



MEETING

of the

Infrastructure and Services Committee

AGENDA

Time: 3:00 pm
Date: Wednesday, 16 August 2023
Venue: Waiata House
Lincoln Road
Masterton

MEMBERSHIP

Councillor David Holmes (Chairperson)

Mayor Gary Caffell

Councillor Bex Johnson

Councillor Craig Bowyer

Councillor Brent Goodwin

Councillor Tom Hullena

Councillor Stella Lennox

Councillor Tim Nelson

Iwi Representative Ra Smith

Councillor Marama Tuuta

Values

1. **Public interest:** members will serve the best interests of the people within the Masterton district and discharge their duties conscientiously, to the best of their ability.
2. **Public trust:** members, in order to foster community confidence and trust in their Council, will work together constructively and uphold the values of honesty, integrity, accountability and transparency.
3. **Ethical behaviour:** members will not place themselves in situations where their honesty and integrity may be questioned, will not behave improperly and will avoid the appearance of any such behaviour.
4. **Objectivity:** members will make decisions on merit; including appointments, awarding contracts, and recommending individuals for rewards or benefits.
5. **Respect for others:** will treat people, including other members, with respect and courtesy, regardless of their ethnicity, age, religion, gender, sexual orientation, or disability. Members will respect the impartiality and integrity of Council staff.
6. **Duty to uphold the law:** members will comply with all legislative requirements applying to their role, abide by this Code, and act in accordance with the trust placed in them by the public.
7. **Equitable contribution:** members will take all reasonable steps to ensure they fulfil the duties and responsibilities of office, including attending meetings and workshops, preparing for meetings, attending civic events, and participating in relevant training seminars.
8. **Leadership:** members will actively promote and support these principles and ensure they are reflected in the way in which MDC operates, including a regular review and assessment of MDC's collective performance.

These values complement, and work in conjunction with, the principles of section 14 of the LGA 2002; the governance principles of section 39 of the LGA 2002; and our MDC governance principles:

Whakamana Tangata	Respecting the mandate of each member, and ensuring the integrity of the committee as a whole by acknowledging the principle of collective responsibility and decision-making.
Manaakitanga	Recognising and embracing the mana of others.
Rangatiratanga	Demonstrating effective leadership with integrity, humility, honesty and transparency.
Whanaungatanga	Building and sustaining effective and efficient relationships.
Kotahitanga	Working collectively.

Order Of Business

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1 CONFLICTS OF INTEREST

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a member and any private or other external interest they might have.

2 APOLOGIES

The Chair invites notice from members of apologies, including apologies for lateness and early departure from the meeting.

3 PUBLIC FORUM

4 ITEMS NOT ON THE AGENDA

The Chairperson will give notice of items not on the agenda as follows:

Matters requiring urgent attention as determined by resolution of the Council

- The reason why the item is not on the agenda; and
- The reason why discussion of the item cannot be delayed until a subsequent meeting.

Minor matters relating to the general business of Council

No resolution, decision or recommendation may be made in respect of the item except to refer it to a subsequent meeting of Masterton District Council for further discussion.

5 REPORTS FOR INFORMATION

5.1 REGULATORY SERVICES INFRASTRUCTURE AND SERVICES UPDATE

File Number:

Author: Steven May, Manager Regulatory Services

Authoriser: Karen Yates, Interim Chief Executive

PURPOSE

The purpose of this report is to provide the Infrastructure and Services Committee with an update from the Building Control Services team, the Consents and Planning team and the Environmental Services team (see Attachment 1).

RECOMMENDATION

That the Infrastructure and Services Committee receives the update from the Building Control Services, Consents and Planning and Environmental Services teams.

ATTACHMENTS

- 1. Regulatory Services Infrastructure and Services Update**  

REGULATORY SERVICES UPDATE

BUILDING CONTROL SERVICES ACTIVITY

Activity Levels, Staff and Service

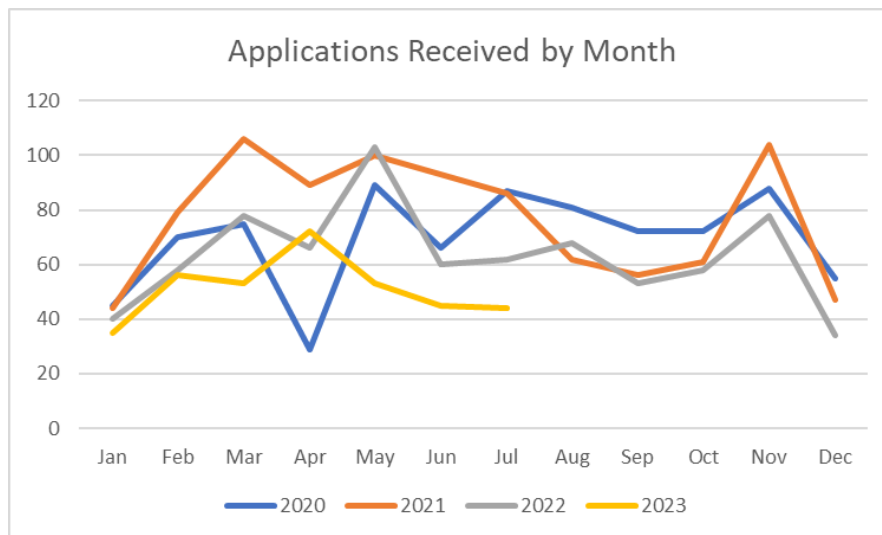
The building industry typically slows down through the winter months and this year is no different, however we have new lows in consent applications received due to the added challenges of high inflation and high interest. With less applications received there is less consents to issue.

The consolation is that there is significant residential development coming via the Somerset village and commercial consent work has been unaffected by recent austerity.

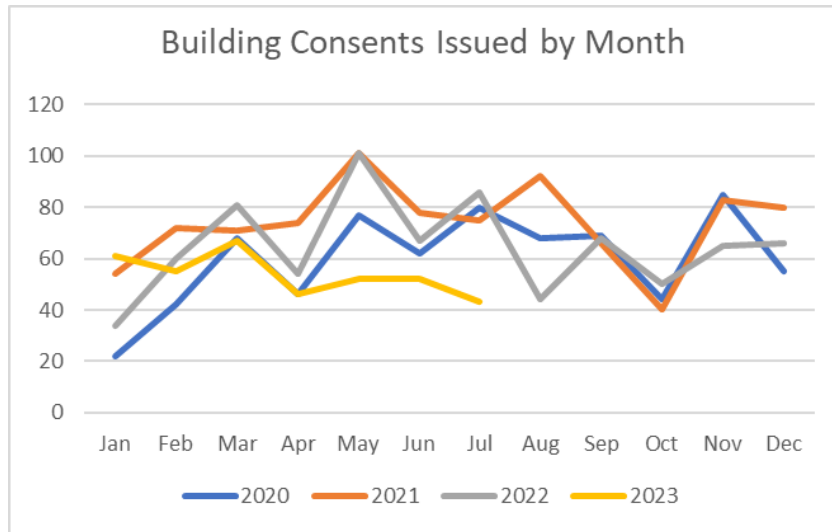
We maintain general compliance with statutory timeframes for Building Consents and Code Compliance Certificates. Relationships are easier to maintain in the commercial space as all stakeholders are operating in a similar environment. There has also been an anecdotal increase in residential consent holders' amendments of work or withdrawing consents to save money.

