MEETING AGENDA
Ngā Take

Western Bay of Plenty District Council

OPERATIONS AND MONITORING COMMITTEE

Komiti Whakahaere

OP15
Thursday, 25 October 2018
Council Chambers
Barkes Corner, Tauranga
9.30am

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

Notice of Meeting No. OP15
Te Karere

Operations and Monitoring Committee
Komiti Whakahaere

Thursday, 25 October 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-Wharei ki Otamarakau ki te Uru

www.westernbay.govt.nz
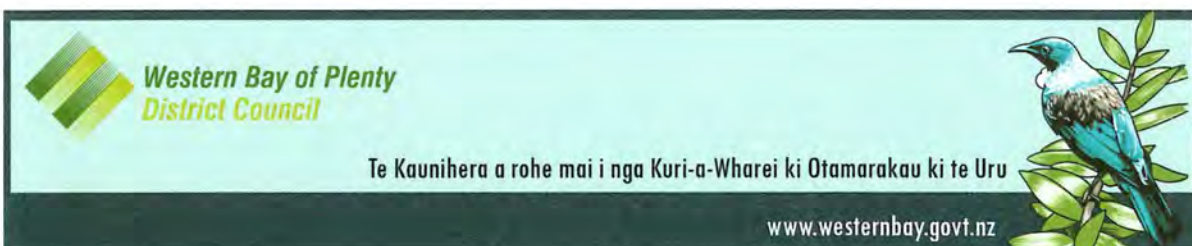
Operations and Monitoring Committee Delegations
Mangai o Te Kaunihera

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
    - Roading 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. OP15

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.

Local Government Official Information and Meetings Act

Exclusion of the Public

Schedule 2A

Recommendation

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

- *Infrastructure Services Briefing - October 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:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
Infrastructure Services Briefing – October 2018 – In Confidence	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.	For reasons previously stated on the relevant minutes.

Western Bay of Plenty District Council

Operations & Monitoring Committee

2018/19 Minor Improvement Projects & Safety Report

Purpose

To inform the Operations & Monitoring Committee of local road safety trends highlighted by the New Zealand Transport Agency's crash data for the period 1 July 2013-30 June 2018, and to list the proposed local road improvement programme targeted at minor improvement projects and road safety.

Minor improvement projects also known as "Low cost / Low risk projects" qualify for National Land Transport Funding (NLTP) funding from the New Zealand Transport Agency (NZTA). Eligible projects may be safety improvements as well as new infrastructure such as urbanisation, new footpaths and cycleways, components of seal extension, seal widening and similar works.

It should be noted that the 3-year programme list has a greater value than the available budgets. This will provide delivery flexibility and ensure that the available NZTA subsidy is fully utilised within funding timeframes.

Approval of the initial project list and delegation ensures compliance with NZTA regulations and provides the flexibility to enable programme delivery while maximising NZTA subsidy opportunities.

Recommendation

1. *THAT the Transportation Managers report dated 1 October 2018 and titled 2018/19 Minor Improvement Projects and Safety Report be received.*

2. *THAT the report relates to an issue that is not considered significant in terms of Council's policy on Significance.*

3. *THAT the costs of the minor improvement and safety projects, as appropriate, be funded from the 2018/21 LTP budgets roading minor safety (LCLR) seal widening, the community roading, walking and cycling and externally funded budgets.*

4. *THAT the Low Cost Low Risk (LCLR) projects list covering the National Land Transport Program 2018-21 period and the 2018/21 LTP period be adopted as shown in Attachment A with its delivery subject to remaining within approved budgets.*

> 5. *THAT the Deputy Chief Executive Officer be authorised to make changes to the project list and delivery priorities.*

Prepared by:

Justine Wilton
WestLink Road Safety Engineer

Jim Paterson
Transportation Infrastructure Manager

Approved

Gary Allis
Deputy Chief Executive

Date	1 October 2018	**Open Session**
Subject	2018/19 Minor Improvement Projects and Safety Report	

1. Background

In addition to its other activities, WestLink Bay of Plenty (WestLink), through the Bay of Plenty West Joint NZTA/WBOPDC One Network Maintenance Contract (ONMC), monitor road safety trends and the movement in the Safety Performance Index (SPI). WestLink also monitor traffic growth on both the local road and State Highways networks.

The top five contributing crash factors for the District's local roads (not State Highways) over the July 2013-June2018 period were:

- Bend-lost control / head on   49%
- Rear end / obstruction   20%
- Straight-lost control / head on   13%
- Crossing / turning   11%
- Overtaking crashes   3%

Road safety, as measured by the crash record and ONMC Key Performance Measures (KPM's) is considered to be in a reasonable state on the network at present. This is mainly due to ongoing maintenance, improvement projects, safety engineering works, education and enforcement activities.

The contributing factors are monitored, with targeted programmes introduced by NZ Police and partners of the Joint Road Safety Committee. These programmes address driver fatigue, intersections, behaviour, driving to conditions (including speed), itinerant workers, work site crashes, and alcohol influencing driver behaviour.

Minor improvement works also need to be undertaken on sites which are identified through the various processes to reduce the number and severity of crashes especially from traffic growth on the local road network.

Council investment in safety improvement works undertaken in association with the seal widening and seal extension programmes address the top three contributing factors by improving safe stopping sight distances, sight line improvements and increasing road widths. These interventions are aimed at reducing the crash and social cost risks.

For comparison the average social costs of all accidents in the last five years are in the order of $46M per year, and Council minimises this cost risk by intervening with around $2.4M in network improvements and approximately $12.5M on maintenance and renewals each year.

This report is prepared for the Western Bay of Plenty Operations & Monitoring Committee to discuss the trends highlighted by the analysis of reported crashes in the New Zealand Transport Agency Crash Analysis System (CAS).

2. NZTA Funding Category Change

NZTA has expanded the improvement activities that now qualify for NLTP funding in the 2018-21 National Land Transport Programme. These are referred as low cost/low risk with a total cost per project limitation being less than $1,000,000.

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Examples of qualifying activities include, but may not be limited to:

- small, isolated geometric road and intersection improvements
- traffic calming measures
- traffic management systems
- surface treatment (safety), including sealing for bridge approaches
- lighting improvements for safety
- installation of new traffic signs and markings (including rumble strips), or upgrading these to the current standard
- provision of guard-railing
- sight benching to improve visibility
- walking facilities that comply with the definition for Work category 451: Walking facilities
- cycling facilities that comply with the definition for Work category 452: Cycling facilities
- structures, culverts or stock access (including stock underpasses)
- resilience improvements within the definition for Work category 357: Resilience improvements
- replacement of bridges and other structures within the definition of Work category 322: Replacement of bridges and other structures
- stock effluent facilities
- minor engineering works associated with community programmes, such as raised platforms at roundabouts, traffic signals and other pedestrian facilities, and
- property and professional services costs associated with the improvement.

Other potential activities that are not in the above list can be discussed with the Transport Agency for eligibility.

Accordingly it may be possible to receive subsidy funding on community roading projects and components of the cycleway subject to NZTAs approval. Subsidy for these projects is not guaranteed and is subject to dialogue with NZTA.

3. Enhanced FAR (Financial Assistance Rate)

NZTA has introduced a new category of funding for the 18/21 NLTP period. For qualifying projects the FAR is half way between the current TLA FAR and 100% with a maximum of 90%. For Western Bay the enhanced FAR will be 75.5%.

The condition is that the savings to Council have to remain within roading and be spent on other projects.

At this stage the criteria and funding rules are still being developed by NZTA and it is unclear as to how many projects will be eligible.

3.1 Safety Management System

Western Bay of Plenty District Council has an operational Safety Management System 2002 (SMS). This system sets out the goals and objectives with regard to safety in the District. It also defines relationships and key roles and responsibilities. This is an operative system, and covers the range from strategic decision making to 'on the road' maintenance and installation issues.

The mission of the SMS is:

"The safe and efficient movement of people and goods through our transportation corridors."

The common goal is:

"To reduce the number and severity of injuries resulting from road crashes."

Nationally, New Zealand has the Safer Journeys Strategy 2010-2020, which has a vision of "A safer road system increasingly free of death and serious injury".

3.2   Joint Road Safety Committee
The Joint Road Safety Committee (JRSC) meets four times per year. The Committee consists of representatives from Western Bay of Plenty District Council (an Elected Member and Council staff), Tauranga City Council (an Elected Member, two Council staff), NZTA (Engineering and Education), NZ Police (Officer in Charge: Road Policing), WestLink (Network Contractor), ACC, and the Bay of Plenty Regional Council. The Committee meets to discuss issues and programmes relating to safety on the network for Education, Engineering, and Enforcement.

In addition, a sub group of the JRSC, being the JRSC Operations Group, meet on a monthly basis to ensure the continuous operational management and delivery of the programmes, and to address any topical issues.

The Operations Group also contribute to the State Highway high risk rural highway group for safety signage and campaigns.

3.3   PBC-01 Contract
The Council's ONMC contract includes two measures of safety performance; the Safety Performance Index (SPI) and the Safety Key Performance Measures. The results from the last year are listed below.

4.   Safety

4.1   Safety Performance Index (SPI) Sealed Roads
The Safety Performance Key Performance Measures relate to the safety performance of road groups 1 to 7 in the rural area. Data is collected through a special SPI annual road inspection with trends reviewed over time.

The following table presents the results from the 2018 KPM survey:

Table 5.18.1: Safety Performance Index (Sealed) – Maximum Index Value										
KPM	Road Group	Sub-group	Actual Results			Contract Standard Targets				Score
			2016	2017	2018	Year 1,3,5	Year 2,6	Year 4	Pass Fail	
	0	Rural		0.2						
110	1	Rural	0.5	0.3	0.4	1.5	1.5	1.5	PASS	Outstanding
111	2	Rural	0.6	0.4	0.7	1.5	1.5	1.5	PASS	
112	3	Rural	0.5	0.3	0.7	1.5	1.5	1.5	PASS	
113	4	Rural	N/A	0.4	N/A	1.5	N/A	N/A	N/A	
114	5	Rural	N/A	0.4	N/A	1.5	N/A	N/A	N/A	
115	6	Rural	N/A	N/A	0.3	N/A	N/A	1.5	PASS	
116	7	Rural	N/A	N/A	0.2	N/A	N/A	1.5	PASS	

Table 1: The SPI Survey results June 2018
(Source: WestLink KPM Compliance Report, July 2018)

Data on road features which contribute to road safety, such as visibility, geometry, signage, road markings and road side hazards is collected across the network by WestLink. The data is entered to a database and used to create an index for the network.

The result for rural roads to June 2018 is within tolerance but there has been an increase in the SPI, which means a deterioration in network condition. It remains within Contract requirements but is a maintenance activity that is receiving a greater focus in SPI across all categories. Manageable items such as complying signage, road markings and hazard markings which contribute to this are monitored.

4.2   Safety KPM (Crashes)

The safety crash Key Performance Measures relate to all rural roads. Data is taken from the NZTA Crash Analysis System (CAS) and compared to Group D 'Provincial Towns and Hinterland, Population 20,000 – 75,000 and 25% to 90% rural crashes'.

Each result to June uses the accidents to December of the previous year.

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Table 5.19.1: Accidents – Maximum Percent of Reported Injury Crashes with Road Factors reported as a Contributing Factor, not more than 90% of Control Group D									
KPM	Road Group	Sub-group	**Actual Results**				**Contract Standard**		
			2015	2016	2017	2018	Target	Pass / Fail	Score
118	All	Rural	80	62	87	86	90	Pass	Best Practice

Table 2: Percentage of reported injury accidents with road related factors.
(Source: WestLink KPM Compliance Report, July 2018)

The second measure is that the total social cost of reported injury crashes with Road Factors reported as a contributing cause shall not be more than 95% of the Control Group D as established by NZTA when measured in cost/veh km.

Both KPMs passed.

Table 5.19.2: Accidents – Maximum Total Social Cost of Reported Injury Crashes with Road Factors reported as a Contributing Factor ($ / vehicle.km) not more than 95% of Control Group D								
KPM	Road Group	Sub-group	**Actual Results**				**Contract Standard**	
			2015	2016	2017	2018	Target	Pass / Fail
119	All	Rural	127	86	88	85	95	Pass

Table 3: Social cost percentages.
(Source: WestLink KPM Compliance Report, July 2018)
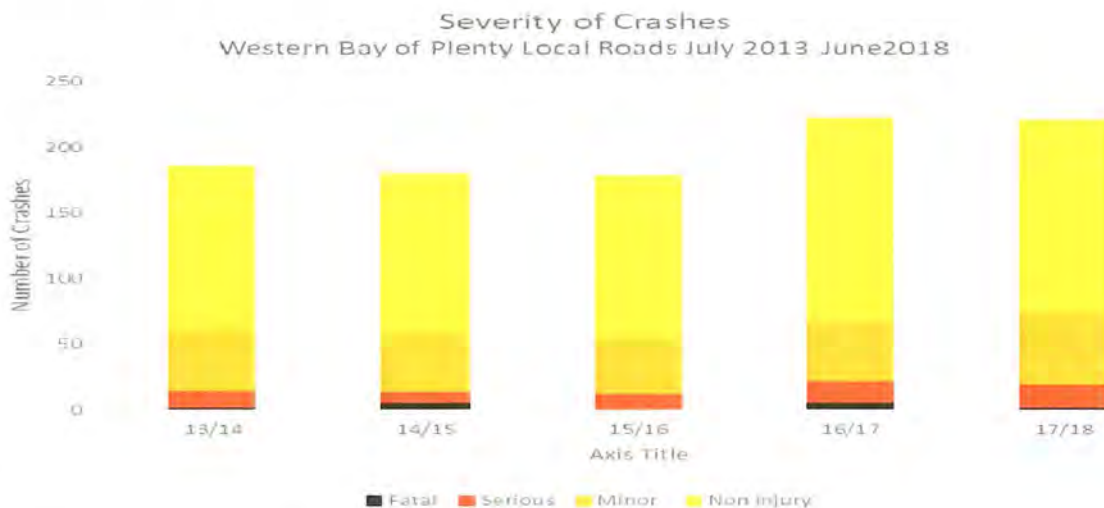
Graph 1 Annual comparison of crash severity
(Source CAS 2018)

Graph 1 shows that the overall crash frequency is generally increasing.

Social cost
Western Bay of Plenty Local Roads July 2013-June 2018
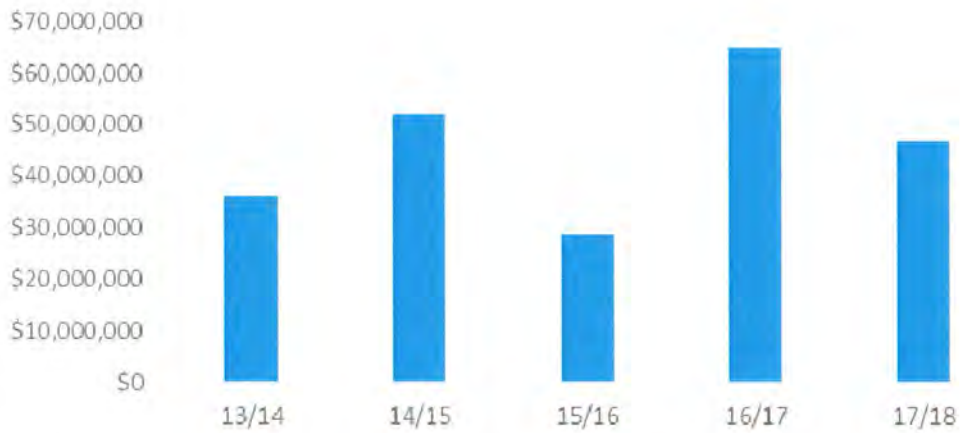
Graph 2 Annual comparison of estimated social costs
(Source CAS 2018)

The social cost has fluctuated over time but is generally trending upwards. The social cost is calculated by CAS from the cost of all injury and non-injury crashes.

Severity of Crashes
Western Bay of Plenty Local Roads
1 July 2013-30 June 2018

Graph 3 Annual comparison of crash severity split between Urban and Rural.
(Sources CAS 2018)

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4.3 Fatal Crashes

There was one fatal crash on Western Bay of Plenty local roads in 2018. It occurred after the data analysis period above, on 21 July 2018. A summary of the crash is as follows.

4.4 Te Puke Highway, 400m towards Te Puke from Te Matai Road

21 July 2018, Fatal x 1, Serious x 1

A car with two occupants was being driven towards Paengaroa allegedly at speed well above the speed limit. The driver appears to have lost control either in or just after the curve by No 1 Road. The vehicle hit the side barrier on the true left hand side, went across the centreline and hit the side barrier on the true right, then went back across the centreline and went off the road to the true left and hit a concrete power pole. The front seat passenger died.

4.5 Key Issues

Police compile a traffic crash report which considers the factors that contribute to crashes. This data is in turn submitted into the CAS database. Often there are multiple factors contributing to each crash.

The top five causes of all crashes on district roads (not State Highways) over the July 2013- June 2018 period were:

* Bend-lost control / head on   49%
* Rear end / obstruction   20%
* Straight-lost control / head on   13%
* Crossing / turning   11%
* Overtaking crashes   3%

4.6 Crash Causes

Graph 4 shows the crash causes for Rural and Urban. Rural crashes are predominantly crossing or turning, followed by loss of control type crashes, while urban crashes are crossing and turning followed by rear-end/obstruction.
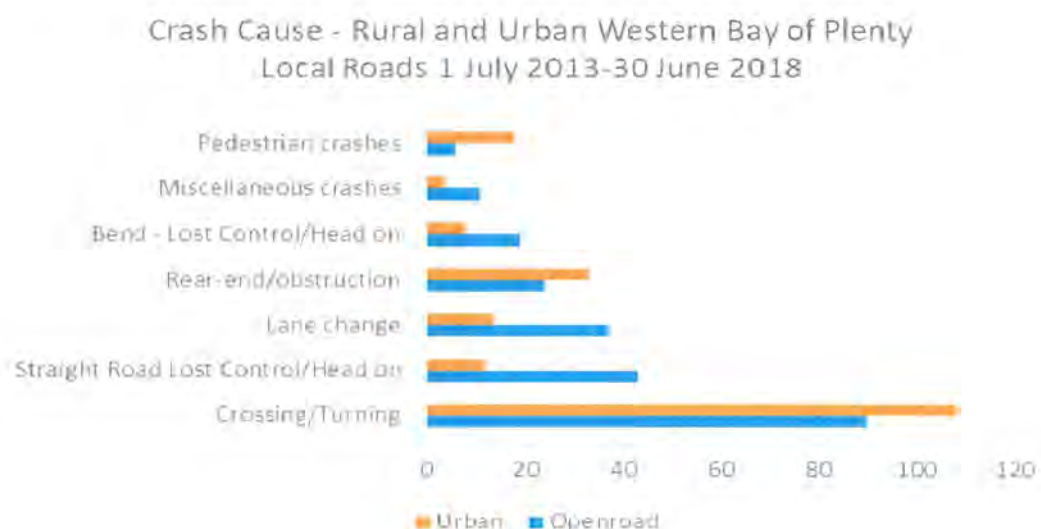
Graph 4 Crash Cause - Rural and Urban
(Sources CAS 2018)

In the rural network, there is a predominance of **single vehicle loss of control** type crashes, mainly due to the nature of our network, and the various contributing factors i.e. driver behaviour, pavement widths, limited sightlines and alignment.
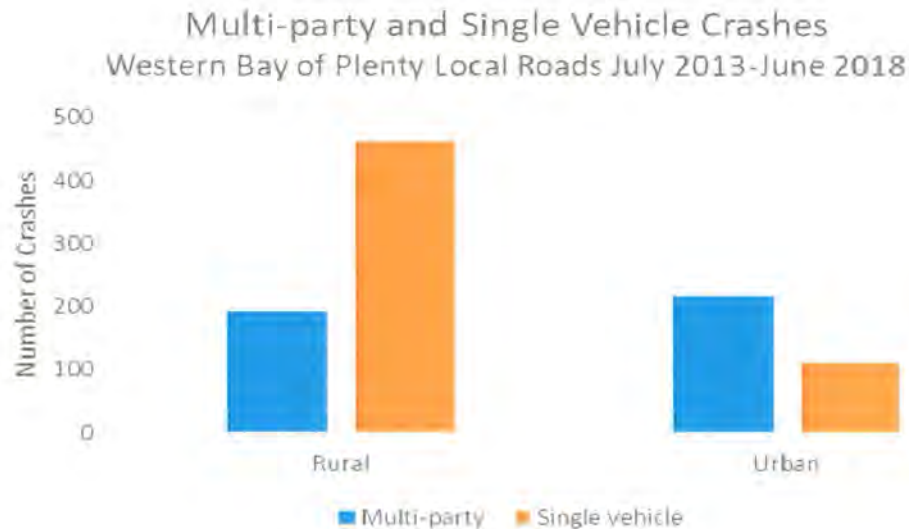
Graph 5 Multi-party and single vehicle crashes split by rural and urban network (Sources CAS 2018)

To address these interventions such as delineation (signs, sight rail, line marking, warning signage etc.), curve easing and sight line improvements are used on seal extensions and widening projects to help reduce the number and severity of crashes.

4.7 Crash Factors

Graph 4b below shows that the most common factors on rural roads are:

- Driver handling
- Too fast for conditions
- Poor observation
- Poor judgement
- Alcohol / drugs

In urban areas with a speed limit of 70kph or less, the most common factors are:

- Poor observation
- Driver handling
- Alcohol / drugs
- Failed to give way
- Incorrect Lane/position

Contribuiting Factors in Crashes
Western Bay of Plenty Local Roads July 2013-June 2018
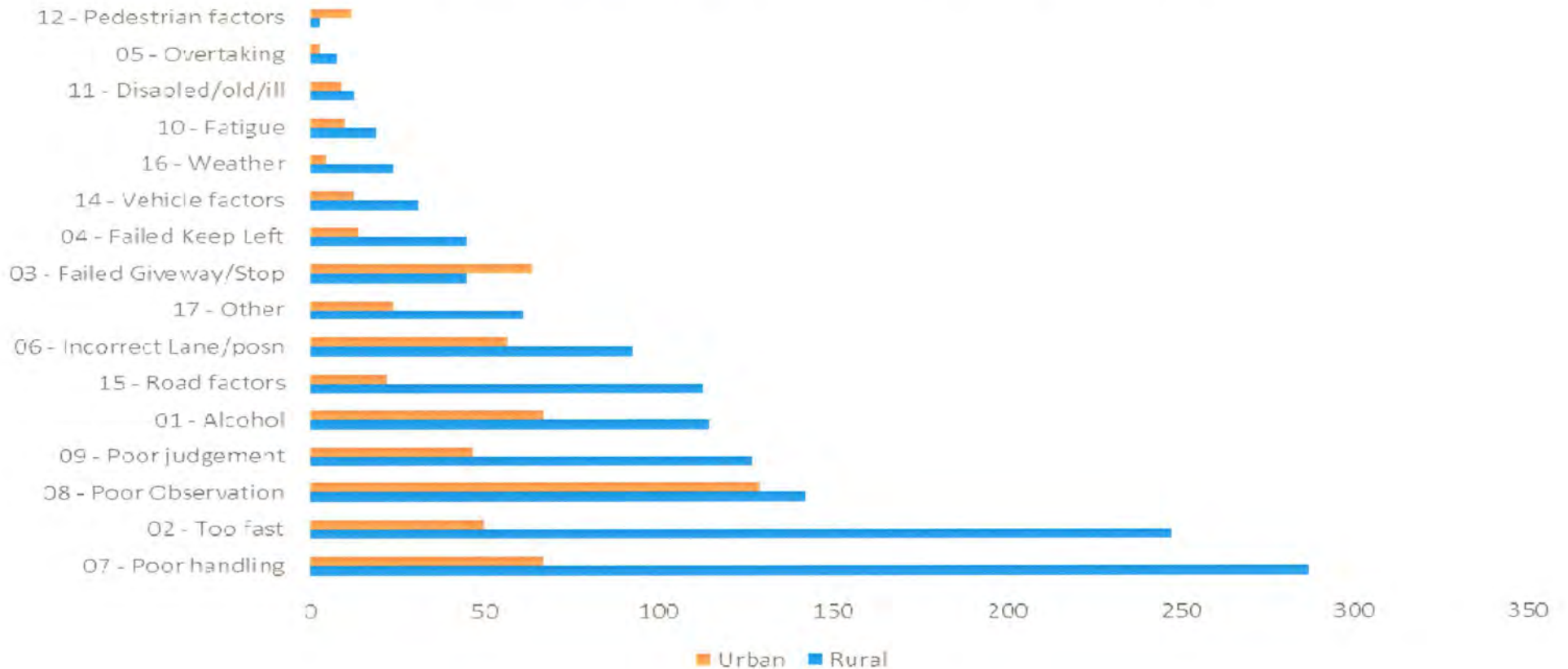
Graph 4b Contributing Factors of Crashes
(Source CAS 2018)

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Local road crashes are also influenced by the increase in traffic volumes over the summer and autumn kiwifruit season, when there is more traffic on the road. The April to September period can be influenced by daylight hours and wetter weather. The following graph shows the crash trend throughout the year.

Month of Year
Western Bay of Plenty Local Roads
1 July 2013-30 June 2018

*Graph 6 **Monthly Distributions of Crashes***
(Source CAS 2018)

5.   Unreported Local Road Crashes

A number of crashes occur on the network that are not reported through the Police. The NZTA crash database is reliant on the information provided by the police for crashes on the network. WBOP has a Road Accident Report Form, which is used to report crashes on the local road network that have not been attended by police. These are sent to customers who contact Council with concerns on their surrounding local road network.

These 'unreported' (to police) crashes, are reviewed by WestLink when they are received. Recommendations may then be made for minor improvement projects if appropriate.

6.   Crash Locations

6.1   Crash Black Spots

A check on the crash locations within the District shows 48 crash black spots. A Black Spot is defined as having 3 or more injury crashes, or more than 5 total crashes within a 5 year period. In urban areas, this is within a 30m radius, and in rural areas, a radius of 250m is used.

Black spot sites are identified for investigation, which includes an examination of crash records and a site visit to see whether road factors are an issue and whether safety improvements can be engineered.

Once a site has been treated the crash record is monitored to see that the crash rate is dropping. If crashes continue then other more significant treatments might be required.

Some of the Black spot sites are the same as identified previously, and may have had safety improvements undertaken already.

The Western Bay of Plenty local road black spot records exported from CAS.

Appendix B (Page 23)

Updates on the previous black spot sites.   *Appendix A   (Page 19)*

6.2   Crash Grey Spots

Crash Grey Spots are emerging crash sites, where the Black spot threshold has not been reached, but may have had an increase in crashes over the last two years, indicating a potential for more crashes. The search criteria are:

- or more injury crashes in last 2 years
- or more crashes in total
- 2 or more crashes in the last year

85 sites have been identified from the 1 July 2016-30 June 2018 CAS data.

The Western Bay of Plenty local road grey spot records exported from CAS.

Appendix C (Page 30)

Updates on the previous grey spot sites.   *Appendix A   (Page 19)*

7.   Minor Improvement Project Sites 2018-2019

7.1   Minor Improvement Project works are identified through several methods; Black and Grey spot analysis, CCRs (where local crash sites are brought to the attention of the WestLink Safety Engineer), strategy studies on route lengths, annual inspections, community development plans, unreported crashes ('local road crashes'), local road inspections and seal widening or seal extension projects. The projects are ranked against each other using a quantitative assessment involving:

- Seal widening and seal extension programme timings
- Estimated cost
- Safety performance index
- Road group
- Operating speed
- Council image
- Litigation risk

- Probability of fatal crash, and
- A sites traffic volume

At the beginning of each financial year, crash analysis is undertaken, and the top ranking projects are promoted for implementation, dependant on the available funding. The projects are also checked against maintenance programmes for the next 3 years, in order that if a minor improvement project falls in a rehabilitation or reconstruction site, then it will be promoted to be included in that work, which helps reduce the cost of implementing the minor improvement works (i.e. from reduced administration, site establishment and traffic management costs).

Safety related treatments include things such as signs, road markings, traffic calming, intersection improvements, pedestrian crossings, seal widening, sight distance improvements and traffic services improvements. There is approximately $17 million of safety work deficiency that has been identified on the network.

Minor Improvement (Safety) Projects are funded through NZTA subsidy and the roading rate. To qualify for NZTA Minor Improvement Projects funding, projects need to be valued at less than $1,000,000 for works and professional services costs. If they are above this threshold, they must be considered as capital work projects and meet NZTA investment assessment framework criteria to attract funding.

In the early 2000 period NZTA has contributed 5%-8% of Council's annual maintenance budget for minor improvement projects, this was then modified to $300,000 per project until in 2017/18 when it was raised to $1,000,000 per project.

