

Agenda for a meeting of the Raglan Community Board to be held in the Supper Room, Bow Street, Raglan on **TUESDAY 9 AUGUST 2016** commencing at **2.00pm**.

Information and recommendations are included in the reports to assist the Board in the decision making process and may not constitute Council's decision or policy until considered by the Board.

1. APOLOGIES AND LEAVE OF ABSENCE

2. CONFIRMATION OF STATUS OF AGENDA

3. DISCLOSURES OF INTEREST

4. CONFIRMATION OF MINUTES

Meeting held on 14 June 2016

3

5. MATTERS ARISING FROM MINUTES

6. SPEAKER

A representative from Safe Roads Alliance will be in attendance to address the Board.

7. REPORTS

7.1	Discretionary Fund Report to 30 June 2016	10
7.2	Youth Engagement Introduction	12
7.3	Raglan Community Board Projects	13
7.4	Raglan Community Response Plan Public Meeting	16
7.5	Raglan Kopua Holiday Park Chairperson's Annual Report 1 July 2015 to 30 June 2016	18
7.6	Raglan Coastal Reserves Advisory Meeting Minutes 13 June, 11 July 2016	22
7.7	Raglan Works and Issues Report	27
7.8	Designation of Parks for an Electric Charging Station	38
7.9	Wastewater Overflow Update	55

- 7.10 Pre-meeting forum *Verbal*
- 7.11 Councillor's Report *Verbal*

8. BOARD MEMBERS' REPORTS

- 8.1 Board and Stakeholder Relationships
- 8.2 CBD Plan
- 8.3 Civil Defence *Bob*
- 8.4 Cultural Liaison *Boyd/Lisa*
- 8.5 Placemaking *Lisa*
- 8.3 Communications *Kelly*

GJ Ion
CHIEF EXECUTIVE
Agenda2016\RCB\160809 RCB OP.doc

Open Meeting

To	Raglan Community Board
From	TW Whittaker General Manager Strategy & Support
Date	23 June 2016
Prepared by	RJ Gray Council Support Manager
Chief Executive Approved	Y
DWS Document Set #	1543892
Report Title	Confirmation of Minutes

1. EXECUTIVE SUMMARY

To confirm the minutes of a meeting of the Raglan Community Board held on Tuesday 14 June 2016.

2. RECOMMENDATION

THAT the minutes of the Raglan Community Board held on Tuesday 14 June 2016 be confirmed as a true and correct record of that meeting.

3. ATTACHMENTS

RCB Minutes 14 June 2016

MINUTES for a meeting of the Raglan Community Board held in the Supper Room, Town Hall, Bow Street, Raglan on **TUESDAY 14 JUNE 2016** commencing at **2.01pm**.

Present:

Mr B MacLeod (Chairperson)
Cr JC Baddeley
Mr BT Dixon
Mr PJ Haworth
Mr R MacLeod
Ms K Murphy
Ms L Thomson

Attending:

Mr TG Whittaker (General Manager Strategy & Support)
Mr T Harty (General Manager Service Delivery)
Mrs R Gray (Council Support Manager)
Mr R Thorpe (Xtreme Waste)
12 members of the public

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Mr MacLeod/Ms Thomson)

THAT an apology be received from and leave of absence granted to Mr Vink.

CARRIED on the voices

RCBI606/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Mr MacLeod/Ms Thomson)

THAT the agenda for a meeting of the Raglan Community Board held on 14 June 2016 be confirmed and all items therein be considered in open meeting;

AND THAT in accordance with Standing Order 3.7.2 the order of business be changed with agenda item 7.5 [*Raglan Works & Issues Report*] being considered when appropriate.

CARRIED on the voices

RCBI606/02

DISCLOSURES OF INTEREST

There were no disclosures of interest.

CONFIRMATION OF MINUTES

Resolved: (Mr MacLeod/Ms Murphy)

THAT the minutes of a meeting of the Raglan Community Board held on Tuesday 10 May 2016 be confirmed as a true and correct record of that meeting.

CARRIED on the voices

RCBI606/03

MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

SPEAKER

Mr Rick Thorpe of Xtreme Waste was in attendance to address the Board regarding Waikato District Council's new zero waste programme advising that it would not change in Raglan apart from an additional recycling bin being delivered. Mr Thorpe also spoke of a weekly kerbside foodwaste collection, solar bins and a variation to the Open Spaces Contract.

REPORTS

Discretionary Fund Report to 1 June 2016
Agenda Item 7.1

Resolved: (Mr MacLeod/Mr Haworth)

THAT the report from the General Manager Strategy & Support be received.

CARRIED on the voices

RCBI606/04/1

Change in Health & Safety Legislation
Agenda Item 7.2

The General Manager Strategy & Support provided background information. He spoke of embracing the new legislation and the meaning to community board and community committee members.

Resolved: (Ms Clarkson/Ms Thomson)

THAT the report from the Chief Executive be received.

CARRIED on the voices

RCBI606/04/2

Raglan Community Board Projects
Agenda Item 7.3

The members were requested to forward requests for funding projects to Mr MacLeod who would forward a combined list to the Committee Secretary for inclusion in the next agenda.

Resolved: (Mr MacLeod/Ms Thomson)

THAT the report from the General Manager Strategy & Support be received.

CARRIED on the voices

RCBI606/04/3

Building Resilient Communities Seminar
Agenda Item 7.4

Resolved: (Mr MacLeod/Mr Haworth)

THAT the report from the General Manager Strategy & Support be received;

AND THAT Council funds the seminar registration fee (\$92 incl GST) for three members;

AND FURTHER THAT two airfares be funded from the discretionary fund.

CARRIED on the voices

RCBI606/04/4

Year to Date Service Request Report
Agenda Item 7.6

Resolved: (Mr MacLeod/Mr Haworth)

THAT the report from the General Manager Strategy & Support be received;

AND THAT a response be provided to the next meeting regarding the low response rate recorded for the Parks, Reserves & Facilities group.

CARRIED on the voices

RCBI606/04/5

Raglan Coastal Reserves Advisory Meeting Minutes – 9 May 2016
 Agenda Item 7.7

Resolved: (Mr MacLeod/Cr Baddeley)

THAT the report from the General Manager Service Delivery be received.

CARRIED on the voices

RCBI606/04/6

Pre-Meeting Forum
 Agenda Item 7.8

The following issues were discussed during the pre-meeting forum:

- Chamber of Commerce request a report from Council concerning their plans to mitigate the impact the last two sewage spills have had on the business community. The Chamber of Commerce request that all members be added to the Council's stakeholder email list.
- Feeding of the fish at the wharf – clarification provided that Council is not banning fishing at the wharf.
- Information provided to tourists from the Information Centre regarding swimming at the local beaches.
- Concerns with the telemetry system for the Marine Parade wastewater pump station, children's fishing competition at this time and location of spill signage.
- Question regarding when the excavation for the new pumping station at the end of Marine Parade will be completed.
- Parks & Reserves Submission - Cr Baddeley to investigate.

Chairperson's Report
 Agenda Item 7.9

Resolved: (Mr MacLeod/Mr Dixon)

THAT the report from the Chairperson be received.

CARRIED on the voices

RCBI606/04/7

Councillor's Report
 Agenda Item 7.10

Cr Baddeley provided clarification regarding the Xtreme Waste Contract and being the sole provider.

Cr Baddeley also spoke on the following items:

- Raglan Open Spaces Contract
- Wastewater spills, working towards zero tolerance
- bus stop outside information centre
- offer to have electric car charger installed in Raglan

- terms of reference established for the running of halls
- water meters coming into effect in July 2016
- Infrastructure Committee Meeting issues.

MEMBERS' REPORTS

Civil Defence

Agenda Item 8.1

Mr MacLeod provided an update on civil defence advising that he had received an email from the Local CDEM Co-ordinator regarding forming a community response group. Proposing to hold an information evening in Raglan to talk about CDEM in the community in August. A pamphlet has been produced to provide guidance to the community in an emergency.

Cultural Liaison

Agenda Item 8.2

Ms Thomson met with the Kaumaatua group at Poihakena Marae last week. Topics included the sewage spill, getting people to come along and become involved in community board issues, support of collective community response to look at alternatives for communities and the Whaingaroa Soup Community Project had commenced.

Placemaking

Agenda Item 8.3

Ms Thomson provided an update in advising that she had been working with Sean Ellison (Kaumaatua) and students from the Raglan Area School regarding options for seating at the jetty for the placemaking project.

Communications

Agenda Item 8.4

Ms Murphy provided an update regarding inspiring communities, freedom camping submissions, providing assistance in mentoring children, a youth or school representative to attend the board meetings, (speaking rights but not voting rights), proposal for a second Visitor Impact workshop to be held. Ms Murphy advised that she has been elected as the representative for plastic bag free Raglan.

Raglan Works & Issues Report: Status of Items June 2016

Agenda Item 7.5

A lengthy discussion was held on the recent Marine Parade wastewater overflow. The General Manager Service Delivery answered questions from the members. The board members and members of the community want to have confidence going forward that there will be minimal spills of wastewater in this environment. Council to provide a monthly report on reducing overflows.

Resolved: (Mr MacLeod/Mr Haworth)

THAT the report from the General Manager Strategy & Support be received;

AND THAT the General Manager Service Delivery be thanked for attending the meeting.

CARRIED on the voices

RCB1606/04/8

There being no further business the meeting was declared closed at 4.26pm.

Minutes approved and confirmed this day of 2016.

A Vink

CHAIRPERSON

Minutes2016/RCB/160614 RCB Minutes

Open Meeting

To	Raglan Community Board
From	TG Whittaker General Manager Strategy & Support
Date	27 July 2016
Prepared by	Juliene Calambuhay Management Accountant
Chief Executive Approved	Y
DWS Document Set #	1569768
Report Title	Discretionary Fund Report to 30 June 2016

1. EXECUTIVE SUMMARY

To update the Board on the Discretionary Fund Report to 30 June 2016.

