



**I, Steven May, Tumu Whakarae Chief Executive Officer, hereby give notice that
Infrastructure Committee Meeting will be held on:**

Date: Tuesday, 11 August 2020
Time: 1.30pm
**Location: Council Chamber, Wairoa District Council,
Coronation Square, Wairoa**

AGENDA

Infrastructure Committee Meeting

11 August 2020

The agenda and associated papers are also available on our website: www.wairoadc.govt.nz

For further information please contact us 06 838 7309 or by email info@wairoadc.govt.nz

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- 1 KARAKIA**
- 2 APOLOGIES FOR ABSENCE**
- 3 DECLARATIONS OF CONFLICT OF INTEREST**
- 4 CHAIRPERSON'S ANNOUNCEMENTS**
- 5 LATE ITEMS OF URGENT BUSINESS**
- 6 PUBLIC PARTICIPATION**

A maximum of 30 minutes has been set aside for members of the public to speak on any item on the agenda. Up to 5 minutes per person is allowed. As per Standing Order 15.1 requests to speak must be made to the Chief Executive Officer at least one clear day before the meeting; however this requirement may be waived by the Chairperson. Requests should also outline the matters that will be addressed by the speaker(s).

7 MINUTES OF THE PREVIOUS MEETING

Ordinary Meeting - 18 June 2020

**MINUTES OF WAIROA DISTRICT COUNCIL
INFRASTRUCTURE COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, WAIROA DISTRICT COUNCIL, CORONATION SQUARE, WAIROA
ON THURSDAY, 18 JUNE 2020 AT 1.30PM**

PRESENT: His Worship the Mayor Craig Little, Cr Chaans Tumataroa-Clarke, Cr Denise Eaglesome-Karekare, Cr Chris Olsen (via Video-conferencing), Cr Hine Flood (Deputy Mayor)

IN ATTENDANCE: Steven May (Tumu Whakarae Chief Executive Officer), Gary Borg (Pouwhakarae – Pūtea/Tautāwhi Rangapū Group Manager Finance and Corporate Support), Stephen Heath (Pouwhakarae – Hua Pūmau Hapori/Ratonga Group Manager Community Assets and Services), Kitea Tipuna (Pouwhakarae – Hapori/Whakatūtaki Group Manager Community and Engagement), Luke Knight (Kaiwhakahaere Rawa Property Manager), Mike Hardie (Kaiwhakahaere Hua Pūmau Huarahi (Taupua)/Acting Transport Asset Manager), Gay Waikawa (Kaiurungi Mana Arahi/Governance Officer), Tyler Trafford-Misson (Kaiurungi Mana Arahi/Governance Officer)

1 KARAKIA

Karakia was given by K Tipuna

2 APOLOGIES FOR ABSENCE

Nil

3 DECLARATION OF CONFLICT OF INTEREST

Chris Olsen – REG RAC Report 2018/2019

4 CHAIRPERSON'S ANNOUNCEMENTS

Appointment of Chairperson for Wairoa District Council's Infrastructure Committee - Cr Tumataroa-Clarke

5 LATE ITEMS OF URGENT BUSINESS

REG RCA Report 2018/2019 – Stephen Heath

Appointment of Chairperson – Infrastructure Committee

6 PUBLIC PARTICIPATION

None.

7 MINUTES OF THE PREVIOUS MEETING

COMMITTEE RESOLUTION 2020/43

Moved: Cr Chaans Tumataroa-Clarke

Seconded: Cr Denise Eaglesome-Karekare

That the minutes [and confidential minutes] of the Ordinary Meeting held on 17 March 2020 be confirmed.

CARRIED

Kaiwhakahaere Hua Pūmau Huarahi (Taupua)/Acting Transport Asset Manager presented the report and reported on Mahia East Coast Road, Patangata Bridge, Mahia East Coast Road Rangatahi Dropout, Nuhaka River Road Realignment, Kitchener Street Open Street Drain, Wastewater Consent and Proposed Projects to be Carried over to 2020/21.

