloped and unguided caves within an 18.7ha reserve just outside Whangarei, adjacent to the Parihaka forest reserve. The caves are a popular tourist destination often combined with a visit to the nearby Mt Parihaka summit. Within the Parihaka forest there is a publicly accessible network of mountain biking tracks and ex-forestry roads for walking, cycling and horse riding, and these connect Abbey Caves Road with the Parihaka summit. Records indicate that there is a growing number of visitors to Abbey Caves and currently there is **no** provision for safe car parking in the area.

The Whangarei District Council is committed to promoting Whangarei as a place to live and work and also a tourist destination and to this end we are endeavouring to provide an appealing, functional and safe car parking and toilet facility which will cater for locals, tourists, hikers, mountain bikers and horse trekkers.

A concept design was prepared by Hawthorn & Geddes, and consultation with effected user groups has now been completed.

This body of work is to complete the detailed design and specifications for the construction of the car park and the associated infrastructure and facilities.

The deliverables of this detailed design phase will enable the Major Projects Team to prepare tender documentation and proceed with the procurement of a physical works contractor.

Procurement Process

In accordance with the approved procurement plan for the project, a price for this second phase of the project was negotiated with Hawthorn & Geddes. They competitively won phase 1 of this project – Concept and Feasibility Study in March 2018.

The price was compared with rates from similar projects (Pohe Island Car Park).

Financial

Hawthorn & Geddes price is broken down in the table below: -

Item	Description	Amount (excl. GST)
1	Hawthorn & Geddes professional services fee	\$47,175.00
2	Contingency	
2.1	Provision of technical advice during construction (provisional item)	\$7,000.00
2.2	Contingency Sum	\$5,000.00
Total		\$59,175.00
Engineer's Estimate (including contingencies)		\$62,000.00

The project will be paid out of PJ 00347-CX-6480 which has a budget of \$153,000.00.

General Manager Approval

The contract for Abbey Caves Professional Services for Detailed Design (PRO18002) be awarded to Hawthorn & Geddes for the tendered sum of \$59,175.00 (Fifty-nine thousand one hundred seventy-five Dollar and zero Cent) excluding GST.

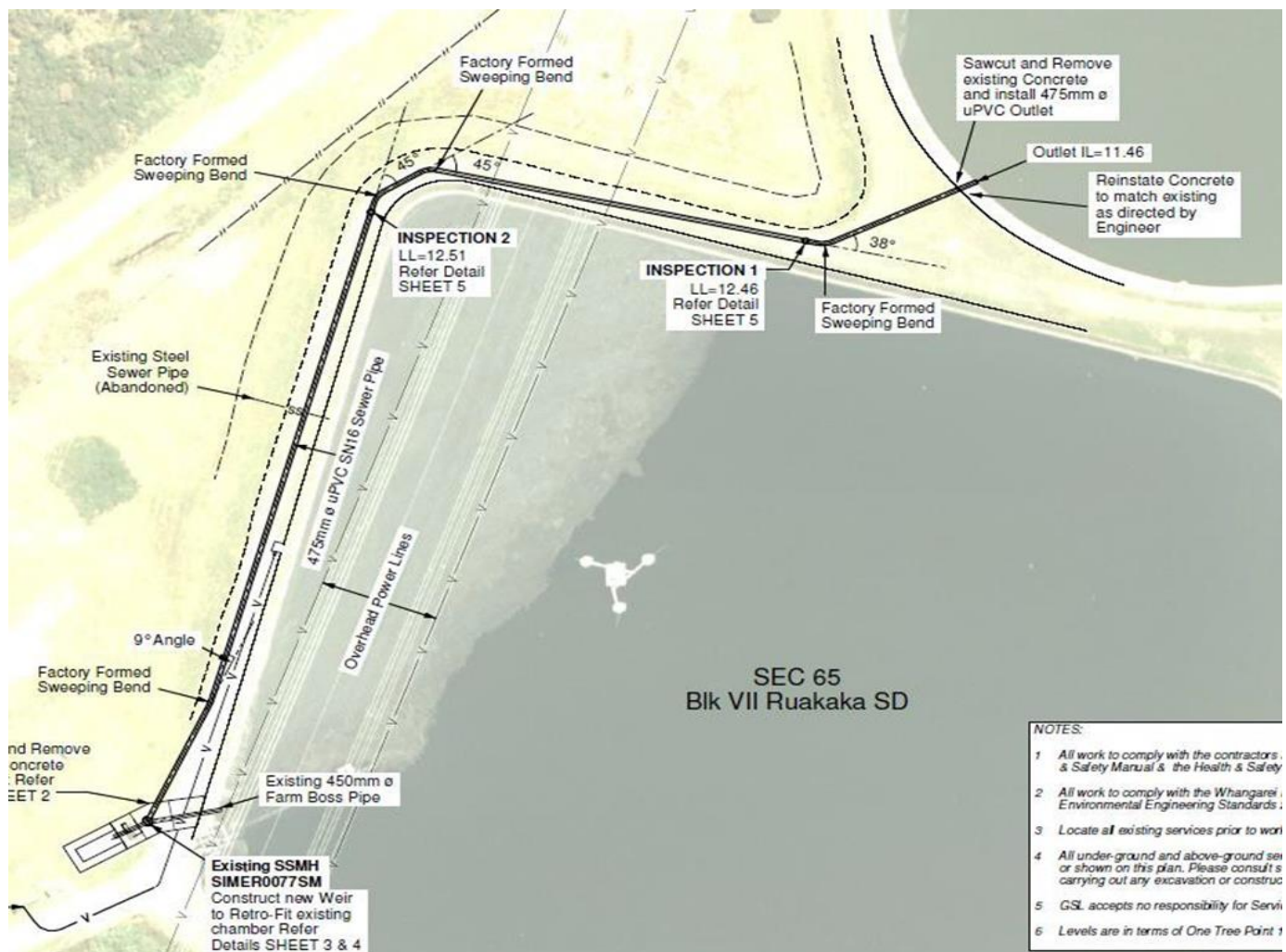
2.0 Waste and Drainage

PRO19003 Wastewater renewals: Ruakaka Wastewater Treatment Plant Ponds Reconfiguration

Introduction and Background

Ruakaka Wastewater Treatment Plant was granted a new Resource Consent (RC) by the Northland Regional Council on 11 July 2019. Conditions 42 and 43 of the RC required that the existing oxidation ponds be reconfigured from series to a parallel arrangement to increase the plant treatment capacity.

This contract is for the works required to comply with these conditions and includes the installation of a new 475 mm ID uPVC SN16 sewer pipeline with 4 factory formed sweeping bends. The scope of work also includes the modification of an existing manhole SSMH SIMER0077SW to install a new weir and flow bifurcation, install 2 new inspection points and backfill as per EES. A plan of the proposed works is shown below.



Procurement Process

A scope of works, including drawings and a schedule of prices was sent to the following contractors for pricing: Hydrotech, United Civil, Northern Drainage, SAS drainage.

Tenders closed on the 6 March 2020 and 4 quotations were received. Two tender clarifications were sent out to all bidders in response to tender queries that had been raised during the tender period.

Tender Evaluation

United Civil, Northern Drainage, and SAS drainage offered pricing around \$120,000. Hydrotech offered around 85,000 for the scope of work. Two clarifications were sent to all contractors to clarify the scope of work. Responses from them indicated clearly scope of work was well understood.

No	Description	Contractor			
		Hydrotech	United Civil	SAS drainage	Northland drainage
1	Price based on WDC requirement	71,414.16	112,909.37	117,200.50	106,348.30
2	Provisional Sum Items	13,920.00	15,773.50	11,330.00	13,050.00
3	Final price	85,334.16	128,682.87	128,530.50	119,398.30

The Engineers estimate was: 88,650.00 provisional price: 20,000. Total price: 108,650.00

Financial

This project is funded under LTP Indicator - 00212 WWTP Upgrades - Ruakaka Zone 3 disposal PJ 00469. Construction is expected to be completed this financial year.

The awarding process was delayed due to lockdown by Covid19.

General Manager Approval

That the contract for the Ruakaka pond reconfiguration Works to be awarded to Hydrotech for the quoted sum of \$ 71,414.16 plus \$ 13,920.00 contingencies which makes total price of \$ 85,334.16 (Eighty-five thousand three hundred and thirty-four dollars and sixteen cents) excluding GST.

PRO07023 Whangarei City Wastewater long Term Flow Monitoring

Introduction and Background

WDC has four wastewater flow monitoring sites within Whangarei City wastewater network. The flow monitoring equipment was purchased by WDC and installed and monitored by Mott Macdonald over the past years. The flow data is used to continuously monitor the network

performance and improve the wastewater network model. The City's wastewater model has been a key decision tool used to identify and optimise wastewater upgrade projects to meet the level of service for the wastewater network. Some of the key projects completed to date are as follows:

- Tarewa offload site (storage and treatment site)
- Okara Park Pumpstation Upgrade
- Whangarei WWTP Upgrades
- Hatea Dr offload site (storage and treatment site)
- SH1/Western Hills Sewer Modification
- Douglas St Sewer Diversion
- Kensington (Lupton Ave) Sewer Upgrade
- Kamo Rd Sewer Relining
- Maunu Rd/SH1 Sewer Upgrade Stage 1
- Maunu (SH14) Sewer Extension

Continuation with the strategic monitoring across the network is required for the continuous improvement of the network operation and planning. The current flow monitoring contract with Mott MacDonald has come to an end and needs to be extended by another three years, backdated to January 2020.

Mott MacDonald submitted a fee offer of \$93,530 to continue to monitor, maintain and manage the data over the next three years as well as removing the equipment at the end of the monitoring period.

Procurement Process

Mott MacDonald have been directly appointed as an extension to the previous contract.

Quote Received and Evaluation

Mott MacDonald presented a fee of \$93,530 for three years which is equivalent to \$2,500 per month, excluding the \$3,650 for removal of equipment at the end of the monitoring period. The fee offered by Mott MacDonald is considered reasonable as their monthly rate has not changed.

The fee does not include unplanned maintenance work however, a schedule of rates is provided to cover such eventualities.

Financial

This project is funded under Operations budget cost code 88201-2737

General Manager Approval

That Mott MacDonald be engaged to undertake the extended flow monitoring for the Whangarei City Wastewater network at a fee of \$93,530.00 (Ninety-three thousand, five hundred and thirty dollars and zero cents) excluding GST over three year

3.0 Water

 CON16021
 Waste Minimisation Education
 Increase Contract Award Value

Introduction

This contract was awarded on 22nd March 2017 to CBEC EcoSolutions, to undertake a three-year Contract to provide Waste Minimisation Education Services.

CBEC EcoSolutions has provided WDC with Waste Minimisation Services since 2003. CBEC has held two education contracts with WDC: Contract 10071 from 1 November 2010 to October 2012 and Contract CON12038 from 26 July 2012 until June 2016.

CBEC EcoSolutions were the sole respondent to an Expression of Interest released in November 2016. After negotiation CBEC EcoSolution's total tender sum for provision of Waste Minimisation Services for a three- year term was \$229,362.00 excluding GST.

CBEC EcoSolutions also have a three-year contract ending in March 2021 (Contract 17072 - Water and Waste Water Education).

The Waste Minimisation Education Contract should be extended until April 2021 in order to align with end date of the Water Education Contract and because the anticipated Waste Minimisation Officer may want to change the contract specification.

The contract costs vary depending on how many lessons and events are delivered by the contractor and the amount of travel involved. It is anticipated that an additional \$50,000 will be required to cover the period to April 2021

General Manager Approval

1. That the value of Contract CON16021: Waste Minimisation Education be increased by \$50,000.00 (excluding GST) from \$229,362.00 to \$279,362.00 (Two hundred and seventy-nine thousand, three hundred and sixty-two dollars and zero cents) excluding GST.
2. To extend the contract until April 2021

4.0 Rooding

 CON15001
 For Increase in Contract Value

Purpose

To request that Council approves the increase in contract value to meet the Council's contractual obligations.

Background

This Contract is a measure and value Contract for the maintenance and renewals of the local street lighting asset, consisting of approximately 5015 street lights. Some improvements and renewals to the streetlight network is carried out under this contract.

This contract was let for an initial three-year period in 2015. The contract made provision for extending the contract after three years for a further two-year period and this will expire on 30 June 2020.

Financial Authority

Council issues a financial authority to spend up to the value of the tendered sum when awarding a contract. If that financial authority is exceeded, then staff are required to return to Council for a new or additional financial authority to cover the remaining obligations of the contract.

The current approved value for Contract 15001 of \$1,279,724.50 will be exceeded before the end of the contract period due to additional works undertaken under this contract over the past year.

The additional work carried out through this contract included renewals and streetlight pole replacement due to damage.

These contracts are measure and value contracts and the actual payments to the contractor are based on the quantity of works completed at the tendered schedule of rates.

All these works are completed within the council's approved budget and NZTA subsidy funding in any one year.

It has been estimated that the additional contract amount required up to the end of the current contract period of 30 June 2020 will be \$200,000 (excluding GST). This will take the approved contract sum to \$1,479,724.50 excluding GST.

Current approved value of the contract (3 years)	\$1,279,724.50
The variation requested in this VO (+2 years)	\$200,000.00
The proposed new value of this contract	\$1,479,724.50

Significance and Engagement

The decisions or matters of this Agenda do not trigger the significance criteria outlined in Council's Significance and Engagement Policy.

Chief Executive Approval

That the contract value for Streetlight Maintenance (Contract 15001) be increased by the sum of \$200,000 bringing the total contract value to \$1,479,724.50 (One million, four hundred and seventy-nine thousand, seven hundred and twenty-four dollars and fifty cents) exclusive of GST.

Professional Services Geo Testing Pavement Rehabilitation Works 2020-21
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Introduction

To facilitate the design of the 20/21 rehabilitation, geotechnical testing of the existing pavement is required. This paper seeks approval to award this to WSP in accordance with the NTA procurement strategy.

Procurement Process

Direct Award - to submitted offer of service in accordance with NTA procurement strategy

Tenderer	Price (Excl GST)	Less all Scheduled Fixed Amounts	Tender Price (Excl GST)
WSP	45,905.00	nil	45,905.00
contingency	15,000.00	nil	15,000.00
Total	60,905.00	nil	60,905.00

Discussion

A contingency sum has been included in addition to the submitted price to allow for any unforeseen additional testing that may be required.

Financial

A budget of \$4,134,471 has been allocated in the LTP (year 2) for Pavement rehabilitation. Allowance has been made to cover this work.

General Manager Approval

The contract for - Geo testing Pavement Rehabilitation Works 2020-21 - be awarded to WSP for the tendered sum of \$60,905.00 (sixty thousand, nine hundred and five dollars) excluding GST.

1.5 Capital Projects Report – April 2020

Agenda: Information Agenda
Publish Date: 21 May 2020
Reporting officer: Alan Adcock (General Manager – Corporate/CFO)

1 Purpose

To provide the Capital Projects Report for the ten months ending 30 April 2020.

2 Background

This report provides an update on the Capital Projects expenditure to date compared with budget, as well as the forecast spend for the year and carry forwards against budget.

3 Discussion

The Capital Projects expenditure as at 30 April 2020 is \$8.8 million less than budget. Based on April forecasting Council is anticipating overall capital projects expenditure of \$71.0 million against the \$92.5 million budget, with carry forwards of \$24.9 million.

This month has seen a reduction of actual expenditure against budget reflecting the effect of the level 4 lock-down due to Covid 19.

The carry forwards primarily relate to:

- | | |
|--|--------|
| • Springs Flat Roundabout | \$4.2m |
| • Town Basin – Conversion of Carpark to Park | \$2.7m |
| • Sealed Road Pavement Rehabilitation | \$2.6m |
| • Seal Extensions – House Frontage Sealing | \$2.7m |
| • Pohe Island Development | \$1.3m |
| • Whangarei Central City Plan Implementation | \$1.1m |
| • Wastewater Treatment Plant Upgrades | \$0.9m |
| • Parihaka Transmission Mast Upgrade | \$0.9m |
| • CiA Upgrade | \$0.8m |
| • Asset management Software Upgrade | \$0.7m |
| • Neighbourhood & Public Garden Renewals | \$0.7m |

Of note Council has approved significant bought forwards for Water Reticulation Programmed Work, Dog Pound Renewal and Okara Carpark.

4 Significance and engagement

The decisions or matters of this Agenda do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via agenda publication on the website.

5 Attachments

1. Capital Projects Report 30 April 2020
2. Capital Projects Graphs 30 April 2020

CAPITAL PROJECTS REPORT

AS AT 30 April 2020

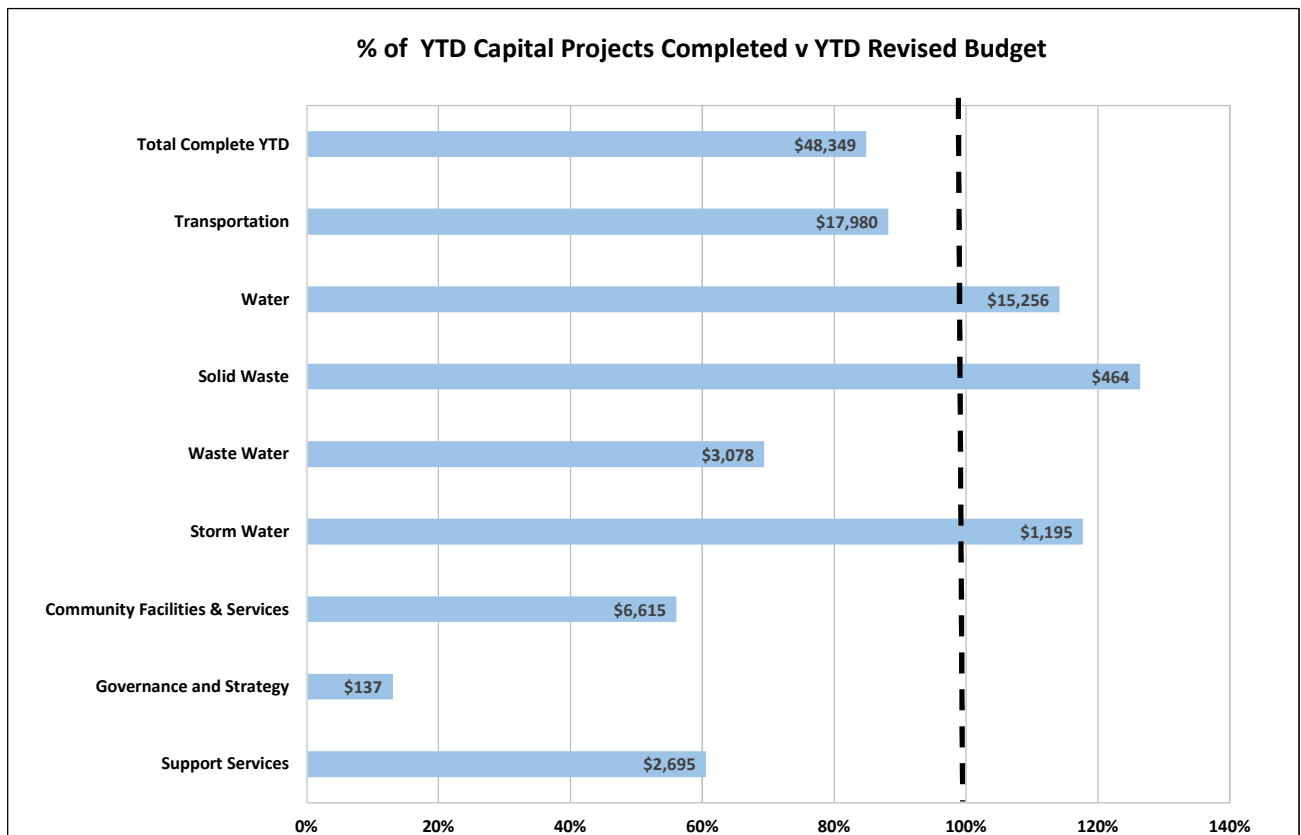
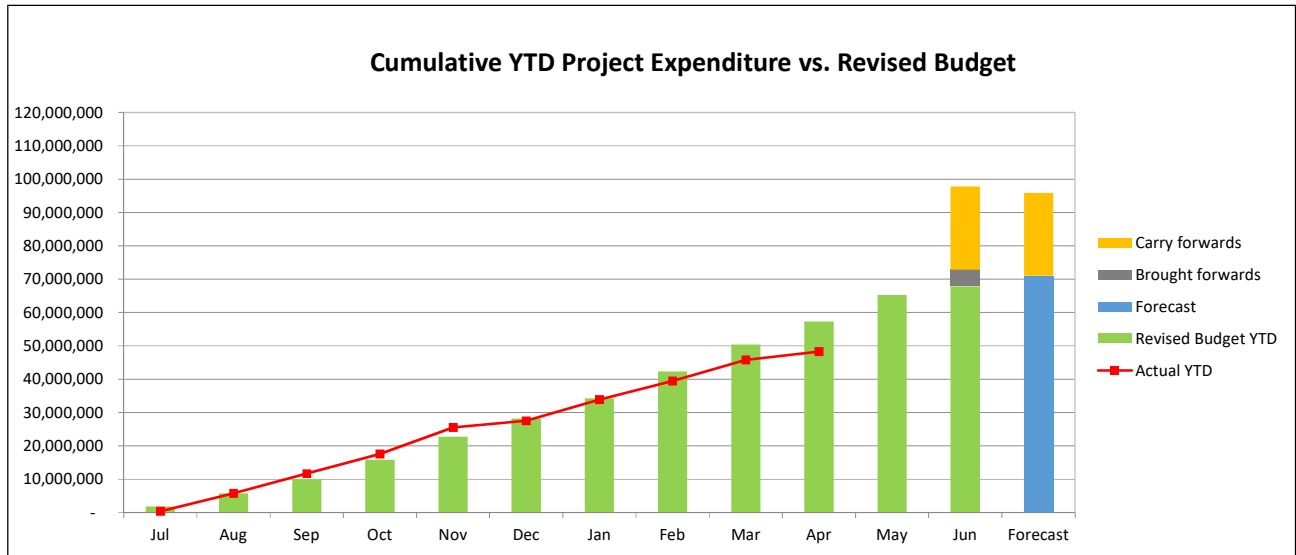
(Figures include both Operating and Capital Expenditure)

