

# Service Delivery Committee Public Agenda - 10 December 2024

Council Chambers  
101 Bank Street  
Te Awamutu



Chairperson  
CS St Pierre

Members

Her Worship the Mayor SC O'Regan, AW Brown, LE Brown, PTJ Coles, RDB Gordon, ML Gower, HR Kara - Te Kanohi, MG Montgomerie, DM Morgan, MJ Pettit, EM Stolwyk, BS Thomas,

10 December 2024 09:10 AM

Agenda Topic	Presenter	Time	Page
Opening Karakia		09:10 AM-09:12 AM	
1. <a href="#">Apologies</a>	Chairperson	09:12 AM-09:13 AM	3
2. <a href="#">Disclosures of Members' Interests</a>	Chairperson	09:13 AM-09:14 AM	4
3. <a href="#">Late Items</a>	Chairperson	09:14 AM-09:15 AM	5
4. <a href="#">Confirmation of Order of Meeting</a>	Chairperson	09:15 AM-09:16 AM	6
5. <a href="#">Confirmation of Minutes - 19 November 2024</a>	Chairperson	09:16 AM-09:17 AM	7
5.1 <a href="#">Service Delivery Committee Unconfirmed Open Minutes - 19 November 2024</a>	Chairperson		8
6. <a href="#">Community Services Activity Report to 31 October 2024</a>	Brad Ward	09:17 AM-09:37 AM	12
7. <a href="#">Transportation Activity Report</a>	Bryan Hudson	09:37 AM-09:57 AM	37
7.1 <a href="#">Appendix 1: New Ministerial /NZTA reporting requirements (document number 11337672)</a>			57
8. <a href="#">Request for New Road Names – SP/0195/21, SP/0005/23 and Reserve</a>	James Brott	09:57 AM-10:02 AM	70

Morning Tea			10:02 AM-10:17 AM	
9.	<a href="#">Water Services Activity Report to 30 November 2024</a>	Karl Pavlovich	10:17 AM-10:37 AM	78
10.	<a href="#">Local Water Done Well - Project Governance Group Update</a>	Sherryn Patterson	10:37 AM-10:52 AM	95
10.1	<a href="#">Appendix 1: Local Water Done Well – PGG Monthly Report – 29 November 2024 (document number 11339058)</a>			98
10.2	<a href="#">Appendix 2: LGNZ Conference – Minister Brown’s Speech (document number 11344909)</a>			101
10.3	<a href="#">Appendix 3: Local Water Done Well – PGG Minutes 29 November 2024 (document number 11348349)</a>			109
11.	<a href="#">Contracts Signed Under Delegated Authority</a>	Dawn Inglis	10:52 AM-10:57 AM	113
12.	<a href="#">Rangiaowhia Pahuatanga Commemoration 21 February 1864 – Request for Temporary Road Closure</a>	Jennifer Braithwaite	10:57 AM-11:02 AM	116
13.	<a href="#">Resolution to Exclude the Public</a>	Chairperson	11:02 AM-11:03 AM	121



**APOLOGIES**

---



## **DISCLOSURE OF MEMBERS' INTERESTS**

---

Members are reminded to declare and stand aside from decision making when a conflict arises between their role as an elected member and any private or other external interest they may have.





## LATE ITEMS

---

Items not on the agenda for the meeting require a resolution under section 46A of the Local Government Official Information and Meetings Act 1987 stating the reasons why the item was not on the agenda and why it cannot be dealt with at a subsequent meeting on the basis of a full agenda item. It is important to note that late items can only be dealt with when special circumstances exist and not as a means of avoiding or frustrating the requirements in the Act relating to notice, agendas, agenda format and content.



## CONFIRMATION OF ORDER OF MEETING

---

**Recommendation**

*That the order of the meeting be confirmed.*



**To:** The Chairperson and Members of the Service Delivery Committee  
**From:** Governance  
**Subject:** **CONFIRMATION OF OPEN MINUTES**  
**Meeting Date:** 10 December 2024

---

## **1 EXECUTIVE SUMMARY – WHAKARĀPOPOTOTANGA MATUA**

---

The local authority, its committees, subcommittees and any local and community boards must keep minutes of their proceedings. These minutes must be kept in hard or electronic copy, authorised by a Chairperson’s manual or electronic signature once confirmed by resolution at a subsequent meeting. Once authorised the minutes are the prima facie evidence of the proceedings they relate to.

The only topic that may be discussed at a subsequent meeting, with respect to the minutes, is their correctness

## **2 RECOMMENDATION – TŪTOHU Ā-KAIMAHI**

---

*That the open minutes of the Service Delivery Committee meeting held on 19 November 2024, having been circulated, be taken as read and confirmed as a true and correct record of that meeting.*

## **3 ATTACHMENT – ĀPITITANGA**

---

Service Delivery Committee Open Minutes – 19 November 2024 (pre-circulated)



**Committee:** Service Delivery  
**Time:** 9.10am  
**Date:** Tuesday 19 November 2024  
**Venue:** Council Chambers, Waipā District Council,  
101 Bank Street, Te Awamutu

---

## PRESENT

### Chairperson

CS St Pierre

### Members

Her Worship the Mayor SC O'Regan, A Brown, LE Brown, PTJ Coles, RDB Gordon (via Zoom), ML Gower, HR Kara – Te Kanohi, MG Montgomerie, DM Morgan, MJ Pettit, EM Stolwyk, BS Thomas

*Opening Karakia – Committee Member Kara*

---

## 1 APOLOGIES

There were no apologies.

---

## 2 DISCLOSURE OF MEMBERS' INTERESTS

None.

---

## 3 LATE ITEMS

Nil

---

## 4 CONFIRMATION OF ORDER OF MEETING

**RESOLVED**

15/24/77



*That the Service Delivery Committee confirms the order of the meeting.*

Mayor O'Regan / Councillor Morgan

## 5 CONFIRMATION OF MINUTES

---

### RESOLVED

15/24/78

*That the open minutes of the Service Delivery Committee meeting held on 15 October 2024, having been circulated, be taken as read and confirmed as a true and correct record of that meeting.*

Chairperson St Pierre / Councillor L Brown

## 6 ROTARY CHRISTMAS PARADE TE AWAMUTU – REQUEST FOR TEMPORARY ROAD CLOSURE

---

The purpose of this report was to seek approval to temporarily close a public road for the Rotary Christmas Parade, Te Awamutu.

### RESOLVED

15/24/79

*That the Service Delivery Committee*

a) *Receives the report of Marion Fleming, Transportation Safety Officer, titled Rotary Christmas Parade – Request for Temporary Road Closure (document number 11299907);*

b) *Approves the temporary closure of the following roads:*

***on Saturday 7 December 2024 between the following times:***

***7am and 1:30pm***

- ***Selwyn Lane – whole street***
- ***Gorst Avenue – whole street***

***8am and 1pm***

- ***Mahoe St – from Churchill St to Selwyn Lane***
- ***Alexandra St – from Mutu/Rewi St to Sloane St***
- ***Churchill St – from Mahoe St to Squash Club (335 Churchill St)***

***10:30am and 1pm***



- **Arawata St** – from Mahoe St to Alexandra / Sloane Sts
- **Sloane St** – from Arawata / Alexandra Sts to 35 Sloane St
- **Mahoe St** – from Arawata St to Selwyn Lane

*For the Rotary Christmas Parade, in accordance with Sections 319(1)(h) and 342, and clause 11(e) of Schedule 10 of the Local Government Act 1974;*

- c) *Authorises public notification of the approved road closure before the event, as required by the Local Government Act 1974.*

Mayor O'Regan / Councillor Pettit

## **7 NEW WORLD CAMBRIDGE CHRISTMAS PARADE – REQUEST FOR TEMPORARY ROAD CLOSURE**

---

The purpose of this report was to seek approval to temporarily close a public road for the Cambridge Christmas Parade.

### **RESOLVED**

15/24/80

*That the Service Delivery Committee*

- a) *Receives the report of Marion Fleming, Transportation Safety Officer, titled New World Cambridge Christmas Parade – Request for Temporary Road Closure (document number 11299915);*
- b) *Approves the temporary closure of the following roads:*

**Sunday 1 December 2024 between 12:00pm and 4:00pm**

- **Dick St** – between Queen St and Alpha St
- **Alpha St** – between Dick St and Victoria St
- **Victoria St** – between Queen St and Commerce St
- **Duke St** – between Victoria St and Commerce St
- **Commerce St** – whole street (access to Milich Place via Fort St)
- **Empire St** – between Alpha St and Victoria St

*on Sunday 1 December 2024 between 12:00pm and 4:00pm for the New World Cambridge Christmas Parade*

*in accordance with Sections 319(1)(h) and 342, and clause 11(e) of Schedule 10 of the Local Government Act 1974;*





- c) *Authorises public notification of the approved road closure before the event, as required by the Local Government Act 1974.*

Councillor Pettit / Councillor Gower

*Closing Karakia – Councillor Morgan*

There being no further business the meeting closed at 9.13am

---

**CONFIRMED AS A TRUE AND CORRECT RECORD**

**CHAIRPERSON:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

# COMMITTEE REPORT



## INFORMATION ONLY

**To:** The Chairperson and Members of the Service Delivery Committee  
**From:** Manager Community Services  
**Subject:** **Community Services Activity Report to 31 October 2024**  
**Meeting Date:** 10 December 2024

---

### 1 EXECUTIVE SUMMARY – WHAKARĀPOPOTOTANGA MATUA

---

The purpose of this report is to provide information on the activities of the Community Services Unit from 1 July to 31 October 2024.

### 2 RECOMMENDATION – TŪTOHU Ā-KAIMAHI

---

*That the Service Delivery Committee receives the report of Brad Ward, Manager Community Services, titled Community Services Activity Report to 31 October 2024 (document number 11310800).*

### 3 COMMENTARY - KŌRERO

---

#### COMMUNITY ASSETS AND PROJECTS

##### **Play Spaces Renewal and Development**

The Kings Garden playground was completed and opened to the community on 12 October 2024. The renewed play features have been warmly received by the community with the neighbourhood playground receiving plenty of activity since it was reopened.





*Kings Garden Playground*

In Pirongia, skate park concept designs are in the process of being finalised following community consultation in July 2024. Plans for the renewal (in 2026/2027) of the adjacent playground have been included in the project as the two areas are closely connected. It is anticipated community fundraising and the renewal programme align so the projects can be delivered together to maximise efficiency. If this is unachievable, the playground renewal would proceed as the design ensures access for skatepark construction later.

Site optioneering continues for the provision of a skate park in Kihikihi.

Playgrounds in new growth cells continue to progress. Designs for the playground at Whakahaumako Reserve in Keri Rua Road, Cambridge have been finalised and construction commenced on 29 October 2024. The Papatakohe Park playground in Bridleways Estate, Cambridge is making good progress with opening anticipated to be opened in February 2025.

Planning and design continue for the playground renewal and upgrade at Leamington Domain, which was approved in the 2024/25 Enhanced Annual Plan. Construction is due to start in February 2025. The playground aligns with the Masterplan completed in February 2024 for the Domain.

Plans for a playground renewal in Hiskens Place Reserve Te Awamutu are commencing with initial mana whenua engagement and customer survey completed. Construction is planned for 2025/2026.

## PARK OPERATIONS AND CEMETERIES

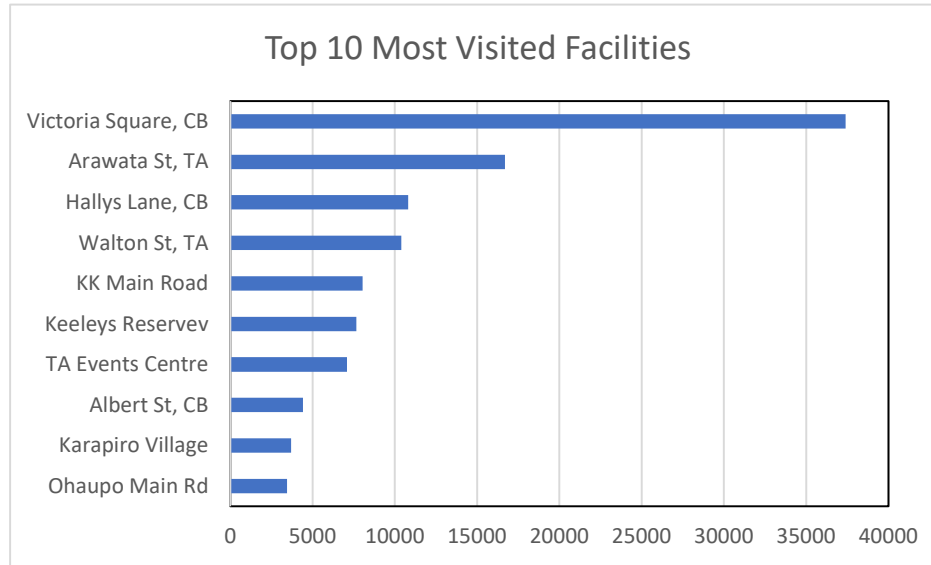
### Contract Management

An update on individual contracts follows:

Contract	Update																																																				
Rural Open Space Maintenance Contract	<p>Rural open spaces are all looking good. Extra areas have been added to the contract at:</p> <ul style="list-style-type: none"> <li>▪ Waipuke Park (inclusion of the new dog exercise area)</li> <li>▪ Lake Cameron (inclusion of maintenance previously undertaken by a community group via a grant)</li> <li>▪ Mātakitaki Pa Site (inclusion of area to access the pā site)</li> </ul>																																																				
Tree Maintenance Contract	<p>471 trees were pruned as planned maintenance over the last quarter, with 47 receiving powerline clearance.</p> <p>81 trees were removed, predominantly due to tree health and/or safety issues.</p> <p>A successful Community Day giving away 158m<sup>3</sup> mulch to the community was held on 14 September 2024, with Treescape providing staff and equipment to run the day. The mulch had been accumulated over time from tree work undertaken during the contract – including the respective cyclones of 2023.</p>																																																				
Public Convenience Cleaning Contract	<p>The contractor continues to perform well, except with a noticeable drop in standard at Keeleys Reserve. Staff anticipate this is due to the new road realignment on SH1 resulting in higher visitors to the reserve.</p> <div data-bbox="587 1447 1378 1921" style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;"><b>Past Audit Results</b></p> <table border="1" style="margin-top: 10px; width: 100%; text-align: center;"> <caption>Past Audit Results Data (Estimated)</caption> <thead> <tr> <th>Month</th> <th>2022/23</th> <th>2023/24</th> <th>2024/25</th> </tr> </thead> <tbody> <tr><td>July</td><td>75</td><td>90</td><td>95</td></tr> <tr><td>August</td><td>85</td><td>90</td><td>95</td></tr> <tr><td>September</td><td>80</td><td>90</td><td>95</td></tr> <tr><td>October</td><td>85</td><td>90</td><td>95</td></tr> <tr><td>November</td><td>90</td><td>90</td><td>95</td></tr> <tr><td>December</td><td>85</td><td>90</td><td>95</td></tr> <tr><td>January</td><td>85</td><td>90</td><td>95</td></tr> <tr><td>February</td><td>85</td><td>90</td><td>95</td></tr> <tr><td>March</td><td>85</td><td>90</td><td>95</td></tr> <tr><td>April</td><td>85</td><td>90</td><td>95</td></tr> <tr><td>May</td><td>85</td><td>90</td><td>95</td></tr> <tr><td>June</td><td>85</td><td>90</td><td>95</td></tr> </tbody> </table> </div>	Month	2022/23	2023/24	2024/25	July	75	90	95	August	85	90	95	September	80	90	95	October	85	90	95	November	90	90	95	December	85	90	95	January	85	90	95	February	85	90	95	March	85	90	95	April	85	90	95	May	85	90	95	June	85	90	95
Month	2022/23	2023/24	2024/25																																																		
July	75	90	95																																																		
August	85	90	95																																																		
September	80	90	95																																																		
October	85	90	95																																																		
November	90	90	95																																																		
December	85	90	95																																																		
January	85	90	95																																																		
February	85	90	95																																																		
March	85	90	95																																																		
April	85	90	95																																																		
May	85	90	95																																																		
June	85	90	95																																																		

**Public Toilets**

Many facilities now have counters installed with interesting data coming through:



*Public Toilet visits September and October 2024*

This information will help inform future maintenance schedules for specific sites and an appropriate level of service. It is important to note Keeleys Reserve has transitioned from its winter cleaning schedule of four cleans per week to a summer schedule of one clean per day from 1 October 2024.

Facilities on metered power supply have been receiving estimated readings for some time. Now with actual readings being received, it is anticipated Council will receive a credit. The estimated readings were due to the meter reader being unable to find the meter since the new contract took effect. The credit is going to be used to change all meters to smart meters so that accurate readings are available each month and remove the churn on staff and contractor time that occurs when suppliers change.

Current water supply for Moana Roa Reserve is being supplied by Becks Nursery. Staff have been informed they will no longer be able to do so from December 2024. Staff are investigating possible options for a permanent supply to the facility.

**Parks and Reserves**

Park Operations prepared gardens ready for the spring flush, with trimming and mulching around gardens and trees. This approach slows the weed growth over the spring flush. Refreshing of old gardens has been completed, which has enhanced the parks as shown on the next page.





*Thorncombe Road Reserve mulching*



*Leamington Domain – before and after*



*Gwyneth Common – before and after*

The yearly broadleaf weed control has been completed on sports fields and open spaces with Onehunga, Cape Weed (Cape Daisy) and general broadleaf weeds in sports fields. There has still been a steady amount of graffiti and damage at playgrounds and on park assets, which the team have been fixing and cleaning.

<b>Premier Parks Update</b>	
<b>Lake Te Koo Utu</b>	<p>A design has been drafted for the waharoa (gateway) at the Albert Street entrance to Lake Te Koo Utu. Next steps are to work with a structural engineer to determine what frame/support the waharoa would require.</p> <p>The Cambridge Park Operations team have removed the mulch pile and re-grassed the area beside the Cambridge Bowls club. They are also working with the designer of the Flowform waterfall feature at Te Koo Utu to get costs to repair parts of the asset.</p> <p>Large areas of the reserve overtaken with weed growth have generated concern from the community. These are areas staff do not have resources to manage and includes bamboo, convolvulus and jasmine on the steep banks above the lake. These areas will be incorporated into the Vegetation Management Plan to be developed as part of the Concept Plan implementation. Timing of this work will be considered as part of the 2025-34 Long Term Plan.</p>
<b>Te Awamutu War Memorial Park</b>	<p>A meeting of the partners and stakeholders of Te Awamutu War Memorial Park was held 29 August 2024. Staff provided an overview of the work completed on the Heritage Management and Maintenance Plan and Vegetation Management Plan alongside a forward work programme including restoration of the Peace Fountain, relocating the Perfume Garden/Pergola and identifying the renewal programme at the park. Staff are implementing the actions agreed in the meeting.</p> <p>Unfortunately the staff have seen more new plants pulled out from the planting project they completed over winter, which have been replaced as needed.</p>

### **Playground Maintenance**

Terry Came Drive playground, Cambridge, has seen a decrease in damage with the temporary camera installed. Local teenagers caught vandalising the park previously, gave back to the community by helping to paint over graffiti in other locations.

### Other reserves

The Te Awamutu Food Forest has continued to build on strong community support and has developed more garden beds for vegetables in Pekarau Reserve, Te Awamutu. A wastewater upgrade affecting this reserve has started and is due for completion in December 2024.

A Cambridge group has approached Council to setup a food orchard. Council staff are working together to find the best solution for the group.

### Cemetery Operations

At the end of the first quarter of 2024/25, ash burials are up on the same period of the previous year, with a slight decrease in lawn burials.

	2023/24 Q1	2024/25 Q1	Difference
Ash interment	20	33	+13
Lawn interment	42	37	-5

Further detail regarding cemeteries can be found in Appendix 1.

## MUSEUM AND HERITAGE

### Museum and Heritage July - September 2024 Statistics Overview

Alongside 1,025 visitors to the Te Awamutu Museum Education and Research Centre (Museum) from July to September 2024, the Research Room was booked for 58 hours (across 28 users), including regular bookings by the Irish and Scottish Ancestry/Genealogy Groups mainly using the Ancestry.com and self-digitisation services. There were 1,846 interactions with the Museum collection via Digital NZ (a 300% increase on the previous quarter) and 1,385 students engaged in the education programmes.

Further detail regarding Museum Statistics can be found in Appendix 2.

### Number participating through Enriched Local Curriculum (ELC):

Year	Target	Result
2022/23	4,400	2,920
2023/24	4,400	4,452
2024/25	3,900	1,385 (Financial YTD)

The target for this year was reduced to align to the Ministry of Education contracted numbers through the 2024/25 Enhanced Annual Plan.

Student numbers are on target to reach the contracted numbers of 3,900 for this 2024 academic year and the number of children participating in education sessions from Early Childhood Centres continues to increase.

**Visitors to the Te Awamutu Museum Education and Research Centre:**

Year	Target	Result
2022/23	>5,000	2,920
2023/24	>5,500	6,058
2024/25	>5,500	1,025 (Financial YTD)

Visitor numbers to the Museum are tracking slightly lower than this time last year. Peak visiting times continue to be over Saturdays and school holidays.

**Te Awamutu Museum Education & Research Centre**

Museum staff attended the Waipā Heritage Forum at the Pirongia Heritage & Information Centre in August. The forum meets quarterly and consists of staff and/or volunteers from the Te Awamutu Museum, Cambridge Museum, Pirongia Heritage Centre, and Kihikihi Police Temple Cottage focusing on collaboration and support for heritage across the district. The Forum members are currently working on developing a marketing brochure providing information about each of the centres, and a brochure highlighting volunteer opportunities within each of the centres.

Museum staff attended a meeting with Cambridge Museum staff to provide advice and guidance regarding Museum education programmes. Best practice examples were shared in relation to the booking process and knowledge shared about ways to increase engagement in student learning.

**Public Programmes and Tui & Tama Kids' Club monthly activities**

Digital promotion of Tui & Tama Kid's Club monthly programmes ensures regular visits by families with young children who often bring friends with them. Tui & Tama membership continues to climb (membership currently 733) with new members offsetting those members being retired from the club once they reach the age of 12 years old.

July 2024

- Matariki with Kiwi
- Resthaven Rest-home Programme on Recipes from the Past





Images from the Recipes from the Past Programme



Resthaven residents enjoying the Dancing Days programme

August 2024

- Family History Month with Kererū
- Family Tree Workshop with the Te Awamutu Genealogy Society
- Te Awamutu Scouts visit: 10 Scouts came to explore the Museum and learn about the history and ecology of the Waipā Region

September 2024

- Te Reho Māori with Kāhu





*Te Reo Māori craft activities*

### Enriched Local Curriculum (ELC)

- 748 students in July
- 425 students in August
- 212 students in September

The July school holidays were used to visit some early childhood centres, connecting with these young learners via stories and activities linked to the Waipā District.

Southwell school visited for the first time engaging in four “In Days Past” programme sessions across two days.

Staff met with local senior teaching staff to showcase the range of ECL Education Programmes offered at the Centre, and to build on good relationships with schools in the area.

The entire Te Awamutu Intermediate School cohort participated in a Wearable Arts programme during August, which they do every second year and highlights the concepts of sustainability and creativity in a fun and interactive way.

During August and September, the Cambridge Museum Manager observed the Educator for two different “In Days Past” sessions to help strengthen the education programmes the Cambridge Museum offers.

The Museum Educator was observed by the Education Development Manager, Waikato Kindergarten Association over two sessions, producing a report for the Museum. A highlight quote from the report: *“You are an asset to Te Awamutu Museum. Your knowledge, your skills and your want to be appropriate and culturally respectful, means that your perspective is shared with cultural safety in mind. You add value and depth to the ECE curriculum, and you add a perspective that is unique and respected. You are a pleasure to work alongside, and we are so grateful for the work that you do within our organisation.”*

In September the Museum Educator and Council’s Iwi Liaison Officer, conducted an “Introduction to Local History” tour for local teachers, and teaching support staff, including some first year and trainee teachers. The tour started at the Museum for a kōrero and concluded with a visit to local significant NZ Land Wars sites.

**Museum Collections**

Collection Staff sent 2,782 cellulose negatives to NZ Micrographic Services for digitisation in August. These negatives are from the Nelson Irving Studio collection, a local Te Awamutu photography studio from the 50’s. They feature portraits of local individuals, groups and clubs. Once catalogued these will be uploaded to Collections Online.

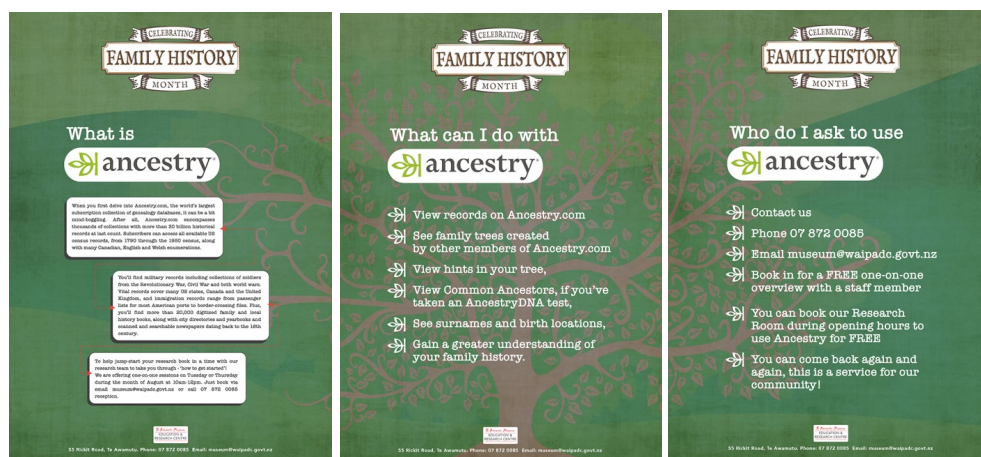
The Museum collaborated with the Te Awamutu Library in August 2024 on a display celebrating the libraries 150-year history. The case included some ephemera from the Museum and Library collections.

**Exhibitions**

An exhibition featuring costumes and paraphernalia from the film Ka Whawhai Tonu opened 25 October 2024.

Three exhibitions, each for the duration of one month and supporting the Tui & Tama monthly activities, were featured in the Front Porch Gallery area:

- July: Matariki Whetu Graphic Panels for Matariki Month
- Aug: Ancestry Graphic Panels for Family History Month
- Sept: Te Hokioi Graphic Panels for Te Reo Māori Month



August Family History Front Porch exhibition

## LIBRARIES

### Library Statistics July – September 2024 Summary

- 46,194 visitors into the libraries
- 675 new memberships
- 132,198 physical items issued
- 2,991 eResources issued
- 3,625 patrons attending Library programmes.

More information can be found in Appendix 3.

### 150 Celebrations Te Awamutu Library

Te Awamutu Library celebrated 150 years of service in August. To help celebrate this significant milestone there were a series of events and displays within the library. These events included a cake cutting with the Deputy Mayor, story time with the Mayor, and some traditional games for people to enjoy. The boardgame offering proved so popular this is being looked at as a regular event in the library.

### Hoopla

In September the libraries introduced a new digital library offering to our community. The libraries already offered an ePlatform via one supplier but wanted to expand the current offering both in terms of item numbers and online resources. Hoopla increases our eResources by over 1.6 million titles in a wide range of languages. These titles are across a variety of different online formats including eBooks, eAudiobooks, comics, movies, TV shows and music. This was launched in the last week of September 2024 and borrowing numbers for the first week were over 220. So far TV shows have been the most popular format borrowed.

### Interloan

Waipa Libraries are part of a nationwide/worldwide lending scheme known as Interloan. This enables libraries who are part of it, to be able to borrow items for their customers not held in their own libraries collection. During the first quarter of this year there has been a large increase in the number of requests coming into Waipa Libraries from within New Zealand and other countries. Staff believe this increase is down to two reasons;

- Current financial constraints impacting libraries collections; and
- A sign of the quality of the collections held at Waipa.

### Events

After being vacant since March 2024, the libraries welcomed a new Libraries Events Coordinator in late September 2024. This role will be facilitating the events, activities and programmes for Waipa Libraries.

From July to September, the most popular events were:

- July school holiday programme – Olympic themed
- Hairy Maclary with Altrusa in Te Awamutu

- Frauds and scams with ANZ in Cambridge. This has proven so popular it will be run again in November 2024.

More information about events held can be found in appendix 3.

### **Other**

Cambridge library added in seven extra bays of shelving to get some books off the floor and improve the experience for staff and patrons handling these items.

The libraries have stopped using SMS to notify customers of overdue items and holds, instead just using email for these notifications. This is due to a change in regulations around sharing short codes for SMS notifications.

## **RESERVES PLANNING**

### **Lake Ngā Roto Recreation Reserve Management Plan Review (RMP)**

Development of the RMP has continued to progress with several engagement events with key stakeholders (mana whenua, leaseholders and adjoining landowners) held and feedback received. The overall direction of the RMP is being drafted and is anticipated to be tested with the projects focus group in the near future.

