



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

Date: Tuesday, 3 December 2024
Time: 1:30 pm
**Location: Council Chamber, Wairoa District Council,
Coronation Square, Wairoa**

AGENDA

Infrastructure and Regulatory Committee Meeting

3 December 2024

MEMBERSHIP: His Worship the Mayor Craig Little, Cr Chaans Tumataroa-Clarke, Cr Denise Eaglesome-Karekare, Mr Chris Olsen, Cr Benita Cairns

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 - 5 November 2024

**MINUTES OF WAIROA DISTRICT COUNCIL
INFRASTRUCTURE AND REGULATORY COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, WAIROA DISTRICT COUNCIL, CORONATION SQUARE, WAIROA
ON TUESDAY, 5 NOVEMBER 2024 AT 1:30 PM**

PRESENT: His Worship the Mayor Craig Little, Cr Denise Eaglesome-Karekare, Mr Chris Olsen, Cr Benita Cairns

IN ATTENDANCE: **Gary Borg** (Pouwhakarae – Pūtea/Tautāwhi Rangapū | Group Manager Finance and Corporate Support), **Hinetaakoha Viriaere** (Pouwhakarae Whakamahere me te Waeture | Group Manager Planning & Regulatory), **Michael Hardie** (Pouwhakarae – Hua Pūmau | Group Manager Assets and Infrastructure), **Juanita Savage** (Pouwhakarae Rātonga Hapori me te Whakawhanake | Group Manager Community Services and Development), **Te Aroha Cook** (Kaiarataki Whakaoranga | Recovery Manager), **Duane Culshaw** (Pouahurea Māori | Māori Relationships Manager)

1 KARAKIA

The opening karakia was given by the Group Manager of Finance and Corporate Support, Gary Borg.

2 APOLOGIES FOR ABSENCE

APOLOGY

COMMITTEE RESOLUTION 2024/109

Moved: His Worship the Mayor Craig Little

Seconded: Cr Benita Cairns

That the apology received from Cr Chaans Tumataroa-Clarke be accepted and leave of absence granted.

CARRIED

3 DECLARATION OF CONFLICT OF INTEREST

Nil.

4 CHAIRPERSON'S ANNOUNCEMENTS

Nil.

5 LATE ITEMS OF URGENT BUSINESS

Nil.

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 2024/110**

Moved: His Worship the Mayor Craig Little

Seconded: Cr Denise Eaglesome-Karekare

That the minutes of the Ordinary Meeting held on 8 October 2024 be confirmed.

CARRIED

8 GENERAL ITEMS**8.1 WAIKARI (GLENBROOK) BRIDGE UPDATE****COMMITTEE RESOLUTION 2024/111**

Moved: Cr Denise Eaglesome-Karekare

Seconded: Mr Chris Olsen

The Committee receive the report.

CARRIED

The Group Manager of Assets & Infrastructure spoke briefly to this report.

8.2 NGA PAEARU MAHI/TERMS OF REFERENCE: INFRASTRUCTURE AND REGULATORY COMMITTEE – ITEM ADJOURNED**COMMITTEE RESOLUTION 2024/112**

Moved: His Worship the Mayor Craig Little

Seconded: Cr Denise Eaglesome-Karekare

The Committee adjourned the report *NGA PAEARU MAHI/TERMS OF REFERENCE: INFRASTRUCTURE AND REGULATORY COMMITTEE* until the next Infrastructure and Regulatory Committee meeting on December 6th 2024.

CARRIED

The Chair, His Worship the Mayor Craig Little, presented the report in the absence of the Governance Officer. He noted that he would have preferred to review the previous Terms of

Reference (TOR) with tracked changes for comparison. The Chair questioned the inclusion of the working group within the updated TOR and inquired whether relevant staff had been involved in the revisions. Following these observations, he proposed that the item be adjourned for further consideration.

8.3 ASSETS & INFRASTRUCTURE GROUP - UPDATE

COMMITTEE RESOLUTION 2024/113

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Benita Cairns

The Committee receive the report, and provide direction where appropriate.

CARRIED

The Group Manager of Assets & Infrastructure briefly introduced the report highlighting the main focus of the report being risks.

Item 6.1.2. Local Water Done Well:

Mr Olsen sought clarification on Wairoa's position regarding the regional approach referenced in item 6.1.2.3.

The Group Manager of Assets & Infrastructure advised that the matter, initially scheduled for discussion on 31 October, had been rescheduled to 7 November.

The Group Manager of Finance and Corporate Support raised concerns about the accelerated timeline, noting that key considerations had not yet been addressed, impacting the ability to cover all consideration within the next 6 weeks before advancing to the Business Case stage.

Item 6.1.4. Climate Change:

Mr Olsen inquired about the work program associated with the \$7million in resilience funding under item 6.1.4.3. He emphasised that culvert capacity upgrades, identified in item 7.1.1.2.3 had been deprioritised due to funding limitations. He questioned whether the \$7million funding could be allocated to support culvert improvements.

The Group Manager of Assets & Infrastructure clarified that the original resilience funding pool totalled \$14million, of which Wairoa District Council did not receive any allocation. Subsequently, \$7million of it was approved for resilience projects, which includes bridge resilience, coastal erosion mitigation, and culvert capacity improvements. While culvert upgrades are part of the planned work, they will be delivered on a reduced scale due to the funding constraints.

Item 7. Service Level Risks:

Cr Cairns sought clarification on the specific risks outlined under item 7.1.1.3.

The Chair, His Worship the Mayor Craig Little, noted that recent changes to consents by the Hawkes Bay Regional Council have created additional challenges.

Item 7.1.4 Open & Built Spaces:

Cr Eaglesome-Karekare highlighted the Site Wise pre-qualification system, which assesses

contractors' health and safety capabilities, and asked whether all WDC contractors meet this standard.

The Group Manager of Assets & Infrastructure confirmed that most contractors comply with the system. The WDC's Health and Safety Officer actively supports contractors in achieving compliance, particularly smaller local contractors, by providing guidance without completing the process on their behalf.

The Chair inquired about tenant engagement at Ahi Komau.

The Group Manager of Assets & Infrastructure reported that a tenant expectation manual has recently been introduced alongside leases to clearly outline tenant responsibilities and expectations.

8.4 PLANNING & REGULATORY REPORT - OCTOBER 2024 UPDATE

COMMITTEE RESOLUTION 2024/114

Moved: Mr Chris Olsen

Seconded: Cr Denise Eaglesome-Karekare

The Committee receive the report titled 'Planning and Regulatory Report – October Update 2024'.

CARRIED

The Group Manager of Planning & Regulatory introduced the report, and corrected item 1.3 *TAS UPDATE*, clarifying that "21 units have been delivered over 14 properties" instead of 12. She also noted that the District Planner, currently on leave, would attend the next Infrastructure and Regulatory Committee meeting to provide an overview of the TAS pods.

The committee discussed the future responsibility for TAS pods, particularly in cases where whānau are renting them. Members noted community speculation suggesting that Tātau Tātau pods might operate on a rent-to-own basis and raised concerns about whether individuals in such arrangements fully understand they would bear the costs of making the pods permanent. It was clarified that the TAS pods are not available for ownership.

Mr Olsen commented on Item 2.4 *LIM REFORM UPDATE*, expressing confusion over an apparent contradiction. He noted that the first bullet point states, "they do not have to create new information for each LIM," while the third bullet point specifies that information must be "summarised and presented in the LIM in the form required by regulations."

The Group Manager of Planning & Regulatory clarified that the information was sourced from Taituarā and would be further detailed once the legislation is finalised. She also mentioned consulting with Hastings District Council to review the current structure of their LIM reports.

Mr Olsen asked who is responsible for appointing the Chair of the District Licensing Committee, as referenced in item 3.1.3 *DISTRICT LICENSING COMMITTEE*.

The Group Manager of Planning & Regulatory explained that under section 193 of the Sale and Supply of Alcohol Act 2012, the Chief Executive of the Territorial Authority (TA) may appoint the Commissioner to the TA on the recommendation of the TA.

The final part of the report was moved to public excluded to discuss.

9 PUBLIC EXCLUDED ITEMS

RESOLUTION TO EXCLUDE THE PUBLIC

COMMITTEE RESOLUTION 2024/115

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Benita Cairns

That the public be excluded from the following parts of the proceedings of this meeting at 3:01pm.

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
8.4 – Planning & Regulatory Report – October 2024 Update	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)	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 2024/116

Moved: Cr Denise Eaglesome-Karekare

Seconded: Mr Chris Olsen

That the Committee moves out of Closed Committee into Open Committee at 3:12pm.

CARRIED

The Meeting closed at 3:13pm with a closing karakia given by Gary Borg.

The minutes of this meeting were confirmed at the Infrastructure and Regulatory Committee Meeting held on 3 December 2024.

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CHAIRPERSON

Infrastructure and Regulatory Committee – Actions Sheet

<u>ACTION</u>	<u>MEETING THE ACTION WAS RAISED IN</u>	<u>DUE DATE</u>	<u>OFFICER RESPONSIBLE</u>	<u>COMMENTS</u>	<u>STATUS</u>	<u>PUBLIC EXCLUDED</u>
A list of roads that need and upgrade/maintenance	13/08/2024		Michael Hardie		Completed	No
Clarification on CSR Dashboard graphs, including overall narratives and required recommendations.	13/08/2024		Michael Hardie	Work in progress.	In Progress	No
Provide the Committee with a table outline the differences in costs/funding provided to projects.	10/09/2024		Michael Hardie		Not Started	No
Take the update in regard to Blowhole Realignment to Council to gather further action/input on Better Off funding	10/09/2024		Michael Hardie		Completed	No
Update Terms of Reference for Council to have a Māori Standing Committee representative at the Infrastructure and	10/09/2024		Governance		Completed	No

Regulatory Committee Meetings						
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8 GENERAL ITEMS

8.1 NGA PAEARU MAHI/TERMS OF REFERENCE: INFRASTRUCTURE AND REGULATORY COMMITTEE

Author: Frances Manase, Kaiurungi Mana Ārahi | Governance Officer

Authoriser: Juanita Savage, Pouwhakarae - Rātonga Hapori me te Whakawhanake | Group Manager Community Services & Development

Appendices: 1. Terms of Reference: Infrastructure and Regulatory Committee [↓](#)

PURPOSE

- 1.1 This report provides information for Committee on the requested adjustments to the Terms of Reference to the Infrastructure and Regulatory Committee. Seeking permission to adopt the changes outlined in the report. This item was adjourned from the November meeting (05/11/2024) and is now presented for consideration.

RECOMMENDATION

The Kaiurungi Mana Ārahi | Governance Officer RECOMMENDS that Committee receive the report and accept the proposed changes to the Terms of Reference for the Infrastructure and Regulatory Committee.

