

Agenda for a meeting of the Infrastructure Committee to be held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **TUESDAY 10 MAY 2016** commencing at **9.00am**.

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

**1. APOLOGIES AND LEAVE OF ABSENCE**

**2. CONFIRMATION OF STATUS OF AGENDA**

**3. DISCLOSURES OF INTEREST**

**4. CONFIRMATION OF MINUTES**

3

Meeting held on Tuesday 8 March 2016.

**5. MATTERS ARISING FROM MINUTES**

**6. REPORTS**

6.1	Sport Waikato Activity Report 1 January to 31 March 2016	11
6.2	Road Safety Education Coordinator's report for the months of February-April 2016	21
6.3	Draft Strategic Priority Framework for Natural Value Reserves	24
6.4	Rural Fire Plan 2016	28
6.5	Draft Terms of Reference – Community Halls	92
6.6	New Street Name Proposal at Gordonton Road Service Lane, Taupiri	103
6.7	New Road Name Proposal at Kakaramaea Road, Whatawhata	108
6.8	Increase in Budget for Manu Bay and Puriri Park Seawall Repair Projects	112
6.9	Awards of Contracts	117
6.10	Service Delivery Report for April 2016	124

6.11	2016-17 District Wide Minor Improvement Programme	148
7.	<b><u>EXCLUSION OF THE PUBLIC</u></b>	154

GJ Ion

**CHIEF EXECUTIVE**

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### ***Open Meeting***

<b>To</b>	Infrastructure Committee
<b>From</b>	GJ Ion Chief Executive
<b>Date</b>	9 March 2016
<b>Prepared by</b>	LM Wainwright Committee Secretary
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	1472813
<b>Report Title</b>	Confirmation of Minutes

## **1 Executive Summary**

To confirm the minutes of the Infrastructure Committee held on Tuesday 8 March 2016.

## **2 Recommendation**

**THAT the minutes of the meeting of the Infrastructure Committee held on Tuesday 8 March 2016 be confirmed as a true and correct record of that meeting.**

## **3 Attachments**

Infrastructure Minutes 8 March 2016 OPEN



**MINUTES** of a meeting of the Infrastructure Committee of the Waikato District Council held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **TUESDAY 8 MARCH 2016** commencing at **9.02am**.

**Present**

Cr WD Hayes (Chairperson)  
 His Worship the Mayor Mr AM Sanson [until 10.34am and from 10.39am]  
 Cr JC Baddeley  
 Cr J Church  
 Cr R Costar  
 Cr DW Fulton  
 Cr J Gibb [from 11.34am]  
 Cr S Lynch  
 Cr RC McGuire  
 Cr L Petersen  
 Cr J Sedgwick  
 Cr NMD Smith  
 Cr MR Solomon

**Attending**

Mr GJ Ion (Chief Executive)  
 Mr T Harty (General Manager Service Delivery)  
 Mrs LM Wainwright (Committee Secretary)  
 Mr C Clarke (Roading Manager)  
 Mr A Corkill (Parks & Facilities Manager)  
 Ms J Remihana (Programme Delivery Manager)  
 Mr M Mould (Waters Manager)  
 Mr G Bailey (Open Spaces Operation Team Leader)  
 Mr R Marshall (Reserves Planner)  
 Ms J Vernon (Strategic Planning & Resource Management Team Leader)  
 Mr V Ramduny (Planning & Strategy Manager)  
 Mr R Wheeler (Property Officer)  
 Mr MacLeod (Raglan Community Board)  
 Mr A Wilson (Public Transport Operations Manager – Waikato Regional Council)  
 Mr W McMaster (Waikato Regional Council)  
 Ms D Inglis (Project Director RATA)

**INF1603/01      APOLOGIES AND LEAVE OF ABSENCE**

**Resolved: (Crs Sedgwick/Costar)**

**THAT** an apology for lateness be received from Cr Gibb.

**CARRIED on the voices**

It was noted that Leave of Absence was granted to Cr Tait at the Policy & Regulatory Meeting held on 16 February 2016. [P&R1602/07/17 refers].

**INF1603/02      CONFIRMATION OF STATUS OF AGENDA ITEMS**

**INF1603/02/1      Resolved: (Crs Baddeley/Sedgwick)**

**THAT** the agenda for a meeting of the Infrastructure Committee held on Tuesday 8 March 2016 be confirmed and all items therein be considered in open meeting with the exception of those items detailed at agenda item 7 which shall be discussed with the public excluded.

**CARRIED on the voices**

**INF1603/03      DISCLOSURES OF INTEREST**

The Chief Executive advised members of the Board that he would declare a conflict of interest in item 6.2 [Road Asset Technical Accord (RATA) Update Report].

**INF1603/04      CONFIRMATION OF MINUTES**

**INF1603/04/1      Resolved: (Crs Baddeley/Costar)**

**THAT** the minutes of a meeting of the Infrastructure Committee held on Tuesday 9 February 2016 be confirmed as a true and correct record of that meeting.

**CARRIED on the voices**

**INF1603/05      MATTERS ARISING FROM THE MINUTES**

There were no matters arising from the minutes.

**INF1603/06****REPORTS**

INF1603/06/1

Waikato Regional Council, Passenger Transport  
Item 6.1

Mr Wilson gave a powerpoint presentation and answered questions of the committee.

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

**THAT the report of the General Manager Service Delivery – Waikato Regional Council – Passenger Transport – be received.**

**CARRIED on the voices**

INF1603/06/2

Road Asset Technical Accord (RATA) Update Report  
Item 6.2

Ms Inglis gave a powerpoint presentation and answered questions of the committee.

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

**THAT the report of the General Manager Service Delivery - Road Asset Technical Accord (RATA) Update Report – be received:**

**AND THAT Council approve the General Manager Service Delivery be delegated authority to enter into a multi-party funding agreement with LASS for RATA's services from 1 July 2016, for a period of 3+3+3 years (with rights of review after each 3 year period).**

**CARRIED on the voices**

INF1603/06/3

Service Delivery Report for March 2016  
Item 6.3

**Resolved: (Crs Sedgwick/Petersen)**

**THAT the report of the General Manager Service Delivery – Service Delivery Report for March 2016 - be received;**

**AND THAT in accordance with Section 16 (10) of the Reserves Act 1977 the reserve at Titoki Drive legal description, Lot 2 DP 377052, 9811m<sup>2</sup> be declared “Wally Pollock Reserve”.**

**CARRIED on the voices**

His Worship the Mayor withdrew from the meeting [10.34am] during discussion on the above item and re-entered the meeting [10.39am] and was present when voting took place.

The meeting adjourned at 10.51am and resumed at 11.10am.

INF1603/06/4

Waikato Expressway Hamilton Section, Horsham Downs Public Consultation Item 6.4

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

**THAT the report of the General Manager Service Delivery – *Waikato Expressway Hamilton Section – Horsham Downs Public Consultation* – be received;**

**AND THAT Council confirm their support of the proposed connections to the *Waikato Expressway at Horsham Downs*;**

**AND FURTHER THAT the Committee is satisfied with the level of public support for the proposed network layout at Horsham Downs and approve commencing with the development of the Multi Party Funding Agreement (MPFA) to be referred to Council for approval.**

**CARRIED on the voices**

INF1603/06/5

Draft Trails Strategy  
Item 6.5

**Resolved: (Crs Petersen/Sedgwick)**

**THAT the report of the General Manager Service Delivery – *Draft Trails Strategy* be received;**

**AND THAT the Infrastructure Committee approves consultation with stakeholders for input that will help shape the final strategy.**

**CARRIED on the voices**

INF1603/06/6

Draft Waikato Integrated Land Transport Strategy  
Item 6.6

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

**THAT** the report of the General Manager Service Delivery – *Draft Waikato Integrated Land Transport Strategy* - be received;

**AND THAT** approval be given to circulate the draft strategy to stakeholders and interest groups for comment and feedback;

**AND FURTHER THAT** following the consultative period, the revised document be brought back to Council for approval and adoption.

**CARRIED on the voices**

Cr Gibb entered the meeting [11.34am] during discussion on the above item and was present when voting took place.

INF1603/06/7

Neighbourhood Parks Reserve Management Plan  
Item 6.7

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

**THAT** the report of the General Manager Service Delivery – *Neighbourhood Parks Reserve Management Plan* be received;

**AND THAT** the Infrastructure Committee receives the Draft Neighbourhood Parks Reserve Management Plan and notes that this will be released (with any amendments) for public submission in April 2016;

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

**CARRIED on the voices**

Crs Fulton, Gibb and Smith abstained from voting and requested their abstentions be recorded.



INF1603/06/8

Award of Contracts  
Item 6.8

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

**THAT the report of the General Manager Service Delivery – Award of Contracts - be received.**

**CARRIED on the voices**

INF1603/07

**EXCLUSION OF THE PUBLIC**

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

**THAT the report of the Chief Executive – *Exclusion of the Public* – be received;**

**AND THAT the public be excluded from the meeting during discussion on the following item of business:**

1. Confirmation of Minutes – Tuesday 9 February 2016
2. Acquisition of Land in Te Kauwhata for the Whangamarino Walkway
3. Property at Ralph Street Huntly to be declared surplus for disposal.

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

**That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to:**

- a) Protect members, or officers, or employees of any local authority, or any persons to whom section 2(5) of the Local Government Official Information and Meetings Act 1987 applies, from improper pressure or harassment;
- b) Protect the privacy of natural persons, including that of deceased natural persons;
- c) Prevent the disclosure or use of official information for improper gain or improper advantage;

**AND THAT** the exclusion of the public from the whole or relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in any proceedings before the local authority where a right-of-appeal lies to any Court or Tribunal against the final decision of the local authority in those proceedings.

## CARRIED on the voices

*Resolutions INF1603/08 – INF1603/11 are contained in the public excluded section of these minutes.*

Having resumed open meeting and there being no further business, the meeting was declared closed at 12.11pm.

Minutes approved and confirmed this                      day of                      2016.

WD Hayes  
**CHAIRPERSON**

Minutes2016/INF/160308 INF M.doc

### **Open Meeting**

<b>To</b>	Infrastructure Committee
<b>From</b>	TN Harty General Manager Service Delivery
<b>Date</b>	22 April 2016
<b>Prepared by</b>	KC Bredesen Business Support Team Leader/A
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	I502752
<b>Report Title</b>	Sport Waikato Activity Report 1 January to 31 March 2016

## **1. EXECUTIVE SUMMARY**

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Attached is the Sport Waikato Activity Report for the period 1 January to 31 March 2016. In this report the Waikato District Sport Co-ordinator presents a summary of activities undertaken throughout the District with a number of schools and a variety of groups of all ages during that quarter.

## **2. RECOMMENDATION**

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

## **3. ATTACHMENTS**

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Sport Waikato Activity Report – 1 January to 31 March 2016



## **Sport Waikato Council Reporting**

### **Waikato District Council**

January – March 2016

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**Fiona Devonshire**

District Coordinator – Waikato District



**Sport Waikato Council Reporting**  
 Waikato District Council  
 Jan – Mar 2016

**Vision** Everyone out there and active

**Purpose** To inspire and enable our people to be active and healthy for life through sport, recreation and physical activity





**Background** Fiona Devonshire commenced employment with Sport Waikato on 15<sup>th</sup> February 2016, replacing Amiria McGarvey as the District Coordinator for the Waikato District.

Fiona will deliver the June quarterly report at the August council meeting.


<b>Outcome – Participation and Equity:</b>	
<b>Reducing barriers and increasing participation in recreation and sport</b>	
<b>KPI</b>	<b>Evidence/Measurement</b>
<b>Coordinate local KiwiSport initiatives for primary and secondary aged children</b>	<p><b>KiwiSport</b> KiwiSport Officers work with students during school, after-school and on school holiday programmes, to allow children to experience different sports and develop their skills. This will also encourage children to participate in sport at club or school level.</p> <p><b>KiwiSport Funded Projects</b> Within the Waikato District there are a number of projects that have successfully secured KiwiSport funding for initiatives specifically targeted toward primary and secondary aged children, including but not limited to:</p> <p><b>Kick Start Funding</b></p> <ul style="list-style-type: none"> <li>• Waerenga Tennis Club – Coaching 2015 Project concludes 4<sup>th</sup> April 2016</li> <li>• NZ Parkour Road Trip that includes Meremere and Raglan</li> </ul> <p><b>Community Partnership Funding</b></p> <ul style="list-style-type: none"> <li>• Waikato Badminton's Shuttle Time at Horsham Downs</li> <li>• Upper Central Zones' Rugby League Community Rugby League Project which delivered the Waikato Secondary Schools Nines Tournament at Ngaruawahia. Five of our six secondary schools participated including Ngaruawahia High School, Huntly College, Raglan Area School, Nga Taiatea Wharekura and Te Wharekura o Raukumangamanga.</li> </ul>
<b>Work with Secondary Schools in the Waikato District to increase sport opportunities and participation</b>	<p><b>North Waikato Secondary Schools Cluster(NWSSC)</b></p> <ul style="list-style-type: none"> <li>• Nga Taiatea Wharekura</li> <li>• Huntly College</li> <li>• Ngaruawahia High School</li> <li>• Te Kauwhata College</li> <li>• Raglan Area School</li> <li>• Te Wharekura o Rakaumangamanga</li> </ul> <p><b>NWSSC Athletics</b> Athletics meet was held with representation from four of the six schools.</p> <p><b>New Sport Coordinators</b> Raglan Area School and Te Kauwhata College successfully appointed new Sport Coordinators during this period.</p> 





<p><b>Work with primary schools sport cluster to increase sport opportunities and participation</b></p>	<p><b>Project Energize – Huntly and Te Kauwhata</b> Primary schools in these areas have had small ball games (in particular softball/tee ball and cricket), water safety, team building/leadership and nutrition sessions modelled to them.</p>  <p>The Huntly Primary Schools Cluster held their swimming sports along with the Eastern Waikato country schools.</p> <p><b>Project Energize – Ngaruawahia</b> Ngaruawahia Schools Cluster Swimming Sports was held at the Huntly Aquatic Centre.</p> <p>Rural Schools Cluster held their swimming day at Glen Massey School and their Junior Sports Day at Waingaro School.</p> <p>Sport Waikato supported the annual Waka Kopapa Regatta for primary schools held at Turangawaewae Marae on the Waikato River in both an operational and administrative capacity.</p>  <p><b>Bike Safety</b></p> <ul style="list-style-type: none"> <li>• Bike safety sessions and bikewise obstacle courses were delivered at Whatawhata School.</li> </ul> <p><b>Afterschool Cricket Programme</b> KiwiSport Cricket delivered a four week programme in Raglan, with over 20 children attending each weekly session.</p>
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<p><b>Involvement in or working with providers to increase participation in local events</b></p>	<p><b>Top Town – Huntly</b> Active &amp; Well and Project Energize volunteered time on the day to support this fantastic event. Sport Waikato provided promotional support to encourage people to register in the months leading up to the event.</p> <p><b>Huntly Half Marathon</b> Sport Waikato encouraged and promoted local community members and organisations to participate in this local event, including local health provider staff from Raukura Hauora o Tainui.</p> <p><b>Success Stories – Huntly Half Marathon</b></p> <ul style="list-style-type: none"> <li>• Brianna, a young Maori female aged 18, is new to Huntly and recently participated in her first ever running event. She completed the 5km walk and as a result of her achievement has her sights set on entering the 2017 event to take part in the 10k walk. From an inactive, shy teenager she now walks the Huntly side of the Hakarimata's up to four times a week as part of her training. "Oh my gosh, I done it mum! I can't believe it!" sums up Brianna's life-changing experience.</li> <li>• Feedback from another happy participant - "Awesome Day today with the Raukura Hauora Whanau and Sport Waikato whanau at the Huntly Half Marathon Event. A huge thank you to Sport Waikato for supporting our team and our master chef Max for the meke lunch!!"</li> </ul> 
<p><b>Support holiday programmes</b></p>	<p>Project Energize continually support our local holiday programmes and have been in discussions with both Tic Tac Toe Holiday Programme in Huntly and the Huntly West Holiday Programme. As a result Project Energize has agreed to support the holiday programmes by facilitating sport sessions in the April school holidays. Planning is now underway.</p>
<p><b>Local community recreation projects</b></p>	<p><b>2016 Waikato-Tainui Games</b> Sport Waikato supported the bi-annual Waikato-Tainui games through the delivery of activities in the Tamariki Taakaro Zone, Under 5's Tamariki Zone and the Hikoi (walking) event.</p> <p><b>2016 Turangawaewae Regatta</b> Sport Waikato supported the Turangawaewae Regatta in an official's capacity by providing and assisting in the timekeeper tent at the finish line.</p>



Outcome – Quality of life:	Increasing physical activity and improving nutrition for health, fun and as a lifelong habit
KPI	Evidence/Measurement
<p><b>Deliver parent education sessions related to foundation and fundamental skills</b></p>	<p><b>Under 5 Energize</b> Of the 34 Early Childhood Centres (ECC)/Kohanga Reo across the Waikato district, there are 28 that are actively involved in the Under 5 Energize (U5E) initiative.</p> <ul style="list-style-type: none"> <li>• Five centres from Ngaruawahia</li> <li>• Four centres from Raglan</li> <li>• Thirteen centres from Huntly</li> <li>• Two centres from Taupiri</li> <li>• Four centres from Te Kauwhata</li> </ul> <p><b>The U5E goals for centres across the district are:</b></p> <ul style="list-style-type: none"> <li>• More active play everyday</li> <li>• Water and milk as the best drink</li> <li>• Less sweet drinks</li> <li>• Daily fruit and vegetables</li> <li>• Less energy dense drinks</li> <li>• Less screen time</li> </ul> <p><b>Ngaruawahia Fun Day</b> The event was held at 'The Point' for Early Childhood Centres in this area. It was attended by over 220 children, 30 educators and approximately 50 parents.</p>  <p><b>Deliverable outcomes includes:</b></p> <ul style="list-style-type: none"> <li>• Four nutrition workshops were delivered - one label reading workshop, one lunchbox workshop and two sugary drinks workshops. All the U5E nutrition workshops align with our goals of water and milk as the only suitable drinks for children, less sweet drinks and daily fruit and vegetables. These all contribute to a healthy and nutritious diet for children under five. Three of these workshops were held in Huntly and one was held in Te Kauwhata with a total of 16 early childhood educators attending.</li> </ul>

	<ul style="list-style-type: none"> <li>• USE is now also offering interactive displays to centres where our U5 Energizer constructs a nutrition stand at a centre during morning drop off times and/or afternoon pick up times to make contact with more parents and further share our nutritional messages.</li> <li>• Four fundamental skill workshops were delivered in the district to a total of 45 early childhood educators. These workshops were held in Raglan, Ngaruawahia, Huntly and Te Kauwhata.</li> </ul> 
<b>Raise awareness of the importance of fundamental skills through distribution of KiwiBaby, KiwiToddler and KiwiPreschooler manuals</b>	<p><b>KiwiBaby Manuals</b></p> <p>KiwiBaby, KiwiToddler and KiwiPreschooler manuals are distributed across the district free of charge as requested by centres, families and individuals.</p> <ul style="list-style-type: none"> <li>• There were 42 manuals distributed across the district for this period, of which 31 were KiwiBaby and 11 were KiwiToddler.</li> </ul>
<b>Promote and support community activity options/groups</b>	<p>Active &amp; Well continues to distribute local Be Active resource to new Green Prescription (GRx) clients and encourages attendance at all local, reliable and affordable class options.</p> <p><b>Upright &amp; Active Class</b></p> <p>Active &amp; Well support local community and exercise class leader, as well as organising and distributing of promotional posters to assist with increasing the number of weekly participants. Strong recommendation to all new GRx referrals to attend this class.</p>
<b>Healthy lifestyle sessions/workshops/events</b>	<p><b>12 Week Challenge</b></p> <p>Active &amp; Well currently delivers the Green Prescription (GRx) programme to workplaces through the 12 Week Challenge (12WC), which is email based but also includes four workplace workshops over three months. Genesis Energy have recently completed the 12WC including the final two workshops - High Intensity Interval Training and Label Reading. The Raglan House and Department of Corrections Springhill Corrections Facility are currently participating. The Waikato Active &amp; Well Coordinator has delivered two workshops at each workplace so far. These have included Walking for Health, Fitness or Weight Loss and Label Reading. There are currently 91 participants enrolled in the 12WC delivered in the Waikato District.</p>

<p><b>Support Green Prescription (GRx) programmes in the community</b></p>	<p>Active &amp; Well delivers the GRx programme in the community through standard, enhanced and 12WC referrals and also delivers the Aqua Fit programme. The Coordinator is also launching the Aqua Man programme in Term 2 and continues to support an Upright &amp; Active programme run by a volunteer.</p> 
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Outcome – Community Development:	Developing capability to ensure effective delivery of physical activity, recreation and sport
KPI	Evidence/Measurement
<p><b>Provide ongoing training to primary school teachers and coaches in understanding and teaching fundamental skills</b></p>	<p>Throughout the months of January to March, Energizers worked closely with schools, teachers and students on the following:</p> <ul style="list-style-type: none"> <li>• Goalnet Training delivered to Tamahere School and Te Kowhai School.</li> <li>• Small Nix Squash Module delivered to 15 teachers at Kimihia School.</li> <li>• On-going modelling sessions are provided to enhance teachers' ability to deliver quality physical education lessons.</li> </ul>
<p><b>Work with primary, intermediate and secondary schools to facilitate development and implementation</b></p>	<p>Sport Waikato continues to support all NWSSC schools with setting up and running cluster events.</p> <p>Raglan Area School and Te Kauwhata successfully appointed new Sport Coordinators during this period.</p>
<p><b>Provide opportunities for secondary school leadership through local KiwiSport initiatives and other community sport events</b></p>	<p>The Secondary Schools Sport Director assisted Huntly College with an application for the KiwiSport Secondary Schools Initiative Fund which was successful.</p> <p>Sport Waikato facilitated the March Quarterly Meeting with the focus being on planning the Term 2 Basketball Module. All six secondary schools will be involved with each entering a girls and boys team.</p>
<p><b>Provide development or training for officials' administrators and coaches and clubs. Work with agencies to improve provision for sport.</b></p>	<p><b>Waikato District Sport and Recreation Facilities Plan Project</b></p> <p>The Waikato District Council's Sport and Recreation Facilities Survey was completed. The results were collated and a summary of findings was presented to Council staff.</p> <p>Sport Waikato and Waikato District Council staff met to review set deliverables and progress the project forward.</p>



**Sport Waikato Council Reporting**  
 Waikato District Council  
 Jan – Mar 2016

	<p><b>Football</b>          The Sportsforce Football Development Officer delivered four Goalnet training workshops to eight administrators.</p> <p><b>Rugby League</b>          The Upper Central Zone delivered nine skills sessions to four coaches and 22 participants at Patterson Park in Ngaruawahia.</p>
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Outcome – Information and promotion:	Improve coordination and promotion of information of all physical activity recreation and sport opportunities in the district
KPI	Evidence/Measurement
<b>Providing community with information on events, development and funding opportunities</b> <b>Effective use of communication including information on website, window displays, local newspapers, information centres and other stakeholders</b>	<p><b>Community Presentations</b>          Sport Waikato delivered presentations in the community to raise the awareness of Sport Waikato's programmes and role within the community. Community groups included St Pauls Friendship Circle, Huntly, Raglan Kaumatua Group, Huntly Events Group, Ngaruawahia Community Board, Huntly Women's Group – Sista Acts.</p> <p><b>North Waikato News</b>          Reinstated the monthly newspaper article in March introducing the new District Coordinator and providing a Project Energize update.</p> <p><b>Window Display</b>          Huntly Hub Office window display continues to prove valuable as a means of communication to the community.</p>

Outcome – Creating pride in community:	Through supporting, encouraging and valuing volunteers
KPI	Evidence/Measurement
<b>Recognising volunteers by supporting volunteer recognition through the Sport Maker Initiative</b>	<p>Sport Waikato continues to promote and encourage the community to nominate and recognise volunteers through the national Sport Maker campaign.</p> <p>Eight successful nominees received Sport Maker recipient packs containing merchandise.</p>
<b>Hosting Waikato District Sports Awards to recognise contribution to and excellence in sport</b>	<p><b>2016 Waikato District Sports Awards</b>          Waahi Paa will once again be the venue for the Waikato District Sports Awards. A booking for November has been made.</p>

### ***Open Meeting***

<b>To</b>	Infrastructure Committee
<b>From</b>	TN Harty General Manager Service Delivery
<b>Date</b>	21 April 2016
<b>Prepared by</b>	M Jolly Road Safety Coordinator
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	I502687
<b>Report Title</b>	Road Safety Education Coordinator's report for the months of February-April 2016

## **I. EXECUTIVE SUMMARY**

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The purpose of this report is to inform the Infrastructure Committee of key 'road safety education' activities and information for the months of February-April 2016.

## **2. RECOMMENDATION**

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

## **3. ATTACHMENTS**

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Road Safety Coordinator's report for the months of February-April 2016

**REPORT:****Consultation/Meetings**

Consultation and key meetings attended by the Road Safety Education Co-ordinator.

<b>Organisations</b>	<b>Comment</b>
<b>NZTA</b>	Attendance at a NZ Transport Agency workshop on the Waikato Speed Management Pilot programme. 'Changing the Conversation'.
<b>Port Waikato residents in conjunction with NZ Transport Agency, Waikato Regional Council</b>	Community engagement meeting at Port Waikato re the speed management pilot programme.
<b>Horotiu School</b>	Meeting with the Principal of Horotiu School regarding pedestrian safety.
<b>Hamilton City Council</b>	Liaison meeting with Hamilton City Council Road Safety Coordinators to review programmes and discuss future programmes.
<b>NZ Transport Agency</b>	Consultation meeting with NZ Transport Agency regarding speed billboards on High Risk Rural Roads in the Waikato District.
<b>NZ Transport Agency</b>	Consultation with NZ Transport Agency regarding Fieldays exhibit. I am co-ordinating the regional driver safety exhibit.

**Activities****Schools/Community**

- Regional Students Against Dangerous Driving (SADD) workshop. Huntly College and Tuakau College attended. Support has been given to these two schools to attend the national SADD conference.
- Support given to Tuakau College for their driver licence programme.
- Stall at the Tainui Games.
- Kea crossing to be installed at Horotiu School.
- Kea crossing to be reinstalled at Te Kowhai School.
- Planning underway for a pedestrian crossing at Tamahere Model School.

**Young Drivers**

- 2 courses held in Hamilton. (31 participants)

**Motorcycles**

- Police and Waikato District Council motorcycle education stop at Te Uku. There was a focus on visibility and use of correct protective gear.

## **Intersection Workshop**

- One workshop held at Aparangi Village, Te Kauwhata (24 participants)

## **Speed**

- Truck education stop in Huntly in conjunction with Police and NZ Transport Agency

## **Information**

### **Changing the conversation on speed**

Staff were invited to attend a workshop from Communications Consultancy Senateshj on changing the conversation around speed. The workshop was sponsored by NZ Transport Agency and is a component of the Waikato Speed Management Project.

The aim of the workshop was to encourage road safety stakeholders to engage in conversation with the public around speed. Key messaging suggested promoting was:

- Not all roads are created equal and not all limits are right
- Speed affects the impact of every crash
- Speed is one risk that good drivers can minimise

## **National Seatbelt Campaign**

NZ Transport Agency will be launching a new national seatbelt campaign in April/May. The lack of restraint use has been identified as an emerging strategic priority in the National 'Safer Journeys Road Safety Strategy'. In the last five years 300 people have died because they didn't wear a seatbelt. Statistics show that the high risk group is more likely to be travelling at night, be passengers, and male with an alcohol affected driver. Maori were also disproportionately represented in fatalities and serious injuries as a result of not wearing their safety belt. Creative material will be available for use by local Councils. Five year statistics for the Waikato district show that there have been 21 deaths where a seatbelt was not worn and a further 7 where seatbelt status was unknown.

## **Upcoming Projects**

- Fieldays - We will be sharing a site with NZ Transport Agency ( June)
- Intersection workshop Tamahere (June)
- Speed billboards to be revised (May)
- Cycle billboards to be revised (May)
- Road Safety Week ( May)
- Review of the Safety Management System (ongoing)

## **Fatal and Serious Injury (SI) Crashes**

### **Local Roads**

29.01.16	Gordonton Road, Gordonton	<b>1 Serious Injury</b>
05.02.16	Horotiu Road, Te Kowhai.	<b>2 Fatal</b>
22.02.16	Bucklands Road/Tuakau Road, Motorcyclist	<b>1 Fatal</b>
26.02.16	Scotsman Valley Road	<b>1 Fatal</b>
12.03.16	Lake Road/Dawson Road, Komakorau	<b>1 Fatal, 2 Serious Injury</b>
21.04.16	Great South Road, Horotiu.	<b>1 Fatal, 1 Serious Injury</b>

### **State Highways**

11.04.16	SH1, Rangiriri, Motorcyclist	<b>1 Fatal</b>
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### **Open Meeting**

<b>To</b>	Infrastructure Committee
<b>From</b>	TN Harty General Manager Service Delivery
<b>Date</b>	29 April 2016
<b>Prepared By</b>	A Corkill Parks & Facilities Manager
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	I507409
<b>Report Title</b>	Draft Strategic Priority Framework for Natural Value Reserves

## **1. Executive Summary**

Waikato District Council (Council) has a large amount of natural value areas under its control. A structured approach to the management of these areas is required to enable appropriate prioritisation of works, leverage of external, funds and allocation of resources.

Staff have developed a draft Strategic Priority Framework for Natural Value Reserves (the Framework) to guide the Council in achieving this prioritisation.

This has been developed through a number of workshops with key staff and stakeholders to ensure all current works and plans were captured as part of researching the framework's requirements. The Framework was also workshopped with Council on the 21<sup>st</sup> March 2016 to obtain views and support on approach being considered by staff.

The Framework will help identify and capture Council's objectives, identify and prioritise key initiatives for ecological reserves, and outline an implementation pathway in order to achieve these objectives.

The purpose of this report is to provide Council with an update on the final draft of the framework and request that it is adopted.

## **2. Recommendation**

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

**AND THAT the Draft Strategic Priority Framework for Natural Value Reserves is referred to Council (as amended) for adoption.**



### **3. Background**

The Waikato District is blessed with a large number of ecologically diverse areas, from peat lakes to remnant native forest. There are a number of parcels of public land which contain these important areas and Council has managed enhancements in these areas largely through the Long Term Plan (LTP).