All July numbers in the graphs below were taken on the 27th July, while there may be some change to final numbers they do provide sufficient indication of the current trends.

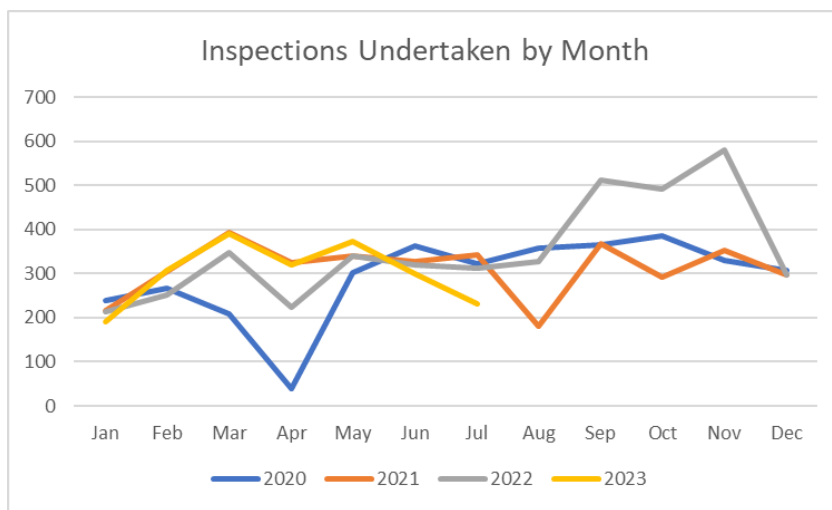
Building Consent Authority Statistics



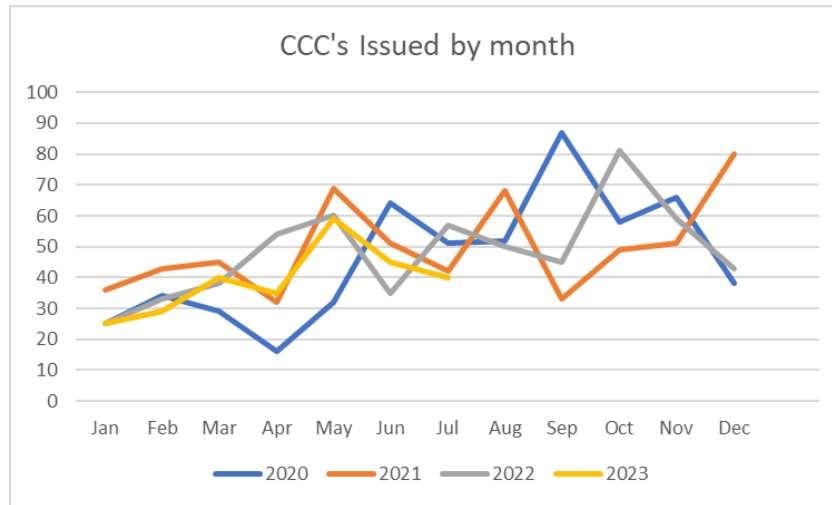
The high number of consent applications provided in April (mostly due to the change in the insulation acceptable solution) was not maintained and we have now seen lowest applications rate in three years for three consecutive months.



The consents issued number remains low, with less applications made there are less consents to issue.



Inspection numbers have dropped in the last few months largely due to the impact of winter weather.



CCC's issued are also low as people are still finding it difficult to finish all work within a budget that may now be 12 (or greater) months old.

TA Building Functions

Building Warrants of Fitness (BWoF)

Annual BWoF renewals continue, all renewals are being reviewed within a 20-working day period. There are still 8 BWoF's outstanding of the 400 currently active, we consider this acceptable as the buildings involved are low risk. We continue to work with building owners and their Independent Qualified Persons to get them through the compliance process.

Earthquake Prone Buildings

The EPB Notice audit and follow up is now complete, all currently registered EPBs are displaying their notices in a publicly prominent place (as required by the Act). There will be another 20 or so buildings that are likely to be identified by the end of the year as they reach the limit of their time to gain an engineering assessment or limit of any negotiated extensions.

Swimming Pool Barriers

We have continued with pool barrier inspections through the period. We are now 46% through the pool register. So far we have discovered over 100 pools have been decommissioned or removed, it is safe to assume that the second half of pools will have a similar number meaning we may be actually 60% (estimated) through the task. All pool barriers will be able to be inspected by the end of the calendar year.

CONSENTS AND PLANNING ACTIVITY

Resource Consents

The Planning Team has processed the following consents for 1 July 2022 to 30 June 2023:

Type of Consent Received	Number of Consents Processed 1 July 2021- 30 June 2022	Number of Consents Processed 1 July 2022-30 June 2023	% Within RMA timeframe
Land use	89	55	90.20%
Subdivision	110	75	88%
Permitted Boundary	27	24	100% (within 10 days)
TOTAL	226	154	90.67%

A total of 176 applications were received between 1 July 2022 – 30 June 2023. Twenty two applications are on hold requiring further information.

LIMs (Land Information Memorandum)

Period	Number of LIMs Processed	% Within Required Timeframe
1 July 2022 to 30 June 2023	303	99%
1 July 2021 to 30 June 2022	331	99%

Planning Enquires - 1 July 2022 to 30 June 2023

Period	Number of Enquiries
July 2022	51
August 2022	103
September 2022	96
October 2022	90
November 2022	62
December 2022	58
January 2023	51
February 2023	45
March 2023	36
April 2023	33
May 2023	80
June 2023	44
Total	749

Private Plan Change Application

Welhom Developments Ltd

The recommendation of the Hearing Panel was received on 2 June 2023 recommending that the private plan change be accepted subject to number of requirements. The report was then presented to Council on 28 June and the Council passed resolution that the recommendation be accepted and adopted. The Council has directed officers to notify the decision in accordance with the First Schedule of the Resource Management Act 1991. The applicant, submitters and affected parties were notified of the Council's decision on the private plan change on 7 July and a public notice of the Council decision was advertised in the newspaper on 8 July.

Wairarapa Combined District Plan

There are two more Joint Committee Workshops (31 Aug & 14 Sept) to be held for the following topics to be discussed and finalised to be included into the Proposed District Plan which will be notified later this year. These topics are:

- Heritage Schedule
- Signs
- NPS Indigenous Biodiversity
- NES Planation Forestry
- Sites and Areas of Māori Significances
- Noise
- Design Guidelines
- Fault Hazards
- Māori Purpose Zone

The Joint Committee will also be considering and discussing the next phase of the Proposed District Plan mainly the Hearing Phase – to consider the composition of hearing panel, dates and venues. This phase is scheduled from around June/July 2024 onwards.

ENVIRONMENTAL SERVICES ACTIVITY

Bylaws and Parking

Staffing levels

Animal and Bylaws staff are critically short-staffed. There are staff vacancies and staff illness which is requiring extended leave. This is putting pressure on existing staff. Recruitment is continuing however finding people with the required skill set is challenging. When fully staffed there will still be ongoing training required for new staff and catching of outstanding work.

