



# **Infrastructure and Asset Management Monthly Business Report**



**August 2019**



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## CAPITAL SPEND ANALYSIS – AS AT 31 August 2019

### Capital Spend Analysis

as at 31-Aug-2019

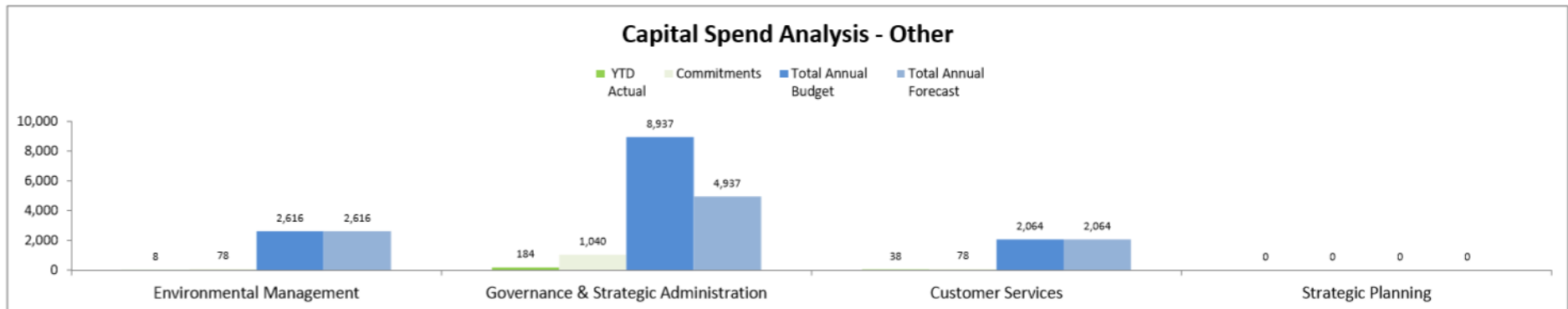
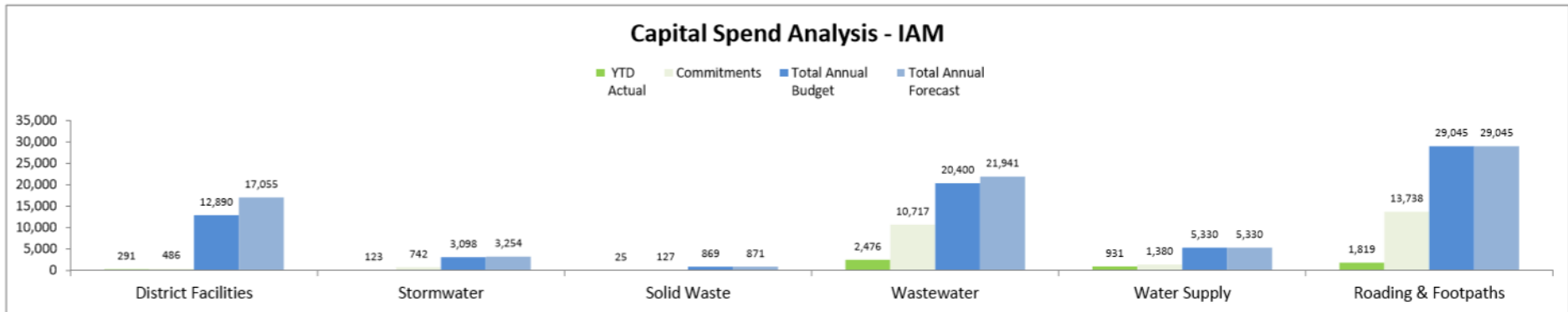
LTP Group	YTD (\$000's)		Full Year (\$000's)							
	YTD Actual	Commitments	LTP Budget	Carry Forward Budget	Total Annual Budget	Actual vs Budget %	Total Annual Forecast	Actual vs Forecast %	Forecast vs Budget %	Forecast vs Budget Variance
District Facilities	291	486	10,309	2,582	12,890	2.3%	17,055	1.7%	132%	4,165
Stormwater	123	742	1,776	1,322	3,098	4.0%	3,254	3.8%	105%	156
Solid Waste	25	127	594	275	869	2.9%	871	2.9%	100%	2
Wastewater	2,476	10,717	9,415	10,985	20,400	12.1%	21,941	11.3%	108%	1,541
Water Supply	931	1,380	3,748	1,582	5,330	17.5%	5,330	17.5%	100%	0
Roading & Footpaths	1,819	13,738	27,400	1,644	29,045	6.3%	29,045	6.3%	100%	0
<b>IAM Total</b>	<b>5,665</b>	<b>27,191</b>	<b>53,241</b>	<b>18,390</b>	<b>71,631</b>	<b>7.9%</b>	<b>77,495</b>	<b>7.3%</b>	<b>108%</b>	<b>5,864</b>
Environmental Management	8	78	2,093	523	2,616	0.3%	2,616	0.3%	100%	0
Governance & Strategic Administratio	184	1,040	6,677	2,260	8,937	2.1%	4,937	3.7%	55%	(4,000)
Customer Services	38	78	1,760	304	2,064	1.9%	2,064	1.9%	100%	0
Strategic Planning	0	0	0	0	0	0.0%	0	0.0%	0%	0
<b>Other Total</b>	<b>230</b>	<b>1,197</b>	<b>10,529</b>	<b>3,088</b>	<b>13,617</b>	<b>1.7%</b>	<b>9,617</b>	<b>2.4%</b>	<b>71%</b>	<b>(4,000)</b>
<b>Total</b>	<b>5,896</b>	<b>28,388</b>	<b>63,771</b>	<b>21,477</b>	<b>85,248</b>	<b>6.9%</b>	<b>87,112</b>	<b>6.8%</b>	<b>102%</b>	<b>1,864</b>

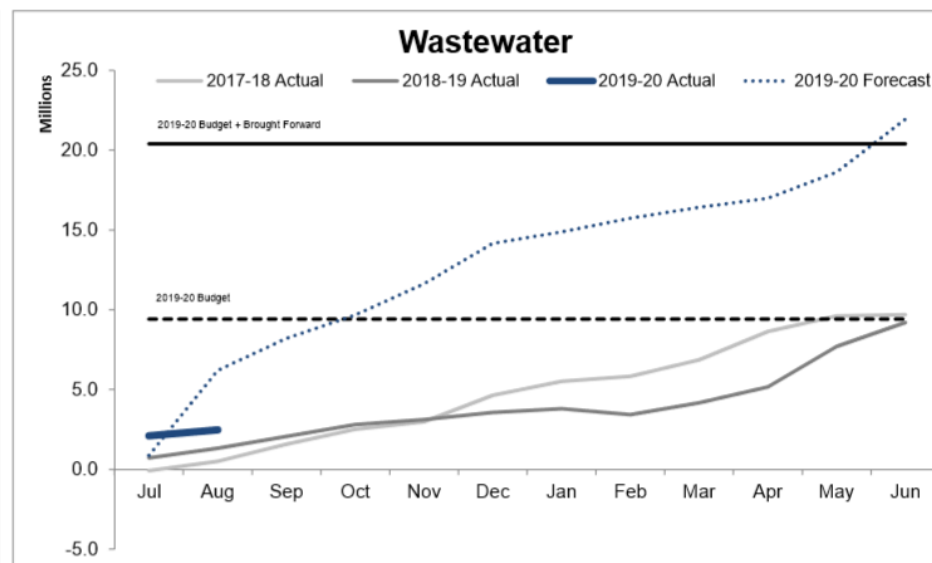
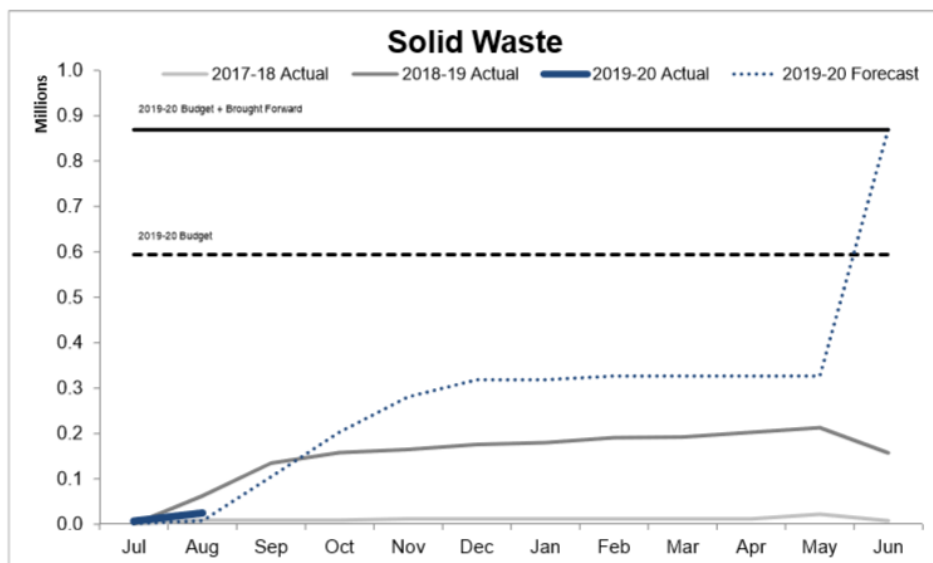
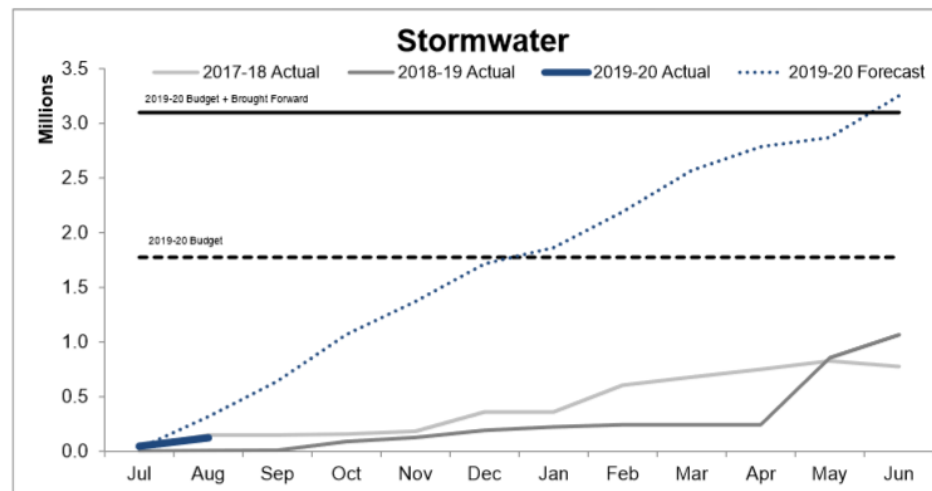
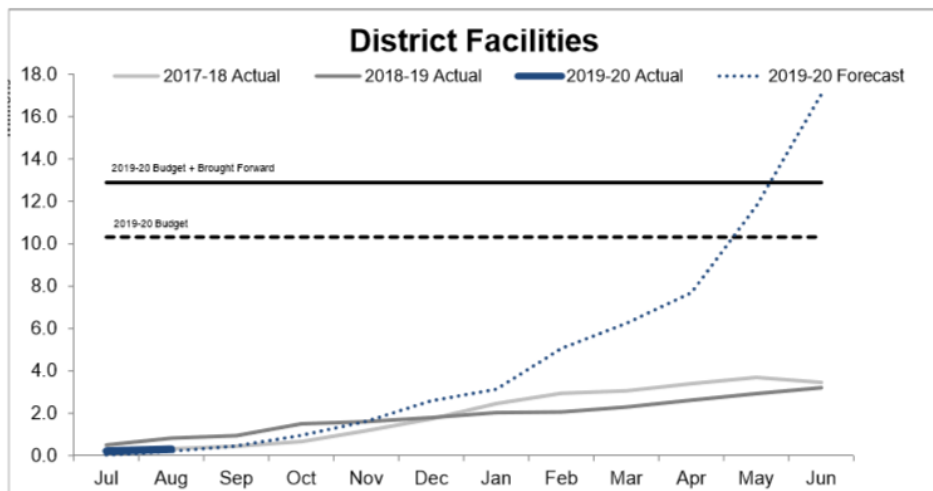
#### Comments:

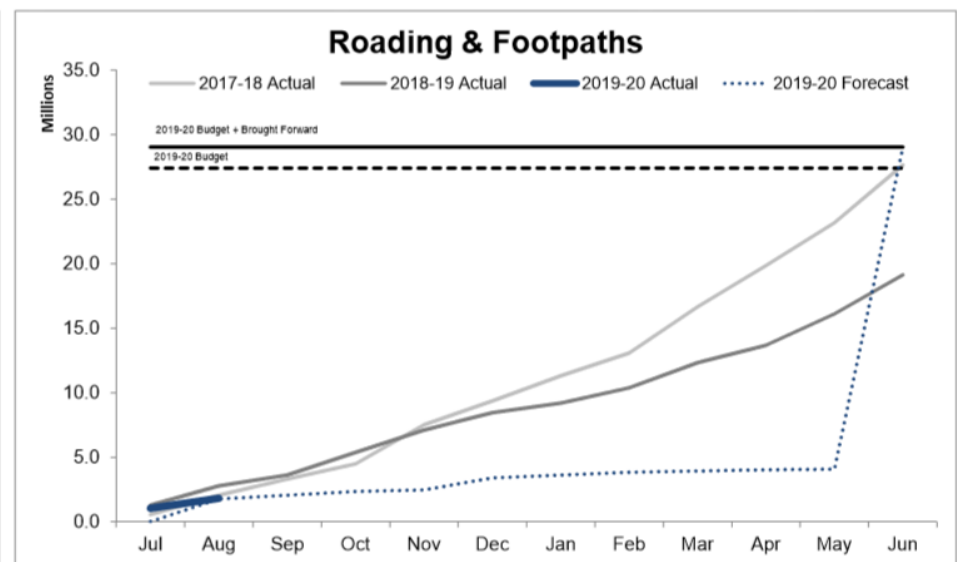
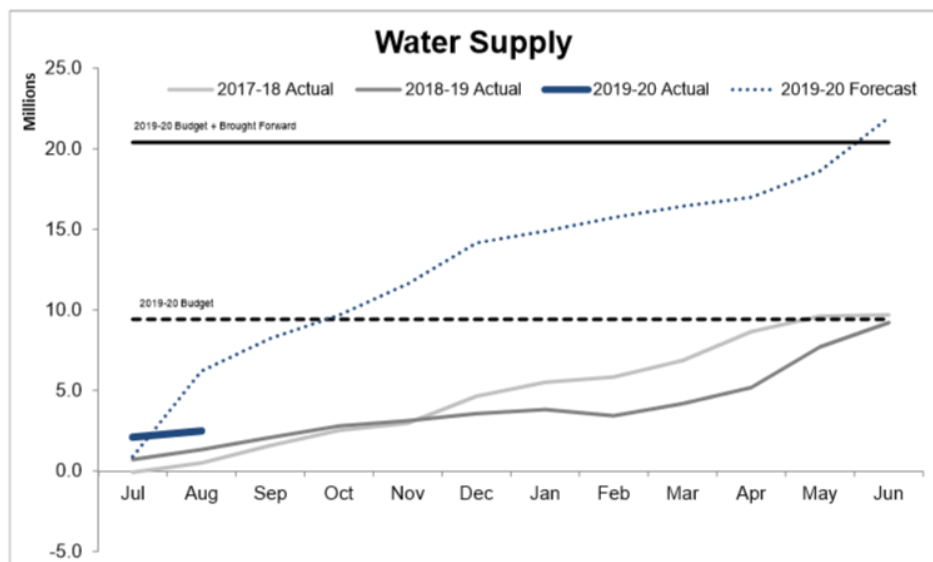
The 'Total Annual Forecast' is what is expected to be spent by 30 June 2020.

