



**I, Kitea Tipuna, Tumu Whakarae Taupua Interim Chief Executive Officer, hereby
give notice that
Infrastructure Committee Meeting will be held on:**

Date: Tuesday, 3 November 2020
Time: 1.30pm
**Location: Council Chamber, Wairoa District Council,
Coronation Square, Wairoa**

AGENDA

Infrastructure Committee Meeting

3 November 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

Order Of Business

1	Karakia	5
2	Apologies for Absence	5
3	Declarations of Conflict of Interest	5
4	Chairperson's Announcements	5
5	Late Items of Urgent Business	5
6	Public Participation	5
7	Minutes of the Previous Meeting	5
8	General Items	10
8.1	Community Assets and Services Department - Update	10

- 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 - 11 August 2020

**MINUTES OF WAIROA DISTRICT COUNCIL
INFRASTRUCTURE COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, WAIROA DISTRICT COUNCIL, CORONATION SQUARE, WAIROA
ON TUESDAY, 11 AUGUST 2020 AT 1.30PM**

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

IN ATTENDANCE: Kitea Tipuna (Pouwhakarae – Hapori/Whakatūtaki Group Manager Community and Engagement), 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), Simon Mutohori (Kaiwhakahaere Ratonga Kiritaki/Customer Service Manager-Regulatory), Kimberley Tuapawa (Pouwhakarae – Pārongo/Wheako Kiritaki Group Manager Information and Customer Experience), Gay Waikawa (Kaiurungi Mana Arahi/Governance Officer), Luke Knight (Kaiwhakahaere Rawa Property Manager), Mike Hardie (Kaiwhakahaere Hua Pūmau Huarahi (Taupua)/ Transport Asset Manager), Karen Akuhata (Kaiwhakahaere Whaipainga/Utilities Manager), Gay Waikawa (Kaiurungi Mana Arahi/Governance Officer)

1 KARAKIA

Karakia was given by Kitea Tipuna.

2 APOLOGIES FOR ABSENCE

APOLOGY

COMMITTEE RESOLUTION 2020/51

Moved: His Worship the Mayor Craig Little

Seconded: Cr Denise Eaglesome-Karekare

That the apology received from Cr Hine Flood be accepted and leave of absence granted.

CARRIED

3 DECLARATION OF CONFLICT OF INTEREST

Chris Olsen – **Public Excluded Item 9.1 - 3 Waters Reform, Government Grant – Tranche One**

4 CHAIRPERSON'S ANNOUNCEMENTS

None.

5 LATE ITEMS OF URGENT BUSINESS

Public Excluded – Nuhaka River Road

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 14.14 requests to speak must be made to the meeting secretary at least one clear day before the meeting; however this requirement may be waived by the Chairperson.

7 MINUTES OF THE PREVIOUS MEETING**COMMITTEE RESOLUTION 2020/52**

Moved: Cr Chaans Tumataroa-Clarke

Seconded: Cr Denise Eaglesome-Karekare

That the minutes [and confidential minutes] of the Ordinary Meeting held on 18 June 2020 be confirmed.

CARRIED

8 GENERAL ITEMS**8.1 COMMUNITY ASSETS AND SERVICES DEPARTMENT - PROPOSED PROJECT REPORT FORMAT****COMMITTEE RESOLUTION 2020/53**

Moved: His Worship the Mayor Craig Little

Seconded: Cr Chris Olsen

That Committee receive the report.

CARRIED

Group Manager Community Assets and Services acknowledged the Utilities Manager and Transport Asset Manager for their contribution to the report.

The report outlined how projects align with Council's direction and are being delivered in line with relevant policies and strategies, ie Infrastructure strategy, procurement guidelines, AMPs, LTP and Annual Plan.

Monitoring, Risks, and Resources was also discussed.

8.2 THERMAL IMAGE DRONE**COMMITTEE RESOLUTION 2020/54**

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Chaans Tumataroa-Clarke

That the Committee receive the report.

