

Infrastructure Committee Agenda

Date: Thursday, 11 October, 2018

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 Gavin Benney
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, Gavin Benney, 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, 13 September, 2018
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 Shelley Deeming
Cr Sue Glen
Cr Phil Halse
Cr Cherry Hermon
Cr Greg Innes
Cr Sharon Morgan
Cr Anna Murphy

Not in Attendance

Cr Gavin Benney
Cr Crichton Christie
Cr Tricia Cutforth

Scribe C Brindle (Senior Democracy Adviser)

1. Declarations of Interest

There were no declarations of interest made at this meeting.

2. Apologies

Cr Tricia Cutforth (leave of absence)
Crs Gavin Benney and Crichton Christie (absent)

Moved By Cr Vince Cocurullo

Seconded By Cr Greg Innes

That the apologies be sustained.

Carried

3. Confirmation of Minutes of Previous Infrastructure Committee Meeting

3.1 Minutes Infrastructure Committee 9 August 2018

Moved By Cr Sue Glen

Seconded By Her Worship the Mayor

That the minutes of the Infrastructure Committee meeting held on Thursday 9 August 2018, having been circulated, be taken as read and now confirmed and adopted as a true and correct record of proceedings of that meeting.

Carried

4. Decision Reports

4.1 Temporary Road Closure - Maori in Business

Moved By Cr Greg Innes

Seconded By Cr Stu Bell

That the Infrastructure Committee

1. Approves the following proposal to temporarily close a road to ordinary traffic for the Maori in Business event in accordance with Transport (Vehicular Traffic Road Closure) Regulations 1965

Date: Saturday 27 October 2018

Road **Reyburn House Lane** from the top of the Te Kapehu Whetu Kura to Lower Dent Street

Period of closure: 6:00am – 4:00pm

2. Approves the proposal to temporarily close the side roads off the road to be closed for up to 100 metres from the intersection for safety purposes.
3. Delegates to the Chair of the Infrastructure Committee and General Manager Infrastructure the power to give public notice of these proposed temporary road closures, to consider any objections and to either approve, cancel or amend any or all of the temporary road closures if applicable.

Carried

5. Information Reports

5.1 Contracts Approved Under Delegated Authority September 2018

Moved By Cr Stu Bell

Seconded By Cr Anna Murphy

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

Carried

5.2 Water Services and Laboratory External Audits 2018

Moved By Cr Greg Innes

Seconded By Cr Shelley Deeming

That the Infrastructure Committee note the update on the annual external audit of the Water Service Department and the Laboratory.

Carried

5.3 Infrastructure Operations Report - September 2018

Moved By Cr Cherry Hermon

Seconded By Cr Vince Cocurullo

That the Infrastructure Committee notes the Infrastructure Operations Report update.

Carried

6. Public Excluded Business

There was no business conducted in public excluded.

7. Closure of Meeting

The meeting concluded at 11.15am.

Confirmed this 11th day of October 2018

Councillor Greg Martin (Chairperson)

4.1 Contracts Approved Under Delegated Authority

Meeting: Infrastructure Committee
Date of meeting: 11 October 2018
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 and Recreation	
CON18021	Hikurangi Hardcourt Lighting
2. Roothing	
CON15063	Contract Variation: Road Safety Promotion Activity for 2018/2019
3. Water	
CON18042	Water Meter Replacements 2018/2019

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

Summary of Contracts Approved Under Delegated Authority October 2018

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 Parks and Recreation

<p align="center">Contract 18021 Hikurangi Hardcourt Lighting</p>

Background

CON18021 includes the installation of court lighting at the newly constructed Hikurangi Multiuse Hardcourt.

RFQ Process

Quotes were requested from three local suppliers in April 2018, with only a single response received. The one price supplied exceeded the available budget. A second quote request was issued in July 2018 to the only respondent from the first round and three new suppliers. Two responses were received (details below). A lowest price methodology was used to evaluate quotes.

Supplier	Price
McKay Ltd	\$107,658.00
Coll Electrical Ltd	\$133,211.00

Both prices include a contingency sum of \$7,500.00. The quote provided by Coll Electrical Ltd does not include the cost of luminaries, as they did not receive a response from their supplier prior to submission.

Financial

The lighting installation is to be charged to Renewals – Sport Parks Assests 00375 and funded from savings and Parks and Gardens 00071. The Engineer's Estimate for lighting was \$90,000.00.

Group Manager Approval

Contract 18021 for Hikurangi Multiuse Hardcourt Lighting be awarded to McKay Ltd for the tendered sum of \$107,658.00 (One hundred and seven thousand, six hundred and fifty-eight dollars and zero cents) excluding GST.

2.0 Rooding

<p align="center">CON15063 Contract Variation: Road Safety Promotion Activity for 2018/2019</p>

Purpose

The purpose of this report is to seek the Chied Executive's approval for the following:

1. To extend Contract 15063 for one year to include the 2018/2019 financial year with a completion date of 30th June 2019.
2. A variation to Contract 15063 for the 2018/2019 Road Safety Promotion Activities.

Background

Contract 15063 allocated \$939,000.00 for Northern Road Safety Trust to deliver a three year programme of Road Safety Promotion Activities for 2015/2016 to 2017/2018 financial years.

NZTA have asked Council to review the delivery mechanism for the Road Safety Promotion Activities. In order to give Council time to complete this review NZTA have approved a 12 month roll over of the current contract with Northern Road Safety Trust.

A Road Safety Promotion Funding Programme valued at \$347,000.00 excluding GST for the 2018/2019 financial year has been endorsed by NZ Transport Agency and now requires formal approval by Whangarei District Council to deliver the programme.

Contract Variation and Budget Considerations

A variation to Contract 15063 – Road Safety Promotion Activities is being sought to extend the three year term of this contract by one additional year. The one year extension will make provision for the Northland Road Safety Trust to continue to deliver Road Safety Promotion Activities in the 2018/2019 financial year.

Provision has been made in the 2018/2019 Rooding budget for the Road Safety Promotion Funding Programme valued at \$347,000.00 excluding GST. This includes a subsidy from NZTA at 53% FAR with the balance of 47% funded as local share.

Approval is required for a variation of \$347,000.00 to Contract 15063 for Road Safety Promotion Activities for the 2018/2019 year which will increase the current contract value of \$939,000.00 to \$1,286,000.00 excluding GST.

No additional funding is required to facilitate this contract variation.

Chief Executive Approval

1. CON15063 be extended for one year to include the 2018/2019 financial year with a completion date of 30th June 2019.
2. The contract value for CON15063 for Road Safety Promotion Activities be adjusted to \$1,286,000.00 (One Million, two hundred and eighty six dollars and zero cents) excluding GST.

3.0 Water

<p style="text-align: center;">CON18042 Water Meter Replacements 2018/2019</p>
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Background

Contract 18042 forms part of the programmed renewals of customer water meters in the Whangarei District Council's water distribution system. This contract is for the replacement of 770 smaller diameter (12mm - 25mm) water meters and an additional 30 larger diameter water meters (32mm / 40mm) 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 consumers' side.

Contract Tender

The contract was publicly advertised and closed on 30 August 2018. Four tenders were received as follows:

Tenderer	Amount (excl of GST)
Broadspectrum	\$277,942.30
Downer Limited	\$367,956.00

The Watertight Company	\$367,909.80
Forte Civil	\$337,025.70
Engineers Estimate	\$359,641.39

The tender evaluation method was lowest price conforming. Broadspectrums' tender was found to be the lowest price and conforming. Broadspectrum Ltd are currently undertaking a mains renewal contract (CON18011) within the Whangarei District. Additionally, they have undertaken water reticulation works on local subdivision projects, for example, Totara Parkland Estates.

Chief Executive Approval

CON18042 for Water Meter Replacements be awarded to Broadspectrum for the tendered sum of \$277,942.30 (Two hundred and seventy seven thousand, nine hundred and forty two dollars and thirty cents) excluding GST.

4.2 NZTA Roding Investment Audit Report 2016-18

Meeting: Infrastructure Committee
Date of meeting: 11 October 2018
Reporting officer: Jeff Devine (Roding Manager)

1 Purpose

The purpose of this item is to provide the Committee with the recently completed NZ Transport Agency Investment Audit Report on Council's subsidised Roding activities 2016-2018.

2 Recommendation

That the Infrastructure Committee notes the NZ Transport Agency Investment Audit report for Council's subsidised Roding activities 2016-2018.

3 Background

In 2017/18, Council completed a \$35.7M subsidised roding programme that attracted a total of \$20.4M of NZTA subsidy. In 2016/17 the figures were \$31.6M with \$17.5M of subsidy.

Approximately every two years, NZ Transport Agency (NZTA) undertakes an Investment Audit of Councils' financial activities and performance in relation to the claims Council makes for this subsidy. The audit is carried out by NZTA auditors under section 95(1)(e)(ii) of the Land Transport Management Act 2003.

The Audit is undertaken by NZTA to provide assurance that the NZTA's investment in Council's subsidised Roding Programme is being well managed and delivering value for money. NZTA also check that Council is appropriately managing risk associated with the NZTA's investment, they recommend improvements to Council's process where appropriate.

4 Discussion

The full final Audit Report is attached for the Committees information. The Report concludes:

"Whangarei district Council has good processes in place for the management of its Land Transport Disbursement Account and funding assistance claims for two years ending 30 June 2018 were validated to the general ledger."

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.

6 Attachment

NZ Transport Agency Investment Audit Report 2016-18

September 2018

NZ TRANSPORT AGENCY INVESTMENT AUDIT REPORT

Monitoring Investment Performance

Report of the investment audit carried out under section 95(1)(e)(ii) of the Land Transport Management Act 2003.

Approved Organisation (AO):	Whangarei District Council
NZ Transport Agency Investment (2015 – 2018 NLTP)	\$48,157,861 (budgeted programme value)
Date of investment audit:	23rd – 26th July 2018
Investment Auditor:	Tony Pinn
Report No:	RATPI –1898

OBJECTIVE

The objective of this audit is to provide assurance that the New Zealand Transport Agency's investment in Whangarei District Council's land transport programme is being well managed and delivering value for money. We also seek assurance that the Council is appropriately managing risk associated with the Transport Agency's investment. We recommend improvements where appropriate (for audit programme refer appendix B).