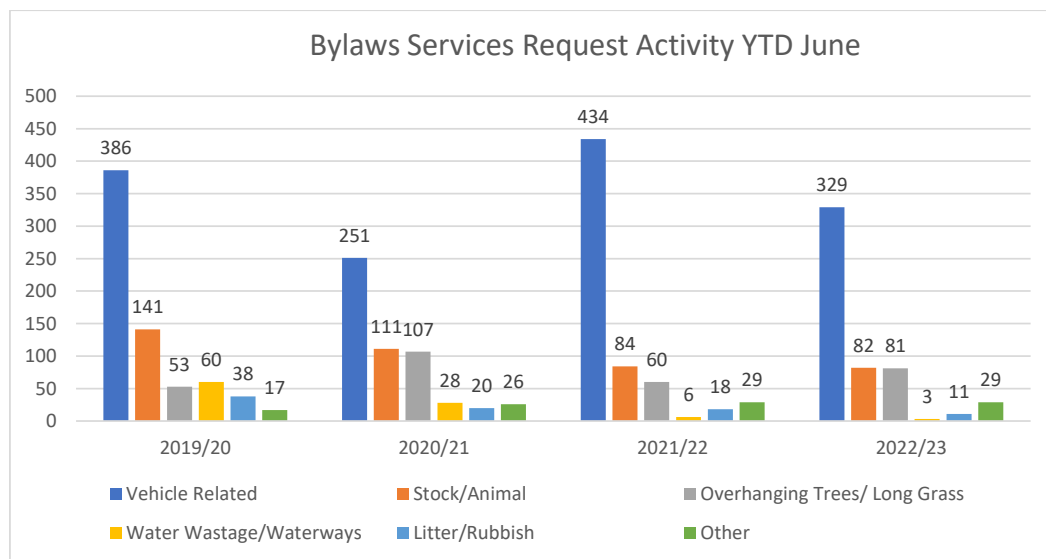
Vehicles

Animal and Bylaws Officers continue to attend to calls from the community about vehicles in the district that are on a public space and that are causing issues. This includes vehicles that

are thought to be abandoned on a public street, vehicles that are parked on footpaths and vehicles that are parked in such a way that it causes a nuisance, for example partly over a driveway or causing damage to public land such as berms.

Overhanging trees and bushes

With the days getting longer footpath usage will likely increase throughout the district. Service requests for overhanging trees and bushes will likely increase also. Getting homeowners to trim back their shrubbery can take a lot of time and prompting from officers.

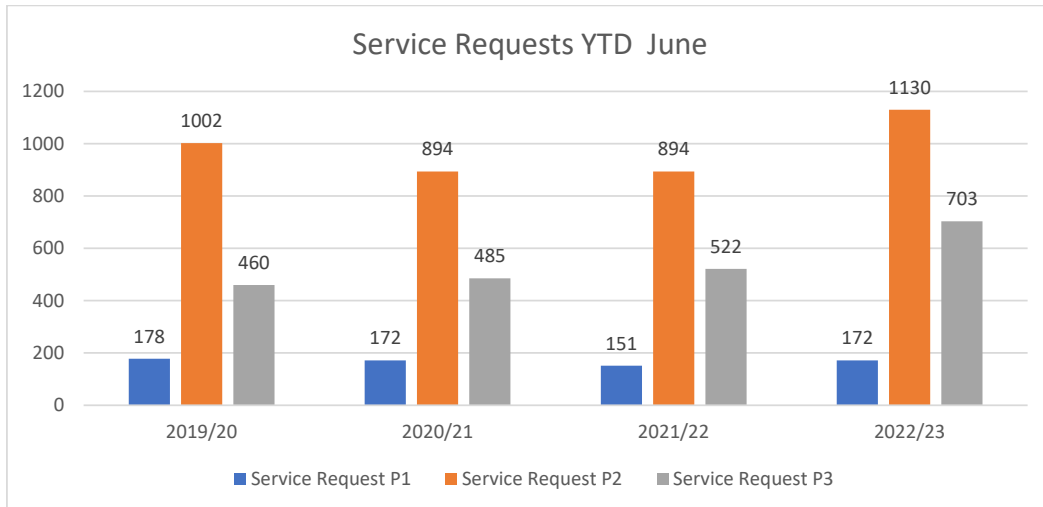


Dog Control

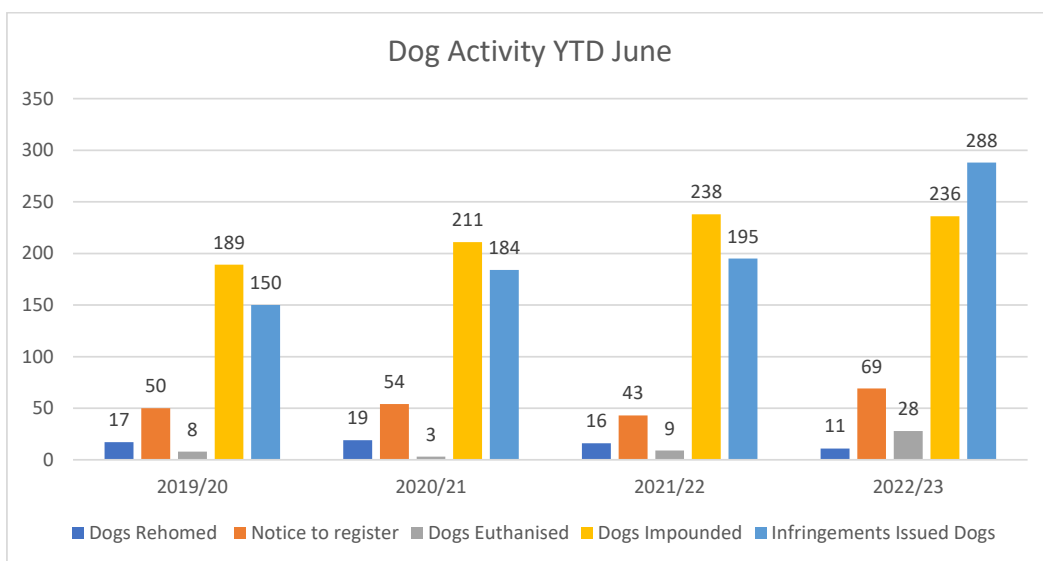
Service requests

P1, P2 and P3 reflect the priority/urgency of the requests for service received.

- P1 – The most urgent calls, for example, dog attacks, police assistance. Attendance within one hour.
- P2 – Barking, contained dog for collection and wandering. Attendance within 24 hours.
- P3 - Non-urgent requests, for example changing details on a dog account. Response within 5 working days.



Animal and Bylaws staff are short-staffed, but the workload has not been reduced. The service requests keep coming and many service requests and duties cannot be delayed for an extended period of time because it either relates to community safety or animal welfare.



Dog Registration

The percentage of known dogs continues to reduce. There are fewer known dogs compared to the same time last year.