### **Ngā Pae Whenua (NPW) Reserve Management Plan**

Consultants for this RMP, GMD Limited, have commenced engagement with key stakeholders. A public notice of the intention to develop the RMP has been published, with feedback from this notice to be collated and taken into consideration in the development of the RMP provisions.

### **Biodiversity**

Biodiversity work within our reserves continued with business as usual. Some of the key work undertaken during this quarter included:

- Weed control programmes through conservation reserves
- Predator control in conservation reserves through efforts of volunteer groups and contractors
- Further planting within the Karāpiro Gully reserve in partnership with the Ngāti Hauā Mahi Trust and the Waikato River Authority.

### **Arboriculture planning**

Staff have procured a contractor to implement the Dutch Elm Disease vaccination programme, which began in October 2024. Further details of this work will be included in the next Community Services Activity Report.

Council's planting programme for 2024 finished with approximately 140 trees planted in streets and reserves.

#### 4 APPENDICES – ĀPITITANGA

---

No:	Appendix Title
1	Cemetery Statistics
2	Museum Statistics
3	Library Statistics

Brad Ward

**MANAGER COMMUNITY SERVICES**

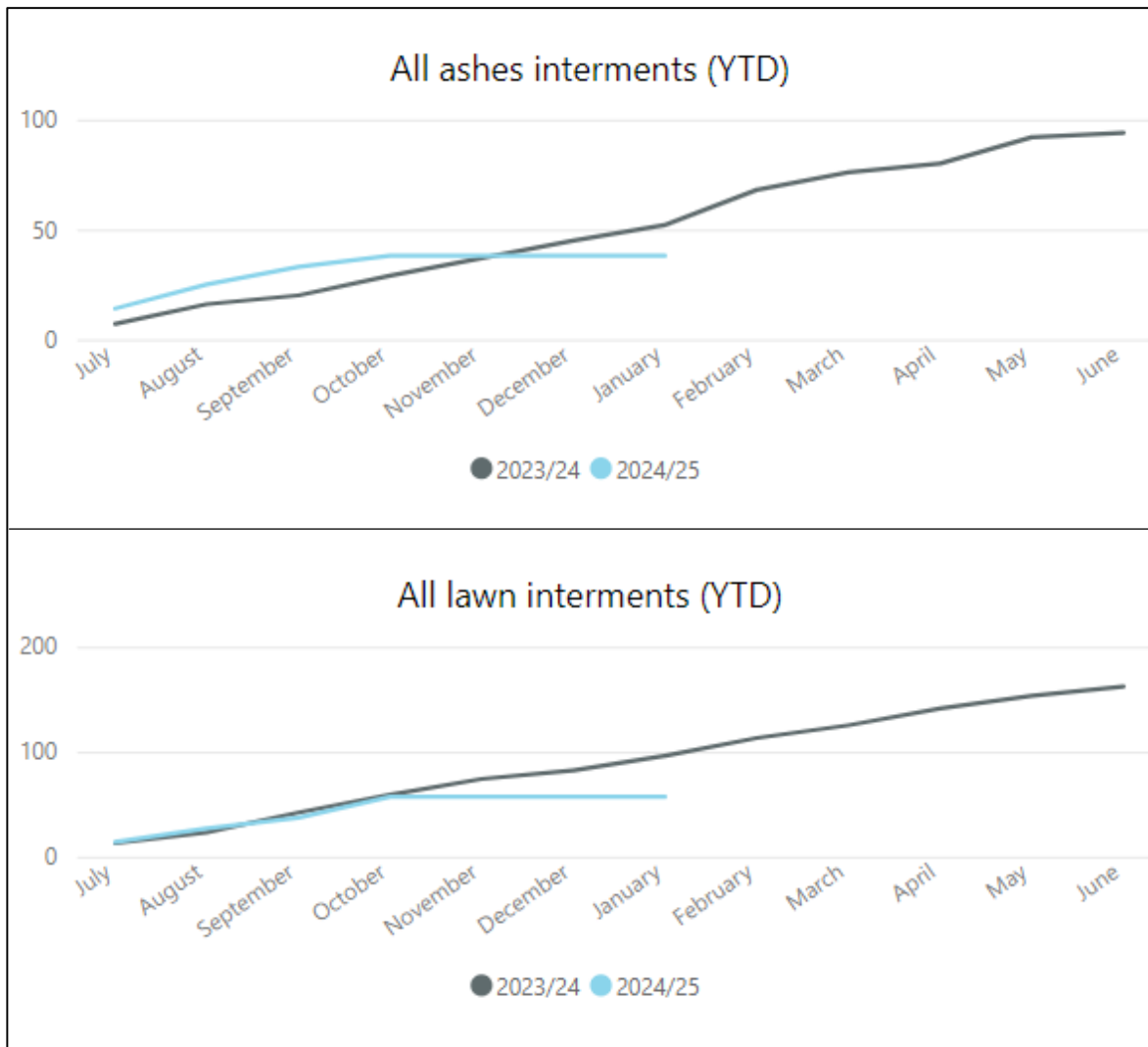
Approved by Sally Sheedy

**GROUP MANAGER CUSTOMER AND COMMUNITY SERVICES**

## APPENDIX 1

### Cemetery Statistics

	2023/24 Q1	2024/25 Q1	Difference
Ash interment	20	33	+13
Lawn interment	42	37	-5



## APPENDIX 2

### Museum Statistics

#### July - September 2024

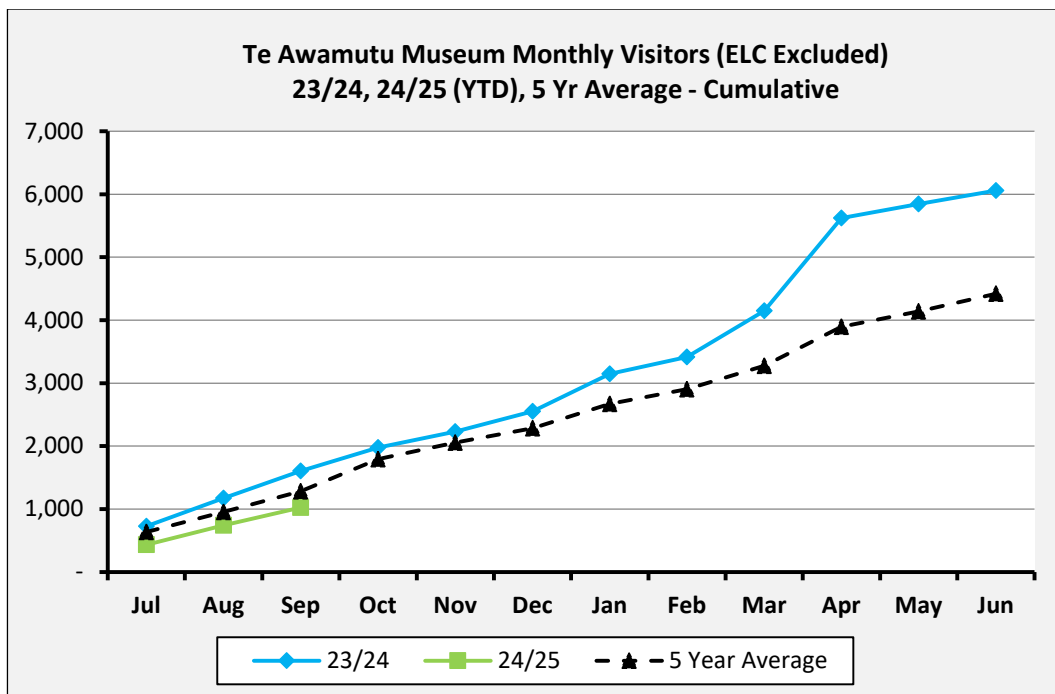
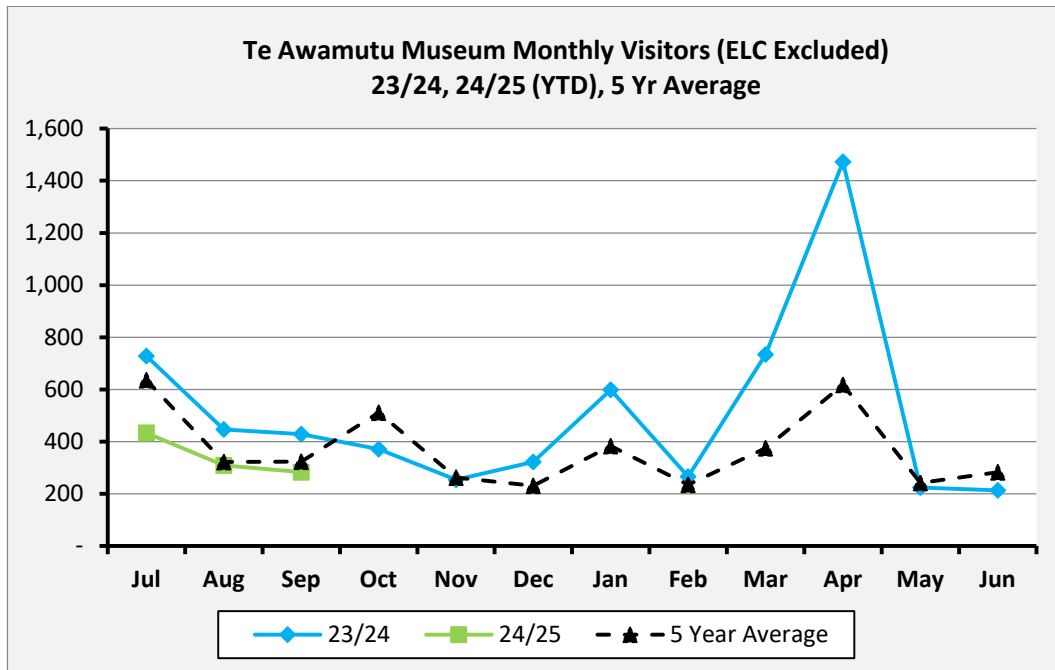
<p><b>Te Awamutu Museum Education and Research Centre Engagement</b></p>	<p><b>Visitor Numbers:</b>  <b>July:</b> 433  <b>August:</b> 309  <b>Sept:</b> 283  <b>Tui and Tama Club:</b> 22 new members, 733 active members  <b>Exhibitions:</b> 3  July: Matariki in Front Porch LED Frames  Aug: Family History Month with Ancestry Front Porch LED Frames  Sept: Te Hokioi for Te Reo Māori Front Porch LED Frames  <b>Public Programmes:</b> 2 (Rest-home visit &amp; Genealogy Workshop)  <b>Around Town Display Cases:</b> 1</p> <ul style="list-style-type: none"> <li>▪ Te Awamutu Library <ul style="list-style-type: none"> <li>○ August – Libraries 150-year history</li> </ul> </li> </ul>
<p><b>Museum Collection Engagement</b></p>	<p><b>Collections Online:</b> 1,846 interactions with Te Awamutu Museum collection objects via Digital NZ.  130 new records added to Collections Online.  <b>Image Requests:</b> 6  <b>Research Enquiries:</b> 35  <b>Ancestry.com + Self-Digitisation:</b> 58 hours of research room usage (or 28 users)  <b>Deposits of Taonga Tuturu:</b> 3  <b>Collection Rationalisation:</b> 145 items assessed.</p>
<p><b>Education</b></p>	<p><b>Student Numbers:</b> 1,385  <b>Schools:</b> Te Awamutu Intermediate, Southwell School, Karokonui, Southwell, Whatawhata, Te Awamutu College</p> <p><b>ECEs:</b> Deanwell Kindergarten, Melville Kindergarten, Little Sparrows Educare (Leamington), Grow Early Education Ltd (Cambridge), Te Rapa Early Education Centre, Pukete Kindergarten, Crackerjacks Preschool 2020 Ltd (Te Awamutu), Learning Links Te Awamutu, Fountain City Montessori Tawa Street, Fountain City Montessori, Rosetown Preschool (2018) Ltd, BestStart Te Awamutu, Leamington Kindergarten, James Gray Kindergarten (Cambridge), Aberdeen Kindergarten, Dinsdale Kindergarten, Impressions Childcare Centre ( Pirongia ) ,</p>



	<p>Central Kids Kindergartens Kihikihi, Kihikihi Early Adventurers, Insoll Kindergarten, Peachgrove Kindergarten, Frankton Kindergarten, Crawshaw Kindergarten, Rototuna Early Education Centre, Belmont Avenue Kindergarten, Fairfield Early Education Centre, Bunnies Childcare and Preschool (Cambridge), Busy Bees, Te Awamutu Play Centre.</p> <p><b>Programmes:</b> Wearable arts (Guardians of our Natural World umbrella), In Days Past, Rohē Waipā stories, Matariki, Treasures (taonga + tuna), Insects (Guardians of our Natural World umbrella), NZ Land Wars.</p>
<b>Te Ara Wai Journeys</b>	<p><b>New sessions:</b> 2,860  <b>New users:</b> 1,900  <b>Total users since introduction Dec 2019:</b> 36,044</p>
<b>Heritage Fund</b>	<p><b>New Applications:</b> Round 23 closed 30 June 2024 with three applications granted funding – one built and two natural heritage:</p> <ul style="list-style-type: none"> <li>▪ Cambridge Bowling Club</li> <li>▪ Manaaki Whenua/Landcare Research</li> <li>▪ Waikato Environment Centre t/a Go Eco</li> </ul> <p><b>Projects completed: 2</b></p> <ul style="list-style-type: none"> <li>▪ Cambridge Bowling Club; completion of exterior painting</li> <li>▪ Waikato Diocesan Trust Board, Anglican Parish of St Andrews Church; Exterior repair and painting of bottom section of bell tower</li> </ul>
<b>Public Art</b>	<p>Staff are currently finalising a brochure and webpage highlighting the Council’s Outdoor Public Art Collection, these are due to be launched in the summer.</p> <p>In September new artworks were acquired for the Waipā District Council indoor art collection:</p> <ul style="list-style-type: none"> <li>▪ A painting is by artist Richard Lewer depicting the atrocities of Rangiaowhia from 1864.</li> <li>▪ Five pairs of art panels depicting the history and culture of Te Awamutu which are to be installed on bridges along the Mangaohoi and Mangapiko streams.</li> </ul>

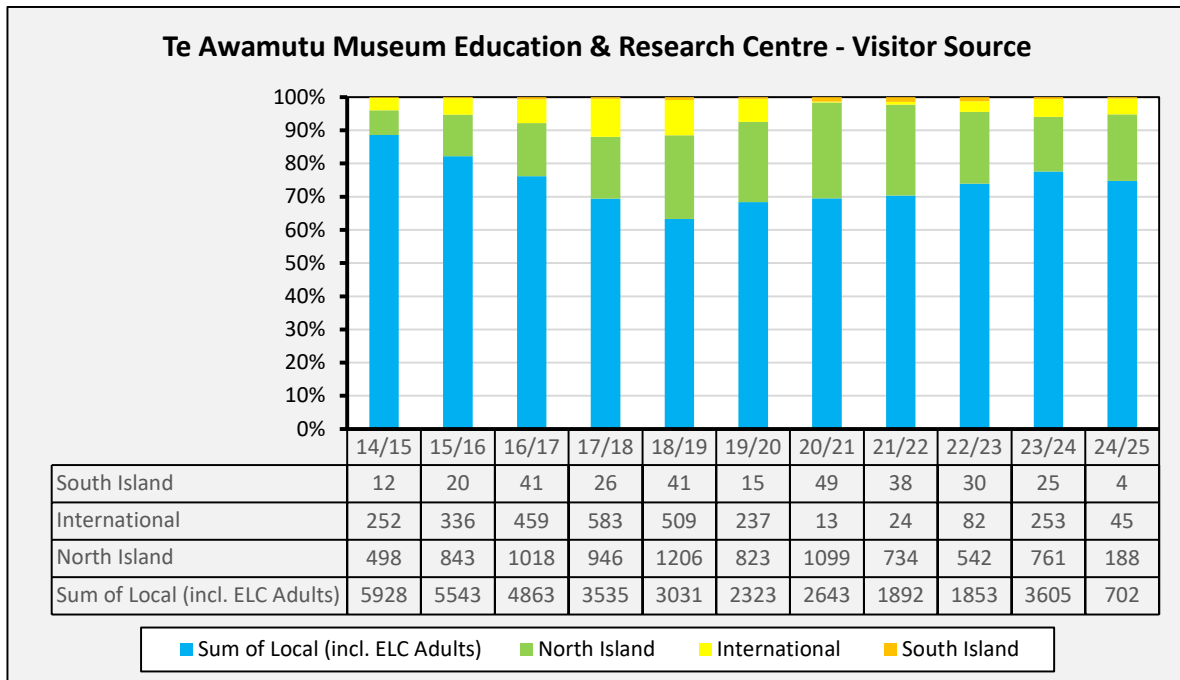
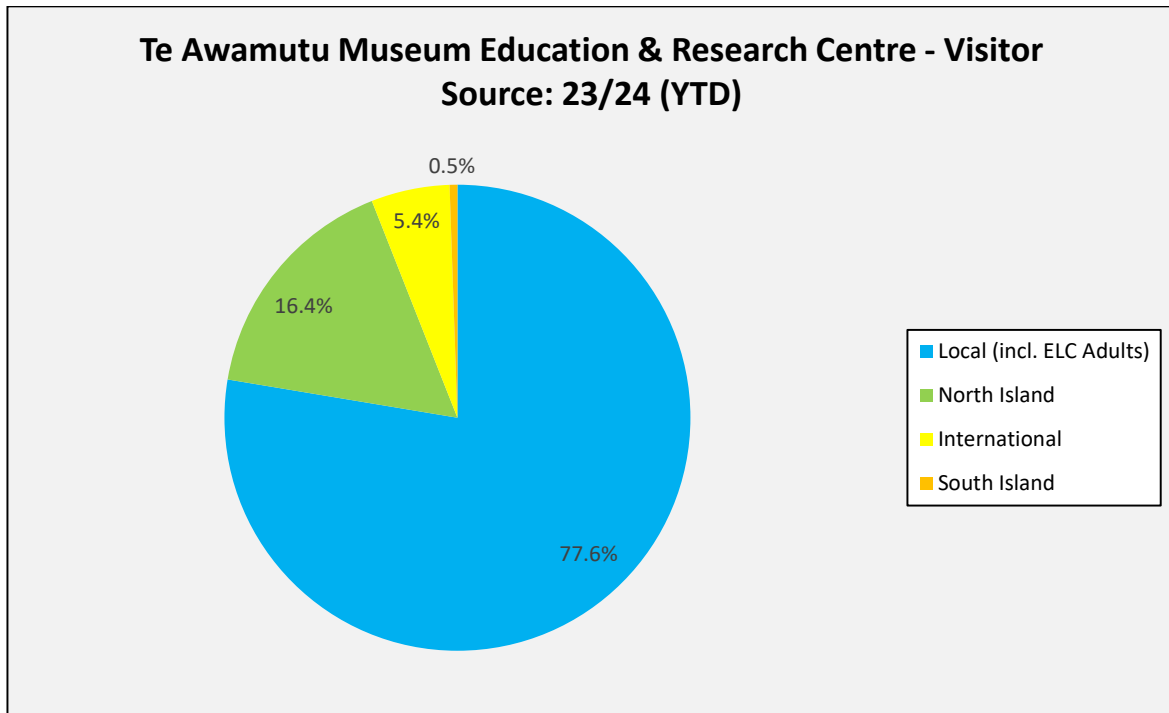


### Te Awamutu Museum Education & Research Centre General Visitor Numbers



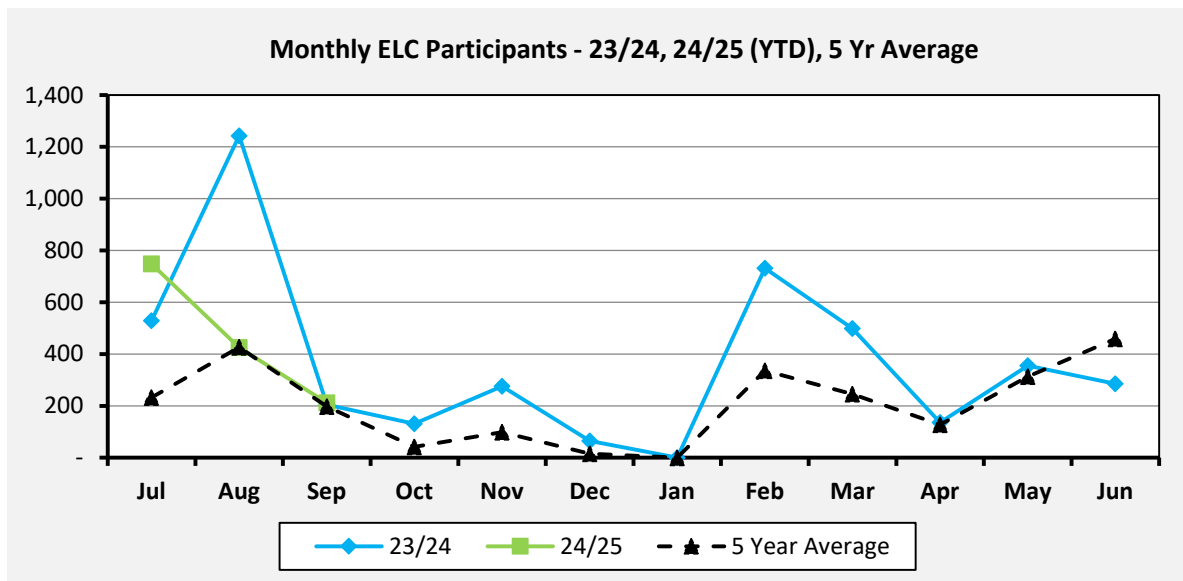
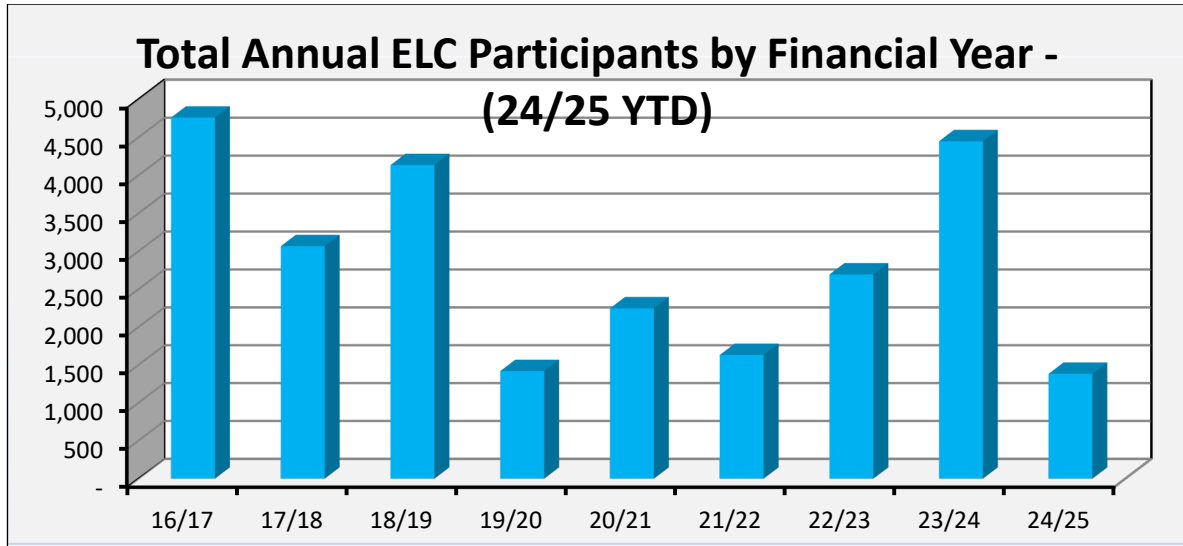
Museum patronage for is trending slightly below the five-year average, outside of the COVID-19 impacts (2022) and Museum closure (2022 and 2023). The lower numbers through the first quarter are likely to be due to no prominent exhibition being held in the Museum.

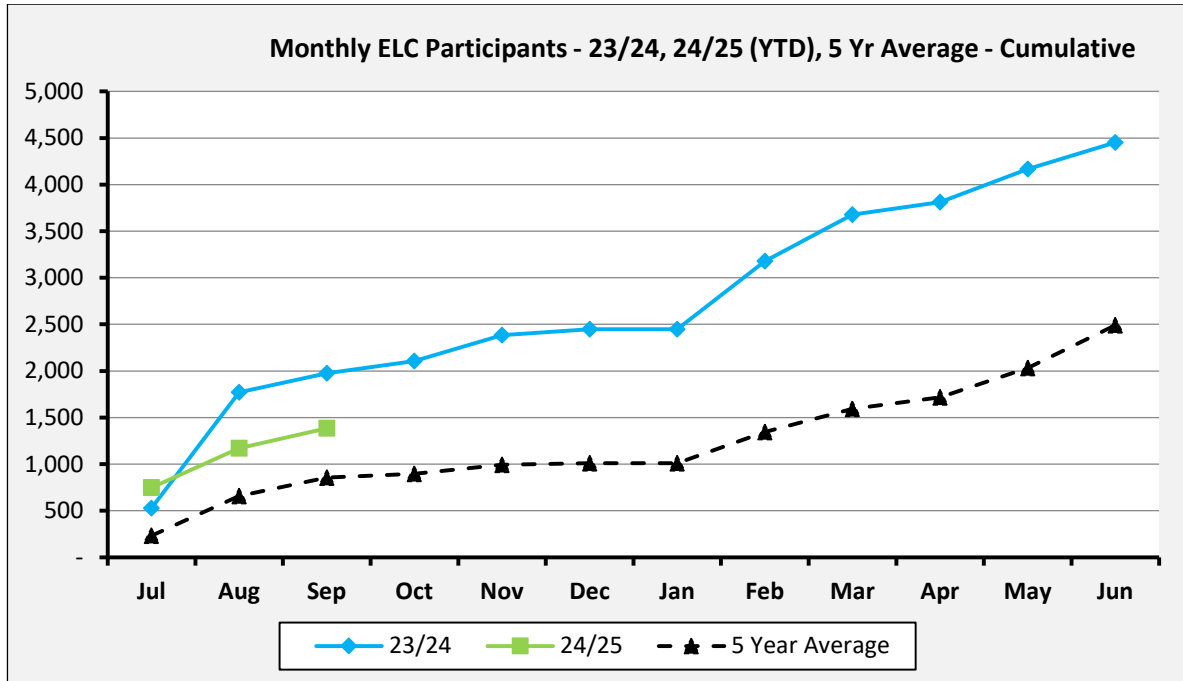
### Te Awamutu Museum Education & Research Centre Visitor Source



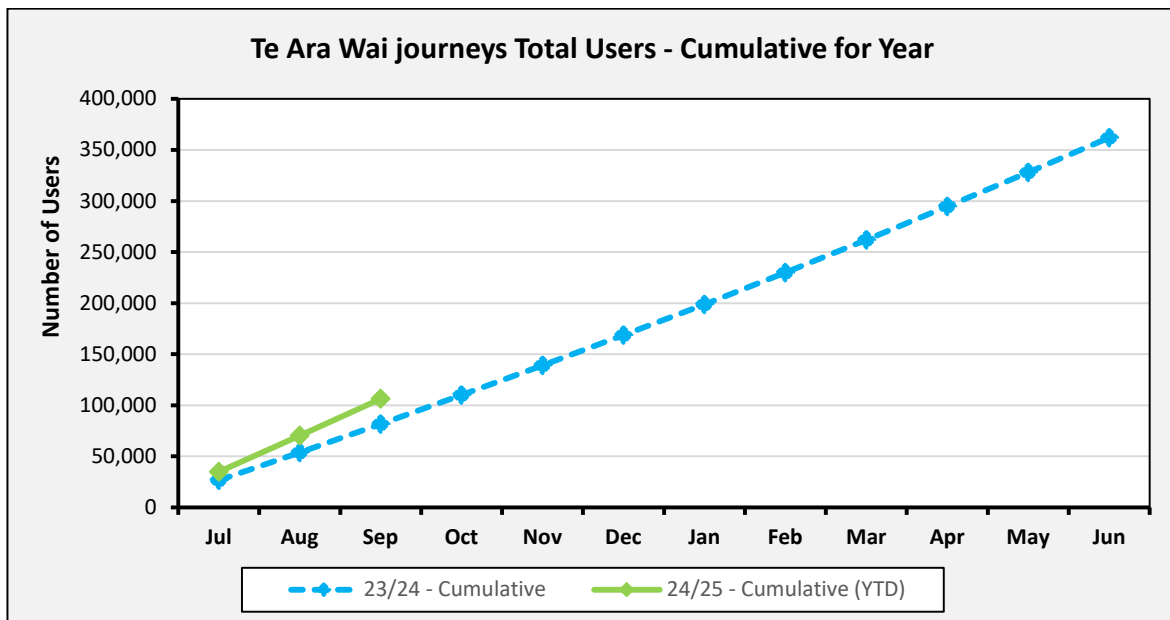
These graphs show the impact of COVID-19 on international visitor numbers, and the increase in local visitor numbers since the opening of the Te Awamutu Museum Education & Research Centre in March 2023.