2. RECOMMENDATION

THAT the report from the **General Manager Strategy & Support** be received.

3. ATTACHMENTS

Discretionary Fund Report to 30 June 2016

RAGLAN COMMUNITY BOARD DISCRETIONARY FUND 2015/2016

	1.206.1704
2015/16 Annual Plan	14,271.00
Carry forward from 2014/15	11,730.00
Total Funding	<u><u>26,001.00</u></u>
Expenditure	
01-Jul-2015 Raglan Chamber of Commerce - towards Matariki Festival	1,000.00
23-Nov-2015 Raglan Lions Club - towards the cost of the New Year's Eve parade	1,775.00
24-Nov-2015 Surfside Christian Life Centre - towards the cost of the 'Christmas in the Park" event	3,000.00
06-May-2016 St Peter Anglican Church Raglan - cost of repairing the heritage stained glass windows	3,000.00
10-May-2016 Raglan Chamber of Commerce - cost of the Whaingaroa-Raglan's Matariki Celebration	1,000.00
24-May-2016 Whaingaroa Environment Centre - Plastic Bag Free Raglan-Whaingaroa Project 2 Lauch	5,548.75
03-Jun-2016 Raglan & District Museum Society Inc - Back to School exhibition	3,087.83
16-Jun-2016 L Thomson - airfare to WGN to attend Local Promotion Conference	440.00
16-Jun-2016 K Murphy - airfare to WGN to attend Local Promotion Conference	431.30
Total Expenditure	<u>19,282.88</u>
Income	
Total Income	<u>-</u>
Net Expenditure	<u>19,282.88</u>
Net Funding Remaining (Excluding commitments)	<u><u>6,718.12</u></u>
Commitments	
09-Feb-2016 Raglan Events Multi Sport Trust - cover cost of bike checks for Raglan Cycle Challenge (RCB1602/07/4/2)	200.00
08-Mar-2016 Raglan House - towards the cost of hosting a two-day workshop on suicide prevention and awareness (RCB1603/06/3)	2,000.00
Total Commitments	<u>2,200.00</u>
Net Funding Remaining (Including commitments) as of 30 June 2016	<u><u>4,518.12</u></u>

Open Meeting

To	Raglan Community Board
From	TG Whittaker General Manager Strategy & Support
Date	29 July 2016
Prepared by	Shannon Kelly Youth Engagement Advisor
Chief Executive Approved	Y
DWS Document Set #	1569674
Report Title	Youth Engagement Introduction

I. EXECUTIVE SUMMARY

The purpose of this report is advise the Board that Shannon Kelly will be in attendance at the meeting to introduce herself and discuss the potential for youth representation on the Board.

2. RECOMMENDATION

THAT the report from the General Manager Strategy & Support be received.

3. ATTACHMENTS

NIL

Open Meeting

To	Raglan Community Board
From	TG Whittaker General Manager Strategy & Support
Date	13 May 2016
Chief Executive Approved	Y
DWS Document Set #	1516485
Report Title	Raglan Community Board Projects

I. EXECUTIVE SUMMARY

The purpose of this report is for the Board to consider initiatives for which they may wish to allocate discretionary funds.

The Board held a community workshop in April 2016, whereby a number of ideas and initiatives were discussed. The Board may like to consider whether a prioritised list of projects be developed for which discretionary funds can be allocated.

Attached is a snap shot of past projects that have been funded for the information of the newer members of the board.

2. RECOMMENDATION

THAT the report from the General Manager Strategy & Support be received.

3. ATTACHMENT

List of projects previously funded by the board provided from Bob MacLeod.

Waikato District Council's Community Boards provide Discretionary Funding to assist community groups and voluntary organisations operating within their Wards. Policy Review was last undertaken 28 January 2014, and placed on the Raglan Community Board Agenda on 11 February 2014.

General criteria

1. Projects should benefit the wider community.
 - o Emphasis will be given to capital expenditure item rather than ongoing maintenance or operational costs.
2. Applications of commercial benefit will not generally be considered.
3. Funds granted should generally be used to "top-up" funds already gathered.
 - o Funds are not available to oppose consent decisions or to fight legal cases.
 - o An organisation may make applications for more than one grant in any 12 month period provided it is for a different project, however this will generally be given a low priority.
 - o Application for retrospective funding will generally be excluded.
4. Applications must include full details of the project and budget and the Boards have the right to request additional information.
 - o Applications for projects not within the Board's area will be considered, provided that there is a benefit to the local community.

Raglan Community Board funding requests over the years have been from a number of organisations and on an annual basis, for example:

RSA funding for communications

2012	380
2013	1500

Meets the criteria: 1, 2, & 4

Lions Club Prize money for the New Year's Eve Parade

2009	1000
2010	750
2011	1500
2012	1525
2013	1800
2014	1775
2015	1775

Meets the criteria: 1, 2, & 4

Surfside for the Santa in the Park bi annual

2009	2500
2013	3500

Meets the criteria: 1, 2, & 4

Whaingaroa Environment Centre Maui Dolphin Day

2010	750
2014	2145

Meets the criteria: 1, 2, & 4

The Raglan House (community) Projects

2010	1000
2012	1108

Raglan Chamber Commerce (Matariki Festival)

2015	1000
------	------

Community Board projects over the same period are:

Sign by Town Hall	2009	1500
BBQ Manu Bay & Kopua Domain	2010	2000
Painting changing rooms end wall	2012	352
Library Bike Stand	2012	2463
Christmas day dinner	2012	500
Best Garden	2012	1200
Papahua Bridge sculptures	2013	1400
Matariki Flags	2013	300
Kick-starting Placemaking	2014	5000
Providing butt bins	2014	995

This is a snap shot for the applications that the Raglan Community Board has supported over the past seven years. This is a draft paper that shows the commitments that the past Boards have approved in line with the general criteria.

Open Meeting

To	Raglan Community Board
From	Sue Duignan General Manager Customer Support
Date	29 July 2016
Prepared by	Kelly Newell
Chief Executive Approved	Y
DWS Document Set #	1569207
Report Title	Raglan Community Response Plan Public Meeting

I. EXECUTIVE SUMMARY

This report is to advise the board of the intention to hold a public meeting to encourage community participation in the Raglan Community Response Plan (CRP). The meeting will be held in the supper room at the Raglan Town Hall on Thursday 8 September 2016, starting at 6pm.

The development of CRP's is intended to assist the community in their response in the first 72 hours of a civil defence emergency. No one knows the community better than the people that live and work within it; families, their neighbours and their wider community. It has been identified that the best way to prepare to respond to an emergency as a community is to develop a response plan together.

The CRP is developed by the community leaders and representatives of stakeholder organisations (e.g Community Welfare) who form a working group to complete the CRP. They are also responsible for sharing the CRP with the community and maintaining it's current relationships; a key part of a successful response. It is understood that each community is unique and this process is important so that the CRP is developed to reflect each community's individual requirements.

The process of developing the CRP will be supported by an emergency management staff member, but ownership of the CRP remains with the community, represented by the stakeholder group.

The community response planning process builds on the existing personal preparedness and neighbourhood connections. In order to develop a community focussed response plan participation by the community in the development of the plan is important, this ensures that the plan is well understood and addresses the unique needs of each community.

2. RECOMMENDATION

THAT the report from the Raglan Community Response Plan Public Meeting be received.

3. ATTACHMENTS

Nil.

Open Meeting

To	Infrastructure Committee Raglan Community Board
From	Tim Harty General Manager Service Delivery
Date	20 July 2016
Prepared by	Karen Bredesen Business Support Team Leader/PA
Chief Executive Approved	Y
DWS Document Set #	1562527
Report Title	Raglan Kopua Holiday Park, Chairperson's Annual Report 1 July 2015 - 30 June 2016

1. EXECUTIVE SUMMARY

Attached is a copy of the Raglan Kopua Holiday Park Chairperson's Annual Report for the period 1 July 2015–30 June 2016 for the Committee/Board's information.

2. RECOMMENDATION

THAT the report from the **General Manager** be received.

3. ATTACHMENTS

- Raglan Kopua Holiday Park Chairperson's Annual Report – 1 July 2015-30 June 2016

TO	Infrastructure Committee Raglan Community Board
DATE	Monday, 18 July 2016
FROM	Colin KM Chung, Chairperson Raglan Kopua Holiday Park Board of Management
SUBJECT	Raglan Kopua Holiday Park - Chairperson's Annual Report 1 July–30 June

PURPOSE OF REPORT

The purpose of the Chairperson's Annual report is to keep the Infrastructure Committee/Raglan Community Board of the Waikato District Council fully informed of all significant issues/activities of the Raglan Kopua Holiday Park.

REPORT

Introduction

This report presents a summary of the main issues/activities for the period of 12 months from 1 July 2015-30 June 2016 and in general, this year's sales and performance has been better than last year's.

Issues:

This past year has gone quite well. Our busy summer period started briskly with good December sales starting earlier than last year and with January already busy, we were still able to squeeze another 10% growth during this busy month even though a couple of heavy rainy periods sent some campers packing. However, further good weather and long dry spell brought more families who stayed longer. Having three long weekends during our second half of the normally slower period of our year, plus strong growth in bookings for the Papahua Centre meant we were able to extend our business into the shoulder and slow seasons to accomplish a respectful 10% growth for the year.

There have been very few problems overall in both customer satisfaction/sales and service/maintenance in the park, and with many good comments and rebookings for next year, we have ended this year on another high note.

