

Service Delivery Committee Agenda - 17 November 2020



Council Chambers, Waipa District Council, 101 Bank Street, Te Awamutu

Chairperson
GRP Webber

Members

His Worship the Mayor JB Mylchreest, EM Andree-Wiltens, EH Barnes, AW Brown, LE Brown, PTJ Coles, RDB Gordon, ML Gower, B Harris - Te Kanohi, SC O'Regan, MJ Pettit, EM Stolwyk, CS St Pierre, BS Thomas

17 November 2020 09:00 AM - 11:15 AM

Agenda Topic	Presenter	Time	Page
1. Apologies	Chairperson	09:00 AM-09:01 AM	3
2. Disclosures of Members' Interests	Chairperson	09:01 AM-09:02 AM	4
3. Late Items	Chairperson	09:02 AM-09:03 AM	5
4. Confirmation of Order of Meeting	Chairperson	09:03 AM-09:04 AM	6
5. Service Delivery Committee Confirmation of Minutes	Chairperson	09:04 AM-09:05 AM	7
5.1 Service Delivery Committee Unconfirmed Open Minutes 15 September 2020		09:05 AM-09:10 AM	8
6. Transportation Report	Bryan Hudson	09:10 AM-09:40 AM	16
7. Te Awamutu Rotary Christmas Parade 2020 - Request for Temporary Closure	Julie Taylor	09:40 AM-09:45 AM	30
8. Contracts Signed Under Delegation	Chairperson	09:45 AM-09:46 AM	34
8.1 Schedule of Contracts Signed Under Delegation	Chairperson		35
9. Three Waters Reform- Update	Martin Mould	09:46 AM-10:16 AM	36
MORNING TEA		10:16 AM-10:36 AM	
10. Resolution to Exclude the Public	Chairperson	10:36 AM-10:37 AM	65

SERVICE DELIVERY COMMITTEE AGENDA



APOLOGIES

Recommendation

That the apologies for non-attendance from Councillor Barnes and Committee Member Harris be received.



DISCLOSURE OF MEMBERS' INTERESTS

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



LATE ITEMS

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



CONFIRMATION OF ORDER OF MEETING

Recommendation

That the order of the meeting be confirmed.



To: The Chairperson and Members of the Service Delivery Committee
From: Governance
Subject: **CONFIRMATION OF MINUTES**
Meeting Date: 17 November 2020

1 EXECUTIVE SUMMARY

To confirm the minutes of the Service Delivery meeting held on Tuesday 15 September 2020.

2 RECOMMENDATION

That the open and public excluded minutes of the Service Delivery Committee meeting held on 15 September 2020, having been circulated, be taken as read and confirmed as a true and correct record of that meeting.

3 ATTACHMENTS

Service Delivery Minutes – 15 September 2020



Time: 9.00am
Date: Tuesday 15 September 2020
Meeting: Council Chambers
101 Bank Street, Te Awamutu

PRESENT

Chairperson
GRP Webber

Members in Chambers
His Worship the Mayor JB Mylchreest, EM Andree-Wiltens, EH Barnes, AW Brown, LE Brown, PTJ Coles, CS St Pierre, BS Thomas

Members via Zoom
RDB Gordon, ML Gower, SC O'Regan, MJ Pettit, EM Stolwyk

1 APOLOGIES

There were no apologies.

2 DISCLOSURE OF MEMBERS' INTERESTS

There were no new disclosures.

3 LATE ITEMS

There were no late items.

4 CONFIRMATION OF ORDER OF MEETING

RESOLVED
15/20/46
That the order of the meeting be confirmed.

Councillor St Pierre/ Councillor Thomas

5 MINUTES OF PREVIOUS MEETING



RESOLVED

15/20/47

That the open minutes of the Service Delivery Committee meeting held on 18 August 2020, having been circulated, be taken as read and confirmed as a true and correct record.

Councillor A. Brown/ Councillor Andree-Wiltens

6 WATER SERVICES QUARTERLY REPORT

The purpose of the report presented by Martin Mould Manager Water Services, was to provide information on the activities pertaining to the Water Services Team's activities for the period from April 2020 to June 2020. Mr Mould provided the following additional commentary:

- There was a significant reduction in CRMs during this period, which was believed to have been due to the impacts of Covid19 alert levels.
- The Water Reform Memorandum of Understanding (MOU) presented at last month's meeting has now been signed by Council, forwarded to the Department of Internal Affairs, and a signed copy received back.; a report on the funding delivery plan is being presented to the Committee today.
- A date of 19-21 October 2020 has been set for the Short-term Resource Consent Hearing for Cambridge Wastewater Treatment Plant.
- There was an incident at the Te Awamutu Wastewater Treatment Plant over the weekend of 22 and 23 August 2020 which caused non-compliant effluent to enter the Mangapiko Stream.
- The water supply bore has now been installed at the Maungatautari Marae and will be operational by the end of the week.

Discussion was held around rainwater tanks and producing a fact sheet for the public. It was noted that using rainwater tanks for outdoor water use in the garden could possibly be encouraged especially over the summer period when the biggest increase in consumption was due to outdoor water use.



Mr Mould advised that Smart Water (a workstream of the Three Waters Shared Services with Hamilton City and Waikato District) were organising a roadshow which would visit the participating Councils to discuss water tanks.

RESOLVED

15/20/48

That

- a) *The report titled Water Services Quarterly Report, (document number 10386879) of Martin Mould, Manager Water Services, be received.*

Councillor L. Brown/ Councillor Coles

7 THREE WATERS REFORM – DELIVERY PLAN

At the Service Delivery Committee meeting held on 18 August 2020, the Committee received a report on the Three Waters Reform Programme and approved delegation for the Chief Executive to enter into the Memorandum of Understanding (MoU) to participate in the reform discussions and approve the grant funding delivery plan. The MoU has been delivered to the Department of Internal Affairs and an approved MOU has been received back, and this report outlined the Council's subsequent proposed Delivery Plan.

The next stage of the programme was to complete the Three Waters Stimulus Funding Agreement and a Draft Delivery Plan outlining Council's preferred projects to be considered for funding. The total funding allocated to Council is \$6,810,327; \$3,405,163 being Waipa District Council's (Council's) local share and \$3,405,163 being Council's share of regional allocation.

The Department of Internal Affairs (DIA) provided guidelines for the development of the Delivery Plan. These were:

- This Delivery Plan must show that the funding allocation is to be applied to operating and/or capital expenditure relating to three waters infrastructure and service delivery, and which:
 - supports economic recovery through job creation
 - maintains, increases, and/or accelerates investment in core water infrastructure renewal and maintenance.



- The Delivery Plan is a short-form template, which sets out:
 - a summary of the works to be funded, including location, estimated associated costs, and expected benefits/outcomes
 - the number of people to be employed in these works
 - an assessment of how the works support the reform objectives in the MoU
 - reporting obligations.

- The Delivery Plan would be supplied to Crown Infrastructure Partners (and other organisations as agreed between the Council and Crown), for review and approval. Crown Infrastructure Partners would monitor progress against the Delivery Plan, to ensure spending had been undertaken with public sector financial management requirements.

The Delivery Plan is required to be submitted to the DIA before 30 September 2020, and the DIA has undertaken to complete a review and provide feedback/approval before 31 October 2020.

Staff have been working on the Delivery Plan in conjunction with the Long Term Plan, with some projects' funding being moved from what was being proposed in Year One of the 2021/31 LTP, and instead allocated funding from the Three Waters Reform funding allocation.

The list of projects proposed to be funded from the Three Waters Reform funding allocation was outlined as below.

Proposed Capital Projects	Estimated Spend
Parallel Rd Water Treatment Plant – Treated Water Storage	\$500,000.00
Kihikihi Alternate Water Supply	\$1,290,000.00
SCADA	\$2,200,000.00
Total	\$3,990,000.00

Proposed Operational Projects	Estimated Spend
Drinking Water Support Plans	\$175,000.00
District Wide WWTP Sludge Management	\$100,000.00
District Wide Leak and Condition Investigation (water supply)	\$245,000.00



District Wide WW Pipe Condition Assessment and Infiltration Study	\$290,000.00
Drinking Water Compliance – Surface Take Monitoring and Assessment	\$175,000.00
Sub-regional WWTP Detailed Business Case, Sub-regional Three Water Project, and Sub-regional Water Reform Collaboration	\$1,300,000.00
District Wide Comprehensive SW Discharge Consent	\$375,000.00
SW Modelling and Flood Hazard Mapping	\$170,000.00
Total	\$2,830,000.00

The projects overall cost is \$6,820,000.00. Expenditure will need to commence on projects in the approved Delivery Plan before 31 March 2021, and must be completed before 31 March 2022.

RESOLVED

15/20/49

That

- a) *The report titled Three Waters Reform – Delivery Plan (document number 10457627), of Martin Mould, Manager Water Services, be received;*

Mayor Mylchreest / Councillor St Pierre

8 MINISTRY FOR THE ENVIRONMENT – CONSULTATION ON PLASTICS

The report was presented by Sally Fraser, Waste Minimisation Officer. Ms Fraser advised that the Ministry for the Environment was seeking feedback on their consultation document titled *“Reducing the impact of plastic on our environment. Moving away from hard-to-recycle and single-use items”*. The consultation document sought feedback on two proposals related to plastic design, use and disposal.

Proposal 1: The Government is looking to move away from hard-to-recycle plastics, starting with a phase-out of:

- some polyvinyl chloride (#3 PVC plastic) and polystyrene packaging (#6 PS & EPS plastic)
- all oxo-degradable plastic products. These are types of plastic that contain an additive causing it to degrade into micro-plastics quickly when exposed to light or oxygen.



Proposal 2: The Government also seeks feedback on a phase-out of some single-use plastic items. Moving away from single-use items in the future would help to encourage reuse, reduce waste to landfill, and minimise harm to the environment from plastic litter.

It was recommended that Waipa District Council support the changes proposed by the Ministry for the Environment. A suggested submission was provided to the Committee. Ms Fraser advised that Council had already said it was unable to recycle #3 PVC plastic and #6 PS & EPS plastic and this proposal from the Ministry of the Environment reinforced the decisions already made by Waipa District Council.

Ms Fraser highlighted changes in the packaging environment including cardboard moulded packaging now being used for electronics.

It was noted that the Ministry for the Environment have produced guidelines for managing COVID-19 health protection items such as masks and gloves. This information has been shared with the Communication team to raise public awareness.

RESOLVED

15/20/50

That

- a) *The report titled Ministry for the Environment – Consultation on “Reducing the impact of plastic on our environment. Moving away from hard-to-recycle and single-use items”, (document number 10457306) of Sally Fraser, Waste Minimisation Officer, be received;*
- b) *The Service Delivery Committee approves a submission in support of the Ministry for Environment changes including:*
 - a. *Support for phasing out plastic types #3 and #6.*
 - b. *Support for phasing out the following single use plastic items*
 - *Plastic straws*
 - *Plastic cotton buds*
 - *Plastic drink stirrers*
 - *Single use plastic tableware (plates, trays, bowls) and cutlery*
 - *Single use produce bags*
 - *Single use plastic cups and lids (not including disposable coffee cups or cups made from plastics #1, 2 or 5)*
 - *Non-compostable produce stickers.*

Councillor O’Regan/ Councillor Barnes



[Meeting adjourned at 9.50am and reconvened at 10.15am]

9 RESOLUTION TO EXCLUDE THE PUBLIC

(Section 48, Local Government Official Information and Meetings Act 1987)

RESOLVED

15/20/51

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

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

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
Confirmation of Public Excluded Minutes	Good reason to withhold exists under section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)
COVID-19 Contract Claims		
Contract Award – Christie Avenue Pumpstation Improvement works		

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

Item No.	Section	Interest
10,11,12	Section 7(2)(i)	To enable the Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)

Councillor St Pierre/ Councillor Andree-Wiltens



There being no further business the meeting closed at 10.22am.

CONFIRMED AS A TRUE AND CORRECT RECORD

CHAIRPERSON:

DATE:



To: The Chairperson and Members of the Service Delivery Committee
From: Manager Transportation
Subject: **Transportation Report**
Meeting Date: 17 November 2020
File Reference: 96.55

1 Executive Summary

The purpose of this report is to provide information on the activities pertaining to the Transportation Team's activities from July 2020 to September 2020, and it maps out projects and renewals for the current financial year.

