

28 September 2022

[REDACTED]

Dear [REDACTED]

LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT Request: 2022-45

Thank you for your email of 15 August 2022 to the Carterton District Council (Council) requesting the following information:

- "1. What contracts do you have in place with traffic management contractors for work on local roads?*
- 2. What contracts do you have in place with traffic management contractors for work on State Highways managed by NZTA/Waka Kotahi?*
- 3. Do you have any in house staff available to carry out works as per 1 and 2 above?*
- 4. For 1 - 3 above, are there service level agreements in place, and if so what are the agreed levels of service?*
- 5. What is CDC's process for carrying out work on State Highways, both for normal works, unscheduled work, and emergency works.*
- 6. Who is responsible for the risk assessment of hazards introduced to State Highways by failure of CDC infrastructure including, but not limited to, drinking water, storm water, or wastewater.*
- 7. What are the qualifications of the person from 6. to assess these hazards?*
- 8. At what time and on what day was CDC notified of a forming pothole on high street north in the vicinity of Plimsoll Street?*
- 9. At what time and on what date did CDC first assess the pothole in 8. and at what times after the first assessment was it reassessed?*
- 10. What actions were considered to make the hazard to traffic created by the pothole in 8. safe?*
- 11. What contractors were contacted regarding traffic management for carrying out work to rectify the issue in 8., and when?*
- 12. Was NZTA / Waka Kotahi contacted regarding the issue in 8. and if so, when, and by who?*
- 13. Please provide records of any and all communication between Members of the public, CDC, NZTA/Waka Kotahi, and any contractors regarding the issue from 8. This includes SMS messages and emails."*

Your request has been considered under the Local Government Official Information and Meeting Act 1987 (the Act).

My response to your individual questions is provided in the order of your request below.

1. What contracts do you have in place with traffic management contractors for work on local roads?

At present the Council does not have a dedicated Temporary Traffic Management (TTM) contract with any contractor.

Fulton Hogan delivers TTM for roading activities as part of the Ruamahanga Roads maintenance contract and the Council's 3 waters operation team delivers 3 waters related TTM in house.

Fulton Hogan and the Council's 3 waters operation make use of sub-contractors as and when required.

2. What contracts do you have in place with traffic management contractors for work on State Highways managed by NZTA/Waka Kotahi?

In response to your question, refer to question 1.

Where information has been withheld from the documents the information has been withheld under following section of the Act:

- 7(2)(a), to protect the privacy of natural persons.

3. Do you have any in house staff available to carry out works as per 1 and 2 above?

Relating to work in question 1, work required on council owned roads will have TTM delivered by the council's water/roading team.

Work relating to question 2: if work is required on a council asset such as a water pipe on SH2, the council will deliver TTM as per Code of practice for temporary traffic management (COPTTM) requirements. If the work in question 2 is related to roading infrastructure, then Waka Kotahi is responsible for all maintenance including TTM.

4. For 1 - 3 above, are there service level agreements in place, and if so what are the agreed levels of service?

Further the answers in 1-3, all TTM have to comply with COPTTM requirements.

5. What is CDC's process for carrying out work on State Highways, both for normal works, unscheduled work, and emergency works.

The Council's process for carrying out work on State Highways for normal works, unscheduled work, and emergency works are as follows:

Normal works	Develop Traffic Management Plan (TMP) and apply for Corridor Access Request (CAR), once CAR approved deliver works.
Unscheduled work	CDC does not do Unscheduled work on SH, it would be either planned or emergency.

Emergency

Deliver works under a Generic TMP and apply for a CAR.

6. Who is responsible for the risk assessment of hazards introduced to State Highways by failure of CDC infrastructure including, but not limited to, drinking water, storm water, or wastewater.

Waka Kotahi is the Road Controlling Authority for State Highways that is responsible for any faults and or hazards identified within the road corridor.

7. What are the qualifications of the person from 6. to assess these hazards?

In response to your question, Waka Kotahi is the agency that you will need to refer to.

8. At what time and on what day was CDC notified of a forming pothole on high street north in the vicinity of Plimsoll Street?

