



MEETING

of

Infrastructure and Services Committee

AGENDA

Time: 3:00 pm
Date: Wednesday, 22 November 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.

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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 COMMUNITY FACILITIES AND ACTIVITIES INFRASTRUCTURE AND SERVICES UPDATE

File Number:

Author: Corin Haines, Manager Community Facilities and Activities

Authoriser: Corin Haines, Manager Community Facilities and Activities

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 \$8.119 million for the 2023/24 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 has been completed ahead of schedule and has received positive responses from the Village residents for how it looks, and supports services who visit, for the extra parking space it has created. Three community vegetable garden beds have also been installed in the modified grass space adjacent to the new carpark, which have also been well received and are being well utilised. Tenants have been confirmed for two recently vacated Panama units, the units required some minor maintenance when they became available.

Asbestos testing of flooring has highlighted the need to check building materials every time work is considered, to ensure all precautions are taken to mitigate risk. Testing to date has identified that vinyl can have asbestos present, but very inconsistently across our housing stock. We do know that samples to date show it poses low risk and can be managed safely.

A recent vacancy at a Laurent Place unit has enabled the property to receive a roof replacement and wiring upgrade, with an interior refurbishment under way that will see interior painting, kitchen vinyl, bathroom and laundry renovations.

The Bodmin Flats requires boundary fencing replacement, consultation with the relevant neighbour has confirmed they are supportive of a shared cost agreement in accordance with Fencing Act provisions.

Leased Facilities

- Douglas Villa Football Club – The appointed contractor for the access ramp project has advised that they have had to delay the start of work to the start of January 2024, this is a result of added work on a current project they are finishing and agreeing to take on a piece of unexpected construction work on compassionate grounds to support a local family in need of urgent renovations. This will not impact on having the ramp completed in time for the Club to open their 2024 season.
- Coronation Hall - This is currently being advertised seeking interest from potential tenants with seven 'Request for Proposal' information packs sent out to date. The deadline for persons, groups, or organisations to submit their proposal is 17 November 2023. A rare incident of vandalism for the building saw windows smashed along the

frontage over Labour weekend, they were able to be repaired quickly, and didn't impact on its successful use as 'The Haunted House' on Halloween.

- General Rentals - The purchase of 63 Manaia Road has been completed. Officers are currently arranging inspections to assess its compliance with Healthy Home requirements and what current maintenance issues need to be resolved if it becomes part of the rental property portfolio. Officers will explore all potential options for its future use, which will include whether adjacent paddocks are leased for grazing or crops or retained as part of the main property.

An Upper Plain Road rental property has become vacant, the bathroom was already programmed for a refurbishment, this will be completed before the property is advertised for a new tenant.

Officers experienced a delay in finding a tenant for a Chapel Street rental property, there is speculation in the market that weekly rents have cooled slightly, but fortunately a tenant came forward and it is now occupied.

Facilities

- Trust House Recreation Centre – The condition and energy assessment work for the facility is continuing, Officers have received the Energy Audit Report to enable qualifying for the EECA subsidy. The complex nature of the facility and data analysis gaps have presented hurdles for the consultants. A meeting was held on 2 November, the finalised report will be with council towards the end of November. This will provide council with a Master Plan for the facility, a condition report with quantity surveyed costings to rectify issues with the facility, and the feasibility findings for a zero-depth water 'Splash Pad'.

The condition and energy assessment work for the facility remains on track, with the finalised report due to Council during October 2023.

Officers have engaged an Architect to draw up the new roof for the rear toddler pool. Work is progressing to get it back open as quickly as possible. Maintenance requirements have been identified that will require draining the main pool. The work will take approximately three to four weeks and will also enable work to be completed on the air-conditioning system that hangs above the pool. Officers are working with the Contractor and Belgravia to identify the best time for this to occur, initial thoughts are after the First Term School Holidays in April 2024.

There is an issue with the Flame of Remembrance which means it is currently not operating. Parts have been removed for the repair of this which unfortunately means it was not operating on Remembrance Day. The flame will be restored as soon as possible.