Please note, not all Roading Carry Forward budgets have been captured as of 10.09.19, these will be reflected in September 2019 report

YTD Actual	Total expenditure incurred to month end
Commitments	Purchase orders current to month end
Total Annual Budget	Long Term Plan Programme plus carry forward projects from FY17/18
Total Annual Forecast	Revised Long Term Plan Budget (Elected Member Workshop Jan 2019) Plus unbudgeted expenditure







## LTP PERFORMANCE: ROADING

*To maintain the District's roading network in a satisfactory condition and in accordance with national safety and engineering standards*

### ROAD SAFETY & SPEED

**Resilience Slips (Low Cost Low Risk):** Prioritisation of sites complete. Progressing with investigations and designs.

**Panguru Flood Mitigation (Low Cost Low Risk):** Commissioning design work. Phase 1 construction expected March 2020 at the latest pending Procurement Board comments.

**Minor Safety Improvements (Low Cost Low Risk):** Progressing the following Route Treatment safety improvement investigations and designs (various treatments):

1. Kaitaia-Awaroa Road
2. Te Ahuahu and Old Bay Roads
3. Wiroa Road, Waiare Road, Wehirua Road and Kerikeri Road
4. Oruru Road, Fairburn Road and Peria Road
5. Matauri Bay and Loop Roads

Progressing the following Site Specific safety improvement designs (guardrail):

1. West Coast Road Route Position 14.7km
2. West Coast Road Route Position 17.1km
3. Pawarenga Road Route Position 1.7km
4. Broadwood Road Route Positions 0.3km and 6.9km

**Pavement Rehabilitation & Associated Improvements:** Pavement Designs are in progress and expected to complete by end of October 2019. All associated improvements will be finalised once safety audits are complete

### SPEED LIMIT REVIEWS BEING UNDERTAKEN BY NTA

Far North District Road Controlling Authority					
Road Catchment*	Crash Risk	Council	Stakeholder	Community	Comment
Aucks Road – Russell Whakapara Road**	High	High		Yes	<i>This is the road leading from the Opuia ferry into Russell – continued development along its route and an increase in traffic warrant a review especially in summer periods.</i>
Kaitaia – Ahipara Road	High	High	Yes	Yes	<i>High fatal and serious crash rate – there are currently multiple speed limits on this route – needs to be uniform and consistent</i>
Kerikeri Road**	High	High	Yes		<i>This is FNDC's highest volume road, in excess of 11,000 vehicles a day, continued development along its length. Has a shared path running along the majority of its length.</i>
Flagstaff / Tapeke Road	High	High			<i>This route is used by pedestrians to access the flag staff &amp; Tapeke Point beach no footpath and road is narrow</i>



Far North District Road Controlling Authority					
Road Catchment*	Crash Risk	Council	Stakeholder	Community	Comment
					<i>with no shoulders, undulating and tight curves. Should be reviewed as part of a Russell Urban Traffic Area Review.</i>
Kapiro Road	High	Medium High		Yes	<i>There is high resident interest in this route as the perception is the road is unsafe however the main contributing factor in all the recorded crashes is driving impaired (Alcohol)</i>
Waimate North Road**	Medium	Medium High		Yes <b>(Very High)</b>	<i>High resident interest, specifically relating to speed outside Springbank School, where speed limit is 100kmph.</i>
Waipapa – SH10				Yes <b>(Very High)</b>	<i>High resident interest, with lobbying for lower speed limit over a long period. A speed review in this catchment needs to include State Highway – therefore should be undertaken in partnership with NZTA.</i>

## HOKIANGA FERRY (KOHU RA TUARUA)

Revenue received from ticket sales for August 2019 was \$29,047.67. This is slightly lower compared to the same month last year (\$30,532.76).

The tender for the Management and Operation of the Ferry service was released to the market on 20th August 2019.

## UTILITY SERVICES – CAR (Corridor Access Request) & TMP (Traffic Management Plan)

- UFB Kaitaia is nearing completion.
- Connections to UFB are progressing in Kaikohe, and still ongoing in Kawakawa, Moerewa, & Kerikeri.
- The Matauri Bay sections of UFB are progressing, with the first stage now completed.
- All other contractors are gearing up for the construction season with lots of CAR's and TMP's being submitted.

## ROAD SEAL EXTENSIONS

Seal Extensions: Prioritisation matrix was completed mid-July. The top three priority roads (Subsidised tranche and unsubsidised tranche) were endorsed by the Procurement Board and subsequently approved by the Council to be constructed by the relevant maintenance contractors. The business case covering the subsidised portion of seal extension work is being prepared by the NTA and will be presented to NZTA for approval.

The following road sections have been identified following the unsealed road prioritisation. These sections have undergone the sub-optimisation process; effectively cutting out lengths that have no houses on them, applying the savings to the next highest priority road which in turn is subject to this sub-optimisation process.

Road Name	Length (m)	Estimated Cost	FNDC Cost share	Cost Code	Fund Source	Contractor
Kumi Road	3,964	\$1,803,000.00	100% = \$1,803,000.00	2013.1.1.4917	LTP 2019/20	Fulton Hogan
Porotu Road	1,380	\$764,000.00	100% = \$764,000.00	2013.1.1.4917	LTP 2019/20	Broadspectrum
Puketi Road	1,000	\$433,000.00	100% = \$433,000.00	2013.1.1.4917	LTP 2019/20	Broadspectrum
Otangaroa Road	203	\$109,000.00	34% = \$37,060.00	8359.1.1.4917	NZTA LC-LR	Fulton Hogan
Church Road	1,700	\$791,000.00	34% = \$268,940.00	8359.1.1.4917	NZTA LC-LR	Fulton Hogan
Koropewa Road <sup>**</sup> )	1,818	\$100,000.00	34% = \$34,000.00	8359.1.1.4917	NZTA LC-LR	Broadspectrum
<b>Totals</b>	<b>10,065</b>	<b>\$4,000,000.00</b>	<b>\$3,340,000.00</b>			

<sup>\*\*</sup>The estimated cost to apply the full scope of sealing Koropewa Road is \$1,014,000.00. The intention is to deliver part of the enabling works on Koropewa Road for sealing in the following year under NZTA's subsidised \$1,000,000.00 Low Cost-Low Risk 2020/21 allocation.

## FORESTRY

In preparation of the upcoming dry season, meetings with all forestry operators are being organised for October to establish:

- Routes being used.
- Expected tonnage being extracted from every block and hence the expected duration of logging.
- Appetite for contributing towards dust suppression.
- Depending on expected duration of logging, float the option if forestry operators would consider making a lump sum contribution (cumulative cost of suppression product) towards localised seal extension at highly impacted dust receivers.

## FOOTPATHS

Renewals and maintenance work for the 2019/20 FY are prioritised and work has started in Moerewa, Kawakawa, Kerikeri, Paihia, Kaikohe and Kaitia by the contractors. Work is programmed to meet the budget available and as per the condition assessment.

Community Boards agreed to the 2019/20 New Footpaths Programme which commenced in August 2019 with designs and construction of the new footpaths will be completed by May 2020.

## STRUCTURES

The following works have been undertaken:

- Otaua Road Bridge N28: Design to be further reviewed. Bridge replacement requires Regional Consent and NTA progressing with this.

- West Coast Road Bridge G01: further consultation required with the preferred contractor.
- Bridge and Large Culvert Replacements: Designs are in progress.

## ROADING PGF APPLICATIONS

Recent feedback from senior Provincial Development Unit (PDU) staff, combined with the receipt of a number of “decline letters” for previously submitted PGF expressions of interest (EOI’s), give strong indications that the likelihood of any further roading related PGF applications being approved for funding within the current \$3B fund allocation is highly unlikely.

The primary reason provided for the decision to decline the EOI’s was “The Expression of Interest(s) did not sufficiently address the primary objective of the Fund which is “to accelerate regional development through increasing the productivity potential of the region and contributing to more and better-paid jobs in the region”.

This messaging has been further reinforced in separate discussions with senior PDU staff, where it was reiterated that with the present available \$3B fund being oversubscribed (value of applications received and still to be assessed is more than double the available remaining funding), the following considerations should be made prior to submitting a new PGF application

- Roothing proposals are generally not being considered – unless extremely exceptional, very unlikely unless PGF is the minor overall funder.
- Tourism proposals are generally not being considered – some limited funding if below certain thresholds (max \$1m).
- Note that where a PGF application has been submitted and subsequently declined, it may also reduce the likelihood of approval should further similar funding become available in the future.

With this now known, the NTA Leadership Group have endorsed the proposal from NTA Management to not actively pursue or expend NTA resource effort on compiling PGF applications for the current round of PGF funding, unless the project either:

1. Supports or enables qualifiable and measurable economic growth, specifically through direct creation of employment opportunities, or;
2. Is an enabler to a larger application which is assessed as meeting the criteria of (1).

In addition, where the above criteria are met, respective CE approval must be provided to utilise NTA resources to work on the associated PGF application.

## THE CUSTOMER EXPERIENCE

The action plan to address key issues highlighted through the customer surveys has progressed. The Roothing Team has been asked to prioritise their responses to customers and the NTA Maintenance & Operations Manager will also draft responses to customers

## 2019/20 year ROADING CAPITAL PROGRAMME

	2019-20 Budget (\$)	Risks within programme activity	Risk
District Wide New Footpaths Eastern Ward	253,980		
District Wide New Footpaths Western Ward	291,748		
District Wide New Footpaths Northern Ward	345,900	North Park Drive – Whangatanne Drive, Kaitaia – Land requirement identified and may delay project	
Unsubsidised Walking Facilities	275,307		
Footpath Renewals – Eastern Ward	347,576		
Footpath Renewals – Western Ward	147,959		
Footpath Renewals – Northern Ward	271,028		
Minor Safety Improvements	1,230,555		
Resilience	1,465,743		
Bridge and Large Culverts Replacement	1,594,541	Matawherohia Road Bridge – Road legalisation issues  Otua Road M28 N28 – Resource Consent – timing and requirements may affect final design  West Coast Road Bridge G01 – CHK, WSP & Mark Seakins renegotiating for bridge replacement rather than tendered repair work	
Road Sealing	1,000,000	3 x road sealing projects pending approval of business case to NZTA	
Unsubsidised Road Sealing	3,000,000		
Flood Mitigation	995,000		
Unsubsidised Flood Mitigation	204,000		
Emergency Works	813,329		
100% Subsidised Special LCLR	287,326		
Reseal	2,577,090		
Rehabilitation	3,067,900		
Structural Component Replacement	479,910		

## LTP PERFORMANCE – PROJECT DELIVERY

<b>Green</b>	Strong probability the project will be delivered on time, within budget and with acceptable quality.
<b>Yellow</b>	Good probability the project will be delivered on time, within budget and with acceptable quality. Schedule, budget, resource or other changes may be needed.
<b>Red</b>	Probable that the project will NOT be delivered with acceptable quality without changes to schedule, budget, resources and/or scope

**Project Name:** Southern Animal Shelter **Project Phase:** Construction

Status Item	Current Status	Prior Status	Summary
<b>Overall Project Status</b>	<b>Red</b>	<b>Red</b>	Concept and Detail design signed off. Tender issued for construction. No tender received for Southern Facility. No update on the design or any further analysis on the design into options following the last council meeting on 29 <sup>th</sup> August.
<b>Scope</b>	<b>Red</b>	<b>Red</b>	No update on the design or any further analysis on the design into options following the last council meeting on 29 <sup>th</sup> August.
<b>Schedule</b>	<b>Red</b>	<b>Red</b>	No schedule has been updated as no direction to proceed with Ngawha site has been granted.
<b>Cost</b>	<b>Red</b>	<b>Red</b>	Project Budget is not related to the concept. Additional budget is required for construction has not been granted.
<b>Project Risk</b>	<b>Red</b>	<b>Yellow</b>	The resource consent for the Southern Facility is still to be achieved. Project completion is at risk.

### Accomplishments:

- Resource consent has not been lodged. Have received quote to conduct Cultural Impact Assessment.

### Expected Accomplishments:

- Resource consent application to be lodged following cultural impact assessment.
- Budget for Ngawha facility to be approved.

