

Agenda for a meeting of the Infrastructure Committee to be held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **WEDNESDAY, 24 MARCH 2021** commencing at **9.30am**.

*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**
  
- 3. DISCLOSURES OF INTEREST**
  
- 4. CONFIRMATION OF MINUTES**  
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- 5. REPORTS**
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  - 5.2 Minutes of the Waikato Regional Transport Committee held on 15 February 2021 17
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GJ Ion  
**CHIEF EXECUTIVE**

## INFRASTRUCTURE COMMITTEE

<b>Reports to:</b>	The Council
<b>Chairperson:</b>	Cr Eugene Patterson
<b>Deputy Chairperson:</b>	Cr Carolyn Eyre
<b>Membership:</b>	The Mayor, all Councillors and Mr Brendon Green (Maangai Maaori )
<b>Meeting frequency:</b>	Six-weekly
<b>Quorum:</b>	Majority of the members (including vacancies)

### Purpose

The Infrastructure Committee is responsible for:

1. Guiding sustainable, physical development and growth of the Council's infrastructure to meet current and future needs.
2. Governance of efficient, safe and sustainable roading and transport, and waste management that enables the District's economy and contributes to liveable, thriving and connected communities.
3. Governance of the District's parks, reserves and cemeteries.

***In addition to the common delegations on page 10, the Infrastructure Committee is delegated the following Terms of Reference and powers:***

### Terms of Reference:

1. To provide direction on strategic priorities for core infrastructure aligned to the District's development, and oversight of strategic projects associated with those activities.
2. To provide advice on the development and implementation of the 30 Year Infrastructure Plan.
3. To support and provide direction regarding Council's involvement in regional alliances, plans, initiatives and forums for regional infrastructure and shared services (for example, Regional Transport Committee).
4. To consider the impacts of the Council's network of infrastructure and assets on the environment.
5. To monitor and make decisions in relation to Council-owned community centres, facilities and halls.

### The Committee is delegated the following powers to act:

- Approval of acquisition (including lease) of property, or disposal (including lease) of property owned by the Council, (where such acquisition or disposal falls within the Long Term Plan and exceeds the Chief Executive's delegation).
- Approval of road names in the Waikato District in accordance with Council policy.
- Approval of any proposal to stop any road.
- Hearing any written objections on a proposal to stop any road, and to recommend to Council its decision in relation to such objections.
- Approval of alterations and transfers within the provisional programme of capital works as prepared for the Long Term Plan and Annual Plan, subject to the overall scope of the programme remaining unchanged and the programme remaining within overall budget.
- Approval of tender procedures adopted from time to time within the guidelines as set down by New Zealand Transport Agency for CPPs, or other authorities where funding or subsidies

are subject to their approval.

- Approval of traffic regulatory measures defined as:
  - a. Compulsory Stop Signs
  - b. Give Way Signs
  - c. No Passing Areas
  - d. No Stopping/Parking Provisions
  - e. Speed Restrictions
  - f. Turning Bays
  - g. Weight Restrictions on Bridges (Posting of Bridges).
- For all Council-owned land that is either open space under the District Plan, or reserve under the Reserves Act 1977, the power to:
  - a. Agree leases, subleases and easements (in relation to land or buildings).
  - b. Approve amendments to management plans.
  - c. Adopt names.
  - d. Make any decision under a management plan which provides that it may not be made by a Council officer (for example, agree a concession), provided that any decision that has a significant impact under the management plan is recommended to Council for approval.
  - e. Recommend to Council for approval anything that would change the ownership of such land.
- Enquire into and dispose of any objection to a notice issued pursuant to Section 335 (1) of the Local Government Act 1974 requiring payment of a sum of money for the construction of a vehicle crossing by the Council (section 335(3) Local Government Act 1974). Should a decision be made to reject the objection and reaffirm the requirements in the notice, to authorise that an application be made to the District Court, (section 335(4) Local Government Act 1974) Act, for an order confirming the notice.
- Consider and approve subsidies for the installation of stock underpasses in extraordinary circumstances in accordance with Council policy and bylaws.

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### **Open Meeting**

<b>To</b>	Infrastructure Committee
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	16 March 2021
<b>Prepared by</b>	Lynette Wainwright Committee Secretary
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV1301
<b>Report Title</b>	Confirmation of Minutes

### **1. EXECUTIVE SUMMARY**

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To confirm the minutes of the Infrastructure Committee meeting held on Wednesday, 10 February 2021.

### **2. RECOMMENDATION**

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**THAT the minutes of the meeting of the Infrastructure Committee held on Wednesday, 10 February 2021 be confirmed as a true and correct record of that meeting.**

### **3. ATTACHMENTS**

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INF Committee OPEN Minutes – 10 February 2021

Minutes of a meeting of the Infrastructure Committee of Waikato District Council held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **WEDNESDAY, 10 FEBRUARY 2021** commencing at **9.31am**.

**Present:**

Cr EM Patterson (Chairperson)  
His Worship the Mayor, Mr AM Sanson  
Cr AD Bech  
Cr JA Church  
Cr JM Gibb  
Mr B Green (Maangai Maaori)  
Cr SL Henderson  
Cr SD Lynch [*from 9.33am*]  
Cr FM McNally  
Cr JD Sedgwick  
Cr NMD Smith  
Cr LR Thomson  
Cr CT Woolerton

**Attending:**

Mr D Whyte (Chairperson, Huntly Community Board)  
  
Mr T Whittaker (Chief Operating Officer)  
Mr R MacCulloch (General Manager Service Delivery)  
Ms A Diaz (Chief Financial Officer)  
Mr J Quinn (Communications, Marketing & Engagement Manager)  
Mr P McPherson (Community Projects Manager)  
Ms M May (Community Connections Manager)  
Ms J Bishop (Contracts and Partnering Manager)  
Mr N Wells (Strategic Property Manager)  
Ms M Smart (Senior Property Officer)  
Mr P Ellis (Solid Waste Team Leader)  
Mr L McCarthy (Asset Engineer)  
Mr J Brown (Senior Communications & Engagement Officer)  
Mrs LM Wainwright (Committee Secretary)

**APOLOGIES AND LEAVE OF ABSENCE**

**Resolved: (Crs Thomson/Sedgwick)**

**THAT an apology be received from Cr Eyre and Cr McGuire.**

**CARRIED**

**INF2102/01**

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

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

**THAT the agenda for a meeting of the Infrastructure Committee held on Wednesday, 10 February 2021 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.**

**CARRIED**

**INF2102/02**

Cr Lynch entered the meeting at 9.33am following voting on the above item.

## **DISCLOSURES OF INTEREST**

There were no disclosures of interest.

## **CONFIRMATION OF MINUTES**

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

**THAT the minutes of a meeting of the Infrastructure Committee held on Monday, 30 November 2020 be confirmed as a true and correct record of that meeting.**

**CARRIED**

**INF2102/03**

## **REPORTS**

Status Report – Service Delivery Capital Works Programme 2020/21  
Agenda Item 5.1

The report was received [*INF2102/02 refers*] and the General Manager Service Delivery spoke on his report. The following items were discussed:

- The CAMM transfer had been completed.
- The waters capex budgets would be reported to the Audit & Risk Committee.
- The Te Kauwhata playground project would be part of the district wide playground programme.
- Stainless steel used on slides and swings in playgrounds was heating up and causing a Zero Harm issue. The Community Connections Manager advised that another product was being considered.

- No risk assessments had been carried out on the levels of shade over playgrounds. There were currently no standards in place.
- A new dashboard report covering forecast costs versus actual was being investigated by the Service Delivery team.
- Vesting of parks for playgrounds.

**ACTION:** Staff to provide information to the Committee and Maangai Maaori on the process for the vesting of parks.

- A briefing was requested on the Waters Reform, what projects Watercare had in place and the timeframes on these projects.

**ACTION:** Staff to hold discussions with Watercare on scheduled projects and an update to be provided to the Committee's next meeting.

New Zealand Transport Agency Proposed Road Safety Changes to Island Block Road/State Highway 1 Intersection  
Agenda Item 5.2

The report was received [*INF2102/02 refers*] and the Senior Transportation Engineer spoke to his report. The following items were discussed:

- Communication with the Meremere community on the proposed road safety changes.

**ACTION:** Staff to report to the Meremere Community Committee on the proposed road safety changes in Meremere.

**Resolved: (Crs Sedgwick/Lynch)**

**THAT the Infrastructure Committee supports Waka Kotahi's proposal to change the Island Block Road/State Highway 1 intersection to a left in, left out movement (LILO), and interim changes such as improved signage and markings while the process is ongoing.**

**CARRIED**

**INF2102/04**

**EXCLUSION OF THE PUBLIC**

Agenda Item 6

**Resolved: (Crs Church/Thomson)****THAT the public be excluded from the following parts of the proceedings of this meeting.**

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
1 - Confirmation of Minutes	Good reason to withhold exists under Section 6 or Section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)
2.1 - Crown derived reserve administered by Waikato District Council		
2.2 - Bell Road, Mangatawhiri		
2.3 - Contract 20 006 – Scope and Cost Increase Approval		
2.4 – Horsham Downs Link Road – Delegation to Award Contract		



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

Item No.	Section	Interest
1 – Confirmation of Minutes		Refer to the previous Public Excluded reason in the agenda for this meeting.
2.1 - Crown derived reserve administered by Waikato District Council	7(2)(j)	To prevent the disclosure or use of official information for improper gain or improper advantage.
2.2 - Bell Road, Mangatawhiri	7(2)(b)(ii)	To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.
2.3 – Contract 20 006 – Scope and Cost Increase Approval	7(2)(b)(ii)	To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.
	7(2)(i)	To enable the Council to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).
	7(2)(j)	To prevent the disclosure or use of official information for improper gain or improper advantage.
2.4 – Horsham Downs Link Road – Delegation to Award Contract	7(2)(b)(ii)	To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.
	7(2)(i)	To enable the Council to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).
	7(2)(j)	To prevent the disclosure or use of official information for improper gain or improper advantage.

**CARRIED**

**INF21 02/05**

Resolutions INF2102/06 to INF2102/11 are contained in the public excluded section of these minutes.

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

### **REPORTS (CONTINUED)**

#### Bell Road, Mangatawhiri PEX Agenda Item 2.2

It was resolved [Resolution No. INF2102/08] during the public excluded section of the meeting that the following resolution be released into open meeting but the report remain confidential and unavailable to the public:

“Resolved: (His Worship the Mayor/Cr Sedgwick)

*THAT the Infrastructure Committee approves that the parcels of land described in the Schedule and shown on the Land Requirement Plan appended to the staff report (“land”) be acquired for road, utilising the provisions of the Public Works Act 1981.*

*AND FURTHER THAT the Infrastructure Committee approves that funds be released from the Bell Road rehabilitation project budget to enable acquisition of the land, and meet the costs incurred in survey and legalisation;*

*AND FURTHER THAT the Infrastructure Committee approves that the land, when defined by survey, be declared road pursuant to section 114 Public Works Act 1981;*

*AND FURTHER THAT the Infrastructure Committee delegates authority to the Chief Executive to execute all relevant documentation to give effect to these resolutions;*

*AND FURTHER THAT the resolution be released into open meeting but the report remain confidential and unavailable to the public.*

### **SCHEDULE**

- i) 1024 sqm being part Lot 11 DP 23716 held in RT NA 31D/1266 shown marked A;
- ii) 167 sqm being part Lot 2 DP 149639 held in RT NA 89A/609 shown marked B;
- iii) 279 sqm being part 4 DP 149639 held in RT NA 89A/611 shown marked C;
- iv) 172 sqm being part Lot 6 DP 149369 held in RT NA 89A/613 shown marked D;
- v) 147 sqm being part Lot 9 DP 149369 held in RT NA 89A/616 shown marked E.

*All areas are subject to survey.*

**CARRIED”**



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**Open Meeting**

<b>To</b>	Infrastructure Committee
<b>From</b>	Roger MacCulloch General Manager Service Delivery
<b>Date</b>	24 March 2021
<b>Prepared by</b>	Karen Bredesen PA to the General Manager Service Delivery
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	INF2021; ECM ID. 3025074
<b>Report Title</b>	Sport Waikato Report – 1 October - 31 December 2020

## **1. EXECUTIVE SUMMARY**

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Attached is the Sport Waikato Report for the period 1 October - 31 December 2020 for the Committee's information. In this report the Waikato District Sport Co-ordinator presents a summary of activities undertaken throughout the District with a number of schools and a variety of groups of all ages during that quarter.

Representatives from Sport Waikato will be in attendance at the meeting.

## **2. RECOMMENDATION**

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

## **3. ATTACHMENTS**

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A Sport Waikato Report 1 October-31 December 2020

# Waikato District Report

Date Range: 1<sup>st</sup> October – 31<sup>st</sup> December 2020



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### 1. ORGANISATIONAL UPDATE – Amy Marfell, Sport Waikato GM Regional Leadership

The work of Sport Waikato staff is guided by the Regional Strategy for Sport and Recreation in the Waikato – Moving Waikato 2025 – which is underpinned by a focus on 3 key areas: Our People; Building Communities; and Regional Leadership.











#### Sport Waikato Transformational Change Update

As you will be aware, the last quarter of 2020 saw Sport Waikato initiate a transformational change to its way of working which saw the organisation step away from physical activity delivery to a more system-led model, which had implications for the historic District Coordinator model. We now wish to advise our Councils that this change has been completed, with four new Regional Connectivity Coordinators now in place and operating throughout our region's districts, including Waikato District Council. Sport Waikato wishes to thank Council again for their support, trust and commitment throughout our change. We are looking forward to further imbedding this new way of working in partnership with you and your communities.

#### The 2020 Waikato Sport & Active Recreation Awards

The Waikato Sport and Active Recreation Awards have been a huge success across the districts with a total of over 80 nominations across 7 categories including community connections, partnerships, outstanding active space, diversity and inclusion, two people's choice categories and service to sport. The awards recipients were announced online during a special event designed to celebrate success in play, active recreation and sport during a year of challenge and adversity.

## 2. WAIKATO DISTRICT UPDATE

Status	On Track		Some Challenges		High Risk		Complete	
<b>Waikato District Update</b>								
<b>Handover of key delivery projects to community champions</b>	<p>Key events and activations supported by Sport Waikato as part of the old model have now been successfully handed over to community champions. Capability has been built among event organisers and volunteers over the years such that it is now possible for the community to successfully run these activations.</p> <p>Tu Manwa funding (detailed below) has been a major piece of work over the past quarter, and particularly the channeling of this funding to support community activation in the Waikato District with a focus on children (tamariki) and young people (rangatahi).</p>							
<b>Regional Connectivity Coordinator Role</b>	<p>As part of Sport Waikato's 2020 transformational change our District Coordinator roles (9) have been replaced with four Regional Connectivity Coordinator roles covering the greater Waikato Region. Sport Waikato is committed to a 'one team' approach which supports, develops, and enables one another as a collective and collaborative team to achieve a united vision and strategy. These newly developed positions cover:</p> <p>NORTH – Waikato District Council, Waipa District Council and Hamilton City Council  WEST - Otorohanga District Council + Waitomo District Council  SOUTH – Taupo District Council, South Waikato District Council  EAST - Thames Coromandel District Council, Matamata-Piako District Council + Hauraki District Council</p> <p>With an overarching vision to grow participation in play, active recreation and sport, our new Regional Connectivity Coordinators will provide strategic leadership to local authorities and local sport &amp; active recreation organisations. Viewed as a connector; encouraging councils to form strong inter-regional relationships and local sport and recreation providers to understand and deliver to local need and increase collaboration. Our Regional Connectivity Coordinators will play an integral part in leading the development of local strategy, ensuring the strategic direction aligns well across regional and district.</p> <p>The Northern Regional Connectivity Coordinator role has been recruited as is now actively working with the Waikato District Council Team to leverage collaborative play, active recreation and sport opportunities for the community.</p>							
<b>Cycling</b>	<p>Sport Waikato has led the development and implementation of the Waikato Regional Cycling Education Plan since its inception in 2019. The Plan's purpose is to provide coordinated and collaborative approaches to the provision of Bikes in Schools and quality Cycle Safety Education as part of the national Bike Ready System, thus allowing better use of resources. Partners to the plan include Waikato Regional Council, NZTA/ACC (Bike Ready), Cycling NZ, Home of Cycling, and all Local Councils. An MOU has been developed for all plan partners to commit to the regional approach with some plan partners already cementing their commitment, including Waikato District Council.</p>							
<b>Seasonal Transition Plan for School and Community Sport</b>	<p>Sport Waikato have been working alongside Waikato District Council, Waipa District Council, Hamilton City Council and the region's sports codes to develop a season transition plan that supports a Balance is Better philosophy of increasing the quality of youth sport experiences. The plan aims to create separation between Summer and Winter season to enable young people to play multiple sports and rest between seasons, as well as supporting Council field/facility maintenance.</p> <p>We wish to express our thanks to Waikato District Council for your support, and we are excited to continue to work together to grow youth participation in sport in both school and community settings.</p>							

## 3. REGIONAL SPORT WAIKATO UPDATE

Regional Sport Waikato Update	
<b>The Waikato Regional Active Spaces Plan</b>	<p>The review of the Waikato Regional Sports Facilities Plan (now Waikato Regional Active Spaces Plan) is now complete and has been endorsed by the TA CE Forum, with recommendation for endorsement by the Mayoral Forum in March. The Plan, with expanded scope, now provides guidance and direction for places and spaces for play, active recreation and sport, which appeals to a wider demographic and our region's participation trends. Sport Waikato wish to thank our region's Councils for their support in the review and continuation of the guiding document, and particularly to Waikato District Council for their representation on the Plan Advisory Group.</p> <p>We look forward to being able to share the completed document widely post the March Mayoral Forum.</p>
<b>Secondary School Sport</b>	<p>Secondary school sport in the Waikato saw the Winter sport season schedule differ slightly this year due the Covid-19 disruption. Winter Tournament Week saw a large number of National events cancelled on the calendar which led to Regional and Local Sporting Organisations developing smaller tournaments to meet health protocols and still provide a quality experience for our young people. We sincerely thank our partners, supporters, communities and school personnel for enabling our Rangatahi to participate in some form of physical activity and sport.</p> <p>The Sport Waikato Secondary Schools team have continued to support the region's secondary schools to delivery quality sporting opportunities for young people. January 29th saw the team hosting a Sports Coordinator Workshop to update and educate around Sport Development, Funding Opportunities and to share and connect.</p>
<b>Sport Waikato Sector Support</b>	<p>This quarter, Sport Waikato continued to provide support to the regional sport and recreation sector with a particular lens on growing the connections between Regional Sports Organisations and their clubs. This includes supporting increased collaborative conversations that can leverage funding opportunities such as Tu Manawa. Sport Waikato will continue to stay connected with community champions to ensure quality delivery of community led sport and recreation.</p>
<b>Tū Manawa Active Aotearoa Funding</b>	<p>Tū Manawa Active Aotearoa is an activation fund to provide physical activity opportunities for tamariki (children aged 5-11) and rangatahi (young people aged 12-18). The fund aims to provide quality opportunities in play, active recreation and sport for those who are missing out. Successful Waikato region applicants in this quarter (Nov) include:</p> <ul style="list-style-type: none"> <li>- Te Awamutu Group Riding for the Disabled association.inc (\$13,000)</li> <li>- Te Awamutu Youth Development Trust - Afterschool boxing classes (\$10,000)</li> <li>- Te Kauwhata Community Fitness Centre - Swim for life (\$6,760)</li> <li>- Te Kuiti Primary School Sports Delivery Facilitator (\$35,000)</li> <li>- Te Toki Voyaging Trust, Wai Tai, Wai Maori, Wai Ora (\$41,200)</li> <li>- Taupo Riding for Disabled, Taupo Riding for Development (\$22,700)</li> <li>- Into Nature School (\$8,000)</li> <li>- Kāwhia School, Youthtown 2021 (\$15,593.08)</li> <li>- Otorohanga Riding for the Disabled Assn Inc (\$5,000)</li> <li>- Galaxy Touch Waikato, Rangatahi Ora (\$1,500)</li> <li>- Girl Code (\$21,400)</li> <li>- Nga Waka o Tirohanga Trust, Waka Ama Programme (\$30,000)</li> <li>- Swimming Waikato, Get Waikato Swimming (\$60,000)</li> </ul>

- Ngaa Taiohi o Te Rangitaupi Inc, Tai Pari 2020-2021 (\$10,800)
- Perry Outdoor Education Trust Ltd, POET Programme (\$60,000)
- Socially Good Adventures Ltd, Tamariki & Rangatahi have Got To Get Out (\$55,000)
- Waikato Badminton Association Inc, Community Outreach and Casual Activation (\$24,165)
- Young Women's Christian Association Inc, YWCA Retreats (\$8,280)
- Youhtown, Waikato Cycling Education Project (\$48,000)

Importantly, the Regional Sports Organisations who have applied to this fund (and been successful) have had specific target focuses on areas of deprivation, which have included activation/programmes to occur in the Waikato District.