	Actual YTD \$000	Revised Budget YTD \$000	Variance YTD \$000	Full Year Forecast \$000	Full Year Revised Budget \$000	Forecast Carry Forwards \$000	Total Underspent/ (Overspent) \$000
Transportation							
Bus Shelters	8	70	62	79	94	0	15
Coastal Protection Structures - Roading	2	78	75	15	84	0	69
Cycleways - Additional government fundin	23	0	(23)	23	0	0	(23)
Cycleways - Subsidised	2,346	1,292	(1,055)	1,450	1,550	0	100
Cycleways - Unsubsidised Programmed Work	0	29	29	31	31	0	0
Drainage Renewals	648	925	277	935	1,110	135	40
Footpaths Renewals	185	310	125	358	372	0	14
Land for Roads	0	0	0	(531)	500	500	531
LED Streetlight Upgrades	1,227	1,920	693	1,660	2,080	0	420
Lower James Street Upgrade	(135)	383	518	0	383	383	0
Minor Improvements to Network	2,749	2,912	163	7,953	5,321	430	(3,061)
New Footpaths	0	313	313	0	417	0	417
Parking Renewals	243	173	(70)	421	230	0	(190)
Roading Property Renewals & Improvements	9	0	(9)	9	0	0	(9)
Seal Extensions - House Frontage Sealing	167	0	(167)	332	0	2,730	(3,062)
Seal Extensions - Unsubsidised	0	500	500	0	3,061	0	3,061
Seal Extensions - Wright/McCardle	(4)	0	4	(4)	0	0	4
Sealed Road Pavement Rehabilitation	1,792	2,920	1,128	2,273	4,134	2,598	(736)
Sealed Road Resurfacing	3,827	3,950	123	3,815	4,346	530	2
Springs Flat Roundabout	8	0	(8)	9	4,170	4,162	(2)
Structures Component Replacement	633	800	167	1,258	1,248	150	(160)
Subdivision Works Contribution	47	43	(3)	53	52	0	(1)
Traffic Sign & Signal Renewals	496	610	114	602	890	120	169
Transport Planning Studies & Strategies	184	230	46	171	261	0	90
Unsealed Road Metalling	838	600	(238)	1,423	840	0	(583)
Urban Intersection Upgrades	2,685	1,948	(737)	3,230	1,948	0	(1,282)
Transportion Total	17,980	20,006	2,026	25,564	33,123	11,738	(4,179)
Water							
Dam Safety Review	0	0	0	0	0	0	0
Minor Projects - Emergency Works	(27)	210	237	323	313	0	(10)
Reservoir Rehabilitation - Programmed Work	28	296	268	261	376	71	45
Reticulation - Programmed Work	1,263	1,426	162	3,492	1,696	(1,500)	(296)
Ruddells Raw Water Line Renewal	0	0	0	0	0	0	0
SCADA Upgrade	407	563	156	485	706	291	(70)
Three Mile Bush Reservoir Additional Capacity	0	46	46	10	156	100	46
Treatment Plant Upgrades	11	226	215	98	271	0	173
Water Meter Renewals	237	365	128	316	365	0	49
Water Property Renewals	0	100	100	20	118	0	98
Water Treatment Plant & Equipment Replacement	729	1,335	605	1,191	1,454	0	263
Whau Valley New Water Treatment Plant	12,606	11,600	(1,006)	16,265	16,263	0	(2)
Water Total	15,256	16,167	911	22,460	21,718	(1,038)	296
Solid Waste							
Recycling Bins Purchase	437	400	(37)	437	400	0	(37)
Transfer Station Upgrades	27	197	170	70	197	50	77
Solid Waste Total	464	597	133	506	597	50	40
Wastewater							
Hikurangi Sewer Network Upgrade	988	1,209	222	1,011	1,209	0	199
Laboratory Equipment Renewals & Upgrades	8	33	25	11	33	29	(7)
Motor Starter Assessment & Upgrades	0	0	0	0	0	0	0
Public Toilets	16	40	24	28	40	0	12
Sewer Network Renewal	1,296	720	(576)	1,571	1,409	0	(162)
Sewer Network Upgrades	103	180	76	988	1,077	0	89
Wastewater Assessment	1	33	32	11	44	0	32
Wastewater Projects	0	0	0	0	0	0	0
Wastewater Pump Station Remote Monitoring	19	92	73	46	110	0	64
Wastewater Pump Station Renewals	194	338	144	295	405	0	110
Wastewater Reticulation Upgrade	0	82	82	82	82	(35)	35
Wastewater Treatment Plant Biogas Generator	37	153	116	56	153	0	97
Wastewater Treatment Plant Renewals	251	778	526	529	1,148	560	59
Wastewater Treatment Plant Upgrades	166	1,205	1,039	433	1,497	911	153
Wastewater Total	3,078	4,862	1,784	5,061	7,208	1,465	682

	Actual YTD \$000	Revised Budget YTD \$000	Variance YTD \$000	Full Year Forecast \$000	Full Year Revised Budget \$000	Forecast Carry Forwards \$000	Total Underspent/ (Overspent) \$000
Stormwater							
Stormwater Catchment Management Plans & Assessm	109	38	(70)	172	550	386	(8)
Stormwater Renewals	820	241	(579)	1,318	809	0	(509)
Stormwater Upgrades	266	90	(176)	266	290	0	24
Teal Bay Stormwater Improvements	0	0	0	0	0	0	0
Stormwater Total	1,195	369	(826)	1,756	1,649	386	(493)
Community Facilities & Services							
<i>Civil Defence</i>							
Civil Defence Emergency Management Equipment Ren	0	0	0	5	14	9	0
Tsunami Signage	0	0	0	0	44	44	0
Tsunami Sirens New	0	0	0	0	59	59	0
Civil Defence Total	0	0	0	5	117	112	0
<i>Community Development</i>							
CCTV Upgrades & Improvements	97	162	65	158	206	48	0
Community Buildings Renewals & Improvements	50	245	195	100	319	219	(0)
Community Led Development	24	144	120	38	600	562	(0)
Pensioner Housing Renewals & Improvements	414	674	260	473	836	361	2
Community Development Total	585	1,225	640	769	1,961	1,190	2
<i>Libraries</i>							
Book Purchases	394	562	168	540	674	138	(4)
Library Improvements	0	33	33	50	50	0	0
Library IT Equipment	32	122	90	32	163	131	0
Library Renewals	3	5	1	9	9	0	(0)
Mobile Bus Replacement	0	4	4	0	4	4	0
Libraries Total	429	726	297	632	900	273	(4)
<i>Parks & Recreation</i>							
Cemeteries Renewals	23	82	58	69	114	17	28
Coastal Structures Level of Service	3	0	(3)	3	0	0	(3)
Coastal Structures Renewal	184	145	(39)	318	837	530	(10)
Dog Park Upgrades	9	0	(9)	0	0	0	0
Hatea Activity Loop	588	501	(87)	589	501	0	(88)
Neighbourhood & Public Gardens Level of Service	16	0	(16)	174	153	0	(21)
Neighbourhood & Public Gardens Renewals	358	815	457	840	1,603	731	32
Parks Interpretation Information	0	10	10	0	82	81	0
Playgrounds & Skateparks Level of Service	101	358	257	118	678	115	445
Playgrounds & Skateparks Renewals	247	160	(87)	396	188	184	(392)
Pohe Island Development	1,093	1,051	(42)	1,288	2,406	1,304	(185)
Public Art	11	74	63	30	74	32	12
Sport & Recreation Growth	269	392	124	269	592	376	(53)
Sport & Recreation Level of Service	116	89	(27)	147	89	(62)	3
Sport & Recreation Renewals	1,034	1,203	169	1,773	1,703	(33)	(37)
Sportsfields Land Purchases	2	0	(2)	2	0	0	(2)
Tikipunga Soccer Hub	180	52	(128)	338	52	(253)	(33)
Town Basin - Conversion of Carpark to Park	333	638	305	406	3,105	2,699	(0)
Visitor Destination Upgrades	98	0	(98)	162	0	0	(162)
Walkway & Track Renewals	217	369	152	244	739	369	126
Waterfront Programme	21	0	(21)	105	570	455	10
Whangarei City Centre Plan Implementation	15	389	375	115	1,239	1,125	0
Parks & Recreation Total	4,918	6,328	1,410	7,386	14,726	7,670	(330)
<i>Venue and Events Whangarei</i>							
Forum North Venue Renewals	309	336	27	619	581	0	(38)
Forum North Venue Upgrades	114	130	16	211	211	0	(0)
NECT Building Renewals	143	184	42	261	276	0	15
NECT Field Renewals	2	21	20	22	23	0	1
NECT Light Tower Renewals	116	91	(25)	586	376	(226)	16
Venue and Events Whangarei Total	683	763	80	1,698	1,467	(226)	(5)
Community Facilities & Services Total	6,615	9,042	2,427	10,489	19,171	9,019	(337)
Governance and Strategy							
Central City Carpark Upgrades & Improvements	0	201	201	0	201	0	201
New Airport Evaluation	108	280	172	178	509	281	50
Parihaka Transmission Mast Upgrade	29	0	(29)	29	942	913	0

	Actual YTD \$000	Revised Budget YTD \$000	Variance YTD \$000	Full Year Forecast \$000	Full Year Revised Budget \$000	Forecast Carry Forwards \$000	Total Underspent/ (Overspent) \$000
Port Road Site Remediation	1	50	49	1	50	0	49
Governance and Strategy Total	137	531	394	207	1,702	1,195	301
Planning & Regulatory							
Dog Pound Renewals	929	149	(780)	1,079	149	(1,000)	70
Planning & Regulatory Total	929	149	(780)	1,079	149	(1,000)	70
Support Services							
<i>Business Improvement</i>							
Business Improvement Projects	0	164	164	0	196	196	(0)
Workflow Systems Development	0	8	8	0	226	219	7
Business Improvement Total	0	172	172	0	422	416	7
<i>Business Support</i>							
Business Support Projects	0	172	172	52	206	0	155
Civic Buildings Renewals & Improvements	39	0	(39)	39	0	0	(39)
Civic Centre	624	564	(60)	807	733	0	(74)
Council Vehicle Replacements	201	235	34	295	282	0	(13)
Furniture Renewals	8	15	6	13	19	0	6
Information Centre Upgrade	0	0	0	0	126	126	0
Business Support Total	873	986	113	1,206	1,367	126	35
<i>Community Development</i>							
Residential Property Renewals & Improvements	15	0	(15)	15	0	0	(15)
Community Development Total	15	0	(15)	15	0	0	(15)
<i>ICT</i>							
Asset Management Software Upgrade	424	1,108	684	603	1,338	730	4
CiA Upgrade	410	1,388	978	637	1,448	810	0
Computer Tech for Building, Animal Control & Parking	0	0	0	0	124	124	0
Corporate Performance Management	4	145	142	11	175	164	0
Decision Support System Development	0	11	11	10	60	50	0
Digital District Plan and Policies Online	0	31	31	25	50	0	25
Digital Platform	326	474	148	480	612	0	131
Digitisation of Records	337	532	194	392	609	218	(1)
IT Equipment New	4	47	43	14	52	0	38
IT Equipment Replacement	174	105	(69)	175	125	0	(50)
IT Network Upgrades	77	110	33	92	119	0	27
LIDAR	0	128	128	0	128	0	128
Minor ICT Projects	(2)	88	90	85	218	64	69
Mobility Technology - Building	3	46	43	26	116	91	(1)
Platform as a Service	39	0	(39)	81	0	23	(104)
Upgrade Kete SharePoint	0	0	0	25	261	236	0
ICT Total	1,797	4,214	2,416	2,657	5,433	2,509	266
<i>People & Capability</i>							
Office Furniture	9	8	(2)	12	10	0	(2)
People & Capability Total	9	8	(2)	12	10	0	(2)
Support Services Total	2,695	5,379	2,684	3,890	7,231	3,050	291
Total	48,349	57,103	8,753	71,012	92,549	24,865	(3,328)

CAPITAL PROJECT EXPENDITURE AS AT 30 April 2020



Graph excludes Planning & Regulatory

1.6 Financial report for the 10 months ending 30 April 2020

Agenda: Information Agenda
Publish Date: 21 May 2020
Reporting officer: Alan Adcock (General Manager – Corporate/CFO)

1 Purpose

To provide the operating result for the ten months ending 30 April 2020.

2 Background

2.1 Operating Result – Full Year Forecast

The year to date position is a surplus of \$11.0 million, compared to a budgeted surplus of \$12.1 million, resulting in an unfavourable variance of \$1.1 million.

The forecast net surplus for the financial year ending 30 June 2020 is \$15.3 million compared with a budgeted surplus of \$14.8 million, resulting in a favourable variance of \$0.5 million.

The year to date unfavourable variance is expected to improve by the end of the year. It has been caused by the fall in income on activities that have not been able to be completed during the Covid 19 lockdown such as water meter readings.

With the halt to most roading activities this has also resulted in a reduction in roading subsidies received. With the change to level 2 we expect some of these activities to have a catch up on revenue received over the remaining two months of the year.

Staff are not forecasting to receive any further contributions under the Bream Bay Land Owners Association termination agreement for this financial year. This contributes to the forecasted unfavourable variance for subsidies and grants at year end.

Budget managers have considered the potential impact of Covid 19 on their activities for the remainder of the financial year and adjusted their forecast accordingly. Assumptions have been made in a very volatile environment and may differ to our final year end results.

2.2 External Net Debt and Treasury

Total net external debt at the end of April 2020 was \$117.7 million compared to year to date budgeted net debt of \$136.9 million, resulting in net debt being \$19.2 million under budget.

This favourable variance is due to assumptions made regarding the opening net debt balance of the 2019-20 Annual Plan.

As at 30 April 2020 cash and term deposits held of \$34.3m was comprised of:

- \$10.0 million of term deposits relating to short term borrowings not yet required
- \$15.0 million of term deposits relating to excess cash not currently required
- \$9.3 million cash on hand

Council is currently receiving slightly higher interest rates than the borrowing rate on a portion of these deposits.

2.3 Economic Outlook

The commentary in italics below was taken from the Economic Outlook provided by PWC Treasury Advisory, dated 11/05/2020.

Quarterly and annual real GDP growth now appears likely to contract sharply over immediate quarters. Expect a sharp rebound in some sectors once lockdown has been reduced, but continued softness in others (tourism, hospitality, retail).

Last week saw the Reserve Bank of New Zealand's inflation expectations for the 2-year period fall significantly to 1.24% in Q2 from 1.93% in Q1.

While the 2020 Budget will show a massive deterioration in government finances, this is expected, and the markets focus will be on the smaller details.

We expect to see the government forming a more targeted response with certain sectors (e.g. tourism, hospitality and retail) getting more support than others.

Given the near certainty the economy will enter a period of recession, we expect to see global liquidity tighten. However, Council is well placed to deal with this as our cash reserves will provide a good liquidity buffer over the next few months. This will hopefully preclude the need for short term borrowing to cover any emerging cashflow deficits; although we have access to debt markets through the Local Government Funding Agency if needed.

3 Accounts Receivable and Arrears

Total arrears as at 30 April 2020 was \$4.8 million, compared to \$4.1 million in the previous year. The increase comprises consenting and trade waste debtors.

4 Significance and engagement

The decisions or matters of this agenda do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via agenda publication on the website.

5 Attachments

- 1 Monthly key indicators
- 2 Monthly activity summary
- 3 Monthly income statement
- 4 Treasury report

MONTHLY KEY INDICATORS
APRIL 2020



	YTD to April 2020					Full Year Forecast			
	Actual	Revised Budget	Variance	YTD	YTD Trend	Full Year Forecast	Revised Budget	Variance	YTD
	YTD \$ m	YTD \$ m	YTD \$ m	Indicator	Current / previous month	2019-20 \$ m	2019-20 \$ m	2019-20 \$ m	Indicator
OPERATING									
Total Rates	82.4	84.1	(1.7)	●		100.6	101.8	(1.2)	●
Development Contributions	6.1	4.0	2.1	●		6.1	4.8	1.3	●
Subsidies and Grants	15.3	20.3	(5.0)	●		22.2	26.4	(4.2)	●
User Fees	12.1	12.1	0.0	●		13.9	15.2	(1.3)	●
Total Operating Income	124.2	127.9	(3.7)	●	↓	153.3	158.3	(5.0)	●
Personnel Costs	24.4	26.0	1.6	●		28.3	30.8	2.5	●
Other Operating Expenditure	50.1	48.6	(1.5)	●		64.2	63.9	(0.3)	●
Total Operating Expenditure	115.7	116.1	0.4	●	↓	142.0	144.4	2.4	●
Surplus/(Deficit) from Operations	8.4	11.9	(3.5)	●	↓	11.3	13.9	(2.6)	●
Total Surplus/(Deficit)	11.0	12.1	(1.1)	●	↓	15.3	14.8	0.5	●
EXTERNAL DEBT FUNDING									
External Net Debt	117.7	136.9	19.2	●					
Net Interest on debt	4.4	5.6	1.2	●		5.5	6.8	1.3	●

KEY	
●	Favourable to budget
●	Unfavourable, but within 5% of budget
●	Unfavourable, over 5% of budget
↑	Favourable to previous month
↓	Unfavourable to previous month

Key Contributors to Variances

Other operating expenses:

- \$400k re Health and Bylaw costs for parking, noise and dog control
- \$540k re external contractors for building consent processing
- \$1.3m for costs related to compliance activity

The variances identified above within Planning & Development have been offset by favourable variances in other departments

The forecast for personnel costs has been adjusted to reflect minimal recruitment activity for the rest of the year

The forecast for various revenue streams have been reduced due to the anticipated impacts of COVID-19s alert level 4

Note: The above information includes excerpts taken from the Monthly Income Statement. The shaded lines above represent key totals from the Monthly Income Statement but are not totals of the lines above.

MONTHLY ACTIVITY SUMMARY APRIL 2020



	YTD to April 2020					Full Year Forecast			
	Actual Surplus/ (Deficit) \$m	Revised Budget Surplus/ (Deficit) \$m	Variance Surplus/ (Deficit) \$m	YTD Indicator	YTD Trend Current / previous month	Full Year Forecast Surplus/ (Deficit) \$m	Revised Budget Surplus/ (Deficit) \$m	Variance Surplus/ (Deficit) \$m	Full Year Indicator
Surplus/(deficit) from operations	8.4	11.9	(3.5)	●	↓	11.3	13.9	(2.6)	●
Transportation	(10.4)	(8.1)	(2.3)	●	↓	(13.1)	(12.4)	(0.7)	●
Water	3.2	3.9	(0.7)	●	↓	2.4	2.1	0.3	●
Solid Waste	2.8	2.6	0.2	●	↑	2.3	2.3	0.0	●
Waste Water	7.7	10.1	(2.4)	●	↓	6.8	10.0	(3.2)	●
Storm Water	(3.0)	(3.2)	0.2	●	↑	(4.5)	(4.7)	0.2	●
Flood Protection	0.5	0.4	0.1	●	↓	0.3	0.2	0.1	●
Community Facilities	(20.7)	(20.8)	0.1	●	↓	(34.9)	(36.0)	1.1	●
Governance & Strategy	0.0	(0.6)	0.6	●	↑	(1.1)	(1.7)	0.6	●
Planning & Regulatory	(1.9)	(1.1)	(0.8)	●	↓	(10.4)	(7.7)	(2.7)	●
Support Services	30.3	28.7	1.6	●	↑	63.5	61.8	1.7	●

KEY:

Favourable to budget



Unfavourable, but within 5% of budget



Unfavourable, over 5% of budget



Favourable to previous month



Unfavourable to previous month

Note: The above information is at Council Operations level and excludes non-cash adjustments

MONTHLY INCOME STATEMENT

30 APRIL 2020

Council Summary	Actual	Revised Budget	Forecast	Revised Budget	Variance*
	YTD	YTD	2019-20	2019-20	2019-20
	\$000	\$000	\$000	\$000	\$000
Operating income					
Rates	82,387	84,120	100,590	101,776	(1,186)
Development and other contributions	6,101	3,995	6,101	4,794	1,307
Subsidies and grants	15,311	20,262	22,168	26,355	(4,187)
Fees and charges	12,091	12,070	13,904	15,216	(1,312)
Interest revenue	977	480	1,033	548	485
Other revenue	7,285	6,999	9,471	9,610	(139)
Total operating income	124,153	127,926	153,266	158,299	(5,033)
Operating expenditure					
Other expenditure	50,051	48,640	64,173	63,854	(319)
Depreciation and amortisation	35,891	35,324	43,002	42,453	(550)
Finance costs	5,415	6,126	6,549	7,345	796
Personnel costs	24,377	25,961	28,270	30,775	2,505
Total operating expenditure	115,734	116,051	141,994	144,426	2,432
Surplus/(deficit) from operations	8,419	11,875	11,272	13,873	(2,600)
Plus non-cash income adjustments					
Vested assets income	5,394	1,926	7,712	3,000	4,712
Gain on disposal of assets	-	-	-	-	-
Total non-cash income adjustments	5,394	1,926	7,712	3,000	4,712
Less non-cash expenditure adjustments					
OPEX on capital projects**	1,691	1,685	2,309	2,081	(228)
Loss on disposal of assets	1,090	-	1,348	-	(1,348)
Total non-cash expenditure adjustments	2,782	1,685	3,657	2,081	(1,577)
Total non-cash adjustment	2,612	241	4,055	919	3,135
Total surplus/(deficit)	11,031	12,116	15,327	14,792	535

* Favourable variances are recorded as positive amounts (unfavourable variances as negative amounts)

** This expenditure is included within the Capital Projects Report

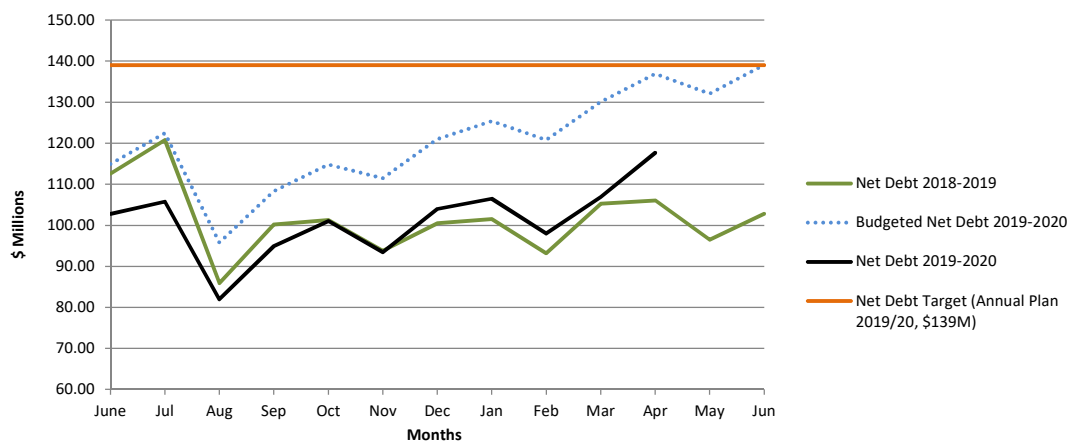
TREASURY REPORT
30 APRIL 2020

**STANDARD AND POORS CREDIT RATING:****AA**

Outlook: Positive

DEBT SUMMARY:**As at 30 April 2020**

External Debt		
Opening public debt as at 1 April 2020		152,000,000
Plus loans raised during month	15,000,000	
Less loan repayments made during month (Note: Facility movement has been netted)	(15,000,000)	
Net movement in external debt		-
Total External Debt		152,000,000
Less: Cash balances (excluding funds held on behalf)	9,348,831	
Term deposits (Funds held on deposit until required for project funding)	25,000,000	
Total cash and term deposits		34,348,831
Total Net External Debt		117,651,169
<i>Note: Council also holds \$2.3m of LGFA borrower notes. These are not included in net external debt as per Council's Treasury Risk Management Policy.</i>		
External debt is represented by:		
Less than 1 Year		10,000,000
1-3 Years		53,000,000
3-5 Years		33,000,000
Greater than 5 Years		56,000,000
Total		152,000,000

NET EXTERNAL DEBT COMPARED TO BUDGET:

Internal Funding*		
Community Development Funds		10,803,282
Property Reinvestment Reserve - Available for Reinvestment	5,027,112	
Property Reinvestment Reserve - Accumulated	29,859,135	
		34,886,247
Water Reserve		31,281,243
Total		76,970,772

Note: Reserves Funding is disclosed to ensure transparency of Council's use of cashflow management to fund capital works.

