



Waitaki

DISTRICT COUNCIL

TE KAUNIHERA Ā ROHE O WAITAKI

Notice of Meeting

and

AGENDA

of the

Assets Committee

in the

**Council Chamber, Third Floor
Waitaki District Council Headquarters
20 Thames Street, Oamaru**

on Tuesday 13 February 2018

Assets Committee Membership:

Cr Kingan (Chair)
Cr Percival (Deputy chair)
Cr Holding

Mayor Kircher (ex Officio)
Cr Perkins
Cr Tavendale

Assets Committee Meeting

Tuesday 13 February 2018

**Council Chamber, Third Floor
Waitaki District Council Headquarters
20 Thames Street, Oamaru**

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"That the public be excluded from the following parts of the proceedings of this meeting, namely item 7.

The general subject of each matter to be considered while the public is excluded; the reasons 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 – Section 48(1)
Public Excluded:	
7. Confirmation of Previous Meeting Public Excluded Minutes – Assets Committee 22 November 2017 PE	<p>To protect the privacy of natural persons. Section 48(1) (a). (The disclosure of the information would cause unnecessary personal embarrassment to the persons concerned.)</p> <p>To enable the Council to carry out commercial negotiations without prejudice or disadvantage. Section 48(1)(a) (Premature disclosure of the information would detrimentally affect the Council's position in the negotiations.)</p>

These resolutions are made in reliance on Section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of the Act or Section 6 or Section 7 or Section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by holding of the whole or the relevant part of the proceedings of the meeting in public are as shown above (in brackets) with respect to each item."

7. Confirmation of Previous Meeting Public Excluded Minutes 45
– Assets Committee 22 November 2017 PE

Assets Committee Members:

Cr Kingan (Chair)	Mayor Kircher (ex Officio)
Cr Percival (Deputy Chair)	Cr Perkins
Cr Holding	Cr Tavendale

Waitaki District Council**Assets Committee****UNCONFIRMED MINUTES of Assets Committee Meeting of the
Waitaki District Council held in the Whitestone Cheese Empire Room,
Oamaru Opera House, 94 Thames Street, Oamaru
on Wednesday 22 November 2017 at 11.23am.**

Present	Cr Kingan (Chair), Crs Dawson, Hopkins, Holding, Percival, Tavendale, and Wheeler; Mayor Kircher
Apologies	Cr Garvan
In Attendance	Cr Wollstein Cr Perkins Mr Power (Chief Executive) Mr Jorgensen (Assets Group Manager) Mr Hope (Chief Financial Officer) Mrs Baillie (Customer Services Group Manager) Mrs Guyan (Acting Community Services Group Manager) Mr Voss (Roading Manager) Mr Pacey (Water Services and Waste Manager) Mr Roesler (Policy and Communications Manager) Ms Hooper (Governance Officer)

The Chair opened the meeting, at 11.23am.

Declarations of Interest

There were no declarations of interest.

Apologies

RESOLVED
AC17/052

Cr Hopkins / Cr Dawson
"That the Assets Committee accepts an apology from Cr Garvan due to his attendance on official business at the District Licensing Seminar in Christchurch."

CARRIED

1. Confirmation of Meeting Minutes

RESOLVED
AC17/053

Cr Dawson / Cr Wheeler
"That the Assets Committee confirms meeting minutes for 11 October 2017, as circulated, as a true and correct record of that meeting."

CARRIED

2. Acquisition of Land – Weston

The report, as circulated, presented information to assist Council with a decision about whether to accept ownership of this gifted piece of land at Weston.

RESOLVED
AC17/054

Cr Tavendale / Cr Hopkins
The Assets Committee recommends:
That Council:

1. Accepts the gift of land known as Weston Triangle from the North Otago Tree Planting Association Incorporated contained in certificate of title OT58/161 (Sec 53, Block III District of Oamaru).

CARRIED

3. Waterfront Road Extension

The report, as circulated, sought to obtain Council's final approval for the Annual Plan project to realign Arun Street between Tyne Street and Waterfront Road so that the work can be completed this financial year, and to confirm the new road will be an extension of Waterfront Road.

RESOLVED
AC17/055

Cr Tavendale / Cr Dawson
The Assets Committee recommends:
That Council:

1. Approves the tendering and construction of the realigned route of Arun Street between Tyne Street and Waterfront Road within approved budgets.
2. Approves the naming of the new route as Waterfront Road.

CARRIED

4. Closed Portion of Beach Road

The report, as circulated, sought to resolve driveway access issues created by coastal erosion and protect road users in vehicles using this section of Beach Road.

RESOLVED
AC17/056

Cr Hopkins / Cr Tavendale
The Assets Committee recommends:
That Council:

2. Approves expenditure of \$12k +GST to relocate access to a dwelling from the unmaintained portion of Beach Road to Gardiners Road, funded from the Extent of Network budget.
3. Restricts access to vehicles along the unmaintained section of Beach Road due to increasing safety concerns.

CARRIED

The Chair noted that this was an historical commitment for Council, and he thanked Mr Jorgensen for resolving the matter.

5. Oamaru Creek Bridge: Decorative Enhancements

The report, as circulated, sought to present to the Committee the construction drawings for the Oamaru Creek Bridge, and information about how they can be used for decorative designs.

Key discussion points included:

- Clarifying that the input of the structural engineer would consist of his comments on the design's impact on the structural integrity of the bridge.
- Any successful design would be referred back to Council for final approval.
- Some Councillors did not see a need for decorative design, but recognised it was an opportunity to have it look interesting and quirky, as befitting Oamaru's unique features.
- It was AGREED that whether there was a need for additional design on the bridge could be discussed by Council at the time the proposal came to it for final approval.

RESOLVED
AC17/057

Cr Hopkins / Cr Tavendale
"That the Assets Committee receives the information."

CARRIED

RESOLVED
AC17/058

Mayor Kircher / Cr Wollstein
"That the Committee refer the design to the Harbour Area Committee to look at the possibility of decorative enhancements, and report back to Council in due course."

CARRIED

Cr Holding left the meeting at 12.00pm.

6. Assets Group Activity Report

The memorandum, as circulated, sought to inform the Assets Committee about the activities of the Assets Group for the period 28 September to 8 November 2017.

Key discussion points were as follows (those with ACTION POINTS are bolded):

- The delay in maintenance work was brought about by the need to sort out flood damage instead for two months.
- Resourcing remains a key roading issue; it is part of the new world that all local councils are operating in.
- Sometimes re-prioritisation of repair work is controlled by external factors (eg recently NZTA approached Council to push forward all of its pre-repair work because of the amount of bitumen available in the area following the Kaikoura earthquake reconstruction work).
- Council is looking at ways to stagger the input of chlorine to drinking water
- Community Boards will be consulted on waste minimisation plans; there is quite a way to go yet with those.
- Work on Horse Range Road is "in progress".
- **Councillors asked to be kept informed about the status of the dog pound.**
ACTION POINT: Mr Jorgensen
- **Councillors asked whether the mobile roads phone app could be used for bridges and other assets as well.**
ACTION POINT: Mr Jorgensen to investigate and report back

RESOLVED
AC17/059

Cr Hopkins / Cr Dawson
"That the Assets Committee receives the information."

CARRIED

At 12.15pm, the Chair signalled his intention to move the meeting into public excluded. The only member of the public present (media representative) left the room.

RESOLVED
AC17/060

Cr Hopkins / Mayor Kircher
"That the public be excluded from the following part of the proceedings of this meeting, namely:

- Agenda Item 7 – Sale of Endowment Land

The general subject of each matter to be considered while the public is excluded; the reasons 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 (refer over page):

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter – Section 48(1)
Public Excluded: • Sale of Endowment Land PE	To protect the privacy of natural persons. Section 48(1) (a). (The disclosure of the information would cause unnecessary personal embarrassment to the persons concerned.) To enable the Council to carry out commercial negotiations without prejudice or disadvantage. Section 48(1)(a) (Premature disclosure of the information would detrimentally affect the Council's position in the negotiations.)

These resolutions are made in reliance on Section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of the Act or Section 6 or Section 7 or Section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by holding of the whole or the relevant part of the proceedings of the meeting in public are as shown above (in brackets) with respect to each item."

CARRIED

Refer to Public Excluded Minutes

RESOLVED
AC17/063

Cr Hopkins / Cr Dawson
"That Council resumes in open meeting and decisions made in public excluded session are confirmed and made public as and when required and considered."

There being no further business, the Chairman declared the meeting closed at 12.19pm.

Confirmed on this 13th day of February 2018 in the Council Chambers, Waitaki District Council Headquarters, 20 Thames Street, Oamaru.

Chairman

Assets Committee Memorandum

From Roothing Manager

Date 13 February 2018

Results from NZTA Audit

Recommendation

That the Assets Committee receives the New Zealand Transit Authority (NZTA) Procedural Audit.

Summary

The recent New Zealand Transit Authority (NZTA) Investment Audit of Council's Roothing Unit found that the Unit is delivering good value for money and maintaining effective procedural practices. This confirms to the Agency that Council is delivering the roading programmes as planned and within the transparent and rigorous framework agreed between the Agency and Council.