During the past few months with the occupancy down, Rob and his team have been able to get underway with the major capital improvements which should be finished in the spring, well ahead of our expected busy holiday season again.

Thanks again to Rob and Jo and their efficient and dedicated staff for another smooth-running and successful year.

Budget/Financial Performance:

We had budgeted for only a small growth in sales for this year over last, but we have managed to obtain a growth of just over \$133,000 or 9.9% over last year's performance. Although this was matched with increased costs of just under 11%, mainly beyond our control, we were still able to achieve a net surplus of 20.7% after depreciation, which is an increase of 12% over last year. This leaves us with a very healthy working capital of over \$742,000 and equity of over \$3.5 million.

Capital Works/Projects:

The capital improvement budget for this past year was just in excess of \$618,000 with a large part (\$200,000) going to the park's contribution to the Multi-Purpose Building fund (\$881,858 total to date) with quite a bit already spent before the summer rush on improvements & upgrading of facilities, and only the last of the road sealing (\$140,000) to be done before the Labour Weekend.

Description of work	<i>Capital Expenditure Analysis year-to-date</i>			
	Carried forward	Forecast cost*	Actual cost to date	Balance to expend
Multi purpose hall	\$681,858	\$200,000	\$0	\$881,858
BMX Track Amenities	\$0	\$5,000	\$0	\$5,000
Assistant manager's house roof & carpet	\$0	\$15,000	\$398	\$14,602
Seal roads, kerbing	\$0	\$140,300	\$0	\$140,300
Beach access stage 2	\$0	\$5,000	\$0	\$5,000
Heritage Trail - deferred	\$0		\$0	\$0
Shed extension to provide vehicle cover	\$0	\$5,000	\$0	\$5,000
Upgrade cash and card systems	\$0	\$4,000	\$3,319	\$681
Main Toilet Block upgrade	(\$13,470)	\$125,515	\$125,515	(\$13,470)
Soccer field boundary paling fencing	\$0	\$4,338	\$5,190	(\$852)
Car wash area	\$0	\$1,200	\$0	\$1,200
Van and signwriting	\$0	\$13,044	\$13,044	\$0
Huts on wheels x 4	\$0	\$95,259	\$95,259	(\$0)
Restoration work on headstone	\$0	\$5,000	\$4,124	\$876
New booking system	\$0	\$0	\$4,315	(\$4,315)
			\$0	\$0
Total	\$668,388	\$618,656	\$251,164	\$1,035,880

* Per Capital Plan approved 16 March 2016

Major Maintenance Items:

No major maintenance items or projects were undertaken except for our scheduled planned maintenance to replace or upgrade accommodation units and facilities to the total of just over \$100,000 as shown below.

Description of work	<i>Repairs & Maintenance Analysis year-to-date</i>			
	Forecast cost*	Actual cost to date	Balance to expend	Previous year to date
Replacements (< \$500)	\$54,000	\$58,368	(\$4,368)	\$49,318
Maintenance - Grounds	\$5,000	\$3,761	\$1,239	\$1,519
Maintenance - Plant	\$25,000	\$25,985	(\$985)	\$12,842
Maintenance - Property	\$16,000	\$17,736	(\$1,736)	\$9,302
		\$0	\$0	
Total	\$100,000	\$105,850	(\$5,850)	\$72,981

* Revised forecast

Health & Safety Issues:

We have had no major health or safety issues with either staff or patrons of the park during the last year and the park is well on its way to a Zero Harm compliance and a Camp Hazard register.

Number of Visitors/Stays:

We can report that we had a significant increase in numbers from clever advertising and promotions over the last year (even under budget) and by having a much bigger on-line presence, we were able to get good results. We will continue with this strategy especially in the upcoming “shoulder” and “slow” seasons and in promoting the Papahua Centre.

<i>Year to date</i>	<i>For the period ended 30 June 2016</i>		
	Forecast cost	Actual cost to date	Balance to expend
Advertising	\$66,500	\$45,691	\$20,809
Design	\$0	\$150	(\$150)
Marketing	\$8,500	\$6,745	\$1,755
Website Maintenance & Development	\$3,000	\$7,740	(\$4,740)
Raglan Map - Income	\$0	(\$9,832)	\$9,832
Raglan Map - Expenditure	\$0	\$8,122	(\$8,122)
Total	\$78,000	\$58,616	\$19,384

Miscellaneous Items:

Rob, Jo and their team have been trying to complete the rest of the projects on the Capital Plan and move on with the programmed maintenance during this past couple of months. We are still making a big push to increase use of the Papahua Centre for schools, functions and meetings/gatherings and have assigned a full time staff to both market and coordinate these events. Our proposed multi-purpose building is still on hold pending decision on ownership of the Papahua Block and the gifting of the land from the Waitangi Tribunal. A big congratulations for a well done result to the management and team for their great efforts over these past 12 months. We have finished this fiscal year on yet another high note of financial security, whilst providing for the needs of both our visitors and residents of Raglan.

Open Meeting

To	Raglan Community Board
From	Tim Harty General Manager Service Delivery
Date	7 July 2016
Prepared by	Karen Bredesen Business Support Team Leader/PA
Chief Executive Approved	Y
DWS Document Set #	1552809
Report Title	Raglan Coastal Reserves Advisory Meeting Minutes, 13 June 2016 and 11 July 2016

1. EXECUTIVE SUMMARY

The minutes of the Raglan Coastal Reserves Advisory Committee meeting dated 13 June 2016 and 11 July 2016 are attached for the Board's information. The Raglan Community Board representative will confirm the minutes have been approved at the meeting.

2. RECOMMENDATION

THAT the report from the General Manager Service Delivery be received.

3. ATTACHMENTS

- Raglan Coastal Reserves Advisory Committee Minutes – 13 June 2016
- Raglan Coastal Reserves Advisory Committee Minutes – 11 July 2016



Minutes Record
Raglan Coastal Advisory Committee Meeting
13 June 2016

Present:

Committee Members:

- Shayne Gold - Chairperson
- Debbie Phillips-Morgan
- Ross Hodder
- Frank Turner
- Anne Snowden
- Deane Hishon
- Sheryl Hart

Other:

- Gordon Bailey (Open Spaces Team Leader, WDC)
- Jade Hyslop (Minute Taker)

Apologies:

Angeline Greensill, Alan Vink, Liz Amons

Actions:

1. Soundsplash: Proposal to come back to RCC before final decisions.
2. Matariki: Frank will call Lisa to discuss no nailed timber to be used.
3. Gordon will try to find plan of older kids playground.
4. Surf Club Car park: Gordon will follow up with road contract regarding recent car park painting. Gordon will get aerial photo of car park to assist in drawing plan in next meeting.

Confirmation of Minutes - 9 May 2016:

Carried.

Ongoing Matters:

1. Judder bars - watch this space (*too flat? painted? location?*)
2. Overuse of Wainui Reserve - RCC want to clarify to council their authority re. reserve use by external groups.

Upcoming Events:

1. Soundsplash - Address issues next meeting - Council currently in negotiations.
 - RCC majority against proposed extra day
 - Wainui Reserve has no liquor ban - RCC would like to be alcohol-free outside event
 - Proposal to come back to RCC before final decisions
2. Matariki - 6th July
 - No nailed timber to be used - nails left on beach last year from burnt pallets
 - Frank will call Lisa to discuss
3. School Surfing - 9-10th August
 - Submission in - no concerns

General Business:

1. Sea wall - still being investigated - report will be ready for next RCC meeting.
 - RCC concerned with breakwater performance - will wait for report before resuming discussion.
2. Kopua Playground - Sheryl proposed a scooter track - added to 'wishlist' - Council will consider when reviewing playground - 12 months.
 - Gordon will try to find plan of older kids playground.
3. Kopua Footpath - Sheryl proposed dual carriage way - widen road and footpath.
 - Clint claimed this is work in progress - iwi discussions ongoing.
 - Sheryl will keep on to do list.
4. Horses using North End track - sign post for horse track a work in progress.
5. Surf Club Car Parks - Lost car parks near surf club following recent car park painting. Gordon to follow up with road contract. Gordon to get aerial photo of car park to assist in drawing plan in next meeting.



**Minutes Record
Raglan Coastal Reserves Advisory Committee Meeting
11 July 2016**

Present:

Committee Members:

- Ross Hodder
- Frank Turner
- Clint Baddeley
- Sheryl Hart
- Alan Vink
- Anne Snowden
- Deane Hishon
- Angeline Greensill
- John

Attendees:

- Jade Hyslop

Apologies:

- Shayne Gold
- Debbie Phillips - Morgan
- Gordon Bailey

Actions:

1. Surfclub car park: Follow up on car park layout TBC Gordon.
2. Breakwall concerns: Clint will talk to Tim to find out when information will be available.
3. Shade sail: Clint will bring up with Gordon - still needs to be moved.
4. Annual Raglan surf school cheque taken to Council.

Confirmation of previous minutes – 13 June 2016

Minutes approved and carried.

Ongoing Matters:

1. Soundsplash - TBC Gordon - committee would like update before final decision is made.
2. Surfclub car park - blacking car park and redesigning - TBC Gordon.
- Action to follow up on car park layout.
3. Matariki 18th July - Frank spoke with Lisa who assured there will be nails in wood.
4. North End track - Frank made a sign for no horses.
5. Judder bars - still an ongoing issues.

