Rotoma/Rotoiti Technical Advisory Group
Draft Terms of Reference

Context

Major effort and expenditure are being made by all levels of government, in co-operation with Te Arawa Lakes Trust, to protect and improve lake water quality.

Action Plans have been produced under the Rotorua Te Arawa Lakes Programme for Lakes Rotoma, Rotorua/Rotoiti, and Rotoehu. These contain lake-water quality targets and actions to achieve these.

The Environment Court delivered a judgment relating to the RDC application for consent to discharge wastewater from a proposed East Rotoiti/ Rotoma sewerage scheme. RDC had withdrawn its application during the hearing.

The MoH recognising the importance of public health protection has approved a subsidy to the Lake Rotoma area, subject to the completion of a scheme by 30 June 2017.

The Region is subject to an operative Regional Water and Land Plan, a Regional Policy Statement (for which the appeals against relevant sections have been resolved to the satisfaction of the Court), and an operative (but not final) OSET Plan.

A Project Steering Committee which includes representatives from all Stakeholders was established to reach consensus on a preferred sewerage scheme option for Rotoma/East Rotoiti, and to recommend it to the Rotorua District Council.

Purpose of the Technical Advisory Group

The Technical Advisory Group will provide technical advice and guidance to the Project Steering Committee and provide overview in the project with respect to:

- History and context of the Project.
- Development of alternative options including evaluation criteria and shortlisted options.
- Detailed feasibility investigation of shortlisted options.
- Application of evaluation criteria to determine the preferred option from short listed options.
- Resource consent application of the preferred option.

Scope and Area

The area for which sewerage is under consideration is as on the Map in Appendix A. It includes all residential properties in the Lake Rotoma catchment (except on farms to the North), and from that the Lake west along SH 30, including side roads. It will not include Ngamimiro Bay (Kennedy Bay) or Otautu Bay unless asked by RDC or the local community to consider them.

Responsibility and reporting of the Technical Advisory Group

The Technical Advisory Group is a meeting of equals among technical specialists/professionals who have been chosen based on the specific specialized expertise required for the project.

The Technical Advisory Group is to report to the Project Steering Committee through the Technical Advisory Group (TAG) Chairperson.
The Technical Advisory Group is to provide advice on specific Technical questions posed by the Committee. The TAG shall also offer its collective comment based on members' experience to further assist the Committee with its activities.

The Technical Advisory Group in its own right shall not make formal submissions on Council plans or resource consent matters, but members of the committee retain all their rights to do so.

Technical Advisory Group composition, member selection, chairing and quorum

1. The Technical Advisory Group shall comprise:
   - Jim Bradley (Interim Chair)
   - Dr Kepa Morgan
   - Professor David Hamilton
   - Greg Manzano
   - Plus other experts as required.

     - Additional appointees as appropriate depending on the Committee's and TAG's activities.

Chair

2. The Steering Committee shall appoint a person to be the chairperson of the Technical Advisory Group from the TAG membership.
3. The role of the chair shall be:
   a. To chair meetings, to ensure that all of the members have a fair chance to have their say, to maintain order and to seek to move to consensus;
   b. To approve agendas and draft minutes;
   c. To advise and assist the Committee Chair and RDC staff as required.
   d. To report to the Project Steering Committee on progress/results of work undertaken.
   e. To provide linkages to the Chair of the Rotorua Land Treatment System Steering Committee PSG and the Chair of the TAG of this project.

Technical Advisory Group Procedures

4. The Technical Advisory Group shall operate in a collaborative fashion, both within its own setting and in its engagement with others, guided by the following:
   a. Respect for all views at the table.
   b. Decisions on advice shall be by consensus, with a majority vote taken only if necessary.
   c. The timely circulation of meeting agendas and minutes.
5. The Technical Advisory Group shall meet as required and as determined by the Project Steering Committee.
6. Meeting venues shall generally be at RDC premises, unless there is good reason to change. Meeting through Skype will also be considered as appropriate.

Technical Advisory Group, liaison and remuneration

7. Logistical support will be provided by RDC, including secretarial support, meeting rooms or their hire cost, documentation, printing and such other practical support that will enable the Technical Advisory Group to carry out its work and meet its goals.
8. RDC shall provide the services of a Secretary to:
   a. record minutes of meetings and produce minutes in a timely fashion;
   b. to deal with correspondence and with papers for the Technical Advisory Group.
9. A professional engagement fee and contract terms will be negotiated individually with RDC.