Purpose

The purpose of this memorandum is to present to the Assets Committee information on the findings, and the Roothing Unit's responses to the NZTA Procedural Audit.

Background

NZTA has a programme to undertake Investment Procedural Audits of approved organisations (Road Controlling Authorities, or RCAs) on a three yearly basis. (It is noted, however, that the previous audit was undertaken in February 2014.) The purpose of the audit is to give NZTA confidence that the RCA is delivering value for money and meeting the Agency's investment criteria. A Procedural Audit focuses more on the administrative elements rather than the network itself, which was audited in August 2016 (Technical Audit).

The audit is a requirement under section 95 (1) (e) (ii) of the Land Transport Management Act 2003.

Comment

The audit examined six areas:

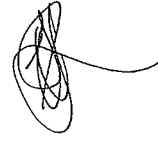
- | | |
|---------------------------|---|
| 1. Previous audit issues: | were the areas identified for improvement addressed? |
| 2. Financial management: | how good are our financial systems? |
| 3. Procurement: | does Council comply with adopted procurement methods? |
| 4. Contract management: | are contracts managed effectively? |
| 5. Professional services: | do these provide value for money? |
| 6. Road safety promotion: | do we have an effective road safety programme in place? |

Council received a rating assessment of Effective (top assessment available) for all categories except 2 above where minor improvement was noted. This deficiency was of a lesser nature, where miscoding by another unit had mistakenly used a roading code that had not been picked up. Larger sums need a counter signature to be in accordance with our Delegations Manual and this process would have identified the miscoding. The Roothing Unit is working with Information Services and Finance to develop a means of auto-checking to ensure a mistake of this nature does not reoccur.

Another area or observation to be followed up is the formalisation of arrangements between this Council and neighbouring councils (Dunedin and Central Otago) concerning managing roads that have shared boundaries, eg Danseys Pass. It is planned to have an agreement or Memorandum of Understanding in place by the end of this financial year.

Another observation for improvement was around the way individual evaluator scores during tender evaluations were kept on open file. This will be immediately remedied as it is too easy, by someone uninformed of the process, for the wrong interpretation to be taken from an individual score before scores are moderated by the team as a whole.

In summary, the results from the two NZTA audits have been very positive, and show that Council is performing well. Councillors can take heart that the systems in place are robust, and that NZTA has a high level of confidence in Council's performance which has helped in the past and will likely assist further in the future when completing funding applications.



Michael Voss
Roading Manager

Neil Jorgensen
Assets Group Manager

Attachment: NZ Transport Agency Investment Audit Report January 2018

January 2018

NZ TRANSPORT AGENCY INVESTMENT AUDIT REPORT

Monitoring Investment Performance

Report of the investment audit carried out under section 95(1)(e)(ii) of the Land Transport Management Act 2003.

Approved Organisation (AO):	Waitaki District Council
NZ Transport Agency Investment (2015 – 2018 NLTP)	\$16,692,996 (budgeted programme value)
Date of investment audit:	5-8 December 2017
Investment Auditor:	Glenn McGregor
Report No:	RAGMI - 1789

OBJECTIVE

The objective of this audit is to provide assurance that the New Zealand Transport Agency's investment in Waitaki District Council's land transport programme is being well managed and delivering value for money. We also sought assurance that the Council is appropriately managing risk associated with the Transport Agency's investment. We recommend improvements where appropriate (for audit programme refer appendix A).

EXECUTIVE SUMMARY

Waitaki District Council has good processes in place to manage its land transport network and the issues identified are low risk.

Claims for funding assistance for the four years to 30 June 2017 were successfully reconciled to Council's general ledger records. Waitaki District Council needs to ensure that all costs allocated against Transport Agency funded activities are eligible for support. Council's procurement procedures comply with the Transport Agency's requirements and there are well established procedures in place for ensuring contracts are effectively managed. Council has good processes in place to ensure that it is getting value for money from its in-house professional services business unit. Waitaki District Council needs to document its arrangements for managing boundary roads and bridges with Dunedin City and Central Otago District Councils.

RATING ASSESSMENT

	Issue	Rating Assessment *
Q.1	Previous audit issues	Effective
Q.2	Financial management	Some improvement needed
Q.3	Procurement	Effective
Q.4	Contract management	Effective
Q.5	Professional services	Effective
Q.6	Road safety promotion	Effective
	Overall Rating	Effective

* Key to rating assessment – refer Appendix C

RECOMMENDATIONS SUMMARY

That Waitaki District Council:

	Recommendation	Implementation target date
Q.2	Ensures that all costs allocated against Transport Agency funded activities are eligible for support.	31 March 2018

FINDINGS

Question 1:	What issues, if any, remain unresolved from the previous procedural audit?	
Findings	There were three recommendations resulting from the February 2014 audit. They related to a financial over claim, the alignment of Council's financial records to the Transport Agency's work categories and the allocation of professional services charges associated with non-maintenance activities. All have been addressed.	
Waitaki DC response	OK	

* * *

Question 2:	Does the Waitaki District Council have good financial systems in place to effectively manage the NZ Transport Agency's investment in the delivery of its land transport programme?	
Findings	<p>Claims for funding assistance for the four years to 30 June 2017 were successfully reconciled to Council's general ledger records. Since the last audit, Waitaki District Council has modified its coding structure which has enabled a more efficient reconciliation process.</p> <p>Two transactions from a sample of twenty were miscoded to Transport Agency funded activities. The disbursements were not materially significant and were offset by other qualifying expenditure. However there does appear to be a quality control issue that needs addressing.</p> <p>Council's practice is to accept contractor bonds in lieu of contract retentions. The retentions account holds only one current item that is eligible for Transport Agency funding assistance.</p>	
Recommendation	That Waitaki District Council ensures that all costs allocated against Transport Agency funded activities are eligible for support.	
Waitaki DC response	<p><i>This weakness in identifying miscoding by others of small activities is being addressed through a tighter regime in review of work orders and looking at a filter layer being created in Councils' new SSRS SQL server reporting services plus on-line reporting function improvements.</i></p>	

* * *

Question 3:	Has Waitaki District Council acted in accordance with its endorsed procurement strategy and the NZ Transport Agency's procurement requirements?	
Findings	<p>Seven physical works contracts and four professional services contracts were reviewed for compliance with the Transport Agency's approved procurement procedures. All complied.</p> <p>During the audit process it became clear that it was Council practice to keep the individual Tender Evaluation Team member's non-price attribute scores on open files. Two examples are contracts No. 642 Road Maintenance and No.660 Pavement Rehabilitation.</p> <p>For the purpose of confidentiality and the promotion of open discussion within the Tender Evaluation Team we strongly suggest that individual tender evaluator scores not be held on open file. For the purposes of audit we need to see a signed Tender Evaluation Team summary of scores for each attribute only.</p> <p>Waitaki District Council's Procurement Strategy 2015-18 has been endorsed by the Transport Agency and clearly outlines its procurement</p>	

	<p>objectives, processes and adherence to the Transport Agency's procurement requirements. Council's in-house professional services are also described.</p> <p>Council has good processes in place for managing contract variations. Examples seen were well documented with appropriate approvals.</p>
Suggestion	That Waitaki District Council considers keeping individual tender evaluator scores on a confidential file.
Waitaki DC response	A system and process for managing individual tender evaluator scores has been established.

* * *

Question 4: Has Waitaki District Council contract management practices in place to ensure contracts are managed effectively?	
Findings	<p>Council has well established procedures in place for ensuring contracts are effectively managed. Good processes were evident for monitoring and managing the delivery of professional services and physical works contracts. Minutes from scheduled supplier meetings and regular progress reports were all well documented. Evidence was provided to show Council's close involvement in monitoring service delivery.</p> <p>The Council's June 2017 Annual Report shows it has not achieved against its performance objectives for sealed and unsealed roads as measured by the residents' survey. Council staff suggest this is due to recent flood events and the consequent focus on emergency reinstatements.</p> <p>Waitaki District Council needs to document the arrangements it has for managing boundary roads and bridges with two neighbouring authorities - Dunedin City Council and Central Otago District Council.</p>
Suggestion	That Waitaki District Council document the arrangements it has for managing boundary roads and bridges with Dunedin City Council and Central Otago District Council.
Waitaki DC response	An Agreement or Memorandum of Understanding will be created and enacted before the 2018/21 triennium.

* * *

Question 5:	Are Waitaki District Council's professional services providing value for money?	
Findings	<p>Waitaki District Council has good processes in place to obtain value for money for the professional services it receives. Council has a signed in-house professional services agreement that clearly details the work being provided to Council. The annual cost versus income for the business unit is close to breakeven as recommended by the Transport Agency. Overheads associated with individual staff charges are also within acceptable parameters for professional services delivered in-house. All charges for staff are based on time sheeting and are reflected in charges to the business unit. With the exception of specialist services, such as bridges and DTIMS, all professional services are provided in-house with a focus predominantly on renewals and minor improvements.</p> <p>Council has good management processes in place for the monitoring of in-house professional services activities.</p>	
Waitaki DC response	<p>Regular contact with colleagues and Better Buying advisors will ensure Council keeps up to date with best practice.</p>	

* * *

Question 6:	Does Waitaki District Council have an effective Road Safety Promotion programme in place?	
Findings	<p>There is an effective Road Safety Promotion programme in place. The programme is focussed on local areas of concern with appropriate interventions in place. Council has five target areas developed from its Community at Risk register (includes CAS input). The focus is 70% on rural roads where most serious crashes occur.</p>	
Waitaki DC response	<p>Council will maintain a proactive approach that has the flexibility to meet the indiscriminate nature of crashes yet remain engaged with communities at all levels.</p>	

My thanks to all staff for their assistance during the audit.

