

Agenda for a meeting of the Infrastructure Committee to be held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **TUESDAY 25 SEPTEMBER 2018** commencing at **9.00am**.

Information and recommendations are included in the reports to assist the committee in the decision making process and may not constitute Council's decision or policy until considered by the committee.

1. APOLOGIES AND LEAVE OF ABSENCE

2. CONFIRMATION OF STATUS OF AGENDA

Mr Colin Chung will be in attendance from 9.00am to discuss item 5.1.

Ms Lynne Wilkins, representative from Bizworx will be in attendance from 9.00am to discuss item 5.2.

3. DISCLOSURES OF INTEREST

4. CONFIRMATION OF MINUTES

Meeting held on Tuesday 28 August 2018

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5. REPORTS

- | | | |
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6. EXCLUSION OF THE PUBLIC

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GJ Ion
CHIEF EXECUTIVE

Open Meeting

To	Infrastructure Committee
From	Gavin Ion Chief Executive
Date	29 August 2018
Prepared by	Wanda Wright Committee Secretary
Chief Executive Approved	Y
Reference #	GOV1318
Report Title	Confirmation of Minutes

1. EXECUTIVE SUMMARY

To confirm the minutes of the Infrastructure Committee meeting held on Tuesday 28 August 2018.

2. RECOMMENDATION

THAT the minutes of the meeting of the Infrastructure Committee held on Tuesday 28 August 2018 be confirmed as a true and correct record of that meeting.

3. ATTACHMENTS

INF minutes

MINUTES for a meeting of the Infrastructure Committee of the Waikato District Council held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **TUESDAY 28 AUGUST 2018** commencing at **9.00am**.

Present:

Cr DW Fulton (Chairperson)
His Worship the Mayor Mr AM Sanson [*until 9.37am and from 9.53am. until 9.54am and from 10.04am*]
Cr A Bech
Cr JA Church
Cr JM Gibb [*from 9.35am and from 10.27am until 10.36am*]
Cr S Henderson
Cr SD Lynch
Cr FM McInally
Cr BL Main
Cr EM Patterson
Cr JD Sedgwick [*until 10.40am*]
Cr NMD Smith
Cr LR Thomson

Attending:

Mr B MacLeod (Chair, Raglan Community Board)
Mr I Cathcart (General Manager Service Delivery)
Mrs W Wright (Committee Secretary)
Mr K Pavlovich (Waters Manager)
Mr P McPherson (Acting Programme Delivery Manager)
Ms M May (Parks & Facilities Manager)
Ms M Smart (Property Officer)
Mr L McCarthy (Asset Engineer Service Delivery)
Mr E Parata (Asset Management, Parks & Facilities)
Ms L Wilson (Media Representative)
3 Members of Staff

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Crs Fulton/Sedgwick)

THAT an apology be received from **Cr McGuire;**

AND THAT an apology for lateness be received from **Cr Gibb.**

CARRIED on the voices

INF1808/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Crs Fulton/Patterson)

THAT the agenda for a meeting of the Infrastructure Committee held on Tuesday 28 Wednesday 2018 be confirmed and all items therein be considered in open meeting with the exception of those items detailed at agenda item 6 which shall be considered with the public excluded;

AND THAT all reports be received;

AND FURTHER THAT the Chair of the Raglan Community Board be given speaking rights for the duration of the open section of this meeting.

CARRIED on the voices

INF1808/02

DISCLOSURES OF INTEREST

There were no disclosures of interest.

CONFIRMATION OF MINUTES

Resolved: (Crs Fulton/Lynch)

THAT the minutes of a meeting of the Infrastructure Committee held on Tuesday 26 June 2018 be confirmed as a true and correct record of that meeting subject to the editing of Resolution No. INF1806/07 (Huntly Memorial Hall - Update and Agreement of Huntly Community Board Position and Resolution) and the Council resolution No. WDC1807/13 from:

THAT the Huntly Community Board endorses the outcome of the consultation, being - 74% of the community support the refurbishment of the Huntly Memorial Hall;

AND THAT the Huntly Community Board supports the approach to the project as follows: (outlined in 4.1 below)

Completion of minor works to the Hall – immediate

- ***treatment for mould. This will allow staff and contractors to safely enter the Hall to plan works. Care will still need to be taken when refurbishment work begins.***
- ***tree work. To clear foliage interfering with the roof to prevent further water ingress. Note a number of trees may need to be cleared for scaffold access when works begin.***
- ***fix roof leaks and clean out gutters.***

Planning and consultant work – July - September

- **review of Seismic Assessment Report completed by Opus. To agree approach and timeframes with Council from a risk perspective, this will need to consider cost and practicalities.**
- **review of the asbestos report carried out in 2015 to ensure it is suitable for any demolition and refurbishment work required.**
- **engagement of a construction project manager/quantity surveyor to group the work required into work packages and prioritise based on safety, getting the Hall open and “future projects”. To provide material, labour and cost estimates for each package, this includes an indication of the specialist sign off required, for example, Licensed Building Practitioner number or Electrical Certificate of Compliance.**

Community project group engagement – July – September

- **to meet with Des Maskell and Tony Perkins (and other community group members to be confirmed by Councillors and the Board) to discuss results, approach and planning. To work with the Board to confirm the “community project group” that will be driving this work and responsible for the outcomes.**
- **to work alongside the construction project manager and the community project group to confirm how the group will contribute (whether this be in sourcing free/discounted materials, providing free/discounted labour and/or specialist skills, providing project management/construction management knowledge, providing an overall building professional to be responsible for the work).**
- **to work through the Zero Harm, Procurement and Legal requirements to allow the work to be completed.**
- **to work with the community project group to confirm how they may be structured and how the work will be delivered to Council. This will depend on the level of contribution that the community project group can provide and will progress as the project plan is developed. This is discussed further below.**

Community engagement and consultation – July - November

- **once the Board has confirmed they are comfortable with the approach some communications will be released to the community confirming the result of the consultation and advising of the high level approach. This will include an update of the planned immediate work so that the community is aware that contractors may be on site.**
- **where an additional targeted rate amount is needed to fund the refurbishment work formal consultation will be required. If this is needed a report will go through Council outlining the work required, priorities and funding required so that the consultation and proposed increase in targeted rate is approved by Council.**

At the end of this tranche of work we should have:

- **an agreed project plan (prioritising work based on cost and resourcing) with the view to get the Hall to a standard where it can be safely re-opened and used.**
- **an agreed structure through which we will work with the community group.**

- *an overall cost and funding plan, including the amount of additional targeted rate required (if any).*
- *an outcome from community consultation around the additional targeted rate (if required).*

to read:

THAT the Huntly Community Board endorses the outcome of the consultation, being - 74% of the submissions received in support the refurbishment of the Huntly Memorial Hall;

AND THAT the Huntly Community Board supports the approach to the project as follows: (outlined in 4.1 below)

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- **fix roof leak/s and clean out gutters.**

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management knowledge, providing an overall building professional to be responsible for the work).

- to work through the Zero Harm, Procurement and Legal requirements to allow the work to be completed.
- to work with the community project group to confirm how they may be structured and how the work will be delivered to Council. This will depend on the level of contribution that the community project group can provide and will progress as the project plan is developed. This is discussed further below.

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- an agreed project plan (prioritising work based on cost and resourcing) with the view to get the Hall to a standard where it can be safely re-opened and used.
- an agreed structure through which we will work with the community group.
- an overall cost and funding plan, including the amount of additional targeted rate required (if any).
- an outcome from community consultation around the additional targeted rate (if required).

CARRIED on the voices

INF1808/03

REPORTS

Raglan Holiday Park Papahua – Chairperson’s Annual Report for 1 July – 30 June 2018
Agenda Item 5.1

The report was received [*INF1808/02 refers*].

Resolved: (Crs Smith/Church)

THAT this report be deferred until it has been endorsed by the Park Board;

AND THAT a representative be present to answer questions from the Committee when it comes back to the Committee.

CARRIED on the voices

INF1808/04

Community Engagement for The Point Reserve Management Plan
Agenda Item 5.2

The report was received [*INF1808/02 refers*] and discussion was held.

Resolved: (Crs Patterson/Lynch)

THAT the draft version of The Point Reserve Management Plan be received;

AND THAT the Committee recommends to Council to undertake community consultation in September and October 2018, in accordance with Sections 82 (principles of consultation), of the Local Government Act 2002, and Section 41 of the Reserves Act 1977.

CARRIED on the voices

INF1808/05

Increase to Approved Contract Sums – Realclean and OCS
Agenda Item 5.3

The report was received [*INF1808/02 refers*] and discussion was held.

Resolved: (Crs Church/Smith)

THAT the increase of \$90,981.22 in Approved Contract Sum for Contract 12/013 and the increase of \$189,999.97 in Approved Contract Sum for Contract 14/009 be approved.

CARRIED on the voices

INF1808/06

56 Great South Road Ngaruawahia - Deed of Lease
Agenda Item 5.4

The report was received [*INF1808/02 refers*] and discussion was held.

Resolved: (Crs Smith/Patterson)

THAT the Committee recommend to Council that a Deed of Lease of the site situated at 56 Great South Road Ngaruawahia being legally described as part Allotment 31 Town of Newcastle, held in Certificate of Title SA 110/100 be granted to Te Whare Toi O Ngaruawahia – Twin Rivers Community Art Centre Incorporated for a term of 20 years, with a further right of renewal for 15 years on terms consistent with Council's leasing policy;

AND THAT the Chief Executive be delegated to execute the relevant lease documentation;

AND FURTHER THAT within 12 months of this report, Te Whare Toi O Ngaruawahia – Twin Rivers Community Art Centre Incorporated provide a proposal and project plan for Council consideration and approval thus enabling the release of the LTP project funding budget upon confirmation of the total project funds being secured;

AND FURTHER THAT consideration be given through next year's Annual Plan Process that a review of the amount and purpose of the Ngaruawahia Community Facility targeted rate be undertaken;

AND FURTHER THAT the amount collected in 2018/19 for the Twin Rivers Art Centre development be included in the amount available from Council for the project.

CARRIED on the voices

INF1808/07

Lake Hakanoa Motor Caravan Park Financial Report for the period ending 30 June 2018
Agenda Item 5.5

The report was received [*INF1808/02 refers*] and discussion was held.

Service Delivery Report for August 2018
Agenda Item 5.6

The report was received [*INF1808/02 refers*] and discussion was held.

Cr Gibb entered the meeting during discussion of the above item at 9.35am.

His Worship the Mayor withdrew from the meeting at 9.37am and then re-entered the meeting during discussion on the above item at 9.53am. He then withdrew from the meeting during discussion on the above item at 9.54am.

Waikato District Alliance Contract 14-314 – Increase to Individual Project Variation Amount
Agenda Item 5.7

The report was received [*INF1808/02 refers*] and discussion was held.

Resolved: (Crs Smith/Gibb)

THAT the Infrastructure Committee recommend to Council that the previously approved individual contract variations be increased from \$150,000 to \$1,000,000 and it can be shown that using the WDA will continue to benefit the Council in terms of competitive pricing and a reduction in time and administrative costs.

CARRIED on the voices

INF1808/08

His Worship the Mayor re-entered the meeting during discussion on the above item at 10.04am and was present when voting took place.

Rural Intersection Activated Warning Signs - SH1B/Gordonton Road
Agenda Item 5.8

The report was received [*INF1808/02 refers*] and discussion was held.

Resolved: (Crs Smith/Church)

THAT the Committee recommend to Council that the Waikato Speed Limit Bylaw 2011 be amended by approving the installation of Rural Intersection Activated Warning Signs (RIAWS) with a variable speed limit of 60km/h at the intersection of Gordonton- and Taylor Road (SH1B).

CARRIED on the voices

INF1808/09

New Footpath Proposed Programme 2018/19
Agenda Item 5.9

The report was received [*INF1808/02 refers*] and discussion was held.

Resolved: (Crs Bech/Church)

THAT Council approve the footpath programme for 2018/19 to allow planning and construction to commence.

CARRIED on the voices

INF1808/10

Onewhero and Te Akau Water Supply Options
Agenda Item 5.10

The report was received [*INF1808/02 refers*] and discussion was held.

Resolved: (Crs Smith/Sedgwick)

THAT the Infrastructure Committee recommend to Council to approve the Waters Team to engage with the affected communities in Onewhero and Te Akau to gauge their appetite for moving on to an individual rainwater tank per property-method of receiving their drinking water.

CARRIED on the voices

INF1808/11

Cr Gibb re-entered the meeting during discussion on the above item at 10.36am and was present when voting took place.

Cr Sedgwick retired from the meeting at 10.40am.

Open Meeting

To	Infrastructure Committee Raglan Community Board
From	Ian Cathcart General Manager Service Delivery
Date	30 July 2018
Chief Executive Approved	Y
Reference #	INF2018; RCB2018
Report Title	Raglan Holiday Park Papahua – Chairperson’s Annual Report for 1 July – 30 June 2018

1. EXECUTIVE SUMMARY

The Raglan Kopua Holiday Park Chairperson’s Annual Report for the period 1 July – 30 June 2018 is attached for the Committee’s/Board’s information.

2. RECOMMENDATION

THAT the report from the General Manager Service Delivery be received.

3. ATTACHMENTS

Raglan Holiday Park Papahua – Chairperson’s Annual Report for 1 July – 30 June 2018

TO	Infrastructure Committee Raglan Community Board
DATE	27 July 2018
FROM	Colin KM Chung, Chairperson Raglan Holiday Park Papahua Board of Governance
SUBJECT	Raglan Holiday Park Papahua – Chairperson’s Annual Report for 1 July – 30 June 2018

PURPOSE OF REPORT

The purpose of the Chairperson’s Annual report is to keep the Infrastructure Committee/Raglan Community Board of the Waikato District Council fully informed of all significant issues/activities of the Raglan Holiday Park Papahua.

REPORT

Introduction

This report presents a summary of the main issues/activities for the period of 12 months from 1 July 2017-30 June 2018 and in general. We have had a catch-up year for up-grading facilities, maintenance, systems and staffing, but did manage a small increase in sales of 5%.

Issues

It has been a very productive year as much time has been spent on problem-solving, maintenance, repairs, up-grading and replacements. Early part of the year saw our new manager, Pam, indoctrinated, introduced and supported by the interim manager and assistant manager for several months before reverting back to their former roles and lower salaries, (the whole process was beyond our control, as negotiated by Tim Harty for the WDC) just before the summer rush. This resulted in a sizeable increase in management salary costs and well as, a hefty increase in staff accommodation allowances.

Our summer trade was quite successful with little or no problems overall in both customer satisfaction/sales and service/maintenance in the park, and with many good comments and re-bookings for next year. The shoulder season before winter was quite a struggle with lots of rainy periods especially on the long weekends, but with good marketing and promotions we were still able to equal and slightly increase sales over last year. With all the rain these last few months, extreme flooding in certain parts of the park and out in the soccer fields, have forced us to relook at, carefully locate and examine all our stormwater drains and pumps throughout the camp and surrounding terrain to come up with an efficient plan to permanently upgrade the surface water disposal process. Pam and WDC will liaise to provide a solution. A great investment in time and money has been spent in upgrading facilities, equipment and infrastructure within the park these last 6 months and still needs more to continue at least over the next few months. Even though the park looks quite good from the outside, it will soon be all good on the inside as well, and a proper program of timely replacement and upgrading will be in place for the future.

Budget/Financial Performance

We had budgeted for only a small growth in sales for this year over last, but we have managed to obtain a growth of just over \$83,000 or 5% over last year’s sales. Although this came with increased costs of \$192,000, an increase of 17.4% mainly beyond our control, we were still able to achieve a small net surplus of 12.4% after depreciation, which is a drop of

38% over last year. This still however, leaves ¹⁴ us with a very healthy working capital of well over \$1M and equity of over \$4M.

Our main increases in operating costs were from three areas:

1. Repairs, maintenance, replacements of \$77,044 or an increase of 70% is mainly a reflection of the many years the previous manager failed to do timely scheduled maintenance, replacement and upgrades.
2. Security costs, up 39% were increased by using a contracted security company, probably not as wisely and as efficiently as we could have. A review and new cost effective system is under way.
3. Wages and salaries were up \$140,328 or 26.8% all beyond our control as WDC employs management and staff without our input and sometimes even advice. The transition of hiring a new manager, keeping the interim managers on for a few months at their elevated salaries to indoctrinate and support and the accommodation allowance given to the interim managers, the timing of hiring/resignation of the managers and the way it was handled, and the accumulation of casual and permanent leave allowances have all contributed greatly to this large increase for this past year. Most of this a one-off expense.

Capital Works/Projects

The capital improvement budget for this past year was just in excess of \$412,000 with most going to upgrade the toilets throughout the park, with quite a bit already spent before the summer rush on improvements & upgrading of facilities, including the motel units and finishing off the new Pump Track (replacement to the BMX track and a very popular addition for locals). The replacement and upgrade of the par course and climbing wall, the driveway and entrance upgrade, improvements to the main kitchen and the Papahua kitchen block will all proceed in the coming months and should be completed before our busy summer rush. The other internal improvements and upgrade of the motel units are still currently being done in-house.

Major Maintenance Items:

Some major projects and upgrades had been planned for this past year, however with the onslaught of rain and flooding and the lack of qualified tradesmen to give quotes or who actually are free to do the work, Pam has been struggling to get projects started or completed. Most of the upgrades, maintenance and replacements in the motel units and cabins have been done in-house because of this.

PROPERTY REPORT

Capital Expenditure Analysis

30 June 2018

Description of work	Carried forward	Forecast cost*	Actual cost to date	Balance to expend
Pump track, seal, landscaping, & incl amenities	\$0	\$125,000	\$108,404	\$16,596
Boundary survey	\$0	\$600	\$0	\$600
Heritage Trail	\$0	\$5,000	\$0	\$5,000
Driveway upgrade, including entrance	\$0	\$20,000	\$0	\$20,000
Main kitchen ceiling	\$0	\$30,000	\$550	\$29,450
Boat and car wash area and upgrade boat parking	\$0	\$30,000	\$0	\$30,000
Increase security coverage	\$0	\$480	\$480	\$0
Flooring for Papahua and small toilet block 2	\$0	\$26,340	\$26,340	\$0

Description of work	Carried forward	Forecast cost*	Actual cost to date	Balance to expend
Recoat main toilet block floors	\$0	\$26,340	\$13,819	\$12,521
Toilet block floors plus small block I		\$26,340	\$26,340	\$0
Golf cart	\$0	\$9,820	\$9,820	\$0
Trailer	\$0	\$13,000	\$12,174	\$826
Dump station upgrade	\$0	\$1,500	\$0	\$1,500
Office upgrade - planning and refurbishing	\$0	\$10,000	\$0	\$10,000
Hand dryers x 6	\$0	\$7,945	\$7,945	\$1
Papahua upgrade roof	\$0	\$8,714	\$8,714	(\$0)
Soccer field report	\$0	\$5,380	\$5,380	\$0
Murals - materials and contribution to schools	\$0	\$15,000	\$1,937	\$13,063
Rubbish system upgrade	\$0	\$10,000	\$6,981	\$3,019
Disability facilities in tourist flats	\$0	\$6,000	\$22,405	(\$16,405)
Kitchen cabins design and planning	\$0	\$20,000	\$0	\$20,000
Camp vehicle (excl proceeds from vehicle sales)	\$0	\$15,000	\$0	\$15,000
Total	\$0	\$412,459	\$251,289	\$161,170

* Per draft Capital Plan March 2018

Expenditure on programmed maintenance is	\$71,700	\$68,032	
Expenditure included in wages is		\$0	
Balance left to spend on programmed maintenance			\$3,668

Repairs & Maintenance Analysis

30 June 2018

Description of work	Revised forecast	Actual cost to date	Balance to expend	Previous year to date
Replacements - Other	\$25,000	\$26,202	(\$1,202)	\$23,376
Replacements - Linen & Bedding	\$12,000	\$7,971	\$4,030	\$0
Crockery, utensils, small appliances	\$3,500	\$2,570	\$930	\$0
Replace large appliances, furniture, TVs	\$35,000	\$29,102	\$5,898	\$0
Replacements - Tools	\$2,500	\$3,146	(\$646)	\$0
Hardware Supplies	\$2,000	\$2,489	(\$489)	\$0
Maintenance - Grounds	\$5,000	\$3,652	\$1,348	\$4,419
Maintenance - Plant	\$25,000	\$31,400	(\$6,400)	\$11,481
Maintenance - Property	\$45,000	\$25,512	\$19,488	\$7,561
		\$0	\$0	
Total	\$155,000	\$132,043	\$22,957	\$46,837

Health and Safety Issues

We have had no major health or safety issues with either staff or patrons of the park during the last year and the park is well on its way to a Zero Harm compliance and a Camp Hazard register.

Number of Visitors/Stays

We can report that we continued to have an increase in numbers from clever advertising and promotions over the last year (even under budget) and by having a much bigger on-line

presence, we were able to get good results. ¹⁶ We will continue with this strategy especially in the upcoming “shoulder” and “slow” seasons and in promoting the Papahua Centre.

MARKETING EXPENDITURE

Year to date

For the year ended 30 June 2018

	Forecast cost	Actual cost to date	Balance to expend
Advertising	\$60,500	\$23,675	\$36,825
Design	\$13,000	\$1,043	\$11,957
Marketing	\$10,000	\$8,393	\$1,607
Website Maintenance & Development	\$0	\$2,690	(\$2,690)
Papahua Design & Marketing	\$0	\$0	\$0
Raglan Map - Income	\$0	\$0	\$0
Raglan Map - Expenditure	\$0	\$0	\$0
Total	\$83,500	\$35,801	

Expenditure included in wages is **\$0**

Balance left to spend **\$47,699**

Miscellaneous Items

Pam and her team have been struggling to complete the rest of the projects on the Capital Plan, upgrade electrical and plumbing fixtures and infrastructure around the camp and move on with the programmed maintenance during these slow months before summer, having been hampered by constant wet weather and a slow response for quotes.

The addition this past year of Denise Reynolds, representing Ngati Mahaanga and her background in HR and experience on other boards and governance bodies has added much depth to the Board’s ability to deal with the terms of the new charter, especially with WDC changing our responsibility from a management to a governance role. Our new community representative, Jeanette Tyrrell, comes with a good background in public relations and a lot of experience serving on a few governance boards, so we look forward to her sage contribution in the future. We also welcome Ian Cathcart into his new position as a manager from WDC who appears to be more than willing to assist and support our operations and initiatives at the camp and look forward to working with him and his fresh cooperative attitude.

A big congratulations to Pam with her managers Jo, Haven and their team for the really great effort over these past 12 months in maintaining a high level of service, health and safety and identifying/rectifying the many maintenance and operational issues that have come up over the past year. It is through their diligence and team effort that we have finished this fiscal year, although short of our normal results, with a high note of financial security, whilst still providing for the needs of both our visitors and residents of Raglan.

Open Meeting

To	Infrastructure Committee Raglan Community Board
From	Ian Cathcart General Manager Service Delivery
Date	12 September 2018
Prepared by	Lynne Wilkins Raglan Holiday Park Papahua Accountant
Chief Executive Approved	Y
Reference #	INF2018; RCB2018
Report Title	Raglan Holiday Park Papahua – Special Purpose Financial Statements for the year ended 30 June 2018

1. EXECUTIVE SUMMARY

Raglan Holiday Park Papahua – Special Purpose Financial Statements for the year ended 30 June 2018 are attached for the Committee's information.

2. RECOMMENDATION

THAT the report from the General Manager Service Delivery be received.

3. ATTACHMENTS

Raglan Holiday Park Papahua – Special Purpose Financial Statements for the year ended 30 June 2018



Raglan Holiday Park

Papahua

SPECIAL PURPOSE FINANCIAL STATEMENTS for the year ended 30 June 2018

Contents:

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RAGLAN HOLIDAY PARK BOARD**Raglan Holiday Park**
Papahua**Compilation report**
For the year ended 30 June 2018

This is a compilation report to the Raglan Holiday Park Board.

Scope

On the basis of information you provided we have compiled, in accordance with *Service Engagement Standard No. 2: Compilation of Financial Information*, the special purpose financial statements of Raglan Holiday Park Board for the year ended 30 June 2018, as set out in pages 02 to 11. These have been prepared on the basis disclosed in the notes to the financial statements on page 07.

Responsibilities

You have determined that the basis upon which the financial statements have been prepared is appropriate to meet your needs and for the purpose that the financial statements were prepared. The Board members are solely responsible for the information contained in the special purpose financial statements and have determined that the financial reporting framework used is appropriate to meet your needs, and for the purpose that the special purpose financial statements were prepared.

The financial statements were prepared exclusively for your benefit. We do not accept responsibility to any other person for the contents of the financial statements.

No audit or review engagement undertaken

Our procedures use accounting expertise to undertake the compilation of the financial statements from information you provided. A compilation is limited primarily to the collection, classification and summarisation of financial information. Our procedures do not include verification or validation procedures of the information. No audit or review engagement has been performed and accordingly no assurance is expressed.

Independence

We have no involvement with the Raglan Holiday Park Board other than the preparation of financial statements and management reports, and offering advice based on the financial information provided.

Disclaimer

We have compiled these financial statements based on information provided which has not been subject to an audit or review engagement. Accordingly, we do not accept responsibility for the reliability, accuracy or completeness of the compiled financial information contained in the financial statements. Nor do we accept any liability of any kind whatsoever, including liability by reason of negligence, to any person for losses incurred as a result of placing reliance on these financial statements.

A handwritten signature in black ink, appearing to be 'R. C. C.', written over a light blue horizontal line.

Bizworx Consultancy Limited
Chartered Accountants

Date: 17-07-2018

RAGLAN HOLIDAY PARK BOARD

Directory
For the year ended 30 June 2018



Name	Position
------	----------

Board Members:

C Chung (Chairperson)

Business Representative

J Tyrrell

Community Representative

L Thomson

Raglan Ward Councillor

M Rickard

Iwi Representative

D Reynolds

Iwi Representative

R MacLeod

Chairperson of the Community Board

Manager:

P Ryan

Secretary:

J Gibbs

Other Information

Address:

P.O. Box 34
Raglan 3265

Bankers:

Westpac
Raglan

Accountant:

L Wilkins
Bizworx Consultancy Limited
Chartered Accountants
Raglan


Raglan Holiday Park
 Papahua

**Statement of profit or loss
 for the year ended 30 June 2018**

	Notes	2018 Actual \$	2017 Actual \$
Income			
Accommodation Revenue	8	1,561,961	1,491,250
Contracting Receipts		-	1,477
Depreciation Recovered		3,913	-
Interest Received		26,620	20,226
Sales of Goods & Services		64,872	61,066
Total Income		1,657,366	1,574,019
Expenditure			
Accountancy & Financial Administration		26,168	26,434
Advertising & Promotion		43,801	63,876
Bank Charges		20,984	14,182
Cleaning, Laundry & Waste Management		57,369	54,919
Commission Paid - Bookings & Sales		8,397	4,718
Communication Costs		14,761	14,548
Consultancy Fees		7,935	21,564
Board Secretary		2,005	1,213
General Expenses		1,196	561
Heat, Light, Power & Water		77,808	72,293
Insurance		7,832	7,404
Lease Payments		9,364	9,373
Licenses & Subscriptions		2,133	7,554
Office Expenses		43,957	43,804
Purchases for Resale		22,738	28,835
Rates		27,939	23,995
Replacements, Repairs & Maintenance		186,613	109,569
Security		93,449	67,190
Travel & Accommodation		-	-
Vehicle Expenses		10,555	12,420
Wages & Salaries		633,904	523,576
Total Cash Expenditure		1,303,456	1,111,742
Non-Cash Expenditure			
Depreciation	6	146,511	141,102
Loss on Disposal		2,041	-
Total Non-Cash Expenditure		148,552	141,102
Total Expenses		1,452,008	1,252,844
Net Operating Surplus (Deficit)		205,358	321,175

The accompanying notes form part of these financial statements.

The above information has been prepared without performance of audit or review engagement procedures and must be read subject to the attached Compilation Report.


Raglan Holiday Park
 Papahua

Balance sheet
as at 30 June 2018

	Notes	2018 Actual \$	2017 Actual \$
Current Assets			
Cash & Bank	2	714,521	613,870
Investment	3	789,493	750,000
Accounts Receivable		17,021	28,435
Prepaid Expenses		3,869	982
Stock on Hand		1,571	-
Total Current Assets		1,526,475	1,393,287
Current Liabilities			
Accounts Payable	4	36,917	37,698
Waikato District Council - Current Account		150,839	110,911
GST Accrued		15,827	82,680
Income Received in Advance	8	193,151	120,380
Total Current Liabilities		396,734	351,669
Working Capital		1,129,741	1,041,618
Non-Current Assets			
Property, Plant & Equipment	6	2,951,195	2,833,960
Total Non-Current Assets		2,951,195	2,833,960
Net Assets & Liabilities		4,080,936	3,875,578

The accompanying notes form part of these financial statements.

The above information has been prepared without performance of audit or review engagement procedures and must be read subject to the attached Compilation Report.



Statement of changes in equity
for the year ended 30 June 2018

	Notes	2018 Actual \$	2017 Actual \$
Opening Balance July 1		3,875,578	3,554,403
Net Operating Surplus (Deficit)		205,358	321,175
Closing Balance June 30		4,080,936	3,875,578



Raglan Holiday Park
Papahua

Statement of Cash Flows for the year ended 30 June 2018

	2018 Actual \$	2017 Actual \$
Cash Flow from Operating Activities		
<i>Cash was received from:</i>		
Accommodation Revenue	1,632,750	1,597,456
Contracting Receipts	-	3,175
Interest Received	40,105	2,029
Sales of Goods & Services	63,212	61,066
	1,736,067	1,663,726
<i>Cash was applied to:</i>		
Payments to suppliers and employees	713,067	548,144
Payments to employees	620,982	536,849
	1,334,049	1,084,993
Net Cash Flows from Operating Activities	402,018	578,733
Cash flows from Investing and Financial Activities		
<i>Cash was received from:</i>		
Property, plant and equipment	6,335	-
	6,335	-
<i>Cash was applied to:</i>		
Property, plant and equipment	268,209	163,248
	268,209	163,248
Net Cash Flows form Investing and Financing Activities	(261,874)	(163,248)
Net Increase / (Decrease) in Cash	140,144	415,485
<i>Plus Opening Cash</i>	1,363,870	948,385
Closing Cash	1,504,014	1,363,870
This is represented by:		
Bank Accounts and Cash	714,521	613,870
Term Deposit	789,493	750,000
	1,504,014	1,363,870

The accompanying notes form part of these financial statements.

The above information has been prepared without performance of audit or review engagement procedures and must be read subject to the attached Compilation Report.

RAGLAN HOLIDAY PARK BOARD

Notes to the Financial Statements For the year ended 30 June 2018



1. Reporting Entity

Entity Reports

These financial statements are for Raglan Holiday Park Board.

The Raglan Holiday Park Board was established to oversee and govern the operation of the Raglan Holiday Park. The Board's management purpose is to manage the Camping Ground Assets of the Waikato District Council and the people of Raglan / Whaingaroa, generating sufficient income to cover operating costs and provide growth through reinvestment locally, in people and facilities.

2. Statement of Accounting Policies

(a) Basis of Preparation

These financial statements have been prepared in accordance with the Special Purpose Framework for use by For-Profit Entities (SPFR for FPEs) published by Chartered Accountants Australia and New Zealand.

The financial statements have been prepared for the Board and the Waikato District Council for internal reporting purposes only.

(b) Historical Cost

These financial statements have been prepared on a historical cost basis. The financial statements are presented in New Zealand dollars (NZ\$) and all values are rounded to the nearest NZ\$, except when otherwise indicated.

(c) Revenue

Revenue is measured at the fair value of the consideration received or receivable for the sale of goods and services, excluding goods and services tax rebates and discounts, to the extent it is probable that the economic benefits will flow to the Board and revenue can be reliably measured.

Accommodation, sales of goods, and contract income revenue is recognised when the goods or services are provided.

Interest received is recognised as interest accrues, gross of refundable tax credits received.

(d) Inventories

Inventories are stated at the lower of cost, determined on a first-in-first-out basis, and net realisable value.

(e) Accounts receivable

Accounts receivable are recognised initially at fair value. Individual debts that are known to be uncollectable are written off in the period that they are identified.

(f) Income tax

The Raglan Holiday Park Board is not subject to Income tax.

(g) Goods and services tax (GST)

All amounts are stated exclusive of goods and services tax (GST) except for accounts payable and accounts receivable, which are stated inclusive of GST.

RAGLAN HOLIDAY PARK BOARD



Raglan Holiday Park
Papahua

Notes to the Financial Statements For the year ended 30 June 2018

(h) Property, Plant & Equipment

Property, plant and equipment and investment property are stated at historical cost less any accumulated depreciation and impairment losses. Historical cost includes expenditure directly attributable to the acquisition of assets, and includes the cost of replacements that are eligible for capitalisation when these are incurred.

An item of property, plant and equipment is derecognised upon disposal or when no further future economic benefits are expected from its use or disposal. Any gain or loss arising on derecognition of the asset (calculated as the difference between the net disposal proceeds and the carrying amount of the asset) is included in profit or loss in the year the asset is derecognised.

Upon derecognition, the asset revaluation reserve relating to the asset disposed shall be transferred to retained earnings.

(i) Depreciation

Depreciation has been calculated to allocate the cost or valuation of assets over their estimated useful lives, at the following rates:

Buildings	40 years
Equipment	3 - 10 years
Furniture, Fixtures, Fittings	5 years
Vehicles	5 years

An item of property, plant and equipment is derecognised upon disposal or when no further economic benefits are expected from its use or disposal. Any gain or loss arising on derecognition of the asset (calculated as the different between the net disposal proceeds and the carrying amount of the asset) is included in profit or loss in the year that the asset is derecognised.

(j) Financial Instruments – financial assets

At initial recognition, the Board determines the classification of financial assets as held at cost, calculated at the transaction price less any associated transaction costs.

(k) Leases – operating leases

Operating lease payments, where the lessors effectively retain substantially all the risk and benefits of ownership of the leased items, are recognised as an expense in profit or loss on a straight line basis over the lease term.

(l) Employee Entitlements – Accruals

Leave entitlements are accrued for employees. Entitlements comprise:

- Annual leave (holiday pay)
- Days in lieu of public holidays

Payroll services are provided to the Board by the Waikato District Council. The payments made to the Waikato District Council for wages include a monthly charge for holiday pay accrued. An accrual has been made for days in lieu of public holidays that have not been taken.

(m) Audit

These financial statements have not been audited. No auditor has been appointed by the Raglan Holiday Park Board for the ensuing year.

(n) Changes in Accounting Policies

There have been no changes in accounting policies for the year. Policies have been applied on a basis consistent with the previous year.


Raglan Holiday Park
 Papahua

**Notes to the financial statements
 for the year ended 30 June 2018**

	2018 <i>Actual</i> \$	2017 <i>Actual</i> \$
2 Cash & Bank		
Westpac Cheque Account (0.10% interest rate)	386,872	301,413
Westpac Savings Account (0.10% interest rate)	299,177	298,305
Cash on Hand	27,312	12,796
Float	1,160	1,356
	714,521	613,870
3 Investments		
Westpac Term Deposit (3.35% interest rate, matures 25/01/2019)	789,493	750,000
	789,493	750,000
4 Accounts Payable		
Trade Creditors	33,861	32,652
Westpac Credit Card (limit \$10,000)	3,056	5,046
	36,917	37,698
5 Inventory		
Confectionary and drinks purchased for resale	1,571	-
	1,571	-
6 Property, Plant & Equipment		
	2018	2017
	Cost/ Value	Accum Depn
	Book Value	Cost/ Value
	Accum Depn	Book Value
Lessees Alterations	3,861,710	1,003,867
Plant & Equipment	298,882	260,823
Furniture & Fittings	78,007	60,963
Vehicles	147,420	109,171
	2,857,843	38,059
	17,044	65,585
	135,920	91,445
	4,386,019	1,434,824
	2,951,195	4,129,543
	2,737,592	1,295,583
	42,452	2,833,960
	9,441	
	44,475	
	4,386,019	1,434,824
	2,951,195	4,129,543
	2,737,592	1,295,583
	42,452	2,833,960
	9,441	
	44,475	
	2018 <i>Actual</i> \$	2017 <i>Actual</i> \$
Reconciliation of Net Book Value		
Net book value at 1 July	2,833,960	2,811,814
Assets disposed of	(4,463)	-
Depreciation charge for year	(146,511)	(141,102)
Asset acquisition at cost	268,209	163,248
Net book value at 30 June	2,951,195	2,833,960
Depreciation		
Lessees Alterations	93,638	89,829
Plant & Equipment	23,058	24,447
Furniture & Fittings	4,819	2,307
Vehicles	24,996	24,519
	146,511	141,102

**Notes to the Financial Statements
for the year ended 30 June 2018**

7 Capital Expenditure Commitments

Raglan Holiday Park entered into an agreement with Aaron Orchard to refurbish four kitchens. A deposit was paid in May of \$2,236, a further payment of \$859 was made in June, leaving \$1,377 to pay on the quote when the work is completed. A 50% deposit totalling \$11,608 on carpet for six tourist flats was paid to Terry Yorston Flooring in April 2018, and three quotes for laying flooring and supplying vinyl for the six tourist flats of \$23,215 were accepted. Of this, \$4,450 has been paid or accrued during the year. The total funds committed at 30 June 2018 is \$31,750, of which \$3,869 has been treated as a prepayment for carpet. (2017: \$982 treated as a prepayment to Southern Hospitality Limited)

The Board has nominated a sum to be set aside for a multipurpose hall for the use of the Raglan community and camp customers. Funds accumulated as at 30 June 2018 for this project total \$1,001,858. (2017: Funds set aside for multipurpose hall \$1,001,858)

Operating Lease Commitments	2018 Actual \$	2017 Actual \$
<i>Lease commitments under non-cancellable operating leases:</i>		
Not later than one year	5,404	9,076
Later than one year and not later than two years	2,066	5,225
Later than two years and not later than five years	-	1,947
Later than five years	-	-
	7,470	16,248

From February 2016 Raglan Holiday Park Board has entered into a lease agreement for a photocopier. The lease term is for a period of 59 months, and will terminate on 31 December 2020. The agreement costs \$246 per month.

Raglan Holiday Park Board has entered into rental agreements for EFTPOS equipment. The agreement with Leasetech was for a period of four years at monthly instalments of \$96, and the agreement ended 30 September 2018. The agreement with Eftco is for a period of three years at monthly instalments of \$45, commencing 29 November 2016.

Raglan Holiday Park Board has entered into a rental agreement for solar-powered waste disposal units, commencing 10 November 2015. The agreement is for a period of three years at monthly instalments of \$433.

Raglan Holiday Park Board entered into a rental agreement with Big Blue for a water cooler for the office. The cost is \$15 per month for a period of 24 months, commencing 28 February 2018.

8 Revenue Received in Advance

	2018 Actual \$	2017 Actual \$
Annual caravan site rental	152,318	83,043
Other accommodation revenue received in advance	40,833	37,337
	193,151	120,380

Notes to the Financial Statements
for the year ended 30 June 2018



9 Contingent Losses or Gains

There were no known contingent losses or gains outstanding as at 30th June 2018 (2017: \$Nil)

10 Subsequent Events

There are no matters or events that have arisen, or been discovered, subsequent to balance date that would require adjustment to, or disclosure in these financial statements.

Open Meeting

To	Infrastructure Committee
From	Ian Cathcart General Manager Service Delivery
Date	17 September 2018
Prepared by	Karen Bredesen PA to the General Manager Service Delivery
Chief Executive Approved	Y
Reference/Doc Set #	INF2018
Report Title	Service Delivery Report for September 2018

1. EXECUTIVE SUMMARY

This report is to inform the Infrastructure Committee of significant operations/projects commenced, in progress, or completed since the date of the last report.

2. RECOMMENDATION

THAT the report from the General Manager Service Delivery be received.

3. ATTACHMENTS

Dash Board Reports

REPORT

PARKS AND FACILITIES

Contracts

Belgravia

The Huntly pools managed by Belegravia recently won “Belgravia Leisure NZ Facility of the year”. In a tight competition they were unlucky not to get Belgravia Leisure overall facility of the year. To put this into context they beat Mount Albert who is the current holder of New Zealand Reserves Association’s Outstanding pool award.

This was awarded for adherence to Belgravia’s CLEAR (customer service, leadership, excellence, achievements and results) values, excellent NPS results, beating budget, facility growth, mystery shops and onsite visits.

Cushman & Wakefield

Cushman & Wakefield’s contract with Waikato District Council (WDC) ends 30 November 2018. Staff are finalising the review of documentation and new schedules for planned preventative maintenance before going out to tender for the new contract.

Open Spaces

Zero Harm

There were 23 near misses reported by contractors over August with three first aid incidents reported. All first aid incidents were minor and did not require further medical treatment.

WDC continues to undertake joint health and safety audits with our contractors on a monthly basis.

Scheduled Maintenance

Public Facilities Cleaning - OCS

OCS performed well over August with all audited site passing. OCS reported a general increase in graffiti and vandalism within toilets over August. OCS’s contract ends in February 2019. The contract will be going out to the market in the last quarter of 2018.

Arboricultural Services – Franklin Trees

Franklin trees completed all programmed works over August to a good standard. There was little reactive work over this period.

Open Spaces Maintenance - Citycare

Citycare reported a round completion of 98% over August. It was a fairly typical month with little reactive work. Eight quality audits were undertaken over August. Aspects highlighted in the quality audits are used to improve Citycare’s service delivery and increase field staff awareness on Council’s expectations.

Staff continue to monitor the maintenance of walkways within the district. There has been a noticeable improvement and this was reinforced through the following compliment received:

Every morning I take my dog for a walk along the Waipa river walk. I noticed it was getting very scruffy and overgrown mainly due to the winter and bad weather we have been having.

Yesterday morning starting at the Ngaruawahia Road end I noticed an immediate change and later I came across two WDC men working away, blowing the leaves cutting back the undergrowth and generally making a transformation to the once Winter worn path.

I had a chat with them and congratulated them on the difference they were making to the pathway. I saw them again this morning they are doing a marvellous job.

The car park at Ngaruawahia Road end was cleared of some rubbish thrown into the bush, it was all looking good. The final touch would be to grade the car park there are lots of water filled holes.

Mr Mayor it's great to see the WDC looking after one of the Jewells in the Ngaruawahia's crown.

Capital Works and Operational Projects

Parks and Reserves Resealing Programme

Several car parks accessways and reserve roads will be resealed later this year. The Renewals list includes:

- Raglan Recreation Reserve Car Park
- Marine Parade reseal, Papahua Reserve
- Ngaruawahia Cemetery's Jackson Street entrance and accessway
- Lake Puketirini's access road and swale drains
- Huntly Domain Car Park, Taihua Avenue
- Maramarua Cemetery, Accessway and car park reseal

Goal Post Replacements

The rugby posts at Patterson Park, Ngaruawahia and Huntly West Sports Complex are due to be replaced this financial year. The work is scheduled to be completed early December.

The Point Playground, Ngaruawahia

The community have indicated a preference for a "Natural Play" themed playground for The Point Reserve. Natural Play is the integration natural elements, features and activities into the playground. For example, prominent use of logs, plants, sand and rocks amongst the play elements. See photos below for examples.



Photo 1: Logs are common features in "Natural Play"



Photo 2: An example of incorporating traditional play equipment with natural play elements

The feedback from the community has now allowed staff to progress to the design phase of the project. Once the concept designs are complete staff will engage with the community around what elements of the design are preferred.

Garden Renewals District Wide

The planting season is coming to a close at the end of September with a number of gardens having been replanted since May. George Street, Tuakau and Main Street, Huntly garden renovations were completed mid-September (aside from bark/mulch being applied). Staff have received mostly positive feedback from both project. There is further work to be completed in both areas which will commence May 2019.

Te Awa Cycleway from Ngaruawahia to Horotiu had several small areas planted. Some areas will be revisited next year to re-assess and continue the plantings.

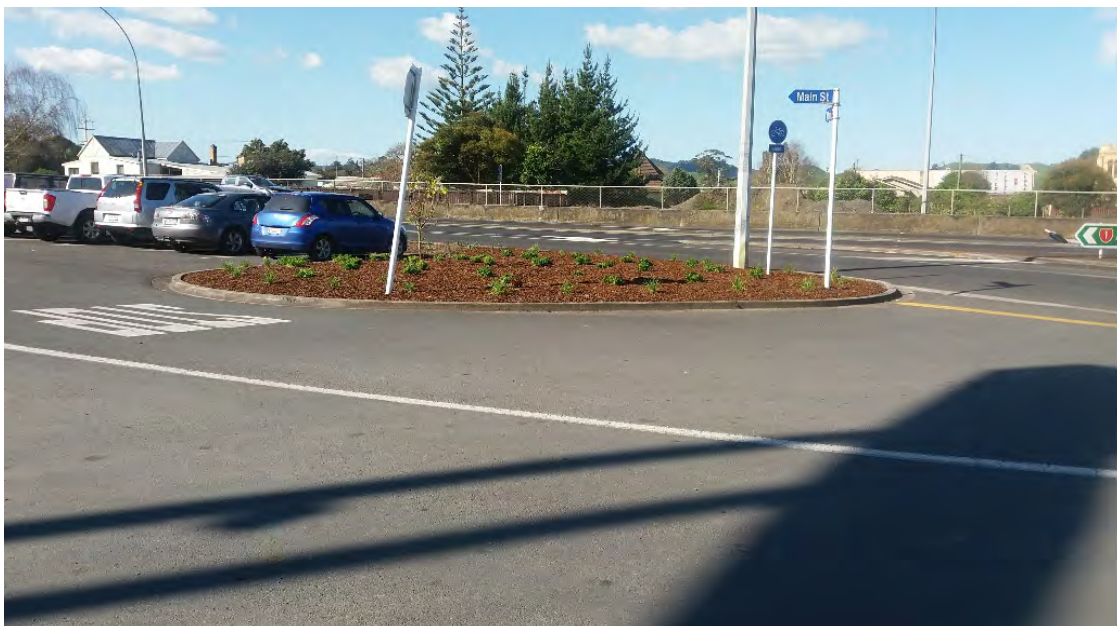


Photo 3: Garden Renewal SH1, Huntly



Photo 4: Perry's Bridge, Te Awa Cycleway, Horotiu



Photo 5: George Street, Tuakau

Garden of National Significance – Woodlands Estate

Woodlands Estate is once again being judged at the end of October for the New Zealand Garden Trust's 'Garden of National Significance Award'. The Council's gardeners have been busy working with the Woodlands Trust to prepare for the judges. Results from the judging will be made available in December.

PROGRAMME DELIVERY

Contract 17/120 - Tamahere Recreation Reserve

The construction methodology and materials for paved areas within the Piazza and other concrete paths have been finalised which has achieved a saving of \$109,759. Materials for the Piazza have been placed on order and work remains on schedule.

All other works associated with this project have been on hold pending receipt of confirmed pricing which has now been received from Foster and is under review.

Skate Park

Construction pricing of the Opus-designed skate park has been received and is \$810,971.41. It was thought at concept stage that pricing received would be significantly less than the allowed budget however only minor savings of \$5,180.51 have been achieved. The negotiated supplier of the skate park, Acid Skate, has current commitments and will only be available in December/January and so enabling works would need to begin within a month. A decision will need to be made soon following review of the contract as a whole.

Playground

The playground budgeted at \$423,456.00, designed by Play Creations, which has been consulted on and accepted by the Tamahere Community Committee, initially came in at around \$1.6M. Using value engineering, including sourcing similar lower-cost items, the playground has been re-priced and has come in at \$864,837.26. This is still over budget by \$441,381.26. It was always expected that this portion of works would be over budget but would be offset by savings on the skate park however this has not been achieved.

Car Park

Pricing for the car park budgeted at \$554,252.49 was received and was significantly over budget. The proposed vehicle crossing designs were reviewed and amended with a reduced cost of around \$60,000.00. The current costing for approval is \$644,761.62 which is over budget by \$90,509.13. This includes the pricing for lighting work with all electrical distribution cabling for the Piazza, playground, skate park and future proofing possible field lighting which accounts for \$112,965.00 of the total cost.

Further savings are being investigated through value engineering and possible scope reduction.

Playground Lighting

The original scope for lighting of the playground and skate park areas was for security purposes only, however through consultation the community requested these be sufficiently lit for night time use of the playground. This increased the cost of the electrical works significantly and it is now recommended to only provide ducting to future-proof playground and car park lighting adjacent to the playground and skate park, and only install lighting for the original intention being security. A request has been made to Fosters to review their pricing based on these lighting requirements.

Fitness Trail

Progress on the fitness trail route remains on hold pending an imminent New Zealand Transport Agency decision on the location of the SH21 cycleway overbridge crossing and resolution of the current budget overrun. The fitness trail does not provide opportunity for additional savings.

Tourism Infrastructure Fund

Planning, design, consultation, and procurement for the Tourism Infrastructure Fund (TIF) programme of works is ongoing.

A variation letter has been submitted to Ministry of Business, Innovation & Employment (MBIE) to account for additional time needed due to consultation and archaeological delays, and to request a funding transfer. The funding transfer is required to reallocate the grant provided for Riria Kereopa Memorial Drive to enable further enhancements to the toilet facilities at Wainui Reserve Main Beach.

Joyce Petchell Car Park Upgrade and Toilet

Car park layout designs are completed, and a review of the stormwater treatment provisions is currently underway, with input from the Stormwater Liason group.

The archaeological assessment is completed and a Heritage NZ authority to disturb application has been submitted. This is expected to be approved and allow construction is get underway in early November. The toilet installation and Stewart Street parking works can progress under an Accidental Discoveries Protocol and staff will confirm installation timing once the contractor is confirmed.

The car park upgrade works have been negotiated with Fulton Hogan who is already established in Raglan undertaking similar car park upgrade works at Papahua. This will require an increase to the approved contract sum for the additional scope to Contract 17/155.

The new four pan toilet installation is planned to occur in October, subject to building consent approvals. A temporary toilet trailer will be provided during the installation work to maintain levels of service to the community.



New Toilet Manufactured

Adjacent Car Park Upgrade at Stewart Street and Fire Station

Car park layout designs are completed. The car park design has taken into account the Raglan wide parking changes and the Waikato Regional Council introduction of a double decker bus service.

The Fire Station car park works are to be undertaken the week beginning 17 September and are to be completed by the Waikato District Alliance. The timing will allow works to be completed in conjunction with the Wainui Road stormwater culvert road closure.

The Stewart Street car park works will commence early in October, following the Wainui Road culvert stormwater upgrade works.

Cliff Street

The toilet supply has been awarded to Exeloo following a tender process. Demolition of the old breeze block facility and installation of the new toilet will occur after the Joyce Petchell toilet upgrade is complete.

Riria Kereopa Memorial Drive

Riria Kereopa Memorial Drive toilet works cannot proceed due to concerns raised during Iwi consultation. A variation letter detailing this has gone to MBIE for approval.

Ngarunui Beach

A concept plan has been developed for the new toilet solution on Ngarunui Beach. Feedback has been sought from Iwi, Raglan Coastal Reserves Committee, the Raglan Surf Lifesaving Club and Raglan Community Board.

Boat Ramps

The proposed work is for Mercer, Narrows, and Elbow Reserve boat ramps.

Mercer

Tata developments are looking at installing a new boat ramp capable to enable a duck bus to negotiate the ramp. Initial discussion with the Waikato Regional Council and Harbour Master have been positive. Staff are looking into minimum requirements for this to be achieved and if a collaborative approach and funding could occur. Discussions are on-going.



Narrows

Schicks have been awarded the works for maintenance repairs to Narrows Boat Ramp. Start date to coincide with low river levels. Extent of works will be to pour flowable grout and install perimeter rocks to prevent further undermining of the ramp support.

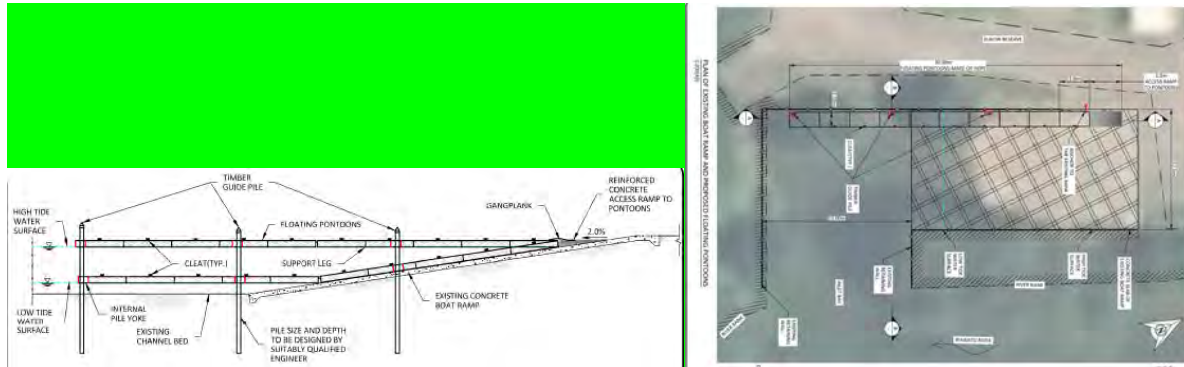


Les Batkin Ramp

Schicks are to provide a quote for the repair works required to be undertaken. Staff are looking into engaging Schicks in conjunction with Narrows boat ramp works and contract.

Elbow Boat Ramp

Bloxam Burnett Oliver have provided an updated plan in line with budget constraints, looking into option around existing retaining walls and condition.



Walkways

Tamahere Walkways Contract 16/174 Base Civil

Construction is continuing for this 1.3km of shared path on Newell Road and is on track to finish ahead of the projected deadline of October 2018. The section currently underway will form part of the Hamilton to Cambridge Te Awa Cycleway.

As this original project scope was funded under a Parks & Facilities project staff are working to bring this shared path under the Te Awa funding umbrella and to apply to the New Zealand Transport Agency to get subsidy on this work.



Newell Road Shared Path Progress Photo

Te Kauwhata Walkways

Planning works continue for the upcoming construction of the loop walkaway via Te Kauwhata Road, Travers Road, and Wayside Road. The Waikato District Alliance have been engaged to undertake these works, starting on Travers Road near Moorfield Road, while land purchase discussions continue with the New Zealand Transport Agency to acquire the necessary land.

Further meetings with a sub-group of the Te Kauwhata Community Committee to discuss the Te Kauwhata walkway/cycleway are planned before any construction commences.

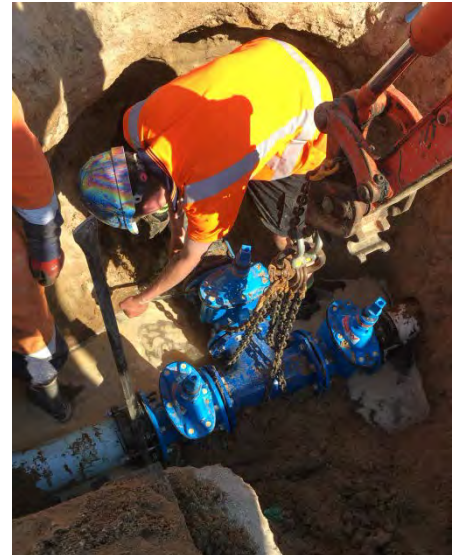
WATERS

District Wide Watermain Renewals - Contract 17/093 Allens United Drainage & Earthworks Ltd

The contract works involve the replacement and upgrade of cast iron and AC watermains over 14 programmed sites, with four additional renewal sites as an initiative by the District Health Board following the outcome of the NZ drinking water standards enquiry.

The construction of all watermain renewal sites have been completed with final walkover and Practical Completion Certificate anticipated for 21 September 2018.

Final project costs have been forecasted to remain under approved contract value and produce a cost saving of approximately \$100,000.



Pipelines

Hopuhopu to Huntly Pipeline (Stage 2)

Contract C15/216 with Te Aratiki Drilling Ltd continues with the commissioning and reinstatement works expected to be completed by late September 2018.



Pressure Testing underway for Hopuhopu to Huntly

Huntly to Hopuhopu Pipeline (Stage 3)

Council has approved the additional funding needed to complete the Hopuhopu to Huntly Pipeline. This includes the Taupiri branch connection and all enabling connectivity improvement works at Huntly and Ngaruawahia water treatment plants. These works were delayed due to on-going property access and unforeseen physical ground conditions in the Stage 2 contract, and were later removed from Contract 15/216.

The contract documents are being prepared to go tender in October, with the Tuakau Bulk Watermain as a combined contract to ensure the package of works are attractive to suppliers.

Stormwater

Raglan Stormwater Reticulation Extensions Contract 17/104 Connell Contractors

Wainui Road culvert upgrade is nearing completion.

These works, designed by BECA to significantly improve stormwater network capacity, involve deep excavation of Wainui Road at the Stewart Street intersection. The Contractor's methodology involves a road closure and detours along Stewart Street, Gilmour Street, Bow Street, and Bankart Street. This road closure is needed to enable these works to be advanced and will ensure the public are excluded for safety reasons. The closure is in force from 20 August for around 10 weeks.

Much interest has come from community groups about the stormwater works. Consultation will continue to be led by the Waters Manager, Karl Pavlovich, to ensure the public are well informed before physical works gets underway and as the project progresses.



Manhole Construction



Significantly challenging Drainage works with multiple services and depths involved

Ngaruawahia, Kent & George Stormwater Upgrade Contract 17/104 Connell Contractors

The planned extension of this pipeline along Kent Street will get underway in early October with Connell Contractors Ltd (part of Contract 17/104).

Wastewater

Pokeno Wastewater Reticulation Scheme, Phase 3

Heritage New Zealand have issued the authority to complete the works and the notification period has commenced. Contract to be advertised for the completion of the private drainage connections.

George Drive (Huntly) Wastewater Renewal (2015/16)

Our contractor (Smythe Contractors) under Contract 15/192 will be recommencing work onsite in October to install a new gravity main and wastewater pump station to allow the abandonment of a blockage prone main under the Huntly Z Service Centre.

Wastewater Pump Station Renewals and Raglan Rising Main Renewals

Contract 17/101 is a measure and value physical works contract to deliver Wastewater Pumpstation and Raglan Rising Main Renewals incorporated into 4 separable portions covering 5 Raglan rising main sites and 25 district wide pumpstation sites.

The contract has been awarded to Spartan Construction Ltd with construction set to commence on 17 September upon completion and approval of pre-start documentation.

Wastewater Reticulation Renewals

Contract 17/102 Wastewater Reticulation tender evaluation is progressing, with a tender report underway to recommend award to the preferred tenderer, Allens United Earthworks and Drainage. The work focuses on critical gravity sewer pipes in Waikato Esplanade, Ngaruawahia along with a short section on Te Kauwhata Road, Te Kauwhata. Tender to be awarded late-September with completion date at the end of February 2018.

Buildings

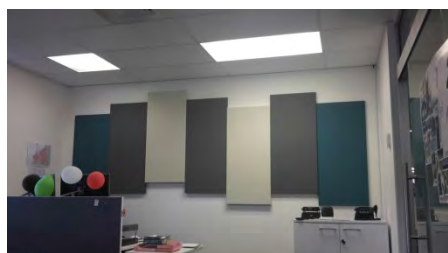
Meremere Library

Construction works contract has been advertised. The existing community hall is to accommodate the doctor's practice. Initial works associated with re-establishment of the Doctor to the community hall has commenced. Date for relocation of Doctor still to be confirmed.



Front of House/Call Centre, Ngaruawahia

Phase 2 components completed recently include continuous counter top height, privacy door and acoustic panels in call centre. Quotes are being received for securing front of house, including a raised floor area.



Ngaruawahia Memorial Hall

Initial remedial works to remove asbestos will commence the week beginning 24 September, notification to adjacent property owners to occur week beginning 17 September. Work to be completed by Asbestos Solutions Limited.

Ngaruawahia Library

Initial discussion with adjacent property owner have occurred for redevelopment of the sites as a collective to improve the outcome and use of the sites as a whole.

Tuakau Library

Request for Expressions of Interest for architectural services to be advertised. Looking at future potential and building design that can be staged with modular unit add-ons over time. Similar in design concept to Te Kauwhata Library.

Tuakau Dog Pound

Inspection of Tauranga Dog Pound facility to occur as identified as an example of best fit for purpose building. Design to be flexible to enable construction to occur at various locations based on property dynamics.

Huntly Grandstand Roof Demolition

Initial discussion commenced and inspections undertaken. Quotes being obtained for the demolition of the roof and also replacement and repair to determine extent of works to be completed within budget.

**Car Parks**2017/18 District Wide Car Parks Upgrade C17/155 Fulton Hogan

The Papahua car park upgrade is completed and was reopened for public use on 14 September.

Ongoing work includes the install of additional rubbish bins (funded by the TIF grant), bollards and safety measures for the pedestrian/road crossing.

This contract will continue onto the TIF Joyce Petchell Memorial Reserve car park upgrade and Stewart Street car park works, to get underway pending Heritage NZ authority. All work expected to be completed by end of November.



Papahua – Car Park Upgrade Works feature a new extended path and raised crossing

WAIKATO DISTRICT ALLIANCE

Summary

August was a safe productive month for WDA with no Lost Time or Medical Treatment Injuries despite a lot of activity on the network.

Maintenance crews focused on unsealed road maintenance, pre-reseal repairs, footpath maintenance and new footpath construction.

Construction crews have commenced work on Highway 22 rehabilitation and have progressed design to enable the rehabilitation programme to be completed early this construction season.

Our Asset Management team has completed the 10 year Forward Work Plan (FWP) analysis and reviewed the skid resistance exception reports. They will commence a daunting three month field verification survey in October.

In summary, a very productive month completing work which will ensure early completion of both the resurfacing and rehabilitation programmes.

Zero Harm

There were no Medical Treatment Injuries (MTI) or Loss Time Injuries (LTI) in August. There were three First Aid Cases (FAC) in August (down on four in July) which have all been reviewed and closed out.

The most significant incident was a first aid case involving a Traffic Controller (TC). While no serious injury occurred this incident had the potential for serious harm.

In this case the TC had his foot run over and stomach clipped by a car while operating a stop/go paddle. The root cause of the incident was driver inattention. There was 800m of visible road before the stop/go paddle, with appropriate signage, but the driver failed to

register the works that were in place. All was found to be in order following a site audit and investigation.

Near miss reporting has been good with 17 near misses reported in August compared to five in July.

Notable high potential near misses include:

- A supply partner's crew filling potholes on a blind corner without traffic management. Traffic was being pushed into oncoming traffic. As a result of the investigation into this incident, disciplinary action was taken.
- While a WDA staff member was driving through a Higgin's worksite a vehicle driving in the wrong lane nearly hit them. The site STMS was informed when the site audit results were discussed.

WDA exceeded targeted audits in all four areas for August (Critical Risk Audits, Safety conversations, Zero Harm and CoPTTMs).

In the last week of August a new phone app, Downer Survey, was rolled out to the wider business. This now enables easier, timelier, and more accurate completion of critical control observations, audits and inspections, SBCs and Zero harm audits.

Maintenance

Unsealed

Heavy grading and metalling continued with three crews on the network throughout August. The on-going wet weather and heavy vehicle movements around the Te Akau area has caused quite a bit of damage to the unsealed network and as a result we have had to undertake a number of unsealed pavement repairs throughout the month. Already 60% of the unsealed metalling budget has been utilised this financial year due to the on-going wet weather and heavy vehicle issues.

Pre Reseal Repairs

Stabilising repair work began in August with a total of 11,400m² of repairs being completed. This work has put us six weeks ahead of our programme compared with this time last year and puts us in a good position to enable resealing to be completed earlier in the season.



Drainage

Three drainage crews have been busy installing culverts and attending to service requests throughout the district. There have also been some minor slips and fallen trees to attend to during the month.

Footpath

Footpath repairs and renewals have been carried out throughout the district. The majority of repairs this month have been completed in Huntly due to trip hazards and poor condition ratings. The remainder of the programme will be scheduled for completion later this year.

Capital Works

Rehabilitation

Design is currently underway for this season's rehabilitation sites. The designs will vary for each project from basic pavement rehabilitation to full geometric and pavement rehabilitation including widening, flush medians and guardrails at sites like Whangarata Road. The first project has commenced on Highway 22.

The resealing programme is set to start in September. A few asphaltic concrete sites have already been completed eg Horotiu Bridge Road. We expect to have all resurfacing completed much earlier than last year.

Asset Management

The Asset Management team have been busy working on forward planning and safety prioritisation work and also assisting with customer service requests and providing evidence for potential claims against New Zealand Transport Agency for previous revocation and Waikato Expressway haulage damages to the network.

2019/20 Renewal Forward Works Programme

The desk top analysis phase, including deterioration modelling, has been completed for the 2019/20 10 year FWP. The Asset Management team is about to commence the field verification phase which will take approximately three months to complete

Skid Resistance

Analysis of the skid resistance exception reports has now been completed with treatments/actions assigned and a programme compiled.

Status of Roading Projects

Rehabilitation

2018/19

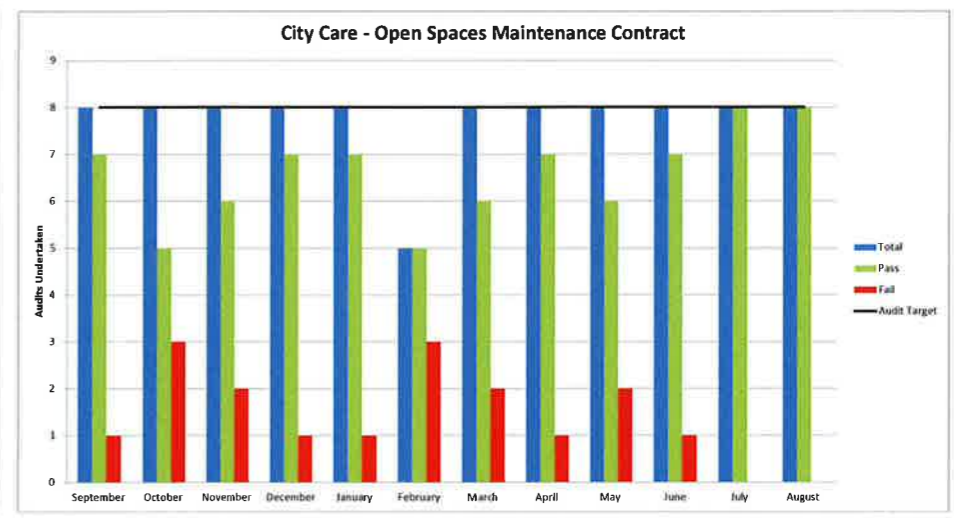
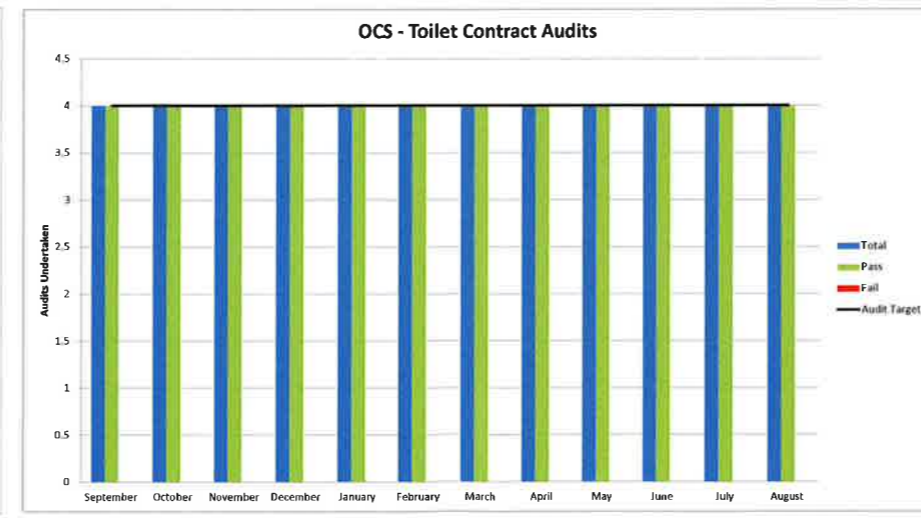
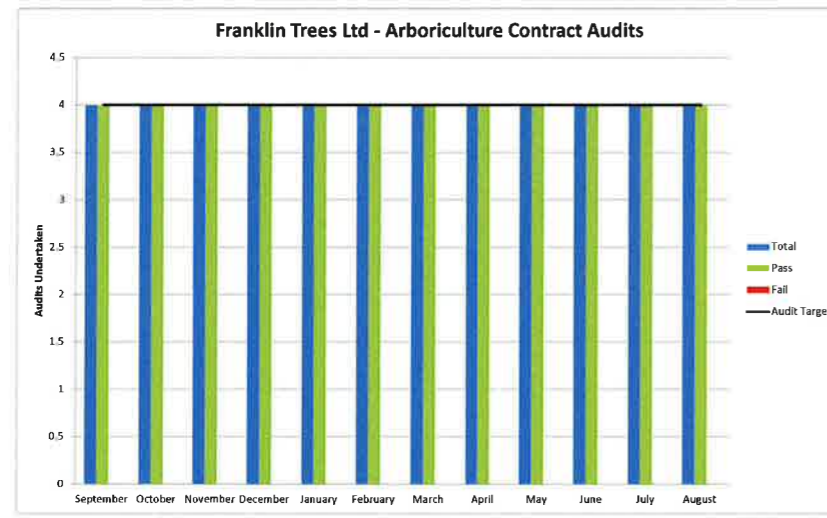
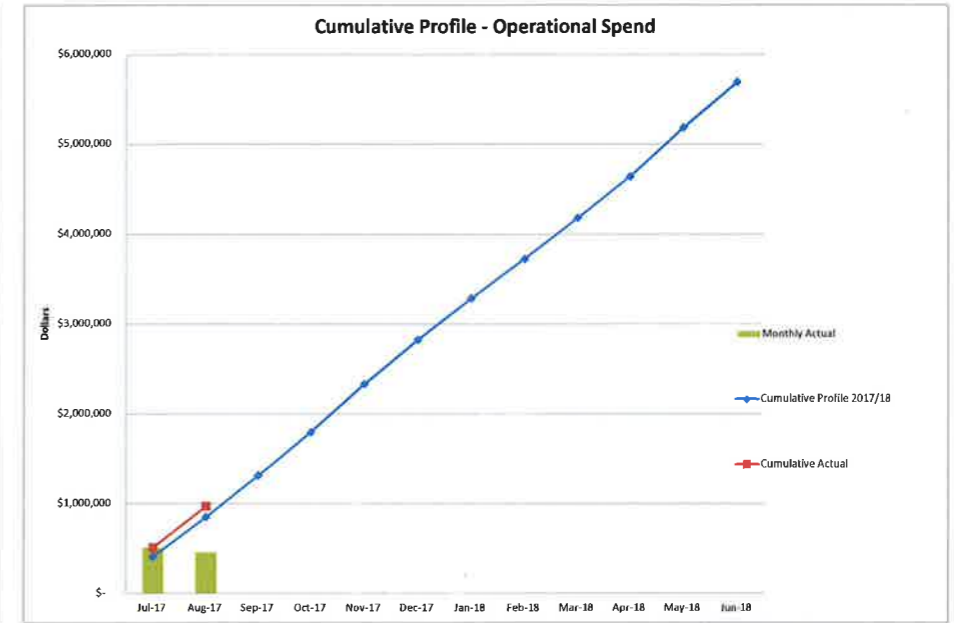
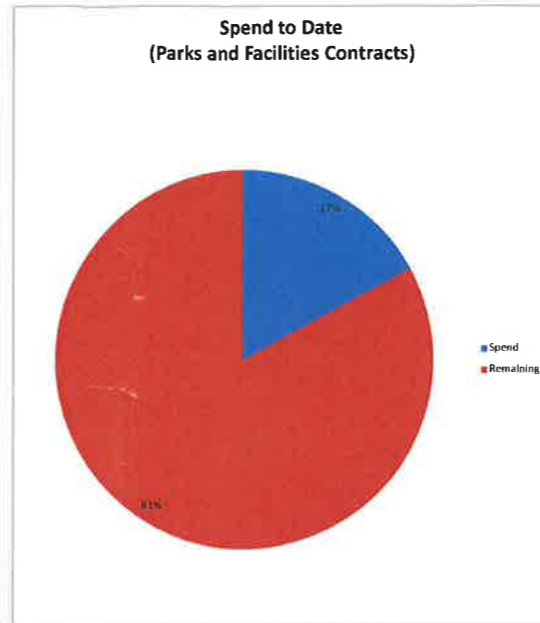
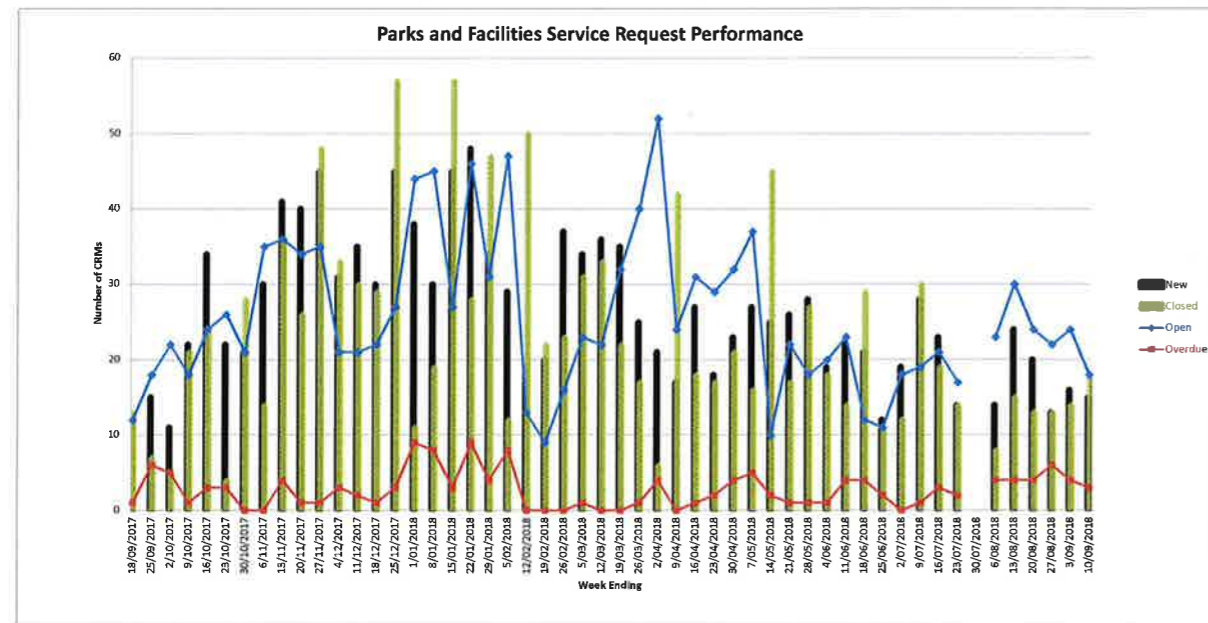
Design and Construction Phase

Name/Location	RP Start	RP end	Lengths (km) to be constructed	Status
HOLLAND RD	5.410	6.945	1.535	Pavement design to be completed
MANGATAWHIRI RD	5.229	5.487	0.258	Construction underway
RAWIRI RD	0.0	0.302	0.302	Construction underway
WAVERLEY RD	2.163	2.576	0.413	Full Design to be completed
NGARUAWAHIA RD	1.474	2.087	0.613	Construction to start September
PIAKO RD	5.910	7.525	1.615	Pavement design to be completed
PIAKO RD	9.080	10.306	1.226	Pavement design to be completed
GREAT SOUTH RD (TAUPIRI)	1.240	1.505	0.265	Pavement design to be completed
HIGHWAY 22	4.700	6.523	1.823	Construction underway
RIVER RD (NGARUAWAHIA)	8.090	8.547	0.457	Full Design to be completed
BELL RD (MANGATAWHIRI)	1.180	2.054	0.874	Designs to be completed
ROTOWARO RD	1.700	2.245	0.545	Pavement design to be completed
STOREY RD (TE HOE)	3.635	4.107	0.472	Designs to be completed
OKETE RD	0.378	1.041	0.663	Designs to be completed
WHANGARATA RD	2.892	3.663	0.771	Final design to be completed, Construction November 18

Activity Dashboard Report

Programme : Open Spaces Operations
 Manager: Megan May

Date: Aug-18
 Version: Final



Service Request Performance:
 The number of service requests received over August is comparative with the previous month. Service requests received over August appear to be random minor maintenance issues with little correlation. Staff are working to action all CRMs in the allotted time frames. Staff expect that with the warmer weather and longer daylight hours the receipt of service requests will increase particularly around mowing of residential verges.

Financial:
 The total operational spend for Parks and Facilities contracts as of August is tracking at 17% or \$970,700 to date. This is within 1% of forecasted operational spend to date.

Audits: City Care (Open Spaces Maintenance Contract)
 The contract specifies that 8 joint site audits are to be undertaken each month in conjunction with the contractor. The audit pass mark is 90% and above. City Care averaged 98% over August. The highest score was 100% and the lowest score 90%.

Audits: Franklin Trees (Arboriculture Maintenance Contract)
 The contract specifies that a minimum of 4 site audits be undertaken each month by both the contractor and Council. The audit pass mark is 95% and above. Franklin Trees audits averaged 100% over the August period. All Audits scored 100% over August.

Audits: OCS (Public Facilities Cleaning Contract)
 The contract specifies that 10% of the Public Cleaning Contract shall be audited each month. An audit pass mark is 90% and above. OCS audits averaged 100% over August. The highest audit scored 100% and the lowest scored 90%. More than 10% of the contract was audited with a total of 4 audits being undertaken.

WAIKATO DISTRICT ALLIANCE DASHBOARD 2018-2019

ZERO HARM AUDITS COMPLETED

Month: **Aug**

Worksite Inspections

TARGET = 23

Traffic Mgmt

TARGET = 25

Critical Control Audits

TARGET = 10

Worked Hours

Env score: 10 | TIM Standard: 75%

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
MTI	0	0	0	0	0	0	0	0	0	0	0	0
LTI	0	0	0	0	0	0	0	0	0	0	0	0
Nearmiss	5	16	0	0	0	0	0	0	0	0	0	0
FAC	4	3	0	0	0	0	0	0	0	0	0	0
ECA	9	14	0	0	0	0	0	0	0	0	0	0
Co/FTM	16	28	0	0	0	0	0	0	0	0	0	0
TMP/CAR	196	205	0	0	0	0	0	0	0	0	0	0
% audits	8.2	13.7	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Worked Hrs	20219	25350	0	0	0	0	0	0	0	0	0	0

SERVICE REQUEST MANAGEMENT

Response time

YTD: 1.01

Ave Mnth: 0.73

Target: <5

Top 5 CRM Types

Type	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Roads Urgent	71	23	0	0	0	0	0	0	0	0	0	0
Roads Routine	67	56	0	0	0	0	0	0	0	0	0	0
Emergency	6	4	0	0	0	0	0	0	0	0	0	0
Road Assessment	156	158	0	0	0	0	0	0	0	0	0	0
Drainage	53	45	0	0	0	0	0	0	0	0	0	0
Total	479	412	0	0	0	0	0	0	0	0	0	0

NETWORK INDICATORS

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Litter collected (tn)	16	14	-	-	-	-	-	-	-	-	-	-	30
Edge marker post(ea)	22	10	-	-	-	-	-	-	-	-	-	-	32
Sign renewals (ea)	53	65	-	-	-	-	-	-	-	-	-	-	118
Potholes filled (ea)	260	442	-	-	-	-	-	-	-	-	-	-	702
Edgebreak repair (m2)	68	-	-	-	-	-	-	-	-	-	-	-	68
Unsealed grading (km)	169	87	-	-	-	-	-	-	-	-	-	-	256
Watertable clean (km)	2.9	3.3	-	-	-	-	-	-	-	-	-	-	6.2
Vegetation mowing (km's)	-	-	-	-	-	-	-	-	-	-	-	-	-
Sweeping (tn)	58	53	-	-	-	-	-	-	-	-	-	-	112

PAVEMENT REHABILITATION WORKS - STATUS

Site name	Options	Testing	Design	Construct	Complete
HIGHWAY 22	█	█	█	█	█
MANGATAWHIRI RD	█	█	█	█	█
RAWIRI RD	█	█	█	█	█
BELL RD (MANGATAWHIRI)	█	█	█	█	█
OKETE RD	█	█	█	█	█
WHANGARATA RD	█	█	█	█	█
HOLLAND RD	█	█	█	█	█
NGARIAWAHIA RD	█	█	█	█	█
PIAKO RD	█	█	█	█	█
PIAKO RD	█	█	█	█	█
WAVERLEY RD	█	█	█	█	█
GREAT SOUTH RD (TAUPIRI)	█	█	█	█	█
RIVER RD (NGARIAWAHIA)	█	█	█	█	█
ROTOWARD RD	█	█	█	█	█
STOREY RD (TE HOE)	█	█	█	█	█

FINANCIAL SUMMARY YEAR TO DATE

Rehabilitation 2018 - 19

Sealing 18-19

Subsidised Maintenance

Unsubsidised Maintenance

Subsidised Renewals

Unsubsidised Renewals

KEY PERFORMANCE INDICATORS

- Zero Harm Trends**
 - Zero harm performance has been better this month and we have seen an increase in near miss reporting. Audits all exceeded the monthly August targets and a phone app, Downer Survey, was released at the end of August to help with the ease of completion, timeliness and accuracy of the audits
- Customer**
 - Customer service requests and complaints are still being closed out effectively and in a very good time frame. 0.8 days was the average response time for August
- Financial**
 - Maintenance spending continued with the footpath repair programme looking to have the majority completed by the end of Sept / Oct. Rehabs have begun in August with Highway 22 completing 600m of an 1,800m rehab. The remaining 1,200m will be finished in September.
- Team**
 - Paul Mcpherson and Gary DelaRue still with WDC in acting roles.
- Risk**
 - The risk highlighted in the BECA bridge structure report was taken into consideration when planning this seasons works. There are high risk property access bridges that may not make the list for repair this year. These will need a risk assessment based on the use over the next 12 months.
- Quality**
 - Supply partner and subcontractor audits are currently being scheduled.
- Bright Ideas/Innovation**
 -

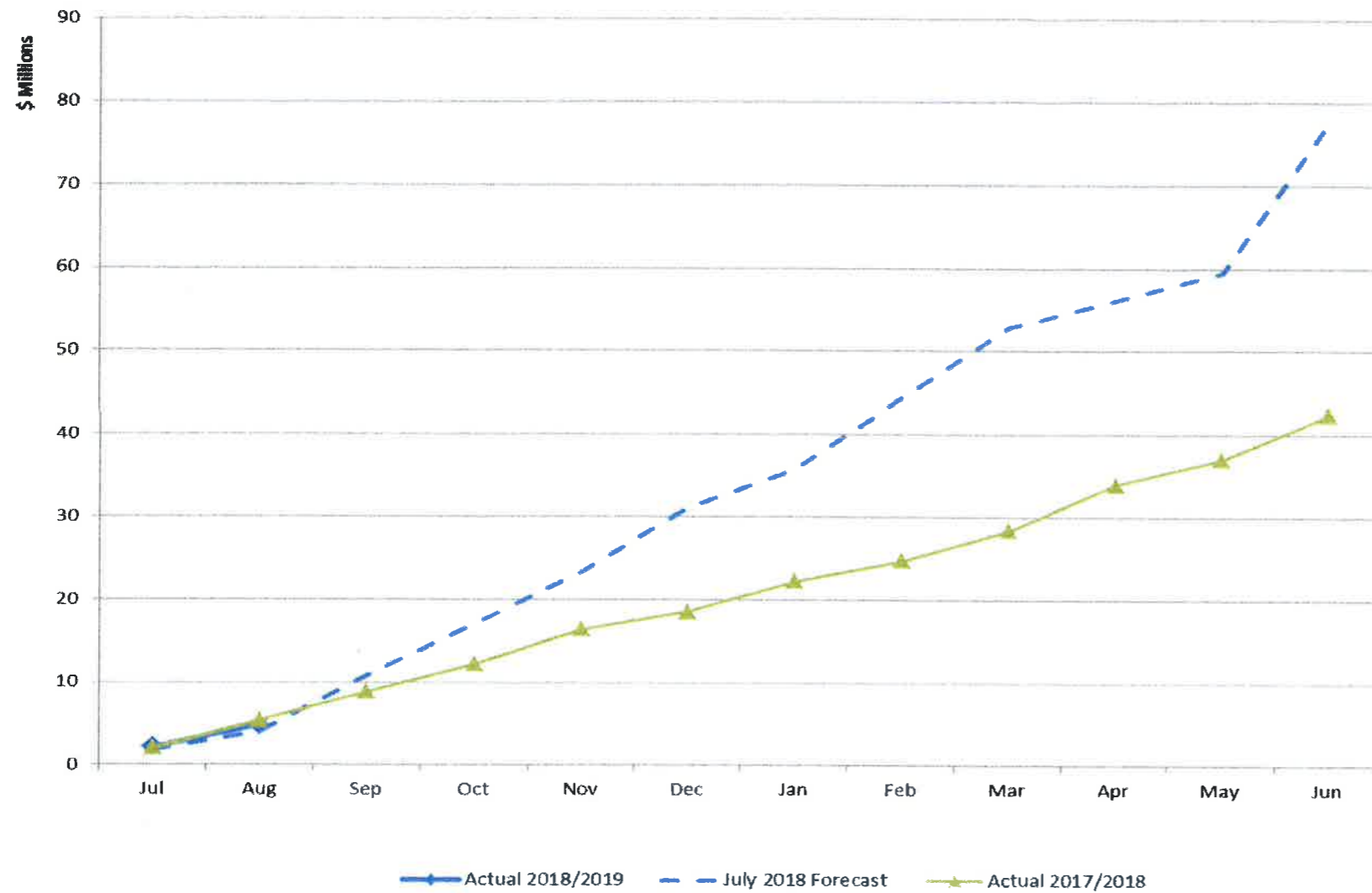
Key

MTI - Medical Treatment Injury
 Near miss - Event that could have the potential to cause harm
 FAI - First Aid Injury
 SBC - Safety Behavioural Conversation

TMP/CAR - Number of TMP/Corridor Access Requests Received
 CCA - Critical Control Audits

Service Delivery GM⁵⁰ Summary - August 2018

Capital & One-off Opex Project \$



Capital & One-off Opex Project Actual/FCast Totals



CAPITAL & ONE-OFF OPEX PROJECTS

Team	Full Year Budget	YTD Forecast	YTD Actual	Fcast vs Actual Variance	Variance %	Variance Status
Roading	52,713,668	1,808,458	2,464,429	-655,971	-36%	
Facilities	28,271,884	1,244,634	1,179,452	65,182	5%	
Waters	51,569,848	1,017,318	1,181,919	-164,602	-16%	
TOTAL	132,555,400	4,070,410	4,825,800	-755,390	-19%	

- Actual 18/19
- Forecast spend
- WNYA 2019/20
- Underway 2019/20
- Savings/Deficit
- Other
- Uncontrollables

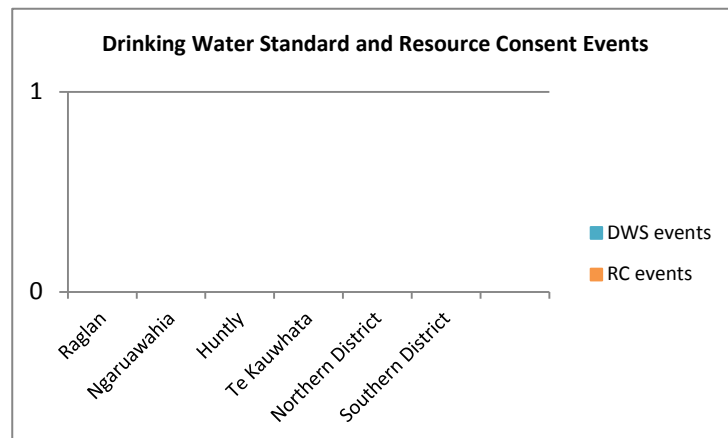
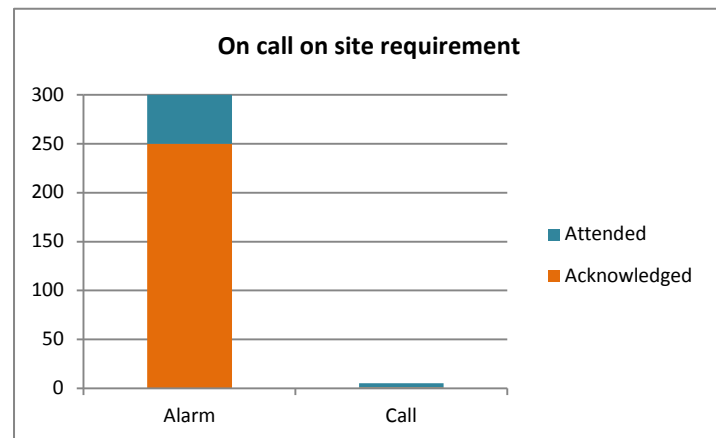
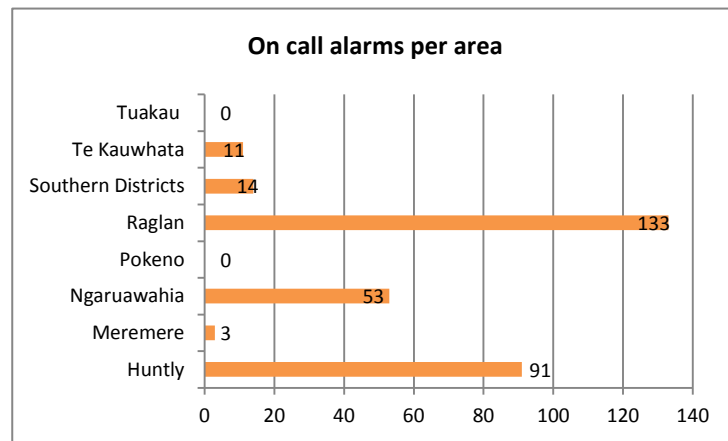
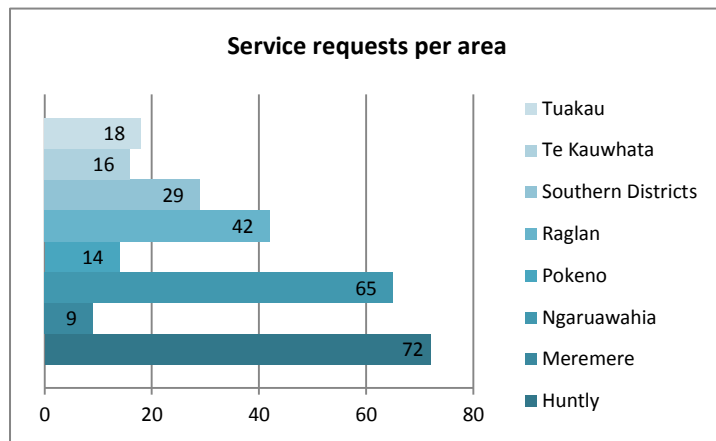
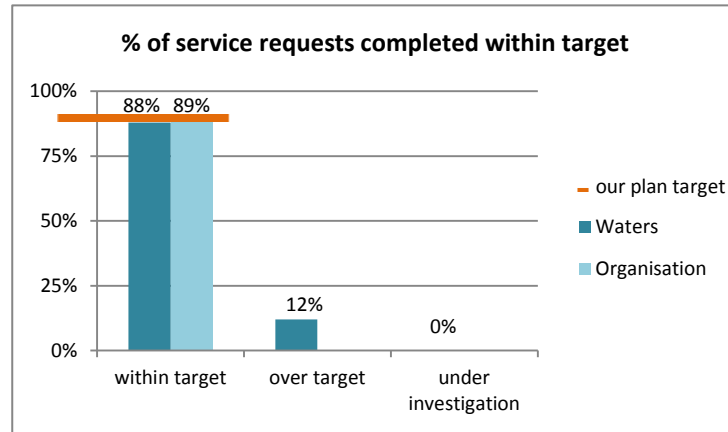
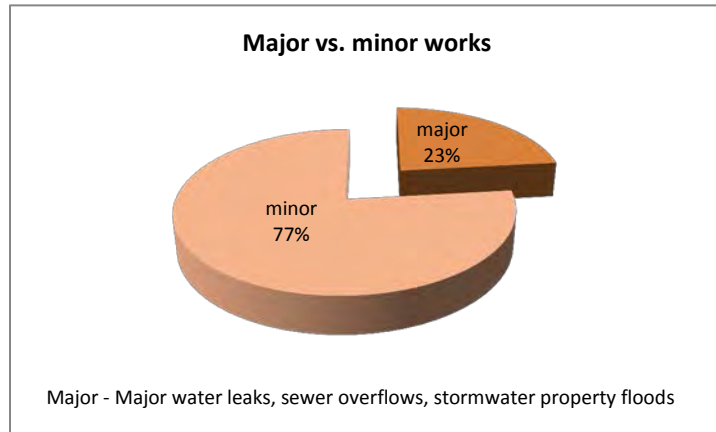
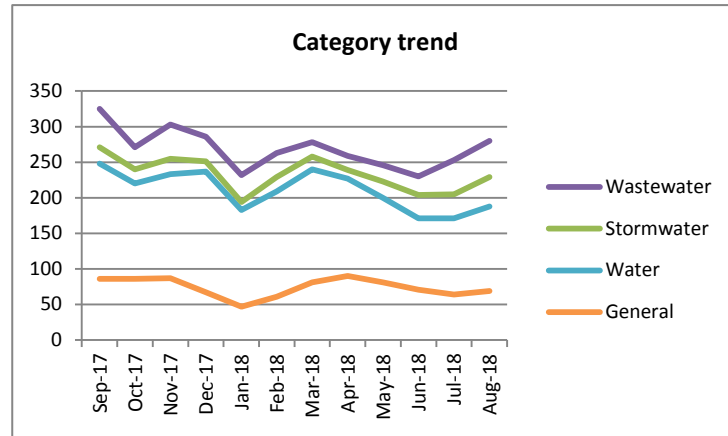
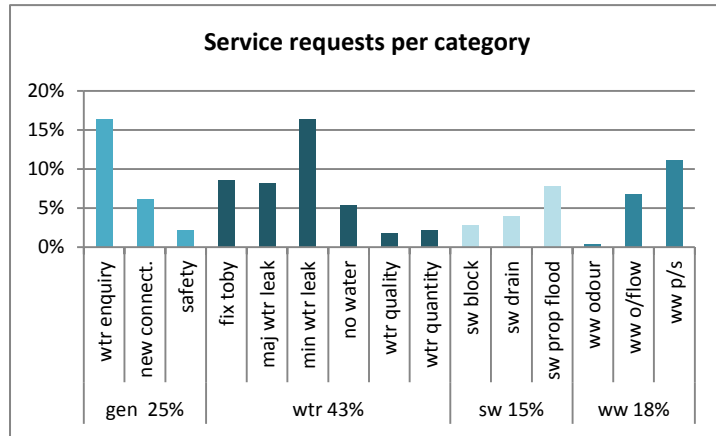
Programme: Waters – District Wide

Manager: Karl Pavlovich

Date: July - August 2018

Version: Final

Service Requests Breakdown



Mandatory Performance Measures – district wide

	Measure	July (16 th -)	August	
Water	The number of complaints received by WDC about drinking water clarity, taste, odour, pressure, flow, continuity of supply	< 17 per 1000 connections	0.33 per 1000 connections (5 complaints)	1.59 per 1000 connections (24 complaints)
	Fault Response Times for Urgent call outs	60 minutes median	43 minutes	52 minutes
	Fault Completion Times for Urgent call outs	240 minutes median	151 minutes	107 minutes
	Fault Response Times for Non-Urgent call outs	1 day median	1 day	1 day
Wastewater	Fault Completion Times for Non-Urgent call outs	5 day median	1 day	1 day
	The number of dry weather sewerage overflows from WDC wastewater system	< 5 per 1000 connections	0.09 per 1000 connections (1 complaint)	0.18 per 1000 connections (2 complaints)
	The total number of complaints received by WDC about the waste water system	< 25 per 1000 connections	0.36 per 1000 connections (4 complaints)	0.99 per 1000 connections (11 complaints)
	Fault Response Times for Sewerage Overflows	60 minutes median	48 minutes	34 minutes
Stormwater	Fault Completion Times for Sewerage Overflows	240 minutes median	163 minutes	151 minutes
	The number of flooding events (affecting habitable floors)	<0.3 per 1000 connections	Nil	Nil
	The number of complaints received by WDC about the stormwater system	<4 per 1000 connections	0.30 per 1000 connections (4 complaints)	0.22 per 1000 connections (3 complaints)
	Median Fault Response Times to attend a flooding event	8 hours	Nil	Nil

Number of Service Requests

	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	YTD
Wtr enquiry	60	65	60	49	44	45	56	60	56	51	45	46	637
New connect.	15	14	22	14		12	19	23	20	17	13	17	186
Safety	11	7	5	4	3	4	6	7	5	3	6	6	67
Toby repair	20	30	23	17	16	16	13	13	16	18	16	24	222
Major wtr leak	15	12	11	25	25	27	20	25	24	23	16	23	246
Minor wtr leak	58	51	64	68	61	74	82	64	51	38	45	46	702
No water	30	20	20	28	24	21	22	14	11	7	14	15	226
Wtr quality	15	12	18	17	1	4	7	3	6	9	8	5	112
Wtr quantity	17	9	10	15	9	6	15	18	12	5	8	6	130
SW block	2	3	2	1	1	10	7	2	6	10	8	8	60
SW drain	3	10	12	9	7	8	8	8	7	6	9	11	98
SW property flood	18	7	8	4	3	2	3	2	10	17	17	22	113
WW odour		1	8	12	9	5	5	3	3	2	5	1	54
WW overflow	11	11	10	12	7	8	6	11	13	14	14	19	136
WW p/station	43	19	30	11	22	21	9	6	8	10	29	31	239

Comments

- Safety grate upgrade project completed for entire district
- Stormwater swale upgrade project in Te Kauwhata completed
- No major events or incidents occurring during this period
- Nil DWS and RC events for this period

DWS Event – compliance measure transgression requiring the Drinking Water Assessor to be notified, transgression is not the same as non-compliant

RC Event – breach of resource consent condition that requires WRC to be notified, this is not necessarily a measure of overall compliance for the year and excludes WWTP laboratory results outside of consent conditions

Open Meeting

To	Infrastructure Committee
From	Ian Cathcart General Manager Service Delivery
Date	18 September 2018
Chief Executive Approved	Y
Reference #	INF2018
Report Title	NZ Rally Events

I. EXECUTIVE SUMMARY

The purpose of this report is to seek guidance from the Infrastructure Committee on Council's appetite for facilitation of rally events on local roads.

Hyundai NZ Raglan Rally of the Coast which is the sixth round of the New Zealand Rally Championship, is scheduled to be held on 13 October 2018.

There has been a mixed reaction to this event and we now have an application for the NZ Silver Fern Rally which is scheduled for Friday 23 November on Otorohaea Trig Road and Saturday 24 November on Kawhia Road. There also appears to be opposition to this proposed rally.

The current procedure includes advertising and a review of submissions with the final approval resting with Council. A Bond is always secured to offset cost of repairs post rally. In the past the Bond has only just covered costs and will be increased in the future.