Where funds are raised through property sales or targeted rates for Water, but they are not required for immediate investment in that asset category, Council's Revenue and Financing policy allows them to be used for other purposes, rather than being held on deposit.

To ensure total transparency of this we create Reserve Accounts so that the appropriate funding can be made available and transferred back when it is required. The timing of projects requiring these funds is set out in our Long Term Plan (LTP) and/or Annual Plan (AP).

These Reserves are not a liability to an external party, and are not part of Council's debt obligations.

The Property Reinvestment Reserve is split to record funds that were used specifically for capital works in previous years; and a smaller amount representing recent unbudgeted sales where the funds received have offset external debt.

The only situation where our Net Debt would increase as a result of these Reserves is if major expenditure on Water Assets or property purchases is brought forward from the dates set out in the LTP/AP.

1.7 Operational Report – Corporate Group – May 2020

Agenda: Information Agenda
Publish Date: 21 May 2020
Reporting officer: Alan Adcock (General Manager – Corporate/CFO)

1 Purpose

To provide a brief overview of work across functions and services that the Corporate Group is responsible for.

2 Background

The Strategy, Planning and Development Committee terms of reference list key responsibilities which include provision of an operational report from the Corporate Group.

This report provides a brief overview of some of the operational highlights across functions and services of the Corporate Group, including comment on some future planned activities.

3 Significance and engagement

The decisions or matters of this agenda do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via agenda publication on the website.

4 Attachment

Corporate Group Operational Report – May 2020

Operational Report – Corporate Group – May 2020

Information Communications Technology (ICT)

The ICT department is an enabler to the organisation providing technology project management and maintaining all ICT systems and applications to support business processes.

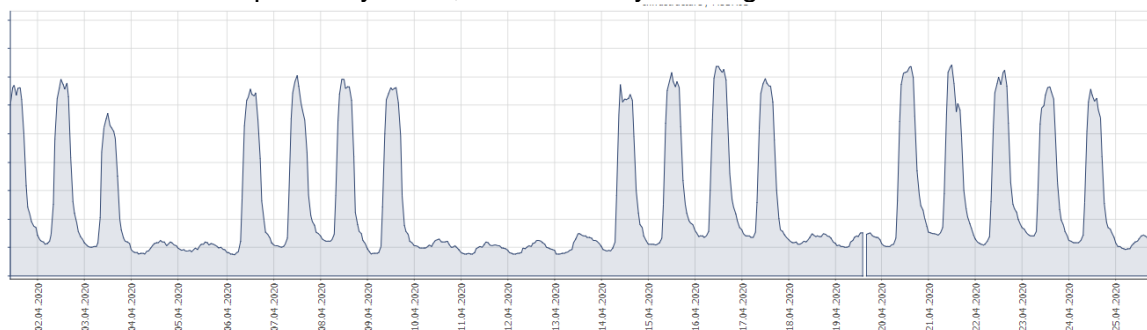
ICT Operations

Regular upgrades of network devices (software and hardware), maintenance of ICT systems and applications, upkeep of ICT infrastructure and security continues to be the main focus of the ICT Operations team.

ICT Operations also has responsibility for directly managing contracts with most vendors and suppliers of technology – such as software licencing, computer helpdesk, network links and cloud services. Vendor management meetings and discussions are on-going to ensure levels of service are consistently maintained, if not improved.

Our Primary focus this month was to ensure the continual remote access of all Council systems. To date we have had no unplanned downtime of any primary systems and have continued to successfully support staff remotely. There has also been significant effort to ensure Council meetings run smoothly via the VMR and to allow live streaming.

The figure below shows our tracking of staff connected to our corporate environment over the last 30 days (02 April – 01 May). Apart from a very small number who do not have internet access, our staff can access all corporate systems, with most days seeing around 350 active connections.



Priority tasks April/May:

- Establishing updated remote access servers
- Testing the latest Windows Feature upgrade (1903) to be deployed when staff return to the office
- Continuing the remediation tasks as highlighted by the third party Security report
- Assisting with Council meetings via the VMR
- Assisting/supporting the SCADA upgrade project
- Preparing for financial year-end
- Technical lead/support for ICT Projects – SIGMA, GIS viewer replacement, Digital Platform, CiA, MS Teams

The number of jobs logged via the Service Desk has stabilised as staff become more comfortable working from home and we continue to courier replacement or extra devices via our IT support contractor, NorthCloud.

ICT Projects

All ICT projects have been progressing during lockdown, albeit with some schedule changes to accommodate collaboration with third parties remotely.

Project	Description	Current Status	Comment
Technology One Ci to Ci Anywhere (CiA)	Next software upgrade of core Council system	Delayed	Post go-live support for stream 1 has been the main focus of the month of April and this has been successfully run remotely via Skype for Business. Stream 2 (Property and Rating) is still on track to be delivered late 2020.
Digital Platform	Review and redevelopment of Council websites	On track	To support BAU requests we've used OpenForms to create and publish the online DD Form. Currently working on creating a Consultation Survey using OpenForms. OpenCities has produced the first round of theme designs and is due to take the team through them next week. However, due to the lack of resource availability the creation of the WDC website has fallen behind schedule by 4 weeks.
Digitisation	Converting physical property files into digital format	Delayed	The lockdown has caused delays with analysis and development of a digital process. The analyst working on this has also left Council which will result in further delays while a new analyst is assigned and is brought up to speed on the work already done.
Library Returns Sorter Project	An automatic returns sorter for the Central Library.	On hold	Project on hold for 4 weeks due to COVID-19 at which time a review will occur on when and how to proceed.
SIGMA	Asset management migration and upgrade of GIS	Delayed	Due to the COVID-19 pandemic and implications of lockdown, the implementation and go-live has been delayed. After careful re-planning, a recommendation has been made to the steering committee to approve go-live in November 2020.
Workflow Systems Development (Phase 1 – Promapp)	Training and enabling the organisation to document and manage their business processes.	To be determined	The ICT department has focused on internal process mapping while in lockdown to ensure we examine and fine tune our own processes to maximise efficiency. Business Analysts have also continued to support departments who are in progress.

Finance

COVID-19

The Finance team continue to work from home and perform their business as usual activities. COVID-19 will significantly impact most of our key workstreams including Annual Plan, Annual Report, monthly reporting, forecasting and treasury. We will continue to work through these impacts as we gain more certainty in this ever-evolving situation we are in.

We are continuing to undertake additional payment runs as part of the Economic Recovery Response to provide faster payments to suppliers to help with their cashflow.

2020-21 Annual Plan

Finance have updated the financial model to reflect assumptions made surrounding the impacts of COVID-19. These changes include:

- Reducing rates revenue in line with 2.2% increase
- Operational budget cuts
- Personnel budget cuts
- Reduction in various revenue items
- Inclusion of \$3m COVID-19 relief package
- Update 2020-21 Capital Projects to reflect recent forecast of expected carry forwards from current year, plus associated subsidy and opex expenses
- Recalculating debt levels and associated finance changes.

Prospective Financial Statements for supporting documents for the 2020-21 Annual Plan Consultation Document are currently being finalised.

2019-20 Annual Report

Audit New Zealand have released the first in a series of Bulletins intended to provide high-level guidance to audit committees and preparers of financial statements. The Bulletin provides question and answer guidance to key issues in relation to valuations, such as:

- Can fair values still be determined in the current environment?
- What will be the challenges in assessing fair values for land and buildings?
- What are the consequences of significant uncertainties, exclusions, caveats or qualifications in valuation reports?

Staff will be meeting with Audit New Zealand to discuss the above points in relation to year end, feedback on interim audit, and our approach to Annual Plan 2020-21.

CiA Upgrade

Finance staff continue to familiarise themselves with the new system, and provide support and training to the wider organisation for the Purchase to Pay process.

Revenue

Property, rating and receivable transactions

- With the level 3 COVID-19 lockdown, the team continues working from home. There have been some office visits to print and send correspondence to those ratepayers without email or, where legislation requires a posted document.
- Preparations for the 2020-21 rates setting are on track, including the draft Annual Plan.
- There were 128 property sales in April, this is 59% down on April last year.
- Our valuers continue to progress as many property valuations as possible, staying outside when inspecting on-site once Level 4 lockdown status was lifted.

Water

- Meter reading restarted on 28 April after Level-3 lockdown status was reached. While no additional meter readers have been allocated to address the backlog, we will monitor their progress, expecting the meter reading to be on-track by the end of June 2020.

Collection and recovery

- Prior years' land rate arrears are \$1.5 million (including \$1.2 million for Maori Freehold Land), minimal movement this month. There is \$20.2 million current year rates due 20 June.

Following the deferment of the due date for the 4th instalment, we have contacted ratepayers who pay each instalment by direct debit, to ask what date they prefer to pay. Feedback has been numerous and positive.

Since the advent of the COVID-19 pandemic, there are 105 customers that have contacted us to discuss payment options, reducing or pausing payments.

- Other debtors have significantly increased, comprising mainly regulatory debt.

Business Support

Information Management (IM)

Kete Review

The Kete review is due for completion at the end of May. A final report will outline the changes in system use and will form part of the project closure.

Due to COVID-19 delays there are some items that will transfer to business as usual work at the end of the project.

DigiHub

The DigiHub team have been unable to work during level 4 COVID-19 lockdown which will have an impact on the timeline for completion of the backscan (completed consents) portion of the work. A new projection will be available once we are fully back into production.

The work on the building consent digital process has been delayed as a result of lockdown, the business analyst left Council during this time and there will be further delays as a new analyst is onboarded.

Policy Review

Work is underway on a full refresh of information and data management policies. These will be internal operational policies covering the following core subject areas:

- Information and Records Management
- Digitisation of Information
- Social Media Records Management
- Information and Data Migration
- Information Appraisal Retention and Disposal

The policies will be supported with process management and training.

Procurement

Procurement Manual

An agenda item is currently being prepared for approval of the reviewed Procurement Policy. This is the result of substantial work by staff and aligns Council with procurement practice in the Local Government sector, in particular the updated Government Procurement Rules. This review has been completed in conjunction with writing a new Procurement Process Manual (the Manual) that reflects the principles of the Policy, and the development of templates and checklists that follow the operational processes outlined in the Manual.

April has seen a focus on developing training for staff to socialise the updated policy, the new manual and associated templates, guidelines, forms and processes. This training will primarily take the form of interactive workshops when COVID-19 restrictions allow. In the interim advice is available and staff are working on publishing new templates.

Advice has been provided on evaluation tools for the work that Economic Development is doing on the COVID-19 Response Strategy.

Buying Local

Our Procurement Policy encourages staff to think and purchase locally and we know that this is now more important than ever. Through the training workshops planned over the next few months, on the release of the new Procurement Manual, we will further reiterate the need to explore and engage local providers where at all possible.

Building strong and sustainable relationships with local companies and assisting them through Council's procurement processes is a priority for us and we will continue to try and make doing business with Council as easy as possible through education and being pragmatic in our expectations and approach.

Procurement

Major work streams in procurement this month have included:

Service/Good Being Procured	Detail	Procurement Commencement Date	Business Owner	Date Advertised on GETS	Expected End Date
Civic Centre project	To assist the Civic Centre team with requirements around procurement aspects	External procurement consultant engaged June 2018	All of Council	31 Oct 18	Ongoing involvement through design and construction phases

Service/Good Being Procured	Detail	Procurement Commencement Date	Business Owner	Date Advertised on GETS	Expected End Date
Waahi Whakaritea Kaupapa	Event Booking System	V&E Commenced November 2019	V&E	30 January 2020	June 2020
Old Municipal Building	Providing Procurement advice on procurement and purchasing decisions	October 2019	Community	To be determined	Ongoing
EFTPOS	Provision of EFTPOS services to Council	February 2020	Business Support	To be determined	October 2020

General procurement support and advice continues to be available across the business and at the weekly Virtual Procurement Clinic.

Property – Fleet – Phones – Leases and Licenses

The month was busy with continuing support for the organisation during Alert level 4 and the transition to Alert Level 3.

Supplies of Personal Protective Equipment have continued to be sporadic and much time has been spent collating orders for various departments, sourcing and distributing the required items.

The transition to Alert level 3 required preparation of the Civic Buildings for some staff to return to work. Sanitising offices and air conditioning, checking utilities such as power and water, reviewing service requirements for cleaning, mail and security and setting up systems for contact tracing was all carried out by the Business Support Team in advance.

With most staff still working from home there has been some requests for chairs to be delivered for pain and discomfort reasons. Collection and drop off of essential items has been completed while maintaining all Health and Safety protocols and physical distancing requirements.

Fleet vehicles are still allocated to essential services and those teams now able to carry out inspections. Vehicle servicing and repairs are able to be completed and a backlog of these are being worked through as vehicles and service providers are available.

Support is being provided to District Development, Community Development and Parks and Recreation in regard to proposed rent relief packages. This includes reviewing and collating rents and operational charges to allow department managers to provide accurate forecasting and the financial implications of any proposed rent relief.

Preparations for the transition to Alert Level 2 are now beginning in collaboration with the Corona Virus Watch Team and customer facing departments such as customer services, libraries and i-sites. This will include safer waiting areas and provision of sanitising stations for customers as well as signage.

Business Support Projects (Updates, Delays or Deferrals)

Project	Current Status	Comment
Kete Review	In Progress	Due to be completed at the end of May.
Information Management Plan	Delayed	Options analysis for archives exit is in final draft stages. Policy development underway.

Communications

Digital Platform project

A theme design workshop was held this month to gather input and ideas for the new look and feel of the new WDC website. OpenCities have been working on some options for the theme and will be presenting these mid-May.

Mayoral Communications

COVID-19 lockdown has put a hold on physical speech giving, so the Mayor has created a range of videos for WDC Facebook, is holding radio interviews and Facebook Live interviews. Her fortnightly Advocate column is displayed on the WDC website and shared via WDC Facebook (where appropriate). During COVID-19, the Mayor is also sharing regular updates in Council News (currently printed in the Advocate, due to the Leader being suspended).

Media

Media issues of note include:

- Water savings/restrictions across Northland
- COVID-19
- Rates
- Annual plan

Communications projects

A summary of campaigns of note include:

Campaign	Comment
Annual Plan	A campaign to support the Annual Plan consultation will launch 15 May across print, radio, social media, and website.
Civic Centre Project	The Civic Centre design process is underway, with demolition of the existing buildings, and the first steps towards construction all taking place this year. We have updated the project web page (on WDC website) and are creating a timeline to explain phases of the project.
Water situation	Following the move to Level 3 Water Restrictions, the Communications team has been posting water conservation messages on Facebook, the website, in Council News and liaising with local media who have run several stories. Billboards have also

Campaign	Comment
	been updated along Whangarei's roadsides. The region's communicators are meeting each week and a joint radio campaign is ongoing.

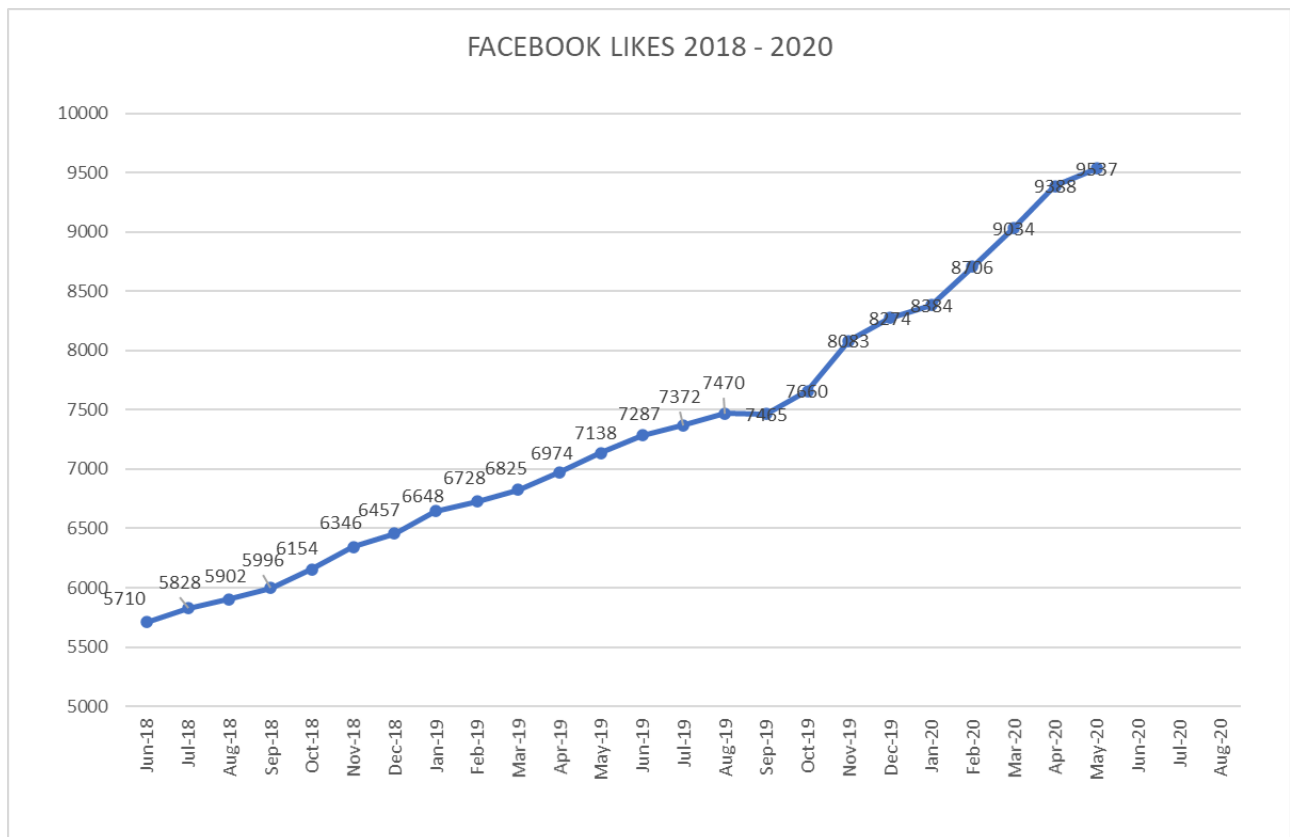
Social media

Top three highest posts reach on Facebook in April 2020 – refer to Appendix 1 for details.

Topic	Engagement
Water Restrictions Increased	<ul style="list-style-type: none"> 43,200 people reached 6,900 reactions, comments and shares
Freedom Camping sites centralised for lockdown period	<ul style="list-style-type: none"> 27,300 people reached 4,800 link-clicks, reactions, comments and shares
Whau Valley Dam – photo of low dam level	<ul style="list-style-type: none"> 18,500 people reached 3,000 link-clicks, likes, comments and shares

Facebook audience/followers

At the time of this report the page has 9537 Likes, reflecting growth of 149 in the last month.



Website

Top 5 pages visited

March (<i>previous report</i>)	April 2020
<ul style="list-style-type: none"> • Rubbish collection 	<ul style="list-style-type: none"> • Rubbish Disposal (transfer stations)
<ul style="list-style-type: none"> • Rubbish 	<ul style="list-style-type: none"> • GIS Maps
<ul style="list-style-type: none"> • GIS maps 	<ul style="list-style-type: none"> • Water Storage (dam levels)
<ul style="list-style-type: none"> • COVID Recovery package (campaign on) 	<ul style="list-style-type: none"> • Contact Us
<ul style="list-style-type: none"> • COVID Council information 	<ul style="list-style-type: none"> • District Plan (new)
Notably popular pages: <ul style="list-style-type: none"> • Rubbish disposal • Easter Rubbish collection • Water storage • District Plan 	Notably popular pages: <ul style="list-style-type: none"> • Rates database search • COVID-19 information

People and Capability

COVID-19

With the ongoing global COVID-19 pandemic essential services continued to operate, and other staff continued to work from home. Moving to Level 3 on 28th April enabled some controlled access to Council buildings. Staff are continuing to adapt to this new working environment.

Our korero

Last month we ran *our korero*, our organisation survey. This survey was developed by NZ based company AskYourTeam. The AskYourTeam baseline employee survey provides us with a new kind of organisational performance data – performance insights from every person in the organisation. It's based on the principle that the people doing the job almost always have the best insights into how it can be done better. It's the same principle that drives the great cultures of business performance improvement, such as Japanese Kaizen philosophy.

our korero has shifted organisation focus from traditional employee engagement surveys concerned with how people feel, to directly asking employees about what matters most, to improve organisational effectiveness and productivity.