The NZTA contribution requires a schedule of qualifying projects to be submitted for review each National Land Transport Programme period. The proposed list of the 2018/19 minor improvement sites include two groups:

a) Recommended minor improvement works delivered in conjunction with the One Network Maintenance Contract seal extension and pavement rehabilitation programme.

b) Minor improvement projects identified through the minor safety database, minor safety projects resulting from CCR's, local road crashes or grey spot analysis, as well as newly qualifying works such as community works and walking and cycling facilities.

The proposed list of the 2018/19 minor improvement sites is attached.

Attachment A

The Minor Improvement Project budget is $1,400,000 for the 2018/19 year plus the seal widening budget of $1,000,000 for 2018/19. All available 2018/19 funding sources and budgets are included.   *Attachment B*

It should be noted that the totalled 2018/19 project costs are greater than the available 2018/19 budget. If individual projects are not able to be progressed because of consenting and delivery issues other projects approved by the Operations & Monitoring Committee can be delivered. This should ensure that the available NZTA subsidy is fully utilised within funding timeframes.

8. Significance & 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 of its operational nature.

9. Engagement, Consultation and Communication

Interested/Affected Parties	Completed/Planned Consultation/Communication	Notes
Name of interested parties (if req.)	Adjacent land owners affected by the works are consulted during the design phase and prior to construction of works.	Typical impacts include changes to boundary fences, shelter belts berms and access ways.
Tangata Whenua	Hapu are consulted where they are directly affected landowners and where consents are required.	
General Public	Communication / consultation provided through the annual plan process and WBOPDC media releases.	
Internal Staff	Consulted for impacts on Council utility services, land holdings and for consent requirements.	

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| Subject | 2018/19 Minor Improvement Projects and Safety Report | |

10. Issues and Options Assessment

<table>
<tr><td colspan="2" align="center">Option A</td></tr>
<tr><td colspan="2">

3. *THAT the costs of the minor improvement and safety projects, as appropriate, be funded from the 2018/21 LTP budgets roading minor safety (LCLR) seal widening, the community roading, walking and cycling and externally funded budgets.*

4. *THAT the Low Cost Low Risk (LCLR) projects list covering the National Land Transport Program 2018-21 period and the 2018/21 LTP period be adopted as shown in Attachment A with its delivery subject to remaining within approved budgets.*

5. *THAT the Deputy Chief Executive Officer be authorised to make changes to the project list and delivery priorities.*
</td></tr>
<tr>
<td>Benefits in terms of the present and future interests of the District taking a sustainable development approach</td>
<td>Reduction in deaths and serious injuries.
Improvements to the network and amenity.
Enhances existing programmes.
Maximises funding.</td>
</tr>
<tr>
<td>Costs (including present and future costs, direct, indirect and contingent costs)</td>
<td>As per the 2018/21 3-year LTP budget.</td>
</tr>
<tr>
<td>Assessment of cost effectiveness for households and businesses</td>
<td>Positive benefits for network users and households and businesses.</td>
</tr>
<tr>
<td>Other financial implications</td>
<td>Minor improvement works attract NZTA co-investment subsidy contributions.

Funding is budgeted in the LTP.</td>
</tr>
<tr>
<td>Other</td>
<td>Improvements are planned to be delivered in conjunction with maintenance and renewals activity.

That the minor improvement projects priorities be adopted as shown in attachment A.</td>
</tr>
<tr><td colspan="2" align="center">Option B
Not proceed with network improvements</td></tr>
<tr>
<td>Benefits in terms of the present and future interests of the District taking a sustainable development approach</td>
<td>Less sustainable.
The communities expectation for safety and community roading improvements included in the Long Term Plan will not be met.</td>
</tr>
<tr>
<td>Costs (including present and future costs, direct, indirect and contingent costs)</td>
<td>Higher crash and social costs.</td>
</tr>
<tr>
<td>Assessment of cost effectiveness for households and businesses</td>
<td>Greater costs for households and businesses.</td>
</tr>
<tr>
<td>Other financial implications</td>
<td>Reduction in improvement expenditure.
The budgeted and rated expenditure will not occur.</td>
</tr>
</table>

11. Statutory Compliance

Legislation and Legal Issues

Act/Legal Issue	Relevant Detail
Local Government Act 1974,	319 General powers of councils in respect of roads • (1) The council shall have power in respect of roads to do the following things: • (a) to construct, upgrade, and repair all roads with such materials and in such manner as the council thinks fit: • (d) to divert or alter the course of any road: • (e) to increase or diminish the width of any road subject to and in accordance with the provisions of the district plan, if any, and to this Act and any other Act: (f) to determine what part of a road shall be a carriageway, and what part a footpath or cycle track only:
Other influencing Acts include the Resource Management Act 1991 and the Historic Places Act 1993.	

Relevant Plans and Policy Assessment

Current Council Plan/Policy/Bylaw	Relevant Detail
WBOPDC District Plan and Development Code	The Development Code provides a means of compliance with the District Plan, and will be used when designing, constructing and maintaining engineering works that are required: • for works that fall within the requirements of the District Plan, or • if a consent is not required such as a permitted activity condition, or • for capital works commissioned by Council variations to the Code can be approved for specific circumstances e.g. the shape and seal standard. An improvement shape and seal standard. An improvement while not meeting AustRoads Standards is still better than the status quo.

Regional/National Policies/Plans	Relevant Detail
Government Strategy for Road Safety	The government will continue to support a range of central, regional and non-government initiatives that aim to reduce the crash risk of cyclists.
Safer Journeys	Targeting high-risk rural roads and high-risk urban intersections will maximise the cost effectiveness of reducing deaths and serious injuries through Safe System solutions.

12. Funding/Budget Implications

Budget Funding Information	Relevant Detail
Budget	The Long Term Plan includes three years of minor improvement and seal widening improvements totalling $7,200,000. (inc FAR) The annual seal widening budget is funded from Rates 24%, Rural Fincos 25% and NZTA subsidy 51%. Additional funding exists in other budgets for eligible projects: - Community road - Walking and cycling - Reserve funds - External funding Summary of Estimate, Budgets, Funding Appendix B – 3-year Programme Total $14,536,390 Approved LCLR funding in NLTP $14,000,000 Note: Additional funding can be applied for 3-year LTP funding in subsidy - Seal Widening - LCLR - Seal Extension - Community Roading Note: Not all projects are eligible for subsidy.

Appendix A

2018 Sites that were in the 2015 Selections

These were in the 2015 sites (either grey or black) and are also in the 2018 selection

Ex Grey Spots 2015

				Location at circle centre				
In 2018 black?	In 2018 grey?	Crash Road	RP	Crash Distance	Crash Direction	Intersection	Side road	Crash id at circle centre
yes	yes	OROPI ROAD	4795	620	S		WARNER ROAD	201201317
yes	no	FAIRVIEW ROAD	237			I	CARISBROOKE ST	201324236
no	yes	TE PUNA STATION ROAD	1697			I	CLARKE ROAD	201003799
no	yes	WELCOME BAY ROAD	3442	430	E		ROCKY CUTTING ROAD	201334471
no	yes	OROPI ROAD	6369			I	CASTLES ROAD	201446782

Ex Black Spots 2015

				Location at circle centre				
In 2018 black?	In 2018 grey?	Crash Road	RP	Crash Distance	Crash Direction	Intersection	Side road	Crash id at circle centre
yes	yes	OXFORD ST	31			I	JELLICOE ST	201043317
yes	yes	BELL ROAD	677			I	PARTON ROAD	201004115
yes	yes	TE PUNA STATION ROAD	2985	320	E		TE PUNA ROAD	201139333
yes	yes	MAKETU ROAD	2323	1100	S		KELLY ROAD	201230667
no	yes	JOCELYN ST	60	60	E		SH 2	201031551
no	yes	TETLEY ROAD	2332			I	WILLS ROAD	201137164
no	yes	STEELE ROAD	734	780	N		ATHENREE ROAD	201104769
no	yes	BEATTY AVENUE	300			I	QUEEN ST	201240394
no	yes	MINDEN ROAD	2303	20	W		DAWN VIEW PLACE	201044520
yes	no	WAIHI BEACH ROAD	1868	180	W		FERGUS ROAD	201238950
yes	yes	OROPI ROAD	4175			I	WARNER ROAD	201334713

2018 Sites to be Monitored

These were in the 2015 sites (either grey or black) but aren't in the 2018 selection

Ex Grey Spots 2015

				Location at circle centre				Crash id at circle centre
In 2018 black?	In 2018 grey?	Crash Road	RP	Crash Distance	Crash Direction	Intersection	Side road	
no	no	WAINUI SOUTH ROAD	299	300	S		SH 2	201430254
no	no	NO 3 ROAD	4913	800	N		BAYLISS ROAD	201449243
no	no	WOODLAND ROAD	1196	1200	W		SH 2	201130924
no	no	WAIHI BEACH ROAD	WILSON RAB			I	WILSON ROAD	201031959
no	no	DUNLOP ROAD	248	140	S		DONOVAN ST	201239846
no	no	YOUNGSON ROAD	289	300	W		SH 2	201134935
no	no	OMOKOROA ROAD	1695	200	S		GOLDSTONE ROAD	201434330
no	no	EMERTON ROAD	0			I	STEELE ROAD	201131472
no	no	BOUCHER AVENUE	1140	50	N		RANDELL PLACE	201135104
no	no	CRAWFORD ROAD	2362	420	E		JUNCTION ROAD	201303117
no	no	WHAKAMARAMA ROAD	4059			I	ROSS ROAD	201437767

Ex Black Spots 2015

				Location at circle centre				Crash id at circle centre
In 2018 black?	In 2018 grey?	Crash Road	RP	Crash Distance	Crash Direction	Intersection	Side road	
no	no	WELCOME BAY ROAD	7835	780	S		NGAPEKE ROAD	201230689
no	no	NO 2 ROAD	3170	2720	S		DUDLEY VERCOE DRIVE	201748493
no	no	PYES PA ROAD	3152	560	S		KENNEDY ROAD	201331440
no	no	CAMERON ROAD	303			I	RAYMOND AVENUE	201102816
no	no	WELCOME BAY ROAD	5853			I	WAITAO ROAD	201040833

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2018 Sites Removed from Monitoring Schedule

These were in the 2015 Monitoring schedule but aren't in the 2018 selection and will not be monitored

Ex Monitoring sites 2015								
				Location at circle centre				
In 2018 black?	In 2018 grey?	Crash Road	RP	Crash Distance	Crash Direction	Intersection	Side road	Crash id at circle centre
no	no	PUKEHINA BEACH ROAD		100	N		SH 2	201330002
no	no	PUKEHINA BEACH ROAD		200	N		SH 2	201437559
no	no	NO 1 ROAD		1200	S		CHEETHAM AVENUE	201201297
no	no	KAITEMAKO ROAD		520	W		SHADY LANE	201302754
no	no	OROPI ROAD	10225	750	N		KENSINGTON LANE	201000104
no	no	YOUNGSON ROAD	2355	300	S		PLUMMER ROAD	201333213
no	no	TE MATAI ROAD	11386	1640	N		RANGIURU ROAD	201334432

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Appendix B

						2018 Black Spots								
GRP SITE EASTING	GRP SITE NORTHING	CRASH ROAD	RP	CRASH DIST	CRASH DIRN	SIDE ROAD	CRASH ID	CRASH DATE	Commonalities	F	S	M	Reason for selection	Road ID
1857885	5839320	CARISBROOKE ST	237		I	FAIRVIEW ROAD	201510657	17/03/2015	Intersections	0	0	1	5 yrs, 3 or more injury crashes	1092
1858459	5855423	WAIHI BEACH ROAD	1149	890	W	FERGUS ROAD	201720046	3/12/2017	Lost control on bend	0	1	1	5 yrs, 5 or more crashes	1809
1860534	5852307	EMERTON ROAD	5		A	STEELE ROAD	201435572	17/04/2014	Lost control on bend	0	0	0	5 yrs, 5 or more crashes	1024
1860846	5851132	ATHENREE ROAD	1910	30	E	STEELE ROAD	201647933	11/09/2016	Lost control on bend	0	0	0	5 yrs, 5 or more crashes	1019
1866220	5824314	WHAKAMARAMA ROAD	486	490	S	OLD HIGHWAY	201646425	25/08/2016	Lost control on bend	0	0	0	5 yrs, 5 or more crashes	1212
1870792	5822679	FLORENCE LANE	842		I	MINDEN ROAD	201539663	22/06/2015	Lost control on bend	0	0	0	5 yrs, 5 or more crashes	1301
1871305	5825100	TE PUNA ROAD	1761	80	S	TE PUNA STATION ROAD	201600195	28/08/2016	Lost control on bend	1	0	1	5 yrs, 3 or more injury crashes	1243
1871402	5824978	TE PUNA ROAD	1263	840	N	ARMSTRONG ROAD	201741867	14/06/2017	Lost control on bend	0	0	0	5 yrs, 5 or more crashes	1243

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2018 Black Spots														
GRP SITE EASTING	GRP SITE NORTHING	CRASH ROAD	RP	CRASH DIST	CRASH DIRN	SIDE ROAD	CRASH ID	CRASH DATE	Commonalities	F	S	M	Reason for selection	Road ID
1872911	5822761	WAIROA ROAD	91	90	S	SH 2	201711108	19/02/2017	Lost control on bend	0	0	1	5 yrs, 3 or more injury crashes	1325
1873067	5822911	WAIROA ROAD	352	180	E	WAIROA RIVER ROAD	201639691	29/04/2016	Lost control on bend	0	0	0	5 yrs, 5 or more crashes	1325
1876478	5814586	OROPI ROAD	3842	330	N	WARNER ROAD	201636833	12/04/2016	Lost control on bend	0	0	0	5 yrs, 5 or more crashes	1347
1876591	5813629	OROPI ROAD	5108	380	N	NGA PARAE ROAD	201714394	28/05/2017	Lost control on bend	0	0	1	5 yrs, 3 or more injury crashes	1347
1876604	5813656	OROPI ROAD	4976	510	N	NGA PARAE ROAD	201630128	1/01/2016	Lost control on bend	0	0	0	5 yrs, 5 or more crashes	1347
1876680	5814026	OROPI ROAD	4480	310	S	WARNER ROAD	201413817	9/06/2014	Lost control on bend	0	1	0	5 yrs, 5 or more crashes	1347
1889502	5819854	TE PUKE HIGHWAY	881	20	N	WELCOME BAY ROAD	201716537	16/07/2017	Manoeuvring, lost control	0	0	1	5 yrs, 5 or more crashes	7302
1890393	5817860	TE PUKE HIGHWAY	3446	150	N	POPLAR LANE	201717949	4/10/2017	lost control, overtaking	0	0	1	5 yrs, 5 or more crashes	7302

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	**2018 Black Spots**
GRP SITE EASTING	GRP SITE NORTHING	CRASH ROAD	RP	CRASH DIST	CRASH DIRN	SIDE ROAD	CRASH ID	CRASH DATE	Commonalities	F	S	M	Reason for selection	Road ID
1890444	5818096	TE PUKE HIGHWAY	3143	450	N	POPLAR LANE	201411974	27/03/2014	Lost control	0	0	1	5 yrs, 3 or more injury crashes	7302
1890627	5815826	TE PUKE HIGHWAY	5601	700	N	MANOEKA ROAD	201434227	12/03/2014	Lost control, crossing centreline	0	0	0	5 yrs, 5 or more crashes	7302
1890647	5815320	TE PUKE HIGHWAY	2		I	MANOEKA ROAD	201416448	14/10/2014	Intersections, lost control	0	0	1	5 yrs, 3 or more injury crashes	1492
1890661	5818693	BELL ROAD	49	50	E	TE PUKE HIGHWAY	201432348	9/02/2014	Intersections, lost control	0	0	0	5 yrs, 5 or more crashes	1386
1890786	5816273	TE PUKE HIGHWAY	5095	260	S	KOPUROA CANAL BR	201735717	5/04/2017	rear end, lost control, crossing centreline	0	0	0	5 yrs, 5 or more crashes	7302
1890794	5816905	TE PUKE HIGHWAY	4396	800	S	POPLAR LANE	201337343	13/09/2013	Lost control on bend	0	0	0	5 yrs, 5 or more crashes	7302
1890807	5816327	TE PUKE HIGHWAY	5174	340	S	KOPUROA CANAL BR	201600239	28/10/2016	lost control, rear end	1	1	0	5 yrs, 3 or more injury crashes	7302
1890888	5820748	TARA ROAD	1249		I	DONCASTER DRIVE	201358488	5/12/2013	Lost control exiting roundabout	0	0	0	5 yrs, 5 or more crashes	575

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						2018 Black Spots							
GRP SITE EASTING	GRP SITE NORTHING	CRASH ROAD	RP	CRASH DIST	CRASH DIRN	SIDE ROAD	CRASH ID	CRASH DATE	Commonalities	F	S	M	Reason for selection	Road ID
1891108	5804800	TE MATAI ROAD	8261	80	N	REEVES ROAD	201517401	1/11/2015	Lost control on bend	0	2	0	5 yrs, 3 or more injury crashes	1508
1891297	5814878	COLLINS LANE	80	80	E	TE PUKE HIGHWAY	201838817	2/05/2018	Hit train, lost control	0	0	0	5 yrs, 5 or more crashes	1498
1891346	5818671	BELL ROAD	558	120	W	PARTON ROAD	201749324	10/09/2017	Intersections	0	0	0	5 yrs, 5 or more crashes	1386
1891409	5814012	JELLICOE ST	3		I	TE PUKE QUARRY ROAD	201337344	12/09/2013	Intersections	0	0	0	5 yrs, 5 or more crashes	1488
1891952	5813312	DUNLOP ROAD	2		I	JELLICOE ST	201840080	24/05/2018	Intersections	0	0	0	5 yrs, 5 or more crashes	1731
1892221	5813168	JELLICOE ST	63		I	CAMERON ROAD	201740047	21/05/2017	Intersections	0	0	0	5 yrs, 5 or more crashes	1747
1892329	5812854	BEATTY AVENUE	300		I	QUEEN ST	201326212	23/12/2013	Intersections	0	0	1	5 yrs, 3 or more injury crashes	1749
1892799	5813014	BOUCHER AVENUE EAST	12	20	N	JELLICOE ST	201719167	17/11/2017	Intersections	0	0	1	5 yrs, 5 or more crashes	7176
1892953	5812901	JELLICOE ST	JOCELYN RAB		I	JOCELYN ST	201304606	12/10/2013	Intersections	0	1	0	5 yrs, 3 or more injury	5

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							2018 Black Spots							
GRP SITE EASTING	GRP SITE NORTHING	CRASH ROAD	RP	CRASH DIST	CRASH DIRN	SIDE ROAD	CRASH ID	CRASH DATE	Commonalities	F	S	M	Reason for selection crashes	Road ID
1893058	5812853	JELLICOE ST	10109	80	E	JOCELYN ST	201834298	7/03/2018	Intersections, pedestrian, manoeuvring	0	0	0	5 yrs, 5 or more crashes	1340
1893147	5812781	JELLICOE ST	31		I	OXFORD ST	201535215	4/04/2015	Intersections	0	0	0	5 yrs, 5 or more crashes	1779
1893236	5812772	JELLICOE ST	10310	15	E	PALMER PLACE	201434752	3/05/2014	Manoeuvring, pedestrian	0	0	0	5 yrs, 5 or more crashes	1340
1893327	5812750	JELLICOE ST	10420		I	KING ST	201735153	13/03/2017	Intersections, lane changing, rear end	0	0	0	5 yrs, 5 or more crashes	7302
1894503	5812148	TE MATAI ROAD	4		I	TE PUKE HIGHWAY	201534105	23/02/2015	Intersections, rear end, crossing centreline	0	0	0	5 yrs, 5 or more crashes	1508
1896778	5811041	RANGIURU ROAD	750	520	N	MALCOLM AVENUE	201326220	26/12/2013	Lost control on bend	0	0	1	5 yrs, 3 or more injury crashes	1521
1896790	5812162	TE PUKE HIGHWAY	14219	260	W	PAH ROAD	201500124	30/05/2015	Crossing centreline	1	0	0	5 yrs, 3 or more injury crashes	7302

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GRP SITE EASTING	GRP SITE NORTHING	CRASH ROAD	RP	CRASH DIST	CRASH DIRN	SIDE ROAD	CRASH ID	CRASH DATE	Commonalities	F	S	M	Reason for selection	Road ID
1896830	5812239	PAH ROAD	14483		I	TE PUKE HIGHWAY	201754510	18/11/2017	Crossing centreline	0	0	0	5 yrs, 5 or more crashes	7302
1898413	5811759	TE PUKE HIGHWAY	16122	500	W	MAKETU ROAD	201537981	13/06/2015	Lost control, crossing centreline	0	0	0	5 yrs, 5 or more crashes	7302
1898767	5811574	MAKETU ROAD	28	20	W	YOUNG ROAD	201444268	18/09/2014	Intersections	0	0	0	5 yrs, 5 or more crashes	1528
1900891	5812390	MAKETU ROAD	2313	1110	S	KELLY ROAD	201552464	15/07/2015	Lost control on bend	0	0	0	5 yrs, 5 or more crashes	1528
1900911	5812391	MAKETU ROAD	2323	1100	S	KELLY ROAD	201611161	1/02/2016	Lost control on bend	0	0	1	5 yrs, 3 or more injury crashes	1528
1901666	5813162	KELLY ROAD	3410		I	MAKETU ROAD	201812644	22/03/2018	Lost control on bend	0	0	1	5 yrs, 3 or more injury crashes	1528

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Appendix C

2018 Grey Spots

GRP SITE EASTING	GRP SITE NORTHING	CRASH ROAD	RP	CRASH DIST	CRASH DIRN	SIDE ROAD	CRASH ID	CRASH DATE	Commonalities	F	S	M	Reason for selection	Road ID	Site#
1856764	5838283	WHARAWHARA ROAD	257	260	W	SH 2	201743979	29/06/2017	At night, wet road	0	0	0	2 years, 2 or more crashes	1118	1
1857873	5838245	MARSHALL ROAD	1401		I	TETLEY ROAD	201747872	22/08/2017	At intersection	0	0	0	2 years, 2 or more crashes	1115	2
1858495	5838753	TETLEY ROAD	2053	280	S	WILLS ROAD	201641697	4/07/2016	Multi vehicle	0	0	0	2 years, 2 or more crashes	1115	3
1860414	5855404	WILSON ROAD	718	100	E	CITRUS AVENUE	201830931	10/01/2018	2* pedestrian crashes, 1 hit rear of vehicle waiting to turn right	0	0	0	2 years, 2 or more crashes	1827	4
1860491	5855373	WILSON ROAD	799	180	E	CITRUS AVENUE	201741394	18/03/2017	None	0	0	0	2 years, 2 or more crashes	1827	5
1860998	5851114	ATHENREE ROAD	1910	30	E	STEELE ROAD	201647933	11/09/2016	Lost control	0	0	0	2 years, 2 or more crashes	1019	6
1864312	5828209	ESDAILE ROAD	333	350	S	PAHOIA ROAD	201753215	27/10/2017	None	0	0	0	2 years, 2 or more crashes	1186	7
1864789	5824466	YOUNGSON ROAD	3039	990	S	PLUMMER ROAD	201832173	12/02/2018	Lost control on wet road	0	0	0	2 years, 2 or more crashes	1203	8
1865948	5827066	OMOKOROA ROAD	79	80	N	SH 2	201838561	5/05/2018	None	0	0	0	2 years, 2 or more crashes	1207	9

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2018 Grey Spots

GRP SITE EASTING	GRP SITE NORTHING	CRASH ROAD	RP	CRASH DIST	CRASH DIRN	SIDE ROAD	CRASH ID	CRASH DATE	Commonalities	F	S	M	Reason for selection	Road ID	Site#
1866364	5824365	WHAKAMARAMA ROAD	486	490	S	OLD HIGHWAY	201646425	25/08/2016	Lost control on bend	0	0	0	2 years, 2 or more crashes	1212	10
1866858	5828248	OMOKOROA ROAD	1695	200	S	GOLDSTONE ROAD	201434329	3/04/2014	Lost control on bend	0	0	0	5 yrs, 4 or more crashes	1207	11
1867306	5826108	PLUMMERS POINT ROAD	1135	100	N	ANDERSON LANE	201720583	28/12/2017	Lost control on bend on dry road	0	0	1	2 years, 2 or more crashes	1210	12
1868452	5811169	MCLAREN FALLS ROAD	1560	170	E	MCLAREN FALLS PARK ENT	201738661	11/05/2017	Lost control on bend	0	0	0	2 years, 2 or more crashes	1429	13
1869952	5822258	MINDEN ROAD	1974	310	N	DAWN VIEW PLACE	201530260	19/01/2015	Lost control on bend	0	0	0	5 yrs, 4 or more crashes	1301	14
1869967	5822138	MINDEN ROAD	2563	280	S	DAWN VIEW PLACE	201830888	13/01/2018	Lost control on bend	0	0	0	2 years, 2 or more crashes	1301	15
1869985	5825368	SNODGRASS ROAD	2094	570	S	BORELL ROAD	201755251	25/11/2017	Lost control on bend	0	0	0	2 years, 2 or more crashes	1218	16
1870092	5815733	OMANAWA ROAD	210	210	S	SH 29	201841010	1/06/2018	Lost control on bend	0	0	0	2 years, 2 or more crashes	1439	17
1870095	5815737	OMANAWA ROAD	199	200	S	SH 29	201531886	22/01/2015	Lost control on bend	0	0	0	5 yrs, 4 or more crashes	1439	18
1870661	5822593	MINDEN ROAD	1005	290	E	CORBETT DRIVE	201841906	3/06/2018	Lost control on bend	0	0	0	2 years, 2 or more crashes	1301	19

2018 Grey Spots

GRP SITE EASTING	GRP SITE NORTHING	CRASH ROAD	RP	CRASH DIST	CRASH DIRN	SIDE ROAD	CRASH ID	CRASH DATE	Commonalities	F	S	M	Reason for selection	Road ID	Site#
1870792	5822679	FLORENCE LANE	842		I	MINDEN ROAD	201539663	22/06/2015	Lost control on bend	0	0	0	5 yrs, 4 or more crashes	1301	20
1870933	5823482	MINDEN ROAD	0		I	2/130/14.244	201715955	2/07/2017	None	0	1	0	2 years, 2 or more crashes	1243	21
1871183	5824983	TE PUNA ROAD	1263	840	N	ARMSTRONG ROAD	201741867	14/06/2017	Lost control	0	0	0	2 years, 2 or more crashes	1243	22
1871249	5825389	TE PUNA ROAD	1913	70	N	TE PUNA STATION ROAD	201711020	20/02/2017	None	0	1	0	2 years, 2 or more crashes	1243	23
1871402	5824978	TE PUNA ROAD	1263	840	N	ARMSTRONG ROAD	201741867	14/06/2017	Lost control	0	0	0	5 yrs, 4 or more crashes	1243	24
1872219	5824654	TE PUNA STATION ROAD	1992	300	W	CLARKE ROAD	201649317	29/09/2016	None	0	0	0	2 years, 2 or more crashes	1247	25
1872311	5824011	CLARKE ROAD	1385	550	S	TE PUNA STATION ROAD	201744376	8/07/2017	Lost control	0	0	0	2 years, 2 or more crashes	1251	26
1872447	5821214	CRAWFORD ROAD	161	160	W	WAIROA ROAD	201756569	23/12/2017	Lost control on bend	0	0	0	2 years, 2 or more crashes	1304	27
1872596	5824073	TE PUNA STATION ROAD	1037	1000	N	SH 2	201510521	11/01/2015	Hit obstruction or queue	0	0	2	5 yrs, 4 or more crashes	1247	28
1872640	5823207	TE PUNA STATION ROAD	434	430	N	SH 2	201532845	19/03/2015	Intersections, obstruction, lost control	0	0	0	5 yrs, 4 or more crashes	1247	29

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2018 Grey Spots

GRP SITE EASTING	GRP SITE NORTHING	CRASH ROAD	RP	CRASH DIST	CRASH DIRN	SIDE ROAD	CRASH ID	CRASH DATE	Commonalities	F	S	M	Reason for selection	Road ID	Site#
1873043	5822690	WAIROA ROAD	408	410	S	SH 2	201730883	22/01/2017	Lost control	0	0	0	2 years, 2 or more crashes	1325	30
1873577	5806413	TAUMATA ROAD	871	400	E	DEKKER ROAD	201833935	1/03/2018	Lost control	0	0	0	2 years, 2 or more crashes	1599	40
1876501	5814117	OROPI ROAD	4511	340	S	WARNER ROAD	201756640	24/12/2017	Lost control on bend	0	0	0	2 years, 2 or more crashes	1347	41
1876547	5812924	OROPI ROAD	6096	270	N	CASTLES ROAD	201710310	15/01/2017	Lost control on bend	0	0	1	5 yrs, 4 or more crashes	1347	42
1876550	5812954	OROPI ROAD	6096	270	N	CASTLES ROAD	201710310	15/01/2017	Lost control on bend	0	0	1	2 years, 2 or more crashes	1347	43
1876567	5815775	OROPI ROAD	2625	480	S	WOOD ROAD	201751837	13/10/2017	Lost control on bend	0	0	0	2 years, 2 or more crashes	1347	44
1876650	5815972	OROPI ROAD	2516	370	S	WOOD ROAD	201652182	3/11/2016	Lost control on bend	0	0	0	5 yrs, 4 or more crashes	1347	45
1876738	5810542	OROPI ROAD	8226	20	N	JACKS LANE	201646461	30/08/2016	none, but same as the rest of Oropi Rd - lost control on bend and hit rear end of turning vehicle	0	0	0	2 years, 2 or more crashes	1347	46
1876974	5809606	OROPI ROAD	9161	130	N	HEREFORD ROAD	201735408	24/03/2017	Lost control on bend	0	0	0	2 years, 2 or more crashes	1347	47