Sport Waikato are actively looking to support delivery to happen in the Waikato District.

## APPENDICES

- Sport NZ Strategic Priorities for 2020 – 2021 <https://sportnz.org.nz/assets/Uploads/2020-2021-Strategic-Priorities.pdf>
- Sport Waikato - [Moving Waikato 2025](#) - A strategy to grow participation in sport, recreation and physical activity in the Waikato region



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**Open Meeting**

<b>To</b>	Infrastructure Committee
<b>From</b>	Vishal Ramduny Acting General Manager Community Growth
<b>Date</b>	9 March 2021
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	GOV1318 / 3034951
<b>Report Title</b>	Minutes of the Waikato Regional Transport Committee held on 15 February 2021

## **1. EXECUTIVE SUMMARY**

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The purpose of this report is to provide the Infrastructure Committee with the (unconfirmed) minutes of the Waikato Regional Transport Committee (RTC) meeting held on 15 February 2021.

Cr Eugene Patterson is Council's representative on the RTC.

## **2. RECOMMENDATION**

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**THAT** the report from the Acting General Manager Community Growth be received.

## **3. ATTACHMENT**

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A Minutes of the Waikato Regional Transport Committee held on 15 February 2021

**Waikato Regional Council**  
**Regional Transport Committee**  
**MINUTES**

**Date:** Monday, 15 February, 2021, 9:30 am

**Location:** Council Chamber  
Waikato Regional Council  
401 Grey Street, Hamilton East

**Members Present:** Cr H Vercoe - Chair (Waikato Regional Council)  
Cr A Strange - Deputy Chair (Waikato Regional Council)  
Cr A O'Leary (Hamilton City Council)  
Mayor T Adams (Hauraki District Council)  
Mayor A Tanner (Matamata-Piako District Council)  
Cr R Dow (Otorohanga District Council)  
Cr B Machen (South Waikato District Council)  
Cr T Fox (Thames Coromandel District Council)  
Cr E Patterson (Waikato District Council)  
Cr G Webber (Waipā District Council)  
Cr A Park (Alternate - Taupō District Council) – virtual attendance via Teams  
Cr P Brodie (Waitomo District Council)

**Others Present:** M Tamura - Manager Integration and Infrastructure (Waikato Regional Council)  
M Alderton - Senior Policy Advisor (Waikato Regional Council) – virtual attendance via Teams  
B McMaster - Special Projects Advisor (Waikato Regional Council)  
N King - Team Lead Transport and Infrastructure Waikato Regional Council  
Cr R Rimmington - Chair (Waikato Regional Council)  
Cr D MacPherson (Hamilton City Council)  
Cr S Thomson (Hamilton City Council)  
D Crequer (Waka Kotahi NZ Transport Agency)  
C O'Keefe (Waka Kotahi NZ Transport Agency) – virtual attendance via Teams  
J Stewart (Waka Kotahi NZ Transport Agency) – virtual attendance via Teams  
F Simone (Waka Kotahi NZ Transport Agency) – virtual attendance via Teams  
L Capes -Project Coordinator (Waikato Regional Council)  
S McLeay - Democracy Advisor (Waikato Regional Council)

**1. Apologies**

There were no apologies received.

**2. Confirmation of Agenda**

RTC21/1

**Moved by:** Cr G Webber

**Seconded by:** Cr P Brodie

**Resolved (Section A under delegated authority)**

**That the agenda of the meeting of the Regional Transport Committee of 15 February 2021, as circulated be confirmed subject changes in item order to reflect the order below.**

**The motion was put and carried**

**3. Disclosures of Interest**

There were no disclosures of interest.

**4. Confirmation of Minutes**

RTC21/2

**Moved by:** Mayor A Tanner

**Seconded by:** Cr R Dow

**Resolved (Section A under delegated authority)**

**That the minutes of the Regional Transport Committee meeting held on 7 December 2021 be confirmed as a true and correct record.**

**The motion was put and carried**

**6. Transport Planning and Projects Report update**

Presented by the Team Lead Transport and Infrastructure (N King). The following was noted:

- a. The package relating to speed near schools would be the subject of a report at a later meeting. Concern was raised that speed limits near schools should be the same whether the school was rural or urban.
- b. The Te Huia rail service commences on 6 April 2021.

RTC21/3

**Moved by:** Cr B Machen

**Seconded by:** Mayor A Tanner

**Resolved (Section A under delegated authority)**

**That the report Transport Planning and Projects Report update (Regional Transport Committee 15 February 2021) be received.**

**The motion was put and carried**

**5. Waka Kotahi New Zealand Transport Agency**

Presented by representatives of Waka Kotahi NZ Transport Agency (D Crequer and J Stewart).  
The following was noted:

- a. Information was provided on the national context.
- b. Concern was expressed that available funding fell short of requirements to increase infrastructure necessary to decrease reliance on cars in provincial areas.
- c. One member requested that public transport was addressed in the Government Policy Statement on Land Transport.

RTC21/4

**Moved by:** Cr A Strange

**Seconded by:** Cr G Webber

**Resolved (Section A under delegated authority)**

**That the report Waka Kotahi New Zealand Transport Agency (Regional Transport Committee 15 February 2021) be received.**

**The motion was put and carried**

**7. Regional transport issues forum**

Presented by Team Lead Transport and Infrastructure (N King). The following was noted:

- a. Concern was raised about 12-month public transport contracts. Twelve months may be insufficient for contractors to deliver expected outcomes.
- b. Vegetation at the Horotiu roundabout still required attention.
- c. There was a request that roundabouts that were originally temporary that had been converted to urban roundabouts were planted and tidied to permanent standard.

RTC21/5

**Moved by:** Cr E Patterson

**Seconded by:** Cr G Webber

**Resolved (Section A under delegated authority)**

**That the report Regional transport issues forum (Regional Transport Committee 15 February 2021) be received.**

**The motion was put and carried**

**8. Draft 2021 Regional Land Transport Plan – Endorsement for Public Consultation**

Presented by the Manager Integration and Infrastructure (M Tamura), Special Projects Advisor (B McMaster), Team Lead Transport and Infrastructure (N King), Senior Policy Advisor (M Alderton) and Waka Kotahi NZ Transport Agency representative (C O'Keefe). The following was noted:

- a. The Road to Zero program activities had been assessed to provide significant improvement in road safety as opposed to channelling the same funding into additional maintenance.
- b. A request was made that maps in reports were provided in a larger scale in future.
- c. A request was made that Taupō airport be included in maps. Greater upper Waikato emphasis in the Plan was requested.
- d. The plan could be varied through its life.
- e. Changes deemed significant would require consultation – this could take place as a separate consultation exercise or in tandem with an annual plan process.
- f. Assurance was provided about the inclusion of the Safe School Speeds project.
- g. Concern was reiterated about the availability of government funding for public transport operations and infrastructure.
- h. Staff noted additional requests for minor changes.

RTC21/6

**Moved by:** Mayor T Adams

**Seconded by:** Cr P Brodie

**Resolved (Section A under delegated authority)**

1. **That the report Draft 2021 Regional Land Transport Plan - Endorsement for Public Consultation (Regional Transport Committee 15 February 2021) be received.**
2. **That the Regional Transport Committee endorses the Draft 2021 Regional Land Transport Plan, including minor changes requested by the Committee at the 15 February 2021 meeting, for public consultation.**

**The motion was put and carried**

The meeting closed at 11.24am.

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**Open Meeting**

<b>To</b>	Infrastructure Committee
<b>From</b>	Alison Diaz Chief Operating Officer
<b>Date</b>	26 February 2021
<b>Prepared by</b>	Sharlene Jenkins Executive Assistant
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV1318
<b>Report Title</b>	Raglan Holiday Park Papahua Special Purpose Financial Report for the 7 months ended 31 January 2021

## **1. EXECUTIVE SUMMARY**

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The purpose of this report is to present the Infrastructure Committee with the Raglan Holiday Park Papahua Special Purpose Financial Report for the seven months ended 31 January 2021.

## **2. RECOMMENDATION**

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**THAT the report from the Chief Financial Officer be received.**

## **3. ATTACHMENTS**

---

- A Raglan Holiday Park Papahua Special Purpose Financial Report for the 7 months ended 31 January 2021

# Special Purpose Financial Report

Raglan Holiday Park Papahua  
For the 7 months ended 31 January 2021

Prepared by Bizworx Consultancy Limited, Chartered Accountants

# Contents

3	Compilation Report
4	Directory
5	Approval of Financial Report
6	Statement of Profit or Loss
8	Balance Sheet
9	Statement of Changes in Equity
10	Statement of Cash Flows
11	Notes to the Financial Statements



# Compilation Report

## Raglan Holiday Park Papahua For the 7 months ended 31 January 2021

Compilation Report to the Raglan Holiday Park Board.

### Scope

On the basis of information provided and in accordance with Service Engagement Standard 2 Compilation of Financial Information, we have compiled the financial statements of Raglan Holiday Park Papahua for the year ended 31 January 2021.

These statements have been prepared in accordance with the accounting policies described in the Notes to these financial statements.

### Responsibilities

The Raglan Holiday Park Board are solely responsible for the information contained in the financial statements and have determined that the Special Purpose Reporting Framework used is appropriate to meet your needs and for the purpose that the 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. Our procedures do not include verification or validation procedures. No audit or review engagement has been performed and accordingly no assurance is expressed.

### Independence

We have no involvement with Raglan Holiday Park Papahua other than for 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 any 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.



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Bizworx Counsultancy Limited

Chartered Accountants

Raglan

Dated: 14/02/2021

# Directory

## Raglan Holiday Park Papahua For the 7 months ended 31 January 2021

### Nature of Business

Accommodation Services - Tourism

### Registered Office

61 Marine Parade, Raglan, New Zealand 3225

### Postal Address

P O Box 34, Raglan, New Zealand 3265

### IRD Number

067-225-708

### Board Members

G Kelly (Community Representative)

R MacLeod (Raglan Community Board Representative)

T Mayow (Business Representative)

D Reynolds (Mana Whenua Representative)

H Thomson (Mana Whenua Representative)

L Thomson (WDC Ward Representative)

### Manager

P Ryan

### Board Secretary

J Gibbs

### Chartered Accountant

Bizworx Consultancy Limited, *Chartered Accountants*

### Bankers

Westpac Banking Corporation


# Approval of Financial Report

## Raglan Holiday Park Papahua For the 7 months ended 31 January 2021

The Raglan Holiday Park Board are pleased to present the approved financial report including the historical financial statements of Raglan Holiday Park for the seven month period ended 31 January 2021.

APPROVED

For and on behalf of the Board.



Signature

Lisa Thomson

Name

Chairperson

Position

Date 17 02 21



Tawhira Thomson

Board member

17.02.21

# Statement of Profit or Loss

## Raglan Holiday Park Papahua For the 7 months ended 31 January 2021

	NOTES	JUL 2020 TO JAN 2021	JUL 2019 TO JAN 2020
<b>Income</b>			
<b>Accommodation Income</b>			
Powered Sites		313,221	267,918
Annual Caravan Leases		190,714	192,647
Group Campus (Papahua)		126,211	60,429
Group Lodge		25,877	7,435
Motels		168,781	117,416
Standard Cabins		57,768	52,344
Studios		100,016	81,084
Tent Sites		234,644	224,772
Tourist Flats		121,121	128,747
Cancellation fees received		13,120	12,633
<b>Total Accommodation Income</b>		<b>1,351,471</b>	<b>1,145,425</b>
<b>Other Income</b>			
Interest Received	4	20,300	17,328
MSD Covid-19 Wage Subsidy Applied	8	30,186	-
Recoveries for damage		-	522
Sales of Goods & Services		34,348	38,632
Sundry Income		1,328	-
<b>Total Other Income</b>		<b>86,163</b>	<b>56,481</b>
<b>Total Income</b>		<b>1,437,634</b>	<b>1,201,906</b>
<b>Cash Expenditure</b>			
ACC Premiums		1,306	1,216
Accountancy		10,549	6,933
Advertising, Marketing, Website		18,684	23,579
Board Expenses		1,457	2,637
Bank Charges		6,197	5,700
Bookkeeping		3,564	3,840
Cleaning, Laundry & Waste Management		47,561	33,495
Commission Paid Bookings & Sales		1,098	3,709
Communication Costs		7,546	7,176
Consultancy Fees		2,191	9,515
Consumables		8,350	3,841
General Expenses		44	-
Heat, Light, Power & Water		39,065	40,228
Insurance		9,705	-
Kiwisaver Employer Contributions		11,367	10,926
Lease and Hire Payments	12	44,131	28,558
Office Expenses		4,577	2,598
Professional Development, Travel & Conferences		4,417	3,450

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

	NOTES	JUL 2020 TO JAN 2021	JUL 2019 TO JAN 2020
Purchases for Resale		17,259	11,365
Rates		21,888	24,536
Replacements, Repairs & Maintenance - General		80,083	69,865
Repairs & Maintenance - Programmed	9	86,825	94,921
Security		96,752	94,287
Stationery		2,860	1,451
Vehicle Expenses		2,211	6,646
Wages & Salaries		342,469	308,409
<b>Total Cash Expenditure</b>		<b>872,156</b>	<b>798,878</b>
<b>Non-Cash Items</b>			
Depreciation	5	103,052	90,862
Loss on Disposal		-	2,174
<b>Total Non-Cash Items</b>		<b>103,052</b>	<b>93,036</b>
<b>Total Expenses</b>		<b>975,208</b>	<b>891,914</b>
<b>Net Operating Surplus (Deficit)</b>		<b>462,426</b>	<b>309,992</b>

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

# Balance Sheet

## Raglan Holiday Park Papahua As at 31 January 2021

	NOTES	31 JAN 2021	31 JAN 2020
<b>Assets</b>			
<b>Current Assets</b>			
Cash and Bank		964,144	410,435
Trade and Other Receivables		126,350	71,990
Investments	4	845,997	828,946
<b>Total Current Assets</b>		<b>1,936,490</b>	<b>1,311,371</b>
<b>Non-Current Assets</b>			
Property, Plant and Equipment	5	3,918,897	3,840,036
<b>Total Non-Current Assets</b>		<b>3,918,897</b>	<b>3,840,036</b>
<b>Total Assets</b>		<b>5,855,387</b>	<b>5,151,408</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Accounts Payable	6	46,951	35,705
Accounts Payable - Waikato District Council		177,230	181,901
Revenue Received in Advance	7	311,551	212,806
GST Payable		28,517	29,850
<b>Total Current Liabilities</b>		<b>564,250</b>	<b>460,262</b>
<b>Total Liabilities</b>		<b>564,250</b>	<b>460,262</b>
<b>Net Assets</b>		<b>5,291,137</b>	<b>4,691,146</b>
<b>Equity</b>			
Opening Balance		4,828,711	4,381,154
Retained Earnings		462,426	309,992
<b>Total Equity</b>		<b>5,291,137</b>	<b>4,691,146</b>

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

# Statement of Changes in Equity

Raglan Holiday Park Papahua  
For the 7 months ended 31 January 2021

	NOTES	JAN 2021	JAN 2020
<b>Equity</b>			
Opening Balance		4,828,711	4,381,154
<b>Increases</b>			
Surplus for the Period		462,426	309,992
<b>Total Increases</b>		<b>462,426</b>	<b>309,992</b>
<b>Total Equity</b>		<b>5,291,137</b>	<b>4,691,146</b>

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

# Statement of Cash Flows

## Raglan Holiday Park Papahua For the 7 months ended 31 January 2021

	JUL 2020 TO JAN 2021	JUL 2019 TO JAN 2020
<b>Operating Activities</b>		
Receipts from customers	1,477,046	1,265,475
Interest received	23,922	22,463
Cash receipts from other operating activities	1,528	-
Payments to suppliers and employees	(770,695)	(787,554)
GST	(133,555)	(109,025)
<b>Net Cash Flows from Operating Activities</b>	<b>598,246</b>	<b>391,359</b>
<b>Investing Activities</b>		
Proceeds from sales of property, plant and equipment	1,885	500
Payment for property, plant and equipment	(243,176)	(850,009)
<b>Net Cash Flows from Investing Activities</b>	<b>(241,291)</b>	<b>(849,509)</b>
<b>Net Cash Flows</b>	<b>356,955</b>	<b>(458,150)</b>
<b>Cash and Cash Equivalents</b>		
Cash and cash equivalents at beginning of period	1,453,185	1,687,784
Cash and cash equivalents at end of period	1,810,141	1,229,634
<b>Net change in cash for period</b>	<b>356,955</b>	<b>(458,150)</b>

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.



# Notes to the Financial Statements

## Raglan Holiday Park Papahua For the 7 months ended 31 January 2021

### 1. Reporting Entity

These financial statements were prepared for the Raglan Holiday Park Papahua Board.

The Raglan Holiday Park Papahua Board was established to oversee and govern the operation of Raglan Holiday Park Papahua. The Board's purpose outlined in the Charter is to ensure an efficient, effective and sustainable operation which is in the long term interests of the Raglan Community and Council, at no cost to ratepayers.

### 2. Statement of Accounting Policies

#### Basis of Preparation

The financial statements of Raglan Holiday Park Papahua Board are special purpose accounts, and have been prepared for the Board and the Waikato District Council for internal reporting purposes only.

#### 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.

#### Revenue

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

Accommodation services, 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.

Government grants requiring specified future conditions to be met are recognised as a liability on receipt. The grants are recognised as income over the period that the specified conditions are complete and the associated costs are recognised.

#### Accounts Receivable

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

#### Income Tax

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

#### Goods and Services Tax

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

#### Property, Plant & Equipment

Property, plant and equipment 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 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 that the asset is derecognised.

### 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
Plant & Equipment	3 to 10 years
Furniture & Fittings	5 years
Vehicles	5 years

### 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.

### 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.

### 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 charge for holiday pay. An accrual has been made for days in lieu of public holidays that have not been taken.

### Changes in Accounting Policies

There have been no changes in accounting policies during the period. All other policies have been applied on a consistent basis with those of the previous reporting period.

JUL 2020 TO JAN  
2021      JUL 2019 TO JAN  
2020

### 3. Cash & Bank

#### Cash on hand and floats

Till Float	-	940
Cash on Hand	24,188	-
<b>Total Cash on hand and floats</b>	<b>24,188</b>	<b>940</b>

#### Bank accounts

	JUL 2020 TO JAN 2021	JUL 2019 TO JAN 2020
Westpac Operating Account	671,829	277,152
Westpac Savings Account	268,127	122,596
<b>Total Bank accounts</b>	<b>939,956</b>	<b>399,748</b>
<b>Total Cash &amp; Bank</b>	<b>964,144</b>	<b>400,688</b>

As a result of the COVID-19 pandemic [refer Note 14] Raglan Holiday Park Papahua followed the New Zealand Ministry of Health guidelines and has traded on a cashless basis as far as possible during the period ended 31 January 2021.

"Cash on Hand" as at 31 January 2021 is mainly comprised of EFTPOS and Credit Card transactions that were banked on 2 February 2021 (\$22,881) due to the fact that 31 January 2021 fell on a Sunday, and 1 February 2021 was a public holiday.

	JUL 2020 TO JAN 2021	JUL 2019 TO JAN 2020
<b>4. Investments</b>		
Westpac Term Deposit	845,997	828,946
<b>Total Investments</b>	<b>845,997</b>	<b>828,946</b>

The Westpac Term Deposit matures on 23 April 2021 at an interest rate of 2.75%

	JUL 2020 TO JAN 2021	JUL 2019 TO JAN 2020
<b>5. Property, Plant &amp; Equipment</b>		
<b>Leasehold Improvements</b>		
Cost	5,013,709	4,876,902
Less: Accumulated Depreciation	(1,276,425)	(1,154,490)
<b>Total Leasehold Improvements</b>	<b>3,737,284</b>	<b>3,722,412</b>
<b>Plant &amp; Equipment</b>		
Cost	448,255	384,096
Less: Accumulated Depreciation	(334,757)	(304,759)
<b>Total Plant &amp; Equipment</b>	<b>113,497</b>	<b>79,337</b>
<b>Furniture &amp; Fittings</b>		
Cost	124,923	88,551
Less: Accumulated Depreciation	(86,124)	(72,830)
<b>Total Furniture &amp; Fittings</b>	<b>38,799</b>	<b>15,720</b>
<b>Motor Vehicles</b>		
Cost	136,334	134,756
Less: Accumulated Depreciation	(107,018)	(112,189)
<b>Total Motor Vehicles</b>	<b>29,316</b>	<b>22,567</b>
<b>Total Property, Plant &amp; Equipment</b>	<b>3,918,897</b>	<b>3,840,036</b>
	JUL 2020 TO JAN 2021	JUL 2019 TO JAN 2020
<b>Depreciation Charge</b>		
Depreciation	103,052	90,862
<b>Total Depreciation Charge</b>	<b>103,052</b>	<b>90,862</b>

JUL 2020 TO JAN 2021      JUL 2019 TO JAN 2020

## 6. Accounts Payable

Trade Creditors	44,904	33,410
Westpac Credit Card (limit \$10,000)	2,048	2,294
<b>Total Accounts Payable</b>	<b>46,951</b>	<b>35,705</b>

## 7. Revenue Received in Advance

Deposits are received from customers in advance to secure accommodation. Raglan Holiday Park Papahus also provides annual leases for some of the powered caravan sites which run from 1 July to 30 June, and receives some of this annual lease income in advance at 30 June each year. Deposits are reported inclusive of GST.

