

Minutes for a meeting of the Infrastructure Committee held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia **MONDAY, 20 JUNE 2022** commencing at **9.31am**.

**Present:**

Cr EM Patterson (Chairperson)  
Cr CA Eyre (Deputy Chairperson)  
His Worship the Mayor, Mr AM Sanson  
Cr AD Bech  
Cr JA Church  
Cr JM Gibb  
Mr B Green (Maangai Maaori)  
Cr SL Henderson  
Cr SD Lynch  
Cr RC McGuire  
Cr JD Sedgwick  
Cr NMD Smith  
Cr LR Thomson  
Cr CT Woolerton

**Attending:**

Mr T Whittaker (Chief Operating Officer)  
Ms A Diaz (Chief Financial Officer)  
Mr R MacCulloch (General Manager Service Delivery)  
Mr P McPherson (Community Projects Manager)  
Ms M May (Community Connections Manager)  
Ms J Bishop (Contracts and Partnering Manager)  
Mr P Henderson (Roading Development Projects Manager)  
Ms K Wellington (Project Management Office Manager)  
Mr A Averill (Strategic Property Manager)  
Ms V Ramduny (Strategic Projects Manager)  
Mr G Bellamy (Senior Transportation Engineer)  
Ms T Morrison (Facilities Asset Engineer)  
Mr R Bayer (Roading Team Leader)  
Mr P Ellis (Solid Waste Team Leader)  
Ms M Tarawhiti (Facilities Team Leader)  
Ms R Law (Reserves Planning Team Leader)  
Ms E Symes (Reserves Planner)  
Ms K Bredesen (PA to General Manager Service Delivery)  
Mr D Lincoln (Property Advisor)  
Ms R Serhan (Reserves Planner Graduate)  
Mr M Horsfield (Democracy Advisor)

## **APOLOGIES AND LEAVE OF ABSENCE**

Resolved: (Cr Patterson/Cr Bech)

**THAT** the Infrastructure Committee accepts the apology for non-attendance from Cr McInally.

**CARRIED**

**INF2206/01**

## **CONFIRMATION OF STATUS OF AGENDA ITEMS**

Resolved: (Crs Woolerton/Smith)

**THAT:**

- a) the agenda for a meeting of the Infrastructure Committee held on Monday, 20 June 2022 be confirmed; and
- b) all reports be received.

**CARRIED**

**INF2206/02**

## **DISCLOSURES OF INTEREST**

There were no disclosures of interest.

## **CONFIRMATION OF MINUTES**

Resolved: (Cr Gibb/Sedgwick)

**THAT** the minutes for the meeting of the Infrastructure Committee held on Monday, 9 May 2022 be confirmed as a true and correct record.

**CARRIED**

**INF2206/03**

## **REPORTS**

Actions Register – June 2022  
Agenda Item 5

The report was received [*INF2206/02 refers*] and no discussion was held.

## Minutes of the Regional Transport Committee meeting of 16 May 2022

### Agenda Item 6.1

The report was received [*INF2206/02 refers*] and the following items were discussed:

- Waka Kotahi had developed an live online tool that outlines major works and future focus areas.
- Waka Kotahi was undertaking a review of its business case process, and Council provided feedback last year.
- The Hamilton section of the Waikato Expressway was opening in mid-July. The Piarere intersection roundabout was awaiting a decision from the environment court, with property acquisitions expected later this year and construction beginning next year.
- Most of the work be done undertaken with Regional Council Long Term Plan. Waikato Regional Council (WRC) would be discussing this with Council.
- The minutes from the committee produced by Waikato Regional Council were too brief, and require additional information.
- Waka Kotahi funding rounds – There needs to be a discussion between Waka Kotahi and Council regarding the alignment of Waka Kotahi funding rounds and Council budgets.