2018 Grey Spots

GRP SITE EASTING	GRP SITE NORTHING	CRASH ROAD	RP	CRASH DIST	CRASH DIRN	SIDE ROAD	CRASH ID	CRASH DATE	Commonalities	F	S	M	Reason for selection	Road ID	Site#
1877035	5807278	OROPI GORGE ROAD	3428	100	E	GLUE POT ROAD	201553591	28/11/2015	Lost control on bend	0	0	0	5 yrs, 4 or more crashes	1469	48
1879689	5813681	OHAUITI ROAD	8521	1120	N	ADRINE LANE	201713402	7/05/2017	Lost control/cut corner	0	1	2	2 years, 2 or more crashes	1352	49
1880550	5794837	TE MATAI ROAD	24619	3000	E	SH 36	201645644	6/08/2016	Lost control on bend	0	0	0	2 years, 2 or more crashes	1508	50
1886373	5820247	WELCOME BAY ROAD	4016	50	W	KAIRUA ROAD	201532872	23/03/2015	lost control on bend	0	0	0	5 yrs, 4 or more crashes	1356	51
1887653	5820460	WELCOME BAY ROAD	2365	840	W	REID ROAD	201831847	18/01/2018	None	0	0	0	2 years, 2 or more crashes	1356	52
1889502	5819854	TE PUKE HIGHWAY	881	20	N	WELCOME BAY ROAD	201716537	16/07/2017	Lost control	0	0	1	2 years, 2 or more crashes	7302	53
1889932	5809331	NO 3 ROAD	5107	600	N	BAYLISS ROAD	201534202	23/03/2015	Lost control on bend/cut corner	0	0	0	5 yrs, 4 or more crashes	1497	54
1890236	5813995	MANOEKA ROAD	1289	200	N	TE PUKE QUARRY ROAD	201542341	30/07/2015	none	0	0	0	5 yrs, 4 or more crashes	1492	55
1890739	5817048	TE PUKE HIGHWAY	4667	170	N	KOPUROA CANAL BR	201733400	10/02/2017	Lost control at work site, too fast for speed limit	0	0	0	2 years, 2 or more crashes	7302	56

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2018 Grey Spots

GRP SITE EASTING	GRP SITE NORTHING	CRASH ROAD	RP	CRASH DIST	CRASH DIRN	SIDE ROAD	CRASH ID	CRASH DATE	Commonalities	F	S	M	Reason for selection	Road ID	Site#
1890830	5816492	TE PUKE HIGHWAY	4876	40	S	KOPUROA CANAL BR	201652421	12/11/2016	Lost control, sudden swerve to avoid vehicle	0	0	0	2 years, 2 or more crashes	7302	57
1891192	5814993	COLLINS LANE	80	80	E	TE PUKE HIGHWAY	201838817	2/05/2018	Hit train	0	0	0	2 years, 2 or more crashes	1498	58
1891367	5814735	TE PUKE HIGHWAY	7248	140	S	COLLINS LANE	201653826	6/11/2016	Lost control	0	0	0	2 years, 2 or more crashes	7302	59
1891444	5813892	JELLICOE ST	2		I	NO 3 ROAD	201813665	30/04/2018	Intersections, manoeuvring	0	0	1	2 years, 2 or more crashes	1497	60
1891695	5812919	MACLOUGHLIN DRIVE	477		I	DUNLOP ROAD	201755145	2/12/2017	Intersections, manoeuvring	0	0	0	2 years, 2 or more crashes	1731	61
1891715	5812978	DUNLOP ROAD	0		I	RAYMOND AVENUE	201756545	18/12/2017	Intersections, manoeuvring	0	0	0	2 years, 2 or more crashes	1737	62
1891785	5810531	NO 2 ROAD	583	130	S	DUDLEY VERCOE DRIVE	201718733	10/10/2017	Lost control	0	1	0	2 years, 2 or more crashes	1502	63
1892086	5812151	CAMERON ROAD	1080	50	N	PURIRI AVENUE	201718914	7/11/2017	vrs urban	0	0	1	2 years, 2 or more crashes	1747	64
1892111	5812821	CAMERON ROAD	454	20	S	MUIR PLACE	201711504	3/03/2017	vrs urban	0	0	1	2 years, 2 or more crashes	1747	65

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2018 Grey Spots

GRP SITE EASTING	GRP SITE NORTHING	CRASH ROAD	RP	CRASH DIST	CRASH DIRN	SIDE ROAD	CRASH ID	CRASH DATE	Commonalities	F	S	M	Reason for selection	Road ID	Site#
1892300	5813157	JELLICOE ST	9304	40	W	BEATTY AVENUE	201810235	16/01/2018	vrs urban	0	0	1	2 years, 2 or more crashes	7302	66
1892519	5807125	TE MATAI ROAD	5297	1050	S	MARK ROAD	201715744	7/07/2017	Lost control/cut corner	0	0	2	5 yrs, 4 or more crashes	1508	67
1892522	5807129	TE MATAI ROAD	5297	1050	S	MARK ROAD	201715744	7/07/2017	Lost control/cut corner	0	0	2	2 years, 2 or more crashes	1508	68
1892999	5812890	JELLICOE ST	10057	30	E	JOCELYN ST	201439797	1/07/2014	Intersections, manoeuvring	0	0	0	5 yrs, 4 or more crashes	1340	69
1893022	5813063	JOCELYN ST	159	70	N	COMMERCE LANE	201839154	15/05/2018	vrs urban	0	0	0	2 years, 2 or more crashes	1783	70
1893329	5812789	KING ST	36	40	N	JELLICOE ST	201642966	5/07/2016	vrs urban	0	0	0	2 years, 2 or more crashes	1793	71
1893579	5812591	JELLICOE ST	10742	210	N	LANDSCAPE ROAD	201711450	3/03/2017	vrs urban	0	0	1	2 years, 2 or more crashes	7302	72
1893630	5812512	JELLICOE ST	10851	100	N	LANDSCAPE ROAD	201830948	18/01/2018	vrs urban	0	0	0	2 years, 2 or more crashes	7302	73
1893676	5812437	JELLICOE ST	10926	25	N	LANDSCAPE ROAD	201738133	27/04/2017	Rear end	0	0	0	2 years, 2 or more crashes	7302	74
1894860	5809949	BROWN ROAD	2296	1550	N	HOMEWOOD DRIVE	201717638	15/09/2017	Lost control on bend	0	0	1	2 years, 2 or more crashes	1509	75

2018 Grey Spots

GRP SITE EASTING	GRP SITE NORTHING	CRASH ROAD	RP	CRASH DIST	CRASH DIRN	SIDE ROAD	CRASH ID	CRASH DATE	Commonalities	F	S	M	Reason for selection	Road ID	Site#
1894965	5812153	TE PUKE HIGHWAY	12333	40	E	PARAWHENUAMEA STM BR	201750435	2/10/2017	rear ends, crossing centreline	0	0	0	5 yrs, 4 or more crashes	7302	76
1894984	5812150	TE PUKE HIGHWAY	12333	40	E	PARAWHENUAMEA STM BR	201750435	2/10/2017	crossing centreline	0	0	0	2 years, 2 or more crashes	7302	77
1895349	5812070	TE PUKE HIGHWAY	32	30	S	STRANG ROAD	201750474	30/09/2017	lost control, inattention	0	0	0	2 years, 2 or more crashes	1520	78
1895359	5812083	TE PUKE HIGHWAY	12845	120	E	KENANA ROAD	201616226	17/09/2016	lost control, cut corner, hit parked or turning vehicle	0	0	1	5 yrs, 4 or more crashes	7302	79
1896895	5810737	RANGIURU ROAD	1516	250	S	MALCOLM AVENUE	201840850	4/06/2018	lost control	0	0	0	2 years, 2 or more crashes	1521	80
1896895	5810797	RANGIURU ROAD	1516	250	S	MALCOLM AVENUE	201840850	4/06/2018	lost control	0	0	0	5 yrs, 4 or more crashes	1521	81
1900913	5812406	MAKETU ROAD	2373	1050	S	KELLY ROAD	201813247	26/04/2018	lost control	0	0	1	2 years, 2 or more crashes	1528	82
1902833	5812430	WILSON ROAD NORTH	2551	2570	N	SH 2	201716694	23/08/2017	lost control on bend	0	0	1	2 years, 2 or more crashes	1537	83
1909703	5812439	PUKEHINA PARADE	1390	450	W	GARDINER PLACE	201834308	3/03/2018	hit obstruction	0	0	0	2 years, 2 or more crashes	1576	84
1910760	5811493	PUKEHINA BEACH ROAD	3422	20	S	COSTELLO CRESCENT	201813882	9/05/2018	Lost control/cut corner	0	0	2	2 years, 2 or more crashes	1573	85

ROADING RELATED LOW COST -LOW RISK ACTIVITY LIST - Supporting list for activities less than $1,000,000 total cost					
Activity name	**Location /site description**	**Brief scope description / proposed treatment**	**2018/19**	**2019/20**	**2020/21**
TOTAL			14,536,390	6,122,345	4,625,162
Omokoroa Road cycleway bridge over the East Coast Main Truck Railway	Omokoroa Road RP1950m	New bridge	300,000		
Queen Street/ Beatty Avenue intersection upgrade	Queen Street/ Beatty Avenue intersection	Mini Round about installation at cross roads		25,000	
Junction Road / Crawford Road intersection	Crawford Road RP 2.77km	Embankment trimming	25,000		
Oropi Gorge Road subgrade settlement	Oropi Gorge Road RP 3350-4501m	Shear Piling and road pavement reinstatement	200,000		
Waihi Beach Community Roading improvements	Seaforth Road at 3 mile creek and Bowentown	Urbanisation improvements generally requiring kerb and channel installations	490,000	274,000	274,000
Katikati Community Roading improvements	Fairview Road K & C, Stewart Street K&C and Mulgan Street extension	Urbanisation improvements generally requiring kerb and channel installations	296,000	104,000	104,000
Omokoroa Community Roading improvements	Omokoroa to Tauranga cycleway, Andreley Ave footpath	Urbanisation improvements generally requiring kerb and channel installations	305,000	182,000	182,000
Te Puke Community Roading improvements	Station Road footpath	Urbanisation improvements generally requiring kerb and channel installations	88,000	300,000	300,000
Maketu Community Roading improvements	Beach Road	Urbanisation improvements generally requiring kerb and channel installations	66,688	78,000	78,000
Katikati Community Roading improvements	Henry Road, Katikati	Safety and amenity improvements	145,000		
Katikati Community Roading improvements	Beach Road Katikati	Safety and amenity improvements	400,000		
Raymond St Culvert Stream Erosion.	Raymond St, Te Puke	River bank scour protection	60,000		
Maniatutu Road improvements	Maniatutu Road RP12686 to 15220	Pavement strengthening and drainage and geometric improvements	1,000,000		
Soldiers Road improvements	Soldiers Road RP 2050 to 4735m	Pavement strengthening and drainage and geometric improvements		898,115	
Roydon Downs Road improvements	Roydon Downs Road RP 4047 to 6370m	Pavement strengthening and drainage and geometric improvements	1,000,000		
Thompson Track Road improvements	Thompson Track Road RP 2615 to 3660m	Pavement strengthening and drainage and geometric improvements	361,580		
Kaitemako South Road improvements	Kaitemako South Road RP 0 to 740m	Pavement strengthening and drainage and geometric improvements	105,084		
Reid Road improvements	Reid Road RP 3532 to 4986m	Pavement strengthening and drainage and geometric improvements		600,035	
Pongakawa Bush Road improvements	Pongakawa Bush Road RP 8006 to 9600m	Pavement strengthening and drainage and geometric improvements	583,441		

ROADING RELATED LOW COST -LOW RISK ACTIVITY LIST - Supporting list for activities less than $1,000,000 total cost					
Activity name	Location /site description	Brief scope description / proposed treatment	2018/19	2019/20	2020/21
Mountain Road improvements	Mountain Road RP 5980 to 6918m	Pavement strengthening and drainage and geometric improvements		901,195	
Valley View Road improvements	Valley View Road RP 114 to 599m	Pavement strengthening and drainage and geometric improvements			134,301
William Road North improvements	William Road North RP 1166 to 2325m	Pavement strengthening and drainage and geometric improvements			285,772
Young Road Drainage Improvements	Young Road RP 600m to 2770m	Pavement strengthening and drainage and geometric improvements		400,000	
Tirohanga Road improvements	Tirohanga Road RP 0 to 1610m	Pavement strengthening and drainage and geometric improvements			557,089
McPhail Rd improvements with pavement rehabilitation	McPhail Rd RP 0 to 1473m	sight distance improvements, targeted drainage ugprades	300,000		
Welcome Bay Road Curve Realignment	Welcome Bay Road RP 2840 to 3380	Curve realignment and new cross-section to achieve corridor consistency			1,000,000
Wright Road improvements with pavement rehabilitation	Wright Road RP 1711 to 2100m	road realignment and new cross-section to Council standards, subject to land purchase			500,000
Ohauiti Road improvements with pavement rehabilitation	Ohauiti Road RP 4620 to 5400m	Seal widening, sightlines and drainage improvements		800,000	
Wilson Road South improvements with pavement rehabilitation	Wilson Road South RP 99 to 464m	Seal widening, sightlines and drainage improvements		160,000	
No 1 Road improvements with pavement rehabilitation	No 1 Road RP 600 to 1950m	Seal widening, sightlines and drainage improvements			810,000
Ohauiti Road improvements with pavement rehabilitation	Ohauiti Road RP 3850 to 4620m	Seal widening, sightlines and drainage improvements		800,000	
Work Road Bridge Strengthening/Replacement	Work Road RP 3870	Class 2 to class 1 bridge strengthening			400,000
Bell Road Shoulder Reinstatement	Bell Road, Papamoa RP40-630m	Shoulder protection		300,000	
2018/21 Discretionary Minor Improvement Works i..e. signage, markings.	Various Network Locations	New or improved signage	20,000		
Maketu Road Culvert Replacement	Maketu Road Otumakoro Stream	Replace existing culvert on Maketu Rd near Spencer ave to enhance the environement, improve fish habitat, improve stormwater flows and provide cycle/pedestrian cossing imporvements.	100,000		
Plummers Point Coastal Erosion	Plummers Point Road RP3080-3203m	No options at present. Resliance improvement project.		300,000	
Maketū Road Cycleway	Maketu Road RP 4.9km - 6.62km	Provide and upgrade walking and cycleway facilities.	600,000		
Allport Road improvements	Allport Rd, RP 6106 to 7180	Pavement Strengthening and drainage and geometric improvements	377,493		
4 Bus stops on Omokoroa Road	Omokoroa Road RP3200-3600	Installation of bus stops and associated pedeistrian facilities	100,000		

ROADING RELATED LOW COST -LOW RISK ACTIVITY LIST - Supporting list for activities less than $1,000,000 total cost					
Activity name	Location /site description	Brief scope description / proposed treatment	2018/19	2019/20	2020/21
Maniatutu Road Bay Gold Seal Widening	Maniatutu Rd RP5.68-6.06	Seal widening, horizontal and vertical sightline improvements, traffic services improvements	300,000		
Poripori Road Seal Widening Improvements in conjunction with Pavement Rehab	Poripori Road RP0-1400	Seal widening, horizontal and vertical sightline improvements, traffic services improvements	1,000,000		
Oropi Road Realignment	Oropi Road RP4.3 to 5.8	Seal widening, horizontal and vertical sightline improvements, traffic services improvements	640,000		
Te Matai Road Rehab and Seal Widening	Te Matai Road 10.83 to 11.61	Pavement Strengthening and drainage and geometric improvements	390,000		
Te Matai Road Rehab and Seal Widening	Te Matai Road 12.32 to 13.43	Pavement Strengthening and drainage and geometric improvements	545,000		
Te Matai Road Rehab and Seal Widening	Te Matai Road 13.69 to 15.08	Pavement Strengthening and drainage and geometric improvements	650,000		
Te Matai Road Rehab and Seal Widening	Te Matai Road 16.03 to 18.38	Pavement Strengthening and drainage and geometric improvements	960,000		
Te Matai Road Rehab and Seal Widening	Te Matai Road 19.58 to 20.80	Pavement Strengthening and drainage and geometric improvements	220,000		
No 4 Road Rehab and Widening	No 4 Road RP80 to 850	Pavement Strengthening and drainage and geometric improvements	550,000		
No 4 Road Rehab and Improvements	No 4 Road RP1200 to 1440	Drainage and geometric improvements	300,000		
Reid Road Slip Repair Guardrail	Reid Road 2.2 - 2.7	Guardrail installation	20,000		
Rangiuru Road Rehab and Widening	Rangiuru Road 6.7-7.4	Seal widening, horizontal and vertical sightline improvements, traffic services improvements	400,000		
Rangiuru Road Rehab and Widening	Rangiuru Road 3.8 - 4.2	Seal widening, horizontal and vertical sightline improvements, traffic services improvements	388,104		
Ohauiti Road Resilience Improvement	Ohauiti Road 12.90	Consturct rock revetment and flume	150,000		
Kaituna Road Bridge Deck Replacement	Kaituna Road RP 926m (Bridge No.049)	Replace existing timber bridge deck	200,000		
Kaituna Road Bridge Deck Replacement	Kaituna Road RP 2066m (Bridge No.050)	Replace existing timber bridge deck	200,000		
Kaituna Road Bridge Deck Replacement	Kaituna Road RP 2807m (Bridge No.051)	Replace existing timber bridge deck	200,000		
Kaituna Road Bridge Deck Replacement	Kaituna Road RP 5009m (Bridge No.53)	Replace existing timber bridge deck	200,000		
Emerton Road Cycleway	Emerton Road RP 1100m to 1500m	Provide walking, cycling facilities and drainage improvements	200,000		
Te Puna Road Footpath and Kerb and Channel	Te Puna Road RP 130m - 435m	Provide walking facilities and drainage improvements	100,000		

Low Cost Low Risk Project Estimates and Funding Sources 2018/19

Activity name	Location /site description		Funding source	18/19	Seal widening	Seal extension	LCLR	Community Board rates allocation	Rural community roading	District capital	Omokoroa structure plan walking and cycling	Omokoroa structure plan	Katikati structure plan	Te Puke structure plan	Structure plan SW utilities	Walking / Cycling	External funding	FAR	Total
			Allocation	2,007,858		1,028,571		745,421	233,866										
			Current accounts	9,532,034	1,000,001	3,545,325	1,400,001	1,038,411		574,343	200,000	1,034,000	129,540	264,576			345,837		
		2018/19 Estimate	2018/19 Budgets	Totals	Seal widening	Seal extension	LCLR	Community Board rates allocation	Rural community roading	District capital	Omokoroa structure plan walking and cycling	Omokoroa structure plan	Katikati structure plan	Te Puke structure plan	Structure plan SW utilities	Walking / Cycling	External funding	FAR	Total
				FAR	51%	30%	51%	51%	51%	51%	51%	51%	51%	51%	51%	51%	-		
		14,536,390	3,586,008	14,536,390	2,625,521	2,399,319	1,134,350	844,987			149,450	147,000			-	392,000	150,000	6,693,763	14,536,390
Omokoroa Road cycleway bridge over the East Coast	Omokoroa Road RP1950m	300,000		300,000								147,000						153,000	300,000
Junction Road / Crawford Road intersection	Crawford Road RP 2.77km	25,000		25,000			12,250											12,750	25,000
Oropi Gorge Road subgrade settlement	Oropi Gorge Road RP 3350-4501m	200,000		200,000			98,000											102,000	200,000
Waihi Beach Community Roading improvements	Seaforth Road @ 3 mile creek and Bowentown	490,000	928,127	490,000				240,100										249,900	490,000
Katikati Community Roading improvements	Fairview Road K&C, Stewart Street K&C and	296,000	126,263	296,000				115,040									30,000	150,960	296,000
Omokoroa Community Roading improvements	Kaylene Place to Western Avenue cycleway, Western	305,000	839,788	305,000							149,450							155,550	305,000
Te Puke Community Roading improvements	Station Road footpath, No 1 Road footpath	88,000	859,882	88,000				43,120										44,880	88,000
Maketu Community Roading improvements	Various Locations	66,688	286,949	66,688				32,677										34,011	66,688
Katikati Community Roading improvements	Henry Road, Katikati	145,000	145,000	145,000				71,050										73,950	145,000
Katikati Community Roading improvements	Beach Road Katikati	400,000	400,000	400,000				196,000										204,000	400,000
Raymond St Culvert Stream Erosion.	Raymond St, Te Puke	60,000		60,000			29,400											30,600	60,000
Maniatutu Road improvements	Maniatutu Road RP12686 to 15220	1,000,000		1,000,000		700,000												300,000	1,000,000
Roydon Downs Road improvements	Roydon Downs Road RP 4047 to 6370m	1,000,000		1,000,000		700,000												300,000	1,000,000
Thompson Track Road improvements	Thompson Track Road RP 2615 to 3660m	361,580		361,580		253,106												108,474	361,580
Kaitemako South Road improvements	Kaitemako South Road RP 0 to 740m	105,084		105,084		73,559												31,525	105,084
Pongakawa Bush Road	Pongakawa Bush Road RP 8006 to 9600m	583,441		583,441		408,409												175,032	583,441
McPhail Rd improvements with pavement	McPhail Rd RP 0 to 1473m	300,000		300,000	147,000													153,000	300,000
2018/21 Discretionary Minor Improvement Works i..e.	Various Network Locations	20,000		20,000			9,800											10,200	20,000
Maketu Road Culvert Replacement	Maketu Road Otumakoro Stream	100,000		100,000				49,000										51,000	100,000
Allport Road Improvements	Allport Rd, RP 6106 to 7180	377,493		377,493			264,245											113,248	377,493
4 Bus stops on Omokoroa Road	Omokoroa Road RP3200-3600	100,000		100,000							-					49,000		51,000	100,000
Maniatutu Road Bay Gold Seal Widening	Maniatutu Rd RP5.68-6.06	300,000		300,000	27,000												120,000	153,000	300,000
Poripori Road Seal Widening Improvements in	Poripori Road RP0-1400	1,000,000		1,000,000	490,000													510,000	1,000,000
Oropi Road Realignment	Oropi Road RP4.3 to 5.8	640,000		640,000			313,600											326,400	640,000
Te Matai Road Rehab and Seal Widening	Te Matai Road 10.83 to 11.61	390,000		390,000	191,100													198,900	390,000
Te Matai Road Rehab and Seal Widening	Te Matai Road 12.327 to 13.433	545,000		545,000	267,050													277,950	545,000
Te Matai Road Rehab and Seal Widening	Te Matai Road 13.865 to 15.076	650,000		650,000	318,500													331,500	650,000
Te Matai Road Rehab and Seal Widening	Te Matai Road 16.103 to 18.35	960,000		960,000	470,400													489,600	960,000
Te Matai Road Rehab and Seal Widening	Te Matai Road 19.58 to 20.8	220,000		220,000	107,800													112,200	220,000
No 4 Road Rehab and Widening	No 4 Road RP80 to 850	550,000		550,000	269,500													280,500	550,000

Low Cost Low Risk Project Estimates and Funding Sources 2018/19

Activity name	Location /site description	Funding source / 2018/19 Estimate	18/19 / 2018/19 Budgets	Seal widening / Totals	Seal extension / Seal widening	LCLR / Seal extension	Community Board rates allocation / LCLR	Rural community roading / Community Board rates allocation	District capital / Rural community roading	Omokoroa structure plan walking and cycling / District capital	Omokoroa structure plan / Omokoroa structure plan walking and cycling	Katikati structure plan / Omokoroa structure plan	Te Puke structure plan / Katikati structure plan	Structure plan SW utilities / Te Puke structure plan	Walking / Cycling / Structure plan SW utilities	External funding / Walking / Cycling	FAR / External funding	Total / FAR	Total
		Allocation 2,007,858			1,028,571		745,421	233,866											
		Current accounts 9,532,034	1,000,001	3,545,325	1,400,001	1,038,411		574,343	200,000	1,034,000	129,540	264,576		345,837				
			FAR	51%	30%	51%	51%	51%	51%	51%	51%	51%	51%	51%	51%			
		14,536,390	3,586,008	14,536,390	2,625,521	2,399,319	1,134,350	844,987			149,450	147,000			-	392,000	150,000	6,693,763	14,536,390
No 4 Road Rehab and Improvements	No 4 Road RP1200 to 1440	300,000		300,000	147,000													153,000	300,000
Reid Road Slip Repair Guardrail	Reid Road 2.2 - 2.7	20,000		20,000			9,800											10,200	20,000
Rangiuru Road Rehab and Widening	Rangiuru Road 6.7-7.4	400,000		400,000			196,000											204,000	400,000
Rangiuru Road Rehab and Widening	Rangiuru Road 3.8 - 4.2	388,104		388,104	190,170.96													197,933	388,104
Ohauiti Road Resilience Improvement	Ohauiti Road 12.90	150,000		150,000			73,500											76,500	150,000
Bridge deck renewals	Kaituna Road	800,000		800,000			392,000											408,000	800,000
Te Puna Road footpath	Te Puna Road RP 0.1 to RP 0.44km	100,000		100,000												49,000		51,000	100,000
Waihi Beach cycleway	Emerton Road RP1.1-1.5km	200,000		200,000			-	98,000										102,000	200,000
Maketu Road Cycleway	RP 4.92- RP 6.27km	600,000		600,000			-									294,000		306,000	600,000

Date: 10 October 2018   **Open Session**
Subject: Bay of Plenty West Joint NZTA / WBOPDC One Network
Maintenance Contract Value Change

Western Bay of Plenty District Council

Operations & Monitoring Committee

Bay of Plenty West Joint NZTA / WBOPDC One Network Maintenance Contract Value Change

Purpose

To recommend to Council an increase in the accepted contract value for the WestLink Contract.

The Joint NZTA / WBOPDC Road Maintenance Contract was approved in September 2014. The approved 7-year contract value was $75,989,841 plus GST (Council share). This needs to be extended to $150,000,000 plus GST to allow for contract variations, additional work, escalation, and the contract extension from 7 to 9 years.

Approving the contract value extension enables compliance with Council and NZTA procurement requirements.

Recommendation to Council

1. *THAT the Deputy Chief Executive Officer's report dated 10 October and titled Bay of Plenty West Joint NZTA / WBOPDC One Network Maintenance Contract Value Change 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 approved value of the Bay of Plenty West Joint NZTA / WBOPDC One Network Maintenance Contract be increased from $75,989,841 plus GST to $150,000,000 plus GST.*

   Note: The values relate to the Council component, the NZTA component is of equivalent value.

Gary Allis
Deputy Chief Executive Officer

1. Background

The WestLink Contract was approved in September 2014. The approval was for regular maintenance, renewals, reseals and a small component of provisional items. Typically, these maintenance contracts have additional work negotiated and the final contract value can be double the tendered price.

Utilising the contract for variations ensures compliance with NZTA and Council procurement requirements and enables value for money through integrated delivery. This was critical in July where procuring seal extension, minor improvements and the Omokoroa Road upgrading projects through the contract meant they were eligible for additional funding equating to $10.4M (gross value).

1.1 Contract Expenditure to date
Combined Contract

Contract start date:	1 November 2014
Current end date:	31 October 2023
(7 years and approved 2 year extension)	
Tendered value (NZTA & Council):	$157,577,587
Claimed to date:	$134,893,686
Complete by time (week 46 of 84)	54.7%
Complete by value	85.3%

Council Component at June 2018

Accepted tender price:	$75,989,839
Lump sum maintenance to date:	$35,455,372
Additional Services:	$27,894,284
Contact value to date:	$63,349,656

Note that the additional services are for works that are budgeted in the LTP / AP with the contract as a delivery mechanism. The individual works are approved as a contract variation either under delegation or via resolution e.g. Omokoroa Road and seal extension.

The value extension does not mean that WestLink automatically will have work to this value. Additional work is individually approved, it is a mechanism to be compliant with NZTA requirements and ensure that subsidy claims are approved.

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.

3. Engagement, Consultation and Communication

Interested/Affected Parties	Completed/Planned Engagement/Consultation/Communication
Name of interested parties/groups	N/A
Tangata Whenua	N/A
General Public	N/A

4. Issues and Options Assessment

Option A
3. THAT the approved value of the Bay of Plenty West Joint NZTA / WBOPDC One Network Maintenance Contract BE increased from $75,989,841 plus GST to $150,000,000 plus GST.