2. BACKGROUND

- 2.1 As discussed in the September meeting (10/09/2024), it was suggested to have a representative attend future Infrastructure and Regulatory Committee meetings. To formalise this, the Terms of Reference is required to be reviewed and tabled at an Ordinary Council meeting.
- 2.2 This report is to show the Infrastructure and Regulatory Committee the proposed changes and an opportunity to make further adjustments prior to being tabled at the next Ordinary Council meeting.

NGĀ PAEARU MAHI/TERMS OF REFERENCE: INFRASTRUCTURE AND REGULATORY COMMITTEE



NGĀ MEMATANGA/MEMBERSHIP

His Worship the Mayor, 3 councillors, 1 independent member, [1 Māori Standing Committee Representative](#)

TE KŌRAMA/QUORUM

3 committee members

NGĀ WĀ HUI/MEETING FREQUENCY

Every 12 weeks and as required

[Every six \(6\) weeks and as required.](#)

TE KAUPAPA/PURPOSE

This committee guides the physical development and growth of Wairoa through a focus on land use, transport and infrastructure strategies and policies relating to planning, growth, housing and the appropriate provision of enabling infrastructure, as well as programmes and strategic projects associated with these activities. The committee will establish an annual work programme outlining key focus areas in line with its key responsibilities, which include:

- Relevant Strategy and policy
- Infrastructure Strategy and Policy
- Transport
- Spatial Planning
- oversight of Council's involvement in central government strategies, plans or initiatives that impact on Wairoa's future land use and infrastructure
- acquisition and disposal of property relating to the committee's responsibilities and in accordance with the LTP
- Regulatory activities including [District plan and RMA matters, compliance, resource and building consents BCA and RMA consents and compliance.](#)

To provide strategic direction on Council's infrastructure, and the infrastructure climate change mitigation and adaptation programme of works.

To monitor, understand and mitigate risks.

- Developing and adopting plans, projects and policies that advance the Council's vision and goals in relation to its key [Financial Strategy and Infrastructure Strategy](#) while complying with purpose of the Local Government.

- Monitoring the financial and non-financial performance of the organisation with a particular emphasis on the delivery of the capital works programme, implementation and effectiveness of strategies, plans and policies
- Specifically monitor and provide oversight of significant projects, including reviewing business cases and agreed on next steps on significant projects.
- Responsible for assisting Council in its general overview of procurement and tender activity.

To provide strategic direction on Council's procurement framework and related documentation and to finalise procurement for contracts over \$100,000.

NGĀ KAWENGA/RESPONSIBILITIES

- Ensure that the work of the Committee is carried out in a way that enhances the social, economic, cultural, and environmental wellbeing of the Wairoa district
- To provide strategic direction on Council's procurement framework and related documentation in order to ensure that contracts are procured to meet the current and future needs of communities in the Wairoa district
- To make a decision on procurement for contracts over \$100,000.
- Monitor the implementation of the Council's Asset Management Plans
- To provide direction on strategic priorities and resourcing on Council's infrastructure climate change mitigation and adaptation programme of works for the current and future needs of communities in the Wairoa district
- To provide direction on strategic priorities and resourcing on Council's infrastructure programme of works for the current and future needs of communities in the Wairoa district
- Regulatory performance of permitted activities, resource consents, building consents, and bylaw rules, including compliance and enforcement.
- State of the Environment monitoring.
- Receive information on environmental monitoring and performance monitoring trends and recommend to the Strategy and Policy Committee to inform policy review.
- Monitor Council's actions on Climate Change.
- -

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NGĀ TUKU MANA/DELEGATIONS

All powers necessary to perform the Committee's responsibilities except:

- a. Powers that Council cannot lawfully delegate under the Local Government Act 2002.
- b. Where the Committee's responsibility is limited to making a recommendation only.
- c. Approval of expenditure not contained within approved budgets.
- d. The approval of final policy.
- e. Deciding significant matters for which there is high public interest and which are controversial

- f. The commissioning of reports on new policy where that policy programme of work has not been approved by the Council
- g. Establishing subcommittees
- h. Delegating the Committee's responsibilities, duties or powers

NGĀ TUKANGA/PROCEDURES

- Minutes are submitted to Council for receipt
- There will be an appropriate induction for new members of the Committee

Property Working Group

Reports to Infrastructure committee

Comprised of: (can be mix of elected members and staff)

Responsible for:

- Overseeing purchasing, development and disposal of property
- Maintenance of property
- Strategic projects as delegated by committee
- Developing a work programme in line with infra com
- Oversight of the property strategy
- Oversight of airport AMPS
- Monitoring of Public Safety Bylaw (car policy etc.)

Meeting Frequency:

- 6 weekly (timed 2 weeks before committee to manage recommendations).

8.2 WINTERS BUILDING/NEW I-SITE UPDATE

Author: Mike Hardie, Pouwhakarae - Hua Pumau | Group Manager Assets & Infrastructure

Authoriser: Kitea Tipuna, Tumu Whakarae Chief Executive

Appendices: Nil

1. PURPOSE

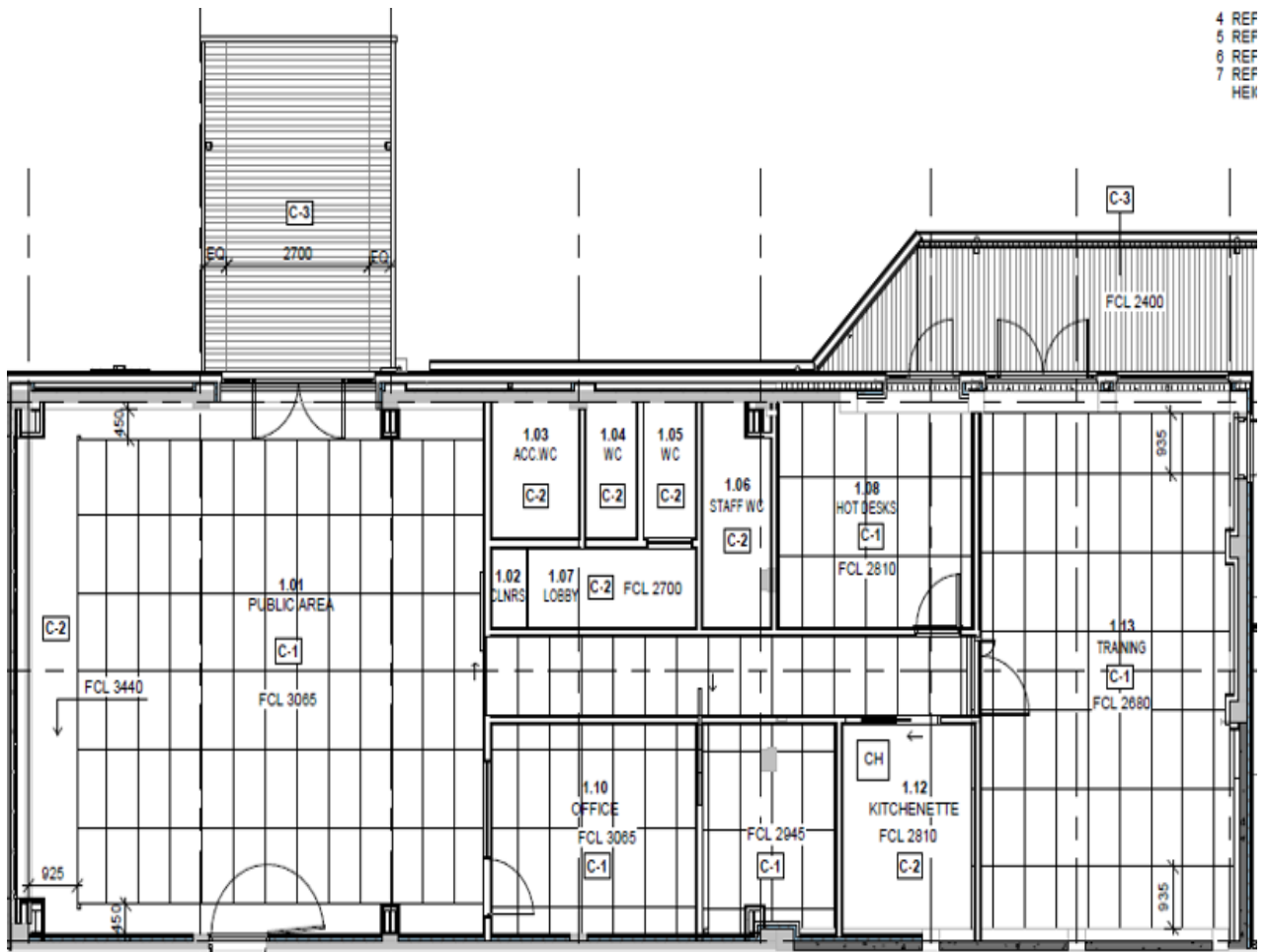
- 1.1 This report provides information for Committee on progress of the Winters/New I-site build. No decisions are required by Committee at this stage.
- 1.2 This is predominantly aimed at communicating any official opening timeframes for planning purposes across Council.