Within the wider region, funding for biodiversity/ecological enhancement projects is also available through a range of external environmental organisations.

Currently, Council is involved in a small number of ecological initiatives across the district and has sourced grants to help achieve specific actions within each initiative, using LTP budgets as seed funding to achieve this.

In the past, Council has relied upon Lake Committees, Community Boards, and individual staff members to set the direction and priority of funding for individual initiatives. Although this approach has allowed for specific and targeted low level works to be completed, it has not provided for a strategic approach to the prioritisation, funding, governance and delivery of the District's ecological enhancement programmes.

Key environmental funding organisations, such as the Waikato River Authority, are now expecting a higher level of planning and organisation from applicants in this space, and community interest groups are also expecting more detail and guidance within their specific areas of concern.

There are significant external funding streams that can be targeted in future to assist with managing natural value reserves. The Framework will assist with a strategic approach and direction in this space and will allow Council to leverage more funding from external organisations.

### **4. Discussion**

Attached to this report is a final draft of the Framework.

As an overview the Frameworks undertakes a number of key actions. It:

- i) Identifies and captures Council's objectives; identify and prioritise key initiatives for ecological reserves, and will outline an implementation pathway to achieve these objectives.
- ii) Includes criteria for prioritising initiatives, and allows for collaboration with other organisations and groups with ecological functions such as the Department of Conservation (DoC), Rivercare, Waikato Regional Council (WRC) and Iwi.
- iii) Supports potential external funding applications to assist biodiversity enhancement works within the District.
- iv) Identifies high level ecological goals for council and provide priority assessment criteria for ecological goals
- v) Proposes a governance structure for specific projects which will promote the improved delivery of strategic goals.

## 5. Analysis of Options

There are two options available to Council.

### Option 1: Adopt the Framework

Adoption of the Framework will allow Council to take a more strategic approach to this activity. In regards to management of natural value areas, this is a must if Council is to become better equipped to plan, prioritise, budget for and manage works in this space for the future. It is also key to being able to access external funding.

This option is recommended.

### Option 2: Council can decline to adopt the draft Framework

By not adopting the framework, Council will continue to deliver ecological initiatives on a piecemeal basis. A more strategic approach to Ecological initiatives within the wider district will still be required in time, but in the interim Council will be at a disadvantage with fund holders in respect of applications for any new initiatives it would like to promote or be involved with.

This option is not recommended.

## 6. Finance

LTP funding has been historically used for seed funding the majority of the ecological enhancement initiatives in the district. Council has the opportunity to leverage significant further external funding from parties such as the Waikato River Authority for works in this space and the Framework will act to guide future funding applications.

## 7. Legal

There are no foreseeable legal requirements within this report.

## 8. Strategy, Plans, Policy, Partnership Alignment

The Framework has been developed alongside current strategic and/or legislative Council documents such as the Council General Policies Reserve Management Plan, Operative District Plan, local Reserve Management Plans and the Council Long Term Plan.

The Framework also takes into account external documents such as Waikato Regional Council's Regional Policy Statement and Regional Plan.

## 9. Consultation

No external consultation has occurred due to the nature of the Framework being an internal management strategy.

The Framework seeks to reinforce what works Council are already undertaking in this area but placing priorities around our natural value reserves for the future.

## **10. Conclusion**

The Framework will help identify and capture WDC's objectives, identify and prioritise key initiatives for ecological reserves and outline an implementation pathway. It will also allow Council and the community to be clear on the goals and priorities when planning in its Natural value reserves space for the future.

## **11. Attachments**

- Draft – Strategic Priority Framework for Natural Value Spaces

### **Open Meeting**

<b>To</b>	Infrastructure Committee
<b>From</b>	TN Harty General Manager Service Delivery
<b>Date</b>	29 April 2016
<b>Prepared By</b>	G Bailey Principal Rural Fire Officer
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	I507271
<b>Report Title</b>	Rural Fire Plan 2016

## **I. Executive Summary**

Section 39 of the Forest and Rural Fire Regulations 2005 requires every Rural Fire Authority (RFA), to adopt a Fire Plan every two years. Waikato District Council (WDC) is a RFA. They are then required to submit a copy of the Fire Plan to the National Rural Fire Authority (NRFA), within 30 days of its adoption.

A Fire Plan covers WDC legislative responsibilities for rural fire and how it intends to respond to fires, reduce incidences of fire, recovery from fire and readiness for fires which includes training. The last Fire Plan was adopted by WDC in April 2014.

This report seeks adoption of the Waikato Rural Fire Authority Fire Plan - April 2016 (Fire Plan).

## **2. Recommendation**

**THAT the report of the General Manager Service delivery – Rural Fire Plan 2016 - be received;**

**AND THAT Council adopt the Waikato District Rural Fire Authority Rural Fire Plan dated April 2016;**

**AND FURTHER THAT a copy of the Waikato District Rural Fire Authority Rural Fire Plan dated April 2016 be provided to the National Rural Fire Authority no later than 31 August 2016;**

**AND FURTHER THAT the Waikato District Rural Fire Authority Rural Fire Plan Sections on Readiness and Response be reviewed within two years;**

**AND FURTHER THAT the Waikato District Rural Fire Authority Rural Fire Plan Sections on Reduction and Recovery be reviewed within five years;**

**AND FURTHER THAT Phillip Trimmer and Jessica Lourie be appointed as Rural Fire Officers under Section 13 of the Forest and Rural Fires Act 1977.**

### **3. Background**

Waikato District Council is the Fire Authority for all of the land within its District that is not either:

- Part of an Urban Fire District, ie Huntly, Raglan, Te Kauwhata, Tuakau, Ngaruawahia;
- Land controlled by the Department of Conservation (DOC); or
- Land within one kilometre of any DOC land that still retains a fire safety margin.

Under the Forest and Rural Fire Regulations 2005 (The Regulations), the Fire Plan is required to be set out in four sections. These are as follows, alongside is their respective review periods:

- Reduction: 5 years
- Readiness: 2 years
- Response: 2 years
- Recovery: 5 years

Section 40 of the Regulations requires the Fire Authority to review the Readiness and Response sections within two years following the date of adoption, which is due now, and the Reduction and Recovery sections within five years of the date of the adoption of this plan. All of the above have been reviewed as part of this plan.

The goal of the Waikato Rural Fire Authority is:

*To safeguard life, property, and the environment through effective prevention, detection, control, restriction, suppression and extinction of fire in forest and rural areas within the Waikato District Council Rural Fire Authority boundaries.*

### **4. Discussion and Analysis of Options**

This Fire Plan is prepared in accordance with the Forest and Rural Fire Regulations 2005. The following paragraphs summarises key points addressed in the full plan which is attached as a separate document:

- The Fire Plan sets out Council's policy for the prevention, control and suppression of vegetation fires in the rural areas of the District.
- The Fire Plan outlines the continuation of a year-round Open Fire Season as a minimum status. As vegetation fuels dry out typically as the summer progresses then a Restricted or Prohibited fire season may be declared.
- Under a Restricted Fire Season, all fires in the open air under the control of the Fire Authority require a fire permit. This is issued by a warranted and suitably qualified Rural Fire Officer. Fire Permits mitigate the likelihood of wildfire outbreaks by imposing conditions on those wishing to burn vegetation, so that

the fire is safe and controlled. The Fire Permit system is also used to protect areas of high ecological value such as forests or indigenous vegetation by requiring safe burning practices to contain the fire within the intended burn boundaries.

- Under a Prohibited Fire season all outdoor fires with the exception of gas BBQs and Hangi are not permitted.
- Fire Permits cannot be used to prevent smoke emission issues unless the smoke is likely to cause a safety hazard. For example, if in an area directly adjacent to a main road. The issue of smoke emissions is covered and administered by the Waikato Regional Council - Regional Resource Management Plan Rules.
- The Fire Plan requires monitoring of fire danger levels using the NRFA Fire Danger Classification System. The Plan sets levels at which a Prohibited Fire Season is considered necessary to prevent the outbreak of fire due to the elevated risk from a high fire danger. Under a Prohibited Fire Season permits cannot be issued, other than in exceptional circumstances. It is an offence under the Forest and Rural fires Act 1977 to light any fire during a Prohibited Fire Season. Typically, fire danger levels in this District are high or extreme during December to March and in most years a Prohibited Fire Season is not declared but managed by suspending the issuing of fire permits for a period to manage any short term risk.
- Fire permits cannot be issued in urban fire areas, (ie towns covered by the NZ Fire Service), as Council is not the fire authority. This essentially creates a total fire ban in urban areas when a Restricted Fire season is imposed. This did not seem to create any issues this past fire season.

The Fire Plan requires a year round Restricted Fire Season for Mangatawhiri Swamp.

The Fire Plan requires a year round Prohibitive Fire Season for Waiuku Forest area.

Other initiatives in the plan include:

- Updated Co-ordinated Incident Management System (CIMS)
- Fire behaviour guide
- Readiness and Response matrix

The Fire Plan also sets out Council policy for suppression costs. This policy is consistent with the legislation in that all costs associated with suppression of a fire will be sought from whoever is responsible for lighting the fire.

The Council supports Voluntary Rural Fire Forces in Te Akau, Onewhero and Maramarua.

These Fire Forces are supplemented by crews from Council contractors and the NZ Fire Service.

Other significant areas of the Plan are training and response planning. The NRFA sets standards for training and the Fire Plan requires all of the Council's fire-fighters to be trained to these levels and competency standards.

In terms of response, the Fire Plan requires the notification of any fire to be responded to within 10 minutes. To achieve this, Council's Fire Plan requires Duty Fire Officers to carry pagers 24 hours a day. Most fires are notified through the NZ Fire Service 111 system. The procedure is then that the NZ Fire Service will call out the nearest urban brigade and/or Volunteer Rural Fire Force. The NZ Fire Service then immediately notifies Council's Duty Officer by pager and the appropriate response is mobilised to back up or take over from NZ Fire Service.

Once at a fire the Plan requires the use of the Co-ordinated Incident Management System (CIMS) to be used to manage the suppression effort. CIMS has been developed nationally with all the emergency agencies to ensure structured and co-ordinated management of emergency events.

The Plan requires large or suspicious fires to be investigated by a qualified Fire Investigator and if a person or agency can be identified as causing a fire then recovery of any suppression costs is to be sought from that person or agency. The Forest and Rural Fires Act gives the Fire Authority the powers to undertake such action.

The NRFA is unlikely to refund the costs of fire suppression when a person or agency has been identified, unless the Fire Authority is unable to recover its costs. It is Council policy to recover all fire fighting costs where at all possible as permitted under the Forest and Rural Fires Act 1977.

The Plan lists personnel who are appointed as Rural Fire Officers in accordance with Section 13 of the Forest and Rural Fires Act 1977.

Rural Fire Officers have powers under the Forest and Rural Fires Act 1977 and Forest and Rural Fire Regulations 2005 to issue permits, enter property and suppress fires.

Thus, it is essential that a Rural Fire Officer is present at each fire.

From 1 July 2015-1 April 2016, Council has been notified by telepager of 142 fires and emergency events in the rural area of the district.

## **5. Considerations**

In late 2015 the Government announced it intended to undertake an amalgamation of both the Urban and Rural Fire services into one fire service entity. This approach was supported by Council through its submission on the Fire Service review. This is programmed to occur from 1 July 2017. At the time of preparing this report no details have been released as to what how this amalgamation will be rolled out, and over what time frame following the July 2017 date.

In the meantime, it is business as usual for Council as a Rural Fire Authority which will have at least one more fire season to administer.

## 5.1 Financial

The cost of Rural Fire activities are provided for within existing budgets both for capital and operational expenditure.

## 5.0 Assessment of Significance

This is not significant under Council's policy.

## 6. Consultation

The following stakeholders have been/or will be consulted:

Planned	In Progress	Complete	
		X	Internal
X			National Rural Fire Authority
X			Volunteer Rural Fire Forces

Following the adoption of the Fire Plan all parties will receive a copy of the approved Fire Plan.

## 7. Conclusion

The aim of this Fire Plan is to outline the processes and procedures for the management of rural fire within the Waikato District Council Rural Fire Authority's area, taking into account the resources and personnel available at any one time.

Adopting this Fire Plan is a statutory responsibility for Council in its capacity of Rural Fire Authority for the Waikato District Council area. It sets out Council's intention for addressing its Rural Fire responsibilities for the next two years.

## 8. Attachments

- Draft WDC Fire Plan April 2016



# WAIKATO RURAL FIRE AUTHORITY



## DRAFT

# RURAL FIRE PLAN

## APRIL 2016

## CERTIFICATION

The Waikato District Council Rural Fire Plan has been prepared in accordance with the requirements of Sections 39 to 46 of the Forest and Rural Fires Regulations 2005 Part 2 – Fire Control Operations.

The Fire Plan is under regular development and in alternative years will be internally audited, formally reviewed and submitted to Council on a two year cycle.

Council has delegated authority to the PRFO to make amendments to the details contained in the appendices.

---

Gordon Bailey  
**Principal Rural Fire Officer**

The Waikato District Council Rural Fire Plan is by Resolution of Council dated 13 June 2016 in accordance with Section 39 of the Forest and Rural Fires Regulations 2005 Part 2 – Fire Control Operations.

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Gavin Ion  
**Chief Executive**

This plan should be read in conjunction with the Forest and Rural Fire Act 1977, Forest and Rural Fires Regulations 2005, Council Bylaws, policies and operating procedure.

**PLAN REVIEW REQUIREMENTS**

In accordance with Regulation 40 (1) (a) and (b) reviews of this plan are to be made as follows:

- Sections 3 (READINESS) & 4 (RESPONSE) are to be reviewed by **30 April 2018**
- Sections 2 (REDUCTION) & 5 (RECOVERY) are to be reviewed by **30 June 2017**

A copy of amended plan shall be provided to the National Rural Fire Authority.

## **FOREWORD**

The Waikato District Rural Fire Authority, (RFA) covers an area of 4,471km<sup>2</sup> excluding inland waterways.

Based on the March 2013 census the usually resident population is 63,378.

The varied landscapes and fluctuation populations numbers throughout the district poses a significant threat to the districts at various times of the year and this Fire Plan sets out how the RFA will implement its policies and procedures to fulfill its statutory obligations and responsibilities to manage the risk of rural fires that may occur within the district.

The Council has three Volunteer Rural Fire Forces located throughout the district at:

- Maramarua
- Onewhero
- Te Akau

In addition, Council has its own in-house staff and contractors.

Volunteers, staff and Contractors are well trained and adequately resourced to effectively respond and manage fire incidents or multiple fire events should they occur within the district. However, in the event of an extended fire campaign, outside resources will be required to assist the RFA to manage the incident.

FOREWORD .....	4
INTRODUCTION.....	7
AIM AND GOALS.....	7
GENERAL DESCRIPTION OF RURAL FIRE AREA.....	7
1. REDUCTION .....	9
1.1 FIRE HAZARD STRATEGIES.....	9
1.2 RISK MANAGEMENT STRATEGIES .....	9
1.3 FIRE PREVENTION PLANNING .....	10
1.4 PUBLIC EDUCATION .....	10
1.5 FIRE AS A LAND MANAGEMENT TOOL.....	11
1.6 AUDITS .....	12
1.7 FOREST AREAS.....	12
1.8 BYLAWS .....	12
1.9 OTHER POLICY, PLANS AND REGULATIONS .....	12
2. READINESS .....	12
2.1 RURAL FIRE MAP .....	12
2.2 FIRE AUTHORITY RESPONSIBILITIES .....	12
2.3 CHAIN OF COMMAND.....	13
2.4 TRAINING .....	14
2.5 FIRE SUPPRESSION AGENCIES.....	16
2.6 RESOURCES .....	17
2.7 FIRE FORCE AGREEMENTS .....	19
2.8 SPECIALLY PROTECTED AREAS .....	19
2.9 FIRE SEASON PREPAREDNESS .....	19
2.10 FIRE WEATHER MONITORING.....	21
2.11 FIRE SIGNAGE .....	21
2.12 FIRE DETECTION .....	21
2.13 FIRE PROTECTION WORKS .....	22
2.14 IDENTIFICATION OF HAZARDOUS BUILDINGS IN RURAL AREAS.....	22
2.15 RURAL FIRE AUTHORITY BOUNDARIES AND MAPPING .....	22
3. RESPONSE .....	24
3.1 FIRE NOTIFICATION .....	24
3.2 RURAL FIRE DUTY PAGER .....	25
3.3 RADIO CALL SIGNS.....	26

3.4	INITIAL RESPONSE TURNOUT PROCEDURE .....	26
3.5	DEPLOYMENT OF ADDITIONAL RESOURCES .....	27
3.6	FIRE COMMAND STRUCTURE.....	29
3.7	HEALTH AND SAFETY OF PERSONNEL .....	30
3.8	FIRE RECORDING AND REPORTING .....	41
3.9	DEFINITIONS.....	41
3.10	NOTIFICATION TO OTHER PARTIES .....	42
3.11	CROSSOVER DANGER .....	43
3.12	LOGISTICAL SUPPORT ARRANGEMENTS .....	43
3.13	WARRANTED RURAL FIRE OFFICERS .....	43
4.	RECOVERY .....	44
4.1	OPERATIONAL REVIEWS.....	44
4.2	OPERATIONAL DEBRIEFS .....	44
4.3	POST-FIRE INVESTIGATION .....	46
4.4	COST RECOVERY .....	46
4.5	INSURANCE .....	47
4.6	FIRE RETURN STATISTICS.....	47
4.7	REHABILITATION .....	47
	APPENDIX ONE .....	48
	APPENDIX TWO;.....	55
	APPENDIX THREE;.....	57
	APPENDIX FOUR.....	59

## INTRODUCTION

This section of the Rural Fire Plan sets out how the Rural Fire Authority addresses its statutory obligations, roles and responsibilities to overcome and reduce the effects of any fire within its rural district. It provides a general description of the rural fire area, and provides a general comment on the various statutory frameworks within which WDC as the Rural Fire Authority (RFA) is required to operate.

The New Zealand Fire Service is a strategic partner with the Fire Authority and provides first response to the majority of fires within the Rural Fire District.

## AIM AND GOALS

The aim of this Fire Plan is to outline the processes and procedures for the management of rural fire within the Waikato District Council Rural Fire Authority's area, taking into account the resources and personnel available at any one time.

The goal of the Waikato Rural Fire Authority is:

*To safeguard life, property, and the environment through effective prevention, detection, control, restriction, suppression and extinction of fire in forest and rural areas within the Waikato District Council Rural Fire Authority boundaries.*

## GENERAL DESCRIPTION OF RURAL FIRE AREA

The WRFA rural fire area is as shown on Map 1 contained in the MAPS section of this plan. In simplistic terms the WRFA rural fire area comprises all that land within the boundaries of the Waikato District excluding:

- All NZ Fire Service (NZFS) urban fire districts or areas for which special agreements exist
- All Department of Conservation (DoC) land
- Any land under the jurisdiction of another Fire Authority or Fire District

The WRFA sits inside the boundary of the Waikato Regional Council (WRC) and is subject to any WRC rules including air and land management that can impact on the use of fire. For more details information should be sought from the WRC.

Within the WRFA are a number of areas consisting of predominantly peat soils in which fire, if allowed to become deep seated, can become difficult and costly to contain or suppress and can have significant adverse impacts on the environment, and nearby communities. This includes the gazetted "Special Area" known as the Mangatawhiri swamp area as shown in the maps section within this plan.

Major transport routes dissect the district with State Highways 1, 1B, 2, 22, 23, 26 and 39 travelling for long distances through the district. The main trunk railway is also within the boundaries, whilst the main air corridors and flight paths to and from the Auckland and Hamilton Airports also exist above the district.

Areas of plantation forest are spread across the district. These are shown in Appendix 2.

The Raglan surf beach area is a major tourist destination which presents seasonal risks for rural fire as does the Waiuku Forest which is utilised as a recreational area whilst not only being a large commercial forest block is also home of the NZ Steel Iron Ore mine site.



## **I. REDUCTION**

WDC operates an open fire season 365 days per year - unless the fire risk is sufficiently high to warrant the imposition of a Restricted Fire season. The restricted fire season allows active management of fire risk through the mechanism of compulsory fire permits being required for all outdoor burning and the public educational value for fire safety that this involves.

### **I.1 FIRE HAZARD STRATEGIES**

In this context, hazards are primarily defined as the fuels and topography of an area ("the potential to burn"). The examination and evaluation of hazards enables the potential for a large fire to develop to be assessed, and the degree of difficulty in suppressing a fire once it has started to be determined.

A Wildfire Treat Analysis (WTA) has been produced as part of a wider Waikato Rural Fire initiative. The next step is to carry out a risk assessment tactical Fire Management plan. This work is envisaged to be completed over the next 12 months.

In support of hazard management the Rural Fire Authority may implement the following initiatives if and when required:

- Monitoring of areas of vegetation that are, or have the potential to become, a fire hazard.
- Fire break development, fuel modification or fuel reduction on land adjacent to high risk hazard areas.

### **I.2 RISK MANAGEMENT STRATEGIES**

Risks are defined as uses, activities or events with the potential to cause a fire ignition ("the potential for ignition"). Identification and assessment of risks enables the potential for ignition to be evaluated and the determination of measures that can be taken to minimise the chance of a fire starting.

In support of risk management the Rural Fire Authority may implement the following risk management initiatives if and when required:

- Declaration of Prohibited Fire Seasons during elevated fire danger conditions.
- If appropriate the posting of Fire Restriction signs at locations that will communicate the restriction to risk threats i.e. campers, visitors, residents, etc in consultation with the Department of Conservation or other land owner.
- Using media advertising to communicate the danger during elevated fire danger conditions.

### **I.3 FIRE PREVENTION PLANNING**

The Rural Fire Authority may monitor hazards and risks that pose the greatest potential to cause unacceptable damage or losses if it considers this necessary.

Assessment of fire threat levels within the fire district is carried out using national standard methods.

The cause of vegetation fires may be investigated and mapped on Councils GIS system to identify trends and to categorise potential risks. To this end fires shall be investigated in accordance with clause 4.3.

The focus is likely to be on preventing and/or containment of large and damaging fires and the associated reduction of fire suppression costs.

Fire Danger conditions based upon the New Zealand Fire Danger Rating System will be monitored regularly during the fire season. This frequency will be increased appropriately during a Prohibited Fire Season or elevated fire danger conditions.

When a Restricted Fire Season is declared, Fire Permits are required for ALL fires in the format specified by the Fire Authority. These permits will be issued with Special Conditions that address the local hazards and prevailing fire danger conditions. The template can be found on [www.waia.govt.nz](http://www.waia.govt.nz)

A continuous year round Prohibited Fire Season (Total Fire Ban) will be imposed on:

- Waiuku Forest

This may be publicly notified from time to time.

Maramarua Forest is owned by Rayonier as is Onewhero Forest. The RFA has no specific fire management strategies in place for these forests.

A declaration of a prohibited fire season will form part of the Fire Authorities fire risk management tools for these and other large forest areas.

Council works closely with neighbouring Fire Authorities, Forestry Companies and DOC to identify and reduce high fire risks.

### **I.4 PUBLIC EDUCATION**

Regular information sharing aimed at changing people's behaviour through awareness and knowledge is ongoing and is based upon the following.

- Support will be given to any Regional Rural Fire Committee initiatives to promote public education on a regional basis.
- Local media will be supplied with messages during periods of high or extreme fire danger warning of the danger levels.
- Opportunities to address high interest groups such as farmers, high risk communities and children may be considered from time to time as resources allow.
- Relevant fire awareness literature produced by NZ Fire Service and the National Rural Fire Authority will be made available free of charge upon request.
- Specific education/advertising aimed at the itinerant traveler is ongoing.
- The use of the "III" system to notify any fire outbreak will be promoted to assist in rapid response of suppression resources.
- Fire season signage is maintained at appropriate locations in the district in consultation with DOC.
- The Council website has a rural fire page with the fire season status, fire permitting application, Fire Bylaws and other information. In the event of a large fire, the website can be used as a source for evolving information.

## **1.5 FIRE AS A LAND MANAGEMENT TOOL**

The Rural Fire Authority recognises the use of fire as a land management tool. Prescribed burning during Restricted Fire Seasons will require the issue of Fire Permits with special conditions that reflect the fire danger levels and Fire hazard assessment.

### **1.5.1 Fire Permits**

Fire permits are required during a declared Restricted Fire Season.

The processing of fire permits is conducted by WDC Rural Fire Officers that have passed the unit standard "Issue a fire permit" Inspections may be required at the discretion of the RFO issuing the permit.

Permits may be suspended or cancelled at the discretion of the PRFO and all permits are made void upon commencement of a "Prohibited" fire season.

Council is not the Fire Authority for urban areas such as Tuakau, Mercer, Huntly, Te Kauwhata, Ngaruawahia and Raglan. Therefore fire permits cannot be issued during a restricted fire season.

## **1.6 AUDITS**

The fire permits may be included in RFA and Council audits as required from time to time. The RFA is included in the annual auditing process of local government as managed by The Office of the Auditor General in accordance with the Local Government Act.

## **1.7 FOREST AREAS**

Within the Rural Fire Authority area there are no declared Forests as per section 17 Forest and Rural Fires Act 1977 however there is the following large production Forest areas;

- Waiuku Forest. This is a Crown owned forest managed by Crown Forestry.
- Maramarua Forest – Rayonier
- Onewhero Forest – managed by Rayonier
- Significant privately owned and managed forests

## **1.8 BYLAWS**

The Waikato District Council Fires in the Open Air Bylaw 2012 controls the lighting of open air fires within the Waikato territorial area.

## **1.9 OTHER POLICY, PLANS AND REGULATIONS**

In developing the Fire Control Policy above, the Rural Fire Authority has had regard to the associated legislation, plans and regulations as follows:

Policy Plans and Regulations

Waikato Regional Council – Regional Resource Management Plan Rules

Waikato District Council- District Plan

Waikato Civil Defence Emergency Management Group Plan

## **2. READINESS**

### **2.1 RURAL FIRE MAP**

A map of the Waikato District Territorial Area is attached as Appendix I.

### **2.2 FIRE AUTHORITY RESPONSIBILITIES**

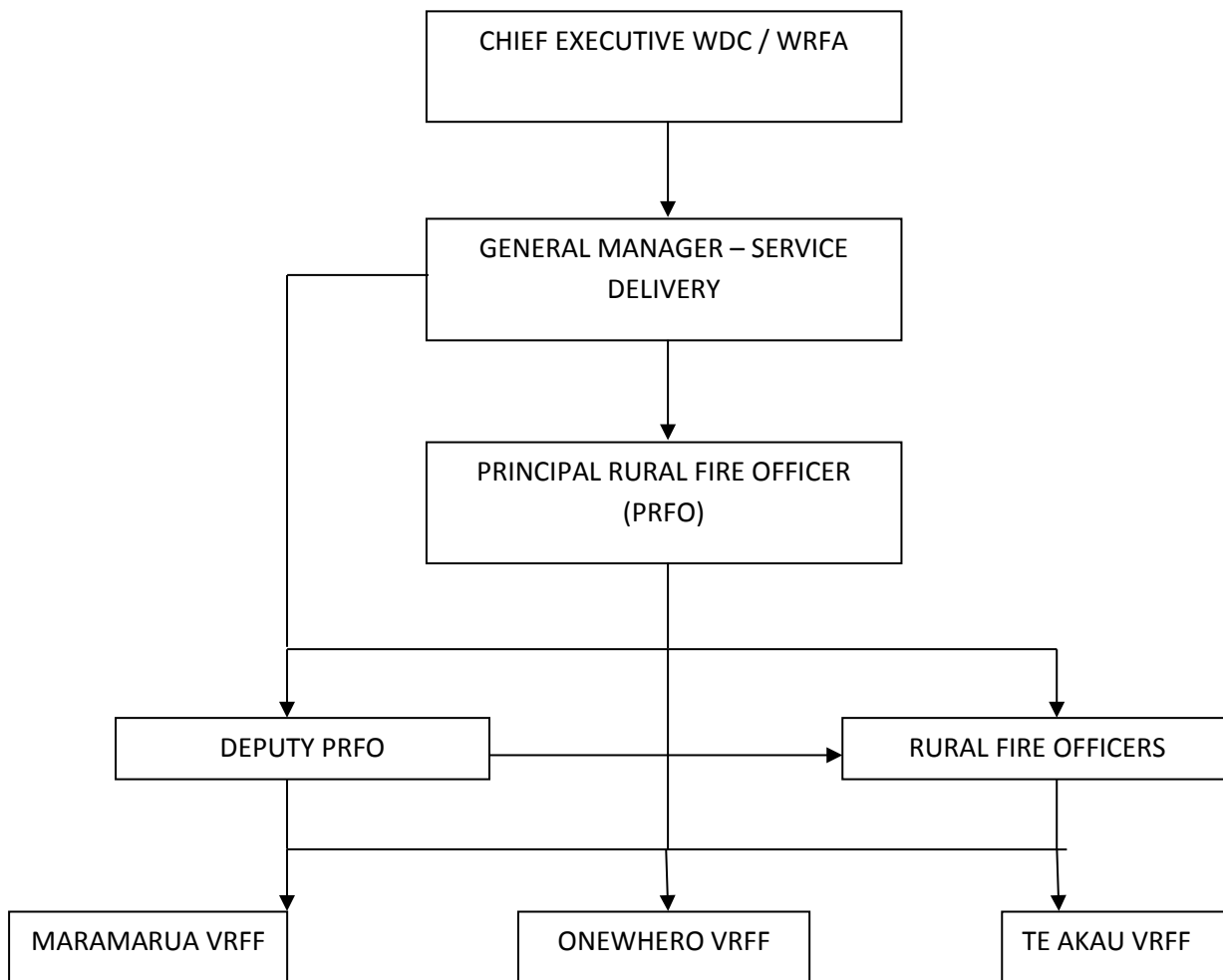
The Waikato District Council is delegated the responsibility of the Rural Fire Authority in terms of the Forest & Rural Fires Act 1977 and the Forest & Rural Fires Regulations 2005 and subsequent amendments.

A Principal Rural Fire Officer (PRFO) shall be appointed to carry out all the responsibilities and duties contained within the Forest & Rural Fires Act 1977 and Forest & Rural Fires Regulations 2005, including:

- Monitoring of fire danger
- Determination of fire restrictions
- Implementation of fire restrictions
- Control of suppression
- Investigation of fire outbreak
- Provision of fire reports
- Determination of fire recovery measures and responsibility

A Deputy Principal Rural Fire Officer will be appointed by the Rural fire Authority and will assume the above responsibilities during any absence of the PRFO.

