



Rangitikei District Council

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Rangitikei
UNSPOILT...

Assets/Infrastructure Committee Meeting

Order Paper

Thursday, 10 September 2015, 9.30 am

Council Chamber, Rangitikei District Council
46 High Street, Marton

Website: www.rangitikei.govt.nz

Email: info@rangitikei.govt.nz

Chair
Cr Dean McManaway

Deputy Chair
Cr Mike Jones

Membership

Councillors Nigel Belsham, Angus Gordon, Tim Harris, Soraya Peke-Mason,
Ruth Rainey and Lynne Sheridan
His Worship the Mayor, Andy Watson (ex officio)

Please Note: Items in this agenda may be subject to amendments or withdrawal at the meeting. It is recommended therefore that items not be reported upon until after adoption by the Council. Reporters who do not attend the meeting are requested to seek confirmation of the agenda material or proceedings of the meeting from the Chief Executive prior to any media reports being filed.

Rangitikei District Council

Assets/Infrastructure Committee Meeting

Order Paper – Thursday 10 September 2015 – 9:30 a.m.

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The quorum for the Assets/Infrastructure Committee is 5

At its meeting of 28 October 2010 Council resolved that 'The quorum at any meeting of a standing committee or sub-committee of the Council (including Te Roopu Ahi Kaa, the Community Committees, the Reserve Management Committees and the Rural Water Supply Management Sub-committees) is that required for a meeting of the local authority in SO 2.4.3 and 3.4.3.' These Standing Orders were confirmed for the 2013-16 triennium by Council on 31 October 2013

1 Welcome

2 Council Prayer

3 Apologies/leave of absence

4 Confirmation of Order of Business

That, taking into account the explanation provided why the item is not on the meeting agenda and why the discussion of the item cannot be delayed until a subsequent meeting, be dealt with as a late item at this meeting.

5 Confirmation of Minutes

Recommendation

That the Minutes of the Assets/Infrastructure Committee meeting held on 13 August 2015 be taken as read and verified as an accurate and correct record of the meeting.

6 Chair's Report

A report will be tabled at the meeting.

File ref: 1-CT-13-1

Recommendation

That the Chair's report to the Assets/Infrastructure Committee meeting on 10 September 2015 be received.

7 Queries raised at previous meeting

Overflow at Kaka Road, Taihape

This is a private property matter and the owner is being advised accordingly.

Performance target for unsealed roads

The target set in the adopted Long Term Plan is for at least 75% of network to be remetalled each year – reckoned as 12.000m3

Complete list of roads requiring maintenance during 2015/16

The reseal programme has been confirmed and could start in October 2015 weather permitting and will endeavour to include on the September template in preparation for the next meeting.

8 Activity management templates

The non-financial reporting templates for August 2015 covering the following groups of activities, are attached:

- Roding & Footpaths
- Water Supply
- Sewerage & the Treatment and Disposal of Sewage
- Stormwater Drainage
- Community & Leisure Assets (*all three months are included in one sheet*)
- Rubbish & Recycling

File ref: 5-EX-4

Recommendation

That the non-financial reporting templates for Asset based groups of activities for August 2015 be received.

9 Resource consent compliance

A report is attached.

File ref: 3-CT-13-4

Recommendation

That the report 'Consent Compliance – August 2015' to the Assets/Infrastructure Committee meeting on 10 September 2015 be received.

10 Update on emergency works – Council roading network

A report is attached.

File ref: 6-RT-5-18

Recommendation

That the report 'Update on emergency works – Council roading network' to the Assets/Infrastructure Committee's meeting of 10 September 2015 be received

11 Progress update with access roads to Taihape Kindergarten (off Toroa Road) and Dudding Lake (from SH 3)

Both projects are programmed for October 2015.

12 Renewal of Marton wastewater treatment plant – update

A verbal update will be provided to the meeting.

13 Hunterville Domain power supply

A report is attached. Further information will be tabled at the meeting.

File 6-RF-1-9

Recommendation

That the 'Hunterville Domain power supply' report be received.

14 Community housing – progress update on actions from previous meeting

A draft expression of interest is attached.

15 Late items

16 Future items for the agenda

17 Next meeting

Thursday, 15 October 2015

18 Meeting closed

Attachment 1

Rangitikei District Council

Assets/Infrastructure Committee Meeting

Minutes – Thursday 13 August 2015 – 9:35 a.m.

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- Present:**
- Cr Dean McManaway (Chair)
 - Cr Nigel Belsham
 - Cr Angus Gordon
 - Cr Tim Harris
 - Cr Mike Jones
 - Cr Soraya Peke-Mason
 - Cr Ruth Rainey
 - His Worship the Mayor, Andy Watson
- In attendance:**
- Mr Michael Hodder, Community & Regulatory Services Group Manager
 - Mr Glenn Young, Utilities Projects Manager
 - Mr Andrew van Bussel, Operations Manager
 - Ms Joanne Saywell, Utilities Asset Manager
 - Ms Gaylene Prince, Community & Leisure Services team Leader
 - Ms Katrina Gray, Policy/Planner
 - Mrs Priscilla Jeffrey, Governance Administrator
- Tabled Items:**
- item 6:** Chair's report
 - Item 12:** Document entitled "Hill Laboratories – Analysis Report"

1 Welcome

The Chair welcomed everyone to the meeting.

2 Council Prayer

Councillor McManaway read the Council prayer.

3 Apologies/Leave of absence

Resolved minute number

That apologies for lateness from Councillor Harris, Councillor Peke-Mason, Councillor Rainey, and Councillor Sheridan be received.

Cr Gordon / Cr Belsham. Carried

Councillor Sheridan entered the meeting at 9.37am

4 Confirmation of order of business

The Chair informed the Committee that there would be no changes to the order of business from that set out in the agenda, apart from allowing the Powerco delegation to speak soon after they arrived.

5 Confirmation of minutes

Resolved minute number 15/AIN/056 File Ref

That the Minutes of the Assets/Infrastructure Committee meeting held on 9 July 2015 be taken as read and verified as an accurate and correct record of the meeting.

Cr Jones / Cr Belsham. Carried

6 Chair's report

The Chair spoke to his tabled report.

Resolved minute number 15/AIN/057 File Ref

That the Chair's tabled report to the Assets/Infrastructure Committee's meeting of 13 August 2015 be received.

Cr McManaway / Cr Gordon. Carried

Cr Harris entered the meeting at 9.38am

7 Queries raised at previous meeting

Frae-Ona Park – stormwater discharge

The Committee noted that the pipework had been modified so that the stormwater discharge would flow to the Frae-Ona Pond except for high rainfall events. Mr van Bussel advised that if there was a high rainfall the excess water would flow to the Tutaenui Stream. The pipework was not a major capital work.

8 Activity management templates

Consideration was given to the non-financial reporting templates for July 2015, covering the following groups of activities (and including Request for Service details) and also to the flood event roading report in agenda item 11.

- Roothing and Footpaths
- Water Supply
- Sewerage and the Treatment and Disposal of Sewage
- Stormwater Drainage
- Community and Leisure Assets
- Rubbish and Recycling

Concern was expressed that the speed bump pedestrian crossing by Centennial Park, Marton, had not been completed. Members suggested that this was a safety issue and should be addressed.

Concern was also expressed regarding the footpath on Kaka Road, Taihape. There was a pond of water on private land which, when there was a rain event, cascaded down the footpath. It was believed that the pond was caused by a leaking water main pipe and had been in disrepair for some years. It was suggested that the Council should request that the owner have the pipe repaired or issue a charge for the excess water use.

Councillor Rainey entered the meeting at 9.46am

It was queried whether the 75% re-metalling of roading network was realistic.

A member requested that Elected Members be supplied with a complete list of all road maintenance work planned for the 2015/16 financial year. The Long Term Plan had allocated funding for footpaths and roading work but the template lacked detail.

Cr Harris left the meeting at 9.50am/9.52am

It was suggested that, where capital project savings could be made on roading, such as footpaths and lighting, these funds should be reallocated to repair roads damaged by the June 2015 floods.

Resolved minute number **15/AIN/058** **File Ref** **5-EX-4**

That the activity management templates for Roding and footpaths, Water, Sewage and the treatment and disposal of sewerage, Stormwater drainage, Community and leisure assets, and Rubbish and recycling for July 2015, be received.

His Worship the Mayor / Cr Gordon. Carried

Resolved minute number **15/AIN/059** **File Ref** **5-EX-4**

That the crossing on Broadway at Centennial Park, Marton, be completed with the regulated zebra markings and signage.

Cr Belsham / His Worship the Mayor. Carried

Resolved minute number **15/AIN/060** **File Ref** **6-RT-5-18**

That the report 'Flood event roading report – July 2015' be received.

Cr Sheridan / Cr Jones. Carried

Undertaking **Subject** **Water leak on Kaka Road footpath, Taihape**

That the Operations Manager to investigate the water main leak at the Kaka Road, Taihape property and report those findings to the next Assets/Infrastructure Committee meeting.

Undertaking **Subject** **Performance target for unsealed roads**

That the Roding Operations Manager to report back at the next meeting whether the target of at least 75% of network retailed year was the set target and including revision of capital projects which could be deferred to offset costs of roading repairs caused by the June flooding event.

