

# MEETING — AGENDA —

*Ngā Take*

[www.westernbay.govt.nz](http://www.westernbay.govt.nz)



Western Bay of Plenty  
District Council

# OPERATIONS AND MONITORING COMMITTEE

*Komiti Whakahaere*

---



**OP11**  
**Thursday, 10 May 2018**  
**Council Chambers**  
**Barkes Corner, Tauranga**  
**9.30am**

# Notice of Meeting No. OP11 Te Karere

## Operations and Monitoring Committee Komiti Whakahaere

**Thursday, 10 May 2018**  
**Council Chambers**  
**Barkes Corner**  
**9.30am**

His Worship the Mayor

G J Webber

Councillors:

D Thwaites (Chairperson)  
J Palmer (Deputy Chairperson)  
G Dally  
M Dean  
M Lally  
P Mackay  
K Marsh  
D Marshall  
M Murray-Benge  
J Scrimgeour  
M Williams

Media  
Staff

Miriam Taris  
**Chief Executive Officer**  
**Western Bay of Plenty District Council**



*Western Bay of Plenty  
District Council*

Te Kaunihera a rohe mai i nga Kuri-a-Whare ki Otamarakau ki te Uru

[www.westernbay.govt.nz](http://www.westernbay.govt.nz)



# **Operations and Monitoring Committee Delegations Mangai o Te Kaunihera**

## **Quorum:**

The quorum for this meeting is six members.

## **Role:**

Subject to compliance with Council strategies, policies, plans and legislation:

- To monitor performance and outcomes over all of Council's service functions including the following:
  - Regulatory Operations
  - Rooding Operations
  - Utilities Operations
  - Parks, Reserves, Cemeteries and other council property
  - Customer services, libraries
  - Corporate Property Operations and development
  - Sub Regional Parks
  - Operational service contracts (e.g. swimming pools, community halls)
  - Emergency Management
  - Rural Fire

## **General Delegations:**

- To make decisions to enable and enhance service delivery performance.
- To approve operational policy including resolving operational policy matters defined as the implementation of policy.
- To resolve all operational matters as referred by Community Boards.
- To make decisions in regard to assets to implement Council's plans, policies and projects as contained in the Long Term Plan and Annual Plans.
- To monitor assets and resources required for the delivery of services.
- To monitor the implementation of Council's strategies, plans, policies and projects contained in Council's Long Term Plan and Annual Plans.
- To receive and resolve on or recommend to Council or its Committees as appropriate the reports, recommendations and minutes of the Joint Road Safety Committee and any other Joint Committee, working group or forum as directed by Council.
- To undertake on behalf of Council all processes and actions (including consultation) for the amendment of bylaw schedules relating to operational services precedent to the recommendation to Council for adoption of the amendments.

**Financial Delegations:**

Pursuant to Section 4(1) of the Public Bodies Contracts Act 1959, the Committee shall have the power to enter into contracts in respect of the Committee's functions to a maximum value of \$5,000,000 for any one contract, provided that the exercise of this power shall be subject to, and within the allocation of funds set aside for that purpose in the Long Term Plan, the Annual Plan and Budget or as otherwise specifically approved by Council.

To report to Council financial outcomes and recommend any changes or variations to allocated budgets.

**Other:**

The Committee may without confirmation by Council exercise or perform any function, power or duty relating to those matters delegated by Council in like manner, and with the same effect, as the Council could itself have exercised or performed them.

The Committee may delegate any of its functions, duties or powers to a subcommittee subject to the restrictions on its delegations and provided that any sub-delegation to subcommittees includes a statement of purpose and specification of task.

The Committee may make recommendations to Council or its Committees on any matters to achieve the outcomes required in the role of the Committee but outside its delegated authorities.

# Agenda for Meeting No. OP11

## Pages

**Present  
In Attendance  
Apologies**

### **Public Excluded Items**

The Council may by resolution require any item of business contained in the public excluded section of the agenda to be dealt with while the public are present.

### **Public Forum**

A period of up to 30 minutes is set aside for a public forum. Members of the public may attend to address the Committee for up to three minutes on items that fall within the delegations of the Committee provided the matters are not subject to legal proceedings, or to a process providing for the hearing of submissions. Speakers may be questioned through the Chairperson by members, but questions must be confined to obtaining information or clarification on matters raised by the speaker. The Chairperson has discretion in regard to time extensions.

Such presentations do not form part of the formal business of the meeting, a brief record will be kept of matters raised during any public forum section of the meeting with matters for action to be referred through the customer contact centre request system, while those requiring further investigation will be referred to the Chief Executive.

OP11.1	<b>Road Closure - Harray Road - MotorSport BOP</b>	8-25
	Attached is a report from the Transportation Manager dated 27 April 2018.	
OP11.2	<b>Animal Shelters</b>	26-37
	Attached is a report from the Strategic Property Manager dated 23 April 2018.	
OP11.3	<b>Infrastructure Services Briefing May 2018</b>	38-53
	Attached is a report from the Deputy Chief Executive dated 20 April 2018.	

The open section of the Operations and Monitoring Committee Information Pack No. OP11 has been circulated separately with the agenda.

## Local Government Official Information and Meetings Act

### Exclusion of the Public

#### Schedule 2A

#### Recommendation

A) *THAT the public be excluded from the following part of this meeting namely:*

- *Proposed State Highway 2 Rural 80kms per hour Speed Limit*
- *Eastern Supply Zone - Alternative Water Supply Options*
- *Infrastructure Services Briefing May 2018 (In Confidence)*

*The general subject to each 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><i>General subject of each matter to be considered</i></b>	<b><i>Reason for passing this resolution in relation to each matter</i></b>	<b><i>Ground(s) under Section 48(1) for the passing of this resolution</i></b>
<i>Proposed State Highway 2 Rural 80kms per hour Speed Limit, including: Westlink and NZ Transport Agency Presentation on State Highway 2 (In Confidence)</i>	<i>THAT the public conduct of the relevant part of the proceedings of the meeting would likely result in the disclosure of information for which good reason for withholding would exist.</i>	<i>To enable Council to carry on without prejudice or disadvantage, negotiations (including commercial and industrial negotiations), and To enable the NZ Transport Agency to carry on without prejudice or disadvantage, negotiations (including commercial and industrial negotiations), and To protect information which is subject to an obligation of confidence, as disclosure would likely prejudice supply of similar information.</i>
<i>Eastern Supply Zone – Alternative Water Supply Options</i>	<i>THAT the public conduct of the relevant part of the proceedings of the meeting would likely result in the disclosure of information for which good reason for withholding would exist.</i>	<i>To enable the Council to carry on without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</i>

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under Section 48(1) for the passing of this resolution</b>
<i>Infrastructure Services Briefing May 2018 (In Confidence)</i>	<i>THAT the public conduct of the relevant part of the proceedings of the meeting would likely result in the disclosure of information for which good reason for withholding would exist.</i>	<i>For reasons previously stated on the relevant minutes.</i>

*B) THAT representatives from Westlink and the NZ Transport Agency be permitted to stay for the Public Excluded session for item 1 only, as they are presenting to the Operations and Monitoring Committee on Proposed State Highway Rural in confidence.*

---

**Western Bay of Plenty District Council**  
**Operations and Monitoring Committee**  
**Road Closure – Harray Road - MotorSport BOP**

---

**Purpose**

Motorsport Bay of Plenty (the organisers) have requested temporary road closure on Sunday 17 June 2018 for the purpose of hill climb racing events.

Events of this nature have been held in the past and issues raised by potential objectors have been resolved.

In this instance an objection by C Smiler to a race on Harray Road is not able to be addressed but may be considered to be outweighed by the public benefits of allowing the race to proceed.

**Recommendation**

- 1. THAT the Roding Engineer (East/West) report dated 27 April 2018 and titled Road Closure – Harray Road – MotorSport BOP be received.**
- 2. THAT the report relates to an issue that is considered to be of medium significance in terms of Council's Significance and Engagement Policy.**
- 3. THAT the Committee notes the request for a road closure on Harray Road on 17 June 2018.**
- 4. THAT due to the timing of the rally on 17 June 2018, and the timing of the next Operational & Monitoring and Committee notes that in accordance with Policy and 020/16 the Chief Executive Officer will determine whether or not the road closure is approved.**



Stuart Harvey  
Roding Engineer (East/West)



Approved

---

Gary Allis  
Deputy Chief Executive



---

## 1. Background

Council has a policy dated 5 June 2015 covering "Car Rallies". **Attachment A**

Council's policy is to allow races on public roads. The "Event Application Form" is available on the WBOPDC website and this form requests all necessary information to enable an informed decision being made. **Attachment B**

Where objections are received, they may be referred to the Operations and Monitoring Committee if time frames permit.

The Road Closure Regulations provide for a public process where affected parties can object to the proposed closure. Council is required "to consider the objections" but can close the road in accordance with the Regulations even if there are objections.

In the past, objections have been resolved and races have proceeded with standard conditions. **Attachment A**

The objection by Mr Smiler cannot be addressed except by declining the objection. **Attachment C**

This case is referred to the Operations and Monitoring Committee so as to provide guidance to staff in dealing with this objection.

## 2. Significance and Engagement

The Local Government Act 2002 requires a formal assessment of the significance of matters and decisions in this report against Council's Significance and Engagement Policy. In making this formal assessment there is no intention to assess the importance of this item to individuals, groups, or agencies within the community and it is acknowledged that all reports have a high degree of importance to those affected by Council decisions.

The Policy requires Council and its communities to identify the degree of significance attached to particular issues, proposals, assets, decisions, and activities.

In terms of the Significance and Engagement Policy this decision is considered to be of medium significance because the event is to be held on a no exit, low volume rural road and has been successfully and safely run for many years.

### 3. Engagement, Consultation and Communication

Interested/Affected Parties	Completed/Planned Engagement/Consultation/Communication
Name of interested parties/groups	Local Residents, local community
Tangata Whenua	N/A
General Public	Public Notice in local newspapers

### 4. Issues and Options Assessment

Options that the Operations & Monitoring Committee would have considered if they had heard the objection.

Option A	
<i>THAT the request for a road closure on Harray Road on 17 June 2018 be accepted.</i>	
<b>Assessment of option for advantages and disadvantages taking a sustainable approach</b>	<p><b>Advantages:</b> The car rally can go ahead for community benefit.</p> <p><b>Disadvantages:</b> WestLink may have to do additional maintenance.</p>
<b>Costs (including present and future costs, direct, indirect and contingent costs) and cost effectiveness for households and businesses</b>	Any additional costs are included in the One Network Maintenance Contract lump sum.
<b>Other implications</b>	

<b>Option B</b>	
<b><i>THAT the request for a road closure on Harray Road on 17 June 2018 be rejected.</i></b>	
<b>Assessment of option for advantages and disadvantages taking a sustainable approach</b>	<p><b>Advantages:</b> Mr Smiler has his objection upheld.</p> <p><b>Disadvantages:</b> Car rally not permitted on road. The motorsport application for the event and traffic management costs would not be recoverable.</p>
<b>Costs (including present and future costs, direct, indirect and contingent costs) and cost effectiveness for households and businesses</b>	
<b>Other implications</b>	

## 5. Statutory Compliance

The recommendation meets all statutory and legal requirements.

