

Agenda for a meeting of the Infrastructure Committee to be held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **MONDAY, 19 SEPTEMBER 2022** 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**

4.1 Meeting held on 8 August 2022 6

**5. ACTIONS REGISTER** 18

**6. REPORTS**

6.1	Raglan Holiday Park Papahua Governance Board	23
6.2	Service Delivery Project Status Report – September 2022	42
6.3	Proposed Extension to Leased area Raglan Surf Lifesaving Club, Raglan	61
6.4	Alfred Main Drive – Land Review	72
6.5	Proposed Easement on Reserve - The Point, Ngāruawāhia	86
6.6	Proposed Road Stopping Martin Lane, Horsham Downs	95
6.7	Proposed Easement on Local Purpose Reserve (Esplanade), Raglan	108
6.8	Proposed Licence to Occupy Electric Vehicle Charging Site, Tamahere	125
6.9	Parks and Open Spaces Maintenance Contract 15/162 - Extension	134

6.10 Proposed Road Name – Akatea Lane, Rototuna	185
6.11 Subdivision 0223/21, 60 Washer Road, Horotiu - Proposed Road Name	190
<b>7. <u>EXCLUSION OF THE PUBLIC</u></b>	<b>201</b>

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 Maori )
<b>Meeting frequency:</b>	Six-weekly
<b>Quorum:</b>	Majority of the members (including vacancies)

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### **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

<b>To</b>	<b>Infrastructure Committee</b>
<b>Report title</b>	<b>Confirmation of Minutes</b>
Date:	Friday, 9 September 2022
Report Author:	Rosa Leahy – Democracy Advisor
Authorised by:	Gaylene Kanawa – Democracy Manager

## **1. Purpose of the report**

### **Te Take moo te puurongo**

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To confirm the minutes for a meeting of the Infrastructure (INF) Committee held on Monday, 8 August 2022.

## **2. Staff recommendations**

### **Tuutohu-aa-kaimahi**

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**THAT the minutes for a meeting of the Infrastructure Committee held on Monday, 8 August 2022 be confirmed as a true and correct record.**

## **3. Attachments**

### **Ngaa taapirihanga**

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Attachment 1 – INF Minutes – 8 August 2022

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Minutes for a meeting of the Infrastructure Committee held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia **MONDAY, 8 AUGUST 2022** commencing at **9.33am**.

**Present:**

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

**Attending:**

Mr R MacCulloch (General Manager Service Delivery)  
Mr GJ Ion (Chief Executive)  
Mr TG Whittaker (Chief Operating Officer)  
Ms A Diaz (Chief Financial Officer)  
Mr K Abbot (Projects & Innovation Manager)  
Mr P McPherson (Community Projects Manager)  
Ms M May (Community Connections Manager)  
Ms J Bishop (Contracts and Partnering Manager)  
Ms J Hall (Contracts & Compliance Officer)  
Mr P Ellis (Solid Waste Team Leader)  
Mr R Bayer (Roading Team Leader)  
Mr W Gauntlett (Growth & Analytics Manager)  
Ms V Ramduny (Strategic Projects Manager)  
Mr K Martin (Waters Manager)  
Mr D Sharma (Three Waters Reform Project Manager)  
Mrs GJ Kanawa (Democracy Manager)  
Ms R Leahy (Democracy Advisor)  
Ms E Saunders (Democracy Advisor)

**Also in attendance:**

Mr M Cooper (Sport Waikato)  
Mr H Westerby (Sport Waikato)

**APOLOGIES AND LEAVE OF ABSENCE**

Resolved: (Cr Sedgwick/McGuire)

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

**CARRIED**

**INF2208/01**

**CONFIRMATION OF STATUS OF AGENDA ITEMS**

Resolved: (Crs Thomson/Church)

**THAT:**

- a. the agenda for a meeting of the Infrastructure Committee held on Monday, 8 August 2022 be confirmed;
- b. all items therein be considered in open meeting with the exception of those items detailed at agenda item 7, which shall be considered with the public excluded;
- c. all reports be received; and
- d. in accordance with Standing Order 9.4 the order of business be changed with agenda item 6.7 [World Rally Championship – Use of Waikato District Roding Network] being considered after agenda item 6.1.

**CARRIED**

**INF2208/02**

**DISCLOSURES OF INTEREST**

There were no disclosures of interest.

**CONFIRMATION OF MINUTES**

Resolved: (Crs Gibb/Lynch)

**THAT** the minutes for a meeting of the Infrastructure Committee held on Monday, 20 June 2022 be confirmed as a true and correct record.

**CARRIED**

**INF2208/03**



**ACTION REGISTER**

Agenda Item 5

The report was received and no discussion was held.

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

**THAT the Action Register for August 2022 be received.**

**CARRIED****INF2208/04****REPORTS**Sport Waikato

Agenda Item 6.1

The report was received [*INF2208/02 refers*] and the following discussion was held:

- An overview was provided of the Sport Waikato activities over the past 12 months.
- Acknowledged Mayor Sanson as a strong advocate of sport and appreciated his support over the past terms.
- Te Kauwhata/Waeranga – meetings with communities via Zoom during COVID to draw facilities together in these spaces.
- Worked with Lakeside Development to ensure playgrounds and recreational space were provided for the community.
- Meeting with northern colleges to ascertain how secondary schools could reduce travel and increase positive experiences in sport.
- Report didn't highlight support for league, yet recently Davies park – U16 girls from Mt Albert were hosted at Davies Park. Leagues is also part of the "Big 5" of Sport NZ initiatives.
- Recognised shortage of field hours in a large league base – it was noted that this may have been due to adverse weather events.

**ACTION:** Sport Waikato would take this point back to their organisation and identify how they could assist League obtaining more field hours.

- Coaching was a strong focus of sport at the moment.
- It was noted that a lot of research has been undertaken over the last five (5) years, but there was a lack of visibility of the results from this.

**ACTION:** Sport Waikato to provide an update on research undertaken and the results of that during the next quarterly report.

World Rally Championship – Use of Waikato District Roding Network  
 Agenda Item 6.2

The report was received [*INF2208/02 refers*] and the following discussion was held:

- Roding Team Leader advised that submissions were considered under Road Closure for Motor Sport Events Policy with alignment of consultation with relevant section within the policy.
- Concern raised regarding diversion from our specific policy – it was noted that in terms of road opening hours there was an incursion into September due to the timing of the event.
- Concern raised if farming/medical incident occurred. The event organisers have advised that there are mechanisms in place, including additional helicopters for medical events and vets were allowed access if necessary via farm road routes.
- How are we going to work with locals over the helicopter movements? Event organisers have undertaken work with the local farming community and have system in place to control movements.
- Staff and event organisers had worked with, and would continue to work with, the CAA, regarding helicopters and drones. Detailed movements would only be known just prior to the event.
- Community meeting noted a number of helicopter flights in the area and very few places the stock can be moved to, we have already exceeded carbon emissions over time and these events need to be balanced between the environment and business opportunities.
- Sustainability Fund - Rally NZ take a levy from each of the drivers/crew and ticket holders – this goes back into the communities.
- No additional work would be done prior to the event on these rural roads, but an investment in the base course and remedial would be done after the event (within two weeks of event).
- Current resources are not sufficient, however with sustainability grants – organisers had also offered to supply an additional grader if required.
- Whaanga road reviewed a couple of months ago and additional money put into drainage and will continue to monitor the level of service provided there. Some improvement necessary and working with Alliance to better that.
- Grading would be undertaken as usual – not a lot of base course on road until after the rally as this would be detrimental to the drainage works resulting in gravel in the drains.

**Resolved: (Crs Eyre/His Worship the Mayor, AM Sanson)**

**THAT the Infrastructure Committee approves the application for the use of 80kms of the roading network for a closed course World Rally Championship Rally New Zealand motorsport event for three (3) hours on 27 September 2022 and eleven (11) hours on 30 September 2022.**

A division was called for, voting of which was as follows:

For the Motion: Cr Bech, Cr Church, Cr Eyre, Cr Gibb, Mr Green, Cr Henderson, Cr Lynch, Cr McInally, Cr McGuire, Cr Patterson, His Worship the Mayor, AM Sanson, Cr Sedgwick and Cr Smith.

Against the Motion: Cr Thomson

The motion was declared **CARRIED** by 13 votes to 4.

**INF2208/05**

Service Delivery Report – August 2022

Agenda Item 6.2

The report was received [*INF2208/02 refers*] and the General Manager, Service Delivery spoke to the report. The following items were discussed:

- An update was provided regarding the pensioner housing sale as per the LTP decisions, a revised proposal would be included into the new LTP in the following years.
- What communications strategy have we got going forward? This work is still in progress and the team had talked through a number of initiatives, i.e. branding and information boards but would finalise this with the Communications, Marketing & Engagement Team to ensure communities are aware of the work being undertaken in their areas.
- It was noted there was an issue with the inaccuracy of the reporting process in regard to what had actually been completed that staff would continue to work on for future reports.

**ACTION:** Staff to review projects in CAMMS system to enable more accurate reporting on projects.

- Councillors noted that the repeated use of COVID for not delivering projects was wearing thin. Staff noted it was a reality, however they were working on other options such as leveraging partnerships to deliver the programmes.
- Challenge was for the future Council to accept a programme going forward that is realistic and achievable, noting that staff would be in a position to reset during the Annual Plan process next year. A full stocktake of future projects in the LTP would also be undertaken to ensure the new targets are achievable.

- Huntly railway building – tender had been awarded and works would commence shortly.

**ACTION:** Staff to advise what the comment in the report related to in regard to the Museum Committee accessing new container.

Cr McGuire left the meeting at 10.55am and returned at 11.02am during the above item.

The meeting was adjourned at 11.07am and resumed at 11:23am.

### Capital Project Delivery Review Agenda Item 6.3

The report was received [*INF2208/02 refers*] and the General Manager, Service Delivery provided a presentation on the capital works programme. The following items were discussed:

- Councillors commended staff on transparency of issues, noting this was ratepayers money.
- Where is capability coming from to get this work done quickly? Staff would leverage off good partnerships and provide Council with timeframe and resource required for each area by the end of September.

**ACTION:** Staff to provide report to September meetings to determine which partnerships could be leveraged further and identify the timeframe in which works would be undertaken.

- Staff and Council need to reevaluate the level of community engagement as the co-design process was a factor to slowing down projects.
- Supply chain issues and increased costs, along with ongoing resource issues due to COVID are not excuses but a reality that we have to find ways around.
- Leveraging from existing partners – Tuakau Library utilised partners to build new facility which meant no requirement to go to open market.
- Raglan wharf project was a good learning as the community had no idea of number of hours required to deliver co-create model and thankful to Dennis Amoore for his work. We do have some skilled community members and need to assess this against risk appetite as indicated earlier.
- Council were appreciative that the General Manager, Service Delivery had taken a critical look at the team and then shared this with elected members and the public. Both operational and governance teams need to own the outcomes and review this again in 18 months to two years to see if we have achieved our desired outcomes.

**ACTION:** Staff to undertake a similar review around mid-term of the new Council, i.e. end of 2023 or beginning of 2024.

Road Names Subdivision 0168 21, 15 Galbraith Street, Ngaruawahia  
Agenda Item 6.4

The report was received [*INF2208/02 refers*] and no discussion was held.

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

**That the Infrastructure Committee approves the following road names as submitted by the developer for Subdivision 0168/21, 15 Galbraith Street, Ngaruawahia:**

- **Road 1 - Muru Street, and**
- **Road 2 - Katipa Place**

**CARRIED**

**INF2208/06**

Proposed Road Names - Subdivision 0159-20, 61 Old Taupiri Road, Ngaruawahia  
Agenda Item 6.5

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

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

**That the Infrastructure Committee approves the following road names as submitted by the developer for Subdivision 0159/20, 61 Old Taupiri Road, Ngaruawahia, and recommended by the Ngaruawahia Community Board at their 26 July 2022 meeting, in accordance with the Road Naming Policy:**

<b>ROAD 1</b>	<b>ROAD 2</b>	<b>ROAD 3</b>
<b>Rivers Edge Place</b>	<b>Purei Place</b>	<b>Houpara Place</b>

**CARRIED**

**INF2208/07**

Proposed Road Names for Subdivision 0159 21, Precinct C, Rangitahi Peninsula, Raglan  
Agenda Item 6.6

The report was received [*INF2208/02 refers*] and no discussion was held.

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

**That the Infrastructure Committee approves the following road names as submitted by the developer for Subdivision 0159/21, Precinct C, Rangitahi Peninsula, Raglan, and recommended by the Raglan Community Board at their 27 July 2022 meeting, in accordance with the Road Naming Policy:**

- **Road 2 A: Koohunga Street**
- **ROW 1 PVT: Taeore Lane**
- **ROW 2 PVT: Waipatukahu Lane**

**CARRIED**

**INF2208/08**

Approval to opt into All of Government electrical supply agreement  
Agenda Item 6.8

The report was received [*INF2208/02 refers*] and no discussion was held.

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

**THAT the Infrastructure Committee recommends that Council:**

- a. **opts into the electrical supply to Meridian Energy Limited in accordance with the All-of-Government Agreement, for a four-year term (1 July 2022 - 30 June 2026) for the forecasted value of \$1 million per annum; and**
- b. **delegates authority to the Chief Executive to accept the offer and sign any associated documents.**

**CARRIED**

**INF2208/09**

**EXCLUSION OF THE PUBLIC**

Agenda Item 7

**Resolved: (Crs Lynch/Gibb)****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 PEX 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 PEX 2.1 Increase to Approved Contract Sum for Contract C20/006 Te Awa Cycleway – Mangaonua Gully		
Item PEX 2.2 Renewal of Lease Huntly and Te Kauwhata Transfer Stations – 93 McVie Road Huntly and Rata Street Te Kauwhata		
Item PEX 2.3 Proposal to novate – Contract 46 06 08		
Item PEX 2.4 Better off Funding – Remuneration for Iwi Panel Members		

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

<b>Item No.</b>	<b>Section</b>	<b>Interest</b>
<b>Item PEX 1 Confirmation of Minutes</b>		<b>Refer to the previous Public Excluded reason in the agenda for this meeting.</b>
<b>Item PEX 2.1 Increase to Approved Contract Sum for Contract C20/006 Te Awa Cycleway – Mangaonua Gully</b>	<b>7(2)(c)(i)</b>	<b>To protect information that is subject to an obligation of confidence and to ensure the information avenue remains open, when it is in the public interest for it to do so.</b>
	<b>7(2)(h)</b>	<b>To enable commercial activities to be carried out without prejudice or disadvantage.</b>
	<b>7(2)(j)</b>	<b>To prevent use of the information for improper gain or advantage.</b>
<b>Item PEX 2.2 Renewal of Lease Huntly and Te Kauwhata Transfer Stations – 93 McVie Road Huntly and Rata Street Te Kauwhata</b>	<b>7(2)(b)(ii)</b>	<b>To protect information that would otherwise unreasonably prejudice a person’s commercial position</b>
	<b>7(2)(h)</b>	<b>To enable commercial activities to be carried out without prejudice or disadvantage.</b>
	<b>7(2)(i)</b>	<b>To enable negotiations to carry on without prejudice or disadvantage.</b>
<b>Item PEX 2.3 Proposal to Novate – Contract 46 06 08</b>	<b>7(2)(b)(ii)</b>	<b>To protect information that would otherwise unreasonably prejudice a person’s commercial position</b>
	<b>7(2)(h)</b>	<b>To enable commercial activities to be carried out without prejudice or disadvantage.</b>
	<b>7(2)(i)</b>	<b>To enable negotiations to carry on without prejudice or disadvantage.</b>
<b>Item PEX 2.4 Better off Funding – Remuneration for Iwi Members</b>	<b>7(2)(a)</b>	<b>To protect a person’s privacy</b>
	<b>7(2)(c)(i)</b>	<b>To protect information that is subject to an obligation of confidence and to ensure the information avenue remains open, when it is in the public interest for it to do so.</b>
	<b>7(2)(j)</b>	<b>To prevent use of the information for improper gain or advantage.</b>

**CARRIED****INF2208/10**





## Open – Information only

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<b>To</b>	<b>Infrastructure Committee</b>
<b>Report Title</b>	<b>Actions Register – September 2022</b>
Date:	5 September 2022
Report Author:	Karen Bredesen, PA to the General Manager Service Delivery
Authorised by:	Megan May, Acting General Manager Service Delivery

### 1. **PURPOSE OF THE REPORT** **TE TAKE MOO TE PUURONGO**

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To provide the Infrastructure Committee with an update on actions arising from the 8 August 2022 meeting.

### 2. **STAFF RECOMMENDATIONS** **TUUTOHU-AA-KAIMAHI**

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**That the Actions Register – September 2022 be received.**

### 3. **ATTACHMENTS** **NGAA TAAPIRIHANGA**

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Attachment 1 – Infrastructure Committee’s Action Register – September 2022

## Infrastructure Committee's Actions Register – September 2022

Meeting Date	Item and Action	Person / Team Responsible	Status Update
8 August	<p><u>Sport Waikato</u> Sport Waikato would take this point back to their organisation and identify how they could assist League obtaining more field hours.</p>	Hadon Westerby, Sport Waikato	<p>Waikato District Council received a consultancy report in August 2020 titled <i>Central Waikato Sub-Region Winter Sports Field Study: Waikato Summary</i>.</p> <p>This report concluded:  <b>Comments / recommendations:</b> Overall there is a shortfall of 95 hours per week capacity within the sports field network as a whole to meet current and projected demand. This shortfall is equivalent to approximately 11 soil fields, 5 sand carpets or 2.5 artificial turf fields.</p> <p><i>In Huntly there is a current capacity shortfall for football (-18 hours) and for league (-44 hours). While rugby has a small surplus it is recommended that additional capacity is secured of 44 hours a week. Options include:</i></p> <ul style="list-style-type: none"> <li>• Formalising use agreement to secure access to school fields</li> <li>• Developing additional fields for football and league.</li> </ul> <p><i>In Ngarawahia there is a current capacity shortfall for league (-46 hours), a slight shortfall for rugby and a small surplus for football. It is recommended that additional capacity is secured of 44 hours a week (2019) increasing to 57 hours by 2038. Options include:</i></p> <ul style="list-style-type: none"> <li>• Formalising use agreement to secure access to school fields</li> <li>• Developing additional fields for league.</li> </ul> <p>1. In simplest terms, options for council are to; optimise field use (re-allocation and scheduling), increase capacity of current fields (via floodlighting, primary/secondary drainage, irrigation), expand supply through purchase and constructing new fields.</p>

Meeting Date	Item and Action	Person / Team Responsible	Status Update
			<ol style="list-style-type: none"> <li>2. The Huntly West Sport Complex is presently underutilised. In the first instance, a lease issue requires resolution before beginning to optimise the use of these fields and other community opportunities as part of the wider network.</li> <li>3. A further recommendation from this report was for Waikato district and Hamilton City councils to work collaboratively and secure an additional 172 hours capacity.</li> <li>4. Sport Waikato is finalising a project to encourage greater community access to school facilities, and would welcome the chance to consider piloting this in the Waikato District as a proactive intervention.</li> <li>5. Ultimately, any interventions require some decision-making from Council as to the preferred route to take and all will likely require some form of investment (ranging from potential Opex contributions for school/community partnerships, to Capex investments in facilities upgrades/builds). Sport Waikato are happy to work alongside Council to discuss feasibility and make a plan to move forward.</li> </ol>
8 August	<p><u>Sport Waikato</u> Sport Waikato to provide an update on research undertaken and the results of that during the next quarterly report.</p>	Hadoon Westerby, Sport Waikato	<p>Sport Waikato reports six monthly to Council as agreed in our Service Level Agreement and will be able to address our findings more fully to the committee in December 2022.</p> <p>We are currently in the latter stages of data collection with RSO's, clubs and organisations, and the community, with analysis of responses to follow. This data will inform a local play, active recreation and sport plan which is currently being worked through between Sport Waikato and Council staff (for presentation to Council in 2023).</p>

Meeting Date	Item and Action	Person / Team Responsible	Status Update
			At present, Sport Waikato are also analysing the latest set of data from the Sport NZ Active NZ survey – a national physical activity survey administered by Sport NZ. Sport Waikato have invested further into data collection at a district level as part of this work and will have Waikato District-specific data to share with Council at the end of the year once analysis is complete.
8 August	<u>Projects in CAMMS</u> Staff to review projects in CAMMS system to enable more accurate reporting on projects.	Service Delivery	Noted.
8 August	<u>Huntly Railway Building</u> Staff to advise what the comment in the report related to in regard to the Museum Committee accessing new container.	Paul McPherson, Community Projects Manager	The comment in the RAG (Red Amber Green) report from CAMMs (page 44 of the agenda) had a comment written by the Project Manager where he suggested a shipping container may be an appropriate method for the museum to store and relocate the contents of the Huntly Railway Station building. Some of the items are fragile and will need to be well protected and a container would be suitable, as well as providing a medium-term storage solution. The museum indicated they were looking at obtaining two containers as well as the container they already own. The Project Manager offered to arrange to relocate the containers to the new site.
8 August	<u>Capital Project Delivery Review</u> Staff to provide report to September meeting to determine which partnerships could be leveraged further and identify the timeframe in which works would be undertaken.	Megan May	Staff will provide a verbal update during the meeting and will be in a position to provide a written report at the next Infrastructure meeting.

<b>Meeting Date</b>	<b>Item and Action</b>	<b>Person / Team Responsible</b>	<b>Status Update</b>
8 August	<u>CAPEX Review</u> Staff to undertake a similar review around mid-term of the new Council, i.e. end of 2023 or beginning of 2024.	Roger MacCulloch, GM Service Delivery	Noted.

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<b>To</b>	<b>Infrastructure Committee</b>
<b>Report title</b>	<b>Raglan Holiday Park Papahua Governance Board</b>
Date:	19 September 2022
Report Author:	Cr Lisa Thomson, Chairperson Raglan Holiday Park Papahua Governance Board
Authorised by:	Megan May, Deputy General Manager Service Delivery

## **1. Purpose of the report**

### **Te Take moo te puurongo**

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To seek the Committee's approval of the Raglan Holiday Park Papahua Annual Financial Report and the Chairperson's Annual Report.

## **2. Executive summary**

### **Whakaraapopototanga matua**

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As required by the Raglan Holiday Park Papahua Board Charter, the following documents are attached for the Infrastructure Committee's approval:

- Special Purpose Financial Report for the year ended 30 June 2022
- Chairperson's Annual Report.

## **3. Staff recommendations**

### **Tuutohu-aa-kaimahi**

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**That the Infrastructure Committee approves the:**

- Raglan Holiday Park Papahua Special Purpose Financial Report for the year ended 30 June 2022.**
- Chairperson's Annual Report.**

## **4. Attachments**

### **Ngaa taapirihanga**

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- Attachment 1 – Special Purpose Financial Report for the year ended 30 June 2022
  - Attachment 2 - Chairperson's Annual Report
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# Special Purpose Financial Report

Raglan Holiday Park Papahua  
For the year ended 30 June 2022

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	Statement of Financial Position
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 year ended 30 June 2022

Compilation Report to the Raglan Holiday Park Papahua 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 30 June 2022.

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

### Responsibilities

The Raglan Holiday Park Papahua 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

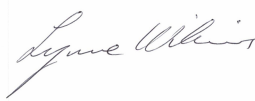
Our procedures use accounting expertise to undertake the compilation of the financial statements from information you provided. Our procedures do not include verification or validation procedures. No audit or review engagement has been performed and accordingly no assurance is expressed.

### 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.



Bizworx Counsultancy Limited

Chartered Accountants

Raglan

Dated: 26 July 2022

# Directory

## Raglan Holiday Park Papahua For the year ended 30 June 2022

### 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

T Mayow (Business Representative)

G Parsons (Raglan Community Board Representative)

D Reynolds (Mana Whenua Representative)

H Thomson (Mana Whenua Representative)

L Thomson (WDC Ward Representative)

*Currently there is no Community Representative*

### Manager

L Nielsen

### 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 year ended 30 June 2022

The Raglan Holiday Park Papahua Board are pleased to present the approved financial report including the historical financial statements of Raglan Holiday Park Papahua for the seven month period ended 30 June 2022.

APPROVED

For and on behalf of the Board.

\_\_\_\_\_

*Signature*

\_\_\_\_\_

*Name*

\_\_\_\_\_

*Position*

Date .....

# Statement of Profit or Loss

## Raglan Holiday Park Papahua For the year ended 30 June 2022

	NOTES	2022	2021
<b>Income</b>			
<b>Accommodation Income</b>			
Powered Sites		349,814	474,060
Annual Caravan Leases		374,329	338,490
Group Campus (Papahua)		90,918	147,181
Group Lodge		39,122	47,159
Motels		188,712	283,480
Standard Cabins		64,246	95,590
Studios		135,859	178,281
Tent Sites		229,930	330,359
Tourist Flats		170,231	208,722
Cancellation fees received		89,140	26,031
<b>Total Accommodation Income</b>		<b>1,732,301</b>	<b>2,129,356</b>
<b>Other Income</b>			
Interest Received	5	14,328	19,929
MSD Covid-19 Wage Subsidy Applied	9	-	30,186
Sales of Goods & Services		42,904	51,227
Sundry Income		397	1,328
<b>Total Other Income</b>		<b>57,629</b>	<b>102,670</b>
<b>Total Income</b>		<b>1,789,930</b>	<b>2,232,026</b>
<b>Cash Expenditure</b>			
ACC Premiums		1,497	2,081
Accountancy		21,070	18,778
Advertising, Marketing, Website		17,740	24,122
Board Expenses		5,121	3,102
Bank Charges		9,042	10,846
Bookkeeping		3,020	5,934
Cleaning, Laundry & Waste Management		94,693	72,486
Commission Paid Bookings & Sales		2,021	2,505
Communication Costs		19,612	15,352
Consultancy Fees		8,490	4,013
Consumables		7,398	12,154
General Expenses		862	253
Heat, Light, Power & Water		56,259	68,708
Insurance		7,223	9,705
Kiwisaver Employer Contributions		20,008	20,986
Lease and Hire Payments	12	66,819	79,659
Office Expenses		4,806	7,766
Professional Development, Travel & Conferences		3,330	4,642
Purchases for Resale		11,046	29,319

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	2022	2021
Rates		48,980	32,168
Replacements, Repairs & Maintenance - General		117,537	125,786
Repairs & Maintenance - Programmed	10	59,538	111,542
Security		176,398	171,528
Stationery		2,860	4,280
Vehicle Expenses		2,453	4,178
Wages & Salaries		606,831	626,788
<b>Total Cash Expenditure</b>		<b>1,374,655</b>	<b>1,468,679</b>
<b>Non-Cash Items</b>			
Depreciation	6	189,100	180,227
<b>Total Non-Cash Items</b>		<b>189,100</b>	<b>180,227</b>
<b>Total Expenses</b>		<b>1,563,755</b>	<b>1,648,906</b>
<b>Net Operating Surplus (Deficit)</b>		<b>226,175</b>	<b>583,120</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 Financial Position

## Raglan Holiday Park Papahua As at 30 June 2022

	NOTES	30 JUN 2022	30 JUN 2021
<b>Assets</b>			
<b>Current Assets</b>			
Cash and Bank	3	1,632,782	1,385,904
Trade and Other Receivables		257,297	197,977
Inventories	4	1,725	-
Investments	5	861,886	855,488
<b>Total Current Assets</b>		<b>2,753,690</b>	<b>2,439,369</b>
<b>Non-Current Assets</b>			
Property, Plant and Equipment	6	3,748,731	3,863,699
<b>Total Non-Current Assets</b>		<b>3,748,731</b>	<b>3,863,699</b>
<b>Total Assets</b>		<b>6,502,421</b>	<b>6,303,068</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Accounts Payable	7	30,372	18,582
Accounts Payable - Waikato District Council		172,331	161,833
Revenue Received in Advance	8	658,712	702,287
GST Payable		3,000	8,535
<b>Total Current Liabilities</b>		<b>864,415</b>	<b>891,237</b>
<b>Total Liabilities</b>		<b>864,415</b>	<b>891,237</b>
<b>Net Assets</b>		<b>5,638,006</b>	<b>5,411,831</b>
<b>Equity</b>			
Retained Earnings		5,638,006	5,411,831
<b>Total Equity</b>		<b>5,638,006</b>	<b>5,411,831</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 year ended 30 June 2022

	NOTES	31 JAN 2022	31 JAN 2021
<b>Equity</b>			
Opening Balance		5,411,831	4,828,711
<b>Increases</b>			
Surplus for the Period		226,175	583,120
<b>Total Increases</b>		<b>226,175</b>	<b>583,120</b>
<b>Total Equity</b>		<b>5,638,006</b>	<b>5,411,831</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 year ended 30 June 2022

	2022	2021
<b>Operating Activities</b>		
Receipts from customers	1,944,262	2,726,814
Interest received	9,649	33,886
Cash receipts from other operating activities	370	1,528
Payments to suppliers and employees	(1,443,310)	(1,429,592)
GST	(192,286)	(274,885)
<b>Net Cash Flows from Operating Activities</b>	<b>318,685</b>	<b>1,057,751</b>
<b>Investing Activities</b>		
Proceeds from sales of property, plant and equipment	-	1,885
Payment for property, plant and equipment	(65,408)	(274,964)
<b>Net Cash Flows from Investing Activities</b>	<b>(65,408)</b>	<b>(273,079)</b>
<b>Net Cash Flows</b>	<b>253,277</b>	<b>784,672</b>
<b>Cash and Cash Equivalents</b>		
Cash and cash equivalents at beginning of period	2,241,392	1,456,719
Cash and cash equivalents at end of period	2,494,669	2,241,392
<b>Net change in cash for period</b>	<b>253,277</b>	<b>784,672</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 year ended 30 June 2022

### 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 Papahua 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.

### Audit

These financial statements have not been audited. No auditor has been appointed by the Raglan Holiday Park Board for the ensuring year. The annual accounts of the Board are included in the audit of Waikato District Council, which is carried out by Audit New Zealand.

### Changes in Accounting Policies

Inventory of goods held for resale has been accounted for in the year ended 30 June 2022. The effect of this change in accounting policies has resulted in an increase in Current Assets of \$1,725, and a reduction in the Net Operating Surplus of \$1,725. There have been no other changes in accounting policies during the period. All other policies have been applied on a consistent basis with those of the previous reporting period. *(Previous year: There were no changes in accounting policies)*

	2022	2021
<b>3. Cash &amp; Bank</b>		
<b>Cash on hand and floats</b>		
Cash on Hand	380	630
Cards & EFTPOS	6,209	8,778
<b>Total Cash on hand and floats</b>	<b>6,589</b>	<b>9,408</b>
<b>Bank accounts</b>		
Westpac Operating Account	753,315	907,547
Westpac Savings Account	872,878	468,948
<b>Total Bank accounts</b>	<b>1,626,193</b>	<b>1,376,496</b>
<b>Total Cash &amp; Bank</b>	<b>1,632,782</b>	<b>1,385,904</b>

"Cards & EFTPOS" as at 30 June 2022 is comprised of EFTPOS and Credit Card transactions that were received on 30 June 2022 but banked on 1 July 2022 (\$6,209). "Cash on Hand" is the Till Float plus any cash held on the premises. As a result of the COVID-19 pandemic [refer Note 14], Raglan Holiday Park Papahua is following the New Zealand Ministry of Health guidelines and trades on a cashless basis as far as possible.

#### 4. Inventories

The value of inventories in the current year is \$1,725. (Previous year: \$1,193). Raglan Holiday Park Papahua has recommenced reporting inventory as a Current Asset in the year ended 30 June 2022.

	2022	2021
<b>5. Investments</b>		
Westpac Term Deposit	861,886	855,488
<b>Total Investments</b>	<b>861,886</b>	<b>855,488</b>

The Westpac Term Deposit matures on 21 October 2022 at an interest rate of 1.65%.

	2022	2021
<b>6. Property, Plant &amp; Equipment</b>		
<b>Leasehold Improvements</b>		
Cost	5,047,192	5,019,065
Less: Accumulated Depreciation	(1,454,250)	(1,328,496)
<b>Total Leasehold Improvements</b>	<b>3,592,942</b>	<b>3,690,569</b>
<b>Plant &amp; Equipment</b>		
Cost	510,882	464,877
Less: Accumulated Depreciation	(390,004)	(349,683)
<b>Total Plant &amp; Equipment</b>	<b>120,878</b>	<b>115,194</b>
<b>Furniture &amp; Fittings</b>		
Cost	124,923	124,923
Less: Accumulated Depreciation	(104,978)	(91,988)
<b>Total Furniture &amp; Fittings</b>	<b>19,945</b>	<b>32,935</b>
<b>Motor Vehicles</b>		
Cost	136,334	136,334
Less: Accumulated Depreciation	(121,367)	(111,332)
<b>Total Motor Vehicles</b>	<b>14,967</b>	<b>25,001</b>
<b>Total Property, Plant &amp; Equipment</b>	<b>3,748,731</b>	<b>3,863,699</b>
	2022	2021

**Depreciation Charge**

Depreciation	189,100	180,227
<b>Total Depreciation Charge</b>	<b>189,100</b>	<b>180,227</b>
	2022	2021

**7. Accounts Payable**

Trade Creditors	27,714	22,001
Westpac Credit Card (limit \$10,000)	2,658	(3,419)
<b>Total Accounts Payable</b>	<b>30,372</b>	<b>18,582</b>

**8. Revenue Received in Advance**

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

Deposits received for advance bookings includes refunds held on behalf of customers at 30 June for bookings that had to be cancelled due to lockdown strategies undertaken by the New Zealand government to control the COVID-19 pandemic outbreaks [Refer Note 14]. (Previous year: Deposits received also included refunds held on behalf of customers for bookings that had to be cancelled due lockdowns).

Revenue Received in Advance is reported inclusive of GST.

	<b>This year</b>	<b>Last year</b>
Annual leaseholder invoiced as income received in advance	412,830	412,830
Deposits received for advance bookings	245,882	289,457
<b>Total revenue received in advance</b>	<b>658,762</b>	<b>702,287</b>

Of the Annual Leases income invoiced in advance, Raglan Holiday Park Papahua had received \$223,786 inclusive of GST as at 30 June 2022. (Previous year: \$253,360)

### 9. Wages Subsidies - COVID-19

Raglan Holiday Park Papahua did not apply for wages subsidies during the year ended 30 June 2022. (Previous year: The Wages Subsidy commenced 26 March 2020 and was for a period of 12 weeks.) [Refer Note 13]

### 10. 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.

### 11. Commitments - Capital Expenditure Commitments

Raglan Holiday Park Board approves a Capital Plan each year. The current Capital Plan includes improvements to the camp entrance, upgrading the camp's hot water facilities, addressing storm water issues, fencing, recycling stations, upgrading the main kitchen, upgrading the information technology systems, replacing camp vehicles, and improvements to the Papahua deck area. Other projects have been deferred due to the COVID-19 pandemic. Refer Note 14.

Projects completed or near-completed during the year thus far include the upgrading of the laundry facilities, upgrading the Papahua ablution block floors and drainage, and installation of a new CCTV security system.

In February 2022 Raglan Holiday Park Papahua received a quote for the installation of the CCTV system, and a deposit of 50% was paid 20 May 2022. Work on the system was still in progress at 30 June 2022.

<b>Capital Expenditure Commitments</b>	<b>This year</b>	<b>Last year</b>
Installation of a new CCTV system - Total quote	\$17,966	
Deposit paid 20 May 2022	(\$8,983)	
<b>Total Capital Expenditure Commitments as at 30 June</b>	<b>\$ 8,983</b>	<b>\$ Nil</b>

## 12. Commitments - Operating Lease Commitments

Supplier	Description of leased equipment	Date	Period	Monthly Payment
PosPro	EFTPOS System	2 May 2022	36 months	\$ 135
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	5,124	4,202
Later than one year and not later than two years	3,665	5,542
Later than two years and not later than five years	1,353	-
Later than five years	-	-
<b>Total commitment under non-cancellable operating leases</b>	<b>10,142</b>	<b>9,744</b>

## 13. Contingent Losses or Gains

During the year ended 30 June 2020 Raglan Holiday Park Papahua received a Wages Subsidy of \$143,155. The subsidy was applied to wages paid to employees during the period April to July 2020. Wages Subsidies received may be subject to review or audit by the Ministry of Social Development, and retention of the full subsidy received is dependent on Raglan Holiday Park Papahua being able to prove entitlement, should this be requested by the Ministry. There were no other known contingent losses or gains outstanding as at 30 June 2022. *(Previous year: Wages Subsidies received may be subject to review or audit by the Ministry of Social Development)* [Refer Note 9]

## 14. COVID-19 Pandemic & Events Occurring After Balance Date

On 17 August 2021 New Zealand moved into a level 4 nationwide lockdown due to the COVID-19 pandemic. As part of this lockdown all businesses were closed and only essential travel was allowed. Raglan Holiday Park Papahua was unable to trade during this period, and projects were on hold.

New Zealand has commenced opening borders to tourism, while the country remains at an orange traffic light alert level. The impacts of the pandemic continue to affect the hospitality and tourism sector. However, at the date of issuing this report, Raglan Holiday Park Papahua has been able to absorb the operational impact arising from the effects of the pandemic.

**Raglan Holiday Park Papahua Governance Board**  
**Chairperson's Annual Report**  
**1 July 2021 – 30 June 2022**

**Introduction:**

This report presents a summary of the main activities and challenges for the 5-month period to the 30th June 2022.

I would like to acknowledge Leanne Neilson our camp manager and all the staff at the holiday park, they are fabulous ambassadors for our community.

Big thanks to our accountant Lynne Wilkins who continues to work alongside Leanne, her knowledge of the camp financials has been invaluable with contingency and financial planning.

Furthermore, I would like to take the opportunity to acknowledge both Roger MacCulloch and Samantha Baker for their work with the Board.

**Activities and Maintenance Plan:**

- Preparation being put in place for Soundsplash 2023
- Mapping of underground services in the camp
- Capex projects for the hot water system overhaul and upgrading of the administration building
- Application for a NZBN number for the camp
- Governance training for the Board will be undertaken after the elections take place
- Asset Management Planning – ongoing.

**Successes:**

- Xtreme Zero Waste Audit of the camp
- Prudent management of the camp books.
- Successful development of camp staff 'Team Plan
- 'Staff Connection Day' and launch of the new staff handbook
- Camp regenerative garden open day 'Garden of Eaten' - refer 'Camp Staff Review'
- Risk Management Audit undertaken for the camp, camp manager working closely with our zero harm team.



**Challenges:**

- Ongoing programme maintenance of the camp and supply chain issues - camp perimeter fence
- Camp security
- Ongoing problem with adequate and consistent water heating for showers
- Cancellations due to illness and Covid
- Climate mitigation and planning.

The Board looks forward to continuing to work alongside Leanne and her team and with our WDC staff over the coming months.

Cr Lisa Thomson

Chairperson

**RAGLAN HOLIDAY PARK PAPAHAU GOVERNANCE BOARD**

<b>To</b>	<b>Infrastructure Committee</b>
<b>Report title</b>	<b>Service Delivery Project Status Report – September 2022</b>
Date:	6 September 2022
Report Author:	Paul McPherson, Community Projects Manager
Authorised by:	Megan May, Acting General Manager Service Delivery

## 1. Executive summary

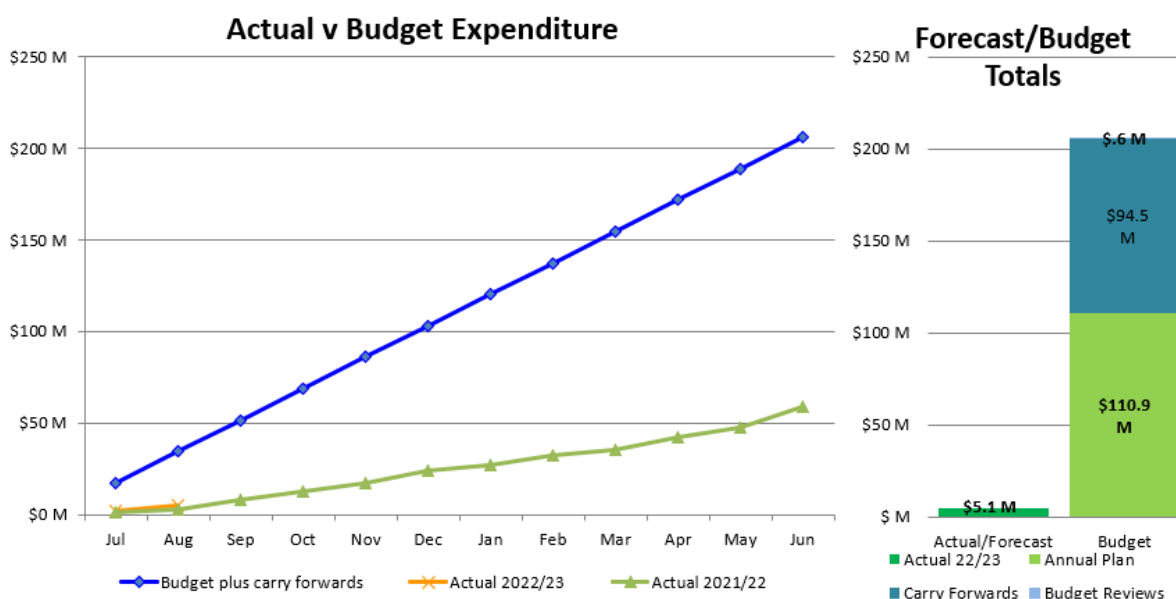
### Whakaraapopototanga matua

#### 1.1 Summary

The Service Delivery Groups capital work programme for 2022/23 has a value of \$206.0m comprising:

- |  |                 |
|--|-----------------|
| • Community Connections (Open Spaces and Facilities) | \$ 38.1m        |
| • Contracts & Partnering - Roothing                  | \$ 48.5m        |
| • Contracts & Partnering - Solid Waste               | \$ 4.0m         |
| • Strategic Property                                 | \$ 8.8m         |
| • Waters   | <u>\$106.6m</u> |
|  | <b>\$206.0m</b> |

Actual expenditure to the end of August is \$5.1m.



### *Service Delivery Group capital works programme*

Comment on the status of the Waters capital programme is included in the six-weekly financial and operations reports provided to the Waters Governance Board.

This report provides an overview of projects work for the Community Connections, Roothing, and Solid Waste and Strategic Property (ie: excludes Waters).

Excluding Waters, the Service Delivery Capital programme is:

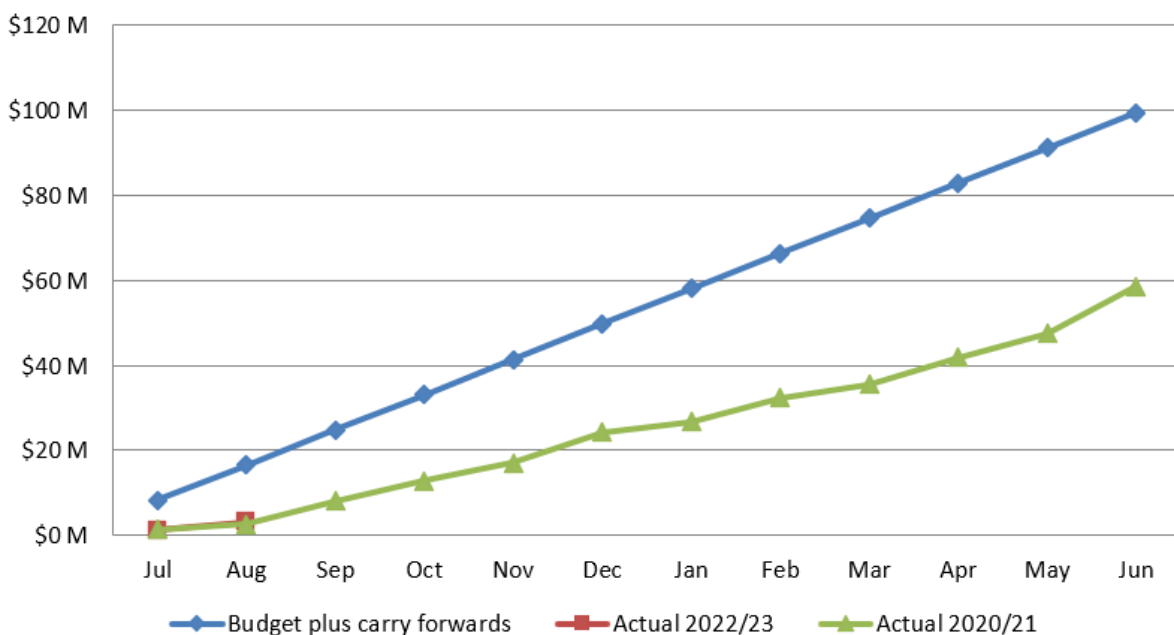
- |  |                 |
|--|-----------------|
| • Community Connections (Open Spaces and Facilities) | \$ 38.1m        |
| • Contracts & Partnering - Roothing                  | \$ 48.5m        |
| • Contracts & Partnering - Solid Waste               | \$ 4.0m         |
| • Strategic Property                                 | <u>\$ 8.8m</u>  |
|  | <b>\$ 99.4m</b> |

### **WDC Controllables and Uncontrollables**

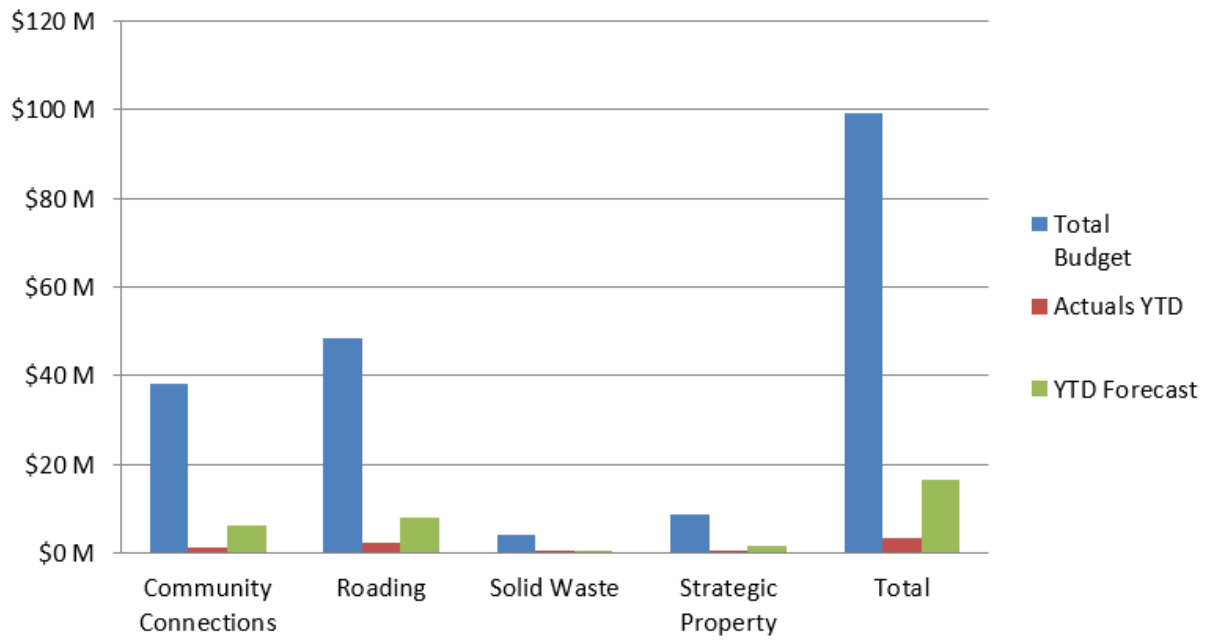
Of the \$38.1m budget there is a proportion of the Community Connections budget that is not controlled by the Service Delivery team, but instead is dependent on expenditure by developers. The value of these “uncontrollables” is \$6.2m leaving a project budget of \$93.2m for which the Services Delivery Team is responsible for.

To the end of August the Teams have delivered \$ 3.3m or 4% of the \$93.2m Controllable 2022/23 programme.

### **Community Connections, Roothing, Solid Waste and Strategic Property - Actual Capital Expenditure**



## Service Delivery Performance YTD (excl Waters)



## 2. Staff recommendations Tuutohu-aa-kaimahi

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**THAT the Service Delivery Project Status Report – September 2022 be received.**

### 3. Discussion and analysis

#### Taataritanga me ngaa tohutohu

##### 3.1 Capital Projects 2022/23

The Service Delivery Group (including Waters) has a CAPEX work programme for 2022/23 valued at \$205,995,148 as outlined below in the CAPEX financial dashboard report to end of August below:

	<b>2023 Annual Plan (\$)</b>	<b>2023 Carry Fwds (\$)</b>	<b>2023 Budget Review (\$)</b>	<b>2023 Total Budget (\$)</b>
Community Connections	14,438,782	23,902,557	-199,113	38,142,226
Contracts & Partnering - Roothing	30,321,916	17,327,080	822,739	48,471,735
Contracts & Partnering - Solid Waste	2,987,000	1,057,430	-	4,044,430
Strategic Property	2,497,750	6,280,448	-	8,778,198
<b>Sub Total</b>	<b>50,245,448</b>	<b>48,567,515</b>	<b>623,626</b>	<b>99,436,589</b>
Waters	60,632,781	45,925,778	*	106,558,559
<b>Total Capital Budget</b>	<b>110,878,229</b>	<b>94,493,293</b>	<b>623,626</b>	<b>205,995,148</b>

\* *Approved budget reviews have not yet been processed so Waters total capital budget is subject to change.*

The status of significant Waters projects including wastewater and water treatment plants upgrade programme, network renewals, stormwater works, infrastructure planning and general project delivery can be found in the most recent Waters Governance Report located here:

[Waters Governance Board August 2022 Agenda](#)

Capital projects to be delivered by the Community Connections, Roothing, Solid Waste and Strategic Property teams have a 2022/23 Annual Plan budget totalling \$50,245,448, plus Work in Progress from the 2021/22 financial year of \$48,567,515 and budget reviews to date of \$623,626. This makes a total budget for 2022/23 of \$99,436,589 as shown above.

	<b>2023 Total Budget (\$)</b>	<b>2023 YTD Forecast (\$)</b>	<b>2023 YTD Actuals (\$)</b>	<b>2023 Variance (\$)</b>
Community Connections	38,142,226	6,357,038	1,107,768	5,249,270
Contracts & Partnering - Roading	48,471,735	8,078,623	2,115,846	5,962,776
Contracts & Partnering - Solid Waste	4,044,430	674,072	36,079	637,993
Strategic Property	8,778,198	1,463,033	9,283	1,453,750
<b>Total Council Capital Budget</b>	<b>99,436,589</b>	<b>16,572,765</b>	<b>3,268,976</b>	<b>13,303,789</b>

Total spend to end of August is \$3,268,976 (3.3% of the totals year budget).

### **Community Connections**

Of a total budget of \$38,142,226 there has been an actual spend to end of August of \$1,107,768.

#### Community Projects Managed

The projects total \$23,940,470 in value of which \$594,778 has been delivered to end of August.

#### Community Connections Managed

Of a total budget of \$14,196,824 there has been an actual spend to date of \$89,490.97 however developer controlled (Dines Fulton Hogan – a Pokeno Developer) funds increased by \$1,474,846 resulting in a negative net spend of \$1,385,355.

### **Contracts & Partnering - Roading**

Since the last Infrastructure Committee meeting, carry-forwards have been confirmed and the capital budget for 2022/23 financial year is \$48,471,735 (this figure excludes any vested income such as NZTA revocation assets).

This \$48m figure can be further broken down into the following:

Works commencing in previous years and now being completed	2,213,075	Te Awa cycleway, Horsham Downs link road, relocation of railway building
Already built into WDA annual TCE and underway	14,438,724	e.g. rehabs, chip sealing, traffic services, renewals and some footpaths
Developer lead/related	3,812,421	e.g. Northgate/POAL
Part of the two year \$36m variation package to the WDA recently approved by Council	14,169,998	This is the roading component of this package in year 1 excluding the WEX \$10m. Projects in this package are currently being expedited through design in readiness to go to WDA as individual variations. Year 2 roading component is \$6.4m
Development roads	4,007,814	Targeted to unlock/resolve development issues e.g. Festival Way, Horotiu Link Rd, Pokeno/Tuakau
Other WDC projects	9,829,703	Other LTP projects such as in and around Pokeno and resilience improvements, as well as emergency works contingency, and some mop up from the previous year. Of these projects, the second Harrisville bridge replacement (circa \$1m) will not proceed as it has not met the NZTA criteria for replacement.

In addition to this budget are the following:

- WEX revocation package for Huntly - \$10m. A landing has been agreed with NZTA for this package and a paper is being prepared for the 29 September Council meeting. If approved, this package will form part of the \$36m of variations already approved to be delivered by the WDA.

- Festival Way development - \$5.3m. With the recent council decision the roading team is working to resolve how this can be delivered in the upcoming construction season alongside other projects.

### **Contracts & Partnering – Solid Waste**

Solid Waste projects total \$4,044,430 in value of which \$36,079 has been delivered year to date.

### **3.2 Forecast Carry Forwards**

At this stage of the years planning the Work in Progress expected to continue into the next financial year is not clear.

There will be projects that will need to continue into the 2023/24 financial year due to their size (for example, the new Huntly Dog Pound facility currently being designed is not expected to be fully designed, consented and constructed in the current financial year), or due to long lead in times for materials (such as some sports field lighting projects which will need to be designed, then materials ordered, currently with a 26 week lead time to materials delivery).

### **3.3 CAMMs Reporting**

#### **RAG Reports**

There are two RAG (Red Amber Green) reports attached.

The projects in the current 2022-2024 New LTP Projects are provided in *Attachment 1 - Capex Project Status Reports – New Workflow – August 2022*.

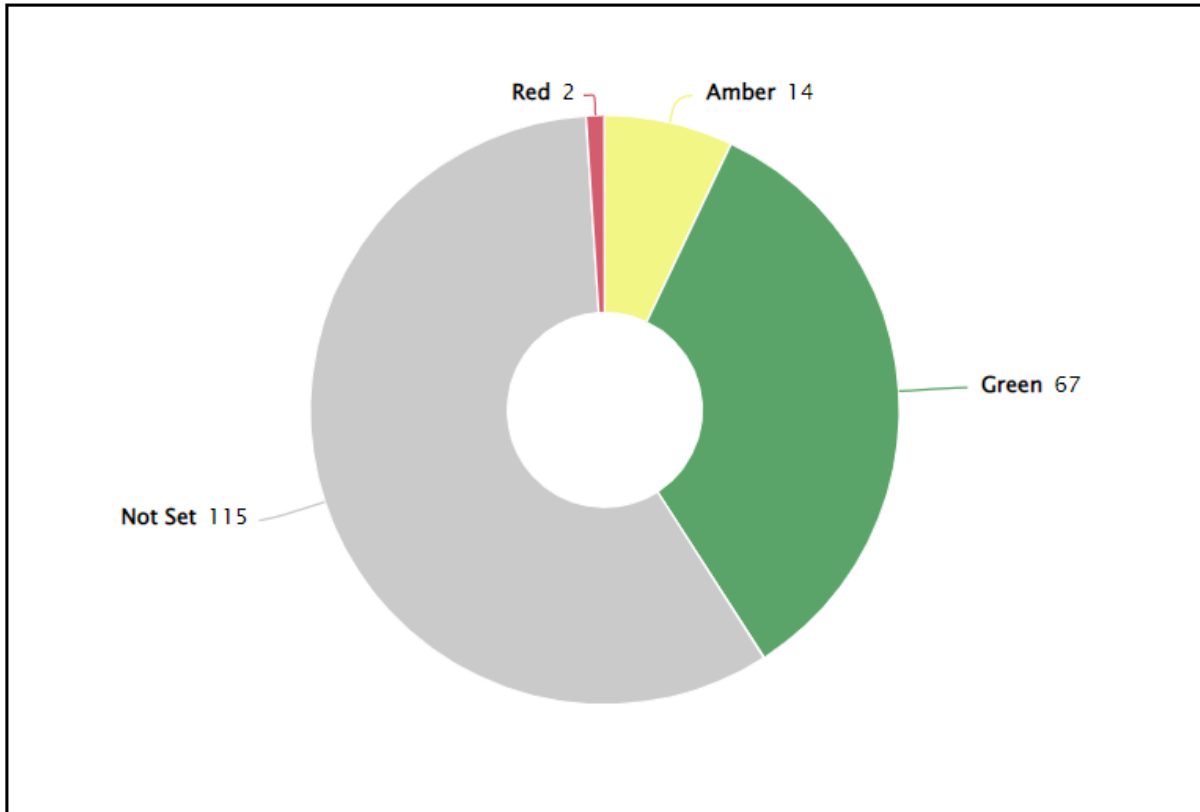
The capital works projects Work in Progress lists the remaining projects from the 2019-2021 LTP ongoing in *Attachment 2 Capex Project Status Reports – Old Workflow – August 2022*.

There are 16 projects ongoing including Horsham Downs Link Road (scheduled for completion in October), Elbow Boat Ramp and Tamahere Pavilion (construction complete and contracts are being closed out), and Tuakau Skate Park (90% complete).