Assessment of option for advantages and disadvantages taking a sustainable approach	Cost effective integrated approach using the existing contract. Projects can be delivered on time
Costs (including present and future costs, direct, indirect and contingent costs) and cost effectiveness for households and businesses	Cost relate to the individual projects. Ensures compliance with NZTA requirements and ability to receive subsidy.

Option B (If applicable)	
3. *THAT the approved value of the Bay of Plenty West Joint NZTA / WBOPDC One Network Maintenance Contract NOT be increased from $75,989,841 plus GST to $150,000,000 plus GST.*	
Assessment of option for advantages and disadvantages taking a sustainable approach	Not considered to be an efficient option.
Costs (including present and future costs, direct, indirect and contingent costs) and cost effectiveness for households and businesses	Costs are likely to be higher and delivery times will be under threat.
Other implications	The contract value will exceed the tendered price and not be compliant with both NZTA and Council requirements.

5.   Statutory Compliance

Council approval fulfils the statutory requirements and complies with NZTA procurement requirements and meets:

- Legislative requirements/legal requirements
- Current council plans/policies/bylaws
- Regional/national policies/plans.

6.   Funding/Budget Implications

Budget Funding Information	Relevant Detail
	There are no budget implications. All works are budgeted, the contract is a delivery mechanism.

Western Bay of Plenty District Council

Operations and Monitoring Committee

Emergency Management
Local Authority Recovery Plan

Purpose

To draw Councillors attention to the need for a local recovery plan in the event of a civil defence emergency. The requirement for this Plan is set out in the Civil Defence Emergency Management Act 2002.

Recommendation

1. *THAT the Strategic Property Managers report dated 4 October 2018 and titled Emergency Management – Local Recovery Plan, 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 Operations & Monitoring Committee approves the Western Bay of Plenty District Council Local Recovery Plan.*

4. *THAT the Local Recovery Plan be presented for adoption to the regional Civil Defence Emergency Management Joint Committee.*

Blaise Williams
Strategic Property Manager/Recovery Manager

Approved   Gary Allis
                                      Deputy Chief Executive

1. Background

The Western Bay of Plenty District Council and Tauranga City Council have been in collaboration over the last 12 months to develop a joint local recovery plan for civil defence emergency management.

Recovery is defined as the coordinated efforts and processes used to bring about the immediate, medium and long-term holistic regeneration and enhancement of a community following an emergency (Civil Defence Emergency Management Act 2002[1] (CDEM Act)).

Recovery encompasses the community and four environments: social, economic, natural and built environments. Recovery should:

- support the cultural, emotional and physical well-being of individuals and communities

- minimise the escalation of the consequences of emergencies

- reduce future exposure to hazards and their associate risks – i.e. build resilience

- take opportunities to regenerate and enhance communities in ways that will meet future needs (across the social, economic, natural and built environments).

It is a requirement of the Bay of Plenty Emergency Management Group Recovery Plan[2] that local authorities develop and maintain a Local Recovery Plan, setting out the roles and tasks that form the basis of a recovery following an event.

The process of updating the Western Bay of Plenty District Council Local Recovery Plan began some months ago. As many of the external parties are shared across the Western Bay of Plenty sub- region, it was considered appropriate that this review be undertaken jointly with Tauranga City Council.

This update is required as a result of new transitional and delivery arrangements for recovery identified in the CDEM Act. These powers were brought forward following the Kaikoura earthquake.

The work was then delayed by the release and consultation of a new set of Director's Guidelines on Strategic Planning for Recovery [3], completed June 2018. These established five strategic areas to achieve the following outcomes:

- Comprehensive understanding of what is needed to support communities to overcome the consequences from specific hazards and risks, and to build on the opportunities to reduce risk and strengthen resilience;

- Communities are engaged, have an enhanced ability to adapt, and decision-makers understand what is important to the communities;

- Immediate, medium-term and long-term recovery outcomes, and a community recovery vision, are defined;

- Recovery risks are identified and managed through additional reduction, readiness, response and recovery measures;

- Local and regional capacity and capability to prepare for, manage and deliver recovery (across a range of emergencies) is readily accessible, with a clear understanding of the local, regional and central government roles and responsibilities;

- Collaborative relationships and processes are established, managed and maintained at local, regional and central government level;

- Performance frameworks are developed to monitor and evaluate the progress and effectiveness of recovery preparedness and the management of recovery, which in turn prompts improvements to be implemented; and

- Local authorities engage business, iwi and community leaders to allow a two-way exchange of information about the risks, and encourage leaders to actively demonstrate leadership in the management of risk and community preparedness.

Most recently, the review team has been awaiting the Ministerial release of findings for the Technical Advisory Group review of "Better Responses to Natural Disasters and Other Emergencies in NZ [4]. This was released 30 August 2018.

Proposal
The updated Plan is attached and Council approval for it is sought.   **Attachment A**

Consultation
- A sub-regional meeting with Tauranga City to include all staff and organisations identified as participants in a recovery event is to be held;

  - To enable task group leads to be confirmed,
  - To develop an understanding of the recovery role

- The community is at the heart of any recovery initiative and the Plan encourages community engagement to enhance resilience. The Plan envisages that the recovery manager and task group leads would liaise with local and regional community resilience and engagement teams to build on existing relationships and to build community preparedness.

Future Initiatives
Once the updated Recovery Plan is adopted, there are a range of tasks and responsibilities incumbent on WBOPDC that require resourcing and delivery. These include:

- Defining leadership and governance structures for recovery; agree roles and responsibilities between private and public sectors; documenting planning and training provided for recovery managers. The deadline set for this is 30 June 2019.

- Developing an integrated plan to increase community readiness. This should be aligned with other community engagement related to disaster readiness and resilience/climate change.

- Discussions with external stakeholders, for example iwi, about the critical role they play in CDEM and event recovery.

2.   Significance and Engagement

In terms of the Significance and Engagement Policy this decision is considered to be low significance.

3.   Engagement, Consultation and Communication

Interested/Affected Parties	Completed/Planned Engagement/Consultation/Communication
Name of interested parties/groups	Elected Members, Community Resilience Teams, central and regional government, hall/marae committees
Tangata Whenua	Yes
General Public	Yes

4.   Issues and Options Assessment

3. **THAT the Operations Committee approves the Western Bay of Plenty District Council Local Recovery Plan.**	
Reasons why no options are available	**Legislative or other reference**
The Civil Defence Emergency Management Act 2002.	

5.   Statutory Compliance

The recommendations meets:

- Legislative requirements/legal requirements
- Current council plans/policies/bylaws
- Regional/national policies/plans.

6.   Funding/Budget Implications

There are likely to be additional consultation costs and some minor operational costs as staff work through the community awareness requirements of the Plan.

In a recovery event there are likely to be significant costs many of which are claimable from Central Government agencies.

1   http://www.legislation.govt.nz/act/public/2002/0033/51.0/DLM149789.html

2   https://www.boprc.govt.nz/media/433859/bay-of-plenty-civil-defence-emergency-management-group bay-of-plenty-group-recovery-plan-2015.pdf

3   https://www.civildefence.govt.nz/cdem-sector/cdem-framework/guidelines/strategic-planning-for-recovery

4   https://www.dpmc.govt.nz/our-business-units/ministry-civil-defence-emergency-management/ministerial-review-better- responses

BAY OF PLENTY EMERGENCY MANAGEMENT GROUP

CD CIVIL DEFENCE

Western Bay of Plenty

EMERGENCY MANAGEMENT

TAURANGA CITY • WESTERN BAY OF PLENTY DISTRICT

Local Authority Recovery Management Plan

August 2018

Western Bay of Plenty District Council

Tauranga City

Executive Summary

This document constitutes a *joint* emergency Recovery Plan for Tauranga City Council and Western Bay of Plenty District Council. This plan covers key roles and responsibilities for the Recovery Manager and key recovery staff during the three emergency management phases: Readiness, Response and Recovery itself.

Actions during Readiness

The primary recovery actions during readiness focus around: the appointment of Recovery Managers; professional development; planning and community engagement, funding, governance and risk reduction; relationship management; exercising and monitoring and evaluation. Readiness actions are tasks that form the day to day recovery work programme during normal operations. In order for recovery arrangements to be effective, recovery planning and relationship building work is necessary prior to events occurring.

The local recovery office consists of local appointed staff such as the local Recovery Manager, Public Information Manager as well as the public and private agencies which form the four **task groups** that cover all aspects of community recovery. The four task groups are divided into Social Environment, Economic Environment, Built Environment and Natural Environment.

These task groups are an integral aspect to the recovery office, and in order for recovery processes to run smoothly, Recovery Managers are expected to identify all key local stakeholders and task group members in recovery management and have established relationships with these stakeholders at all levels of recovery ensuring;

- Task group leads are appointed;
- Regular pre-event communication and engagement occurs;
- Expectations, responsibilities and leads of task groups during recovery phases are agreed upon by all stake holders;
- Procedures and reporting lines for recovery activities are clear and understood.

Task group lead contact information

Social Environment:

Name:

Agency:

Contact No/s:

Email:

Built Environment:

Name:

Agency:

Contact No/s:

Email:

Economic Environment:

Name:

Agency:

Contact No/s:

Email:
_____

Natural Environment:

Name:

Agency:

Contact No/s:

Email:
_____

Actions during Response

As soon as practical following an event, a meeting of the Local Recovery Management Team should be held to review the situation. The Recovery Manager will then report to the CEO, the Bay of Plenty CDEM Group Recovery Manager and TCC and WBOP Elected Members where required. Before the response phase has ended it is important that the community links and recovery structures are in place with some recovery activities already underway, such as impact assessments.

Immediate priority actions in the response phase consist of:

1. Establishing Local Recovery Manager Role;
2. Establishing the Recovery Office: Establishing expectations and outlining priorities and initial actions with task groups and all recovery office staff;
    -   Recovery office location:
3. Engaging with task group leads and key agencies and formalising communication channels and protocols;
4. Understanding Impacts (situational awareness): through rapid needs assessments and being involved in the response phase;
5. Preliminary Planning: Planning around information coming through from needs assessments and establishing priorities and understanding areas of greatest impact and need.

Transition to Recovery

Transition to recovery is the process of ending the **response** phase and formally moving into the **recovery** phase. The Group Controller and Recovery Manager together will formally acknowledge the transfer of coordination and accountability for recovery related activities. The following table outlines the key activities which the local Recovery Manager leads during the transition phase.

Recovery Manager Transition Actions
Ensure that agencies with both response and recovery obligations are aware of their continuing role
Ensure the Group Controller is aware of recovery requirements and tasks prior to transition
Works with the public information lead to prepare Communications Plan for recovery
Prepares a Recovery Action Plan (RAP) prior to transition
Initiates key recovery arrangements, roles and responsibilities during the response phase
Begins to address the impacts from the emergency event and puts in place inter-agency processes, meetings and reporting arrangements to ensure recovery needs are met and coordinated

Actions during Recovery

The following diagram gives an overview of the responsibilities and actions that will be carried out by the local recovery office and the four task groups which fulfil the requirements of the Local Recovery Office.

Local Recovery Office	Actions
Social Environment Task Group responsibilities • Establish (in conjunction with other task groups) Recovery Centres; • Continue to provide basic needs and support mechanisms for trauma and stress; • Develop a plan for providing financial assistance; • Develop multi-discipline assessment teams that encompass health, building safety etc.; • Liaise with relevant agencies over the medium and long term care of foreign nationals/tourists; • Liaise with Recovery Office to re-establish primary and Secondary school services; • Supply public health advice and resources to ensure healthcare and disease control; • Provide advice on the provision of clean water and safe food; • Monitor environmental health and offer advice on noxious or toxic substances, sanitation, refuse, cleaning.	**Impact Assessment** **Information Management**
Economic Environment Task Group responsibilities • Assess the impact on key community economic assets and develop a plan to prioritise assistance; • Restore banking, financial and community services as soon as possible; • Support to reopen businesses and set up a business assistance centre as required; • Ensure coordinated response by insurance companies and address adequacy of cover for reconstruction; • Assess employment problems and develop a strategy to maximise use of local resources; • Identify transportation needs and prioritise reconstruction activities to meet community business and manufacturing requirements; • Facilitate new mutual aid agreements between authorities and contracts with suppliers; • Support small to medium enterprise e.g. advice, referral to business advisor etc.	**Community Engagement** **Public Information Management**
Natural Environment Task Group Responsibilities • Co-ordinate the preservation of community assets such as parks, reserves and other community amenities; • List threatened or endangered species know to be on or near any sites; • Address any waste/pollution issues which may negatively affect the natural environment. Implement/follow the disaster waste management plan; • Propose landscaping, use of native plants, or other measures to preserve or enhance the natural environment on any site.	**Governance** **Reporting**
Built Environment Task Group Responsibilities **Rural** • Assist in restoring agriculture production; • Co-ordinate rural impact assessment and movement of animals and reserve feed supplies; • Provide advice on animal welfare and Co-ordinate. **Lifelines** • Co-ordinate status and repair of transport systems; • Co-ordinate restoration of other lifeline services – water, sewerage, gas, electricity, telecom, fuel etc – liaise with Public Health; • Ensure involvement of NZTA early in recovery process. **Buildings** • Co-ordinate building safety, cordon-off and secure damaged buildings and locations; • Continue to authorise the demolition of unsafe buildings; • Repair, reconstruct or relocate buildings; • Continue to process and manage the recycling/dispose of rubble, unsafe and hazardous material and other debris. Address any insurance issues and consider mitigation options in reconstruction.	**Financial Arrangements** **Links to Reduction**

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During the response phase the local Controller will conduct impact assessments to determine the level of impact upon the community, physical infrastructure and the environment. This process assists in the development of action plans. The impact assessments will be regularly updated to ensure that response activities are maintained to a sufficient level where required.

During recovery, impact assessments will continue to be conducted to ensure the targeted recovery initiatives and effective prioritisation of resources in affected communities.

Exit from Recovery

Towards the end of the recovery phase, Councils and the community will be advised of the proposed ending of the CDEM recovery phase. The recovery phase of an emergency must have an end, and withdrawal of formal recovery structures from the impacted community must be planned and staged carefully through the development of an Exit Strategy. An Exit Strategy is a systematic plan to achieve co-ordinated withdrawal from a formal recovery process. It is developed to ensure a smooth transition from the end of the formal recovery phase to "business as usual" – where normal social and economic activity resumes.

The Exit Strategy should contain the following information[1]:

Who: The Exit Strategy should identify which agencies are responsible for the ongoing management of long term recovery and the structure that will be used to ensure this happens. Community participation is essential in the on-going long-term management.

Why: To ensure businesses and residents resume control of their own return to normalcy.

When: The Exit Strategy should be developed as soon as possible. Withdrawal must be planned into every task and action. Long-term recovery measures may require a project process to ensure they are delivered as planned, but monitoring of these should be built into everyday organisational governance arrangements that assume responsibility from the outset. If possible, activities that are likely to continue well into to longer term should be incorporated into the Territorial Authority's business-as-usual activities as soon as practicable.

Where/How: The Exit Strategy should be developed with community in a consultative process. The community needs to know and support any reduction in the levels of support and must participate in these decisions.

What: The Exit Strategy should cover:

- Key achievements of the recovery unit;
- Ongoing issues within the community;
- Specific handover arrangements, including governance, roles and responsibilities.
- Communications plans;
- Key priorities, ongoing activities and estimates timelines.

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[1] Refer MCDEM Recovery Guidelines, Part 9, p. 53.

Table of Contents

1   Introduction

Recovery can be defined as "the co-ordinated efforts and processes to effect the immediate, medium and long-term holistic regeneration of a community following a disaster"[2]. Recovery is a part of the "4R's" of emergency management (Readiness, Response, Recovery and Reduction). Effective recovery depends on comprehensive recovery activities with consideration being implemented across all the R's.

Effective recovery management helps to ensure that communities affected by disasters are able to return to 'normality' as soon as possible while incorporating lessons learned. The return of everyday functions of life, services and facilities in a community will enable communities to recover faster from the effects of a major disaster. It is not only the provision of physical resources that aids the recovery of a community, but also the understanding of the principles of psychosocial community recovery. A balance between these will enable communities to recover quickly after an adverse event has occurred.

Recovery generally lasts much longer and is more complex than the response phase of an event and can involve a significant level of planning and management.

Recovery is a developmental and remedial process that aims to;

- Minimise the escalation of the consequences of a disaster;
- Rehabilitate the wellbeing of individuals and communities across the social, economic, built, and natural environments;
- Identify opportunities to adapt to meet the changing needs of the community;
- Reduce the risk of existing hazards

The context for recovery management varies significantly depending on the **area the event has affected** and the **severity and duration** of the event as outlined below in figure 1.1[3].

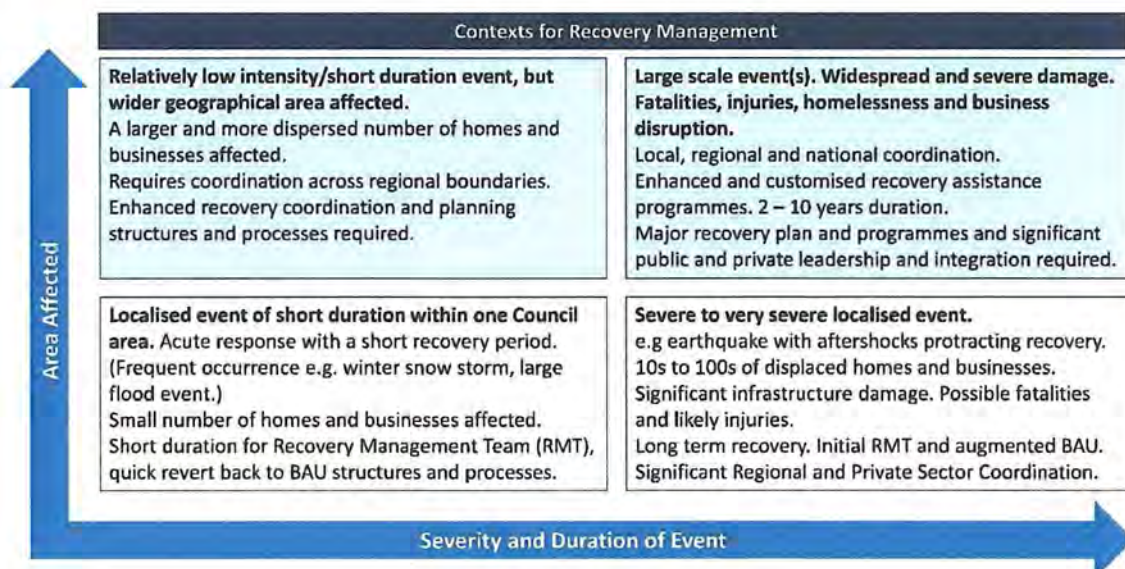|	Contexts for Recovery Management	
Area Affected ↑	Relatively low intensity/short duration event, but wider geographical area affected. A larger and more dispersed number of homes and businesses affected. Requires coordination across regional boundaries. Enhanced recovery coordination and planning structures and processes required.	Large scale event(s). Widespread and severe damage. Fatalities, injuries, homelessness and business disruption. Local, regional and national coordination. Enhanced and customised recovery assistance programmes. 2 – 10 years duration. Major recovery plan and programmes and significant public and private leadership and integration required.
	Localised event of short duration within one Council area. Acute response with a short recovery period. (Frequent occurrence e.g. winter snow storm, large flood event.) Small number of homes and businesses affected. Short duration for Recovery Management Team (RMT), quick revert back to BAU structures and processes.	Severe to very severe localised event. e.g earthquake with aftershocks protracting recovery. 10s to 100s of displaced homes and businesses. Significant infrastructure damage. Possible fatalities and likely injuries. Long term recovery. Initial RMT and augmented BAU. Significant Regional and Private Sector Coordination.
	Severity and Duration of Event →	

Figure 1.1.1: Contexts for recovery management based on the area affected and the severity and duration of an event. Adapted from Simon Markham of Waimakariri District Council, 2013

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[2] Focus on Recovery. A Holistic Framework for Recovery in New Zealand. MCDEM
[3] Pre Event Recovery Planning and Management Checklist, Simon Markham, Waimakariri District Council, May 2013

The 2017 *Director's Guideline for Civil Defence Emergency Management Groups: Strategic Planning for Recovery [DGL 20/17]* establishes a framework for recovery which aims to achieve the following outcomes:

- A comprehensive understanding of what is needed to support communities to overcome the consequences from specific hazards and risks, and to build on the opportunities to reduce risk and strengthen resilience;

- Communities are engaged, have an enhanced ability to adapt, and decision-makers understand what is important to the communities;

- Immediate, medium-term and long-term recovery outcomes, and a community recovery vision, are defined;

- Recovery risks are identified and managed through additional reduction, readiness, response and recovery measures;

- Local and regional capacity and capability to prepare for, manage and deliver recovery (across a range of emergencies) is readily accessible, with a clear understanding of the local, regional and central government roles and responsibilities;

This plan draws on the principles and framework developed within the 2017 Director's Guidelines and sets a series of roles, responsibilities and action areas.

1.1 Purpose

This plan has been produced as a joint guideline for the recovery of both the Tauranga City Council (TCC) and Western Bay of Plenty (WBOP) District Council following a major emergency in alignment with the Bay of Plenty Group Recovery Plan. The plan outlines the structures and procedures required to effectively manage the recovery activities of TCC and WBOP following a major emergency.

1.2 Scope

This plan provides:

- Descriptions of the main recovery arrangements, structures and tasks during readiness, response and recovery;
- An outline of the assessment, reporting and communication processes during readiness, response and recovery;
- An outline of the key stakeholders who should be included within the recovery task groups and process;
- Outline of the recovery Exit Strategy

1.3 Planning Context

The TCC and WBOP Local Authority Recovery Management Plan provides a strategic framework for recovery management at local level.

Responsibility for development and approval of this plan rests with TCC and WBOP. This plan fulfils the planning requirement of the Group Recovery Plan (see below), which states that:

"Local recovery plans will follow the same structure as this plan, and provide details of the specific characteristics of the territorial authority area and local recovery arrangements."

This plan is consistent with the requirements and principles of the following guiding documents.

1.3.1 Civil Defence Emergency Management Act 2002

Section 4 of the CDEM Act defines recovery activities as:

'An activity carried out under this Act or any civil defence emergency management plan to deal with the consequences of an emergency, including, without limitation,—

1. The assessment and ongoing monitoring of the needs of a community affected by the emergency; and
2. The co-ordination and integration of planning, decisions, actions, and resources; and
3. Measures to support—
    a. The regeneration, restoration, and enhancement of communities across the 4 environments (built, natural, social, and economic); and
    b. The cultural and physical well-being of individuals and their communities; and
    c. Government and non-government organisations and entities working together; and
4. Measures to enable community participation in recovery planning; and
5. New measures—
    a. to reduce risks from hazards; and
    b. to build resilience

Section 17(1) (e) of the CDEM Act 2002 describes the functions of Civil Defence Emergency Management Groups and each of its members and specifically "carry out recovery activities".

Sections 29, 30 and 30(A) outline the Appointment of Group Recovery Managers, Local Managers and the functions of Recovery Managers with the powers of each manager relating to Recovery transition periods outlined in Part 5B.

1.3.2   National Civil Defence Emergency Management Strategy

This Strategy sets the direction for CDEM in New Zealand for the next ten years, based on reduction of, readiness for, response to and recovery from the risks New Zealanders face.

The Ministry of Civil Defence and Emergency Management (MCDEM) have identified enhancing New Zealand's capability to recover from civil defence emergences as its primary recovery goal within the National Strategy. To achieve this goal it has identified two objectives:

Objective 4A: Implement effective recovery planning and activities in communities and across the social, economic, natural and built environments

Objective 4B: Enhancing the ability of agencies to manage the recovery process.

1.3.3   The National Civil Defence Emergency Plan and Guide

Part 9 of the National Civil Defence Emergency Management Plan 2015 and Section 32 of the Guide to the National Civil Defence Emergency Management Plan 2015 outlines the Government's approach to recovery management, and provides recovery guidance for CDEM Groups.

1.3.4   Bay of Plenty Civil Defence Emergency Management Group Plan

The Bay of Plenty Civil Defence Emergency Management Group Plan has a goal of ensuring an effective recovery capability from an emergency by:

- Strengthening recovery capability and capacity across all agencies, the wider community and businesses to promote sustainability and provide for the long-term regeneration of communities;
- Ensuring effective communication which informs and engages communities during the recovery phase of an emergency;
- Making recovery management a part of everyday work for the CDEM Group and integrating the work with existing organisational systems wherever possible.

The Bay of Plenty Civil Defence Group Recovery Plan states how recovery will be managed from a regional level and the expectations for recovery management at the local level. It is important that local recovery management strategies are discussed with the BOP CDEM Group Recovery Manager to ensure they align to any regional strategies and plans. This will also allow the Bay of Plenty CDEM Group Recovery Manager to assist with resourcing, or funding of the recovery effort where applicable. This will be achieved through developing a strong line of communication with the Group Recovery Manager and regularly reporting the situation in the early stages of the recovery effort.

1.4   Recovery Principles

Recovery encompasses the following key principles:

- Build upon local recovery capacity and capability;
- Begin the recovery process at the beginning of the response phase;
- Establish clearly articulated roles and responsibilities;
- Take immediate actions to ensure the safety of individuals and communities;
- Make recovery management a part of the everyday work of the TCC and WBOP, and integrate the work with existing organisational systems wherever possible; - such as community resilience projects;
- Ensure that recovery management activities are linked to the other emergency management processes i.e. reduction, readiness and response[4].

1.5   Regional Hazardscape[5]

The Bay of Plenty is exposed to a wide variety of hazards. The Taupo Volcanic Zone crosses the area from Lake Taupo to Whakaari/White Island. The major features of this zone are active volcanoes, extensive geothermal areas and the number of earthquake fault lines that run parallel with the zone. Several threats that are hazardous to the Bay of Plenty include 5 local volcanic eruptions, earthquake, flooding (including coastal hazards such as storm surge and tsunami), and disease.

To the east of the Taupo Volcanic Zone a major belt of faults and folding is obvious in the steep ranges that make up the spine of the North Island. This is called the North Island Shear Belt, and extends from East Cape to Wellington. Earthquakes generated in the Shear Belt are likely to be significantly more powerful, although also less frequent, than those from the Taupo Fault Belt. The movement of the Shear Belt faults tends to be more a sliding action than a pulling apart, which gives rise to the term 'Shear Belt'.

To the west lies the Hauraki Graben, a less active example of rifting like in the Taupō Volcanic Zone. Small to moderately damaging earthquakes may occur in this area and affect the western extremes of the region.

The Bay of Plenty also has a number of potential hazards that could occur as a result of human activity including agricultural emergencies, industrial processes, urban fires, public health crises, infrastructure failure or hostile acts. Major industries in the Bay of Plenty can create hazards as well as being exposed to hazards. For example, the presence of large-scale industrial sites (i.e. the Port of Tauranga, Kawerau mill and others) create the potential for hazardous chemical emergencies to occur. The presence of forestry and horticulture sectors within the Bay of Plenty creates a risk of horticulture emergencies related to pest species epidemics.

The impact of any or a combination of the above on the social and economic well-being of the Bay of Plenty communities may be significant.