RECOMMENDATION

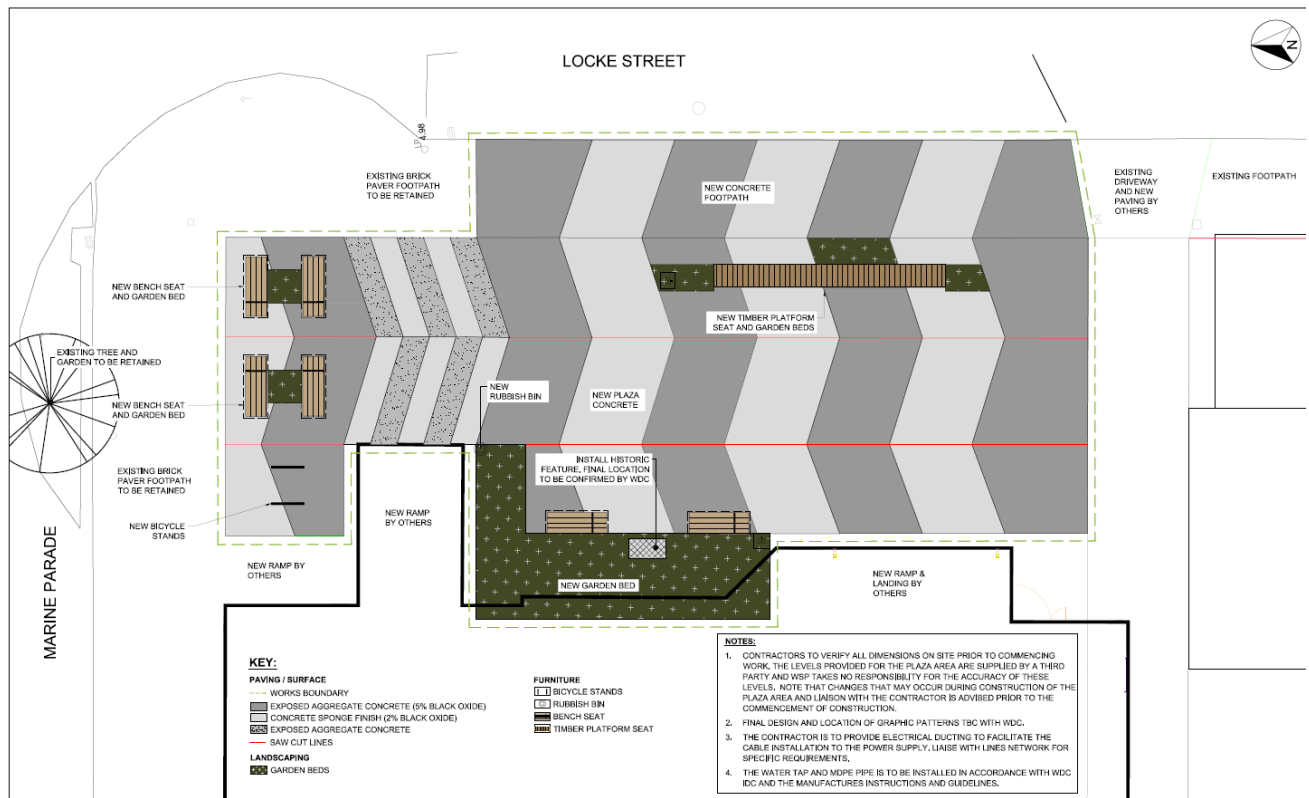
The Pouwhakarae - Hua Pumau | Group Manager Assets & Infrastructure RECOMMENDS that Committee receive the report.

2. BACKGROUND

- 2.1 The Winter's /i-site building retrofit includes an i-site reception area office, toilet facilities, a small kitchen as well as a hot desk room and a training/conference room.



2.2 The exterior landscape works adjoining the Marine Parade/Locke Street corner has been designed creating a plaza setting and includes a specialized concrete finish as well as contemporary streetside furniture.



3. FINANCIAL REPORT

3.1 As at 31 October 2024

	BUDGET	COST TO DATE	REMAINING BUDGET
PROFESSIONAL SERVICES	\$172,900.00	\$ 198,482.34	-\$25,582.34
CONSTRUCTION	\$ 2,287,951.74	\$ 1,210,943.41	\$ 1,077,008.33
TOTAL	2,460,851.74	\$ 1,409,425.75	\$ 1,051,425.99

4. TIMELINES TO COMPLETION

- 4.1 The i-site building is scheduled for handover from the main contractor at the end of January 2025 (excluding the connecting door to the Gemmell’s courtyard which has a long lead order of a fire curtain and requires a separate consent and fireplan lodged by the Gemmell’s building).
- 4.2 Interior fit out can occur after handover including IT monitors, CCTV and office furniture/joinery although the ordering of these components should occur prior to this period especially long lead items. It is expected that this operation will take no longer than 4 weeks.
- 4.3 Following the building handover and signoff, the nominated contractor will commence works on the landscape works and it is expected that this will be completed in an accelerated timeframe of up to 8 weeks – This will be dependent upon letting the works as soon as practicable to ensure the ordering of long lead items are carried out.

- 4.4 Whilst it is anticipated that the building will be available for use by the end of February, the courtyard door and landscape works will not be completed until the end of March.

Further Information

n/a

References (to or from other Committees)

n/a

8.3 ASSETS & INFRASTRUCTURE GROUP - UPDATE

Author: Mike Hardie, Pouwhakarae-Hua Pumau | Group Manager Assets & Infrastructure

Authoriser: Kitea Tipuna, Tumu Whakarae Chief Executive

Appendices: 1. Monitoring Report [↓](#)

PURPOSE

This report provides information for Committee on Assets & Infrastructure Group and the differing activities within.

RECOMMENDATION

The Pouwhakarae-Hua Pumau | Group Manager Assets & Infrastructure RECOMMENDS that Committee receive the report, and provide direction where appropriate.

2. BACKGROUND

2.1 This report is aimed at providing the Infrastructure & Regulatory Committee key information, updates, and risk of key assets and infrastructure items at a high level.

3. DIRECTION

3.1 This section will outline the direction that Council officers are seeking from the Infrastructure & Regulatory Committee. 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.

4. MONITORING

4.1 This section will refer to the monitoring dashboard. This is the operational spend and CSR data for each activity in the Assets and Infrastructure department. Attached is the latest draft version for feedback.

5. KEY UPDATES

5.1 The report focus for the Committee is upcoming **Procurement**.

5.2 There are a number of key contracts/activities coming up for renewal, so procurement planning is underway to ensure timely management of these items.

6. ROADING

6.1 Maintenance contracts

6.1.1. Current road maintenance contracts (i.e. Sealed Road Maintenance Contract and Unsealed Road Maintenance Contract) are in the process of being extended to 30 June 2026 and WDC are seeking to have the replacement contracts prepared with a suitably long lead in times to enable good procurement outcomes to be achieved.

6.1.2. The proposal at this stage of how the new contracts will be structured are as follows:

6.1.2.1. Scope: two contracts – one for unsealed road maintenance and one for sealed road maintenance

6.1.2.2. Contract duration: 5+2+2 years (or similar)

6.1.2.3. Contract model: NZS 3917:2013 What is being procured, e.g. the contract model, scope of works, contract duration

6.1.3. Scope of Work / Methodology

6.1.3.1. Our proposed next steps and associated methodology is detailed as follows:

6.1.3.2. Phase 1 - Procurement Plan Development - the plan will be developed in accordance with WDC’s Procurement Strategy (2023) and Tendering Process and Contract Management Manual.

The Procurement Plan will be based on the standard MBIE version, similar to other projects recently completed (e.g. Property Maintenance, Te Reinga Bridge Replacement).

There will be a focus on broader outcomes inclusion, and the impacts on the local supply chain will be considered at this stage. Workshops will be held with elected members.

6.1.3.3. Phase 2 - Tender Document Preparation - tender documents will be prepared for both contracts.

We plan to use the existing contract documents as a starting point and amend as required, based on the desired outcomes of the contracts.

6.1.3.4. Phase 3 - Tendering – Implementation of the procurement plan which will likely include Expression of Interest stages and RFP stages. This will be advised through the procurement plan stage.

6.1.4. Below is a timeline of key items leading up to the tendering phase:

	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	
Project Kick-off Workshop	↓							
Phase 1 - Procurement Plan Development								
Procurement Plan - Draft								
Infrastructure & Regulatory Committee Meeting			↓	↓				
Procurement Plan - Final								
Phase 2 - Tender Document Preparation								
Contract Development Workshops	↓	↓	↓	↓	↓			
Request for Tender - Draft x2								
Conditions of Contract - Draft x2								
Specification (General) - Draft x2								
Specification (Technical) - Draft x2								
Basis of Payment - Draft x2								
Schedule of Prices - Draft x2								
WDC Review								
Full Document Finalisation								
Engineers Estimate								

7. PROFESSIONAL SERVICES

- 7.1 Council's current professional services contract, held by WSP, has been in place since 2020 and is due to expire 30 June 2025.
- 7.2 The contract includes professional services for roading, planning and regulatory, 3-waters, parks and property services. The roading requirements are specified in some detail and includes RAMM administration, forward works planning, asset management related activities and design. Structural asset management services are also included. Other activities are less well defined with the scope of work to be developed as required. The contract is based on hourly rates with an estimated annual allocation for roading-related activities and other activities having provisional sums against them.
- 7.3 Council is keen to review the current arrangements and determine if the same model should be used moving forward or a different approach to delivery of professional services should be implemented.
- 7.4 Proposed Review
- 7.4.1. Stage 1 - Current state analysis
- 7.4.1.1. Relevant documentation will be reviewed and the team will engage with key stakeholders in understanding the current situation and areas where there are opportunities for improvement.
- 7.4.1.2. A workshop will be held with key Council staff and then with Elected Members, who have a vested interest in delivery of these services. Separate workshops would make feedback from different perspectives clearer.
- 7.4.2. Stage 2 - Develop and assess options
- 7.4.2.1. A s17A review under the Local Government Act 2002 (LGA) was completed in 2019 for the transport activity. This influenced the current professional services arrangement but did not address other activities.
- 7.4.2.2. Whilst this is not a s17A service delivery, a range of service delivery options will be identified; for example, it would be appropriate to consider the option of in-house delivery which was a previous model that Council had in place. Whilst this is a high-risk option for Council, the benefits of in-house delivery should be considered in the assessment of other options.
- 7.4.2.3. A findings report will be prepared that will identify options and associated pros and cons of each and make recommendations for delivery of a more cost-effective and efficient model moving forwards that takes into account key drivers with the aim of addressing the key challenges that Council faces.
- 7.4.3. It is aimed that a first draft report will be presented at next Council meeting, prior to any further workshops scheduled.

8. 3 WATERS

- 8.1 The waters maintenance contract procurement faces different challenges due to the unknown outcome of Local Waters Done Well.
- 8.2 The current contract is due to expire June 2025, but considerations are being made as to extending the contract versus going through a procurement process.