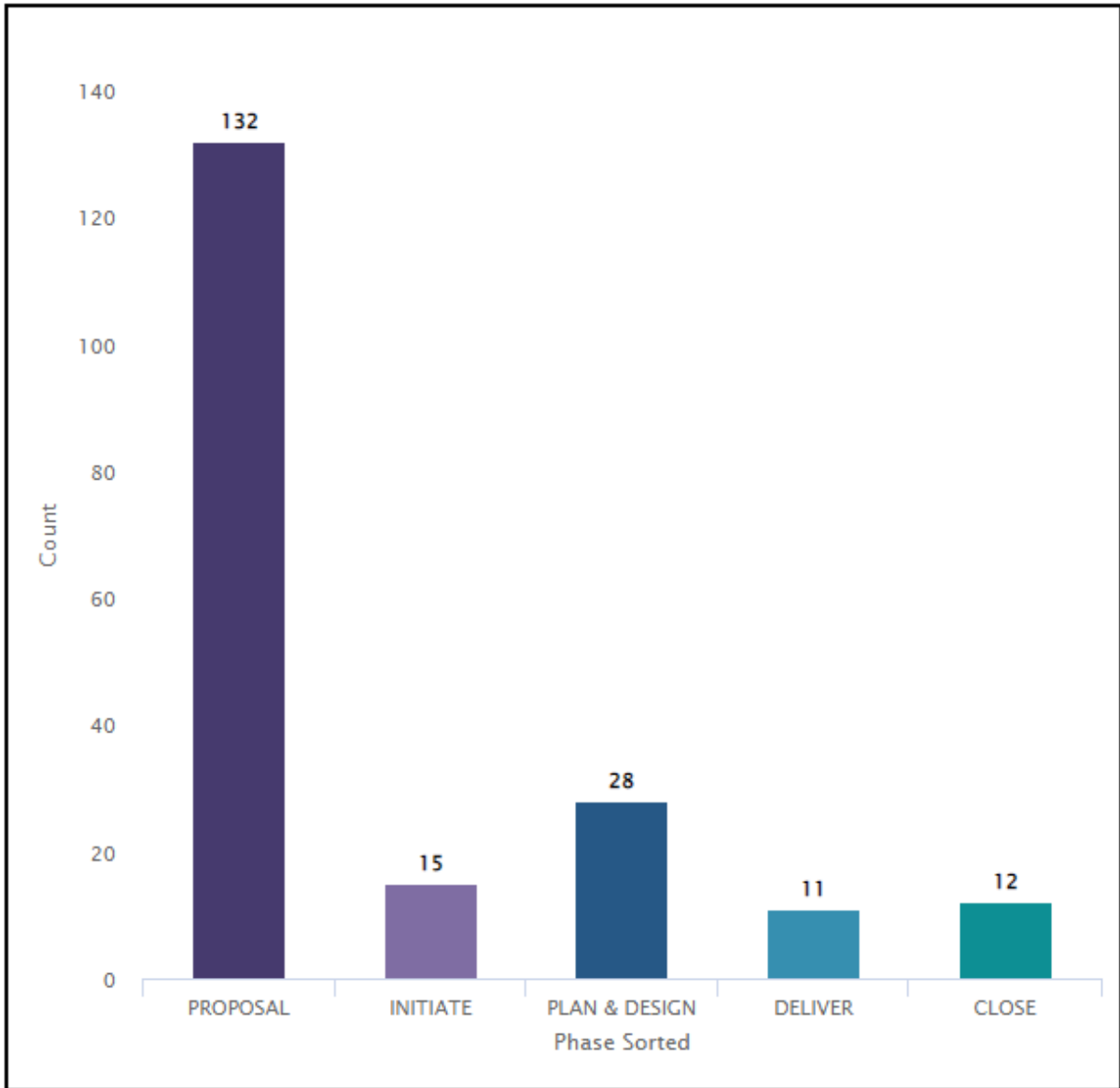


### 3.4 New LTP Projects (LTP 2021/22 to 2023/24)

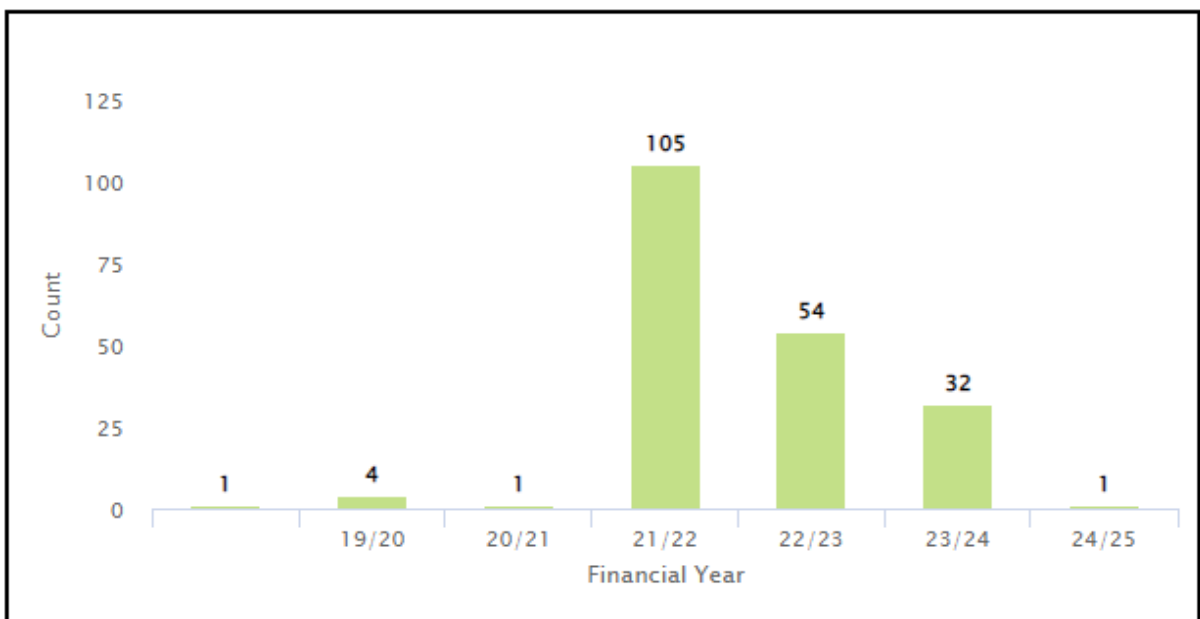
Number of Projects	Number of Open Projects
198	188



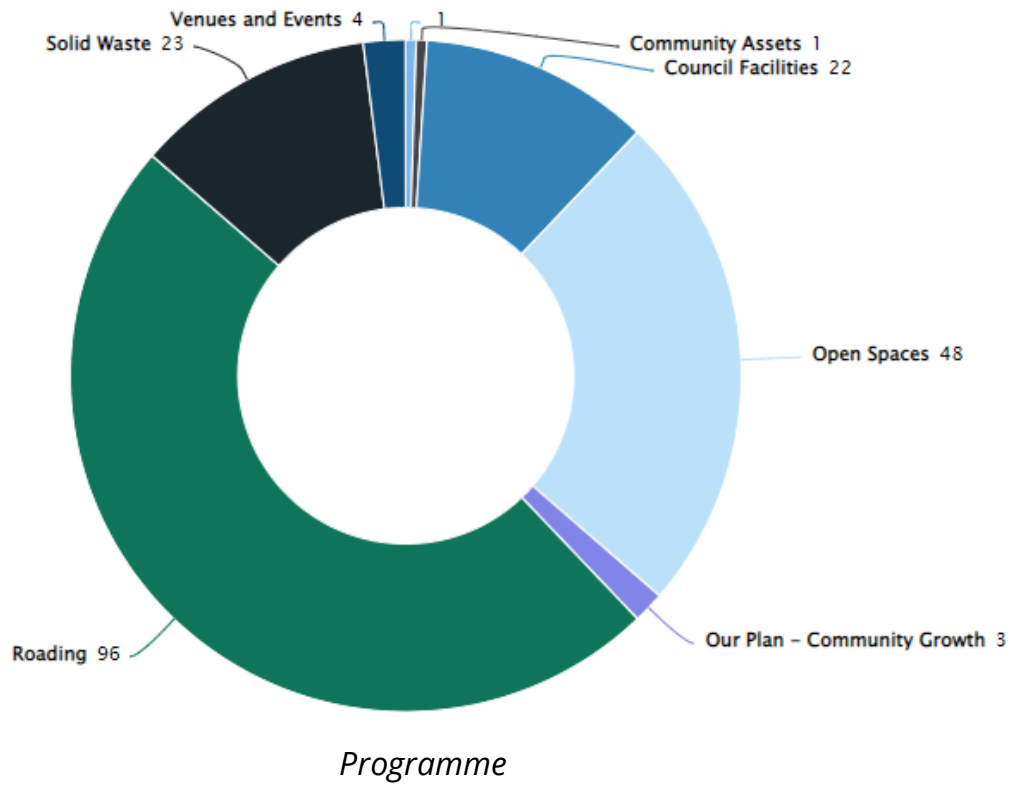
*Project Status*



*Project Phase*



*Project Pipeline - Open Projects*



#### 4. Attachments Nga taapirihanga

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Attachment 1: Capex Project Status Reports – New Workflow – August 2022

Attachment 2: Capex Project Status Reports – Old Workflow – August 2022

Attachment 3 – Waikato District Alliance Update

Financial Year	Project Code	Project Name	Project Sponsor	Project Progress	Current Phase	Overall Status	Schedule	Scope & Quality	Budget	Resources	Risk	Issues	Engagement	Budget YTD	Actual YTD	Forecast Finish	% Compl	Overall Status Comment
21/22	PR-21392	Pokeno Road, Pokeno Structure Plan - carryover	Jackie Bishop	Not Started	PROPOSAL	Red			No target set							29/06/2022	0%	Carried Forward to FY 2022/23 due to delays in catchment management planning to determine flood levels.
21/22	PR-21393	Pokeno Rd, Pokeno Structure Plan - new LTP	Jackie Bishop	Not Started	PROPOSAL	Red			No target set							29/06/2022	0%	Carried Forward to FY 2022/23 due to delays in catchment management planning to determine flood levels.
21/22	PR-21103	Huntly transfer station Hard Stand of unpaved areas	Jackie Bishop	Not Started	INITIATE	Amber	On Track		No target set							28/04/2023	0%	On hold pending outcome of lease negotiations, relocation of recycling sorting operation and awaiting summer 2022/23 construction season
21/22	PR-21111	Huntly Resource Recovery Centre	Jackie Bishop	In Progress	PLAN & DESIGN	Amber	Off Track	Amber	On Track	Green	Amber	Amber	Amber	\$200,000.00	\$68,662.05	24/12/2022	31%	The projected costs for construction of a new building on-site has exceeded budget by a considerable margin. Leasing options have been explored with the result that Council entered into a lease at 137 Rotowaro Road, Huntly for the purpose of an operations base and a recycling sorting facility. The lease became effective from March 2022. The recycling sorting line is currently under construction at the new site and expected to be ready for commissioning in August 2022  Discussions are underway with a third party regarding the future of the McVie road site and some capital funding is available for site rehabilitation.  Discussions are also underway with local community groups regarding potential use of part of the site as a Community Resource Recovery Centre with a view to having something in place by June 2023.
21/22	PR-21215	Harrisville Road Bridge Replacements	Jackie Bishop	In Progress	INITIATE	Amber	Monitor	Green	On Track	Green	Green	Green	Green	\$2,245,264.00	\$2,930.00	27/05/2025	16%	Project funding by Waka Kotahi requires PVEOL (Present Value End of Life ) assessment The Project Brief is with Peter Clark for initial investigation, Topographical Survey, Borehole, CPT and Specimen Design. Jakir is working on PVEoL Analysis. PVEOL Analysis with Beca is complete. Emailed Rob Bullick NZTA for further action. Peter is engaging consultants hopefully by next week WSP is engaged for geotech investigations. - 10/08/2022
21/22	PR-21221	Gordonton road improvements	Jackie Bishop	In Progress	DELIVER	Amber	Monitor		On Track					\$4,250,000.00	\$0.00	31/03/2023	46%	The scope have been briefed to Luke's Team and the draft report is complete for review. prof services complete, awaiting waka kotahi funding final approval The design is complete and schedule to price for contractor is prepared and sent to Attinder for pricing. Have emailed Luke to engage Graeme Mahy as PM 10/08/2022
21/22	PR-21222	Huia road resilience improvements	Jackie Bishop	In Progress	PLAN & DESIGN	Amber	Off Track		On Track					\$500,000.00	\$1,250.00	05/05/2023	22%	This work will be carried forward into 2022/23 and completed in conjunction with the sports park upgrade/development 05-09-2022 - Topographical survey has been engaged, awaiting programming of field work from surveyor. - SME has been engaged to assist in delivery of further catchment modelling and associated works. The outcomes of this work will allow for decisions on overall project delivery strategy. - Consultant engaged to provide recommendation of Geotech Investigation works at Bridge site. - Consultant engaged to undertake pavement investigations, awaiting program to confirm timing of field work.
21/22	PR-21223	Munro road resilience improvements	Jackie Bishop	In Progress	PLAN & DESIGN	Amber	Off Track		On Track					\$500,000.00	\$1,250.00	05/05/2023	22%	This work will be carried forward into 2022/23 and completed in conjunction with the sports park upgrade/development 05-09-2022 - Topographical survey has been engaged, awaiting programming of field work from surveyor. - SME has been engaged to assist in delivery of further catchment modelling and associated works. The outcomes of this work will allow for decisions on overall project delivery strategy. - Consultant engaged to provide recommendation of Geotech Investigation works at Bridge site. - Consultant engaged to undertake pavement investigations, awaiting program to confirm timing of field work.
21/22	PR-21225	Bus shelters 2022	Jackie Bishop	In Progress	PLAN & DESIGN	Amber	Monitor	Amber	On Track	Amber	Green	Green	Green	\$35,000.00	\$0.00	30/09/2022	50%	Ongoing - delivery of shelters by alliance, priority set by regional council on-boarding data - requires carry over into 2022/23, AWAITING LATEST REGIONAL COUNCIL ON-BOARDING DATA TO IDENTIFY HIGH USAGE LOCATIONS
21/22	PR-21228	Great south road Pokeno structure plan - new LTP 122 code	Jackie Bishop	Not Started	PROPOSAL	Amber			On Track					\$30,985.00	\$0.00	16/11/2022	0%	Design work will be completed this FY 2021/22. 07/09/2022 - Topographical survey has been engaged, awaiting programming of field work from surveyor. - Consultant engaged to undertake pavement investigations, awaiting program to confirm timing of field work. - Consultant engaged to project manage design of project
21/22	PR-21229	Pokeno rd bridge to Munro road - Pokeno structure plan	Jackie Bishop	In Progress	PLAN & DESIGN	Amber	Monitor		On Track					\$144,010.00	\$0.00	15/08/2023	26%	THIS IS NOT MUNRO RD - THE PROJECT IS A NZTA SUBSIDISED PROJECT FOR POKENO RD (BRIDGE TO MUNRO INTERSECTION) - THERE ARE ONLY CULVERT PROJECTS ON MUNRO RD Gareth 11/8/2022 This work will be carried forward into 2022/23 and completed in conjunction with the sports park upgrade/development 05-09-2022 - Topographical survey has been engaged, awaiting programming of field work from surveyor. - Consultant engaged to undertake pavement investigations, awaiting program to confirm timing of field work.
21/22	PR-21387	Bunds, Pokeno Structure Plan	Jackie Bishop	Not Started	PROPOSAL	Amber			No target set							29/06/2022	0%	This project will be completed by the developer and will be carried forward to FY2022/23
21/22	PR-21390	Great South Road, Pokeno Structure Plan	Jackie Bishop	Not Started	PROPOSAL	Amber			No target set							29/06/2022	0%	Carried forward to FY2022/23. Due to the delays in completing the Pokeno Urban Upgrade. 07/09/2022 - Consultant engaged to project manage design in conjunction with PR-21228
21/22	PR-21394	Great South Road, Pokeno Structure Plan - carryover	Jackie Bishop	Not Started	PROPOSAL	Amber			No target set							29/06/2022	0%	07/09/2022 - Consultant engaged to project manage design in conjunction with PR-21228
19/20	PR-21335	Te Kauwhata Playground	Caleb Ahu	In Progress	DELIVER	Green	Monitor	Green	On Track	Green	Green	Green	Green	\$273,000.00	\$127,470.06	01/12/2023	21%	The project team are working with HEB Construction on pricing to ensure it fits within the project budget. Ongoing engagement with the Community committee and the Councillor on construction start dates and completion dates.

Financial Year	Project Code	Project Name	Project Sponsor	Project Progress	Current Phase	Overall Status	Schedule	Scope & Quality	Budget	Resources	Risk	Issues	Engagement	Budget YTD	Actual YTD	Forecast Finish	% Compl	Overall Status Comment
19/20	PR-21337	Open Spaces / Playgrounds / Maraetai Playground	Caleb Ahu	In Progress	PLAN & DESIGN	Green	On Track	Green	On Track	Green	Green	Green	Green	\$310,000.00	\$17,716.00	16/06/2023	45%	Detail design has now been completed for the playground, this will be passed on to the contractor for pricing. The project team will communicate with key stakeholders and the Councillor on a start and completion dates for the project.
19/20	PR-21360	2019 Solid Waste Service Review and implementation	Jackie Bishop	In Progress	INITIATE	Green	On Track	Green	No target set	Green	Green	Green	Green			16/06/2025	43%	Nov19: Team is focused at preparing for the Council Workshop on 25Nov. Oct19: Engaged consultants Morrison Low. They produced a draft Options Analysis and Investment Logic ILM. June 2021 Draft Communications Plan ready. Phase 1 - renegotiation of service contracts completed Phase 3 - Nature and scope of waste services & infrastructure for consultation at the 2024 LTP - Planning underway, work plan developed. Workshop to be held.
20/21	PR-21182	Council Facilities / Aquatic centres / Ngaruawahia / New entrance	Megan May	Not Started	INITIATE	Green	Off Track	Amber	No target set	Green	Green	Green	Green			30/06/2021	0%	Processing a Change Request to refocus project towards fixing retaining wall 19/11/2021 Geotech consultant is being lined up to complete investigations for the collapsing retaining wall on the northern side of the property. Preliminary planning assessment received Nov 2021. Geotech study and hazardous site report undertaken first Qtr. of 2022 An initial concept has been drafted and discussions with HEB have commenced around possible lease options for the site. Development of a procurement plan for detailed sign and feasibility study June/July 2022
21/22	PR-21112	North Waikato Resource Recovery Centre - Site Investigations	Jackie Bishop	Not Started	INITIATE	Green	Off Track	Green	Monitor	Green	Green	Green	Green	\$0.00	\$0.00	28/04/2023	0%	Development of a procurement plan for detailed sign and feasibility study June/July 2022
21/22	PR-21116	Council Facilities / Aquatic Centres / Huntly / Boiler replacement	Megan May	Not Started	PLAN & DESIGN	Green	Off Track	Green	On Track	Amber	Green	Green	Green	\$105,394.00	\$400.00	31/08/2024	0%	Project yet to be scoped
21/22	PR-21148	Open Spaces / Sports Court / Brownlie Crescent Reserve	Caleb Ahu	Completed		Green	On Track	Green	Monitor	Green	Green	Green	Green	\$68,054.56	\$62,731.02	04/02/2022	100%	Project complete. Project in defect liability period.
21/22	PR-21162	Open Spaces / Lake Kainui / Drainage management	Megan May	In Progress	PLAN & DESIGN	Green	On Track	Green	On Track	Green	Green	Green	Green	\$210,000.00	\$11,815.79	25/03/2023	53%	15/08/2022 All due diligence is complete, internal documents nearly ready for Procurement sign off.
21/22	PR-21165	Open Spaces / Neighbourhood Park / Kowhai Downs - H&S Improvements	Caleb Ahu	Completed		Green	On Track	Green	Monitor	Green	Amber	Green	Green	\$26,967.06	\$26,967.06	08/07/2022	100%	All works onsite are completed.
21/22	PR-21166	Open Spaces / Playgrounds / Centennial Park Tuakau	Caleb Ahu	Completed		Green	On Track	Green	Monitor	Green	Green	Green	Green	\$114,059.19	\$114,059.19	18/03/2022	100%	All works onsite is complete.
21/22	PR-21169	Open Spaces / Sport and Recreation / District Wide Carpark Improvements	Megan May	In Progress	PLAN & DESIGN	Green	On Track	Green	Monitor	Green	Green	Green	Green	\$471,352.00	\$486,253.00	28/06/2024	23%	15/08/2022 Lightbody - Design complete, minor adjustment required around Aquatic entranceway but this won't affect pricing Matangi Reserve - On ice due to dependency of further land purchases to increase reserve size.
21/22	PR-21172	Open Spaces / Capital Renewals Programme / District Wide Renewals	Megan May	In Progress	DELIVER	Green	On Track	Green	No target set	Green	Green	Green	Green			28/06/2024	36%	05/09/2022 ~60 Car Parks broken down into 4 Packages: Package 1 - 11 carparks complete Package 2 - 21 carparks - Physical nearly complete WDA have been appointed the balance. Working with WDA to scope initial carparks for delivery in spring and the balance to get a pipeline of designs in place to allow for steady and stable physical works over 22/23 and 23/24 (Y2 & Y3 of LTP)
21/22	PR-21173	Open Spaces / Sports and Recreation / District Wide Training Lights	Megan May	In Progress	PLAN & DESIGN	Green	On Track	Green	On Track	Green	Green	Green	Green	\$875,000.00	\$96,511.46	28/06/2024	30%	15/08/2022 Te Kauwhata - Further information required from the community led consultants to make up the Consent Application. DW Design - Pokeno Tennis, Lightbody Courts, Hakanoa Soccer, Cricket and Tennis and Centennial Park Ngaruawahia Cricket/Soccer & Tennis designs are back. Projects to review before meeting with Community Connections
21/22	PR-21178	Open Spaces / Walkway / Raglan Walkways Renewal	Caleb Ahu	Completed	CLOSE	Green	On Track	Green	Monitor	Green	Green	Green	Green	\$70,000.00	\$63,511.58	07/05/2022	100%	Project is complete.
21/22	PR-21185	Venues and Events / Woodlands / Lighting Security improvements	Megan May	In Progress	PROPOSAL	Green	On Track	Green	On Track	Green	Green	Green	Green	\$80,000.00	\$3,200.00	25/11/2022	52%	15/08/2022 Second walkover with Woodlands staff to update scope (more issues have arisen since first visit). Due to value of work Project will look to make direct contact with a contractor to price works.
21/22	PR-21187	Council Facilities / Dog Pound / Tuakau / New Build	Megan May	In Progress	DELIVER	Green	Off Track	Green	On Track		Green		Green	\$3,271,753.00	\$188,874.02	18/02/2023	23%	The Hunty Dog Pound concept design is with the project team to determine if the associated costs are fairly quantified. The proposed site 93 McVie Road, Huntly is going through a final geotechnical review to narrow down the extent of ground improvements required.
21/22	PR-21191	Venues and Events / Campground / Hakanoa Campground Improvements	Megan May	In Progress	DELIVER	Green	On Track	Green	Monitor	Green	Green			\$50,000.00	\$47,988.61	06/10/2022	91%	The project is now complete.
21/22	PR-21192	Council Facilities / Wharf / Raglan	Megan May	In Progress	DELIVER	Green	On Track	Green	On Track	Green	Green	Green	Green	\$3,209,979.00	\$949,691.68	01/04/2023	65%	05/09/2022 - Contractor has established onsite, specialist subcontractor has erected all under wharf scaffolding in preparation for hydro-demolition
21/22	PR-21195	Council Facilities / Hall / Ngaruawahia / Seismic Strengthening	Megan May	Completed	PLAN & DESIGN	Green	On Track	Green	Monitor					\$1,110.96	\$1,110.96	20/06/2022	100%	The project is completed.
21/22	PR-21196	Council Facilities / Hall / Tuakau Memorial Hall / Flooring	Megan May	Not Started	PROPOSAL	Green		Green	No target set							30/06/2021	0%	The flooring recoat will commence once building consent has been approved. Expected start date lat November.
21/22	PR-21208	Periodic remetalling 2022	Jackie Bishop	Not Started	PROPOSAL	Green		Green	On Track	Green	Green	Green	Green	\$1,050,000.00	\$916,283.79	30/06/2022	0%	Programme being delivered as per WDA
21/22	PR-21209	Thin asphalt surfacing 2022	Jackie Bishop	Completed		Green	On Track		Off Track					\$320,000.00	\$411,640.58	27/06/2022	100%	100% - all work is complete
21/22	PR-21210	Chip sealing 2022	Jackie Bishop	Completed		Green	On Track		On Track					\$5,069,850.00	\$4,967,060.57	28/06/2022	100%	Project is now complete for the season
21/22	PR-21211	Drainage renewals district wide 2022	Jackie Bishop	Completed		Green	On Track		On Track					\$1,202,500.00	\$1,168,429.06	27/06/2022	100%	All drainage renewals on track and expected to be complete by end of season On track
21/22	PR-21212	Area wide pavement rehabilitation 2022	Jackie Bishop	Completed		Green	On Track		Off Track					\$4,550,823.00	\$5,070,855.55	27/06/2022	100%	Rehabs have been completed for season Budget adjustments to be made as budget was passed to Pokeno project VO s to be processed to bring into line
21/22	PR-21213	Bridge renewals 2022	Jackie Bishop	Completed	DELIVER	Green	On Track		Off Track					\$1,351,992.00	\$1,422,574.63	28/06/2022	100%	Tainui Bridge ongoing across two financial years Work ongoing Project will carry over to next FY
21/22	PR-21214	Traffic services capital 2022	Jackie Bishop	Completed		Green	On Track		Monitor					\$540,000.00	\$538,475.23	27/06/2022	100%	
21/22	PR-21220	Safety improvements associated with rehabs 2022	Jackie Bishop	Completed		Green	On Track		Monitor					\$20,000.00	\$17,500.00	27/06/2022	100%	This work was completed as part of the Pokeno project which is now complete Budget provided to Pokeno
21/22	PR-21295	Raglan refuse and recycling capital renewals 2022	Jackie Bishop	Not Started	PROPOSAL	Green	On Track	Green	No target set	Green	Green	Green	Red			31/03/2023	0%	Provision for asset renewal as required. Replacement litter bins scheduled for 2022FY

Financial Year	Project Code	Project Name	Project Sponsor	Project Progress	Current Phase	Overall Status	Schedule	Scope & Quality	Budget	Resources	Risk	Issues	Engagement	Budget YTD	Actual YTD	Forecast Finish	% Compl	Overall Status Comment
21/22	PR-21296	Raglan refuse and recycling capital upgrades 2022	Jackie Bishop	Not Started	PROPOSAL	Green	On Track	Amber	No target set	Green						30/06/2023	0%	New installation public litter & recycling bins
21/22	PR-21297	North Waikato Resource Recovery Centre - Concept Planning and Resource Consents	Jackie Bishop	Not Started	PROPOSAL	Green		Amber	On Track	Amber				\$1,078,411.00	\$164,769.03	30/08/2024	0%	Geotech and hazardous site report completed Procurement plan completed awaiting approval Consultant to be appointed Concept plans and detailed design not started
21/22	PR-21298	District Wide closed landfill renewals 2022	Jackie Bishop	Not Started	PROPOSAL	Green			On Track					\$20,000.00	\$0.00	30/08/2024	0%	Capex provision is for leachate pumping station renewals as required. Currently no requirement
21/22	PR-21319	Open Spaces / Skate Parks / Meremere Skatepark and Playground Replacement	Caleb Ahu	In Progress	DELIVER	Green	On Track	Green	On Track	Green	Amber	Green	Green	\$300,000.00	\$261,796.59	24/10/2022	88%	Works onsite is nearing completion, the project team are currently working through remedial works with the contractor. Due to the additional remedial works, the project will exceed the budget, the project team are working with the asset owner to resolve this. The aim is to have the project completed before the end of September.
21/22	PR-21327	Open Spaces / Playgrounds / Te Kohanga Playground	Caleb Ahu	In Progress	PLAN & DESIGN	Green	Monitor	Green	On Track	Green	Amber	Green	Green	\$189,790.65	\$11,487.35	11/03/2023	46%	The project team are working with HEB Construction on pricing to ensure it fits within the project budget. Ongoing engagement with the Rugby club board and the Councillor on construction start dates and completion dates.
21/22	PR-21329	Open Spaces / Sports and Recreation / Dr John Lightbody Court Renewal	Caleb Ahu	In Progress	INITIATE	Green	Off Track	Green	On Track	Green	Green	Green	Green	\$400,000.00	\$15,792.53	08/04/2023	15%	Project is currently in planning phase. Scope of works to be confirmed and to align with sports ground lighting project.
21/22	PR-21331	Open Spaces / Sports and Recreation / Pokeno Tennis court/Pokeno deck	Caleb Ahu	In Progress	PLAN & DESIGN	Green	On Track	Green	Off Track	Green	Green	Green	Green	-\$150,000.00	\$0.00	16/12/2022	83%	The project team are working with HEB Construction on pricing to ensure it fits within the project budget. Ongoing engagement with the Tennis club committee and the Councillor on construction start dates and completion dates.
21/22	PR-21332	Open Spaces / Sports and Recreation / Huntly Tennis courts	Caleb Ahu	In Progress	INITIATE	Green	On Track	Green	On Track	Green	Amber	Green	Green	\$290,000.00	\$28,822.29	24/12/2022	80%	The project team are working with HEB Construction on pricing to ensure it fits within the project budget. On going communication will continue with the key stakeholders of when works will start.
21/22	PR-21333	Open Spaces / Sports and Recreation / Kainui Tennis courts	Caleb Ahu	Completed		Green	On Track	Green	Monitor	Green	Green	Green	Green	\$26,888.32	\$26,888.32	15/07/2022	100%	All works onsite is complete. Project team working in as-builts.
21/22	PR-21361	Open Spaces / Playgrounds / Ruawaro Tennis Club	Caleb Ahu	In Progress	DELIVER	Green	On Track	Green	On Track	Green	Amber	Green	Green	\$200,000.00	\$46,936.00	10/10/2022	63%	Stage two has started onsite, with the sub base works being undertaken. The aim is to install the artificial turf and fencing by mid September and the project completed before end of September.
21/22	PR-21363	Speed Limits Bylaw 2021 amendments	Ross Bayer	In Progress	PLAN & DESIGN	Green	On Track	Green	No target set	Amber	Amber	Green	Green			30/09/2022	84%	
21/22	PR-21374	Riverview Road Drainage Renewals	Jackie Bishop	Not Started	PROPOSAL	Green			No target set							29/06/2022	0%	Works has been completed and contractor has been paid
21/22	PR-21380	District wide footpaths - unsubsidised program	Jackie Bishop	In Progress	PLAN & DESIGN	Green	On Track	Amber	No target set	Green	Amber	Amber	Green			31/05/2023	58%	some Projects will be completed this FY2021/22, roll over is required for wainui rd rockit to poiakena marae, awaiting consent made up of 2 finance codes 8FP70001C00000922District wide footpath cycleway improvement programme \$345,192 (subsidised by waka kotahi) 8UF70001C00000922District wide footpath unsubsidised new footpaths \$654,808
21/22	PR-21105	Open Spaces / Neighbourhood Park / Greenslade Road Improvements	Megan May	Not Started	PROPOSAL				On Track					\$127,666.98	\$4,356.75	25/11/2022	0%	
21/22	PR-21106	Open Spaces / Neighbourhood Parks / Buckland Road Development, Tuakau	Caleb Ahu	Not Started	PROPOSAL				On Track					\$944,012.00	\$25,986.67	31/08/2024	0%	
21/22	PR-21109	District Wide Transfer Stations Capital Work 2022	Jackie Bishop	Not Started	PROPOSAL		On Track		No target set							28/04/2023	0%	Financial provision for asset upgrades as required. No projects currently planned
21/22	PR-21110	Raglan transfer station Hard Stand of unpaved areas	Jackie Bishop	Not Started	PROPOSAL		On Track		No target set							28/04/2023	0%	Not Started. Waiting on construction of new recycling sorting shed to avoid disruption and potential damage to the existing access road
21/22	PR-21113	Open Spaces / Destination Park / The Point, Ngaruawahia	Caleb Ahu	Not Started	PROPOSAL				On Track					\$1,012,651.00	\$8,512.71	31/08/2024	0%	
21/22	PR-21114	Open Spaces / Council controlled project in Pokeno / Sports Park / SP-1a	Megan May	Not Started	INITIATE		Off Track		No target set							11/04/2023	0%	
21/22	PR-21115	Open Spaces / Walkway / Te Otamanui Community Project Contribution	Megan May	Not Started	PROPOSAL				Monitor					\$20,000.00	\$20,000.00	31/08/2024	0%	
21/22	PR-21117	Open Spaces / Walkway / Tamahere Walkways	Megan May	Not Started	PROPOSAL				No target set							31/08/2024	0%	
21/22	PR-21119	Council Facilities / Campground / Hakanoa / Refurbishment	Megan May	Not Started	PROPOSAL				On Track					\$20,000.00	\$0.00	31/08/2023	0%	
21/22	PR-21121	Council Facilities / Residential Housing / 327B Whangarata Road / Roofing	Megan May	Not Started	PROPOSAL				Monitor					\$4,932.00	\$0.00	31/08/2023	0%	The project scope is to be reviewed as other works are a priority to bring this asset up to LOS. Project owner to rescope and brief project team upon reconciliation.
21/22	PR-21149	Open Spaces / Historic Reserve / Pukeiahua Signage and Carvings	Megan May	Not Started	PROPOSAL				No target set							18/06/2021	0%	
21/22	PR-21163	Open Spaces / Neighbourhood Parks / District Wide Minor Improvement	Megan May	Not Started	PROPOSAL				No target set							28/06/2021	0%	
21/22	PR-21164	Open Spaces / Pokeno DFH / Neighbourhood Parks / NBH-3	Megan May	Not Started	PROPOSAL				No target set							28/06/2021	0%	
21/22	PR-21170	Open Spaces / Pokeno DFH / Other Parks / 'OR & Miscellaneous' item codes - Activity 0000, Asset class 5156	Megan May	Not Started	PROPOSAL				On Track					\$186,229.00	\$5,824.87	28/06/2021	0%	
21/22	PR-21171	Open Spaces / Sports and Recreation / Minor Improvement	Megan May	Not Started	PROPOSAL				No target set							28/06/2021	0%	
21/22	PR-21174	Open Spaces / Sports and Recreation / Munroe Sports Park	Megan May	Not Started	PROPOSAL				Off Track					\$0.00	\$494,033.85	28/06/2021	0%	
21/22	PR-21175	Council Facilities / Taupiri Netball Pavilion / Renewals	Megan May	Not Started	PROPOSAL				No target set							28/06/2021	0%	
21/22	PR-21176	Open Spaces / Walkway / Buckland Road Walkway	Megan May	Not Started	PROPOSAL				No target set							28/06/2021	0%	
21/22	PR-21177	Open Spaces / Walkway / Rotokauri walkway	Megan May	Not Started	PROPOSAL				No target set							30/06/2021	0%	
21/22	PR-21179	Open Spaces / Pokeno DFH / Reserve Paths / RP - 8	Megan May	Not Started	PROPOSAL				No target set							30/06/2021	0%	
21/22	PR-21180	Open Spaces / Walkway / Pokeno Walkways	Megan May	Not Started	PROPOSAL				No target set							30/06/2021	0%	
21/22	PR-21181	Council Facilities / Aquatic centres / Ngaruawahia Pools / Stormwater	Megan May	Not Started	PROPOSAL				No target set							30/06/2021	0%	
21/22	PR-21183	Council Facilities / Aquatic centres / Ngaruawahia / Refurbishment	Megan May	Not Started	PROPOSAL				No target set							30/06/2021	0%	

Financial Year	Project Code	Project Name	Project Sponsor	Project Progress	Current Phase	Overall Status	Schedule	Scope & Quality	Budget	Resources	Risk	Issues	Engagement	Budget YTD	Actual YTD	Forecast Finish	% Compl	Overall Status Comment
21/22	PR-21184	Council Facilities / Public Toilets / Pokeno Toilet Replacement	Megan May	Not Started	PROPOSAL				No target set							30/06/2021	0%	
21/22	PR-21188	Council Facilities / Property General / District wide / CCTV	Megan May	Not Started	PROPOSAL				On Track					\$902,268.00	\$403,526.61	30/06/2021	0%	19/11/2021 Project yet to kick off
21/22	PR-21190	Council Facilities / Housing for the Elderly / Huntly / Roofing	Megan May	Not Started	PROPOSAL				No target set							30/06/2021	0%	
21/22	PR-21193	Council Facilities / Wharf / Raglan / Parking machines	Megan May	Not Started	PROPOSAL				No target set							30/06/2021	0%	
21/22	PR-21194	Council Facilities / Fleet management / Fleet replacement / New vehicles & Sold vehicles	Megan May	Not Started	PROPOSAL				No target set							30/06/2021	0%	
21/22	PR-21218	Emergency works - future events 2022	Jackie Bishop	Not Started	PROPOSAL				On Track					\$600,000.00	\$0.00	30/06/2022	0%	
21/22	PR-21219	District wide contribution to developments for new roads 2022	Jackie Bishop	Not Started	PROPOSAL				On Track					\$2,000,000.00	\$0.00	30/06/2022	0%	This project is dependant on developer inputs at Festival Way, Ngaruawahia, likely that 5% of the budget will be spent this FY 2021/22, the balance will need to be carried forward.
21/22	PR-21224	Minor maintenance upgrade works 2022	Jackie Bishop	Not Started	PROPOSAL				Monitor					\$20,000.00	\$17,500.00	30/06/2022	0%	
21/22	PR-21226	Hitchen road bridge	Jackie Bishop	Not Started	PROPOSAL				On Track					\$30,913.00	\$0.00	30/06/2022	0%	This project is completed and costs will come to charge in May.
21/22	PR-21230	Pokeno road Pokeno structure plan - new LTP	Jackie Bishop	Not Started	PROPOSAL				On Track					\$95,000.00	\$31,505.03	30/06/2022	0%	Investigations to be completed this FY2021/22, followed by design and delivery in 2022/23
21/22	PR-21313	Events Strategy 2021	Megan May	Not Started	PROPOSAL				No target set							18/08/2021	0%	
21/22	PR-21317	Open Spaces / Sport Parks / Huntly West Court Renewals	Megan May	Not Started	PROPOSAL				On Track					\$290,000.00	\$22,527.95	20/08/2021	0%	
21/22	PR-21322	Open Spaces / Sports and Recreation / Opuatia Court Renewal	Megan May	Not Started	PROPOSAL				No target set							20/08/2021	0%	
21/22	PR-21324	Open Spaces / Sports and Recreation / Pukekawa Tennis Court Renewal	Megan May	Not Started	PROPOSAL				No target set							20/08/2021	0%	
21/22	PR-21326	Open Spaces / Sports and Recreation / Te Kauwhata Domain Field Side Seating	Megan May	Not Started	PROPOSAL				No target set							25/08/2021	0%	
21/22	PR-21346	Open Spaces / Walkway / Blunt Rd Te Kauwhata walkway	Megan May	Not Started	PROPOSAL				On Track					\$150,000.00	\$6,000.00	26/01/2022	0%	
21/22	PR-21355	Council Facilities / Aquatic Centre / Huntly / Changing Room Refurbishment	Megan May	Not Started	PROPOSAL				No target set							07/10/2021	0%	
21/22	PR-21356	Council Facilities / Aquatic Centre / Tuakau / Changing Room Refurbishment	Megan May	Not Started	PROPOSAL				Monitor					\$0.00	-\$2,940.00	07/10/2021	0%	
21/22	PR-21362	Open Spaces / Minor Capital Renewals 21-22	Megan May	Not Started	PROPOSAL				No target set							11/11/2021	0%	
21/22	PR-21375	Area Wide Pavement Rehabilitation - WDC managed	Jackie Bishop	Not Started	PROPOSAL				No target set							30/06/2022	0%	
21/22	PR-21383	Fraser Road footpath	Jackie Bishop	Not Started	PROPOSAL				No target set							29/06/2022	0%	This project will be carried forward as the topography does not allow for construction of the footpath with the available budget.
21/22	PR-21384	Te Kauwhata structure plan (Ngaruawahia) Waikato river	Jackie Bishop	Not Started	PROPOSAL				No target set							29/06/2022	0%	
21/22	PR-21385	Northgate/POAL Development Agreement	Jackie Bishop	Not Started	PROPOSAL				No target set							29/06/2022	0%	Council is working with Northgate/POAL. A payment of \$2,439,316 will be settled in May, which will complete this project. This will exceed the availability budget by \$991,437 which will be funded from the Roading Upgrade Contributions Reserve.
21/22	PR-21386	Level crossing road, Pokeno Structure Plan	Jackie Bishop	Not Started	PROPOSAL				No target set							29/06/2022	0%	Council are awaiting resolution of issues with Hynds Group. This will likely be resolved within the next 12 months
21/22	PR-21391	Intersection upgrade Helenslee/Pokeno	Jackie Bishop	Not Started	PROPOSAL				No target set							29/06/2022	0%	The project is included in the recent Pokeno Urban upgrade and is now completed
21/22	PR-21407	Open Spaces / Ngaruawahia Heritage / Pukeiahua Pa	Megan May	Not Started	PROPOSAL				No target set							22/04/2022	0%	
22/23	PR-21246	Helenslee road minor improvements	Jackie Bishop	In Progress	INITIATE	Amber	Monitor		On Track					\$2,062,000.00	\$500.00	31/10/2023	9%	The Project Brief has been submitted to Paul's Team. Waiting on response from Paul. Peter Clark along with Dinesh Parajuli are working on this project to get Land Requirement plan. The land requirement plan to be completed by next week or week after. -10/08/2022 05/09/2022 - Land requirement plan submitted to Strategic Property Team. Meeting held to discuss process moving forward with indication that contact will be made with appropriate land owners and meeting arranged to discuss proposed land acquisition ideally within the next fortnight.
22/23	PR-21248	Pokeno road minor improvements	Jackie Bishop	Not Started	PROPOSAL	Amber			On Track					\$1,340,300.00	\$500.00	31/10/2023	0%	07/09/2022 - Topographical survey has been engaged, awaiting programming of field work from surveyor. - Consultant engaged to undertake pavement investigations, awaiting program to confirm timing of field work.
22/23	PR-21249	Great south road, Pokeno minor improvements	Jackie Bishop	Not Started	PROPOSAL	Amber			On Track					\$2,062,000.00	\$0.00	30/10/2023	0%	07/09/2022 - Topographical survey has been engaged, awaiting programming of field work from surveyor. - Consultant engaged to undertake pavement investigations, awaiting program to confirm timing of field work. - Consultant has been engaged to project manage design
22/23	PR-21254	Saulbrey road roundabout 2023	Jackie Bishop	Not Started	PROPOSAL	Amber			On Track					\$206,200.00	\$0.00	28/10/2023	0%	07/09/2022 - Project deferred as it does not meet road to zero requirements
22/23	PR-21257	Pokeno road resilience improvements	Jackie Bishop	Not Started	PROPOSAL	Amber			On Track					\$1,031,000.00	\$0.00	28/10/2023	0%	07-09-2022 - Topographical survey has been engaged, awaiting programming of field work from surveyor. - SME has been engaged to assist in delivery of further catchment modelling and associated works. The outcomes of this work will allow for decisions on overall project delivery strategy. - Consultant engaged to provide recommendation of Geotech Investigation works at Bridge site. - Consultant engaged to undertake pavement investigations, awaiting program to confirm timing of field work.

Financial Year	Project Code	Project Name	Project Sponsor	Project Progress	Current Phase	Overall Status	Schedule	Scope & Quality	Budget	Resources	Risk	Issues	Engagement	Budget YTD	Actual YTD	Forecast Finish	% Compl	Overall Status Comment
22/23	PR-21258	Ford street resilience improvements	Jackie Bishop	In Progress	PLAN & DESIGN	Amber	Monitor		On Track					\$515,500.00	\$1,250.00	28/10/2023	9%	05-09-2022 - Topographical survey has been engaged, awaiting programming of field work from surveyor. - SME has been engaged to assist in delivery of further catchment modelling and associated works. The outcomes of this work will allow for decisions on overall project delivery strategy. - Consultant engaged to undertake pavement investigations, awaiting program to confirm timing of field work.
22/23	PR-21304	North Waikato Resource Recovery Centre - Enabling works	Jackie Bishop	Not Started	PROPOSAL	Amber			On Track					\$1,078,411.00	\$164,769.03	30/08/2024	0%	Not started. Held up by Covid lockdown and geotech reports
22/23	PR-22007	River Road and Lake Road Roundabout Stage 1 – Preliminary Design	Ross Bayer	In Progress	PLAN & DESIGN	Amber	Off Track		No target set							01/12/2022	3%	project ahead of planned, funding for prof services to be confirmed
22/23	PR-21118	Council Offices / Ngaruawahia / Exterior Cladding	Megan May	In Progress	PLAN & DESIGN	Green	Off Track	Green	Off Track	Green	Amber	Green	Green	\$26,819.26	\$99,074.27	28/02/2024	8%	The issues related to the office weather tightness and recommendations are now ready to be escalated to Megan May.
22/23	PR-21370	Open Spaces / District Wide Boat Ramp Renewals 2022	Caleb Ahu	Not Started	INITIATE	Green	Off Track	Green	Off Track					\$393,546.00	\$852,562.45	11/03/2022	0%	The scour hole can not be accessed currently due to high river levels. The plan is to fill in during summer periods when tides are low.
22/23	PR-21381	District wide footpaths - unsubsidised program 2022/23	Jackie Bishop	In Progress	PLAN & DESIGN	Green	Monitor		No target set							27/06/2023	10%	made up of 2 finance codes 8FP70001C000000923District wide footpath cycleway improvement program \$102,000 8UF70001C000000923District wide footpath unsubsidised new footpaths \$929,000
22/23	PR-21236	Chip sealing 2023	Jackie Bishop	Not Started	INITIATE		Off Track		On Track					\$4,333,305.00	\$237,116.22	28/10/2023	0%	Budget has been allocated - waiting to start
22/23	PR-21238	Area wide pavement rehabilitation 2023	Jackie Bishop	Not Started	INITIATE		Off Track		On Track					\$4,346,991.00	\$376,860.43	30/10/2023	0%	Budget allocated - waiting to start new FY
22/23	PR-21250	River road minor improvements 2023	Jackie Bishop	In Progress	PLAN & DESIGN		Monitor		On Track					\$618,600.00	\$23,577.53	30/06/2023	12%	
22/23	PR-21247	Mangatangi road minor improvements	Jackie Bishop	In Progress	PLAN & DESIGN	Green	Monitor		On Track					\$721,700.00	\$0.00	30/06/2023	10%	on track, ready to brief prof services to deliver report and designs The project brief has been submitted to Luke along with IFS waiting on his response. -10/08/2022 The IFS has been forwarded to Ross for Approval and The design deliver is targeted for end of October 2022. - 11/08/2022
22/23	PR-21227	Helenslee road Pokeno structure plan	Jackie Bishop	In Progress	PLAN & DESIGN	Green	On Track		On Track					\$57,647.00	\$39,858.98	28/02/2023	79%	Project completed - Associated with PR 21226, see PR 21226 for updates.
22/23	PR-21232	Piako road safety network improvements	Jackie Bishop	In Progress	PLAN & DESIGN	Green	On Track		On Track					\$773,250.00	\$0.00	28/06/2023	29%	The scope have been briefed to Luke's Team and the draft report is complete for review. prof services complete ahead of programme ready to negotiate with WDA for delivery The design is complete and schedule to price for contractor is prepared and sent to Attinder for pricing.-10/08/2022 Have emailed Luke to engage Graeme Mahy as PM for the project. -10/08/2022 Linear safety improvement, Focusing on Motorcycle safety interventions, project. The project brief has been submitted to Luke LMC along with IFS -05/08/2022 Waiting on his response. -10/08/2022. The IFS has been forwarded to Ross for Approval and The design deliver is targeted for end of October 2022. - 11/08/2022 IFS has been approved - 30/08/2022. Design planned to be delivered pre-Christmas - 7/09/2022
22/23	PR-21256	Highway 22 resilience improvements	Jackie Bishop	In Progress	PLAN & DESIGN	Green	On Track		On Track					\$515,500.00	\$0.00	30/06/2023	19%	The IFS has been forwarded to Ross for Approval and The design deliver is targeted for end of October 2022. - 11/08/2022 IFS has been approved - 30/08/2022. Design planned to be delivered pre-Christmas - 7/09/2022
22/23	PR-21260	Bus shelters 2023	Jackie Bishop	In Progress	PLAN & DESIGN	Green	On Track		On Track					\$51,550.00	\$0.00	30/10/2023	29%	Ongoing - delivery of shelters by alliance, priority set by regional council on-boarding data
22/23	PR-21299	Raglan refuse and recycling capital renewals 2023	Jackie Bishop	Not Started	PROPOSAL	Green			On Track					\$15,450.00	\$0.00	30/08/2024	0%	Provision for asset renewals 2023, not started
22/23	PR-21300	Raglan refuse and recycling capital upgrades 2023	Jackie Bishop	Not Started	PROPOSAL	Green			On Track					\$15,450.00	\$0.00	30/08/2024	0%	Provision for asset renewals as required for 2323 FY. Not started
22/23	PR-21301	District Wide transfer stations capital work 2023	Jackie Bishop	Not Started	PROPOSAL	Green			On Track					\$103,000.00	\$0.00	30/08/2024	0%	Provision for district wide transfer stations renewals for 2023 FY. Not started.
22/23	PR-21302	Huntly resource recovery centre upgrade - Post Construction	Jackie Bishop	Not Started	PROPOSAL	Green			On Track					\$103,000.00	\$0.00	30/08/2024	0%	Construction of resource sorting building on hold pending outcome of lease negotiations. Provision for 2024 FY
22/23	PR-21303	North Waikato Resource Recovery Centre - Construction	Jackie Bishop	Not Started	PROPOSAL	Green			On Track					\$2,060,000.00	\$0.00	30/08/2024	0%	Project not started, scheduled for 2023/24 FY
22/23	PR-21305	District Wide closed landfill renewals 2023	Jackie Bishop	Not Started	PROPOSAL	Green			On Track					\$20,600.00	\$0.00	30/08/2024	0%	Provision for leachate pump station renewals as required for FY 2023
22/23	PR-21107	Open Spaces / Neighbourhood Park / Hukanui	Megan May	Not Started	PROPOSAL				On Track					\$222,359.00	\$3,446.92	31/08/2023	0%	This project is on hold until the business owner can confirm the buildability of the project on the allocated site. Awaiting master plan.
22/23	PR-21120	Council Facilities / Campground / Hakanoa /Kitchen and Shower Block	Megan May	Not Started	PROPOSAL				On Track					\$20,000.00	\$0.00	31/08/2023	0%	This project will commence in 2023 as per the project programming. Samantha Baker to confirm the scope.
22/23	PR-21231	Total station survey equipment 2023	Jackie Bishop	Not Started	PROPOSAL				On Track					\$103,100.00	\$0.00	29/06/2023	0%	
22/23	PR-21234	Periodic remetalting 2023	Jackie Bishop	Not Started	PROPOSAL				On Track					\$1,082,550.00	\$259,898.82	28/10/2023	0%	
22/23	PR-21235	Thin asphalt surfacing 2023	Jackie Bishop	Not Started	PROPOSAL				On Track					\$588,907.00	\$12,546.49	29/06/2023	0%	Budget has been allocated - waiting to start
22/23	PR-21239	Te Akau road 4313 bridge	Jackie Bishop	Not Started	PROPOSAL				On Track					\$670,150.00	\$0.00	31/10/2023	0%	
22/23	PR-21240	River road Onewhere bridge	Jackie Bishop	Not Started	PROPOSAL				On Track					\$670,150.00	\$0.00	31/10/2023	0%	
22/23	PR-21241	Bridge renewals 2023	Jackie Bishop	Not Started	PROPOSAL				On Track					\$533,534.00	\$75,176.85	29/06/2023	0%	Budget allocated - waiting to start new FY
22/23	PR-21242	Traffic services capital 2023	Jackie Bishop	Not Started	PROPOSAL				On Track					\$556,740.00	\$60,094.40	30/10/2023	0%	Budget allocated - waiting to start new FY
22/23	PR-21243	Fullerton road bridge	Jackie Bishop	Not Started	PROPOSAL				On Track					\$360,850.00	\$0.00	31/10/2023	0%	
22/23	PR-21252	Emergency works - future events 2023	Jackie Bishop	Not Started	PROPOSAL				On Track					\$824,800.00	\$0.00	30/10/2023	0%	
22/23	PR-21253	District wide contribution to developments for new roads 2023	Jackie Bishop	Not Started	PROPOSAL				On Track					\$2,062,000.00	\$0.00	31/10/2023	0%	
22/23	PR-21255	Safety improvements associated with rehabs 2023	Jackie Bishop	Not Started	PROPOSAL				On Track					\$412,400.00	\$13,444.95	31/10/2023	0%	
22/23	PR-21259	Minor maintenance upgrade works 2023	Jackie Bishop	Not Started	PROPOSAL				On Track					\$20,620.00	\$6,173.91	30/10/2023	0%	
22/23	PR-21261	Close ford/great south road intersection + cul-de-sac	Jackie Bishop	Not Started	PROPOSAL				On Track					\$115,936.00	\$0.00	31/10/2023	0%	
22/23	PR-21262	Razorback off ramp intersection upgrade	Jackie Bishop	Not Started	PROPOSAL				On Track					\$52,581.00	\$0.00	30/10/2023	0%	
22/23	PR-21263	Helenslee/pokeno signals	Jackie Bishop	Not Started	PROPOSAL				On Track					\$206,200.00	\$0.00	30/10/2023	0%	
22/23	PR-21264	Dean road/great south road intersection upgrade	Jackie Bishop	Not Started	PROPOSAL				On Track					\$206,200.00	\$0.00	28/10/2023	0%	
22/23	PR-21318	Open Spaces / Reserves / Matangi Recreation Reserve Multi-use/Netball Courts	Megan May	Not Started	PROPOSAL				On Track					\$200,000.00	\$0.00	20/08/2021	0%	
22/23	PR-21233	Harrisville road safety network improvements 2023	Jackie Bishop	Not Started	PROPOSAL		On Track		No target set							02/11/2024	0%	
22/23	PR-21237	Drainage renewals district wide 2023	Jackie Bishop	Not Started	PROPOSAL				No target set							30/10/2023	0%	
22/23	PR-21122	Council Facilities / Halls /Tuakau / Refurbishment	Megan May	Not Started	PROPOSAL				Monitor					\$0.00	-\$3,000.00	31/08/2024	0%	The works have been planned to co-inside with the seismic strengthening work. Detailed seismic design is completed. Packaging all works together to be delivered.