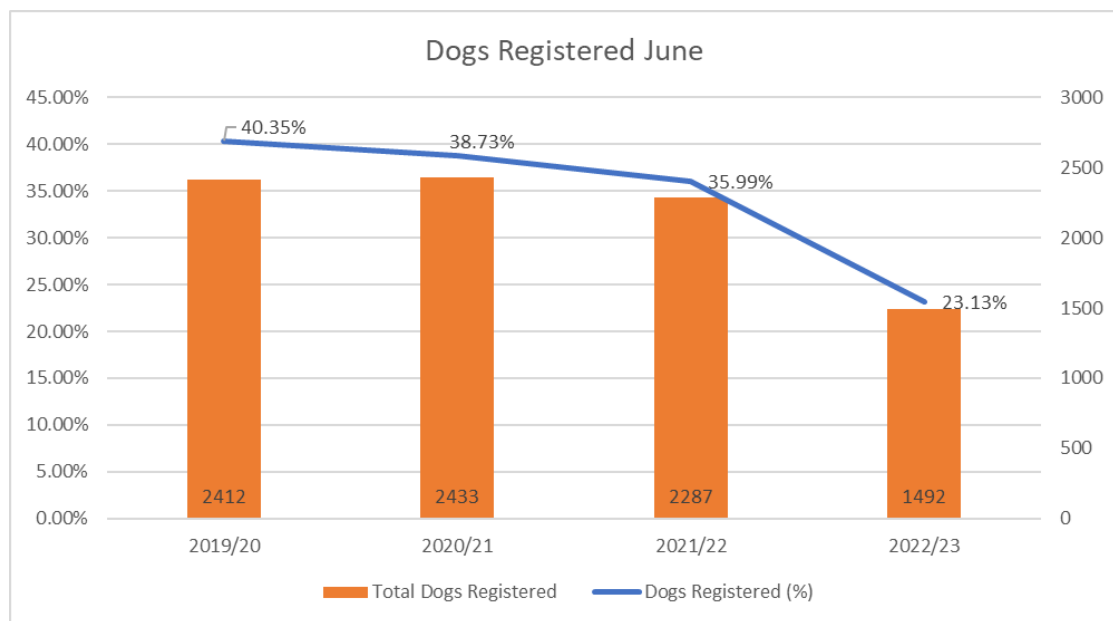
Despite some negative comments, there has been a positive response to this year's dog registration run. The online and email response has been phenomenal, and overwhelming at times. Animal and Bylaws team is extremely grateful to both the Administration and Finance teams for their ongoing assistance in getting this huge task over the finish line.

Dog Registrations were issued on 9th June. In June, 23.13% of owners have registered their

dogs with the vast majority being rural owners (46%). There have been 27 online applications for Responsible Dog Owner status for next year since 9 June; these will be actioned from when resourcing of staff allows. This is a 96% increase on applications for the 2022/23 year, to date, and we expect to receive more.

Dog owners have been reminded to consider paying off their dog registration. Dog registration fees must be paid in full no later than 31 July to avoid a 50% penalty.

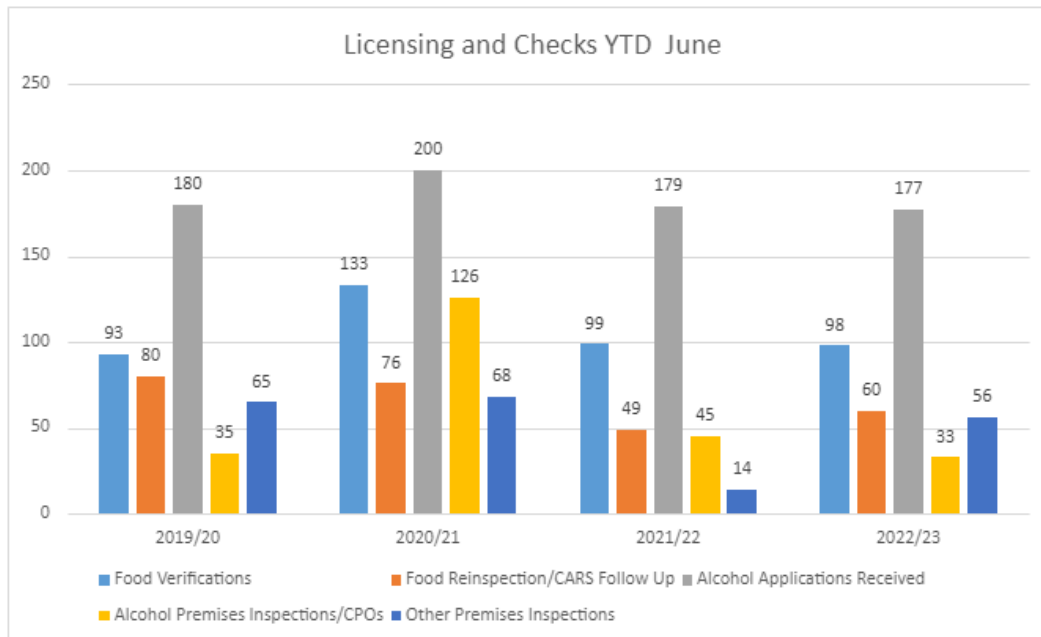
Animal and Bylaws would like to remind dog owners of the option to pay off dog registration before it is due. If dog owners start paying off their dog registration now for the 24/25 year it would only be a few dollars per week.



Environmental Health

Verifications, inspections and checks

Inspections and verifications are on track. The Environmental team has been focused on catching up on outstanding work after being short-staffed for over a 12-month period. There has been a significant effort made by the Environmental Health Team to catch up on outstanding inspections and verifications.

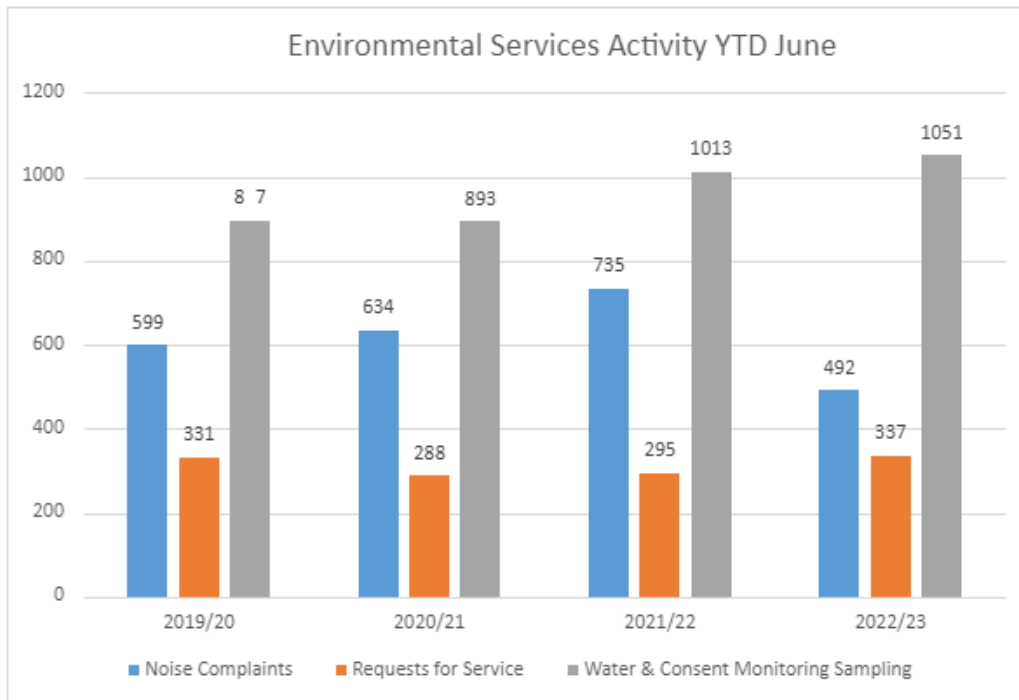


Alcohol Premises

Masterton District Council Licensing Inspector and representatives from the Masterton Police visited twelve licenced premises on Friday 2nd June. The visits were to assess compliance with the Sale and Supply of Alcohol Act 2012. Premises visited were all assessed as medium risk and were a combination of off-licence bottle stores, supermarkets and on-licence premises. Generally, compliance was met, however four premises failed various aspects of compliance with the Act. Appropriate recommendations have been made and these premises will be revisited soon to ensure compliance.