2 Recommendation

That

- a) *The Transportation Report (document number 10500910) of Bryan Hudson, Manager, Transportation be received.*

3 Transportation Programme

The following projects are confirmed for the current construction season:

Pavement Rehabilitation	Start	End	Length	Status, Budget 2020/21 \$1.5M
Maungatautari Road	6630	8506	1876	Contract awarded and work due to start 9 November 2020 and be substantially complete by Christmas.
Maungatautari Road	11153	11293	140	Completed Oct 2020 through maintenance contract.
Ryburn Road SH3 toward railway bridge	20	240	220	Designed, hold until priority sites complete and budget availability is certain.
McGhie Road	340	1200	860	On hold, awaiting adjacent subdivision discussions.
Storey Road	1344	1644	300	Short length of settled peat road. Completed Oct 2020 through maintenance contract.
Resurfacing	Plan	Laid	% Done	Status / Notes /Budget 20/21 \$3.9M
Chip sealing	80000	0		November planned start.
Asphalt surfacing	700	460	65%	Underway.
Seal Extension	Start	End	Length	Budget 20/21 \$250k
Lowe Road	695	920	225	Postponed in 19/20 budget limitation. Start planned early 2021.
Construction/Improvements				
Hanlin/Cambridge Intersection			85%	Construction underway (November 2020 finish).
Williamson St Streetscape (outside Cambridge Pool)			100%	Complete, awaiting final asphalt surfacing prior to pool opening.
Te Awa Cycleway				Velodrome towards Hamilton. NZTA funding approved. In tendering process, one landowner easement outstanding.
Hamilton Road pedestrian and cycling improvements				Design and consultation underway.
CCTV Extension				Original installation phase complete. Looking to install cameras in Kihikihi on SH3 in 2021.
Street Light Upgrading	Plan	Installed	% Done	Budget 2020/21 \$250k
Additional lights to improve illumination on existing streets	12	12	100%	Next tranche of lights for Empire, Lamb, Raikes, Fraser Streets (12 lights) are complete.

3.1 Hanlin Road Roundabout Project



Hanlin Road 16 October 2020. Contractor is removing temporary roadway.

The roundabout has been in use now for a few weeks while the contractor creates the new legs into Hanlin Road and St Peter’s School. Street lights, footpaths, red pavers, grass and large trees spaded into the centre of the roundabout are really starting to provide a picture of the final product. St Peter’s School has given approval for the new shared path on the south side near the bike skills park to cross the corner of their property to make sure we can connect a path on this side back along Cambridge Road. Both St Peter’s and Home of Cycling have been excellent to work with during this major build.

3.2 Road Maintenance Contracts

Our maintenance contract focus through July-September has centred on essential pavement repairs, repairs in advance of resealing, and mowing the spring growth on rural roads. Urban pavement marking will start in November. Asphalt repairs were complete in Pope, Cook, Albert and Shakespeare Streets in Cambridge.

3.3 Footpath Works

The table below shows the budget and sites for significant footpath works. Footpath maintenance works of a smaller scale occur most months to address hazards.

Activity	Budget	Sites	Progress of Work
Footpath Renewal	\$200,000 2020/2021	2020/21 sites include- Bank, Carlton, Fraser, Mangahoe, North, Rickit, Tainui, Burns, Shakespeare, Scott, Raleigh, Princes, Galloway, Goodfellow.	Work completed - Princes St, Shakespeare St, Burns St, Scott St Coleridge St - added as additional renewal site to address length of path badly affected by tree roots.
New Footpath construction	\$75,000 2020/21	Vaile St	Vaile Street site completed.
Footpath Maintenance & Pram Crossings	\$174,000 2020/21	19 sites completed	85 repair sites identified for attention.

3.4 Road Safety

Pedestrian Safety Works

Pedestrian safety works are complete at the following sites:

- Victoria Street, Alpha to Queen kerbing; lighting and refuge island works are substantially complete. Asphalt surfacing and pedestrian island to be completed after the new water main is installed.
- Lamb Street kea crossing for Leamington Primary School is now complete.
- Factory Road kea crossing for Te Wharekura o Nga Purapura o Te Aroha will be completed during the 2020 summer school holidays.

3.5 Community Road Safety Education Programme

Three Year Funding Application for Waka Kotahi NZ Transport

A draft three year programme has been submitted to Waka Kotahi for the 2021/2024 funding period. The education programme highlights issues and funding requests similar to previous years, with the added inclusion of cycle skills training. The cycle skills training is in line with a commitment to the Regional Cycle Skills Strategy that looks to promote cycling in schools. Previously, skills training has been funded from ACC funding which is no longer available.

August -October Activities

Young Driver training

There is growing concern around barriers for young drivers gaining their licences, with many groups lobbying nationally for help for young drivers to obtain all levels of licences. A regional hui in late October saw many driver licence providers and funders come together to discuss issues around driver licencing and to provide opportunities to network with others working in the same space.

Within Waipa, young driver initiatives continue with the following:

1. The 'Blue Light' organisation is currently working with Te Awamutu College and has 30 students they have engaged with. They will take the students from Learner's through to the Full Licence. This is a full mentorship programme. Discussion has been initiated by our Road Safety Education Coordinator about the possibility of a similar scheme for Cambridge, and this will be investigated. Their target group is those most at risk. Bluelight funding comes from the 'Provincial Growth Fund' and the Waikato Regional Council is also looking at providing funding.
2. Police are running Learner Licence courses at Te Awamutu College.
3. Raleigh Street Christian Centre runs Learner Licence courses in Cambridge, picking up students mainly from Cambridge High School. Council supports this course with resources.
4. Council runs a one-day course for those on with a Learner or Restricted Licence. The course covers skills as well as workshops on making good decisions when driving. To date this year two courses have been run, with a further course organised for November. As the course has been running for a number of years, an external provider has been contracted to carry out a process evaluation of the course

Child Restraint Update

Waikato Regional Council's regional contract for the delivery of child restraint checks was not renewed for this financial year. We are currently organising a technician to work on Waipa Council's behalf. Currently child restraint checks are available at the Te Awamutu Birthing Centre every Thursday from 10.30am - 12pm. It is hoped to extend these checks to Cambridge.

Driver Fatigue

A new animated clip on driver fatigue was released on Facebook at Labour weekend. The 'cat nap' video clip will be used at varying times of the year and complements the previous 'dog tired' clip. Other means of distribution of the clip will be explored.



Motorcycle skills training

Skills training days were held in October at the Kartsport Club, Airport Road, with 49 motorcyclists attending. This is a big increase in numbers from previous years.

Speed past school buses.

A 'speed past school buses' campaign is currently underway. This involves surveys with rural school parents, resources for parents of school children, advertising in local papers and Facebook, along with advertising on school buses. Initial surveys suggest that the law requiring drivers to reduce speed to 20km/hr when passing a school bus that has stopped to pick up or drop off children is not widely known. An advertising campaign should help to inform/remind people of this law.

Upcoming Activities

- Young Driver Day (November)
- Motorcycle training (November)
- Sober Driver Campaign (December)
- Billboard renewal (December)

3.6 Passenger Transport

In June 2020 the Waikato Region transitioned to the new electronic ticketing system on board buses. Since then there have been a number of ongoing issues around data access, which has resulted in restrictions to patronage reporting. Waikato Regional Council is currently working on a resolution and will have a permanent reporting solution in place in the coming months.

In the meantime we can only see Regional totals for the past two months, which reflect the impact of Covid-19, with a 20-30% drop on the past year's numbers.

Waikato Patronage	Monthly Result		12 Months to Date	
	Boardings	% change compared to same month last year	Boardings	% change compared to same period one year prior
Jul-20	277,736	-22.02%	3,461,960	-14.07%
Aug-20	273,201	-31.18%	3,322,863	-18.18%

4 Waste Minimisation Activities

Highlights from July, August & September

- Waste Minimisation Officer (WMO) attended six community events with the Plastic Free July education and giveaway stall. Over 650 face to face conversations were held.
- Online event held on easy tips and tricks on how to avoid plastics we can't recycle in Waipa (3, 4, 6 and 7).
- Food Lovers' Master Class held with great attendance.
- WMO working with national project team on "rethinking rubbish and recycling" behaviour change project.
- Three yearly solid waste audit undertaken.
- Elected members invited to attend waste tour of Recycling Sorting Centre and the solid waste audit.

Community direct participation with Waipa Waste Minimisation Programme

Cumulative total of face-to-face engagements in the Waste Minimisation programme 2020-21



Delivered by Council Waste Minimisation Officer

* Delivered by recipients of the Community Fund or the community using Council resources, e.g. event kit

Contractor delivered

This excludes online engagement in social media, but does include live interaction online via Zoom workshops or similar.

Education Day at the Recycling Sorting Centre 16 July



This was our very first education day. It was run in two sessions; the first 30 minute education session with the WMO was held at the i-Site and used interactive technology to do a quiz on what can and can't be recycled in Waipa. Then participants were bused to the Recycling Sorting Centre. Here the Manager of the facility walked them through how the sorting of the mixed recycling happens, and another Educator introduced ideas for re-using and reducing before recycling.

Managing Solid Waste - Audit & Filming

The solid waste audit was completed in the last week of September. This will feed into our future waste assessment to keep Waipa District Council compliant with Ministry funding requirements. Waste and mixed recycling were collected from over 250 households across the district. A summary of results will be provided when the report is complete. The contractor collected a large sample each day, including for the week:

- 150 kerbside pre-paid rubbish bags
- 75 x smaller rubbish wheelie bins (80/120/140L)
- 40 x large rubbish wheelie bins (240L)
- The contents of 50 x 240L mixed recycling wheelie bins
- Glass was excluded due to the known weights coming from our recycling contract, low contamination rates and health and safety implications (broken glass).

A full day of filming was captured and will be used in the coming months to educate on the key finding of the waste audit and more detailed communication around food waste in our district. For example, below is a picture of a 'grazing platter' made 100% from food pulled out of rubbish bins, including chocolates. Watch this space!



Community Funding

The Fund was opened and one of two planned “drop in” sessions was held. The WMO was available for one-on-one meetings, phone calls and emails to support the community in preparing their applications. WMO had five meetings with community members to help them prepare their applications and usually several emails per application for the rest. The fund closed on 14 September and received 16 applications; one was withdrawn and one was not eligible. The Fund was oversubscribed, with \$71,000 requested and \$40,000 available.

A panel consisting of the WMO, Transportation Team Leader and a Waste Minimisation staff member from HCC independently assessed the applications using a weighted attribute system, geared towards waste minimisation outcomes as set out in the funding information. The panel met to discuss and finalise assessments in mid-October and applicants were notified of the outcomes. The projects were funded with a mix of full and partial funding. One is still in discussion about what support they would like to access.

The successful applicants are:

H2O refill stations Mighty River Domain	Contactless water refill stations for their event bank. Tall colourful flags to show the crowd where the free water is. Also some branded aluminium drink bottles for each event this summer, so the MC can do shout outs about refilling and where the water is. This project sits high on the waste hierarchy as it removes a plastic waste completely if people bring their own bottle or encourages reuse of a bottle bought on the day.
Cambridge Primary Zero Waste School Gala	Building on their successful zero waste gala last year, the funding will support non-waste generating activities at the gala, like food, items made from reused items by students and a contribution to a ride, as experiences don't generate waste.
Little Thinkers Community composting	Little Thinkers is a new build early childhood centre in Cambridge. With their funding they are installing a 100% pest proof composting system that can even break down compostable packaging. They will involve their families, close neighbours and local businesses by being open to drop off food waste. The children will take a trolley to the closest café and offices to collect their food waste. This system will also be able to take the centre's green waste, meaning 100% of their organic matter will be diverted from landfill.
Chamber of Commerce "staff starter kit"	The Chamber wishes to grow the stories of success around waste minimisation with its members. It will work closely with three businesses to reduce their office waste. Pre-audits will be undertaken to choose what items to work on. After the support (incentives, information, communication to staff etc) a post audit will be carried out to assess any changes. The Chamber will also bring in a business waste minimisation expert to introduce corporate waste minimisation strategies to encourage all businesses to look at their waste differently.
Chamber of Commerce	The Waipa Networks Business Awards is the premier business event for the Waipa region delivered by the Cambridge Business Chamber.