This is the third year we have run the survey and some strong trends are emerging. We are very pleased with the improvement in our results. The high-level results are detailed in the tables below:

Participation %	2018	2019	2020
WDC	89%	95%	93%
LG Benchmark	74%	75%	71%

The exceptionally high participation rate means that we can confidently rely on the data from the survey. 93% participation rate is cause for celebration. This is substantially above the LG benchmark of 71%. This is an indicator of a strong positive culture in the council and a willingness by employees to give feedback. It sets a good platform to drive further performance improvement in the organisation


Overall score	2018	2019	2020
WDC	62%	65%	70%
LG Benchmark	63%	64%	64%

The overall Organisation score is the average of our 72 questions in 13 categories. Our overall score has improved year on year. This shows that the analysis of the results and subsequent changes made are contributing to an improvement in the performance of the organisation. In other words, the effort is being put into the things that are making a difference in our performance. The 70% score in 2020 shows that most employees recognise we are on the right track. On the scale of response 70% represents the point between “Somewhat Agree” at 60% and “Agree” at 80%. Statistically the 6% difference between the benchmark and our organisation score is significant. We are particularly pleased with this result given the survey was completed through the lockdown period which was a very unfamiliar time for everyone.

Appendix 1

Social media (top performing posts)

Post



Whangarei District Council
Published by Craig Neilson [?] · 15 April at 08:00 · 🌐

💧 Water restrictions increased 💧

While residents on the public water supply have succeeded in their efforts to reduce water use, insufficient rain has fallen to replenish our dams, and little rain is forecast in coming months.

To further reduce water use across our District, Whangarei District Council is establishing Level three Water Restrictions for all of the Whangārei District from 8am Thursday 16 April.... [See more](#)


Residential Saving Measures		
Those activities marked in red are banned. Those in green are permitted. Check conditions with Council.		
Garden watering	Sprinklers	No
	Irrigation systems	No
	Hand held hose (with automatic shut off)	No
	Bucket	Yes
Vehicle washing	Hand held hose (with automatic shut off)	No
	Water blaster	No
	Bucket	Yes
Swimming pools	Filling from mains supply	No
	Filling via water tanker from alternate supply area	Yes
Building and paved area cleaning	Hand held hose (with automatic shut off)	No
	Water blaster	No
	Bucket	Yes
Water tanks	Registered water carrier	No
	Registered water carrier from unrestricted supply	Yes
Flushing boat engines	With hose for no more than 2 minutes	No
	In bucket and recycle water	Yes



Get more likes, comments and shares
 When you boost this post, you'll show it to more people.

43,222
People reached




6,890
Engagements

Boost Post




 Selina Ross-harris, Kath Cornell and 106 others

53 Comments
 306 shares

 Like
  Comment
  Share
 



Whangarei District Council

Published by Craig Neilson [?] · 2 April · 🌐

Police, Northland District Health Board and Whangarei District Council have decided to move all outlying freedom campers to two sites in central Whangarei.

The move will ensure proper facilities can be provided for the welfare of campers and provide them with closer access to medical help should they require it during the month-long Covid-19 lockdown.

This applies to freedom campers and vehicle dwellers regardless of their self-containment certification status. The exception ... [See more](#)



Protect yourself and others from COVID-19



Unite against COVID-19

Find out more at [Covid19.govt.nz](https://www.covid19.govt.nz)
New Zealand Government



Get more likes, comments and shares

When you boost this post, you'll show it to more people.

27,306

People reached

4,826

Engagements

[Boost Post](#)



Vita Szwec, Hannah Louise and 189 others

39 Comments 105 shares

Post


Whangarei District Council

Published by Craig Neilson [?] · 22 April at 12:11 · 🌐

Today Whau Valley Dam is at 45.75% capacity. Despite yesterday's showers we are in serious drought conditions and we need to take action now. Water Restrictions are at Level 3 which includes a formal ban on using hoses, but to succeed we need people to reduce what they use indoors, too.

Our behaviour today can give the dams a chance to fill up over Winter - in case next summer is even more dry.

See our water-saving tips and info: [https://bewaterwise.org.nz/...](https://bewaterwise.org.nz/) See more


Get more likes, comments and shares

When you boost this post, you'll show it to more people.

18,540

People reached

3,090

Engagements

Boost Post


Trevor Roys, Vita Szewc and 133 others

19 Comments 132 shares



Like



Comment



Share



1.8 Infrastructure Operational Report – May 2020

Agenda: Information Agenda
Publish Date: 21 May 2020
Reporting officer: Simon Weston (General Manager Infrastructure)

1 Purpose

To provide a brief overview of work occurring in the current financial year, across services that the Infrastructure Committee is responsible for.

2 Background

In November 2019, Council adopted committee terms of reference for the 2019 – 2022 triennium, with the purpose of the Infrastructure Committee being to ‘oversee the management of council’s infrastructural assets, utility services and public facilities’.

This report provides a summary of Infrastructure operations during March-April 2020.

3 Attachments

Infrastructure Operational Report – March 2020

Infrastructure Group

Monthly Operational Report

March 2020

Infrastructure Monthly Operational Report

Reporting Officer: Simon Weston (General Manager Infrastructure)

Date: May 2020

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Projects Overview

Infrastructure Planning & Capital Works

Planning & Capital Works Projects	Current Stage	Estimated Construction Start Date	Estimated Completion Date	RAG Status
Major Projects - Sense of Place				
New Town Basin Park	Detailed Design	Jul/Aug-20	Jun-21	
Detailed design nearly complete. Physical works planned to start Jul/Aug 2020 to align with HAC timing.				
Ball Clock (3rd party project)	Final drawings	Jun-20	Aug-20	
Construction will coordinate with playground renewal project.				
Camera Obscura (3rd party project)	Construction	Oct-19	Aug-20	
Construction commenced November 2019. Landscaping will be done by council Jul/Aug 2020.				
Town Basin Bus Facilities Upgrade	Design	Sep-20	Jun-21	
Engaging consultants to progress design of selected concept. Survey work delayed by COVID-19.				
Pohe Island Destination Playground & Public Toilets	Design	Nov-20	Mar-21	
Detailed design progressing. Playground equipment procured. Earthworks & services installation 19/20.				
Pohe Island Skate Park	Construction	May-20	Dec-20	
Physical works tender has been awarded to Steve Bowling Contracting Ltd. Start delayed by COVID-19.				
Complete Streets Masterplan – Whangarei City	Professional Services	n/a	Jun-20	
Final presentation preparation complete. Focus on priority areas and aligning work with other projects.				
Tamaterau Carparks Upgrade (TIF funded)	Design & Consenting	Jun-20	Oct-20	
Design complete, archaeological application in progress, consent processing. Hapu engagement continuing.				
Restoring the Mauri of Matapouri Stg 1 (TIF funded)	Investigation & Design	Oct-19	Nov-20	
Recycling & rubbish facilities installed. Community consultation held 15 February. Investigating toilet options.				
Abbey Caves Car Park & Public Toilets (TIF funded)	Project Planning	Sep-20	Mar-21	
Project Planning underway. Next step is procuring design consultants.				
Major Projects - Parks & Recreation				
Matapouri Beach Restoration	Procurement	Apr-21	Jul-21	
Consent granted. Moving sand planned for Apr-Jul 2021. Sand survey and marker posts to be complete.				
Sandy Bay Erosion Protection	Consenting	TBC	TBC	
Waiting for DOC approval and resource consent before further consultation. Hapu meeting held Nov.				
Princes Road Seawall Renewal	Consenting	Jun-20	Aug-20	
Design complete. NRC consent granted. WDC tree removal consent to be applied for.				
Ruakaka Sports Fields (Sand Removal)	Consenting	May-20	Jul-20	
Sand dune removal required before sports field construction. Consent lodged.				
Otaika Sports Park Field Construction	Construction Stg 2	Nov-18	May-20	
Construction complete, turf is establishing for winter 2020 season. Final sand application delayed by COVID-19.				
Ngunguru Seawall Renewal	Consenting	TBC	TBC	
Resource consent lodged with NRC, will be determined by commissioner without public notification.				
Ngunguru Youth Activity Zone & Drainage	Construction	Oct-19	Jun-20	
Drainage of sports fields completed. Construction of youth zone skatepark underway, delayed by COVID-19.				
Parihaka War Memorial Refurbishment	Construction	Sep-19	May-20	
Restoration of monument complete. Electrical connection and metering to finish. Phase 2-3 started consultation.				
Hikurangi & Hukerenui Sports Field Drainage	Complete	Oct-19	Dec-19	
Construction of both fields is complete. Dry conditions mean minimal grass growth at this time.				
Parua Bay Sports Field Drainage	Complete	Oct-19	Dec-19	
Construction is complete. Dry conditions mean minimal grass growth at this time.				
Town Basin Playground Renewal	Tender Evaluation	May-20	Oct-20	
Physical works tender has closed. Evaluation being undertaken April. Construction expected to start May.				

Town Basin Wharf & Boardwalk Renewals	Investigation	Jul-20	Oct-20	
Seawall requires repair. Wharf in poor condition. Options for replacement berths being considered.				
Town Basin Lighting Renewals	Design	Apr-20	Jun-20	
Initial design done tender documentation being written.				
Tikipunga – Sports field Improvements	Construction	Nov-19	May-21	
Under construction. Sowing of grass may be delayed.				
Pyle Road West Seawall Renewal	Design	Jul-20	Sep-20	
Design work underway as per One Tree Point erosion report. NRC resource consent submitted.				
Waipu Youth Activity Zone	Site planning	TBC	TBC	
Project scoping work under way. Construction budgeted for 20/21 year. Responding to community feedback.				
Cobham Oval Carpark Upgrade	Detailed Design	Jul-20	Oct-20	
LTP project brought forward. Detailed design in progress.				
Hatea River Track Renewal	Tender	Mar-20	-20	
Tender awarded to Northland Park Care. Materials on site and construction on hold due to COVID-19.				
Frank Holman Track Renewal	Planning	Jun-20	Jul-20	
Hapu engagement and investigation into planning and archaeological requirements has started.				
Major Projects - Water				
Whau Valley Water Treatment Plant	Construction	Mar-19	Dec-20	
Constructing above ground structures. Commissioning planned Autumn 21 (delayed by COVID-19 and drought).				
Ruakaka WTP Clarifier Upgrade	Construction	Mar-19	Jul-20	
First scraper installed & working well. Second planned for May 2020 after peak period and sensor modifications. Works will be delayed due to COVID-19 and drought.				
Major Projects - Waste & Drainage				
Whangarei WWTP Discharge Consent Renewal	Technical Reports	n/a	Apr-21	
Two consultants were requested to provide Best Practicable Options report. W&D providing information.				
Stormwater Network Consent Applications	Technical Reports	n/a	Dec-20	
Stormwater Catchment Strategic Assessment underway. Data gathering, asset updates & mapping continue.				
Major Projects – Compliance & Regulatory				
New Animal Shelter	Design	Jul-20	Dec-20	
Concept design almost completed. Cost Estimate +/-30% received. Detailed design to begin				
Major Projects – Venues & Events				
NEC Lighting Upgrade	Design-Build	Nov-20	May-21	
Resource Consent lodged 9 March 2020. Work progressing on crane positions and foundation details.				

Waste and Drainage

Waste and Drainage Projects	Current Stage	Estimated Construction Start Date	Estimated Completion Date	RAG Status
Ruakaka pond reconfiguration	Tender evaluation	May-20	Jul-20	
Tender evaluation and pre-letting work are underway.				
Kioreroa Rd Sewer Rising Main Replacement	Construction	Apr-20	Jun-20	
Physical work to commence once pipes and fittings can be delivered to site after COVID-19 lockdown.				
Hikurangi Sewer Rehabilitation Stage 2	Complete	Feb-19	Mar-20	
Construction was completed in March 2020.				
Tarewa Rd/SH1 Sewer Crossing Stage 2	Construction (NZTA)	Mar-19	Jun-20	
Work on stage 2 of the crossing is currently underway, completion delayed due to COVID-19.				
Hatea River Sewer Crossing	Construction	Mar-20	May-20	
The line has been successfully drilled. Testing and hook up delayed by COVID-19.				
Smeaton Dr/SH1 Sewer Renewal	Construction	May-20	Jul-20	
Replacing 150mm sewer line under SH1. Contractor has been appointed – start delayed by COVID-19.				

Water Services

Water Services Projects	Current Stage	Estimated Construction Start Date	Estimated Completion Date	RAG Status
Water Treatment Plant Upgrades	Construction	Sep-19	Jun-20	
Various works generally on target.				
Meter Replacement Contract 2019/20	Construction	Sep-19	Jun-20	
Delayed due to COVID-19 but should still get completed				
Reticulation Programmed Works 2018/19	Construction	Oct-19	Jun-20	
Work on Morningside Road Complete, Hospital Road underway - Delayed due to COVID-19				
Minor Projects - Emergency Works	Construction	May-20	Jun-20	
Works at Ruddells WTP awarded but delayed by COVID-19				
SCADA Upgrade	Construction	May-19	Dec-20	
Ahuroa site programming complete, go live after summer peak				

Roading

Roading Projects	Current Stage	Estimated Construction Start Date	Estimated Completion Date	RAG Status
LED Street Lighting – Supply & Install (V Category)	Construction	Jul-19	Jun-22	
Construction of retrofit almost complete. Southern infill contract awarded. Northern infill contract being retendered. All streetlight installation is currently suspended due to the COVID-19 lockdown.				
Safety Package (Vinegar Hill Rd & Whg. Heads Rd)	Complete	Sep-19	May-20	
CON18052 Construction phase almost finished, pending minor finishing works delayed by COVID-19.				
Maunu/Porowini Intersection Improvements	Construction	Jun-19	Jun-20	
CON18047 Existing bridge defects repaired & COVID-19 Shutdown – significant associated cost increase				
KSP Stage 5 (Final link to Kamo Village)	Detailed Design	Nov-19	Apr-20	
PR020003 Funding for detailed design complete. Construction detailed costings in progress.				
Te Matau a Pohe Road Light Replacement	Completed	Dec-19	Jan-20	
New lights have been successfully installed.				
Inner CBD Transport Model	Optioneering	n/a	Apr-20	
Optioneering of packages of preferred options is complete. Modelling of future traffic flows due by mid-April.				
Traffic Calming 19-20				
Works in Kensington (Wallace and Dinniss St) complete, Works in Otangarei (Jack St) delayed by COVID-19.				

Infrastructure Planning & Capital Works

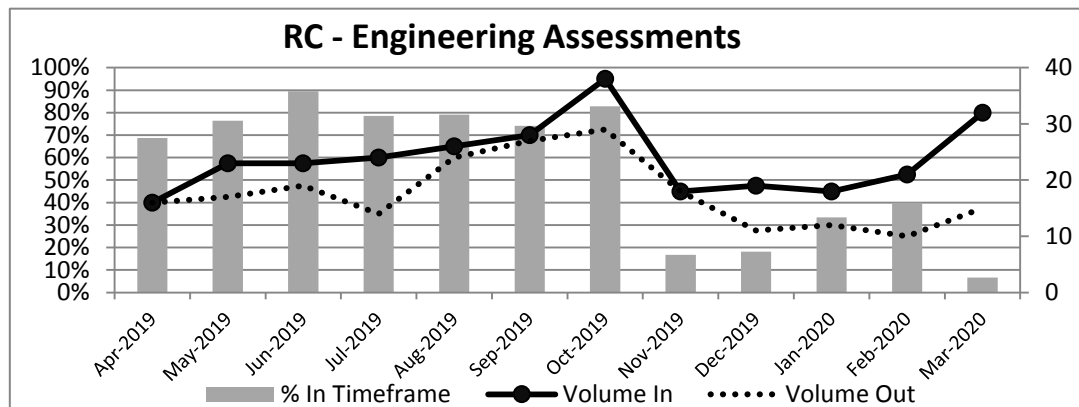
Infrastructure Planning

The consent application has been granted to reuse treated effluent from the wastewater treatment plant for watering of some critical parks and recreation spaces.

Work underway to progress the Resource Consent for the Whangarei Wastewater Treatment Plant including review of nutrient removal requirements and consultation planning.

Infrastructure Development

Development Engineering



The number of applications received in March were 32 of these, 15 were completed and 11 placed on hold for further information. The 8-day level of service for engineering report delivery was 7% in March 2020, reports completed on time by the Engineers were 93%. As mentioned last month we continue to adjust to the new process. Reliance on external consultants continues, where they processed 22% of our applications in March 2020. This number is reducing as we train our new Engineers to write reports. It is a substantial improvement from the 61% outsourced in January.

Applications received in March included several 2-4 Lots subdivisions in the Rural areas, including a 16 Unit Title application in Maunu, 40 Lot development along Three Mile Bush Road and two sports fields from the Parks department. We are also processing Right of Way applications and change of conditions to existing consents issued.

Engineering plans are being assessed for The Summerset Retirement Village in Denby, 69 Lots at 115 Three Mile Bush Road and 91 Lots for Rock Solid Holdings Stage 8, Balmacewan Drive Tikipunga. We are also currently assessing Stages 4 and 5 of the WFH – The Landing Development in One Tree Point. We receive input from Geotechnical and Stormwater experts as part of the Engineering Plan review process due to some sites being subject to high instability risk and flooding hazard areas. Internal staff don't have the expertise to assess these more complex sites.

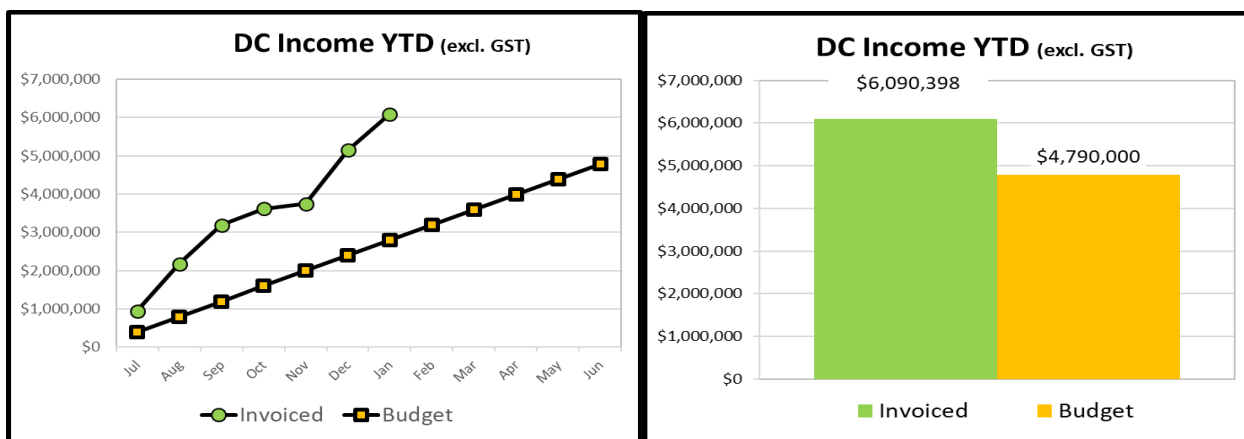
We are receiving a high number of new applications and engineering plans for processing while working from home.

Note that due to the COVID – 19 lock down in late March, all site inspections have been cancelled until further notice.

Development Contributions

Development Contribution revenue increased in March with the completion of a stage at Totara Parklands and the culmination of various projects reaching completion after a summer of contracting activity

The effect of the corona virus lockdown is not yet obvious in the revenue stream but it is expected that there will be no substantial income through April.



LTP infrastructure Work Stream

The Infrastructure Strategy, Asset Management Strategy and Asset Management Policy are all currently being reviewed with feedback going to the Strategy and Policy team. Progress continues to be made with Asset Management Plans, however staff are also committed to activities in relation to the asset management system upgrade. New dates for council briefings have been confirmed.

Infrastructure Support

In March 2020, 50 claims were processed up slightly from March 2019 when 41 claims were processed. The team has settled into working from home due to lockdown for CONVID-19.

Health and Safety

Accidents & Incidents Reported in March 2020

The number and types of incidents reported relating to Infrastructure staff, contractors or in Infrastructure locations where members of the public may have been impacted is shown below.

Incident type	Staff	Contractors	Volunteers	Public incidents	Public incidents (not in workplaces)	Totals this month	Running Total 2019-2020	Totals 2018-19	Totals 2017-18	Totals 2016-17
Prohibition Notice	0	0	0	0	0	0	0	1	0	1
Fatality	0	0	0	0	0	0	1	2	0	0
WorkSafe Notifiable Event	0	0	0	0	0	0	3	2	0	2
Lost Time Injury	0	2	0	0	0	2	15	11	9	8
Medical Treatment Injury	0	0	0	0	0	0	18	34	51	40
Occupational Health Exposure	0	0	0	0	0	0	4	3	1	5
Minor injury	1	4	0	0	0	5	26	93	108	119
Discomfort and Pain	0	0	0	0	0	0	40	31	40	36
Breach of rule incidents	0	0	0	0	0	0	5	8	12	0
Incident/Near Miss	1	17	0	0	0	18	178	189	204	189
Totals	2	23	0	0	0	25	290	365	425	400

Table 1 – Incidents and running totals, March 2020. Note: figures accurate to 14/4/2020.

Waste and Drainage

Operations and Maintenance

Activities carried out at the main plant during March included:

- Floating wetlands No1 harvest completed. However, Wetland No 2 was temporarily put on hold to be resumed after lockdown ends.
- Double the amount of Polymer was ordered due to the Covid19 supply chain risk.
- A machinery risk review was completed with HSE manager.
- The snail screen drive coupling and brush bar bearings were replaced. The conveyor chain was replaced with a stainless steel one and new adjuster plate fabricated and installed.
- Primary clarifier No 1 was pumped out and an inspection completed with no issues found.
- Defac polymer transfer pump glands were replaced. Internal seals replaced at the prelim wash water filters.
- Spark plugs, leads and distributor cap were replaced for generator No 1.

Rural WWTP Major Operation & Maintenance

Portland

- Portland security fence installation awarded to a fencing contractor
- New cell modems to be installed at the plant.
- Annual resource consent report from 1st April 2019 to 31st Mar 2020 completed. Full compliance with resource consent requirements.