The service request received by the Council were related to water leaks. Below is a table of the notification timeline of service request received on High Street North in the vicinity of Plimsoll Street.

Notification Timeline – Service Request Received			
Date	Time	Leak	Location
9 August 2022	6:20 pm	Water	261 High Street North
10 August 2022	7:15 am	Water	267 High Street North
*10 August 2022	4:00pm	Water	264 High Street North
*12 August 2022	11:56 am	Water	261 High Street North

***Note:**

On 10 August, at 4 pm the Council Infrastructure Services Manager received a call from a Councillor about a water leak.

On 11 August, at 9 am the service request for water leak was logged. The 3 waters operations team advised that they were aware of the water leak and were planning to repair the leak.

On 12 August, at 11:56am a member of the public advised the Council staff that Waka Kotahi repaired a pothole in the location of the water leak.

9. At what time and on what date did CDC first assess the pothole in 8. and at what times after the first assessment was it reassessed?

Since the Council did not receive a service request on a pothole, no assessment was made. However, an assessment was conducted at 6:20 pm on 9 August based on a service request that was made on a water leak.

10. What actions were considered to make the hazard to traffic created by the pothole in 8. safe?

On 12 August, Waka Kotahi filled the pothole. They were alerted of the hazard to traffic created by the pothole. For further questions regarding the hazard to the traffic at that time, please contact Waka Kotahi for information on temporary measures taken.

11. What contractors were contacted regarding traffic management for carrying out work to rectify the issue in 8., and when?

Traffic Assist is a local TTM contractor that CDC 3 waters team use as and when required.

12. Was NZTA / Waka Kotahi contacted regarding the issue in 8. and if so, when, and by who?

On 12 August, we were made aware by Waka Kotahi that they had filled the pothole, but the water leak needed to be investigated on State Highway 2 outside of 261 High Street North.

13. Please provide records of any and all communication between Members of the public, CDC, NZTA/Waka Kotahi, and any contractors regarding the issue from 8. This includes SMS messages and emails.

As requested, the communications regarding the issue in question 8 are attached as **Appendix One**.

If you do have any further queries relating to the above matters, you are welcome to contact Johannes Ferreira via email: johannes@cdc.govt.nz.

Where information has been withheld under section 7(2), I have considered, as required under section 7(1) of the Act, the public interest considerations favouring its release. I have identified no public interest considerations which outweigh the need to withhold information at this time.

Please note, the Council now proactively publishes LGOIMA responses on our website. As such, we may publish this response on our website after five working days. Your name and contact details will be removed.

Thank you again for your email. You have the right to ask an Ombudsman to review this decision. You can do this by writing to info@ombudsman.parliament.nz or Office of the Ombudsman, PO Box 10152, Wellington 6143.

Yours sincerely



Geoff Hamilton
Chief Executive
Carterton District Council



TE KAUNIHERA-Ā-ROHE O TARATAHI
CARTERTON
DISTRICT COUNCIL

Carterton District Council

28 Holloway Street
PO Box 9, Carterton
Telephone (06) 379 4030
Web www.cdc.govt.nz

Request: 22000524
To: Operations Unit
Attn: After Hours
Priority: 3:2 Working Days
Closed: 15/08/22 - 15.00

Received by: s7(2)(a)
Date & time received: 09/08/22 - 17.30
How received: After Hours
Date & time of incident: 09/08/22 - 17.30
Action required: Action Required

Caller Information

Name not supplied not supplied
Address not supplied
Phone (Hm) 0272409261
Email

Request

Type Water
Details water leak outside property in the middle of the road

Location

Details outside 261 High Street North (west side of road)

Hazards

Employees on site
Identify Hazards
Action for Hazards
Comments

Actions

Opened By s7(2)(a) 10/08/22, 11.19
Assigned to After Hours
Status Action Required - Arrived: 09/08/22 - 18.00 - Completed: 09/08/22 - 18.20
Details went to job and put cone on, will organize when to fix
Completed By s7(2)(a) 24/08/22, 10.36
Opened By s7(2)(a) 24/08/22, 10.36
Assigned to After Hours
Status Action Required - Arrived: 10/08/22 - 07.00 - Completed: 15/08/22 - 15.00
Details worked on for multiple days, excavated and fixed the leak, no further action required
road reinstated
staff onsite: s7(2)(a)
Completed By s7(2)(a) 24/08/22, 10.37