8 GENERAL ITEM

8.1 PROJECT UPDATE 2019/20 - COMMUNITY ASSETS AND SERVICES

COMMITTEE RESOLUTION 2020/44

Moved: His Worship the Mayor Craig Little

Seconded: Cr Hine Flood

That the Committee receive the report.

CARRIED

9. PUBLIC EXCLUDED ITEM

COMMITTEE RESOLUTION 2020/45

Moved: Cr Denise Eaglesome-Karekare

Seconded: His Worship the Mayor Craig Little

That the public be excluded from the following parts of the proceedings of this meeting at 2.43pm pm.

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
9.1 REG REC Report	s7(2)(h) – the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities.	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or

		section 7
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CARRIED

COMMITTEE RESOLUTION 2020/46

Moved: His Worship the Mayor Craig Little

Seconded: Cr Hine Flood

That Council moves out of Closed Council into Open Council at 2.48pm.

CARRIED

APPOINTMENT OF WAIROA DISTRICT COUNCIL’S INFRASTRUCTURE COMMITTEE CHAIRPERSON

COMMITTEE RESOLUTION 2020/47

Moved: His Worship the Mayor Craig Little

Seconded: Cr Hine Flood

That Cr Chans Tumataroa-Clarke be appointed as Chairperson for the Wairoa District Council’s Infrastructure Committee.

CARRIED

The Meeting closed at 2.50pm with a closing karakia by Kitea Tipuna.

The minutes of this meeting were confirmed at the Infrastructure Committee Meeting held on 11 August 2020.

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CHAIRPERSON

8 GENERAL ITEMS

8.1 COMMUNITY ASSETS AND SERVICES DEPARTMENT - PROPOSED PROJECT REPORT FORMAT

Author: Stephen Heath, Pouwhakarae – Hua Pūmau Hapori / Ratonga Group Manager Community Assets and Services

Authoriser: Steven May, Tumu Whakarae Chief Executive Officer

Appendices: 1. Project tracking dashboard [↓](#)

1. PURPOSE

- 1.1 This report provides information for Committee on Community Assets and Services (CAAS) department projects.
- 1.2 No decisions are required by Committee at this stage.

RECOMMENDATION

The Pouwhakarae – Hua Pūmau Hapori / Ratonga Group Manager Community Assets and Services RECOMMENDS that Committee receive the report.

2. BACKGROUND

- 2.1 This is the proposed format for CAAS department reporting to the committee.
- 2.2 This report forms a summary only of projects “at a glance”. Additional reports will continue to be provided where further direction is sought from Infrastructure Committee.
- 2.3 As a general rule, projects valued under \$100,000 will be reported by exception only.

3. DIRECTION

- 3.1 This section will outline the direction that Infrastructure Committee & Council provide CAAS.
- 3.2 It will outline how projects align with Council’s direction and how these projects are being delivered in line with relevant policies and strategies i.e. Infrastructure strategy, procurement guidelines, AMPs, LTP, Annual Plan.
- 3.3 Direction is sought from Infrastructure Committee on process and procedure to follow in terms of PGF funds/Social procurement/procurement rules. Recent discussion at the Council meeting held on 28th July 2020, indicated that the preferred method for work associated with PGF funds should be provided to the CCTO and not to tender. Discussion needs to be had around this to ensure value for money and wider outcomes are delivered.

4. MONITORING

- 4.1 This section will refer to the project dashboard at Appendix 1. Any project areas such as budget or delivery that are highlighted Amber or Red in the dashboard will be

commented on here. (please note this project dashboard forms part of an xcell spread sheet capturing all project activities, Property, Roading, 3 Waters)

4.2 See below in Risks for the identified risks of two Roading Projects.

5. RISKS

- 5.1 This section will refer to the project dashboard at Appendix 1. Any risks outlined will be summarised with mitigation actions outlined. This will focus on the high or extreme risk levels.
- 5.2 Mahia East Coast Road Traction Sealing – due to Covid-19, the project has pushed into winter months. This is proving to be difficult for the contractors to construct the road with good productivity and efficiencies. A variation claim for Covid-19 and time-related costs have been submitted to the Provincial Development Unit. The outcome of this is expected in the next week. This decision will have a large impact on how/when we proceed with this project. The risk is financial and time.
- 5.3 19/06 Flood Damage Repairs Area wide, QRS has this contract and has started the last two sites. Winter months have pushed this project out slightly and there is a risk of not meeting the deadline – however the financial risk is low at this stage. Monitoring of project is ongoing to ensure project is pushed as long as good as possible.