Sale and Supply of Alcohol (Rugby World Cup 2023 Extended Trading Hours) Amendment Bill

The Government will temporarily amend the Sale and Supply of Alcohol Act 2012 to allow eligible licensees to extend trading hours for the purposes of televising games played as part of the men’s Rugby World Cup 2023, without applying for a special licence. There will still be a notification requirement for Licensees to inform Council (Masterton District Council Licensing Inspectors) and Police.



Service Requests

Service requests continue to increase compared to last year. The majority of service requests relate to food and alcohol businesses inquiries, this year however has also seen noise inquiries increase as well.

Environmental Monitoring

This wet winter caused access to sampling points to be challenging. Some sites have not been able to be reached due to being too dangerous for samplers, such as the riverbanks by the Tinui Wastewater Treatment Plant. Other sampling locations have needed to be accessed on foot, some requiring a significant walk to the sampling locations with samplers often needing to carry bulky sampling equipment with them, when a 4-wheel drive vehicle cannot be driven to or near the sampling point. This has impacted the time that it takes to get round sampling points.

Environmental Health Officer training

In May 2023, WasteMINZ held a Residential Lead Workshop with various attendees from around New Zealand to discuss the potential problem with exposure to residential lead and how to reduce exposure to lead in the environment—specifically in soil. Several references were discussed, as were practical and cost-effective remediation efforts. While there is no safe level of lead, there are several unknowns as to the lead content in soil in the New Zealand environment. Discussions are ongoing about the risk and possible health impact of lead in the New Zealand environment. A Facebook group has been created 'Lead Aware NZ'. If a contractor is employed to knock down/rebuild/renovate then WorkSafe is responsible for any lead-based concerns and should be suitably qualified. For every other lead inquiry/query/concern for lead Te Whatu Ora Regional Public Health can provide further information in the Wairarapa in the first instance.

5.2 COMMUNITY FACILITIES AND ACTIVITIES INFRASTRUCTURE AND SERVICES UPDATE

File Number:

Author: Corin Haines, Manager Community Facilities and Activities

Authoriser: Karen Yates, Interim Chief Executive

PURPOSE

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

RECOMMENDATION

That the Infrastructure and Services Committee receives the update from the Community Facilities and Activities team on key projects and a summary of progress since the last report.

ATTACHMENTS

- 1. Community Facilities and Activities Infrastructure and Services Update** [↓](#) 

COMMUNITY FACILITIES AND ACTIVITIES INFRASTRUCTURE AND SERVICES UPDATE

Key Projects Currently Underway – Summary

Community Facilities and Activities have a capital budget of \$15.9 million for the 2022/23 financial year. Our larger financial projects will be reported via the Project's Office, Assets and Operation's report:

- Hood Aerodrome; \$16 million
- Youth Hub; \$300,000

The team also have operational projects as follows:

Properties

Senior Housing

The Panama Village carpark extension tender process has closed, with two proposals received. The contract has now been awarded and work will be scheduled to begin when weather conditions settle, aiming for October or earlier if possible.

The work will impact some of the tenants over a two-week period, so a plan to resolve tenant access and vehicle parking will be confirmed and communicated to affected tenants prior to the start of any groundwork.

Asbestos management plans for the four senior housing sites are being arranged, assessments of various units occurred in 2021, and the presence of asbestos is currently mitigated and presents a low risk.

Senior housing is at 100% occupancy, refurbishments of recent vacant units in Laurent Place and Panama Village have been completed. Some units at Laurent Place have been identified as needing roofing upgrades, which will be factored into future funding requests.

Leased Facilities

- Douglas Villa Football Club – The clubrooms have had the remedial fire rating of the changing room ceilings and earthquake strengthening completed, with the Building WOF close to sign off. The building consent for the new upper-level access ramp has been approved and the contractor will commence construction at the conclusion of the football season, towards the end of September so the Club can operate and finish end of season tournaments.
- Coronation Hall – Renovation work is very close to completion, with lino repairs finished, sale of any redundant commercial kitchen equipment finalised, and lighting improved by introducing LED options. Existing cafe style tables and chairs have been removed into storage and a commercial clean is being organised, including the carpeted areas. Elected Members will be taken through after the clean, and then Officers will seek public interest to lease the space and ascertain a preferred use option that balances community value against cost recovery to maintain the building annually.

- Queen Elizabeth Park Sports Club Inc - The Club has been able to return and operate out of the clubrooms, carpeting and lino upgrades are still required, and have been held up by the curing of foundation concrete. Interior painting and installation of heat pumps has been completed. The exterior buttress strengthening work is the final phase of the construction work and will be completed in early August. The need for an upgraded fire safety system has also been addressed for the BWOF during the project.
- Queen Elizabeth Park's Depot - A fresh asbestos assessment has been completed, and a Management Plan is being developed. Assessments are required to be completed every five years. To reassure our Park's contractor staff, the consultant was commissioned to also conduct an education session with the Park's staff, which Property and Facilities Officers attended as well.

Facilities

- Trust House Recreation Centre – The condition and energy assessment work for the facility is well under way, with site visits completed in July. The consultants will be including QS figures in their reports to assist Officers prepare Long-Term Plan proposals.

A price to repair the rear toddler pool roof has now been obtained and is being considered by the Insurance Assessor. Until this is resolved, the small pool remains closed, and work to address the roof beam delamination above this pool can't be advanced. The closure and impact on the child swim programmes continue to be managed well.

Work is currently being carried out to establish the extent and cause of water loss from the outdoor pools and filtration system. Investigation to date has confirmed that the two outdoor pool linings are intact and retain water. Both pools have been isolated individually and the loss appears to be related to the Dive pool. Checks of the pipework will be conducted, and the four chambers of the sand filtration unit will be isolated and individually pressure tested as well. We are looking at turning off the Dive pool until the source of the issue is identified and fixed. The current loss is estimated at 100,000 litres per day.

- Mawley Park - Work to create an alternative hard surface for mobile homes was completed at the area beside the kitchen and lounge, which was in response to the impact continued wet weather has created on grassed camp areas. The new camp parking areas will enable relocating some longer term stays so further groundwork can be completed closer to the Opaki Road end of the grounds.
- Waiata House – Work on recent roof leaks has seen the need for anchor points to be installed to satisfy health and safety requirements. A successful repair to the roof by the rear stairwell has been carried out, and work to finish seal repairs on the central atrium glass opening should be completed by the time this report is read.

