

# Service Delivery Committee Public Agenda - 14 May 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,

14 May 2024 09:00 AM

Agenda Topic	Presenter	Time	Page
1. Opening Karakia		09:00 AM-09:02 AM	
2. <a href="#">Apologies</a>	Chairperson	09:02 AM-09:03 AM	3
3. <a href="#">Disclosures of Members' Interests</a>	Chairperson	09:03 AM-09:04 AM	4
4. <a href="#">Late Items</a>	Chairperson	09:04 AM-09:05 AM	5
5. <a href="#">Confirmation of Order of Meeting</a>	Chairperson	09:05 AM-09:06 AM	6
6. <a href="#">Confirmation of Open Minutes - 19 March 2024</a>	Chairperson	09:06 AM-09:07 AM	7
6.1 <a href="#">Service Delivery Committee Unconfirmed Open Minutes - 19 March 2024</a>	Chairperson		8
7. <a href="#">Waipā Community Facilities Trust 6-monthly report to December 2023</a>	Brad Ward	09:07 AM-09:27 AM	15
7.1 <a href="#">Waipā Community Facilities Trust 6-monthly report to December 2023 (document number 11202040)</a>			17
8. <a href="#">Community Services Activity Report to 31 March 2024</a>	Brad Ward	09:27 AM-09:47 AM	29
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10.	<a href="#">Better Off Funding – Update</a>	Sherryn Paterson	10:07 AM-10:17 AM	62
10.1	<a href="#">Appendix 1: Transitioning Better Off and Council Transition Support funding arrangements to support Local Water Done Well – next steps</a>			71
11.	<a href="#">Notice of Motion from Te Awamutu and Kihikihi Community Board - Fluoridation</a>	Martin Mould	10:17 AM-10:27 AM	76
11.1	<a href="#">Appendix 1: Notice of Motion from Te Awamutu and Kihikihi Community Board 27 March 2024</a>			81
12.	<a href="#">290010 Street Light Maintenance &amp; Renewal Contract - Contract Renewal</a>	Jennifer Braithwaite	10:27 AM-10:32 AM	96
13.	<a href="#">290128 Urban and CBD Street Cleaning Services - Contract Renewal</a>	Jennifer Braithwaite	10:32 AM-10:37 AM	101
14.	<a href="#">Contracts Signed Under Delegated Authority</a>	Dawn Inglis	10:37 AM-10:39 AM	106
15.	<a href="#">Resolution to Exclude the Public</a>	Chairperson	10:39 AM-10:40 AM	109

Workshop 11.05am (Indicative Timing only)  
 OPEN: Passenger Transport Update (25 minutes)



**APOLOGIES**

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## **DISCLOSURE OF MEMBERS' INTERESTS**

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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

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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

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**Recommendation**

*That the order of the meeting be confirmed.*

# COMMITTEE AGENDA



**To:** The Chairperson and Members of the Service Delivery Committee  
**From:** Governance  
**Subject:** **CONFIRMATION OF OPEN MINUTES**  
**Meeting Date:** 14 May 2024

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

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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**

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

## **3 ATTACHMENT – ĀPITITANGA**

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Service Delivery Minutes – 19 March 2024 (pre-circulated)

# COMMITTEE MINUTES



**Committee:** Service Delivery  
**Time:** 9.00am  
**Date:** Tuesday 19 March 2024  
**Venue:** Council Chambers, Waipā District Council,  
101 Bank Street, Te Awamutu

## PRESENT

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### 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

*Opening Karakia – Committee Member Kara*

## 1 APOLOGIES

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There were no apologies.

## 2 DISCLOSURE OF MEMBERS' INTERESTS

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None

## 3 LATE ITEMS

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Nil

## 4 CONFIRMATION OF ORDER OF MEETING

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**RESOLVED**

15/24/18

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

Councillor A Brown / Councillor Pettit

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**5 CONFIRMATION OF MINUTES**

**RESOLVED**

15/24/19

*That the open minutes of the Service Delivery Committee meeting held on 20 February 2024, having been circulated, be taken as read and confirmed as a true and correct record.*

Councillor Gordon / Councillor L Brown

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**6 WATER SERVICES ACTIVITY REPORT TO FEBRUARY 2024**

The purpose of this report was to provide information on the activities pertaining to the Water Services Team’s activities for the period from the previous report (December 2023) to the end of February 2024. All graphs were updated to the end of February 2024.

This report contained matters that were of a purely administrative nature, or information that did not require a decision from Council. As such, this report did 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:

- Good progress has been made on Cambridge Wastewater Treatment plant upgrade.
- Full drinking water compliance for the year to date.
- Completion of a successful summer water campaign.

**RESOLVED**

15/24/20

*That the Service Delivery Committee receives the report of Martin Mould, Manager Water Services (document number 11151272).*

Councillor Pettit / Committee Member Kara

# COMMITTEE MINUTES



## 7 27-19-01 DISTRICT WIDE STORMWATER OPERATIONS AND MAINTENANCE CONTRACT – REQUEST FOR 12 MONTH EXTENSION TO 31 JULY 2025

The purpose of this report was to seek approval to extend contract 27-19-01 District Wide Stormwater Operations and Maintenance for a further 12 months, to 31 July 2025.

### RESOLVED

15/24/21

*That the Service Delivery Committee*

- a) **Receives** the report of Mike Huxtable, Project Engineer – Water Services, titled 27-19-01 District Wide Stormwater Operations and Maintenance Contract – Request for 12 Month Extension to 31 July 2025 (document number 11180463);
- b) **APPROVES** the extension of contract 27-19-01 Stormwater Operations and Maintenance held by Cambridge Excavators Limited, (CAMEX) for a one-year period from 1 August 2024 to 31 July 2025;
- c) **APPROVES** an increase to the approved contract sum for contract 27-19-01 Stormwater Operations and Maintenance, from THREE MILLION SEVEN HUNDRED AND FORTY-TWO THOUSAND, SIX HUNDRED AND THIRTY THREE DOLLARS AND TWENTY THREE CENTS (\$3,742,633.23,) excluding GST, to FOUR MILLION EIGHT HUNDRED AND SIXTY FIVE THOUSAND, AND NINETY FIVE DOLLARS AND TWENTY ONE CENTS (\$4,865,095.21), excluding GST;
- d) **Notes that:**
  - i) the increased contract sum in recommendation c) is higher than the funding currently allocated for these services under the 2021-2031 Long Term Plan;
  - ii) the difference in funding is due to inflationary pressures being provided for in the proposed contract extension;
  - iii) staff propose reflecting these increased costs in the 2024/25 Enhanced Annual Plan and the 2025-2034 Long-Term Plan, and will ensure payment for the increases through existing budget reallocations.

Councillor Stolwyk / Councillor Thomas

## 8 160<sup>TH</sup> O-RĀKAU ANNIVERSARY COMMEMORATION – REQUEST FOR TEMPORARY ROAD CLOSURE

The purpose of this report was to seek approval to temporarily close a public road for the 160<sup>th</sup> O-Rākau Anniversary Commemoration.



**RESOLVED**

15/24/22

*That the Service Delivery Committee:*

- a) *Receives the report of Marion Fleming, Transportation Safety Officer, titled 160<sup>th</sup> O-Rākau Anniversary Commemoration – Request for Temporary Road Closure;*
- b) *Approves the temporary closure of the following road on:*

**Tuesday 2 April 2024 between 6:00am and 5:00pm**

- ***Arapuni Road – between Brotherhood Road and Tiki Road***

*In accordance with Sections 319(h) and 342, and Section 11 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 Coles / Councillor Stolwyk

## **9 NATIONAL FIELDAYS 2024 – REQUEST APPROVAL FOR TEMPORARY ROAD CLOSURES**

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The purpose of this report was to seek approval to temporarily close public roads for the New Zealand National Fieldays.

**RESOLVED**

15/24/23

*That the Service Delivery Committee*

- a) *Receives the report of Marion Fleming, Transportation Safety Officer, titled National Fieldays 2024 – Request for Temporary Road Closure;*
- b) *Approves the temporary closure of the following roads on **Wednesday 12 to Saturday 15 June 2024***

**MYSTERY CREEK AREA**

**5:45am to 11:00am**

- ***Mystery Creek Road (eastbound lane) – between Gate 2 and Mellow Road***



- **Mellow Road (southbound lane)** – between Mystery Creek Road and Kaipaki Road
- **Mystery Creek Road** – between Mellow Road and McEldownie Road (resident access only)
- **McEldownie Road** – between Mystery Creek Road and Kaipaki Road (resident access only)

Angus Road - there will be no left turn into Mystery Creek Road due to eastbound lane closure.

**1:00pm to 8:00pm**

- **Mystery Creek Road (westbound)** – between Mellow Road and Gate 2
- **Mellow Road (northbound)** – between Kaipaki Road and Mystery Creek Road
- **Mystery Creek Road** – between Mellow Road and McEldownie Road (resident access only)
- **McEldownie Road** – between Mystery Creek Road and Kaipaki Road (resident access only)

Angus Road - there will be no right turn on to Mystery Creek Road due to westbound lane closure.

**CAMBRIDGE PARK & RIDE**

Proposed road closures around the Cambridge Park and Ride site at the BMX Club in Milton Street:

**5:45am to 11:00am**

- **Milton Street (northbound)** – between 123 Milton Street and Lamb Street
- **Lamb Street (eastbound)** – between Milton Street and Cambridge Road

**1:00pm to 8:00pm**

- **Milton Street (northbound)** – between 123 Milton Street and Lamb Street

in accordance with Sections 319(h) and 342, and Section 11 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 Coles / Councillor Thomas

**10 CONTRACTS SIGNED UNDER DELEGATION**



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

**RESOLVED**

15/24/24

*That the Service Delivery Committee receives the report of Dawn Inglis, Group Manager Service Delivery, titled Contracts Signed under Delegated Authority (document number 11189176).*

Councillor L Brown / Councillor Montgomerie

**20 RESOLUTION TO EXCLUDE THE PUBLIC**

**RESOLVED**

15/24/25

***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>
<p>12. Confirmation of Public Excluded Minutes –20 February 2024 13. 27-19-02 Public Conveniences Cleaning and Maintenance Contract Extension</p>	<p><i>Good reason to withhold exists under section 7 Local Government Official Information and Meetings Act 1987</i></p>	<p><i>Section 48(1)(a)</i></p>

*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
12,13	7(2)(i)	<i>To carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</i>

Councillor Thomas / Councillor Stolwyk

The meeting went into Public Excluded at 9.36am  
 There being no further business the meeting closed at 9.53am

**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:** **Waipā Community Facilities Trust 6-monthly report to December 2023**  
**Meeting Date:** 14 May 2024

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### 1 EXECUTIVE SUMMARY – WHAKARĀPOPOTOTANGA MATUA

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Waipā District Council has contracted Waipā Community Facilities Trust (the Trust) to operate the Te Awamutu Events Centre and Perry Aquatic Centre. A Services Agreement sets out roles and responsibilities for both parties. Under the Service Agreement in line with Schedule 6 S6/2, the Trust has obligations to provide Council with various reports and updates.

Matt Horne, Chief Executive and members of the Trust will be present at the meeting to provide their update.

### 2 RECOMMENDATION – TŪTOHU Ā-KAIMAHI

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*That the Service Delivery Committee receive the report of Brad Ward, Manager Community Services titled Waipā Community Facilities Trust 6-monthly report to December 2023 (document number 11202024);*

### 3 COMMENTARY - KŌRERO

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The Trusts six monthly report to December 2023 provides a progress update on operational and financial activity at the Te Awamutu Events Centre and Perry Aquatic Centre. The Trust has seen positive patronage, with an increase of 9.3% (16,436) in visitor numbers year to date. They also recorded a 3% increase in overall satisfaction through their annual customer survey.

After receiving consent for a new café offering at the Perry Aquatic Centre, the Trust ran a trial with a coffee caravan over the summer period.

The Trust are seeking feedback from both facility users and the provider to determine future provision of this service. The Trust will work with Council staff regarding any sub-letting requirements.

#### 4 APPENDIX – ĀPITITANGA

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No:	Appendix Title
1	Waipā Community Facilities Trust 6-monthly report to December 2023 (document number 11202040)



Brad Ward  
**MANAGER COMMUNITY SERVICES**



Approved by Sally Sheedy  
**GROUP MANAGER CUSTOMER AND COMMUNITY SERVICES**



## APPENDIX 1

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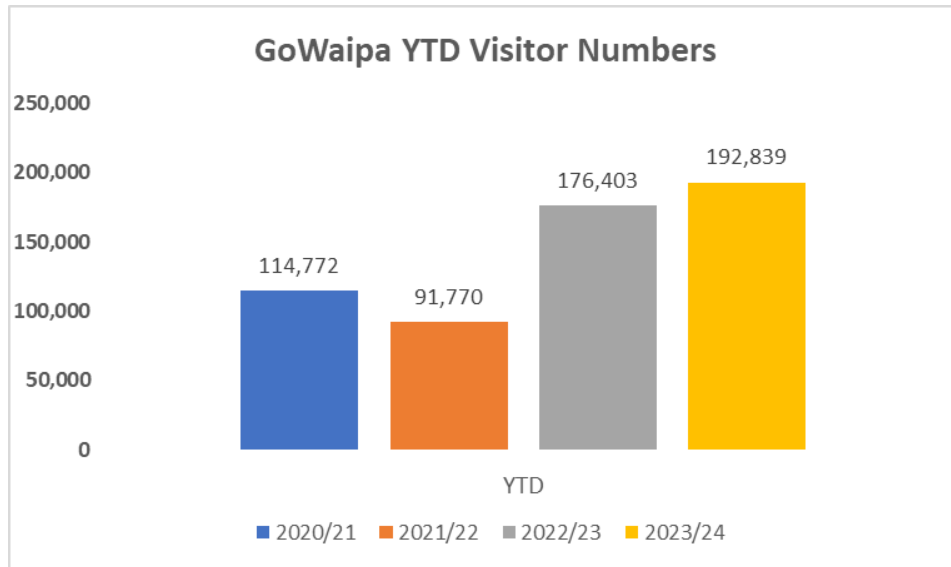
Waipā Community Facilities Trust 6-monthly report to December 2023  
(document number 11202040)

## Waipa Community Facilities Trust Monthly Non-Financial Report

July - December 2023

### 1. SUMMARY

YTD July-Dec attendance tracking well above the same period last year. Overall YTD visits are up 16,436 visits or 9.3%.



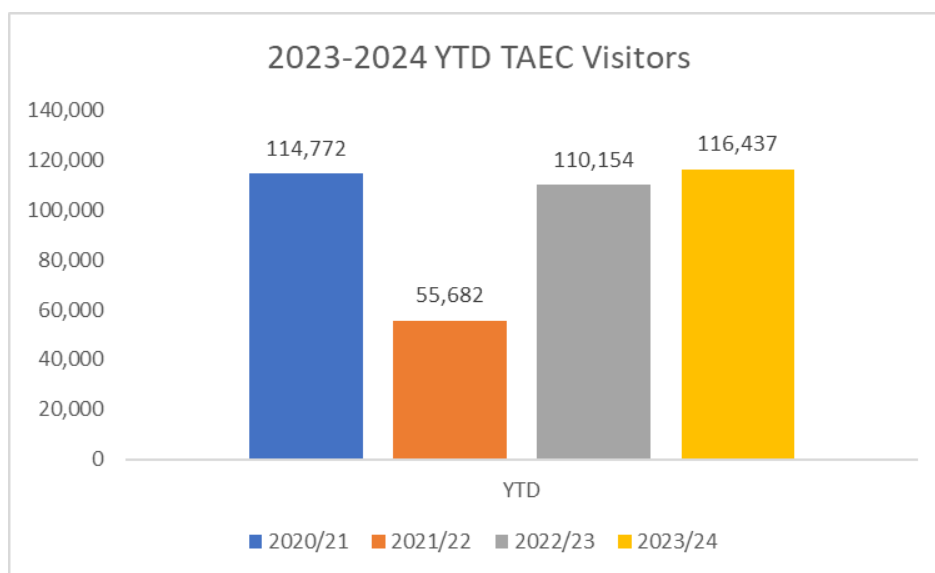
2020 – 2021 114,722  
2021 – 2022 91,770\*  
2022 – 2023 176,403  
2023 – 2024 192,839

\* COVID Restriction

**1.1. VISITOR NUMBERS – TAEC SUMMARY**

**TAEC YTD Visitor Numbers 2023 – 116,437**

TE AWAMUTU EVENT CENTRE									
LIVINGSTONE AQUATICS	SWIM WAIPA				CLUB WAIPA AQUATIC	SWIMMING SUB TOTAL	ASB STADIUM	CLUB WAIPA	TAEC TOTAL
	LTS	#TASC	SWIM 4 LIFE	HP					
51,031	13,312	1,141	652	96	915	67,147	19,748	29,542	116,437



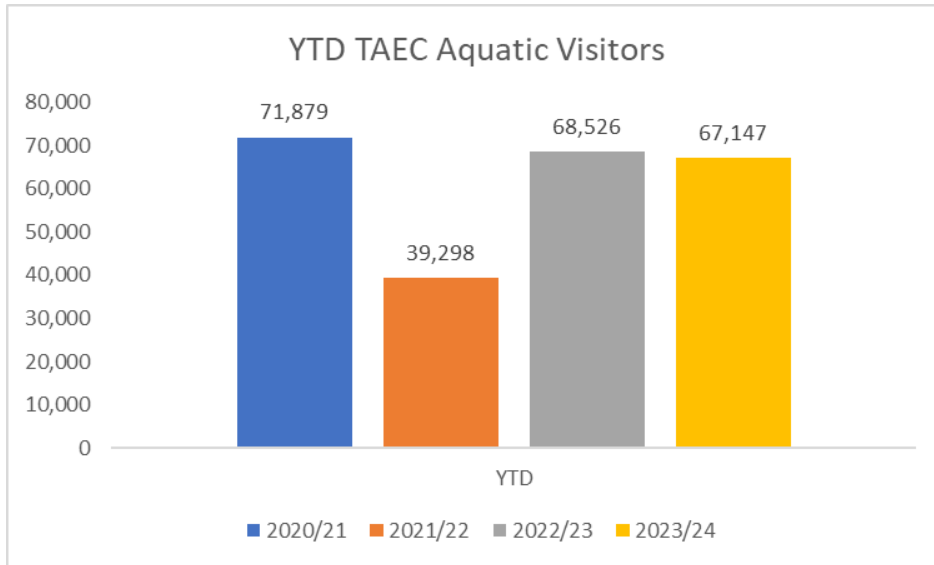
2020 YTD Dec	114,772
2021 YTD Dec	55,682*
2022 YTD Dec	110,154
2023 YTD Dec	116,437

Overall visits to TAEC are up 6,283 or 5.7% against YTD Dec 2022 and up 1,665 visits or 1.45% over the same period in 2020.

\*COVID-19 Restrictions

### 1.2. VISITOR NUMBERS – TAEC AQUATIC

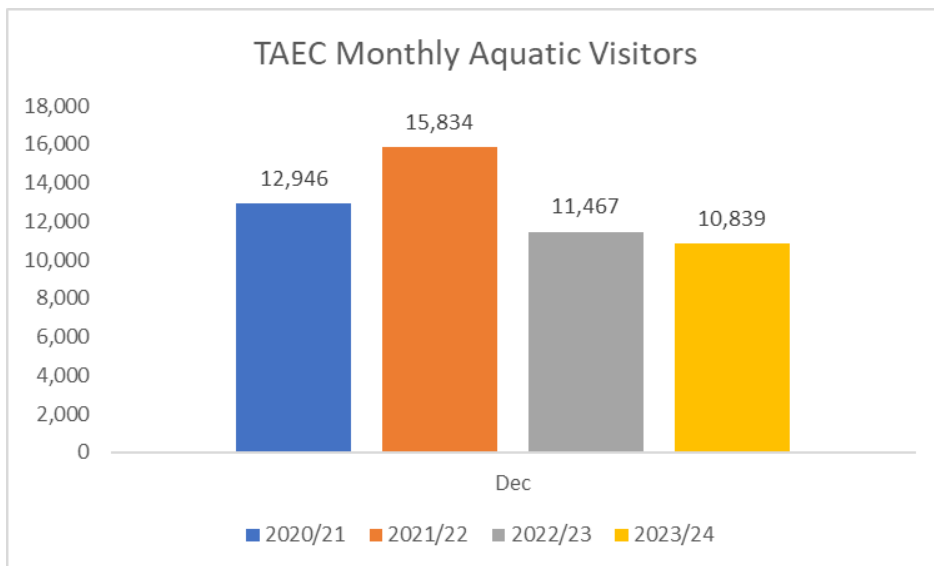
Visitors to Livingstone Aquatics continues to decline since the opening of the Perry Aquatic Centre. Overall YTD Aquatic visits are slightly down compared to last year down -1,379 visits or -2% and -4,732 or -6.6% over the same period in 2020.



2020	YTD Dec	71,879
2021	YTD Dec	39,298*
2022	YTD Dec	68,526
2023	YTD Dec	67,147

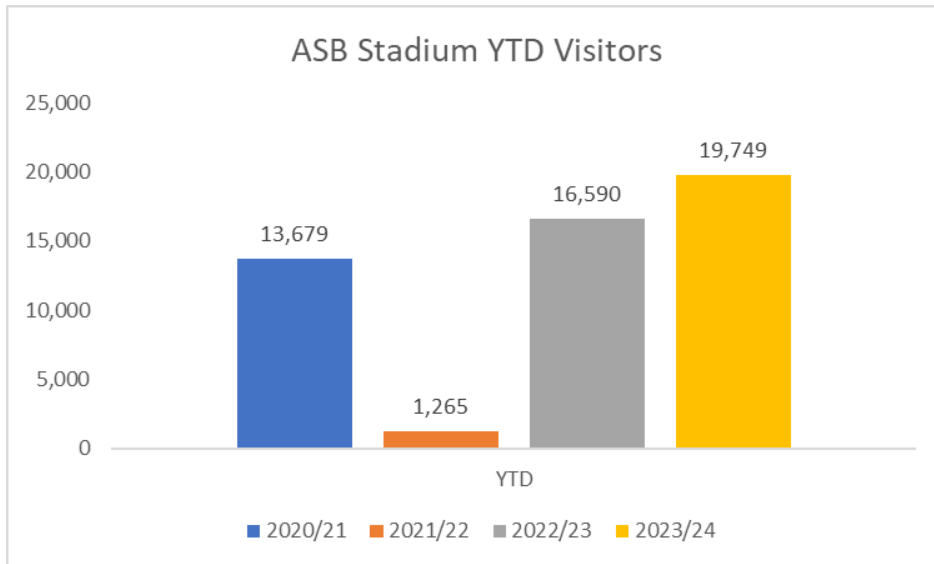
\*COVID-19 Restrictions

Monthly Aquatic visits were down compared last year -628 visits or -5.5% and down -4,995 or -31% Dec 2021.



### 1.3. VISITOR NUMBERS – YTD – ASB STADIUM

YTD visits are up 3,159 or 18.6% over last year and 6,070 visits or 44% over the same period in 2020 which was affected by COVID-19 restrictions. Monthly occupancy rate has increased from 21.41% to 36.68% and hours used from 90.63hrs to 155.50hrs.