### 2.3 CHAIN OF COMMAND



## **RURAL FIRE OFFICERS**

### **2.3.1 Principal Rural Fire Officer Gordon Bailey**

Phone: 07 824 5814  
 Cell: 0274759681  
 A/H 07 855 5226  
 Fax: 07 824 8091  
 Pager 026 246 8593  
 Email: [gordon.bailey@waidc.govt.nz](mailto:gordon.bailey@waidc.govt.nz)

WDC Office hours only: 0800492452

### **2.3.2 Deputy Principal Rural Fire Officer Darren Bourne**

Phone: 078245896  
 Cell:  
 Fax: 07 8248091  
 E-mail: [darren.bourne@waidc.govt.nz](mailto:darren.bourne@waidc.govt.nz)

**Duty Pager 026 200 0975**  
**Duty Mobile Phone 027 406 0269**

### **2.3.3 Rural Fire Personnel**

<b>Name</b>	<b>Mobile</b>
James Templeton	027 406 0269
Phillip Trimmer	027 406 0269
Jessica Lourie	027 406 0269
Dave Taylor	027 406 0269

For full list of rural fire personnel - see Appendix 3. Please note that to protect privacy, contact numbers are only available on hard copy editions of this plan.

## **2.4 TRAINING**

Rural Fire personnel will be trained and competent to enter a fire ground in accordance with the industry standards as specified by the NRFA “Guidelines for forest and rural fire management positions”.

All rural fire personnel will be required to undertake appropriate training for the position held. All persons entering the fire ground should have training in accordance with NRFA fire ground entry standard TSI. Persons other than those holding

approved accreditation for firefighting operations must be briefed and directly supervised by a person with the appropriate accreditation once on the fire ground. Some fire operational aspects will require a number of other Unit Standard qualifications to be obtained. The purpose of these qualifications is to ensure that all persons who are on the fire ground are safe to themselves and others.

The "Fire ground" is defined as any area of land, vegetation or property where the fire is burning, has burnt, or is threatening the burn and in the opinion of the Incident Controller any area in which fire crews are operational, such as the helibase, ICP etc.

Rural fire unit standards may be obtained "in house" e.g. on job training, at formal training courses for lower level units, National Rural Fire Authority (NRFA) Courses, or by block training courses run by approved training providers. Following training, candidates have to be assessed as competent in the unit standard applied for before the unit standard is awarded.

#### **2.4.1 Rural Fire Training Plan**

There are three distinct groups of rural fire fighters that WDC has responsibilities for, they are:

1. WDC Staff
2. WDC Contractors
3. Volunteer Rural Fire Force members

WDC also has responsibility for fire investigations. Fire Investigators are outsourced on an as required basis.

If additional personnel are required these will be sourced from neighbouring RFAs.

Each of the three groups of fire fighters above has slightly differing levels of involvement and expectation, and training requirements are tailored to suit these.

##### WDC Staff Structured Training Plans

All staff and volunteers involved in rural fire are on structured training plans.

Most members are working towards a level 2 in Vegetation Fire which has a 2 year completion expectation.

The DPRFO manages this list.

Staff are expected to attend all fires they are called to and make themselves available for planned training events as they arise.

### WDC Contractors

Council's contractors have obligations to provide rural fire response as part of their contractual agreement with Council. They report their state of readiness to the RFA annually as requested.

The contractor's specific training details are kept by the individual contract managers and are reported to Council on an annual basis.

### Volunteer Rural Fire Forces

The VRFF are funded by WDC and are included in training opportunities, they also have training arrangements with the NZFS. They will be invited to attend training events, without any expectation that they must attend.

Many VRFF members are on structured training plans and are administered by them with assistance from the RFA who also holds a list of VRFF members and their qualifications.

#### **2.4.2 Training standards**

Fire fighters shall be personnel who have completed basic fire fighting training, run in accordance with NRFA standards and be in accordance with NRFA Guidelines for Forest and Rural Fire Management positions. Each fire fighter shall have obtained the appropriate unit standards for their core area of expertise.

All Incident Management Team members receive ongoing training in how the Coordinated Incident Management System works. This training is the minimum level required. Other training such as fire behaviour, incident ground operations, logistics and planning intelligence is additionally required to fill a position on the IMT.

The Rural Fire Authority will coordinate with NZQA to ensure a register of all Unit Standard training completed by fire personnel to New Zealand Qualifications Authority unit standard is maintained. WDC may also maintain a register of training undertaken by itself and its contractors which is non-unit standard based.

## **2.5 FIRE SUPPRESSION AGENCIES**

### **Waikato District Council**

Callout	111
All Calls	0800 492 452



## **Department of Conservation**

DOC Hamilton and upper Waikato area pager – 026 268 8759

DOC Hauraki/ Thames Pager – 026 246 7718

National Rural Fire Authority

National HQ                      04 4963600

## **2.6 RESOURCES**

### **2.6.1 Fire Authority Equipment**

All WDC hosted RF equipment is checked for operational readiness monthly during the fire season, and occasionally outside the season. It is also checked after each fire or exercise and any deficiencies are to be reported to the duty RFO, The reports are forwarded from the appropriate depot to the DPRFO, This info is reported 'by exception' to the PRFO. Re-commissioning equipment is the responsibility of the DPRFO.

Checking of equipment is undertaken by each individual Fire Force.

Annual testing will be carried out on the following:

- Hoses
- Pump Performance

Contractors report on their readiness of equipment annually.

### **BASED AT ONEWHERE STATION**

- I Mitsubishi Canter appliance
- I Mitsubishi 678 appliance
- I Nissan Rescue vehicle
- I Wajax Pump Kit - high pressure low volume
- I Fire Trailer

### **BASED AT THE MARAMARURA STATION**

- I Nissan 4 x 4 Smoke chaser
- 2 Wajax pumps
- I Daff 8000 ltr Tanker
- I Denis Saber Fire Appliance

### **BASED AT THE TE AKAU STATION**

- I Hino Water Tanker 7500ltr
- 2 Wajax pumps

- I Mazda Support vehicle
- I Isuzu medium appliance
- I Fire Trailer

### 2.6.2 Fire Fighting Appliance Call Signs

Onewhero -5252 Mitsubishi Canter appliance  
 Onewhero -5271 Condor appliance  
 Onewhero -5233 Nissan Support vehicle

Maramarua – 4972 Smoke Chaser  
 Maramarua – 4976 Tanker  
 Maramarua – 4971 Appliance

Te Akau - 8775 Tanker  
 Te Akau - 8771 Medium appliance  
 Te Akau - 8733 support vehicle

### 2.6.3 Other Fire Fighting Equipment

Company	Person to contact in an emergency	Number to call.	Fire equipment available
Rotor Work Limited	Kopaki, Te Awamutu, Tokoroa & Whitianga Douglas & Catherine Dellow	0800 276 867 027 527 6867	1x AS350-B2 Squirrel 2x Bell 206 B3 Jet Ranger 1x Robinson R44 All with Bambi Buckets & Foam Injection
Skyworks	Thames Roger Stevenson	09 486 7948	
Oceania	Tauranga Glenn Oliff	0274942046	1x AS350 Squirrel 800lt buckets with foam provisions
	Drury Richard Stening	0274942046	1x Bell Longranger 750lt buckets with foam injector
Heli A I	Otorohanga Davin Mudford	0274-935-386	B2 Squirrel 1000ltr bucket with foam injector
Heli Sika	Ardmore Greg Jazz	027 493 4037 027 564 5394	B2 Squirrel 1000ltr bucket with foam injector

NB: Any aircraft must be an NRFA approved operator and hold a current NZ Aircraft Standard Certificate

## 2.7 FIRE FORCE AGREEMENTS

The Rural Fire Authority has agreements with Onewhereo, Maramarua and Te Akau Voluntary Fire Forces for the provision of fire suppression, training, equipment housing and maintenance of equipment. They are registered with the National Rural Fire Authority.

The RFA and the NZFS have signed a Section 15 service level agreement. This agreement outlines how the NZFS will respond to vegetation fires and generally assist the RFA with fire suppression.

## 2.8 SPECIALLY PROTECTED AREAS

There is one specially protected and gazetted area within the WRFA known as the Mangatawhiri Swamp area located generally between SH 2 and the Maramarua River at Mangatawhiri. (Appendix 2). There are also a number of Conservation areas administered and managed by the Department of Conservation, and identified by D.O.C. as such in their fire plan.

## 2.9 FIRE SEASON PREPAREDNESS

### 2.9.1 Fire Season

An **OPEN** fire season is in place across the WRFA on an annual basis, except within the Mangatawhiri Swamp area where a **RESTRICTED** season is in place year round. This area is shown on Appendix 2 in the appendices section.

**RESTRICTED FIRE SEASON** – May be introduced when fire danger levels are determined to require such an intervention.

During a restricted fire season, notwithstanding WRC rules or Local Authority Bylaws, a permit is required for any fire in the open air (excluding gas or contained wood or other fuel fired bbqs, incinerators fitted with a lid and or a spark arrestor, brazier or other contained small heating fire, traditional cooking fire e.g. Hangi or umu).

Declarations of a restricted fire season will be made via public notices in local media, use of signs and the WDC website.

A Prohibited Fire Season will be considered when the Build-Up Index reaches 80 and the Initial Spread Index exceeds 20.

**FIRE DANGER RATING CLASSIFICATION  
BASED ON INITIAL SPREAD INDEX (ISI) AND BUILD UP  
INDEX (BUI) FIRE DANGER CLASS**

<b>FIRE DANGER CLASS</b>	<b>Build-up Index –( BUI )</b>			
	BUI <20	BUI 20-40	BUI 41-80	≥ 81
LOW	ISI <3	ISI <1	ISI <1	ISI <1
MODERATE	ISI 3-10	ISI 1-6	ISI 1-4	ISI 1-3
HIGH	ISI 10-20	ISI 6-13	ISI 4-9	ISI 3-7
EXTREME	ISI >25	ISI >17	ISI >13	ISI >10

## **2.9.2 Readiness and Response**

### **Low Fire Danger**

Principal Rural Fire Officer or Deputy on call

### **Moderate Fire Danger**

Principal Rural Fire Officer or Deputy on call

Key staff to be advised of fire danger level

### **High Fire Danger Level**

Principal Rural Fire Officer or Deputy on call and available within 15 minutes;

Key staff to be advised of fire danger level;

Additional staff personnel to be placed on call as the Principal Rural Fire Officer and / or Deputy consider necessary.

### **Very High Fire Danger Level**

Principal Rural Fire Officer or Deputy on call and available within 15 minutes;

All Fire and Contractor staff to be advised of fire danger level;

Additional staff personnel to be placed on call as the Principal Rural Fire Officer and / or Deputy consider necessary.

### **Extreme Fire Danger Level**

Principal Rural Fire Officer or Deputy on call and available within 15 minutes;

Principal Rural Fire Officer or Deputy to alert such manpower and other resources as is considered essential to cover the area affected by the Extreme Fire Danger conditions;

All Fire and Contractor staff to be advised of fire danger level.

**Note:** An "EXTREME" fire danger rating relates to days with high wind speeds and an extremely high potential rate of fire spread.

This level is only likely to be reached under severe, prolonged drought conditions.

Dependent upon the level of fire danger, personnel may be required to standby after normal working hours.

## **2.10 FIRE WEATHER MONITORING**

Fire danger will be monitored using the weather data available from the NRFA website of all remote automatic weather stations that may have an effect on the District and the subsequent determination of the level of fire danger based on the NZ Fire Danger Rating System.

There are no RAWs within the RFA area. Hamilton Airport is the nearest weather station. The RFA is aware of some private RAWs throughout the District that may be accessed from time to time. Appropriate agreements will be sought to allow access where appropriate.

The fire weather codes and indices shall be checked regularly during the fire season by the RFA. Changes to publicity, access, readiness and response activities may be made based on the current and forecast fire weather. Changes will only be made with the authority of the PRFO.

Fire weather is monitored at incidents by the Incident Controller.

## **2.11 FIRE SIGNAGE**

All fire signage within the Rural Fire District shall be in accordance with National Rural Fire Authority circulars 1997/2 and 1999/16. They shall be maintained to the highest standard.

Alteration of the Fire Danger Indicator boards shall be carried out by WDC. The PRFO will liaise on appropriate signage for the forest areas.

Erection and location of fire related signage is undertaken in consultation with DOC. Map 1 shows the location of fire signage across the district.

## **2.12 FIRE DETECTION**

The use of the 111 system for notification of fire detection will be encouraged. It will be included in the public education effort and the public notified that a 111 call is the quickest response method available.

### 2.13 FIRE PROTECTION WORKS

Protection works may be considered for high hazard areas. Protection works are those associated with the provision and maintenance of firebreaks, water supply points and aircraft facilities. The PRFO will liaise on appropriate fire protection works for any forest areas.

### 2.14 IDENTIFICATION OF HAZARDOUS BUILDINGS IN RURAL AREAS

In order to mitigate the hazards and risks associated with commercial and industrial buildings within rural areas, the WRFA shall provide to the NZ Fire Service information of all commercial and industrial structures that fall within the following categories:

- i. Places of assembly for more than 50 people
- ii. Places of employment for more than 10 people
- iii. Accommodation for more than 5 paying guests or tenants (other than in a household unit)
- iv. Commercial or industrial buildings used for manufacture or storage or processing including any facility containing hazardous or flammable substances held for any purpose
- v. High life risk buildings – special occupancies providing care to the very young, very old or the disabled but not including household units.

The NZ Fire Service, once provided with that information will undertake Building Risk Assessments of all or some buildings contained within that register as they deem necessary. Copies of any response plans developed for buildings will be supplied by the NZFS to Council and held as part of the Duty RFO resources.

An agreed mechanism has been developed to ensure currency of that information, in particular with new buildings.

### 2.15 RURAL FIRE AUTHORITY BOUNDARIES AND MAPPING

Each year the Department of Conservation provides a PDF map update of the DOC estate and fire safety margin boundaries within the district. This map is available to the Rural Fire Officers and permitting staff.

Each month the previous month's incidents are mapped onto a GIS layer and archived for analysis.

### PRE-SEASON CHECKLIST

<b>WDC PRE FIRE SEASON CHECKLIST</b>
To be completed prior to 1 <sup>st</sup> October each year
<b>FIRE PREVENTION</b>

• Have updated copies of the fire plan been received?	ADMIN	Yes/No
• Have these amended copies been replaced in existing fire plans?	ADMIN	Yes/No
• Are duty rosters and call out systems in place?	PRFO	Yes/No
• Have these rosters and call out lists been distributed?	ADMIN	Yes/No
• Are there sufficient fire signs in place, i.e. Fire Danger Indicators	DPRFO	Yes/No
<b>EQUIPMENT</b>		
• Is the fire equipment stored in the correct location?	PRFO	Yes/No
• Are all vehicles and trailers Registered and Warranted?	PRFO	Yes/No
• Are vehicles fitted with 50mm tow balls and correct wiring?	DPRFO	Yes/No
• Do all staff have the correct protective clothing?	PRFO	Yes/No
• Are Fire Weather Stations operational prior to 1 <sup>st</sup> October?	PRFO	Yes/No
• Is a system in place to report FWI readings?	PRFO	Yes/No
<b>COMMUNICATIONS</b>		
• Is the radio system fully operational and adequate?	PRFO	Yes/No
• Can key personnel be contacted in the event of any emergency?	ADMIN	Yes/No
• Are base, mobile and hand-held radios tested regularly?	PRFO	Yes/No
• Where telepagers and mobile phones are used, are they tested?	PRFO	Yes/No
<b>FIRE SUPPRESSION</b>		
• Are staff familiar with procedures to receive fire/smoke reports?	PRFO	Yes/No
• Are staff familiar with procedures for turnout and dispatch to a fire?	PRFO	Yes/No
<b>TRAINING</b>		
• Have all staff received adequate training for their fire ranking?	DPRFO	Yes/No
• List any training that still has to be undertaken in the following areas:		
Incident Controller, Sector Boss		
Rural Fire Officer		
Crew Boss		
Fire Fighter		
Air Operations Boss		
• Are all warranted officers aware of legal requirements?	PRFO	Yes/No
<b>AREAS OF NON COMPLIANCE</b>		

### **3. RESPONSE**

#### **3.1 FIRE NOTIFICATION**

The aim is to suppress any fire requiring suppression as soon as possible, as effectively as possible, to avoid any loss of value. This will be achieved by responding in a planned, cost effective manner with sufficient resources of personnel and equipment to enable suppression of the fire.

The Rural Fire Authority shall maintain a 24 hour a day/365 days per year pager system to ensure that all fire calls are responded to by the Duty RFO within 10 minutes.

Most notifications will come via the III Emergency Call System to the New Zealand Fire Service Communications Centre's. The Comcen is required to advise Rural Fire Authorities of such emergency incidents.

Priorities for all emergencies are as follow:

1. 1 Life
2. 2 Property
3. 3 Vegetation

The calls/pages will be answered by the WDC Duty Rural Fire Officer.

On receipt of a call and its details, the Duty RFO shall, if required, proceed to the fire within 10 minutes of notification. Unless circumstances dictate otherwise, the Duty RFO on arrival at the fire shall set up an Incident Control Point (ICP) and assume management of the fire as the Incident Controller. It should be noted that in accordance with the WDC, NZFS section 15 agreement where at all practical, the NZFS will provide the first response.

All Council Rural Fire Officers are rostered in turn to one week of Rural Fire Duty, Monday to Monday inclusive. During the period of duty the RFO will be available to respond 24 hours / 7 days.

Each Rural Fire Officer should acquire and maintain immediate access to the following:

- Waikato District Council Fire Plan
- NRFA approved RF Helmet and Forests Fire Plans
- NRFA approved Boots
- NRFA Rural Fire Management Handbook
- NRFA approved Gloves



- Handheld radio & charger
- NRFA approved overalls
- Stationary supplies (pens, markers etc)
- Hi Viz jerkin
- A digital camera
- Torches / spotlight / bolt cutters
- RFA Maps

On completion of the allocated roster duty period, it is that RFO's responsibility to ensure that oncoming Duty Rural Fire Officer is fully briefed on any events that may impact his duty period.

A suggested format for the handover:

- Any fires during duty period?
- Any gear used, being repaired or found deficient?
- Any contact numbers need to be added or updated?
- Any radio and/or communications issues?
- Any areas of particular interest? (Camping grounds, Forests etc)
- Any special fire permits issued?
- Any community events that may be impacted by vegetation fire?
- What order are the Helicopter companies to be called out? (Amend after each fire)
- let Investigation Team leader know who is on duty

All fires attended or notifications of fires are reported to the Principal Rural Fire Officer for further action if required.

#### *Temporarily Exchanging Duties*

Persons may hand over the pager to another RFO by prior mutual agreement for short term emergency or personal reasons without notifying the PRFO. Where long term changes to the duty roster will occur the PRFO must be advised of the unavailability of the rostered RFO so that the Duty Roster can be amended accordingly.

### **3.2 RURAL FIRE DUTY PAGER**

The primary method of being notified of rural fires will be by the pager issued. When on duty it is to be monitored at all times. Council also receives text messaging notifications of events in many cases.

### On receiving a pager message

- Press large button and read message
- Acknowledge receipt of message with Northern Fire Comms Centre, Auckland, (09) 486 7949 log call details & request 1st informative message as supplied by the attending brigade. This informative will generally confirm attendance (or other) requirement of Rural Fire involvement or not.
- Log Information / actions and monitor pager for further messages.

On confirmation that there is a requirement for Rural Fire (RFO) to attend, refer to the Waikato District Council Rural Fire Plan.

NOTE: To contact NZ Fire Service Northern Communications Centre (Auckland)  
Use the numbers as follows to acknowledge pager notifications  
Operator - 09 486 7949.  
Use of helicopters must be authorised by PRFO.

## **3.3 RADIO CALL SIGNS**

WRFA has its own radio telephone system. This enables district wide radio communications.

## **3.4 INITIAL RESPONSE TURNOUT PROCEDURE**

Upon notification of a fire at which the NZ Fire Service is in attendance the Duty Rural Fire Officer will immediately contact Comcen to assess if Fire Authority Fire Crews are required.

Contractors must respond to a fire callout within ten minutes. They must have a full crew, including Crew leader, rural firefighting equipment and suitable transport assembled at their respective depots within 1 hour (of the call). Please note following contractor can supply;

- Water Tankers
- Personnel
- Digging Equipment

### **3.4.1 Waiuku Forest**

The above area is subject to a Prohibited Fire season all year.

In the event that any fires are reported, the Duty Rural Fire Officer shall IMMEDIATELY dispatch RESPONSE CREWS and HELICOPTERS for suppression.

### **3.4.2 Forest**

In the event that any fires are reported in any forest areas, the Duty Rural Fire Officer shall immediately dispatch RESPONSE CREWS for suppression. Helicopters

should be placed on standby for any fires in the Maramarua and Onewhero forests and deployed once sufficient information via a sitrep is received that would indicate and aerial attack is required.

For more information on initial attack procedures refer to the Rural Fire Management Handbook, chapter 3.

### **3.5 DEPLOYMENT OF ADDITIONAL RESOURCES**

#### **3.5.1 Medium and Large Fires**

For medium and large fires where the initial response crews are insufficient the Incident Controller shall immediately contact the PRFO to assess the need for additional resources.

Back up units from adjacent areas and other firefighting resources such as helicopters and tankers shall be mobilised as required by the Incident Controller.

Prior to the deployment of any operational personnel to the fire ground, the person in charge of the fire ground will ensure that a full safety briefing has been carried out, identifying the known hazards and that personnel are competent, fit and properly equipped for the tasks they are being deployed too.

Where the above resources are insufficient or fully utilised consideration shall be given to requesting assistance from the following organisations:

- Local VRFF
- Department of Conservation
- New Zealand Fire Service
- Neighbouring Rural Fire Authorities
- National Rural Fire Authority - National Incident Management Team through National RFO or through Regional Rural Fire Manager.

#### **3.5.2 Extended Operations**

If resources are required for an extended suppression operation they should be ordered / organised long before they are required.

A decision on the requirement for extended operations is to be made as early on in the suppression operations as possible to allow time for resources to be identified and requested.

Arrangements for first aid, catering and other welfare provisions shall be made as soon as practicable after commencement of suppression action.

Extended operations are likely to bring increased media attention further depleting the personnel resource available to the RFA. The Communications Team will be activated as early as possible.

The Principal Rural Fire Officer may request the assistance of a National Incident Management Team, through the local Manager, Rural Fire, after taking a number of factors into account.

Examples of such factors are:

- There is more than one significant rural fire incident in the district.
- Very High or Extreme Fire Danger and extreme fire behaviour conditions exist.
- Local or Regional incident management resources are becoming over committed, with the current incident team deployed at the incident for an extended period.
- The incident has the potential to continue for a long duration, or is complex.
- Other circumstances may arise where the conditions are such that the PRFO may initiate a request for a Regional (RIMT) or National Incident Management Team (NIMT) to attend.

After the request, the NRFA will activate the mobilisation procedure for teams as pre-planned.

In the event that the Incident Controller determines that additional IMT resources are required the callout procedure described below shall be used.

### **3.5.3 National Incident Management Teams (NIMT)**

There is no Waikato Regional Incident Management Team (RIMT) developed.

There are three National Incident Management Teams that are available for deployment through the NRFA to assist Rural Fire Authorities to manage large and ongoing fires.

### **3.5.4 NIMT Call Out Procedure**

When a NIMT is deployed to an incident at the request of the RFA. The Incident Controller of that team is deemed to be a RFO of the Fire Authority. That person shall be directly responsible to the Principal Rural Fire Officer of the Rural Fire Authority and in this regard will be required to follow the rules and requirements of the Rural Fire Authority.

In the case of a Section 39 deployment of a NIMT the Incident Controller is responsible to the National Rural Fire Officer but is still required to follow the rules and requirements of the affected Rural Fire Authority.

Teams are to be requested through the Regional Manager Rural Fire and their deployment will be by the National Rural Fire Officer.

Guidelines for the criteria to call on the assistance of a Type 3 team are set out in the Teams Operating Procedures as circulated to all Rural Fire Authorities.

### **3.5.5 Resource Contacts**

Contacts for personnel resource requirements are listed in Appendix 3.

### **3.5.6 Resources Logging**

Names of all personnel and equipment dispatched to, or leaving from, the fire ground shall be recorded on

- a) RF 200 or equivalent
- b) The logistics Resources log, or
- c) "T-Card System" by Fire Control personnel in the first instance.

On the establishment of an Incident Control Point (I.C.P.) or an Assembly Area (A.A.) the appropriate staff (logistics team members, in a CIMS environment) will carry out this requirement.

Deployment of a full logistics Team will be determined by the Incident Controller and the logistics Manager. The considerations to include:

- There is more than one significant rural fire incident in the district.
- Very High or Extreme Fire Danger and extreme fire behaviour conditions exist.
- Local incident management resources are becoming over committed, with the current incident team deployed at the incident for an extended period.
- The incident has the potential to continue for a long duration, or is complex.

## **3.6 FIRE COMMAND STRUCTURE**

### **3.6.1 Co-ordinated Incident Management System (CIMS)**

All fires will be controlled using the Co-ordinated Incident Management System (CIMS).

The Incident Controller will be the most senior and experienced Fire Officer in the first arriving Fire Crew at the fire site.

The position of Incident Controller should be formally handed over to more experienced or senior Fire Officers arriving at the fire site later. Note that when Rural Fire Authority Officers and NZFS/DOC Fire Officers are at a fire site within the area of WDC responsibility the most senior and experienced WDC Rural Fire

Authority Officer shall take the position of Incident Controller unless mutually agreed otherwise.

The Incident Controller shall appoint an Incident Management Team (IMT) comprising:

- Incident Controller
- Operations Manager
- Logistics Manager
- Planning/intelligence Manager

For small and medium fires some or all of the positions may be combined, but the responsibility of each position must not be shared by different personnel.

The Incident Management Team shall be located at the Incident Control Point.

The Incident Controller shall brief each member of the IMT upon their appointment and should clearly identify each of their respective responsibilities.

### **3.7 HEALTH AND SAFETY OF PERSONNEL**

The Fire Authority's goal is the elimination of illness or injury as a result of working at or being exposed to wildfires.

Each WDC Contractor has a comprehensive H&S Plan that addresses the hazards that may be present in the fire environment. These plans are scrutinised as a part of the tender process prior to being awarded the contract. They are also under regular review.

The Council as the parent body of the RFA also has a H&S plan that guides the hazard ID training, hazard mitigation, reporting, and rehabilitation of its staff, including any rural fire staff that are temporarily engaged on fire fighting duties.

In order to achieve this goal the Principal Rural Fire Officer will ensure that the following key areas are addressed:

- Fire personnel are to be competent for the tasks assigned to them.
- Incident Controllers are competent to identify hazards and brief personnel.
- Everyone on the fire ground and everyone assigned a task on the fire ground is to be briefed on the health and safety implications.

- Fire personnel will work the maximum hours or less as allowed for in the NRFA Circular 2005/02 Work/ Rest Guidelines and length of Assignment Guidelines for Rural Fire Fighting Operations.
- Provision and enforcement in the use of Protective Personal Equipment for fire-fighters on the fire ground.
- Appointment of Safety Officers for large or complex fires
- Provision of food and drinking water for personnel deployed to fire fighting operations.
- Provision for Critical Incident Stress counseling shall be offered to all personnel in the event of a "near miss", injury or death situation or upon request from any individual involved.
- Reporting of incidents where injury to fire fighting personnel or damage to equipment has occurred.
- Reporting of non-injury incidents where fire fighting personnel have found themselves in a situation where the potential for harm or injury as a result of fire is recognised.

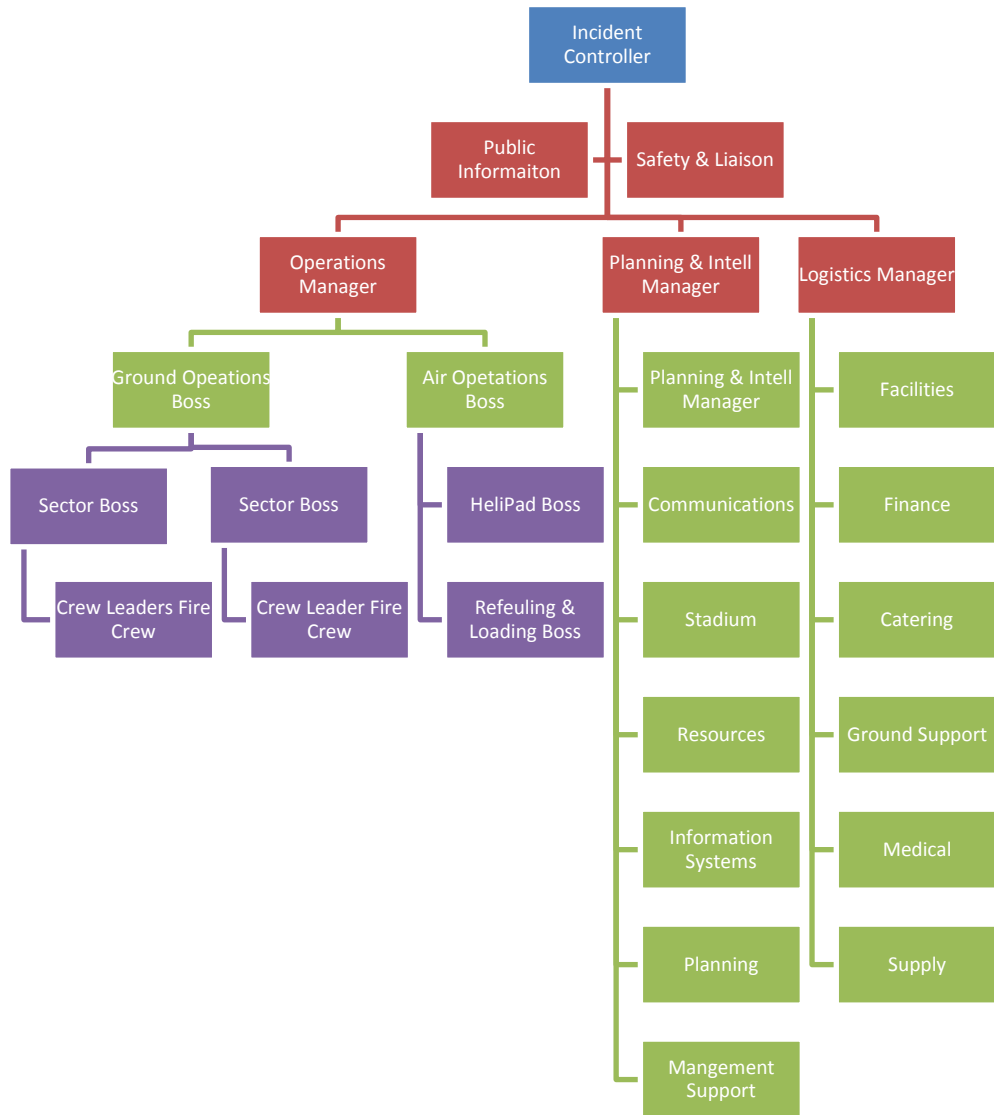
In compliance with the Health and Safety at Work Act 2015 and any amendments all Voluntary Rural Fire Force and Contracted Fire-fighters members will be required to attend training in personal safety on the fire ground prior to entering any fire ground. Personnel that have not completed training in personal safety on the fire ground shall only enter a fire ground after a specific safety briefing and only if directly supervised and controlled by a nominated person assessed as competent under NZQA Unit Standard 3285.