Waste Minimisation Award category	Sponsorship of this award will lift the visibility of corporate responsibility and initiatives in waste minimisation. It aims to encourage businesses to celebrate and be celebrated for their waste minimisation and environmental initiatives. Funding is set for two years to allow the interest in the category to grow, and then at 50% for Y3, with hopes of corporate sponsorship to take it forward.
Menu planning workshops	A local chef and keen zero food waste Mum is bringing her skills and expertise in reducing food waste at home and cooking really nutritious meals to an evening event to be held at Fahrenheit Restaurant. There will be four workshops throughout the year and will focus strongly on menu planning as a way to reduce food waste at the outset.
Kate Meads Food Lovers' Master Class	Following on from a sold out event this year (80 people attended in Te Awamutu) this funding will bring Kate's great food waste workshop to Cambridge in the coming year.
Uniform repair and re sell extended project	This project was funded in 2019-2020 but due to construction delays the project was not completed. The 2019-2020 funds have been slightly added to in order to set up the new dedicated space to show the second-hand uniforms at their best. This group has been looking for suitable second-hand shelving, without success, so will need to purchase this, with this funding.
Little Thinkers modern cloth nappies	Similar to the project funded last year at the Wananga, large volumes of waste can be avoided by using modern cloth nappies in the early childhood education arena. As we have a pilot programme a contribution was made towards the purchase of the nappies.
Te Awamutu Maori Women's Welfare League Community Food Freezer	The TMWWL has a community garden, a Pataka Kai stand; they take and redistribute rescued food from Countdown supermarket (via Kainga Aroha), they preserve large volumes of food and they make up food packages. A freezer will help them save more food for the community.
Sustainable Skills workshop series	An older generation wants to share skills that were very normal for them with a younger generation. Three workshops will be held covering darning and clothes repairs, making household cleaners from basic ingredients, remaking clothes to fit from the second-hand store. Part of their aim is to help change people's mindset from "discard" to "re-use" and to equip them to be able to do that.
Wrap-it beeswax wraps	A group of secondary school students have been making and selling beeswax wraps at the Trash and Treasure market and online as a social enterprise (any profit made goes back into their business). Beeswax can replace cling film and is able to be used again and again. These young women will use the funding to trial new products, offer a "refresh your wrap" service where wraps can be re-done making them good as new. They will also have funding to promote their products on Facebook and Instagram and offer two workshops during the year.

<p>Zero Waste Xmas workshop</p>	<p>Passionate local, Ruth Webb, will share ideas to limit our impact on the earth this Christmas. The Zero Waste Christmas workshop will encourage people to give experiences rather than things, open ideas of good quality second-hand or home-made presents. Participants will get a chance to learn the Japanese art of furoshiki (fabric gift wrapping) or make a beeswax wrap. There will also be a small market selling zero waste gifts so you can get some stocking fillers while supporting local crafters (cash only).</p>
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Rotary e-waste collection \$9,800

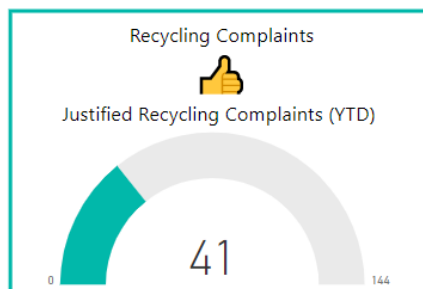
Progress has been delayed due to Covid-19, but this service is now operational. WMO did a site visit to their back of house location to get an update. They have done quite a lot of work at the site to make it workable and safe for volunteers. They started with a soft launch and a first public event in partnership with a school. They are doing presentations in school about why we should recycle e-waste so the children are engaged before the event promotion comes out. They are deliberately partnering with schools to manage the volume of e-waste that is collected, and to minimise the risk of any site being used for illegal dumping. They have five more events planned before the end of 2020.

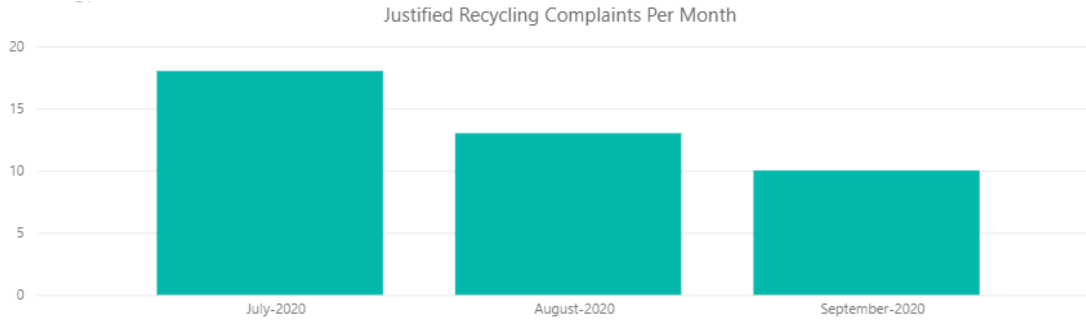
Coming up:

- Funding out to all successful applicants for 2020-21 and they will start their projects.
- Event planning for the rural waste “one stop shop” event set for Feb 2021.

5 Levels of Service & Performance Measures

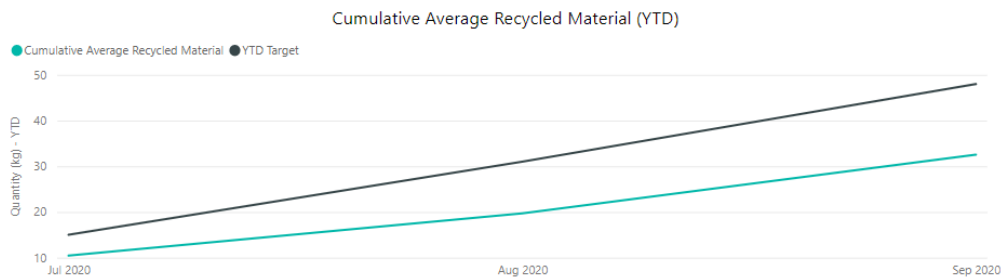
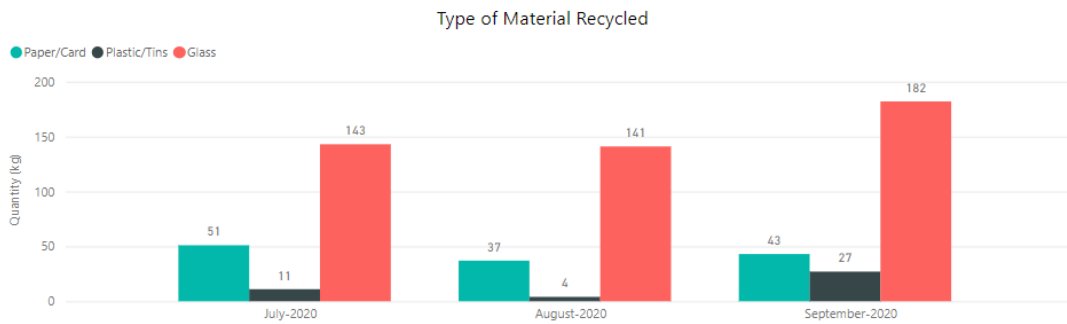
5.1 Recycling Complaints





The number of customer calls and issues continues to decline as the new recycling service beds in and initial teething issues are ironed out. In recent times we have had delays in supplying new bins and repairs and have had to source bins from a new supplier as the original manufacturer has been unable to keep up with national demand.

5.3 Waste Minimisation – Recycling Volumes



Year volumes are below target due to the Covid-19 disruption and landfilling of contamination. Taking materials to landfill cost an additional \$96,000 through the Covid period.

Since May 2020 the Contractor and Council staff have been battling with medical waste contamination of the mix recycling. This waste includes medical liquid bags (often containing liquid and blood), tubes, needles and other assorted medicine containers. This creates major disruption as all materials around the medical waste is potentially contaminated, cannot be hand sorted and must be sent to landfill. The sorting line must be cleaned and sanitised. The

recycling materials sent to landfill are both a cost to dispose of and a loss of revenue from valuable materials.

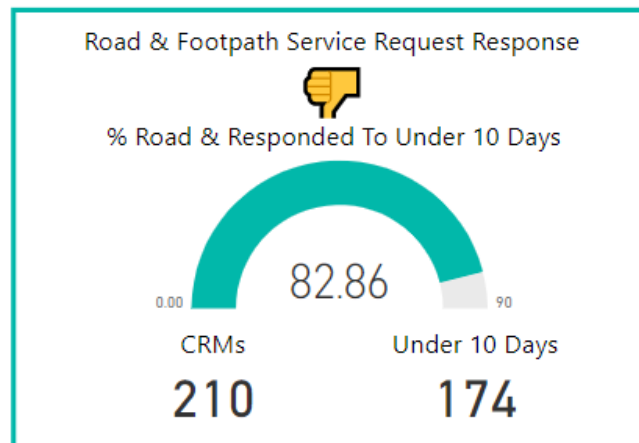
We have tried to address this through liaison with the DHB, public information and on street bin audits to try and find the source properties so we can educate the offenders. We have had limited success in tracking down offenders and the DHB cannot divulge patient addresses due to privacy laws, so this has become a very frustrating and expensive problem.

There is also veterinary waste from on farm animal treatments and one of the photographs below shows such a treatment with the needle still attached.

Ultimately the cost of dealing with this issue is borne by all ratepayers and a cost of \$18,000 has been incurred to date. We will continue to educate and try to trace offenders.

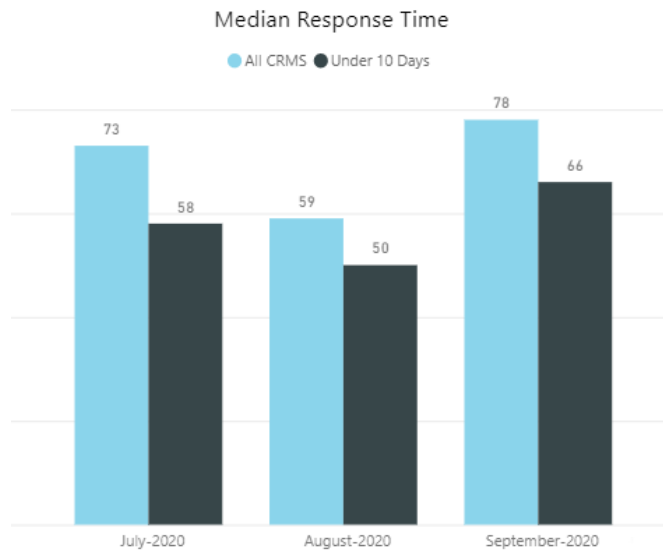


5.4 Contractor – Road & Footpath Service Request Response



Staff have cleared a backlog of open CRMs in the system and made significant improvement on addressing CRMs within the 10 day response period. We are still not at the 90% target, but are gaining ground each month to achieve this.

Analysis of extended response CRMs shows that some calls are not transportation department calls or are bulk update actions entered to the system late, so these are administration issues that we can work on to improve.



Bryan Hudson
TRANSPORTATION MANAGER

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



To: The Chairperson and Members of the Service Delivery Committee
From: Transportation Safety Officer
Subject: **Te Awamutu Rotary Christmas Parade 2020 – Request for Temporary Road Closure**
Meeting Date: 17 November 2020
File Reference: ECM 10471493

1 EXECUTIVE SUMMARY

Rotary Te Awamutu has applied to temporarily close the following roads to vehicle traffic on **Saturday, 5 December 2020** (between 7.00am and 1.00pm):

- **Mahoe Street** - between Arawata Street and Selwyn Lane
- **Alexandra Street** - between Mutu/Rewi Streets and Sloane Street
- **Churchill Street** - between Mahoe Street and the squash club (335 Churchill Street)
- **Selwyn Lane** - whole road
- **Gorst Avenue** - whole road

And between 10.00am and 1.00pm:

- **Mahoe Street** - between Churchill Street and Selwyn Lane
- **Arawata Street** - between Mahoe Street and Alexandra/Sloane Streets
- **Sloane Street** - between Arawata/Alexandra Streets and 35 Sloane Street.

as shown in Figure 1 below.

The proposed closure is for the Te Awamutu Rotary Christmas Parade and was advertised publicly in the Te Awamutu Courier on Thursday, 8 October 2020. Submissions by affected parties were invited, closing at 4.00pm on Friday, 23 October 2020. No objections were received.



KEY	
	Roads closed from 7.00am to 1.00pm
	Roads closed from 10.00am to 1.00pm

Figure 1 – Proposed road closures for the Te Awamutu Rotary Christmas Parade 2020

Police, the New Zealand Transport Agency, and emergency services were consulted and raised no concerns. Police and other emergency services will have priority access to all areas of the closed roads at all times.