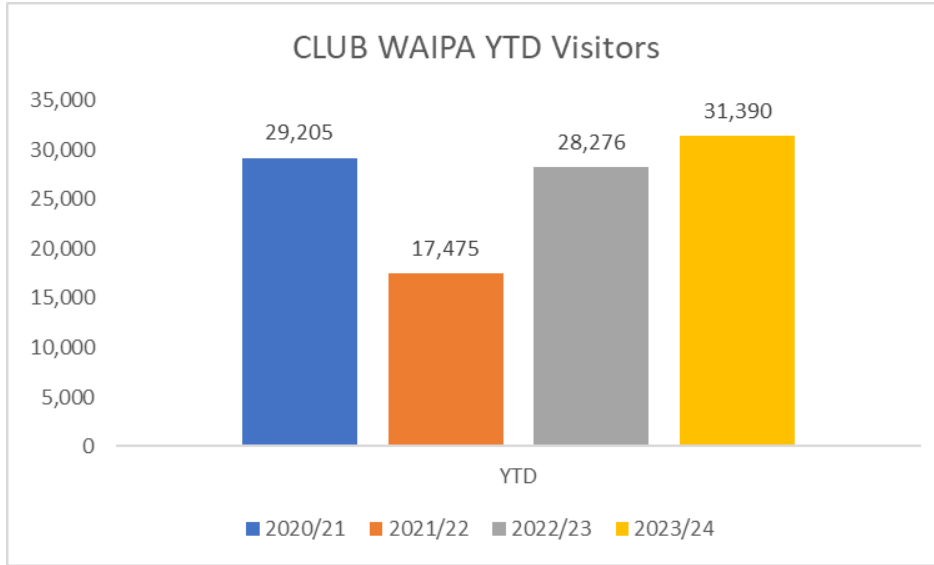


2020	YTD Dec	13,679
2021	YTD Dec	1,265*
2022	YTD Dec	16,590
2023	YTD Dec	19,749

\*COVID Restrictions

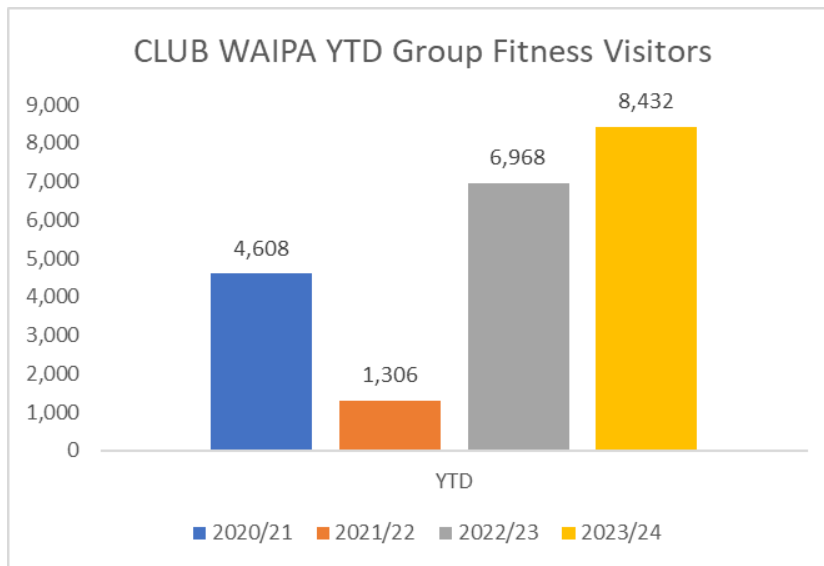
**1.4. VISITOR NUMBERS – YTD – TAEC CLUB WAIPA**

YTD Club Waipa memberships have increased from 907 July to 1,148 up 241 members. YTD, we had 31,390 visits up 3,114 visits or 11% against the same period last year.



2020 YTD Dec	29,205
2021 YTD Dec	17,475*
2022 YTD Dec	28,276
2023 YTD Dec	31,390

YTD Group Fitness class attendance has seen growth from 6,968 to 8,432 visits up 1,464 or 21%



Group Fitness (GF)

2020 YTD 8,432 (2023) compared to 4,608 (2020) up 3,824 visits or 83%  
 2021 YTD\* 8,432 (2023) compared to 1,306\* (2021) up 7,126 visits or 546%  
 2022 YTD 8,432 (2023) compared to 6,968 (2022) up 1,464 visits or 21%  
 2023 Dec 1,183 compared to 981 (2022) up 202 or 20.6%

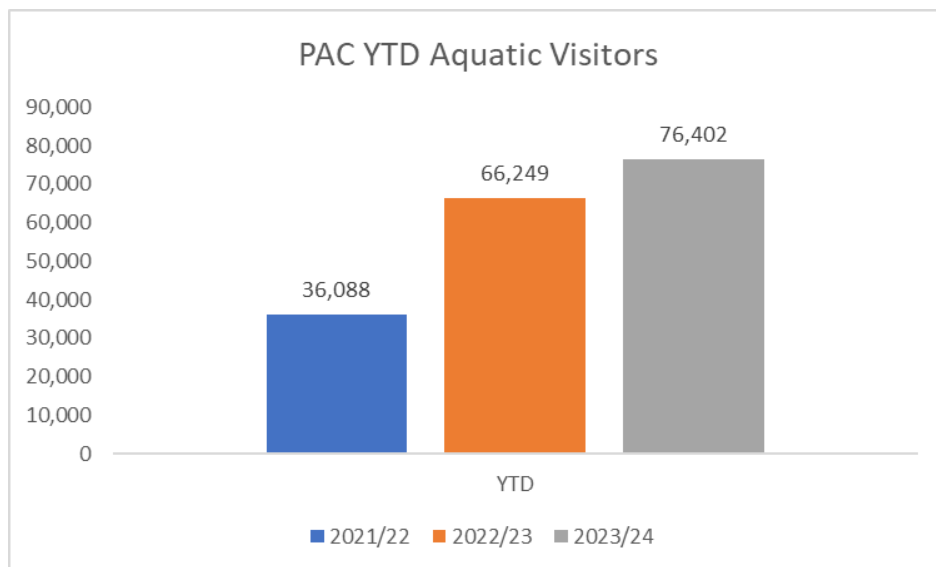
**1.5. VISITOR NUMBERS – YTD – CAMBRIDGE**

The Perry Aquatic Centre continues to track well against last year. Interest in bookings at PAC is now starting to increase with Northshore Swimming Club and Liz van Wellie Swim Club visiting for their swim camps.

**PAC YTD Visitor Numbers 2023 – 76,402**

PERRY AQUATIC CENTRE						
AQUATICS	SWIM WAIPA				CLUB WAIPA AQUATIC	PAC TOTAL
	LTS	#CSC	SWIM 4 LIFE	HP		
57,566	13,258	1,515	197	607	3,259	76,402

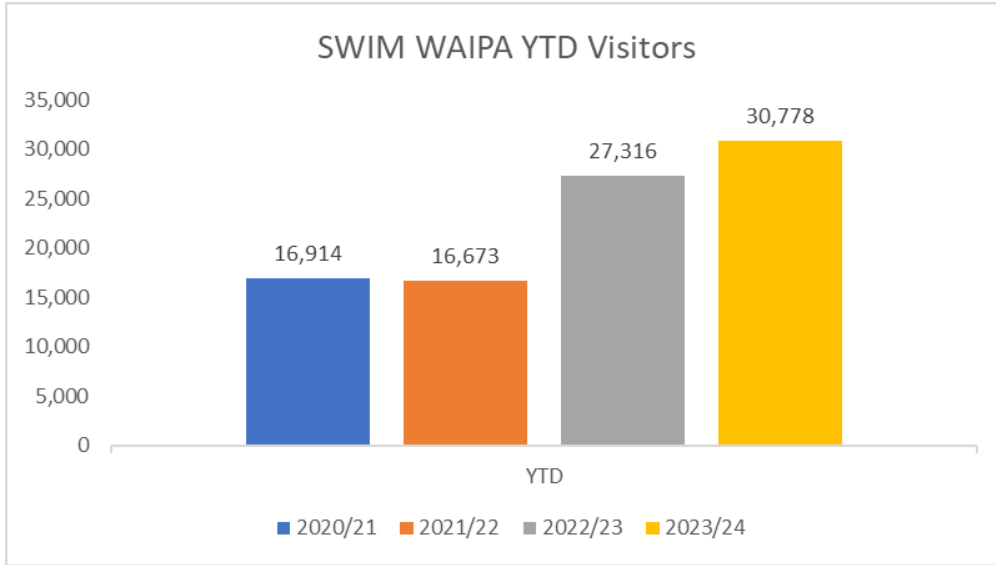
YTD visits at PAC are up 10,153 visits or 15.3%.



2021 YTD Dec 36,088\*  
 2022 YTD Dec 66,249  
 2023 YTD Dec 76,402

**1.6. VISITOR NUMBERS – YTD – TAEC SWIM WAIPA**

YTD has seen the SW programme increase monthly member average from 1,829 Students to 1,917 students an increase of 88 members per month or 4.8%. YTD Swim Waipa attendance up 3,462 visits or 12.6% on last year.

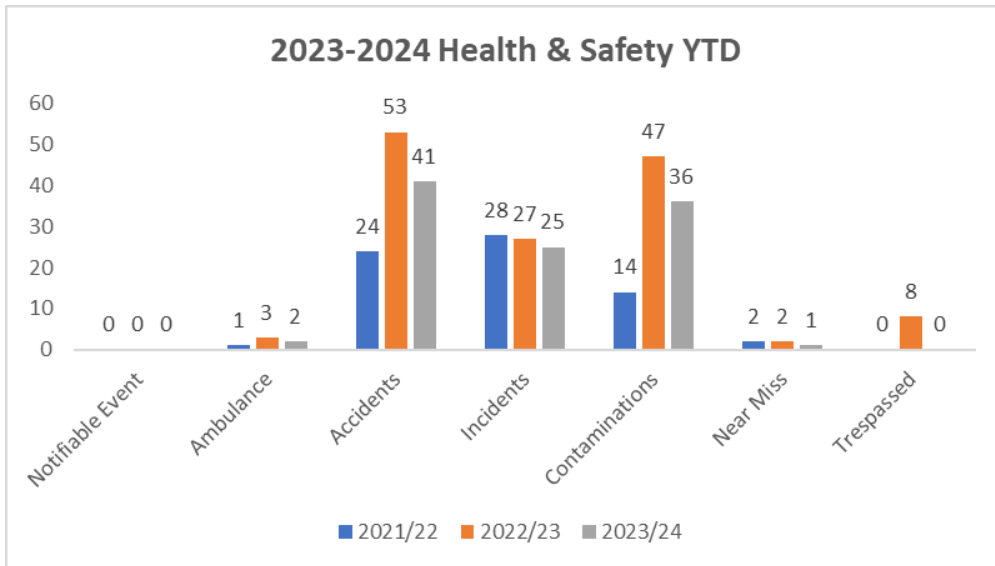


2020 YTD	16,914	13,708 LTS	1,876 CB	773 SP	557 HP
2021 YTD	16,673*	14,652 LTS	1,650 CB	36 SP	335 HP
2022 YTD	27,316	23,647 LTS	2,443 CB	752 SP	474 HP
2023 YTD	30,778	26,570 LTS	2,656 CB	849 SP	703 HP



**2. HEALTH & SAFETY – YTD**

YTD, we have 0x Notifiable Events, 2x Ambulance, 41x Accidents, 25x Incidents, 36x Contaminations and 1x Near Misses and 0x Trespassed.



**Health and Safety – 2023/2024 YTD Comparison (July - Dec)**

	YTD 2022/23	YTD 2023/24	VARIANCE
Notifiable Event	0	0	-
Ambulance	3	2	-1
Accidents	53	41	-12
Incidents	27	25	-2
Contamination	47	36	-11
Near Miss	2	1	-1
Trespassed/Banned	8	0	-8

### 3.8 POOL WATER QUALITY

The Operational Team has maintained YTD pool water quality average at 97% with 97% at Livingstone Aquatics and 97% at the Perry Aquatic Centre tracking above the recommended minimum Pool Water Quality Standard of 85% average.

### 3.9 WATER QUALITY – YEARLY AVERAGE (TARGET: 85%)

**Water Quality Results 2020/2021**

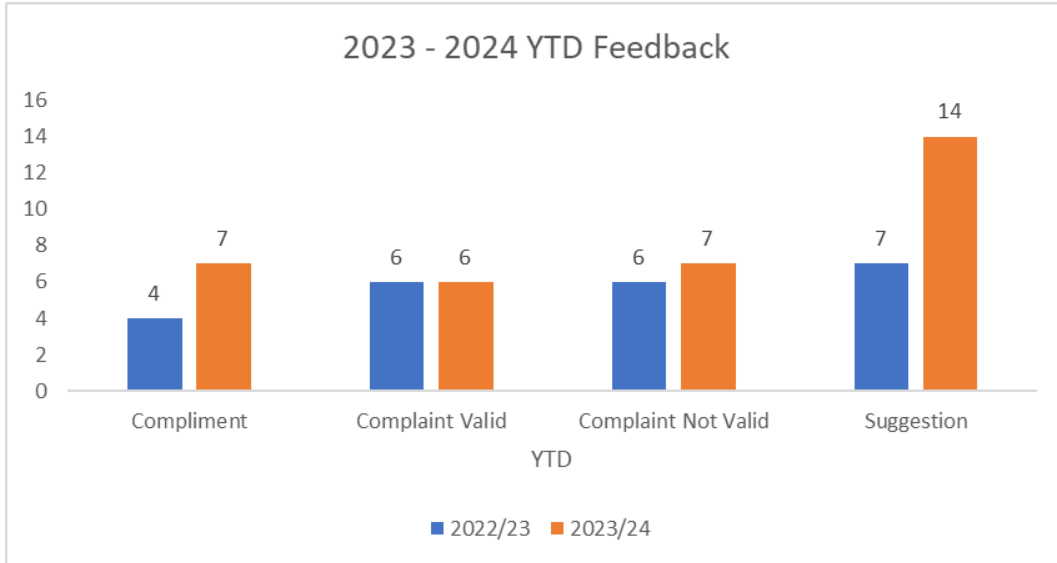
Month	TAEC	Cambridge
July	100%	97%
August	94%	97%
September	94%	97%
October	96%	97%
November	97%	98%
December	97%	96%
January		
February		
March		
April		
May		
June		

### 3.9 POOL TEMPERATURES

Pool Temps	TAEC Therapy Pool	TAEC 25m Pool	TAEC TOTS Pool	TAEC Spa Pool	PAC Therapy Pool	PAC 25m Pool	PAC TOTS Pool	PAC Spa Pool	PAC 50m Pool
	31-33°c	25-28°c	30-33°c	38-40°c	31-33°c	25-28°c	30-33°c	38-40°c	27-29°c
July	32.7	27.4	31.5	37.5	32.7	27.3	31.8	38.3	
Aug	32.4	27.4	31.4	38.0	32.7	27.3	31.2	38.0	
Sept	32.9	27.0	31.3	39.0	32.9	27.3	31.4	37.5	
Oct	32.9	27.2	31.4	39.7	32.9	27.3	33.0	35.6	26.9
Nov	33.1	27.0	31.4	39.4	33.0	27.3	32.1	36.3	27.0
Dec	32.9	26.9	31.3	39.6	33.0	27.3	32.6	39.3	27.5
Jan									
Feb									
Mar									
Apr									
May									
June									
Total Average	32.8	27.2	31.4	38.7	32.8	27.3	31.9	37.1	27.0

### 3. CUSTOMER FEEDBACK

YTD, we have received 7x compliments, 6x Valid Complaints, 7x Non-valid Complaints, 14x Request/Suggestions



YTD Feedback Comparison

	2022/23	2023/24	Variance
Compliment	4	7	3
Complaint Valid	6	6	-
Complaint Not Valid	6	7	1
Requests/Suggestion	7	17	7

### 4. CAPITAL NEW AND RENEWAL ASSET MANAGEMENT PROJECTS

- Equalising valve replacement (TAEC) – \$7,500
- Gas tubing and pipe run maintenance (TAEC) – \$15,000
- GF Signet Transmitter/Flowmeter replacement (TAEC) - \$20,000
- HVAC Scroll Fan replacement (TAEC) - \$50,000
- Pump replacement (TAEC) - \$15,000
- Submersible Pump Replacement (TAEC) - \$8,345
- Flow meter installation (PAC) - \$25,000
- Pool Cover replacement (PAC) - \$30,000 - completed
- Pool vacuum replacement (PAC) - \$7,500
- Pump replacement (PAC) -\$15,000
- Submersible Pump replacement - \$8,345

#### WCFT

- Café (PAC) – RC issued. Shots Café opened 1 Dec

## 8. Appendices

### 8.1. Visitor Numbers – Monthly & YTD Breakdown

2023/24	GOWAIPA YTD VISITS												
Month	Livingstone Aquatics	Swim Waipa				Swim Waipa Total	Club Waipa - Aquatic	Swimming Sub-Total	ASB Stadium	Club Waipa Non-Aquatic	TAEC Total	Cambridge Aquatic	Grand Total
		Swim Waipa Learn to Swim	Swim Waipa Club	Swim Waipa Schools Programme	Holiday Programme								
July	8,020	1,405	141	46	48	1,640	135	9,795	1,891	4,723	16,409	11,894	28,303
August	7,238	2,801	221	97	0	3,119	156	10,603	5,753	5,094	21,450	12,373	33,823
September	8,419	1,877	162	86	24	2,149	162	10,730	3,262	4,912	18,904	11,871	30,775
October	9,083	2,220	222	177	24	2,643	170	11,896	2,796	5,028	19,720	12,874	32,594
November	9,380	3,327	276	131	0	3,734	170	13,284	4,100	5,329	22,713	14,223	36,936
December	8,801	1,682	119	115	0	1,916	122	10,839	1,946	4,456	17,241	13,167	30,408
January													
February													
March													
April													
May													
June													
<b>YTD Totals</b>	<b>51,031</b>	<b>13,312</b>	<b>1,141</b>	<b>652</b>	<b>96</b>	<b>15,201</b>	<b>915</b>	<b>67,147</b>	<b>19,748</b>	<b>29,542</b>	<b>116,437</b>	<b>76,402</b>	<b>192,839</b>

# 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 March 2024**  
**Meeting Date:** 14 May 2024

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## 1 EXECUTIVE SUMMARY – WHAKARĀPOPOTOTANGA MATUA

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The purpose of this report is to provide information on the activities of the Community Services Unit from 1 January to 31 March 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.

## 2 RECOMMENDATION – TŪTOHU Ā-KAIMAHI

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*That the Service Delivery Committee receives the report of Brad Ward, Manager Community Services, titled Community Services Activity Report to 31 March 2024 (document number 11203922).*

## 3 COMMENTARY - KŌRERO

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### COMMUNITY ASSETS AND PROJECTS

#### Play Spaces Renewal and Development

The Te Awamutu War Memorial Park playground renewal commenced on 19 February 2024 and is due to be completed in May. Contractors have made good progress on the project, replacing the aged, but much loved, equipment and failing safety surfacing. The new play provision will include themes connected to the natural environment of the park and a nod to the memorial aspect of the area.



Engagement with Ngāti Koroki Kahukura and Ngāti Hauā has commenced regarding design for the playground renewal at Kings Garden (corner of Carnation Court and Tulip Drive), Cambridge, with the final design due for completion at the end of May 2024. Staff also undertook a survey of local residents and park users of Kings Garden to gain feedback on desired elements and function for inclusion into the design. One engaged resident who had offered to fundraise for additional equipment via the Cambridge Community Board has offered to raise funds for shade sails (which do not form part of the renewal project). Construction is currently planned to commence in September to allow for lead times for equipment.

Site optioneering continues for the provision of a skate park in Kihikihi. Progress has been delayed due to the interdependence of another project at one of the sites of interest, however staff anticipate traction to gain momentum in the next quarter.

Skate park concept designs are being created after additional engagement with immediate neighbours and the wider community of the Franklin Street site adjoining the Pirongia Sports Park. The design will enable the Pirongia fundraising team to gain momentum in their efforts to fund the proposed skate park.

Staff are working with developers in Te Awamutu and Cambridge where playgrounds will be delivered for Waipā District Council as part of their Infrastructure Works Agreements. Good progress is being made on construction at Frontier Estate, Te Awamutu and Hannon Industrial Estate, Hautapu. Construction of the playground in Bridleways Estate, Cambridge is due to commence in the next quarter.

#### Security Improvement Programme

A security camera has been installed at Bulmer's Landing. Minor modifications are required to maximise its potential, but since the installation antisocial behaviour has decreased, proving the deterrent value of cameras on site.

## PARK OPERATIONS AND CEMETERIES

### Contract Management

An update on individual contracts follows:

Contract	Update																																							
Rural Open Space Maintenance Contract	Staff are completing the transitional contract for the current contractor. This will allow staff to implement the service coming in-house considering machinery/vehicle purchase, hiring staff and depot space.																																							
Tree Maintenance Contract	<p>346 trees were pruned as planned maintenance over the last quarter.</p> <p>59 trees were removed, predominantly due to tree health and/or safety issues.</p> <p>37 trees received powerline clearance – mainly in Taylor, Stafford (Cambridge), Young and College (Te Awamutu) streets.</p> <p>Powerline clearance has been a priority over the last quarter due to delays in completing this work from storm clean-up, budget restraints and other high priority work in the past year.</p>																																							
Public Convenience Cleaning Contract	<p>The final two-year extension was granted at the March 2024 Service Delivery Committee meeting. Staff are currently working on the extension document, which includes fixed prices for all new single pan toilets.</p> <p>The March audit results scored 98%.</p> <div data-bbox="587 1361 1380 1803" style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;"><b>Past Audit Results</b></p> <table border="1"> <caption>Past Audit Results Data</caption> <thead> <tr> <th>Month</th> <th>2022/23 (%)</th> <th>2023/24 (%)</th> </tr> </thead> <tbody> <tr><td>July</td><td>75</td><td>90</td></tr> <tr><td>August</td><td>80</td><td>90</td></tr> <tr><td>September</td><td>80</td><td>90</td></tr> <tr><td>October</td><td>85</td><td>95</td></tr> <tr><td>November</td><td>90</td><td>95</td></tr> <tr><td>December</td><td>85</td><td>90</td></tr> <tr><td>January</td><td>85</td><td>95</td></tr> <tr><td>February</td><td>85</td><td>95</td></tr> <tr><td>March</td><td>90</td><td>98</td></tr> <tr><td>April</td><td>85</td><td>-</td></tr> <tr><td>May</td><td>85</td><td>-</td></tr> <tr><td>June</td><td>90</td><td>-</td></tr> </tbody> </table> </div>	Month	2022/23 (%)	2023/24 (%)	July	75	90	August	80	90	September	80	90	October	85	95	November	90	95	December	85	90	January	85	95	February	85	95	March	90	98	April	85	-	May	85	-	June	90	-
Month	2022/23 (%)	2023/24 (%)																																						
July	75	90																																						
August	80	90																																						
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March	90	98																																						
April	85	-																																						
May	85	-																																						
June	90	-																																						

### **Parks and Reserves**

The Park Operations teams had a normal summer season with scheduled maintenance work completed and staff able to work on additional maintenance work, such as garden and tree mulching during the drier months.