8.3 Further procurement thinking will be provided in due course.

Further Information

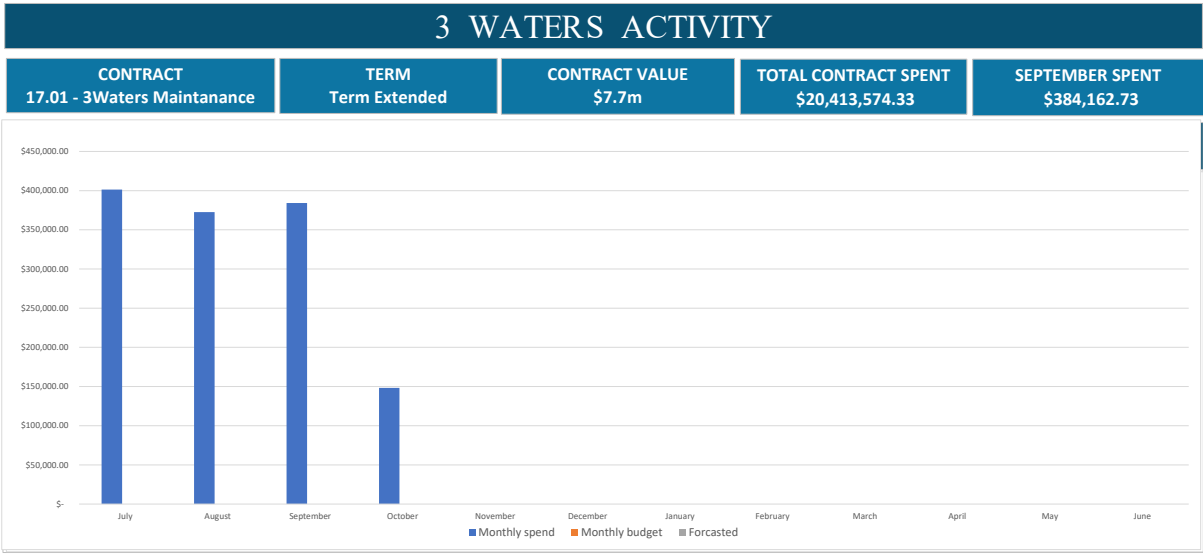
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References (to or from other Committees)

N/a

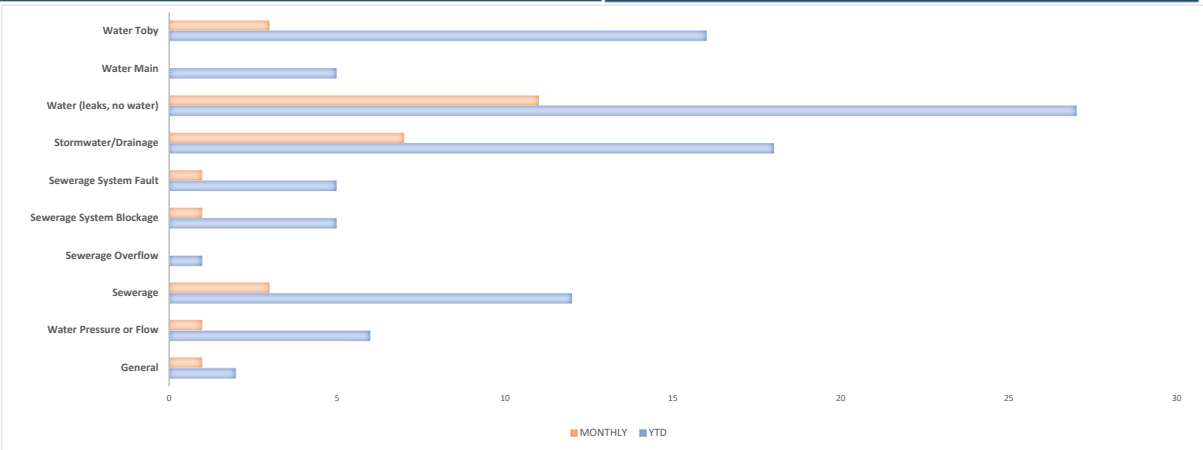
Further Information

N/a



COMMENTS:

CSR - YTD/ MONTHLY



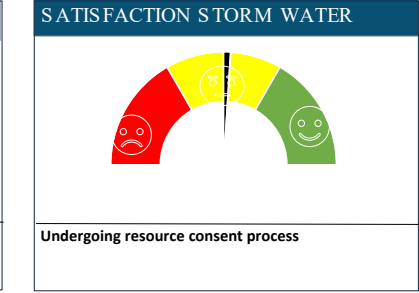
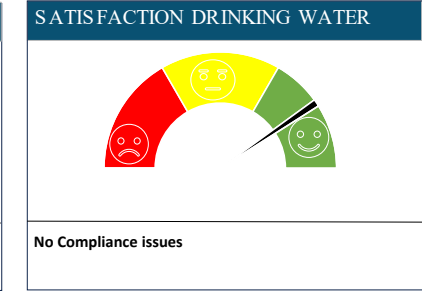
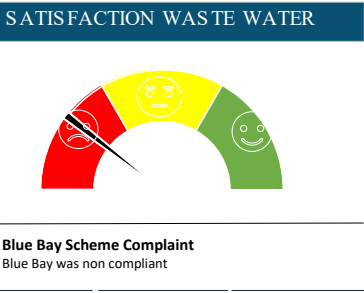
THEMES TO CSR'S

CSR REPSONSE

PERCENTAGE OF CSR RESPONDED TO WITHIN 5 DAYS IN SEPTEMBER

97%

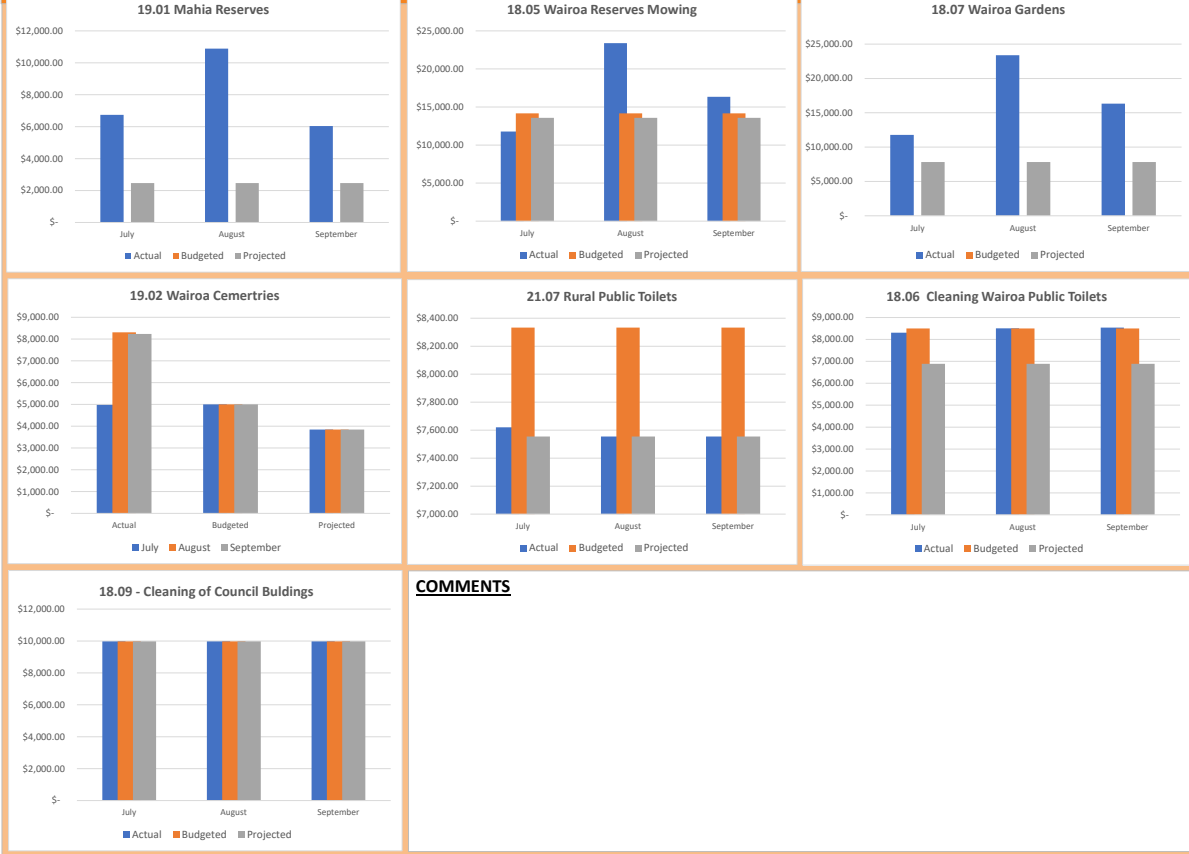
SATISFACTION OF WATER AROUND WAIROA



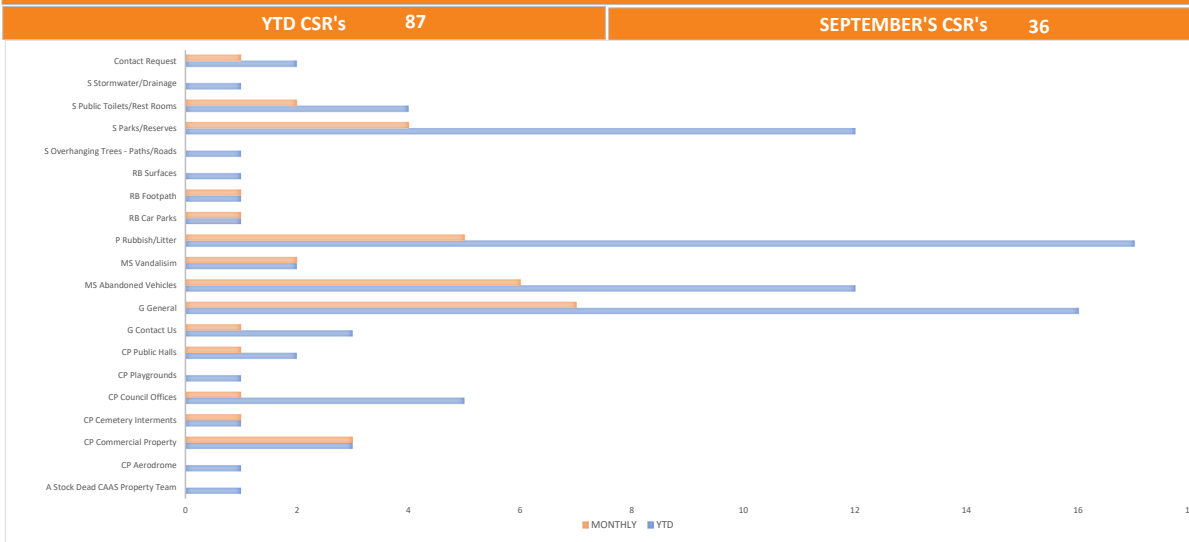
PROPERTY ACTIVITY

CONTRACT	TERM	CONTRACT VALUE	VARIATION	TOTAL CONTRACT SPENT	SEPTEMBER SPENT
19.01 - Mahia Reserves	3Years	\$115,580		\$432,777.09	\$6,036.70
18.05 - Wairoa Reserves Mowing	1Years	\$140,188		\$2,192,183.00	\$16,337.55
18.07 - Wairoa Gardens	3Years	\$538,783		\$1,093,970.01	\$16,337.55
19.02 - Wairoa Cemeteries	3Years	\$511,410		\$391,310.28	\$8,733.50
21.07 - Rural Public Toilets	3Years	\$271,980		\$278,644.03	\$7,555.00
18.06 - Cleaning Wairoa Public Toilets	3Years	\$195,480		\$408,796.83	\$8,539.18
				\$403,945.09	\$9,970.50