Investigation to resolve the inconsistent performance of the HVAC system has identified a solution which has been peer reviewed by industry experts. Engineering design plans have been commissioned to enable costings to be determined and the work progressed.

Parks and Reserves

- Queen Elizabeth Park - Lime boulders have been installed to protect grassed areas between the skatepark and the adjacent carpark after unidentified vehicles used the area as a racetrack, causing extensive damage to the wet grassed areas. The introduction of new plants to garden areas between the bridge (onto Park Island), around the southern side of the lake towards the boat shed have been completed.
- Skatepark - Work on finding a solution to bring a Youth Hub to the skatepark continues, Council staff have met to consider options, and early consultations with local representatives from the construction industry have been received positively. The supply of portaloos for the school holidays at the Masterton Skatepark led to increased repair costs being on-charged this last holiday period. Two flushing pumps were damaged, which has seen our supplier take them out of circulation for between four to six weeks whilst parts are sourced. If portaloos continue to be supplied over future holiday periods whilst we await the Skatepark toilet development, non-flushable drop tank units will be supplied.
- Cemeteries - The Riverside Cemetery refurbishment has had the majority of groundworks completed, with the last remaining stone wall features removed. Wet conditions have impacted on the ability to bring in suitable topsoil to complete grading and infill work to enable sowing of grass. Tree planting has been brought forward to keep the work on track.

Immediately after Council took responsibility for the Mauriceville West Cemetery, Officers received a rare burial request for the site. Collaboration between the former owner (Lutheran Trust), the Funeral Director, our Parks Contractor and Council Officers ensured a clear burial site was identified and the burial was able to proceed as per the families wishes.

- Street Trees – Officers have received positive feedback for the recent phase of planting juvenile trees along berm areas in Jean and Hacker Streets. Work to continue the planting along Church Street into the east of Masterton struck issues with underground services. Trees will go into other east side cul-de-sacs and side streets instead.
- Reserves - The Riversdale Beach northern reserve continues to be impacted from erosion due to the heightened Motuwaiereka Stream flows, which has also been compounded by the stream changing course to head south. Beach access is compromised, and further loss of reserve land has seen the need to close off areas to the public. GWRC have asked to meet Officers to discuss the situation and will meet with the Surf Club on 25 August. Neighbours to the reserve are frustrated with the wait and see approach GWRC have recommended, and we are managing the relationship with them and the conversation with Greater Wellington.

Contractors

Belgravia Leisure

Trust House Recreation Centre Contract

Visitor numbers continue to track positively, with end of year figures sitting higher than this time last year. Belgravia report increased energy costs as one of the main impacts on the business.

The Pool complex had to be closed on the morning of 25 July 2023 due to a patron experiencing a medical event. Pool staff and members of the public initiated medical support, until emergency services arrived. The person was transported to hospital by Westpac Rescue after the emergency service team were able to stabilise their condition.

Mawley Park Contract

Mawley Park finished the year reaching their revenue targets well ahead of schedule, which qualified them for a bonus under the contract.

Recreational Services

Parks and Open Spaces Maintenance Contract

KPI measures for the 2022-23 year were met, which has qualified them for a further year extension on the contract. Capital expenditure work was behind where we would like it to have been, which can be attributed to supply pressures and the weather impact on the parks and open spaces.

Library and Archive

Progress on the mould issue in the basement: Aircon units are currently running on low, dry mode (18 degrees) which has stopped the smell coming up the stairwell by the back door. The extraction unit is also running on low speed which will be increased once the filter has been installed. Carpet removal and any other disposal decisions will be made once the systems have had a further chance to dry out the basement area.

The air conditioning units within the library have also experienced issues, with two units recently failing. Their set up meant that all units were affected as they had been installed in series. The age of the units made sourcing parts difficult, but the Contractor has managed to identify and locate parts to get the heating system back up and running.

Community Development

Waitangi Day 2024

A Community Activator has taken the lead in engaging with both Ngāti Kahungunu and Rangitāne to explore the potential for a collaborative effort with the Council in hosting Waitangi Day 2024. We will schedule a meeting in the near future to delve deeper into the possibilities of this partnership.

Youth Council

The Youth Council are working on the 'Impact Challenge', a climate justice challenge aimed at young people. The challenge is welcoming young people to apply for microgrants of \$250. A Community Activator has applied for this grant on behalf of the Youth Council and the next meeting will discuss how they would like to spend it, if successful. Currently they are interested in running a workshop on climate change with food and a guest speaker, with the support of the Positive Ageing Coordinator and the Climate Change Action Group here at Council.

Play Trailer

The play trailer was booked for four play sessions run by Kia Hakinakina during the school holidays. One of the Community Activators attended the first one in the green space in Queen Elizabeth Park and it had an impressive turnout and a wealth of creative play activities. Thanks to recent equipment purchases, the trailer offerings have been warmly embraced by the community, especially the small soccer goals which have proven to be a big hit. Across various locations in the Wairarapa, Kia Hakinakina reported that the other play sessions were equally successful, with kids thoroughly enjoying the new gear.

We have also recently completed the check in reporting required by Tū Manawa, securing the remaining \$2,000 funding. With these funds, we've procured a diverse range of new equipment, while also setting aside some funds for future replacements due to general wear and tear, and for fulfilling new item requests from our communities.

Resident Associations

- **Eastside Community Group** - We have been actively engaged in discussions with our Parks and Open Spaces team, the Eastside Community Group, and the Wairarapa Family Violence Network (WFVN) concerning the fence at McJorrow Park. The community has voiced their concerns about safety issues, as the current fence obstructs the view of the playground. Fortunately, WFVN has secured funding to paint the fence. However, we are exploring additional funding options to replace the fence with a more resilient pool-type design that allows visibility into the playground, presenting a modern and tidy appearance. WFVN has generously offered to hold the funds and use them elsewhere if needed. We have also been working closely with the Climate Change Activator for Masterton District Council, exploring potential projects aimed at enhancing kai resilience. Additionally, conversations have commenced with the Senior Emergency Management Advisor, to develop individual and community emergency plans, covering scenarios ranging from house fires to natural disasters.
- **Solway** - In collaboration with the community group, we have effectively resolved the payment matters with Council for the first round of maintenance at Kirk Reserve.

During their June meeting, Corin attended to discuss the possibilities of either a new playground or upgrading their existing ones, demonstrating our commitment to community development.

Furthermore, we have requested Beverley Jack from the Wairarapa Community Centre attend their July meeting, wherein the topic of Bug Hotels will be discussed, fostering a strong sense of environmental awareness and action within the community.

Positive Ageing

The delayed Wairarapa Community Networks Kuia/Kaumātua/Older persons forum was held in mid-July. Organised and hosted by the Positive Ageing Strategy Coordinator, the guest speaker was Diane Turner, Director of the Office for Seniors. This was an opportunity for community organisations to find out about the work of the Office for Seniors and also the funding available from the Office. The second half of the meeting was an opportunity for organisations to discuss issues facing older people.