Annual bedding change out to winter flowering annuals are underway earlier than in previous years, to take advantage of warmer weather in autumn before any frost. The summer flowering plants put on a great display with good plant health and a long flowering season.





<b>Premier Parks Update</b>	
<b>Lake Te Koo Utu</b>	<p>Conversations continued with Ngāti Korokii Kahukura and Ngāti Hauā regarding the design and implementation of a Waharoa (gateway) at the Albert Street entrance to Lake Te Koo Utu.</p> <p>Procurement for a consultant is underway to develop the Heritage Management Plan for Lake Te Koo Utu, which is part of the Concept Plan implementation.</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.</p>
<b>Te Awamutu War Memorial Park</b>	<p>Progress has been made in drafting a Heritage Management and Maintenance Plan, and a Vegetation Management Plan. These are on track for completion in the next quarter. Staff have been working with partners and stakeholders to ensure the plans include all relevant information.</p> <p>The pond fountain pumps were regularly breaking down and have been replaced. The controls for this pump have had extra security added to them as staff have noticed members of the public have been tampering with the controls. This has led to the pump over- heating and burning out.</p>

Playgrounds

There has been ongoing damage at the new playground in Terry Came Drive, Cambridge, including fires in the toilet and on the safety surface.

Contractors have finished a deep clean of all play equipment across the district in the last quarter and maintenance actions from a district wide playground audit have been addressed and rectified.

Other reserves

Alligator weed has been found at Appleby Road stormwater reserve. Waikato Regional Council is responsible for the control and removal of this noxious weed. Park Operations staff are working to the protocols for this area.

New dog off-lead areas have been opened to the public in Pekerau Reserve, Ōhaupō Memorial Park, Waipuke Park, MacLean St Reserve and the previous Cambridge Motocross site on the Cambridge Town Belt. These are new maintenance areas for staff and contractors to manage.

Planning, design and consenting work was completed for the slip repair at Taumatawiiwii Reserve (south of Mighty River Domain), including realignment of the Te Awa cycleway to move this away from the slip escarpment. Physical works are due to commence in April 2024 and be completed in May. The reserve is managed by Ngā Pae Whenua – a joint management body between Council and Ngāti Korokī Kahukura

Council, with support from Waikato Regional Council, worked alongside mana whenua to undertake physical repairs and prevention actions to address significant erosion at Mātakitaki, Pirongia, approaching the confluence of the Mangapiko Stream and Waipa River.

### **Cemetery Operations**

At the close of the third quarter, ash burials are higher than the previous year. Lawn burials have plateaued and are tracking slightly higher than the same time from the previous year.

	2022/23 Quarter 3	2023/24 Quarter 3	Difference
Ash interment	69	75	+6
Lawn interment	124	127	+3

Further detail regarding Cemeteries can be found in Appendix 1.

## **MUSEUM AND HERITAGE**

### **Museum and Heritage Statistics**

- 1,598 visitors
- 44 research enquiries
- 8 image requests
- 5 collection acquisitions (still to be approved by the Te Awamutu and District Museum Board)
- 1,229 students as part of the Ministry of Education contract
- 76 new Tui and Tama Kids Club members, with a current total of 710 active members
- 4,153 new sessions of Te Ara Wai Journeys and 2,437 new users.

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

### **Te Awamutu Museum Education & Research Centre**

Te Awamutu Museum staff attended the Waipā Heritage Forum at the Kihikihi Police Temple Cottage in February. 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 and focuses on collaboration and support for heritage in the district. The Cambridge Museum held an opening event of their new exhibition display on 23 February 2024.

Te Awamutu Museum staff also hosted a visit from Ōtorohanga Museum staff at the end of March. The visit provided an opportunity for Waipā staff to provide advice on how to best look after, display and conserve local Taonga and make the Ōtorohanga Museum engaging and educational for their community and schools.

Staff continue to build on community engagement initiatives introduced in the previous two quarters, with programmes specifically tailored to rest-home residents and families with young children being well attended. Working closely with social enterprise ReCreators has continued to allow the Museum to offer regular sustainable up-cycling workshops to our local community.

Peak visiting times include weekends and school holidays, with the number of week day visitors, including some international visitors, remaining steady. The digital tour 'Te Ara Wai Journeys' continues to be well received by local and international visitors alike with recent visits to the sites, both digital and physical, significantly increasing this past quarter.

Families with young children regularly visit and 'word of mouth' advertising ensures a sustained level of sign-ups for new members to the Tui & Tama Kids' Club, with membership being at an all-time high. Children's activities are regularly refreshed and are closely associated with current exhibitions and significant public occasions/ events/ holidays. Visitor parking continues to be a challenge for those accessing the Museum during the work week and school holidays.

The offering of Self-digitisation and Ancestry.com programmes ensure research room facilities and resources are well utilised during the week, including a regular weekly meeting of the Te Awamutu Genealogy Society.

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

#### January 2024

- Legends Unleashed Dinosaur Event



#### February 2024

- Waitangi Day activities/educational opportunities

March 2024

- Tui & Tama Eco Expo
- In the Shed Rest-home programme
- Tui & Tama’s Great Easter Egg Hunt

**Enriched Local Curriculum (ELC)**

- 0 students in January (Term 1 starts in February)
- 731 students in February
- 498 students in March

Term 1 numbers were up from the same period last year due to strong school bookings with all Te Awamutu College students attending Marae sessions, and all Te Awamutu Intermediate students attending Treaty of Waitangi sessions.

**Museum Collections**

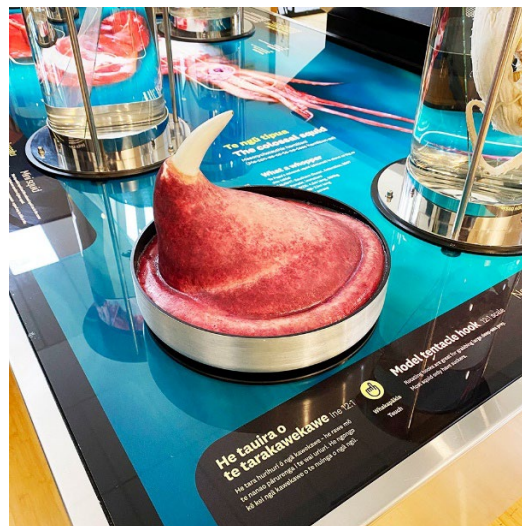
Museum and Communication and Engagement staff are working to create an online presence of the Council’s Public Art Collections. The webpage will display images of the works and information regarding each of the works and the artists. The webpage will be launched in spring.

Te Awamutu Museum Around Town Cases were installed in the following locations over the past three months.

- Council Reception Area – Te Awamutu Primary School objects
- Te Awamutu Library – ANZAC display

**Exhibitions**

The ‘Colossal Squid: Freaky Features’ travelling exhibition from Te Papa Museum, supplemented by inhouse designed graphic panels, opened in mid-December 2023 and continued on until the end of March 2024. Along with the refreshed Curioseum display of seashells from the natural history section of Museum’s collection, this display continued to educate and inspire visitors including the Tui & Tama Club members.



## Heritage Fund

Six of the nine applications received funding for Round 22, which closed on 31 December 2023. These were the first to be approved under the new fund criteria, and a total of \$68,701 was allocated this round as outlined within the following table.

Applicant	Project	Grant Amount
St John's Parish	Restoration of St Paul's Church stained glass windows	\$20,000
Cambridge Bowling Club	Exterior painting	\$2,714
Pirongia Heritage & Info Centre	Exterior painting	\$14,500
Maungatautari Ecological Island Trust	Trailer to transport LRV around maunga	\$6,987
Waikato Diocesan Trust Board	Exterior repair and paint St Andrews Church	\$14,500
Lectorium Rosicrucianum NZ Inc	Electrical rewiring of Karapiro Hostel	\$10,000

## LIBRARIES

### Library Statistics Overview

- 38,622 visitors into the libraries
- 630 new memberships
- 115,858 physical items issued
- 23,481 eResources issued
- 5,008 patrons attending Library programmes.

### Events

Some of the event highlights for this period included:

- Wriggle and Rhyme in Cambridge  
The numbers attending these have grown to a point where too many are attending the current session, and a second session is being investigated.
- Enchanted Frozen Storytime with the Cambridge Autumn Festival  
Approximately 180 attended in the Cambridge Library. This was too many for the available space and any future events of a similar nature will have to be investigated further to see if this is something the library can safely assist with.
- Summer Reading Programme in both libraries  
Good numbers participated and finished this programme which is designed to try and keep children reading over the summer break.

More information relating to events can be found in Appendix 3.



### **Wilson Street Roadworks, Cambridge**

The roadworks along Wilson Street impacted both issue numbers and visitor numbers to Cambridge Library.

## **RESERVES PLANNING**

### **Ngā Roto Reserve Management Plan Review**

A joint procurement process was run with representatives of Ngāti Apakura and Ngāti Hikairo, who were on the Tender Evaluation Team to seek a consultant to support work on the Reserve Management Plan review. Project planning and scoping work is underway, which is proposed to be workshopped at the 7 May 2024 Strategic Planning and Policy Committee meeting. Wider stakeholder and public engagement is planned to commence in the next quarter.

### **Ngaa Pae Whenua Reserve Management Plan**

Council's Reserves Planning Team has been supporting Ngaa Pae Whenua (the Joint Management Body appointed to control and manage the four reserves vested in Ngāti Koroki Kahukura as part of their treaty settlement) to commence work towards the development of a Reserve Management Plan. Ngaa Pae Whenua has run a procurement process to engage a consultant to lead this work and it is anticipated this will commence in May 2024.

### **Te Awamutu War Memorial Park Concept Plan**

At the 5 March 2024 Strategic Planning and Policy Committee (Committee) meeting, a recommendation from the Te Awamutu and Kihikihi Community Board to pause implementation work arising out of the approved Te Awamutu War Memorial Park Concept Plan whilst a review was undertaken, was considered. The Committee resolved Council staff should work with the Board to clarify aspects of the plan they would like to see resolved. A meeting to address this resolution is anticipated to occur in May 2024.

### **Waipa District Play, Active, Recreation and Sport Plan 2023-2033 (PARS)**

Council staff have been working with Sport Waikato to develop the PARS – a shared document with Sport Waikato which outlines strategic priorities and recommendations for play, active recreation, sport and physical activity spaces, along with an action plan outlining focus areas, tasks, lead responsibility, funding and priority timeframes. This will be shared with the Strategic Planning and Policy Committee at a workshop once it has been developed.

### **Biodiversity work**

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

- Weed control programmes through conservation reserves
- Bat monitoring programmes in both Pirongia and Leamington – showing significant bat presence in both locations
- Development of the Lake Mangakaware Restoration Plan commenced, due to be largely completed by the end of the current financial year
- Staff attendance at workshops for the Waikato Biodiversity Accord with Waikato Regional Council, which will be workshopped with Council on 15 May 2024
- Predator control in conservation reserves through efforts of volunteer groups and contractors
- Planning towards the 2024 planting programme.

### **Arboriculture planning**

Council's Arborist Planner worked with other agencies to rapidly respond to the discovery of Dutch Elm Disease in the Waipā district. A Standard Operating Procedure was developed and provided to all known arborists operating in the district. Further planning is underway to develop options around how Council could respond to further outbreak of this disease.

### **Concessions**

During this period three concessions were sought and issued for filming work at Maungatautari. Council staff have continued to work with Maungatautari Ecological Island Trust and mana whenua to ensure these concession applications are considered in a timely manner.

## **4 APPENDICES – ĀPITITANGA**

<b>No:</b>	<b>Appendix Title</b>
1	Cemetery Statistics
2	Museum Statistics
3	Library Statistics



Brad Ward

**MANAGER COMMUNITY SERVICES**



Approved by Sally Sheedy

**GROUP MANAGER CUSTOMER AND COMMUNITY SERVICES**

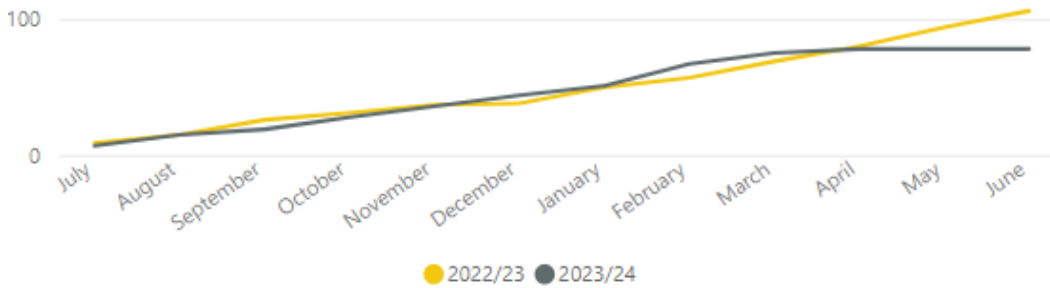


## APPENDIX 1

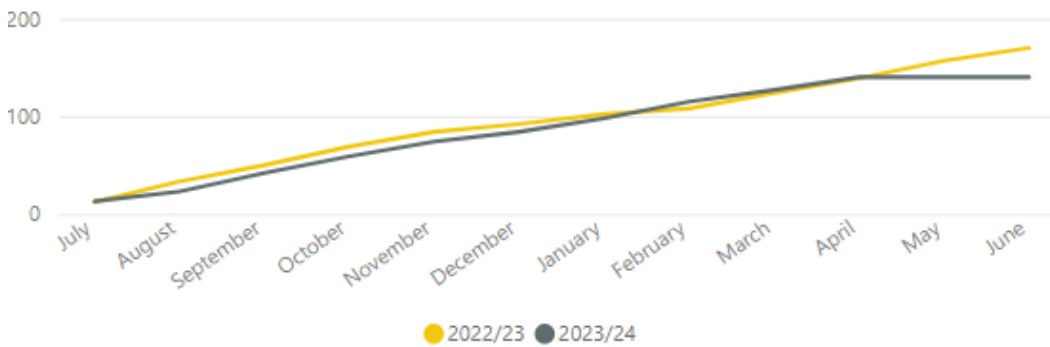
### Cemetery Statistics

	2022/23 Quarter 3	2023/24 Quarter 3	Difference
Ash interment	69	75	+6
Lawn interment	124	127	+3

All ashes interments (YTD)



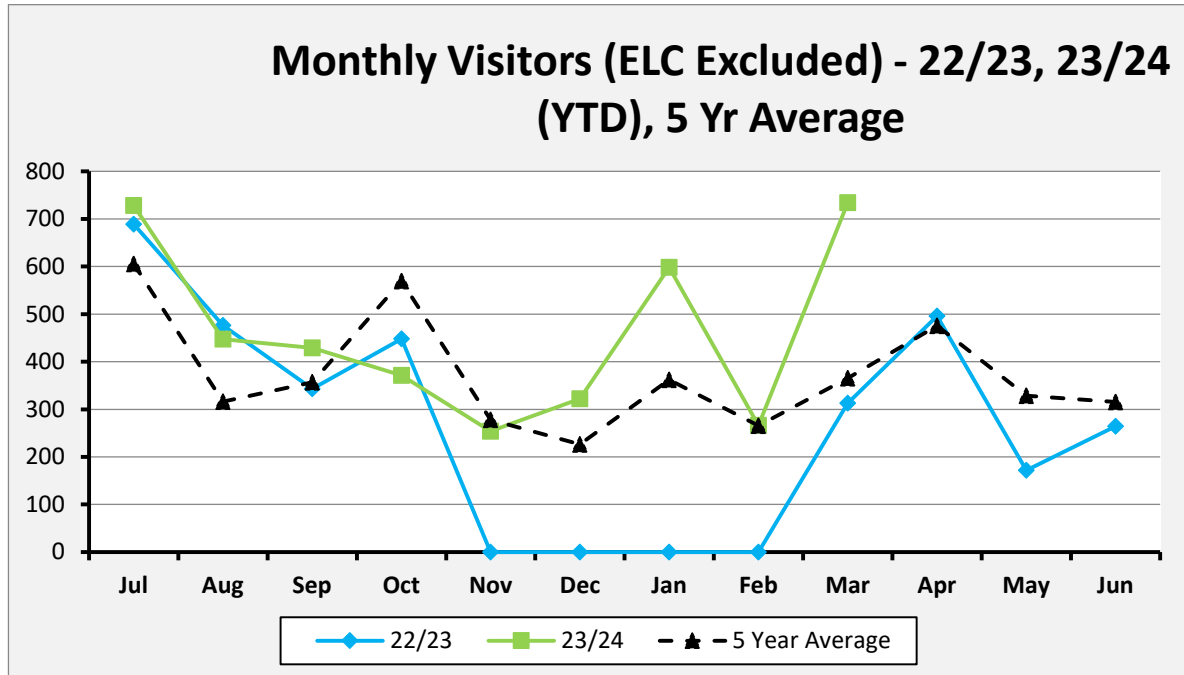
All lawn interments (YTD)



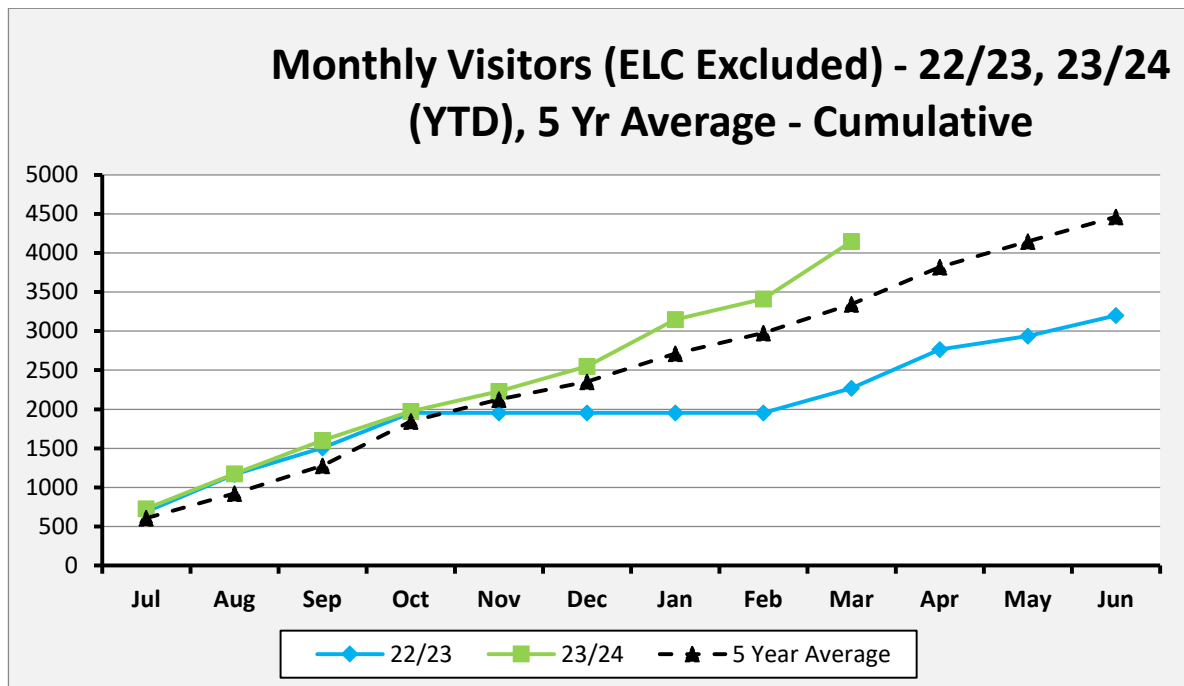
**APPENDIX 2**

**Museum Statistics**

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

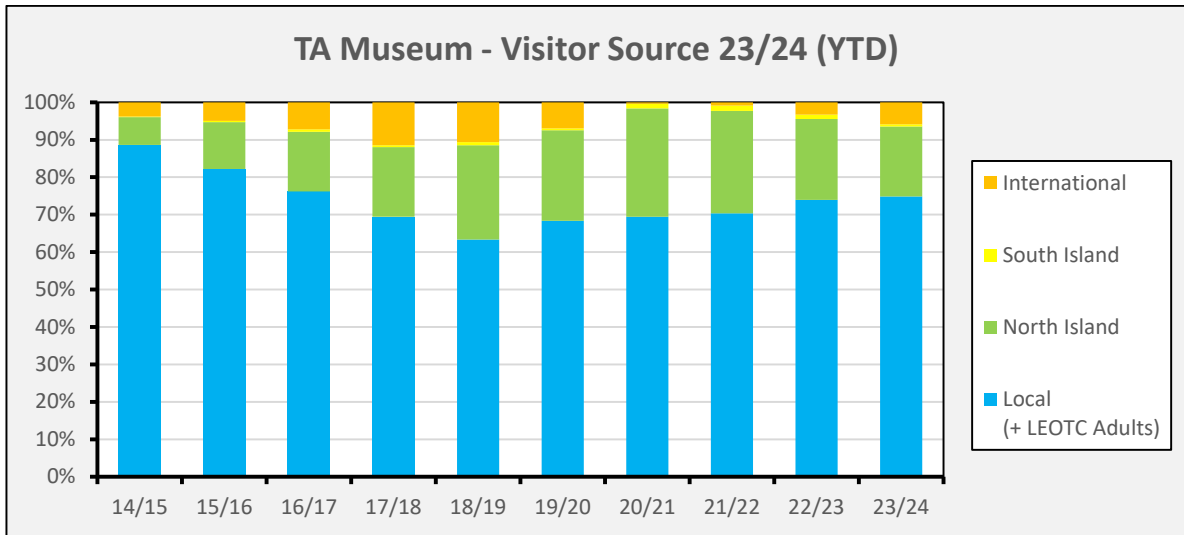
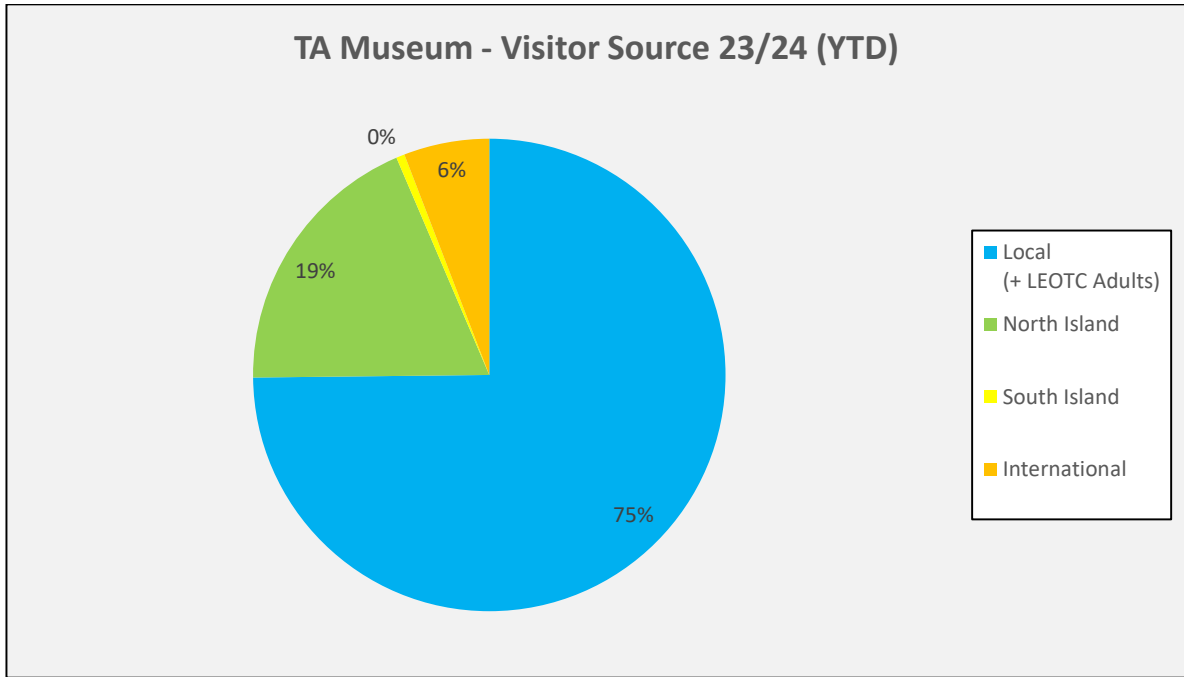


The graph above shows the Museum closure in late 2022 and early 2023.