Upcoming Events:

1. Soundsplash – TBC.
2. Raglan Surf School - no issues.
3. Matariki - no issues (nails in wood addressed).

General Business:

1. Breakwall Manu Bay (Dean) - the breakwall is working more effectively at high tide and the sand is working better at low tide. Two points of discussion: A) boulders on the surf-side of the breakwall act to reduce the breakwall height; B) the breakwall is concreted all the way down which makes it less efficient and is different to the original design.
 - Dean and Sheryl discussed the need for the breakwall to work for both surfers and boaties.
 - The debate will continue following notes from engineer. Clint will talk to Tim to find out when this information will be available.
2. Beach Bylaw - (Alan) bikes allows on beach but no motorised vehicles.
3. Wainui Bush Park (Frank) - Council contractors are working in Wainui Bush Park without anyone's knowledge of what or where they are working. It should have been a courtesy to inform the Friends of Wainui that work is being undertaken.
4. Shade sail - still needs to be moved - TBC. Clint will bring this up with Gordon.
5. Ririria Kereopa Drive (Angelina) - steel hazard showing
 - gate should be close at dusk but is never closed - Angelina would like a key.
 - horse riding groups are meeting - if commercial need to be told they should notify Council. Angelina will take note of vehicle registrations if shes sees them again.
6. Freedom camping submissions - outcomes out tomorrow 12/07/16.
7. Bike track will start 1 September.

Open Meeting

To	Raglan Community Board
From	TG Whittaker General Manager Strategy & Support
Date	21 June 2016
Prepared by	SL Jenkins PA to General Manager Strategy & Support
Chief Executive Approved	Y
DWS Document Set #	1541572
Report Title	Raglan Works & Issues Report: Status of Items August 2016

1. EXECUTIVE SUMMARY

To update the Board on issues arising from the previous meeting.

2. RECOMMENDATION

THAT the report from the **General Manager Strategy & Support** be received.

3. ATTACHMENTS

Raglan Works & Issues Report: Status of Items August 2016

**RAGLAN COMMUNITY BOARD
WORKS & ISSUES REGISTER – 2016**

Issue	Area	Action	Comments
Norfolk Pines: Arborist Report	Service Delivery	Please note that the trees indicated in the report are not the trees that the Board wish to be investigated for removal. Please contact Bob McLeod to discuss and report back.	Arborist report attached.
Norfolk Pines	Service Delivery	The Board requests a programme be established to future proof the area where the Norfolk Pines are dying. This is to include an assessment of the trees.	Arborist report attached.
Wainui / Karioi Track	Service Delivery	Tim Harty to follow up with Opus and report back.	Track investigation completed by Opus with a number of landowner/neighbour issues identified. This track will be prioritised along with all other trails through the Trails Strategy process. The Trails Strategy is being presented in its final form to Councillors at the August Infrastructure Committee meeting.
Traffic Count	Service Delivery	Tim Harty to provide an updated traffic count.	Traffic Count report attached.

Issue	Area	Action	Comments
Discretionary Fund Outstanding Commitments	Strategy & Support	Follow up applicants where funds have been committed to see when they will be uplifting funds.	Funds uplifted: <ul style="list-style-type: none"> Whaingaroa Environment Centre (Plastic Bag Free Raglan); Raglan Chamber of Commerce (Whaingaroa-Raglan's Matariki Celebration); and Raglan & District Museum Society Inc ("Back to School" exhibition). Invoice being processed for Raglan House for cost of hosting a two-day workshop on suicide prevention and awareness.
Chamber of Commerce	Strategy & Support	Request a report from Council concerning their plans to mitigate the impact the last two sewage spills have had on the business community.	Understand that staff will be in attendance to speak to this.
Chamber of Commerce	Service Delivery	Request that all Chamber of Commerce members be added to the Council's stakeholder email list.	The Chamber of Commerce Chair can be added to the Stakeholder list once contact details have been received.
Storage Tank	Service Delivery	Please advise when the excavation for the new pumping station at the end of Marine Parade will be completed.	All works now complete.
Marine Parade Wastewater overflow	Service Delivery	Council to provide a montly report on reducing overflows.	See separate report.
Service Request Peformance	Service Delivery	Please provide a report regarding the low response rate recorded for the Parks, Reserves & Facilities group.	The completion rate is a result of a mixture of staff not closing off requests (with works completed) and serveral difficult to resolve issues that took longer than the allocated time to complete satisfactorily.
Mountain Bike Track	Service Delivery	Consultant has not contacted Bob MacLeod. Please follow up.	Completed. Gordon Bailey has been in contact with Bob MacLeod.

Issue	Area	Action	Comments
Sprays being used by Council	Human Resources	Please confirm that all sprays being used by Council are Health & Safety compliant i.e. safe to the public.	Council only use Glyphosate 360 which has a market brand name of Round-up which is available to the general public from reputable outlet stores for public application in their own gardens. Council engage qualified persons to carry out any spraying in controlled conditions.
Volunteer Workers	Human Resources	Please confirm that Council are not responsible for the Health & Safety of volunteers working within our district and that they are in fact responsible for their own Health & Safety.	The test of responsibility is that work being performed is for gain or reward. There are two categories – Volunteer workers and volunteer / volunteers, the latter is only responsible for their own health and safety and to ensure their actions do not harm any other person. Worker volunteers who perform regular volunteer work for a “Person Conducting a Business or Undertaking” (“PCBU”) have all the duties as above, but fall under the responsibility of the PCBU. Council has a duty of care to ensure any work sanctioned by them is carried out in a safe manner by experienced persons or supervised by a suitably experienced person.
Waste Water Infrastructure	Service Delivery	Tim Harty to arrange a tour of the Raglan Wastewater network and pumping stations.	Completed.
Waste Water Reputational Risk in Raglan	Strategy & Support		Discussed at ET on 16 June and raised with Reputational Risk Owner, Anne Bex. Will be considered as part of Strategic Risk Review process.

WORKS

Service Delivery

PARKS & FACILITIES

Boat Ramp Study

Offers of service have been requested from suitably qualified consultants to undertake a study on the provision (location and construction) of boat ramps throughout the District, on key waterways including Raglan Harbour.

Open Spaces Contract

On 1 August 2016 the City Care Opens Spaces contract commenced. City Care will be sharing space at the Brownlee Ave depot with the Waikato District Alliance. They also have a depot in River Road, Tuakau.

Waingaro Hot Pools

Aecom have been engaged by Council to undertake formal inspections of the pool to ensure compliance with requirements of the lease. The lease for the springs expires in 2034 and the hotel land in 2018, both have a right of renewal.

WATERS

Refuse and Recycling

The new prepaid service has commenced with a few teething issues in the first few weeks but overall there has been a 90% take up rate of residents using the prepaid stickers and this is expected to increase over the coming weeks. There have been some issues with the tags in Tuakau being stolen and staff are investigating an alternative sticker that is harder to remove.

Greenslade Road Wastewater Spill

The overflow is being investigated and a report prepared for the Waikato Regional Council.

STATUS OF ROADING PROJECTS

Design Phase 2016/17 Rehabilitation

The designs for all **2016/17** pavement rehabilitations are in the planning stage. Falling Weight Deflectometer (FWD) testing and pavement investigations are either complete or underway for all sites.

Rehabilitation Contract No.	Ward	Name/Location	RP Start	RP end	Lengths (m) to be constructed	Status
WDA	Raglan	Wainui Rd	3278	4270	992	Starts 400m west of Riria Kereopa Memorial Drive past Ngarunui Beach Rd to Te Ahiawa Rd.

WAIKATO DISTRICT ALLIANCE (WDA)

Maintenance

There are currently four graders working on the network undertaking maintenance after the recent wet weather. 4,500 tonnes of metal has been supplied, laid and rolled in the last three weeks.

There was a total of 1752km of grading undertaken in the 2015-16 year – this is equivalent to almost three rounds of grading on the unsealed network.

The unsealed network has had significant amount of effort put in during the last financial year, however some of the legacy issues have slowed the progress down.

Footpaths works recently completed are as follows:

- Miranda Road (Mangatangi)
- Nihinihi Road (Raglan)
- Uenuku Street (Raglan)
- Bedford Road/Horotiu Road (Te Kowhai)

The Newell Road/Devine Road intersection safety extension is also complete.

17 tonnes of litter were collected in June – this figure is from the emptying of public rubbish bins and also loose litter/dumping. The Alliance Maintenance team is working with the WDC Monitoring team around this.

Upcoming Events

S.No	Event Name	Roads Affected	Event Date	Road Closure	TMP Status
3	Karioi Classic Cycle The Mountain	Whaanga Road, Te Hutewai Road, Ruapuke Road, Tukurimu Road and Waimaori Road	31-Jul-16	Yes	TMP Under Review

MEMORANDUM

To	Raglan Community Board
From	Grant Sirl, Arborist
Subject	Raglan Norfolk Island Pine
File	PRK1348/16; 1528019
Date	5 July 2016

ADDENDUM REPORT:

Further to the original report dated 1 June 2016 with regard to the health and overall status of the Norfolk Island pine trees located upon road reserve and recreation reserve respectively, Council's arborist has provided the additional comments pertaining to the four (4) specific Norfolk Island pine trees (*Araucaria heterophylla*) located within the defined bounds of the Settlers Historic area at the Harbour end of Bow Street Raglan:

- I.0 The four (4) Norfolk Island Pine trees are recorded as 'Notable Trees' in Waikato District Plan (December 2012) appendix F – Notable trees and subsequently are afforded the greatest possible tree protection.

The removal or destruction of a tree identified in Appendix F (Notable Trees) requires resource consent.