CONTRACT MONTHLY SPEND FOR ALL CONTRACTS



CSR - YTD/ MONTHLY



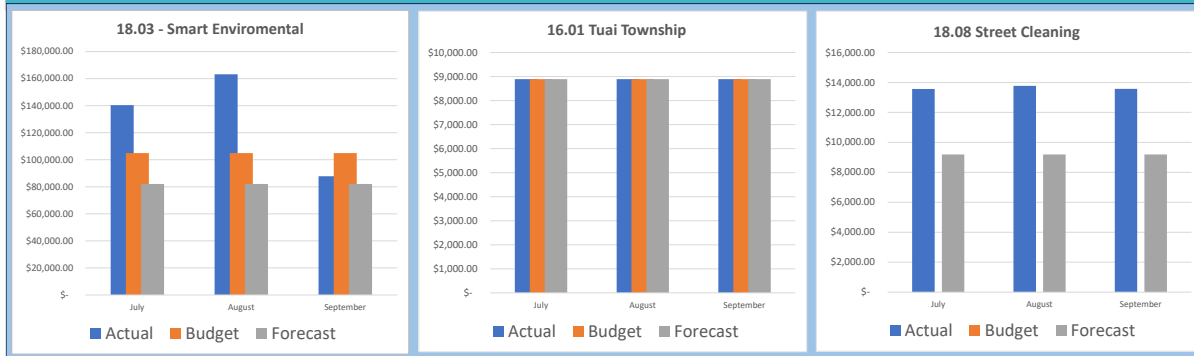
RESPONSE TIMES TO CSRS

COMMENTS	PERCENTAGE OF CSR'S RESPONDED TO WITHIN 5 DAYS OVER THE MONTH OF SEPTEMBER
	72%

WASTE MANAGEMENT ACTIVITY

CONTRACT	TERM	END DATE	CONTRACT VALUE	TOTAL CONTRACT SPEND	SEPTEMBER SPENT
18.03 Solid Waste 16.01 Tuai Township 18.08 Street Cleaning	7years 3years		\$6,800,428.57 \$266,565.48 \$885,688.00	\$484,660.24 \$35,576.20 \$54,658.90	\$87,791.44 \$8,894.05 \$13,576.00

CONTRACT SPEND



COMMENTS:

LANDFILL



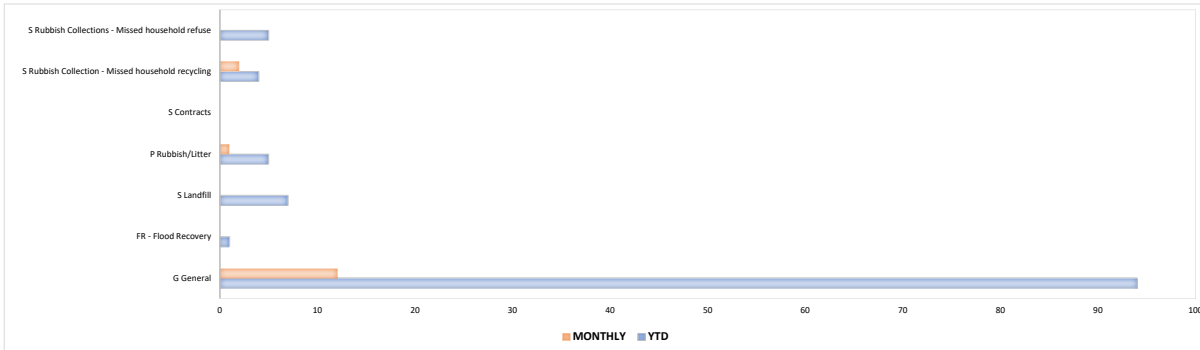
The Wairoa landfill is nearing capacity (less than 18mths). The Ōmarunui Landfill Committee has agreed to a temporary (3yr) arrangement to accept Wairoa's waste. A landfill closure plan is being developed which hopes to have an intermediate cap applied, leaving available capacity, meaning council can open up a cell and reinstate filling of waste if required.

CSR - YTD/ MONTHLY

YTD CSR's

SEPTEMBER'S CSR'S

15



THEMES TO CSR'S

CSR RESPONSE

COMMENTS

All the General CSR's were related to the flood, requests to have flood damage items collected/permits

CSRS are allocated to Request type "General" Department Civil Defence and officer responsible "Solid Waste"

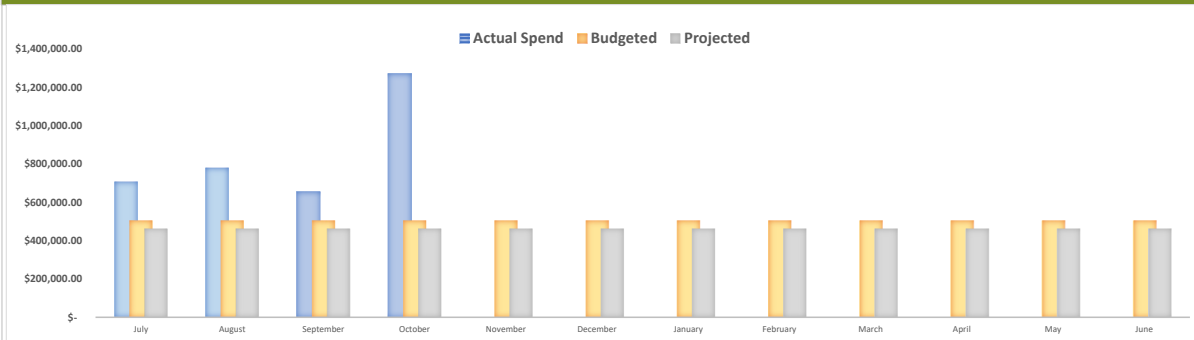
PERCENTAGE OF CSR'S RESPONDED TO WITHIN 5 DAYS OVER THE MONTH OF SEPTEMBER

73%

TRANSPORT ACTIVITY

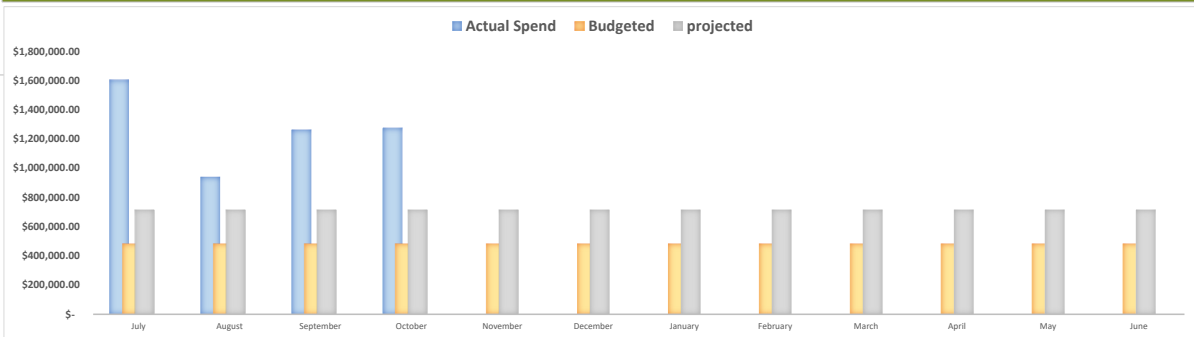
CONTRACT 18.01 Sealed Road Network	TERM 3y + Term Ext 4yrs	CONTRACT VALUE \$11,771,718.56	TOTAL SPENT \$44,891,512.59 \$65,564,863.82	SEPTEMBER SPENT \$656,537.65 \$1,261,527.93
----------------------------------------------	-----------------------------------	------------------------------------------	----------------------------------------------------------	----------------------------------------------------------

CONTRACT MONTHLY SPEND 18.0 1 SEALED ROAD NETWORK



COMMENTS:

CONTRACT MONTHLY SPEND 18.0 2 UNSEALED ROAD NETWORK

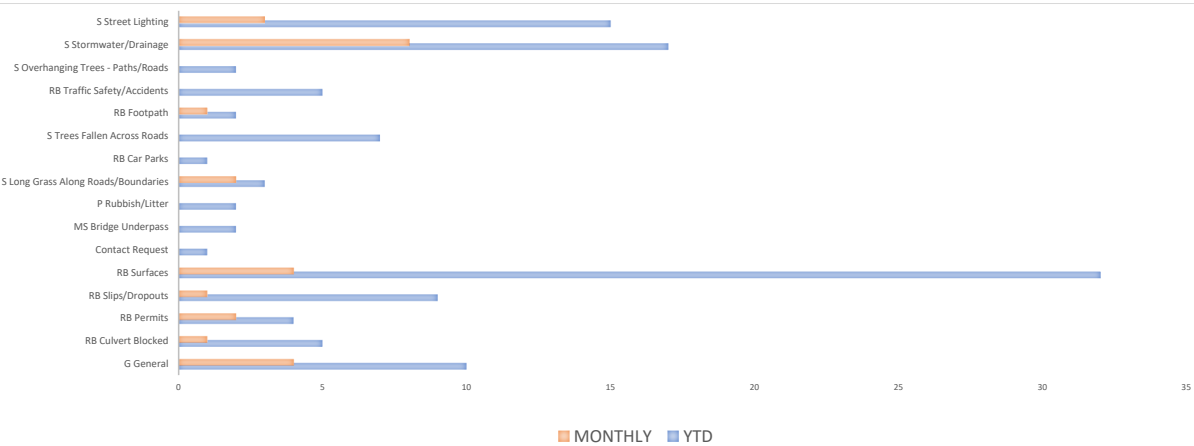


COMMENTS:

CSR - MONTHLY/ YTD

SEPTEMBER CSR'S 26

YTD CSR'S 120



THEMES TO CSR'S

CSR RESPONSE

THEMES:

PERCENTAGE OF CSR'S RESPONDED TO WITHIN 5 DAYS OVER THE MONTH OF SEPTEMBER

85%

8.4 PLANNING AND REGULATORY REPORT - END OF YEAR UPDATE 2024

Author: Hinetaakoha Viriaere, Pouwhakarae - Whakamahere me te Waeture | Group Manager Planning and Regulatory

Authoriser: Kitea Tipuna, Tumu Whakarae Chief Executive

Appendices: 1. Planning and Regulatory Report - End of Year Update 2024 [↓](#)

PURPOSE

This report provides information for the Committee on key matters from the Planning and Regulatory Group and includes updates from Planning and Resource Management, Building Control including Rapid Building Assessments and Compliance and Licensing.

1.1 No decisions are required by Committee.

RECOMMENDATION

The Pouwhakarae - Whakamahere me te Waeture | Group Manager Planning and Regulatory RECOMMENDS that Committee receive the report titled 'Planning and Regulatory Report – End of Year Update 2024'.