- Waiata House – Officers are awaiting an Analysis and Design Report of the HVAC system, to get the system working effectively and efficiently. The report will come with anticipated costings, to implement the recommended upgrades in stages. A temporary solution was put in place towards the end of winter to help improve conditions for staff on the lower west side of the building, which achieved its purpose, but increased operating costs.

Parks and Reserves

- Queen Elizabeth Park – The Park Oval suffered damage just before the cricket season was scheduled to start in mid-October. An unidentified vehicle entered the park via the green space opposite the Recreation Centre and made its way onto the Oval, ripping up turf and cutting across the main wicket block. Our Parks Contractor has stayed in consultation with Wairarapa Cricket whilst it has been brought back to a playable condition.

Damage along Memorial Drive also occurred over the last weekend of October, with an unidentified vehicle deliberately knocking down road signage, driving over a juvenile Kowhai tree, and into a modern recycling suite of bins at the Swing bridge carpark. The road signs were thrown into the Lake of Remembrance.

Fresh planting has been carried out on the Park Island beside the Miniature Train Station, and the new sign to identify the Park Island and acknowledge those who have contributed towards the development of the space has been installed, all in consultation with Friends of Queen Elizabeth Park.

- Skatepark – Work to deliver the Youth Hub within the existing budget continues thanks to support from local businesses. Their trade related skills have enabled the project to be re-scoped but remains focused on delivering a space that reflects our rangatahi vision. Officers have applied for external funding to assist this project.

The skate park facility is showing signs of wear on a couple of its features, which can be attributed to its success and heavy usage. Some areas of the coloured surface have delaminated from high impact, and some chipped concrete edging has appeared. A stainless flashing is being considered for the chipped edging. Work to assess how the surface finish can be addressed will be carried out over summer.

- Sport Fields – Spring turf renovations have been completed across the council's sportsgrounds, with fertilisation, aeration and under-sowing completed. Officers carried out a recent audit and found little to fault with how the grounds have presented and survived winter play. However, Douglas Villa recently spoke at the public forum in a recent council meeting criticising the upkeep of the grounds immediately in front of the building leased by Douglas Villa. As a result of this council is looking to get an independent assessment of this turf and also how we move to a more sustainable method of turf management to reflect the changing climate.
- Reserves – Officers have received very positive community feedback on the finished look of the Riversdale Beach Northern Reserve remediation work that has stabilised beach access for the Riversdale Beach Surf Life Saving Club and Emergency Services. Greater Wellington Regional Council are currently assessing and processing the Resource Consent for the work, which was applied for under Section 330 of the Resource Management Act (Emergency works).

A new community interest group has been established, 'Friends of Solway Reserve', initial consultation has flowed through to the group forming, and this has been followed up with an on-site meeting with officers. Advice has been provided and a process is in

place for council to support the group in their endeavours to invest time working in the reserve.

Natural rock barriers are scheduled for installation to help tighten up and restrict vehicle access onto the Waipoua River Trail, without inhibiting general public access.

Elderly members of the community have highlighted the need for rest stops on the Waipoua River Trail loop walk, as part of the recreation trail development, seating has been organised and will be installed in the near future.

Contractors

Belgravia Leisure

Trust House Recreation Centre Contract

Visitor numbers continue to track positively for pool use, recruitment of lifeguards for summer will be an upcoming focus. A positive for Belgravia Leisure saw them picking up the contract to run the Carterton Pool, establishing themselves further in the Wairarapa.

Mawley Park Contract

Mawley Park continues to report their occupancy rates tracking behind where they were this time last year. Not having enough powered sites to cope with demand has seen them lose custom. Wings Over Wairarapa has generated full bookings, and anecdotally Masterton Motorplex and Golden Shears events generate full occupancy.

Recreational Services

Parks and Open Spaces Maintenance Contract

There has been an amalgamation of four Australasian companies which Recreational Services Limited has become a part of. They are now called '*Green by Nature*' however remain for all intent and purposes, Recreational Services Limited. There is no change at an operational level, but there will be new branding to recognise the move. Recreational Services Limited now have a bigger pool of expertise to help them deliver great outcomes for council.

