

Agenda for a meeting of the Infrastructure Committee to be held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **TUESDAY 26 SEPTEMBER 2017** commencing at **9.00am**.

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

**1. APOLOGIES AND LEAVE OF ABSENCE**

**2. CONFIRMATION OF STATUS OF AGENDA**

*Ms Fiona Devonshire and Mr Matthew Cooper, representatives from Sport Waikato will be in attendance to discuss item 5.4.*

*Mr Peter Simcock, representative from NZTA, will be in attendance to discuss item 5.5.*

*Mr Doug Carrasco and Mr Craig West, representatives from Waikato District Alliance, will be in attendance to discuss item 5.6.*

**3. DISCLOSURES OF INTEREST**

**4. CONFIRMATION OF MINUTES**

Meeting held on Tuesday 22 August 2017 3

**5. REPORTS**

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6. EXCLUSION OF THE PUBLIC

GJ Ion

**CHIEF EXECUTIVE**

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**Open Meeting**

<b>To</b>	Infrastructure Committee
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	22 August 2017
<b>Prepared by</b>	Wanda Wright Committee Secretary
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV1310
<b>Report Title</b>	Confirmation of Minutes

**1. EXECUTIVE SUMMARY**

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To confirm the minutes of the Infrastructure Committee meeting held on Tuesday 22 August 2017.

**2. RECOMMENDATION**

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**THAT** the minutes of the meeting of the Infrastructure Committee held on Tuesday 22 August 2017 be confirmed as a true and correct record of that meeting.

**3. ATTACHMENTS**

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INF minutes 22 August 2017

**MINUTES** for a meeting of the Infrastructure Committee of the Waikato District Council held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **TUESDAY 22 AUGUST 2017** commencing at **9.08am**.

**Present:**

Cr DW Fulton (Chairperson)  
His Worship the Mayor Mr AM Sanson *[from 9.12am]*  
Cr A Bech  
Cr JA Church  
Cr JM Gibb  
Cr SD Lynch  
Cr RC McGuire  
Cr FM McNally  
Cr BL Main  
Cr JD Sedgwick  
Cr NMD Smith  
Cr LR Thomson

**Attending:**

Mr GJ Ion (Chief Executive)  
Mr T Harty (General Manager Service Delivery)  
Mr C Clarke (Roading Manager)  
Mrs W Wright (Committee Secretary)  
Mr B McLeod (Chair, Raglan Community Board)  
Ms M Jolly (Road Safety Coordinator)  
Mr R Marshall (Reserves Planner)  
Mr D MacDougall (Open Spaces Team Leader)  
Ms D Rawlings (Projects Team Leader)  
Ms F Devonshire (Sport Waikato)  
Ms M Hollands (Sport Waikato)  
Ms L Stewart (Sport Waikato)  
Mr T Mylcreest (Alliance Maintenance Team Leader)  
I Member of Staff  
I Member of the Public (Ms K Conchie)

**APOLOGIES AND LEAVE OF ABSENCE**

**Resolved: (Crs Fulton/Church)**

**THAT an apology be received from Cr Henderson and Cr Patterson.**

**CARRIED on the voices**

**INF1708/01**

## **CONFIRMATION OF STATUS OF AGENDA ITEMS**

**Resolved: (Crs Fulton/Lynch)**

**THAT** the agenda for a meeting of the Infrastructure Committee held on Tuesday 22 August 2017 be confirmed and all items therein be considered in open meeting with the exception of those items detailed at agenda item 6 which shall be considered with the public excluded;

**AND THAT** all reports be received;

**AND FURTHER THAT** the following matter be discussed at an appropriate time during the course of the meeting;

- **Sport Waikato Report for April-June 2017**

**AND FURTHER THAT** the Chair of the Raglan Community Board be given speaking rights for the duration of the open section of this meeting;

**AND FURTHER THAT** the following matters be discussed at an appropriate time during the Public Excluded section of the agenda:

- **Ngaruawahia Landfill Update**
- **Raglan Harbour/Coastguard**
- **Plan Change 16**

**CARRIED on the voices**

**INF1708/02**

## **DISCLOSURES OF INTEREST**

There were no disclosures of interest.

## **CONFIRMATION OF MINUTES**

**Resolved: (Crs Gibb/Thomson)**

**THAT** the minutes of a meeting of the Infrastructure Committee held on Tuesday 27 June 2017 be confirmed as a true and correct record of that meeting.

**CARRIED on the voices**

**INF1708/03**

## **REPORTS**

### Road Safety Education

Agenda Item 5.1

The report was received [*INF1708/02 refers*]. The Road Safety Coordinator gave a verbal presentation and answered questions of the Committee.

His Worship the Mayor entered the meeting at 9.12am during discussion on the above item.

### Approval of Proposed Raglan Community Board Road Name List

Agenda Item 5.3

The report was received [*INF1708/02 refers*] and discussion was held.

**Resolved: (Crs Smith/Thomson)**

**THAT the Committee resolves that the June 2017 “Approved Road Name List” for Raglan is restricted to the following fourteen names: Raumatirua, Hoehoeata, Omahina, Waipatukahu, Wetini Mahikai, Patahi, Koata, Punatoto, Putoetoe, Pirihiira, Taikarekare, Petchell, Amoore and Edwin Watkins.**

**CARRIED on the voices**

**INF1708/04**

### Natural Parks Reserve Management Plan

Agenda Item 5.4

The report was received [*INF1708/02 refers*]. The Reserves Planner gave a quick overview and answered questions from the Committee.

**Resolved: (His Worship the Mayor/Cr Bech)**

**THAT the Infrastructure Committee receives the Draft Natural Parks Reserve Management Plan and notes that this will be released (with any amendments) for public submission in September/October 2017;**

**AND THAT Council reappoint the Hearings panel comprising of Cr Fulton, Cr Gibb and Cr Main and invite representation from Waikato-Tainui to join the panel to hear any submissions received on the Natural Parks Reserve Management Plan.**

**CARRIED on the voices**

**INF1708/05**

### Motor Vehicle Racing and Cruising on Public Roads

Agenda Item 5.5

The report was received [*INF1708/02 refers*] and discussion was held. The Roading Manager gave an update on certain aspects and answered question from the Committee.

He also acknowledged the input from Kim Conchie and her involvement to combat these activities.

**Resolved: (Crs Smith/Gibb)**

**THAT the Infrastructure Committee recommends to Council that the preferred option is to develop a bylaw or bylaw provisions to increase enforcement options to control activities associated with racing motor vehicles on public roads in the Waikato District.**

**CARRIED on the voices**

**INF1708/06**

Multi Party Funding Agreement Between Waikato District Council and New Zealand Transport Agency  
Agenda Item 5.6

The report was received [INF1708/02 refers]. The Roading Manager summarised specific issues to note in this report and answered questions from the Committee.

**Resolved: (His Worship the Mayor/Cr Gibb)**

**THAT the Infrastructure Committee recommends to Council that the Chief Executive be granted delegated authority to negotiate and approve the Multi-Party Funding Agreement (MPFA) between Waikato District Council and New Zealand Transport Agency.**

**CARRIED on the voices**

**INF1708/07**

Playground Strategy 2017  
Agenda Item 5.7

The report was received [INF1708/02 refers]. The Open Spaces Team Leader pointed out some key issues and answered questions that were raised during the workshop.

**Resolved: (Crs Bech/Thomson)**

**THAT the Infrastructure Committee recommend to Council that the Playground Strategy 2017 be adopted;**

**AND THAT this Strategy be reviewed at least once every three years, noting the next review will be 2020.**

**CARRIED on the voices**

**INF1708/08**

Cr Sedgwick withdrew from the meeting at 10.44am.

The meeting adjourned at 10.44am and resumed at 11.02am.





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### **Open Meeting**

<b>To</b>	Infrastructure Committee
<b>From</b>	Tim Harty General Manager Service Delivery
<b>Date</b>	18 September 2017
<b>Prepared by</b>	Amanda Hampton Parks & Facilities Manager
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	INF2017
<b>Report Title</b>	Halls (Community Space) Strategy - Update

## **I. EXECUTIVE SUMMARY**

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In 2016 a Feasibility Study on the District's Halls network was completed by Visitor Solutions on behalf of Waikato District Council. Community consultation and workshops were undertaken as part of that study and the findings were presented to a Councillor Workshop in May 2017.

The outcome of the workshop resulted in staff planning and progressing with agreed next steps. Recent work has included further discussions with the community (in particular Hall Committees and User Groups) to understand the needs of hall users; what works well; any limitations experienced by these groups; and what the future of community halls might be.

It is anticipated that the information now being sought will culminate in the design and implementation of a Halls (Community Space) Strategy. A draft Strategy will be prepared for consideration by Councillors once feedback has been reviewed (feedback channels closed on 10 September) and collated.

## **2. RECOMMENDATION**

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

**AND THAT Council confirm the outcome of the May 2017 Workshop as being a requirement for staff to consult with the key stakeholders, including Hall Committees and User Groups, in order to prepare an initial draft of a Halls (Community Space) Strategy for presentation to Council following the analysis of data.**

## **3. BACKGROUND**

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Waikato District Council's Halls portfolio is made up of 33 Community-Operated and 6 Council-Operated halls. The majority of halls are managed and maintained by Hall Committees under delegated authority of Council. The halls are available for hire by local communities for activities such as private functions, meetings, playgroups and indoor sports.

In 2016, Council commissioned Visitor Solutions to undertake a feasibility study to assist Council to more effectively manage its existing network of community and Council-operated halls. The study included:

- Understanding the demographic profile of the District.
- An online survey to ascertain user groups, types of activities undertaken in the halls, monthly bookings and visitation rates.
- A drive time analysis.
- A SWOT analysis.

Representatives of local community Hall Committees were invited to complete a survey to provide key information about their halls. Those groups that did not complete the survey in 2016 were provided the opportunity to do the survey again in early 2017 at which time 4 additional responses were received. A successful 86% overall response rate was obtained from the survey.

The outcomes of the feasibility study were presented at a Councillor Workshop in May 2017.

## **4. OUTCOME OF FEASIBILITY STUDY – COUNCILLOR WORKSHOP**

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### **4.1 KEY FINDINGS**

A number of key findings became evident from the outcome of the study. These are outlined below and were discussed in detail at the May Workshop.

- The most significant growth for the District by 2043 is projected to occur in the Tuakau-Pokeno area with lower and dispersed growth projected in the Hamilton periphery area.
- 21 halls in the network have plenty of “available capacity”, 2 have “some capacity”, and 8 are currently “at capacity”.
- Te Kowhai Hall, Raglan Town Hall, Horsham Downs Hall, Ohinewai Hall, and Tamahere Hall/Community Centre are the most sustainable halls in the current network.
- The least sustainable halls are Ruawaro Central Districts Hall and Whangarata Community Hall.
- Based on a drive time analysis the WDC halls network is complete.

As a result of these findings, the study suggests that halls with low utilisation be monitored as part of a future networks approach to determine if there are any increases or decreases in usage. This data (which would be collected in conjunction with Hall Committees) could lead to Council being required to consider the future of some facilities.

### **4.2 FRAMEWORK FOR THE PROVISION OF NEW HALLS**

The feasibility study also outlines a proposed framework for the consideration of new halls to the network. Two approaches were discussed, being a:

(a) Network Approach

The Network Approach uses drive time to the nearest facility as a key indicator in determining the need for a new facility; and

(b) Community of Interest Approach

The Community of Interest Approach looks at the community itself, regardless of what other hall or facilities are within close proximity.

These approaches were considered by Council in the assessment of the community facilities proposed for Whatawhata and Mercer. The preferred option in both cases was a Community of Interest Approach underpinned with a desire to recognise the close proximity of other Council facilities (Te Kowhai Hall to Whatawhata and Pokeno and Meremere Halls to Mercer) to avoid costly duplication of markets.

### **4.3 OTHER KEY RECOMMENDATIONS OF REPORT**

The report identifies a number of facilities that are at, or nearing, capacity. The feasibility report sets out a proposed process for establishing key considerations for the future of these communities.

- (a) Seek to form partnerships with local schools or community groups to accommodate demand within existing built facilities.
- (b) If a built solution is required seek to form a partnership with a school in the first instance.
- (c) Only after steps (a) and (b) have been explored should expansion/refurbishment of existing assets or new assets be considered.

## **5. HALLS (COMMUNITY SPACE) STRATEGY**

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### **5.1 PROPOSED HALLS STRATEGY**

One of the key outcomes of the Councillor Workshop held in May was agreement that a Waikato District Council Halls Strategy based on the findings of the feasibility study be completed. It was anticipated that the strategy would include provision for considering halls with low utilisation rates and steps for any future developments (eg halls management, investment etc).

### **5.2 FROM THEN TO NOW**

Following agreement in principle reached at the Workshop, Visitor Solutions were commissioned to help Council form its Halls (Community Space) Strategy. As part of this work, a number of workshops were offered to the community. These were split into workshops for Hall Committee Groups and then for Hall Users.

Topics for discussion included needs of hall users; what works well; identifying limitations that committees come up against; and what might happen in the future at community halls.

A number of the workshops were well attended with over 70% of Hall Committees represented at the respective events. Attendance from Hall User Groups was not as high with only minimal numbers attending all four workshops. Online surveys were also developed and User Groups were encouraged to utilise this feedback channel which resulted in a further 220 submissions being received.

### **5.3 NEXT STEPS**

Feedback from Hall Committees and User Groups closed on 10 September 2017. The information gathered will be collated and incorporated into a draft Halls (Community Space) Strategy for further consideration by Council. It is anticipated that this Draft Strategy will be available for the November meeting of the Infrastructure Committee.

## **6. CONSIDERATION**

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### **6.1 FINANCIAL**

The majority of Community Halls receive a targeted levy raised as part of the General Rate.

This Halls study is being funded by an operational project budget within the 2017/2018 financial year.

### **6.2 LEGAL**

Section 11A of the Local Government Act 2002 provides that the Local Authority must have particular regard to the contribution that recreational facilities and community amenities make to its communities.

### **6.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT**

It is likely that this work will result in Council adopting a Halls (Community Space) Strategy.

### **6.4 ASSESSMENT OF SIGNIFICANCE**

The purpose and scope of the Significance and Engagement Policy is to enable Council and its' Communities to identify the degree of significance attached to particular issues, proposals, decisions and activities. It is also to provide clarity about how and when communities can expect to be engaged in decisions made by Council. Further, it is intended to inform Council from the beginning of a decision making process about the extent, form and type of engagement required.

The Policy requires Council to take into account the degree of importance and determine the appropriate level of engagement, as assessed by the local authority, of the issue, proposal, decision or matter, in terms of the most likely impact on and, consequence for the district; any persons likely to be affected by it; and/or the capacity of the local authority to perform its role and the financial and other costs of doing so.

Clause 2 of the Policy requires an assessment of the degree of significance of the proposal, and the appropriate level of engagement to be considered in the early stages of the proposal and before decision making occurs, and if necessary to be reconsidered as a proposal develops.

Clause 3 requires consideration of the degree to which the issue has a financial impact on Council or the rating levels; or which will result in new or increased targeted rates; or decisions relating to capital expenditure in excess of 7.5% of operating expenditure which has not been provided for in the Long Term Plan.

Consultation has been undertaken with a number of key stakeholders including Hall Committees, User Groups, Councillors and Community Board members.

## **7. CONCLUSION**

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Council has the opportunity to develop an effective framework for the management of its Halls portfolio. The framework will incorporate existing stock and utilisation rates and provide a methodology for looking to the future and ensuring that tomorrow's assets are fit for purpose.

The community consultation step in this process is about to conclude which will allow an initial draft to be prepared by staff and presented to Councillors so that a robust and lasting strategy can be developed.

## **8. ATTACHMENTS**

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Waikato District Hall Feasibility & Associated Facilities Study



**VISITOR  
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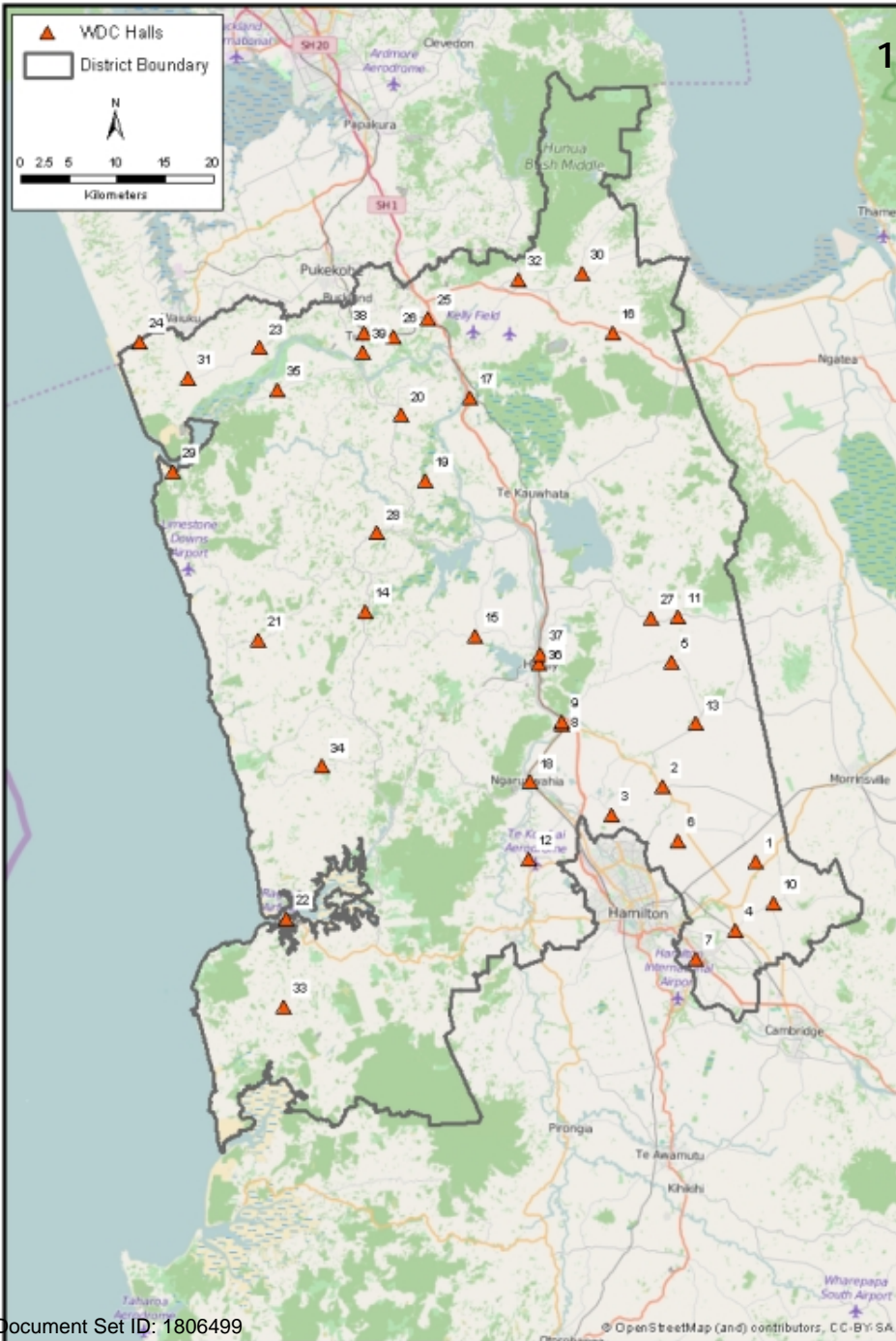
WE SOLVE THE NEEDS  
OF ORGANISATIONS THAT  
HAVE VISITORS

# Waikato District Hall Feasibility & Associated Facilities Study Updated Report Presentation (9<sup>th</sup> May 2017)

# Introduction

- Visitor Solutions undertook a feasibility study in 2016 about the WDC halls network to inform the Long Term Plan.
- There are currently 33 community halls and 6 WDC-run halls in the network
- This work included:
  - Understanding the demographic profile of the district
  - An online survey to ascertain user groups, types of activities undertaken in the halls, monthly hall bookings and visitation rates
  - A drive time analysis
  - A SWOT analysis
- Hall Committees that did not complete the survey in 2016 were provided the opportunity to do the survey again in early 2017 (4 additional responses)
- This presentation updates the findings of the report with these responses (with 4 new completed responses the overall response rate was 86% compared to 76% in the original report)





1	Eureka Hall
2	Gordonton Hall
3	Horsham Downs Hall
4	Matangi Hall
5	Orini Hall
6	Puketaha Hall
7	Tamahere Hall Community Centre
8	Taupiri Soldiers and Settlers Hall
9	Taupiri War Memorial Hall
10	Tauwhare War Memorial Hall
11	Te Hoe Hall
12	Te Kowhai Hall
13	Whitikahu Hall
14	Naike Hall
15	Ruawaro Central Districts Hall
16	Maramarua Hall
17	Meremere Hall
18	Ngaruawahia War Memorial Hall
19	Opuatia Hall
20	Pukekawa Hall
21	Waikaretu Hall
22	Raglan Town Hall
23	Aka Aka Hall
24	Kariotahi Hall
25	Pokeno Hall
26	Whangarata Community Hall
27	Ohinewai Hall
28	Glen Murray Community Hall
29	Port Waikato Hall
30	Mangatangi Hall
31	Otaua Hall
32	Mangatawhiri Hall
33	Te Mata Hall
34	Te Akau Hall
35	Te Kohanga Hall
36	Huntly Civic Centre
37	Huntly Memorial Hall
38	Tuakau Memorial Hall
39	Tuakau Domain Hall



# Demographic Profile

- Approx. 63,000 residing in the Waikato District
- Projected to grow by approx. 37,000 by 2043 (55%)
- Growth projected to be most heavily focused Tuakau & Pokeno (north) – 15,177 people or 200%
- Lower & more dispersed growth in the Hamilton Periphery – 7,660 people or 35%
- Localised growth in Huntly (2,326, 32%), Raglan (2,295, 80%), Te Kauwhata (2,057, 134%)

## **Relevance for Future Hall Provision**

- Potential for Pokeno Hall, Kariaotahi Hall, Aka Aka Hall, Whangarata Community Hall and Tuakau Memorial Hall to experience higher use
- Kariaotahi Hall & Aka Aka Hall currently both at capacity; Pokeno Hall has some capacity; Tuakau Memorial Hall has available capacity and Whangarata Community Hall underutilised



# Key Findings

- Most significant growth in the Waikato District between 2013-2043 is projected to occur in the Tuakau-Pokeno area with lower/dispersed growth in the Hamilton Periphery area
- 21 halls in the network have plenty of “available capacity”, two have “some capacity” and eight are currently “at capacity”.
- Te Kowhai Hall, Raglan Town Hall, Horsham Downs Hall, Ohinewai Hall and Tamahere Hall/Community Centre are the most sustainable halls in the current WDC network
- The least sustainable halls in the network are Ruawaro Central Districts Hall and Whangarata Community Hall



# Key Findings

- Based on a drive time analysis the WDC halls network is complete
- Halls that are well-used or have high sustainability need to know they are performing well and what their key strengths are
- Halls that are not so well used or have low sustainability ideally need to be aware of their limitations but also that there are options available to potentially improve their reach into the community
- The Port Waikato Community Hall is unique in the WDC halls network: it has been identified as facing significant erosion issues which is affecting some operations (e.g. future bookings or planning with regards to capital expenditure)