CARRIED

The report covered Wairoa District Council benefits and community benefits for the use of the Thermal Image Drone.

The Group Manager Community Assets and Services gave a brief photo and video summary presentation of what the Thermal Image Drone to support the report.

9 PUBLIC EXCLUDED ITEMS

RESOLUTION TO EXCLUDE THE PUBLIC

COMMITTEE RESOLUTION 2020/55

Moved: Cr Chaans Tumataroa-Clarke

Seconded: Cr Denise Eaglesome-Karekare

That the public be excluded from the following parts of the proceedings of this meeting at 2.21pm.

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 - 3 Waters reform, Government Grant-tranche one	<p>s7(2)(f)(ii) - the withholding of the information is necessary to maintain the effective conduct of public affairs through the protection of Council members, officers, employees, and persons from improper pressure or harassment</p> <p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p> <p>s7(2)(j) - the withholding of</p>	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

	the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage	
9.2 - Nuhaka River Road	s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest	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

CARRIED

COMMITTEE RESOLUTION 2020/56

Moved: Cr Chaans Tumataroa-Clarke

Seconded: His Worship the Mayor Craig Little

That Council moves out of Closed Council into Open Council at 3.24pm.

CARRIED

The Meeting closed at 3.25pm with a karakia by Kitea Tipuna.

The minutes of this meeting were confirmed at the Infrastructure Committee Meeting held on 3 November 2020.

.....
CHAIRPERSON

8 GENERAL ITEMS

8.1 COMMUNITY ASSETS AND SERVICES DEPARTMENT - UPDATE

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

Authoriser: Kitea Tipuna, Tumu Whakarae Taupua Interim Chief Executive Officer

Appendices: 1. Community Assets and Services project dashboard [↓](#)
2. Activity Area's [↓](#)

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 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.
- 2.2 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. 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.
- 3.2 A report was titled “Preferred Supplier Agreement” was presented at council on 20th October 2020 to define processes around social procurement for externally funded projects.
- 3.3 The draft Land Transport Asset Management Plan has been submitted to NZTA for review. A workshop was held with Elected Members in June/July to indicate and get buy in on the strategic direction we are taking with Land Transport. Another workshop is to be (was) held on the 27th October with Elected Members to work more detail around cost implications and direction for the next 3 years.

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 Excel spread sheet capturing all project activities, Property, Roding, 3 Waters)

- 4.2 See below in Risks for the identified risks of the Roding Projects.
- 4.3 Appendix 2 Monitoring report shows current spends on operational budgets and a summary of CSR data for 3 main area spends, Roads, 3 Waters, Property.

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 – A variation claim for Covid-19 and time-related costs was submitted to the Provincial Development Unit, and recently approved. An extra \$1m has been allocated to this project which will allow contractors to start work again in November and complete the original scoped work.
- 5.3 Worker Redeployment PGF projects – Originally a budget of \$2.5m, based on estimates of what it will take to complete this work. The contractors have priced approx. \$2.45m to complete the 3 projects. The Nuhaka River Road Realignment design has proven to be incorrect in terms of quantities to move to realign the river. This has increased the cost by approx. \$200k. Due to the Rangatahi dropout being one of the 3 projects, and has previously attracted emergency work funding, this emergency funding will be used to cover the shortfall, but this does add to the issue outlined in Section 6.2 of this report.
 - 5.3.1. The Landing (Patangata/Rahui bridge) has been completed.
- 5.4 19/06 Flood Damage Repairs Area wide – extra sites have been added to this site which are the reason for cost variance from original contract budget and also the time variance. This is a managed risk.
- 5.5 20/06 PGF Bridge Strengthening Package 1 – all pre casting work is near completion, on site physical works have been pushed out to November by mutual agreement, road to be closed for 3 weeks which requires a robust communication plan to be put in place.