- I.1 A visual inspection from ground level of the four (4) Norfolk Island pines was undertaken on Friday 1 July 2016.
- I.2 The subject trees have been inspected on several occasions over the past approximate two years to ascertain their general health status and overall integrity. All four trees have been climbed by an arborist during a general maintenance regime to remove any deadwood or 'hung-up' storm damaged branches. In recent times the prolific coverage of cones upon the respective trees were reduced by manually removing some of the cones to alleviate the extent of branch end weight and minimise the possibility of branch failure occurring.
- I.3 Two (2) of the four (4) trees have had the tip of the apical stem removed. The reason for this is unknown but may have been as a consequence of 'tip-dieback' caused possibly by lightning strike. Bark delamination is evident on one particular tree extending down from the top of the stem and this could be associated with the tree being struck by lightning.
- I.4 The four (4) trees do predominantly exhibit the typical pyramidal growth habit of the species with a tiered branch structure on a main single apical stem. Only where branch removal has occurred has the canopy been 'opened-up'.

- 1.5 Visual observations of crown of the respective trees indicates a healthy foliage coverage with no distinctive branch dieback evident. The general health, vitality and vigour of the subject trees is considered good with no visual evidence to suggest any of the four (4) trees are in a state of decline.
- 1.6 The trees are situated within a relatively confined growing environment but with the exception of soil compaction occurring by way of foot traffic traversing through the reserve there were no distinctive issues identified that may contribute to or potentially compromise the health, vitality and structural stability of the trees.
- 1.7 Council's arborist concludes it is not considered the specific Norfolk Island pine trees can be deemed imminently hazardous or in a state of decline and subsequently the felling and removal of the trees could not be justified.

2. RECOMMENDATIONS:

THAT the report be received.

AND THAT the health status and structural integrity of the Norfolk Island Pine trees in Settlers Historic Area, lower Bow Street, Raglan be continued to be monitored by Council's Arborist.



Group of four (4) notable Norfolk Island pine trees. Harbour end of Bow Street, Raglan.

All traffic counts on Manukau Road, Raglan below (Yellow is the latest count)

Road Name	From	To	Location	Count Date	ADT	Count Status	% Cars	% Heavy Vehicles	Latest	% LCV	% MCV	% HCV I	% HCV II	% Bus	Notes
Manukau Rd	Main Rd (RHS)	Primrose St	52	14/02/1992	842	Count			Not latest						
Manukau Rd	Main Rd (RHS)	Primrose St	50	15/01/1998	1050	Count			Not latest						
Manukau Rd	Main Rd (RHS)	Primrose St	70	16/06/2000	477	Count			Not latest						
Manukau Rd	Main Rd (RHS)	Primrose St	60	12/07/2008	1047	Count	97	2	Not latest	1	2	0	0	0	
Manukau Rd	Main Rd (RHS)	Primrose St	80	20/11/2009	1328	Count	97	1	Not latest	2	1	0	0	0	
Manukau Rd	Main Rd (RHS)	Primrose St	90	30/08/2012	1247	Count	97	2	Not latest	1	1	1	0	0	85% 50
Manukau Rd	Main Rd (RHS)	Primrose St	80	31/05/2013	1272	Count	86	6	Not latest	8	3	2	1	0	85% 50
Manukau Rd	Main Rd (RHS)	Primrose St	80	14/08/2015	1387	Count	97	2	Latest	1	1	1	0	0	85% 49
Manukau Rd	Primrose St	Violet St	249	26/06/2002	834	Count	86	6	Not latest	8	3	2	1	0	School holidays
Manukau Rd	Violet St	Government Rd	441	14/02/1992	632	Count			Not latest						
Manukau Rd	Violet St	Government Rd	453	14/06/2004	818	Count	86	6	Not latest	8	3	2	1	0	

Open Meeting

To	Raglan Community Board
From	Sue Duignan General Manager Customer Support
Date	14 July 2016
Prepared by	Craig Birkett Monitoring Team Leader
Chief Executive Approved	Y
DWS Document Set #	1568731
Report Title	Designation of parks for electric charging station

I. EXECUTIVE SUMMARY

Council has received a request from WEL Networks for Council to support the placement of a charging station for electric vehicles in Raglan CBD. WEL Networks has requested that two carparks in one of Council's parking areas be dedicated to electric vehicles. The area that has been identified as being most suitable for the placement of the charging station carparks is currently used for permit parking and is situated behind the current visitor sign on Bow Street beside the Raglan town hall.

The Waikato District Council Public Places Bylaw 2016 (public places bylaw) states that Council may by resolution allow only certain vehicles to use a parking space. The restriction on the use of that parking space is required to be identified by the placement of prescribed signs. In order to designate the proposed carparks a change is required to Schedule 1 and Map 3 of the public places bylaw. A report will be provided to the Policy and Regulatory Committee for consideration on the 16 August 2016, The recommendation of the Raglan Community Board will be provided to the committee at this meeting.

2. RECOMMENDATION

THAT the report from the Group Manager Customer Support be received;

AND THAT the Board recommends to the Council that Parking Map 3 of the Waikato District Public Places Bylaw 2016 is amended to allow for 2 car parks to be restricted to electric vehicles only with a 60 minute time limit.

3. BACKGROUND

WEL Networks (WEL) has requested that Council support the placement of a high speed electric vehicle charger in Raglan. WEL has asked that the charger be placed in a Council carpark area. Following a review of potential sites in Raglan it has been identified that the first two carparks in the current permit parking zone (behind the visitor sign) is the most appropriate location. This location has been marked on the map in Attachment 2.

In order to ensure that these parks are available for electric vehicles WEL has requested that they be dedicated carparks. A time limit of 60 minutes should also be applied to these parking places so that they are not occupied by one electric vehicle all day.

The Waikato District Council Public Places Bylaw 2016 (public places bylaw) allows Council to define the vehicles or classes of vehicle that may be entitled to use any parking place and the conditions under which such parking place may be used. A change to the Schedule of the public places bylaw is required to designate these parks for sole use of electric vehicles. This amendment to the Schedule of the public places bylaw can be made by resolution of Council.

In their letter to Council (Attachment 1) WEL provides additional information regarding the charging station and WEL have stated that there will be no cost to Council. All ongoing costs including maintenance and supply of electricity will be met by WEL.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

The area that has been identified as the most suitable for the charging station is in an area that is used for permit parking. The permit parking area is currently used by the Community House, Plunket, and the Raglan Community Radio Station. This area does not currently have any road markings or signs. In order to allow for maximum utilisation of the area the only carparks that are proposed to be marked are the electric car parking bays.

If the parking restriction is put in place signage will need to be placed, stating that only electric vehicles will be able to park in this area.

An amendment to Schedule 1 and Map 3 of the public places bylaw will be necessary in order to designate the parks for electric vehicles.

This is an opportunity for a charging station to be located in Raglan and for information about the use of electric vehicles in Raglan to be collected.

4.2 OPTIONS

Option A: Support the placement of the charging station in the carpark located on the eastern side of the Town Hall.

This is the preferred option and will allow for vehicles to be parked in a location that enables the CBD to be used and enjoyed while vehicles are charging. This location has been assessed by both WEL and Council officers and it has been established that a charging station is able to be placed in close proximity to the vehicles.

Option B: Support the placement of a charging station but suggest another location.

Council staff and WEL have considered other options; however this is the best location in terms of having the services (proximity to the appropriate electric cable) and the ability for vehicles to be parked safely. Any suggestions for alternative sites will need be investigated and discussed with WEL. This is not a preferred option.

Option C: Do not support the placement of charging station in this location.

If the Community Board does not support the placement of designated parks for electric vehicle charging then this will be reported to the Policy and Regulatory Committee.

5. CONSIDERATION

5.1 FINANCIAL

Any expenses in marking this area and placing signage will be met from existing budgets.

5.2 LEGAL

In order to designate the carpark for use by electric vehicles only a change to Schedule 1 and Map 3 of the public places bylaw is required. This can be done by resolution of Council as provided in clause 41 of the bylaw.

5.3 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

This decision does not trigger the Significance & Engagement Policy.

6. CONCLUSION

A recommendation is sought from the Community Board on the amendment of the bylaw in order to allow designated parks for electric vehicles to be placed in the carpark located on the eastern side of the Town Hall.

7. ATTACHMENTS

- | | |
|---------------|---|
| Attachment 1: | Letter regarding proposed High Speed Electric Vehicle Charging Station. |
| Attachment 2: | Proposed amended Map 3 (circle showing area of proposed change). |
| Attachment 3: | Proposed amended Schedule 1. |



13 June 2016

Ref: 6988691

Wayne Furlong
Roads Asset Management Team Leader
Waikato District Council
Private Bag 544
Ngaruawahia 3742

Dear Wayne

HIGH SPEED ELECTRIC VEHICLE CHARGING STATION, RAGLAN

We are starting to see the emergence of electric vehicles (EV) on our roads. While still in its infancy with around 1300 EV's and 8 different models available, we do expect EV's to significantly grow in numbers over the coming years and become the main stream transport option in the future. The recent announcement of the Governments Electric Vehicle Programme will assist in the growth of EV's in New Zealand.

WEL is keen to learn and understand the impacts of electric vehicles and how it will affect our electricity network. The best way to achieve this understanding is to embrace this technological change.

We know the two key issues for EV's are range (now in excess of 150km per charge) and access to fast charging systems. These fast charger systems require a specific size electricity supply connection that will limit or determine future commercial locations.

WEL, in conjunction with ABB, installed a fast charger (the first in the Waikato) for public use at WEL's offices in Te Rapa (picture attached) which has seen regular use since its connection. WEL is now embarking on a programme to install four more demonstration ABB EV fast chargers in the Waikato region. Two of the proposed sites for the fast chargers are within the Waikato District Councils area: WEL's substation by the motorway in Te Kauwhata and the Raglan CBD.

The proposed Raglan CBD site supports the future growth of tourism in the region and will bring additional economic benefits to the community over time.

The proposed site is either the car park in front of the Plunket Facility in the main street or the first car park in the permit area behind the Visitor sign (Pics attached).