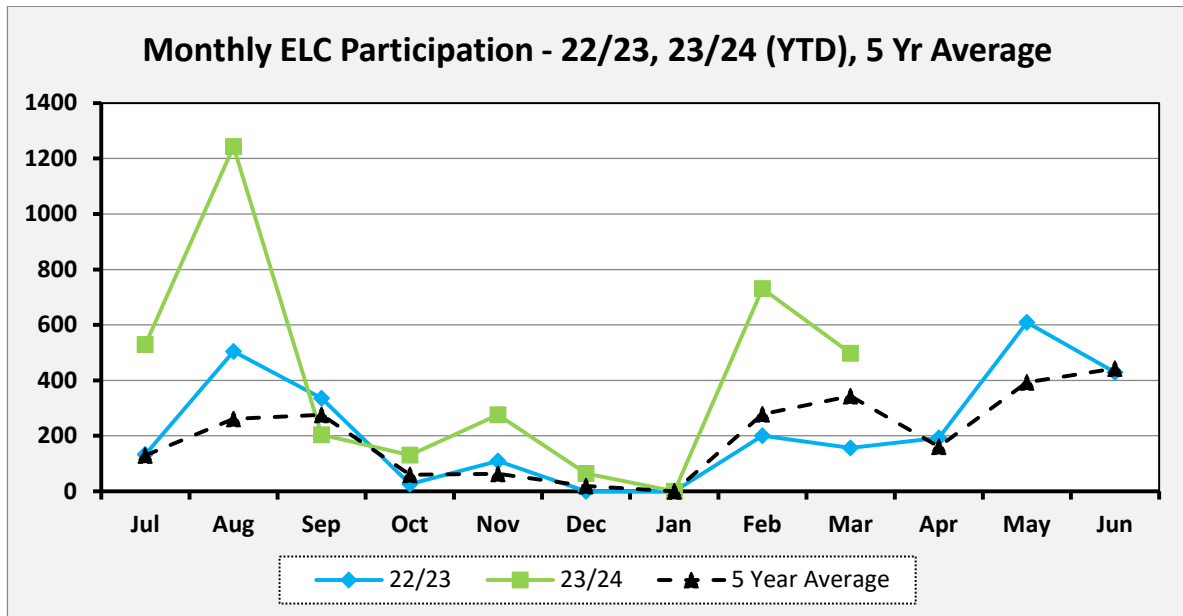
Museum patronage is trending in line with the five-year average, outside of the COVID-19 impacts (2022) and Museum closure (2022 and 2023).

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



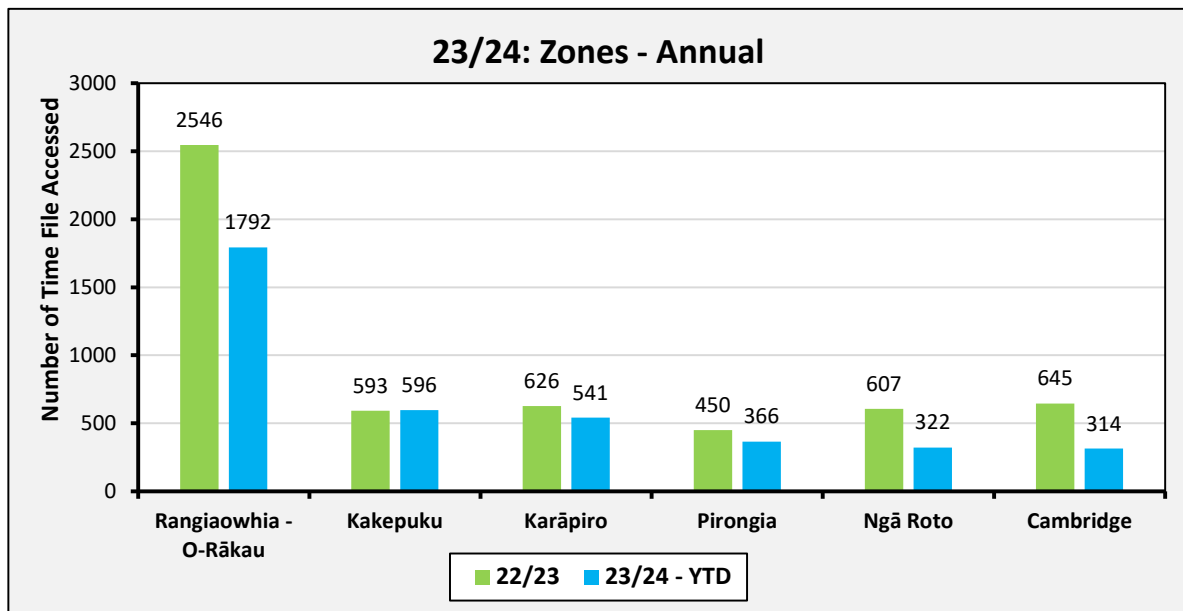
These graphs show the impact of COVID-19 on international visitor numbers, and the increase in local visitor numbers since the opening of the Te Awamutu Museum Education & Research Centre in March 2023.

### Enriched Local Curriculum (ELC) Student Numbers

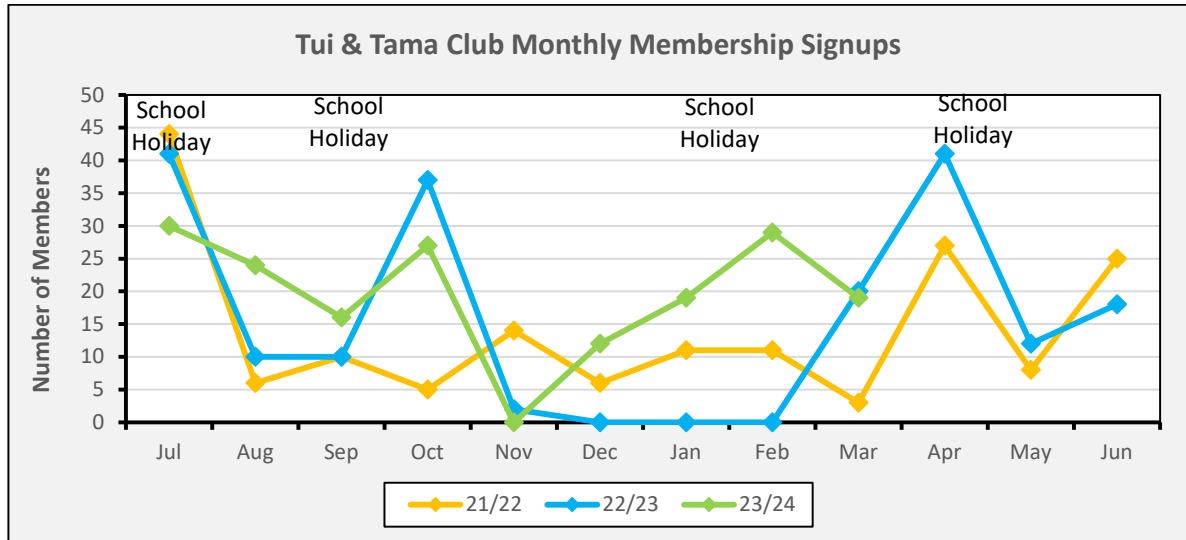


This year has seen an increase in the Enriching Local Curriculum programmes.

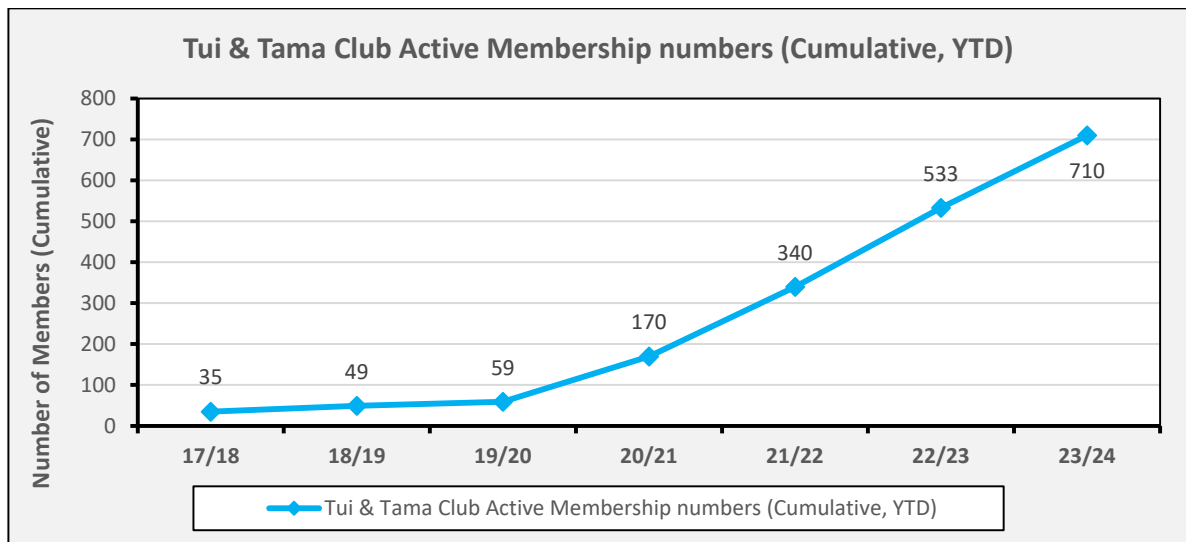
### Te Ara Wai Journeys engagement



### 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

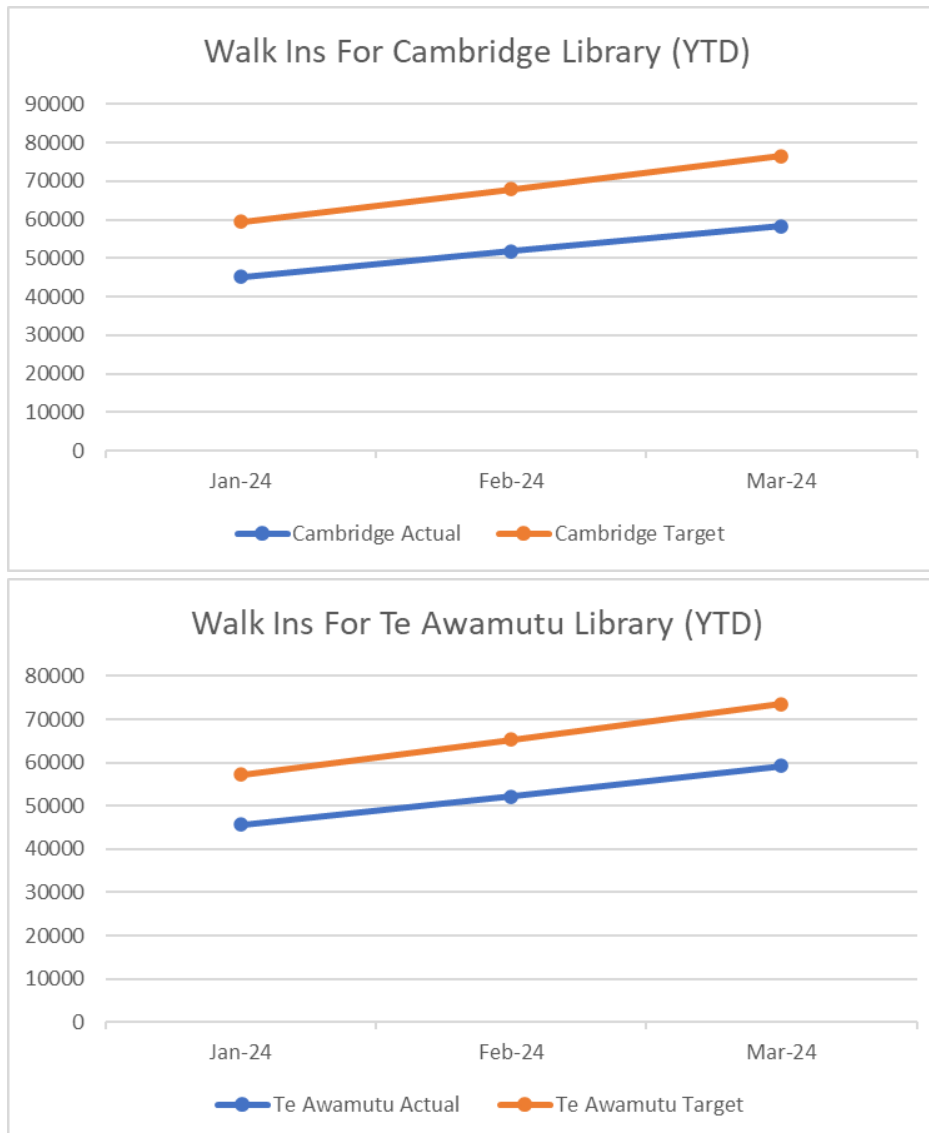
### Library Statistics

#### Membership numbers

During this quarter there were 372 new patrons at Cambridge Library and 258 at Te Awamutu Library. At the end of this period the number of registered patrons were recorded as:

- Cambridge – 23,214
- Te Awamutu – 17,420

#### Visitor numbers



\* The numbers in the two graphs above are the minimum number of those that have come in the libraries. Due to how the visitor counter works, not every person entering the library can be recorded. It also does not allow for those who attended Library programmes not held in the libraries e.g. an activity room, meeting rooms or outside e.g. Wriggle and Rhyme in the park.

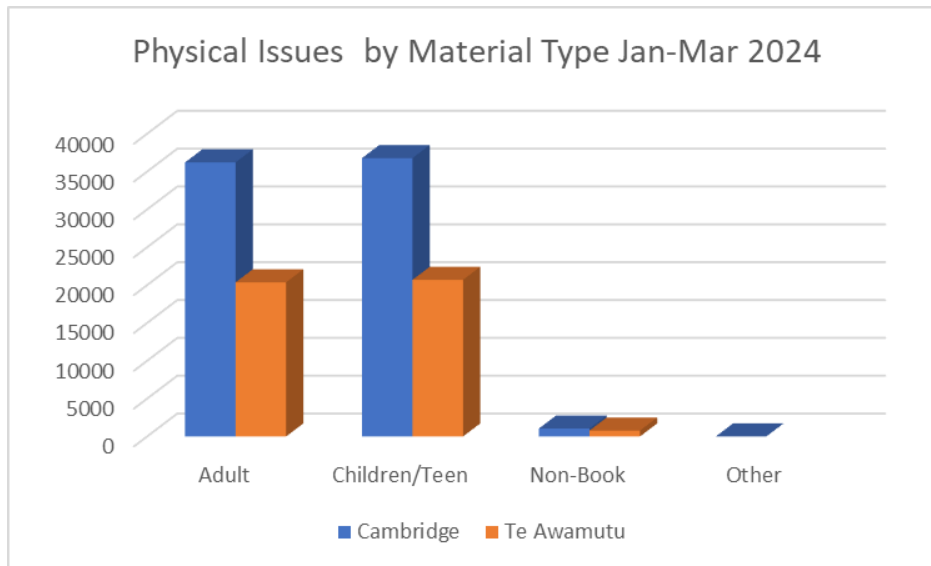
**Number of library cards used**

Count of library cards used	Cambridge	Te Awamutu
January	7,189	4,844
February	6,851	4,865
March	6,769	4,829
<b>Total**</b>	<b>20,809</b>	<b>14,538</b>

\*\*From March 2023 the Libraries started recording the number of library cards used each day. This count shows us how many people have used their card to borrow items, renew items and place holds via the library systems (either in house or at home on the online catalogue).

This helps us gather a clearer picture of how many people use the libraries each day, as the expectation would be that the visitor count would be higher than the card count as not everyone who comes into the libraries uses a library card.

**Total number of issues**



Material type	Cambridge	Te Awamutu
Adult	36,209	20,361
Children/Teen	36,774	20,692
Non-Book	1,047	775
Other	0	0
<b>Total</b>	<b>74,030</b>	<b>37,557</b>

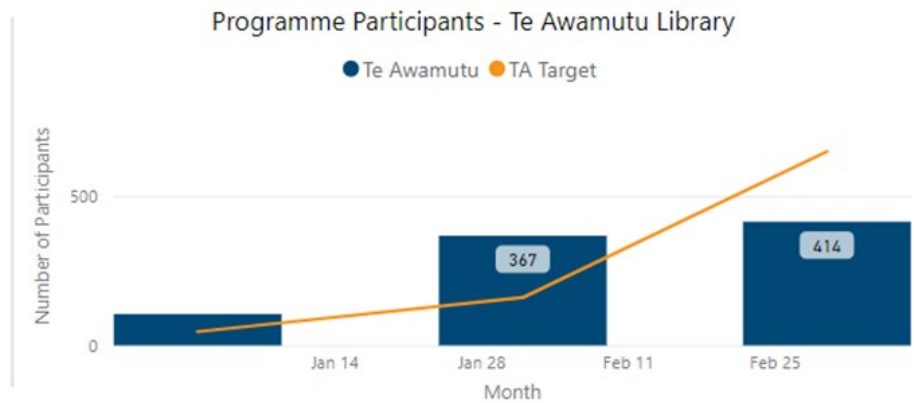
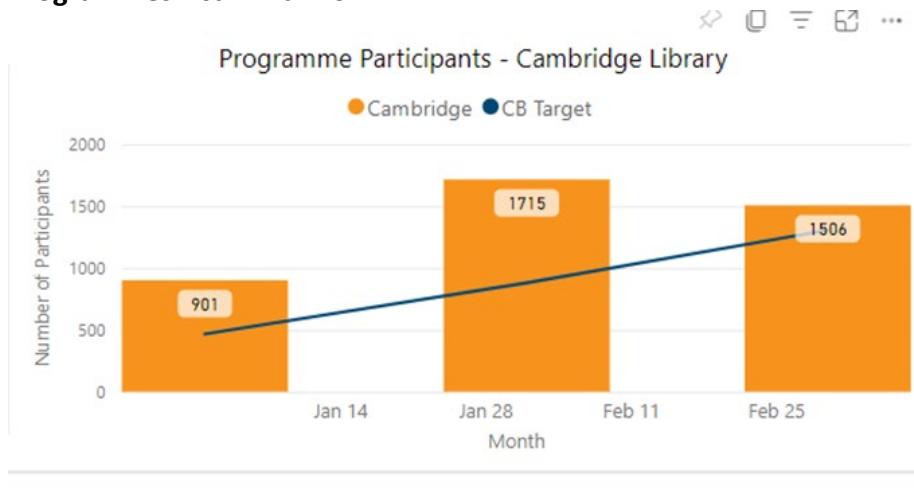
**eResource issues this period:**

- eBooks = 1,921
- eAudiobooks = 560

**Total Issues for the 2023/2024 year**

Month	Cambridge	Te Awamutu	eBooks	eAudiobooks
July 2023	27,894	15,077	710	124
August	26,696	13,906	657	129
September	26,342	14,952	688	138
October	27,313	13,126	599	158
November	26,541	13,156	573	170
December	21,325	11,275	639	190
January	26,650	13,785	756	201
February	24,636	13,767	586	173
March	22,744	14,276	579	186
<b>Total</b>	<b>230,141</b>	<b>123,320</b>	<b>5,787</b>	<b>1,486</b>

**Programmes – Jan-Mar 2024**





# COMMITTEE REPORT



## INFORMATION ONLY

**To:** The Chairperson and Members of the Service Delivery Committee  
**From:** Manager Transportation  
**Subject:** **Transportation Activity Report**  
**Meeting Date:** 14 May 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 February 2024 to 30 April 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 11205798).*

### 3 COMMENTARY - KŌRERO

The following projects are confirmed for the current construction season:

Pavement Rehabilitation	Start	End	Length	Status (Budget 2023/24 \$1.92M)
Hogan Road	40	775	735	Complete
Arapuni Road	4040	6041	2001	Complete
Te Mawhai Road	216	1510	1294	Complete
Herman Road	560	830	270	Complete
Ryburn Road	6609	6722	113	Complete
Whitmore Street	22	299	277	75% Complete

<b>Resurfacing</b>	<b>Plan (km)</b>	<b>Laid (km)</b>	<b>% Done</b>	<b>Status / Notes (Budget 2023/24 \$4.2M)</b>
Asphalt surfacing	1	0.23	23%	Alexandra Street complete, an additional 0.26km is still to be done within the budget available.
Chip Seal	88	47	53%	Chipsealing complete, sealing programme reduced to stay within budget.

<b>Construction/Improvements</b>	<b>Plan (km)</b>	<b>Done (km)</b>	<b>% or Length Done</b>	<b>Status</b>
Ōhaupō Village central signalised pedestrian crossing	0.3	<b>0.3</b>	100%	Complete with only minor defects to address.
Cambridge Road urbanisation	0.5	0.5	100%	Complete with only minor defects to address.
Cambridge pathways project	2.65	<b>0.9</b>	40%	Hamilton Road, part Bryce, Duke and Wilson sections complete. Victoria Street south starts June.
Kihikihi Te Ara Rimu pathways project	2.3	<b>0.5</b>	25%	Whitmore/Olliver roundabout complete, construction continues on Rolleston Street and Whitmore cycle paths.
Victoria Road southern roundabout BIL site	0.2		75%	Under construction. Concerns about over dimension vehicle tracking addressed with minor design changes.
Frontier Road roading improvements	0.87		75%	Stage 1 under construction by developer. Stage 2 in design.
Hall Street (Cambridge) improvements				Designed, pricing complete, autumn start.

### 3.1 Road Maintenance Contracts

Under the general maintenance contract some 433 pavement repairs have been completed including 358 pothole repairs in the last three months. A total of 1752 pothole sites have been repaired since Downer started the contract on 1 September 2023.

<b>Year</b>	<b>Potholes repaired</b>
2018-2019	3227
2019-2020	6674
2020-2021	2822
2021-2022	3518
2022-2023	2764

Significant progress has been made with resurfacing, but target lengths will not be achieved due to the need to operate within the overall subsidised roading budget.

Lighting, street cleaning and sign maintenance contracts continue with business as usual, but with restrictions on discretionary spending to keep to year end budgets.

### 3.2 Closed Circuit Television Service

Automatic number plate recognition camera installation progress in the period:

- Cambridge Road / Mandeno Road – installed and online.
- Cambridge/Hamilton Road (Velodrome) - installed late April, not yet online.
- SH39 south of Ngahinapouri - installed late April, not yet online.
- Cambridge Road/ Matos Segedin Drive – scheduled install early May.
- SH3 Ohaupo – PTZ in place and ANPR scheduled install May.