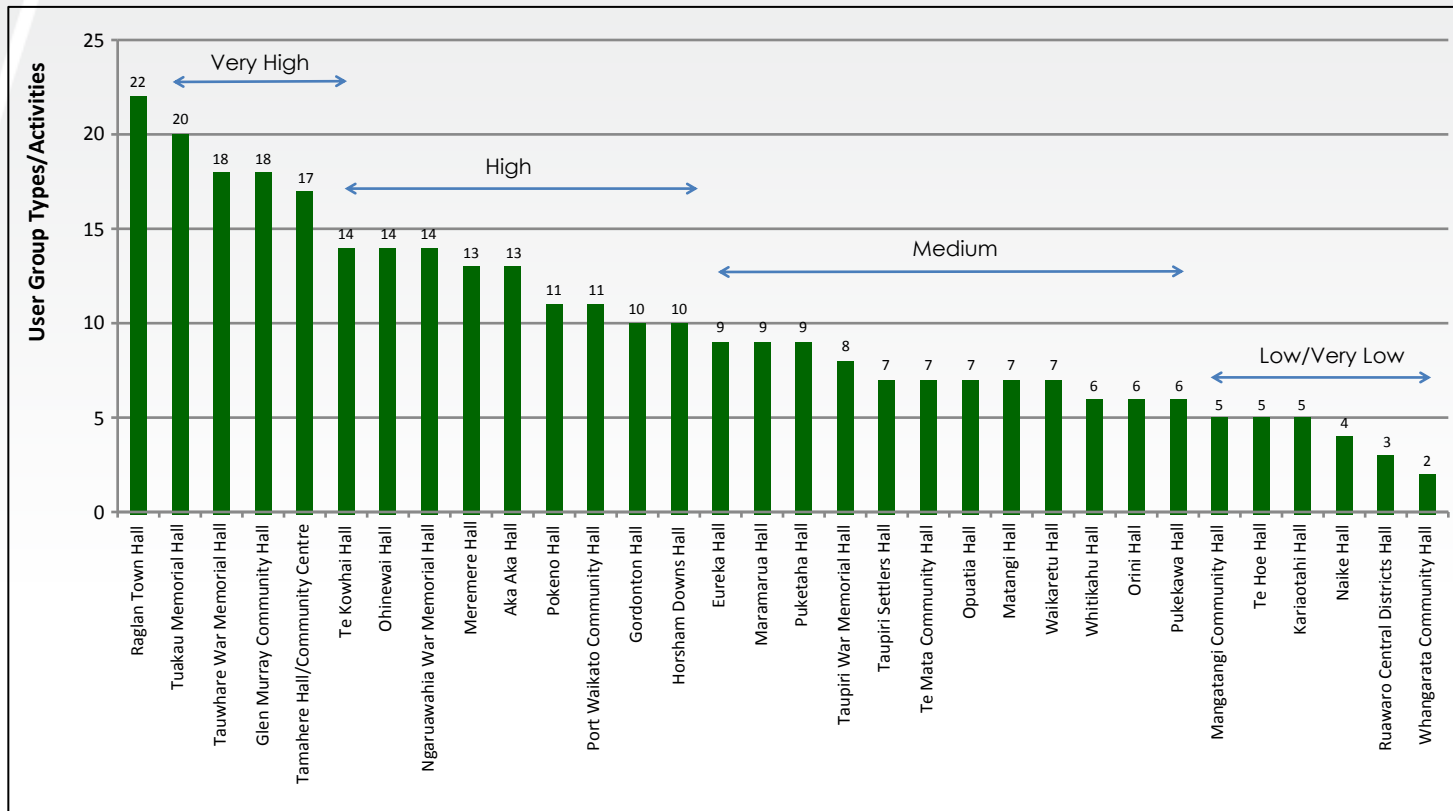
# Guiding Principles for Future Halls/Community Spaces Provision

- a) Seek to form partnerships with local schools or community groups to accommodate demand within existing built facilities
- b) If a built situation is required, to form a partnership with a school in the first instance
- c) Only after steps a) and b) above are explored should expansion/refurbishment of existing assets or new assets be explored



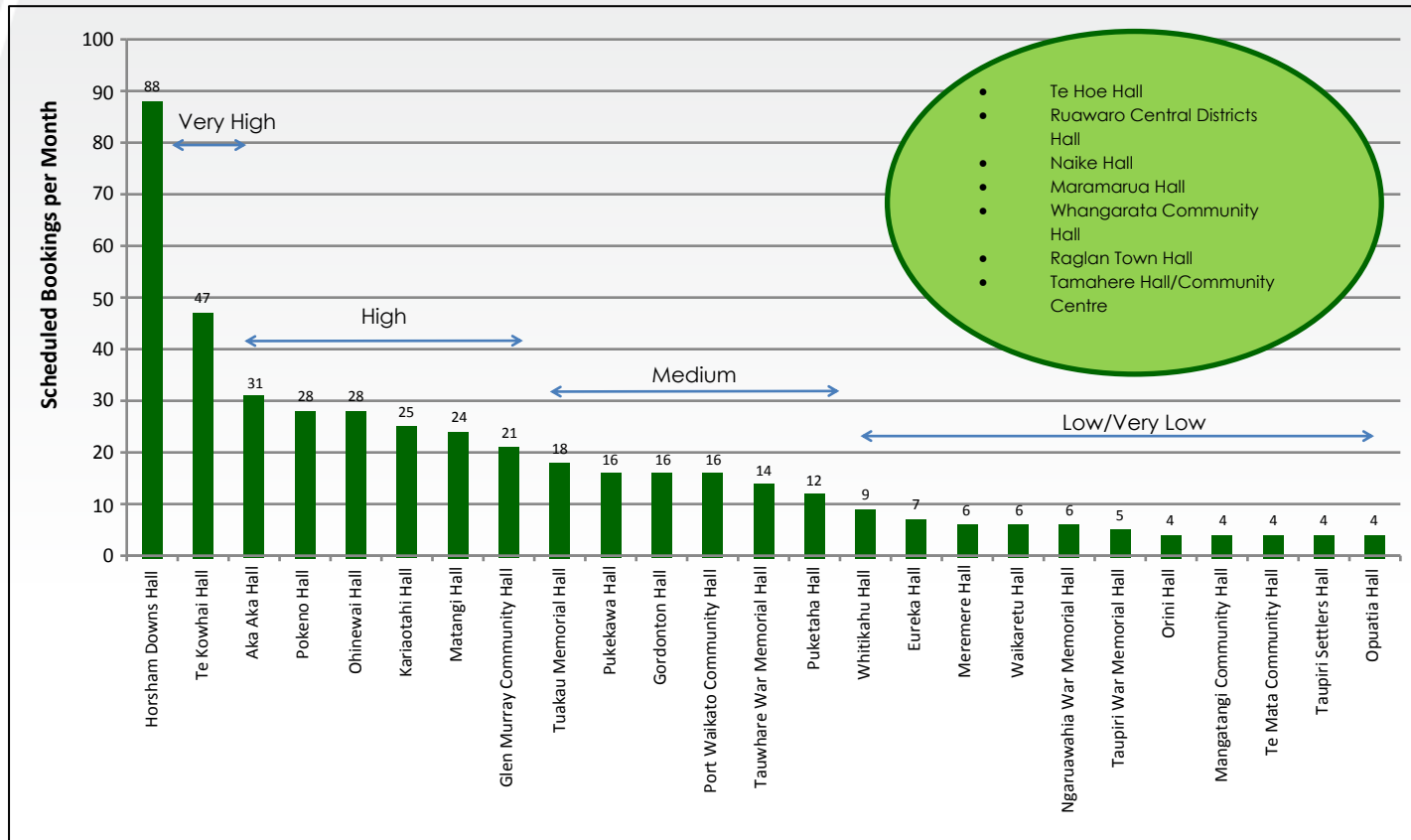
# Hall Facilities Inventory Assessment

Number of Different User Group Types / Activities



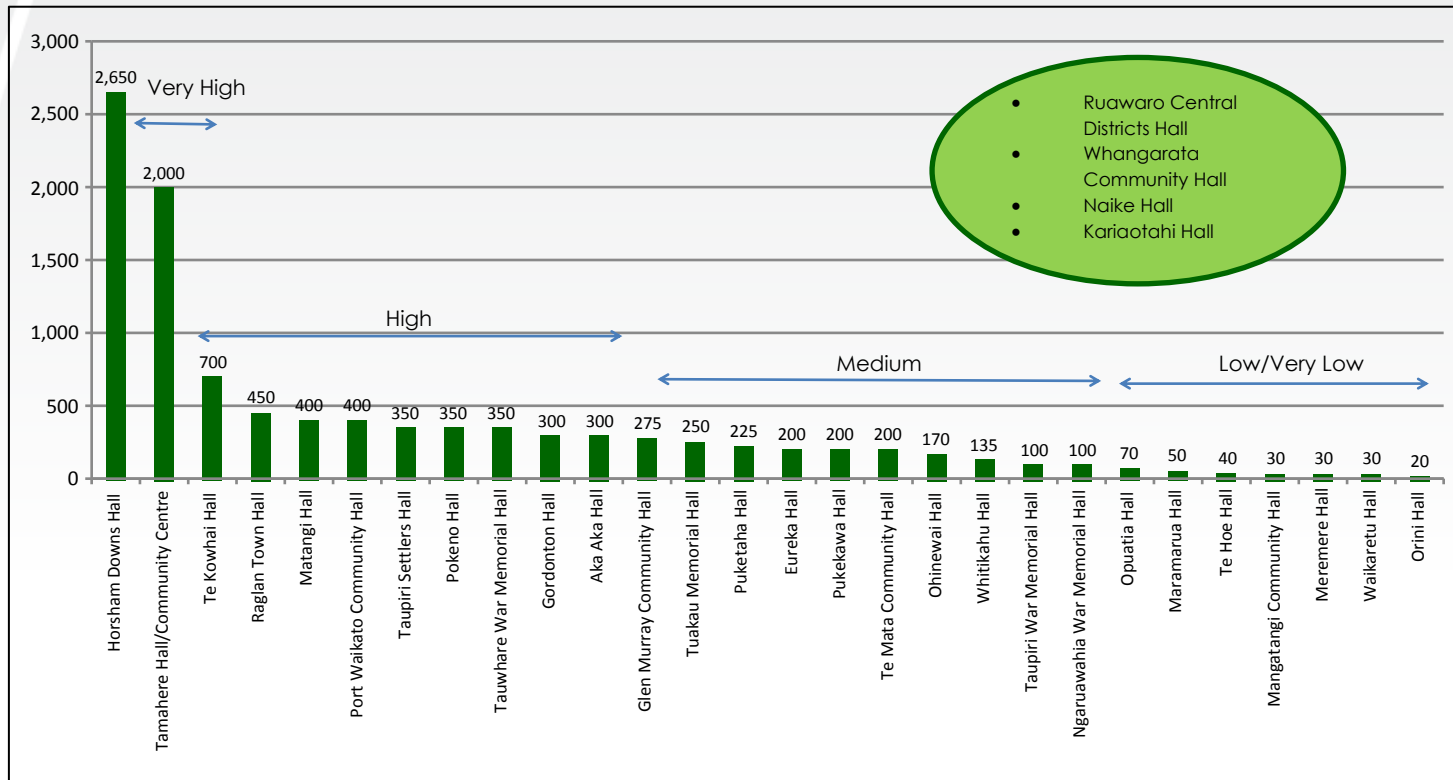
# Hall Facilities Inventory Assessment

Scheduled Hall Bookings per Average Month



# Hall Facilities Inventory Assessment

Estimated Hall Monthly Visitation Rates

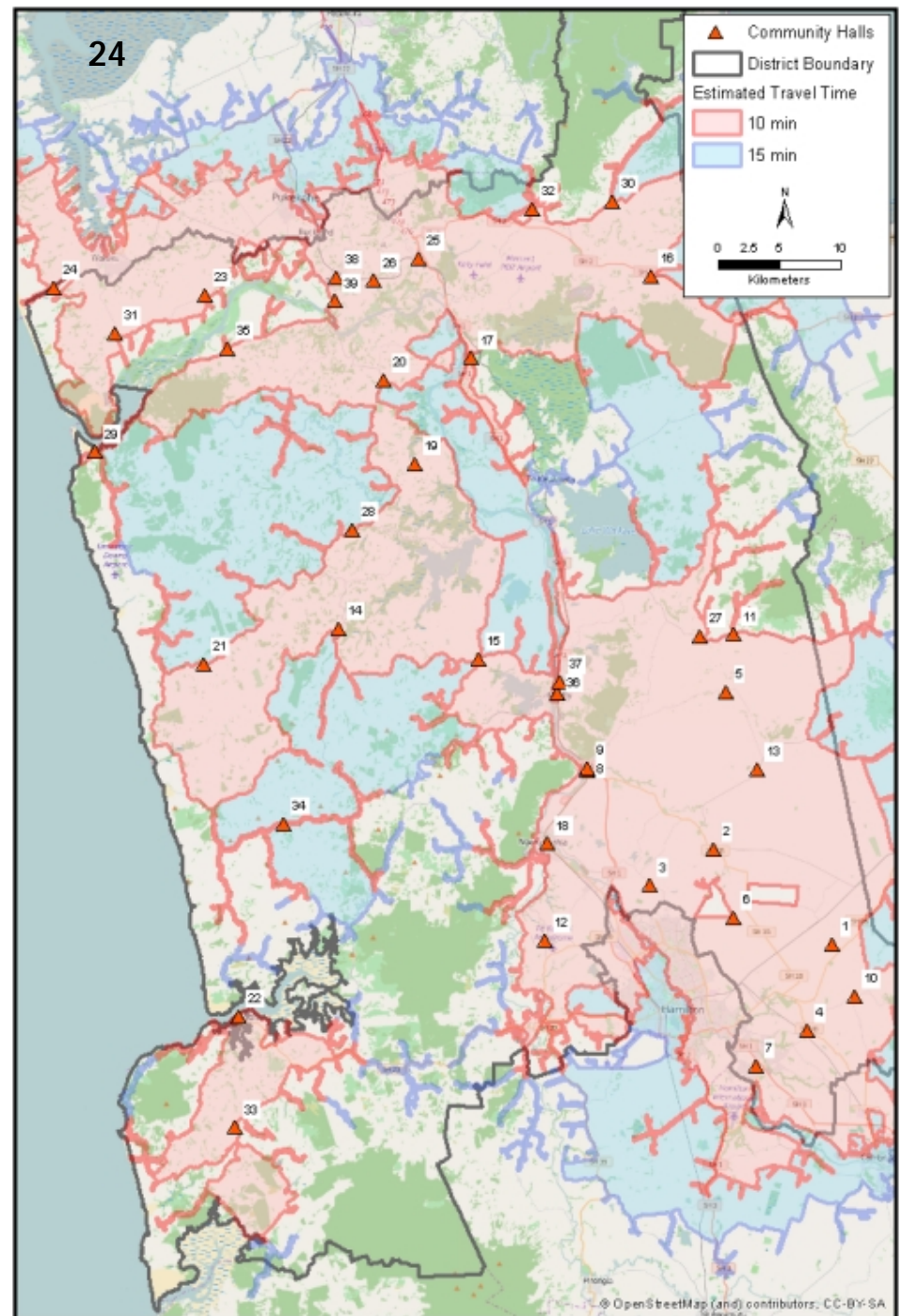


- Ruawaro Central Districts Hall
- Whangarata Community Hall
- Naike Hall
- Kariotahi Hall



# Drive Time Analysis

- All halls are within a 10-15 minute drive time of each other
- Evident gap: Te Kauwhata does not have a community or Council-run hall – but has the Lions' RSA Hall





# Key Recommendations

- Previous recommendations made regarding Mercer and Whatawhata have been workshopped with the Project Steering Team and also presented to WDC Councillors
  - They are now underway via work being undertaken by the Project Delivery team
- All hall facilities should ultimately be monitored: if after approximately 2 years limited improvements in utilisation have occurred at low utilisation halls, consideration should be given to rationalisation or more direct management/Committee assistance provided
- Council to consider informal coffee sessions with Hall Committees or their representatives on a quarterly basis to discuss a range of issues (e.g. promotion of halls, monthly visitation, capacity concerns, community partnerships, etc.)
- Enhancing the community halls portal on the WDC website (note: this has already been undertaken)
- When appropriate undertake a needs assessment and feasibility study for a hall in the Port Waikato community



# Next Steps

- WDC to adopt recommendations from the updated report
- Disseminate a tips and best practice document to help underutilised halls (concise 1-page)
- Develop a process of engagement with Hall Committees (and their representatives)
- Design and implement a system for monitoring utilisation of all the halls
- Review issues pertaining to Port Waikato Community Hall and whether to earmark a future needs assessment and feasibility study for a hall in the local community
- Design and implement a WDC Halls Strategy based on the Halls feasibility study that includes rationalisation for low utilisation halls and steps for any appropriate future developments (e.g. halls management, investment, etc.)
  - The Strategy would ideally be adopted in June 2017



# Questions? If required,

Provide indicative costs for the recommended improvements



**VISITOR  
SOLUTIONS**

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### **Open Meeting**

<b>To</b>	Infrastructure Committee
<b>From</b>	Tim Harty General Manager Service Delivery
<b>Date</b>	18 September 2017
<b>Prepared by</b>	Amanda Hampton Parks & Facilities Manager
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	INF2017
<b>Report Title</b>	Coalfields Museum Update

## **I. EXECUTIVE SUMMARY**

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The Coalfields Museum Committee (“Coalfields”) has resolved to no longer continue to build the proposed new Coalfields Museum facility at Lake Puketirini and has expressed a desire to occupy the Huntly Civic Centre as a long term tenant.

This creates a number of issues that Council will need to consider, including the future ownership and responsibility for the old Huntly Rail Station; the proposed use of the Huntly Civic Centre; and the appropriate use of funding from the sale of the former Harlock Place site.

In order to present its case to Council, preliminary work has been completed by Coalfields on a draft business case. The business case would provide a platform from which Council could then consider its options and its level of support for the future of the Coalfields Museum.

It is the recommendation of this report that limited funds, currently held by Council from the sale of Harlock Place, be released to Coalfields in order to fund the creation of an independent business case taking into account work completed by Coalfields to date.

## **2. RECOMMENDATION**

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

**AND THAT** Council supports, subject to Council procurement processes being met, sufficient funding be released from the sale proceeds held from the former Harlock Place site for use by Coalfields for the purpose of completing an independent business case to establish the future direction for the operation and accommodation of the Coalfields Museum;

**AND FURTHER THAT**, the finalised business case be presented to Council as soon as practicable, to allow support, or otherwise, of the business case.

### **3. BACKGROUND**

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The Huntly Mining and Cultural Museum Society opened to the public in November 1980 at Harlock Place, Huntly. A number of changes occurred over the years which eventually saw the Museum Society relocate a building (the old Huntly Rail Station) to Lake Puketirini to become a future museum facility which would be known as the Waikato Coalfields Museum/Te Waro (“Coalfields”).

The proceeds from the sale of the original site at Harlock Place were earmarked to go toward funding the museum in its new location.

A Deed of Lease was entered in 2013 that gave Coalfields an initial term of 5 years with the right to renew the lease for a further 2 terms of 5 years each for occupation of the land at Lake Puketirini. The lease provided that the renewals would only become available if construction was commenced within 18 months of the commencement – being December 2013. A number of variations have been granted over the years to allow for extra time to progress the build.

The proposed new facility remains unfinished to date and the lease condition unfulfilled.

### **4. CURRENT POSITION**

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#### **4.1.1 Coalfields Position**

Coalfields held a Special Meeting in 2017 to inform its members and the public of a change in direction and of its desire to no longer construct a facility at Lake Puketirini but instead to develop the Huntly Civic Centre into a Museum.

The current Museum Committee have stated that they believe the plans to continue to develop a new museum at Lake Puketirini were ill-advised without appropriate financial backing in place. Further, they believe that the required backing is unlikely to be obtained in the current economic climate; which has played out in the lack of support by major funders.

#### **4.1.2 Council Position**

Council’s current position on this matter was outlined in its resolution dated 16 March 2016 (attached). Further work and changes to the Museum Board has occurred since that time. Staff will report back to Council in due course with recommendations once the final business case has been completed.

### **5. ISSUES FOR CONSIDERATION**

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The recent decision made by Coalfields represents a significant change in direction and there are a number of consequential factors that Council will need to take into account. These include:

- (a) Future Ownership of the Old Huntly Rail Station
  - The lease of land at Lake Puketirini was based wholly on the proviso that the construction of a purpose built museum would be underway within 18 months from commencement. This condition remains unmet and the recent decision by Coalfields will in effect terminate the existing lease agreement.

- Representatives of Coalfields have advised that a decision has been made to vest the building in Council ownership. This raises a number of issues that will require further investigation; such as do Council want the building; what monies will be required to bring it up to an acceptable standard (and who pays); what would its future use be?
- Should Council choose not to accept ownership of the building, Coalfields would remain responsible for its removal as well as making good the site.

(b) Proposed Use of the Huntly Civic Centre

As part of its change in direction, Coalfields has indicated a desire to extend and formalise its occupation of the Huntly Civic Centre. This raises a number of issues for Council including:

- Council is currently in the process of considering the future use of community facilities in Huntly through the Huntly Memorial Hall project. Providing a long term lease of a strategic facility may pre-empt any recommendations or findings coming out of that study.
- The Huntly Civic Centre is held as General Land and as such provides Council with the opportunity to maximise a potential commercial return for the site. This option should be investigated prior to providing a long-term peppercorn community lease.
- The Huntly Civic Centre is funded through the Huntly Halls Targeted Rate Reserve which funds both the Huntly Memorial Hall and the Civic Centre. The targeted rate is collected for Community Facilities in Huntly and Council would need to consider the appropriateness of collecting the rate should the facility no longer be available for community use (note that this also applies to the commercial position stated above).

(c) Funding Considerations

- In 2008 Coalfields received an advance of \$45,897 in anticipation of funds to be generated from the sale of the Harlock Place site. The advance was intended for the relocation of the old Huntly Rail Station building to the Lake Puketirini site. The advance was repaid through the Harlock Place sale at the end of 2016.
- The proceeds gained from the sale of Harlock Place amounted to \$467,703.59. Allowing for the deduction of the advance (plus a further additional moving cost of \$6,308.02), a balance of \$415,516.57 is held by Council. It had previously been resolved that the nett proceeds balance was to be released to Coalfields only upon acceptance of a formal business case in relation to the proposal to construct a new facility at Lake Puketirini.

## 6. NEXT STEPS

---

Coalfields are committed to protecting the heritage and associated social history of the Waikato Coalfields. They have signalled a desire to work alongside Council in an attempt to find a solution to their change in direction which will be appropriate for both parties.

Council Staff consider that in order for Council to consider this matter with all relevant information, an independent business case will be required. Coalfields have already completed an initial draft business case but will require funding assistance to work with a

professional resource to provide information on, for example, the current state of the old Huntly Rail Station and associated costs; costs associated with their proposed use of the Huntly Civic Centre; projected visitor numbers etc.

## **7. CONSIDERATION**

---

### **7.1 FINANCIAL**

The Huntly Civic Centre is the beneficiary of a targeted rate levy as part of the General Rate. As part of any future request from Coalfields to lease the building, Council will need to consider the implications of a peppercorn community lease (\$10 per annum) on a building that receives a targeted rate.

The funds from the sale of Harlock Place were earmarked for the museum build at Puketirini.

### **7.2 LEGAL**

A Licence to Occupy was prepared for Coalfields in 2016. The Licence remains unsigned to date but provides for a 4-year term terminating 27 October 2020 with no further rights of renewal. Council has the right to terminate the Licence on 3 months-notice.

Coalfields have relinquished the ground lease at the Puketirini site.

### **7.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT**

In April 2014, Council adopted a Heritage Policy which aims to protect, promote and manage the heritage (including buildings and trees) of the District, and advocates that Council lead by example.

### **7.4 ASSESSMENT OF SIGNIFICANCE**

The purpose and scope of the Significance and Engagement Policy is to enable Council and its' Communities to identify the degree of significance attached to particular issues, proposals, decisions and activities. It is also to provide clarity about how and when communities can expect to be engaged in decisions made by Council. Further, it is intended to inform Council from the beginning of a decision making process about the extent, form and type of engagement required.