EXECUTIVE SUMMARY

Whangarei District Council has good processes in place for the management of its Land Transport Disbursement Account and funding assistance claims for two years ending 30 June 2018 were validated to the general ledger.

The retentions account is regularly reconciled but two older retentions require further investigation to ensure they are still valid.

All contracts examined complied with the Transport Agency's procurement procedure requirements and were consistent with Council's procurement strategy. We did however identify one issue regarding tender evaluation documents not being signed by one of the tender evaluation team members.

DISCLAIMER

While every effort has been made to ensure the accuracy of this report, the findings, opinions, and recommendations are based on an examination of a sample only and may not address all issues existing at the time of the audit. The report is made available strictly on the basis that anyone relying on it does so at their own risk, therefore readers are advised to seek advice on specific content.

Council has four conditions of approval registered in Transport Investment Online (TIO), which now appear outdated. We have asked the Transport Agency to investigate and close out any conditions that have been met.

AUDIT RATING ASSESSMENT

	Issue	Rating Assessment*
Q.1	Previous audit issues	N / A
Q.2	Financial management	Effective
Q.3	Procurement	Some Improvement Needed
Q.4	Contract Management	Effective
Q.5	Professional Services	Effective
Overall Rating		Effective

* Key to rating assessment - refer appendix C

Before being finalised this report was referred to Whangarei District Council for comment. Its responses are included in the body of the report.

RECOMMENDATIONS SUMMARY

That Whangarei District Council:

	Recommendations	Implementation Target Date
Q.2	Investigates retentions relating to Contracts 12004 and 14044 to ensure the amounts being held are still valid.	Completed
Q.3	Ensures that all members of tender evaluation teams sign the price quality evaluation worksheets.	Immediately

FINDINGS

Question 1:	What issues, if any, remain unresolved from the previous audit in August 2016?	
Findings	There was one recommendation resulting from the August 2016 investment audit that related to Council's late tender policy. This has now been addressed.	
Whangarei DC response	Accepted	

* * *

Question 2:	Does Whangarei District Council have good financial systems in place to effectively manage the NZ Transport Agency's investment in the delivery of its land transport programme?	Effective
Findings	<p>Council's land transport disbursement account mirrors Transport Agency work categories and funding assistance claims for the two financial years ending 30 June 2018 were successfully reconciled.</p> <p>This structure made the reconciliation process seamless but this could be enhanced further by;</p> <ol style="list-style-type: none"> 1. <u>Maintenance and Renewals Work Categories</u> Establishing a separate claim worksheet to record any adjustments made outside of the general ledger e.g. transfers between work categories. 2. <u>Road Safety Promotion</u> Removing Northland Road Safety Trust revenue (ie local business donations) from the Land Transport Disbursement account given this is treated as local share funding. In addition, Council should note that claims relating to payments in kind are no longer permitted. <p>Transactions tested were eligible for funding assistance and correctly coded and claimed against the relevant Transport Agency work categories.</p> <p>The retentions account is reconciled regularly but we did note two old retentions, which need further investigation.</p> <ul style="list-style-type: none"> • <u>Contract 12004 Road Marking</u> Half of the current balance of \$10,000 is now due for release to the contractor and; 	

	<ul style="list-style-type: none"> <u>Contract 14044 Pipiwai Rd Culvert Replacement</u> The balance of \$2210.25 appears to be no longer valid and needs to be credited to a financially assisted roading expense account. 										
Recommendation	That Whangarei District Council investigates retentions relating to Contracts 12004 and 14044 to ensure the amounts being held are still valid.										
Suggestions	That Whangarei District Council considers: <ol style="list-style-type: none"> 1) Establishing a separate worksheet to record any adjustments between work categories made outside of the general ledger 2) Separating Northland Road Safety Trust revenue out of the Land Transport Disbursement Account. 										
Whangarei DC response	<table> <tr> <td>Contract 12004: final retention released 06/08/18</td><td>Implementation Target Date</td></tr> <tr> <td>Contract 14044: Liquidated damages charged, balance of retentions credited back to project expense account</td><td>Complete</td></tr> <tr> <td>Establish a separate worksheet to record any adjustments made outside of general ledger– accepted.</td><td>Complete</td></tr> <tr> <td>Separate NRST Revenue from LTD A/c– accepted</td><td>Complete now done monthly with claim.</td></tr> <tr> <td></td><td>Complete</td></tr> </table>	Contract 12004: final retention released 06/08/18	Implementation Target Date	Contract 14044: Liquidated damages charged, balance of retentions credited back to project expense account	Complete	Establish a separate worksheet to record any adjustments made outside of general ledger– accepted.	Complete	Separate NRST Revenue from LTD A/c– accepted	Complete now done monthly with claim.		Complete
Contract 12004: final retention released 06/08/18	Implementation Target Date										
Contract 14044: Liquidated damages charged, balance of retentions credited back to project expense account	Complete										
Establish a separate worksheet to record any adjustments made outside of general ledger– accepted.	Complete										
Separate NRST Revenue from LTD A/c– accepted	Complete now done monthly with claim.										
	Complete										

* * *

Question 3:	Has Whangarei District Council acted in accordance with its endorsed procurement strategy and the NZ Transport Agency's procurement requirements?	Some Improvement Needed
Findings	<p>Seven physical works contracts were examined for compliance with the Transport Agency's procurement requirements and Council's Procurement Strategy (refer Appendix D).</p> <p>All contracts complied, with the exception of the following:</p> <p>One Council staff member on the tender evaluation team (TET) did not sign the price quality evaluation worksheets for four of the seven contracts reviewed, including one where the staff member was also the TET leader. To ensure transparency, It is important that all TET members sign off on the agreed scores, particularly before the price envelopes are opened.</p> <p>This step was even more crucial in two of the evaluations where a tenderer was disqualified after failing to meet the minimum non-price attributes score. The tender evaluation of another (again not signed by the same TET member) involved an adjustment to the calculated supplier quality premiums. Whilst this is permitted, there was no evidence that the TET members all concurred with the revised supplier quality premiums.</p>	

Recommendation	That Whangarei District Council ensures that all members of tender evaluation teams sign the price quality evaluation worksheets.	
Whangarei DC response	Accepted– Process improvement implemented	Implementation Target Date Complete

* * *

Question 4:	Has Whangarei District Council contract management practices in place to ensure contracts are managed effectively?	Effective
Findings	<p>Council's roading related contracts are managed in-house.</p> <p>Evidence of regular contractor monitoring and meetings was also on file. Variations checked during procurement testing were well documented and within acceptable tolerances.</p> <p>Road safety audits are considered for all non-maintenance activities and projects. Road safety audit reports from a sample of projects were all completed and Council's decisions documented.</p>	
Whangarei DC response	Accepted	

* * *

Question 5:	Are Whangarei District Council's professional services providing value for money?	Effective
Findings	<p>Professional services are provided in-house by the Northern Transport Alliance (NTA) but specialised activities are procured externally.</p> <p>Internal costs and overhead charges sampled were correctly calculated and claimed.</p> <p>The NTA agreement provides for a uniform hourly charge out rate regardless of the individual cost recovery multipliers of staff within each council. This arrangement therefore creates under and over recoveries (profits/losses) depending on the individual staff members' actual salary and overheads. WDC's policy is to offset any profits back to the roading expense.</p>	
Whangarei DC response	Accepted	

* * *

Question 6:	Question 6: Are conditions of approval in Transport Investment Online (TIO) being actively addressed?	Effective
Findings	<p>There were four outstanding conditions of approval recorded in TIO for Council at the time of the audit. Funding that is approved subject to special conditions is recorded in Transport Investment Online. Monitoring the status of conditions by the Transport Agency is necessary to ensure funding is not released prior to satisfying conditions and sign off conditions, which have been met.</p> <p>Discussions with Council staff however suggest that these are no longer valid.</p> <p>We have asked the Transport Agency to investigate and close these out where appropriate.</p>	
Whangarei DC response	Accepted	

* * *

APPENDIX A

Hi Tony

I have reviewed the attached Draft Audit report and I can confirm:

- the facts disclosed have been stated correctly;
- no facts material to an issue have been omitted; and
- no unfair inference has been conveyed, either generally or in particular.

In addition we have provided comments as requested and completed the attached questionnaire.

thanks

Jeff Devine

Roading Manager

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APPENDIX B**Audit Programme**

1. Previous audit August 2016
2. Land Transport Disbursement Account
3. Final Claims for 2016/17 and 2017/18
4. Transactions (accounts payable)
5. Retentions Account
6. Procurement Procedures
7. Contract Variations
8. Contract Management & Administration
9. Professional Services
10. Transport Investment On-line (TIO) Reporting
11. Other issues that may be raised during the audit
12. Close out meeting

APPENDIX C

AUDIT RATING TABLE

Rating	Definition
Effective	<p>Investment management – effective systems, processes and management practices used.</p> <p>Compliance – Transport Agency and legislative requirements met.</p> <p>Findings/deficiencies – opportunities for improvement may be identified for consideration.</p>
Some Improvement Needed	<p>Investment management – acceptable systems, processes and management practices but opportunities for improvement.</p> <p>Compliance – some omissions with Transport Agency requirements. No known breaches of legislative requirements.</p> <p>Findings/deficiencies – error and omission issues identified which need to be addressed</p>
Significant Improvement Needed	<p>Investment management – systems, processes and management practices require improvement.</p> <p>Compliance – significant breaches of Transport Agency and/or legislative requirements.</p> <p>Findings/deficiencies – issues and/or breaches must be addressed or on-going Transport Agency funding may be at risk.</p>
Unsatisfactory	<p>Investment management – inadequate systems, processes and management practices.</p> <p>Compliance – multiple and/or serious breaches of Transport Agency or legislative requirements.</p> <p>Findings/deficiencies – systemic and/or serious issues must be urgently addressed or on-going Transport Agency funding will be at risk.</p>

APPENDIX D

(From Question 3)