Undertaking **Subject** **Road maintenance programme for 2015/16**

That the Operations Manager provide elected members with a complete list of all roads requiring maintenance for the 2015/16 year.

9 Resource consent compliance – update

Ms Saywell spoke briefly to the report.

Resolved minute number	15/AIN/061	File Ref	5-EX-4
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That the report 'Resource consent compliance – update' to the Assets/Infrastructure Committee meeting 13 August 2015 be received.

Cr Harris / Cr Belsham. Carried

10 Flood event roading report

The report was considered during item 9.

11 Impact of Heavy Vehicles on Local Roads

Ms Gray spoke briefly to the report.

In discussion it was suggested that it would be prudent to discuss anticipated harvesting with the forest owners in the district to identify likely timing and favoured roading routes to transport the logs.

Resolved minute number	15/AIN/062	File Ref	3-PY-1-11
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That a meeting/s be arranged with the forest owners in the district to include identification of times of harvesting and favoured routes, and that the Mayor and Chair of the Assets/Infrastructure and Chief Executive compose a letter to forest owners as a preliminary to this meeting.

His Worship the Mayor / Cr Sheridan. carried

Resolved minute number	15/AIN/063	File Ref	3-PY-1-11
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That the memorandum 'Impact of Heavy Vehicles on Local Roads' be received.

Cr Sheridan / Cr Harris. Carried

12 Discussion with representatives of Powerco Limited

Mr Paul Fuse, Mr Wayne Stanford and Mr JC Bueno, Representatives from Powerco, gave a presentation on the Company's background and operations.

His Worship the Mayor left at 10.48am/10.50 am

Mr Fuse commented on the network in the Rangitikei area and that Powerco needed to engage with key stakeholders such as District Councils in order to better understand specific regional issues and needs. The Company had identified the need to increase its level of investment in the area to maintain existing levels of services in the longer term. Mr Fuse also commented on Powerco's pricing. The Company's objective was to find and optimise the most efficient trade-off between cost, service and risk. Prices were capped by the Commerce Commission: they had been flat for ten years but the cost and volume of work had increased causing a faster expenditure rate than prices.

Councillor Peke-Mason entered the meeting at 11.05am

Mr Fuse apprised members on the Rangitikei area electricity network projects which included Bulls, Raetihi, Paraparua, Waiouru, Moawhango and Mangaweka. He would bring a member of Powerco's commercial team at the next presentation to the Committee.

The Chair thanked the representatives for their presentation

13 Renewal of Marton wastewater treatment plant – overall plan

Ms Saywell spoke to her report, and explained the tabled document.

Resolved minute number	15/AIN/064	File Ref	6-WW-1-4
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That the report 'Proposed Improvements to Marton Wastewater Treatment Plant' be received.

Cr Belsham / Cr Sheridan. Carried

Resolved minute number	15/AIN/065	File Ref	6-WW-1-4
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That the Assets/Infrastructure Committee endorses the proposed approach for the ongoing acceptance, management and treatment of leachate from Bonny Glenn landfill, and the general scope of the proposed programme for the improvement works at the Marton Wastewater Treatment Plant, including obtaining the necessary new resource consents for the continued operation of the Plant.

His Worship the Mayor / Cr Harris. Carried

Resolved minute number	15/AIN/066	File Ref	6-WW-1-4
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That the Assets/Infrastructure Committee notes that final details for any major upgrade works at the Marton Wastewater Treatment Plant would be subject to independent review by an appropriately qualified person or persons approved by the Chief Executive, and that those works are approved by the Council prior to their commencement.

Cr McManaway / Cr Belsham. Carried

Resolved minute number **15/AIN/067** **File Ref** **6-WW-1-4**

That the Assets/Infrastructure Committee endorses the establishment of a focus group made up of community representatives to provide oversight and guidance on the Marton Wastewater Treatment Plant upgrade, including the obtaining of a new resource consent for the continued operation of the plant, and that final membership of the focus group and its roles/responsibilities be determined by Council.

Cr McManaway / His Worship the Mayor. Carried

Resolved minute number **15/AIN/068** **File Ref** **6-WW-1-4**

That the proposed approach for addressing compliance issues and the general scope of the upgrade of the Marton Wastewater Treatment Plant be referred to the Horizons Regional Council for comment prior to Council confirming any upgrade programme.

Cr McManaway / Cr Jones. Carried

Resolved minute number **15/AIN/069** **File Ref** **6-WW-1-4**

That the Assets/Infrastructure Committee continue to receive regular progress reports on compliance matters and any upgrade programme approved for the Marton Wastewater Treatment Plant.

Cr McManaway / Cr Jones. Carried

Undertaking **Subject** **Trade waste customers**

That the Utilities Asset Manager email to the schedule of premises to which trade waste agreements/licences apply.

The Committee asked that an update on leachate disposal from Bonny Glen be provided to the next meeting of the Turakina Community Committee

14 Recommendation to award Tender for Contract C990 Area Wide Sewer Renewals – Sliplining 2015/16 to Pipe Technologies Ltd

Ms Saywell spoke to her report.

Councillor Rainey left the meeting at 11.20am/11.22am

Resolved minute number **15/AIN/070** **File Ref** **5-CM-1: C 990**

That the report 'Acceptance of Tender for Contract C990 Area Wide Sewer Renewals – Sliplining 2015/16' be received.

His Worship the Mayor / Cr Peke-Mason. Carried

Resolved minute number **15/AIN/071** **File Ref** **5-CM-1: C 990**

That the Assets/Infrastructure Committee recommends that Council award Contract C990 to Pipe Technologies Limited for the sum of six hundred and seventy thousand, one hundred and fifty three dollars and forty two cents, \$670,253.42, including \$100,000 contingency (excluding GST).

His Worship the Mayor / Cr Jones. Carried

Resolved minute number **15/AIN/072** **File Ref** **5-CM-1: C 990**

That, if awarded, contract C990 include the right to extend the contract for a further one year period for the next two years, subject to the tender rates being held at the tendered amounts and the availability of budget (to be confirmed through Council's annual planning processes).

Cr Gordon / Cr Sheridan. Carried

15 Investigation into water source(s) for irrigating the playing surfaces of Taihape Memorial Park

Ms Saywell gave a verbal update on the water source for irrigating the playing surfaces of Taihape Memorial Park. She advised that, on advice from the Horizons Regional Council, there was no option for extracting more water to irrigate the playing fields. The matter needed further discussion with other staff. Stored water or use of current water supply at off peak times could be used.

Resolved minute number **15/AIN/073** **File Ref** **6-RF-1-12**

That the verbal update 'Investigation into water source(s) for irrigating the playing surfaces of Taihape Memorial Park' be received.

Cr Belsham / Cr Rainey. Carried

16 CBD cleaning contract – further consideration

Councillor Peke-Mason declared an interest and withdrew from discussion and voting on the matter.

Ms Prince spoke to her memorandum.

Resolved minute number **15/AIN/074** **File Ref** **5-CM-1**

That the memorandum 'Contracts for CBD cleaning – further consideration' be received.

Cr Peke-Mason / Cr Jones. Carried

Resolved minute number **15/AIN/075** **File Ref** **5-CM-1**

That Council includes within Contract 991 – Ratana parks and town maintenance – the CBD cleaning (rubbish bins) at Turakina, at \$4,784.00 (plus GST) per annum for three years from 17 August 2015 (or the agreed commencement date of that contract).

Cr Belsham / Cr Gordon. Carried

Resolved minute number **15/AIN/076** **File Ref** **5-CM-1**

That Council awards the following contracts:

- Contract 994 – CBD Cleaning Taihape and Hunterville – to O'Connor Contracting, at \$57,938.00 (plus GST) per annum, for three years from 17 August 2015;
- Contract 995 – CBD Cleaning Marton – to Rangitikei Enterprises, at \$51,220.80 per annum, for three years from 17 August 2015; and
- Contract 996 – CBD Cleaning Bulls – to Andrew Morriss Concrete Ltd, \$47,380.00 per annum, for three years from 17 August 2015.

Cr McManaway / Cr Jones. Carried

17 Late items

Nil

18 Future items for the agenda

Russell Street Stormwater Project.