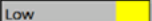
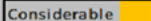
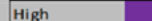
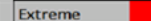
6. RESOURCES

- 6.1 This section will discuss levels of resourcing such as budget, equipment, contractors or staffing.
- 6.2 Street lighting: Two rounds of procurement has not delivered suitably qualified contractor within approved budgets. Council continuing to deliver services by direct engaging alternative contractor in Wairoa.
- 6.3 Flood Damage 2018/2019 – funding from these events has been rolled over through the last two financial years through process from design to tendering to completion. Estimates v actual costs are a risk, and the Transport Asset Manager is working through a process with NZTA to understand how we can mitigate this risk.
- 6.4 NZTA cost-scope adjustment Maintenance, Ops, and Renewals 2020/21. A cost scope adjustment to cover shortfall of the final year of the 3 year funding period has been submitted 29th July 2020. Outcome not yet decided.
- 6.5 Local contractors are very busy, with the inclusion of PGF into the work programmes. This is a risk that needs to be managed going forward as normal work programmes need to be completed also.

Signatories

	
<p>Author Stephen Heath</p>	<p>Approved by Steven May</p>

Project	Risk		Phase	Financials			Delivery date	Commentary
	Raw	Res.		Budget	Spend to date			
Mahia East Coast Traction Sealing (PGF) Redeployment Package (PGF)	High	Considerable	Delivery	\$ 7,000,000	\$ 5,090,000	Green	Mar 20	Delayed due to C-19, potential variations
19/06 Flood Damage Repairs, Area Wide	High	Considerable	Delivery	\$ 2,500,000	\$ 200,000	Green	Nov 20	Patangata (Rahui) Bridge, Nuhaka River Road, Rangatahi Dropout. Physical works have commenced on most sites
Mahia Recycling Centre	Low	Low	Design	\$ 1,297,795	\$ 908,298	Green	Oct 20	Started last 2 sites of this package, delayed due to weather
19/10 Flood Damage Repairs, Mohaka Waiau Package 3	Low	Low	Design	\$ 325,000	\$ 10,000	Green	Dec 20	
Archives & Library redevelopment	High	Low	Investigative	\$ 1,070,000	\$ 295,000	Green	Oct 20	Siteworx Ltd, progressing well.
19/11 Structural Bridge Repairs 2019	Considerable	Low	Delivery	\$ 2,500,000	\$ 55,000	Green	Jul 21	Cultural impact assessment underway to inform design
20/06 PGF Bridge Strengthening Package 1	Considerable	Low	Delivery	\$ 530,000	\$ 100,000	Green	Sep 20	
Realign water intake pipe to WTP	High	Low	Delivery	\$ 257,000	\$ -	Green	Oct 20	
Bridge Crossings and Carroll Street Mains Replacement	High	Low	Design	\$ 550,000	\$ -	Green	Jul 21	
Wairoa Wastewater Outfall	Considerable	Low	Design	\$ 490,000	\$ -	Green	Jul 21	
	High	Low	Design	\$ 2,027,550	\$ -	Green	Jul 21	

Risk Key	Low 	Considerable 	High 	Extreme 
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8.2 THERMAL IMAGE DRONE

Author: Stephen Heath, Pouwhakarae – Hua Pūmau Hapori / Ratonga Group Manager Community Assets and Services

Authoriser: Steven May, Tumu Whakarae Chief Executive Officer

Appendices: Nil

1. PURPOSE

- 1.1 This report provides information for Committee on Smart Technology benefiting Wairoa District Council. No decisions are required by Committee at this stage.
- 1.2 Report requested from Councillor's.