## **8. CONCLUSION**

---

The Coalfields Museum Committee remains committed to working with Council to determine the most appropriate location for the Coalfields Museum. Before a future location can be confirmed, an independent business case is required to test the core assumptions being made by Coalfields.

## **9. ATTACHMENTS**

---

- WDC Resolution – 16 March 2016

**COUNCIL 14 MARCH 2015  
ACTION SHEET**

**PUBLIC EXCLUDED**

---

To Chief Executive  
General Manager Customer Support – Sue Duignan  
General Manager Service Delivery – Tim Harty  
General Manager Strategy & Support – Tony Whittaker  
File

From LM Wainwright - Committee Secretary Date 16 March 2016

**WDCI603/13 REPORTS**

WDCI603/13/1 Waikato Coalfields Museum  
Agenda Item 5.1 PEX

The Parks & Facilities Manager gave a verbal report and answered questions of Council.

Cr Lynch agreed to withdraw from the meeting [3.17pm] prior to discussion and voting on this item.

**Resolved: (Crs Hayes/Baddeley)**

**THAT the report of the General Manager Service Delivery – Waikato Coalfields Museum Business Plan - be received;**

**AND THAT proceeds from the sale of Harlock Place property are credited to the Property Proceeds Reserve (8329);**

**AND FURTHER THAT subject to a satisfactory detailed investigation and business case/feasibility study the proceeds of sale less costs and previous advance are dedicated toward achievement of a district archiving facility and museum complex at Puketirini as a partnership between Council and the Waikato Coalfields Museum Board;**

**AND FURTHER THAT funding for the business case/feasibility study be taken from the Aspirational Projects feasibility studies budget (2M121000);**

**AND FURTHER THAT the recommendation be released into open meeting but the report remain confidential and unavailable to the public.**

**CARRIED on the voices**



### **Open Meeting**

<b>To</b>	Infrastructure Committee
<b>From</b>	Tim Harty General Manager Service Delivery
<b>Date</b>	18 September 2017
<b>Prepared by</b>	Karl Pavlovich Acting Waters Manager
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	INF2017
<b>Report Title</b>	Wastewater Overflow Continual Improvement Programme (CIP) - Update

## **I. EXECUTIVE SUMMARY**

---

The Continuous Improvement Project (CIP) continues to make progress delivering key projects identified in the November 2016 Review Report as well as the subsequent 2017 District-Wide Wastewater Overflow Improvement Plan. An update on the status of these projects is presented within this report.

Staff continue to proactively manage the network to reduce overflows to the environment. This progress has been the result of significant reactive intervention in the management of Council's wastewater networks, this current level of intervention is not sustainable in the long term. Through implementation of the CIP, Council continues to improve towards the level of service proposed in the 2017/18 Annual Plan while also transitioning from a reactive to a proactive network management model.

## **2. RECOMMENDATION**

---

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

## **3. BACKGROUND**

---

In December 2016 Council approved \$1.7 million of additional funding to be allocated to CIP projects, in part, related to collecting data to support the Annual Plan process. Funding was also targeted at one-off works to support a reduction in wastewater overflows.

In summary, these projects were:

- Purchase of Additional Generators
- SCADA Telemetry Capital Improvements
- Separation of Water and Wastewater Operations
- Condition assessment work (Including network cleaning)

- Development of District-Wide Wastewater Overflow Improvement Plan
- A Public Education Process.

The findings from these activities supported consultation for the 2017/18 Annual Plan, which provided the mandate for implementation of the District-Wide Wastewater Continuous Improvement Plan.

This report provides an overview of progress of the 2016/17 works and an update on the 2017/18 works that are currently underway.

## **4. DISCUSSION**

---

### **4.1 2016/17 WORK PROGRAMME UPDATE**

#### **4.1.1 PURCHASE OF ADDITIONAL GENERATORS**

Initially a service level agreement for the provision of emergency generators on a 24/7 basis was investigated following advice from the CIP Governance Group that this may provide the best option for Council. Following market testing this option was deemed not to be cost effective. A new approach was developed whereby Council purchased generators and developed a process for deploying, when needed.

A permanent generator is to be located at Greenslade Road Pump Station (currently a portable generator is onsite), and resource consent is in the process of being applied for. In addition to the Greenslade Road generator, a mobile generator (with an associated trailer) has been purchased and will be located for deployment district-wide from Ngaruawahia.

A second generator is in the process of being purchased and is likely to be located in Raglan adjacent to the Wastewater treatment plant.

#### **4.1.2 SCADA TELEMETRY CAPITAL IMPROVEMENTS**

Initial studies were carried out to provide a detailed full SCADA implementation plan, with associated priorities and costs. The implementation plan helped staff refine the cost estimate of the SCADA upgrade at \$6.1M (including a 20% contingency), which compares favourably with the estimate made in the December 2016 report of \$8.8M. The implementation plan also confirmed the development of a Microwave link to Raglan and the deployment of digital radios and repeaters for Raglan as high priority items. Prices for these items have been sought from the market and the project is underway.

#### **4.1.3 PROCESS AND PROCEDURES UPDATE**

Staff have undertaken an internal project to improve the level of documentation and accuracy of all policies and procedures existing within the Waters business. To date, 77 operational policies and procedures have been developed or updated and are currently in use. The intent is that the effectiveness of the policies will be assessed six monthly and the need for updates determined.

#### **4.1.4 CONDITION ASSESSMENT WORK (INCLUDING NETWORK CLEANING)**

The 2016/17 wastewater network cleaning and associated condition assessment work has been completed and just over 43kms (16%) of the wastewater network, in areas which have been prone to blockage and historical overflow, has been completed. A summary of

cleaning/condition assessment completed by township is presented in attachment I, Tables 2-4.

This information supports a conclusion that much of the network falls within the national industry average of 20-25% condition grade 5. The worst graded networks are Huntly and Meremere with 51% and 80% of the network being assessed as condition 5 respectively. This assessment is based on a limited data set and needs to be confirmed though further investigations.

External condition assessment of wastewater asbestos cement rising mains located within the estuary environment in Raglan has recently been received. This has indicated that these critical mains are in poor condition and further work is needed.

#### **4.1.5 DEVELOPMENT OF DISTRICT-WIDE WASTEWATER OVERFLOW IMPROVEMENT PLAN**

An interim district Wastewater Overflow Improvement plan, which was completed in mid-June, provided more detail on the issues within the individual township and an implementation plan for the expenditure of \$50M over the next ten years to achieve Council's adopted target of one overflow per 1,000 connections into sensitive receiving environments (waterways) and three overflows per 1,000 connections in all other areas.

This interim plan did not include the condition assessment results from Huntly and Meremere and those results may significantly change the plan recommendations. The next revision of the plan, currently in development and being linked with the Activity Management Plan work is currently underway.

#### **4.2 2017/18 CONTINUOUS IMPROVEMENT PLAN AND PROGRESS**

The planned work for 2017/18 is presented below along with the status of each project. The 2017/18 works build upon the improvements delivered in 2016/17.

##### **4.2.1 ADDITIONAL CONDITION ASSESSMENT WORK (INCLUDING NETWORK CLEANING) (\$500,000)**

A tender has been issued to the market to undertake a further 38kms of cleaning and condition assessments. This work is concentrated in parts of the network which are adjacent to receiving waters. The breakdown of the investigations by township is presented in attachment 2, Table 5. The work will commence in October and be completed by May 2018.

##### **4.2.2 SCADA IMPLEMENTATION (\$1.36M)**

A procurement plan is in the process of being developed and will support a report due to go to the Strategy & Finance Committee for approval in appointing a sole supplier. This will be to implement the first part of the SCADA plan, which will include the Raglan Microwave link, new digital radios and RTUs for both Raglan and Huntly.

##### **4.2.3 PUBLIC EDUCATION PROCESS (\$100,000)**

A communication plan is being updated to reflect a programme of activities and costs. Meetings with the Community Board and Committee are scheduled between the 2nd October and 13<sup>th</sup> October.

#### 4.2.4 ADDITIONAL GENERATORS (\$25,000)

As discussed in 4.1.1, a further generator to be purchased is likely to be located at Raglan Wastewater Plant. This, in conjunction with the development of a generator deployment plan, will allow Council to better provide emergency generation to the Raglan wastewater network, minimising the risk of wastewater overflows as a result of power outages.

#### 4.2.5 WASTEWATER PLAN UPDATE (\$100,000)

The interim wastewater plan is currently being updated to align it with the activity management plans to feed into the LTP. The plan will be further updated in May and June to consider findings from the CCTV and Cleaning work and the conclusions from the LTP consultation process.

#### 4.2.6 OVERFLOW RESOURCE CONSENTS (\$200,000)

A project plan is being developed to secure resource consents for the individual networks and will be aligned with resource consent application for the Wastewater treatment plants.

#### 4.2.7 WATER AND WASTEWATER SEPARATION (\$193,000)

Work is progressing in this space.

### 4.3 SUMMARY OF YEAR-ON-YEAR NETWORK PERFORMANCE

Table I presents the total number of dry weather overflows for each financial year, dating back to the 2011/12 year and including 2017/18 year to date. The data is expressed as both absolute dry weather overflows and the number of dry weather overflows per 1000 wastewater connections. Data was unavailable for the number of dry weather overflows into sensitive receiving environments, as set through the 2017/18 Annual Plan.

A clear trend is present leading up to the implementation of the CIP (2016/17), with both the absolute number of dry weather overflows and dry weather overflows per 1000 connections increasing from 2011/12 till 2015/16. An immediate reduction in dry weather overflows has been observed since the implementation of the CIP. These improvements are the result in an increased level of intervention into the network and represent an increase in reactive management of this network. This current level of intervention is not considered sustainable in the long term. Through implementation of the CIP, Council will continue to improve towards the level of service set in the 2017/18 Annual Plan while also transitioning from a reactive to a proactive network management model.

Financial Year	Number of wastewater overflows	Number of wastewater overflows per 1000 connections
17/18	0	0
16/17	20	1.8
15/16	59	6.2
14/15	44	4.8
13/14	39	4.5
12/13	30	3.5
11/12	27	3.2

Table I - Comparison of dry weather wastewater overflows.

## **5. CONSIDERATION**

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### **5.1 FINANCIAL**

The projects in the 2017/18 financial year are funded through budget secured in the 2017/18 Annual Plan. Funding for future CIP projects will be addressed in the 2018-2028 LTP.

### **5.2 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT**

The 2017/18 Annual Plan set a new level of service for Council's wastewater network; a maximum of one dry weather overflow per 1000 wastewater connections per year into a sensitive receiving environment (a waterway) and a maximum of three dry weather overflows per 1000 wastewater connections per year from the remainder of the network.

The 2017/18 Annual Plan levels of service are to be adopted in the 2018-2028 LTP.

The CIP has been developed to achieve these targets.

## **6. CONCLUSION**

---

The CIP project team continues to make progress in implementing of identified project and are currently on target to deliver the project outcomes by the end of the 2017/18 financial year.

## **7. ATTACHMENTS**

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2016/17 Condition Assessment Work, Supplementary Tables

**2016 /17 CONDITION ASSESSMENT WORK, SUPPLEMENTARY TABLES**

Township	Kilometres surveyed
Huntly	14.2
Raglan	17.1
CD	8.7
Tuakau	2.2
Te Kauwhata	0.4
Meremere	0.7
<b>TOTAL</b>	<b>4.3</b>

Table 2- Length of network, by township, cleaned and assessed in the 2016/17 year.

Township	Percentage of network scored as; Grade 4 & 5
Huntly	67%
Raglan	22%
CD	26%
Tuakau	45%
Te Kauwhata	24%
Meremere	85%
WDC Average	40%

Table 3 – Percentage of network assessed as grade 4 or 5 against New Zealand Pipe Inspection Manual standards.

Township	Percentage of network scored as grade 5
Huntly	51%
Raglan	9%
CD	11%
Tuakau	28%
Te Kauwhata	3%
Meremere	80%
WDC	25%
New Zealand industry average	20-25%

Table 4 - Percentage of network assessed as 5 against New Zealand Pipe Inspection Manual standards.

**2017 /18 CONDITION ASSESSMENT WORK, SUPPLEMENTARY TABLE**

Township	
Huntly	40%
Central District	13%
Raglan	17%
Tuakau	27%
Remaining Townships	4%

Table 5 - Percentage of wastewater network to be inspected in the 2017/18 year.

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### Open Meeting

<b>To</b>	Infrastructure Committee
<b>From</b>	Tim Harty General Manager Service Delivery
<b>Date</b>	16 September 2017
<b>Prepared by</b>	Amanda Hampton Parks & Facilities Manager
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	INF2017
<b>Report Title</b>	Additional Funding Support – Sport Waikato

## I. EXECUTIVE SUMMARY

---

The gap in funding for Sport Waikato to provide services to the community in the North has been discussed by Council on a number of occasions and is well established.

Sport Waikato has recently been working with its Partners to find a solution to the funding shortfall to enable the establishment of a part time role based in Tuakau. The outcome of this work has seen Sport Waikato secure the vast majority of funding required for the proposed position.

A funding top-up of \$15,000 to provide this service will continue to be required from Council. Subsequent discussions with Sport Waikato have confirmed that in the 2017/2018 financial year, this can be offset against office accommodation (in Council's Tuakau Office) and the use of a Pool Vehicle (to include dual purpose logos).

## 2. RECOMMENDATION

---

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

**AND THAT Councillors agree to support Sport Waikato in the provision of a part-time resource in the North with agreed funding of \$15,000 for the 2017/2018 financial year to be offset against the provision of office space in the Tuakau Office as well as the use of a Waikato District Council Pool Vehicle;**

**AND FURTHER THAT Councillors consider what other funding will be available for future years in the Long Term Plan process.**

## 3. BACKGROUND

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In early 2016, a project team was established to oversee the development of a plan to grow participation in sport, recreation, and physical activity for the Waikato District. The team included members of staff from Waikato District Council and Sport Waikato.

The plan supports Council's vision "to be a recognised leader in creating a district that prides itself on economic excellence, local participation and sustainable communities". This sits alongside the Moving Waikato 2025 vision to be "a healthy, vibrant, physically active and successful sporting region" and Sport Waikato's "everyone out there and active" campaign.

At its August meeting, the Infrastructure Committee received an update from Sport Waikato outlining the research and data analysis that has been compiled in the development of the plan. A trend which continues to appear in these studies, and which is well known to Councillors, is the current gap in service available for communities in the North.

This part of the District has become increasingly difficult for Sport Waikato to manage both in terms of the provision of services by the District Coordinator and their ability to reach the area. An example of this is seen with the problems created by different boundaries for the Waikato DHB resulting in Sport Waikato being unable to provide the project "Energise" in local Primary and Intermediate schools.

In an effort to bridge the growing gap in the North, Sport Waikato has continued to investigate alternative funding options. A verbal offer was made at the August Infrastructure Committee and subsequent discussions have been held between Council staff and Sport Waikato. A proposal for an enhanced service model in the North is outlined below.

#### **4. ALTERNATIVE FUNDING OPTION FOR A NORTHERN COORDINATOR**

---

##### **4.1 FUNDING REQUIREMENTS**

Council currently provides Sport Waikato with an annual grant of \$78,381.00 for the provision of a coordinator for the Waikato District. It has been established that to provide an increased level of service in the North an additional coordinator role will be required. Initially it is envisaged that this role will be 0.5 of an FTE.

Sport Waikato has been working with its partners in an attempt to secure funding to support delivery of its programme in the North. They have been successful in obtaining funds from Sport NZ to the value of \$12,300 per annum and are in the process of developing a partnership with Youthtown. Sport Waikato aim to secure \$40,000 per annum from this funding source and Youthtown itself intends on establishing 1 FTE in the area to support schools.

##### **4.2 PROPOSED FUNDING FROM WAIKATO DISTRICT COUNCIL**

In order for Sport Waikato to provide the proposed part-time position, Council will need to contribute \$15,000 for Year 1. Due to timing and budget implications, an alternative way of meeting this funding requirement has been investigated with Sport Waikato.

The following funding model has been proposed:

Year 1	Council contribute funding of \$15,000 to be offset by Council providing accommodation in its Tuakau Office as well as the use of a Pool Vehicle (to include dual purpose logos).
Year 2, 3, & 4	Council support increase to \$30,000 per annum.



Year 5 Council fully fund a full time position in the North. This will be dependent upon successful delivery of jointly planned objectives in the area as well as growth of the District.

## **5. CONSIDERATION**

---

### **5.1 FINANCIAL**

As described in the report, funding required for Year 1 will be offset against:

- (a) The provision of accommodation in the Tuakau office.
- (b) The utilisation of a Pool Vehicle based in Tuakau. Pool vehicle utilisation rates will be investigated to determine the most appropriate way of providing a vehicle to support the part time role. Initial sign-writing will be required to facilitate the dual branding approach.

### **5.2 LEGAL**

All employment related issues will remain with Sport Waikato as the employer. Council's obligation will be restricted to the provision of funding.

### **5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT**

The proposal to create a part time position in Tuakau supports Council's vision "to be a recognised leader in creating a district that prides itself on economic excellence, local participation and sustainable communities". It also aligns to the strategic partnership that has been developed between Council and Sport Waikato.

### **5.4 ASSESSMENT OF SIGNIFICANCE**

The purpose and scope of the Significance & Engagement Policy is to enable Council and its' Communities to identify the degree of significance attached to particular issues, proposals, decisions and activities. It is also to provide clarity about how and when communities can expect to be engaged in decisions made by Council. Further, it is intended to inform Council from the beginning of a decision-making process about the extent, form and type of engagement required.

Engagement for the provision of a resource in the North in future years will be managed through consultation undertaken in conjunction with Council's Long Term Plan.

## **6. CONCLUSION**

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Both Waikato District Council and Sport Waikato recognise a significant gap in the provision of key services for the District's Northern community. The funding options proposed in this report provide Council with the opportunity to begin to bridge that gap in Year 1 and provide options for future years where increased funding will, more than likely, be required.

## **7. ATTACHMENTS**

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N/A

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### **Open Meeting**

<b>To</b>	Infrastructure Committee
<b>From</b>	Tim Harty General Manager
<b>Date</b>	8 September 2017
<b>Prepared by</b>	KC Bredesen Business Support Team Leader/PA
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	Inf 2017 (26/09/2017)
<b>Report Title</b>	Waikato Expressway Update: Presentation by New Zealand Transport Agency

### **1. EXECUTIVE SUMMARY**

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This report is to advise the Committee that representatives from the New Zealand Transport Agency will be in attendance at the meeting to provide an update on the Waikato Expressway.

### **2. RECOMMENDATION**

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

### **3. ATTACHMENTS**

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N/A

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**Open Meeting**

<b>To</b>	Infrastructure Committee
<b>From</b>	Tim Harty General Manager Service Delivery
<b>Date</b>	14 September 2017
<b>Prepared by</b>	Chris Clarke Roading Manager
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	INF2017 (26/09/2017)
<b>Report Title</b>	Waikato District Alliance – Annual Report

## **1. EXECUTIVE SUMMARY**

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Attached is a copy of the Waikato District Alliance's (WDA) annual report for the Committee's information. Doug Carrasco (Waikato District Alliance Manager) and Craig West (Downer Network Management and Civil Construction Manager) will be in attendance. Doug Carrasco will be presenting the annual report.

## **2. RECOMMENDATION**

---

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

## **3. ATTACHMENTS**

---

WDA Annual Report



# WAIKATO DISTRICT ALLIANCE ANNUAL REPORT

FY 2016-17

*It's our job*

---

Photograph by Dave Taylor

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# WAIKATO DISTRICT ALLIANCE

## Executive Summary

The Alliance Leadership Team (ALT) is pleased to present the second Waikato District Alliance (WDA) Annual Report.

This report covers the period 1 July 2016 to 30 June 2017 and is the first year that the Alliance has been measured against the Performance Framework. This report therefore presents how we performed against the measures in the Framework rather than the Key Performance Indicators (KPI) we reported last year.

A summary of our KPI performance can be found in Appendix 1. We are pleased to report that 23 KPI measures were achieved and 7 were substantially achieved. No measures were unachieved.

The Alliance has continued to make steady progress this year despite significant challenges. In year one our focus was on understanding our assets and bringing the network up to the required standard. This year we have attuned our focus to improve how we address the needs of the network and our customers. We have, for example, obtained accurate network data from another High Speed Survey, which has informed our Forward Works Programme and also increased the amount of grading (+32%) we completed largely in response to customer feedback.

### OPERATIONAL & FINANCIAL HIGHLIGHTS

During the year we rehabilitated 18.1 km of roads, resurfaced 800,017m<sup>2</sup> and delivered \$3.0m worth of Minor Improvements and Safety.

We responded to the impacts of Cyclone Debbie and other significant weather events, which substantially increased the number of Service Requests received. Throughout, we managed response times and utilised routine maintenance crews providing cost savings of more than \$1.0m (\$800k saving from existing budget and \$225k due to fixed margin).

We dealt with significant under-slips requiring retaining walls and two major culvert collapses that temporarily isolated communities we serve. (See Otonga Valley Rd Culvert case study in Value Add section).

Gain share enabled \$210k to be reinvested into the Unsealed Road network as unsealed re-metalling.

### LOOKING AHEAD

At the beginning of the third year, we are looking towards the next improvements..."Chasing Great" which focuses on our Customer's expectations, programme delivery for Stakeholders (Funders), the right people with the right strengths, and systems which are efficient & intuitive.

Doug Carrasco  
Alliance Manager  
11 August 2017

# WAIKATO DISTRICT ALLIANCE

## Objectives

To provide best in class customer engagement:

- Received and responded to 4,246 Service Requests.
- Handled 179 Service Requests during Cyclone Debbie.
- Average response time was 1.64 days over the year. Performing better than two of the three peer networks.

To develop a high performance culture that continually challenges the way the Alliance operates:

- Actively participated in WDC Leadership Programme.
- Identified 14 bright ideas to improve service delivery.
- The Civil Contractors New Zealand Z 'People Training and Development' award was won by Liam Woodmass a team member from WDA.
- Four WDA team members graduated with management qualifications through the Downer Inspiring Leaders Program and a further 3 are enrolled this year.