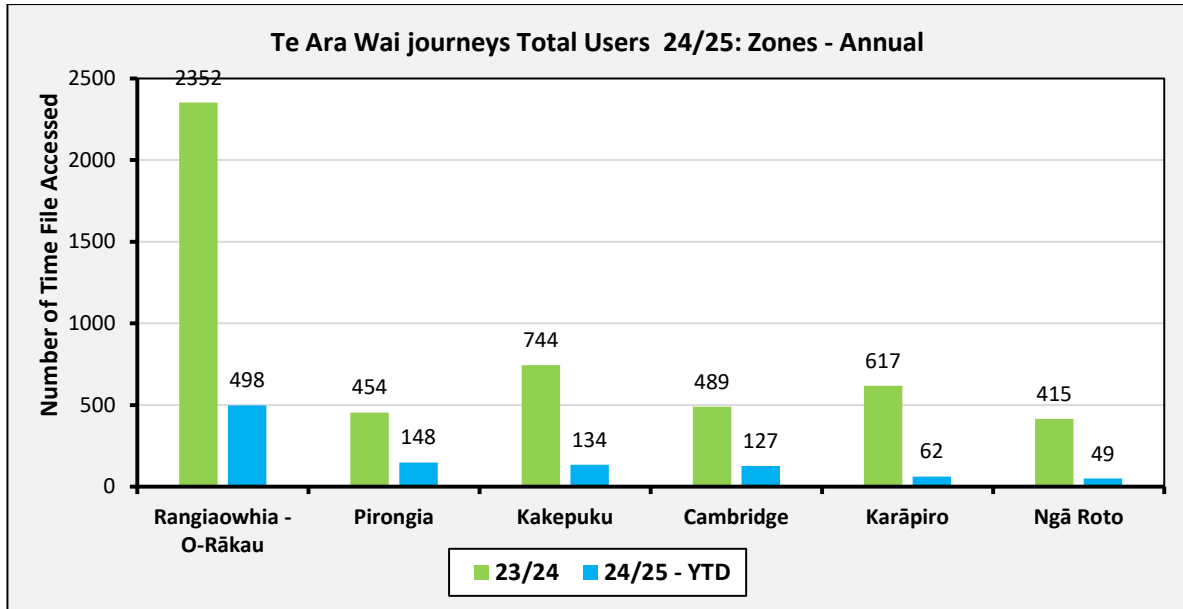
### Enriched Local Curriculum (ELC) Student Numbers



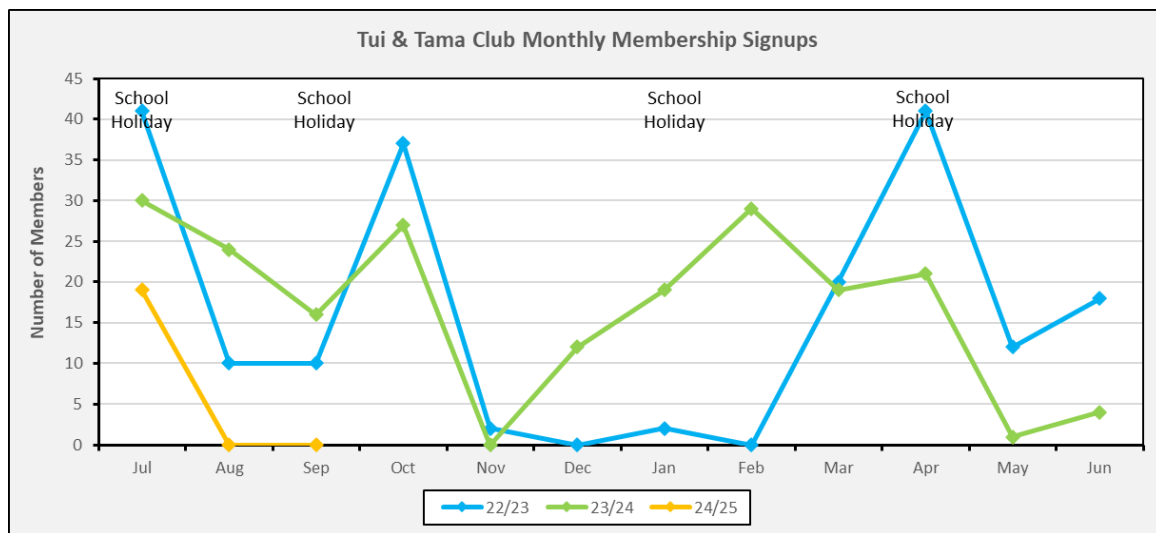


### Te Ara Wai Journeys engagement

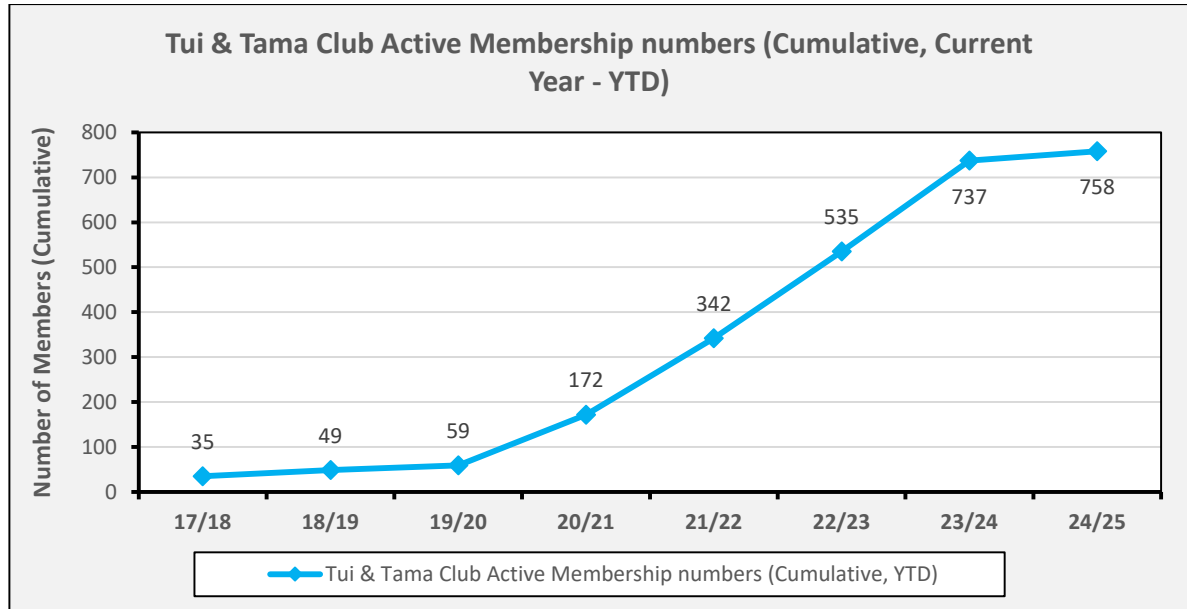




### Tui & Tama Kids' Club Membership numbers



The graph above identifies the peak times of school holidays for the Tui and Tama Kids' Club interaction.



## APPENDIX 3

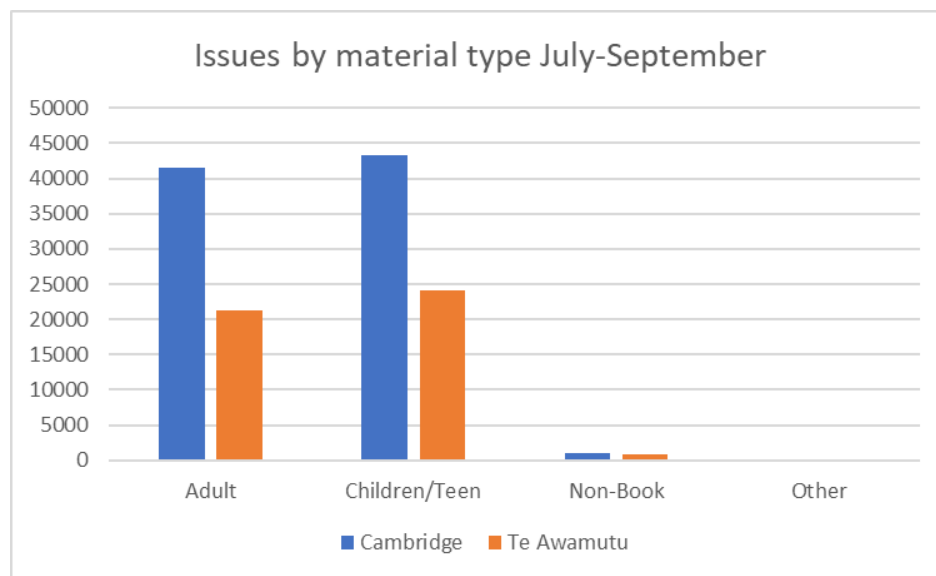
### Library Statistics

#### Membership numbers July – September 2024

During this quarter there were 386 new patrons at Cambridge Library and 289 at Te Awamutu Library. At the end of this period the number of registered patrons were recorded as:

- Cambridge – 23,700
- Te Awamutu – 17,810

#### Total number of issues



Material type	Cambridge	Te Awamutu
Adult	41,543	21,255
Children/Teen	43,246	24,193
Non-Book	1,061	898
Other	0	0
<b>Total</b>	<b>85,850</b>	<b>46,346</b>

#### Programmes – July-September 2024

- Te Awamutu Library’s 150<sup>th</sup> celebration
- Wriggle & Rhyme
- Lego Club
- Toddler Time
- Makerspace
- Bookclub
- Mini Makers
- Saturday storytime
- Get lit winter reading challenge

- School holiday programme
- World stitching day
- Hairy Maclary with Altrusa
- Panda meets kiwi' with China International Art Exhibition
- Protect yourself against fraud and scams with ANZ

**Total Visitor and card numbers for this period**

Month	Cambridge visitors	Cambridge cards used	Te Awamutu visitors	Te Awamutu cards used
July 2024	7,702	7,172	7,895	4,990
August	7,603	7,544	8,060	5,339
September	7,191	7,145	7,743	4,948
<b>Total</b>	<b>22,496</b>	<b>21,861</b>	<b>23,698</b>	<b>15,276</b>

There is a discrepancy between the visitor numbers and card uses due to the method of counting as not every person is detected. The expectation is the visitor counts are higher than the card counts as not everyone who comes into the libraries uses a library card.

**Total Issues for this period**

Month	Cambridge	Te Awamutu	eBooks	eAudiobooks	Other
July 2024	31,420	16,936	770	190	
August	27,333	15,477	701	167	
September	27,099	13,933	694	242	227*
<b>Total</b>	<b>85,852</b>	<b>46,346</b>	<b>2,165</b>	<b>599</b>	<b>227</b>

\*Other reflects the introduction of Hoopla in late September. This is a count of other online items borrowed, this includes the number of tv shows, music titles, movies and comics borrowed.

For the period of July – September, the libraries had an increase of 7,876 items issued on the same period last year.





# COMMITTEE REPORT



## INFORMATION ONLY

**To:** The Chairperson and Members of the Service Delivery Committee  
**From:** Manager Transportation  
**Subject:** **Transportation Activity Report**  
**Meeting Date:** 10 December 2024

### 1 EXECUTIVE SUMMARY – WHAKARĀPOPOTOTANGA MATUA

The purpose of this report is to provide the Service Delivery Committee with information on the activities pertaining to the Transportation Team’s operations from 1 August 2024 to 30 November 2024, and projects for the current financial year.

### 2 RECOMMENDATION – TŪTOHU Ā-KAIMAHI

*That the Service Delivery Committee receives the report of Bryan Hudson, Manager Transportation, titled Transportation Activity Report (document number 11325659).*

### 3 COMMENTARY - KŌRERO

The following projects are confirmed or possible for the current construction season:

Pavement Rehabilitation	Start Position	End Position	Length	Status (Budget 2024/25 \$2.36M)
Shakespeare Street	120m	650m	530m	Design complete, working on construction methodology and timing.
Cambridge Road (Cambridge to Awamutu)	13500m	14000m	500m	Peat swamp deformation.
Cambridge Road (Cambridge to Awamutu)	7800m	7950m	150m	Peat swamp deformation.
Whitmore Street	22m	299m	277m	Completed in July 2024.
Other candidates are being evaluated, examples;				Given budget limitations some sites will be managed with

<b>Pavement Rehabilitation</b>	<b>Start Position</b>	<b>End Position</b>	<b>Length</b>	<b>Status (Budget 2024/25 \$2.36M)</b>
Takepuku, Koromatua, McGhie, Monckton, Moxham, Narrows, Ngaroto, Zigzag, Mystery Creek, Waipapa.				repairs and signage, for example, uneven surface, slippery when wet. Ngaroto Road has been sign posted.

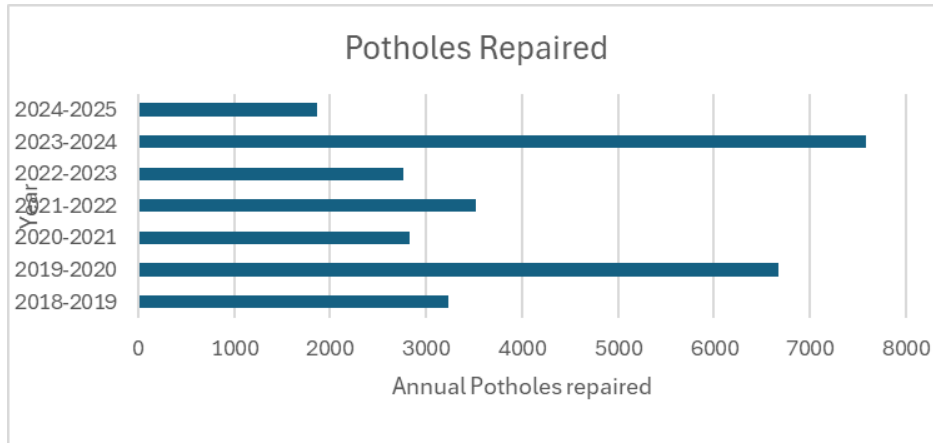
<b>Resurfacing</b>	<b>Plan (km)</b>	<b>Laid (km)</b>	<b>% Done</b>	<b>Status / Notes (Budget 2024/25 \$3.54M)</b>
Asphalt surfacing	1.2	0.7	60	Completed Whitmore/Church St intersection, a number of small cul-de-sac heads, Duke Street and Wilson Street, Cambridge.
Chip Seal	55	8.3	15	September-October quantities. Further chip seal sites have progressed in November.

<b>Construction/Improvements</b>	<b>Plan (km)</b>	<b>% or Length Done</b>	<b>Status</b>
Cambridge pathways project	2.65	80%	Current construction is on the Middle School section.
Kihikihi Te Ara Rimu pathways project	2.3	90%	Bulk of pathways formed, finishing Rolleston St cul-de-sacs and Oliver St.
Victoria Road southern roundabout BIL site (Hautapu)	0.2	95%	Roundabout in use, completing finishing works.
Hall Street (Cambridge) improvements	0.5	60%	Some rework required to grass berms. Sealing beside kerbs left to do.

### 3.1 Road Maintenance Contracts

Under the general maintenance contract some 370 pavement repair sites have been completed through September and October, at a value of \$750,000. Much of this work is in preparation for resealing.

Number of pothole repairs from 1 July 2024 to 25 November 2024 is 1,863.



The Government Policy Statement (GPS) for Transportation includes direction that NZTA seeks additional reporting on the costs of temporary traffic management, the number of traffic management site audits completed, and the percentage of sites found to be redundant.

A first quarter report was provided to the NZTA in October 2024 and the next is due in January 2025. First quarter data is estimated with a medium level of confidence, and it shows that temporary traffic management forms approximately 9% of road maintenance activity costs. Future reports will be required to report sites with redundant traffic management signs (not required in the first quarter) and staff have recently developed systems to record this.

2024/25	
<b>Q1 (Jul-Sep)</b>	
NLTP Cost (\$000's)	<b>\$2,383</b>
TTM Cost (\$000's)	<b>\$210</b>
TTM Cost %	<b>9%</b>
Confidence in TTM Cost	<b>3 / 5</b>
Total Site Inspections	<b>19</b>
Redundant Sites	<b>0</b>

Council staff received further reporting instructions in mid-November setting out Ministerial expectations for delivery of road maintenance and renewal activities. This includes reporting on up to 19 new areas of delivery or performance including pothole repairs. A copy of these new reporting requirements is included as Appendix 1 (*document number 11337672*).

### 3.2 Closed Circuit Television Service

Automatic number plate recognition camera installation progress in the period:

- SH3 Ōhaupō – now online
- Victoria/Norfolk intersection – now online.

These locations and installations are determined and implemented in accordance with Council’s CCTV Guide and Privacy Statement on Council’s website.

### 3.3 Footpath Works

A total of 58 footpath repairs have been completed since 1 July 2024. The majority of these were minor trip hazards, tree root damage or uneven surfaces. A further 35 sites have been identified for repair or replacement with a total length of 320m. This will be done over the next six months.

### 3.4 Urban Mobility Programme

#### Kihikihi

With the completion of the Rolleston and Herbert Street roundabout the contractor has been able to move to complete cul-de-sacs and Oliver Street. Works are almost complete with the following sections to be completed by end of December 2024:

- Oliver St between Grey St and Whitmore St
- Rolleston/Grey cul-de-sac
- Rolleston/Bryce cul-de-sac



The Oliver Street path was asphalted before the November Speedway fireworks event





Rolleston Street view of the new roundabout

### Cambridge

#### Cambridge Pathway

Works are almost complete with the following sections to be completed by January 2025:

- Grey St Middle School section (cul-de-sac head and footpath works to be completed during the current school term and disruptive works done during the school holiday break).

Completion of the Victoria St section from Bath St to Victoria Bridge will require confirmation of the remaining budget. This will be assessed upon completion of the Middle School section.


#### Shakespeare/Cook Roundabout pedestrian safety improvements

All works resulting from Safety Audit and public feedback have been completed. Site inspections show that the majority of heavy trucks are now easily negotiating the changed road layout.

### 3.5 Community Road Safety



The following table outlines the key activities between August – October 2024

Accountability	Report activities August - October
Ongoing Liaison with Road Safety Organisations, other RCA's, NZ Police, Waka Kotahi, Local community, and Council staff in order to establish and foster a safety culture amongst the community	<ul style="list-style-type: none"> <li>▪ SADD (September) meeting to discuss regional workshop</li> <li>▪ Holden driver training re young driver programme (September)</li> <li>▪ NZTA (August) TIO funding</li> <li>▪ Forward planning with the comms team (September)</li> <li>▪ Driver Change – Licensing updates and networking (September)</li> </ul>

Accountability	Report activities August - October
	<ul style="list-style-type: none"> <li>▪ NZTA Communications Team (update on upcoming National advertising) (September)</li> <li>▪ SASTA (Safe and Sustainable Transport Association) – Updates NZTA liaison on behalf of RSCs (October)</li> <li>▪ Sergeant Dave Hall re sober driver program (September)</li> <li>▪ Ruth Nicholls from the Ryda education programme (October). Discussion on implementing programmes in our high schools. Te Awamutu College is interested in a programme early next year for their year 12 and 13s.</li> <li>▪ Auckland Transport. Police Nationwide Safety campaign ‘Better together’ looking at developing Waikato partnerships to address Speed and drink driving (October). Focus is on general deterrence strategies to motivate behaviour change.</li> </ul>
<p>The development, implementation, and reporting of a community road safety education action plan.</p>	<p><b>Road Safety Education Initiatives for August-October</b></p> <p><b>Rail Safe Week</b> – 5-11 August. A national campaign promoting safety around trains. At a local level social media and posters supported the campaign.</p> <p><b>Senior driving course, Te Awamutu</b> - This course was run by Age Concern and supported by the Council. There were 24 participants. A further course is scheduled for Cambridge in March 2025</p> <p><b>SADD</b> – Planning for the Regional workshop in March is underway. Te Awamutu college ran a week of SADD activities in September. The RSC assisted the students in planning. One of the events was a ‘design a classroom door’ competition. The RSC helped judge the winning entry (pictured).</p> <p><b>Young Driver day</b> 22 September. There were 22 participants and 15 mentors. Comments from students about the day included: <i>‘Gained heaps of info’ ;‘real fun’; ‘Very fun course’; ‘I enjoyed my day and learnt what I was wanting to learn’; ‘Awesome, learnt a lot -thanks’; ‘Plenty of excitement’</i>, Parents comments <i>‘I had a great day-learnt a lot’ ‘Well run day-went quick’. ‘Excellent team – well instructed great presentation Great all round’ ‘Thank you for everything-her confidence has been boosted’.</i></p> 

Accountability	Report activities August - October
	<div data-bbox="539 280 1145 795" data-label="Image"> </div> <p data-bbox="518 846 614 875"><b>Schools</b></p> <p data-bbox="518 882 877 911">Four schools have been visited</p> <p data-bbox="518 916 829 1395"><b>Ōhaupō School</b> - the curriculum and available resources were discussed, along with parking issues and the new infrastructure in the town. The school was provided with parking sandwich boards. The principal was very happy with the new infrastructure in the town and the safety it provided for his students walking to school.</p> <div data-bbox="853 918 1305 1366" data-label="Image"> </div> <p data-bbox="518 1402 1212 1467"><b>St Patrick's School</b>- curriculum resources and parking. They were provided with the parking boards.</p> <p data-bbox="518 1473 1212 1538"><b>Te Pahu School</b> - school buses and curriculum resources were discussed.</p> <p data-bbox="518 1545 1212 1610"><b>Hautapu school</b>- The school was provided with parking signage.</p> <p data-bbox="518 1646 614 1675"><b>Cycling</b></p> <p data-bbox="518 1713 981 1921">Cycle skills training was recently held at Kihikihi primary school with year 6,7,8 students. Instruction was undertaken in both English, and Te reo for the full immersion Maori students. In total 41 students took part.</p> <p data-bbox="518 1928 981 1993">The training was funded from the Kihikihi pathway project.</p> <div data-bbox="992 1579 1332 2027" data-label="Image"> </div>



Accountability	Report activities August - October
	<p>Each student took part in three on road cycle sessions that covered: how to see and be seen while cycling on the road, good communication, road positioning and road rules in relation to T intersections and cross roads. The new cycle path infrastructure was used as well as on road.</p> <p>Feedback from the English-speaking training included:</p> <ul style="list-style-type: none"> <li>▪ 11% of the students felt <b>a little more</b> confident riding on the road</li> <li>▪ 89% of the students felt <b>a lot more</b> confident riding on the road</li> </ul> <p>We are still awaiting a report from the Te reo-speaking training.</p> <div style="display: flex; justify-content: space-around; align-items: center;">   </div> <p><b>U Turn.</b></p> <p>The Road Safety Co-Ordinator (RSC) attended an inaugural 'Alternative Action Plan' workshop for young driver offenders in Hamilton. U-Turn is a road safety programme designed to help guide young traffic offenders to adopt safer road user behaviours. The workshop helps educate these young people to understand the part they played in their offending, the consequences, and what they could do to change their behaviour and contribute to building a positive road safety culture. Kaitiaki o Ara/SADD work alongside NZ Police to deliver the programme in the community. The RSC will look at how Council might support this programme should it continue.</p> <p><b>The Right Track Te Ara Tutuki Pai</b></p> <p>Regional 'recidivist offenders' programme (September). 13 participants. Participants are referred to this course from the Courts. WDC supports this financially depending on how many residents participate. The programme is currently on hold whilst they seek further funding from other stakeholders.</p>



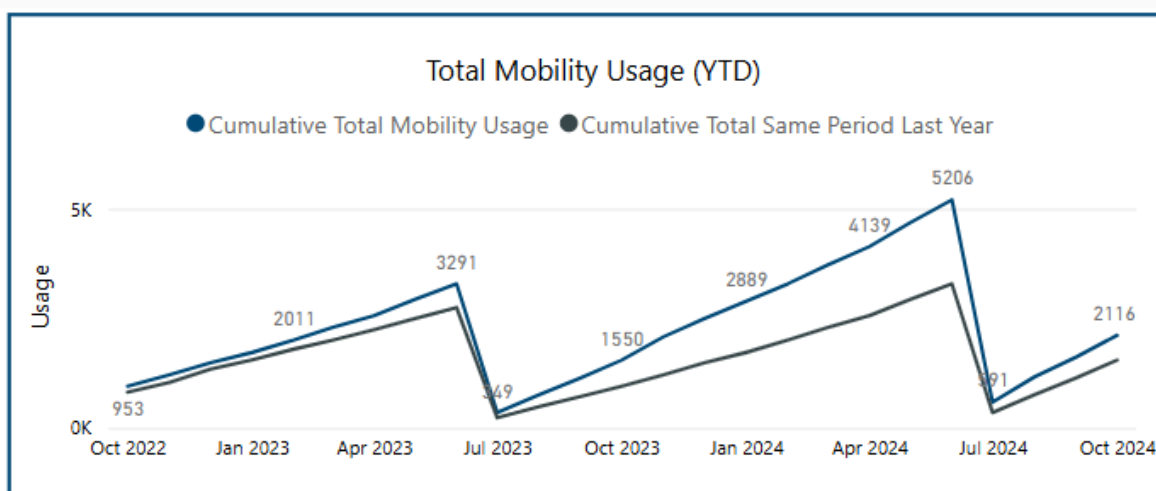
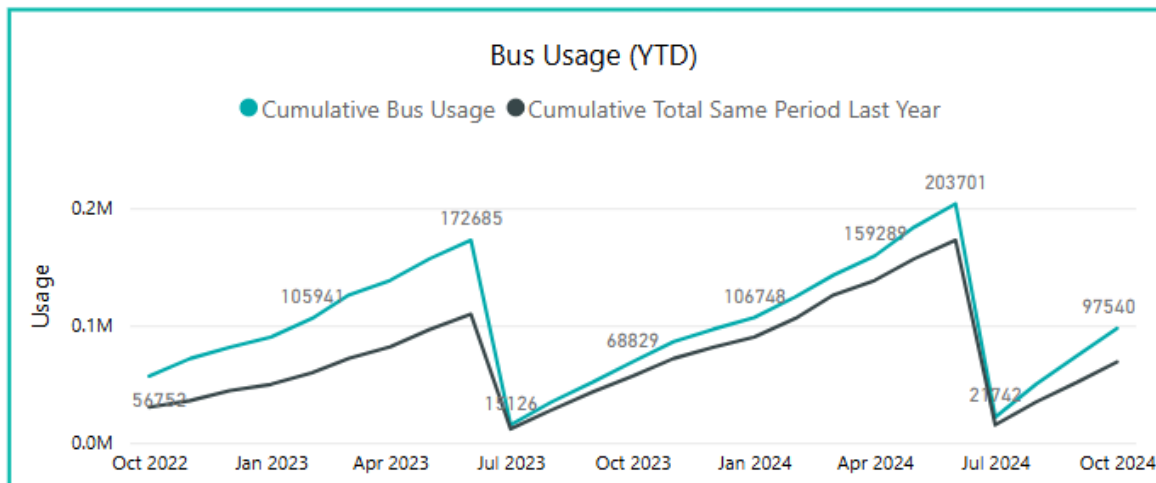
Accountability	Report activities August - October
Upcoming events November - January	Young Driver Day. Fatigue campaign. Motorcycle training. Holiday social media Impaired driving campaign with licenced premises. Cycle skills Cambridge Primary.
Health & Safety	Health and Safety plans for all events.
Road Safety Programme Comment	Due to Waka Kotahi funding restraints the road safety promotion programme has been reduced. Waka Kotahi will also no longer fund local advertising. This condition includes road safety promotional billboards so these will slowly be removed from our roadsides. The programme with additional funding support from WDC continues to support Impaired driving (alcohol, distraction, fatigue), Young drivers, motorcyclists, cyclists and schools.
Budget	2024/25 \$ 125,850      Estimated Spend to date \$33,000

### 3.6 Passenger Transport

The new bus timetable remains popular with a 35 per cent average increase compared to the same month last year. The Total Mobility subsidised taxi service is also growing in patronage this year. Graphs below are to 31 October 2024.

Standard electric buses have been operational for six months now. Implementation has been very successful. The electric double-decker buses are in the process of being integrated into the fleet.





#### 4 Waste Minimisation Activities

##### Resource Recovery Centre (RRC)

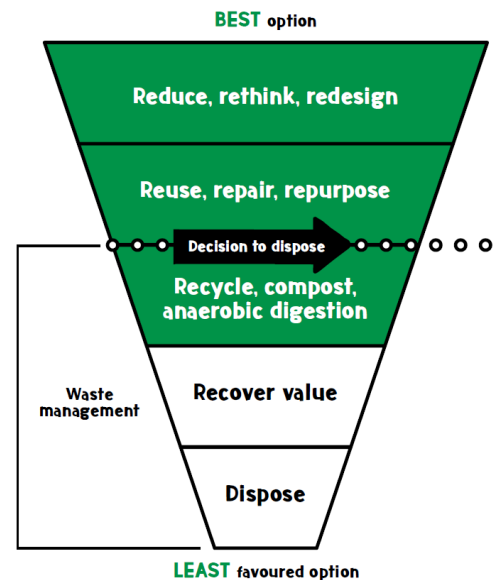
The Waste Minimisation Team continues to play a significant role informing and guiding the pre-design phase of the RRC project. We have joined several meetings with key community stakeholders and industry specialists including Rotary Urban Miners, Cambridge Lions Club, Waste Management, Localised, and Xtreme Zero Waste (Raglan) to begin the process of design.