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[4] Strategic Planning for Recovery: Director's Guideline for Civil Defence Emergency Management Groups [DGL 20/17]
[5] Information taken from BOP Emergency Management Group Plan 2015 with further information available on the Bay of Plenty CDEM website www.bopcivildefence.govt.nz

2   Recovery Structure

Recovery occurs at three levels as shown in Figure 2.1.1. Local, Group and National Recovery Managers and task groups are reflected at each level to coordinate recovery activities. The task groups are representations of four environments (Social, Economic, Natural and Built) which address all elements of recovery. The four environments (Figure 2.4.1) form the generic recovery structure as shown in Figure 2.1.1 and Figure 2.2.1. Separate subtask groups may be set up depending on the scale and nature of the event.
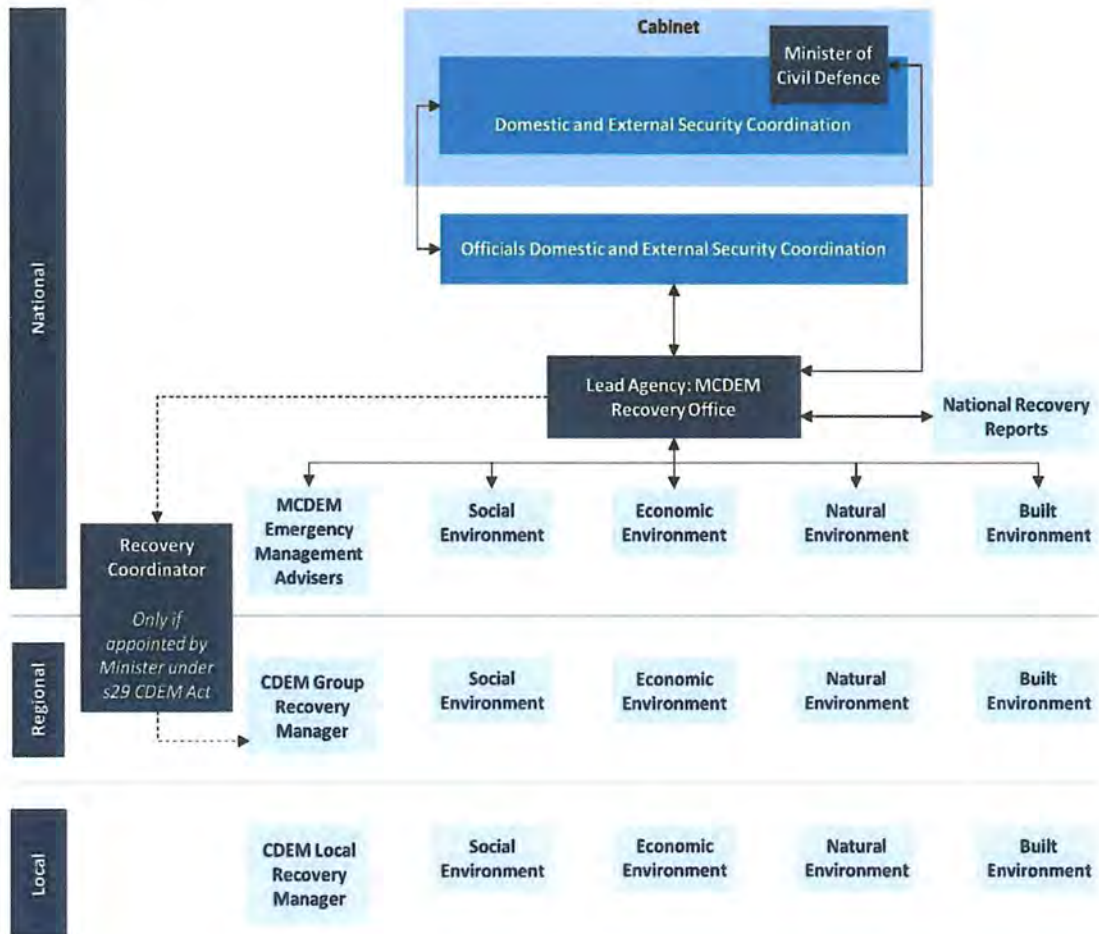
Figure 2.1.1: National Recovery Management Structure. (Source: Adapted from 2005 MCDEM Recovery Guidelines)

2.1   Group Recovery Manager (BOP CDEM Group)

The main role of the Group Recovery Manager is to:

- Provide leadership to the Group on pre-event recovery planning, assistance and advice to local Recovery Managers;
- Co-ordinate recovery activities across the Group as required;
- Liaise primarily with the local Recovery Managers, the national Recovery Manager and the Group recovery management team.

2.2   Local Structure

The structure illustrated in figure 2.2.1 is an indicative local structure that may be implemented by TCC and WBOP to recover from an emergency. The final structure will be determined by the Recovery Manager, in consultation with the Chief Executive Officer and TCC and WBOP Crisis Management Teams, after gaining an understanding of the nature, extent, impact, resourcing and activities that may be needed to recover the city from the emergency event. Refer Figure 1.1.1 for different contexts for recovery.

This will ensure the recovery resourcing will be appropriate to the size, scale and nature of the emergency. All, some or none of the elements shown in Figure 2.2.1 may be required.
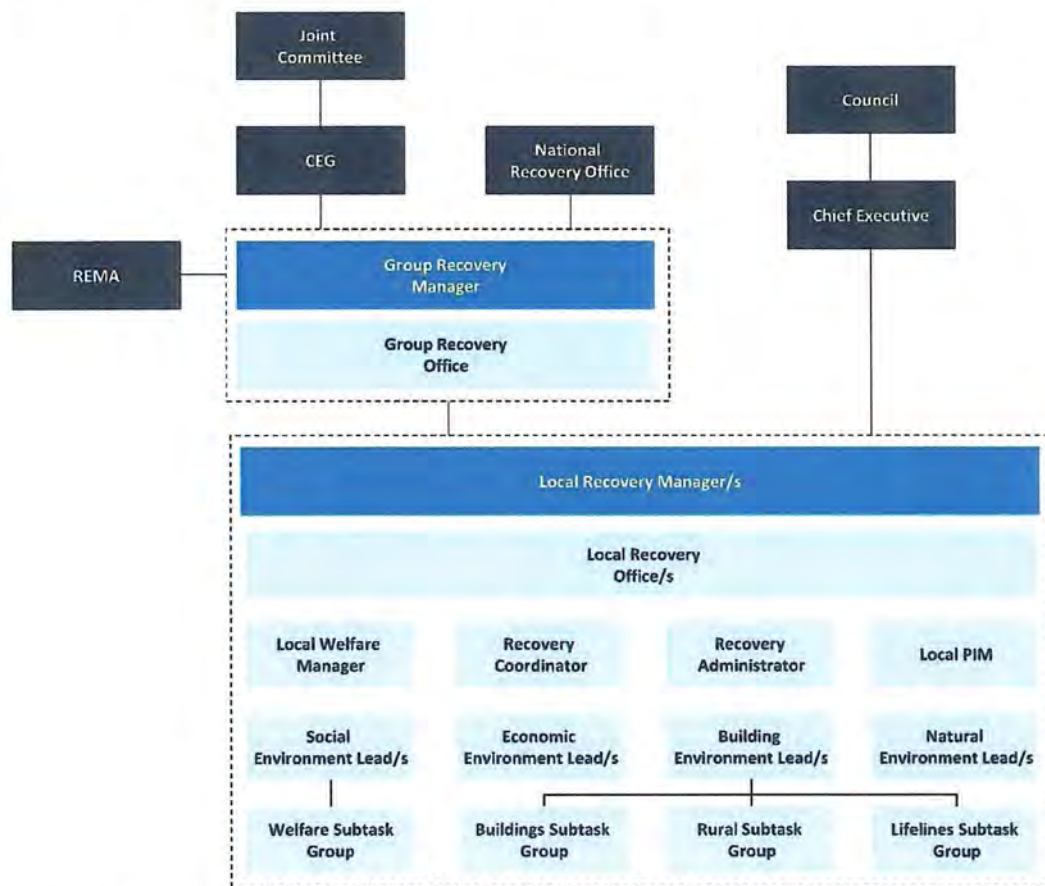
Figure 2.2.1: Recovery structure during activation (Source: Adapted from BOP Group Recovery Plan)

Despite the fact that the size and scale of events is always uncertain:

• A Recovery Management Team (either Local or Group) will always be required for events of any size that require recovery activities;

• Local Recovery Offices will always be required for events of any size that require recovery activities;

• The set-up of a Group Recovery Office may be required, if the size and scale warrants it;

• The involvement of the National Recovery Office (or equivalent organisation) will always be required, but will only play a leading role in local recovery for larger scale events (refer Figure 1.1.1) ;

- Community engagement and involvement of local Iwi is essential for overall recovery of the community (see Section 3.3).

2.3 Local Recovery Office

Managers Philip King and Blaise Williams

Where: TBC

The local recovery management office can consist of all or some of the elements outlined in Figure 2.2.1 above depending on the scale and nature of the emergency (Figure 1.1.1). The predominant elements of the recovery office are the local Recovery Manager and the recovery management team made up of the task groups. These are explained in further detail below.

In broad terms, the local recovery management team/office are expected to:

- Assess the impact of the emergency within the TCC / WBOP area;
- Establish the local recovery team and priorities for recovery activities;
- Implement recovery activities.

2.3.1 Local Recovery Manager

The Recovery Manager is tasked with leading and co-ordinating the recovery activities required to enable the City to return to normal social and economic activity as soon as possible (more information on the appointment of a Recovery Manager can be found in Appendix 1).

The Local Recovery Manager primarily liaises with:

- Communities affected by the emergency;
- The Group and/or National Recovery Managers; and
- Local task groups.

In general, the Recovery Manager will have authority over the following areas:

- Establishing and managing an appropriate recovery management structure and office relevant to the specific emergency;
- Identify which key task groups need to be established and identify the agencies that will need to be a part of each task group;
- Planning and implementing recovery options in conjunction with task group agencies and affected communities and reporting on such activities;
- Open and staff recovery assistance centres as needed;
- Establishing priorities and major areas for recovery works and timeframes;
- Controlling and maintaining expenditure and running costs of the recovery office (time sheets, overheads etc.) and overseeing central government funded recovery schemes and establishing systems for accountability;
- Ensuring the collection, collation and analysis of impact assessments is undertaken by agencies during the response phase and seeking to resolve any gaps in the assessment process
- Disseminating information to all affected agencies and communities and providing liaison with the media;
- Informing and advising the Council, the CDEM Group and the Co-ordinating Executive Group (CEG) on the recovery effort as required;
- Identifying and formulating statutory and regulatory recovery policies and strategies;

- Chairing the Recovery Executive Committee and attend sub-committee meetings as necessary;
- Assisting with the establishing of a disaster relief fund and assist with the fund management as required and promoting donations to meet the needs of the community.

2.3.2   Task Groups

As explained earlier, the task groups are representations of four environments (Social, Economic, Natural and Built) which address all elements of the recovery of a community (figure 2.3.1). Further task group responsibilities and contact information can be found in Appendix 2 and 3 respectively.
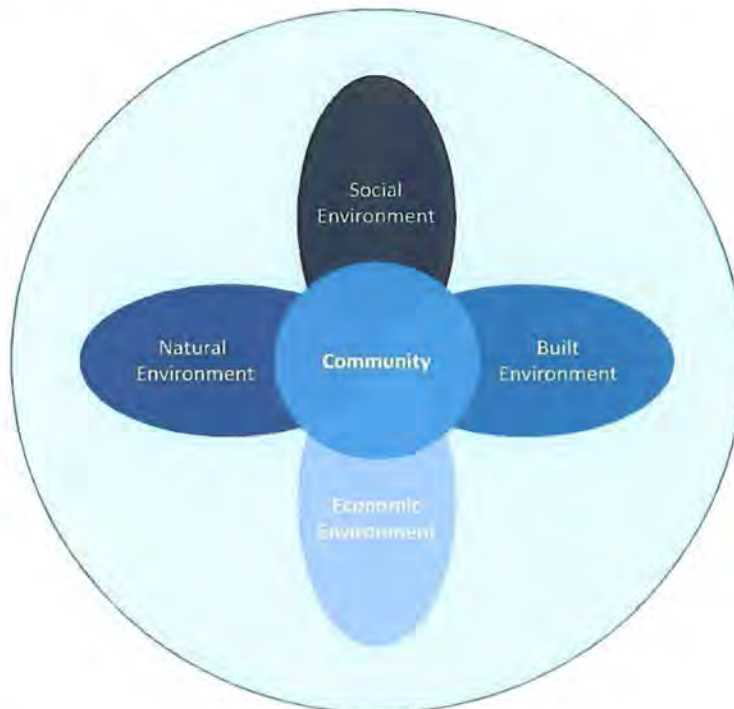
Figure 2.3.1: The four environments which encompass the recovery of the whole community

The following outlines the Recovery Manager's responsibility to maintain relationships with task group leads and agencies during all stages of business-as-usual and recovery, and an overview of each task group. The specific responsibilities for each task group can be found in Section 5.

2.3.3   Social Environment

The Social Environment Task Group is established to co-ordinate the efforts of agencies that have significant roles in the social environment, whether legislative or voluntary. The chair of the group will be the Emergency Management Welfare Manager. They will attend the Recovery Management Team meetings to represent task group members.

Task Group Lead:

2.3.4   Economic Environment

The Economic Environment Task Group is established to lead the recovery in all areas of the local economy. They will attend Recovery Management Team meetings to represent task group members.

Task Group Lead:

2.3.5   Built Environment

The Built Environment Task Group is established to determine priorities for reconstruction/recovery of infrastructure, engineering lifelines, services, buildings and the rural sector. The group will advise the Recovery Manager on priorities and options and the likely affects upon the community. Due to the size of the membership and the variety of tasks, the Built Environment Group is divided into several subtask groups:

- Residential Housing and Commercial/Industrial Property
- Rural Farmland
- Lifeline Utilities

Task Group Lead:

2.3.6   Natural Environment

The Natural Environment Task Group is established to minimise the effects of an emergency upon the natural environment, which could have potential impacts upon social, built and economic environments. They will attend Recovery Management Group meetings to represent task group members.

Task Group Lead:

3   Actions during Readiness

The primary actions during readiness focus around: the appointment of Recovery Managers; professional development; planning and relationship management, funding, governance and risk reduction; exercising, monitoring and evaluation. Readiness actions are tasks that form the day to day recovery work programme. In order for recovery arrangements to be effective, recovery planning and relationship building work is necessary prior to events occurring.

For TCC and WBOP this means:

- Local Recovery Managers and alternates are appointed and trained;
- Governance and reporting lines are well established;
- Recovery Managers have established relationships with key recovery stakeholders and are familiar with and able to activate recovery arrangements ensuring that;
    - task group leads are appointed;
    - expectations of task groups during recovery phases are agreed upon by all stake holders;
    - procedures and reporting lines for recovery activities are clear and understood;
- The community is engaged with pre-event planning (which can be encompassed in resilience and response planning initiatives);
- Recovery arrangements at local level are reviewed, updated and maintained;
- Recovery arrangements are monitored and reviewed as part of the capability monitoring;
- Recovery managers and task groups meet regularly to maintain and develop relationships and collaborate and share resources and information at Group and Local level.
- Pre-event arrangements for debriefing and review are in place prior to recovery; and
- Champion the development and review of Business Continuity Plans for key infrastructural assets within the District.

3.1   Professional Development

The nature of the role and experience from major incidents such as the Canterbury Earthquakes, Matata Floods and Edgecumbe Floods identify that ongoing professional development is an important consideration for Recovery Managers.

3.1.1   Responsibilities

The following professional development expectations are recommended for Recovery Managers:

- Attendance at any Bay of Plenty Recovery Manager Training Courses;
- Attendance at Bay of Plenty Recovery Manager Meetings;
- Attendance at the MCDEM Recovery Managers Workshops;
- A high level of familiarity with the Bay of Plenty CDEM Group Plan, the Bay of Plenty Recovery Plan and the TCC and WBOP Local Authority Recovery Management Plan (this plan);
- Familiarity with the MCDEM Recovery Management Guidelines and Focus on Recovery material – or any relevant updates;
- Attendance and participation in Recovery Plan exercises/workshops:
    - National Level: administered by MCDEM to test national readiness;
    - BOP CDEM Group Level: administered by Group Emergency Management Office to improve group co-ordination of CDEM activities;

     —   Local: administered by Territorial Authorities (TAs) and/or Emergency Operating Areas (EOA) to improve TA and/or EOA processes and procedures.

There are a range of online resources and available via the CDEM website. These include a Recovery Manager Competency Framework Role Map, which contain the skills, knowledge and attribute statements for the role. Some useful links are below:

* Resources for Recovery Managers: https://www.civildefence.govt.nz/cdem-sector/recovery/recovery-managers/
* Learning and tools: https://www.civildefence.govt.nz/cdem-sector/capability-development/cdem-learning-and-development-tools/

3.2   Relationship Management

Relationship management refers to the on-going process of developing and maintaining relationships with recovery stakeholders and task groups in order to ensure that familiarity with recovery expectations and arrangements is high, so that the chances of a successful recovery are enhanced.

Relationship management[6] is a fundamental requirement of effective recovery through all stages. Within TCC and WBOP, development and maintenance of the relationships outlined within Table **3.2.1** are of high importance to recovery management. The primary responsibility for development and maintenance of these relationships rests with the Local Recovery Manager and alternate. All relationships listed are to be maintained throughout recovery phases and BAU, however the relative importance of the relationship in each phase is indicated by the ✓ on the right-hand side.

Recovery Relationships	Readiness	Response	Recovery Activation
Tauranga City Mayor and Council		✓	✓
BOPRC Civil Defence and Emergency Management	✓	✓	✓
Key Local Recovery Management Staff			
Task Group Leads	✓	✓	✓
Local Welfare Manager/Social Recovery Manager	✓		✓
Public Information Manager	✓		✓
Planning and Intelligence Manager			✓
Logistics Manager			✓
Iwi Liaison Officer			✓
MCDEM			✓
Group Recovery Manager			✓
Co-ordinating Executive Group – CEG	✓		✓
BOP CDEM Joint Committee			✓
Group EMO			✓

Table 3.2.1: Important relationships for recovery management and emphasis during different phases.

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[6] Further information is well documented in the Recovery Manager Competency Framework Role Map (MCDEM)

In summary, the Recovery Manager is expected to:

- Identify all key local stakeholders and task group members ensuring;
  - task group leads are appointed;
  - expectations and responsibilities and leads of task groups during recovery phases are agreed upon by all stake holders;
  - Procedures and reporting lines for recovery activities are clear and understood.
- Make relationship management a part of their "business as usual" role in recovery;
- Attend relevant on-going CDEM and stakeholder task group members meetings and forums.

3.3 Community Engagement

Community engagement is the process of engaging with communities both prior to and during recovery. An engaged community will be prepared and better able to absorb the effects of a disaster, reducing the impacts and aiding recovery. It is critical to engage the community, so that it becomes an integral part of the recovery process. Figure 3.3.1 briefly outlines three key steps to engaging with a community.

In this regard, the Local Recovery Manager should:

- Base community engagement on the guidance and principles outlined in section 3.3.3 and MCDEM Community Engagement in the CDEM context best practice guide[7];
- Adopt a community development approach rather than a welfare approach. Community development is a proactive approach that aims to prepare the community and minimise consequences;
- Work closely with local and regional community resilience and engagement staff to utilise and build on existing relationships. The Emergency Management Coordinator for Community Resilience and the BOPRC Kotahitanga Strategic Engagement team are two sources of support. This will ensure recovery is incorporated into both response and resilience discussions.

1. Know the community

THREE STEPS TO PLANNING ENGAGEMENT

2. Identify community of interest to engage

3. Develop engagement programme in partnership

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[7]   https://www.civildefence.govt.nz/cdem-sector/cdem-framework/guidelines/community-engagement-in-the-cdem-context/

Figure 3.3.1: Three steps to community engagement. (Source: Adapted from Bay of Plenty Group Recovery Plan 2015)

The following principles should be considered when involving communities in the development of plans or programmes for recovery:

- Kōrero kanohi ki te kanohi, tētahi ki tētahi – recognising the importance of 'face-to-face' engagement and relationship building;

- Inclusivity – recognising a diversity of community members who should have opportunities to engage;

- Accessibility – the provision of a diverse range of opportunities for participating should be encouraged using, where possible, community and neighbourhood hubs and existing social networks;

- Local empathy – recognising the circumstances the community is facing when developing and undertaking engagement;

- Continuity – recognising engagement will likely involve an on-going dialogue;

- Efficiency – engagement processes need to be efficient and timely while recognising timeframes for plan and programme development along with the time needed to ensure effective communication;

- Influence – engagement opportunities are genuine and have the ability to influence decisions

- Transparency – openness, transparency and sharing of information. Consideration should also be given to how engagement processes will be resourced and evaluated.

3.3.1   Maori Cultural Needs

Ensuring appropriate communication through a Hui or on a marae is essential to ensure that the Maori community views are incorporated into the recovery plan. Ensuring iwi involvement with various recovery task teams can also be an appropriate way to ensure that the cultural needs of the Māori community are met in any recovery plan and these needs should be raised through the incorporation of Iwi in the social task group.

3.3.2   Community Engagement Methods

Community engagement methods can range across a spectrum of public participation from informing the public of decisions, to empowering them to make their own decisions[8]. The following diagram (Figure 3.3.2) explains the public participation spectrum and what each level of engagement means for the community and methods to carry out engagement. Each of the engagement levels will be relevant for different elements of recovery.

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[8] International Association for Public Participation, Guidelines for developing a community engagement strategy 2016

	Inform	Consult	Involve	Collaborate	Empower
Public Participation Goal	To provide the public with the balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions	To obtain public feedback on analysis alternatives and/or decisions	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision-making in the hands of the public
Promise to the Public	We will keep you informed	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible	We will implement what you decide
Example Engagement Methods	• Fact sheets • Websites • Open houses • Display adverts • Notice boards • Newsletters • Media releases	• Public comment • Focus groups • Surveys • Public meetings	• Workshops • Deliberative polling	• Citizen advisory committees • Consensus-building • Participatory decision-making	• Citizen jury • Ballots • Delegated decision

Increasing Level of Public Impact →

Figure 3.3.2: Spectrum of Community Engagement and engagement methods. Adapter from International Association for Public Participation

3.4 Monitoring and Evaluating

Monitoring is establishing, checking, controlling and keeping record of what has happened, while evaluation is measuring effectiveness and establishing and assessing why outcomes have or have not occurred.

3.4.1 Responsibilities

The Local Recovery Manager is responsible for reporting progress on recovery activities to Council, and keeping the CEG informed of progress. Specific monitoring and evaluation activities may include:

- Regular reporting on recovery programme activities to the EMC, alongside other CDEM activities;
- Production of an annual report on progress with recovery activities and achievements;
- Ensuring that the local recovery plan commitments are built into annual work programmes and completed;
- Local Recovery Managers are responsible for reporting progress on recovery activities to TAs, and keeping the Group Recovery Manager informed of progress.

3.5 Information Management

Information management is the process for collection, storage and dissemination of recovery related information.

The MCDEM Recovery Guidelines state that:

"Information management systems should exist before the emergency and will hold the pre event information. International experience shows that the best post-event information management systems are those that were operating pre-event. They are structured and resourced to be able to

operate after the emergency, even if some functions and some information may be impaired through the loss of information and the loss of continued access to human resources.

It follows that that business-critical pre-event information management systems need to be resilient to impacts from emergencies and should include:

- *Data and system backups;*
- *Alternate recovery sites;*
- *Alternate personnel."*

3.6 Public Information Management

Territorial Authorities are expected to develop local Public Information Management (PIM) arrangements for recovery that are compatible with the Bay of Plenty CDEM Group PIM Plan, before an event occurs. Territorial Authorities (TA's) should have their own area-specific PIM protocols and plans in place locally, and generally these are the basis for CDEM response and recovery. The specific local requirements for PIM during recovery are included in Section 5.5.

3.7 Governance

Because the governance arrangements for recovery differ to those in response it is important to confirm the recovery governance arrangements for TCC and WBOP. Before an event occurs, there is a need to clarify the reporting and governance arrangements for both Group and Local Recovery Managers during readiness, response and the recovery activation process. Local Recovery Managers' report to the TA CEO, Group Recovery Manager and Council for readiness, response and recovery activation, depending upon the pre-event arrangements of the individual TA.

3.8 Funding

Resources for the recovery will come from within the affected authority, through pre-agreed Memorandum's of Understanding and arrangements with neighbouring authorities, or will be acquired using existing TA systems for purchasing. All costs must be clearly assigned to the recovery to enable any future cost recovery to occur.

3.8.1 Responsibilities

Both Local and Group Recovery Managers must display the financial management skills and knowledge required to manage recovery finances[9]. Before an event, local Recovery managers are expected to have a clear understanding of the mechanisms within the TA available to support recovery, how these will be employed during recovery, and how these mechanisms integrate with organisational policies and plans.

Group Recovery Managers are expected to have a clear understanding of the requirements for Government support, are able to provide support for local Recovery Managers and are able to co-ordinate Government support on behalf of multiple TAs.

It is noted that support and assistance from MCDEM Regional Emergency Management Advisors will be available to Recovery Managers.

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[9] Competency Framework for Recovery, IP05, p. 18

3.8.2 Funding Arrangements for Recovery Managers and Recovery Offices

Local Recovery Manager/Local Recovery Office

All costs will be borne by the TA, regardless of whether the costs are associated with readiness, response or recovery activation actions.

Government financial assistance

Specific government financial support during or after a civil defence emergency is based on a range of mandates, criteria and triggers, which may be in statute, regulation or Cabinet decisions, or made by ministerial discretion. Cabinet will identify and approve the overall appropriate mix of government financial support to be provided[10].

Sections 88 and 89 of Part 10 of the National Civil Defence Emergency Management Plan Order (2005) outline government financial support for civil defence emergencies, and principles for government financial support. Section 26.5 of the Guide to the National CDEM Plan (2006) provides a detailed explanation of government financial support in recovery.

Section 26 of the Guide to the National CDEM Plan should be referenced for all matters regarding Government financial assistance.

3.8.3 Relief Funding

Financial aid may be received from numerous sources to assist with recovery. In order to ensure this is distributed fairly and there is appropriate accountability and management, all funds received from appeals or other aid organisations should be deposited in a Mayoral Relief Fund. Authorities should have the appropriate trust deeds established to allow these to be activated as soon as possible following a major event.

Refer also to Section 5.8.

3.9 Links to Reduction

Risk reduction is the process of "Identifying and analysing long-term risks to human life and property from hazards; taking steps to eliminate these risks if practicable, and, if not, reducing the magnitude of their impact and the likelihood of their occurring[11]." The 4R's process is circular and the recovery process provides unique opportunities for future risk reduction, which is an integral component of recovery.

3.9.1 Responsibilities

During Readiness Local Recovery Managers are expected to:

- Be familiar with local hazards and risks in the District;
- Maintain an awareness of the risk reduction activities of TCC, WBOP and key stakeholders and task groups
- Be familiar with district and regional policies and plans - such as the relevant District Plan, Regional Policy Statement and Regional Plan, and play a role in linking reduction policies to emergency management; and
- To build reduction into recovery and readiness activities and seek opportunities to reduce risks.

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[10] Guide to the National CDEM Plan (2006), p. 1.
[11] National CDEM Strategy 2007

4   Actions during Response

Recovery begins on day one of the response and occurs within three phases: the initial actions, transition to recovery and the recovery management phase itself (Figure 3.9.1). It is paramount that the Recovery Manager is involved at the start of response activities so they have an overview of and an input into the key response decisions that have been made, as these decisions will influence and impact the way in which the recovery is conducted. This means that Recovery Manager needs to be located within the Emergency Operations Centre on day one of the response and begins to to set up the local recovery offices through the pre-planned processes.
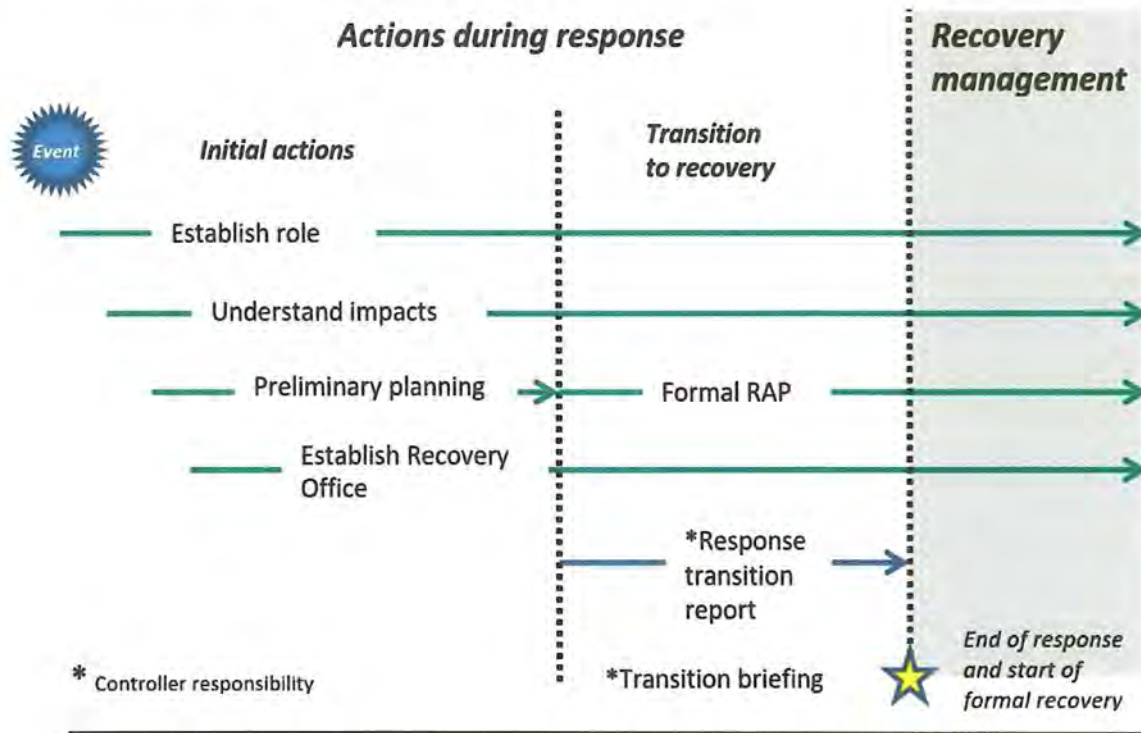
Figure 3.9.1: The three phases of recovery actions. Source Adapted from the BOP Group Recovery Plan 2015

4.1   Initial Actions

As soon as practical during an event, a meeting of the Local Recovery Management Team should be held to review the situation. The Recovery Manager will then report to the CEO, the Bay of Plenty CDEM Group Recovery Manager and TCC and WBOP Elected Members where required.