## 6. Funding/Budget Implications

Budget Funding Information	Relevant Detail
N/A	

## Council Policy

### Car Rallies

<b>Activity:</b> Rooding Network	<b>Car Rallies</b>	<b>Resolution No:</b>	O20/16 12.04.91
<b>File Ref:</b> 25/05/0001		<b>Version:</b>	Three
<b>Owner:</b> Transportation Operations Manager		<b>Updated:</b>	19.12.01
		<b>For Info:</b>	

1. THAT the policy contained in O20/16 of the Policy Manual be confirmed, with the addition of:
  - i. THAT the notice to residents include information on emergency arrangements, insurance, the organiser's liability to pay for damage to private property and the fact that Council holds a cash bond to be used to repair damage to the road.
2. THAT the policy contained in O24/8 of the Policy Manual be confirmed.
3. THAT the Chief Executive Officer be granted delegated authority for approval of road closures for car rallies, parades and similar events.
4. THAT a mobile phone number be given to residents for use in an emergency, for contacting rally officials.

THAT where approval is granted for International Motorsport Rallies to be held on the Council's roads that the following conditions apply:

1. THAT the undertakings as set out in (a) to (g) in the report must be adhered to, viz.: -
  - a. Undertake to personally advise the residents on the roads and No Exit side roads affected by the closure.
  - b. Have marshals at all entrances, starts, finishes and intersections to warn people that the road is temporarily closed and ensure that the road is adequately closed off.
  - c. Provide full radio communication between the start and finish of every special stage together with the rally headquarters. For additional safety a number of intermediate radio points must also be in position.
  - d. Provide access in the event of any emergency. The rally must have a Red Cross vehicle and fully trained safety personnel at the start of every special stage with a doctor in attendance while the rally is running. A fully equipped ambulance helicopter must also be available.
  - e. Provide a Public Liability Insurance Cover of \$1,000,000.00.
  - f. Fully repair any damage to fences or private property.
  - g. Ensure that the event is conducted under the rules and regulations of the Motorsport Association of New Zealand Inc, and the FIA, World Controlling Body for Motorsport.

2. THAT the rally organizers meet the full cost of repairing and regrading the roads and drains following the event.
3. THAT the Ministry of Transport has the authority to open the closed roads should any emergency arise.
4. THAT access must be allowed for emergency vehicles.
5. THAT traffic warning signs are to be placed accordingly to the requirements of the Ministry of Transport.
6. THAT a cash bond be required at a level set by staff and applied in the appropriate manner.

<b>Resolution No.:</b>	O24/8	<b>Updated:</b>	10 Aug 98
------------------------	-------	-----------------	-----------

#### **CAR RALLIES - USE OF ROADS (LOCAL)**

THAT where approval is granted for local Motorsport rallies (as opposed to international events) to be held on the Council's roads, the following clauses replace clauses d. and g. respectively of Council's policy for the holding of such rallies:

- d. Provide access in the event of any emergency. The rally must have medical personnel in attendance while the rally is running.
- g. Ensure that the event is conducted under the rules and regulations of the Motorsport Association of New Zealand Inc.

THAT a fee of \$100 be charged to cover the cost to Council for Motorsport rally road closures.

<b>Resolution No.:</b>	O19/15	<b>Updated:</b>	22 Dec 93
------------------------	--------	-----------------	-----------

File Number 50/3/10

1. THAT the policy contained in O20/16 of the Policy Manual be confirmed, with the addition of:
  - a. THAT the notice to residents include information on emergency arrangements, insurance, the organiser's liability to pay for damage to private property and the fact that Council holds a cash bond to be used to repair damage to the road.
  - b. THAT all Councillors be informed of decisions made to hold car rallies and be provided with a complete copy of all conditions imposed.
2. THAT the policy contained in O24/8 of the Policy Manual be confirmed.
3. THAT the Chief Executive Officer be granted delegated authority for approval of road closures for car rallies, parades and similar events.
4. THAT a mobile phone number be given to residents for use in an emergency, for contacting rally officials.

Relevant Legislation	
Relevant Plan(s)	
Policy Cross Reference(s)	



# EVENT APPLICATION FORM

032018



Western Bay of Plenty  
District Council

## ATTACHMENT B

This application form is for event bookings held on any land or building owned, administered or controlled by the Western Bay of Plenty District Council including reserves, parks, roads, streets or footpaths (or part thereof).

For event bookings at the **Arrival Centre**, at **TECT All Terrain Park**, [click here](#).

For event bookings at **TECT All Terrain Park**, [click here](#).

For event bookings at **Te Puna Quarry Park**, [click here](#).

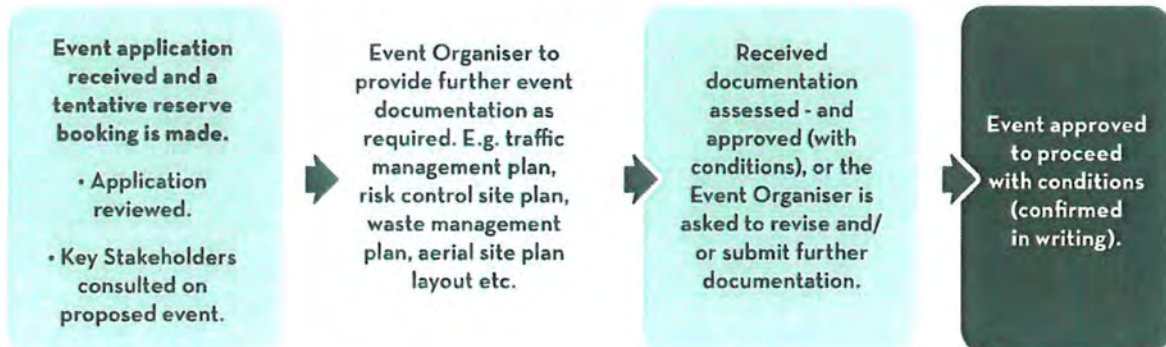
The information supplied in this application form will allow Council to assess what further information will be required to process your application, including what (if any) licences, permits and / or consents. Please see below the application process and the timeframes required by Council to consider your application.

Depending on the complexity and size of your event, Council may organise a planning meeting with relevant stakeholders. An E.S.A Certificate (Event Safety Audit) may also be required as part of your risk control plan.

If you have any questions, please contact the Reserves Team at Western Bay of Plenty District Council on 07 571 8008 or 0800 926 732.

**Please note;** Your event will only be approved to proceed once all the information has been received by Council within the specified timeframes. An approval letter along with specific conditions will be forwarded to the Event Organiser once approved. Council reserves the right to decline an application if insufficient notice or information is provided.

See the application process, event impact size and notice timeframes below.



**Aerial maps can be supplied on request from the Customer Service Team at 07 571 8008 or 0800 926 732 or [customerservice@westernbay.govt.nz](mailto:customerservice@westernbay.govt.nz)**

## EVENT ON A RESERVE/PARK APPLICATION FORM

## Notice required by Western Bay of Plenty District Council for an event;

Event Type	Event Parameters	Application to be received
<b>Low impact event</b>	<p>Events with;</p> <ul style="list-style-type: none"> <li>• No road closures or disruption to public transport.</li> <li>• Low number of registered food vendors (less than 5).</li> <li>• Low number of amusement devices (eg bouncy castle).</li> <li>• Minimal basic infrastructure e.g. ezi-ups, portable toilets, small stage).</li> </ul> <p>Examples include community days, fundraising events or park-based fun runs/walks.</p>	<b>Minimum 6 weeks</b>
<b>Medium impact event</b>	<p>Events with;</p> <ul style="list-style-type: none"> <li>• Minor road closures and potential disruption to public transport.</li> <li>• Multiple food vendors (more than five) and/or liquor licensed areas.</li> <li>• Amusement devices (e.g. bouncy castle). Multiple items of infrastructure and/or an infrastructure build requiring building consent e.g. marquees etc.</li> <li>• Pyrotechnics (Fireworks)</li> </ul> <p>Examples include triathlons, large-scale sporting events, music events with stages.</p>	<b>Minimum 5 months</b>
<b>High impact event</b>	<p>Events with;</p> <ul style="list-style-type: none"> <li>• Significant number of people expected to attend.</li> <li>• Road closures, disruption to public transport and high impact to traffic expected.</li> <li>• Multiple food vendors and / or liquor licensed areas.</li> <li>• Significant infrastructure builds</li> <li>• Multiple event sites and / or days.</li> <li>• Resource consent required.</li> <li>• Building consent maybe required.</li> <li>• Pyrotechnics (Fireworks)</li> </ul> <p>Examples include major sporting events, commercial fares, or music events.</p>	<b>Minimum 10 months</b>

## APPLICATION FORM

## 1. EVENT NAME:

Event Date/s:

Event Start Time/s:

Event Finish Time/s:

Pack In Date/s:

Pack In Start Time/s:

Pack In Finish Time/s:

Pack Down Date/s:

Pack Down Start Time/s:

Pack Down Finish Time/s:

Alternative Date/s:

Name of reserve/park:

Is your event a **Low**  **Medium**  **High**  impact event?

Number of Participants/Spectators/Patrons/Volunteers/Vendors and Contractors including staff: (approx.)

**Site/Venue/Route:** Please identify where the event will be located on an aerial map and attach. Please also identify any public reserve areas that will be closed to the public during the course of the event unless an entry fee is paid. Exclusive use of the reserve may not be possible or granted. Council's fees and charges for use of Council land may apply. Aerial site maps can be provided on request from the Customer Service Team on 07 571 8008 / 0800 926 732 or [customerservice@westernbay.govt.nz](mailto:customerservice@westernbay.govt.nz)

Aerial Map: **Attached?** Yes  No 

What is the purpose of your event: i.e. why are you holding it?

Description of activities: What will people be doing at your event? Please attach a copy of your event programme, if applicable.



## EVENT ON A RESERVE/PARK APPLICATION FORM

## 2. EVENT CONTACT INFORMATION

Event Organiser:	Telephone:	Email:
Contact on the Day:	Cell Phone:	
Alternative Contact:	Telephone:	Email:
Postal Address: (including postcode)	Invoicing Address: (If different from the postal address, including postcode)	

## 3. SITE WASTE, NOISE AND STRUCTURES

## SITE WASTE

The event organiser is responsible for the appropriate removal of all waste from the event location. Council also expects events to offer recycling options to divert waste from landfills. See Terms and Conditions at the back of this application. **Please describe or attach your waste management plan**

Waste management company (if applicable):

## NOISE

Noise (Amplified): Yes  No  Start time/s: \_\_\_\_\_ Finish time/s: \_\_\_\_\_

Live Band  Megaphones  PA System  DJ  Other (please describe)

## STRUCTURES

Please write quantity and dimensions beside each structure. Please note; marquees over 100m<sup>2</sup> and platforms or staging over 1.5m require a building consent. Find the application form here: [www.westernbay.govt.nz/building-consent-app](http://www.westernbay.govt.nz/building-consent-app)

Marquees: Yes <input type="checkbox"/> No <input type="checkbox"/>	Stages: Yes <input type="checkbox"/> No <input type="checkbox"/>	Art installations: Yes <input type="checkbox"/> No <input type="checkbox"/>
Number on site:	Height:	Number on site:
Sizes:	Sizes:	Sizes:
	Covered/open:	Other (please describe)
	Scaffolding required: Yes <input type="checkbox"/> No <input type="checkbox"/>	

## EVENT ON A RESERVE/PARK APPLICATION FORM

Structures: continued...

EZI-ups: Yes  No Tables: Yes  No Chairs: Yes  No 

Number on site:

Barbeques: Yes  No Signage: Yes  No 

Sizes:

Security fencing: Yes  No Grandstand seating: Yes  No Crowd control barriers: Yes  No  Other (please describe)

Mechanical Amusement Equipment: Yes  No   
 (Merry-go-round, ferris wheel, carousels, mini vehicles, etc.) [Click here for more information.](#)

Amusement Inflatable Devices: Yes  No   
 (Bouncy castles, inflatable slides etc) [Click here for more information.](#)

**4. TRAFFIC / ROADS**

**Please note:** If you tick 'Yes' to any of the below questions of this section, a Traffic Management Plan (TMP) may be required by Council. See Terms and Conditions at the back. [Click here for more information.](#)

Use of public roads or footpaths: Yes  No   
 Does the event make use of or affect traffic movements on any public roads (either for the running of the event itself or for access to the venue by large numbers of participants).