The approval of rallies on local roads is essentially a strategic decision for Council hence it would be useful if the Infrastructure Committee could provide some guidance on this issue.

2. RECOMMENDATION

THAT the report from the General Manager Service Delivery be received;

AND THAT the Committee approve in principle the upcoming NZ Silver Fern Rally being held on 23 and 24 November 2018 subject to NZ Rally applicants meeting all Council requirements.

3. ATTACHMENTS

Road Closure for Motor Sport Events Policy
Procedures – Manage Applications for Motor Sports Events

Road Closure for Motor Sport Events Policy

Policy Owner	General Manager Service Delivery
Approved By:	Policy & Regulatory Committee
Approval Date:	March 2012
Resolution Number	
Effective Date	March 2012
Next Review Date:	March 2015

Objective(s)

To outline Council's stance on the use of district roads for motor sport events.

Definitions

Motor Sport Event - means an event in which participants' race motor propelled vehicles.

Policy Statements

I. Special Considerations for Motor Sport Events

- i. In assessing applications for closures of roads for Motor Sport Events, Council will consider the following:
 - ii. The potential impact on the roading network in the vicinity of the proposed closure, the affect on any proposed roading capital and maintenance works in the area and the risk to Council of damage occurring to the affected road(s).
 - iii. The availability of alternative routes for motorists. Council may not approve a temporary road(s) closure if such closure is likely to unreasonably impede traffic.
 - iv. The potential impact on adjoining landowners.
 - v. Timeframes around local farming activities eg. lambing, calving, duck shooting etc
 - vi. The frequency of use of any road(s) used for car rallies or hill climbs and/or access to the car rallies or hill climb, will generally not be allowed to exceed 1 per calendar year on unsealed roads and 2 per calendar year on sealed roads.

More frequent use of roads for motor sport events will be dependent on the suitability of the road for that purpose and the size and nature of the event. Consideration may be given to additional events for local clubs should out-of-District organisations exhaust the above allocations.

Where use of a road for a Motor Sport Event has exceeded the thresholds noted above, Council may, on application, consider allowing a further event on the road, and subject to the outcome of public consultation.
- vii. The maximum period of closure of any road for car rallies or hill climbs shall generally be **6 hours**. However, longer closures may be permitted in special circumstances.
- viii. World Rally of New Zealand and Targa NZ have first right to use the roads listed in Appendix A.

2. Motor Sport Events Additional Conditions

Motorsport event organisers operating a Temporary Road Closure on a road controlled by the Council are required to be an affiliated member of Motorsport New Zealand for that event.

Exemptions: The General Manager Roading & Projects may, upon receiving written application from the event organiser grant an exemption/waiver from the requirement to be affiliated to MSNZ where the event organiser can demonstrate they are current members of a motorsport body of similar standing to Motorsport New Zealand, and have appropriate procedures, experience and resources to run an event,

Road closures will only be permitted where the road closure can be carried out in such a manner as to minimise inconvenience to other road users and adjoining property owners.

Road closures will be permitted only on roads where alternative routes exist for through traffic.

Road closures on unsealed roads will only be permitted within the period of 1 October to 30 June of each year inclusive, except for significant rallies where an exception has been sought and approved by Roading & Transportation Committee.

The Applicant must provide a bond with the application for road closure as per Council's Fees and Charges Manual

Prior to Council advertising the proposed road closure the applicant will give written notification to the adjoining residents and property owners and other affected parties of the proposed road closure so as to minimise allow them the opportunity to make a submission on the proposed road closure.

In the event of damage being caused to any fence or other private or public property, temporary repairs to fences and property, The event organiser will identify the property owner/occupier within 48 hours and work with them to carry out the repairs.

All repairs shall be to the satisfaction of the affected property owner.

The approved applicant is required to contact Council's Road Opening Coordinator not less than 15 working days prior to the event to arrange inspections of the affected road(s).

Inspections will be undertaken before and after the event to identify any damage caused to the road due to the event. The applicant is responsible for all costs of repairing any damage identified.

Once damage has been repaired and actual costs recovered from the applicant the bond will then be released.

Failure to arrange the undertaking of these inspections may result in future applications being declined.

3. Days of the year when motor sport events cannot be held on WDC Roads

- (a) Good Friday and Easter Sunday
- (b) Anzac Day
- (c) First Saturday in May (duck shooting opening)
- (d) 1 July – 30 September (Calving & Lambing)
- (e) Christmas Day

4. Right of Appeal

In the event that, as a result of public submission, or non-compliance with the requirements of this policy, an application for a road closure for a Motor Sport Event is

declined, the applicant may, within 10 days of receiving written notice from Council, appeal in writing for a review of this refusal.

This appeal shall be presented to the Roding and Transport Committee for consideration, or if insufficient time is available for the next Roding and Transport Committee meeting, the appeal shall be decided by a sub-committee consisting of His Worship the Mayor, Roding and Transport Committee chairperson, Chief Executive and General Manager Roding & Projects.

The decision of the Roding and Transport Committee or the above sub-committee shall be binding.

5. Temporary Road Closure Applications

Clubs wishing to apply for a temporary road closure for a motor sport event shall refer to Council's brochure on Events on Council Roads and complete the Application for Temporary Road Closure form.

Policy Review

This policy will be reviewed as deemed appropriate by the General Manager Service Delivery, or at least once every three years.

Appendix A

The following roads have first right of use by World Rally of New Zealand and Targa NZ:

World Rally of New Zealand

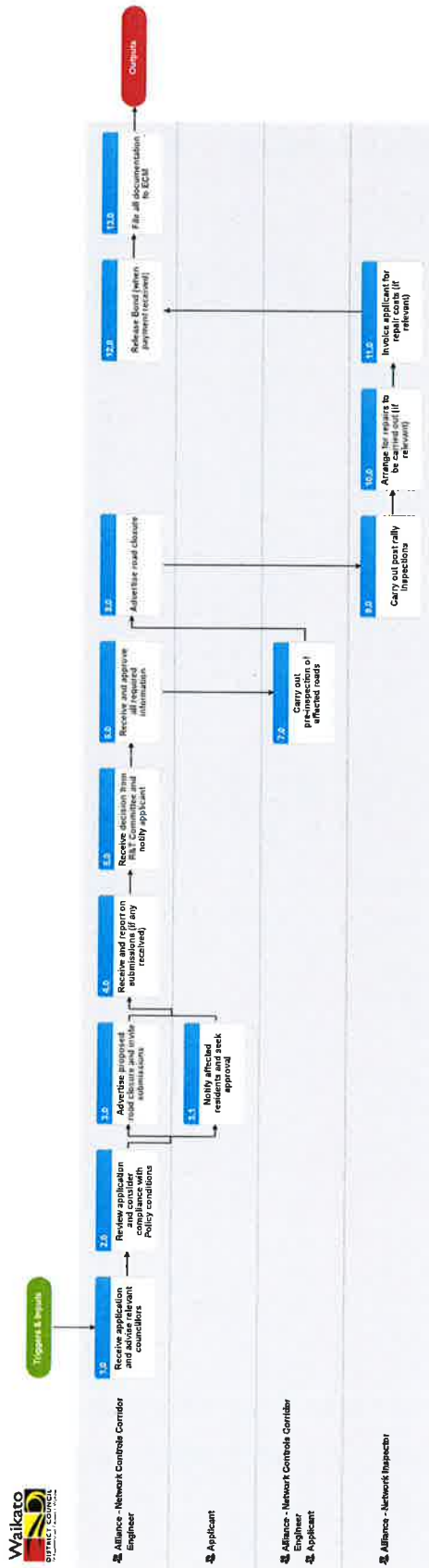
Baker Road
 Dixon Road
 Klondyke Road
 Mangiti Road
 Matakaitaki Road
 Matira Road
 O'Brien Road
 Ponganui Road
 Port Waikato - Waikaretu Road
 Richardson Road
 Ruakiwi Road
 Te Akau Coast Road
 Te Akau South Road
 Te Hutewai Road
 Tukurimu Road
 Waikaretu - Wairamarama Road
 Waikorea Valley Road
 Waimai Valley Road
 Waimaori Road
 Wairamarama Road

 Whaanga Road
 Woodleigh Road

Targa New Zealand

Ararimu Road
 Back Miranda Road
 Bedford Road
 Blakett Road
 Coalfields Road
 Codlin Road
 Collie Road
 Findlay Road
 Forestry Road
 Hetherington Road
 Highway 22 (Logan Road to Glen Murray Road)
 Holmes Road
 Honey Road
 Hunt Road
 Kaiaua Road
 Kauri Road
 Kellyville Road
 Kohanga Road
 Koheroa Road
 Kopuku Road
 Maoro Thomson Road
 Monument Road
 Onewhero – Tuakau Bridge Road
 Perry Road
 Rangiriri Glen Murray Road
 Richards Road
 Robertson Road
 Rotangaro Road
 Smith Road
 Tahuroa Road
 Waikare Road
 Waikokowai Road
 Wairamarama Onewhero Road
 Waiterimu Road
 Whiriwhiri Road
 Woolrich Road

WDA - Manage Applications for Motor Sport Events v14.0



Summary

Objective

To ensure that applications for motor sport events on district roads are considered and managed in accordance with Council's 'Road Closure for Motor Sport Events policy.

To ensure that any damage to district roads, as the result of a motor sport event, is identified and repaired as soon as possible after the event.

Background

Council's policy on motor sport events contains a number of considerations and conditions that must be adhered to when considering applications for such events. Applications from interested parties must be received no less than 90 days prior to the proposed event.

The applicant is responsible for all costs involved with repairing damage to council roads, other council property and private property. Council will initially pay for such repairs and recover the cost back from the applicant.

Owner Jason Marinkovich


Expert Whineray Arries

Procedure

1.0 Receive application and advise relevant councillors

Alliance - Network Controls Corridor Engineer

 Application for Motorsport Event.docx

- a Check if the minimum 90 day application period has been allowed for.
 - b Check what roads are to be used, what other events have been held on those roads in the previous year and if the proposed event is within the specified timeframe if on unsealed roads (1 Oct to 30 June) and not on any of the prohibited days (refer Clause 5 of the policy)
-  Motorsport Events.xlsx
- c Send memo to Quality Coordinator for inclusion in the WDC Infrastructure Committee Report

2.0 Review application and consider compliance with Policy conditions

Alliance - Network Controls Corridor Engineer

- a Check that the event complies with Road Closure for Motor Sport Events policy (attached)

 Road Closure for Motor Sport Events Policy.docx

- b Check that the applicant is an affiliated member of Motorsport NZ

NOTE What if the applicant isn't a member of MSNZ?

The applicant can apply to the GM Service Delivery for an exemption, provided that they can demonstrate that they are members of a similar motor sport body and have appropriate procedures, experience and resources to run an event. (Refer Policy clause 4.1)




- c Check that all other required documentation and information has been provided

NOTE What if required documentation and/or information is missing?


Request the applicant to provide whatever is required to complete assessment

3.0 Advertise proposed road closure and invite submissions

Alliance - Network Controls Corridor Engineer

- a Refer to Activity 8.0 for advertising time frames.
- b Prepare wording for advertisement and send to applicant for approval
 -  Example of Temporary Road Closure for Rally.docx
 -  Example of advertisement for proposed Rally.docx
- c Complete Advertising form (attached) and send to PA Strategy & Support who will place the advertisements
 -  advertising template - July 2018.doc

3.1 Notify affected residents and seek approval Applicant

- a Notify (in writing) adjoining residents and property owners and other affected parties of the proposed road closure
- b Include information on how to make a submission if they wish.
- c Obtain consent from affected parties where relevant
 -  Affected Persons Consent Form.docx


4.0 Receive and report on submissions (if any received)

Alliance - Network Controls Corridor Engineer

- a Collate submissions
- b Report to Infrastructure Committee requesting decision to close road or not
- c Attend meeting and discuss if required

5.0 Receive decision from R&T Committee and notify applicant

Alliance - Network Controls Corridor Engineer

- a Notify applicant of outcome
- b If application approved, request the following:
 - bond (refer current fees & charges)
 - evidence of public liability insurance
 - traffic management plan (TMP)
 - sign boards
 - anything else required to comply with conditions
 -  Fees and Charges
<http://www.waikatodc.govt.nz/CMSFiles/b2/b29f526f-ab01-4dd0-ad8c-d56c74fe1466.pdf>
- c If application declined
 - notify applicant in writing why the application was declined

NOTE Applicant Right of Appeal

If the event is declined, the applicant may, within 10 days of receiving written notice from Council, appeal in writing for a review of this refusal. Then follow activity 4.0b if a review has been requested.

6.0 Receive and approve all required information

Alliance - Network Controls Corridor Engineer

- a Review TMP
- b Check all other required documentation/information is acceptable

7.0 Carry out pre-inspection of affected roads

Alliance - Network Controls Corridor Engineer, Applicant

- a Liaise with applicant and arrange for pre-event inspection

NOTE When should this inspection take place and who needs to be involved?

The inspection should take place not more than 15 days before the event.

The relevant Alliance Network Inspector carries out the inspection with the applicant.

- b Record any existing deficiencies identified on the roads to be used for rally

8.0 Advertise road closure

Alliance - Network Controls Corridor Engineer

- a Place initial advertisement for road closure 76 days before the event.
- b Allow 30 days for public comments.
- c If application is approved, place final advertisement 2 weeks before the event
- d Refer Step 3.0 above for details

9.0 Carry out post rally inspections

Alliance - Network Inspector

- a Liaise with applicant to arrange inspection

NOTE When should this post-rally inspection be carried out and who is involved?

The inspection must be carried out within 3 days of the completion of the event. Wherever possible, the same team that carried out the pre-event inspection should be involved.

- b Refer to pre rally inspection record for any deficiency prior to the rally.
- c Note any damage incurred to WDC roads, property and private property.

10.0 Arrange for repairs to be carried out (if relevant)

Alliance - Network Inspector

- a Request the appropriate Supply Partner to carry out any necessary repairs.

11.0 Invoice applicant for repair costs (if relevant)

Alliance - Network Inspector

- a Request invoice be sent for repairs carried out.

12.0 Release Bond (when payment received)

Alliance - Network Controls Corridor Engineer

- a Send a letter to Motorsport New Zealand to release bond to relevant Motorsport Club.

13.0 File all documentation to ECM

Alliance - Network Controls Corridor Engineer

- a File all documentation, including a copy of the invoice, and details of remedial work, to ECM, under TTR0703, Customer and streets.

Triggers & Inputs**TRIGGERS**

Starts	Frequency	Volume
Application for motor sport event received	adhoc	10 per year
Motor sport event completed	ad hoc	3-5 per year

INPUTS

Input	From Process	How Used
Road Closure for Motor Sport Events Policy	Policy	To check application and ensure policy conditions are met
Application for motor sport event	Policy	To review information regarding proposed event
Advice that event has been completed; knowledge of roads involved	Policy	To carry out route inspection and assess any damage caused.

Outputs & Targets**OUTPUTS**

Output	To Process	How Used
Approval for event to proceed	Carry out post-event road inspection	Ensure that policy and any other specific event conditions are met

PERFORMANCE TARGETS

Measure	Target
No complaints received and any damage to council or	Motor sport events are managed in accordance with

private property repaired
immediately after the event

Council's Road Closure for
Motor Sport Events Policy

Process Dependencies

PROCESS LINKS FROM THIS PROCESS

None Noted

PROCESS LINKS TO THIS PROCESS

None Noted

RACI

RESPONSIBLE

Roles that perform process activities

Alliance - Network Controls Corridor Engineer, Alliance - Network Inspector, Applicant

ACCOUNTABLE

For ensuring that process is effective and improving

Process Owner Jason Marinkovich

Process Expert Whineray Arries

CONSULTED

Those whose opinions are sought

STAKEHOLDERS

Councillors

STAKEHOLDERS FROM LINKED PROCESSES

None Noted

INFORMED

Those notified of changes

All of the above. These parties are informed via dashboard notifications.

Process Approval

Date	Approver	Type
Approval bypassed	Madelina Baena-Escamilla	Process Group Approver
Approval bypassed	Whineray Arries	Process Owner
27-08-2018 (GMT)	Madelina Baena-Escamilla	Promaster

Published on 27-08-2018 (GMT) by Madelina Baena-Escamilla

Open Meeting

To	Infrastructure Committee
From	Ian Cathcart General Manager Service Delivery
Date	18 September 2018
Prepared by	Michelle Smart Property Officer
Chief Executive Approved	Y
Reference #	INF2018; 03910/210.00
Report Title	Stopping of Unformed Roads, Bartell Block at Pokeno

I. EXECUTIVE SUMMARY

The staged development of the Gateway, Hitchen and Bartell Blocks at Pokeno is being carried out by Pokeno Village Holdings Limited (“the applicant”). The development impacts a number of unformed roads.

In November 2014, Council resolved that the unformed roads located within these Blocks be declared surplus to Council requirements, and be stopped utilising the provisions of the Local Government Act 1974. The stopping and disposal (transfer) of the roads within the Gateway and Hitchen Blocks has been successfully completed.

The applicant is completing the development of the Bartell Block. Portions of unformed Pokeno Street and Unformed Regina Street are located within the Bartell Block.

A new road is under construction in the Bartell Block. That road will become open and operational in advance of the road stopping action being able to be completed, if the road stopping action be carried out utilising the provisions of the Local Government Act 1974.

This represents a significant obstacle to the applicant.

The recommendations of this report, if approved, propose an alternative legal mechanism to achieve the road stopping action (from what was originally resolved), to instead enable the road stopping action to be completed in accordance with the provisions of the Public Works Act 1981.

2. RECOMMENDATION

THAT the report from the General Manager Service Delivery be received;

AND THAT the unformed portion of Regina Street, and the unformed portion of Pokeno Street (shown as Section I SO 502528) which have previously been declared to be surplus to Council requirements, be stopped in accordance with the provisions of the Public Works Act 1981;

AND FURTHER THAT Section I SO 502528 be transferred to Pokeno Village Holdings Limited (or nominee) at a price established by valuation and to be within property policy;

AND FURTHER THAT the proceeds of sale be credited to the Property Proceeds Reserve;

AND FURTHER THAT the Chief Executive be delegated to execute all relevant documentation.

3. BACKGROUND

The applicant has progressed the development of the parcel of land known as the “Bartell Block”. Refer Attachment I: Location Diagram.

In November 2014, Council resolved (INF 1412/06/6) that the unformed roads located between Pokeno Road and Hitchen Road (specifically located within the Gateway, Hitchen and Bartell Blocks) be declared surplus to Council requirements, to be stopped in accordance with the provisions of the Local Government Act 1974, and that when stopped be transferred to the applicant (who is the adjacent developing owner) at market valuation.

The stopping of the roads in the Gateway and Hitchen Blocks, and the transfer of ownership of the resulting sections of land has been successfully completed utilising the provisions of the Local Government Act 1974.

As a direct consequence of the staged development of the Gateway, Hitchen and Bartell Blocks, the survey of the unformed roads located within the Bartell Block (being an unformed extension of Regina Street, and unformed Pokeno Street) was not completed until 2016, some two years after the road stopping actions commenced in the Gateway and Hitchen Blocks. The survey information has only recently been provided to Council staff.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

The applicant is currently completing the construction of a new road alignment within the Bartell Block.

The new road will become open and operational in advance of the road stopping action being able to be completed, should the road stopping action be carried out utilising the provisions of the Local Government Act 1974.

This represents a significant obstacle to the applicant, as:

- i) It will delay the issue of the new certificates of title;
- ii) The unformed road will be the legal road, and the public use of the new constructed road alignment may in effect amount to trespass.

This report proposes to remedy the situation by carrying out the road stopping action in accordance with the provisions of the Public Works Act 1981.

The Public Works Act road stopping process does not provide for public notification, as such this process is only used in very limited circumstances: the unformed road is fully enveloped within the landholdings of one owner; and an alternative road alignment is to be provided.

Should the recommendations of the report be approved, the road stopping action can be completed within a condensed timeframe of 3 months.

The resulting section of land arising from the road stopping action will be legally known as Section 1 SO 502528 (Refer Attachment 2: SO 502528).