19 Next meeting

Thursday 10 September 2015, 9.30am

20 Meeting closed - 12.23pm

Confirmed/Chair: _____

Date:

Unconfirmed

Attachment 2

Performance measures in LTP/Annual Plan		
What are they:	Targets	Progress to Date
Road Condition: The average quality of ride on a sealed local road network measured by smooth travel exposure	96.5% The most recent measurement was in June 2014. The mean rating for the sampled District's roads was 98%. This is the percentage of the road distance travelled in the sample which met the specified service level	Nothing to report
Road Maintenance: The percentage of the sealed road network that is resurfaced	8% During 2014/15, 61.84 km of road resealing and 6.91 km of road rehabilitation was completed. This is 8.6% of the sealed network.	Nothing to report
The percentage of the unsealed road network which is retailed during the year	At least 75% of network retailed each year–12,000m ³	Nothing to report
Footpaths: The percentage of footpaths within the District that fall within the level of service or service standard for the condition of footpaths that is set out in the Council's relevant document (such as its annual plan, activity management plan, asset management plan, annual works programme or long term plan) Note: A five point grading system to rate footpath condition based on visual inspections 1) Excellent 2) Good 3) Fair 4) Poor 5) Very Poor	At least 80% of footpath lengths in CBD areas in Bulls, Marton, Hunterville and Taihape are at grade 3 or higher At least 65% of sampled footpaths lengths outside CBD areas are at grade 3 or higher At least 90% of sampled footpaths assessed at grade 5 are included in upgrade programme during the following two years.	Nothing to report
Road Safety The change from the previous financial year in the number of fatalities and serious injury crashes on the local road network expressed as a number	No change or a reduction from previous year During 1 July 2014 and 30 March 2015, there were 3 fatalities and 12 serious injury accidents.	Nil fatal crashes
Adequacy of provision and maintenance of footpaths, street lighting and local roads (annual survey)	A greater proportion (than in the benchmark) or more than 10% of the sample believe that Council's service is getting better 2014/15 13% believed it was better than last year, 65% about the same, 21% worse than last year (2% didn't know).	Annual survey due in March 2016
Response to service requests The percentage of customer service requests relating to roads and footpaths to which the territorial authority responds within the time frame specified in the long-term plan.	95% after-hours callouts responded to within 12 hours 95% callouts during working hours, responded to within 6 hours 85% of all callouts resolved (i.e. completed) within one month of the request. Specific reference to callouts relating to potholes During 2014/15, 91% of footpath and road requests were responded to within time (256 requests) and 90% of footpath and road requests were resolved in time.	Total callouts to date number = 115 (96% responded to on time) Number of callouts after hours = 19 (100% responded to on time) Number of potholes = 17 (100% responded to on time)

Requests for Service				
What are they:	Responded on time	Responded late	Current	Overdue
Culverts/Drainage				
Maintenance (culverts/drainage)	11			
Road Signs				
Maintenance (road signs)	3			
Roads				
Maintenance (roads - potholes only)	7			
Maintenance (roads)	25	2		
Bridges				
Maintenance (Bridges)	0			
Roadside Vegetation/Trees				
Maintenance (roadside vegetation/trees)	2			
Footpaths				
Maintenance (footpaths)	0			
Street Lighting	3			
Maintenance (street lighting)				

ROADING AND FOOTPATHS GROUP OF ACTIVITIES 2015/16					Aug-15
Major programmes of work outlined in the LTP/Annual Plan 2015/16					
Pavement Rehabilitation	Route Position Length	Status	Start date	Completion date	
Wanganui Road	0-544	Design 90% complete	Feb-16	Apr-16	
Capex report 2015/15	cumulative to 30/09/2015	cumulative to 31/12/2015	cumulative to 30/3/2016	cumulative to 30/6/2016	Budget
Sealed road surfacing:	0%				1,871,565
Drainage Renewals	2.1% July/August				337,425
Pavement rehabilitation	0%				684,175
Structures component replacement	0%				189,163
Traffic services renewal	1% July/August				224,950
Associated improvements	0%				25,000
Unsealed road metalling	Unsealed road metalling to date has been confined to Emergency Works sites				
TOTAL					
Streetlight renewals	Design/ Scoping	Tender/Contract docs	Under construction	Complete	
Marton: Barnett Drive	Design - 100% complete	ADSL Contract			
Marton: Blenneville Close	Design - 100% complete	ADSL Contract			
Marton: Hanalin Drive	Design - 100% complete	ADSL Contract			
Marton: High Street	Design - 100% complete	ADSL Contract			
Taihape: Huia Street	Design - 100% complete	ADSL Contract			
Ratana: Kiatere Street	Design - 100% complete	ADSL Contract			
Marton: Lambert Street	Design - 100% complete	ADSL Contract			
Ratana: Taihauauru Street	Design - 100% complete	ADSL Contract			
Marton: Totara Street	Design - 100% complete	ADSL Contract			
Marton: Wellington Road	Design - 100% complete	ADSL Contract			
Ratana: Wharekauri Street	Design - 100% complete	ADSL Contract			
Ratana: Rangatahi Road (investigate costs only)					
Footpath Renewals	Design/ Scoping	Tender/Contract docs	Under construction	Complete	
Taihape: Robin Street	Design - 100% complete (length 60m)	Programmed for early December			
Marton: Lower High Street	Design - 100% complete (length 45m)	Programmed for early December			
Taihape: Takahe Street	Design - 100% complete (length 280m)	Programmed for early December			
Turakina: Bridge to Beach Road	Design - 100% complete (length 450m)	Programmed for early December			
Monitor upgrades of footpaths in Turakina including the laying of chipseal					
New Footpaths	Design/ Scoping	Tender/Contract docs	Under construction	Complete	
Marton: Vera Street	Design - 100% complete (length 65m)	Programmed for early December			
Bulls: Hammond Street	Design - 100% complete (length 165m)	Programmed for early December			
Ratana: Rangatahi Road	Design - 100% complete (length 75m)	Programmed for early December			
Bulls: 136-160 High Street (investigate costs only)					
Taihape: SH1 to Dixon Way (investigate costs only)					
Ratana: Te Taitokerau and Seamer Streets (investigate costs only)					
Minor safety improvements	Design/ Scoping	Tender/Contract docs	Under construction	Complete	
Pungatawa Road curve improvements	Investigation Stage	TBC			
Parewanui Road seal widening	Investigation Stage	TBC			
Other major programmes of work carried out during 2015/16					
Projects	Design/ Scoping	Tender/Contract docs	Under construction	Complete	
Makirikiri Road seal widening RP 8500-8820 (inconjunction with new milk tanker entranceway @ McCarthy's)	Design - 100 % complete	Gribbens's Contractor			
Turakina Valley 3 - widening Majuba Bluff RP 9450-9660 (inconjunction with flood damage repair work)	Scoping - 50% complete	Early December			
Wylie's Bridge				Completed	

WATER SUPPLY GROUP OF ACTIVITIES 2015/16		Aug-15
Performance measures in LTP/Annual Plan		
What are they:	Targets	Progress to date
<p>Safety of Drinking Water</p> <p>The extent to which the local authority's drinking water supply complies with:</p> <p>(a) part 4 of the drinking-water standards (bacteria compliance criteria), and</p>	No incidents of non-compliance	Achieved. Water Safety plans for Taihape, Mangaweka, Marton and Bulls sent to M of H
(b) part 5 of the drinking-water standards (protozoal compliance criteria).	No incidents of non-compliance	No incidents of non-compliance and work completed to secure bores, but still awaiting confirmation from Drinking water Assessor that all bores have secure status
Compliance with resource consents	No more than two incidents of non-compliance with resource consents	Achieved (note that work still underway to return excess take to river in Taihape)
Number of unplanned water supply disruptions affecting multiple properties	Fewer unplanned water supply disruptions affecting multiple properties than in the previous year (there were two unplanned water interruption during 2014/15 and 11 properties were affected)	None
Maintenance of the Reticulation Network: The percentage of real water loss from the local authority's networked reticulation system (including a description of the methodology used to calculate this).	Using a sampling approach, Water Outlook enables SCADA information to be interrogated in-house. The target is less than 40%	Based on data for this month, real water loss is estimated to be 16%. Data still needs to be included for Taihape and Marton.
<p>Demand Management</p> <p>The average consumption of drinking water per day per resident within the territorial authority district.</p>	600 litres per person per day	Based on data for this month, consumption is estimated to be 519 litres per person per day. Data still needs to be included for Marton in Water Outlook.
<p>Fault Response Times</p> <p>Where the local authority attends a call-out in response to a fault or unplanned interruption to its networked reticulation system, the following median response times measured:</p> <p>(a) attendance for urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site, and</p>	<p>Specified standard: 0.5 hours</p> <p>Target is less than the previous year</p> <p>During 2014/15, there were 27 notifications of urgent callouts. Of these, 24 were responded to in time.</p> <p>The request for service system is being adapted to record median response times to set the benchmark. In the interim, the benchmark used is the prescribed service standard.</p>	<p>Since the request for service system does not calculate the actual times taken, a median cannot be determined. The benchmark used is the prescribed service standard. It is expected that the system will allow calculation of median times during 2015/16</p>
(b) resolution of urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm resolution of the fault or interruption.	<p>Specified standard: 24 hours</p> <p>Target is less than the previous year</p> <p>During 2014/15, there were 27 notifications of urgent callouts. Of these, 21 were resolved in time.</p> <p>The request for service system is being adapted to record median response times to set the benchmark. In the interim, the benchmark used is the prescribed service standard.</p>	<p>Since the request for service system does not calculate the actual times taken, a median cannot be determined. The benchmark used is the prescribed service standard. It is expected that the system will allow calculation of median times during 2015/16</p>
(c) attendance for non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site, and	<p>Specified standard: 24 hours</p> <p>Target is less than the previous year</p> <p>During 2014/15, there were 382 notifications of non-urgent callouts. Of these, 346 were responded to in time.</p>	<p>Since the request for service system does not calculate the actual times taken, a median cannot be determined. The benchmark used is the prescribed service standard. It is expected that the system will allow calculation of median times during 2015/16</p>

(d) resolution of non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm resolution of the fault or interruption.	Specified standard: 96 hours Target is less than the previous year During 2014/15, there were 382 notifications of non-urgent callouts. Of these, 342 were resolved in time.	Since the request for service system does not calculate the actual times taken, a median cannot be determined. The benchmark used is the prescribed service standard. It is expected that the system will allow calculation of median times during 2015/16
Customer Satisfaction The total number of complaints received by the local authority about any of the following: (a) drinking water clarity	Total number of complaints is less than 45/1000	1.5/1000
(b) drinking water taste	Total number of complaints is less than 45/1000	0.4/1000
(c) drinking water pressure or flow	Total number of complaints is less than 45/1000	0/1000
(d) continuity of supply, and	Total number of complaints is less than 45/1000	0.6/1000
(e) the local authority's response to any of these issues expressed per 1000 connections to the local authority's networked reticulation system.	Total number of complaints is less than 45/1000	
Ensure fire-fighting capacity in urban areas through random flow checks at the different supplies	98% of checked fire hydrant installations are in compliance	Programme of hydrant checks underway.