Should it be required the Employee Assistance Programme (EAP) run by the HR team at WDC may be used. Post event critical stress counseling is available through the NZ Fire Service.

See Appendix I for the Safety Plan.

### **3.7.1 CIMS Structure**

This structure is basic and according to circumstances may be reduced by the combining of jobs. Where jobs are combined the individual job titles and responsibilities shall be assigned to one person and not subdivided.



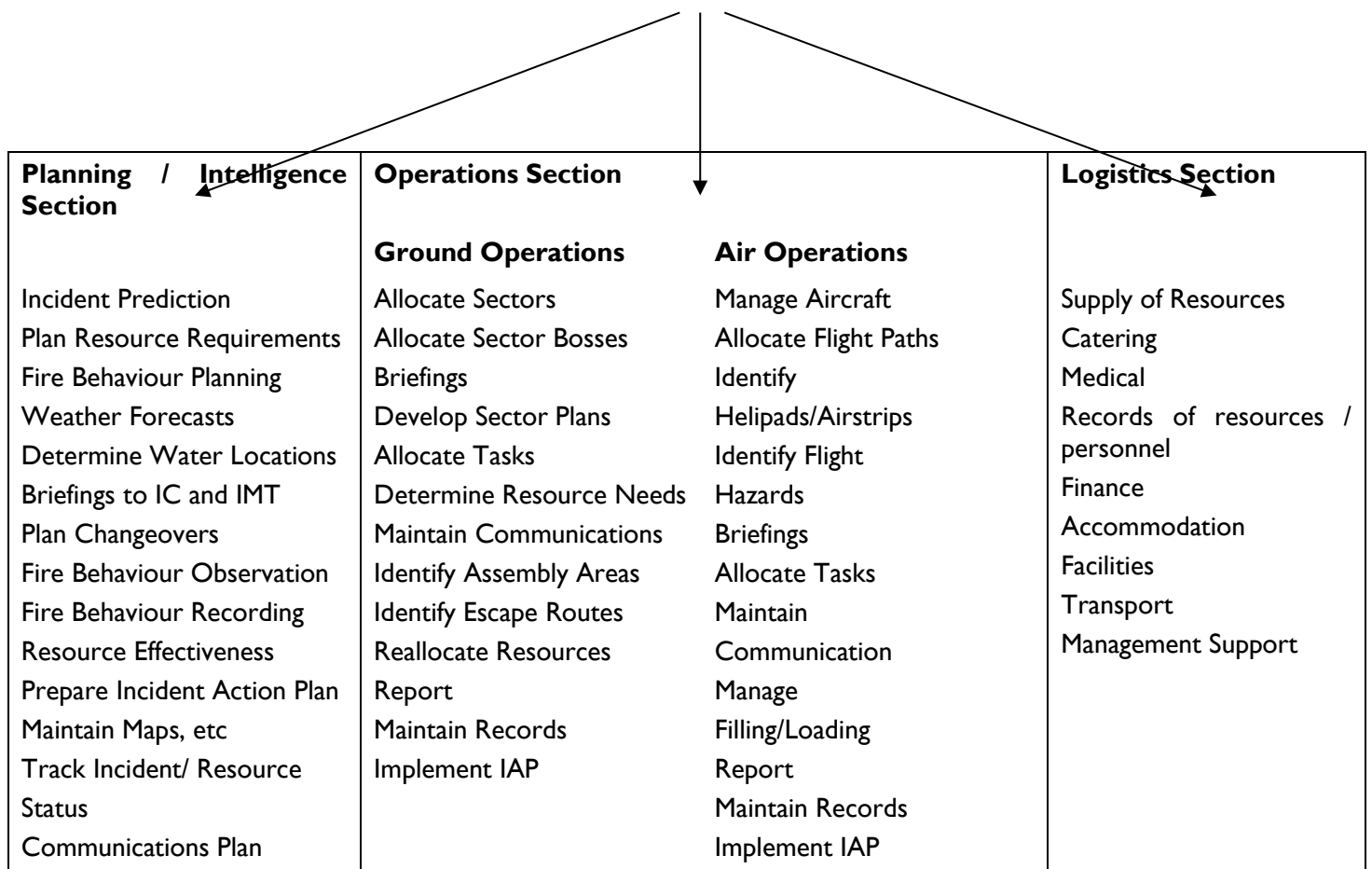


### 3.7.2 Key Roles and Responsibilities

The Incident Controller is accountable to the PRFO. The Operations Manager, Planning Manager and Logistics Manager are accountable to the Incident Controller.

Responsibilities of the Incident Management Team are:

- Incident Controller
- Assume Control
- Establish CIMS Management Structure
- Assess Incident
- Appoint and Brief Staff
- Establish Incident Control Point
- Debrief
- Approve Incident Action Plan
- Liaison
- Ensure Safety
- Manage Media
- Briefings
- Determine Lead and Support Agencies



**Safety Officer - Call Sign "Safety Officer"**

Works across all organisations to enforce safety measures and may shut down an operation if required to ensure safety.

Is responsible for:

- Obtain briefing from the Incident Controller
- Record decisions, actions, and other activities
- Establish communications with required personnel
- Ensure all personnel understand your role
- Develop measures to ensure safety of all personnel
- Monitor safety conditions and hazards
- Report directly to the Incident Controller
- Notify Incident Controller of potential issues
- Be prepared to shut down an operation if required to ensure safety

**Liaison Officer - Call Sign "Liaison Officer"**

Works directly for the Incident Controller or Response Co-ordinator as the contact for other agencies assigned to an incident.

Is responsible for:

- Obtain briefing from the Incident Controller or Response Co-ordinator
- Record decision, actions, and other activities
- Provide point of contact for agencies not directly involved
- Identify counterparts from each agencies
- Establish communications with other agencies
- Provide contact details to other agencies
- Ensure agencies stay well informed
- Identify existing potential interagency problems
- Keep Incident Management Team informed of pertinent liaison issues

The Safety Officers and Liaison Officers roles may be combined.

**Information Officer - Call Sign "Information Officer"**

Manages media inquiries and co-ordinates the release of information.

Is responsible for:

- Obtain briefing from Incident Controller or Response Co-ordinator
- Record decision, actions, and other activities
- Establish a point of contact and media centre
- Arrange for a spokesperson
- Gather, clarify, and confirm information

- Identify stories of interest to the media
- Create relevant press releases with single overriding communication objectives
- Monitor and record news reports (all media)
- Identify potential issues / manage proactively
- Advise Incident Controller on media strategies
- Co-ordinate with other organisations to ensure consistent messages to the media

### **Ground Operations Boss - Call Sign "Ground Operations Boss"**

Is responsible for:

- Implementation of fire suppression strategies that are ground based
- Directing ground crews for optimum use for fire suppression and for safety
- Monitoring the progress of suppression and reallocating, requesting more, standing by,
- Recommending the demobilisation of resources as conditions dictate
- Monitoring in terms of time, fire retardants, water, people etc needed to sustain the operation
- Monitoring the likely progress and any changes in the status of the fire in relation to weather, fuels, topography, etc
- Reporting fire status suppression activities, events and occurrences to the Operations Manager
- Liaison with the Air Operations Boss
- Documentation: Ensure that resources used are recorded sufficiently for later allocation of payment and costs
- Attending planning meetings as may be organised by the Operations Manager or Incident Controller
- Briefing the relieving Ground Operations Boss at the change of shift
- Warning any ground crews likely to be endangered by the fire or aircraft operations

### **Sector Boss - Call Sign "Sector No # Boss"**

Accountable to the Ground Operations Boss and has the Crew Bosses accountable to them. A sector should consist of 3-7 firefighting crews.

A fire fighting crew would be a:

- Fire engine and crew
- Wajax pump and hose line crew
- Hand line cutting crew
- Bulldozer and attendants
- The size of the sector would vary according to:
- Fire fighting difficulties
- Topographical boundaries

- Distance, etc.

Is responsible for:

- Implementation of fire suppression tactics for their sector.
- Allocating fire suppression tasks in the sector to crews.
- Monitoring the progress of fire suppression in the sector and directing the placement of resources for best effect.
- Reporting fire status, work progress, resources status and other important information to the Ground Operations Boss.
- Maintaining work records of assigned personnel and equipment.
- Safety and welfare of all personnel under their control.
- Briefing the relieving Sector Boss at the change of shift.
- Maintaining close liaison with Sector Bosses of neighbouring sectors.
- Maintaining regular communications with the Ground Operations Boss.
- Ensuring that Ground Operations Boss is kept informed of fire status and suppression progress.
- Requesting relief crews for the fire if required, and organising crews, equipment, and resources for mop-up

#### **Crew Boss** - Call Sign "Crew Boss No #"

Accountable to the Sector Boss.

A fire fighting crew would be a:

- Fire engine and crew
- Wajax pump and hose line crew
- Hand line cutting crew
- Bulldozer and attendants

Is responsible for:

- Allocating fire suppression tasks to the crew.
- Monitoring the progress of fire suppression by the crew and directing the placement of resources for best effect.
- Reporting fire status, work progress, resources status and other important information to the Sector Boss.
- Safety and welfare of all personnel under their control.
- Briefing the relieving Crew Boss at the change of shift.
- Maintaining regular communications with the Sector Boss.
- Maintaining close liaison with Crew Bosses of neighbouring crews.
- Ensuring that Sector Boss is kept informed of fire status and suppression progress.

### **Air Operations Boss - Call Sign - "Air Operations Boss"**

Is responsible for:

- Ensure compliance with Aircare - Code of Practice for Aircraft Operations - Fire Fighting.
- Implementation of fire suppression strategies that are air based.
- Directing helicopter and aircraft for optimum use for fire suppression and for safety (flight patterns etc).
- Monitoring the progress of aerial suppression and reallocating, requesting more, standing by, recommending the demobilisation of resources as conditions dictate.
- Monitoring in terms of time, stocks of aviation fuel, fire retardants, water, people etc needed to sustain the operation and by estimating likely total requirements.
- Monitoring the likely progress and any changes in the status of the fire in relation to weather, fuels, topography etc.
- Reporting fire status suppression activities, events and occurrences to the Operations Manager.
- Liaison with the Ground Operations Boss.
- Documentation: Ensure that resources used are recorded sufficiently for later allocation of payment and costs.
- Attending planning meetings as may be organised by the Operations Manager or Incident Controller.
- Briefing the relieving Air Operations Boss at the change of shift.
- Establishing a radio channel for Aircraft Operations especially when more than one aircraft is being used.
- Warning the Ground Operations Boss of any crew's likely to be endangered by aircraft operations.

### **Helipads/Airfield Boss - Call Sign "Helipad or Airfield No # Boss"**

Is responsible for:

- Direction and safe operation of helicopters or aircraft at the filling point, helipad or airfield.
- Allocating tasks to filling crews.
- Monitoring of fuel and retardant stocks and requesting replacement.
- Safety and welfare of all personnel under their control. 33 Updated August 2012
- Briefing the relieving Helipad/Airfield Boss at the change of shift.
- Maintaining regular communications with the Air Operations Boss.

### **3.7.3 Communications Plan**

The purpose of the Communications Plan is to specify the radio channels and frequencies for the Incident Controller (Fire Boss), ground and air operations and the liaison channel.

The following table indicates channels that may be available via the LMR radio network.

Channel	Display	RX Frequency	TX Frequency	Comments
1	FIRE 1			Incident ground simplex
2	FIRE2			Incident around simplex
3	FIRE 3			Incident ground simplex
4	FIRE 4			incident ground simplex - Air Ops
5	FIRE RPT 1			Fire Service portable repeater.1
6	FIRE RPT2			Fire Service portable repeater.2
7	LIASE SX			Liaison Simplex
8	LIASE RPT			CIMS portable repeater
9	CO-4			Civil Defence repeater, Waikato
10	MM 16			Marine Channel 16, Simplex for Distress and calling
11	MM5			Marine Channel 5, Repeater Waikato
12	MM66			Marine Channel 66,
16	WDCSX			WDC, Simplex channel

### Channel Assignments

WRFA has designated its own channel network. The following table indicates call signs using radio telephone (RT) system.

Radio no	Location	Group	Driver	Call Signs
220	Maramarua	MARAMARUA FIRE FORCE	Mike Sparrow	MARA4976
235	Maramarua	MARAMARUA FIRE FORCE	Howard Cole	MARA4972
236	Maramarua	MARAMARUA FIRE FORCE	Howard Cole	MARA4971
	Te Akau	TE AKAU FIRE FORCE	Mike Crosbie	TEAK8733
221	Te Akau	TE AKAU FIRE FORCE	John Vermey	TEAK8775
222	Te Akau	TE AKAU FIRE FORCE	John Vermey	TEAK8771
224	Onewhero	ONEWHERE FIRE FORCE	Graeme Davies	
225	Onewhero	ONEWHERE FIRE FORCE	Graeme Davies	ONEW5271
226	Onewhero	ONEWHERE FIRE FORCE	Graeme Davies	ONEW5272
229	Ngaruawahia	Rural Fire Ngaruawahia	Karl Lapwood	NGA3311

201	Ngaruawahia	Animal Control	Mark TeAnga	ACO5
202	Tuakau	Animal Control	Amanda Twiss	ACO11
203	Ngaruawahia	Animal Control	Mack Gill	ACO14
204	Tuakau	Animal Control	Rhys Heatley	ACO12
205	Ngaruawahia	Animal Control	Joanne Newell	ACO16
206	Tuakau	Animal Control	Joanne Smout	ACO13
207	Ngaruawahia	Animal Control	Vaughan Oliver	ACO4
208	Ngaruawahia	Animal Control	Carla McLay	ACO15

227	Ngaruawahia	Parks & Facilities	Gordon Bailey	PR1
230	Raglan	Parks & Facilities	Noel Barber	PR2
223	Ngaruawahia	Parks & Facilities	Grant Sirl	PR3
	Ngaruawahia	Parks & Facilities	Duncan MacDougall	PR4
	Ngaruawahia	Parks & Facilities	Mark Janssen	PR5
	Ngaruawahia	Parks & Facilities	Jonathan Crawford	PR6
	Ngaruawahia	Parks & Facilities	Deidre MacDonald	PR7

228	Ngaruawahia	Civil Defence	Kelly Newell	
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231	Ngaruawahia	Roading	Darren Bourne	RF1
232	Ngaruawahia	Roading	James Templeton	RF2
	Ngaruawahia	Roading	Dave Taylor	RF3
	Ngaruawahia	Roading	Phillip Trimmer	RF4
	Ngaruawahia	Roading	Jessica Lourie	RF5

290	Base Radio Ngaruawahia
291	Base Radio Tuakau
292	Base Radio Te Akau
293	Base Radio Onewhero
294	Base Radio Maramarua

Channels
Channel 1 – Animal Control
Channel 2 – Civil Defence
Channel 3 – Parks & Water
Channel 4 – Rural Fire
Channel 5 - Emergency

## **Channel Use**

### **Incident Controller**

The primary operational radio channel for the fire-ground will be Channel 1, 2 or 3 depending on the fire location. For small fires this is likely to be the only working radio channel required.

The Incident Controller may operate on channel 1 or via one of WDC's channels depending on the fire location which is a combination of primary fire ground channel and the "Liaison Simplex" operating together.

The "Liaison Simplex" is designated as the Interagency Communications channel and this will allow the Incident Controller to monitor any other agencies while still following the response progress on the operations channel.

Any other agency or fire force that needs to contact the fire-ground (eg on arrival) should call the Incident Controller on the "Liaison Simplex". Once they have been logged on to the fire-ground and tasked they should revert back to the designated operations channel.

For larger fires an "Operations Manager" should be appointed. The "Operations Manager" will assign the "Fire Channels" for other sector operations as required. Channel 4 (Fire 4) is reserved for Air Operations and should not be used for ground operations.

If possible sectors will be allocated different fire ground channels. The Operations Manager will contact a sector by switching to the channel allocated to that sector. The Operations Manager will continue to monitor the "Liaison Simplex" channel.

Other services/agencies arriving on the fire-ground will call Fire HQ or the Operations Manager on the "Liaison Simplex" who will instruct the arriving service/agency to:

- Proceed to a specific location
- Report arrival and estimated time until operation ready
- Receive a safety briefing before proceeding
- Undertake specified tasks
- Assign a radio channel for use on the fire-ground
- Keep the "Liaison" channel clear for other traffic.

### **Air Operations**

All air operators should attempt to make initial contact with the fire-ground on "Liaison Simplex". Then in priority order they should call in on Fire 4, then Fire 1.



The Operations Manager or Air Boss will confirm arrival instructions, landing site and the designated air operations channel, usually Fire 4.

All air operations traffic will use Fire 4 when aircraft are operating on the fire-ground unless determined otherwise by the Incident Communications Plan.

Upon joining the fire ground, Pilots will be briefed upon the following:

1. Areas or route to be flown
2. Purpose of flight/fire situation overview
3. Duration & height of proposed flight
4. Radio frequencies & check procedures
5. Call signs & channel numbers of ground crews (use the comms plan)
6. Flight following & agreed circuit procedures
7. Any air space restrictions
8. Fire & flight hazards (including new or other fires & other aircraft)
9. Problems & Conflicts
10. Pilot Welfare/duty times
11. Prominent terrain features
12. Accurate & up to date met report
13. Any passengers (including safety brief)
14. Fuel location
15. New helipads
16. Any other information relevant to the task

## **Cell Phones**

Cell phones are another form of communications at rural fires. It should be noted that there could be gaps in the coverage area for cellular use and this system should not be relied upon as the sole source of communications.

Satellite phones may be used if radio or cell phones are not meeting requirements.

## **3.8 FIRE RECORDING AND REPORTING**

### **3.8.1 Recording**

Fire managers and officers and VRFF personnel engaged on medium and large fires will record all decisions, resource/personnel usage and fire behaviour. Inform ComCen of all significant decisions, actions, arrivals and departures, who will keep a log that may be used as a fire record. If unable to remain in constant contact with ComCen, the CIMS Incident Management Organiser form is to be used.

## **3.9 DEFINITIONS**

**Person Receiving Initial Fire Call** is the person in the WDC Fire Organisation who first receives notification from the public, WDC or New Zealand Fire Service (ComCen) of a fire.

**Duty Rural Fire Officer** is the person on duty as per the roster.

**Incident Controller** is the most senior and experienced fire officer in the first arriving fire crew at the fire site.

The position of Incident Controller should be formally handed over to more experienced or senior fire officers arriving at the fire site later. Note that when WDC Fire Officers and NZFS/DOC Fire Officers are at a fire site within the area of WDC responsibility the most senior and experienced WDC officer shall take the position of Incident Controller.

**Operations, Planning/ intelligence and Logistics Managers** are positions appointed by the Incident Controller within the Incident Management Team at the Fire Site.

### 3.9.1 Reporting

A report of each fire shall be forwarded to the Principal Rural Fire Officer by the Incident Controller within three days of the fire. The ComCen reports are to be gathered within 3 days.

The Principal Rural Fire Officer shall maintain a record of all fires attended. NRFA must be notified within 24 hours of any fires particularly those that are likely to be claims on the Rural Fire Fighting Fund (RFFF).

### 3.10 NOTIFICATION TO OTHER PARTIES

If it is determined that the fire is not a WDC Fire Authority fire, the following procedure will be used:

- WDC resources will be responded to the incident as appropriate
- The Duty Rural Fire Officer will notify the relevant Fire Authority
- Upon response from the relevant fire Authority the Duty Rural Fire Officer will request that they take responsibility for the fire.
- The WDC Incident Controller and resources will continue to respond to the fire or remain at the fire until one of the following occurs;
- A Fire Officer of the relevant Fire Authority arrives at the fire site and takes over as Incident Controller; or
- The Fire is deemed to be out

*\*Forest owners, landowners or others with a vested interest are to be notified of any fire within or threatening their property as soon as possible.*

In the absence of a Rural Fire Officer, the senior fire fighter will keep ComCen to date with the current situation on the fire ground.

### 3.11 CROSSOVER DANGER

All fire fighters should be made aware of the significance of 'cross-over'. The point where the dry temperature exceeds the relative humidity. E.g. 32°C with 30% humidity = **crossover**.

Cross-over can be indicator of extreme fire behaviour, fires start easily and may be difficult to control.

Smoke can be used as an indicator of fire intensity. See below

Smoke Colour	Fuel Moisture	Fire Intensity
Dense White	Very Moist	Mild
Grey	Moist	Mild – Moderate
Black	Dry	High
Copper Bronze	Very Dry	High - Extreme

### 3.12 LOGISTICAL SUPPORT ARRANGEMENTS

At Medium and large Fires the Incident Management Team shall consider the need for logistical support including first aid, catering and relief crews. The Planning/Intelligence Manager will assess the resources required which shall be organised through the logistics Manager.

At Small Fires the Incident Controller will assess the need for logistical support including first aid, catering and relief crews which shall be organised at the earliest opportunity.

### 3.13 WARRANTED RURAL FIRE OFFICERS

The following personnel have been recognised as having rural fire responsibilities or experience that allows them to make decisions on behalf of the PRFO. They are listed below.

Principal Rural Fire Officer WDC - Gordon Bailey  
 Deputy PRFO WDC - Darren Bourne  
 Rural Fire Officer – James Templeton  
 Rural Fire Officer – Dave Taylor  
 Rural Fire Officer – Phillip Trimmer  
 Rural Fire Officer – Jessica Lourie

## **4. RECOVERY**

### **4.1 OPERATIONAL REVIEWS**

In compliance with the procedures developed by the National Rural Fire Authority under Section 14A of the Fire Service Act 1975 the Rural Fire Authority shall carry out Fire Operational Debriefs on any significant fire within the district. This shall be an independent assessment conducted by an acceptable reviewer selected from the Register of Operational Reviewers.

The expected outcomes from an operational review are the provision of an impetus and ideas for continuous improvement. The information gained from the operational review is valuable for safety management and for developing training and preparedness programmes. It also allows for better decisions on both the effective use of staff, volunteers, plant and equipment at fires and the acquisition and placement of plant and equipment.

### **4.2 OPERATIONAL DEBRIEFS**

Debriefs should be viewed as an opportunity to self examine the operational process of notifications, turnouts, and fire fighting activities, with the aim of making improvements from lessons learnt.

Debriefs shall be convened for the following fire situations:

- Any multi-agency fire
- Any fire where injury has occurred
- Any fire that lessons can be learnt from

The WDC Rural Fire Authority may investigate any fire to determine the point of origin and the cause of the fire. If required qualified Rural Fire Investigators can be contracted to conduct this investigation.

(Refer Regulation 42(2) (d))

A fire should not be declared out until such time as any investigation into the fire is completed, and the area thoroughly searched for hot spots using appropriate technology.

Obligations to make changes/improvements that are identified in the debrief shall be allocated to a named person who will be responsible for the outcome.

It should be remembered that the debrief is not a "witch-hunt" but an opportunity to evaluate the effectiveness of Fire Control systems, cooperation and coordination from an actual Fire Emergency situation.

All debrief will be conducted in four parts:

### **Circumstances**

- Date/Time
- Fuel Type
- Topography
- Organisations involved
- Estimated Suppression Costs
- Call out procedures
- Location
- Weather
- Values at risk
- Area burnt
- How fire started
- Duration of each stage

### **Operational**

- Incident Controller Report - Sequence of Events, Objectives, Initial Attack,
- Structure
- Aerial Operations Report
- Logistics Report
- Communications Report
- Mop Up/Patrol
- Relief Crews
- Catering
- First Aid
- Traffic
- Equipment - Adequate/Suitable
- Health and Safety Report

### **Assessment**

- Pre-planning - effectiveness
- Inter Agency Cooperation
- Techniques used
- Command/Control (CIMS)
- Safety

## **Recommendations**

One person shall be nominated to ensure an outcome and report back for each recommendation.

This should be recorded and signed off on completion. The Chairperson should reinforce this during the summation of the debrief.

The debrief process should not be hurried and every attendee must be allowed the opportunity to voice his/her opinion.

### **4.3 POST-FIRE INVESTIGATION**

The Rural Fire Authority's policy is to investigate fires where:

- There is to be a claim on the Rural Fire Fighting Fund.
- Cost recovery is being considered.
- There is suspected negligence on the part of any person or party.
- There are suspicious fire starts that could be arson.

Determining the cause of fires requires the services of a skilled fire scene investigator. Incident Controllers will need to obtain the services of such a person who is competently qualified, and designate that person solely to the task of investigating the fire.

In cases where significant cost recovery, negligence or criminal offending is involved, the fire scene investigator must be competent in producing investigation reports to an "expert" standard of proof, and be competent to give expert evidence in court.

All investigation reports must include a summary of:

- Ignition if known
- Number of fires
- Vegetation type burnt
- Area burnt

### **4.4 COST RECOVERY**

The RFAs policy is to directly recover costs for ALL vegetation fires from whoever is responsible for starting the fire.

Where it is not possible to recover costs directly then the RFA will lodge a claim for cost recovery from the National Rural Fire Fighting Fund.

Appropriate financial systems will be in place to ensure full compliance with the NRFFF application requirements.

A dedicated staff member from Council's Finance Department will be assigned to every incident to manage and track all costs.

#### **4.5 INSURANCE**

The RFA carries fire insurance for its Volunteer Rural Fire Force Personnel.

#### **4.6 FIRE RETURN STATISTICS**

These are filled out through the SMS website as required.

#### **4.7 REHABILITATION**

Rehabilitation required because of damage caused by the fire or the suppression effort shall be in accordance with Section 55 of the Forest and Rural Fires Act 1977. Any other rehabilitation requirements shall be the responsibility of the landowner upon whose property the fire occurred.

In the event rehabilitation is required it shall be to a standard consistent with the requirements of the Waikato District Plan and the Waikato Regional Council Plan - Water.

Costs incurred in any rehabilitation process will be recoverable from the person responsible. If this cannot be determined then Council will determine appropriate course of action.

Every effort should be made to remove any litter, plastic containers etc associated with the fire suppression effort.

Best practice is to avoid unnecessary damage in the first instance however; damage caused by the suppression effort will be repaired if practical.

## Appendix ONE

# Situation Report

<b>3. Location</b>	<b>4. Vegetation</b>  Forest/Scrub/Grass/Slash/  Other:	<b>5. NZ Topo50 Grid Ref.</b>
<b>6. Assessment</b>		
<b>7. Action taken</b>		
<b>8. Factors</b>		
<b>9. Predicted Incident Development</b>		



# Incident Objectives

RF202

## 3. Overall Incident Objectives

## 4. Objectives for specified Operational Period

# Organisation List

RF203

3. Incident Control	Name	Cell Phone	Radio Ch
Incident Controller			
Deputy IC			
Information Officer			
Safety Officer			
Liaison Officer			

4. Agency Representative	Name	Cell Phone	Radio Ch
Lead Agency			
Agency			
Agency			
Agency			

5. Planning/Intell Section	Name	Cell Phone	Radio Ch
Planning/Intell Manager			
Situations Unit			
Resources Unit			
Management Support Unit			
Information Unit			
Advance Planning Unit			
Technical Specialists Unit			

6. Logistics Section	Name	Cell Phone	Radio Ch
Logistics Manager			
Supply Unit			
Catering Unit			
Facilities Unit			
Finance Unit			
Communications Unit			
Medical Unit			
Ground Support Unit			

<b>7. Operations Section</b>		
Operations Manager		
Deputy Operations Manager		
Division One Commander		
Sector A Supervisor		
Sector B Supervisor		
Sector C Supervisor		
Sector D Supervisor		
Division Two Commander		
Sector E Supervisor		
Sector F Supervisor		
Sector G Supervisor		
Sector H Supervisor		
Air Division Commander		
Air Attack Supervisor		
Air Support Supervisor		

# Air Operations Plan

RF208

3. Personnel and Communications					
Position	Name	Affiliation	Phone	Radio Chan	
Air Div Commander					
Air Attack Supervisor					
Air Support Supervisor					
Lead Helicopter Pilot					
Lead Fixed-Wing Pilot					

4. Air Resource Assignments					
Pilot Company	Name/ Aircraft Type	Reg or Call sign	Assignment	Tactical Freq/Chan	Telephone Numbers
					Onboard: Company:
					Onboard: Company:
					Onboard: Company:
					Onboard: Company:
					Onboard: Company:
					Onboard: Company:
					Onboard: Company:
					Onboard: Company:

5. Location of Filling Points/Service Areas	
Name	Grid Reference

<b>6. Safety Notes / Hazards / Radio Coverage Limitations</b>	
<b>7. Air Operations Special Equip or Service</b>	

# Safety Plan

RF209

## 3. General Safety Points

Everyone is to be signed in and out of the fire ground through the Incident Control Point for both safety check and payment records.

Maintain regular situation reports (containing all relevant information) via line supervisors.

### LACES

**L** - Lookout(s)

**A** – Awareness

– Anchor Point(s)

**C** – Communication(s)

**E** – Escape Route(s)

**S** – Safety Zone(s)

### Fire Orders

1. conditions and forecasts
2. Know what your fire is doing at all times.
3. Base all actions on current and expected fire behaviour of the fire.
4. Identify escape routes and safety zones and make them known.
5. **Post** lookouts when there is possible danger.
6. **Stay** alert. Keep calm, Think clearly, and act decisively.
7. Maintain prompt communication with your crew/s, your supervisor and adjoining crews.
8. Give clear instructions and ensure they are understood.
9. Maintain control of your crew/s at all times.
10. Fight fire aggressively having provided for safety first.