To demonstrate that the Alliance is managing the assets in the most effective way for WDC:

- Continued to enhance asset knowledge with a second High Speed Data Survey.
- Asset team actively involved with RATA.
- Undertaken a condition rating survey of a number of railway iron retaining walls along SH22 and Waikaretu Valley road
- Engaged with NZTA over ONRC requirements and what it means for our network
- Won the LGNZ Infrastructure Excellence Award

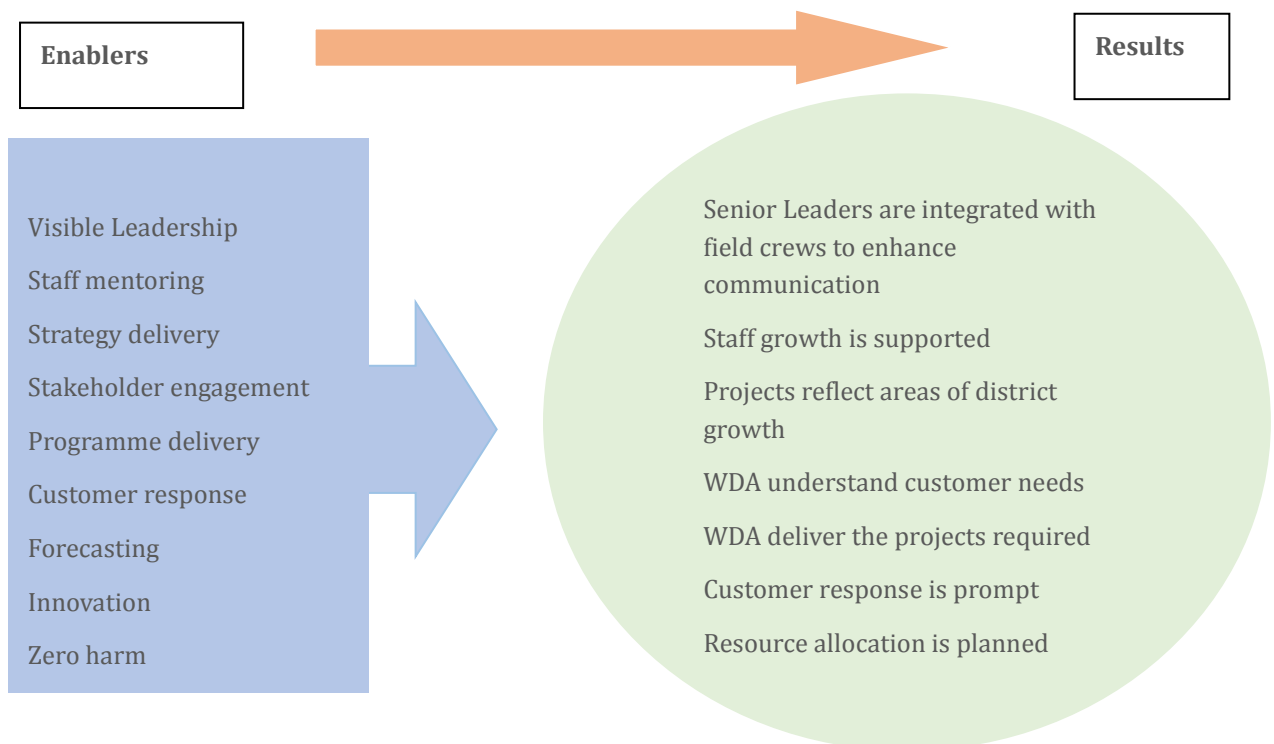
To work in a 'Zero Harm' environment:

- 0 notifiable and Lost Time Accidents (LTI)
- 285 Zero Harm inspections at operational sites.
- 402 Safe Behaviour Conversations (SBC) were undertaken.

## WAIKATO DISTRICT ALLIANCE

### Performance Framework overview

We have developed a Performance Framework, based on the European Foundation for Quality Management (EFQM) Excellence Model, with the inclusion of Zero Harm. The Model and Framework, provides a structured approach that makes explicit the inputs (Enablers) that are needed to deliver the required, or desired, results. Some of the WDA Enablers and Results are pictured below:



The headings of this report follow those of the Performance Framework. Each heading outlines the purpose of the enabler, the work we undertook and the results we achieved.

A summary of other work we undertook during the year, for example signs renewals, potholes and grading, can be found in the WDA by Numbers found on Appendix 2.

The report also includes value adding case studies, which are derived from ISO 44001 (Collaborative Business Relationship Management Systems) the International Standard on collaborative working.



# WAIKATO DISTRICT ALLIANCE

## Leadership

### ENABLER PURPOSE

The ALT are keenly aware that leadership is a key factor in creating a culture where staff feel empowered to raise issues freely with management, fully integrating field staff with the leadership team and being available at a variety of locations.

To meet these aims the ALT attended 82 Toolbox talks and prestart meetings, spent over 14 days working on the network with field crews and worked out of Galileo Street, Takau offices or Supply Partner depots for 21 days.

### RESULTS

These actions corresponded to approximately 60% of our leadership target, as we set significant stretch targets for this enabler. This year we will continue to improve how the Leadership team interact with team members, as well as how we communicate and embed the Alliance objectives.

Picture 1 shows Mike James (Acting Alliance Manager) working with the cyclic crew completing minor repairs.

These sessions help the leadership team gain an understanding of the jobs undertaken by our people, their associated health and safety hazards and promote communication between management and front line teams.



Picture 1

# WAIKATO DISTRICT ALLIANCE

## People

### ENABLER PURPOSE

The ALT believe that our employees are our most important asset. Without their efforts we cannot effectively respond to customer needs, enhance maintenance of the network, deal with emergencies nor innovate our approach. Our People enablers are therefore centered on succession planning, developing staff through mentoring, widening field staff skills through crew rotation, raising employee's presentation skills and recognising the positive behaviours of field staff.

### RESULTS

Three Alliance employees requested formal mentoring to help them in their development pathway. Three suitably qualified and experienced mentors were identified and assigned to act as mentors. The value of the mentoring was measured through an anonymous survey and received an average of 9.2 out of 10.

We formally recognised the positive contribution made by 36 of our field based staff, through our values based recognition system. Nominations come from supervisors, team leaders and crew, with recognition at our full team meetings. Five annual awards are presented (including the Alliance Manager's ZH award) at the Annual team breakfast.



Annual Team Breakfast

## WAIKATO DISTRICT ALLIANCE

We have assisted 7 apprentices, some of which are pictured below, in obtaining road infrastructure skills, as part of the Downer Apprenticeship Programme.



We also engaged with the local Iwi to bring people of social welfare and pursue careers through the Downer Basics training programme.

We developed the public speaking confidence within our team, with 73% of office staff delivering a formal presentation on a specific topic, or an area of expertise. Two ALT members also delivered a presentation on the 'Shared risk' Alliance model at the NZIHT National Conference during October.

## WAIKATO DISTRICT ALLIANCE

This year two further engineering undergraduates gained experience working within an infrastructure environment. Their comments on their time with us are captured below.

*“Working alongside industry professionals in the Waikato District Alliance has been an invaluable opportunity for me to develop my engineering skills and knowledge. My time with the Alliance has seen me be exposed to different operational sectors of the transport industry. These areas include frontline works, design, finance and management. This exposure to multiple facets of the industry has allowed me to progress my understanding hugely in these areas.*

*The Alliance has a highly supportive and welcoming working culture. Over the duration of the summer all who I have shadowed and worked alongside have been more than willing to answer any question I had, or assist me with any problem I encountered. I have learnt the importance of communication and have seen first-hand how Transport, Geotechnical and Structural Engineering theory is applied in the real world. I feel truly privileged to have been given this opportunity as an Alliance intern, and I could not envisage a better place to gain entry and experience into a professional workplace within this industry.”*

*Cameron Swales*

*“My time at the WDA has been extremely beneficial in developing my engineering skill base. Unlike other workplaces that would have me only working in one part of the company, at the WDA I got to experience a very diverse range of roles. My skills as an engineer were developed greatly in numerous areas including communication, project management and design.*

*As an engineering student going into my last year at university getting to explore the industry as much as I got to at the WDA has been incredibly rewarding. It has helped me vastly when it comes to deciding the path I would like to pursue.*

*The entire team at the WDA are supportive and are always keen to give advice when asked. The working environment and culture in the office sets the example for other workplaces to follow. I would highly recommend the WDA for anyone wanting to get a valuable engineering experience and first look at the construction industry.”*

*Sterling Morgan*

One of our newest Engineers, who gained experience with us as a cadet, won the Civil Contractor New Zealand (CCNZ) Training Development Award. This award recognises individuals that develop a career path and make the most of the opportunities that are presented to them.



McVie Road Rehab



Highway22 Rehab

# WAIKATO DISTRICT ALLIANCE

## Strategy

### ENABLER PURPOSE

The ALT understand their role as stewards of the network and the importance of establishing sustainable asset management practices. Further to this, we understand that the views and opinions of others are important in providing effective network oversight. The Strategy enablers therefore include how we plan our work, manage specific areas of the network and how we involve and inform stakeholders.

### RESULTS

During the year we integrated 75% of the Downer Integrated Maintenance Management System (IMMS) into our processes. This ensures that our workflows are standardised and consistent across teams.

We took proactive steps to share our Forward Works Programme (FWP) with other utility providers (WEL, Chorus and Counties Power) so that disruption to road users, and communities, can be reduced. In addition to utility providers we also worked with the Pokeno and Te Kauwhata Community Boards to ensure that our planned works aligned to the growth occurring in these areas. This included leading on the upgrading of critical road intersections and liaising with our planning colleagues within Waikato District Council.

Unsealed roads form 25% of our network and generate a disproportionate number of service requests, comments and complaints from our customers. The maintenance of unsealed roads was discussed with customers at roadshows held at Te Mata and Waerenga. To improve how we manage this asset class we developed an Unsealed Road Strategy. This classifies the network based on use, security and other service factors which will enable us to deliver the required customer outcomes within our budget. As a result of the strategy and customer feedback, we graded an additional 566km of unsealed roads this year. This strategy was shared with infrastructure managers from around the Waikato and was well received.

While this is an improved effort on the amount of work completed, we acknowledge that we are in the infancy stages of implementing our unsealed roads strategy, which is aimed at targeted investment on high cost/risk sections, to improve the resilience of our unsealed network .



Sainsbury Road Rehab where the WDA capitals works team were recognized for their exceptional work in reducing a significant risk to school children

# WAIKATO DISTRICT ALLIANCE

## Partnership and Resources

### ENABLER PURPOSE

The ALT understand the inherent need to consult and engage with the multifarious parties with an interest in the road network. The Partnership and Resources Enablers are therefore closely linked to the Strategy Enablers, as our work can only be effective once we have a clear understanding of our customers' needs and requirements. The enabling measures in this area include how we engage with stakeholders, how we manage and co-ordinate our maintenance activities across Supply Partners and how we collaborate with other Alliances.

### RESULTS

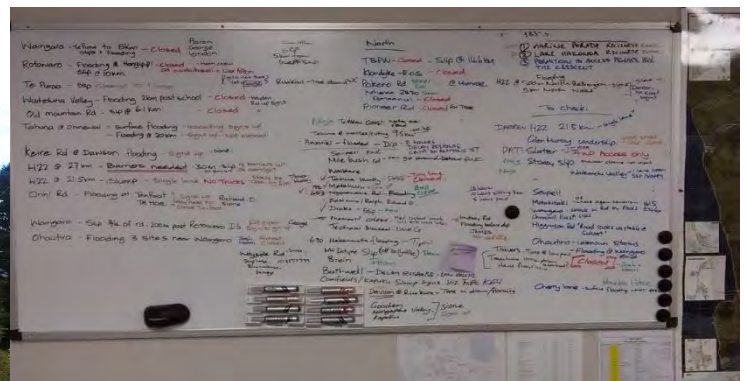
We had 10 meetings with other Alliances during the year, which involved mainly our Asset and Performance teams and several congregations of alliance managers. These meetings were focused on sharing best practice between alliances and explore ways to standardise processes and create opportunities for benchmarking.

During June the senior teams from five Alliances met to discuss and agree an approach to a unified Performance Framework. This will enhance our ability to benchmark our performance against others and share best practice. This work will continue into 2017/18. A pleasing outcome from the interactions has been that a WDA innovation, the daily electronic worksite map, has been shared and implemented by other Alliances.

Over the year we achieved 72.1% of our planned maintenance work. The maintenance program was severely affected by adverse weather events which necessitated the need for us to divert planned resources to deal with issues that required an immediate response, for example major slips.



Koheroa Road



Cyclone Debbie Board

We engaged with six Internal WDC stakeholders as part of our Meet the Alliance sessions. We also met several external stakeholders, which included NZTA, WEL Networks, Chorus, Counties Power, Huntly Police, Matamata-Piako District Council and representatives from the logging industry. These sessions showcase the work being carried out by WDA and also give us an opportunity to view our delivery through the eyes of our stakeholders. We can refine our approach to bridge these gaps where necessary.

## WAIKATO DISTRICT ALLIANCE

This year we continued to grow our relationship with Civil Defence Emergency Management, below is an unsolicited testament:

*"I was lucky enough to be invited to the Alliance breakfast and it was a real honour to be a part of it. It was easy to speak about how things have improved with our CDEM response activity. In the last two years the trusted relationship between the Alliance and the EOC has gone from strength to strength and it was a great opportunity to thank the 'doers' who work so hard out in the field.*

*The leadership demonstrated by Mike and Doug (alongside the other ALT members) was impressive. Of course they acknowledged the year's successes and awarded some outstanding performers but what impressed me most was the way they challenged every individual in the room to strive for further excellence. They made it clear that as a leadership team they facilitate and the real success of the Alliance is driven and achieved through the individual commitment that they expect each team member to show up with every day. They talked about community and emphasised the partnership that is the Alliance, honouring the role of both WDC and Downer.*

*There were over 160 Alliance staff in the room and I walked away very much feeling a part of their team, as much as they are a part of ours. It further instils my confidence in us supporting our communities through significant events and confirmed that the Alliance understand the important role that they play in returning our communities to a new normal post any event."*

*Angela Parquist  
Customer Delivery Manager*



Koheroa Road reopened

## WAIKATO DISTRICT ALLIANCE

### Processes, Products and Services

#### ENABLER PURPOSE

The ALT are acutely aware of their responsibility to manage the often competing priorities of:

- Meeting, and adapting to the needs of the network and customer expectations
- Balancing constrained budgets
- Responding to the impacts of severe weather.

The enabling measures in this area included our speed of customer response, how we innovate our service and promote the reputation of our parent organisations.

#### RESULTS

Our average customer response improved during the year from 2.93 days to 1.65 days. Over 90% of Customer Requests were within target timescales. Our performance over the year is shown in Chart 1.

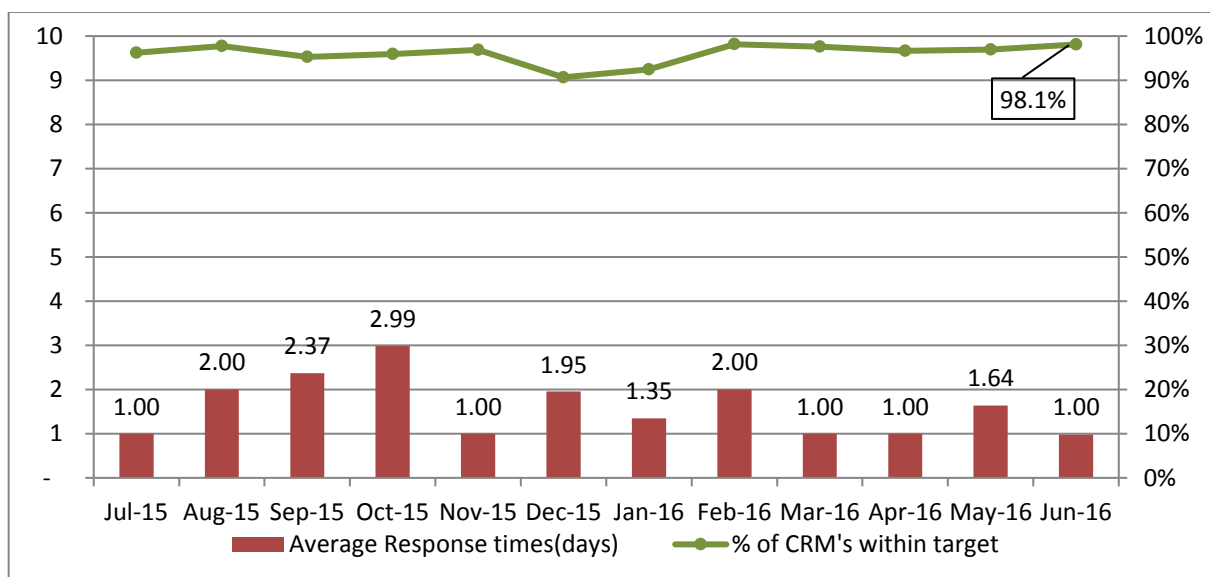


Chart 1

We managed to sustain our high levels of customer interaction despite the extreme weather during the year. Cyclone Debbie resulted in the highest number of customer service requests (179) received in any one month, 133 of which were urgent. The social benefits to our customer from rapid response to their request adds an intangible value that has been demonstrated by WDA. In pre-WDA times the average response times were greater than 6 days.

The storms lead to 27 roads being temporarily closed due to slips and flooding. The majority of these roads were reopened within 48 hours, after our crews had worked to clear debris and slips. Others were opened when flooding levels had subsided. Three of these roads (Koheroa, Pioneer, Clark and Denize) sustained significant damage and remained closed until funding was approved.



## WAIKATO DISTRICT ALLIANCE

It should be noted that the initial response was funded from within existing budgets whilst emergency funding was being secured through Council and NZTA.

The weather also effected delivery of our resealing and rehabilitation program earlier in the year, however despite this both programs were completed earlier than in previous years.

During the year 14 Bright Ideas (Innovations) were reported. These included an electronic register of vegetation that is encroaching on the network to enable it to be removed efficiently and recycling used railway ballast within road construction.

We feel it is important to promote the work we do and the benefits it brings to the communities we serve. External recognition also advances the reputation and credentials of Waikato District Council as a reputable asset owner. During the year we entered, and won the Chorus Excellence Award for Best Practice in Infrastructure Management facilitated by Local Government New Zealand (LGNZ).



Councilors and Principal Group members at the LGNZ awards

## WAIKATO DISTRICT ALLIANCE




### Zero Harm

#### ENABLER PURPOSE

The ALT continue in their commitment of zero harm for the people that work with us, the environment and others. The enabling measures in this area centered on how the leadership team engaged directly with field teams during Safety Behaviour Conversations (SBC), the completion of Zero Harm inspections and Code of Practice for Temporary Traffic Management (CoPTTM) audits.

#### RESULTS

This year there were:

-  No Lost Time Injuries (LTI);
-  Five Medical Treatment Injuries (MTI) which consisted of 2 bee stings and 3 strains; and
-  One First Aid Injury (FAI) a minor cut. While there was an increase in the number of MTI's the severity of injuries has considerably decreased this year.

We completed 402 SBCs (421, 2015/16), 285 Zero Harm inspections (201, 2015/16) and 308 CoPTTM audits (285, 2015/16). Records were retained of all these activities and any actions identified as a result of them were entered into our SharePoint system and tracked to closure.

The most common topics discussed during Safety Behaviour Conversations were Temporary Traffic Management (TTM) (33%), how site risks were being controlled (27%) and the use of Personal Protective Equipment (PPE) (17%).

During the year we inducted or re-inducted 109 employees, supply partner or subcontract staff.

However, despite this good work, a significant breach of environmental controls was identified at one of our sites. A site visit with Waikato Regional Council identified that an Erosion and Sediment Control Plan had been produced for the site, but that the controls specified within it had not been implemented satisfactorily. Work on site was stopped and the breaches were rectified immediately. The lessons were shared with the wider team during Toolbox sessions and specific erosion and sediment control training is being planned for relevant field based teams.

## WAIKATO DISTRICT ALLIANCE

### Value Added

#### VALUE ADDING CASE STUDY 1 – GREATER SUSTAINABILITY

Our customers in Huntly contacted us to request if something could be done about the lights on Main Street. Retailers on the street had experienced a number of break-ins and damage to their shops. The security systems they had installed, to mitigate such events, were unable to identify the individuals concerned due to inadequate light levels. An Alliance Supply Partner conducted a site visit to ascertain what could be done.

Over 35 lamp units, which had been vandalised and were in poor condition were removed. These were replaced with 35 new LED lighting units and 210 meters of power cable. We also took the opportunity to reduce the number of power supplies to the new units which allows greater control of the lighting and will improve our ease of maintenance in the future.

The new lighting units have significantly improved (approximately doubled) the lighting levels while halving the power requirements compared to the original lighting. The increased lighting level assists retailers and shoppers. Shop security cameras can now produce detailed pictures of potential criminals due to the brighter LED lighting. Pedestrian security is also expected to be enhanced on this section of the street due to the increased illumination.

All of this was delivered at a cost 14% below budget.

The remaining lighting units on the Street are to be upgraded during the 2017/18 financial year.



Pre-Upgrade



Post Upgrade

## WAIKATO DISTRICT ALLIANCE

### VALUE ADDING CASE STUDY 2 - RECONNECTING COMMUNITIES

On the night of 14 November, our staff received a call informing them that a culvert at Otonga Valley road had collapsed resulting in no vehicular access. This occurred a day after the series of earthquakes that impacted Kaikoura. The road has a single entry and exit resulting in 21 residences being completely isolated. The Alliance deployed staff with vehicles to allow residents to go about their everyday business (including school children attending NCEA exams) and in order to provide access at short notice, it was decided to span the failed culvert with a temporary over-bridge fabricated out of strengthened railway wagons..

Specialist plant (Cranes) and permits were arranged to transport the temporary bridge to site while simultaneous arrangements for a Bailey bridge were being made. The best case for the installation of the Bailey bridge would be in the range of 6-10 days.

The Alliance Manager, Roading Manager and the local Councilor met with residents to keep them abreast of the situation and the planned approach. During the course of the meeting the bridge was lowered in place and the approaches constructed. Within 20 hours of the failure being reported the road was returned to service.

Further strengthening of the foundations were carried out in the next few days and the bridge is still in place at the time of writing the report (10 months).

Ordinarily the cost of hiring the temporary structures is set at \$2k per week. The structure has been in place for more than 50 weeks with only a minimal cost to allow for maintenance (\$6K) a saving of \$94k. In addition the work carried out during the emergency situation was completed with no additional overheads charged and only the normalised profit which resulted in a saving of \$15k.



#### **15 November 7.00 am**

Visit by the Alliance Manager the same morning to survey and assess the culvert.

The extent of the damage was immediately escalated.

Additional resources, including transportation to get children to school to sit their exams, were arranged.

## WAIKATO DISTRICT ALLIANCE



**15 November 2.00 pm**

Initial repair underway



**15 November 6.00 pm**

The resources available to Downer NZ were accessed which enabled a bridge deck and crane to be brought to site with urgency







**15 November 8.30 pm**

Alliance teams worked throughout the day and part of the night to re-establish access for the community.

## WAIKATO DISTRICT ALLIANCE

### VALUE ADDING CASE STUDY 3 - REDUCING RISK

Being part of Downer means we can get access to their safety management systems and risk management programs. This reduces the costs and time of developing our own systems and procedures in house. During the year we have introduced the following systems to enhance our management of our critical risks:

-  Vehicle Movement Plans (VMP)
-  Plant Person Interface (PPI)
-  Crew briefing plans
-  Practical re-induction that focuses on risk identification, control and monitoring at site level

### VALUE ADDING CASE STUDY 4 - EVIDENCE BASED DECISION MAKING

WDA is now in year 2 of collecting High Speed Data (HSD) to enable our Asset Management Team to make informed decisions and enabling advanced asset management.

In the past FWP's were developed through engineering judgment and estimated life cycles of the section of the road being treated. While these approaches are still used by WDA, they are reliant on judgment and a finite metric (age) which does not reflect the remaining serviceable and economic life of the pavement.

Use of HSD along with engineering judgment enables us to use a multi-criteria approach and ensures that prioritisation of the treatment lengths is carried out based upon informed decision making and not purely judgement. The WDA network consists of 3,400 treatment lengths which are unique in both visual and micro characteristics. Using engineering judgment with age is unreliable and research has shown that this method can result in as high as 50% treatments being carried out earlier than required.

Treatments carried out before the optimum intervention stage do not utilise full remaining economic life of the asset but also create a reduced life cycle (pinching cycle) due to early intervention. Conversely late intervention necessitates the use of more expensive treatments to manage deterioration.

The asset management team in WDA has introduced this data driven decision making process to the development of the FWP and can assume savings of \$10m over the first 10years as a result of employing this method. This has been assumed in the current draft of the 2018-21 LTP.

Data captured over the next few years, will also enable us to refine our renewals model, to ensure that investment is carried out at the right level and at the most optimum time. This suggests that further benefits after this period may be available through enhancements to this approach.

Of note, is the fact RATA is now starting to collect HSD for other Local Authorities and the NZTA business case funding will soon necessitate this approach.

## WAIKATO DISTRICT ALLIANCE

### VALUE ADDING CASE STUDY 5 – BROWNLEE DEPOT REFURBISHMENT

During year 1 of the Alliance, the team was split over a number of locations, this resulted in programme delivery inefficiencies and greater project management costs, as a result of team members having to continually transit between locations. In order to reduce this disruption and provide the Alliance with a fit for purpose depot, WDC purchased the Brownlee Depot from the Strada Corporation. However prior to being habitable, the depot required a significant amount of upgrading works; Management of the upgrade project was completed by members of the Alliance Team, whose costs were accounted for within existing budgets. It's estimated that the project was successfully delivered at a saving to WDC of \$40-\$50k.