Please describe the purpose of parking restrictions and include the road name/s and time/s of restrictions required, and attach your traffic management plan: (e.g. Parking restrictions on both sides of Church Street from 11am to 4pm on Saturday, 20th March for pedestrian safety).

Road closures: Yes  No   
 Are you applying to close any roads for your event?  
 All approved road closures require placement of public notices at a cost to the event organiser.  
[Click here for more information.](#)

Please describe the purpose of road closure including the road name/s and time/s of closure and attach your traffic management plan: (e.g. Closure of High Street (between Low Avenue and Mid Road) from 8am to 1pm on Sunday 11 Feb for starting area of event).

Off-Street Vehicle Access: Yes  No   
 Please describe the purpose, time required and number of vehicles that will need to have off-street access as part of the event or set-up/pack down.

Parking restrictions: Yes  No   
 Do you need to restrict on-street parking?

Off-Street Parking: Yes  No   
 Please identify expected number of participant vehicles, where they will be parked, and what controls will be placed on parking. Include parking in the site map for the event.

Traffic Management company:

Contact name:

**5. FOOD, DRINK AND TRADING**

Food: Please write the quantity beside each category. All food should be provided in accordance with the Food Act 2014.

Food Vendors (registered):

Food Vendors (unregistered):

Caterers (registered):

Caterers, barbeque or sausage sizzle (unregistered):

**6. ALCOHOL**

Please provide copy of any special license, event alcohol signage and how you will ensure the provisions of the Sale of Liquor Act are met. All liquor licenses will require Council's approval and some reserves are subject to the Alcohol ban under the Alcohol Control Bylaw.

Supplied: Yes  No

Sold: Yes  No

Trading: Yes  No

**7. HAZARDOUS SUBSTANCES, FIREWORKS OR SPECIAL EFFECTS**

Describe here the nature, type and scope of activity to be undertaken inclusive of site plan, safety plan and all related material as pertains to [WorkSafe NZ](#).

Company Managing Activity:

Name:

Telephone:

Email:

Handler/Hazardous Substance License:

Fire And Emergency New Zealand approval: Attached Yes  No

## EVENT ON A RESERVE/PARK APPLICATION FORM

**8. UTILITIES****ELECTRICITY:**

I require access to power? Yes  No   
Please describe purpose.

I will be using generators: Yes  No   
Please provide details including the type and quantity of generator/s you will be using and clearly mark aerial site plan.

**LIGHTING:**

I will be providing additional lighting: Yes  No

**TOILETS:**

I require access to existing toilets: Yes  No   
Subject to availability

I will be providing portaloos: **Number**  **No**   
Please provide quantity and mark on aerial site plan.

**WATER:**

I require access to water: Yes  No   
Subject to availability. Please describe purpose.

I require access to a water disposal point: Yes  No

**9. EMERGENCY SERVICES**

Please attach copy of letter or email sent to any of the below outlining the event, expected numbers, dates and times.

Police: Yes  No

Fire: Yes  No

St. Johns Ambulance: Yes  No

**10. PUBLIC LIABILITY INSURANCE**

Public liability insurance is required for medium to high risk events, to protect the event organiser against claims made by a third party for damage to people or assets.

Please provide proof of your public liability insurance: (attach a copy of your policy)

Company:

Insured Amount:

Policy Expiry Date:

**11. GENERAL**

Tickets: Will your event be ticketed?

Yes  **Entry Fee**  **No**

Sponsorship: Is Western Bay of Plenty District Council sponsoring or assisting with funding your event?

Yes  No

**12. EVENT HEALTH & SAFETY – RISK CONTROL PLAN**

A plan is required to identify risks that may arise from the event and how these will effectively be managed. These risks arise from people being exposed to hazards. Please provide a detailed written risk plan at least six (6) weeks prior to a medium - large event or three (3) weeks for a small event. This plan must be prepared in accordance with the provisions of the Health and Safety at Work Act 2015. For large events, an E.S.A (Event Safety Audit) Certificate maybe required on request. This plan may be forwarded to WorkSafe NZ for independent appraisal.

Event layout aerial plan provided: Yes  No

An aerial map can be provided on request from the Customer Service Team at 07 571 8008 / 0800 926 732 or [customerservice@westernbay.govt.nz](mailto:customerservice@westernbay.govt.nz)

**13. GENERAL**

The information collected in this form will be used to ensure the effective facilitation of your event/activity. It may be distributed to other internal and external agencies or for public information as required.

**ADDITIONAL NOTES:**

## EVENT ON A RESERVE/PARK APPLICATION FORM

## 14. WESTERN BAY OF PLENTY DISTRICT COUNCIL - GENERAL TERMS AND CONDITIONS FOR EVENTS

Western Bay of Plenty District Council (WBOPDC) and the Event Organiser agree as follows:

### 1. Definitions/Interpretation

Unless the context otherwise requires:

**"Application Form"** means the application form submitted by the Event Organiser to Council to obtain approval to use the Site for the Event;  
**"Business Day"** means any day excluding Saturdays, Sundays and statutory public holidays in the Western Bay district;  
**"Council"** means the Western Bay of Plenty District Council;  
**"Event"** means the event, as described in the Application Form;  
**"Event Organiser"** means the person, business, company or organisation named as the Event Organiser in the Application Form. It includes its Personnel, successors, and permitted assignees.  
**"Event Pack In Date"** means the date specified as such in the Application Form;  
**"Personnel"** means all individuals engaged by the Event Organiser in relation to the Event, including its directors, employees, subcontractors, agents, external consultants and technical support;  
**"Site"** means the area of land or building administered, owned or controlled by Council where the Event is to be held, including but not limited to parks, reserves, roads, streets or footpaths (or part thereof); and  
**"Special Conditions"** means any special conditions that apply to the Event, as determined by Council and contained in the formal approval letter issued by Council to the Event Organiser;

### 2. Access to the Site

The Site remains public property at all times, unless otherwise approved by Council. The Event Organiser must ensure that:

- access and egress for residents, businesses and emergency vehicles is available to and from the Site at all times;
- the public is not unduly inconvenienced; and
- public and private access ways are kept clear at all times.

No vehicles are permitted on grassed areas on the Site unless prior written permission is obtained from Council.

### 3. Fees and Charges

The Event Organiser is responsible for payment of any and all fees, charges and/or service and supply charges associated with the Event, as advised by Council. The Event cannot proceed unless all applicable charges have been paid.

### 4. Bond

The Event Organiser may be required to provide Council with a bond prior to the Event. The amount of the bond will be determined by Council, in its absolute discretion. A bond is in addition to any other fees or charges payable in relation to the Event.

If the Event Organiser breaches or fails to properly perform its obligations under these terms and conditions or any Special Conditions, the bond will be forfeited and Council may use the bond to cover any costs associated with the breach or failure, repair of any damage and/or additional cleaning required following the Event. If such costs are greater than the bond taken, Council will on charge the costs to the Event Organiser.

### 5. Licences

The Event Organiser must, at the Event Organiser's expense, obtain all licences, permits and consents that are required for the Event at least 20 Business Days prior to the Event Pack In Date. The Event Organiser will provide Council with copies of these documents upon request.

### 6. Cancellation

If the Event is cancelled by the Event Organiser, the Event Organiser must notify the Council in writing as soon as possible. Council reserves the right to cancel the Event for any reason it sees fit, at any time, and without any prior notice.

### 7. Event Notification

When requested by Council, the Event Organiser will inform residents and businesses in the area affected by way of a letter at least 20 Business Days prior to the Event Pack In Date for medium to high impact events. The letter must be delivered by hand to the residents and businesses and must contain the following information:

- name and description of the Event;
- road closure details, parking restrictions and information about noise (if applicable);
- duration of the Event, including pack in and pack out;

- Event Organiser's name and contact details before and during the Event; and
- contact details of Council.

A draft version of the letter must be provided to Council, together with the area proposed to be affected, for approval prior to delivery of the letter.

### 8. Health and Safety

The Event Organiser must ensure, as far as is reasonably practicable, that the Site and the Event, including anything arising from the Site or the Event, are without risks to the health and safety of any persons. The Event Organiser must provide Council with a health and safety management plan specific to the Event at least 15 Business Days for a low impact event and 30 Business Days for Medium or High impact event.

The Event Organiser must ensure, as far as is reasonably practicable, that the health and safety measures are in place to reduce risk to:

- workers involved in carrying out the Event;
  - workers whose activities in carrying out work are influenced or directed by the Event Organiser.
- The Event Organiser must:
- keep a record of all deaths, injuries, illnesses and notifiable incidents which are required by law to be notified (Notifiable Event) to WorkSafe New Zealand for at least 5 years from the date on which notice of the relevant event is given to the public authority;
  - as soon as possible after becoming aware that a Notifiable Event arising out of the Event has occurred, ensure that WorkSafe New Zealand is notified of the Notifiable Event; and
  - as far as the site at which any Notifiable Event has occurred is under the Event Organiser's management or control, take all reasonable steps to ensure that the site where the Notifiable Event occurred is not disturbed until authorised by WorkSafe New Zealand.

Following any Notifiable Event the Event Organiser must:

- provide Council with a copy of any information or notice which the Event Organiser is required to provide or make to WorkSafe New Zealand relating to that Notifiable Event;
- provide Council with a report giving complete details, including results of investigations, into the cause of the Notifiable Event and any recommendations or strategies for prevention of any similar Notifiable Event in the future; and
- provide Council with such assistance as may be reasonably necessary to conduct a Notifiable Event, incident or accident investigation.

The Event Organiser must, so far as is reasonably practicable, engage with workers involved in carrying out the Event in relation to health and safety matters concerning the Site or the Event. The Event Organiser shall have procedures in place that provide reasonable opportunities for such workers to participate effectively in improving health and safety in respect of the Site and the Event on an ongoing basis.

The Event Organiser must, so far as is reasonably practicable, co-ordinate, consult and co-operate with all other duty-holders in relation to the Event, including Council.

### 9. Responsibility for Equipment

The Event Organiser must provide, place and remove all temporary structures, road markings, signs, cable ties, rubbish bins, toilets, equipment, props and any other equipment or devices associated with the Event. Removal of such equipment and structures must take place immediately after the Event. All equipment and structures used in relation to the Event must be in good, safe, working order.

### 10. Waste Management and Responsibility for Clean-up

The Event Organiser must consider the waste implications of the Event in accordance with the Waste Management and Minimisation Bylaw 2013. For more information go to: [www.westernbay.govt.nz/waste-reduction-at-events](http://www.westernbay.govt.nz/waste-reduction-at-events)

The Event Organiser must ensure that the Site and any surrounding areas are in a clean and tidy condition, including surrounding streets before, during and after the Event. The removal and disposal of all rubbish, recycling and organics must take place immediately after the Event to an appropriate facility. The Event Organiser agrees to pay for the cost of any repairs and additional cleaning to re-instate the Site and surrounding areas to Council's satisfaction. Such costs will be in addition to any other fees and charges.

## EVENT ON A RESERVE/PARK APPLICATION FORM

**11. No Damage to Property**

The Event Organiser must ensure that the Site and all wildlife, stock, vegetation, furniture, fences, bollards, buildings and other facilities on the Site are not damaged or unduly disturbed at any time before, during or after the Event.