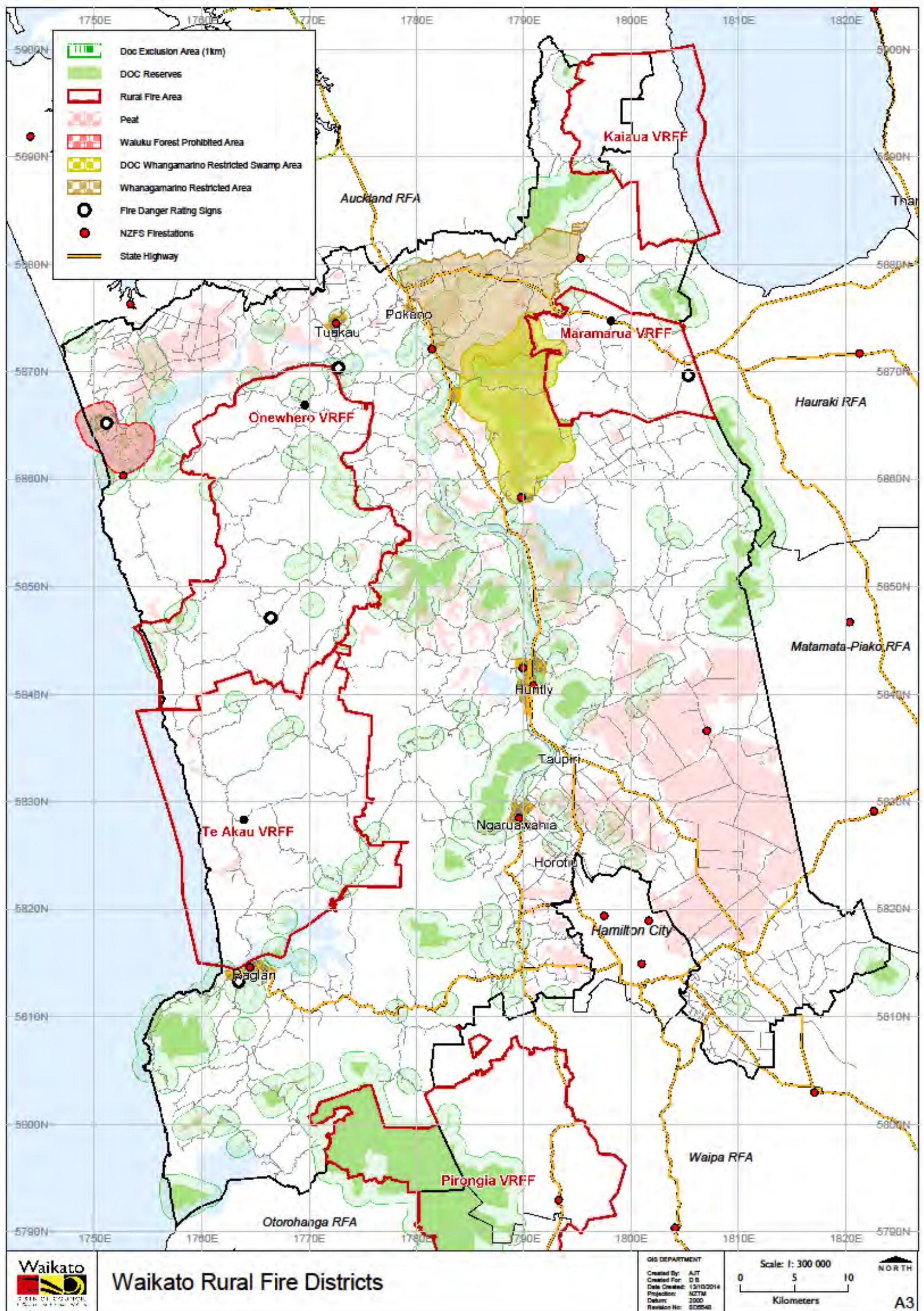
### Watchouts

1. Fire size is unknown (no size up).
2. Unfamiliar territory
3. Safety zones and escape routes not identified.
4. Unfamiliar with weather and local factors influencing fire behaviour.
5. No communications link with crew members or supervisor.
6. Instructions and assignments not clear.
7. Weather is getting hotter , drier and relative humidity dropping
8. Wind increases and/or changes direction.
9. Getting frequent spot fires across the line
10. Working uphill or downwind of a fire
11. Working on a steep slope
12. Working in rugged terrain
13. Can't see main fire
14. In unburnt vegetation
15. Walking through hot ashes
16. Working alone
17. Getting tired
18. Working near power lines
19. Working near machinery
20. Working with aircraft
21. Working around trees or spars

## 4. Specific Safety Points

**APPENDIX TWO;**  
**Waikato Rural Fire District Map**







## APPENDIX THREE;

### Waikato Rural Fire District Fire Personnel

Table will be inserted into limited copies only to protect privacy of individuals

#### TE AKAU VRFF

Mike Crosbie	Tahinga Rupapere
John Vermey	Scott Waterhouse
John Jackson	Lysandra Waterhouse
Denise Hall	Jayne Wilson-Horsfall
Dave Hall	Jordan Wilson-Horsfall
Carl Easter	Rhythm Robson
Keith Bird	Donna Whittington

#### ONEWHERE VRFF

Mike Millen	Graham Davies
Alan Rowe	Dougal Tilsley
Jock Anderson	Thomas Lancaster
Linda Wheeler	Hemi Aldworth
Marion Skellams	Carrie Emery
Martyn Taylor	Aaron Darby
Lynn Austerburry	Dave Gaunt
Di Morris	Matthew Lancaster
Joyce Roberts	James Muir
Tina Woods	Donna Taylor
Murray Black	Angela Shortt
Bob Morris	Olivia Carey
Josh Lovett	Briar Nesbit
Bridget Dobbs	Peter Taylor
Wenny Lubbers	Brett Smythe

## MARAMARUA VRFF

Howard Cole	Lynette Platten
Doug Foster	Karl Taaka
Michael Sparrow	Bryan Irvine
Glenn Holtham	Nathan Foster
Rose Sparrow	Kirsten Nahi
Daniel Hair	Vincent Nahi
Shaun Cranfield	Chris Daley
Guy Platten	Keith Holtham
William Cole	

## APPENDIX FOUR

### Waikato Rural Fire District HAZARDOUS BUILDINGS IN RURAL AREAS

Huntly East Mine	McVie Road Huntly
Solid Energy Huntly Coal Screening Plant	137 Rotowaro Road Huntly
AFFCO Horotiu Corporate Office	SHI Horotiu
Karioi Lodge Backpackers	5B Whaanga Road Raglan
Childrens Bible Camp	578 Wainui Road Raglan
Hauora Waikato Tamahere Hospital and Healing Centre	28A Duncan Road Tamahere
Yashili Dairy Factory	Pokeno

### **Open Meeting**

<b>To</b>	Infrastructure Committee
<b>From</b>	TN Harty General Manager Service Delivery
<b>Date</b>	29 April 2016
<b>Prepared By</b>	G Bailey Open Spaces Operations Team Leader
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	I507229
<b>Report Title</b>	Draft Terms of Reference – Community Halls

## **1. Executive Summary**

Council owns 22 public halls across the district. A majority of these halls are managed by committees. There is a need for these committees to have a Terms of Reference (ToR) outlining responsibilities, reporting functions and operating guidelines to ensure a consistent approach to managing these facilities.

In 2013 an initial attempt to address this issue resulted in no resolution being achieved. Following two Council workshops in 2015, and a meeting to which all Hall Committees were invited (November 2015), staff have developed a draft ToR that can be applied across all community halls.

Hall Committees received the draft ToR for review and comment with a number of issues being addressed at the November 2015 meeting. Other than a query around audit which is discussed further below, the Hall Committees have raised no further issues and are supportive of the ToR. The draft ToR is attached to this report.

The purpose of this report is to gain approval and adopt ToR for community halls.

## **2. Recommendation**

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

**AND THAT the Draft Terms of Reference – Community Halls be adopted as operative and provided to all Hall Committees.**

## **3. Background**

There are 22 Council owned Community Halls throughout the district. A majority are managed by volunteer Hall Committees that are appointed by the local community. These committees have, over many years, done a great job in ensuring all halls are managed appropriately. It is becoming clear that some halls have been performing better than others and a separate piece of work is underway to understand this. To ensure smooth operation and consistency in hall processes Council has been developing a ToR for community halls.

An initial draft was tabled at a Council workshop in 2013 but did not find favour for a number of reasons. This initial draft was not progressed further.

In September 2015 Council discussed a revised draft ToR document at a Council workshop. Councillors supported the approach taken by staff and following the workshop consultation was undertaken with the Hall Committees. This consultation took place in November 2015 and attendees were walked through the draft ToR. Feedback was received and changes were made with a final draft sent out to all Hall Committees for any additional feedback to be provided by the end of February 2016. The only issue raised was regarding audit requirements and is discussed further below. No other feedback was received on the draft ToR.

#### **4. Discussion**

The TOR has been developed to clarify the following issues and to ensure a standard approach for all 22 Hall Committees:

- All community hall committees receive funding via an annual targeted rate collected by Council then passed on to each committee
- To manage compliance with clear financial reporting procedures.
- To ensure changes to Health & Safety regulations are implemented for all hall operations.
- To ensure that the election of officers and their duties and processes are carried out in a standardised manner.
- Council's responsibilities for community halls are clearly set out and Hall Committees are aware.
- To ensure key matters are laid out within the ToR.

Key matters for consideration for Hall Committees include:

- The committee's requirement to arrange maintenance and improvement works for approved budgeted works.
- To ensure that all contracted work for halls comply with Council's Procurement Policy. All contractors must also be registered on Council's approved Zero Harm Register prior to any works being undertaken or contract being entered into.
- Not less than five or, it is recommended, no more than 10 members elected at a public meeting. This number excludes any Council appointed representative.
- Each Hall will be administered by the committee in liaison with Council's Cemetery and Halls Officer.
- For significant works (over \$5,000), prior to entering into contracts the Chairperson must contact the Cemetery and Halls Officer to discuss the project to ensure Council's Procurement and Zero Harm Policies have been complied with prior to any works being approved.
- The committee will represent the local community of interest in a particular hall or reserve.
- The committee will be responsible for controlling the use of the hall by any club, sports body or any other person using the premises.

- The Committee must submit accounts to Council annually. Accounts must be reviewed by a Chartered Accountant unless expenditure is over \$20,000. Where a Hall Committee has annual expenditure of over \$20,000 the Committee must submit audited accounts.
- Accounts must be submitted within four months of the end of Council's financial year (being 30 June).
- The committee must ensure annual expenditure for the hall does not exceed the estimated income and funds in hand unless prior approval is given by the Council.

Key duties of Council:

- Council will provide each year the estimated income from rates for the next financial year, through the Long Term/Annual Plan process.
- Council will levy and collect hall rates and forward these to the committee on or after the 20th of October, February and June of each rating year.
- Council sets hireage rates through fees and changes outlined in each Long Term Plan.
- It is intended that the targeted rate levied per property will be set at each Long Term Plan. Council may amend the targeted rate on recommendation by the Committee.

Halls that are not covered by the ToR are the Ngaruawahia Memorial Hall, Huntly Community Memorial Hall and Tuakau Town Hall, as these are managed directly by Council.

## **5. Analysis of Options**

There are three options available to the Committee:

- Option 1: Reject draft Terms of Reference – Community Halls and retain the status quo - this could result in ad hoc, inappropriate or poor quality decision making being undertaken.
- Option 2: Adopt draft Terms of Reference – Community Halls, committees have been consulted and support the TOR being considered.
- Option 3: Adopt draft Terms of Reference – Community Halls with amendments deemed appropriate by the Committee.

Option 2 is the preferred option.

## **6. Considerations**

### **6.1 Financial**

There is no anticipated financial cost to Council as a result of adopting the draft ToR.

### **6.2 Legal**

Council's Legal Advisor has been involved in the preparation of the draft ToR.

As ToRs are not legally enforceable, they have been developed as a best practice guide for community hall operation. If issues arise that have not been captured by the ToR then Council is open to discussions to resolve these issue.

### 6.3 Assessment of Significance

The Significance and Engagement Policy requires the Council to take into account the degree of importance and determine the appropriate level of engagement, as assessed by the local authority, of the issue, proposal, decision, or matter, in terms of its likely impact on, and likely consequences for:

- (a) The district or region;
- (b) Any persons who are likely to be particularly affected by, or interest in, the issue, proposal, decision, or matter;
- (c) The capacity of the local authority to perform its role, and the financial and other costs of doing so.

The policy provides in Schedule 1, a list of Council's strategic assets that Council needs to retain if it is to maintain its capacity to achieve or promote any outcome that it determines to be important to the current or future well-being of the community.

This is not significant in terms of Council's significance policy, as halls are not considered significant assets under this policy.

### 7. Consultation

The following stakeholders have been consulted. A summary of the process is outlined below:

Planned	In Progress	Complete	
		✓	Internal
		✓	Community Hall Committees

A letter of invite was sent to all Hall Committees inviting them to a meeting to discuss the draft ToR on 14 September 2015. A consultation meeting was held at Council on 11 November 2015. A final draft of ToR was sent out to all Hall Committees on 23rd December 2015 with any additional feedback on the ToR required by the end February 2016.

The issue around the audit requirement in section 4 of the draft ToR was raised. Section 4 of the draft ToR requires audited financial statements to be submitted to Council where hall expenditure is over \$20,000 per annum. For expenditure under this level a review is required.

An audit provides clearance that the financial statements represent a "true and fair" view of the financial position of the entity. It also provides comfort to Council that the targeted rate collected by Council, and passed on to the hall committee, is being applied appropriately. An audit will scrutinise the controls around how funds are applied by the hall committee offering some protection against misappropriation of these funds amongst other things. An audit will also provide the committee with some protection in the case of funds being used inappropriately.

A review is a reduced form of scrutiny that relies more on representations made by the entity and provides less assurance than an audit.

As the Hall Committees are receiving public money it is considered appropriate that there be some accountability and checks on controls. Chartered Accountants will often provide audit services to not for profit organisations for a reduced fee therefore the price was not

thought to be prohibitive. Dispute the queries raised around audit requirements, staff feel that the level and process set out in the ToR is appropriate.

No further feedback was received.

Following adoption of the ToR all Hall Committees will be provided with a copy and the opportunity to have Council staff discusses any clarifications.

In addition to the ToR consultation, Council is about to undertake a district wide study to identify the usage of community halls with the resulting report to inform on future hall provision across the district.

## **8. Conclusion**

A ToR has been developed by staff to ensure all 22 community halls have consistent guidelines for their daily operation along with setting clear expectations of both Council and Hall Committees. This will ensure enhanced two way communications between committees and Council while at the same time ensuring reporting and operating timelines are clear to all parties.

## **9. Attachment**

- Draft Terms of Reference – Community Halls 2016



## **DRAFT TERMS OF REFERENCE**

### **Management of Halls**

#### **HALL COMMITTEES**

Halls in the Waikato District are managed by locally elected Hall Committees. The following provisions shall apply to the management of all halls in the Waikato District not managed directly by Council.

##### **1. Composition of Hall Committee**

The composition and number of members of the Committee shall be:

- (a) Not less than 5 or, it is recommended, no more than 10 members elected at a public meeting. This number excludes any Council appointed representative.

##### **2. Annual General Meeting of Hall Committee**

Annually, the Committee will from its members elect:

- (a) a Chairperson
- (b) a Secretary
- (c) a Treasurer

##### **3. Duties of Hall Committee**

Each hall will be administered by the Committee as an advisory committee in liaison with Council's Cemetery and Halls Officer. That is, the Committee will be responsible for the day to day operations of the hall.

The Committee shall arrange maintenance and improvement works for approved budgeted works.

All contracted work for halls must comply with Council's Procurement Policy. All contractors must also be registered on Council's approved Zero Harm Register prior to any works being undertaken or contract being entered into.

##### **The Hall Committee:**

- (a) Will represent the local community in respect of a particular hall.
- (b) Must manage the bookings for the hall by regular and casual users, and collect and bank income received in accordance with Council's requirements.
- (c) Must arrange for its hall to be kept clean, tidy and adequately maintained.
- (d) Must arrange for the surrounding grounds of its hall to be regularly and properly maintained.

- (e) In the case of any land or building that is not maintained under the Council maintenance contracts, the Committee will be responsible for ensuring that:
- i. Fences are kept in good order;
  - ii. Grass is mown;
  - iii. Buildings are cared for;
  - iv. Car parks are maintained;
  - v. Organised sports bodies which use the grounds contribute a reasonable sum to provide for the cost of maintenance;
  - vi. Where the land is not being used by the public and is suitable for grazing, may recommend to the Council's Cemetery and Halls Officer that the land be let or leased for such purpose. The contract arrangements for any such lease, once approved, are the responsibility of the Council.
- (f) For significant works (over \$5,000), prior to entering into contracts the Chairman must contact the Cemetery and Halls Officer to discuss the project to ensure Council's Procurement and Zero Harm Policies have been complied with prior to any works being approved.
- (g) Will be responsible for controlling the use of the hall by any club, sports body or any other person using the premises.
- (h) Must ensure that "Conditions of Hall Hire" are adhered to by the users of the hall and may make such recommendations to the Council from time to time, in this regard.
- (i) Will be responsible for the security of the hall at all times.
- (j) It is recommended that all Committees are incorporated under the Incorporated Societies Act 1908.
- (k) Must consult with Council's Cemetery and Halls Officer on matters relating to the management of the hall, giving effect to any policies applying to the management of the hall.
- (l) Will not take out a loan without the prior written approval of Council.
- (m) Must be GST registered if they are likely to receive income of \$60,000pa or more.

#### 4. **Reporting**

The Committee must submit accounts to Council annually. Accounts must be reviewed by a Chartered Accountant unless expenditure is over \$20,000. Where a Hall Committee has annual expenditure of over \$20,000 the Committee must submit audited accounts.

Accounts must be submitted within four months of the end of Council's financial year (being 30 June).

It is required that Hall Committees align their financial years to coincide with Council's. Council's financial year is 1 July – 30 June.

## **5. Duties of Secretary**

The Secretary shall:

- (a) Advise the Cemetery and Halls Officer of the name and contact details of the officers of the Committee as soon as they are elected, but not later than 1 month from the date of the AGM.
- (b) Record the minutes of all meetings of the Committee.

## **6. Duties of Treasurer**

The Treasurer shall:

- (a) Ensure that the annual expenditure for the halls does not exceed the estimated income and funds in hand unless prior approval is given by the Council.
- (b) A separate bank account must be set up and a minimum of two signatories for cheques are approved at the Annual General Meeting (AGM) and advised to Council within one month of the AGM. To facilitate internet banking two persons must be able to log into the account online. A set limit must be in place for larger payments to be approved by the Committee. This should be included in the AGM minutes.
- (c) Record all bookings showing the name and address of the hirer and the amount charged. It is recommended that this be done electronically where possible.
- (d) Deposit all monies received into the Committee bank account and record details in an appropriate manner (for example, deposit book, invoice book or in computerised cash book).
- (e) Ensure that fees and charges are appropriately set and collected. A copy of the AGM minutes must be forwarded to Council for information purposes only.

## **7. Other Duties**

- (a) All records including correspondence, invoices etc. must be maintained at all times.
- (b) The Committee has no power to dispose of any of the Hall's assets without the consent of the Council first having been obtained.
- (c) The Committee shall submit to the Cemetery and Halls Officer for approval all proposals for major (over \$10,000) renovations, improvements and additions other than ordinary maintenance, together with a plan for financing the proposals. Plans and specifications must be submitted to the Cemetery and Halls Officer where appropriate.
- (d) The Committee shall ensure that the contents of the buildings are adequately insured. If the Hall building is owned by the Community (not Council) the Committee should also insure the Hall building. Where there is any doubt the Committee should liaise with the Cemetery and Halls Officer.
- (e) The Committee shall be responsible for the implementation of health and safety and emergency procedures.

- (f) In extraordinary circumstances, the Committee may recommend that the targeted rate levied per property be adjusted. Such recommendation must be requested by the Committee, and must reach the Council prior to 30 September each year. These recommendations must be included in the AGM minutes. Please note that recommended changes to targeted rates are subject to consultation with affected parties and approval by Council.

## **8. Other Matters**

The Hall Committee shall meet a minimum of two times each year, with Council's Cemetery and Halls Officer being invited to the AGM.

Except for extraordinary reasons, (which in all cases will be formally recorded in the minutes of the meeting) meetings of the Committee shall be held in a recognised place of public assembly, preferably a public hall.

Any disputes arising between Committee members must be referred in the first instance to the Cemetery and Halls Officer.

All correspondence from the Committee to the Council should be addressed to the Cemetery and Halls Officer.

The Cemetery and Halls Officer will send any correspondence to the Secretary of the Committee.

## **9. Duties of Council**

- (a) Council will provide each year the estimated income from rates for the next financial year, as part of the Long Term/Annual Plan.
- (b) Council will levy and collect hall rates and forward these to the Committee on or after the 20<sup>th</sup> of October, February and June of each rating year.
- (c) It is intended that the targeted rate levied per property will be set at each Long Term Plan. Council may amend the targeted rate on recommendation by the Committee as outlined in clause 7(f).
- (d) If owned by Council, or if otherwise required due to historical reasons, Council will insure hall buildings through Council's insurer. The premium will be deducted from the rates instalment monies payable to the Committee. Any insurance claims must be made through the Council.
- (e) Council's Cemetery and Halls Officer is the point of contact for all Hall Committees with regards to any issues related to the management of the halls.

## **10. Definitions**

"Council" means the Waikato District Council.

"Cemetery and Halls Officer" means the Cemetery and Halls Officer of the Council for the time being, his/her deputy or any person appointed specially or generally by the Council to perform the duties.

"Financial Year" means 1 July to 30 June.

"Hall" includes the hall building and associated land or reserve

“Owned by Council” includes property vested in Council

“Public Notice” means a notice published in some newspaper circulating in the district, or where there is no such newspaper in general circulation, means a notice on printed placards and exhibited in public places in the District.

## Appendix One

### Halls Covered by these Terms of Reference

- Aka Aka Hall
- Eureka Hall
- Glen Murray Hall
- Gordonton District Hall
- Horsham Downs Hall
- Kariaotahi Hall
- Mangatangi Hall
- Mangatawhiri Hall
- Maramarua Hall
- Matangi Hall
- Mercer Hall
- Meremere Hall
- Naike Hall
- Ohinewai Hall
- Opuatia Hall
- Orini Hall
- Otaua Hall
- Pokeno Hall
- Port Waikato Hall
- Pukekawa Hall
- Puketaha Hall
- Raglan Hall
- Ruawaro Hall
- Tamahere Hall
- Taupiri Settlers Hall
- Tauwhare Hall
- Te Akau Hall
- Te Hoe Hall
- Te Kohanga Hall
- Te Kowhai Hall
- Te Mata Hall
- Waikaretu Hall
- *Wairamarama Hall*
- Whangarata Hall
- Whitikahu Hall

### **Open Meeting**

<b>To</b>	Infrastructure Committee
<b>From</b>	TN Harty General Manager Service Delivery
<b>Date</b>	2 May 2016
<b>Prepared by</b>	A J Peake Asset Engineer
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	I507450
<b>Report Title</b>	New Street Name Proposal at Gordonton Road Service Lane, Taupiri

## **1. EXECUTIVE SUMMARY**

---

This report seeks the Committee's support associated with a 2013 Taupiri Community Board request to re-name an existing cul-de-sac, off Te Putu Street, from Gordonton Road Service Lane to Button Lane. If the request is approved, affected property address points will also change.

## **2. RECOMMENDATION**

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

**AND THAT the Committee resolves to name the cul-de-sac in accordance with the Taupiri Community Board's first preferred name choice – Button Lane.**

## **3. BACKGROUND**

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Gordonton Road (SH1B) was upgraded by the NZTA about 5 years ago to provide a state highway standard dual carriageway road linking the Waikato Expressway with Great South Road in Taupiri. The new construction parallels the previously urban section of Gordonton Road, which was reconfigured into a no-exit service lane heading south from Te Putu Street. There is no direct access available to Gordonton Road for the properties on the Taupiri urban side of the highway.

The properties accessed by the new service lane have retained their original property addresses. Retention of Gordonton Road addresses has caused identification issues for property owners and the name has potential location issues for emergency services. Council may consider renaming Gordonton Road between Great South Road and the Waikato expressway when it is revoked after the expressway is completed.

In August 2013, Resolution TCBI308/06/2 was intended to provide this committee with a list of 5 alternative street names with the most preferred name of Button Lane.

At that time, this committee was not provided with a staff report and this report intends to redress that oversight.

The Taupiri Community Board and concerned residents still seek to change the service lane name from Gordonton Road and gain new address points for both urban and rural properties receiving access.

Resident consultation was undertaken in March 2016 by the Ward Councillor and fifteen of the seventeen affected residents agreed with a proposal to change the lane name to Button Lane and for Council to provide new property address points. One owner was away and the other was an investment company.

The consultation result represents an acceptance rate of 88%, which is well above the 75% threshold required by policy.

Section 2.2 of the Road Naming Policy requires this Committee to approve the new name.

## **4. DISCUSSION AND ANALYSIS OF OPTIONS**

---

### **4.1 DISCUSSION**

The Community Board has provided a list of five names for this committee to consider. One name, George Avenue, is disallowed because the service lane does not physically represent an avenue.

The preferred name choice, supported by affected residents and the Taupiri Community Board, is Button Lane.

The Button family has resided in Taupiri for at least two generations and Lloyd Button (ex staff) resided on the service lane for most of his life. The Button family has strong historical links to this area.

### **4.2 OPTIONS**

The three other less preferred names supplied by the Board for consideration in preference order are:

- George Place – This less preferred name was discarded due to conflict with similar names in neighbouring TLA's and is not available as an option.
- Tui Place – This less preferred name was discarded due to conflict with similar names in neighbouring TLA's and is not available as an option.
- Rose Street - This less preferred name was discarded by staff due to conflict with similar names in Waikato District and is not available as an option.



Options for this Committee therefore are:

1. The Committee may agree to support the Community Board's preferred choice of street name – Button Lane.
2. The Committee may agree not to support the Community Board's preferred name choice and instead refer the naming request back to the Board to select at least 3 new road name preferences from the name list prepared in August 2013.
3. The Committee may agree not to support the need for a name change and resolve to retain the existing street name – Gordonton Road Service Lane – and by default retain a mix of urban and RAPID property addresses along the same lane.

It is recommended that the Committee endorses option 1 – rename the Gordonton Road Service Lane as Button Lane. This option will also require Council to create new urban address points for all properties serviced by the lane.

## **5. CONSIDERATION**

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### **5.1 FINANCIAL**

All costs are being met by Council.

### **5.2 LEGAL**

Nil

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

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

#### 5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

Highest levels of engagement	Inform <input checked="" type="checkbox"/>	Consult <input type="checkbox"/>	Involve <input type="checkbox"/>	Collaborate <input type="checkbox"/>	Empower <input type="checkbox"/>
	This matter is not considered to be significant in terms of Council's significance policy.				

Planned	In Progress	Complete	
		Yes	Internal
		Yes	Community Boards/Community Committees
No			Waikato-Tainui/Local iwi
		Yes	Households
No			Business
No			Other

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## 6. CONCLUSION

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The Infrastructure Committee is requested to consider which of the three options discussed within this report that the Committee chooses to endorse by resolution.

Staff recommend this committee endorse option I – rename Gordonton Road Service Lane as Button Lane.

## 7. ATTACHMENTS

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- Intramaps generated locality map



### **Open Meeting**

<b>To</b>	Infrastructure Committee
<b>From</b>	TN Harty General Manager Service Delivery
<b>Date</b>	19 April 2016
<b>Prepared by</b>	A J Peake Asset Engineer
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	I500512
<b>Report Title</b>	New Road Name Proposal at Kakaramea Road, Whatawhata

## **I. EXECUTIVE SUMMARY**

---

This report seeks the Committee's support associated with a developer's request to name a new road development located off Kakaramea Road, Whatawhata.

The developer has proposed the names Beoley, Christopher and Jayjay for the new road.

This report recommends this Committee agrees to name the road after an original family owner, Christopher Lane.

## **2. RECOMMENDATION**

---

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

**AND THAT** the **Committee** resolves to name the road in accordance with the developer's second preferred name choice, **Christopher Lane**.

## **3. BACKGROUND**

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The Patterson family have constructed roading off Kakaramea Road to service a subdivision of their property – Beoley Park.

A short length of new road has been constructed leading into two right-of –ways at the end.

The developer wishes to name the road and has submitted three name choices for the Committee to consider.

Section 2.3 of the Road naming Policy requires this Committee to approve a road name request.

## 4. DISCUSSION AND ANALYSIS OF OPTIONS

---

### 4.1 DISCUSSION

The three name choices are:

1. Beoley Lane
2. Christopher Lane
3. Jayjay Lane

All three names have been approved by staff at Hamilton City Council and Waipa District Council.

The Ward Councillor does not support the name Beoley because it could be difficult to pronounce clearly when emergency services are working under stress. Councillor Smith has been involved in Emergency Service administration and has experience with road names that are difficult to describe.

The preferred name choice therefore is the developer's second choice – Christopher Lane. Christopher Perkins was an original family owner of Beoley Park.

### 4.2 OPTIONS

The two less preferred names for consideration are:

- Beoley Place – This potential name refers to the name of the property. It is not the preferred option due to anticipated pronunciation difficulties referred to above.
- Jayjay Place – This potential name represents Jenny Patterson's initials. Jenny is the subdivision developer. It is not the preferred option due to lack of a wider association.

Options are:

1. The Committee may **agree** to support the developer, staff and Ward Councillor's road name suggestion – Christopher Lane.
2. The Committee may **not agree** to support the first suggestion and instead consider either Beoley or Jayjay as alternative road names.

It is recommended that the Committee endorses option 1 – Christopher Lane.

## 5. CONSIDERATION

---

### 5.1 FINANCIAL

All costs are being met by the Developer.