Deposits received for advance bookings include refunds held on behalf of customers at 31 January 2021 for bookings that had to be cancelled due to New Zealand going into lockdown as a result of the COVID-19 pandemic [Refer Note 14]. (Previous year: Nil)

	This year	Last year
Annual leaseholder income received in advance	111,326	90,078
Deposits received for advance bookings	200,225	122,728
<b>Total revenue received in advance</b>	<b>311,551</b>	<b>212,806</b>

JUL 2020 TO JAN 2021      JUL 2019 TO JAN 2020

## 8. MSD COVID-19 Wage Subsidy Received

Subsidy applied during the year	30,186	-
<b>Total MSD COVID-19 Wage Subsidy Received</b>	<b>30,186</b>	<b>-</b>

The Wages Subsidy commenced 26 March 2020 and was for a period of 12 weeks. Therefore there are no comparative figures for the previous year in this report.

## 9. Programmed Maintenance

Raglan Holiday Park Board has a maintenance program for painting, replacements, and refurbishment. This work is treated as repairs and maintenance, and is written off in the year of expenditure.

## 10. Comparatives for the previous year

The financial statements for the seven month period ended 31 January are interim financial statements only, and are not subject to audit. Therefore minor changes in the balances may occur when the financial statements for the year ended 30 June are completed, due to corrections to analysis that are identified at the end of the financial year.

The following differences were identified between the financial statements produced for the period ended 31 January 2020, and the comparatives shown in these financial statements for 31 January 2020:

	Comparatives in these accounts	Previous year's accounts	Difference	Explanation
Income	1,201,906	1,203,471	(1,565)	Bad debt written off 30 June 2020
Cash Expenditure	798,878	801,870	2,992	Re-categorise Replacements to fixed assets \$2,868

				Credit in Heat, Light & Power \$124
Non-Cash Expenditure	93,036	93,004	(32)	Adjustment in Depreciation
<b>Net change in Operating surplus</b>			<b>1,395</b>	
Movement in Opening Equity	4,381,154	4,379,589	1,565	Equity movements 1 February 2019 to 30 June 2019
<b>Net change in Equity</b>			<b>2,960</b>	

**Represented by:**

	Comparatives in these accounts	Previous year's accounts	Difference	Explanation
Fixed Assets	3,840,036	3,837,230	2,806	Re-categorise Replacements \$2,868 minus Depreciation (\$32) Fixed asset adjustment
Accounts Payable	35,705	35,882	177	
GST	29,850	29,827	(23)	
<b>Net change in Equity</b>			<b>2,960</b>	

**11. Commitments - Capital Expenditure Commitments**

Raglan Holiday Park Board approves a Capital Plan each year. The current Capital Plan includes an upgrade to the camp entrance, planning and design for an upgrade to the office, upgrading the information technology systems, installation of heat pumps in units, and the purchase of a new maintenance vehicle. Other projects have been deferred due to the COVID-19 pandemic. Refer Note 13.

Projects completed during the year thus far include the improvement and extension of accommodation facilities, installation of new laundry facilities, and the acquisition of a new mower. Some work has been done on upgrading the information technology systems.

**12. Operating Lease Commitments**

Supplier	Description of leased equipment	Date	Period	Monthly Payment
Eftco	EFTPOS Machine	29 November 2018	36 months	\$ 117
Sharp Photocopiers	Photocopier / Printer	10 December 2018	60 months	\$ 292

Lease commitments under non-cancellable operating leases:	This year	Last year
Not later than one year	4,202	6,962
Later than one year and not later than two years	3,500	4,202
Later than two years and not later than five years	2,042	5,542
Later than five years	-	-

<b>Total commitment under non-cancellable operating leases</b>	<b>9,744</b>	<b>16,706</b>
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### 13. Contingent Losses or Gains

There were no known contingent losses or gains outstanding as at 31 January 2021. (Previous year: Nil)

### 14. Events Occurring After Balance Date

On March 11, 2020, the World Health Organisation declared the outbreak of COVID-19 (a novel Coronavirus) a pandemic. Two weeks later, on 26 March 2020, New Zealand increased its COVID-19 alert level to level 4, and a nationwide lockdown commenced.

The New Zealand borders remain closed to international tourists at 31 January 2021. At this time the full financial impact of the COVID-19 pandemic is not able to be determined.  
(Previous year: Nil)

### Open Meeting

<b>To</b>	Infrastructure Committee
<b>From</b>	Roger MacCulloch General Manager Service Delivery
<b>Date</b>	24 March 2021
<b>Prepared by</b>	Duncan MacDougall Open Spaces Team Leader
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	INF2021; ECM ID. 3035791
<b>Report Title</b>	Contract No. 14/079 Arboriculture Services – Contract Term Extension

## 1. EXECUTIVE SUMMARY

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On 1 April 2015 Council entered into a contract with Franklin Trees for the provision of arboriculture services. The contract had an original term of three (3) years with a right of renewal for a further three (3) years. As the suppliers were meeting expected service levels and attaining agreed performance targets, the contract was extended through Council resolution.

This report is to advise the Infrastructure Committee that Contract No. 14/079 Arboriculture Services will reach the end of its contract period on the 31 March 2021 and to seek approval to extend the contract term for a further three (3) months. This will allow for the completion and negotiation of a new arboriculture services contract. No increase in contract sum or additional budget will be required.

## 2. RECOMMENDATION

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

**AND THAT the Infrastructure Committee approve an extension of contract time of three (3) months (1 April to 30 June 2021) for Contract 14/079 Arboriculture Services.**

## 3. BACKGROUND AND DISCUSSION

---

The attached report (Reference Inf2018 (23/03/2018)) provides the background to the contract and previous extensions.

In order to ensure the new contract arrangement is correctly specified and scoped for the Waikato District Council's needs, high importance has been placed on doing sufficient procurement and contract planning. To do this staff have undertaken a programme to:

- Review methods of service delivery
- Review tree stocks and collect additional asset data where required
- Determine the contractual effects of legislative changes and recent coronial reports.

This work identified a number of gaps in the existing contract format that has taken additional time to resolve which has pushed out the tender release date.

The Franklin Trees contract 14/079 will therefore have to be extended for three months to ensure we have continuation of services.

## 4. ANALYSIS OF OPTIONS

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### 4.1 OPTIONS

**Option 1:** Increase the contract term for a further 3 months, until 30 June 2021, to allow for current level of service to continue to be met.

This option **is** recommended.

**Option 2:** Do not increase the contract term. No further work will be able to be completed under the contract and all works required would need to be completed through a minor works contract on an as required basis. This would-be administration intensive and disruptive to business operations.

This option **is not** recommended.

## 5. CONSIDERATION

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### 5.1 FINANCIAL

An average of \$ 28,000 per month has been spent through the contract over the last 10 months. There is approximately \$100,000 remaining in the existing approved contract sum which will be sufficient for an additional 3 months.

No additional funding is required from operational budgets. The contract spend utilises existing budgets.

The revised contract expiry of 30 June 2021 will allow the Arboriculture Services contract to be completed and future works to be built into a new contract.

### 5.2 LEGAL

There have been no concerns with performance or pricing and no increase in levels of service.

The works will be put out to tender in the first half of the 2021 calendar year.



### **5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT**

N/A.

### **5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS**

This is an internal operational matter and will not trigger Council's Significance and Engagement Policy.

## **6. CONCLUSION**

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To allow the uninterrupted continuation of arboriculture service maintenance across Council parks, reserves and urban streets it is recommended the extension in contract term be approved by Council.

## **7. ATTACHMENTS**

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- A Report to February Infrastructure Committee (Reference INF2018 (23/03/2018))  
Contract No. 14/079 Arboricultural Services – Extension and Increase in Approved Contract Sum

### Open Meeting

<b>To</b>	Infrastructure Committee
<b>From</b>	Jacki Remihana Acting General Manager Service Delivery
<b>Date</b>	14 March 2018
<b>Prepared by</b>	Duncan MacDougall Open Spaces Operations Team Leader
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	Inf2018 (23/03/2018)
<b>Report Title</b>	Contract No. 14/079 Arboricultural Services – Extension and Increase in Approved Contract Sum

## 1. EXECUTIVE SUMMARY

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On 1 April 2015 Council entered into a contract with Franklin Trees for the provision of Arboricultural Services. The contract had an original term of three (3) years with a right of renewal for a further three (3) years.

This report is to advise the Infrastructure Committee that Contract No. 14/079 Arboriculture Services will reach the end of the initial contract period on 31 March 2018 and to request that the right of renewal for a further three years be awarded to Franklin Trees. As part of the contract review work it is noted that the Approved Contract Sum (ACS) will need to increase to allow the contract to operate for a further three (3) years. Therefore, an increase in the contract ACS of \$1,114,661 is requested. No additional budget is required.

## 2. RECOMMENDATION

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**THAT the report of the Acting General Manager Service Delivery be received;**

**AND THAT Franklin Trees be awarded the Right of Renewal Contract No. 14/079 Arboriculture Services;**

**AND FURTHER THAT the increase of \$1,114,661 in Approved Contract Sum for Contract 14/079 Arboricultural Services be approved.**

## 3. BACKGROUND

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Under Contract 14/079 Arboricultural Services, Franklin Trees was contracted to provide the following services across the District:

- Maintenance of street and parks trees
- Power line clearance
- Hedge and shelter belt trimming
- Tree planting

- Tree asset data collection

The available budget for the contract comes from the operational tree maintenance budget which was increased through the 2015-2025 Long Term Plan (LTP) process recognising required service levels were not being met. Allowances were made in the LTP budget for an increase in scope over the term of the contract, a redefinition of the tree assets over the term of the contract and an allowance for emergency events over the term of the contract.

The contract commenced on 1 April 2015 with an initial contract period of three years. The right of renewal is for a further three years subject to meeting expected service levels and attaining agreed performance targets.

The ACS was originally fixed at \$584,063.68 and was set with reference to Franklin Trees' submitted tender price for the scheduled works and was within the available budget (note that all numbers in this report are exclusive of GST unless stated otherwise). In a May 2017 report to the Infrastructure Committee an increase to the existing ACS of \$252,000 was requested and approved. The increase in ACS was to allow for additional works to be undertaken through the contract not initially included at the outset of the contract (See attached report).

At the award of the tender, it was contemplated that the contract would be reviewed 90 days prior to the initial term elapsing to determine whether the renewal would be exercised. The outcome would be reported to Council following a contract review. The ACS was therefore set with reference to the initial three years of operations only.

A review of the contract was undertaken in January 2018 and the findings recommend the right of renewal be awarded to Franklin Trees for a further three years.

The ACS is proposed to be increased by \$1,114,661. This is higher than the current ACS of \$836,063.68 set for the first three years as the budgets utilised under this contract have been increased over the first three years of the 2018-2028 LTP. It also includes possible unscheduled works ie storm clean-ups. The budgets for the next three financial years are as follows:

**2018/19 - \$ 331,767**  
**2019/20 - \$ 374,373**  
**2020/21 - \$ 408,521**  
**Total – \$1,114,661**

Therefore, if the right of renewal is approved then an increase in ACS of \$1,114,661 is required as the existing ACS is not sufficient for the remaining three years. As at 31 March 2018 the contract spend is as follows:

Contract spend to March 2018	\$770,835.73
<u>Current ACS</u>	<u>\$836,063.68</u>
Remaining ACS	\$ 65,227.95

No additional budget is required.

To reiterate, an increase to ACS of \$1,114,661 will allow the contract to run to the end of the contract term of 31 March 2020.

## 4. DISCUSSION AND ANALYSIS OF OPTIONS

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### 4.1 DISCUSSION

With initial term of the contract now complete a review was undertaken in January 2018. The review focused on four key areas, delivery of service, quality of service, contract administration and Health and Safety, with a total of 10 measurable KPIs.

The review identified that Franklin trees performed well throughout the initial three year period (Report attached).

The recommendation to award Franklin Trees the right of renewal for a further three years, will require the ACS to be increased to make an allowance for the additional three years of operational spend.

The operational tree maintenance budgets for the next three years as per the draft LTP budget is as follows:

<b>2018/19 - \$</b>	<b>331,767</b>
<b>2019/20 - \$</b>	<b>374,373</b>
<b>2020/21 - \$</b>	<b>408,521</b>
<b>Total</b>	<b>\$1,114,661</b>

### 4.2 OPTIONS

There are two options for Council to consider.

**Option 1:** Approve the right of renewal and increase the ACS by \$1,114,661 to \$1,950,724.68 to allow for current level of service to continue to be met.

This option is recommended.

**Option 2:** Do not approve the right of renewal or increase the ACS. Put out a new contract to the open market to retender the contract.

This option is not recommended.

## 5. CONSIDERATION

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### 5.1 FINANCIAL

Contract spend has been restricted to the budgetary allowances. There is still a lot of maintenance work to be undertaken to ensure the entire Waikato District Council tree stock is maintained to industry standards and best practice.

Annual contract spend over the last three years is as follows:

- 2015/16 - \$254,603.73
- 2016/17 - \$259,491.57
- 2017/18 - \$241,166.61 (To date)

## 5.2 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDER

This is not significant under Council's policy.

## 6. CONCLUSION

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### 6.1 FINANCIAL

No additional funding is required from operational tree budgets for the final three year term of the contract. Budgets are accounted for in the 2018-2028 draft Long Term Plan as follows:

2018/19 - \$	331,767
2019/20 - \$	374,373
2020/21 - \$	408,521
<b>Total</b>	<b>\$1,114,661</b>

### 6.2 RISK

By including all Council tree works within one formal contract greatly reduces the risk to Council of procurement and in Health and Safety matters.

### 6.3 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

This is an internal operational matter and will not trigger Council's Significance and Engagement Policy.

## 7. ATTACHMENTS

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- May 2017 increase in ACS report
- Report contract review 2018

### Open Meeting

<b>To</b>	Infrastructure Committee
<b>From</b>	Roger MacCulloch General Manager Service Delivery
<b>Date</b>	24 March 2021
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	INF2021 / ECM ID: 3036532
<b>Report Title</b>	Service Delivery Project Status Report – March 2021

## I. EXECUTIVE SUMMARY

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During February 2021, further progress was made with the development of project/procurement plans, tendering/award of projects, the management of contracts and completions of projects. The usual project summary dashboard and list of projects being worked on / status report is attached.

From a financial perspective, approximately \$31.1 million of capital work (excluding vested assets) had been completed by the end of February. Capital expenditure proposed by the Service Delivery Group for the 2020/21 financial year was approximately \$63 million. Watercare proposed to spend ~\$26 million. This makes a total CAPEX spent target of ~\$89 million.

The \$31.1 million spend to date equates to approximately 35% of this target, which is concerning given that we only have 4 months left of the year. Given this position, budget managers were asked about their level of confidence in delivering their share of the ~\$89 million target. Their responses can be summarised as follows:

	<b>2020/21 Target (\$ Millions)</b>	<b>Actuals YTD (Million)</b>	<b>Revised Target (\$Million)</b>	<b>Comments (\$Millions)</b>
<b>Community Connections</b>	\$28 (29.4)*	\$5.6	\$19	Reduced target due to \$2 worth of developer led initiatives not being required / rephased, \$0.5 spend not required for the Raglan sports field, \$2.5 being deferred for the Ngaruawahia library and hall upgrade, rephasing of the Tuakau dog pound (\$1.8) and ~\$2 worth of other projects being rephased.
<b>Strategic Property</b>	\$5 (3.2)*	\$3.2	\$4.5	Acquisition programme on track.
<b>Roading / Solid Waste</b>	\$35 (30.6)*	\$15.2	\$33	Variance due to the Horsham Downs and Harrisville Rd Bridge projects not being completed until the 2021/22 financial year
<b>Subtotal (S. Delivery)</b>	\$68 (\$63.2)*	\$24	\$56.5	
<b>Waters</b>	\$26	\$4.2	\$20 (\$16.27 + \$3.74)	Revised target due to re-forecasting (cost and timing) or projects.
<b>TOTAL</b>	<b>\$89</b>	<b>\$31.1</b>	<b>\$76.5</b>	

Note: the \* indicates the 2020/21 Total CAPEX Budget presented in September 2020. These figures differ from those shown in the table above due to increased project costs / budget approvals obtained and accounting artifacts such as the PGF for Raglan Wharf showing up as a 'credit' which reduces the budget. The variance in total budget figures over time highlights the need for project-based status reporting that includes budget data, rather than simply using financial reports / targets as the primary measure of performance.

Overall, budget managers / business owners are reasonably confident in their ability to deliver the majority of the work programmes set at the beginning of the year. The biggest variances lie in the Community Connections and Waters space where the projected spend is ~\$15 less than anticipated. Relevant staff will be available at the meeting to answer any questions you may have.

### Risks to Delivering the Work Programme

From a risk perspective, COVID-19 lockdowns, contractor availability, supply chain issues and increased costs of development continue to threaten the successful delivery of the programme. To mitigate these risks, the following measures have been implemented:

- Business continuity plans have been developed (by both Council and contractors) to minimise disruptions during further COVID-19 lockdowns;
- Existing business partners are being used where possible to speed up delivery of projects using their existing rates. This leverages off the national capacity;
- Contractor capacity and supply chain issues/risks are being identified in procurement plans, contingency plans are being developed to manage these risks (eg revised delivery timeframes, product substitution, nomination of available materials only);
- Detailed project planning, scoping and forecasting is being carried out to enhance budget accuracy and minimise unexpected budget blowouts.

The supply chain issues are particularly relevant to facility maintenance / development projects and the projects involving open space (parks and reserves) infrastructure such as play equipment.

Although contractor availability has not been a major issue for roading and bulk earthwork projects to date, the market is getting tighter, which has been a problem in the 3 waters space for several months now.

If you have any project specific, please send them to the General Manager Service Delivery prior to the meeting so that these can be responded to separately.