## Service Delivery Report – June 2022

### Agenda Item 6.2

The report was received [*INF2206/02 refers*] and the following items were discussed:

- The report had been enhanced to provide a greater understanding of the work underway within the different service delivery groups. The report also outlines staff changes, achievements and the workplan going forward.
- There had been significant changes with staff, and Council had recruited a number of high calibre people.
- Status of Capital Expenditure (CAPEX) – The report includes the usual graph with a last years performance compared to current performance. Capital Expenditure data was an improvement over last year but it can do better. Forecast capital expenditure spend was between \$60-65 million.
- A consultant had been engaged to look at the capacity to achieve capital projects and staff had acknowledged that a step change was needed. The consultants report would be finished by the end of the month and will be presented to the next Infrastructure meeting.

- Reserves Planning team was working on robust work plan, The Raglan Coastal Reserves Management Plan had been completed and pre-engagement consultation for the General Policies Reserves Management Plan had just closed.
- Facilities – There had been a number of staff changes. The supply chain network issues had caused disruptions with getting new vehicles into the country. Staff were working on a plan for electric vehicles and additional hybrid vehicles to join the fleet. Plans were also underway to replace inefficient boilers at the Huntly aquatic centre.
- Halls and Events – There had been challenges with the impacts of COVID and the vaccination policy with halls and events. The new community venues officer had already undertaken a lot of positive work with Hall Committees.
- Open Spaces – There had been a number of staff too. The Raglan Airfield issue had raised significant challenges and staff were pleased that there had been no vandalism since the airfield reopened. Additionally, Asplundh was now onboard as a contractor.
- Contracts & Partnering – There had been a lot of new staff within the team and it had been a big year of change.
- Roading – The budgeting issue with Waka Kotahi funding rounds had a significant impact, however the team had achieved a lot of projects such as the Te Awa Cycleway, Pokeno urban upgrade and the Northgate development.
- The Waikato District Alliance (WDA) ensured that maintenance continued through the COVID lockdowns. The livestock and speed limit bylaws had passed successfully, and work was underway for the digital asset management plan (AMP) and the digitalisation of documents was live. Additionally adhoc issues such as unsealed roads and the World Rally Championship were keeping staff busy.
- Solid Waste – COVID had an impact on the delivery of services. Consultation for a targeted rate for Food Waste Collection in Raglan had been achieved. Council had achieved a good outcome for the resource centre on Rotowaro Road and progress was being made on the Bollard Road resource recovery centre. Progressing the Bollard Road resource recovery plant. Work was underway for the Waste Minimisation and Management Plan (WMMP).
- Contracts – It had been a massive year for the team. Phase I of the contract management system was operational with best practice processes had been rolled out. COVID vaccine supplier requirements had a big impact at the beginning of the year with vaccine mandates.
- Strategic Property – A completely new team this year. There had been a number of requests for road stopping and staff were looking to implement new processes to streamline the process.
- Recently been through the process of developing the database of Council property. There would be more reports coming onto the Infrastructure agenda regarding works from Strategic Property.

- Community Assets – Staff were working on the AMP and beginning work on the next LTP. A consultant had been engaged to work on the strategic AMP, that would include the generic organisational wide asset objective.
- Community Projects – Bundling of projects had been a success and the multi year contracts for playgrounds had delivered good results. COVID impacted planned works, especially in the north of the district due to the Auckland border. Projects such as the playground at Lake Hakanoa had been developed along with walkways at Papahua Reserve. Horsham Downs Link Road was progressing and was forecasted for completion in October 2022. Elbow Boat Ramp and Munro Sports Park upgrades were delayed due to the regional border, with a new contractor engaged to complete the works at Munro Sports Park.
- Waste Collection – There had been confusion from the community relating to radio adverts from Hamilton City Council regarding waste collection during public holidays. Staff had been in touch with Hamilton City Council to ensure that the advertisement was clear it was only for Hamilton. Waikato District Council would continue to collect waste on the same day throughout the year. COLAB was developing a platform that outlined waste collections across the Waikato region. Staff were looking to include E-Waste within Council's waste minimisation programme.

**ACTION:** Communications Team to increase communication that waste collection remains on the same day during public holidays.