Financial Year	Project Code	Project Name	Project Sponsor	Project Progress	Current Phase	Overall Status	Schedule	Scope & Quality	Budget	Resources	Risk	Issues	Engagement	Budget YTD	Actual YTD	Forecast Finish	% Compl	Overall Status Comment
22/23	PR-21389	Pokeno market square development	Jackie Bishop	Not Started	PROPOSAL				No target set							29/06/2022	0%	
22/23	PR-21321	Open Spaces / Sports and Recreation / Onewhero Domain Court Renewal	Megan May	Not Started	PROPOSAL				No target set							20/08/2021	0%	
22/23	PR-21328	Open Spaces / Reserves / Tumate Mahuta Swale Renewal and Drainage Improvements	Megan May	Not Started	PROPOSAL				No target set							25/08/2021	0%	
22/23	PR-21376	Area Wide Pavement Rehabilitation - WDC managed 22/23	Jackie Bishop	Not Started	PROPOSAL				No target set							29/06/2023	0%	
22/23	PR-21378	Bridge renewals - additional 22/23	Jackie Bishop	Not Started	PROPOSAL				No target set							29/06/2023	0%	
23/24	PR-21268	Ridge Road Pokeno road safety network improvements	Jackie Bishop	In Progress	PLAN & DESIGN	Green	Off Track		On Track					\$796,448.00	\$0.00	26/06/2024	2%	BRIEF COMPLETE to be provided to LMC to deliver report
23/24	PR-21292	Huntly rail amenities stage1B	Jackie Bishop	In Progress	DELIVER	Green	On Track	Green	On Track	Green	Amber	Amber	Green	\$796,448.00	\$0.00	07/11/2022	77%	Tenders received and evaluation underway with anticipated award Mid July. Construction completion is forecast for Late October (Early November depending on delays throughout the build). Building Consent application review is still progress, complicated by need to demonstrate old building has have a seismic performance greater than 34% of New Building Standards (NBS) - and staff has a planned insitu load test set for early July to verify this. Tenders had good interest from a local building/trade companies. Staff also working with external funders (Genesis), Key Stakeholders (Museum), and Community (HCB).
23/24	PR-21306	Raglan refuse and recycling capital renewals 2024	Jackie Bishop	Not Started	PROPOSAL	Green			On Track					\$15,852.00	\$0.00	30/08/2024	0%	Provision for asset renewals as required for the 2024FY
23/24	PR-21307	Raglan refuse and recycling capital upgrades 2024	Jackie Bishop	Not Started	PROPOSAL	Green			On Track					\$15,852.00	\$0.00	30/08/2024	0%	Provision for replacement of public litter bins for the 2024 FY as required
23/24	PR-21308	District Wide transfer stations capital work 2024	Jackie Bishop	Not Started	PROPOSAL	Green			On Track					\$105,678.00	\$0.00	30/08/2024	0%	Provision for asset renewals in the 2024 FY
23/24	PR-21309	Huntly resource recovery centre upgrade 2024	Jackie Bishop	Not Started	PROPOSAL	Green			On Track					\$31,703.00	\$0.00	30/08/2024	0%	Provision for ongoing improvements to Huntly community resource recovery centre 2024 FY
23/24	PR-21310	North Waikato Resource Recovery Centre - Post Construction works	Jackie Bishop	Not Started	PROPOSAL	Green			On Track					\$105,678.00	\$0.00	30/08/2024	0%	Provision for post construction works at Tuakau in the 2024 FY
23/24	PR-21311	District Wide closed landfill renewals 2024	Jackie Bishop	Not Started	PROPOSAL	Green			On Track					\$21,136.00	\$0.00	30/08/2024	0%	Provision for leachate pump replacement as required
23/24	PR-21382	District wide footpaths - unsubsidised program 2023/24	Jackie Bishop	Completed	PROPOSAL	Green	On Track		No target set							27/06/2024	100%	made up over 2 finance codes 8FP70001C000000924District wide footpath cycleway improvement programme \$104,040 8UF70001C000000924District wide footpath unsubsidised new footpaths \$957,890
23/24	PR-21269	Bankier road safety network improvements	Jackie Bishop	Not Started	PROPOSAL		On Track		On Track					\$350,437.00	\$0.00	29/10/2024	0%	
23/24	PR-21271	Periodic reticulation 2024	Jackie Bishop	Not Started	PROPOSAL		On Track		On Track					\$1,115,027.00	\$0.00	29/10/2024	0%	
23/24	PR-21272	Thin asphalt surfacing 2024	Jackie Bishop	Not Started	PROPOSAL		On Track		On Track					\$839,672.00	\$0.00	29/10/2024	0%	
23/24	PR-21273	Chip sealing 2024	Jackie Bishop	Not Started	PROPOSAL		On Track		On Track					\$5,128,786.00	\$0.00	29/10/2024	0%	
23/24	PR-21274	Drainage renewals district wide 2024	Jackie Bishop	Not Started	PROPOSAL		On Track		On Track					\$1,276,971.00	\$0.00	29/10/2024	0%	
23/24	PR-21275	Area wide pavement rehabilitation 2024	Jackie Bishop	Not Started	PROPOSAL		On Track		On Track					\$4,164,659.00	\$0.00	29/10/2024	0%	
23/24	PR-21276	Bridge renewals 2024	Jackie Bishop	Not Started	PROPOSAL		On Track		On Track					\$1,064,046.00	\$0.00	29/10/2024	0%	
23/24	PR-21277	Traffic services capital 2024	Jackie Bishop	Not Started	PROPOSAL		On Track		On Track					\$573,442.00	\$0.00	29/10/2024	0%	
23/24	PR-21278	Whitikahu road bridge	Jackie Bishop	Not Started	PROPOSAL		On Track		On Track					\$371,676.00	\$0.00	29/10/2024	0%	
23/24	PR-21279	Tahuna road minor improvements 2024	Jackie Bishop	In Progress	PLAN & DESIGN		On Track		On Track					\$743,352.00	\$0.00	29/10/2024	15%	
23/24	PR-21280	Whitikahu road minor improvements	Jackie Bishop	Not Started	PROPOSAL		On Track		On Track					\$796,448.00	\$0.00	28/10/2024	0%	
23/24	PR-21281	Washer road minor improvements	Jackie Bishop	Not Started	PROPOSAL		On Track		On Track					\$265,483.00	\$0.00	29/10/2024	0%	
23/24	PR-21282	Hakarimata road minor improvements - unsubsidised	Jackie Bishop	Not Started	PROPOSAL		On Track		On Track					\$530,965.00	\$0.00	29/10/2024	0%	
23/24	PR-21285	Mangatawhiri road minor improvements	Jackie Bishop	Not Started	PROPOSAL		On Track		On Track					\$743,351.00	\$0.00	29/10/2024	0%	
23/24	PR-21287	Buckland road minor improvements 2024	Jackie Bishop	Not Started	PROPOSAL		On Track		On Track					\$212,386.00	\$0.00	29/10/2024	0%	
23/24	PR-21289	Emergency works - future events 2024	Jackie Bishop	Not Started	PROPOSAL		On Track		On Track					\$849,544.00	\$0.00	28/10/2024	0%	
23/24	PR-21290	District wide contribution to developments for new roads 2024	Jackie Bishop	Not Started	PROPOSAL		On Track		On Track					\$2,123,860.00	\$0.00	29/10/2024	0%	
23/24	PR-21291	Safety improvements associated with rehabs 2024	Jackie Bishop	Not Started	PROPOSAL		On Track		On Track					\$424,772.00	\$0.00	29/10/2024	0%	
23/24	PR-21293	Minor maintenance upgrade works 2024	Jackie Bishop	Not Started	PROPOSAL		On Track		On Track					\$21,239.00	\$0.00	29/10/2024	0%	
23/24	PR-21294	Bus shelters 2024	Jackie Bishop	Not Started	PROPOSAL		On Track		On Track					\$127,432.00	\$0.00	29/10/2024	0%	
23/24	PR-21379	Bridge renewals - additional 24	Jackie Bishop	Not Started	PROPOSAL		On Track		No target set							31/07/2023	0%	
23/24	PR-21320	Open Spaces / Sports and Recreation / Ohinewai Court Renewal	Megan May	Not Started	PROPOSAL				No target set							20/08/2021	0%	
23/24	PR-21325	Open Spaces / Sports and Recreation / Te Akau Steps, Courtside Seating and Fencing	Megan May	Not Started	PROPOSAL				No target set							25/08/2021	0%	
24/25	PR-21388	Intersection upgrade Munro/Pokeno	Jackie Bishop	Deferred	PROPOSAL	Amber	On Track		No target set							01/08/2024	0%	Carried forward to FY2022/23. Project requires re-scoping and is dependant on Munro Road upgrade to be completed in FY 2022/23

Category	Financial Year	Proj #	Project Name	ENTERPRISE PORTFOLIO	Project Sponsor	Overall Status	Schedule	Scope / Quality	Budget	Resources	Risk	Issues	Engagement	Forecast Finish	% Compl	Approved Budget	Actual YTD	Comment
Co-design and Delivery	18/19	PR-1136	LTP2018 Mercer Community Facility	Service Delivery	Megan May	On Hold	Green	Amber	Green	Green	Green	Green	Green	30/09/2022	15%	\$86,405.00	\$0.00	Legal advice from FENZ consultant is that the land is subject to a Waikato Tainui Right of First Refusal (RFR) , and FENZ cannot offer to sell the land to the Council without first making a sale offer to Tainui and going through the RFR process. FENZ still taking valuation advice. We have let FENZ through their consultant know that the Council retains an interest in purchasing this property and their interpretation of the process is different to the LINZ Guidelines for disposal of Crown Land.  This will mean that FENZ and WDC need to engage with Tainui about our interest in the property.
Core Services-BAU	20/21	PR-1480	Horsham Downs Link Road	Service Delivery	Jackie Bishop	Monitor	Amber	Amber	Green	Green	Amber	Amber	Green	10/10/2022	95%	\$4,139,133.67	\$3,543,136.33	The construction programme has been reset to be completed in Early October 2022. Delays from early 2022 anticipated finish were due to 1) resource consent delays and substantial design changes to stormwater treatment needed to obtain Regional Council resource consent, 2) Land acquisition from Waka Kaotahi (complicated by first right of refusal protections discussions with Waikato Tainui). As of Early July - The contractor (Dempsey Wood) is progressing the job well and to a high standard. some expected challenges with weather and interfacing with soon to open Hamilton Bypass, however all on track for October completion. The Project risk are being closely managed by the Project Team. The Team includes specialist independent Engineer to Contract (Dave Proctor). Major Project Risks Include: Consents, Budget - due to scope creep and variations for delayed start.
Core Services-BAU	22/23	PR-1558	WEX - NZTA vesting of old state highway to WDC - Rangiri, Huntly and SH1B	Service Delivery	Jackie Bishop	Monitor	Amber	Green	Amber	Green	Amber	Amber	Amber	20/09/2021	0%	\$23,999,478.00	\$0.00	Rangiri Revocation - local road assets have been handed back to WDC, maintenance is WDC, there is some boundary adjustments required to be undertaken by Waka Kotahi, the final vesting/gazetting has not yet occurred. Huntly Revocation - local road assets have been handed back to WDC, maintenance is WDC, the final vesting/gazetting has not yet occurred. SH1B Revocation - These assets will not be vested until such time as the SSBC has been finalised and the expressway is open. Likely another 12 - 18 months before these assets are vested/gazetted.
Council Led with Engagement	20/21	PR-1634	District Wide toilets - Te Kowhai	Service Delivery	Megan May	Monitor	Amber	Green	Amber	Green	Amber	Green	Green	17/01/2023	61%	\$475,000.00	\$136,851.16	Standard Toilet Module Design completed, consultation completed, Procurement planning and RFT preparation underway for both proposed contracts (20 090 District Wide Toilet Construction and 20 097 District Wide Toilet Enabling Works). Need to review Location (consultation with Cr. Smith proposed)
Council Led with Engagement	20/21	PR-1669	Sunset Beach Toilet - Port Waikato	Service Delivery	Megan May	Monitor	Amber	Green	Amber	Green	Amber	Green	Green	23/01/2023	39%	\$475,000.00	\$136,851.16	Design for refurbishment of Ngarunui beach toilets in raglan to be completed to include flushing toilets. Relocation of toilets to Sunset beach planned for October. Consultation ongoing with carpark layout. Procurement - Building Relcoation with Thorburn, Services contract preparation underway 20 097 District Wide Toilet Enabling Works).
	20/21	PR-1503	Perry Bridge - Power System Replacement	Service Delivery	Jackie Bishop	On Track	Amber	Green	Green	Green	Green	Green	Green	16/12/2022	63%	\$0.00	\$40,100.96	Alternative suppliers have been identified with contact to be made after original supplier WDC had been liaising with no longer returning calls and emails.
Co-design and Delivery	17/18	PR-1236	CF2017 Whatawhata Community Facility	Service Delivery	Megan May	On Track	Green	Green	Green	Green	Amber	Green	Green	13/12/2022	47%	\$603,849.96	\$569,233.95	The project build commenced on 31 May 2022. Completion date mid-November 2022. The project did encounter minor delays but the project is now back on track.
Co-design and Delivery	20/21	PR-1552	Raglan Wharf 2020	Service Delivery	Roger MacCulloch	On Track	Green	Green	Green	Green	Amber	Green	Green	24/11/2022	59%	\$189,354.00	\$206,565.10	Raglan Wharf Improvement Project - PR-1552 relates to the PGF funded Pontoon and Improvements. PR-21192 relates to Structural Repairs. Currently project is being Tendered with other Pontoon, Walkways, Safety Improvements. Detailed Design, Consenting and Tendering underway.
Council Led with Engagement	19/20	PR-1316	Elbow Boat Ramp Upgrades	Service Delivery	Megan May	On Track	Green	Green	Amber	Green	Green	Green	Green	06/04/2022	98%	\$393,546.00	\$1,078,118.83	The Elbow boat ramp is now open to the public. Working through outstanding payment claims with the Main contractor to fully close out the project.
Council Led with Engagement	20/21	PR-1673	District Wide toilets - Tamahere	Service Delivery	Megan May	On Track	Amber	Green	Green	Green	Green	Green	Green	16/01/2023	70%	\$278,056.64	\$60,709.54	Consultant engaged to provide site geotechnical testing, provide site plan and site specific foundation plan if required. Further delay to standard toilet design which this project is reliant on, independent consultant has been given the design for review and amendments as directed. Roof pitch has been agreed with PCC and further consultation required on cladding type and color.
	19/20	PR-1511	Huntly Property Works	Service Delivery	Anthony Averill	On Track	Green	Green	Green	Green	Green	Green	Green	16/03/2020	0%			27/06/2022 Totalspan shed components delivered to Rotowaro Road Recycle Recovery Centre; WDC Property Team are in negotiations with the owner of 13 Tregoweth Lane. Outcomes of these negotiations will determine the scope of future Civil and Construction works delivered by Project Delivery.
Co-design and Delivery	19/20	PR-1358	LTP2019 District Wide Skateparks - Tuakau	Service Delivery	Megan May	On Track	Green	Green	Green	Green	Green	Green	Green	16/12/2022	90%	\$358,050.00	\$478,035.51	Works have progressed well onsite due to better weather conditions. The TYST funding has been spent as per the multiparty funding agreement, the rest of the funding will be contributed by WDC. The aim is to have the project completed by end of October.
Co-design and Delivery	19/20	PR-1632	Tamahere Multi Use Pavilion/Stage	Service Delivery	Megan May	On Track	Green	Green	Green	Green	Green	Green	Green	07/10/2022	93%	\$496,171.23	\$374,739.00	All works onsite has been completed, project team currently working through as-builds. Opening for the pavilion is planned for week of 16th September.
Council Led with Engagement	20/21	PR-1557	Pokeno Tennis Refurbishment 20/020	Service Delivery	Megan May	On Track	Green	Green	Green	Green	Green	Green	Green	30/06/2021	0%			External consultant engage to progress project management of this work.
Council Led with Engagement	20/21	PR-1628	Tuakau aquatic centre	Service Delivery	Megan May	On Track	Green	Green	Green	Green	Green	Green	Green	10/08/2022	0%	\$200,000.00	\$25,069.27	
Not Applicable	20/21	PR-1663	Sportsfield Lighting - Paterson Park & Huntly Rugby	Service Delivery	Jennifer Foss	On Track	Green	Green	Green	Green	Green	Green	Green	01/05/2023	68%			15/08/2022 Decision and direction provided after the project team discussed options for delivery. PR1663 to be split from PR21173 to allow delivery of Huntly and Paterson Park lights in Autumn 2023. Contractor is updating their pricing and internal procurement forms are being completed.

## Attachment 3 – Waikato District Alliance Update

**By: Gary Dela Rue – Alliance Manager**

### Summary

Our Zero Harm reporting is frequent, our events few and our team's morale is high and our teams are starting the new season with gusto.

Bankier Road rehab has started and good progress is being made, now the weather has improved and is expected to finish as scheduled mid-September.

Coalfields Road rehab will follow on from Bankier Road.

The focus over the last six weeks has been unsealed road maintenance, drainage (culvert replacement /watertable clearing), pothole repair, responding to weather related events and progressing Community Connections Carparks Package 2.



Our new Projects and Capital Works Manager, Liam Woodmass is now on deck from 1 September and will be guiding the team through a new season.

Overall a safe productive month as we commence the new Construction season

### Zero Harm

All Downer licenced Heavy Vehicle Drivers have attended a “Share the Road” Workshop which provides heavy vehicle drivers awareness of other road users, in particular cyclists.

The workshop involves bicycle training, traffic safety guidelines, best practices and a practical exercise involving cyclists and a heavy vehicle using the same road. For many of our drivers this is the first time on a bike for many years.



### People

Team morale is high despite the ongoing wet weather and high workload responding to maintenance issues.

Covid continues to affect our staff and crew although numbers affected are dropping. We now have 58/89 who have had Covid (with some crew having it twice).

We continue to rollout training for staff and crew with a total of 107 places across 9 different courses being completed.

We have leadership, vehicle stability and heavy vehicle driving training scheduled in the next two months.

Kevin Briggs continues to process a very high number of CAR applications and TMP reviews. Harmandeep Kaur (ex crew) is producing TMPs while George Philip is in India. Harmandeep has been offered part time work assisting Council's Roding team.

## Customer and Stakeholder Engagement

A meeting has recently been held with residents in the Te Akau area at which concerns were raised about the ongoing issues with unsealed roads. An unsealed road strategy has been developed which sets out a programme of work to address the concerns. Logan Daniels is leading this programme and works with the team to ensure a successful delivery.

*Ruakiwi Road Slip*

Work completed recently in this area includes drainage and re-sheeting on Dixon Road and drainage on Te Akau, Ruakiwi, and Mangiti Roads. We also repaired significant slips on Te Akau Wharf, Ruakiwi, Mangiti and Te Akau South Roads.



## Capital Projects

Carpark Package 2 has been affected by wet weather and the final sealing is now being completed with a finalisation date of mid September.

The new construction season has commenced with a pavement rehabilitation being completed at Bankier Road. Our team will then move to Coalfields Road.

We are currently planning for Safety Improvement Works on Piako and Gordonton Roads.

We will commence Te Akau bridge repairs in October.

## Current Workload

Unsealed grading continues preparation for post WRC Rally repair work.

Drainage work throughout the network.

Vegetation control focus on arterial first.

Bridge repairs at Wairamarama – Onewhero Road.

Pre-reseal repairs /stabilisation throughout the network.



<b>To</b>	<b>Infrastructure Committee</b>
<b>Report title</b>	<b>Proposed Extension to Leased area Raglan Surf Lifesaving Club, Raglan</b>
Date:	19 September 2022
Report Author:	Anthony Averill, Manager Strategic Property and Community Connections
Authorised by:	Megan May, Acting General Manager Service Delivery

## **1. Purpose of the report**

### **Te Take moo te puurongo**

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To inform the Infrastructure Committee of an application received from the Raglan Surf Life Saving Club for a small extension to their leased area to enable the extension of the building to provide a new control room and viewing deck.

#### **AND**

To seek approval to grant an extension to the leased area pursuant to the Reserves Act 1977.

## **2. Executive summary**

### **Whakaraapopotanga matua**

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Waikato District Council ("the Council") has received a request from the Raglan Surf Life Saving Club Incorporated (the Club) for approval from the Council as Lessor to the extension to their building. The extension is outside the current lease area and will require an additional 82 square metres of reserve to be included in their existing lease.

The Surf Club require the extension in order to replace the tower situated on the beach.

This report contains recommendations, which if approved, would enable the lease extension to be granted, subject to conditions.

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### 3. Staff recommendations Tuutohu-aa-kaimahi

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**THAT the Infrastructure Committee recommends that Council:**

- a. pursuant to Section 54 of the Reserves Act 1977 Council exercises its delegated authority as Lessor, to grant an extension of the Raglan Surf Life Saving Club Incorporated leased area to include an additional area of approximately 82 square metres, to enable the extension of their building to provide a new control room and deck, being part of Lot 1 DPS 44506, subject to, the applicant:
 
  - i. continuing engagement with hapū regarding the proposal and the planting of the reserve and leased area.**
  - ii. obtaining any required resource and building consents to undertake the construction.**
  - iii. executing a Deed of Lease variation to record the amended lease area.****
- b. the Applicant is to meet all costs incurred through the process; and**
- c. the Chief Executive being satisfied as to the hapū engagement, he is delegated authority to execute all relevant documentation to give effect to the resolution.**

### 4. Background Koorero whaimaarama

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The Council has been approached by the Raglan Surf Life Saving Club regarding their need to construct a new control room to replace the tower situated on the beach. The Club's proposal is outlined in the plans attached to this report as Attachment 1.

The Club have an existing lease of some 280 square metres of the recreation reserve. The current lease commenced in 2012 for a term of 19 years with a right of renewal of a further 14 years. The final expiry date of the lease is 30 November 2045. The lease requires the Club to obtain Council approval prior to adding to or altering the external appearance of the building. The Council may not be unreasonable or arbitrarily withhold consent.

The Raglan Coastal Reserve Management Plan (Management Plan) notes the presence of the Club on the reserve. The presence of the Club on the reserve is necessary to enable them to undertake their lifesaving activities. The Management Plan provides for the Club to access the beach and notes the building is situated on the reserve. The Management Plan notes the Club provides training and beach activities for juniors on the beach.

# WAINUI RESERVE RAGLAN COASTAL RESERVES MANAGEMENT PLAN



## LEGEND

- ① Northern carpark
- ② Te Ara Kākāriki mountain bike trails
- ③ Paraglide launch site
- ④ Public toilet
- ⑤ Wainui Bush Park
- ⑥ Public toilet
- ⑦ Surf Life Saving Club
- ⑧ Public toilet
- ⑨ 'Overflow' carpark / bus stop
- ⑩ Bridge upgrade
- ⑪ Proposed horse float parking area

- ⑫ Public toilet
- ⑬ Public toilet
- ⑭ Amphitheatre venue
- Walking access
- Cycle access
- Proposed horse access
- Proposed dune vegetation enhancement
- General vegetation
- Pine plantation
- Proposed native revegetation planting

0 200m 400m 600m



**Waikato**  
DISTRICT COUNCIL  
Te Kaitiaki o Te Kōwhiri o Waikato

DATE: 05/2021

This image from the Management Plan shows location of the Club as (7).

## 5. Discussion and analysis

### Taataritanga me ngaa tohutohu

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This proposed lease area extension will enable the Club to continue to support the public enjoyment of the reserve and the beach, through improved visual observation safety monitoring.

Leases of reserve land are required to be publicly notified unless it is consistent with The Reserve Management Plan. The presence of the Club is referred to in the Management Plan and the Club presence on the reserve is necessary for them to properly support the public to safely enjoy the area.

#### **Social**

The Club is a voluntary based organisation that provides significant benefits to the Community and users of the reserve through their lifesaving services and providing water safety and recreation benefits to reserve users.

#### **Economic**

The proposed lease extension will provide minimal economic issues, but will assist the Club in supporting visitors to the region to safely enjoy their time at this reserve.

#### **Environmental**

The reserve is managed as an open space in accordance with the Raglan Coastal Reserve Management Plan. The reserve is a highly treasured environmental area. The proposed lease extension will require some ground disturbance during the construction of the extension. The club propose to remove exotic gorse and pampas and will replant appropriate species such as flaxes.

#### **Culture**

The Council recognises the importance of reserves in Raglan to hapu and iwi.

The Club have met on site with a hapu representative regarding this proposal. There were no "red flags" raised, however the hapu have requested a further review following development of the Geotech report and detailed plans to ensure that the impacts, if any on the wahi tapu area below the bank can be considered.

The Hapu representative also supported the Club removing exotic plant species such as gorse and pampas and replacement planting with more appropriate species

If concerns are raised during further engagement, conditions can be added in the Lease Variation to address these concerns. If any concerns cannot suitably be managed then the Lease extension could be declined under the proposed delegation to the Chief Executive.

### **5.1 Options**

#### **Ngaa koowhiringa**

Staff have assessed that there are two reasonable and viable options for the Infrastructure Committee to consider. This assessment reflects the level of significance (see paragraph 6.1) and relevant factors considered in completing the options assessment. The options are set out below.



**Option 1: As the delegated authority under the Reserves Act 1977, Council may grant a variation of the Club's lease for a further 82 square metres of reserve for the proposed building.**

The lease variation will allow the Club to provide the additional space it requires. This option will require the Club to continue to engage with hapu to ensure any matters can be mitigated in advance of the Lease variation being executed by Council.

The proposed lease extension is a very small land area and will not materially impact on the Wainui Reserve as this enables a small extension to an existing building that is provided for in the Reserve Management Plan.

**Option 2: Council can decline to exercise its delegated authority to grant a variation to the lease area.**

Should the recommendations of this report not be approved, the applicants will be required to no longer proceed with the proposal or provide a redesign of their existing building to achieve their objective within the existing lease footprint.

**Staff recommend Option 1.**

## **5.2 Financial considerations**

### **Whaiwhakaaro puutea**

There are no financial considerations associated with the recommendations of this report. All costs are being met by the Club.

## **5.3 Legal considerations**

### **Whaiwhakaaro-aa-ture**

This lease extension is being considered under section 54 of the Reserves Act 1977 which provides the right for Council to grant leases to community organisations on recreation reserves.

The Minister of Conservation has delegated the decision making on leases to Council.

Staff confirm that the staff recommendation complies with the Council's legal and policy requirements.

## **5.4 Strategy and policy considerations**

### **Whaiwhakaaro whakamaaherehere kaupapa here**

The report and recommendations are consistent with the Council's policies, plans and prior decisions.

The Raglan Surf Club is an existing lessee in the Raglan Coastal Reserve Management Plan.

## 5.5 Maaori and cultural considerations Whaiwhakaaro Maaori me oona tikanga

Refer to section 5 – cultural discussion.

## 5.6 Climate response and resilience considerations Whaiwhakaaro-aa-taiao

The matters in this report have no known impact on climate change or resilience for the Council. The Council provides no warranty to the suitability of the land for the proposed use.

## 5.7 Risks Tuuraru

The Overall Risk Profile is Low as determined by Council's Risk Profile Assessment Tool.

# 6. Significance and engagement assessment Aromatawai paahekoheko

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## 6.1 Significance Te Hiranga

The decisions and matters of this report are assessed as of low significance, in accordance with the Council's [Significance and Engagement Policy](#).

## 6.2 Engagement Te Whakatuutakitaki

Internal engagement with other key stakeholders within Council (Reserves Planning Team Leader) has been undertaken and their views considered.

The Applicant is engaging directly with the Hapu regarding this proposal.

Highest level of engagement	Inform	Consult	Involve	Collaborate	Empower
	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

State below which external stakeholders have been or will be engaged with:

Planned	In Progress	Complete	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Internal
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Community Boards/Community Committees
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Waikato-Tainui/Local iwi and hapū
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Affected Communities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Affected Businesses
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (Please Specify)

## 7. Next steps Ahu whakamua

Should the recommendations be approved by Council, the following steps will require action in order to conclude the matter:

- a. Continued Hapū Engagement.
- b. The Club applying for and obtaining the required consents.
- c. Prepare & execute Variation to the Lease.

## 8. Confirmation of statutory compliance Te Whakatuuturutanga aa-ture

As required by the Local Government Act 2002, staff confirm the following:

The report fits with Council's role and Infrastructure Committee's Terms of Reference and Delegations.	Recommendation to Council required
The report contains sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages ( <i>Section 5.1</i> ).	Confirmed
Staff assessment of the level of significance of the issues in the report after consideration of the Council's Significance and Engagement Policy ( <i>Section 6.1</i> ).	Low
The report contains adequate consideration of the views and preferences of affected and interested persons taking account of any proposed or previous community engagement and assessed level of significance ( <i>Section 6.2</i> ).	Confirmed
The report considers impact on Maaori ( <i>Section 5.5</i> )	Confirmed

The report and recommendations are consistent with Council's plans and policies ( <i>Section 5.4</i> ).	Confirmed
The report and recommendations comply with Council's legal duties and responsibilities ( <i>Section 5.3</i> ).	Confirmed

## 9. Attachments

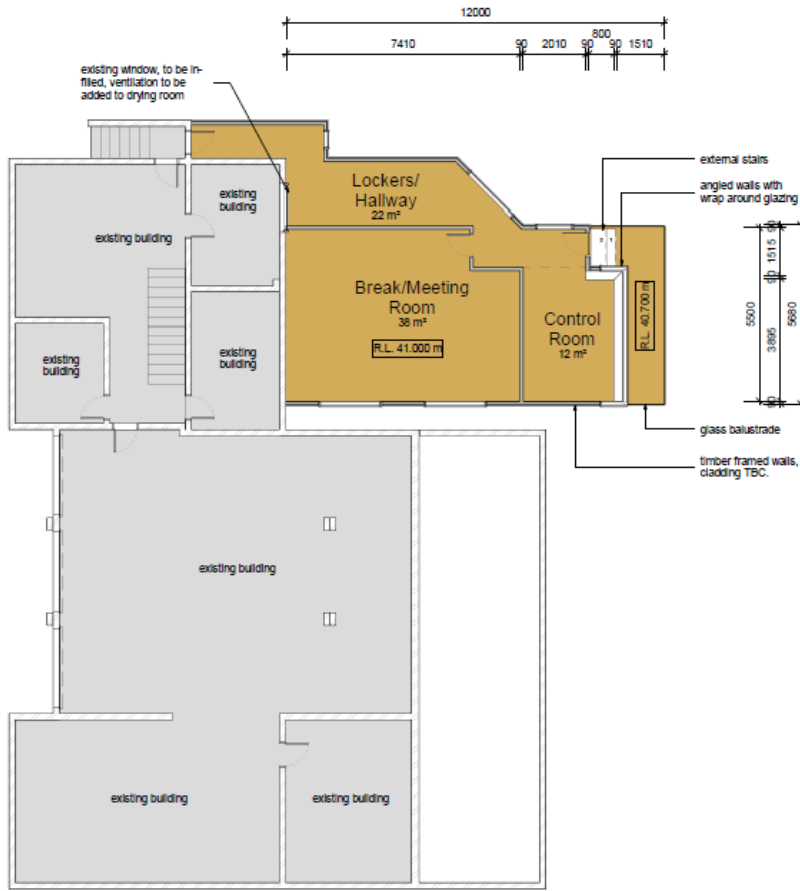
### Ngaa taapirihanga

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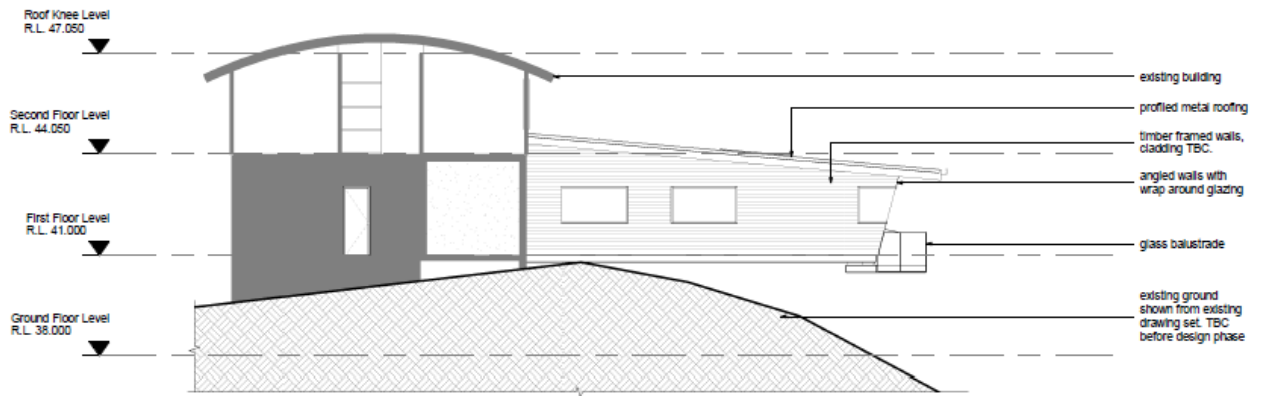
Attachment 1 – Aerial Diagram – Area of works

**Attachment 1: Raglan Surf Club Proposed Extension**

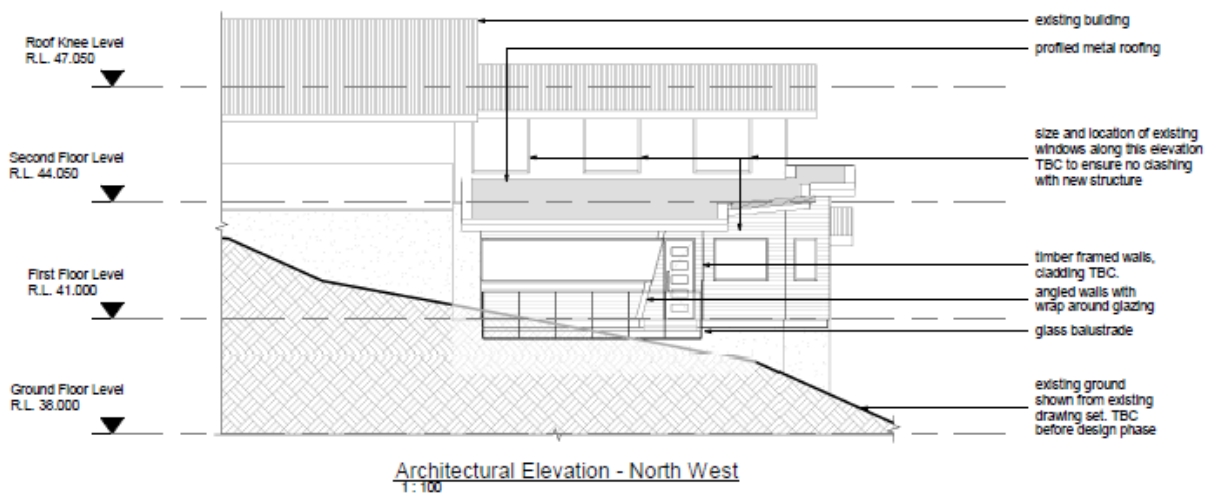
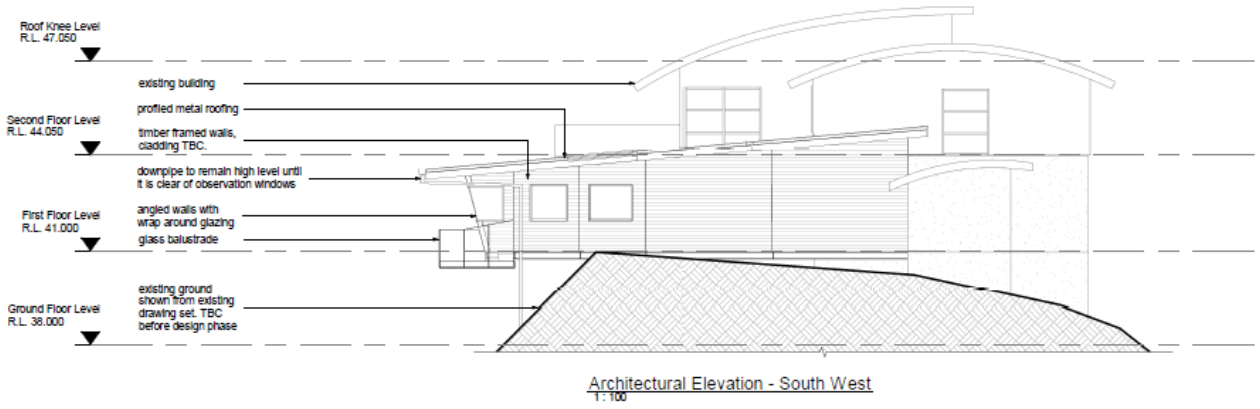




First Floor Architectural Plan  
1:100



Architectural Elevation - North East  
1:100



<b>To</b>	<b>Infrastructure Committee</b>
<b>Report title</b>	<b>Alfred Main Drive – Land Review</b>
Date:	19 September 2022
Report Author:	Jasmine Wu, Senior Property Advisor
Authorised by:	Megan May, Acting General Manager Service Delivery

## **1. Purpose of the report**

### **Te Take moo te puurongo**

---

To seek a decision as to whether a parcel of Council-owned land at Alfred Main Drive, Tamahere is no longer required for the public work requirement for which it is held and for it to be disposed of in accordance with the Public Works Act 1981.

## **2. Executive summary**

### **Whakaraapopototanga matua**

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The Council had purchased several parcels of land at Birchwood Lane, Tamahere for the purpose of forming the new connection to the Hamilton Expressway.

The new connection, Alfred Main Drive has recently been formed and the survey plan (SO 574401) for the legalisation of this new formed road has been approved by LINZ. Refer Attachment 2.

This survey plan identifies the land parcels to be declared as road and the balance parcels available for review. These parcels have been reviewed by Council Staff to identify any future need.

This report recommends the balance land parcel on the western side of Alfred Main Drive (Section 1 SO 574401) as being available for disposal, whereas the balance land parcels on the eastern side have been identified are potentially required for another public work.

The report seeks Council approval for declaring surplus Section 1 SO 574401, on the western side of Alfred Main Drive. This report advises that further investigation is required on the balance lands, Section 3, 4 and 7 SO 574401, on the eastern side of Alfred Main Drive and the findings will be reported back to Council for a further decision their future use / requirement.

The decisions and matters of this report are assessed as of low significance, in accordance with the Council's Significance and Engagement Policy and no public engagement is required.

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### 3. Staff recommendations Tuutohu-aa-kaimahi

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**That the Infrastructure Committee:**

- a. **approves that Section 1 SO 574401 at Alfred Main Drive, Tamahere is not required in connection with the roading project, be declared surplus;**
- b. **and further that when declared surplus, Section 1 SO 574401 be disposed of in accordance with the requirements of the Public Works Act 1981 and the sale proceeds be applied to the Property Proceeds Reserve;**
- c. **and further that should the former owner not accept the offer to purchase, that Section 1 SO 574401 be available for sale on the open market in accordance with the Council's Strategic Land Acquisition and Disposal Policy; and**
- d. **delegates to the Chief Executive the authority to execute all relevant documentation to give effect to these resolutions.**

### 4. Background Koorero whaimaarama

---

The Council has purchased the following land parcels (the acquired lands) at Birchwood Lane, Tamahere for the purpose of forming the new connection to the Hamilton Expressway at Tamahere.

- Lot 3 DP 405191
- Section 2 SO 469443
- Part of Part Lot 2 DPS 75496
- Part of Lot 4 DP 343339

Refer Attachment 1: Lands Acquired for Hamilton Expressway Connection

The new connection, Alfred Main Drive has recently been formed and the survey plan SO 574401 shows the parcels available that are not required for road. Refer Attachment 2: SO 574401

In accordance with the survey plan, Sections 2, 5, 6 and 10 on SO 574401 are to be declared as road and Section 1, 3, 4 and 7, SO 574401 are the balance lands not being used for the road and are available for another public work or disposal.

Refer Attachment 3: Aerial Image

The Council is being asked confirm whether the balance lands of Section 1, 3, 4 and 7 SO 574401 are required.

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## 5. Discussion and analysis

### Taataritanga me ngaa tohutohu

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The land parcels were purchased for the road connection to the Hamilton Expressway. Council's Roading Manager has advised that the balance lands are no longer required for that purpose.

When land has been acquired for a public work (road) and is no longer required for that work or any other public work then there are obligations with the Public Works Act 1981 for Council to offer the land back to the former owners, where there is no exemption to do so.

In order to determine if the land parcels are required for any other public work, Council staff have reviewed the land holdings and determined the following;

Section 1 – Has not been identified for any other Council public work and would be available for disposal. The land parcel should be considered for disposal because;

- Is no longer required for its intended purpose
- Is not required or suitable for any alternative identified Council purposes
- Does not provide an income or cover its costs
- Is consistent with Council's Strategic Land Acquisition and Disposal Policy
- Liberates capital which can be deployed productively elsewhere to fund further property acquisitions.

Section 2, 5, 5, 6, 10 - are to be declared legal road.

Section 3 – has been identified as a proposed recreation reserve for development into a dog recreation area.

Sections 4 & 7 – have been identified as a possible location for a reservoir site. The need for the reservoir is at the time of writing this report under review with Watercare and will be the subject of a further report to this committee. The site would be suitable for a 1,200 m<sup>3</sup> water reservoir project funded for 2025 to 2027 in 2021 Long Term Plan (LTP).

#### 5.1 Options

##### Ngaa koowhiringa

**Option 1: Council approves the recommendations of this report, to proceed with the property disposal.**

This will enable Section 1 SO 574401 to be declared surplus to the public works for which it was originally required. This will in turn enable the land to be offered at market valuation to the former owner. The former owner has indicated they would like to purchase the property, however should they decline or waive the offer to purchase, the land can then be offered for sale on the open market.

The balance lands of Section 3, 4 and 7 SO 574401 will not be declared surplus in this option and feasibility studies for alternative Council purposes will be carried out and reported back to Council for making further decisions.

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**Option 2: Council can decline the recommendation of this report.**

The balance lands will be retained in Council ownership and appropriately managed. If the land is not required for a public work, the Council is required to follow the requirements of the Public Works Act 1981.

**Option 1 is the recommended option.****5.2 Financial considerations****Wyawahare puutea**

Disposing of the land will be of financial benefit to the Council. The land does not currently generate any income. Selling the land will improve the Council's balance sheet by offsetting debt and reducing interest costs.

The net proceeds of sale will be credited to the Property Proceeds reserve.

**5.3 Legal considerations****Whaiwhakaaro-aa-ture**

Section 12 of the Local Government Act 2002 provides the power of sale.

Section 40(1) of the Public Works Act 1981 places an obligation on Council to offer to sell land back at a price established by market valuation, to the original owner or their successors, where that land is no longer required for the purpose for which it was acquired and is not required in connection with another public work.

Section 40 (2) of the Public Works Act 1981 provides exceptions, where it would be impracticable, unfair, or unreasonable to do so.

**5.4 Strategy and policy considerations****Whaiwhakaaro whakamaaherehere kaupapa here**

The report and recommendations are consistent with the Council's Strategic Land Acquisition and Disposal Policy.

**5.5 Maaori and cultural considerations****Whaiwhakaaro Maaori me oona tikanga**

As there is no perceived impact on Maaori, no consultation with hapū or iwi has been completed in relation to the proposed land acquisition for road improvements.

**5.6 Climate response and resilience considerations****Whaiwhakaaro-aa-taiao**

The matters in this report have no known impact on climate change or resilience for the Council.

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## **5.7 Risks**

### **Tuuraru**

The Overall Risk Profile is Low as determined by Council's Risk Profile Assessment Tool.

## **6. Significance and engagement assessment**

### **Aromatawai paahekoheko**

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#### **6.1 Significance**

##### **Te Hiranga**

The decisions and matters of this report are assessed as of low significance, in accordance with the Council's [Significance and Engagement Policy](#).

#### **6.2 Engagement**

##### **Te Whakatuutakitaki**

No public engagement is required as the Council has a legal obligation to offer land back to the former owner, where it is no longer required.

##### **6.2.1 Communication**

The proposed land disposal and land for alternative Council purposes have been communicated with Council Roding Team, Strategic Planning Team, Three Waters Team, and Reserve Planning Team.

## **7. Next steps**

### **Ahu whanau**

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If Council approves the recommendation of this report, Council staff will initiate the process of offer-back obligation of Section 1 SO 574401 in accordance with s. 40 of the Public Works Act 1981.

If the formal owner waives its right, Section 1 SO 574401 will be available for sale on the open market.

Feasibility studies and design concept plan for alternative Council purposes of the balance lands of Section 3, 4 and 7 SO 574401 will be carried out. The result of studies and design concept plan will be reported back to Council for making further decisions.

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## 8. Confirmation of statutory compliance Te Whakatuuturutanga aa-Ture

As required by the Local Government Act 2002, staff confirm the following:

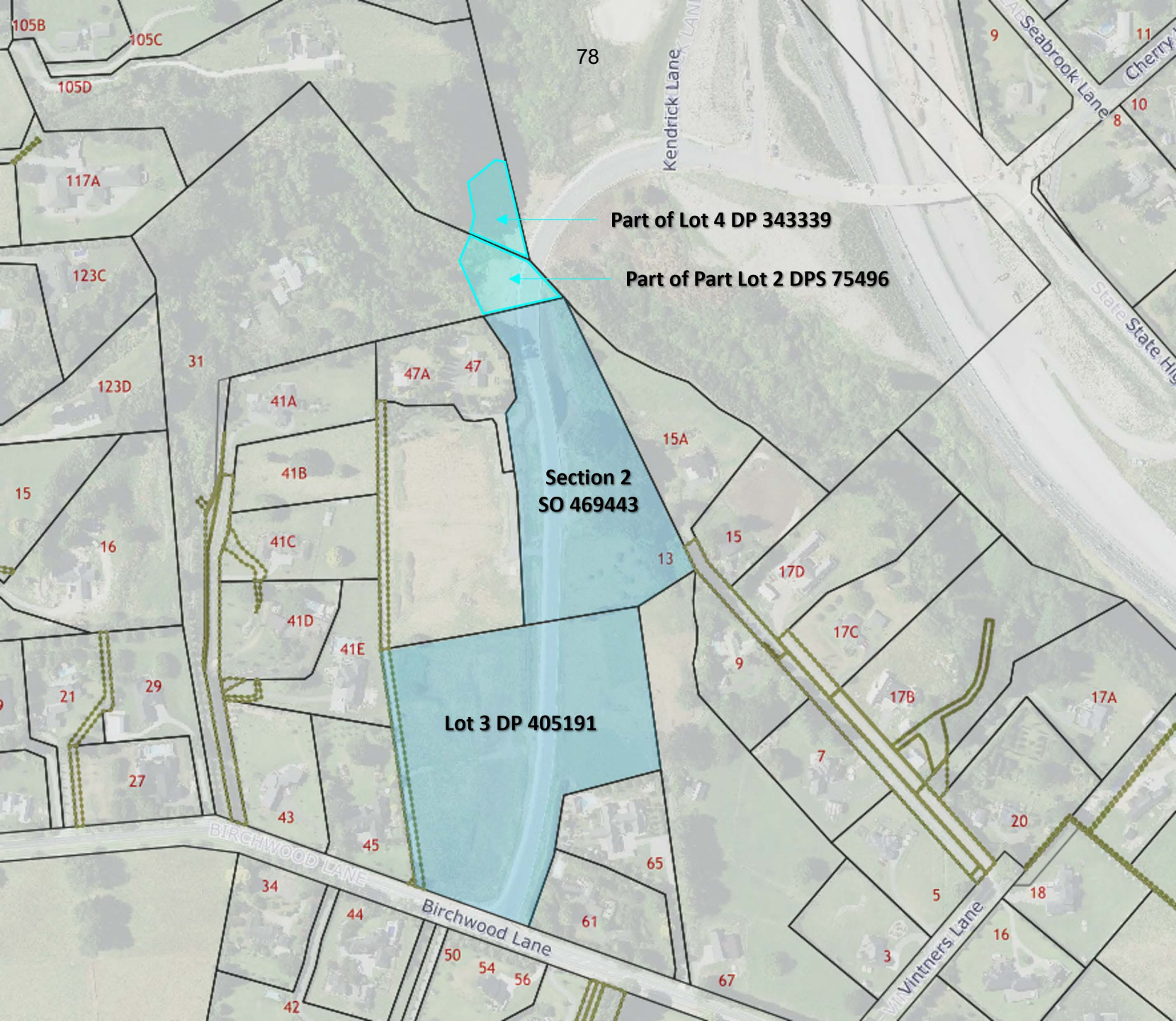
The report fits with Council's role and Committee's Terms of Reference and Delegations.	Confirmed
The report contains sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages ( <i>Section 5.1</i> ).	Confirmed
Staff assessment of the level of significance of the issues in the report after consideration of the Council's Significance and Engagement Policy ( <i>Section 6.1</i> ).	Low
The report contains adequate consideration of the views and preferences of affected and interested persons taking account of any proposed or previous community engagement and assessed level of significance ( <i>Section 6.2</i> ).	Confirmed
The report considers impact on Mairi ( <i>Section 5.5</i> )	Not applicable
The report and recommendations are consistent with Council's plans and policies ( <i>Section 5.4</i> ).	Confirmed
The report and recommendations comply with Council's legal duties and responsibilities ( <i>Section 5.3</i> ).	Confirmed

## 9. Attachments Ngaka tampering

Attachment 1 – Lands Acquired for Hamilton Expressway Connection

Attachment 2 – SO 574401

Attachment 3 – SO plan with Aerial Image



Part of Lot 4 DP 343339

Part of Part Lot 2 DPS 75496

Section 2  
SO 469443

Lot 3 DP 405191



# Title Plan - SO 574401

---

**Survey Number** SO 574401  
**Surveyor Reference** Alfred Main Drive 3415058  
**Surveyor** Mark Robert Geoffrey Fisher  
**Survey Firm** Beca Limited  
**Surveyor Declaration** I Mark Robert Geoffrey Fisher, being a licensed cadastral surveyor, certify that--  
(a) this dataset provided by me and its related survey are accurate, correct and in accordance with the Cadastral Survey Act 2002 and Cadastral Survey Rules 2021; and  
(b) the survey was undertaken by me or under my personal direction.  
Declared on 23 Jun 2022 02:13 PM

---

## Survey Details

**Dataset Description** SECTIONS 1-10  
**Status** Approved as to Survey  
**Land District** South Auckland  
**Submitted Date** 23/06/2022

**Survey Class** Class B  
**Survey Approval Date** 27/06/2022  
**Deposit Date**

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## Territorial Authorities

Waikato District

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## Comprised In

RT 418091  
RT 653827  
RT 617907  
RT 177772

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## Created Parcels

Parcels	Parcel Intent	Area	RT Reference
Area C Survey Office Plan 574401	Easement		
Section 1 Survey Office Plan 574401	Fee Simple Title	1.5774 Ha	
Section 2 Survey Office Plan 574401	Legalisation	0.6176 Ha	
Section 3 Survey Office Plan 574401	Fee Simple Title	0.7464 Ha	
Section 4 Survey Office Plan 574401	Fee Simple Title	1.0750 Ha	
Section 5 Survey Office Plan 574401	Legalisation	0.8477 Ha	
Section 6 Survey Office Plan 574401	Legalisation	0.2310 Ha	
Section 7 Survey Office Plan 574401	Fee Simple Title	0.0110 Ha	
Section 8 Survey Office Plan 574401	Fee Simple Title	3.7074 Ha	
Section 9 Survey Office Plan 574401	Fee Simple Title	2.7497 Ha	
Section 10 Survey Office Plan 574401	Legalisation	0.1960 Ha	
Area A Survey Office Plan 574401	Easement		
Area B Survey Office Plan 574401	Easement		
<b>Total Area</b>		<b>11.7592 Ha</b>	

---

### SO 574401 Schedule of Easements

<b>Schedule of Existing Easements</b>			
<b>Purpose</b>	<b>Shown</b> <small>(previously shown as)</small>	<b>Servient Tenement</b> <b>(Burdened Land)</b>	<b>Document ID</b>
Right of way, Right to convey Water, Gas, Electricity & Telecommunications and Computer Media	A (Shown as B on DP 343339)	Section 9	EI 6308207.4
Right to Drain Water	B (Shown as C on DP 463194)	Section 8	EI 9536892.9
Right of Way	C (Being part of area A on DP 421553)	Section 1	H070673.1
Right to convey electricity, gas and telephone			H437605



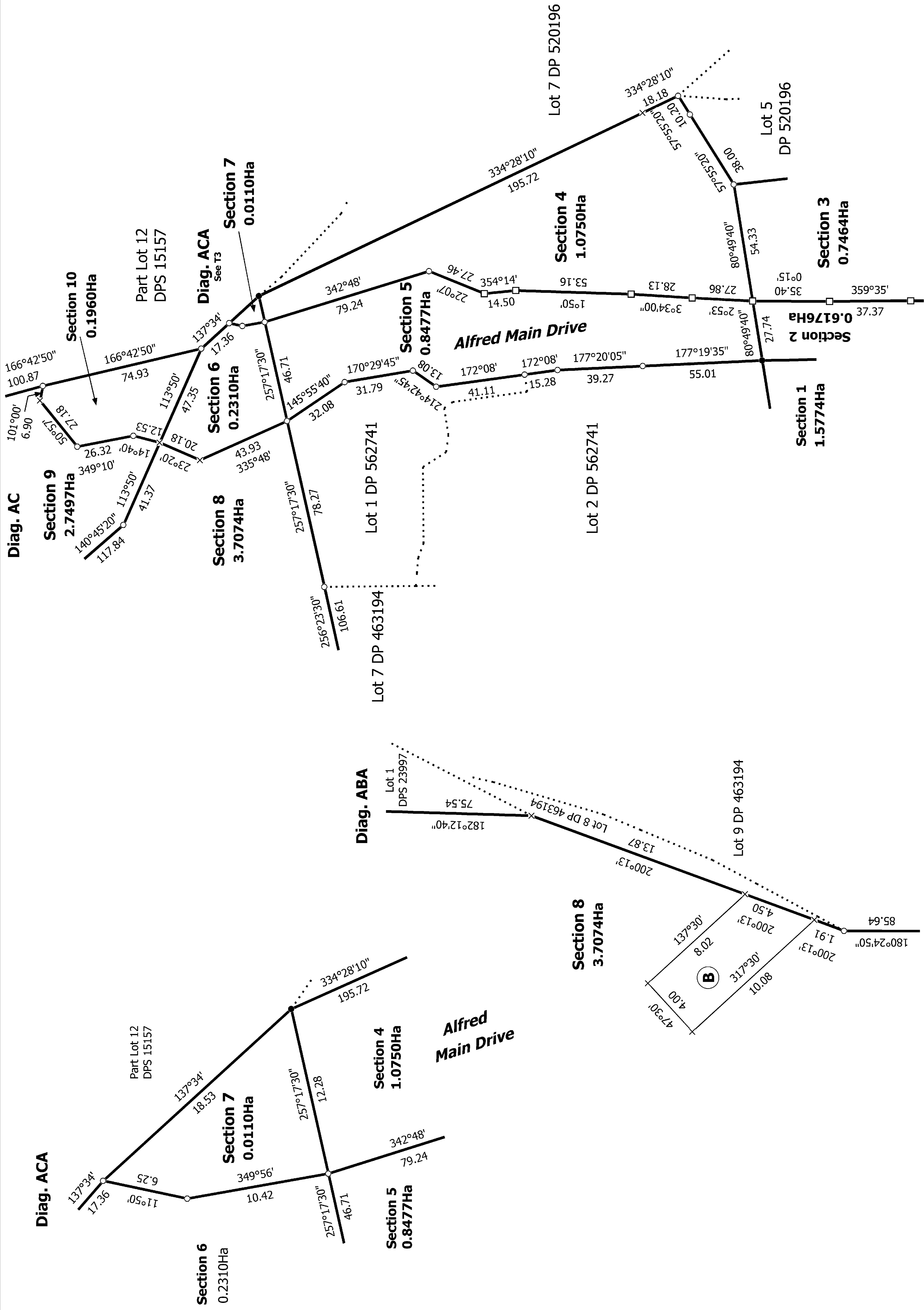
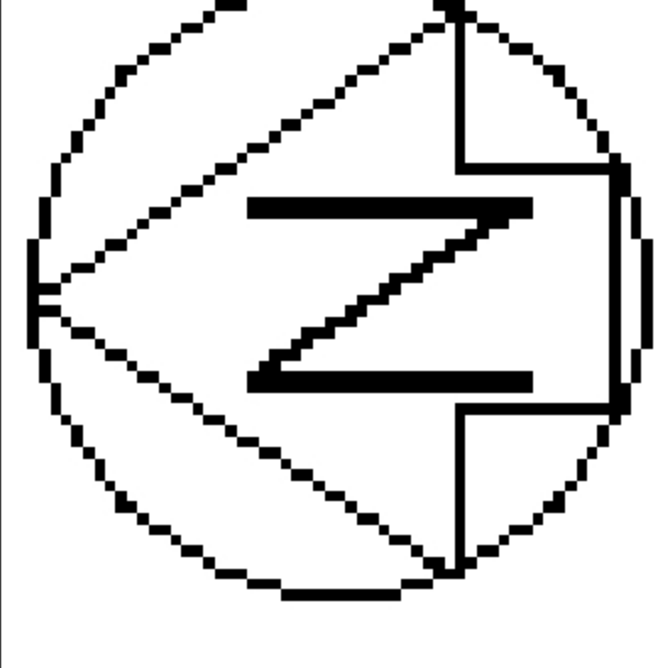
### SO 574401 Schedule of Areas

<b>Land to be Declared Road</b>			
<b>Shown</b>	<b>Description</b>	<b>Comprised in</b>	<b>Area</b>
Section 2	Lot 3 DP 405191	RT 418091	0.6176Ha
Section 5	Section 2 SO 469443	RT 653827	0.8477Ha
Section 6	Part Lot 2 DPS 75496	RT 617907	0.2310Ha
Section 10	Lot 4 DP 343339	RT 177772	0.1960Ha

<b>Balance Land</b>			
<b>Shown</b>	<b>Description</b>	<b>Comprised in</b>	<b>Area</b>
Section 1	Lot 3 DP 405191	RT 418091	1.5774Ha
Section 3	Lot 3 DP 405191	RT 418091	0.7464Ha
Section 4	Section 2 SO 469443	RT 653827	1.0750Ha
Section 7	Part Lot 2 DPS 75496	RT 617907	0.0110Ha
Section 8	Part Lot 2 DPS 75496	RT 617907	3.7074Ha
Section 9	Lot 4 DP 343339	RT 177772	2.7497Ha







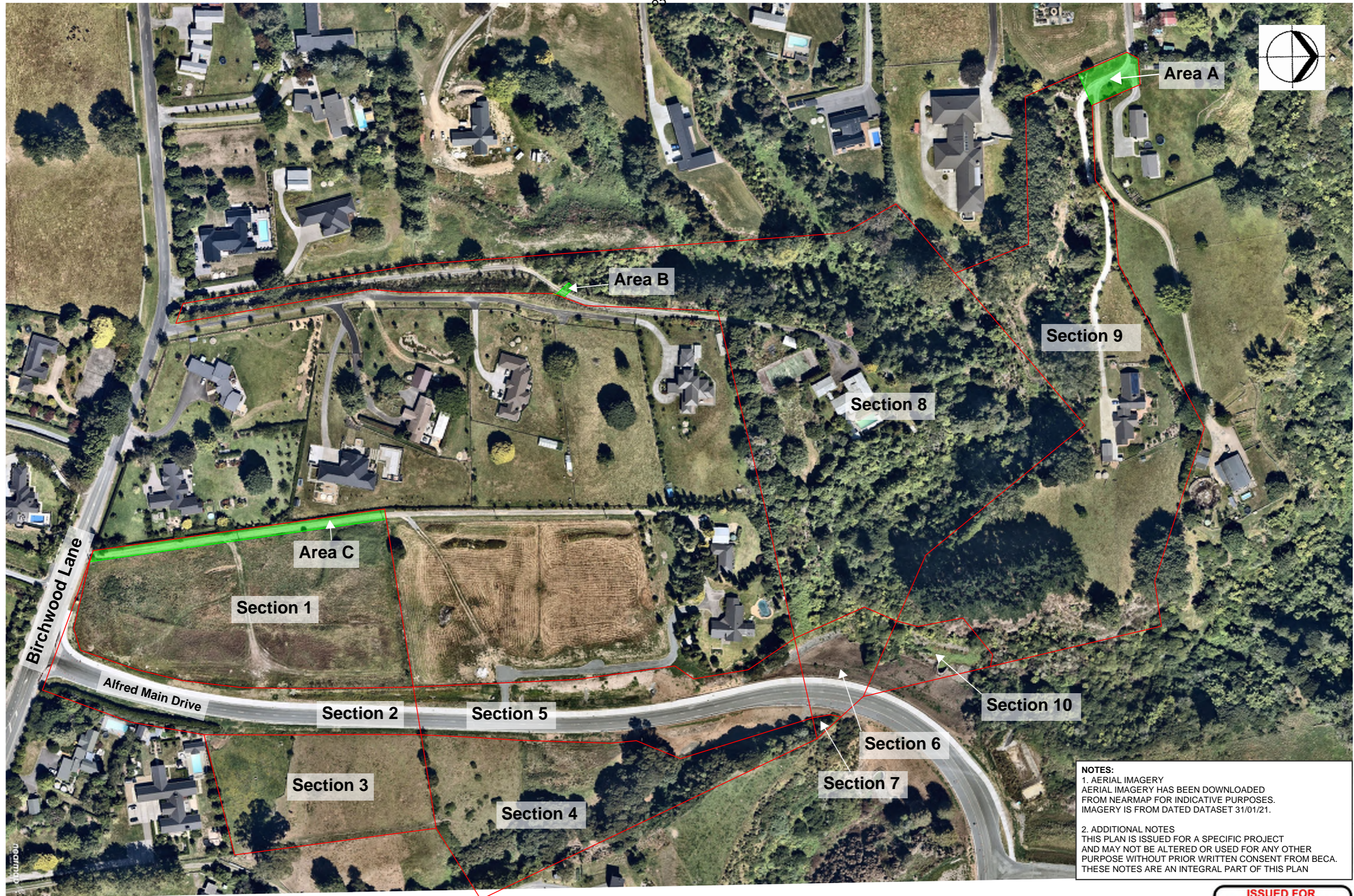
Land District: South Auckland

**Digitally Generated Plan**  
Generated on: 27/06/2022 2:11pm Page 6 of 6

SECTION 1-10

Surveyor: Mark Robert Geoffrey Fisher  
Firm: Beca Limited

Title Plan  
SO 574401  
Approved on: 27/06/2022



**NOTES:**  
 1. AERIAL IMAGERY  
 AERIAL IMAGERY HAS BEEN DOWNLOADED FROM NEARMAP FOR INDICATIVE PURPOSES. IMAGERY IS FROM DATED DATASET 31/01/21.  
 2. ADDITIONAL NOTES  
 THIS PLAN IS ISSUED FOR A SPECIFIC PROJECT AND MAY NOT BE ALTERED OR USED FOR ANY OTHER PURPOSE WITHOUT PRIOR WRITTEN CONSENT FROM BECA. THESE NOTES ARE AN INTEGRAL PART OF THIS PLAN

**ISSUED FOR INFORMATION ONLY**

No.	Revision	By	CHK	Appd	Date
A	FOR INFORMATION	ER	MH	MH	1/4/22



Original Scale (A3)	1:2000	Surveyed	ER	04/03/22	Approved For Issue*
Drawn	ER	30/03/22			
Verifier	MH	1/04/22			
Dwg Check	MH	1/04/22			
Scale (1)	1: N/A				

\*Refer to Revision 1 for Original Signature



Client: **Waikato District Council**  
 Project: **ALFRED MAIN DRIVE LEGALISATION SURVEY**

Title: **AERIAL IMAGE SHOWING NEW CADASTRAL BOUNDARIES FOR SO 574401**

Discipline	SURVEY
Drawing No.	3415058-WS-001
Rev.	0

<b>To</b>	<b>Infrastructure Committee</b>
<b>Report title</b>	<b>Proposed Easement on Local Purpose Reserve (Esplanade), Raglan</b>
Date:	19 September 2022
Report Author:	Daniel Lincoln, Property Officer
Authorised by:	Megan May, Acting General Manager Service Delivery

## **1. Purpose of the report**

### **Te Take moo te puurongo**

---

To inform the Infrastructure Committee of an application received for power lines to be installed underground within the reserve and for the removal of above ground power lines and power poles.