Key feedback from the stakeholders to date is that the proposed site has potential to grow into a larger operation over time, as has often happened at other locations around the country and therefore good planning will provide that space for expansion.

It is crucial that the waste hierarchy\* is kept front-and-centre throughout this long process, that relevant community groups are heavily involved and consulted when appropriate, and that the site has a purpose-built, highly practical and proven design that also allows for some future unknowns (since the waste sector is constantly evolving).

We have a visit to several RRC site visits lined up in neighbouring districts to help inform our planning, including one full-day tour around Auckland (we will extend an invitation to elected members when details are confirmed).

\*The waste hierarchy is the guiding model for the waste minimisation sector and illustrates that we first need to focus on designing out waste and rethinking systems, then the next priority is reusing materials that already exist to keep them in the supply chain, or repurposing/altering these materials to keep them in use for another purpose. At the bottom of the waste hierarchy are recycling and disposal to landfill.



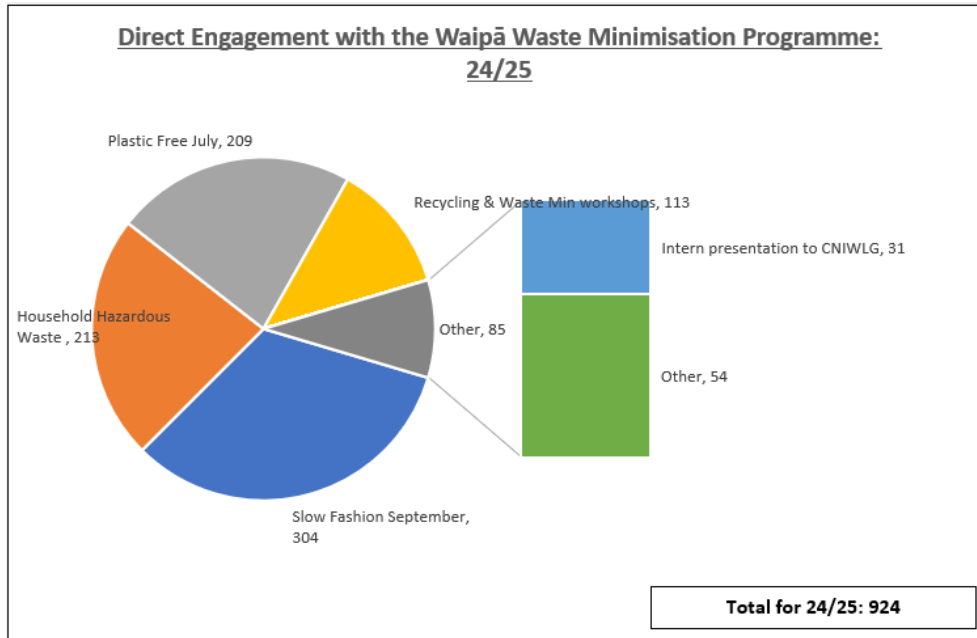
**Emissions Reduction Plan Submission**

The Waste Minimisation Team worked alongside the Principal Sustainability and Climate Change Advisor to draft a submission by Waipā District Council on the Second Emissions Reduction Plan. Our main feedback relating to Chapter 10 – Waste was:

- Reducing organics (specifically, food waste) in landfill should be a key priority.
- More diversion options and infrastructure are needed for construction and demolition waste.

**Project Delivery**

The Waste Minimisation Team has been extremely busy over the first quarter and have already achieved around 61% of its direct engagement target for the current financial year.



### Slow Fashion September

Textile waste is one of New Zealand’s fastest growing waste streams, and has the fourth highest impact on the environment and climate change (after food, housing and transport), so we continue to make this a priority in our Waste Minimisation work. This year we held a series of events for Slow Fashion September in the Waipā district, with aims to educate, inspire and upskill the community. Both of our wonderful libraries also featured book displays and information to support the kaupapa.

- Sustainable Fashion Online Course
  - This free self-directed online course from local specialist Mainstream Green provided education on the impact of fast fashion, frameworks to simplify low-waste shopping habits, and how to care for your clothes so they last the distance – while also saving time and money.
  
- Online repair workshop
  - This free live online repair workshop from Sarah Sew Love was a massive hit with the community, with 99 registrations. Participants learned hand and machine techniques including how to patch holes, hem garments, repair common stress points on denim, and fix rips.



- Op shop bus tours

For the third year in a row, we ran our op shop bus tours. This year we travelled from Cambridge to Whatawhata, Ngāruāwhia, and Huntly, and on the next day took a bus of people from Te Awamutu to Morrinsville. These tours are run in partnership with other local Councils, and this year Waikato District Council ran a bus from their district over to Cambridge for the day. Whilst travelling, a seminar from two subject matter experts is delivered on the current textile waste problem in Waipā and abroad, sustainable buying habits, caring for clothes, the importance of renting/borrowing/buying second-hand, and general tips for reducing consumption and waste associated with clothing. Participants are then given a map of the op shops in the local area and encouraged to put their newfound learning into action.



Evaluation data collected from participants was overwhelmingly positive, with the majority indicating they intended to make sustainable changes as a result of doing the tour. 100% reported they would recommend the Op Shop Bus Tour to friends and family.



*“I am going to be more careful about what I bring into my wardrobe/home and do a good cull.”*



*“My wardrobe is due an overhaul, I would like to organise a clothes swap with friends, and be even more mindful about future purchases.”*



*“I am going to encourage more whanau to shop recycled fashion and from the op shops.”*



*“I’m no longer going to shop from an overseas clothing outlet like Shein or Temu.”*

On the Huntly tour, participants were taken on a behind-the-scenes tour of the St John’s store, where they saw firsthand the impact of consumer habits with the huge scale of clothes donated to local op shops.



*“The bus was a fabulous idea, and we really appreciated being included in your trip. We super appreciate the work you are doing to help the community being made aware of the impact of fast fashion and we will support this wherever we can. The tour around the back of the store seemed to make quite the impact on the customers, some being very surprised at the scale of incoming goods, and the lengths we go to prevent waste.”*

-Pam Hoskin, Manager of Huntly St John

- Reprint of Collectors Anonymous/ Zero Waste Waipā field guide  
 We printed our third edition of this guide, which includes a directory of all our [second-hand stores](#) with maps on one side, and the many locations where you can [purchase goods package-free](#) on the reverse. Our second-hand stores, residents and visitors to Waipā love this resource and it continues to be a valuable resource to both support our local businesses, and enable people to reduce their waste.



### Household Hazardous Waste Collection Event

We fully fund this event every year for our residents and alternate it between Te Awamutu and Cambridge due to its expense and scope. Hazardous Waste experts 3R ChemCollect safely collect, sort and recycle/dispose of all collected waste safely. We had 213 people register for the event, which is a record for 3R ChemCollect across the country, and is a great validation of a lot of hard work from the Communications and Waste Minimisation Teams. Special thanks must go to local business, Shaw’s Cambridge, who generously offered their site for us to use on the day for free. The venue was perfect and certainly contributed to the very smooth-sailing event.

At the time of writing, data of quantities and types of materials collected was not available, but the contractors said on the day that some of the persistent organic pollutants they collected had been banned in New Zealand since the 1970s. This shows the event is a valuable tool for residents to safely dispose of hazardous materials which may have been hoarded through generations. From written, anonymous evaluation collected on the day, 85% of people rated the event ‘10/10 = extremely valuable’ in helping them to manage their household hazardous waste.



### Second Chance Buckets

Second Chance Buckets is an initiative based on the circular economy principle of reuse, which aims to reduce the number of plaster buckets going to landfills, and also give back to the community. With construction being a major part of the Waipā economy and with over 700,00 buckets distributed nationally in the last year, wastage of buckets is likely to be significant moving forward. Unfortunately, plaster buckets are not recyclable kerbside and there is no project stewardship scheme established by the manufacturers.

Two collection points have been set up by the Waste Minimisation Team, in partnership with Mitre 10 Mega Cambridge and Te Awamutu. Clean plaster buckets will be collected and transformed into portable fruit and veggie bucket gardens, so that residents have access to home veggie gardens even if they are renting. At an event day in February 2025, in collaboration with the Te Awamutu Scouts Group, the portable bucket gardens will be donated back to the community.

As soon as the project launched it piqued the interest of a journalist who [released an article in the Waikato Herald](#). Mitre 10 shared that, “We sell a lot of this type of product at Mitre 10, and if we can do our part to support our trade clients and customers with an easy and sustainable way to reduce construction waste and also be a part of a solution to reduce waste for the environment by turning these into mini gardens to offer back to the community, this sounds like a positive move for everyone”.

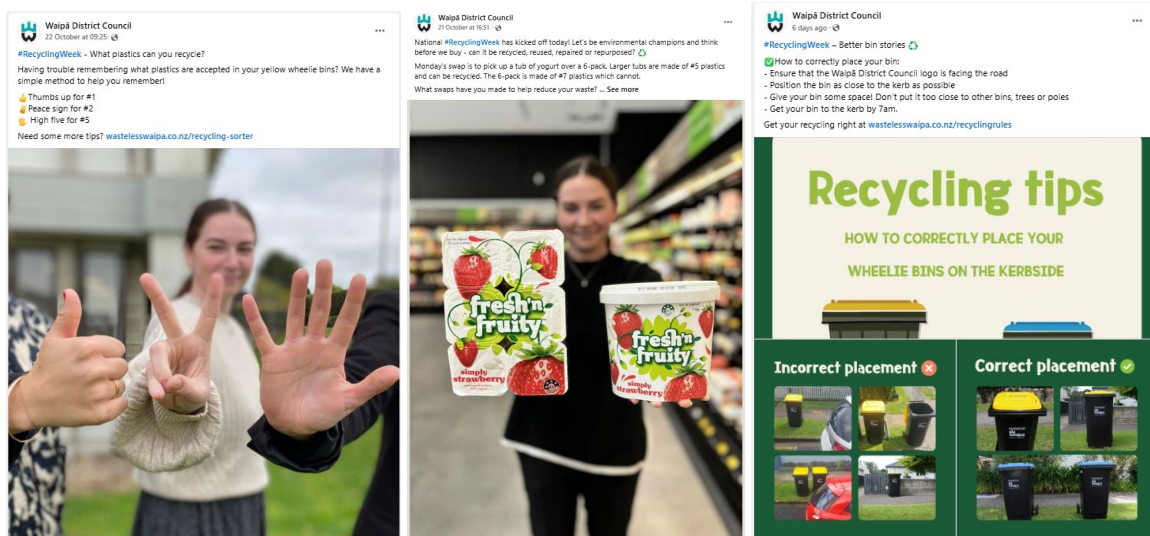


Both collection points are now open to DIY enthusiasts and Tradies to give used plaster buckets a second chance beyond the landfill. To further support behaviour change, stickers have been added to products sold in-store to remind customers to clean and return their used buckets.



### Education

In the last quarter, we have rolled out education to residents on acceptable recycling practices during Recycling Week (21 – 27 October). A series of Facebook posts highlighted one key message per day, from which plastics you can recycle (#1, 2 & 5), to choosing recyclable materials when shopping (i.e. choose big 1L yoghurt tubs, not small pottles), and the correct bin placement on collection day.



We also released an e-newsletter to our growing subscriber list focusing on local food waste initiatives, free composting workshops, and tips for reducing food waste in the home by storing and using leftovers correctly.



The Waste Minimisation Team organised an online Zero Waste Events webinar in conjunction with WasteMINZ and sponsored attendance for eight Waipā businesses and community groups, to upskill the community and reduce waste during upcoming summer events. The seminar provided a “how to” framework for planning, delivering and evaluating a low waste event. Participants left with a timeline of actions for each stage of the event process, an understanding of the behaviour change elements that lead to people making good choices, and resources to draw upon and support their low waste event. They also heard about how Council can work alongside event holders to ensure successful outcomes for everyone involved and assist with navigating challenges.

### Seminars within the community

We continue to be really active within the local community and have been accepting all offers to deliver education and speak to residents on recycling and waste minimisation. Workshops over the last quarter include:

- Maungatautari Weavers’ group
  - We were invited to support the delivery of a ‘Make your own Household Cleaners’ workshop for this group, which meets at the old Maungatautari School. The leader of the group had attended our workshop in July and thought it would make a welcome break for the group, which is a great example of organic growth for the project.
  
- Cambridge Women’s Group
  - Our standard workshop was tweaked slightly for this group and a ‘Low Waste Living’ seminar was delivered, sharing the waste hierarchy and numerous practical ways people can reduce waste in the kitchen, bathroom, laundry, outside the home, and when giving gifts.
  
- Bupa St. Kilda Retirement Village
  - Our ‘Recycling and Waste Minimisation’ workshop was delivered to an enthusiastic group of around 60 residents, who brought along many questions and examples of materials they were struggling with.
  
- Kainga Aroha
  - We presented an informal discussion with the ‘Money Matters’ group which meets regularly to discuss budgeting. Main topics included up-cycling, making do, food waste and packaging, wants versus needs, and a ‘Make your own Household Cleaners’ recipe book and DIY pack was given out so they can make up the products at home to trial.



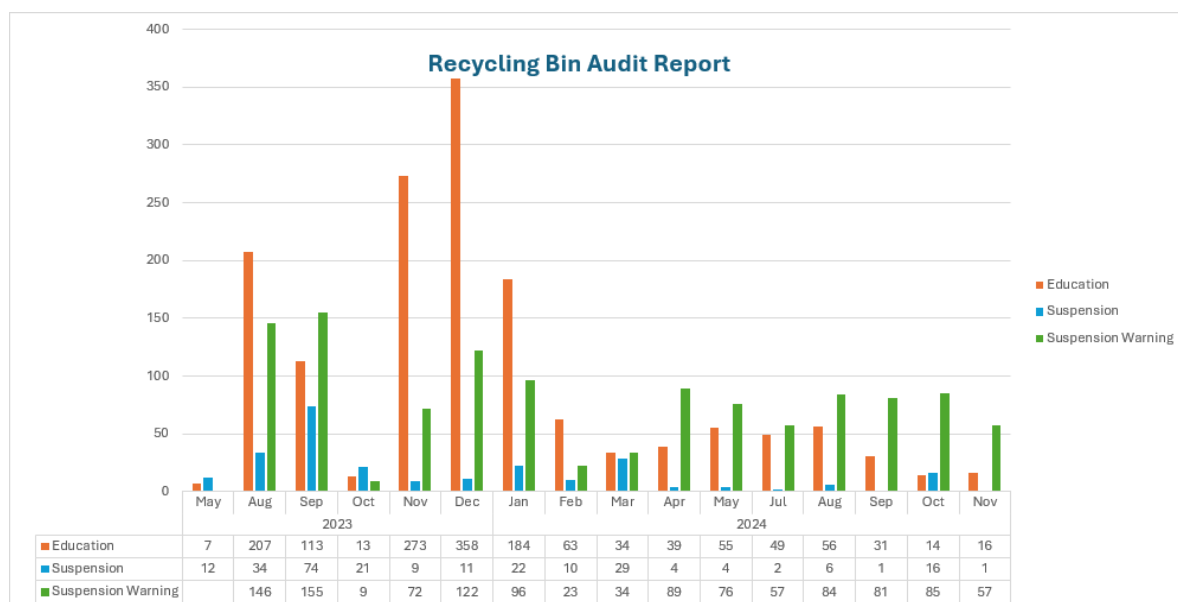
## 5 Levels of Service & Performance Measures

### 5.1 Kerbside Recycling

Kerbside collection has operated smoothly over the last three months.

The following graph and table shows the bin auditing results since consistent auditing started in May 2023. Clear trends from auditing data include:

- More bins are fully compliant, meaning less education is required.
- However, suspension warnings have increased a small amount, indicating bins not collected rather than an education opportunity, and work required to avoid contamination or future suspensions.
- Suspensions have dropped as a percentage since March 2024.



Recycling bin audit summary May 2023- November 2024		
Complaint bins	66,798	95%
Education	1,512	2.16%
Suspension warnings	1,186	1.70%
Suspensions	256	0.36%
<b>Total</b>	<b>69,752</b>	

Council staff continue to work with the contractor on initiatives to reduce contamination and costs on the contract. A probable step we will need to take is to completely remove the bin from recidivist parties that are using the recycling bin for rubbish disposal. It is possible that suspended parties are placing the bin out in a different location or gambling that the bin will not be checked, and bin removal is the logical step for repeat offenders.

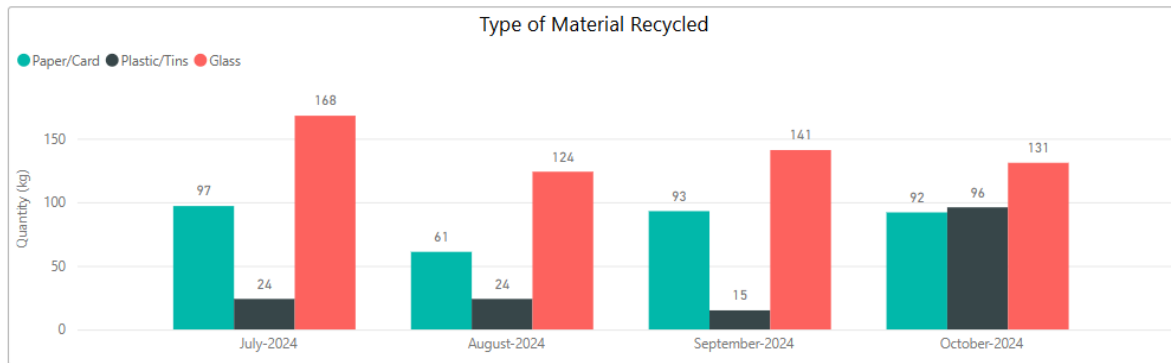
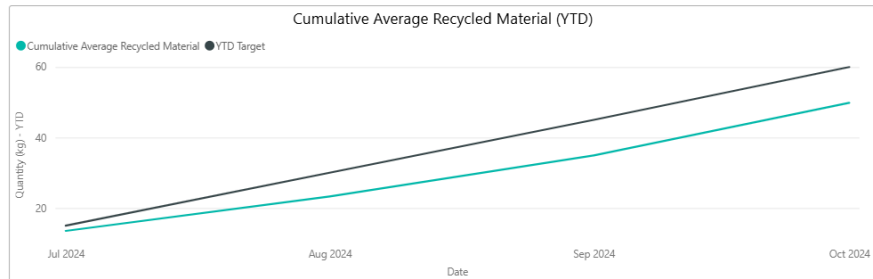
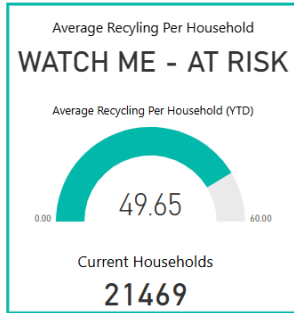
### 5.2 Waste Minimisation – Recycling Volumes

Recycle volumes for the year are below the target per property but up on the prior year. It is likely that as for 2023-24 we cannot achieve 180kg of recycling per property per year. The target will be reconsidered in the next Long Term Plan, taking into account factors such as smaller households with less recycling, the impacts of contamination and less newspapers in the mix.

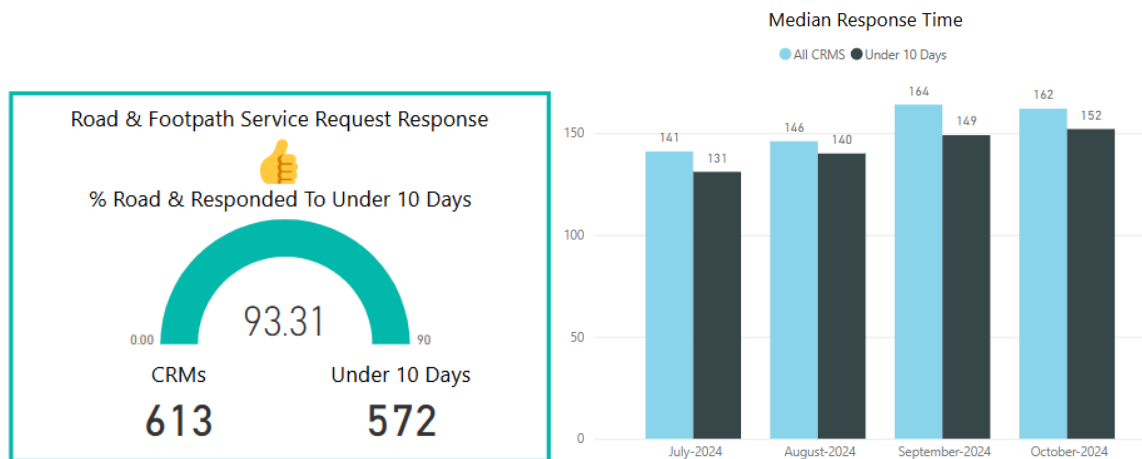
### Recycled Material

Annual average quantity (kg) of recycled material per household

Choose Your Dates  
 7/1/2024 10/31/2024



### 5.3 Contractor – Road & Footpath Service Request Response



In the four months to end of October 2024 some 613 customer service requests have been investigated and responded to, with just under 94% responded in under 10 days, meeting the performance target. The most common request types were:

- Illegally dumped rubbish 144
- Potholes 87

- Missing or damaged signs 41
- Streetlights not working 44

## 6 APPENDICES - ĀPITITANGA

---

No:	Appendix Title
1	New Ministerial /NZTA reporting requirements ( <i>document number 11337672</i> )



Bryan Hudson  
**MANAGER TRANSPORTATION MANAGER**



Approved by Dawn Inglis  
**GROUP MANAGER SERVICE DELIVERY**

## **Appendix 1**

---

New Ministerial /NZTA reporting requirements (*document number 11337672*)



44 Bowen Street  
 Private Bag 6995  
 Wellington 6141  
 New Zealand  
 T 64 4 894 5400  
 F 64 4 894 6100  
 www.nzta.govt.nz

13 November 2024

Steph O'Sullivan  
 Chief Executive Officer  
 Waipa District Council  
 steph.osullivan@waipadc.govt.nz  
 cc. Andrew Corkill - Andrew.corkill@nzta.govt.nz

Dear Steph

### **Specific requirements relating to Ministerial expectations**

In our September letter regarding decisions on the 2024-27 National Land Transport Programme, we informed you of the relevant Ministerial expectations set out in the Government Policy Statement on land transport 2024 (GPS 2024) that apply to approved organisations and the terms and conditions relating to those expectations.

We are following up with specific requirements in relation to pothole repair, temporary traffic management and private share of public transport expenditure, and reporting. This information is set out in Attachment 1 and on the NZTA website and may be updated from time to time. We will notify your organisation of any changes.

### **Ministerial expectations in GPS 2024**

The GPS 2024 includes a Statement of Ministerial Expectations for NZTA and the sector in general. NZTA is expected to ensure that Road Controlling Authorities (RCAs) and Public Transport Authorities (PTAs) take appropriate steps to meet the Ministerial expectations, where applicable, and comply with self-assessment and reporting requirements. This is to demonstrate the steps that an approved organisation has taken to meet relevant expectations (including those for which there may be specific requirements).

We have developed specific requirements to achieve particular expectations including measures to assess whether an approved organisation is making appropriate progress. These requirements apply from October 2024 onwards.

We recognise that not all the specific requirements may apply to your organisation: the pothole prevention and temporary traffic management requirements will apply to RCAs; the public transport requirements will apply to PTAs.

### **Reporting requirements**

We have set out the information requested for the October to December quarterly report in Attachment 2 (Reporting Schedule). This requires your organisation to self-assess in relation to most of the expectations and provide quantitative information relating to pothole repairs, temporary traffic management and private share of public transport. We want to gain an understanding of any gaps or issues and streamline reporting using an appropriate template. Lessons and improvements will be embedded into the January to March reporting period.

**Pothole prevention (repair times)**

This requirement focuses on steps to improve pothole repairs on the road network. We want to understand how RCAs measure response times for fixing potholes on sealed local roads. We have set out a measure that reflects the Minister's expectation so that there is consistent reporting across RCAs. We want to understand if RCAs use a different measure and when the clock starts in terms of measuring response times. We also want feedback on whether RCAs set different response targets depending on whether the road is a high or low volume road.

**Temporary traffic management**

The information to be reported is set out in guidance on temporary traffic management quarterly reporting on our website. [Temporary traffic management quarterly reporting guidance v1 \(nzta.govt.nz\)](https://www.nzta.govt.nz/assets/Temporary-traffic-management-quarterly-reporting-guidance-v1). This information will help us understand how each RCA is reducing costs of temporary traffic management while maintaining the safety of workers and road users.

The Road Efficiency Group Te Ringa Maimoa (REG) has developed an online tool called the REG Transport insights web portal which RCAs are asked to use to enter the required information [Transport Insights web portal | NZ Transport Agency Waka Kotahi \(nzta.govt.nz\)](https://www.nzta.govt.nz/assets/Transport-insights-web-portal)

**Public Transport (increasing private share of expenditure)**

In August we issued a draft advice note to PTAs which sets out how NZTA intends to work with PTAs to increase the private share of public transport expenditure. This can be found on our website <https://www.nzta.govt.nz/assets/Walking-Cycling-and-Public-Transport/docs/increasing-the-private-share-of-public-transport-expenditure-pta-advice-note-august-2024.pdf>

The note contains a website link to definitions of private share of public transport which will enable a common basis for reporting: [Investment and expenditure | NZ Transport Agency Waka Kotahi \(nzta.govt.nz\)](https://www.nzta.govt.nz/assets/Investment-and-expenditure).

I encourage you to ensure that your staff are familiar with these specific requirements in relation to your organisation's activities. To assist with streamlining reporting, it would be helpful if you could nominate to your NZTA Director of Regional Relationships a person from your organisation who will be responsible for quarterly reporting.

If you have any questions, please contact the Director of Regional Relationships for your region.

We look forward to continuing to work closely with you in coming months as we refine what approved organisations are expected to focus and report on from January 2025 onwards.

Yours sincerely



Brett Gliddon  
Acting Chief Executive

## Attachment 1

### Specific Requirements relating to Ministerial expectations: reporting requirements, pothole repairs, costs of temporary traffic management and private share of public transport expenditure.

- 1 **Specific Requirements:** This document sets out other requirements permitted by the existing approval terms and conditions (**General Terms**) that apply to funding from the National Land Transport Fund during the 2024-2027 National Land Transport Programme period (**Specific Requirements**).
- 2 **Description:** These Specific Requirements:
  - 2.1 relate to Ministerial expectations set out in the Government Policy Statement on land transport 2024/25–2033/34 (**GPS**);
  - 2.2 need to be read together with the September 2024 letter from the chief executive of NZTA to each approved organisation with the heading “2024-27 National Land Transport Programme – Final Decisions” which refers to how NZTA will apply the Ministerial expectations to approved organisations;
  - 2.3 apply to all relevant approved activities (and their associated funding approvals) carried out by an approved organisation and NZTA (for its own activities);
  - 2.4 must be complied with as a condition of receiving funding from the NLTF during the 2024-2027 NLTP period for the relevant approved activities; and
  - 2.5 apply from 1 October 2024 (although NZTA will take into account when notice of these requirements was given to a relevant organisation and when the Reporting Schedule (referred to in clause 4.2 below) first became available or included relevant reporting details).
- 3 **Review:** These Specific Requirements reflect that the relevant Ministerial expectations may require approved organisations and NZTA (for its own activities) to add to, or change, existing approaches, and arrangements (including with third party suppliers) and that a reasonable period will be required for this to occur. NZTA intends to monitor progress during FY2024/2025 and may review (and update or add to) these Specific Requirements (and/or the associated reporting) to ensure that they remain appropriate for the relevant Ministerial expectations.
- 4 **Reporting:**
  - 4.1 Approved organisations and NZTA (for its own activities) must:
    - (a) provide reports relating to (and on its level of achievement against) each Specific Requirement and other Ministerial expectations, including as described in Reporting Schedule; and
    - (b) monitor, collect and retain all information (including by reference to relevant time periods) reasonably required to support the reporting required by the Reporting Schedule that relates to the Specific Requirements and other Ministerial expectations.
  - 4.2 NZTA will provide fuller detail about reporting in a separate document to be called the ‘Reporting Schedule’ (or something similar). The Reporting Schedule will be made available via NZTA’s website. The Reporting Schedule may be updated or replaced from time to time and will set out (by reference to each Specific Requirement and other



Ministerial expectation) details about the following, in each case as reasonably provided for by NZTA:

- (a) the date for delivery of the first report, the frequency of that report and the relevant period it needs to cover (e.g. monthly, quarterly or annually);
- (b) the format of the report, how the report is to be delivered (e.g. which reporting tool or process) and the content of the report (e.g. expenditure and revenue; activity volume, type, and location; actual performance against baseline, prior performance and target performance; and reasons for under-performance).

