



**The Meeting of the  
Regulatory and Services Committee  
will be held on Tuesday, 14 June 2022  
commencing at 9.00am**

**Meeting ID: 263 978 6884  
Passcode: 190208**

**AGENDA**

## **REGULATORY & SERVICES COMMITTEE**

**Mayor M J Campbell**  
**Councillor C J Ion – Chairperson**  
**Councillor W Godfery**  
**Councillor S Kingi**  
**Councillor B J Julian**  
**Councillor A Rangihika**  
**Councillor R G K Savage**  
**Councillor D Sparks**  
**Councillor F K N Tunui**

## **GUIDELINES FOR PUBLIC FORUM AT MEETINGS**

1. A period of thirty minutes is set aside for a public forum at the start of each Ordinary Council or Standing Committee meeting, which is open to the public. This period may be extended on by a vote by members.
2. Speakers may address meetings on any subject. However, issues raised must not include those subject to legal consideration, or be issues, which are confidential, personal, or the subject of a formal hearing.
3. Each speaker during the public forum is permitted to speak for a maximum of three minutes. However, the Chairperson has the discretion to extend the speaking time.
4. Standing Orders are suspended for the duration of the public forum.
5. Council and Committees, at the conclusion of the public forum, may decide to take appropriate action on any of the issues raised.
6. With the permission of the Chairperson, members may ask questions of speakers during the period reserved for public forum. Questions by members are to be confined to obtaining information or clarification on matters raised by the speaker.

# MONTHLY REPORT REGULATORY & PLANNING SERVICES

May 2022

## 1 Animal Control

### 1.1 Dog Registration

At 31 May 2022, 1,488 dogs (1,490 listed in register) had been registered for the 2021/2022 year, representing 99.9% of known dogs.

### 1.2 Dog Control - Ranging, Complaints and Incidents

There were a total of 67 complaints and incidents attended. These largely related to incidents of barking or roaming complaints. There were four reports of a dog rush, two attacks on animals and two on a person. The four rushing incidents resulted in one dog being surrendered by owner, two owners issued with infringements and one issued a formal warning.

All dogs involved in attacks on other animals were located and surrendered by owners. One attack on a person related to a dog fight and owner was bitten while separating the dogs. Offending dog was unable to be located at the time and breed and owners unknown to date. The second attack related to an incident where the neighbour went to put dog back in section and was bitten. Dog has been impounded and we are working with the owners to resolve.

A total of twelve infringement notices were issued during the month of May.

### 1.3 Dog Rehoming

Five dogs have been rehomed in the month of May.

## 2 Monitoring and Compliance

There were 33 noise complaints in May. Complaints were attended and generally resolved without incident. Seven excessive noise notices were issued.

Council has responded to 4 abandoned vehicle incidents, and issued 6 notices and warning letters relating to parking, noise outcomes, unkempt sections and breach of bylaw (stallion within built up area).

## 3 Alcohol Regulation

A review of Liquor Control Bylaw 2009 has commenced. The document is currently being updated.

The working group on the Eastern Bay of Plenty Local Alcohol Policy (LAP) review have proposed to hold a joint council update with Opotiki, Whakatane and Kawerau Councillors.

The benefit for this approach is to ensure consistent messaging across councils and provide Councillors with the opportunity to discuss and align the purpose and goals for the LAP. Further information to come once, if approved.

#### **4 Food Safety and Premises**

Kawerau has a total of 33 registered food operators.

One verification was completed, and three renewals received for the month of May.

Three new hairdressers registered in the month of May. These are Kawerau Life Konnect Charitable Trust, Nancy's Hair and Barbers and Hair with Flair.

#### **5 Environmental Health**

Monitoring the freedom camping areas with reports of people living in their vehicles. MSD advise emergency housing in the Bay of Plenty has no vacancy anywhere, which will be adding to this problem. Will continue to monitor.

#### **6 Building Control**

##### **6.1 Building Consent Authority (BCA)**

Eight building consents were issued in May. The total value of work for all consents was \$145,443.00.

The types of building work for this month included:

- 5 solid fuel heaters
- 2 garages
- 1 bathroom modification

One consent application was placed on hold pending further information.

Team focused on completing the required building warrant of fitness's for this year with 24 inspections completed over the last month.

Received the 5 building consents to be processed for the duplexes and single unit for Porritt Glade Retirement Village.

MBIE commenced an online assessment of Kawerau District Council's territorial authority functions. These functions include the assessments of building warrant of fitness's, compliance schedules and pool barriers. New documented processes have been prepared and should be finalised in the next month.

#### **7 Civil Defence Emergency Management (CDEM)**

Bay of Plenty CDEM Group Plan Review has commenced with the first workshops being held with CEOs and Mayors. Several workshops have been organised over the coming months with Councils, Iwi and the community.

## 8 District Plan

### Resource Consents

No resource consent applications have been processed to a decision for this month.

### Spatial Plan

The Spatial Plan Leadership Group is working through the scope. While this is being finalised and due to tight timeframes, the working group continue to work through the development of the draft foundation papers focusing on the Eastern Bay of Plenty's current position. The papers being prepared include People & Community, Economy & Jobs, Housing & Land, Infrastructure and the Natural Environment & Resilience. Work is also commencing on the established scenarios for future growth and development.

## **RECOMMENDATION**

That the report from the Group Manager, Regulatory and Planning Services for the month of May 2022 be received.

Michaela Glaspey

**Group Manager, Regulatory and Planning**

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# MONTHLY REPORT

## MANAGER, FINANCE & CORPORATE SERVICES

**May 2022**

### 1 Library and Museum

#### 1.1 Library

The New Zealand Libraries Partnership Programme approved an additional \$33,500 of funding for 2022/23 - Council received \$126k for 2021/22. It is proposed that this will be used to fund an extra 4 hours a week for the Adult Programmes & Activities Officer, EPIC online databases, APNK costs, programming, e-resourcing and collection development work.

The first "Let's Get Digital" courses have been advertised with smaller group sizes than previous programmes due to spacing. APNK has confirmed the new equipment and this should arrive early June. We also evaluated and confirmed our EPIC online database offerings for 2022/23.

The Youth Librarian position has been recently advertised with interviews happening shortly.

Janice Tekii and Steven Ong both passed their First Aid Course. Janice Tekii was also awarded a scholarship from LIANZA to fund the first year of her Open Polytechnic Library Course.

The team has also been busy preparing for our upcoming activities 25 Years of Harry Potter, Matariki, school holiday programming and the winter reading programme. This month the displays were New Zealand Music Month, the Ockham New Zealand Book Awards and promoting our Haynes online database.