#### **AND**

To seek approval for an Easement to be granted for the underground powerline proposed to be constructed on the Council owned Local Purpose Reserve (Esplanade).

## **2. Executive summary**

### **Whakaraapopototanga matua**

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Waikato District Council ("the Council") has received a request from WEL ("the Applicant") to bury the existing overhead electricity cables at the Lorenzen Bay Reserve, as they present a hazard for the masts of yachts at the sailing club.

The existing cables do not have an easement.

This report contains recommendations, which if approved, would enable an easement agreement to be entered into, which would provide legal protection for the underground electrical lines.

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### 3. Staff recommendations Tuutohu-aa-kaimahi

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**THAT the Infrastructure Committee recommends that Council:**

- a. pursuant to Section 48 of the Reserves Act 1977 Council exercises its delegated authority to grant an electricity easement in gross (in favour of WEL Networks Limited) over the 'Easement Area' (delineated in the Attachment 1 – Aerial Diagram – Area of works), being part of Lot 14 and Lot 15 DP 31092.**
- b. the Applicant is to meet all costs incurred through the process; and**
- c. the upon the Chief Executive being satisfied as to the iwi / hapū engagement, be delegated authority to execute all relevant documentation to give effect to the resolution.**

### 4. Background Koorero whaimaarama

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The Council has been approached by WEL regarding a hazard to sailing yachts at Lorenzen Bay, Raglan. The overhead powerlines are at risk of being struck by the sailing dinghies in the area. WEL propose to underground the powerlines and seek an easement to protect the cable.

The easement will cross through part of Lot 14 and 15 of DP 31092 which are vested in the Council as a Local Purpose Reserves (Esplanade). These two reserves are shown in Appendix 1.

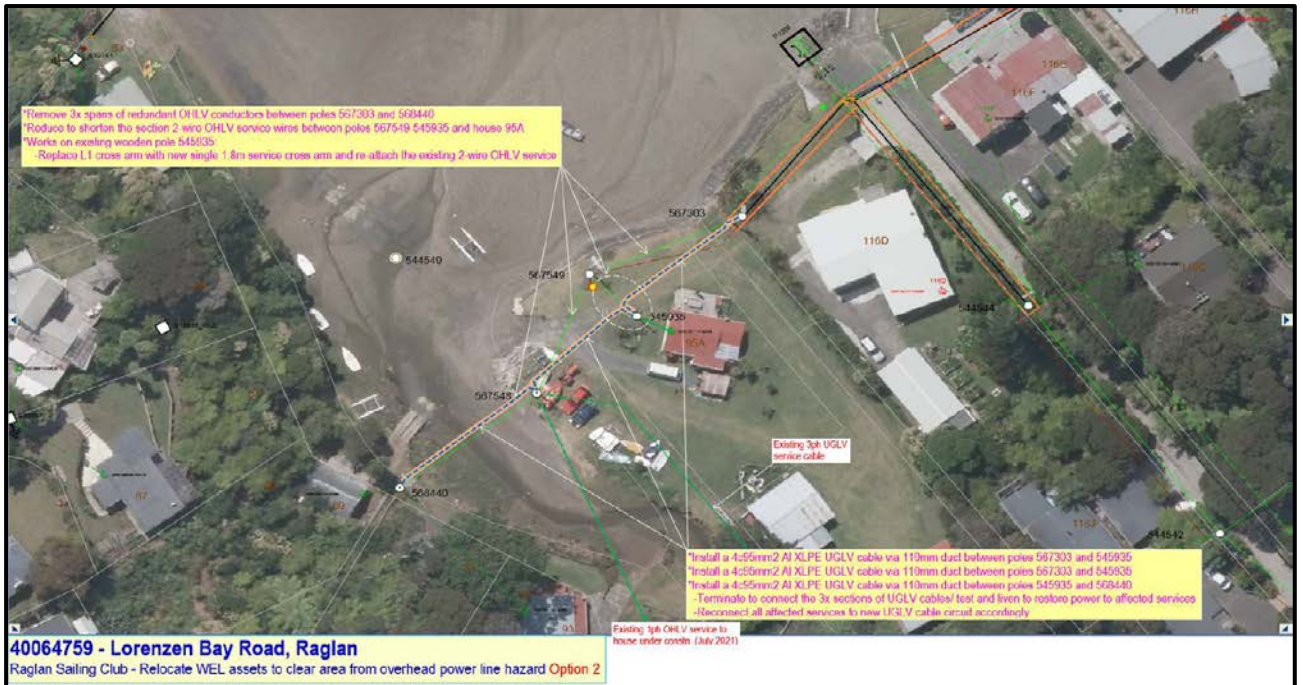
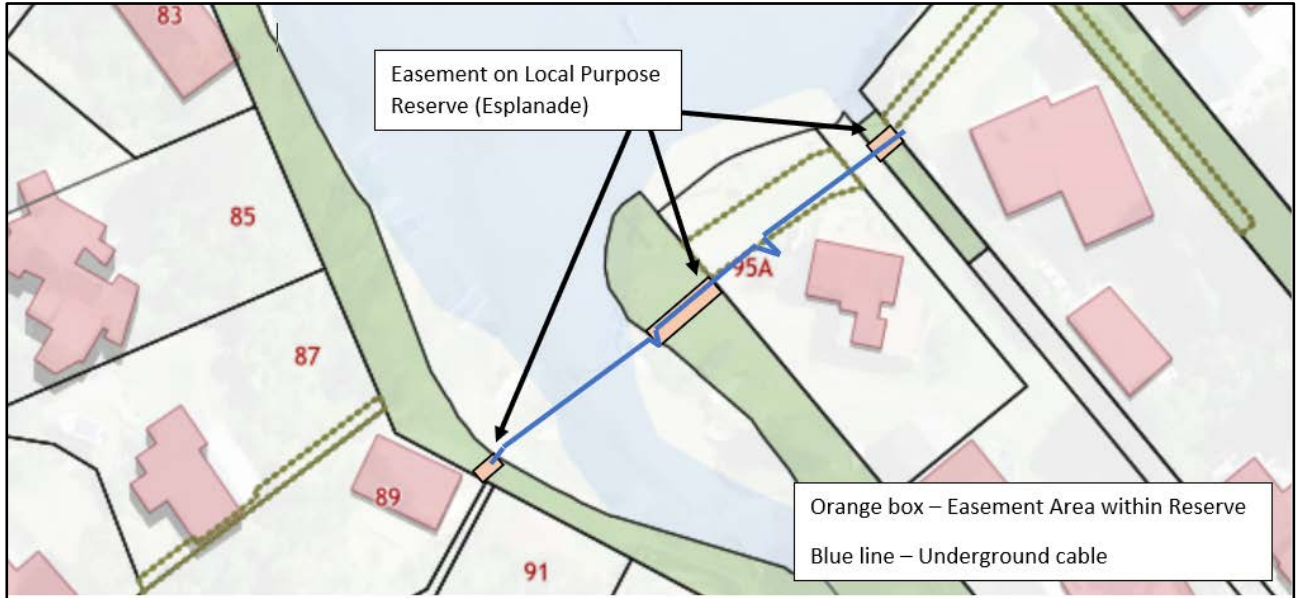
The purpose of this easement to bury the cables resulted from an issue faced by the adjacent sailing club. The masts of the sail boats risk colliding with the overhead cables. WEL in support of the sailing club agreed to bury them, provided that the Council also agrees to the proposed works.

An easement over these Local Purpose (Esplanade) Reserves can be granted subject to section 48 of the Reserves Act 1977.

These works will assist in the public enjoyment of the reserve, through improved safety and it is considered that notification is not necessary for this application as the easement will not materially alter or permanently damage the reserves, nor will the right of the public be permanently affected.

It is proposed that the cable will be directionally drilled, minimising impacts and if approval is granted, the Easement Agreement will ensure appropriate reinstatement of the ground at the cost of the applicant.

Note that only a small portion of the works to bury these cables will occur within Council Reserve. Refer to the plans below.





## 5. Discussion and analysis

### Taataritanga me ngaa tohutohu

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#### Social

WEL are looking to support the sailing club by burying these cables.

The easement will reduce the impact of these cables in the current location by reducing their physical and visual impact for reserve users.

Approving this easement will formalise the existing infrastructure on the Reserve and will reduce the impacts of the existing infrastructure.

#### Economic

WEL infrastructure provides an economic good by conveying electricity and telecommunications for the benefit of surrounding communities.

All process fees incurred by the Council will be recovered from WEL.

#### Environmental

The reserve is managed as an open space and community park. While the initial burying of the cables will have an impact on the land, approving this easement will provide an overall positive benefit by removing existing visual impacts (power poles).

#### Culture

Council recognises the importance of reserves in Raglan to hapu and iwi.

WEL have agreed to engage with hapu and iwi. However, they were unable to do so before the submission of this report to the committee. Due to the timing of the 19 September 2022 committee meeting, it was not practical to delay this report to the next committee meeting.

If this resolution is approved, consultation will be undertaken immediately.

If hapū and iwi are supportive of the easement, Council will proceed. However, if concerns are raised during consultation, conditions can be added in the easement agreement to address these concerns. If conditions in the easement document cannot suitably manage the concerns and the Council agrees with these concerns, the process could be declined under the proposed delegation to the Chief Executive.

### 5.1 Options

#### Ngaa koowhiringa

Staff have assessed that there are two reasonable and viable options for the Infrastructure Committee to consider. This assessment reflects the level of significance (see paragraph 6.1) and relevant factors considered in completing the options assessment. The options are set out below.

#### **Option 1: As the delegated authority under the Reserves Act 1977, Council may grant an easement over the land for conveyance of electricity utilities.**

An easement provides legal protection to the infrastructure once works have been undertaken to remove the power lines and poles and install underground powerlines.

**Option 2: Council can decline to exercise its delegated authority to grant an easement over part of the reserve for drainage.**

Should the recommendations of this report not be approved, the applicants will be required to service their existing above ground power lines and poles. The existing infrastructure will not be legally protected and the hazard to sailing craft will remain and this will need to be managed in other ways, such as the prohibition of masts at this location.

**Staff recommend Option 1.**

**5.2 Financial considerations**  
**Whaiwhakaaro puutea**

There are no material financial considerations associated with the recommendations of this report. All costs are being met by WEL.

**5.3 Legal considerations**  
**Whaiwhakaaro-aa-ture**

This easement is being considered under section 48 of the Reserves Act 1977 which provides the right to grant easements over a Reserve.

The Minister of Conservation has delegated the decision making on easements to Council.

Staff confirm that the staff recommendation complies with the Council's legal and policy requirements.

**5.4 Strategy and policy considerations**  
**Whaiwhakaaro whakamaaherehere kaupapa here**

The report and recommendations are consistent with the Council's policies, plans and prior decisions.

The Reserves Planning team confirmed there are no specific mentions of this reserve within relevant planning documents.

General Policy – policy 7.2.4.1 (Easements for underground facilities) supports this application provided the applicant meet process costs and maintains the cables. There will be no on-going fees for these cables as they provide a public service (conveying electricity).

**5.5 Maaori and cultural considerations**  
**Whaiwhakaaro Maaori me oona tikanga**

Refer to section 5 – cultural discussion.

## 5.6 Climate response and resilience considerations Whaiwhakaaro-aa-taiao

The matters in this report have no known impact on climate change or resilience for the Council.

## 5.7 Risks Tuuraru

The Overall Risk Profile is Low as determined by Council's Risk Profile Assessment Tool.

## 6. Significance and engagement assessment Aromatawai paahekoheko

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### 6.1 Significance Te Hiranga

The decisions and matters of this report are assessed as of low significance, in accordance with the Council's [Significance and Engagement Policy](#).

### 6.2 Engagement Te Whakatuutakitaki

Internal engagement with other key stakeholders within Council (Reserves Planning Team Leader and Open Spaces Parks Officer) has been undertaken and their views considered.

An easement under the Reserves Act 1977 requires public notification unless the activity is not likely to materially alter or permanently damage the reserve, and the rights of the public are not likely to be permanently affected. An exemption from the public notification requirement applies to this easement.

Highest level of engagement	Inform	Consult	Involve	Collaborate	Empower
	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

State below which external stakeholders have been or will be engaged with:

Planned	In Progress	Complete	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Internal
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Community Boards/Community Committees
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Waikato-Tainui/Local iwi and hapū
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Affected Communities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Affected Businesses
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (Please Specify)

## 7. Next steps Ahu whakamua

Should the recommendations be approved by Council, the following steps will require action in order to conclude the matter:

- a. Confirmation and understanding of Iwi Engagement,
- b. Prepare & execute Easement Agreement.
- c. Survey Council reserve.
- d. Register Easement against Title of Council reserve.

## 8. Confirmation of statutory compliance Te Whakatuuturutanga aa-ture

As required by the Local Government Act 2002, staff confirm the following:

The report fits with Council's role and Infrastructure Committee's Terms of Reference and Delegations.

Recommendation to Council required

The report contains sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages (*Section 5.1*).

Confirmed

Staff assessment of the level of significance of the issues in the report after consideration of the Council's Significance and Engagement Policy (*Section 6.1*).

Low

The report contains adequate consideration of the views and preferences of affected and interested persons taking account of any proposed or previous community engagement and assessed level of significance ( <i>Section 0</i> ).	Confirmed
The report considers impact on Maaori ( <i>Section 5.5</i> )	Confirmed
The report and recommendations are consistent with Council's plans and policies ( <i>Section 5.4</i> ).	Confirmed
The report and recommendations comply with Council's legal duties and responsibilities ( <i>Section 5.3</i> ).	Confirmed

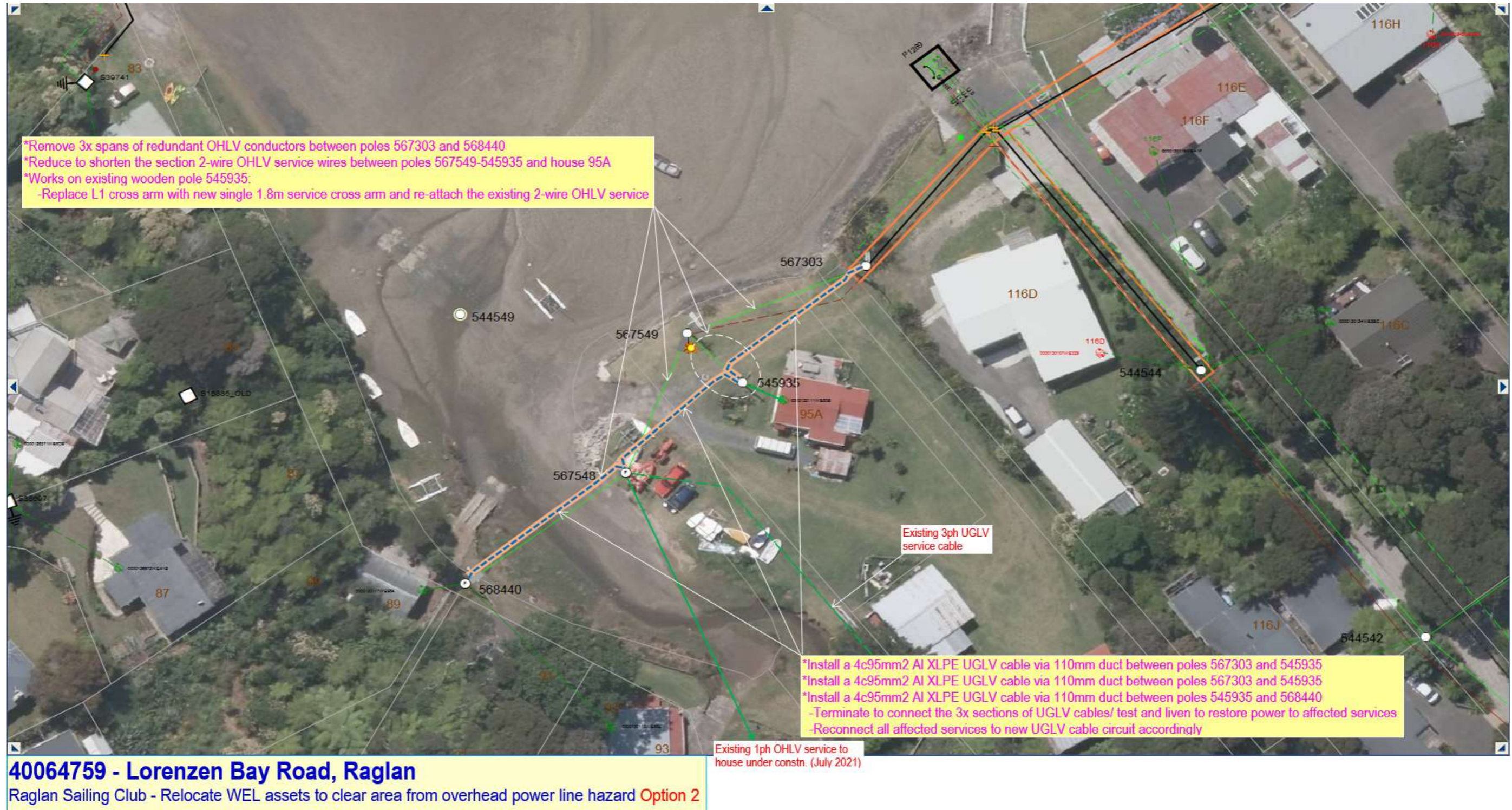
## 9. Attachments

### Ngaa taapirihanga

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Attachment 1 – Aerial Diagram – Area of works

# Attachment 1 - Aerial Diagram - Area of works



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<b>To</b>	<b>Infrastructure Committee</b>
<b>Report title</b>	<b>Proposed Easement on Reserve - The Point, Ngāruawāhia</b>
Date:	19 September 2022
Report Author:	Daniel Lincoln, Property Officer
Authorised by:	Megan May, Acting General Manager Service Delivery

## **1. Purpose of the report**

### **Te Take moo te puurongo**

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To inform the Infrastructure Committee of an application received for new power lines to be installed underground within the reserve boundary and for removal of above ground power lines and power poles

**AND** to seek approval to Grant an Easement to protect the infrastructure proposed to be constructed on the Recreation Reserve.

## **2. Executive summary**

### **Whakaraapopotanga matua**

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Waikato District Council ("Council") has received a request from WEL to install underground power lines and a pillar box in The Point Reserve ('the Reserve') as part of their upgrade to the Ngāruawāhia electricity network.

The new lines will replace existing overhead lines and result in a number of the power poles within the reserve being permanently removed.

This report contains recommendations, which if approved, would grant an easement, which would provide legal protection for the underground electrical lines and pillar box.

### 3. Staff recommendations Tuutohu-aa-kaimahi

**THAT the Infrastructure Committee recommends that Council:**

- a. pursuant to Section 48 of the Reserves Act 1977, Council exercises its delegated authority to grant an electricity/utility easement in gross in favour of WEL Networks Limited) over the 'Easement Area' delineated in the Attachment 1- Aerial Diagram - Area of works and existing infrastructure) as being with part of Allotment 580, 585, 587 and 588 TN of Newcastle, Part section 1 SO 61580 and the fee simple parcel being part SO2464;
- b. the applicants are to meet all costs incurred through the process;
- c. execution of the easement agreement shall be subject to consultation with iwi and hapū, provided that the Chief Executive retains discretion to proceed where appropriate; and
- d. the Chief Executive be delegated authority to execute all relevant documentation to give effect to the resolution.

### 4. Background Koorero whaimaarama

The Reserve is made up of a number of separate land titles and individual lots which have been gazetted as recreation reserve. The relevant parcels of land are legally described below.

Title	Parcel	Land classification
Title SA10/225	Allot 585 TN of Newcastle	Recreation Reserve subject to the Reserves Act 1977
Title SA70B/648	Allot 580 TN of Newcastle	
Title SA71B/886	Section 1 SO 61580	
Title SA54B/527	Part Allot 587 TN of Newcastle Allot 588 TN of Newcastle	
Title SA17/8	SO 2464	Land held in fee simple, <u>not</u> subject to the Reserves Act 1977.

Note: An easement over Recreation Reserve can be granted subject to section 48 of the Reserves Act 1977. An easement on parcel SO 2464 will be approved under Land Transfer Act 2018.

#### Reserve history and values

Portions of the Reserve were privately owned and transferred to the Ngāruawāhia Borough Council in 1979 as a Recreation Reserve. Other portions were granted to the Newcastle Town District Board in 1885 and later vested in the Ngāruawāhia Borough Council.



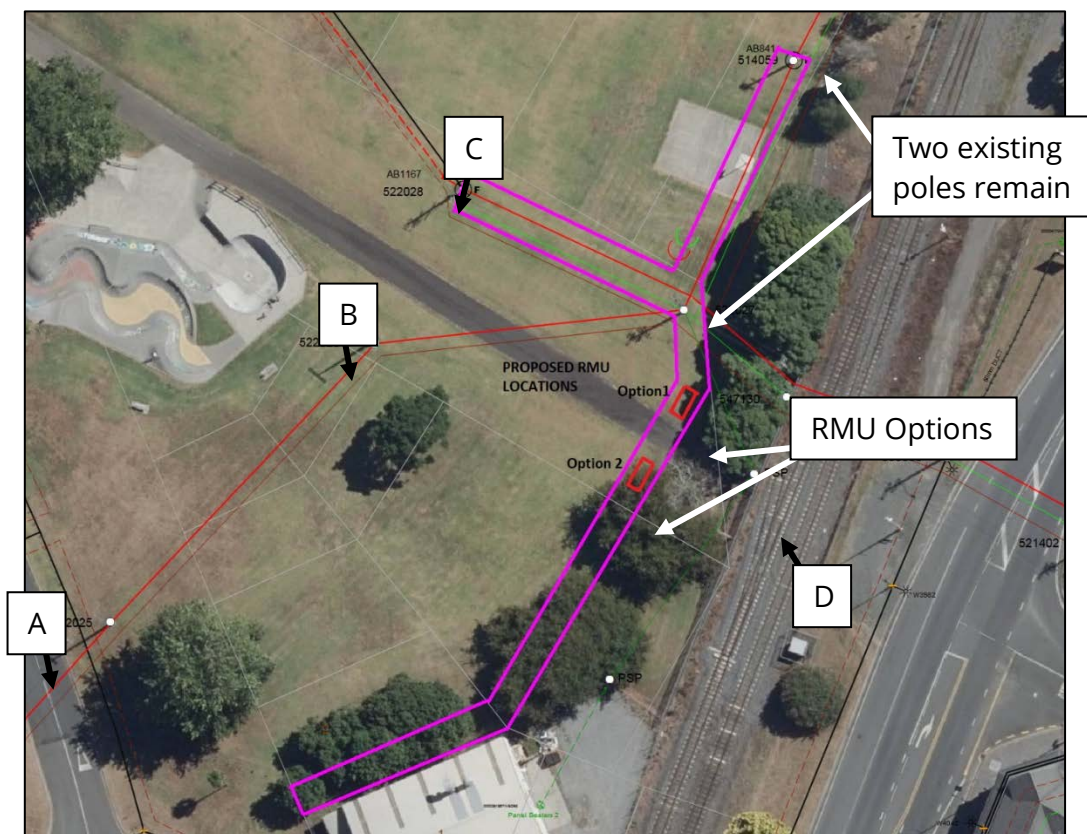
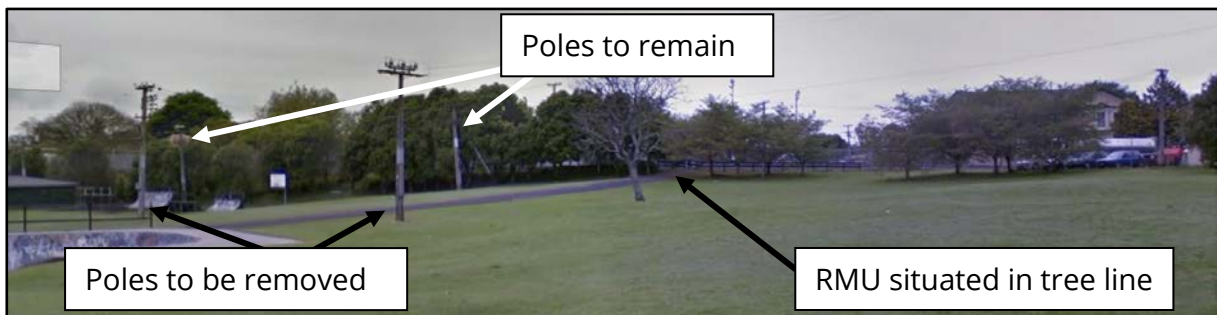
The Point Reserve is a key heritage and cultural area of Ngāruawāhia. This reserve provides recreation and leisure opportunities for residents and visitors, as well as being highly valued for their cultural heritage and landscape features and values.

### Easement work details

WEL currently has 4 power poles within the Reserve to convey electricity. To streamline this infrastructure and reduce the visual impact WEL proposes to remove power pole B and C. A and D will also be removed, but these sit outside the Reserve. The overhead cables will instead be placed underground and run within the purple corridor as per the map below.

WEL also proposed to instal a ring main unit (RMU) above ground. The RMU functions as a junction box and has a footprint (including pad) of 2250mm width x 1150mm depth x 1646mm height. Two location options were provided, neither present any benefit over the other. The exact location will be confirmed during consultation with hapu and iwi and Councils reserve staff.

Image Showing exiting power poles



## 5. Discussion and analysis

### Taataritanga me ngaa tohutohu

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#### **Social**

The Point Reserve is used and enjoyed by residents and visitors for its open spaces and location to the river. The Reserve is also highly valued for its cultural and heritage values.

WEL infrastructure provides a social good by conveying electricity and telecommunications for the benefit of the Reserve and surrounding communities.

While the RMU will be above ground, there will be a net reduction of visual impact imposed by WEL infrastructure on the Reserve.

Removing the poles and overhead cables through the middle of the Reserve will also provide greater open space for recreation users wishing to use the airspace.

#### **Economic**

WEL infrastructure provides an economic good by conveying electricity and telecommunications for the benefit of the Reserve and surrounding communities. All process fees incurred by the Council will be recovered from WEL.

#### **Environmental**

The Reserve is managed as an open space and community park. While the initial burying of the cables and removal of the poles will have an impact on the land, approving this easement will provide a benefit by removing existing visual impacts (power poles).

#### **Culture**

The Council developed The Point Reserve & Kiingitanga Reserve Management Plan ('the Plan') for the Reserve, in consultation with Waikato-Tainui, which sets out management principles for the Reserve.

The Plan identified both Nga uri o Tamainupo and Tuurangawaewae Marae as the hapu and marae for the whenua. Council is required to actively engage with hapu in good faith and on issues affecting this land.

WEL are engaging with mana whenua. However, they were unable to complete this before the submission of this report to the committee. Due to the timing of the 19 September 2022 committee meeting, it was not practical to delay this report to the next committee meeting.

If this resolution is approved, consultation will be undertaken immediately.

If hapū and iwi are supportive of the easement, Council will proceed. However, if concerns are raised during consultation, conditions can be added in the easement agreement to address these concerns. If conditions in the easement document cannot suitably manage the concerns and the Council agrees with these concerns, the process could be declined, under the proposed delegation to the Chief Executive.

## **5.1 Options**

### **Ngaa koowhiringa**

Staff have assessed that there are two reasonable and viable options for the Infrastructure Committee to consider. This assessment reflects the level of significance (see paragraph 6.1) and relevant factors considered in completing the options assessment. The options are set out below.

#### **Option 1: As the delegated authority, once hapū and iwi engagement is complete, Council may grant an easement over the land for conveyance of electricity utilities.**

An easement provides legal protection to the infrastructure once works have been undertaken to remove some of the power poles and install underground powerlines.

#### **Option 2: Council can decline to exercise its delegated authority to grant an easement over part of the reserve for drainage.**

Should the recommendations of this report not be approved, the applicants will be required to service their existing above ground power lines and poles. The existing infrastructure will not be legally protected.

**Staff recommend Option 1.**

## **5.2 Financial considerations**

### **Whaiwhakaaro puutea**

There are no material financial considerations associated with the recommendations of this report. All costs will be met by WEL.

## **5.3 Legal considerations**

### **Whaiwhakaaro-aa-ture**

This easement is being considered under section 48 of the Reserves Act 1977 which provides the right to grant easements over a Reserve.

Staff confirm that the staff recommendation complies with the Council's legal and policy requirements.

This easement has been considered exempt from public notification provisions of s48 of the Reserves Act 1977, this is further discussed in section 6.2 below.

## **5.4 Strategy and policy considerations**

### **Whaiwhakaaro whakamaaherehere kaupapa here**

The report and recommendations are consistent with the Council's policies, plans and prior decisions.

## 5.5 Maaori and cultural considerations

### Whaiwhakaaro Maaori me oona tikanga

The Point Reserve has great significance to hapū and iwi. The Applicant is currently engaging with hapū and iwi representatives to understand their views of the proposal.

Comment was not able to be sought before the committee meeting.

## 5.6 Climate response and resilience considerations

### Whaiwhakaaro-aa-taiao

The matters in this report have no known impact on climate change or resilience for the Council.

## 5.7 Risks

### Tuuraru

The Overall Risk Profile is Low as determined by Council's Risk Profile Assessment Tool.

## 6. Significance and engagement assessment

### Aromatawai paahekoheko

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### 6.1 Significance

#### Te Hiranga

The decisions and matters of this report are assessed as of low-medium significance, in accordance with the Council's [Significance and Engagement Policy](#). Consultation with hapū and iwi is important as the land holds significance.

Comment was not able to be sought before the committee meeting. Refer to section 5 cultural analysis.

### 6.2 Engagement

#### Te Whakatuutakitaki

Internal engagement with other key stakeholders within Council (Legal, Reserves Planner Team Leader, Strategic Property Manager, Land Development Engineer and Senior Planner) has been undertaken and their views considered.

An easement under the Reserves Act 1977 requires public notification unless the activity is not likely to materially alter or permanently damage the reserve, and the rights of the public are not likely to be permanently affected. This exemption applies to this easement application.

Comment was not able to be sought before the committee meeting. Refer to section 5 cultural analysis.

Highest level of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

State below which external stakeholders have been or will be engaged with:

Planned	In Progress	Complete	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Internal
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Community Boards/Community Committees
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Waikato-Tainui/Local iwi and hapuu
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Affected Communities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Affected Businesses
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (Please Specify)

## 7. Next steps Ahu whakamua

Should the recommendations be approved by Council, the following steps will require action in order to conclude the matter:

- a. Engagement with hapū and iwi
- b. Prepare & execute Easement Agreement
- c. Survey easement alignment Council reserve
- d. Register Easement against Title of Council reserve.

## 8. Confirmation of statutory compliance Te Whakatuuturutanga aa-ture

As required by the Local Government Act 2002, staff confirm the following:

The report fits with Council's role and Infrastructure Committee's Terms of Reference and Delegations.	Recommendation to Council required
The report contains sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages ( <i>Section 5.1</i> ).	Confirmed
Staff assessment of the level of significance of the issues in the report after consideration of the Council's Significance and Engagement Policy ( <i>Section 6.1</i> ).	Low
The report contains adequate consideration of the views and preferences of affected and interested persons taking account of any proposed or previous community engagement and assessed level of significance ( <i>Section 6.2</i> ).	Confirmed

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The report considers impact on Maaori ( <i>Section 5.5</i> )	Confirmed
The report and recommendations are consistent with Council's plans and policies ( <i>Section 5.4</i> ).	Confirmed
The report and recommendations comply with Council's legal duties and responsibilities ( <i>Section 5.3</i> ).	Confirmed

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## 9. Attachments

### Ngaa taapirihanga

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Attachment 1 – Aerial Diagram – Easement works within the Point Reserve

Attachment 2 – Aerial Diagram – Land titles subject to work

Attachment 3 – RMU plans

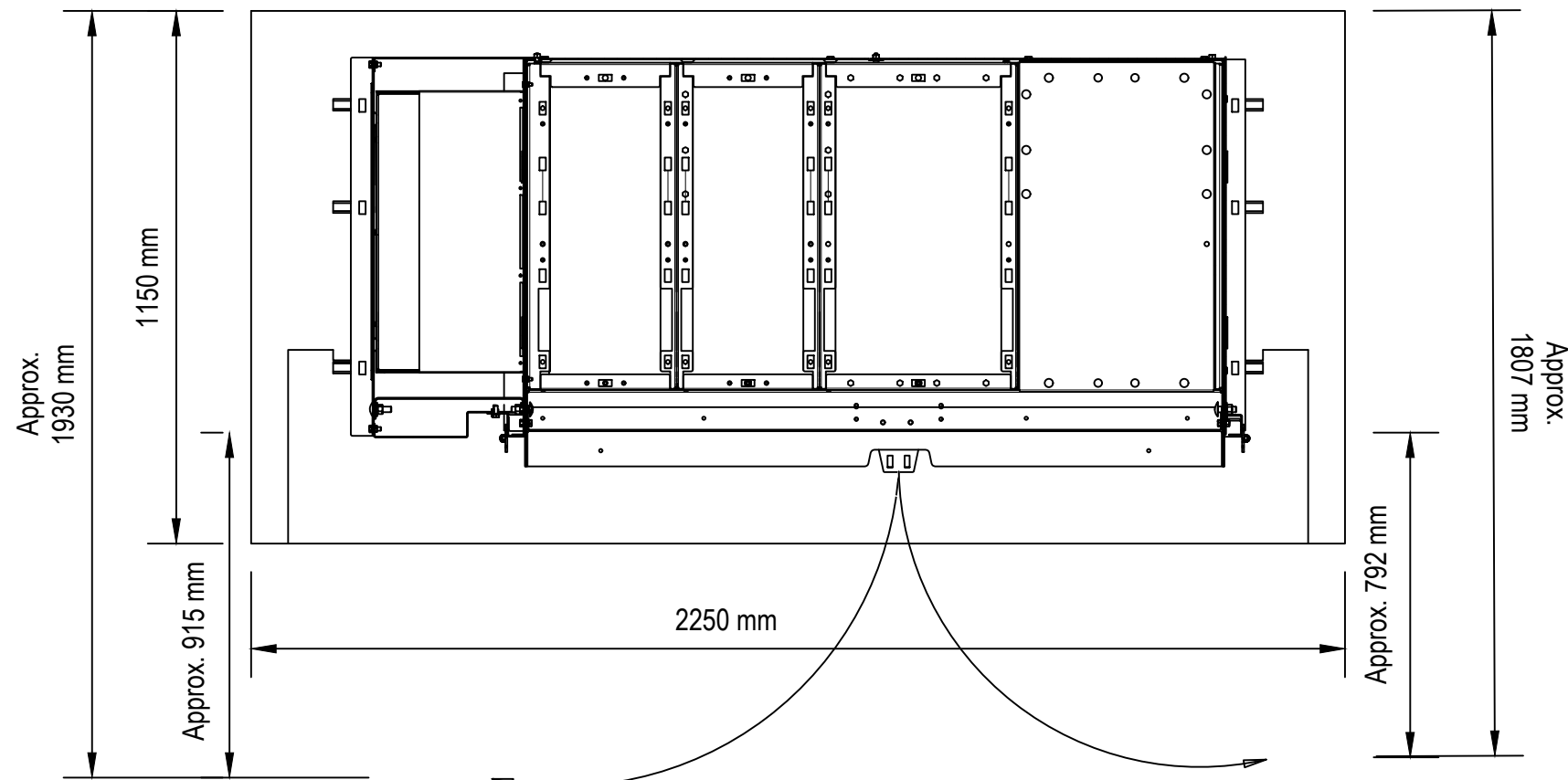
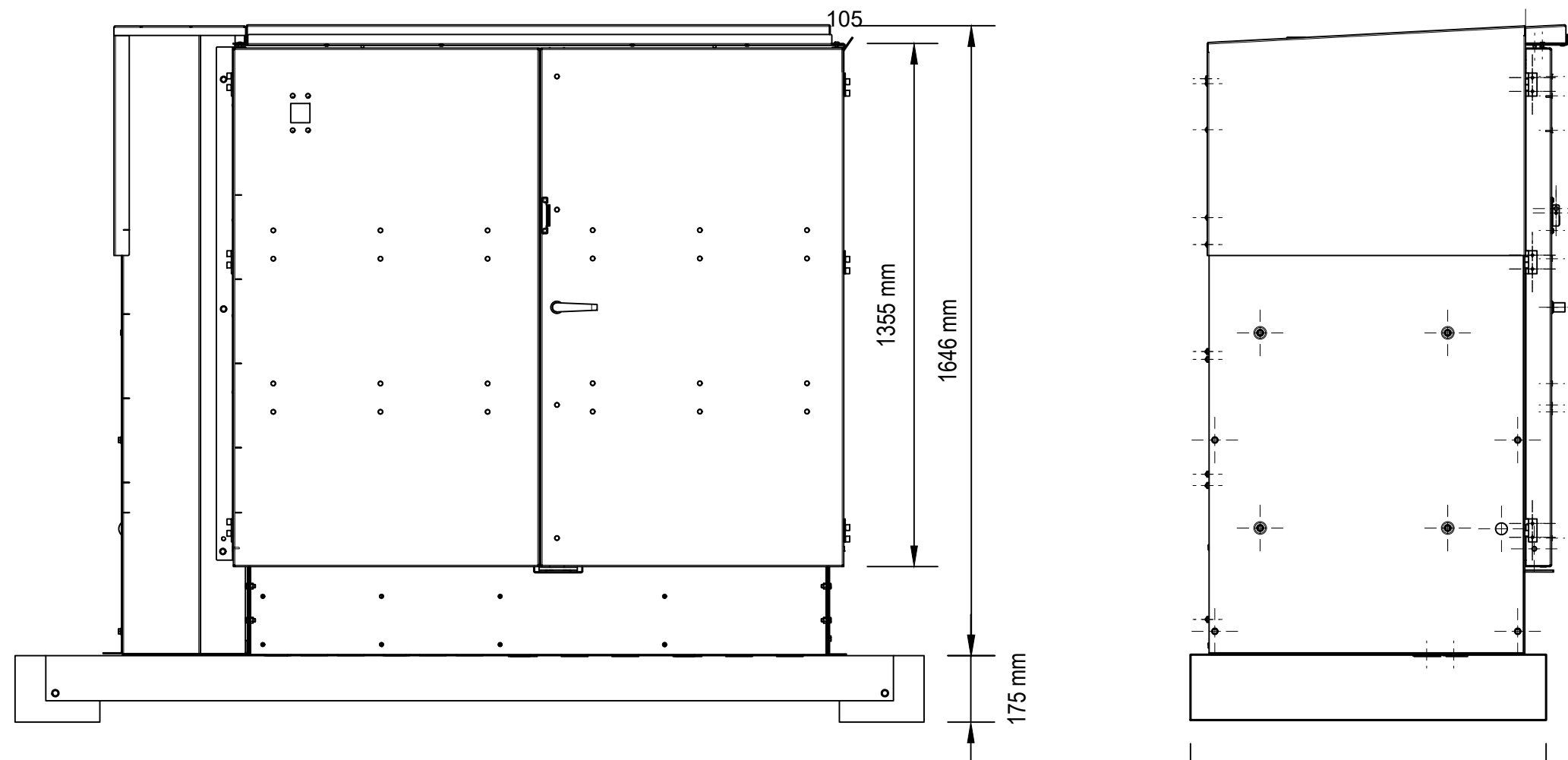
### Attachment 1 – Aerial Diagram – Easement works within the Point Reserve



## Attachment 2 – Aerial Diagram – Land titles subject to work







Size Enclosure (w x d x h)  
 4 function 1950 x 942 x 1646 mm  
 Weight: 446 kg + 335 kg (Switchgear)

Foundation Pad (w x d x h)  
 2250 x 1150 x 175 mm  
 Weight: 650 kg

Total weight: 1431 kg

REVISION	DRAWN	CHK	APPR.	DATE	DESIGNED	ID	
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						MS	31/05/2019

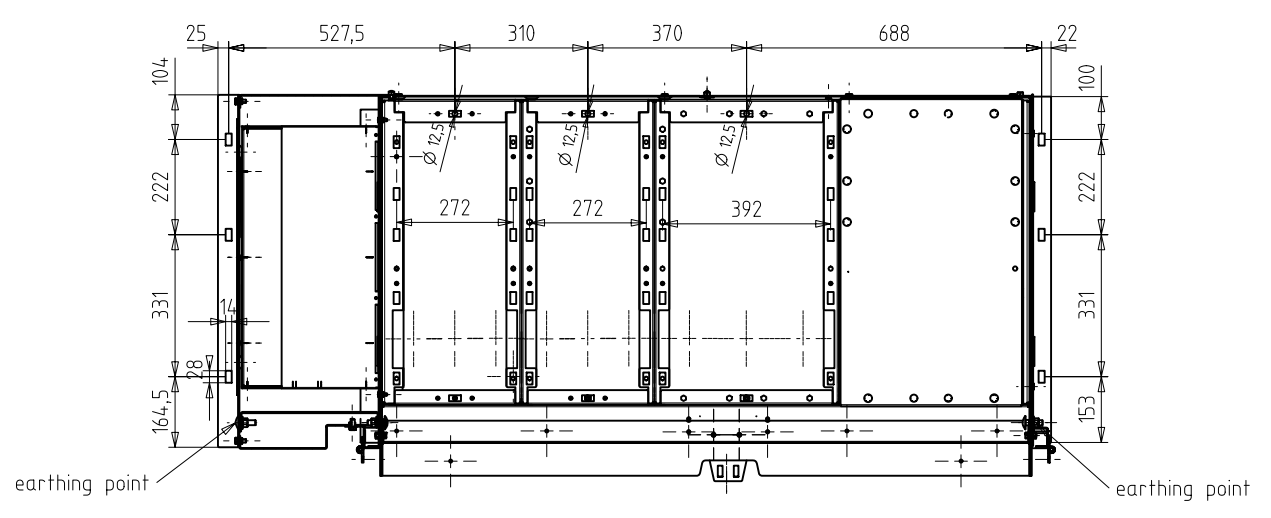
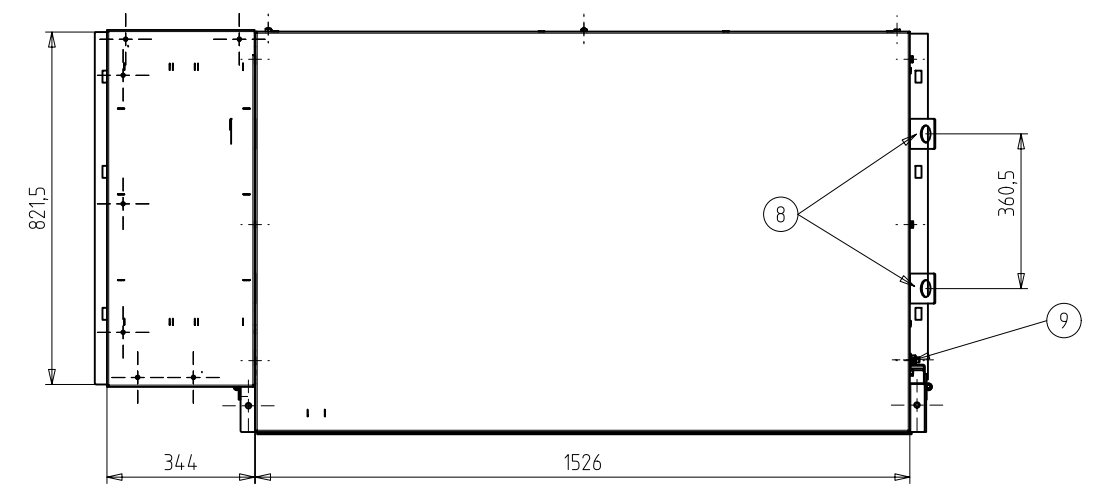
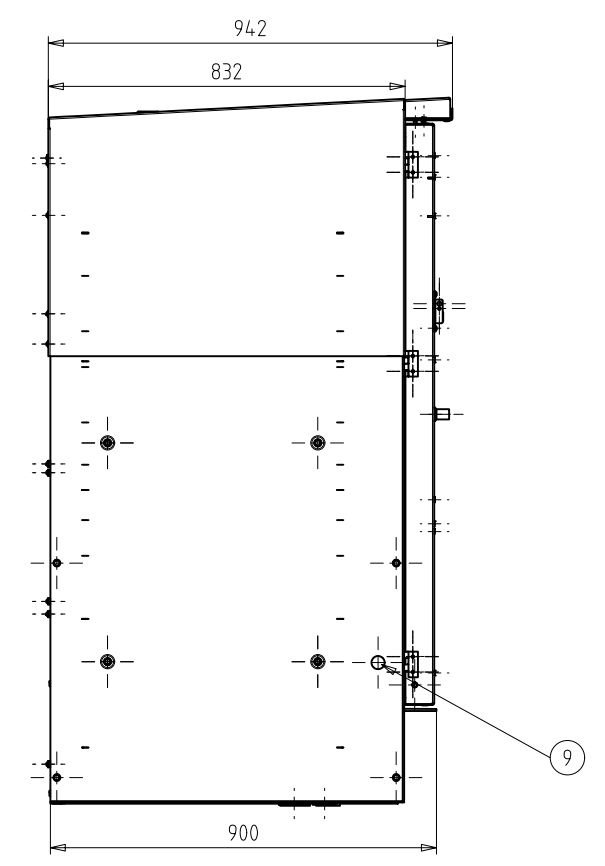
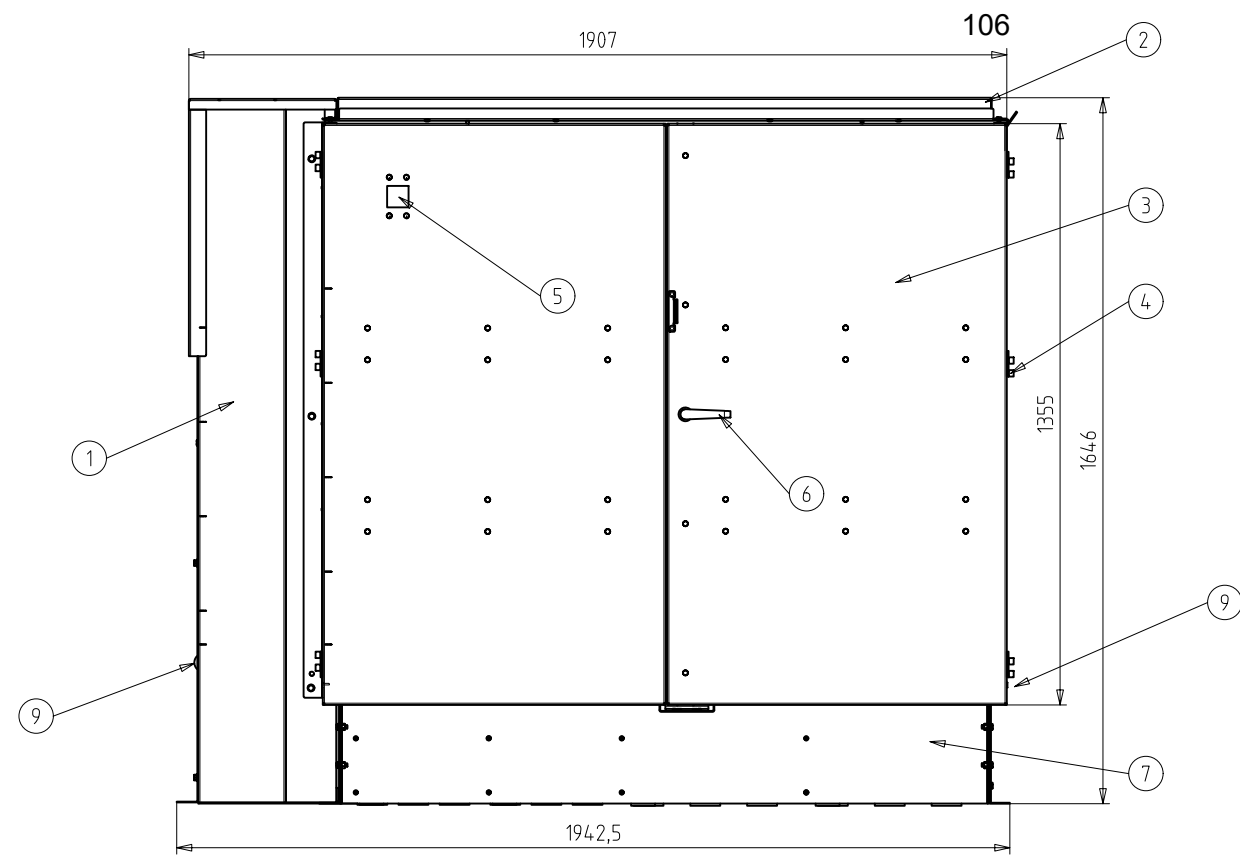


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8DJH OUTDOOR ENCLOSURE  
 RRT  
 SIEMENS CLASS B

PROJECT		
DRAWING FUNCTION	REFERENCE	SCALE AT A3
		NTS
DWG No.	SHEET	REV.
		A



- 1,pressure relief duct
- 2,outdoor roof
- 3,door
- 4,hinge \* 6
- 5,transparent window
- 6,doorknob
- 7,base frame ,300 height
- 8,transport lug
- 9,earthing point,M12 bolt

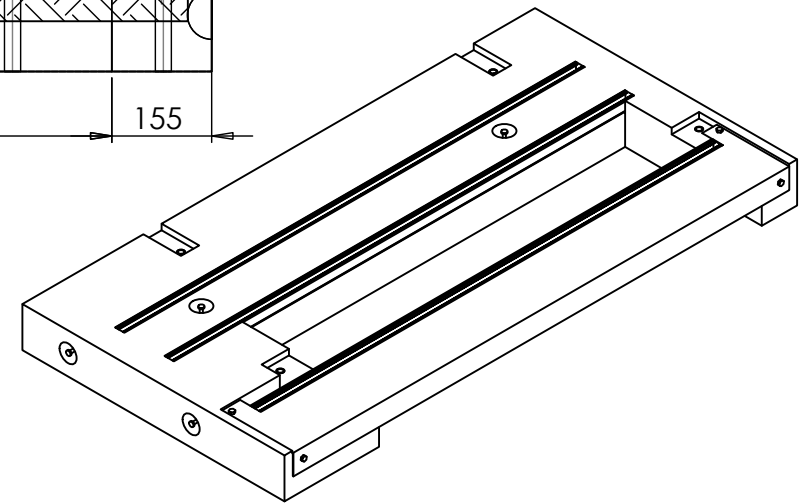
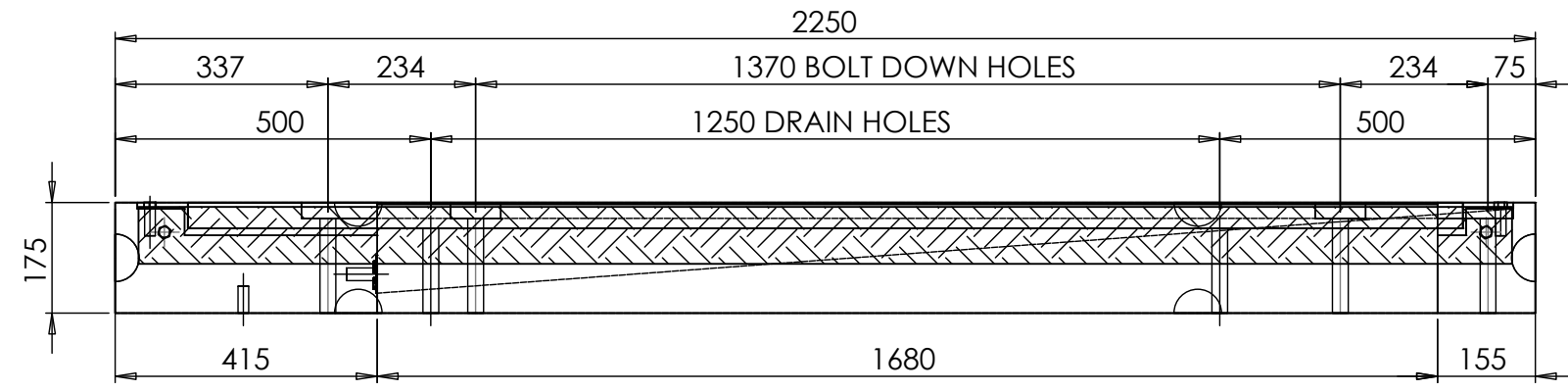
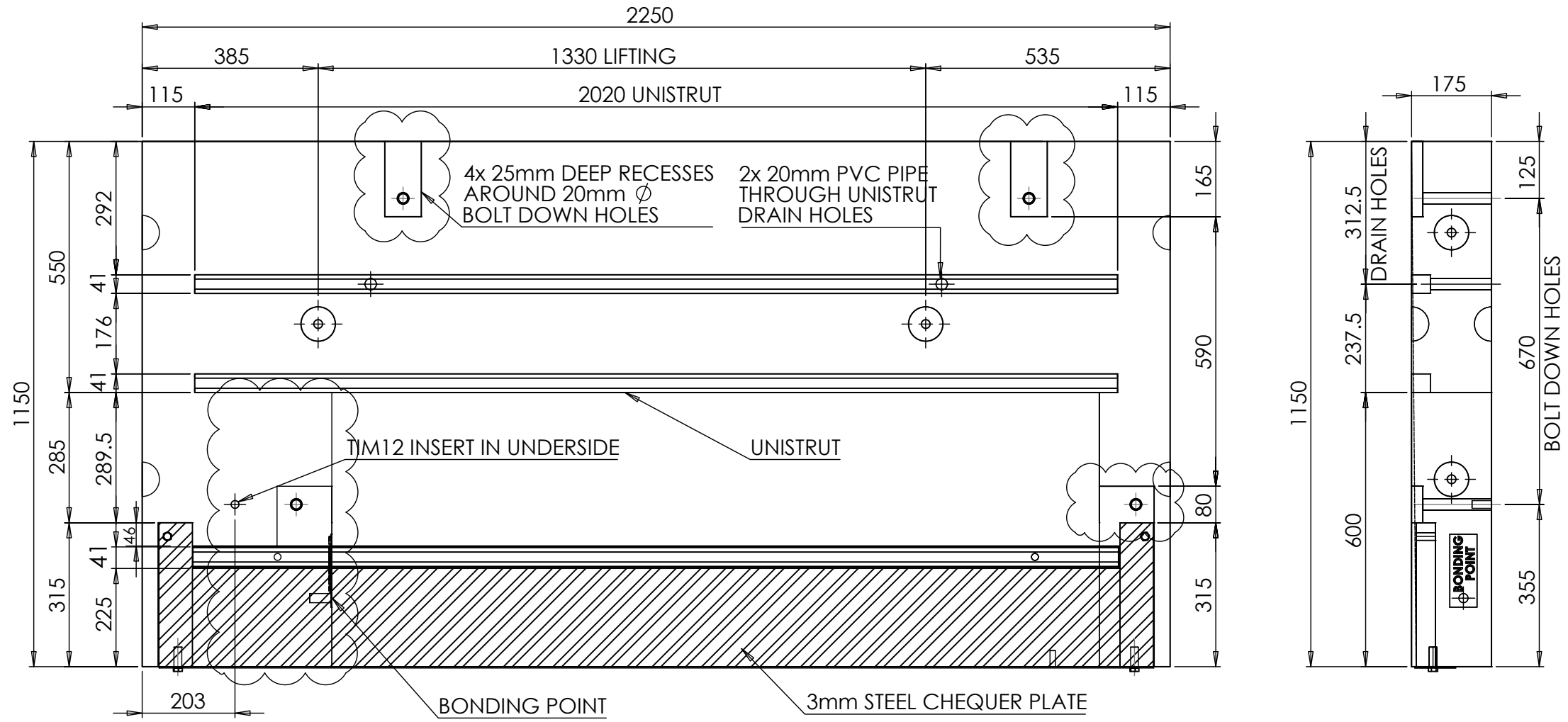
REVISION	DRAWN	CHK	APPR.	DATE	DESIGNED	ID	DATE

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**8DJH OUTDOOR ENCLOSURE**  
**RRT**  
**SIEMENS CLASS B**

PROJECT		
DRAWING FUNCTION	REFERENCE	SCALE AT A3
		NTS
DWG No.	100	SHEET
		REV. A



REVISION	DRAWN	CHK	APPR.	DATE	DESIGNED	ID
					DRAWN	31/05/2019
					CHECKED	MS 31/05/2019
					APPROVED	
					PROJECT No.	
					CAD FILE NAME	



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8DJH SWITCHGEAR PAD  
SIEMENS FOUNDATION  
SSP2250B

PROJECT		
DRAWING FUNCTION	REFERENCE	SCALE AT A3
		NTS
DWG No.	SHEET	REV.
SSP2250B		A

<b>To</b>	<b>Infrastructure Committee</b>
<b>Report title</b>	<b>Proposed Road Stopping Martin Lane, Horsham Downs</b>
Date:	19 September 2022
Report Author:	Daniel Lincoln, Property Officer
Authorised by:	Megan May, Acting General Manager Service Delivery

## 1. Purpose of the report

### Te Take moo te puurongo

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To update and inform the Infrastructure Committee of an amendment to a proposal received requesting Council stop a portion of legal road.