Our Parks Contractor has experienced an unexpected staff shortage which has had a flow on impact on the berm mowing schedules. They have provided Council with their plan to bring the berms back up to the required outcome we expect but will require several weeks to enable the catch-up work to be completed.

Library and Archive

Community Engagement

The library's Community Engagement Librarian has been busy the last two months with events that showcase the depth of the library. During Welcoming Week, we hosted the Human Library which was organised by the Community Engagement Librarian and the Community Development team. This event welcomed four immigrants to share their stories of their journey to Masterton.

On 22 September 2023, the Community Engagement Librarian and Digital Services Librarian visited Kandahar Court to promote the wide range of resources the library has to offer and introduced the residents to the joy of virtual reality. One resident was overcome with emotion as she summited Mt. Everest.

On 2 October, the library celebrated The International Day of the Older Persons with a Q&A with the Mayor and a presentation from Archive Assistant, Mark Pacey about the 1960's Golden Games. In addition to this presentation, Mark has been busy with a series of talks in the community, including the library for his monthly "Markivist" talks. In September he spoke at Age Concern, Featherston Community Centre, Hospice Wairarapa and the Age Concern AGM on a variety of topics including The US Marines in Masterton, metal detecting and the Golden Games.

Te Wiki o te Reo Māori 2023

I whakanuia te Whare Pukapuka o Whakaoriori i Te Wiki o Te Reo Māori i tenei tau me ēnei kaupapa e whai ake nei. I te Rāhina, i rāranga he tohu wāhi mō te pukapuka, Rātū, i hangaia he tī rākau, Rāapa ko te wā pānui pukapuka ki te taha o ngā tamariki, i whakaatu he kiriata ki te reo Māori i te ahiahi hoki, Rāpare i tautoko i te Wā Tuku Reo, i tū ai hoki he pō kēmū, i te Rāmere i tū he pō kanikani he whakaoti i te wiki.

E hiahia ana au ki te kōrero mō Te Wā Tuku Reo – he kaupapa motuhake tēnei e whakaatu ana i te wā i kawe atu i te petihana Reo Māori ki te paremata i te tau 1972. I tērā tau u hīkoi ai Te Kura Kaupapa Māori o Wairarapa ki te tiriti matua o te taone hei whakanui i taua wā, ā, i tēnei tau i whai whakaaro au kia tunu atu he kai i taua wā kia āhei ana rātou te tau ki te pātiti i waho o te whare pukapuka hei waiata, hei haka, hei kai tahi kia whakanui i Te Wā Tuku Reo. I tautoko ai te tīma Community Development i tēnei kaupapa, ā, neke atu i te 250 ngā tauira mai i ngā kōhanga, whare kōhungahunga, The Kura Kaupapa, me ētahi kāreti hoki. I reira hoki ētahi no ngā iwi o Ngati Kahungunu, Rangitāne hoki, me te hāpori e tautoko ana i tēnei kaupapa. Mīharo rawa te kite atu i te minenga i tae atu ki tēnā kaupapa.

This year for Māori Language Week, the library held a series of events every day over the week, with over 100 people attending the following events in the library:

- Monday – bookmark weaving
- Tuesday – making Tī Rākau
- Wednesday - story time themed on Māori stories followed by the Moana film in Māori in the afternoon.
- Thursday - supported the Māori language moment and a games night held in the evening.
- Friday - a disco on the Friday afternoon.

The Māori language moment on Thursday was a huge success this year. Last year Te Kura Kaupapa Māori o Wairarapa did a march through town to mark the moment the Māori language petition was taken to Parliament in 1972. This year the library's Takawaenga-A-Rohe, Georgia May, decided to ask if they would finish their hīkoi in Library Square so that council could provide a sausage sizzle to mark the moment with them. With the help of the Community Development Team, we were able to do this. Over 250 people were involved in

the hīkoi, and all finished up at Library Square with a waiata and haka as well as a shared kai. There were kōhanga, pre-schools, Te Kura Kaupapa Māori o Wairarapa, four different colleges as well as people from Māori health organisations and both Ngati Kahungunu and Rangitāne iwi present. The atmosphere was filled with wairua and was very uplifting to all who were there.

The Archive posted a series of photographs for Te Wiki o te Reo Māori with tremendous engagement online resulting in the recognition of several groups and people that were previously unidentified.

