

Infrastructure Committee Committee Agenda

Date: Thursday, 12 October, 2017

Time: 10:30 am

Location: Council Chamber
Forum North, Rust Avenue
Whangarei

Elected Members: Cr Greg Martin (Chairperson)
Her Worship the Mayor Sheryl Mai
Cr Stu Bell
Cr Vince Cocurullo
Cr Crichton Christie
Cr Tricia Cutforth
Cr Shelley Deeming
Cr Sue Glen
Cr Phil Halse
Cr Cherry Hermon
Cr Greg Innes
Cr Sharon Morgan
Cr Anna Murphy

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

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Infrastructure Committee – Terms of Reference

Membership

Chairperson: Councillor Greg Martin

Members: Her Worship the Mayor Sheryl Mai
Councillors Stu Bell, Crichton Christie, Vince Cocurullo, Tricia Cutforth, Shelley Deeming, Sue Glen, Phil Halse, Cherry Hermon, Greg Innes, Sharon Morgan, Anna Murphy

Meetings: Monthly

Quorum: 7

Purpose

To oversee the management of council's infrastructural assets, utility services and public facilities.

Key responsibilities include:

- Services including the provision and maintenance of:
 - Infrastructure projects and support
 - Infrastructure project co ordination
 - Transportation
 - Waste and Drainage
 - Water
 - Parks and Reserves.
- Shared Services – investigate opportunities for Shared Services for recommendation to council.

Delegations

- (i) All powers necessary to perform the committee's responsibilities, including, but not limited to:
 - (a) the approval of expenditure of less than \$10 million plus GST.
 - (b) approval of a submission to an external body.
 - (c) establishment of working parties or steering groups.

- (d) power to establish subcommittees and to delegate their powers to that subcommittee.
- (e) the power to adopt the Special Consultative Procedure provided for in Section 83 to 88 of the LGA in respect of matters under its jurisdiction (this allows for setting of fees and bylaw making processes up to but not including adoption).
- (f) the power to delegate any of its powers to any joint committee established for any relevant purpose under clause 32, Schedule 7 of the Local Government Act 2002

Item 3.1**Infrastructure Committee Meeting Minutes**

Date: Thursday, 7 September, 2017
Time: 10:30 a.m.
Location: Council Chamber
Forum North, Rust Avenue
Whangarei

In Attendance

Cr Greg Martin (Chairperson)
Her Worship the Mayor Sheryl Mai
Cr Stu Bell
Cr Vince Cocurullo
Cr Crichton Christie
Cr Tricia Cutforth
Cr Shelley Deeming
Cr Sue Glen
Cr Phil Halse
Cr Cherry Hermon
Cr Greg Innes
Cr Sharon Morgan
Cr Anna Murphy

Also present:

Simon Weston (General Manager Infrastructure), Jeff Devine (Roading Manager), Andrew Carvell (Waste and Drainage Manager), Aubrey Gifford (Acting Parks Manager), Andrew Venmore (Manager Water Services), Dominic Kula (Manager Infrastructure Development), Marie Katrin-Richter (Team Leader Project Management), Nicolene Pestana (Team Leader Democracy), Democracy Adviser (Hsi-En Soo) and Executive Assistant (Judi Crocombe).

1. Declarations of Interest

There were no declarations of interest.

2. Apologies

Cr's Christie and Cutforth

Moved by: Cr Vince Cocurullo

Seconded by: Cr Anna Murphy

That the apologies be sustained.

Carried

3. Confirmation of Minutes of Previous Infrastructure Committee Meeting

3.1 Minutes Infrastructure Committee 10 August 2017

3.2 Confidential Minutes Infrastructure Committee 10 August 2017

Moved by: Cr Sharon Morgan

Seconded by: Cr Anna Murphy

Carried

4. Decision Reports

4.1 Camera Obscura Funding Request

That the Infrastructure Committee approves funding of \$107,000.00 to provide the necessary infrastructure and landscape integration elements to support the Camera Obscura.

Moved by: Cr Greg Innes

Seconded by: Cr Cherry Hermon

On the Motion being put, Cr Innes called for a Division.

Recorded	For	Against	Abstain
Cr Greg Martin (Chairperson)	X		
Her Worship the Mayor Sheryl Mai	X		
Cr Stu Bell		X	
Cr Vince Cocurullo	X		
Cr Crichton Christie			
Cr Tricia Cutforth			
Cr Shelley Deeming	X		
Cr Sue Glen	X		
Cr Phil Halse	X		
Cr Cherry Hermon	X		
Cr Greg Innes	X		
Cr Sharon Morgan	X		

Cr Anna Murphy

X

Results

10

1

0

Carried

4.2 Temporary road closure

Moved by: Cr Vince Cocurullo

Seconded by: Cr Sharon Morgan

That the Infrastructure committee

- a) Approves the following road to be closed to ordinary traffic for the static Big Rig display being organised by Whangarei truck owners in accordance with the Local Government Act (1974)
 - i) Saturday 14 October 2017
Okara Drive, from Porowini Avenue roundabout to Port Road roundabout
Period of closure: 6:00am – 2:30pm
- b) Approves the side roads off the road to be closed also be temporarily closed for a distance of up to 100metres from the intersection for safety purposes.
- c) Delegates to the Chair of the Infrastructure Committee and the Infrastructure Services Group Manager the power to consider objections and cancel or amend any or all of the temporary road closure if applicable.

Carried

5. Information Reports

5.1 Infrastructure Operations Report Update – August 2017

Moved by: Cr Greg Innes

Seconded by: Cr Vince Cocurullo

That the Infrastructure Committee notes the Infrastructure Operations Report Update.

Carried

5.2 Contracts Approved Under Delegated Authority

Moved by: Cr Greg Innes
Seconded by: Cr Shelley Deeming

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

Carried

5.3 Infrastructure Capital Projects Report

Moved by: Cr Sharon Morgan
Seconded by: Cr Greg Innes

That the Infrastructure Committee notes the Infrastructure Capital Projects Report for the year ending 30 June 2017.

Carried

5.4 Service Delivery Review Transportation Services

Moved by: Cr Sue Glen
Seconded by: Cr Shelley Deeming

That the committee notes the completed Service Delivery Review for Transportation Services activities.

On the Motion being put, Cr Halse called for a Division:

Recorded	For	Against	Abstain
Cr Greg Martin (Chairperson)	X		
Her Worship the Mayor Sheryl Mai	X		
Cr Stu Bell	X		
Cr Vince Cocurullo	X		
Cr Crichton Christie			
Cr Tricia Cutforth			
Cr Shelley Deeming	X		
Cr Sue Glen	X		

Cr Phil Halse		X	
Cr Cherry Hermon	X		
Cr Greg Innes	X		
Cr Sharon Morgan	X		
Cr Anna Murphy	X		
Results	10	1	0

Carried

6. Public Excluded Business

7. Closure of Meeting

The meeting was concluded at 11.31am

Confirmed this the 12th day of October 2017

Cr Greg Martin (Chairperson)

4.1 CON16020 – Kamo Shared Path Stage 1 – Rust Avenue to Cross Street – Variation to Contract

Meeting: Infrastructure Committee
Date of meeting: 12 October 2017
Reporting officer: Nick Marshall (Senior Roading Engineer – Traffic and Parking)

1 Purpose

To seek the Committees approval to increase the original contract value of CON16020 from \$1,872,317.91 excluding GST to \$2,501,448.46 excluding GST.

2 Recommendation

That the Infrastructure Committee approves the contract value of CON16020 Kamo Shared Path Stage 1 from Rust Avenue to Cross Street, be increased from \$1,872,317.91 excluding GST by \$629,130.55 (Six Hundred and Twenty-Nine Thousand, One Hundred and Thirty Dollars and Fifty-Five Cents) to \$2,501,448.46 (Two Million, Five Hundred and One Thousand, Four Hundred and Forty-Eight Dollars and Forty-Six Cents) excluding GST.

3 Background

The Kamo Shared Path (Kamo Cycleway) project has been identified through the Walking & Cycling Strategy. The Kamo Route is one of the three key urban routes required to develop an integrated active mode transport system, reducing demand on our road network.

This project was split into four construction stages. Stage 1 contract CON16020 from Rust Avenue to Cross Street is currently under construction by Broadspectrum NZ Ltd. This contract was originally approved for \$1,872,317.91 excluding GST under the Chief Executive's financial delegation on 12th April 2017.

4 Discussion

4.1 Variation Details

A breakdown of the additional costs is provided in the following table:

Variation Summary		
Element	Description	Amount (\$) excluding GST
Rust Avenue Extension	Extend project along Rust Avenue, from Rail Overbridge to Lovers Lane (location of future pedestrian traffic signals crossing)	\$121,902.00
Gum Tree Removal & Restoration	Removal of Gum Trees and restoration (planting) - Arborist identified these trees as at risk of falling	\$33,819.00
University of Auckland	Modification of disability access - easement agreement	\$13,153.00
Boardwalk / Easement / Consent requirements	Change boardwalk from timber deck to precast reinforced concrete beams to allow rock-fall protection (risk of rock-fall from KiwiRail embankment - consent condition), and non-climbable fence along façade of Whangarei Club (Easement condition)	237,872.00
KiwiRail & Miscellaneous	Changes to design due to KiwiRail audits during construction, wet weather allowances and drainage features uncovered during construction	\$132,384.55
Contingency	Allowing \$90k contingency	\$90,000.00
Total Variation Amount		\$629,130.55

A breakdown of cost for the whole contract is provided in the following table:

Description	Amount (\$) excluding GST
Original contract value	\$1,872,317.91
Contract Variance	\$629,130.55
Total revised contract value	\$2,501,448.46

4.2 Risks

A contingency value of \$90,000.00 excluding GST is included in this revised contract value to allow for any unforeseen works to complete this stage.

4.3 Financial/budget considerations

The total allocated budget for the Kamo Shared Path project is \$ 8.575M, this includes \$ 2M of Minor Improvement funding allocated for intersection and rail crossing upgrades which will be completed as part of this project.

The funding for these extra works will come from Roadway Department's existing Kamo Shared Path budget and Minor Improvements budget. No additional funding is required.

5 Significance and engagement

The decisions or matters of this report do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via newspaper and website publications regarding the project.

4.2 Heritage Signs – Working Party

Meeting: Infrastructure Committee
Date of meeting: 12 October 2017
Reporting officer: Rachael Mannion (Infrastructure & Services Project Engineer)

1 Purpose

To form a Working Party to finalise and implement the Heritage Signs – Identification, Prioritisation and Implementation Plan.

2 Recommendation/s

That the Infrastructure Committee

- a. approves the formation of a Working Party of Councillors, WDC staff and key stakeholders to finalise and implement the Heritage Signs – Identification, Prioritisation and Implementation Plan; and
- b. selects the Councillor(s) that will be part of the Working Party;
 - Councillor Trisha Cutforth
 - Councillor Anna Murphy.

3 Background

The installation of Heritage Signs began with the creation of the Heritage Trail on the Loop Walkway. Since then the installation of signs throughout the District has been an ad-hoc process that has often been dictated by other projects occurring.

4 Discussion

A team was formed in April 2017 to determine a process for the identification and installation of further Heritage Signs. This team consisted of;

- Rachael Mannion: Infrastructure Planning and Capital Works Project Engineer
- Ann Midson: Senior Communications Advisor, and
- Paul Ulrich: Libraries Manager

The team has recently developed the Heritage Signs – Identification, Prioritisation and Implementation Plan (attachment 1). This plan, once finalised by the Working Party, will become the process that is followed for the future installation of Heritage Signs throughout the District.

4.1 Financial/budget considerations

Funding for the installation of the signs will initially come from Sense of Place – Parks Interpretation Information. This may be subject to change in the next Long Term Plan.

As at 2017, the costs for the full construction and installation of a Heritage Sign in central Whangarei was \$6,850. This cost may vary with location, inflation and the cost of the materials. This figure does not include any costs involved with developing and verifying the stories, however, if the process in the plan is followed, these costs should be minimal or non-existent.

4.2 Proposed Working Group Members

The WDC staff members included in the Working Party will include;

- Rachael Mannion: Infrastructure Planning and Capital Works Project Engineer
- Ann Midson: Senior Communications Advisor, and
- Paul Ulrich: Libraries Manager.

Additional WDC staff members will attend when their expertise is required.

4.3 Terms of Reference

The following are draft Terms of Reference for the Working Party. These will be developed further and agreed during the first meeting of the Working Party.

Meetings

Meeting shall be held monthly, or as and when required, with additional meetings as required during the vetting and prioritisation of stories.

Purpose

To finalise and implement the Heritage Signs – Identification, Prioritisation and Implementation Plan.

Key Responsibilities

- To provide assistance, advice and feedback on the project
- To finalise the Heritage Signs – Identification, Prioritisation and Implementation Plan
- To implement the plan as agreed
- Monitor and manage programme and budgets
- Manage risks to ensure positive outcomes
- Implement a positive communications strategy to ensure community and stakeholder buy-in
- Act and communicate in an open and honest way

Delegations

The Working Party will have no delegated authority.

5 Significance and engagement

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

6 Attachments

Attachment 1 – Heritage Signs – Identification, Prioritisation and Implementation Plan (Draft)
Attachment 2 – Image of completed Heritage Sign

Heritage Signs – Identification, Prioritisation and Implementation Plan (DRAFT)

Background / History

The installation of Heritage Signs began with the creation of the Heritage Trail on the Loop Walkway. Since then the installation of signs throughout the District has been an ad-hoc process that has often been dictated by other projects occurring.

The original design of the signs consisted of printed stainless steel panels fixed to a corten steel structure and this is not anticipated to change.

Purpose

The purpose of this document is to describe a long-term, coordinated approach to the construction of the Heritage Signs.