APPENDIX A

Audit Programme

1. Previous audit February 2014
2. Land Transport Disbursement Account
3. Final Claims for 2013/14, 2014/15, 2015/16 and 2016/17
4. Transactions (accounts payable) – 2016/17
5. Retentions Account
6. Procurement Procedures
7. Contract Management & Administration
8. Contract Variations
9. Professional Services
10. Transport Investment On-line (TIO) Reporting
11. Other issues that may be raised during the audit
12. Close out meeting

APPENDIX B

(From Question 3)

CONTRACTS AUDITED

Contract Number	Tenders Received	Date Let	Description	Contractor		
			Physical Works			
628	1	Jun 2016	Street light maintenance 2016-18	Electricity Ashburton	Estimate Let Price Final Cost	\$350,000 \$471,915 Ongoing
629	4	Jul 2016	Resurfacing 2016-18	Fulton Hogan	Estimate Let Price Final Cost	\$3,582,856 \$2,392,110 Ongoing
639	4	Oct 2016	Minor improvements 2016-17 Livingstone Rd – Duntroon Rd seal widening	Roading Company	Estimate Let Price Final Cost	\$290,000 \$257,000 \$286,530
642	2	Mar 2017	Road maintenance	South Roads	Estimate Let Price Final Cost	\$12,358,958 \$12,638,557 Ongoing
649	4	Mar 2017	Minor improvements 2016-17 Beach Rd realignment	Roading Company	Estimate Let Price Final Cost	\$98,000 \$87,800 \$109,010
651	3	Mar 2017	Bridge 759 Galbraith Rd renewal 2016-17	Fulton Hogan	Estimate Let Price Final Cost	\$175,000 \$186,832 Ongoing
660	1	Dec 2017	Pavement rehabilitation 2017-18	Roading Company	Estimate Let Price Final Cost	\$830,000 \$938,000 Ongoing
			Professional Services			
623	Direct appoint	Sep 2017	RAMM 2015-18 Roughness and condition rating surveys	Opus	Estimate Let Price Final Cost	\$42,039 \$42,039 Ongoing
660/1	Direct appoint	Aug 2017	Pavement rehabilitations 2017-18	Survey Waitaki	Estimate Let Price Final Cost	\$18,450 \$18,450 Ongoing
675	Direct appoint	Sep 2017	Geotech investigations (Roading) 2017	Terra MDC	Estimate Let Price Final Cost	\$8,765 \$8,765 Ongoing
684/685	Direct appoint	Jul 2016	Network and asset management support 2017-18	Waugh Infrastructure	Estimate Let Price Final Cost	\$25,700 \$25,700 Ongoing

APPENDIX C

AUDIT RATING TABLE

Rating	Definition
Effective	<p>Investment management – effective systems, processes and management practices used.</p> <p>Compliance – Transport Agency and legislative requirements met.</p> <p>Findings/deficiencies – opportunities for improvement may be identified for consideration.</p>
Some improvement needed	<p>Investment management – acceptable systems, processes and management practices but opportunities for improvement.</p> <p>Compliance – some omissions with Transport Agency requirements. No known breaches of legislative requirements.</p> <p>Findings/deficiencies – error and omission issues identified which need to be addressed</p>
Significant improvement needed	<p>Investment management – systems, processes and management practices require improvement.</p> <p>Compliance – significant breaches of Transport Agency and/or legislative requirements.</p> <p>Findings/deficiencies – issues and/or breaches must be addressed or on-going Transport Agency funding may be at risk.</p>
Unsatisfactory	<p>Investment management – inadequate systems, processes and management practices.</p> <p>Compliance – multiple and/or serious breaches of Transport Agency or legislative requirements.</p> <p>Findings/deficiencies – systemic and/or serious issues must be urgently addressed or on-going Transport Agency funding will be at risk.</p>

January 2018

Investment Audit of Waitaki District Council

Report Number: RAGMI - 1789

Prepared by: _____
Glenn McGregor, Senior Investment Auditor

Reviewed by: _____
Ron Wheeler, Senior Investment Auditor

Approved by: _____
Jenny Fildes, Practice Manager Audit and Assurance

Assets Committee Memorandum

From Assets Group Manager

Date 13 February 2018

Waitaki Resource Recovery Trust Ltd Quarterly Report

Recommendation

That the Assets Committee receives the Waitaki Resource Recovery Trust quarterly report.

Purpose and Summary

To provide the Assets Committee with the Waitaki Resource Recovery Trust Limited quarterly report for the period ending 30 September 2017.



Neil Jorgensen
Assets Group Manager

Attachment

Waitaki Resource Recovery Trust Ltd Quarterly Report



Quarterly Report: July - September 2017

Financial Report

Executive Summary

Payments

Payments requiring confirmation for the September period 2017 were \$113,346.00.

Budget Variances

	Actual	Budget	Actual Last Year
Operating Income			
Fees	34,890.68	32,747.00	26,259.72
Sales Recycled Materials	95,467.13	92,690.00	84,682.19
Total Operating Income	130,357.81	125,437.00	110,941.91
Operating Costs			
Direct Costs	42,241.80	51735.00	23800.36
Wages	100,283.27	103768.00	84766.27
Total Operating Costs	142,525.07)	155,503.00)	108566.631
Gross Profit	(12,167.26))	(30,066.00))	2,375.28
Expenses			
Administration	13,276.61	13,091.00	13,485.90
Employment	8,249.31	9,526.00	11,702.87
Marketing & Education	0.00	140.00	50.00
Occupancy	1,103.39	957.00	1,061.99
Other Expenses	26.00	900.00	0.00
Total Expenses	22,655.311	24,614.000	26,300.766
Operating Profit	(34,822.57))	(54,680.00))	(23,925.48))
Other Income	75,939.14	82,401.00	72,605.76
Net Profit	41,116.577	27,721.000	48,680.28)

The redevelopment and capital costs have yet to be recorded in the budget and as this is a fully funded operation we may do this as it occurs.

With the closure of the landfill we budgeted for a 50% increase in greenwaste and 25% in refuse tonnages but we were not expecting the substantial increase in cardboard volumes. This is due to Milligan's now operating 24 hour shifts and other operators finding Chelmer Street drop off more convenient. This will need to be revised but other variances are largely timing issues.

A loss of 17k pa is presently budgeted for the handling of refuse. Waste Management have recently increased their fees and will be phasing out refuse bags which will be discontinued on 31st December. There is no doubt this will place additional pressure on WRRRT's resources and a re-evaluation of our cost structure will be undertaken.

Financial Position

Working capital \$141,308.
Net Assets \$297,920.49

Diversion

666 tonnes was diverted for the 3 months ended 30 September. This follows the trends of the budget with the exception of plastic where 45 tonnes await shipment. While the diversion figures are short of the budget by 14 tonnes a catch up is in sight. Annual budget for the costs averted by diversion is \$994,650 and the actual for the quarter is \$173,288.

Wages

The proposed increase in minimum wage to \$16.50 will mean an increase of \$26,000 pa in wage cost if applied across the board. This will be the fourth increase in recent times which is putting an increasing strain on resources. Once the redevelopment is complete and we get a clearer picture of where we are heading this issue will need to be discussed with Council.

.
Tom Erikson
16th November 2017

WRRT Diversion Quarterly

Quarterly Report	Quarter September					
	Budget	Actual				
Builders waste	7.24	3.42				
Cardboard	131.34	155.36				
Demolition	18.58	12.75				
Ewaste	2.51	2.99				
Furniture	10.01	1.91				
Glass	108.00	121.48				
Green Waste	38.21	43.06				
Metal	20.77	23.31				
Paper	89.66	101.96				
Plastic	57.91	15.67				
Plastic- consignments	-14.64					
Shop	210.61	183.81				
Total Diversion	680.19	665.72				
Residual	101.58	99.16				
Total Outputs	781.76	764.88				
% Output diverted	87%	87%				
Costs averted by diversion						
Disposal per tonne @	\$228.30	720,387				
Transport per tonne @	\$32.00	100,974				
Total costs averted budget		994,650				

WRRT have since shipped 3 x 40ft containers containing 66 tonnes of various plastics to China, Malaysia and Vietnam. We are also actively supporting and encouraging local recycling initiatives. The Chinese Long Sword program is causing some concern at the moment.

Glass volumes are rising steadily since we took the initiative and organized our own transportation and containers, to overcome the logistical issues caused by prior arrangements. Local solutions for local problems!

Metal prices are also very low and while we are not getting any return for light gauge metal, we are still able to get rid of it. There is a glimmer of hope for this product as quality steel has increased from a zero return to \$150.00/tonne. Valuable nonferrous materials are showing signs of increasing returns.