- 4.3 The frequency, format, content, and delivery of reports may differ between Specific Requirements and other Ministerial expectations and may also differ across different time periods.
- 4.4 For convenience, the Reporting Schedule may also be used by NZTA to specify other matters on which NZTA would like approved organisations to report, including so that NZTA can meet other reporting and information requests made of it by the Minister (e.g. monthly reporting on the percentage of the sealed local road network in lane kilometres with resealed and resurfaced pavement and rehabilitated pavement).
- 4.5 NZTA expects that, wherever possible, existing reporting tools and processes will be used for this reporting (e.g. Programme Monitor, Transport Investment Online, end of year achievement returns and via regular reporting to and by the Road Efficiency Group, including via the Transport Insights web portal).

- 5 These Specific Requirements relate to the following:

Approved Activities relevant to **Pothole Prevention (Repair Times)**

Ministerial Expectation*	Approved Activity and Funding Approval†	Specific Requirement
Increased focus on performance and efficiency (repairs within 24hrs)	<b>Continuous programmes</b> Local Road Pothole Prevention Local Road Operations State Highway Pothole Prevention State Highway Operations	(i) Take steps to improve response times for contractors to log potholes for repair after receipt of reports from road users.  (ii) Take steps to increase the percentage of appropriate pothole repairs being undertaken on sealed roads within 24 hours from being logged by contractors.

Approved Activities involving **Temporary Traffic Management (TTM)**

Ministerial Expectation*	Approved Activity and Funding Approval†	Specific Requirement
A focus on value for money	<b>Continuous programmes</b> Local Road Pothole Prevention Local Road Operations	(i) Take steps to ensure greater granularity and transparency of supplier cost data relevant to TTM (e.g. itemisation of TTM costs in contractor claims).

Ministerial Expectation*	Approved Activity and Funding Approval <sup>+</sup>	Specific Requirement
Increased focus on performance and efficiency	State Highway Pothole Prevention State Highway Operations  <b>Road Improvements</b> Local Road Improvements State Highway Improvements	(ii) Take steps to reduce expenditure on TTM while maintaining the safety of workers and road users (e.g. by adopting a risk-based approach to TTM and applying NZTA's new TTM national training and competency framework).

Approved Activities relevant to **Public Transport (Share of Expenditure)**

Ministerial Expectation*	Approved Activity and Funding Approval <sup>+</sup>	Specific Requirement
Specific expectations relating to public transport	Public Transport Services Public Transport Infrastructure	(i) Actively work towards increasing the private share of public transport expenditure on an annual basis (e.g. ensuring passenger fares and third-party revenue covers a greater portion of public transport expenditure).  (ii) Actively engage with NZTA to agree and set interim private share targets for 2024/25 and 2025/26 and indicative targets for 2026/27 by 19 December 2024 and longer-term targets, including reviewing and confirming 2026/27 targets, by 19 December 2025.  (iii) Demonstrate support for the National Ticketing Solution and actively work towards delivering and operating the National Ticketing Solution in partnership with NZTA, including by meeting NZTA fares and pricing requirements set out in the development guidelines for regional public transport plans.

\* The primary relevant Ministerial expectation has been listed. A Specific Requirement may also be relevant to other Ministerial expectations set out in the GPS.

<sup>+</sup> A Specific Requirement may also be relevant to other approved activities and funding approvals that include, or relate to, the same content.

- 6 The Specific Requirements apply in addition to the General Terms and do not limit them, or NZTA's powers under them.
- 7 NZTA may at any time impose other specific requirements (and associated reporting) for approved activities and funding approvals (including for other Ministerial expectations set out in the GPS).

## Attachment 2

### Reporting schedule

The required content of the quarterly report on Ministerial expectations and specific requirements is set out in the table below. This applies for the quarter 1 October to 31 December 2024. Unless otherwise advised or updated, this applies to subsequent quarter reports. Unless otherwise advised, the quarterly report shall be provided by the 20th of the month after the end of the quarter.

The authorised person from the Approved Organisation should sign-off the report.

If unable to report on a Ministerial expectation, please provide an explanation.

Supporting delivery on the Minister of Transport's expectations outline in GPS 2024	Specific requirements	What was achieved in the quarter	Method of collection or reporting
<p><i>A focus on delivery</i></p> <p>Approved organisations are expected to:</p> <ul style="list-style-type: none"> <li>demonstrate contribution of their proposed activities to the GPS strategic priorities and GPS expectations.</li> <li>actively seek to progress and deliver their funded activities in line with the GPS expectations.</li> <li>ensure their business cases are focussed on the primary transport objective(s) of their projects, are completed in a timely fashion to control costs and deliver on the strategic priorities of the GPS.</li> <li>maintain a tight control on the scope and cost of their projects and adopt a “no frills” approach. (GPS 2024 gives examples of “no frills” and NZTA is considering providing further guidance around this approach).</li> </ul>		<p><i>Self-report:</i></p> <p><i>red = unlikely to meet expectation</i></p> <p><i>orange = tracking towards expectation</i></p> <p><i>green = likely to meet expectation</i></p> <p><i>Unable to assess = insufficient information</i></p> <p><i>Narrative comment is required:</i></p> <p><i>One sentence on each bullet point may be sufficient where reporting compliance. An example can be given to demonstrate compliance.</i></p> <p><i>If reporting non-compliance, give explanation.</i></p>	<p>Word document template</p>

<p><i>A focus on core business</i></p> <p>Road controlling authorities are expected to:</p> <ul style="list-style-type: none"> <li>act primarily as delivery agencies (alongside NZTA), recognising that the Ministry of Transport is to lead the oversight and development of policy for New Zealand’s transport system.</li> </ul>		<p><i>Self-report red orange green grey.</i></p> <p><i>Narrative comment is required on how the Approved Organisation is focusing on its core delivery role.</i></p>	<p>Word document template</p>
<p><i>A focus on value for money</i></p> <p>Approved organisations are expected to:</p> <ul style="list-style-type: none"> <li>choose the most advantageous combination of whole of life cost and infrastructure quality to meet a “no frills” specification that delivers the primary transport objective of the project in the most cost-effective manner. This requires identifying the project’s primary objectives and will affect option selection. (NZTA is currently revising its guidance in this regard).</li> <li>monitor its operational expenditure to ensure that it is achieving value for money and that it can deliver within approved NLTF funding approvals.</li> <li>focus on providing services that meet the needs and expectations of users.</li> <li>in the case it has approved funding for a road safety promotion programme, will identify the most cost effective and beneficial method for carrying out that programme. This may be supporting national advertising, rather than engaging in regional or local advertising and only engaging in advertising where necessary.</li> </ul>		<p><i>Self-report red orange green grey.</i></p> <p><i>Narrative comment is required on the first, third and fourth bullet points.</i></p> <p><i>One sentence on each bullet point may be sufficient where reporting compliance. An example can be given to demonstrate compliance.</i></p> <p><i>If reporting non-compliance, give explanation.</i></p> <p><i>Report expenditure for the quarter for each activity class in accordance with NTLF investment Claims and Obligations Policy <a href="#">National Land Transport Fund Investment Claims and Obligations Policy   NZ Transport Agency Waka Kotahi (nzta.govt.nz)</a>.</i></p> <p><i>Report forecast expenditure for the rest of the NLTP period for each activity class.</i></p> <p><i>Report on effectiveness of completed road safety promotion activities</i></p>	<p>Word document template</p> <p>Reporting expenditure continues to be via Transport Investment Online.</p> <p>Forecasting future expenditure continues to be via the Programme Monitor.</p> <p>Word document template</p>

<p>Road controlling authorities are expected to:</p> <ul style="list-style-type: none"> <li>• obtain value for money by keeping costs under control and identifying savings that can be reinvested back into maintaining or improving the land transport network.</li> <li>• actively seek to reduce expenditure on temporary traffic management through a risk-based approach while maintaining safety of workers and road users.</li> <li>• report expenditure on temporary traffic management in a way that these costs can be reported by NZTA to the Minister each quarter. This requires requesting contractors to itemise TTM costs in their contract claims.</li> <li>• consider the use of standardising design or delivery of building and maintaining roading infrastructure where appropriate to do so to obtain value for money.</li> <li>• be open to new models of delivery that are likely to result in better and smarter services and/or lower costs.</li> <li>• for proposed investments in walking and cycling, undergo robust consultation with community members and business owners that could be affected by the investment, prior to any investment decisions being made.</li> </ul>	<p>(i) Take steps to ensure greater granularity and transparency of supplier cost data relevant to TTM (e.g. itemisation of TTM costs in contractor claims).</p> <p>(ii) Take steps to reduce expenditure on TTM while maintaining the safety of workers and road users (e.g. by adopting a risk-based approach to TTM and applying NZTA's new TTM national training and competency framework)</p>	<p><i>Self-report red orange green grey.</i></p> <p><i>Narrative comment is required on the first, fourth, fifth and sixth bullet points.</i></p> <p><i>One sentence on each bullet point. An example can be given to demonstrate compliance.</i></p> <p><i>If reporting non-compliance, give explanation.</i></p> <p><i>Report how systems are set up (internally and with contractors) to record TTM costs.</i></p> <p><i>Report total TTM costs during the quarter for each of these activity classes: Local road pothole prevention, Local road operations, local road improvements.</i></p> <p><i>Report the percentage of TTM costs to total expenditure incurred during the quarter in those activity classes.</i></p> <p><i>Report your confidence rating in the level of accuracy of TTM costs using the 1 to 5 scale (see REG guidance on TTM cost reporting).</i></p>	<p>Word document template</p> <p>Use the Transport Insight tool to enter TTM costs and confidence ratings.</p> <p>Transport Insight tool will calculate the TTM cost as a percentage of total expenditure in the activity classes during the quarter</p>
<p><i>Consider other revenue sources and other funding and delivery models</i></p> <p>Approved organisations are expected to:</p>		<p><i>Self-report red orange green grey.</i></p>	<p>Word document template</p>

<ul style="list-style-type: none"> <li>consider relevant funding and financing options in relation to each of their projects.</li> <li>consider relevant sources of third-party funding in relation to their projects and actively pursue those deemed suitable and include in each project’s funding mix.</li> <li>consider relevant delivery models that represents value for money and balance appropriate levels of risk and timely delivery.</li> </ul>		<p><i>Narrative comment is required.</i></p> <p><i>One sentence on each bullet point may be sufficient where reporting compliance. An example can be given to demonstrate compliance.</i></p> <p><i>If reporting non-compliance, give explanation.</i></p>	
<p><i>Increased focus on performance and efficiency</i></p> <p>Road controlling authorities are expected to:</p> <ul style="list-style-type: none"> <li>comply with requirements in the NZTA Performance and Efficiency Plan that are relevant to an RCA. These relate to management of programmes, asset management practices, price/quality trade-offs for maintenance and operations expenditure, business case and cost estimation, managing overheads and back-office costs, and other GPS requirements and Ministerial expectations.</li> <li>monitor and provide information to NZTA to enable quarterly <del>monthly</del> reporting to the Minister on delivery of the Performance and Efficiency Plan.</li> <li>review their activity management plans in order to improve long-term maintenance outcomes by increasing the percentage of rehabilitation of the local road network towards 2% per annum. RCAs will deliver rehabilitation programmes in 2024-27 in accordance with approved funding for 2024-27. RCAs will work with NZTA to determine an appropriately sized programme and level of</li> </ul>		<p><i>Self-report red orange green grey.</i></p> <p><i>Report lane km of local roads where rehabilitation work was completed during the quarter.</i></p>	<p>Word document template</p>



<p>service within available funding for the 2027-30 period.</p> <ul style="list-style-type: none"> <li>review their activity management plans in order to achieve long-term maintenance outcomes by increasing resurfacing the local road network towards 9% per annum. RCAs will deliver resurfacing programmes in 2024-27 in accordance with approved funding for 2024-27. RCAs will work with NZTA to determine an appropriately sized programme and level of service within available funding for the 2027-30 period.</li> <li>demonstrate progress towards fixing potholes on local roads within 24 hours of inspection. This requires best endeavours where it is value for money to repair potholes within that timeframe. RCAs will report on a quarterly basis the response times for repairing potholes on its local road network.</li> </ul>	<ul style="list-style-type: none"> <li>(i) Take steps to improve response times for contractors to log potholes for repair after receipt of reports from road users.</li> <li>(ii) Take steps to increase the percentage of appropriate pothole repairs being undertaken on sealed roads within 24 hours from being logged by contractors.</li> </ul>	<p><i>Report lane km of local roads where resurfacing work was completed during the quarter.</i></p> <p><i>Report how systems are set up (internally and with contractors) to record repair times for potholes, clarifying when the clock starts.</i></p> <p><i>Report number and percentage of pothole repairs completed during the quarter that were within 24 hours from being logged by contractors.</i></p> <p><i>Report number and percentage of pothole repairs completed during the quarter that were beyond 24 hours from being logged by contractors.</i></p>	
<p><i>Specific expectations relating to public transport</i></p> <p>Public transport authorities are expected to:</p> <ul style="list-style-type: none"> <li>actively work towards increasing farebox recovery public transport private share by 30 June 2027, including setting targets each year. This includes operating within approved funding of public transport continuous programmes, reviewing</li> </ul>	<ul style="list-style-type: none"> <li>(i) Actively work towards increasing the private share of public transport expenditure on an annual basis (e.g. ensuring passenger fares and third-party revenue covers a greater</li> </ul>	<p><i>Report baseline private share of public transport expenditure for 2023/24 for total PT services in accordance with NZTA's advice note to PTAs 'Increasing</i></p>	<p>Word document and Excel template</p>

<p>services that are delivering very low farebox recovery and considering appropriate fares.</p> <ul style="list-style-type: none"> <li>• support and actively work towards transition to, delivery of and operation of the National Ticketing Solution in partnership with NZTA. This includes aligning concessionary fare structures with national policy to make the National Ticketing Solution cost effective and value for money for customers.</li> </ul>	<p>portion of public transport expenditure).</p> <p>(ii) Actively engage with NZTA to agree and set interim private share targets for 2024/25 and 2025/26 and indicative targets for 2026/27 by 19 December 2024 and longer-term targets, including reviewing and confirming 2026/27 targets, by 19 December 2025.</p> <p>(iii) Demonstrate support for the National Ticketing Solution and actively work towards delivering and operating the National Ticketing Solution in partnership with NZTA, including by meeting NZTA fares and pricing requirements set out in the development guidelines for regional public transport plans.</p>	<p><i>the private share of public transport expenditure' dated August 2024.</i></p> <p><i>Report private share of public transport expenditure for the quarter. Provide an explanation if there has been a decrease during the quarter.</i></p> <p><i>Identify initiatives taken during the quarter to increase private share.</i></p> <p><i>Narrative comment is required on steps taken by the PTA to support the NTS.</i></p>	<p>Word document and Excel template</p> <p>Word document and Excel template</p>
--	--	--	---

# COMMITTEE REPORT



**To:** The Chairperson and Members of the Service Delivery Committee  
**From:** Development Engineer  
**Subject:** **REQUEST FOR NEW ROAD NAMES – SP/0195/21, SP/0005/23 AND RESERVE**  
**Meeting Date:** 10 December 2024

---

## 1 PURPOSE - TAKE

---

The purpose of this report is to seek approval for the name of a proposed reserve, and proposed public road and private road names for:

- *A new subdivision located at 1248 Cambridge Road, Te Awamutu (T11 Growth Cell)*
- *A new subdivision located off Keri Rua Road, Cambridge (C4 Growth Cell).*

## 2 EXECUTIVE SUMMARY – WHAKARĀPOPOTOTANGA MATUA

---

Council has the power under s319(1) of the Local Government Act 1974 to name local roads and the power under s16(10) of the Reserves Act 1977 to name reserves within its district.

Approval is sought for the naming of seven new roads and one new reserve across two subdivisions.

## 3 RECOMMENDATION – TŪTOHU Ā-KAIMAHI

---

*That the Service Delivery Committee*

- a) *Receives the report of James Brott, Development Engineer, titled **Request for New Public Road Names-SP/0195/21, SP/0005/23 and reserve** (document number 11334674);*
- b) *Approves pursuant to section 319(1)(j) of the Local Government Act 1974 the following road names:*

- i. the name of **Dairy Lane** for the private road within the Waipiko Landing development (SP/0195/21) as shown on Figure 1 of this report;
  - ii. the names of **Waipiko Drive, Willow Road, and Rose Avenue** for the public roads within the Waipiko Landing development as shown in Figure 1 of this report;
  - iii. the name of **Manawanui Reserve** for the reserve within Waipiko Landing development (SP/0195/21) as shown on Figure 1 of this report;
- c) Approves the names of **Mahi Kaari Lane, Whakapiki Lane, and Whakarawe Lane** for the private roads for the Kotare Park development (SP/0005/23) as shown in Figure 2 of this report.

#### 4 BACKGROUND – KŌRERO WHAIMĀRAMA

##### Waipiko Landing Development - SP/0195/21

Resource consent for this development was granted in July 2022. Upon completion of the development, 77 lots, three public roads, and one private road will be created. This development is the first stage/s of the T11 growth cell, located in Te Awamutu. Manawanui Reserve is also included in this report.

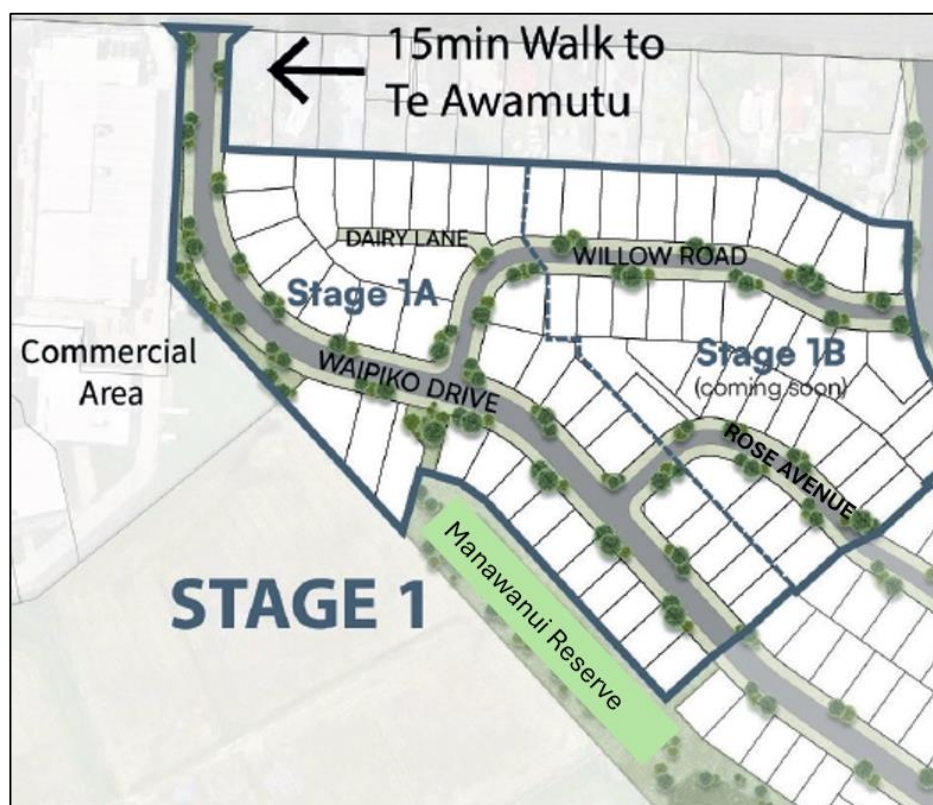


Figure 1, Waipiko Landing Development Stages 1A and 1B proposed names

Note: Dairy Lane is a private road.

Waipiko Landing Development has been in discussions with Ngā Iwi Tōpū O Waipā (NITOW) as the mana whenua representatives after proposing road names. NITOW’s position is neutral on the road names of Dairy Lane, Rose Avenue, and Willow Road. NITOW supports the proposed road name of Waipiko Drive and the proposed reserve name Manawanui Reserve.

Proposed names and meaning/reasoning:

- i. **Waipiko Drive**, derived from ‘Wai’ (water) and ‘Piko’ (bend) as the Mangaohoi Stream winds its way along the edge of the development.
- ii. **Rose Avenue**, after Te Awamutu, the “Rose Town”.
- iii. **Willow Road** is proposed to celebrate the willow trees that have flourished on the property.
- iv. **Dairy Lane (Private)** is proposed to reflect the long-standing use of the land as a dairy farm before development.
- v. **Manawanui Reserve**, Manawanui is the name given to the symbolic functions of a wetland.

#### Kotare Park Development - SP/0005/23

Resource consent for this development was granted in July 2023. Upon completion of the development, 30 lots are going to be created. This development is part of the C4 growth cell.

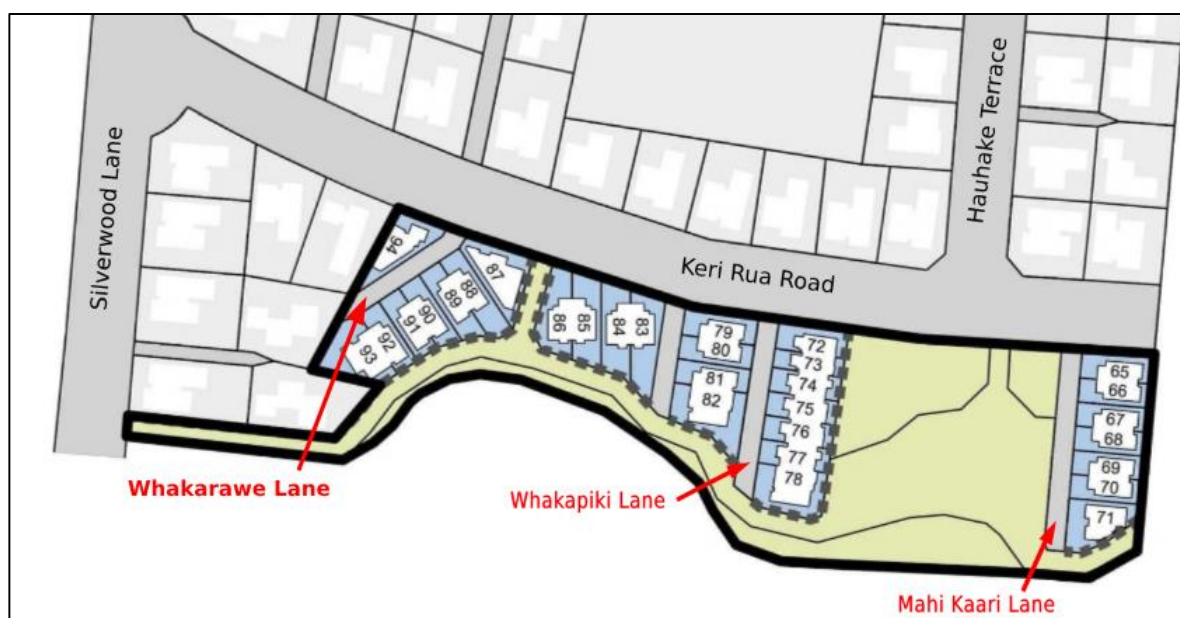


Figure 2 Kotare Park Development proposed private lane names.

Kotare Park Developments has been in discussions with Ngaati Koroki Kahukura and Ngaati Hauaa as the mana whenua representatives after proposing private road names. Ngaati Koroki Kahukura and Ngaati Hauaa gifted three road names of Mahi Kaari Lane, Whakapiki Lane, and Whakarawe Lane for Kotare Park development to use. They are a continuation of the gardening theme used for the main roads within the development.



Proposed private road names and meaning/reasoning:

- i. **Mahi Kaari Lane**, mahi kaari means gardening.
- ii. **Whakapiki Lane**, whakapiki means sustain.
- iii. **Whakarawe Lane**, whakarawe means provide.

#### Land Information New Zealand (LINZ)

LINZ considers the proposed names for Waipiko Landing Development suitable, which means that there are no similar, or similar sounding, names in the vicinity of the development and emergency services will not be adversely affected. At the time of preparing this report, the Kotare Park Development was still awaiting LINZ confirmation, and a verbal update will be provided at the meeting.

## 5 SIGNIFICANCE & ENGAGEMENT – KAUPAPA WHAI MANA ME NGĀ MATAPAKINGA

Staff have considered the key considerations under the Significance and Engagement Policy, in particular sections 7 and 8 and have assessed that the matter(s) in this report have a low level of significance as they are public/private roads or reserve with no existing residential dwellings yet.

## 6 OPTIONS – NGĀ KŌWHIRINGA

Option	Advantages	Disadvantages
<b>Option 1:</b> Approve the proposed names	<ul style="list-style-type: none"> <li>▪ <i>The developers can install the required signage and progress their subdivisions.</i></li> </ul>	<ul style="list-style-type: none"> <li>▪ <i>Nil.</i></li> </ul>
<b>Option 2:</b> Decline the proposed names and approve alternative names	<ul style="list-style-type: none"> <li>▪ <i>The subdivisions will then be able to progress to completion.</i></li> </ul>	<ul style="list-style-type: none"> <li>▪ <i>Additional staff resources required.</i></li> </ul>
<b>Option 3:</b> Decline the proposed names and not approve alternative names	<ul style="list-style-type: none"> <li>▪ <i>Nil.</i></li> </ul>	<ul style="list-style-type: none"> <li>▪ <i>Delay of subdivision and therefore the provision of homes in the district.</i></li> </ul>



The recommended option is Option 1. The reason for this is that these names are recommended following discussions with Council staff, mana whenua and developers. Approval of these names will also provide surety to the developers and the community on the legal names of the roads and reserves.

## 6 OTHER CONSIDERATIONS – HEI WHAIWHAKAARO

### **Council’s Vision and Strategic Priorities**

The provision of clear road names which are distinctive ensures a well-connected community and ensures road names tell the story of Waipā and reflect Waipā’s natural, cultural and historic heritage.

### **Legal and Policy Considerations – Whaiwhakaaro ā-Ture**

Staff confirm that this request complies with Council’s legal and policy requirements within the road naming policy, except as noted below. Council staff consider that the names suitably reflect Waipā’s natural, cultural and historic heritage as required by the policy.

The proposed road name of “Mahi Kaari Lane” does not comply with clause 12 of the Naming Policy, due to the use of the double-vowel rather than using the macron over one vowel to align with the orthographic writing conventions of the Māori Language Commission. However, it does comply with clause 11 of the Policy, which provides that mana whenua are the most appropriate authority to seek Te Reo Māori names from. In this case, it is recommended that Council departs from clause 12 of the Naming Policy to ensure full alignment with clause 11 of the Policy, as the spelling proposed for “Mahi Kaari Lane” aligns with the spelling supported by Ngaati Koroki Kahukura and Ngaati Hauaa (see Appendix 2).

### **Financial Considerations – Whaiwhakaaro ā-Pūtea**

The total costs to complete this are funded by the applicants.

### **Risks - Tūraru**

There are no known significant risks associated with the decisions required for this matter.

### **Iwi and Mana Whenua Considerations - Whaiwhakaaro ki ngā Iwi me ngā Mana Whenua**

Mana whenua and NITOW have been partners in the process of selecting the names for the roads and reserve. Council staff have been advised of, and have been involved in, discussions between developers and mana whenua.

## 7 APPENDICES - ĀPITITANGA

No:	Appendix Title
1	The confirmation email for Waipiko Landing Development and NITOW

2	Confirmation email for Kotare Park and the correct Mana Whenua
---	--



James Brott  
**DEVELOPMENT ENGINEER**



Reviewed by Harry Baxter  
**TEAM LEADER DEVELOPMENT ENGINEERING**



Approved by Dawn Inglis  
**GROUP MANAGER – SERVICE DELIVERY**

# APPENDIX 1

## The confirmation email for Waipiko Landing Development and NIToW.

External Sender: FW: Waipiko Landing - Consultation on Naming Conventions



Sean Haynes

To: Harry Baxter; James Brott; Wayne Allan; Tony Coutts; Wendy Robinson; Paul Raditch

Follow up: Completed on Thursday, 7 November 2024. You replied to this message on 7/11/2024 11:16 am.

From: Gaylene Roberts

Sent: Wednesday, 6 November 2024 4:53 pm

To: Sean Haynes

Cc: Dominic Tūmoana Viles

Subject: Re: Waipiko Landing - Consultation on Naming Conventions

Kia ora Sean,

Thank you for the reply. I confirm the above names are correct as written.