Heritage Sign Working Group

A Working Group will be formed to implement this plan. The Group will consist of Whangarei District Council staff members and Councillors.

Gathering Stories

It is important to ensure that the stories being told cover a representative range of cultures, interests and locations. To achieve this, Whangarei District Council (WDC) need to involve as many different people and groups as possible.

There are multiple community groups and individuals throughout the Whangarei District that are interested in telling the heritage stories of their areas and to contact them individually would be time-consuming, and there would be a risk that groups or individuals could dominate or be missed.

Web-Site

The creation of a web-page would allow WDC to inform the public and keep them up-to-date on what is being proposed and built and be an avenue for people to submit stories they would like to see on the Heritage Signs.

Promotion

The web-site and Heritage Sign work will be promoted through the use of Council News, Facebook, the Library and Council web-sites and the placing of posters / pamphlets in places such as the Northland Room in the Library and local Museums.

Te Karearea

The Te Karearea group contains representatives from multiple Hapu and Iwi in the District and is therefore an ideal way of reaching and engaging the Maori Community. The group will be informed of the request for stories and encouraged to submit their own through this process. The group will then be kept up to date with the progress and decisions made.

Vetting and Finalising Stories

Working Group

All stories submitted will be retained on a database in Kete. Each story will be vetted by the Heritage Sign Working Group who will decide if the story is appropriate for the public.

Verification and Information Gathering

The stories that pass the Working Group's vetting process will be posted on the web-site for the public to comment on. This will assist the Working Group with the verification of the story, encourage others to contribute further relevant information and to tell their own stories.

Finalising

Ideally the stories will be told using the wording of the people who submitted them, however they will all be reviewed by the Working Group for any errors in grammar or spelling and any text that may be inappropriate or offensive.

Prioritising

Stories will be prioritised by the Working Group who will consider the following points

- Coordinating signs installation with areas where other works are being undertaken
- Ensuring a bi-cultural and multi-cultural perspective is taken
- Selecting stories that are interesting and important to a wide audience, not just one individual or family
- Ensuring suitable images are included in the signs
- Selecting geographically relevant sites (stories that relate to particular locations)
- Ensuring stories over a range of topics
- Installing signs at a wide range of locations throughout the district.

Approval(s)

Every three years a list of up to 15 stories will be prioritised by the Heritage Sign Working Group. These will be presented to the Infrastructure Committee for approval.

Construction

Construction and installation of the signs will be based on the prioritisation list and the budget available.

Funding

Source

Funding for the installation of the signs will initially come from Sense of Place – Parks Interpretation Information. This may be subject to change in the next Long Term Plan.

Cost

As at 2017, the costs for the full construction and installation of a Heritage Sign in central Whangarei was \$6,850. This cost may vary with location, inflation and the cost of the materials. This figure does not include any costs involved with developing and verifying the stories, however, if the process above is followed, these costs should be minimal or non-existent.



4.3 Recommendation for the appointment of a Working Party for the Pohe Island Masterplan Development

Meeting: Infrastructure Committee
Date of meeting: 12 October 2017
Reporting officer: Damien Wilkinson (Infrastructure Project Engineer)

1 Purpose

To form a Pohe Island Masterplan Development Working Party to assist with the direction of the project.

2 Recommendations

That the Committee approves

- a) the formation of a Working Party of Councillors, Whangarei District Council staff members and key stakeholders, for the Pohe Island Masterplan Development Project
- b) the following Councillor(s) be part of that Working Party
 - Councillor Phil Halse
 - Cr Cherry Hermon
 - Cr Vince Cocurullo
 - Cr Greg Martin (Chairman).

3 Background

The Pohe Island Masterplan Development project envisages the transformation of a historic landfill into a regionally significant park. The first area identified to activate Pohe Island as a Recreational Space, is in the North-Western corner of William Fraser Memorial Park on Pohe Island. See attachment 1.

To keep the project moving forward so funding in the LTP can be utilised, the team will continue to develop the scheme plan based on the funding available, while making allowances in the design for the future construction of the elements that will initially be excluded.

4 Discussion

4.1 Objective

Projects in the past have found success through the utilisation of a 'Working Group' (Party) consisting of Councillors, WDC staff members and other key stakeholders. It is proposed that a similar 'Working Party' is created to ensure a successful outcome.

4.2 Proposed Working Group Members

WDC Staff Members

The WDC staff members in the Working Party will include the Pohe Island Masterplan Development Project Team;

- Infrastructure Project Engineer: Damien Wilkinson
- Landscape Architect: Jed Whitaker
- Project Sponsor: Simon Weston.

Additional WDC staff members will attend when their expertise is required.

Key Stakeholders

Key stakeholders will form part of the Working Party, as and when required. These stakeholders will be invited to attend the Working Party meetings when appropriate and only if agreed by the Working Party. These key stakeholders include;

- Mad Hatters Football Club
- Rock and Roll Club
- Sport Northland
- Rugby Northland
- Bike Northland
- Northland Rowing Club
- Young Mariners
- Sea Cadets
- NZ Rally
- Local Hapu

4.3 Terms of Reference

The following are draft Terms of Reference for the Working Party. These will be developed further and agreed during the first meeting of the Working Party. Upon implementation, all conflicts of interest shall be declared and recorded.

Meetings

Meetings will be held monthly.

Purpose

To oversee the implementation of the Pohe Island Masterplan Development Project through to a successful physical delivery of infrastructure.

Key Responsibilities

- To provide assistance, advice and feedback on the project
- To report back to the Infrastructure Update meetings (all minutes from the Working Party meeting will be made available to the Infrastructure Committee)
- Monitor and manage programme and budgets
- Establish working relationships with adjacent projects to maximise overall benefits
- Manage risks to ensure positive outcomes
- Implement a positive communications strategy to ensure community and stakeholder buy-in
- Act and communicate in an open and honest way
- Ensure the project progresses through to a successful outcome

Delegations

The Working Party will have no delegated authority.

5 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 the publication of this agenda on the website, and Council News.

6 Attachments

1. Pohe Island Carpark sketch.

WILLIAM FRASER MEMORIAL PARK ON POHE ISLAND - CAR PARK

OBJECTIVE:

To notify stakeholders of the car park on Pohe Island to be constructed within the 2017-2018 financial year. The following preliminary sketches provide insight on the current direction. We invite you to comment or contact us regarding this package.

All technical detailing and final layout will be undertaken by a consultant team selected through a tender process.

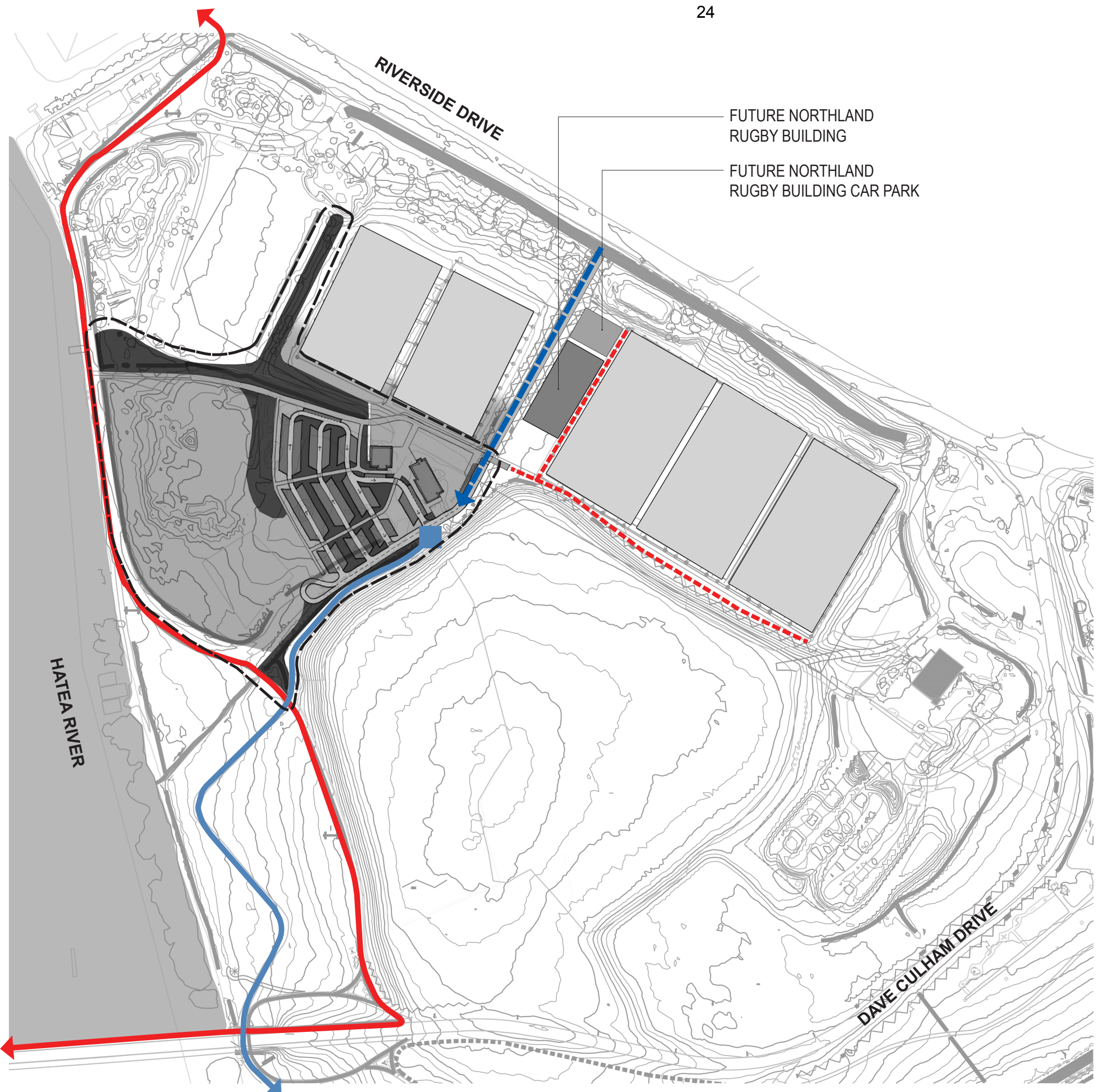
IMPORTANT:

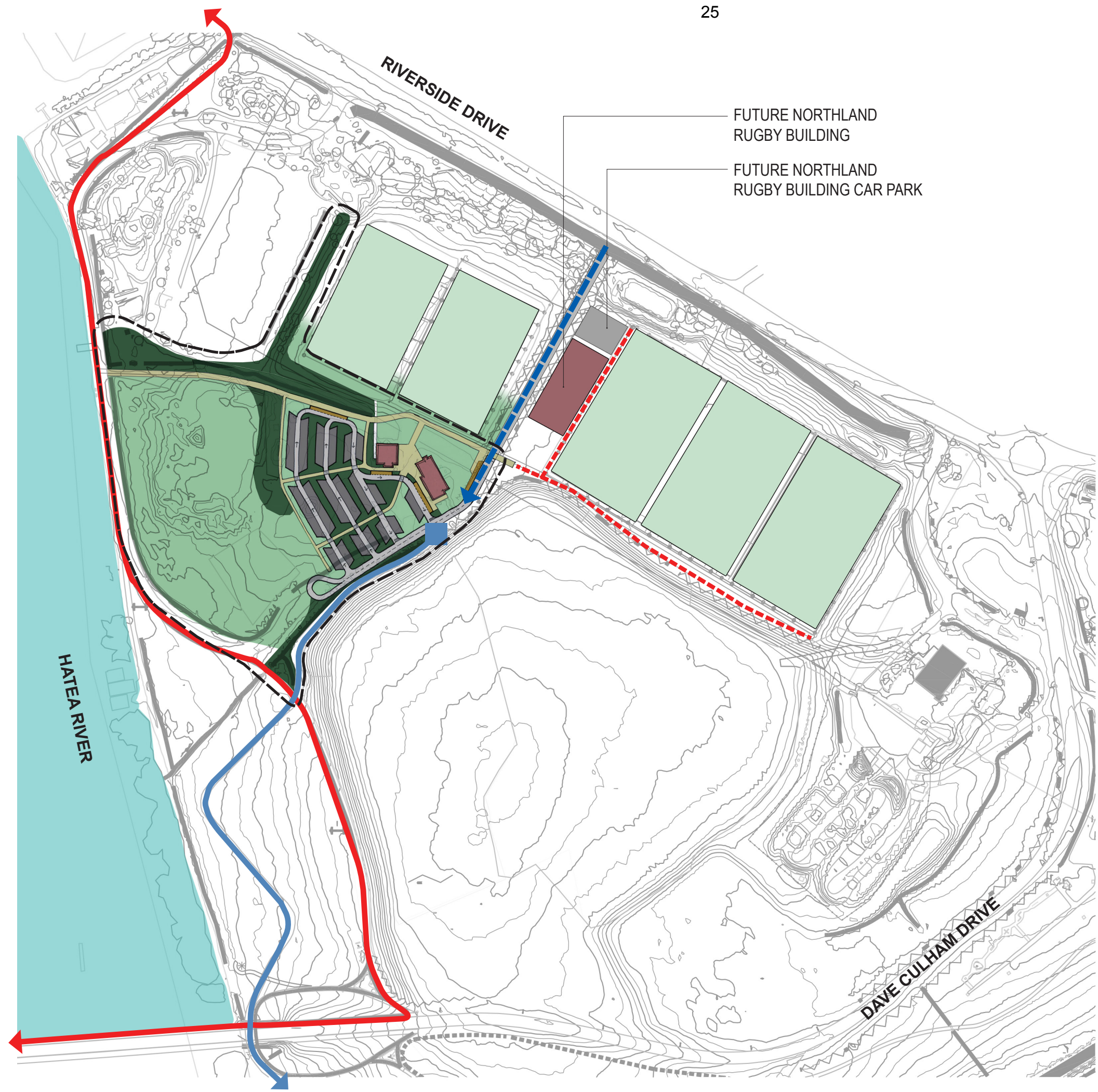
Please treat these plans as confidential and not for publication.