2. BACKGROUND

- 2.1 Each month the Pouwhakarae Whakamahere me te Waeture presents a report to the Infrastructure and Regulatory Committee that provides updates from the Planning and Regulatory Group.
- 2.2 The Planning and Regulatory End of Year Update report highlights key updates on the following matters:
- Resource Consenting
 - RMA reform developments
 - District Planning
 - TAS temporary accommodation units
 - Temporary Housing
 - Developments Contribution Policy
 - IANZ Assessment
 - Dangerous, Insanitary and Affected Buildings Policy Review
 - Building Consents
 - Land Information Memorandum
 - Rapid Building Assessments
 - Compliance and Licensing - legislative updates
 - Dog Control
 - Stock Control
 - Freedom Camping
 - Trade Waste Compliance

- Liquor Licensing
- Health Licensing
- Noise
- Bylaw and Policy Update

Further Information

[Resource Management Act 1991 No 69 \(as at 03 September 2024\), Public Act Contents – New Zealand Legislation](#)

[Resource Management \(Freshwater and Other Matters\) Amendment Act 2024 | Ministry for the Environment](#)

<https://environment.govt.nz/acts-and-regulations/acts/rm-freshwater-and-other-matters-amendment/>

<https://www.beehive.govt.nz/sites/default/files/2024-10/Fast-track%20Schedule%20%20Projects%20.pdf>

https://www.legislation.govt.nz/bill/government/2024/0031/latest/LMS943327.html?search=y_bill%40bill_2024_bc%40bcur_an%40bn%40rn_25_a&p=1

<https://environment.govt.nz/assets/publications/Cabinet-papers-briefings-and-minutes/MfE-Proactive-Release-Replacing-the-RMA.pdf>

References (to or from other Committees)

Ordinary Council on November 19th, 2024 (Dangerous, Insanitary and Affected Buildings Policy 2024).



PŪRONGO WHAKAMAHERE ME WAETURE - PLANNING & REGULATORY REPORT

END OF YEAR UPDATE 2024

1. WHAKAMAHERE/PLANNING

1.1. RESOURCE CONSENTING

The number of resource consent applications increased slightly over the reporting period as shown in Table 1 below.

Table 1: Planning Data September – October 2024

Resource Consents	September	October
Consent applications received	4	5
Ancillary applications received (COC, Sec 223, 224, 221 etc)	1	0
Ancillary applications granted (COC, Sec 223, 224, 221 etc)	0	1
Decisions notified	3	2
Proportion of consents processed within statutory timeframes	100%	100%
Proportion of ancillary applications processed within statutory applications	0	100%
Onsite visits/inspections undertaken	5	6
RMA breaches recorded	1	0
Infringements issued	0	0
Pre application meetings (In person)	2	4

1.2. RESOURCE MANAGEMENT REFORM

The Coalition Government has commenced a programme to improve the resource management system in three phases. Phase 1 of the reform (repealing the *Natural and Built Environment Act 2023* and *Spatial Planning Act 2023*) is complete. Phase 2 is now underway and includes development of new fast-track consenting legislation and a raft of changes to the existing RMA and RMA National Direction instruments.

The *Fast-track Approvals Bill* is a one-stop shop for approvals, consents and permissions to speed up the delivery of regionally and nationally significant projects. This Bill is currently in front of the select committee and is expected to be passed into law by the end of 2024. One of the listed projects includes the Waihi Hydroelectric Power Scheme Reconsenting project.

As indicated last month, the *Resource Management (Freshwater and Other Matters) Amendment Act 2024* was enacted on 25 October 2024.

The Coalition Government has agreed to core principles and a high-level timeline for Phase three of its resource management reforms. These principles include replacing the RMA with two acts. One act will manage environmental effects arising from activities that use natural resources. The other act will enable urban development and infrastructure. This act will also be aligned with the Government's Going for Housing Growth plan and its 30-year National Infrastructure Plan.

An Expert Advisory Group (EAG) has been established to prepare a blueprint to replace the RMA. The EAG will base this blueprint on principles agreed to by Cabinet and the Government's resource management reform objectives and aims to provide recommendations before Christmas 2024.

Detailed policy work and legislative drafting will begin after Cabinet has agreed to key aspects of the new legislation in early 2025. The Government aims to introduce bills in Parliament in mid-2025 and pass these into law by mid-2026. The Select Committee process will be the main mechanism for public consultation.

1.2.1 DISTRICT PLANNING

Phase 3 of the RMA reforms has implications for the District Plan Review. This phase includes the proposal to require one regulatory plan per region jointly prepared by regional and district councils. As outlined in the Government's Cabinet Paper entitled: *Replacing the Resource Management Act 1991* the replacement system is proposed to be focused on the enjoyment of property rights and managing material environmental effects.

It is also proposed for phase 3 of the reforms, that spatial planning is used and a simplified designation process to lower the cost of future infrastructure. Long-term (30-50 year) spatial planning for urban development and infrastructure is proposed to enable development capacity for housing and business land. This includes constraints mapping (e.g. natural hazard risks, public open space) and protection of infrastructure corridors. Current long-term spatial planning tools lack legal weight in the resource management system, and it is noted in the Phase 3 Cabinet report referred to above that this should be provided for in a future system. The paper further highlights that protecting land for infrastructure a decade or more in the future will substantially lower infrastructure costs by allowing land to be secured at a lower cost.

1.3 TAS UPDATE

TAS has advised that there are no outstanding requirements for cabin accommodation. All cabins outstanding have been placed, connected, and now have whānau living in them. As of 22 November 2024, there have been twenty-one cabins (seven one-bedrooms, five two-bedrooms and ten sleepouts) placed over fifteen sites through the township.

1.4 TEMPORARY HOUSING UPDATE

Independent Commissioner Stephen Daysh was appointed by the Wairoa District Council to make the notification and substantive decisions on a global resource consent application by the Council in respect of enabling the construction, installation, and use of temporary accommodation on sites within Wairoa District affected by a severe weather event under sections 95A, 95B, and 104 of the *Resource Management Act (RMA) 1991*. Pursuant to Sections 104, 104B, and 108 of the Resource Management Act 1991, the global resource consent application by Wairoa District Council to establish temporary accommodation to

provide for displaced whānau following severe weather events within the Wairoa District was granted subject to conditions on 12th September 2024. The consent includes a schedule of properties with temporary emergency accommodation as shown in Table 2 below.

Table 2: RM240030 – Schedule of Properties with Established Emergency Accommodation

Record of Title	Property Address	Zone
HBK2/756	1 Crarer Street Wairoa	Residential
460078	1 Te Rato Road Wairoa	Residential
HBK2/748	1 Mackley Street, Wairoa	Residential
HBD2/1549	2 Ruataniwha Road Wairoa	Residential
HBK2/755	3 Crarer Street Wairoa	Residential
HBK2/747	3 Mackley Street Wairoa	Residential
460078	3 Te Rato Road, Wairoa	Residential
HB162/186	5 Ringawhero Street, Nuhaka	Settlement
HB125/62	5 Ruataniwha Road Wairoa	Rural
460349	5 Te Rato Road Wairoa	Rural
HB125/62	5 Ruataniwha Road, Wairoa	Rural
460349	5 Te Rato Road, Wairoa	Rural
HBE4/661	6 Kiwi Road, Wairoa	Rural
423625	6 Ruataniwha Road, Wairoa	Residential
HBK2/745	7 Mackley Street Wairoa	Residential
HB189/31	7 Waihirere Road Wairoa	Rural
HBK2/753	7 Crarer Street, Wairoa	Residential
HBK2/738	9 Crarer Street Wairoa	Residential
HBA4/434	9 Freyberg Street Wairoa	Residential
HBK2/744	9 Mackley Street, Wairoa	Residential
HBL4/488	10 Ruataniwha Road, Wairoa	Residential
853924	10 Scott Street	Rural
HBK2/743	11 Mackley Street, Wairoa	Residential
HBC1/1424	11 Sommerville Street, Wairoa	Town Centre
HBK2/740	12 Mackley Street	Residential
HB87/241	13 Railway Road Wairoa	Rural
HBK2/741	14 Mackley Street, Wairoa	Residential
HBA2/1009	15 Crarer Street Wairoa	Industrial
HB87/241	15 Railway Road Wairoa	Rural
GS5B/1362	15 Stout Street, Wairoa	Settlement
HBA2/1009	15 Crarer Street, Wairoa	Industrial
HBD3/1322	17 Crarer Street Wairoa	Industrial
HBJ2/109	17 Rose Street, Wairoa	Residential
HBK1/1082	21 Karaka Street	Residential
HBJ4/212	22 Freyberg Street Wairoa	Residential
HBL2/486	24 Carroll Street Wairoa	Town Centre
HBV2/1113	24 Somerville Street Wairoa	Residential
GS98/142	25 Tiniroto Road Wairoa	Rural
HBE4/548	25 Mahia Ave, Wairoa	Residential

HBL4/1093	25 Scott Street	Residential
HBD4/136	26 Hunter-Brown Street, Wairoa	Residential
318998	26 Kiwi Road Wairoa	Rural
HB134/291	27 Scott Street	Residential
HB191/91	28 Waihirere Road Wairoa	Rural
HBA2/505	29 Waihirere Road, Wairoa	Rural
HBK1/1069	32 Whaanga Street, Nuhaka	Settlement
GS1A/983	34 Pakowhai Road Wairoa	Rural
468356	34 Waihirere Road Wairoa	Rural
468356	34 Waihirere Road Wairoa	Rural
HBA3/641	36 Kaimoana Road Wairoa	Industrial
HBM3/1177	36 Scott Street	Rural
HB115/9	41 Sommerville Street, Wairoa	Residential
HBC3/783	4 Rose Street Wairoa	Residential
HB99/57	44 Mahia Ave, Wairoa	Residential
HB116/219	42 Somerville Street Wairoa	Residential
HB155/96	45 Kitchener Street Wairoa	Residential
HBA3/574	45 Mahia Ave Wairoa	Residential
HBA3/478	47 Mahia Ave Wairoa	Residential
HBK1/1308	48 McLean Street	Residential
HB200/73	54 Mahia Ave Wairoa	Residential
HB125/152	54 Somerville Street Wairoa	Residential
HBK3/1305	55 Waihirere Road Wairoa	Rural
HBK3/1305	55 Waihirere, Wairoa	Rural
HB131/170	61 Somerville Street, Wairoa	Residential
HB1/894	61 Freyberg Street, Wairoa	Residential
494690	62 Mangaone Road Wairoa	Rural
HB122/297	68 Clyde Road	Residential
HBK3/1304	70 Waihirere, Wairoa	Rural
459055	73 Waihirere Road Wairoa	Rural
HBC3/637	101 Lahore Street Wairoa	Residential
HBK3/943	102 Ruataniwha Road Wairoa	Rural
HB161/10	103 Apatu Street, Wairoa	Residential
HB153/79	104 McLean Street	Residential
HBD2/276	107 McLean Street	Residential
HBD2/277	109 McLean Street	Residential
421289	113 Ruataniwha Road Wairoa	Rural
1140671	146 Mclean Street, Wairoa	Residential
HBE4/1162	146 Apatu Street	Residential
HBE4/1161	148 Apatu Street	Residential
HB202/99	149 Apatu Street	Residential
HBF3/73	152 Apatu Street	Residential
HB161/47	154 Kopu Road	Residential
HBD1/299	159 Apatu Street	Residential
HBC1/322	160 Carroll Street, Wairoa	Residential
HBK3/475	164 McLean Street	Residential