**Project Name:** Northern Animal Shelter    **Project Phase:** Construction

Status Item	Current Status	Prior Status	Summary
Overall Project Status	Red	Red	Concept and Detail design signed off. Tender issued for construction. Tender evaluated and request for additional funds for construction was not granted. Options presented at Council meeting of 27th August.
Scope	Red	Red	The design has been broken into different options that are to be priced. Options from the current design from are building 12 kennels plus exercise yards, additional 12 kennels only, the entrance way, building with toilet and a building with a vet room.
Schedule	Red	Red	A new schedule to be developed following presentation at next council meeting if approval is granted to proceed into construction.
Cost	Red	Red	Original project budget is not related to the concept or detail design of the animal shelter facility of District Services. Additional funds are required for the designed facility to be constructed.
Project Risk	Red	Yellow	Project completion is at risk as the project approval due to budget constraints has not been achieved.

**Accomplishments:**

- Negotiation is underway with the tenderer on pricing options for delivery of the Kaitaia facility. Have engaged designers to establish pricing for involvement in separating the design as per the options that is to be constructed and the issue of tender drawings.

**Expected Accomplishments:**

- Tenderer to provide re-price on the options of constructing part of the facility.
- Designers to provide pricing for issue of design and construction drawings as per the options.

**Project Name: TIF Toilets****Project Phase: Design/Consents**

Status Item	Current Status	Prior Status	Summary
Overall Project Status	Green	Green	Mitimiti: Lease agreement agreed and currently being signed by both parties. Final designs due for building consent lodgement. No Resource Consent required for this site. Tender documentation prepared.
Overall Project Status	Green	Green	Opononi: Legal agreements and consultation have delayed this project. Resource consent not. Expected completion for this project is now end of February.
Overall Project Status	Yellow	Yellow	Waitangi: Delays with mana whenua consultation and legal agreements have resulted in this project being delayed. Location is a known archaeological and a modification application is in progress. Expected completion for this project is now end of March. Tender documentation prepared.
Overall Project Status	Yellow	Yellow	Haruru Falls: Delays with mana whenua consultation and legal agreements have resulted in this project being delayed. Expected completion for this project is now end of January. No Resource Consent required for this site. Tender documentation prepared.
Scope	Green	Green	Scope clearly defined with no changes.
Schedule	Green	Green	Projects currently tracking behind programme due to consultation and legal agreement delays. An extension of time has been granted from MBIE.
Cost	Green	Green	No issue with costs to date.
Project Risk (A2340212)	Green	Green	No new known Risks or issues.

**Accomplishments:**

- Status Report No. 3 to MBIE has been received and Payment No. 3 approved. MBIE have prepared a variation to the contract as an extension.
- Final designs for all sites are progressing well.

**Expected Accomplishments:**

- Application to modify archaeological site lodged and accepted for Waitangi.
- Building Consents lodged and received for Mitimiti
- Mitimiti out to tender.

**Project Name: Kawakawa WTP**

**Project Phase: Implementation**

Status Item	Current Status	Prior Status	Summary
Overall Project Status	Yellow	Yellow	New roof installed, new internal framing and cladding installed and painted. A first coat of paint has been applied to the external blockwork; the second and final coat will be applied as soon as the weather allows us to do so. A new fire rated door for the Chlorine Store Room has been ordered, the lead time for this door is 7 weeks. With the exception of Chlorine room, the remainder of the building will be handed back to FNW as soon as the contractor has finished with the internal cleaning and external reinstatement works, both are work in progress.
Scope	Yellow	Yellow	Change in scope was: Chlorine leak - contractor staff sent home.
Schedule	Red	Yellow	Due to the additional safety requirements relating to the Chlorine Store Room and the associated lead time for the fire rated door. It is estimated that this segment of the building will only be completed during October.
Cost	Yellow	Yellow	Budget \$483,561 Total actual \$275,125

**Accomplishments:**

- New roof installed
- Internal framing and cladding completed
- Internal painting completed
- First coat of paint applied to external blockwork

**Expected Accomplishments:**

- Finish painting building externally
- Roller shutter doors installed.
- Reinstate security fencing and gates
- Tidy up site in general.
- Partial hand over of building back to FNW



**Project Name: Paihia WWTP Upgrade**

**Project Phase: Delivery**

Status Item	Current Status	Prior Status	Summary
Overall Project Status	Yellow	Yellow	Hardstand area and concrete foundations have been completed for the Generator, MCC & Blowers. Fabrication of the Bioshells continues with production to program. The Bioshells installation barge has arrived and operational.
Scope	Yellow	Yellow	Design and Construct an in pond biological system for ammonia reduction to meet conditions of the resource consent, with no changes.
Schedule	Yellow	Yellow	No changes to the current schedule that will change the outcome of the Project.
Cost	Yellow	Yellow	No changes to the current financial status or any additional costs to the Project.
Project Risk	Red	Red	Alkalinity adjustment is required with an option/feasibility commissioned.

**Accomplishments:**

- Alkalinity adjustment options report and assessment completed.
- Install 30% ABS Airline piping.
- Install 45% Shoreline Boxes.
- 122 of 552 (22%) Bioshells fabricated.
- 28 of 552 (5%) Bioshells installed into the pond
- Generator hardstand & concrete foundation completed
- Pond depth survey completed by MPL.
- Relocation of aerator in pond 2 completed.

**Expected Accomplishments:**

- Install 60% ABS Airline piping.
- Install 80% Shoreline Boxes.
- 152 of 552 (27%) Bioshells fabricated.
- 56 of 552 (10%) Bioshells installed into the pond
- Completion May 2020.

Status Item	Current Status	Prior Status	Summary
Overall Project Status	Green	Green	The commissioning of the new water treatment plant commenced in August 2019. An opening event is planned for 27 <sup>th</sup> September 2019.
Scope	Green	Green	Minor scope variations during the project and number of items have been identified recently during liaison with the operations team.
Schedule	Green	Green	The power upgrade works have been delayed due to issues with finalising the Top Energy Easement Agreement with the adjacent landowner, but this has now been resolved.
Cost	Green	Green	Minor cost variations during the project have been largely balanced with cost savings. A number of minor additional cost items have been identified during the commissioning process.
Project Risk	Green	Green	The delay with the power upgrade works will require a generator on site for a short period of time, but this is not a risk to the delivery of the project on time.

**Accomplishments:**

- Commissioning process commenced and testing is going well.
- Resolved the issues with the Top Energy Easement Agreement for the power upgrade.

**Expected Accomplishments:**

- Opening event at the end of September.
- Commence the power upgrade works in September 2019.

## PROFESSIONAL SERVICES PANEL

Evaluation has been completed with locally based service providers performing well in the process. The capacity required on the panel cannot be sourced locally and four of the major companies operating in the region have also been appointed based on strong evaluations and a significant capacity to support large and multiple projects.

The participants have been advised and the next steps are finalising contracts and Panel management processes.

The following companies have been awarded:

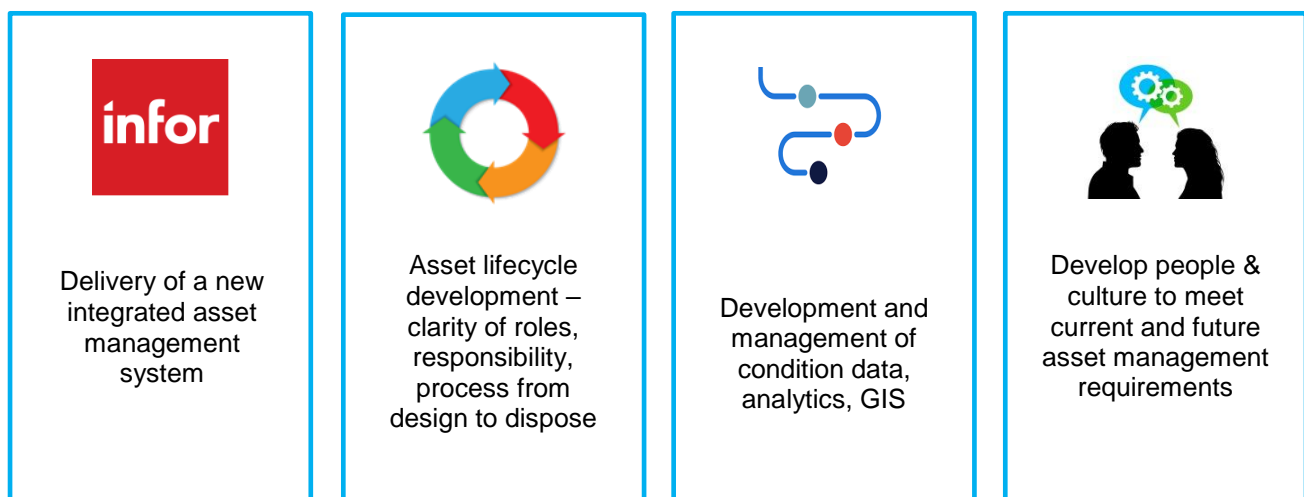
- Vision Consulting Engineers (Far North)
- LMD Planning (Far North)
- Haigh Workman (Far North)
- MWA Solutions (Far North)
- Hoskin Civil (Far North/Northland)
- VMC Consulting Environmental Engineers (Northland)
- Opus
- Stantec New Zealand
- Stellar Projects
- LDE

## PROGRAMME DARWIN



### Background

Far North District Council is embarking on a journey of transformation to ensure we can deliver on our vision of creating great places and supporting our people. The key transformation programmes are targeted at improving our customers' experience, enabling online services, upgrading our website and evolving asset management. This asset management programme, Programme Darwin, has four workstreams:



### Strategic alignment

Asset Management is integral to what local government does. First, many of the services delivered by the Council rely on assets to support their delivery. Secondly, assets represent a significant investment by the Community that needs to be protected. Thirdly, asset failure can have social, cultural, environmental and economic effects on the community. It's therefore important that it aligns operationally and strategically to how FNDC operates.

Strategically asset management plays an integral in the long term planning of FNDC. Not only does it relate to how we execute the District's infrastructure strategy, but has a significant role in financial planning. For assets to influence the budget, rather than being constrained by it, planning needs to be done at a time that allows completed financial forecasts to be ready to underpin the budget. In that way, those making decisions on budgets can be better informed and able to consider the effect of their decisions on the assets and levels of service that the assets support. This planning relies on accurate and complete data – something the Data project will address.

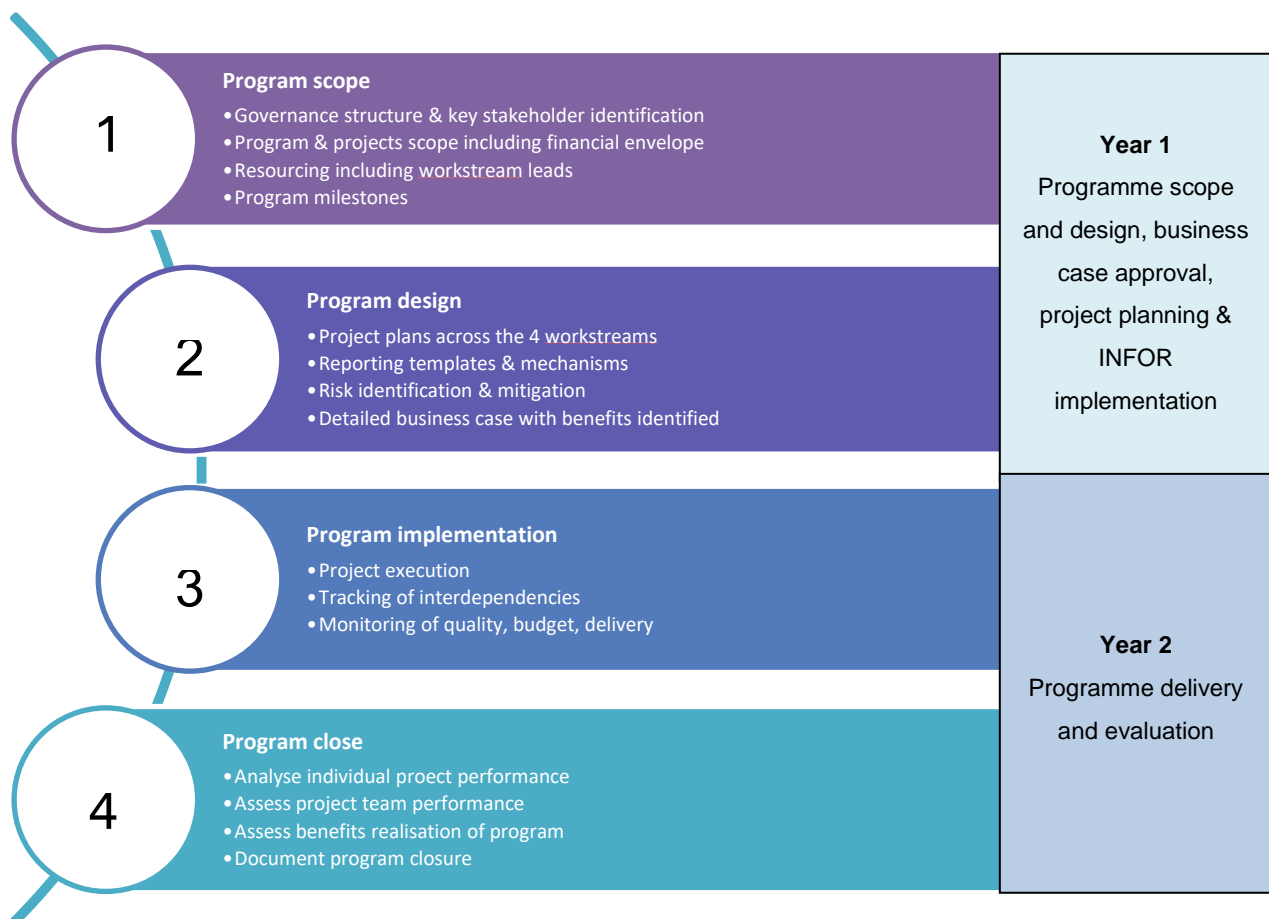
CouncilMark is a measure for better community value and is New Zealand's local government excellence programme, which FNDC has chosen to participate in. Service Delivery and Asset Management is one of 4 priority areas for CouncilMark, and the success of this workstream is largely dependent on Programme Darwin.