**ISSUED: 11/09/2017
PAGES 1-4 REV 00**

CONTEXT
CURRENT VEHICLE AND PEDESTRIAN
NETWORKS WITHIN THE PROPOSED SITE

- LEGEND**
- LIMIT OF WORKS. 2017-2018
FINANCIAL YEAR
 - ↔ HATEA LOOP
 - FUTURE PAVEMENT
CONNECTIONS
 - ➡ EXISTING RALLY TRACK
 - ➡ CURRENT ENTRY ROAD OFF
RIVERSIDE DRIVE





LEGEND

- LIMIT OF WORKS. 2017-2018 FINANCIAL YEAR
- ↔ HATEA LOOP
- FUTURE PAVEMENT CONNECTIONS
- ➡ EXISTING RALLY TRACK
- ➡ CURRENT ENTRY ROAD OFF RIVERSIDE DRIVE



4.4 Recommendation for Extension of Contract 12004 Road Marking

Meeting: Infrastructure Committee
Date of meeting: 12 October 2017
Reporting officer: Mike Batchelor (Road Maintenance Engineer)

1 Purpose

To extend the contract period for the road marking contract and to increase the contract value.

2 Recommendations

That the Infrastructure Committee approves

- a) that the contract for Road Marking: Contract 12004, be extended for a further nine months from 1 October 2017 to 30 June 2018.
- b) that the contract value be increased by the sum of \$600,000, bringing the total contract value to \$2,882,657.19 exclusive of GST.

3 Background

This contract is for the inspection and maintenance of Road Markings and Reflective Raised Pavement Markers on the Whangarei District Council roading network, including the painting of resealed roads and new markings. Currently this contract is held by Coastline Roadmarkers Ltd.

The contract was let for an initial three year period in 2012 and made allowance to extend the contract period for two successive years. The second of the one year extensions was approved by Council in June 2016 and continues until 30 September 2017.

NZTA has approved the extension of all Council's maintenance contracts from 1 July 2017 to 30 June 2018 to allow for the Northland Transport Alliance (NTA) to develop a new procurement strategy and a plan on how maintenance contracts can best be delivered in Northland for future years.

On this basis, it is recommended that the existing contractor be granted a nine month extension of this existing maintenance contract until July 2018.

4 Financial Authority

The current approved contract value is \$2,282,657.19. Coastline Roadmarkers Ltd have held a variety of contracts with Council, for this activity, for the past twenty-three years and are very familiar with the requirements of the Whangarei District Council and have a wealth of local knowledge.

The additional contract amount required for the one year extension to the contract period will be \$600,000 including the price escalation in accordance with the Contract Specification. The annual budget for this work is \$550,000 for remarking, and with the additional of minor safety and additional new works to the value of \$50,000 also being carried out under this contract, the value of the requested variation is \$600,000.

This is a measure and value contract and the actual payments to the contractor are based on the quantity of works completed and the tendered schedule of rates. All of these works are completed within the Council's approved budget in any one year.

Contract	\$\$
Previous value of the contract (5 years)	\$2,282,657.19
The variation requested in this VO (+9 months)	\$600,000.00
The proposed new value of this contract	\$2,882,657.19

5 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 the publication of this agenda on the website, and Council News.

4.5 Tree Maintenance Contract Procurement

Meeting: Infrastructure Committee
Date of meeting: 12 October 2017
Reporting officer: Stuart Jackson (Parks and Recreation)

1 Purpose

To seek endorsement of the procurement process for the supply of Council's tree maintenance services.

2 Recommendations

That the Committee endorse the procurement process for tree maintenance services.

3 Background

Prior to going to the market, staff seek Council's endorsement of the proposed procurement process for tree maintenance being a registration of interest phase followed by a request for proposal from the short-listed suppliers.

The current 5-year tree maintenance contract was awarded in September 2012 to Treescape Ltd, and extended until 31 March 2018. The extension was undertaken to allow time to consider if tree maintenance should be included within the Parks and Garden Maintenance Contract; but it was found to be inefficient to do this.

It is not envisaged that there will be any substantial changes to the approach to tree maintenance services. We plan to continue with a proactive approach to managing the risk of complaints through a robust inspection schedule of trees. However, the new contract will have regard to changes in Health and Safety, particularly the need for traffic management plans when working in or near the road corridor.

To ensure consistent customer service from both the contractor and Council officers it is proposed to develop a more detailed tree complaints check list/guideline over the next few months for Council approval. The timing of this guideline development aligns with the review of the Streetscape and Open Space strategy and the Plan Change 129 Notable and Public trees as these may also have implications for tree management. These projects may require the current Tree management policy to be updated.

4 Discussion

The following elements of the procurement process are discussed below:

Procurement Scope

The scope of the contract will be:

- Inspect and record the condition of the 17,000 formal street and reserve trees at least once every 5 years.
- Maintain an accurate asset database of all maintained trees
- Reduce the risk trees pose to Council as far as possible
- Trim and maintain trees as appropriate to their environment
- Protect utility services such as power lines from tree ingress as far as practical
- Keep Council's tree assets attractive and valued with losses replaced.

Procurement approach

It is recommended a two-staged approach is used. Firstly, registration of interest (ROI) followed by a request for proposal (RFP). We plan to close the RFP 1st December and recommend the award of the contract at 8 February 2018 Council meeting ready for the expiry of the contract 31 March 2018.

Evaluation criteria

We recommend:

- a weighted attribute evaluation model
- a small evaluation team (4 to 5)
- Use moderation to agree scoring during the evaluation process.

The below table shows the agreed criteria which will be used:

Area	Comments	Ranking
Qualifications	Traffic control, arboriculture, power lines	Mandatory
Financially viable	Proof of viable business	Mandatory
Responsive	Able to meet minimum response times	Mandatory
Insurance	Proof of required insurances	Mandatory
Methodology	Technical, H&S, TC, asset recording, PR & CRM	10
Proven track record	Delivery, similar contracts, KPI, H&S	9
Resources	Team, equipment, depot	8
Value for money	Transport, models, value added, innovation	7

4.1 Financial/budget considerations

The value of the contract is estimated at \$410,000 per year and above the current annual budget of \$300,000. The additional budget is required to ensure Council's public liability risk is minimised by demonstrate it has a robust inspection schedule delivered by a contractor working safely.

Additional operational funding has been put forward in the 2018-28 Long Term Plan to ensure levels of service can be met.

4.2 Policy and planning implications

The review of the Streetscape and Open Space strategy and the Plan Change 129 Notable and Public trees may have implications for tree management.

4.3 Risks

A contract risk analysis has been developed.

5 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 a report publication on the website.

4.6 Temporary road closure – Kamo Christmas Parade

Meeting: Infrastructure Services
Date of meeting: 12 October 2017
Reporting officer: Jenny Calder (Operations Team Leader Venues and Events)

1 Purpose

To seek approval for temporary road closures requested to allow the Kamo Christmas Parade to be held on Saturday 25 November 2017.

2 Recommendations

That the Infrastructure Committee

- a) approves the following roads be temporarily closed to ordinary vehicular traffic for the Kamo Christmas Parade in accordance with the Transport (Vehicular Traffic Road Closure) Regulations 1965:
 - i. **Saturday 25 November 2017**

Kamo Road, from the intersection of Kamo Road and Station Road to Wilkinson Avenue, from 9.00am to 2.30pm.

Station Road, from Boswell Street to Kamo Road, from 11:15am to 11:55am.

Wilkinson Avenue, from Kamo Road to Wakelin Street, from 11:15am to 12:15pm.
- b) approves the side roads off the roads to be closed also be temporarily closed for a distance of up to 100metres from the intersection for safety purposes.
- c) delegates to the Chair of the Infrastructure Committee and the General Manager Infrastructure the power to consider objections and cancel or amend any or all of the temporary road closure if applicable.

3 Background

The Kamo Christmas Parade is an annual event organised by Kamo Community Inc. Celebrating the community and the festive season, the event includes a street festival with a parade of vehicles, floats and pedestrian groups.

This event brings the wider community together, providing an opportunity for the display and promotion of local businesses, clubs and groups.

4 Discussion

Consultation with occupants of affected premises within the closure areas has been undertaken by Kamo Community Inc. Marketing and promotion of the event by Kamo Community Inc is underway and will assist in ensuring the public and wider community are aware of the event and associated road closures.

A suitable company with qualified personnel will be engaged by Kamo Community Inc to submit traffic management plans to council for approval prior to the event and for implementation on the day.

The organisers are experienced in running this event and work to bring together a fun and safe event for the people of our community.

4.1 Risks

To eliminate traffic related risks, safety briefings are held with all participating groups. Traffic management and event personnel are located along the parade route and will be on hand throughout the parade to ensure safety of participants and spectators.

5 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 and through Kamo Community Inc networks.

6 Attachment

1. Temporary road closure application



Kamo Community Inc
P O Box 4234,
Kamo 0141

Jenny Calder
Team Leader - Operations
Whangarei District Council

6th September 2017

Dear Jenny,

On behalf of Kamo Community Inc we would like to apply for road closures as designated below for the purposes of the Kamo Christmas Parade to be held on Saturday 25th November 2017.

Kamo Xmas Parade Road Closure Plan

Temporary road closures requested:

- **Kamo Road**, from the intersection of Kamo Road and Station Rd to Wilkinson Avenue, from 9.00am to 2.30pm.
- **Station Road**, from Boswell Street to Kamo Road, from 11:15am to 11:55am
- **Wilkinson Avenue**, from Kamo Road to Wakelin Street, from 11:15am to 12:15pm

Kamo Inc intend to hold a street festival for the duration, with the following timeline:

- Close Kamo Rd for entertainment from 9.00am to set up and commence entertainment from 9.30am.
- From 8.00am, Boswell Street, from Wakelin Street to Station Road, will be reduced to one way traffic (northbound) with a temporary speed limit (30 km) to enable the Parade to assemble. This will provide a safe environment for the increased number of pedestrians participating in the parade.
- Parade will move off at 11.15am down Station Road, left into Kamo Road (requiring a short closure of Station Road from Boswell Street to Kamo Road, for a maximum period of 40 minutes.
- The parade will proceed down Kamo Road turning left into Wilkinson Avenue to return to Boswell Street starting area. This would require the bottom end of Kamo Road and Wilkinson Avenue to be closed temporarily.
- The original closure of Kamo Road to Wakelin Street will be maintained until 2.30pm for the festival to continue which would include half an hour for clean-up.
- It is also envisaged that we would erect a stage in the lower Grant Street facing Kamo Road for the duration.



Kamo Community Inc
P O Box 4234,
Kamo 0141

Closure Plan

As per accompanying map

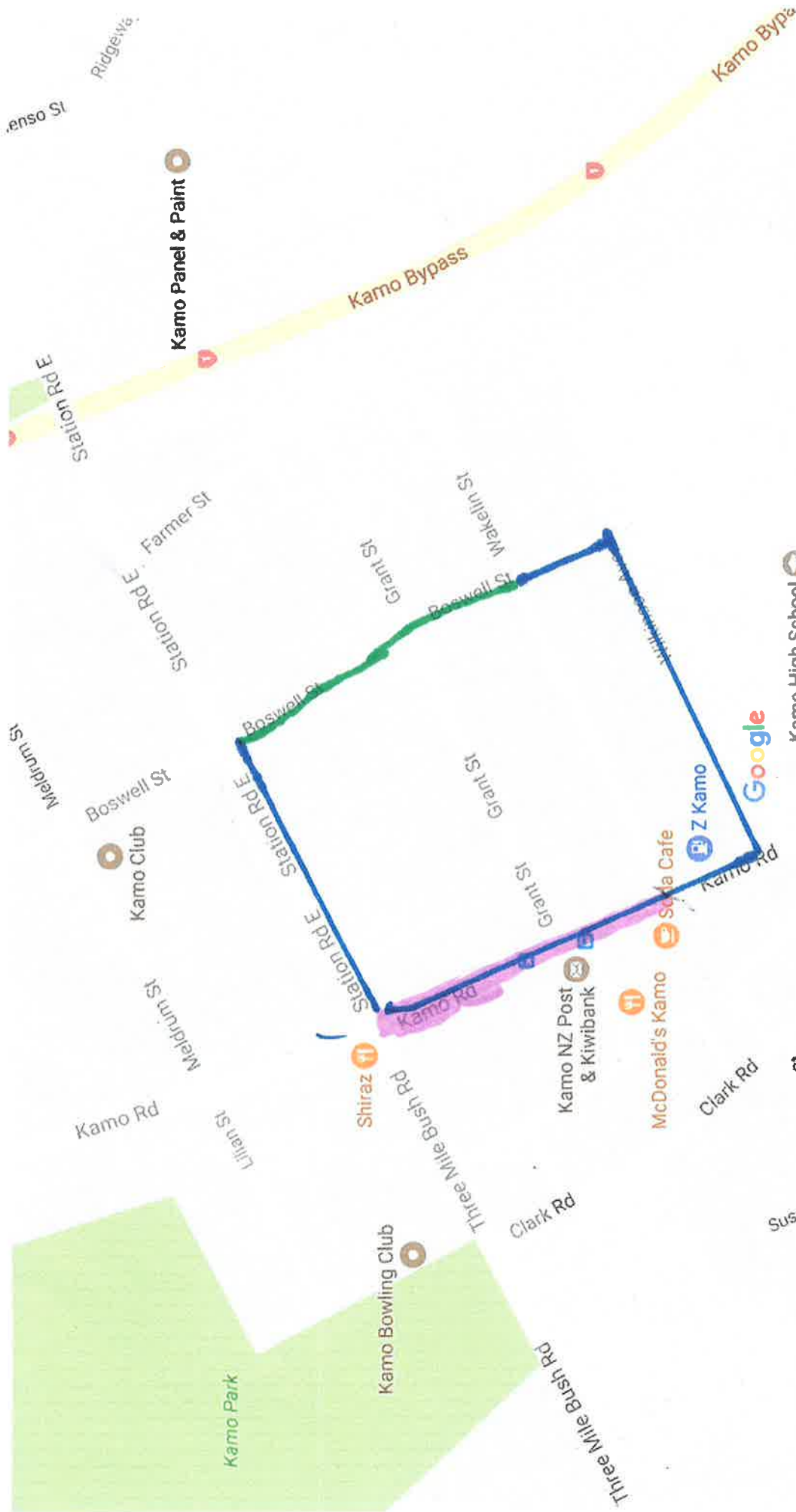
- Stage 1 **9.00am to 2.30pm**
Close Kamo Rd from Bush Road/Station Road/ Kamo Road lights to Wakelin Street
- Stage 2 **8.00am to 2.00pm**
Restricted access for Boswell Street from Wakelin Street to Station Road and side streets for one-way traffic slowed to 30kmh in a northerly direction for the set up and breakdown of floats. **A SAFETY MEASURE WITH PEOPLE MILLING AROUND.**
- Stage 3 **11.15am to 12.10 pm**
Parade Route – commencing 11.15am lasting approximately 30 – 40 minutes only.