School Holidays

The school holidays were action packed with Minecraft, a Bluey Party and Storytime, LEGO play, Virtual Reality, and featured Friday Films. Over the two weeks, 700 children participated in our school holiday activities.

Climate Change

Through one of our book suppliers, Wheelers, we have moved to using plant-based coverings for our books purchased through them. This accounts for approximately 25% of our yearly acquisitions. A substantial reduction of plastic used in our book processing.

Donations and Grants

The Wairarapa Archival Society is donating funding to cover the cost of materials to rehouse the Ted Nikolaison photography collection that has been affected by vinegar syndrome – a chemical degradation of acetate film. A thank you to our Archives Assistant Manager and former Archivist, Gareth Winter who arranged the grant and donation.

Library Basement

In July, filters were installed in the basement ventilation system to enable the air conditioning units to run the dehumidifier setting continuously. In September, the area in the library basement where there was visible mould was cleaned out, including the removal of the damaged carpet. Staff sprayed and scrubbed all visible mould with a bleach solution to kill any remaining mould on the walls and floor. At the end of October, Healthy Home Solutions returned to perform follow up testing to detect any mould still present. Test results will be available early November 2023.

Archive Nitrate Film

On 1 November, Archive staff discovered a collection of large format panoramic nitrate film negatives in the collection that were in an advanced state of deterioration. They are Winzenberg photographs c1920-1930, deposited in 1998, which were stored at the bottom of a box in the general collection. The deterioration of these negatives causes off-gassing that can deteriorate other materials along with turning into a powder which is flammable. The affected materials were properly separated and stored in a metal container that was then picked up on the 3 November by the New Zealand Defence Force for proper disposal.

There are other materials in the collection that need to be identified, separated, and stored in cool storage. A commercial refrigerator has been ordered and will arrive in the week of 12 November. The archive staff have searched the catalogue and found possibly 1,400 items that could contain nitrate. Nitrate film base can only be confirmed using a spectrometer, since we

do not have access to one, the archive staff will isolate all items pre-1950, digitise them and then place in cold storage. The ideal environment for these items is a humidity (under 50%) and temperature (under 18) controlled vault. In the temporary archive location, we have only been able to lower the humidity to about 55-60% and the temperature to 18 degrees. We will be doing the following to help achieve a more ideal environment:

- Installing black out vinyl on the north facing attic windows to help reduce heat entering the ceiling space.
- Reinstalling insulation in the ceiling.
- Evaluating the current dehumidifier for the space and replacing if not sufficient for the size.
- Reducing the temperature to 16 degrees if units allow.

These actions should help reduce any further deterioration of the collection by more effectively controlling the temperature and humidity. Staff are pulling together a project plan to address separation, digitalisation and storage of potential nitrate film negatives.

Community Development

Events

Halloween

On 31 October the Community Development team ran the annual Halloween event at Queen Elizabeth Park. The event was a great success with approximately 2,500 people in attendance over the three hours. The Park Island was transformed into a Halloween wonderland, adorned with decorations, spooky actors, and a variety of activities for kids. Upon completing these activities, children received a stamp for a free candy floss. The candy floss supplier made over 1,200 candy floss sticks during the night. The island was run by the Community Development team with support from the Youth Council.

On the adjacent green space, there were six food trucks along with seating arrangements. All the food trucks reported great sales and enjoyed the event. Additionally, free facepainting services were available opposite the island, and the three face painters mentioned that they had a continuous line of patrons throughout the duration of the event.

This year, the team introduced a new feature, a Haunted House located in Coronation Hall. We received generous support from Wai Tech, the corporate sponsor for the event, who also distributed flyers. The Haunted House turned out to be a resounding success, with over 1,000 people venturing through it and approximately 100-150 people in line at any given time. Many families patiently queued for 20-30 minutes to gain entry. The house was prepared by the Community Development team during the week leading up to the event, and on the night itself, it was animated by actors from the Wairarapa College drama department. Public demand for the Haunted House to be open for an extended duration next year, potentially spanning multiple days, was notably high.