Waipu

- Annual resource consent report from 1st April 2019 to 31st Mar 2020 completed with excellent result.
- Quotation to replace the fence had been sent out. Waiting for contractor to quote
- Floating wetlands harvest completed

Waiotira

- Annual resource consent report from 1st April 2019 to 31st Mar 2020 completed. All resource consent requirements met.

Ngunguru:

- MABR (Membrane Aerated Biofilm Reactor) demo unit arrived in New Zealand. The operations team gave the green light to the logistics contractor transporting the demo unit to site.
- The membrane which is the heart of the system was still in Europe due to Covid19. It shall be transported to NZ by sea freight as air freight is not available.
- Annual resource consent report from 1st April 2019 to 31st Mar 2020 completed. The plant has been compliant with the Ammonia requirement since Nov 2019. However, 95th percentile values were still above the limit by 0.1 mg/L.
- We are optimistic that with MABR the plant will deal with ammonia issue permanently.

Hikurangi:

- The operations team prepared a report on technologies available for disinfection at Hikurangi. Recommendation has been submitted to Waste and Drainage Manager for his review and comments.
- The team also sought assistance from an independent consultant regarding how to deal with membrane failure and complying with resource consent requirement.
- Annual resource consent report from 1st April 2019 to 31st Mar 2020 completed. The plant struggled to comply with faecal coliform as per the resource consent. The drought period has made the situation worse, more concentrated pollution with no flow being discharged to the surrounding environment.

- Hikurangi floating wetlands harvest completed
- Operations team had a conference call to discuss the report:
- NRC received an update from operation team regarding membrane report.

Tutukaka

- A new screen to replace the existing screen has been ordered.
- Annual resource consent report from 1st April 2019 to 31st Mar 2020 was completed. The plant complies with all resource consent requirements.

Ruakaka:

- Quotations were received from contractors for the pond reconfiguration works. The operations team is undertaking the tender evaluation.
- A flow meter will be installed at the wetland to monitor the treated flow to wetland.
- Annual resource consent report from 1st April 2019 to 31st Mar 2020 completed. The plant complies with all resource consent requirements
- The operations team is working with DOC to modify Condition 3 of the access road easement that requires independent monitoring of discharge levels/quantities from the Sime Road rising main into the Ruakaka WWTP. This is no longer required due to telemetry and automatic reporting of flows.

Oakura

- New cell modem is planned to be installed at the plant.
- Annual resource consent report from 1st April 2019 to 31st Mar 2020 completed. The plant complies with all resource consent requirements, except 95% for faecal coliforms as the plant discharges treated effluent directly to land. The team are investigating options to improve this.

Reticulation

There was one recorded spill incident in Mar 2020. The site was disinfected.

Date Spill Started	Date Spill Detected	Date Spill Ceased	Location	Cause	Volume (m ³)	Type of Sewage	Action Taken
16/03/2020	16/03/2020	16/03/2020	Outside Southern Wing Whangarei base hospital on verge of Hospital Road	Tree root blockage to manhole outlet. Low flows small catchment.	<100L	Raw/unscreened	NRC and DHB notified, roots cleared, area disinfected, cess pit vacuum loaded.

Solid Waste Operations

Government advice about Covid Level 4 restrictions means that rubbish and recycling drop off stations have closed to the public. Kerbside services continue as usual apart from the fact that glass is not being sorted by colour on the kerbside. The recycling is still taking place in Auckland. Messages about waste minimisation have been promoted but the amount of waste being put out for collection has risen. This is due to the transfer stations being shut and more people spending more time at home. Prices received for paper and card are still low as the market demand is very weak at the moment. Downstream processing for glass and mixed recyclables automated is expected to continue.

The contractor Northland Waste has done well to maintain staff moral and deliver service without much disruption despite the Covid level 4 lockdown. Residents have seen little change to the service provided.

The tonnage of recycling and rubbish collected is higher than last year and last month. Rural transfer station rubbish is less than last month. Monthly waste tonnages are shown in the table and chart below.

Rubbish Collection Tonnes	2018/19	2019/20	RTS Tonnes	2018/19	2019/20	Recycling Tonnes	2018/19	2019/20
June	668		June	185		June	509	
May	730		May	195		May	696	

April	696		April	283		April	650	
March	668	903	March	255	215	March	685	705
February	694	793	February	252	221	February	596	593
January	942	969	January	326	277	January	880	856
December	816	889	December	377	311	December	743	699
November	703	779	November	270	220	November	691	704
October	695	853	October	271	224	October	702	698
September	640	674	September	217	217	September	542	525
August	636	638	August	249	210	August	618	577
July	658	753	July	257	226	July	535	554
Total for period	8546	7251	Total for period	3137	2121	Total for period	7847	5911

Laboratory Report

For March 2020 889 samples were analysed for 2247 tests. 17.5 % of the tests were subcontracted and 62% of results were reported within 5 working days. Collectively this represents an 6.3 % increase on testing performed when compared with the same periods last year.

The last week of March experienced a significant downturn of samples received due to Covid-19 and lockdown.

Roading - Transportation

Maintenance Contracts

North Area

Ordered works completed this month are as follows:

- We have concentrated on sign replacements and are quickly closing the urgent dispatches out.
- Other areas of focus have been water tabling and culvert digger clearing of culvert inlets, ensuring our drainage systems are ready to go for winter.
- With the country now on full lockdown, the only essential ordered works we plan on doing for April is water tabling and culvert clearing.

Routine works completed this month include:

- With a consistent increase in our Routine Response score over the past 3 months we are feeling confident that this month we have reached our targets.
- We also have been able to commence our grading operations due to the wet weather we had Mid-March.
- With the country lockdown we will no doubt face challenges in the coming months, however we aim to continue providing our full service around routine works.
- Currently that includes unsealed and sealed potholes, inspections, sign maintenance, emergency response, vegetation control, street sweeping, sump cleaning, grading and metaling.

South Area

Ordered works completed this month are as follows:

- March has seen the dig out crews complete 102m² over two sites; Church St, Memorial Drive.
- Mill Road drainage works is currently being undertaken by an external contractor.
- Mangapai Road construction is nearing completion. Pavement stabilisation and surfacing seal is completed. Road marking is to be done shortly. Some road furniture as well as some cleaning up and finishing works are outstanding. These will be done after the national lockdown.
- West Wood Lane construction has commenced. Drainage works, culvert extensions and replacement is underway as well as widening for road re-alignment. Works currently suspended due to national lockdown.
- Limeburners Road design options submitted for decision and awaiting an outcome.
- Maunu Road will be moved on to next season.
- Reseal sites completed in March were:
 - Chipseal – Bedlington St, Berridge Rd, Dyer St, Mains Ave, Mangapai Caves Rd (including Ngatoka Rd int.), Mountain Rd, Omana Rd, Parkland Cres, Port Rd, Prescott Rd, Robert St, Snooks Rd (including Wahakukopu

Rd int.), Taipari St, Taipuha Rd (including Stephen Rd int.), Tangihua Rd, Maungakarama/Tangihua/Tauraroa Rd intersection.

- Asphalt – Onerahi Rd.
- The annual remark has now been completed.
- We have started working on approved council car parks.
- Clearing channels and grates.
- Removing damaged backing blocks and replacing.
- Clearing culvert ends, water tabling.
- Culvert flushing – McGill Rd, Graham Rd, Mangapai Caves Rd, Panekaira Rd.
- Watertabling unsealed roads – Graham Rd, Bint Rd, Codlin Rd. Catchpit and apron repair on Bank St.
- Continuing to monitor the slip at Manuka Place.
- Installing new parking meter cradles, new parking signs and installing parking stickers.

Routine works

- The drought continued during March, but our crews have been out and about and busy doing CRM's and sealed potholes, edge breaks, trip hazards, grates etc.
- Channel hand clearing.
- Clearing footpath and walkway vegetation.
- Maintenance grading: -Otuhi Rd, O'Carroll Rd, Jackson, Rd, Jobe Rd, Snooks Rd, Keays Access Rd, Finlayson Brooke Rd, Millbrooke Rd, Waipu Caves Rd, Millbridge Rd, Cotton Rd, Fulton Rd, Palm Rd, Shultz Rd, Prescott Rd, Northcamp Rd, Durham Rd, Graham Rd, Hayward Rd, Helmsdale Rd, McKay Rd, Rountree Rd, Waipu Gorge Rd, Crutcher Rd, Crow Rd, McDonald Rd, Ngatoka Rd, Oakliegh Warf Rd, Parry Rd, Price Rd, Ormandy Rd, Rurangi Rd, Glen Rd, Bint Rd, Codlin Rd, Waipu Caves Rd, Takahiwai Rd, Palmer Rd, Curd Rd, Porter Rd, Marshville Rd, Bercich Rd, Panekaira Rd.

Projects

Low Cost Low Risk Projects (Minor Safety)

Major Intersections (Capacity):

- Porowini Avenue/Maunu Road intersection improvements – Physical Works contract awarded to United Civil. Possession of site June 2019. Cracks found in existing bridge abutments and defective existing bridge pile have been repaired and have impacted programme/ costs. Bridge beams are installed and the site was being prepared for new asphaltic pavement courses prior to L4 Covid Shut-down. Revised completion date June 2020 after L4 Restrictions eased.
- Maunu Road/Central Avenue intersection improvements – Concept design complete and property negotiations progressing. Construction deferred until funding is available.

High Risk Rural Roads:

- Murphy's Bend
 - Immediate – Slippery When Wet signs and water-cutting road surface – complete
 - Short Term – active warning curve sign – design and implement (19/20)
 - Medium Term – Curve superelevation improvements – design and implement (20/21)
 - Long Term (realignment) – Single Stage Business Case (SSBC) for realignment options including potential west-bound slow vehicle bay. Delivery (2021-24) will be a 'major' project outside LCLR.
- Vinegar Hill Rd – Guardrails, curve realignment near Riversong Rd and delineation improvements – complete
- Fisherman's Point (Whangarei Heads Rd)
 - Short Term – survey and review curve shape and surface drainage (2019-20)
 - Long Term – reshape curve and surfacing (2020-21)
- Whangarei Heads Rd / Pepi Rd intersection guardrail – complete
- Cove Rd Culvert Extension (Waipu Cycleway Stage 2a) – Construction phase deferred to 20/21.

High Risk Intersections (Safety):

- Kamo Rd / Kensington Ave Intersection – working on implementing camera identification of right-turning vehicles to improve safety (2019-20)
- Bank St / Rust Ave & Bank St / Vine St Intersections – improve capacity and safety by increasing stacking distance (2020-21)
- Corks Rd / Gillingham Intersection safety improvements - guardrail installation completed 18-19. Detailed design and land purchase completed for intersection widening, underground services negotiations underway. Physical works deferred to 2020-21.
- Mill Rd / Whareora Rd Intersection – guardrail. Design complete, Implement 2021-24
- Whangarei Heads Road – Standard Safety Interventions (SSI), design and installation of EMP's and RRMP 19/20, curve advisor signage 20/21 and other major implement 2021-24

Pedestrian facilities:

- Hikurangi Township – zebra crossing and school access safety improvements and speed management. Working with Hikurangi Revive and the school to provide alternative access to the school with improved pedestrian crossing for local business and the community. Currently working with consultants on design options construction mid 2020 however may be pushed out to 20/21 due to lockdown and availability of materials and resources.
- Whangarei Heads Rd – upgrade pedestrian crossing to a School Kea Crossing (2019-20) deferred to 2020/21 until agreement with community and school is reached.
- Cross St (outside Whangarei Primary School) – detail design completed, physical works deferred to 20-21 due to COVID lockdown and resource consent process still underway

Slow Streets:

- Kensington Area – includes traffic islands, signs and markings in Dinniss Ave and Wallace St – completed in Feb
- Otangarei – includes speed platforms in Jack St; and traffic islands, signs and markings in other Otangarei streets - contract awarded, construction to commence in May 2020
- Avenues; First, Second and Third Avenue between Kauika Rd and Central Ave (2019-21) – detailed design underway

Walking and Cycling (Shared Paths):

- Kamo Shared Path was formally opened on 25 November 2019. Funding for the detailed design of Stage 5 has been provisionally approved, and funding for the construction will be requested once a detailed cost estimate is available. Stage 5 includes the final link to Kamo Village either past Kamo High School or via Farmer Street or both. Construction may be fast tracked if economic recovery funding approved.

New Footpaths

- Parau Valley Rd - Stage 1 works are complete, balance Stage 2 currently under investigation and design to be completed mid 2020. Construction deferred to 20/21.
- Mackesy Road and Konini Street – seeking prices with intention to commence work in 20/21 due to lockdown and availability of resources.
- One Tree Point Rd – design 2019/20, implement 2019-24
- Pipiwai Rd (near sports grounds). Drainage currently under design with construction mid 2020 path works now likely early 20/21 due to lockdown and availability of resources.
- Halifax to Town Centre (Waipu) – construction almost complete, minor finishing works to be completed post lockdown
- Albert St (Woods Rd to Clyde St) – works deferred until land ownership is resolved between Council and LINZ

Inner CBD Transport Model

- The preferred package has been determined and this is currently being modelled for future traffic flows. The preferred packages for both the short and long term should be confirmed by Mid-April.

Whangarei District Road Safety Promotion Report March 2020

Road Toll	Total for 2011	Total for 2012	Total for 2013	Total for 2014	Total for 2015	Total for 2016	Total for 2017	Total for 2018	Total for 2019	Total Mar 2019	Total Mar 2020
Whangarei	1	6	9	10	11	9	14	14	10	3	6
Kaipara	0	4	3	1	2	9	5	5	7	3	1
Far North	6	4	9	7	10	9	22	16	12	4	3
Totals	7	14	21	18	23	27	41	35	29	10	10

Key Activities to 20 March (Covid19 shutdown):

SAiD (Stop Alcohol Impaired Driving): 3 completed in March, last session on zoom & 2 couldn't use zoom so couldn't complete. (48ytd)

Drive Soba: 2 progs on hold, with 6 and 12 respectively. (27ytd).

Young Drivers Programmes Passes Achieved:

1. Ngatiwai : No report. Programme on hold: learners (32 YTD) Restricted (9ytd) and Full (8ytd) Mentors:4
2. People Potential: 16/16 Learners passed (148 ytd) 4 Restricted (32 ytd) 1 Full (16 ytd 9 resit passes ytd) 10 mentors 64 hours. Programme on hold.
3. Bream Bay: Programme on hold 2 commenced in March.

SADD Workshop: Cancelled due to withdrawals. Schools will be contacted individually when appropriate .

PukaPuka (Books) party: Attended on 14 March with 1 mentor and 2 Plunket members. The Mentor Car was used for a children's activity. Children buckled up parents/Adults and completed the phrase: Seatbelts keep Big People Safe. 76 buckle ups occurred. Mentoring was promoted with fliers and contacts to 26.

Motorcycle Safety: Shiny Side up Talk Fest held in March. Approx 120 people attended, the highest of such national events. The survey taken showed 57 interested in signing up for a Ride Forever course

National Road Safety Week: Initial planning commenced. The week is postponed from May to 9-15 November. Theme: Step up for Safe Streets

Fatigue Stops:

Date	Vehicles	People	Date	Vehicles	People
25.10	85	300	9.04	cancelled	
20.12	85	212	24.04	cancelled	
27.01	66	128	29.05	Rain date	

Drive Smarta: 2/7 completed in March (22ytd) Programme on hold.

Other activities/Mtgs: Northland Freight Group A/L, Self-Isolation, Sadd w/shop preparation (w/shop cancelled) Northland Road Safety Trust, First Aid Refresher, Bream Bay Mentor mtg, Treaty of Waitangi Training commenced on Zoom

Parks and Recreation

Operations

Walking Tracks

Some light rain has been helpful in increasing the cohesion of the surface of many of our tracks, making them less loose and akin to walking on ball bearings in places. Early autumn like leaf fall, due to tree stress, means that many drainage channels are clogged with leaves. This may be an issue to address if heavy rain is forecast.

10 track audits were conducted resulting in a score of 95%, which is excellent. Health and Safety audits have consistently been 100%. Track maintenance halted on 25 March due to Covid19 Level 4 restrictions, other than for essential H&S work.

Tree Maintenance

Treescape had one full time crew working on the contract during March until lockdown. The majority of the work was reactive or work that had been promised to customers for some time now. We had planned to undertake more work in parks and reserves while conditions were favorable, however the drought has increased street tree workloads to address drooping trees reducing the required clearance for trucks and pedestrians alike.

A large liquidambar tree on Hospital Road with major structural weaknesses has been safely removed without incident. This had the potential to cause power outage to the hospital as well as risk to adjacent property and road users.

The asset data collection system used by Treescape has changed and an updated and supported system called Tree Cloud is now up and running. Some refinement was needed to the data collected to align with the fields used by Hansen 8 as used by WDC. The data has been largely cleaned now and this will also be helpful when WDC transition to Tech One later.

Coastal Structures

Few inspections were completed in March before the lockdown. In order to maintain service levels, the contractor recently employed a dedicated inspector however the Level 4 lockdown has not enabled use of that resource to-date. For this reason, the Contractor did not submit a claim for March.

Sports Fields

Much needed rain during the month was sufficient to bring a flush of grass growth. Under-sowing at Otaika and Pohe Island was completed and 65% of fields were marked for winter codes. Cricket blocks have been prepared for winter renovations, planned for the end of April. Park audits returned 97%.

With Covid19 restrictions, maintenance of Sports Fields halted on 25 March.

Parks and Gardens

March received 63mm of rainfall. While this gave a boost to the grass and weed growth, it did little to reduce the soil moisture deficit. The declared drought in Northland continues and water restrictions put in place, which has had a big effect on our maintenance contractors.

The contractor spent most of March working to keep gardens and grass areas to a good standard. The watering of specimen trees around the city using a watercart has continued. A large majority of the trees have survived, and many are showing good growth. Near the end of the month this transition to recycled waste water from the Water Treatment Plant at Kioreroa Rd.

Annual Beds which are not being watered, have been removed as they start looking unhealthy. Zealandia (where we get our annual plants from) have cancelled their delivery of all annuals due to Covid-19. When we eventually come out of lockdown levels, there will be a delay in receiving the winter annuals.

Our turf areas were looking good near the end of the month, when the lockdown started. With contractors unable to work during Level 4, there will be a period of catching up they can get back to work.

It has been difficult to mow all areas at the Parua Bay Boat ramp because of high numbers of freedom campers.

At the end of the month we prepared for the lockdown and closed the dog park, playgrounds and skate parks. At a request from the Police, the Marsden boat ramp was closed. Our contractors are only carrying out reactive H&S related essential works.

Freedom campers were directed by the Police onto Tikipunga Sports Park, Pohe Island and the Aquatic Centre car parks. Campers are being supported with toilet facilities as well as access to shower facilities.

Playgrounds and Skate Parks

During March, we had a very quiet month with virtually no vandalism or damage to playgrounds.

In late March at the start of lockdown all the playgrounds and skate parks were closed. The contractor erected 'closed' signs and safety tape at all playgrounds although most has been removed.

The McLeod Bay playground was under construction when the lockdown started. It has remained unfinished and fenced off during lockdown. The Morningside Park playground renewal has been delayed until after the lockdown and hopefully can be constructed during Level 3 restrictions while other playgrounds remain. The arrival of the main slide from overseas may be further delayed due to Covid19.

Cemetery

A quiet month with only 6 burials and 7 ash interments.

Under Level 4 restrictions only burials were permitted at the cemetery with no family in attendance. Four burials were conducted in this manner.

No mowing or maintenance is permitted under Alert level 4. The lawns, gardens and edges at all Council managed cemeteries are in need of maintenance. At Maunu we recently started to develop an area for expansion by taking over an area formally grazed. This development is currently on hold and will be continued once we are at Alert level 3.

Further work has continued on the Maunu Cemetery master plan (Master Plan) including how to integrate the new office. This is close to being finalised and future development stages will be included in the 21-31 Long term Plan.

A lot of information was provided to the District Health Board as part of their pandemic planning particularly around cemetery capacity. This aligned well with the recent work on the Master Plan.

Botanica

March visitor numbers: unknown.

In mid-May the main heater for the Conservatory failed. A new heater was sourced and although a contractor was engaged, they could not install the new heater prior to Level 4 lockdown happening as this was not considered an essential service. It is considered that plants shouldn't be impacted until overnight temperatures cool in late May. It is planned that this work will be completed once we are at Level 3.

At Level 4 lock down Botanica is closed and as it is not an essential service staff are not permitted to access the building. Prior to lock down plants were moved around so that plants requiring similar water regimes were together and an automatic watering system was installed. We hope we have a good rate of plant survival and all the plants are happy and healthy.