### VALUE ADDING CASE STUDY 6 – EMERGENCY RESPONSE

During late March and early April 2017, the Waikato District was hit with two significant storm events only a week apart. The second of these events was ex-tropical cyclone Debbie. During the event and the following days of rain, the Alliance handled 179 service requests.

Once the initial flooding resided, clean up commenced where we identified more than 150 slips onto roads, 33 flooding events, and 34 significant slip/culvert failure sights.

During the next month, the smaller sites were cleared and the 34 significant sites were estimated and funding stakeholders (Council and NZTA) were engaged.

The approved cost to repair the significant sites to a do minimum level was \$1.04m. Due to the Alliance model, these works were completed at the fixed margin rate, saving approximately \$156k for response to this event.

Along with earlier weather events for 2016-17, the Alliance model has saved approximately \$225k, while redirecting \$800k in costs from routine maintenance to respond immediately to weather events. This does not take into account the economic and social benefit gained by the community through the swift response carried out by WDA.

### VALUE ADDING CASE STUDY 7 – HIGHWAY 22 SLIP SITE

The Highway 22 site at RP47 is a historical slip site that was continually slumping to the degree where the road was almost at the point of closure due to the possible collapse of the remaining lane.

Historically timber retaining walls have been the default treatment for this network and have proven to be an expensive but often ineffective method.

Funding for a retaining wall was possible but not in the current year and a solution was needed before intervention proved to be too late. The Waikato Alliance's risk management approach enabled the investigation of other more effective solutions and through this investigation, we investigated the use of an MSE (Mechanically Stabilised Earth) wall on the site through a design and construct approach.

## WAIKATO DISTRICT ALLIANCE

This approach meant that costs would be reduced through the removal of formal design requirement, utilisation of material from the site for the build and reduced duration of the build minimising the traffic management required. Savings are estimated to be \$25-30k over a timber retaining wall.

Cyclone Debbie occurred during the build phase and only resulted in further slumping as stabilization works were well established resulting in continual availability of Highway 22.



Highway 22 MSE Wall

### VALUE ADDING CASE STUDY 8 – FIT FOR PURPOSE REHABS

Throughout the year the Waikato Alliance have taken a “fit for purpose” approach to road reconstruction projects. This approach means taking on marginal risk to discount the need for costly walls and minor improvements that can be eliminated with a different methodology, thereby significantly reducing cost of construction. The savings recognised were key to completion of the full scope of works this season, while the effect on the final product were negligible.

#### *Example 1:*

At the Island Block road site this season we managed to eliminate the need for 185m of new kerb and 13 gabion baskets which would have been added through a typical design for the site. This was achieved by cutting the batter back a little further and benching of shoulders to eliminate need for retaining. Small changes like these on site resulted in savings on the project of approximately \$15k or 16.5% of the minor works portion of the project.

#### *Example 2:*

The Pokeno Road project on initial design was to have an overlay through the cutting on the site, this would mean the removal and replacement of 720m of kerb and channel as well as the addition of 600 tonne of virgin aggregate. On further analysis of the existing pavement through pavement investigation pits and FWD's the existing depth and structural integrity of the road was not compromised. The issues lay around the multiple trenches and possible contaminated backfill. Using an approach of in-situ stabilising of the existing material with cement and keeping a close eye on maintaining vigilance on the



## WAIKATO DISTRICT ALLIANCE

quality of construction meant that we could eliminate the costly overlay, retain the existing K&C which was in good condition and reduce the construction period. Total savings of approximately \$55k.

During the construction season there has been many of these small changes to design and approach that has been implemented over the projects. Through the amalgamation of the Design and Renewals Teams these changes are now being made at an early stage, which means the team can target the Minor Improvement and Rehab spend into the areas, where it is most needed on the network achieving cost effective and fit for purpose construction.

Island Block Road Rehab



# WAIKATO DISTRICT ALLIANCE

## Appendix 1 KRA- KPI

KRA	KPI	Target	Comments	FY
Zero Harm	Safety Behaviour Conversations	30	405/380 completed.	✔
	Temporary Traffic Management Audits	20	311/297 completed	✔
	Quality of TTM	>85%	Avg 93.16% compliance	✔
	Zero Harm Audits	23	288/280 completed	✔
	Environmental Audits (Ave score)	100%	99.94% avg scored	⚠
	Near Miss Reporting (Actions completed)	>80%	100% completed	✔
Customer/Stakeholder	Timely Response	<5 days	1.65 days	✔
	% of customers responded to within timeframes	>80%	96.4% within timeframes	✔
	Benchmark SR response times with other networks	Ranked - Standard deviation	Data available end May	✔
	Customer satisfaction	Improving trend	Overall Roading 51% down from 52%	⚠
	Stakeholder engagement (internal)	3 structured sessions within SD	6 completed	✔
	Stakeholder engagement (external)	2 p.a.	7 completed	✔
Operational Delivery	Public engagement	3 Roadshows p.a.	Annual measure - 4 completed	✔
	Grading compliance	30mm max corrugation, 100mm max depth pothole, or safety hazard, no visible clay, max 70mm deep rutting over any 10m length	1 area of visible clay over 4.8km	⚠
	Signs and edge marker post (EMP) compliance	>80%	No areas identified outside of target	✔
	Sealed pavement pothole and edge break compliance	Pothole 50mm max depth, or safety hazard. Edge breaks not becoming a safety hazard.	No areas identified outside of target	⚠
	Detritus and litter compliance	10 items of litter (any 5 over 20cm <sup>3</sup> ), over sample 500m	No areas identified outside of target	✔
	Vegetation compliance	Sight lines maintained, vegetation not obscuring signs or EMPs	No areas identified outside of target	✔
	Planned works completed	>70%	82% achieved	✔
Network Performance	Shoves, ruts and deformation response times	Resolved within 1 week	1 shove reported.	✔
	Rutting, Roughness and Texture condition on sealed network	Improving trend	Baseline data obtained. Comparative data capture May	✔
	Smooth travel Exposure (STE)	<91%	96%	✔
	Footpath service standard	90% Cat 3 or better	99.70%	✔
	Percentage of road network resurfaced	8%	Annual measure	⚠
Innovations	Asset consumption/Residual pavement life	Improving trend	Data available end of FY	⚠
	Number of innovations proposed and implemented	10 p.a.	14 proposed this FY.	✔
Financial	Actual cost vs. Target cost	Actual cost lower than target cost	\$310k Gain Pool	✔
	Benchmarking of costs	=< peer networks	Comparable items - <Taranui , >Whanganui	⚠
People	Staff engagement survey	Improving trend in staff engagement.	Baseline data obtained from 2016 survey	✔
	Staff engagement survey	Progress against actions planned from survey		✔

## WAIKATO DISTRICT ALLIANCE

### Appendix 2 Year on Year Comparatives

	2015/16	2016/17	Change	Comment
<b>Improving our network</b>				
Rehabilitation	17.8	18.04	0.24	Rehabilitation remained on par for this season.
Sealing (m <sup>2</sup> )	956,691	800,017	156,674	The total quantity of road Area resealed this year decreased mainly due to increased bitumen costs. The other factor was that the treatments chosen for some sections were a higher quality/value to give the site the longevity that it would not have with a standard treatment selection, this was through the use of Polymer modified bitumen rather than straight bitumen.
% of road resealed	8.8	7.30	1.5	As above
Retaining wall (m)	102	185	83	Capital Works data only. In the past year we have managed to construct 185m of retaining wall. This increase is mainly due to the design implemented by the Alliance. We have opted to use a Mechanically Stabilised Earth (MSE) wall which utilises a lot of the in-situ material from the site. This not only cuts the cost of construction down but also the construction period is reduced significantly. This enables us to construct a longer section of wall at a reduced overall cost.
<b>Maintaining our network</b>				
Litter collected (tonne)	180	171	- 9	
Edge marker post (each)	1,726	725	- 1,001	Significant work undertaken in year 1 to get the network to the required standard.
Sign renewals (each)	1,742	535	- 1,207	Significant work undertaken in year 1 to get the network to the required standard.
Potholes filled (each)	1,701	5,760	4,059	
Edge break repair (m <sup>3</sup> )	1,985	3,743	1,758	Increased work to meet the network, and customer, needs.
Unsealed grading (km)	1,752	2,318	566	As above
Water table clean (km)	36.1	72.8	36.7	As above
Vegetation mowing (km's)	6,472	5,999	- 473	Reduced budget doing less with no appreciable change to LOS therefore better value for money.

## WAIKATO DISTRICT ALLIANCE

Sweeping (tonne)	649	534	-115	Significant work undertaken in year 1 to get the network to the required standard.
<b>Protecting our people</b>				
LTI	1	0	-1	There was a serious notifiable eye injury during 2015/16.
MTI	2	5	3	
FAI	4	1	-3	
Hours worked	215,742	274,353	58,611	
Near misses	167	150	-17	
SBC	421	402	-19	Spent more time in the first year getting to know our crew.
Zero Harm Inspections	201	285	84	
CoPTTM Audits	285	308	23	
<b>Customer Interactions</b>				
Service Requests	3400	4246	846	Storm events
Average Response Time (days)	2.93	1.65	1.28	
Roadshows	4	2		2 Roadshows plus attended Te Kowhai community meeting (general roading topics) and Onewhero cyclone recover meeting.
Internal Stakeholder sessions	3	6	3	
External Stakeholder Sessions	3	7	4	
Corridor Access Requests (CAR)	1616	1966	350	Improving compliance
<b>Employee Training</b>				
Compliance training sessions	100	58	-42	We spent time in the first year ensuring our employees were suitably trained. This year we have maintained and enhanced the skills of our people.
Training courses	49	77	28	Courses to reduce the risk to employees that drive, improve procurement, environmental performance and efficiency
<b>Finance</b>				
Actual cost vs. Target Cost Estimate	N/A	\$310k		\$210k gain pool share reinvested into Unsealed Roads.
<b>Innovation</b>				
Innovations (Bright Ideas)	12	14	2	

## WAIKATO DISTRICT ALLIANCE

# Truth will strengthen us **Kia maia (have courage)**

This is one of our values.

We appreciate people's truthful opinions on our performance as we improve by increasing our understanding.

If you wish to comment on this report, or our performance, please contact:

[Mike.James@waikatoalliance.co.nz](mailto:Mike.James@waikatoalliance.co.nz)



River Road bridge (Tuakau) after being painted,

## WAIKATO DISTRICT ALLIANCE



Our teams clearing a slip following the weather events in April.

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### **Open Meeting**

<b>To</b>	Infrastructure Committee
<b>From</b>	Tim Harty General Manager Service Delivery
<b>Date</b>	14 September 2017
<b>Prepared by</b>	Duncan MacDougall Open Spaces Operations Team Leader
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	INF2017
<b>Report Title</b>	Woodlands Estate Update

### **EXECUTIVE SUMMARY**

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The purpose of this report is to provide the Committee with an update of Woodlands Estate (“the Estate”) since Council took over the maintenance and development of the grounds in July 2016. The Chairperson of the Woodland’s Estate Trust will be present at the meeting to address Council.

### **RECOMMENDATION**

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

### **ATTACHMENTS**

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- Memo from Parks Operation Team Leader “General Status of Woodland’s Gardens”

**MEMORANDUM**

To | Infrastructure Committee  
From | Duncan MacDougall  
Open Spaces Operations Team Leader  
Subject | Woodlands Estate Update  
Date | 18 September 2017

**REPORT****1. Purpose**

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To provide Councillors with a general update of the Woodlands Estate Gardens.

**2. Background**

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Woodlands Estate (“the Estate”) is a garden of rare historic and landscape interest. The homestead was built in the 1870’s and since then it has evolved into a site of national significance.

The Estate was gifted to Waikato District Council (Council) in the late 1980s for the benefit and enjoyment of the public. Today it attracts a diverse range of users, from garden enthusiasts and cafe goers, through to wedding parties and cricket clubs.

The Estate is the Waikato District Council’s only botanic garden and has been awarded the New Zealand Garden Trust’s Prestigious Garden of National Significance award with a five star rating.



**Photo 1:** View over Monet Lake at Woodlands Estate



Up until 1 July 2016 the entire Estate was managed by the Gordonton Woodlands Trust (“the Trust”) who oversaw all aspects of operational management and strategic planning. In 2016, it was agreed that the maintenance and development of the grounds would be taken over by Council as it was difficult for the Trust to recruit and retain suitably qualified horticultural staff. A Memorandum of Understanding (MoU) was entered into between the parties to record the change in responsibilities.

In the year since the MOU came into effect, Council and the Trust have been building a working relationship with an emphasis on collaboration. Both parties have a shared vision to see the development of Woodlands Estate and Gardens into a place where communities can come together to share in the history, knowledge and enjoyment of the site.

### **3. Site Overview**

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#### **3.1 SITE DEVELOPMENT**

The MOU emphasises the continual development of the gardens at Woodlands. To achieve this Council and the Trust are in the early phases of organising a long term development plan.

This plan will outline and prioritise the development of the Estate and help the Trust and Council to work more efficiently and effectively together. This is particularly relevant given that the NZ Garden Trust will undertake an assessment in the spring of 2018 to determine whether the site continues to meet the criteria to retain its Garden of National Significance status.

The Trust has a number of detailed projects which will be amalgamated into the overall development plan when completed. Below are a number of projects which are either in the planning stage or funded and underway.

- Wayfinding signage
- Garden trail interpretive signage
- Construction of a destination playground
- Hand pump and water wheel
- Music lawn renovations

#### **3.2 HOMESTEAD UPDATE**

Maintenance obligations for the homestead and associated facilities require clarification to ensure that both Council and the Trust understand their respective responsibilities for the ongoing care and upgrading of the buildings.

At present, there is work being deferred on the buildings due to the need to clarify maintenance budgets.

This matter was discussed at a recent meeting between Council and the Trust where it was agreed that a Memorandum of Understanding similar to the one already in place for the Gardens would provide clarity to both parties. The proposed MoU would include (among other things):

- Maintenance schedules and definition of responsibility.

- Confirmation of the respective parties roles in setting and agreeing the long term development plan for the site and facilities.
- A process to develop programmed maintenance plan.
- Agreement on available funding sources and how funding should be applied.

### 3.3 Garden Update

Over the past year there has been a considerable amount of planning and work carried out by Council staff and the Trust. A number of key goals that were identified for the gardens have been completed including – ensuring the site is safe for the public; increasing access to garden areas; and replacing old and tired plantings.

Other significant work completed includes:

- Earlier this year Council's tree maintenance contractor (Franklin Trees) spent a considerable amount of time and effort removing deadwood and dangerous branches from the large oaks at the rear of the estate.
- Woodlands is widely known for its large established specimen trees, such as the oaks and plane trees. However, over the past two years there has been a decline in the number of large specimen trees, due to either storm damage or poor tree condition. The reduction in large trees leaves a void and affects the overall amenity of the area. Council's arborist has begun succession planting which will ensure that when large specimen trees decline there are others of the species to replace it. An overall 20 year succession planting plan needs to be established to ensure that the process continues over time.
- In early winter the renovation of several gardens and hedges began with staff ensuring that the species and gardens matched the English style of the estate. The majority of the work has been completed for this year.
- Buxus or Box is best known for topiary and formal hedging in English style gardens. At Woodlands there is 414 meters of formal pruned box hedging. Unfortunately due to the warm wet summer and autumn the buxus at Woodlands was decimated by a fungal disease, box blight (*Cylindrocladium buxicola*). Around 50m of buxus was killed by the disease and at least another 50m has been infected and is in a state of decline. Staff currently have the challenge of managing the disease to ensure it does not spread further as well replacing the hedges that died.



**Photo 2 & 3:** Buxus with Blight on the left and without on the right.

### 3.4 Trust Update

As part of the MOU the Trust has a responsibility to ensure income from the use of the historic building, grounds and function centre are maximised. One way the Trust is managing this is by advertising Woodlands through public and private events.

Over the past year Woodlands has played host to a multitude of weddings and several public events and gatherings.

The most recent of these was a Pioneer Day which was advertised to the public as child friendly event. The event attracted over 2000 visitors over three days. The cricket oval was decorated with restored vintage farm machinery, alpacas and donkey rides where offered to the kids and period games such as quoits and spilikins littered the fountain lawn. The event was also used to test the possible development of a garden trail, where the story of the estate's history could be told through interpretive signage.



**Photo 4:** Pioneer Day – left a game of quoits - right period costumes.

The Trust has organised a wedding expo in September to be held in the Woodlands conference centre. The event is expected to attract around 500 people.

The Homestead is also open Monday to Sunday from 10am to 4pm on a gold coin donation and attracts a lot of visitors per week.



**Photo 5:** Autumn at Woodlands



**Photo 6:** Spring at Woodlands

### ***Open Meeting***

<b>To</b>	Infrastructure Committee
<b>From</b>	Tim Harty General Manager Service Delivery
<b>Date</b>	19 September 2017
<b>Prepared by</b>	Karen Bredesen PA
<b>Chief Executive Approved</b>	Y
<b>Reference/Doc Set #</b>	INF 2017
<b>Report Title</b>	Service Delivery Report for September 2017

## **1. EXECUTIVE SUMMARY**

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This report is to inform the Infrastructure Committee of significant operations/projects commenced, in progress, or completed since the date of the last report.

## **2. RECOMMENDATION**

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

## **3. ATTACHMENTS**

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- Dash Board Reports

## REPORT

### Service Delivery

#### Parks & Facilities

##### Port Waikato Hall Update

Coastal erosion continues at Sunet Beach (Okarahia) Port Waikato. It was anticipated that the serious erosion would occur during the months of July and August. With this now passed and summer approaching, it should allow further time for Council and the community to consider options.

The current preferred options of a stand alone Hall and beach front car park will be used to drive a business case and to form discussions on a suitable replacement option for the Port Waikato Hall within the 2018-2028 Long Term Plan (LTP).

Staff continue to work on the costing of a further four options for the community's consideration should the current preferred option and associated costs be seen as prohibitive by the community.

The four options are as follows:

1. Community Hub option in partnership with the Port Waikato Surf Lifesaving Club.
2. 225m<sup>2</sup> Hall with minimum required car parks at Albie Phillips Reserve.
3. Reconfiguration of the current Hall (Remove utilities area from front end and rebuild on the back end).
4. Demolish current hall (without any replacement).

##### Te Awa Cycleway Update

There are two physical works contracts underway to complete the Te Awa cycle way between Ngaruawahia and Hamilton.

1. The Perry's bridge scope of works now includes additional lighting, landscaped approach works, lighting protection and a decorative resin coated surface. The additional costs will result in a variation to the contract of approximately \$250,000. These costs will be entirely covered by Te Awa.
2. The remaining section of footpath will also require a variation to the contract sum. This is primarily due to the costs associated with the archaeological discovery, challenges in access to the Horotiu bridge and some unsuitable ground conditions. This variation is expected to be in the order of \$150,000 and will be covered by Te Awa.

### Programme Delivery

##### Tamahere Recreation Reserve

A workshop was held on Monday 11 September presenting the Tamahere Recreation Reserve community consultation results to Council and to get support to include a targeted rate in the LTP. Based on the consultation outcome Councillors confirmed inclusion of the targeted rate in the LTP. A report confirming the outcome of this workshop will go to the September Strategy & Finance Committee meeting.

Tamahere Walkways

Concept designs and contract documentation is now complete and ready for tendering. The Waikato District Alliance design team were consulted with, and provided detailed recommendation of drainage needs and safety improvement opportunities for the works.

District-Wide Waters Renewals

The 2016/17 waters renewals programme (works have been undertaken in Raglan, Ngaruawahia and Huntly) has been substantially completed with 5.6kms of mains installed, and only connections, commission and reinstatement remaining.

Design and contract documentation preparation is well underway for 2017/18 water renewals contract, in anticipation of tendering in mid-September and a late October start in construction.

Reservoirs

This project comprises of constructing of four reservoirs, and associated works.

1. Central Districts reservoir located at Jackson Street, Ngaruawahia, is constructed with filling and monitoring of settlement and is now underway.
2. Hopuhopu reservoir located at Tainui College is complete with filling and monitoring of settlement underway.
3. Huntly reservoir at the Water Treatment Plant is completed with filling and monitoring of settlement to commence mid-late September pending connection of pipework under the Hopuhopu to Huntly Pipeline Contract.
4. The Pokeno reservoir located at the end of Hitchens Road has its concrete foundation construction completed, with the reservoir roof constructed and walls 50% complete.

The project as a whole is expected to be largely complete by end of October.

Te Kauwhata Pipelines

Mahi Road Wastewater Upgrades completed.

Ngaruawahia - Kent & George Stormwater Upgrade

Works have commenced and completion is forecast for December 2017.

Hopuhopu to Huntly Watermain Connection

Hopuhopu to Huntly watermain connection is progressing with 7.5kms of the proposed 8kms of mains installed. Two river crossings still remain, with the main Waikato River crossing at Huntly awaiting the finalisation of a land easement deal. Significant challenges on this project to date include extensive unforeseen underground services encountered at the Huntly Water Treatment Plant, the need to remote drill tracking for river crossings due to elevated river levels, and construction methodology change mandated by the Electricity Act 1992 due to close proximity to national grid electrical transmission lines.

Wastewater Pump Station Emergency Storage Tanks

Three tanks are being installed this year at Russell Road, Huntly; Waikato Esplande, Ngaruawahia; and Daisy Street, Raglan. Consent planning is well underway and applications for consent will be made mid-September. Design and construct contractor will be commencing in October.

Ngaruawahia Community Facilities

Feasibility study is being compiled with concept designs to be completed alongside this. The steering group continues to discuss operational concepts related to the project.

Meremere Hall and Library

A community open day was held on Wednesday 6 September to seek feedback around functionality of the library. This was well attended by local residents and the school children. Results of this open day will feed into the detailed design works.

District-Wide Toilets

Renewal work be completed for Tuakau and The Point toilets, including removal of automation features and general tidy up of the facilities. If budget allows an extra pan may be included at The Point due to usage.

The toilet facility at Centennial Park has been scoped and a design and price received from Permaloo. The Customer Support team are organising a competition to design the artwork to appear on the outside of the toilets through the Ngaruawahia Library.

A design and price has been received for Pokeno toilet renewal and safety work. Will likely be tied in with the Centennial Park toilet build.

Raglan Wharf Handrails

Agreement to be sought from key stakeholders around concept and design. Once agreed high level costing will be completed with a budget shortfall likely. Report will come through Infrastructure if additional funding required.

Pokeno Wastewater Phase II

Pokeno Wastewater scheme Phase 2 is progressing well. The project encompasses connecting private properties to the wastewater system, construction of approximately 6kms of pipe (3.2kms of mains and 2.8kms of property connections), and approximately 45 manholes. Completed works to date includes 16 Manholes, 1.4kms of mains, and 0.9km of connections. A last attempt has been made to secure connections within the old village area through an update newsletter. To date, 59 have signed agreements with a further 18 awaiting return of signed agreements. The project is due for practical completion in approximately two months.

**Waters**

Over the 2015/16, 2016/17 financial years Council made significant investment in process development and data management. The desired outcome of this work was to improve Council's compliance with Drinking Water Standards (DWS) by reducing or eliminating non-compliance stemming from breaches in technical requirements.

As a result of this work as vast improvement in compliance with DWS has been observed, all water treatment plants and zones were compliant with DWS for the 2016/17 year.