#### **Library Statistics**

	May 2022	YTD 2021/22	May 2021	YTD 2020/21
Items issued	3,090	35,472	3,573	42,056
People visiting	2,990	39,749	5,174	61,684
New Members	12	133	19	207
Members Active*	1,462			

\*Those people that have used library services in the last 2 years

#### 1.2 Museum

Dr. Elizabeth Ward of Massey University is researching for the Ministry of Education the local history landscape across New Zealand in line with the upcoming history curriculum changes for 2023. She will add the Museum's information to a national database to support teachers who need local history resourcing which will be required in the new syllabus. The cadet, Steven Ong, is working in the Museum May and June, and is doing a variety of work from box building to digitisation of information.

The Museum Curator has been working with the Credit Union on adding their honours board to the collection with the last step to get it moved to the Archives & Museum Storage building.

In 2010, former staff did very detailed histories of the business buildings in parts of the town. Staff have just begun re-visiting these and updating information where needed. The online history repository, Kete Kawerau, is being retired 26 June 2022, but will still be available to view online, though no changes or new information can be added. Staff have been looking at various replacement options and have narrowed it down to two.

Work also continued on the upcoming exhibitions focusing on the history of 16-18 Jellicoe Court and life in the late 1950s.

### Sir James Fletcher Kawerau Museum Statistics

	May 2022	YTD 2021/22	May 2021	YTD 2020/21
Exhibitions	0	6	0	6
Objects – items added to collection	31	180	12	63
Individuals & Organisations	7	182	9	87
Documents	75	227	5	270
Photographs	70	555	135	346

## 2 Payments

There were seven payments made in May 2022, which exceeded \$50,000.00:

- Inland Revenue Department (x2) \$63,793.92 & \$56,365.55 - PAYE F/E 24/4 & 8/5
- First Security \$52,586.08 – Additional security for MVP
- Waste Management \$53,253.97 – Waste collection April 2022
- Wren Builders (x2) \$57,189.04 & \$522,712.59 – Progress claims pool renovation
- Zero Fibres Ltd \$255,542.77 – Asbestos removal (Lots 9 & 10)

## 3 Grants

### 3.1 Community Grants Scheme:

Council received 17 applications totalling \$46,768.30 and the committee met on 5 October 2021 and allocated the total grants budget of \$20,000 to 13 community groups. Council will be inviting applications for the next funding round in July 2022.

### 3.2 Creative Community Fund:

There was a balance of \$21,950 unallocated Creative NZ funds as at 30 June 2021. Also, Creative New Zealand has provided grant funding of \$9,643.80 in August and a further \$9,643.80 in February 2022.



Creative New Zealand has previously approved all of the unallocated funds to be carried forward and available for distribution and has further agreed that any unspent funds at 30 June 2022 can be carried forward to the next financial year.

Two applications totalling \$6,875.00 were approved by the committee at the first funding round Wednesday on 8 December 2021. Further applications were invited during April/May with 10 applications received totalling \$25,761.00. The committee was scheduled to meet 3 June 2022 to consider these applications but unfortunately the meeting had to be postponed – a new meeting date has yet to be determined.

#### 4 Residential Developments – Progress to 31 May 2022

The table below shows the surplus/deficit to date for each of Council's residential developments.

	Central Cove	Te Ariki	Porritt Glade	TOTAL
Total Sections / Units	31	4	29	64
Sections / Units Sold	19	0	18	37
Remaining Sections / Units	12	4	11	27
Units completed			18	
Units under construction			0	
Surplus/ (Deficit) to Date	\$148,300	-\$152,100	-\$583,060	-\$586,850
Value of Remaining Sections/Land	\$1,490,000	\$660,000	\$593,200	\$2,743,200
<b>Breakeven</b>				
Sales still required to break-even	0	1	11	

Contaminated material was found on 9 lots to date and Council staff have been working with the contractor to remove this material. Staff has asked Generations Homes Ltd not to sell any more sections until further testing is done and Council has considered whether to establish an asbestos disposal site.

The four sections at Te Ariki Place remain unsold, and Council has approved an alternative layout for the development, which has been drafted by the surveyor and approved by the working group.

#### 5 Requests for Service

The following table has the total number of service requests received for May and identifies if they have been completed or still being progressed by the end of the month.

Service	Total	
	Completed	Progressed
Dogs	110	2
Noise	39	
Building Enquiries	20	7
Trees* & Parks	11	6
Rubbish (Bins & Collections)	25	4
Water	1	9
Wastewater	1	2
Roading/Stormwater/Streetlights	8	9
Enforcement/Health/Food/Stock	8	0
Council Buildings/Facilities – Maint.	3	3
Other (Events/Consents/Rates)	9	1
<b>Total</b>	<b>225</b>	<b>43</b>

\*Requests relating to the removal of trees are added to a priority list.

Five requests came via the website/emails, the balance of the requests came from phone calls or visits.

## 6 Funds

The following funds were held at 31 May 2022:

Invested in	\$	Mean Interest	% External
ANZ – on call	831	0.30%	0.01%
BNZ – current & on-call	3,117,066	0.15%	53.92%
Rabobank (on-call)	1,361,909	1.20%	23.57%
Kiwibank – x 3 term investments	1,300,571	1.55%	22.50%
<b>Total Funds (Cash)</b>	<b>5,780,377</b>		<b>100.00%</b>
Internal Loans	1,715,391		
<b>Total Investments</b>	<b>\$7,495,768</b>		

The following table shows Council's reserve and general funds balances as at 31 May 2022:

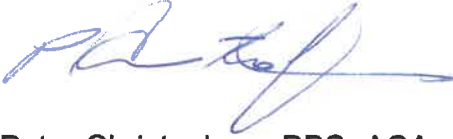
	May 2022	May 2021
<b>Reserve Balances</b>		
Depreciation Funds	\$7,086,917	\$5,946,547
Development Feasibility	\$11,000	\$11,000
<b>Total Reserve Balances</b>	<b>\$7,097,917</b>	<b>\$5,957,547</b>
General Funds	\$397,850	\$543,653
<b>Total (comprising funds &amp; internal loans)</b>	<b>\$7,495,768</b>	<b>\$6,501,200</b>

The figures show that overall Council has \$2.2 million more funds than this time last year which is mostly as a result of \$900k (net) being received for the sale of sections since March 2021. The depreciation reserves are \$2.0 million more than they were a year ago due to many renewal projects still to commence or are just underway.

The projected cash-flow graph shows that Council is likely to continue to have a surplus at least until early in the new financial year. Staff will arrange loan funding prior to Council going into deficit.

## **7 RECOMMENDATION**

That the report from the Group Manager, Finance & Corporate Services for the month of May 2022 be received.