General updates

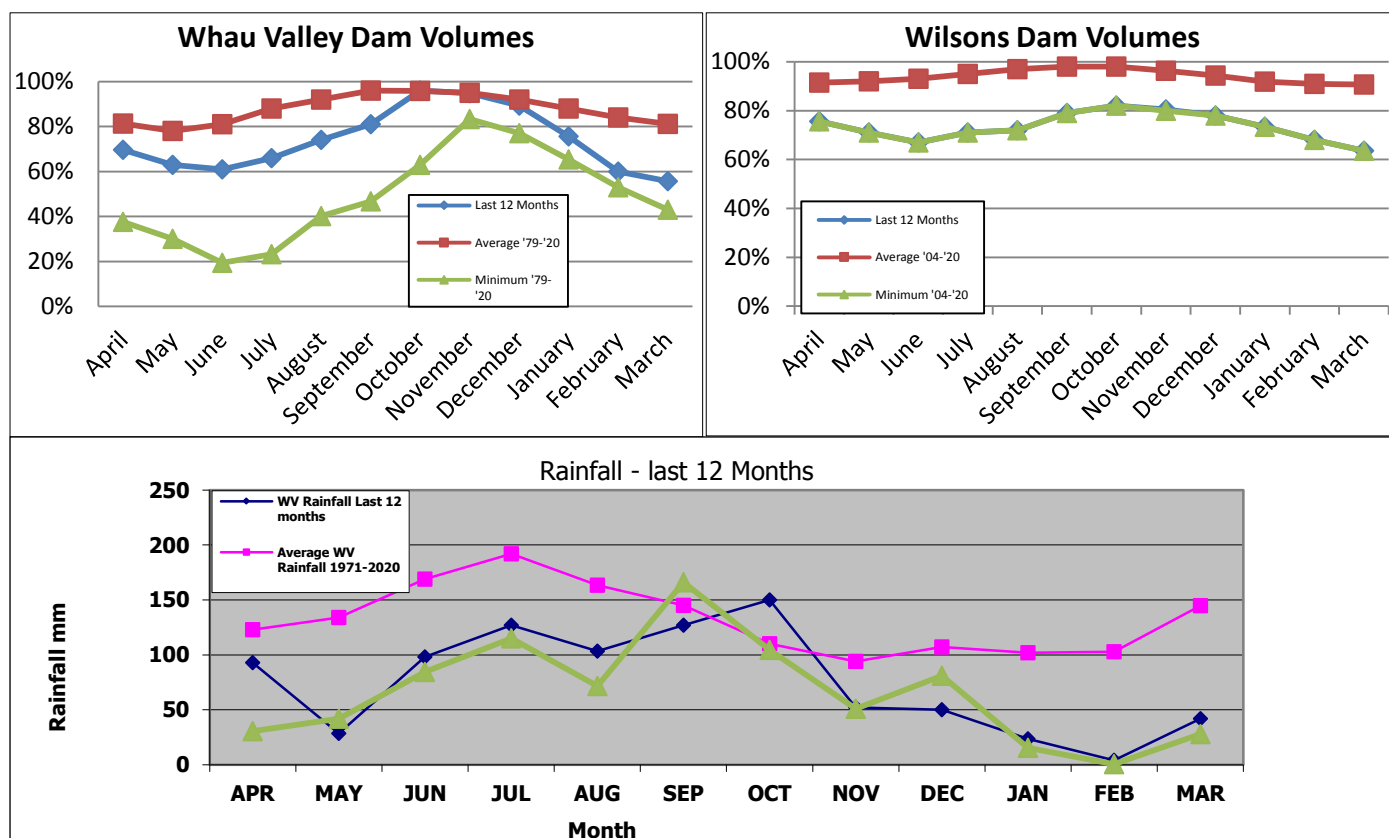
The Parks & Recreation Department continue to implement our Drought Management Plan. NRC has issued the consent for use of recycled treated waste water for some gardens, trees and some sports fields. However, by this time we were in lock down and watering of plants was not considered an essential service.

Water Services

Operations

Rainfall and Water Sources

Only 42mm of rain was recorded at Whau Valley Dam during March. This is only 29% of the normal March rainfall of 145mm and follows the record dry summer when only 78mm of rain fell. Apart from October, every month since the start of 2019 has had below average rainfall. Whilst much of Northland is under level 4 water restrictions our Dams have allowed us to maintain normal supplies through most of the summer. Level 2 restrictions, banning the use of sprinkler systems and fire hydrants for construction works, came into effect on 26th February. This along with a cooling of the temperatures and small amounts of rain has help to reduce consumption by up to 20% at times. The introduction of a Lockdown as part of the Covid-19 response has had little further impact on water use. Consequently, level 3 restrictions have been implemented in April. This effectively bans the use of hosepipes and any non-essential outdoor water use. The level of the water in the dams continues to drop, although at a reduced rate. Whau Valley Dam is 51% (44% at time of publishing). We are still operating under a water shortage direction for the Hatea River, issued by the NRC, which allows us to take water below our normal continuation flow. However, whilst a little rain can temporarily increase river flows it does little for the aquifers and dams. The Wilsons Dam is at 64% (59% at time of publishing), which is its lowest level since construction in 2003. The long range weather forecast is for average weather for the next three months. However, this has been the case for the last month and the rain has not eventuated. Level 3 restrictions will help us get through autumn and winter. However, significant rainfall will be required sometime during the year to top the dams and aquifers up ahead of next summer.



Production Report

Compliance

Whau Valley WTP – Plant was fully compliant for protozoa and bacteriological.

Ruakaka WTP – Plant was fully compliant for protozoa and bacteriological.

Ahuroa WTP – Plant was fully compliant for protozoa and bacteriological.

Ruddells WTP – Plant was fully compliant for protozoa and bacteriological.

Poroti WTP – Plant was fully compliant for protozoa and bacteriological.

Maungakarama WTP – Plant was fully compliant for protozoa and bacteriological.

Mangapai WTP – Plant was fully compliant for protozoa and bacteriological.

We did get an exceedance for disinfection by products during the month in the Bream Bay zone. This could be related to the increased temperatures and very low water levels in rivers and dams, it could also be related to the way some of the samples are taken. Water Services are working with the drinking water assessors and the laboratories to try and find out what is causing discrepancies with some of the results. An exceedance for disinfection by products is not a critical non-compliance and staff are working to try and reduce the occurrences. At both the new Whau Valley water treatment plant and the Ruakaka treatment plant, activated carbon filters are being installed to reduce these types of instances.

Consents and Compliance - Laboratory Water Quality Tests

Description	Number of Tests	Failures	Results	Goal	Retest
E. Coli leaving WTP	15	0	100%	100%	N/A
E. Coli within distribution	45	1	97.8%	100%	Pass
Free Available Chlorine within distribution (above 0.2mg/l)	80	0	100%	95%	N/A

A positive e-coli test was obtained from the Urquhart Bay sample point on the 11th March. Follow-up testing proved to be negative and all samples had ample chlorine. Investigations did not determine any obvious cause for the initial positive. Provide enough samples are taken for the zone this year, and no further positives are found, then the water supply will still be compliant with the standards.

Other works

The algal bloom at Wilsons Dam continues and staff will be trialling dosing a natural nutrient to try and reduce the bloom. A resource consent has been obtained from the NRC for this and trials started at the end of March. It is expected to be a month or two before preliminary results are available. If the trials are successful a full-scale facility may be constructed at the site. Staff are also replacing the filter media at the Ruakaka water treatment plant to better combat the organics in the dam water. Filter 3 has had the media replaced and this was successful. A further filter is planned for later in the year.

Distribution Report

Water Statistics

114	Connection leaks repaired
28	Rider/Main leaks repaired
11	New connections installed
19	Faulty meters replaced

A total of 114 service connection leaks were repaired together with 28 main and rider main leaks. The number of leaks has risen again as the dry weather continues and the ground continues to dry out and move. This figure is also influenced by the leak detection work where leaks that are not surfacing are identified and fixed. The total number of leaks, 142, is approaching figures not seen since the 2010 drought. A total of 11 new water connections were installed during the month and 19 meters were replaced after being reported faulty by the meter reader.

1.9 May 2020 Strategy, Planning and Development Operational Report

Agenda: Information Agenda
Publish Date: 21 May 2020
Reporting officer: Murray McDonald – Acting General Manager, Planning & Development
Dominic Kula – General Manager, Strategy & Democracy

1 Purpose

To provide a brief overview of work across services that the Strategy, Planning and Development Committee is responsible for.

2 Background

The purpose of the Strategy, Planning and Development Committee is to update Councillors on operational matters relating to the Strategy, Planning and Development departments.

This report provides a brief overview of some of the operational highlights for April 2020 and provides some further comment on future planned activities.

3 Significance and engagement

The decisions or matters of this Agenda do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via [Agenda publication on the website, Council News, Facebook or any other channel you currently use to inform customers – please also advise Communications]

4 Attachments

Operational Report – Strategy, Planning and Development – May 2020

May 2020 Operational Report

Strategy, Planning and Development Operational Report (reporting on April 2020)

Procurement update - Summary of Contracts Approved Under Delegated Authority

This provides a summary of the award process and works being undertaken for contracts awarded under Chief Executive and General Manager delegated authority.

Planning and Development

District Plan Department - Instability and Liquefaction Hazard Mapping

Introduction and Purpose

These contracts are for the district wide mapping of instability and liquefaction hazard areas.

The hazard mapping will form the basis of the Natural Hazards Plan Change to the Whangarei District Plan to give effect to our requirements under the Resource Management Act 1991 and the Northland Regional Policy Statement. It is considered that mapping hazards district wide at the start of the plan change process rather than requiring individual site assessments will save considerable costs long term to landowners and developers.

The liquefaction hazard mapping is necessary to achieve the new Building Act requirements.

Tender Details and Consideration

Tonkin + Taylor (T+T) have been awarded the mapping projects at costs of \$75,700 for the instability mapping and \$43,900 for the liquefaction mapping.

T+T were initially contacted to obtain price estimates for the mapping projects. The total cost of each project is less than \$100,000 and therefore they have not been advertised to market for open tender.

T+T have been supporting WDC in reviewing resource and building consents with a focus on natural hazards and are familiar with the district and council processes. T+T were also involved in the original land instability mapping for Whangarei and are well placed to review and update our existing mapping. Undertaking these two projects simultaneously allows for the base information reviews to be undertaken at the same time to save on both cost and time. In addition to T+T's familiarity with the District and our current processes and information sources, they also have been involved in numerous similar projects across the country and have strong expertise in hazard mapping.

We have emailed other councils through the Local Government Connect website for any advice on their hazard mapping projects. The responses received indicated that the project costs were appropriate and several of the responses recommended T+T.

We have been in discussions with various teams in WDC to ensure these projects will achieve their needs as well, and each project has been endorsed by relevant Department and General Managers.

Strategy

There were no contracts awarded for this period.

Democracy

There were no contracts awarded for this period.

Economic Development

Business Support

District Development staff have been working closely with Northland Inc and other agencies to gather information on the impacts on COVID-19 on local businesses and triage businesses to ensure that they can access whatever support is available to them through both formally developed central government programs and informal business support networks that have come to light in response to our current situation. Businesses whose ability to trade has been adversely affected by COVID-19 are strongly encouraged to seek help early.

As well as triaging impacted businesses, staff have also been trained to undertake the Growth Advisor role within the Regional Business Partner program which enables local businesses to access funds from central government to undertake capability training to help manage their business through these difficult times.

In addition, approximately 200 accommodation and activity operators were emailed with information about local channels for business support and with District Development updates. 20+ follow up phone calls were made to seek feedback about the impact of COVID-19 and the wellbeing of our activity and accommodation businesses and business owners.

District Promotions

Civil Defence

Initial support for Community Response Groups (CRGs) was provided contacting Whangarei businesses, residents and ratepayers, and community groups from the NCDEM database and information gained was fed back to Civil Defence Northland for the Northland CDEM Group Business Sitrep, May 2020.

Whangarei District Love It Here! Facebook page

All destination posts ceased late March 2020 and the focus switched to sharing messages and content that would be important or helpful for our community. Posts tagged 'Buy Local' supported local business providing essential services, and 'Play Local' and 'Local Support' posts to help connect locals with local communities, support networks and initiatives.

Whangarei District Love It Local campaign

The Whangarei business community identified the need for, and asked for assistance with, a 'Support Local' campaign to support their businesses post Level 4. The campaign will draw on Council's underlying tikanga of manaakitanga, whanaungatanga, kotahitanga and atawhaitanga, encouraging consumers to support and value Whangarei businesses by purchasing goods and services from them, thereby contributing to the economic wellbeing of our businesses, the reinvigoration of our District, and social connection in our community as we reconnect and recover from the economic impacts of COVID-19. Campaign partners include the private sector, Northland Inc and NorthChamber and will target all Whangarei businesses and consumers.

The campaign will, in the first stage, lead from the [Whangarei District Love It Here! Facebook page](#) and [Love It Local Group](#) with support from the Business 2 Business [What's Next Whangarei Group](#), Northland Inc and NorthChamber channels.

It is likely that, as the campaign evolves, it will extend to include additional print assets. Discussion regarding the demand/need for an online Whangarei business directory continues.



Commercial Property

Under the lockdown provisions staff have fielded enquiries from their commercial property tenants regarding rent relief. A full review of Council's Commercial Property Portfolio, including the Airport, has been completed to establish lease structures and Council's legal obligations under these structures. Advice and support have been provided from public and private organisations.

A tiered approach of responses has been adopted to provide consistency when assessing the different types of businesses (essential or non-essential) and the amount of assistance has been determined based on the level of impact on those tenants to generate income. This is also consistent with measures taken by other landlords with large holdings such as Far North Holdings, Northland Regional Council and Marsden Maritime Holdings.

A review of the Commercial Property Portfolio has identified several lease structures within the Commercial Freehold and Town Basin tenancies. Perpetual Ground leases have been set aside. Airport agreements of a personal recreational nature and or storage activity have not been considered and are assumed ineligible for relief.

Airport

All scheduled flights from Air NZ ceased as of Friday 3 April 2020 until further notice. Required activities including security, runway and aviation lighting checks will continue to be maintained under the required CAA certification.

Work is continuing on this year's Airport Statement of Intent and the financial implications of the reduction in services.

Strategy

COVID-19

The COVID-19 Response Strategy was shared with elected members on 22 April 2020 and made available to the public on 24 April 2020. The COVID-19 Response Strategy is proposed to be formally endorsed by Council on the 14 May 2020. Work is underway to add

more detail to strategy actions through the development of an action plan. This will be shared and discussed with Councillors as the work progress.

Annual Plan and Long Term Plan

Through the corporate planning steering group staff have been working on how the Annual Plan can best respond to COVID-19. Council Workshops were scheduled for 22 April 2020 and 29 April 2020, with the approach confirmed at a Council Meeting on 30 April 2020.

A revised approach, including consultation, has been worked through at pace by staff and Elected Members. A consultation document is being prepared and will be presented to Council on 14 May 2020, with consultation period opening on 15 May 2020.

Staff are also working through flow on implications for the Long Term Plan strategic direction and process. This will be discussed with elected members at a briefing on 7 May 2020.

Placemaking Programme

Elected members received an update on this programme at a Council Briefing on 6 May 2020. Work is ongoing following the Briefing focusing on expert input and preparation for community engagement.

Climate Change

Following a briefing on the 4 February 2020 and 6 May 2020 staff are developing a draft Climate Change Action Plan with detail of resourcing and incorporating the implications of COVID-19. A draft of the Action Plan will be shared with will elected members for input and for direction prior to community input.

Bylaw review programme

Staff are developing a bylaw review programme, this sets out when we will review our existing bylaws within the statutory timeframes. The next bylaw for review will be the Camping in Public Places Bylaw, Water Supply Bylaw, Trade Waste Bylaw and then the Animals Bylaw.

Whangarei District Growth Strategy

Elected members received an update on this programme at a Council Briefing on 6 May 2020. A large amount of work has been undertaken through the COVID-19 lockdown, to prepare the next draft of the Whangarei District Growth Strategy. These changes are in response to Council briefings held in December 2019, changes in central government policy and incorporating the COVID-19 Response Strategy.

Kaipara Moana

An update was provided to Elected Members on 9 April 2020. This outlined progress on the Kaipara Moana Business Case and Kaipara Moana Treaty Settlement Negotiations, along updates on funding. A further update was provided on 06 May.

District Plan

Staff continue to work on draft natural hazards plan changes, working closely with NRC and FNDC policy staff to achieve cross boundary consistency and correct implementation of the RPS.

PC150 private plan change application for Marsden City has been placed on hold with a request for further information being served.

Mapping of liquefaction risk in the Whangarei District has been initiated to meet Building Act requirements. Tonkin and Taylor have commenced desktop analysis and completed

training workshops with Council staff across Infrastructure and Planning and Development Groups.

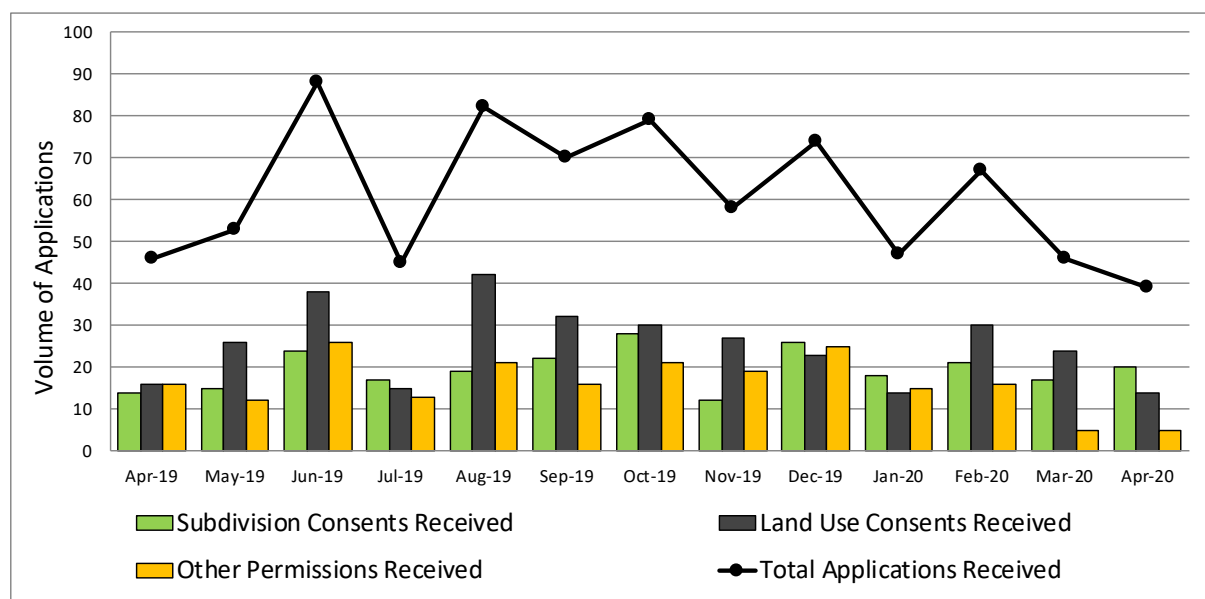
Ministry for Environment released the Trends in RMA Implementation – National Monitoring System 2014-15 to 2018-19 report in April 2020. WDC district plan changes have featured positively in the plan making section. WDC has received the second highest number of submissions over the past three years, for all completed plan changes, which indicates a good level of engagement with the community. WDC has also influenced the trend of a large number of submissions slowing down the process, as the speed at which WDC has processed submissions, is counter to that trend.

Resource Consents

Resource Consent Processing

The impact of the COVID-19 pandemic and associated national alert levels have continued to impact on application numbers as anticipated. Staff continue to work remotely and are now able to undertake site visits at Alert Level 3.

The number of applications totalled 39, being a 15% decrease from last month's total of 46 and also approximately 15% less than April 2019. Twenty subdivision, 14 land-use and 5 other permission applications were received.



Resource Consents

Significant applications received during April 2020 include a resource recovery centre at Pataua South Road and a 45 unit expansion to an existing retirement village at One Tree Point.

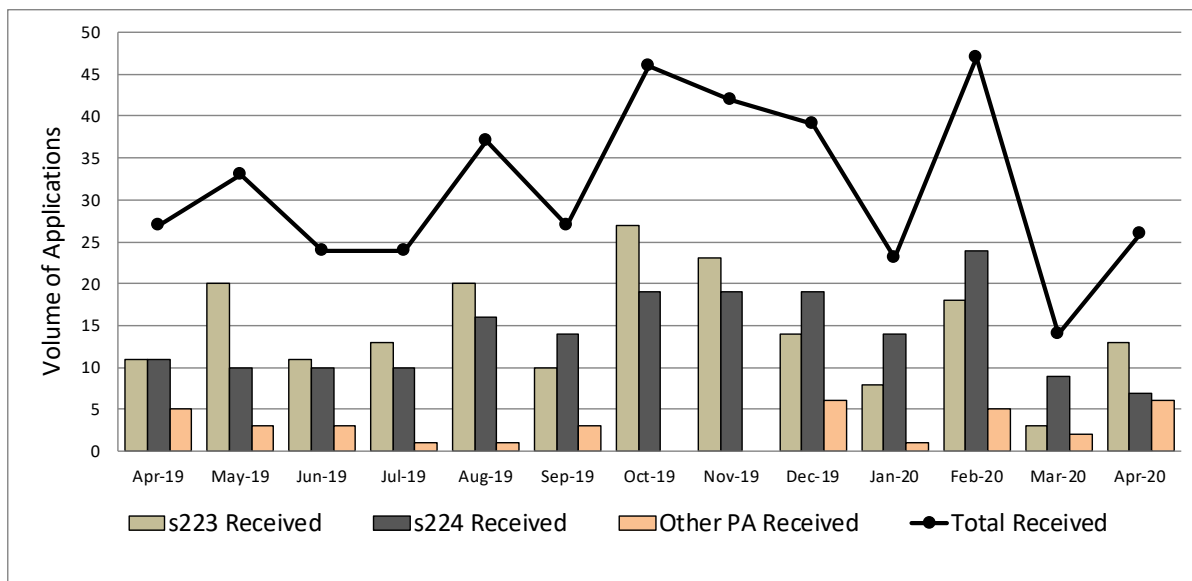
Hearings

No hearings were held during April 2020.

Post-Approval

With remote working now becoming the new normal, volumes of post-approval applications picked up in April 2020, and were similar to April 2019. Twenty-six applications were received for April 2020, compared with 12 for March 2020. Thirteen survey plan approvals (s223), 7 completion certificates (s224) and 6 other post-approval related application were received. All new applications are now being processed with timeframes. Under Alert Level 3 engineering inspections and construction can re-commence with the hope of increasing

applications for post-approval certification. The only technical difficulty left under Level 4 was executing legal documents, this can now take place under Level-3 with staff conducting weekly visits to Council offices to execute and scan such documents.



Appeals

An appeal has been received against a decision to decline an application to vary a consent notice to allow dogs/cats to be kept on properties at Waipu.