## 5.2 LEGAL

Nil

## 5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

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

## 5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

Highest levels of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
This matter is not considered to be significant in terms of Council's significance policy.					

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

## 6. CONCLUSION

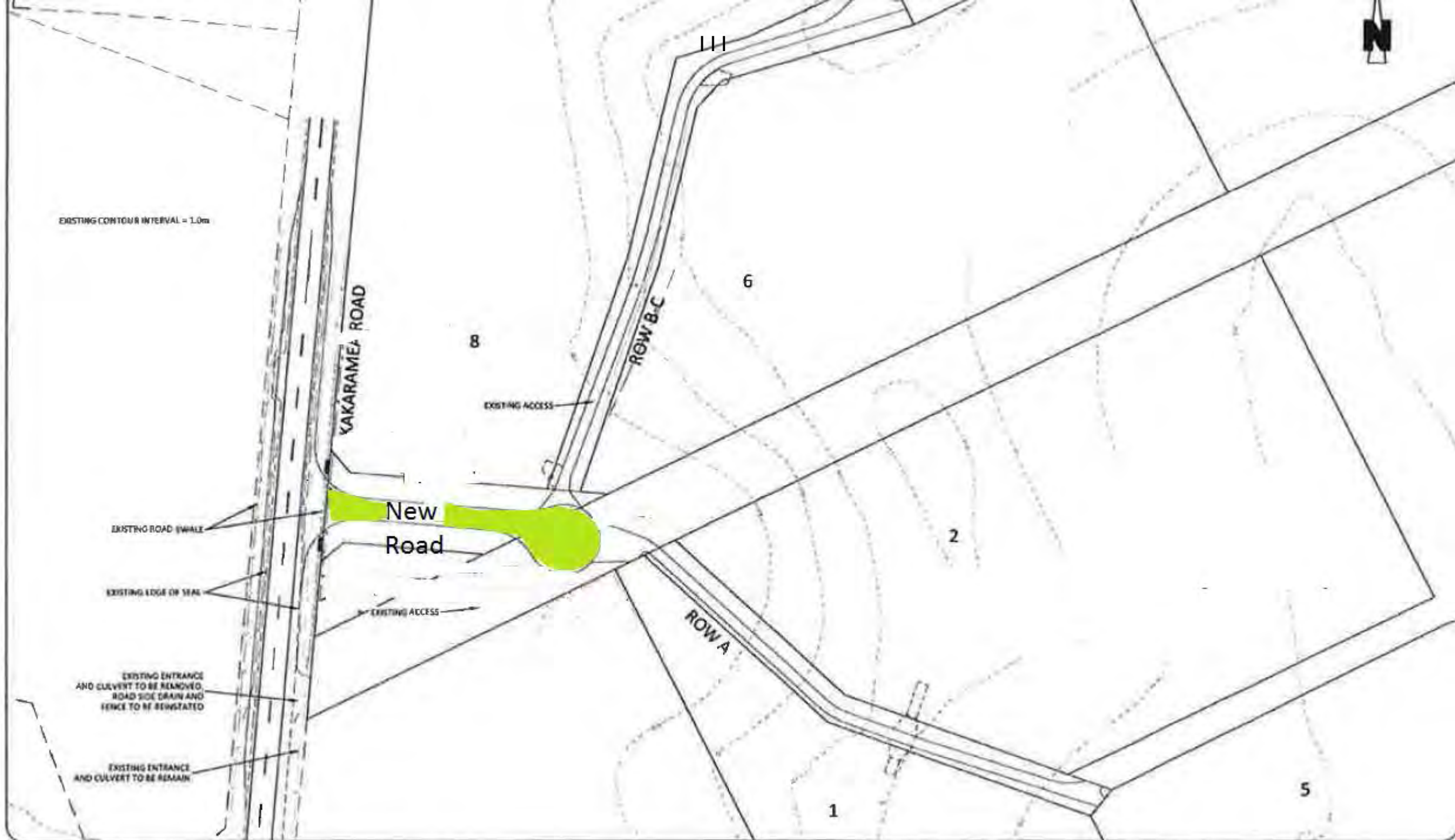
The Infrastructure Committee is requested to consider which of the three options discussed within this report that the Committee chooses to endorse by resolution.

It is recommended that the Committee endorse option 1 and name the new road servicing the Beoley Developments subdivision, Christopher Lane.

## 7. ATTACHMENTS

- Intramaps generated locality map.





Planning | Surveying | Engineering

Auckland Office:  
 At: 8 Albany Road, Newmarket  
 P: 09 544 7029  
 Hamilton Office:  
 At: 18 Church Road, Hamilton  
 P: 07 843 9321  
 Te Awamutu Office:  
 At: 103 Market Street, Te Awamutu  
 P: 07 871 6144

Proposed new road to be named for Patterson at  
 2297 Kakaramaea Road, Whatawhata.

Issue	Description	Checked	Date	Designed	Date
E1	Bdy amended		09.09.15	GCW	20.08.15
E2	Ends of ROWs amended		02.10.15	GCW	20.08.15
				Checked:	

### **Open Meeting**

<b>To</b>	Infrastructure Committee
<b>From</b>	TN Harty General Manager Service Delivery
<b>Date</b>	20 April 2016
<b>Prepared by</b>	J Cooper Programme Delivery Team Leader
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	1501338
<b>Report Title</b>	Increase in Budget for Manu Bay and Puriri Park Seawall Repair Projects

## **I. EXECUTIVE SUMMARY**

---

The purpose of this report is to request an increase in budget for the Manu Bay and Puriri Park Seawall repair projects.

Both projects were identified as high priority sites from the 2013/14 boat ramp inspection report. The projects included all works associated with the repair of concrete and boulder structures in coastal areas.

Due to the level of community interest in both projects there has been a high level of community and Regional Council engagement with the project engineer throughout the entire process. This has resulted in a number of issues arising that have increased the cost of these projects.

## **2. RECOMMENDATION**

---

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

**AND THAT** Council approve a project budget increase of \$35,280 for Manu Bay Seawall (IBR-10034-C0-0000-0115) and \$8,664 for Puriri Park Seawall (IBR-10030-C0-0000-0116) to be funded through the Parks & Reserves Replacement Fund (8500);

**AND FURTHER THAT** the Approved Contract Sum for Contract 14/473 be increased from \$597,414 to \$641,357 to cover this increase.



### 3. BACKGROUND AND DISCUSSION

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Manu Bay and Puriri Park seawall repairs were included in Contract 14/473 (Boat Ramp Upgrades).

Contract No. 14/473 was a measure and value physical works contract for boat ramp and associated structure repairs in coastal and river environments. The contract covered five boat ramps and seawalls throughout the district. These were identified and prioritised through the 2013/2014 boat ramp inspection report.

The contract was awarded to Schick Cartage and Construction Ltd (Tender Report dated 10 September 2015). As outlined within the tender report and given this is a measure and value contract, the final payment is determined by the actual amount of work completed.

At the time of tender the budgets for the Manu Bay and Puriri Park Seawall repairs were \$351,977 and \$80,161 respectively. The approved contract sum for Contract 14/473 (District-wide Boat Ramp Upgrades) was set at \$597,414 based on the tendered sum and including a contingency of \$37,000. The contingency sum was available for all five boat ramp projects and was used in accordance with delegations and contract specifications.

Due to the additional costs outlined below, the Manu Bay Seawall project costs have increased by \$35,280 (to \$387,256) and Puriri Park Seawall project costs have increased by \$8,664 (to \$88,825). The additional works have been completed and the costs incurred. Due to the timing of the costs, and available construction window, it was prudent to issue the variations and proceed with the works, and both the Manu Bay Seawall and Puriri Park Seawall projects are now complete.

#### **Manu Bay Seawall Scope Increases**

- Increase in costs for transport of Manu Bay breakwater boulders from alternative quarry:

A good faith agreement was discussed with the project stakeholders which acknowledged local resources (quarry rock) would be the preferred choice for construction. The cost for sourcing these local rocks was factored in to the original project budget.

Upon closer inspection during the construction phase of the project it was determined that the shape, and more specifically the size (1.0m – 1.2m diameter), of the local boulders was not adequate to meet the detailed specification for the structure. The closest available boulders (461 in total) which meet the specification were in the King Country region.

Additional cost of \$11,093 for the transport of these boulders was incurred.

- Manu Bay breakwater coloured cement oxide:

Two percent black oxide was added to the concrete mix (161m<sup>3</sup>) to be used for the Manu Bay breakwater. No coloured oxide was originally specified or included in the project budget. It was agreed the natural white appearance of concrete would be

aesthetically unpleasant set against the grey tone of the boulders. One of the key objectives of the project, as stated in the consent application, was to “minimise the visual impacts of the structure within Manu Bay”.

Additional cost for oxide additive \$7,498.

- Future proof - power duct installation within Manu Bay breakwater:

Project stakeholders made a request for lighting to be installed at the end of the breakwater to improve safety in poor light conditions. Installation of lighting on the breakwater was not in the scope of the contract nor included in the original project budget.

Construction of the seawall was the opportune time to install power ducting correctly and most cost effectively.

Additional cost for duct installation: \$4,868.

- Redistributing insitu rock in coastal marine area:

Excess rock from the existing seawall which was not required in the rebuild (approx. 100 cubic metres) was redistributed in the surrounding marine environment.

The contract had specified excess material to be removed off site as a typical cut to waste operation. The project budget therefore allowed for the removal of the waste rather than redistribution.

During ongoing consultation with stakeholders, it was made clear such construction practice was not appropriate when working in marine environments. Waikato Regional Council and local Iwi preferred any suitable excavated local material remain in the coastal marine area.

Additional cost for redistribution of excess rock waste \$11,821.

## **Puriri Park Seawall**

- Puriri Park (Raglan) seawall design change:

A good faith agreement was discussed with the project stakeholders which acknowledged local resources (quarry rock) would be the preferred choice for construction.

Upon closer inspection during the construction phase of the project it was determined that the shape, and more specifically the size (0.6m - 1.2m diameter), of the local boulders were not adequate to meet the detailed specification for the structure.

As a result the design was modified to allow a nominal 350mm diameter rock to be placed. However, to maintain the structural integrity of the wall, an additional 12m<sup>3</sup> of 20 MPa lean mix concrete was required to be supplied and placed to bed the boulders on.

Additional cost for design modification and concrete mix \$8,664.

#### 4. ANALYSIS OF OPTIONS

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**Option 1:** Council approve the recommendations in this report and allow the budgets and Approved Contract Sum to be increased to allow payment for the additional works.

This option is recommended.

**Option 2:** Council can decline the recommendations of this report.

Where no further funding is made available there will be a project overrun and no ability to process payment to the contractor for the additional works.

This option is not recommended.

#### 5. CONSIDERATION

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##### 5.1 FINANCIAL

Both Manu Bay Seawall (IBRI-0034-C0-0000-0115) and Puriri Park Boat Ramp (IBRI-0030-C0-0000-0116) are funded from the Parks and Reserves Replacement Fund (8500).

It is proposed the budget deficit of \$35,280 for Manu Bay Seawall and \$8,664 for Puriri Park Seawall be funded through the Parks & Reserves Replacement Fund. The financial accountants have confirmed that this reserve has sufficient funds available to cover the shortfall.

##### 5.2 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

Significance & Engagement Policy is not triggered.

The following external stakeholders have been engaged with throughout the entire process:

Planned	In Progress	Complete	
		x	Internal
		x	Community Boards/Community Committees
		x	Waikato-Tainui/Local iwi
		x	Households – those impacted by the Seawall works
		n/a	Business
		x	Other – Waikato Regional Council, Raglan Sport Fishing Club

Due to the level of Community interest in both projects there has been a high level of Community engagement with the project engineer throughout the entire process. Waikato Regional Council was consulted due to the nature of the works.

## **6. CONCLUSION**

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During the project works changes in scope to complete the projects to a high standard resulted in an increase to the overall spend on each project.

Additional costs were incurred to complete the projects due to the level of Community interest and engagement resulting in a number of issues arising that have driven up the cost associated with the projects.

## **7. ATTACHMENTS**

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N/A

### **Open Meeting**

<b>To</b>	Infrastructure Committee
<b>From</b>	TN Harty General Manager Service Delivery
<b>Date</b>	18 April 2016
<b>Prepared by</b>	KC Bredesen Business Support Team Leader/PA
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	I499003
<b>Report Title</b>	Award of Contracts

## **1. EXECUTIVE SUMMARY**

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This report is to advise the Infrastructure Committee of the results of recently tendered contracts. The attached reports provide full details of the tenders received and the results of the tender evaluation process.

## **2. Recommendation**

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

## **3. ATTACHMENTS**

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- Contract No 15-192, George Drive, Huntly Wastewater Renewals
- Contract No 15-165, Design and Construct for Dedicated Supply Main

## MEMORANDUM

To	Gavin Ion, Chief Executive and Tim Harty, General Manager Service Delivery
From	Adam van Niekerk, Project Engineer
Subject	<b>Tender Evaluation : Contract No. 15/192 : George Drive, Huntly Wastewater Renewals</b>
File	15/192
Date	16 March 2016

### 1.0 INTRODUCTION

1.1 Contract No. 15/192 is a Measure and Value physical works for the George Drive, Huntly Wastewater Renewals.

1.2 The contract period is 10 weeks.

1.3 The scheduled quantities tendered on include:

- Sections of gravity sewer pipeline (approximately 350m of 180mm PE pipe) in both private property and the road reserve;
- A sewer rising main (approximately 350m of 140mm dia PE pipe) in the road reserve;
- A package sewer pump station partially in the road reserve and the stop bank;
- Private connections from the commercial properties on George Drive to the gravity sewer pipeline;
- Ancillary works including scour, air valves as well as associated chambers and rigid pipework, tees bends and fittings;
- Electrical cabinet and associated works;
- Testing and commissioning;
- All traffic control and reinstatement of surfaces.

#### 1.4 Project Allocation Budget

The budget for this project is \$753,365.00, which comes from the District Wide Waste Water Reticulation Renewals (IWW11500.0116) with \$721,977 remaining funds available.

## 2.0 REPORT

### 2.1 Tenders Received

Tenders were invited from members of the Three Waters Reticulation Panel (Contract No. 13/008). Three tenders were received prior to the advertised closing time of 2pm on 8 March 2016.

## 2.2 Tender Evaluation

A summary of the tenders received and the result of their evaluation is as follows:

Rank	Contractor	Tendered Price
1	Smythe Contractors Ltd	\$511,125.10
2	Spartan Construction Ltd	\$685,214.00
3	HEB Construction Ltd	\$759,647.46

- 2.2.1 The tenders were assessed in accordance with New Zealand Transport Agency's Procurement Manual, using the 'Lowest Price Conforming Method' for physical works as detailed in the tender documents. This procedure recommends that the tenderer with the lowest price is awarded the contract provided they have passed the evaluation of each of the non-priced attributes.

The Engineer's Estimate for this contract was \$627,200.60.

## 2.3 Preferred Tenderer

- 2.3.1 Following tender evaluation, the preferred tenderer is Smythe Contractors Ltd who has completed similar work in the past to a satisfactory standard.

## 2.4 Financial

### 2.4.1 Expected Project Costs

Following the tender process, the total commitment for this project is expected to be \$591,125.10, which is made up as follows:

Project Management	\$ 30,000.00
Tendered Sum (Preferred Tender for this contract)	\$ 511,125.10
Contingency Sum	\$ 50,000.00
<b>Total Project Cost</b>	<b><u>\$ 591,125.10</u></b>

### 2.4.3 Credit Check

A credit report on the Company is currently being carried out and will be available on 4<sup>th</sup> April 2016.

### 2.4.4 Finance Check

The Management Accountant has checked numeric calculations within the report and confirmed that the budget and funding for this contract is available and correct.

## 2.5 Health & Safety Register

The preferred tenderer is on the Approved Contractors Register and has a good track record in health and safety on WDC contracts.

## 2.6 Contract Risk

A risk assessment previously carried out on this project identified the risk as low. These risks have been addressed in the contract document.

## 2.7 Approved Contract Sum

2.7.1 This is a Measure and Value Contract and as such the final payment will be determined by the actual amount of work carried out. The approved contract sum should be the tender sum plus a \$50,000.00 contingency sum. To cover this Approved Contract Sum should be set at \$561,125.10.

## 3.0 RECOMMENDATION

3.1 It is recommended that:

3.1.1 The tender submitted by Smythe Contractors Ltd in the sum of: Five hundred and eleven thousand, one hundred and twenty five dollars and ten cents (\$511,125.10), excluding GST, be approved for Contract No 15/192: George Drive, Huntly Wastewater Renewals

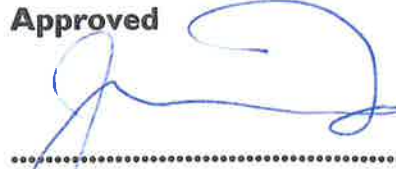
3.1.2 The approved contract sum be set at \$561,125.10

### Recommended



**Adam van Niekerk**  
**Project Engineer**

### Approved




**Josy Cooper**  
**Programme Delivery Team Leader**

### Financial information reviewed by




**Carole Nutt**  
**Management Accountant**



**Jacki Remihana**  
**Programme Delivery Manager**



**Tim Harty**  
**General Manager Service Delivery**



**T G Whittaker**  
**Chief Executive**

*Acting*



## MEMORANDUM



To	Gavin Ion, Chief Executive and Tim Harty, General Manager Service Delivery
From	Adam van Niekerk, Project Engineer
Subject	<b>Tender Evaluation : Contract No. 15/165 : Design and Construct for Dedicated Supply Main</b>
File	15/165
Date	22 March 2016

**1.0 INTRODUCTION**

1.1.1 Contract No. 15/165 is Design and Construct contract for a dedicated supply main to the intended new reservoir location at Jackson Street Cemetery, Ngaruawahia.

1.2 The contract period is 16 weeks.

1.3 The scheduled quantities tendered on include:

- 2,800m of new 250mm dia. PE100 SDR11 PN12.5 watermain installed by a combination of directional drilling and open trench methods.
- Connection of new watermain to existing watermain.
- Supply and installation of new valves, prefabricated bends and concrete thrust blocks.

**1.4 Project Allocation Budget**

The available budget for this project is \$915,386.75, which comes from Projects. *IWA11500.0116*, *IWA13222.0116* and *IWA11620.0116* in the 2015/2016 Annual Plan and is made up as follows:

District Wide water supply reticulation renewals <i>IWA11500.0116</i>	\$ 600,386.75
Central District Water Supply New Reservoir, Horotiu <i>IWA13222.0116</i>	\$ 210,000.00
Watermain Upgrades, Ngaruawahia <i>IWA11620.0116</i>	\$ 105,000.00
<b>Total Funds Available</b>	<b><u>\$ 915,386.75</u></b>

For transparency and ease of reporting, a single project should be used to hold the budget and capture the actuals. As the full budget of the Ngaruawahia Watermain Upgrades (*IWA11620.0116*) is being used for these works, it is recommended that this project should hold the entire project works budget.

## 2.0 REPORT

### 2.1 Tenders Received

Tenders were invited from members of the Three Waters Reticulation Panel (Contract No. I3/008). Two tenders were received prior to the advertised closing time of 2pm, 7 March 2016.

### 2.2 Tender Evaluation

A summary of the tenders received and the result of their evaluation is as follows:

Rank	Contractor	Tendered Price
1	HEB Construction Ltd	\$801,905.69
2	Spartan Construction Ltd	\$884,899.00

- 2.2.1 The tenders were assessed in accordance with New Zealand Transport Agency's Procurement Manual, using the 'Lowest Price Conforming Method' for physical works as detailed in the tender documents. This procedure recommends that the tenderer with the lowest price is awarded the contract provided they have passed the evaluation of each of the non-priced attributes.

The Engineer's Estimate for this contract was \$695,175.00.

### 2.3 Preferred Tenderer

- 2.3.1 Following tender evaluation, the preferred tenderer is HEB Construction Ltd who has completed similar work in the past to a satisfactory standard.

### 2.4 Financial

#### 2.4.1 Expected Project Costs

Following the tender process, the total commitment for this project is expected to be \$896,905.69, which is made up as follows:

Project Management	\$ 15,000.00
Tendered Sum (Preferred Tender for this contract)	\$ 801,905.69
Contingency Sum	\$ 80,000.00
<b>Total Project Cost</b>	<b><u>\$ 896,905.69</u></b>

#### 2.4.3 Credit Check

A credit report on the Company is currently being carried out and will be available on 22 April 2016.

#### 2.4.4 Finance Check

The Management Accountant has checked numeric calculations within the report and confirmed that the budget and funding for this contract is available and correct.

## 2.5 Health & Safety Register

The preferred tenderer is on the Approved Contractors Register and has a good track record in health and safety on WDC contracts.

## 2.6 Contract Risk

A risk assessment previously carried out on this project identified the risk as low. These risks have been addressed in the contract document.

## 2.7 Approved Contract Sum

2.7.1 This is a Lump Sum Contract and as such the final payment is determined by the Tender Price. The approved contract sum should be the tender sum plus a \$80,000.00 contingency sum. The Approved Contract Sum should be set at \$881,905.69.

## 3.0 RECOMMENDATION

3.1 It is recommended that:

3.1.1 The tender submitted by HEB Construction Ltd in the sum of: Eight Hundred and one thousand, nine hundred and five dollars and sixty nine cents (\$801,905.69), excluding GST, be approved for Contract No15/165: Design and Construct for Dedicated Supply Main

3.1.2 The approved contract sum be set at \$881,905.69

3.1.3 Assigned budget from IWA11500.0116 for \$600,386.75 and IWA13222.0116 for \$ \$210,000.00 be transferred to the Ngaruawahia Watermain Upgrade project IWA11620.0116

**Recommended**

.....  
**Adam van Niekerk**  
**Project Engineer**

**Financial information reviewed by**

.....  
**Carole Nutt**  
**Management Accountant**

**Approved**

.....  
**Josy Cooper**  
**Programme Delivery Team Leader**

.....  
**Jacki Remihana**  
**Programme Delivery Manager**

.....  
**Tim Harty**  
**General Manager Service Delivery**

.....  
**GJ Ion**  
**Chief Executive**

### **Open Meeting**

<b>To</b>	Infrastructure Committee
<b>From</b>	TN Harty General Manager Service Delivery
<b>Date</b>	26 April 2016
<b>Prepared By</b>	KC Bredesen Business Support Team Leader/PA
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	1507625
<b>Report Title</b>	Service Delivery Report for April 2016

## **1. Executive Summary**

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

## **2. Recommendation**

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

**AND THAT** the land North of the bridge between Regent Street and the Waikato River be declared 'Lady Raiha Reserve' (Note this does not require a Reserves Act 1977 process to be followed as the site is legal road);

**AND FURTHER THAT** in accordance with Section 16 (10) of the Reserves Act 1977 the reserve at Great South Road legal description, Section 1 SO 305281, 5.1986ha be declared 'Te Mana o Te Rangi Reserve';

**AND FURTHER THAT** the Infrastructure Committee approve the change to the membership as per the Waikato District Council Delegations Register for the Rotokauri Lake Management Committee.

## **3. Attachments**

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- Aerial – Proposed Te Mana o Te Rangi Reserve
- Aerial – Proposed Lady Raiha Reserve
- Dash Board Reports
- WDA Dashboard Report
- WDC Council 3 Waters Compliance

## REPORT

### Service Delivery

#### Parks & Facilities

##### Tuakau Domain Toilet and Changing Shed

Council has taken ownership of the Tuakau Domain toilet and changing shed. The facility has been commercially cleaned, and will continue to be available to the Rugby League Club for their use on the understanding that they are responsible for cleaning (at their own cost) after use.

##### Aquatics Services Management Contract

The Aquatics Services Management Contract procurement process is near completion with a recommendation of a preferred contractor expected to go to the June Committee rounds.

##### Open Spaces Management Contract

Following the recent award of the District Wide Open Spaces contract to City Care Ltd, the transition process has commenced. A transition plan will be produced and be attached to the next month's report for information. Staff are working with City Care to ensure a smooth mobilisation process.

##### Garden Beds

With the change in season, the renovation of many garden shrub beds is underway across the district. This is a very visible sign of the progress being made in the Open Spaces area since the contract change over in January.

##### Naming of Reserves in Ngaruawahia

Two sites within Ngaruawahia have been identified as requiring naming. These are:

1. The land North of the bridge on Regent Street
2. The "Old Dump" site as it is locally known on Great South Road

Discussions with Ward Councillors and Iwi have identified that a preferable name for the land over the bridge on Regent Street is '**Lady Raiha Reserve**'. Lady Raiha Mahuta was the co-negotiator, along with Tukoroirangi Morgan, for the Waikato Raupatu River Settlement, from which the Joint Management Agreement with Waikato-Tainui has its origins. Lady Raiha signed the Settlement on the day she passed away and so the naming of this particular reserve in her honour would have special significance.

A name for the "Old Dump" site as it is locally known (on Great South Road) has also been discussed. A suggestion of '**Te Mana o Te Rangi Reserve**' has been provided. The history of this name is provided in Attachment One and seems fitting, given the history and the proximity of this reserve to Puke-i-Ahua.

In line with Council's reserve naming policy, the local iwi for the area and the Ngaruawahia Community Board have been consulted. Support has been received by the Community Board, Waikato Tainui and the Mahuta whanau. The Tuurangawaewae Marae has also been consulted and no concerns have been received.

**Recommendation:**

- 1. THAT the land North of the bridge between Regent Street and the Waikato River be declared 'Lady Raiha Reserve' (Note this does not require a Reserves Act 1977 process to be followed as the site is legal road);**
- 2. AND THAT in accordance with Section 16 (10) of the Reserves Act 1977 the reserve at Great South Road legal description, Section 1 SO 305281, 5.1986ha be declared 'Te Mana o Te Rangi Reserve'.**

Trails Strategy

In accordance with the Infrastructure Committee resolution in March, stakeholders (including Community Boards and Committees) are being given an opportunity to provide feedback on the draft Trails Strategy. The consultation period is open between 11 April and 30 May and the feedback received will help to determine the final makeup of the document, prior to reporting back to Council.

Halls Provision Study

Visitor Solutions have been appointed to undertake an assessment into the provision of halls throughout the district. They will look at options for preferred locations of the Mercer and Whatawhata facilities, both of which are upcoming projects in the Long Term Plan. They are also tasked to assess any needs for disposal/renewal of existing hall facilities in consultation with Hall Committees, where they exist. This study will inform our long term planning in this area in future.

Rotokauri Lake Management Committee – New Iwi Representative

Staff have been informed of a change to the membership of the Rotokauri Lake Management Committee for the Nga Uri o Maahanga (Ngati Maahanga) representative. Mr Poata Watene has been Ngati Maahanga representative on the Committee since 2013/14.

Prior to the last Rotokauri Lake meeting, Ngati Maahanga advised staff that they had a new representative to sit on the Committee. As per Delegations, Council is required to consider and confirm the committee membership.

This report advises that the new representative appointed by Ngati Maahanga to represent iwi interests on the Rotokauri Lake Management Committee is Mrs Paratai Tai Rakena as of April 2016.

The Delegations Register with Council will be updated to include Mrs Tairakena post this report and the recommendations being approved.

**Recommendation:**

**That the Infrastructure Committee approve the change to the membership as per the Waikato District Council Delegations Register for the Rotokauri Lake Management Committee.**

## Programme Delivery

### Recent Completed Projects

#### Manu Bay Seawall



#### Te Kauwhata Toilet

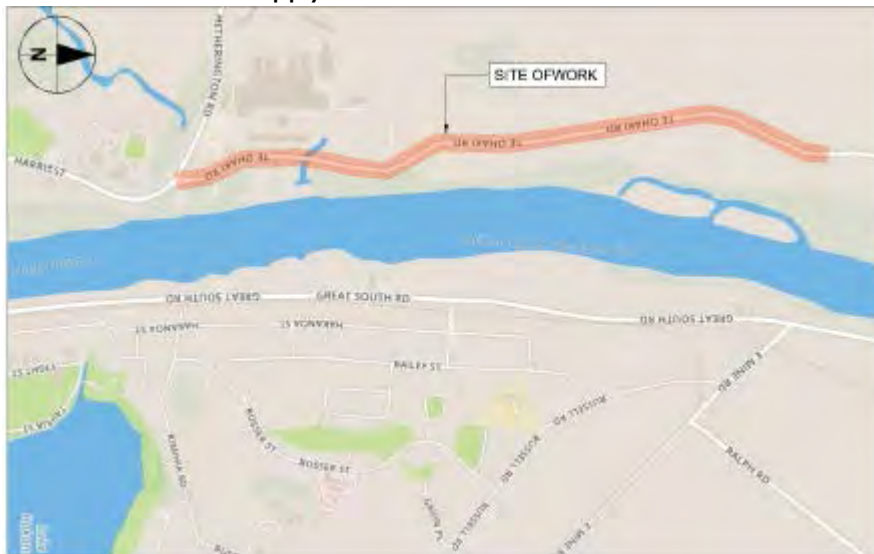




## Ngaruawahia to Hopuhopu Water pipeline



## Te Ohaaki Water Supply





## Whatawhata Cemetery Extension



### Current Projects

Ngaruawahia Community Facilities – GMD consultants are undertaking the professional services components including property stocktake, condition assessments, creation of a community steering group, community consultation and options report.

Tamahere Recreation Reserve – earthworks to be completed by the end of May, this includes installation of stormwater drainage, pond and leaving the reserve in a mowable condition.



Pokeno Wastewater scheme Phase II – currently undertaking individual consultation with property owners with a view to signing of agreements. Report back to Council in June 2016.

Meremere Library Feasibility – currently undertaking engagement with community and staff, condition assessment of current library and identification of alternatives for an options report.



Huntly Civic Centre Reroofing – Works are underway, a structural assessment of the exposed roof identified that the purlins needed reinforcing. This has been added to the building consent and works will be underway shortly. Work will be completed on time and within budget.

Skateparks – Meremere construction to start 16 May 2016 and Te Kauwhata is currently in concept phase and to be constructed in 2016/17.

Ngaruawahia Watermain Connection – This design and build contract for a pipeline to connect Ngaruawahia water treatment plant with the proposed new reservoir at Jackson Street Cemetery, will be awarded shortly.

George Drive, Huntly Wastewater – This contract has been awarded to Smythes, who will commence construction shortly. The owners and tenants of the properties have been consulted with and the works planned accordingly to minimise disruption to businesses.