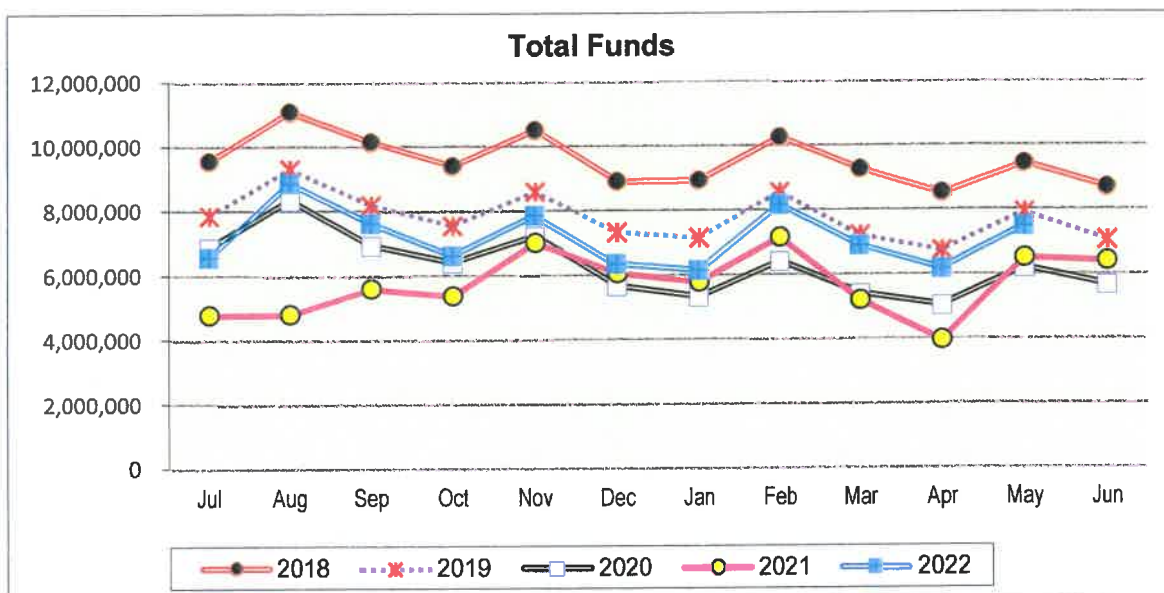
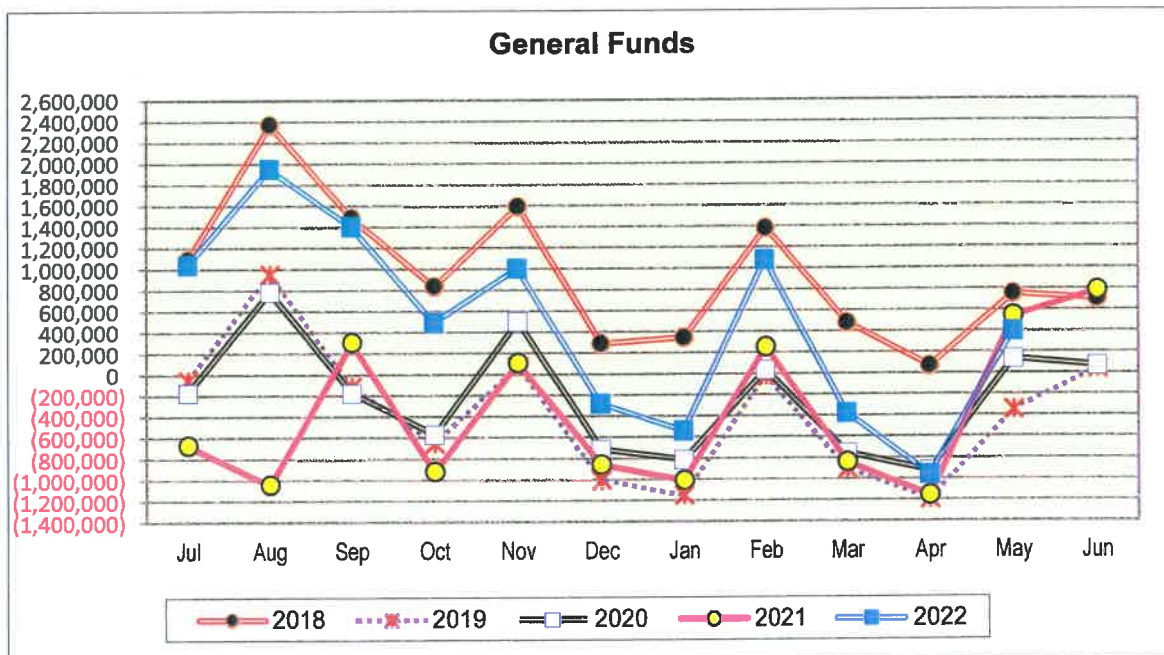
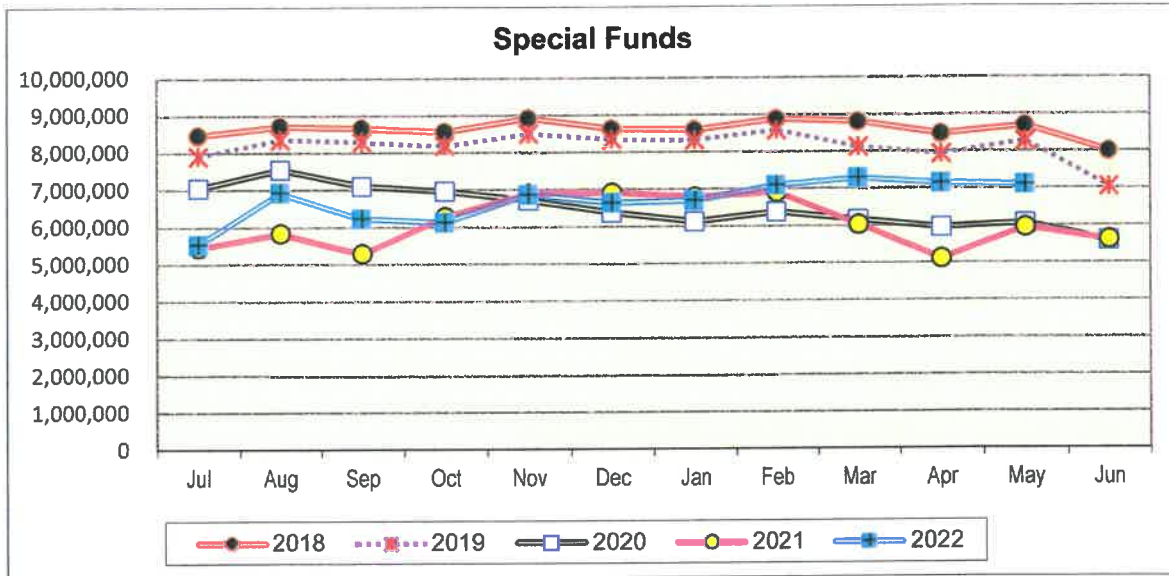