Paper and Cardboard are showing significant increases in the volume processed. A slight dip in pricing has occurred and the next quarter is expected to continue this trend. Again due in part to the Chinese Long Sword program.

Social Benefit

We are continuing with the Community Bike project and mentoring school children in bike maintenance. Fund raising through Lotteries has ensured we can continue this project for a further 12 months. We are providing work experience opportunities to an ongoing number of volunteers and unemployed. More local Schools have received bikes plus helmets, Hi Vis safety vests and Hi Vis Backpack covers.

Health and Safety

WRRT's Health and Safety program complies fully with the recently introduced new standards. We carry out a three weekly Health and Safety audit and discuss the findings at our regular Team Talk meetings.

Workplace Literacy

Literacy North Otago has created a collaboration of Employers to provide workplace literacy and numeracy training for employees. WRRT have been selected as the lead agency. This is the first example of a collaboration like this in the Country. A number of new companies have come on board and results are very promising. The Tertiary Education Commission are using this example as a case study to potentially roll out nationwide. This first year has shown very promising results and there is a strong likelihood The Tertiary Education Commission will enter into a new contract next year.

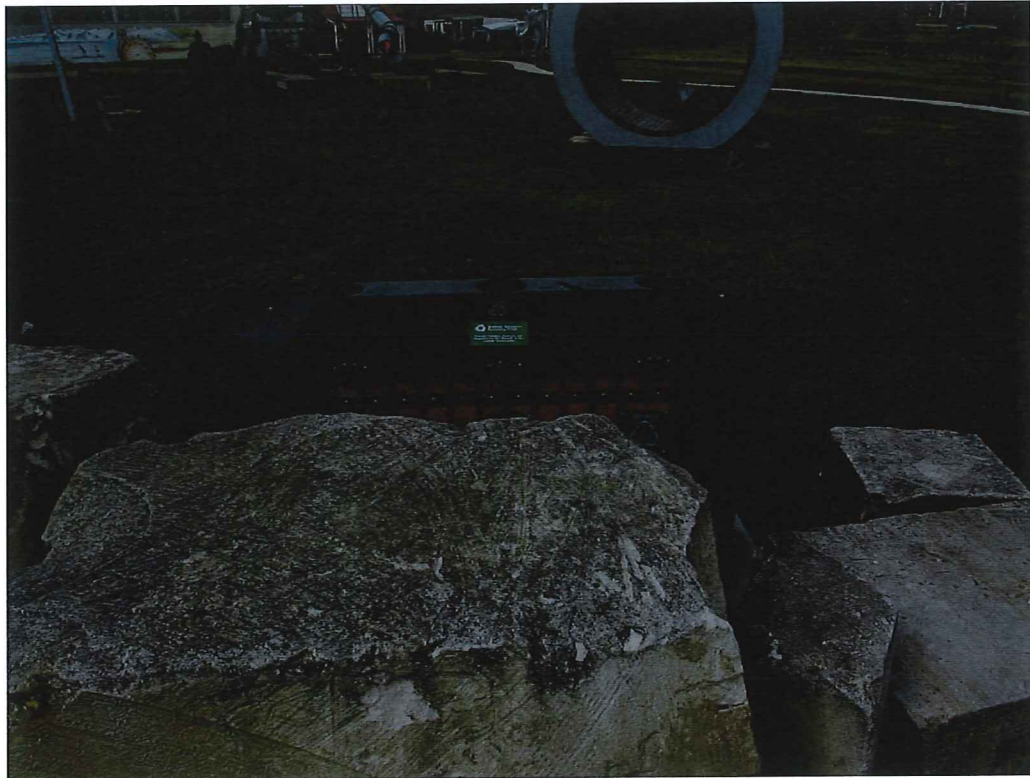
Combined Recycling/Rubbish Receptacles

The first three bins have been installed at the Cycle Park, Steampunk Playground and Municipal Gardens. Two more are due to be installed. Initial Community response has been very positive with an enthusiasm to see more installed around town. Initial figures from the first bin installed at the Bike Park are showing a 70% by weight diversion figure.

New Business opportunity

Once the redevelopment has been completed we believe there is the opportunity to dramatically increase the volume of recycling, both commercial and domestic, due to efficiencies in both operations and safety.







Assets Committee Memorandum

From Assets Group Manager

Date 13 February 2018

Assets Group Activity Report for the period 9 November 2017 – 22 January 2018

Recommendation

That the Assets Committee receives the information.

Summary and Purpose

The purpose of this memorandum is to inform the Assets Committee about the activities of the Assets Group during the reporting period.

1. Roothing Manager's Update

It is pleasing to report that the damage from the July floods has been remedied and that Council's maintenance contractor is back on track with programmed works. Another positive outcome is the emergency works claim costs have topped the 10% of programme threshold value set by NZTA to attract increased Financial Assisted Rates (FAR). This means that Council will be attracting greater FAR investment to the tune of 76% on the balance (\$56k), which can be reinvested back into Council's network needs.

Renewals contracts have been either awarded or about to be and this is a good result noting that the team is one person (Ting Ge) down since the beginning of December. A considerable amount of job juggling is taking place (same number of balls in the air but fewer hands) and, as the first round of advertising for a replacement staff member was unsuccessful, Council is mindful of capacity constraints.

Roothing aggregates are being extracted from Robbs Crossing, and a Memorandum of Understanding (MoU) for access is being negotiated with Whitestone Contracting Limited concerning access to the quarry. A potential supply in Waihemo is on the point of being confirmed.

There has been no confirmation from Government over the changes to its Policy Statement on Transport, although a change in direction towards greater safety expenditure and different modes of transport becoming more to the fore has been indicated. Its effect on Waitaki's roading programme is likely to be quite manageable. Council's maintenance programme for 2018-21 is open for consultation as part of the lower South Island's Regional Land Transport Plan submission. This closed on 29 January, and submissions are being heard in Dunedin on 13 and 14 February 2018.

The Roothing Unit was subjected to a three yearly Procedural Audit by NZTA auditor in December. The auditor examined a number of contracts to ensure compliance with both NZTA procurement procedures and Council's. Though there were a couple of minor issues raised (and now dealt with), Council received a positive report. This augments the earlier network inspection audit in 2016 which had a similar outcome.

1.1. Customer Service – CRM Process

Council received 50 requests in December, 12 for grading and metalling, 11 for vegetation control, and the remainder were for signs, roadside litter and footpaths. The team has achieved a 92% resolution rate in December.

Operations

Council has been fortunate to date that its tenders have been picked up and reasonable rates have been received, although there is a notable increase over the rates Council has paid in previous years. This escalation has been put down to increasing health and safety requirements, price increases and labour shortages. Whether or not Council remains "lucky" remains to be seen, but this may have an

impact towards the end of the construction season. The impending conclusion of the Kaikoura works should release more resources back into the market.

Movement along and below Haven Street continues, with Council now expended \$18k YTD against the \$12k budget allocated for the whole year. This overspend is sourced from the unsubsidised roading rate. Rehabilitation works on Tenby Street are planned for next financial year.

The designs for the Severn Street Wall renewals as reinforced concrete structures were received from Stantec (MWH). However, due to the cost implications, the team is examining alternatives that will retain the stone face, be robust, but provide better value.

The Harbour Street part closures over the Christmas and New Year break appear to have been well received, with little feedback to Officers.

The SouthRoads monthly progress report for December 2017 is attached separately. The delays in regular maintenance brought about by July's storm event appear in the graphs. However, the team is now catching up and, although there has been a considerably dry period, the CRMs appear to be trending down.

1.2. Communications

Date	Customer/Client	Outcomes
December/ January	Stantec MWH	Kakanui Point Bridge/Severn Street Wall
	NZTA	Investment funding for projects LED Lighting complaint on Thames Street
	NZTA	Moeraki straits signage
	DoC	Extent of Network Roads and their intentions to access plus maintain DoC roads.
	Survey Waitaki	Waterfront Road design/ Waiareka Park
	DCL Consulting	Kakanui Bridge repairs and Oamaru Creek pedestrian bridge design
	Terra MDC	Geotechnical investigations of slip sites including Test Street and drainage onto the Railway.
	Screen and Crush	Aggregate Supplies
	WCL	Aggregate supplies
	Anderson Lloyd	MoU, aggregate supplies
	ORC	Regional Land Transport Plans and programmes
	Opus	Asset Valuations

1.3. Projects

Well underway	Comment
Bridge and Structure Renewal Programme	Kakanui Point Bridge remedial works are being carried out by Recreation Construction Ltd. They are due to start in January 2018. Advertising has commenced.
Resurfacing Programme	Council is in Year 2 of a three-year contract and work for this sealing season is to recommence in early March – once all of the pre-reseal repairs have been completed. The Ahuriri sites were completed at end of November.
Rehabilitation Programme	Council has let two contracts – Ardgowan Road widening (\$300k) that started in January, and multi-sited across the district (\$940k) planned to start late January. Sites

	are Horse Range Road, Fortification Road (x2) and Coal Pit Road.	
Minor Improvement Programme (MIP)	<p>The Waterfront Road realignment design is completed and we are waiting for the consents to be approved. An archaeological assessment has been undertaken and it appears there might be the foundations of an old shed in the vicinity which could affect the programme if uncovered.</p> <p>Design for Oamaru Creek pedestrians' suspension bridge has been received. Work is about to commence once any issues over archaeological assessment and contaminated materials are addressed. It is expected that the project will be completed this Financial Year.</p>	
Street Lighting LED Upgrade	<p>LED supply and installation works are well underway with the majority of the highways completed. NZTA is following up on the complaint over "glare" adjacent to a property on Thames Street SH1. The site has been visited by an independent lighting engineer from Auckland and a report due. It is expected that the project will be completed by July 2018.</p>	
Draft Rooding Business Case Approach 2018-21	<p>The Business Case is completed and available for consultation in February as part of the RLTP process.</p>	
Larger Projects (Prioritised)		
1	Coastal Protection	Works at Orere Point have been completed.
2	Kakanui Point Bridge Replacement	Positive response from NZTA concerning the business case. Next step is to seek professional services for concept design.

1.4. Fatal and Serious Crashes in the Waitaki District – November - December 2017

There were no crashes that were fatal or serious on Waitaki District Council roading network.

However, there were 5 serious injury crashes on the state highway network during this time.

To summarise these crashes, the majority were:

- Straight Road Lost Control/Head On
- Open Road
- Midblock
- Light, dry weather
- The majority were cars and the factor 'Failed to keep left' was the most common crash factor.
- 80% of these crashes involved multiple parties.
- The most common age for 'at fault' drivers was 40-49.

The estimated social cost of these crashes is \$4.27 million.

2. Water Services and Waste Manager's Update

2.1. Customer Service

As of from 1 July 2017, 1600 CRMs have been resolved by officers and SouthRoads, with 90% being resolved within the required timeframes.

2.2. Operations

Reticulation

A large number of CRMs (primarily routine water leaks from service connections) were received over the Xmas/New Year period placing significant demand on the SouthRoads skeleton crew.

Water Facilities

A significant increase in demand and extremely low flows in the Big Kuri Creek triggered a Conserve Water Notice and water restrictions for the Hampden-Moeraki Water Supply in early December.

Whitestone Contracting Ltd were engaged to complete restrictor inspections in the Moeraki Township in an attempt to reduce demand. A number of missing, worn or incorrectly sized restrictors were identified, the resolution of which assisted the supply over the holiday period. Restrictor inspections were last completed in Moeraki in 2009.

The Moeraki Reservoir maintained volume over the Xmas period however emptied during the New Year visitor peak. An early decision to tanker water to the Reservoir and changing of valve arrangements to pump water to elevated consumers, allowed the Reservoir and consumer tanks to refill within a short period of time. Only one consumer tank emptied over the period.

Telemetry is in the process of being installed at the Moeraki Reservoir which will allow officers to better monitor its level and provide early notification of issues.

General Electric (GE), the Contractor who installed the new membranes, were onsite at the Oamaru Water Treatment Plant in January to further investigate the cause of fouling in the new membranes and instigate a new cleaning regime. The investigation and remediation has been funded by GE who will continue fine tune performance of the plant over the coming months.

Wastewater Facilities

Construction of the new elevated switchboard building at the Regina Lane pump station is complete.





Regina Lane Sewer Pumpstation – new switchboard building
Replacement of the one that got flooded in July last year

The rising main from the Orwell Street Pump Station to the Oamaru Wastewater Treatment Plant sprung its first leak in January since its installation in 1994. The cause of the leak was a minor pin hole on a welded joint. The leak was within the Orwell Street pump station site. The condition and capacity of the entire rising main will be assessed within the next year as part of the Oamaru wastewater capacity study.

Solid Waste Facilities

The Ohau Village private kerbside collection service commenced in December with 13 properties signing up. Two additional properties are required to ensure the service can remain viable. The Council communal bins were removed on the 22 December.

Significant subsidence was identified at the Hampden Closed Landfill during the January inspection. Officers are working with ORC and a geotechnical engineer to determine an appropriate reinstatement solution.



Subsidence – Hampden Closed Landfill

2.3. Communications

Date	Customer/Client	Outcomes
Multiple occasions	Otago Regional Council	Various communications regarding general resource consent compliance, the Waste Management and Minimisation Plan review, Oamaru Landfill aftercare consents and Moeraki wastewater disposal consents.
Multiple occasions	ECan	Various communications regarding general resource consent compliance, the Waste Management and Minimisation Plan review and provisions of the Land and Water Regional Plan.
Multiple occasions	Public Health South	Communications regarding general Health Act compliance, Water Safety Plan submissions and Hampden-Moeraki Water Supply restrictions.
Multiple occasions	Waitaki Resource Recovery Trust (WRRT)	Various communications regarding the redevelopment of the WRRT site and the Waste Management and Minimisation Plan review.
Multiple occasions	Waste Management	Various communications regarding the Ohau Village kerbside collection service and the Waste Management and Minimisation Plan review.
Multiple occasions	NZTA	Various communications regarding construction works in State Highway road reserve.
Multiple occasions	Heritage NZ	Various communications regarding construction works in the Itchen Street area.
Multiple occasions	KiwiRail	Various communications regarding construction works in Railway land.
Multiple occasions	Network Waitaki	Various communications regarding power outages (planned and unplanned) at a number of water and wastewater facilities and close approach permits.
Multiple occasions	Waitaki Developers	Various communications regarding subdivisions and developments i.e. Natural Chicken Company (Moeraki),

Date	Customer/Client	Outcomes
		McBrimar (Weston) and Good Land Heights (Old Hospital Hill).
Multiple occasions	Ohau Residents and Ratepayers Association	Various communications regarding the change to Ohau solid waste services and the Ohau Water Supply Boil Water Notice.
Multiple occasions	Kai Tahu ki Otago and Te Runanga O Moeraki	Various communications regarding proposed conditions for the Moeraki wastewater discharge consents and Oamaru Landfill aftercare consents.
Multiple occasions	Department of Conservation	Various communications regarding the change to Ohau solid waste services, the Ohau Water Supply Boil Water Notice and Oamaru Landfill aftercare consents.
Multiple occasions	Ministry for the Environment	Site visit and communications regarding the Oamaru Landfill closure, Palmerston Landfill audit and the Waste Management and Minimisation Plan review.
Multiple occasions	Environmental Protection Authority	Communications regarding deregistration of the Oamaru Landfill from participation in the Emissions Trading Scheme and application for the participation of Palmerston Landfill.
Multiple occasions	Dunedin City Council	Communications regarding disposal of Hampden septage waste at the Green Island Wastewater Treatment Plant.
December	Audit NZ	Communications regarding mandatory performance measure requirements.
December	Solid Waste Working Group	Workshop regarding the Waste Management and Minimisation Plan review.
December	Ahuriri Community Board	Workshop regarding the Waste Management and Minimisation Plan review.
December	Waihemo Community Board	Communications regarding the Hampden Septic Tank Cleaning and Inspection Programme and the Waste Management and Minimisation Plan review.
December	North Otago BMX Club Inc.	Communications regarding construction of the BMX track at the Oamaru Closed Landfill.
December	Mackenzie District Council	Communications regarding the change to Ohau solid waste services.
December	Ohau Lodge	Communications regarding the change to Ohau solid waste services.
December	Waihemo Wastebusters, Hampden Community Energy, WasteCo, Whitestone Contracting Ltd, Awamoa Bins and Skips, Alliance Pukeuri, Otago Chamber of Commerce, Peter Murdoch Ltd, Medical Officer of Health	Communications requesting feedback on the Waste Management and Minimisation Plan review.
December/January	Hampden residents	Communications regarding the Hampden Septic Tank Cleaning and Inspection Programme.

Date	Customer/Client	Outcomes
January	Otago Polytechnic	Communications regarding the 2018 course programme for the Water Services Cadet.

2.4. Projects

Larger Projects (Prioritised)		
1	H2OurHealth (HamNak pipeline) Project	Construction from Herbert to Hampden, Stonewall Road to Fortification Road and Kakanui River South to Herbert is nearing completion pending testing. Construction from Awamoa Road to Stonewall Road is complete and the pipeline commissioned. Pumpstation 2 building work is complete.
2	Oamaru South Hill Water Reticulation Upgrades	The project is 95% complete with only abandoning works outstanding. The new trunk pipework on Itchen Street has significantly improved the performance of the King George Park Pumpstation.
3	Chelmer Street Sewer Upgrade	Complete.
4	Moeraki Water Improvements	Construction of the pipework through the Hampden Township is underway.
5	South Hill Microzone	Construction is underway.
6	Oamaru Landfill Closure	The aftercare consents have been issued by ORC and design of the final cap is underway. Construction of the BMX track site platform is complete.
7	Waste Management and Minimisation Plan Review	The draft Waste Assessment is with key stakeholders for feedback.
8	Asset Management Plan (AMP) Update	Final drafts are under review.
9	Hampden On-Site Wastewater Management	A Dunedin based company, Vacuum Tank Services, was engaged in December and work is underway.
10	Oamaru Water Treatment Plant Ozone Upgrade	Complete.
11	Oamaru Tower Zone Capacity Improvements	Construction is underway.
12	Moeraki Wastewater Disposal Upgrade	The discharge consents have been issued by ORC. Final design and installation will follow.
13	Omarama Wastewater Treatment Plant Disposal Upgrade	Draft lease documents are with officers for review.
14	Ohau Water Upgrade	To be commenced as soon as resource is available, with completion expected in 2018/19.

15	Oamarama Water Upgrade	Concept design has been completed. To be progressed further as soon as resource is available, with completion due in 2017/18.
16	Oamaru Wastewater Overflow Mitigation	Following initial assessment, the project has been revised to "Oamaru Wastewater Capacity Study" as capacity for growth, as well as wet weather requires review. The study will address reticulation, pump station and treatment plant capacity.
17	Oamaru Water Supply Chlorine Analysis	Existing chlorine levels will continue to be analysed and options for improvement considered. Construction is anticipated to be completed in 2018/19.
18	Sewer Lateral Ownership Assessment	Assessment has been completed and a report provided for officer review. This will be progressed further in 2018/19.
19	Holmes Wharf Deck Replacement	This project is now being completed by the Property team with input from Water Services officers.



H2OurHealth – Pipeline Project



Waianakarua River Crossing



Waianakarua River Crossing

3. Property Manager's Update

3.1. Customer Service

Since the commencement of the 2017/18 financial year, Property has achieved a 100% response rate to CRMs and a 100% resolution rate.

3.2. Operations

A number of renewal projects are underway:

- Community Housing Units – two in Palmerston

3.3. Projects

Larger Projects		
1.	Court House	Scaffolding (wrapped on the top and sides) will be erected in the first week in February. This is to minimise the noise/dust nuisance to neighbours and to protect the project from inclement weather delays. Construction works is likely to take a minimum of 26 weeks.
2.	Harbour Visitor Accommodation	The team are currently engaging with preferred parties. More information will be provided as it becomes available.
3.	Harbour Area Development	Currently undertaking a number of projects relating to the harbour area. The team is working closely with the Harbourmaster at Otago Regional Council on placement of navigational aids ie channel entrance markers, channel depth surveys to update the nautical chart as well as to inform Council for any future dredging work required, Holmes Wharf deck replacement, review of the slipway and other harbour area maintenance works. Otago Regional Council are soon to consult with the public on the proposed Navigational Safety Bylaw for the Otago Region which of course includes Oamaru Harbour.
4.	Council HQ flood remediation	All services restored to Council building for the last Council meeting in December.
5.	Land Development and Sales	Various sales and projects are underway and workshops/reports will be prepared to present to Council as required.

4. Recreation Managers Update

4.1. Customer Service

CRM completion is sitting at 73%. Outstanding CRMs are related to maintenance tasks for our contractor and generally not customer-related. The current configuration of the CRM system does not allow us to easily separate customer initiated maintenance requests from officer initiated ones.

4.2. Operations

General

Gordon Bailey has been appointed to the role of Parks Officer. He comes to us with many years' experience in Parks operations and management. As our other Parks officer is on sick leave for three months following shoulder surgery the recreation team still has limited capacity currently.

Rainfall in November and December 2017 was 43mm compared to a historic average of 126mm. Dry conditions required an early start to irrigation.

Aquatics

The Oamaru swim club was the top performing club (outright, not based on swimmer numbers) at the Southland championships in Invercargill just prior to Christmas. Most clubs from around the South Island attended. The organisers of the South Island secondary school canoe polo championships have confirmed a booking for next year.

We have received feedback regarding a lack of space for lane swimmers at certain times of the day. 3pm to 6pm is a popular time for all users and staff try to juggle demands at this time as best they are able. We will continue to look at options to manage this.

Due to the popularity of the family changing rooms, officers are looking at options to provide an additional two changing rooms. Due to space constraints, the best place appears to be in the foyer immediately on the left as you pass through the first set of automatic doors. These would provide changing space only and would not include shower facilities.

Lakes Camping Grounds

New swimming areas at Parsons Rock and Sailors Cutting have received favorable comments from users.

Portaloos over the Christmas/ New Year period provided along the western shoreline at Parsons Rock failed to meet increased camper numbers requirements. We will review this for next summer.

Some campers have raised concerns over others roping off sites (having purchased a season pass) but not putting tents or caravans on site until Christmas/ New Year. This is the first year this has occurred. We will look at this emerging trend at our end of year review.

Parks

The fence around the Holmes Wharf penguin colony has been completed.

An opening ceremony was held for Craig Fountain with a good number of attendees, a tea party and a string quartet. Favorable comments were received and some in attendance found it an emotional experience. The lighting between the front entrance and the display house is complete and Officers are working with Rotary for an unveiling of the fountain lighting.



Craig Fountain opening

The hanging baskets have bulked up and are looking good, and bedding areas are starting to bloom.

The roses in the public gardens have put on a good display this year with more prolific blooms than in the past. Unfortunately with this comes additional dead heads, particularly immediately after any rain.

Sealing and marking of the Friendly Bay carpark by the Learn to Ride area has been completed.

No submissions were received on Council's notified intention to issue an access easement over part of Fenwick Park to the Waitaki Resource Recovery Park. The issuing of the easement is in process.

Sportsfields

We have received positive comments on the condition of the cricket outfields this summer with some good scores being posted by teams.

4.3. Projects

Larger Projects (Prioritised)		
1.	Craig Fountain	Craig Fountain is operating and a lighting unveiling is being planned with Rotary.
2.	Palmerston Walking Improvements.	Officers are still trying to make contact with the neighbouring landowner for the district road to State Highway 1 connection to discuss options prior to taking a report to the Community Board.
3.	Ahuriri and Waihemo Bike Park's.	Officers are having workshops with community boards on location, design and community organisation ownership for the local funding applications.
4.	Mill Domain	Grass is establishing. Further renovation work is planned in Autumn, consisting of minimolting, aeration, liming and fertilising to improve soil quality.
5.	Streetscapes	Construction specifications are being finalised. Tenders for construction are expected to be called for in February. Duntroon concepts will be completed once acquisition of land for the toilet has been completed
6.	Dunback Domain Toilets	Whitestone contracting have been appointed contractor for the installation with the toilet block being provided by Portabuild. Siteworks are underway and this will be completed by the end of February.
7.	Duntroon Toilets	Officers have approached Land Information New Zealand to acquire the land used as green space in Duntroon (and on which Council wishes to locate a public toilet) and are awaiting its response.
8.	Weston Domain Toilets	Officers are looking at a Portabuild option similar to that planned for Dunback, which should be able to be completed within budget.
9.	Sailors Cutting and Falstone waste water systems	Officers will finalise designs in February March with construction planned for after the camping season ends.
10.	Weston Domain Water Supply	No progress.
11.	King George Park drainage	Design work is underway with construction planned for after the cricket season.



Neil Jorgensen
Assets Group Manager

Attachments:

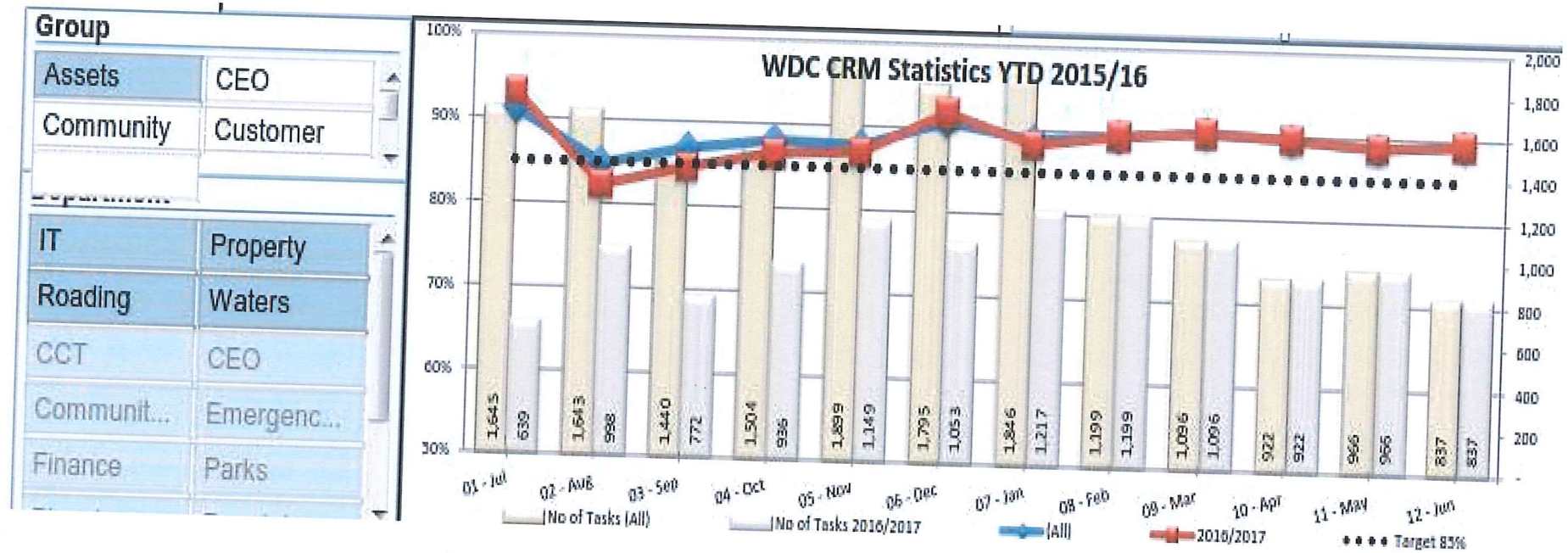
Tenders Recently Let
CRM Report
SouthRoads Summary Report for December

Tenders recently let

This table shows tender let over the last few months and will be kept as a six monthly rolling schedule.

Contract No	Name of Contract	Date Contract Let	Tenders received	Awarded to	Tender value (ex GST)	Range of tenders received	Engineers Estimate	Start Date	Date of Completion
672	Ardgowan Road – Seal widening	15.12.2017	2	South Roads Ltd	\$297,249.20	\$297,249.20 to \$499,310.97	\$250,000	10.01.2018	06.03.2018
660	Pavement Rehabilitations	01.12.2017	2	The Roding Company	\$938,000.00	\$916,651.94 to \$938,000.00	\$830,000	22.01.2018	23.04.2018
658	Footpath resurfacing 2017-2018	04.10.2017	2	Whitestone Contracting Ltd	\$319,001.49	\$319,001.49 to \$501,852.20	\$378,000	04.10.2017	30.06.2018
666	State Highway LED Upgrade	15.07.2017	2	Orange Tek International	\$266,857.00	Closed contest	\$300,000	19.06.2017	01.07.2018
667	Led Streetlights retrofit Supply for 2017-19	28.09.2017	7	Techlight Ltd and Orange Tek	\$675,800	Open tender	\$800,000	28.09.2017	30.06.2019
668	Kakanui Point Component Renewals 2017-18		Direct Appointment	Recreation Construction are currently Council's preferred contractor for bridge maintenance	\$183,100.00	Direct Appointment	N/A	7/08/2017	31/12/2017

CRM Reports





WDC 642 Summary Report December 2017

PERFORMANCE

EFFECTIVENESS	CRM's	Structures	Monthly	1
		Culverts/Side drains	Monthly	6
		Fallen Trees	Monthly	2
		Flooding Roads/Footpaths	Monthly	1
		Frost and Ice Response	Monthly	-
		Grading/Metalling	Monthly	12
		Kerb and Channel	Monthly	-
		Road Litter	Monthly	5
		Signs Missing/Damaged	Monthly	6
		Roadside Vegetation	Monthly	11
		Safety Road Condition	Monthly	3
		Sealed Road Failures	Monthly	2
		Potholes	Monthly	1
		Snow Clearing	Monthly	-

				Month	YTD
PEOPLE / CULTURE	TEAM SAFETY	Medical Treatment Intervention - #	Monthly	0	1
		Lost Time Injury - #	Monthly	0	0
		Near Miss/IOF	Monthly	19	90
		Incidents	Monthly	3	45
		Safety Audits/Tours completed	Monthly	4	20

December has been another busy month for the team with everyone looking forward to a couple of weeks to recharge the batteries with friends and family

This siteworks crew has finished the kerb replacement on Rother Street ready for the footpath resurfacing contractors to come along and give the footpaths a face lift. The footpath team has been finishing up some work in the Ahuriri ward that they had been busy getting ready for surfacing last month

The drainage crew has been completing programmed dig outs in the Corriedale area spending time on Airedale and Burnside Road.

The Maintenance Metalling programme is underway and the very rural road project has been released and metal has been used from Robbs Crossing to get this underway in the Corriedale ward. We have initiated the consent process for an aggregate source in Palmerston. This is currently sitting with the WDC which we hope to hear back from in late January.

The premix crew has been completing edge break and levelling work throughout the district. Focussing on the busy roads before the holiday season gets underway.

Our graders have been busy working on their monthly beats. The North grader was working on the Oamaru plains before heading up to Omarama to tidy up Henburn and Falston Rd before Christmas. This material was windrowed to reduce corrugations and will be brought back onto the road when we get some more moisture. The South grader has been in the Waihemo ward tidying up some busy sections of roads before heading back towards Oamaru.

Delta has been flat up trying to keep up with the vegetation growth we have had throughout the district. They completed another round of urban spraying in the townships and have all the unsealed spraying complete. After Christmas we will be looking to do another hit on the sealed roads.

The signs programme has had another busy month with staff completing programmed work throughout the break as well.

The stabi crew has come back from Oamaru and shifted onto filling low shoulders with the widener. Completing Quailburn Rd and Richmond Rd before shifting to Fortification Rd which will be completed in January.

PROGRESS

Item	Completed	Comments
Stabi's	2,452m ²	9,632m ² YTD
Maintenance Metaling (20,000m ³)	2,449 m ³	7,306 m ³ YTD
Grading (280km target)	89.6 km (MTD)	897.1 km (YTD)
Road Sweeping	51 (MTD)	251 (YTD)
Signs	Cleaned 69 (MTD) Straightened 70 (MTD)	259 (YTD) 177 (YTD)
Roadside Litter Collection	11 (MTD)	153 (YTD)
Wilding Trees	100 (MTD)	130 (YTD)
Traffic Counts (300 per year)	51 (MTD)	204 (YTD) 68%

Inspection Table

Activity	Completed MTD	Completed YTD	Remaining Qty
Culvert Inspections (240/month)	144	1,378	1,502 (52.2%)
Bridge Inspections (15/month)	3	33	156 (81.7%)

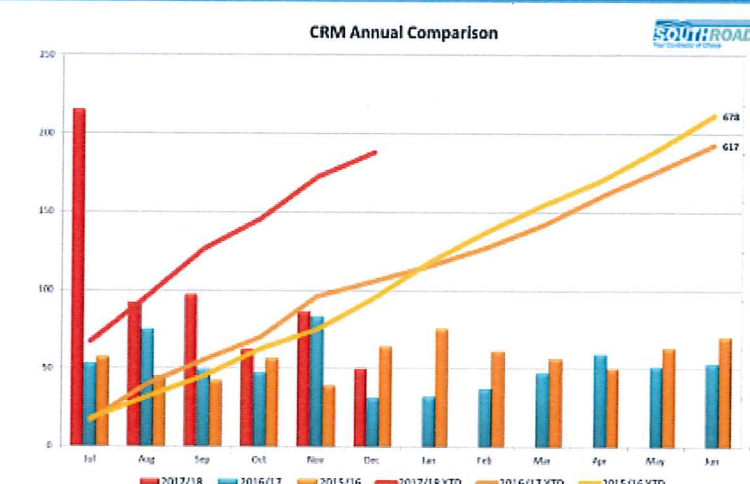
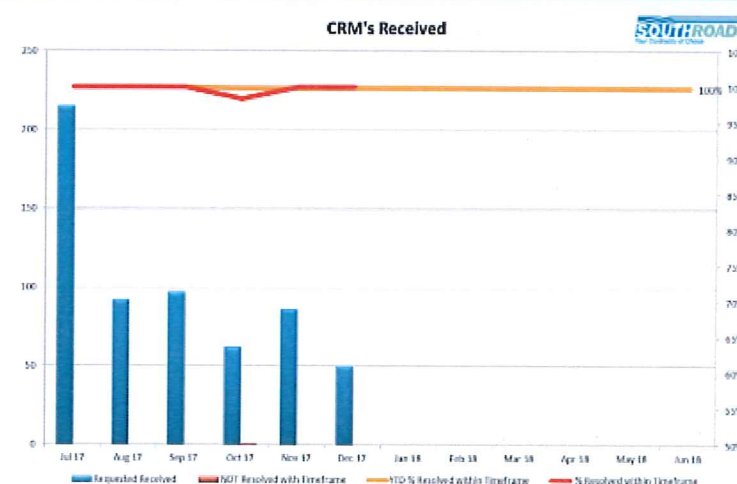
RISK & STRATEGY UPDATES

Identified Risks		Update
Roads	Humber Street Bridge Repairs	The bridge has now been sealed and opened to traffic and pedestrians again. The seal will be monitored for any settlement over the next few months
	Coal Pit Road	Saturated material has been wind rowed and made a considerable difference. The hedge seems to be the culprit causing the wet pavement to not dry out. This should be programmed to be removed before next winter. The material will be laid back onto the road once it gets warmer
	Waihanakua Rd	Coastal erosion work has been completed. This section of road will be monitored for any other movements.
	Horse Range Rd	Road narrowed to one lane. This has had the culvert pipe re-connected and rock replaced and will be monitored for any subsidence.
Slips	Haven Street - Moeraki	Continually moving. This will continue to be monitored.
Strategic	RAMM Data	Pocket RAMM devices are being used to capture data in the field and programme repairs while onsite.
	Reseal sites	Reseal sites are due to be released for the 2018/19 season. These sites will then be inspected and repairs programmed to get repairs underway before next season.