Yours Sincerely

Colin Twyman

Colin Twyman
On behalf of Kamo Community Inc.

Google Maps



Kamo High School

Map data ©2017 Google, MapData Sciences Pty Ltd, PSMA

New Zealand 100 m

Stage 1 & 4 set up a Break down of Parade.
Stage 2 - Village Festival area.
Stage 3 - Parade Route

4.7 Temporary Road Closure – Maori in Business

Meeting: Infrastructure Committee
Date of meeting: 12 October 2017
Reporting officer: Jenny Calder (Operations Team Leader – Venue and Events)

1 Purpose

To seek Committee approval of the temporary road closures requested to allow the Maori in Business event to be held on Saturday 28 October 2017.

2 Recommendation

That the Infrastructure Committee

- a) approves the following road be temporarily closed to ordinary traffic for the Maori in Business event in accordance with the Local Government Act 1974, schedule 10, clause 11 (e):
 - i. Saturday 28 October 2017

Reyburn House Lane, from Te Kapehu Whetu Kura to Lower Dent Street
 - ii. Period of closure: 6:00am – 3:00pm.
- b) approves the side roads off the roads to be closed also be temporarily closed for a distance of up to 100 metres from the intersection for safety purposes.
- c) delegates to the Chair of the Infrastructure Committee and the General Manager Infrastructure the power to consider objections and cancel or amend any or all of the temporary road closure it applicable.

3 Background

He Puna Marama are holding an Innovative Market Day, commemorating the signing of the Declaration of Independence on the 28th October 1835.

The event will be open to everyone and will have an upbeat, festive, market place feel with underlying themes of sustainability, co-operation and prosperity. Business and enterprise will be showcased, building collaborative opportunities.

4 Discussion

Neighbouring businesses have been consulted with to ensure they are not disrupted.

Traffic management plans will be submitted to Council prior to the event, and traffic management will be undertaken by qualified personnel for the duration of the temporary road closure.

4.1 Risks

The temporary road closure eliminates the risks traffic associated risks and ensures the event can be managed safely.

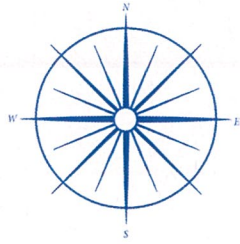
The event project manager is working to present a well-managed and safe event for all spectators and participants.

5 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 and marketing by the event organisers.

6 Attachment

Temporary Road Closure Request



TE KĀPEHU WHETŪ
Navigating Māori Futures

25th September 2017

He Puna Marama Trust
 Te Kapehu Whetu Kura
 PO Box 6020
 Otaika
 WHANGAREI

He Puna Marama Trust request a temporary road closure for the **Maori in Business** event, being held on Saturday, **28th October 2017**.

To enable to event to be held safely, the following temporary road closures requested are:

Proposed road closure: Reyburn House Lane from the top of Te Kapehu Whetu Kura **to** the end of the lane
 (please refer to the map attached)

Date of closure: 28th October 2017

Period of closure: 6am to 3pm (event starts at 10am)

He Puna Marama Trust are holding an Innovative Market Day as a means of commemorating the signing of the Declaration of Independence on the 28th October 1835 and also to reinforce Hihiaua (cultural centre) as an Maori education, business & cultural precinct.

Our intention is to closedown Reyburn Lane, then down through the street and some of our buildings we will provide a range of spaces to showcase all the collaborative work, business, enterprise that is going on in Maori communities and build collaborative opportunities with all entrepreneurs focusing on Northland and Whangarei as a hub, the event is open to everyone.

We want it to have an up-beat, festive, market place feel about the place/day with underlying themes of sustainability, co-operation and prosperity.

The day will be project managed by General Manager – Maori Transformation Auriole Ruka who can be contacted on 0272930774.

Our neighbouring businesses have be informed of the above event, we have three signed letters from Te Runanga o Ngati Whatua, Hyalite Hydroponics and Kiwiland Homecare to say they agree with us closing the road.

A traffic management plan will be submitted to Council by Wayne Stokes from Kia Tupato Security, who will also provide traffic management services for the duration of the temporary road closure.

Regards

Rubina Tautari
 Health & Safety Coordinator
 Ph: 09 438 4228
 Cell Ph: (021) 864 584

4.8 Temporary road closure – Christmas In the Laneway

Meeting: Infrastructure Committee
Date of meeting: 12 October 2017
Reporting officer: Jenny Calder (Operations Team Leader – Venue and Events)

1 Purpose

To seek approval of the temporary road closures requested to allow the Christmas in the Laneway event to be held on Saturday 9 December 2017.

2 Recommendations

That the Infrastructure Committee

- a) approves the following roads be temporarily closed to ordinary traffic for the Christmas in the Laneway event in accordance with the Transport (Vehicular Traffic Road Closure) Regulations 1965:
 - i. Saturday 9 December 2017

Cameron Street from John Street to James Street

James Street from Cameron Street to Robert Street
 - ii. Period of closure: 5:00am – 4:00pm
- b) approves the side roads off the roads to be closed also be temporarily closed for a distance of up to 100 metres from the intersection for safety purposes.
- c) delegates to the Chair of the Infrastructure Committee and the General Manager Infrastructure the power to consider objections and cancel or amend any or all of the temporary road closure if applicable.

3 Background

Vitalise Whangarei are planning a family focused Christmas celebration, including activities for children, Santa in his grotto, brass bands, entertainers and a long lunch.

This event will bring people into the CBD creating a fun and festive community atmosphere.

4 Discussion

Consultation with occupants of the affected parties within the closure area will be undertaken by Vitalise Whangarei.

Traffic management plans will be submitted to Council prior to the event and traffic management will be undertaken by qualified personnel for the duration of the temporary road closure.

4.1 Risks

Traffic associated risks are eliminated with having a temporary road closure in place, and this also allows the space to be managed and the event to be run safely.

Vitalise Whangarei run well managed events ensuring the reputation of good events in Whangarei is maintained.

5 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 marketing undertaken by Vitalise Whangarei.

6 Attachments

1. Temporary road closure request
2. Email from qualified personnel organizing Traffic Management Plans

Vitalise Whangarei – Stephanie Mitchell

C/o Chamber of Commerce

The Orchard

Whangarei

Ph 021 673559

Vitalise Whangarei request a temporary road closure for the **Xmas in the Laneway** event, being held on 9th December 2017 in **Cameron St Mall**

To enable to event to be held safely, the following temporary road closures requested are:

Cameron St from **John St** to **James St**

James St from **Cameron St** to **Robert St**

Date of closure: 9th December 2017

Period of closure: 5am to 4pm

This event is being organised by **Stephanie Mitchell** **Vitalise Whangarei**

This is a family focussed Xmas celebration including activities for the children, Santa in his grotto, brass bands, entertainers and a long lunch, run in co-ordination with the Cancer Society, our charity of choice this year.

We request that council provide traffic management services for the duration of the temporary road closure at its own cost.



Signed

Stephanie Mitchell for Vitalise Whangarei

Email below confirming qualified personnel will be arranging the Traffic Management for Vitalise Whangarei's event, at no costs to Whangarei District Council.

From: Vince Cocurullo [<mailto:vince@cocurullo.co.nz>]

Sent: Wednesday, 4 October 2017 9:52 a.m.

To: Jenny Calder <jenny.calder@wdc.govt.nz>

Subject: RE: Christmas in the Laneway

Hi Jenny

This is just confirming that I will produce the TMP and manage it on site on that date, as I am STMS qualified.

I will also be arranging signs to be donated from a contractor for the day.

Regards

Vince cocurullo
Sent from my Samsung device

5.1 Infrastructure Operations Report Update – October 2017

Meeting: Infrastructure Committee
Date of meeting: 12 October 2017
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 Recommendation

That the Committee note the Infrastructure Operations Report Update.

3 Background

In December 2016, Council adopted committee terms of reference for the 2016-2019 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 the Committee with a brief summary of the operational highlights from the Infrastructure Monthly Report, August 2017.

4 Significance and engagement

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

5 Attachments

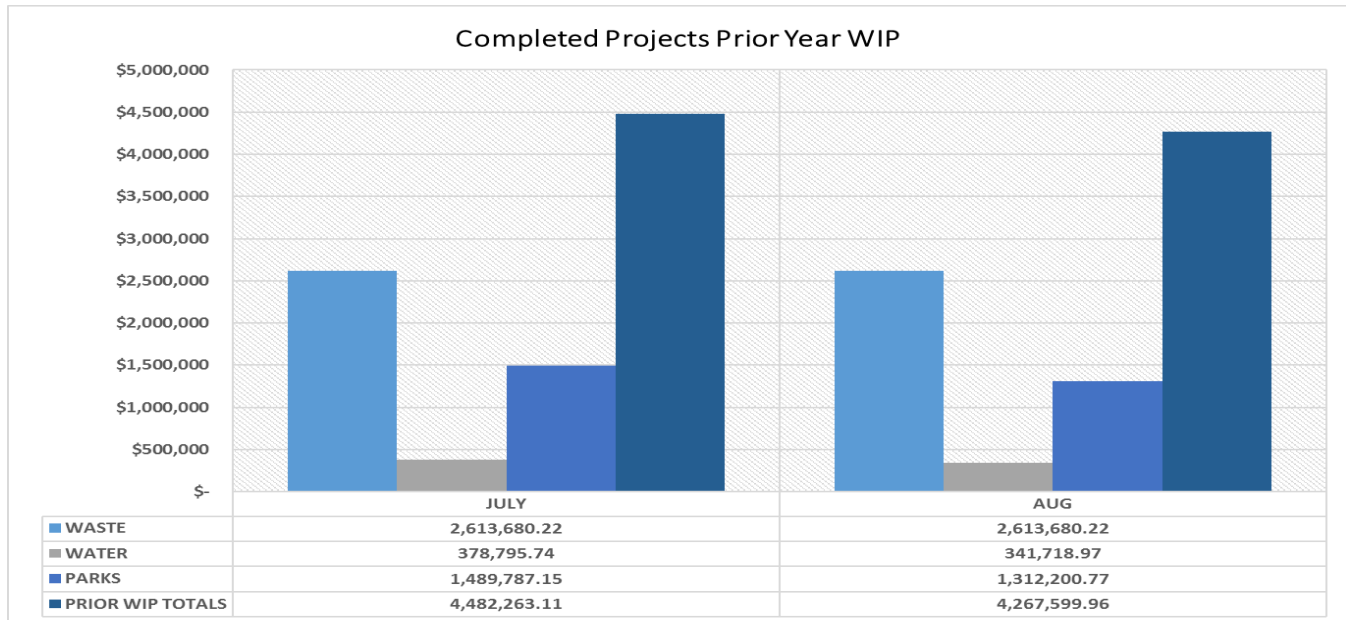
Infrastructure Operations Report – October 2017

Infrastructure Operations Report – October 2017

Development Engineering

Capitalisation

Projects from Parks, Water and Wastes and Drainage enter the work in progress account (WIP) upon commencement and are removed to Hansen Clearing once closed and documentation required for capitalisation has been provided. The prior period WIP reduced by approximately \$200,000 over August, the distribution of which is provided in the graph below:



Environmental Engineering Standards

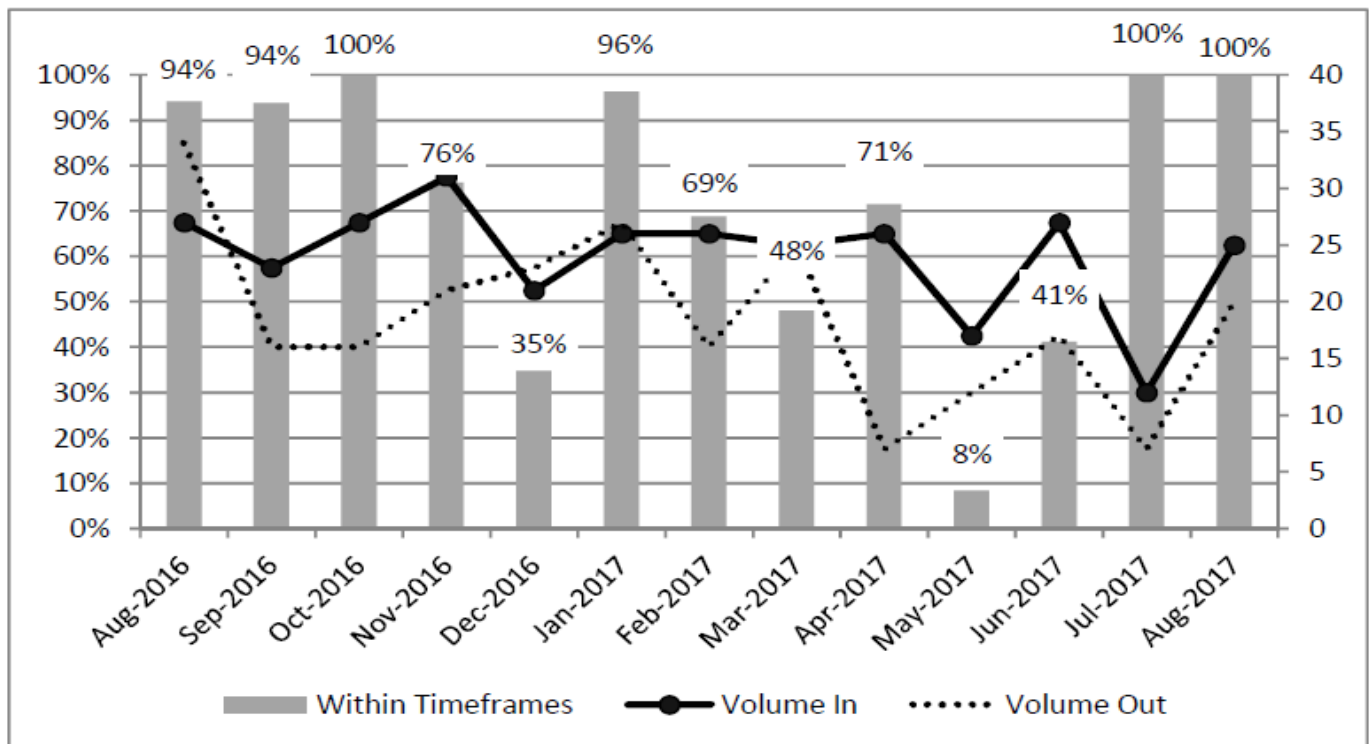
With the legal review of the of the Environmental Engineering Standards (EES) complete a practitioner workshop was undertaken at the end of August. As reported previously early practitioner review and feedback is critical to ensuring that the document is both technically sound and able to be used by those who are often involved in sub-division work.

At the session practitioners were worked through key changes proposed for the document, along with the process for providing feedback. An early draft of the revised document was distributed to both practitioners and other Northland Council's following the workshop. Feedback is being sought through to the end of September following which further workshops will be scheduled where required to work through complex or contentious issues. Following practitioner review any changes will be incorporated into a final draft of the standards.

During the practitioner engagement window the District Plan team have been progressing draft plan changes that will operate in unison with the EES, and identifying the information requirements that the District Plan will require through the consenting stages of development. Concurrent review of the EES and relevant District Plan chapters is a critical in ensuring that the documents align and EES can operate as a 'means of compliance' for the District Plan.

Development Engineering

The Resource Consent Development Engineers shifted to Infrastructure when the new structure came into effect on 01 July. This coincided with the Team filling the vacant Development Engineer's position which has in turn resulted in 100% of applications being processed within timeframe over the last two months:

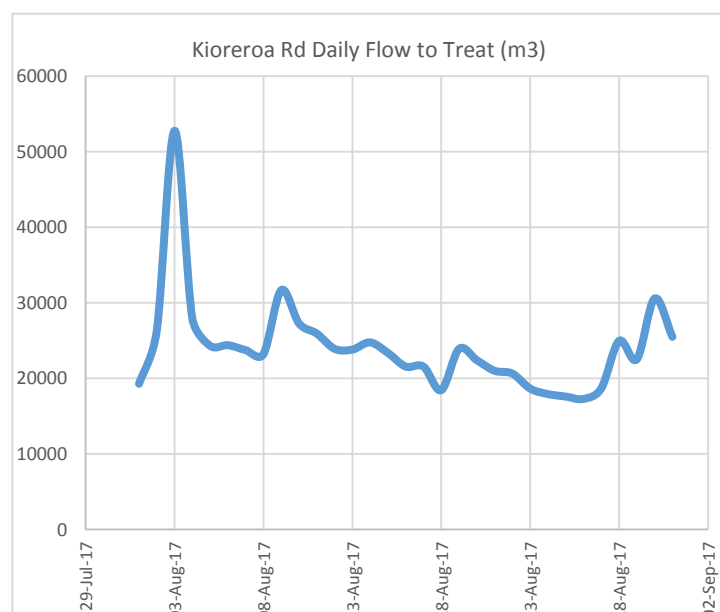
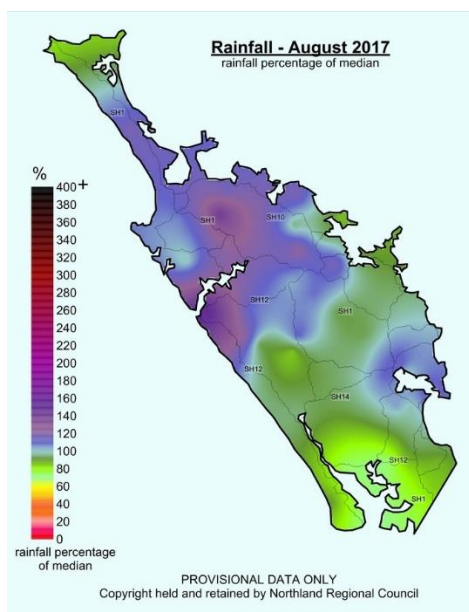


The volume of applications received remains high against historic averages however. We are currently recruiting for a Team Leader Development Engineering to ensure that we stay on top of processing, build capacity within the team and continue to meet timeframes going forward.

Waste and Drainage

Kioreroa Road WWTP

Despite a wet month, the flows through the Kioreroa Rd WWTP during August have remained steady and at a reasonable level.



NRC image depicting the percentage of normal rainfall and graph illustrating the flow in m³/d through Kioreroa Rd WWTP

Consents and Compliance

Kioreroa Rd WWTP is non-compliant for suspended solids and BOD for the quarter.

Waipu is struggling with suspended solids level and the rapid infiltration basins are blinding up requiring greater maintenance

Ngunguru is still failing to meet ammonia requirements from wetland effluent

Stormwater

Simes Road near Marsden Point Road flooding continues to be a problem. There is no storm-water infrastructure at the site of the problem. Levels will need to be surveyed to determine possible solutions. The solution may be Waste and/or Roads.

Hikurangi Swamp

The manager and operations engineer met with Hikurangi Swamp Working Group and presented financials for the year and costings for new contract with Hydrotech for maintenance. Response was positive particularly to the early repayment of debt on the scheme. Tim Brandenburg presented on the Living Water Partnership and plans for works in Hikurangi Swamp; the effectiveness of works was questioned by some representatives.

Solid Waste

Monthly tonnages are shown in the table and charts below.

Rubbish Collection Tonnes	2017/18	2016/17	RTS Tonnes	2017/18	2016/17	Recycling Tonnes	2017/18	2016/17
June		690	June		277	June		532
May		736	May		328	May		658
April		653	April		368	April		566
March		766	March		321	March		561
February		622	February		311	February		701
January		762	January		412	January		668
December		760	December		406	December		621
November		758	November		386	November		589
October		663	October		371	October		563
September		656	September		298	September		688
August	764	681	August	330	332	August	441	567
July	634	535	July	263	297	July	583	515
Total for period	1398	8282	Total for period	593	4107	Total for period	1024	7229

Laboratory Report

The Laboratory received 1009 samples requiring 4238 tests during August, 822 tests were subcontracted. 64% of jobs were reported within 5 working days. This number of tests is the highest monthly total since we started keeping records.

The Laboratory has been working with Water Services and their consultant regarding the design for the new water treatment plant in Whau Valley Road. This has been interesting for the team to be involved in a new project. Northland Regional Council has commenced the annual monitoring of dairy farms, wet weather has meant lots of samples and a few late nights.

Parks and Recreation

Projects

Sense of Place Projects

- Car Park to Park: Initial scoping works on the Car Park to Park project are completed, including concept design and budget estimates. The first meeting of the Car Park to Park Working Party was held on the 22nd of August with the party discussing the integration issues with the Hundertwasser project that may affect the ultimate detailed design and the construction programme.

- **Blue Green Network:** The project team are focusing on the walkway that will connect the Hatea Loop with Cafler Park by following the Waiarohia River. Discussion have been held with NRC and NZTA, who are interested in the project and may contribute to the funding.
- **Hatea Loop Lighting:** Recommendation for Award of Tender has been made. Physical works are programmed to start 16/10/17 following contractor design of the switch gear, should approval be given.
- **Amenity Dredging:** Now that the budget has been confirmed for the 17/18 financial year planning and procurement are underway to complete this year's works.
- **Whangarei Entrance Ways Signage:** Original designs included a major entranceway sign in a green wall, but the costs of construction exceed budget provision and an agenda went to Council to install the large sign at Tarewa Park on completion of NZTA's major road upgrade works, and install a downsized version of the Entrance Signage at Mander Park. Council approved the installation Mander Park in June. Physical works contracts were awarded August. Commencement of construction is planned for September provided ground conditions allow use of heavy machinery within the park.
- **Camera Obscura:** This community organised project proposes the construction of a camera obscura on Pohe Island looking at Te Matau a Pohe Bridge. The detailed design and budget estimates are currently prepared by the Two Architects. Funding sought by the external project team for landscape elements, paths, lighting and CCTV was approved by Council's Infrastructure Committee in September 2017.
- **Stand Together:** Council has decided to Postpone the establishment of Standing Together until The Pohe Island Development has been concluded. The pieces will be kept in storage at a secure WDC storage facility. Contractor engagement to complete the second stage of restoration has highlighted issues concerning the connection detail between PFCs and vertical timber elements.

Parks & Recreation Projects

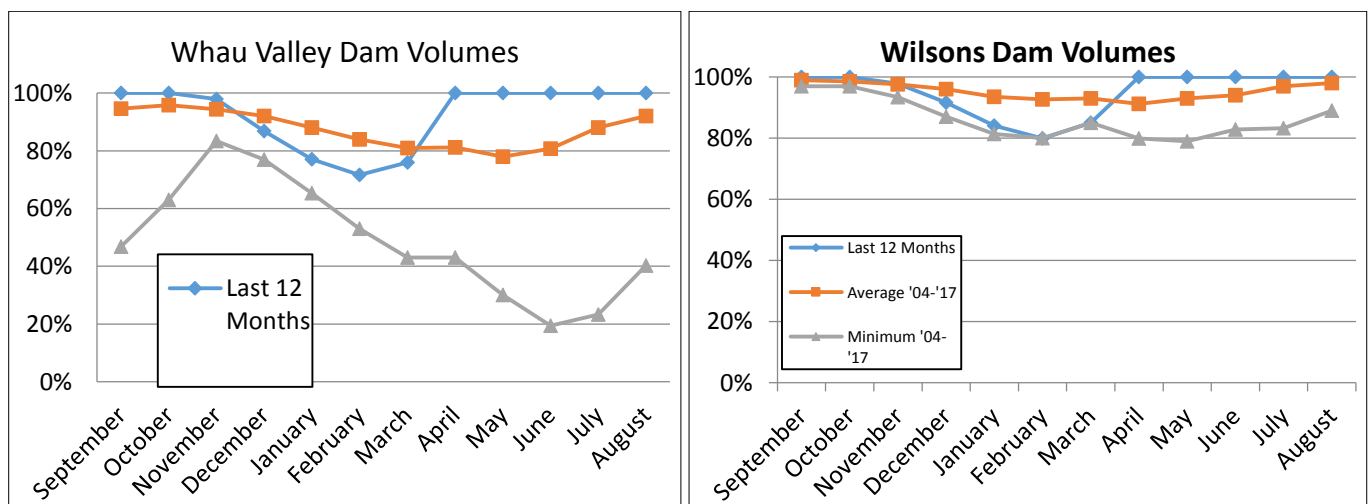
- **Matapouri Beach Restoration:** Design of the beach replenishment scheme is underway following the award of professional services to Richardson and Stevens. Community consultation and consenting will be undertaken during the winter months. It is anticipated that replenishment works will be undertaken March 2018.
- **Ngunguru Foreshore and Seawall Renewal:** Replacement and upgrade of the existing seawall along the Ngunguru estuary foreshore in three different locations are planned over the next two years. The professional services for this project have been awarded to OPUS. Construction of stage 1 is expected to commence in October 2017. Design and Resource Consent for Stages 2 and 3 are currently on hold pending budget confirmation.
- **One Tree Point Cliff Erosion Management:** Professional services for the preparation of a proposed resource consent for One Tree Point erosion protection are ongoing. Community consultation commenced in May 2017, with hapu engagement currently underway.
- **Sandy Bay Beach Restoration:** Dune restoration works have now been completed; dune protection and sand fencing which will be tendered shortly. A separate package of work to car park and drainage works is due to be tendered in September and constructed in November/ December.
- **Waipu Pontoon:** A New Replacement Pontoon has been successfully installed and is now open for public use. Practical Completion was awarded 13/09/17.
- **Pataua North Boat Ramp:** The works are now completed. It has been agreed with the ratepayers association that the temporary boat ramp to the south beach would remain open until labour day weekend whilst the new ramp has a thorough trial in all tide/ weather conditions. A meeting to gather feedback will be held prior to closing the temporary ramp.