Wastewater Tertiary Treatment System – design works are underway and geotechnical investigations have been completed.

Huntly Library Refurbishment – detailed design now complete, with tender for works to be advertised in May with construction in August 2016.

Ngaruawahia Front of House Upgrade – currently undertaking concept design options.

## **Waters**

### Refuse & Recycling Update

The Less Waste Saves More (Refuse and Recycling change of service) campaign is well underway and on track.

During the lunch break today (10 May 2016), staff will be available in Committee Room 1 for a drop-in information session around the changes and associated communications plan. This will be an informal chance for Councillors to come and ask questions of staff involved in the project.

### Smart Water Update

The Water restrictions were removed at the end of March following a successful summer campaign. Water Alert Level One was introduced in November 2015 and moved to Alert Level 2 in December. During this time water consumption was maintained at levels below 80% of capacity in all districts excluding Ngaruawahia where levels were frequently above 80%. Staff are investigating why this occurred.

### Water Metering

The installation of water meters has commenced in Ngaruawahia and Huntly. This is expected to take several months to complete, and as advised, customers will not be billed for water by volume until July 2017. Customers will be receiving at least two “dummy” invoices to indicate expected charges and provide an opportunity to change behaviours or fix leaks prior to actual billing. This will be communicated through the installation process.

## Roading

### Roadshows

The Long Term Plan details a key performance measure for the Roothing Section to undertake three public meetings within the district each year. The purpose of these meetings is to engage with the community, gain the public views around roading matters, and provide the community with information around work programme and the service delivery model (Alliance). The first roadshow of the year was undertaken in November 2015 at Naïke. The second was held in the Gordonton Hall on 21 April and the third at Te Mata on 27 April. Invitations were sent via a mailed flyer delivered to all residents within the associated ward approximately two weeks prior to the meetings.

#### Naïke Roadshow

The second Naïke meeting was held on the 19 November 2015. Approximately 60 people were in attendance. The additional objective of this meeting was to gain feedback on whether there were any notable improvements to the level of service over the last 12 months since the first public meeting. Feedback was generally positive with only a few issues raised that were more long standing problems that would require a significant level of intervention. These included:

- Drainage improvements on Matira Road
- Subsidence on Hetherington Road and Highway 22

A number of positive comments were received around the noticeable improvements on the unsealed network in particular since the formation of the Alliance. Specific areas of note were the work completed on Klondyke Road, Port Waikato – Waikaretu Valley Road, and Waimai Valley Road. Progress on remedial works to repair areas of instability on Highway 22 were also noted. There was also some discussion around Yellow Bristle Grass and Tutson control.

#### Gordonton Roadshow

The Gordonton meeting was well attended by approximately 70–80 people. The general topics for discussion were around:

- Some safety issues not being resolved
- Sealing of Valentine Road
- Grading around some of the roads in the ward (including Valentine Road)
- SHIB issues and lack of action.

There was a clear message from the meeting that the level of maintenance on the unsealed roads needed to be improved. There was also support for the reinstatement of the seal extension programme at the next opportunity. Staff gave a commitment to follow up on maintenance issues raised and close out the safety issues. All State Highway issues will also be raised with NZ Transport Agency and feedback given to those who raised them. The other issue of contention was the safety at the Lake Road/Dawson Road intersection. Minor improvements are currently under consideration.

#### Te Mata Roadshow

The Te Mata meeting was well attended by an estimated 40 people. The bulk of the discussion was around the maintenance of the unsealed network in the Raglan Ward. Other issues that were raised included control of yellow bristle grass both on local roads and

SH23, parking and safety matters around Waitetuna Valley School, the status of the slip repairs on Kawhia Road, and traffic safety on Kawhia Road.

It was clear from the meeting that the attendees took a keen interest in maintenance activities within their ward. There was a strong message around improving the level of maintenance on the unsealed network which the Roding Team is committed to. Staff will report back to the Te Mata community in twelve months to gauge the level of satisfaction with the progress made. There was a general understanding about Council's decision around discontinuing the seal extension programme to focus on maintaining what we have got.

## Status of Roading Projects

### Design Phase

#### 2015/16

#### Rehabilitation

The designs for all 2015/16 pavement rehabilitations are complete.

#### Minor Improvements and Miscellaneous Projects

Ward	Name/Location	Status
Whangamarino	Mangatangi Rd Footpath	Project transferred to the maintenance crews to be constructed with the district footpath programme by 30 June.
Ngaruawahia	Patterson Park Netball Courts Resurfacing	Project handed over to WDC Programme Delivery team. After initial investigations, project scope has changed, with consultants Harrison Grierson now undertaking geotechnical investigations.
Ngaruawahia	Hakarimata Walkway Carpark	Carpark design completed and handed to WDC Programme Delivery for construction. Contract awarded to Schick Construction & Cartage Ltd. Expected project completion by end of May.
Newcastle	Te Kowhai Rd Footpath	Footpath connection at Te Kowhai Rd/Bedford Rd intersection. Design continuing for construction this season.

**Construction Phase****2015/16**

<b><u>Rehabilitation Contract No.</u></b>	<b>Ward</b>	<b>Name/Location</b>	<b>Route Position</b>	<b>Lengths (Km) to be constructed</b>	<b>Status</b>
WDA	Huntly	Glen Murray Rd I	0.405 – 0.518	0.113	Construction complete.
WDA	Onewhero-Te Akau	Highway 22	57.830 – 60.786	2.956	Construction complete.
WDA	Tamahere	Pickering Rd	0.403 – 1.263	0.860	Construction complete.
WDA	Awaroa ki Tuakau	Pokeno Rd III	0.497 – 0.747	0.250	Construction complete.
WDA	Onewhero-Te Akau	Port Waikato – Waikaretu Rd	16.275 – 16.394	0.119	Construction complete.
WDA	Whangamarino	Koheroa Rd	3.340 – 3.400	0.60	Construction complete.
WDA	Onewhero-Te Akau	Onewhero-Tuakau Br Rd	3.729 – 4.630	0.901	Located 1.2km from Onewhero Village. Gabion walls and construction of two timber pole retaining walls are underway.
WDA	Awaroa ki Tuakau	Pokeno Rd I & II	1.250 – 2.894	1.644	Project is from Munro Road running west. Earthworks are underway.
15-8PR 0001 Schick Constr.	Ngaruawahia	River Rd	5.034 – 7.297	2.263	From Perry's cleanfill site to Driver Rd. Earthworks are complete. Western half of project is sealed. Pavement construction is underway on the eastern half.
15-8PR 0004 Fulton Hogan	Huntly	Glen Murray Rd II	11.652 – 12.574	0.922	Site is located 155m east of Tikotiko Rd intersection. Construction is underway.

<b>Rehabilitation Contract No.</b>	<b>Ward</b>	<b>Name/Location</b>	<b>Route Position</b>	<b>Lengths (Km) to be constructed</b>	<b>Status</b>
WDA	Huntly	Hakanoa St	0.246 – 0.431	0.185	From Bells Crossing Street running north. Construction is programmed for late April.
WDA	Awaroa ki Tuakau	Wily Rd	2.422 – 2.640	0.218	Construction underway.



## **Roading**

### **District Wide Contracts**

#### **Pavement Marking Contract**

The district wide remark was completed at the end of March.

#### **Bridge Painting Contract**

Work on the Tuakau bridge started the week of 11 April. It will take approximately 5-6 weeks to set up the environmental controls, clean and paint the bridge. Having to allow for the passage of wide agricultural vehicles has slowed progress down as all construction equipment needs to be taken off the bridge carriageway to allow them to travel over the bridge.

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

#### **Team**

Results of the climate survey completed by WDC were shared with the team and areas of focus were discussed. The responses generally scored at or slightly ahead of the organisation's score.

A staff engagement survey specific to the Waikato District Alliance (WDA) staff is due to be carried out in the latter part of May. This is expected to serve as a benchmark with the goal of an improving trend over subsequent years.

A team building activity will take place in June (Tough Guy and Gal Challenge), with the Alliance entering a team of 17 staff.

#### **Zero Harm**

There has been a positive increase in the number of CoPTTM and Zero Harm audits undertaken on the network.

The reporting culture remains very strong and the honesty in reporting continues with all incidents and near misses being thoroughly investigated. No injuries were reported during March.

The early period of March saw a trend in utility service strikes, minor property damage and instances of TTM lapses where members of the public were allowed access onto site mixing with work vehicles.

A safety stand down meeting was held in the middle of March with the simple message that if we didn't change how we worked we were very likely to injure our people.

### **Asset Management**

Field validation is now complete for the 10 Year Forward Works Programme (FWP), with a draft 10 Year FWP now in place.

Design work will begin shortly with the view to having sufficient projects ready to commence construction on 1 September 2016 (both self-performing and outsourced work).

The High Speed Data survey on the sealed roading network is now underway. This survey captures road data using multiple lasers which enables the asset management team to make data driven decisions around renewals. This data will also enable us to understand the long term network performance.

The WDA have committed to future drainage and surfacing (sealed and unsealed) maintenance of Parks & Reserves assets. WDA Network Engineers are currently undertaking condition assessments of 113 sites, with the information expected to be available for review in mid-May. This will enable a rough order cost for the work to be put together.

The design for Te Kowhai Road/Bedford Road footpath is almost complete for handover to the Maintenance Team for construction. This section of footpath is being extended to provide safe foot passage from the existing path on Horotiu Road to Bedford Road. This completes the 2015/16 construction season design programme.

Surveying and field testing for the 2016/17 season pavement rehabilitations and minor safety works are currently being organised. Design on these projects will commence as the survey and field results are available.

### **Renewals**

Physical works are tracking to be finished by the end of May with 11.2km of pavement rehabilitation complete (70% of the overall programme). A number of projects are substantially advanced but will only be considered complete when sealed.

Works are now complete on the Glen Murray Road I, Koheroa Road, River Road I, II, III & IV (Sections 1 and 2) and Highway 22 rehabilitation projects.

Works currently underway or that are scheduled to start shortly include:

- Pavement Rehabilitations - the final sections of River Road I, II, III & IV, Glen Murray Road II, Hakanoa Street, Wily Road, Onewhero-Tuakau Bridge Road and Pokeno Road.
- Slip Sites - Ruakiwi Road RP 10.1.

**Figure 3 – Koheroa Road rehabilitation**



Resealing crews have completed approximately 142km to date, this equates to 95% of the total reseal programme, with programme completion due at the end of April.

### **Maintenance**

Service Request response and completion times continue to trend positively, with the average response time now sitting at around 2 days.

The third grading round is complete and we are looking to undertake selective metaling prior to the winter months.

Pre-reseal stabilising repairs are now finished for the season. A total of 4521m<sup>2</sup> of general stabilisation patches have now been completed.

A current focus on drainage improvements around the district is underway with the culvert inspection programme well advanced. The WDA will soon be in a position to commence, programming and undertake the resulting work from the inspections.

Vegetation maintenance continues to be carried out, with around 2641km of mowing completed this year. We have begun targeting overhanging vegetation around the district.

We are soon to commence a trial of 3 compacting bins in Pokeno. There has been a large volume of complaints over the years with regards to the bins outside the popular Pokeno ice cream shops reaching capacity quickly; thus meaning a large amount of loose litter blowing around. The trial bins have a capacity equal to 600 litres of loose rubbish and will not only save in plant and labour costs but will also ensure that the level of service is met without significant increase in servicing costs.

### **Other Projects**

#### **Te Awa Cycleway**

##### **Horotiu Cycle Bridge**

Tenders for the Design and Construct proposal will close shortly and will be evaluated during the week commencing 25 April. The business case is with NZ Transport Agency which will confirm the level of funding provided by the Agency. The programme is on track to be complete by December 2016. The balance of their property purchases are progressing in parallel with the tender process.

##### **Footpath – Golf Course to Horotiu Bridge**

Tenders are about to be invited for the Design and Construct proposal to connect the final section of the river ride between Ngaruawahia and Hamilton.

#### **Taupiri Mountain - Mangawara Stream Crossing**

The business case has been submitted to the NZ Transport Agency for consideration. This will lead to the discussion around level of funding that the Agency will provide.

The resource consenting process is progressing.

The preparation of documents for the Design and Construct proposal is being undertaken by Beca. Adding the project into the scope of work undertaken by the WDA is being discussed with NZ Transport Agency. A value proposition is under preparation to support this procurement approach.

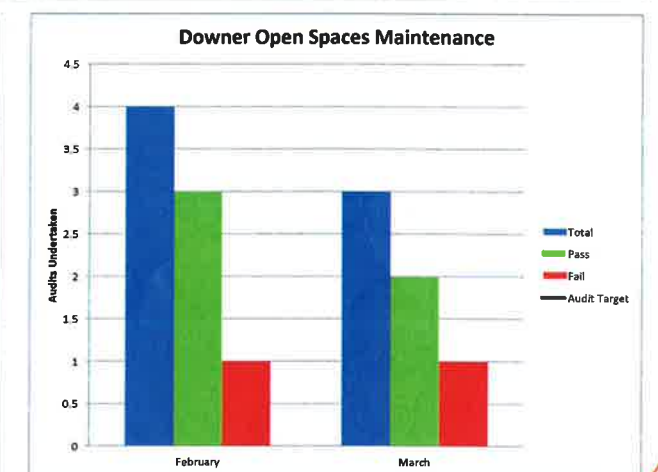
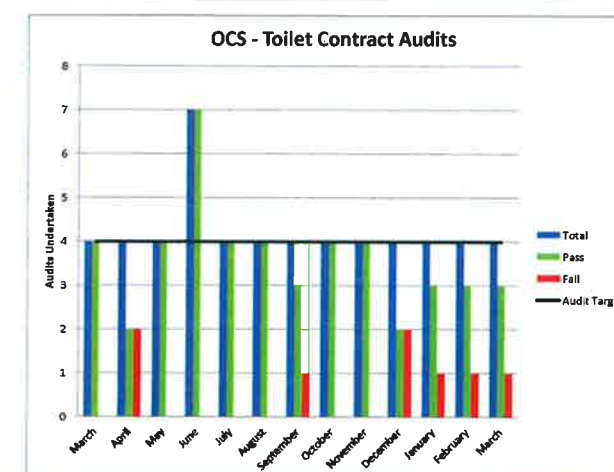
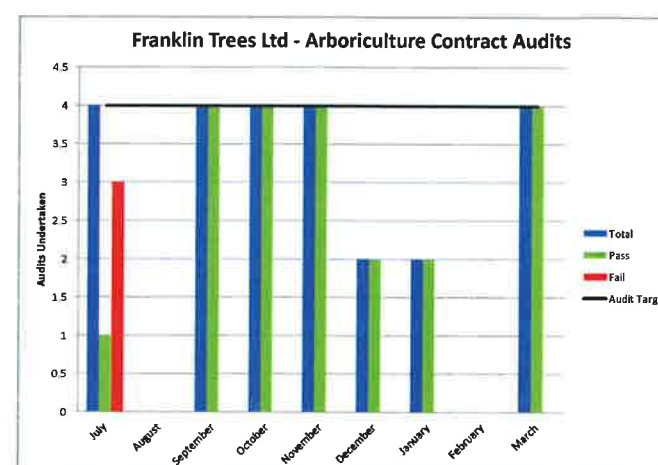
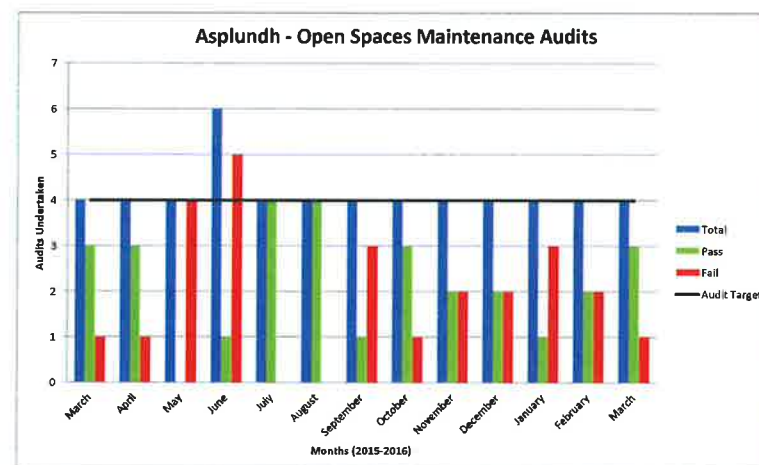
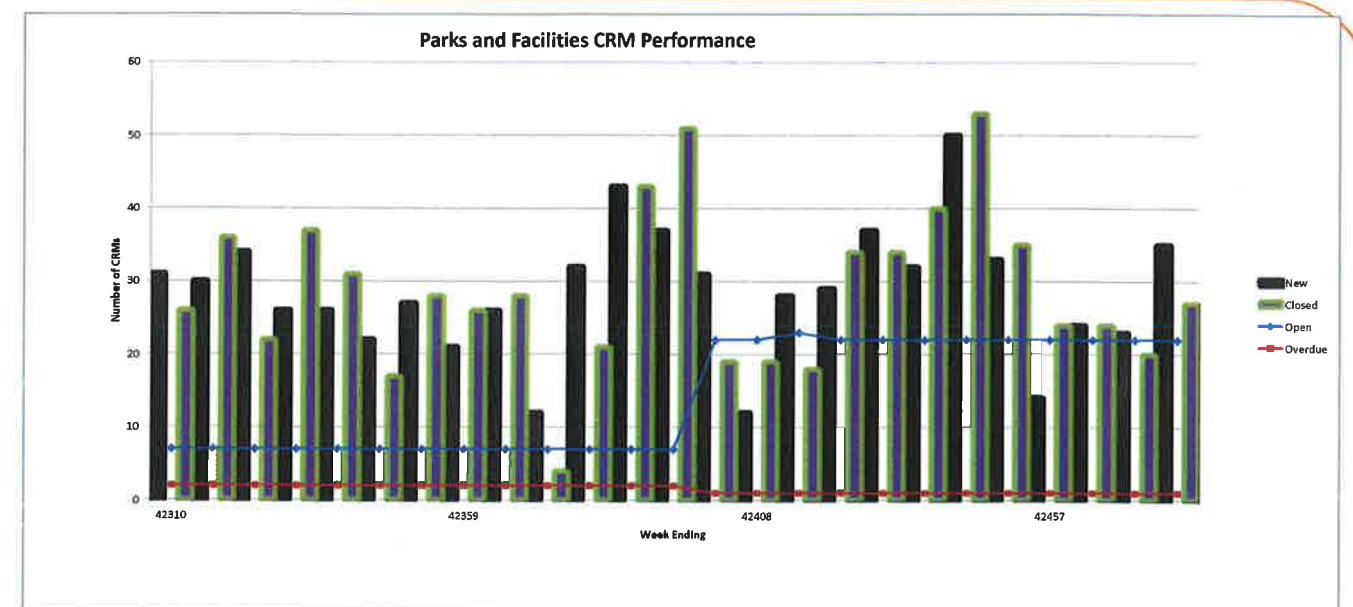
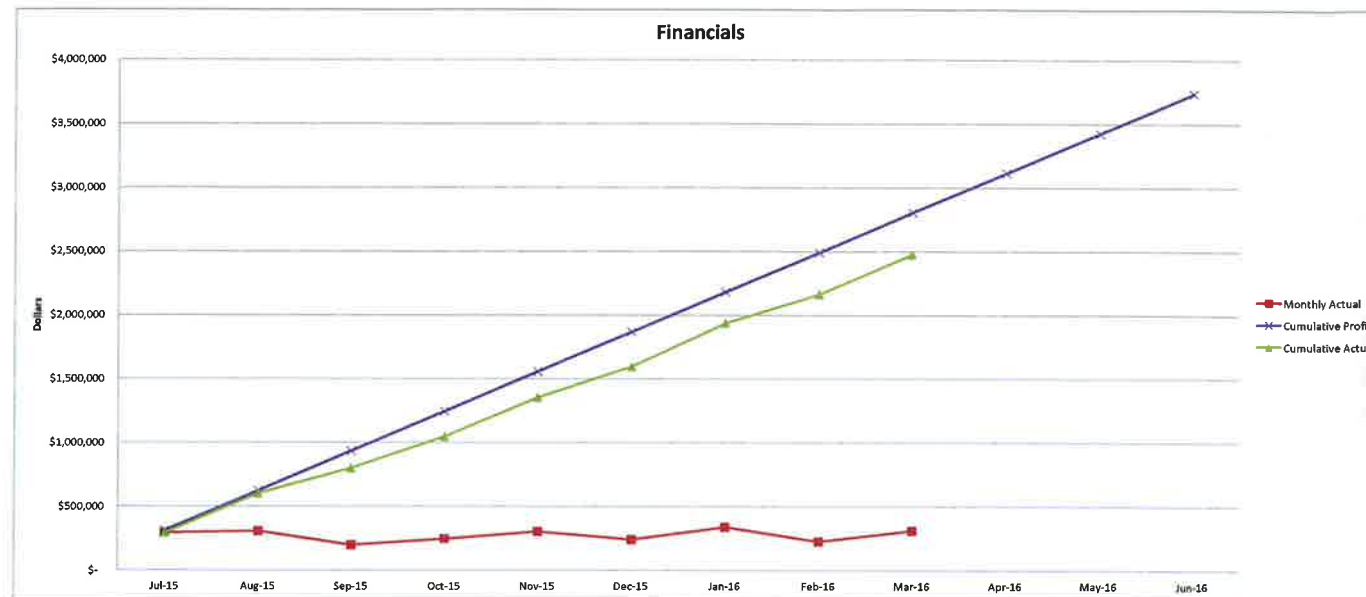
**Events – Car Rallies, Races, Parades, Road Closures**

<b>S.No</b>	<b>Event Name</b>	<b>Roads Affected</b>	<b>Event Date</b>	<b>Road Closure</b>	<b>TMP Status</b>
1	ANZAC Parade - Tuakau	George Street and Madill Street	25-Apr-16	Yes	Approved
2	ANZAC Parade - Ngaruawahia	Galileo St, Jesmond St, Great South Road, Waingaro Road, Broadway St and Market Street	25-Apr-16	Yes	Police Managing Traffic
3	ANZAC Parade - Raglan	Bow Street	25-Apr-16	Yes	Approved
4	Counties Manukau Cycling Event	Bald Hill Road, Waiuku Road, Masters Road, Hill Road and Wily Road	18-Jun-16	No	TMP Under Review
5	Karioi Classic Cycle The Mountain	Whaanga Road, Te Hutewai Road, Ruapuke Road, Tukurimu Road and Waimaori Road	31-Jul-16	Yes	TMP Under Review

## Activity Dashboard Report

**Programme :** Open Spaces Operations  
**Manager:** Gordon Bailey

**Date:** Mar-16  
**Version:** Final



### Comments:

#### CRM Performance:

There were two spikes in service requests over the February – March period. These spikes reflect the issues around obtaining permission to undertake maintenance from Kiwi Rail and NZTA for traffic management and rail corridor access on State Highway One through Huntly. These issues have now been resolved. The team is working hard to resolve all service requests within the allotted time frame.

#### Financial:

The current monthly cumulative actual of \$1,924,664 is less than the cumulative profile of \$2,181,100. This is an improvement from the prior month deficit and reflects the additional works required by Downer and Asplundh to get open spaces back up to specification.

#### Audits: Asplundh (Open Spaces Maintenance Contract)

The contract specifies a minimum of four audits per month and a pass mark of 90% and above. Asplundh audits have averaged 89% over March. The highest audit scored 91% and the lowest scored 84%.

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

The contract specifies that 4 audits be undertaken each month. The audit pass mark is 95% and above. Franklin Trees audits averaged 100% over March.

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

The contract specifies that 10% of the Public Cleaning Contract shall be audited each month. An audit pass mark is 90% and above. OCS audits averaged 90% over March. The highest audit scored 91% and the lowest scored 87%.

#### Audits: Downer (Open Spaces Maintenance Contract)

It has been agreed with the contractor for this interim contract that joint inspections/audits will be undertaken on a regular basis to assess performance. A pass mark is set at 90%. During the March period 3 audits were undertaken, the highest being 98% and the lowest 80%.

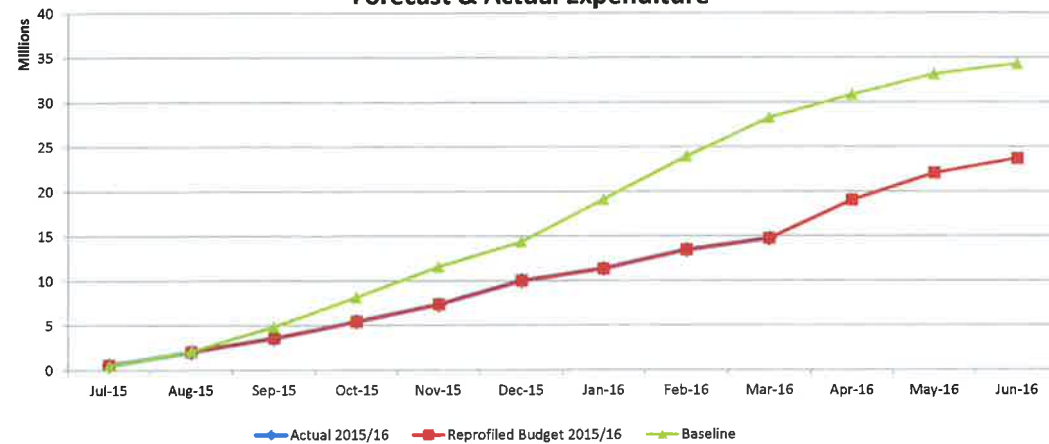


# Activity Dashboard Report

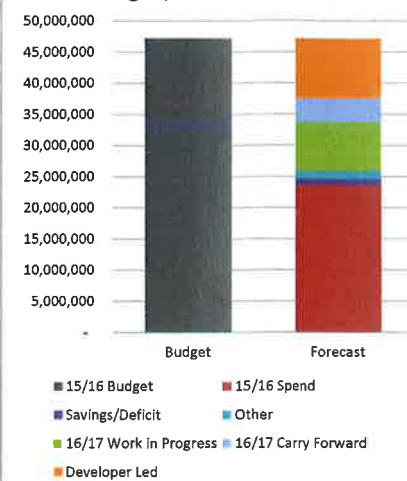
Programme : Programme Delivery, Waters and Parks & Facilities  
Manager: Tim Harty

Date: March 2016  
Version: Final

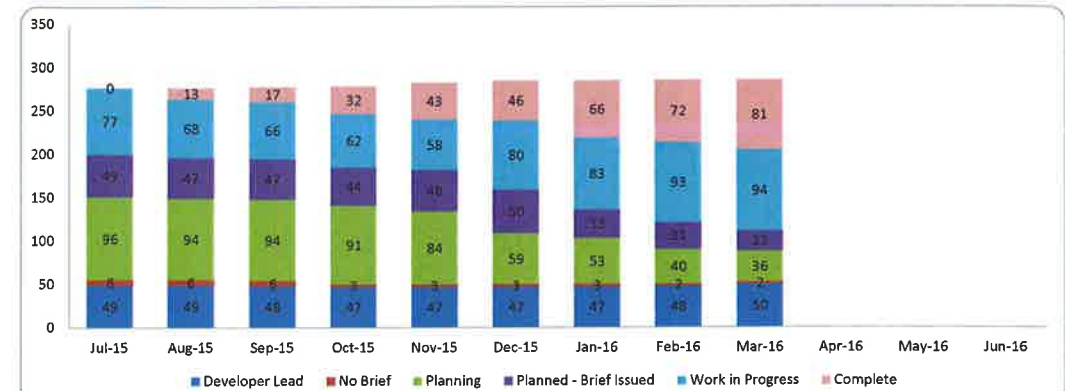
Forecast & Actual Expenditure



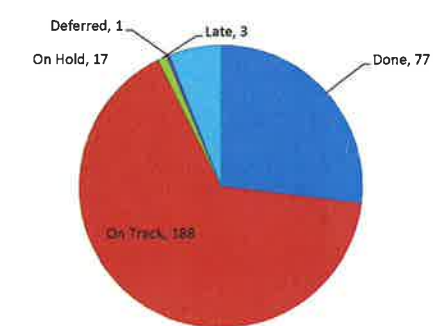
Budget/Forecast Totals



Project Status



Current FY Timeliness



## Comments:

**Done** - 77 projects are have been completed (includes those carried forward from 2014/15).  
**On hold** -17 projects are on hold pending scope decisions.  
**Late** - Reduced from 6 down to 3 this month  
**Deferred** - 1  
**On track** - 188 projects are on track to be completed in 2015/16.