#### AND

To seek approval for Infrastructure Committee to make the necessary recommendation to Council to proceed with a revised road stopping process.

## 2. Executive summary

### Whakaraapopotanga matua

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The Village Church Trust ("the Trust") have requested Waikato District Council ("the Council") stop and transfer (by sale) part thereof Martin Lane to enable the proposed development of their church and facilities at 10 Martin Lane, Horsham Downs.

The Infrastructure Committee have previously considered the proposed stopping of part of Martin Lane under the Public Works Act 1981 ("PWA") on 14 February 2021.

The Church have now provided an amended plan showing the portion of road proposed to be stopped, has increased. The road is currently a formed and used legal road, therefore it is considered appropriate to use the process under the Local Government Act 1974 instead of the PWA due to the high public interest. This is set out below in the background section.

This report is seeking a new resolution under the Local Government Act 1974 which includes a publicly notified process, so the impacts on public users of Martin Lane can be considered.

The views of Council staff regarding this road stopping are mostly unchanged, however, some aspects of the concept plan have evolved. The new proposal also includes a minor land exchange. See Attachment 3.

The recommendation of this report, if approved, will be subject to public notification, approval by the Chief Surveyor of Land Information NZ, and the process set out in Schedule 10 of the Local Government Act 1974. If Objections are received and they are not withdrawn the matter will be referred back to the Committee for further consideration.

### **3. Staff recommendations**

#### **Tuutohu-aa-kaimahi**

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**THAT the Infrastructure Committee recommends that Council:**

- a. proceeds to notify the proposal to stop a portion of formed Martin Lane, Horsham Downs, as delineated on Attachment 1 and 2 (being approximately 1790m<sup>2</sup> (Subject to survey), in accordance with the Local Government Act 1974;**
- b. if no objections are received during public notification or are withdrawn thereafter, the road stopping process continues and the portion of road described as 'proposed road to be stopped' on Attachment 1 be declared to be stopped in accordance with the Local Government Act 1974;**
- c. the section of land resulting from the road stopping action be transferred for amalgamation with Lot 1 DPS 76724 and Section 4-5 SO 500297 and Lot 1 DP 504278, forming title 773527, at a price established by registered valuation, along with access to at least 20 carparks for school /public use;**
- d. should the road stopping proceed that Council acquires for road by part exchange that portion of land described as 'Section 2' and 'Section 3' on Attachment 3 being approximately 92m<sup>2</sup> combined (subject to survey), by way of offset from the road to be stopped at a price to be determined by registered valuation;**
- e. the net proceeds of sale be credited to the Property Proceeds Reserve; and**
- f. the Chief Executive be delegated authority to execute all relevant documentation to give effect to this resolution.**

### **4. Background**

#### **Koorero whaimaarama**

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The Trust are requesting Council to stop part thereof Martin Lane to enable the proposed development of their church complex and associated facilities at 10 Martin Lane, Horsham Downs.

Martin Lane is a no-exit road roughly 150m in length, from the road entrance off Osborne Road to the vehicle turning bay at the end, and provides access to the Horsham Downs Primary School, the Horsham Downs Hall and the Village Church situated at 4, 6 and 10 Martin Lane respectively.

The Infrastructure Committee previously approved the stopping of part of this road under the Public Works Act 1981 ("PWA") on 14 February 2021.

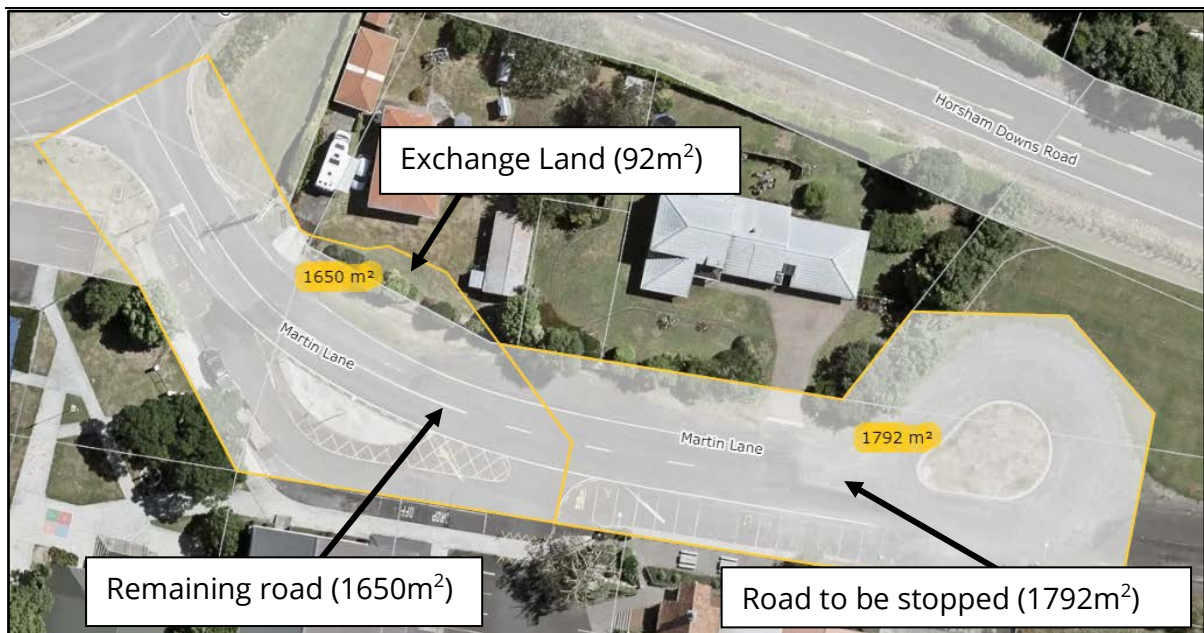
However, discussions with the Church in late July identified they have amended their proposal which increased the area of road to be stopped to slightly over 50% of the total road footprint. The Trust also propose to vest/exchange a small part of their land in Council to form part of the new road end.

Due to the increased land area, the public interest, and the current road being formed and used, the road stopping process under the Public Works Act 1981 is not appropriate.

As such, it is recommended that the Local Government Act 1974 ("LGA") road stopping process is adopted. The LGA process includes public notification which will provide the public the opportunity to submit an objection to Council and if required to speak to this proposal.

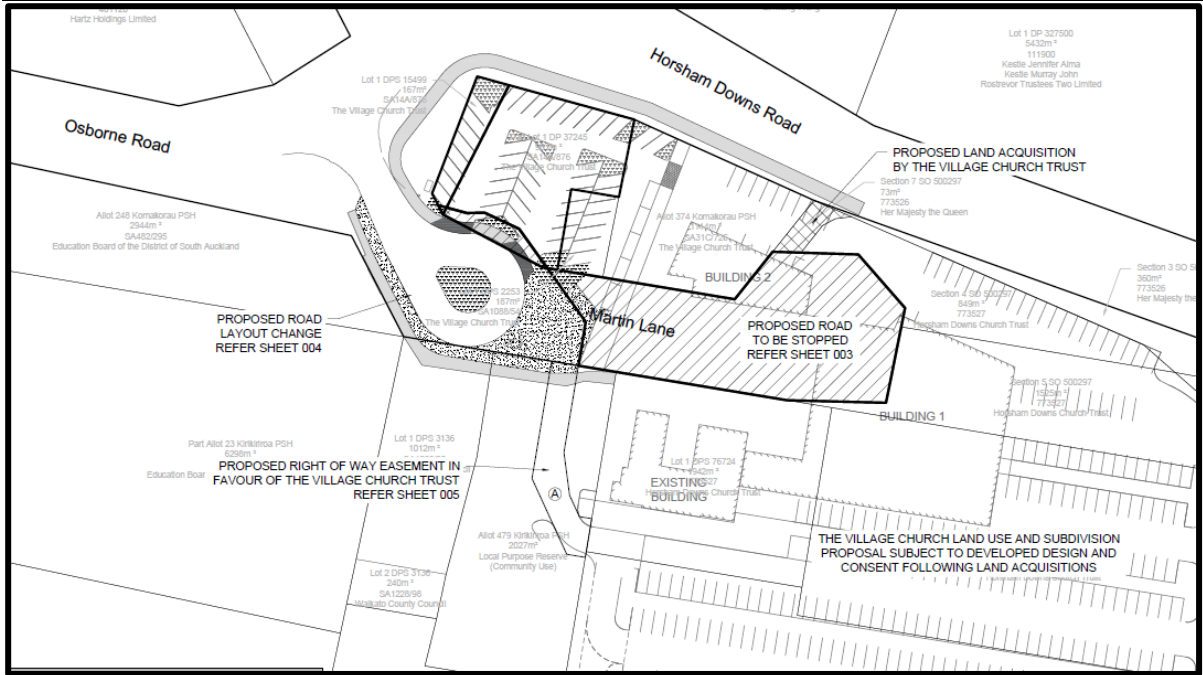
**Note:** This resolution only pertains to the stopping of the road. The development of the new complex and parking areas will be subject to other Council consents.

### Aerial Concept Plan



Areas are roughly estimated on the above plan. Refer to attachment 3 for further detail.

### Concept Plan



### Older Concept Plan (for reference)



### Further context

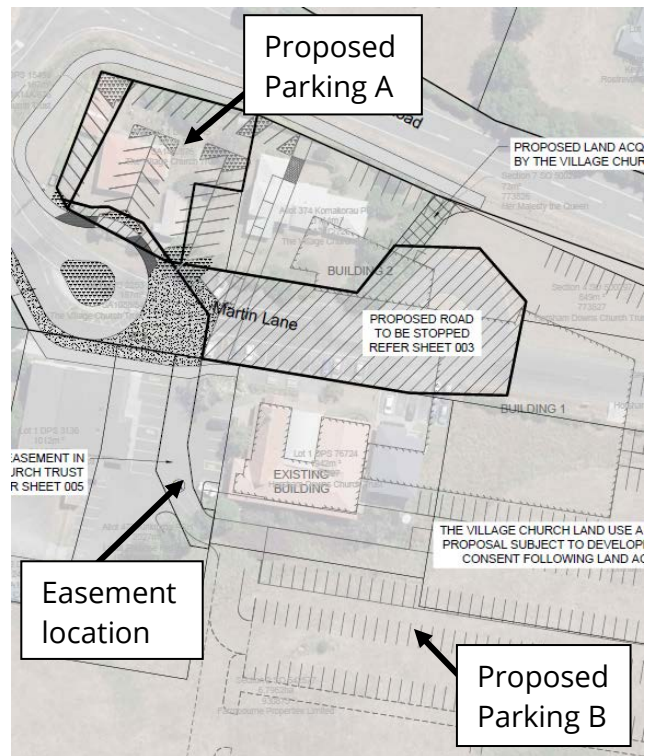
The Trust has also applied for an easement through Councils Local Purpose Reserve to access their proposed car parking south of the existing church. See image to the right.

A resolution for this easement was approved by the Infrastructure Committee on 8 September 2021.

Council plan to notify the easement under the Reserves Act 1977 and this road stopping (if approved) simultaneously to streamline processes.

The easement will provide secondary access to the larger carparking area B to alleviate vehicle congestion in carpark A on the northern side.

Note: This plan shows the older road stopping location, however, the proposed easement and parking locations remain the same.



### Local Government Act 1974 – Road Stopping – Public Notification

Any road stopping processed under the Local Government Act 1974 must be publicly notified if it was approved by the Infrastructure Committee.

A period for Objections is open for no less than 40 days after the date of the first public notice.

A sign will also be affixed to the road start and end to notify the public of the proposed road stopping.

If objections are received, Council may support discussions between the Trust and the Objector to see if the concerns can be resolved.

If the Objectors concerns cannot be resolved, and the Objector does not wish to withdraw their objection, the Council must either decline the road stopping or must submit the objection and road stopping plan/description to the Environment Court for the Courts determination. A report to the Infrastructure Committee will be submitted for this determination. However, if no objections were received, Council can continue to stop the road.

This approach gives strong protection to roads with high public interest.

The potential impact on the school and community hall is further discussed below in the discussion and analysis section.



## 5. Discussion and analysis

### Taataritanga me ngaa tohutohu

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#### Social

##### Active road and access to other landowners

- The part of Martin Lane proposed to be stopped is a formed active road used by multiple properties along with visitors to the school.
- Other than the Council Local Purpose Reserve, all land abutting the road to be stopped is owned by the Trust. Stopping the road as proposed will not block access for other landowners.

##### School and Community Hall users

- While stopping this road will not stop access for other landowners, the stopping will result in a loss of 23 car parks and the loss of active road length by over 50%. This may result in overcrowding during school drop-off and pick-up hours.
- To mitigate these impacts the Trust have agreed in principle to grant an easement over 20 carparks for the public if the development is successful. However, the Trust expressed that the exact configuration and location will be determined in consultation with Council as the design develops.
- Council staff had planned to discuss the project details with impacted parties (specifically the school and community hall) before submitting this report, however, the pending election will delay consideration of this proposal. This engagement will continue.
  - o If this resolution is approved, next steps of this project require public notification. This means that Council will not fetter its discretion or limit its management of the road stopping by approving this resolution without first having input from impacted parties.
  - o Council will also commit to consulting the school and community hall committee before notification to provide clarity and feedback regarding the Trusts proposal and the road stopping proposal.

##### Traffic interference/count

- The Trust emphasizes that church proceedings mostly occur outside of school and Community Hall use. However, if there is events at the School and or the Hall at the same time as a large church gathering then Community Hall and School will likely face traffic congestion.
- A traffic report prepared by Bloxam Burnett & Olliver, at the request of the Trust, shows a significant traffic delay of approximately 16 minutes at the Martin Lane turn at mid-day Sunday. Traffic counts on the remainder of the week and weekend show no areas for concern.

## **Economic**

### Council roading team and road use

- Martin Lane was historically part of the main road named Horsham Downs Road. Over time numerous road realignments and stoppings have resulted in the current alignment.
- The roading team confirmed that Council has no plans to develop this road further.
- The proceeds of the sale (if this is approved), will be credited to the Council Property Proceeds Reserve.

## **Environmental**

- The proposed road stopping will enable the land that is currently a public road to become privately owned and make way for the wider redevelopment of the Trust property.

## **Culture**

- The proposed road stopping is not expected to have a material impact on hapu and iwi.

## **Alternative development options**

- Approving the road stopping will enable the Trust to progress their proposed complex development.
- Declining this road stopping will impact the Trust's development aspirations. However, it is recognized that the surrounding land is currently undeveloped, and the Trust will then be required to consider alternative development options wholly on their land if this resolution and road stopping is declined.

## **5.1 Options**

### **Ngaa koowhiringa**

Staff have assessed that there are two reasonable and viable options for the Infrastructure Committee and Council to consider.

#### **Option 1: Council approve the road stopping.**

The road stopping, if approved, following notification, will enable the Trust to undertake their proposed complex development.

While there are costs to Council throughout the road stopping process, all Council's costs are recovered and paid by the Trust. Furthermore, the Trust is required to pay for the section of land resulting from the road stopping action, at a price established by market valuation.

Option 1 is the recommended option as it allows for the public to be heard through the Objection process.

#### **Option 2: Council can decline the road stopping.**

The road will remain as legal road and there is no need or intention to further develop it for the foreseeable future as alternative legal and physical access is provided to the adjoining land. No costs involved for Council (except any costs the applicant may have already incurred by engaging other services).

Option 2 is not the recommended option.

**Option 1 is the recommended option.**

## **5.2 Financial considerations**

### **Whaiwhakaaro puutea**

The Applicant will meet all associated costs including survey, valuation and legalisation fees.

The proceeds from the sale of the land are proposed to be held in the Property Proceeds Reserve to be applied to future land purchases.

As such there are no material financial considerations associated with the recommendations of this report.

## **5.3 Legal considerations**

### **Whaiwhakaaro-aa-ture**

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

The Road to be stopped is Crown Grant Land. Section 40 of the Public Works Act 1981 is not applicable as disposal to a former owner cannot be achieved.

Given the public interest in this road, staff recommend the Local Government Act 1974 road stopping process. This allows public notification of the road stopping to better understand the views of stakeholders.

Section 342 of the Local Government Act 1974 and Schedule 10 prescribe the required process.

### **AND**

Staff confirm that the staff recommendation complies with the Council's legal and policy requirements.

## **5.4 Strategy and policy considerations**

### **Whaiwhakaaro whakamaaherehere kaupapa here**

The report and recommendations are consistent with the Council's policies, plans and prior decisions and the road is proposed do be stopped in a manner consistent with the Strategic Land Acquisition and Disposal Policy.

## **5.5 Maaori and cultural considerations**

### **Whaiwhakaaro Maaori me oona tikanga**

As there is no perceived impact on Maaori, no consultation with hapū or iwi has been completed in relation to the proposed road stopping.

## 5.6 Climate response and resilience considerations Whaiwhakaaro-aa-taiao

The matters in this report have no known impact on climate change or resilience for the Council.

## 5.7 Risks Tuuraru

The Overall Risk Profile is **Moderate** as determined by Council's Risk Profile Assessment Tool.

The main risk will be likelihood of objection during public notification from the public concerned about loss of active public road and parking.

If an objection is received and not withdrawn, Council will need to consider whether to proceed to the Environment Court or decline the road stopping.

Council will need to discuss whether the Trust are willing to meet costs incurred to proceed to the Environment Court. Staff would not recommend Council proceed to the Environment Court if costs are not recoverable from the Trust.

## 6. Significance and engagement assessment Aromatawai paahekoheko

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### 6.1 Significance Te Hiranga

The decisions and matters of this report are assessed as of low significance, in accordance with the Council's [Significance and Engagement Policy](#).

The Significance and Engagement Policy provides at Schedule 1, a list of Waikato District Council's assets, which further identifies the roading network to be a strategic asset.

The Policy requires Council to consider 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 portion of road does not form part of a series of linked roads. It is the end of a cul-de-sac.

## 6.2 Engagement Te Whakatuutakitaki

Engagement with Walking Access Commission is underway however final comments were not available at the time the report was written. The portion of road to be stopped does not link to any other road, waterway or site of significance.

Highest level of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

State below which external stakeholders have been or will be engaged with:

Planned	In Progress	Complete	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Internal
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Community Boards/Community Committees
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Waikato-Tainui/Local iwi and hapuu
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Affected Communities
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Affected Businesses
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (Please Specify)

## 7. Next steps Ahu whakamua

Follow the Local Government Act road stopping process (simplified):

- Execute standard road stopping agreement to cover costs
- Value and survey the land
- Seek LINZ approval to the Survey Plan
- Notify proposal to stop the road
- Hear / Resolve objections (if any are received) or proceed
- Seek approval for rural road and notify the road stopping by way of gazette
- Legalise road stopping with LINZ
- Sale and purchase agreement to finalise road stopping.

## 8. Confirmation of statutory compliance Te Whakatuuturutanga aa-ture

As required by the Local Government Act 2002, staff confirm the following:

The report fits with Council's role and Infrastructure Committee's Terms of Reference and Delegations.	Recommendation to Council required
The report contains sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages ( <i>Section 5.1</i> ).	Confirmed
Staff assessment of the level of significance of the issues in the report after consideration of the Council's Significance and Engagement Policy ( <i>Section 6.1</i> ).	Low
The report contains adequate consideration of the views and preferences of affected and interested persons taking account of any proposed or previous community engagement and assessed level of significance ( <i>Section 6.2</i> ).	Confirmed
The report considers impact on Maaori ( <i>Section 5.5</i> )	Not applicable
The report and recommendations are consistent with Council's plans and policies ( <i>Section 5.4</i> ).	Confirmed
The report and recommendations comply with Council's legal duties and responsibilities ( <i>Section 5.3</i> ).	Confirmed

## 9. Attachments Ngaa taapirihanga

Attachment 1 – Proposal Overview Plan – Plan of road to be stopped

Attachment 2 – Aerial map of road to be stopped

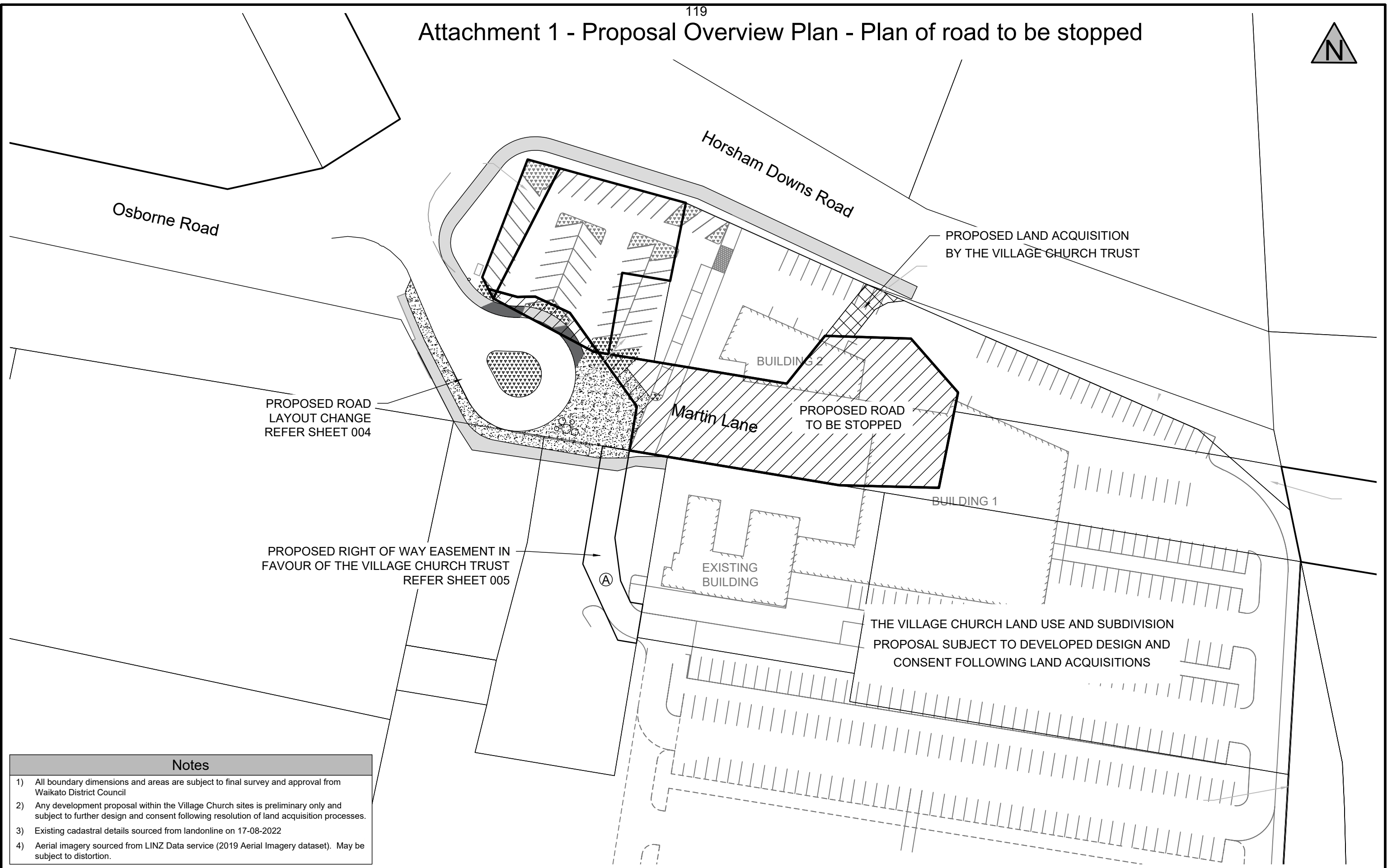
Attachment 3 – Exchange land plan

Attachment 4 – Proposed road-end plan

Attachment 5 – Map of adjacent land ownership

Attachment 6 – Easement on Local Purpose Reserve plan

# Attachment 1 - Proposal Overview Plan - Plan of road to be stopped



**Notes**

- 1) All boundary dimensions and areas are subject to final survey and approval from Waikato District Council
- 2) Any development proposal within the Village Church sites is preliminary only and subject to further design and consent following resolution of land acquisition processes.
- 3) Existing cadastral details sourced from landonline on 17-08-2022
- 4) Aerial imagery sourced from LINZ Data service (2019 Aerial Imagery dataset). May be subject to distortion.

Size	A3	Scale	1:750	Date	August 2022
No.	Amendment	Init.	Date	Designed	
1	DRAFT - For Information	MB	17/08/2022	Drawn	
2				Checked	
3				Approved	

**Proposal Overview Plan**  
**Martin Lane Land Negotiations**  
 Martin Lane, Horsham Downs  
 Prepared for: The Village Church

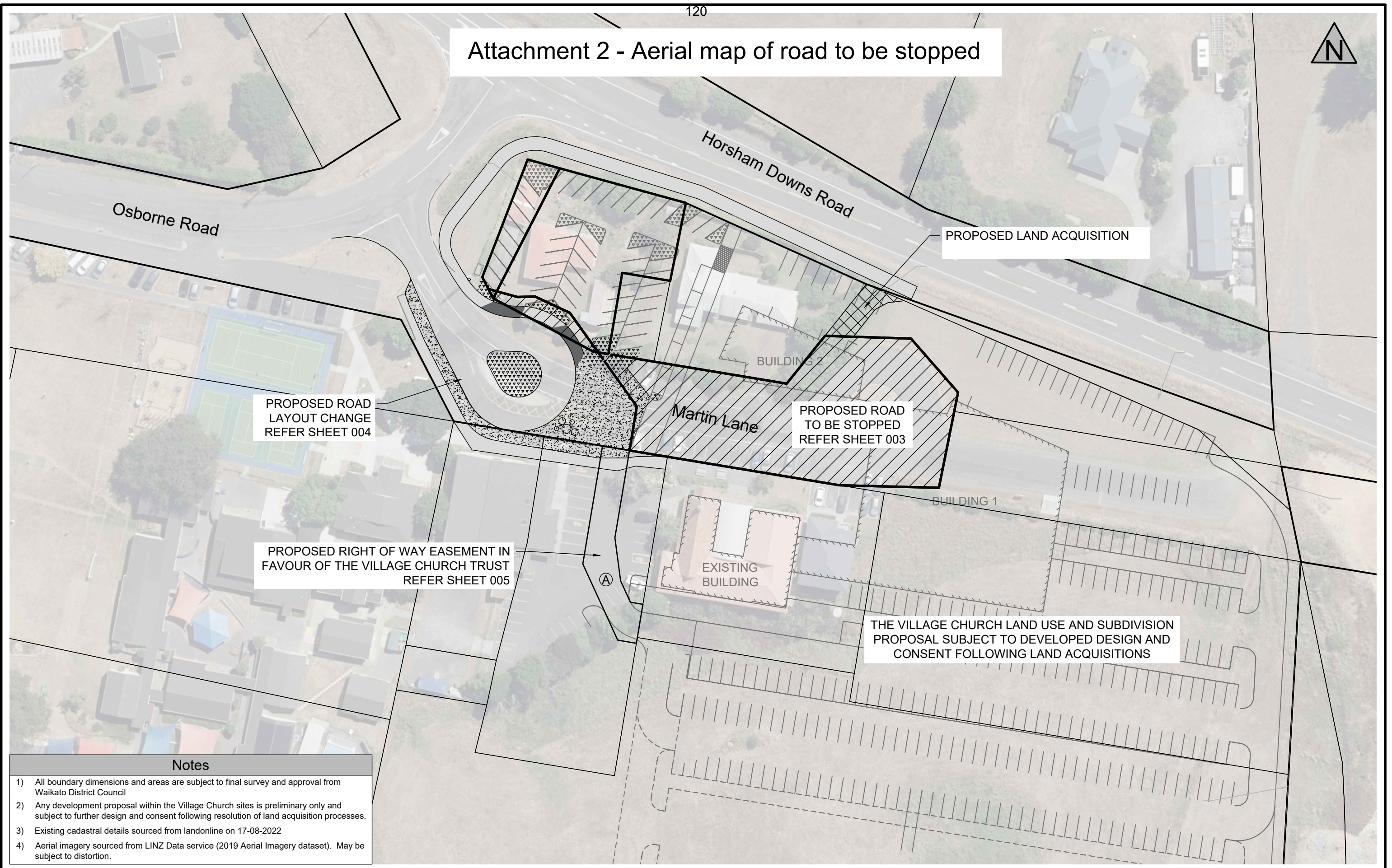


**Blue Wallace Surveyors Ltd.**  
 25 Harwood Street, P O Box 38,  
 Hamilton Central, HAMILTON.  
 Phone (07) 839 7799, Fax (07) 839 4455

Datum: Circuit: Mt Eden 2000	
Height: Moturiki Datum 1953	
Resource Consent Number:	
BW Ref.	Stg. Purp. Dwg. # Revision:
17141-01-PL-002	DRAFT

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# Attachment 2 - Aerial map of road to be stopped



PROPOSED ROAD LAYOUT CHANGE REFER SHEET 004

PROPOSED LAND ACQUISITION

PROPOSED ROAD TO BE STOPPED REFER SHEET 003

PROPOSED RIGHT OF WAY EASEMENT IN FAVOUR OF THE VILLAGE CHURCH TRUST REFER SHEET 005

THE VILLAGE CHURCH LAND USE AND SUBDIVISION PROPOSAL SUBJECT TO DEVELOPED DESIGN AND CONSENT FOLLOWING LAND ACQUISITIONS

**Notes**

- 1) All boundary dimensions and areas are subject to final survey and approval from Waikato District Council
- 2) Any development proposal within the Village Church sites is preliminary only and subject to further design and consent following resolution of land acquisition processes.
- 3) Existing cadastral details sourced from landonline on 17-08-2022
- 4) Aerial imagery sourced from LINZ Data service (2019 Aerial Imagery dataset). May be subject to distortion.

Size	A3	Scale	1:750	Date	August 2022		
No.	Amendment	Init.	Date	Designed	Drawn	Checked	Approved
1	DRAFT - For Information	MB	17/08/2022	Drawn			
2				Checked			
3				Approved			

**Proposal Overview Plan - Aerial Overlay**  
**Martin Lane Land Negotiations**  
 Martin Lane, Horsham Downs  
 Prepared for: The Village Church



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 Hamilton Central, HAMILTON.  
 Phone (07) 839 7799, Fax (07) 839 4455

Datum:	Circuit: Mt Eden 2000
Height:	Moturiki Datum 1953
Resource Consent Number:	.....
BW Ref.	Stg. Purp. Dwg. # Revision:
17141-01-PL-003	DRAFT

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# Attachment 3 - Exchange Land Plan



Osborne Road

Horsham Downs Road

Section 5  
168m<sup>2</sup>

Section 4  
890m<sup>2</sup>

Section 3  
2m<sup>2</sup>

Section 2  
90m<sup>2</sup>

Martin Lane

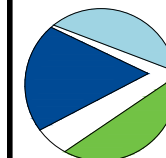
Section 1  
1795 m<sup>2</sup>

- Notes**
- 1) All boundary dimensions and areas are subject to final survey and approval from Waikato District Council
  - 2) Refer to sheet 005 for engineering detail overlay

Road to be Stopped			
Shown	Description	Title Reference	Area
Section 1	Legal Road	Crown Grant	0.1795 Ha
Land to be Declared Road			
Shown	Description	Title Reference	Area
Section 2	Part Lot 1 DP 37245	SA14A/876	0.0090 Ha
Section 3	Part Lot 1 DPS 15499	SA14A/876	0.0002 Ha
Balance Areas			
Shown	Description	Title Reference	Area
Section 4	Part Lot 1 DP 37245	SA14A/876	0.0890 Ha
Section 5	Part Lot 1 DPS 15499	SA14A/876	0.01680 Ha

Size	A3	Scale	1:400	Date	August 2022
No.	Amendment	Init.	Date	Designed	
1	DRAFT - For Information	MB	17/08/2022	Drawn	
2				Checked	
3				Approved	

**Proposed Road Stopping - Legal Details**  
**Martin Lane Land Negotiations**  
 Martin Lane, Horsham Downs  
 Prepared for: The Village Church



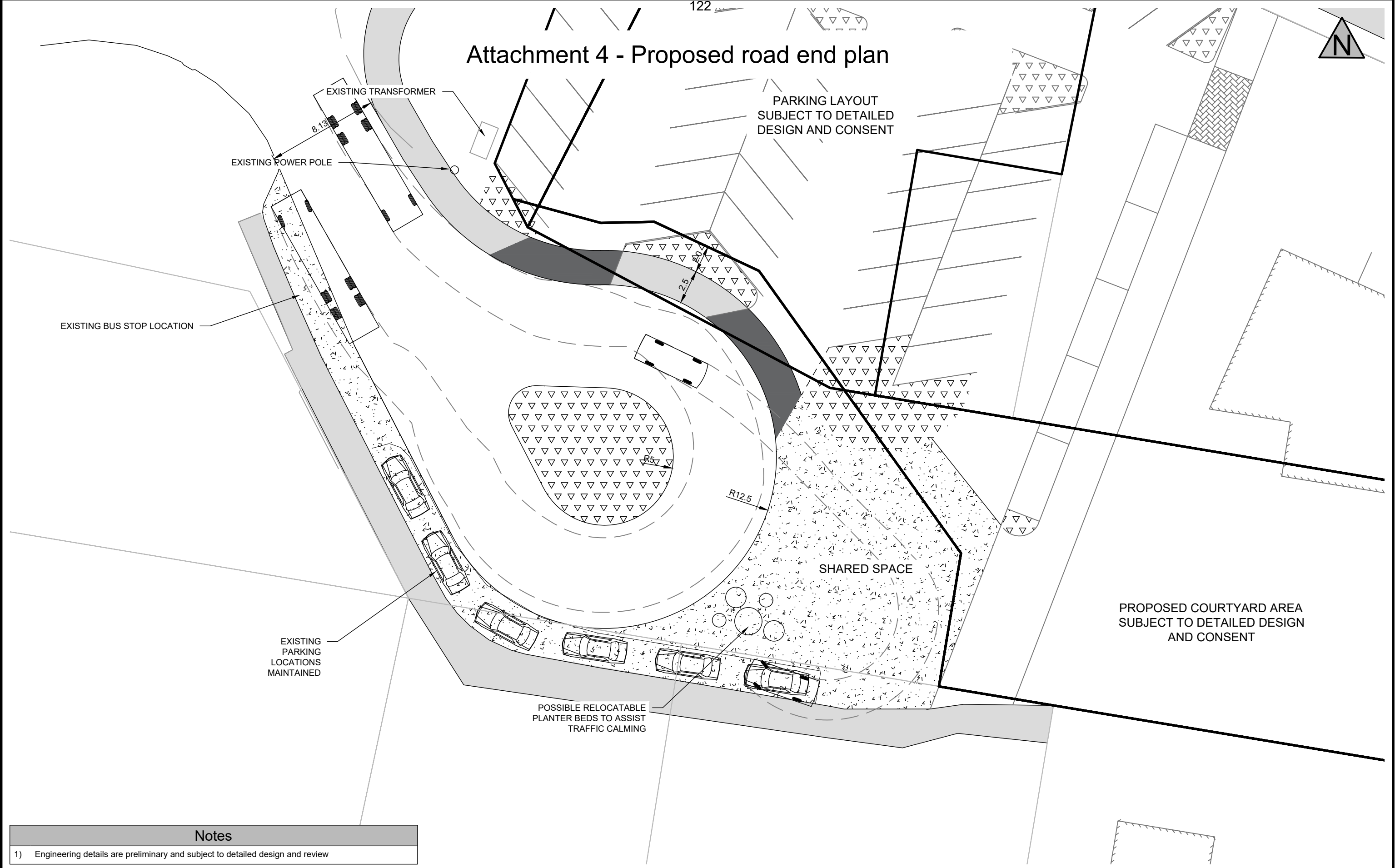
**Blue Wallace Surveyors Ltd.**  
 25 Harwood Street, P O Box 38,  
 Hamilton Central, HAMILTON.  
 Phone (07) 839 7799, Fax (07) 839 4455

Datum:	Circuit: Mt Eden 2000
	Height: Moturiki Datum 1953
Resource Consent Number:	.....
BW Ref.	Stg. Purp. Dwg. # Revision:
17141-01-PL-004	DRAFT

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# Attachment 4 - Proposed road end plan

122

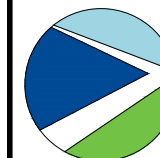


### Notes

1) Engineering details are preliminary and subject to detailed design and review

Size	A3	Scale	4:1_XREF	Date	August 2022
No.	Amendment	Init.	Date	Designed	
1	DRAFT - For Information	MB	17/08/2022	Drawn	
2				Checked	
3				Approved	

Proposed Road Stopping - Engineering Details  
 Martin Lane Land Negotiations  
 Martin Lane, Horsham Downs  
 Prepared for: The Village Church

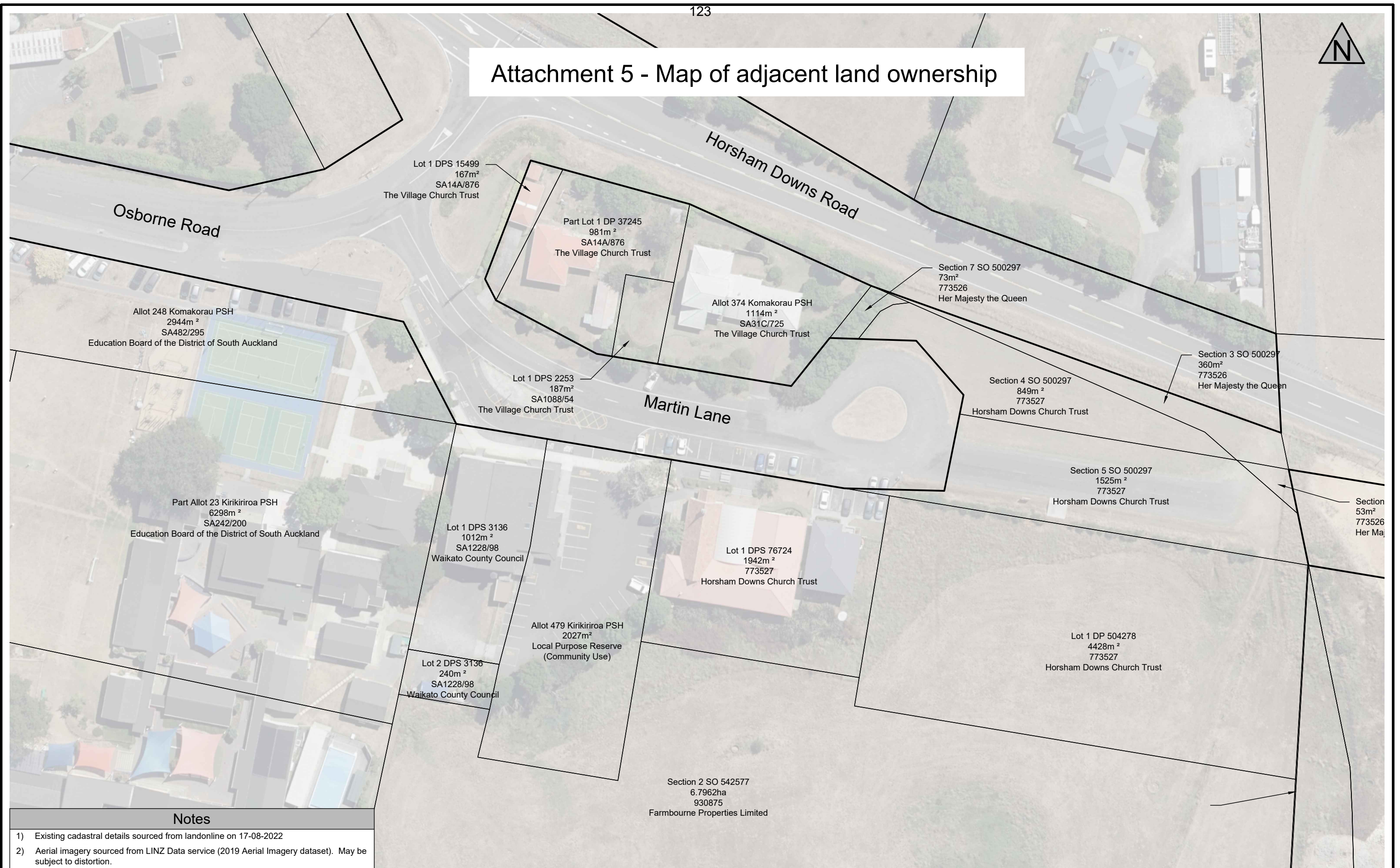


**Blue Wallace Surveyors Ltd.**  
 25 Harwood Street, P O Box 38,  
 Hamilton Central, HAMILTON.  
 Phone (07) 839 7799, Fax (07) 839 4455

Datum:	Circuit: Mt Eden 2000
	Height: Moturiki Datum 1953
Resource Consent Number:	.....
BW Ref.	Stg. Purp. Dwg. # Revision:
17141-01-PL-005	DRAFT

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# Attachment 5 - Map of adjacent land ownership



### Notes

- 1) Existing cadastral details sourced from landonline on 17-08-2022
- 2) Aerial imagery sourced from LINZ Data service (2019 Aerial Imagery dataset). May be subject to distortion.

Size	A3	Scale	1:750	Date	August 2022		
No.	Amendment	Init.	Date	Designed			
1	DRAFT - For Information	MB	17/08/2022	Drawn			
2				Checked			
3				Approved			

**Existing Cadastral Layout Plan**  
**Martin Lane Land Negotiations**  
 Martin Lane, Horsham Downs  
 Prepared for: The Village Church



**Blue Wallace Surveyors Ltd.**  
 25 Harwood Street, P O Box 38,  
 Hamilton Central, HAMILTON.  
 Phone (07) 839 7799, Fax (07) 839 4455

Datum: Circuit: Mt Eden 2000	
Height: Moturiki Datum 1953	
Resource Consent Number:	
.....	
BW Ref.	Stg. Purp. Dwg. # Revision:
17141-01-PL-001	DRAFT

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# Attachment 6 - Easement on Local Purpose Reserve



Lot 1 DPS 3136  
SA1228/98  
Waikato County Council

Allot 479 Kirikiriroa PSH  
Local Purpose Reserve  
(Community Use)

(A)

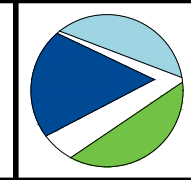
FINAL ENTRANCE  
LOCATION AND DETAIL  
TO BE CONFIRMED



Schedule of Proposed Easements in Gross			
Purpose	Shown	Burdened Land	Grantee
Right of Way	A	Allot 479 Kirikiriroa Parish	The Village Church Trust

Size	A3	Scale	4:1_XREF	Date	August 2022		
No.	Amendment	Init.	Date	Designed			
1	DRAFT - For Information	MB	17/08/2022	Drawn			
2				Checked			
3				Approved			

Proposed Easement  
Martin Lane Land Negotiations  
Martin Lane, Horsham Downs  
Prepared for: The Village Church



**Blue Wallace  
Surveyors Ltd.**  
25 Harwood Street, P O Box 38,  
Hamilton Central, HAMILTON.  
Phone (07) 839 7799, Fax (07) 839 4455

Datum: Circuit: Mt Eden 2000	
Height: Moturiki Datum 1953	
Resource Consent Number: .....	
BW Ref.	Stg. Purp. Dwg. # Revision:
17141-01-PL-006	DRAFT

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---

<b>To</b>	<b>Infrastructure Committee</b>
<b>Report title</b>	<b>Proposed Licence to Occupy Electric Vehicle Charging Site, Tamahere</b>
Date:	19 September 2022
Report Author:	Anthony Averill, Manager Strategic Property and Community Connections
Authorised by:	Megan May, Acting General Manager Service Delivery

## **1. Purpose of the report**

### **Te Take moo te puurongo**

---

To inform the Infrastructure Committee of a request from ChargeNet NZ Limited for a Licence to occupy a Council owned site in Tamahere to place an Electric Vehicle Charging Unit.

#### **AND**

To seek approval to grant a Licence to Occupy for a term of 15 years area for a site in Tamahere

## **2. Executive summary**

### **Whakaraapopotanga matua**

---

Waikato District Council ("the Council") has received a request from ChargeNet NZ Limited (ChargeNet) to occupy a site in Tamahere to enable the installation of an electric vehicle charging unit. It is proposed that the unit be placed next to a Council owned public carpark on Wiremu Tamihana Drive.

This report contains recommendations, which if approved, would enable a Licence to Occupy to be granted to ChargeNet for a term of up to 15 years.

---

### 3. Staff recommendations Tuutohu-aa-kaimahi

---

**THAT the Infrastructure Committee recommends that Council approves:**

- a. the granting of a Licence to Occupy to ChargeNet NZ Limited for a site on Wiremu Tamihana Drive for a term of up to 15 years;**
- b. the Licence be on commercial terms that enable the investment in the infrastructure as well as protecting the Council's interests; and**
- c. the Chief Executive be delegated authority to execute all relevant documentation to give effect to the resolution.**

### 4. Background Koorero whaimaarama

---

The Council has been approached by ChargeNet seeking to occupy a site adjacent to privately owned land in Tamahere for the installation of a charging unit for electric vehicles.

The original proposal was that the charging unit would be placed adjacent to the privately owned commercial shopping centre on the legal road as per the Attachment 2. This location can no longer be proceeded with as the commercial entities on the adjoining site have not provided their consent.

The applicant has now asked if the unit can be placed further south adjacent to the Council reserve, with the unit placed adjacent to the footpath as indicated in the plan – Attachment 1. It is proposed that the final location would be worked through between the parties, to ensure there was no obstruction to the public on the footpath.

ChargeNet have requested a longer-term Licence to Occupy of 15 years to enable them to access the capital to fund the project. They have advised their Business Case does not reach breakeven until year seven, hence a shorter licence does not make the investment viable.

The proposed unit is generic which may have the ability to charge up to 4 vehicles and supports all brands of electric vehicles.

The project is supported by the Tamahere Community Committee and funding has been obtained from EECA by ChargeNet NZ, to support the project. It is understood that the EECA funding is subject to a draw down by March 2023.

The proposed licence will be just for the land area required to place the unit, this will be approximately 2 to 4 square metres.

### 5. Discussion and analysis Taataritanga me ngaa tohutohu

---

This proposed licence will enable the installation of the charging unit, which will then be available for the public to use to charge vehicles, while visiting the area.

The land proposed to be licenced is legal road. The Council has the authority to grant licences on legal road, providing the infrastructure does not obstruct the public from using the road. If a Licence is supported, the proposed location will be finalised with staff to ensure the unit does not obstruct the public ability to use the footpath on Wiremu Tamihana Drive.

The Council's Senior Advisor – Climate Action is currently working through a process with a Regional EV Infrastructure Working Group to provide a framework for the development of EV infrastructure in the region. This Working Group has not yet reached a final position on the role of the various parties.

There have been other requests for EV sites that have been placed on hold while the EV Working Group continue with their work. The proposal from ChargeNet is a community lead initiative and is understood to have a time constraint due to the availability of the EECA funding.

### **Social**

The development of electric vehicle charging unit is not expected to provide any social impacts.

### **Economic**

The proposed Licence will enable electric vehicles to utilise and stay in Tamahere and could provide a positive economic impact on the area, through increased visits and longer stays by users of electric vehicles.

### **Environmental**

The development of an electric vehicle charging network will have positive environmental effects. This Licence will support the community transition to electric vehicles.

### **Culture**

This Licence is not expected to impact on Iwi and Hapu and will support our community in the transition to electric vehicles.

## **5.1 Options**

### **Ngaa koowhiringa**

Staff have assessed that there are two reasonable and viable options for the Infrastructure Committee to consider. This assessment reflects the level of significance (see paragraph 6.1) and relevant factors considered in completing the options assessment. The options are set out below.

#### **Option 1: Approve the granting of Licence to ChargeNet.**

The Licence, if approved will enable the development of an electric vehicle charging site in Tamahere. It would be located so as not to cause an obstruction to users of the area.

#### **Option 2: Decline Granting a Licence to ChargeNet**

An electric vehicle site would not be available on Council land in Tamahere.

**Staff recommend Option 1.**

## **5.2 Financial considerations**

### **Whaiwhakaaro puutea**

There are no financial considerations associated with the recommendations of this report. All costs are being met by ChargeNet.

## **5.3 Legal considerations**

### **Whaiwhakaaro-aa-ture**

The Council is able to grant a Licence as proposed by this report. The terms of the Licence will be drafted by Council's legal team in conjunction with the Strategic Property Team.

## **5.4 Strategy and policy considerations**

### **Whaiwhakaaro whakamaaherehere kaupapa here**

The report and recommendations are consistent with the Council's policies, plans and prior decisions.

## **5.5 Maaori and cultural considerations**

### **Whaiwhakaaro Maaori me oona tikanga**

Refer to section 5 – cultural discussion.

## **5.6 Climate response and resilience considerations**

### **Whaiwhakaaro-aa-taiao**

The matters in this report will have a positive impact on climate change by the supporting of electric vehicle charging infrastructure.

## **5.7 Risks**

### **Tuuraru**

The Overall Risk Profile is Low as determined by Council's Risk Profile Assessment Tool.

## **6. Significance and engagement assessment**

### **Aromatawai paahekoheko**

---

### **6.1 Significance**

#### **Te Hiranga**

The decisions and matters of this report are assessed as of low significance, in accordance with the Council's [Significance and Engagement Policy](#).



## 6.2 Engagement Te Whakatuutakitaki

Internal engagement with other key stakeholders within Council has been undertaken and their views considered.

Highest level of engagement	Inform	Consult	Involve	Collaborate	Empower
	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

State below which external stakeholders have been or will be engaged with:

Planned	In Progress	Complete	
<input type="checkbox"/>	<input type="checkbox"/>	✓	Internal
<input type="checkbox"/>	✓	<input type="checkbox"/>	Community Boards/Community Committees
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Waikato-Tainui/Local iwi and hapuu
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Affected Communities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Affected Businesses
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (Please Specify)

## 7. Next steps Ahu whakamua

Should the recommendations be approved by Council, the following steps will require action in order to conclude the matter:

- a. Staff will work with ChargeNet to confirm the final location.
- b. The Licence to Occupy will be completed.
- c. ChargeNet will progress the Installation process

## 8. Confirmation of statutory compliance Te Whakatuuturutanga aa-ture

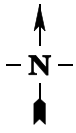
As required by the Local Government Act 2002, staff confirm the following:

The report fits with Council's role and Infrastructure Committee's Terms of Reference and Delegations.	Recommendation to Council required
The report contains sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages ( <i>Section 5.1</i> ).	Confirmed
Staff assessment of the level of significance of the issues in the report after consideration of the Council's Significance and Engagement Policy ( <i>Section 6.1</i> ).	Low
The report contains adequate consideration of the views and preferences of affected and interested persons taking account of any proposed or previous community engagement and assessed level of significance ( <i>Section 6.2</i> ).	Confirmed
The report considers impact on Maaori ( <i>Section 5.5</i> )	Confirmed
The report and recommendations are consistent with Council's plans and policies ( <i>Section 5.4</i> ).	Confirmed
The report and recommendations comply with Council's legal duties and responsibilities ( <i>Section 5.3</i> ).	Confirmed

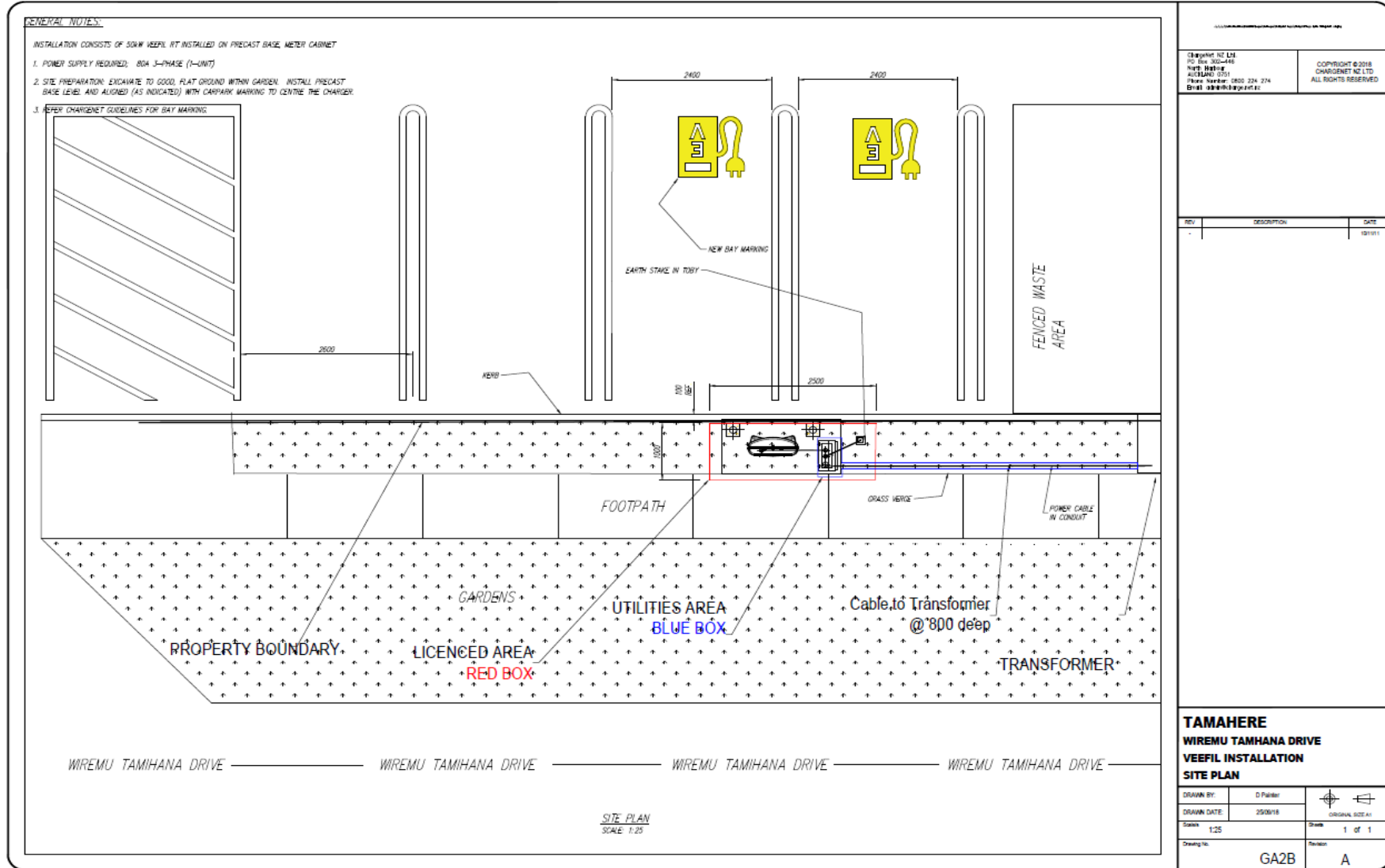
## 9. Attachments Ngaa taapirihanga

Attachment 1 – Location of proposed Licence site

Attachment 2 – Indicative site layout



**Attachment 2 – Proposed layout**





<b>To</b>	<b>Infrastructure Committee</b>
<b>Report title</b>	<b>Parks and Open Spaces Maintenance Contract 15/162 - Extension</b>
Date:	19 September 2022
Report Author:	Anthony Averill Strategic Property and Community Connections Manager
Authorised by:	Megan May, Acting General Manager Service Delivery

## **1. Purpose of the report**

### **Te Take moo te puurongo**

---

To inform the Committee of the intention to proceed with the Year 10 Extension provided for in Year 7 of the Citycare Limited Contract 15/162 for Parks and Open Spaces Maintenance.

## **2. Executive summary**

### **Whakaraapopototanga matua**

---

Contract 15/162 reflects the partnership between Waikato District Council (Council) and Citycare Limited (Citycare) to provide Parks and Open Spaces Maintenance. This contract commenced on 1 August 2016, has an initial expiry date of 31 July 2021. This is subject to yearly rights of extension, from the second year, with a maximum contract term of ten years to 31 July 2026.

The purpose of this report is to advise Council of the intention to formalise the final extension of this contract that is provided for in Year seven of the contract for year Ten of the Contract period. The Contract will then expire on 31 July 2026.