Before the response phase has ended it is important that the community links and recovery structures are in place with some recovery activities already underway, such as impact assessments.

Initial actions in response consist of:

1. Establishing Local Recovery Manager Role;
2. Understand Impacts: through rapid needs assessments and being involved in the response phase;
3. Preliminary Planning: Planning around information coming through from needs assessments and establishing priorities and understanding areas of greatest impact and need;

4. Establish Recovery Office: Establishing expectations and outlining priorities and initial actions with task groups and all recovery office staff.

Many local agencies and staff will be heavily involved in the response phase of the emergency and so it is very important that the Recovery Manager is involved in key briefings and meetings early on to help them prepare for the recovery phase.

4.2   Transition to Recovery

Transition to recovery is the process of ending the response phase and formally moving into the recovery phase. The Controller and Recovery Manager together will formally acknowledge the transfer of coordination and accountability for recovery related activities.

During the transition phase there will be a shift in the priorities. This change must be well managed and communicated to all stakeholders and task group agencies. Rehabilitation and restoration priorities need to be based on the resources available and the expectations of the community.

The recovery phase of the emergency management process gains momentum when the state of civil defence emergency is terminated, which often occurs at the end of the response. At this point, the threat to life has passed, rescue activities have been completed and community safety is assured. It is important to consider the implications the termination of the state of civil defence emergency will have on these activities. Not only will statutory powers cease, but some agencies and organisations, whose contribution may be linked directly to the state of civil defence emergency, may decide their role is over. Note, the unintended consequences of any apparent change/reduction in focus or attention on community need should be carefully considered and managed.

4.2.1   Actions and Responsibilities during Transition

Actions	Responsibility	
	Controller	Recovery Manager
Ensure that agencies with both response and recovery obligations are aware of their continuing role	Lead	**Lead**
Develop a Transition Report comprising: - The action plan for each affected district in place at the time of transition, which makes note of any response actions that are incomplete; - The type and status of all assigned resources; - Actions taken to finalise the calculation of emergency expenditure	Lead	Support
Prepare for the Transition Briefing	Lead	Support
Combine impact assessments from response into categories: social, economic, rural, natural and built environments	Lead	-
Include the Group Recovery Manager in critical response briefings	Lead	Participate
Ensures the Group Controller is aware of recovery requirements and tasks prior to transition	-	**Lead**
Works with the PIM to prepare Communications Plan for recovery	Support	**Lead**
Prepares a Recovery Action Plan (RAP) prior to transition	-	**Lead**
Initiates key recovery arrangements during the response phase	Support	**Lead**
Begins to address the impacts from the emergency and puts in place inter-agency processes, meetings and reporting arrangements to ensure recovery needs are met and coordinated	Support	**Lead**

Table 4.2.1: Transition to recovery actions and responsibilities

4.2.2 Response Transition Report

Prior to the termination of the civil defence emergency (or the end of response activities if no declaration has been made) the Controller(s) will prepare a response transition report (see Appendix 4) for the Recovery Manager outlining:

- The response actions in place at the time of transition, noting actions that are incomplete;
- The type and status of all assigned resources;
- Actions taken to finalise the calculation of emergency expenditure;
- A summary of the type and extent of damage in the district at the time of transition – categorised as social, economic, built, rural and natural environments.

The report will contain a summary of the type and extent of damage in the district at the time of transition. It will note specifically any areas or situations with the potential for a re-escalation to a state of civil defence emergency as well as a summary of the condition of the various aspects of the community and environment affected by the emergency and their inter-relationships under the following headings[12]:

Social Environment:

- Estimates of numbers of directly and, where possible, indirectly affected individuals, the nature of the impact on them and estimates of future needs;
- The current nature, capability and location of welfare agency resources deployed.

Built Environment:

- An outline of roads and infrastructure that remain affected by the emergency;
- Assessment of infrastructure restoration priorities;
- Evaluation of the rural impact – the information available to districts may not be instantly available. It is recommended that an outline of estimated impacts and recovery needs is provided, with more detail and accuracy as information is collected and analysed.

Economic Environment:

- A summary of information currently available and some strategic analysis and direction for economic recovery. It is unlikely that districts will have the economic impact information immediately available.

Natural Environment:

- Land use changes, the implications for businesses short to long-term, use of land and/or amenities;
- Pressing and urgent environmental issues including disaster waste management, contamination, and any specific flora/fauna impacts.

4.2.3 Preparation of a Recovery Action Plan (RAP)

Prior to the formal transfer of coordination and accountability the Recovery Manager will prepare a Recovery Action Plan (see template in Appendix 5). This plan will include all actions to be taken to assist the recovery effort and should be prepared in consultation with key response personnel and agencies.

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[12] Refer to Recovery Guidelines, p. 24.

4.2.4 Transition Briefing

The Recovery Manager (or designate) may chair the transition briefing. The transition briefing is formally conducted and minuted. At the conclusion of the briefing the Controller will formally hand coordination and accountability for recovery related issues to the Recovery Manager.

The briefing structure is best pre-planned and attendees may include all key incident management and local recovery team members as well as key EOC management staff.

The briefing should cover:

- Actions currently being undertaken in the respective areas – including status, issues, key personnel responsible etc; and
- Plans and proposals for continuing and future activities during the recovery phase, including roles, responsibilities, reporting channels etc.

4.2.5 Communication

A media briefing and press release is to be organised for immediately after the transition briefing. This briefing would be presented by both the Controller and the Recovery Manager.

The purpose of the briefing/release is to outline:

- The positive aspects of the emergency response;
- The scope and priorities for recovery activities over the short, medium and longer term;
- Re-enforce key messages to target audiences (especially the public);
- Provide the media with the key contacts for the recovery team.

A detailed plan should be put together regarding recovery communications. Communication to the public is vital to the success of the recovery effort and a lot of emphasis should be put on ensuring the Communications team is adequately resourced to provide the level of service required.

A public information officer will be assigned to the recovery team and will arrange all media briefings, press releases and VIP visits.

5   Actions during Recovery

Unlike response activities recovery is not directed by legislation and relies predominately on the collaboration of the task group agencies and stakeholders involved. Recovery often lasts many times longer than the response phase, involves a far greater level of planning and management and is a very complex process. Recovery arrangements must be flexible enough to allow for rapid adjustment specific to the nature and duration of the event. Recovery managers are expected to activate recovery using some or all of the Group recovery structure (Figure 2.2.1), adapting the structure to suit the characteristics of the event.

The following Figure 5.1.1 outlines the responsibilities and key tasks required to ensure that recovery management occurs effectively, efficiently and in a coordinated manner.

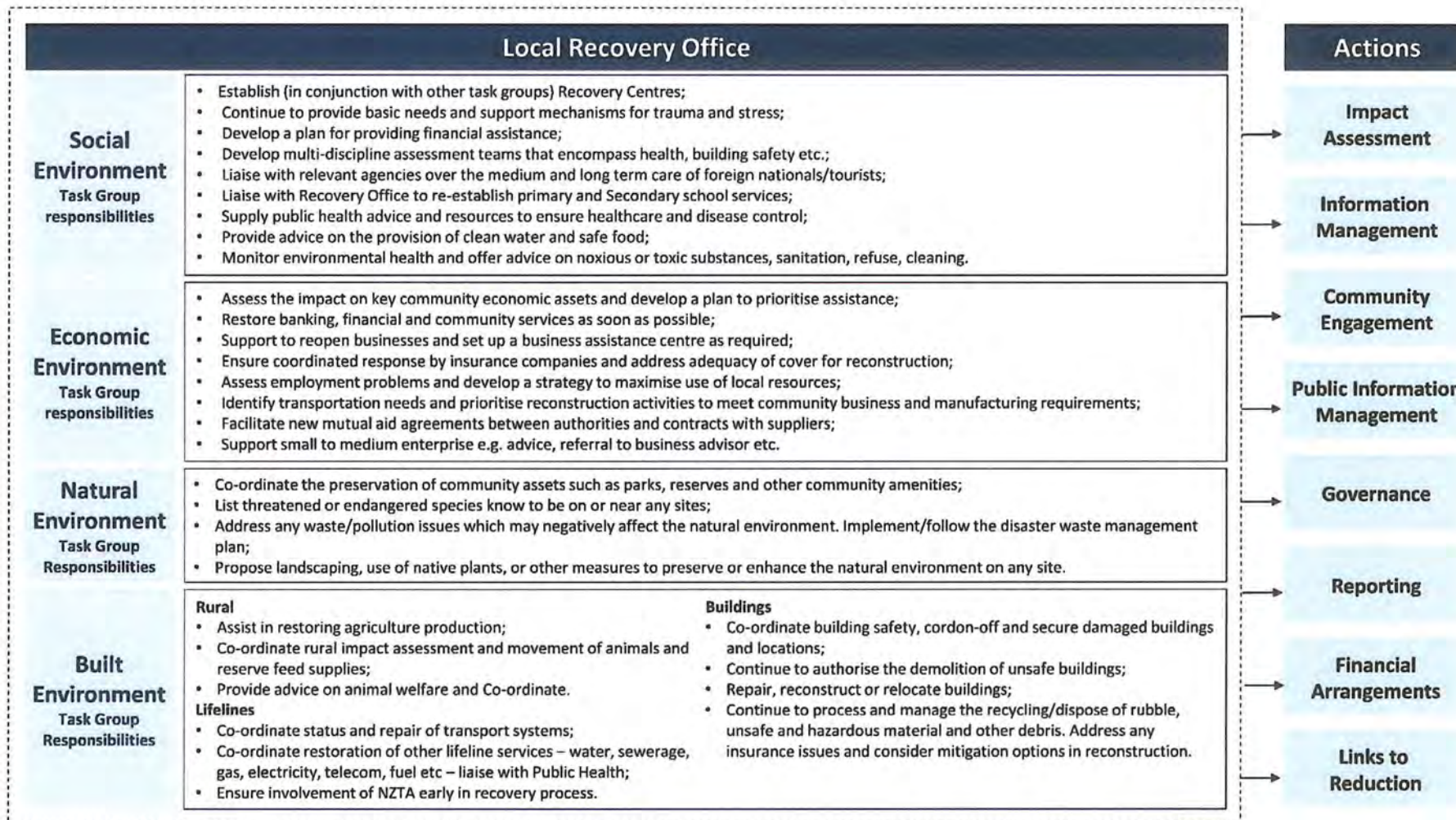## 5.1   Task Group and Recovery Office Responsibilities

Local Recovery Office	Actions
Social Environment **Task Group responsibilities** • Establish (in conjunction with other task groups) Recovery Centres; • Continue to provide basic needs and support mechanisms for trauma and stress; • Develop a plan for providing financial assistance; • Develop multi-discipline assessment teams that encompass health, building safety etc.; • Liaise with relevant agencies over the medium and long term care of foreign nationals/tourists; • Liaise with Recovery Office to re-establish primary and Secondary school services; • Supply public health advice and resources to ensure healthcare and disease control; • Provide advice on the provision of clean water and safe food; • Monitor environmental health and offer advice on noxious or toxic substances, sanitation, refuse, cleaning.	**Impact Assessment** **Information Management**
Economic Environment **Task Group responsibilities** • Assess the impact on key community economic assets and develop a plan to prioritise assistance; • Restore banking, financial and community services as soon as possible; • Support to reopen businesses and set up a business assistance centre as required; • Ensure coordinated response by insurance companies and address adequacy of cover for reconstruction; • Assess employment problems and develop a strategy to maximise use of local resources; • Identify transportation needs and prioritise reconstruction activities to meet community business and manufacturing requirements; • Facilitate new mutual aid agreements between authorities and contracts with suppliers; • Support small to medium enterprise e.g. advice, referral to business advisor etc.	**Community Engagement** **Public Information Management**
Natural Environment **Task Group Responsibilities** • Co-ordinate the preservation of community assets such as parks, reserves and other community amenities; • List threatened or endangered species know to be on or near any sites; • Address any waste/pollution issues which may negatively affect the natural environment. Implement/follow the disaster waste management plan; • Propose landscaping, use of native plants, or other measures to preserve or enhance the natural environment on any site.	**Governance** **Reporting**
Built Environment **Task Group Responsibilities** **Rural** • Assist in restoring agriculture production; • Co-ordinate rural impact assessment and movement of animals and reserve feed supplies; • Provide advice on animal welfare and Co-ordinate. **Lifelines** • Co-ordinate status and repair of transport systems; • Co-ordinate restoration of other lifeline services – water, sewerage, gas, electricity, telecom, fuel etc – liaise with Public Health; • Ensure involvement of NZTA early in recovery process. **Buildings** • Co-ordinate building safety, cordon-off and secure damaged buildings and locations; • Continue to authorise the demolition of unsafe buildings; • Repair, reconstruct or relocate buildings; • Continue to process and manage the recycling/dispose of rubble, unsafe and hazardous material and other debris. Address any insurance issues and consider mitigation options in reconstruction.	**Financial Arrangements** **Links to Reduction**

Figure 5.1.1: Responsibilities of task groups which leads to the completion of recovery actions

ATTACHMENT A

The following sections cover the eight separate areas of recovery action and activity.

5.2   Impact and Needs Assessments

During the response phase the local Controller will conduct impact assessments to determine the level of impact upon the community, physical infrastructure and the environment. This process assists in the development of action plans. The impact assessments will be regularly updated to ensure that response activities are maintained to a sufficient level where required. There are well established processes for undertaking various types of impact assessments. This is covered within Appendix 7.

During recovery, impact assessments will continue to be conducted to ensure the targeting of recovery initiatives and effective prioritisation of resources in affected communities.

Impact assessments must:

- Be clearly documented (transparent) – so that procedures can be followed easily;
- Be consistent and standardised across the affected area(s);
- Be replicable – this enable the assessments to be checked and verified if needed;
- Include a basis of economic principles, so that assessed economic losses can accurately represent the real economic losses to the community.
- Have common measuring tools and standards;
- Allow for comparisons of impact, between pre-event and at various times through the response and recovery phases;
- Assess (and at minimum describe) both direct and indirect losses, and tangible and intangible losses.

The requirements for impact assessments are both immediate during the response phase and ongoing during the recovery phase. Generally, the level of detail and requirements for impact assessments change from the response phase to recovery phase as follows:

- **Response:** focussed on rapid assessment of impacts, preservation of life, and immediate welfare and infrastructure needs.
- **Recovery:** focussed on detailed assessment of needs including short-term and medium-term social and infrastructure needs, and long-term economic and risk reduction needs.

5.2.1   Responsibilities

Recovery managers are expected to keep up-to-date with impact assessments during the response phase, and provide guidance on management of impact assessments for recovery. Controllers are expected to lead the rapid impact assessment process as a part of response, while liaising with the Recovery Manager on long-term requirements.

The agencies or roles involved in providing information for impact assessments will be those present in the task groups relevant to the event.

5.2.2   Detailed Impact Assessments

Detailed impact assessments will be required early in the recovery phase for significant events, and will be required throughout the course of recovery for all events. It is recommended that a *survey approach* per the Directors Guidelines for Recovery Management be used as the preferred method. This approach should integrate an assessment of impact as well as need (refer 5.2.3).

There are two categories of impact/loss to be assessed:

1. **Direct losses:** Any losses resulting from direct impacts of the hazard e.g. flood damage, quake damage to buildings, infrastructure etc.
2. **Indirect losses:** Losses resulting from the event, but not as a direct impact e.g. transport disruptions, business loss that cannot be recovered.

In both loss categories there are two clear sub-categories of loss:

1. **Tangible losses:** Any losses that have a monetary value, such as buildings, livestock, infrastructure, loss of income etc.
2. **Intangible losses:** Any losses that cannot be replaced e.g. lives and injuries, heritage items etc.

5.2.3   Needs Assessments (Surveys)

Where possible impact assessments (making judgements from visual checks, such as whether a house may be safely reoccupied) should be combined with needs assessments (which involve interviewing affected residents). To cover both in a single visit to inform recovery management requires careful management and coordination (see Appendix 6 for an example of a Recovery Needs Assessment and Support Survey).

A large amount of data will have been gathered from the community during the response phase, through building and infrastructure inspection or welfare registration and needs assessments. These assessments will be ongoing at periodic internals through recovery.

Needs assessments / surveys can be used to assist the short-term recovery by:

- Determining numbers, locations, circumstances and ethnicity of displaced and/or injured people;
- Assessing the safety and sanitation of buildings / areas for continued occupation and use;
- Assessing the state of lifeline utilities;
- Assessing the need for temporary works, such as shoring or temporary securing of property;
- Protecting property from unnecessary demolition.

Surveys can also contribute to the longer-term recovery by:

- Defining personal and community needs;
- Determining the aid and resources required for permanent recovery to occur;
- Assisting with an estimation of the total cost of damage from the event;
- Acquiring engineering, scientific and insurance data to inform any future mitigation work.

A more detailed outline of the needs assessment process can be found in Appendix 6.

5.3   Information Management

Information management is necessary to enable an accurate understanding of recovery issues and requirements, permanent storage and retrieval capability for information, facilitation of effective decision-making, and provision of recovery information for communities. There may be a need for web-based recovery systems / information portals that can be used to liaise with key stakeholders and provide a community-friendly interface. This type of system was used with considerable success in Canterbury. Refer also to Section 5.5.

5.4   Community Engagement

Where decisions are to be made regarding affected areas those affected should be the first to learn of those considerations and be given the opportunity to voice any concerns and be part of the decision making process. Local Recovery Managers are expected to provide the front-face of

community engagement, since the capability and capacity of recovery is founded at the local level. The success of community engagement will depend upon the pre-existing relationships with communities (as outlined in section 3.3). Experience from Waimakariri District Council shows that strong community development programmes and linkages prior to CDEM events and recovery processes enable a more efficient and effective recovery process.

5.4.1   Responsibilities

The Local Recovery Manager should:

- Utilise existing community contacts and processes to the maximum extent possible to facilitate recovery activities;
- Provide "one-stop shops" information hubs for advice, information and assistance during the recovery period;
- Ensure that all parts of the community are considered and engaged with in suitably appropriate ways (refer to section 3.3).

5.5   Public Information Management (PIM)

Public information is a critical area during the recovery effort. Effective communication with communities will help to build confidence in the ability of the council(s) to lead the recovery, which in turn will give communities the confidence to invest in their own recovery.

Public information in the recovery phase focusses on informing the public of plans for regeneration of areas affected by a disaster and should encourage people in those areas and the wider community to participate in the process.

Every task group agency involved in the recovery process must ensure that there is a common message to the community and that confusion is minimised to the public to reduce stress. It is important that there is agreement from all agencies or spokespersons for the recovery and the areas they are responsible for.

This can be achieved through a variety of engagement methods like those outlined in Figure 3.3.3.

Approaches to public information management are outlined in both Local and Group plans and Standard Operating Procedures.

5.5.1   Responsibilities

The recovery arrangements for PIM within the Bay of Plenty CDEM Group are outlined within the Bay of Plenty CDEM Group PIM Plan. In general, the plan provides for the:

- Principles for PIM support for recovery at both Group and Local levels;
- Roles and responsibilities for PIM during recovery;
- Recovery information priorities;

5.5.2   Involvement of Elected Representatives

Local and national politicians can play an important role in assisting with the provision of information to the public. This will normally be done through the Mayor, or the council representative for the affected area, but in larger events may include representatives of the government. It is essential that any politicians are briefed on the recovery plan to ensure that key and important messages are conveyed correctly to the community.

Elected representatives can play an important role in the recovery by leading and reassuring the community through:

- Key decision making;
- Acting as the public face;
- Staying in touch with affected communities;
- Reporting information from community members to the Recovery Manager and team;
- Dispelling and reducing confusion;
- Working together as a council to ensure the communities' priorities are addressed.

5.6 Governance

Governance refers to the arrangements for decision-making during recovery. The impact on communities in the event of an emergency sometimes reaches a level where central government assistance is required. Where the Minister of Civil Defence and Emergency Management concludes that that a CDEM Group is likely to be unable to ensure the effective carrying out of recovery activities in its area, a **Recovery Coordinator** may be appointed under Section 29 of the Act. The Recovery Coordinator is responsible to and funded by the Director of CDEM.

The prime function of the Recovery Coordinator is to co-ordinate the work of agencies at the area of the emergency and to ensure that central governments assistance and actions are properly coordinated. Where this is the case, local responsibility remains and the Bay of Plenty Group Recovery Manager will work in conjunction with the appointed Recovery Coordinator. When the appointment of the Recovery Coordinator is terminated, the Recovery Manager will continue their role to ensure that the coordination of recovery activities continues to ensure that they are completed.

Section 33 of the Guide to the National CDEM Plan should be referenced for all matters regarding Government assistance.

5.6.1 Avenues for Assistance

Most central government involvement and assistance during the recovery phase of an emergency is delivered through a variety of established government agency functions such as WINZ, Child Youth and Family, DHBs and Housing NZ.

Central Government recovery assistance is accessed through the MCDEM and may include:

- Transitional feeding, housing and welfare assistance for affected people where this assistance is not available through other sources and agencies;
- Transportation assistance if further evacuation becomes necessary;
- Restoration of those services and facilities that are central government's responsibility to provide such as schools, highways and hospitals;
- Assistance in the assessment and appropriate restoration of those critical services and facilities which are the responsibility of other agencies to provide, but for which commercial insurance cannot be obtained, or where the responsible agency cannot affect restoration within an appropriate timeframe;
- Additional expertise to assist in detailed assessment of damage, the establishment of procedures and any necessary support to expedite insurance claims and damage repair;
- "One Stop Shops" or "Mobile Task Forces" to provide information and services for such areas as emergency housing, tax policies, and emergency welfare payments. This may be particularly useful for more isolated areas;

- Subsidised work schemes, such as Ministry of Social Developments' "Task Force Green[13]", for clean-up operations. The schemes may, for example, primarily focus on providing manual labour to assist in restoring land and assets to productive use;
- Specific targeted funding for recovery actions.

5.7   Reporting

Reporting during local recovery activities will be required to ensure that accountability and transparency in the recovery process is maintained. Reporting will assist the Local Recovery Manager to justify expenditure and actions taken during the recovery effort.

Reporting during the recovery effort may be done in several ways:

- Situation reports (SITREPS) distributed regularly to key stakeholders;
- Regular communication with the Group Recovery Manager;
- Reporting to Council and committees – including elected members and senior staff;
- Regular press releases on the recovery effort.

5.7.1   Responsibilities

Recovery Managers will ensure that regular reporting is undertaken during recovery activation by:

- Defining the types of reports required for the event;
- Ensuring that reporting is based on reporting templates used during the response – such as SITREPs, and that reporting utilises CDEM reporting templates adapted for the recovery event;
- Developing a reporting timetable;
- Ensuring that regular finance reports are completed; and
- Ensuring that at minimum, the task groups report on the following[14]:

Social Environment
- Safety and wellbeing
- Health
- Welfare

Economic Environment
- Individual needs (microeconomic level)
- Firms
- Infrastructure
- Central government (macroeconomic level)

Built Environment
- Residential
- Commercial/industrial
- Public buildings and assets
- Lifeline utilities
- Rural environment

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13 For more information refer to https://www.workandincome.govt.nz/providers/responding-to-an-emergency/enhanced-taskforce-green.html
14 Adapted from MCDEM guidelines, p. 39

Natural Environment

- – Amenity value
- – Waste and pollution management - including alignment with Disaster Waste Management Plans
- – Biodiversity and ecosystems
- – Natural resources

5.8 Financial Arrangements and Resourcing

All costs related to the recovery will be borne by the affected TAs. This includes staffing of the recovery offices and resources required to ensure an efficient recovery of the affected area. Resources should be clearly tracked to ensure that they are effectively used to enable the swiftest possible recovery from the event.

Other assistance for resources may be sought through the Group Recovery Management Office, who will liaise with neighbouring regions and central government agencies to provide additional resources as required.

Funding for the recovery may come to TAs from a number of different sources:

- Existing (reassigned/reprioritised) budgets;
- Savings and reserves;
- Insurance payments;
- Credit facilities;
- Loans or debt funding;
- Central government financial assistance (received through recovery claims process);
- Central government grants;
- Domestic and foreign aid.

Refer also Section 3.8.2.

5.9 Links to Reduction

When a community is recovering from a disaster there are unique opportunities to reduce the risks from future events. For example, if buildings have been destroyed, opportunities exist to avoid building in the hazard-prone area, or to build in a way that better addresses the relevant risks. Similarly, if a community has suffered significant losses because of economic or social factors (such as a lack of insurance), assistance can include incentives to address their vulnerabilities[15].

Experience from the Christchurch earthquake recovery shows that in significant events, links to reduction are of high importance in securing both Government support and future insurance coverage.

5.9.1 Responsibilities

Local Recovery Managers are expected to:

- Lead the interaction between stakeholders in reduction initiatives during recovery;
- Facilitate risk assessments and development of risk reduction options;
- Co-ordinate support for reduction activities – including leadership of interaction between the TA and key stakeholders in reduction.

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[15] MCDEM recovery Guidelines, p. 5.

6 Exit from Recovery

Towards the end of the recovery phase, Councils and the community will be advised of the proposed ending of the CDEM recovery phase. That advice will include a detailed report from the Group or Local Recovery Manager to the relevant Council Chief Executives, CEG and the Minister of Civil Defence Emergency Management. It is important to note that although the recovery phase of a CDEM event may end, actual physical and psychosocial reconstruction may continue for a considerable period of time. Following the development and implementation of an Exit Strategy it is essential to conduct a formal debrief and review.

6.1 Exit Strategy

The recovery phase of an emergency must have an end, and withdrawal of formal recovery structures from the impacted community must be planned and staged carefully through the development of an Exit Strategy. An Exit Strategy is a systematic plan to achieve co-ordinated withdrawal from a formal recovery process. It is developed to ensure a smooth transition from the end of the formal recovery phase to "business as usual" – where normal social and economic activity resumes.

The recovery structures and activities established will need to be wound down and responsibility for longer term recovery handed back to the community once normal economic and social activity can resume. Developing an Exit Strategy will ensure handover back to the community is undertaken and communicated well.

The Plan includes arrangements for completing outstanding tasks. Withdrawal of formal recovery assistance requires a handover of the activities to agencies who normally have lead responsibility for the required services.

Components of an Exit Strategy defined in the Guide to the National CDEM Plan include:

- Assistance over the longer term;
- A transition to business-as-usual so as to manage long-term recovery;
- Planning and reporting over the long term;
- Management of public information and communications;
- Opportunities and mechanisms for communities to discuss unresolved issues and to continue to participate in their recovery;
- Changes to organisational arrangements including reassessing the need for task groups;
- Process for debriefing and ongoing reviews.

6.1.1 Responsibilities

The Exit Strategy should outline the handover of responsibilities for the following:

- Local Recovery Manager;
- Recovery Office (administration);
- Task groups and sub-groups; and
- Public information, communications and planning and reporting[16] .

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[16] Refer MCDEM Recovery Guidelines, Part 9, p. 53.

The Exit Strategy should contain the following information[17]:

Who: The Exit Strategy should identify which agencies are responsible for the ongoing management of long term recovery and the structure that will be used to ensure this happens. Community participation is essential in the on-going long-term management.

Why: To ensure businesses and residents resume control of their own return to normalcy.

When: The Exit Strategy should be developed as soon as possible. Withdrawal must be planned into every task and action. Long-term recovery measures may require a project process to ensure they are delivered as planned, but monitoring of these should be built into everyday organisational governance arrangements that assume responsibility from the outset. If possible, activities that are likely to continue well into to longer term should be incorporated into the Territorial Authority's business-as-usual activities as soon as practicable.

Where/How: The Exit Strategy should be developed with community in a consultative process. The community needs to know and support any reduction in the levels of support and must participate in these decisions.

What: The Exit Strategy should cover:

- Key achievements of the recovery unit;
- Ongoing issues within the community;
- Specific handover arrangements, including governance, roles and responsibilities.
- Communications plans;
- Key priorities, ongoing activities and estimates timelines.

6.2 Debrief

The aim of debriefing and review is for recovery staff and stakeholders to communicate their experiences of the recovery process, so that lessons can be identified. Recovery plans and arrangements can then be modified to reflect lessons identified and best practice, and therefore improve the organisation's ability to respond in future recovery situations.

6.2.1 Responsibilities

Pre-event planning is required to ensure that debriefing and review is undertaken. Post-event activity will include the preparation of reports, undertaking organisational debriefs and reviewing plans and arrangements. It is also important post-event to ensure staff feel supported and valued as they contribute to the response and/or recovery activities. As well as providing organisational debriefing opportunities for the agencies involved, community needs for debriefing should also be considered. This may take the form of public meetings, focus groups or other community meetings to discuss what lessons community members have identified from the recovery process.