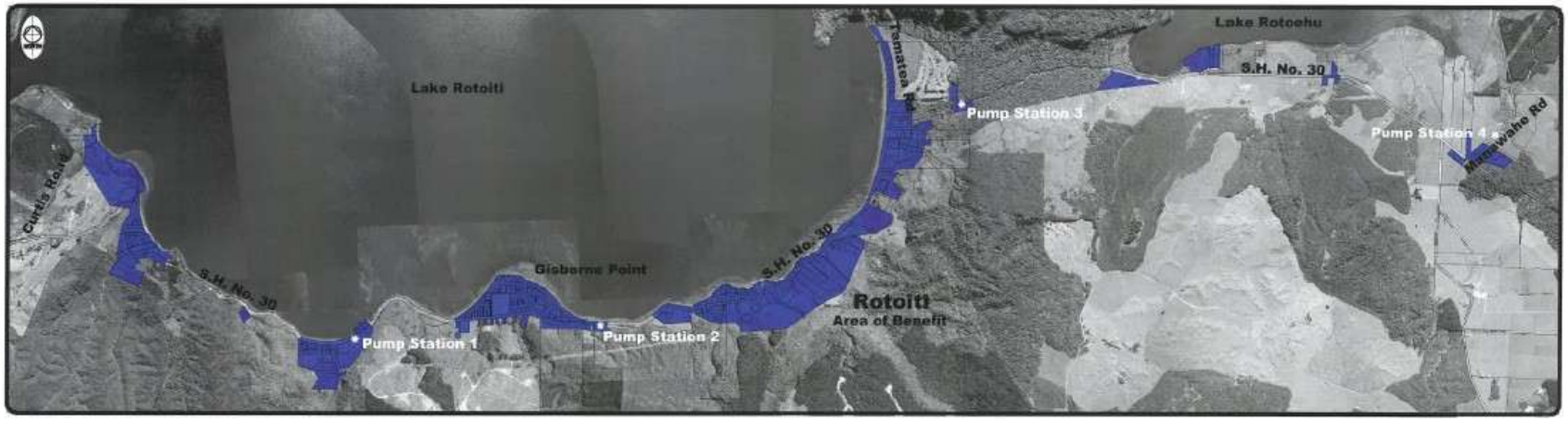
Term and review

10. The Technical Advisory Group shall continue in existence until consent is given for a sewerage scheme in its area; or until RDC, after consultation with the community, decides not to proceed with such a scheme

Appendix A – Map of area

ROTOITI SEWERAGE SCHEME

CONTRACT No. 00\0000



Legend

Proposed Sewer Main		End of Line - Cleanout		Water Lines	
Proposed Rising Main		In Line - Cleanout		Stormwater Lines	
Pump Unit		Sewer Gate Valve		Telecom Lines	
Boundary Assembly		Air Valve		Unison Power	
Septic Tank		Pipe Zone / Reducer		Street Lights	

General Notes:

1. The positions of the grinder pump units at every property are indicative only. The locations of these installations have been determined through a long process involving the property owners and due care must be taken to ensure that the units are installed to the positions as agreed with the owners. Final locations shall be marked and confirmed with the property owners prior to commencing any excavation work.
2. Positioning of the Boundary Assembly shall be determined on site by the contractor and confirmed to the engineer prior to installation. It should be at least 500mm outside of the property boundary line whenever possible
3. The alignment / co-ordinates and levels indicated on the plan and profile drawings have been derived from LIDAR (Laser Imaging Detection and Ranging) data which maybe subject to in accuracies of ± 500mm or possibly more. Final set - out co-ordinates and levels to be confirmed on site with the engineer.
4. All manholes are to be 1050mm Dia. unless otherwise indicated.
5. Pipe materials shall comply with the requirements of the specification.
6. The number and location of the Utility Services are indicative only. The contractor shall be responsible to locate all the services either public or private and to inform the engineer of any potential conflicts prior to proceeding of the excavation work.
7. Where pressure pipes clash with other utilities, whether shown or not in the drawings, the pressure sewer pipe shall cross under such utilities. The pipe crossing should be in a manner that no extra bends will be required.
8. Co-ordinates are in terms of Bay of Plenty Circuit 2000,New Zealand Geodetic Datum 2000.
9. Levels are in terms of Moturiki Datum.

ROTOMA SEWERAGE SCHEME

CONTRACT No. 00\0000

Legend

Proposed Sewer Main		End of Line - Cleanout		Water Lines	
Proposed Rising Main		In Line - Cleanout		Stormwater Lines	
Pump Unit		Sewer Gate Valve		Telecom Lines	
Boundary Assembly		Air Valve		Unison Power	
Septic Tank		Pipe Zone / Reducer		Street Lights	

General Notes:

1. The positions of the grinder pump units at every property are indicative only. The locations of these installations have been determined through a long process involving the property owners and due care must be taken to ensure that the units are installed to the positions as agreed with the owners. Final locations shall be marked and confirmed with the property owners prior to commencing any excavation work.
2. "The images used in the preparation of these drawings have been taken from GIS data available in the Council and may exhibit certain degree of inaccuracies thus, are indicative. Set out coordinates at some strategic points shown on the drawings (e.g startfend of the line, junctions, turning points, etc.), have been surveyed on site with the use of GPS surveying equipment. Offset distances from fixed reference points relating to the proposed pipe alignment are generally indicated in the drawings to assist Contractor in the setting out of the works. Final set out of pipe alignment could deviate from that shown in the drawings to suit actual conditions when existing utilities have been exposed and located on site by the contractor, in which case final alignment shall be conformed with the Engineer."
3. All manholes are to be 1050mm Dia. unless otherwise indicated.
4. Pipe materials shall comply with the requirements of the specification.
5. The number and location of the Utility Services are indicative only. The contractor shall be responsible to locate all the services either public or private and to inform the engineer of any potential conflicts prior to proceeding of the excavation work.
6. Where pressure pipes clash with other utilities, whether shown or not in the drawings, the pressure sewer pipe shall cross under such utilities unless vertical clearances and minimum pipe cover required in the Technical Specification are met, in which case the sewer pipe can be allowed to cross over utilities. The pipe crossing should be in a manner that no extra bends will be required to cross such utilities above or below.
7. Co-ordinates are in terms of Bay of Plenty Circuit 2000,New Zealand Geodetic Datum 2000.
8. Levels are in terms of Moturiki Datum.
9. Thrust blocks or anchor blocks shall be provided at all bends, Tees, crosses and valves to the sites shown in the Standard Drawings.
10. All pipe crossings on SH30 shall be inside directionally drilled PE pipe encasing to size and class shown on the drawings.