## Status of Roading Projects

### Rehabilitation

#### 2017/18

#### Design Phase

Ward	Name/Location	RP Start	RP end	Lengths (km) to be constructed	Status
Whangamarino	Falls Rd I	0.010	1.333	1.323	From Waerenga Rd intersection. Design underway.
Whangamarino	Falls Rd II	1.842	2.080	0.238	North of Waikiwi Rd. Design underway.
Whangamarino	Falls Rd III	2.638	3.429	0.791	North of Waikiwi Rd. Design underway.
Ngaruawahia	Hakarimata Rd	2.600	3.414	0.814	Was 1.414km long, however initial 600m has been deferred until property issues are resolved.
Onewhero - Te Akau	Hetherington Rd	17.500	17.758	0.258	Construction of most of this project was completed in 2016/17 season. Some earthworks and rehabilitation will be undertaken in October/November to complete the project to provide two lanes.
Onewhero - Te Akau	Hetherington Rd	18.050	18.200	0.15	Construction of most of this project was completed in 2016/17 season. Some earthworks and rehabilitation will be undertaken in October/November to complete the project to provide two lanes.
Onewhero - Te Akau	Highway 22 (walls)	26.700	27.450	0.750	Two main retaining walls completed. Detailed road alignment design is complete.
Hukanui - Waerenga	Keith Rd	0.600	1.945	1.345	Off Waerenga Rd east of Te Kauwhata. Section from RP 1.945 to 3.648 design is complete but has been deferred in order to carry out this section which has deteriorated faster than expected.
Onewhero - Te Akau	Mercer Ferry Rd	1.578	2.910	1.332	Hill ascent. Design complete. Geotechnical testing may be required for retaining walls.

Ward	Name/Location	RP Start	RP end	Lengths (km) to be constructed	Status
Hukanui - Waerenga	Orini Rd	8.627	10.150	1.523	Tenfoot Rd to Piri Rd. Design underway.
Awaroa - Tuakau	Munro Rd / Helenslee Rd Urban Upgrade	0.400	0.740	0.460	To complete the Munro Rd pavement rehabilitation and urban upgrade alongside Pokeno Heights subdivision, including Helenslee Rd intersection. Design underway.
Awaroa - Tuakau	Ray Wright Rd	0.385	1.265	0.880	From Nandina Lane west. This project has been deferred until the 2017/18 season. The straight section at the western end of this site was not able to be rehabilitated due to stormwater issues still to be resolved between Auckland City and Waikato Regional Council. Re-design underway following decision not to proceed with the land purchase required for initial design.
Whangamarino	Kopuku Rd	6.080	6.965	0.885	Not yet started.
Whangamarino	Kopuku Rd	7.940	8.140	0.200	Survey complete.
Whangamarino	Kopuku Rd	8.440	9.374	0.934	Not yet started.
Awaroa - Tuakau	Ridge Rd	1.999	2.512	0.513	From the quarry south. Design complete.
Hukanui - Waerenga	Tahuna Rd	17.299	17.586	0.287	From Te Hoe to the east. Design complete.
Huntly	Tregoweth Lane	0.460	0.642	0.182	From Metrapanel north (deferred from 2015/16). Property purchase negotiations to be carried out by WDC Properties staff. Design being updated to a two lane configuration.
Huntly	Waingarō Rd	14.550	14.780	0.230	West of long left bend (east of Rotowaro Rd). Survey complete.
Onewhero - Te Akau	Waikaretu Valley Rd	1.190	1.900	0.710	1.2km from Highway 22 past long slip area. Design complete.
Awaroa - Tuakau	Whangarata Rd	2.892	3.663	0.771	From Ridge Rd (rail overbridge) past Ewing Rd then west. Design complete.

**Construction Phase**

<b>Ward</b>	<b>Name/Location</b>	<b>RP Start</b>	<b>RP end</b>	<b>Lengths (km) to be constructed</b>	<b>Status</b>
Awaroa - Tuakau	Whangarata Rd	1.356	1.586	0.230	Construction complete.
Hukanui - Waerenga	Mangapiko Valley Rd	0.906	1.930	1.024	East off Storey Rd, alongside golf course. Drainage and shoulder works underway.
Onewhero - Te Akau	Hetherington Rd	19.375	19.741	0.366	Slumped area west of 2016/17 project. Underway. Removing some vegetation and carrying out drainage improvement works. Road will be re-levelled and left unsealed to assess success of drainage changes. If no further movement, will reshape pavement and seal.
Eureka	Tauwhare Rd	5.924	6.940	1.016	Construction underway.
Awaroa - Tuakau	Bright Rd	0.003	1.840	1.837	Construction underway.

## **Roading**

### **Waikato District Alliance (WDA)**

#### **Zero Harm**

There were three Medical Treatment Injuries (MTI) reported in August and no First Aid Injuries. Two MTI's related to back injury while lifting, with the third injury relating to a slip. Manual handling refresher training is in the process of being organised to mitigate this risk.

Non-injury incidents included:

- Significant damage to a Ute (member of public) and damage to an Alliance truck, as a result of the Ute driving into the side of the truck.
- Minor vehicle damage, as a result of a truck getting stuck in soft ground.
- Vandalism / theft of components of the plant vehicle fleet.

Near misses reported during the period, included a breach of the Code of Temporary Traffic Management which was discussed with staff involved, breaches of PPE requirements which resulted in disciplinary action for staff involved, and a vehicle movement near miss which was raised at the next Toolbox meeting.

#### **Asset Management**

The Asset Management team continue to work in conjunction with the WDC Roothing team, on the Activity Management Plans, which form part of the Transport Agency and WDC LTP submissions.

#### **Capital Works**

Capital works programmes on the network are progressing well, given the unpredictable weather we have been experiencing over the past month. Enabling works have, however, been slower than anticipated due to the saturated ground conditions with water table levels higher than seen historically. Crews are moving forward with preparations and will be in a perfect position to start pavement construction when the fine weather hits.

The team has managed to complete 75% of the pavement investigation pits for the 18/19 season, these are used to assess the structural integrity of the existing road and aid in the design of the new pavement structure. This is a huge milestone in preparing ourselves ahead of time, so we know more accurately what the cost of reconstruction will be, before the programme for the following season is built.

Resealing on the network is set to start on the week of the 18<sup>th</sup> September. Sealing chip stockpiles are currently being pre-loaded ready for the sealing teams. The final stages of planning are taking place over the next two weeks, to ensure the programme is streamlined and delivered in a fluent manner.

## **Maintenance**

Majority of work relating to CRM's carried out during the month revolved around drainage issues. We have also been busy with a number of bridge maintenance repairs and on-going emergency response events.

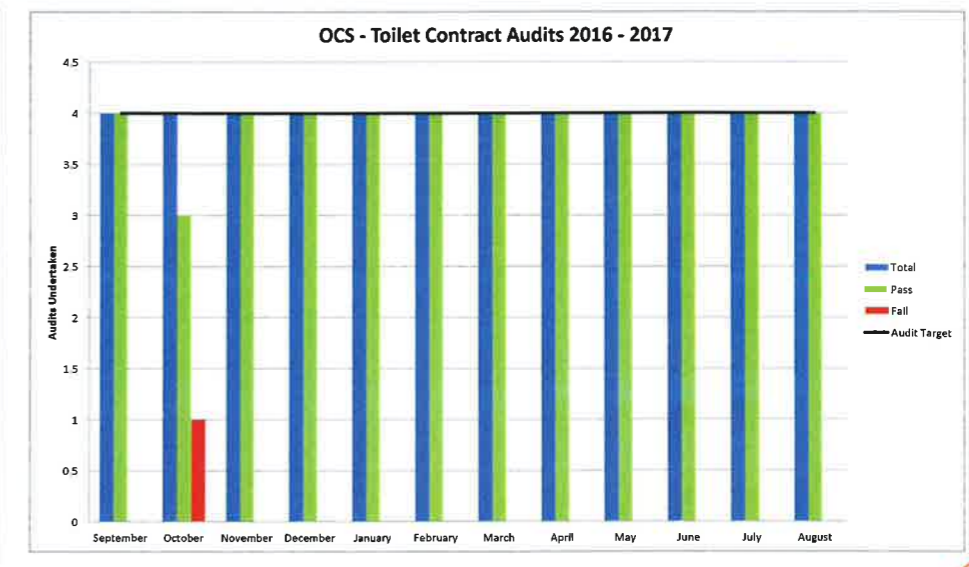
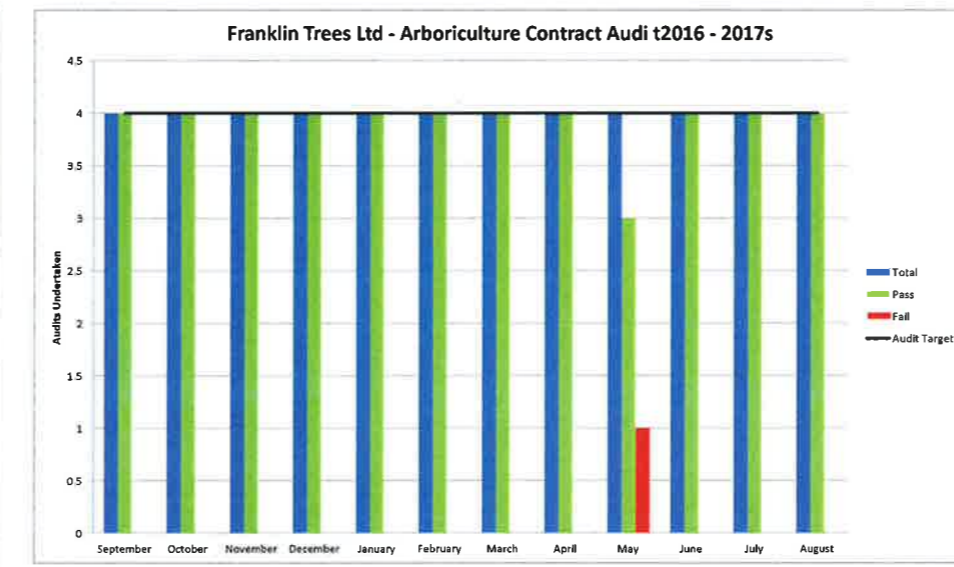
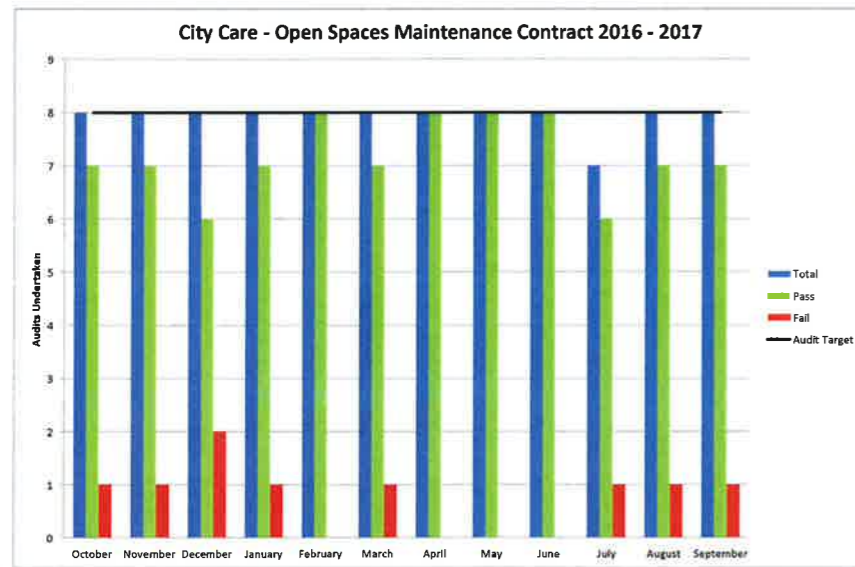
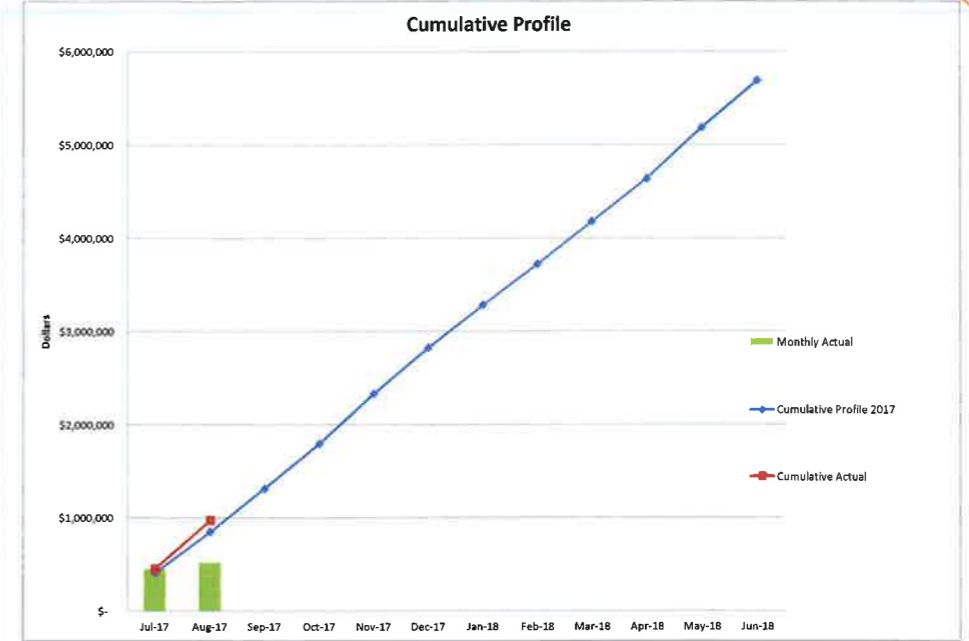
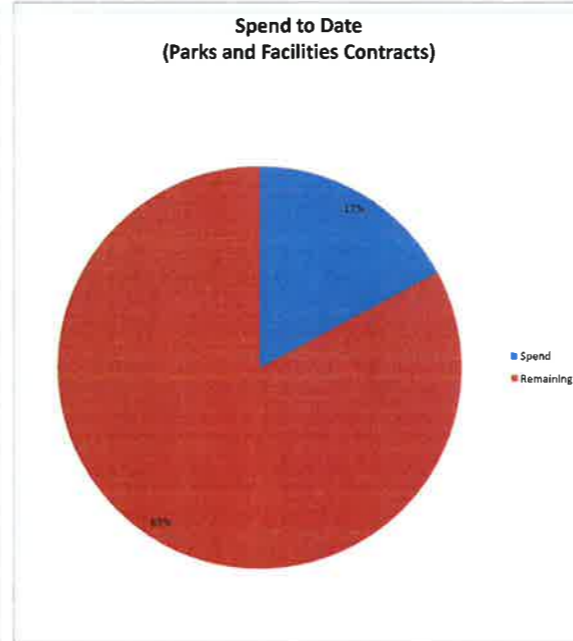
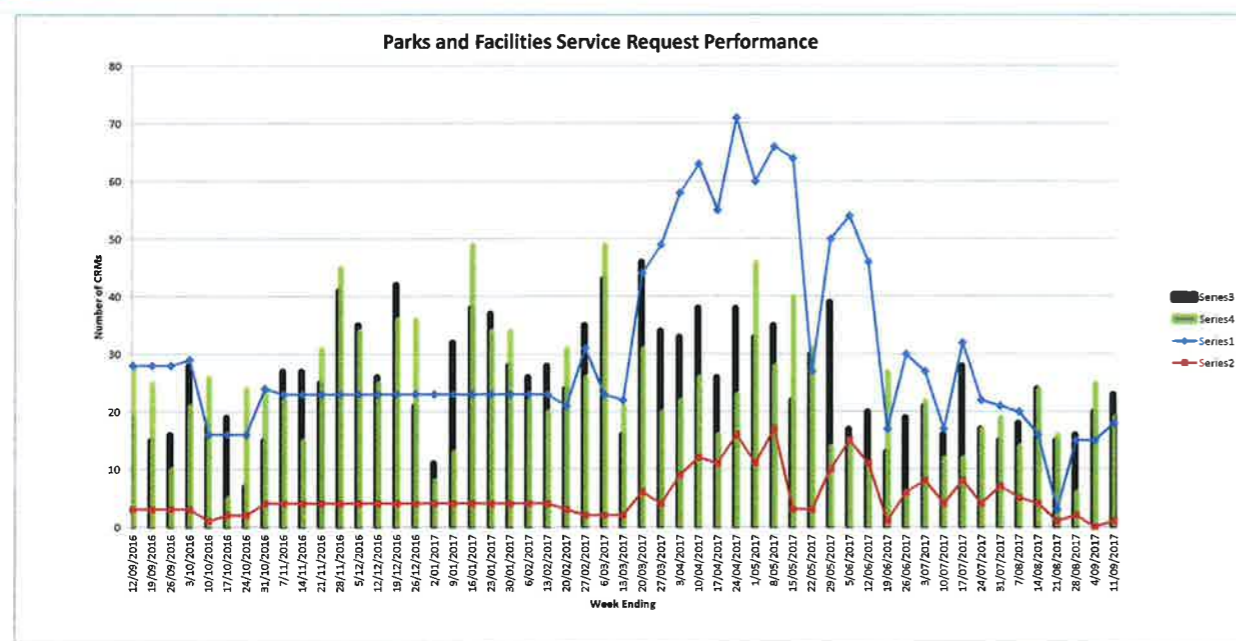
The team have responded to a number of issues on Klondyke Road, which due to its geography and geotechnical nature, is proving difficult to maintain. Rataroa Road is also proving challenging, due to on-going requests/complaints from the residents on a weekly basis. The road is in good condition however the residents believe otherwise and continue to raise unwarranted complaints.

We were also involved in an interesting project at Holland Road where we had trap and remove any fish that we caught overnight before we were permitted to excavate and clean the drains. This required strong collaboration between a number of parties to carry out this work.

# Activity Dashboard Report

Programme : Open Spaces Operations  
 Manager: Amanda Hampton

Date: Sep-17  
 Version: Final



**Service Request Performance:**

The number of service requests remains comparable to previous months. The majority of service requests received over August were ad hoc minor maintenance requests.

**Financial:**

Operational spends for August have tracked over the cumulative profile due to an influx in unscheduled maintenance items across the City Care and Franklin Trees contracts. Energy costs for the pools has been under recovered by Belgravia. Staff are working with them to address this issue. Contracts are being managed closely by staff to manage spend within budgets.

**Audits: City Care (Open Spaces Maintenance Contract)**

The contract specifies that 8 joint site audits are to be undertaken each month in conjunction with the contractor. The audit pass mark is 90% and above. City Care averaged 90% over August. The highest score was 96% and the lowest score 53%.

**Audits: Franklin Trees (Arboriculture Maintenance Contract)**

The contract specifies that 4 site audits be undertaken each month. The audit pass mark is 95% and above. Franklin Trees audits averaged 97% over the August period. The highest score was 100% and the lowest score 91%.

**Audits: OCS (Public Facilities Cleaning Contract)**

The contract specifies that 10% of the Public Cleaning Contract shall be audited each month. An audit pass mark is 90% and above. OCS audits averaged 100% over August. The highest audit scored 100% and the lowest scored 100%.

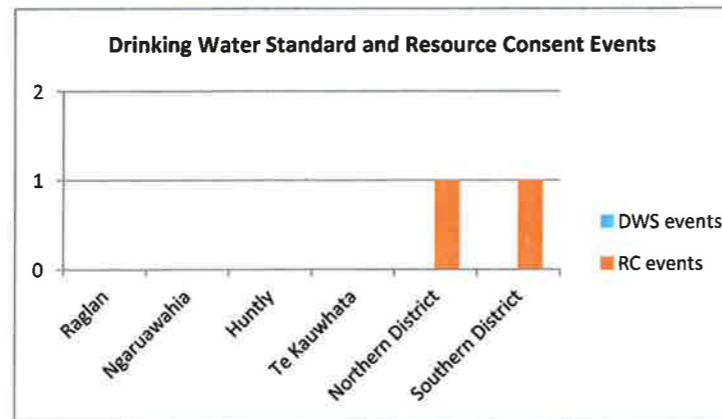
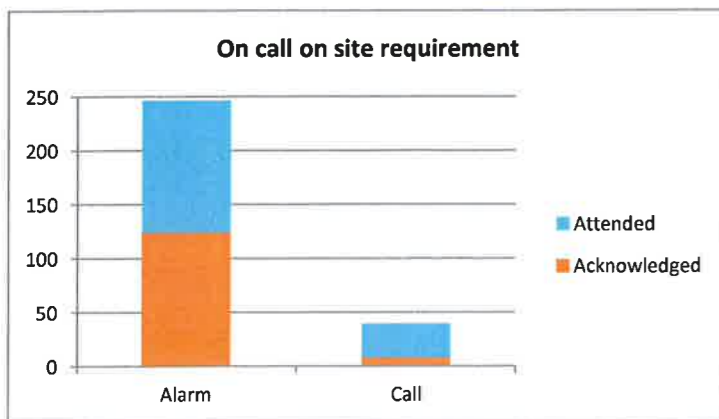
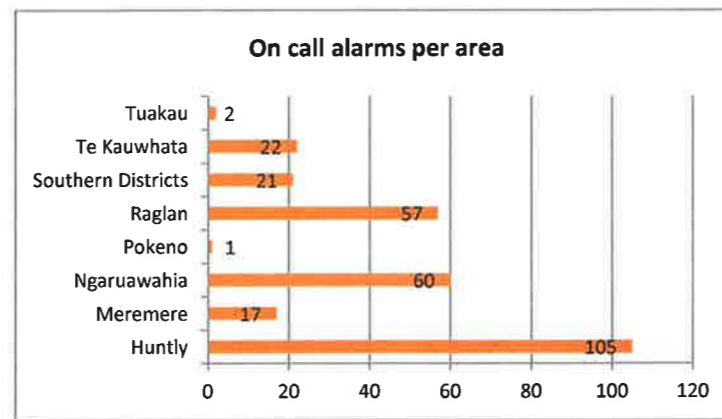
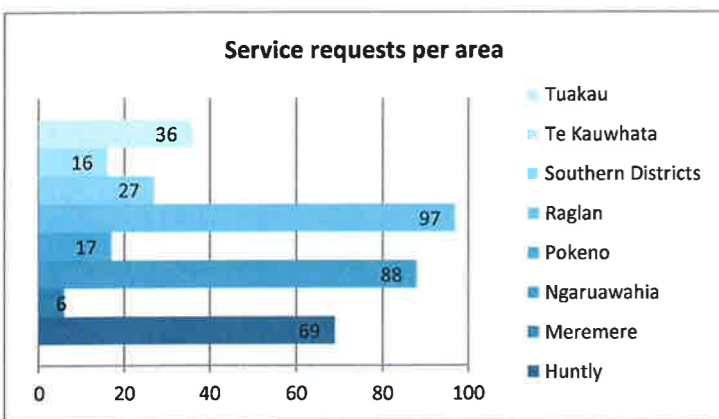
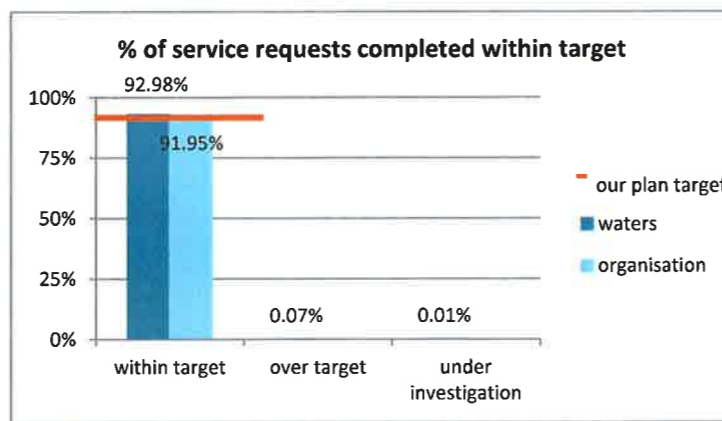
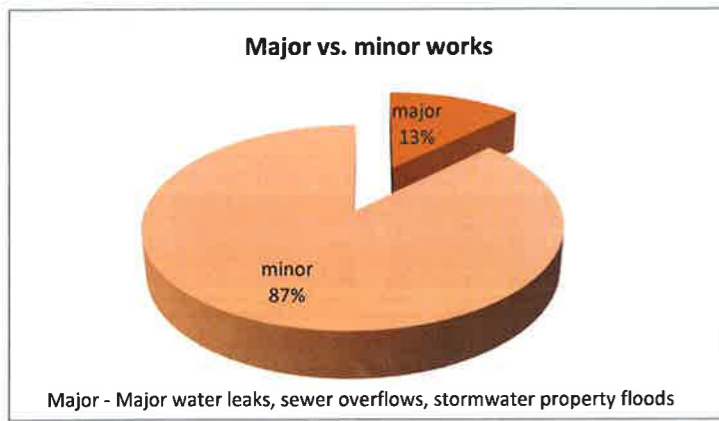
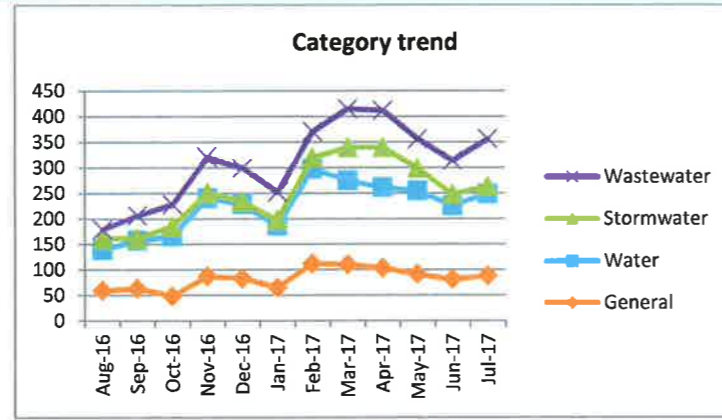
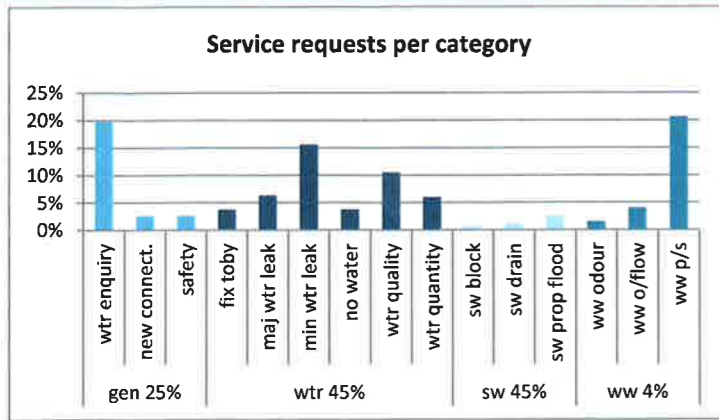
Programme: Waters – District Wide