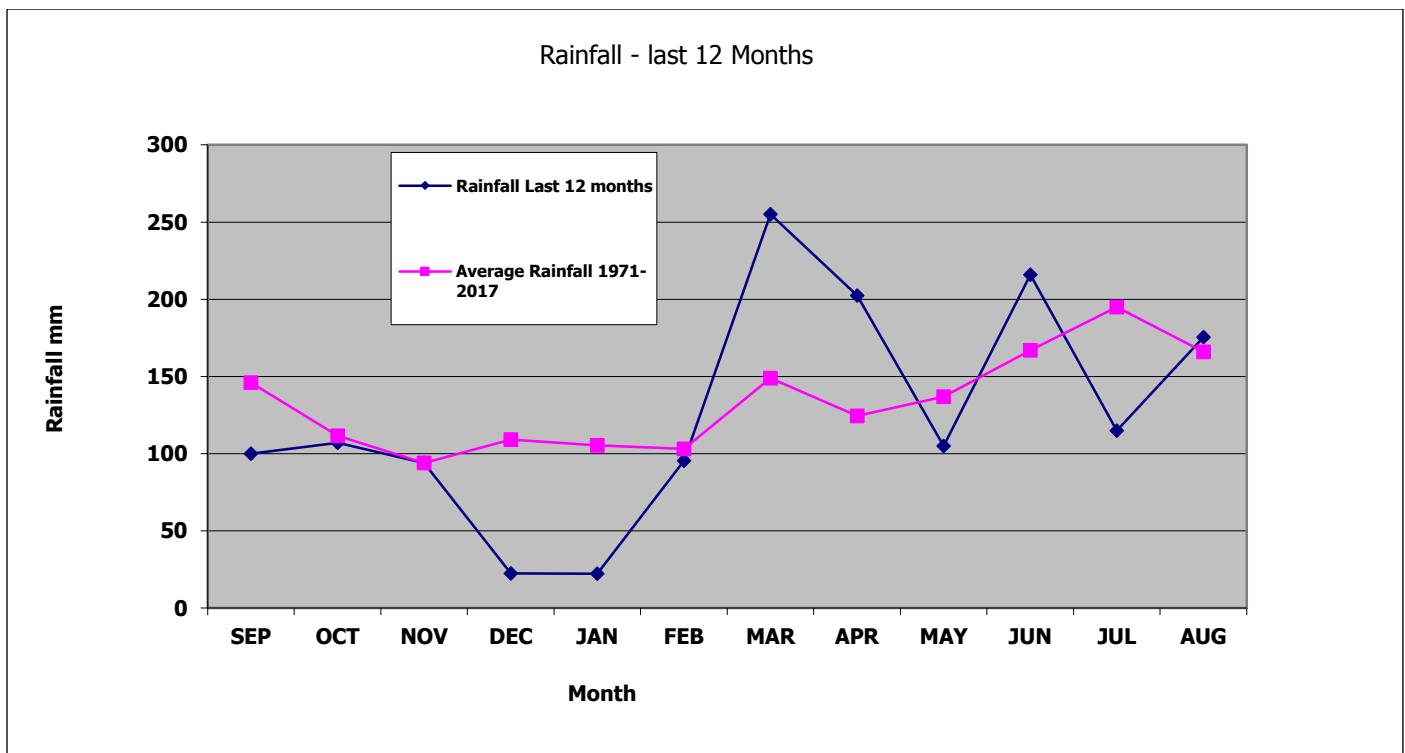
- **Hora Hora Sports Fields Renewals:** The first field is open for use and the second field is progressing well for opening next summer.
- **Otaika Sports Park Field Construction:** The tender of two new sports fields at Otaika, including lighting, irrigation and drainage, closed in April and tender negotiations are being held. The consent for the lighting was granted in May 2017. Installation of the new watermain was completed in July 2017.
- **Hikurangi Multiuse Hardcourt:** Tender for the court construction currently open (closed 08 September 2017). Residents approval is required before the resource consent for the lighting can be lodged.
- **William Fraser Memorial Park Development Pohe Island:** A master development plan has been submitted to council which has been accepted. Current efforts are under way to formalise the scheme plan ready for external consultant engagement and design. Professional Services have been engaged to identify fill importation suitability for Pohe Island.
- **Parihaka Mountain Bike Tracks:** The works are underway with approximately 40% of the track formed. The key stakeholder, Whangarei Mountain Bike Club, has been regularly visiting site and monitoring the build to ensure a good result which meets their expectations.
- **Laurie Hall Park:** Concept design has been approved. Construction drawings and tender package is being developed. Opus has completed the lighting design for the carpark but is still working on the design for the park. Procurement of physical works is planned for October, and construction of the new pathways, drainage and lighting is planned to be completed by March 2018.
- **Parihaka Track Renewals:** Engagement with Manu Whenua is in progress with a site meeting with all parties planned for 19 September. HNZ authority application and Resource Consent applications are planned to be made late September along with final design and tendering for the works. Construction is anticipated to commence early 2018.
- **Ngunguru Cycleway Track:** The communications team has organised Council News article, leaflet/ feedback form distribution, and WDC web site information and on line form. A workshop will be held 27th September 5:00 to 7:00 at Ngunguru Hall. Following that the physical works will be tendered November/ December. Construction work is anticipated January/ February 2018

Water Services

Rainfall and Water Sources

August had close to average rainfall with 176mm of rain falling at Whau Valley compared to the August average of 166mm. Long range forecast indicate more months of average rainfall which would put us into a good position heading into summer. All sources are as expected for the time of year and both dams remain at 100% full, which they have been now since April.





The Algal bloom remains at Wilsons Dam and it is continuing to prove challenging for plant operations. Unlike previous years the algae have not died off in significant numbers over the winter and as the water temperature increases there is a concern it will remain for an extended period. Staff are investigating options for treating the algae and improving plant performance.

Capital Works

Work on the meter replacement contract for the year has begun and is being undertaken by Downer. Design work for the Ruddells raw water line replacement is ongoing with some interesting challenges posed by the cross country pipeline route. The recent failure of the Refinery oil pipeline has highlight again the reliance of the Country on the Marsden Point Refinery. In turn the refinery is reliant on a continuous water supply. Staff are looking at options for improving the reliability of the supply to the refinery.

Roading

Maintenance

Slip repair works have been completed in the Pipiwai area, improving safety on some of our logging roads. The pre-reseal repair programme has continued for the reseal programme for this year. A programme of heavy metalling and maintenance grading of the unsealed roads has also commenced after winter, although the network is deteriorating due to the current weather conditions. Cyclic crews have been clearing blocked culverts, repairing edge breaks and signs and filling potholes.

Pavement Rehabilitation

Asphaltic concrete (A/C) reseal works have been completed on urban arterials over the last couple of weeks and included sections on Riverside Dr, Hatea Dr, Bank St (Grand Hotel), Cameron St (lower) and intersections on Carruth and Woods St. The last of this year's A/C works are due to happen during early October and will include another section of Bank St (from the KFC to New World).

The programme of rehabs on rural roads is currently out to tender and works are due to commence in early December.

Bridge Repair

The upgrade of the first of the bridges on Doctors Hill Road is now complete. Upgrade of the second bridge on Doctors Hill Road will be undertaken this year. Investigations for the rest of the bridges on the repair programme for the year are currently underway with tenders currently out to the market.

Kamo Cycleway

Stage 1 (Rust Ave to Cross St) – earthworks phase is complete, boardwalk nearly complete, improvements to Rust Ave are started, concrete pours started during September. We are targeting completion by

Christmas. Contract 2 (Cross St to Kensington Ave) – tenders have closed and construction is planned to start early 2018. The final section(s) will be tender early 2018, with construction to be complete in 2018.

Footpaths

Austin Road (Maunu) – deferred section is planned for late 2017. This work was deferred due to an adjacent subdivision digging up this length of berm. Russell Road (Kensington) – footpath is now complete, some minor clean up works to be finished. Kiteone Road (Parua Bay) – footpath is now complete, some minor clean up works to be finished.

LED Street Light Conversion

Funding has been approved from NZTA for \$6.6M to replace the existing streetlights with energy efficient LEDs. This work is funded at 85% FAR (subsidy) and is to be completed by 30 June 2018.

The contract for the supply of 3,300 P-Category (local road) lights has been awarded. The first 450 lights have arrived from Italy and these will be installed by the streetlight maintenance contractor as a trial run.

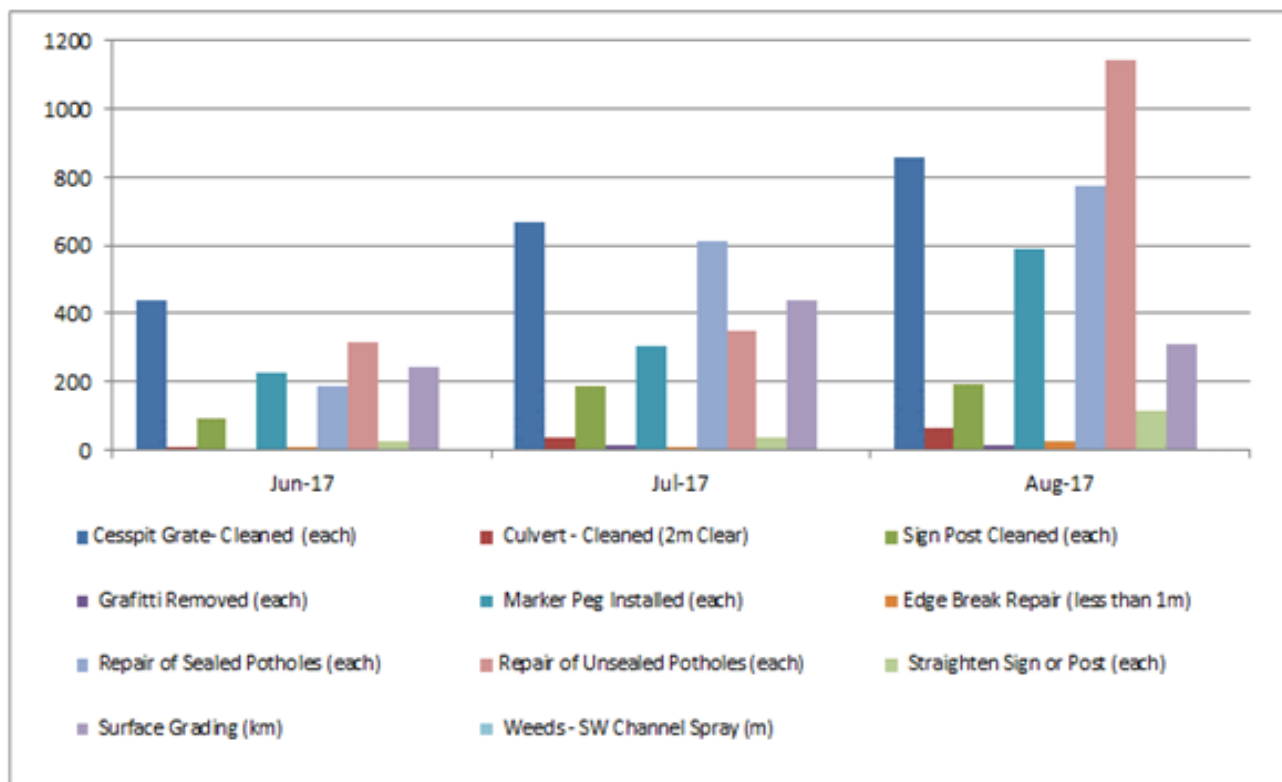
The remaining lights are being manufactured in Italy and should arrive in December. The installation of these remaining P-Category lights will be tendered in October.

The tender for the upgrade of the V-Category (Arterial road) lights on the Twin Coast Discovery Highway has closed and is currently being evaluated.

The remaining V Category lights are to be designed by December and tenders for this work are expected to go out in January 2018.

Roading Operational Outputs

Monthly Achievement – Routine Works

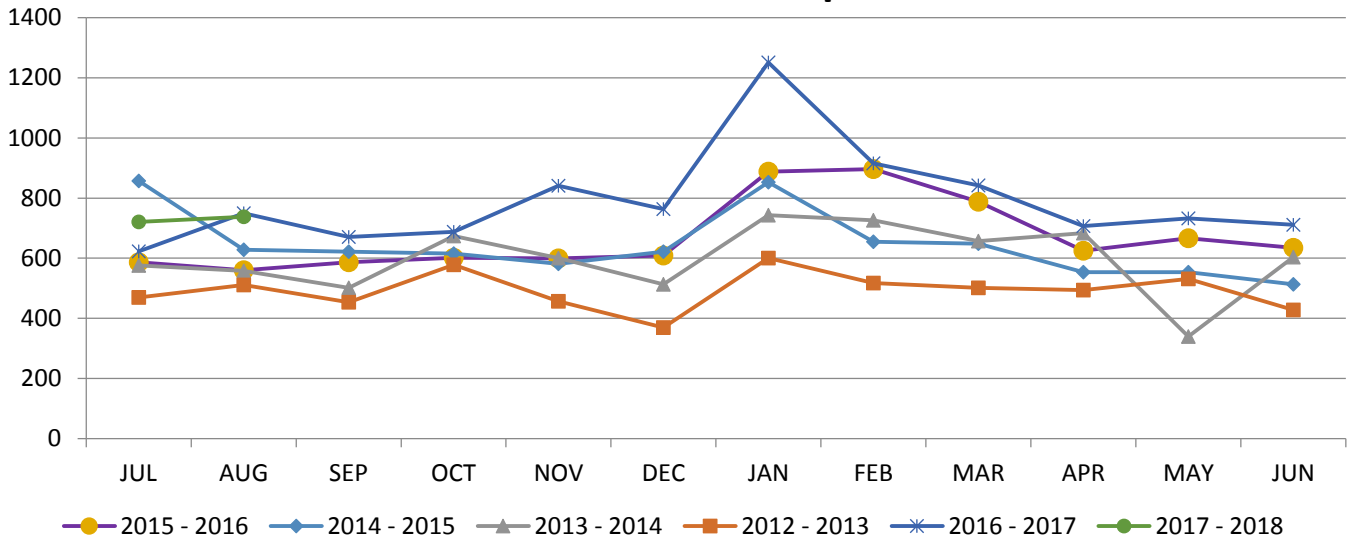


The Roding Team received 575 Customer Service Requests in August 2017. There were 23 follow up calls made in the month of August. There were no dissatisfied customers. Fifteen customers found our service acceptable, eight customers were impressed by the Roding team and contractors.