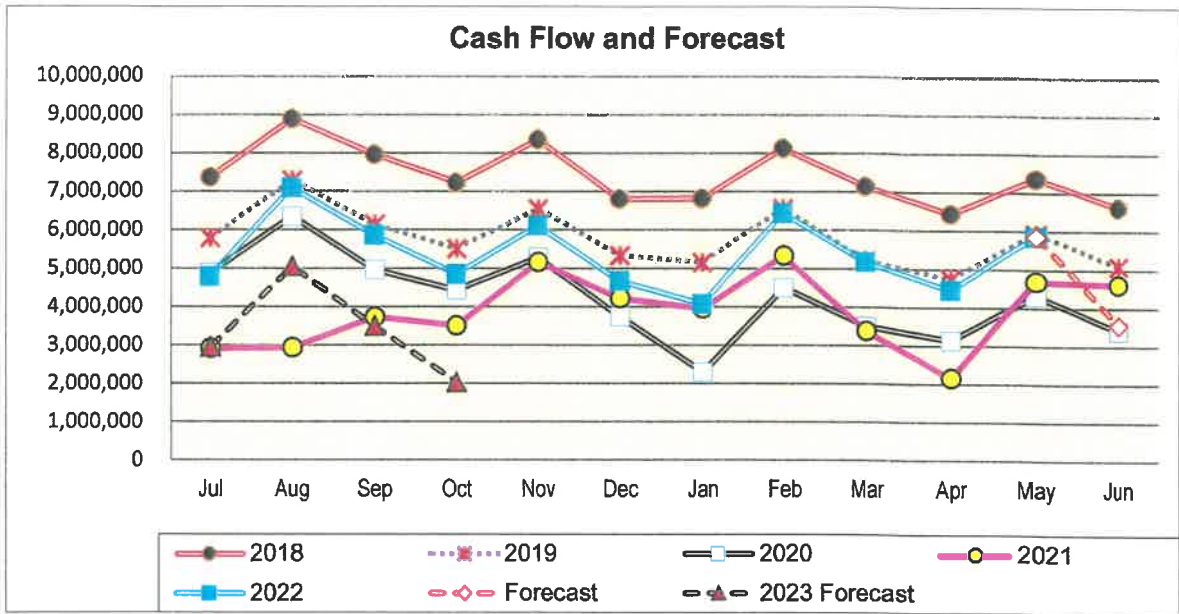
Peter Christophers, BBS, ACA

**Group Manager, Finance & Corporate Services**

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**Appendix  
May 2022**







# MONTHLY REPORT OPERATIONS AND SERVICES

## May 2022

### 1 Water Supply

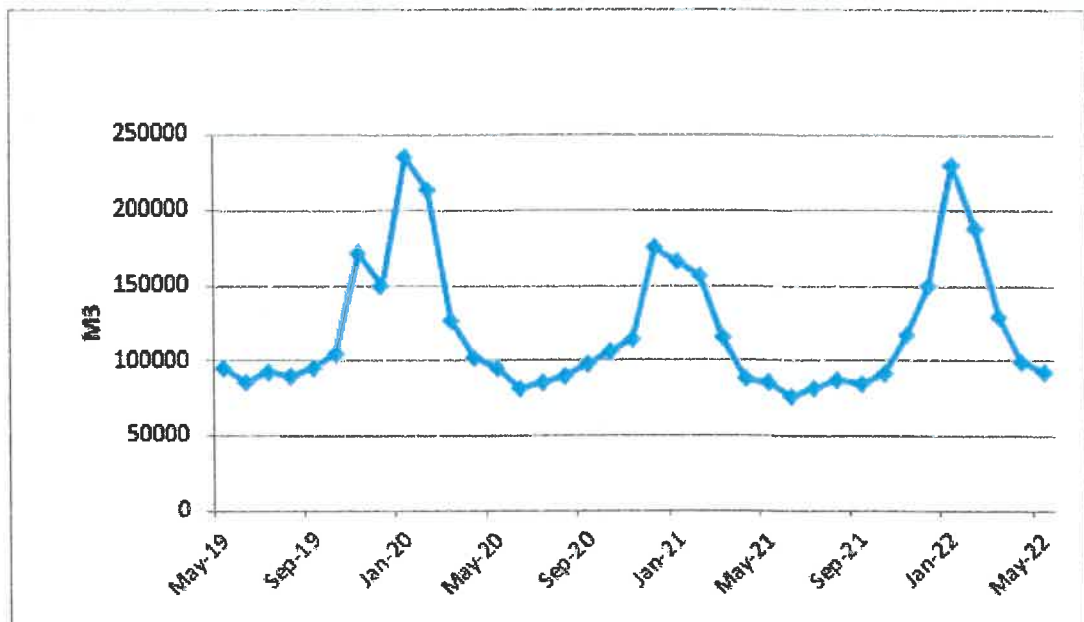
The Pumphouse and Umukaraka Springs have sufficient flow to meet the demands of the community.

All works required to obtain expired Resource Consents are underway and it is expected that all required consents will be applied for this year.

#### 1.1 Use

The Town used 92,228 m<sup>3</sup> in May 2022.

The graph below shows the monthly volume (in m<sup>3</sup>) of water used for the last 3 years for comparison.



The two unchlorinated outlets are still being used by the public and 18.8m<sup>3</sup> and 18.5 m<sup>3</sup> water was taken from the Pumphouse and New World taps respectively in May. The total daily usage was approximately 1250 litres per day. This is similar to volumes taken during the same time in 2020 and 2021.

#### 1.2 Water Quality

All routine samples taken during May were clear of E.coli.

There was one dirty water complaint due to a main water pipe break and one low pressure complaint due to a blocked Toby during the month of May.

### 1.3 Reticulation

The physical reticulation replacement works are continuing and the 2021/22 programme commenced in September 2021. The Zone 1 area is currently being replaced.

The Toby replacement programme is continuing and 7 Tobys were replaced in May. DIA funding for this programme will end in June 2022.

Two watermain repairs were undertaken in May.

## 2 **Wastewater**

The upgrade of the waste water treatment facility through the Three Waters Stimulus Grant is continuing.

The Waste Water Treatment Plant had no breaches of its resource consent conditions in May.

The prosecutions into the effluent breaches at the treatment plant during 2021 were concluded and the Council received six \$750 fines for all the breaches investigated.

There was one dry weather wastewater overflow at 26 Bowen Street due to tree roots.

The sewer reticulation is being replaced in the geothermal areas around the Pools.

## 3 **Roading**

Footpath replacements as well as kerb and channel cleaning and replacement have been ongoing in various areas of the town.

Roading reseals and other major maintenance tenders were awarded, commenced in March 2022 and were mostly completed in April. The remaining carparks will be resealed in June 2022.

## 4 **Stormwater**

The stormwater network in geothermal areas is being evaluated for replacement during the current sewer line replacement works conducted in the area surrounding the Pools. Three manholes were found to be near the end of their lives and need to be replaced. These manholes are located in the Pools parking area which is to be completely repaired and resealed in June 2022. Replacing the manholes will significantly damage the new carpark and require new sealing. It is therefore prudent to replace the three stormwater manholes just before the carpark is resealed.