### 3.3 Footpath Works

A total of 83 footpath repairs or other works have been completed since Downer began the new general maintenance contract on 1 September 2023. The majority of these are small length replacements to correct trip hazards, but 510m of new path has been laid (Milton and Collinson Streets) and 655m of footpath has been renewed (mostly Te Awamutu Streets at this point) to the end of April.

### 3.4 Urban Mobility Programme

Within Ōhaupō Village, all substantial works have been completed and the new traffic signals switched on. While it has been a disruptive and difficult build, the end result is certainly very good, and compliments have come in from residents on just how good it looks. Activities to complete include CCTV and the post construction safety review. The NZ Transport Agency is making plans for final highway pavement repairs later in 2024 for those areas not touched by the recent village works.

Within Cambridge, the majority of the new pathways are complete in Wilson Street and Duke Street. All efforts are concentrated now on completing Bryce Street. The separate contractor building the raised boardwalk along the narrow section of Duke Street has made good progress with all foundations in and rapid progress now being made to the top structure.

Within Kihikihi, the Whitmore/Oliver Street roundabout is complete. The Whitmore Street pavement rehabilitation is complete from Rolleston Street to Moule Street. The bus stop is also taking shape outside the Te Awamutu Space Centre.

Separate cycle path and footpaths are progressing well along Rolleston Street and parts of Whitmore Street. The main crossing outside the school is under development now, with the first traffic signal poles in place on the school side.

In Walton Street the old toilet block has been demolished and the contractor is installing drainage structures. Traffic management is being used to keep the work site safe while also maintaining essential business access.



The Cook Street/ Shakespeare Street interim walking and cycling improvements and road crossing will start later in May.


Launch or activation events on completion of current pathways projects will be planned to both promote use but also to encourage the right user behaviour. We expect to work with the Community Road Safety Coordinator, Local Police, Schools, cycle advocate groups and NZTA for these events. NZTA cycling advocates have approached Council staff with an offer to help in the planning and delivery of this.

### 3.5 Road Safety

The following table outlines the key activities between February and April 2024.

<b>Road Safety Education/ Initiatives for February-April</b>	
<p>The development, implementation, and reporting of a community road safety education action plan.</p>	<p><b>Sober Driving</b> Club Champs. Eighty-eight people from 28 organisations attended the ‘club champs’ presentations around alcohol safety and legislation. The night included a presentation on Standard drinks in relation to ‘know how much you are drinking’ and sober driving. All attendees were staff/volunteers from licensed and off licensed premises.</p>
	<p><b>Easter Fatigue Campaign</b> Media campaign in local papers and one on one interaction with residents in the main centres.</p> <p>Prior to Easter a walk down the town centres saw conversations with 87 people in Cambridge and 78 people in Te Awamutu. Those who took part in conversations were rewarded with a KIT KAT bar. The focus of the messaging was: not starting out tired before a long drive and resting every two hours of driving. Many of those spoken to were heading off on long distance trips including Wellington, Northland, Gisborne and Christchurch. This was a cost-effective way of reaching large numbers of people.</p> 
<p>The development, implementation, and reporting of a community road safety education action plan.</p>	<p><b>Cycling</b></p> <ul style="list-style-type: none"> <li>▪ <b>Cycle billboards</b> These have been changed. The key message is simple and is for motorists to expect cyclists on our network.</li> </ul> 

Road Safety Education/ Initiatives for February-April	
	<p><b>Sober Driving</b>                      Club Champs. Eighty-eight people from 28 organisations attended the ‘club champs’ presentations around alcohol safety and legislation. The night included a presentation on Standard drinks in relation to ‘know how much you are drinking’ and sober driving. All attendees were staff/volunteers from licensed and off licensed premises.</p> <ul style="list-style-type: none"> <li>▪ <b>Skills training</b> Cambridge Middle School. Twenty students attended a grade 1 and 2 cycle skills course at the school. The focus was firstly on ‘on road’ training, particularly intersections and secondly riding etiquette on the off-road cycleway network.</li> <li>▪ <b>Lights on bikes</b> A ‘lights on bikes’ event was held with the Police promoting the message ‘be safe be seen’. Bike lights were handed out primarily to children biking to school.</li> </ul> 
<p>The development, implementation, and reporting of a community road safety education action plan</p>	<p><b>Truck Education Stops</b>                      One stop was held in conjunction with CSVT (Police). One hundred drivers were spoken to about key safety messages and 100 resource packs were given out. Resource packs included information leaflets that could be used in ‘Tool box’ meetings with other drivers.</p> 

<b>Road Safety Education/ Initiatives for February-April</b>	
	<p><b>Young Drivers</b></p> <ul style="list-style-type: none"> <li>▪ <b>Young driver days</b></li> </ul> <p>Two young driver days have been held over this period, with 42 students and 23 mentors. Both days went well with very positive feedback. This feedback came from a mentor (parent)</p> <p><i>'Came with an open mind but exceeded expectations, a great day'.</i></p>
	<p><b>SADD Regional Conference</b></p> <p>Sixteen schools encompassing 56 students took part in the workshop held at Karapiro. Students were introduced to SADD and encouraged to instigate SADD at their schools. Activities included workshops on social media; the 'how to' of planning events, demonstrations of activities and a chat and walk through the Booze Bus.</p> 
The development, implementation, and reporting of a community road safety education action plan	<p><b>The Right Track Te Ara Tutuki Pai</b></p> <p>Recidivist offenders' programme (March). Eleven participants. Participants are referred to this course from the Courts. WDC supports this financially depending on how many residents participate.</p>
Upcoming events May-July	Motorcycle skills training. Right Track, Fielddays, Billboard renewals, Annual reports. Planning.
Health and Safety	Health and Safety plans for all events. No incidents have occurred at events to date.
Budget	2023/24 \$183,000. Spend to date approximately \$154,000.

### 3.6 Passenger Transport

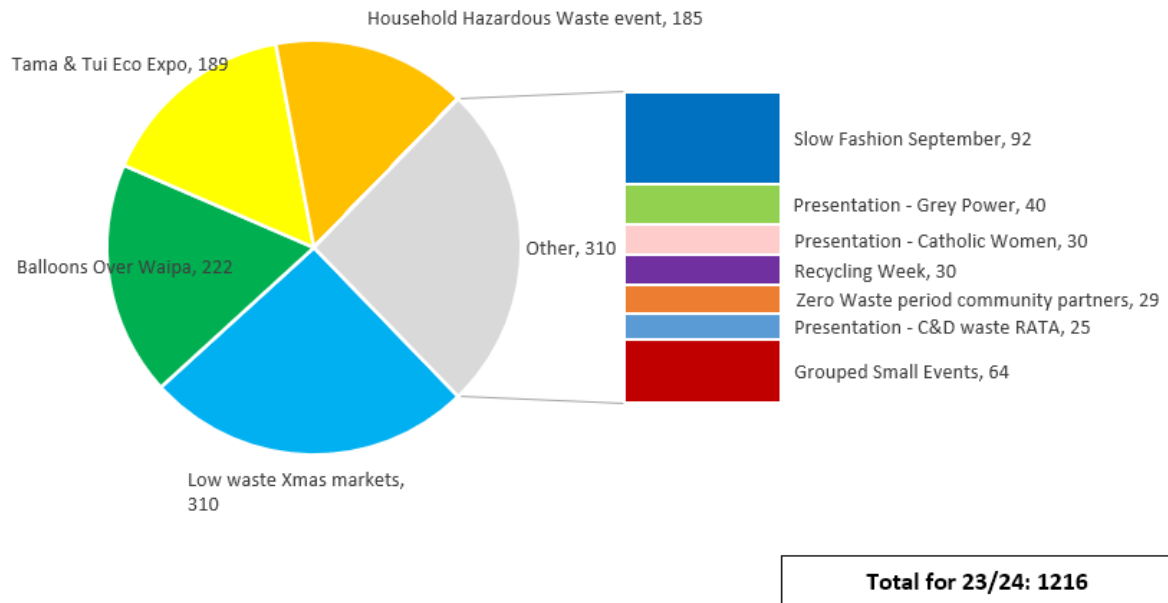
A very successful launch of the new bus services timetable and electric buses occurred on 12 April in Cambridge. An Iwi blessing ceremony at the EV bus charging depot kicked off the day, followed by a blessing at the bus stop on Victoria Street, a ribbon cutting ceremony and then speeches in the Town Hall followed by refreshments. Guests were then able to ride one of

the new electric buses to the charging depot, see the charging operation and hear about the technical details of the new bus fleet. Later in the afternoon a smaller group gathered at the Kihikihi bus charging depot where an Iwi blessing ceremony completed the launch.

The new bus timetable started on 15 April and provides for 19 return trips from our towns to Hamilton over extended operating hours of 6am to 8:40pm on weekdays and 13 return trips, 7am to 8:15pm weekends.

## 4 Waste Minimisation Activities

### Direct Engagement with the Waipā Waste Minimisation Programme: 23/24



Total face-to-face engagements in this quarter: 444

### Standardised Recycling

Accepted materials for kerbside recycling were officially standardised for the whole of New Zealand on 1 February. While we were mostly aligned with the list of accepted materials and didn't have a great number of changes, it sparked a lot of debate and we received numerous negative feedback, mostly via social media. Common concerns from residents included:

- the changes made recycling more difficult and time consuming
- fewer materials were now accepted (and therefore more was going to landfill)
- recycling was already "hard enough" as it is
- the government should make it easier for everyone to recycle.

The Communication and Customer Services teams worked hard during this period to educate and empower residents to change their habits. A number of tactics have been used over the last quarter to raise education and increase correct recycling practices:

- Half page advertisements placed in local papers
- Mass mail-out of information flyer to all Waipā residents
- Large fridge magnet of accepted recyclables produced
- Released numerous posts on Facebook, LinkedIn, and Antenna
- Recycling truck skins were updated
- Recycling feature in our waste minimisation e-newsletter
- Updated and overhauled the recycling bin auditing process and produced all new collaterals (stickers and flyers)
- Produced new flyers and posters for distribution at events and at Council offices
- Built and promoted a new website all about rubbish, recycling and waste minimisation in Waipā, which also includes a “can I recycle this?” tool.

We also made recycling the focus of our education stall at two community events. As always, these are a great opportunity to interact directly with the public.

### Tama and Tui Eco Expo

This is a yearly event held by the Te Awamutu Museum. We offered an interactive recycling relay game (which was a great way to upskill parents as well as children!), a voting activity, and distributed educational activity books, flyers and recycling magnets.



### Balloons Visit Waipā

Staffing the waste station at one of our largest community events was a useful opportunity to gauge levels of knowledge and confidence around recycling. We used numerous flags to draw attention to the waste station, assisted people with sorting their rubbish, staffed an information table with resources, and of course fielded lots of good questions – mainly about lids (a current hot topic).





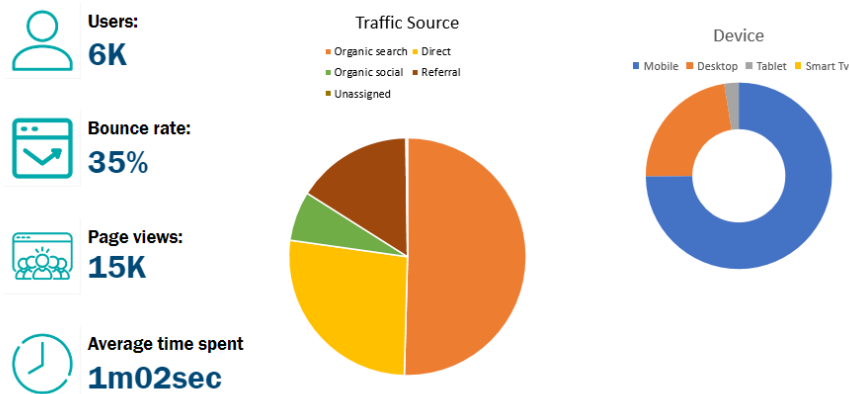
While the majority of residents are recycling well at the kerbside, a substantial amount of extreme contamination continues to be present, with the recycling contractor remarking that “many houses are using the yellow bins as rubbish bins”.

Over the next few months, we will be utilising stronger messaging about contamination, its effects on the recycling process and the costs that are passed onto ratepayers.

**‘Waste Less, Waipā!’ Goes Live**

To correspond with the introduction of standardised recycling, we launched a brand new website all about recycling, rubbish and waste minimisation in Waipā. It encompasses a wide range of content, educating on everything related to kerbside recycling and how to reduce waste at home, in the workplace, on the farm, at events, and in the garden.  
[www.wastelesswaipa.co.nz](http://www.wastelesswaipa.co.nz)

Interaction with the website has been very high and we tracked approximately 6,000 unique users in February alone.



### Intern Programme Commences

This project has been nearly two years in the making and is the result of working collaboratively within the Central North Island Waste Liaison Group (a group of Council waste staff co-ordinated by Waikato Regional Council). Acknowledging that the waste sector traditionally comprises an older demographic, and in an effort to empower more young people to join, the group developed an internship programme to deliver across multiple Councils at the same time.

While four Councils were initially sign up to the programme, only Waipā District Council and South Waikato District Council have reached the end stages of roll-out. We are proud to welcome our new Circular Economy Intern, Charlotte, and to be leaders in this space amongst our Council colleagues. We are continuing to refine the project as we progress and are encouraging others to also mentor young people into the waste sector. This will be the focus of our presentation at the upcoming WasteMINZ conference.

The first project identified for the Circular Economy Intern explores building waste, including establishing a return or reuse scheme for single-use GIB plaster buckets.

### Disaster Waste

The Waste Minimisation Team is starting to upskill and begin work on producing a Disaster Waste Management Plan. The Waipā Civil Defence Emergency Management (CDEM) Operational Response Plan (October 2023) outlines a number of tasks that are yet to be completed during peace time. This will be an ongoing piece of work for at least the next year, with the Waste Minimisation Advisor working alongside CDEM colleagues.

Staff recently attended a day-long training around Disaster Waste Management and will be undertaking additional CDEM training to raise competency and confidence in this area.

### Food Waste Focus

With food waste accounting for approximately 47% of household rubbish in Waipā, education and developing food waste diversion options for individuals and the community are key focuses for 2024.

To kick off, we are currently distributing reusable "Eat Me First" stickers in both English and Te Reo which people can fix onto food, containers, or shelves to highlight what they need to

use up first, before opening or consuming new items in their kitchen. Using signage to remember what foods need to be eaten first in the fridge and pantry has been shown to be an effective behaviour change tool. A similar sticker intervention in Australia enabled people to reduce their food waste by 40%, and very positive results have also arisen from UK interventions.

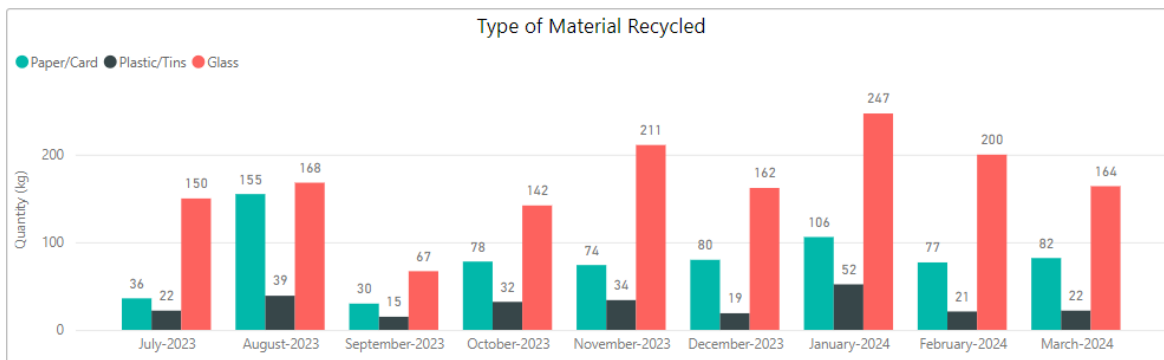
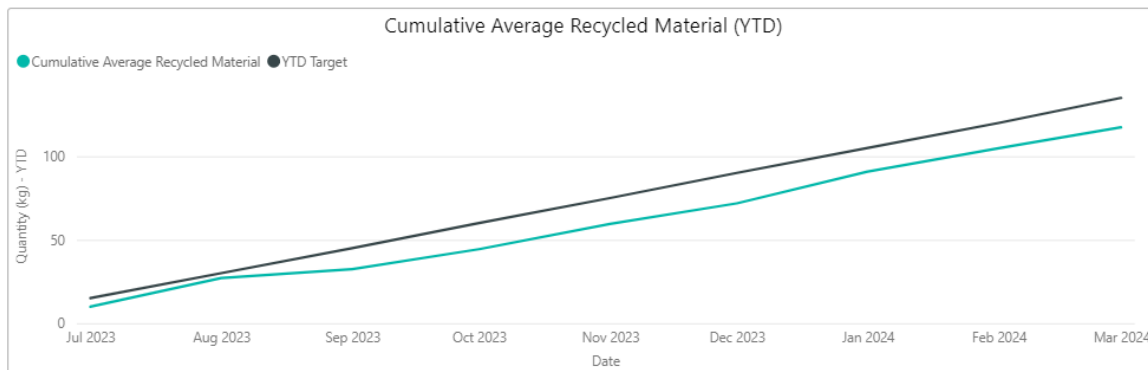


**Significant Events Coming Up:**

- 2024-25 Waste Minimisation Community Fund closed on 19 April. Panel assessments to take place over May.
- *Make and Donate* project launches in conjunction with Enrich+ on 3 May.
- Waste Minimisation Advisor speaking at WasteMINZ Conference at two separate occasions.
- Plastic Free July: multiple events and opportunities for public engagement.

**5 Levels of Service & Performance Measures**

**5.1 Waste Minimisation – Recycling Volumes**



Recycling volumes are trending up slightly, but we will remain behind the target for the year due to contamination loss.

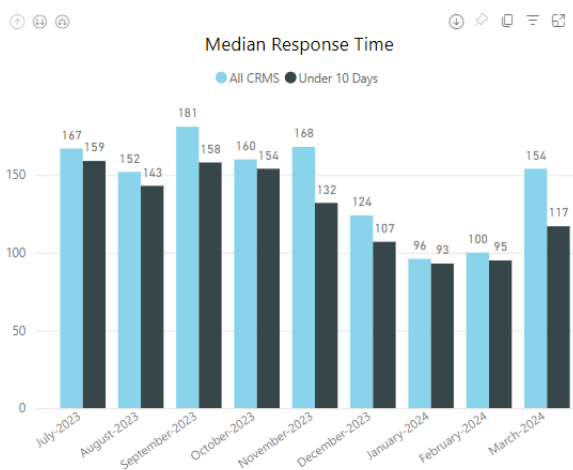
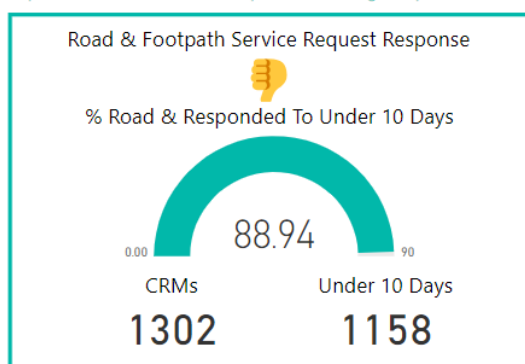
Mixed Recycling Bin Audit Summary May 2023- Mar 2024		
Compliant bins	50,712	95%
Contamination warning	1,028	1.90%
Suspension for gross contamination or failure to heed warnings	237	0.44%
Education on correct recycling provided	1,256	2.35%
Total	53,233	

As auditing continues the percentage of compliant bins has edged up marginally from 94 to 95%. The cost of managing and disposing of contamination sits at approximately \$50,000 per month which is above where we need to be budget wise. A number of processes have been implemented to efficiently manage contamination and minimise costs, and a further report will be prepared to share this.

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

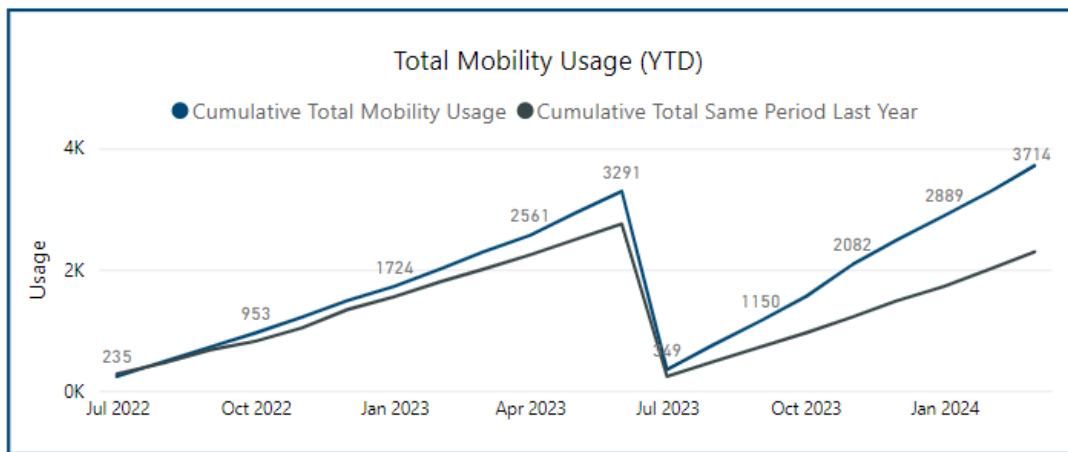
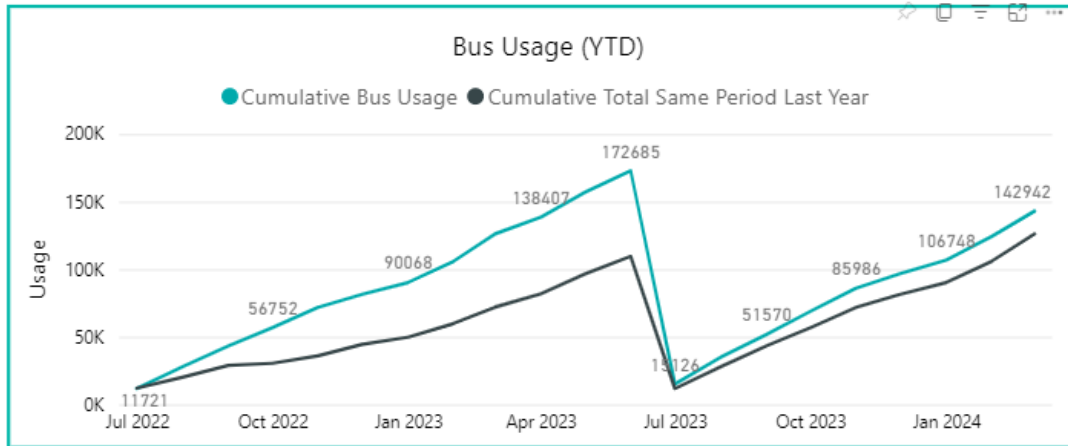
#### Road & Footpath Service Requests

The percentage of customer service requests relating to roads and footpaths responded to within the time frame specified in the long term plan



Requests investigated within 10 days has slipped below target in the last quarter. March saw a number of dated contractor requests closed out without consideration of the investigation date, and these will be re-examined for accuracy and corrected if required. Requests for state highway maintenance outside of Council control also need to be removed. Some administration work will be put in to correct these data errors.