Customer Relationship Management Services

The Infrastructure Group received a total of 1672 CRMs in the month of August. 22,801 CRMs in total for 2017.

Waste - Total Service Requests

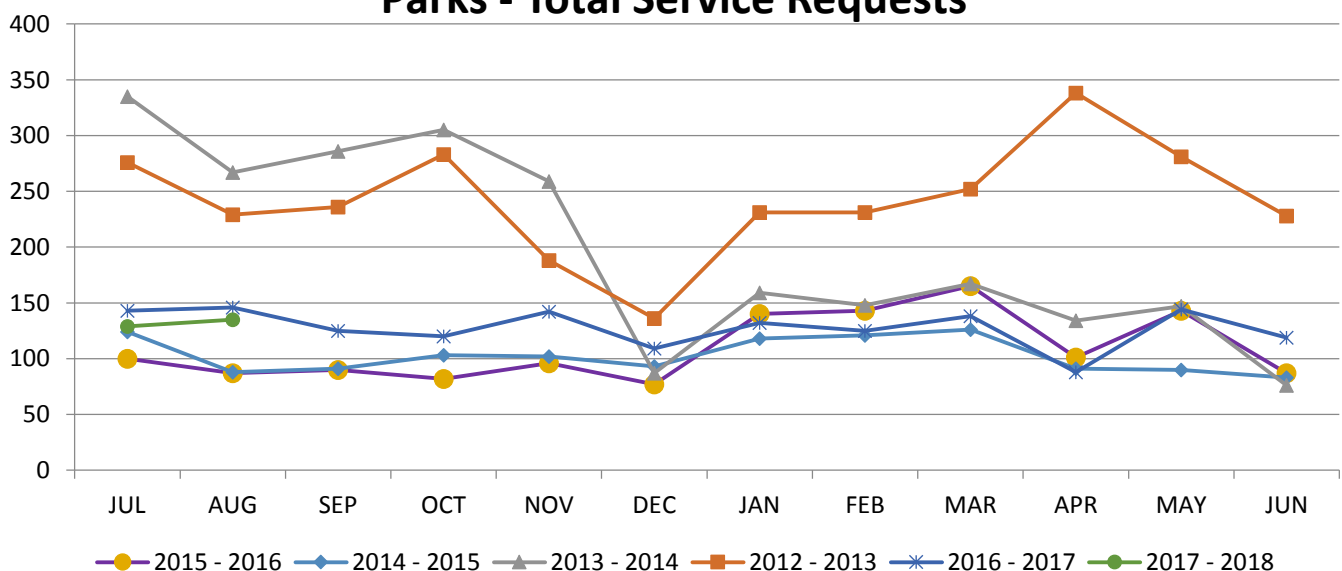


The Waste and Drainage Team received 738 CRMs in August 2017. Of the follow up calls, 5 were impressed and there was no dissatisfied feedback reported.

The top five CRM issues for our Waste and Drainage Department for the month of July were:

- Rubbish- 167 eg Rubbish collection issues
- Fly Dumping- 98 eg Rubbish dumped inappropriately
- Toilets- 75 eg Service of toilets or broken fittings
- Recycling- 50 eg Recycling collection issues
- Sewer- 34 eg Sewer leaks or blockages

Parks - Total Service Requests

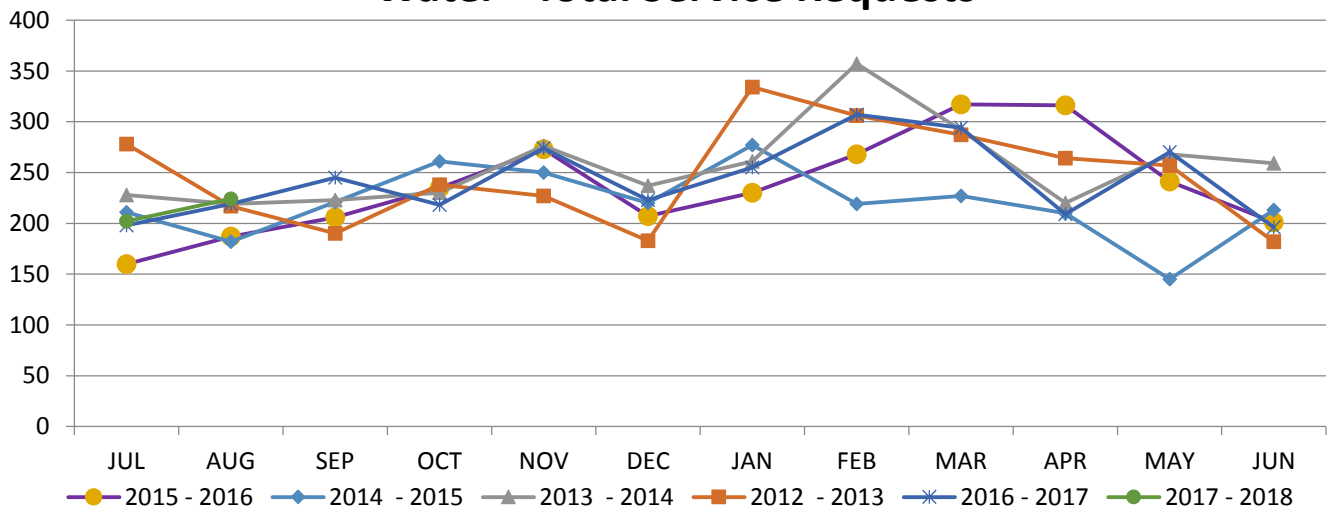


The Parks team received 135 CRMs in August 2017. The Parks team received some good feedback on two CRMs in August. The examples were:

The top five CRM issues for our Parks and Recreation Department for the month of July were:

- Parks General- 59 (Parks property and access queries, lights in reserve areas not working etc)
- Parks Trees- 27 (Street tree queries)
- Parks Coastal Structure- 12 (Parks Coastal Structures queries)
- Parks -Cemetery- 11 (Cemetery enquiries or burial information)
- Parks Maintenance- 9 (General maintenance queries)

Water - Total Service Requests

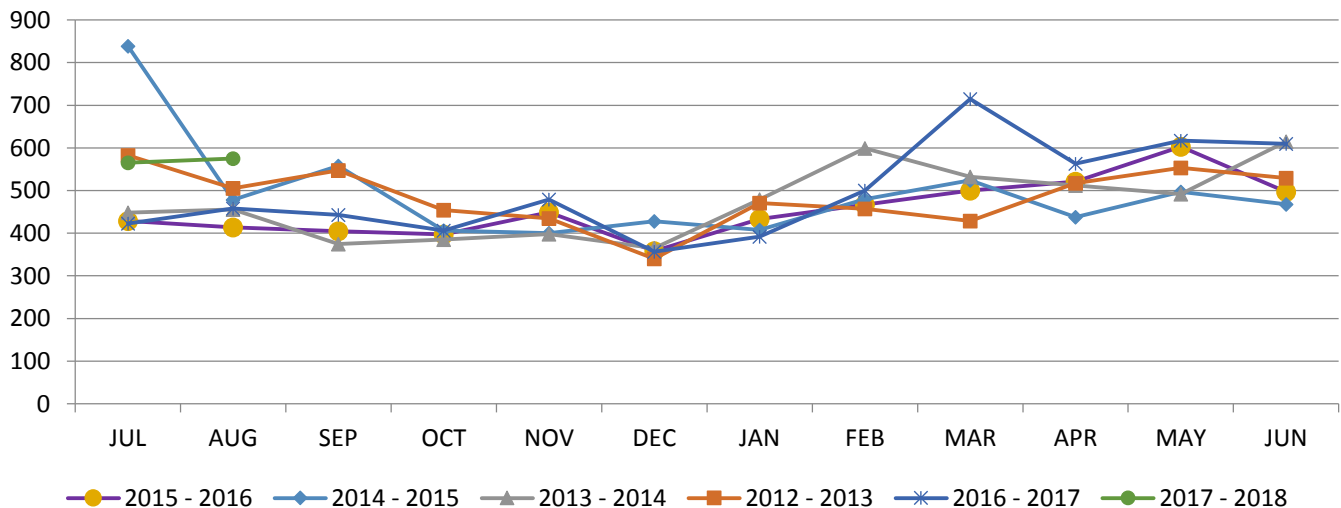


The Water team received 224 CRMs in August 2017. Of the follow up calls made in August, 8 were impressed and 1 reported dissatisfied feedback for the Water Team. There was mainly water leaks reported over the month. Downer has however received continued great feedback again. Two examples of the impressed feedback were:

The top five CRM issues for our Water Department for the month of July were:

- Water Leaks- 88 (general leak queries)
- Meter Box Queries- 55 (New box, new meters)
- Water Investigation)- 10 (investigation of water issues- land issues or general enquiries)
- Quality- 7 (Water quality issues- clarity, odour, taste)
- Pressure- 5 (water pressure issues- low or high)

Roading - Total Service Requests



The Roding Team received 575 Customer Service Requests in August 2017. There were 23 follow up calls made in the month of August. There were no dissatisfied customers. Fifteen customers found our service acceptable, eight customers were impressed by the Roding team and contractors.

The top five CRM issues for our Roding Department for the month of August were:

1. 62 reports of Parking meter issues. E.g. Faults on the meter.
2. 47 reports of Stormwater issues. E.g. blocked stormwater drains.
3. 45 reports of General Roding issues. E.g. Traffic safety and general requests.
4. 41 reports of Sealed road issues. E.g. potholes and sweeping
5. 38 reports of Street Lights E.g. not working.

5.2 Contracts Approved Under Delegated Authority

Meeting: Infrastructure Committee
Date of meeting: 12 October 2017
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. Water	
CON17024	Water Meter Replacements 2017/2018
2. Parks and Recreation	
CON17005	Otaika Sports Park Installation of Two Carpet Sand Sports Fields

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 Attachment

1. Summary of Contracts Approved Under Delegated Authority October 2017

1.0 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 Water

CON17024
Water Meter Replacements 2017/2018

Background

CON17024 forms part of the programmed renewals of customer water meters in Council's water distribution system. This contract is for the replacement of one thousand smaller diameter (12mm - 20mm) water meters that are beyond their useful life expectancy.

In addition, new non-testable dual check valves will be installed directly after the replacement meter, on the consumer side.

Contract Tender

The contract was publicly advertised and closed on 11 August 2017. Three tenders were received as follows:

Tenderer	Amount
Downer Limited	\$ 351,155.12
Hydrotech Limited	\$ 355,086.40
The Watertight Company	\$ 358,973.50
Engineer's Estimate	\$ 356,138.60

The tender evaluation method was lowest price conforming. Downer Limited's tender was found to be the lowest price, and conforming. Downer Limited are Council's current water network maintenance contractor (CON14032).

Financial

The lowest tender is 2% lower than the Engineers Estimate. The budget for this year was \$368,000.

General Manager Approval

CON17024, for Water Meter Replacements, was awarded to Downer Limited for the tendered sum of \$351,155.12 (Three Hundred and Fifty One Thousand, One Hundred and Fifty Five Dollars) excluding GST

2.0 Parks and Recreation

CON17005

Otaika Sports Park – Installation of Two Carpet Sand Sports Fields

Background

CON17005 is for the installation of two new carpet sand sports fields at Otaika Sports Park, State Highway 1 Otaika. The works include;

- Vegetation clearing.
- Earthworks and levelling of the surface.
- Installation of irrigation.
- Drainage and lighting.
- Planting and establishment of the couch surface
- Construction of a wetland pond to treat water run-off from the fields.

Contract Tender

The contract was publicly advertised and closed on the 31 March 2017.

The tender evaluation method was weighted attribute, in accordance with Council's Procurement Procedures Manual. Tenders were received as follows:

Tenderer	Tender Price
Recreational Services	\$ 1,479,363.04
Engineer's Estimate	\$ 1,443.290.20

An arithmetic check was carried out. No errors were found in the Tenderers' Schedule of Prices or Form of Tenders.

Financial

The cost of the works will be split over two seasons / financial years with \$1,227,264.64 in the 2017/18 financial year and \$252,098.40 in the 2018/19 financial year. The Sports & Recreation Renewals budget for 2017/18 is \$1,273,420, with \$388,000 in 2018/19.

General Manager Approval

CON17005 was awarded to Recreational Services for the tendered sum of \$1,479,363.04 (One Million Four Hundred and Seventy Nine Thousand, Three Hundred and Sixty Three Dollars) excluding GST.

5.3 Fly Tipping Report

Meeting: Infrastructure Committee
Date of meeting: 12 October 2017
Reporting officer: Grant Alsop (Waste and Drainage Officer)

1 Purpose

To update the Infrastructure Committee on issues relating to fly tipping.

2 Recommendation

That the Infrastructure Committee note the report on fly tipping.

3 Background

Fly tipping, or illegal dumping of rubbish, cost the council just over \$200,000.00 in the last financial year, including collection and disposal.

There is on average 60-70 clean-up jobs a month, ranging from large sites, as highlighted in the attachments, to pieces of commercial/household furniture, appliances and vegetation. This material is generally dumped on the side of the district roads and down banks that include private property.

The cleanup is largely undertaken by council's contractor, Northland Waste Ltd, however charges associated with traffic management and getting access to sites also add to the costs. The public and community groups also contribute to the clean-up of litter either through organized clean-up events, such as via Sea Cleaners, or individuals.