Furthermore, the sewer line replacement contractor is already set up on location and can install the manholes with less additional site or Health and Safety costs compared to tendering anew and doing the work later. There is currently \$200,401 available in the Stormwater Renewals budget for this financial year (Code 402601 001 in the



attached Capitals and Renewals sheet) which may be used to fund the required \$49,728.11 costs to do this work.

Staff would therefore request that Council allow the CEO to approve the additional Stormwater work during the current sewer replacement programme without releasing this work for tendering.

There were four flooding call outs in May due to heavy rainfall.

Five stormwater cesspits were repaired in May.

## **5 Parks and Reserves**

During May, the parks and reserves team performed the following actions:

- Large trees were removed at Hardie Avenue
- Two Poplar trees were uprooted during strong winds and the sites cleaned up
- Staff supported the roading team to clean gutters and cesspits
- Vandalised fences were repaired at Waterhouse and Boyce Park

## **6 Pool**

The Lottery Community Facilities Committee funded development of the pool complex is continuing. The new office block construction is underway and is expected to be completed in June.

Public attendance to the pools have returned to historic numbers after the COVID-19 restrictions.

Pool was closed for 6 days while the wastewater main connection was repaired and the electrical mains reconnection was completed.

Overflow steam line leak has been repaired.

## **7 Refuse Collection**

There were no issues with the refuse collection during this reporting period.

## **8 Refuse Disposal**

The pickup and transporting of the residual refuse to Tirohia continued without incident.

## **9 Recycled Collection**

The collection and disposal of recycling continued without incident.

## **10 Vandalism**

Three incidences of graffiti was removed from Council owned walls and properties at a total cost of \$1800.

## **11 Projects & Schedule**

The project and major maintenance works schedule is attached to this report. There are delays in completing the construction projects due to COVID-19 delays in the construction industry.

### Town Centre and Walkway Development

Waka Kotahi NZTA funding was not secured and will be on hold until funding can be secured from future funding rounds or alternative funding can be sourced.

### Liverpool Street realignment

The street realignment design has been completed however, the actual work will only be done in the next financial year.

### Water Supply Reticulation and Upgrades

The water supply reticulation programme is on schedule. The large pump station upgrades have been delayed while a new engineer was recruited in May 2022. The pump station upgrades have commenced and the pH correction system will be upgraded in June and July and the pumps in August and September.

### Waste Water Reticulation and Upgrades

The waste water reticulation programme is on schedule. The DIA funded treatment plant upgrades have all been completed. There are smaller Council funded upgrades that have been delayed.

### Swimming Pool Complex and Clubrooms

The swimming pool complex upgrades are on schedule to be completed in June. Additional funding was approved to complete the swimming clubrooms refurbishment. A recommendation to move the I-Site to the new pool office block was presented to Council in May.

### Netball Pavilion Reconstruction

Asbestos containing materials were removed from the Netball Pavilion. The new building consent has been submitted.

### Dog Pound and Rehoming facility

The building plans have been completed and are ready for consent submission. This submission has been delayed while staff are evaluating alternative options to utilise the SPCA building and land as a future rehoming facility.

## 12 RECOMMENDATIONS

1. That the report from the Group Manager, Operations and Services for the month of May 2022 be received.
2. That the Regulatory and Services Committee confirms the CEO to approve the replacement of three stormwater manholes at a cost of \$49,728.11.



Hanno van der Merwe, MSc (Eng), PhD  
**Group Manager, Operations & Services**

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**Capital, Renewals and Major Maintenance Items for 2021/22**  
31 May 2022

Activity	Code	Item	Budget	Actual	Estimate Finish Date	Revised Finish Date	Actual Finish Date	Comments	
Transport Management	402515 003	Rescals - Roads	\$130,000	\$110,808	Mar-22	Apr-22	Apr-22	Completed	
	402515 004	Pavement Treatment	\$60,000	\$0	Mar-22	Jun-22			
	402515 009	Minor Safety Improvements	\$35,000	\$25,335	Nov-21	Jun-22		Speed Humps & Pedestrian Xings	
	402515 015	Lane realignment	\$160,000	\$0	Delayed	2022/23		Liverpool Str	
	402515 016	Town Centre Walkways & Drainage	\$270,000	\$0	Delayed			Not Funded	
	402515 017	Walkway - Linking Town	\$102,000	\$0	Delayed			Not Funded	
	402516 001	Rescals - Carparks	\$14,400	\$0	Mar-22	Jun-22		Linking Stoneham, Tarawera and Hansen	
	402516 013	Town Centre - Xmas Lights	\$10,000	\$10,000	Nov-21	Jun-22	Jan-22	Swimming Pools carpark	
			\$409,400	\$146,143				Completed	
	Stormwater	402601 001	Stormwater Renewals	\$221,400	\$20,999	Apr-22	2022/23		Geothermal areas
				\$221,400	\$20,999				
	Water Supply	403001 001	Retiulation Replacement	\$1,810,000	\$1,092,009	Feb-22	Jun-22		According to program
		403001 005	Valve Refurbishment	\$40,000	\$3,708	Dec-21	Jun-22		
403001 007		Refurbish Pump System	\$200,000	\$3,534	May-22	2022/23		This will only be completed in 2022/23	
403001 010		UV Tube replacement	\$13,000	\$3,816	Nov-21	Dec-22	Dec-22	Completed	
403001 024		Water Flow - Umukaraka	\$59,000	\$47,290	May-22	2022/23		Design Completed, installation in 2022/23	
			\$2,122,000	\$1,150,357					
Wastewater		303520 003	Centrifuge	\$20,000	\$17,568	Feb-22	Feb-22		Completed
	303520 004	Plant Maintenance	\$50,000	\$43,992	Mar-22	Mar-22		Completed	
	403520 001	Refurbish Pumps	\$35,000	\$15,927	May-22	May-22		Completed	
	403520 002	Retiulation Replacement	\$700,000	\$69,936	Mar-22	Jun-22		Geothermal areas	
	403520 004	Milliscerens Replacement	\$90,000	\$29,186	Dec-21	Jun-22		Delay in second screen installation	
	403520 5/11	Waste Water Treatment Plant	\$200,000	\$53,737	Dec-21	Jun-22		Includes pump stations	
			\$1,095,000	\$230,346					
Refuse Disposal	303522 004	Scales and Electric Gate	\$10,000	\$4,999	Dec-21	Dec-21	Dec-21	Completed	
	403522 012	Recycle Shed	\$15,000	\$15,864	Sep-21		Dec-21	Completed	
Pool			\$25,000	\$20,863					
	404031 001	Club Rooms	\$180,000	\$66,338	Nov-21	Jun-22		Currently being used as staff offices	
	404031 016	Fences	\$50,000	\$0	Nov-21	Jun-22			
	404031 060	Office Building and Entrance	\$625,000	\$660,226	Nov-21	Jun-22			
	404031 061	Filtration System	\$50,000	\$0	Nov-21	Jun-22		Electrical upgrade - EBET funded	
	404031 062	Steam bore	\$75,000	\$76,767	Oct-21	Dec-21	Dec-21	Completed	
			\$980,000	\$803,331					
Rec. Centre	404035 006	Roof	\$60,000	\$0	Feb-22	Jun-22		No Contractors Available	
			\$60,000	\$0					
Sportsfields	404041 014	Neball Pavilion Reconstruction	\$600,000	\$71,177	Jun-22	2022-23		Asbestos removed	
Playgrounds	404046 001	Renewals	\$600,000	\$71,177				Proposed replacements	
			\$25,000	\$0	Dec-21	2022-23			
Dog Pound	405061 012	New Pound	\$640,000	\$17,777	Feb-22	Jun-22		Being evaluated	
			\$640,000	\$17,777					