## **2. RECOMMENDATION**

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

## **3. ATTACHMENTS**

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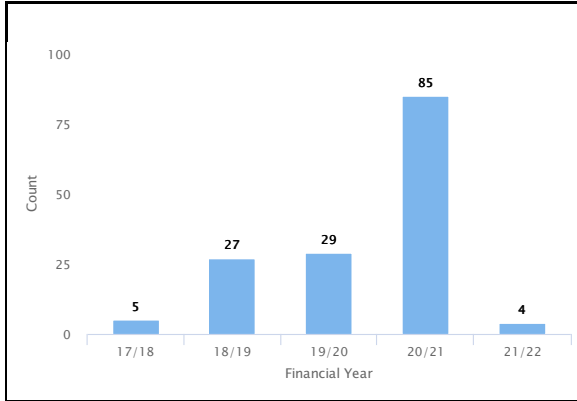
- A Dashboard
- B Projects Status Report
- C Infrastructure Committee Actions Register – 10 February 2021



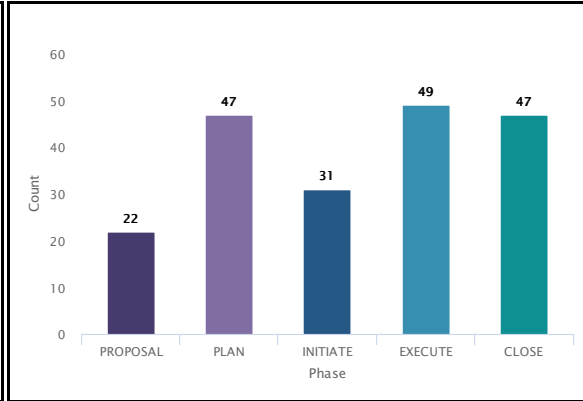
**WDC PROJECTS**  
12 March 2021

Number of Projects	Number of Open Projects
196	150

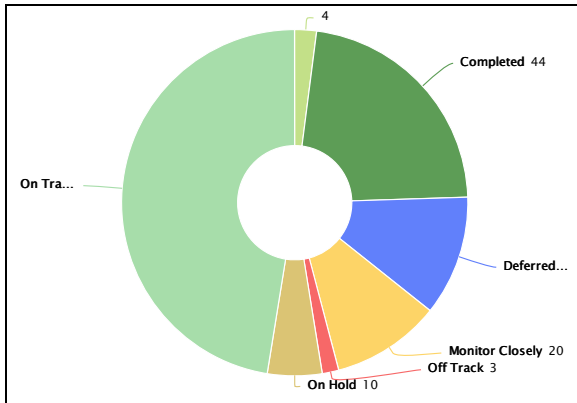
**Project Pipeline - Open Projects**



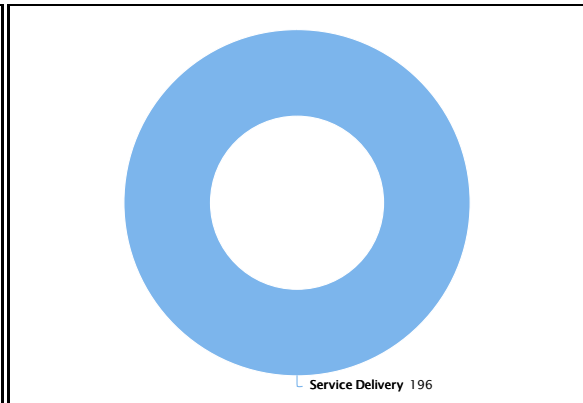
**Project Phase**



**Project Status**



**WDC Portfolios**



Financial Year	IPM #	Project Name	Project Sponsor	Overall Status	Schedule	Scope / Quality	Budget	Resources	Risk	Issues	Engagement	Forecast Finish	% Complete	Approved Budget	Actuals YTD	Comment
19/20	PR-1340	LTP2019 - CCTV	Megan May - Community Connections Manager	Off Track	A	A	G	G	G	G	G	13/07/18	9.00			Strategy in development to best use multi-year funding. Also see PR-1129 Staff currently working with a number of community groups to identify needs which is happening in alignment with sourcing a preferred supplier/management system.
20/21	PR-1361	LTP2018 District Wide Walkways - Rotokauri	Megan May - Community Connections Manager	Off Track	A	G	A	G	A	G	A	07/05/21	0.00	\$214,431.00	\$0.00	Engineered design of proposed walkway is now complete. Engagement with Ngaati Maahanga currently underway. Awaiting formal response from Iwi before proceeding but it is unlikely that this project will progress in the current financial year.
20/21	PR-1640	Raglan playgrounds - Lorenzen Bay Raglan	Megan May - Community Connections Manager	Off Track	A	G	G	G	G	G	G	30/06/21	0.00	\$104,755.00	\$0.00	Budget to be spent prepping the site for a playground as currently the reserve is undeveloped. Playground will be incorporated into Playground contract which is currently in the market.
18/19	PR-1107	LTP2018 Huntly Grandstand Roof Replacement	Megan May - Community Connections Manager	Monitor Closely	A	G	G	G	G	G	G	26/01/21	61.00	\$266,683.00	\$2,405.00	Huntly Grandstand re-roof is to commence on 18 March. Transpower has confirmed the requirements and has scheduled a power outage date, to undertake critical works directly under the power lines. Recommencing contract details with Industrial Site Services with the updated specifications and costs. Finalizing the SSSP submitted by ISS with Zero Harm prior to any works.
18/19	PR-1136	LTP2018 Mercer Community Facility	Megan May - Community Connections Manager	Monitor Closely	A	A	G	G	G	G	G	30/09/22	7.00	\$50,000.00	\$10,442.46	Draft feasibility investigation to be revisited as Mercer Community Committee rejected the preferred site and suggested other site options which the current resources are insufficient and acquiring the property has no certainty. Their preferred site is the ARA building within the Mercer Reserve and repurposing the building would be quite problematic. The reserve status of the land prohibits this. Two Iwi claims have been lodged in respect of the land and are currently being assessed by the Crown. Other options are currently being investigated which can serve the community (Anglican Church) and possible external funding.
17/18	PR-1236	CF2017 Whatawhata Community Facility	Megan May - Community Connections Manager	Monitor Closely	A	A	A	G	A	A	G	18/08/21	45.00	\$266,981.00	\$57,364.00	Resource consent application granted 27/10/2020. External funding application decision from Lotteries Commission will be in May 2021. Preliminary drawings expected back from BCD on 12/02/2021 and will be discussed with the steering group on 18/02/2021 in the scheduled meeting. Project is expected to continue until next financial year if grant application is approved.
18/19	PR-1283	Pokeno Urban Upgrades	Ross Bayer - Roading Team Leader	Monitor Closely	A	G	A	G	G	G	G	05/02/19	0.00	\$2,000,000.00	\$0.00	* This project includes completion of the Hitchen Road intersection, Helenslee Road intersection and finishes just past the primary school. * Being split into two stages - enabling and pavements. Enabling includes footpaths, drainage, kerb and channel, closing off Ford St, future proofing for traffic lights etc; and will occur prior to end of FY. Pavement works (incl rehab) will occur from Sept/October ie. FY21/22. * WDA finalising TCE in week of 8th March (to extent design not yet final, will be qualified) and with a variation to go to WDA for enabling works package in first instance (enabling works package circa \$500k). * Budget funding is multiple including structure plan reserve and some of the identified projects in structure plan combining into this project. Budget review memos will formalise the funding position once pricing and variations occur.
19/20	PR-1288	Gilmour Street, Raglan - Road Rehabilitation and Stormwater Upgrade	Jackie Bishop - Contracts and Partnering Manager	Monitor Closely	A	A	A	G	G	G	G	07/07/21	75.00	\$366,000.00	\$0.00	The project includes extension of the existing gravity stormwater, construction of planted & grassed swales as well as installation of stormwater treatment in the form of rain gardens to mitigate historic stormwater management issues and complaints for the sub-catchment of Gilmour Street, Raglan. A roading project is also proposed to be undertaken in conjunction with these works to help facilitate the stormwater works and reduce the cost of the stormwater works.  Stormwater and roading designs for Gilmour Street have been developed through consultation and further peer review, with the detailed engineering design and pricing schedule being completed in February 2021. The detailed engineering design for the proposed works is now complete. - Design drawings with a supporting pricing schedule will be provided to WDA (the Alliance) for pricing and programming of the works. Pricing will be compared to the engineer's estimate - if it is significantly higher we will have a market review of costs, and appropriate rates will be negotiated. - Design drawings will be shared with Watercare, Beca and other internal staff for peer review purposes - A meeting with local residents will be organised to let them know exactly what's planned and to discuss how the work will affect them. To avoid the peak summer holiday period in Raglan, work is scheduled to start in March, but there is still a possibility that the timing of physical works could be affected by WDA's resources and product supply timelines.  Amber - Currently the works are programmed for March to avoid the school holiday peak period, however timing has been restricted by design delay and subsequently WDA programming through schedule pricing, resourcing, etc.
20/21	PR-1480	Horsham Downs Link Road	Jackie Bishop - Contracts and Partnering Manager	Monitor Closely	A	G	A	G	A	A	G	31/12/21	21.00	\$4,150,000.00	\$128,296.00	* Construction is intended to be completed by December 2021 in line with WEX opening. ROI completed in December, RFT process ended February and preferred tenderer identified. However, critical path threshold issues are yet to be closed out including NZTA budget certainty which is tied to Tainui first right of refusal decision (fallback to NZTA further discussion for site access if not achieved); and resource consent from WRC. Negotiations progressing and expected to be closed out in March. Earthworks over winter period for the construction is potentially a risk. * This is a multi-year project and if threshold issue are resolved in early March then spend this financial year could be expected to be circa \$1.5m with balance next FY. But this is still to be confirmed. * Tender pricing has been favourable but negotiations with preferred tender yet to occur * Current budget model is \$2.9m which will be adjusted via budget review memo to \$4.15m once the budget certainty is achieved.
20/21	PR-1503	Perry Bridge - Power System Replacement	Jackie Bishop - Contracts and Partnering Manager	Monitor Closely	G	G	G	G	G	G	G	10/02/20	0.00			05/03/20201 WEL have provided a quote of \$119k for the mains power to site (bridge). Neo Consulting require clarification from WEL Networks before they can progress their portion of the work. They are seeking this out currently.
20/21	PR-1556	Solid Waste Contract Renegotiation	Ian Cathcart - Special Infrastructure Projects Manager	Monitor Closely	A	G	G	G	G	A	G	04/02/21	35.00	\$31,212.00	\$0.00	For Month-end 26/02/2021 - Contract Renegotiation work continues and is approximately 75% complete. Schedule needs updating and assistance required from Business Owner to complete. - Awaiting completion of outside counsel review of contract clauses. - Have 90% certainty of pricing of \$1.7M additional Opex across 3 vendors. - 2 RFI outstanding and then we be at 100% Complete. - Late lobbying by Xtreme Zero Waste in Raglan to put food recycling back on the table. Awaiting proposed funding options; could be partly User Pays.
20/21	PR-1579	Fraser Road Footpath	Roger MacCulloch - General Manager Service Delivery	Monitor Closely	A	A	G	G	G	G	G	30/06/21	0.00	\$55,000.00	\$0.00	Footpath required to connect to new subdivision in Pokeno. A short section will be built this year. Yet to be designed. Works expected to be delivered by WDA. Amber until timing and scope and variation to WDA is confirmed.
20/21	PR-1599	Huntly resource recovery centre upgrade	Roger MacCulloch - General Manager Service Delivery	Monitor Closely	G	G	G	G	G	G	G	30/06/21	0.00	\$103,324.00	\$42,828.00	Upgrade of Huntly transfer station to a resource recovery centre + install new earthworks pad and shed for contract rollover and new MRF purchased by contractor. Spend this year is site feasibility and geotechnical investigations for earthworks and to inform design. Will be spent this year.
20/21	PR-1600	Te Kauwhata Structure Plan	Roger MacCulloch - General Manager Service Delivery	Monitor Closely	A	A	A	G	A	A	G	30/06/21	0.00	\$451,041.00	\$0.00	Interim payment of \$340k made last FY to developer for lowering of Travers Road and balance disputed. \$450k was carried forward. Pending close out to confirm no further payment required. Was a cost share arrangement, not total vesting. Balance may be used to fulfil a legal requirement to upgrade another road in TK post arbitration with a developer and which is supportive of Structure Plan - whether this can be used for this and spent this year is not yet clear.
20/21	PR-1601	Te Kauwhata Structure Plan - Scott road upgrade (HIF) Vested	Roger MacCulloch - General Manager Service Delivery	Monitor Closely	A	A	G	G	G	G	G	30/06/22	0.00	\$1,239,581.00	\$0.00	Works associated with Lakeside development. Not clear if to be spent this year pending ongoing discussion with developer. Linked to HIF. Has been put in year 1 of LTP as a contingency.
20/21	PR-1602	Horotiu Structure Plan RD2A (stage b)	Roger MacCulloch - General Manager Service Delivery	Monitor Closely	G	G	A	G	A	A	G	30/06/21	0.00	\$12,879.00	\$0.00	Final cost to be confirmed with developer who is building, but expected to be overbudget circa \$1m. Project is near completion. Additional funding likely to come from roading contributions fund.
20/21	PR-1603	Horotiu Structure RD2B construction cost	Roger MacCulloch - General Manager Service Delivery	Monitor Closely	G	G	A	G	A	A	G	30/06/21	0.00	\$110,000.00	\$0.00	Waiting on confirmation of completion date and costs from developers. Budget may not be sufficient. Expected to be spent this year.
20/21	PR-1605	Horotiu Structure Plan - RD3 (stage a) construction cost	Roger MacCulloch - General Manager Service Delivery	Monitor Closely	G	A	A	G	G	A	G	29/01/21	0.00	\$500,000.00	\$0.00	Road is at the roundabout and links north parallel to railway. The final decision on construction on this road will depend on pump station design. Not expected to be spent this year.
20/21	PR-1606	Horotiu Structure Plan - RD3 (stage b) construction cost	Roger MacCulloch - General Manager Service Delivery	Monitor Closely	G	G	A	G	A	A	G	30/06/22	0.00	\$1,200,000.00	\$0.00	The road is the link to Horotui Road which crosses private property. Land purchase and construction cost expected to exceed budget with balance from roading contributions fund. Not expected to be spent this year.
20/21	PR-1610	Horotiu Structure Plan - RD2A (stage a) construction cost	Roger MacCulloch - General Manager Service Delivery	Monitor Closely	G	G	A	G	A	A	G	30/06/21	0.00	\$575,000.00	\$0.00	Partial payment made. Awaiting final costing and vesting likely to be above budget with balance from roading contributions fund. Expected to be spent this year.
20/21	PR-1614	Pokeno Structure Plan - Level crossing road	Roger MacCulloch - General Manager Service Delivery	Monitor Closely	A	A	G	G	G	G	A	30/06/21	0.00	\$440,000.00	\$0.00	This largely relates to cost of land. This is an LTP project planned for 2020/21 FY. Section of road currently owned by Hynds, currently in dispute. Unclear if spend will occur this year.
21/22	PR-1661	Tregoweth Lane, Huntly - Realignment, Rehabilitation and Widening	Jackie Bishop - Contracts and Partnering Manager	Monitor Closely	A	A	G	G	A	G	G	06/01/22	58.00	\$0.00	\$212,730.50	The detailed engineering design and pricing schedule for the realignment, rehabilitation and widening of a 182m section of road pavement at Tregoweth Lane, Huntly was completed and provided to WDA on February 9th 2021 for pricing and programming of the works. Pricing will be compared to the Engineers Estimate, and if significantly higher will have a market review of costs, and appropriate rates negotiated. Several dependencies, and associated risks (delay resulting in carry-forwards) that are currently being worked through to enable works to go progress.  Amber - Parallel property works are not progressed enough to provide comfort in the enabling works that are trying to be achieved. Amber - Planning team did not account for the Chorus component of the power pole relocation - this could incur delays Amber - Roading team as asset owner/budget contributor until scope, timing and budget have greater certainty.

21/22	PR-1662	Annebrook Road Extension and closure of SH1 access - Tamahere Structure Plan	Jackie Bishop - Contracts and Partnering Manager	Monitor Closely	G	A	A	G	A	G	G	21/06/21	70.00	\$0.00	\$160,296.00	<p>The detailed engineering design and pricing schedule for the reconfiguration of Annebrook Road was completed 21/12/2020 with handover to Waikato District Council's roading alliance contractor, Waikato District Alliance [WDA], for pricing, programming and to provide their methodology for the project works.</p> <p>Work on the new road connecting Annebrook Road to Matangi Road is planned to start in March.</p> <p>The project involves the extension of Annebrook Road and ultimately altering the road's access point from SH1 over to Matangi Road. This will be achieved by closing off the road to vehicular traffic and opening it up on to Matangi Road to maintain a safe access point for Annebrook Road residents.</p> <p>Improved safety for drivers and pedestrians is top of mind and an incentive for opening the new road as soon as the project is complete (undertaken simultaneously to the closure of the existing SH1 access) and prior to the WEX Hamilton Section opening (currently NZTA programme is Dec 2021).</p> <p>Amber status as upward pressure on budget - now closer to \$800k. Amber status as there are a number of dependencies, and associated risks (delay resulting in carry-forwards):</p> <ul style="list-style-type: none"> <li>- Outline Plan Works approval</li> <li>- Construction Noise Management Plan approval</li> <li>- WDA resourcing</li> <li>- Property Agreement variations</li> <li>- Consulting parties - local Iwi</li> </ul>
18/19	PR-1119	LTP2018 Whangarata Cemetery	Megan May - Community Connections Manager	On Track	G	G	G	G	G	G	G	21/05/21	90.00	1031357	271009	Site Clearing and sediment and erosion controls have been completed and earthworks approximately 35% complete. Subsoil drainage and water supply will follow. Final stage will be capping subgrade formation of accessway. Accessway basecourse, sealing, line marking, and signage is currently planned to be completed by the Waikato District Alliance following completion of works by McKenzie and Parma.
18/19	PR-1129	LTP2018 CCTV	Megan May - Community Connections Manager	On Track	G	G	G	G	G	G	G	30/06/21	0.00	\$60,000.00	\$74,940.84	Strategy in development to best use multi-year funding. Also see PR-1340.
18/19	PR-1130	LTP2018 Strategic Land Purchases	Nicolas Wells - Strategic Property Manager	On Track	G	G	G	G	G	G	G	13/12/18	0.00	\$0.00	\$0.00	
18/19	PR-1131	LTP2018 Lake Puketirini ROW Access	Nicolas Wells - Strategic Property Manager	On Track	G	G	G	G	G	G	G	13/12/18	0.00	\$0.00	\$0.00	Contingent liability action dependent upon third party
18/19	PR-1150	LTP2018 Recladding of Ngaruawahia Office	Megan May - Community Connections Manager	On Track	G	G	G	G	G	G	G	13/12/18	0.00	\$150,000.00	\$0.00	Inspection of exterior cladding has now been completed and report received. Currently engaging a designer to undertake construction design prior to physical works procurement.
17/18	PR-1260	CF2017 Pokeno Sports ground Munro Block	Megan May - Community Connections Manager	On Track	G	G	G	G	G	G	G	24/06/21	88.00	\$1,367,792.00	\$1,196,384.00	Pokeno Sports Park Phase 1 Earthworks complete. All as-built, testing data sheets and final walkover complete, final signoff of Practical Completion Certificate to be approved. Planting to commence April/May during a period of adequate ground moisture saturation. Reporting for Phase 2 Earthworks is detailed under PR-1668.
17/18	PR-1261	CF2017 Puni Walkways Fencing	Megan May - Community Connections Manager	On Track	G	G	G	G	G	G	G	04/03/19	0.00	\$10,000.00	\$3,201.50	
18/19	PR-1300	LTP2018 Onewhero - Responsible Camping upgrades - WW Temporary Staging	Megan May - Community Connections Manager	On Track	G	G	G	G	G	G	G	26/04/21	91.00	\$120,553.00	\$134,914.00	Camex Civil Ltd has successfully completed the third and final stage of the Onewhero Rugby Football Club Wastewater Treatment and Disposal System.  Internal tasks relating to planting of the Wisconsin mound, completing capitalization for all three stages and processing of project close out documentation is now being progressed to conclude the project in its entirety.
18/19	PR-1306	Raglan Kopua Holiday Park Stormwater Management	Pam Ryan -	On Track	G	G	G	G	G	G	G	12/11/19	48.00			Following budget review the project has been deferred indefinitely. - detailed engineering design is complete - resource consent remains in place for five years
19/20	PR-1316	Elbow Boat Ramp Upgrades	Megan May - Community Connections Manager	On Track	G	G	G	G	G	G	G	07/09/21	43.00	\$351,202.00	\$2,300.00	The Elbow Boat ramp detailed designs are 90% complete and will support the resource consent application to be submitted early March. Concurrently the boat ramp RFQ upgrade contract will be completed and out to the open Market indicative of securing resource consent.
19/20	PR-1331	LTP2019 Reroofing of Ngaruawahia Office	Megan May - Community Connections Manager	On Track	G	G	G	G	G	G	G	30/06/21	0.00	\$153,300.00	\$68,115.31	Budget was reallocated to office refurbishment which has now been complete with surplus budget. Investigation required to determine urgency of roofing work and budget required to complete
18/19	PR-1352	Raglan Coastal Reserves Management Plan	Roger MacCulloch - General Manager Service Delivery	On Track	G	G	G	G	G	G	G	18/03/21	40.00			Consultation completed. Hearings occurred in March, early April. Final process required to adopt plan.
19/20	PR-1358	LTP2019 District Wide Skateparks - Tuakau	Megan May - Community Connections Manager	On Track	A	G	G	G	A	G	G	31/01/22	81.00	\$358,050.00	\$4,154.00	External funding from DIA to Tuakau Youth Sports Trust (TYST) has been approved for WDC to utilise. On completion of the project the asset will be vested to WDC.  Project Manager is currently waiting for detail design to go out to tender. Due to the time frame of getting the approved design back and going out to tender, the build will not take place until next summer. The winter weather conditions prevent the contractors to carry out this type of works.
19/20	PR-1386	2019 Solid Waste Service Review and implementation	Ian Cathcart - Special Infrastructure Projects Manager	On Track	G	G	G	G	G	G	G	09/06/21	32.00			Nov19: Team is focused on preparing for the Council Workshop on 25Nov. Oct19: Engaged consultants Morrison Low. They produced a draft Options Analysis and Investment Logic ILM. Draft Communications Plan ready.
19/20	PR-1438	Raglan Consenting Process	Roger MacCulloch - General Manager Service Delivery	On Track	G	G	A	G	G	G	G	31/03/20	27.00			Lodging interim consent for 36 months. Options now progressed to short list. MCA process for selection of preferred option being undertaken in early August.
19/20	PR-1466	Facilities Maintenance Services Contract	Roger MacCulloch - General Manager Service Delivery	On Track	G	G	G	G	G	G	G	09/12/19	73.00			Contract awarded and functioning well
19/20	PR-1479	LTP2019 Playground Renewals	Megan May - Community Connections Manager	On Track	G	G	G	G	A	G	G	30/03/21	86.00	\$362,808.00	-\$1,492.00	The tender closed on the 15th of February, we received five tenders and are in the process of evaluating. The estimated construction dates for the 3 projects in the contract schedule will be confirmed once a contract has been awarded. Our aim is to award the contract by the end of March.  The budget will be reviewed annually to include each additional year's worth of installation work which will be detailed as a schedule to the contractor. During the contract term it is anticipated that the contract value may need to be altered to allow for changes in budgets and potentially to allow for any external funding/grants that communities may contribute to each project.
19/20	PR-1484	Mangawara Stream Bridge	Jackie Bishop - Contracts and Partnering Manager	On Track	G	G	G	G	G	G	G	30/06/21	99.00	\$116,182.00	\$24,988.00	Major project works complete but with resource consent conditions still to be closed out. Approx \$80k left in this budget which will be retained until end financial year as contingency for close out.
19/20	PR-1485	Te Awa Cycleway - Hamilton to Cambridge section	Jackie Bishop - Contracts and Partnering Manager	On Track	G	G	G	G	G	G	G	30/06/21	14.00	\$4,258,515.00	\$593,373.00	* Both road and gully sections are underway and tracking well. * MBIE funding of local share has been confirmed. Budget review memo pending to change budget split as was partly coming out of roading contributions fund to augment loan funding. * Road section is expected to be completed by year end, gully section will have some spend carryover due to late start - circa 40-50%. Year end spend expected to be circa \$3.2m * Contract sum increase to cover HCC bridge not included in this budget figure yet. Pending budget review memo. Has been approved by IC.
19/20	PR-1497	Woodlands Fence Upgrade	Megan May - Community Connections Manager	On Track	G	G	G	G	G	G	G	16/01/20	0.00	\$114,065.00	\$6,000.00	*Project Underway - Design being developed for the Music Lawn and Wall. This is for the existing Huntly Brick fence project. Work need to occur outside of wedding season but before winter
19/20	PR-1500	LTP 2021: Asset Management Plans 2021-2031	Roger MacCulloch - General Manager Service Delivery	On Track	G	G	G	G	G	G	G	11/12/20	61.00			All activity and asset management plans across the business have been presented to Audit as a draft. The Infrastructure Strategy shall be presented to Council Monday 24th prior to also sending to Audit for review.  AMPs are at full completion short of final tweaks to narrative and landing financial information prior to submission to Council for adoption and subsequent inclusion to the LTP.  The overall progress indicator for this project is not reflective of actual work complete. The original baseline set in November 2019 for various reasons has changed.
19/20	PR-1508	District Tree Maintenance Contract 2021	Megan May - Community Connections Manager	On Track	G	G	G	G	G	G	G	15/03/21	0.00			Final stages of preparing procurement documents. Hope to release to market mid March 2021.
19/20	PR-1511	Huntly Property Works	Nicolas Wells - Strategic Property Manager	On Track	G	G	G	G	G	G	G	16/03/20	0.00			05/02/2021 41-45 Williams Street - Go Bus (BDL) - WDC Property Team have arranged with BDL to view 9-13 Tregoweth Fri 12 Feb. 9-13 Tregoweth Lane - WDA Infrastructure Alliance (WDA IA) have completed a significant amount of the new BDL yard. Temporary measure will be put in place to allow the existing owner of 13 Tregoweth to clear a third of his yard allowing WEL Networks to relocate power poles. 101-105 Tregoweth Lane - WDA IA have taken a small cutting and will start creating a flat area for 13 Tregoweth to move to.
17/18	PR-1514	Manu Bay Breakwater	Megan May - Community Connections Manager	On Track	G	G	G	G	G	G	G	19/10/20	80.00	\$20,000.00	\$20,000.00	ECoast monitoring system to continue monitoring Manu Bay breakwater and boat ramp until an independent review Consultant is tasked to take over the monitoring and reporting. Currently in the process of appointing an independent Consultant. Boat Ramp maintenance to continue as normal.