CONTRACTS AUDITED

Contract Number	Tenders Received	Date Let	Description	Contractor		
			Physical Works			
CON15047	3	Dec 15	Cycleway Riverside Drive	Broad Spectrum	Estimate Let Price Final Cost	\$1,517,125 \$1,506,584 \$1,506,578
CON15083	3	Dec 15	Scour Protection Works 2015/16	Clements	Estimate Let Price Final Cost	\$158,840 \$138,549 \$142,112
CON16020	3	Apr 17	Kamo Shared Path Stage 1 – Rust Ave to Cross Street	Broad Spectrum	Estimate Let Price Final Cost	\$1,872,318 \$1,725,287 ongoing
CON16023	3	Nov 16	Abbey Caves Road and Apotu Road Pavement Rehabilitations	Downer	Estimate Let Price Final Cost	\$1,308,936 \$1,349,739 ongoing
CON17013	1	Nov 17	Seal Extensions – Wright and McCardle Roads	Broad Spectrum	Estimate Let Price Final Cost	\$1,148,715 \$1,264,752 ongoing
CON17036	4	Sept 17	Abbey Caves Road Slip Repair (2017/18)	The Rintoul Group	Estimate Let Price Final Cost	\$173,635 \$146,108 ongoing
CON17047	4	Dec 17	Scour Protection Works – 2017/18	Clements	Estimate Let Price Final Cost	\$224,300 \$207,541 ongoing

Investment Audit of Whangarei District Council

Report Number: RATPI 1898

September 2018

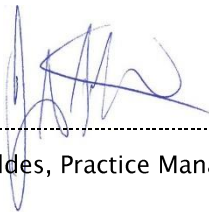
Prepared by:

.....
Tony Pinn, Senior Investment Auditor

Reviewed by:

.....
Glenn McGregor, Senior Investment Auditor

Approved by:

.....
Jenny Fildes, Practice Manager Audit and Assurance

4.3 Infrastructure Operations Report – October 2018

Meeting: Infrastructure Committee
Date of meeting: 11 October 2018
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 Infrastructure Committee notes 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 2018.

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 Attachment

Infrastructure Operations Report – October 2018

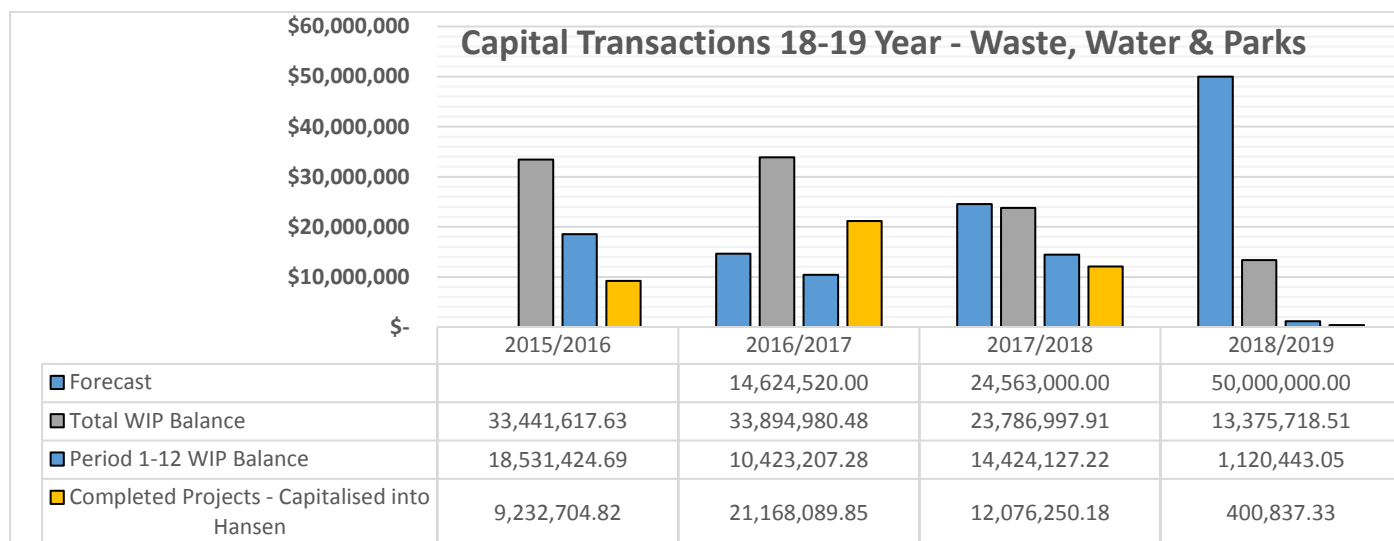
Infrastructure Development

Human Resources

We were unsuccessful in recruiting for the Team Leader – Development Engineering position and are currently working with People and Capability to review this position, to determine a way forward. We are recruiting for the Contract Support team position, made available by growing one of our staff into the vacant team leader position. We have a new asset technician joining our team, this is a backfill position to support staff working on the AMS and GIS system upgrades.

Capitalisation

There are still a couple of prior year WIP projects yet to be capitalised, waiting on As Built drawings to be provided. This month the graph below shows the consolidated data (Water, Waste & Parks) for prior years' comparison. Total WIP to date is \$13,376 million, of that \$0.4 million has been capitalised.



Asset Management

The Asset Management System and GIS upgrade projects are ongoing with input from infrastructure users. We have begun the process of backfilling positions to support staff involved in the upgrade projects.

Asset management staff will be participating in workshops to determine requirements as part of the Whangarei Growth Strategy. Ongoing asset management meetings resulting in better alignment between asset owners and development engineers.

Development Engineering

The volume of applications received has dropped slightly, but there is some backlog to clear from previous high volume applications. Applications processed within timeframe is 90%. The 12-month rolling average is 89%. We have engaged a panel of consultants to draw on, typically the cost will be on charged to the Resource Consent. This will result in improved timeframes and cover for staff on leave.

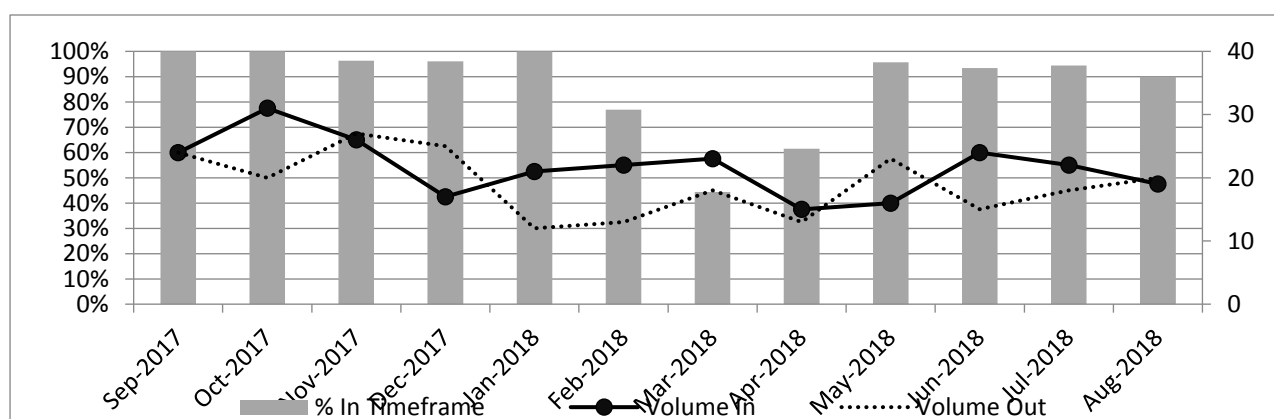


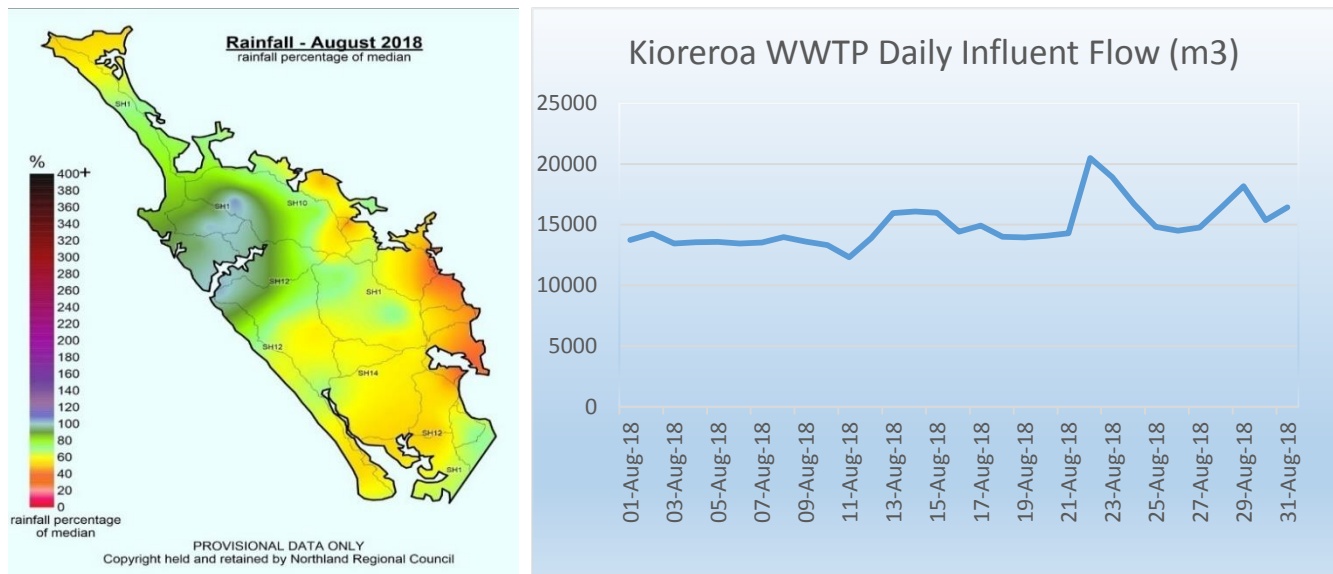
Figure 1 RC Application - Engineering Assessments

Waste and Drainage

Operations and Maintenance

Whangarei WWTP

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



Health and Safety

Evacuation drill completed at main WWTP. All fire extinguishers checked with a couple of replacements required. Council's Health and Safety Manager came to site for a debrief following the chemical discharge investigation where the team investigated the source of a large chemical discharge to the Kioreroa sewer pump station catchment. A partially full waste oil drum was moved to the dangerous goods store and full drums were taken away by the recovery company. One staff member completed confined space entry refresher. We completed site audit on United Civil Construction during Hatea tank work, no issues identified. We reviewed biological hazard and swamp weed clearing hazard. Six monthly test and tag completed on confined space entry equipment, register updated. Staff were sized for dust mask fit with certificates presented. New lock out devices purchased for difficult breakers in load centre 1. Angle grinder training completed and passed by all except with one staff member yet to complete. Emergency stop being installed on lathe and drill press. Isolation lock out point being installed on lathe with only experienced trained operators to use.