Activity	Code	Item	Budget	Actual	Estimate Finish Date	Revised Finish Date	Actual Finish Date	Comments
District Offices	405064 020	Flashings and Spoutings	\$140,000	\$1,500	Mar-22	Jun-22		No Contractors Available
			\$140,000	\$1,500				
Economic Development	15 06 01 7600	Renewals - Firmin Field	\$3,000	\$0	Apr-22			
	15 07 01 7600	Renewals - Information Centre	\$2,600	\$3,446	Nov-21	May-22	May-22	Completed
			\$5,600	\$3,446				
		<b>Total</b>	\$6,323,400	\$2,465,939				35%

# MONTHLY REPORT ECONOMIC AND COMMUNITY DEVELOPMENT

**May 2022**

## **1 Economic Development**

### ***Toi-EDA***

The EBOP Economic Development Agency (Toi-EDA) is currently recruiting a CEO. Once appointed, the position will replace the departed General Manager (Karl Gradon) and will see the Operational General Manager (Ian Morton) transition out of his role.

## **2 Kawerau i-SITE Visitor Information Centre**

Council welcomes a new part-time Visitor Information Officer, former Kawerau Youth Council member, Courtney Cox who started on the 13 June.

New Zealand is currently in its off-peak season; however, international visitors are notably increasing. The i-SITE team is assisting International visitors with COVID Passes.

### ***Key Monthly Statistics***

- Visitor inquiries: 678 (6% decrease from the previous month).
- Tarawera Forest access permits: 109 (58% decrease from the previous month).
- Motorhome power users: 15 (21% decrease from the previous month).
- Public toilets use: 1084 (57% decrease from the previous month).

## **3 Community Activities**

### ***Kawerau Neighbourhood Support (KNS)***

KNS coordinator attended a meeting via zoom for the Kawerau Crime Reduction. There were representatives from KDC, Department of Corrections, and the Kawerau Police discussing upgrades in CCTV cameras around the town centre.

All nationwide coordinators are now receiving weekly occurrence reports from the Police. KNS has reported ten commercial, five public place, and five residential break-ins for the month of May.

## Completed Events

### Events in May

- CSBOP North Island champs, 22 May 2022 – There were 45 entries from across the BOP and Hawkes Bay. Firmin Lodge was used as the overnight accommodation

## Future Events

### Events registered for June 2022

- Kawerau South School, 1 June & Pūtauaki Primary School, 3 June; Cross Country – Both events were held on Monika Lanham Reserve
- JAB Rugby Tournament, 11 June – Tarawera Park is the venue for this
- Whakatane Annual Bird Show, 18/19 June – The Town Hall is the venue
- Oji Fibre Solutions Consultation Meeting, 16 June – The Town Hall is the venue from 5 to 8pm
- Matariki Talent Show, 24 June – The KYC host a talent show in the Town Hall

Matariki Celebrations; there are a number of activities in the community being planned to celebrate Matariki, but at the time of writing this report the full calendar of activities was not confirmed.

## **4 Youth Projects**

### Kawerau Youth Council (KYC)

The KYC met formally on 12 May 2022, apologies received from Jo’C Kopae and Chris Mikara. The members discussed possible events and activities for the remainder of the year.

Additionally, the members agreed that there would be co-chair persons in 2022, with Renee Powell and Sydney Waiari taking these positions. Matariki Turuwhenua and Iraia Nuku will mentor them.

The schedule for KYC meetings is as follows:

- ~~Thursday June 9th 2022 – Council Chamber~~ – Postponed, new date to be confirmed
- Thursday July 14th 2022 – Council Chamber
- Thursday August 11th 2022 – Council Chamber
- Thursday September 8th 2022 – Council Chamber
- Thursday October 13th 2022 – Council Chamber
- Thursday November 10th 2022 – Council Chamber

### Kawerau Young Achievers Awards

The following dates have been set for the awards in 2022:

- Nominations Open 27 June



- Nominations Close 5 August
- Award Ceremony 26 August (Town Hall, 4pm – 7pm)

After two years of virtual awards, the aim is to deliver in attendance physical awards in 2022; however, a virtual backup will also be an option.

#### Matariki Talent Show, 24 June

The KYC will plan and deliver in partnership with Tuwharetoa ki Kawerau Hauora, a talent show for up and coming local rangatahi to display their talent in the Town Hall, the KYC are actively seeking talent to come forward to perform.

## 5 **RECOMMENDATION**

That the report from the Economic and Community Development Manager for the month of May 2022 be received.



Lee Corbett Barton  
**Economic and Community Development Manager**

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**Meeting:** Regulatory and Services Committee

**Meeting Date:** 14 June 2022

**Subject:** Funding application resolution - Firmin Lodge & Bert Hamilton Hall acoustics improvements

**File No.:** 309305

## **1 Background**

It is identified that Firmin Lodge and Bert Hamilton Hall have inadequate acoustics, which if improved will benefit the venues' functionality.

### **Firmin Lodge Main Hall Acoustics**

Feedback from various hirers has indicated that the main hall acoustics are unsuitable for meetings and conferences.

A sound engineering report by Marshall Day Acoustics was provided to Council (appendix A) with recommendations on how to improve the acoustics. Marshall Day Acoustics provided additional details on an acoustic design of the main hall.

The design (appendix B) outlines the installation of 50 x 50mm acoustic panels fixed to the ceiling.

This installation would bring the reverberation levels within recommended levels outlined in the *Acoustics – Recommended design sound levels and reverberation times for building interiors* Standards.

### **Bert Hamilton Hall Acoustics**

Feedback from regular users of this venue have also raised similar concerns regarding the poor acoustics in the main hall. Using the same design principles and materials recommended for Firmin Lodge, an install of 16 x 50mm acoustic panels on the ceiling of the main hall is recommended for Bert Hamilton Hall.