- Would the Service Delivery report be provided in this detail bi-annually? Yes, and one would be provided early in the next triennium.
- An organisational chart should be included in the Service Delivery report, so that Councillors were aware of what staff had responsibilities for. It was noted that a register was previously included but there was an issue that Councillors were going directly to staff, not through managers or the relevant executive. A structure chart could be included but without contact details.

**ACTION:** Staff to include a structure graph outlining staff responsibilities within the Service Delivery Team.

- What was Council doing to help facilitate gateway programmes? Watercare has a cadet programme working alongside WINTEC, which had resulted with the recruitment of an individual within Council from the programme. WDA and Council were looking at opportunities and gateways through the social procurement process.
- Unsealed Road Network – With the WDA undertaking the review for the unsealed road network, would Council see the benefit to bring in key people from the community? The WDA undertaking the review with Council staff and not been finalised. There was more engagement needed, and staff were talking to WDA to achieve that. Important to be mindful that the lack of service requests does not mean that the community were satisfied with the conditions.

- Surprised and concerned that hidden room doors at the Ngaruawahia and Raglan Libraries had only just been installed. What were the facilities that were public facing that did not have that protection? The only one would be Huntly library and the Tamahere office, and all the rest do have that access.

**ACTION:** Staff to investigate what can be done at the Huntly Library and Tamahere Office to improve staff safety.

- What was the percentage of data that still needed to be digitised and was our level of our sophistication compared to other Councils? Council's sophistication roughly considered a six (6) or seven (7) out of ten (10). The data that we had on roading, open spaces and water was good but not for facilities. It had been difficult to find a contractor who could help with the data collection for facilities.
- There were two hundred (200) new projects planned, how could Council catch up to deliver those projects and manage those works going forward. Staff were not in the position to present the forward works programme for next year but work was underway and would be provided at the next Infrastructure meeting.
- Procurement – The report did not explain how much was being invested into social procurement within the district.
- It would be useful to have a district wide map that shows where all the planned and current projects underway were taking place.
- The report did not include the drinking water quality in the district and what environmental impacts there were from water treatment plants.
- The communications team needed to send out messaging highlighting the good work being undertaken by Council.
- Service Requests – Street Lighting was a large concern especially in Huntly. Staff were not responding to service requests that street lighting was not working. The issue was now being addressed, but there was a delay with the lightbulbs. Downer needed to be more proactive with dealing with the issue. The Huntly Community Board was informed by Downer that they needed to identify the lights that were not working themselves.

The meeting was adjourned at 10:58am and resumed at 11:16am.

## 2021-2024 LTP New Bus Services – Proposed Trials

### Agenda Item 6.3

The report was received [*INF2206/02 refers*] and the Senior Roading Engineer spoke to his report. The following items were discussed:

- Five (5) of the proposed bus services were included in the LTP.
- North Waikato Demand Service – Is it purely a Pokeno to Pukekohe service? Or would it be extended to Te Kauwhata? Te Kauwhata and Meremere were difficult to service as it was not clear whether services were more appropriate to go north or south. Staff were looking into details for the extension and the catchment for the operation of the service.
- There appeared to be further funding available that could be used for additional Pokeno to Papakura services. The trial would allow Council to get an insight on the volumes for the services. A once of day service would not provide an accurate reflection of the service, but twice a day would allow more flexibility.
- Would minibuses be more appropriate for these services? More regular services with a smaller service could be a better fit. Demand Response Service would utilise a smaller bus.
- The services would need to be advertised and communicated through to the community. Council needed to be nimble throughout the trials to make the services viable.

**Resolved: (Cr Smith/His Worship the Mayor)**

**That the Infrastructure Committee:**

- a. **approves six (6) Trial Bus Services for:**
  - i. **Tamahere to Hamilton (7PT78067E014990000) – Extension to existing Hamilton Bus service;**
  - ii. **North Waikato Demand Responsive Transport service (DRT) (7PT78057E014990000);**
  - iii. **Raglan local Service (7PT78068E014990000) – Local bus service and transformation of existing Raglan to Hamilton to an Express Service**
  - iv. **Te Kowhai to Hamilton (7PT78070E014990000)**
  - v. **Matangi to Hamilton (7PT78066E014990000) Demand Response Service (DRT)**
  - vi. **Pokeno to Papakura Rail Station – Park’n’Ride one (1) morning and one (1) afternoon return (7PT78057E014990000).**

- b. utilising local share funding from budget codes as shown without Waka Kotahi subsidy starting in the second quarter of the 2022/2023 financial year and ending on 30 June 2024; and
- c. that should demand show a greater need for any service, that any funds available be utilised to provide additional trial services.