Ngaā mihi

Gaylene Ronerts

NIToW chairperson

Sent from [Outlook for IOS](#)

From: Sean Haynes

Sent: Wednesday, November 6, 2024 4:56:09 PM

To: Gaylene Roberts

Cc: Dominic Tūmoana Viles

Subject: RE: Waipiko Landing - Consultation on Naming Conventions

Kia ora Gaylene,

Thanks again for working with us on this. As discussed just now, I'd appreciate if you could confirm:

1. NIToW are neutral about the names:
  - Dairy Lane
  - Rose Avenue
  - Willow Road
1. NIToW are supportive of / agree with the name:
  - Waipiko Drive
2. NIToW have recommended / requested the wetland reserve be named:
  - Manawanui Reserve

If the above is correct, I'd appreciate if you could confirm via return email so we can make things clear / easy for Council. As discussed, we will work with you over the coming months in creating a message board explaining the name Manawanui. Again, thank you for collaborating with us. We look forward to hosting you out on site when you have time to visit us.

## APPENDIX 2

---

Confirmation email for Kotare Park and the correct Mana Whenua.

**From:** B Taurua  
**Sent:** Thursday, October 17, 2024 1:07 PM  
**To:** Claran Murphy  
**Subject:** Lane names

Kia ora Claran,

Here are the names that have been supported by Ngaati Koroki Kahukura and Ngaati Hauaa for the lanes in the development on Cambridge Road. They are a continuation of the theme used for the main roads within the development.

- Mahi Kaari (gardening)
- Whakapiki (sustain)
- Whakaturu (grow)
- Whakarawe (provide)

thanks,  
Beth

# COMMITTEE REPORT



## INFORMATION ONLY

**To:** The Chairperson and Members of the Service Delivery Committee  
**From:** Manager Water Services  
**Subject:** **Water Services Activity Report to 30 November 2024**  
**Meeting Date:** 10 December 2024

## 1 EXECUTIVE SUMMARY – WHAKARĀPOPOTOTANGA MATUA

The purpose of this report is to provide information on the activities pertaining to the Water Services Team’s activities for the period from the previous report (September 2024) to the end of November 2024. All graphs are updated to the end of November 2024.

This report contains matters that are of a purely administrative nature, or information that does not require a decision from Council. As such, this report does not address any matters that are significant in terms of Council’s obligations as set out in the Local Government Act 2002 or Council’s Significance and Engagement Policy.

Of particular note:

- Ongoing drinking water compliance is a particular highlight, however risks to compliance still exist and Council needs to remain focused on mitigating these risks.
- Reticulation team going above and beyond to contribute to the work at the Cambridge Wastewater Treatment Plant, and our thanks go to staff.
- Delay in capital programme, whilst necessary, delays improvements to risk management and level of service.
- Cross department collaboration on drought tolerant gardens with Community Services - Parks and Reserves.
- Construction of the new Cambridge Wastewater Treatment Plant is proceeding as planned to meet all consent obligations. However, close management of construction costs will be necessary to ensure Council remains compliant with its debt covenant.

## 2 RECOMMENDATION – TŪTOHU Ā-KAIMAHI

*That the Service Delivery Committee receives the report of Karl Pavlovich, Manager Water Services (document number 11336389).*

### 3 COMMENTARY - KÖRERO

#### 3.1 COMPLIANCE & DEMAND MANAGEMENT

##### 3.1.1 Drinking Water Compliance

	Alpha St	Frontier Rd	Karapiro	Parallel Rd (old)	Rolleston St	Te Tahī	Parallel Rd (new)
Compliance with Bacteriological Criteria	Plant Compliance:						
	Months Compliant:	2	2	2	No longer active	2	2
	Months Non Compliant:	0	0	0		0	0

	Alpha St	Frontier Rd	Karapiro	Parallel Rd (old)	Rolleston St	Te Tahī	Parallel Rd (new)
Compliance with Protozoal Criteria	Plant Compliance:						
	Months Compliant:	2	2	2	No longer active	2	2
	Months Non Compliant:	0	0	0		0	0

	Cambridge	Kihikihi	Maungatautari	Ohaupo	Pirongia	Pukerimu Rural	Te Awamutu
Network Zones Compliance	Plant Compliance:						
	Months Compliant:	2	2	No longer active	2	2	2
	Months Non Compliant:	0	0		0	0	0

*Drinking water compliance for Bacteriological, Protozoal and Network compliance zones remain compliant for all areas this quarter, and year to date.*

##### 3.1.2 Resource Consent Compliance

Table 1: Resource Consent compliance tracking and audit outcomes/actions

Consent name	Expiry	Annual report due date	Compliance Report Outcome	Audit comments and actions
Cambridge Comprehensive Water Take	28 April 2049	31 October	2022/2023 Low Risk Non-Compliance	Please provide rate of take data for the three take points. Action: Flowmeter data has now been provided in regular data reporting
Mangauika Stream Water Takes Upper & Lower (Te Tahī)	28 April 2049	31 July	2022/2023 Full Compliance	
Frontier Road Bore	28 April 2049	28 February	2022/2023 Full Compliance	



Groundwater Take				
Kihikihi Groundwater Takes (Hall St & Church St)	20 December 2050	No annual report required  Water Management Plans – 3 yearly	2020/2021 (last received WRC assessment) Low Risk Non-Compliance	Calibration certificates needed to be submitted. Action: Flowmeter Verification Certificates submitted to WRC.  Quarterly monitoring reports on drawdown effects to be submitted.
Stormwater Comprehensive Discharge (Te Awamutu, Cambridge, Kihikihi, Pirongia, Ōhaupō)	31 October 2022 <i>*Consent Expired. New consent application has been lodged with WRC in 2022 and awaiting outcomes. Still operating under existing consents.</i>	31 October	2022/2023 Low Risk Non- Compliance (Te Awamutu)	Investigate the sources of contamination and provide a report to WRC on what actions WDC will take to reduce the levels of contamination being discharged into and out of the WDC Stormwater System. Preliminary walkover of catchment carried out and possible sites that could be a source have been flagged for investigation for causes of elevated characteristic levels.
Pukerimu Scour Discharge Consent	28 April 2049	No annual report required	New consent received 2023. Full compliance pre-2023.	New consent received 2023. Full compliance pre-2023.
Karāpiro Backwash Discharge	28 April 2049	31 July	2022/2023 Low Risk Non-Compliance	No further action in relation to incident report and recommended actions. Networks team have made changes to operations of the plant to better comply with this condition.
Alpha St Backwash Discharge	31 May 2034	31 March	2022/2023 Full Compliance	Please ensure sampling schedules are adhered to. This may be due to the fact that this Water Treatment Plant does not run continuously – demand dictates whether plant is in operation.
Te Tahī Backwash Discharge	28 April 2046	31 October	2022/2023 Low Risk Non-Compliance	Spike of the discharge flow rate exceeded consent limits. Incident was managed and reported accordingly, and issue rectified. No further actions required.
Te Awamutu Wastewater	30 June 2043	30 September	2022/2023 Full Compliance	Update the Operations and Maintenance Plan (work in progress).  Prepare and submit a Development, Technology

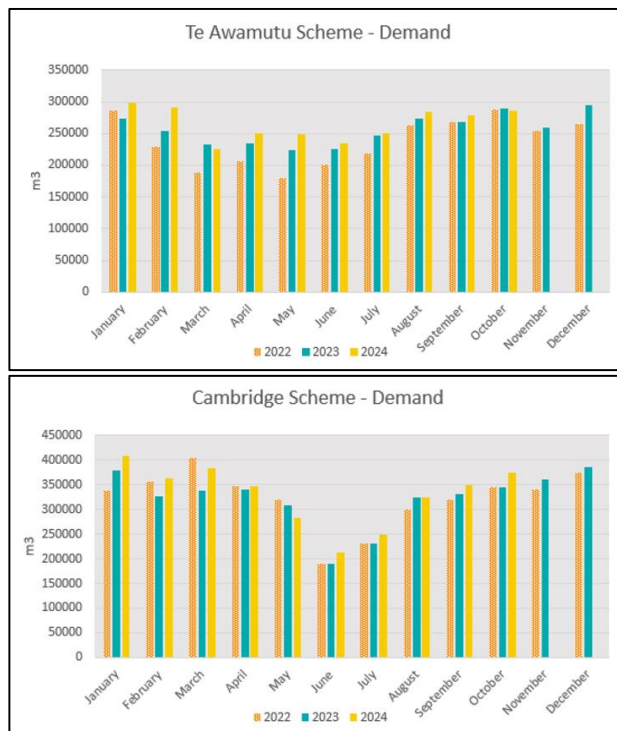
				<p>and Environmental Monitoring Review Report (actioned).                  Provide evidence that the sampling frequency is adhered to (actioned). Results from monitoring are sent monthly to WRC.</p> <p>Submit a copy of the Riparian Planting Management Plan to WRC (actioned).</p>
Cambridge Wastewater	26 September 2058	30 September	2022/2023 Full Compliance	<p>Review and update the Operations and Maintenance Plan (work in progress).</p> <p>Provide details on any inflow and infiltration reduction programs (work in progress).</p> <p>Advise on progress of the Environmental Enhancement Plan (on going).</p> <p>Send electronic records of flow rates in monthly submissions (actioned).</p>

Table 2: Compliance incidents for the past quarter that have been notified and outcomes

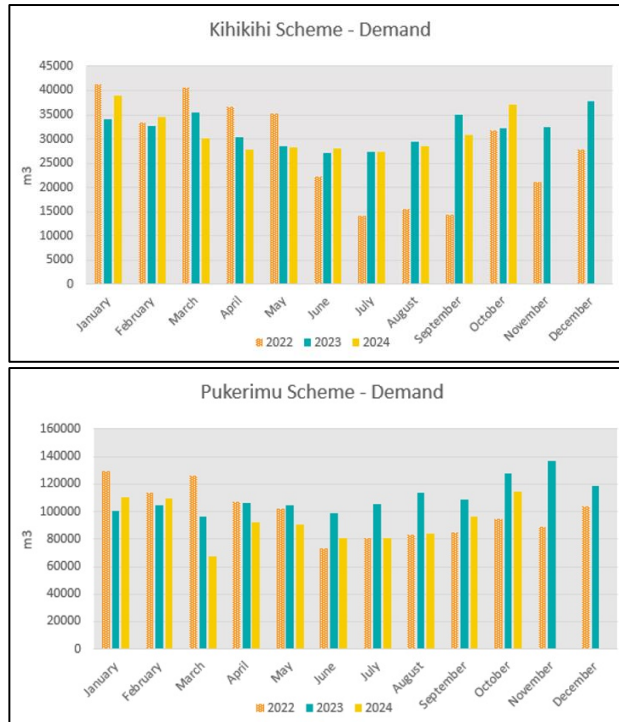
Incident name	Date	Outcomes	Notifications
Te Tahī backwash exceedance	n/a	An algal bloom in the Te Tahī reservoir resulted in fouling of the Te Tahī Water Treatment Plant’s (WTP) filters, requiring more frequent backwashes. The daily backwash discharge limit from the Te Tahī WTP was exceeded between 30/09/2024 and 12/10/2024. Backwash flow rate limit exceedances occurred between 27/09/2024 and 20/10/2024.	WRC 30/09/2024 and 08/11/2024
Karapiro backwash exceedance	12 November 2024	WRC found it to be a low-risk incident: Exceedance was only 0.621 m <sup>3</sup> over the limit of 500 m <sup>3</sup> .	WRC 21/11/2024

Te Tahī Fish Pass: Progress is being made on the design of a new intake structure for the Te Tahī reservoir. The location of the proposed rapid infiltration system has been finalised in consultation with Mana Whenua, and an ecological survey is scheduled to take place shortly. The structure of the rapid infiltration system will be installed approximately 2m deep under the stream bed.

### 3.1.3 Demand Management – Water Production



Demand graphs per water supply scheme from 2022 – 2024  
Pukerimu Scheme – this includes rural Pukerimu, Ōhaupō and Hamilton Airport area



### 3.1.4 Demand Management – Water Activities and Initiatives

Heading into summer, Council will be working very closely with the CoLab Smart Water Team and will be participating in a joint media programme with Hamilton City Council and Waitomo District Council at the beginning of December. The focus for this summer is ‘Drought Tolerant Gardens’, which will provide the public resources on the best plants to plant, tips on watering, posting reels, competitions and more.

Council’s Compliance Officer and Communication Advisor are currently working on the summer tactics, including:

- Newspaper ads and social media posts
- Water Wednesday messaging
- Ways to engage with the community
- Prizes and giveaways
- Cost of the summer campaign
- Posting water alert road signs at specific locations.

Council has also begun an internal project focused on educating Council staff on water demand management: the Smart Water Workplace Campaign. The campaign looks to encourage sustainable water-efficient behaviours in the workplace. This includes the following:

- Making a water saving pledge at the workplace or home
- Encouraging staff to check out the Smart Water website for water saving tips
- Water saving messages at each water stations around the office, for example, toilets, showers, hand wash basins, dishwashers etc
- Providing facts and figures about water
- Competitions to win prizes.

Since October 2024, Waipā has scattered 20 drought tolerant signs around the district, which will stay in place throughout summer.



### 3.2 LEVELS OF SERVICE & PERFORMANCE MEASURES

The Customer Request based measures shown below are part of the Department of Internal Affairs (DIA) Non-Financial Performance Measures.

#### 3.2.1 Water

##### Minimum and Maximum response and resolution times:

Data quality with respect to urgent CRM response and resolution times remains an issue with a number of CRMs closed with a “0” response time. Staff have been reminded of the need to be accurate with reporting to enable better resourcing decisions. Data quality is expected to improve as time goes on.

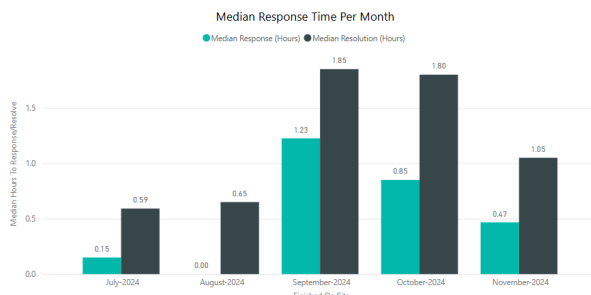
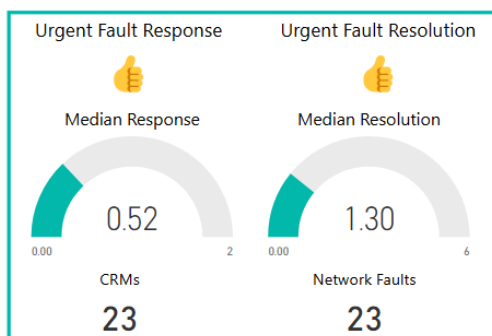
The following data table has been manually corrected, CRMs with a “0” response time have been excluded in order to demonstrate a result more reflective of actual performance.

Measure	Target (median)	Actual: Jul - Oct 24/25		
		Median	Min	Max
Response Times (hours) for call-outs in response to a fault or unplanned interruption to the network - <b>urgent</b>	2 hours	0 h 52 m	0 h 04 m	4 h 17 m
Resolution Times (hours) for call-outs in response to a fault or unplanned interruption to the network - <b>urgent</b>	6 hours	1 h 50 m	0 h 24 m	5 h 27 m

Measure	Target (median)	Actual: Jul - Oct 24/25		
		Median	Min	Max
Response Times (days) for call-outs in response to a fault or unplanned interruption to the network - <b>non-urgent</b>	2 days	1 d 14 h 34 m	0 d 0 h 14 m	4 d 22 h 01 m
Resolution Times (days) for call-outs in response to a fault or unplanned interruption to the network - <b>non-urgent</b>	10 days	1 d 21 h 24 m	0 d 0 h 34 m	5 d 1 h 01 m

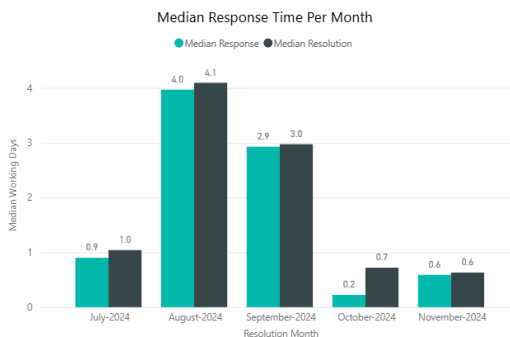
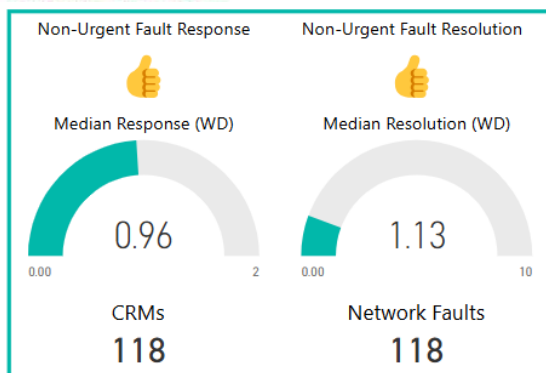
## Urgent Water Network Faults

Median response and resolution time (hours) for call-outs in response to a fault of unplanned interruption to the network: urgent



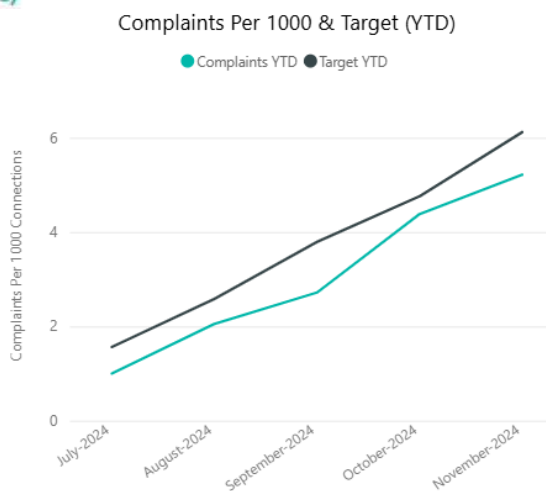
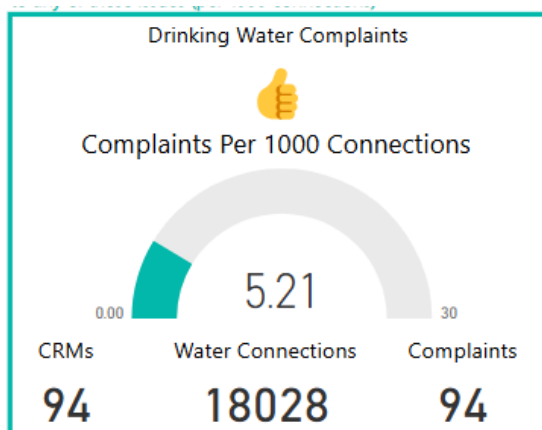
## Non-Urgent Water Network Faults

Median response and resolution time (days) for call-outs in response to a fault of unplanned interruption to network: non-urgent



## Drinking Water Complaints (Per 1000 Connections)

The total number of complaints received about any of the following: odour, system faults, blockages, and response to any of these issues (per 1000 connections)

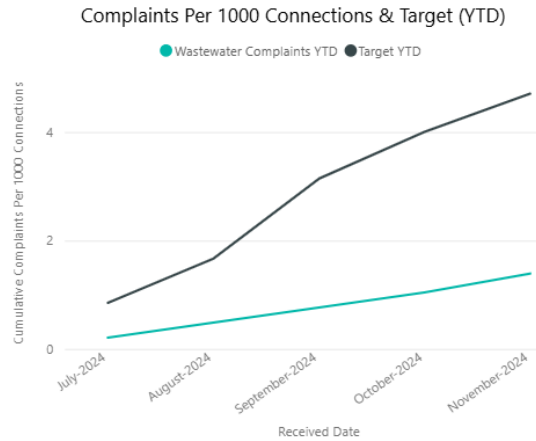
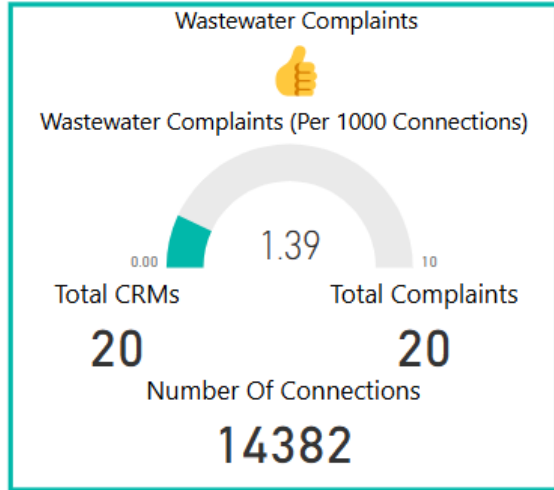




### 3.2.2 Wastewater - Dry Weather Sewerage Overflows and Response to Call Outs

## Wastewater Complaints (Per 1000 Connections)

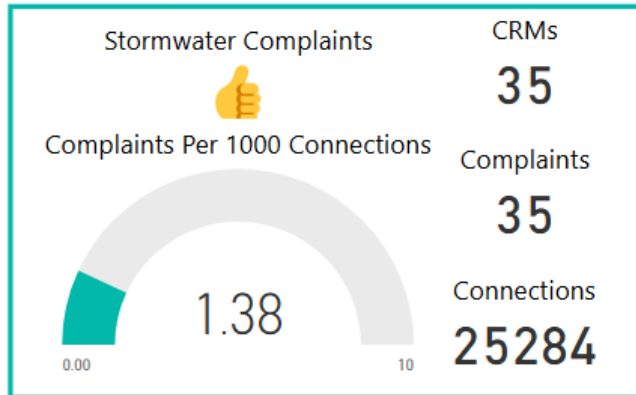
The number of complaints received about any of the following: odour, system faults, blockages, and the response to any of these issues



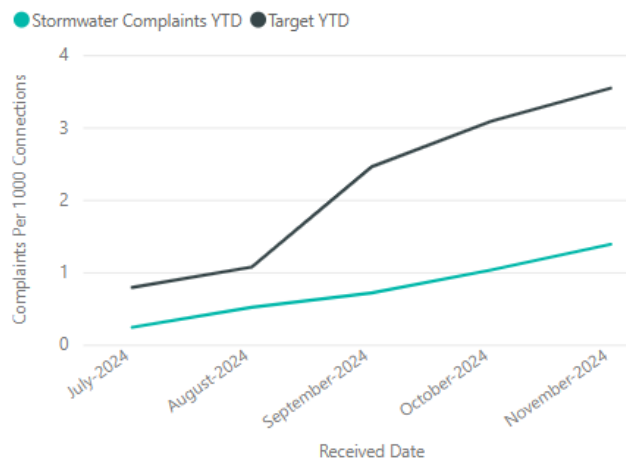
### 3.2.3 Stormwater

## Stormwater Complaints (Per 1000 Connections)

The number of complaints received about the performance of the stormwater system (per 1000 connections)



Stormwater Complaints Per 1000 & Target (YTD)



### 3.2.4 Compliance

#### Wastewater Consent Compliance (KPI Measures)

	Target	YTD (2023/24)
Abatement Notices	0	0
Infringement Notices	0	0
Enforcement Orders	0	0
Convictions	0	0

**Stormwater Consent Compliance (KPI Measures)**

	Target	YTD (2023/24)
Abatement Notices	0	1
Infringement Notices	0	0
Enforcement Orders	0	0
Convictions	0	0
<b>Commentary:</b>	<i>One abatement notice was received during the 2021/22 financial year, which remains in force for Kihikihi Domain. Waters staff are working with the Property Team to find a solution for remaining issue.</i>	

**3.4 Activity Management****3.4.1 Asset Planning****Strategic Planning**

The water and wastewater hydraulic models have been recalibrated. The urban stormwater model will be updated in 2027. The current stormwater model is currently based on the 2019 ground survey and land development.

All three models continue to give detailed support to the District Planning and Growth teams, as well as the Principal Engineer - Growth.

Updates to these models have identified pipelines requiring upsizing to service growth at the end of their service life, as well as pipelines requiring upgrade which enable the reconfiguration of the Te Awamutu water supply following the 2030 reduction in the consented water take at the Te Tahi Water Treatment Plant.

Updates to Masterplan projects to be delivered in the next two years:

1. New Wells Place (Old Watkins Road) reservoir replacement: Initial design works have been completed. The new reservoir will be a 5ML steel tank on the existing site, with construction now delayed to 2025/26.
2. Upgrade of the Alpha Water Treatment Plant: A new procurement strategy has been approved aligned to the proposed Long Term Plan (LTP) funding for this project. Likely construction is 2025/26 subject to detailed design, engagement of a membrane supplier and completion of civil contractor early contractor involvement (ECI) process in 2024/25.
3. New Karapiro reservoir and pump station: Council is unable to replace the existing assets at the present location due to the cultural significance of the site, which is of significant concern to Ngāti Koraki Kahakura, with Te Tiki o te Ihingarangi pa being one end of their Waka. A new site has been identified and staff are talking to a willing landowner.

4. New Hautapu reservoir and pump station: The requirement for the pump station to be operational 2025/26 has been confirmed as necessary. The new 10ML reservoir is scheduled in the LTP for delivery beginning 2034. Land purchase negotiations have begun with Fonterra, ideally a land sale would be complete prior to construction of the pump station in 2025/26. This infrastructure will support Fonterra, Hautapu industrial growth areas and Cambridge North residential areas.
5. Te Awamutu Wastewater Treatment Plant (WWTP) Stage 4 upgrade: New report modelling growth demand in Te Awamutu and treatment plant performance against consent requirements has indicated that the Stage 4 upgrade maybe be required by 2029, which is ahead of the 2030 target date for upgrade set in the consent. The report also identified the need for additional funding to complete this upgrade.
6. Various pump station upgrades: A number of planned upgrades have been deferred as growth has occurred at a rate less than that assumed in the 2020 3 Waters Masterplan.
7. Pekarau wetland refurbishment and Pekarau Reserve stormwater retention: Construction is ongoing (see section below). The Mutu Street stormwater main upgrade is currently being designed, however construction has been delayed until 2025/26.
8. Rural flood mapping: Council, working alongside Waikato Regional Council is undertaking a rural flood mapping exercise for Waipā's rural areas. The mapping project will be limited to identification of areas of deep or fast flowing flooding only at this stage. This should be available for external issue to affected property owners early 2025 subject to funding, following a similar process to that previously undertaken for urban stormwater flood risk.
9. Comprehensive Stormwater Discharge Consent (CSWDC): Following lodgement of the consent application, in August 2023 Waikato Regional Council (WRC) submitted a section 92 request for further information from Council. Staff provided Council's response to these comments in October 2024. Council is now waiting on WRC to start the limited notification process, with no indication from them as yet on when this may be.

### **Asset Management**

In preparation for the implementation of the actions required by the CSWDC, the Asset Management Team has begun a process of ensuring the ownership and responsibility of stormwater assets is clearly understood between Transportation, Community Services and Water Services. Compliance with the new CSWDC will require a significant increase to inspection and maintenance of assets to ensure they continue to operate as designed.

The water and wastewater renewal profiles have been updated since the application of the new criticality framework; the framework is an outcome of an internal asset

management improvement action. Identification of pipes for new water and wastewater renewal contracts has been completed. The 2024/25 water and wastewater contracts being awarded as described below. The water renewals primarily being in Te Awamutu and the wastewater renewals primarily being higher criticality rising mains at the end of their useful life.

### 3.4.3 Project Delivery

In order to comply with Council's current debt covenant limit, the rate of delivery of the capital programme must be closely managed. As a result, delivery of a number of projects have been delayed until the 2025/26 financial year.

Projects designed to manage flood risk, compliance risk and the risk of future water restrictions and fire flow in Cambridge have all been delayed. Furthermore, Council will be carrying an additional level of service risk for the remainder of the 2024/25 financial year; the result of limited funding to respond to asset failure.

#### Contracts

##### **Cambridge Road / Pekerau Reserve Wastewater Pump station and Rising Main, Te Awamutu - Wastewater**

This contract involves the construction of a new wastewater pump station in Pekerau Reserve and rising main along Cambridge Road in Te Awamutu, to service growth cell T9.

Construction is well progressed on site; underground services have been located and Horizontal Directional Drilling (HDD) has now commenced along Cambridge Road to the T11 Growth Cell Area. The new Pekerau pump station construction is well advanced.

##### **Leamington Water Pipe Renewal, Cambridge – Water Supply**

This contract involves the upgrade and renewal of various water pipes in Leamington with multiple outcomes of improving fire/levels of service, servicing growth and renewal of pipes with poor condition/at end of useful life. Works are essentially complete.

##### **Taylor's Hill / Racecourse Road/Ohaupo Road (SH3), Te Awamutu – Water Supply**

This project involves the renewal and upgrade of a water supply trunk main from Taylor's Hill reservoirs/Racecourse Road to the town centre to assist fire flow and levels of service, particularly in the CBD area. The project works will run along Ohaupo Road, over the Mangapiko Stream and under Arawata Street Bridge into the Te Awamutu CBD area.

Construction has started and will last for approximately seven to eight months with construction completion expected in May 2025.

### **Water and Wastewater Pipe Renewals Contracts 2024/25**

Both contracts have been awarded and are about to start construction.

### **Mutu Street Stormwater Pipe Renewal**

This project is presently in the design phase as described above, with construction delayed until 2025/26.