## **Benefits**

- Control over our data and reducing our reliance on contractors to manage the data and the process
- Providing Elected Members, SLT and IAMS staff with better reporting on assets and the true cost of asset maintenance and replacements
- Control over of our work management processes for reactive and preventative maintenance
- A complete view of the asset, its cost, its condition and its planned renewal (3600 view of the Asset)
- Most importantly informed information on which to base 5, 10, 15 – 20 year renewals plans for the LTP and Asset Delivery Teams – published through the annual Living Asset Management Plan (LAMP) and to be ready for the LTP round in 2020.
- Clear asset management hierarchy, with the links between strategic and operational asset management defined
- Commitment horizontally – planning, engineering, finance, strategy, project management – and vertically – SLT, tier 3 Managers, Officers - to partner in continuing to develop our capability, capacity and commitment in asset management
- An accurate data set allowing trade-offs to be determined with confidence so that the best value whole-of-life strategies can be developed, using real-time data
- INFOR fully integrated with all other FNDC and Far North Waters systems enabling easy information sharing, analysis and ultimately better information to inform decisions
- A higher level of asset management competence within existing staff, and be growing a pipeline of asset management talent
- A culture of continuous development to be agile enough to flex to changing asset management requirements

## **Delivery**

Phase one of this programme has a 12 month focus, with phase two having another 12 month focus.



### Key achievements - August

- Programme Manager – EAM Emma Healy appointed, and commenced 12 August
- Resourcing plan for implementation of INFOR identified
- Confirmed finances available for Programme
- Governance structure confirmed, with Programme Darwin being one of 5 key programmes reporting to the Customer & Digital Transformation Board
- Drafting of programme plan for Phase 1 (first 12 months) commenced
- Workshop with key stakeholders scheduled

### Upcoming activities - September

- Agreement with Corporate Services for cross-organisation (mainly IT) resourcing to implement INFOR
- Signing of Services Work Order contract with INFOR to commence system configuration and implementation
- Programme plan confirmed
- Scope for all 4 Programme Darwin projects to be confirmed, commence work on project plans for Asset Lifecycle, Data and People projects
- Internal stakeholder workshop to define programme success & ongoing engagement with the programme
- Programme launch to the organisation, starting with the Programme Manager meeting 1:1 with each SLT member

# CUSTOMER EXPERIENCE

## REQUEST FOR SERVICE PROCESS

RFS Analysis (Number)

Asset Group	YTD	August
Roading	3946	374
3Waters	4638	274
District Facilities	4529	358

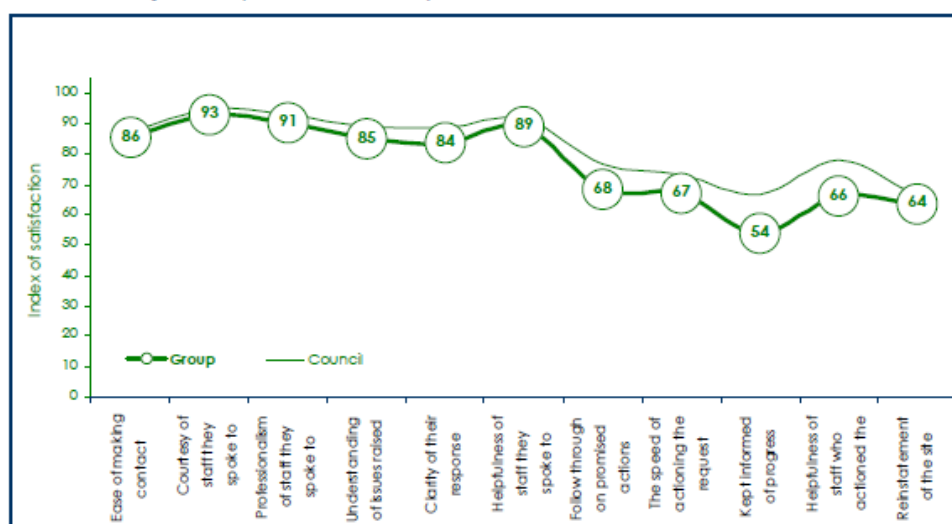
Far North District Council customer experience measurement programme



### Request for Service Process

31-Aug-2019

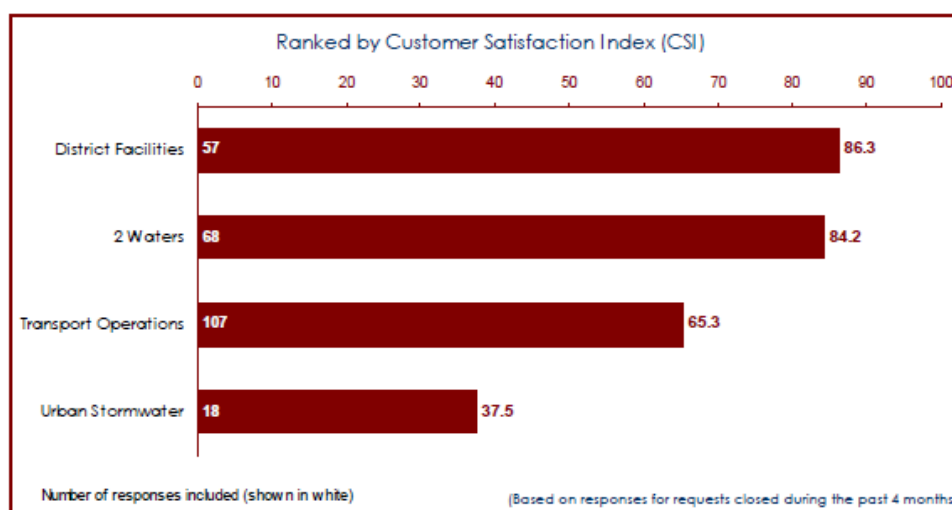
Customer journey satisfaction profile:



(Based on responses for requests closed during the past 4 months)

### Infrastructure and Asset Management Group Request Type department

Ranking charts are based on customer responses for requests closed during the past 4 months





### 3 WATERS OPERATIONS

#### EXECUTIVE SUMMARY

For the month of August Far North Waters kept our 64 employees safe, with no LTIs or MTIs. We supplied 100% compliant drinking water, attended and resolved 306 requests for service call outs with 87% customer satisfaction achieved for those surveyed.

With PM completion at 100% for August, we have continued to reach our target for seven consecutive months. Total number of PMs completed for August was 62.

We currently have 14 project jobs in progress and have met all 17 of our 17 measured Pain Gain share KPIs (the other 12 KPIs are yet to be confirmed).

Thank you to Corey Hutchinson for stepping up while we looked for a replacement manager.

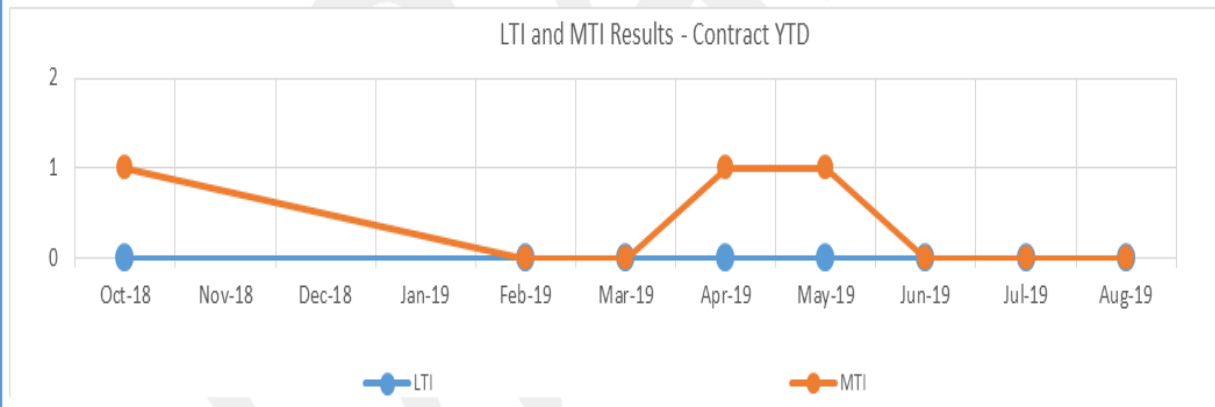




## HEALTH AND SAFETY

During the month of August, all our staff arrived home safe, with no LTIs or MTIs and we are currently 691 days LTI Free. Our upcoming training includes chemical handling, respiratory fit testing/training, and asbestos review.

We are still within our KPI target of up to 8 MTIs per year.



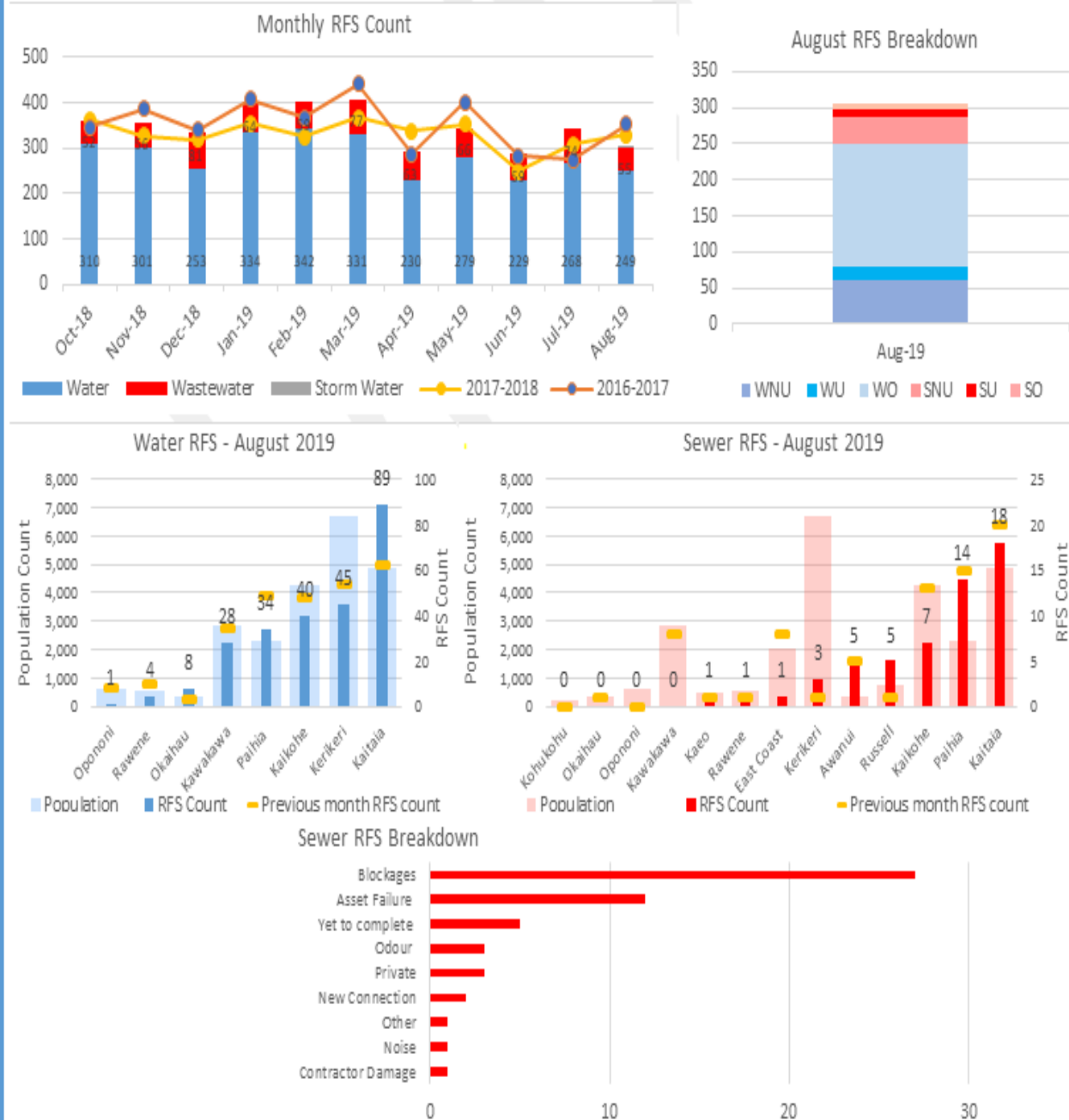
## COMPLIANCE

100% of our 9 Water Treatment Plants are compliant. 68.75% of our 16 Wastewater Treatment Plants are compliant.

Sites	Asset Group	August Status			Comment
		Abatement	Compliant	Detail	
Kerikeri	WWTP		●	TSS (UV): 68 / limit 20 NH4-N: 52 / limit 40 E.Coli: 24,196 / limit 200	New plant under construction
Opononi	WWTP	✓	●	E.Coli: August count 1,081 med12 - 3,654 / limit 3,000 NH4-N (CWL): August count 28 med12 - 42 / limit 30	<ul style="list-style-type: none"> <li>Med12 calculations continue to remain slightly above consent limits for E.Coli and ammonia however results have reduced significantly following pond desludging</li> <li>Re-fencing proposal obtained from FNW staff and awaiting funding approval to ensure stock are prevented from entering wetlands. Wetland refurbishment required following fencing</li> <li>Long term plant and disposal options on hold pending consent renewal process.</li> </ul>
Paihia	WWTP	✓	●	NH4-N (DS): 14 / limit 1.6	Upgrade project underway and on track with expected completion May 2020. Contractors mobilised onsite end of July.
Taipa	WWTP		●	NH4-N: 29 / limit 5 Faecals: 1,300 / limit 1,000	Consent hearing completed, awaiting finalised consent to determine future for plant (short term and long term).
Whatuwhiwhi	WWTP		●	TSS: 56 / limit 30	Algae reduction methods continue being investigated – proposal for gabion basket to raise outlet and act as rock filter determined

## CUSTOMERS

This month we responded to a total of 306 RFSs, which included 249 water RFSs and 55 wastewater RFSs. This number is down from 362 RFSs received last month. Our Customer Satisfaction survey produced a result of 87% (from 5 results) compared to 75% for July. The large number of Water Other RFSs mostly relates to meter reads, re-reads and specials reads, and quotes.