Debriefing and review should be completed in accordance with the MCDEM Organisation Debriefing Guidelines (2005). It is anticipated that the primary forms of debriefs required will be multi-agency and community, due to the number of agencies and people involved in the recovery process.

Recovery managers should ensure that:

- Following recovery, appropriate organisational debriefs are held that include all agencies involved;
- A full review of plans and arrangements is undertaken following debriefing and review.

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[17] Refer MCDEM Recovery Guidelines, Part 9, p. 53.

Appendix 1: Appointment of Recovery Manager

The Guide to the National Civil Defence Emergency Management Plan sets out the expectation that Local Recovery Managers are appointed to coordinate the recovery activities within their areas.

The Recovery Manager is appointed to the position by the local authority and shall have the skills and relevant experience to manage the recovery from a major emergency, whether declared or undeclared. Recovery Manager appointments provide for the leadership and coordination of recovery throughout the TCC and WBOP area.

The TCC and WBOP must have a Local Recovery Manager appointed as a minimum and should appoint one or more Alternate Local Recovery Managers.

The Recovery Manager will be appointed in line with the Recovery Manager Competency Framework Role Map and will be appointed at a level within their respective authorities where they have the ability to develop and maintain strategic relationships, and an ability to influence decision-making within Council.

Expectations

The fundamental expectations for Recovery Managers are that:

They will be appointed in line with the Recovery Manager Competency Framework Role Map. This means that Recovery Managers will:

- Demonstrate the essential attributes of Recovery Managers as follows:
    - Demonstrates empathy, and willingness to understand and respect others' needs;
    - Is respectful of cultural diversity;
    - Demonstrates ability to achieve team buy-in to the development of plans and procedures;
    - Is reliable and able to be depended on;
    - Supports colleagues, and is collaborative;
    - Demonstrates professionalism, and fosters professional behaviour in others;
    - Demonstrates the ability to see own role in relation to the wider operational context;
    - Demonstrates ability to establish credibility and gain confidence;
    - Demonstrates ability to manage own wellbeing in a pressured environment;
    - Is solutions-focused when problem solving;
    - Preferably demonstrate a combination of the desirable attributes of Recovery Managers; and
    - Understand and demonstrate the skills and knowledge of the eight key competency areas, and the statements common to all key areas.
- Local Recovery Managers will be appointed at a level within their respective authorities where they have the ability to develop and maintain strategic relationships, and an ability to influence decision-making within Council;
- Ensure relationships are built within Council and other key external stakeholder organisations / businesses that will assist in recovery efforts;
- Ensure Council has a recovery plan and that the arrangements relating to the plan are in place with relevant agencies, organisations, groups, businesses and in house teams;
- Base recovery team identified and understand their roles;

- Recovery arrangements within the authority are regularly maintained, updated and issues are addressed, solutions defined and implemented;
- Recovery arrangements are regularly tested / exercised;
- Participate in Group recovery activities, meetings and exercises;
- Work with the Group Recovery Manager to develop and maintain arrangements in preparedness for a recovery operation;
- Agree with the lead Local Controller some criteria that can be used to assist defining transition from response to recovery activities;
- Input to council and regional projects where measures can be put in place to aid recovery efforts or avoid impacts of potential hazards;
- Where appropriate recovery planning informs reduction objective setting;
- Input to council and regional projects where measures can be put in place to aid recovery efforts or avoid impacts of potential hazards.

Appendix 2: Task Group Responsibilities

Social Task Group Responsibilities

- Continue to provide basic needs such as shelter (temporary, medium and long-term housing), food and non-food items such as clothing, bedding, medication etc. Assess and deploy resources as required;
- Develop a plan for providing financial assistance. Assess financial needs and establish grants, relief funds, emergency payments etc;
- Develop multi-discipline assessment teams that encompass health, building safety etc. to avoid excessive or unwanted services (home visits/surveys etc.) and co-ordinate their deployment;
- Activate mechanisms to liaise with community leaders;
- Provide support mechanisms to deal with trauma and stress;
- Provide interpreters to deal with any language difficulties;
- Be aware of cultural implications for various groups;
- Establish (in conjunction with other task groups) Recovery Centres;
- Liaise with Recovery Office to re-establish primary and Secondary school services;
- Ensure provision of healthcare;
- Supply public health advice and resources;
- Provide advice on the provision of clean water and safe food;
- Monitor environmental health – safety, air and water pollution issues;
- Provide disease control;
- Offer advice on noxious or toxic substances, sanitation, refuse, cleaning and develop a plan to address these;
- Collate information from inspection teams and provide clearance for reoccupation and reuse of buildings;
- Liaise with relevant agencies over the medium and long term care of foreign nationals/tourists.

Economic Task Group Responsibilities

- Assess the impact on key community economic assets (large employers) and develop a plan to prioritise assistance including essential services;
- Restore banking and financial services as soon as possible;
- Reopen businesses and restore community services;
- Set up a business assistance centre as required;
- Assess employment problems;
- Establish a communication strategy to support local businesses that remain open;
- Work with the insurance sector to ensure coordinated response by insurance companies and address adequacy of cover for reconstruction;
- Develop a fast track insurance processing system and address insurance issues;

- Liaise with the Recovery Office to develop a strategy to maximise use of local resources during reconstruction;
- Identify transportation needs and prioritise reconstruction activities to meet community business and manufacturing continuance requirements;
- Facilitate, where required, new mutual aid agreements between authorities and contracts with suppliers;
- Support small to medium enterprise e.g. advice, referral to business advisor etc.

Built Task Group Responsibilities

Buildings Subtask Group

- Co-ordinate building safety inspection in conjunction with Public Health;
- Continue to secure damaged buildings and locations – cordon off damaged structures and areas not completed during response;
- Continue to authorise the demolition of unsafe buildings as required;
- Repair, reconstruct or relocate buildings. Enable fast track consenting processes and ensure sufficient supply of materials, skilled labour etc;
- Continue to dispose of unsafe and hazardous material;
- Continue to process and dispose of rubble and other debris. Arrange transportation and disposal, along with recycling, where possible
- Address any insurance issues;
- Consider mitigation options in reconstruction.

Rural Farmland Subtask Group

- Restore agriculture production;
- Reserve feed supplies unavailable locally – co-ordination of recovery experts may be required;
- Provide technical assistance;
- Co-ordinate rural impact assessment;
- Provide advice on animal welfare;
- Co-ordinate movement of animals and feed;
- Liaise with all stakeholders;
- Provide Social Environment Task Group with information on the wellbeing of the rural community;

Lifeline Utilities Subtask Group

- Co-ordinate status and repair of transport systems – road/bridges;
- Co-ordinate restoration of other lifeline services – water, sewerage, gas, electricity – liaise with Public Health;
- Ensure involvement of NZTA/Transfund early in recovery process. They should become actively involved with the recovery of the roading network within days of the emergency occurring;
- Consider appointing a Sub-task Group Chair who has experience in roading management, or an appreciation of the key issues.

Natural Environment Task Group Responsibilities

- Address the difficult task of achieving an appropriate balance between recovering economic activities whilst preserving the natural environment;
- Take into account any future plans for additions, expansion, or further activity related to, or connected with, the areas under consideration;
- Propose landscaping, use of native plants, or other measures to preserve or enhance the natural environment on any site;
- List threatened or endangered species know to be on or near any sites;
- Address any waste/pollution issues which may negatively affect the natural environment;
- Co-ordinate the preservation of community assets such as parks, reserves and other community amenities.

Appendix 3: Task Group Contacts

Social Environment Task Group

Organisation	Name	Position	Contact details
Emergency Management Welfare (Lead)		Emergency Management Welfare	
Child, Youth & Family	Gillian Robertson	Care & Protection Co-ordinator	gillian.robertson016@cyf.govt.nz 029 650 0288
Salvation Army	Major John Fitness		John_fitness@nzf.salvationarmy.org 027 239 2573
Housing New Zealand	Teresa Pou		Teresa.pou@hnzc.co.nz 021 495 076
Work & Income	Barbara Rutherford	Service Centre Manager	Barbara.rutherford001@msd.govt.nz 029 200 3907
ACC	Deb DuVall		deb.duvall@bopdhb.govt.nz 075798000
District Health Board	Tim Slow	Chair, Bay of Plenty District Health Board	Tim.Slow@bopdhb.govt.nz
Ministry of Education	Dawid De Villiers	Manager Learning Support	Tauranga Office 07 571 7800 132 First Ave, Tauranga PO Box 15564, Tauranga enquiries.bop-waiariki@education.govt.nz

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Te Puni Kokiri	Rachel Jones	Regional Manager, Waikato-Waiariki	tpk.tauranga@tpk.govt.nz 07 577 6254
Environmental Health Officer	Alison Curtis	Compliance and Monitoring Manager, Western Bay of Plenty District Council	alison.curtis@westernbay.govt.nz 07 579 6710, 027 8094566
Insurance Council			icnz@icnz.org.nz
Building Inspector	Chris Nicholson	Manager: Building Services, Western Bay of Plenty District Council	chris.nicholson@westernbay.govt.nz 07 579 6540, 027 406 4744
Health Protection Officer	Phil Shoemack	Medical Officer of Health, Te Toi Ora	phil.shoemack@bopdhb.govt.nz 0800 221 55
Representative from Iwi/Māori Engagement Subtask Group	Chris Nepia Petera Tapsell	Maori Relationships and Engagement Advisor, Western Bay of Plenty District Council Workforce Development and Cultural Advisor, Western Bay of Plenty District Council	chris.nepia@westernbay.govt.nz 07 579 6623 petera.tapsell@westernbay.govt.nz 07 579 6724

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Economic Environment Task Group

Organisation	Name	Position	Contact details
Priority One (Lead)	Nigel Tutt	Chief Executive	Nigel@priorityone.co.nz; 07 571 1401
Work & Income	Barbara Rutherford	Service Centre Manager	Barbara.rutherford001@msd.govt.nz 029 200 3907
Inland Revenue Department	Denise Balloch		Regional House 0800 775 247
BOP Lifelines	Steven Campbell	Emergency Management Co-ordinator – Lifelines and Operations	Steven.campbell@boprc.govt.nz 0800 884 881 Ext 8334
Department of Labour			info@mbie.govt.nz
Federated Farmers	Rick Powdrell	Bay of Plenty Provincial President	rpowdrell@fedfarm.org.nz 07 573 7481, 027 489 4075
Representative from affected iwi and hapū	Chris Nepia Petera Tapsell	Maori Relationships and Engagement Advisor, Western Bay of Plenty District Council Workforce Development and Cultural Advisor, Western Bay of Plenty District Council	Chris.nepia@westernbay.govt.nz 07 579 6623 Petera.tapsell@westernbay.govt.nz 07 579 6724
Bankers Association - local representative	Kirk Hope	Chief Executive	nzba@nzba.org.nz 04 802 3358
Insurance Council			icnz@icnz.org.nz;
Chamber of Commerce	Stan Gregec	Interim Chief Executive	Stan@tauranga.org.nz ; 07 577 8956
Employer and Manufacturers Association	Karen Long	BOP Regional Contact	karen.long@ema.co.nz 027 485 4003
Business NZ			info@businessnz.org.nz; 04 496 6555
Certified Builders Association	Grant Florence	CEO	0800 237843 or 07 9277720
Registered Master Builders	Colleen Walker	Branch Manager Midlands	0800 762643 or 0272 722305
Te Puke Economic Development Group	Mark Boyle		markrboyle@me.com 07 573 6772, 027 573 6772
KatchKatikati	Jacqui Knight		jacqui@katchkatikati.org.nz 027 242 2005

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Built Environment Task Group

Organisation	Name	Position	Contact details
Manager(s) for Consent and Compliance (Lead)	Chris Watt	Environmental Consents Manager, Western Bay of Plenty District Council	Chris.watt@westernbay.govt.nz 07 579 6518, 027 490 3127
	Alison Curtis	Compliance and Monitoring Manager, Western Bay of Plenty District Council	Alison.curtis@westernbay.govt.nz 07 579 6710 027 8094566
Master Builders Association	Bob Bringans	Regional Service Manager – Waikato, Taupo, Tauranga, Rotorua, Whakatane	Bob.bringans@masterbuilder.org.nz 0274 961 050
Building inspector(s)	Chris Nicholson	Building Services Manager, Western Bay of Plenty District Council	chris.nicholson@westernbay.govt.nz 07 579 6540, 027 406 4744
Employers and Manufacturer's Association			0800 300 362
Contractor's Federation	Richard Kettelwell	Chairman, BOP branch	Richard.kettelwell@sharptudhope.co.nz
Property Group		Regional Business Manager – Waikato/BOP/Taranaki	enquiries@propertygroup.co.nz 07 571 8329
Representatives from Social Environment Task Group as appropriate		Emergency Management Welfare	

Natural Environment Task Group

Organisation	Name	Position	Contact details
Manager Parks & Reserves (Lead)	Peter Watson	Reserves and Facilities Manager, Western Bay of Plenty District Council	Peter.watson@westernbay.govt.nz 07 579 6680, 027 490 2543
Department of Conservation	Mark Cleaver	Tauranga Area Manager	Tauranga Office taurangainfo@doc.govt.nz 07 578 7677
Bay of Plenty Regional Council Pollution and Environment Officers			0800 884 880
WBOPDC Pollution Prevention staff	Glenn Ayo	Community Relationship Advisor, Western Bay of Plenty District Council	Glenn.ayo@westernbay.govt.nz 07 579 6508, 027 273 0235
Representative from Ministry of Primary Industries and Fisheries			Tauranga District Office 07 571 2820
Representative from affected iwi and hapū	Chris Nepia Petera Tapsell	Maori Relationships and Engagement Advisor, Western Bay of Plenty District Council Workforce Development and Cultural Advisor, Western Bay of Plenty District Council	Chris.nepia@westernbay.govt.nz 07 579 6623 Petera.tapsell@westernbay.govt.nz 07 579 6724

Appendix 4: Response Transition Report

Event:	
Response location:	
Report date:	

RESPONSE INCIDENT ACTION PLAN – INCOMPLETE ACTIONS

Action still to be completed	Current status	Likely date for completion

CRITICAL RESOURCES DEPLOYED

Resource type	Location	Status

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EMERGENCY EXPENDITURE

Outstanding expenditure details	Amount still required (estimated)	Date of payment (estimated)

Other expenditure information (claims processes etc.)

SOCIAL ENVIRONMENT

Evacuees – Numbers currently in temporary accommodation			
Area evacuated	Number evacuated (Estimated)	Number in temporary accommodation	Current and future needs

Indirectly affected persons

Area affected	Number affected (estimated)	Type of affect	Current and future needs

Status and location of welfare resources (Agency staff, equipment etc.)

Resource type	Location	Status

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BUILT ENVIRONMENT

Roading status (including bridges)		
Road name	**Status**	**Expected repair/opening date/time**

Critical infrastructure status (electricity, water, sewerage etc.)			
Type of infrastructure	**Location**	**Status**	**Expected repair date/time**

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Other (rural status etc.)

ECONOMIC ENVIRONMENT (ANALYSIS, STATUS OF LOCAL ECONOMY ETC.)

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NATURAL ENVIRONMENT (LAND USE CHANGES, AFFECT UPON AMENITIES ETC.)

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Report completed by:	
Date:	
Authorised by (Controller):	
Signed (Controller):	
Date:	

Appendix 5: Recovery Action Plan

Event:		Recovery manager:	
Date of event:		Start date of Recovery Action Plan:	
District:		Recovery Action Plan review date:	

Dates identified for transition from response to recovery activity

Date for transition	Activity	Signed and dated by Controller & Recovery Manager

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Brief Situation Report (Sitrep)

Situation at (date & time)	

Schedule of meetings

Date	Location	Type of meeting	Agencies to attend

Actions outstanding from response phase

Date	Outstanding action	Risks Identified? Yes / No If yes, what risks?	Agency responsible	Completion date

Notes

Key short-term recovery priorities

Date	Recovery Priority	Risks Identified? Yes/No If yes, what risks?	Agency responsible	Completion date

Notes

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Key medium-term priorities

Date	Recovery Priority	Risks Identified? Yes/No If yes, what risks?	Agency responsible	Completion date

Notes

Key long-term priorities

Date	Recovery priority	Risks Identified? Yes/No If yes, what risks?	Agency responsible	Completion date

Notes

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Appendix 6: Recovery Needs Assessment and Survey

Recovery Needs Assessment and Support Survey

This needs assessment is being conducted to gather information about your personal circumstances so we can assist you, provide you with information on particular services, or refer you to organisations who can best assist you with your recovery process.

The survey is designed to gather as much relevant information as possible in one interview to avoid having to repeat some details to a number of interviewers. However, please note that further contact may be necessary.

You are not obliged to provide any or all of the information requested. You should be aware that the information you provide may be passed to other agencies involved in the recovery process.

Please note that completion of this survey does not guarantee your specific needs will be met immediately, however every effort will be made to obtain the assistance you need as quickly as possible.

If, after completing this survey, you need specific assistance not identified on these forms, or you wish to make enquires about the survey, please ring this telephone number: - *07 5777000*.

In terms of the Privacy Act should you wish to access, change or amend any information you have given please ring the above telephone number. You can also contact this agency at:

Tauranga City Council, Willow Street, Tauranga

Interview conducted at

_____

(Place)

_____ _____

(Date)   (Time)

By _____

Interviewer (print name)

Tear this page off and give it to the person being interviewed, along with any information sheets/brochures.

NOTES FOR INTERVIEWER

(Please read before commencing the survey)

Introduce yourself to the person being interviewed.

"Hello, I am [name]; I am here on behalf of the Tauranga City Council/Recovery Group about the recent emergency event(s). I would like to talk with you to see if there is anything we can help you with, or organisations we can refer you to, to assist your recovery."

1	Read through the cover page with the interviewee and complete it. Tear it off and give it to the person being interviewed. It is now their receipt.
2	Provide them with the information sheets/brochure.
3	Start at section one and continue to work through all sections.
4	Texts in grey italic font are prompts for you to note or advise the interviewee on.
5	If the interviewee declines to give information, complete known details and return the form with cover intact.

NOTE: some people may take this opportunity to offload any frustrations. Do not take this personally; it is best to listen and then move on to the next question when possible.

1   Section One: Occupier and Property

1.1   Principal occupier's name(s):

Family name ....   First name (s) ....

1.2   Total number of people normally residing at this property: .... (number)

1.3   Other people normally resident:

Family name ....   First name (s) ....

Family name ....   First name (s) ....

Family name ....   First name (s) ....

Family name ....   First name (s) ....

Family name ....   First name (s) ....

Family name ....   First name (s) ....

(Please provide children's ages)

1.4   Have you registered with Civil Defence by filling in a Red Cross Registration Form?

(Please tick one) (✓)

☐   Yes – Go to Question 1.4a

☐   No – Go to Question 1.5

You may be required to register to access recovery services. Please ask your interviewer to explain the process to you.

1.4a   If yes, what is your registration number? ....

1.4b   Does anyone in your family have a different registration number?

Yes / No (Please circle one)

Please list the other number(s) if you know them: ....

....

1.5   Location of affected property: ....

Address of affected property: ....

Phone No. of affected property: Day: ....   Night: ....

1.5a   What is your rates number/valuation number (if known)? ....

1.5b   Would you like to be considered for rates relief (if available)?

Yes / No (Please circle one)

1.6   Do you own the property?

Yes / No (Please circle one)

If **No** please provide contact details of the owner if you know these.

Name: ....

Address:

Phone No.: Day: ....   Night: ....

1.7   Where are you currently living (please tick one) (✓)

☐   Living at affected property – go to Section Two

☐   Temporary accommodation until we can return to property

☐   Temporary accommodation looking for new permanent accommodation

☐   In new permanent accommodation

1.8   Current addresses and contacts (if not living at affected property)

Address: ....

Phone No.: Day: ....   Night: ....

2   **Section Two: Damage to Dwelling/Contents and Insurance** Was your house damaged? (*Please tick one*) (✓)

☐   Yes – Go to Question 2.2

☐   No – Go to Question 2.3

☐   Don't know as have not yet seen house – Go to Question 2.3

☐   Not damaged but not accessible – Go to Question 2.3

2.1   Please tick the list below to indicate damage that occurred:

(✓)	Nature of damage	Describe damage if relevant
	Water supply not working	
	Sewerage not working	
	Drainage blocked	
	Electricity cut	
	Gas cut	
	Telephone cut	
	Roading access cut or restricted	
	Damage to outbuildings on property	
	Other (please describe)	

2.2a   When was your house damaged?

Date: ....

2.2b   To the best of your knowledge, what caused this damage?

(Please tick one) (✓)

☐   Flood water   ☐   Earthquake

☐   Storm surge   ☐   Hydrothermal activity

☐   Land slide   ☐   Volcanic eruption

☐   Other (please detail) ....

2.2c   Has your house been inspected by the Council (building inspector)?

Yes / No / Don't know (*Please circle one*)

2.2d   Would you like someone to do a check of your house and property to ensure it is safe to move back into?

Yes / No (*Please circle one*)

2.2e   Is your house insured?

(Please tick one) (✓)

☐   Yes – Go to Question 2.2f

☐   No – Go to Question 2.3

☐   I don't own the house – Go to Section 3

☐   I decline to answer this question – Go to Question 2.3

2.2f   Have you lodged an insurance claim?

Yes / No (*Please circle one*)

2.2g   What is the name of your insurance company or agent?

....

2.2h   Has an insurance assessor inspected the property?

Yes / No (*Please circle one*)

2.2   Have you experienced damage to contents in your house? (Please tick one) (✓)

(*Please tick one*) (✓)

☐   Yes – Go to Question 2.3

☐   No – Go to Question 2.4

☐   Don't know as I have not yet seen contents – Go to Section 2.4

2.3a   Are your house contents insured?

(*Please tick one*) (✓)

☐   Yes – Go to Question 2.3b

☐   No – Go to Section 3

☐   I decline to answer this question – Go to Section 2.4

2.3b   What is the name of your insurance company or agent?

....

2.3c   Has an insurance claim been lodged?

Yes / No (*Please circle one*)

2.3d   Has an insurance assessor inspected the damage?

Yes / No (*Please circle one*)

2.4 If the house was damaged as a result of natural landslip, volcanic eruption, hydrothermal activity, tsunami, storm, flood or earthquake have you reported this damage to EQC?

Yes/ No / Question does not apply (*Please circle one*)

3 Section Three: Alternative Accommodation

3.1 Do you need assistance to find alternative accommodation?

(Please tick one) (✓)

☐ Yes – Go to Question 3.1a

☐ No – Go to Section 4

3.1a What kind of accommodation do you require?

(Please tick one) (✓)

☐ Temporary (less than a week)

☐ Short term (1-4 weeks)

☐ Long-term (more than one month – please estimate the number of months)

☐ Permanent

3.1b The accommodation needed is to house:

Adults: .... (number)   Children: .... (number)

3.1c Do you have any special needs for your accommodation i.e. access for wheelchairs, aged? (*Please provide details*):

....

....

3.1d Do you have pets?

Yes / No (*Please circle one*)

If yes, please detail what kind of pet and how many?

....

....

4 Section Four: Health and Welfare

Household

4.1 Do you require any clean-up assistance for your house or property?

(Please tick one) (✓)

☐ Yes – Go to Question 4.2a

☐ No – Go to Question 4.3

☐ Don't know – Go to Section 4.3

4.1a Please provide details of the kind of assistance you would like:

.... Local Authority Recovery Management Plan .... Draft, May 2018

....

....

....

(*If you have answered yes your details will be passed on to the council who are coordinating clean-up services where available*).

4.2   Are you looking after any evacuees at your home? (Please circle one)

(*Please tick one*) (✓)

☐   Yes – Go to Question 4.4a

☐   No – Go to Question 4.5

4.2a   Would you like to receive information from Work & Income about financial support for hosting these evacuees?

Yes / No (*Please circle one*)

Personal

4.3 If you have had contents in your home damaged, would you like to be contacted by agencies that are distributing donated goods?

(Please tick one) (✓)

☐ Yes - Go to Question 4.1a

☐ No - Go to Question 4.2

4.3a What kind of goods do you need? (Please list)

....

....

....

....

....

4.4 Do you have a need for clothing/toiletries or bedding? (Please circle one)

(Please tick one) (✓)

☐ Yes - Go to Question 4.5a

☐ No - Go to Question 4.6

4.4a What kind of these items do you need? (*Please list*)

....

....

....

....

....

4.5 Are there any medications which you or your family use that you are unable to get?

(Please tick one) (✓)

☐ Yes - Go to Question 4.6a

☐ No - Go to Question 4.7

4.6a   If you would like us to help you get medication, please describe the medications in as much detail as possible.

....

....

....

....

....

4.6b   Is a prescription required for these medications?

Yes / No (*Please circle one*)

4.6c   If 'Yes' please provide the name and address of your doctor and pharmacist

....

....

4.7   Would you like to find out about support or counselling services for you or a family member?

Yes / No (*Please circle one*)

4.8   Do you have any iwi affiliation?

Yes / No (*Please circle one*)

If 'Yes' please indicate which iwi you affiliate with: ....

(*This question is included to help you access services that may be provided by iwi affiliate organizations*)

4.9   Do you have any affiliation to any other groups in the community?

Yes / No (*Please circle one*)

If 'Yes' please indicate which groups: ....

....

Domestic animals/pets

4.10   Have you got any domestic animals or pets which are in need of care?

(*Please tick one*) (✓)

☐   Yes - Go to Question 4.9a

☐   No - Go to Section 5

4.10a   What kind of animals are they? (*Please list all your animals*).

....

....

....

4.10b   Where are they located? (*Please provide address/physical location*).

....

....

....

4.10c   What kind of care do they need? (*Please detail*)

....

....

....

5   **Section Five: Financial**

5.1   Do you require any assistance with income support?

         (Please tick one) (✓)

         ☐   Yes - Go to Question 5.1a

         ☐   No - Go to Section 5.2

5.1a   Are you already a client of Work & Income?

         (Please tick one) (✓)

         ☐   Yes - (*Please contact Work and & Income directly*)

         ☐   No – (*Please contact Work & Income through the helpline and they can advise you* on assistance available)

         Note there may be grants available from other sources such as the Red Cross and mayoral relief funds. Applications will need to be filled in for these grants. Please advise those being interviewed about any relief funds that have been established and provide them with application forms if possible.

Documents

5.2   Have you lost, or do you not have access to, any of the following?

Please indicate who in your house has lost these documents.

Document lost or not able to be accessed	Lost (✓)	Cannot access (✓)	Who in your house has lost this document?
Bank books			
Cheque books			
Credit cards			
EFTPOS cards (money cards)			
Community cards			
Passport			
Birth certificate			
Marriage certificate			
Citizenship certificate			
Insurance papers			
Other: *Please detail:*			

5.3   .... If you have lost your bank documents do you have access to a branch of your bank?

Yes / No / Does not apply (*Please circle one*)

Administrative information

Person conducting interview:

Name (*Please print*): ....

Contact details: ....   Date:

Person being interviewed:

I have been given the front page of this survey form and agree to the use of the information I have given for the purposes of recovery from this emergency.

Name (*Please print*): ....

Signature: ....   Date:

Appendix 7: Impact Assessment

[Based on Recovery Management, Directors Guidelines for CDEM Groups 2005].

Hazard event impact assessment for response and recovery requires early and accurate information about the impact on individuals, the community, the physical infrastructure and the environment.

Impact assessment is critical to managing an effective response and recovery programme and must involve all relevant agencies working together to exchange information.

Impact assessments should be approached in a logical, structured way, gathering information directly and by consultation, and clearly documenting it as the assessment progresses. This process may be used to inform both the response and recovery activity. The key thing is not the dollar amount but knowing the nature of the loss so that assistance can be targeted to address the specific problem eg, asset replacement vs. bridging finance.

During **response**, the Controller or EOC Response Manager will coordinate impact assessments that inform the Situation Reports, with the support of the Operations and the Planning and Intelligence desks. Impact assessment data will usually change rapidly during response as information on impacts and losses will either be based on very limited initial knowledge of actual impacts and losses, or be based on modelled losses rather than actual losses. During **recovery**, the Recovery Manager will coordinate the collection of further data to consolidate knowledge of actual losses.

The agencies and professionals involved in providing information for impact assessments for response and recovery are many and varied and may include:

- Social agencies, who will identify people in need of immediate assistance;
- Local and regional authorities;
- Insurance inspectors (EQC assessors processing residential property claims and private insurance assessors);
- Environmental health inspectors;
- Building inspectors;
- Engineers;
- Health providers;
- Media;
- Emergency services.

A standard approach to impact assessment is required, primarily to:

- Have common measuring tools and standards;
- To allow for comparisons of impact, between pre-event and at various times through the response and recovery as the emergency management requires;
- Assist with efficient and effective post-event recovery planning and management.

For recovery, knowing the impacted areas and the extent and type of losses is essential for recovery management as it enables targeting of resources to priority areas. Loss impact assessments have to be:

- Clearly documented (transparent) – so that the assessment procedures can be followed easily;
- Consistent and standardised – to enable meaningful comparisons;
- Replicable – to enable the assessments to be checked;

- Include a basis of economic principles – so that assessed economic losses represent the real losses to the economy as accurately as possible.

Pre and post-event impact assessment planning

The same impact assessment framework can be used both pre and post-event.

A pre-event hazard/risk assessment (as part of CDEM readiness and reduction planning activity) will identify the likely impact of recognised hazards so that mitigation measures can then be implemented (as part of reduction activity). Over the period that mitigation measures are implemented, knowledge of the estimated residual impact will provide base data immediately after an emergency has occurred, supporting the quick completion of a rapid post-event impact assessment.

An impact assessment including a vulnerability assessment should be completed in a logical sequence. The extent of resources available may not become apparent until some preliminary scoping work has been undertaken. It may be necessary to collate material on the hazard and other components of the risk and to make a preliminary assessment of the types of damage, before being able to argue for significant resources for the full assessment task. Some key decisions need to be made before the assessment starts, such as the approach to be used.

For a recovery plan, an estimate of the actual impacts is required. The actual impacts may never be completely known; hence estimates of impacts, with uncertainties, will need to be worked with. Impacts can be positive as well as negative (hence preference of "impact" over "loss").

Impact Assessment Process

An example of an Impact Assessment Process is provided in this section. This process is based on the Disaster Loss Assessment Guidelines (2002) from Emergency Management Australia (EMA) and the Queensland Government Department of Emergency Services.

Steps for an impact assessment

There are a variety of impact assessment methods. EMA and the Queensland Government Department of Emergency Services use a 12 step approach to assess economic losses. The results can help selection of recovery options from consideration of hazards and vulnerabilities in the area, cost benefit analysis, and application of risk management approaches. Each step does not necessarily need to be explicitly followed. The starting point should always be to identify the purpose of the assessment but beyond that, progress will often be iterative, going back over steps 1-6 as more information emerges to modify what has already been assessed. The 12 steps are outlined as follows:

1. **Identify the purpose of the assessment**

Define what the assessment is intended to be used for (pre-event impact assessment, or post-event response and recovery), what problem(s) its results might address (immediate estimation for response, or accurate survey for full recovery) and what level of accuracy it hopes to achieve (aggregation of jurisdictional area-wide impacts or individual/property level impacts). There must be a name and definition of the emergency scenario in sufficient detail to define the area and time boundaries.

2. **Organise consultation and information collection**

No impact assessment can be successful unless a clear process has been set up beforehand to define and manage it. In this regard, there must be:

- A centre for operations and collecting/processing data;
- A set work plan with milestones for consultation, assessment, feedback and final reporting;

- A timeframe within which all this has to happen, and;
- Budget limitations - which may need to be set and observed.

Impact assessment involves input from many people and organisations and from assembled bodies of knowledge. This generally needs a committee made up of stakeholders to advise on the project. The consultation process not only means talking to people, but also covers setting up and running surveys, collecting and manipulating database information, and generally getting access to information in any form that would add value to the overall impact assessment.

3. Define the area and timeframe of the assessment

In any impact assessment there has to be a clear boundary within which the impact of the emergency of that area can be defined and evaluated. It is important to define the area being assessed, especially when estimating indirect losses and benefits in the form of insurance payouts and aid. When defining the area of the assessment, make sure it represents the local economy affected by the emergency – not just a nominal space such as a convenient topographical line like a range or a river. There are advantages in working to Local Authority boundaries as they are often the same boundaries that pre-event statistics, such as populations and economic returns, are based. Keep the study area in harmony with the budget and time table for the assessment, and/or the extent of resources available to conduct it.

There also has to be a timeframe set to define how long after the emergency the assessment will be considering losses associated with it. Clearly, any assessment needs start and finish dates. Consider using a timeframe which is consistent with that of the response to, and of the recovery from, the hazard event. A flood event may use a timeframe of at least one to two years to fully assess indirect and intangible losses – unless indirect and intangible losses are judged to be unimportant in the emergency in question. Droughts or large earthquakes will have a longer timeframe, between five and ten years. As impact assessments will have to be reported during and after the emergency, consideration should be given to estimates of the likely indirect losses.

4. Select the type of assessment to be made

There are three commonly used approaches in assessing impacts after an emergency. They are:

- **A rapid assessment**, based largely upon pre-existing data for losses from similar previous emergencies – this is estimation from historic data – if relevant data exists.
- **A synthetic approach**, based upon modelled estimations of losses to model natural, built, social, and economic environments (e.g. using average building types and contents, population distributions, and economic models). Impacts are based on assumptions for the time or time-span of the event.
- **A survey approach**, where surveys are used to establish actual losses of the event being assessed. Some combination of approaches could be used. The synthetic approach is the most commonly used for pre-event analysis. The survey approach is commonly required for the post-event impact assessment – to enable effective recovery management.

In selecting appropriate assessment methods, take account of the advantages and disadvantages of each method.

Inspections and Needs Assessments (surveys)

Where possible, surveys should *combine* impact assessments (making judgements from visual checks, such as whether a house may be safely reoccupied) with needs assessments (which involve interviewing affected residents). To cover both in a single visit to inform recovery management requires careful management and coordination (see Appendix 6 for an example of a Recovery Needs Assessment and Support Survey). Much of the critical information will have been collected during

more rapid response activities. Registration (the process of recovering personal details of those affected by the emergency) will have identified many of the affected people and safety inspections will have produced a list of damaged properties. Inspections and needs assessments require the adoption of clear and consistent criteria for reporting so that accurate comparisons can be prepared. Building inspectors, insurance assessors and public health officers are all likely to make inspections. The inspection process needs to be managed to ensure that priority tasks are completed first and that coverage is completed with efficient use of resources. Allowance needs to be given to additional impacts that may follow the initial hazard event (e.g. damaging aftershocks following a major earthquake or the failure of a lifeline, such as a road, that survived the hazard event but then fails when it has to carry increased loads as other roads are not now available).

Surveys can be used to assist short-term recovery by:

- Determining numbers, locations, circumstances and ethnicity of displaced and/or injured people;
- Assessing the safety of buildings for occupation and continued use;
- Assessing the state of lifeline utilities;
- Assessing the need for temporary works, such as shoring and temporary securing of property;
- Protecting property from unnecessary demolition.

Inspections and needs assessments also contribute to longer-term recovery measures through:

- Defining personal and community needs;
- Determining the aid and resources required for permanent recovery;
- Estimating the total cost of damage;
- Acquiring engineering, scientific and insurance data to inform the mitigation process.

5. Obtain information about the hazard event

The aim of this part of an impact assessment is not to go into precise definition of the extent and characteristics of the hazard event but to focus on the key aspects in sufficient detail for the purposes of assessment. The starting point is generally a map, in whatever format best describes:

- The extent of the affected or assessed area;
- The route of a moving hazard such as a forest fire, flood inundation or wind.

A map(s) would be supported by a wide range of source data such as:

- Automated or manual field measurements during and after the emergency, such as flood depths and flow rates, projected rainfall;
- Photographs, television or private videotape records, eyewitness accounts;
- Reports on any other secondary impacts from the emergency, such as resulting contamination or building/infrastructure failures.

6. Obtain information about the people, assets and activities at risk

Impact assessment is a measure of damage and disruption to assets and the effect this has on people and businesses in the affected and other areas. Environmental losses also may be important. Unfortunately, impact assessment sometimes has to measure the occurrence (where, who, how many) of death, injury and displacement resulting from the emergency.

A full list needs to be prepared in consultation with informed parties after an actual emergency. The outcome should be a database of everything likely to be affected by the hazard event.

7. Identify the types of impacts

In this step, the information derived in Steps 5 and 6 is used to separate impacts into categories, generally described as direct or indirect losses, and tangible or intangible. This helps define where the major impact components are likely to arise and what measurement techniques will be needed. Measurement techniques will depend on the approach selected in Step 4. Intangibles are often ignored, yet are frequently identified as the most significant losses by the people affected.

8. Measure the extent of losses from all sources

This is where the counting of losses starts. Step 4 outlines the ways of addressing impact measurement in the survey, synthetic and averaging approaches to impact assessment, when looking at direct, indirect and intangible losses. Rather than grouping all losses by each category of loss (direct, indirect and intangible), it may be more practical to collate them by 'loss sectors', and determine indirect, direct and intangible losses for each sector at a time.

For example, in a typical flood emergency, loss sectors like these could be used to separate the items into study areas including residential, rural (including farming type e.g., dairy, viticulture, horticulture etc.), industrial, cultural heritage, vehicles/boats, commercial (including retail, tourism and hospitality), infrastructure, environmental, etc.

9. Decide whether to count 'actual' or 'potential' losses

The use of actual or potential losses raises a number of issues for recovery management. For recovery, actual losses result from survey or direct indicators (e.g. loss of retail activity); potential losses are forecasts – dependant on the degree of recovery achieved:

- Actual losses may discriminate against well-prepared communities if the loss assessment is used to decide on the worth of mitigation options;
- Actual losses may discriminate against poorer communities as they will typically have fewer assets and less economic activity to be damaged by a hazard;
- The difference between actual and potential losses will change considerably over time as people move and as other circumstances change.

10. Calculate annual average damages (AAD) if needed

This step is generally useful for detailing the economic impact to a region and the required investment the recovery redevelopment and the disaster mitigation that can be economically justified (in terms of losses avoided on an average year, using an estimate of AAD. AAD is calculated by plotting loss estimates for a given hazard at a range of magnitudes, against the probability of occurrence of the hazard event.

11. Assess benefits to region of analysis

Economic assessment measures the net loss to the economy in the area of analysis. To obtain net loss, any benefits to the economy resulting from the emergency need to be subtracted from the assessed losses. Assessment of benefits is particularly important within a regional context because post-event aid and insurance payouts will partly offset the tangible losses suffered, as the area of analysis becomes smaller. This step is only relevant for economic loss assessment.

12. Collate and present the results of the loss assessment

Present the collated results of the impact assessment in a simple format, including maps and a table with assessments of different types of impact identified, together with any benefits from the emergency. A statement on the importance of intangibles should also be included to ensure they are not overlooked in recovery redevelopments and associated mitigation measures.

Key Messages

Conduct vulnerability assessments pre-event to understand the likely consequences of impacts.

For recovery management undertake an impact assessment post-event, based on actual damage as surveyed during the response and early stages of recovery.

Date: 5 October 2018   **Open Session**
Subject: Infrastructure Services Report October 2018

Western Bay of Plenty District Council

Operations & Monitoring Committee

Infrastructure Services Report October 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 5 October 2018 and titled Infrastructure Services Report October 2018 be received.*
>
> 2   *THAT the Open Section of the Operations & Monitoring Committee Information Pack No. OP15 dated 25 October 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 the Bay of Plenty 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 been working to narrow down suitable sites for different disposal options including wetlands, pasture, forestry and reserve land. They have reduced the lists based on a set of criteria down to a short list for each option. These will now be used for a high level engineering feasibility assessment. The engineering feasibility is expected to be completed by December.

1.2   Muttons Water Treatment Plant
Improvements to treatment plant including pressure sustaining valve to raw water supply pipeline completed early September.

1.3   Dudley Vercoe Drive, Te Puke
A new pump station was installed to boost water supply to the upper urban area of Te Puke including new developing areas of Boucher Avenue and No 2 Road. Construction completed early September.

1.4   Maketu Stormwater Catchment Areas
Inspections are complete, spraying to commence once auditing has finished.

1.5   Ongare Point Wastewater Scheme Preliminary Investigations
Council is currently building a Septic Tank Effluent Pump (STEP) wastewater system for the Ongare Point community.

Approximately half of the tanks have been installed in private property. The Treatment Plant construction is complete with only finishing work, including fencing and the access track to be completed. The treatment plant is currently receiving waste from the connected tanks. Once sufficient waste has been received at the treatment plant the plant will be commissioned.

Tank installation is expected to be completed by the end of October.

1.6   Katikati Wastewater Treatment Plant Resource Consent Renewal
The Katikati Wastewater Consent renewal was approved on 24 August 2018. The consent is for a 20 year term for the discharge. Significant changes to the consent conditions include;

- Requirement of increased iwi/hapu engagement
- Increased outfall monitoring requirements
- Requirement to undertake an alternative options assessment

The Consent conditions 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 has been meeting on a regular basis to assess the various options available. Meetings held to date have discussed beneficial reuse of wastewater and were productive. Potential sites have been narrowed down for the beneficial reuse option and these sites are currently being investigated further by technical consultants.

The engineering staff are currently undertaking an in-depth study of potential disposal options for each site. This is expected to take three months. Meetings with the working group will be put on hold until the engineering assessment is complete. Monthly updates will be sent to the group to keep them informed of the progress.

1.7   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, however, staff are still waiting on feedback from Regional Council. The central CSC excludes Omokoroa as a CSC was obtained for Omokoroa in 2007. No change - Waiting on Bay of Plenty Regional Council.

1.8   Two Mile Creek Update - Upstream Dillon Street Bridge
Regional Council Consent was lodged in June 2017. Two parties did not sign in favour of applying for Resource Consent.

Regional Council requested further information be supplied by WBOPDC including modelling of the effects of the new channel on the 100-year flood and environmental and ecological issues with the new concrete channel. These assessments are now complete and final information has been provided to BOPRC. Feedback received from the BOPRC and draft Consent conditions have been finalised.

Due to the creek being located in a floodable zone, a separate Resource Consent is required from WBOPDC. The Consent has been lodged and Council staff have been working with two property owners regarding submissions. One submission has been resolved, the other one is still in negotiation. The consent is expected to be granted in September 2018.

1.9   Home Worm Composting Workshops
Dates for the next workshops will be available on the website from 1 October once venues and dates have been secured at:

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

All bookings are now made through www.eventfinda.co.nz

1.10 Katikati Recycling Centre

The Katikati Recycling centre will continue with the extended opening hours on Thursday afternoons once ratified by Council.

Centre staff and the public are also supportive of the extended hours, as it removes the pressure from the morning and results in a safer, less stressful environment for everyone. The new hours will continue for another three months pending a report to Council on the benefits and cost.

1.11 Minden Road

A new trunk water main is being installed between Minden Reservoir and Florence Lane. Work commenced in late July with completion expected mid October 2018.

1.12 Omokoroa Water Main Improvements

Construction is underway on new water mains, rider mains hydrants, valves and service lines in Hamurana Road, Vivian Street, Myrtle Avenue and Walnut Grove. Also in Munro Raod and a short section of Crawford Road. Work has started, due for completion in November.

1.13 Te Puke Recycling Centre Extended Opening Hour Trial

Te Puke Recycling Centre extended its opening hours in September for a three- month trial. Initial survey results has shown an overwhelming support for earlier opening and later closing times on a Tuesday and Thursday.

The centre will open from 8am to 5pm on Tuesdays and Thursdays with Saturday hours remaining the same from 8am until 4pm. Western Bay of Plenty District Council has been granted resource consent to extend the hours in response to community demand.

The extended hours on Tuesdays and Thursdays will enable people to drop off their recyclables on their way to or from work. The three-month trial started on Tuesday, 4 September 2018 and ends on 29 November 2018.

1.14 Te Puke Water Main Improvements

Installation of new water mains in Moehau Street and Edgehill Place is due to commence late September with completion mid November 2018.

1.15 Western Supply Zone Water Main Improvements

Upgrade water mains along Beach Road, Waihi Beach and replace water mains attached to Tuapo Stream Bridge and Waitekohe Bridge on SH2. Also replace a short section of cross country water main between Lund Road and Hot Springs Road. Work is planned for construction prior to mid-December.

1.16 Christmas & New Year Rubbish Collection

Christmas and New Year fall on a Tuesday this year. There will be no rubbish or recycling collected from the kerbside on Tuesday, 25 December 2018 or Tuesday, 1 January 2019. Waste Management has advised that the collection for the affected areas will be on the Saturdays prior to Christmas Day and New Year's Day. Collection will be on Saturday, 22 December (for Christmas Day) and Saturday 29 December (for New Year's Day). The areas affected are: Upper Papamoa, Maketu, Paengaroa, and rural Welcome Bay. All other areas in the District's rubbish will be collected on the usual collection day.

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1.17   Christmas & New Year Opening Day - Changes Omokoroa Greenwaste Drop-off
The Omokoroa green waste drop-off will be closed on Christmas Day and Boxing Day this year (Tuesday, 25 Wednesday, 26 December 2018) but will be open on Thursday, 27 December 2018 from 2 pm to 4 pm. The centre will also be closed on the public holiday on Tuesday, 1 January and Wednesday, 2 January 2019 but will reopen on Thursday, 3 January 2019. Saturdays remain unchanged with normal operating hours.

2.   Reserves

2.1   Kauri Point Jetty – Walkway Re-Decking
Recent decision to repair the road now enables completion of the walkway re-decking - now likely to be deferred to 2019/2020.

2.2   Omokoroa Sportsground Playground
Installation of play equipment begins 25 September. The Omokoroa Community Board has allocated additional $100,000 funding to achieve the majority of the concept design. A sod turning has been held and work has commenced.

2.3   Omokoroa to Tauranga Cycleway
Refer also to the report in the Information Pack and the story map on the website.

Section 1: This section has now been completed (new boardwalk).

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	47,779	106	Sunday	December 17: 5,748	57	43
Cyclists	16,142	36	Sunday	January 18: 1,691	48	52

IN: Towards Omokora Beach
OUT: Towards Tauranga

Section 3: Lynley Park to railway - The archaeological authority application is on hold pending further information required by Heritage New Zealand. This will be resubmitted soon.

Section 4: Tamihana Park to Kiwirail Bridge – No change - Recent activity has included Powerco and Ultra Fast Fibre installing buried ducting along this section to provide services for future Omokoroa growth.
The completion of this section will be coordinated with the Plummers Point section to Huharua Park s that a route destination is enabled. Completion expected before Christmas 2018.

Section 5: Bridge across Mangawhai inlet – completed but the track will remain closed until the cycleway connection with Huharua Park is in place.

Section 6: Plummers Point trail from bridge to Huarua Park. Detailed design has been completed. Archaeological Authority has been obtained and we are now waiting for resource consent approval before earthworks can begin (also subject to weather). A bridge to cross the gap between the esplanade and Huharua Park has been procured – installation will be installed within the next 2 months subject to weather and contractor resource timing. Completion expected before Christmas 2018.

NOTE: The commuter route section proposed to connect between Bridge1 and Plummers Point Road is not being constructed until funding is confirmed and public access enabled (legalisation process also required).

Wairoa Bridge: The clip-on is currently out to tender. The design is consistent with a 60kph speed limit on SH2

2.4   Omokoroa Ferry to Opureora/Matakana Island – Facilities Upgrade
Community feedback has confirmed the need for a bulletin board to be installed at the Opureora Boat Ramp. This will be implemented by the end of October 2018.

2.5   Waihi Beach Cycleways
No change - Reserves Management Plan consultation has been completed and is being prepared for a Policy Committee workshop scheduled 4 September and Council Adoption 18 October. The resulting Council resolution will inform the Plom Road through to Anzac Bay cycleway connections, which is on hold.

2.6   Dotterel Point Reserve – Public Toilet Septic Tank Upgrade
The septic tank effluent discharge beyond consented limits continues, but usually only during the weekends. The minor improvements implemented will be monitored to observe only change in discharge volumes.

Monitoring of the system will remain ongoing and likely to remain this way until the Surf Club begin construction of their new facilities, the timing of which is subject to their funding being secured.

2.7   Damaged Walkway Reserve Land - Ruamoana Place to Bramley Drive
As at 19 September 2018:
Nine drains (chimney and directional drilling) have now been completed and proven. While most drains are dribbling, one drain continues to flow at 8 litres per minute. Drains are located under or along boundaries of properties at No 23 to 25 Ruamoana Place.

No further drains are planned due to reaching the limit of the technology available. Drilling contractors have now disestablished.

The slope has now been revegetated, although planting of vetiver grass will not be completed until plants become available in January 2019.

Clean up and restoration works are underway and expected to be nearing completion by the end of September. Opening of the walkway is expected toward the end of October.

The final cost outcome of these works is expected to be within budget.

2.8   Omokoroa Slips
There has been no change in the situation of those affected by slip in 2017.

2.9 Haiku Park to Henry Road Cycleway/Walkway

Staff review has now been completed on a draft information sign-board and been sent back to the artist for reformatting into a revised design. The revised design will be submitted to the Katikati Community Board for feedback as soon as it is available. The proposed design and content as follows:

2.10   Omokoroa Reserves Development Project Funding: $350,000

The funding in 2018/19 is for reserve development. A recent Omokoroa Community Board workshop supports the following allocations (three items):

- Precious Reserve $50k of consenting earthworks / site filling / landscaping development
- Sports Ground reserve - $50k new path between playground and linking to new facility building
- Sports Ground reserve - $100k added to playground project

2.11   Rotoiti to Paengaroa Cycle Trail

A working bee, organised by the Trails Trust was held on 5 September to clear vegetation from the trail through the DoC area. This was very successful in clearing all of the noxious vegetation. Over 100 volunteers took part.

This activity will support the funding application to NZTA.

2.12   Opuereora Marae Public Toilet

A recent site visit by staff is informing the scope of repairs and upgrading required, which will be undertaken prior to Christmas 2018.

2.13   Opureora Jetty Renewal

Detailed design is underway. Subject to tender process & pricing, the jetty construction will be undertaken this financial year.

3.   Strategic Property

3.1   Katikati Library

Currently considering design of safety solutions to enable code of compliance certificate to be issued.

3.2   Te Puna Hall

Currently seeking resource consent for construction of the Hall on McIntyre land.

3.3   Kaimai Views – Sales Update

Access off Omokoroa Road now available.

Houses are nearing completion in some cases and the first of the new owners have taken up residence.

3.4   Te Puke War Memorial Hall

The work on the earthquake strengthening of the Hall is complete. However, the final account for this work still remains in dispute and being worked through.

3.5   Omokoroa Library & Service Centre

The architect is adding the proposed floor area for the Library & Service Centre to the concept design of the sports pavilion. A draft has been circulated to the Community Board for any comment. Given that the exterior design will match that of the sports pavilion the draft will be an opportunity for comment at a high level. The Resource consent application is currently sitting with Council staff.

3.6   Animal Shelters

The Animal Shelters Project commenced on 15 October 2018 at the Te Puke site. At this stage, the anticipated completion of the project is just prior to Christmas.

4.   Development Engineering and Projects

4.1   Te Puke Highways - Pah Road Slip Reinstatement

Opus have completed documentation for the procurement of the physical works construction contractors. However this can not proceed until the resource consent is approved by BOPRC.

4.2   Omokoroa Industrial Road - Stormwater Detention Pond – Investigation, Design & Construction

Harrison Grierson have completed the investigation work for the Industrial Road and stormwater pond and are currently preparing design scheme plans for consultation with the various stakeholders

It is expected that the construction of the industrial road will commence in March 2019 and be completed late December 2019. The timing of the construction of the stormwater pond will be dependent on resource consent and land acquisition.

5.   Emergency Management

5.1   Community Champions Initiative

Emergency Management Bay of Plenty has commenced a 'community champions' initiative across the Western Bay of Plenty to increase the involvement of community individuals within emergency management. The initiative is seeking individuals who are prepared to take the lead and help pull volunteers together so that community response teams are ready to help others in times of need. Community champions are also essential for ensuring that community response plans are owned and developed by the community.

5.2   Emergency Response Seminar

Emergency Management Bay of Plenty hosted the Bay of Plenty Civil Defence Emergency Management Response Seminar in Tauranga on 5 September 2018. This free seminar was aimed at officials in the Emergency Management sector in the BOP region and included elected officials of Civil Defence Emergency Management Group Joint Committee, Coordinating Executive Group, Councils, Emergency Services, Emergency Management Professionals and partner agencies. The seminar's theme was about understanding the roles of Support Agencies in Emergency Management. Great presentations were received from the New Zealand Defence Force, Department of Corrections, St John Ambulance, New Zealand Red Cross and Bay of Plenty Regional Council Flood Management. There was great attendance from across the Bay of Plenty emergency management sector, along with colleagues from Waikato Civil Defence and Emergency Management and Emergency Management Auckland. This seminar was a key catalyst to enhancing relationships and raising collective awareness of support agency response capabilities.

5.3   Waihī Beach

Emergency Management Bay of Plenty has met with the Waihī Beach Community Response Team in September to discuss how EMBOP can support the team. Looking into additional signage and connecting the team to the Waihī Community response team (Waikato).

5.4   Te Puna, Ōmokoroa, Matakana Island, Tanners Point, Kauri Point, Bowentown, Katikati, Wright Road, Pukehina Beach and Paengaroa Communities

Emergency Management Bay of Plenty has been engaging with these Community Response Team over August - September to continue progressing the review of their Response Plans.

5.5   Te Puke Community Update

Emergency Management Bay of Plenty have been supporting the Te Puke Community Response Team to finalise their Community Response Plan; it is now in final formatting prior to approval for community distribution. It has been finalised and the Community response team is presenting the plan on 20th September at a public meeting.

5.6   Athenree Community Update

Emergency Management Bay of Plenty have been supporting the Athenree Community Response Team to finalise their Community Response Plan; It has been approved and finalised, meeting the team in the beginning of October.

5.7   Maketū Community Update

Emergency Management Bay of Plenty have been in contact with the Maketū community to start the process of reviewing their community plan and Marae preparedness plan.

5.8   Training

Psychological First Aid. In August 2018, two WBOPDC staff received psychological first aid training. Psychological first aid is the mental and emotional equivalent of medical first aid. It can be provided by both members of the public and professional helpers. Psychological first aid builds organisational and community resilience, and people's capacity to respond well to traumatic events.

CDEM Inductions. In the period between August and September 2018, nine WBOPDC staff received CDEM Induction training. Two of those staff are the Emergency Operations Centre's new Iwi Liaison representatives, Chris Nepia and Petera Tapsell.

ITF Intermediate training took place in Tauranga on 21-22 August 2018. Four staff from the Western Zone EOC participated. The next ITF Intermediate course is scheduled for 23-24 October 2018 in Tauranga.

Exercise Ranginui – 19 November 2018. This will be a Tier 1 exercise facilitated by EMBOP, centred on the scenario of severe weather, flooding and landslides. The exercise will take place in the Western Zone Emergency Operations Centre (EOC) Chambers, and will involve all EOC staff. The aims of the exercise are for EOC staff to use EMBOP's recent developed Checklist Compendium to become familiar, practiced and confident with their roles, and with the key EOC processes involved in the development of their function team's outputs.

6.   Roading

6.1   Omokoroa Road Construction - State Highway to Railway

The Omokoroa Road upgrade has been an exceptionally complex project due to weather delays, shortage of construction crews, roundabout and intersection builds, adjoining developer requests and the construction of multiple underground services with different utility authority ownership.

Most of the new road pavement has now been competed. The $12.9 million project, with the physical works beginning early in 2017, also hit setbacks with the discovery of multiple archaeological sites and removal of redundant asbestos water main pipes requiring specialist handling and disposal.

Underground services installed during the construction have included new water mains, a new gravity sewer main, a new storm water main, new road culverts, communications and power cables, Ultrafast broadband fibre optic cabling and the relocation of sections of the Omokoroa sewer transfer main.

Development of the park-n-ride near the Prole Road intersection is progressing; construction of a cycleway from SH2 to the fire station will be delivered once the roading works have been completed. The installation of an additional sewer main to the wastewater transfer station is planned for October/November period.

6.2   Maketu Proposed Cycle Trail

Staff and Councillor Marsh met the landowner to discuss options to construct the cycleway partly over private property. This was unsuccessful.

The cycleway alignment will be designed and estimated based on three options:

a)   Wetlands side Maketu to Kaituna Road
b)   Estuary side Maketu to Kaituna Road (previously designed and estimated)
c)   Wetland side from Maketu to a crossing point with good visibility then coastal side to Kaituna Road.

The options and estimate will be reported back to the Board when completed.

6.3   Community Roading Katikati

Fairview Road kerb and channelling construction is complete.

Stewart Street works commenced late September 2018.

6.4   Anderley Avenue Footpath

Following discussion at the last Omokoroa Community Board meeting in relation to the installation of a footpath on Anderley Avenue, a design and cost estimate will now be undertaken for the construction of a footpath on the left hand side of Anderley Avenue.

6.5   Waihi Beach – Omokoroa Cycle Trail and SH2 Safety Works

The SH2 safety works have potential implications for the future Waihi Beach – Omokoroa cycle trail.

An initial scoping site visit and desk top assessment of the route was undertaken with NZTA and Council staff.

The intention is that where practical at critical points, the Agency will include a cycleway platform on the berm outside wire rope barriers.

6.6   One Network Maintenance Contract (ONMC)
Refer to OP15 Information Pack.   **Attachment A**