CUSTOMER SERVICE MANAGER REPORT

We received 50 CRM's for the month of December. This is 36 down on last month. Grading and metalling have generated the highest CRM's this month. This is fairly common for this time of year when the moisture content of the aggregate tends to dry out and lose some of its strength. The vegetation growth has caused several CRM's around site visibility. This has generally been vegetation on rural berms outside the spray width.

CRM GRAPHS



PERFORMANCE MEASURE RESULTS –

For December the Management Performance Measures we have scored a 95% compliance. Focus will be put into improving traffic count data as there is still some small issues around some data being sent through.

The Operational Performance results are at 89% compliance. Focus will be put into grading and spot metaling of unsealed roads, vegetation control around town and in surface water channels and to target pothole repairs to bring this score up.

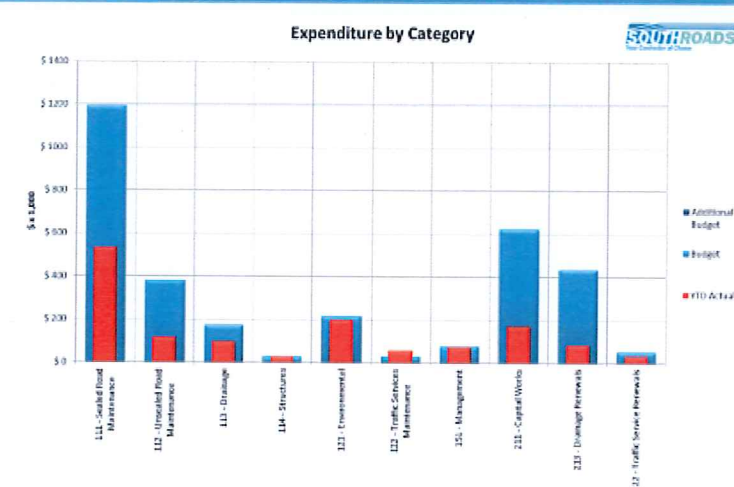
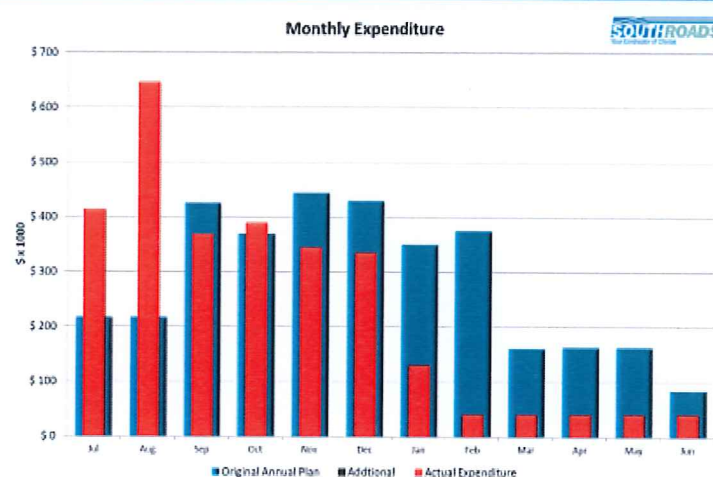
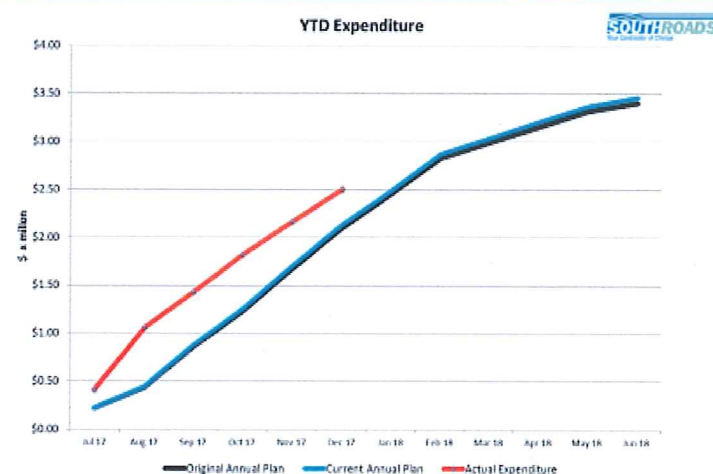
GOLD STAR INITIATIVES.

- ✓ We have implemented the Mobile Roads phone app to complete sump inspections, recording the location of these and providing photos of the asset.

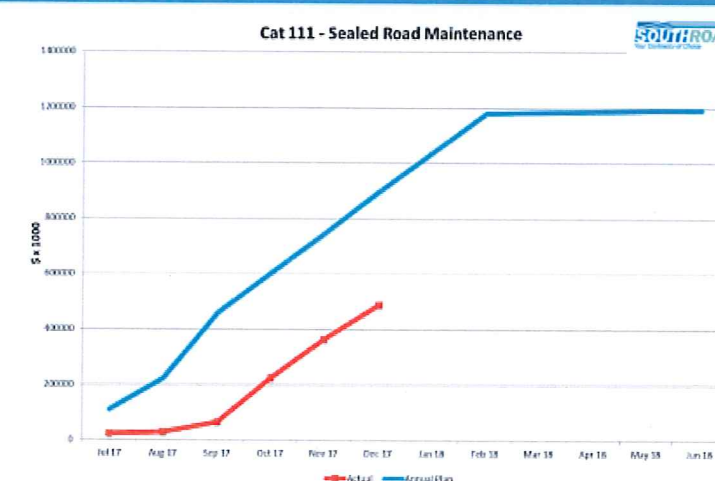
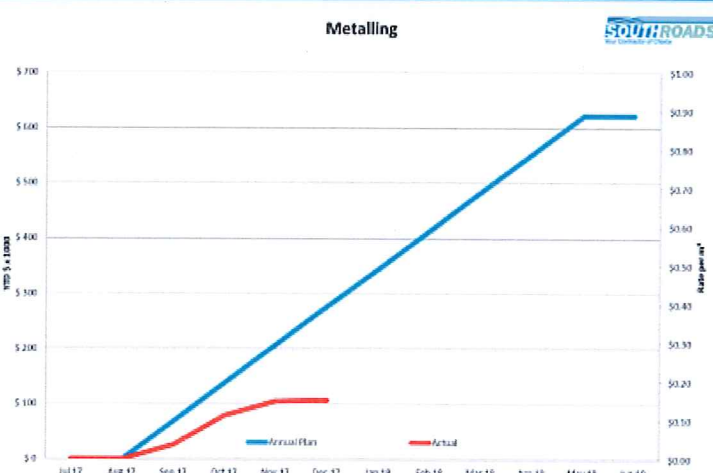
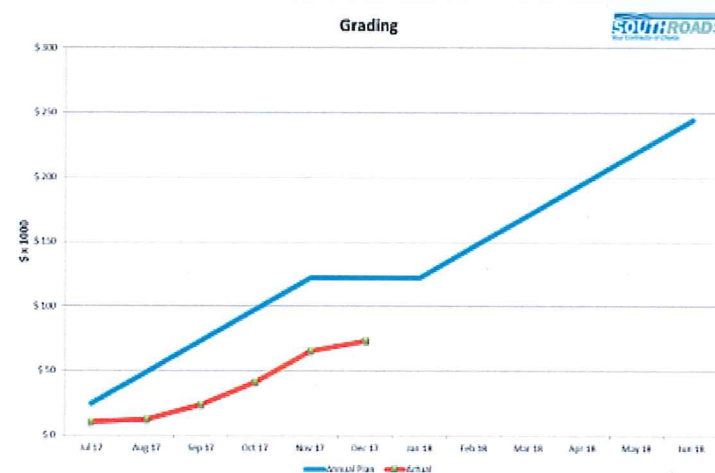
TRAFFIC CRASH/DAMAGE REPORT

1. No traffic crashes reported by the team this month

FINANCIAL GRAPHS



KEY PERFORMANCE INDICATOR GRAPHS



FINANCIAL SUMMARY

All Works Summary	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total	Under(-ve)/ Over (+ve)	%age Under(-ve)/ Over (+ve)
Original Annual Plan	239541	239541	496330	447645	525579	459901	381218	404827	190870	185853	185853	107157	3864315		
Additional	0	0	0	0	0	0	0	0	0	0	0	0	0		
Current Annual Plan	244347	244347	501135	452450	530384	464706	386023	409633	195675	190659	190659	111962	3921979		
YTD Revised Annual Plan	244347	244347	501135	452450	530384	464706	0	0	0	0	0	0	2437368		
Actual Expenditure	439006	667704	404407	446666	397268	363432	153268	64151	63329	63329	63329	63329	3189218	-732760	-19%
Remaining Cyclic	0	0	0	0	0	0	0	0	0	0	0	0	0		
Tasked Forward Work	0	0	0	0	0	0	499160	341755	387927	165124	39179	24574	1457718		
Projected Expenditure	439006	667704	404407	446666	397268	363432	652428	405907	451256	228453	102508	87903	4646937	724958	18%

FINANCIAL COMMENTARY

The year completed expenditure is \$2,718,483.00. The claim for the month was \$363,432.00 (including township works) and consisted of mainly programmed works and maintenance activities.