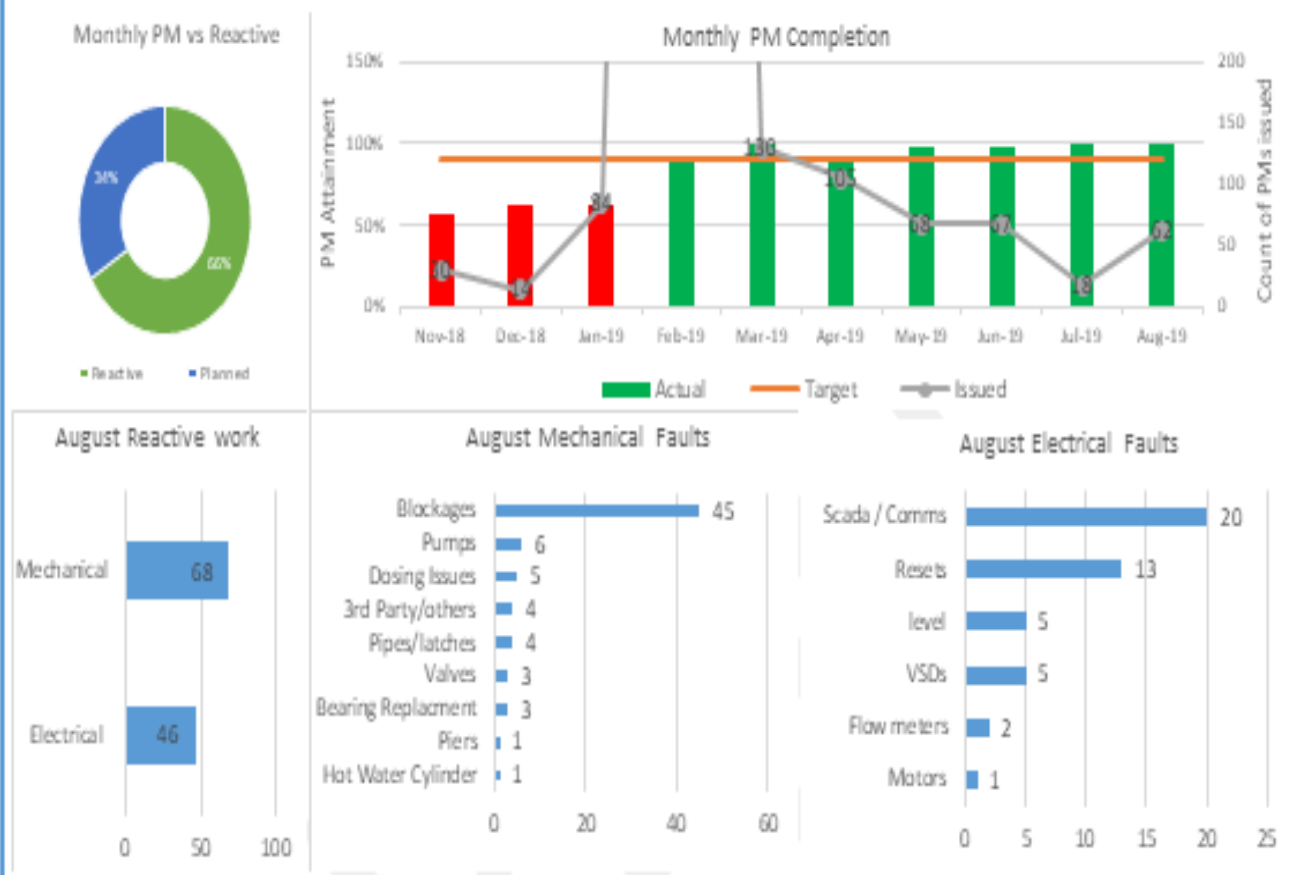


## ASSETS

We achieved 100% PM completion for the month of August continuing the same excellent result for the month of July.

Note: In the month of February we issued 2270 planned maintenance jobs, mainly due to battery replacements.










The graphs below show our planned vs reactive work is currently at 66% reactive and 34% planned, and we aim for a monthly target of 70% planned and 30% reactive. Blockages are still an ongoing concern, increasing from 38 last month to 45 during August, focus still a requirement on educating the public about non-flushable items. We are currently working on SCADA/Comms issues by installing new computers in all plants. This is approximately 50% completed. SCADA/COMMS faults increased from 10 last month, to 20 this month.














## INFRASTRUCTURE PLANNING
































The following provides an overview of the current priorities on the Infrastructure Planning Team's work programme. This includes planning projects, collaboration and engagement activities and key consent applications and renewals.



Activity	Asset Group	Status				Expected Completion	Comment
		Concept	Plan	Deliver	Handover		
Strategies / Plans / Policies							
District Transport Strategy		<div></div>	<div></div>	<div></div>		FY19/20	Progressing according to plan, on schedule and on budget. Commute Transportation Consultants have just completed the first draft Integrated Transport Strategy following a successful round of workshops and interviews with key stakeholders representing Government organisations, departments, major industry associations and internal staff. Tangata Whenua engagement is ongoing. Kerikeri traffic data collection complete. Kerikeri Road is approaching intervention threshold. Traffic Modelling is in progress. Approval will be sought through a report and recommendation to the 3 Oct Council meeting to release the draft Integrated Transport Strategy for public consultation.
Rawene WWTP Optioneering		<div></div>				On-going	Staff are working with engineering consultants and Rawene locals to identify options for discharging wastewater to land. The consultants are costing three options and will present these at a hui in October.
Water Demand Management Plans		<div></div>	<div></div>			TBA	Water Demand Management Plans (WDMP) aim to identify ways a particular scheme can manage demand to limit the need to invest in increased capacity. Parked until BRANZ household water use data is available.
Backflow Prevention Policy		<div></div>		<div></div>		FY19/20	Changes in staff and resulted in no progress in the month of August. A renewed look at how backflow prevention interacts with Water Safety Plans will take place in September and October.
Water and Wastewater Connections Policy	 	<div></div>				FY19/20	A policy or internal guideline for water and wastewater connections will increase transparency and support consistent decision making when considering requests to connect to the water and wastewater networks around the district. This is parked until Principal Planner role is recruited and established in the team. The Principal Planner will start at the end of October.
Sludge Strategy		<div></div>	<div></div>			FY19/20	Removal and disposal (use) of wastewater sludge is a growing problem in New Zealand. Resources were directed onto other projects in August while FNDC investigated alternatives operating overseas.
Kaitia Water Strategy		<div></div>		<div></div>			A project manager was assigned to the project. Project plans and project briefs have been developed. Forward work includes Request for Prices for bore and pipeline design. Contact was made with the landowner of the bore site. Further negotiations are on hold until after the elections.
Paihia Water Strategy		<div></div>	<div></div>	<div></div>			A workshop in late August identified a long list of source and treatment options for a new water supply in Paihia. Another important outcome of the workshop were high-level criteria to assess the long list of option against. This high-level assessment (traffic light) will identify 3 preferred options to assess in greater detail. The next workshop is scheduled for late in September.
Proposed Regional Plan for Northland	All	<div></div>	<div></div>	<div></div>		FY19/20	Working closely with WDC, FNDC has joined six appeals on the Proposed Plan, with a focus on ensuring that it enables public water supply. Mediation with appellants started in early August and is expected to continue until December.

Activity	Comment
Collaboration and Engagement	
FN2100	Staff are on the Core Team providing development support to this high level Strategy called Far North 2100 (FN2100) This strategy will focus on all opportunities in the Far North District and determine a desired future direction against which all investment will be tested. Critical to the success of this project and for all others that rely on it is the fostering of a Tangata Whenua Iwi Partnership. This is taking longer than planned so the project has been granted a time extension for delivery. This extension does not apply to delivery of the Transport Strategy which must meet Regional Land Transport Plan (RLTP) deadlines.
District Plan	An essential link between the District Plan (DP) and the Infrastructure team is the Engineering Standards. The Engineering Standards will be reviewed for inclusion in the DP. The project steering group met a number of times in August to discuss how the format and structure of the document affects its use and legal standing. The steering group will meet in early September for a decision on the direction of the document.
Tai Tokerau Councils Climate Change Adaptation Group	<p>The purpose of the Climate Change Working Group is to develop a regional collaborative approach to climate change adaptation planning for local government in Northland. This will include a draft climate change strategy for Northland and associated work programme that identifies and addresses priority issues at both a regional and district level. The group meets quarterly and reports to the CEO forum.</p> <p>The working group met in Kaikohe in August with representatives from each council’s Maori engagement teams to discuss climate change initiatives and engaging with Maori. Further work is identified and the group will meet again in November.</p>
Twin Coast Discovery Route	NZTA are beginning to roll out completed Business Cases to all Northland District Councils in support of the development of the Twin Coast Discovery Route. Two out of seven have now been completed with a third imminent. NZTA have advised that Projects that are not already in respective RLTPs or the National Land Transport Plan (NLTP), will require a variation to the RLTP before they can be progressed and subject to the availability of local share. The first option for implementation funding is the National Land Transport Fund (NLTF). This can be taken as an indication of reducing confidence in Provincial Growth Fund as the primary funding source. Delivery of projects within the proposed timeframes is therefore considered unlikely.
Liaison Groups	Engagement with established Community Liaison Groups (CLG) is required by a number of our Infrastructure Consents. No meetings took place in August.
Consent Technician	
	August 2019      Year to Date ‘20      Year to Date ‘19
Applications for New Water and Wastewater Connections	<div></div> <div>8                      31                      28</div> <div>Requests to Connect to Water and Wastewater Services Sixteen requests to connect to Council water and wastewater services were received in August 2019 and September 2019. Year to date Council has received 28 applications (compared to 31 in 2018)</div>
Resource Consent Applications Reviewed by IAMs	<div>All</div> <div>41                      Not Available                      61</div> <div>IAM’s development engineer and consents technician review all consents and provide comment on how to minimise/mitigate impacts on Council infrastructure.</div>
LIMs Assessed	<div>All</div> <div>110                      Not Available                      265</div> <div>IAM’s consents technician and admin support input into Land Information Memorandums by completing soil reports and assessing development contributions.</div>

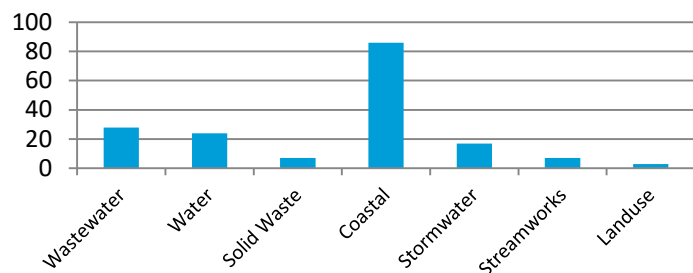
Activity	Asset Group	Status				Completion / Consent Expiry	Comment
		Concept	Making the Application	Managing the Application	Handover		
Consent Applications/Authorisations							
Taipa WWTP Renewal		<div></div>	<div></div>	<div></div>	<div></div>	Jun 2019	The hearing commenced on June 24 <sup>th</sup> and officially closed on 5 August 2019. A decision was issued on26th of August and the independent commissioners have granted an eight-year consent. The appeal period closes 16 September. The consent conditions require that Council set up a working group in October and undertake a number of technical investigations over the next few years.
Kohukohu WWTP Renewal		<div></div>	<div></div>	<div></div>		May 2020	We are expecting a request for further information from NRC in September.
Opononi / Omapere WWTP Renewal		<div></div>	<div></div>	<div></div>		Mar 2020	Staff received a request for further information from NRC. Staff are engaging with experts to provide a Quantitative Microbial Risk Assessment and Cultural Impact Assessment. The information required by the request will take a number of months to gather. The monitoring equipment deployed at part of the Hydrodynamic Study of the Hokianga Harbour was removed after 30+ days. The data will be provided to the modellers to calibrate the models.
Opononi / Omapere New Source		<div></div>	<div></div>	<div></div>		Oct 2019	An application has been made to NRC for a groundwater take to supplement the Opononi WWTP. Staff have recently completed a response to a request for further information from NRC and expect to receive draft resource consent conditions in October
Puketotara surface water take (source for Kerikeri WTP)		<div></div>	<div></div>			Sept 2019	An increase in allocation is being assessed in order to increase resilience of the Kerikeri Water Supply. An instream ecological assessment has been determined necessary and will be undertaken by NIWA in September. .
Russell groundwater take		<div></div>	<div></div>			Aug 2019	The new consent will seek to supply water to public toilets in Russell. The application will be made in September 2019.
Kerikeri Sports Complex Wastewater Renewal		<div></div>	<div></div>			Nov 2019	An application to renew the discharge consents will be made before January 2020. An on-site wastewater treatment system maintenance contract will be required to ensure continued compliance.
Rawene WWTP desludging application		<div></div>	<div></div>	<div></div>		Oct 2019	An application to discharge sludge to land and the associated discharge of odour has been made to NRC. Staff expect the consent to be granted in September
Southern Dog Pound Application		<div></div>	<div></div>			Oct 2019	At a Council Meeting in August elected members asked that the location of the new southern pound be re-examined with alternative locations considered. District Services will be reporting to Council in October. Work on the resource consent application for the original location continues and is expected to be lodged by the end of September. An external expert has been engaged to prepare a CIA to support the resource consent application.
Motutangi Drainage District Concession application		<div></div>	<div></div>	<div></div>		TBA	Draft decision and conditions of concession received from the Department of Conservation (DOC). Stormwater operations staff consulting with DOC on conditions.