**12. Beach and Coastal Areas**

If the Event is being held on or near a beach or coastal area, the Event Organiser must ensure that:

- only formal Council beach access ways are used;
- coastal plants are not trampled or damaged in any way; and
- people stay out of formally roped off areas to prevent damage to vegetation and erosion of dunes.

The Event Organiser must monitor compliance with the above requirements and protect the dunes at all times from adverse effects of the Event.

**13. No Fixtures**

The Event Organiser must ensure that nothing is fixed, hung or otherwise attached to any features of the Site (e.g. trees, signs, furniture, rotundas, lamp posts) without the prior written consent of Council.

**14. Road Closures and Public Notices**

The Event Organiser must apply for any necessary road closure authorisations specified in the Application Form at least 40 Business Days prior to the Event Pack In Date. The costs of any public notices required to advertise road closures associated with the Event will be met by the Event Organiser unless prior arrangement with Council.

**15. Traffic Management Plan**

The Event Organiser may be required to provide Council with a professional Traffic Management Plan ("TMP") drafted by an adequately qualified Site Traffic Management Supervisor ("STMS") at least 40 Business Days prior to the Event Pack In Date. [www.westernbay.govt.nz/traffic-management-plan](http://www.westernbay.govt.nz/traffic-management-plan)

The TMP must include:

- the location of all relevant structures, equipment, facilities, assembly areas, Event or filming areas and other facilities, including (without limitation) signs, cones, marshals, vehicles, parking restrictions, road closure details;
- access for the mobility impaired, emergency vehicles and to public transport; and
- the number and location of qualified STMS, qualified Traffic Controller ("TC") and fully briefed marshals that will be active within the TMP.

Council and the NZ Police may require further details to be included in the TMP. The Event Organiser must provide further details as soon as practicable after any such request prior to the Event Pack In Date.

**16. Noise**

The Event Organiser must comply with the permitted noise levels as set out in the Resource Management Act 1991. Records of monitoring undertaken to determine compliance with these noise levels must be kept by the Event Organiser and provided to Council upon request. The Event Organiser must provide Council with the contact details of the person representing the Event Organiser who will be on site during the Event and who will have the authority to reduce noise levels being generated at the Event, if required by Council.

**17. Event Information**

The Event Organiser must provide additional information to Council upon request.

**18. Compliance with Legislation**

The Event Organiser must ensure that the Event complies with the Council and all applicable legislation, bylaws and policies and that its Personnel comply with the same and do not do or omit to do anything that may cause the Event Organiser to be in breach of its obligations under these terms and conditions or any Special Conditions. In addition, the Event Organiser must take all reasonable steps to ensure that all participants in the Event comply with such legislation, bylaws and policies.

**19. Compliance with Directions**

The Event Organiser must ensure that all Personnel and Event participants comply immediately with any instructions or directions issued by NZ Police or Council representatives in the execution of their duties.

**20. Site Plan**

The Event Organiser must provide a detailed plan of the Site/s, including details of all equipment associated with the Event, to Council at least 20 Business Days prior to the Event Pack In Date. An aerial plan can be provided by Council for completion and submission, contact Customer Service team on 07 571 8008.

**21. Underground Services**

The Event Organiser is responsible for identifying all underground services prior to erecting structures, tents etc. The Event Organiser must meet any costs associated with the repair of any services damaged.

**22. Documentation**

The Event Organiser must ensure that a final version of the Event planning documentation is held on the Site for the duration of the pack in, Event and pack out, including, but not limited to the Council approval, health and safety documentation, key event contact persons and their contact details, and the site plan.

**23. Event Changes**

Any proposed change to the nature or timing of the Event, as set out in the Application Form, must be approved by Council, in its absolute discretion.

**24. Signage**

All signage relating to the Event must comply with the all applicable bylaws, policies and Reserve Management Plans.

**25. On Water or Below High Tide Line**

The Event Organiser must obtain written approval from the Bay of Plenty Regional Council for any water activities or use of land below the high tide line that form part of the Event. [www.boprc.govt.nz](http://www.boprc.govt.nz)

**26. TECT All Terrain Park**

If the Site is located at TECT All Terrain Park, the Event Organiser must also comply with all applicable Council bylaws, policies and procedures.

**27. Insurance**

The Event Organiser must maintain and keep in force for the duration of the pack in, Event and pack out, adequate public liability insurance cover (minimum policy limit of \$1 million) with a reputable insurer. The Event Organiser must provide Council with proof of such public liability cover, including details of the insurer, any relevant exclusions and the amount of cover, at least 20 Business Days prior to the Event Pack In Date.

**28. Indemnity**

The Event Organiser indemnifies the Council in respect of all costs (including legal costs), claims, liabilities, losses, damage and expenses suffered or incurred by the Council and any other person claiming through the Council as a direct or indirect consequence of any unlawful, negligent, tortious, criminal, reckless or dishonest errors, acts or omissions of the Event Organiser in the performance of the Event. To the extent permitted by law, in no event shall the Council nor its employees be liable for any damage, loss or personal injury arising whatsoever including direct, indirect, consequential, financial or special damages.

**29. Special Conditions**

The Event Organiser agrees to comply with any Special Conditions applicable to the Event. Where there is an inconsistency between these general terms and conditions and any Special Conditions, the Special Conditions will prevail to the extent of the inconsistency.

**30. Breach of Conditions**

The Event Organiser acknowledges that a breach of any of these terms and conditions or Special Conditions, may result in:

- forfeiture of all or part of the bond (if any);
- closure of the Event;
- refusal to accept future bookings from the Event Organiser; and/or
- the Event Organiser being liable for any extra costs incurred.

**31. Disputes**

In the event of any dispute arising as to the meaning of any of these terms and conditions, or between the Event Organiser and the Council, the parties will use their best endeavours to resolve the dispute. A party must notify the other if it considers a matter is in dispute and the parties' senior managers will attempt to resolve the dispute through direct negotiation. If the dispute is not resolved within 10 Business Days of notification, the parties will refer the dispute to mediation or some other form of alternative dispute resolution. Each party will pay its own costs of mediation or alternative dispute resolution.

**32. No waiver**

No waiver or any breach, or failure to enforce any provision of these terms and conditions at any time by Council will in any way effect, limit or waive Council's right to enforce and compel strict compliance with the provisions of these terms and conditions.

EVENT ON A RESERVE/PARK APPLICATION FORM

---

**15. DECLARATION**

I declare on behalf of the Event Organiser that;

- The information provided with this Application Form is true and correct and not misleading in any material respect according to the best of my knowledge.
- I have read, understood and agree to abide by Western Bay of Plenty District Council's Terms and Conditions.
- I agree to abide by any additional conditions which Western Bay of Plenty District Council advise in the exercise of its grant of approval of the event.
- I confirm that I am the authorised signatory for the Event Organiser.

**Full name:**

**Title / position:**

**Date:**

**Signature:**

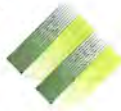
.....

**Please print, sign, scan and email the form plus attachments to:** [reservebookings@westernbay.govt.nz](mailto:reservebookings@westernbay.govt.nz)

**or deliver/post to:**

Engineering Systems Technician, Western Bay of Plenty District Council, Barks Corner, 1484 Cameron Road, Greerton, Tauranga 3112 or Private Bag 12803, Tauranga Mail Centre, Tauranga 3143.





Western Bay of Plenty  
District Council

Western Bay District Council

ATTACHMENT 

Head Office Barks Corner Orewa, Tauranga  
Private Bag 12803, Tauranga Mail Centre, Tauranga 3143  
Ph 07 571 8008 (24 hours) • F 07 577 9820  
Freephone 0800 WBOPDC 0800 926 732  
E customerservice@westernbay.govt.nz  
www.westernbay.govt.nz

30 March 2018

Miriam Tavis  
Chief Executive Officer  
Western Bay Council



Hill Climb Event

Dear Miriam

This letter to advise WBOP District Council that I object to the Hill Climb Event organised to occur on 6 May 2018.

1. Disruption to properties owners road use
2. Damage to an already problematic road surface
3. Dust to my property.
4. Thoughtless participants involved in the preparation of the Hill Climb for selfish pleasure rather than the property owners who live on Harvey Rd.

Charlie Smiler  
Charlie Smiler.



---

## Western Bay of Plenty District Council

### Operations and Monitoring Committee

#### Animal Shelters

---

#### Purpose

Tenders have been received for the construction of extensions to the dog pounds at Te Puke and Katikati.

The lowest tender for the work is \$605,286. The budget for both pounds is \$350,000 of which, \$25,000 has been set aside for fees and Consents. The shortfall in budget after taking these costs into account is therefore \$280,286.

Direction is sought from the Committee on how best to proceed with the project. Options include: do not proceed with the project; proceed with one shelter at this time; proceed with two shelters of reduced size and scope, or proceed to build both shelters and amend the financial model.

#### Recommendation

- 1. THAT the Strategic Property Manager's report dated 23 April 2018 and titled Animal Shelters be received.***
- 2. THAT the report relates to an issue that is considered to be of low significance in terms of Council's Significance and Engagement Policy.***
- 3. THAT the proposal to construct the Te Puke Animal Shelter be approved at \$425,000 and be funded from internal loan over 15 years and repaid from the Animal Control cost centre, where funding exists, and that the construction of the Katikati shelter is deferred.***

***OR***

- 4. THAT the proposal to construct both the Katikati and Te Puke Animal Shelters be approved at \$630,000 and be funded from an internal loan of \$350,000 over 15 years and repaid from the Animal Control cost centre, where funding exists, and the balance funded by contribution from the General Rate Reserve (\$255,000) and the Animal Control Reserve (\$25,000).***

***OR***

- 5. THAT the Operations & Monitoring Committee does not proceed with the project to construct the Te Puke and Katikati animal shelters at this stage and consider retendering the work in one or two years on the basis that the construction market may improve.***

Date: 23 April 2018  
Subject: Animal Shelters

**Open Session**

---



Blaise Williams  
**Strategic Property Manager**

Approved



---

Gary Allis  
**Deputy Chief Executive**

## 1. Background

Councillors will recall that a request for additional funding for the construction of Animal Shelters at Katikati and Te Puke was agreed for the 2017/18 financial year. This saw an increase in budget from \$250,000 to \$350,000.

### 1.1. Budget

The budget of \$350,000 was based on an additional area of 130m<sup>2</sup> being constructed across both sites, at an average cost of \$2,500 per m<sup>2</sup> at the end of 2016. The design envisaged an extension of the current A frame roof structure making for a relatively simple addition to the existing animal shelters. A further \$25,000 was set aside for architectural and consenting costs.

### 1.2. Reasons for Over Budget

In the final design phase of the project, staff raised concern regarding safe dog handling practise and the need to set aside more permanent staffing facilities for administration and comfort, together with areas where veterinary work could be undertaken. These requests saw significant design change in both size and shape of the building, particularly as the Te Puke site was further compromised by a new requirement to provide an egress for truck and trailer units servicing the adjoining sewer treatment plant.

**Attachment A**

The final design is shown on **Attachments B, C, D and E**

As a consequence of the above and a heated construction market, tender prices received ranged between \$605,286 and \$614,719. Indicating a cost of \$3,498/m<sup>2</sup>. Discussions with the lowest tenderer indicated that they had only put in a tender out of professional courtesy to the architect Council employed, as they are really busy for the rest of the calendar year.

<b>Table of Cost Increases</b>	
Initial design Based on 130M2 @ \$2500/m <sup>2</sup>	\$325,000
Additional scope and design requirements 43m <sup>2</sup> at \$2500	\$107,500
15% cost escalation in materials and labour	\$64,875
Market factors	\$107,911
<b>Total</b>	<b>\$605,286</b>

### 1.3. Proposal 1

Discussions with staff suggest that a way forward may be to accept a tender to construct the full final design for Te Puke for an indicative cost of \$394,000 plus consultant and consenting fees (say \$425,000 in total). The advantages of this course of action would be to future proof the Te Puke animal shelter and in the short term provide an overflow facility for Katikati, in the event it is required. This option would necessarily see the Katikati shelter construction postponed to a further funding round.