### 5.4 Passenger Contractor – Patronage Data



Bus and total mobility patronage remain well ahead of last year, which is great. We will be looking for further bus patronage improvement over the next three months with the extended timetable.

Bryan Hudson  
**MANAGER TRANSPORTATION MANAGER**

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

# COMMITTEE REPORT



**To:** The Chairperson and Members of the Service Delivery Committee  
**From:** Manager Delivery Performance  
**Subject:** **Better Off Funding – Update**  
**Meeting Date:** 14 May 2024

## 1 PURPOSE - TAKE

The purpose of this report is to inform the Committee of an update received from the Minister of Local Government regarding transitioning of Better Off Funding (BOF) to support Local Water Done Well (LWDW). This report also seeks approval to enter into discussions with the Department of Internal Affairs (DIA), regarding the redirection of any unspent or uncommitted funds from current projects allocated BOF.

## 2 EXECUTIVE SUMMARY – WHAKARĀPOPOTOTANGA MATUA

In early April 2024 the Minister of Local Government provided an update about the next stage of Local Water Done Well (LWDW) - refer to Appendix 1 (*document number 11211898*). This included Cabinet decisions in relation to how current Better Off and Council Transition Support arrangements would be retained to support the implementation of LWDW.

Councils are being encouraged to consider reprioritising any remaining funding on the currently agreed Better Off projects, that is not already allocated, for water infrastructure investment where possible.

Given this direction it is proposed that remaining allocations as per the table below are re-directed to water infrastructure projects, namely Alpha Street Water Treatment Plant Upgrade and Te Awamutu Internal CBD Rising Main. There is also one project, Lake Ngā Roto Management Plan, whilst not water related, staff would like to seek the DIA's permission to retain funding for.

Project	BOF Allocation	Projects Actual Spend / Commitments	Remaining	Comments
Te Ara Wai	\$1,700,000	\$1,007,162	\$692,838	Redirection of balance to Water Infrastructure
Resource Recovery Centre	\$1,235,000	\$101,286	\$1,133,714	Redirection of balance to Water Infrastructure
Lake Ngā Roto Management Plan	\$360,000	\$0	\$360,000	Approval to be gained to retain funding for this project with scope enhanced to include costs for developing the Reserve Management Plan – discussions to be held with DIA
Waipa CCTV Network	\$400,000	\$400,000	\$0	Project fully funded – no redirection opportunity
Te Awamutu / Nga Roto / Pirongia Cycleway	\$1,295,000	\$400,000	\$895,000	Redirection of balance to Water Infrastructure
Cambridge Library Feasibility Study	\$250,000	\$198,091	\$51,909	Study complete - redirection of balance to Water Infrastructure
<b>Total</b>	<b>\$5,240,000</b>	<b>\$2,106,539</b>	<b>\$3,133,461</b>	

Approval is now sought for staff to undertake discussions with the DIA on the re-allocation of remaining BOF.

### 3 RECOMMENDATION – TŪTOHU Ā-KAIMAHI

*That the Service Delivery Committee*

- a) *Receives the report of Sherryn Paterson, Manager Delivery Performance, titled Better Off Funding – Update (document number 11206730);*
- b) *Approves staff entering into discussions with the Department of Internal Affairs regarding the redirection of Better Off Funding from current projects (with the exception of the Lake Ngā Roto Management Plan) to water infrastructure projects;*

- c) *Delegates to the Chief Executive authority to negotiate, finalise and execute the Variation to the current Funding Agreement;*
- d) *Approves the submission of a funding proposal to:*
- i. *Retain the balance of Lake Ngā Roto Management Plan funding of \$360,000;*
  - ii. *Redirect the balance of Te Ara Wai funding of \$692,838 to Water Infrastructure projects;*
  - iii. *Redirect the balance of Resource Recovery Centre of \$1,133,714 to Water Infrastructure projects;*
  - iv. *Redirect the balance of Te Awamutu / Ngā Roto / Pirongia Cycleway Connection of \$895,000 to Water Infrastructure projects;*
  - v. *Redirect the balance of Cambridge Library Feasibility Study funding of \$51,909 to Water Infrastructure projects;*
  - vi. *Redirect funding to water infrastructure to increase the 2024/25 budgets on PR2020 Alpha Street Water Treatment Plant Upgrade by \$1,742,440.50 and PR2546 Te Awamutu CBD Internal Rising Main projects by \$1,031,020.50.*
- e) *Delegates to the Chief Executive authority to redirect uncommitted funds to water infrastructure projects from the Lake Ngā Roto Management Plan, should the Department of Internal Affairs require funding to be re-directed to water infrastructure projects;*
- f) *Delegates to the Chief Executive authority to redirect any Better Off Funds if not required for PR2020 Alpha Street Water Treatment Plant Upgrade to other water infrastructure projects as per (d)vi.*

#### 4 BACKGROUND – KŌRERO WHAIMĀRAMA

On 20 January 2023 a Better Off Funding Agreement was entered into between Waipā District Council, Department of Internal Affairs (DIA) and Crown Infrastructure Partners Limited (as monitor). A Variation to this Agreement was signed in June 2023, to include a change in reporting requirements and an extension of the end date from 30 April 2027 to 30 June 2027. The maximum amount of funding under the Better Off Funding Agreement is \$5.240 million. The table below shows the projects and amounts that were approved:

Project	Project Classification	BOF Allocation
Project 1: Te Ara Wai	Community Infrastructure	\$1,700,000
Project 2: Resource Recovery Centre	Environmental	\$1,235,000



Project	Project Classification	BOF Allocation
Project 3: Lake Ngā Roto Management Plan	Environmental	\$360,000
Project 4: Waipa CCTV Network	Community services	\$400,000
Project 5: Te Awamutu / Nga Roto / Pirongia Cycleway	Footpaths & Cycleways	\$1,295,000
Project 6: Cambridge Library Feasibility Study	Community Infrastructure	\$250,000
<b>Total</b>		<b>\$5,240,000</b>

In early April 2024 the Minister of Local Government provided an update about the next stage of Local Water Done Well (LWDW) - refer to Appendix 1 (*document number 11211898*). This included Cabinet decisions in relation to how current Better Off and Council Transition Support arrangements would be retained to support the implementation of LWDW.

Cabinet has directed Internal Affairs to work in partnership with Crown Infrastructure Partners and Councils to:

- Review the status of current Better Off projects, including expenditure incurred to date and currently committed expenditure; and
- Identify, by mutual agreement, if any opportunities exist for Councils to redirect unspent Better Off Funding to increase investment in water infrastructure, or to help establish new water services delivery organisations.

Councils are being encouraged to consider reprioritising remaining funding that is not already allocated for water infrastructure to support additional water projects, or to use funds to support work on new water services delivery organisations.

Council needs to respond to the DIA by 17 May 2024 on potential redirection opportunities; discussions will then be held, and mutual agreement reached on the remaining Better Off programme by 30 June 2024.

Any mutually agreed changes will be confirmed through a formal Contract Variation when the Local Government Water Services (Transitional Provisions) Bill passes into law, which is expected in mid-2024.

In the meantime:

- For all existing Better Off projects, DIA will continue to pay claims as submitted by Council in accordance with the terms of the Better Off Funding Agreement.

Any project substitution requests (or other changes to project scopes) that increase allocations of funding to non-water activities will not be approved by DIA and Crown

Infrastructure Partners until there is agreement on Council’s remaining Better Off programme.

The table below shows the current status of Better Off projects, and opportunities for potential redirection of funding:

Project	BOF Allocation	Projects Actual Spend / Commitments	Remaining	Comments
Te Ara Wai	\$1,700,000	\$1,007,162	\$692,838	Redirection of balance to Water Infrastructure
Resource Recovery Centre	\$1,235,000	\$101,286	\$1,133,714	Redirection of balance to Water Infrastructure
Lake Ngā Roto Management Plan	\$360,000	\$0	\$360,000	Approval to be gained to retain funding for this project with scope enhanced to include costs for developing the Reserve Management Plan – discussions to be held with DIA
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Cambridge Library Feasibility Study	\$250,000	\$198,091	\$51,909	Study complete - redirection of balance to Water Infrastructure
<b>Total</b>	<b>\$5,240,000</b>	<b>\$2,106,539</b>	<b>\$3,133,461</b>	

The table above shows the potential to redirect \$2,773,461 to water infrastructure projects; this excludes the Lake Ngā Roto Management Plan. If discussions with the DIA indicate that funds currently unallocated for Lake Ngā Roto Management Plan, \$360,000 need to be redirected to water infrastructure, a total of \$3,133,461 will be available for water infrastructure projects.

Staff have reviewed the 2024-25 Water Services capital budgets and have identified budget risk on two key waters projects: PR2546 – Te Awamutu Internal CBD Rising Main and PR2020 – Alpha Street Water Treatment Plant Upgrade. Price estimates at

this stage indicate that all of the available BOF (\$2,773,461) will be required to support these priority projects.

## 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 has a low level of significance.

## 6 OPTIONS – NGĀ KŌWHIRINGA

Option	Advantages	Disadvantages
<p><b>Option 1:</b> Do nothing</p>	<ul style="list-style-type: none"> <li>BOF remains available for Better Off projects currently approved.</li> </ul>	<ul style="list-style-type: none"> <li>Projects that have currently been paused: Te Ara Wai and Te Awamutu / Ngā Roto / Pirongia Cycleway may not meet the current agreement timeframes – meaning funding will not be available.</li> <li>Going against Local Government recommendation to consider reprioritising of remaining funding that is not already allocated for water infrastructure where possible.</li> </ul>
<p><b>Option 2:</b> Redirection of any unspent or uncommitted funds to water infrastructure projects: namely PR2020 - Alpha Street Water Treatment Plant Upgrade and PR2546 - Te Awamutu Internal CBD Rising Main</p>	<ul style="list-style-type: none"> <li>Water infrastructure gets benefits of Better Off funding.</li> <li>BOF to be received and spent in the 2024-25 financial year – positive impact on Debt to Revenue ratio.</li> </ul>	<ul style="list-style-type: none"> <li>New funding sources needed for Resource Recovery Centre – to either be fully funded from the Waste Minimisation Reserve or loan funded - timeframes may need to be revised.</li> <li>Projects currently paused Te Ara Wai and Te Awamutu / Ngā Roto / Pirongia Cycleway will need new funding sources when restarted.</li> </ul>

The recommended option is Option 2. The reason for this is that it is following current central government direction to redirect Better Off Funding, not already allocated, to water infrastructure. Through the 2024-25 Enhanced Annual Plan process, Water Services capital budgets were reduced; this funding will enable the continuation of two key water infrastructure projects.

## 7 OTHER CONSIDERATIONS – HEI WHAIWHAKAARO

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

Recommended Water Infrastructure projects have all been approved through the 2021-2031 Long Term Plan and are included in the 2024-25 Enhanced Annual Plan. They are consistent with the Council’s vision and external strategic priorities.

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

Staff confirm that the recommendations comply with Council’s legal and policy requirements.

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

The total amount of Better Off Funding of \$5.240m will not change. There will be a change in timing of when these funds will be received with the two nominated water infrastructure projects planned for construction during the 2024-25 financial year.

Better Off projects that have currently been paused: Te Ara Wai and Te Awamutu / Ngā Roto / Pirongia Cycleway, when re-started, will need to be funded via a different source.

The Resource Recovery Centre BOF of \$1,133,714 will also need to be funded from other sources including the Waste Minimisation Reserve. The balance of this reserve is estimated to be approximately \$1m at the end of June 2025.

### **Waters Infrastructure projects**

Staff support the redirection of BOF funding to increase the 2024/25 budgets on:

PR2546 – Te Awamutu Internal CBD Rising Main - \$1,031,020.50

PR2020 – Alpha Street Water Treatment Plant Upgrade - \$1,742,440.50

Depending on the final contract value for the Alpha Street Water Treatment Upgrade project, the BOF may reduce the current internal loan component of this project – current budget for this project is \$6.27m; this project is 25% growth funded and 75% level of service.

With Council’s current limited debt headroom, these two projects would be likely delayed or progressed with reduced scope if the BOF is not re-allocated.

**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**

Iwi and Mana Whenua have had ongoing engagement with Council in the planning and delivery of some of the Better Off projects. A report will be provided to Nga Iwi Topu O Waipa on this matter to provide them with this update.

**Climate Change – Hurihanga Āhuarangi**

Better Off projects have been assessed against several criteria including *“Supporting communities to transition to a sustainable and low-emissions economy, including by building resilience to climate change and natural hazards”*.

Water infrastructure projects are assessed similarly during their initial project planning. When contracts are tendered, the tenderers are required to supply information on their environmental policies and procedures which covers information such as waste minimisation, recycling of materials, vehicle sharing and carbon reduction. Tenderers are also required to supply information on site specific improvements and measures to reduce carbon emissions.

**8 NEXT ACTIONS**

Action	Responsibility	By When
Discussions with DIA on redirection of funds	Manager Project Delivery	17 May 2024
Mutal agreement between Waipā District Council, Department of Internal Affairs (DIA) and Crown Infrastructure Partners Limited (as monitor) of remaining Better Off programme	Manager Project Delivery	30 June 2024
Confirmation of changes through a formal Contract Variation	Manager Project Delivery / Legal Counsel / DIA	When the Local Government Water Services (Transitional Provisions) Bill passes into law – expected mid-2024.

## 9 APPENDIX- ĀPITITANGA

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No:	Appendix Title
1	Transitioning Better Off and Council Transition Support funding arrangements to support Local Water Done Well – next steps



Sherryn Paterson  
**MANAGER DELIVERY PERFORMANCE**



Dawn Inglis  
**GROUP MANAGER SERVICE DELIVERY**

## **APPENDIX 1**

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Transitioning Better Off and Council Transition Support funding arrangements to support Local Water Done Well – next steps (*document number 11211898*)



## Te Tari Taiwhenua Internal Affairs

45 Pipitea Street  
Wellington  
0800 25 78 87  
dia.govt.nz

18 April 2024

Garry Dyet  
Chief Executive  
Waipa District Council  
[Garry.Dyet@waipadc.govt.nz](mailto:Garry.Dyet@waipadc.govt.nz)

Tēnā koe Garry

### **Transitioning Better Off and Council Transition Support funding arrangements to support Local Water Done Well – next steps**

Earlier this month the Minister of Local Government provided an update about the next stage of Local Water Done Well (LWDW).

This included Cabinet decisions in relation to how current Better Off and Council Transition Support arrangements would be retained to support the implementation of LWDW.

Following the Minister's announcement you would have received an email from Michael Lovett, Department of Internal Affairs Deputy Chief Executive Local Government branch, outlining these decisions and indicating that the Department would be in touch with further information.

### **Better Off funding**

Cabinet has directed the Department to work in partnership with Crown Infrastructure Partners and councils to:

- Review the status of current Better Off projects, including expenditure incurred to date and currently committed expenditure; and
- Identify, by mutual agreement, if any opportunities exist for your council to redirect unspent Better Off funding to increase investment in water infrastructure or to help establish new water services delivery organisations.

Given the direction received from Cabinet, and recognising the need for increased investment in water infrastructure as identified through councils' long-term planning, we encourage councils to consider reprioritising remaining funding that is not already allocated for water infrastructure where this is possible.

We note that councils have active projects underway and have made commitments for future spend based on receiving Better Off funding from the Department. We would therefore like to work through the specific circumstances of your Better Off project portfolio with you.

### ***Current status of your Better Off funding***

Your maximum funding amount under the Better Off funding agreement is \$5.240 million, of which \$0.524 million has been paid (being 10% of the total contract value paid upon signing of the contract). This leaves \$4.716 million in remaining Better Off funding.



***Reviewing current Better Off projects and identifying redirection opportunities – council action required***

We would like to hear from you about whether you see any opportunities to redirect any of your unspent Better Off funding, to increase investment in water infrastructure or to help establish new water services delivery organisations.

To help inform your initial thoughts, please find attached (in Schedule 1) your council's current Better Off projects. This Schedule also includes an indicative view, based on the information the Department holds, on where there may be opportunities to investigate potential redirection of funding.

Please let us know your thoughts, or let us know if you would like to set up a time to discuss with the Department, by emailing [waterreformfunding@dia.govt.nz](mailto:waterreformfunding@dia.govt.nz) by 17 May 2024.

We have provided a copy of this letter to your council's appointed relationship manager at Crown Infrastructure Partners, who will also be in touch with your council's nominated Better Off contact to provide further information as required.

Once we have received your initial position on potential redirection opportunities, we would like to discuss this with you and mutually agree your remaining Better Off programme by 30 June 2024.

Any mutually agreed changes will be confirmed through a formal contract variation when the Local Government Water Services (Transitional Provisions) Bill passes into law, which is expected around mid-2024.

I would like to reiterate that any potential redirection of Better Off funding would only occur where agreed to by your council.

In the meantime:

- For existing Better Off projects, the Department will continue to pay claims as these are submitted by councils in accordance with the terms of the Better Off funding agreement.
- Any project substitution requests (or other changes to project scopes) that increase allocations of funding to non-water activities will not be approved by the Department and Crown Infrastructure Partners until we have agreed your remaining Better Off programme.

**Council Transition Support funding**

Cabinet has also agreed that current Council Transition Support funding will be retained but that remaining funding be used by councils for work relating to LWDW. This includes supporting the establishment of new water services delivery organisations, or other planning work to support the transition to LWDW.

Existing Council Transition Support funding contracts are for establishment and transition activities relating to the previous Government's Three Waters Reform programme. The repeal of the Water Services Entities Act 2022 earlier this year removed the legislative basis for carrying out the permitted funding activities under existing contracts.

### ***Current status of your Council Transition Support funding***

Your maximum funding amount under the current Council Transition Support funding agreement is \$809,000 in Council Transition Support funding, of which you have been paid \$674,000. There is \$135,000 of unpaid funding remaining.

### ***New Council Transition Support funding agreement – council action required***

The Department is currently developing a new funding agreement which will allow any unpaid funding from the original arrangement to be used for LWDW activities.

To access this funding under the new arrangement, your council will need to advise the Department of the LWDW activities and timeframes for which this funding will be used.

Note that the end date under the new funding agreement will be 30 June 2025, to enable the remaining unspent funding to be applied to LWDW activities in the next financial year, including the preparation of Water Services Delivery Plans and investigating new organisational structures for water services delivery.

We will also add including water services in long term planning processes as a permitted funding activity, in line with previous communications to you.

If your council has incurred costs on Three Waters transition activities up to 31 March 2024 that exceed the amount of funding already paid to you, please let us know by emailing [waterreformfunding@dia.govt.nz](mailto:waterreformfunding@dia.govt.nz).

We will ensure that the new funding agreement enables you to be paid for these eligible costs incurred (even though they relate to historical Three Waters transition activities), however the total funding available will not exceed the total funding amount under the original funding agreement.

### ***Next steps***

Our Grants and Funding Team will send you the new funding agreement later this month.

Nāku noa, nā



Hamiora Bowkett  
Executive Director, Water Services Policy  
Department of Internal Affairs

## SCHEDULE 1: YOUR BETTER OFF PROJECTS

The following table sets out the current status of your Better Off projects, based on the Department's records.

Status of Better Off projects (from the Department of Internal Affairs records)					
Project	Project classification	Contract value	Paid (or payment request submitted)	Remaining	Notes
Project 1: Te Ara Wai: The Waipā Discovery Centre	Community infrastructure	\$1,700,000	-	\$1,700,000	Confirm whether your council would like to investigate any redirection opportunity
Project 2. Resource Recovery Centre: Waste Minimisation	Environment	\$1,235,000	-	\$1,235,000	
Project 3. Lake Ngā Roto Management Plan Heritage Restoration	Environment	\$360,000	-	\$360,000	
Project 4. Waipā CCTV Network Community Safety	Community services	\$400,000	\$400,000	-	Programme fully funded – no redirection opportunity
Project 5. Te Awamutu / Ngā Roto / Pirongia Cycleway Connection – Section 1, Te Awamutu to Lake Ngā Roto Cycleway Expenditure Programme/Project Milestone	Footpaths & cycleways	\$1,295,000	-	\$1,295,000	Confirm whether your council would like to investigate any redirection opportunity
Project 6. Cambridge Library Feasibility Study	Community infrastructure	\$250,000	\$124,000	\$126,000	
<b>Total</b>		<b>\$5,240,000</b>	<b>\$524,000</b>	<b>\$4,716,000</b>	

Your maximum funding amount under the Better Off funding agreement is \$5.240 million, of which \$0.524 million has been paid (being 10% of the total contract value paid upon signing of the contract). This leaves \$4.716 million in remaining Better Off funding.

We would like to discuss this with your council to confirm whether you would like to redirect any remaining unspent funding from any projects not yet completed. Any such redirection would only occur with the mutual agreement of your council.

# COMMITTEE REPORT



**To:** The Chairperson and Members of the Service Delivery Committee  
**From:** Manager Water Services  
**Subject:** **Notice of Motion from Te Awamutu and Kihikihi Community Board  
– Fluoridation**  
**Meeting Date:** 14 May 2024

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## 1 PURPOSE - TAKE

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The purpose of this report is to outline the Notice of Motion received from the Te Awamutu and Kihikihi Community Board regarding requests involving the fluoridation directive from the Director General of Health, and to provide a staff recommendation regarding this.

## 2 EXECUTIVE SUMMARY – WHAKARĀPOPOTOTANGA MATUA

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At the meeting of the Te Awamutu Community Board of 27 March 2024, a Notice of Motion was passed to request Council to:

- seek an extension to the date for fluoridation of the Cambridge Water Supply
- request the Director-General of Health review the most up-to-date science and request an independent panel of experts to review the science as was done in the National Research Council 2006 Fluoride Toxicity Report, where there was a panel including scientists for, against and neutral and that Council
- in conjunction with other Councils, fund a tribunal panel where both sides of the argument can be heard in public.

Council has not yet finalised the fluoridation design and has not got a confirmed date to start fluoridation, so a deferral to December 2024 is not applicable.

The Ministry of Health is the responsible entity with which any decision regarding fluoridation sits, and staff do not support requesting that the Ministry of Health set up an independent panel, or that Council should fund a tribunal panel. Staff do not support the Motion.