19/20	PR-1517	Tamahere Fitness Trail	Megan May - Community Connections Manager	On Track	G	G	G	G	G	G	G	08/04/21	33.00	\$230,552.00	\$1,454.00	The engagement and design for the Tamahere fitness trail has been completed. This project is included as part of the Playgrounds and Minor Works Contract Schedule. The construction date will be confirmed once the contract has been awarded.
20/21	PR-1552	Raglan Wharf 2020	Roger MacCulloch - General Manager Service Delivery	On Track	G	G	G	G	G	G	G	18/08/20	0.00			The tender for the Playgrounds and Minor Works Contract closed on the 15th of February, we received five tenders and are in the process of evaluating. Our aim is to award the contract by the end of March.
20/21	PR-1557	Pokeno Tennis Refurbishment 20/020	Megan May - Community Connections Manager	On Track	G	G	G	G	G	G	G	30/06/21	0.00	\$0.00	\$0.00	All projects identified through community workshops - pontoon, eastern walkway, western walkway, handrail, safety improvements and overall master planning. Tender documents for master planning and pontoon design and build near completion.
20/21	PR-1558	WEX - NZTA vesting of old state highway to WDC - Rangiriri, Huntly and SH1B	Jackie Bishop - Contracts and Partnering Manager	On Track	G	G	G	G	G	G	G	30/06/22	5.00	\$40,089,500.00	\$0.00	* NZTA driven process and business case. Expectation is Rangiriri section and Huntly section will vest this financial year and SH1B in 2021/22 financial year. * Asset valuation received from NZTA suggests this is more likely to be \$80,450,000 in total with \$26,450,000 coming to WDC this year. A budget review memo is currently being finalised to reduce the budget expectations to \$26,450,000 with the balance included next FY. * Confidence level of spend this year - 75%. NZTA is under pressure to give this to us before 30 June but there are some approval gates they need to achieve via their Board including the funding of circa \$16m for re-configuration works as part of the handover which has been agreed as part of the business case process lead by NZTA. NZTA would provide funds to WDC to complete those works next FY.
20/21	PR-1562	Sealed Road Re-surfacing	Jackie Bishop - Contracts and Partnering Manager	On Track	G	G	G	G	G	G	G	30/06/21	75.00	\$6,148,859.00	\$4,454,316.00	This is the annual resurfacing program managed by the WDA. Work is on plan
20/21	PR-1563	Drainage Renewals	Jackie Bishop - Contracts and Partnering Manager	On Track	G	G	G	G	G	G	G	30/06/21	45.00	\$1,256,300.00	\$564,183.00	This is the annual drainage renewal program managed by the WDA. Forward program determined by network need and agreed between WDC and WDA. Tracking well.
20/21	PR-1564	Pavement Rehabilitation WDA managed	Jackie Bishop - Contracts and Partnering Manager	On Track	G	G	G	G	G	G	G	30/06/21	67.00	\$6,550,041.00	\$4,437,333.00	This is the annual pavement rehabilitation program managed by the WDA. Forward program determined by network need and agreed between WDC and WDA. Related project PR-1565. Tracking well
20/21	PR-1565	Pavement Rehabilitation WDC Managed	Roger MacCulloch - General Manager Service Delivery	On Track	G	G	G	G	G	G	G	30/06/21	62.00	\$375,043.00	\$232,362.00	This is part the annual pavement rehabilitation program managed by the WDA. This budget allocation was retained by WDC until the mid year program review with WDA as to network need. This has now occurred and the balance is being allocated to Pokeno upgrade and/or Gilmour St projects which are being undertaken by the Alliance. Requires variation. Related project PR-1564.
20/21	PR-1566	Mercy Ferry Road Bridges	Roger MacCulloch - General Manager Service Delivery	On Track	G	G	G	G	G	G	G	30/06/21	95.00	\$50,000.00	\$11,462.34	Balance left from Mercer strengthening project was applied to Kopu Kopu bridge works which has also now been completed and in close out phase. Final invoice of circa \$45k received which is slight overspend.
20/21	PR-1567	Bridge renewals	Jackie Bishop - Contracts and Partnering Manager	On Track	G	G	G	G	G	G	G	30/06/21	33.00	\$1,016,278.00	\$331,992.00	This is the annual bridge component replacement work which include culverts and guardrail replacements as well as bridge renewals. Typically delivered by WDA. Has been re-forecast with WDA and projects rationalised and prioritised to fit remaining budget available. Spend about to ramp up.
20/21	PR-1568	Traffic services capital	Jackie Bishop - Contracts and Partnering Manager	On Track	G	G	G	G	G	G	G	30/06/21	54.00	\$466,677.00	\$250,275.00	This is the annual traffic services capital program delivered by the WDA (e.g. signage). Its a combination of planned and unplanned works. Work is progressing and tracking well.
20/21	PR-1569	Harrisville Road Bridge Replacements	Jackie Bishop - Contracts and Partnering Manager	On Track	A	G	G	G	G	G	G	30/06/21	0.00	\$2,216,484.00	\$0.00	* HPMV route assessment has determined only one bridge needs to be done this year (circa \$1m) with the other bridge to occur next year (and forms part of the LTP proposal). Market docs being prepared for issue in March. Budget review memo being finalised to reduce this year's capex spend to \$1.2m. * Will go to market. Market docs being prepared. * Not expected to spend all funds by end of year, but residual FY21/22 spend not yet clear.
20/21	PR-1570	Low Cost/Low Risk projects WDA Managed	Jackie Bishop - Contracts and Partnering Manager	On Track	G	G	G	G	G	G	G	30/06/21	93.00	\$2,170,687.00	\$2,021,475.00	Suite of LCLR projects, including safety projects. Budget has been split this financial year between WDA delivery (PR-1570) and a portion to go out for procurement and market testing (PR-1571). WDA portion now largely spent and program complete, but a proportion of the PR-1571 will now also come to WDA as a variation for additional footpath works.
20/21	PR-1571	Low Cost/Low Risk projects WDC Managed	Jackie Bishop - Contracts and Partnering Manager	On Track	G	G	G	G	G	G	G	30/06/21	0.00	\$1,269,161.00	\$421.00	At commencement of the year this was held back to enable market testing of some core roading BAU components. This has been revised as part of mid year review and split. Footpath components will go to the Alliance (via variation) based on good performance to date and price testing/review otherwise achieved. TCE has been received from WDA and variation is pending. Will be <\$1m. A proportion will still go to market for testing of pricing for signage, road markings, and road delineation as part of an ACC funded project. Expected to be spent by end of financial year
20/21	PR-1572	Travers Road Shared Path (Minor Improvements)	Jackie Bishop - Contracts and Partnering Manager	On Track	A	A	G	G	G	G	G	21/06/21	14.00	\$128,758.00	\$0.00	WDA will recommence construction for Travers Rd Shared Walkway / Cycleway Project Stage 2 (Path in sections between Moorfield Rd and Wayside Rd) and have works completed, up to the value of works budgeted, by 30 June 2021. Previous Stage was PR-1262 (CF2017 Te Kauwhata Walkways (Stage 1 Travers Rd)) of Travers Rd Path was completed by WDA. This project is the Residual Budget following Stage 1 and the Community Projects staff will, progress by further revising the design, negotiate revised scope with WDA, and supervise construction of the Path along Travers Rd, between Moorfield Rd and Wayside Rd. Scope and cost still moving so amber. 2020/21 budget - \$128,758
20/21	PR-1573	Emergency works - future events WDC Managed	Roger MacCulloch - General Manager Service Delivery	On Track	G	G	G	G	G	G	G	30/06/21	0.00	\$685,587.00	\$0.00	* Part of budget is allocated to Koheroa Rd slip repairs (circa \$500k) which is a complex repair and will be put to market. If delivery is at risk this year, then funds will be allocated to WDA for other slip repairs. NZTA has agreed to carryover for Koheroa if required. * Balance, if any, will be a variation to Alliance to carry out any other emergency works if required.
20/21	PR-1574	Emergency works - future events WDA Managed	Jackie Bishop - Contracts and Partnering Manager	On Track	G	G	G	G	G	G	G	30/06/21	0.00	\$150,000.00	\$136,245.00	Annual allocation to WDA for emergency response - Budget subject to a budget review memo \$150k linked to PR-1573
20/21	PR-1575	Planning for Whangarata/Pokeno/Buckland	Jackie Bishop - Contracts and Partnering Manager	On Track	A	G	G	G	G	A	G	30/06/21	0.00	\$309,973.00	\$0.00	This was intended to be only partial spend this year with balance pushed to next year for works. It is not currently an approved budget for subsidy in TIO and NZTA has been reluctant to approve additional. Being reviewed by the team as part of re-forecast and proportion may be allocated to other Pokeno projects associated with upgrade works.
20/21	PR-1576	Te Kauwhata road upgrade	Jackie Bishop - Contracts and Partnering Manager	On Track	A	G	G	G	G	G	G	30/06/21	0.00	\$30,660.00	\$0.00	Being reviewed as part of re-forecast. Was intended for main street works but unlikely to be sufficient on its own. Likely to be deferred.
20/21	PR-1578	Minor maintenance upgrade works	Roger MacCulloch - General Manager Service Delivery	On Track	G	G	G	G	G	G	G	30/06/21	50.00	\$42,170.00	\$23,696.00	Budget allocation for design and works required to address any ad hoc legal issues arising during the year. Allocation reassessed each year as part of carry forwards.
20/21	PR-1580	New Footpaths	Roger MacCulloch - General Manager Service Delivery	On Track	G	G	G	G	G	G	G	30/06/21	77.00	\$522,242.00	\$403,226.00	Construction of new footpaths with program agreed between WDC and WDA, and works delivered by WDA. Tracking well
20/21	PR-1581	Bus Shelters	Jackie Bishop - Contracts and Partnering Manager	On Track	G	G	G	G	G	G	G	30/06/21	12.00	\$26,115.00	\$3,233.00	Installation of new bus shelters across the district. Works undertaken by WDA. Tracking well.
20/21	PR-1583	Pokeno structure plan Hitchen road 2 (upgrade)	Roger MacCulloch - General Manager Service Delivery	On Track	G	G	G	G	G	G	G	30/06/21	99.00	\$90,149.00	\$89,587.75	Value left on Hitchen Rd intersection and will be used toward the Pokeno Rd rehab and upgrade. Budget review memo pending.
20/21	PR-1585	Pokeno Structure Plan - Bunds	Roger MacCulloch - General Manager Service Delivery	On Track	G	G	G	G	G	G	G	30/06/21	0.00	\$346,380.00	\$0.00	Works being done by developer with cost share input from WDC (circa \$100k) Budget \$346,380
20/21	PR-1586	Pokeno Structure Plan - Intersection upgrade Helens lee/Pokeno	Jackie Bishop - Contracts and Partnering Manager	On Track	G	G	G	G	G	G	G	30/06/21	0.00	\$211,889.00	\$0.00	Part of Pokeno Upgrade project going to the Alliance as a variation
20/21	PR-1588	Pokeno Structure Plan - Pokeno road	Jackie Bishop - Contracts and Partnering Manager	On Track	G	G	G	G	G	G	G	30/06/21	5.00	\$868,852.00	\$7,252.59	Part of the Pokeno upgrade project going to Alliance as a variation
20/21	PR-1591	River/Horotiu bridge road intersection - construction	Jackie Bishop - Contracts and Partnering Manager	On Track	G	G	G	G	G	G	G	29/01/21	95.00	\$0.00	\$0.00	Works completed and project is in close out phase. Enhanced FAR project. Separate budget review memo being drafted to formalise final funding buckets and to address mis-code of actuals. Was delivered by WDA as a variation.
20/21	PR-1593	River/Horotiu bridge road intersection - pre-implementation	Jackie Bishop - Contracts and Partnering Manager	On Track	G	G	G	G	G	G	G	30/09/20	100.00	\$0.00	\$44,416.00	Design complete. Works now also complete - see PR-1591
20/21	PR-1594	Raglan Structure Plan - Oporu bay road	Roger MacCulloch - General Manager Service Delivery	On Track	G	G	G	G	G	G	G	30/06/21	0.00	\$2,727,090.00	\$0.00	* Vested Assets from developer. Awaiting documentation close out with developer
20/21	PR-1595	Raglan Structure Plan - Raglan bridge and causeway	Roger MacCulloch - General Manager Service Delivery	On Track	G	G	G	G	G	G	G	30/06/21	0.00	\$3,333,110.00	\$0.00	Vested Assets from developer. Awaiting docs from developer.
20/21	PR-1596	DW closed landfill renewals	Roger MacCulloch - General Manager Service Delivery	On Track	G	G	G	G	G	G	G	30/06/21	11.00	\$53,279.00	\$0.00	Closed Landfill leachate pumping stations and telemetry. Allocation is for replacement as needed as they typically run to fail and costs can be significant. Having pumps in situ is a condition of Resource Consents. 2020/21 budget - \$53,279
20/21	PR-1597	Replacement litter bins	Roger MacCulloch - General Manager Service Delivery	On Track	G	G	G	G	G	G	G	30/06/21	0.00	\$15,667.00	\$0.00	Replacement of old/damaged public litter bins as budget allows. Prioritised list at Raglan. Will be spent this year. 2020/21 budget - \$15,667
20/21	PR-1598	DW transfer stations capital work	Roger MacCulloch - General Manager Service Delivery	On Track	G	G	G	G	G	G	G	30/06/21	0.00	\$62,288.00	\$5,437.24	Capex works for transfer stations. This year it will include upgrade of Te Uku Recycling drop-off; and balance is allocated to Huntly site upgrade. 2020/21 budget - \$62,288.
20/21	PR-1604	Horotiu Structure Plan - RD2A (stage b) land purchase	Roger MacCulloch - General Manager Service Delivery	On Track	G	G	G	G	G	G	G	30/06/21	0.00	\$520,000.00	\$0.00	related to PR-1602. Land purchase cost is expected to be close to this budget. Near to completion.
20/21	PR-1607	Horotiu Structure Plan - RD3 (stage a) land purchase	Roger MacCulloch - General Manager Service Delivery	On Track	G	G	G	G	G	G	G	30/06/21	0.00	\$175,000.00	\$0.00	Related to PR-1605. Expected to be spent this year
20/21	PR-1608	Horotiu Structure Plan - RD3 (stage b) land purchase	Roger MacCulloch - General Manager Service Delivery	On Track	G	G	G	G	G	G	G	30/06/22	0.00	\$400,000.00	\$0.00	Related to PR-1606. Not expected to be spent this year.
20/21	PR-1609	Horotiu Structure Plan - RD1C - land purchase	Roger MacCulloch - General Manager Service Delivery	On Track	G	G	G	G	G	G	G	30/12/20	0.00	\$90,000.00	\$0.00	Dependent on the developer for the timing of the vesting - but we have paid for the road. Expected to be spent this year.
20/21	PR-1611	Horotiu Structure Plan - RD2A (stage a) land purchase	Roger MacCulloch - General Manager Service Delivery	On Track	G	G	G	G	G	G	G	31/12/20	0.00	\$210,000.00	\$0.00	Dependent on the developer for the timing of the vesting - but we have paid for the road. Expected to be spent this year.
20/21	PR-1612	Horotiu Structure Plan - RD2B residual land purchase	Roger MacCulloch - General Manager Service Delivery	On Track	G	G	G	G	G	G	G	31/12/20	0.00	\$230,000.00	\$0.00	Land has been paid for just waiting on vesting process. Expected to be spent this year.
20/21	PR-1613	Horotiu Industrial Park Vested Assets (Northgate)	Roger MacCulloch - General Manager Service Delivery	On Track	G	G	G	G	G	G	A	31/12/20	0.00	\$7,531,000.00	\$0.00	Bridge has been paid for last FY but vesting yet to formally occur. Costs remain until vesting complete which should be this FY.