Kioreroa WWTP Operation

Plant is generally operating well, mixed liquor suspended solids are a little higher than desired so wasting of sludge rates have been slowly increased. The biogas generator engine broke a crankshaft so the motor is currently with Mikes Engine Reconditioners for a service.

Boiler 1 not running up on high fire, inlet line found to be heavily fouled, now operating well after the line being cleaned.

Kioreroa WWTP Maintenance

Waste Activated Sludge (WAS) gravity belt thickener cleaned. Supernatant pump yearly inspections completed. Defac polymer handling area water blasted. Secondary clarifier 3 and 4 chain guards repaired and strengthened. New secondary clarifier drive wheel assembly being fabricated with wheel at LEP for vulcanising. Biogas generator LH exhaust header pipe replaced. Equalisation basin pump yearly inspections completed. Decanter 1 currently being serviced at Alfa Laval. Activated sludge pump yearly inspections completed. Main air compressor 1 serviced. Storm water outlet adjacent to load centre 2 has failed, Hydrotech to repair.

Rural WWTP Operation

Discussions are continuing with the Hikurangi membrane supplier around possible warranty claim, although the membrane plant is off line, therefore non-compliant, testing is showing there to be very little effect on the receiving water environment. All other rural plants are operating well.

Rural WWTP Maintenance

Waipu inlet screen PLC replaced. Hatea tip bucket auto greasers replaced. Strengthening angle installation completed at Hatea storage tank. Tutukaka and Ngunguru UV's cleaned with lamp and sleeve replaced on rack 1 at Ngunguru. Waipu rapid infiltration beds are being scraped clean and clean sand is being added.

Human Resources

Shaw and Toby progressing well with their national certificate in wastewater treatment. Shaw is completing his certificate under the old system whereas Toby is completing his as an apprentice with predominantly on line learning and assessments.

Reticulation

There were 2 sewerage spills in August.

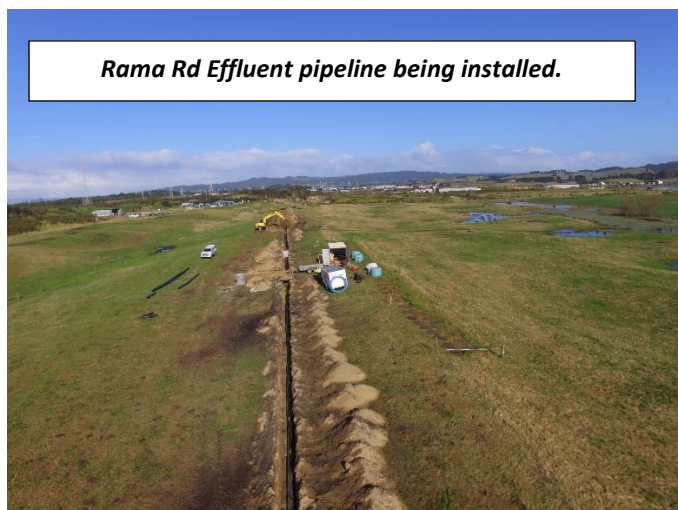
Date Spill Ceased	Location	Cause	Volume (m ³)	Type of Sewage	Action Taken
3/8/18	90 Ritchie Road Parua Bay	Both pumps and telemetry faulted	<5	Raw/unscreened	Both pump faults cleared and telemetry issue resolved, NRC and DHB notified.
16/8/18	Riverside sewer pump station	Leak through hole is reflux valve with valve chamber drain line blocked also	<.1	Raw/unscreened	NRC and DHB notified, drain line cleared, valves replaced

Capital Works Projects

Hikurangi-Union Street sewer: Section of pipe that was renewed required replacement due to unknown service line redirecting the bursting head, meaning the pipe was installed off grade. This section will require replacement by open trenching and is scheduled once ground conditions allow.

Langs Bridge Sewer Rising Main Replacement: Complete and commissioned. Installation went to budget and plan.

Ruakaka WWTP- Rama Rd Irrigation Stage 2&3-Installation of pipelines and valves is complete. New pumps enroute. Contractor performed well and project met budget. This project was the contractor first major work for Council who's tender came in well under the engineers estimate and next highest price.



Takahe St Sewer Diversion: This project which will resolve the sewage overflow in Takahe St, Tikipunga, is currently out for tender.

Stormwater Strategic Plan Morphum have nearly completed the stormwater strategy. The strategy will inform stormwater information requirements and catchment prioritisation.

Wastewater and stormwater asset data collection This project is out for tender. This is the programmed inspection of assets.

Hikurangi Stage 2 This project to renew sewer assets in Hikurangi is ready to be tendered. Council have issued 21 letters to Hikurangi households to address major infiltration issues. We have had a good response to date with 8 faults repaired and re-inspected.

Porowini Ave Stormwater Quality Improvement Tenders are out for the design of a stormwater treatment system for the water body adjacent to the Porowini railway overbridge.

Kioreroa WWTP Odour Control Beca have been awarded the contract to design odour control works, due for construction in 2019/2020. Site inspections were completed in September. The NIWA climate station, located on council land near the plant, has provided invaluable information to assist the design.

Sewer and Stormwater Renewals

Woods Rd: Replacement with stainless steel at both ends of the bridge connecting to existing AC main has been completed.

Port Rd: replacement of 80 meters of 225mm gravity sewer is underway.

Morningside stormwater: 125 meters of stormwater renewals approved at Morningside.

Consents and Compliance

A summary of compliance issues are presented below.

Plant	Issue	Progress
Waipu	Compliant currently but flow rate is higher than 500 m ³ /d consent limit and will lead to non-compliance. The consent is based on an annual average	Staff have discussed with NRC its proposal to change the consent condition to 1,000 m ³ /d. This will allow for between 10 to 30 years growth depending on rate. Groundwater modelling has been completed and staff have engaged with Patuharakeke, neighbours, DoC and NDHB who are generally in support of the proposal. The application will be lodged shortly.
Waiotira	Compliant No Issues	
Portland	Compliant No Issues	
Ruakaka	Compliant High flow rates Consent renewal Wetland improvements	The extension of the Rama Rd irrigation system is required to meet flow consent conditions and as noted above is near completion. We lodged an application to amalgamate the two consents for the plant into one and have had two pre-hearing meetings with notified parties. These have progressed well and our anticipation is that the consent can be issued without a hearing. NIWA have prepared a report on the wetland and have recommended remedial works which will be completed over summer.
Whangarei	Compliant Toxic shock High flow UV disinfection	The plant has recovered from the toxic solvent shock event and the effluent is now compliant. A higher than consented bacterial level was recorded through the storm UV system earlier in the year. This was addressed through modification of the UV lamp cleaning system. The system performed well and was in compliance in the last storm event.
Hikurangi	Non-complaint Defective membrane	There has been no further advance on rectifying the membrane and it is still inoperable. The supplier has investigated cleaning options and are being chased to get this underway. We have increased testing to assess effects. Even without the membrane the system is performing well and no adverse effects have been detected. The wastewater is treated via an oxidation pond, aerated pond and covered floating wetland system. We are investigating alternatives to the membrane, such as UV, and suppliers have visited the site and preliminary design is underway. A report was issued to NRC in September setting out the above
Tutukaka	Compliant	A new UV has been installed to address the risk of non-compliance over summer peak loads.

Ngunguru	Non-compliant on ammonia Current median of 24.75mg/L versus consent requirement of 20mg/L	Additional sampling is underway to assist an options assessment. Further investigations are being prepared to assess effects. The discharge is compliant with public health risk factors such as disinfection rates.
Tutukaka	Compliant System becomes stressed over peak summer load	The operations team are looking at ways to mitigate risk of non-compliance over peak summer demand. As a biological system it takes time to adapt to change in influent loads.

Hikurangi Swamp Flood Management Scheme

Rewinding of the spare 240 HP Pleuger pump is completed.

Planting of 26,000 native trees on Jordon Valley Rd was completed by Akerama Resource Management Unit who were engaged by Council. This completes the projects carried out under the Living waters / WDC shared works programme.

Infrastructure Planning & Capital Works

Major Projects

Major Projects: Sense of Place

- New Town Basin Park (formerly known as Carpark to Park): Initial project scoping is complete, including concept design and budget estimate. The team are working on procuring the services required to undertake the detailed design of the different elements and working closely with key stakeholders. The Working Party is meeting as required. Consultation with hapū and advisory groups is planned for September. A decision has been made to time the physical works so that they do not interfere with the construction of Hundertwasser Art Centre. Construction of the new park will start in early 2020, with completion in late 2020.
- Camera Obscura: The external project team are in the process of seeking funding for the construction of a camera obscura on Pohe Island. Preloading of the site with metal was completed in April. Construction was planned to start in September 2018, however this has now been postponed as approvals for funding applications are still pending. Construction is now planned to commence in February with a five month anticipated build. On completion of the physical works WDC will undertake the landscaping around the sculpture in June / July. This means that some 50% of the WDC funding may need carrying forward into the next financial year.
- Complete Streets Masterplan – City Core Precinct: Investigation and scope development underway, to include delivery of a streetscape design manual. Workshop to develop requirements and guiding principles for consultants brief to be held 25th September. Tender for professional services to be held in November with contract award planned for December.