### 3 RECOMMENDATION – TŪTOHU Ā-KAIMAHI

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*That the Service Delivery Committee*

- a) *Receives the report of Martin Mould, Manager Water Services, titled Notice of Motion from Te Awamutu and Kihikihi Community Board – Fluoridation (document number 11205716);*
- b) *Notes the motion from the Te Awamutu Community Board passed on 27 March 2024 (Motion) recommending that Council:*
  - i. *requests the Director General of Health for an extension to the deadline of the fluoridation directive to 31 December 2024 in alignment with the extension provided to Nelson City Council on 22 February 2024;*
  - ii. *requests the Director General of Health review the most up to date science and request an independent panel of experts to review the science as was done in the National Research Council 2006 Fluoride Toxicity Report, where there was a panel including scientists for, against and neutral; and*
  - iii. *in conjunction with other Councils, fund a tribunal panel where both sides of the argument can be heard in public. This will allow a panel and opposing sides to ask relevant questions to each other to identify the facts on fluoridation.*

*Agrees not to support the recommendations in the Motion.*

### 4 BACKGROUND – KŌRERO WHAIMĀRAMA

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Board Member Titchener brought a Notice of Motion to the Te Awamutu and Kihikihi Community Board (Appendix 1):

The motion was:

- i. *That the Te Awamutu and Kihikihi Community Board recommend that the Waipa District Council request the Director General of Health for an extension to the deadline of the fluoridation directive to 31 December 2024 in alignment with the extension provided to Nelson City Council on 22 February 2024.*
- ii. *That the Te Awamutu and Kihikihi Community Board recommend that the Waipa District Council request the Director General of Health review the most up to date science and request an independent panel of experts to review the science as was done in the National Research Council 2006 Fluoride Toxicity Report, where there was a panel including scientists for, against and neutral.*

- iii. *That the Te Awamutu and Kihikihi Community Board recommend that the Waipa District Council, in conjunction with other Councils, fund a tribunal panel where both sides of the argument can be heard in public. This will allow a panel and opposing sides to ask relevant questions to each other to identify the facts on fluoridation.*

The Motion was passed by the Te Awamutu and Kihikihi Community Board.

**In response to Motion item i:**

The Council is still in discussions with the Ministry of Health in regard to finalising the detailed design of the proposed fluoridation system. Once complete Council will enter into a Funding Agreement with the Ministry of Health which will provide for nine months to complete the installation before fluoridation commences. It is staff's view that we should not consider requesting a delay at this time as we do not have a fixed date to commence fluoridation. This is very different from the situation of Nelson City Council whose installation is complete and who have a fixed date to commence fluoridation.

**In response to Motion item ii:**

Staff do not recommend requesting that the Director-General of Health review the most up to date science and request an independent panel of experts to review the science as was done in the National Research Council 2006 Fluoride Toxicity Report, where there was a panel including scientists for, against and neutral. This is considered an inappropriate use of Council resources, as the Ministry of Health via the Director General of Health is the responsible entity to decide on this matter, and Council does not have expertise in this area.

**In response to Motion item iii:**

Staff do not recommend that Council funds or part funds a tribunal panel. This is considered an inappropriate use of Council resources, as the Ministry of Health via the Director General of Health is the responsible entity to decide on this matter.

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

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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. The reason for this is that decision making regarding fluoridation of water supplies does not sit with Councils, and is mandated by the Ministry of Health.

## 6 OPTIONS – NGĀ KŌWHIRINGA

Option	Advantages	Disadvantages
<b>Option 1:</b> Do nothing	<ul style="list-style-type: none"> <li>No staff or other Council resources required</li> </ul>	<ul style="list-style-type: none"> <li>Te Awamutu and Kihikihi Community Board requires a response to its Notice of Motion.</li> </ul>
<b>Option 2:</b> Accepts the staff recommendation	<ul style="list-style-type: none"> <li>The Te Awamutu and Kihikihi Community Board is provided with a response to their Notice of Motion.</li> <li>Waipā District Council continues to adhere to deferring to the Ministry of Health re fluoridation decisions.</li> </ul>	<ul style="list-style-type: none"> <li>Te Awamutu and Kihikihi Community Board will not likely be supportive of this decision.</li> </ul>
<b>Option 3:</b> Supports the Motion	<ul style="list-style-type: none"> <li>Te Awamutu and Kihikihi Community Board will likely be supportive of this decision.</li> </ul>	<ul style="list-style-type: none"> <li>As detailed in the background section of this report.</li> </ul>

The recommended option is Option 2 for the reasons set out in the background section of this report.

## 7 OTHER CONSIDERATIONS – HEI WHAIWHAKAARO

### Council’s Vision and Strategic Priorities

Staff confirm that the staff recommendation is consistent with Council’s vision and strategic priorities.

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

Staff confirm that the staff recommendation complies with Council’s legal and policy requirements.

### Financial Considerations – Whaiwhakaaro ā-Pūtea

There are no financial implications related to the staff recommendation.

### 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

As the decision-making for fluoridation sits with the Ministry of Health, there are no known significant iwi and mana whenua considerations for this matter.

## 8 NEXT ACTIONS

Action	Responsibility	By When
Copy of Resolution from this meeting to be advised to the Te Awamutu and Kihikihi Community Board	Governance Support	ASAP

## 9 APPENDIX - ĀPITITANGA

No:	Appendix Title
1	Notice of Motion from Te Awamutu and Kihikihi Community Board 27 March 2024



Martin Mould  
**MANAGER WATER SERVICES**



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



## **APPENDIX 1**

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### Notice of Motion from Te Awamutu and Kihikihi Community Board 27 March 2024

#### **RESOLVED**

6/24/10

*That the Te Awamutu and Kihikihi Community Board recommend that the Waipā District Council request the Director General of Health for an extension to the deadline of the fluoridation directive to 31 December 2024 in alignment with the extension provided to Nelson City Council on 22 February 2024.*

*That the Te Awamutu and Kihikihi Community Board recommend that the Waipā District Council request the Director General of Health review the most up to date science and request an independent panel of experts to review the science as was done in the National Research Council 2006 Fluoride Toxicity Report, where there was a panel including scientists for, against and neutral.*

*That the Te Awamutu and Kihikihi Community Board recommend that the Waipā District Council, in conjunction with other Councils, fund a tribunal panel where both sides of the argument can be heard in public. This will allow a panel and opposing sides to ask relevant questions to each other to identify the facts on fluoridation.*

### **Background from Te Awamutu Community Board Member Titchener**

The Director General of Health has directed Waipa District Council to fluoridate Cambridge's public water supply by 31 July 2023 (See Direction Letter Waipa 27 July 2022). On 23 February 2024, Martin Mould, Manager - Water Services Waipa District Council advised by email, that "Council is still finalising the design of the Fluoridation system and once this is complete we will have a funding agreement in place. Once signed we have 9 months from the date of signing to complete the Project."

On 10 November 2023, a High Court judicial review finding regarding fluoridation was that the Director General of Health made an error of law with the decision-making process over the Bill of Rights for the fluoridation directives issued to 14 Councils, Waipa District Council being one of the 14 Councils. In 2018, the Supreme Court ruled that fluoridation of the water was compulsory medical treatment and the Bill of Rights required that fluoridation needed to be a justifiable limitation on individual's rights.

On 15 February, Nelson Mayor Dr Nick Smith wrote to Dr Shane Reti, cc Dr Diana Sarfati, Director General of Health, regarding the high court ruling. Dr Nick Smith stated "We are proceeding with the engineering work to enable fluoridation but cannot be expected to proceed when the latest advice from the Ministry is "the implications of the judgement are being considered". Dr Nick Smith goes on to request "a deferral of the Director General's directive if more time is needed to resolve these legal issues".

On 22 February 2024, the Director General of Health responded to Dr Nick Smith, "As you are aware, this uncertainty is due to the ongoing judicial review proceedings filed by New Health New Zealand regarding the process and the science supporting the Director-General of Health's decision making on directions to fluoridate in 2022." Later in the letter the Director General of Health states, "I understand that the ongoing nature of the judicial review process has caused uncertainty, so I have decided to agree to your request for an extension." The letter went on to state that the extension date is to 31 December 2024.

There is a significant amount of recent research that will need to be considered to determine if fluoridation will be ruled as a justifiable limitation on our individual rights.

Effectiveness - The most recent evidence on fluoridation is showing that fluoridation is not effectively reducing tooth decay.

Cochrane 2015: No modern evidence that fluoridation lowered dental decay rates. Research pre 1975 before fluoride toothpaste.

Catfish research: Goodwin 2022 Fluoridation's effects on tooth decay in children are "very modest" and "much smaller than previous studies have reported.

"The 4% difference may not be enough to large enough to convince communities to support water fluoridation schemes".

LOTUS research: Community Dentistry and Oral Epidemiology 2024. Receipt of optimal water fluoridation [between] 2010–2020 resulted in very small positive health effects which may not be meaningful for individuals," according to the largest ever study of its kind conducted on UK adolescents and adults.

Cochrane 2024 abstract only: Conclusions - Contemporary studies indicate initiation of CWF may lead to a slightly greater reduction in dmft and may lead to a slightly greater increase in

proportion of caries-free children. There is insufficient evidence to determine the effect of CWF cessation on caries and whether water fluoridation results in a change in disparities in caries according to socio-economic status.

Safety - Recent research showing harm needs to be considered.

The NTP fluoride neurotoxicity report found that 52 of 55 human IQ studies showed a lowering of IQ at high and low fluoride exposure levels. 18 of 19 high quality studies found a lowering of IQ.

Grandjean 2021 Identified that 1 IQ point is lost across the population at 0.20ppm Mexican and Canadian cohort data sets were used.

Grandjean 2023 Identified that 1 IQ point is lost across the population at 0.28ppm Danish, Mexican and Canadian cohort data sets were used.

Broadbent 2015 - identified by the NTP report as a high risk of bias study. It biased the results to null. Broadbent 2015 is used by the DGoH to defend the neurotoxic research that has recently been published.

Jonathan Broadbent was also an author of the 2021 OPMCSA Update.

There is no safety factor considered at 0.7 - 1ppm.

This is another issue where the community has not been consulted on and it will have very serious health consequences if it is allowed to happen. There is now overwhelming evidence that fluoridation is neither safe nor effective.



Office of the Mayor

Hon Dr Shane Reti  
Minister of Health

15 February 2024

Dear Minister,

**Urgent Need for Fluoridation Directive Clarification**

I seek your assistance to get clarification of Nelson City Council's obligations regarding a directive to fluoridate its water supply, given the High Court judicial review finding the Director-General of Health made an error of law.

In August 2022, the Director-General of Health made a direction under the Health Act (section 116E) for Council to add fluoride to Nelson's water supply by 30 April 2024. However, on 10 November 2023 the High Court issued a judgment, finding the Director-General made an error of law with the decision-making process over the Bill of Rights considerations.

Our interest is that we are the largest Council facing this new requirement on 30 April and will be one of the first since the High Court's decision. Time is rapidly closing in on when we need to meet the directive deadline with it being only 10 weeks until it is required to be implemented in Nelson. Council staff have sought clarification on the status from the Ministry of Health (most recently on 2 February) and while we were advised on 17 November 2023 that the directive still stands, we were also advised that the Ministry of Health was still considering the implications of the High Court ruling. We are proceeding with the engineering work to enable fluoridation but cannot be expected to proceed when the latest advice from the Ministry is "the implications of the judgment are being considered".

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Our Council is nervous of being caught between the Government telling us we must fluoridate, with potential fines of \$200,000 and potentially \$10,000 per day if we do not comply, and strong opponents of fluoridation who may challenge us with proceedings given the recent ruling of the High Court.



Nelson City Council | Te Kaunihera o Whakatū  
+64 3 546 0200 | [mayornick@ncc.govt.nz](mailto:mayornick@ncc.govt.nz) | [nelson.govt.nz](http://nelson.govt.nz)  
Civic House, 110 Trafalgar Street, PO Box 645 Nelson 7040, New Zealand  
1118544611-7597 Letter Hon Dr Shane Reti fluoridation clarification 15Feb2024

This issue is very contentious with some people in our community. Staff and Elected Members have been targeted with very negative and personal criticism through emails, in-person and social media comments. People feel so strongly that there is some risk of this opposition boiling over. We need to manage both the careful physical introduction of the fluoride to the water supply and the public communications.

We seek urgent clarification on whether the Ministry still expects us to introduce fluoride by 30 April and, if so, when it will be able to respond to the issues raised about the error of law over the Bill of Rights in the High Court decision. We would welcome any assurance you are able to give Council of any Government support in respect of costs or Crown law assistance in the event there is a legal challenge to us proceeding with the introduction of fluoride. We would also be open to a deferral of the Director-General's directive if more time is needed to resolve these legal issues.

Council is aware that this issue is as contentious and difficult for Government as it is for us. We respect the public health reasons why the Ministry of Health wishes to advance this measure but also note we are on the front line for its implementation. It is in everyone's interests that the implementation is well managed, time is tight and that this clarification is provided as soon as possible.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Nick Smith', is written in a cursive style.

**Hon Dr Nick Smith**  
Mayor of Nelson

CC: Dr Diana Sarfati  
Director-General of Health and Chief Executive



133 Molesworth Street  
PO Box 5013  
Wellington 6140  
New Zealand  
T+64 4 496 2000

22 February 2024

Nigel Philpott  
Chief Executive  
Nelson City Council  
nigel.philpott@ncc.govt.nz

Tēnā koe Nigel

**Community water fluoridation court decision update**

I am contacting you to provide an update on the judicial review of the directions issued by the Director-General of Health in July 2022, that required 14 local authorities to fluoridate one or more of their drinking water supplies.

As you are aware, on 10 November 2023, the High Court issued its judgment on the preliminary issue, finding that the Director-General of Health made an error of law by not explicitly considering the rights under the New Zealand Bill of Rights Act 1990 in making a decision on each direction. There was a second hearing on 2 February 2024 to consider the validity of the current directions, and any relief.

The Judge decided that the directions remain in place. However, the Judge directed the Director-General of Health to assess whether each of the 14 directions made in 2022 were, in terms of section 5 of the New Zealand Bill of Rights Act, a justified limit on the right to refuse medical treatment that is provided for in section 11 of the New Zealand Bill of Rights Act.

As directed by the Judge, I will carry out this assessment against the New Zealand Bill of Rights Act, for each of the directions. I will continue to update you as this process progresses.

Manatū Hauora is continuing to provide support to local authorities that are implementing their directions, including by providing funding for the capital works.

Thank you for your ongoing collaboration as we work together to improve the oral health of the communities we serve.

Nāku noa, nā

A handwritten signature in blue ink, appearing to read 'Diana Sarfati'.

---

Dr Diana Sarfati  
Director-General of Health  
Te Tumu Whakarae mō te Hauora

1118544611-7623

133 Molesworth Street  
PO Box 5013  
Wellington 6140  
New Zealand  
T+64 4 496 2000

22 February 2024

Hon Dr Nick Smith  
Mayor of Nelson  
mayornick@ncc.govt.nz

Tēnā koe Nick

**Extension for direction to fluoridate the Nelson water supply**

Thank you for your letter to the Minister of Health, Hon Dr Shane Reti, outlining your concerns regarding the uncertainty around the Director-General of Health's direction to fluoridate the Nelson water supply.

As you are aware, this uncertainty is due to the ongoing judicial review proceedings filed by New Health New Zealand regarding the process and the science supporting the Director-General of Health's decision making on directions to fluoridate in 2022.

On 10 November 2023, the High Court issued its judgment on the preliminary issue, finding that in making a decision on each direction, the Director-General of Health made an error of law by not explicitly considering the rights under the New Zealand Bill of Rights Act 1990. There was a second hearing on 2 February 2024 to consider any relief from this initial judgment.

The Judge decided that the directions remain in place. However, the Judge also directed the Director-General of Health to assess whether each the 14 directions made in 2022 was a justified limit on the right to refuse medical treatment that is provided for in section 11 of the New Zealand Bill of Rights Act.

I understand that the ongoing nature of the judicial review process has caused uncertainty, so I have decided to agree to your request for an extension.

In accordance with section 116I of the Health Act 1956, you are required to ensure that you are fluoridating at the optimal levels (between 0.7mg/L and 1.0mg/L) at the Nelson supply by 31 December 2024. Contravening these requirements, or permitting these requirements to be contravened, constitutes an offence under section 116J of the Act.

Thank you for your ongoing collaboration as we work together to improve the oral health of the communities we serve.

Nāku noa, nā



Dr Diana Sarfati  
**Director-General of Health**  
**Te Tumu Whakarae mō te Hauora**

CC: Nigel Philpott, Chief Executive Nelson City Council  
nigel.philpott@ncc.govt.nz

1118544611-7617



133 Molesworth Street  
PO Box 5013  
Wellington 6140  
New Zealand  
T+64 4 496 2000

27 July 2022

Garry Dyet  
Chief Executive  
Waipa District Council  
Garry.Dyet@waipadc.govt.nz

Tēnā koe Mr Dyet

### **Decision in relation to fluoridation direction**

Thank you for responding to my letter of 3 May 2022. I have considered the information you have provided, alongside further information I am required to consider under section 116E of the Health Act 1956 (the Act). I have also received and considered advice from the Director of Public Health.

Informed by the matters I am required to consider, I have decided to exercise my statutory powers under section 116E of the Act to direct you to fluoridate the Cambridge drinking water supply in your region.

In accordance with section 116I of the Act, you are required to ensure that by 31 July 2023 you are fluoridating at the optimal levels (between 0.7ppm to 1ppm, parts per million) at the Cambridge supply. Contravening these requirements, or permitting these requirements to be contravened, constitutes an offence under section 116J of the Act.

Fluoridation of the Cambridge drinking water supply is an important step in improving the oral health of your communities, and it is my intention that Manatū Hauora (the Ministry of Health) will work constructively with you to implement these important changes.

In reaching my decision to issue this direction to you, I considered the scientific evidence on the effectiveness of adding fluoride to drinking water in reducing the prevalence and severity of dental decay. I am satisfied that community water fluoridation is a safe and effective public health measure that significantly reduces the prevalence and severity of dental decay. In reaching this conclusion, I considered: *Water fluoridation to prevent tooth decay* (Cochrane Collaboration 2015), *Health effects of water fluoridation: A review of the scientific evidence* (PMCSA and Royal Society Te Apārangi 2014) and *Fluoridation: An update on evidence* (PMCSA 2021).

In reaching my decision, I also considered whether the benefits of adding fluoride to the drinking water outweigh the financial costs, taking into account: the state or likely state of the oral health of your communities served by the Cambridge water supply; the number of people who are reasonably likely to receive drinking water from the supply;



and the likely financial cost and savings of adding fluoride to the drinking water of the supply, including any additional financial costs of ongoing management and monitoring.

I am satisfied that the benefits of introducing community water fluoridation across the drinking water supply outweigh the financial costs of doing so. In reaching this conclusion, I gave weight to the following:

- the Cambridge community would receive significant benefit, through improvement to the state of its oral health, because fluoridation of the water supply would significantly reduce the prevalence and severity of dental decay in its community
- approximately 20,833 people are reasonably likely to receive drinking water from the Cambridge supply
- the likely financial cost and savings of adding fluoride to drinking water for the Cambridge supply including any additional financial costs of ongoing management and monitoring.

My decision-making process included inviting written comment from Waipa District Council and having regard to the comments I received. Below I summarise and respond to the comments I received:

- the estimated capital cost of introducing fluoridation for the Cambridge supply is \$480,000 (excluding GST). The estimated ongoing management and monitoring costs are \$140,000 per annum
- the timeframe by which Waipa District Council could comply with a direction to fluoridate the Cambridge supply is nine months from receiving funding.

As part of considering whether to issue a direction to fluoridate, I considered the cost estimates you provided. I also accept the timeframe you specified by which you could comply with a direction for the Cambridge drinking water supply. This is reflected in the compliance date stated earlier in this letter.

Appendix 1 presents a more extensive summary of the information that informed my decision-making, including the advice I received and considered from the Director of Public Health.

### *Funding*

Manatū Hauora is making capital works funding available for local authorities that have been issued a direction to fluoridate, and that begin work to fluoridate drinking water supplies by the end of 2022. It will shortly provide detailed information about the application process for this funding to cover fluoridation-related capital costs.

### *Communicating this 'direction to fluoridate' decision*

Manatū Hauora is responsible for communicating this decision at a national level. Please note too, that as required under section 116E(5) of the Act, all direction letters will be published on the Manatū Hauora website in due course.

*Next steps*

An official from Manatū Hauora will contact your team in the coming weeks to discuss any needs you might have for further clarity or additional information. Manatū Hauora recognises that this is a busy time for local authorities and wishes to work with you to make the process as straightforward as possible for your team.

Nākū noa, nā

A handwritten signature in black ink, appearing to read 'Ashley Bloomfield', written in a cursive style.