TE KAUNIHERA-Ā-ROHE O TARATAHI
CARTERTON
DISTRICT COUNCIL

Carterton District Council

28 Holloway Street
PO Box 9, Carterton
Telephone (06) 379 4030
Web www.cdc.govt.nz

Request: 22000525
To: Operations Unit
Attn: s7(2)(a)
Priority: 3:2 Working Days
Closed: 15/08/22 - 15.00

Received by: s7(2)(a)
Date & time received: 10/08/22 - 07.00
How received: Other
Date & time of incident: 10/08/22 - 07.00
Action required: Action Required

Caller Information

Name not supplied not supplied
Address not supplied
Phone (Hm) not supplied
Email

Request

Type Water
Details water leak near white line

Location

Details outside 267 High Street North (west side of road).

Hazards

Employees on site
Identify Hazards
Action for Hazards
Comments

Actions

Opened By s7(2)(a) 10/08/22, 11.20 wed.
Assigned to s7(2)(a)
Status Action Required - Arrived: 10/08/22 - 07.15 - Completed: 10/08/22 - 07.30
Details accessed job, planning when to fix
Completed By s7(2)(a) 24/08/22, 10.41

Opened By s7(2)(a) - 24/08/22, 10.41
Assigned to s7(2)(a)
Status Action Required - Arrived: 15/08/22 - 07.00 - Completed: 15/08/22 - 15.00
Details excavated and fixed leak, reinstated road
no further action required
staff on site: s7(2)(a)
Completed By s7(2)(a) 24/08/22, 10.42

13/8/2022

morning

s7(2)(a)

replace



TE KAUNIHERA-Ā-ROHE O TARATAHI
CARTERTON
DISTRICT COUNCIL

Carterton District Council

28 Holloway Street
PO Box 9, Carterton
Telephone (06) 379 4030
Web www.cdc.govt.nz

Request: 22000522

To: Operations Unit

Attn: s7(2)(a)

Priority: 3:2 Working Days

Closed: 16/08/22 - 15.00

Received by: s7(2)(a)

Date & time received: 10/08/22 - 07.54

How received: In Person

Date & time of incident: 10/08/22 - 07.54

Action required: Action Required

Caller Information

Name Johannes Ferreira
Address s7(2)(a) RD 1, Carterton 5791
Phone (Mob) 021 955 170
Email

Request

Type Water
Details Water leak

Location

Details 264 High street North (East side of road)

Hazards

Employees on site
Identify Hazards
Action for Hazards
Comments

Actions

Opened By s7(2)(a) 10/08/22, 07.55 wed.
Assigned to s7(2)(a)
Status Action Required - Arrived: 11/08/22 - 09.00 - Completed: 11/08/22 - 09.30
Details assessed leak, will organize date to fix
Completed By s7(2)(a) 24/08/22, 10.38

Opened By s7(2)(a) 24/08/22, 10.38
Assigned to s7(2)(a)
Status Action Required - Arrived: 16/08/22 - 07.00 - Completed: 16/08/22 - 15.00
Details excavated and fixed leak, reinstated road, no further action required
staff on site: s7(2)(a)
Completed By s7(2)(a) 24/08/22, 10.39

s7(2)(a)

From: s7(2)(a)
Sent: Friday, 12 August 2022 11:56 am
To: s7(2)(a)
Subject: water leak

Hi s7(2)(a)

Not sure if you are aware but someone called in a pothole on State highway 2 outside 261 High street North, so were referred them onto Waka Kotahi. They sent their guys out and its actually a water leak.

s7(2)(a) from WTOC said that they have filled the pothole in but the water leak needs looking into.

Nga Mihi,

s7(2)(a)



s7(2)(a) | Customer Services Officer | CARTERTON DISTRICT COUNCIL
Phone: 06 379 4030 | Email: s7(2)(a)@cdc.govt.nz
PO Box 9 Carterton 5743 | 28 Holloway Street Carterton 5713 | Website: www.cdc.govt.nz



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