Manager: Karl Pavlovich

Date: June – July 17

Version: Final

Service Requests Breakdown



Mandatory Performance Measures – district wide

		Measure	June (16 <sup>th</sup> -)	July
Water	The number of complaints received by WDC about drinking water clarity, taste, odour, pressure, flow, continuity of supply	< 17 per 1000 connections	0.84 per 1000 connections (12 complaints)	3.98 per 1000 connection (57 complaints)
	Fault Response Times for Urgent call outs	60 minutes median	33 minutes	34 minutes
	Fault Completion Times for Urgent call outs	240 minutes median	80 minutes	60 minutes
	Fault Response Times for Non-Urgent call outs	1 day median	1 day	1 day
	Fault Completion Times for Non-Urgent call outs	5 day median	2 day	1 days
Wastewater	The number of dry weather sewerage overflows from WDC wastewater system	< 5 per 1000 connections	0.09 per 1000 connections (1 complaint)	0 per 1000 connections (0 complaints)
	The total number of complaints received by WDC about the waste water system	< 25 per 1000 connections	0.18 per 1000 connections (2 complaints)	0.45 per 1000 connection (5 complaints)
	Fault Response Times for Sewerage Overflows	60 minutes median	33 minutes	46 minutes
	Fault Completion Times for Sewerage Overflows	240 minutes median	125.5 minutes	46 minutes
Stormwater	The number of flooding events (affecting habitable floors)	<0.3 per 1000 connections	0	0
	The number of complaints received by WDC about the stormwater system	<4 per 1000 connections	0.07 per 1000 connections (1 complaint)	0.15 per 1000 connection (2 complaints)
	Median Fault Response Times to attend a flooding event	8 hours	N/A	NA

Number of Service Requests

	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	YTD
Wtr enquiry	37	45	31	62	63	45	82	84	78	72	59	70	728
New connect.	16	14	14	19	13	16	25	21	13	9	13	9	182
Safety	6	4	3	6	7	4	5	5	12	10	9	9	80
Toby repair	9	24	12	12	13	14	20	21	28	33	20	13	219
Major wtr leak	10	6	21	15	14	19	24	18	15	10	16	22	190
Minor wtr leak	36	38	42	87	78	56	76	83	80	83	63	55	777
No water	6	4	9	20	26	23	38	18	15	23	24	13	219
Wtr quality	13	12	25	7	6	4	19	14	12	12	13	37	174
Wtr quantity	7	11	9	13	9	6	9	11	9	3	9	21	117
SW block	6	1	4	6	2	6	5	13	18	7	5	2	75
SW drain	6		5	2	1	5	15	27	21	11	7	4	104
SW property flood	10	3	10	2	2		2	25	39	26	10	9	138
WW odour	1	3	3	2	1	2		10	14	11	2	5	54
WW overflow	12	12	9	17	20	14	10	26	25	10	14	14	183
WW p/station	4	29	31	50	44	38	41	39	33	36	50	73	468

Comments

Major water leak service requests – x1 private issue, x14 business as usual repairs undertaken on the system, x7 relating to contractor damage / issues

Overflow service requests – x4 private issues, x2 damage to pipes through contracts and 2x false alarms; the remainder were cleared the same day with no contact with waterways

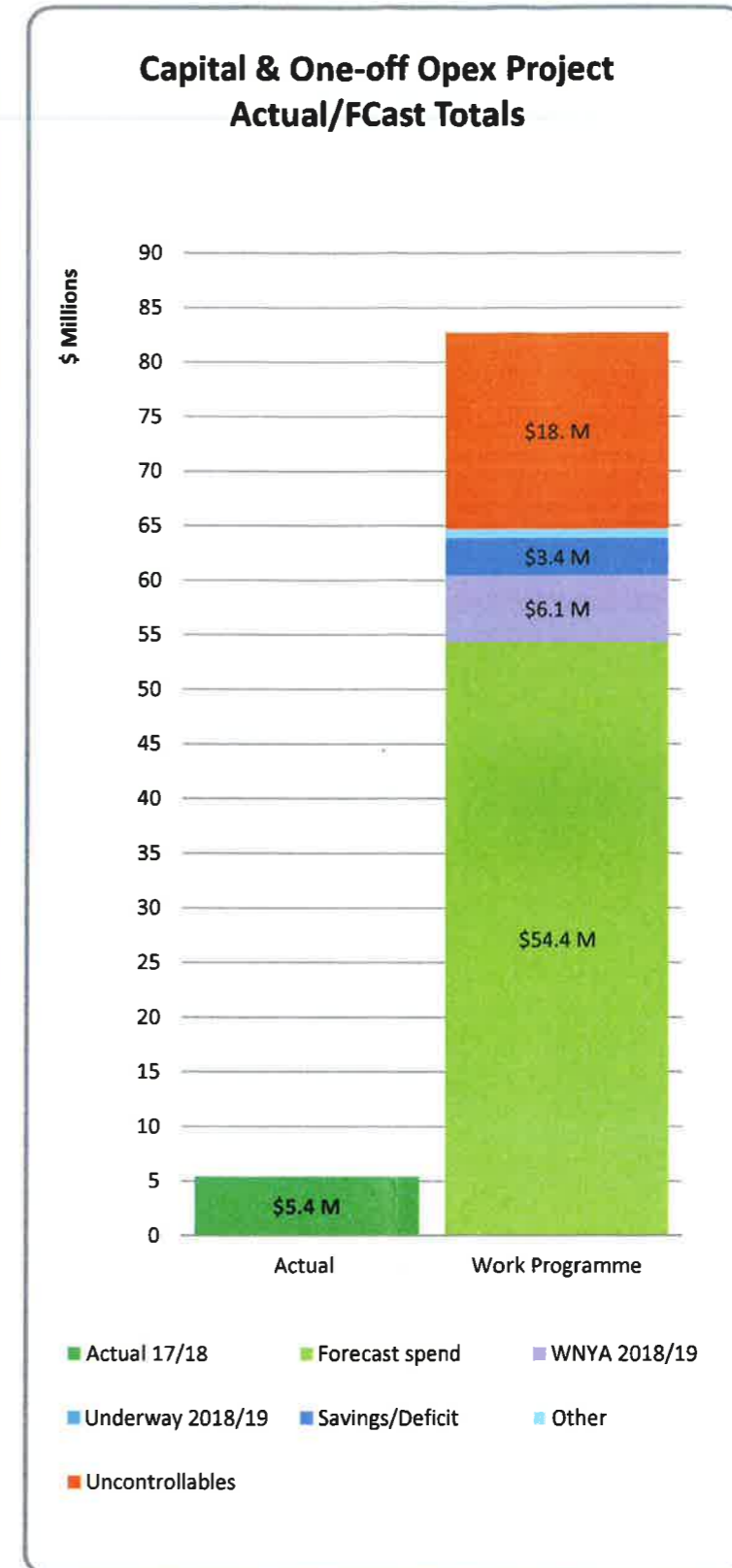
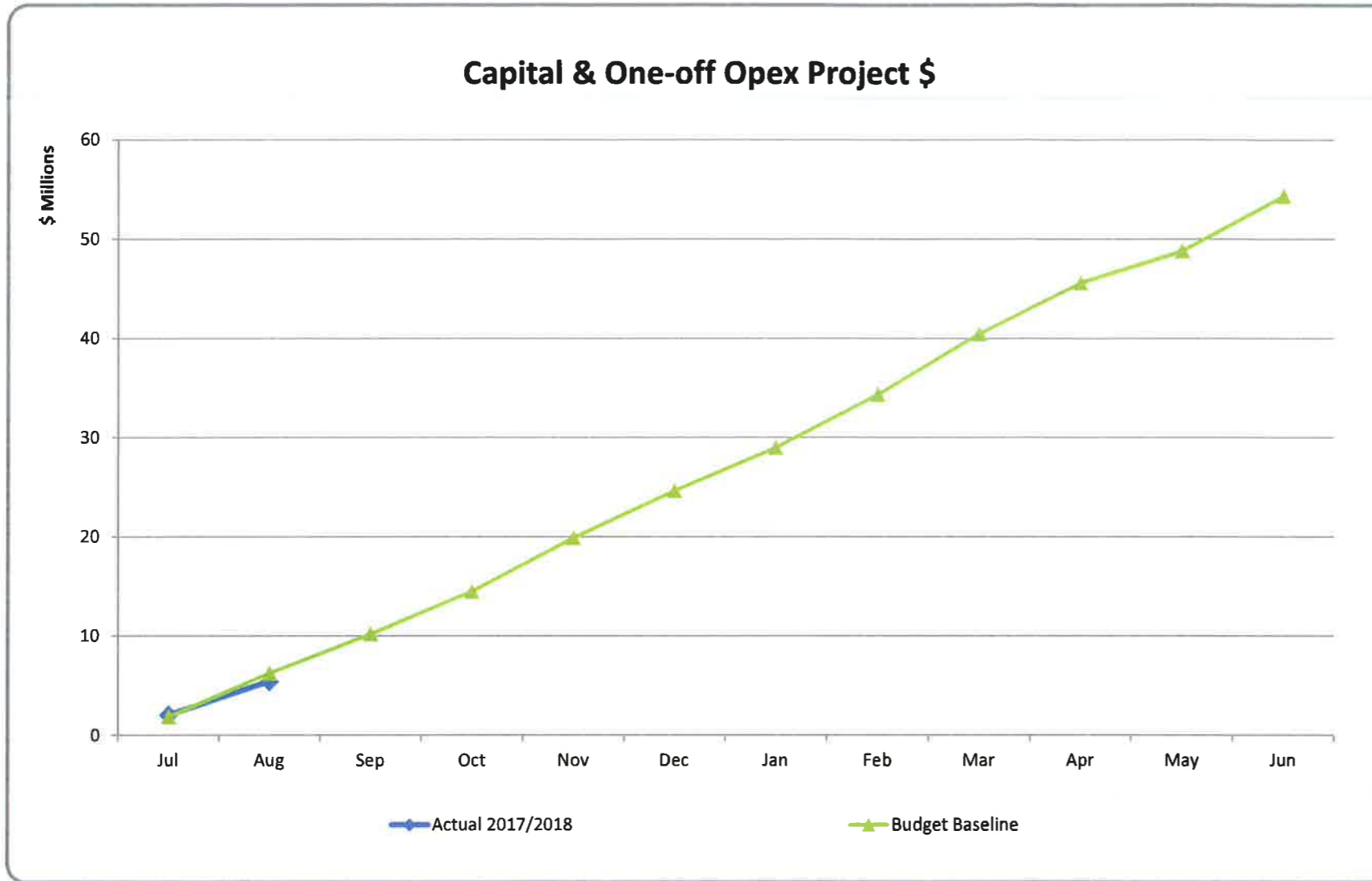
Category trends – balancing out as we hit mind winter, level of service requests expected to rise when we come into spring

Mandatory performance measures – are all on track

Drinking Water Standards and Resource Consent Events – two events relating to resource consents, one each for the northern (Meremere) and southern (Matangi) districts, both relating to exceeding consented discharge volume limits. Both plants suffer from significant I&I issues that have been compounded by the wet weather experienced this year. These I&I issues have been investigated and potential solutions will need to be investigated through the LTP.

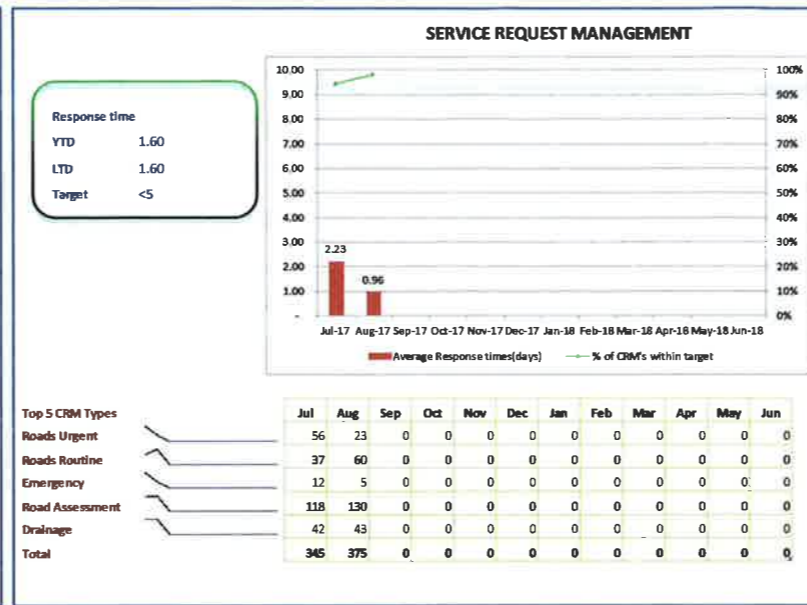
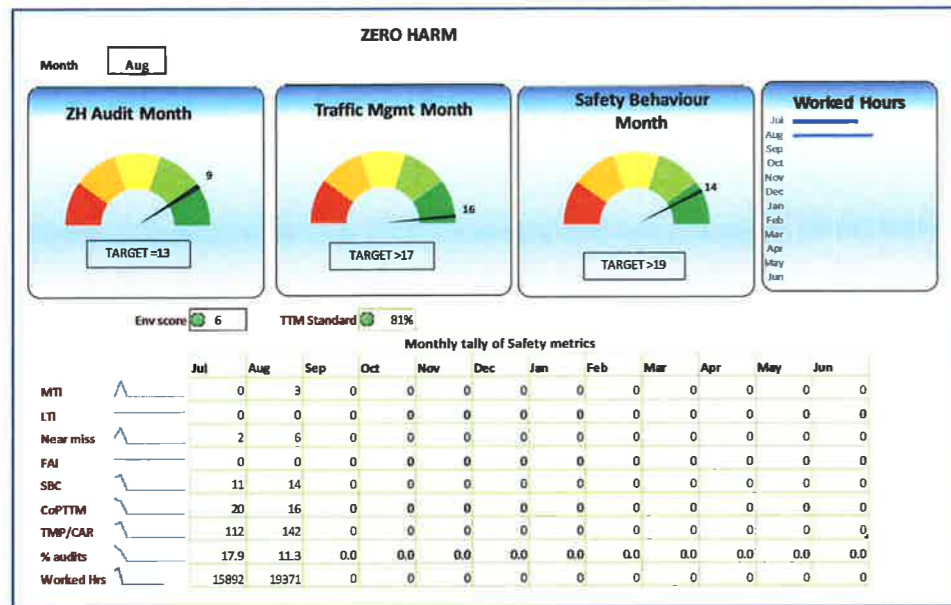
DWS Event – compliance measure transgression requiring the Drinking Water Assessor to be notified, transgression is not the same as non-compliant

### SERVICE DELIVERY GM SUMMARY to AUGUST 2017



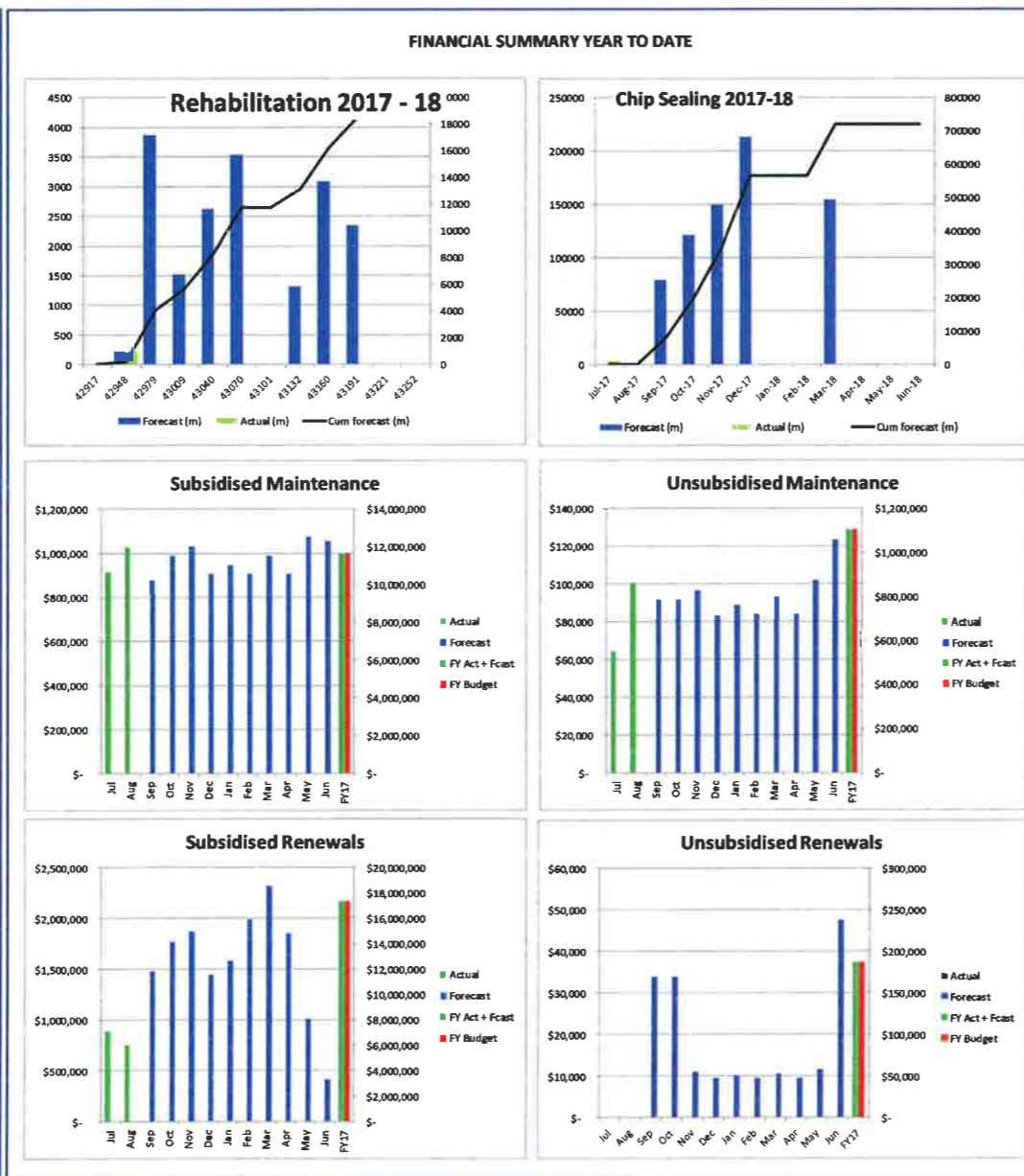
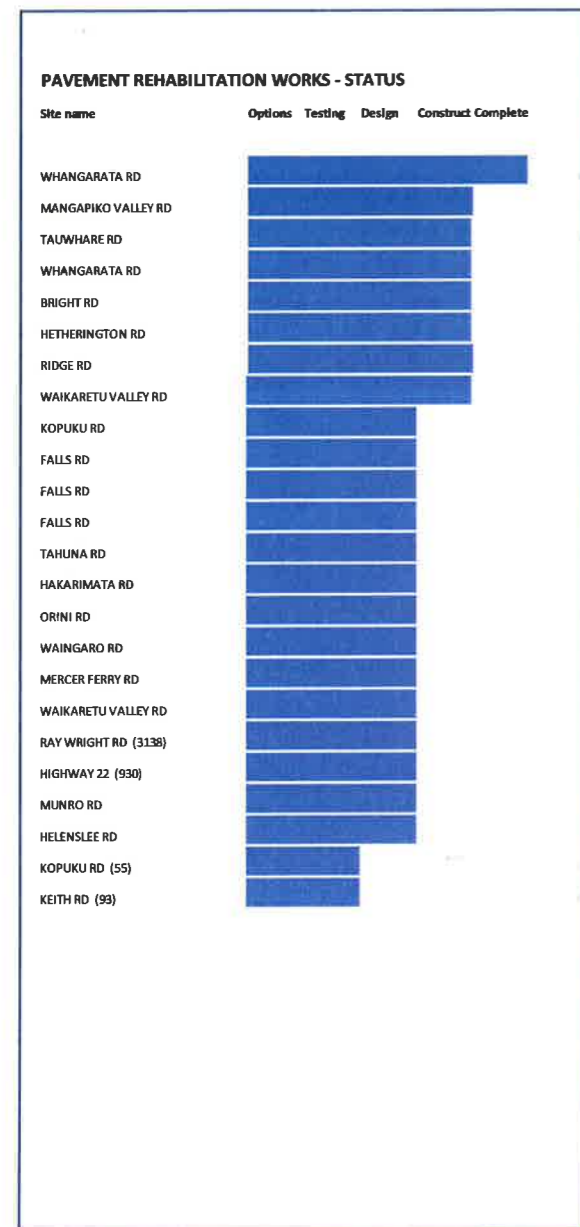
CAPITAL & ONE-OFF OPEX PROJECTS						
Team	Full Year Budget	YTD FCast	YTD Actual	Fcast vs Actual Variance	Variance %	Variance Status
Roading	29,067,137	3,256,643	2,552,884	703,759	22%	
Facilities	16,867,219	268,746	267,081	1,665	1%	
Waters	36,759,837	2,723,320	2,591,855	131,465	5%	
<b>TOTAL</b>	<b>82,694,193</b>	<b>6,248,709</b>	<b>5,411,820</b>	<b>836,890</b>	<b>13%</b>	





### NETWORK INDICATORS

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Litter collected (tn)	12	10	-	-	-	-	-	-	-	-	-	-	22
Edge marker post(ea)	22	9	-	-	-	-	-	-	-	-	-	-	31
Sign renewals (ea)	26	34	-	-	-	-	-	-	-	-	-	-	60
Potholes filled (ea)	552	602	-	-	-	-	-	-	-	-	-	-	1,154
Edgebreak repair (m2)	431	609	-	-	-	-	-	-	-	-	-	-	1,040
Unsealed grading (km)	127	159	-	-	-	-	-	-	-	-	-	-	286
Watertable clean (km)	2.0	24.6	-	-	-	-	-	-	-	-	-	-	26.6
Vegetation mowing (km's)	-	-	-	-	-	-	-	-	-	-	-	-	-
Sweeping (tn)	19	40	-	-	-	-	-	-	-	-	-	-	58



### KEY PERFORMANCE INDICATORS

<b>Zero Harm</b>	<span style="color: yellow;">●</span> There were 3 MTIs sustained in the August period. Two were lifting related, one a slip. Manual handling refresher training is in the process of being organised to mitigate this risk.
<b>Customer</b>	<span style="color: green;">●</span> The average response time to Customer Requests remains steady at 1.6 days YTD.
<b>Financial</b>	<span style="color: green;">●</span> Actual costs slightly lower than Budget YTD. Capital programme slightly ahead of plan in Resurfacing and on target for Rehabs. Maintenance costs lower due to reduced need in specific areas for the first two months.
<b>Team</b>	<span style="color: green;">●</span> Team members who consistently demonstrated values based behaviours were recognised at an awards ceremony.
<b>Risk</b>	<span style="color: green;">●</span> The WDA Risk Management Plan has been reviewed and approved.
<b>Quality</b>	<span style="color: green;">●</span> Annual Supply Partner Evaluations and associated action plans have been completed.
<b>Bright Ideas/Innovation</b>	<span style="color: green;">●</span> WDA was awarded the Excellence Award for Best Practice in Infrastructure Management by LGNZ.