RECOMMENDATION

The Pouwhakarae – Hua Pūmau Hapori / Ratonga Group Manager Community Assets and Services RECOMMENDS that Committee receive the report.

2. BACKGROUND

Drone package recently purchased with Thermal image and 30 x zoom capability.

The Total drone package of \$37,996 was budgeted for in the water renewals water loss management plan as part of our leak detection program as current water loss was massive ie: 56% - 512 Million Litres per year, incurring unnecessary operational costs with non-revenue water loss estimated at \$370K per year, however as this drone will benefit all three activities we have shared the capital costs in the 3 activities as follows, Roding \$12,996, 3 Waters \$20,000, Property \$5,000

Benefits for WDC as Follows.

- Bridge inspections. (175 Bridges includes 40 large culverts)
- Slip management.
- Roding metal volume measuring / validating.
- Spring (Water) detection.
- Land Water flow paths.
- Water Leak detection district wide. (Data from this will feed into / help support the Infrastructure Strategy.)
- Waste water pond management. (Wairoa, Mahia).
- Work for marketing department with video and stills for different projects.
- Time saving and improved information.
- Parks and reserves inspections and mapping.
- Property Building inspections including roof.
- Improved HS&E for staff.
- District Monitoring of 17 x Water reservoirs cover inspections photographic evidence for Ministry of Health compliance, this will also be time and cost savings due to no longer the need to comply with working at heights.
- Automated with programmable flight paths ie: hands free capability, potential for water meter reads to be automated, current manual water metre readings cost \$10,000 per year.

- Land Fill compliance monitoring would enable WDC to enhance our monitoring of the landfill void capacity, topographical surveys of the land fill, thermal image monitoring for hot spots to mitigate fire risk.

Annual savings for the works listed above is difficult to accurately quantify however indications are that the drone would easily be cost beneficial within the first 6 - 12 months.

After several months WDC staff did a trial with the automated flight function on a water reservoir which saw the drone clipping the side of the concrete reservoir resulting in it being badly damaged. After inspection of the software and flight path it was determined that it was a fault with the drone and the supplier replaced the entire drone free of charge, Council have since validated the automated function is now operating correctly.

The drone is insured with Council and has a life expectancy of 3 – 7 years dependant on use and how it is treated; WDC have also purchased a secure case/box to house the drone and all associated parts which is kept under lock and key. Council staff that operate any drone have training, certification and authorisation.

3. COMMUNITY BENEFITS.

- 3.1 Assist Civil Defence Search & rescue Thermal image – flight time 40mins 8km radius on 1 battery, council have 2 batteries.
- 3.2 Encourages local career path interest through show and tell with College, schools etc; Most recently displayed at the library open day, with live flight footage put on TV big screen inside the Library and the drone flying remotely 2km away at a speed of 40kph.
- 3.3 This new drone is simply a clever tool to help the CAAS Department more efficiently and accurately manage the large infrastructure portfolio of over \$275 Million worth of Council owned assets within a district area of 4,133 square km, and 130km of coast line.
- 3.4 The ability to do more drone based work in house is a great move for council as the service required would mean establishment from out of our district to undertake this, which will deliver limited results and would incur considerable cost.
- 3.5 I believe this was a smart move to not only encourage Key staff with new technology, but a cost effective way to help keep a small local body compliant in many activities.

4. OTHER COUNCILS

- 4.1 Tararua DC have been using the same drone for two years mainly for mapping / Bridge inspections and the odd fire also can do mapping much easier and faster without Ground Control Points for the roading guys, also used for their marketing department for different projects.
- 4.2 Waipa District Council has recently purchased the same Drone package for the Thermal Imaging Technology to detect water leakage.
- 4.3 Water Care NZ also have this technology in house.

Further Information

Due to file size limitations, and if time permits the Group Manager Community Assets and Service’s will also give a brief 10 minute photo and video summary presentation in council chambers to support this information report.

References (to or from other Committees)

N/A

Signatories

	
<p>Author Stephen Heath</p>	<p>Approved by Steven May</p>