HBC1/1312	166 Carroll Street, Wairoa	Residential
HBC4/690	170 Carroll Street, Wairoa	Residential
HBC1/824	186 Kopu Road	Residential
HBM1/1122	188 Mahanga Road Wairoa	Rural
HB30/252	226 Kopu Road	Residential
HBL4/478	250 Te Rato Road Wairoa	Industrial
HBL4/480	252 Te Rato Road Wairoa	Residential
HBJ2/1032	313 Ruataniwha Road Wairoa	Rural
478003	359 Ngamotu Road	Rural
HBC3/231	1832 State Highway 2, Whakaki	Settlement
934226	143-145 McLean Street	Residential
TBC	YMCA Ormond Road, Mahia	Mahia Residential

1.5 DEVELOPMENTS CONTRIBUTION POLICY UPDATE

The Development Contributions Policy work is ongoing. WSP have advised that a finalised draft containing all LTP projects will be with the planning department for consideration by the end of the week (week starting 25th November 2024).

2. TŪTOHU WAIHANGA – BUILDING CONTROL

2.1 IANZ ASSESSMENT UPDATE

The BCA only has 3 General Non-compliances (GNCs) outstanding from phase 2 of the recent IANZ assessment which was completed in September. Our final date to have all remaining GNCs cleared is the 3rd February 2025.

2.2 DANGEROUS, INSANITARY & AFFECTED BUILDINGS POLICY

All territorial authorities are required to have a policy on dangerous and insanitary buildings within its district pursuant to sections 131 of the *Building Act (Act) 2004*. Policies must be reviewed at no more than 5 yearly intervals. Council's Dangerous and Insanitary Buildings Policy was adopted on 25 May 2006 and reviewed on 8 November 2011 and 30th April 2019. In accordance with section 132 (4) of the Act, as soon as practicable after a Territorial Authority adopts or amends a policy, it must provide a copy of the policy to the Chief Executive of the Ministry of Business, Innovation and Employment. A policy under section 131 of the Act must also take into account affected buildings in accordance with section 132A of the *Building Act 2004*. Our Dangerous, Insanitary and Affected Buildings Policy outlines the process for identifying buildings that pose a public safety or Health risk and what actions are required to mitigate the risk they pose to public Health and safety.

All territorial authorities are required to have a policy on dangerous and insanitary buildings within its district pursuant to sections 131 of the *Building Act (Act) 2004*. Policies must be reviewed at no more than 5 yearly intervals. Council's Dangerous and Insanitary Buildings Policy was adopted on 25 May 2006 and reviewed on 8 November 2011 and 30th April 2019. In accordance with section 132 (4) of the Act, as soon as practicable after a Territorial Authority adopts or amends a policy, it must provide a copy of the policy to the Chief Executive of the Ministry of Business, Innovation and Employment. A policy under section 131 of the Act must also take into account affected buildings in accordance with section 132A of the *Building Act 2004*. Our Dangerous, Insanitary and Affected Buildings Policy outlines the process for identifying

buildings that pose a public safety or Health risk and what actions are required to mitigate the risk they pose to public Health and safety.

During the consultation, one submission was received. The submitter did not request to be heard. While the submission does not necessitate changes to the policy content, it raised a matter regarding the execution of remedial work when a building owner is uncooperative, suggesting that costs should be charged against the land on which the building is located. Pursuant to the provisions of s126 of the *Building Act 2004* a Territorial Authority (TA) may apply to the District Court for an order authorising the TA to carry out work under a notice issued under section 124 (2)(c) if work is not completed or not proceeding within reasonable speed. If the TA carries out building work under the authority of an order made under this section, the owner of the building is liable for the costs of the work, the TA may recover those costs from the owner and the amount recoverable by the TA becomes a charge on the land on which the work was carried out. Therefore, this matter raised in the submission is relevant when deciding on actions that relate to the implementation of the Dangerous, Insanitary, and Affected Buildings Policy.

As part of the policy’s 2024 review, minimal changes were proposed to the existing policy i.e., some minor editorial improvements as there have been no changes to legislation since the policy was first adopted, in 2019, that influence what requirements the policy needs to address. However, the Ministry of Business, Innovation and Employment (MBIE) has published updated online guidance for territorial authorities developing and adopting policies on dangerous, affected and insanitary buildings. Therefore, the Wairoa District Council Dangerous, Insanitary, and Affected Buildings Policy 2024 has been updated to reflect this guidance i.e. the addition of provisions for affected buildings and a step-by-step guide that outlines the steps that councils will take when performing functions for managing a dangerous, affected or insanitary building from initial identification through to resolution.

Council on November 19th, 2024 adopted the draft reviewed policy subject to a minor editorial amendment regarding the complaints process. The Group Manager of Planning and Regulatory will send a copy of the reviewed policy to MBIE and the policy as reviewed in 2024 will be available on Councils website.

2.3 BUILDING CONSENT UPDATE

We have seen a very large increase in the number of consents received during the month of October as shown in Table 3 below which is largely to do with the new Te Rauā Subdivision. The BCA has had to utilize contractors to process many of these new Building Consent applications due to increased workloads on inspections which accompany the increased number of consents.

Table 3: Building Control Data September – October 2024

Building Consents	September	October
Consents received	12	29
Consents granted	14	8
Residential consents issued	13	7
Total value of new building consent/work (received)	\$1,885,930.00	11,352,050.00
Proportion of building consents processed within statutory timeframes	100%	87.5%
Proportion of CCC’s issued within statutory timeframes	100%	88.9%
Building consent exemptions issued	9	0
Inspections undertaken	39	50

2.4 LIM UPDATE

LIMS have been steady as shown in Table 4 below. The number of LIM applications received for 2024 is comparable to previous years.

Table 4: Property Data - September – October 2024

Property Information	September	October
LIM’s received	5	5
Proportion of LIM’s issued within statutory timeframes	4	4

2.5 GENERAL UPDATES

During the reporting period (September and October) we saw an increase in the number of inspections from 39 for the month of September to 50 for the month of October. This trend has continued to increase into November whereas of the 21st of November we have had a total of 61. This is a new record of the number of inspections completed in any calendar month by the Wairoa BCA in the last 9 years, and this number is likely to continue to grow.

The Planning and Regulatory department no longer has a BCA Manager. This has placed a further strain on in house resources. Roles and tasks of the BCA manager have temporarily been transferred (until Building Control Manager role vacancy is filled) to the Group Manager of Planning and Regulatory including the role of the BCAs Responsible Manager. The Senior Building Compliance Officer will also assist with the workload of the BCA Manager role including being our BCAs Quality Assurance Manager.

2.6 RAPID BUILDING ASSESSMENTS (RBAS)

2.6.1 RBA DATA - CYCLONE GABRIELLE

Rapid Building Assessments (RBAs) from those commercial and residential buildings affected by Cyclone Gabrielle during September and October are shown in Tables 5 and 6 below. There has been no movement for Commercial buildings in the placard data over this period. There were 2 yellow placards (Cyclone Gabrielle event) removed for residential homes from September to October.

Table 5: RBAs (Cyclone Gabrielle) Commercial - September – October 2024

Rapid Building Assessments Tally - September & October 2024	Commercial - September	Commercial - October
Red – entry prohibited	0	0
Yellow – restricted access	33	33
White – can be used	35	35
Green – building reinstated	44	44

Table 6: RBAs (Cyclone Gabrielle) Residential- September – October 2024

Rapid Building Assessments Tally - September and October 2024	Residential - September	Residential - October
Red – entry prohibited	3	3
Yellow – restricted access	82	80
White – can be used	134	135

Green – building reinstated	139	140
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As of November 21st the no. of yellow placards for residential building removed are unchanged from the tables above.

2.6.2 RBA DATA – JUNE WEATHER EVENT

Rapid Building Assessments (RBAs) from the residential buildings affected by June Rain Event during September and October are shown in Table 7 below. There were 11 yellow placards (June Rain event 2024) removed for residential homes from September to October.

Table 7: RBAs (June Rain Event) Residential - September & October 2024

Rapid Building Assessments Tally – September and October 2024	Residential – September	Residential – October
Red – entry prohibited	0	0
Yellow – restricted access	129	118

As of 21st of November the number of yellow placards for the June event is 113.

3 TŪTOHU ME TE WHAKAAETANGA – COMPLIANCE & LICENSING

3.1 COMPLIANCE

3.1.2 KEY LEGISLATIVE UPDATES

With the recent changes to the *Sale and Supply of Alcohol Act 2012*, it is now a requirement for the District Licensing Committee to adopt a Procedures Manual. Therefore, Wairoa District Council has partnered with Hastings District Council, Napier City Council and Central Hawke’s Bay District Council to develop a combined procedures manual.

3.1.3 DOG CONTROL

Council extended the registration period by 1 month for dog owners, which provided extra time for those owners who had been affected by the flooding event. A lot of owners have taken on payment plans for future registrations. Furthermore, applicants for the (SOP) Special Owner Policy have increased showing good owner responsibility. Callouts in October as shown in Table 8 below were notably higher than September. Reasons for this increase in Call out numbers over the reporting period include the impacts of the June Flood event this year. Rehoming dogs to other agencies out of the district works has worked well and there have been some successful forever homes for potential dogs.

The Compliance team have been working on more media and notices for comms and education online and by officers out in the field.

Table 8: Dog Control - September – October 2024

	September	October
Call outs received	32	53
Impounded	10	12
Warnings issued	8	8
Infringements issued	4	0
Pending court cases	0	0
Dogs destroyed	3	5

Dogs rehomed	3	1
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3.1.4 STOCK CONTROL

The Compliance team have also been working on education efforts, distributing handouts and notices in the areas where there have been compliance issues. Police have also attended with the Compliance team to show that the community is working together to combat stock being out. The feedback from the community in these areas regarding these efforts has been positive. Those stock owners who have continued to be negligent have been fined in accordance with legislative requirements. These approaches haven shown to be effective in helping to decrease the no.s of stock being out. The number of call outs decreased from September to October as shown in Table 9 below.