Welcoming Communities

We successfully launched the Newcomers survey on 31 May, and it will remain active until the end of July. This survey's valuable responses will play a pivotal role in shaping our welcoming plan. Masterton District Council has been selected as one of the case studies for the Welcoming Communities programme, scheduled from 24 – 28 July. Allen + Clarke, on behalf of the Ministry of Business, Innovation and Employment (MBIE), is conducting this evaluation to assess the programme's effectiveness and its ability to achieve anticipated outcomes and desired impacts. Interviews with internal staff and key stakeholders involved in the programme have already been arranged by the evaluation team.

Our Welcoming Communities Advisor is actively engaged in supporting different groups during their establishment and providing them with essential funding information and opportunities beyond council resources. An excellent example of this support is when the advisor connected the Education support team from Wairarapa College with the Ministry of Education to secure funding for career support guidance, particularly targeted at refugee students. Thanks to this collaboration, they successfully obtained the necessary funding to benefit the students.

Community Facilities and Activities Infrastructure Projects

Properties and Facilities							
Project Name	Project Lead	This month	Next milestone	Budget	Risk	Council Decision Points	Completion Date
Trust House Recreation Centre and War Memorial Stadium - condition and energy assessment (Feasibility Study into Splash Pad)	Facilities and Open Spaces Manager	Consultants have completed site visits to gather information in mid-June and early-July. Energy Assessment subsidy application made with EECA (Energy Efficiency & Conservation Authority).	Consultants to draft up Condition and Energy Assessment Reports. Engagement with user groups and feasibility study work to commence.	\$120,000	Consultant availability. Scale of assessment work able to be completed within designated budget.		Preliminary findings mid-August. Full Report on track to enable findings to be used in 2023-24 LTP planning
Reserve Lease Review	Manager Community Facilities and Activities	Drafting of lease policy and procedures.	Workshop Draft Lease Policy with council in September.	Operational cost	Negative reaction 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. Assessment of new leases may lead to discussions around potential lease increases.		To be confirmed

Services

Parks and Open Spaces							
Project Name	Project Lead	This month	Next milestone	Budget	Risk	Council Decision Points	Completion Date
Playground renewals	Parks and Reserves Advisor	Annual Plan sign off has confirmed available capex spend for Henley Lake playground upgrades.	Community engagement in consultation with Henley Trust and Lions beginning August 2023.	\$180,000 Community contribution to be determined and will compliment Council investment.	Inflation impact on material and labour costs, and contractor availability		Consultation, August 2023 Installation, June 2024
Riverside Cemetery Landscaping Upgrade	Parks and Reserves Advisor	Planting of trees. Last stone wall features removed, and ground works completed.	Infill of topsoil and sowing of grass when weather allows.	\$70,000	Weather conditions delaying project		October 2023
CBD Planting Rejuvenation	Parks and Reserves Advisor	July audit completed of Queen Street raised garden beds and planting of climbers. Top up of missed planting areas completed.	July/August will see the raised garden Tulips bloom.	\$5,000	Adverse weather may affect the planting schedule.		August 2023

Green: On target or low risk

Orange: Slightly off target or some Risk

Red: Significantly off target or Significant Risk

5.3 ASSETS AND OPERATIONS INFRASTRUCTURE AND SERVICES UPDATE

File Number:

Author: Mike Burger, Manager Assets and Operations

Authoriser: Karen Yates, Interim Chief Executive

PURPOSE

The purpose of this report is to provide the Infrastructure and Services Committee with an update from Assets and Operations on key infrastructure projects and areas of project focus (see Attachment 1).

RECOMMENDATION

That the Infrastructure and Services Committee receives the update from Assets and Operations on key infrastructure projects and areas of project focus.

ATTACHMENTS

- 1. Assets and Operations Infrastructure and Services Update**  

ASSETS AND OPERATIONS INFRASTRUCTURE AND SERVICES UPDATE

Corridor Management

Masterton District Council received eighty-nine Corridor Access Requests for the period 15th April to the 2nd of August. There have been two Traffic Management Audits completed.

There were no Non-conformance Notices issued for breach of Work Reinstatement conditions.

There were two Traffic Management Plans (TMP) for an event, fifty-six for excavation and thirty-one for non-excavation activities.

Cockburn Street Sewer work

Installation of non-return valves and sewer receiving tanks have been installed at 3 dwellings in Cockburn Street. These properties agreed to the concept specification presented by Council. Further sewer receiving tank installations will be looked at once these are successfully commissioned.

Activity Reports

PROJECTS/PROGRAMME WORKS						
ACTIVITY	PROJECT LEAD	PROGRAMME PROGRESS	COUNCIL DECISION POINTS	BUDGET	COMPLETION	RISK
ROADING						
Roading Renewals	Kaine Jaquery	Footpaths: 4km Renewals programmed in planning underway, completion by end of the financial year 2024.	No significant decisions.	\$565,000	June 2024	Contractor resourcing and equipment availability is a major risk to programme completion. Weather Staff illness and resourcing and equipment availability
		Reseals: Seal designs and engineering preparations - pre sealing repairs are underway on 2023/24 sites.		\$1,386,000	April 2024	
		Road Remarketing: Completed not scheduled until April 2024.		\$340,000	May 2024	
Pavement Rehabilitation	Kaine Jaquery	Contract awarded to Higgins for 2022-2024 Rehabs. Approx. 3.3km of unsealed network, 1.4km of sealed network and 1 urban roundabout has been completed.	No significant decisions.	\$1,800,000.00	May 2024	Resourcing Weather Staff illness and resourcing and equipment availability Cyclone damage delaying programme completion

PROJECTS/PROGRAMME WORKS						
ACTIVITY	PROJECT LEAD	PROGRAMME PROGRESS	COUNCIL DECISION POINTS	BUDGET	COMPLETION	RISK
		Approx. 1.5km of the sealed network and 1 more roundabout has been programmed for this year. Planning and programming of rehab sites for the next two years – next NLTP.				
Capital Improvements	Kaine Jaquery	Procurement and award of the Te Kanuka Curve Safety Improvements Project Procurement and award of Delineation Improvements Project	No Significant decisions	\$650,000 \$650,000	June 2024	Resourcing Contractors Weather Material availability Funding Staff illness
Emergency Works <ul style="list-style-type: none"> Blairlogie June/July Event 2022 (cost scope adjusted) Cyclone Hale Jan 23 	Kaine Jaquery	Blairlogie Langdale Road - Remediation to replace the failing section of road with one retaining structure being a UB Pile and Anchored retaining wall. The wall is 150m long and 4m high on average.	Awaiting funding approval from Waka Kotahi for applications submitted for Cyclone Hale/Gabrielle recovery work	June/July Storms 2022 – \$8,186,255 Cyclone Hale –\$3,854,327 Cyclone Gabrielle - \$15,197,015. (Various Government funding assistance rates apply to works, Refer	Remediation investigation and construction in 2023 will continue into 2024 and 2025	Weather Public interest Disruption (road closure) Funding TMP Staff illness and resourcing and equipment availability

PROJECTS/PROGRAMME WORKS						
ACTIVITY	PROJECT LEAD	PROGRAMME PROGRESS	COUNCIL DECISION POINTS	BUDGET	COMPLETION	RISK
<ul style="list-style-type: none"> Cyclone Gabrielle Feb 23 		June/July events include approximately 40 major repair sites. Assessments and designs, and remediation works are underway. A panel of suppliers to carry out works has been advertised on GETS.		Council report 24/05/2023)		Further risk of ground movement increases scope. Resourcing contractors
Transport Choices Lansdowne to Kuripuni Cycle Facilities	Laura Maclean	<p>Project in plan and design phase.</p> <p>Consultation completed. Hearings held 02/08. Options presented to Council on route at meeting 09/08.</p> <p>Further discussion with Waka Kotahi on route underway.</p> <p>Feedback from consultation will inform final design.</p>	<p>Any local share contributions towards the project.</p> <p>Funding Agreements to be signed.</p> <p>Approve design for construction</p>	<p>\$1,322,00 (funding delivered in stages)</p> <p>Funding is linked to timeline and completion of key project milestones.</p> <p>funding gates are pre implementation and construction.</p> <p>Funding for bike parking added to project (\$45k)</p>	<p>If successful in obtaining implementation funding the project must be completed before June 2024</p>	<p>Timeframes – must be delivered by June 2024</p> <p>Project resourcing governance and public support.</p> <p>Funding (securing implementation funding and uncertainty in estimated project costs)</p> <p>Public interest</p>

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. GWRC ecologists to visit the site and determine effect of the discharge on the wetlands.		\$80,000	June 2021 – September 2022. Further information requested to be developed and supplied to GWRC	Non-compliance with existing consent.
Opaki Water Race	Phil Evans	Consent renewal: Amended application lodged in February 21. Discussion with Iwi completed. General support for closure. Environmental Impact of maintaining Race for next few years to be assessed. Council decision to close water race in 2026.		\$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 conditions. Difficulty in progressing Consent application further without expert consultant input.

PROJECTS/PROGRAMME WORKS						
ACTIVITY	PROJECT LEAD	PROGRAMME PROGRESS	COUNCIL DECISION POINTS	BUDGET	COMPLETION	RISK
Homebush WWTP	Mike Burger	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, Spring 2023	Decision making Resources Supply of components
Water Meters	James Li	Meters installed on to 93% of all properties.	Water charges: To be confirmed	\$600,000 On budget	All shared meters installed: September 2023	Contractor Resource – Contractor secured Staff for Project continuity. Public uncertainty of shared supply and cost of water.
Three Waters Renewal Projects	James Li	Installation: Planned renewals work to be tendered		Water: \$1,800,000, Actual \$2.2M Sewer: \$1,524,000, actual \$3.1M Stormwater: \$475,000, actual \$638K over budget	June 2023	Potential delay and cost increase to this Year's Renewal Programme.

PROJECTS/PROGRAMME WORKS						
ACTIVITY	PROJECT LEAD	PROGRAMME PROGRESS	COUNCIL DECISION POINTS	BUDGET	COMPLETION	RISK
Homebush Wastewater Treatment Plant Upgrades	Mike Burger	New Pond Aerators	Contract awarded. Infrastructure	\$450,000 On Budget	Commissioning September 2022	Units installed, in wind Power mode. Electrical Power Controls for 4x power Assist Units to be connected June/July
Treated Water Storage	Mike Burger	Provides for an extra 1,000m3 Treated Water Storage in Nikau Heights, Lansdowne. Resource Consent process is underway.	Contract awarded – supply and install. Tank manufactured.	\$800,000	December 2023	Land Valuation received, Purchase Agreement prepared for Golf Club Committee for signage. Resource Consent to be granted on securement of Agreement.
PROJECT DELIVERY						
Civic Facility	Phil Evans	Options for way forward to be presented to Council in workshop in August. Direction on options costings to be sought at September council meeting.	Governance Structure of Project Options to take forward for development	\$30.8 million	Existing Town Hall Building earthquake prone status needs to be resolved by 2026.	Scope will not be achievable within current LTP budget provision. Further consultation required to vary LTP. Delivery timeframe.

PROJECTS/PROGRAMME WORKS						
ACTIVITY	PROJECT LEAD	PROGRAMME PROGRESS	COUNCIL DECISION POINTS	BUDGET	COMPLETION	RISK
<p>Masterton Revamp</p> <ul style="list-style-type: none"> - Queen Street Stage 2 - Southern Roundabout 	Tracey Rowe	<p>Detailed Design for Queen Street now provisionally costed. Costs approx double stage 1 and 2 budget. Descoped options being costed for comparison.</p> <p>Detailed Design for the planting around the new SH2 Roundabout at Ngaumutawa Road corner is underway.</p>	Decision part of LTP	\$35.2 million over 13 years	2034	<p>Scope</p> <p>Budget provision</p>
Animal Shelter	Steve May	<p>Preferred supplier to build the new Animal Shelter identified and have entered into the contract negotiations phase of this procurement.</p> <p>The temporary shelter is operational in the meantime.</p>	Agree to award tender following procurement process.	<p>\$1.46 million budgeted.</p> <p>Revised costs at \$2.5M</p>	Q4 2023	<p>Scope</p> <p>Budget provision</p> <p>Delivery timeframe</p> <p>Contractor availability</p>

PROJECTS/PROGRAMME WORKS						
ACTIVITY	PROJECT LEAD	PROGRAMME PROGRESS	COUNCIL DECISION POINTS	BUDGET	COMPLETION	RISK
Hood Aerodrome	Phil Evans / Laura Maclean	Preferred supplier identified for Stage 1 works, including runway reseal and widening, apron extension and grass runway realignment. Project Team working with supplier to finalise cost. Kanoa confirmed ongoing funding for reduced scope for project. Options for way forward to be presented to Council. Project working through requirements to become a qualified aerodrome by June 2025	Agree tender award following completion of evaluation process. Confirm reduced scope of project	\$17 million, consisting of \$10M Kanoa funding and \$7M Council co-funding.	Q1 2026	Wings Over Wairarapa delayed due to cyclone Gabrielle. Rescheduled for Nov 2023. Potential to impact on timing of physical works. Stage 2 - Land acquisition Forecasted costs for current scope of project exceeds the current budget. Reduced scope required to deliver project within budget. Confirmed with Kanoa and requires Council approval.

PROJECTS/PROGRAMME WORKS						
ACTIVITY	PROJECT LEAD	PROGRAMME PROGRESS	COUNCIL DECISION POINTS	BUDGET	COMPLETION	RISK
Queen Elizabeth Park Lake	Phil Evans	<p>Discussing with GWRC option to align requirements under current consent due to expire in 2023. This will require a variation to existing consent.</p> <p>Next steps:</p> <ul style="list-style-type: none"> Draft new consent. <p>Scope design and investigate work options.</p>	No significant decisions.	To be confirmed. CFA to determine next steps in operation / management of the lake.	2023	Decision making
Youth Hub	Phil Evans / Tracey Rowe	<ul style="list-style-type: none"> One of the pods from the Library Learning Centre has been identified as a suitable building for relocating and refurbishing as the Youth Hub. A concept design is in development. Options for a toilet facility at the skatepark are also being considered. 	Staff working with liquidator to determine what has been constructed and what can be recovered.	Total Budget \$485,837.00 \$267,661 of funds paid to Podular.	2023	Podular placed in receivership with multiple creditors. There are unlikely to be any recoveries to be made.