Programme/Manager	Annual Budget	Profiled % to Date	Actual % to Date	Profiled (\$000's) to Date	Actual (\$000's) to Date	Variance Status
Three Waters - Planning	10,127	14%	14%	1,424	1,424	
Three Waters - Operations	2,259	54%	54%	1,221	1,221	
Parks and Facilities - Planning	5,302	4%	4%	229	229	
Parks and Facilities - Operations	3,047	61%	61%	1,864	1,864	
Programme Delivery	26,533	36%	36%	9,665	9,665	
<b>TOTAL WAF CAPITAL WORKS</b>	<b>47,268</b>	<b>30%</b>	<b>30%</b>	<b>14,403</b>	<b>14,403</b>	

## Comments:

### FORECAST & ACTUAL EXPENDITURE

- \$2.1m out of a total budget of \$47.3m was forecast to be spent in March 2016. Actual expenditure was \$1.3m. Total spend to YTD \$14.4m against forecast of \$15.1m

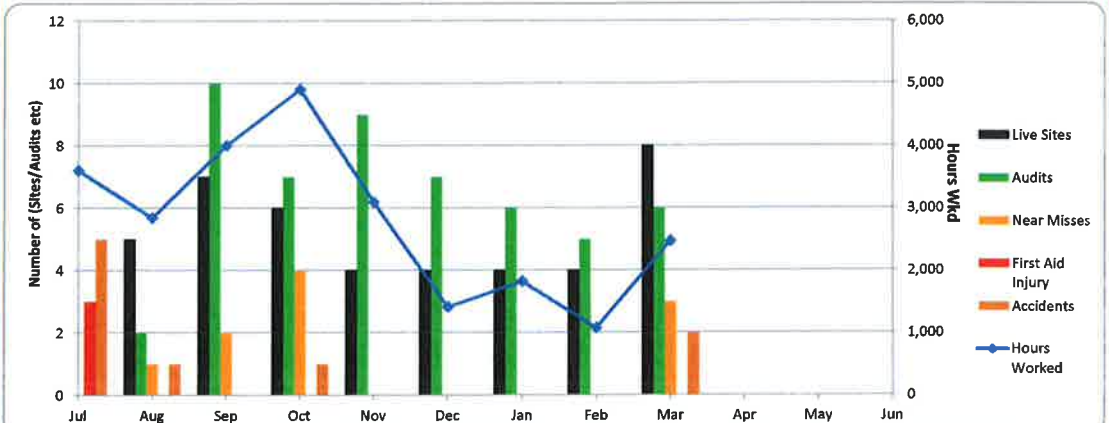
### FORECAST/BUDGET TOTALS

- **2015/16 Developer Led** - \$9.5m has been identified to be dependant on developers, land purchases and customer requests  
- 2015/16 Work in Progress \$7.6m and predicted Carry Overs \$ 3.7m

### CARRYFORWARDS

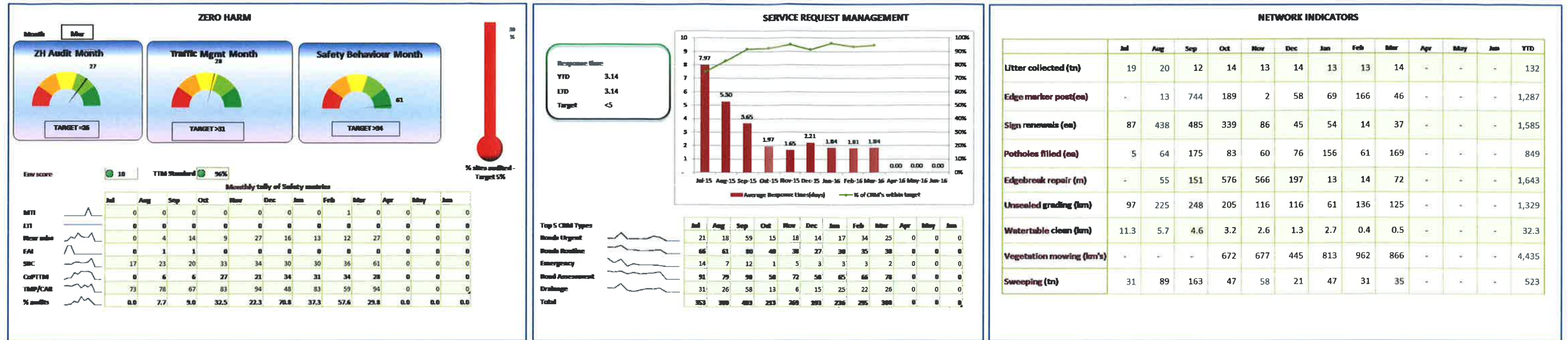
55 Projects that were carried forward from 14/15 have been completed, with 29 currently in progress

Health & Safety - Physical Works

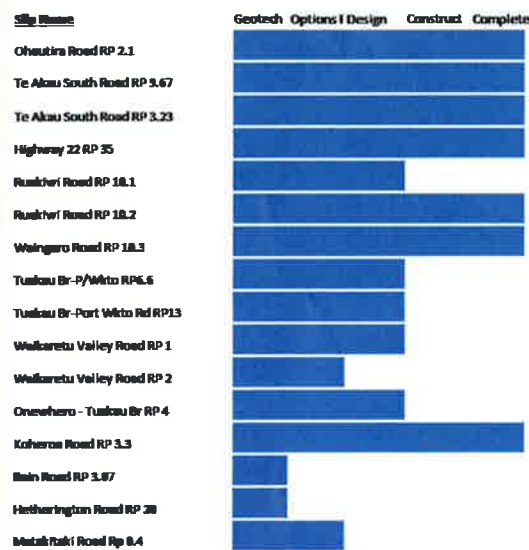


- Two active contracts had non conformances for the month regarding PPE and working at heights, both were rectified on site at time of non conformance.  
- Two incidents - one in regards to the Raglan spill and one with a hydraulic line break

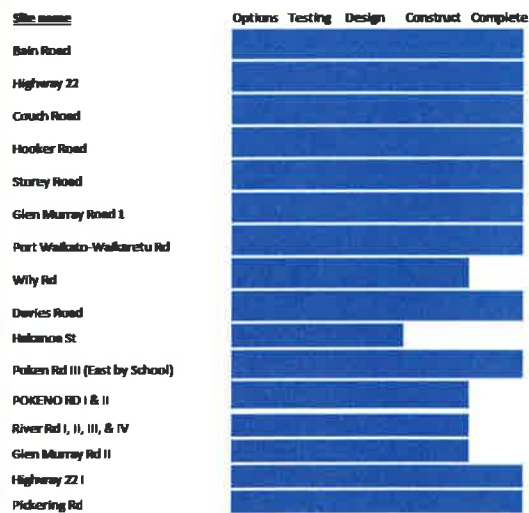
# WAIKATO DISTRICT ALLIANCE DASHBOARD - March 2016



## SLIP MITIGATION WORKS - STATUS



## PAVEMENT REHABILITATION SITE WORKS



## FINANCIAL SUMMARY YEAR TO DATE



## KEY PERFORMANCE INDICATORS

### Zero Harm

Early March saw an increase in Zero Harm incidents reported. No injuries were presented in this period and thorough investigations were undertaken for all incidents.

### Customer

March totalled 300 service requests allocated to the WDA, with an average response time of under 2 days, 94.7% of which were completed/resolved within target timeframes.

### Financial

This month will be a big month for the alliance with the completion of reseals and the replacement of Rotowaro road culvert. Road reconstruction has also made significant progress with only 2.5km of rehabilitations to be completed in May.

### Team

A staff engagement survey specific to the WDA staff is due to be carried out in the latter part of May.

### Risk

The Risk Management Plan has been revised and approved. A risk workshop was held in March using the PESTLE analysis to understand the external environment and dependencies.

### Quality

A post completion audit was undertaken on district-wide signage. The audit reviewed 12% of the total amount of work that was undertaken since the WDA mobilised, with 94% of sites compliant.

### Bright Ideas/Innovation

A trial of 3 compacting bins in Pokeno will begin soon. The bins have a capacity equal to 600 litres of loose rubbish and will not only save in plant and labour costs but will also ensure that the level of service is met without significant increase in servicing costs.

### Key

MTI - Medical Treatment Injury

Near miss - Event that could have the potential to cause harm

FAI - First Aid Injury

SBC - Safety Behavioural Conversation

TMP/CAR - Number of TMP/Corridor Access Requests Received



# Waikato District Alliance Key Performance Indicator Dashboard



KRA	KPI	Frequency	Target	Mar	Comments
Zero Harm	Safety Behaviour Conversations	Monthly	34	✓	
	Temporary Traffic Management Audits	Monthly	31	⚠	
	Quality of TTM	Monthly	>85%	✓	
	Zero Harm Audits	Monthly	26	✓	
	Environmental Audits (Ave score)	Monthly	100%	✓	
	Near Miss Reporting (Actions completed)	Monthly	>80%	✓	
Customer/Stakeholder	Timely Response	Monthly	<5 days	✓	
	% of customers responded to within timeframes	Monthly	>80%	✓	
	Benchmark SR response times with other networks	Half yearly	Ranked - Standard deviation	✓	
	Customer satisfaction	Annually	Improving trend	●	As per WDC time frame
	Stakeholder engagement (internal)	Annually	3 structured sessions within SD	⚠	2 complete plus last minute cancellation from Proj Del
	Stakeholder engagement (external)	Annually	2 p.a.	✗	Planning 1 with Forrestry, 1 with Utilities
	Public engagement	Annually	3 Roadshows p.a.	✓	
Operational Delivery	Grading compliance		30mm max corrugation, 100mm max depth pothole, or safety hazard, no visible clay, max 70mm deep rutting over any 10m length	✗	1 road near to 30mm corrugation 2 clay patches (1 of 1m, 1 of 4m) out of 13km surveyed
	Signs and edge marker post (EMP) compliance	Monthly	>80%	✓	
	Sealed pavement pothole and edge break compliance	Monthly	Pothole 50mm max depth, or safety hazard. Edge breaks not becoming a safety hazard.	✓	
	Detritus and litter compliance	Monthly	10 items of litter (any 5 over 20cm <sup>3</sup> ), over sample 500m	✗	3 clusters of litter out of 24km surveyed
	Vegetation compliance	Monthly	Sight lines maintained, vegetation not obscuring signs or EMPs	✓	
	Planned works completed	Monthly	>70%	✓	
	Shoves, ruts and deformation response times	Monthly	Resolved within 1 week	●	Data will be available for April following process change
Network Performance	Rutting, Roughness and Texture condition on sealed network	Annually	Improving trend	●	Data available end of May
	Smooth travel Exposure (STE)	1 to 2 yearly	>91%	●	Data available end of May
	Footpath service standard	Annually	90% Cat 3 or better	●	Baseline data TBC
	Percentage of road network resurfaced	Annually	8%	✓	
	Asset consumption/Residual pavement life	Annually	Improving trend	●	Long term measure. Baseline dat to be collected this FY
Innovations	Number of innovations proposed and implemented	Annually	10 p.a.	✗	6 innovations recorded
Financial	Actual cost vs. Target cost	Monthly	Actual cost lower than target cost	●	Data to be determined by end of FY
	Benchmarking of costs	Annually	≤ peer networks	●	
People	Staff engagement survey	Annually	Improving trend in staff engagement.	●	Baseline data to be obtained from 2016 survey
	Staff engagement survey	Monthly	Progress against actions planned from survey	●	

## Key

- ✓ Target achieved or exceeded
- ⚠ between 80% and 100% of target
- ✗ less than 80% of target
- Data not available



## WAIKATO DISTRICT COUNCIL 3 WATERS COMPLIANCE

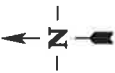
Site		2015-16 Internal Check				WRC Compliance				Major Resource Consent Issues		2014-15	Major Drinking Water Standards Issues		2014-15
		Q3	Q4	Q1	Q2	2014-15	2013-14	2012-13	2011-12						
Wastewater	NGARUAWAHIA					High Level	Partial	Partial	Partial						
	HUNTLY					High Level	Partial	Partial	Partial						
	RAGLAN					Partial	High Level	Partial	High Level	Discharges outside of consented period, High TSS, High bacteriological counts					
	TE KAUWHATA					Full	Full		High Level						
	TAUWHARE					Partial	High Level		Full						
	TE KOWHAI					Partial	High Level	High Level	High Level						
	MEREMERE					Partial	Partial	Partial	Partial	Discharge volume and hours exceedence, O&M manual update					
	MARAMARUA					Full	High Level		High Level						
	MATANGI					High Level	High Level	Partial	High Level						
Level of Service							66.7%	44.4%	66.7%						
Stormwater	RAGLAN	As per the SW Managment Plan				Full		Full		Sample as per the monitoring programme					
	HUNTLY					Full		Full	Full						
	NGARUAWAHIA					Full		Full	Full						
	TE KAUWHATA					Full		Full							
	VILLAGE					Full		Full							
Level of Service							100%	100%	100%						
Water	NGARUAWAHIA				WIP	High Level				One daily take exceedence, BW RC renewal in 2018 - discharge rate issues as well as two exceedences of dis					
	HUNTLY			Now Moinitore	WIP	High Level				BV discharged to river, Data capture and Reporting					
	RAGLAN			Now Moinitore	WIP	High Level	High Level	Partial	High Level	Water loss performance unacceptable					
	TE AKAU				WIP	High Level		High Level		Have booked an implementation, looking to move to section 10, Operation error leading to exceeding annual					
	TE KAUWHATA			Now Moinitore	WIP	High Level	Full	Partial	Partial	Arkly filter BW exceeds volume and rate limits, unacceptable waterloss, water usage continues to increase.					
	HOPUHOPU									Plant has been removed from service, Reporting issues, Backwash Non-Compliant Alum					
	POKENO									Water Demand Management Plan					
	TUAKAU				WIP	High Level	High Level	Partial		Abstraction volume exceedences					
	PORT WAIKATO			Now Moinitore	WIP	High Level				Waterloss unacceptable, BW system non-consented, Data capture and reporting					
BW	TE KAUWHATA			Now Moinitore	WIP		High Level	Partial	Partial						
	TKWA				WIP		High Level	Partial	Partial						
Landfill	PARKER LANE					Annual Report (Nov)	Partial	Partial							
	ELBOW					Annual Report (Nov)	Partial	Partial							
	TE KAUWHATA					Annual Report (Nov)	Partial	Significant Non-C							
	HUNTLY					Annual Report (Nov)	Partial	Partial		Leachate discharge volume					
	RAGLAN					Annual Report (Nov)	Partial	Partial		Leachate discharge volume					

### KEY

Full	Full Compliance – All conditions with limits or direct controls have been complied with. A small number of minor technical non-compliances may have occurred.
High	High Level of Compliance – There has been a low priority non-compliance and/or several low priority non-compliances.
Partial	Partial Compliance – There has been a medium priority non-compliance and/or several low priority non-compliances.
Sig. Non	Significant Non-Compliances – There has been a high priority non-compliance and/or several medium priority non-compliances.
A shaded cell with a term indicates an audit or check was actually carried out for this period. A 'blank' shaded cell indicates that an audit was not undertaken during this period.	

The timing of this report does not allow accurate reporting for the 2014-15 compliance period.





Proposed Lady Raiha Reserve

Waikato District Council does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that WDC shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information.



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Datum: New Zealand Geodetic Datum 2000

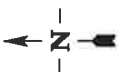
Print Date: 18/04/2016

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# Proposed Te Mana o Te Rangi Reserve



SCALE 1:3500

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Projection: New Zealand Transverse Mercator  
Datum: New Zealand Geodetic Datum 2000

Print Date: 18/04/2016

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### **Open Meeting**

<b>To</b>	Infrastructure Committee
<b>From</b>	TN Harty General Manager Service Delivery
<b>Date</b>	2 May 2016
<b>Prepared by</b>	J Remihana Programme Delivery Manager
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	1507319
<b>Report Title</b>	2016-17 District Wide Minor Improvement Programme

## **1. EXECUTIVE SUMMARY**

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This report provides information on the 2015-16 District Wide Minor Improvement (DWMIP) works programme and request approval for the 2016-17 works programme to proceed.

## **2. RECOMMENDATION**

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

**AND THAT** a workshop to confirm the 2016-17 works programme be approved.

## **3. BACKGROUND**

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The DWMIP was developed as part of the 2012-22 Long Term Plan process. A works programme for 2015-18 was approved at the Infrastructure Committee meeting on 2 December 2014 for inclusion in the Long Term Plan.

The Long Term Plan 2015-2025 provides an annual budget of \$100,000 per year for the programme. In addition, there are remaining carryforwards from 2014-15 of \$177,323, giving a total 2016-17 budget of \$277,323.

## **4. DISCUSSION AND ANALYSIS OF OPTIONS**

---

### **4.1 DISCUSSION**

A summary of the completed 2014-16 works programme is provided in Appendix One for the Infrastructure Committees information.

A proposed works programme for 2016-17 is provided in Appendix Two. The works programme

was prepared and projects prioritised in December 2014 as part of the DWMIP report to the Infrastructure Committee.

The projects shown in Appendix Two were given priority four status or new project (not prioritised) and it is now timely to revisit this list and ensure that all projects are identified and subsequently prioritised for 2016-17 and onwards.

The solid line in Appendix Two shows the funding cut-off. Staff will need discretion from the Committee to adjust the programme according to the prioritised list should final costs be different to the estimates prepared.

## 4.2 OPTIONS

There are three options available to the Committee:

**Option 1:** Council may approve the 2016-17 works programme as proposed.

**Option 2:** Amend it by adjusting project order in the floating line.

**Option 3:** Council undertakes a workshop to confirm the projects, make additions, deletions and prioritise.

Option 3 is the preferred option.

## 5. CONSIDERATION

### 5.1 FINANCIAL

The budget for this works programme is included in the Long Term Plan 2015-25.

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

The allocation of funds from the DWMIP is at the discretion of the Committee.

The DWMIP assists Council to meet its prescribed People and Economy Community Outcomes and goals by provision of services and connected infrastructure.

### 5.3 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

Highest levels of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Tick the appropriate box/boxes and specify what it involves by providing a brief explanation of the tools which will be used to engage (refer to the project engagement plan if applicable).</i>	Funding for the District Wide Minor Improvement Programme has been consulted on through the Long Term Plan process.				

Funding for the District Wide Minor Improvement Programme has been consulted on through the Long Term Plan process.

## **6. CONCLUSION**

---

The District Wide Minor Improvement Programme has delivered many small projects to various communities and the Committee is requested to consider new projects and reconfirm priorities for all projects through a workshop.

## **7. ATTACHMENTS**

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- Appendix One: Summary of 2014-16 District Wide Minor Improvement Programme Projects
- Appendix Two: Proposed District Wide Minor Improvement Programme 2016-17

## COMPLETED PROJECTS - APPENDIX ONE

	Community	Description of Work	Budget \$	Project charge code	Budget Cumulative Cost \$	Actuals	Actual Cumulative Cost \$	Estimate	Project Owner	PROJECT SCOPE	Priority	Status		COMMENTS / STATUS	Responsibility
<b>APPENDIX ONE - DISTRICT WIDE MINOR IMPROVEMENT PROGRAMME 2014-2016</b>					<b>375,200</b>					Opening Balance					
1	Onewhero	Onewhero Hall Road piping of stormwater (safety) and creation of additional and improved parking.	40,000	2MI23134-C-0-XXXX-0000	<b>40,000</b>	22,622	22,622	20,000	Roading	Part of a larger Hall Rd parking and drainage development project.	2	Completed		<b>COMPLETE</b>	Tony Peake
3	Port Waikato	Repair Car park #1, Sunset Beach.	25,000	2MI23126-C-0-1499-0000	<b>65,000</b>	19,958	42,580	25,000	Parks and Facilities	Car park #1 the car park closest to the beach that needs some care to upgrade & make safe & protect from the incoming sea. It is a tourist & local car park & is very potholed & parts are unsafe. This area is very popular but in a very poor state. Minimum should be metal and roll, and ideally sealing, however this would be over \$50,000. Sea protection beyond planting and isolation of the sand dunes from visitors, is not likely to be practical or economic.	2	Completed		<b>COMPLETE</b>	Programme Delivery
4	Tamahere	Proposed Wally Pollock Reserve (Titoki Pa)	15,000	2MI23129-C-0-XXXX-0000	<b>80,000</b>	15,000	57,580		Parks and Facilities	Develop a reserve area in Tamahere using the triangles of land that have come available from the Devine Road extension project, to recognise Wally Pollock's community contribution.	2	Completed		<b>COMPLETE</b>	Ben Wolf
5	Port Waikato	Additional BBQ sites & tables & an outside shower in the Maraetai Reserve area.	25,000	2MI23135-C-0-XXXX-0000	<b>105,000</b>		57,580		Parks and Facilities	Improve facilities at the Maraetai recreational reserve.	2	Completed		<b>COMPLETE</b>	Mark Janssen
7	Rangiriri	Rangiriri Boat Ramp seal	15,000	2MI23137-C-0-XXXX-0000	<b>120,000</b>		57,580	60,000	Roading	Funds to carry forward until Rangiriri Bypass is completed.	2	Investigation		Have been advised that boat ramp access road will now be chip sealed by Fletchers at NZTA cost. Boat ramp itself is constructed using concrete slabs and remains in a servicable condition. Remaining funding may be re-allocated. 9 Sept. Boat ramp access road to be funded and constructed by NZTA. No DWMIP funding required.	Wayne
9	Pukemiro	Planting to improve village surroundings	7,978	2MI23002-E-0-XXXX-0000	<b>127,978</b>		57,580		Parks and Facilities / Roading	Funds to carry forward for John Reid Mine Disaster Memorial.	2	Funding Removed		Under discussion with community committee. Some unresolved issues exist with memorial ownership and on-going maintenance.  Linked to Glen Afton Memorial which has separate funds. Funding removed. 9 Sept - remove funding.	n/a not required
10	Matangi	Matangi - Public walkway from Fuchsia Lane to Woodcock Road phase 2	10,000	2MI23132-C-0-XXXX-0000	<b>137,978</b>	10,000	67,580		Parks and Facilities	Funds to carry forward to include Tamahere Walkway budget allocation.	2	Completed		Project completed. Funds carried forward as surplus in project account.	Completed
11	Newstead	SH26 to Lissette Road Walkway	40,000	2MI23115-C-0-XXXX-0115	<b>177,978</b>	83,069	150,649		Parks and Facilities	Part of a larger project to construct a walkway from Vaile Road to Lissette Road. Vaile Road to SH26 walkway section constructed. Funds to carry forward.	2	Completed		22/5/2015 - Frame Group have surveyed the track. Waiting for contract documents before work can commence. Design documentation has been received and quotes are being sought for this work. 11/9/2015 Awarded to PA Fairhead, works are to start on the 5th October. This project is now complete	Mark Janssen

12	Whatawhata	Whatawhata Boat Ramp	50,000	2MI23139-C-0-XXXX-0115	227,978	21,800	172,449		Parks and Facilities	There is an informal boat ramp behind the urapa but access is limited. It would require a consent from WRC and extensive works to fully develop to meet WDC's current standards at an estimated \$210,000	3	Completed	Project has been scoped and feasibility study done by BBO. Indicative costs to complete project are \$210,000. Unless funding becomes available project is now on hold. Will be included in 2016/17 financial year boat ramp provision analysis work	Completed
13	Matangi	Grants to the Community Committee to plant native trees and hedging	2,000	2MI23140-E-0-XXXX-0000	229,978		172,449		Parks and Facilities	Staff can discuss with the Community Committee to better understand their requirements.	3	Completed	COMPLETE	Grant
15	Glen Murray	Community Centre Access Road Upgrade	50,000	2MI23142-C-0-XXXX-0115	279,978	552	173,001		Parks and Facilities	Site visit needed. Access driveways are scruffy and need tidy up and seal.	3	Completed	COMPLETE	Josy
16	Horsham Downs	Roadside parking and footpath upgrade	50,000	PR 2MI23153	329,978	24,876	197,877	26,500	Roading	Improve safety at school drop-off zone	3	Completed apart from footpath bollards	03/16 - Footpath bollards installed. Project now complete	Tony /Reuben
16	Eureka	Establish a community storage/display area at Eureka Hall	10,000	PR 2MI23143	339,978		197,877		Deidre MacDonald	Sue Edmonds (of Eureka CC) has confirmed that they have an existing glass display cabinet in the hall. What they need is secure storage for the rest of the historical stuff (school rolls, newspapers, etc). Possibly some fireproof, lockable filing cabinets would do.	4	closed	Halls is funded via targeted rate. These projects should be completed by the Committee using these funds. Deidre has passed this on to the Committee Chair	
19	Te Kowhai	Viewing platform and walkway to airfield	20,000	PR 2MI23146	359,978		197,877		Robert Marshall	More scoping is required.	4	closed	Robert Marshall to understand exact location of project and look at scope and fit with Trail Strategy. Landownership has changed and following a discussion with the Councillor it was confirmed this project is no longer required.	
20	Te Kauwhata	Picnic Area near Lake Waikare	10,000	PR 2MI23147	369,978		197,877		Ben Wolf	Parks and Facilities have \$35k in LTP for 14/15 for this.	4	Completed		
22	Port Waikato	Upgrade of the tennis court in said park to add in a netball hoop etc	1,000	PR 2MI23149	370,978		197,877		Mark Janssen	Could be undertaken through existing budgets if under \$1,000.	4	Completed		
23	Te Kowhai	Extend footpath from Te Kowhai village green south to the fruit shop at the south end of Te Kowhai. An incredibly popular shop not only with locals but the wider Waikato community.	0		370,978		197,877		Roading	Standard footpath as described.	4	Completed	Cr. Smith advised at Decemebr meeting.	
24	Te Kowhai	Picnic tables on the village green - Community utilises this asset well but nothing to sit on. Skate bowl well utilised. Travellers stop at nearby shop and sit (on ground) in village green to eat etc. Community sport (school) uses village green for both summer and winter sport. Community uses the concrete wicket for spontaneous matches	3,000	PR 2MI23150-C0-xxxx-0000	373,978		197,877	7,000	Mark Janssen	Suggest 2 picnic tables on concrete bases	4	Completed	Picnic Tables installed	
26	Meremere	Plaque and rock garden	5,000	PR 2MI23152	378,978		197,877		Duncan MacDougall	Work with the Community Committee to undertake the project.	4	closed	Duncan discussed with Jim Katu. Jim does not see need for this project and could not define a scope	
27	Port Waikato	Healthy & practical site for the recycling stage B (development of that site)	0		378,978		197,877		Waters	Develop a tidier site for recycling, preferably away from the main beach area.	To be set	Second stage of continuing project	Now covered by new LoS from 1 July 2016	
28	Pukekawa	Picnic/Viewing Area	0		378,978		197,877		Parks	Request by Penny Twiss, Pukekawa.	To be set	closed	No Penny Twiss could be found in Pukekawa to contact regarding scope.	



	Community	Description of Work	Budget \$	Project charge code	Budget Cumulative Cost \$	Actuals	Actual Cumulative Cost \$	Estimate	Project Owner	PROJECT SCOPE	Priority	Status		COMMENTS / STATUS	Responsibility
	<b>APPENDIX TWO - PROJECTS CARRYFORWARD FROM 2014-16</b>				<b>177,323</b>					Opening Balance					
2	Onewhero	Onewhero Community Urban Upgrade - Hall Road	10,000	2MI23122-C-0-XXXX-0000	<b>10,000</b>	0	0	50,000	Roading	Part of a larger Hall Rd parking and drainage development project to improve community hall parking.	2	Planning		Alternative project to provide more park bays under consideration. Requires school bus stop relocation to west side of road.	Roading
6	Te Kauwhata	Continue the embankment planting along Te Kauwhata Road using an agreed range of plants - ice plants, natives. Enlisting the support of schools, service clubs and sports clubs.	10,000	2MI23136-E-0-XXXX-0000	<b>20,000</b>		0	125,000	Parks and Facilities/Roading		2	On Hold		Awaiting completion of NZTA Roding Project to reaccess if planting is still required.	Roading and Parks
8	Rangiriri	Rangiriri Urban Upgrade	50,000	2MI23138-C-0-XXXX-0000	<b>70,000</b>	10,166	0	50,000	Roading	Funds to carry forward until Rangiriri Bypass is completed.	2	Investigation		Awaiting NZTA expressway construction to advance to a stage when remedial works can be undertaken.	Roading Assets
14	Te Kauwhata	Eccles Ave (off TK Rd) kerb and footpath to pedestrian access on railway line ( people are trying to push prams over metal and it's just not working)	15,000	2MI23141-C-0-XXXX-0000	<b>85,000</b>		0	10,000	Roading	Improve pedestrian safety by tidying up short section from Te Kauwhata Road to new footpath at rail crossing. Stormwater system needs to be investigated.	3	Procure		To be constructed by end of 2015/16 financial year	Footpath programme
	<b>2016/17 BUDGET</b>				<b>100,000</b>										
17	Te Kauwhata	TK Saleyards Road seal	30,000	PR 2MI23144	<b>115,000</b>				Roading	Scoping needed - Area adjacent railway and in front of chip stockpile. Create seal area and possible carparking too?	4				
18	Tauwhare	Reflect the unique identity of the village by considering some form of icon/sculpture	10,000	PR 2MI23145	<b>125,000</b>				Parks	Parks & Facilities staff will discuss options with the Local Community Committee.	4	Under discussion		Lianne Van den Bermd discussing with Sue from community committee	
21	Maramarua/Mangatangi	Mangatangi school – 25km corner; locals constantly requesting footpath, road realignment and speed limitations.	10,000	PR 2MI23148	<b>135,000</b>			10,000	Roading	Additional to subsidised input ex minor improvement budget to provide road improvements. DWMIP to fund footpath through tight corner, probably need to build over piped watertable. This will require a lot more investigation to find appropriate solutions but there are two possible options, slight curve realignment and associated safety improvements circa \$350k or total realignment \$750k-\$1M.	4	27/4 - ajp - Footpath project funded within 2015/16 footpath construction programme. 579m of footpath over three sections scheduled for construction. Budget reduced by \$40k, \$10k estimated for non-footpath ancilliary works not defined.			
25	Meremere	Reservoir	500	PR 2MI23151	<b>135,500</b>				Facilities	This budget would complete the graffiti paintout. The Community Committee have talked of having access to the inside of the old reservoir for storage but his would be a major cost. The other option is demolition at \$40,000.	4				
29	Whatawhata	Remaining 50m of footpath from the school (on School Rd) to SH39	10,000		<b>145,500</b>				Roading	Request by Cr Smith on behalf of Whatawhata Residents & Ratepayers Committee (November).	To be set	New project			
30	Horsham Downs	School car park enhancements	20,000	PR 2MI23153	<b>165,500</b>			20,000	Roading	Improve linkage between existing parking areas.	To be set	New project			
31	Puketaha	School car park enhancements (Stage 1 of 2 stages)	25,000	PR 2MI23154	<b>190,500</b>			25,000	Roading	Request from Cr Fulton?	To be set	New project			
32	Te Kowhai	Complete gap in footpath on opposite side of Whatawhata Road from village green. Approx. 50m.	5,000	PR 2MI23155	<b>195,500</b>				Roading	Request from Cr Smith	To be set	New project		May require land purchase. 27/4 - ajp- Isn't this listing a repeat of project #23.	

### **Open Meeting**

<b>To</b>	Infrastructure Committee
<b>From</b>	GJ Ion Chief Executive
<b>Date</b>	4 May 2016
<b>Prepared by</b>	Mrs Wanda Wright Committee Secretary
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	1509517
<b>Report Title</b>	Exclusion of the Public

## **1 Executive Summary**

To ensure that the public are excluded from the meeting during discussion on public excluded items.

## **2 Recommendation**

**THAT** the report of the Chief Executive – *Exclusion of the Public* – be received;

**AND THAT** the public be excluded from the meeting during discussion on the following items of business:

- a. **Confirmation of Minutes – Tuesday 8 March 2016**

### **Reports**

- b. **Sunset Beach**

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

**Reason for passing this resolution to withhold exists under:**

**Section 7(2)(a) & 7(2)(b)(i) & (ii)**

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

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

**c. Waikato Expressway – Hamilton Section Issues Register**

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

**Reason for passing this resolution to withhold exists under:**

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

**Section 7(2)(i)**

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