Key aspects of the EV fast charger location:

1. Strategically placed close to a WEL main distribution connection and telecommunications communications network
2. A high public profile and easy to find for motorists in the CBD
3. The charger would be installed beside a dedicated car park or on the footpath edge
4. The car park will need to be dedicated for this purpose with appropriate signage.
5. Proposed installation would be in three months' time
6. A fast charge will take about 15 minutes for an 80% charge
7. Once installed the Raglan location will form part of the national EV charging network that can be found on the web or via the cell phone app PlugShare
8. There will be no cost to Council
9. The charger is expected to remain on site for at least 10 years
10. WEL will be responsible for maintaining the unit
11. The units are completely safe and will not become active until they are physically connected to a vehicle
12. The ABB charger supports the range of EV's available in NZ

While the chargers are very expensive, circa \$50K, there will be no cost to the motorist for charging initially but at some point we will activate a charging system to be able to recover some of the cost.

As we learn more about these fast chargers and how they operate we are happy to share information with Council. WEL may also look at installing a CCTV camera to cover the charger / car park for security purposes only.

We see this as a positive story for our community and would welcome discussions with Council for these communications.

WEL is seeking the Councils' support and approval to proceed. Should you have any questions please let me know. I look forward to your response.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Jack Nines', with a long horizontal flourish extending to the right.

Jack Nines

Business Development Manager





Google earth



Proposed Car Park A



Google earth



Proposed Car Park B



Legend	
	Bus Stop
	Car and Boat Trailer
	Disabled
	Electric Vehicle
	Loading Zone
	No Limit
	No Parking
	P15
	P30
	P60
	P120
	Reserved
	Taxi

Schedule I

Waikato District Parking Restrictions

Pursuant to the Land Transport Act 1998 **Council Hereby Declares** the following parking, standing, and stopping restrictions, limitations, and prohibitions apply to any vehicle or specified class or description of vehicle on any road, or portion of a road, or other area, controlled by the Council, and specified as follows:

Unless otherwise stated, time limits specified in this schedule shall apply between the hours of 8:00am and 6:00pm – daily except public holidays.

TIME LIMITED PARKING AREAS

Type of Restriction	Applicable to (Specified Type of Vehicle)	Applicable to (Specified Area/Road)
MAXIMUM PARKING TIME LIMIT 120 MINUTES		
No person shall allow any vehicle to stop, stand or park for a longer period than one hundred and twenty minutes, on any of the following roads or portions of road	All vehicles.	<p>Huntly Community (as identified on Map 1)</p> <ul style="list-style-type: none"> i) Any part of Shand Lane ii) Any part of Station Place iii) Apart of Venna Fry Lane
		<p>Ngaruawahia Community (as identified on Map 2)</p> <ul style="list-style-type: none"> i) Any part of Galileo Street ii) Any part of Martin Street iii) Any part of Newcastle Street
		<p>Raglan Community The specified time limits for the following roads shall apply between the hours of 8.00am and 6.00pm daily, including public holidays:</p> <ul style="list-style-type: none"> i) Any part of Bow Street (as identified on Map 3) ii) Any part of Wallis Street (as identified on Map 3) iv) Any part of Wallis Street - Raglan Wharf (as identified on Map 4) v) Any part of Bankart Street (as identified on Map 3)

MAXIMUM PARKING TIME LIMIT 60 MINUTES	All vehicles	Huntly Community (as identified on Map 1) i) Any part of Venna Fry Lane iii) Any part of Shand Lane iv) Any part of Mine Square (BNZ Carpark) v) Any part of Main Street
No person shall allow any vehicle to stop, stand or park for a longer period than sixty minutes, on any of the following roads or portions of road		Ngaruawahia Community (as identified on Map 2) i) Any part of Jesmond Street
MAXIMUM PARKING TIME LIMIT 60 MINUTES (contd)	All vehicles	Raglan Community (as identified on Map 3) The specified time limits for the following roads shall apply between the hours of 8.00am and 6.00pm daily, including public holidays: i) Any part of Bow Street ii) Any part of Wainui Road iii) Any part of Wi Neera Street iv) Any part of Wallis Street
MAXIMUM PARKING TIME LIMIT 30 MINUTES	All vehicles	Huntly Community (as identified on Map 1) i) Any part of Main Street
No person shall allow any vehicle to stop, stand or park for a longer period than thirty minutes, on any of the following roads or portions of road		Raglan Community (as identified on Map 3) The specified time limits for the following roads shall apply between the hours of 8.00am and 6.00pm daily, including public holidays: i) Any part of Bow Street ii) Any part of Wainui Road
MAXIMUM PARKING TIME LIMIT 15 MINUTES	All Vehicles	Huntly Community (as identified on Map 1) i) Any part of Main Street
No person shall allow any vehicle to stop, stand or park for a longer period than fifteen minutes, on any of the following roads or portions of roads.		Ngaruawahia Community i) Any part of Great South Road

		<p>Raglan Community The specified time limits for the following roads shall apply between the hours of 8.00am and 6.00pm daily, including public holidays:</p> <ul style="list-style-type: none"> i) Any part of Bow Street (as identified on Map 3) ii) Any part of Raglan Wharf (as identified on Map 4)
<p>MAXIMUM PARKING TIME LIMIT 5 MINUTES</p>	<p>All vehicles</p>	<p>Ngaruawahia Community (as identified on Map 2)</p> <ul style="list-style-type: none"> i) Any part of Great South Road
<p>No person shall allow any vehicle to stop, stand or park for a longer period than five minutes, on any of the following roads or portions of road</p>		

SPECIAL PARKING AREAS

Type of Restriction	Applicable to (Specified Type of Vehicle)	Applicable to (Specified Area/Road)
PERMIT ONLY PARKING AREAS		
The following portions of roads are hereby constituted as reserved or permit-only parking areas and no person except those who have been issued with a relevant permit shall allow any vehicle to stop, stand or park in these parking spaces or areas.	All Vehicles except those displaying relevant parking permits.	<p>Huntly Community (as identified on Map 1)</p> <ul style="list-style-type: none"> i) Any part of Venna Fry Lane and the carpark between the railway overbridge and No. 178 Main Street ii) Any part of Shand Lane iii) Any part of Mine Square (BNZ Carpark) iv) Any part of Station Place
		<p>Raglan Community (as identified on Map 3)</p> <ul style="list-style-type: none"> i) Bow Street - any part of the carpark located on the eastern side of the Town Hall
DISABLED PARKING AREAS		
The following portion of roads are hereby constituted as disabled parking areas for the exclusive use of any disabled person. No person, except those holding and displaying an Operation Mobility Concession Card on the inside of their vehicle, shall stop, stand or park any vehicle in these parking spaces or areas.	All Vehicles except those clearly displaying Operation Mobility Concession Card.	<p>Huntly Community (as identified on Map 1)</p> <ul style="list-style-type: none"> i) Any part of Main Street ii) Any part of Venna Fry Lane or the carparks accessed from Venna Fry Lane iii) Any part of Shand Lane iv) Any part of Mine Square (BNZ Carpark)
		<p>Ngaruawahia Community (as identified on Map 2)</p> <ul style="list-style-type: none"> i) Any part of Jesmond Street ii) Any part of Galileo Street iii) Any part of Newcastle Street
		<p>Raglan Community (as identified on Map 3)</p> <ul style="list-style-type: none"> i) Any part of Bow Street ii) Any part of Wainui Road iii) Any part of Wallis Street iiii) Any part of Wi Neera Street

Type of Restriction	Applicable to (Specified Type of Vehicle)	Applicable to (Specified Area/Road)
EMERGENCY VEHICLE PARKING AREAS		
The following portions of roads are hereby constituted as reserved for emergency service vehicles only and no person shall allow any vehicle other than an emergency service vehicle to stop, stand or park on any of the following roads or portions of roads 24 hours a day.	All Vehicles except emergency vehicles.	<p>Raglan Community</p> <p>i) Any part of Raglan Wharf as indicated on Map 4</p>
TAXI STANDS		
The following portions of roads are hereby constituted as a taxi stand and no person shall allow any vehicle other than a clearly identified taxi to stop, stand or park, on any of the following roads or portions of roads	All Vehicles except taxis	<p>Huntly Community (as identified on Map 1)</p> <p>i) Any part of Main Street</p>
		<p>Ngaruawahia Community (as identified on Map 2)</p> <p>i) Any part of Jesmond Street</p>
BUS STOPS		
The following portions of roads are hereby constituted bus stops and restricted to use for stopping, standing or parking by Large Passenger Vehicles and no person shall allow any other vehicle to stop, stand or park, on any of the following roads or portions of roads	All Vehicles except Buses	<p>Huntly Community (as identified on Map 1)</p> <p>i) Any part of Main Street</p>
		<p>Ngaruawahia Community (as identified on Map 2)</p> <p>i) Any part of Great South Rd (SH1)</p>
		<p>Raglan Community (as identified on Map 3)</p> <p>i) Any part of Bow Street</p>

Type of Restriction	Applicable to (Specified Type of Vehicle)	Applicable to (Specified Area/Road)
LOADING ZONES		
The following portion of road is hereby constituted as a loading zone and no person shall allow any vehicle, except a Goods Vehicle, to stop, stand or park on any of the following roads or portions of roads.	All Vehicles – Except Goods Vehicles	Huntly Community (as identified on Map 1) i) Any part of Main Street ii) Any part of Venna Fry Lane
		Ngaruawahia Community (as identified on Map 2) i) Any part of Jesmond Street
		Raglan Community (as identified on Map 3) i) Any part of Bow Street
CAR AND TRAILER PARKING AREAS 48 HOURS		
The following portions of roads are hereby constituted as reserved for the parking of cars with boat trailers only and no person shall allow any vehicle other than a car and boat trailer to stand or park, on any of the following roads or portions of roads. A car and trailer is only permitted to park in these areas for a maximum of forty eight hours (2 days).		Raglan Community i) Raglan Wharf (as identified on Map 4)
<u>ELECTRIC VEHICLES P60 Minutes</u>		
<u>The following portions of roads are hereby constituted as reserved for the parking of electric cars only and no person shall allow any vehicle other than an electric car, on any of the specified parking areas. An electric vehicle is only permitted to park in these areas for a maximum of 60 minutes.</u>	<u>All Vehicles – Except electric vehicles</u>	<u>Raglan Community (as identified on Map 4)</u> <u>i) Bow Street - any part of the carpark located on the eastern side of the Town Hall</u>