What are they: Rural water supplies	Targets	Progress to date		
Compliance with resource consents	No incidents of non-compliance with resource consents	Achieved		
The percentage of real water loss from the Council's rural water schemes	A sampling approach will be used. Water Outlook enables SCADA information to be interrogated in-house. The target is less than 40%	No formal assessment has yet been undertaken of water loss in the rural (non-potable) schemes: the benchmark adopted is that used for urban (potable) water supplies.		
Where the Council attends a call-out in response to a fault or unplanned interruption to its rural reticulation system, the following median times are measured (a) attendance time: from the time that the Council receives notification to the time that service personnel reach the site, and	The request for service system is being adapted to record median response times to set the benchmark. In the interim, the benchmark used is the prescribed service standard. However, given the nature of rural schemes, the target is to continue achieving the benchmark. Specified standard: a) 24 hours			
(b) resolution time: from the time that the Council receives notification to the time that service personnel confirm resolution of the fault of interruption	b) 96 hours			
Requests for Service				
What are they:	Completed on time	Completed late	Current	Overdue
Water				
Bad tasting drinking water	2	0	0	0
Dirty drinking water	7	0	0	0
Location of meter/toby/other utility	0	0	0	0
Low drinking water pressure (non urgent)	0	0	0	0
No drinking water supply (urgent)	1	2	0	0
Replace toby, meter or lid	6	0	0	0
Water flooding (other than stormwater and wastewater)	0		0	0
Water leak	7	1	0	0
Water leak at meter/toby	2	0	0	0

WATER SUPPLY GROUP OF ACTIVITIES 2015/16				Aug-15
Projects	Design/ Scoping	Tender/Contract docs	Under construction	Complete
Disitric Wide: WTP seismic investigation	Full list of structures to be assessed being collated together with relevant plans for forwarding to Structural Engineer			
Bulls: bore water oxidation improvements	Equipment ordered, electrical installation and configuration being priced			
Bulls: filter backwash to sewer mains	Pipe being designed to remove existing discharge to the stream			
Mangaweka: consent renewal - Rangitikei River abstraction	Consent expires 2017. Looking to increase abstraction limits if possible.			
Mangaweka: pressure management				
Marton: consent renewal - WTP discharge	Consent expires Nov 2016 - new consent requirements currently being scoped.			
Marton: King Street Water Main	Under investigation & design,			
Marton: Main Street Water Main (Station Road to Marumaru St)	Under investigation and design			
Marton: bridge valves and crossing maintenance	Under investigation & design			
Marton: Broadway Water Main Duplication (High St to Signal St)	Under investigation & design,			
Marton: Calico Line water Pressure Pump	Under investigation & design,			
Ratana; water supply upgrade - new reservoir, bore and treatment system	Water treatment system under design	Water treatment building Tender awarded to Kiwispan Ltd.		Water reticulation network completed. Reservoir completed
Taihape: pressure management	Valve replacement currently being designed			
Other major programmes of work carried out during 2015/16				

Projects	Design/ Scoping	Tender/Contract docs	Under construction	Complete

Performance measures in LTP/Annual Plan		
What are they:	Targets	Progress to date
Discharge compliance Compliance with the Council's resource consents for discharge from its sewerage system measured by the number of (a) abatement notices	No abatement notices	Achieved but High flows through Taihape and Hunterville have exceeded consent limits for most of August
(b) infringement notices	No infringement notices	Achieved - see comments above
(c) enforcement orders, and	No enforcement orders	Achieved
(d) convictions received by the Council in relation to those resource consents	No convictions	Achieved
Routine compliance monitoring of discharge consents	No single network to experience more than 4 overflows during a 12 month period.	Achieved - no recorded overflows from the network this month. Emergency discharge/bypasses running at some treatment plants due to high flows.
System and adequacy The number of dry weather sewerage overflows from the Council's sewerage system, expressed per 1000 sewerage connections to that sewerage system	Not more than one per 1,000 connections	0/1000
Fault response time Where the Council attends to sewerage overflows resulting from a blockage or other fault in the Council's sewerage system, the following median times are measured (a) attendance time: from the time that the Council receives notification to the time that service personnel reach the site, and	Specified standard: Urgent 0.5 hours Non-urgent 24 hours Target is less than the previous year. The request for service system is being adapted to record median response times to set the benchmark. In the interim, the benchmark used is the prescribed service standard. During 2014/15, there were 35 faults reported during first nine months of the year. Of these, 34 were responded to in time.	
(b) resolution time: from the time that the Council receives notification to the time that service personnel confirm resolution of the fault of interruption	Specified standard: Urgent 24 hours Non-urgent 96 hours Target is less than the previous year. The request for service system is being adapted to record median response times to set the benchmark. In the interim, the benchmark used is the prescribed service standard. During 2014/15, there were 35 faults reported during first nine months of the year. Of these, 32 were resolved in time.	
Customer satisfaction The total number of complaints received by the Council about any of the following: a) sewage odour b) sewerage system faults c) sewerage system blockages, and d) the Council's response to issues with its sewerage systems expressed per 1,000 connections to the Council's sewerage system.	Less than 18/1000 The request for service system currently does not show all complaints for any one incident so there is potential under-reporting. Benchmark figures from 2014/15 are: (a) 4/1000 (b) 7/1000 (c) 14/1000 (d) 10/1000* The total is 35/1000 *These are complaints about wastewater overflows.	(a) 0/1000 (b) 1/1000 (c) 0.7/1000 (d) 0/1000

Requests for Service				
What are they:	Completed on time	Completed late	Current	Overdue
Waste				
Wastewater blocked drain	2	1	0	0
Wastewater leak	0	0	0	0

Major programmes of work outlined in the LTP/Annual Plan 2015/16

Projects	Design/ Scoping	Tender/Contract docs	Under construction	Complete
Bulls: Domain WWPS Control Upgrade High St Sewer Main (127 to 141)	Under investigation & design			
Hunterville: Ongo Rd Sewer Main Renewals	Under investigation & design			
Koitiata: Wastewater Scheme Extension	Under investigation & design			
Marton: Broadway Sewer Main Renewal	Under investigation & design			
Marton: Inlet tank	Design on hold until it can be ratified by Focus Group in accordance with Resolution at August AIN meeting			
Marton: New anaerobic pond	Design on hold until it can be ratified in accordance with Resolution at August AIN meeting			
Marton: Review the Trade Waste agreement with MidWest Disposal Ltd (Bonny Glen landfill waste stream)	New Trade Waste Agreement drafted and being amended to suit dates agreed with Council			
Taihapa: Mataroa Rd Sewer Main Renewal	Under investigation & Design			
Hunterville: WWTP Upgrade – new clarifier	Second hand clarifier purchased and ready for installation			
Ratana: WWTP Upgrade – land application scheme	Under investigation & design			
Taihapa: WWTP Upgrade – replacement clarifier	Design of clarifier scoped			

Other major programmes of work carried out during 2015/16

Projects	Design/ Scoping	Tender/Contract docs	Under construction	Complete

STORMWATER GROUP OF ACTIVITIES 2015/16			Aug-15	
Performance measures in LTP/Annual Plan				
What are they:	Targets	Progress to date		
Discharge compliance Compliance with the Council's resource consents for discharge from its stormwater system measured by the number of (a) abatement notices (b) infringement notices (c) enforcement orders, and (d) convictions received by the Council in relation to those resource consents	Council currently has no resource consents for stormwater discharges Horizons Regional Council has indicated that resource consents may be required in the future, but the timeline for this has yet to be confirmed. When this occurs the anticipated benchmark will be no abatement or infringement notices, no enforcement orders and no convictions.	Achieved		
System adequacy a) The number of flooding events that occurred in the District b) For each flooding event, the number of habitable floors affected (expressed per 1,000 properties connected to the Council's stormwater system) Note: This is a District-wide assessment The rules for the mandatory measures define a 'flooding event' as an overflow from a territorial authority's stormwater system that enters a habitable floor	Less than 1/1000 a) During 20-21 June 2015, as a result of extreme rainfall, there was a flooding event which affected properties in Hunterville, Marton, Whangaehu and Koitiata. However, Whangaehu and Koitiata are not connected to the Council's stormwater system. b) During this event, 4/1000 habitable floors were affected. There were 16 habitable floors affected (includes two blocks at Marton School, Adobe Motel and four Council community housing units). There are 4,122 properties in the District which pay the stormwater rate.	(a) 0/1000, (b) 0/1000		
Customer satisfaction The number of complaints received by the Council about the performance of its stormwater system, expressed per 1,000 properties connected to the Council's stormwater system.	Less than 15/1000 The request for service system does not show all complaints for any one incident, so there is potential under-reporting. Outcome for 2014/15: 62/1000	1.4/1000		
Response time: The median response time to attend a flooding event, measured from the time that the Council receives notification to the time that service personnel reach the site.	1 hour There are very few such events, so the target set is identical with the benchmark			
Requests for Service				
What are they:	Completed on time	Completed late	Current	Overdue
Stormwater				
Stormwater blocked drain (non urgent)	2	0	0	0
Stormwater blocked drain (urgent)	0	0	0	0