Building Department – 30 March – 24 April 2020

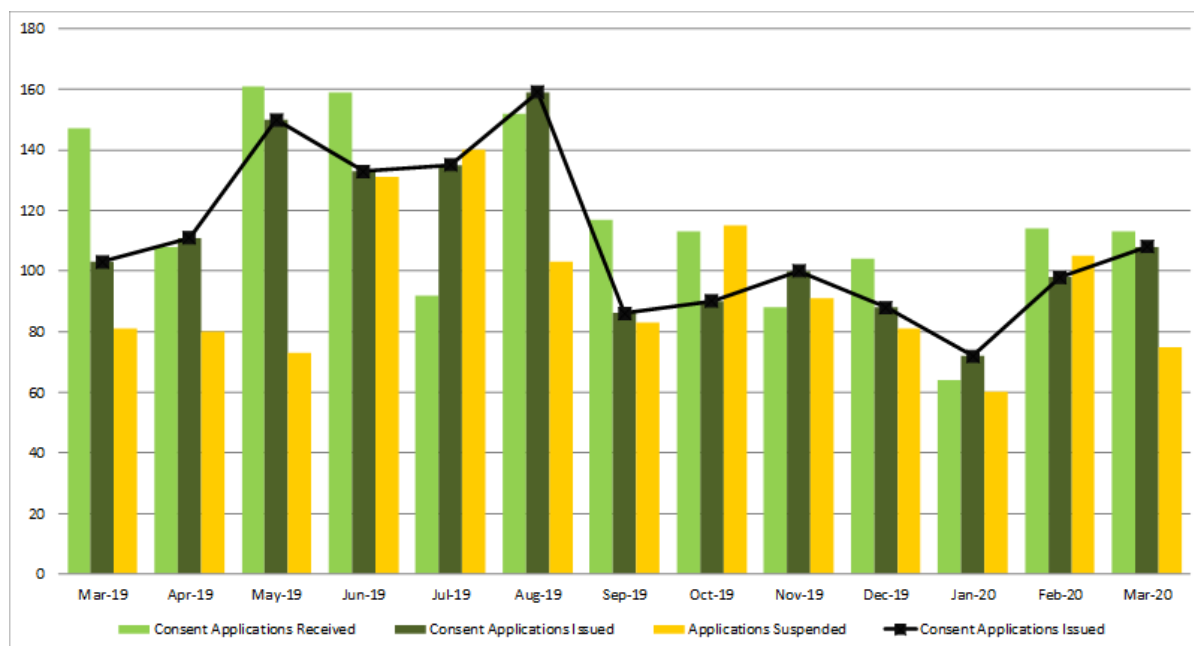
Building Consent Performance Indicators

Performance Indicators			
		Mar	Year's Average To Date
Building Consents	Issued In 20 Days	92%	95%
Inspections (Completed within 48 Hrs)	% Complete Within 2 Working Days	100%	99%
LIMs	% Within 7 Days	61%	85%
LIMs (Statutory Requirement)	% Within 10 Days	100%	100%
PIMs	% Within 5 Days	8%	66%

Building consent applications and inspections are meeting the annual plan requirements in terms of delivery. Inspections resumed at alert level 3 and 72 were undertaken on that week. LIMs and PIMs will continue to have a mixed result due to this work requiring access to records that are not scanned.

Building Consents Received, Issued and Suspended

The building consent activity has seen a reduction in numbers for this month compared to the same month last year and it is likely the COVID-19 alert levels (4-3) will affect the received applications for some time. The consenting function reflects activity in the residential market so this area's performance will remain uncertain for some time.



Health and Bylaws

Environmental Health

Food Act 2014 – Council's Environmental Health Officers (EHO), in their roles as Food Act Verifiers, have been working closely with the Ministry for Primary Industries (MPI) and local food businesses to ensure that those businesses wanting and being able to operate, can do so legally and are able to provide safe food to their customers, both through level 4 and more recently through level 3. Staff were able to do so successfully remotely via phone or email to maintain social distancing and other COVID-19 restrictions. However, not all food businesses managed to fully comply with level 3 restrictions, especially contactless pickups and social distancing and our EHO's recently received three (3) complaints from either MPI or the Police where they were asked to contact non-compliant businesses (remotely) to remind them of their duties and limitations. In addition, and in order to proactively monitor food business behaviour (operations), EHO's have started visiting all level 3 operational food businesses to observe their practices, from a safe distance and without physical interaction so that any concerns can be followed up remotely, where necessary. It is anticipated that this will reduce the number of complaints and remind businesses of their responsibilities.

Due to current COVID-19 restrictions, MPI has put a stop to face-to-face Food Act verifications and replaced these with remote checks. However, it is foreseen that once lockdown restriction have been lifted that our EHO's (verifiers) will face a substantial backlog of physical verifications and will have to work very hard to catch up.

Sale and Supply of Alcohol Act 2012 – The alcohol licensing team continues to contact and remind licensees whose licences come up for renewal, to submit on-line applications to avoid their licences from expiring, whilst there is a hold on our ability to process and report on such applications. It is anticipated that there will be a substantial backlog of applications and inspections under the Act, once the team are able to do so again. In the meantime, staff

are continuing fielding numerous enquiries from operators around their ability (or not) to trade during both levels 4 and 3.

Bylaws

General matters – Bylaw and the general enforcement of rules, through our Enforcement Contractor, Armourguard, continues to be greatly impacted by COVID-19 restrictions.

Whilst parking and general Bylaw enforcement has been on hold, a limited number of enforcement actions have occurred, including the towing of vehicles, blocking entranceways and/or abandoned vehicles, as well as the investigation and follow up of complaints. The massive drop in the numbers of parking and WoF/Rego infringements issued, will have a substantial negative financial impact on income received from these sources, with resulting budgetary implications.

Dog and stock control enforcement has continued, especially focusing on high risk areas, such as dog attacks and rushings. Dog attack numbers for April 2020 were 13, compared to the monthly year average of 24.

Over the last few weeks, Armourguard's Freedom Camping enforcement team have done an exceptional job in assisting council, the Police and the NDHB's Medical Officer of Health in ensuring that campers (both national and international), as well as vehicle dwellers and homeless people sleeping in cars, are recorded, assisted and moved to our centrally situated camper sites, where appropriate facilities could be provided and campers have easier access to essential services. Armourguard will continue to provide these services, as we move towards level 2 and beyond, where required, as it is deemed essential for us to be able to assist both our campers and associated agencies.

Noise control complaint numbers for April 2020 were 479, which is double the number recorded during April 2019 and similar to the numbers recorded during December 2019 and January 2020, which are historically high noise complaint months. This shows despite calls for people to be considerate to neighbours having to work or teach from home, this has not had the desired impact. Unfortunately, the COVID-19 social distancing restriction has resulted in not all these complaints being able to be attended to or positively resolved, despite Police assistance where possible.

Armourguard Enforcement Statistics – these are now reported quarterly and compared with the same quarter last year.

TOTAL NUMBER OF COMPLAINTS	FEBRUARY - APRIL 2020 QUARTER	FEBRUARY- APRIL 2019 QUARTER
GENERAL BYLAW MATTERS	182	161
NOISE	1212	919
DOGS	937	991
STOCK	124	69
PARKING	756	271

Please note that for parking complaints, a recent change to the way complaints are recorded and tallied, now results in higher numbers for the current quarter, opposed to during the previous year.

Māori Relationships

Hora Hora Rugby Park – Tree Removal and Replacement of Lights

The team met with Parks and Infrastructure Projects staff at Hora Hora rugby park to provide cultural services prior to the removal of trees and the replacement of the flood lights.

At consultation stage, the trees were assessed to ascertain their suitability post felling in the form of a pou whakairo for Te Kura o Hora Hora and the Hora Hora rugby club.

Iwi and Hapū Involvement with Pandemic

The team have been heavily involved with Pandemic response relief efforts to assist Iwi and hapū members focused. This programme focussed on Kaumatua and whanau in need. It has been a collaborative programme led by Iwi and hapū of the district.

Māori Participation in Decision Making

Work has continued with the Working Party for Māori Participation in Decision Making to bring it's recommendation back to Council for consideration post COVID-19 lockdown. It is anticipated that an item will be brought to Council's 28 May meeting.

Democracy and Assurance

At the Extraordinary Council meeting on 16 April 2020, Council noted the Amendments to the Local Government Act made under the COVID-19 Response (Urgent Management Measures) Legislation Act 2020, allowing for meeting attendance and quorum by audio or audio visual link.

A temporary limited meeting schedule was adopted. Meetings of the four Committees of the Whole were deferred until 31 May 2020 or until the Epidemic Preparedness (COVID-19) Notice 2020 expires. Decision items only will be put through to Council meetings scheduled on 30 April 2020, 14 May 2020 and 28 May 2020.

Information items that would normally be put through to Council and Committee meetings will be collated into an Information Agenda to be distributed to Elected Members. The first Information Agenda was published on 23 April 2020.

The Council meeting on 30 April 2020 was held via VMR and was livestreamed to the public on Facebook. The intention is to continue to livestream Council meetings post COVID-19 and a plan is being put in place to support this.

In addition, the Democracy Team supported a Council Workshop on 22 April 2020 and a Council Briefing on 29 April 2020, held via Skype for Business audio.

The democracy and assurance team has led development of the 2020-21 Annual Plan Consultation Document (CD), and consultation approach for the annual plan. The CD will be presented to Council for adoption on 14 May 2020, with consultation opening on 15 May 2020 for three weeks.

The team also supported the 2020-21 Fees and Charges consultation, deliberation and adoption process in preparation for adoption by Council on 14 May 2020. One submission was received through the special consultative procedure.

The senior assurance advisor has been part of the COVID-19 watch group to steer thinking around key messages and understand the operational challenges for the organisation as we transitioned from level 4 to level 3. This work is ongoing.

The insurance renewal process has begun with a renewal presentation from our current brokers AON. AON currently broker a number of Council's insurance policies, with the exception of our public liability and professional indemnity. The renewal for most of Council's policies is November 2020. The process for the renewal will begin in June to ensure time is available to get the best deal for Council.

COVID-19 has changed the way we do things. This changes the risks we are facing and how we respond. Work has begun to review the organisation wide Risk management Framework. This will be done with the assistance of the independent risk and audit chair and will include a session with elected members to set the risk appetite as we move forward.

Work continues to support the CCO's to ensure that annual statements of intent are completed for the June deadline. Given the current environment the auditors are working with all CCO's to understand the impact of COVID-19 and the team are assisting as needed.

Council has received 7 new LGOIMA requests since the last Operational report in April 2020. 68 requests have been received since the beginning of 2020. Requests received have covered a variety of topics including; noise complaints against a property, waste disposal and recycling information, a proposal for a resource recovery centre, a vehicle crossing application, and an internal memo about a property. There have also been 2 requests related to COVID-19, the first seeking information on levies and rates following the level 4 COVID-19 response, and the second seeking any plans regarding salary increases or reductions due to COVID-19.

1.10 May 2020 Community Group Operational Report

Agenda: Information Agenda
Publish Date: 21 May 2020
Reporting officer: Sandra Boardman (General Manager – Community)

1 Purpose

To provide an overview of work occurring in the current financial year, across functions that the Community Development Committee has oversight for.

2 Background

This report provides a brief overview of some of the operational highlights for March 2020 and provides some further comment on future planned activities.

3 Significance and Engagement

The decisions or matters in this Agenda do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via Agenda publication on the website, Council News, Facebook or any other channel.

4 Attachments

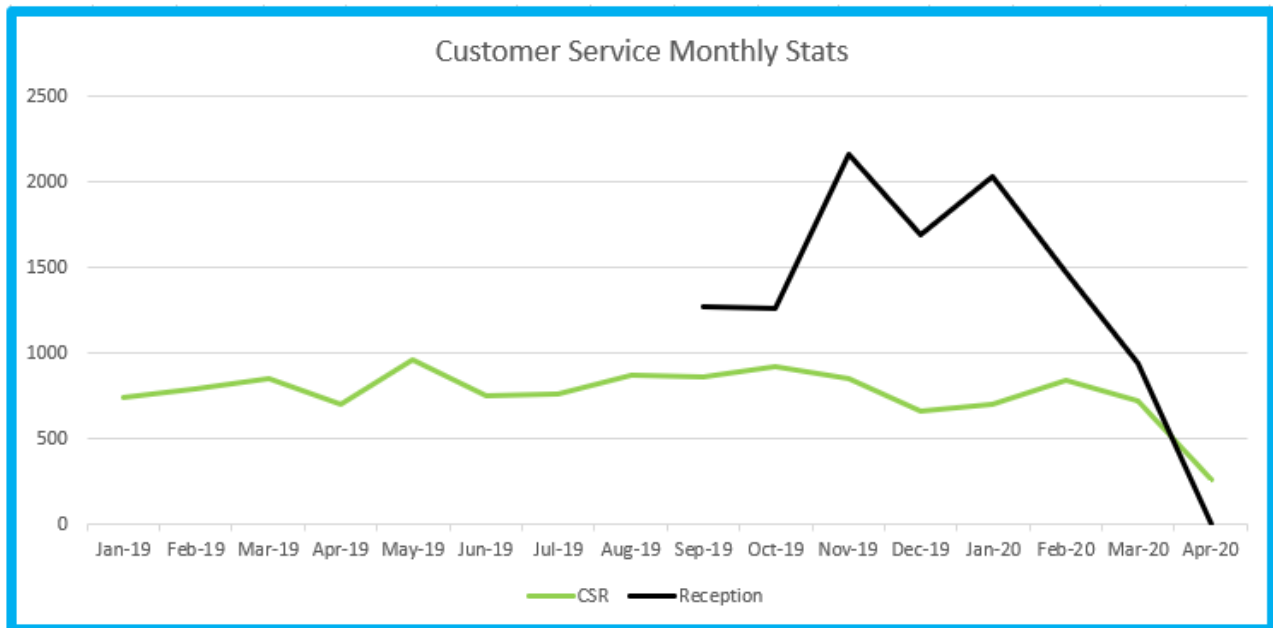
Operational Report – Community – April 2020

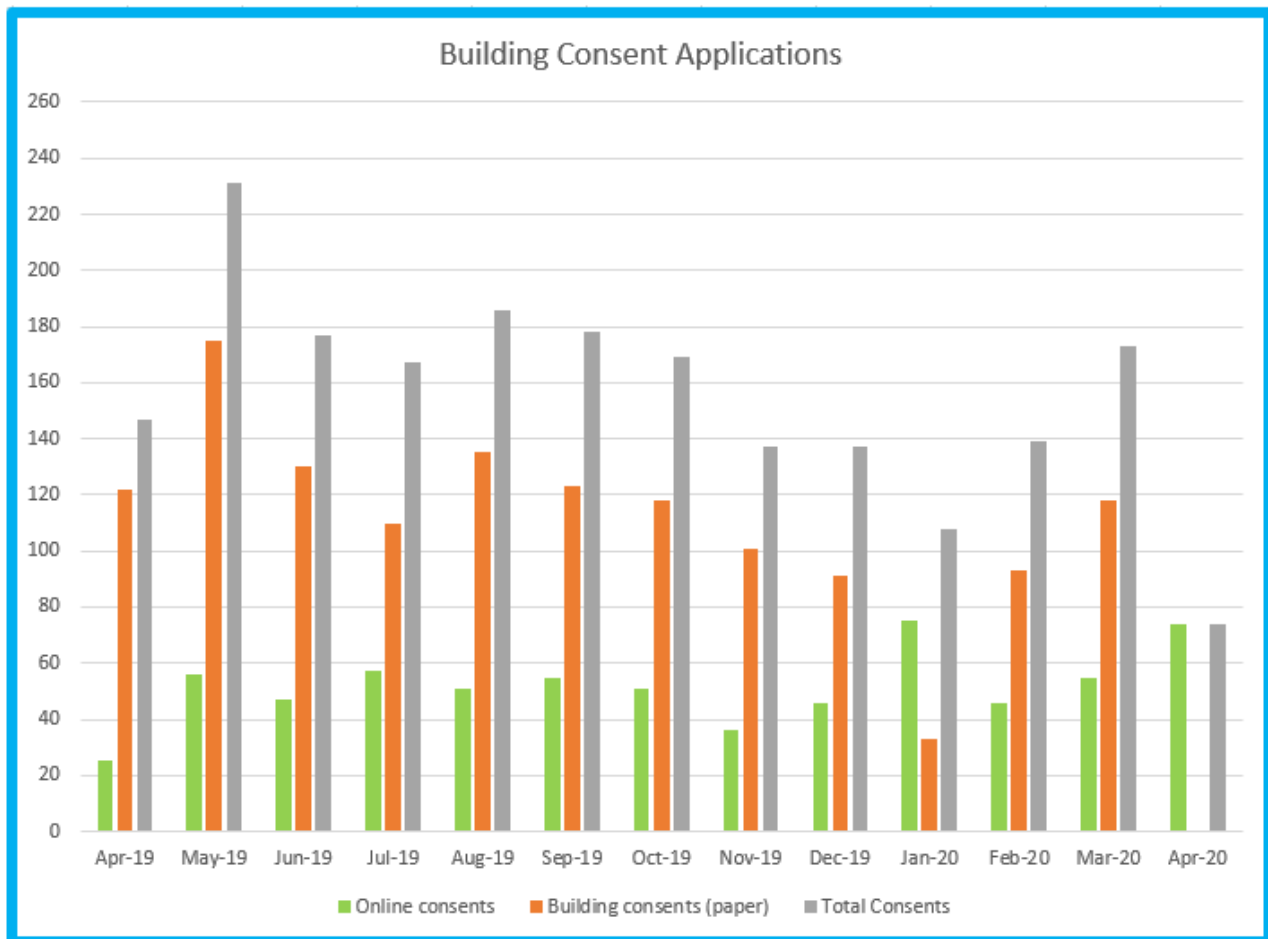
May Operational Report – Community Group (April 2020 Activities)

Customer Services

Service Centres

The team continue to work remotely, accepting building consent applications, carrying out property searches and responding to back office queries. Two of the team had resigned prior to lockdown and another two have been redeployed to help out the Contact Centre. This leaves adequate coverage for what is required, as we have seen a sharp decline in business.





Claphams Clocks

Three members of the team have been working from home on the deaccessioning project. A Deaccession Master Form must be completed for each object being deaccessioned. To date 466 forms have been completed pending review by the deaccessioning committee when the museum reopens. There are 264 objects in the Hub storage and 202 objects on display in the museum for which forms have been completed. This represents approximately 32% of the total number of clocks in the collection.

Further along in the deaccessioning process we will offer to other public institutions those items that no longer align with our current acquisition policy. This will occur after we have attempted to return items to the original donor, if known. As we are required to work from home until at least Alert Level 2, and this is a task that we can perform remotely, we have begun compiling, in advance, the spreadsheet detailing these items. The final version of this list will be sent to Te Papa to be distributed widely to museums in New Zealand.

i-SITE Visitor Information Centre & Te Manawa the Hub

Due to three fixed term summer contracts ending in March, the i-SITE team now comprises 1 Team Leader, 1 permanent full-timer, 3 permanent part-timers and 1 fixed termmer.

The Team Leader has attended weekly meetings to discuss issues the network is currently facing with Covid-19. Key topics included recovery planning, processing visitor enquiries post lockdown, connecting with RTOs, using hindsight for any future pandemics or epidemics, technology, digital platforms, online booking, and the TNZ domestic campaign.

Training Opportunities

ServiceIQ is the official industry training organisation (ITO) for the travel and tourism sectors. These qualifications are essential for Qualmark accreditation.

Four of the five frontline staff are working towards the New Zealand Certificate in Tourism with Operations & Visitor Information Endorsements Level 4 (i-SITE Specific). The fifth member (who has already completed above) is working towards the New Zealand Certificate in Retail Level 3. TL has completed the Colour Accounting Covid-19 Webinar.

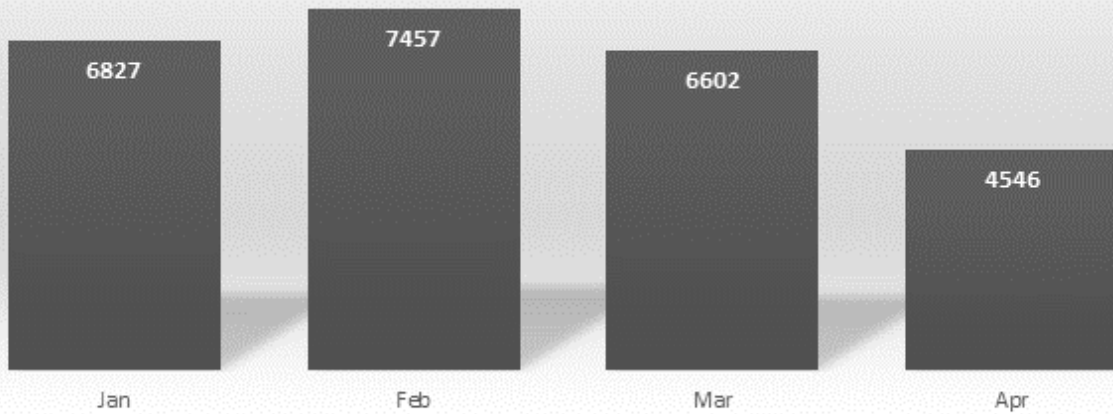
All training material and accreditation has been offered free of charge due to Covid-19. These courses would usually cost \$545 + GST for level 4 and \$405 + GST for Level 3 - a saving of approximately \$3,000. These staff are also on stand by for redeployment if required.

Contact Centre

The Contact Centre are continuing to answer all WDC calls along with manning the Regional Civil Defence 0800 number for emergency support. The WDC calls they are receiving are primarily for rubbish collection enquiries and rates payments (with some requesting rates relief). Call volume is steady but continues to be lower than normal. Due to the nature of some of the 0800 Welfare calls, the average time spent on calls has increased.