### **Wells Place Reservoir Replacement**

This project is presently delayed due to funding and construction delayed until 2025/26. The design and build tender was withdrawn from the tender system (GETs) in November 2024.

## **Projects**

### **Cambridge Road / Pekerau Reserve WW Pump Station and Rising Main, Te Awamutu - Wastewater**

Following a developer Infrastructure Works Agreement (IWA), works within the T11 growth cell (second pump station and connecting pipes) are under construction and likely to be complete early 2025, with development occupancy potentially starting May 2025.

The final Council project is to install a rising main from the T11 area to the existing Albert Park pump station. This tender is in preparation with physical works estimated to be commence early 2025.

### **Cambridge C3 Stormwater outfall**

The project is continuing construction on areas previously restricted due to archaeological finds. A Heritage Authority has been granted and work is continuing at the top section of the outfall structure. The mass block that will secure the structure to the side of the river has been poured at the bottom of the riverbank, and soil stabilisation work has started on the embankment. The project is overall delayed by six months.

### **Allwill and C8 Stormwater Projects**

Allwill Drive stormwater improvements are complete as part of the wider C8 stormwater solution. The C8 stormwater construction and further improvements are being programmed for construction commencing 2025.

### **Hautapu SH1B / Victoria Roundabout and Water / Wastewater Services**

Designs are being progressed for the Hautapu and Hannon Road improvements and new SH1B/Victoria Road roundabout. These upgrades will include extension of the water and wastewater network to the present industrial areas of Hautapu. Construction planned for 2026/27.



### 3.4.4 Cambridge Wastewater Treatment Plant Upgrade

The main treatment plant construction continues at pace with the new UV disinfection system and river outlet now in operational use, allowing the earthworks and construction of the main concrete structures on the now redundant rapid Infiltration Beds to continue. The new Main Control Building is complete and being fitted out with electrical and mechanical equipment at present and the bioreactor walls are two thirds complete.

Mechanical equipment and large off-site fabricated plant, for example, septage receipt tank, continue to arrive on site in a timely manner so as not to delay construction.

With regard to the peripheral construction aspects, a large number of native plants have been planted around the new outlet and river bank by Ngāti Hauā Mahi Trust and the first cultural acknowledgements (two Pou by the outlet carved from local stone on site by the artists) are in place.

The project continues to be on track to meet the requirements of Council's discharge consent to have the plant operational no later than 31 December 2026. The budget remains tight and is being closely managed by the Project Manager.

## 3.5 NETWORKS TEAM – OPERATIONS UPDATE

---

- Since starting the Airport sewer pump station run, staff have transported 859.8m<sup>3</sup> of wastewater – this is on average four truck movements per day.
- Alpha Water Treatment Plant was restarted in early October to meet the water demands for Cambridge over summer. A project to replace this plant was scheduled to begin this financial year, however this has been delayed to the next financial year. The plant in its current state is difficult to manage and presents a risk to Council's drinking water compliance.
- Carbon dosing at Karapiro and Alpha St Water Treatment Plants was started at the beginning of November, and the advanced oxidation system has been turned on at Parallel Road.
- An algal bloom in the Te Tahi reservoir significantly shortened sand filter run times at the Te Tahi WTP leading to an exceedance for the backwash discharge consent.
- Planning has been completed for works to replace the Pukerimu intake pipes. Staff and contractors are waiting for lower river levels to begin this work.
- The plant control computer upgrade at Te Tahi Water Treatment Plant is about eighty percent complete.
- The new Ōhaupō Reservoir's intake pipe has been installed. The associated valve automation fitout should be completed this side of Christmas.
- Annual backflow testing is at the halfway point with 1,000 completed, and the reduced pressure zone testing is virtually complete, with just four remaining at time of writing.
- Mains renewal is underway in Gordon Place Cambridge which will resolve low-pressure issues in these areas due to the old steel laterals.

- An 800 metre section of the Pukerimu rising main from the treatment plant was CCTV inspected. This showed clusters of Golden Clams at the weld points. Staff are working with Ixom (Council's chemical supplier) to undertake a trial for chemical dosing the rising main to inhibit further growth of the clams.

### 3.6 COLAB – SHARED SERVICES

---

#### Smart Water Education

- As stated in Section 3: Demand Management - Smart Water has provided Waipā resources to complete the Workplace Campaign to encourage water saving habits in the workplace, the Smart Water Workplace Campaign.
- Smart Water representatives continue to visit Waipā schools to provide educational materials on water cycle, getting students to connect with water, engage and understand the process of treating water, which can also be linked to multiple school subjects such as English, Science, Health and more.
- Google smart water messaging will commence on 15 November 2024. The message will be focused on drought tolerant gardens.

#### Smart Water:

Heading into summer, Smart Water staff will be meeting fortnightly with Waipā, Hamilton City Council and Waitomo District Council to discuss water demand trends, water alerts and issues around the district.

The first e-newsletter will be sent out to 1,378 Waipā subscribers in the coming weeks, which will have a smart water pledge competition running for the month of November.

#### Trade Waste:

There were two low and one medium risk non-compliances, detected in Waipā during October 2024. All of the non-compliances reported to, and investigated by, the Trade Waste Team were responded to within agreed timeframes. High and medium risk audits will be the focus in coming months.

#### Trade Waste summary:

- There are 421 active customers in Waipā.
- 24 audits undertaken during October in Waipā.
- 261 audits undertaken during the during the month of October across the Waikato region (seven Councils).

#### Sampling and Analysis:

During the month of October, the Sampling and Analysis Team Sampling Team collected 949 samples and completed 8,408 tests on those samples across the Waikato region, of which 168 samples and 8,408 tests were completed across Waipā. No samples or tests were missed.



Karl Pavlovich  
**MANAGER WATER SERVICES**



Approved by Dawn Inglis  
**GROUP MANAGER SERVICE DELIVERY**

# COMMITTEE REPORT



INFORMATION ONLY

**To:** The Chairperson and Members of the Service Delivery Committee  
**From:** Sherryn Paterson  
**Subject:** Local Water Done Well – Project Governance Group Update  
**Meeting Date:** 10 December 2024

## 1 EXECUTIVE SUMMARY – WHAKARĀPOPOTOTANGA MATUA

In line with the Local Water Done Well (LWDW) Project Governance Group (PGG) Terms of Reference, the PGG is required to report regularly to elected members via the Service Delivery Committee.

The PGG held its monthly meeting on 29 November 2024, and this report provides updates from the meeting and documentation which was presented to the LWDW PGG.

## 2 RECOMMENDATION – TŪTOHU Ā-KAIMAHI

*That the Service Delivery Committee receives the report of Sherryn Paterson, Manager Delivery Performance, titled Local Water Done Well - Project Governance Group Update (document number 11300861).*

## 3 COMMENTARY - KŌRERO

The LWDW PGG held its monthly meeting on 29 November 2024. The agenda item was:

- PGG Monthly Report – Appendix 1

As part of the monthly report, discussions were held on the Sustainability and Viability Assessment and Options Analysis Report produced by Beca, MartinJenkins and Mafic, and how this piece of work has been critical to enable key direction setting (workshop held 19 November 2024). Five options were analysed; two are no longer being pursued: Internal business unit (enhanced status quo) and Waikato Water Done Well (WWDW), Stage One; two are being further pursued to determine which provides

Waipā with the best possible outcomes: Sub-regional CCO and WWDW, Stage Two, with the other option 'Standalone Water Services CCO', a viable backup.

Council resolved on 26 November 2024 to enter into, and sign, the WWDW Heads of Agreement, whilst at the same time investigate further any collaborative sub-regional CCO water services delivery option.

Work has started to analyse these two options further so that the best possible decision can be made for the Waipā community. The timeframes to complete this are extremely tight and there will be various challenges over the coming months as we work through this decision along with the 2025-34 Long Term Plan (LTP).

The table below shows the key milestone dates.

<b>Milestones</b>	<b>Expected Date</b>	<b>Comments</b>
Analysis of two CCO options	Now to end of January 2025	
Workshop on the outputs of the analysis of the two options	Early February 2025	Elected Members Workshop
Decision on preferred option for Water Services Delivery Plan	25 February 2025 (TBC)	Council Committee meeting
Public Consultation	March 2025	This will depend on preferred option and working with other Councils to ensure consultation is done in parallel.
Water Services Delivery Plan Adopted	Late June / Early July	

The key challenges over the next couple of months are:

- Analysis of two options – tight timeframe but need to ensure that there is enough information provided to elected members for a decision to be made.
- LWDW and LTP – these two projects are reliant on one another and timing delays in one can impact the other.
- Community communications – education campaign Let's kōrero wai – Talk water to be run over December and January.
- Consultation – approach and timeframes – decisions to be made including whether to run this alongside the LTP or after, working with other CCO Councils to ensure timing of consultation is consistent.

Legislation Update:

- LWDW Bill 3 is expected to be released for consultation the week of 9 December.

- LWDW Bill 3 submissions likely due in mid-February.
- Early indications are that there will be a LWDW Bill 4 – mid 2025.
- Commerce Commission Levy to recover cost of regulating water services from 1 July 2025 - the Commerce Commission will oversee and implement a new economic regulation and consumer protection regime for New Zealand’s water services, following the passage of the Local Government Water Services Bill in mid-2025. The proposed levy has been designed to recover the Commerce Commission’s costs of administering the new regulatory regime. Submissions close 24 January 2024.
- Taumata Arowai Levy on Councils and CCOs – consultation on a proposed levy or levies for Councils and CCOs under section 201 of the Water Services Act 2021. It is proposed that Councils and their CCOs that deliver water services will fund the levy. The proposed levy or levies would help fund the cost of operating the Authority. Submissions close 24 January 2024.

**4 APPENDICES - ĀPITITANGA**

No:	Appendix Title
1	Local Water Done Well – PGG Monthly Report – 29 November 2024 (document number 11339058)
2	LGNZ Conference – Minister Brown’s Speech (document number 11344909)
3	Local Water Done Well – PGG Minutes 29 November 2024 (document number 11348349)

The next LWDW PGG meeting will be held on 29 January 2024 (TBC).



Sherryn Paterson  
**MANAGER DELIVERY PERFORMANCE**



Approved by Dawn Inglis  
**GROUP MANAGER SERVICE DELIVERY**



## **Appendix 1**

---

Local Water Done Well – PGG Monthly Report – 29 November 2024 (*document number 11339058*)

Local Water Done Well PGG Report – 29 November 2024

Local Water Done Well

Waikato Water Done Well

Investigations

Stormwater

Water

Wastewater

Water Services Delivery Plan

1 Summary & Overview – Funding

Funding

**Objectives/Goals** – Ensure all funding agreements and subsequent reporting are in line with the agreement conditions, and are submitted on time. Central Government 3 Waters funding is maximised.

- Tracking of Expenditure – tracking of expenditure against the Transition Support funding is done on a monthly basis – as at 31 October 2024 there is approximately \$200k available, this amount is fully committed and we will need to start using Better Off Funding for any future expenditure. Commitments include estimate of staff time up to 31 August 2025, Beca/MartinJenkins engagement for LWDW – Viability and Sustainability Assessment and Options Assessments, CoLab for WWDW development of a Heads of Agreement, and Neil Holdom for presentation on 29 October.
- Better Off Funding – Project has been set-up in DIA Better Off Funding Portal and is awaiting confirmation of approval, \$433K. Once approved this will be used for WWDW HoA and engagement of Nexus Advisory Limited.

2 Summary & Overview – Local Water Done Well

Communications

**Objectives/Goals** – Communication Strategy to ensure that the community and staff are kept fully informed throughout the project.

**Update on communications and engagement**

Lisa to provide an update at the meeting.

Consultation Approach

This will probably not be decided until late January early February once the preferred Water Services Delivery model has been confirmed by Elected Members.

Legislation

**Objectives/Goals** – LWDW PGG is up to date with legislation changes, timing and impacts to the Project Plan and is well informed to respond accordingly.

An update was received from LGFA on the 22 October 2024, this update provided further information about the financing options available via LGFA, and the benefits for councils and communities. This document is available in the Resource Centre.

From the current information that we have received if the Service Delivery option is split between council and a community trust even if council remains a majority shareholder there would be no access to LGFA funding, even if a guarantee from council was provided. It is expected that this will be confirmed in Bill 3.

The third Local Water Done Well Bill, the Local Government (Water Services) Bill, is expected to be introduced to Parliament the week of the 9th December. Following the introduction of the Bill, DIA will share updated information and factsheets about key aspects of the Bill. They will also be providing further guidance on key areas that are coming through from discussions to help inform our consideration of future arrangements. Bill 3 submissions will likely be due in mid-February – consideration needs to be given if we would want to submit on this Bill.

There could potentially also be a Bill 4 for final tidy up to fix errors or add additional policy matters – if there is it would be mid 2025 at the latest.

At the LGNZ conference last week Minister Brown’s speech made a very strong statement about the link between regionalisation and support for regional deals. The speech is attached as an appendix to this report.

Key Actions / Decisions going forward

Action	Responsibility
Communications Strategy	Lisa
Consultation Approach	Lisa

3 Summary & Overview – Waikato Water Done Well

**Objectives/Goals** – Work with WWDW, investigation and potential set-up of a Waikato CCO.

Workshop held on the 29 October with external presenters, Neil Holdom, David Hawkins, Vaughan Payne and Mike Brewster.

Another workshop held on the 20 November with Elected Members to work through the draft Heads of Agreement (HoA) for WWDW prior to the HoA going to council for a decision on the 26 November 2024. The HoA is a non-binding instrument that sets out the agreement (in principle) of participating councils to work together and what needs to be done to move to the next phase of developing an aggregated model for consideration.

Council meeting on the 26 November 2024 resolved to Council entering into HoA, and confirmed in principle preferred position under the HoA is to go directly to Stage 2 but noting that work will also be undertaken in parallel to investigate further any collaborative sub-regional CCO water services delivery options.

Council workshops/meeting dates – HOA Decision

Council	Workshop date	Council meeting date	Pubex/Open
Hauraki	To be confirmed	18 December	To be confirmed
MPDC	20 November	27 November	Pubex
Taupō	19 November	10 December	Open
Waitomo	No workshop	26 November	Pubex
Ōtorohanga	12 November	10 December	Open
Waipā	20 November	26 November	Open
Waikato District	No workshop	13 December	Open
Waikato Regional	Not applicable	28 November	Open
TCDC	7 November	10 December	To be confirmed
SWDC	13 November	27 November	To be confirmed

Key Actions / Decisions achieved

Action	Responsibility
WWDW – decision needed if Waipā is to participate further into the development of a Regional CCO (sign the Heads of Agreement)	Elected Members

4 Summary & Overview – Investigations

**Objectives/Goals** – Identify Waipā’s preferred option for delivery of the Water Services Delivery Plan.

Sustainability and Viability Assessment

At the presentation of the draft assessment at the PGG in October there was a query on the debt to revenue graph for the whole of Council including 3 waters, this has been investigated further – this graph is consistent with the financial information provided to Beca, MartinJenkins, Mafic, noting that the calculations under the LWDW are slightly different to Waipa calculations and that LTP budgets are continuing to be refined. Staff are confident that once LTP budgets are confirmed that trends between the Waipa model and the DIA model would look similar.

The Sustainability and Viability Assessment and Options Analysis report prepared by Beca, MartinJenkins, Mafic was presented to Elected Members at a workshop on the 19 November.

Key takeaways from the sustainability and viability section of the report are:

- Overall the draft LTP projections appear to be partially consistent with financial sustainability requirements under LWDW.
- Key area of concern relates to the significant planned increases in water and wastewater targeted rates in 2025/26 and 2027/28. The second year of increase results in a large operating surplus, which indicates over-recovery of water revenues.

- Borrowing is projected to exceed five times revenue in FY25 and FY26 before decreasing steadily over the rest of the LTP period. This represents an aggressive level of debt for the next few years.
- The reduction in debt balances over time is heavily reliant on developer contributions, which represents a risk to the forecasts.
- Potential risks that could impact on viability and sustainability include quality of asset information, higher capital price inflation, uncertain future regulatory requirements, confidence about resource consenting, higher frequency extreme weather events, and ability to attract and retain resources are relevant strategic risks.

Recommendations from the High Level Option Analysis

The report recommends further investigation in some key areas in the next phase of work, specifically to:

- Sensitivity test anticipated costs associated with renewing consents over the next 30 years to assess the extent to which any escalation in associated costs or restrictions in conditions (similar to the Watercare consent arrangements) might challenge affordability.
- Consider the degree to which Council is concerned about growth pressure versus the ability to negotiate transition arrangements with Councils under:
  - Options 3 (growth Council option: sub-regional water services CCO (Hamilton City Council, Waikato, Waipā)
  - Option 5 (Waikato region water services CCO that is asset owning (WWDW Stage 2)

In summary, the report recommends Options 3 and 5 as the most credible options for active consideration, noting that Council can do this under either the Waikato Water Done Well process or by direct discussions with both Hamilton City Council and Waikato District Council. A standalone water services CCO (Option 2) does remain a viable back-stop option.

Waipā District Council – Hamilton City Council Governance Group meeting on 18 October 2024

Peter Winder and Andrew Parsons gave an overview of the current status of work underway at HCC. They advised that in respect of a two Council CCO, HCC and Waikato District Council, that discussions are progressing well. HCC are also working on two other options, a single CCO and an internal business unit. HCC will be seeking a preferred option from Elected Members in December. HCC highlighted that the next six weeks are critical. They are currently obtaining legal advice in respect to a LTP amendment.

In the discussion, they noted that a Regional/Sub-regional CCO is the right answer, but there are questions as to how they get there. They also acknowledged that Waipā District Council is a critical partner in this conversation.

Nexus Advisory Limited (Carl Tucker) has been engaged to provide strategic executive programme leadership, guidance and advice.

Key Actions / Decisions achieved

Action	Responsibility
Two Waters or Three Waters – all urban stormwater services and rural drainage stays with the Water and Wastewater activities for the preferred Water Services Delivery Model and that when assessing delivery model options this is a consideration.	Sherryn
Completion of Sustainability and Viability Assessment	Sherryn
Completion of High-Level Options Assessment for Future Water Services Delivery Arrangements	Sherryn

Key Actions / Decisions going forward

Action	Responsibility
EM Decision on Preferred Water Services Delivery Option – Sub-regional water services CCO or WWDW Stage 2	

5 Milestones		
Milestone	Expected Date	Comments
WWDW – Mayorol Forum Updated Report	22 July 2024	
Intervention Logic Map Completed	31 July 2024	
Communications Plan Completed	August 2024	
Complete Current State Report	27 August 2024	
Local Government Water Services Bill passed	31 August 2024	
WWDW – Advise Forum Chairs of HoA decision	By mid-September 2024	Letter sent on 3 <sup>rd</sup> September to CoLab confirming Council decision
WWDW – HoA Workshop with external presenters	29 October 2024	Elected Members Workshop
Beca/Martin Jenkins - High-level Options Assessment for Future Water Services Delivery Arrangements and Viability and Sustainability assessment report	19 November 2024	Elected Members Workshop – this has been deferred from 29 October
WWDW – HoA Workshop	20 November 2024	Presentation by Vaughan Payne
WWDW – decision needed if Waipā will continue further with Regional CCO	26 November 2024	Council Meeting
Three monthly update on progress of WSDP to DIA	3 December 2024	Sherryn to provide written update.
LWDW PGG Update to Service Delivery Committee	10 December 2024	Update from 29 November PGG Meeting
WWDW – Signed Heads of Agreement (if Waipā is proceeding with WWDW)	December 2024	
Phase One of Project Plan completed – preferred option of the Water Services Delivery Plan confirmed by Elected Members	December 2024	More analysis on 2 preferred options will need to be completed prior to a decision being made – decision late January early February.
Water Services Bill 3 Introduced	December 2024	
Consultation approach	Late January 2025	Workshop with EM's to work through preferred consultation approach
WSDP – Parts B & D drafted and presented to PGG meeting	28 January 2025	
WSDP – Parts A, C & E drafted and presented to PGG meeting	February 2025	
LWDW PGG Update to Service Delivery Committee	18 February 2025	
Public Consultation	March 2025	This will depend on preferred option
WSDP adopted – pre LTP sign-off	June 2025	

Submission of Water Services Activity Plan	August 2025	
--	-------------	--

### 6 Other Actions & Items

- Water Services Delivery Plan – staff have broken this down into sections and tasks for completion – it cannot be underestimated the amount of work needed to complete the Plan.

### 7 Key Risks

The Risk Register has been updated via a staff workshop on the 21 October 2024.

Currently 25 risks have been identified. No 'extreme' risks, 11 'Very High', 10 'High' and 4 remainder 'medium' risks. The Risk Register is a live document and will continue to be reviewed and updated on a regular basis and reported to the LWDW PGG. The table below shows the current 'Very High' Risks.

Risk to Project Key <span style="color:yellow">■</span> Low <span style="color:green">■</span> Medium <span style="color:orange">■</span> High <span style="color:red">■</span> Very High <span style="color:darkred">■</span> Extreme		
Risk	Consequences	Control
Governance, reputation, legislative compliance and control - Impacts to other areas of Council business e.g. Long Term Plan, Ahu Ake, IFF Workstream, Climate Change Governance Improvement Programme Plan, resourcing - Finance, Comms, HR, Water Services.	Delay in meeting LTP milestones. Consultation timeframes on LTP and LWDW do not align. Resourcing at capacity.	Regular checking with LTP Project Group Comms Team kept fully informed Regular communication out to the whole of Council. Assessment of risks at an organisational level before going out to the community. Early escalation to LWDW PGG and LTP PSG. Escalation to Mayor - sponsor of both LWDW Project and LTP Project. Regular reporting to Executive Team.
Financial - Impacts to other areas of Council business on resourcing e.g. Long Term Plan, Ahu Ake, IFF Workstream, Finance, HR, Water Services.	Additional costs. Impacts on other major projects.	Connecting with governance structures of other connected programmes. Early escalation to LWDW PGG and LTP PSG. Escalation to Mayor - sponsor of both LWDW Project and LTP Project. Regular checking with other key project groups. Comms Team kept fully informed
Iwi aspirations, rights and interests in water not fully understood and responded to.	Breakdown in relationships between Iwi and Council. Community sentiment impacted.	Iwi Representative on LWDW PGG. LWDW PGG seeks greater understanding. Inclusion in JMA discussions.
Lack of Understanding and ability to tell the LWDW and LTP collective story - Community do not understand the problem or the need for Council to work through solutions	High loss of trust and confidence in the community	Effective communication strategy that: a) reiterates the project objective; this being to ensure council is in position to make an informed decision about how they wish to respond to the requirements of Local Water Done Well. b) accurately and appropriately communicates the policy intent of Local Water Done Well and

		the obligation on council to respond to the consumer / end user, and Waipā's current state of Three Waters and what it means for Waipā. c) Communication of legislation requirements - include in the 'story' being told to the community.
Lack of clarity - Central Government Position does not give clarity on the direction forward, including what Councils must provide as part of LWDW and by when.	Time and effort are expended on issues/areas that may not advance the group toward the collective outcomes. Failure to meet legislation timeframes. Due to timeframe constraints impact on quality of outputs.	Project plan includes ongoing review of updates from Central Government, these updates to be presented to LWDW PGG.
Competing internal priorities i.e. LWDW, Long Term Plan, Ahu Ake, IFF Workstream, resourcing - Finance, Comms, HR, Water Services.	Staff at capacity. Inability to deliver key projects i.e. LWDW, LTP. Quality of outputs poor.	Understand impacts and stay well connected with LWDW PGG Use of consultants. Early escalations through the relevant project control groups i.e. LTP, Ahu Ake.
Financial modelling on options is dynamic i.e. debt levels, IFF modelling.	Compromised decision making.	Build into debt assumptions. Clear, documented assumptions. Share assumptions with LWDW PGG.
Unable to produce clear financial reporting between the LTP constrained budget and the unconstrained budget for the Water Services Delivery Plan.	Comparisons being used for the consultation document are incorrect. Flawed decision making.	Set-up of a separate ledger in EB to be able to model the unconstrained Waters budgets. LWDW Programme Manager and Finance work closely together on financial workings. LWDW PGG oversight.
WWDW Complexity With a large number of councils, councillors and Iwi, there could be a perception that the collaborative effort to bring numerous parties together is too complex.	Council advances standalone option without investigating other options. Failure to meet timeframes for WWDW.	Bold leadership. Strong communications to Council members, so there is clarity on the issue(s), what is required and why the status quo may no longer be acceptable. Early decision made on continuing or discontinuing on WWDW. LWDW PGG governance.
WWDW - Lack of time Council has insufficient time to make a decision on whether to aggregate before the end of November / December 2024, and then complete a Water Services Delivery Plan before the legislated due date for the plan.	Decision making is rushed.	Preparation of draft timeline under the Project Plan to provide certainty on the timing around matters. To be kept under review as legislation is passed. WWDW non-binding agreement with exiting pathways.
WWDW - True cost of establishing or changing current delivery method is unclear / unknown	High loss of trust and confidence in the community Risk of possible increase in water charges. Impacts decision making.	Investigation of set-up costs for proposed models - assumptions etc. to be shared with LWDW PGG. Learn from other examples, e.g. Watercare and Wellington Water

## Appendix 2

---

LGNZ Conference – Minister Brown’s Speech (*document number 11344909*)

## **Hon Simeon Brown Minister of Local Government**



**21 November 2024**

### **LGNZ combined sectors speech**

Good morning, and thank you, Andrew, for your kind introduction. I want to extend my acknowledgements to LGNZ President, Mayor Sam Broughton, for the invitation to speak today. I'd also like to acknowledge Cr Darriea Turley, President of Local Government New South Wales, and Domenic Isola from the Municipal Association of Victoria, who have joined us here. Your presence underscores the shared challenges and opportunities local governments face across our two countries.

It is both a pleasure and a privilege to address you at what I believe is a pivotal moment for local government in New Zealand. Much like central government, you have inherited pressing issues that are affecting the delivery of vital services to our communities. These challenges may seem daunting, but the opportunities to reshape and strengthen local government for the better are equally profound.

New Zealanders are looking to us—both central and local government—not just to govern but to get back to basics: delivering core services, strengthening infrastructure, and ensuring fiscal responsibility. This aligns with the Government's plan to rebuild the economy, restore law and order, and deliver better health, education, and infrastructure. These are the fundamentals of building a stronger New Zealand, and they require clear decisions, strategic investment, and disciplined execution.

When I last spoke with you, I outlined the Government's expectations: greater transparency, accountability, and cost-effectiveness in the way councils manage their resources. I will have more to say on that in the coming weeks. Today, I want to delve deeper into Local Water Done Well because it is central to addressing one of the most critical issues facing our communities: the water infrastructure deficit.

#### **Local Water Done Well: A New Approach to Water Infrastructure**

Let's start with a shared understanding. New Zealand's water infrastructure is under significant strain. For decades, the costs of underinvestment have accumulated, and the signs are now unavoidable—aged pipelines, mounting repair bills, and water quality issues. The debate is not about the scale of the problem—it's about how we fix it and how we pay for it.

The previous government's approach to Three Waters was fundamentally flawed: it stripped councils of their assets, imposed costly and convoluted co-governance solutions, and sidelined communities. It was rejected by almost every mayor in

New Zealand and by the public in last year's election. The Government listened to councils and communities who opposed this approach. We moved quickly to repeal Three Waters, restore council ownership of water assets, and empower councils to make decisions that work for their local needs.

The framework we have introduced centres on Water Services Delivery Plans, which provide a clear pathway for councils to assess the financial sustainability of their water services and chart a course for improvement. These plans represent not just a process, but a promise—to future generations, that their access to clean, safe, and reliable water services will be safeguarded.

This new approach is built on a simple but powerful principle: local solutions to local problems. It ensures that water revenues are ringfenced for water infrastructure—not diverted to unrelated projects. Ringfencing ensures that every dollar collected for water services is reinvested directly into water infrastructure. It gives communities confidence that their money is being used wisely and transparently. Additionally, the new approach gives councils access to better financing options through the Local Government Funding Agency, providing a way to share the costs of infrastructure fairly and sustainably.

But here's the key point: it's now time for councils to step up. Many of the tools, frameworks, and guidance are in place. The decisions are now yours to make.

### **Expectations and Support for Councils**

We are three months into the 12-month period for councils to develop their Water Services Delivery Plans. These plans must be robust and realistic. They need to demonstrate financial sustainability while meeting regulatory standards for water quality and infrastructure. To help councils achieve this, the Government has established enduring policy and legislative settings, such as:

1. **Access to financing:** Through the LGFA, councils can secure financing for water infrastructure at significantly lower interest rates. This is a game-changer, allowing for investment without excessive rate hikes or delays.

While LGFA will provide financing up to a level of 500 per cent of revenues for council controlled water organisations, it's also worth noting LGFA's decision this week to allow financing for growth councils of up to 350 per cent of revenues. Councils should be accessing this greater level of borrowing to provide ratepayer relief quickly by spreading infrastructure costs most effectively. LGFA provides the lowest cost borrowing and it is my expectation they utilise this partnership.