STORMWATER GROUP OF ACTIVITIES 2015/16

Aug-15

Major programmes of work outlined in the LTP/Annual Plan 2015/16

Projects	Design/ Scoping	Tender/Contract docs	Under construction	Complete
Marton: Broadway Stormwater Renewal	Under investigation & design			
Marton: Hammond St Stormwater Renewal	Retic network under investigation and design.			Outlet design complete. Discharge consent granted from horizons
Marton: Dunallen Ave Stormwater Upgrade	Under investigation & design			
Marton: Kapuni St Stormwater Upgrade	Under investigation & design			

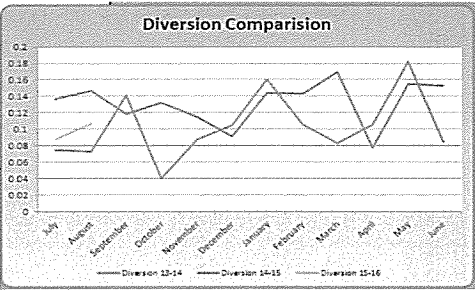
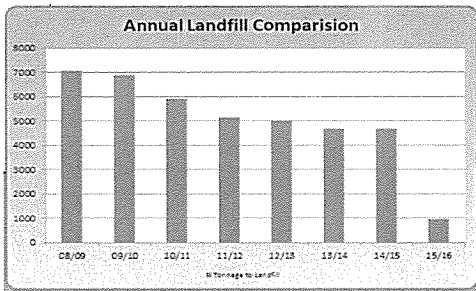
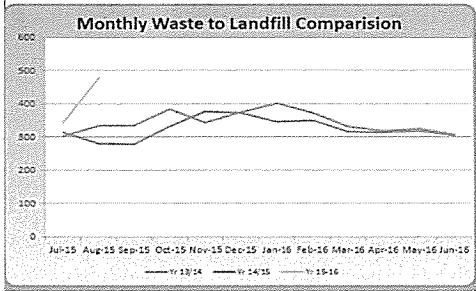
Other major programmes of work carried out during 2015/16

Projects	Design/ Scoping	Tender/Contract docs	Under construction	Complete
Marton: Russell St	Due to site constraints, the original design was not cost effective so an alternative improvement at the kindergarden is being considered.			

RUBBISH AND RECYCLING GROUP OF ACTIVITIES 2015/16	Aug-15
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Performance measures in LTP/Annual Plan		
What are they:	Targets	Progress to date
Waste to landfill	4,500 tonnes to landfill	21% of target- -970 tonnes
Waste diverted from landfill (tonnage and percentage of total waste)	Percentage of waste diverted from landfill 12%	9.7% Diverted from landfill

Requests for Service			
What are they:	Completed on time	Completed late	Overdue
None for Solid waste	NA	NA	NA



RUBBISH AND RECYCLING GROUP OF ACTIVITIES 2015/16			Aug-15
Major programmes of work outlined in the LTP/Annual Plan			
What are they:	Targets	Progress to date	Work planned for next three months
Waste management	Taihape Greenwaste handling and transport costs - variation to contract	Green waste acceptance commenced	Once sufficient quantity is in place, onsite mulching too be trialled.
	Investigate the possibility to extend opening hours for the Ratana Waste Transfer Station	Meeting held with Ratana Community Committee. Various options outlined. 1) Separate MRC (2) Extended WTS hours (3) community recycling	Ratana CC to meet again to decide on next step forward.
Waste minimisation	Greenwaste Taihape site modification	Sign installed and green waste being accepted	Continue to refine process of green waste processing
	Horizons Enviro schools programme	Horizons Coordinator gave presentation to Council explaining process of Enviro schools in RDC - Five schools enrolled in programme	Facilitation to progress throughout the year

COMMUNITY AND LEISURE GROUP OF ACTIVITIES 2015/16			Jul-15
Performance measures in LTP/Annual Plan			
What are they:	Targets	Progress to date	
Provide a "good enough" range of community and leisure assets at an appropriate proximity to centres of population	Progressive improvement in provision and maintenance of the Library service: A greater proportion (benchmark = 15%) of the sample believe that Council's service is getting better	Survey will be conducted later in the year.	
	Progressive improvement in provision and maintenance of the swimming pools: A greater proportion (benchmark = 17%) of the sample believe that Council's service is getting better	Survey will be conducted later in the year.	
	Progressive improvement in provision and maintenance of the sports fields and parks: A greater proportion (benchmark = 5%) of the sample believe that Council's service is getting better	Survey will be conducted later in the year.	
	Progressive improvement in provision and maintenance of public toilets: A greater proportion (benchmark = 19%) of the sample believe that Council's service is getting better	Survey will be conducted later in the year.	
	Progressive improvement in provision and maintenance of community buildings: A greater proportion (benchmark = 4%) of the sample believe that Council's service is getting better	Survey will be conducted later in the year.	
	Progressive improvement in provision and maintenance of community housing: A greater proportion (benchmark = 0%) of the sample believe that Council's service is getting better	Survey will be conducted later in the year.	
Number of users of libraries	An increase in use compared with the benchmark: During 2013/14, 124,801 people entered the libraries Bulls: 20,373 Marton: 49,967 Taihape: 56,461 Count adjusted to compensate for non-recording periods	Progress will be noted quarterly	
Number of users of pools	An increase in use compared with the benchmark For the 2014/15 season: 19,445 in Marton 10,099 in Taihape	Progress will be noted at the end of the swimming season	
Requests for Service			
What are they:	Completed on time	Completed late	Overdue
Cemeteries			
Cemetery maintenance	1		
Council Housing/Property			
Maintenance (Council housing/property)	10	4	
Graffiti/Vandalism			
Graffiti/Vandalism	0		
Halls			
Maintenance (halls)	0		
Street Cleaning			
Street litter bins/maintenance	1		
Parks and Reserves			
Maintenance (parks and reserves)	1	1	
Waterleaks - Parks only	0		
Public Toilets			
Cleaning (public toilets)		1	
Maintenance (public toilets)	2	4	

COMMUNITY AND LEISURE ASSETS GROUP OF ACTIVITIES 2015/16

Aug-15

Major programmes of work outlined in the LTP/Annual Plan 2015/16

Parks and Open Spaces	Design/ Scoping	Tender/Contract docs	Under construction	Complete
Taihape: repair and reseal access road off Toroa Street	Higgins will be actioning this. The Taihape crew is now concentrating on cyclic maintenance, with little involvement in the emergency work clean-up.			
Turakina: repair and re-metal access road to Dudding Lake	Intended by end of October. Timing will be in consultation with Dudding Lake Ltd.			
Ratana: Review maintenance Contract with Ratana Communal Board		Specifications have been updated to include emptying of refuse bins at Turakina. Updated documentation has been returned to Ratana Communal Board for final sign off.		
District-wide: Implements community partnership scheme to achieve park upgrades of \$150,000 (in cash and in kind) from a Council contribution of \$50,000	Application form and criteria has been prepared.			
Taihape: Investigate source of, and then supply water for irrigation to Memorial Park, Taihape up to maximum of \$50,000.	No further progress.			
Community Buildings	Design/ Scoping	Tender/Contract docs	Under construction	Complete
Bulls: Develop multi-purpose facility in Bulls (initial phases)	Project Plan is being developed and appropriate resourcing for project management is being investigated.			
Marton: Complete refurbishment of Shelton Pavilion, Centennial Park				Work is nearing completion. Additional work required as a result of flood damage.
Swimming Pools	Design/ Scoping	Tender/Contract docs	Under construction	Complete
Taihape: urgent renewals viz filtration heating, repainting exterior, interior, toddler pool and main pool.				
Marton: urgent renewals viz painting main and toddlers				Painting of Pools complete.
Hunternville: urgent renewals viz resurfacing the main pool				
Marton: close off dive well and introduce bulk head into 50 m pool	One dive board has been dismantled.			
Taihape and Marton: Introduce free swimming lessons for school groups and pre-schoolchildren accessing swimming lessons				