It is intended that Section 1 SO 502528 will transfer for amalgamation, to the applicant at market valuation. The applicant has previously agreed to meet the costs associated with the process which includes survey costs, valuation fees, gazettal and legal fees.

4.2 OPTIONS

Option 1: Council can approve the recommendations of this report.

This will allow the road stopping processes to be completed via the alternative legal mechanism provided for in the Public Works Act 1981.

This option is recommended.

Option 2: Council can decline the recommendations of this report.

The road stopping processes will be completed utilising the provisions of the Local Government Act 1974 in accordance with the original resolution (INF 1412/06/6).

This represents a significant obstacle to the applicant, and poses a further legal complication in that the unformed road will remain the legal road, despite the new constructed road alignment being open and operational. That would see the use of the new constructed road in effect amounting to public trespass.

This option is not recommended.

5. CONSIDERATION

5.1 FINANCIAL

The adjacent developing owner has previously agreed to meet the costs associated with the process which includes survey costs, valuation fees, gazettal and legal fees.

The proceeds of sale be credited to the Property Proceeds Reserve.

5.2 LEGAL

Council must follow the correct legal framework in order to process a road stopping application. Applications are considered under either the Public Works Act 1981, or under the Local Government Act 1974.

The Public Works Act 1981 is a relatively streamlined and therefore quicker process but can only be used where there is no wider public interest (that is to say, where the road which proposed to be stopped is fully enveloped within the landholdings of one owner); or in circumstances where an alternative legal road alignment is to be provided.

The power of sale is contained within the general competence provisions of s.12 Local Government Act 1974.

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

The stopping of the unformed roads within the Gateway, Hitchen and Bartell Blocks is a key component in order to facilitate the subdivision and development of the land.

The stopping of the roads in the Gateway and Hitchen Blocks have been successfully completed.

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

The purpose and scope of the Significance and Engagement Policy is to enable the Council and its communities to identify the degree of significance attached to a particular issue, proposal, assets, decisions and activities. It is also to provide clarity about how and when communities can expect to be engaged in decisions made by Council. Further, it is intended to inform Council from the decision making process about the extent, form and type of engagement required.

The Policy requires Council to take into account the degree of importance and determine the appropriate level of engagement, as assessed by the local authority, of the issue, proposal, decision or matter, in terms of the likely impact on, and consequence for :-

- (a) The district or region;
- (b) Any persons who are likely to be particularly affected by, or interested in, the issue, proposal, decision or matter;
- (c) The capacity of the local authority to perform its role, and the financial and other costs of doing so.

The Policy identifies roading as a core service and significant activity of Council, and the roading network as a whole to be a strategic asset.

The unformed roads within the Gateway, Hitchen and Bartell Blocks have previously been declared to be surplus to Council requirements, and available to be stopped and disposed of (transferred). This report proposes a different legal mechanism, from what was originally resolved, to achieve that outcome.

6. CONCLUSION

It is now desirable to stop the portion of unformed Pokeno Street, and the portion of unformed Regina Street located within the Bartell Block utilising the provisions of the Public Works Act 1981.

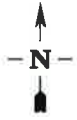
The section of land arising from the road stopping process will be transferred at a price established by market valuation, and within Property policy. The applicant will meet the costs incurred through the process.

A new constructed road alignment will be provided as part of the subdivision of the Bartell Block.

7. ATTACHMENTS

Attachment 1 : Location diagram

Attachment 2 : SO 502528



Waikato District Council does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that WDC shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information

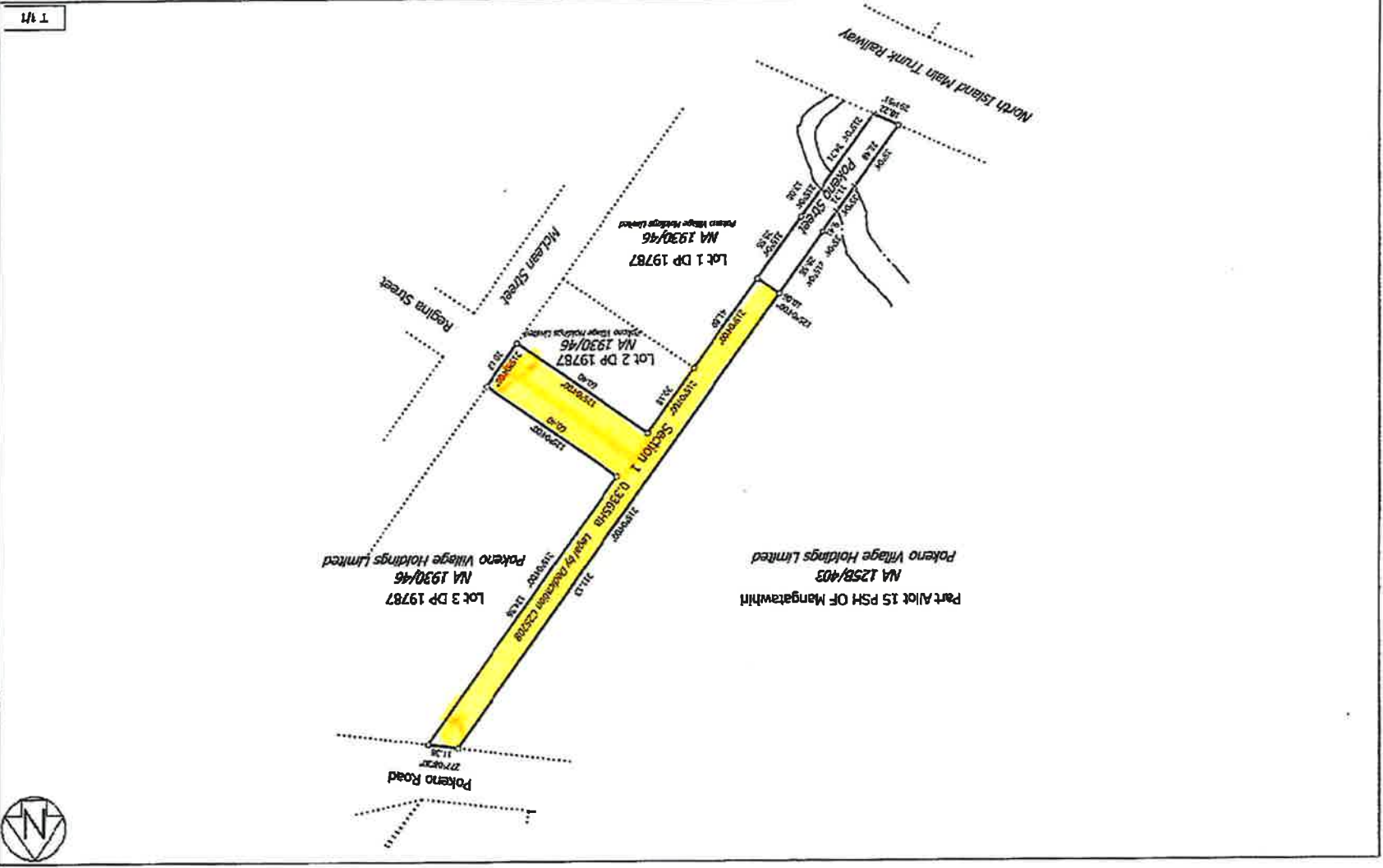


Land District: North Auckland
Digitally Generated Plan
Generated on 22/09/2016 2:37pm Page 2 of 2

Section 1
Surveyor: Steven Robert Mills
Firm: Harrison Gilmore Consultants Ltd

Title Plan
SO 502528
Approved on: 20/09/2016

1/11



Open Meeting

To	Infrastructure Committee
From	Ian Cathcart General Manager Service Delivery
Date	17 September 2018
Prepared by	Donna Rawlings Projects Team Leader
Chief Executive Approved	Y
Reference #	INF2018
Report Title	Huntly War Memorial Hall – Update and Funding Movement Request

I. EXECUTIVE SUMMARY

The community project group ('the project group') has provided a work plan and cost estimate for initial works required to allow the Huntly War Memorial Hall to reopen and be available for public use.

This report has been prepared to request existing 2018/2028 Long Term Plan funding be brought forward to allow this initial work to be completed on the Hall in the short term.

2. RECOMMENDATION

THAT the report from the **General Manager Service Delivery** be received;

AND THAT Council agrees to bring forward a total of \$140,000 of existing funding from the 2019/2020 year (\$50,000 under ICC10010.0220) and 2020/2021 year (\$90,000 under ICC10010.0121).

3. BACKGROUND AND DISCUSSION

Following on from the July report to Council (via Infrastructure) the project group has been assessing the work required to reopen the Hall. The intention is to get the Hall into a clean, tidy and safe condition so that it can be available for public use.

Previous discussions with the General Manager Service Delivery and General Manager Strategy & Support indicated support to allow the project group to complete the roof repairs and water damage works as a "test case". This will allow Council to see how we can work with community led groups to achieve an outcome.

This includes consideration of how:

- Council's Zero Harm policies impact projects with a mix of volunteer and tradesman labour;
- Council's Procurement policy impacts procurement and purchase of goods services when there is an element of volunteer work or goods provided for cost, particularly when provided through suppliers that Council does not have existing relationships with;
- Quality will be guaranteed.

Once the initial works have been completed the project group will report back to Council with overall outcomes and total cost. This will include further detail on how the work was undertaken and how Council's policies were considered throughout (thus providing a template for future community led projects).

The project group is made up as follows:

- Des Maskell – project management and building control background
- Tony Perkins – qualified electrician
- Graham Gunn – registered builder
- Sandra Stewart – Huntly Community Board
- Councillor Frank McInally
- Donna Rawlings (Council – Projects Team Leader)

The initial work includes addressing water ingress issues, removing water damage, addressing any Zero Harm concerns and general maintenance so that the Hall is clean and tidy.

The project group has been utilising internal knowledge and expertise alongside working with qualified tradesmen to plan and cost the work required. Some materials have been sourced at cost and labour has been offered free or for discounted rates. An initial work schedule and costing has been provided in Appendix I detailing the planned works and cost.

At a high level this initial work will include:

- Removal of water damage in kitchen and re-clean of kitchen area and obtain confirmation it is clear of mould spores;
- Removal of defunct gas hot water cylinder (gas supply has been cut off from the Hall);
- Addressing water ingress issues – works required to make the roof watertight;
- Remove water damage;
- Electrical works to allow the Hall to be reconnected to the mains power supply;
- Addressing fire safety or building warrant of fitness issues (if any);
- General tidy up and clean of hall facilities.

As indicated at Appendix I this initial work has been costed at \$131,430, this includes a \$21,905 overall contingency to allow for unknowns associated with the water damage. This report requests that a total of \$140,000 be brought forward to combine with current year budget of \$60,000. This will allow the project group to continue planning and refurbishment work once the roof test case works have been completed.

The project group are aiming for an initial open day to coincide with the World War I Centenary (11 November 2018) so that the Hall can be used as part of the celebrations.

Mould

The Hall has been treated and cleared of mould except for the kitchen area which failed testing. The kitchen remains closed off for general access (via a plastic sheet curtain) though the project team is still able to access using the appropriate PPE.

There is significant water damage and resulting mould growth due to the roof leaking in, and around, the hot water cylinder (which is situated in the kitchen). The water damaged wall lining and framing will need to be removed before the area can be re-treated. The gas hot water cylinder will also be removed to allow the work to occur. Gas supply was cut off to the Hall at the boundary when the Hall was closed. It is anticipated that gas supply will not be reconnected due to the cost associated with replacing the old gas lines.

Water ingress

The roof, water leaks and water damage have been examined by a registered builder. The majority of the leaks have been caused by:

- Rusted/damaged internal guttering and flashings;
- Incomplete spouting/downpipes/header pipes (due to removal and/or damage) causing water to pond;
- Inadequate installation of temporary roof.

A more detailed breakdown of the work required to prevent further water ingress is included in Appendix I.

Electrical works

The project group, alongside WEL Energy (electrical inspector Greg McCutcheon) has assessed the work required to allow the Hall to be reconnected to the mains electricity supply. Materials have been sourced at cost and labour will be free to complete rewiring as needed. Any works will be signed off as appropriate.

Fire safety and building warrant issues

The project group has arranged a fire safety audit of the building to be completed and will complete works as required. Building standards require a new disability access ramp which will be completed in these initial works with a disability toilet/s planned in future works.

General tidy up and clean

Once the water damage and ingress has been addressed the Hall will require a general tidy up and clean. This will include some painting and repair work though will not be an extensive refurbishment. The Hall bathrooms (and kitchen, once the mould issue has been addressed) are in usable condition and will be functional once cleaned. Future works will include a more extensive refurbishment of the facilities.

All work will be completed using qualified tradesmen and volunteers as appropriate. Work will be signed off by qualified tradesmen (i.e. electrical work, fire safety work) and all work will be supervised by the project group.

The project group is working with Council's Zero Harm team to ensure any works completed meet the necessary Health & Safety requirements and Health & Safety documentation is in place to reflect this.

Costs for any work to be completed will be reviewed against similar previous works to ensure value for money is achieved.

Hall maintenance and operations going forward

A long-term maintenance and work programme is being developed by the project group to address building usability issues, legislative requirements and for general refurbishment, this will be addressed at a later date.

The project group would like to form a Hall committee in future to take over the ongoing operations, maintenance and future refurbishment of the hall. It is anticipated that this would be conducted under Council's existing Terms of Reference (ToR) for halls.

4. CONSIDERATION

4.1 FINANCIAL

There is existing capital budget in the 2018/2028 Long Term Plan as outlined below.

	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
ICC10010.0XXX	\$60,000	\$102,200	\$313,345	\$320,239	\$327,604

This budget was included in the Long Term Plan to allow for work on the Hall if the community supported the works.

This budget is loan funded with repayments being made from the Huntly Halls Operating Reserve (8290) and Huntly Halls Replacement Fund (8494). The reserve balances are included as an Appendix to this report (Appendix 2).

Bringing funding forward will not materially impact the reserves and should not require any change to the targeted rate to cover the works. Any surplus budget will be carried forward into the 2019/2020 year to allow for the long-term maintenance and work programme.

It is requested that:

- \$50,000 be brought forward from the 2019/2020 year
- \$90,000 be brought forward from the 2020/2021 year

The project group is confident required work can be completed for less than the existing Long Term Plan budgets (as outlined above) and anticipate that once the Hall is operational (and being operated under the ToR) funds will be raised through hireage of the Hall and outside funding providers. The project group do not want any increase in targeted rate to fund the overall work programme.

4.2 LEGAL

Alongside the consultation required around any increase to targeted rate (if required), the structure of the community project group will need to be considered. This would allow the group to contract with Council to agree deliverables. Alternatively, a contract can be made through a building company to allow payment for goods and services as required.

The accountability for the outcome of each work package will need to be considered and how this is contracted or agreed will need to be resolved at the outset.

4.3 COUNCIL POLICY AND PROCEDURES

Council is bound by a number of policies and procedures that will impact how the work is carried out. In particular, Council has policies around:

- Procurement
- Zero Harm
- Significance and Engagement

These are being considered as work is planned and completed.

5. OPTIONS

Option 1: As outlined in the July report to Council (via June Infrastructure) consultation respondents support the refurbishment of the Hall. This consultation anticipated Council working with a community group to complete these works to allow costs to be kept to a minimum.

This option is to bring forward funding to allow the initial works (and potential future works) to be completed by the community group. This will allow the refurbishment of the Hall to begin so that the Hall can be reopened and available for public use. Bringing forward existing Long Term Plan funding will not materially impact the Huntly Hall reserves.

This option is recommended.

Option 2: Not allow funding to be brought forward. This will mean the initial work will not be completed and the Hall will not be able to be reopened. It is likely the Hall will further deteriorate due to the water ingress issues not being addressed.

This option is not recommended.

6. CONCLUSION

This report requests that Council approve budget be brought forward to allow initial works on the Huntly Hall to be completed. The community project group are aiming for the Hall

to be reopened and used by the community, ideally coinciding with the World War I Centenary celebrations.

7. ATTACHMENTS

Appendix 1 – Initial work schedule and costing

Appendix 2 – 2018/2028 Long Term Plan balances Huntly Hall Reserves

**HUNTLY COMMUNITY PROJECT GROUP working alongside FRIENDSHIP HOUSE HUNTLY
COMMUNITY CHARITABLE TRUST**

Site Ref: **Huntly War Memorial Hall**

The group has made an extensive survey (investigations) of the Roof structure on the above building. And we have come to the conclusion that a separate costing for each item would not only take up considerable time but would also increase costs by having to itemise each element and have decided to report as follows. The roof, as a whole, is in a reasonable condition for its age apart from some areas that have been poorly maintained and repaired. The purpose of this work is to address water ingress issues, remove water damage and address general maintenance issues. The elements deemed to be included as follows:

All Roofs

1	Complete a pressure wash of all roofs to remove lichens and moss, also debris	2,700.00
2	Inspect and repair all areas of internal gutters and flashings. This will comprise of galvanised treatment to rusted areas, which will stop further deterioration. If required glass fibre repairs will be carried out and on completion painting of all internal surfaces with 2 coats of Resene roof paint as discussed with manufacturers.	7,450.00
Pitched or main roof		
3	This in itself is in a reasonable condition but showing signs of age and requires the following repairs. This includes for the careful removal of all roofing nails and replaced by Teck screws with oversized cover plates and bonded Neoprene gaskets, the areas around these perforations treated with a galvo spray to alleviate further deterioration. There is a section on this roof that will require further investigation and the possible replacement of purling's and dependent on condition of sheets possibly 6 in number may need to be replaced. We strongly suggest that after the repairs the roof be repainted in total to give longevity. This cost will be shown later on in this report under separate cover.	6,450.00

Low level roof over gents toilets PC Sum		
4	This has suffered distress in the corner abutment to the main structure where the rain water head has been removed at a high level allowing the water to cascade down the wall and pond in the corner. It is conceivable that roofing sheets will have to be replaced and timber removed and again replaced, but extent of deterioration at present is unknown until we strip back and carry out investigations.	8,000.00
New roof over Foyer PC Sum		
5	Remove new roof which is over existing roof to enable us to attain exactly what is going on in this area. We have allowed for new gutters throughout and re-fixing of roof sheets if they are not damaged. Rectify problems in this area and re-install roof to correct falls ensuring that the roof discharges correctly.	6,100.00
6	There are numerous penetrations to the low level roof which require deck tight waterproof seals fixed to the pipework as these were not originally installed, and some form of plod or mastic put around them. Also all flashings will require attention and completely re-sealing to the masonry.	8,500.00
Downpipes and water heads		
7	Replace all on the building and at the same time ensure that all penetrations through the parapet wall are firmly sealed and we are going to increase the size of the downpipes to alleviate the problems which we believe are due to inclement weather.	7,700.00
8	New sill flashings to high level windows	1,975.00
9	Replacement of damaged glass to louvered windows and to make sure all mechanisms work satisfactory.	2,000.00

External doors		
10	Repairs to thresholds to external doors where required. Adjust and service all mechanisms and leave all working freely. All left in primer coat.	2,100.00
New Ramp PC Sum		
11	After consultation with Heritage we have decided that a concrete ramp would be more in keeping with the period that the hall was constructed in and aesthetically more pleasing and complete with handrails.	6,000.00
Flat roof over Club and Supper room		
12	Repairs to all render cracks. Attention to wall flashings all to alleviate water penetration.	4,750.00
High level windows North elevation		
13	Repair all windowsills and provide new purpose made cover flashings.	2,000.00
Extra over paint to pitch roof area		
14	Carry out repainting of roof in accordance with manufacturers specification.	9,900.00
Scaffolding		
15	Scaffolding to all high level works external only.	5,150.00

External entrance screen		
16	Prepare and paint in accordance with manufacturers specification.	2,250.00
Electrical Provisional Sum		
17	Provisional sum to enable us to have power in accordance with Tony's previous correspondence. This will include the provision for underbench hot water and basins for the changing rooms, plus underbench hot water for the kitchen. Heaters and basins not included.	6,500.00
Health & Safety estimates		
18	<ul style="list-style-type: none"> - further clean and testing of mould in kitchen - any further fire safety assessment and requirements (note some of the resulting works may be tied up in the electrical re-wiring work) - any further building WOF requirements - rubbish removal and cleaning products as required 	20,000.00
Contingency		
19	Contingency sum to allow for removal and replacement of water damaged framing and lining.	21,905.00
Total required for initial works		131,430.00