Funding of the \$350,000 was to have been by internal loan over 10 years at 6%. This would cost the Animal Control activity \$47,554 per annum.

Funding of the new proposal of \$425,000 over 15 years at 6% would cost the Animal Control activity \$43,759. The budget manager and Finance have confirmed these costs, and that sufficient funds exist in the Animal Control activity to fund the loan required to undertake this work.

#### 1.4. Proposal 2

Approve the tender price of \$605,286 for both the Katikati and Te Puke shelters and approve a contribution of \$255,000 from the General Rate Reserve, and \$25,000 from the Animal Control Reserve to undertake the full reconstruction of both shelters. Again, discussions with the budget manager and with Finance indicate that the operational budget would be able to fund this additional cost.

Scope	Detail	Area	Cost per m <sup>2</sup>	Total Construction Cost	Annual Funding Cost
Initial scope	Single Roof A frame Extension	130m <sup>2</sup>	\$2500/m <sup>2</sup>	\$325,000	\$47,554 (10 years)
Final design	Off set roof and passage plus new building 173m <sup>2</sup>	173m <sup>2</sup>	\$3498/m <sup>2</sup>	\$605,286	\$64,866 (15 years)
Proposal 1	Full Te Puke option	110m <sup>2</sup>	\$3576/m <sup>2</sup>	\$425,000	\$43,759 (15 years)
Proposal 2	Undertake full final design	\$173m <sup>2</sup>	\$3498/m <sup>2</sup>	\$255,000 (General rate reserve) \$350,000	\$36,037 (15 years)

Please note that the total construction cost excludes professional fees and consent fees.

#### 1.5. General Comment

Discussions with folk in the construction industry have indicated significant construction price increases. For example, precast panels have increased from \$180/m<sup>2</sup> two years ago, to \$350/m<sup>2</sup> today, with the majority of the increase attributed to the unavailability of supply.

Quantity surveyors are seeing construction price rises of 10%-15% per annum depending on location, but comment that the primary driver for increased pricing is that the construction market is at capacity and consequently quoting is high in the hope they don't get the work.

## 2. Significance and Engagement

The Local Government Act 2002 requires a formal assessment of the significance of matters and decisions in this report against Council's Significance and Engagement Policy.

In making this formal assessment there is no intention to assess the importance of this item to individuals, groups, or agencies within the community and it is acknowledged that all reports have a high degree of importance to those affected by Council decisions.

The Policy requires Council and its communities to identify the degree of significance attached to particular issues, proposals, assets, decisions, and activities.

In terms of the Significance and Engagement Policy this decision is considered to be of low significance because it is primarily focussed on internal servicing of the animal control activity. However, the Council has consulted on the construction of the two animal shelters through the last LTP process.

### 3. Engagement, Consultation and Communication

Interested/Affected Parties	Completed/Planned Engagement/Consultation/Communication
Name of interested parties/groups	
Staff	A full consultation process has been undertaken with staff, and they have had input into the design of the shelters
Elected members	The project is on the project list approved by Council

#### 4. Issues and Options Assessment

<b>Option A</b>	
<i><b>THAT the proposal to construct the Te Puke Animal Shelter be approved at \$425,000 be funded from internal loan over 15 years and repaid from the Animal Control cost centre, where funding exists, and that the construction of the Katikati shelter is deferred.</b></i>	
<b>Assessment of option for advantages and disadvantages taking a sustainable approach</b>	This would ensure capacity for Te Puke moving forward and short term overflow capacity for Katikati. The construction would include all staff needs relating to health and safety and provide basic work place accommodation
<b>Costs (including present and future costs, direct, indirect and contingent costs) and cost effectiveness for households and businesses</b>	Annual costs would be \$43,759 and whilst there would be marginal additional operating costs these would be relatively minor.
<b>Other implications</b>	
<b>Option B</b>	
<i><b>THAT the proposal to construct both the Katikati and Te Puke Animal Shelter be approved at \$630,000 be funded from internal loan over 15 years and repaid from the Animal Control cost centre, where funding exists.</b></i>	
<b>Assessment of option for advantages and disadvantages taking a sustainable approach</b>	This option would protect the Councils ability to manage its responsibilities regarding dog control and allow its staff to work in an environment that is significantly safer than it is at present.
<b>Costs (including present and future costs, direct, indirect and contingent costs) and cost effectiveness for households and businesses</b>	This option would cost an additional \$64,866 per annum plus marginal additional operational costs over and above existing.
<b>Other implications</b>	

<b>Option C Status Quo</b>	
<i><b>THAT the Council does not with the project to construct the Te Puke and Katikati Animals Control Centres at this stage and consider retendering the work in one or two years on the basis that the construction market may improve.</b></i>	
<b>Assessment of option for advantages and disadvantages taking a sustainable approach</b>	If the project does not proceed this will result in staff continuing to work in an environments that is not suitable from an employment or health and safety perspective.
<b>Costs (including present and future costs, direct, indirect and contingent costs) and cost effectiveness for households and businesses</b>	This would result in operational costs being maintained at existing levels.
<b>Other implications</b>	

## 5. Statutory Compliance

This report meets all statutory and legal requirements.

## 6. Funding/Budget Implications

<b>Budget Funding Information</b>	<b>Relevant Detail</b>
<b>The funding and budget implications have been explored within the body of the report</b>	





**Extras for discussion:**  
**Rain Water Tank**  
**Water Recycling**

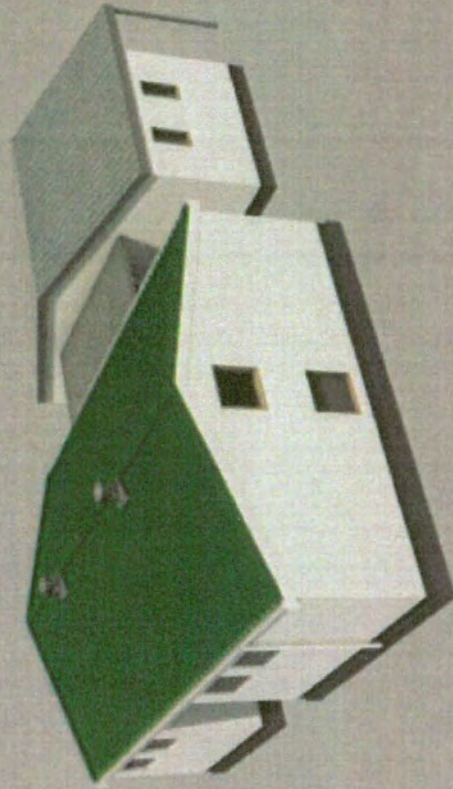
Produced using aerials by the Western Bay of Plenty District Council GIS Team.  
 Crown copyright reserved, LINZ digital license no. 146/252205/1 & 12093823.  
 Location of services is indicative only. Council accepts no liability for any error.  
 Anthropological data provided by NZ Anthropological Society/Dept. of Conservation.

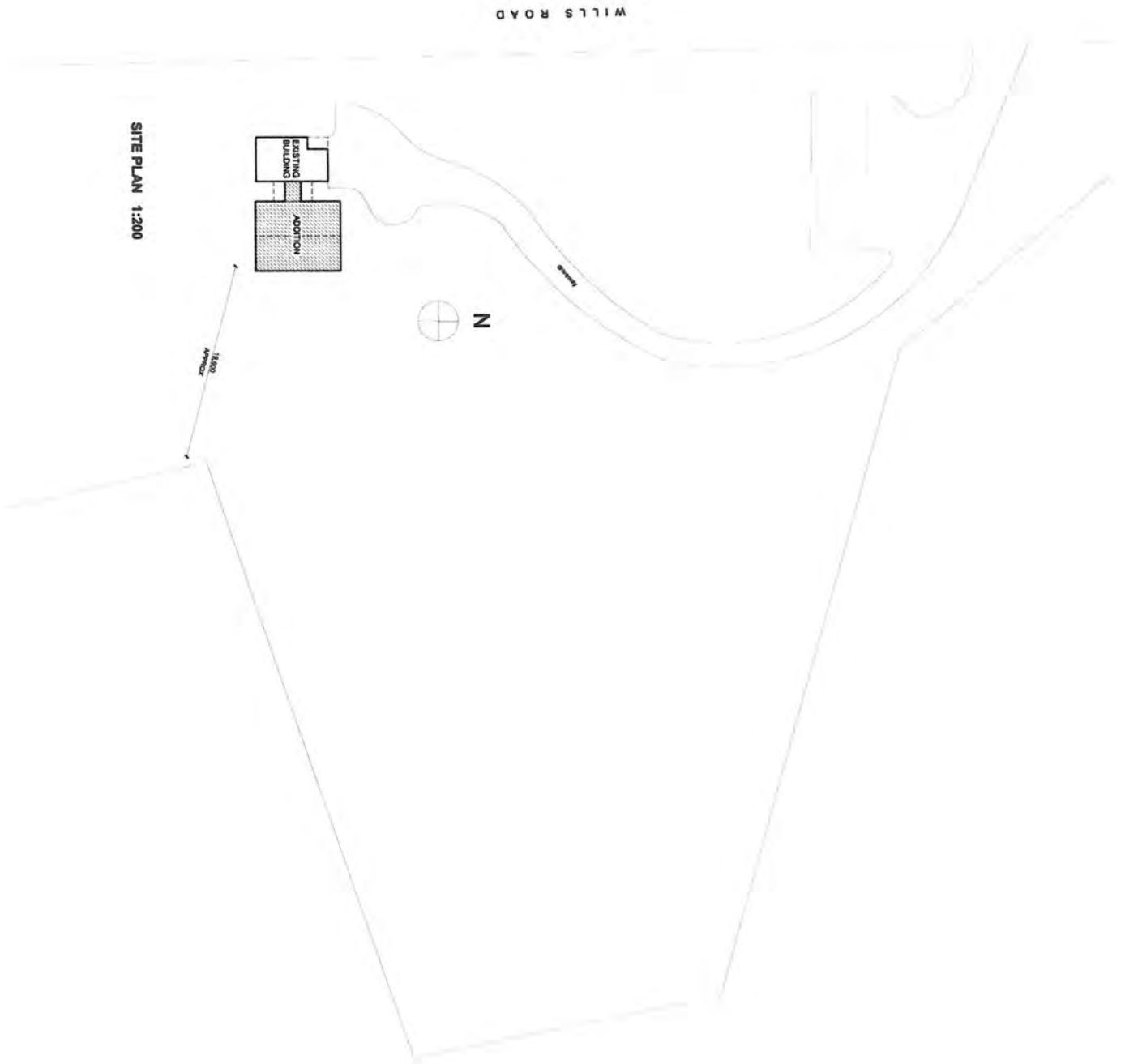
Email: gis@westernbay.govt.nz  
 Date: 25/09/2017  
 Designer: gis  
 Plan: E:\Projects\GIS\WSP\GIS\Proposals\GIS\WSP\GIS\WSP.aprx