Community Housing	Design/ Scoping	Tender/Contract docs	Under construction	Complete
Invest in renewal of community housing stock as a pre-requisite to handing over ownership and/or management to a third party.	Notification has been sent to tenants. Document for 'Expressions of interest' in ownership or management are being scoped.			
Property	Design/ Scoping	Tender/Contract docs	Under construction	Complete
Complete painting of Bulls Gaol				Painting of Gaol complete
Other major programmes of work carried out during 2015/16				
Projects	Design/ Scoping	Tender/Contract docs	Under construction	Complete

Attachment 3

REPORT

SUBJECT: Consent Compliance – Jul 2015 to August 2015

TO: Assets/Infrastructure Committee

FROM: Joanna Saywell - Utilities Asset Manager

DATE: 4 September 2015

FILE: 5-EX-4

1 Introduction

- 1.1 This report is a summary of Rangitikei District Council's compliance with resource consent conditions from Horizons Regional Council, for the period indicated above. Information on compliance has been derived from our Water Outlook system plus communications with Tracey Kirwan (water supply) and Robert Rose (wastewater), compliance monitoring officers at Horizons, as well as formal reports from them.
- 1.2 Water Outlook became live on 1st July 2015, and reports that have already been set up are providing good visibility about compliance with consents for water abstraction in particular. We're working with Horizons on sending live data to them.
- 1.3 Joanna Saywell and Andrew van Bussel have met with Horizons on several occasions to update them on progress towards full compliance.

2 Water Supply

- 2.1 The following table shows the compliance of each water supply scheme against consent conditions. Only those schemes for which Rangitikei District Council is the consent holder have been shown.

Table 1: Consent Compliance – Water Supply

Scheme	Compliance	Comments	Actions
Marton	Compliant	No issues identified	
Taihape	Compliant		Horizons have accepted proposal to discharge excess water take back to Hautapu Stream. Construction planned before summer 2015-2016. Winter flows have been within limits.
Bulls	Compliant		New metering to be installed.

Scheme	Compliance	Comments	Actions
Mangaweka	Compliant		
Ratana	Not assessed	Abstraction rate monitoring not in place at existing bore.	Consent to use new bore for production has been acquired; flow monitoring will be installed as part of work required on the new bore, treatment plant and reservoir.
Erehon Rural	Compliant	One outstanding weir gaugings needed in summer.	Taihape Plumbing has been engaged to carry out the final weir gauging and will do so once the river is at the specified level. This may not be until summer. Horizons have been informed of this and are satisfied with the timing.
Hunterville Rural	Compliant		
Omatane Rural	Compliant		

3 Wastewater

3.1 Compliance against consents is shown per wastewater treatment plant (WWTP) in the table below.

Table 2: Consent Compliance - Wastewater

Scheme	Compliance	Comments	Actions
Marton	Non-compliant	Ammoniacal nitrogen and short-circuiting. Leachate from Bonny Glen potentially very high in ammonia.	Independent engineer to be appointed and Focus Group to be formed.
Taihape	Non-compliant	Non-compliant for flow. Issues with Inflow & Infiltration (I&I).	Upgrade works and programme for I and I reduction have been proposed and costed. This work is planned for 2015-2018. First stage of sewer renewal about to commence on site.
Bulls	Consent expired		Consent application has been lodged with Horizons.
Mangaweka	Compliant		

Scheme	Compliance	Comments	Actions
Hunternville	Non-compliant	Non-compliant for flow gauging. High flows through plant for all of July.	I&I work underway to reduce flows to WWTP. Upgrade to enable treatment during high flows being investigated. Horizons is being kept informed of timeline to remedy emergency discharge issues, which has been budgeted for in the Draft Long Term Plan. Continue discussions with Horizons.
Ratana	Compliant		WWTP will be upgraded to improve effluent quality and cater for growth. Report received from Opus.
Koitiata	Non-compliant	Irrigation field undersized. Inflow meter being installed.	Estimate for work to address effluent disposal issues is \$250,000. Koitiata Wastewater Reference Group has been formed and second meeting held with ultimate aim of deciding on a sustainable wastewater solution for the community. Inflow meter installation in progress.

4 Recommendation

4.1 That this report be received.

Joanna Saywell
Utilities Asset Manager

Attachment 4

REPORT

SUBJECT: **Update on emergency works – Council roading network**

TO: Assets/Infrastructure Committee

FROM: Reuben Pokiha, Roding Operations Manager

DATE: 2 September 2015

FILE 6-RT-5-18

The massive storm event of Friday, 19 June 2015 to Sunday, 21 June 2015 has now well and truly passed. The on ongoing effects of the event are still reverberating throughout the Rangitikei. The clean-up is still progressing with ten teams fully engaged on this work. Currently most of the work is taking place on a section of the Turakina Valley Road predominantly from approximately Taurimu Road to Drysdale Station, a length of approximately 40 kilometres. Although the road is open (but caution is required when it rains), the huge amounts of silt and debris stacked along the shoulders are taking some time to remove. The dumps sites are proving to be an ongoing challenge: they tend to fill up quickly and these need to be left in a safe and tidy condition as agreed with the respective landowner. The Higgins team is proving to be most pro-active by entering into dialogue with local landowners to locate additional dump sites.

The only road that is still closed on the network is Mount Curl and the repairs are being fully investigated to come up with a cost effective outcome.

Downers have now completed their two month term as agreed as a sub-contractor to Higgins on the storm clean-up and they now have departed. It is expected that the clean-up will be substantially completed by the end of this month.

The design and survey work required to address the numerous dropouts is underway. The programme is to package the work into a number of contracts based around initially areas that are in close proximity to each other for a cost effective package but also considering the size/cost of these packages as it is envisaged that some sites potentially could be expensive.

Jim Mestyaneck MDC's structural engineer has an overview of this project and is fully focused to get this remedial work out for tender as soon as possible.

Recommendation

That the report Update on emergency works – Council roading network to the Assets/Infrastructure Committee's meeting on 10 September 2015 be received.

Reuben Pokiha
Roding Operations Manager

Attachment 5

REPORT

SUBJECT: **Huntermville Domain Power Supply**

TO: Assets & Infrastructure Committee

FROM: Gaylene Prince, Community & Leisure Services Team Leader

DATE: 2 September 2015

FILE: 6-RF-1-9

1 Background

- 1.1 During the June 2015 storm event a bank in the Huntermville Domain subsided pushing a power pole into an unsafe position, requiring the disconnection of the power.
- 1.2 Following an on-site meeting it was determined that as well as straightening the pole, two further poles would need to be replaced before power was permitted to be reconnected.
- 1.3 The Community & Leisure Services Team Leader has been advised that the existing overhead network is in a poor state, and it is also possible that the same bank could subside again causing the same damage.

2 Options

- 2.1 A quote (and a second quote will be submitted prior to the meeting) has been obtained for two options.
 - 2.1.1 Option One: Reinstatement of current network, including replacing two poles, straightening one, restringing and repairing overhead conductors and lines, and testing and certifying.
 - 2.1.2 Option Two: To supply and install an underground power supply from the network pole on the road reserve. The network would feed the Swimming Pool complex, and Huntermville Grandstand, and connect to the existing underground supply to Huntermville Rugby Clubrooms. This would involve new cabling, pillar boxes, a new main switchboard, and trench work.

The Huntermville Rugby Club has offered to prepare the trenches inside the boundary as is permitted, at no cost to Council.

- 2.2 It is not possible to do option two in stages without affecting the current level of service. The Grandstand Sub Mains work is the only work that could be done at a later date. However this would result in no power to the grandstand building, and the existing side lighting (which would affect lighting on the No 1 field) and would likely be more expensive to do as a separate contract.

3 Financial Implications

- 3.1 The cost for option one would be covered by insurance as Council's insurance policy for the Hunterville Domain is for 'reinstatement'.
- 3.2 However we are working with the insurer and do not expect any issues with the reinstatement clause; That is, it may be possible to proceed with an underground power supply, and as that would eliminate the risk of a similar event (as identified in paragraph 1.3) then our assessors are likely to permit all or some of the 'reinstatement' to contribute towards the cost of option two.
- 3.3 This would leave an unbudgeted expenditure of approximately \$15,000-\$25,000 plus GST for underground power. NOTE: These figures are estimated on the one quote received to date, and if the reinstatement amount (as quoted by the first contractor) should not be credited to Council.
- 3.4 It is possible that some external funding may be able to be applied for and options are presently being looked at. However the limiting factor for this is the turn around timeframe to have power reinstated for the swimming season.

4 Conclusion

- 4.1 As the existing overhead network is noted as being in a poor state, it is suggested that the most cost effective and productive means of restoring power to the Hunterville Domain is by an underground source, and by completing the work in one project.
- 4.2 Further information and options for funding will be provided at the meeting.

5 Recommendations

- 5.1 That the 'Hunterville Domain Power Supply' report be received.

Gaylene Prince
Community & Leisure Services Team Leader

Attachment 6

Cover Sheet

Include logo, photos, website etc

XXXXX

Request for Expressions of Interest

Rangitikei District Council

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REQUEST FOR EXPRESSION OF INTEREST (REOI)

PURPOSE FOR EXPRESSION OF INTEREST

The purpose of this Expression of Interest (EOI) is to invite interested parties to submit a proposal to the Rangitikei District Council for the ownership/management of the Council's Community Housing Portfolio.