2 RECOMMENDATIONS

That

- a) *The Te Awamutu Rotary Christmas Parade 2020 – Request for Temporary Road Closure* report of Julie Taylor, Transportation Safety Officer, be received;
- b) *The Service Delivery Committee approves the temporary closure of the following roads:*

Between 7.00am and 1.00pm:

- **Mahoe Street** - between Arawata Street and Selwyn Lane
- **Alexandra Street** - between Mutu/Rewi Streets and Sloane Street
- **Churchill Street** - between Mahoe Street and the squash club (335 Churchill Street)

- **Selwyn Lane** - whole road
- **Gorst Avenue** - whole road

Between 10.00am and 1.00pm:

- **Mahoe Street** - between Churchill Street and Selwyn Lane
- **Arawata Street** - between Mahoe Street and Alexandra/Sloane Streets
- **Sloane Street** - between Arawata/Alexandra Streets and 35 Sloane Street.

on **Saturday, 5 December 2020** in accordance with Sections 319(h) and 342, and Section 11 of Schedule 10 of the Local Government Act 1974.

- c) The Service Delivery Committee authorises public notification of the approved road closure before the event, as required by the Local Government Act 1974.

3 OPTIONS AND ASSESSMENT

Decision making


Rotary Te Awamutu's application has been reviewed and is recommended for approval. We are satisfied it meets the criteria set out in the Local Government Act 1974 and the Code of Practice for Temporary Traffic Management.

This parade is an annual event. No problems or unreasonable inconvenience to traffic were reported to Council from previous events.

We anticipate this temporary road closure, if approved, will cause only limited disruption to the public. However, event organisers will be instructed to notify all affected properties of the closure details to minimise inconvenience.

If the temporary road closure is approved, Council officers will:

- Inform organisers their application has been approved
- Work with organisers to approve a compliant Traffic Management Plan
- Publicly notify the temporary road closure in the Te Awamutu Courier before the closure date.



Julie Taylor
TRANSPORTATION SAFETY OFFICER



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



Approved by Dawn Inglis
GROUP MANAGER – SERVICE DELIVERY

SUPPORTING INFORMATION: ASSESSMENT OF PROPOSAL

1 Statutory and policy requirements

Legal and regulatory considerations

Local Government Act 2002

s.10 Purpose of Local Government

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



To: The Chairperson and Members of the Service Delivery Committee
From: Manager Service Delivery
Subject: **CONTRACTS SIGNED UNDER DELEGATION**
Meeting Date: 17 November 2020

1 EXECUTIVE SUMMARY

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

2 RECOMMENDATION

That the information contained in the Monthly Schedule of Contracts Signed under Delegated Authority (Document Number 10508620) be received.

3 ATTACHMENTS

Service Delivery Contracts – Monthly Schedule of Contracts Signed – 17 November 2020



Service Delivery Contracts Monthly Schedule of Contracts Signed

Date: 17 November 2020

File Reference: 51.40

CONTRACTS SIGNED UNDER DELEGATED AUTHORITY

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

Monthly Schedule of Service Delivery Contracts Awarded:

Contract No.	Contract Name	Contract Awarded to:	Date Contract Awarded	Activity Type	Accepted Tender Sum	Approved Contract Sum	Difference between Sums
27-20-06	Wordsworth Street Car Park Construction	Schick Civil Construction Limited	16/09/2020	Project Delivery	\$33,185.00	\$40,185.00	Contingency
27-20-10	Pirongia Toilets Upgrade – On site WW Treatment System	Glenn Rawson Plumbing Limited	20/08/2020	Project Delivery	\$122,477.72	\$127,598.22	Contingency
27-19-39	Maungatautari Road Widening and Pavement Overlay	Schick Civil Construction Limited	21/09/2020	Transportation	\$521,758.77	\$599,758.77	Contingency

Dawn Inglis

GROUP MANAGER SERVICE DELIVERY



INFORMATION ONLY

To: The Chairperson and Members of the Service Delivery Committee
From: Manager Water Services
Subject: **THREE WATERS REFORM - UPDATE**
Meeting Date: 17 November 2020
File Reference: 004.06

1 INTRODUCTION

Following Council's approval and signing of the Memoranda of Understanding (MOU) with the Department of Internal Affairs (DIA) and submission and subsequent approval of Council's Delivery Plan for the Water Reform stimulus funding (\$6.82M), the Request for Information (Rfi) from the DIA has been received.

The MOU included a commitment to share information to support the Three Waters Reform Programme.

The DIA, in partnership with the Three Waters Reform Steering Committee, is seeking information from local authorities to support detailed modelling and analysis. This will enable informed decision making as part of the Reform Programme, and is consistent with the sector's desire for detailed evidence at the local level.

The DIA and the Steering Committee have acknowledged the significant demands on local authorities at this time and have made support available to help complete this Request for Information. This includes an email helpdesk, webinars, regular updates and technical support.

All local authorities signed up to this Reform Programme and therefore must provide a base level of information to inform analysis of the policy, commercial and financial impacts, and advantages of reform. A sample of local authorities have been selected to provide more detailed information to enable more applied analysis. Where they are able to do this, remaining local authorities are encouraged to provide this additional information. Greater levels of support will be provided to local authorities that were selected or chose to join the sample.

Waipa District Council was not selected to be one of the local authorities to provide more detailed information, but staff have made the decision to join the sample. The rationale for this decision was that by providing the further information, Council would be better placed to understand the impacts of the Three Waters Reform programme on Council, and to have more engagement with the reform steering committee, and hence be more informed. Also it is also expected that local authorities that did not complete the more detailed request would be expected to supply this information at a later date.

There is significant work required to complete the Request for Information which has a deadline of 1 February 2021. It is expected that up to four full time equivalent staff will be required from Water Services and Project Delivery to complete the Request for Information, with further assistance required from other Council departments.

The workbook supplied by the DIA includes 66 individual tabs, with approximately 1,400 rows of data required, with up to eight columns for each row. Much of the Data is moderately difficult to obtain, with approximately 10% easier and 15% more difficult.

The information requested covers the following:

Table 1: Rfl Response Template information requested

Ref.	Section	Purpose	Description
AA	Qualitative	Analysis of commercial and charging arrangements, including asset management, financing, and service delivery. Analysis of current arrangements for funding, managing, and delivering stormwater systems.	<ul style="list-style-type: none"> • Pricing • Commercial contracts • Financing • Stormwater management • Infrastructure strategy • Land and asset valuations • Consents
A	Base information	Analysis of factors that could affect operating costs and future growth investment.	<ul style="list-style-type: none"> • Properties and population served • Water volumes and losses • Wastewater and storm water volumes and loads
B	Levels of service	Analysis of factors that impact on current levels of service and the scope for greater efficiency.	<ul style="list-style-type: none"> • Water availability • Pressure and interruptions • Wastewater flooding • Customer contact • Security of supply
C	Quality and environment outputs	Analysis of factors that impact on current levels of service and the scope for greater efficiency.	<ul style="list-style-type: none"> • Water quality compliance • Wastewater compliance
E	Operating costs and efficiency	Analysis of factors that impact on cost effectiveness and the scope for greater efficiency.	<ul style="list-style-type: none"> • Activity based costing for the water, wastewater, and stormwater • Information on the drivers of operating costs
F	Current and forecast financial information	Analysis to enable economic and financial modelling, and to understand potential commercial positions of the new entities.	<ul style="list-style-type: none"> • Profit and loss • Balance sheet • Cash flow statement • Analysis of revenue • Analysis of borrowing

G	Investment plan	Analysis of current levels of investment and the renewals backlog.	<ul style="list-style-type: none"> Investment expenditure Investment plan
J	Asset replacement	To test the estimates for economic depreciation.	<ul style="list-style-type: none"> Replacement cost by asset type Expected asset lives by asset type

Three Waters Reform Programme: Request for Information Workbook I				
Local Authority: <input type="text" value="0"/>		Worksheet check Please complete		
Section E: Operating Costs and Efficiency				
Table E7: Wastewater Explanatory Factors - Wastewater				
Item Ref.	Description	Units	Field Type	Checks
				1 2 3 4
				CG CG CG CG
Area Data				
1	E7.0	Name	I	Please complete
2	E7.1	Annual average resident connected population	000 I/C	Please complete
3	E7.2	Annual average non- resident connected population	000 I/C	Please complete
4	E7.3	Volume of wastewater collected (daily average)	000 m3/d I/C	Please complete
5	E7.4	Total connected properties	nr I/C	Please complete
6	E7.5	Area of Wastewater District	km 2 I/C	Please complete
7	E7.6	Drained Area	km2 I/C	Please complete
8	E7.7	Annual Precipitation	mm I	Please complete
Wastewater Data				
9	E7.8	Total length of sewer (excluding lateral sewers)	km I/C	Please complete
10	E7.9	Total length of lateral sewer	km I/C	Please complete
11	E7.10	Length of combined sewer	km I/C	Please complete
12	E7.12	Length of sewer > 1000 mm diameter	km I/C	Please complete
13	E7.13	Length of Critical Sewer	km I/C	Please complete
14	E7.14	Sewer Collapses	nr I/C	Please complete
Pumping Stations				

Example of workbook Tab

A project team has been established to deliver the Request for Information and a programme is being compiled. The DIA has approved that local authorities can fund \$60k towards the cost of completing the Request for Information from their approved Delivery Plan funding (note, not extra funding).

The following appendix accompanies the report:

- *Appendix 1 – Three Waters Stimulus Grant Delivery Plan - approval (document 10460031).*

2 RECOMMENDATION

That

- The report titled Three Waters Review - Update (document number 10505663) of Martin Mould, Manager Water Services, be received.*

3 DELIVERY PLAN UPDATE

On 5 November 2020, notification of the approval of the Waipa District Council Delivery Plan was received. This is included as Appendix 1 to this report. This document will now be signed by the Chief Executive under delegation, as per resolution 15/20/42.



Martin Mould
MANAGER WATER SERVICES



Approved by Dawn Inglis
GROUP MANAGER SERVICE DELIVERY

Appendix 1

Three Waters Stimulus Grant Delivery Plan (*document 10460031*)

THREE WATERS STIMULUS GRANT DELIVERY PLAN

Instructions for completion: A single Delivery Plan is to be completed for the full Expenditure Programme. Territorial Authorities may elect to provide appendices providing further detail of specific elements of the proposed expenditure programme.

The draft Delivery Plan must be submitted by the Territorial Authority as soon as possible and in any event by no later than 30 September 2020 to threewaters@dia.govt.nz, with a copy to 3waters@crowinfrastructure.govt.nz. The Delivery Plan will be assessed by the Department of Internal Affairs and Crown Infrastructure Partners Limited, who may elect to provide feedback and require further detail, additions or alterations. A revised version of the Delivery Plan, incorporating all agreed changes, must be submitted for approval thereafter, with the final Delivery Plan to be in an approved form by 31 October 2020.

Where the Department of Internal Affairs requires additional reporting or other assurance based on a specific Delivery Plan, this will be included in section 17 below following the Department of Internal Affairs/Crown Infrastructure Partners Limited review. Section 17 will form part of the Delivery Plan. All figures in this Delivery Plan should be GST exclusive.

Capitalised terms in this Delivery Plan have the meaning given to them in the Funding Agreement, where applicable.

Territorial Authority information

1. Programme Title:
2. Territorial Authority:
3. Total Maximum Amount Payable (NZ\$M):

\$6,820,000 (made up of \$3,410,000 local portion, and an expected further sum of \$3,410,000 from the regional allocation). Refer to **Attachment 1** for written confirmation of agreement with regional partners (Waikato Mayoral Forum letter dated 4 September 2020).

As detailed further in Section 5, this delivery plan also includes Regional Collaboration with Waikato District Council and Hamilton City Council under the Waters Focus area of the Hamilton to Auckland Corridor Plan managed by Future Proof.

Over and above previously approved funding, the Waipa District Council (WDC) additional cost share for regional waters collaboration projects, namely the Sub-Regional Three Waters Study and Waikato Metropolitan Wastewater Detailed business case is \$375,000 and \$725,000 respectively. Hamilton City, Waikato District and WDC have agreed the following proportional share across each

council for these projects of 50:25:25 respectively.

WDC is focused on maximising the opportunity of the reform funding to promote economic stimulus in relation to job creation both directly and indirectly. These projects have been carefully selected to improve business continuity, resilience and sustainability. There is a balance between meeting immediate improvements that deliver employment for skilled labour and longer-term growth projects that will underpin sustainable growth of the District. The work packages will promote the long-term planning, project delivery and implementation of strategic and local infrastructure. They will enable growth areas to progress; accelerate renewals programmes and optimise asset life cycle management; enhance regulatory compliance and promote environmentally sustainable practices.