It is proposed the same installation company would be used during the period the Lodge is upgraded.

### **Cost and funding options**

Council has \$10,000 in the 2021/22 budget to upgrade the Lodge acoustics. This will need to be carried forward to the 2022/23 budget to enable the projects to commence.

Council received a grant from the New Zealand Community Trust (NZCT) in 2021 towards KOTM and CITP, neither event took place and the grant received of \$89,952 will be returned to NZCT. Therefore once returned, it further bolsters the funding pool

for distribution in the Kawerau District. Initial dialogue has taken place with NZCT and they indicated support for an application of this description.

The total costs to improve the acoustics of each venue are:

Description	Cost
Firmin Lodge	\$31,766.00
Bert Hamilton Hall	\$11,482.00
Contractor Travel	\$ 1,260.00
SHE Accreditation	\$ 1,380.00
<b>Total (Excl. GST)</b>	<b>\$45,888.00</b>

Therefore, to undergo improvements to both venues a *shortfall of \$35,888.00* exists, this is the figure Council should consider applying to a funder for.

#### Funding criteria and community benefit

Firmin Lodge is widely used by multiple groups both within the Kawerau community and from across New Zealand. These groups range from social and health providers through to major sporting bodies.

Council offers a discount system for hirers to assist with cost reductions.

The Lodge is a designated Civil Defence Centre and alternative Emergency Operation Centre, and has previously been utilised during emergencies for evacuees, it is also a backup Operation Centre for Fire and Emergency NZ (FENZ).

Similarly, Bert Hamilton Hall has a high patronage and provides the elderly community in Kawerau a venue to host activities, which improve the social, physical and spiritual wellbeing of the users.

The various current user groups meet criteria set by New Zealand Community Trust, and therefore a case can be justified for a funding application towards the improvement of the acoustics of both venues.

#### Temporary closure of venues

During the installation temporary closure of the venues will be required, it is expected that up to two weeks for Firmin Lodge and up to one week for the Bert Hamilton Hall will be necessary.

Council will ensure the minimum level of disruption to customers during the installation period.

## **2 Options Considered**

Council has the following options to consider:

- 1) Apply to New Zealand Community Trust (NZCT) for \$35,888.00 towards Firmin Lodge and Bert Hamilton acoustics upgrade.

*This option is recommended*

- 2) Do not apply to NZCT and consider using Council reserves to cover the full costs of acoustic upgrades for both venues.

*This option is not recommended*

### **3 Policy and Plan Considerations**

The proposal in this report is consistent with Council's Policies and Plans.

### **4 Risks**

The acoustics installation contractor will undergo SHE accreditation prior to any works commencing.

NZCT allow funding applications on a monthly basis, therefore this application, if approved, will not limit Council applying again this year for other activities (e.g. Christmas in the Park).

### **5 Financial Considerations**

As aforementioned, Council has budgeted in 2021/22 \$10k to improve the Lodge acoustics. This financial contribution from Council will likely improve the success of the funding application. Funders generally expect projects to be funded from more than one revenue stream (i.e. do not rely 100% on NZCT funding for the project).

If the funding application is partially or fully unsuccessful, options will be provided to Council for consideration. These may include less acoustic panels being installed in both venues or omitting one of the venues with a view to undergoing works at a later date when funding becomes available.

There are no other financial considerations other than those already included in the 2021-2031 Long Term Plan.

### **6 Legal Considerations**

Council is required to submit accountability reports for funds received and in larger grants independent audits are required. Signed minutes passing a resolution to apply for funds are required by NZCT and incomplete applications will be dismissed.

## **7 Significance and Engagement**

Current users for both venues have provided Council with letters of support for the acoustics upgrades, stating the improvements will greatly enhance both venues functionality.

## **8 Conclusion**

In conclusion, having identified the implications; assessed the degree of risk and significance and undertaken or proposed engagement of a level and form commensurate with the decision to be made, the conclusion/recommendation of this report is that Council should proceed with applying to NZCT as outlined.

## **9 RECOMMENDATIONS**

1. That the report "Funding application resolution - Firmin Lodge & Bert Hamilton Hall acoustics improvements" be received.
2. That the Regulatory and Services Committee approves a funding application to NZCT for \$35,888.00 (Excl. GST) towards the Firmin Lodge and Bert Hamilton Hall acoustics improvements.
3. That the Regulatory and Services Committee approves to carry forward the \$10,000 2021/22 budget to the 2022/23 financial year.



L C Barton

**Economic and Community Development Manager**

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<b>Project:</b>	Firmin Lodge Acoustic Advice	<b>Document No.:</b>	Da 001
<b>To:</b>	Kawerau District Council	<b>Date:</b>	27 November 2020
<b>Attention:</b>	Emma Lewis	<b>Cross Reference:</b>	
<b>Delivery:</b>	Email	<b>Project No.:</b>	20200882
<b>From:</b>	Richard Deane	<b>No. Pages:</b>	4 <b>Attachments:</b> No
<b>Subject:</b>	Remedial acoustic advice		

## INTRODUCTION

We were engaged by Kawerau District Council to investigate acoustic issues with Firmin Lodge and to provide design advice on remedial measures to improve the acoustics. Issues noted were regarding reverberation within the main hall, and poor sound insulation between bunk rooms.

## MEASUREMENT VISIT

We visited site on 29 October 2020. During this visit we:

- Measured reverberation times within the main hall
- Measured mechanical services noise levels within the main hall
- Measured the sound insulation between bunk rooms
- Measured the sound insulation of doors leading to bunk rooms
- Conducted a visual inspection of potential sound insulation weaknesses

## Observations

The main hall is enclosed in predominantly hard surfaces, with just a small section of carpet to the rear and no acoustic finishes on the walls or ceiling. In addition, the kitchen is open to the main hall area. The hall is served by two large highwall heat-pumps. A photograph of the main hall is presented in Figure 1.

**Figure 1: Photograph of the main hall**



The bunk room walls are 9 mm of plywood of over fire rated plasterboard, all on 90 x 45 mm timber studs up to 2.4 m. Above this the walls are Gib GBT 60a fire rated walls with R2.2 insulation bats in the cavity.

The doors are solid core doors with an undercut and compressions seals to the head and jambs. However, the hang of the doors were such that the door leaves do not compress the seals.

Figure 2: A photograph of the bunk room and the door undercut



## ACOUSTIC MEASUREMENTS

### Sound insulation

Table 1 presents a summary of the measured sound insulation between bunk rooms

Table 1: Summary of Environmental Noise Level Measurements

Source Room	Receive room	Measured Apparent Sound Insulation Class (ASTC)
Bunk Room 4	Bunk Room 3	42
Bunk Room 4	Bunk Room 5	38
Bunk Room 7	Bunk Room 6	42
Bunk Room 7	Bunk Room 8	36
Bunk Room 9	Bunk Room 8	38
Bunk Room 9	Bunk Room 10	37
Bunk Room 2	Bunk Room 1	38

We also measured  $D_w$  24 and  $D_w$  25 of two doors respectively.