**CARRIED**

**INF2206/04**

Proposed Road Name for Subdivision 0073/21 26 Jackson Street, Ngaruawahia  
Agenda Item 6.4

The report was received [INF2206/02 refers] and no discussion was held.

**Resolved: (Crs Gibb/Smith)**

**THAT the Infrastructure Committee approves the following road name as submitted by the developer for Subdivision 0073/21, 26 Jackson Street, Ngaruawahia, and recommended by the Ngaruawahia Community Board at their 3 May 2022 meeting, in accordance with the Road Naming Policy:**

- **ROAD 1**
- **Akeake Lane**

**CARRIED**

**INF2206/05**

Proposed Road Name List for Subdivision 0002/21 99 Ngaruawahia Road, Ngaruawahia  
Agenda Item 6.5

The report was received [INF2206/02 refers] and no discussion was held.

**Resolved: (Crs Gibb/Smith)**

**THAT the Infrastructure Committee approves the following road names as submitted by the developer for Subdivision 0002/21 99 Ngaruawahia Road, Ngaruawahia, and recommended by the Ngaruawahia Community Board at their 3 May 2022 meeting, in accordance with the Road Naming Policy:**

<b>ROAD 1</b>	<b>ROAD 2</b>	<b>ROAD 3</b>
<b>Kiokio Road</b>	<b>Wheki Place</b>	<b>Purei Lane</b>

**CARRIED**

**INF2206/06**



## **EXCLUSION OF THE PUBLIC**

Agenda Item 7

**Resolved: (Crs Woolerton/Church)**

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

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

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48(1) for the passing of this resolution</b>
<b>Item number PEX 1 Confirmation of Minutes</b>  <b>PEX 2.1 Contract 21/061 – Raglan Wharf Improvement – Approval to Award</b>  <b>PEX 2.2 Huntly Railway Station Building Relocation and Public Toilets – Funding Solution and Delegation to Award Contract</b>  <b>PEX 2.3 Review of Tainui Road Bridge – Paint Deterioration</b>	<b>Good reason to withhold exists under Section 6 or Section 7 Local Government Official Information and Meetings Act 1987</b>	<b>Section 48(1)(a)</b>

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

<b>Item No.</b>	<b>Section</b>	<b>Interest</b>
<b>Item PEX 1 Confirmation of Minutes</b>		<b>Refer to the previous Public Excluded reason in the agenda for this meeting.</b>
<b>Item PEX 2.1 Contract 21/061 – Raglan Wharf Improvement – Approval to Award</b>	<b>7 (2) (h)</b>  <b>7 (2) (i)</b>	<b>To enable commercial activities to be carried out without prejudice or disadvantage</b>  <b>To enable negotiations to carry on without prejudice or disadvantage.</b>
<b>Item PEX 2.2 Huntly Railway Station Building Relocation and Public Toilets – Funding Solution and Delegation to Award Contract</b>	<b>7(2)(i)</b>  <b>7(2)(i)</b>	<b>To enable commercial activities to be carried out without prejudice or disadvantage.</b>  <b>To enable commercial negotiations to be carried out without prejudice or disadvantage.</b>
<b>Item PEX 3.3 Review of Tainui Road Bridge – Paint Deterioration</b>	<b>7 (2) (g)</b>	<b>To protect legally privileged information.</b>

**CARRIED**

**INF2206/07**

*Resolutions INF2206/08 – INF2206/11 are contained in the public excluded section of these minutes.*

Having concluded the public excluded meeting the following items were released into open meeting:

