

MASTERTON DISTRICT COUNCIL

AGENDA

INFRASTRUCTURE AND SERVICES COMMITTEE

WEDNESDAY 6 OCTOBER AT 2:00PM

MEMBERSHIP OF THE COMMITTEE

Cr B Johnson (Chairperson)

Her Worship

Cr B Gare

Cr G McClymont

Cr T Nelson

Cr C Peterson

Tiraumaera Te Tau

Cr G Caffell

Cr D Holmes

Cr F Mailman

Cr T Nixon

Cr S Ryan

Ra Smith

Quorum: Seven

Notice is given that the meeting of the Masterton District Council Infrastructure and Services Committee will be held on 6 October 2021 commencing at 2.00pm.

**RECOMMENDATIONS IN REPORTS ARE NOT TO BE CONSTRUED AS COUNCIL
POLICY UNTIL ADOPTED**

1 October 2021



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AGENDA

1. CONFLICTS OF INTEREST (Members to declare conflicts, if any)
2. APOLOGIES
3. PUBLIC FORUM
4. LATE ITEMS

FOR INFORMATION

5. **STRATEGIC PLANNING INFRASTRUCTURE AND SERVICES UPDATE (188/21)** Pages 311-324
6. **COMMUNITY FACILITIES & ACTIVITIES INFRASTRUCTURE AND SERVICES UPDATE (186/21)** Pages 325-333
7. **INFRASTRUCTURE UPDATE (189/21)** Pages 334-343

To:	Infrastructure and Services Committee
From:	Angela Jane, Manager Strategic Planning
Endorsed by:	David Hopman, Acting Chief Executive
Date:	6 October 2021
Subject:	Strategic Planning Infrastructure and Services Update
INFORMATION	
Recommendation:	That the Infrastructure and Services Committee notes the contents of Report 188/21.

PURPOSE

The purpose of this report is to provide the Infrastructure and Services Committee with an update from the Building Control Services team, Consents and Planning team and Environmental Services team.

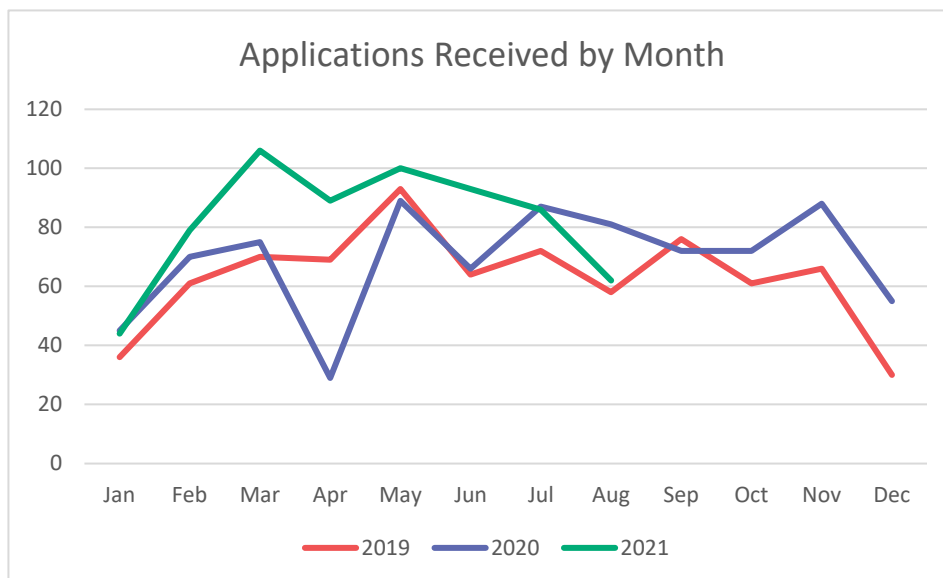
BUILDING CONTROL SERVICES ACTIVITY

Building Consent Authority (BCA) Services

After losing two qualified and competent Building Control Officers mid-year, we have had a challenging couple of months. We have successfully recruited two replacements, but they will take some 6-12 months to fill the space.

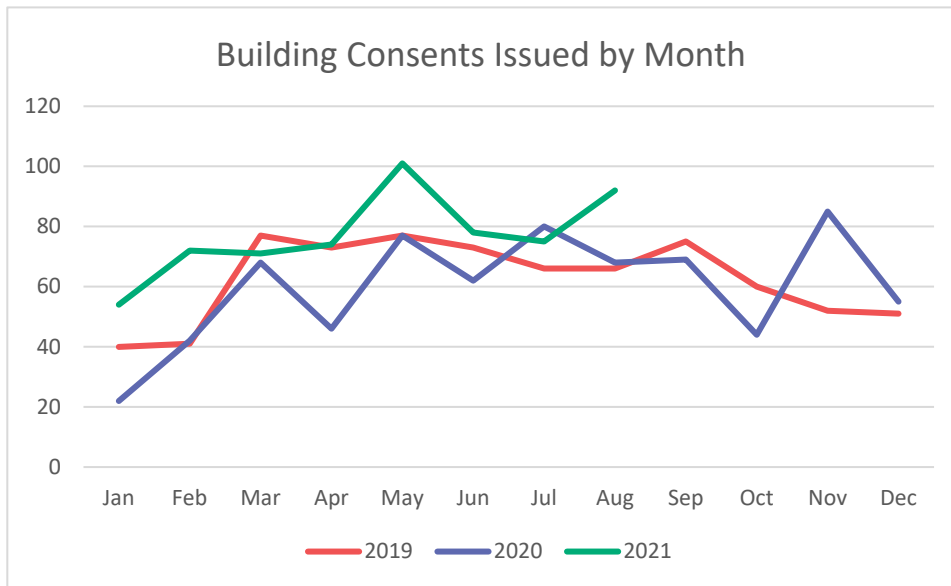
We have been relieved of our monthly reporting requirement to the Ministry's accreditation body as the vacant slots were filled and there are BCA's nationally facing greater challenges.

The availability of designers, tradespeople and building supplies has been the governing factor in building delays of late.

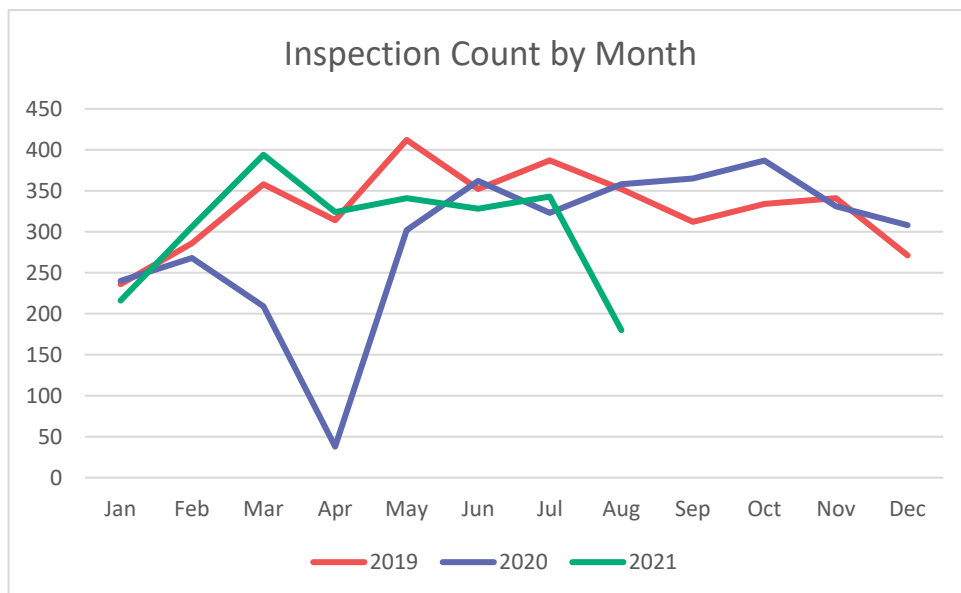


With reference to the graph above there was a substantial dip in building consent applications in August due to the COVID related lock downs. Applicants are also waiting for material and builder availability before placing their application. We expect material shortages to affect our regional builders for the next 12 months at least.

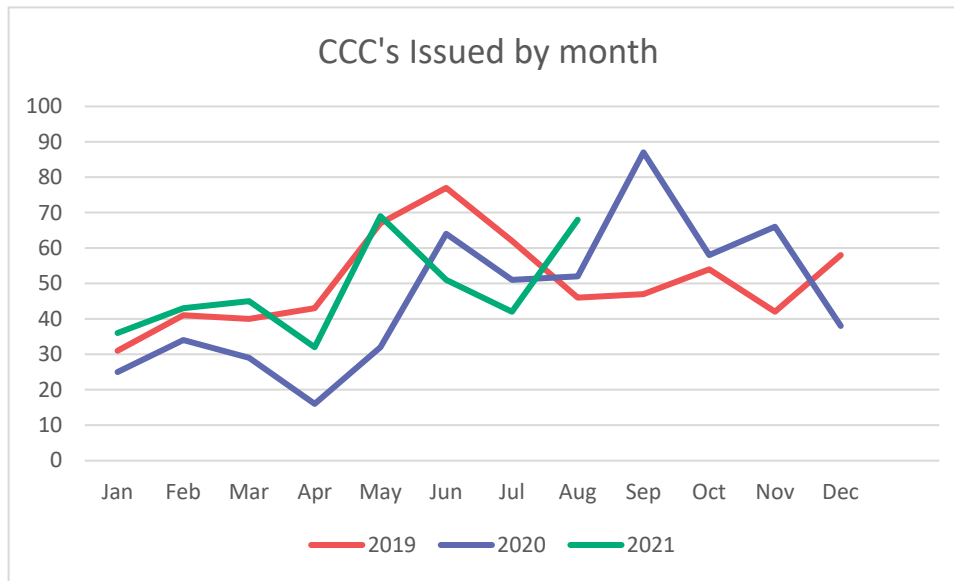
We have had some challenges meeting the statutory timeframes but have only received one complaint. Most working in this sector are familiar with the current environment and have realistic expectations.



The graph above shows consents issued up to the end of August. The graph below shows the inspection numbers. We continued to process consents through the lockdown period and that has helped reduce our timeframes.



Inspections have been running at full capacity throughout May, June and July but dropped off in August due to the national lockdown. We are still down on the peak of inspections in March as we do not have sufficient resource to maintain office delivery while meeting inspection needs. Overall our stakeholders have adjusted well to the longer wait time for an inspection (currently a week but has been out to 10 working days). Some of the group builders even prefer it as it means the contractors are forced to plan ahead, making the work flow smoother.



Code Compliance Certificates were noticeably down in June and July as we did not have people available in the office to do the work, this was a source of frustration for customers (although we were still meeting our statutory timeframe targets). Fortunately, with the August lockdowns and the slower return to activity in September we have been able to catch up.

Building Services- TA Functions

Building Warrants of Fitness

BWoF compliance is improving, we are now prepared to infringe building owners for expired BWoFs after a 6-8 week grace period. There are some 375 Building Warrants of Fitness in the district, with about 20% expired. This poses a risk to public safety as the BWoF scheme is designed to keep all specified systems (alarms, lifts, emergency lighting) in buildings operating effectively.

Earthquake Prone Buildings

We continue to differ work on identification, as by law, the TA has until July 2022 to complete this work. The confirmed earthquake prone buildings can be found on the national register administered by the ministry at <https://epbr.building.govt.nz/>

Swimming Pools

The Council is not currently resourced to fully undertake its responsibilities under the Building Act 2004 regarding swimming pool fencing. We complete inspections where issues arise through LIMs and service requests. At the very least there will be some council sponsored safety communications this summer.

Our main software provider Objective will be installing the pool module to the GoGet software to enable us to start a full round of pool inspections later this year. There are 1,000 pools residentially and we estimate about 500 pools in rural Masterton.

Activity Levels, Staff and Service

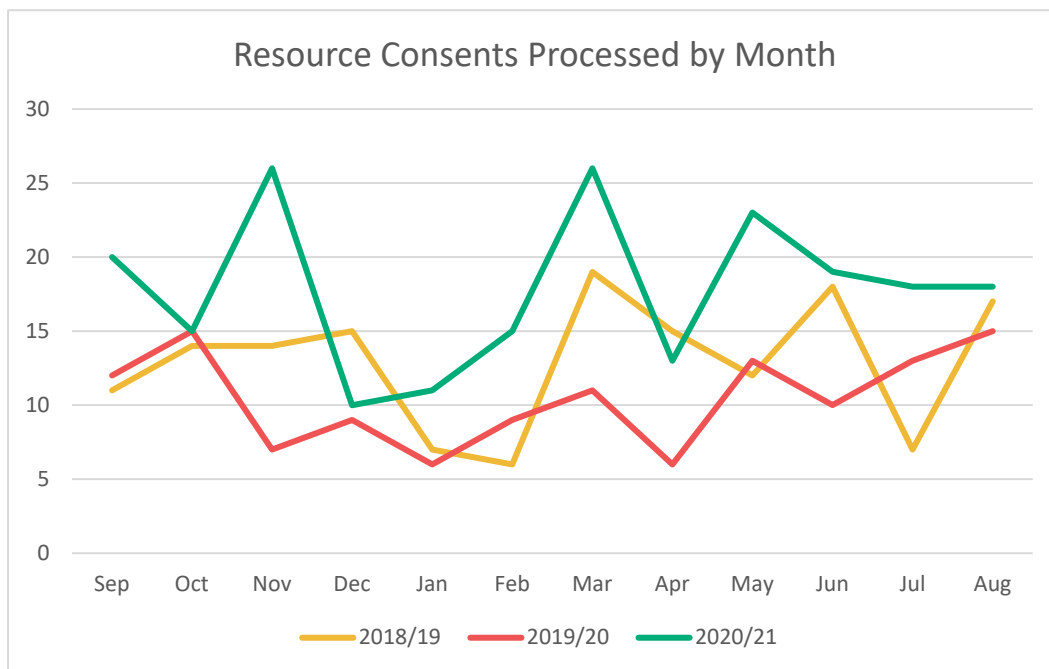
The compliance team will be recruiting for another Officer before Christmas to contribute to these compliance functions.

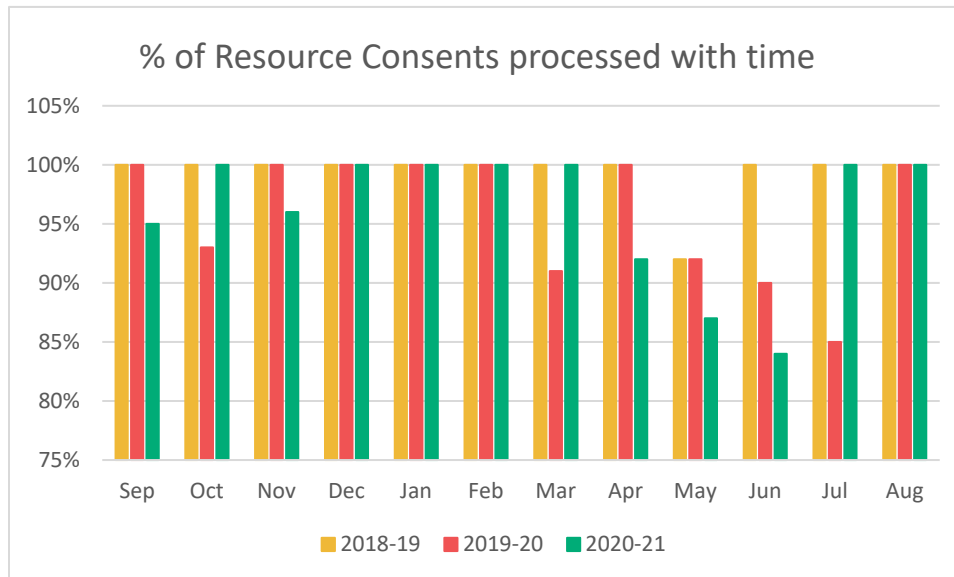
CONSENTS AND PLANNING ACTIVITY

Planning Activity up to 20 September 2021

Resource Consents processed in 3-yearly period ending 31 August 2021

Yearly period	Number of Consents Processed	% Within RMA timeframes
Sep 2018 – Aug 2019	155	99%
Sep 2019 – Aug 2020	126	96%
Sep 2020 – Aug 2021	214	96%





The 2020/21 period has seen a general increase in the number of resource consent applications with the last three months being steady. The decrease in timeframe compliance in Apr/May/June 2021 is due to seasonal illness disruption (same pattern as in previous year), combined with an increase in the workload. This had rebounded to 100% compliance for Consents processed within timeframes in July and August 2021, even though application numbers from May – Aug 2021 remained higher than the previous two years. There were 57 LIM applications in the 6-week period up to 20 September 2021 (higher than the 6-weekly average of 45 LIMS for the 2021/21 financial year).

Development Capacity within Future Development Areas ('FDAs')

The Wairarapa Combined District Plan has 4 FDAs within Masterton District. The remaining subdivision capacity left within these areas as at 31 July 2021 is:

Opaki Road FDA (Residential Zone)

- 85 Opaki Road – undeveloped.
- Cashmere subdivision – no more capacity for new residential lots

Chamberlain Road FDA (Residential Zone)

- Land area for 197 new residential lots with reticulated sewerage connections.

Ngamutawa Road FDA (Industrial Zone)

- 12ha still 'subdividable' with possible connections to reticulated sewerage system.

Castlepoint FDA (Residential Zone)

- Land area for 768 new residential lots with reticulated sewerage connections.

Development capacity within urban areas other than FDAs

Estimated capacity for approximately 900 additional 'infill' lots within Masterton's urban area (Residential Zone) with connections to reticulated sewerage at January 2021. The uptake of this capacity is expected to be slower and more sporadic than the uptake of development capacity within the FDAs, because this 'infill' development capacity is spatially pepper-potted in differently owned land parcels, with varying landowner capabilities and constraints.

Future development capacity outside urban areas

There are a range of possible options for increasing Masterton District's future development capacity that involve extending urban areas (rezoning Rural Zone land to Residential Zone land). These options are being explored in the review of the Wairarapa Combined District Plan that is currently underway. Consideration for new extended development areas should be prioritised as the district plan review advances.

Review of the Wairarapa Combined District Plan ('WCDP') (updated at 26 May 2021)

The Joint Committee considering the review has considered a range of preliminary issues-scoping reports and has identified a range of stakeholder agencies and groups to engage for consultation. A programme for consultation with these stakeholders is being developed. The Joint Committee and combined Chief Executives have been briefed on the Government's Resource Management Act reform with a view to considering implications of this for the review of the WCDP. There is also the Three Waters reforms work being led by the Department of Internal Affairs. "Early signals on how to deal with existing plan making processes.

A key concern around transition to a new regulatory framework is at what point the Council should stop undertaking work on existing plan review. As things stand, the Minister for the Environment has emphasised the need for councils to continue to fulfil their obligations under the RMA. New legislation is not expected this year. The combined Councils Technical Advisory Group to the Joint Committee is continuing to monitor this situation in order to ensure advice on the review programme can be kept up to date.

The Council, at its meeting of 4 August 2021, has already recommended that the Joint Committee reviewing the Combined District Plan prioritise review of financial contribution provisions along with subdivision provision and urban form provisions. This was discussed and agreed in principle in the combined Chief Executives' Forum on 16 September.

Resource Management Act Reform

On 10 February 2021, the Government (MfE) announced its intention to reform the Resource Management Act and replaced this with three pieces of legislation; a Natural and Built Environment Act (NBA) focussed on land use and environmental regulation; a Strategic Planning Act (SPA) pulling together laws around urban development, spatial planning and funding mechanisms; and a Climate

Change Adaptation Act (CAA) focused on managed coastal retreat and its funding. This is based on the recommendations in the Randerson Report.

Submissions on the Government's 'Exposure Draft' of the new NBA closed on 4 August (as reported in the previous report to the Infrastructure Services Committee's 25 August meeting). There were 3,090 submissions, 117 from Māori, iwi, hapu and Māori organisations, 50 from councils. The Select Committee is due report back on 22 October 2021.

The scope and pace of Three Waters and RM Reform and Future for Local Government work are creating significant uncertainty and pressure on local government. The Minister for the Environment wrote to 'the sector' on 24 June 2021 expressing willingness to establish a partnership with local government on the reforms for the next 5-10 years. However, the Government is still aiming to deliver SPA and NBA legislation this parliamentary term with progress on CAA.

As September 2021, the Government's conceptual programme for review of the legislation was as follows:

> October 2021

- Inquiry by the Environment Committee on the Natural and Built Environments Bill: Parliamentary Paper. (Public submissions closed on 4 August.)

August– early 2022

- Work continues on remaining NBA policy and SPA policy.

2022

- NBA, SPA introduced to Parliament and follow standard legislative processes.
- CAA will be consulted on alongside The National Adaptation Plan.

By the end of the parliamentary term

- NBA and SPA enacted.
- Work on establishing and implementing the new system will be ongoing throughout (and beyond) this period.

The Government has announced plans to form a 'Steering Group' on RM reform with 'local government'. This group would initially have an advisory function to the Secretary for Environment, and something called the *Interagency RM Reform CE Board*, and Ministers. This role could evolve from 'advisory' to aspects of programme governance as reforms progress. Membership of this Steering Group is likely to be comprised of a select group of local government CEs, some elected members, LGNZ and Taituarā (SOLGM), and the group is likely to be formed soon.

General Comments:

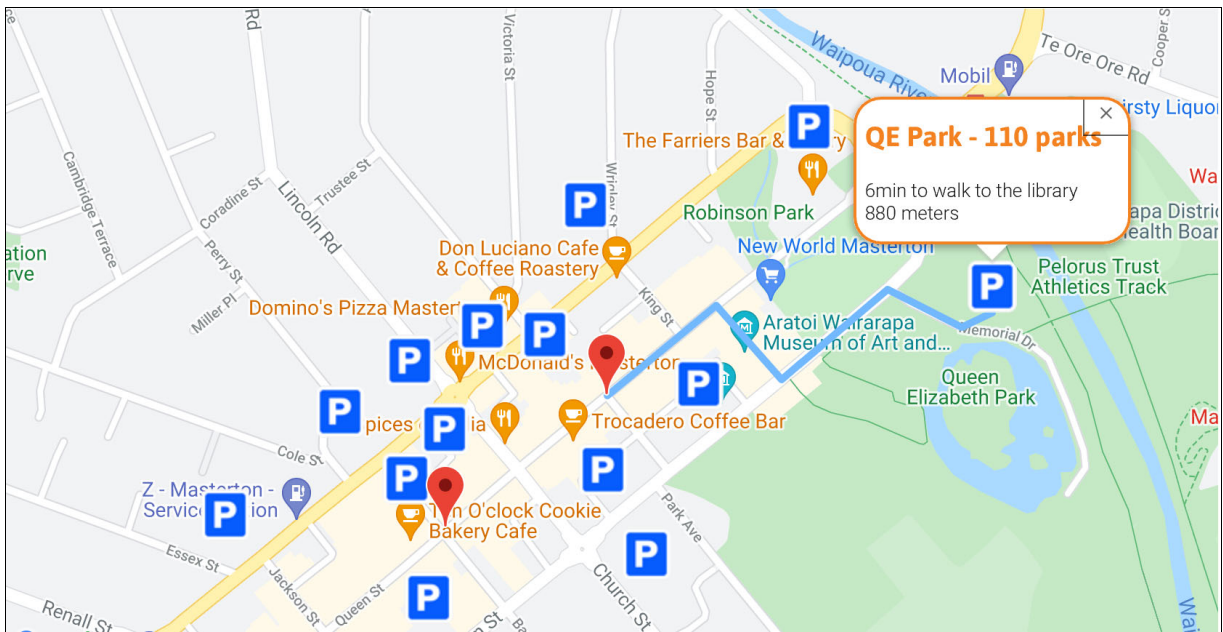
Interest in the housing and subdivision market has kept planning staff busy with public enquiries. Due to the impact of the Covid-19 Level 4 and 3 lock-down from 18 August to 7 September 2021, the number of Planning Enquiries in the 6-week period up to 20 September 2021 was about 125 (compared to 250 for the previous 6-weekly reporting period). This meant that the Planning & Consents Team could focus on processing resource consents and a back-log of other matters.

ENVIRONMENTAL SERVICES ACTIVITY

BYLAWS AND PARKING

As spring gets nearer the team are preparing to remind the community about getting their overhanging foliage trimmed and ensuring vehicles are parked legally on the road, not the footpath to ensure pedestrians are not being impeded. Pedestrians continue to raise concerns about their ability to use footpaths safely and with enough room to navigate prams, wheelchairs and mobility scooters.

There will also be reminders about the options for parking a little further out from the CBD in some of the free parking areas for people who might want to get their steps increased to and from the CBD. The map on the MDC website <https://mstn.govt.nz/services/parking/> shows the users the distance and estimated walking time to key MDC locations such as the MDC customer service centre and the library. The example below shows it is 880 meters or approximately a 6-minute walk from the Queen Elizabeth carpark to the library.



Cashless Payment for Parking

Staff have been looking at cashless payment options for parking space users to pay for parking. This would be very helpful for enabling those members of the community that wish to pay for parking online to do so. Options for review also include either pay by space or pay by plate. The application will tell the wardens on the handheld devices that the parking has been paid or the payment has expired. Drivers can also top up without returning to the car.

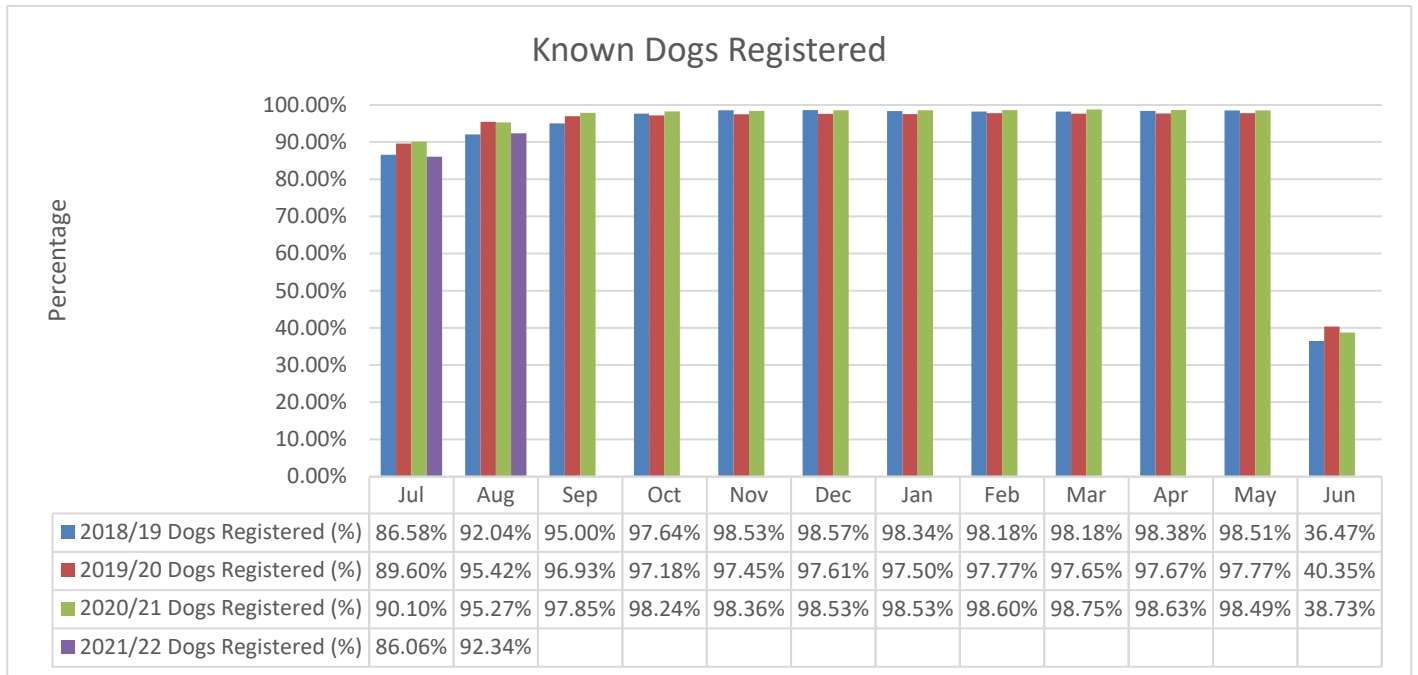
DOG CONTROL

As noted last report MDC have been nominated for the Plain English Awards for the Dogs tale newsletter, staff are pleased to update that we have made it into the finals along with Kiwi Bank and Kiwi Wealth.

Registration

Masterton District Council Animal Services advertise every year from about February to remind dog owners to register dogs by 31 July. Owners are taken on a journey of compliance with advice and education before enforcement, as a last resort. Payment plans are encouraged to ensure registration by due date and avoid 50% penalties being added.

Dog registrations were sent out on the first week of June. Just over 86% of all dogs were registered by their owners by end of July before the 50% penalty was incurred for late registrations. There were 482 penalty notices issued at the beginning of August for failing to register before the due date. By the end of August just over 92% of all known dogs were registered.



During COVID level 4 and 3 lockdown the team phoned dog owners who had failed to register their dogs to confirm they still owned their dogs and were still at the address recorded on the council dog registration system. Dog owners were encouraged to update their details online in relation to dog ownership and make sure registration payment was completed before the month of October to avoid an

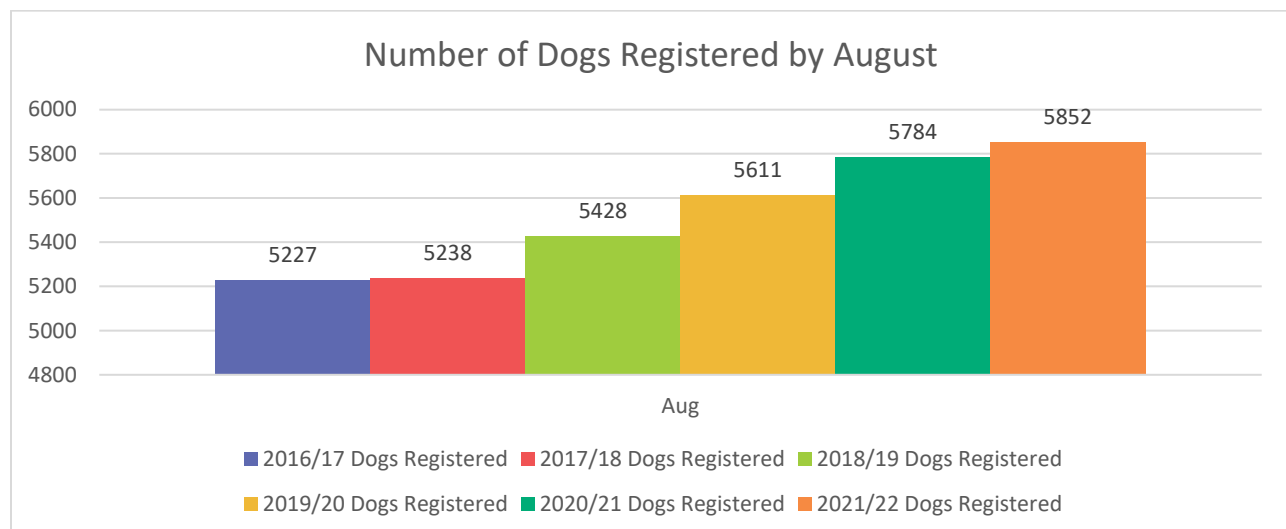
infringement for failing to register their dog(s). Paying off the registration before October was encouraged again. Most people were appreciative of the reminder.

The website has proved a very useful tool to both dog owners and staff to get details updated and payments completed remotely. The online forms are available to notify Council of change of circumstances for example change of address, moving out of district or declaring a furry death in the family <https://mstn.govt.nz/services/animal-control/>.

Property checks for dog owners who have not been contactable or who have failed to provide updated details will be completed before October to confirm there is still a dog(s) at the last known address. This gives dog owners another opportunity to get their dog registration up to date before a \$300 infringement is issued per unregistered dog. Every year Animal Services Officers must physically check properties of known dogs that remain unregistered, to establish if the dog is still on site at the address, before any further enforcement can be taken. The follow up for non- registration takes staff a significant amount of time to carry out on top of an already busy workload, however it is important to give dog owners every opportunity to comply before enforcement action is carried out.

It is disappointing to see that there are still around 150 properties that need to be physically checked for unregistered dogs, and for the dogs and owners that have disappeared, the cost of officer time to complete these checks again falls on the responsible and compliant dog owner. As much as compliant dog owners may not like dobbling in their friends and neighbours it is certainly in their best interests to ensure the cost of enforcement is spread across all dog owners in the district.

The Animal Services team encourage notifications of dogs or properties of interest and these can be reported in a number of ways, i.e. reporting on the website <https://mstn.govt.nz/fix-it-form/> or via the Antenno app which can be downloaded on a phone from Google or Apple <https://mstn.govt.nz/council-2/antenno/> , by phone on 06 3706300 or emailing team at animalservices@mstn.govt.nz and photos of dogs are appreciated.



The number of known dogs in the district continues to increase every year. This continues to affect the workload particularly for registrations and follow ups of non-registration as this is an additional layer for work for 6 months of the year.

Responsible Dog Owner Status (RDO)

There has been an increase in the number of RDO applications since 1 June. There have been 37 new applications for RDO. The team enjoy meeting both owner and dogs when inspections are being carried out, noting there a some very pampered pooches in Masterton and it is a pleasure to be visiting people on a positive note.

Impounding

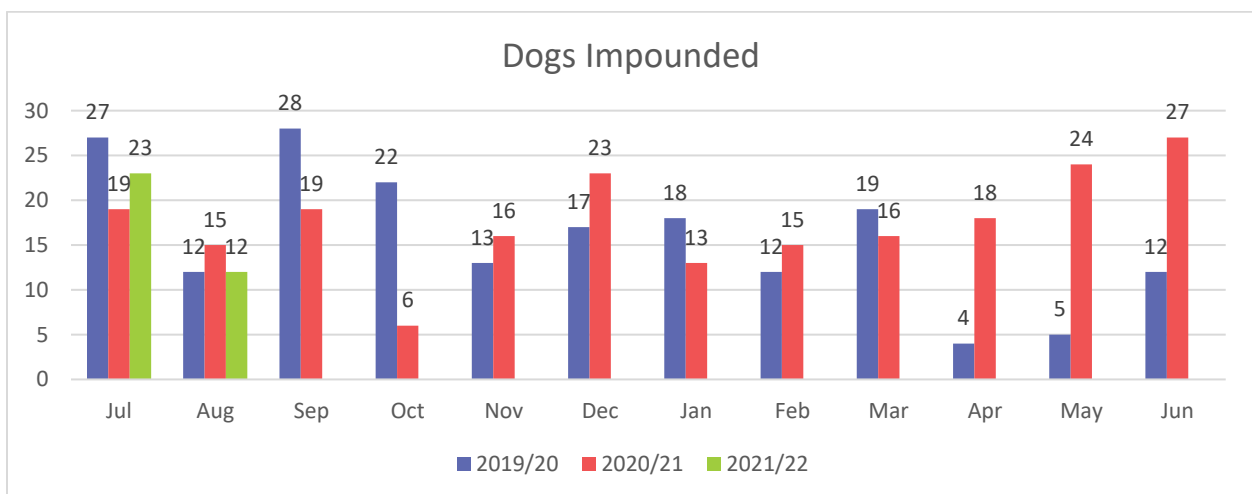
There were 27, 23 and 12 dogs impounded over June, July and August respectively. Impounding dropped over the COVID 19 lockdown period which was expected. The team note there have been dogs stay longer in Council's care while people gather the money to pay for dog registration as well as the impounding fees. An impounded dog if unregistered will cost the owner for the registration, the penalty fee, the impounding fee and sustenance fee. If the dog is entire this is over \$300.

COVID Level 3 and 4

Compared to last COVID-19 Alert Levels 3 and 4 the team noted it was very pleasing to see a dramatic drop in calls for service compared to the COVID-19 Lockdown in 2020.

People out walking with their dogs were very good with the vast majority having their dogs on a lead and scooping the poop.

The only concerning part was the number of children taking dogs for a walk unsupervised. This has the potential to put both children and dogs in harms way should they run into an aggressive dog. Luckily this did not happen. The team recommend that children under the age of 16 should be supervised while walking the dog.



Rehoming

There was an increase of dog owners wanting to rehome/ surrender their dogs to Council over the winter months. Winter is a difficult time to rehome dogs as often there are few people looking for a new family pet. This makes it difficult for staff to move dogs into shelters because the shelters are at capacity and not taking on more dogs. Council is under no obligation to take surrendered dogs and it is often refused over the winter period to avoid having dogs in care for long periods of the time and costing registered dog owners. Often the dogs that owners wanted to surrender were not registered.

ENVIRONMENTAL HEALTH

Alcohol Licensing

Council received 32 alcohol applications in July. This is the most applications received in a month for over five years. There were an additional 44 alcohol licences/certificates issued in 2020/21 than the previous year 2020/21-202 licences compared to 2019/20 – 158 licences. This has an impact on the workload for staff and will need to be addressed if the increased workload continues.

Small sporting clubs have been making application for renewal of their alcohol licence over the last few months. Not being able to pay by cheque has been challenging for some clubs. There has been a slight delay in paying the application fees while clubs set up a system to pay.

Three Special Licence applications are being held due to the changing COVID-19 Alert Levels. The event holders want to hold the events but cannot confirm a date until there is more certainty. Staff are keeping in contact with these applicants.

Verifications and inspection

As we moved through COVID-19 Alert Levels, staff have been keeping up to date with the latest directions from the Ministry of Primary Industries (MPI), following their guidance for undertaking food verifications. Similar to last year, staff have transitioned to using remote checks, rather than on-site verifications. Staff verifiers attended a webinar series as a refresher for these processes. This means that Food Act verifiers can complete scheduled verifications with food businesses off-site, via a phone call or using online technology such as Skype or Zoom.

This style of food verification will remain in place as long as we are in alert level two. Remote Checks helps reduce the risk of spreading the virus by elimination of an onsite visit but also provides continual assurance on food safety during this unprecedented situation. If a food business is due for its food safety verification during COVID-19 Alert Levels, the Remote Check system of Food Act businesses was used as an interim measure until on-site verifications can resume. When there is a drop to level one staff will be entering premises once again.

Continuing Professional Development (CPD) peer reviews are being completed for Food Act verifiers. We are working with Whanganui District Council Food Act verifiers to undertake these.

Other inspections can be carried out as usual once alert level two was implemented – following Council's requirements for distancing and PPE.

Noise Complaints

During the COVID 19 lockdown period, noise control staff and contractors were still operating as usual. During the lock down the change to the operation was that police were required to go onsite to assist and give the Excessive Noise Directions (ENDs) if required. From lockdown commencing on 17th August through to 31 August, there was 33 calls made to noise control. Four ENDs notices were issued, and the police were alerted to 6 addresses that may have been in breach of alert level 4 restrictions, due to gatherings.

Environmental Monitoring

Prior to the lockdown, it was business as usual for environmental monitoring. Compliance sampling was still undertaken throughout the level four restrictions, but consent and other monitoring was postponed until at least level three. This did impact staff during level 4 lockdown because couriers were not running as normal for same day delivery to Wellington region. The drinking water samples had to be driven over to the Petone laboratory for analysis to meet required timeframes for a viable sample.

There was a request from the Institute of Environmental Science and Research Limited (ESR), for Masterton to participate in the Covid-19 wastewater detection program, which saw staff sampling twice a week. Samples were collected using 24-hour composite sampling and were analysed at the ESR laboratory in Porirua – there was no Covid-19 detected in any of the samples taken. See attached thank you letter from Dr Ashley Bloomfield (Attachment 1). Sampling is still being carried out in Auckland and the larger centres and higher risk areas. We still have a supply of sampling gear so that if there is a change in risk in our area, we can collect samples should we be requested.

Although there was a slight delay to some monitoring runs, getting back to levels two and three has meant a return to schedule for all monitoring.

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16 September 2021

Tēnā koe

I would like to take a moment to express my thanks, personally and on behalf of the Ministry of Health, for your contribution to our nationwide response to the current Delta community outbreak.

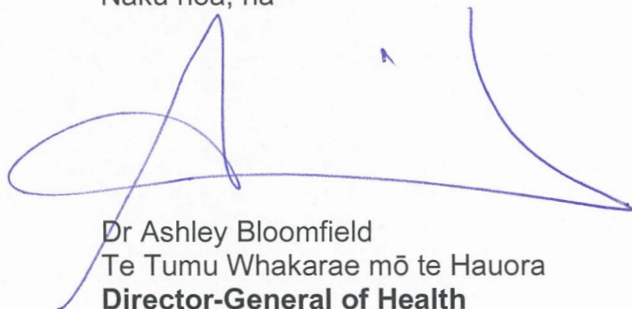
In this outbreak, wastewater analysis for SARS-CoV-2 has been highly valuable for supporting our outbreak investigation, and the laboratory work undertaken by ESR would not be possible without your willingness to collect wastewater samples. Our wastewater networks and treatment systems provide significant ongoing public health benefits to New Zealand.

Analysis during this outbreak so far has included samples from 155 sites, covering 3.8 million people, and 95% of the New Zealand population connected to reticulated wastewater systems. This is an incredible amount of coverage, and I recognise that this has been required at very short notice and has been an additional burden on top of your normal essential work.

Protecting New Zealanders from COVID-19 requires the collaboration and hard work of many, and we greatly appreciate your role in the response.

Thanks again for all of your hard mahi.

Nāku noa, nā



Dr Ashley Bloomfield
Te Tumu Whakarae mō te Hauora
Director-General of Health

To:	Infrastructure and Services Committee
From:	Corin Haines, Manager Community Facilities and Activities
Endorsed by:	David Hopman, Acting Chief Executive
Date:	6 October 2021
Subject:	Community Facilities and Activities Infrastructure Update
INFORMATION	
Recommendation:	
That the Infrastructure and Services Committee notes the contents of Report 186/21.	

Purpose

The purpose of this report is to provide the Infrastructure and Services Committee with an update on key projects and summary of progress since the last report, including highlights and any new issues.

Key Projects Currently Underway – Summary

Community Facilities and Activities have a capital budget of \$18.2 million for the 2021/22 year. Our larger financial projects will be reported via the Project's Office, Assets and Operation's report:

- Hood Aerodrome; \$17 million
- Skatepark Upgrade; \$1.75 million
- Youth Hub; \$538,000

The team also have operational projects on the go in the following areas:

Properties

Housing

One bedsit unit at Laurent Place is under renovation and will be tenanted from the existing waitlist applications. Inspections of all senior housing units and rental houses have been programmed for the first week of October. The heat pump installation has been delayed due to COVID-19 Alert Level restrictions and is now planned for commencement in October for all senior housing units. The installation will be in stages with all tenants notified before work is carried out.

Facilities

An emergency fix is underway to replace a piece of exterior panel at the Trust House Recreation Centre that was torn off during a storm in September. The panel was a part of the original pump room which is in poor condition and houses largely defunct plant. The building will be patched as an interim measure until a long-term pathway for this part of the facility.

Engineers have undertaken an inspection of the Queen Elizabeth Park Bowling Pavilion to develop a plan for seismic strengthening. This work will be incorporated into a basic refurbishment of the premises.

Parks and Reserves

Spring turf renovations are underway, with a contingency plan of completing the works if we go into another COVID-19 Alert Level 4 lock-down.

What's our Welcome Kuripuni roundabout planting was completed under Alert Level 3 and the remaining works will be completed in May-June 2022.

COVID-19 Alert Level 4 lock-down resulted in minor delays with the winter planting programme with very little disruption to mowing and the garden maintenance should be to standard by mid-October 2021.

To date we have cleaned up \$14,000 worth of storm damage from the 10 September event. We have approximately a further four days of clean-up work scheduled in. We sustained no major failures from trees that have had maintenance work completed in the last five years.

Contractors

Belgravia Leisure - Trust House Recreation Centre Contract

The Trust House Recreation Centre was closed during Alert Levels 4 and 3 and membership billing was paused. The facility is currently open at Alert Level 2 with restrictions. The total facility visits in August were down by approximately 22% compared to the same month last year, with September's visits (to date) at 2,444 compared to 7,575 for the whole month last year. Revenue is down by 60%.

Belgravia Leisure - Mawley Holiday Park Contract

As predicted, the contractor exceeded the revenue target for the financial year 2020/21. The first quarter of the new financial year has been affected by the change in COVID-19 Alert Levels. There was an increase of \$4,500 in July 2021 compared to the same month last year however the alert level change in August resulted in around a \$15,000 loss of revenue from cancelled bookings, takings are down by approximately \$5,000 compared to the same month last year.

Recreational Services - Parks and Open Spaces Maintenance Contract

August and September have been dominated by the return of COVID-19. During Alert Level 4 Recreational Services continued to support the community by servicing public toilets and emptying rubbish bins. At Alert Level 3 and below Recreational Services can fully operate within the alert level restrictions.

Trails and Cycling Activity

Due to staff changes at Carterton District Council, there have been changes to the Cycling and Trails Coordinator's role. The role has been split into two separate roles.

The trails portion of the role becomes a 10hrs per week position. This role will administer the Wairarapa Trails Action Group, with the current focus on the remaining part of the project team for the Five Towns Trails Network Project and being the first point of contact for trails related activities and groups. The role continues to represent the three Wairarapa Councils on the Wellington Regional Trails Coordination Combined Committee and the Remutaka Cycle Trail steering group.

The cycling element of the role will be passed onto a newly created position in Carterton District Council's Community Development team.

The focus will be on cycling and walking and will remain funded and shared by the three Wairarapa Councils. This enables dedicated focus to the clubs, organisations, events, and promotion of not only cycling but also walking throughout Wairarapa.

Work has been done on handover notes to make the transition of the cycling element over to the new role as smooth as possible, ensuring stakeholder lists have been amended to split cycling and trails stakeholders, event calendars are up to date, and Huri Huri is ready for handover.

The Trails Coordinator will continue to work closely with the new role going forward due to many crossovers with the roles.

Five Towns Trails project

Final edits of the Five Towns Trail Network Master Plan are being done with the launch to stakeholders planned for 14 October 2021 at the Carterton Events Centre. The document will then be publicly available. The Trails Coordinator is planning the event along with the project team and has worked closely with the lead communications staff at Masterton District Council on the communication document to be ready for the launch.

Hood Aerodrome

Obstacle Survey

The obstacle survey is an essential requirement for instrument flight procedure (IFR) aircraft including Life Flight to operate at Hood Aerodrome. We have now completed the obstacle survey, provided the detailed technical data required by Airways for the published instrument approach procedures and the high priority obstacles have been removed. Thanks goes to the Greater Wellington Regional

Council for the tree removal in the Waingawa river and other neighbouring landowners. The next survey will be due in 2025.

Landing Charges Review

A review of landing charges for aircraft, helicopters and gliders will be undertaken through October and November 2021.

Safety Systems

Safety remains the priority for the Hood Aerodrome and progress is being made with the Aerodrome Safety group, reporting of occurrences and collaboration with operators and with CAA. An Aeronautical Study of safety has been initiated as part of the Shovel Ready Project. Along with the proposed infrastructure development to improve safety, this study may identify refinements to our procedures and detailed design for Hood Aerodrome. Anyone can record a safety concern or issue via a link on the Hood Aerodrome page on our website. All issues and concerns are reviewed.

The Transport Accident Investigation Commission (TAIC) has not yet released a report on the mid-air collision in June 2019. A detailed update on safety will be provided to the Audit and Risk Committee in November 2021.

NZ Airports Association

After a long gestation, a Civil Aviation Bill has been published online. [Civil Aviation Bill 61-1 \(2021\), Government Bill Contents – New Zealand Legislation.](#)

We understand that the first reading will take place sometime in October 2021, and that is the point at which the Bill is referred to a Parliamentary Committee to schedule public submissions and hearings.

The Hood Aerodrome Strategic Advisory Group (SAG) has recommended we review our status as an Airport Authority after the new legislation is enacted.

Community Development

Events

Planning is underway for Council's spring, winter, and summer events, these include:

- **Birth to Earth**
This year's Birth to Earth was cancelled due to COVID-19 Alert Level restrictions. Uncertainty around the Delta strain supported the decision to cancel the event.
- **Halloween**
The event is in its third year and will take place on 31 October 2021 from 5.00pm - 7.00pm at Queen Elizabeth Park. Halloween has become one of the largest and most popular free community events run by Council. This year's Halloween event will see the introduction of a haunted playground for children aged 8 years and under, a Scarecrow and Jack-o-lantern competition and a Zombie Walk for the brave. Spreading the event through Queen Elizabeth

Park will hopefully reduce the congestion at the Miniature Train bridge on the island. The estimated attendance expected is 3 – 5,000 people.

- **Waifest**

Planning for Wairarapa's largest cultural Waitangi Day event, Waifest is underway. Waifest will be held on Sunday 6 February 2022 on the Queen Elizabeth Park cricket oval. The 2022 Waitangi Day event will see Council partnering with local Iwi Ngāti Kahungunu ki Wairarapa with intention that iwi take lead and run all future Waifest events.

Christmas Events

- **Christmas Night Market and Christmas Tree Lighting**

Council is seeking to add additional Christmas events so that there are more opportunities for the community to come together. We are exploring holding a Christmas Market in Queen Elizabeth Park alongside a light installation and the lighting of a Christmas Tree event. The event date is planned for 11 December 2021. The Night Market is planned to run from 6.00pm - 9.00pm and the lighting of the Christmas Tree is set for 9.30pm.

- **Christmas in the Park**

This will take place on 18 December 2021 between 4.00pm – 6.00pm on the Queen Elizabeth Park green space and island. The event will host a range of free children's activities and live entertainment. Parade float judging and a range of community, business, and food stalls. Christmas in the Park will continue run alongside the Christmas Parade.

Youth Development

Youth Council


The Masterton Youth Council continues to meet regularly online during COVID-19 Alert Level 2. They are currently developing event and project plans that support their priority areas of work; Climate Change, Youth Mental Health and Civic Education as well as supporting other organisations or groups of people trying to have a positive impact on Masterton's young people. With the separation of the Wairarapa Youth Council, the Masterton Youth Council are also working on creating a fresh look brand and image to identify them amongst the community.

Infrastructure Projects

Properties and Facilities							
Project Name	Project Lead	This month	Next milestone	Budget	Risk	Council Decision Points	Completion Date
Waiata House Vehicle Compound	Kane Harris	Card readers and PA gate installed	Completion	\$50,000 offset by operational savings from fewer vehicle movements (Cost neutral over two years)	Delay in materials for works and contractor availability Impact of COVID-19 response affecting contractors' ability to work		October 2021
Trust House Recreation Centre – Automatic Door Installation	Audrey Dench	Building consent	Site establishment	\$70,000 provision for interior upgrades	Disruption to public while work is underway		January 2022
Reserve Lease Review	Audrey Dench	Implementation planning and revisions	Workshop with Elected Members to be held 24 November and 1 December	Operational cost	Negative publicity from clubs and other leaseholders who have historical or expired agreements that do not comply with current legislation and do not wish to move to new agreements		June 2022

Properties and Facilities							
Project Name	Project Lead	This month	Next milestone	Budget	Risk	Council Decision Points	Completion Date
Pensioner Housing Heating Upgrade	Paula Beasley	Commencement delayed due to COVID-19 response	Commencement of work October 2021	\$341,000 provision for Pensioner Housing upgrades	Disruption to tenants while work is underway and delays due to COVID-19 response and supply chain impacts		February 2021

Services

Community Wellbeing							
Project Name	Project Lead	This month	Next milestone	Budget	Risk	Council Decision Points	Completion Date
Community Development Framework	Corin Haines	Begin recruitment for new Community Development Lead	Recruitment and completion of work on the Framework including associated documents during 2021/22	Offer of Service cost \$26,250	Mixed understanding of community development and community-led development	Include in Chief Executive report for information to Elected Members	December 2021
 Shift	Alicia Todd and Kata Ngatai	Due to COVID-19 Alert Levels 4 & 3 Shift was put on hold At Alert Level 2 we can deliver but must keep to guidelines. Some Colleges do not want us in until Alert Level 1 as they	Adapt the Shift programme for Alert Level 2 and understanding what it looks like Booking in groups for Term 4	Staff salaries covered by external funding and project delivery shared across Wairarapa Councils Funding successfully secured until 31 December 2021 for 2FTE			December 2021

Community Wellbeing

Project Name	Project Lead	This month	Next milestone	Budget	Risk	Council Decision Points	Completion Date
		are playing catchup with NCEA					
Waka Tākaro/ Play Trailer	Bailey Peterson	Confirmation that the trailer can be repurposed for this project TPU work experience student outlined project requirements	Identify and procure appropriate equipment to be used in the play trailer Secure dates for play days, play breaks and data collection/analysis	\$10,000 Funding received through the Tū Manawa Active Aotearoa Fund	COVID-19 Alert Levels may restrict or limit access to schools and hosting of play days		November 2021

Parks and Open Spaces

Project Name	Project Lead	This month	Next milestone	Budget	Risk	Council Decision Points	Completion Date
Parks and Open Space Strategy (POSS)	Corin Haines	Reserves Lease Policy work as part of wider lease policy	Draft project plan for first three years	Internal staffing resources	Failure to complete work will impede asset management planning and property strategy development		June 2022
Henley Lake overflow carpark	Odell Sugrue	Topsoil supply and level	Sowing grass seed and install bollards	\$50,000	COVID-19 and contractor availability, also weather related issues		May 2022

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Parks and Open Spaces							
Project Name	Project Lead	This month	Next milestone	Budget	Risk	Council Decision Points	Completion Date
Playground renewals	Odell Sugrue	Planning	Community engagement and seeking expressions of interest for installation	\$200,400	COVID-19 delays for supply or materials and contractor availability		June 2022

Green: On target or low risk

Orange: Slightly off target or some Risk

Red: Significantly off target or Significant Risk

To:	Infrastructure and Services Committee
From:	David Hopman, Acting Chief Executive
Date:	6 October 2021
Subject:	Infrastructure Update
FOR INFORMATION	
Recommendation: That the Infrastructure and Services Committee notes the information contained in Report 189/21.	

Purpose

The purpose of this report is to provide the Committee with an update on key infrastructure projects and areas of programme focus.

Corridor Management

Masterton District Council received 64 corridor access requests for the one-month period and invoiced out 42 approved requests. There have been no traffic management audits completed.

There was one non-conformance notice issued.

No Traffic Management Plans (TMP) for events and other such non-excavation activities were approved. 74 work completions were completed, 1 two-year warranty inspections were completed.

Activity Reports

PROJECTS/PROGRAMME WORKS						
ACTIVITY	PROJECT LEAD	PROGRAMME PROGRESS	COUNCIL DECISION POINTS	BUDGET	COMPLETION	RISK
ROADING						
Roading Maintenance	Kaine Jaquery	Footpaths: 20% of the renewals programmed are underway tracking towards completion by end of year.	No significant decisions.	\$450,000	June 2022	Contractor resourcing and equipment availability is a major risk to programme completion. Weather Covid 19 alert levels
		Reseals: Engineering preparations and sealing designs underway on 2022 sites. Repairs on 2021 sites programmed and awaiting favourable environmental conditions estimated to start Nov 21.		\$1,400,000	April 2022	
		Pavement repairs to 2021 sites programmed Oct 2021.		\$340,000	May 2022	
		Road Remarketing: Planned for April 2022 Drainage and kerb and channel renewals: preparing FWP 2022 (WIP Cornwall Street.)		\$520,000	June 2022	
Pavement Rehabilitation	Kaine Jaquery	Two-year contract for sealed and unsealed sites awarded to Higgins in November 2020. 2022 sites are Te Ore Ore Bideford Road, Te Ore Ore Road, Worksop Road, Renall Street and unsealed sections on Ngahape Road.	No significant decisions.	\$1,510,000	June 2022/23	Resourcing Weather Covid 19 alert level

PROJECTS/PROGRAMME WORKS						
ACTIVITY	PROJECT LEAD	PROGRAMME PROGRESS	COUNCIL DECISION POINTS	BUDGET	COMPLETION	RISK
		Preparation and planning for 2022-2024 contract underway.				
Tauweru Retaining Wall Replacement	Kaine Jaquery	Contract awarded to 1Geo Ltd for the reconstruction of a 15.1m long retaining wall on Masterton Castlepoint Road. The old existing retaining wall is at the end of its useful life and at the verge of collapse.	No significant decisions.	\$231,541 On budget	Nov 2021	Services TMP Covid 19 alert level Geotechnical local site conditions
Colombo Road Bridge Renewal	Kaine Jaquery	Tender prepared: Design and build style contract. Geotech groundworks investigations completed. RLTP variation approval obtained on 24 September 2020. Seeking approval from Waka Kotahi to tender replacement.	Awaiting approval: Contract award: – 2021/22	\$2.8 million	Construction in 2021/22	Availability of resources Covid 19 alert level RLTP funding
Te Ore Ore Road and Blair Street Intersection Improvements	Kaine Jaquery	Contractor secured: Downer New Zealand. Started in May 2021. Kerbing work and central island completed, followed by pavement then central splitter islands.	Contract awarded: April 2021.	\$746,155.91 Funding bridging 2021/22 financial year and next NLTP.	Completion delays due to COVID restrictions, now Oct 2021	Roading pavement Weather Public interest and disruption TMP Covid 19 alert level RLTP Funding 2022

PROJECTS/PROGRAMME WORKS						
ACTIVITY	PROJECT LEAD	PROGRAMME PROGRESS	COUNCIL DECISION POINTS	BUDGET	COMPLETION	RISK
Te Mara Road Bridge Renewal	Kaine Jaquery	Tender prepared: Price Quality contract. Geotech groundworks investigations underway to inform design.	Contract award: – 2021/22	\$380,000	Construction in 2021/22	Central Govt funding Availability of resources Covid 19 alert level RLTP funding
Essex Street Carpark	Kaine Jaquery	Contractor secured: PCL Limited. Started April 2021. Finalisation completion end of September 2021. Final management, surveillance and quality assurance (MSQA) are underway.	Contract awarded: November 2020	\$604,129.00	September 21 Construction delays due to weather and pavement conditions.	Availability of resources Weather Public interest and disruption Covid 19 alert level
Under Veranda CBD Lighting, LED Upgrade	Kaine Jaquery	Procured Alf Downs Street Lighting Limited to scope work programme and prepare lighting design to upgrade and infill CBD under verandah lighting.	Contract awarded: February 21	\$309,215 Variation to budget of \$73,000 for additional lighting	Completed September 2021.	Covid 19 alert level Availability of resources Access to the street lighting circuit
Opaki Road Stormwater Upgrade	Kaine Jaquery	Stormwater upgrades to Opaki Road and Oxford Street. Contract awarded to Sierra Delta Civil Ltd. Work started in Oxford Street.		\$432,341.88.	Estimated Dec 2021. Delays due to COVID restrictions	Weather Public interest and disruption TMP Covid 19 alert level

PROJECTS/PROGRAMME WORKS						
ACTIVITY	PROJECT LEAD	PROGRAMME PROGRESS	COUNCIL DECISION POINTS	BUDGET	COMPLETION	RISK
WATER						
Henley Lake Resource Consent	Phil Evans	Consent renewal: Resource consent application lodged with GWRC for processing. Further information requested and discussions with Iwi ongoing. Inlet automation: Completed.		\$80,000	June – Sept 2021	Non-compliance with existing consent.
Opaki Water Race	Phil Evans	Consent renewal: Amended application lodged in February 21. Discussion with Iwi required. Council decision to close water race in 2026.	March	\$15,663 Scope to be confirmed	Amended application lodged February 2021. Application in progress. Further information to be supplied to GWRC.	Non-compliance with resource consent.
Water Treatment Plant	David Hopman	Sludge disposal project: Additional onsite drying/storage area has been completed. Drying performance is to be reviewed over winter before finalising disposal option.	Disposal options: To be confirmed	\$251,200	Option to be reviewed in the Summer 21/22	Need to dispose sludge to landfill if consent not progressed.
Homebush WWTP	David Hopman	Old pond decommissioning: Consent application submitted and preparation of a cultural impact assessment is in progress.	Contract award: To be confirmed	\$200,000 On budget	Site preparation, Planting Autumn 2022	Decision making Resources

PROJECTS/PROGRAMME WORKS						
ACTIVITY	PROJECT LEAD	PROGRAMME PROGRESS	COUNCIL DECISION POINTS	BUDGET	COMPLETION	RISK
		Irrigation project: Procurement and installation to be completed for summer.		\$300,000 On budget	Irrigation installation: November 21	
Water Meters	James Li	Installation delayed due to COVID-19 with the first meters installed on 10 February 2020. Meters installed and properties investigated equates to 86.3% total required.	Water charges: To be confirmed	\$2,000,000 On budget	Shared meters installed: December 2021	Contractor resources Public uncertainty of shared supply and cost of water. COVID-19 alert level
Three Waters Renewal Projects	James Li	Installation: Planned renewals work now under contract.		Water: \$1,640,000 Sewer: \$1,126,400 Stormwater: \$337,920 Laterals: \$500,000 On budget	June 2022	Potential delay and cost increase to this year's renewal programme. COVID-19 alert level
Water Treatment Plant Upgrades	David Hopman	Includes new pond aerators, control system and electrical upgrades, bulk water tanker supply terminal, fish inlet screens and design work for future water resilience projects.	Contract awarded for all work with the exception of the fish inlet screen.	\$1,000,000 On budget	March 2022	Availability of resources COVID-19 alert level

PROJECTS/PROGRAMME WORKS						
ACTIVITY	PROJECT LEAD	PROGRAMME PROGRESS	COUNCIL DECISION POINTS	BUDGET	COMPLETION	RISK
Rural Water Treatment	David Hopman	Includes point of use filters and UV disinfection on rural halls and Council water supply schemes. Specifications are currently in development.	Contract awards: To be confirmed	\$1,300,000	March 2022	Availability of resources COVID-19 alert level
Treated Water Storage	David Hopman	Provides for 1,000m3 treated water storage in Nikau Heights, Lansdowne.	Contract awarded	\$800,000 On budget	March 2022	Availability of resources COVID-19 alert level
Sediment Removal from Urban Streams	David Hopman	Provides for sediment removal from problematic urban streams to improve their capacity to reticulate stormwater.	Contact awarded	\$200,000 On budget	December - March 2022	Availability of resources
PROJECT DELIVERY						
Civic Centre	Phil Evans	Procurement activities well underway – quantity surveyor followed by architectural services. Capital raising workstream options being explored and planning underway for inaugural Civic Facility Project Committee meeting. Land acquisition process progressing.	Approval of procurement recommendations	\$30.8 Million	2026	Securing preferred site
Masterton Revamp	Rose O'Neill	Kuripuni package physical works has been completed – this does not include the roundabout itself (due Winter 2022). Close out of detailed design for Queen	No significant decisions.	\$35.2 million over 13 years	2034	Stakeholder and business engagement for close out of Queen Street stage 2 package

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PROJECTS/PROGRAMME WORKS						
ACTIVITY	PROJECT LEAD	PROGRAMME PROGRESS	COUNCIL DECISION POINTS	BUDGET	COMPLETION	RISK
		Street stage 2 and concept design for Charlies Lane progressing well.				
Animal Shelter	Rose O'Neill	The premises at 79 Ngaumutawa Road is currently being demolished. Cost challenges will require a reconsideration of the options available for providing a long-term solution to sheltering animals in Masterton and the wider district. Final works at the temporary/future spill over shelter are underway to ensure soundproofing is achieved. Staff and animals are enjoying the temporary accommodation especially in the adverse weather conditions of late.	Options for moving the project forward need further consideration in Oct/Nov.	\$1.46 million	Q2 2022	Scope Budget provision Delivery timeframe
Skatepark Revamp	Rose O'Neill	Covid has resulted in a loss of three weeks on the final delivery of the park, and additional compensatory costs. This has had a significant impact of the ability of Hunter Civil to complete additional features on the northern ring, within the timeframe they have committed to. Because of this delay, the additional features proposed for the norther ring will be removed from the current project.	No significant decisions.	\$1.75 million On budget	Q1 2022	Availability of materials impacting ability to complete the works as per programme. COVID-19 alert level 4 closed the work down for 2 weeks. In Alert Level 3 only minimal work was completed.

PROJECTS/PROGRAMME WORKS						
ACTIVITY	PROJECT LEAD	PROGRAMME PROGRESS	COUNCIL DECISION POINTS	BUDGET	COMPLETION	RISK
Hood Aerodrome	Martyn Round	<p>Masterplan adopted on 4 August. There are a number of concurrent priorities being progressed including:</p> <ul style="list-style-type: none"> • close out of the engagement process with key stakeholders, some holdups due to Covid 19 • land acquisition negotiations which are being managed by an independent consultant (The Property Group), and • procurement for engineering design • sealing of Moncrieff Drive • topographical survey • geotechnical survey 	No significant decisions.	\$17 million	Q1 2026	Land acquisition negotiations could impact contractual commitments.
Dump Station	Martyn Round	<p>Agreement to move the dump station site away from the Henley Lake proposal was agreed by Council on 4 August. Now in discussion with Solway Showgrounds about the possibility of wider users utilise their new dump station as a 24-hour facility.</p> <p>A draft MoA has been completed and is being reviewed.</p>	No significant decisions.	TBC – no budget provision may be required if negotiations successful	TBC	<p>No significant risks</p> <p>If the area is developed we could potentially be without a dump station again in the future</p>

PROJECTS/PROGRAMME WORKS						
ACTIVITY	PROJECT LEAD	PROGRAMME PROGRESS	COUNCIL DECISION POINTS	BUDGET	COMPLETION	RISK
Waipoua Bridge	Martyn Round	Detailed design for bridge completed, following redesign based on feedback from GWRC. Resource consent obtained and building consent exemption to be lodged after receiving the PS. This has resulted in the need to revise the start date for the bridge, and likely completion now Q4 2021. Artists are being engaged to complete the designs on the 50-totara balustrades and will be CNC'd locally at the Fab Lab.	No significant decisions.	\$451,000 On budget	Q4 2021	Resource consent has been granted Waiting on PS2 for discretionary exemption Start date looking at early January 2022
Queen Elizabeth Park Lake	Phil Evans	Discussing with GWRC option to align requirements under current consent due to expire in 2023. This will require a variation to existing consent. Next steps: <ul style="list-style-type: none"> • Draft variation to consent • Scope design and investigate work 	No significant decisions.	To be confirmed	2023	Decision making