This EOI is being issued for:	The ownership/management of Rangitikei District Council's Community housing portfolio
Contract number	XXXXXX
EOI issue date	XX/XX/2015
Date that EOI closes	4 pm - XX/XX/2015
EOI's may be submitted via TenderLink, or delivered to: (PLEASE ENSURE ENVELOPE IS MARKED EOI AND INCLUDES CONTRACT NUMBER)	Tender Box Rangitikei District Council 46 High Street Marton 4710
EOI information contact:	Gaylene Prince, Community & Leisure Services Ph: 06 327 0099 Email: gayleneprince@rangitikei.govt.nz

HOW TO USE THIS DOCUMENT

This EOI consists of:

- Section A – Background and EOI process
- Section B – Schedule to EOI Conditions
- Section C – EOI Conditions
- Section D – EOI Requirements
- Appendix One – EOI Form
- Appendix Two – Conflict of Interest Declaration

Sections A, B and C of this document provide background information, instructions and conditions for this EOI. You need to read and understand these sections. Section D of this document sets out the information required in your Proposal.

SECTION A

BACKGROUND AND EOI PROCESS

1. Introduction and background

(For more background and information about the portfolio, see Supporting Information attached)

Rangitikei District Council (the Council) is seeking expressions of interest from registered Community Housing Providers for the ownership/management of the Council's Community Housing Portfolio.

The Council owns and manages 72 Community Housing units in seven complexes. Three of the complexes are located in Marton, two complexes are located in Taihape, and one each in Bulls and Ratana. All of the units are one bedroom units, with a mix of 71 single and 1 double bedrooms.

The units have been operated by the Council for the purpose of providing affordable housing for older people with low incomes in the District. While the units are functional for their age, Council has recognised that an additional short-term investment is required to ensure they are upgraded and maintained to an appropriate standard. Council has agreed to invest \$100,000 per annum this year and for the next two years (2015-18).

2. Scope of request

This EOI is open to Community Housing Providers that are registered with the Community Housing Regulatory Authority or to those that will be registered at the point of transfer. Preference will be shown for applications from organisations that indicate they will protect the interests of existing tenants and can demonstrate their intention to retain the portfolio as affordable housing.

A proposal to investigate ownership/management of the portfolio of Community housing is included in Council's 2015-25 Long Term Plan (LTP).

3. EOI Programme

The following is an indicative EOI programme. The Council may modify the steps and/or dates at any time in its sole discretion. Participants will be notified of changes.

EOI issued	XX/XX/2015
Last date for questions	XX/XX/2015
EOI closing date and time	4pm - XX/XX/2015
Evaluation period commences	XX/XX/2015
Clarification and confirmation of EOI's (if required)	From XX/XX/2015
Identify shortlist (if any)	By XX/XX/2015
Proceed to negotiate directly with one or more selected participants (if any)	From XX/XX/2015

4 EOI selection process

- 4.1 The Council intends that its nominated evaluation team will evaluate each EOI based on the information set out in Section D (EOI Requirements)
- 4.2 After evaluation of EOIs the Council may proceed to either: a competitive process, which may include a request for proposal (RFP) or request for tender (RFT) from shortlisted respondents; negotiate directly with one or more selected respondent/s; or not proceed with the proposal. Participation in next steps, if any, may not necessarily be limited to those who provide EOIs under this EOI.

5 Form of EOIs

- 5.1 The Council does not require EOIs to be submitted in accordance with any particular structure, but respondents must include with the proposal all of the information set out in Section D (EOI Requirements) and it is recommended that EOIs address the attribute/information in the order set out in Section D.
- 5.2 Refer to Section B (Schedule to EOI Conditions) for a list of documents and information to be included with your EOI.

SECTION B

SCHEDULE TO EOI CONDITIONS.

Clause number references refer to the EOI Conditions (Section C)

2.4 EOI information contact person	Name: Gaylene Prince Telephone: 06 327 0099 Email: Gaylene.prince@rangitikei.govt.nz
2.4 Last date for questions and requests for explanatory notices	XX/XX/2015
4.1 Tender Box closes	XX/XX/2015 at 4.00 pm
4.2 Address of Tender Box OR Via TenderLink	Tender Box Rangitikei District Council 46 High Street Marton 4710
4.2 Information to be submitted with the EOI	<p>The EOI must include three (3) copies of the following information.</p> <ol style="list-style-type: none">1. Appendix 1 (EOI Form)2. Participants detailed EOI which includes all of the information set out in Section D (EOI Requirements)3. Appendix 2 (Conflict of Interest Declaration) <p>The above information shall be enclosed in a sealed package/envelope and clearly marked <i>"EOI for Ownership/management of Community Housing Portfolio"</i> with the following information provided</p> <ol style="list-style-type: none">1. Participants name2. Name of contact person3. Telephone number and email address for contact person4. Participants address5. Date EOI submitted
11.1 Confidentiality	The EOI Documents (as defined in Section C) are not confidential

PLEASE NOTE: There should be no attempt to visit the Community Housing Complexes without first receiving permission from Rangitikei District Council.

SECTION C

EOI CONDITIONS

1 Interpretation

1.1 In this Section C:

- a. **Contact Person** means the EOI information contact person stated in the Schedule to EOI Conditions.
- b. **EOI Documents** means this EOI and any and all documents and written information issued in relation to this EOI.
- c. **Schedule to EOI Conditions** means the schedule of information set out in Section B.
- d. **EOI Conditions** means these conditions as set out in Section C.
- e. The term 'including' does not imply any limitation.
- f. Any rights reserved to the Council may be exercised at the sole discretion of the Council.

2 Issue of EOI Documents

- 2.1 The Issue of the EOI Documents is not an offer to enter into a contract.
- 2.2 The EOI Documents have been provided to assist participants in preparing EOIs. The Council does not represent or warrant the completeness or accuracy of the EOI Documents. Participants rely on any information provided in relation to this EOI at their own risk and are responsible for the interpretation of that information EOI documents.
- 2.3 The Contact Person may be contacted with any questions in relation to this EOI. All questions must be received by the last date for questions set out in the Schedule to EOI Conditions.
- 2.4 If requested in Section A, participants must acknowledge receipt of the EOI Documents by completing Appendix 1 (EOI Acknowledgement Form) and returning it to the Contact Person.

3 Ambiguities in the EOI Documents

- 3.1 Participants may request an explanatory notice where the EOI documents are ambiguous or unclear. All requests for explanatory notices must be received by the last date for questions set out in the Schedule to EOI Conditions.
- 3.2 In the absence of an explanatory notice, EOIs may be submitted subject to any reasonable interpretation of any ambiguity or uncertainty in the EOI documents provided that the interpretation is expressly stated in the EOI.

4 Submissions of EOIs

- 4.1 The Tender Box (including e-tender box) will close at the time and place stated in the Schedule to EOI conditions. The Council reserves the right to extend the period allowed for the submissions of EOIs.
- 4.2 Each EOI must be:
 - a. Packaged, identified and addressed as set out in the Schedule to EOI conditions.

- b. Deposited to the Tender Box before the closing time. However, the Council reserves the right to accept late EOIs. Any late EOI in respect of which the Council chooses not to exercise its discretion will be returned unopened.
 - c. In the form specified and include the information required by the EOI
- 4.3 No faxed, telephoned or emailed tenders will be accepted. Whilst reasonable effort is made to ensure couriered and posted tenders are correctly identified as such and placed into the tender box on time and on behalf of the Tenderer, Council accepts no liability or responsibility for doing so.
- 4.4 The cost of preparing and submitting an EOI, and the cost to the participant of any subsequent negotiations, meetings or discussions will be borne by the participant.
- 4.5 If a joint EOI is submitted the responsibilities and obligations of each of the parties shall be approved by the Council.

5 Acceptance of EOIs

- 5.1 The Council may request any participant to clarify and/or adjust aspects of its EOI and reserves the right to negotiate with any shortlisted participant/s with a view to proceeding to a competitive process or to negotiate directly with one or more participant/s.
- 5.2 Short-listing of any participant does not constitute acceptance by the Council of that participant's EOI or imply or create any obligations on the Council to proceed to a competitive process or enter into any commitment to ownership/management any particular goods and/or services from the participant.
- 5.3 The Council reserves the right to:
- a. Accept none or any of the EOIs
 - b. Waive any irregularities or informalities in the EOI process
 - c. Amend the EOI process or any associated documents
 - d. Suspend, withdraw or cancel, in whole or in part, the EOI process or withdraw the contract at any time
 - e. Enter into negotiations with one or more of the participants (short-listed or not), and/or
 - f. Request additional EOIs and/or
 - g. Proceed to the next procurement process of its choosing or not proceed to a competitive process at all.

6 Submission of response

The participant warrants that,

- a. All information it submits is complete and accurate in all material respects and is not misleading whether by omission or otherwise,
- b. None of the information it submits breaches any third party's rights, including intellectual property rights, and the use of the information in relation to this EOI will not breach such rights.
- c. It has not withheld any information potentially relevant to the Council's consideration of its response, including any actual or potential controversies, disputes or claims involving the participant, and

- d. The foregoing warranties will remain true and correct during the period of any negotiations between the participant and the Council.