4 Discussion

4.1 Financial/budget considerations

Contract 14012 - Litter Control and CBD Custodial Duties specification covers the servicing of all the rubbish bins in the district as well as litter control, CBD cleaning duties and cleaning up fly tipping in the district.

Contract 14012 was awarded to Northland Waste Limited (NWL) in 2014 for the sum of \$3,144,724.00 excl GST for a 5 year term. The fly tipping allowance in the contract is \$100,000.00 per annum.

Due to the increase in costs to manage fly tipping additional funding is being considered as part of the LTP process.

4.2 Why fly tipping occurs

The reasons fly tipping occurs is not always obvious as some of the material dumped is recyclable for which there is no cost to the offenders.

Larger dump sites tend to occur in isolated rural areas where there is little traffic movement and often a larger distance to transfer stations or rubbish facilities.

Photos of large sites used for flying tipping below.



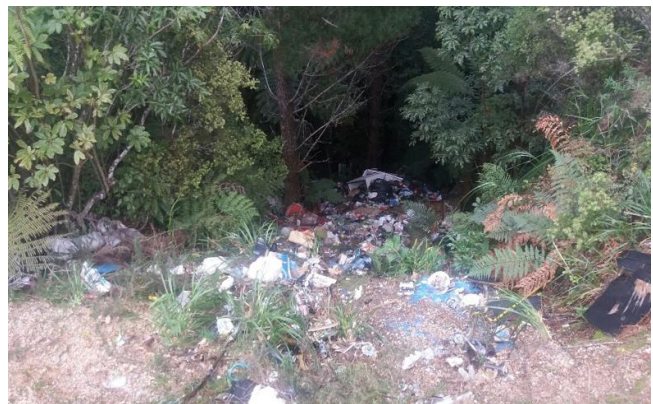
Cove Rd



Reotahi Rd



Kaiikanui Rd



Puhipuhi Rd

Cost of managing rubbish is also likely a factor involved in prompting illegal dumping, an example of this is cathode ray tube TV's, although illegal dumping occurred in the past when the transfer stations were free.

Council has recently consulted on its Waste Management and Minimisation Plan (WMMP) where it considered general rate funding of rubbish management, however the direction of council was to maintain a user pays system.

Due to the wide range of factors that influence the occurrence of fly tipping it is unlikely it will ever be eliminated. Some things that may reduce fly tipping, which have been considered as part of the WMMP include:

- Improve vegetation disposal at transfer stations;
- More transfer stations to cover remote locations or collection days with skip bins;
- Increased use of covert cameras and signage;
- Improve e-waste collection facilities;
- Increasing the range of plastics that are collected.

4.3 Deterrents

The council currently sends infringements notice to offenders where it has evidence of who is involved. Approximately \$19,000 of infringement notices were issued last year. Higher fines are available through the Resource Management Act and other legislation, however the level of proof required is substantially higher.

Council employs the use of covert CCTV cameras in known dump sites and uses this footage to identify offenders.

4.4 Risks

Risks associated with fly tipping include

- Pollution and contamination of water ways;
- Larger fly tipping sites attract rodents;
- Impact of visitor experience and image;
- High cost to manage.

5 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.

5.4 Northland Transportation Alliance Update

Meeting: Infrastructure Committee
Date of meeting: 12 October 2017
Reporting officer: Simon Weston (General Manager Infrastructure)

1 Purpose

To update the Committee on the operations and performance of the Northland Transportation Alliance, over the last 12 months.

2 Recommendation

That the Committee notes the update on the operations and performance of the Northland Transportation Alliance, over the last 12 months.

3 Background

The Northland region's four Councils' established the Shared Services Business Unit (SSBU) on the 1 July 2016, to serve the Kaipara, Far North and Whangarei District Councils' and the Northland Regional Council's Transportation services in the Region.

In addition, the SSBU joined with the New Zealand Transport Agency, (NZTA) to establish the Northland Transportation Alliance (NTA) to create positive change in the planning, management and delivery of transportation services in the region to achieve the following objectives:

1. More engaged and capable workforce delivering superior asset management.
2. Improved transport/customer outcomes, enabling investment and social opportunities.
3. Improved Regional strategy, planning and procurement.
4. Transport infrastructure is more affordable.

A strong driver is improved cost efficiencies and improved outcomes from the NTA providing integrated planning, decision-making and management of the region's transport networks.

4 Discussion

The achievements of the NTA are detailed in the attachment.

5 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 publication of this agenda on the website, Council News and Facebook.

6 Attachment

Performance and Achievements of NTA.

Northland Transportation Alliance Update

September 2017

The following short report details the achievements of the NTA since its inception in 2016.

1. Staff

50 staff currently work in the SSBU comprising staff from FNDC, KDC, WDC and NRC. Of these 10 staff were directly employed by KDC to commence with the SSBU on the 1 July 2016. Since the commencement of the SSBU, 12 new staff have been employed by the individual Councils to work in the SSBU, covering new positions, retirements and staff turnover. 33 staff are based out of the NTA Offices at Walton Plaza in Whangarei, 3 field staff out of Dargaville and 14 staff are based in Kaikohe and Kaitiaki.

The 4 NRC staff who have been based at Walton Plaza since the establishment of the NTA on the 1 July 2016 officially joined the SSBU on the 1 July 2017.

As part of the larger NTA group NZTA have 5 staff based at the Walton Plaza offices in Whangarei but there are an additional 13 staff that work on the Northland State Highway Network, in operations, management, safety and major projects who utilise the NTA offices on a regular basis and this allows integrated planning, joint decision-making and management of the region's transport networks.

The establishment of the NTA has already shown the benefits in Objective 1, (above), allowing each Council to attract and retain highly capable staff within the new organisation.

2. Improved Transport/Customer Outcomes

A significant measure of the success of the Alliance will be the level of confidence our stakeholders have in the NTA after the first year of operation. This in turn will be influenced by the extent to which progress can be demonstrated towards achieving the key benefits identified in the Business Case for the Alliance. There is an extensive list of tasks for the Alliance. In order to make effective progress, it is essential that the most significant actions are prioritised and that a balance is struck between important quick wins and longer term tasks that will more fundamentally change the way in which transportation is delivered in Northland.

Key Result Area 1. *Maintaining business as usual: Stakeholders experience a seamless switch to delivery of business as usual services by the Alliance.*

Key initiatives	Commentary on Progress
Service Level Agreements between the SSBU and Councils are in place and regionally aligned with particular focus on: <ul style="list-style-type: none"> • Delivery of the operational and capital work programme • Traffic and customer management • Database management • Council advice and reporting • Business case development that maximises funding allocation uptake 	2016/2017 SLAs signed and in place. Reviewed, developed and improved as part of the preparation of 2017/2018 SLAs. District Council documents have been aligned as far as possible.
2016/2017 SLAs signed and in place. Reviewed, developed and improved as part of the preparation of 2017/2018 SLAs. District Council documents have been aligned as far as possible.	Regional procurement strategy project is complete, and awaiting endorsement from NZTA. Strategy was developed through:

	<ul style="list-style-type: none"> Industry survey and consultation workshops Series of partner workshops including additional sub-project workstream on maintenance contracts.
The Regional Transport Committee receives timely advice from the Alliance and its functions are serviced as required to ensure the adoption of the Regional Land Transport Plan as required by legislation. Members of the Regional Transport Committee are supported appropriately by officers from the Alliance.	Servicing RTC currently with NRC staff. Following NRC migration into SSBU reporting will be re-formatted and delivered for the whole of the NTA. Project steering group established. Project on-track to deliver 2018-2021 RLTP.
A Risk Management Framework, Policy and Plan for the Alliance and SSBU is established	Work programme agreed in principle, and in progress. Lack of internal specialist resource created delays in confirming the framework, carrying out risk identification, analysis, and treatment selection.
Monthly/quarterly performance reporting to councils is operational	Current reporting remains as per the traditional/existing Council processes.
Asset Management plans are regionally consistent, to the required standard (including the transition to ONRC alignment) and prepared in the required timeframe to meet the needs of the parties' corporate timetables for LTPs and the national timeframes for development of the next NLTP	Asset Management workstream operating effectively. Available expertise has been integrated and used for combined benefit of Councils' AMP development. All councils liaising closely on the journey towards RLTP and LTPs 2018. Draft AMP's and initial funding bids from all 4 councils were submitted by 1st Sept deadline

3. Regional Strategy, Planning and Procurement

Over the last 12 months joint working parties have been formed, between the NTA staff representing the individual client Council's, to work together on developing regional strategies, policies and practises. Updates on individual projects is shown below:

Project	Objective	Progress
Asset Management Plans	To meet NZTA requirements for delivery and quality to ensure funding for 2018-21	Draft AMP's and initial funding bids from all 4 councils were submitted by 1st Sept deadline, final bids to be submitted by 20 th October 2017
Regional Procurement Strategy	A Regional Procurement Strategy to be submitted to NZTA for endorsed by 1 st Oct 2017	Regional Procurement Strategy approved by all 4 council's during August and submitted to NZTA on 22 nd September 2017
s17a (LGA) Review	To complete a regional Section 17a (LGA) Review of Transportation Services across Northland by August 2017	The regional s17a review document was completed and approved by all 4 councils during August/Sept 2017
Regional Land Transport Programme	To meet NZTA requirements for delivery and quality of the 2018-21 RLTP.	NRC led project to develop RLTP, initial funding bids submitted by 1 st Sept deadlines. Draft RLTP for public consultation by 15 December 2017
New Roading Maintenance Contracts for 2018-25	To develop a regional standard specification for new contracts for road maintenance, to be let from 1 st July 2018.	New contract specifications are under development. A "Request for Interest" document to prospective tenderers is due to be advertised on 2 nd Oct. Full tender documents are due to be advertised on the 4 th Dec with tenders

		closing on the 28 th Feb 2018. New contracts will start on the 1 st July 2018.
Engineering Standards	To develop a regional specification for Roothing Engineering Standards across Northland for residential development and road construction.	Joint working party developed draft regional Roothing section for Engineering Standards. Draft section has been included in the WDC EES's as that document is currently under review.
Unsealed Road Strategy	Develop strategy to manage unsealed road network, for inclusion into new maintenance contracts	Draft "Maintenance Intervention Strategy: Unsealed Roads", completed July 2017
Dust Control	Develop maintenance strategy for dust control on unsealed roads.	1- Dust control programme agreed with residents for 2016/17 season on logging routes. 2- Seal extension requests under new NZTA Dust Control Policy submitted for Wrights Road. 3- NTA staff on LGA/NZTA working group currently reviewing NZTA's Dust Control Policy.
NZTA MoU for operational activities on SH Corridor	Renegotiate MoU for operational responsibilities split between NZTA/ Council's along SH Corridors	Joint working party formed to negotiate with NZTA. Process not yet complete but attempting to have a standardised MoU for Northland SH corridors.
Corridor Access Requests (CAR's) Management	Co-ordinate a one-stop access point and process for Utilities and Event Managers applying for CAR's on all Northland road corridors	1- formed a joint working party NZTA/ Councils. 2- weekly team co-ordination meetings held. 3- bi-annual Utility co-ordination meetings held. 4- developing standard process for CAR applications across Northland 5- investigating technology to provide quality efficient service.
Health & Safety	Co-ordinate H&S across all NTA staff and contractors working on the Northland road corridors.	1- NTA H&S Committee formed 2- working to adopt NZTA Zero Harm philosophy 3- developing standardised H&S requirements for NTA staff working on the road network 4- working to standardise contractor H&S requirements for working on the road corridors across Northland.

4. Efficiency Gains

During the first year of operations, the NTA staff group managed \$71.4M of subsidised roading expenditure on behalf of the 3 Northland Council's. This represents 98% of the total subsidised budget that was available to the Councils from NZTA during 2016/17.

This expenditure has all been incurred under the existing multiple maintenance contracts for each Council, and the benefits of the new maintenance contracts and standardised technical specifications will not be realised until the commencement of the contracts from July 2018.

Performance measures achieved (averaged across the 3 Council's) for the year Include:

Performance Measure	2016/17 Target	Results
Percentage of projects delivered on time.	≥ 90%	98.0%
Percentage of projects delivered within approved budgets	100% of projects delivered, no more than 5% over budget	96.8%
Maximise uptake of available NZTA funding consistent with available local share	>95%	97.9%
Percentage of Business Plan key result initiatives completed 2016/17	≥ 80%	61%
Public satisfaction with NTA performance	≥ 63.6% As per individual Council's Annual plan indicators for satisfaction with Transportation Activity	59.3%

RESOLUTION TO EXCLUDE THE PUBLIC

That the public be excluded from the following parts of proceedings of this meeting.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

1.	The making available of information would be likely to unreasonably prejudice the commercial position of persons who are the subject of the
2.	To enable the council (the committee) to carry on without prejudice or disadvantage commercial negotiations. {(Section 7(2)(i))}.
3.	To protect the privacy of natural persons. {Section 7(2)(a)}.
4.	Publicity prior to successful prosecution of the individuals named would be contrary to the laws of natural justice and may constitute contempt of court.
5.	To protect information which is the subject to an obligation of confidence, the publication of such information would be likely to prejudice the supply of information from the same source and it is in the public interest that such information should continue to be supplied.
6.	In order to maintain legal professional privilege. {Section 2(g)}.
7.	To enable the council to carry on without prejudice or disadvantage, negotiations {Section 7(2)(i)}.

Resolution to allow members of the public to remain

If the council/committee wishes members of the public to remain during discussion of confidential items the following additional recommendation will need to be passed:

Move/Second

permitted to remain at this meeting, after the public has been excluded, because of his/her/their knowledge of _____

This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because _____

Note:

Every resolution to exclude the public shall be put at a time when the meeting is open to the public.