PARKING PLACES

Type of Restriction	Applicable to: (Specified Type of Vehicle)	Applicable to (Specified Area/Road)
PARKING PLACES OR PARKING AREAS		
The following portions of road or land are hereby constituted as parking places or parking areas.	All Vehicles	<p>Huntly Community (as identified on Map 1)</p> <ul style="list-style-type: none"> i) Main Street ii) Shand Lane iii) Station Place iv) Mine Square (BNZ Carpark) v) Venna Fry Lane
		<p>Ngaruawahia Community (as identified on Map 2)</p> <ul style="list-style-type: none"> i) Jesmond Street ii) Galileo Street iii) Market Street iv) Newcastle Street v) Newcastle Street Carpark vi) Martin Street vii) Great South Road
		<p>Raglan Community (as identified on Maps 3 and 4)</p> <ul style="list-style-type: none"> i) Bow Street ii) Wainui Road iii) Wi Neera Street iv) Bankart Street v) Wallis Street (western end) vi) Wallis Street (eastern end) vii) Raglan Wharf

NO STOPPING RESTRICTIONS

Type of Restriction	Applicable to (Specified Type of Vehicle)	Applicable to (Specified Area/Road)
NO STOPPING OR PARKING AT ALL TIMES		
The following portions of roads are hereby constituted as no stopping areas and no person shall allow any vehicle to stop, stand or be parked whether attended or unattended in any of the following 'No Parking' areas where a traffic sign is erected or marked on the road (in accordance with the provisions of the Land Transport Rule "Traffic Control Devices 2004"), except in conformity with the terms of any prohibition, limitation or restriction applying to that zone. This restriction shall apply 24 hours a day unless otherwise stated.	All Vehicles	<p>Huntly Community (as identified on Map 1)</p> <ul style="list-style-type: none"> i) Any part of Venna Fry Lane ii) Any part of Civic Place iii) Any part of Main Street iv) Any part of Station Place v) Any part of Shand Lane vi) Any part of Mine Square (BNZ Plaza)
		<p>Ngaruawahia Community (as identified on Map 2)</p> <ul style="list-style-type: none"> i) Any part of Jesmond Street ii) Any part of Market Street iii) Any part of Lower Waikato Esplanade iv) Any part of Galileo Street v) Any part of Great South Road vi) Any part of Martin Street
		<p>Raglan Community (as identified on Map 3)</p> <ul style="list-style-type: none"> i) Any part of Bow Street ii) Any part of Wi Neera Street iii) Any part of Cliff Street iv) Any part of Wallis Street vi) Any part of Wainui Road (including Helipad Area) vii) Any part of Bankart Street vi) Any part of Wallis Street/Raglan Wharf (as identified on Map 4)

Open Meeting

To	Raglan Community Board
From	Tim Harty General Manager Service Delivery
Date	3 August 2016
Chief Executive Approved	Y
DWS Document Set #	1572337
Report Title	Wastewater Overflow Update Report

1. EXECUTIVE SUMMARY

The attached Wastewater Overflow Update report is included in the Infrastructure Committee agenda for the 9th August 2016 meeting.

This report is only for the Board's information and no recommendations are required.

2. RECOMMENDATION

THAT the report from the General Manager be received.

3. ATTACHMENTS

- Wastewater Overflow Update Report

Open Meeting

To	Infrastructure Committee
From	Tim Harty General Manager Service Delivery
Date	1 August 2016
Prepared by	Tim Harty, General Manager Service Delivery Martin Mould, Waters Manager Marie McIntyre, Operations Team Leader Waters
Chief Executive Approved	Y
DWS Document Set #	1570349
Report Title	Wastewater Overflow Update Report

I. EXECUTIVE SUMMARY

Over the past 18 months there has been an increased community awareness and response to the number of wastewater overflows within the district. This has been very evident in Raglan where, over the last four months there have been three spills that have entered the marine environment and closed it to both casual recreation and the taking of seafood. One of these spills, at Marine Parade pump station, was formally investigated by Waikato Regional Council and Council was issued with a formal warning on 29 July.

Whilst Council's Long Term Plan contains a series of works that are aimed to manage the wastewater network and reduce overflows over time, it is clear that this is not sufficient and further works and funding is needed to better manage and reduce the risks in this area.

A Continual Improvement Programme approach for moving forward and reducing the risks of wastewater overflows within the network has been developed. This programme contains a number of immediate and short term actions aimed at reducing the frequencies of overflows. It also looks to review the approach to overflow management outlined within the Long Term Plan and present back to Council an alternate programme for consideration.

Part of the works also focuses on community education and communication. This work will be tasked to raise the awareness of communities and inform them of actions they can undertake to help manage the network risks.

2. RECOMMENDATION

THAT the report from the General Manager Service Delivery be received;

AND THAT Council approve \$295,000 to undertake additional works as detailed in this report;

AND FURTHER THAT the funding plan for this work be developed and reported back to Council in September.

3. BACKGROUND

3.1 BACKGROUND

Over the last 18 months there has been an increase in public awareness and response to the number of wastewater overflows that have been occurring. A portion of these overflows have been in Raglan and, due to the nature of the system, have resulted in the harbour being closed to both bathing and the collection of seafood. Whilst overflows have occurred in other network locations they have not resulted in untreated wastewater entering a waterway or impacted the public in such a significant way as has occurred in Raglan.

On 25 March this year a spill occurred at the Marine Parade pump station which was investigated by the Waikato Regional Council (WRC). On 29 July Council received a Formal Warning for this event. Since the March event, a further two spills have occurred in Raglan, one at Whitley Street pump station and most recently, one at Greenslade Road pump station¹.

Whilst the number of overflow events has not changed significantly over the last five years the view of the communities has and the programmes that are in place to manage these events needs to be updated to reflect this view.

3.2 LONG TERM PLAN WORKS

The current Long Term Plan has funding allocated to measures targeted at controlling network overflows. This funding ranges from \$4m for the installation of network storage at high risk pump stations to \$1.2m for investigating and controlling Inflow and Infiltration (I&I) as well as \$1.3m for asset condition assessment of critical assets.

This year saw works on the network include the installation of four pump station storage systems (Nero and Marine Parade in Raglan and Regent and Thomas Streets in Ngaruawahia), I&I studies in Meremere and Huntly (due to high flow rates and treatment plant concerns) and year one of the critical assets condition assessment analysis. This year (year 2 of the LTP) will see the works programme continue with storage planned for Daisy Street in Raglan and the I&I programme also moving to focus on the Raglan network.

The SCADA and Telemetry networks underwent a major upgrade in 2014/15 and are now deemed to be at a level where it meets the basic operational requirements. The nature of these types of systems means that ongoing investment is always required. Funding is allocated each year in the LTP to ensure that the system is kept at least at this level of functionality.

¹ See details Attachment 1

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

4.1.1 Recent Spills

Both the recent spills in Raglan (Whitley and Greenslade) have highlighted areas of concern in both standard maintenance procedures and operational response.

The Whitley event was primarily due to maintenance at the station having not been undertaken as reported causing capacity constraints and at Greenslade Road the afterhours responses did not occur as required. In both events the automated monitoring systems (SCADA and Telemetry) worked as intended and designed, giving ample warnings.

4.1.2 Improvement Programme

The ongoing issues with wastewater overflows and level of community dissatisfaction suggest that the Level of Service outlined within the 2015/25 Long Term Plan is out of step. The latest incidents have instigated a series of actions over and above that outlined and funded within the LTP.

This has included:

- Undertaking an independently reviewed Risk and Condition Assessment of Wastewater Pump Stations District Wide (82)
- Developing a works programme based on results of the risk and condition information
- Contracting in 2 x City Care Network operators to cover staff vacancies
- Undertaking daily Critical Pump Station checks during high risk periods (weather)
- Approaching HCC and Watercare Services to discuss field and operational support
- Contracting out after hours monitoring of network alarms
- Improvements to operational processes and procedures
- Operational improvements to the SCADA and Telemetry system
- Investigated a public education programme to manage network blockage issue
- Investigating and seconding in Operations Engineers to provide cover for vacancies

The above works have been undertaken in parallel with those already planned, which includes I&I works, network and pump station renewal works, installation of storage and continuing the critical asset data collection process.

4.1.3 Risk and Condition Assessment

For the wastewater pump station risk and condition assessment engineering staff and a consultant visited all wastewater pump stations across the district. Risks were assessed using a risk matrix approach and were ranked in such a way that saw any station that discharged to a marine environment rate highly. This has seen the top 10 ranked sites all located in Raglan (the top ten at risk pump station list can be seen in attachment 2).

Works identified as priority at these sites includes SMS (text message) backup alarms, emergency generators on site, generator plugs at all sites and increasing storage, to name a few.

The risks associated with the piped network are being undertaken independently of the pump station programme and continuing with the funding allocated through the LTP and

Critical Assets works programme. This is limited to the funding available each year (\$130,000).