Activity	Asset Group	Status				Completion / Consent Expiry	Comment
		Concept	Making the Application	Managing the Application	Handover		
Consent Applications/Authorisations (cont.)							
Waitangi - (TIF) Public Toilets						Oct 2019	Preliminary planning assessment completed. Preparation and lodgement of land use consent is subject to confirmation of the toilet location by project manager.
						Oct 2019	The archaeological assessment has been completed and an authority is required to construct the toilets in the preferred location. Engagement/consultation with tangata whenua has been carried out and preferred location agreed to. Application for authority expected to be lodged by the end of September. Planning assessment to be completed by the end of September to determine if resource consent is required.
Opononi - (TIF) Public Toilets – Resource Consent						Aug 2019	Toilet location confirmed. Application for land use consent prepared, lodged and decision issued 30 August 2019. Appeal period closes 20 September 2019.
Te Haumi Underpass and Footbridge Renewal						Dec 2019	Consent expires 29 February 2020. An application for the replacement consent has been prepared by an external consultant and lodged with NRC. Decision expected before end of September.
Awanui River Stormwater Outlet Structure Renewal						Dec 2019	Consent expires 31 May 2020. An application for the replacement consent is being prepare by an external consultant and will be lodged by the end of December.
Kaeo Public Toilets water supply						Dec 2019	District Facilities staff have indicated that a new water source for the Kaeo Public toilets may be necessary.
Kawakawa WTP water take and backwash discharge						Aug 2019	Decision issued with 35 year consent granted. Handover meeting with Far North Waters, and IAM planning staff held to confirm conditions and responsibilities.
Marreine Place, Karikari – Flood control works						2019	DOC advised of concerns with open drain adjacent to significant wetland. Stormwater operations considering alternative options. Regional resource consent required for works.
Kaikohe Memorial Park – Facilities (Basketball Court) upgrade						Sept 2019	Application lodged. Decision expected by the end of September.
Horeke temporary dog pound						Nov 2019	Consultants have been engaged to prepare and lodge the retrospective land use application for the temporary pound. An acoustic expert has been engaged to prepare noise assessment to support application. Application expected to be lodged by mid-October but dependant on completion of noise report.

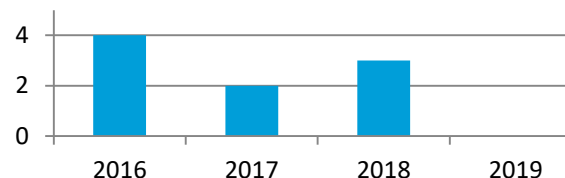
## INFRASTRUCTURE COMPLIANCE

The following provides an overview of infrastructure compliance with NRC issued resource consents including current abatement notices.

Number of Consents



Date Current Abatements Issued



Since Last Reported

0

### Summary of Abatements






Location	Asset	Asset Type	Non-Compliance	Action Underway
	Kerikeri Sports Complex		<ul style="list-style-type: none"> <li>Issued Dec 2016</li> <li>Breach of discharge consent limit for wastewater discharge amount</li> </ul>	No breaches of discharge volume since November 2018. Plumbing repairs, meter calibration and maintenance undertaken. Cancellation of abatement will be requested following maintenance and ongoing compliance
	Mangonui Handrail		<ul style="list-style-type: none"> <li>Abatement notice issued May 2018</li> <li>Erection of a safety rail on the Mangonui boardwalk required</li> </ul>	As agreed to by NRC, 80m of handrail installed in September 2018 in highest risk area. Staff continue working with Community Working Group to reach acceptable solution for remainder of boardwalk – public consultation underway.
	Kaitiaki Recovery Centre		<ul style="list-style-type: none"> <li>Abatement notice issued Nov 2018</li> <li>Stormwater runoff from bins stored at site may contaminate waterway</li> </ul>	Interceptor / oil separator in process of being installed to address NRC concerns around contaminants entering waterway.
	Opononi WWTP		<ul style="list-style-type: none"> <li>Abatement Notice issued Apr 2016</li> <li>Plant evidencing non-compliance with E.Coli limits</li> </ul>	Short term: aerator and desludging have improved E.Coli readings which are now within consent limits. Additional maintenance being scheduled. Long term: engagement with the Community Liaison Group continues to try and find an acceptable upgrade solution. Aiming for agreed upgrade solution next LTP.
	Kaitiaki WW Network		<ul style="list-style-type: none"> <li>Abatement notice issued Apr 2016</li> <li>Unconsented network overflows</li> </ul>	Screens have been installed at overflow location and programme of work underway to reduce frequency of overflows.
	Paihia WWTP		<ul style="list-style-type: none"> <li>Abatement Notice issued Oct 2016</li> <li>Breaches in ammonia limits ongoing</li> </ul>	Paihia WWTP upgrade project underway and meeting deadlines provided to Environment Court and NRC.
	Russell WWTP		<ul style="list-style-type: none"> <li>Abatement notice issued Mar 2017</li> <li>Intermittent breaches in E.Coli limits</li> </ul>	Various upgrade work undertaken during 2018/2019, plant currently compliant and in monitoring period before requesting cancellation of abatement notice.
	Ahipara WWTP		<ul style="list-style-type: none"> <li>Abatement notice issued Mar 2018</li> <li>Non-compliant leachate volume discharged to pond from Ahipara Landfill.</li> </ul>	Pump controller was upgraded and since then no evidence of breaching flow limit. Continue to monitor before requesting cancellation of abatement.
	Ahipara WWTP		<ul style="list-style-type: none"> <li>Abatement notice issued September 2017</li> <li>Discharge non-compliant with faecal coliform limits</li> </ul>	Wetland refurbishment work and pond desludging have resulted in positive impact on faecal coliform limits. Abatement notice cancellation sent to NRC in July 2019.








## ASSET MANAGEMENT

The following provides an overview of key projects and deliverables the Asset Management Team are working towards. These are being delivered in conjunction with 'business as usual' work such as RFS's, operational matters and minor projects.



Activity	Asset Group	Status				Expected Completion	Comment
		Concept	Plan	Deliver	Handover		
Strategies / Plans / Policies							
Living Asset Management Plan	All	●	●			FY20/21	Will replace static AMP documents – an 18-24 month process. First draft to SLT / EMs by end of June 2020
Asset Management Strategy	All	●				TBA	To be developed
Asset Management Policy	All	●	●	●		FY19/20	Internal policy drafted and being updated. Awaiting approval
Annual Plan	All	●	●	●	●	FY19/20	Contribute to Annual Plan project, coordinated by Strategic Policy & Planning.
ISO55000	All	●				TBA	To be developed
Stormwater Strategy		●	●			FY20/21	Underway
Stormwater Catchment Management Plans		●	●	●		FY20/21	Being consulted on and developed with GHD Consulting
Asbestos Management Plans		●	●	●		FY20/21	Required as part of the Health & Safety at Work (Asbestos) Regulations 2016
Vesting Assets to Council Policy	All	●				TBA	Identified gap - policy and process required (to consult with SPP, Legal, Governance, Finance)
Asset Identification / Condition Assessments							
Prioritised Scheduled Asset Condition Assessments	All	●	●			FY20/30	10 year programme being developed. Report for funding going to Council in October 2019.
Inventory Assessment - DF Assets		●	●	●		Underway	Identify and record additional district facilities assets such as picnic tables, benches, parks etc.
Stormwater Asset Information		●	●			Underway	Develop stormwater asset data for transition of stormwater operations to Far North Waters. Stormwater operations have transitioned to FNW as of 01 August 2019.

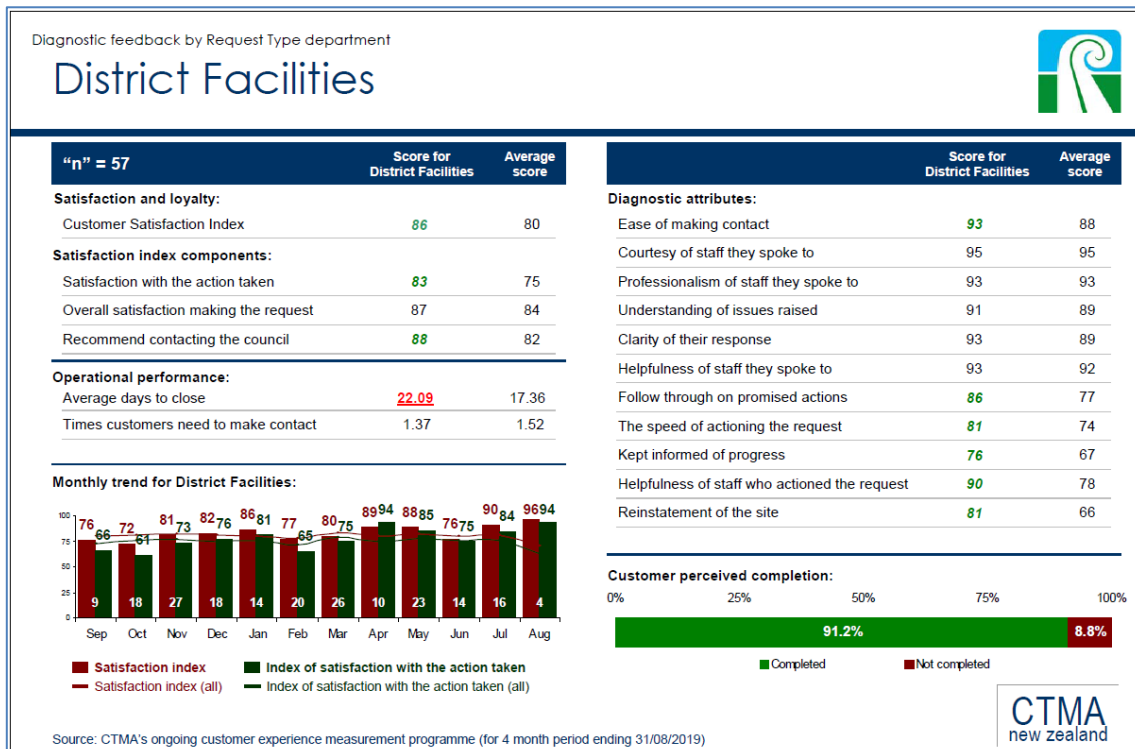
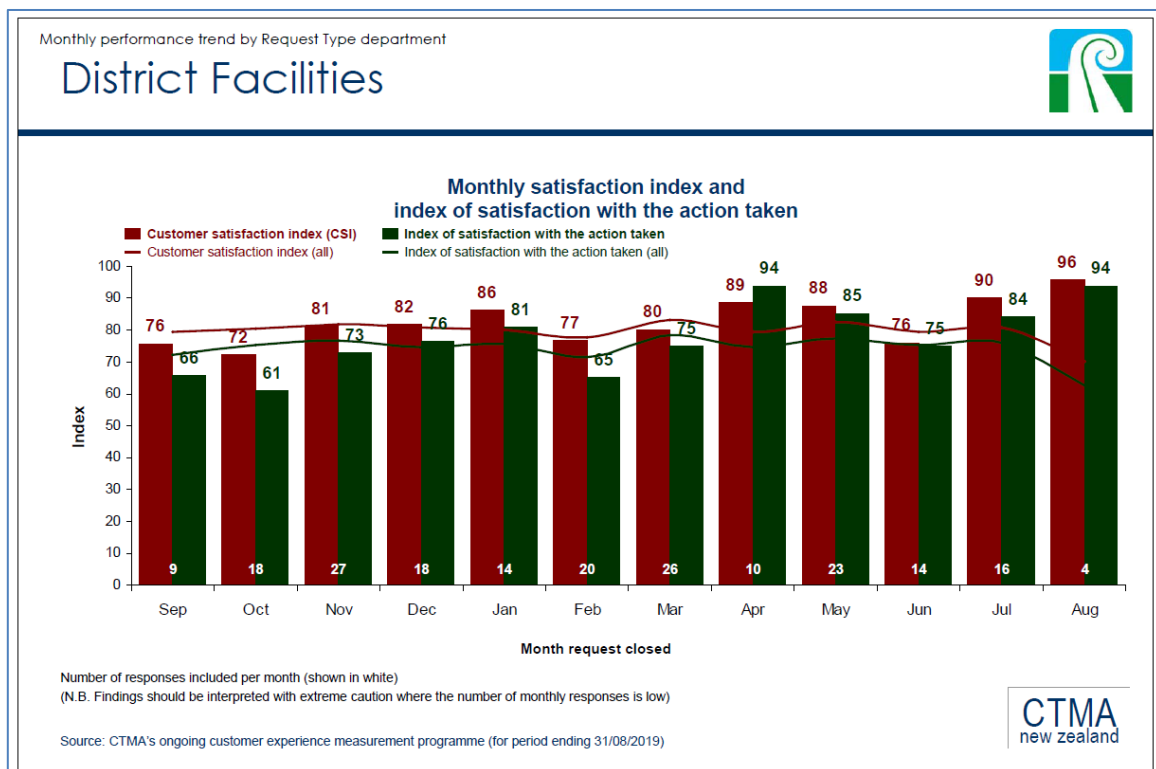
Activity	Asset Group	Status				Expected Completion	Comment
		Concept	Plan	Deliver	Handover		
Project Pipeline - Initiations		Includes planning, feasibility studies, options assessments, business casing etc. before handover for Project Delivery					
Kaitia Wastewater Overflows		<div></div>	<div></div>	<div></div>		FY20/21	Subject to NRC abatement notice. Options assessment complete, decision pending on appropriate solution
Hihi WWTP		<div></div>	<div></div>			FY20/21	Plant upgrade is required. Currently with planning to obtain resource consent and decision on best approach moving forward for the plant. Additional funding required and has been submitted for via AP Variations register.
East Coast (Taipa) WWTP		<div></div>	<div></div>			FY20/21	Plant evidencing non-compliance with resource consent. Initial upgrade and disposal options assessment undertaken, further assessment and consultation required.
Other							
Asset Management System	All	<div></div>	<div></div>			FY20/21	Awaiting signing of SoW. Once done system implementation to commence, hopefully by 01/10/2019. Phase 1A covering base system configuration preparing for data, data transfer and validation and GIS interface to be completed by 31/12/2019 – includes draft install of Advanced Analytics (LAMP).
Stormwater modelling requirements		<div></div>	<div></div>			FY20/21	Subject to Asset Management System project completion
Area of Benefit Plan updates - Stormwater		<div></div>				TBA	TBA
Agree system for CCTV survey data QA and storage	3 Waters	<div></div>				Underway	TBA
Data Cleanse / Tidy Up	All	<div></div>	<div></div>			Underway	A continual process but aim to have it completed prior to Phase 1A implementation of the new AMS

## DISTRICT FACILITIES

### CUSTOMER EXPERIENCE PROGRAMME

District Facilities staff continue to work hard on improving our customer experiences. Work continues to reduce the number of RFS codes used by District Facilities.