Reserve Movements

Group 15 - Hall Op Targeted Rates

Group 15 - Hall Op Targeted Rates

19998290	Halls - Huntly	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
	Opening Balance	-197,846	-219,465	-241,156	-245,795	-243,006	-219,780	-174,387	-118,215	-61,133	-2,554	61,621
	Current Budget Movement	-21,619	0	0	0	0	0	0	0	0	0	0
11569290	Final Funding Rule 1,3	0	-579	13,889	18,473	32,393	47,153	47,416	46,195	46,095	45,938	45,384
19509290	Final Fund Rounding	0	0	0	0	0	-1	-1	-1	0	-1	0
19509290	Targeted Rate income	0	-67,239	-68,059	-68,878	-69,696	-70,513	-71,329	-72,144	-72,958	-73,770	-74,582
19509290	ResInt: Int Offset - Int to CC (FF)	0	-3,199	-1,760	-2,356	-2,737	-3,243	-4,027	-4,402	-5,301	-6,304	-6,064
19509290	ResInt: Int Offset - Int To Reserve 9	0	-8,947	-9,000	-9,117	-8,844	-7,759	-5,880	-3,497	-1,189	1,514	4,579
1CC10010E092900000	Huntly Hall operating costs	0	0	1,271	3,463	10,103	16,889	24,527	24,527	24,527	26,361	26,361
1CI10010E092900000	Huntly Civic Centre operating costs (Power, R&M, Cleaning, Building security)	0	36,945	37,750	38,572	39,417	40,319	41,283	42,269	43,321	44,443	45,634
1CI10010E092900000	Depreciation (Civic Centre)	0	23,141	23,141	24,557	24,557	24,557	26,239	26,239	26,239	28,202	28,202
1CI15010E092900000	Civic Centre hireage income	0	-1,813	-1,870	-1,926	-1,967	-2,010	-2,056	-2,103	-2,154	-2,208	-2,263
19998290	Halls - Huntly - Closing Balance	-219,465	-241,156	-245,795	-243,006	-219,780	-174,387	-118,215	-61,133	-2,554	61,621	128,873
19998494	Huntly Community Facilities	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
	Opening Balance	-98,069	-120,000	-40,356	-52,778	-70,561	-69,097	-91,073	-102,554	-113,226	-141,615	-155,737
	Funded Depreciation	-21,931	0	0	0	0	0	0	0	0	0	0
11569494	Loan Prcl Funding	0	0	1,371	3,746	10,881	18,221	18,798	19,888	20,624	21,416	22,383
1411	Depreciation	0	-23,141	-24,412	-28,020	-34,660	-41,446	-50,767	-50,767	-50,767	-54,563	-54,563
1CI10010C000009494	Civic Centre roof repair, remove and replace Woodtex ceiling tiles (\$75k), general renewals (\$28k)	0	102,785	10,619	6,491	25,244	1,249	20,487	20,207	1,754	19,025	59,615
19998494	Huntly Community Facilities - Closing Balance	-120,000	-40,356	-52,778	-70,561	-69,097	-91,073	-102,554	-113,226	-141,615	-155,737	-128,302

Open Meeting

To	Infrastructure Committee
From	Ian Cathcart General Manager Service Delivery
Date	18 September 2018
Prepared by	Paul Harrison Corridor Engineer - Roading
Chief Executive Approved	Y
DWS Document Set #	INF2018
Report Title	Approval of Proposed Raglan Community Board Road Name List

I. EXECUTIVE SUMMARY

This report seeks the Committee's approval of the road name list prepared by Rangitahi Limited the developer and endorsed by the Raglan Community Board.

The developer has requested that two additional names be added to the original road name list endorsed by the Raglan Community Board (RCBI808/04). The names are Te Huinga Lane and Ti kouka Lane. It is recommended that these names be approved and adopted by the Infrastructure Committee.

There was also consultation with Tainui Hapu (Angeline Greensill) over the Rangitahi Structure Plan project.

The list has been checked by staff against the Road Naming Policy and names are recommended for inclusion. Some prefix sub names may need to be changed.

This report recommends that the Committee considers and approve the list of names for road naming purposes in the Raglan Community.

2. RECOMMENDATION

THAT the report from the **General Manager Service Delivery** be received;

AND THAT the **Committee** approve the proposed **Raglan Community Board Road Name List** that includes the following nine road names and one bridge name:

Rangitahi Bridge, Rangitahi Road, Pekapeka Street, Omahina Street, Hapuapua Street, Kānuka Street, Te Huinga Lane, Rewarewa Lane, TĪ kōuka

Lane, Māra Kai Lane.

3. BACKGROUND

A list of suggested Road Names suitable for posting within the Raglan area has been presented to and adopted by the Raglan Community Board.

The Raglan theme is based on historical Maori area or noteworthy person names. Natural Theme – Trees, Plants and Bird names that occur in the Raglan area.

Staff have now reviewed the list and excluded name duplications and names with sound similarity issues or duplicated prefixes.

In the case of Raglan, duplications of existing submitted names in Hamilton City Council or Waipa District Council areas have been noted and excluded from the main name list.

The names were checked for duplication in Intramaps, Google mapping and the WDC RAMM list.

When potential names are selected from the list for allocation, a further check will be made for new duplications.

This report is submitted in accordance with section 2.1 of the Road Naming Policy.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

The following table provides a list of recommended pioneer historical themed names, background to the name choice, an indication of any potential duplication or sound similarity issues, and nominates recommended prefix road titles as per the Road Naming Policy.

ID	Name and Suffix	Reason	Location of duplicate or similar sounding name in NZ	OFFICE USE ONLY	
				Classification and notes	Approved or Declined
Raglan List of Road Names Roads / Bridge	Rangitahi Bridge	Bridge over the Omahina Waterway. Opotoru represents another area of the harbour, so it makes sense for the Bridge road to be called Rangitahi/Rangitahi Road, referencing the land and starting this new journey onto the land.	None	None	

ID	Name and Suffix	Reason	Location of duplicate or similar sounding name in NZ	OFFICE USE ONLY	
				Classification and notes	Approved or Declined
Road 1	Rangitahi Road Road A	The 'spine' of the Peninsula. Rangitahi is the name of the land historically, and the name of the family project. Rangitahi Road to start from the Rangitahi bridge is the gateway to the peninsula. This name is synonymous with the land and starts from the bridge along the ridges of the peninsula.	None	None	
Road 2	Pekapeka Street Road B	The New Zealand native Bat. Historically has lived on the peninsula.	None	None	
Road 3	Omahina Street Road C	Omahina is the name of the waterway and creek connecting with the inner harbour on the western side of the peninsula between the peninsula and the golf course. This street name can continue through stage two and follow the waterway inland.	None	None	
Road 4	Kānuka Street Road D	The Kingfisher. Nesting in the area, still prevalent as you cross the Rangitahi bridge.	None	None	
Road 5	Hapuapua Street Road E and (first cul-de-sac on the left)	The greenery of the Manuka Brush, historically the people would bundle it with the Harakeke to lay on the harbour-bed as a bridge to cross over to the other side.	None	None	
Road 6	Māra Kai Lane Proposed Right of Way over Lot 97	Referencing the land that it crosses which has been used as a community vegetable garden over the past 20 years by the families that live on the peninsula.	None	None	
Road 7	Te Huinga Lane Lot 155 Access Way	Added by Developer - Te Huinga represents an area in the harbour just off the north eastern side of the Rangitahi peninsula where the tide currents/waters meet at half tide. The road looks out at this part of the harbour.	None	Added to list at the request of the Developer. Accepted by Roding for approval by Infrastructure	
Road 8	Rewarewa Lane Lot 156 Access Way	New Zealand native tree present on the peninsula, and will be planted as street trees.	None	Change prefix from Street to Lane. Accepted by Roding.	

ID	Name and Suffix	Reason	Location of duplicate or similar sounding name in NZ	OFFICE USE ONLY	
				Classification and notes	Approved or Declined
Road 9	Tī Kōuka Road, Street or Lane Future Precinct	Added by Developer - New Zealand native Cabbage tree. The road looks down the wetlands at a lot of Cabbage trees.	None	Added to list at the request of the Developer. Accepted by Roding for approval by Infrastructure	

4.2 OPTIONS

The following themed table lists the potential road names staff recommend as unsuitable to be excluded from the approved list. Due to duplication, sound similarity and proximity in neighbouring Councils. These were part of the initial list submitted to Council.

ID	Name and Suffix	Reason –	Location of duplicate or similar sounding name in NZ	OFFICE USE ONLY	
				Classification and notes	Approved or Declined
Road D	Kōtare Street'	The Kingfisher. Nesting in the area, still prevalent as you cross the Rangitahi Bridge	1x Waipa DC	Declined Roding	
Lot 158 accessway	Rātā Lane	New Zealand Native tree. Prevalent in Raglan	1x HCC	Declined Roding	

5. CONSIDERATION

5.1 FINANCIAL

All costs are being met by developers.

5.2 LEGAL

Nil

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

Community Board consultation around private road naming has been undertaken in accordance with Council policy and standard operating procedures.

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

Highest levels of engagement	Inform <input type="checkbox"/>	Consult <input type="checkbox"/>	Involve <input checked="" type="checkbox"/>	Collaborate <input type="checkbox"/>	Empower <input type="checkbox"/>
This matter is not considered to be significant in terms of Council's significance policy.					

Planned	In Progress	Complete	
		Yes	Internal
		Yes	Community Boards/Community Committees
		Yes	Waikato-Tainui/Local iwi
No			Households
No			Business
Yes			Adjoining TLA's.

6. CONCLUSION

The Committee should confirm an Approved 2018 Raglan Community Board name list of ten names to satisfy requests for new road names from developers which complies with the 2018 Road Naming Policy.

7. ATTACHMENTS

Supporting documentation by applicant
Original Letter and List
Map

The Rangitahi Peninsula Street Names

Using the Maori language as place-names keeps the language alive in our community and our country. By referencing the history of the land and using the Maori language we can tell stories and encourage people to engage with the Maori language and local history as one. Tainui Hapu have chosen these street names to connect our community with the land and sea.

The ‘Rangitahi’ bridge crosses the Omahina waterway where the connection to Oporuru ends. Oporuru represents another area of the harbour, so it makes sense for the Bridge road to be called Rangitahi / Rangitahi Road, referencing the land and starting this new journey onto the land.

Road A - ‘Rangitahi Road’ The ‘spine’ of the Peninsula. Rangitahi is the name of the land historically, and the name of the family project. Rangitahi Road to start from the Rangitahi Bridge is the gateway to the peninsula. This name is synonymous with the land and starts from the bridge along the ridges of the peninsula.

Road B - ‘Pekapeka Street’ - The New Zealand native Bat. Historically has lived on the peninsula.

Road C - ‘Omahina Street’ Omahina is the name of the waterway and creek connecting with the inner harbour on the western side of the peninsula between the peninsula and the golf course. This Street name can continue through stage two and follow the waterway inland.

Road D - ‘Kōtare Street’ - The kingfisher. Nesting in the area, still prevalent as you cross the Rangitahi Bridge.

Road E - ‘Hapuapua Street’ - The greenery of the Manuka Brush, historically the people would bundle it with the Harakeke to lay on the harbour-bed as a bridge to cross over to the other side.

Lot 154 accessway - ‘Kānuka Lane’ A New Zealand native tree prevalent on the peninsula and visible from this road in the future.

Lot 155 accessway - ‘Te Huinga Lane’ Te Huinga represents an area in the harbour just off the north eastern side of the Rangitahi peninsula where the tide currents/waters meet at half tide. The road looks out at this part of the harbour.

Lot 156 accessway - ‘Rewarewa Lane’ New Zealand native tree present on the peninsula, and will be planted as street trees.

Lot 157 accessway - ‘Tī kōuka Lane’ New Zealand Native cabbage tree. The road looks down the wetlands at a lot of Cabbage trees.

Lot 158 accessway - ‘Rātā Lane’ New Zealand Native tree. Prevalent in Raglan.

ROW to existing houses on the peninsula (currently 62 -70 Oporuru Road Extension)
‘Māra Kai Lane’ referencing the land that it crosses that has been used as a community vegetable garden over the past 20 years by the families that live on the peninsula.

The preference is for the use of ‘Road’, ‘Street’ and ‘Lane’ or ‘Way’.

29 August 2018



Waikato District Council
Private Bag 544
Ngaruawahia 3742

Attention: Roothing Asset Team

RANGITAHU PENINSULA ROAD NAME REQUEST – PRECINCT A

In accordance with the section 1.2 of Waikato District Council’s (WDC) Road Naming Policy (the Policy) dated 14 March 2016, Rangitahi Limited request their own road names for Precinct A of Rangitahi Peninsula Structure Plan area (Precinct A). SUB0108/17 and LUC0211/17 were granted by WDC on 29 March 2017 to subdivide and develop Precinct A, attached is a copy of the approved scheme plan.

Section 3.1 of the Policy requires subdivision developers to provide reasons for the requested names in accordance the Policy’s weighting categories (history (3), culture (3), geography (2), theme (2) and noteworthy person (1)).

Rangitahi Limited has extensively consulted with Tainui Hapu (Angeline Greensill) over the Rangitahi Structure Plan projects, including the Plan Change, Bridge and Causeway upgrade, and the subdivision and land use consents. The consultation with Ms Greensill is ongoing and includes the road names for Precinct A. A number of names of significance to the land, its flora and fauna, waterways location and history were considered and presented to the iwi at Poihakena marae for approval.

In relation to road names, Tainui Hapu have requested the following:

“Using the Maori language as place-names keeps the language alive in our community and our country. By referencing the history of the land and using the Maori language we can tell stories and encourage people to engage with the Maori language and local history as one. Tainui Hapu have chosen these street names to connect our community with the land and sea”; and

“The use of ‘Road’, ‘Street’ and ‘Lane’ or ‘Way’”.

The Tainui Hapu have provided Rangitahi Limited an approved the list of road names for Precinct A, which have been incorporated into the attached requested road names.

Rangitahi Limited support the approved Tainui Hapu road names and reasons, and request that WDC’s Roothing Asset Team recommend approval from either the Infrastructure Committee or Council in accordance with section 2.3(a) of the Policy.

The approved Tainui Hapu road names were sent to Hamilton City Council (HCC) and Waipa District Council (Waipa DC) to confirm whether any of the proposed names would duplicate any existing roads within their districts, attached are their responses. Although the Tainui Hapu have approved naming Road D Kōtare Street, HCC district has a Kotahi Avenue and Waipa DC district has a Kotare Grove.

HCC and Waipa DC have both confirmed that they already have a Rata Street within their districts. Accordingly, Road D is requested to be named Kānuka Street.

As required by the Policy, Rangitahi Limited has consulted with the Raglan Community Board (Community Board) and attended their meeting on 14 August 2018. Attached are minutes from the meeting which confirm the Community Board's support of the requested names.

I trust that this request satisfies the information required under the Policy and that the Roading Asset Team can recommend approval from either the Infrastructure Committee or Council.

If you wish to discuss this road name request further, please don't hesitate to contact me.

Yours sincerely

Harrison Grierson Consultants Limited



Michael Briggs
Senior Planner

Enc. Rangitahi Peninsula Requested Road Names – Precinct A

Precinct A Road Naming Plan

Tainui Hapu Approved Precinct A Road Names 28 May 2018

Written Confirmations From Hamilton City Council and Waipa District Council

Raglan Community Board Minutes 14082018

RANGITAHU PENINSULA REQUESTED ROAD NAMES – PRECINCT A

29 August 2018

Road Reference	Requested Name and Reason	Council Use Only	
		Classification and Notes	Approved or Declined
Bridge over the Omahina waterway	<p>Rangitahi Bridge</p> <p>Oporuru represents another area of the harbour, so it makes sense for the Bridge road to be called Rangitahi / Rangitahi Road, referencing the land and starting this new journey onto the land.</p>		
Road A (Spine Road)	<p>Rangitahi Road</p> <p>The 'spine' of the Peninsula. Rangitahi is the name of the land historically, and the name of the family project. Rangitahi Road to start from the Rangitahi bridge is the gateway to the peninsula. This name is synonymous with the land and starts from the bridge along the ridges of the peninsula.</p>		
Road B (loop road behind comprehensive development Lot 101)	<p>Pekapeka Street</p> <p>The New Zealand native Bat. Historically has lived on the peninsula.</p>		
Road C (link from Precinct A to Precinct B)	<p>Omahina Street</p> <p>Omahina is the name of the waterway and creek connecting with the inner harbour on the western side of the peninsula between the peninsula and the golf course. This Street name can continue through stage two and follow the waterway inland.</p>		
Road D (link between Road A and Road B)	<p>Kānuka Street</p> <p>The kingfisher. Nesting in the area, still prevalent as you cross the Rangitahi bridge.</p>		
Road E and (first cul-de-sac on the left)	<p>Hapuapua Street</p> <p>The greenery of the Manuka Brush, historically the people would bundle it with the Harakeke to lay on the harbour-bed as a bridge to cross over to the other side.</p>		

RANGITAHU PENINSULA REQUESTED ROAD NAMES – PRECINCT A

29 August 2018

Road Reference	Requested Name and Reason	Council Use Only	
		Classification and Notes	Approved or Declined
Proposed Right of Way over Lot 97 (to the existing dwellings on the northern tip of the Peninsula)	Māra Kai Lane Referencing the land that it crosses which has been used as a community vegetable garden over the past 20 years by the families that live on the peninsula.		
Lot 155 Access Way	Te Huinga Lane Te Huinga represents an area in the harbour just off the north eastern side of the Rangitahi peninsula where the tide currents/waters meet at half tide. The road looks out at this part of the harbour.		
Lot 156 Access Way	Rewarewa Lane New Zealand native tree present on the peninsula, and will be planted as street trees.		
Future Precinct	Ti Kōuka Road, Street or Lane New Zealand Native cabbage tree. The road looks down the wetlands at a lot of Cabbage trees.		



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REF	REVISIONS	BY	DATE
2	ENLARGED LOT NUMBERS		PXP 29.08.18
1	ISSUED FOR INFORMATION		PXP 16.07.18

PROJECT:
**RAGLAN LAND COMPANY LTD
 RANGITAHU PENINSULA
 DEVELOPMENT**

TITLE:
**PRECINCT A
 ROAD NAMING PLAN**

ORIGINATOR:	DATE:	SIGNED:	PLOT BY:
HLB	11.2016		PXP
DRAWN:	DATE:	SIGNED:	PLOT DATE:
PXP	16.07.18		29.08.18
CHECKED:	DATE:	SIGNED:	SURVEY BY:
MYB	16.07.18		
APPROVED:	DATE:	SIGNED:	SURVEY DATE:
AWD	16.07.18		

ISSUE STATUS: **FOR INFORMATION**

PROJECT No:	1510-140001-01	SCALES:	1:1000 - A1 1:2000 - A3	A1
DRAWING No:	140001-01-SK62			REV 2

Open Meeting

To	Infrastructure Committee
From	Gavin Ion Chief Executive
Date	19 September 2018
Prepared by	Lynette Wainwright Committee Secretary
Chief Executive Approved	Y
Reference #	GOV1318
Report Title	Exclusion of the Public

I. EXECUTIVE SUMMARY

To exclude the public from the whole or part of the proceedings of the meeting to enable to the Infrastructure Committee to deliberate and made decisions in private on public excluded items.

2. RECOMMENDATION

THAT the report from the Chief Executive be received;

AND THAT the public be excluded from the meeting to enable the Infrastructure Committee to deliberate and make decisions on the following items of business:

Confirmation of Minutes dated Tuesday 28 August 2018

REPORTS

- a. **Provision of Wastewater services for growth corridor: Te Kauwhata wastewater alternative**

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

Reason for passing this resolution to withhold exists under:	Ground(s) under section 48(1) for the passing of this resolution is:
---	---

Section 7(2)(b)(ii)(i)

Section 48(1)(3)(a)(i)(d)