4. Organisation Lead Contact:

Name:	Martin Mould
Position:	Water Services Manager
Email:	Martin.mould@waipadc.govt.nz

Expenditure Programme overview

5. Please provide a brief description of the expenditure programme to be undertaken:

WDC has developed a programme of Three Waters stimulus projects to enable flexibility across the programme and manage trade-offs or 'overs and unders' associated with the projects within the programme. On 15 September 2020, the Council endorsed the Three Waters stimulus projects, including contingency projects as a programme of works for inclusion in the Delivery Plan.

The programme includes 13 projects (including one programme management project) and six contingency projects. We also have included a separate project to prepare for three waters reform outside the funding allocation limit, as we understand that this may be funded separately (Water NZ webinar, 3 September 2020).

There are two regional projects which will be undertaken in partnership with Waikato District Council and Hamilton City Council. For ease of delivery of the programme, projects have been grouped into work packages. The work packages focus on strategic priorities (both regionally and locally); renewals and asset information; asset condition assessment and resilience; 3 waters planning and compliance; and preparing for three waters reform. We have allowed for programme management separately which will be allocated across all individual projects.

Note that this plan has been developed based on the information available at the time and we acknowledge that this may change and evolve. We will communicate any changes through established reporting processes and confirm that any changes will be evaluated against the stimulus and reform objectives to ensure these are being met.

Work Package	Description
1. Strategic planning	Strategic study and development of detailed business cases to review 3 waters infrastructure delivery and management in the Waikato Sub-region in partnership with Waikato District Council and Hamilton City Council.
2. Renewals and asset information	<p>Renewal and upgrade of water and wastewater SCADA and telemetry sites to continuously monitor sites to maintain levels of service; improve reliability and compliance with consents and drinking water standards. Employ a suitably qualified SCADA and Telemetry Engineer to oversee upgrades and ongoing operation.</p> <p>Contingency projects include:</p> <ul style="list-style-type: none"> ▪ Investigation and design of replacement 0.9km wastewater pipeline at Te Rahu Road, Te Awamutu ▪ Renewal of wastewater pump stations to meet levels of service ▪ Investigation and design of water pipeline to replace Te Tahī trunk main, supplying Te Awamutu.
3. Asset condition assessment and resilience	<p>There are four main projects proposed to assess asset condition and performance and improve resilience:</p> <ol style="list-style-type: none"> 1. Provide additional 0.5ML storage capacity for a new treated water reservoir at Parallel Road Water Treatment Plant to improve service resilience (to be completed as part of a current upgrade contract). 2. Investigation, design and construction of water pipeline to connect Kihikihi to Te Awamutu to provide Kihikihi with an alternate water supply, to improve service resilience (additional funding to complete this project beyond stimulus funding to be provided by WDC). 3. Condition assessment of wastewater network to inform maintenance, renewal and upgrade programme. Inspections of household and business connections to identify inflow and infiltration sources. 4. Condition assessment of water supply network to inform maintenance, renewal and upgrade programme. Development of water leak detection and pipe rehabilitation/replacement strategies to improve network performance.

4. 3 Waters planning and compliance	<p>There are five main projects proposed to plan 3 waters activities and meet consent compliance, which include the following activities:</p> <ol style="list-style-type: none"> 1. Water supply – review and update of Water Safety Plans, Incident Management Plan and Water Contamination Protection Plans, to improve drinking water standard compliance. 2. Surface water protozoa sampling to meet drinking water standard requirements. Monitoring and minor works to meet water treatment regional consent conditions. 3. Wastewater - preparation of a district wide biosolids management plan to inform sustainable and optimised management and end-use of biosolids. 4. Stormwater - preparation and lodgement of consent application to renew district wide stormwater consent which expires in 2022. 5. Integration of 1D and 2D models and development of catchment flood hazard maps for each community within the district. This work will identify floodable properties to inform Catchment Management Plans, stormwater discharge consent and affected property owners. <p>Contingency projects include:</p> <ul style="list-style-type: none"> ▪ Energy efficiency review and carbon baselining of water and wastewater treatment plants and major pump stations. ▪ Investigation of alternative options for the location of the septage disposal facility at Cambridge Wastewater Treatment Plant. Potential to consider out of district locations as part of scope. ▪ Investigation of alternative options for bulk water stations in the Waipā district. Potential to consider out of district locations as part of the scope.
5. Programme management	<p>The programme of work described above is over and above the current work programme. WDC requires additional resources to support the delivery. These resources will be sought from internal resources or external providers utilising existing framework/panel arrangements. The programme team will be responsible for further developing and subsequent delivery of the above projects, monitoring progress and reporting back to Crown Infrastructure Partners.</p>
6. Preparation for three waters reform	<p>Funding to support the preparation for Stage 2 and Stage 3 of the three waters reform.</p>
7. Contingency projects	<p>Listed above in grey.</p>

6. Location/address of the programme:

(if this is a series of investments, please identify each location where relevant)

Work Package	Location
1. Strategic planning	Waikato subregion: Waipa, Waikato and Hamilton districts
2. Renewals and asset information	Waipa district wide
3. Asset condition assessment and resilience	Waipa district wide
4. 3 Waters planning and compliance	Waipa district wide
5. Programme management	Programme delivery and supporting resources will be secured from internal or external providers based in the Waikato region.
6. Preparation for three waters reform	Waipa district wide
7. Contingency projects	Waipa district wide

7. What is the **total** estimated cost of the programme (NZ\$M)?

WDC has developed a programme of Three Waters stimulus projects to enable flexibility across the programme and manage trade-offs or 'overs and unders' associated with the projects within the programme.

Total programme estimated cost is \$6.82 million made up of:

- \$3.41m regional allocation and
- \$3.41m territorial authority allocation.

Contingency projects, not included in total estimated costs - \$1.36 million

The projects identified are discrete activities that fit amongst either wider programmes of work or business as usual activity, or are additional funding amounts to undertake activity over and above existing funding levels. We have only included here the cost of the discrete activities identified above.

8. If the total estimated cost exceeds the Total Maximum Amount Payable, please specify the funding source(s) and amount(s):

Funding Source	Amount (NZ\$M)
N/A	\$
Total	\$

9. Please provide a high-level breakdown of the expenditure programme including a cost schedule identifying estimated costs for each major component:

Work Package	Capex	Opex	Cost Estimate
1. Strategic planning	\$0	\$1,100,000	\$1,100,000
2. Renewals and asset information	\$2,090,000	\$0	\$2,090,000
3. Asset condition assessment and resilience	\$1,890,000	\$465,000	\$2,355,000
4. 3 Waters planning and compliance	\$0	\$935,000	\$935,000
5. Programme management	\$0	\$340,000	\$340,000
Programme subtotal	\$3,980,000	\$2,840,000	\$6,820,000
6. Preparation for three waters reform	\$0	\$200,000	\$200,000
7. Contingency projects	\$1,210,000	\$150,000	\$1,360,000

Please note these cost estimates are at various levels of certainty depending on each project's respective maturity level, and the limited time to scope and plan these projects. Some of these projects have business cases which describe scope and cost estimate at a concept level. Where practicable we have sought to develop projects that can be delivered easily via existing procurement arrangements. However, the cost accuracy for many projects are in the range of +/- 30%, and hence our proposal to utilise a programme approach to manage 'overs and unders' between projects.

WDC has also scoped six additional contingency projects valued at \$1.36 million, which can easily replace projects in the programme if external influences outside of WDC's control cause proposed projects not to proceed (such as supplier constraints, further working restrictions, e.g. covid outbreaks). The funding for each project will be identified and the scope and timing of the project tailored to meet the objectives. Where adjustments to the funding are considered appropriate the reallocation of budgets will be agreed through the governance structure and established change control process.

WDC acknowledges that there are two significant regional projects that are included in the programme and to enable successful delivery of these projects requires collaboration with neighbouring territorial authorities. Collaboration on these sub-regional projects has been ongoing for over 12 months, under the Waters Focus area of the Hamilton to Auckland Corridor Plan managed by Future Proof. Robust governance arrangements and resources are already in place to ensure the objectives of the projects are achieved.

It is WDC's intention and plan to spend the full cost estimate on each project, however we recognise the

need for flexibility in its approach to ensure it meets government stimulus objectives, as well as the reform funding objectives.

Attachment 2: The attached funding breakdown shows the areas of funding within the 3 waters activity as well as the percentage split between Opex and Capex for the proposed 13 projects, six contingency projects and project to prepare for waters reform.

10. What is the expected number of people employed, and net jobs created through the expenditure programme? How has this been estimated?

Project Name	FTEs			Direct + Indirect	Employment FTE Total (direct + indirect + induced)
	Direct impacts	Indirect impacts	Induced impacts		
Sub Regional WWTP Detailed Business Case	3.7	2.2	2.1	6.0	8.1
Subregional Three Waters Strategy	1.9	1.2	1.1	3.1	4.2
Water and Wastewater SCADA & Telemetry Upgrade	11.8	6.7	6.2	18.5	24.7
Parallel Rd Water Treatment Plant – Treated Water Storage	1.5	1.9	1.3	3.5	4.7
District Wide WW Pipe Condition Assessment and Inflow/Infiltration Study	1.4	0.8	0.7	2.2	2.9
Districtwide Water Leak and Condition Investigation	1.2	0.7	0.6	2.0	2.6
Kihikihi Alternate Water Supply	4.6	5.7	3.8	10.3	14.1
Drinking Water Support Plans	0.9	0.5	0.5	1.4	1.8
District Wide WWTP Sludge Management	0.5	0.3	0.3	0.8	1.1
Drinking Water Compliance Surface Take Monitoring and Assessment	0.9	0.5	0.5	1.4	1.8
District Wide Comprehensive SW Discharge Consent	1.9	1.1	1.0	3.0	4.0
Stormwater Modelling and Flood Hazard Mapping	0.9	0.5	0.5	1.4	1.8
Delivery plan programme management	1.8	1.1	1.0	2.8	3.8
Subtotal	33.0	23.2	19.5	56.2	75.7

WDC has used the Job multipliers calculations as provided by DIA and CIP to estimate the number of people employed. WDC has not included its existing own staff in the estimates above. We propose to engage two new staff to lead the Water and Wastewater SCADA and Telemetry Upgrade and District Wide Comprehensive Stormwater Discharge Consent projects (included in table above) which will be funded by WDC beyond this programme timeframe (2022).

Due to resourcing constraints within WDC, external support or increased internal resources will be required to deliver the programme. If external, WDC will utilise existing contract frameworks/panel arrangements to expedite the delivery of the programme. We are aware that there are specialist contracted services required such as CCTV and leak detection that are likely to experience capacity issues within the region, hence early procurement of these services will be critical.

Several projects identified will also support longer term economic opportunities and job creation, particularly in respect to accelerating growth.

Attachment 4: Job multiplier calculations used to provide FTE estimates

Expenditure Programme commencement

11. Please describe the initial activity to be undertaken on expenditure programme commencement:

As described above, WDC will require increased internal or external support to deliver this programme of work. Therefore, the first stage will be to procure the resources for an experienced programme delivery team, utilising existing professional services panel arrangements.

Once the programme delivery team is on board, the team will be responsible for further defining, and confirming scoping of the projects with WDC to ensure any scope changes are documented and communicated with stakeholders. The projects will then be entered into an overall programme which will consider resource allocation, risks and monitor time and cost.

WDC will seek to utilise existing reporting mechanisms for this programme of work which will be integrated into the WDC capital programme and be reported monthly to the 3 Waters Project Control Group.

Following confirmation of the scope, resource planning and project specifications, the programme delivery team will begin procuring resources/contracts to deliver works as applicable. As detailed previously, WDC will utilise existing contract and framework arrangements as much as possible to expedite this process. WDC is already engaging with suppliers in the region, particularly specialised services that may have capacity constraints.

Expenditure Programme completion

12. Please outline below the high-level plan that will ensure the expenditure programme is completed by 31 March 2022 (these should largely mirror the milestones below):

Each project will have its own project implementation plan, summarising the project objectives, methodology, resource requirements, communications and project risks.

As outlined above, each project is at a different maturity level, with some projects able to commence immediately whereas others need to be further refined and resources secured to deliver on the project.

The table below shows the key steps at a high level to deliver the programme.

Key steps	Indicative timing
1. Procure Programme Delivery team	September – October 2020

2. Confirm Programme plan, key risks, timing and resourcing	October 2020
3. Procure work package project management and support resources	September – November 2020
4. Procure delivery resources utilising existing contract/framework arrangements where possible	October 2020 – March 2021
5. Completion of business cases, physical works, strategies, capital improvements projects	January 2021 – March 2022
6. Oversee, monitor and report on progress to stakeholders	Ongoing

Expenditure Programme funding status

13. Please indicate below the expenditure programme funding status:

1. Strategic planning				
Included in LTP	N	Amounts NZ\$		Year
Included in Annual Plan 2020/21	N	Amounts NZ\$		N/A
Not funded in any plan	Y	Amounts NZ\$	\$1,100,000	2021-2022
Was funded but COVID-19 deferred	N	Amounts NZ\$		Year
Is any Territorial Authority co-funding being contributed?	N	Amounts NZ\$		Year
The sub-regional projects are delivered in partnership with Waikato District Council and Hamilton City Council.				

2. Renewals and asset information				
Included in Long Term Plan	N	Amounts NZ\$		Year
Included in Annual Plan 2020/21	N	Amounts NZ\$		N/A
Not funded in any plan	Y	Amounts NZ\$	\$2,090,000	2021-2022
Was funded but COVID-19 deferred	N	Amounts NZ\$		Year
Is any Territorial Authority co-funding being contributed?	N	Amounts NZ\$		Year
The renewals and asset information projects are in addition to renewals and asset management work funded in the 20/21 Annual Plan and existing Long Term Plan.				

3. Asset condition assessment and resilience				
Included in Long Term Plan	Y	Amounts NZ\$	\$506,000	2020-2028
Included in Annual Plan 2020/21	Y	Amounts NZ\$	\$506,000	2020/21
Not funded in any plan	Y	Amounts NZ\$	\$2,355,000	2021-2022
Was funded but COVID-19 deferred	N	Amounts NZ\$		Year
Is any Territorial Authority co-funding being contributed?	N	Amounts NZ\$		Year
<p>An annual budget of \$220k is included in the existing Annual Plan and Long Term Plan for inflow and infiltration (I/I) investigation and wastewater asset condition assessments. An annual budget of \$286k is included in the existing Annual Plan and Long Term Plan for leak detection and water supply asset condition assessments. The assessments included in this plan are in addition to investigative work funded in the 20/21 Annual Plan and existing Long Term Plan.</p>				

4. 3 Waters planning and compliance				
Included in Long Term Plan	N	Amounts NZ\$		Year
Included in Annual Plan 2020/21	N	Amounts NZ\$		N/A
Not funded in any plan	Y	Amounts NZ\$	\$935,000	2021-2022
Was funded but COVID-19 deferred	N	Amounts NZ\$		Year
Is any Territorial Authority co-funding being contributed?	N	Amounts NZ\$		Year
<p>Activities planned are in addition to any expenditure outlined in the 20/21 Annual Plan and existing LTP.</p>				

5. Programme management				
Included in Long Term Plan	N	Amounts NZ\$		Year
Included in Annual Plan 2020/21	N	Amounts NZ\$		N/A
Not funded in any plan	Y	Amounts NZ\$	\$340,000	2021-2022
Was funded but COVID-19 deferred	N	Amounts NZ\$		Year
Is any Territorial Authority co-funding being contributed?	N	Amounts NZ\$		Year

Programme management, delivery and support is specific to the work packages outlined above, not funded in the 20/21 Annual Plan and existing Long Term Plan.

6. Preparation for three waters reform				
Included in Long Term Plan	N	Amounts NZ\$		Year
Included in Annual Plan 2020/21	N	Amounts NZ\$		N/A
Not funded in any plan	Y	Amounts NZ\$	\$200,000	2021-2022
Was funded but COVID-19 deferred	N	Amounts NZ\$		Year
Is any Territorial Authority co-funding being contributed?	N	Amounts NZ\$		Year
Activities planned are in addition to any expenditure outlined in the 20/21 Annual Plan and existing Long Term Plan.				

7. Contingency projects				
Included in Long Term Plan	N	Amounts NZ\$		Year
Included in Annual Plan 2020/21	N	Amounts NZ\$		N/A
Not funded in any plan	Y	Amounts NZ\$	\$1,360,000	2021-2022
Was funded but COVID-19 deferred	N	Amounts NZ\$		Year
Is any Territorial Authority co-funding being contributed?	N	Amounts NZ\$		Year
Contingency only				

14. Please set out the key milestones of the expenditure programme to be undertaken, and for each milestone the planned completion date and budget:¹

The following table sets out regional programme-level milestones. We propose the following funding instalments:

- Receive 50% of total funding at project commencement;
- CIP retain 1.0% as a contingency for the programme to be paid upon Programme completion in March 2022;
- Receive the remaining 49% of total funding based on two milestones for seven of the largest customer-facing Workstreams in the Programme, tied to the percentage of that

¹ All figures should be GST exclusive.

Workstream's budget that has been spent:

- Tranche 1 milestone: 40% of the Workstream budget has been spent
3.5% of total funding is released
- Tranche 2 milestone: 60% of the Workstream budget has been spent
3.5% of total funding is released

Our approach to the proposed funding instalments is underpinned by wanting to ensure the Government objectives of economic stimulus are met as quickly as possible through reducing financing risks, enabling Wellington Water to commit to suppliers and hire additional staff with confidence. Note the Tranche 1 and Tranche 2 milestones would unlock funds to be used elsewhere in the Programme – these would not be locked to that Workstream.

We have kept these milestones to a programme level within the Delivery Plan document. We will report at a project-level for quarterly reporting as required.

Attachment 3: Comprehensive breakdown of milestones and cashflow profile.

	Expenditure Programme Milestone (including a description of how the milestone is identified)	Completion Date	Maximum Funding instalment amount (NZ\$) ²	Budgeted costs to complete the expenditure programme (NZ\$)	[DIA USE ONLY] Funding Conditions
1	Commencement Date occurring under the Funding Agreement	31 October 2020 (or such date agreed otherwise in writing with DIA under the Funding Agreement)	\$3,410,000	Nil	
2	Milestones for Tranche 1: 40% of budget spent	Tranche 1 and Tranche 2 staggered as per Cashflow Spreadsheet	Maximum Funding Installment over programme monthly \$950,000 as per Cashflow spreadsheet	\$3,342,000	
3	Milestone for Tranche 2: 60% of budget spent				
4	Completion of expenditure programme	31 March 2022	\$68,000	\$68,000	
	TOTAL		\$6,820,000	\$6,820,000	

² You may choose to determine each maximum Funding instalment amount for a milestone on the basis of seeking funds either for application towards costs incurred for that milestone, or for application towards costs to be incurred for the following milestone.

15. Briefly outline the final expected outcomes/objectives of the expenditure programme:

Work Package	Outcomes/Objectives
1. Strategic planning	<p>The overall objective of The Sub-Regional Three Waters Study is to give effect to The Vision and Strategy for the Waikato River through the identification of three waters infrastructure solutions that deliver “Best for River and Best for Community” outcomes in a boundaryless manner.</p> <p>The overall objective of the Metro Area Wastewater detailed business case is to deliver business cases for strategic wastewater treatment facilities for northern and southern Hamilton-Waikato areas.</p>
2. Renewals and asset information	<p>Water and wastewater treatment plants and networks have upgraded SCADA and telemetry systems which are reliable and continuously monitor performance. The SCADA and telemetry systems are proactively managed by suitably qualified personnel. Ensure levels of service are maintained and compliance with drinking water standards and resource consents.</p> <p>For contingency projects:</p> <ul style="list-style-type: none"> ▪ Reduced risk of overflow due to poor condition and performance of wastewater network. Detailed design for 0.9km wastewater pipeline renewal. ▪ Reduced risk of overflow due to poor condition and performance of wastewater network. Poor performing pumps in key pumpstations replaced. ▪ Improved performance of water network by minimising leakage. Reduced likelihood of unplanned supply disruptions and improved resilience. Ensure level so service are maintained. Pipeline designed to replace existing Te Tahi truck main.
3. Asset condition assessment and resilience	<p>For the four main projects proposed to assess asset condition and performance and improve resilience:</p> <ul style="list-style-type: none"> ▪ Additional storage and security of drinking water to Te Awamutu and surrounding communities. Additional 0.5ML treated water capacity to improve water supply to approximately 15,000 customers over the next 50 years. ▪ Improved knowledge about condition and performance of wastewater network and private defects to focus expenditure on maintenance, renewal and upgrades. CCTV inspection of 10km of wastewater pipes. Three samples of piped network assessed for condition. Flow monitoring at key network locations. Updated maintenance, capital and renewal programmes. Areas of high levels of inflow/infiltration and private defects identified. ▪ Improved knowledge about condition and performance of water supply network to focus expenditure on maintenance, renewal and upgrades. Improved performance of water network by minimising leakage and implementing targeted renewals. Water leak detection

	<p>and pipe repair/replacement strategies developed and implemented. Seven samples of piped network assessed for condition. Installation of demand management area (DMA) meters. Updated maintenance, capital and renewal programmes.</p> <ul style="list-style-type: none"> ▪ Improved water quality and operational resilience of drinking water supply to Kihikihi. Pipeline designed and constructed to connect Kihikihi to Te Awamutu, providing an alternative supply to bores.
<p>4. 3 Waters planning and compliance</p>	<p>For the five main projects proposed to plan 3 waters activities and meet consent compliance, which include the following activities:</p> <ul style="list-style-type: none"> ▪ Water safety risks identified and mitigated to meet drinking waters standards. Four Water Safety Plans, Incident Management Plan and Contamination Plans updated with prioritised action list. ▪ Sustainable and optimised management and end-use of biosolids. Biosolids management plan with preferred way forward and actions to meet plan objectives. ▪ Improved compliance with Drinking Water Standards and resource consents. Protozoa monitoring complete at 5 water treatment plants. Minor planting/stream protection work complete and monitoring identifies any further work required to meet resource consents. <ul style="list-style-type: none"> - Improved knowledge about stormwater network performance, environmental effects and community expectations. New districtwide stormwater consent for Waipa district. ▪ Identification of floodable properties to inform catchment management plans, stormwater discharge consent and affected property owners. Integrated model and flood hazard maps for each community within the district. <p>For contingency projects:</p> <ul style="list-style-type: none"> ▪ Carbon baseline to meet requirements of Zero Carbon Act and identification of opportunities to improve energy efficiency at treatment plants and major pumpstations. Carbon baseline and energy efficiency review of water and wastewater treatment plants and major pumpstations. ▪ Ensure levels of service are maintained and improve accessibility for users. Preferred location of new septage disposal facilities assessed and designed. ▪ Ensure levels of service are maintained and improve accessibility and health and safety for users. Reduces water loss and provides supply of safe drinking water

	to the wider community. Preferred location of new bulk water supply facilities assessed and designed.
5. Programme management	The development and successful delivery of the project programme.
6. Preparation for three waters reform	Further preparedness for the next stages of reform.
7. Contingency projects	Listed above in grey.

16. Briefly outline an assessment of how the expenditure programme supports the reform objectives set out in the Memorandum of Understanding relating to Three Waters Services Reform between you and the Sovereign in Right of New Zealand acting by and through the Minister of Local Government:

The table below demonstrates how each work package meets the two requirements for Stage 1 stimulus funding:

- supports economic recovery through job creation
- maintains, increases and/or accelerates investment in core water infrastructure renewals and maintenance.

Work Package	Job Creation (direct + indirect + induced)	Investment in core water infrastructure renewals and maintenance
1. Strategic planning	12.2	Funding will be spent on planning for strategic infrastructure across the Waikato sub-region.
2. Renewals and asset information	24.7	Funding will be used to upgrade water and wastewater SCADA and telemetry sites to continuously monitor sites to maintain levels of service; improve reliability and compliance with consents and drinking water standards. It will also be used to employ a suitable qualified SCADA and Telemetry Engineer to oversee upgrades and ongoing operation (WDC to fund beyond period of this programme). For contingency projects, funding will be spent directly on: <ul style="list-style-type: none"> ▪ Investigation and design of replacement 0.9km wastewater pipeline at Te Rahu Road, Te Awamutu ▪ Renewal of wastewater pumpstations to meet levels of service

		<ul style="list-style-type: none"> ▪ Investigation and design of water pipeline to replace Te Tahī trunk main, supplying Te Awamutu
3. Asset condition assessment and resilience	24.4	<p>For the four main projects proposed to assess asset condition and performance and improve resilience, funding will be used to:</p> <ul style="list-style-type: none"> ▪ Provide an additional 0.5ML treated water capacity at Parallel Road Water Treatment Plant (as part of an existing contract) ▪ Carry out CCTV inspection of 10km of wastewater pipes. Assess three samples of piped network assessed for condition. Monitor flows at key network locations. Update maintenance, capital and renewal programmes. Identify areas of high levels of inflow/infiltration and private defects ▪ Assess condition of seven samples of piped network. Install demand management area (DMA) meters. Update maintenance, capital and renewal programmes. ▪ Design and construct pipeline to connect Kihikihi to Te Awamutu, providing an alternative supply to bores.
4. 3 Waters planning and compliance	10.6	<p>For the five main projects proposed to plan 3 waters activities and meet consent compliance, funding will be used to:</p> <ul style="list-style-type: none"> ▪ Update four Water Safety Plans, Incident Management Plan and Contamination Plans, updated with prioritised action list ▪ Prepare a Biosolids Management Plan with preferred way forward for end use and actions to meet plan objectives ▪ Carry out protozoa monitoring at five water treatment plants. Carry out minor planting/stream protection work and monitoring to inform any further work required to meet resource consents

		<ul style="list-style-type: none"> ▪ Prepare and lodge a new districtwide stormwater consent for Waipa district. ▪ Prepare integrated model and flood hazard maps for each community within the district. <p>For contingency projects:</p> <ul style="list-style-type: none"> ▪ Conduct carbon baseline and energy efficiency review of water and wastewater treatment plants and major pumpstations. ▪ Evaluate options and determine a preferred location of new septage disposal facilities and carry out design ▪ Evaluate options and determine a preferred location of new bulk water supply facilities and carry out design.
5. Programme management	3.8	Funding will be used to support the overall delivery of the programme.
TOTAL	75.7	
6. Preparation for three waters reform	2.2	Funding will be used to assist WDC prepare for the next stages of reform which supports the overall programme and core 3 waters infrastructure.
7. Contingency projects	15.0	Listed above in grey.

The table below demonstrates how each work package aligns with the reform objectives:

- A. *Significantly improving safety and quality of drinking water services, and the environmental performance of wastewater and stormwater systems.*
- B. *Ensuring all New Zealanders have equitable access to affordable three waters services.*
- C. *Improving resource coordination and unlocking strategic opportunities to consider national infrastructure needs at a larger scale.*
- D. *Increasing resilience of three waters service provision to both short- and long-term risks and events, particularly climate change and natural hazards.*
- E. *Moving three waters services to a more financially sustainable footing and addressing the affordability and capability challenges faced by small suppliers and councils.*
- F. *Improving transparency and accountability in cost and delivery of three waters services, including*

the ability to benchmark performance of service providers.

Work packages (including individual projects)	A Safety & Performance	B Equitable Access	C Coordination and Scale	D Resilience	E Financially Sustainable	F Transparency and Accountability
1. Strategic planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sub Regional WWTP Detailed Business Case	✓	✓	✓✓	✓	✓	✓
Subregional Three Waters Strategy	✓	✓	✓✓	✓	✓	✓
2. Renewals and asset information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water and Wastewater SCADA & Telemetry Upgrade	✓	<input type="checkbox"/>	<input type="checkbox"/>	✓	✓	✓
Contingency project: Te Rahu/Cambridge Rd Wastewater Reticulation Upgrade	✓	<input type="checkbox"/>	<input type="checkbox"/>	✓	✓	✓
Contingency project: Wastewater pump station upgrades	✓	<input type="checkbox"/>	<input type="checkbox"/>	✓	✓	✓
Contingency project: Te Tahi Water Trunk Main Investigation and Design	✓	<input type="checkbox"/>	<input type="checkbox"/>	✓	✓	✓
3. Asset condition assessment and resilience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parallel Rd Water Treatment Plant – Treated Water Storage	✓	<input type="checkbox"/>	✓	✓✓	✓	✓
District Wide WW Pipe Condition Assessment and Inflow/Infiltration Study	✓✓	<input type="checkbox"/>	✓	✓	✓	✓
Districtwide Water Leak and Condition Investigation	✓✓	<input type="checkbox"/>	✓	✓	✓	✓
Kihikihi Alternate Water Supply	✓	<input type="checkbox"/>	✓	✓✓	✓	✓
4. 3 Waters planning and compliance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drinking Water Support Plans	✓✓	✓	<input type="checkbox"/>	✓	<input type="checkbox"/>	✓
District Wide WWTP Sludge Management	✓✓	<input type="checkbox"/>	<input type="checkbox"/>	✓	✓✓	<input type="checkbox"/>
Drinking Water Compliance Surface Take Monitoring and Assessment	✓✓	✓	<input type="checkbox"/>	✓	<input type="checkbox"/>	✓
District Wide Comprehensive SW Discharge Consent	✓	✓	<input type="checkbox"/>	✓	<input type="checkbox"/>	✓
Stormwater Modelling and Flood Hazard Mapping	✓✓	✓	<input type="checkbox"/>	✓✓	<input type="checkbox"/>	✓
Contingency project: Energy Efficiency Review of Water and Wastewater Treatment Plants	✓✓	<input type="checkbox"/>	<input type="checkbox"/>	✓	✓✓	<input type="checkbox"/>
Contingency project: New septage disposal facility	✓	✓✓	<input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>
Contingency project: New water bulk supply point	✓	✓✓	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
5. Programme management	✓	✓	✓	✓	✓	✓
6. Preparation for three waters reform	✓	✓	✓	✓	✓	✓

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17. Additional requirements in respect of the Funding Agreement (such as specific reporting requirements):

The parties acknowledge and agree that this is the agreed Delivery Plan.

SIGNATURES

SIGNED by the **SOVEREIGN IN RIGHT OF NEW ZEALAND** acting by and through the Chief Executive of the Department of Internal Affairs or his or her authorised delegate:

Name:

Position:

Date:

SIGNED for and on behalf of **Waipa District Council**

by the person(s) named below, being a person(s) duly authorised to enter into obligations on behalf of that territorial authority:



Name: Garry Dyet

Position: Chief Executive

Date: 29/09/2020

Name:

Position:

Date:

Service Delivery Committee Agenda - 17 November 2020 - Three Waters Reform- Update

Sensitivity General

No.	Project Name	Work Package	Activity	Description	Benefits	Outputs	Adjusted Capex (programme)	Adjusted Opex (programme)	Total Adjusted Capex and Opex	Programme Commencement Status	Proposed Procurement	Comments
1	Sub Regional WWTP Detailed Business Case	1. Strategic planning	Wastewater	Preparation of a detailed business case with Hamilton City Council for a subregional wastewater scheme to serve the growth areas of Hamilton South and Cambridge.	Subregional collaboration to provide improved, sustainable, long-term wastewater treatment services to growth areas	Detailed business case which informs funding and consent applications for new subregional wastewater scheme for Hamilton South and Cambridge.	\$ -	\$ 725,000	\$ 725,000	Underway.	Engaged already	50% of overall project cost already funded by WDC. This application for remaining 50%
2	Subregional Three Waters Strategy	1. Strategic planning	Water/Wastewater/Stormwater	Update the Subregional Three Waters Strategy in collaboration with Waikato District and Hamilton City Councils, in conjunction with Future Proof (growth initiative).	Key urban settlements within the Waikato region have an updated 50 year three waters strategy.	A 50 year strategy for providing three waters services with prioritised actions.	\$ -	\$ 375,000	\$ 375,000	Ready to engage resources; no consents required.	LASS panel	50% of overall project cost already funded by WDC. This application for remaining 50%
3	Water and Wastewater SCADA & Telemetry Upgrade	2. Renewals and asset information	Water/Wastewater	Upgrade of water and wastewater SCADA and telemetry sites. Employ a SCADA & Telemetry Engineer to oversee upgrades and ongoing operation.	Ensure levels of service are maintained and compliance with Drinking Water Standards and resource consents.	Water and wastewater treatment plants and networks have upgraded SCADA and telemetry systems which are reliable and continuously monitor performance. The SCADA and telemetry system is proactively managed by suitably qualified personnel.	\$ 2,090,000	\$ -	\$ 2,090,000	No consents required. Preliminary investigations completed.	Professional services - LASS Physical works - invited tender	Opex to be funded by WDC
4	Parallel Rd Water Treatment Plant – Treated Water Storage	3. Asset condition assessment and resilience	Water	Provide additional 0.5ML storage capacity for a new treated water reservoir at Parallel Rd water treatment plant. To be completed as part of current upgrade contract.	Additional storage and security of drinking water to Te Awamutu and surrounding communities.	Additional 0.5 ML treated water capacity to improve water supply to approximately 15,000 customers over the next 50 years.	\$ 475,000	\$ -	\$ 475,000	Variation to existing construction contract underway.	Existing contract - variation	
5	District Wide WW Pipe Condition Assessment and Inflow/Infiltration Study	3. Asset condition assessment and resilience	Wastewater	Condition assessment of wastewater network to inform maintenance, renewal and upgrade programme. Inspections of household and business connections to identify inflow and infiltration.	Improved knowledge about condition and performance of wastewater network and private defects to focus expenditure on maintenance, renewal and upgrades.	CCTV inspection of 10km of wastewater pipes. 3 samples of piped network assessed for condition. Flow monitoring at key network locations. Updated maintenance, capital and renewal programmes. Areas of high levels of inflow/infiltration and private defects identified.	\$ -	\$ 245,000	\$ 245,000	Implementation plan complete. Ready to engage resources; no consents required.	LASS panel. Contractor for sampling and inspections	Funding for year 3 of 3 year programme. Years 1 and 2 funded by WDC.
6	Districtwide Water Leak and Condition Investigation	3. Asset condition assessment and resilience	Water	Condition assessment of water supply network to inform maintenance, renewal and upgrade programme. Development of water leak detection and pipe rehabilitation/replacement strategies to improve network performance.	Improved knowledge about condition and performance of water supply network to focus expenditure on maintenance, renewal and upgrades. Improved performance of water network by minimising leakage and implementing targeted renewals.	Water leak detection and pipe repair/replacement strategies developed and implemented. 7 samples of piped network assessed for condition. Installation of demand management area (DMA) meters. Updated maintenance, capital and renewal programmes.	\$ -	\$ 220,000	\$ 220,000	Implementation plan complete. Ready to engage resources; no consents required.	LASS panel and contractors for detection and repairs	Funding for year 3 of 3 year programme. Years 1 and 2 funded by WDC.
7	Kihikahi Alternate Water Supply	3. Asset condition assessment and resilience	Water	Investigation, design and construction of water pipeline to connect Kihikahi to Te Awamutu - to provide Kihikahi with an alternate water supply.	Improved water quality and operational resilience of drinking water supply to Kihikahi.	Pipeline designed and constructed to connect Kihikahi to Te Awamutu, providing an alternative supply to bores.	\$ 1,415,000	\$ -	\$ 1,415,000	Ready to engage resources; no consents required for investigation and design element.	LASS panel. Contractor for sampling and inspections	WDC to provide funding for remainder of this project.
8	Drinking Water Support Plans	4. 3 Waters planning and compliance	Water	Review and update of water safety plans, incident management plan and water contamination protection plans.	Water safety risks identified and mitigated to meet Drinking Water Standards	4 water safety plans, incident management plan and contamination plans updated with prioritised action list	\$ -	\$ 165,000	\$ 165,000	Ready to engage resources; no consents required.	LASS panel	
9	District Wide WWTP Sludge Management	4. 3 Waters planning and compliance	Wastewater	Preparation of a districtwide biosolids management plan	Sustainable and optimised management and end-use of biosolids	Biosolids management plan with preferred way forward and actions to meet plan objectives.	\$ -	\$ 95,000	\$ 95,000	Ready to engage resources; no consents required.	LASS panel	
10	Drinking Water Compliance Surface Take Monitoring and Assessment	4. 3 Waters planning and compliance	Water	Surface water protozoa sampling to meet Drinking Water Standard requirements. Monitoring and minor works to meet water treatment regional consent conditions.	Improved compliance with Drinking Water Standards and resource consents.	Protozoa monitoring complete at 5 water treatment plants. Minor planting/stream protection work complete and monitoring identifies any further work required to meet resource consents.	\$ -	\$ 165,000	\$ 165,000	Ready to engage resources; no consents required.	Shared Services/LASS panel	
11	District Wide Comprehensive SW Discharge Consent	4. 3 Waters planning and compliance	Stormwater	Preparation and lodgement of consent application to renew district wide stormwater consent which expires in 2022. Includes investigations, monitoring and community consultation to inform consent application and Vision and Strategy for the Waikato River.	Improved knowledge about stormwater network performance, environmental effects and community expectations.	New districtwide stormwater consent for Waipa district.	\$ -	\$ 350,000	\$ 350,000	RFP closed - ready to appoint.	Proposals received from 2 organisations	Includes new stormwater engineer. Funding for year 3 of 3 year programme. Years 1 and 2 funded by WDC.
12	Stormwater Modelling and Flood Hazard Mapping	4. 3 Waters planning and compliance	Stormwater	Integration of 1D and 2D models and development of catchment flood hazard maps for each community within the district.	Identification of floodable properties to inform catchment management plans, stormwater discharge consent and affected property owners.	Integrated model and flood hazard maps for each community within the district.	\$ -	\$ 160,000	\$ 160,000	Ready to engage resources; no consents required.	LASS panel	Funding for year 3 of 3 year programme. Years 1 and 2 funded by WDC.
13	Delivery plan programme management	5. Programme management	Water/Wastewater/Stormwater	Programme management and reporting on delivery plan progress against milestones	Progress of projects in the delivery plan programme are monitored and measures implemented to achieve quality, time and cost objectives.	Management of the delivery plan programme. Monthly and quarterly reporting	\$ -	\$ 340,000	\$ 340,000	No consents required.	LASS panel	
Subtotal							\$ 3,980,000	\$ 2,840,000	\$ 6,820,000			
Water Reform Collaboration (may be funded separately)												
14	Water Reform Collaboration	6. Preparation for three waters reform	Water/Wastewater/Stormwater	Preparation for Three Waters Reform by working with other local authorities to update the subregional three waters strategy and participate in reform workshops and discussions.	Subregional and regional collaboration to strategically plan and manage three waters services on a larger scale.	Updated subregional three waters strategy. Participation in reform workshops and discussions.	\$ -	\$ 200,000	\$ 200,000	As required	LASS panel	Water NZ webinar stated that this might be funded separately
Subtotal							\$ -	\$ 200,000	\$ 200,000			
Contingencies Below												
15	Te Rahu/Cambridge Rd Wastewater Reticulation Upgrade	7. Contingency projects	Wastewater	Investigation and design of replacement 0.9km wastewater pipeline at Te Rahu Road, Te Awamutu	Reduced risk of overflow due to poor condition and performance of wastewater network.	Detailed design for 0.9km wastewater pipeline renewal	\$ 540,000	\$ -	\$ 540,000	Ready to engage resources; no consents required for investigation and design.	LASS panel	
16	Energy Efficiency Review of Water and Wastewater Treatment Plants	7. Contingency projects	Water/Wastewater	Energy efficiency review and carbon baselining of water and wastewater treatment plants and major pump stations.	Carbon baseline to meet requirements of Zero Carbon Act and identification of opportunities to improve energy efficiency at treatment plants and major pump stations.	Carbon baseline and energy efficiency review of water and wastewater treatment plants and major pump stations.	\$ -	\$ 150,000	\$ 150,000	Ready to engage resources; no consents required.	LASS panel	Possible additional funding to be obtained from ECA
17	Wastewater pump station upgrades	7. Contingency projects	Wastewater	Renewal of wastewater pump stations to meet levels of service	Reduced risk of overflow due to poor condition and performance of wastewater network.	Poor performing pumps in key pump stations replaced.	\$ 200,000	\$ -	\$ 200,000	Ready to engage resources; no consents required	LASS panel and physical works contractor	
18	Te Tahī Water Trunk Main Investigation and Design	7. Contingency projects	Water	Investigation and design of water pipeline to replace Te Tahī trunk main, supplying Te Awamutu.	Improved performance of water network by minimising leakage. Reduced likelihood of unplanned supply disruptions and improved resilience. Ensure levels of service are maintained.	Pipeline designed to replace existing Te Tahī trunk main	\$ 350,000	\$ -	\$ 350,000	Ready to engage resources; no consents required for investigation and design.	LASS panel	
19	New septage disposal facility	7. Contingency projects	Wastewater	Investigation of alternative options for the location of the septage disposal facility at Cambridge WWTP. Potential to consider out of district locations as part of scope.	Ensure levels of service are maintained and improve accessibility for users. Reduces water loss and provides supply of safe drinking water to the wider community.	Preferred location of new septage disposal facilities assessed and designed.	\$ 60,000	\$ -	\$ 60,000	Ready to engage resources; no consents required for investigation and design.	LASS panel	
20	New water bulk supply point	7. Contingency projects	Water Supply	Investigate alternative options for bulk water stations in the Waipa District. Potential to consider out of district locations as part of the scope.	Ensure levels of service are maintained and improve accessibility and H&S for users. Reduces water loss and provides supply of safe drinking water to the wider community.	Preferred location of new bulk water supply facilities assessed and designed.	\$ 60,000	\$ -	\$ 60,000	Ready to engage resources; no consents required for investigation and design.	LASS panel	
Subtotal							\$ 1,210,000	\$ 150,000	\$ 1,360,000			

THREE WATERS STIMULUS GRANT DELIVERY PLAN – ADDENDUM

To satisfy condition precedent 3 (clause 3 of Part 1 of the Funding Agreement), a final Delivery Plan must be executed by each participating territorial authority in a form approved by the Department of Internal Affairs.

A draft Delivery Plan for Waipa District Council (**Territorial Authority**) has been completed and submitted to the Department of Internal Affairs and Crown Infrastructure Partners Limited for consideration (**Delivery Plan**). This Addendum is attached to, and forms part of, that Delivery Plan.

Following initial assessment, changes to the Delivery Plan have been proposed and agreed by the Territorial Authority and the Department of Internal Affairs. This Addendum contains those changes.

The Territorial Authority and the Department of Internal Affairs agree that, notwithstanding the provisions of the Funding Agreement, for the purposes of satisfaction of condition precedent 3 of the Funding Agreement:

- the Delivery Plan executed by the relevant Territorial Authority on 29 September 2020, as amended by this Addendum; and
- this Addendum executed by both the Territorial Authority and the Department of Internal Affairs,

when read together satisfy such condition precedent in respect of Funding for the first Expenditure Programme Milestone (first line item) (as described in paragraph 1 below) only, and the Funding in relation to such Milestone (being the Initial Instalment, as defined in paragraph 1.a below) shall be payable by the Department of Internal Affairs in accordance with this Addendum following receipt of these duly executed documents.

Notwithstanding the above or any provision of the Funding Agreement, payment of further instalments of funding in respect of the Expenditure Programme remain subject to satisfaction of the conditions precedent in this Addendum.

The Addendum will take precedence over the Delivery Plan, to the extent of any inconsistency between the two. To avoid doubt, any update to:

- the milestone table at section 14 of the Delivery Plan (“key milestones of the expenditure programme”); and/or
- any other part of the Delivery Plan,

that this Addendum is attached to, as outlined in Part 1 below, will take precedence over any previous milestone table or relevant part of the Delivery Plan (as applicable) agreed by the parties.

Capitalised terms in this Addendum have the meaning given to them in the Funding Agreement, where applicable.

Amendments to Delivery Plan: The Delivery Plan is amended as follows:

Part 1: Milestone table:

Indicative milestone table and release of initial instalment of funding:

1. The milestone table in section 14 of the Delivery Plan that this Addendum is attached to (“key milestones of the expenditure programme”) (**Indicative Table**):
 - a. records the terms of payment for the first Expenditure Programme Milestone (first line item) and the amount of the Maximum Funding Instalment for such milestone (being 50% of the Total Maximum Amount payable to the Territorial Authority and representing advance funding for projects identified in the Delivery Plan) (**Initial Instalment**); and
 - b. records subsequent indicative milestones to progress the Expenditure Programme.

Updated milestone table and release of second instalment of funding:

2. The parties agree that the Territorial Authority will work with Crown Infrastructure Partners Limited to prepare an updated milestone table recording all milestones for the rest of the Expenditure Programme (including the Support for the RFI Response funding details if relevant, as described in Part 2 below) (**Updated Table**). To avoid doubt, updates are to be limited to updates to the table of Expenditure Programme Milestones only. The Updated Table is to be completed by the Territorial Authority and submitted to Crown Infrastructure Partners Limited and the Department of Internal Affairs for approval by the Department of Internal Affairs (**DIA Milestone Approval**), by the date of the first quarterly report.
3. The inputs in the Updated Table (or any subsequent updates to the Updated Table) are to reflect appropriate measurable outputs or activities to support the delivery of the Expenditure Programme, including identification of one or more appropriate milestones for each project identified in the Delivery Plan (**Update Criteria**).
4. The Updated Table (or any subsequent updates to the Updated Table) will be deemed appended to this Delivery Plan once DIA Milestone Approval has been sent and received by the Territorial Authority and Crown Infrastructure Partners Limited, and the Indicative Table (or the then current version of the milestone table) will be deemed amended and updated from such date.
5. Release of the next instalment of Funding following the Initial Instalment, is conditional on:
 - a. DIA Milestone Approval having been sent and received by the Territorial Authority and Crown Infrastructure Partners Limited; and
 - b. in relation to each instalment of Funding following the Initial Instalment, material achievement of the applicable Expenditure Programme Milestone(s) having been demonstrated to the satisfaction of the Department of Internal Affairs (on Crown Infrastructure Partners Limited’s recommendation).

Further updates to milestone table and release of further instalments of funding:

6. The parties recognise that the milestones within the Expenditure Programme are subject to change and planning restrictions over time. Therefore, should the Territorial Authority consider that changes be proposed to the milestones to support the Expenditure Programme at any time following DIA Milestone Approval having been sent and received by the Territorial Authority and Crown Infrastructure Partners Limited in respect of the Updated Table, the Territorial Authority should propose such changes to Crown Infrastructure Partners Limited and the Department of Internal Affairs for approval by the Department of Internal Affairs in an updated version of the Updated Table on submission of the next quarterly report, regardless of whether that report is accompanied by a Payment Request. Each proposed update to milestones within the milestone table is subject to DIA Milestone Approval and the Update Criteria specified above.
7. Where further updates to milestones in the Updated Table (or such version of the milestone table that is current at the time in accordance with the provision below) have been proposed, the release of further instalments of Funding will be conditional on:
 - a. DIA Milestone Approval having been sent and received by the Territorial Authority and Crown Infrastructure Partners Limited; and
 - b. material achievement of the applicable Expenditure Programme Milestone(s) having been demonstrated to the satisfaction of the Department of Internal Affairs (on Crown Infrastructure Partners Limited's recommendation).

Part 2: Support for RFI response:

8. The Department of Internal Affairs has released a Request for Information document to all Territorial Authorities (**RFI**) to assist with water reform planning. A response is required within a set timeframe.
9. The Territorial Authority may opt to redirect up to \$60,000 (plus GST, if any) of the Funding toward acquiring resource to support its response to the RFI (**Support for the RFI Process**). To avoid doubt, this amount must be drawn from the Total Maximum Amount payable to the Territorial Authority and does not represent additional funding payable from the Department of Internal Affairs to the Territorial Authority.
10. Should the Territorial Authority choose to do this, a line item must be added to the Updated Table recording the amount apportioned to Support for the RFI Process.

Part 3: DIA Guidance:

11. The Department of Internal Affairs may issue guidance from time to time in relation to the water reform programme with a view to assisting Territorial Authorities in their preparation for, and engagement with, the water reform programme.

The parties sign this Addendum as acknowledgement and agreement of its terms and conditions:

SIGNATURES

SIGNED by the **SOVEREIGN IN RIGHT OF NEW ZEALAND** acting by and through the Chief Executive of the Department of Internal Affairs or his or her authorised delegate:




Name: Allan Prangnell
Position: Executive Director, Three Waters, Department of Internal Affairs
Date: 4 November 2020

SIGNED for and on behalf of

Waipa District Council

by the person(s) named below, being a person(s) duly authorised to enter into obligations on behalf of that territorial authority:



Name: Garry Dyet
Position: Chief Executive
Date: 06/11/2020

Name:
Position:
Date:



To: The Chairperson and Members of the Service Delivery Committee
From: Governance
Subject: **RESOLUTION TO EXCLUDE THE PUBLIC**
Meeting Date: 17 November 2020

1 RECOMMENDATION

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

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

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
<p><i>11. Confirmation of Public Excluded Minutes</i></p> <p><i>12. Detailed Business Case for Cambridge Wastewater Treatment – Update</i></p> <p><i>13. Funding Agreement in Respect of the Te Awa Cycleway Project</i></p>	<p><i>Good reason to withhold exists under section 7 Local Government Official Information and Meetings Act 1987</i></p>	<p><i>Section 48(1)(a)</i></p>

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

Item No.	Section	Interest
11	<i>Section 7(2)(j)</i>	<i>To prevent the disclosure or use of official information for improper gain or advantage</i>
12 & 13	<i>Section 7(2)(i)</i>	<i>To enable the Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</i>