## **3. Staff recommendations**

### **Tuutohu-aa-kaimahi**

---

**THAT the Parks and Open Spaces Maintenance Contract 15/162 – Extension report be received.**

---

## 4. Background

### Koorero whaimaarama

---

The contract between Council and Citycare requires, that from the anniversary of the second year of the contract term, with the annual review on overall contract engagement and performance, that consideration be given to the option to extend the contract for a further year, to a maximum of 10 years.

It is proposed that Citycare staff will be invited to speak to Councillors on their work and performance under this contract but to provide a level of comfort regarding the extension of the contract. In the interim the following information from the last 2021/2022 year is provided.

## 5. Discussion

### Matapaki

---

Contract 15/162 Parks and Open Spaces Maintenance includes an initial five-year period from 1 August 2016 to 31 July 2021 with rights of extensions of one year periods for a further five years. The Year nine extension was granted in 2021. This report advises of the intent to grant the final year ten extension. This results in a maximum contract term of ten years with an expiry of 31 July 2026.

The Citycare Limited Parks and Open Spaces Maintenance Contract Annual Report is attached (Attachment 1) and the following is noted;

- Pass rates achieved in all KPI measures, except for April 2022. In that period one High Risk Check was not completed.
- 14 near misses and 25 Incidents – with 5 key Health and Safety Innovations implemented. 9 Zero Harm audits completed by Council with a score of 100%
- Citycare have completed 32 planting projects with a total value of \$512,925
- Citycare have completed 61 capital renewals projects with a total value of \$572,100
- COVID Level 4 restrictions were introduced in August 2021 which led to a drop in rounds completion across all scheduled services.
- Growth in the district has seen an increase in scheduled works.
- The volume of reactive and unscheduled works decreased along with an increase in graffiti removals and repairs in maintenance works.
- Internment services remained at similar levels with 83 burials and 54 ash internments completed.
- 24 joint quality audits were completed with an average score of 99%
- Citycare received two customer complaints, 1127 customer services request and 99.7% of these were addressed with the required timeframes, with 3 CRM requiring timeframe extensions.
- City care received 17 compliments.

The performance of Citycare within this contract framework is to be celebrated as the results outlined in the attached report are to a high level.

---

This report informs the Committee of the proposal to award the final year of the contract, as enabled at the end of year six of the contract, to enable both Council and Citycare to plan for a final contract year expiring 31 July 2026.

Council staff have formed a strong partnership with Citycare and the Open Spaces Maintenance Contract is performing well. The objectives of this contract are being met and the obligations to the wider community, broader outcomes and innovation are now evident. The proposal to extend this contract will enable Citycare to support the continuation of this service to our community.

## **6. Next steps**

### **Ahu whakamua**

---

Council staff will confirm the Contract renewal as per the requirements of the Contract to end on 31 July 2026.

## **7. Attachments**

### **Ngaa taapirihanga**

---

Attachment 1 – Citycare Limited -Annual Report FY 2022 – for Contract

---





# PARKS AND OPEN SPACES MAINTENANCE CONTRACT 15/162

---

ANNUAL REPORT FY 2022

## 1. Executive Summary

FY 2022 was a successful year for the Parks and Open Spaces Maintenance Contract.

Pass rates were achieved against all KPI measures, except for April 2022. In April, the KPI KRA 4 “Safety” requirements were not met as one High Risk Check was not completed.

Over the last 2 years revenue has increased significantly towards the end of the financial year, this occurred as planting projects and minor capital renewal projects were completed. This year Citycare completed 32 planting projects, with a total value of \$512,925.23 and 61 capital renewals projects, with a total value of \$572,100.18.

Growth in the district has seen an increase in scheduled works and contract overheads. However, this growth has not been fully realised as assets have changed and new assets have been created, for which contract variations have yet to be completed

Citycare has consistently delivered result, completion of both Citycare internal rounds and subcontractor rounds met KPI KRA 3 requirements (that scheduled work is to be completed within allocated timeframes), with the percentage completed each month meeting or exceeding the 95% pass rate.

Government Level 4 restrictions were enforced on the 18<sup>th</sup> of August 2021. All scheduled maintenance ceased with only essential services carried out, as per Notice to Contractor 246. This led to a significant drop in rounds completion across all scheduled services for August.

This year, the volume of most unscheduled and reactive works decreased, however, there was an increase in graffiti removals and the repairs and maintenance of park furniture and equipment. Interment services remained at similar levels to previous years, with 83 burials and 54 ash interments completed, averaging 6.9 burials and 4.5 ash interments per month.

Citycare is here to serve; our quality customer service is key to providing effective and efficient service delivery. We achieve this by undertaking Joint Quality Audits, investigating any complaints received, undertaking customer satisfaction surveys, and tracking CRM response timeframes.

24 Joint Quality Audits were completed this year, with an average score of 99%.

Citycare is driven by happy customers; 121 customer satisfaction surveys were completed this year, 100% of customers who took the survey were satisfied with the quality and efficiency of the service delivered. Of the 1127 customer services requests that we received, 99.7% were completed within required timeframes. Our team strives for positive outcomes; this is reflected in that we received 17 compliments and only 2 complaints this year.

There were 14 near misses reported this year and 25 incidents. 5 key health and safety innovations were implemented this year, including reducing the risk associated with dogs, improving health and safety communications to field staff, digitisation of near miss reporting, reducing the risk to lone works and the digitisation of spray diaries.

9 Zero Harm Audits were completed by Council staff; all received a score of 100%. 80 Work Site General Inspections were completed this year, with an average score of 100%. 19 Critical Risk Checks and 25 Health and Safety Interactions were completed, no issues were reported.

Citycare has seen several staff movements this year, mainly due to staff moving out of the district. These roles have all been filled by people from communities within the Waikato District. There are now 33 people in the Citycare Waikato team, with 70% of staff calling the Waikato District home.

Staff attended 60 courses this year. Training provided to staff included health and safety training, technical skills training and management training.

We are committed to making a difference and making our communities better places. Citycare contributes to thriving local communities, not only through caring for community spaces and hiring, supporting and developing the careers of local people, but also in supporting community led initiatives. In the past year Citycare has contributed 78.5 hours of labour towards supporting community initiatives.

Citycare is committed to doing it right as we team up with Council to serve our communities in the Waikato district. We are excited for the challenges and opportunities FY 2023 will bring as we continue to support and tautoko Waikato District Council in their kaupapa of living, thriving and connected communities.

Detail of the above can be found in the following pages.

## 1.1. Key areas of focus for FY 2023

### 1.1.1. Review and update the Contract mapping

The QGIS map for the Contract has not been reviewed since the start of the contract. There is a large backlog of variations that need to be made as assets have changed or new assets have been created. There will also be a large number of variations required where changes have occurred, and the map was not updated. It is important that the map be updated so that both Council and Citycare have accurate information to manage and maintain reserves effectively and efficiently.

### 1.1.2. Reinstate Contract Governance Plan and Structure

The Contract Governance Plan was created to help develop a shared understanding of why, how, and how is responsible for the effective governance of the contract. It outlines the roles and responsibilities of all contract participants and highlights the mechanisms for aligned expectations, commitment, and accountability, ensuring appropriate governance structures are in place and understood by all parties.

The objectives of the plan are to ensure the continuation of the contractor providing value for money, being innovative, delivering outstanding quality, ensuring a 'Zero Harm' safety culture, having outstanding relationships through effective community engagement, taking ownership and accountability for the assets and providing for sustainability of business and reputation.

This will involve the reinstatement of the Contract Management Board and the Contract Management Team, with their associated responsibilities as outline in the Contract Governance Plan.

### 1.1.3. Update the Contract Health and Safety Plan

In June 2022 the Council's Zero Harm completed the review of the Contract Health and Safety Plan and provided a report detailing updates that need to be made to meet requirements. These updates will be made to the plan which will then be returned to Council for further review and approval.

## 2. Key Performance Indicators

### 2.1. KPI Score Card

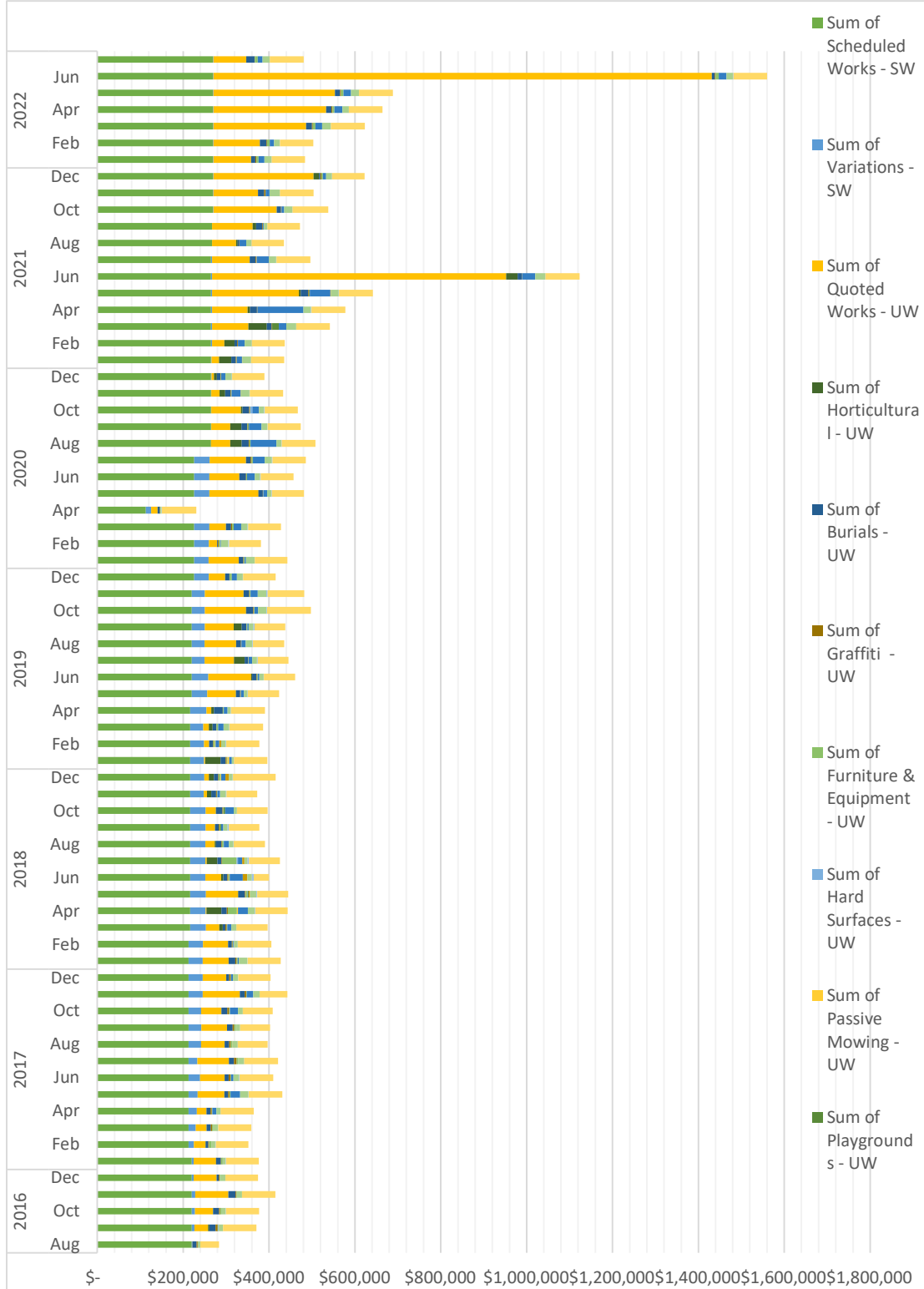
KPI SCORE CARD CONTRACT 15/162																			
KPI Description	Measure	PASS	WARNING	FAIL	Weight	Measurement Frequency	SCORE	SCORE	SCORE	SCORE	SCORE	SCORE	SCORE	SCORE	SCORE	SCORE	SCORE	SCORE	
							Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	
<b>KRA 1 "Value for Money"</b>					<b>20%</b>		100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	90%	100%	100%
Scheduled work is completed within monthly budget	Monthly claim is within 2% of allocated budget for scheduled work. Measure includes scheduled works only	Within 1% of expected spend	Within 3% of expected spend	over 5% of the expected spend	10%	Monthly													
Monthly Report	<b>Monthly Claim-Financial Report</b>	10.00%	6.67%	3.33%			100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	90%	100%	100%
Financial management	Claim is submitted on time and error free. CCL submits claim by 5th working day of the month, any queries resolved by the 16th of the month, WDC to pay claim by 20th of the month. Scoring would be affected by significant financial error on the claim. Queries will not affect this KPI.	Minor Error e.g. 1 day late or error worth less than \$2,000	Mild Error E.g. 2-3 days late or error between \$2,000 - \$5,000	Major Error Claim over 3 days late or costs over \$5,000	10%	Monthly													
Monthly Report	<b>Monthly Claim</b>	10.00%	6.67%	3.33%			100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	90%	100%	100%
<b>KRA 2 "Innovation"</b>					<b>5%</b>														
Challenge the norm, consider all ideas and use IT to provide better outcomes.	Innovative ideas are discussed by both parties. Innovation Portfolio is updated on a quarterly basis and workshopped with both teams. Innovation ideas are captured in the monthly report and progress reported	Innovations workshopped and innovation Portfolio is updated	Innovations are discussed quarterly	Innovations	5%	Quarterly													
Monthly Report	<b>Innovations Section</b>	5.00%	3.34%	1.66%			5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%
<b>KRA 3 "Quality"</b>					<b>30%</b>														
Work is completed in accordance with contract specifications	Quality audit between WDC and CCL staff/subcontractors (minimum of 8 per month)	> 90	89 - 85	< 84	15%	Monthly													
Monthly Report	<b>Quality Audits -Curreny Month</b>	15%	10%	5%			15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%
Ensure unscheduled and quoted works are completed in an efficient and timely manner.	Unscheduled works are quoted within the agreed timeframes, and work undertaken within agreed timeframes.	> 95	95 - 90	< 89	10%	Monthly													
Monthly Report	<b>Customer Service and Engagement- KPI Response</b>	10.00%	6.67%	3.33%			10%	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%
Completed work reflects scheduled work	Scheduled work is to be completed within allocated time frames. Both Citycare rounds and subcontractor rounds will be counted	> 95	94-90	< 89	5%	Monitored weekly, reported monthly													
Monthly Report	<b>Physical Works Summary -Citycare Internal Rounds &amp; Citycare Subcontractor Rounds</b>	5.00%	3.34%	1.66%			5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%
<b>KRA 4 "Safety"</b>					<b>20%</b>														
All activities are completed within standard operating procedures to ensure maximum safety to staff and members of the public at all times	WDC will undertake 2 audits per month on Citycare staff and 2 per month on subcontractors staff as to their compliance with the contract specific health and safety manual.	> 95	94-90	< 89	15%	Monthly													
Monthly Report	<b>Health &amp; Safety Audits - WDC Zero Harm Audit</b>	15%	10%	5%			15%	15%	15%	15%	15%	15%	15%	15%	15%	5%	15%	15%	15%
	Citycare Supervisors to complete 1 WSI per week. Line Managers to complete 1x Safety Interaction per week and 2x Critical Risk Checks per month	> 90	89 - 85	< 84	5%	Monthly													
Monthly Report	<b>Health &amp; Safety Audits - WGI,HIS, HRC</b>	5.00%	3.34%	1.66%			5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%
<b>KRA 5 "Community Engagement"</b>					<b>10%</b>														
Customers are satisfied with service received	Customer satisfaction survey is completed to measure satisfaction level	> 90	89 - 85	< 84	5%	Monthly													
Monthly Report	<b>Customer Service and Communication - Satisfaction Survey - Customer Compliments/Complaints</b>	5.00%	3.34%	1.66%			5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%
Requests for service are responded to and completed within committed time frames		> 90	89 - 85	< 84	5%	Monthly													
Monthly Report	<b>Customer Service and Communication - PKI Response</b>	5.00%	3.34%	1.66%			5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%
<b>KRA 6 "Asset"</b>					<b>10%</b>														
Capital Projects are managed by CCL on behalf of council and are fit for purpose.	Project scopes are to be provided to CCL by WDC. Quarterly update on projects including project milestones and budget updates, are to be provided in the monthly report. Capital projects are managed, on time and to budget (Within agreed measures)	> 90	89 - 85	< 84	10%	Quarterly													
Monthly Report	<b>Additional Quoted and Reactive Works Required</b>	10.00%	6.67%	3.33%			10%	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%
<b>KRA 7 "Sustainability"</b>					<b>5%</b>														
Provide sustainability data on environment, staff improvement and training and local.		> 90	89 - 85	< 84	5%	Monthly													
Monthly Report	<b>Staff Training, Upskilling and Recognition Waste Removal Monitoring</b>	5.00%	3.34%	1.66%			5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%

Pass rates were achieved against all KPI measures, except for April 2022. In April, the KPI KRA 4 "Safety" requirements were not met as one High Risk Check was not completed.

### 3. Financial Results

#### 3.1. Revenue – Contract to Date

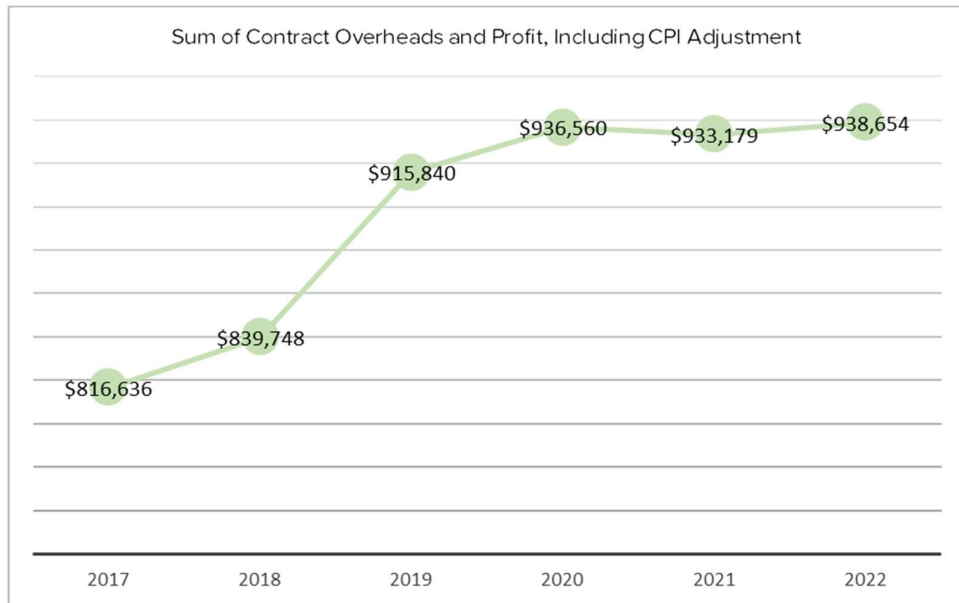
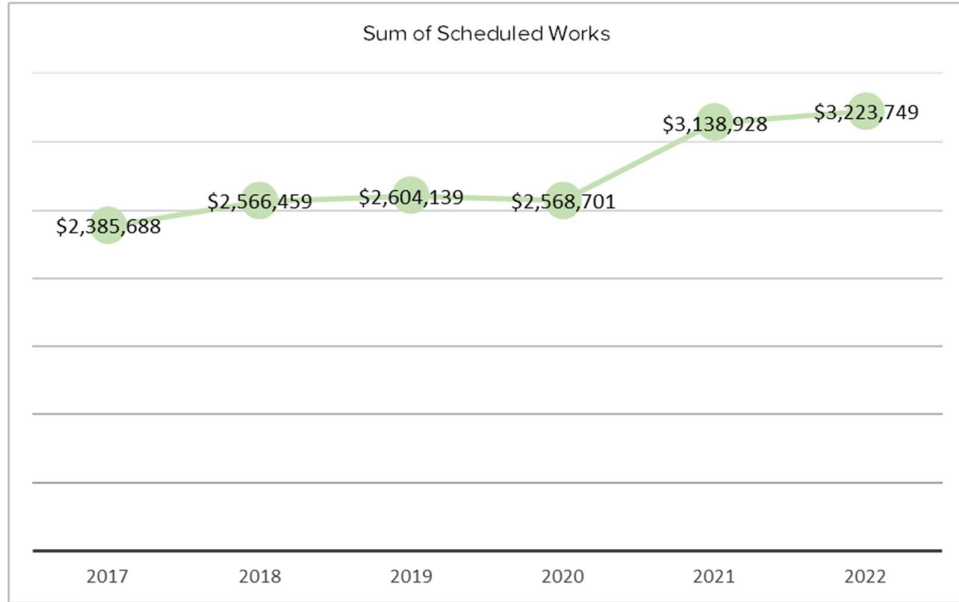
Over the last 2 years, revenue has increased significantly towards the end of the financial year as planting projects and minor capital renewal projects are completed. Refer to 3.2 for a break down.



### 3.2. Sum of Works by Work Type

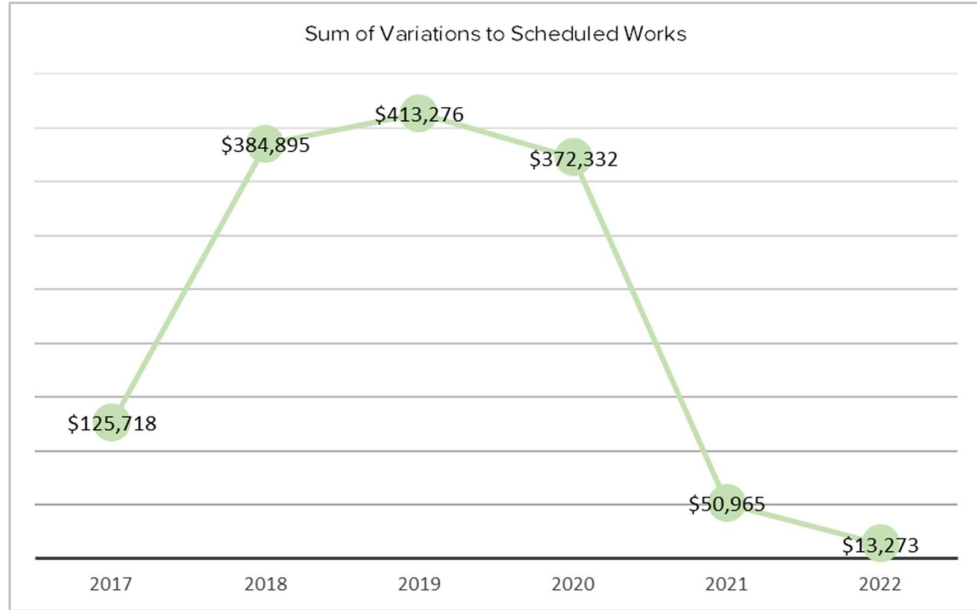
#### 3.2.1. Scheduled works, Contract Overheads and Profit

Growth in the district has seen an increase in scheduled works, contract overheads and profit:



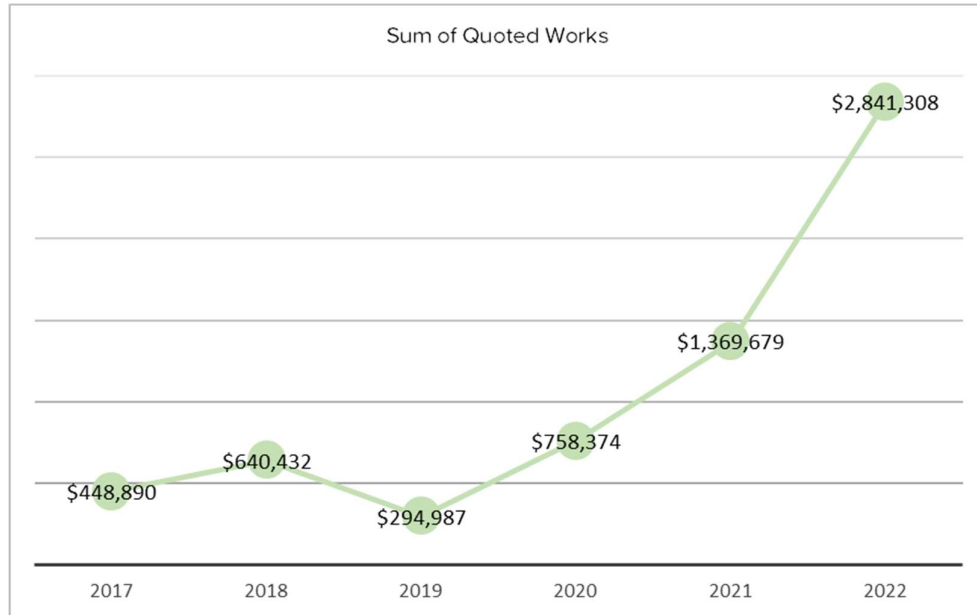
**3.2.2. Variations to Scheduled Works**

The growth of the district has not been fully realised as contract variations have not been completed as new assets have been created. This is shown below;



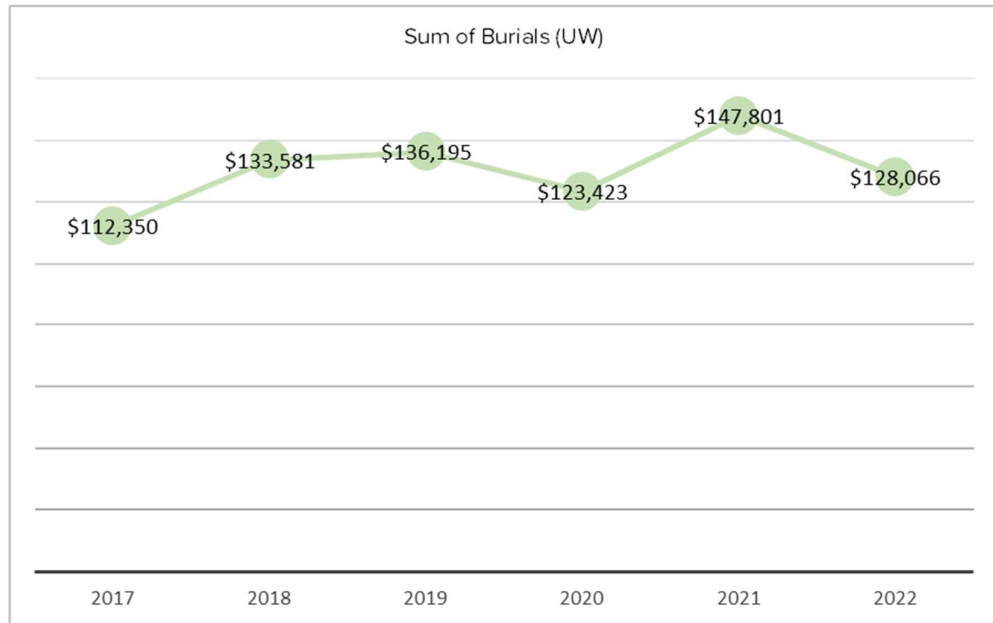
**3.2.3. Quoted Works**

Citycare continues to prove their ability to deliver planting projects and landscape construction works to a high standard, this has led to an increase in quoted works:



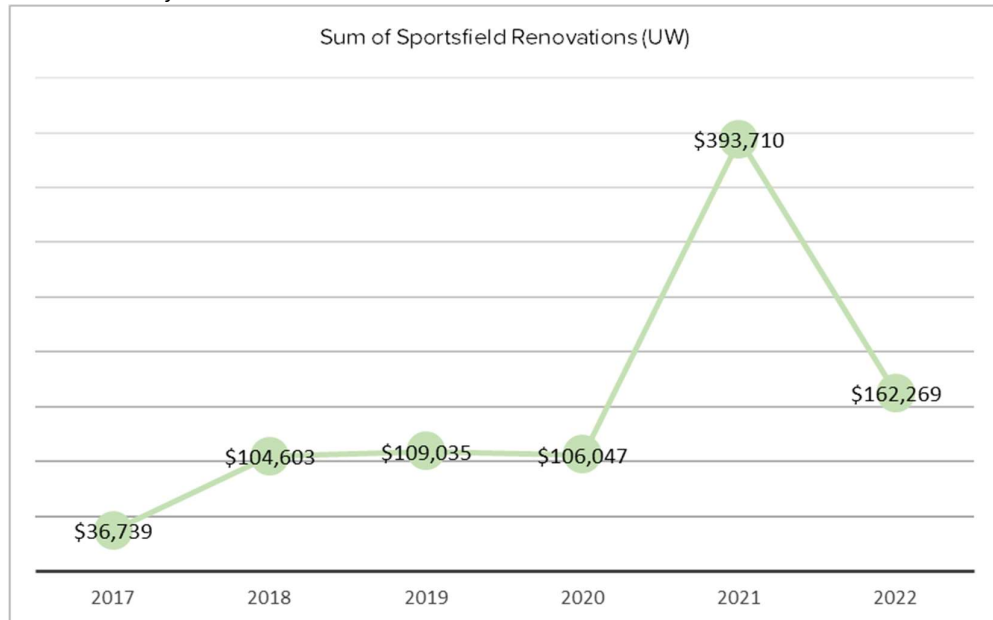
**3.2.4. Burial and Internment Services**

The volume of burials and internment services has dropped slightly in the last year;



**3.2.5. Sportsfield Renovations**

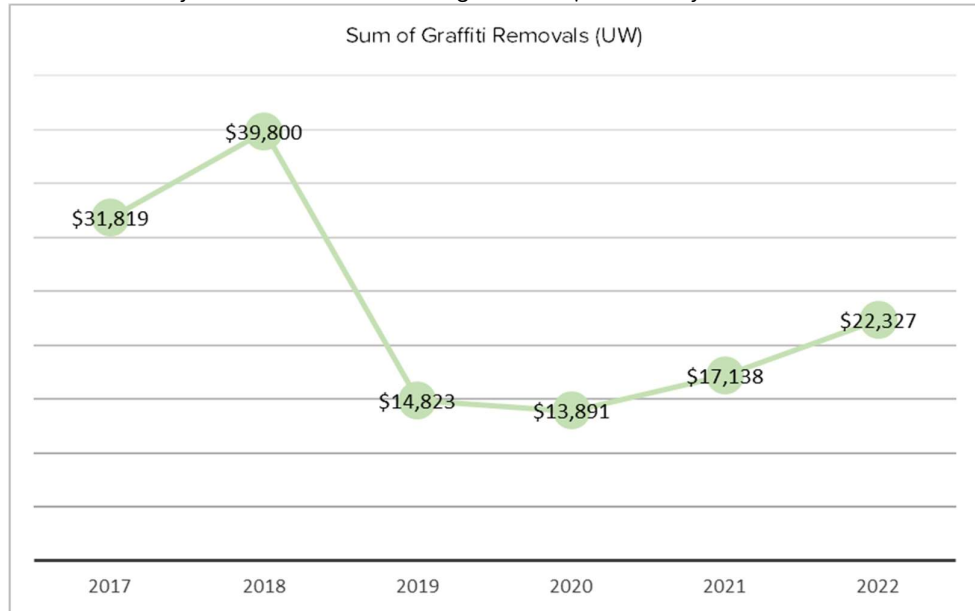
The cost of delivering sportsfield renovations increased significantly after the first wave of Covid. This year saw a reduction in costs.



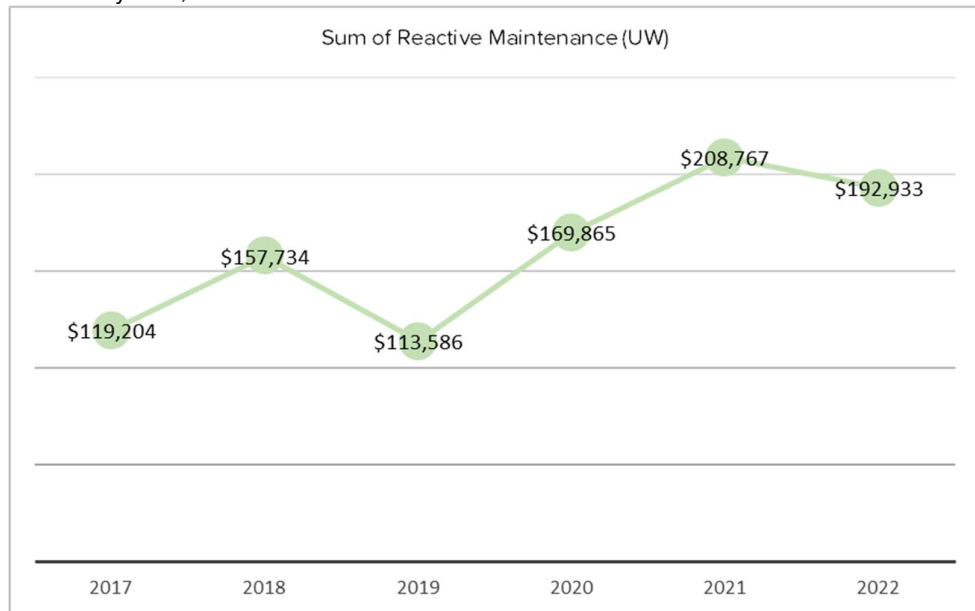


**3.2.6. Other Unscheduled Works**

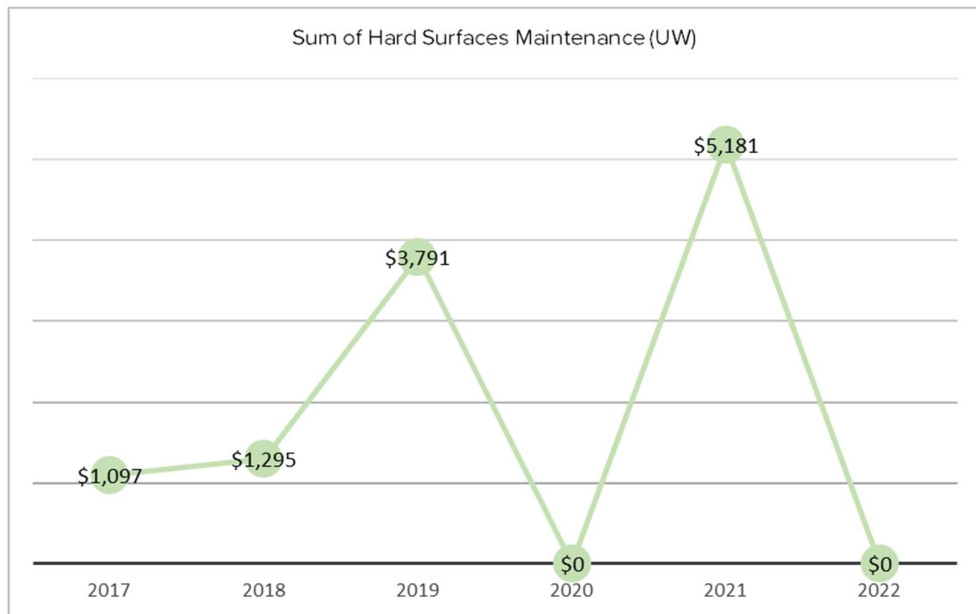
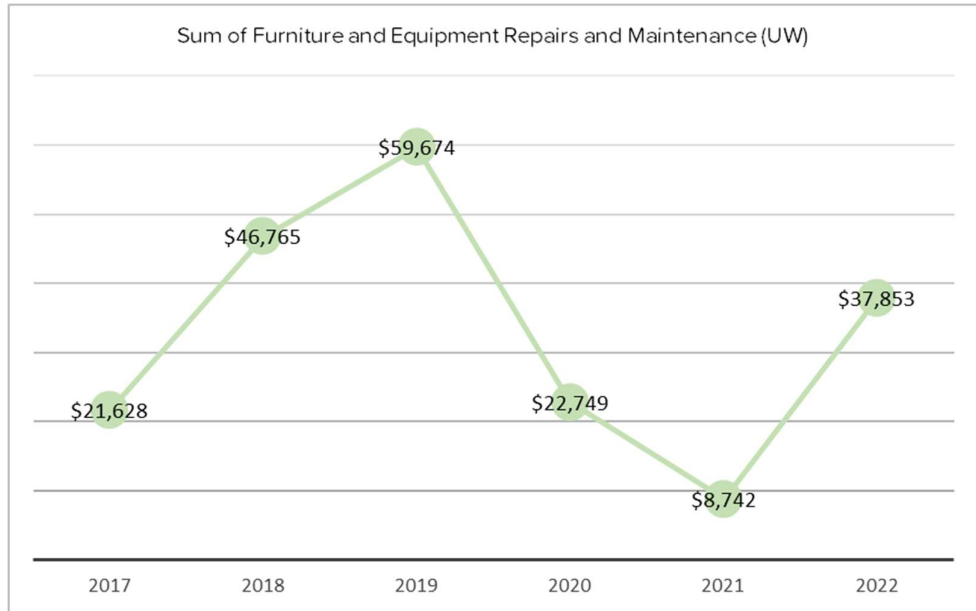
Graffiti removal jobs have been increasing over the past three years;

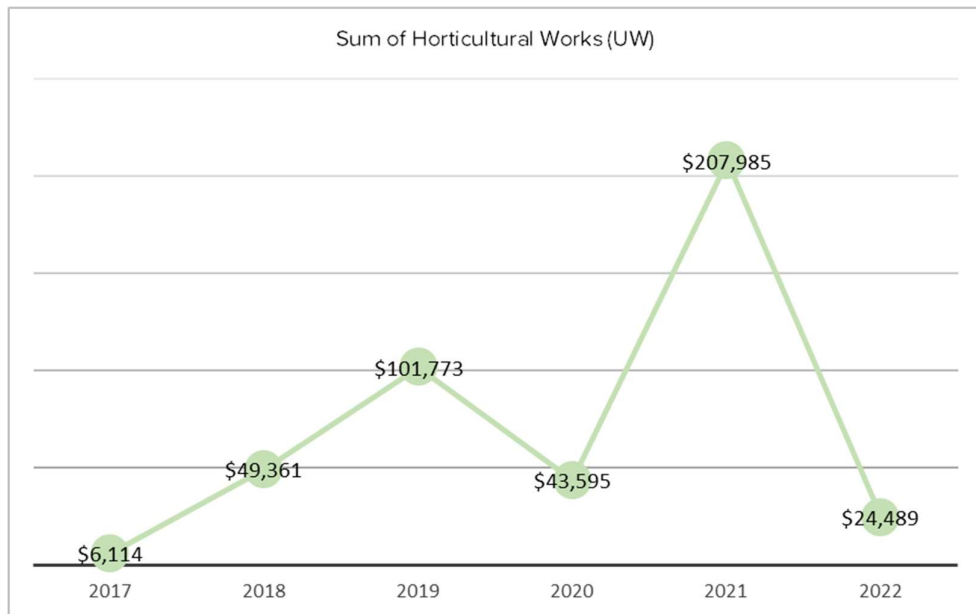
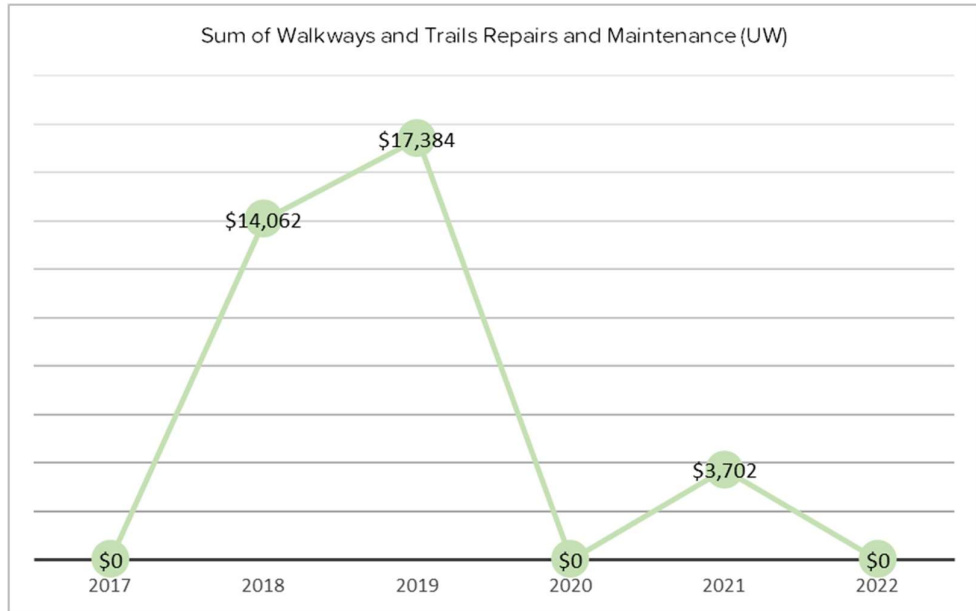


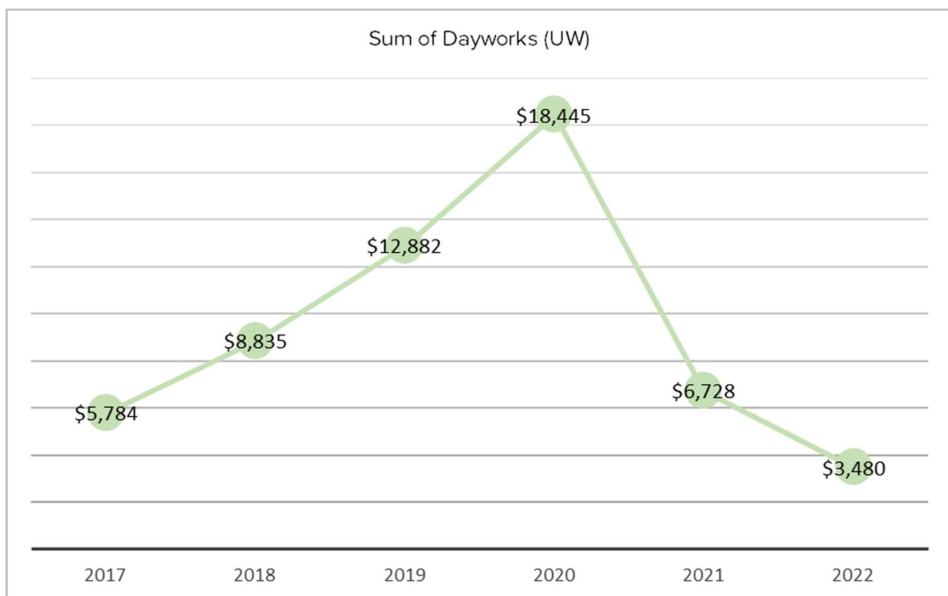
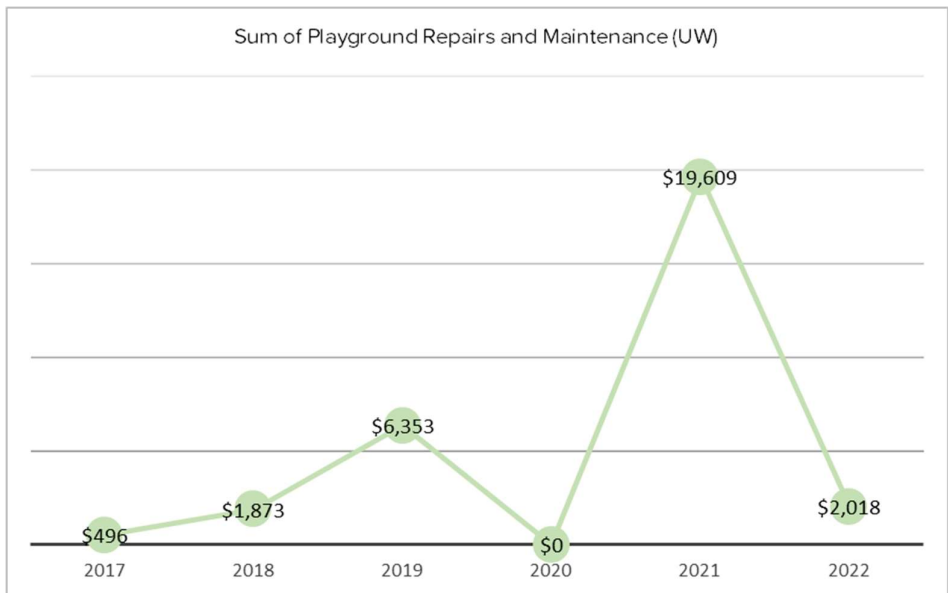
Reactive works decreased slightly, breaking the trend of increasing reactive works over the last 3 years.;

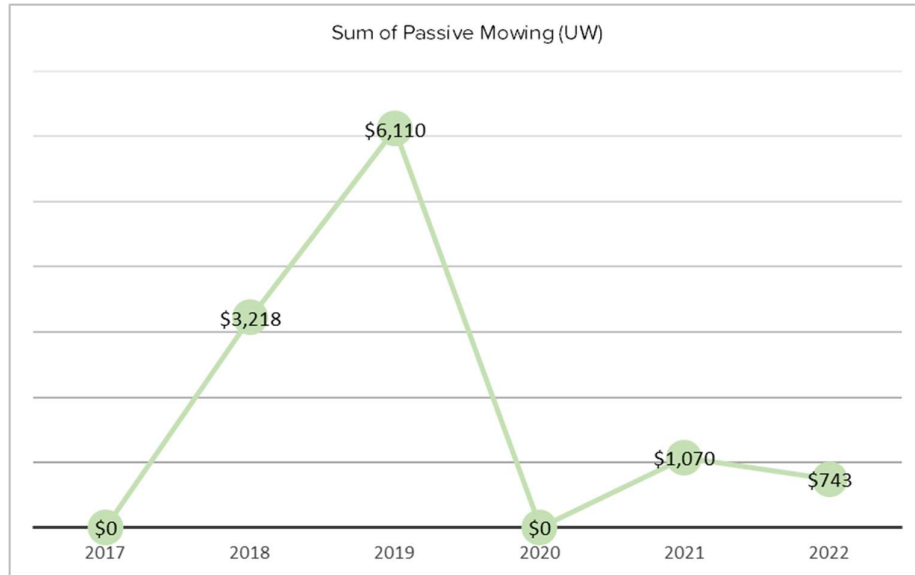


Furniture and equipment repairs and maintenance works have increased, unscheduled hard surface maintenance, walkways and trails repairs and maintenance, horticultural works, playground repairs and maintenance, dayworks and passive mowing decreased;









#### 4. Completion of Core Services

Completion of both Citycare internal rounds and subcontractor rounds met KPI KRA 3 requirements (that scheduled work is to be completed within allocated timeframes), with the percentage completed each month meeting or exceeding the 95% pass rate.

Government Level 4 restrictions were enforced on the 18<sup>th</sup> of August. All scheduled maintenance had to be stopped with only essential services carried out, as per Notice to Contractor 246. This resulted in a significant drop in rounds completion across all scheduled services for August.

Below is a breakdown of the completion rates of the Citycare internal rounds and subcontractor rounds for each service type for each month and information on completion of unscheduled works.

##### 4.1. Scheduled Citycare Internal Rounds

Except for August, when Level 4 restrictions were in place, the sportsfield mowing, gardening, litter collection and playground maintenance and inspection rounds consistently achieved completion of over 95%.

Completion rates of passive mowing rounds were low in September, at 84%, due to spring flush starting and mowing areas being out of specification due to reduced services in adherence to Level 4 restrictions in August.

Completion rates for the passive mowing rounds were lower in December, at 79%, due to continued warm weather and regular rainfall leading to an extended flush.

In February and March passive mowing round completion rates were low, at 80% and 79% due to extensive damage, prolonged periods of wet weather and minor flooding caused by Cyclone Dovi. The wet weather during the warmer months then caused a second flush through March.

Across March, April and May completion rates of the hard surfaces and spraying round, and the edging and sports grounds asset checks round reduced significantly due to the resignation of a

staff member. Completion rates for these rounds increased from May into June through reallocation of resources.

#### 4.1.1. Sportsfield Mowing

Month	Completed Services	Planned Services	Percentage Completed
Jul-21	369	369	100%
Aug-21	168	288	58%
Sep-21	218	220	99%
Oct-21	304	324	94%
Nov-21	288	288	100%
Dec-21	396	396	100%
Jan-22	288	288	100%
Feb-22	267	267	100%
Mar-22	267	267	100%
Apr-22	324	324	100%
May-22	288	288	100%
Jun-22	336	360	93%

#### 4.1.4. Litter Collection

Month	Completed Services	Planned Services	Percentage Completed
Jul-21	56828	56828	100%
Aug-21	32041	49501	65%
Sep-21	64367	64367	100%
Oct-21	62370	66278	94%
Nov-21	64720	64720	100%
Dec-21	81562	81818	100%
Jan-22	57964	57964	100%
Feb-22	58823	58823	100%
Mar-22	58823	58823	100%
Apr-22	74427	74427	100%
May-22	52586	52586	100%
Jun-22	54333	54333	100%

#### 4.1.2. Passive Mowing

Month	Completed Services	Planned Services	Percentage Completed
Jul-21	1851	1869	99%
Aug-21	1671	2507	67%
Sep-21	1963	2329	84%
Oct-21	2234	2477	90%
Nov-21	2342	2414	97%
Dec-21	2093	2637	79%
Jan-22	2394	2404	100%
Feb-22	1280	1601	80%
Mar-22	1259	1593	79%
Apr-22	2259	2493	91%
May-22	1843	2043	90%
Jun-22	2045	2059	99%

#### 4.1.5. Gardening

Month	Completed Services	Planned Services	Percentage Completed
Jul-21	1438	1438	100%
Aug-21	1153	1534	75%
Sep-21	1157	1157	100%
Oct-21	1623	1623	100%
Nov-21	1621	1621	100%
Dec-21	1625	1625	100%
Jan-22	1613	1621	100%
Feb-22	759	759	100%
Mar-22	757	757	100%
Apr-22	1624	1625	100%
May-22	1534	1535	100%
Jun-22	1542	1542	100%

#### 4.1.3. Playground Inspections and Maintenance

Month	Completed Services	Planned Services	Percentage Completed
Jul-21	6918	6918	100%
Aug-21	4464	6918	65%
Sep-21	5899	5902	100%
Oct-21	6971	7021	99%
Nov-21	6938	6986	99%
Dec-21	6668	6986	95%
Jan-22	6938	6986	99%
Feb-22	3872	3899	99%
Mar-22	3903	3934	99%
Apr-22	6938	6986	99%
May-22	6938	7001	99%
Jun-22	6918	6998	99%

#### 4.1.6. Hard Surfaces, Boat Ramps and Spraying

Month	Completed Services	Planned Services	Percentage Completed
Jul-21	325	325	100%
Aug-21	348	394	88%
Sep-21	380	385	99%
Oct-21	389	391	99%
Nov-21	391	393	99%
Dec-21	313	385	81%
Jan-22	386	391	99%
Feb-22	393	393	100%
Mar-22	385	385	100%
Apr-22	237	391	61%
May-22	369	393	94%
Jun-22	375	389	96%

#### 4.1.7. Edging, Walkways and Sports Ground Asset Checks

Month	Completed Services	Planned Services	Percentage Completed
Jul-21	1158	1200	97%
Aug-21	337	1185	28%
Sep-21	694	759	91%
Oct-21	399	882	45%
Nov-21	1223	1239	99%
Dec-21	690	1230	56%
Jan-22	770	1239	62%
Feb-22	786	786	100%
Mar-22	458	786	58%
Apr-22	310	1243	25%
May-22	621	1211	51%
Jun-22	1009	1387	73%

## 4.2. Scheduled Subcontractor Rounds

Subcontractor rounds met KPI KRA 3 requirements with the percentage completed each month meeting or exceeding the 95% pass rate, except for August during Level 4 restrictions.

#### 4.2.1. Inform Landscapes Ltd.

##### Gardening

Month	Completed Services	Planned Services	Percentage Completion
Jul-21	112	112	100%
Aug-21	79	111	71%
Sep-21	88	92	96%
Oct-21	110	110	100%
Nov-21	112	112	100%
Dec-21	113	113	100%
Jan-22	78	112	70%
Feb-22	57	57	100%
Mar-22	115	115	100%
Apr-22	110	110	100%
May-22	112	112	100%
Jun-22	113	113	100%

##### Litter Collection

Month	Completed Services	Planned Services	Percentage Completed
Jul-21	512	512	100%
Aug-21	468	656	71%
Sep-21	348	438	79%
Oct-21	681	681	100%
Nov-21	656	656	100%
Dec-21	708	708	100%
Jan-22	656	656	100%
Feb-22	107	107	100%
Mar-22	681	681	100%
Apr-22	681	681	100%
May-22	176	272	65%
Jun-22	169	169	100%

##### Hard Surfaces, Boat Ramps and Spraying

Month	Completed Services	Planned Services	Percentage Completed
Jul-21	99	99	100%
Aug-21	80	99	81%
Sep-21	63	95	66%
Oct-21	105	105	100%
Nov-21	105	105	100%
Dec-21	105	105	100%
Jan-22	105	105	100%
Feb-22	105	105	100%
Mar-22	105	105	100%
Apr-22	105	105	100%
May-22	105	105	100%
Jun-22	105	105	100%

##### Passive Mowing

Month	Completed Services	Planned Services	Percentage Completed
Jul-21	1082	1082	100%
Aug-21	585	585	100%
Sep-21	126	206	61%
Oct-21	762	762	100%
Nov-21	1136	1136	100%
Dec-21	1065	1065	100%
Jan-22	797	1065	75%
Feb-22	344	344	100%
Mar-22	1065	1065	100%
Apr-22	1110	1110	100%
May-22	1005	1005	100%
Jun-22	929	929	100%

#### 4.2.2. McCanns Mowing

##### Hard Surfaces and Spraying

Month	Completed Services	Planned Services	Percentage Completed
Jul-21	19	19	100%
Aug-21	19	19	100%
Sep-21	19	19	100%
Oct-21	19	19	100%
Nov-21	17	19	89%
Dec-21	19	19	100%
Jan-22	19	19	100%
Feb-22	19	19	100%
Mar-22	17	19	89%
Apr-22	19	19	100%
May-22	19	19	100%
Jun-22	19	19	100%

##### Litter Collection

Month	Completed Services	Planned Services	Percentage Completion
Jul-21	256	256	100%
Aug-21	152	256	59%
Sep-21	256	256	100%
Oct-21	256	256	100%
Nov-21	256	256	100%
Dec-21	256	256	100%
Jan-22	256	256	100%
Feb-22	48	48	100%
Mar-22	256	256	100%
Apr-22	256	256	100%
May-22	256	256	100%
Jun-22	256	256	100%

##### Passive and Sportsfield Mowing

Month	Completed Services	Planned Services	Percentage Completed
Jul-21	478	478	100%
Aug-21	293	510	57%
Sep-21	478	478	100%
Oct-21	478	478	100%
Nov-21	516	516	100%
Dec-21	478	478	100%
Jan-22	484	484	100%
Feb-22	127	127	100%
Mar-22	482	484	100%
Apr-22	478	478	100%
May-22	510	510	100%
Jun-22	478	478	100%

#### 4.2.3. Raglan Lawns

##### Gardening

Month	Completed Services	Planned Services	Percentage Completed
Jul-21	37	47	79%
Aug-21	21	49	43%
Sep-21	43	47	91%
Oct-21	46	49	94%
Nov-21	43	47	91%
Dec-21	45	49	92%
Jan-22	42	47	89%
Feb-22	33	31	106%
Mar-22	45	47	96%
Apr-22	47	49	96%
May-22	15	15	100%
Jun-22	42	49	86%

##### Hard Surfaces, Walkways and Spraying

Month	Completed Services	Planned Services	Percentage Completed
Jul-21	83	94	88%
Aug-21	29	94	31%
Sep-21	92	93	99%
Oct-21	90	93	97%
Nov-21	91	93	98%
Dec-21	91	93	98%
Jan-22	83	93	89%
Feb-22	93	90	103%
Mar-22	91	93	98%
Apr-22	92	93	99%
May-22	436	448	97%
Jun-22	92	93	99%

##### Litter Collection

Month	Completed Services	Planned Services	Percentage Completed
Jul-21	436	448	97%
Aug-21	324	448	72%
Sep-21	432	448	96%
Oct-21	432	448	96%
Nov-21	436	448	97%
Dec-21	436	448	97%
Jan-22	432	448	96%
Feb-22	84	82	102%
Mar-22	432	448	96%
Apr-22	432	448	96%
May-22	46	47	98%
Jun-22	432	448	96%

##### Passive Mowing

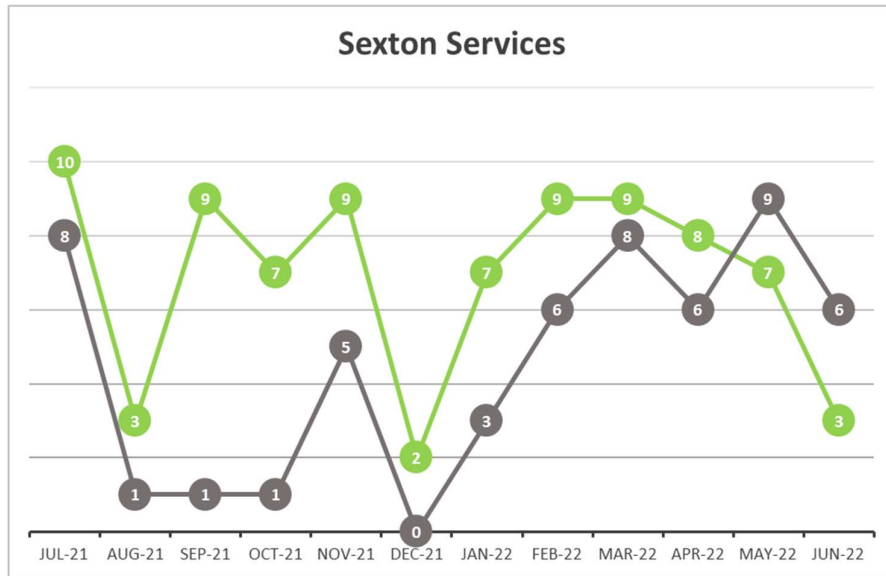
Month	Completed Services	Planned Services	Percentage Completed
Jul-21	732	784	93%
Aug-21	566	834	68%
Sep-21	752	780	96%
Oct-21	674	768	88%
Nov-21	812	829	98%
Dec-21	748	768	97%
Jan-22	752	768	98%
Feb-22	219	213	103%
Mar-22	728	768	95%
Apr-22	748	780	96%
May-22	92	93	99%
Jun-22	718	764	94%



### 4.3. Unscheduled Works

#### 4.3.1. Sexton Services

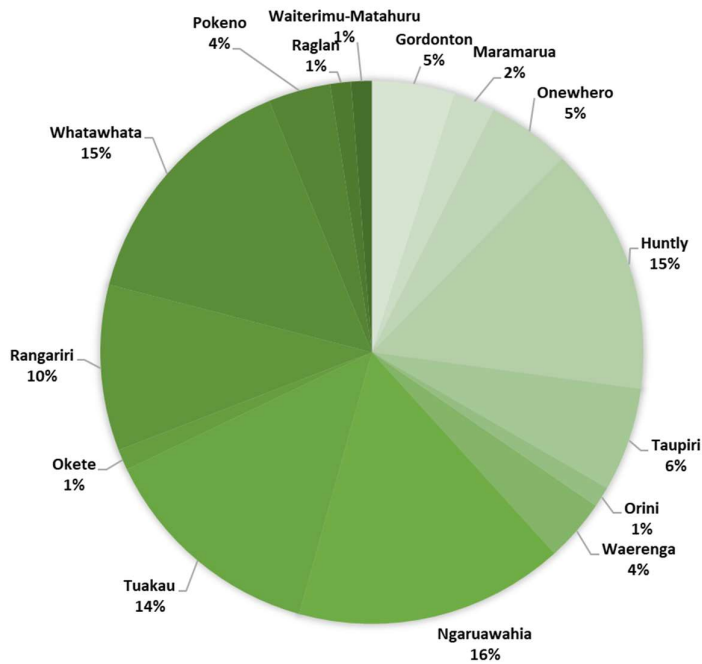
83 burials and 54 ash internments were completed over the year, averaging 6.9 burials and 4.5 ash internments per month.