Major Projects: Parks & Recreation

- Matapouri Beach Restoration: Peer review of the engineering design is complete and comments are being addressed. Community consultation is underway and the consent application will be lodged August. It is anticipated that replenishment works will start in April 2019.
- One Tree Point Seawall Investigation: The investigation has looked at the entire length of coast around the One Tree Point area and will be the first step to develop a consistent approach to erosion management in the area. The preliminary draft of the report has been completed and awaiting feedback from Councillors and Patuharakeke before finalising the options and presenting to the public in September.
- Seawall Renewals 17/18: Ritchie Road seawall construction is complete. Taurikura seawall construction has started and is due to be completed early September.
- Ngunguru Seawall Renewal: Detailed design for Stage 2 along Ngunguru Road frontage is now underway and has incorporated some items gathered from the community feedback. Resource Consent will be lodged in October. Funding is available in 2018/19 to renew the seawall only, including

construction of access stair cases, a boat ramp upgrade and a new wheel chair access onto the beach. Additional funding will be necessary in the years to come to achieve the community's desired outcomes like additional parking, safe pedestrian crossings, landscaping of the amenity space including a water feature and a boardwalk.

- Sandy Bay Beach Restoration: A long-term solution to manage the dune erosion at Sandy Bay has been decided and a Resource Consent for the work is being prepared. Once this has been completed, a concept plan will be presented to the community. This plan will include dune protection areas.
- Otaika Sports Park Field Construction: Construction of stage 1 which includes two new sports fields, lighting, irrigation and drainage is currently underway, and the fields will be ready for the winter season April 2019. Detailed design for stage 2 was completed in August. Approval was given to directly negotiate a price with stage 1 contractor Recreational Services, and physical works are planned to commence in November.
- Hikurangi Multiuse Hardcourt: Construction of the hardcourt is complete. Resource Consent to install the lighting has been granted. Lighting will be installed by October 2018.
- William Fraser Memorial Park Development Pohe Island: Professional Services have been awarded to Hawthorn Geddes to design and document the central island carpark through to physical works. Tender documentation is currently being finalised.
- Ruakaka Sports Fields: The design for the two new fields and refurbishment of the existing fields is completed. The consent process will start soon for the construction of new light poles to replace the existing and this will occur this financial year. Construction of the new fields cannot start until the sand mound has been removed. An ROI has not found any contractors interested in the sand removal. Other options for sand removal are being worked through.
- Laurie Hall Park: Design for stage 2 of the upgrade of Laurie Hall Park is under revision. Construction of the new pathways and lighting is planned to start in the 2018/19 financial year after Armistice Day celebrations on 11 November.
- Laurie Hall Park Waterfall: An investigation is underway for the renewal of the waterfall in Laurie Hall Park.
- Limestone Island Pontoon – Pontoon has been designed and priced. Pontoon is being fabricated. Installation to begin October 2018.
- Abbey Caves Car Park and Toilet Facility - Hawthorne Geddes have provided the final concept plans, report and Engineers Estimate. Funding being sought for construction.
- Quarry Gardens Car Parking Facility –Discussions are ongoing with the Trust. Final concept plans and an Engineers Estimate should be completed by the end of October.
- Bascule Carpark - Stakeholder engagement and detailed design is underway. The construction works will be tendered in September 2018.
- Whangarei Falls Carpark Amenity Upgrades - the contract has been awarded to Robinson Asphalts and physical works are to begin in September 2018.
- Potter Park, Tikipunga - The concept design is under revision. The outcome will be a children's playground with footpaths, bollards, and trees. Construction is planned for early 2019.
- Ngunguru Youth Activity Zone – A community workshop was held on 28 August. Site survey and geotech report to be started in September. Design discussions underway with landscape architects and skate park designer.
- Otangarei Sports Park Toilet: Initial discussions are underway re the location of the new toilet to be constructed on the Otangarei Sports Park.
- Mackesy Bush Track Upgrade – The works will be undertaken as a design and build contract and the tender process is currently underway.
- Dog Park Drainage – initial consultation with stakeholders has been completed and design is underway.
- Parihaka War Memorial Refurbishment – Initial stakeholder meeting held with RSA and hapu to discuss scope. Site visit completed with Northpower to begin internal condition assessment. Discussions ongoing to align project with upcoming work on radio masts. Investigation and scope to be completed in October.

Major Projects: Water

- New Whau Valley Water Treatment Plant: The detailed design is currently underway. Following the 'Expression of Interest' for construction three contractors were shortlisted. Detailed design is programmed to be completed in November 2018. The building consent will be lodged once peer reviews of the geotechnical and structural aspects of the detailed design have been completed. Tendering for the physical works contract is planned for November – December. Approval to award contract will be sought at the 13th December Full Council Meeting. Construction is planned to commence in February 2019, and is estimated to take 20 months.
- Ruakaka WTP Clarifier Upgrade: Detailed design work is complete with a Hazop to be held on 14th September. Procurement process for physical works to begin in October. Site works scheduled to begin after high demand period ends, estimated to be in March 2019.
- Ridermain Replacements 2018/19: Broadspectrum have started installation of the new ridermain at King Street. Construction at Corks Road will commence early October.
- Three Mile Bush Reservoir: Previous site location studies are currently being assessed and validated, with additional site investigation work to be performed to inform site selection process.
- Reservoir Rehabilitation 2017/18: Contract works are complete.

Major Projects: Waste & Drainage

- Tarewa Storage and Emergency Overflow Tank: Construction is close to completion and commissioning planned to be completed at the end of August 2018. NZTA will take over parts of the site in August for construction of the Tarewa intersection upgrade project, possibly saving costs on reinstatement and disestablishment.
- Teal Bay Stormwater Upgrade: Detailed design is complete and RFT for the Physical Works Contract is ready for release.
- Whangarei WWTP Odour Control: Beca have been engaged to undertake further dispersion modelling using Meteorological Service data. Once this is complete, detailed design for odour control to be installed in the process units which are significantly contributing to off-site odour effects will be undertaken

Major Projects: Compliance & Regulatory

- New Animal Shelter: A suitable site has been selected and a professional services RFP is currently being evaluated for detailed design and price estimate for construction. Construction will be undertaken in 2020/21.

Infrastructure Planning

Work continues on the comprehensive review of designations held by WDC. This requires research on the history and function of each designation to establish whether it has been given effect to. In many cases, corrections or changes to the designation are needed to provide for the effective ongoing operation of the facility.

The Proposed Regional Plan for Northland submission was lodged in early November 2017. Evidence has been presented to the hearing panel on 28 August 2018. Additional work requested by the panel is being prepared.

Co-ordination of infrastructure group input to District Plan changes is continuing.

The team is continuing to review a steady stream of subdivision and land use consent applications.

Work has recommenced on the Tutukaka Reserve Management Plan. Research of the history and titles is complete, and a minor correction to formalise the road reserve area has been approved. The background and work done to date is being reviewed in light of current knowledge. Engagement with stakeholders will happen in the second half of 2018 to identify current issues and options for reserve use and development. Formal consultation processes will follow once a draft plan is prepared.

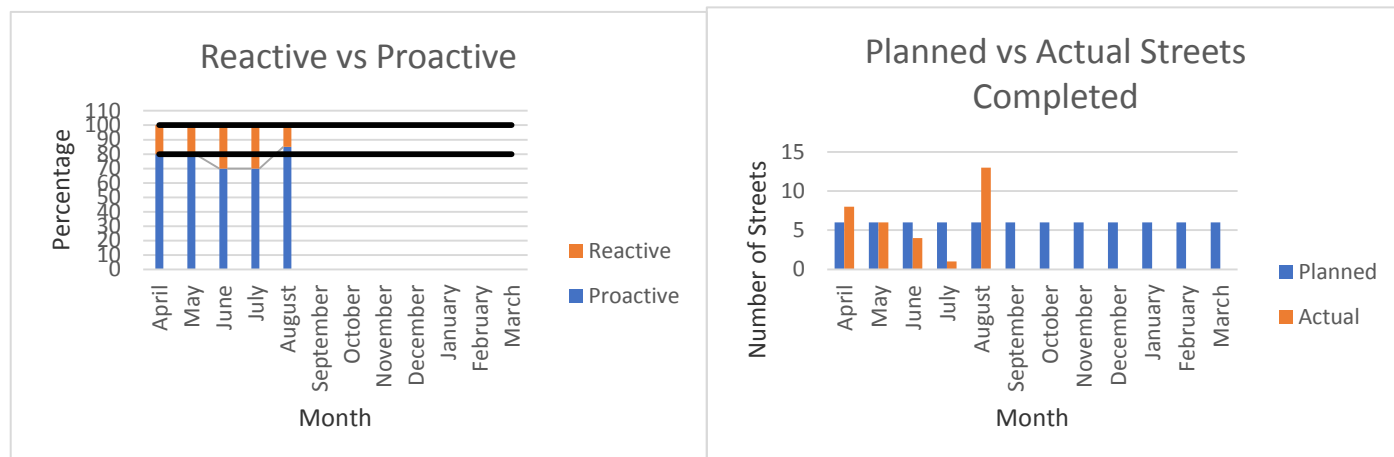
Landscape Architects

The team is very busy with various project designs including leading the concept design of Pohe Island Masterplan, Pohe Island Central Carpark, the New Town Basin Park (Carpark to Park) Project, and Whangarei Falls Amenity Upgrades. Work is under way on the City Core Precinct Plan workshops. Collaboration with NZTA is ongoing to improve amenity planting at key locations along the state highway network, and ensure future maintenance is kept to a high standard through residential areas and entranceways.

Operational updates

Public Tree maintenance

A focus for this contract has been on gaining efficiencies by working in a structured proactive way, while still managing any CRM's that may be received. This month the contractor met their Key Performance Indicator (KPI) of 80% proactive 20% reactive and exceeded their average of completing inspection and work on 6 streets. The large jump includes a number of streets where they had not completed works due to reasons such as requiring specialist equipment, vehicle to be moved or traffic management.



Walking Track maintenance:

After the Infrastructure Committee supported measures to reduce the spread of Kauri Die Back (KDB) planning is underway to close one route of the Mackesy Bush walking track which crosses over the roots of large kauri trees and fence around the kauri grove within Mair Park off Banff Street.