Birth to Earth

In collaboration with our Parks and Reserves Advisor, the team met with the local community members to discuss the potential relocation of the "Birth to Earth" event from Henley Lake. After thorough discussions, it became evident that Henley Lake is no longer a suitable venue, primarily due to the significant cultural considerations for Māori. The proposed new location is at Riverside Cemetery. The team will continue the ongoing discussions to secure a suitable alternative.

Wairarapa Māori Sports Awards

We are on the planning committee for the Wairarapa Māori Sports Awards, scheduled for 9 November at Te Kura Kaupapa Māori o Wairarapa. We are actively working with the Kura to ensure a successful event. This marks the first time they are transitioning the event from the Copthorne Resort Solway Park to a community setting. The Masterton District Council is proudly sponsoring the Kaiārahi category, which honours any volunteer who has demonstrated dedication to the art of coaching through clinics, mentorship, and professional development in one or more sports. Councillor Tuuta will be presenting this award at the event.

Christmas

Christmas planning is in progress and things will start to be confirmed now that the team are finished with Halloween. There are currently 29 floats registered and enquiries coming in most days. We will do another call out for floats on social media in the coming weeks. The parade will run north down Queen Street, finishing in The Farriers Bar & Eatery carpark for judging. Prizes have been generously donated by Trust House.

Following the Christmas parade there will likely be a small event on the Queen Elizabeth Park green space. There will be a performance from a local kids dance school, as well as a few other acts and food trucks present. This is still in the planning stages.

Finally, Pack the Bus will be running again this year from 27 November to 3 December. The bus will be in Masterton between the 29 November and the 2 December to collect gifts from local businesses and schools. There will likely also be a Masterton District Council park-up on one of those days. The bus will also take part in the Christmas parade.

Waitangi Day

We are currently in anticipation of funding confirmation for Waitangi Day. Kahungunu ki Wairarapa has submitted applications to both Te Puni Kōkiri and Masterton Trusts Lands Trust. This week, we're actively arranging interview schedules and a suitable location. We're also in close communication with the videographer, sharing all the necessary details. All the preparations for the whānau day are complete, and bookings have been confirmed. Rangitāne is diligently working on the plans for the treaty trails, and our next step is reaching out to the potential teams.

Play

Play Week - Te Wiki Tākaro (Play Week) runs from 6 -12 November. Masterton District Council are leading a regional 'Wairarapa Play Sessions' series of play events, using our Waka Tākaro play trailer across the region. Working in collaboration with Kia Hakinakina, Nuku Ora,

Carterton District Council and South Wairarapa District Council, the play trailer will visit six schools and one ECE across the region and we will also have two play pop-ups in Masterton:

- 7 November - Queen Elizabeth Park Green Space (4-6pm)
- 8 November - Douglas Park Green Space (3-5pm)

Waka Tākaro is also booked for the Scarecrow's Big Day Out at Gladstone on 11 November and will be used on 18 November for the Riverstone Park consultation.

Tū Manawa Funding - Council has received full funding from Nuku Ora to pilot five community streets across the Masterton region, with the premise of creating safe spaces where people can play and connect with their neighbours.

Welcoming Communities

The initial groundwork has been laid for the submission of an application to the Ministry of Education for the Community Learning Hub project. This marks the commencement of our efforts in enhancing the community's learning resources.

In a significant milestone, the first NCEA workshop was successfully conducted in collaboration with the Ministry of Education on 21 September, specifically targeting migrant parents. This event served as an essential step toward empowering newcomers with valuable educational resources and opportunities.

Looking ahead, our Welcoming Communities Advisor (WCA) is actively engaged in working with National Treaty partners to prepare for a workshop on the Treaty of Waitangi, scheduled for November. This workshop aims to bring together individuals from diverse ethnic backgrounds, fostering greater understanding and engagement with New Zealand's history and culture.

The WCA is in the planning stages of a community-wide hui, which will bring together various organisations, community groups, and relevant council staff. This collaborative effort seeks to shape and conclude the stock take report for the Welcoming Communities programme.

In recognition of our WCA's work over the past year, this was highlighted and acknowledged during the annual Hui hosted by the Ministry of Business, Innovation and Employment and the Ministry of Immigration.