Sourced from the LINZ Data Service and licensed for use under the CC



KATIKATI ANIMAL SHELTER





SITE PLAN 1:200

1:200



WIND ZONE = HIGH  
EARTHQUAKE ZONE = 1  
EXPOSURE ZONE = C



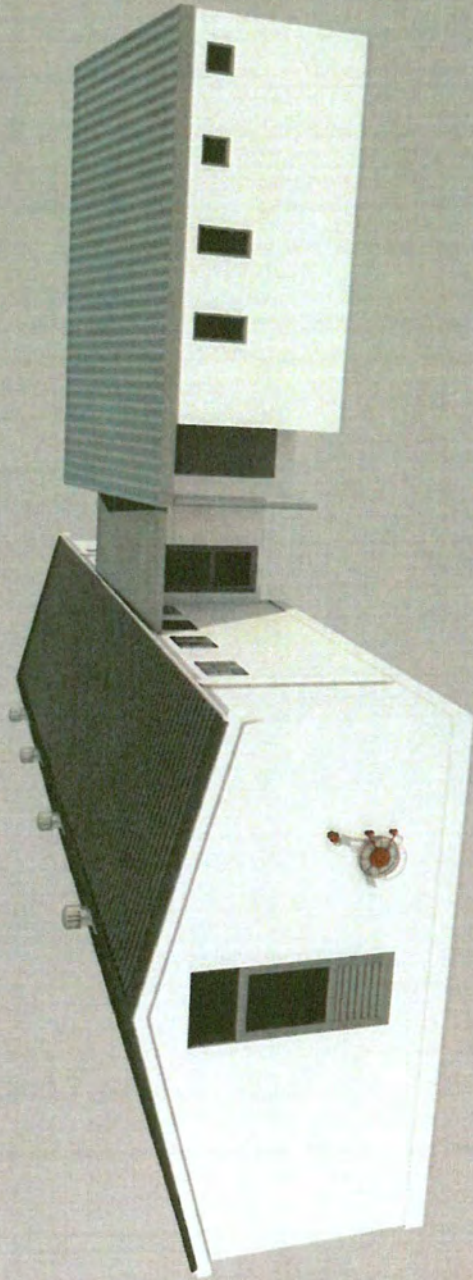
# ADDITIONS AND MODIFICATIONS TO DOG POUND WILLS ROAD - KATIKATI : CONTRACT 16/1081

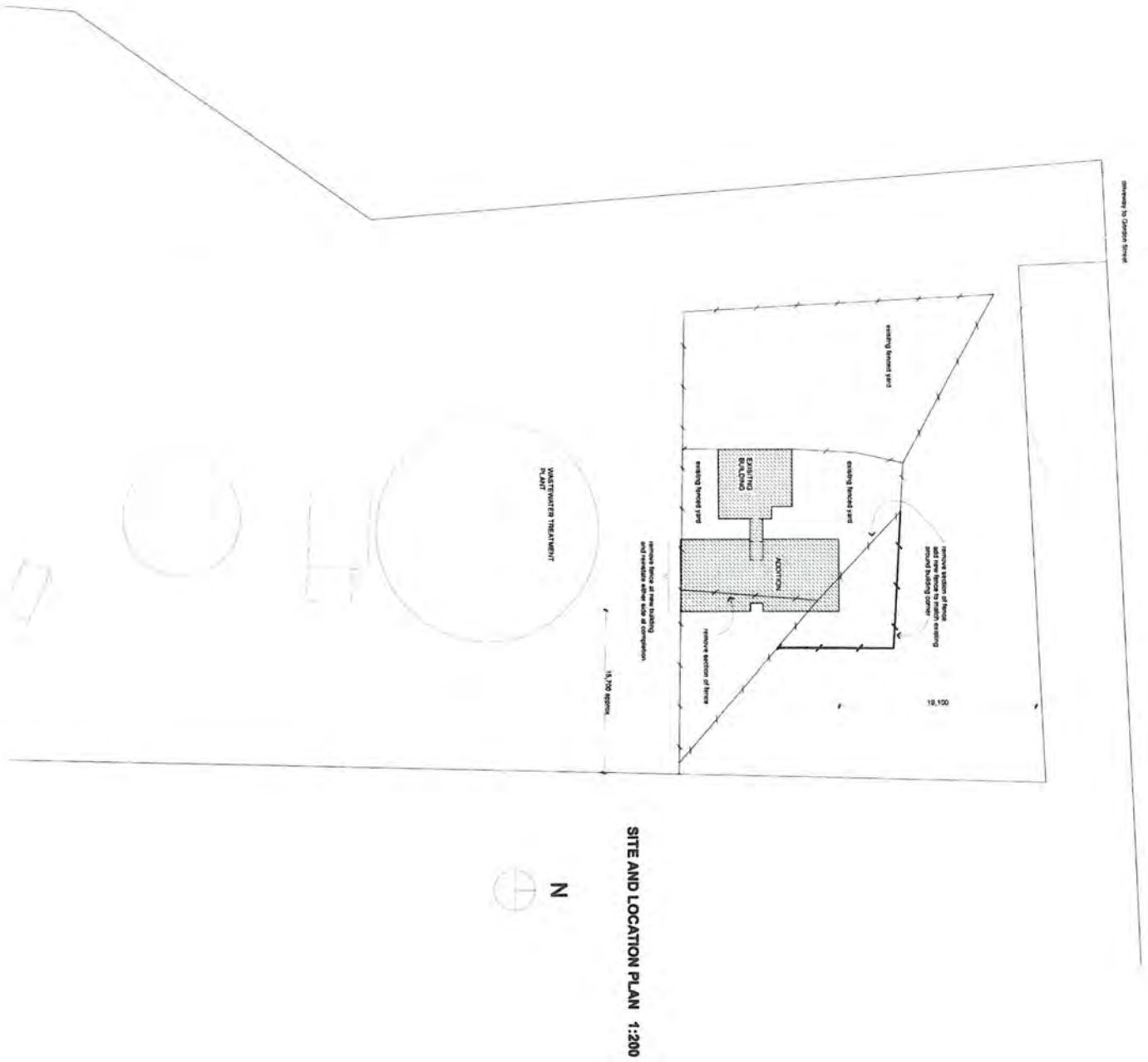
## SITE PLAN

1:200



TE PUKE ANIMAL SHELTER





**ADDITIONS AND MODIFICATIONS TO DOG POUND**  
**18 GORDON STREET - TE PUKE : CONTRACT 16/1081**  
**SITE PLAN**

1:200

WIND ZONE - HIGH  
 EARTHQUAKE ZONE - 1  
 EXPOSURE ZONE - C

DESIGNED BY  
 ARCHITECTURE  
 22 GLOUCESTER STREET  
 WELLINGTON

Western Bay of Plenty  
 District Council

---

**Western Bay of Plenty District Council**  
**Operations & Monitoring Committee**  
**Infrastructure Services Briefing May 2018**

---

**Purpose**

To monitor and provide updates to the Operations & Monitoring Committee on current projects, contracts and works programmes.

**Recommendation**

- 1. THAT the Deputy Chief Executive's report dated 20 May 2018 and titled Infrastructure Services Briefing May 2018 be received.***
- 2. THAT the Open Section of the Operations & Monitoring Committee Information Pack No. OP11 dated 10 May 2018 be received.***
- 3. THAT the report relates to an issue that is considered to be of low significance in terms of Council's Significance and Engagement Policy.***



---

Gary Allis  
**Deputy Chief Executive Officer**

## **1. Utilities**

### **1.1 Te Puke Wastewater Treatment Plant Resource Consent Renewal**

The application to renew the Discharge Consent for the Te Puke Wastewater Treatment Plant has been lodged with Regional Council. The application seeks a 35-year term. Timeframes for notification of the Consent application and hearings have not yet been set by Regional Council. Due to large workloads at Regional Council, there may be some delays in the processing of the Consent application. However, because the Consent was lodged 6 months prior to its expiry, Council can continue to operate the treatment plant under the current Consent, until the Consent application process is complete.

The draft Consent conditions submitted with the Consent requires Council to look at alternative options for the long term discharge of the treated wastewater from the Te Puke wastewater treatment plant. A working group has been formed, which includes Tangata Whenua, Councillors and Community Board representatives. The group has identified forestry land that may be suitable for discharge. The next option that will be assessed will be discharge to pasture. The working group undertook a site visit to various treatment plants on the Coromandel Peninsular in February 2018. The purpose of the site visit was to look at different discharge options being utilised by other councils. It was a successful day and the working group have a better understanding of alternative options and have provided positive feedback.

### **1.2 No. 2 Road, Te Puke - Water Supply Improvements**

The new pump station established at 1000 No 2 Road to deliver water to Bush tank. As at 23 April, it is envisaged the pump station and water main will be commissioned during the last two weeks in April with completion expected 4 May 2018.

### **1.3 Thompsons Track Pump Station**

Improvements to the water supply boost pumps including storage tanks to be completed in late May.

### **1.4 Muttons Water Treatment Plant**

Improvements to treatment plant including pressure sustaining valve to raw water supply pipeline to be completed in June 2018.

### **1.5 Dudley Vercoe Drive, Te Puke.**

A new pump station to be constructed to boost water supply to the upper urban area of Te Puke including new developing areas of Boucher Avenue / No 2 Road. Construction to start in May.

### **1.6 Maketu Stormwater Catchment Areas**

New maintenance round started in January 2018. Inspection of all drains is complete, spraying to begin when suitable weather permits (wind 5kph or less as per BOPRC guidelines).

### **1.7 Ongare Point Wastewater Scheme Preliminary Investigations**

Currently a Septic Tank Effluent Pump (STEP) wastewater system is proposed for the Ongare Point community. Resource Consents have been granted by the Bay of Plenty Regional Council and Western Bay of Plenty District Council for the construction of the treatment plant, reticulation and treatment plant discharge.

Construction on reticulation began in early April 2018. The design for the Treatment Plant is currently being finalised taking into account the Consent conditions. Treatment Plant construction will begin in May 2018.

### **1.8 Katikati Wastewater Treatment Plant Resource Consent Renewal**

In May 2016, Council lodged an application with the Regional Council to renew the Consent for discharge of treated wastewater for a 20-year term. Staff have received draft Consent conditions for review.

The draft Consent conditions submitted with the application requires Council to look at alternative options for the long-term discharge of the treated wastewater from the Katikati Wastewater Treatment Plant.

A working group has been formed that includes Tangata Whenua, Councillors and Community Board representatives. The group will meet on a regular basis to assess the various options available. Meetings held to date have discussed beneficial reuse of wastewater and were productive. A site visit was undertaken in August 2017. Potential sites have been narrowed down for the beneficial reuse option and these sites will be investigated further. The next meeting is scheduled for 17 April 2018. At this meeting the group will set the 2018 work programme.

### **1.9 Te Puna West Wastewater**

Council will be commissioning a trial with the Te Puna West community at the completion of the wastewater scheme construction. The trial will use information gathered by the new grinder pumps and water meters to help Council to better understand the correlation between water usage and wastewater discharge, and the efficiency's of pressurised systems in reducing inflow into the network. Results will be provided at the end of a 12-month calendar period. Trial questions have gone out to the landowners. Construction programme is complete. Landowner contribution to the scheme will be \$13,000 inclusive of GST. Invoices will be sent to landowners in October 2018. Landowners can opt to pay their contribution via targeted rate over 15 years with interest.

### **1.10 Comprehensive Stormwater Consents – Central Zone**

The Comprehensive Stormwater Consent (CSC) for the Central Zone (including Te Puna and Minden) has been lodged with Regional Council. The central CSC excludes Omokoroa as a CSC was obtained for Omokoroa in 2007. No feedback has been received from Bay of Plenty Regional Council at this stage.

### **1.11 Two Mile Creek Update - Upstream Dillon Street Bridge**

There has been no change since the previous update. We are still waiting for feedback from the Regional Council on the Consent that has been lodged. Two parties did not sign in favour of applying for Resource Consent. A meeting with the Regional Council to discuss documents has been held in May 2017.