Continue to look at smarter ways the new website and TK2 can help by providing information to the public (and staff) as a way of reducing our RFS numbers.



## HEALTH AND SAFETY

### RECREATION SERVICES

ACCIDENT TYPE	July	Aug
Near Miss	0	0
Non-serious harm	1	1
Serious harm	0	0
LTI	0	0
Vehicle / Machinery accident	0	1

### WASTE MANAGEMENT *(Southern RTS)*

ACCIDENT TYPE	Jan	Feb	March	April	May	June	July	Aug
Near Miss	1	0	1	0	1	0	1	0
Non-serious harm	0	1	0	0	0	0	0	0
Serious harm	0	0	0	0	0	0	0	0
LTI	0	0	0	0	0	0	0	0
Vehicle / Machinery accident	0	0	0	0	0	0	0	0

### NORTHLAND WASTE *(Northern RTS)*

ACCIDENT TYPE	Jan	Feb	March	April	May	June	July	Aug
Near Miss	0	0	0	1	0	0	0	0
Non-serious harm	1	0	2	0	1	0	0	1
Serious harm	0	0	0	0	0	0	0	0
LTI	0	1	0	0	0	0	1	0
Vehicle / Machinery accident	4	1	0	2	1	0	1	2

August's non serious harm was a staff member who reported a sore elbow not as a result of an accident but possibly from manual handling.

### BROADSPECTRUM *(Russell RTS and landfill)*

ACCIDENT TYPE	Jan	Feb	March	April	May	June	July	Aug
Near Miss	0	0	0	0	0	0	0	0
Non-serious harm	1	0	0	0	0	0	0	0
Serious harm	0	0	0	0	0	0	0	0
LTI	0	0	0	0	0	0	0	0
Vehicle / Machinery accident	0	0	0	0	0	0	0	0

## RECREATIONAL SERVICES

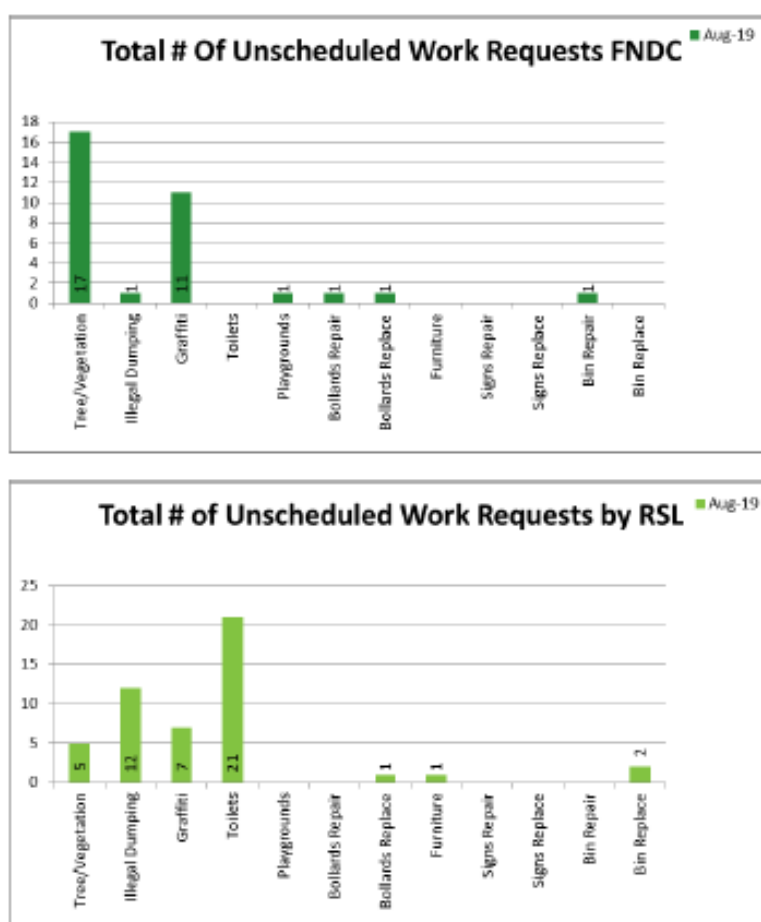


Table: Number of unscheduled works requested by Council and RSL

## PARKS AND RESERVES

Spring preparation and fertilization programme carried out on the Kerikeri and Baysport sports fields.

Tree maintenance continues to be carried out across the District in many of our parks and reserves as a result of customer concerns and site visits by District Facilities staff.

Fence repairs needed to the boundary fence around the Kaikohe rugby fields due to vandalism.

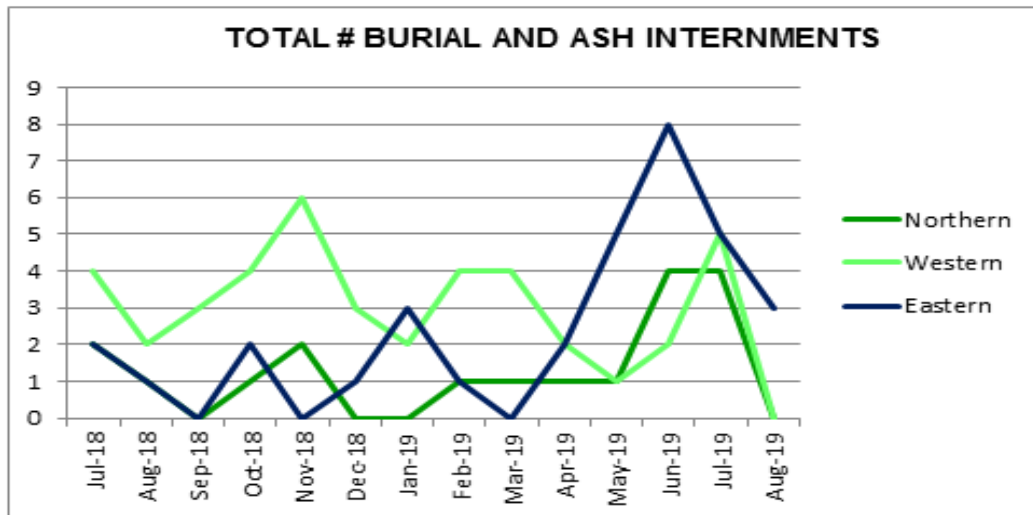
MBIE have approved an amount of \$288,500 from the 2019/20 Responsible Camping Fund. This will be used for the following projects:

- Kaitiaki Rangers Programme
- Gap and opportunities analysis
- Servicing existing TIF toilets at Rawhiti and Ramp Road, Karikari Peninsula

## CEMETERIES

The licence for disinterment of an old private cemetery in Kaeo as a result of the old cemetery slipping onto the state highway has been granted. Those dis-interred will be re-interred into a special area of the Kaeo public cemetery, this will be carried out in October 2019 date yet to be confirmed.

Due to recent issues with the standard of grave dressings, additional audits have been carried out and identified improvements and compliance with the contract specifications.



## TOWN MAINTENANCE AUDITS

	Jan	Feb	March	April	May	June	July	August
<b>Met</b>	12	15	15	14	12	15	11	17
<b>Not met</b>	5	5	2	4	6	2	8	1
<b>Non-performance Notice</b>	0	1	0	2	0	0	1	0

Table 1: YTD audit results

August	Met	Not met	Non performance notice	Comment
<b>Reserve mowing</b>	1	0	0	
<b>Edge control</b>	2	0	0	
<b>Playground</b>	0	0	0	
<b>Cemetery</b>	0	0	0	
<b>Toilets</b>	5	0	0	
<b>Litter and Town Maint</b>	2	1	0	
<b>Unscheduled</b>	7	0	0	
<b>Contract</b>	10	1	0	
<b>TOTAL</b>	17	1	0	18 audits completed

## PUBLIC TOILETS

Positive feedback received about the Broadwood toilets which are looking good with an antique saw having been donated by the community. The Saw is installed on the front of the toilets as a feature shroud designed by Recreational Services.



A new disabled portaloo has been placed at the Kaimaumau reserve next to the existing toilet block while the old block is being renovated. Council has recently purchased 3 disabled portaloos to be used as temporary and seasonal toilet facilities during the busy summer season in high peak areas.

## SOLID WASTE

### Regulated Product Stewardship

Product Stewardship requires manufactures to take responsibility for the end of life of their products. The Government has announced they are looking to declare 'priority products' for six product groups that can create harm at end of life. They are also looking to declare ministerial guidelines for the design of accredited schemes to manage the priority products. This is stage one of a two stage process to move toward regulated product stewardship for these products. This will be the most significant change in solid waste regulations in New Zealand. Submissions close Friday 4 October at 5pm.

### Community Litter Clean Ups

A meeting was held with DF, Roading, H&S and Customer Services to discuss H&S procedures for community litter clean ups and then a follow up meeting with Simon Millichamp, Alastair Wiseman and George Swanepoel. George expressed the opinion that allowing free disposal of rubbish from such clean ups doesn't expose us to responsibilities for H&S of the clean up. George will follow up with a formal written opinion.

### Kaitaia Refuse Transfer Station Abatement notice

NRC is pushing for progress on installing an oil separation device at Kaitaia Refuse Transfer Station. Contractors have done preliminary investigations and are preparing quotes. Some economies may be achieved as some of the work required can be done in conjunction with the weigh bridge installation.

NRC wants this work to be followed by installation of similar devices at other bulk rubbish transfer stations across the district.

## Community Recycling Centres

Draft community recycling centres proposals have been submitted to Rawhiti and Waitangi and we are awaiting feedback from the trust committees involved.

The Peria Community Recycling Centre was vandalised by having the posts cut with a chainsaw causing the veranda to collapse. As a result, the Peria Trust has asked us to remove the facility from their land as they don't want to be involved in any local disputes. The community has a 7 day a week transfer station 10 minutes' drive away in Taipa so there is no urgency to resolve the matter.

## Contract Renewals

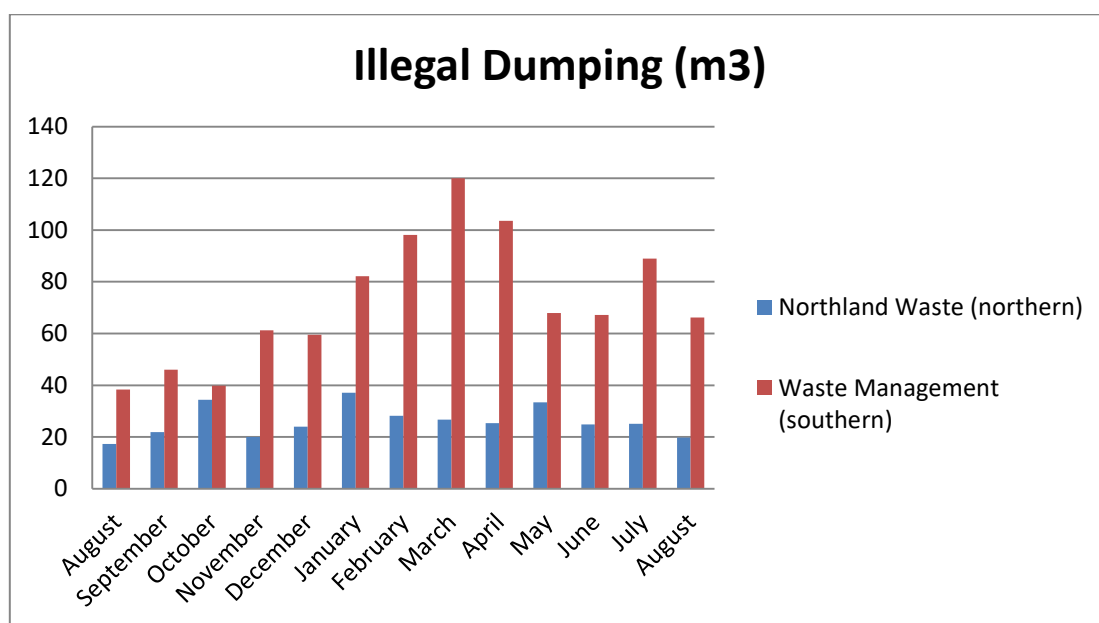
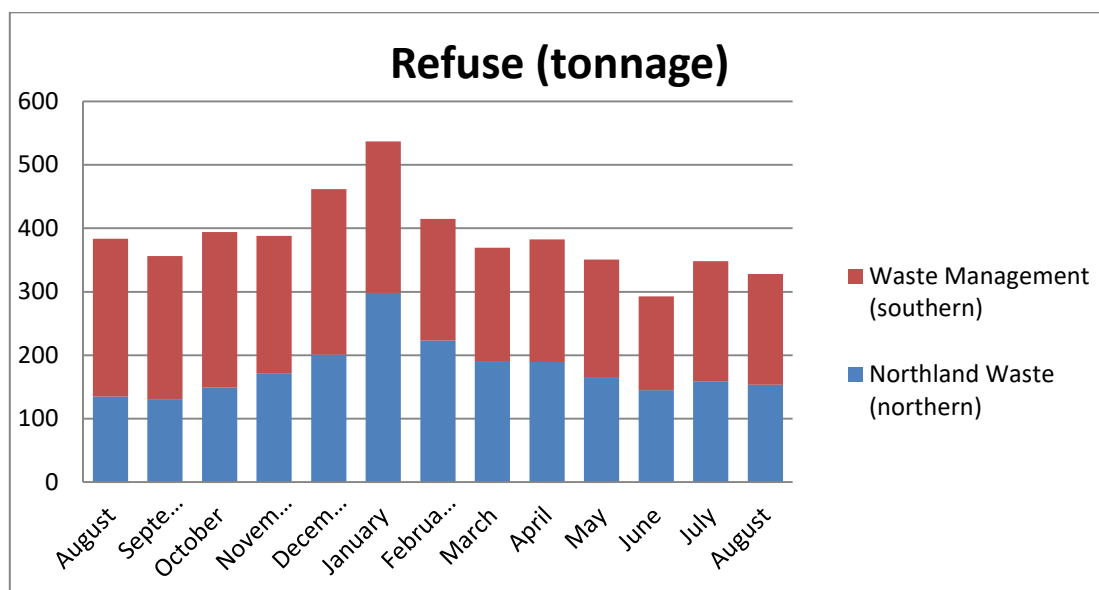
The contract to operate the Russel landfill and transfer station and the contract to provide waste minimisation education expire in January 2020. Draft procurement plan for these services have been signed off by Glenn and the tender papers will be worked on next.