We are currently working with organisations such as Changemakers, REAP Wairarapa, Neighbourhood Support, Red Cross, and the Wairarapa Road Safety Council to provide free driving lessons for former refugee families. This project aims to facilitate their journey toward obtaining a New Zealand driving license.

The WCA has fostered a partnership with the Wairarapa Women's Centre, exploring opportunities for potential future projects that align with our shared objectives.

Lastly, we are actively supporting the Wairarapa Indian Association in their Diwali event scheduled for 12 November, underscoring our commitment to celebrating and embracing the cultural diversity within our community. A grant of \$1,000 was awarded from the Council's 2023 Events Fund towards this festival.

Youth Council

The Youth Council were joined by Carla Martinez Vivanco from the Ministry of Youth Development, who introduced them to the Youth Plan and gave them an opportunity to give feedback and share their ideas. They are busy planning their final meeting of the year, as well as their first big hui for 2024. Five Youth Council members supported the Halloween event, running the craft session, the obstacle course and being grim reapers who handed out candy and gave stamps for candy floss. They have also provided feedback on the Youth Hub and worked on planting their seedlings at the community garden.

Resident Associations

Our final Community Association meeting is set to take place on 10 November, at the Wairarapa Community Centre, running from 9am to 12pm. This gathering provides a platform for our associations to come together, celebrate their achievements, exchange valuable insights, and collectively address challenges. The meeting will involve the participation of council officers, facilitating the chance to connect with them, engage in discussions, and explore prospects for future collaboration. Among the topics on the agenda, we will be discussing the Long-Term Plan and significant council dates, events, and activities for the upcoming year. Additionally, we will be addressing the areas where additional support is needed, enabling us to construct a schedule of training and development opportunities.

Friends of Solway

In collaboration with our Parks and Open Spaces team, we met with a group of Solway residents who expressed strong interest in participating in activities related to the Solway Reserve. An invitation was extended to join the recent Solway Community Group meeting, during which a couple from the Friends of Solway Reserve attended and the interaction was very positive. This has resulted in an increase in their membership, and they now feel well supported, both by the community group and the Council. It's a highly successful outcome.

Riversdale Beach Community Plan

We recently had a meeting with council officers who serve as asset owners or have scheduled projects at Riversdale Beach. This meeting allowed us to exchange the information we've gathered during the engagement phase, seeking their initial thoughts and input on the preliminary Riversdale Beach Community Plan and its alignment with their work agendas. Additionally, we have another meeting planned with the Riversdale Beach Community Association, scheduled for 13 November. During this meeting, we will also delve into discussions regarding the draft community plan. The draft Riversdale Beach Community Plan will come back to Council before it is finalised and goes back to the community for feedback.

Neighbourhood Support

Food Resilience Project - GROW Bins - Discussions are in progress to collaborate with 'Predator Free Masterton' to run a workshop in conjunction with the GROW Bin Lasagna Compost workshop. Participants who are keen can then also be given a FREE Predator Trap to set up alongside their compost bins and to monitor their set up, record the number of predators caught and to record the requested statistics on the National website

<https://predatorfreenz.org/>. Predator Free Masterton is just getting started and is focusing on urban trapping of rats, in particular. The next GROW bin workshop is being planned for late November – early December 2023.

WEconnect Project - This project is all about volunteers buddying up with migrants to Masterton and matching their needs and skills. One former refugee has been buddied-up with a WEconnect volunteer who has been trained as a Mentor Driver through the Community Driving Mentor Programme (CDMP). All costs, e.g., insurance, petrol, and branded vehicles, are included as part of the CDMP.

One migrant has been buddied-up with a WEconnect ESOL qualified volunteer, who also happens to be in their neighbourhood support street group.

The volunteer will be supporting their buddy with the initial stages of obtaining their driving licence along with English language and friendship. Two further volunteers have registered to support English language on a one-to-one basis and the other trained as a Mentor Driver. They are waiting to be buddied-up.