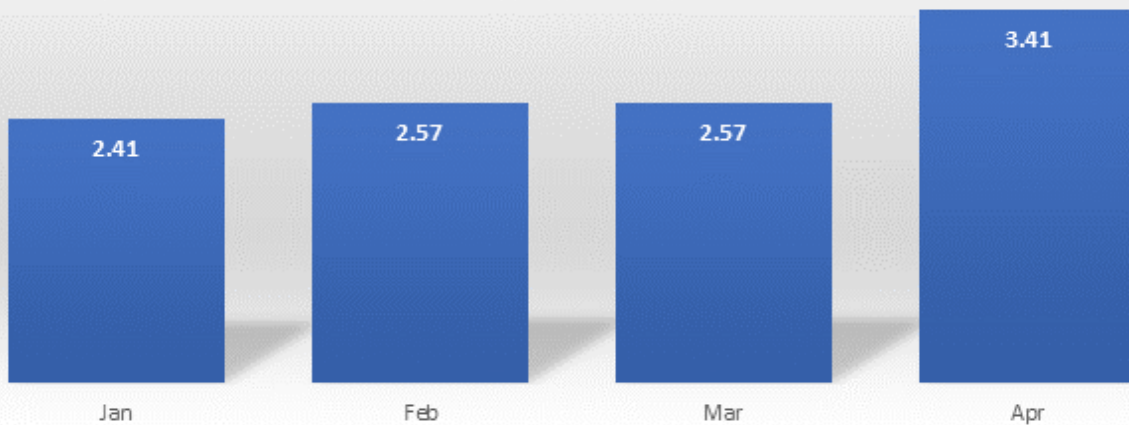
Monthly Calls in to the Contact Centre 2020

Decrease in Call Numbers for April



Average Time on Calls

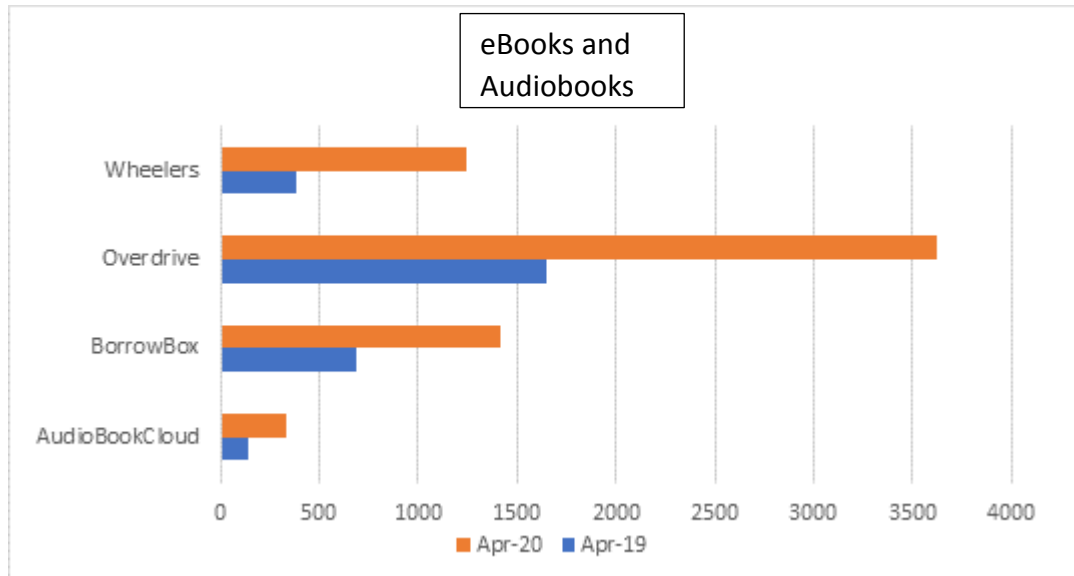
Increase in April Due to COVID 19 Welfare Calls



Library

eBooks

As evidenced in the graph below the number of eBooks and audio books borrowed in April (6,737) has increased by 150% compared to April 2019. Library staff offer telephone assistance to customers who are having trouble accessing eBooks and we have moved some budget from the purchase of hard copies to the purchase of eBooks.



Online Registrations

Since lock down on 25 March 203 customers have joined the library by online registration. Whangarei Libraries offer free membership to those wishing to join but live outside of the district.

Online Activities

One of the innovative activities on the library Facebook page are online Funtime and story time sessions which staff film and edit themselves.





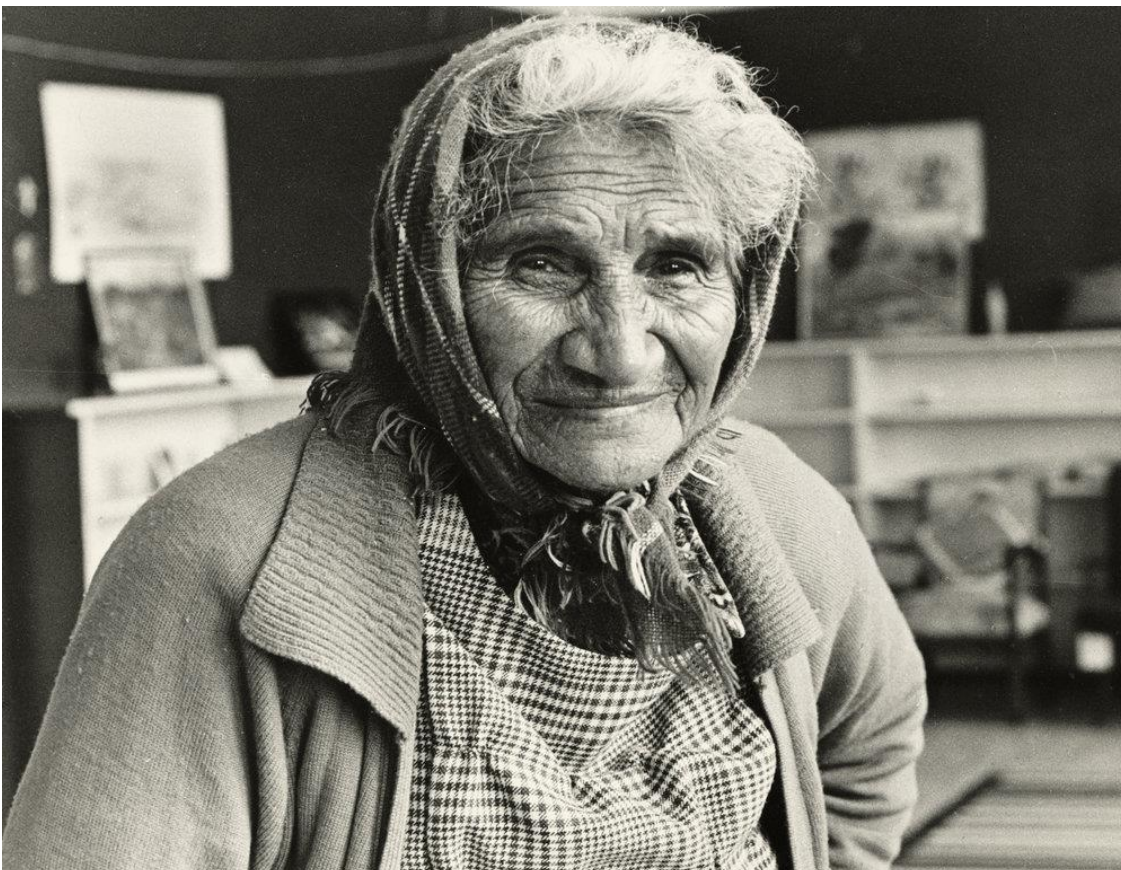
We also offer online book clubs, jigsaws, crafts and a LEGO club as well as posting about what we are doing on Facebook and Instagram



🤔🤔 How well do you know
Harry Potter? 🤔🤔
Go to our Instagram
page [#whangareilibraries](#) and
see if you can answer our Harry
Potter Quiz series. Have fun
and good luck!
Need the books? We have
Harry Potter eBooks and
eAudiobooks

Recollect Heritage Collection

The number of page loads recorded increased by 77% compared to April 2019 to 8,259. The photos of Lang's Beach taken before the building boom and Dame Whina Cooper were the most viewed in the collection.



Community Development

Community Funding

Funding Rounds – Completed

Round 2 of the Community Fund closed early March with 35 applications. A total of \$226,000 was requested, and our available budget is \$78,000. Decisions on funding were made at the 16 April extra-ordinary council meeting, with approximately 50% of applications receiving support. This was a pleasing achievement in getting support out into the community at this unprecedented time, but also as it was undertaken as we transitioned through to Alert Level 4 and remote team working.

This funding round finishes the 2019-20 funding year.

Funding Rounds – In progress

Tranche 1 of the Annual Operating Fund (AOF) for the 2020-21 funding year is now being processed and will be presented for consideration in May.

Tranche 2 of the AOF closes 1 June.

The funding guide and calendar for 2020-21, which advertises all the funding rounds, budget, criteria and priorities for the year ahead, is due for release late May. This depends on Council's decisions on the review of the community funding model, if discussed, and whether our Emergency Response and Recovery Mechanism is adopted as part of the Relief package under consideration.

Funding Review and Emergency Response

Two discussion papers were prepared this month – the previously planned Community Funding Review and the unplanned Emergency Response and Recovery Mechanism and approach.

The Community Funding Review paper, with recommended changes to Council's Community Funding model, was finalised for consideration in early April, again as we transitioned into Alert Level 4 Lockdown. In light of the Covid-19 and economic situation unfolding, it was decided to hold discussion of the Community Funding Review until later in the year, with implementation expected for the 2021-22 year, subject to the demands on Council time and the schedule for virtual meetings.

The Emergency Response and Recovery Mechanism briefing to Elected Members was in response to Covid-19 and offers options for Council to support the not-for-profit community sector in the same way that it is supporting business and ratepayers. It is expected that this will be presented early May for consideration, and that implementation will be immediate to support the wider community.

Civic Honours

The deadline for civic honours nominations was extended to 1 June this year, due to covid-19 level 4 restrictions affecting people's ability to collaborate on a nomination. This will mean that the Civic Honours Selection Committee meeting will be slightly delayed.

Should covid-19 restrictions continue, a decision will need to be made on whether to extend it for longer. This will mean further delays to the Selection Committee meeting, Council approval and subsequently for the Civic Honours ceremony itself.

To date, one nomination has been received.

Advisory Groups

Youth Advisory Group

The scheduled meeting for the Youth Advisory Group that was to be held on 1 April 2020 was instead held remotely on 22 April 2020. This was the first time that a virtual Advisory Group meeting was held and it was deemed a successful trial for remote based working.

We are pleased to announce the new co-chairs for this year, Ben Woodgates and Dakota Stewart. Ben and Dakota bring very different and very complementary skills and attributes to the role and the team are excited to see the mahi the group takes under their leadership.

We also acknowledge the outgoing co-chair, Mathilda Gritt, who did a great job leading the group over the last 12 months and through the changes to our advisory group operation.

Positive Ageing Advisory Group

A Positive Ageing Advisory Group optional meeting was held the week before lockdown level 4, Friday 20 March 2020 with half of the groups members in attendance.

The Positive Ageing Strategy is a priority action of the group. Most members of the group are in regular contact.

Disability Advisory Group.

Due to the range of impairments in the group, setting up a virtual meeting is proving to be difficult at this stage. However, there has been regular communication via email.

The recruitment for new members has been slow, with four applications by the closing date. The closing date has now been extended to May 18.

Community Led Projects Waipu

The Waipu CLP Committee launched an online survey as a mechanism for residents to have their say on what community projects are needed in Waipu. Due to COVID-19 Alert level 4, the survey close date was extended to the 30th of April 2020.

The current Chair of the committee has decided to take a step back from the role briefly. An interim Chair will be elected to progress the work of the committee during this time.

Community Led Projects Raumanga

Due to the impact of COVID-19, the Raumanga Community Roopu have decided not to meet while at Level 3 restrictions. This decision will be reassessed when there is more clarity regarding Level 2 restrictions.

Community Led Projects Maungatapere

Lead group members are starting to look at priority projects and planning post Covid-19 following their Community Plan endorsement from Council. There is a focus on continually communicating the community plans contents to residents in the area.

Community Led Project Kamo

Work started on the Kamo Library Laneway on Wednesday 29 April. The mural festival planning is now on hold due to Covid-19.

Community Led Projects Tikipunga

Nothing to report due to Covid-19. Contact has been attempted with members of the group, but little or no response has been forthcoming. Efforts to find ways to engage will continue with a meeting planned with the Chair of Tiki-Pride and others community members this month

Community Development Projects

Kai Ora Fund

Community Development Advisor supporting the Kai Ora Fund made contact with past Whangarei projects via phone; with the aim of gaining an understanding of their project under lockdown, and what their current/ future needs are. This is helping the partners plan for capacity building support throughout 2020. The information is also be provided to CDEM as helpful partner INTEL. The Kai Ora Fund received 45 applications totalling to \$174,944.00 for the 2020 funding round.

Migrant Settlement Network Group

The Migrant Settlement Network is continuing to meet under lockdown with a meeting planned for 21 April 2020.

Multi Ethnic Collective Group

Multicultural Whangarei, Whangarei Police and Community Development met online to plan for recruitment and get this group that will be supporting the District's ethnic diversity going.

Raumanga TouchED

Raumanga TouchED is a collaborative effort that seeks to expose young people living in Raumanga and their whanau members to a range of different sporting experiences. The committee consists of representatives from Touch NZ, Sport Northland, Te Ora Hou, NZ Police, Manaia View School, ACC and key community champions. Although only able to deliver one week of their Game On programme, due to the COVID-19 pandemic, the programme was very well received within the community.

<https://www.dropbox.com/s/oy9tyyw8cunj61p/1.%20Raumaga%20TouchED%20Game%20On%21%202020%20Report.mp4?dl=0>

The committee is currently planning to deliver the second annual Top Street Touch Tournament in November 2020. It is an opportunity for residents of all ages to come together by street and compete against each other for the title of Top Street Champions.

Northland Intersectoral Forum – Child and Youth Friendly Tai Tokerau

Due to the COVID-19 pandemic and the need for Government agencies re-evaluate their priorities, the NIF application to the Ministry of Youth Development has been put on hold.

Civil Defence Support

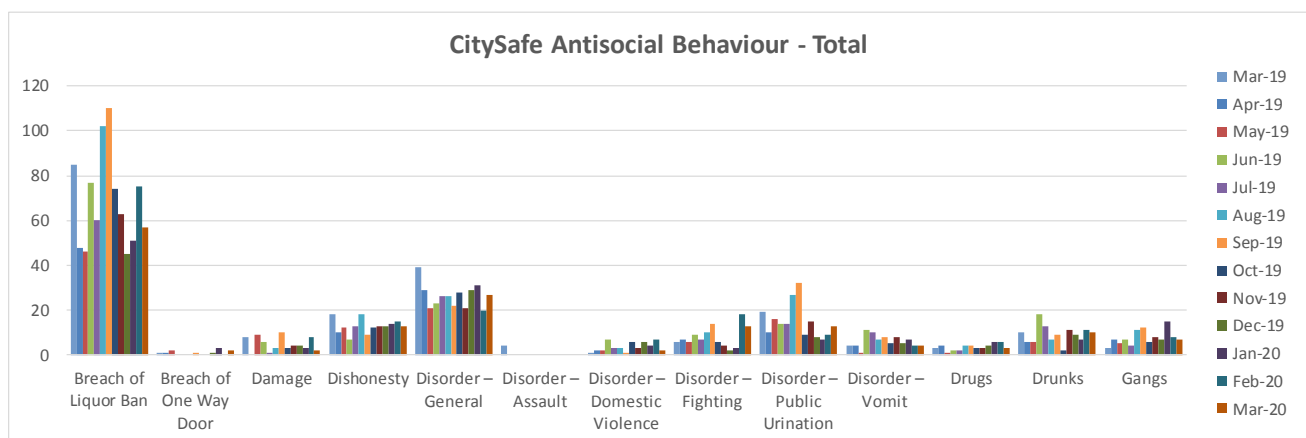
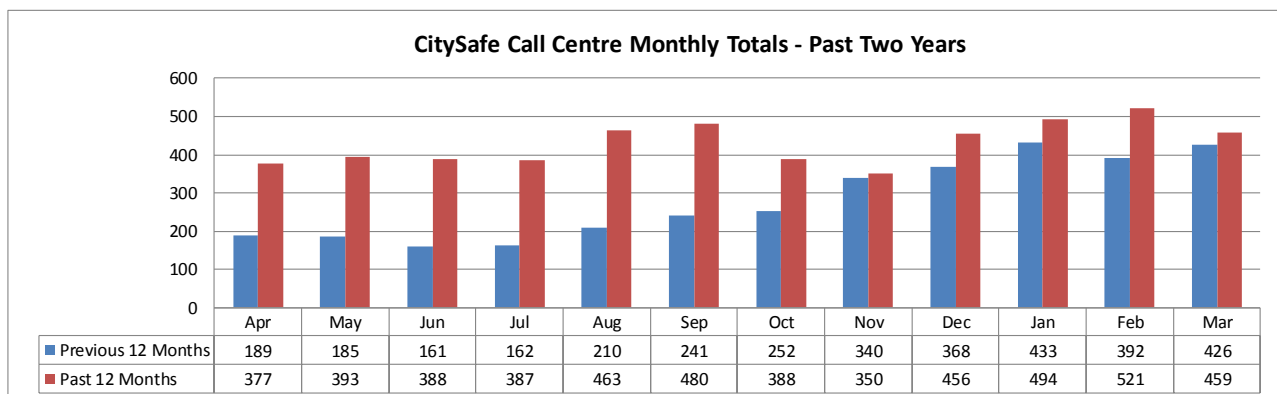
We have been supporting the CDEM team during the COVID-19 pandemic response both formally and informally in intelligence gathering roles with Community Response Coordinators and through Welfare Network Support, as well as providing some essential services support. As we transition into the Caring for Communities phase of the response, this CDEM support is anticipated to continue for the team.

Community Safety

At report writing time 3½ weeks of the 5-week Level 4 lockdown have been completed. Community Safety's focus has been on maintaining a safe and assuring presence in the inner city, with a degree of security; educating the public about maintaining physical/social distancing and bylaw compliance. There has been an expected fall in overall reported activities for March with the closure of all business apart from the limited essential services.

Day and night community officer patrolling occurred up until the 23rd of March, where, during the night, there had been a decrease in the overall breach of the liquor bans, but an increase in the amount of liquor vessels picked up, general disorder and public urination. From the 26th March CD reassigned our night (weekend) community to cover the CBD to 8pm at night. During the first three days of COVID-19 Level 3 status, when schools were closed, our day community officers had to deal with several instances of youth antisocial behaviour, where youths were misbehaving at the Library and Forum North, vehicles were damaged at the Vinery Lane Carpark and youth gangs were walking the inner city wearing their gang colours, however, since the Level 4 status has come into effect, there has been no overt presence of youth gangs in the inner city, with the majority of the incidents being responded to being to a small number of homeless.

March saw 9 reported activities involving the homeless, or suspected homeless, six of which were reported after the Level 4 restrictions were imposed, with a further 22 homeless related activities reported up to the 20th April. Despite being housed in emergency accommodation in the CBD, some of our homeless continued to breach the liquor ban, were intoxicated and not practicing distancing. There was an instance where one of the homeless persons was intoxicated and abusive towards members of the public waiting in line at a local supermarket.



The Summer Safe Carpark and Graffiti Removal programmes have been closed down due to their not being essential services.

Community Property

Community Halls and Facilities

Very limited activity on these sites, although some re-roofing and painting of halls and units now operational under strict controls during Level 3.

Pensioner Housing

No cases of COVID 19 within the Pensioner villages notified to us. At the time of this report all tenants have been accounted for and emailed or written to about the change to Alert Level 3. The letter sets out the Public Health guidance for this and thanks them for staying home. It also requests refrain from approaching any contractors who may enter Villages under Alert Level 3.

Maintenance calls

In the last two weeks there have been 7 urgent maintenance requests which Contractors have attended to.

- 3 Electrical (2 x No hot water and a wiring issue)
- 2 Plumbing (Jammed sink plug and a Broken toilet)
- 2 Handyman (Install smoke alarm and Broken window latch; unable to secure building)

There are only four non- urgent maintenance jobs waiting for the alert levels to decrease. Non-priority maintenance was held off for this vulnerable group and the A&P team instructed to leave that until Alert level 2. It is a balance as we can get some work done, but the grass can grow for a week longer and although Rec Services could benefit from the work, they understand CD rationale.

Also discussed a new contactless unit handover set up and key drop which A&P will be working with going forward until the alert levels reduce.

Sadly, one tenant passed away on the 6th of April. His family are arranging to clear and clean his unit however they suffered three bereavements in a three-week period and are feeling overwhelmed. It is expected the unit will be vacated early May.

A&P doing a great job; happy with their empathy and foresight thus far.

Venues and Events

Major Events

Rugby World Cup (RWC) update

Monthly 'WIP' meetings continue with World Rugby. The RWC pool draw announcement has been rescheduled to occur on the 14th of August, regional activations are unlikely to occur due to the current alert level restrictions in place for air travel.

Her Worship the Mayor has provided a letter of support for NZ Rugby's application to the 'Shovel Ready Fund' to upgrade and in some instances provide new gender equitable facilities at allocated training grounds throughout Whangarei.

The following Training grounds/facilities have been secured by NZ Rugby for Rugby World Cup; Horahora Sports Club, Pohe Island, Ngunguru Recreation Centre, Kensington Park and K11 (the field in the fenced perimeter within the Athletics & Gymnastics facility onsite).

Semenoff Stadium

Northland District Health Board has set up a Covid-19 testing centre in the east end of the Stadium carpark for our community. The site has been cordoned off with temporary fencing and portaloos for our community to drive in and drive out, testing is available week days and in some instances on the weekend.

With the move to Alert Level 3 both maintenance and capital expenditure works have recommenced within the Stadium with MOH guidelines in place for contact tracing and management of approved contractors.

Forum North

Forum North venue capital expenditure works were suspended during Alert Level 4, they have now resumed with MOH guidelines in place for contact tracing and management of approved contractors.

Waahi Whakaritea Kaupapa (Event Booking System)

The Waahi Whakaritea Kaupapa Project Evaluation team have been working diligently on completing the procurement of an Event Booking System for the Venues and Events Department that meets Council's requirements.

Marketing and Events

2020 Events Programme (Alert Level 2)

The team has been working on an events programme for the community to enjoy once we reach Alert Level 2. Each event will ensure it delivers key aspects of our 'Experience Local Events Strategy' and promotes all things Local. These events will be delivered by the Venues and Events team between June and December 2020, the programme will take into account 7 May 2020 MOH guidelines for mass gatherings.

Venue Marketing Brochures

A one page marketing brochure has been designed to promote both venues based on Covid-19 Alert Level 2 restrictions. The brochure highlights the benefits of hiring a safe, clean venue that complies with all MOH guidelines. These will be advertised online, print and via email to current and potential clients.

Smoke free Policy

A detailed Smoke free implementation plan for the Venues and Events department has been developed in accordance with the 'WDC Smoke free Policy 0138' and the 'WDC Smoke free Policy 2019-2020 Implementation Plan and Signage Recommendations'. The plan will be fully implemented at both venues and at all events, once we return to Alert Level 2 restrictions.

Forum North Bilingual Room Signage

Following the rebrand of the Forum North Entertainment Centre, the second phase will now be implemented this includes an updating of all room and directional signage with the new brand and bilingual room and directional signage. This will be installed once we return to Alert Level 2 restrictions.

Community Events

All Community events have either been cancelled or postponed in April due to the Covid-19 Lockdown.

Community organisers have been interacting remotely and are starting to plan events suitable under Alert Level 2 restrictions, this includes local organisers of the Whangarei Fringe Festival, a 16 day festival scheduled in October 2020.