### Reverberation time

Table 2 presents the averaged reverberation time measured in the main hall.

Table 2: Measured Reverberation Time in Octave Bands

Measured Reverberation time (s) in Octave Band Centre Frequency (Hz)							
63	125	250	500	1000	2000	4000	8000
1.5	1.3	1.7	2.3	2.5	2.4	1.8	1.2



## Background / mechanical services noise levels

We measured background / mechanical services noise levels of between 42 – 44 dB  $L_{Aeq}$  at five locations within the main hall.

## DISCUSSION

### Sound insulation

There is no legal requirement for sound insulation between hostel bunk rooms.

The New Zealand Building Code (NZBC) clause G6 gives a criterion for sound insulation between habitable spaces in different tenancies ( e.g between apartments) of STC 55. However, the NZBC specifically does not apply to hostel accommodation (which these bunk rooms are).

A reasonable performance standard for such accommodation is ASTC 45 to 50.

We estimate the lower part of the walls between the bunk rooms to have a laboratory performance of STC 44. The GBT 60a has a stated manufacturer laboratory performance of STC 36. The composite performance of the total partition to be STC 42. We typically expect a 5 STC point difference between the lab measured STC and the on-site ASTC. We measured performances from the walls of between ASTC 36 and ASTC 42. Therefore, the walls are performing as expected.

We did note high frequency noise transfer due to a gap in the abutment between the top of the plywood segment and bottom of plasterboard segment. Sealing this gap with a non-setting acoustic sealant may marginally improve the sound insulation performance of the partition.

To practicably increase the sound insulation we would recommend an additional line of 13 mm sound rated plasterboard (e.g. GIB Noiseline) be fixed to each side of the partition. This would improve the performance of the existing walls by around ASTC 45.

Any further increase in sound insulation performance would require deconstruction of the partitions to add resilient clips or a second frame of independent studs. We believe there would be limited benefit to this, given that often in a bunking situation, sleep disturbance comes from other bunk users in the same room, rather than from adjacent rooms. Noise control through management of the rooms and occupants is more likely to result in less disturbance.

The sound insulation of doors was poor, largely due to the threshold undercut. If a better sound insulation performance was desired between the bunk rooms and corridors, we would recommend that acoustic rated threshold seals are installed ( Such as the [Raven RP38](#)). In addition, the hang of the door leaf/thickness of the perimeter seals should be reviewed to ensure that when the door is closed, the leaf compresses the seals.

### Main hall reverberation control

The volume of the hall to be around 650 m<sup>3</sup>. The plans indicate 135 seats.

Table 1 of AS/NZ 2107 gives a design reverberation time range of 0.6 – 0.8 seconds for Assembly Halls with fewer than 250 seats. This aligns well with our recommendations for reverberation times within spaces used for speech of this volume (0.6 – 1 second).

In order to bring the reverberation time to within this target, we recommend the installation of 100 m<sup>2</sup> of an acoustic finish with NRC 1.0. An example product would be Autex Quietspace 50 mm. This treatment would be ideal since the depth of the product assists in controlling the lower frequencies and prevents a space from sounding “boomy”. The ideal placement for this treatment would be on the ceiling. However, some absorption on walls may be beneficial in avoiding phenomenon such as echoes and flutters. If you decide to install absorption, we can review the suitability of placement.

### **Main hall mechanical services noise levels**

Table 1 of AS/NZ 2107 gives a design sound level range of 30 -40 dB  $L_{Aeq}$  for Assembly Halls with less than 250 seats. We feel this would be an appropriate target. We measured 2 – 4 dB above the higher end of this range within the main hall.

We believe with greater control of reverberation within the hall, the mechanical services noise levels will be within the design target range. If they are still found to be excessively loud, management of the high wall units (set only to minimum fan speeds) may be required.

White Acoustic Panels\_1000x2000mm





**The Meeting of the Regulatory and Services Committee  
will be held on Tuesday, 14 June 2022  
commencing at 9.00am**

**A G E N D A**

**Apologies**

**Declarations of Conflict of Interest**

Any member having a “conflict of interest” with an item on the Agenda should declare it, and when that item is being considered, abstain from any discussion or voting. The member may wish to remove themselves from the meeting while the item is being considered.

**PART A – REGULATORY**

**1 Monthly Report - Regulatory and Planning Services (Group Manager, Regulatory and Planning) (340000)**

**Pgs. 1 - 3**

Attached is the report from the Group Manager, Regulatory and Planning covering activities for the month of May 2022.

**Recommendation**

*That the report from the Group Manager, Regulatory and Planning Services for the month of May 2022 be received.*

**PART B – NON REGULATORY**

**2 Monthly Report - Finance and Corporate Services (Group Manager, Finance and Corporate Services) (211000)**

**Pgs. 5 - 11**

Attached is the report from the Group Manager, Finance and Corporate Services covering activities for the month of May 2022.

**Recommendation**

*That the report from the Group Manager, Finance and Corporate Services for the month of May 2022 be received.*

**3 Monthly Report - Operations and Services (Manager, Operations and Services) (440000)**

**Pgs. 13 - 20**

Attached is the report from the Group Manager, Operations and Services covering the month of May 2022.

**Recommendation**

1. *That the report from the Group Manager, Operations and Services for the month of May 2022 be received.*

2. *That the Regulatory and Services Committee confirms the CEO to approve the replacement of three storm water manholes at a cost of \$49,728.11.*

4 **Monthly Report - Economic and Community Development (Economic and Community Development Manager) (309005)**

**Pgs. 21 - 23**

Attached is the report from the Economic and Community Development Manager covering economic and community activities for the month of May 2022.

**Recommendation**

*That the report from the Economic and Community Development Manager for the month of May 2022 be received.*

5 **Funding Application – Firmin Lodge and Bert Hamilton Hall Acoustics Improvements (Economic and Community Development Manager) (340000)**

**Pgs. 25 - 33**

Attached is the report from the Economic and Community Development Manager covering a proposal to source external funds to improve the acoustics at Firmin Lodge and Bert Hamilton Hall.

**Recommendation**

1. *That the report “Funding Application – Firmin Lodge and Bert Hamilton Hall Acoustics improvements” be received.*
2. *That the Regulatory and Services Committee approves a funding application to NZCT for \$35,888 (excluding GST) towards the Firmin Lodge and Bert Hamilton Hall acoustics improvements.*
3. *That the Regulatory and Services Committee approves to carry forward the \$10,000 2021 / 2022 budget to the 2022 / 2023 financial year.*

R B George  
**Chief Executive Officer**

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