Dr Ashley Bloomfield  
**Te Tumu Whakarae mō te Hauora**  
**Director-General of Health**

Appendix 1:

Waipa District Council: Cambridge water supply

<b>Analysis</b>	
Criterion	<b>1. Scientific evidence on the effectiveness of adding fluoride to drinking water in reducing the prevalence and severity of dental decay</b>
Evidence	<p>The Ministry has considered the following information:</p> <ul style="list-style-type: none"> <li>• <a href="#">Fluoridation: an evidence update   Office of the Prime Minister's Chief Science Advisor (June 2021)</a></li> <li>• <a href="#">Health effects of water fluoridation: A review of the scientific evidence (August 2014) Office of the Prime Minister's Chief Science Advisor and Royal Society of New Zealand Te Apārangi</a></li> <li>• <a href="#">Water fluoridation to prevent tooth decay   Cochrane Collaboration (June 2015)</a></li> </ul> <p>Fluoridation: An update on evidence (PMCSA 2021) examines new evidence on water fluoridation published since the Royal Society Te Apārangi report in 2014. The Cochrane Collaboration's water fluoridation to prevent tooth decay (2015) is a high-quality scientific meta-analysis of a large number of high-quality research studies conducted over a long period worldwide.</p>
Analysis	<p>The sources of evidence referred to above are reviews that examine substantial bodies of research generated over periods of time on the safety of community water fluoridation (CWF) and its effectiveness at reducing dental decay. Considered together, these reports provide an up-to-date and high-quality scientific assessment of the state of the scientific evidence on the health effects of CWF. They find that the provision of CWF at a level of 0.7-1 mg/L is safe and significantly reduces the prevalence and severity of dental decay.</p> <p>The summary analysis of evidence stated above justifies the conclusion that provision of CWF at a level of 0.7-1 mg/L in the Cambridge water supply would be safe and effective at significantly reducing the prevalence and severity of dental decay in the populations serviced by this water supply.</p>
Director of Public Health advice	Informed by the findings of the reviews noted in 'Criterion 1 Evidence' above on CWF, my assessment is that there is strong evidence that CWF is a safe and effective way to improve oral health outcomes, by reducing and preventing dental decay. I also consider that this strong evidence applies to the communities served by the Cambridge water supply.
Criterion	<b>2. whether the benefits of adding fluoride to drinking water outweigh the financial costs, taking into account:</b>
Criterion	<b>2a. the state or likely state of the oral health of a population group or community where the local authority supply is situated</b>
Evidence	The Ministry has considered the following information:

	<ul style="list-style-type: none"> <li>• data on <a href="#">Age 5 and Year 8 oral health outcomes from the Community Oral Health Service</a> (Ministry of Health)</li> <li>• data from the New Zealand Health Survey: Oral Health (<a href="#">New Zealand Health Survey   Ministry of Health NZ</a>)</li> <li>• Oral Health Survey Report (<a href="#">Our Oral Health: Key findings of the 2009 New Zealand Oral Health Survey   Ministry of Health NZ</a>)</li> <li>• 2013 New Zealand Index of Deprivation (NZDep) (<a href="#">Socioeconomic deprivation profile   ehinz</a>)</li> </ul> <p>This is the most relevant up-to-date data available. It should be noted that oral health outcome data can take a long time to change substantially.</p>
<p>Analysis</p>	<p>The Cambridge water supply is situated within the previous Waikato District Health Board area.</p> <p>2019 data for children aged 0-12 in Waikato District Health Board show:</p> <ul style="list-style-type: none"> <li>- overall, 45 percent of children had experienced tooth decay at age</li> <li>- on average, children at age five have 2.15 decayed, missing or filled primary teeth, and at school year 8 have on average 0.60 decayed, missing or filled adult teeth</li> <li>- Māori and Pacific children have significantly worse outcomes than other children within Waikato District Health Board. For example, 64 percent of Māori children had experienced decay at age five compared to 33 percent for all other (non-Māori and non-Pacific) children.</li> </ul> <p>The 2017-2020 New Zealand Health Survey results for Waikato District Health Board show:</p> <ul style="list-style-type: none"> <li>- 7.1 percent of adults (15+) had one or more teeth removed in the past 12 months due to decay, an abscess, infection or gum disease.</li> </ul> <p>The 2017-2020 New Zealand Health Survey results for Waipa District Council show:</p> <ul style="list-style-type: none"> <li>- 39.2 percent of adults (15+) had one or more teeth removed in their lifetime due to decay, an abscess, infection or gum disease.</li> </ul> <p>From the data summarised above, it is reasonable to conclude that there are significant levels of dental decay in the communities serviced by the Cambridge water supply. There is strong evidence that CWF reduces dental decay. There are therefore also significant opportunities for oral health improvement for the communities served by the Cambridge water supply. The evidence indicates that fluoridation of the Cambridge water supply would make significant improvements to oral health outcomes for the communities it serves.</p>

	<p>Within the Cambridge area, there are significant levels of deprivation. In the 10-level score in which decile 1 has the least deprivation, Cambridge Central is in decile 7, Cambridge West is in decile 5, and Cambridge North is in decile 3. There is a significant body of evidence that levels of tooth decay are highest among the most deprived socioeconomic groups.</p>					
Director of Public Health advice	<p>Informed by the evidence and data sources listed above at ‘Criterion 1 Evidence’ and ‘Criterion 2a Evidence’, I have reviewed the state of oral health of the populations served by the Cambridge water supply. In summary, my assessment is as follows. The Cambridge population presently have significant levels of preventable dental decay. The evidence that CWF improves oral health outcomes by reducing dental decay is applicable to this population. So too is the evidence that these benefits tend to be greater for populations that experience higher levels of tooth decay, such as Māori and Pacific communities. Fluoridation of the water supply that serve these communities would consequently improve oral health outcomes and is likely also to reduce health inequities.</p>					
Criterion	<p><b>2b. the number of people who are reasonably likely to receive drinking water from the local authority supply</b></p>					
Evidence	<p>The Ministry has considered the following information:</p> <ul style="list-style-type: none"> <li>• <a href="#">the Public Register of Drinking Water Suppliers</a></li> </ul>					
Analysis	<table border="1"> <thead> <tr> <th>Water supply</th> <th>Population size</th> </tr> </thead> <tbody> <tr> <td>Cambridge</td> <td>20,833</td> </tr> </tbody> </table>		Water supply	Population size	Cambridge	20,833
Water supply	Population size					
Cambridge	20,833					
Criterion	<p><b>2c. the likely financial cost and savings of adding fluoride to the drinking water, including any additional financial costs of ongoing management and monitoring</b></p>					
Evidence	<p>The Ministry has considered the following information:</p> <ul style="list-style-type: none"> <li>• <a href="#">Review of the Benefits and Costs of Water Fluoridation in New Zealand</a>. Sapere Research Group. May 2015.</li> <li>• <a href="#">Water Fluoridation Engineering Costs. August 2015</a>.</li> <li>• Waipa District Council’s estimated costs, including ongoing management and monitoring costs (for more detail on Waipa District Council’s comments see table below).</li> </ul>					
Analysis	<p>The 2015 Sapere Report estimated that adding fluoride to New Zealand’s water treatment plants classified as medium sized and above (ie, those supplying populations of over 5000) is cost-saving, and for smaller supplies (ie, those supplying populations of over 500) is likely to be cost-saving. The Sapere report also noted:</p> <ul style="list-style-type: none"> <li>- an estimated total net discounted saving over 20 years for smaller supplies and above to be \$1,401 million, made up of a cost of fluoridation of \$177 million and cost offsets of \$1,578 million from reduced dental decay</li> </ul>					

- “We estimate the 20-year discounted net saving of water fluoridation to be \$334 per person, made up of \$42 for the cost of fluoridation and \$376 savings in reduced dental care”

The Cambridge supply fits into the category of supplies servicing over 5000 people (see further detail in Criterion 2b).

The estimated costs provided by Waipa District Council are presented in the table below. These estimates vary from the cost estimates Sapere 2015 used in researching that fluoridation is cost-saving for supplies servicing over 5000 people. For water supplies servicing over 10,000 people, Sapere 2015 estimated \$347,004 for capital costs, and \$8742 per annum for management and monitoring costs; while for the Cambridge supply service 20,833 people, Waipa District Council estimated \$480,000 (excluding GST) for capital cost, and \$140,000 per annum for management and monitoring costs.

Water Supply	Population size	Waipa District Council estimate of capital cost	Waipa District Council estimate of management and monitoring costs (per annum)
Cambridge	20,833	\$480,000 (excluding GST)	\$140,000
<b>Total</b>	<b>20,833</b>	<b>\$480,000 (excluding GST)</b>	<b>\$140,000</b>

**Summary of the information received from Waipa District Council**

As required by section 116G, Waipa District Council was invited to give written comments on the estimated financial costs of adding fluoride to the drinking water, including any additional costs of ongoing management and monitoring; and the date by which each local authority would be able to comply with a direction. Waipa District Council responded within the required timeframe. A copy of Waipa District Council’s formal response is attached to this Report as Appendix One.

For Waipa District Council’s estimated financial costs of adding fluoride to the drinking water, including any additional costs of ongoing management and monitoring please see Criterion 2c above.

**Cambridge Water Supply**

Waipa District Council stated that the timeframe by which it would be able to comply with a direction for the Cambridge supply is nine months after receiving a direction and funding.



# COMMITTEE REPORT



**To:** The Chairperson and Members of the Service Delivery Committee  
**From:** Operations Team Leader – Transportation  
**Subject:** **290010 Street Light Maintenance and Renewal Contract – Contract Renewal**  
**Meeting Date:** 14 May 2024

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## 1 PURPOSE - TAKE

The purpose of this report is to seek approval for an extension to the current Streetlight Maintenance and Renewal Contract with McKay Limited, for a further 12 month period, that will commence on 1 July 2024 and end on 30 June 2025.

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## 2 EXECUTIVE SUMMARY – WHAKARĀPOPOTOTANGA MATUA

The Streetlight Maintenance and Renewal Contract is for patrol of the lighting network, identification of faults and the maintenance and renewal of Council’s streetlight assets, including under veranda lighting.

The contract was for an initial contract period of three years from 1 July 2021 to 30 June 2024, with the option of two possible extensions of 12 months each. This report seeks approval for the first 12-month extension.

McKay Limited has confirmed it is willing to continue with the current Streetlight Maintenance and Renewal Contract for a further 12-month extension period, under the current contract terms and conditions.

It is recommended that Streetlight Maintenance and Renewal Contract 290010 with McKay Limited be extended for a further 12-month period, from 1 July 2024 to the 30 June 2025.

The current approved contract sum is \$1,248,700.69. Expenditure at 30 June is estimated to be approximately \$896,000. The award of a further 12-month extension should not require an increase in the contract sum in the period to 30 June 2025. The main reason that the original contract sum may not be exceeded is that it included provision for additional streetlight upgrades which were subsequently not funded by the NZ Transport Agency, and so this work element was only delivered in part.



### 3 RECOMMENDATION – TŪTOHU Ā-KAIMAHI

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*That the Service Delivery Committee*

- a) *Receives the report of Jennifer Braithwaite, Operations Team Leader – Transportation, titled 290010 Streetlight Maintenance and Renewal Contract – Contract Renewal (document number 11205888);*
- b) *The Service Delivery Committee **APPROVES** the extension of 290010 Streetlight Maintenance and Renewal Contract for a further 12-month period, from 1 July 2024 to 30 June 2025.*

### 4 BACKGROUND – KŌRERO WHAIMĀRAMA

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#### **Contractor’s Performance**

The initial start of the three-year contract was challenging as McKay Limited did not have accreditation to work on Waipā Networks lines. This restricted McKay Limited from undertaking connections to the power supply. This was overcome with McKay Limited gaining accreditation and an agreement with Waipā Networks on access to the network. Progress was also delayed by COVID in 2021.

During the last 12 months there was a period of under resourced contract management resulting in less than satisfactory response times to repairs to lights and reporting on customer CRMs. However, this has now been resolved with two new managers/supervisors, one looking after streetlight maintenance and the other looking after pole replacements.

Over the last few months McKay Limited has made a consistent effort to improve performance and they have made good progress on a backlog of repairs and pole replacements. The new management and staff are co-operative in addressing issues. Improved response times, reporting and work planning have reduced the outstanding CRMs.

#### **Goals Achieved:**

McKay Limited has, after some initial deficiencies, met the requirements for contract management, reporting, health and safety and resourcing for the delivery of this contract. They have met their tender commitments for local contribution in that they continue to use local suppliers and a number of their Waikato branch staff reside in Waipā.

McKay Limited completed new light installations in Pollard Drive Te Awamutu, new lights to the SH3 footbridge and some new lights as part of pedestrian safety installations.

## 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 has a low level of significance.

## 6 OPTIONS – NGĀ KŌWHIRINGA

Option	Advantages	Disadvantages
<b>Option 1:</b> Decline the 12 month contract extension	<ul style="list-style-type: none"> <li>▪ Nil</li> </ul>	<ul style="list-style-type: none"> <li>▪ Contract will need to be re-tendered.</li> <li>▪ Undue pressure on staff resources undertaking lengthy tendering process and procedures.</li> <li>▪ Risk of new tender prices been higher than budgets.</li> </ul>
<b>Option 2:</b> Approve the 12 month contract extension	<ul style="list-style-type: none"> <li>▪ Contract continues with the incumbent contractor under the current contract terms and conditions.</li> <li>▪ Seamless contract rollover.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Nil</li> </ul>

The recommended option is Option 2. The reason for this is the current contract provides value for money in achieving operational outcomes within budgets.

## 7 OTHER CONSIDERATIONS – HEI WHAIWHAKAARO

### Council's Vision and Strategic Priorities

This contract continues to provide an essential service to the community as provided for in the Transportation Activity Management Plan, and delivers on the ongoing maintenance and sustainability of Council assets including upgrades to LED lights when older lights reach the end of their useful life.

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

Staff confirm that the recommended Option 2 complies with Council's legal and policy requirements.

The September 2021 Transportation Procurement Strategy, which was subsequently endorsed by NZ Transport Agency, noted the decision to retain street light maintenance as a stand-alone specialised contract scheduled to run up to five years.

The operation of certified electricians/ linesman and specialist insulated bucket trucks and the 51% subsidy available when tendered, makes contracting these services most efficient for Council and ratepayers.

### Financial Considerations – Whaiwhakaaro ā-Pūtea

#### Funding

The total cost for the 12-month contract extension is \$311,000, which has been budgeted for in the 2021-31 LTP and is provided for in the Draft 2024/25 Enhanced Annual Plan budget, with allowance for contingencies plus expected cost fluctuations payable under the contract, and in conjunction with NZ Transport Agency (NZTA) subsidy.

There is a risk that inflation will push the CFA higher in the remaining 12-month period than provided for in the budgets. To manage the risk, renewal and maintenance work will be prioritised to stay within the available budgets.

Financial Status	Cost
<b>Current approved contract sum</b>	<b>\$1,248,700.69</b>
Estimated expenditure at 30 June 2024	\$896,000.00
Estimated 12-month extension cost	\$311,000.00
<b>Expected Expenditure to 30 June 2025</b>	<b>\$1,207,000.00</b>

Budget Forecast from 1 July 2024 to 30 June 2025		
Project Code	Description	2024/25 Draft Annual Plan Budget
PR4020	Lighting Maintenance	\$180,000
PR4045	Lighting Replacement	\$75,000
PR3015	Amenity Lighting Renewals	\$2,500
PR3002	Amenity Lighting Maintenance	\$3,500
PR4410	Road to Zero Projects – Low Cost Low Risk	\$50,000
	<b>Total Sum</b>	<b>\$311,000</b>

#### 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

This contract extension will have no impact on the interest, values or aspirations of local Iwi or Mana Whenua

**Climate Change – Hurihanga Āhuarangi**

McKay Limited’s health, safety and quality documentation provides information on their commitment to environmental protection where they can. They are committed to doing what they can to reduce their environmental footprint and environmental protection and impact reduction. This includes the responsible disposal of all products used in streetlighting maintenance including steel products disposed of through a preferred McKay steel recycle centre and hazardous materials (mercury vapour, fluorescent, halogen lamps) – disposed of through a preferred McKay recycle partner.

**8 NEXT ACTIONS**

Action	Responsibility	By When
Complete all contract management procedures for the 12 month extension	Operations Team Leader	31 May 2024



Jennifer Braithwaite  
**OPERATIONS TEAM LEADER – TRANSPORTATION**



Reviewed by Bryan Hudson  
**MANAGER TRANSPORTATION**



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

# COMMITTEE REPORT



**To:** The Chairperson and Members of the Service Delivery Committee  
**From:** Operations Team Leader – Transportation  
**Subject:** **290128 Urban and CBD Street Cleaning Services – Contract Renewal**  
**Meeting Date:** 14 May 2024

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## 1 PURPOSE - TAKE

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The purpose of this report is to seek approval for an extension to the current Urban and CBD Street Cleaning Services with Eco Maintenance Limited for a further 12-month period, that will commence on 1 July 2024 and end on 30 June 2025.

## 2 EXECUTIVE SUMMARY – WHAKARĀPOPOTOTANGA MATUA

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This contract is for urban and CBD street cleaning, litter bin collection, maintenance of street furniture and seasonal leaf pick up.

The contract was for an initial contract period of three years from 1 July 2021 to 30 June 2024, with the option of two possible extensions of 12 months each - this will be the first 12-month extension.

Eco Maintenance Limited has delivered on contract outcomes to a satisfactory standard over the previous three years. The contract has operated as expected but with some cost variations for additional litter bin collections, additional street sweeps, as a result of weather events or spillages, and also from significant cost fluctuations due to high inflation on all maintenance contracts.

It is recommended that the 290128 Urban and CBD Street Cleaning Services contract with Eco Maintenance Limited be extended for a further 12-month period from 1 July 2024 to 30 June 2025.

Eco Maintenance Limited has confirmed it is willing to continue with the current Urban and CBD Street Cleaning Services for a further 12-month extension period under the current contract terms and conditions.

The current approved contract sum is \$1,926,292.00. The total expected cost to 30 June 2024 is \$2,017,407.00. The greatest portion of this cost increase is cost fluctuations (CFA), which are payable under the contract.

The increase in costs to the end of 30 June 2024 and the award of a further 12-month extension from 1 July 2024 to 30 June 2025 will require an increase in the total contract sum to **\$2,767,407.00**, excluding GST.

### 3 RECOMMENDATION – TŪTOHU Ā-KAIMAHI

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*That the Service Delivery Committee*

- a) *Receives the report of Jennifer Braithwaite, Operations Team Leader – Transportation, titled 290128 Urban and CBD Street Cleaning Services Contract Renewal (document number 11207203);*
- b) *The Service Delivery Committee **APPROVES** the extension of 290128 Urban and CBD Street Cleaning Services for a further 12-month period from 1 July 2024 to 30 June 2025;*
- c) *The Service Delivery Committee **APPROVES** an increase to the approved contract sum, for Urban and CBD Street Cleaning Services Contract 290128, to TWO MILLION, SEVEN HUNDRED AND SIXTY SEVEN THOUSAND, FOUR HUNDRED AND SEVEN DOLLARS (**\$2,767,407.00**), excluding GST.*

### 4 BACKGROUND – KŌRERO WHAIMĀRAMA

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#### **Contractor's Performance**

Eco Maintenance Limited has met all the contract requirements and expectations over the initial three-year contract period.

Eco Maintenance Limited response times, reporting, communication, attendance to customer enquires, quality of work, management of work place safety is generally very good, and their staff are very friendly and co-operative, resulting in a very good relationship between contractor and Council staff. The seasonal leaf fall collections have been well managed with adequate resources allocated to clear the leaves during this very busy time.

#### **Goals Achieved:**

Eco Maintenance Limited has met expectations in maintaining the cleanliness of the urban streets and CBD areas including keeping catchpits clear of detritus. They have responded well to picking up litter and household rubbish in the urban areas and willingly agreed to extra litter bin collections in the parks on the weekends during the summer season. They responded well to the cyclone event that spread tree debris across Cambridge streets in early 2023 and through the COVID response period.

Eco Maintenance Limited has consistently supplied the machinery and labour to deliver the contract works, with several of the staff resident in Waipā, meeting their local contribution tender commitments.

## 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 has a low level of significance.

## 6 OPTIONS – NGĀ KŌWHIRINGA

Option	Advantages	Disadvantages
<p><b>Option 1:</b> Decline the 12 month contract extension</p>	<ul style="list-style-type: none"> <li>▪ Nil</li> </ul>	<ul style="list-style-type: none"> <li>▪ Contract will need to be re-tendered.</li> <li>▪ Undue pressure on staff resources undertaking lengthy tendering process and procedures.</li> <li>▪ Risk of new tender prices being higher than budgets.</li> </ul>
<p><b>Option 2:</b> Approve the 12 month contract extension</p>	<ul style="list-style-type: none"> <li>▪ Contract continues with the incumbent contractor under the current contract terms and conditions.</li> <li>▪ Seamless contract rollover.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Nil</li> </ul>

The recommended option is Option 2. The reason for this is the current contract provides value for money in achieving operational outcomes within budgets.

## 7 OTHER CONSIDERATIONS – HEI WHAIWHAKAARO

### Council's Vision and Strategic Priorities

This contract continues to provide an essential service to the community as provided for in the Transportation Activity Management Plan, and delivers on the ongoing cleanliness of the urban streets, CBD areas and in keeping the drainage facilities clear of detritus to avoid any potential flooding issues.

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

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

The September 2021 Transportation Procurement Strategy which was subsequently endorsed by NZ Transport Agency noted the decision to retain street cleaning as a stand-alone contract scheduled to run up to five years. The supply and operation of specialist sweeper and vacuum suction trucks and the 51% subsidy available when tendered, makes contracting these services most efficient for Council and ratepayers.

### Financial Considerations – Whaiwhakaaro ā-Pūtea

#### Funding

The original three-year contract sum had a contingency of \$195,000 for cost escalation and additional services. To date cost escalation is \$207,000.

The total cost for the 12-month contract extension is \$750,000, which has been budgeted for in the 2021-31 LTP and is provided for in the Draft 2024/25 Enhanced Annual Plan budget, with allowance for contingencies and expected cost fluctuations payable under the contract, and in conjunction with NZTA subsidy. There is a risk that inflation will push the CFA higher in the remaining 12-month period than provided for in the Draft Annual Plan budgets. To manage the risk, essential work will be prioritised to stay within the available budgets.

Financial Status	Cost
Current approved contract sum	\$1,926,292.00
Estimated Total Costs to 30 June 2024	\$2,017,407.00
Estimated Costs for 12-month extension	\$ 750,000.00
<b>New Contract Sum to 30 June 2025</b>	<b>\$2,767,407.00</b>

Budget Forecast from 1 July 2024 to 30 June 2025		
Project Code	Description	2024/25 Draft Annual Plan Budget
213006	Litter Bins Collection and Maintenance	\$184,884
4006	Urban & CBD 30% of value receives subsidy	\$300,000
3095	CBD Street Sweeping	\$50,000
3142	Urban Street Cleaning	\$40,000
4013	Litter (Part budget only)	\$84,000
4005	General Routine Drainage Maintenance (Part budget only)	\$50,000
3004	Street Furniture	\$12,000
3011	Carpark Maintenance (Part budget only)	\$10,000
3009	Leaf Clearance	\$75,000
	<b>Total Sum</b>	<b>\$805,884</b>



**Risks - Tūraru**

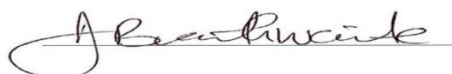
There are no known significant risks associated with the decisions required for this matter.

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

This contract extension will have no impact on the interest, values or aspirations of local Iwi or Mana Whenua.

**8 NEXT ACTIONS**

Action	Responsibility	By When
Complete all contract management procedures for the 12-month extension	Operations Team Leader	31 May 2024



Jennifer Braithwaite  
**OPERATIONS TEAM LEADER – TRANSPORTATION**



Reviewed by Bryan Hudson  
**MANAGER TRANSPORTATION**



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

# 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:** 14 May 2024

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## 1 PURPOSE - TAKE

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

## 2 EXECUTIVE SUMMARY – WHAKARĀPOPOTOTANGA MATUA

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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.

### 3 RECOMMENDATION – TŪTOHU Ā-KAIMAHI

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*That the Finance and Corporate Committee receives the report of Dawn Inglis, Group Manager Service Delivery, titled Contracts Signed under Delegated Authority (document number 11214695).*

### 4 APPENDIX – ĀPITITANGA

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No:	Appendix Title
1	Contracts Signed Under Delegated Authority



Dawn Inglis  
**GROUP MANAGER SERVICE DELIVERY**

## APPENIDX 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
291139	Taumatawiiwii Reserve Cycleway Realignment	Keir Landscaping and Structures Limited	25/03/2024	Community Services	\$149,962.00	\$172,456.30	Contingency
291077	Riverside Park – Jetty Renewal	Keir Landscaping and Structures Limited	23/04/2024	Community Services	\$56,135.00	\$56,135.00	
290861	Toilet Renewal Contract	Exeloo New Zealand Limited	08/05/2024	Community Services	\$405,144.28	\$435,144.28	Contingency

Monthly Schedule of Service Delivery Contracts with an increase to approved contract sum:

Contract No.	Contract Name	Contract Awarded to:	Date of Increase to Approved Contract Sum	Activity Type	Prior Approved Contract Sum	New Approved Contract Sum	Difference between Sums
290082	Video System (CCTV)	Datacom Limited	15/04/2024	Transportation	\$789,680.20	\$1,163,123.73	Increase to Approved Contract Sum
290450	District Wide Wastewater Pipe Relining	Reline NZ Limited	11/04/2024	Water Services	\$948,855.00	\$1,116,869.07	Increase to Approved Contract Sum

# COMMITTEE AGENDA



**To:** The Chairperson and Members of the Service Delivery Committee  
**From:** Governance  
**Subject:** **RESOLUTION TO EXCLUDE THE PUBLIC**  
**Meeting Date:** 14 May 2024

## 1 EXECUTIVE SUMMARY – WHAKARĀPOPOTOTANGA 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>
<p>15. Confirmation of Public Excluded Minutes – 19 March 2024</p> <p>16. District Wide Fire Flow &amp; Level of Service Upgrades – Contract Award</p>	<p>Good reason to withhold exists under section 7 Local Government Official Information and Meetings Act 1987</p>	<p>Section 48(1)(a)</p>

*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:*

<b>Item No.</b>	<b>Section</b>	<b>Interest</b>
15,16	7(2)(i)	<i>To carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</i>