7 Notification of acceptance

- 7.1 Participants will be notified of the outcome of this EOI as soon as possible with regard to the Council's response to their EOI submission.

8 Due diligence

- 8.1 As part of the EOI process, the Council, and/or its advisors may carry out due diligence investigations of any participant that submits an EOI.
- 8.2 Each participant agrees to fully co-operate with any due diligence activities (including providing all information which may be requested).

9 No obligations

- 9.1 No legal or other obligations will arise in relation to the conduct or outcome of this EOI process. For the avoidance of doubt, no process contract will apply to this EOI.
- 9.2 No legal or other obligations will arise in relation to the provision of the goods and/or services unless and until a formal written agreement for the provision of those goods and/or services is signed by the Council and the relevant participant.
- 9.3 The Council and its agents or advisors will not be liable in contract, tort or in any other way for any direct or indirect damage, loss or cost incurred by any or other person in respect of the EOI process, its conduct or outcome.
- 9.4 The information contained in this EOI is provided in good faith, however, neither Rangitikei District Council nor its agents or consultants shall have any responsibility for any omissions or errors and participants shall conduct their own due diligence and make their own inquiries to verify information.

10 Method of evaluation

- 10.1 Subject to these EOI Conditions, it is intended that EOIs shall be evaluated based on the information contained in Section D.

11 Ethics

- 11.1 Participants must complete and submit the Conflict of Interest Declaration form set out in the EOI Documents.
- 11.2 The Council reserves the right to exclude any participant from this EOI process if the Council becomes aware that the participant has:
 - (a) any undeclared conflict of interest;
 - (b) made any attempt to influence the outcome of the EOI process by canvassing, lobbying or otherwise seeking the support of any officers, consultants, advisors or elected representatives of the Council (whether before or after the issue of this EOI);
 - (c) engaged in any practice that gives or is intended to give one or more participants an improper advantage over any other participant; and/or

- (d) engaged in any practice that is illegal or which the Council considers to be unfair or unethical (including collusion and secret commission arrangements).

12. Confidentiality

- 12.1 If indicated as such in the Schedule to EOI conditions, the EOI documents are confidential. Participants must not release or disclose any EOI document or any information in an EOI Document to any other person (other than their employees or advisors) without the express prior written consent of the Council.
- 12.2 Participants must not make any public statement regarding this EOI process without the express prior written consent of the Council.
- 12.3 The Council may, if it considers it appropriate, require a participant to sign a confidentiality deed before releasing any confidential or commercially sensitive information to the participant. The participant agrees to sign the confidentiality deed, if requested.
- 12.4 The Council reserves the right to exclude any participant from this EOI process if the Council becomes aware that the participant has breached any of the obligations set out in this clause 12.
- 12.5 The Council is subject to the Local Government Official Information and Meetings Act 1987. Information provided by participants may be required to be disclosed under that Act.

SECTION D

EOI REQUIREMENTS

1. Detailed information to be included in the EOI

To evaluate whether parties have the capability and capacity required and how they intend to manage the portfolio, each respondent will need to answer all questions in Section D below in full. Each question must be answered independently. Please use this form for your response and provide your answers under the question in each box. If you do wish to attach information, please clearly mark the question it relates to.

A Organisation Profile

Item Number	Information to be provided
A.1	Legal name of organisation
A.2	Letter or evidence confirming CHRA registration as Class 1 Social Landlord <i>(if not currently registered, include a statement about your intention to register and anticipated timeframe)</i>
A.3	Trust Deed, Constitution or other founding documents.
A.4	Profiles of Trustees or Board of Directors
A.5	Brief organisational description, including services provided, number of staff, location of operation
A.6	Most recent Annual Report
A.7	Most recent audited accounts

B Relevant Experience & Track Record (weighting 40%)

Item Number	Question
B.1	Current housing portfolio Describe your organisation's housing portfolio including: <ul style="list-style-type: none">• Description of your client group/s• Number of houses you currently own and/or lease• The location of these houses (e.g. numbers of units and town/city)
B.2	Tenancy and property management Describe the policies and processes you have in place for the management of your houses and tenants.
B.3	Support services Describe the housing services and/or support provided to tenants in your homes.
B.4	Local connections Describe your current connections to the Rangitikei district, including the provision of

	housing, services or other links.
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C Proposal – Management of Community Housing Portfolio (weighting 40%)

Item Number	Question
C.1	Tenancy management Provide a description of how you intend to manage the tenants, including: <ul style="list-style-type: none"> • Managing the existing tenants • Eligibility and prioritising vacant housing for new tenants • Rent setting policy
C.2	Provision of support Describe your plans for the provision of support for tenants.
C.3	Asset management Provide a description of how you intend to manage the assets, including: <ul style="list-style-type: none"> • Maintenance – responsive and planned • Capital upgrades
C.4	Plans for growth Describe your plans for the growth of your housing portfolio to meet future market demand, particularly where relevant to the Rangitikei area.

D Proposal – Transfer Terms and Conditions (Weighting 20%)

Item Number	Question
D.1	Describe your proposal for purchasing the portfolio, including: <ul style="list-style-type: none"> • Provide an indicative ownership/management price (subject to due diligence) • Describe the basis for this indicative price • State any terms and conditions your offer to ownership/management will be subject to • State your proposed timeframe for ownership/management • State any financing requirements you have
D.2	Provide a ten year (or longer) cashflow for this ownership/management to support your proposal

APPENDIX ONE

EOI FORM

Note: this form must accompany each EOI submitted

EOI for	Ownership/management of Community Housing
Identifying number	XXXXXX
Issued by	Rangitikei District Council

Participant's acknowledgement

To: **Rangitikei District Council**

The legal name of the party* submitting this Proposal is: (* if a joint Proposal state all parties)			
The primary contact person name and details			
Name:			
Position:			
Phone:			
Mobile:			
Email:			
Postal address:			
Physical address:			
We acknowledge receipt of notices numbered			to
Checklist and declaration: We undertake that we have:			
1. Read and understand the EOI Documents and are submitting this EOI in accordance with those Documents		Yes / No	
2. Provided all information complete and accurate and have not withheld any information potentially relevant to the Council's consideration of this proposal		Yes / No	
3. Provided the requested number of copies of Proposal		Yes / No	
4. Completed this Proposal form		Yes / No	
5. Separated the required information into two envelopes.		Yes / No	
We acknowledge that the Council is not bound to accept any particular EOI received and may or may not proceed to another competitive process. The terms and conditions set out in Section C apply to this EOI.			

Dated		
Signed by		(signature)
		(print name)
for and on behalf of the submitting party (or parties if joint Proposal)		

APPENDIX TWO

CONFLICT OF INTEREST DECLARATION

Note: this form must accompany each proposal submitted (refer clause 10 of EOI conditions)

ROI FOR	Ownership/management of Community Housing
IDENTIFYING NUMBER	XXXX
ISSUED BY	RANGITIKEI DISTRICT COUNCIL

CONFLICT OF INTEREST DEFINITION:

A CONFLICT OF INTEREST IS A SITUATION IN WHICH A PARTICIPANT COULD GAIN (OR BE SEEN TO GAIN) AN UNFAIR ADVANTAGE THROUGH AN ASSOCIATION WITH AN INDIVIDUAL OR ORGANISATION. Associations include financial, personal, professional, family-related or community-related relationships.

- An actual conflict of interest is where there already is a conflict.
- A potential conflict of interest is where the conflict is about to happen or could happen.
- A perceived conflict of interest is where other people might reasonably think there is a conflict.

QUESTIONNAIRE:

Note each organisation involved in a joint bid must submit a *separate* questionnaire and declaration.

	QUESTION	RESPONSE Select one answer for each question. Select "potentially" if others could perceive that a conflict exists
1	Does any person in your organisation have a close friend or relative who is (or could be) involved in any evaluation or decision making relating to this procurement process?	Yes/no/potentially
2	Has any person in your organisation recently been offered any special discounts, gifts, trips, hospitality, rewards or favours to any person involved in any evaluation or decision making capacity relating to this procurement process? <i>(e.g free travel, free samples for personal use)</i>	Yes/no/potentially
3	Does any person involved in any evaluation or decision making relating to this procurement process have a financial interest in your organisation? <i>(e.g the person is an employee of, or a shareholder in, your organisation)</i>	Yes/no/potentially
4	Are you aware of anything that might give the appearance that any person involved in the evaluation stage or decision making stage of this procurement process is biased towards or against your organisation? <i>(e.g the person has used your organisations corporate box)</i>	Yes/no/potentially
5	Is there anything else that we should know that is relevant to this submission?	yes/no

If you answered “yes” or “potentially” to any of the questions above, please set out the details of the situation below.

Declaration: I declare that the information provided in this document is true, complete and accurate to the best of my knowledge and on behalf of the identified below, agree to notify the Council as soon as possible of any conflicts of interest that arise (or could arise) in the future.

Name of	
Signed by authorised signatory of the organisation	
Name and title of authorised signatory	
Date	