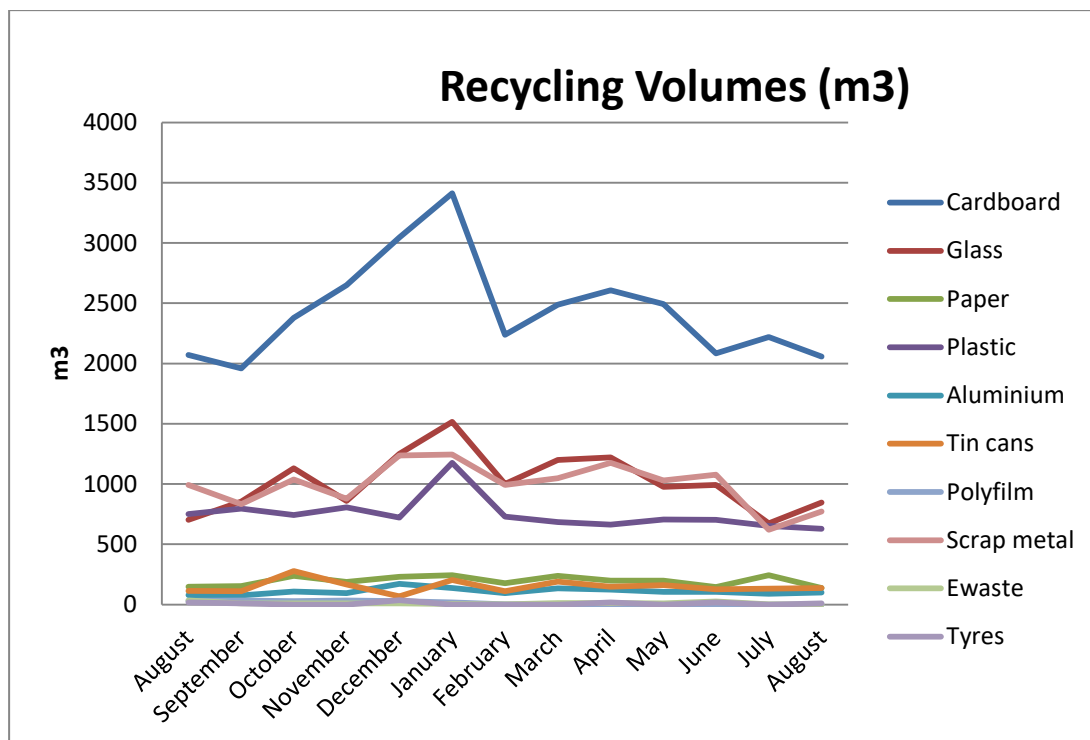
## Recycling at Council Offices

Dual rubbish/paper recycling bins have been provided at the Kaikohe Headquarters and now Te Ahu offices in an attempt to improve Council's recycling performance. These bins will be rolled out to the JBC office's next, and then recycle bins and services for lunch rooms will be considered.



## SOLID WASTE STATS FOR AUGUST





## LITTER INFRINGEMENT REPORT – August 2019

Offence Date	Offence Type	Status	Balance	Location Details
29/07/2019	Deposited litter in/on a public place \$250 20-120	First Notice	\$250	On Street: Rawene Road, Rawene Location: Intersection SH 12
29/07/2019	Deposited litter in/on a public place \$250 20-120L	First Notice	\$250	On Street: Rawene Road, Rawene Location: Intersection SH 12
26/06/2019	Deposited litter in / on public place \$400 >120L	Second Notice	\$400	On Street: Fairburn Road, Kaitaia Location: Intersection State Highway 1
26/06/2019	Deposited litter in/on a public place \$250 20-120L	Second Notice	\$250	On Street: Fairburn Road, Kaitaia Location: Intersection State Highway 1 Kaitaia
9/07/2019	Deposited litter in/on a public place \$250 20-120L	Second Notice	\$250	On Street: Waikare Road, Kawakawa Location: Intersection State Highway 11
29/07/2019	Deposited litter in/on a public place \$250 20-120L	First Notice	\$250	On Street: Rawene Road, Rawene Location: Intersection State Highway 12
29/07/2019	Deposited litter in/on a public place \$250 20-120	First Notice	\$250	On Street: Rakauwahia Road, Kaikohe Location: Intersection State Highway 12
26/06/2019	Deposited litter in / on public place \$400 >120L	Second Notice	\$400	On Street: Fairburn Road, Kaitaia Location: Intersection State Highway 1 kaitaia
26/06/2019	Deposited litter in / on public place \$400 >120L	Second Notice	\$400	Location: Intersection State Highway 1
29/07/2019	Deposited litter in/on a public place \$250 20-120L	First Notice	\$250	On Street: Rawene Road, Rawene Location: Intersection State Highway 12
5/06/2019	Deposited litter in/on a public place \$250 20-120L	First Notice	\$250	On Street: Fairburn Road, Kaitaia Location: Intersection State Highway 1, Kaitaia
5/06/2019	Deposited litter in/on a public place	First Notice	\$250	Location: West Coast Road, Panguru
5/06/2019	Deposited litter in/on a public place	First Notice	\$250	Location: West Coast Road, Panguru
5/06/2019	Deposited litter in/on a public place \$400 (Haz/Rpt)	First Notice	\$400	On Street: Fairburn Road, Kaitaia Location: Intersection State Highway 1, Kaitaia
31/05/2019	Deposited litter in / on a public place	First Notice	\$100	
16/05/2019	Deposited litter in/on a public place \$250 20-120L	First Notice	\$250	On Street: Church Road, Kaingaroa Location: Intersection State Highway 10
16/05/2019	Deposited litter in/on a public place	First Notice	\$250	Location: Intersection Church Road
22/05/2019	Deposited litter in / on public place \$400 >120L	First Notice	\$400	On Street: Takahue Road, Kaitaia Location: Intersection State Highway 1
22/05/2019	Deposited litter in/on a public place	First Notice	\$150	Location: West Coast Road, Panguru
16/05/2019	Deposited litter in/on a public place \$250 20-120L	First Notice	\$250	On Street: Kaimaumau Road, Waiharara Location: Intersection Far North Road

## HOUSING FOR THE ELDERLY

2019	January	February	March	April	May	June	July	August
<b># units vacated</b> <i>(received for refurbishing)</i>	<b>3</b> Northern: Ahipara, Oxford Western: Waima	<b>2</b> Eastern: Kerikeri Western: Kaikohe	<b>1</b> Western: Kohukohu	<b>5</b> Western: Kohukohu, Kaikohe Eastern: Kerikeri Northern: Ahipara, Oxford St	<b>4</b> Western: Kaikohe, Kohukohu Eastern: Northern: Oxford St	<b>3</b> Western: Kaikohe Eastern: Kawakawa Northern: Oxford St	<b>1</b> Western: Kaikohe Eastern: Northern:	<b>1</b> Western: Eastern: Northern: Puckey Ave
<b># unit refurbishments progressing</b>	<b>5</b> Northern: Oxford Western: Kaikohe Eastern: Kerikeri	<b>6</b> Northern: Oxford, Ahipara Western: Kaikohe	<b>7</b> Northern: Ahipara, Oxford Western: Kaikohe, Waima Eastern: Kerikeri	<b>5</b> Western: Kaikohe, Waima, Kohukohu Eastern: Kerikeri	<b>9</b> Western: Kaikohe, Kohukohu, Waima Eastern: Kerikeri Northern: Ahipara, Oxford St	<b>7</b> Western: Kaikohe, Kohukohu, Waima Eastern: Kerikeri, Kawakawa Northern: Oxford St	<b>7</b> Western: Kohukohu, Waima Eastern: Kawakawa Northern: Oxford St	<b>5</b> Western: Kaikohe, Waima Eastern: Kawakawa Northern: Oxford St
<b># units completed</b> <i>(returned for tenanting)</i>	<b>0</b>	<b>1</b> Eastern: Kerikeri	<b>2</b> Western: Kaikohe	<b>3</b> Northern: Ahipara, Oxford	<b>3</b> Northern: Ahipara, Oxford St	<b>2</b> Western: Kaikohe	<b>2</b> Western: Kerikeri, Kaikohe	<b>3</b> Western: Kohukohu

## COMMUNITY FACILITIES

The letters concerning the need for 2018/19 financial and statistics are being prepared. This year we will also be asking for information the hall committee would like to have made available to the public on the new Council website. Ideally it will be a link to their website but just some basic information we can provide to the public on our website may assist with improving the customer experience and decision making.

All Council owned buildings have current Building Warrant of Fitness.

2019	July	August
<b># of BWOFF's due to expire</b>	<b>0</b> Western: Eastern: Northern:	<b>0</b> Western: Eastern: Northern:
<b># defect notices received</b>	<b>0</b> Western: Eastern: Northern:	<b>0</b> Western: Eastern: Northern:
<b># facilities compliant</b> <i>(returned for tenanting)</i>	<b>9</b> District wide	<b>9</b> District wide

## SWIMMING POOLS

CBEC continue to carry out a very basic winterisation programme in preparation for opening in October for the main pools and possibly later for the school pools.

## LEASES / AGREEMENTS

Work is underway to contact those lessees who have not been paying rent and to remind them of their obligations. In conjunction to this, we are also looking at a way to ensure this is automated, whether that is an automatic payment or Council has an automated invoice sent out annually.

Work has started also on contacting those with leases that have expired, asking the group involved whether they want to renew the lease or not.

AUGUST	To do	Applicant	District Facilities	Legal Services	Other	Negotiating	Ready for signing	Completed this month
Western	Kaikohe Basketball Court Agreement (new)	AUGUST: Hokianga Treks (renewal)	Rawene Campus (new)	Opononi Bowling Club Lease (new)	Statement of Proposal - community consultation: * Ventnor Memorial * Rawene Campus		AUGUST: Sportsville and BOI Rugby - Sports field lights Agreement (new)	
	Northland College - Swimming Pool MOU (new)			Hokianga Coastguard Lease (new)	SP&P: Ventnor Memorial Agreement (new)			
				TIF Toilets (Opononi) Agreement (new)				
Eastern	Cherry Park House Lease (new)	Russell Tennis Club (new)	Hundertwasser - public toilet services Agreement (review)	Pear Tree Lease (new)	SP&P to do: * Paihia Village Green Management Plan			
	Russell Sports Trust Lease (new)		Kawakawa Memorial Library Hall Lease (renewal?)	Kerikeri Sports Complex Lease (new)				
	Kerikeri College - Swimming Pool MOU (review)		AUGUST: 2019/20 Focus Paihia Village Green Market Day Agreement	TIF Toilets (Haruru / Waitangi) Agreements (new)	Investigation stage: * Tauranga Bay - water easement Agreement (new due to expiry)			
			AUGUST: Focus Paihia Custodian Services 201/20 Agreement (new)					
Northern		Tumanako o Kaitia Kohanga Reo Trust (new)	Te Rarawa Rugby lease (new)	Kaitia Saturday Market Agreement (new)		AUGUST: APRI - Unahi Wharf Agreement (new)		
		Waioataira Reserve - public toilet water supply Agreement (new)	Te Kao - public toilet Agreement (new)	Hihi Community Centre Lease (new)	Waioataira Reserve - public toilet water supply (HISTORICAL) - reimbursement			
				St Johns Ambulance Ahipara Lease (renewal)				
				Te Kohanga Reo o Houhora Lease (new)				

## CIVIL DEFENCE EMERGENCY MANAGEMENT

### NATIONAL

The focus of the Ministry of Civil Defence and Emergency Management over the past five weeks has been supporting Hon Peeni Henare as he learns his new portfolio as the Minister of Civil Defence. He has expressed a desire to meet with key stakeholders as soon as practicable.

The Ministry of Civil Defence and Emergency Management has also received acknowledgement in the Colmar Brunton Public sector reputation top 50 Index 2019 - being sixth overall, fourth for trust and second for fairness.

### REGIONAL

- A full day workshop was held at the Northland Regional Council on 5 September facilitated by Ministry of Civil Defence and Emergency Management staff. The purpose of the workshop was to demonstrate Office365 Teams which will be replaced the Emergency Management Information System (EMIS) and determine how CDEM Groups and Councils will receive training. Other topics covered included, geospatial capability, common operating picture, national warnings, and emergency mobile alerts.
- The Contacts App being developed for the Northland CDEM Group is close to being released to key stakeholders within Northlands CDEM sector. Those identified from current distribution lists will receive an invitation to download and login to the App over the coming weeks.
- The Northland CDEM training pathway is being reviewed and updated. Coordinated Incident Management Systems (CIMS4) and Emergency Operation Centre (EOC) training will continue to underpin the training program with extension courses currently being looked into around dedicated CIMS functional training. Training on the new Microsoft 365 Teams emergency platform and the CIMS 3rd edition changes will also be included.
- Discussions are continuing with Northland CDEM stakeholders to progress with the establishment of a joint Emergency Coordination Centre located in Whangarei. Three options have been considered – refer to considerations below. The recommended option from the emergency services and other agency groups is to develop a multi-agency Emergency Coordination Centre.

No.	Option	Advantages	Disadvantages
1	Status quo	No cost.	Limited interagency coordination during emergency response and recovery that may hinder response.
2	Develop a multi-agency ECC	Enhanced response capability and delivery of response.  BAU interaction and strengthening of capability.  Collaboration across agency is strengthened.	Cost and budget.  Other priorities maybe impacted.
3	Develop permanent single agency ECC's	Own agency has responsibility for its facility.	Continue to operate in isolation.  Inability to respond in a coordinated manner.