Women only Swim and Water Safety Project - The third school holiday session was held in September. The sessions consisted of eight half-hour swimming sessions, with half an hour's practice afterwards, so each participant was able to have one hour in the pool. All participants are working through a 3-Tier Skills Level programme, where participants will be awarded certificates at the completion of each level. In these September sessions participants were given further opportunities to develop skills and knowledge on life jackets and basic lifeguard rescue. CPR training through Wellington Free Ambulance has been arranged for the summer holiday sessions.

The Masterton NS Coordinator attended the Neighbourhood Support New Zealand National Conference – Thrive, held in Wellington at the beginning of October. It was a huge success with great opportunities to network. Some correspondence has already happened between Hawkes Bay Police, NS Coordinator, Community Development Team Leader, and Welcoming Community Advisor with further discussions planned, to share the relationships and collaborative work that is in operation here in Masterton with these organisations and council roles.

Positive Ageing

The Wairarapa Region's application to be a member of the WHO Global Network for Age-friendly Cities and Communities has been approved. As a member, the Wairarapa Region will be part of a growing global movement of communities, cities and other sub-national levels of government that are striving to better meet the needs of their older residents. This membership will support the work of the Wairarapa councils (through Te Hōkai Nuku Wairarapa Region Positive Ageing Strategy) to help our kaumātua/older adults lead connected and fulfilling lives.

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	The Energy Audit has been completed and the report provided to Officers to satisfy EECA subsidy requirements. Meeting held with consultants to confirm dates for the remaining reports. The condition assessment work and quantity surveying guide are being amalgamated and formatted. Work continues to collate and interpret information over the facilities visitor profile and programmes.	Consultants to present Condition Report and provide Master Plan for the facility including feasibility of a 'Splash Pad' to Officers in November 2023.	\$120,000	Consultant availability. Scale of assessment work able to be completed within designated budget.		Full Reports to Council Officers during November 2023. Full Report on track to enable findings to be used in 2023-24 LTP planning.
Reserve Lease Review	Manager Community Facilities and Activities	No action	Present the lease for adoption.	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.		Early 2024

Properties and Facilities							
Project Name	Project Lead	This month	Next milestone	Budget	Risk	Council Decision Points	Completion Date
					Assessment of new leases may lead to discussions around potential lease increases.		

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	Public consultation phase completed. Officers received 66 online submissions, 15 documented submissions, and a number of social media comments to help develop common themes. A face-to-face consultation was held at Henley Lake. Work to filter and identify key themes in progress.	Collation of community engagement results in November 2023. Meeting with Waipoua Lions and Henley Trust to discuss scope, and their fundraising plans. Seek industry interest to develop active space that meets community's needs.	\$180,000 Community contribution to be determined and will compliment council investment.	Inflation impact on material and labour costs, and contractor availability. Co-funding capacity of Waipoua Lions.		Design and procurement, November 2023 – February 2024. Installation, June 2024.
Riverside Cemetery Landscaping Upgrade	Parks and Reserves Advisor	Fencing upgrades, and boundary tree maintenance. Expansion of services burial area underway.	Expansion of services burial area. Installation of vehicle gate at River Road and development of updated Cemetery signage.	\$270,000	Weather conditions delaying project		February 2024

Green: On target or low risk

Orange: Slightly off target or some Risk

Red: Significantly off target or Significant Risk

5.2 REGULATORY SERVICES INFRASTRUCTURE AND SERVICES UPDATE

File Number:

Author: Steven May, Manager Regulatory Services

Authoriser: Steven May, Manager Regulatory Services

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

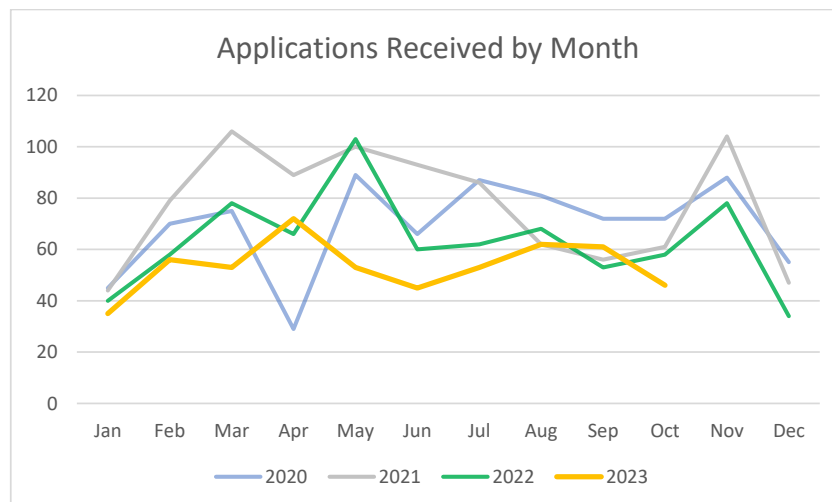
Activity in the construction industry remains subdued. Although supply constraints have reduced dramatically, rising prices, high interest rates, and change of government have likely resulted in people holding off construction work.