**Key**  
 MTI - Medical Treatment Injury  
 Near miss - Event that could have the potential to cause harm  
 FAI - First Aid Injury  
 SBC - Safety Behavioural Conversation  
 TMP/CAR - Number of TMP/Corridor Access Requests Received

### **Open Meeting**

<b>To</b>	Infrastructure Committee
<b>From</b>	Tim Harty General Manager Service Delivery
<b>Date</b>	14 September 2017
<b>Prepared by</b>	Paul Harrison Road Corridor Engineer
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	INF2017 (26/09/17)
<b>Report Title</b>	Approval of Proposed Te Kowhai Community Committee Road Name List

## **I. EXECUTIVE SUMMARY**

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This report seeks the Committee's approval of the proposed road name list prepared by the Te Kowhai Community Committee.

The list has been checked by staff against the Road Naming Policy and some names are **not** recommended for inclusion on the approved list (See 3.2.).

This report recommends the Committee considers the name options presented and resolves to approve a list of names for road naming purposes in the Te Kowhai area.

## **2. RECOMMENDATION**

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

**AND THAT** the Committee resolves that the August 2017 "Approved Road Name List" for Te Kowhai is restricted to the following fifty of the sixty names submitted:

**Magner Road, Rolio Gillespie Drive, Bycroft Lane, Hartman Place, Mortimer Place, Mary Jones Place, Upton Way, Vic Knight Lane, Wilcock Lane, Hockin Drive, Peter Bently Road, Malvina Major Drive, Jim Hodgson Way, Wallace Way, Henton Way, Clow Road, Clear Road, Max Clear Way, Penbeagle Lane, Ken Cassey Crescent, Trigon Close, Diane Place, Alfred Corbett Close, Nicol Norman Way, Alf Hunt Lane, Con Voss Avenue, McBeth Place, John Bonfrey, Captain Stone Crescent, Corby Crescent, Carpenter Crescent, Byron Lane, Ruck Road, Major Wilson Drive, Les Pearce Drive, Gaskell Lane, Hardwick Lane, Kelsall Lane, O' Connor Lane, Rochford Way, The Avon Rise, Blue Nose Lane, Opuatia Road, Blanche Lane, Delta Way, Gundagi Terrace, Freetrader Drive, Sandfly Terrace, Prince Albert Place.**

### 3. BACKGROUND

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A list of suggested Road Names suitable for posting within the Te Kowhai area has been prepared by the Te Kowhai Community Committee.

Staff have now reviewed the list and excluded duplications and names with sound similarity issues.

Some names remaining on the reviewed list are duplications of existing names in Hamilton City, Waipa District Council, South Auckland Council and West Auckland Council. In these cases, the road title will not be duplicated. Staff consider adopting an alternative road title and requiring considerable travel distance between name duplications will assist emergency services to distinguish them.

In the case of Te Kowhai, no duplications of existing South Auckland, Hamilton City Council or Waikato District names remain on the recommended name list.

The edited list has been checked against Google and Intramap mapping and other approved road name lists.

In the case of Te Kowhai, the historical early settlers and war theme has provided a useful distinction to the names chosen for listing.

This report is submitted in accordance with section 2.1 of the Road Naming policy.

### 4. DISCUSSION AND ANALYSIS OF OPTIONS

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#### 4.1 DISCUSSION

The following table provides a list of recommended themed names, background to the name choice, an indication of any potential duplication or sound similarity issues, and nominates any included road titles.

ID	Name	Reason	Location of duplicate or similar sounding name in NZ	✓ if include in draft list	Classification exclusions and notes
<b><u>Notable Themes – School land donors; The first Te Kowhai hall founders; Council related founders; Pioneer family names; Storekeepers; Militia Men; Military people &amp; KIA; River boats in Te Kowhia.</u></b>					
1.	Magner Road	<b>John Magner</b> and wife <b>Brigit</b> arrived from Ireland (via Boston) and settled in Ngāruawāhia about 1876.	None	✓	None
2.	Rollo Gillespie Drive	<b>Rollo Gillespie</b> was a headmaster at Te Kowhai School from 1900 to 1927.	None	✓	None

3.	<b>Bycroft Lane</b>	<b>School Land Donors</b> John Bycroft 1 <sup>st</sup> was the founder of Bycroft Biscuits in Auckland. Emma Stone married John Bycroft In about 1899, <b>Emma Bycroft</b> (nee Stone, b.1847, d.1934) donated the (front) land where the current Te Kowhai School is.	Emma – 3 x HCC Bycroft 1 x ACC	√	Emma Bycroft Lane Exclude Emma to many duplications change to <b>Bycroft Lane - None</b>
4.	Hartman Place	<b>George Hartman</b> was a founding trustee of the first Hall. About 1904, Hartman owned land adjoining the eastern side of the Te Kowhai School, and in 1905 he sold two acres (0.8 ha.) to the Education Board for the school horse paddock.	None	√	None
5.	Mortimer Place	<b>“COUNCIL” names</b> Cr. Margaret ( <b>Bunny</b> ) Mortimer grew up at ‘Westlands’ near Dinsdale. Her father purchased the 500 acres (202 ha.) of land between Wallace Road, Dinsdale and Howden Road in about 1927. The Taitua Arboretum (twenty hectares, was gifted by the couple to Hamilton City in the late 1990s)	1 x ACC	√	Exclude Terrace and Street already used elsewhere
6.	<b>Mary Jones Place</b>	<b>Thomas Jones</b> settled in Te Kowhai in 1896. He farmed on Fullerton Road. He was a board member to the Newcastle Road Board	1 x HCC 4 x ACC	√	Thomas Jones Place – too many duplications Change to 2 <sup>nd</sup> option. <b>Mary Jones Place - None</b>
7.	Upton Way	Tom’s brother, <b>John</b> Upton, of Christie Road, Te Kowhai, was born in 1908. He was a grandson of John Henry Upton, Mayor of Auckland from 1889 to 1891.	None	√	None
8.	Vic Knight Lane	Cr. <b>Vic Knight</b> married Margaret Fullerton, of Fullerton Road and they milked cows on 50 acres (20 ha.) of Fullerton family land.	None	√	None
9.	Wilcock Lane	<b>Abraham and Walter Wilcock</b> arrived in NZ about 1889. They co-owned a farm on Exelby Road.	None	√	None
10.	Hockin Drive	<b>Edward &amp; Elizabeth Hockin</b> arrived in Te Kowhai in 1920, farming on the corner of Horotiu and Ngāruawāhia Roads.	None	√	Exclude Place
11.	<b>Peter Bently Road</b>	<b>Peter</b> was born in 1908. His family were farming at Waitoa.	Bently Rd – 2 x ACC 1 x HCC 1 x CHCH	√	Bently Road – too many duplications Change to 2 <sup>nd</sup> option <b>Peter Bently Road - None</b>
12.	Malvina Major Drive	<b>Malvina</b> grew up on Bedford Road and attended the local school from 1952-1956.	None	√	None

13.	<b>Jim Hodgson Way</b>	<b>J Lee</b> (James) and ' <b>Tot</b> ' <b>Hodgson</b> farmed at Tamahere, on family land which had the Ryvington Friesian Stud as its mainstay. J Lee shifted to Te Kowhai about 1946. Their son, <b>Jim Hodgson</b> , left school at the age of 14 to help run the Tamahere farm during war time.	Hodgson Way 1 x WDC 1 x Waipa	√	Exclude Hodgson Way – too many duplications Change to 2 <sup>nd</sup> Option <b>Jim Hodgson Way - None</b>
14.	Wallace Way	<b>Ken and Laura Wallace</b> (a son of the pre-1918 owner) purchased the land after the defaulting by the previous occupiers (Handley) in 1931.	2 x ACC 1 x Havelock 1 x Wellington	√	Exclude Street and Road
15.	Henton Way	The <b>Henton family</b> were associated with Te Kowhai from about 1927 until 2012. The school used the Henton swimming pool in the Te Otamanui swamp, as the only community pool, from about 1930 – 1957.	1 x Paeroa	√	Exclude from list Street and Road
16.	Clow Road	<b>William Clow</b> arrived in 1898. William Clow served on the Newcastle Road Board in 1895 & 1896 and again in 1911 & 1912.	1 x HCC	√	Exclude Place
17.	Clear Road	This name has application in particular to the proposed airpark development at Te Kowhai Airfield.	1 x Kaipara DC	√	None
18.	Max Clear Way	<b>Albert and Louisa Clear</b> , along with their daughter Ena. Ena was at Te Kowhai School from 1919-1921	None	√	None
19.	<b>Penbeagle Lane</b>	The Harris family name has been very strongly linked to Te Kowhai for about 134 years and four generations. The 'Harris House', named ' <b>Penbeagle</b> ', on Ngāruawāhia Road, in 2017, is nearly 100 years old.	1 x ACC 1 x Wiapa 1 x WDC	√	Exclude from the list Harris Place or Harris Boulevard duplications. Use 2 <sup>nd</sup> option of <b>Penbeagle Lane - None</b>
20.	<b>Ken Cassey Crescent</b>	<b>Ken &amp; Isobel Cassey</b> were farming on Te Kowhai Road before shifting to the village, in 1949.	1 x HCC 1 x WDC 2 <sup>ND</sup> option no duplications	√	Cassey Crescent Use 2 <sup>nd</sup> option add <b>Ken to Cassey Crescent – None</b>
21.	Trigon Close	He became Technical Director in 1985 of Trigon Plastics Ltd, overseeing factories in NZ, USA & Great Britain.	None	√	None
22.	Diane Place	Fredrick Alfred Blackburn has lived in the area for the past 25 years.	None	√	None
23.	Alfred Corbett Close	<b>Storekeepers</b> 1 <sup>st</sup> storekeeper, at Te Kowhai West.	1 x HCC 1 x ACC 1 X Blenheim	√	None

24.	<b><u>Nicol Norman Way</u></b>	Norman Nicol – 3 <sup>rd</sup> storekeeper in the eastern village from 1907–c.1918. Also the Postmaster and Justice of the Peace for Te Kowhai. He built the house on his Richard's Road farm in 1917. It is now obviously over 100 years old.	1 x HCC 1 x ACC 2 <sup>ND</sup> Option - None	√	Change from list Norman Nicol and reverse it. Too many duplications Use 2 <sup>nd</sup> option of <b><u>Nicol Norman Way</u></b>
25.	Alf Hunt Lane	Alf Hunt – owner from c.1918 to c.1942.	None	√	None
26.	Con Voss Avenue	Con Voss - owned the store from 1942-1950.	None	√	None
27.	McBeth Place	Pat & Tom McBeth owned the store from 1952-1976.	1 x WBOP 1 x Coromandel	√	None
28.	John Bonfrey	<b><u>Militiamen</u></b> - <i>Notable Militiamen from the 1863-1864 NZ Wars</i>	None	√	None
29.	Captain Stone Crescent	Stones Corner (at the north end of Bedford Road) was a well-known identifier for the area. It was the site of the first dairy factory in Te Kowhai (1886), later converted to become the first school in the area (1892).	2 x ACC	√	None
30.	Corby Crescent	<b>Patrick Corby</b> is the only known named person to have actually served in Te Kowhai during the Waikato Wars (with the 3 <sup>rd</sup> Waikato Regiment). He was the chair of the Newcastle Road Board for 25 years.	None	√	None
31.	Carpenter Crescent	<b>Lieutenant Carpenter</b> farmed his Crown Grant of 400 acres (160 ha.) and ran a commercial fellmongery at Te Kowhai (West).	1 x Hastings 2 x ACC	√	Exclude Street, Road, Lane
32.	Byron Lane	Captain <b>Henry Byron</b> was the first secretary of the Road Board, in the early 1870s.	1 x ACC 1 x HCC 1 x CHCH	√	Exclude Avenue, Street Road
33.	<b><u>Ruck Road</u></b>	Captain Frederick Ruck, of the 3 <sup>rd</sup> Waikato Militia Regiment, was allocated (or chose) a prime 300 acres (120 ha.) alongside the Waipa River on (the then unnamed) Bedford Road.	None	√	Captain Ruck Road Exclude – Captain too many duplications Use 2 <sup>nd</sup> Option of <b><u>Ruck Road - None</u></b>
34.	Major Wilson Drive	He entered the British Army in 1846 as an Ensign, and joined the Auckland Volunteer Rifles in 1859. During the Waikato Land Wars, he was stationed at Raglan in 1864 and Cambridge in 1865 and 1866.	1 x ACC 1 X Lower Hutt	√	Exclude Street, Drive,

35.	Les Pearce Drive	<b><u>Significant WWII Military</u></b> Major General Les Pearce was awarded: Commander of the Most Excellent Order of the British Empire (CBE) and Companion of the Most Honourable Order of the Bath (CB). He was the first to rise from Private to Major General” in Te Kowhai from 1890-1990.	None	√	None
36.	Gaskell Lane	Frederick and Norman Gaskell were killed in action during WWI. <i>The Gaskell family:</i> Arthur and Edith Gaskell settled in Te Kowhai about 1900.	1 x ACC	√	Exclude Road
37.	Hardwick Lane	<i>The Hardwick family:</i> their father, William John Hardwick, farmed on the Horotiu Straight, Te Kowhai.	None	√	None
38.	Kelsall Lane	James Kelsall, living ‘at Te Kowhai’. He was a Trooper in the 2 <sup>nd</sup> Australian Light Horse. He died, 4 November 1917. Buried in the Jerusalem Memorial.	1 x Napier	√	Exclude Street
39.	O’ Connor Lane	Dan and Michaela O’Connor are both on Te Kowhai War Memorial Hall’s Roll of Honour. Michael O’Connor was born in 1894 at Ngāruawāhia.	2 x ACC	√	Exclude Street and Drive
40.	Rochford Way	Hugh or ‘Ginger’ Rochford enlisted in the Royal New Zealand Air Force. He was stationed at Stradishall, United Kingdom. Hugh lived on Marwood Road and attended Te Kowhai School for the year of 1929.	1 x HCC 1 x ACC	√	Change Rochford Rise to Rochford Way Exclude Court and Place
41.	<b><u>The Avon Place</u></b>	<b><u>RIVER BOATS connected to Te Kowhai</u></b> The Avon was the first paddle steamer on the Waipa (in late 1863). She sank near Te Whakapaku Pā (beside the outlet of the Te Otamanui Lagoon on today’s Bedford Road in February 1864).	1 x ACC 1 x HCC 1 x Tauranga 1 x Taupo 2 <sup>ND</sup> Option - None	√	Avon Rise change to 2 <sup>nd</sup> option- <b><u>The Avon Place - None</u></b>
42.	Blue Nose Lane	This paddlesteamer was reputedly named after its Scandinavian owner, who had a typical ‘cold-climate’ blue nose.	None	√	None
43.	Opuatia Road	The Opuatia was built in 1913 and was described as a screw-steamship, and could do twelve knots of speed. She was used to cart coal upriver from Huntly and road metal from Hodgson’s quarry near Te Rore Bridge. (Metal is on record as still being	None	√	None

		delivered from this quarry by boat to the Ohote Landing in Te Kowhai in 1921, for the Newcastle Road Board).			
44.	Blanche Lane	This paddlesteamer regularly carried farmer's milk or cream down the Waipa River to the dairy factory at Ngāruawāhia.	1 x WBOP	√	Exclude Road
45.	Delta Way	Other notable boats in the area included: Delta	1 x ACC	√	Exclude Avenue
46.	Gundagi Terrace	Other notable boats in the area included: Gundagi	None	√	None
47.	Freetrader Drive	Other notable boats in the area included: Freetrader	None	√	None
48.	Sandfly Terrace	Other notable boats in the area included: Sandfly	None	√	None
49.	Prince Albert Place	Other notable boats in the area included: Prince Albert	1 x Dunedin 1 x Ngaruawahia	√	Exclude – Road Exclude – Princess Street

(**Bold lettering** of names have been changed by the WDC Asset Engineer with slight change to name wording so as to be included in the list).

(Ten original names have been excluded from the main submitted list due to duplications or sound similarity in other Councils. See Options Table 3.2).

## 4.2 OPTIONS

The following themed table lists the potential road names staff recommend as **unsuitable** to be excluded from the approved list. Due to duplication, sound similarity and proximity in neighbouring councils.

These were part of the initial list submitted to council.

ID	Name	Background	Location of duplicate or similar sounding name in NZ	√ if include in draft list	Classification exclusions and notes
	<b><u>Notable Theme's – School land donors; The first Te Kowhai hall founders; Council related founders; Pioneer family names; Storekeepers; Militia Men; Military people &amp; KIA; River boats in Te Kowhia.</u></b>				



1.	Elizabeth Rothwell Crescent	<b>First Hall Founders</b> <b>Thomas Rothwell</b> was a trustee of the first Te Kowhai Hall (1905-1954). Miss <b>Elizabeth Rothwell</b> , became Head Nurse (later called Matron) of Waikato Hospital, in 1896, a position she held until 1921.	1 x Tauranga 1 x Wellington 2 x HCC 2 x ACC	√	Exclude from list. Elizabeth Rothwell Crescent too many duplications
2.	Thomas Rothwell Crescent	<b>Thomas Rothwell</b> was a trustee of the first Te Kowhai Hall (1905-1954).	3 x ACC 1 x HCC 1 x WDC	√	Exclude from list. Thomas Rothwell Crescent too many duplications
3.	Peter Kay Place	<b>Peter Kay</b> was involved in four land 'donations', Richards Road (the 2 <sup>nd</sup> school, on Kay land from 1893-1899).	Peter 3 x ACC Kay 3 x ACC	√	Excluded from list Peter Kay Place too many duplications
4.	Ian McLennan Place	Ian was elected and served Newcastle Ward until 2007. He was Deputy Mayor for six years.	Ian 5 x ACC McLennan 4 x ACC	√	Exclude from list. Ian McLennan too many duplications
5.	Little Road	This road exists as a Paper Road (off Ngāruawāhia Road) In early days it was referred to as 'Littles Road' but has never been formally signposted. Four generations of the Little families lived on their farm at Te Puroa (being on the true left of the Waipa River), the first settler being <b>George Little</b> on his Militia allotment.	1 x HCC 1 x SouthWDC 1 x Thames DC	√	Exclude from the list. Little Road too many duplications
6.	James Smith Lane	James Smith was Killed in Action 1 <sup>st</sup> September 1918 'in the field, France', serving with the 2 <sup>nd</sup> Battalion, Auckland Regiment NZEF. He appears to have been farming at Te Kowhai, his parents living in Hamilton at the time of Service.	3 x WDC 1 x Waipa 1 x Lower Hut	√	Exclude from the list. James Smith Lane duplications
7.	Pioneer Lane	The Pioneer plied the Waipa River, along with the Avon, supplying General Cameron's troops on his advance up the Waipa.	1 x ACC 2 x WDC	√	Exclude Road, Lane and Street
8.	Koheroa Road	Used in the area on the Waipa River during the latter period of the NZ Land Wars.	1 x WDC - Mercer	√	Exclude Road
9.	Rawhiti Drive	It was launched in 1925 and was 190 feet long and 35 feet wide. She is known to have been used to cart timber from Te Kowhai.	1 x ACC 1 x Matamata 1 x Te Aroha 1 x HCC 1 x WDC	√	Exclude Road and Avenue Change Road to Drive Rawiri in WDC same sound
10.	Herbert Hall Lane	<i>The Hall family</i> : William and Ruth Hall dairy farmed on Collie Road, beside the Waipa River, from about 1911 to 1923.	1 x WDC 1 x HCC 1 x WAIPA	√	Exclude from the list

## 5. CONSIDERATION

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### 5.1 FINANCIAL

All costs are being met by developers.

### 5.2 LEGAL

Nil

### 5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

Community Board consultation around private road naming has been undertaken in accordance with Council policy and standard operating procedures.

### 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"/>
This matter is not considered to be significant in terms of Council's significance policy.					

Planned	In Progress	Complete	
		Yes	Internal
		Yes	Community Boards/Community Committees
No			Waikato-Tainui/Local iwi
No			Households
No			Business
Yes			Adjoining TLA's.

## 6. CONCLUSION

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The Committee should be able to confirm an "Approved 2017 Te Kowhai Street Name List" to satisfy the current requests for new road names from developers.

## 7. ATTACHMENTS

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Nil.

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**Open Meeting**

<b>To</b>	Infrastructure Committee
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	18 September 2017
<b>Prepared by</b>	Lynette Wainwright Committee Secretary
<b>Chief Executive Approved</b>	Y
<b>Reference</b>	GOV1318
<b>Report Title</b>	Exclusion of the Public

## **I. EXECUTIVE SUMMARY**

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To exclude the public from the whole or part of the proceedings of the meeting to enable the Infrastructure Committee to deliberate and make decisions in private on public excluded items.

## **2. RECOMMENDATION**

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**THAT** the report of the Chief Executive be received;

**AND THAT** the public be excluded from the meeting to enable the Infrastructure Committee to deliberate and make decisions on the following items of business:

**Confirmation of Minutes dated Tuesday 22 August 2017**

### **REPORTS**

- a. **Raglan Kopua Holiday Park – Chairperson’s Annual Report 1 July 2016 to 30 June 2017**

This resolution is made in reliance on section 48(1)(a) and 48(2)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by sections 6 or 7 of that Act which would be prejudiced by the holding of the whole or the relevant part(s) of the proceedings of the meeting in public are as follows:

**Reason for passing this resolution to withhold exists under:** **Ground(s) under section 48(1) for the passing of this resolution is:**

**Section 7(2)(a)**

**Section 48(1)(3)(d)**