Regional Council has requested further information be supplied by WBOPDC including; modelling of the effects of the new channel on the 100yr flood and environmental and ecological issues with the new concrete channel. These assessments are now complete and final information has been provided to Regional Council. Currently waiting on Regional Council feedback, which was expected in the first week of March 2018.



### **1.12 Waihi Beach Stormwater Model**

The Waihi Beach flood model is now complete. Council has up to date flood hazard maps for the 50-year flood, which takes into account the latest information on climate change. This information is being applied to new Building Consents and Resource Consents to ensure future dwellings are not affected by flooding for these events. This information will be provided to property owners along with a wider pack of information on natural hazards. Notifications were sent in April.

### **1.13 Home Worm Composting Workshops**

Dates for 2018 are available on the website at:

<http://www.westernbay.govt.nz/our-services/rubbish-recycling-waste/Pages/Worm-Composting.aspx>

All bookings to be made through [www.eventfinda.co.nz](http://www.eventfinda.co.nz)

### **1.14 Te Puke Stormwater Improvements**

Stormwater improvements in Beatty Avenue and Brown Terrace have been completed.

### **1.15 Water Meter Installation Project – WSZ (Western Supply Zone)**

The installation of water meters in the Waihi Beach, Pio Shores, Athenree and Katikati towns is nearing completion. The work crews are also installing meters and removing cross connections, and upgrading backflow devices in the surrounding rural areas to complete the project.

There will be no charge to the customer for this work. Unfortunately, this work will require additional construct time to complete. The aim is to have work completed by 30 June 2018. Council would like to thank residents for their assistance throughout this project.

### **1.16 Katikati Recycling Centre**

During the month of March 2018, vehicle numbers entering the Katikati site have steadily increased, with vehicle numbers in excess of 375 being recorded during a three hour period. An increase in glass being brought to the site is seen as part of the increased numbers, but also may be a reflection on the number of property owners choosing to cancel their private arrangement with kerbside operators.

While the increase in customers bring their commodities to the centre is a positive outcome, with less going to landfill, the traffic flows and vehicular movements within the centre while off-loading their recycling is posing a significant risk to both the public and staff who manage the centre.

During the month of May, Council staff intend running a trial every Thursday by extending the opening hours of the recycling centre from 9.00am to 4.00pm. On these days a survey will be conducted with customers being asked to participate in a short survey to understand the recycling habits of the Katikati community and to gauge if they will use the centre on a Thursday afternoon.

A sign will be placed on the gate announcing the trial during the month of May and handouts will be made available to the public at the centre.

**1.17 Waihi Beach Water Supply Improvements**

As at 23 April, the reticulation replacement in Hillview Road, Leo Street, Queen Street, Ayr Street and Edinburgh Street are expected to be completed by late April.

**1.18 Wills Road Wastewater Pump Station, Katikati**

As at 23 April, the Emergency Storage Tanks have been installed and are expected to be commissioned by late April. Electrical cabinet will be replaced after the tanks have been commissioned.

**2. Reserves****2.1 Kauri Point Jetty – Walkway Re-Decking**

There has been no significant change from the previous update. The timing for the completion of the jetty re-decking is still dependent on the outcome of the Kauri Point Jetty access road landslip repairs implementation. The unfinished section of the jetty walkway deck is being regularly monitored to ensure it remains safe to use.

**2.2 Omokoroa Sportsground Playground**

The draft Concept Plan has been widely circulated for community feedback and is now being finalised before seeking Council approval. Procurement of equipment and landscaping processes have started, but depending on the overall capital cost estimate, the project may be split into two separate stages so that external funding can be obtained, in which case the project may extend into 2018/19.

**2.3 Omokoroa to Tauranga Cycleway**

**Section 1:** Omokoroa Boat Ramp to Tinopai Reserve - 120m of boardwalk scheduled to begin April/May (as materials become available). Note that when construction begins, this section will be closed to the public. Signage will be in place to detour users via Tinopai Drive. The remainder of this section is complete.

**Omokoroa User Statistics as follows:**

	Total Traffic for the Analysed Period	Daily Average	Busiest Day of the Week	Busiest Month of the Year	Distribution	
					IN	OUT
Pedestrians	31,740	111	Sunday	Dec 2017: 5,748	56	44
Cyclists	11,406	40	Sunday	Jan 2018: 1,691	49	51
IN: Towards Omokoroa Beach						
OUT: Towards Tauranga						

**Section 3:** Lynley Park to railway - No change from the last report. - The Archaeological Authority application to Heritage NZ for construction of a small section of the cycleway over the Mangiwhai Pa has now been lodged. The timing of this affects the construction of this section. In the meantime, users will be required to follow the local street network to connect to other completed sections.

**Section 4:** Tamihana Park to Kiwirail Bridge – License to occupy application paperwork is being worked through with Kiwirail to resolve design issues with fencing & barrier requirements. Once this is achieved, then final construction surfacing for this section can begin. The completion of this section will be coordinated with the Plummers Point section to Huharua Park.

**Section 5:** Bridge across Mangawhai inlet - construction begins from Wednesday 11 April and is expected to take 6 weeks. NOTE: Once this bridge is finished, the track will remain closed until the cycleway connection with Huharua Park is in place and the License to Occupy agreement is complete. Resource Consent was obtained last year.

**Section 6:** Plummers Point trail from bridge to Huarua Park. No change from previous report. Detailed design, resource consent and archaeological authority process is now underway following Pats Lane residents acceptance of preferred route option which involves earthworks to construct a new bench line along the esplanade in front of their properties. This option is also the most cost effective route option. Construction will begin as soon as archaeological authority and resource consent has been obtained.

#### **2.4 Omokoroa Ferry to Opureora/Matakana Island – Facilities Upgrade**

**FERRY FACILITIES RAMP UPGRADES:** The ramp widening and dredging was completed in 2017. A new weather shelter and seating for installation on the new concrete hardstand adjoining the ramp and road has been delayed and is now expected to be installed by late April.

**OPUREORA JETTY RENEWAL:** The final concept design has been endorsed by the Matakana Community and a report is being prepared for Council adoption. Construction is scheduled for the next financial year subject to the normal tendering and approvals process.

#### **2.5 Omokoroa Jetty and Panepane Wharf Repairs**

Repairs to the Omokoroa jetty walkway deck post the storm surge and king tide event of 5 January 2018 have been undertaken. Note that jetty renewal is scheduled for 2020.

Repairs to Panepane wharf at Matakana Island have been completed.

#### **2.6 Omokoroa Sportsground – Tennis Courts 3 and 4**

The final asphalt surface has been laid. The block volley-wall addition is nearly complete. Synthetic turf and floodlights for court three will be the final steps before expected completion in May/June. The volley wall, turf surface, and floodlights are the responsibility of the tennis club.

#### **2.7 Waihi Beach Cycleways**

All Consents have been approved, noting that the Brighton Reserve cycleway section is excluded from the project for the time being while BOPRC considers the northern connection between Hinemoa Rd and the pedestrian bridge.

Detailed planning and contract specifications are being finalised and physical works will begin as soon as contractor resources are in place.

Plans to complete loop trail connections within the Water Catchment Reserve prior to Christmas remain subject to approval from DOC, noting that the Orakawa DOC estate is undergoing a Treaty of Waitangi Settlement process. Staff are working closely with Tangata whenua to ensure a successful outcome.

### **2.8 Haiku Park to Henry Road Cycleway/Walkway - New Bridge Crossing**

There has been no changes from the previous update in March. An information sign design concept has been prepared by a local Katikati artist and is in the process of being reviewed by staff. Final design and installation will be determined by June/July 2018.

### **2.9 Dotterel Point Reserve – Public Toilet Septic Tank Upgrade**

The system is operational and the data logging in place is helping to ascertain the extent of any further system capacity improvements, given the frequency of discharge beyond the consented limit. This issue is being consulted with BOPRC to confirm solution. Based on the data received, it has been determined that motor-home owners are not contributing to the higher than expected effluent discharge volumes.

### **2.10 Omokoroa Slips**

Complex and frustrating issues remain for affected home owners.

Owners of the three red stickered properties are experiencing push back from their insurance companies. They are now in communication with an expert insurance solicitor and barrister located in Christchurch.

Staff continue to work with the affected home owners, offering advice when asked.

Geotech remediation work is commencing at 39 Harbour View Road while design works are progressing in Beach Grove.

These works are not funded by Council.

### **2.11 Damaged Walkway Reserve Land - Ruamoana Place to Bramley Drive**

As at 9 April 2018: A contract for the works is out to tender with three selected tenderers. The works essentially consist of twenty two vertical chimney drains linked together by directional drilling, discharging through 5 outlet drains, together with significant reshaping and landscaping works.

Draft conditions for the consents with regional and district councils have been agreed, and awaiting final sign off.

A legal agreement has been signed by the funders (adjoining residents). The final approval process is now underway in accordance with the agreement. Legal documents for three other affected owners are awaiting sign off and are being followed up.

### **2.12 Moore Park Sportsground Extension**

The Moore Park Sportsground extension is underway. The key tasks and expected timeframes have been identified. **Attachment B**

It is likely that the bulk of the work will be completed in spring 2018, as soon as all necessary Consents are in place and tenders have been received.

### 2.13 Yeoman Cycleway/Walkway – Culvert and Erosion Issues

Staff have been working with Bay of Plenty Regional Council on a solution for the erosion that has threatened the Yeoman Walkway. Unfortunately, it has been brought to our attention that WBoPDC will need to apply for Consent for both the rock revetment and the floodgate.

In regard to the rock revetment, BoPRC have confirmed that their stream works Consent 64684, does not cover this activity in the Coastal Marine area, which the site is located in.

It has also been suggested that the flood gate be put on the end of the culvert. Replacing a floodgate structure is generally a permitted activity, though the Yeoman culvert situation becomes complicated by the fact that the area behind is estuarine wetland and the floodgate will be changing the hydrological regime. The fact the floodgate was intentionally removed 12 years ago with the permission of the then landowner, the paddocks have been subject to tidal flow during that time, which has allowed for considerable reversion to a saltmarsh ecosystem, even though it is weedy. This simply means a Consent is necessary to replace the floodgate. This matter could be considered at the same time as the rock revetment.

Council has approximately 20 metres of reserve land between the existing walkway and the adjoining private properties, which would allow the walkway to be rerouted if required. In the meantime the walkway is not considered to be at any significant risk of imminent failure. Staff will initiate the required Consent requirements with BoPRC for the erosion protection works and the flood gate.



### **3. Strategic Property**

#### **3.1 Katikati Library**

The works are progressing well, on time and on budget.

#### **3.2 Dillon Street Road Stopping (Near to Council Owned Land)**

This land has been amalgamated with the Edinburgh Street property and sold to private developers.

#### **3.3 Te Puna Hall**

Constructive negotiations are taking place with the owner of the land, on which the Hall was to be sited, with a view to considering alternative sites that meet the requirements of the Hall Committee. At this stage the site adjacent to State Highway 2 has not been taken off the table, but the owner has indicated his preference to relocate the hall site adjacent to Te Puna Road.

#### **3.4 Kaimai Views – Sales Update**

The development continues to progress well. The show home is now complete. Construction on Stage 1A has commenced.

#### **3.5 Omokoroa Cell Phone Tower**

It is still anticipated that construction of the cell tower will commence in the first half of 2018.

#### **3.6 Te Puke War Memorial Hall**

Work is substantially complete. The Certificate of Public Use has been applied for to enable hall usage and this is anticipated to be received within the week.

### **4. Development Engineering and Projects**

#### **4.1 Te Puke Highways - Town Centre Upgrade**

This project is complete. The site inspection has been carried out and the project handed over to WestLink on 27 March 2018.

The hard furniture for the Plaza precinct has been partially installed. Waiting on manufacture of the two remaining pieces.