20/21	PR-1623	DW transfer stations capital work - Facility Maintenance	Roger MacCulloch - General Manager Service Delivery	On Track	G	G	G	G	G	G	G	30/06/21	0.00	\$52,224.00	\$13,922.19	Budget allocation is for renewal/replacement of transfer station assets as needed. Has included shop roof replacement and driveway repairs at Raglan. Pending projects - insulation in shop roof at Raglan. Asset register audit done as part of contract rollover which has highlighted potential need for other expenditure going forward. Being worked through by team. 2020/21 budget - \$52,224
19/20	PR-1625	Lake Hakanoa Playground	Megan May - Community Connections Manager	On Track	A	G	G	G	G	G	G	22/07/21	30.00	\$330,488.00	\$20,418.00	The Tender for the playground contract has closed and we received 5 tender bids. Moderation for the tender bids are underway with an award date set for end of March.
20/21	PR-1627	Ngaruawahia aquatic centre	Megan May - Community Connections Manager	On Track	G	G	G	G	G	G	G	26/08/20	0.00	\$30,010.00	\$0.00	Replacement of fence on Market street complete. Signage still required.
20/21	PR-1628	Tuakau aquatic centre	Megan May - Community Connections Manager	On Track	G	G	G	G	G	G	G	26/08/20	0.00	\$200,000.00	\$0.00	Tuakau Aquatic renewal programme Improve entrance to facility to make it more inviting and for security reasons. Replace roof of plant room and office/changing rooms. Work will be completed once the pool summer season is complete.
20/21	PR-1629	Tuakau Memorial Hall -Earthquake Strengthening	Megan May - Community Connections Manager	On Track	A	G	G	G	G	G	G	26/08/20	0.00	\$208,897.00	\$0.00	Repairs to roofing ridgeline complete. Report received with additional work required. Also, investigating repairs to window frames.
20/21	PR-1630	Renewal of parks and reserves carparks, park furniture and walkways	Megan May - Community Connections Manager	On Track	G	G	G	G	G	G	G	30/06/21	0.00	\$5,326,763.46	\$2,830,889.46	Total renewal budget is made up of numerous projects - carpark renewals, general park renewals, furniture replacements etc. Carpark renewals are managed by Projects team, Park renewals being delivered by a number of suppliers including city care and other suppliers. \$200k of quotes received for work and has been awarded. On track to complete prior to end of financial year
20/21	PR-1631	District Wide sports grounds -Court renewals	Megan May - Community Connections Manager	On Track	G	G	G	G	G	G	G	30/06/21	0.00	\$446,967.00	\$5,129.70	Sports Courts renewals - districtwide. Consultant engaged who is doing an assessment of sites, prioritising and will complete procurement and project management. Contract to be awarded prior to end of financial year
19/20	PR-1632	Tamahere Multi Use Pavilion/Stage	Megan May - Community Connections Manager	On Track	G	G	G	G	G	G	G	16/08/21	7.00	\$314,266.00	\$51814	Quantity Surveyor estimates have been received by WDC and it the estimate have come in over the construction budget. Project Manager and Contract Manager will be meeting with the Architect and the Steering Group to discuss how we can pull the design back to fall within budget. Due to the estimate coming in over budget, this may cause a delay in going out to engage with the Community.  An engagement day with the Tamahere Community was planned for mid - late March.
20/21	PR-1634	District Wide toilets - Te Kowhai	Megan May - Community Connections Manager	On Track	G	G	G	G	G	G	G	27/08/21	3.00	\$475,000.00	\$17,597.00	Geotechnical services have been carried out to identify ground type for wastewater services. High level options report underway to obtain final recommendations for wastewater treatment and water supply. District wide standard toilet design is underway and will inform final building to be placed on this site.
20/21	PR-1635	Renewal of parks and reserves carparks, park furniture and walkways - Ngaruawahia	Megan May - Community Connections Manager	On Track	G	G	G	G	G	G	G	30/06/21	0.00	\$366,643.00	\$0.00	\$279,687.00 allocated to projects and awarded to contractors. Discussions with NCB underway to determine any additional works required.
20/21	PR-1636	Pokeno walkways DC funded	Megan May - Community Connections Manager	On Track	G	G	G	G	G	G	G	27/08/20	0.00	\$0.00	\$0.00	"Pokeno structural plan - Fully committed for Reserve Paths (see Pokeno Parks developer schedule) For development related costs"
20/21	PR-1637	Pokeno parks and reserves - Developer contribution costs.	Megan May - Community Connections Manager	On Track	G	G	G	G	G	G	G	27/08/20	0.00	\$0.00	\$794,819.15	Already Committed \$100,805 to pay Pokeno DFH Invoice 7-2020 For development related costs Development Contribution \$105k spend approved 25/06/2020 from budget code RG10090 C000 0121. \$26k deficit from that budget which can be shifted to this budget"
19/20	PR-1641	Raglan Skatepark Connection Path	Megan May - Community Connections Manager	On Track	G	G	G	G	G	G	G	30/07/21	10.00	\$41,902.00	\$0.00	Project Manager and Project Sponsor have met to discuss the objective of the project. This project will be incorporated into the schedule of the Playgrounds and Minor Works Contract. Construction date is to be confirmed once contract has been awarded. The design will be shared with the Raglan Community Board once the construction date has been confirmed.
20/21	PR-1642	Raglan parks and reserves - Resurfacing Whale Bay Scenic Res. Carpark	Megan May - Community Connections Manager	On Track	G	G	G	G	G	G	G	30/06/21	0.00	\$0.00	\$0.00	Variation Order provided to Alliance. Budget already committed to complete the project.
20/21	PR-1643	Ohinewai parks and reserves - Rivercare partnership project	Megan May - Community Connections Manager	On Track	G	G	G	G	G	G	G	30/06/21	0.00	\$0.00	\$60,000.00	This is a staged project and match funding will be provided to Rivercare to assist with work once completed. Consultation on project was completed through the Natural Reserves Management Plan engagement/submission process. Since then, further engagement has occurred with the Ohinewai Hall Committee and a site visit has been completed to discuss the overall plans for the site with community members. \$60,000 of a total \$100,000 has been granted.
18/19	PR-1652	Rangiriri Cemetery	Megan May - Community Connections Manager	On Track	G	G	G	G	G	G	G	09/07/21	32.00	\$202,574.00	\$3,646.00	The surveying for Rangiriri cemetery has been completed. The Designing phase has just commenced with a delivery date of mid-March. Once design is complete this will be shared with the Community Committee and Iwi. The Waikato District Alliance are scheduling the work for late summer.
20/21	PR-1654	District Wide Carpark Renewals	Megan May - Community Connections Manager	On Track	G	G	G	G	G	G	G	30/04/21	52.00	\$596,863	\$0	05/03/2021 An additional carpark (Matangi) have been added to project by the Business Owner this week, managing scope creep with Design Team to ensure prioritised carparks are designed first. Pokeno Community Committee meeting cancelled due to COVID19 which pushes out the presentation of new redesign of the Pokeno Recreation Reserve (incl car parking). WDA have been prepped and the two Ngaruawahia Sites will be ready first with Matangi third. Aim to have 3 priority carpark with completed designs ready to issue to WDA on 15/3
20/21	PR-1663	Sportsfield Lighting - Paterson Park & Huntly Rugby	Jennifer Foss - Parks and Reserves Technical Support Officer	On Track	G	G	G	G	G	G	G	30/06/21	0.00			26/02/2021 Lighting Design engagement signed, to start 1/3 taking 3-4 weeks. In parallel lining up designer for electrical power and cable designer to ensure sufficient power is going to site and talking to the desired install contractors to check availability of products and resource to install.
20/21	PR-1665	Huntly Library Lift Replacement	Megan May - Community Connections Manager	On Track	G	G	G	G	G	G	G	16/06/21	60.00	\$110,000	\$0	The design for the lift has been approved. The Contractor and Project Manager have met onsite to go through the timeline of works and to discuss the health and safety requirements. Decommissioning of the existing lift and installation of the new lift is set for mid May. The construction is for one week, through the construction period the library will be closed. Communications will be shared to the Community over the next few weeks.
21/22	PR-1666	Papahua Walkway - Stage 1	Duncan MacDougall - Open Spaces Team Leader	On Track	G	G	G	G	G	G	G	14/05/21	33.00			09/03/2021 Stage 1 (bridge to campground entranceway.) Detailed Design and a Schedule of Quantity & Rates (SoQR) discussed with Project Sponsor who has accepted pricing and scope for Stage 1. Variation Order to be signed with WDA with works beginning at the start of April taking 4 weeks
21/22	PR-1668	Pokeno Sports Park: Phase 2 Earthworks	Megan May - Community Connections Manager	On Track	G	G	G	G	G	G	G	16/02/21	0.00	\$557,965.00	\$204,688.00	Construction of the new stream alignment has been completed under Phase 1 Earthworks. Planning underway for engagement of Geotechnical, Engineering Design and MSQA services along with further sequencing of future works. Phase 2 earthworks is planned to commence Monday, 4 October 2021.
20/21	PR-1669	Sunset Beach Toilet - Port Waikato	Megan May - Community Connections Manager	On Track	G	G	G	G	G	G	G	13/08/21	3.00	\$330,195.00	\$3,461.00	Scoping study to be completed to identify onsite wastewater treatment system needs. Pending outcome and likely cost of required WW treatment system the toilet facility may only undergo minor renewal of the existing toilet block. Complete replacement of toilet to be included in District Wide Toilet contract as a provisional site if the budget doesn't allow for full scope of works to be complete.
19/20	PR-1671	Tamahere Hall Ceiling Repairs	Megan May - Community Connections Manager	On Track	G	G	G	G	G	G	G	05/05/21	50.00	\$0.00	\$0.00	Livingstone Building have been working with the Hall Committee and completed a detailed assessment of the scope required, which will consist of new roof insulation, replacement of ceiling tiles, and some minor painting works. A quotation proposal from Livingstone Building is with Waikato District Council's community projects staff, who will now complete the contract engagement and undertake the project management and supervision to see the project through to successful completion.
20/21	PR-1673	District Wide toilets - Tamahere	Megan May - Community Connections Manager	On Track	G	G	G	G	G	G	G	27/08/21	3.00	\$250,000.00	\$0.00	District wide standard toilet design is underway and will inform final building to be placed on this site. Consultation will be required once the design has reached a stage where details for consideration are refined. Construction of this toilet will be included in a larger district wide toilet construction contract is planned to commence end of May.
18/19	PR-1115	LTP2018 Lake Waikare Reserve and Walkways	Megan May - Community Connections Manager	Completed	G	G	G	G	G	G	G	04/03/19	100.00	\$238,496.00	\$119,984.52	
18/19	PR-1128	LTP2018 Tuakau Dog Pound Property	Nicolas Wells - Strategic Property Manager	Completed	R	G	G	G	A	G	G	10/09/21	3.00	\$350,000.00	\$34,939.58	Land purchase completed. Land awaiting development.
18/19	PR-1134	LTP2018 Huntly Memorial Hall	Megan May - Community Connections Manager	Completed	G	G	G	G	G	G	G	22/06/20	100.00	\$273,679.00	\$132,982.73	Project has been completed successfully
18/19	PR-1137	LTP2018 Cemetery Renewals District Wide	Megan May - Community Connections Manager	Completed	G	G	G	G	G	G	G	13/12/18	0.00	\$115,491.00	\$64,381.01	2018/19 Cemeteries Renewals Project completed Additional berms completed as required.
18/19	PR-1138	LTP2018 Jackson Street Cemetery	Megan May - Community Connections Manager	Completed	G	G	G	G	G	G	G	06/11/20	100.00	\$228,436.00	\$187,820.00	Contract 18/153 was awarded to Dempsey Wood Civil for \$194,494.03.  All project works are complete. This project provided the opportunity to undertake the essential rehabilitation and upgrade of the existing Jackson Street cemetery access road, including kerb/edging to alleviate the current edge break and widen to allow dual access in/out of the cemetery, which offered a proactive response to the ageing, undersized and poor condition of the existing cemetery entrance and access road.  With an upgrade to the access road, there is opportunity to provide a dual entry and exits for visitors, increase performance in drainage, a quality pavement condition for use and overall improvement for all users.
18/19	PR-1146	Toilet Installations - Centennial Park, Ngaruawahia	Megan May - Community Connections Manager	Completed	G	G	G	G	G	G	G	04/02/21	100.00	\$159,313.00	\$137,256.00	Following a delay with funding approval and the long lead toilet manufacture period, final civil activities for the toilet installation at Centennial park have been successfully achieved with the new facility opening to the public on 1st of December, ready for the summer holidays. A single unisex toilet, wheelchair-access toilet and changing room are now available for community use.  Allens United Drainage and Earthworks have now completed out 100% of all C18/226 contract works - Tuakau toilet, Tuakau WW disposal point, Tuakau Library WW reroute and Centennial Park toilet installation in Ngaruawahia.

18/19	PR-1225	Acoustic Panel Installation Call Centre	Megan May - Community Connections Manager	Completed	G	G	G	G	G	G	G	02/11/18	100.00	\$592,978.00	\$543,029.97	Acoustic panels have been installed in call centre works complete.
17/18	PR-1231	CF2017 District wide bridges	Megan May - Community Connections Manager	Completed	G	G	G	G	G	G	G	14/12/18	100.00	\$47,510.00	\$47,510.00	Project completed and As Built supplied.
17/18	PR-1234	CF2017 District wide boatramps	Megan May - Community Connections Manager	Completed	G	G	G	G	G	G	G	01/06/20	100.00	\$128,347.00	\$45,586.22	Minor works to Mercer boat ramp to be completed end of May. Discussions with developer on going for new Mercer boat ramp. Les Batkin is complete. Manu Bay minor works are complete. Narrows is complete. Project completed
17/18	PR-1235	CF2017 District wide boatramps Elbow Boat Ramp	Megan May - Community Connections Manager	Completed	G	G	G	G	G	G	G	10/08/20	100.00	\$247,685.00	\$96,810.78	Elbow Boat ramp erosion repair completed. Project Capitalised.
17/18	PR-1245	CF2017 Tuakau Land Purchase - neighbourhood park	Nicolas Wells - Strategic Property Manager	Completed	G	G	G	G	G	G	G	13/12/18	0.00	\$0.00	\$0.00	Land purchase completed, land awaiting development currently managed by parks and open spaces team.
17/18	PR-1263	CF2017 Kiingitanga Lights	Megan May - Community Connections Manager	Completed	G	G	G	G	G	G	G	13/12/18	100.00	\$59,306.00	\$41,028.55	
17/18	PR-1264	CF2017 Upgrade of accessway in Kopua Reserve (under C17-155)	Megan May - Community Connections Manager	Completed	G	G	G	G	G	G	G	12/10/18	96.00	\$62,482.00	\$203,596.28	NOV: Construction Complete, Waiting on Fulton Hogan to submit As-builts for Kopua Carpark Upgrade (Contract 17 155 East St Raglan Cemetery) SEPT: Construction complete, discussions to be had around where savings could be used.
17/18	PR-1267	Toilet Refurbishments - Pokeno & The Point	Megan May - Community Connections Manager	Completed	G	G	G	G	G	A	G	16/09/20	100.00	\$249,870.00	\$169,292.00	The public toilet refurbishment at the Point, Ngaruawahia has now completed. Refurbishment activities at this busy community open facility has seen a successful layout change and refurbishment of the existing toilet block to provide an additional toilet at this site - thus modifying a single pan toilet to a two pan toilet (including wheel chair accessible). Staff have worked to coordinate resolution of all issues (quality, workmanship and water flow issues) where the Code of Compliance Certificate and a Certification Practical Completion have been gained. The Pokeno toilet refurbishment is no longer going ahead. Through an assessment carried out by an external structural engineer has determined the existing toilet structure to be unfit for use. Interim toilets have been organised and sited while the existing public toilet demolition is undertaken, with design and procurement of the new toilet facility to follow at a later date. Pokeno Toilet is now removed from this Refurbishment Package.
19/20	PR-1342	LTP2018 Saubrey Road Roundabout	Nicolas Wells - Strategic Property Manager	Completed	G	G	G	G	G	G	G	02/07/19	100.00	\$0.00	\$0.00	Land purchase completed
19/20	PR-1356	LTP2019 Sports Grounds Lighting - Dr John Lightbody	Megan May - Community Connections Manager	Completed	G	G	G	G	G	G	G	20/07/20	100.00	\$314,553.00	\$100,366.00	Project now complete Waikato District Alliance commissioned the sportsfield lights as at 2 July 2020. This project has achieved great community outcomes. An example of this was reported on <a href="http://countiesportshub.co.nz/">http://countiesportshub.co.nz/</a> as follows: "Tuakau Football Club hosted and were victorious over long-time rivals Glenbrook Maramara in a thrilling first-ever day-night match in Counties Manukau Cricket history at Dr John Lightbody Reserve under lights in January 2021..... The occasion proved a success with the lights and white ball doing their job while it was played in good spirit. Tuakau put on a BBQ during the change of innings and the additional spectators were treated to a quality game of cricket."
19/20	PR-1360	LTP2019 Centennial park public toilet manufacture	Megan May - Community Connections Manager	Completed	A	G	G	G	G	G	G	22/02/21	100.00			Following a lengthy tender period and further design negotiation, Permaloo Ltd have been awarded Contract 18/010 Centennial park Toilet manufacture for \$100,000.00 The toilet manufacture is complete with delivery set for November 23rd A separate contract are in place for the installation works (Allens United Earthworks & Drainage Ltd)
19/20	PR-1478	Huntly Memorial Hall Stage 2	Megan May - Community Connections Manager	Completed	G	G	G	A	G	G	G	20/11/20	100.00	24241	24241	Project has been completed successfully
20/21	PR-1633	Entrance way Te Mata Cemetery	Megan May - Community Connections Manager	Completed	G	G	G	G	G	G	G	26/08/20	0.00			This is completed. We did not complete a new entrance way, we simply moved the gate to swing the other way to make the entrance more effective
18/19	PR-1120	LTP2018 Fairfield Park Basketball Court	Megan May - Community Connections Manager	On Hold	R	A	R	G	A	A	A	14/06/19	63.00	\$30,000.00	\$0.00	Tender and contract documents prepared, waiting for Strategic Property to confirm land status. Negotiations are progressing with Land Information New Zealand (LINZ) in order to resolve legacy ownership issues ( which stem back in time to when the Power Station development commenced) and finalise the cadastral survey of the property boundaries. Ideally this work should be completed before the construction tender can be let ( to ensure that the project does not inadvertently encroach onto Crown owned/crown administered land); Project has been handed back to Open Spaces team until land ownership issues are resolved.
18/19	PR-1126	LTP2018 District Wide Community Centres Seismic Works	Megan May - Community Connections Manager	On Hold	A	G	R	G	A	G	G	01/07/20	19.00	\$100,000.00	\$298.64	This project is on hold and requires funding. This is Capital - can be used for strengthening work that can be completed as part of renewal works. Awaiting funding from LTP.
17/18	PR-1223	Ngaruawahia Memorial Hall Refurbishment	Megan May - Community Connections Manager	On Hold	A	A	A	G	A	A	G	26/07/18	0.00			Also see PR-1239. Projects transferred back to Community Connections for guidance on how to progress this project, due to increase in budget requirements for remedial earthquake strengthening work required and the impact (increased of \$750k costs) on the Library budget. Asbestos removal completed. Destructive assessment undertaken to identify seismic integrity. Identified the lack of presence of brick ties and not all brick ties were connected to the framing. Assessment of the buildings structural integrity in the event of a moderate earthquake to be revised. Taking a very conservative measure building is unlikely to meet the minimum requirements. Suggested solutions are for the connection of ties to the framing, either by removal of the inner linings, removal of the external brick cladding. Both options will have positive and negatives. Given the age of the building and energy performance and current building code requirement to look at lining with building paper, upgrade of electrical and insulating the building whilst working within the cavity would be a viable option. Will have an impact on scope and cost and time for the contract. Initial ROC to complete the work are at \$700,000 for the entire building, almost double the initial budget. Has the impact of reducing the overall spend on the library as both facilities a sharing a budget. The project has been placed on hold while a Ngaruawahia Hall and Library Steering Group is formed to develop an options report for the hall and library.
17/18	PR-1239	CF2017 Ngaruawahia Library & Hall	Megan May - Community Connections Manager	On Hold	R	R	R	A	A	A	A	30/06/21	16.00	\$1,901,280.00	\$99,099.09	Also see PR-1223. Projects transferred back to Community Connections for guidance on how to progress this project, due to increase in budget requirements for remedial earthquake strengthening work required and the impact (increased of \$750k costs) on the Library budget. Registrations of Interest are complete. 4 successful RO's have been notified. 2 unsuccessful have been notified. Asbestos report received confirming sub floor asbestos present. Waiting to find out decontamination / removal options. Asbestos removal undertaken and completed received. Destructive assessment undertaken to identify seismic integrity. Identified the lack of presence of brick ties and not all brick ties were connected to the framing. Assessment of the buildings structural integrity in the event of a moderate earthquake to be revised. Taking a very conservative measure building is unlikely to meet the minimum requirements. Suggested solutions are for the connection of ties to the framing, either by removal of the inner linings, removal of the external brick cladding. Both options will have positive and negatives. Given the age of the building and energy performance and current building code requirement to look at lining with building paper, upgrade of electrical and insulating the building whilst working within the cavity would be a viable option. Will have an impact on scope and cost and time for the contract. Initial ROC to complete the work are at \$700,000 for the entire building, almost double the initial budget. Has the impact of reducing the overall spend on the library as both facilities a sharing a budget. The project has been placed on hold while discussions are held by WDC Property team with developer to investigate options for combined library/hall facility.
19/20	PR-1317	LTP2019 District Wide Halls - Earthquake Strengthening	Megan May - Community Connections Manager	On Hold	R	R	A	G	A	A	G	15/01/21	0.00	\$9,621.00	\$8,839.00	This is a capital budget for strengthening works on hall identified as earthquake prone. As the seismic assessment work is not yet complete, Council has not yet agreed a policy for dealing with earthquake prone buildings. There is insufficient resources or funding to do every building, therefore will require prioritization. Project currently on hold until further scoping is received. Handed back to Facilities Team until budget can be provided.
19/20	PR-1330	LTP2019 Tuakau Dog Pound Extension	Megan May - Community Connections Manager	On Hold	R	R	A	G	A	G	A	28/11/19	0.00	\$1,462,278.00	\$0.00	Feasibility study complete which supports a centralised Dog Pound located in Ngaruawahia plus a satellite site in Tuakau. Additional funding sought through the LTP. Will not proceed this FY.
19/20	PR-1362	LTP2019 Raglan Walkways	Megan May - Community Connections Manager	On Hold	A	G	G	G	G	A	G	24/02/20	0.00	\$51,150.00	\$0.00	Engagement with local Hapu underway to determine priorities for spend
19/20	PR-1553	Hukanui Park Playground	Megan May - Community Connections Manager	On Hold	G	G	G	G	G	G	G	27/05/21	1.00	\$362,808.00	-\$1,492.00	Topological survey has been completed to assist with concept plans. The survey has identified that services run through the proposed location for the playground. In order for this project to proceed an overall concept plan for Hukanui Park needs to be completed.