Table 9: Stock Control - September – October 2024

	September	October
Call outs received (farm animals)	13	8
Impounded farm animals	0	0
Warning issued on stray farm animals	3	0
Invoice issued	0	3
Pending court cases	0	0
Animals destroyed	0	0

3.1.5 FREEDOM CAMPING

The Freedom Camping Ambassador (Manaaki Tangata) Programme run in collaboration with Rongomaiwahine Iwi Trust (RIT) comes to an end starting November. The key focus of the programme was for Manaaki Tangata to enlighten visitors about the district, local history and the designated areas for freedom camping. This initiative placed a significant emphasis on education, aiming to inform tourists about the reasons certain camping locations are off-limits and providing an opportunity for campers to gain knowledge before any regulatory measures are enforced.

The Compliance department will continue to monitor freedom camping activity in the district and will provide information to freedom campers over the summer. The team have been updating freedom camping media and signage in the district. There was an increase from September to October in the no. of patrols undertaken as shown in Table 10 below due to increased activity over Labour weekend.

Table 10: Freedom Camping - September – October 2024

	September	October
Number of Patrols	0	4
Warnings issued	0	0
Infringements issued	0	0
Pending court cases	0	0

3.1.6 TRADE WASTE COMPLIANCE

The number of premises inspected decreased from September to October as shown in Table 11 below.

Table 11: Trade Waste - September – October 2024

	September	October
Premises Inspected	14	9
New Trade Waste Licenses Issued	0	0
Trade Waste Licenses Renewed	3	1
Trade Waste Management Plans Initiated	2	2

3.2 ENVIRONMENTAL HEALTH

3.2.1 LIQUOR LICENSING

The number of new licences issued as shown in Table 12 below decreased from September to October as shown below.

Table 12: Liquor Licensing - September – October 2024

	September	October
New licences Issued (Managers/club/on/off)	3	0
Renewals issued (Managers/club/on/off)	4	0
Special licences applied for	0	1
Proportion of licences issued within statutory timeframes	100%	100%

3.2.2 HEALTH LICENSING

Activity in relation to Health Licences and Food Control requirements space remained steady between September and October as shown in Table 13 below.

Table 13: Health Licensing September – October 2024

	September	October
Health licences Issued	0	1
Food Control Registration / NPs New	0	1
Food Control Plan Re: Registration	5	6
Food Premises visited for compliance	2	2
Proportion of licences issued within statutory timeframes	100%	100%
Warnings Issued for compliance	1	0
Infringements issued	0	0

3.2.3 NOISE

There was an increase in the number of noise complaints received from September to October as shown in Table 13 below.

Table 14: Noise Data September – October 2024

	September	October
Call outs received	3	7
Premises Visited	3	7
Warnings Issued/Items Seized	0	0
Infringements issued	0	0

3.3 BYLAWS & POLICY UPDATE

The Regulatory Projects Officer has commenced the review of the Dog Control Bylaw, Dog Control and Selected Owners Policy and will be working on the Freedom Camping Bylaw Review.

Report Date: 25th November 2024

8.5 MORTUARY WASTE UPDATE

Author: Karen Akuhata, Kaiwhakahaere Whaipainga Utilities Manager

Authoriser: Mike Hardie, Pouwhakarae - Hua Pumau | Group Manager Assets & Infrastructure

Appendices: Nil

1. PURPOSE

- 1.1 This report provides information for Committee on the separation of Mortuary Waste from the wastewater system. No decisions are required by Committee at this stage.
- 1.2 The Maori Wastewater Working Party (MWWP) have recommended that this report be provided to this committee

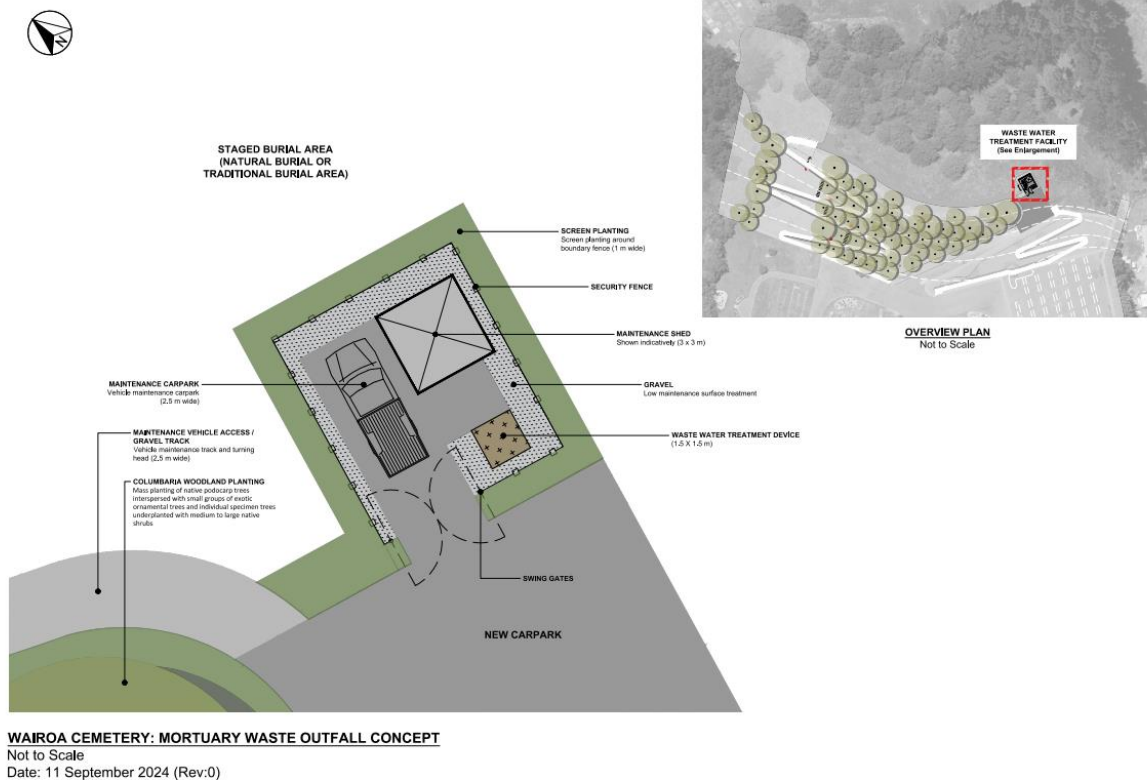
RECOMMENDATION

The Kaiwhakahaere Whaipainga Utilities Manager RECOMMENDS that Committee receive the report.

2. BACKGROUND

- 2.1 There is a strong community desire to remove mortuary waste from the wastewater system in Wairoa, and progress has been made to address this concern.
- 2.2 Key developments are:
 - 2.2.1. The tradewaste bylaw has been updated to address the specific needs related to mortuary waste. This update is an important step in ensuring that mortuary waste is managed appropriately and separately from the general wastewater system.
 - 2.2.2. The Wairoa wastewater discharge consent now includes a specific requirement for the separation of mortuary waste. This stipulation ensures that mortuary waste does not enter the general sewer network, aligning with the community's desire to address the issue at the regulatory level.
 - 2.2.3. These updates signal a commitment by the Wairoa District Council (WDC) to address community concerns and meet environmental and public health standards by separating mortuary waste from the wastewater system. This is a critical step as it ensures that mortuary waste, which includes embalming fluids, blood, and other chemicals, is handled appropriately, and does not contribute to the general wastewater treatment process.
 - 2.2.4. Funding for this project has been secured.
- 2.3 WDC has developed a draft design plan for a new mortuary waste disposal site at the cemetery. The plan involves using a tank system to discharge mortuary waste, with the

intention of integrating it into the cemetery upgrade to optimize costs and resources.



3. FUNERAL DIRECTOR KORERO ABOUT THE EMBALMING PROCESS

3.1.1. Michael Pickering, a funeral director, embalmer, and qualified cabinet maker, introduced himself and gave insights into the mortuary processes and the potential impact of this project from his perspective.

3.1.2. Embalming Process:

3.1.2.1. Embalming involves injecting a chemical solution into the body and removing blood. The volume of fluids used varies depending on the case.

3.1.2.2. A standard embalming uses approximately 10-13L of embalming solution (largely water), while difficult cases may require up to 25L of fluid.

3.1.2.3. The solution is diluted with water and discharged after it has passed through the body.

3.1.2.4. Additionally, the process includes aspirating the stomach cavity to preserve the internal organs.

3.1.2.5. Michael did a water meter reading and found that a standard embalming case uses around 100L of water, while more difficult cases consume more.

3.1.3. Chemical Composition:

3.1.3.1. Chemical Composition: The embalming solution includes 2.5L of chemicals (mainly formaldehyde and glutaraldehyde, with methanol as a stabilizer).

3.1.3.2. The chemicals neutralize harmful substances in the body and are diluted as they are discharged into the wastewater system.

3.1.4. Waste Composition:

3.1.4.1. Approximately 4-6L of blood is removed from the body during embalming, and medications (e.g., chemotherapy drugs) also contribute to the mortuary waste.

3.1.4.2. The chemical concentration in a standard embalming solution is around 1.5%, but this can vary depending on the person's health condition (e.g., fluid retention).

3.2

4. FEEDBACK FROM MWWP

4.1 Project Support - MWWP members expressed strong support for removing mortuary waste from the sewer system, and they were excited about the project's potential.

4.2 Risks and Transport: Key concerns included the risk of not being able to transport the waste to the processing site and the potential for spills during transport. The waste will need to be handled and transported safely, likely using trucks similar to septic tank trucks.

4.3 Capacity Considerations: There was a discussion about the need to ensure enough capacity for waste disposal, especially during fluctuations in embalming volume, such as during times of increased deaths.

4.4 Waste Separation: The MWWP debated whether it would be possible to separate the bodily fluids (e.g., blood and embalming chemicals) from the water used in embalming. However, this approach may not be practical due to the nature of the embalming process and the extra work and cost involved. It was suggested that separating fluids might be handled on a case-by-case basis, with Michael Pickering having the final decision on whether this can be done.

4.5 Michael Pickering expressed concerns about passing extra costs onto families if the fluids were to be separated manually.

Further Information

n/a

References (to or from other Committees)

n/a

9 PUBLIC EXCLUDED ITEMS

RESOLUTION TO EXCLUDE THE PUBLIC

RECOMMENDATION

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

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
<p>9.1 - RIVER RESERVES RESTORATION & AIRPORT EXTENSION PROJECT UPDATES</p>	<p>s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</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>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</p>
<p>9.2 - TE REINGA BRIDGE REPLACEMENT - PRESENTATION TO CROWN INFRASTRUCTURE PARTNERS</p>	<p>s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</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>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</p>