Work is planned on the Matapouri Headland track as it has become eroded through heavy use. This is only possible during the summer months due to the need to access the track over farmland.

A variation to the Walking Track contract is being processed to undertake regular maintenance of the Te Toiroa cycleway at Ngunguru.

The mountain bike park at Parihaka has now been mapped and artwork is available to be used both on-site and for our web-site or other promotional material. The new arrangement working with the MTB club for track maintenance seems to be working well. The 'Rainbow' track constructed last year is very popular but requires some snagging work to be completed before the retainer is released.

Coastal Structures

Unscheduled repairs were undertaken on the Hihiaua Seawall. Recent assessment had not identified immediate concern in this area, however given the expansion of the cultural centre and proposed waka



gantry in the immediate area it was prudent to bring ³²repairs forwards.

Further assessment of the Town Basin Wharf area identified multiple piles near the canopy bridge in very poor condition. High level review recommends replacement within a year. Detailed investigation to identify the full scope of the works, including the surface will be undertaken to ensure works are undertaken at the same time as Carpark to Park construction and some materials may be recycled into the park.



Sports Fields

Another favourable month weather-wise saw 75 mm of rain falling, and fields coping very well with that. No closures were necessary, and most sport programmes were drawing to a close.

The Mitre 10 Cup is in full swing now and that means Northland team training at Pohe Island until mid October.

The contractor is mapping out the spring renovation programme, and codes and clubs are being canvassed for their Summer season field requirements.

Construction of the new disability change room at the Aquatic Centre is slower than hoped due to unexpected delays in material supply and is expected to be completed late-September.

The council has taken over the old ablution block at Hikurangi previously owned by the Hikurangi Rugby League Club. The club was unable to repair the building and after some serious vandalism the building became a danger to public. The council will do basic repairs and allocate its use initially to the Whakapara Pony Club, but will welcome the league club back to use it should it return to play at the park in the future. Average of audit results was 97% against a target of 90%.

Parks and Gardens

Good weather for the sports parks but below average rainfall for our gardens and lower than average temperature for the month (12.2C).

The annual bedding displays are starting to look past their best around the city. At Laurie Hall Park the highlight in for the month was the broccoli harvest. A healthy crop was harvested and donated to the Salvation Army Food Bank who were very grateful. Silverbeet and Parsley will be given away in October when it comes to change over of the bedding display.

The mowing of some Parks fell behind this month due to quite a few parks still being wet and contractor staff shortages due to sickness and annual leave. In particular, Hihiaua and Raumanga were un-mowable during August due to wet conditions. These are programmed priority sites for early next month.

A lot of vehicle damage occurred throughout the District including coastal turf areas at Waikaraka Beach, Tamatera, Princes Road in Ruakaka and Waiarohia Reserve.

Freedom campers are still around in small numbers and continue to cause turf damage to reserves.

Pest plant control was undertaken for the Whitebait Connection group at Gillingham Reserve, between AH Reed and the Whangarei Falls as well as at Brentwood Ave. The team also managed to plant some older stock plants from the yards along Puna Rere Drive.

It was interesting to find a home-based child care group making use of the wettest and muddiest spot they could find on this reserve, giving the children the 'Natural' experience. Hard to get grumpy with them, when you saw the great fun the kids were having. It will need some spring renovations though, photo to the right.

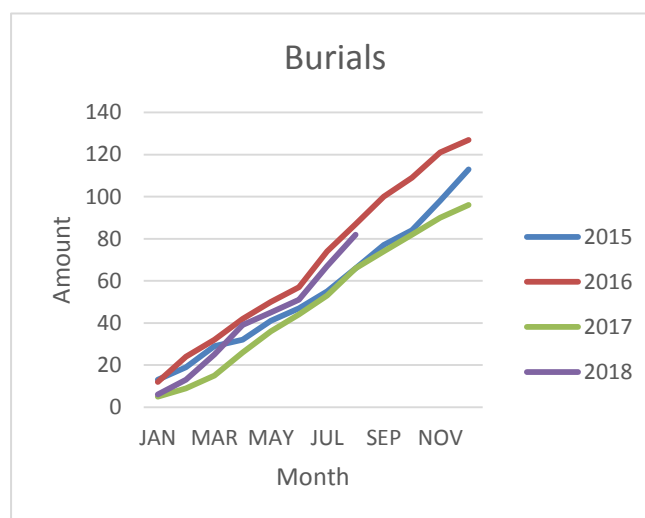
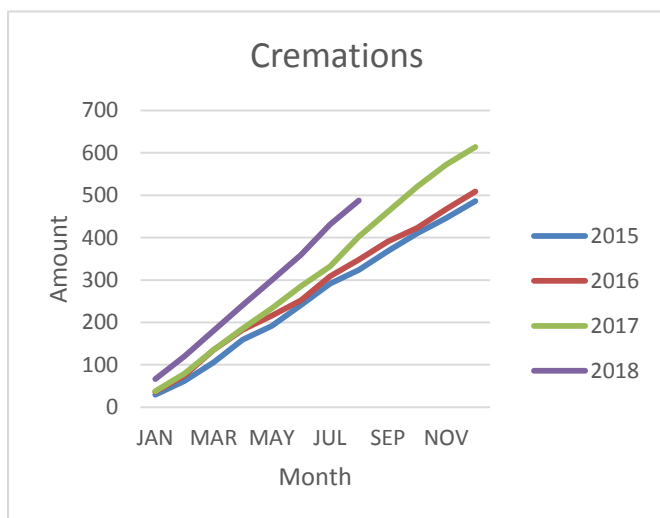


Playgrounds and Skate Parks

August was a pretty quiet month for playgrounds with the contractor only having to make 2 repairs outside his normal maintenance. They repaired the seesaw at Sherwood Park and the swing at Langs Beach.

We have designs for this year's playground renewals (King St, Hikurangi, Norfolk Ave, Reotahi) and the new playground at Potter Park (Vinegar Hill Road). We will visit the Hikurangi Primary school and Whangarei Heads Primary school in September to carry out consultation with the children. Consultation for Potter Park will be carried out at the start of the 4th school term.

Cemetery



Another busy month with 15 burials. Our second natural burial took place after the deceased read about the first natural burial in the paper before her passing. We also had our first natural ash burial with the family choosing a Rimu placed in the centre of the field.

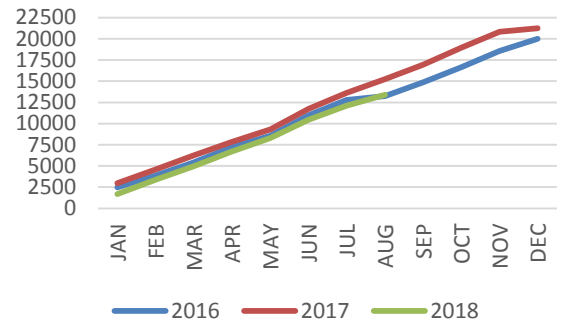
Botanica

The staff at Botanica have been nursing a Crimium back to health after a number of years of neglect. After a long period of recovery, it has finally flowered again. Looks fantastic.

Active Recreation Strategy

Information is now being collated and high level findings will be presented to the Committee in November.

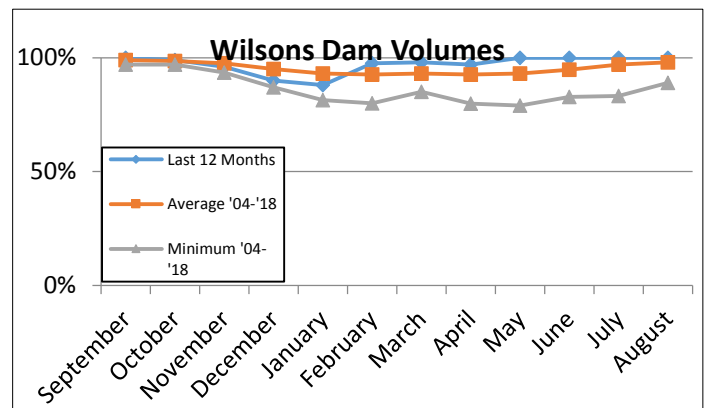
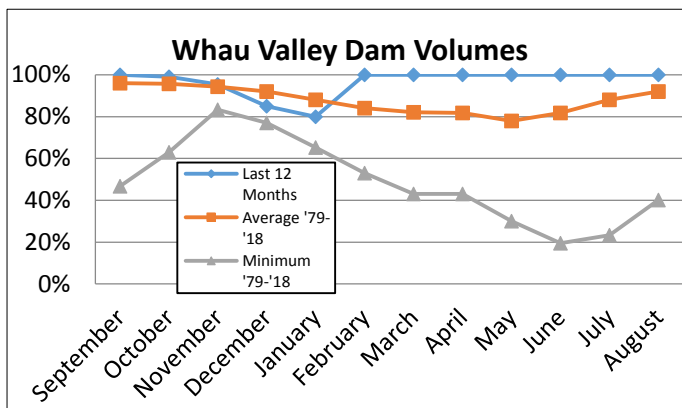
Botanica Annual Results (Cumulative)



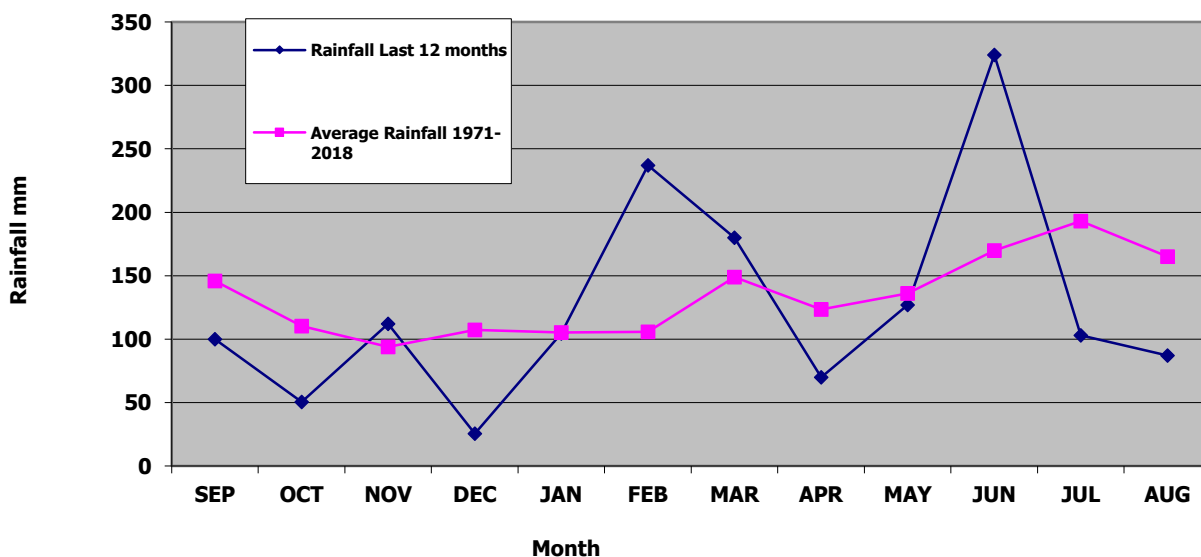
Water Services

Rainfall and Water Sources

Only 87mm of rain fell at Whau Valley water treatment plant in August which is half the monthly average of 165mm. In spite of the relatively low rainfall for the last two months both dams are full and all other water sources have good flows. The rainfall surplus for the year has dropped to 83mm with over 1,200mm of rain having fallen already this year. The long range forecast is for rainfall and river flows to return to normal or below normal for Spring and there is a strong possibility of an El Nino weather pattern developing this year.