20/21	PR-1616	Pokeno Structure Plan - Intersection upgrade mungo/Pokeno	Jackie Bishop - Contracts and Partnering Manager	On Hold	G	G	G	G	G	G	G	30/06/21	0.00	\$155,188.00	\$0.00	NZTA asked for this to be included in an SSI project with 76% FAR with planning and design and land purchase spend this year (circa \$150k) and the balance and construction in next LTP. Being confirmed as NZTA have recently backed off this project. Design will likely still proceed and with normal FAR for works next year.
18/19	PR-1105	LTP2018 Tuakau Playground	Megan May - Community Connections Manager	Deferred	A	G	G	G	G	G	G	30/06/21	0.00	\$208,191.00	\$2,621.46	Project delayed due to lack of suitable land available to build in the right place. Land has now been purchased. Development and playground project to be completed in future years. Current budget identified as surplus in current financial year. Additional budget requested in upcoming LTP to complete playground once site is developed.
18/19	PR-1109	LTP2018 Asbestos Register	Megan May - Community Connections Manager	Deferred	G	G	G	G	G	G	G	28/02/22	3.00	\$150,000.00	\$5,219.84	Budget was not carried forward and therefore project cannot be completed. Additional funds have been requested through the upcoming LTP which will allow project to recommence.
18/19	PR-1123	LTP2018 Ngaruawahia Library Fitout	Megan May - Community Connections Manager	Deferred	R	A	A	G	R	G	G	30/06/21	8.00	\$750,000.00	\$26,766.87	Project transferred from Community Projects back to Community Facilities as Projects cannot progress this until library location and scope of works can be provided. This is following extended discussions around the format and location of the library, and linked to the Ngaruawahia Hall project - rebuild or replace. Councillor engagement required to progress.
18/19	PR-1125	LTP2018 Pokeno Library		Deferred	R	G	G	G	A	G	G	30/06/22	0.00	\$164.00	\$164.39	Cannot progress this project until the location has been identified. Have had initial discussions with architect around possible designs. Land negotiations currently happening but remaining budget will be insufficient to complete project.
18/19	PR-1135	LTP2018 Ngaruawahia Memorial Hall Earthquake Strengthening	Megan May - Community Connections Manager	Deferred	R	G	G	G	A	G	G	30/06/21	2.00	\$20,000.00	\$1,084.58	External bricks are not tied into the structure. No further work can be carried out until a decision is made on the future of the hall. This project is linked to the Ngaruawahia Library project as there may be a common solution to both projects.
17/18	PR-1252	CF2017 Seismic Assessments	Megan May - Community Connections Manager	Deferred	G	G	G	G	G	G	G	24/01/20	3.00	\$554,809.00	\$103,133.99	Asbestos testing has been done for the remaining identified buildings. Project handed back to Facilities (Gavin B) 17/08/2020 as no budget was allocated for the next phase of work (Detailed Seismic Assessments).
19/20	PR-1357	LTP2019 Raglan Sports Ground	Megan May - Community Connections Manager	Deferred	G	G	G	G	G	G	G	08/07/19	0.00	\$447,563.00	\$0.00	Sports field utilisation study complete which shows that there are adequate sports field available in Raglan. Budget is unlikely to be spent in current financial year.
20/21	PR-1559	Huntly Central Interchange local road	Roger MacCulloch - General Manager Service Delivery	Deferred	G	G	G	G	G	G	G	30/06/25	0.00	\$3,306,568.00	\$0.00	Deferred to next LTP and budget increased to reflect expected cost rather than just carry forward cost. NZTA have indicated this is not a priority road for them to subsidise at this time but have agreed should be future proofed.
20/21	PR-1584	Pokeno Structure Plan - Intersections	Roger MacCulloch - General Manager Service Delivery	Deferred	G	G	G	G	G	G	G	30/06/22	0.00	\$1,280,587.00	\$0.00	Put on hold at commencement of year, pending confirmation with developer. Now deferred to next LTP. Future Pokeno Structure Plan works including Pokeno Rd bridge; new Bridge Rd intersection and land, and Dean Road off-ramp. Budget review memo pending.
20/21	PR-1587	Pokeno Structure Plan - Helenslee/mungo intersection upgrade	Roger MacCulloch - General Manager Service Delivery	Deferred	G	G	G	G	G	G	G	30/06/22	0.00	\$216,525.00	\$0.00	Put on hold at commencement of year, pending confirmation with developer. Now deferred and re-phased to next LTP. Budget review memo pending.
20/21	PR-1615	Pokeno Structure Plan - Intersection upgrade dean road off ramp	Roger MacCulloch - General Manager Service Delivery	Deferred	G	G	A	G	G	G	G	30/06/22	0.00	\$107,582.00	\$0.00	Related to PR-1584. Not intending to spend this year. Budget memo required to rephase so amber until done. Budget - \$107,582
20/21	PR-1617	Pokeno Structure Plan - Intersection upgrade Pokeno/great south road	Roger MacCulloch - General Manager Service Delivery	Deferred	G	G	G	G	G	G	G	30/06/22	0.00	\$417,794.00	\$0.00	Put on hold at commencement of year, pending confirmation with developer. Now deferred and re-phased to next LTP. Budget review memo pending.
20/21	PR-1618	Pokeno Structure Plan - Pokeno market square development	Roger MacCulloch - General Manager Service Delivery	Deferred	G	G	G	G	G	G	G	30/06/22	0.00	\$1,493,979.00	\$0.00	Put on hold at commencement of year, pending confirmation with developer. Now deferred and re-phased to next LTP. Budget review memo pending. Will include rehab component.
20/21	PR-1619	Pokeno Structure Plan - Helenslee road	Roger MacCulloch - General Manager Service Delivery	Deferred	G	G	G	G	G	G	G	30/06/22	0.00	\$865,000.00	\$0.00	Put on hold at commencement of year, pending confirmation with developer. Now deferred and re-phased to next LTP. Project delayed until plan change is implemented. There are some minor works to be completed by the developer this FY. Budget review memo pending.
20/21	PR-1620	Pokeno Structure Plan - Munro road	Roger MacCulloch - General Manager Service Delivery	Deferred	G	G	G	G	G	G	G	30/06/22	0.00	\$825,990.00	\$0.00	New culvert/bridge and road widening. Planning spend this year circa \$100k, but bulk of spend for construction is next LTP
20/21	PR-1621	Pokeno Structure Plan - Great south road	Jackie Bishop - Contracts and Partnering Manager	Deferred	G	G	G	G	G	G	G	30/06/22	0.00	\$744,015.00	\$2,505.00	Rephased to future years and LTP. Not intending to spend this year, and whilst Countdown supermarket site works are occurring. Budget review memo pending.
20/21	PR-1622	Tuakau Structure Plan - E1 Collector	Jackie Bishop - Contracts and Partnering Manager	Deferred	G	G	G	G	G	G	G	30/06/22	0.00	\$1,939,200.00	\$0.00	Will be planning costs only this year (circa \$100k), not build. Balance is in next year for physical works. Budget review memo pending.

## Infrastructure Committee Actions Register – 10 February 2021

	Action	To Action	Update/Response
1.	<p><u>Vesting of Parks for Playgrounds</u></p> <p>Staff to provide information to the Committee and Maangai Maaori on the process for the vesting of parks.</p>	<p>Josh Crawshaw</p>	<p>Vesting of new park assets is primarily driven by the development process and informed by Council's strategic open space requirements. Often the developer develops the asset to an appropriate Council standard and then vests that asset to Council once the associated maintenance/works periods are complete. During this process it is expected that the developer will work collectively with all stakeholders and Council to develop the park.</p>
2.	<p><u>Briefing on Waters Reform</u></p> <p>A briefing was requested on the Waters Reform, what projects Watercare had in place and the timeframes on these projects.</p> <p>Staff to hold discussions with Watercare on scheduled projects and an update to be provided to the Committee's next meeting.</p>	<p>Ian Cathcart/ Carole Nutt</p>	<p>The Waters Contract Relationship Manager will give a verbal update (power point presentation) at the 24 March 2021 Infrastructure Committee meeting.</p>
3.	<p><u>Communication with the Meremere community on the proposed road safety changes</u></p> <p>Staff to report to the Meremere Community Committee on the proposed road safety changes in Meremere.</p>	<p>Gareth/Ross</p>	<p>The report "New Zealand Agency Proposed Road Safety Changes to Island Block Road/State Highway 1 Intersection" will be distributed to the Meremere Community Committee. Staff can provide a written response to any questions that may arise.</p>



### **Open Meeting**

<b>To</b>	Infrastructure Committee
<b>From</b>	Roger MacCulloch General Manager Service Delivery
<b>Date</b>	24 March 2021
<b>Prepared by</b>	Michelle Smart Senior Property Officer
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	INF2021; ECM ID. 3036180; 04330/132.00
<b>Report Title</b>	Huntly West Hub – Community Lease

## **I. EXECUTIVE SUMMARY**

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The Council has received an application from The Friendship House (Huntly) Community Charitable Trust (“the applicant”) to lease them Council-owned reserve land at 43 Harris Street, Huntly.

The applicant intends to locate a new building on the land to provide community support services and a community kitchen. The proposed building will be funded by private philanthropy. Over time the activities, which could include a kitchen garden and play facilities, may extend onto the adjacent reserve.

The applicant has requested that the Council provide a ground-lease for the land, on a concessional community lease basis, which will allow them to locate their new building and associated community services on the site.

43 Harris Street forms part of the Semple Street Reserve (also known as the Huntly West Domain) which comprises five land parcels totalling 2.1067 Hectares. The reserve is a recreation reserve managed as a neighbourhood park and activities on the reserve are governed by the operative Reserve Management Plan (“RMP”) and Reserves Act 1977.

The applicant’s request to lease the land has been considered by Council’s Parks and Open Spaces Team who have operational jurisdiction for all Council-owned reserves. While the applicant meets the criteria for a concessional rent, Council staff have declined the application because the proposed building and its intended use (community services and kitchen):

- Is not compatible with the primary purpose of the reserve (Reserves Act 1977);
- Is not contemplated in the RMP (Reserves Act 1977);
- Will obscure safe sight lines to, and from, the balance of the reserve thereby compromising its use in terms of Crime Prevention Through Environmental Design (CPTED);
- A lease of the land may complicate the Council’s ability to rationalise its land holdings in the near future.

The applicant does not accept the reasons for declining the request as valid, and has asked that the Council reconsider this decision. Because the applicant is hoping to complete construction of the proposed building by June 2021 (but will obviously not do so until a ground lease is secured) the matter is now reported to the Infrastructure Committee which holds the appropriate delegation (acting in the Minister of Conservation's stead) to approve leases with a term exceeding five years - subject to due process.

This report provides information for the Committee to consider, and recommends that the applicant's request be declined while Council staff continue to work with the applicant on alternative options, or initiatives.

## **2. RECOMMENDATION**

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

**AND THAT the Infrastructure Committee decline to grant (on concessional terms) a ground lease of the property situated at 43 Harris Street, Huntly comprised of 825 sqm and legally described as Lot 3 DPS 19370 held in RT SA 29A/818.**

## **3. BACKGROUND**

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### **Semple Street Reserve**

The Semple Street Reserve is an irregular shaped reserve containing 2.1067 hectares of land, comprised of land parcels which are legally described as Lot 40 DPS 858, Lots 1 and 8 DPS 316, part Lot 9 DPS 316, and Lot 3 DPS 19370.

The property at 22 Semple Street (Lot 39 DPS 858) was the site of the (DOC administered) "Semple Street Hall" and after this was destroyed by fire in June 2013, (by agreement) Council took over the ongoing mowing/maintenance of this site, in conjunction with the Semple Street Reserve. (Refer Attachment 1: Location Diagram, Refer Attachment 2: Land Status Reports)

The reserve is utilised as a neighbourhood park and has four access points: a driveway entrance adjacent to 22 Semple Street; an entrance off the cul-de-sac end of Fraser Street; a narrow 5 metre wide strip of land between the branch railway line and the community hub located at 49 Harris Street. The property at 43 Harris Street, which forms part of the reserve, provides the widest road frontage at 20 metres.

The Neighbourhood Parks Reserve Management Plan ("RMP") (adopted 8 August 2016) identifies that the reserve contains a playground, picnic table and park seat, established trees and outdoor half size basketball court. The Bowling Clubrooms are located on the reserve. (The bowling club has ceased its activities and the building is now informally used by the Judo Club). The bowling greens are privately owned. (Refer Attachment 3: Extract Neighbourhood Parks Reserve Management Plan).

The RMP identifies relevant issues to be considered, specifically: railway safety; vehicles accessing the reserve; graffiti and the condition of the carpark and basketball court; and security of buildings.

The RMP contemplated the formalisation of lease arrangements for existing tenants; and allowing additional community buildings to be established on site – noting that the Reserves Act 1977 requires use to be compatible with the primary purpose of the reserve.

### **Huntly West Reserves**

While “on paper” there is more than enough land to meet the recreational needs of the local community, most of the reserves in Huntly West (with the exception of the Baker Block Reserve located on Fairfield Avenue) are considered to be unusable as they fail to meet CPTED principles, specifically because their lack of visibility, clear sight lines and means of escape can pose a risk to the safety of people using the reserves.

There are four key overlapping CPTED principles:

- 1) Surveillance: people are present and can see what is going on.
- 2) Access management: methods are used to attract people and vehicles to some places and restrict them from others.
- 3) Territorial reinforcement: clear boundaries encourage community to the space.
- 4) Quality environments: good quality, well maintained places attract people and support surveillance.

The Huntly West Reserves to a degree exacerbate problems with antisocial and criminal behaviour, as the reserves or reserve users can be the target and place of crime, can be used as access to facilitate crime on adjacent properties, and be used as a means of evading or escaping from the Police through the reserve or nearby walkways and branch railway line.

### **Request to Lease 43 Harris Street**

Council has been requested to consider a community (concessional) ground lease of 43 Harris Street as the proposed site for a “community use” building. The applicant is the Friendship House (Huntly) Community Charitable Trust.

The applicant has indicated that they largely operate on philanthropic funds. The applicant has successfully secured the financial support of a generous local philanthropist benefactor who proposes to provide funding (or works in kind) which will result in the applicant owning a new purpose-built building. It is intended that the proposed facility will be run in addition to the activities that are currently (and will continue to be) provided at the Community Hub located at 49 Harris Street. More detailed information on the applicant’s proposal is included at Attachment 4.

## **Leasing Process**

In the case of reserves, applications are ordinarily assessed against the requirements of the of Reserves Act 1977 and Council's leasing policy. This is done to ensure that Council is meeting its legal obligations, and to protect the interests of the District's ratepayers who may otherwise be required to meet the financial burden if a non-viable tenancy fails.

Council staff have considered, and declined, the applicant's proposal.

However, the applicant has requested that the matter be reconsidered, and reported to the Committee for consideration as to whether a long-term lease may be granted. The applicant is hopeful of securing long term use of the land (to enable construction by June 2021).

## **4. DISCUSSION AND ANALYSIS OF OPTIONS**

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### **4.1 DISCUSSION**

#### **43 Harris Street**

The property at 43 Harris Street is comprised of 825 sqm and is legally described as Lot 3 DPS 19370 held in RT SA 29A/818. The parcel of land is held in fee simple (pending a reserve classification) but is included in the area identified to form the Semple Street Reserve, and is subject to the operative Neighbourhood Parks Reserve Management Plan.

The Reserves Act 1977 requires that any use of a reserve must be compatible with its primary or principal purpose. In respect of recreation reserves, s.17 of the Act specifies an emphasis on recreation and sporting activities and the physical welfare and enjoyment of the public, with specific emphasis on the retention of open spaces and on outdoor recreational activities.

The applicant has requested the ground lease of 43 Harris Street based on proximity to its existing services provided at 49 Harris Street.

#### **Proposed Use**

The proposed use of the building (community support services and community kitchen) does not easily fit within the primary purpose of a recreation reserve, and is not contemplated in the RMP.

There has been a suggestion that over time the activities (which may include a kitchen garden and play facilities for use by clients of the service) may extend onto the adjacent reserve.

## **Fee Simple and Reserve**

The applicant holds a view that as the land is held in a fee simple title (pending reserve classification), that the land should not be considered as part of the reserve, and should not be subject to the provisions of the Reserves Act 1977.

If the Committee chooses to accept the applicant's position, then Council's leasing policy anticipates leases and licenses for recreation or community purposes on other Council land.

Because the land at 43 Harris Street is part of the Reserve, and is subject to the provisions of the RMP, it will be necessary to comply with the public notification requirements of the Act before a Deed of Lease can be completed.

Any proposed lease that is not contemplated in the relevant RMP triggers the requirement for public notification calling for objections and submissions against the proposal. The successful outcome of a public notification process cannot be presupposed.

## **Deed of Ground Lease**

A Deed of (ground) Lease would provide the applicant with security of tenure, and the Deed of Lease can then be used by the applicant to support applications for grants and funding.

To reflect the level of capital expenditure it is anticipated that the term of any lease would be for an initial term of 20 years, with one further right of renewal of 15 years. Council's leasing policy provides that the owner of any building be responsible for all outgoings including security and insurance, and to be responsible for upkeep and maintenance.

In accordance with Council's standard leasing practice, the further terms of a lease would include that:

- i) The lease is to be determined (cancelled) if sufficient project funding is not secured within a specified timeframe (18 months from the date of the report is considered reasonable).
- ii) The lease is to cease if the building is removed.
- iii) The building is to be removed and the site made good within 6 months if the Charitable Trust ceases. No compensation will be paid by Council for improvements.

It would be a further requirement of any leasing process that the applicant provide within 12 months of the date of the report a proposal and project plan for Council consideration and approval (if any), and for the project funding to be in place before construction commences otherwise the deed of lease will be at an end.

The applicant is yet to verify that sufficient project funds are in place to cover the capital and ongoing operational costs of any building. It is Council's standard practice to make any lease conditional upon a business plan being put forward for Council's further consideration in order to ensure the long-term financial viability of an activity on Council-owned land; and a requirement that any lease be deemed to be at an end if all funds are not in place within 18 months of the date of the report.

### Site options and activity analysis

Staff have not been requested to undertake an analysis of site options, nor is there information available as to whether the services that are proposed to be provided may already be provided by other NGO's in Huntly West.

There is insufficient information available to confirm that the proposed activity can be accommodated solely within the boundaries of the property at 43 Harris Street.

Section 75 of the Building Act 2004 specifies that buildings cannot straddle allotment boundaries where those allotments are not held in uniform ownership, or uniform status. Therefore, to meet those requirements, any building and supporting infrastructure including carpark provision must solely be confined to 43 Harris Street.