2. **Council-controlled organisations:** The new class of independent water CCOs provides councils with the operational autonomy and financial tools needed to deliver water services efficiently and sustainably. These CCOs will feature a corporatised structure, operational autonomy from their council owners, and legislated revenue streams. These factors are critical for securing a higher level of leverage in the eyes of lenders and credit rating agencies, without impacting councils' ability to borrow for other activities. In many cases, this structure will also create additional borrowing headroom for councils, freeing them to invest in other key priorities.



3. **Economic and water quality regulation:** The Commerce Commission and the Water Services Authority, Taumata Arowai, will oversee economic regulation and water quality standards, ensuring accountability and protecting consumers. It's important for councils to factor this into their planning—whether water services are delivered through a council-controlled organisation or retained in-house.

These settings create a framework for prudent investment, enhanced financial sustainability, and improved water services. But let me be clear: business as usual is no longer an option. Councils must act now to evaluate their financial positions, consider joint arrangements, and make the necessary changes to ensure sustainable water services.

A key principle of Local Water Done Well is that councils are empowered to decide how best to deliver their water services. The Government has provided the tools, frameworks, and guidance, but the ultimate responsibility lies with you, as councils, to shape solutions that work for your communities.

There are a variety of pathways available to councils to improve water service delivery. While the regional approach through joint water organisations is strongly encouraged for its long-term efficiencies, councils also have the flexibility to explore other models, such as shared service agreements, or long-term contracts with third-party providers. Ultimately, it's about councils determining the best option for their communities while keeping the focus on delivering cost-effective, high-quality water service

However, I want to be very clear—there is a strong expectation that councils will look regionally.

The Government's expectation is that, in many—if not most—cases, councils will work together to establish joint water organisations. This principle underpins Local Water Done Well, reflecting the need for collaboration to deliver sustainable and efficient water services.

Regional collaboration is not just an option; it's a practical necessity. By forming joint water organisations through the new regional council-controlled water organisation model, councils can create structures that are both cost-effective and operationally efficient. These regional CCOs allow councils to pool resources, improve access to financing, and reduce costs for ratepayers, all while maintaining ownership of their assets.

We know from international evidence that water service authorities servicing populations of approximately 200,000 people achieve the best balance of efficiency and sustainability. While this is not a rigid requirement, it is a clear guideline based on proven success. Councils should take this into account as they develop their Water Services Delivery Plans.

Let me also be clear: merging water services does not mean that every council or community will face harmonised charges from day one. The process can and should reflect the realities of each region. Look at Auckland—after merging, it took

six years to harmonise Watercare's charges. Collaboration allows councils to move at a pace that suits their communities, while ensuring long-term savings and efficiencies are realised.

The regional CCO model represents the most affordable and effective pathway forward. The tools are in your hands. The responsibility is yours to decide, but the expectation is clear: councils should work together, regionally, to deliver sustainable water services that meet the needs of their communities and the standards New Zealanders deserve.

**There are effectively three quarters remaining before the water service delivery plans must be completed.**

I expect councils to provide regular updates on their progress at the end of each milestone to ensure we stay on track.

Coming up to the end of this first quarter, all councils should have assessed their own standalone financial positions and completed a stocktake of their current water services delivery arrangements.

They should be considering their preferred delivery model and exploring alternative models and discussing with the Department of Internal Affairs how they plan to address any barriers to financial sustainability.

Next quarter (quarter two), councils should be deciding on their preferred delivery models and consulting with their communities.

Quarters three and four, councils should be finalising their Plans and submitting them to the Department of Internal Affairs. Clear pathways of support will be identified to ensure all Plans are received by 3 September.

To assist councils in this process, Crown Facilitators are available upon request. Their role is to support councils in navigating the complexities of preparing these plans. They can provide tailored guidance, facilitate collaboration among councils, or assist with joint planning efforts. These facilitators are not there to impose decisions but to help councils develop robust, achievable plans that meet their unique needs.

For example, a Crown Facilitator could guide a council through the preparation of a plan or work with multiple councils to facilitate or negotiate a joint plan. If requested and agreed upon, they can also provide a deciding role to help resolve challenges and ensure progress.

If your council or group of councils would benefit from this support, I encourage you to contact the Department of Internal Affairs as soon as possible. I have a list of facilitators who are ready to go at any point.

### **Regulation and Levies**

Another key consideration is the role of the Commerce Commission in monitoring and enforcing the ringfencing of water revenues, ensuring that funds collected for water services are reinvested where they're needed most. Over time, and if necessary, the Commission may also regulate water service charges to ensure

they remain fair and equitable for consumers. Additionally, the Water Services Authority, Taumata Arowai, will continue to oversee water quality standards.

I can confirm that both the Water Services Authority Taumata Arowai and the Ministry of Business, Innovation and Employment will soon be consulting with councils on levies to fund their work from July 2025. These levies will be set at modest levels, ensuring that the cost is proportionate and falls on those who benefit—households, businesses, and other users of water services. The levies will be collected through water service charges.

I want to pre-empt any concerns about these levies placing additional financial burdens on councils or their CCOs. Let me assure you that these costs will be relatively small but are expected to generate significant benefits in terms of safety, reliability, environmental outcomes, and efficiency. At the same time, we are working to reduce the overall compliance burden on water service providers to keep costs manageable.

### **Wastewater Standards and Infrastructure Design Solutions**

Looking ahead, I will soon be introducing a new approach to wastewater regulation, which will help councils achieve significant cost efficiencies. The Department of Internal Affairs will provide information shortly on the potential savings from the new wastewater standards, which are proposed to be introduced in August 2025. Opportunities for public and sector input will begin in early 2025, and transitional guidance for wastewater treatment plant consents will be available by December this year.

In addition, we are developing Infrastructure Design Solutions, which will further reduce costs by setting national design and operating requirements for modular wastewater treatment plants. This approach is expected to cut consent, design and delivery costs by up to 50% in some cases. It's another example of how we are working to ensure that more of the money collected from users goes into infrastructure improvements, rather than being lost in process costs.

These regulatory changes will also have implications for regional councils, particularly regarding their operational role in wastewater, stormwater, and drinking water policy and consenting. Regional councils will be required to implement a single standard approach in resource consents, reducing bespoke conditions and creating a streamlined, cost-effective system. While exceptions will apply in limited cases—such as pristine environments—this consistency will expedite the consenting process, reduce costs, and provide greater certainty for all stakeholders.

As councils develop their Water Services Delivery Plans, I encourage a balanced, pragmatic approach that considers both cost-efficiency and environmental and public health impacts. We want to see evidence of common-sense solutions tailored to local circumstances.

### **Introducing Regional Deals: A Transformative Opportunity**

Before I conclude, I am pleased to provide an important update on the Regional Deals programme, an initiative at the heart of this Government's commitment to regional development and economic growth.

Earlier this year, I announced the Regional Deals Strategic Framework, which lays the foundation for a 30-year vision of regional development and a 10-year strategic plan for delivering shared objectives between central and local government. These deals are designed to address our regions' most pressing needs, from infrastructure to economic development and housing affordability, while promoting long-term sustainability.

Today, I am pleased to announce that Cabinet has agreed to invite all councils to participate in Regional Deals.

As I said the last time I spoke to you, the relationship between central and local government has often resembled ships passing in the night—sometimes on parallel courses, sometimes not, but rarely working together as effectively as our communities, citizens, and constituents deserve. Regional Deals mark a historic shift. For the first time, we are coming together to establish a clear plan—and the necessary infrastructure—right from the start. These deals are not about wish lists or disconnected projects. They are about true alignment between central and local government, built on shared priorities and practical, deliverable outcomes.

#### **Key priorities in a Regional Deal include:**

1. Economic growth and productivity.
2. Delivering connected and resilient critical infrastructure.
3. Improving the supply of affordable, quality housing.

#### **How It Works**

Councils will be asked to work together on initiatives they wish to propose as part of a regional deal, and to submit one regional deal proposal per region. A 'region' for Regional Deals, as defined in our strategic framework, is a clearly defined economic and geographic area with a functioning local authority.

I encourage councils to begin discussions with one another now, as they will be asked to define their Regional Deals region when confirming their intention to participate. By 18 December 2024, regions will need to confirm their intent to participate, with light-touch proposals due by 28 February 2025.

Proposals should highlight each region's top five priorities or projects—the initiatives with the greatest potential to drive economic growth, infrastructure development, and housing affordability. Regional Deals are not a wish list of aspirational projects; they are a joint framework for delivering practical, impactful solutions that align central and local government efforts. Every deal must be jointly agreed to ensure the priorities are realistic, achievable, and tailored to the region's specific needs.

Regional Deals are also an opportunity for central and local government to work together on the funding and financing tools needed to help unlock infrastructure. For example, the Government has made it clear that we will be using tolling to help pay for many of the new roading projects we are committed to. If a local council wants to see investment from central government, we will be looking for their

support for the funding and financing tools needed to help deliver on those investments. Alternatively, where a council needs support with an Infrastructure Funding and Financing (IFF) facility, central government can agree to support the council in using this tool to unlock land for development.

To enable collaboration and negotiation between central and local government, these proposals will remain confidential until a Memorandum of Understanding (MOU) is signed with the selected regions.

## **Supporting the Regions**

Regional Deals offer councils an unprecedented opportunity to engage in long-term planning regionally and with central government. We want to see councils demonstrating greater collaboration, shared services, and innovative thinking. The more that this is demonstrated in a regional deal, the more attractive that will be for central government. Councils that are advancing their Water Services Delivery Plans effectively and embracing these principles will find themselves well-placed to secure Regional Deals.

This process is about practical, tailored solutions—not glossy documents or extravagant presentations. We have deliberately called them Regional Deals as we want councils working together. The more that collaboration is demonstrated in a Regional Deal, the more attractive it will be to central government.

Collaboration among councils, iwi/Māori, and the private sector will be key to achieving lasting success.

As I said earlier, Regional Deals are a chance to have longer-term planning between central and local government and to stop being ships passing in the night. Instead, we can chart a shared course that delivers real, tangible outcomes for the people we serve.

## **Conclusion**

As I conclude, let me reiterate the Government's commitment to empowering local government to succeed. With **Local Water Done Well** and **Regional Deals**, we are providing the tools, frameworks, and opportunities for councils to deliver tangible benefits to your communities.

These initiatives are about more than infrastructure—they are about delivering for all New Zealanders and building a future where every region can thrive. Let us focus on getting back to basics, ensuring every dollar is spent wisely, and driving the economic growth and sustainability our country needs.

I look forward to seeing the innovative solutions you bring forward and to continuing our work together.

Thank you.

## Appendix 3

---

Local Water Done Well – PGG Minutes 29 November 2024 (*document number 11348349*)





# Minutes

---

## Minutes for:

### Local Water Done Well Project Governance Group Meeting

---

<b>Time:</b>	9am
<b>Date:</b>	29 November 2024
<b>Venue:</b>	Ngā Roto Meeting Room, 101 Bank Street, Te Awamutu
<b>In attendance:</b>	Mayor Susan O'Regan, Councillor Liz Stolwyk, Councillor Clare St Pierre, Councillor Mike Montgomerie, Steph O'Sullivan, Dawn Inglis, Kirsty Downey, Sherryn Paterson, Karl Pavlovich, Lisa Nairne, Carl Tucker, Maria Stockman
<b>Apologies:</b>	Ken Morris, Te Makarini Mapu, Jaedyn Falwasser
<b>File Reference:</b>	166.10

---

## 1 PREVIOUS MINUTES

---

Previous minutes from 11 October 2024 were accepted as true and correct.

## 2 ACTION REGISTER

---

The Action Register is under control with comments on those outstanding.

## 3 PGG REPORT

---

### Funding

- The project is sitting at the limit, taking into account actual costs to date and current commitments of both funding sources (Better Off funding (BOF) and Water Transition funding). BOF is still to be confirmed - following up DIA approval. Funding has been forecast up to the end of July. If additional costs are required then we will look at funding via other sources, potentially water reserves.

### Communications

- An important decision was made this week with the approval for Council to enter into the Heads of Agreement for Waikato Water Done Well. This news has been shared and has quickly been followed by a few other Councils.
- Working on education campaign 'Lets Kōrero Wai, Talk Water' with an aim to get the education phase started before Christmas through the New Year. Messaging will be a heads-up change is coming, this is why, and we're going to come have a

conversation with you. Change has to occur for community affordability reasons, debt headroom reasons, etc.

- Working on a joined-up approach as we head into consultation. It will be a coalition of the willing, in talks with Matamata Piako and South Waikato.
- Comms is planning for the gap created by members of the community who do not read the papers, with a range of solutions including hard copy newsletters and inserts in the rates notices.
- Current comms budget is \$20k. The PGG was in agreement Waipā's \$20k budget is appropriate as it's involving our community in one of the most major decisions that local government has ever made, changing who Waipā is as an organisation and how the community sees Waipā as an organisation. Elected officials to spread the message that this is a very important conversation and Council needs to communicate this with the community.

### Legislation

- Local Government Water Services Bill (Bill 3) should be out the week of 9 December, with submissions potentially closing mid-February. Need to consider a Waipā submission, or potentially collaborative one with WWDW.
- First economic regulator proposition is out which will require specialist skills so Council should collaborate with others. Steph has sent it through to WWDW.
  - Clare made points on quantum of the levy, ensuring workload to comply and report is realistic, as light as possible, or if existing reporting could be used.
- Water NZ webinars for Bills – will register and get their input.
- Potential Bill 4 – mid 2025.

### Regional Deals

- Latest updates indicate that there may be more than one deal in a region, but the preference is for one. Central government is looking for joined-up thinking, unlocking economic growth, housing and unemployment. Conversations are happening between Chief Executives on what are the issues for the whole region and what can be put forward that will have traction.

### Waikato Water Done Well

- We will feed back to PGG members as other Councils make their decisions.

### Viability and Sustainability Assessment

- Two workshops held a couple of weeks ago. The Sustainability and Viability assessment was really worthwhile, and Council is moving forward investigating the two options recommended in the report.
  - Sherryn recommended any modelling for the HCC, Waikato option uses the same financial data.

### Two Waters or Three Waters

- Stormwater would be considered as part of CCO activities, but as a contracted service to any potential CCO. This could be subject to change upon release of Bill 3.

### Milestones

- It was recommended pushing out 'Preferred option confirmed by Elected Members' to mid-February, with some earlier workshops to understand analysis and implications of options.
- LTP timeframes are tight. There is a risk if LWDW falls behind, Council would need to consult separately. We also need to ensure partner Councils are consulting at the same time as us, and the material being consulted on aligns with others in the CCO.
- The Water Services Delivery Plan (WSDP) needs to be approved by late June/early July prior to elected members adjourning for the local elections.
- An update to DIA will be submitted next week. Planning to send WWDW HoA Council report from 26 November, November PGG Report, and an update of timing in conjunction with LTP. Sherryn will share draft LTP figures with DIA once Finance has run through figures in the new year.
- It was agreed to retain update to Service Delivery Committee on 10 December foreshadowing time criticality of decisions end January to mid-February.
- The WSPD has been broken down into sections and it's hoped to have parts of the sections completed to bring to the January PGG. Sherryn flagged resourcing required across the organisation. A meeting is booked with managers next week to share how we have broken the plan down by resourcing.

### Key Risks

- Clare put forward reducing the Iwi aspiration risk, but Kirsty recommended it remains unchanged. It's important having timely conversations so this should stay on our radar.

### Actions:

- *Request for more detail on forecast and available money in the water reserves. – Sherryn.*
- *Close off Community Trust option and Internal Business Unit options when we go to Council with our preferred option – Sherryn.*
- *Look at connection numbers further on costs for serviceable/not serviceable water and wastewater connections – Sherryn.*
- *Look into funds for operations being included in LGFA/DIA matrix for Water CCOs – Carl.*

## 4 NEXT MEETING

---

- 1.30pm Monday , 29 January 2024, Ngaroto Meeting Room

# COMMITTEE REPORT



**To:** The Chairperson and Members of the Service Delivery Committee  
**From:** Group Manager Service Delivery  
**Subject:** **CONTRACTS SIGNED UNDER DELEGATED AUTHORITY**  
**Meeting Date:** 10 December 2024

## 1 PURPOSE - TAKE

The purpose of this report is to inform the Service Delivery Committee of recent contracts signed under delegated authority.

## 2 EXECUTIVE SUMMARY – WHAKARĀPOPOTOTANGA MATUA

Council policy and delegated authority provides for tender and contract documents to be signed by Council staff on behalf of Council, subject to financial limits.

The Group Manager Customer and Community Services has authority to approve either capital or operational expenditure and to authorise the commencement of authorised works/services, including for any multi-year contracts, which have been budgeted for in Council's Long Term Plan and/or Annual Plan up to a total value or total project value of **TWO HUNDRED AND FIFTY THOUSAND DOLLARS (\$250,000)** excluding GST.

The Group Manager Service Delivery has authority to approve either capital or operational expenditure and to authorise the commencement of authorised works/services, including for any multi-year contracts, which have been budgeted for in Council's Long Term Plan and/or Annual Plan up to a total value or total project value of **FIVE HUNDRED THOUSAND DOLLARS (\$500,000)** excluding GST.

The Chief Executive has authority to approve either capital or operational expenditure and to authorise the commencement of authorised works/services, including for any multi-year contracts, which have been budgeted for in Council's Long Term Plan and/or Annual Plan up to a total value or total project value of **TWO MILLION DOLLARS (\$2,000,000)** excluding GST.

It is confirmed that the contracts listed in Appendix 1 have been signed on the basis that there are budgeted funds for the 2024/25 year, and that approval is consistent with the delegation of authority.

### 3 RECOMMENDATION – TŪTOHU Ā-KAIMAHI

---

*That the Service Delivery Committee receives the report of Dawn Inglis, Group Manager Service Delivery, titled Contracts Signed under Delegated Authority (document number 11344515).*

### 4 APPENDIX – ĀPITITANGA

---

No:	Appendix Title
1	Contracts Signed Under Delegated Authority



Dawn Inglis  
**GROUP MANAGER SERVICE DELIVERY**

## APPENDIX 1

### Contracts Signed Under Delegated Authority

Monthly Schedule of Service Delivery and Community Services Contracts Awarded:

Contract No.	Contract Name	Contract Awarded to:	Date Contract Awarded	Activity Type	Accepted Tender Sum	Approved Contract Sum	Difference between Sums
291085	District Wide Wastewater Renewals 2024/25	Camex Civil Ltd	03/10/2024	Project Delivery	\$347,954.04	\$394,954.04	Contingency
291092	Waipa Watermain Renewals 2024/25	Allens United Drainage and Earthworks	30/10/2024	Water Services	\$931,102.00	\$983,602.00	Contingency



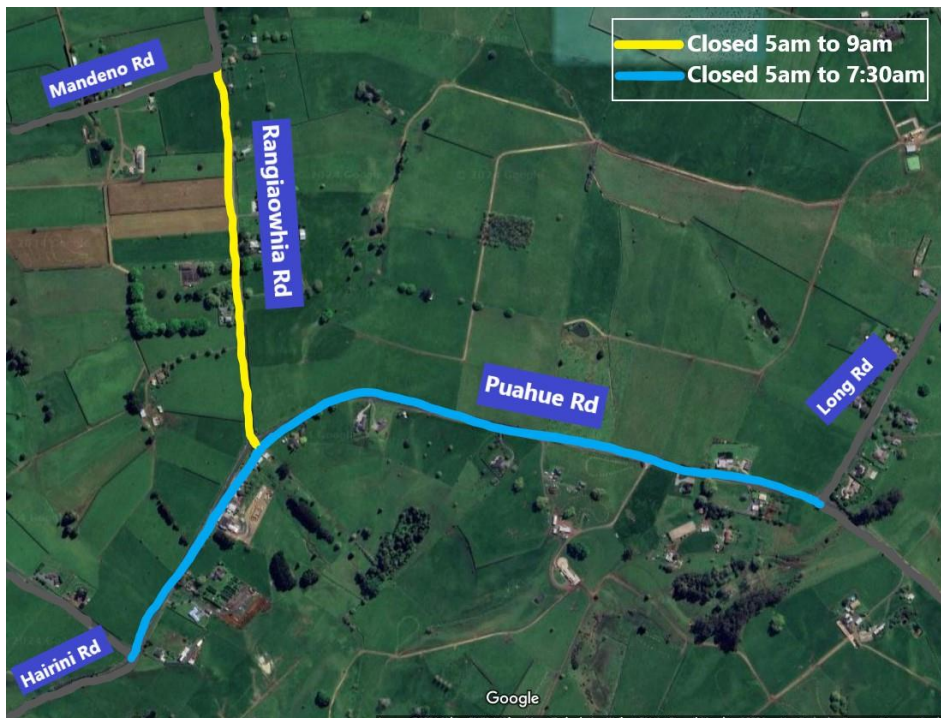
**To:** The Chairperson and Members of the Service Delivery Committee  
**From:** Transportation Safety Officer  
**Subject:** **Rangiaowhia Pahuatanga Commemoration 21 February 1864 - Request for Temporary Road Closure**  
**Meeting Date:** 10 December 2024

## 1 PURPOSE - TAKE

The purpose of this report is to seek approval to temporarily close a public road for the Rangiaowhia Pahuatanga Commemoration 21 February 1864.

## 2 EXECUTIVE SUMMARY – WHAKARĀPOPOTOTANGA MATUA

Rangiaowhia Pahuatanga has applied to temporarily close the following roads to ordinary vehicular traffic for the Rangiaowhia Pahuatanga Commemoration on Friday 21 February 2025.



**Figure 1: Proposed road closures for the Rangiaowhia Commemoration**



### 3 RECOMMENDATION – TŪTOHU Ā-KAIMAHI

---

*That the Service Delivery Committee*

- a) *Receives the report of Marion Fleming, Transportation Safety Officer, titled Rangiaowhia Pahuatanga Commemoration 21 February 1864 - Request for Temporary Road Closure – (document number 11323541);*
- b) *Approves the temporary closure of the following road(s) on*
  - **Friday 21 February 2025: Rangiaowhia Rd - from Mandeno Rd to Puhue Rd**  
**between 5am and 9am; and**
  - **Puhue Rd – from Hairini Rd to Long Rd**  
**between 5am and 7:30am,**

*for the Rangiaowhia Pahuatanga Commemoration 21 February 1864, in accordance with Sections 319(1)(h) and 342, and clause 11(e) of Schedule 10 of the Local Government Act 1974;*
- c) *Authorises public notification of the approved road closure before the event, as required by the Local Government Act 1974.*

### 4 BACKGROUND – KŌRERO WHAIMĀRAMA

---

Rangiaowhia Pahuatanga has submitted an application to temporarily close the following roads to vehicular traffic, to enable the Rangiaowhia Pahuatanga Commemoration 21 February 1864, on Friday 21 February 2025:

***Rangiaowhia Rd and Puhue Rd as shown in Figure 1.***

The proposed closure was advertised publicly in the Te Awamutu News on Thursday 24 October 2024. Objections by affected parties were invited, closing at 4pm on Friday, 8 November 2024. No objections were received.

The event organiser will undertake a letter drop to all affected property/business owners as part of their consultation requirements and they must include a copy of the notification published in the local newspaper of the proposed road closures.

Police, Waka Kotahi (NZTA), and emergency services were consulted and have not raised any concerns. Police and other emergency services will have priority access to all areas during the road closures.

Council Officers have reviewed the application for temporary road closures and are satisfied it meets the criteria set out in the Local Government Act 1974 and the Code of Practice for Temporary Traffic Management.

If the road closures are approved for this event, they are not likely to impede traffic unreasonably. No problems or unreasonable inconvenience to traffic were reported to Council from previous events.

## 5 SIGNIFICANCE & ENGAGEMENT – KAUPAPA WHAI MANA ME NGĀ MATAPAKINGA

Staff have considered the key considerations under the Significance and Engagement Policy, in particular sections 7 and 8 and have assessed that the matter in this report low level of significance. As stated, this proposed closure has been publicly notified, and no objections have been received.

## 6 OPTIONS – NGĀ KŌWHIRINGA

Option	Advantages	Disadvantages
<b>Option 1:</b> Do nothing		<ul style="list-style-type: none"> <li>Potential cancellation of the event if there is insufficient time to undertake further work on the application and bring it back before the Committee</li> </ul>
<b>Option 2:</b> Approve road closure application	<ul style="list-style-type: none"> <li>Community benefits of the event going ahead</li> <li>Safety benefits of separating participants and traffic during the event</li> </ul>	<ul style="list-style-type: none"> <li>Minor inconvenience to residents and other road users</li> </ul>
<b>Option 3:</b> Do not approve road closure application	<ul style="list-style-type: none"> <li>No disruption or inconvenience to residents and other road users</li> </ul>	<ul style="list-style-type: none"> <li>Adverse impacts on event organisers and participants if the event is unable to go ahead</li> <li>Road safety risks if the event goes ahead without road closures</li> </ul>

The recommended option is Option 2. The reasons for this are:

- A road closure will help ensure the safety of event staff and participants and the general public.
- Staff have not identified any issues with the application and the event, and its closures have not previously caused any known problems or unreasonable inconvenience.

## 7 OTHER CONSIDERATIONS – HEI WHAIWHAKAARO

### Council's Vision and Strategic Priorities

Council’s vision is: Waipā Home of Champions – Building Connected Communities. Events like this connect people and contribute to Waipā being a great place to live, work, play and invest. Supporting these types of events supports the work done by the community groups who organise them and contributes to a high quality of life by encouraging community vibrancy.

### **Legal and Policy Considerations – Whaiwhakaaro ā-Ture**

Staff confirm that Option 2 – approve the application – complies with Council’s legal and policy requirements.

### **Local Government Act 1974 and 2002**

Council’s powers to temporarily close roads are set out in Section 319(h), Section 342, and Schedule 10 (clause 11) of the Local Government Act 1974. Under the Local Government Act 2002, Waipā District Council has delegated powers to the Committee to approve temporary road closures, where legislative requirements are met.

The legal implications of Option 2 and how these have been addressed are noted below:

Under clause 11A of Schedule 10 of the Act, Council must:

- give public notice of its intention to consider closing any road or part of a road under [clause 11\(e\)](#); and
- give public notice of any decision to close any road or part of a road under that provision.

The Act defines a ‘public notice’ as a notice published in a newspaper circulating generally in the district to which the subject matter of the notice relates.

The first of these obligations has been met by publication of a notice outlining the proposed road closures published in the Te Awamutu News on Thursday 24 October 2024.

If the closure is approved, the second obligation will be met by publication of the approved closure in the Te Awamutu News on Thursday 13 February 2025.

All notices will also be published on the Council’s website.

**Financial Considerations – Whaiwhakaaro ā-Pūtea**

The following are the approximate costs to review and publish the road closures and review the temporary traffic management plan(s):

- \$320 (including GST), to publish two public notices
- \$320 (including GST), to review associated documents and traffic management plan

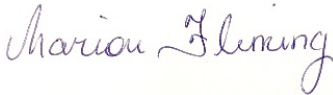
The above amounts are budgeted for in the current year forecast when the costs will be incurred.

**Risks - Tūraru**

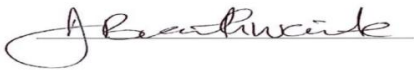
There are no known significant risks associated with the decisions required for this matter.

**8 NEXT ACTIONS**

Action	Responsibility	By When
Inform organiser their application has been approved	Events team	Within five working days
Work with organisers to approve a compliant Traffic Management Plan	Transportation team	Before the event date
Publicly notify the approved temporary road closure in the Te Awamutu News	Transportation team	Thursday 13 February 2025



Marion Fleming  
**TRANSPORTATION SAFETY OFFICER**



Reviewed by Jennifer Braithwaite  
**OPERATIONS TEAM LEADER – TRANSPORTATION**



Approved by Dawn Inglis  
**GROUP MANAGER SERVICE DELIVERY**

# COMMITTEE AGENDA



**To:** The Chairperson and Members of the Service Delivery Committee  
**From:** Governance  
**Subject:** **RESOLUTION TO EXCLUDE THE PUBLIC**  
**Meeting Date:** 10 December 2024

## 1 EXECUTIVE SUMMARY – WHAKARĀPOPOTANGA MATUA

A local Authority may, by resolution, exclude the public from the whole or any part of the proceedings of any meeting under section 48(1) of the Local Government Official Information and Meetings Act 1987.

## 2 RECOMMENDATION – TŪTOHU Ā-KAIMAHI

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

*The general subject of the matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:*

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48(1) for the passing of this resolution</b>
<i>14. 290701 C2 and C3 Central Stormwater Outfall Structure – Increase to Approved Contract Sum</i>	<i>Good reason to withhold exists under section 7 Local Government Official Information and Meetings Act 1987</i>	<i>Section 48(1)(a)</i>

*This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act, or Sections 6, 7 or 9 of the Official Information Act 1982, as the case may be, which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, are as follows:*

Item No.	Section	Interest
14	7(2)(i)	<i>To carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</i>