#### **4.2 Te Puke Highways - Waitangi - Kea Crossing & Footpath**

The Kea crossing and a short section of footpath outside the school expected to be completed by WestLink by end of April 2018.

#### **4.3 Te Puke Highways - Pah Road Slip Reinstatement**

Still awaiting approval of the Resource Consent from BOPRC. Once the Consent is approved, construction will commence.

#### **4.4 Omokoroa Industrial Road – Investigation / Design**

Scoping for design confirmed. Currently writing design and construction brief for external consultant engagement.

#### **4.5 Omokoroa Industrial Road – Stormwater Detention Pond**

Scoping for design confirmed. Currently writing design and construction brief for external consultant engagement.

### **5. Emergency Management**

#### **5.1 Maketu - Pukehina**

The Pukehina Community Response Plan is under review by the community for final comment.

#### **5.2 Training**

CDEM Inductions have been run for Western Bay of Plenty District Council staff.

#### **5.3 Exercise Ruapehu – Volcanic Ash Fall**

39 staff from Western Bay of Plenty District Council took part in the exercise.

#### **5.4 WBOPDC Lunchtime Talk: NZ's Volcano and Earthquake Problem**

EMBOP staff organised for GNS volcanologist Brad Scott to present on geological hazards in the Bay of Plenty to 35 Western Bay of Plenty District Council staff in the Council Chambers on 5 March.

#### **5.5 Cyclone Hola**

As with ex-tropical Cyclone Gita, the wider EMBOP team undertook pre-event planning for the arrival of Tropical Cyclone Hola. While there was a strong wind warning and heavy rain watch in place for the Bay of Plenty, there were no significant impacts

### **6. Roading**

#### **6.1 Omokoroa Road Construction - State Highway to Railway**

The project includes upgrading nearly 2km of Omokoroa Road with new and widened pavement, safety improvements to the Prole Road intersection, two new intersections for three larger scale housing developments, a new cycleway, undergrounding overhead power lines, relocating a section of the sewer transfer main, installing a new bulk water-main to service the Omokoroa peninsula and new rider-mains running from the bulk main to service all the properties along the project length. The removal of the old decommissioned asbestos cement water-main commenced 20 February 2018. The remaining bulk earth works will follow.

Surplus suitable earthworks material will be transported into the Special Housing Area for future road embankment and stormwater pond constructions. Co-ordination between WestLink, Council, Council's designers, adjoining landowners, Seeka, three sets of developers, their technical service providers, utility providers and sub-contractors is an essential component of the project and is ongoing.

Completed activities include; asbestos removal from the old house site, the majority of the archaeological investigations, the relocation of a length of the existing sewer transfer main, the new Omokoroa bulk water-main as well as connections to the existing properties along the road, the undergrounding of overhead power lines, the overhead power line relocation works and the relocation of the existing underground

property connections, the fibre optic telecommunications cable installations, new stormwater and gravity sewer mains for adjoining developments. Two sections of new gravity sewer are still to be installed as well as the bulk earthworks at Prole Road and the Special Housing access road. The new roundabout will be constructed in conjunction with the road pavements. The project has been delayed further due to the redundant asbestos water main trench decontamination requirements affecting the outstanding earthworks.

The project designers (Opus) have been asked to complete the new park-and-ride design near Prole Road. This will utilise the old road pavement and provide a new safer facility for school and commuter bus users. A letter with the updated park-and-ride design has been sent out to adjoining land owners and the Community Board. No feedback has been received to date.

The adjoining developers are raising their concerns about ongoing delays that have affected their services and access connections. The weather delays and additional works over the past 6 months have increased the roading project costs to Council by around 25%. An update on costings will be provided on 10 May 2018 at the Operations and Monitoring meeting.

Bad weather and a shortage of specialist contractors has slowed the progress of the Omokoroa Road upgrade, however work is now speeding up again.

Difficulty in getting contractors specialised in upgrades during the Bay's construction boom has also delayed the project. This work has included water main replacement, underground power, fibre optic cable, gravity sewer installation and asbestos removal from redundant pipes.

In saying that, Council contractors have continued work throughout, the results of which are being seen daily. Two to three additional crews have been put on the job to help speed up progress.

Work includes:

- Widening the road's carriageway
- Creating a roundabout and new intersection for housing developments
- Building a new park-and-ride area and improving the safety of the Prole Road intersection
- Pavement rehabilitation construction

Traffic flow has been diverted through the new roundabout from the existing road allowing earthworks to be completed. These earthworks will allow completion of remaining underground service installations for the neighbouring housing developments.

The contractor will continue some night works to speed up the projects delivery and to limit the traffic delays.

It is estimated the roading works will be finished around mid 2018 with the project fully completed later in the year.



## **6.2 Maketu Proposed Cycle Trail**

Meeting held with local residents, Community Board, Council staff, WestLink and local cycle clubs on 16 March 2018. Meeting provided valuable information from local residents regarding proposed cycleway location and following on from this WestLink to reassess detailed design, cost review and possible land acquisition.

## **6.3 Omokoroa Footpath Repairs**

WestLink are undertaking footpath maintenance repairs in Omokoroa and approximately 95% of the identified repairs have now been completed. The two remaining sites, No. 50 Kayelene Place and Beach Grove, including drainage affecting the footpath will be addressed by June 2018.

## **6.4 Community Roading Maketu - Town Point Road Footpath**

The Town Point Road Footpath Project is complete.

## **6.5 Community Roading Katikati**

Fairview Road kerb and channelling design complete. Awaiting Community Board approval.

Minor design and pricing variation for Stewart Street currently being undertaken by WestLink.

## **6.6 Katikati Town Centre Improvement**

NZTA have recently sent letters and plans to affected residents along the bypass designation.

The Government has released its Government Policy for Transportation statement and WBOPDC is requesting clarification regarding funding (land acquisition and/or capital works).

## **6.7 One Network Maintenance Contract (ONMC)**

Refer to OP11 Information Pack.

**Attachment A**

## **6.8 Seal Extension**

The seal extension projects are still proceeding. The new indicative forwards works programme has been updated on the WBOPDC website this week.

A request has been received to extend the seal on Rangiuru Road by 250 metres uphill. The additional cost is in the range of \$56k to \$65k. There has also been requests to change the length of seal on individual projects. In assessing these requests against the Seal Extension Policy, it is considered that they do not meet the intent of the Policy. However, the Committee may wish to discuss individual road sections and make its own assessment.

The intention is for this to be discussed at the Operations & Monitoring Committee meeting on 10 May and for the Committee to provide direction on the topic, as extending the seal will affect the overall delivery of the seal extension programme. There will be a presentation on the three roads where the question has been raised, an assessment against the Seal Extension Policy and an indicative cost for each proposal.

## Moore Park – Sportsfields Extension – Project 2129

Consultancy Contract 18-1022

Construction Contract 18-1023

Item	Comments	Action	Responsibility	Timeframe	
1	<b>Remove Kiwifruit Vines and Associated Structures</b>	Lease terminated and vines and structures have been removed.	Completed	WBOPDC	Completed
2	<b>Spray Existing Grass Area</b>	Area sprayed with Glyphosate. May require further spray to deal with any regrowth and persistent weed species e.g. dock, prior to earthworks.	Completed	WBOPDC	Ongoing until earthworks undertaken.
3	<b>Topographical Survey</b>	Survey quotes have been obtained. Surveying services engaged and topographical survey has been completed. Survey data to be analysed and cut land fill quantities calculated.	Under Action	WBOPDC	Survey completed. Analysis due 30 April.
4	<b>Design Assessment of Sportsfields</b>	Sports Club concept plan/design to be overlaid over topographical survey information to ascertain layout and size of fields/cricket block.	Under Action	WBOPDC Surveyor	11 May
5	<b>Removal of Internal Shelter Belts</b>	Shelterbelts have been cut down. Trees to be mulched and stumps ground out. Lemon Trees to stay for now.	Under Action	WBOPDC	30 April
6	<b>Removal of Large Greenhouse</b>	Large greenhouse has been sold for removal. Council were advised that greenhouse would be removed over Easter. Removal did not occur. Owner has now been given 10 days to remove building as at 10 April 2018. If not removed by deadline, Council will arrange demolition.	Under Action	Owner of Greenhouse and/or WBOPDC	30 April
7	<b>Large Shed</b>	Large shed owned by Council to remain on site at this point in time.	No Action Required	WBOPDC	

Item	Comments	Action	Responsibility	Timeframe	
8	<b>Consultancy Services for Engineering Design, Consents, and Contract Administration</b>	<p>Tenders are being sought for Consultancy Services to undertake the following activities:</p> <ul style="list-style-type: none"> <li>• Prepare cut and fill calculations based on topographical survey data.</li> <li>• Prepare documentation to obtain Resource Consents.</li> <li>• Prepare construction contract documentation.</li> <li>• Obtain tenders for physical works contract.</li> <li>• Provide tender recommendation.</li> <li>• Administer implementation phase of contract work.</li> </ul> <p><b>Note:</b> The 30 April deadline relates to the Consultancy Services tender being received and not the scope of works being delivered. A more detailed delivery programme will be available once the consultant has been engaged.</p>	Under Action	WBOPDC	30 April
9	<b>Archaeological</b>	<p>An archaeological assessment will be required due to the bulk earthworks involved. Council's consultant archaeologist is providing advice on the archaeological requirements.</p>	Under Action	WBOPDC Mishmish	30 April
10	<b>Site Contamination</b>	<p>Given the past use of the site as a kiwifruit orchard and glass/tunnel house for horticulture, the site will need to be tested for potential soil contamination. A suitably qualified consultant will be engaged to undertake the testing required for the earthworks consent.</p> <p><b>Note:</b> A more detailed programme will be available once the consultant is engaged.</p>	Under Action	WBOPDC	30 April
11	<b>Paper Road Extension</b>	<p>The current concept plan includes the paper road. At the completion of the topographical survey design the concept plan will be overlaid to assess if further land is required. If</p>	Not commenced	WBOPDC	At the completion of

		required, then WBOPDC will enter into negotiations with adjoining owner over the purchase of land for road reserve.			the design phase.
Item	Comments	Action	Responsibility	Timeframe	
12	<b>Cricket Block</b>	The Cricket Club wishes to establish a clay based wicket block in the area to be developed. The methodology of how the cricket block will be established is to be negotiated at the earthworks phase of the project. The Cricket Club will manage the installation of the cricket block.	?	Katikati Cricket Club	?
13	<b>Proposed Clubrooms</b>	The Club's wish to finance and erect new clubrooms on the site once it is developed. Prior to clubrooms being established, the Club will need to prepare concept plans for the building and apply to Council for a Lease of the Land the clubrooms will be located on. Council will then consider the proposal before undertaking public consultation on the intention to lease reserve land. It is noted that the building dimensions have been provided by Ben Warren.	?	Katikati Cricket Club	?

### General Notes:

- Staff have spoken to BOP Regional Council Consents Manager who has advised that they consider applications for earthworks over winter on a case by case basis. Their primary concern is with silt runoff. It was explained that the site for earthworks is greater than one hectare, therefore an earthworks consent is required. The fact that the site is relatively flat would help with their assessment to allow earthworks throughout winter. Earthworks is subject to item 8 above being completed.
- The above mentioned timelines are indicative only and are subject to change depending on contractor availability, weather and consents.
- Updates will be provided on a six weekly basis in line with Council's Committee and Community Board cyclic meeting schedule.

## Assumptions

- The project is able to be completed within available budget.
- The availability and work commitments of professional service providers and physical works contractors.
- Site visits and other meetings to make decisions, can be scheduled as and when required.
- Consents are issued by relevant consenting authorities.