4.2 OPTIONS

4.2.1 Continued Improvement Programme

As has been noted within this report, it is clear that the current LTP measure for wastewater network overflows is no longer appropriate. To see a marked improvement in overflow levels it is recommended that we take a Continual Improvement Programme (CIP) approach. This approach will see an increase in investment in the area of controlling overflows and reduce the risk of these events occurring.

If supported, to start a CIP process, the following tasks are suggested:

Just Do It's

- Installation of SMS backups at all 18 Raglan Pumping Stations, as a minimum - \$55,000
- Installation of Generator Plugs at all Pump Stations - \$50,000
- The installation of a backup generator, lighting and hoist at Greenslade Road pump station - \$75,000
- Contract City Care or equivalent to provide additional support - \$50,000
- Public education programme - \$15,000

Further works would also need to be undertaken to enable a clearer and more robust programme to be put in place moving forward.

Investigate and Report Back

An independent report should be prepared that investigates the:

- Cost of advancing the pump station storage works programme (in line with risk profile)
- Cost to increase the critical asset condition assessment and I&I LTP programme
- Cost to increase stability and security of SCADA and Telemetry System
- Resourcing including staffing and equipment review
- Operational Process and Procedure review

This work could be undertaken as a single commission and review undertaken externally to give both Council and the public confidence in the outcome. An approximate value for this work is estimated to be around \$50,000.

4.2.2 Costs

The cost of the works outlined above would be in the order of \$295,000 (\$245,000 for the Just Do It's and \$50,000 for the reporting back).

Consideration would need to be given to reviewing and reprioritising the LTP work programme to determine what could be accomplished with existing funding and what additional funding would be required.

5. CONSIDERATION

5.1 FINANCIAL

As has been noted in section 4.2.2, possible costs for works related to a CIP type programme is significant and at least part is currently unbudgeted. Whilst the Wastewater Operational budget could absorb some of these extra costs, this would not be without risk.

An appropriate funding strategy will need to be determined and reported back to Council in September.

5.2 LEGAL

The discharge of untreated wastewater to the environment is a breach of the Resource Management Act and as such Council can be subject to enforcement action by the Regional Council. This is dependent on the circumstances that surround any particular event.

In the recent formal warning regarding the Marine Parade event, WRC state the increasing level of discharges from Council's system is noted and will be taken into account each time a further event occurs. This clearly shows a heightened risk of more significant action being considered should further events occur.

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

Council is aware of the impact of untreated wastewater and the environmental effects this can cause. The Council is seeking to comply with all consent conditions and to avoid unscheduled discharges.

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

Highest levels of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Tick the appropriate box/boxes and specify what it involves by providing a brief explanation of the tools which will be used to engage (refer to the project engagement plan if applicable).</i>	This matter is of high public interest particularly to the Raglan Community Board and public.				

State below which external stakeholders have been or will be engaged with:

Planned	In Progress	Complete	
	X		Internal
X			Community Boards/Community Committees
X			Waikato-Tainui/Local iwi
X			Households
X			Business
X			Other Please Specify

This is a matter of high public interest. Council has considerable work to do to restore public confidence in the management of our wastewater schemes.

6. CONCLUSION

This report suggests a number of additional works that are aimed at reducing the risk of overflows and improve the management of the wastewater network particularly in Raglan but also across the District.

It is recommended that Council commit additional funding of \$295,000 for immediate improvements and that the funding plan be developed and reported back to Council in September.

7. ATTACHMENTS

- Attachment 1: Marine Parade, Whitley Street and Greenslade Road spill reports
- Attachment 2: Top 10 Pump Station List

Attachment 2

Top 10 Risk Pump Stations and Mitigation Works

Pump station	Current risk mitigation	Planned risk mitigation	Proposed/considering risk mitigation
Marine Parade	On-site 6 hour average flow storage Generator connection	SMS alarming	Purchase and hold spare pumps On-site installed generator
Greenslade Road	On-site 6 hour average flow storage	New electrical cabinet SMS alarming Installing site lighting Install generator connection Storage for hoist to be held on-site	On-site installed generator
Wallis Street	Can control network upstream to utilise storage	SMS alarming Install generator point	Additional storage to 6 hours average flow
Daisy Street	Generator connection point	Additional 6 hours average flow SMS alarming	
Whitley St		SMS alarming Install generator point	Additional storage to 6 hours average flow
Nihinihi Ave		SMS alarming Install generator point	Additional storage to 6 hours average flow
Wainui Ave		SMS alarming Install generator point	Additional storage to 6 hours average flow
Nero St	On-site 6 hour average flow storage	SMS alarming Install generator point	
Lorenzen Bay Road	On-site 6 hour average flow storage Generator point installed	SMS alarming	
Smith Street		SMS alarming Install generator point	Additional storage to 6 hour average flow

To: Ed Prince – Waikato Regional Council

From: Marie McIntyre – Operations Team Leader, Waikato District Council

Subject: Incident Report - Wastewater overflow into Raglan Harbour from manhole
Intersection of Whitley St & Wainui Rd, Raglan

Incident Date: Thursday 26 May 2016

1. Purpose

To document the events surrounding the wastewater overflow from a manhole in the footpath at the intersection of Whitley Street and Wainui Rd Raglan that entered the Raglan Harbour on Thursday 26 May 2016

2. Site Description

The overflow occurred on the manhole marked red X below, then entered the nearby catchpit (as indicated by the red arrow) and entered the Raglan Harbour on the other side of the road via the stormwater main (indicated in green).

Street view:



Map view: (Please note: the alignment shown on the map below differs slightly to what is actually on site)



3. Incident Summary

Thursday 26 May

- 12:46pm High level alarm was triggered for Whitley St pumpstation alarm, starting processing through Scada systems
- 12:51pm Supervisor noticed the high level at the pumpstation while viewing other sites in the Scada system
- Serviceman 1 was called and asked to attend the Whitley St pumpstation immediately as pumpstation was in high level
 - Electrical contractor contacted as in area and Serviceman suspected electrical issue
- 12:56pm Supervisor received first alarm to cellphone for the pumpstation in high level
- 1:05pm Serviceman A called Supervisor back informing him that it was an impeller issue on both pumps, said that although in high level there was not an overflow
- 1:21pm Serviceman A called back to say that manhole was leaking onto ground but it could be controlled to land (two servicemen were on site)
- 1:25pm Back up support from another servicemen working in the Raglan was arranged, he was to help control the overflow and collect new impellers from Raglan depot (Serviceman C)
- 1:25pm – 1:50pm Repairs were undertaken to both pumps
- 1:50pm Serviceman A called back to say that all fixed, site being cleaned up and nothing entered the stormwater system

1:53pm Scada system alarms returned to normal

Friday 27 May

9:15am Engineer received a call from Serviceman A questioning why he had not been requested to install signs along the harbour edge and samples weren't being taken due to the overflow that had occurred the previous day.

9:20am Engineer informed Team Leader of the conversation he had just had with the Serviceman.

10:15am Team Leader and Waters Manager headed to Raglan to speak with staff that were on site previous day and attend the site where the overflow may have occurred

11:00-12:00pm Team Leader and Waters Manager spoke with relevant staff and determined that an overflow had probably occurred, Serviceman A story had changed overnight. The overflow had occurred from the manhole nearest the pumpstation.

12:30pm Samples of the receiving harbour location were taken

1:00pm Team Leader advised Ed Prince at Waikato Regional Council that an overflow had most likely occurred the previous day

1:50pm Waters Manager notified the stakeholders group via email of the situation

Monday 30 May

Following early sample results, analysis of flows and hydraulics, a wastewater overflow was confirmed. A further notification was sent confirming an overflow had occurred by the Waters Manager to Raglan Stakeholders group.

4. Issues Identified

The overflow probably occurred due to worn impellers not being able to keep up with increased inflow due to the rain events at the time and the manhole being hydraulically lower than the pumpstation.

Subsequent inspection of the pumpstation following the overflow has identified that the well of the pumpstation contained a number of rock, metal and other objects. These would have been the cause of the impellers wearing and should have been identified during routine pumpstation maintenance checks.

5. Results

Site	Date	Ecoli (cfu/100mL)	Turbidity (NTU)
Whitley Upstream	30/05/2016	98	7.36
Whitley downstream	30/05/2016	86	13.8
Whitley Source Point	30/05/2016	10	4.03
Whitley Upstream	29/05/2016	122	5.45
Whitley downstream	29/05/2016	98	14.2
Whitley Source Point	29/05/2016	131	6.65
Whitley Upstream	28/05/2016	243	22
Whitley downstream	28/05/2016	754	13
Whitley Source Point	28/05/2016	134	66.8
Whitley Source Point	27/05/2016	921	540



Sampling Sites

6. Quantity of Overflow

A minor amount of wastewater estimated at less than 2m³ entered the Harbour.

7. Return to normal

With the minor amount of flow, low ecoli results and with the advice of the Public Health Board the warning signs advising against swimming and shellfish collect were removed on Friday 3 June. An investigation was undertaken to ascertain the maintenance records and activities at the pump station.

8. Staff discussions

Following completion of the investigation into the maintenance records and activities at the pump station, and against the observed conditions at the pump station at the time of the event, it was found that routine pump station maintenance works had not been completed for some time. Further investigation found that whilst pump station maintenance check sheets indicated regular visits and works were being done and staff had signed off, this in fact was not correct. Following Councils HR policy and procedures management undertook, and have subsequently concluded, a review of performance of the staff member concerned.

9. Recommendations

- A full maintenance check of all pumpstations in Raglan by other Waikato District Council serviceman has now been completed. Any rocks/debris that was found has been sucked out and removed any other issues identified, were attended too and accurate records documented.
- A pumpstation risk matrix exercise is undertaken and outcomes actioned.
- WDC engage an industry expert to ensure that best practice maintenance processes and procedures are in place and being followed.