Rainfall - last 12 Months



Compliance

All treatment plants were fully compliant for August with no major incidents. After a year of sampling, during which 26 separate protozoa samples were taken from the Wilsons Dam, we have been able to conclude that the water in this catchment is not high risk. This means that whilst we still need to fully treat the water, failure of one of the barriers may not necessarily result in a non-compliance. This coupled with the new UV unit installed at Ruakaka has reduced the risk of transgressions at this site as happened in 2016/2017.

Capital Works

Work is progressing on the detailed design for the new Whau Valley water treatment with draft drawings being completed and finalised designs being discussed. After detailed geotechnical analysis it has been confirmed that piled foundations will be required under the whole site. Contracts have been awarded for programmed works to replace water mains in Kings Street and Corks Road and also for this year's meter replacements. Design work is ongoing for the scrappers for the clarifiers at Ruakaka and it is hoped complete this in September. However, site works may have to be undertaken after the summer peak demand period.

Roading

Maintenance

The month of August marked the second month of the Council's new Maintenance & Renewals Contracts. The focus for the contract management and delivery teams throughout the month of August has included:

- Continued contract mobilization, embedding processes, and team development.
- Network inspections and creation of fault dispatches to develop the September program and build the 3-month rolling forward works program.
- Surfacing renewal site assessments and designs.
- Surfacing renewal pre-seal repairs programming.
- Pavement rehabilitation investigation and design.

Authorised work this month has been minimal due to the transition into our new contracts, forming programs for approval and organising resources. Inspections have been in full swing this month and the routine works programme has evolved. Our inspectors have been following our inspection program as intended, however the dedicated routine crews are struggling to keep up with the works identified hence the need for more resources this month during the transition period.

Pavement Rehabilitation and Seal Extensions.

Site investigation and design works for all 18/19 rehabilitation sites are underway and site walk overs have been completed with staff and contractors. The seal extension design for Wright Road is progressing with enabling works beginning in late August including vegetation clearing, drainage improvements and retaining.

Bridge Repair

18/19 bridge repairs programme has been finalised and design work started. With a target date of letting contracts prior to Christmas. The annual bridge inspection programme is underway and will be used to determine the bridge maintenance / scour protection works for 18/19.

LED Street Light Conversion

The upgrade of the V-Category (Arterial road) lights on the Twin Coast Discovery Highway in Whangarei City, which is being undertaken by Currie Electrical, has been completed.

The V Category lights has been included in the Twin Coast Discovery Highway contract as a variation and is currently underway. This work is expected to be completed in October.

The remaining 1,200 V-Category lights are currently being designed and these designs are due in late September. Given that there is a 3-4 month lead time, this will result in these lights arriving in January 2019. The installation of these lights is likely to be undertaken by June 2019.

We are currently awaiting the results of LGNZ's business case for the central management system (CMS) to control the new LED streetlights.

Kamo Cycleway

Stage 1 (CON16020 Rust Avenue to Cross Street)

- Civil and KiwiRail repairs are complete, fibre optic and CCTV works stated and due to completed in September.

- Vinery Lane to Cross Street section of Stage 1 is currently open to the public. Rust Avenue to Vinery Lane however, is closed, awaiting completion of CCTV installation works. Once CCTV cameras are operational, this section of Stage 1 will be opened for public use. Hopefully by the end of October.

Stage 2 (CON16086 Cross Street to Kamo Road)

- SP 1 Cross Street to Wrack St is mostly complete – opened to public late August.
- Manse St / Lupton Ave intersection improvements are complete, Broadspectrum is working with KiwiRail to complete the rail crossing improvements over the next few months, with the pedestrian signal crossing works programmed concurrently – target completion date of October 2018 due to delays on critical rail signals equipment from overseas.
- SP 2 Wrack St to Kensington Ave is also nearly complete, with a target completion of September.

Stage 3 (Kamo Rd to Jack Street) and Stage 4 (Adams Place to Fisher Terrace) out to tender.

Stage 4b (Fisher Terrace Underpass) – Awarded to Broadspectrum

- KiwiRail 50% review was completed prior to tendering.
- Underpass construction is to take place during the Christmas railway shutdown (24th December 2018 to 2 January 2019).

Stage 5 (Fisher Tc to Kamo village)

- Scoping design underway for future links to Kamo Intermediate, Kamo High School and Kamo Village. This will involve a combination of shared paths and traffic calming (greenways).
- Note that this section is not part of the 2015-18 programme of works and will be completed as part of the 2018-21 LTP.

The Walking and Cycling Strategy

The draft strategy has been adopted by Council and been publicly consulted on during June. We are reviewing the responses and making recommendations for amendments before taking to Council for final adoption in late September 2018.

The Regional Council have adopted a Regional Walking & Cycling Strategy, which was developed by the Four Northern Councils and Northland Inc.

NZTA Programme Business Case – NZTA secured \$250k from Governments Provincial Growth Fund for developing a PBC for the development of regional cycle trails. Council is working with NZTA to develop a strong business case which we will leverage off to make our applications to the PGF for a number of routes in our District.

Whangarei District Road Final Safety Promotion August 2018

Key Activities for August:

SAiD (Stop Alcohol Impaired Driving): In August 6 completed the programme, 14 ytd.

Drive Soba: Contract negotiations are in progress. Two programmes running until 14 September and 8 November have 7 and 13 attending.

Young Drivers Learners Licences: Contract negotiations are in progress with People Potential and Ngatiwai Iwi Education. The July programme at People Potential had 16 complete, 15 sit and 13 passed.

Speed: Bus back advertising of the National Speed message “In my shoes” completed in August.

Community Mentor Driver Programme: At People Potential the programme is ongoing while contract negotiations are in progress and 3 restricted licences were passed in July with 12 mentors active. Contract Negotiations are in progress with Ngatiwai Education. Investigations are commencing for a new Mentor Programme to be set up in Bream Bay.

Restraints: Contract negotiations with Plunket are underway. The programme is agreed for 4 workshops, 4 checkpoints, 2 events 3-4 ECE workshops 2 Crt workshops,

Fatigue Stops: The programme will commence in October with the first of 5 stops at Labour weekend and will continue through the summer season.

Key district issues

- Young Drivers
- Alcohol and/or drugs
- Speed
- Rural speed zone loss of control/head on
- Intersections

RYDA: The Transport Agency is engaging in an external review prior to deciding whether to continue to fund this programme. A further event is planned for September for Christian renewal and Tikipunga High School.

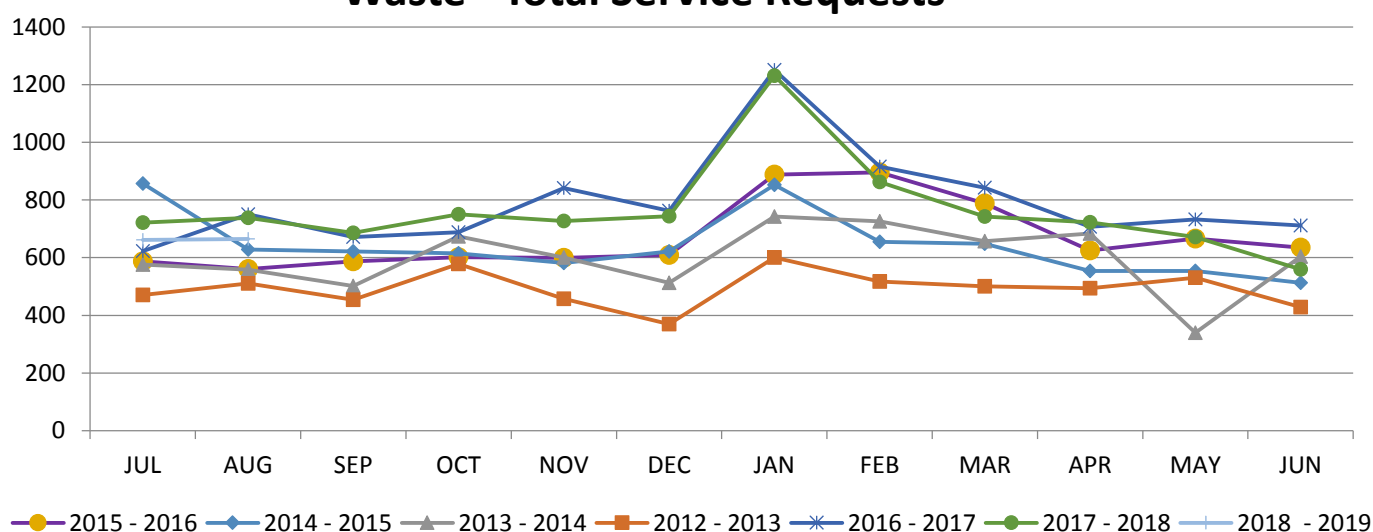
Northland Road Toll

Road Toll	Combined Total for all 2017	Total at end of August 2018	Northland SH Network August 2018	Northland Local Roads August 2018
Whangarei	14	12	7	5
Kaipara	5	2	2	0
Far North	22	9	6	3
Totals	41	23	13	8

Customer Request Management Services (CRMs)

The Infrastructure Group received a total of 1483 CRMs in the month of August 2018. 14,355 CRMs for 2018 to-date with 28,852 CRMs in total for 2017.

Waste - Total Service Requests

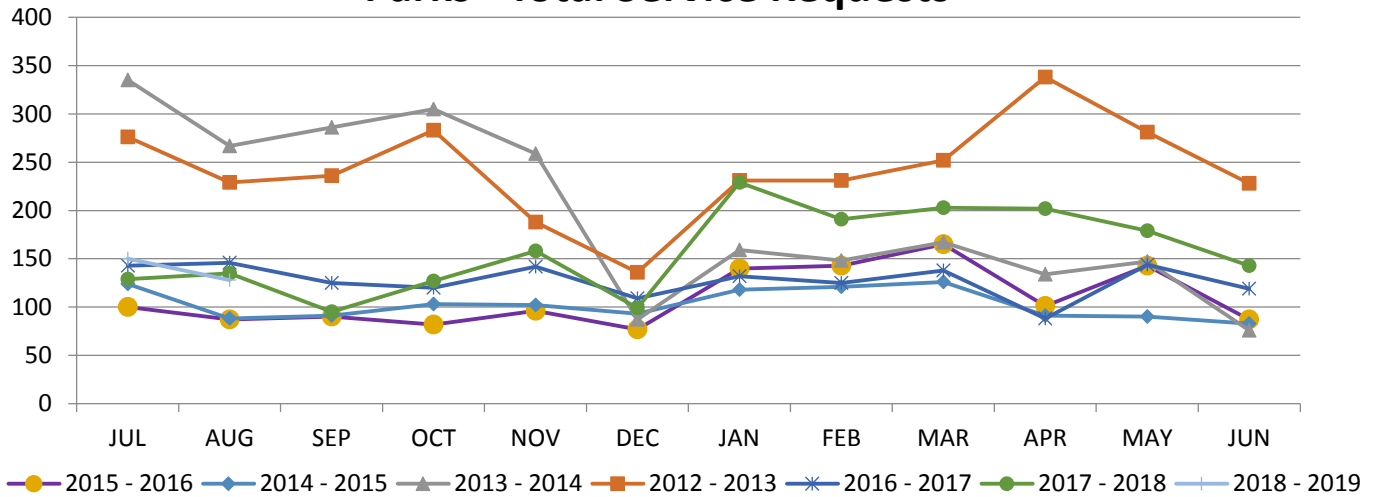


The Waste and Drainage Team received 665 CRMs in August 2018. There were 10 impressed CRMs recorded for the month. No instances of dissatisfied feedback were received.

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

- Rubbish Queries – 128 calls (non-collection, fly tipping etc)
- Public Toilet queries/complaints 53 (eg Soap dispenser empty).
- Recycling queries and complaints- 34 (eg Bin missed during collection)
- Sewer queries- 27 (eg blocked waste drain)
- Stormwater queries- 24 (eg blocked storm drain)

Parks - Total Service Requests

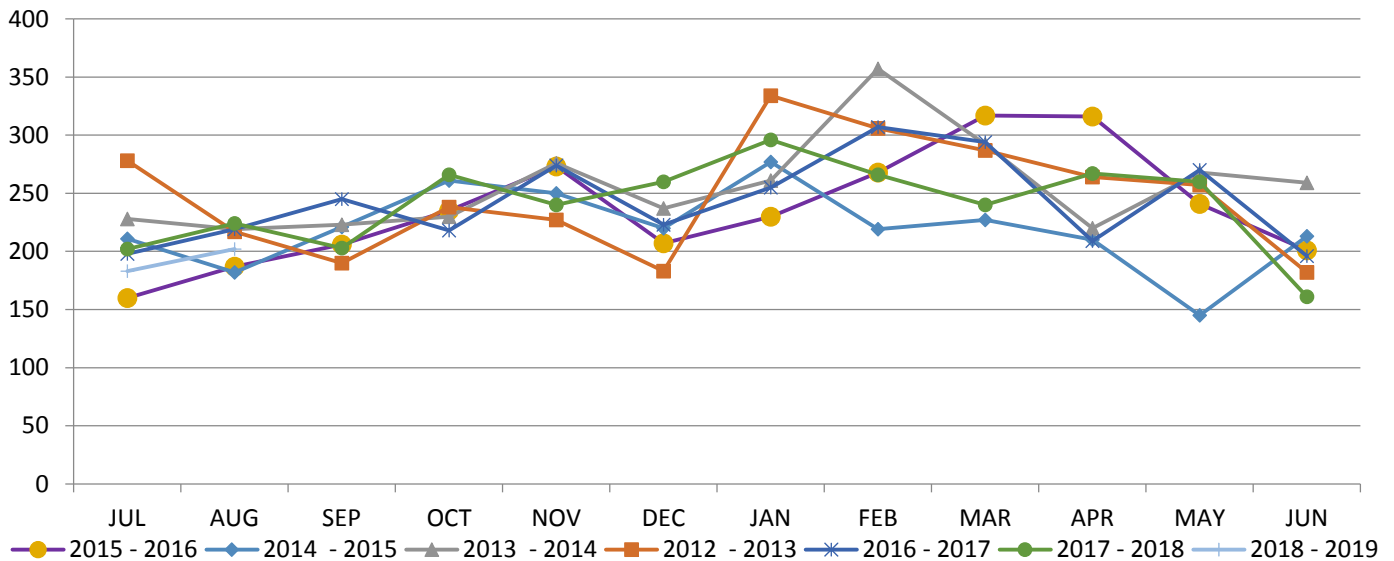


The Parks team received 128 CRMs in August 2018. There were 3 Impressed CRMs received for the month and there was 1 dissatisfied feedback call.

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

- General Parks queries- 45 (eg access to reserves, Drone requests etc)
- Tree and Street Tree queries- 41 (eg tree fallen over/branches down)
- Walkways- 8 (Issues on walkways)
- Cemetery enquiries- 7 (Burial enquiries etc)
- Mowing- 3 (Mowing of Parks and playgrounds)

Water - Total Service Requests

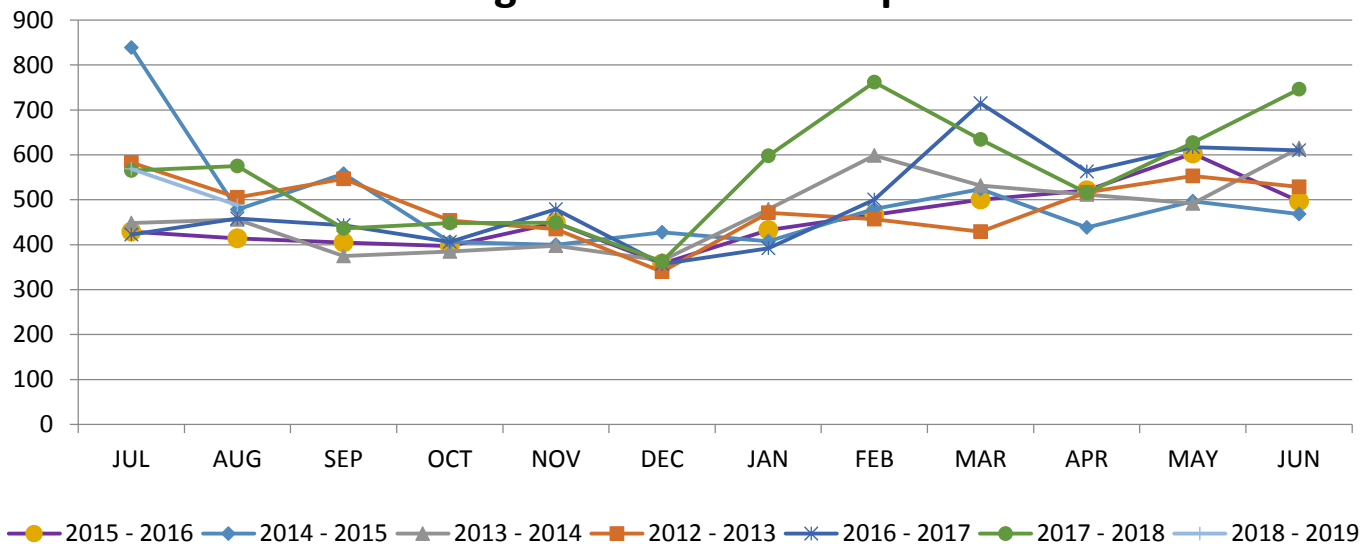


The Water team received 202 CRMs in August 2018. The Water Team received 12 impressed calls during the month. No instances of dissatisfied feedback were received.

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

- Water Leaks- 83 (Leak repairs or concerns)
- Meter Box Queries- 36 (New box, new meters)
- Water Valve/Toby- 18 (damaged/leaking)
- General Water Queries- 16 (land enquiries etc)
- No Water- 10 (Water supply not functioning)

Roding - Total Service Requests



The Roding Team received 488 Customer Service Requests in August 2018. There were 38 follow up calls made in the month of August 2018. Six customers were dissatisfied. Twenty-three customers found our service acceptable. Nine customers were impressed by the Roding team and contractors.

The top five CRM issues for our Roding Department for the month of August 2018 were:

- | | |
|-------------------------------------|--|
| 1. 65 reports of Roding General | E.g. General and Safety issues. |
| 2. 57 reports of Unsealed networks | E.g. Maintenance on unsealed network. |
| 3. 53 reports of Roding Maintenance | E.g. General maintenance – sweeping and pot holes. |
| 4. 53 reports of Parking Meters | E.g. Maintenance and repair. |
| 5. 43 reports of Signs issues | E.g. Maintenance of signs. |

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 information. {Section 7(2)(c)}
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. {Section 48(1)(b)}.
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. {Section 7(2)(c)(i)}.
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

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

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.