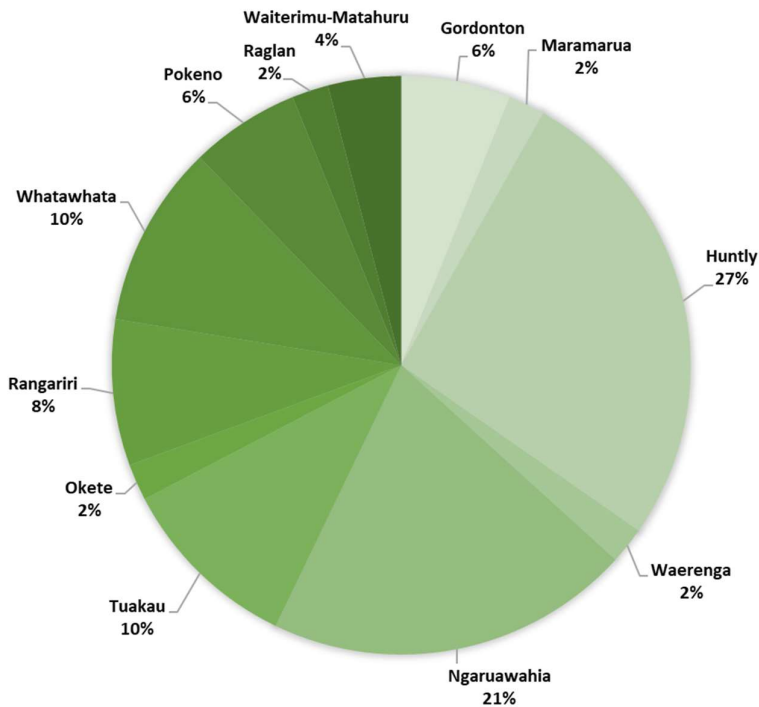
#### Burial

#### Ash Internment

Burial Locations:

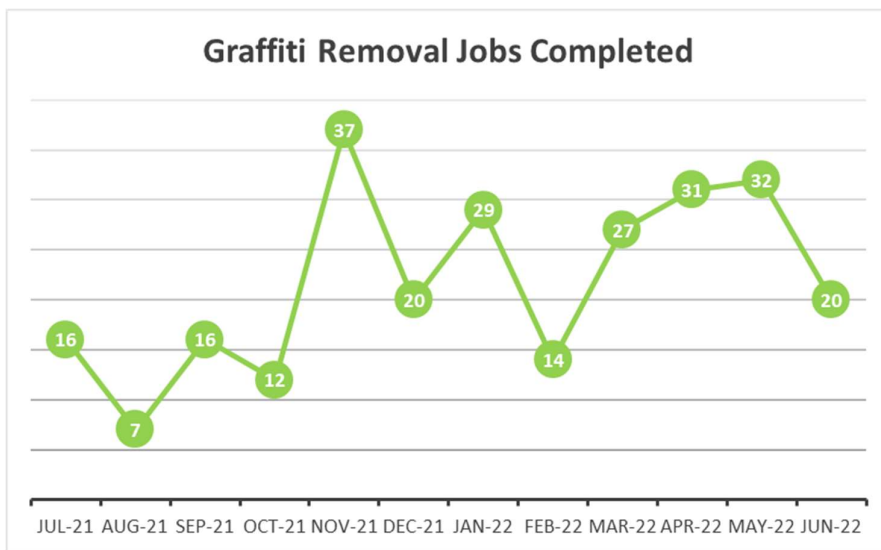


Ash Internment Locations:

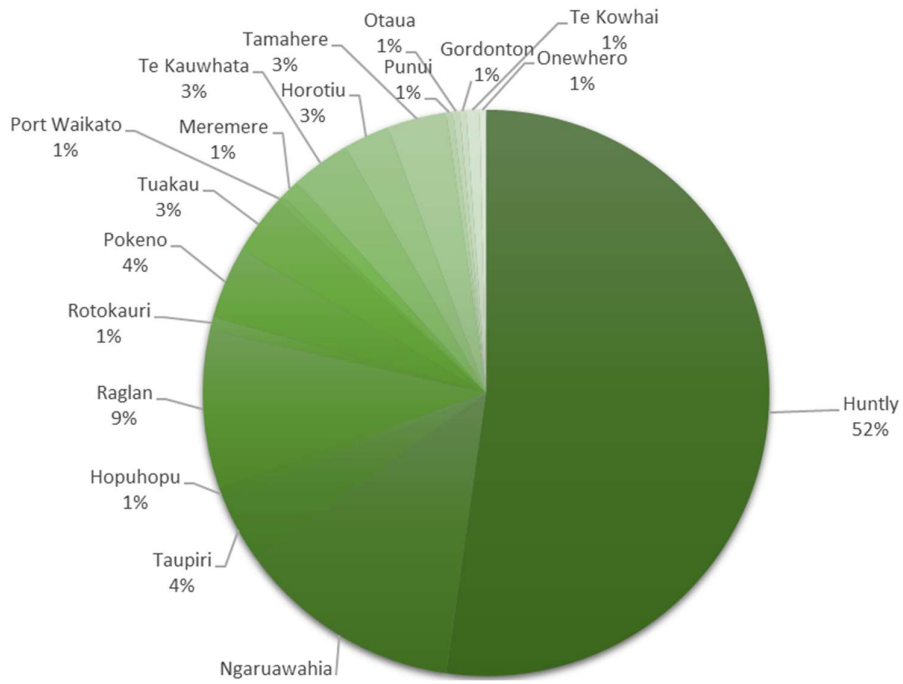


4.3.2. Graffiti Removal

261 graffiti removal jobs were completed over the year, with an average of 21.75 jobs per month.

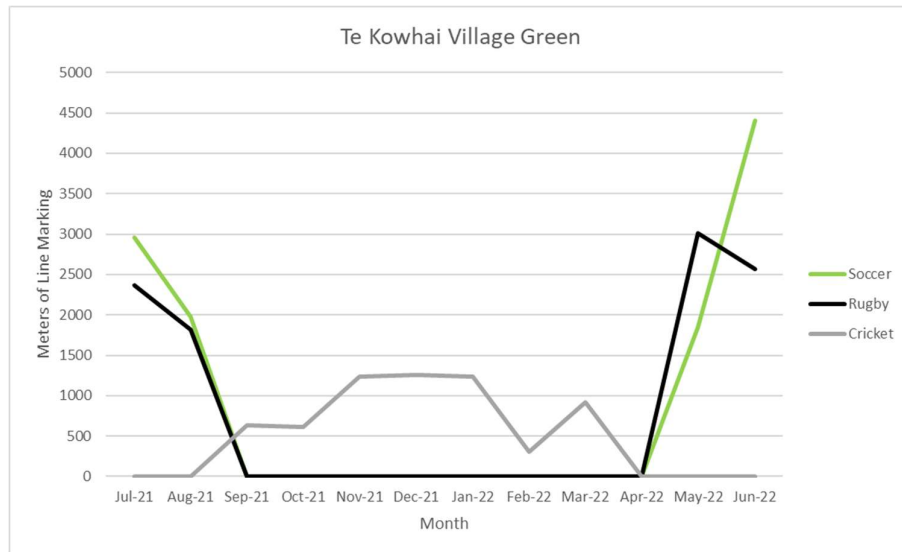


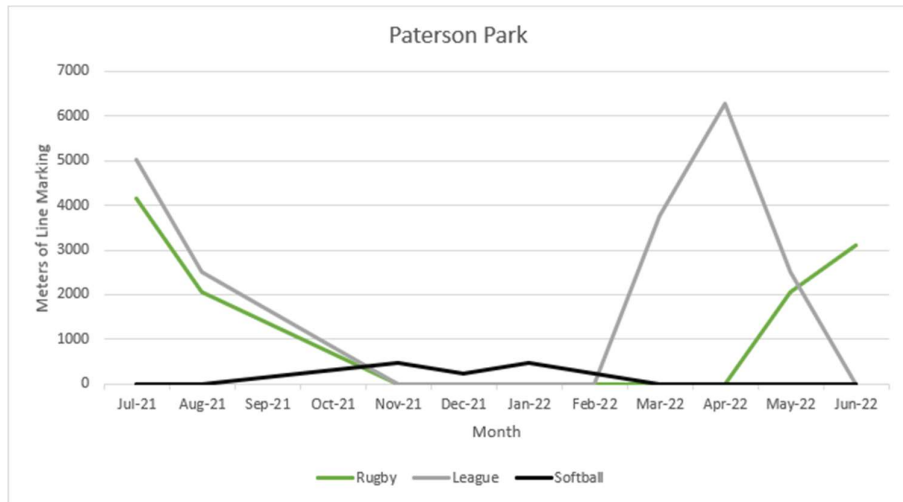
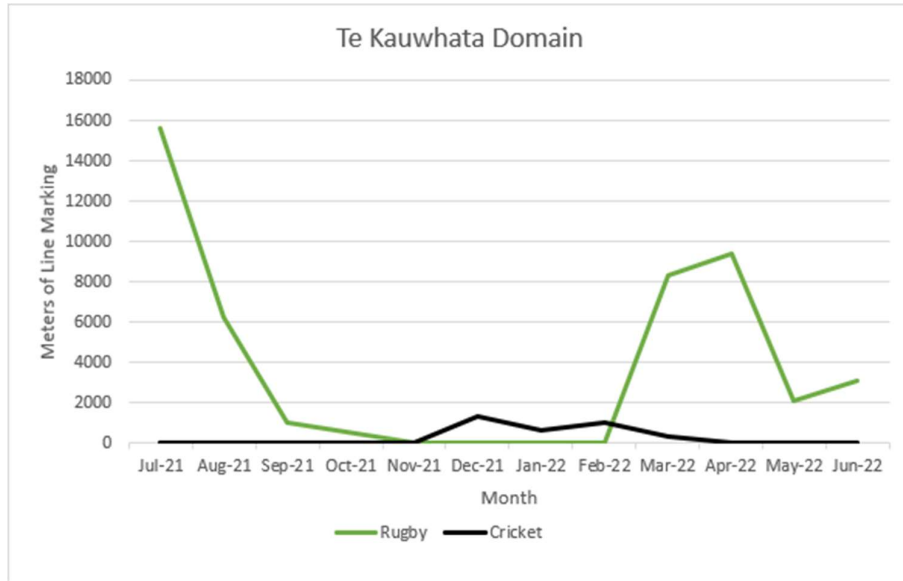
Half of the graffiti removal jobs were located in Huntly:

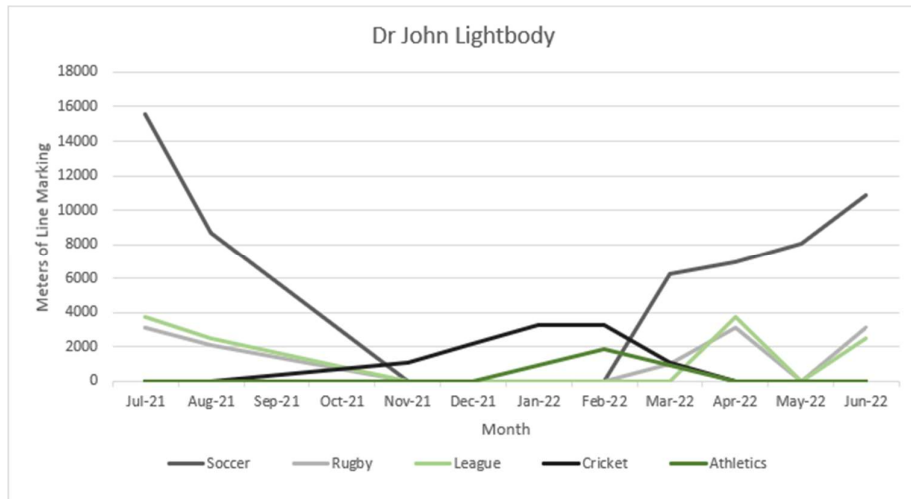
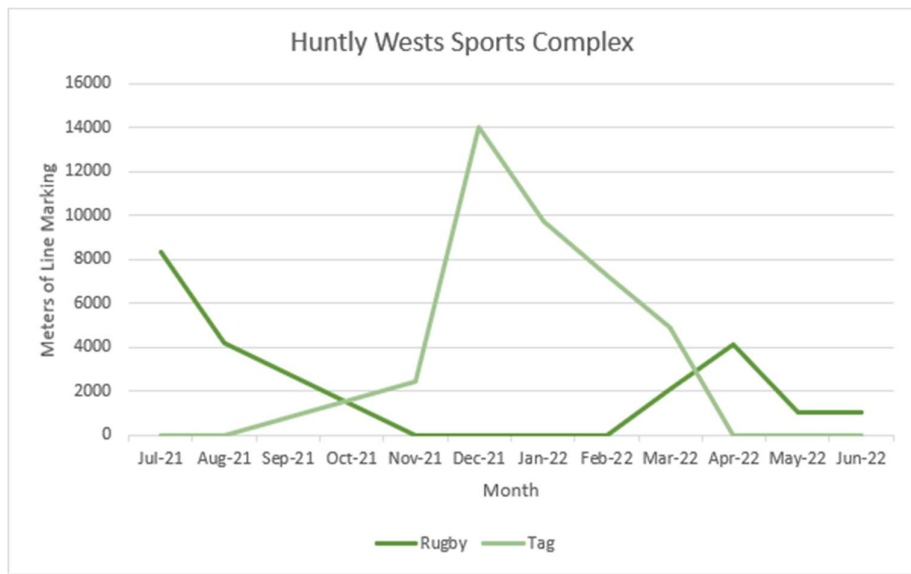
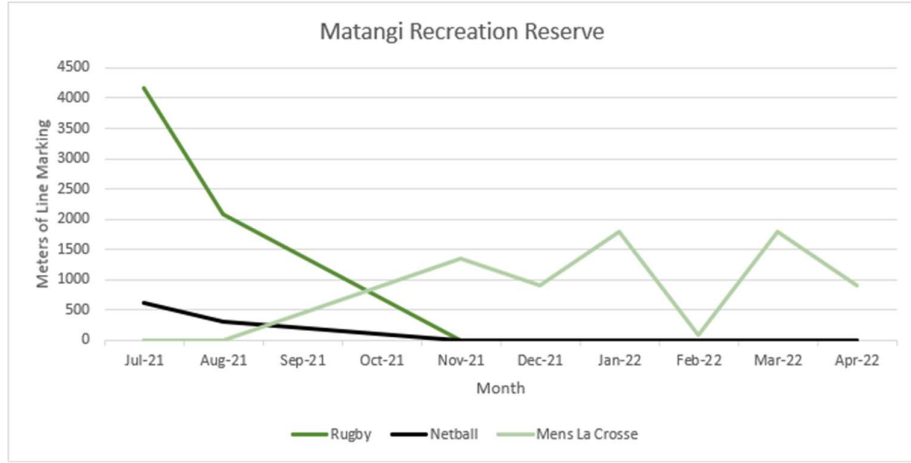


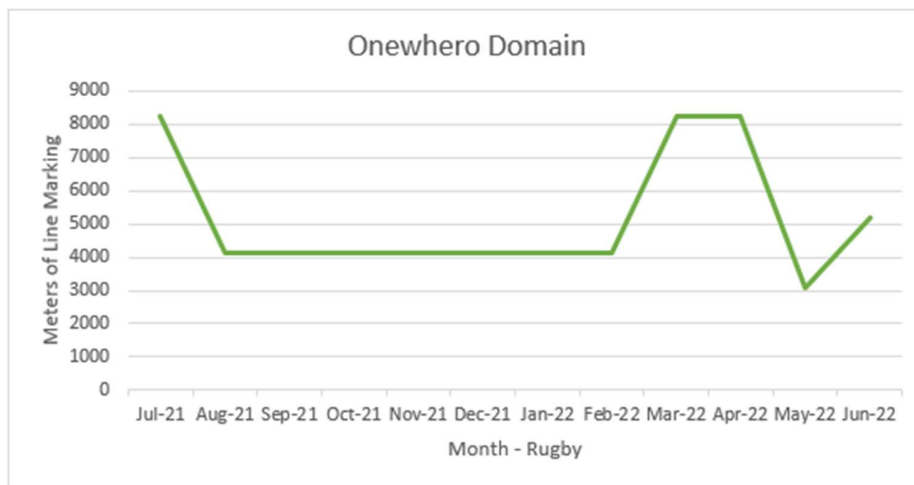
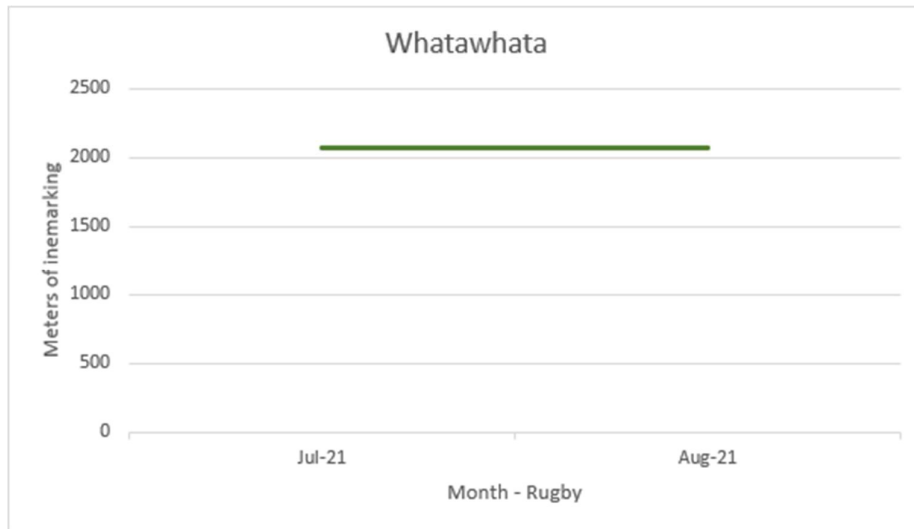
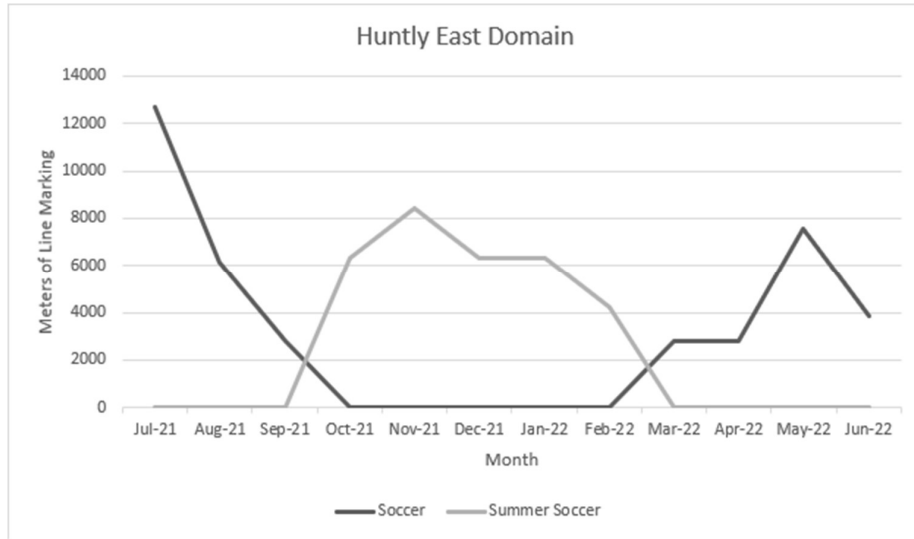
**4.3.3. Line Marking**

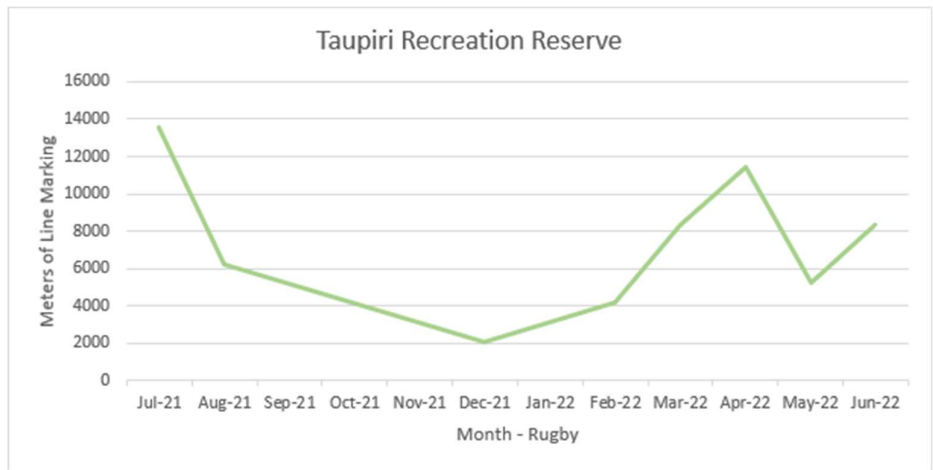
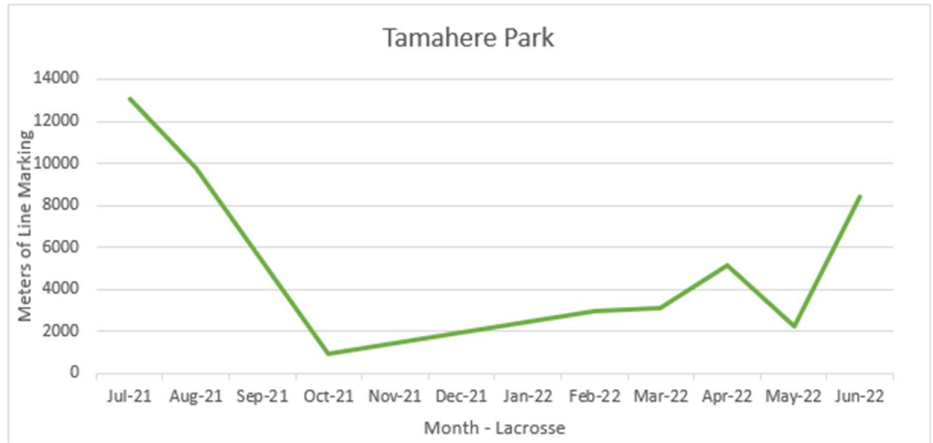
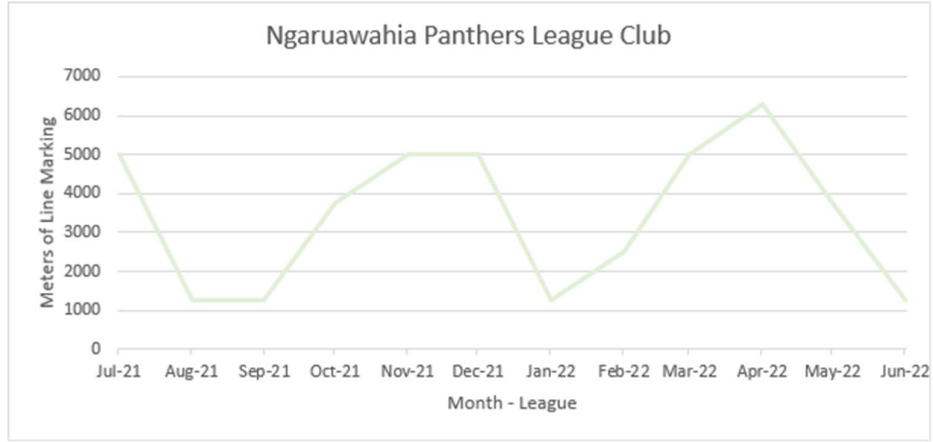
This year 629km of line marking was completed across 16 reserves.

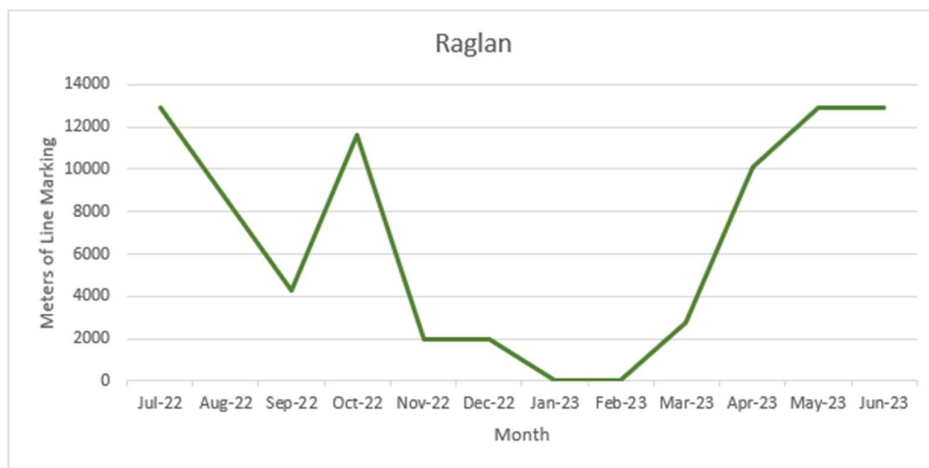
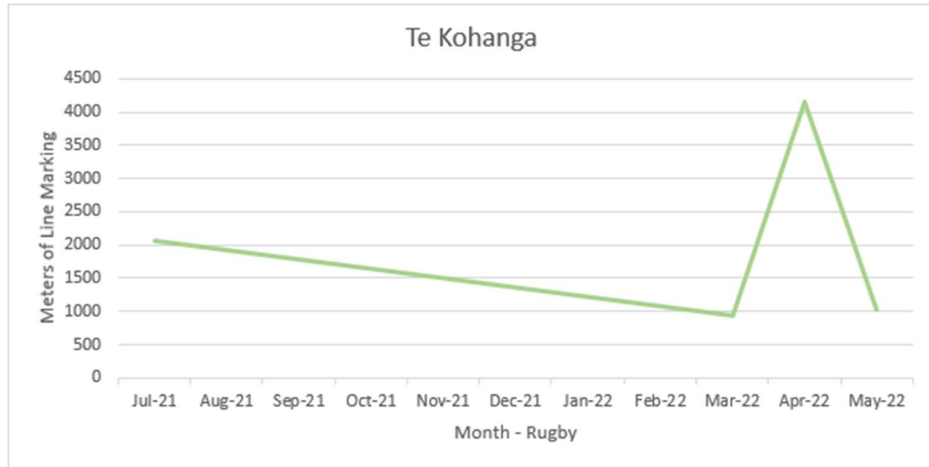






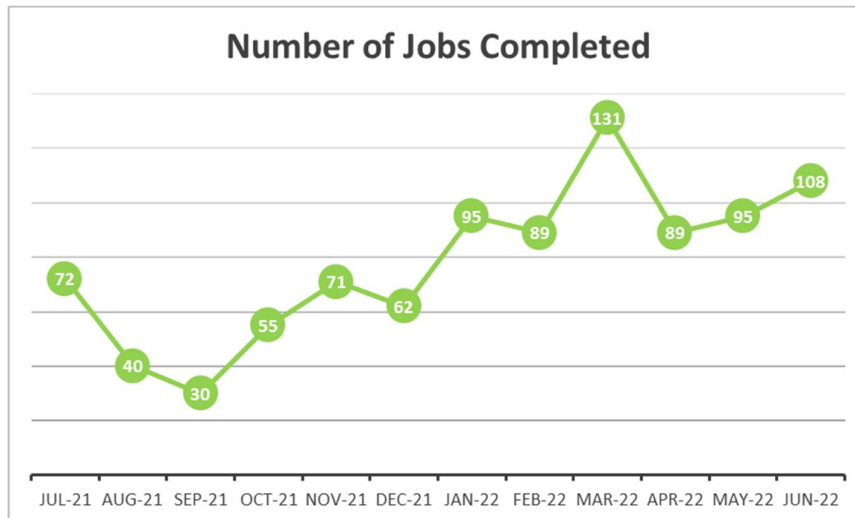




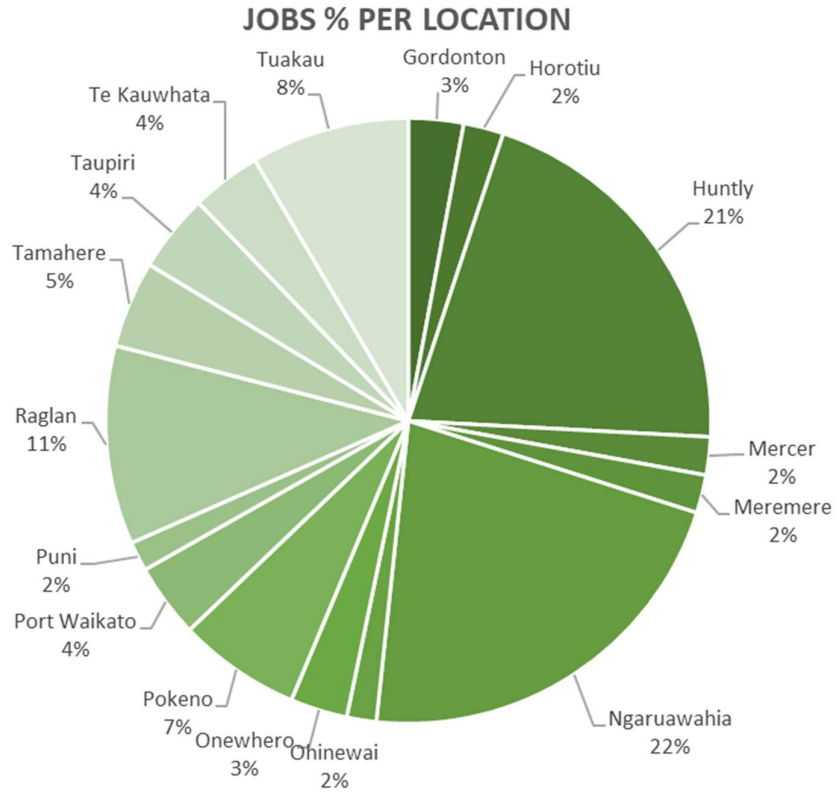


**4.3.4. Reactive Works and Repairs**

This includes reactive CRMs, horticultural works, mowing, maintenance, and repair of structures. 937 jobs were completed under reactive works and repairs.



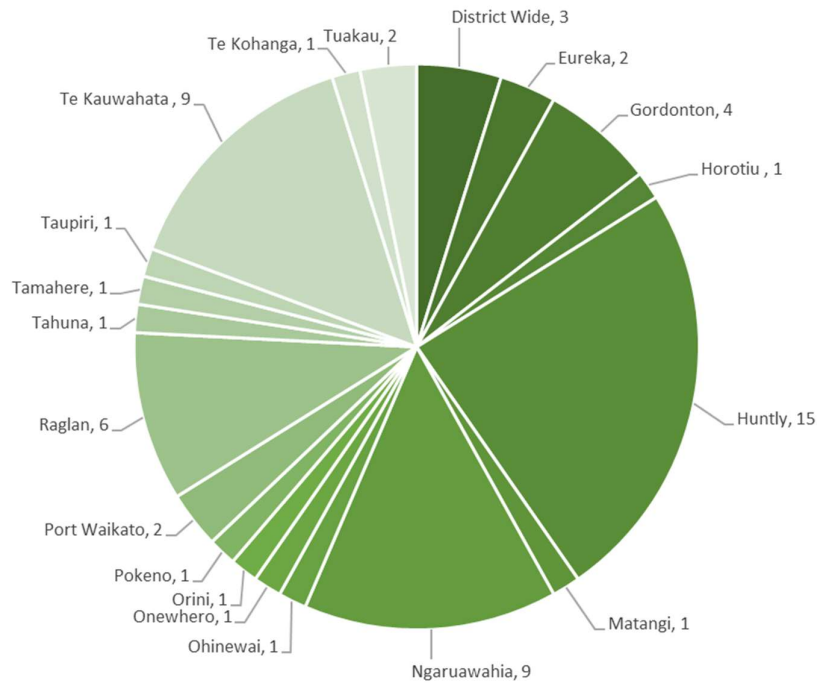




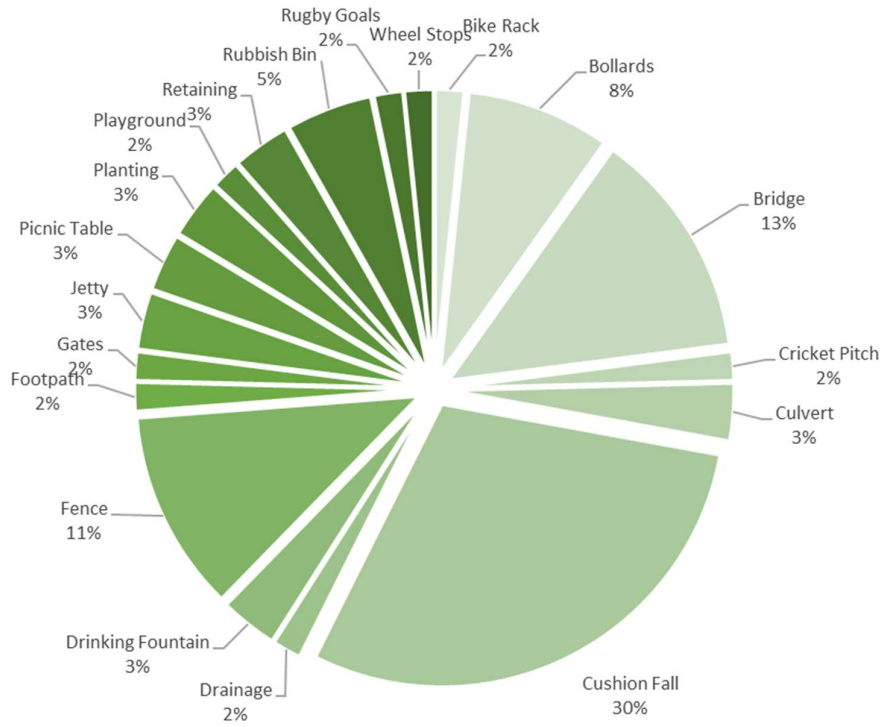
## 5. Capital Renewals Projects

Citycare completed 61 capital renewals projects this year, with a total value of \$572,100.18.

Project Locations:



Project Types:



Basketball hoop installation, Lake Puketirini, Huntly



Fence installation, Centennial Park, Ngaruawahia



Picnic tables installed at Lake Waahi, Huntly

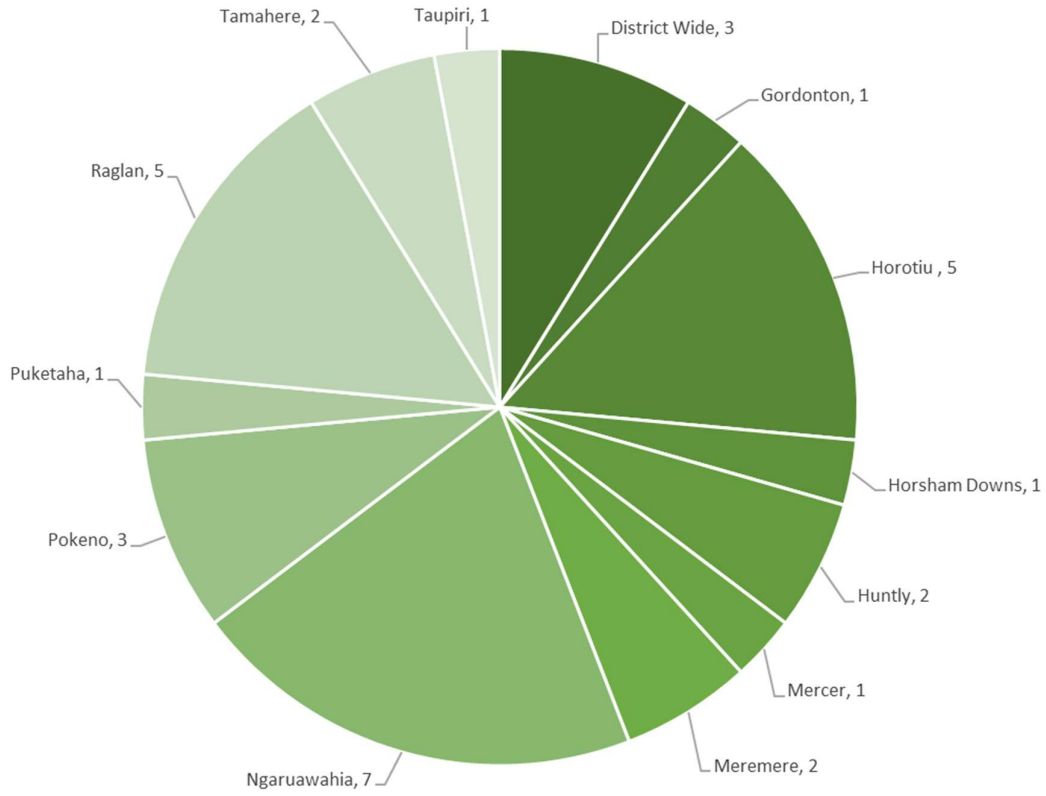


Picnic table installation, Ohinewai Boat Ramp

## 6. Planting Projects

Citycare completed 32 planting projects this year, with a total value of \$512,925.23. Over 26,000 plants were planted and Citycare supplied 24,000 daffodils bulbs and 500 fruit trees to Council funded community projects.

Planting Project Locations:



Great South Road, Ngaruawahia



Horotiu School Planting Day, Te Awa Cycleway



Jackson Street Cemetery, Ngaruawahia



Munro Sports Park, Pokeno



Gordonton Tennis Court



Rangatahi Peninsula, Raglan

## 7. Effective and Efficient Service Delivery

Citycare values the strong, positive relationship that has been built with the Open Spaces Team and wider Council team; quality conversations and consistent communication enable us to provide effective and efficient service delivery.

In addition to monthly operational meetings and fortnightly team leader meetings we also undertake monthly joint quality audits, produce completed works and early warnings reports and tailor rounds programming to meet requirements.

Completed works and early warnings reports are completed daily and sent to the Open Spaces Team and the Asset Management Team. This enables the Open Spaces Team to action any works identified in the early warnings reports and the Asset Management Team to update asset data in SPM.

Quality customer service is also a cornerstone to providing effective and efficient service delivery. We achieve quality customer service by;

- investigating, resolving and reporting to Council any complaints we receive,
- responding to customer service requests (CRMs) within required timeframes,
- undertaking monthly customer satisfaction surveys, gauging the level of satisfaction of customers who logged CRMs,
- logging compliments received

## 7.1. Joint Quality Audits

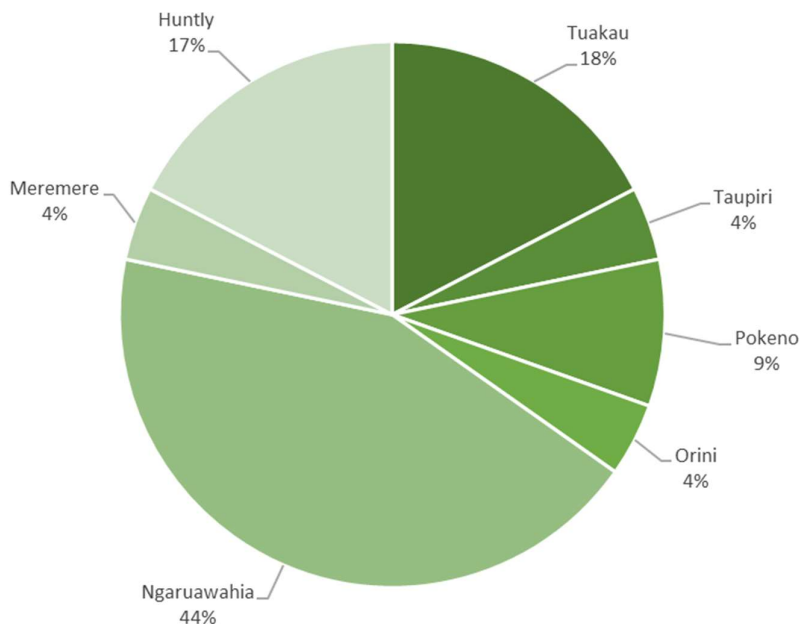
The locations and assets that are audited are selected by the Open Spaces team from the completed works reports from up to 3 days prior to the audit taking place. Council may choose to undertake up to 8 joint quality audits per month.

Council did not choose to undertake any joint quality audits in August, September, October, November, December or January due to Covid Level 4 and Level 3 restrictions. No joint quality audits were completed in February due to new team members in the Open Spaces Team receiving training.

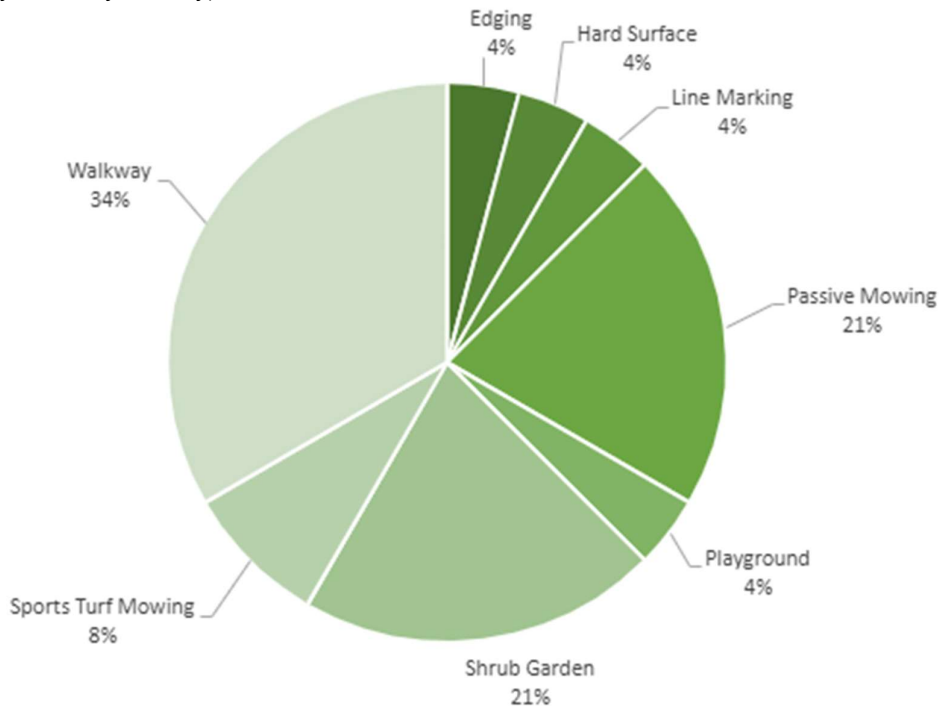
Date	Location	Asset Type	Score
Jul-21	Tuakau	Shrub Garden	100%
Jul-21	Tuakau	Hard Surface	100%
Jul-21	Tuakau	Shrub Garden	100%
Jul-21	Tuakau	Shrub Garden	100%
Jul-21	Meremere	Sports Turf Mowing	100%
Jul-21	Orini	Sports Turf Mowing	100%
Jul-21	Ngaruawahia	Walkway	100%
Jul-21	Huntly	Walkway	82%
Mar-22	Ngaruawahia	Passive Mowing	100%
Mar-22	Ngaruawahia	Passive Mowing	100%
Mar-22	Huntly	Walkway	100%
Mar-22	Huntly	Walkway	100%
Apr-22	Pokeno	Walkway	100%
Apr-22	Pokeno	Walkway	100%
Apr-22	Huntly	Shrub Garden	100%
Apr-22	Ngaruawahia	Passive Mowing	94%
May-22	Ngaruawahia	Passive Mowing	100%
May-22	Ngaruawahia	Shrub Garden	100%
May-22	Ngaruawahia	Walkway	93%
May-22	Ngaruawahia	Walkway	100%
Jun-22	Taupiri	Line Marking	100%
Jun-22	Ngaruawahia	Edging	100%
Jun-22	Ngaruawahia	Playground	100%
Jun-22	Te Kowhai	Passive Mowing	100%

24 audits were completed this year, with an average score of 99%.

Quality audits by location:



Quality audits by asset type:



## 7.2. Customer Complaints

This year Citycare received two customer complaints.

### 7.2.1. Location: Blundell Place Reserve, Huntly

Date: 29/10/2022

The customer lives adjacent to the reserve. The customer called Council to report that the litter collector had not collected all of the litter from the reserve.

Citycare investigated this issue, identifying the staff member responsible and immediately responding by sending the staff member to collect any remaining litter.

When the staff member arrived at the reserve they realised they had neglected to pick up an orange peel. The staff member approached the customer to notify them that the remaining litter had been collected. The customer became aggressive and so the staff member left.

The customer then called Council a second time to report that the staff member's behaviour was confrontational.

This customer has raised complaints of a similar nature in the past.

### 7.2.2. Location: St Albans Church, Waingaro

Date: 31/03/2022

Complaint received that the mowing had not been completed at St Albans Church and that the grass height did not comply with contract specification.

Citycare identified that the staff member had not mown this area due to their mower having broken down. The mower had since been repaired but the mower operator was still behind schedule and had not yet completed their round.

The mower operator mowed this within 24 hours of the complaint having been received.

## 7.3. Responding to CRMs

This year Citycare received 1127 customer services requests. 99.7% of these were completed within required timeframes, with 3 CRMs requiring timeframe extensions to enable Citycare to complete the requests.

These CRMs were:

- Graffiti in 8 different locations in Meremere, including the village entrance and the Meremere Domain.
- Litter collection line trimming at The Point Reserve and Puke-i-ahua Pa, approximately 1500m<sup>2</sup>.
- Trees have been damaged at the Te Kowhai Village Green. Citycare to meet with Council arborist on site to determine course of action.

## 7.4. Customer Satisfaction Surveys

Each month, Citycare undertakes customer satisfaction surveys, to gauge the level of satisfaction of customers who logged CRMs.

121 customer satisfaction surveys were undertaken this year;

- 45% of phone calls made to customers were not answered and a voicemail message was left
- 55% of phone calls made to customers resulted in positive feedback

From June, customer satisfaction surveys will be done using a set of questions where the

customer can respond on a scale of 1 to 10. This will enable us to better compare responses from customers. The questions include:

- On a scale of 1-10 how well did the standard of work meet your expectations?
- On a scale of 1-10 how satisfied are you with the site being left in a tidy & safe condition?
- On a scale of 1-10 did the staff onsite or over the phone conduct themselves in an appropriate manner?
- On a scale of 1-10 how well were you kept informed of the work completed?
- On a scale of 1-10 was the job complete in a timely manner?
- Overall, on a scale of 1-10 how satisfied are you with our service?

## 7.5. Compliments

Citycare received 17 compliments this year:

"Thanks from the RAGLAN LOCALS!!  
Thanks for your quick response to get this sorted out and as always your team is great and makes partnering up so much easier! Keep up the great work!"

"I wanted to commend Reece and Bevan on how well they handled the two wandering dogs and keeping them off the road until Animal Control came. They helped to control a potentially dangerous situation for both the dogs and the public. They also did a great job of helping to calm a potentially volatile member of the public"

"The annual gardens are looking exceptional!"

"Thank you for the tremendous work that you all delivered at the Tuakau Library planting (including the last minute job) we really appreciated the effort the team put in."

"I wanted to make a special mention and express my Thanks to Jason Oakes for taking a last-minute call end of day last Friday. Jason immediately actioned a plan to clear refuse that was dumped on Jesmond St. Jason kicked into action ASAP. So I want to acknowledge Jason and the Team for their mahi and commitment to keeping our Community clean"

"Brilliant work the community is stoked. The team did a fantastic job good on them."

"I want to congratulate you and the team on the great work that has been done with the planting along Great South rd. and the rail corridor. There has been much positive feedback. It opens that area up and looks awesome."

"A HUGE Ngaa mihi to Kawariki and the team for helping the Irvine whanau with their last minute wishes for the plot to be extra-depth with the Tuakau burial just gone. Myself and the whanau were truly grateful! Awesome mahi team."



"In Pokeno this morning Tim Hinton and his team were working on the Cenotaph. Tim said that he is really enjoying working with Kevin from Citycare and mentioned there has been a huge improvement with sub-contractor relationships. Please feel free to pass on the kind words to Kevin. This type of work certainly makes life easier for both you and I (Council and Citycare) and they should get the recognition they deserve."

"Thank you all so much for participating and making this day happen! The weather was awesome, and I heard everyone enjoyed themselves. I am glad we all can rely on our teams to pull this off. Such a great annual Kaupapa! Can't wait for 2023."

"(WDC) have appreciated the increased communication and the sharing of 'wins', demonstrating that Citycare is aligned with WDC's 'Do It Right' values."

"Citycare has been doing an amazing job delivering some beautiful planting projects throughout our District"

"Thanks for all your hard work. Raglan cemetery and the cemeteries in general are looking great, the team should be very proud of the work they are doing."

"(Line marking Raglan Airfield) the work required to complete that task was huge, I commend Raglan Lawns for their efforts"

"A big thank you to you and your staff re; planting in and around Taupiri. Have attached photo and the gardens are so lovely. So congratulations to your staff well done"

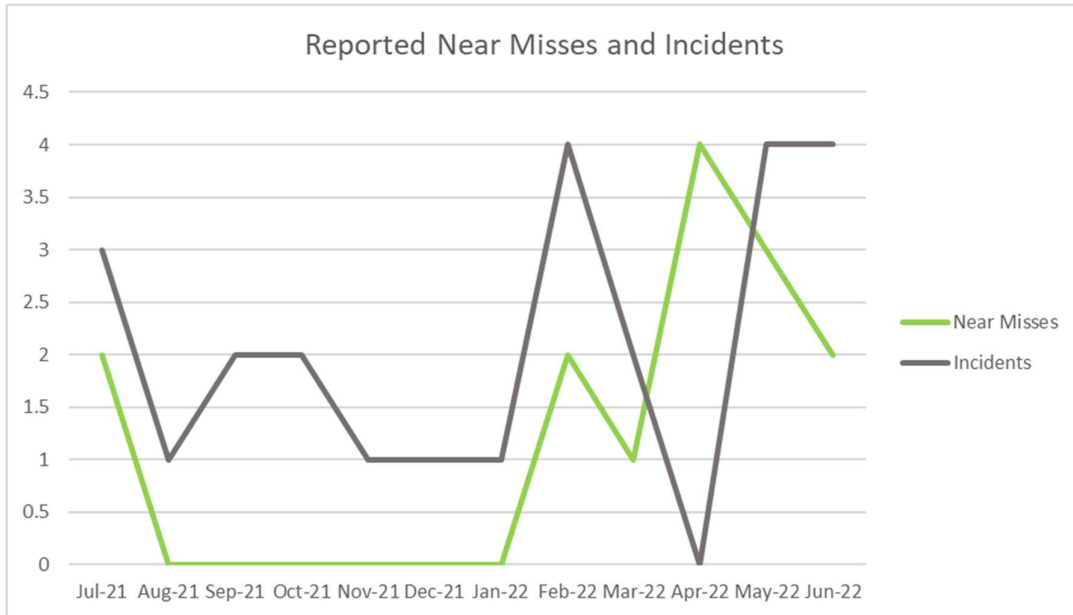
"Jason's team have recently been dealing with an issue at Te Kohanga, someone has been putting out their rubbish for collection at the edge of the reserve. Animals get into it and make a mess. Jason's team had been cleaning this up when it happens. It has been escalated to our monitoring and waste management teams who will now be trying to sort it out."

"Kia Ora Team, I would like to formally acknowledge the work Citycare and Jess performed over the weekend. A burial for the Muslim Cemetery came in late Saturday, while the team were completing another burial in Tuakau. Deidre was sick and so Jess and the Team managed the process between them and were able to complete the burial within a 6 hour turn around. The team went above and beyond and exceeded expectations. This work was outside the scope of what we would normally process on a weekend, so our most sincere thanks to Citycare and Jess for making this happen for the family. This was a phenomenal effort and greatly appreciated by Deidre and myself, along with the Muslim Association. Thank you for the continued hard work and heart you put into the cemeteries space."

## 8. Zero Harm

### 8.1. Incidents and Near Misses

There were 14 near misses reported this year and 25 incidents.



Near misses:

Month	Location	Description
Jul-21	Tamahere	Slipped on ramp
Jul-21	Te Kowhai	Vehicle had difficulty driving up a slope
Feb-22	Ngaruawahia	Fixing used to secure TM signage in place was damaged, sign could have come loose
Feb-22	Hamilton	Was following a car that crashed
Mar-22	Ngaruawahia	Hose used for watering plants created trip hazard
Apr-22	Ngaruawahia	5L paint container split inside bunding
Apr-22	Glen Murray	Brake warning light and alarm came on truck, stopped immediately and called supervisor
Apr-22	Ngaruawahia	Stopped beneath barrier arm on railway crossing
Apr-22	Ngaruawahia	The entrance way into the WDA and Citycare depot is used by heavy vehicles and pedestrians
May-22	Mercer	Two cars cut in front of the truck as they moved from the passing lane into the left lane
May-22	Ngaruawahia	Lost cellphone
May-22	Ngaruawahia	Tow ball of ute is a trip hazard
Jun-22	Ngaruawahia	Forgot to terminate Get Home Safe app, alert sent unnecessarily
Jun-22	Hamilton	While driving, the wind blew a recycling bin into the road in front of the vehicle. Braked immediately

Incidents:

Month	Location	Description
Jul-21	Tuakau	Pruning roses, branch got under safety glasses and scratched eye
Jul-21	Ngaruawahia	Raking leaves, rake snapped in half and and hit head
Jul-21	Tuakau	Backed up and hit another vehicle
Aug-22	Orini	Lost control of vehicle on sharp corner, vehicle came off the road into a ditch and hit a power pole. No injuries were caused
Sep-22	Huntly	Truck broken into, nothing stolen
Sep-22	Ngaruawahia	Dog ran into worksite and got hit by a falling branch, dog was not injured.
Oct-22	Ngaruawahia	Stung by bee on hand
Oct-22	Ngaruawahia	Dropped cellphone on ground, some damage, still works
Nov-22	Ngaruawahia	Gardening next to electric fence, got an electric shock
Dec-22	Ngaruawahia	While weed eating, dirt flicked into face under safety glasses, dirt got in eye
Jan-22	Ngaruawahia	91 petrol was put into a diesel vehicle
Feb-22	Huntly	Stung on hand by bee while cutting flax
Feb-22	Ngaruawahia	Drove over manhole, concrete coping collapsed, back wheels got stuck
Feb-22	Huntly	Reversing mower, mower slipped into culvert
Mar-22	Tuakau	Truck storage cabinet was broken into, small plant stolen
Mar-22	Huntly	Hose on ATV sprayer split, causing leak of glyphosate onto grass area
Apr-22	Ngaruawahia	Hit a decorative light with vehicle
May-22	Horotiu	Handling plants, stung by wasp
May-22	Huntly	Sprained ankle on tree stump hidden under leaves
May-22	Awhitu	Engine oil leak found
May-22	Gordonton	Stone chipped windscreen while driving
Jun-22	Pokeno	Slipped on uneven ground
Jun-22	Tuakau	Rose prick through glove
Jun-22	Ngaruawahia	Manouvering truck in car park, hit a car
Jun-22	Tuakau	Stone flicked up from weed eater, cracked side mirror on truck

## 8.2. Health and Safety Auditing

There are four types of health and safety audits for this contract;

### - Zero Harm Audits

Completed by Council staff, who will audit Citycare field staff. Up to 4 Zero Harm audits are to be completed each month.

### - Critical Risk Checks

Completed by the Citycare branch manager, who audits Citycare staff engaging in works that involve one of Citycare's 14 critical risks, ie. driving or working in live traffic.

### - Health and Safety Interactions

Completed by the Citycare branch manager, who will audit Citycare field staff. Not only does the audit involve assessing the health and safety management of the work site, but it is also an opportunity to raise and discuss other health and safety issues.