Further, built development at 43 Harris Street is likely to obscure sight lines to and from the balance of the reserve at this location, and in terms of the CPTED principles may render the balance of the reserve unusable.

### Future of the reserve

Council staff are considering utilisation and rationalisation of all reserve land in the district – with Huntly being a priority. Leasing arrangements therefore need to be considered in the context of their impact on the future use of the land.

While this report recommends that the applicant's request be declined, if the request is approved a further report will be put to Council to consider the disposal of the reserve, (subject to completion of a land assessment), when a thorough evaluation of needs, utilisation and rationalisation has been completed.

### Authority to grant leases

The Infrastructure Committee (acting in the Minister of Conservation's stead) hold the delegation to approve leases with a term in excess of five years (subject to due process).

## 4.2 OPTIONS

### Option 1: The Committee can decline to grant a Deed of (ground) Lease:

The applicant meets the criteria for a concessional rental for a lease of reserve land.

The proposed use does not meet the requirements of the Reserves Act 1977.

A building at the proposed location will further compromise safe sight lines to and from the balance of the reserve which may render it unusable in terms of the CPTED principles.

Option 1 is the recommended option.

**Option 2: The Committee can approve the granting of a Deed of Ground Lease:**

Approving granting of a lease will require public notice calling for objections or submissions as the proposed activity is not contemplated in the operative Reserve Management Plan and does not meet the requirements of the Reserves Act 1977.

The recommended resolution put forward for the Committee's consideration would therefore become:

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

**AND THAT THE Infrastructure Committee approves an intention to grant (on concessional terms) a deed of ground lease of the property situated at 43 Harris Street, Huntly comprised of 825 sqm and which is legally described as Lot 3 DPS 19370 held in RT SA 29A/818 for an initial term of 20 years with one further right of renewal of 15 years, subject to the following:**

- i. That a business plan be forward for Council's consideration to ensure the long-term financial viability of the proposed activity on Council owned land.
- ii. That in accordance with the relevant provisions of the Reserves Act 1977 public notification calling for objections and submission against the proposal to grant a lease be given.
- iii. In the event the objections or submissions against the proposal are received the matter be reported back to the Committee for its further consideration.
- iv. In the event that no objections or submissions are received that all project funding is to be confirmed to be in place within 18 months of the public notification process; or must be in place before any construction occurs on site (whichever occurs first).
- v. The Deed of (ground) Lease will be deemed to be at an end if all funds are not in place within 18 months of the public notification process;

**AND FURTHER THAT the matter of the retention or disposal of the balance of the Reserve be reported back to Council when a land analysis has been completed;**

**AND FURTHER THAT THE Chief Operating Officer be delegated to execute all relevant documentation.**

Option 2 **is not** the recommended option.

## **5. CONSIDERATION**

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### **5.1 FINANCIAL**

Council's leasing policy applies predominantly to leases and licences of land and/or buildings on land not subject to the Reserves Act 1977.

For applicant lessees (who propose to fund and own a building on the site) to qualify for a concessional (peppercorn) rental, the applicant must be a duly constituted Arts Council or be registered as an Incorporated Society or Incorporated Charitable Trust and must not engage in commercial activities on the site.

The Policy presumes that the District ratepayers will in effect subsidise the true cost of the lease, in that a market rent is not achieved from the site over the lifespan of the lease.

For those applicants that do not meet the criteria to qualify for a concessional rental of reserve land, the rent is to be established by way of market valuation obtained by the Council.

The policy also anticipates leases and licenses for recreation or community purposes on other Council land, however it is at the discretion of Council as to whether commercial or concessional terms apply. Further, a long-term lease of non-reserve land may limit options when that site is considered as part of the rationalisation of the property portfolio.

It is Council's practice to make any lease conditional upon a business plan being put forward for Councils consideration to ensure the long-term financial viability of an activity on Council owned land; and a requirement that the lease be deemed to be at an end if all funds are not in place within 18 months of the date of the report.

### **5.2 LEGAL**

Part 4 of the Property Law Act 2007 provides for leases.

Section 40 of the Reserves Act 1977 requires Council to administer and manage the reserve in accordance with its principal classification.

Section 17 of the Act specifies that recreation reserves are for the purpose of providing areas for the recreation and sporting activities and the physical welfare and enjoyment of the public, with emphasis on the retention of open spaces and on outdoor recreational activities.

Section 41 of the Act specifies the requirement for a Reserve Management Plans which contemplates the activities that are approved to occur on that reserve for the duration of that Management Plan without the requirement for further consultation.

Section 53 of the Act specifies Councils non leasing powers in respect of recreation reserves.

Section 54 of the Act specifies Council leasing powers in respect of recreation reserves, including that any lease must be consistent with the primary purpose of the reserve.

Section 120 of the Act requires that any intention to exercise any powers (including an intention to grant a lease) under the Reserves Act into a lease must be publicly notified.



Any proposed lease that is not contemplated in the relevant Reserve Management Plan triggers the requirement for public notification calling for objections and submissions against the proposal. The successful outcome of a public notification processes cannot be presupposed.

Section 75 of the Building Act 2004 specifies that buildings cannot straddle allotments boundaries where those allotments are not held in uniform ownership, or uniform status.

The Delegations Manual records that the Infrastructure Committee holds the delegated authority to grant a lease with a term in excess of five years, in exercising that delegation, that Committee must act in the Minister of Conservation's stead.

### **5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT**

The Semple Street Reserve is included in the Neighbourhood Parks Reserve Management Plan adopted 8 August 2016.

The RMP contemplates additional community buildings on the reserve. The Reserves Act 1977 requires that the activity on the reserve be compatible with its primary or principal purpose.

### **5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS**

The Significance and Engagement 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 provision of reserves is a significant activity and core service of Council.

The Policy provides at Schedule 1 a list of Waikato District Council's strategic assets. Reserves listed and managed under the Reserves Act 1977 are strategic assets.

The property at 43 Harris Street is part of the Semple Street Reserve and is subject to the operative Neighbourhood Parks Reserve Management Plan.

## **6. CONCLUSION**

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The property at 43 Harris Street forms part of the Semple Street Reserve, and is subject to the operative Neighbourhood Reserves Management Plan.

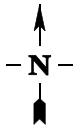
While the applicant meets the criteria to qualify for a concessional rental, the intended location and use of the proposed building does not meet the requirements of the Reserves Act 1977, was not contemplated in the operative Reserve Management Plan, and will compromise the balance of the reserve in terms of CPTED principles.

This report therefore recommends that the applicant's request for a concessional ground lease at 43 Harris Street be declined.

## **7. ATTACHMENTS**

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- A Location Diagram
- B Land Status Reports
- C Extract Neighbourhood Parks Reserve Management Plan
- D Proposal





# Site: (1) Semple Street West Domain

**SCANNED**

## Lyfestyle Research LAND STATUS REPORT

RECEIVED  
17 SEP 2014

Doc No

Waikato District Council

**Legal Description:** Lot 40 DPS858

**Situated in Block Number:** XV

**Survey District:** Rangiriri

**Area :** 9032 square meters

**Plan References:** DPS858

**Land Status:** Recreation Reserve

**Instrument of Title:** CFR SA 908/3 and NZ Gazette Notice.

**Owner(s):** Waikato District Council (In Trust.)

**Administrating Body:** Waikato District Council.

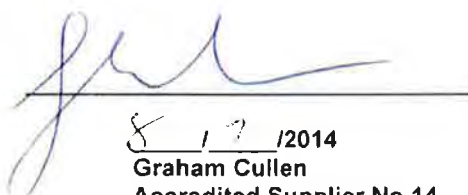
**Authority/Document:** NZ Gazette s66618.

**Interests affecting the Land:** Subject to Reserves Act 1977

### LAND HAS CROWN RESIDUAL INTEREST

**Comments:** The Land was originally Crown Land subject to the Housing Act 1919 vide Proclamation 12216 and declared Crown Land subject to the Land Act 1948 vide Gazette Notice is 65665 in 1954. The Crown Land was set apart as a Recreation Reserve vide NZ Gazette s66617 and vested in Trust in the Huntly Borough Council by way NZ Gazette s 66618. The status quo remains.

Transmission is required to the Waikato District Council and the land is within the Tainui first right of refusal area.



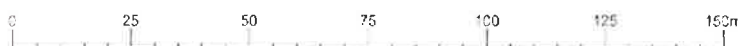
8/17/2014  
Graham Cullen  
Accredited Supplier No 14  
for Lyfestyle Research Ltd

LR Ref: LMS 1254 Huntly 032 Site 1



### Spatial Map Print

Scale 1:1500



This data has been compiled from official records. Location of boundaries requires an analysis of all relevant information in compliance with the Survey Regulations. Attribute data requires an analysis of the appropriate legal record.



**Site: (2) Semple Street West Domain  
Lifestyle Research  
LAND STATUS REPORT**

RECEIVED

17 SEP 2014

Waikato District Council

**Legal Description:** Lots 1 and 3 DPS316

**Situated in Block Number:** XV

**Survey District:** Rangiriri

**Area :** 1996 square meters

**Plan References:** DPS316

**Land Status:** Recreation Reserve

**Instrument of Title:** CFR SA 1421/95 and 1962p195 NZ Gazette

**Owner(s):** Waikato District Council (In Trust.)

**Administrating Body:** Waikato District Council.


**Authority/Document:** NZ Gazette 1962p195.

**Interests affecting the Land:** Subject to Reserves Act 1977

**LAND HAS CROWN RESIDUAL INTEREST**

**Comments:** The Land was originally Crown Land subject to the Housing Act 1955 ride Proclamation s133814 and declared Crown Land subject to the Land Act 1948 vide Gazette Notice is s174904 in 1960. The Crown Land was set apart as a Recreation Reserve vide NZ Gazette s227216 and vested in Trust in the Huntly Borough Council in 1962. The status quo remains.

Transmission is required to the Waikato District Council and the land within the Tainui first right of refusal area.

  
8/9/2014  
Graham Cullen  
Accredited Supplier No 14  
for Lifestyle Research Ltd

LR Ref: LMS 1254 Huntly 032 Site 2





### Spatial Map Print

Scale 1:1500



This data has been compiled from official records. Location of boundaries requires an analysis of all relevant information in compliance with the Survey Regulations. Attribute data requires an analysis of the appropriate legal record.



**Site: (3) Semple Street West Domain**

RECEIVED

SCANNED

**Lyfestyle Research**

17 SEP 2014

Doc No

**LAND STATUS REPORT**

Waikato District Council

**Legal Description:** Lot 9 DPS316

**Situated in Block Number:** XV

**Survey District:** Rangiriri

**Area :** 9214 square meters

**Plan References:** DPS316

**Land Status:** Recreation Reserve

**Instrument of Title:** CFR SA 908/3 and NZ Gazette Notice s66618.

**Owner(s):** Waikato District Council (In Trust.)

**Administrating Body:** Waikato District Council.

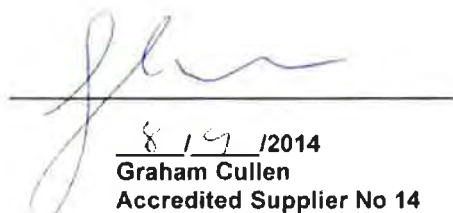
**Authority/Document:** NZ Gazette s66618.

**Interests affecting the Land:** Subject to Reserves Act 1977

**LAND HAS CROWN RESIDUAL INTEREST**

**Comments:** The Land was originally Crown Land subject to the Housing Act 1919 vide Proclamation 12216 and declared Crown Land subject to the Land Act 1948 vide Gazette Notice is 65665 in 1954. The Crown Land was set apart as a Recreation Reserve vide NZ Gazette s66617 and vested in Trust in the Huntly Borough Council by way Gazette s66618. The status quo remains.

Transmission is required to the Waikato District Council and the land within the Tainui first right of refusal area.

  
 8/19/2014  
 Graham Cullen  
 Accredited Supplier No 14  
 for Lyfestyle Research Ltd

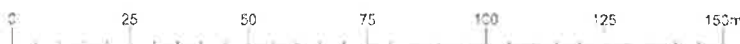
**LR Ref:** LMS 1254 Huntly 032 Site 3





### Spatial Map Print

Scale 1 : 1500



This data has been compiled from official records. Location of boundaries requires an analysis of all relevant information in compliance with the Survey Regulations. Attribute data requires an analysis of the appropriate legal record.



**Site: (4) Semple Street West Domain** RECEIVED

**NNED Lifestyle Research**  
**LAND STATUS REPORT**

17 SEP 2014

Waikato District Council

**Legal Description:** Lot 3 DPS19370

**Situated in Block Number:** XV

**Survey District:** Rangiriri

**Area :** 825 square meters

**Plan References:** DPS19370

**Land Status:** General Land

**Instrument of Title:** CFR SA 29A/818

**Owner(s):** Waikato District Council.

**Administrating Body:** Waikato District Council.

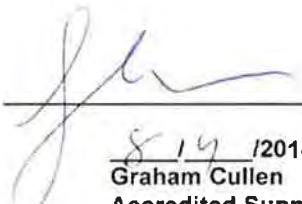
**Authority/Document:** CFR SA 29A/818

**Interests affecting the Land:** Reserve Act 1977

**LAND HAS NO CROWN RESIDUAL INTEREST**

**Comments:** The Land was originally Crown Railway Land vide Proclamation 6310 (1925) CT 17D/456 issued for the subject land in 1974. The Land was declared Crown Land vide NZ Gazette H433813 in 1982. The Land was transferred to Huntly Borough Council in 1983 evidenced by certificate H448032 and CFR SA 29A/818 issued at that date.

Transmission required to Waikato District Council. General Freehold Land with no statutory obligations.

  
 8/19/2014  
 Graham Cullen  
 Accredited Supplier No 14  
 for Lifestyle Research Ltd

**LR Ref:** LMS 1254 Huntly 032 Site 4





# Waikato District Neighbourhood Parks Reserve Management Plan



Adopted 8 August 2016

### 2.3.6 Huntly West Domain, Huntly



Reserve Classification	Recreation Reserve Except Lot 3 DPS19370 which is General Land	Area	2.1067 ha
Location	Semple Street and Fraser Street, Huntly	Legal description	Lot 40 DPS858, Lots 1 and 8 DPS316, Pt Lot 9 DPS316, Lot 3 DPS19370
Authority	Declared	Subject to WTTS	Yes Except lot 3 DPS19370

#### Background

This is a large neighbourhood park that has four access points and is located adjacent to the railway line. It contains a playground, picnic table and park seat, established trees and a basketball court. There is a Maori Wardens building and a bowling club's clubrooms on the reserve.

#### Reserve Issues

- Ensure that consideration is given to railway safety. This can occur with options such as the use of fencing and/or landscaping buffers, and locating buildings away from the rail boundary, as potential means of managing the risk associated with the rail network adjoining public open space.
- Vehicles accessing the reserve.
- Graffiti.
- Condition of basketball court and car park.
- Security of buildings.

#### Reserve Management Policy

1. Formalise lease arrangements for buildings for Bowling and Maori Wardens.

2. Allow additional community buildings to be established on the site.

**Proposed Development**

- Improving the condition of the basketball court.
- Upgrade bollarding and reserve access.
- Consider disposal of this reserve, subject to a surplus land assessment.





Huntly West Domain



SCALE 1:1600      Cadastre sourced from Land Information New Zealand under CC-BY.      Projection: New Zealand Transverse Mercator Datum: New Zealand Geodetic Datum 2000      Print Date: 22/12/2015      Copyright @ Waikato District Council      A4

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**Friendship House (Huntly) Community Charitable Trust**   **BuiltSmart Limited**   **Waikato District Council**

# Huntly West Community Facility

## Background

Friendship House (Huntly) Community Charitable Trust became a legal entity in 2011 to govern Friendship House which has been operating as a community centre since 2005 with the mission to provide a safe resource centre to help our community thrive. Our Trust board is made up of 8 community members and comprises a chairperson, deputy, treasurer and secretary. They meet no less than 6 times a year and follow guidelines and rules laid out in the trust deed and NZ law around operating a community based charitable trust. They guide and assist the operational staff made up of a manager, coordinator, kaiāwhina and art coordinator.

In 2013 Huntly West Hub started as a local community police initiative with Project Harmony, with the goal of increasing community connections, pride and wellbeing. The Hub was run by volunteers and the community policing team which steadily increased the numbers of services and programmes being accessed. At the end of 2017 Friendship House (Huntly) Community Charitable Trust was approached to take on the Hub and lease of the building from Chorus.

From 2018 we have had a paid coordinator managing the Huntly West Hub, growing the services, opportunities and support for the community. Regular, dependable opening hours and a coordinator to network, grow connections and manage volunteers has helped enormously with community engagement and services offered.

The Trust, Friendship House and Huntly West Hub have a great relationship with our funders: DIA (Lotteries & COGS), WEL Energy Trust, Trust Waikato, WDC Creative Communities Scheme and more. Our primary income is philanthropic trust funding. This covers our operational costs, activities, workshops and more. We have been working with WDC and Community Waikato to deliver 'Not for profit' training for local community groups with the goal of building capacity and capability of our community groups.

## Looking forward

The Chorus building at 49 Harris Street Huntly is a great location for the Huntly West Hub but unfortunately we are limited in what we can do to improve the property and we are unable to have a community kitchen at the property because part of the building is still used by Chorus for cabling.



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There is also limited outside space and parking. During 2019 Friendship House (Huntly) Community Charitable Trust started looking into options for a new facility close by and started consulting with the community and regular users of the Hub, we also had some discussions with Waikato District Council with regards to funding (Huntly Social Services Coordinating Committee Inc funds held by WDC) and other possibilities. We have other organisations using the Hub to meet clients or hold meetings, a new purpose built building would expand our scope to have more rooms available to use.

Early in 2020 BuiltSmart Limited (Philip Leather) became involved in the project and offered to fund and build a new facility for Huntly West and garner support from other local businesses. This is a fantastic opportunity for the community, especially taking into account the needs of the community prior and post COVID 19.

Now we need to work together with Waikato District Council to secure the site for the new facility. The ideal site is 43 Harris Street Huntly that backs on to Fraser Street Park (Huntly West Domain) and historically has had Housing New Zealand offices on it. Philip Leather has had discussions with WDC and the Mayor regarding the use of the site for a new Huntly West Hub Facility. There has been positive responses from the WDC Mayor and staff and we are ready to take the next steps towards the community goal.

Ownership of the building has been discussed, the ideal option would be that it is held under Friendship House (Huntly) Community Charitable Trust, with specific clauses in the Trust Deed to ensure the facility is always a community facility and if the Trust were to wind up or on its dissolution by the Registrar, all surplus assets after the payment of costs, debts and liabilities will be given to like minded/ similar community services in Huntly.

A big advantage of the Trust owning the building would be the ability to apply for funding for upkeep, maintenance and any future alterations.

## GOALS

1. A purpose built community facility for all to access
2. A place for people to connect, have opportunities to learn and feel supported
3. Community pride - a facility that is well used and looked after
4. Community kitchen
5. Outside space
6. Parking

## In Brief

Friendship House (Huntly) Community Charitable Trust has been registered as a Charity since 2011 and has been steadily growing Friendship House and Huntly West Hub. The Trust is supported by various funders and has good relationships with Trust Waikato, WEL Energy Trust, Lottery Communities, Len Renyolds, Genesis Energy and Community Waikato.

Both community facilities have great connections with local schools, Plunket, GPs, Plunket, Huntly Countdown, Kowhai Consultancy, Kāinga Ora, Community Law Waikato and other services in the community. Both facilities are operational and have active community and local organisation participation.

Huntly West deserves a purpose built community facility for all to access. A place to be proud of and meet the wants and needs of those already accessing the existing building as well as future new faces. We have been offered an amazing gift, a new building built and donated by BuiltSmart Limited.

The operational costs of the new building would be funded as the Huntly West Hub has been funded, with cost being transferred from the Chorus building to the new building.

### Open Meeting

<b>To</b>	Infrastructure Committee
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	17 March 2021
<b>Prepared by</b>	Lynette Wainwright Committee Secretary
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV1318
<b>Report Title</b>	Exclusion of the Public

## I. RECOMMENDATION

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Item number 1 Confirmation of Minutes	Good reason to withhold exists under Section 6 or Section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)
Item number 3.1 Hopuhopu Land Surplus to PWA Requirements		
Item number 3.2 Contract 46 06 08 Metrowaste – Increase to Approved Contract Sum		

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

Item No.	Section	Interest
Item 1 Confirmation of Minutes		Refer to the previous Public Excluded reason in the agenda for this meeting.
Item 2.1 Hopuhopu Land Surplus to PWA Requirements	7(2)(b)(ii)	To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.
Item 2.2 Contract 46 06 08 Metrowaste – Increase to Approved Contract Sum	7(2)(b)(ii)	To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.