6. RESOURCES

- 6.1 This section will discuss levels of resourcing such as budget, equipment, contractors or staffing.
- 6.2 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 has submitted a cost scope adjustment to try and secure further funds to be able to complete all the work needed.
- 6.3 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 still not yet decided. Have escalated this to CEO/Mayor to discuss with their respective NZTA counterparts, as it is impacting on what we can deliver.
- 6.4 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.
- 6.5 Aggregate Supply: At a recent meeting with QRS, it was highlighted that aggregate supply in the Wairoa District is becoming hard to secure. This has an impact on cost and supply

of aggregate going forward, and ongoing discussions and strategic planning will need to commence to understand, plan, and be prepared for this issue.

- 6.6 Roding team have had a reshuffle in terms of staff. A resignation in the team has meant that our current staff have stepped up, and we are bringing on a new Assistant Engineer, starting 2nd November.

Signatories

	
Author Stephen Heath	Approved by Kitea Tipuna

Project	Risk		Phase	Financials		Delivery		Commentary
	Raw	Res.		Budget	Spend to date	Delivery date		
Mahia East Coast Traction Sealing (PGF)			Delivery	\$ 7,000,000	\$ 6,099,000	Mar 21		Variation approved of \$1m, budget now \$8m.
Redeployment Package (PGF)			Delivery	\$ 2,500,000	\$ 1,500,000	Nov 20		The landing (Patangata bridge) completed. Nuhaka River Road is 85% complete, Rangatahi Dropout is on track but may overrun delivery date.
19/06 Flood Damage Repairs, Area Wide			Delivery	\$ 1,297,795	\$ 1,381,481	Oct 20		Includes extra site Cricklewood Road Dropout Repair. Also it is looking like two sites on SP38 will be added to this contract.
Mahia Recycling Centre			Design	\$ 325,000	\$ 10,000	Dec 20		
19/10 Flood Damage Repairs, Mohaka Waiau Package 3			Delivery	\$ 1,070,000	\$ 670,000	Nov 20		Extra gabions added to Putere Road site and Willowflat 10.11k site along with a concrete dishchannel on the opposite side of the road. Site rail was also not scheduled and AP65 granular fill was used instead of cut to fill material that could not be used due to wet conditions.
Archives & Library redevelopment			Investigative	\$ 2,500,000	\$ 55,000	Jul 21		Project direction endorsed by council 20 Oct
19/11 Structural Bridge Repairs 2019			Delivery	\$ 530,000	\$ 250,000	Sep 20		Covid has pushed this completion date out.
20/06 PGF Bridge Strengthening Package 1			Delivery	\$ 257,000	\$ 7,000	Oct 20		Pushed out by mutual agreement, in order to be able to close the road for a longer period of time, when school etc. is not in use
Realign water intake pipe to WTP			Delivery	\$ 550,000	\$ 30,000	Nov 20		
Bridge Crossings and Carroll Street Mains Replacement			Design	\$ 490,000	\$ -	Jul 21		
Wairoa Wastewater Outfall			Design	\$ 2,027,550	\$ -	Jul 21		
Risk Key								
				Low	Considerable	High	Extreme	

20 CSRs were received in September. 1 was deemed as private, 1 was regarding stormwater and 18 were drinking water complaints. The drinking water complaints were around leaking tobies and a number were for the same water mains break.

MOH compliance

1 drinking water audit was carried out.

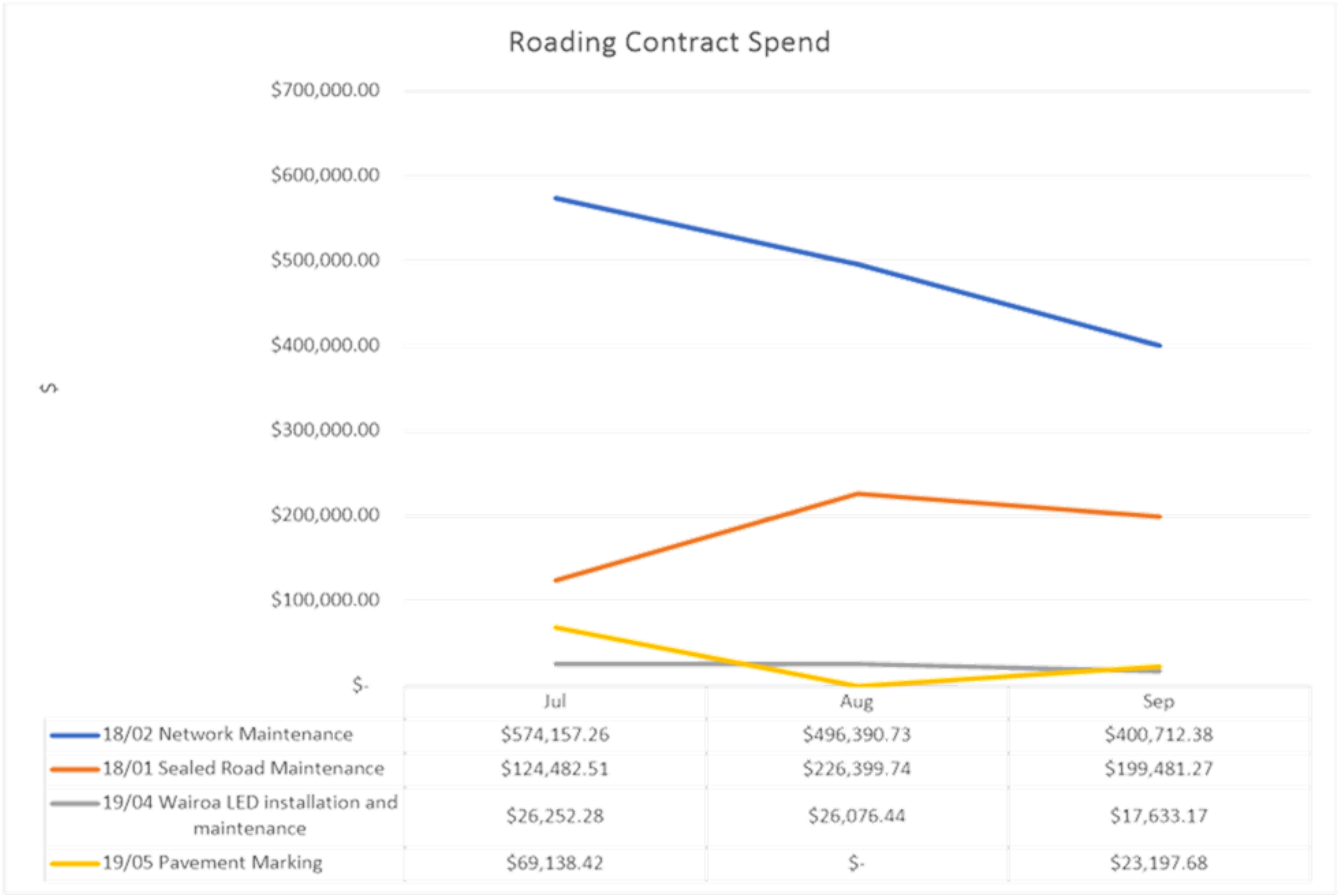
Wastewater compliance

Non-Compliance - Opoutama effluent quality for 3/16 parameters – CBOD, Ammonia and Nitrogen. Historic issues to be addressed with the upgrade of the Bluebay Wastewater Treatment Plant.

Contract spend YTD



30 CSRs were received in September. 8 complaints on traffic safety, 6 were road surface complaints, 4 regarding street lights, 2 were blocked culverts, 2 were about flooding, 2 regarding overgrown vegetation, 2 regarding road signs, 2 were to do with trees blocking roads, 1 regarding contracts and 1 was deemed general.



28 CRS were received in September. 10 complaints were about abandoned vehicles, 4 regarding reserves and parks, 3 regarding council housing and pensioner flats, 3 were about litter, 3 complaints on overgrown trees protruding roads and paths, 2 internal property inquire, 2 were deemed general, and 1 complaint was for graffiti.