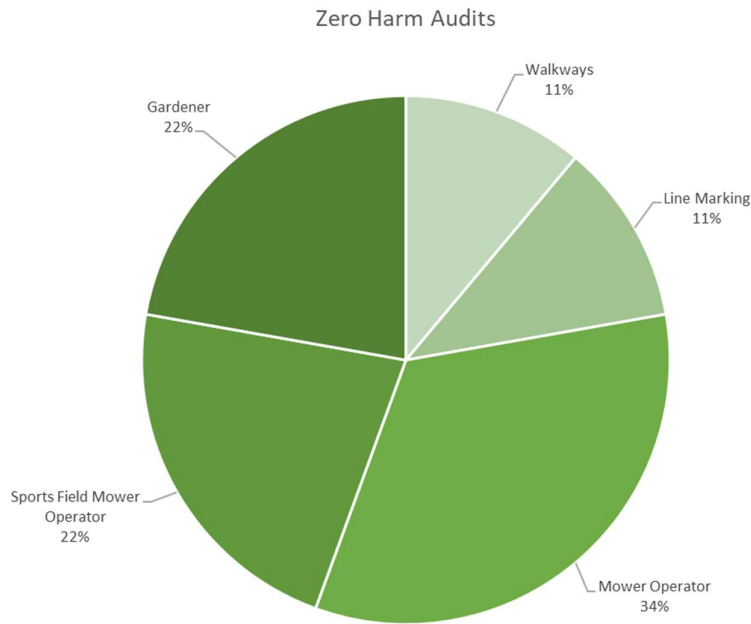
### - Work Site General Inspection

Completed by Citycare team leaders, they will audit field staff or subcontractors from their respective teams. 4 Work Site General Inspections must be completed by each team leader every month.

**8.2.1. Zero Harm Audits**

9 Zero Harm Audits were completed; all received a score of 100%

Month	Location	Field Staff Role	Score
Jul-21	Ngaruawahia	Gardener	100%
Jul-21	Ngaruawahia	Sports Field Mower Operator	100%
Jul-21	Ngaruawahia	Mower Operator	100%
Jul-21	Te Kowhai	Gardener	100%
Mar-22	Huntly	Sports Field Mower Operator	100%
Apr-22	Pokeno	Walkways	100%
Apr-22	Ngaruawahia	Line Marking	100%
May-22	Ngaruawahia	Mower Operator	100%
Jun-22	Ngaruawahia	Mower Operator	100%

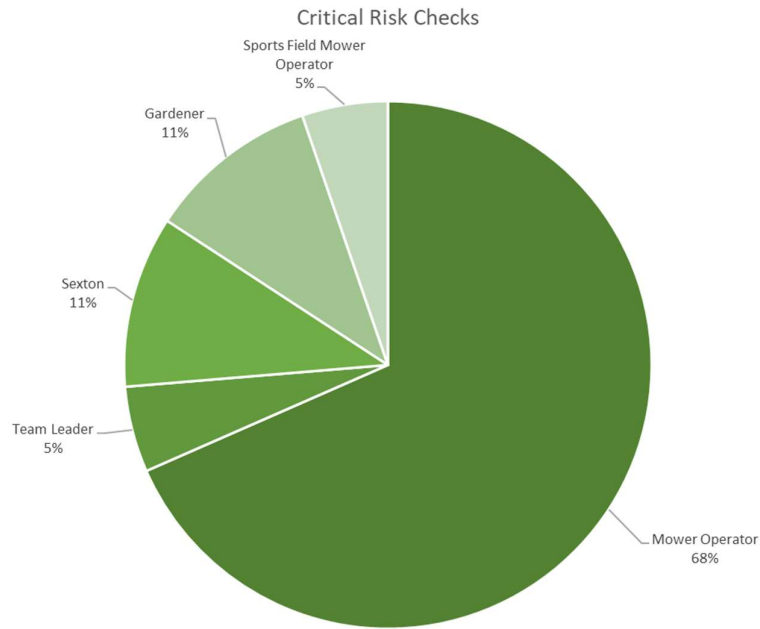


**8.2.2. Critical Risk Checks**

19 Critical Risks Checks were completed; no issues were reported.

Month	Field Staff Role
Jul-21	Mower Operator
Jul-21	Mower Operator
Aug-21	Mower Operator
Aug-21	Team Leader
Sep-21	Sexton
Sep-21	Gardener
Oct-21	Mower Operator
Oct-21	Mower Operator
Nov-21	Sports Field Mower Operator
Nov-21	Mower Operator

Nov-21	Mower Operator
Dec-21	Mower Operator
Jan-22	Mower Operator
Jan-22	Mower Operator
Feb-22	Mower Operator
Mar-22	Mower Operator
Apr-22	Sexton
May-22	Mower Operator
Jun-22	Gardener

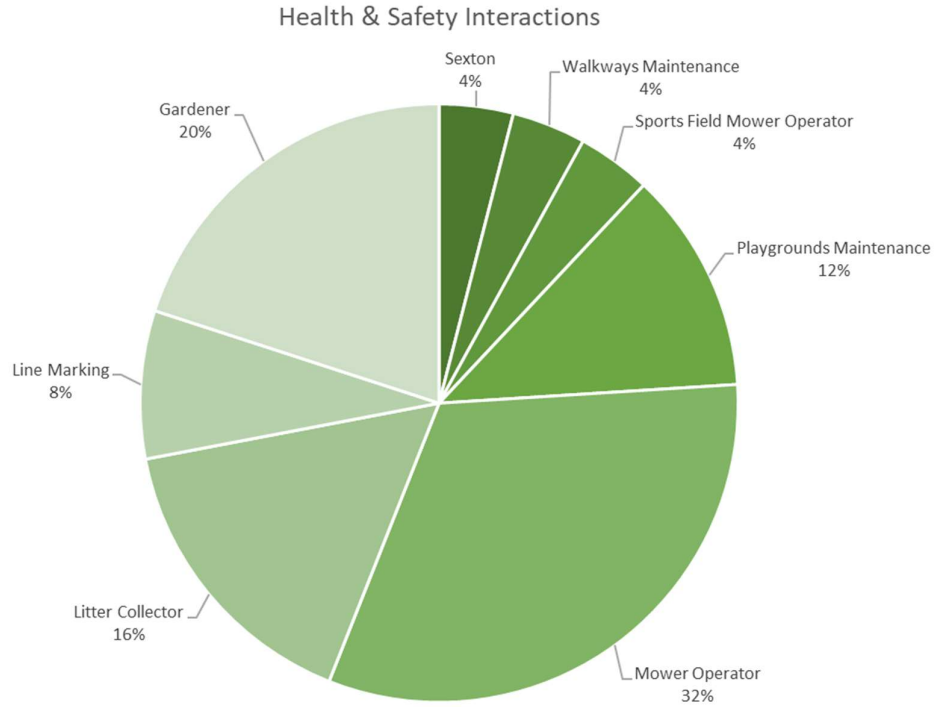


**8.2.3. Health and Safety Interactions**

25 Health and Safety Interactions were completed, no issues were reported.

Month	Field Staff Role
Jul-21	Mower Operator
Jul-21	Gardener
Aug-21	Gardener
Sep-21	Gardener
Sep-21	Litter Collector
Sep-21	Walkways Maintenance
Oct-21	Line Marking
Nov-21	Mower Operator
Nov-21	Mower Operator
Nov-21	Playgrounds Maintenance
Jan-22	Sexton
Feb-22	Playgrounds Maintenance
Feb-22	Litter Collector
Feb-22	Gardener
Mar-22	Litter Collector
Mar-22	Playgrounds Maintenance
Mar-22	Mower Operator

Mar-22	Sports Field Mower Operator
Apr-22	Line Marking
Apr-22	Mower Operator
May-22	Litter Collector
May-22	Gardener
May-22	Mower Operator
May-22	Mower Operator
Jun-22	Mower Operator



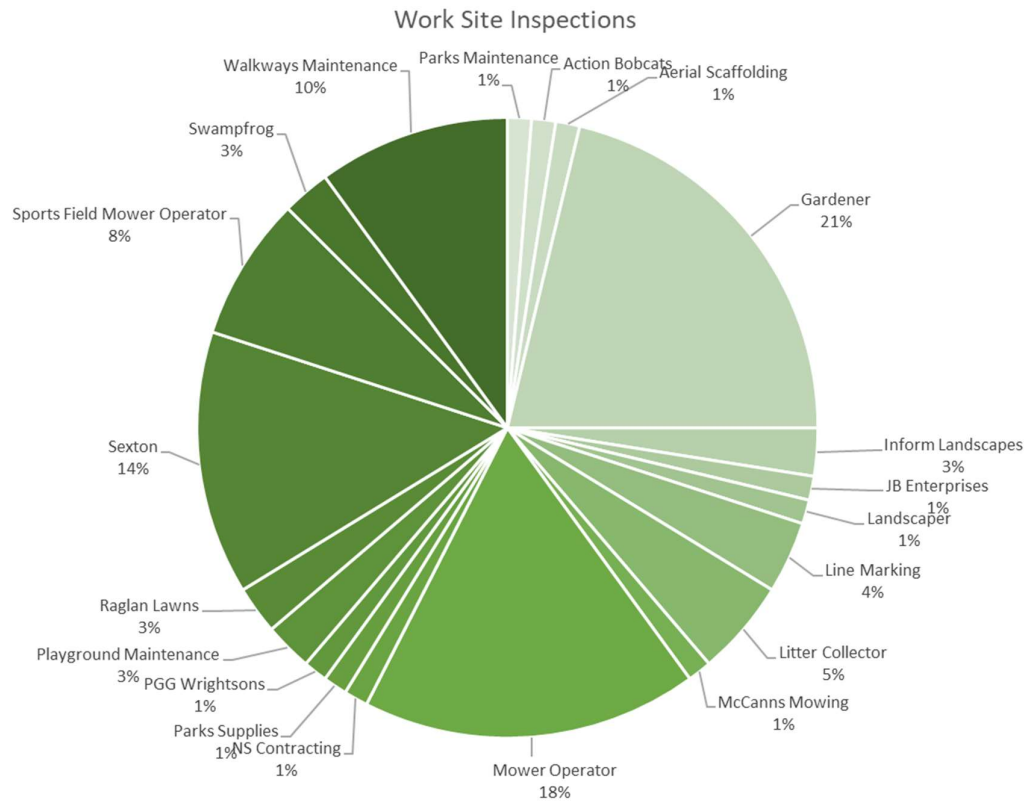
**8.2.4. Work Site General Inspection**

80 Work Site General Inspections were completed this year, with an average score of 100%.

Month	Location	Field Staff Role/Subcontractor	Score
Jul-21	Huntly	Litter Collector	100%
Jul-21	Ngaruawahia	Playground Maintenance	100%
Jul-21	Huntly	Sports Field Mower Operator	100%
Jul-21	Huntly	Gardener	100%
Aug-21	Ngaruawahia	Gardener	100%
Aug-21	Raglan	Sexton	100%
Aug-21	Huntly	Mower Operator	100%
Aug-21	Gordonton	Aerial Scaffolding	100%
Aug-21	Ngaruawahia	Parks Supplies	100%
Sep-21	Huntly	Walkways Maintenance	100%
Sep-21	Ngaruawahia	Sexton	100%
Sep-21	Huntly	Gardener	100%
Sep-21	Ngaruawahia	PGG Wrightsons	100%

Sep-21	Ngaruawahia	Mower Operator	100%
Sep-21	Ngaruawahia	Gardener	100%
Oct-21	Huntly	Line Marking	100%
Oct-21	Huntly	Sexton	100%
Oct-21	Huntly	Sexton	100%
Oct-21	Waingaro	Walkways Maintenance	100%
Nov-21	Ngaruawahia	Mower Operator	100%
Oct-21	Tuakau	Gardener	100%
Oct-21	Ngaruawahia	Mower Operator	100%
Oct-21	Ngaruawahia	Gardener	100%
Oct-21	Ngaruawahia	Gardener	100%
Nov-21	Tuakau	Walkways Maintenance	96%
Nov-21	Huntly	Swampfrog	100%
Nov-21	Ngaruawahia	Gardener	100%
Nov-21	Ngaruawahia	Mower Operator	100%
Nov-21	Ngaruawahia	Mower Operator	100%
Dec-21	Huntly	Walkways Maintenance	100%
Dec-21	Ngaruawahia	Litter Collector	100%
Dec-21	Te Kowhai	Walkways Maintenance	100%
Dec-21	Huntly	Sexton	100%
Dec-21	Raglan	Raglan Lawns	100%
Dec-21	Ngaruawahia	Mower Operator	100%
Dec-21	Ngaruawahia	Sports Field Mower Operator	100%
Dec-21	Ngaruawahia	Gardener	100%
Jan-22	Ngaruawahia	Mower Operator	100%
Jan-22	Ngaruawahia	Sports Field Mower Operator	100%
Jan-22	Te Akau	Parks Maintenance	100%
Jan-22	Ngaruawahia	Gardener	100%
Feb-22	Ngaruawahia	Line Marking	100%
Feb-22	Huntly	Sports Field Mower Operator	100%
Feb-22	Huntly	Mower Operator	100%
Feb-22	Tuakau	Gardener	100%
Mar-22	Ngaruawahia	Sexton	100%
Mar-22	Ngaruawahia	Litter Collector	100%
Mar-22	Te Kowhai	NS Contracting	100%
Mar-22	Ngaruwahia	JB Enterprises	97%
Mar-22	Tuakau	Inform Landscapes	100%
Mar-22	Taupiri	Sports Field Mower Operator	100%
Mar-22	Te Kowhai	Gardener	100%
Mar-22	Taupiri	Mower Operator	100%
Mar-22	Ngaruawahia	Walkways Maintenance	90%
Apr-22	Ngaruawahia	Playground Maintenance	100%
Apr-22	Ngaruawahia	Sexton	100%
Apr-22	Ngaruawahia	Walkways Maintenance	100%
Apr-22	Ngaruawahia	Sexton	100%
Apr-22	Ngaruawahia	Gardener	100%
Apr-22	Ngaruawahia	McCanns Mowing	100%

Apr-22	Taupiri	Mower Operator	100%
Apr-22	Whatawhata	Gardener	100%
May-22	Ngaruawahia	Gardener	100%
May-22	Ngaruawahia	Gardener	100%
May-22	Huntly	Action Bobcats	100%
May-22	Horotiu	Swampfrog	100%
May-22	Pokeno	Gardener	100%
May-22	Tuakau	Mower Operator	96%
May-22	Ngaruawahia	Sexton	100%
May-22	Ngaruawahia	Walkways Maintenance	100%
May-22	Waingaro	Sexton	100%
Jun-22	Ngaruwahia	Landscaper	100%
Jun-22	Huntly	Litter Collector	100%
Jun-22	Huntly	Line Marking	100%
Jun-22	Huntly	Sexton	100%
Jun-22	Ngaruawahia	Mower Operator	92%
Jun-22	Huntly	Inform Landscapes	100%
Jun-22	Ngaruawahia	Mower Operator	100%
Jun-22	Raglan	Raglan Lawns	100%
Jun-22	Orini	Sports Field Mower Operator	100%





## 8.3. Health and Safety Innovations

### 8.3.1. Reducing the risk associated with dogs

In April 2021, one of Citycare's litter collectors was attacked by a dog at Dr John Lightbody Reserve in Tuakau.

To reduce the risks associated with dogs in reserves, the following actions have been taken:

- A list of areas that often have roaming dogs or dogs off lead has been compiled, this information was then added to the site specific hazard register.
- All rubbish bins within off lead dog exercise areas have been moved outside the fenced areas.
- All staff have received training from the Council's animal control team. This training included what to do around roaming dogs, how to report roaming dogs and how to defend yourself should an aggressive dog approach or attack.

### 8.3.2. Improving health and safety communications to field staff

Field staff received all of staff communications via a group txt function. This group txt function had limitations including a maximum of 250 characters per txt message, photos/images could not be included and staff could not reply/respond to the txt message as it was sent from a software programme.

All staff have been issued with smart phones and have received training with how to use MS Outlook. This enables staff to receive and respond to emails.

### 8.3.3. Digitisation of Near Miss reporting

Digital Near Miss forms became available to field staff in December 2021, in their Digital Toolbox. Digitising Near Miss forms enables staff to complete a Near Miss report while on site, as soon as the staff member experiences a Near Miss.

Training on the use of the digital Near Miss forms was rolled out to all staff from January 2022.

### 8.3.4. Reducing risk to lone workers

Field staff who are lone workers reported that there are areas that they work in, in which they do not feel safe.

The first option explored to reduce the risk associated with these areas for lone workers was creating digital geo fences around these unsafe areas. This would trigger an email alert when their cellphones entered these areas, the email alert would be sent to their team leader who would then be able to monitor the staff member's activity while in the geo fenced area. Because team leaders are often out in the field, this option was rejected as it would not have been effective.

The second option explored was the Get Home Safe App. This app is installed on the staff member's cell phone. When they are going to work in an area in which they do not feel safe, they can set a timer that- if the staff member does not turn off when they leave the area, will send an alert to the administration team who can then respond.

Staff who were identified as lone workers had the app installed on their phone and were provided with training.

### **8.3.5. Digitisation of spray diaries**

All staff using agrichemicals must keep a spray diary. This records the date, chemical, volume sprayed, spray location and weather conditions.

Physical spray diaries limitations included not being able to collate data easily to understand trends and locate specific information easily.

The digital spray diary was first trialled by one of our gardening crews. Spray diary forms have been digitised and added to the relevant staff's digital toolboxes.

The roll out and training of use of the digital spray diary began in May.

## **9. Sustainability**

### **9.1. We Are Local**

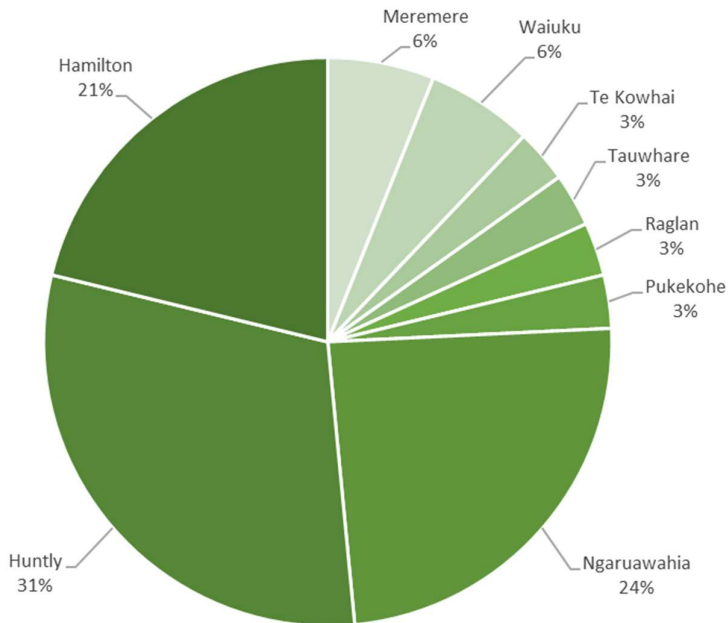
#### **9.1.1. Recruitment Statistics**

We have 33 staff in the Citycare Waikato branch. This year we had several staff movements;

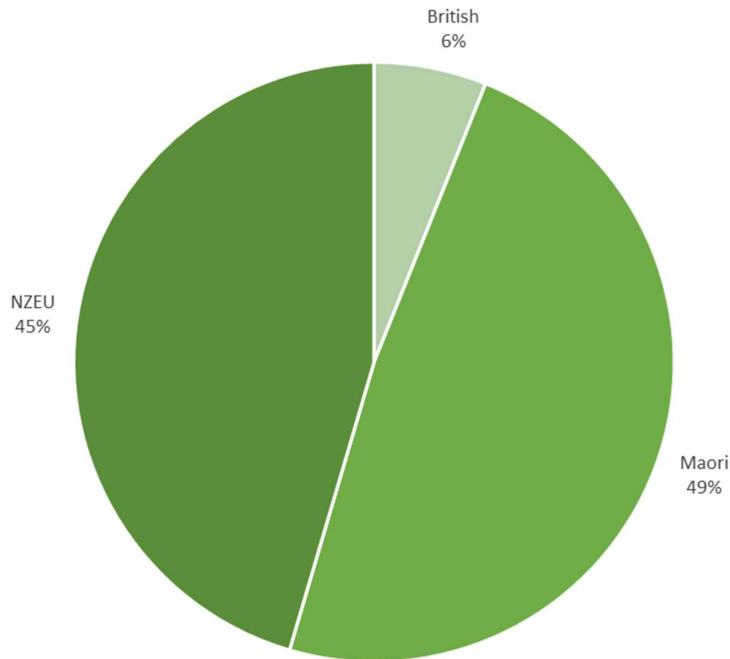
- The parks maintenance team leader resigned in July; this role was filled by a walkways maintenance team member who leadership potential was recognised and was from the local community.
- The gardener from the northern round transferred to Citycare's Dunedin Contract and another gardener left to relocate to Marlborough. These two gardening roles were filled by two people from Meremere who were previously working in Auckland.
- The landscape construction role became vacant when the team member left to relocate to Marlborough. This role was filled by a person from Ngaruawahia.
- In December the branch manager moved back to Tauranga for another role at Citycare. This role was filled by a person who had previously worked in the WDC Open Spaces Team and is from Ngaruawahia.

70% of our staff live in the Waikato District.

The community our staff call home:



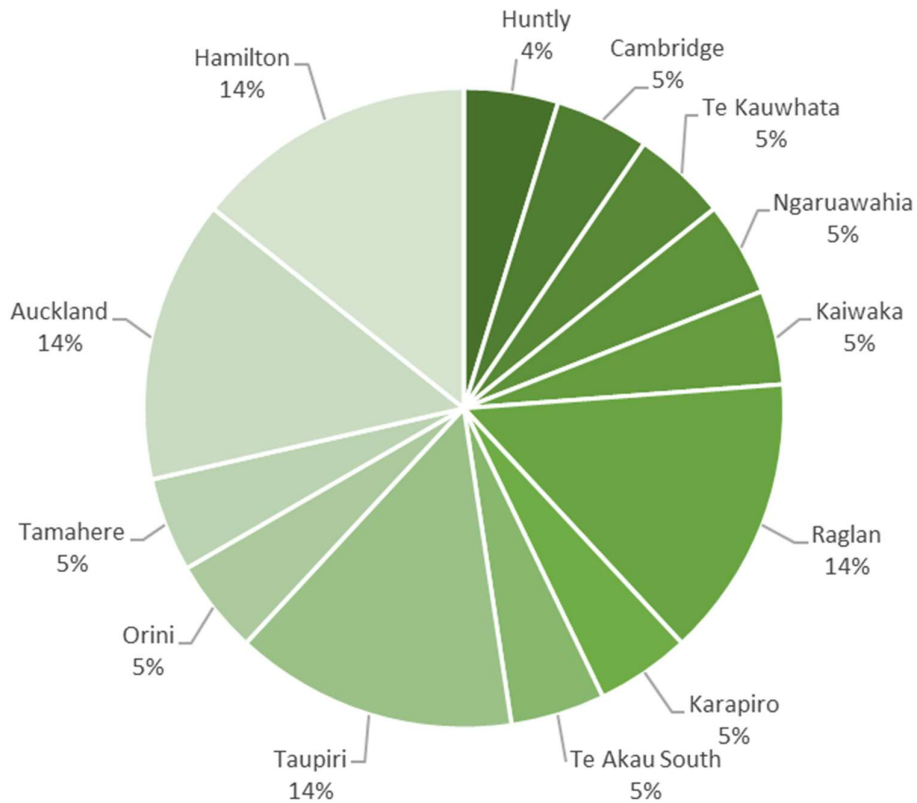
Ethnicity statistics:



**9.1.2. Subcontractor Statistics**

We work with 21 subcontractors. 57% of our subcontractors are based in the Waikato District.

Location:



### 9.2. We Support Our Staff to Develop Their Skills

Training provided to staff this year included:

- leadership and management,
- playground maintenance and inspection,
- agrichemical handling and application,
- traffic management,
- first aid,
- vehicle training,
- dog attack prevention and
- health and safety representative training

No training was provided between August and October due to Covid restrictions. In total, staff attended 60 courses this year.

Month	Programme	# of Staff
Jul-21	Field Leadership Programme	2
Nov-21	Flying Fox compliance and Maintenance Training	3
Nov-21	Growsafe (Agrichemical Handling)	3
Dec-21	Growsafe (Agrichemical Handling)	2
Dec-21	TTM Worker (Traffic Management)	3
Dec-21	STMS NP Refresher (Traffic Management)	1
Dec-21	TMO NP (Traffic Management)	1
Dec-21	STMS Mobile NP (Traffic Management)	4

Jan-22	Growsafe (Agrichemical Handling)	1
Jan-22	Playground Inspections	1
Jan-22	STMS Practicing (Traffic Management)	1
Feb-22	STMS Mobile Practicing (Traffic Management)	4
Mar-22	First Aid Refresher Course	4
Apr-22	TMO NP (Traffic Management)	3
Apr-22	First Aid Advanced	3
Apr-22	TMO Verifications (Traffic Management)	2
Apr-22	TMO P (Traffic Management)	2
Apr-22	TTM Worker (Traffic Management)	1
Apr-22	STMS Universal	1
May-22	Growsafe (Agrichemical Handling)	1
May-22	TTM Worker (Traffic Management)	2
May-22	TMO NP (Traffic Management)	1
May-22	TMO Verifications (Traffic Management)	1
May-22	Health and Safety Representative Training	3
May-22	Dog Attack Prevention training	7
Jun-22	TMO Verifications (Traffic Management)	1
Jun-22	LUV (light utility vehicle) training	1
Jun-22	STMS AB NP (Traffic Management)	1

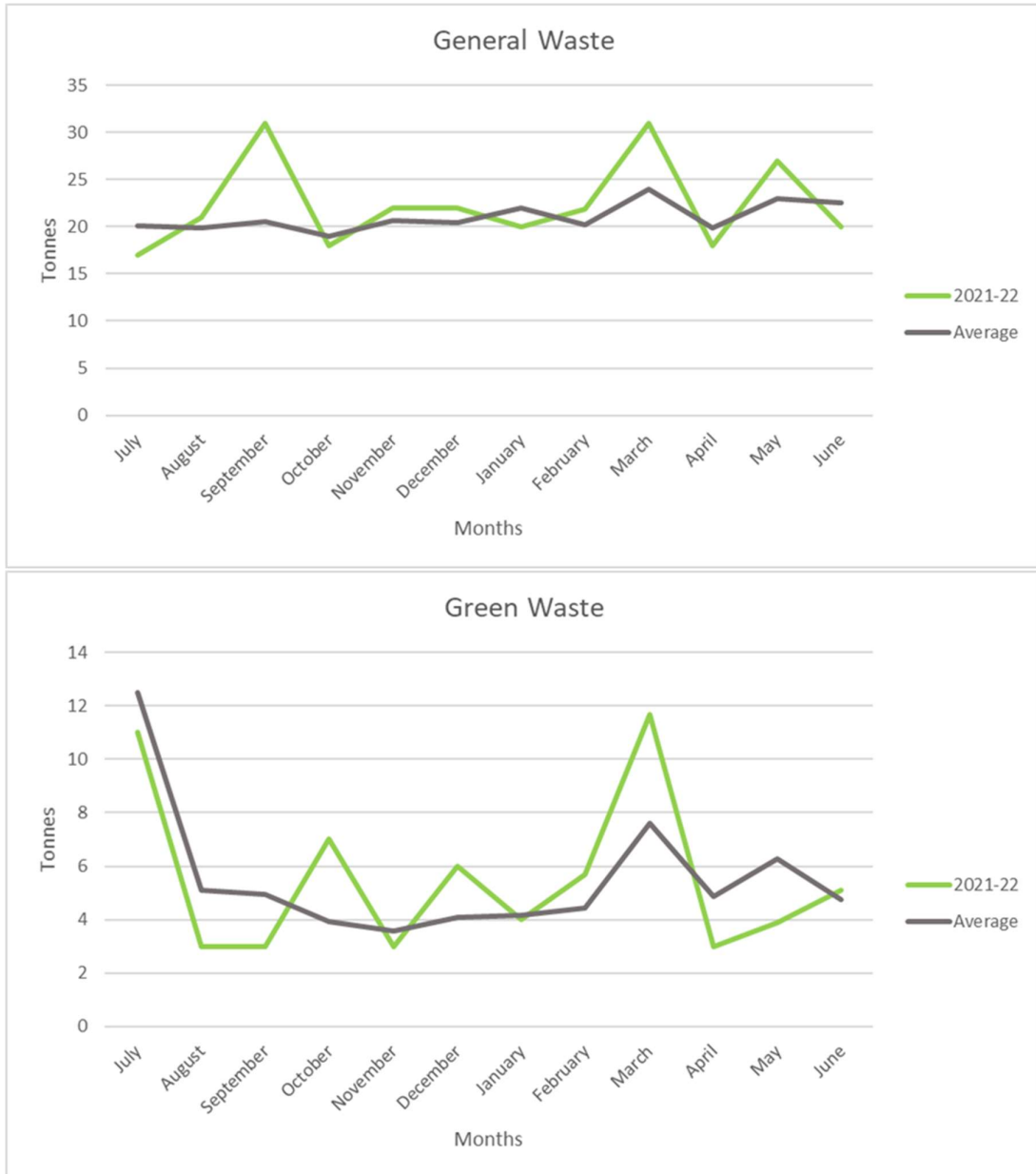
### 9.3. Waste Tracking

Citycare tracks the volume of green waste and general waste resulting that is taken to landfill each month.

- Green waste is generated for gardening maintenance, vegetation clearance and illegal dumping of garden waste in reserves.
- General waste is generated through rubbish bins in parks and reserves, loose litter collection, disposal of damaged/broken assets and illegal dumping.

This year Citycare disposed of 268 tonnes of general waste and 66.3 tonnes of green waste.

An increase in illegal dumping saw an increase in the total amount of general waste when compared to the average total of the previous years which was 252 tonnes. Green waste total volumes were the same as the average total of the previous years.



## 10. Broader Outcomes and Community Engagement

Citycare contributes to thriving local communities not only through caring for community spaces and hiring, supporting and developing the careers of local people but also in supporting community led initiatives.

In the past year Citycare has contributed 78.5 hours of labour towards supporting community initiatives.

Key initiatives included;

- providing infant burial/interment services free of charge,
- garden maintenance of the Ngaruawahia Community House and the Ngaruawahia RSA,
- supply rubbish bins and collection of general waste for the Ngaruawahia Matariki Festival,

- planting and supply of morning tea for the Horotiu School planting day,



- graffiti removal on Ngaruawahia CBD roller doors,



- supplying bags, gloves and litter pick up sticks to community clean-up day  
- supporting the Friends of Cobourne Reserve



### Confidentiality

Information and documentation relating to City Care's business activities is commercially sensitive and confidential between City Care and nominated parties. It may only be used in relation to this contract and may not be divulged to third parties without the express written approval of Citycare's Executive General Manager.

Citycare Property 



<b>To</b>	<b>Infrastructure Committee</b>
<b>Report title</b>	<b>Proposed Road Name – Akatea Lane, Rototuna</b>
Date:	12 September 2022
Report Author:	Jackie Bishop, Contracts & Partnering Manager
Authorised by:	Megan May, Acting General Manager Service Delivery

## **1. Purpose of the report**

### **Te Take moo te puurongo**

---

To seek approval from the Infrastructure Committee to name a private road off Ennion Rise, Rototuna, as Akatea Lane.

## **2. Executive summary**

### **Whakaraapopotanga matua**

---

This report requests that the Infrastructure Committee approve the naming of a private road off Ennion Rise, Rototuna, as Akatea Lane. This is to correct an historical administrative error relating to the renaming of roads associated with the Waikato Expressway construction by Waka Kotahi. The name has been checked by Council staff against the Road Naming Policy.

## **3. Staff recommendations**

### **Tuutohu-aa-kaimahi**

---

**That the Infrastructure Committee approves the following road name for a private road off Ennion Rise, Rototuna, in accordance with the Road Naming Policy:**

- **Akatea Lane.**
-

## **4. Background / Discussion**

### **Koorero whaimaarama**

---

This report requests that the Infrastructure Committee approve the naming of a private road off Ennion Rise, Rototuna, as Akatea Lane under the Road Naming Policy. See attached map for where this road is located.

This is to correct an historical administrative error with the adjustment and renaming of roads in association with the construction of the Waikato Expressway by Waka Kotahi. As part of this adjustment, the relevant section of Kay Road (where the private road comes off), was renamed as Ennion Rise. This finally took effect for residents on 17 May 2022. However, the private road was not similarly renamed which is an oversight and now needs to be corrected.

The private road was previously called Hancock Road. However, as part of the adjustment it was determined that there was already a road of that name in the adjacent Hamilton City Council area. As such, Akatea Lane was proposed and agreed with Iwi, the resident and adjacent councils, but never fully implemented including WDC Infrastructure Committee and Council approval, appropriate signage or issuing of formal address.

This has caused confusion and concern for the resident – Mr and Mrs Gore. The Gore's are the only residents on this private road.

The private road sits within the Hukanui Waerenga ward which does not have a Community Board.

Council have undertaken checks to ensure compliance with the Road Naming Policy and there is no duplication of the proposed name and have correspondence on file with Hamilton and Waipa councils confirming there is no conflict.

#### **4.1 Financial considerations**

##### **Whaiwhakaaro puutea**

There are no material financial considerations associated with the recommendations of this report.

#### **4.2 Legal considerations**

##### **Whaiwhakaaro-aa-ture**

Staff confirm that the staff recommendation complies with the Council's legal and policy requirements.

#### **4.3 Strategy and policy considerations**

##### **Whaiwhakaaro whakamaaherehere kaupapa here**

The report and recommendations are consistent with the Council's policies, plans and prior decisions.

---

#### 4.4 Maaori and cultural considerations Whaiwhakaaro Maaori me oona tikanga

Waka Kotahi consulted with Iwi as part of the renaming process for roads associated with the Expressway. There has been no further formal consultation by Council.

## 5. Significance and engagement assessment Aromatawai paahekoheko

### 5.1 Significance Te Hiranga

The decisions and matters of this report are assessed as of low significance, in accordance with the Council's [Significance and Engagement Policy](#).

### 5.2 Engagement Te Whakatuutakitaki

Highest level of engagement	Inform <input type="checkbox"/>	Consult <input checked="" type="checkbox"/>	Involve <input type="checkbox"/>	Collaborate <input type="checkbox"/>	Empower <input type="checkbox"/>
<i>Tick the appropriate box/boxes and specify what it involves by providing a brief explanation of the tools which will be used to engage (refer to the project engagement plan if applicable).</i>	Waka Kotahi and Council have engaged with the affected resident, Iwi and adjacent councils as part of the road naming process.				

State below which external stakeholders have been or will be engaged with:

Planned	In Progress	Complete	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Internal
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Waikato-Tainui/Local iwi and hapuu
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Affected Communities
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Affected Businesses
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (Please Specify)

## 6. Next steps

### Ahu whakamua

---

If approved, Council will proceed with road naming and issuing of formal address via LINZ and appropriate signage. The address for the property is already recorded in LINZ as 22 Akatea Lane.

## 7. Confirmation of statutory compliance

### Te Whakatuuturutanga aa-ture

---

As required by the Local Government Act 2002, staff confirm the following:

The report fits with Council's role and Ngaruawahia Community Boards Terms of Reference and Delegations.	Confirmed
The report contains sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages ( <i>Section 5.1</i> ).	Confirmed
Staff assessment of the level of significance of the issues in the report after consideration of the Council's Significance and Engagement Policy ( <i>Section 6.1</i> ).	Low
The report contains adequate consideration of the views and preferences of affected and interested persons taking account of any proposed or previous community engagement and assessed level of significance ( <i>Section 6.2</i> ).	Confirmed
The report considers impact on Maaori ( <i>Section 5.5</i> )	Confirmed
The report and recommendations are consistent with Council's plans and policies ( <i>Section 5.4</i> ).	Confirmed
The report and recommendations comply with Council's legal duties and responsibilities ( <i>Section 5.3</i> ).	Confirmed

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## 8. Attachments Ngāa taapirihanga

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Attachment 1 – Map location of Akatea Lane



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<b>To</b>	<b>Infrastructure Committee</b>
<b>Report title</b>	<b>Subdivision 0223/21, 60 Washer Road, Horotiu - Proposed Road Name</b>
Date:	12 September 2022
Report Author:	Jackie Bishop, Contracts & Partnering Manager
Authorised by:	Megan May, Acting General Manager Service Delivery

## **1. Purpose of the report**

### **Te Take moo te puurongo**

---

To seek approval from the Infrastructure Committee on the Road Naming application for Subdivision 0223/21, 60 Washer Road, Horotiu.

## **2. Executive summary**

### **Whakaraapopototanga matua**

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This report requests that the Infrastructure Committee approve the proposed road name of Haumako Lane, for a subdivision at 60 Washer Road, Horotiu. The name has been proposed by the developer outside of the pre-approved list, is supported by Mana Whenua after consultation, approved by the Ngaruawahia Community Board (NCB2209/05 on 6 September 2022) and is supported by Council's roading team.

The list has been checked by Council staff against the Road Naming Policy.

## **3. Staff recommendations**

### **Tuutohu-aa-kaimahi**

---

**That the Infrastructure Committee approves the following road name for Subdivision 0223/021 at 60 Washer Road, Horotiu, in accordance with the Road Naming Policy:**

- **Haumako Lane.**
-

## 4. Background

### Koorero whaimaarama

---

SUB 0223/21 is a residential development on, more or less, 4475m<sup>2</sup> at 60 Washer Road, Horotiu. The development is consented to create 12 new lots situated on the southern side of Washer Road opposite Horotiu Bridge Road.

While a pre-approved list of names exists for the Ngaruawahia Community Board (attached), the developer is permitted to go outside of this list and propose different names. This is contemplated in the Road Naming Policy under section 1.2 as follows:

#### *1.2 Request for Road Name not from the "Approved List" of Road Names*

*(a) Where an "Approved List" is not available or the subdivision developer wishes to choose their own road names, the developer shall make a request to Council's Road Asset Team.*

As required by the Road Naming Policy, the Developer has consulted with Mana Whenua about the proposed name of Haumako Lane, and they are in agreeance as it is in line with the theme of gardening, an aspect of Mana Whenua which was very prevalent in that area.

The Ngaruawahia Community Board unanimously approved the use of the name at its meeting of 6 September 2022, under resolution NCB2209/05.

Staff have reviewed the name and considered it does not duplicate, sound too similar, or is a duplicated street type (e.g. street, road, avenue, boulevard, junction, crescent, etc) which may otherwise cause travel uncertainties in the Waikato District. The recommended list has been checked against Google mapping and NZ Post.

Hamilton City Council has confirmed that there is no similar sounding name within their District which would otherwise cause confusion. Staff note that there are similar names in Otahuhu and Mangawhai Heads.

## 5. Discussion and analysis

### Taataritanga me ngaa tohutohu

---

The table below provides a list of recommended historical, social, cultural and geographic themed names, background to the name choice, an indication of any potential duplication or sound similarity issues, and the exclusion of any suffix if applicable as per Road Naming Policy.

<b>Name (in order of preference)</b>	<b>Reason</b>	<b>Location of duplicate or similar sounding name in adjoining councils</b>
<b>Haumako Lane</b>	Mana whenua chosen name. Haumako means "fertile" in regard to soil / land. It is in line with the	1. Haumako Place, Otahuhu 2. Haumako Lane, Mangawhai Heads

### 5.1 Financial considerations

#### Whaiwhakaaro puutea

There are no material financial considerations associated with the recommendations of this report. All costs for new road names are met by developers.

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## 5.2 Legal considerations Whaiwhakaaro-aa-ture

Staff confirm that the staff recommendation complies with the Council's legal and policy requirements.

## 5.3 Strategy and policy considerations Whaiwhakaaro whakamaaherehere kaupapa here

The report and recommendations are consistent with the Council's policies, plans and prior decisions.

## 5.4 Maaori and cultural considerations Whaiwhakaaro Maaori me oona tikanga

Local Iwi have been consulted and are in agreeance with the name.

# 6. Significance and engagement assessment Aromatawai paahekoheko

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## 6.1 Significance Te Hiranga

The decisions and matters of this report are assessed as of low significance, in accordance with the Council's [Significance and Engagement Policy](#).

## 6.2 Engagement Te Whakatuutakitaki

Mana Whenua, Ngaruawahia Community Board and adjacent councils have been consulted regarding the proposed road name.

Highest level of engagement	Inform <input type="checkbox"/>	Consult <input checked="" type="checkbox"/>	Involve <input type="checkbox"/>	Collaborate <input type="checkbox"/>	Empower <input type="checkbox"/>
<i>Tick the appropriate box/boxes and specify what it involves by providing a brief explanation of the tools which will be used to engage (refer to the project engagement plan if applicable).</i>					

---



State below which external stakeholders have been or will be engaged with:

Planned	In Progress	Complete	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Internal
<input type="checkbox"/>	<input type="checkbox"/>	✓	Waikato-Tainui/Local iwi and hapuu
<input type="checkbox"/>	<input type="checkbox"/>	✓	Affected Communities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Affected Businesses
<input type="checkbox"/>	<input type="checkbox"/>	✓	Other (Please Specify) Adjacent councils

## 7. Next steps Ahu whakamua

If the preferred name is approved, the Developer will utilise this. If not, the developer will be advised to seek an alternative option.

## 8. Confirmation of statutory compliance Te Whakatuuturutanga aa-ture

As required by the Local Government Act 2002, staff confirm the following:

The report fits with Council's role and Ngaruawahia Community Boards Terms of Reference and Delegations.	Confirmed
The report contains sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages ( <i>Section 5.1</i> ).	Confirmed
Staff assessment of the level of significance of the issues in the report after consideration of the Council's Significance and Engagement Policy ( <i>Section 6.1</i> ).	Low
The report contains adequate consideration of the views and preferences of affected and interested persons taking account of any proposed or previous community engagement and assessed level of significance ( <i>Section 6.2</i> ).	Confirmed
The report considers impact on Maaori ( <i>Section 5.5</i> )	Confirmed
The report and recommendations are consistent with Council's plans and policies ( <i>Section 5.4</i> ).	Confirmed
The report and recommendations comply with Council's legal duties and responsibilities ( <i>Section 5.3</i> ).	Confirmed

## 9. Attachments

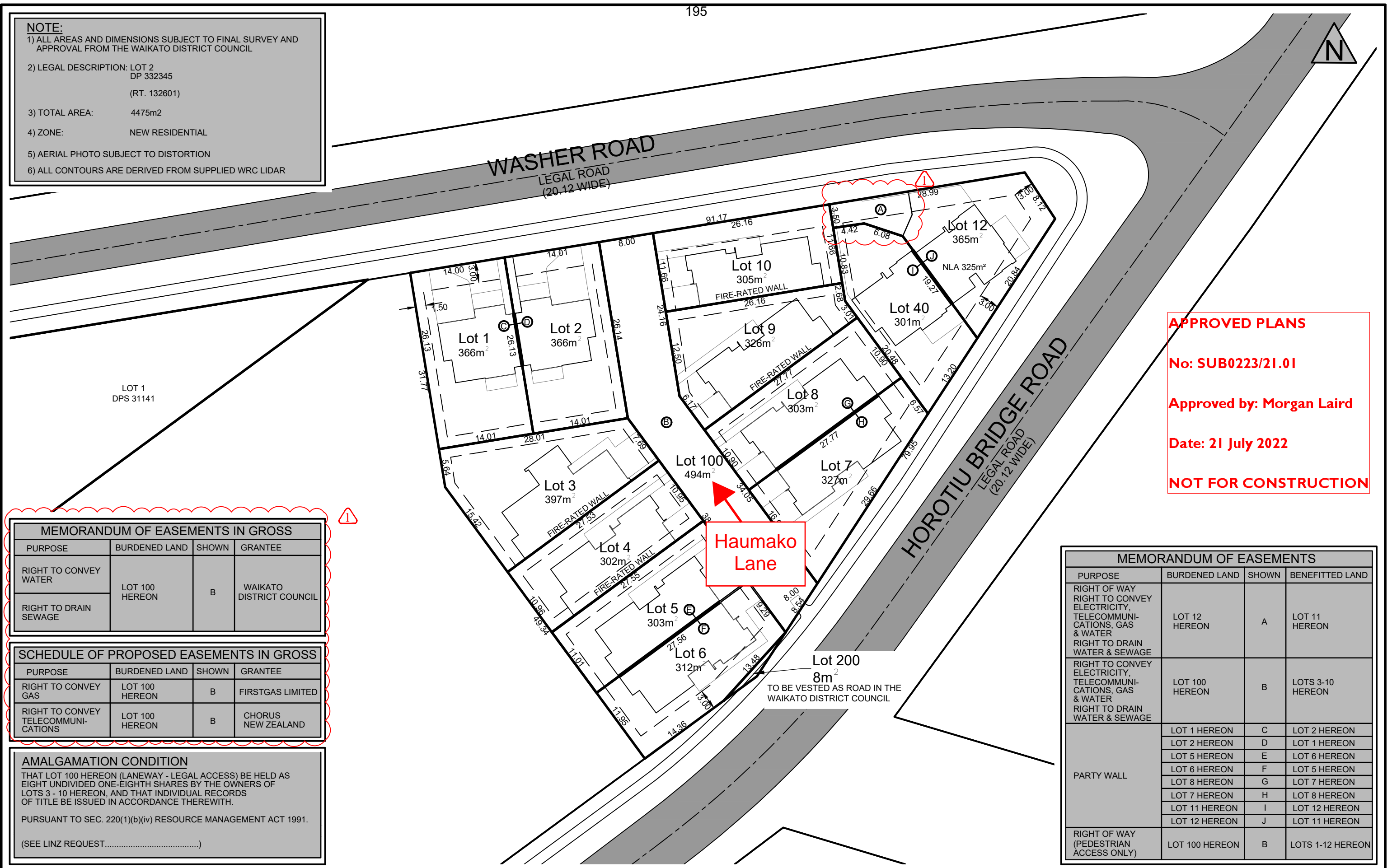
### Ngaa taapirihanga

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Attachment 1 – Development Road Map

Attachment 2 – Ngaruawahia pre-approved road name list

**NOTE:**  
 1) ALL AREAS AND DIMENSIONS SUBJECT TO FINAL SURVEY AND APPROVAL FROM THE WAIKATO DISTRICT COUNCIL  
 2) LEGAL DESCRIPTION: LOT 2 DP 332345 (RT. 132601)  
 3) TOTAL AREA: 4475m<sup>2</sup>  
 4) ZONE: NEW RESIDENTIAL  
 5) AERIAL PHOTO SUBJECT TO DISTORTION  
 6) ALL CONTOURS ARE DERIVED FROM SUPPLIED WRC LIDAR



**APPROVED PLANS**  
**No: SUB0223/21.01**  
**Approved by: Morgan Laird**  
**Date: 21 July 2022**  
**NOT FOR CONSTRUCTION**

MEMORANDUM OF EASEMENTS IN GROSS			
PURPOSE	BURDENED LAND	SHOWN	GRANTEE
RIGHT TO CONVEY WATER	LOT 100 HEREON	B	WAIKATO DISTRICT COUNCIL
RIGHT TO DRAIN SEWAGE			

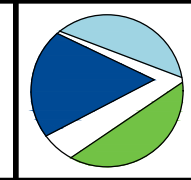
SCHEDULE OF PROPOSED EASEMENTS IN GROSS			
PURPOSE	BURDENED LAND	SHOWN	GRANTEE
RIGHT TO CONVEY GAS	LOT 100 HEREON	B	FIRSTGAS LIMITED
RIGHT TO CONVEY TELECOMMUNICATIONS	LOT 100 HEREON	B	CHORUS NEW ZEALAND

**AMALGAMATION CONDITION**  
 THAT LOT 100 HEREON (LANEWAY - LEGAL ACCESS) BE HELD AS EIGHT UNDIVIDED ONE-EIGHTH SHARES BY THE OWNERS OF LOTS 3 - 10 HEREON, AND THAT INDIVIDUAL RECORDS OF TITLE BE ISSUED IN ACCORDANCE THEREWITH.  
 PURSUANT TO SEC. 220(1)(b)(iv) RESOURCE MANAGEMENT ACT 1991.  
 (SEE LINZ REQUEST.....)

MEMORANDUM OF EASEMENTS			
PURPOSE	BURDENED LAND	SHOWN	BENEFITTED LAND
RIGHT OF WAY RIGHT TO CONVEY ELECTRICITY, TELECOMMUNI- CATIONS, GAS & WATER	LOT 12 HEREON	A	LOT 11 HEREON
RIGHT TO DRAIN WATER & SEWAGE	LOT 100 HEREON	B	LOTS 3-10 HEREON
RIGHT TO CONVEY ELECTRICITY, TELECOMMUNI- CATIONS, GAS & WATER			
PARTY WALL	LOT 1 HEREON	C	LOT 2 HEREON
	LOT 2 HEREON	D	LOT 1 HEREON
	LOT 5 HEREON	E	LOT 6 HEREON
	LOT 6 HEREON	F	LOT 5 HEREON
	LOT 8 HEREON	G	LOT 7 HEREON
	LOT 7 HEREON	H	LOT 8 HEREON
RIGHT OF WAY (PEDESTRIAN ACCESS ONLY)	LOT 11 HEREON	I	LOT 12 HEREON
	LOT 12 HEREON	J	LOT 11 HEREON
RIGHT OF WAY (PEDESTRIAN ACCESS ONLY)	LOT 100 HEREON	B	LOTS 1-12 HEREON

Size	A3	Scale	1:500	Date	APRIL 2022		
No.	Amendment	Init.	Date	Designed	MTT	29/06/21	
0	Issued For Resource Consent	MTT	29/06/21	Drawn	WAB	14/04/22	
1	Boundary & Easement amendments	WAB	14/04/22	Checked			
2				Approved			

**PROPOSED SCHEME PLAN**  
**SUBDIVISION OF LOT 2 DP 332345**  
 60 WASHER ROAD - HOROTIU  
 Prepared for: DA SILVA BUILDERS LTD.



**Blue Wallace  
Surveyors Ltd.**  
 25 Harwood Street, P O Box 38,  
 Hamilton Central, HAMILTON.  
 Phone (07) 839 7799, Fax (07) 839 4455

Datum:	Circuit: Mt Eden 2000
	Height: Moturiki Datum 1953
Resource Consent Number:	.....
BW Ref.	Stg. Purp. Dwg. # Revision:
21018-01-PL-101	0

## 2017 Ngaruawahia Street Name list

ID	Name	Reason	Location of duplicate or similar sounding name in NZ	√ if include in draft approved list	Classification exclusions and notes
	<b><u>Noteworthy Persons</u></b>				
1	Morse	Morse family are long-time Ngaruawahia residents. Allan Morse was a Waikato DC Councillor for many years.	Napier, Christchurch	√	Seek Allan's permission.
2	Haggie	The Haggie whanau are long-time Ngaruawahia residents associated with the establishment of Turangawaewae Marae. The Haggie whanau were and still are active in town sports, especially rowing and rugby league.	Fielding	√	Turangawaewae Marae asks that permission is sought from whanau.
3	Tahapeehi	The Tahapeehi whanau are long time residents of Ngaruawahia, still resident today and associated with the establishment of Turangawaewae Marae. This whanau were and still are very active in sports in the town, especially Rugby league.	None	√	Turangawaewae Marae asks that permission is sought from whanau.
4	McBurney	Famous sporting family of Ngaruawahia , particularly rowing and horse racing	Auckland	√	Exclude title "place". Obtain family agreement.
5	Katipa	The Katipa whanau are long time residents of Ngaruawahia, still resident today and associated with the establishment of Turangawaewae Marae.	None	√	Turangawaewae Marae asks that permission is sought from whanau.
6	Muru	The Muru whanau are long time residents of Ngaruawahia, still resident today and associated with the establishment of Turangawaewae Marae. Members of this whanau were and still are active sportspeople, with Hurinui and Hekewaru Muru being selected for NZ honours in Rugby League.	None	√	Turangawaewae Marae asks that permission is sought from whanau.

## 2017 Ngaruawahia Street Name list

7	Mokena	The Mokena (Morgan) whanau are long time residents of Ngaruawahia, still resident today and associated with the establishment of Turangawaewae Marae.	Levin	√	Turangawaewae Marae asks that permission is sought from whanau.
8	Huirama	Acknowledgement of the ancestor Te Huirama and intended for streets within the new development area adjacent to Puke-i-ahua.	None	√	
9	Gordon Harrop	Long time Councillor and Ngaruawahia Rotarian.	None	√	
<b><u>Astrological Themed Names</u></b>					
10	Tautoro	The Constellations	Northland	√	Exclude title "road".
11	Mahutonga	The Southern Cross	None	√	
12	Te Kokata	Hyades: the nearest <a href="#">open cluster</a> to the <a href="#">Solar System</a> In Greek mythology, the <a href="#">Hyades</a> were the five daughters of <a href="#">Atlas</a> and half-sisters to the <a href="#">Pleiades</a> . After the death of their brother, Hyas, the weeping sisters were transformed into a cluster of stars that was afterwards associated with rain.	None	√	
13	Rehua	The star Sirius. Because he lives in the highest of the skies, Rehua is untouched by death, and has power to cure blindness, revive the dead, and heal any disease (Orbell 1998:119-120). He is a son of <a href="#">Rangi and Papa</a> , and the father of <a href="#">Kaitangata</a> , as well as the ancestor of <a href="#">Māui</a> (Tregear 1891:381).	Auckland – Place Christchurch - Lane	√	Exclude Title "Place".

## 2017 Ngaruawahia Street Name list

14	Whiro	Mercury			Not sure
15	Rangawhenua	Jupiter			Not sure
<b><u>Ngaruawahia Native Plants</u></b>					
16	Akakura	Common name - Red Rata. Grows locally. Metrosideros fulgens.	None	√	
17	Akapuka	Common name – Puka. Grows locally. Griselinia lucida.	None	√	
18	Akeake	Grows locally. Dodonea viscosa.	Crescent – Northland Grove - Wellington	√	Exclude Crescent and Grove titles
19	Hangehange	Grows locally. Geniostema ligustrifolium.	None	√	
20	Houpara	Common name - Five Finger. Grows locally.	Auckland - Street	√	Exclude title "Street"
21	Kahakaha	Common name - Tank Lilly. Grows locally. Astelia hastata.	None	√	
22	Kaikomako	Common name – Kaikomako. Grows locally.	Christchurch – Place Waikanae - Road	√	Exclude titles "Place and Road".

## 2017 Ngaruawahia Street Name list

23	Katote	Common Name - tree fern. Grows locally.	Close – South Auckland	√	Exclude title “Close”.
24	Kiokio	Common name - Ground fern. Grows locally.	Auckland – Street; Maketu - Place	√	Exclude title “Street”
25	Kohia	Common name - NZ passionflower. Grows locally.	Central Auckland - Terrace	√	Exclude title “Terrace”.
26	Kotukutuku	Common name - Tree fuchsia. Grows locally.	Huntermville	√	
27	Manamana	Common name - Hen and chicken fern. Grows locally.	None	√	
28	Panakenake	Common Name – Pratia. Grows locally. Lobelia angulata.		√	
29	Parataniwha	Common name – NZ begonia. Grows locally.		√	
30	Pate	Common name – Seven finger. Grows locally. Also known as Patete by Tainui.		√	
31	Pohuehue	Common name – Large leaved muehlenbeckia. Grows locally.		√	
32	Puawhananga	Common name – White clematis. Grows locally.		√	

## 2017 Ngaruawahia Street Name list

33	Purei	More common name – Pukio. Grows locally.		√	
34	Turutu	Common name – NZ blueberry. Grows locally.		√	
35	Wheki	Common name – Rough tree fern. Grows locally.		√	
36	Wiwi	Knobby club rush. Grows locally.		√	



<b>To</b>	<b>Infrastructure Committee</b>
<b>Report title</b>	<b>Exclusion of the Public</b>
Date:	14 September 2022
Report Author:	Rosa Leahy, Democracy Advisor
Authorised by:	Gaylene Kanawa, Democracy Manager

## 1. **Staff recommendations** **Tuutohu-aa-kaimahi**

**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 PEX 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 PEX 2.1 Te Kowhai – Land Acquisition for Road		
Item PEX 2.2 108 Horotiu Bridge Road, Horotiu – Land Acquisition for Wastewater Pump Station		
Item PEX 2.3 Galbraith Street, Ngaruawahia– Land Acquisition for Recreation Reserve		
Item PEX 2.4 Mercer – Land for Community Facility		

<b>Item PEX 2.5</b> <b>Contract 21/064: Horsham Downs Link Road – Request for Increase to Approved Contract Sum</b>		
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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
<b>Item PEX 1</b> <b>Confirmation of Minutes</b>		<b>Refer to the previous Public Excluded reasons in the agenda for this meeting.</b>
<b>Item PEX 2.1</b> <b>Te Kowhai – Land Acquisition for Road</b>	7(2)(i)	<b>To enable negotiations to carry on without prejudice or disadvantage.</b>
<b>Item PEX 2.2</b> <b>108 Horotiu Bridge Road, Horotiu – Land Acquisition for Wastewater Pump Station</b>	7(2)(i)	<b>To enable negotiations to carry on without prejudice or disadvantage.</b>
<b>Item PEX 2.3</b> <b>Galbraith Street, Ngaruawahia– Land Acquisition for Recreation Reserve</b>	7(2)(i)	<b>To enable negotiations to carry on without prejudice or disadvantage.</b>
<b>Item PEX 2.4</b> <b>Mercer – Land for Community Facility</b>	7(2)(i)	<b>To enable negotiations to carry on without prejudice or disadvantage.</b>
<b>Item PEX 2.5</b> <b>Contract 21/064: Horsham Downs Link Road – Request for Increase to Approved Contract Sum</b>	7(2)(h)  7(2)(i)	<b>To enable commercial activities to be carried out without prejudice or disadvantage.</b>  <b>To enable negotiations to carry on without prejudice or disadvantage.</b>

## 2. Attachments

### Ngaa taapirihanga

There are no attachments for this report.