Forecasts from the Building Research Association New Zealand indicate residential consents for new builds are expected to remain low but have predicted commercial construction will continue to gain momentum.

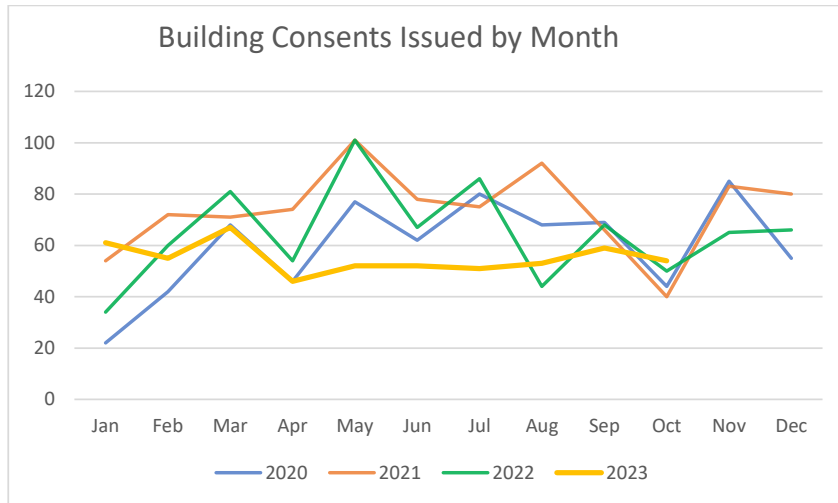
The current situation means the team has reduced its reliance on processing contractors and this is providing the opportunity to train our new staff and build capability within the team. For the Compliance team this is allowing them to focus on the swimming pool back log and BWOFF audits.

Our levels of service and compliance with statutory timeframes continue to improve. Shane Taane joined the team as the new Building Manager at the start of November. Shane worked at both Wellington City Council and Porirua City Council overseeing regulatory functions.

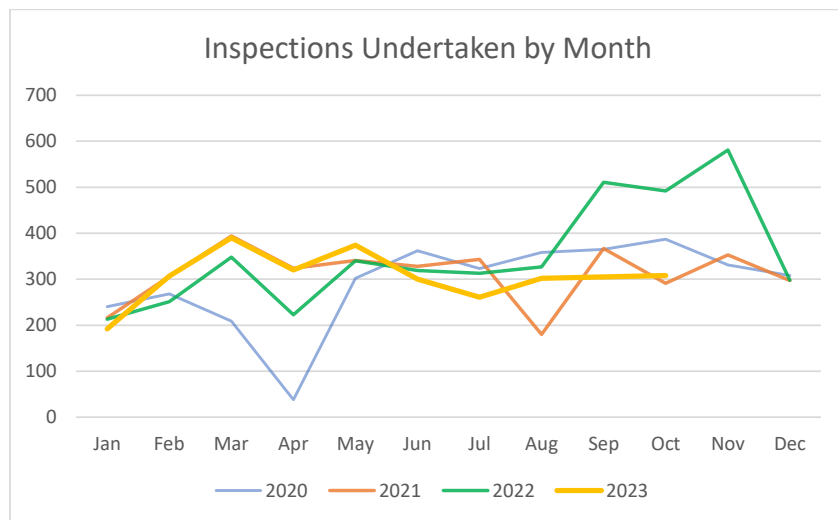
Building Consent Authority Statistics



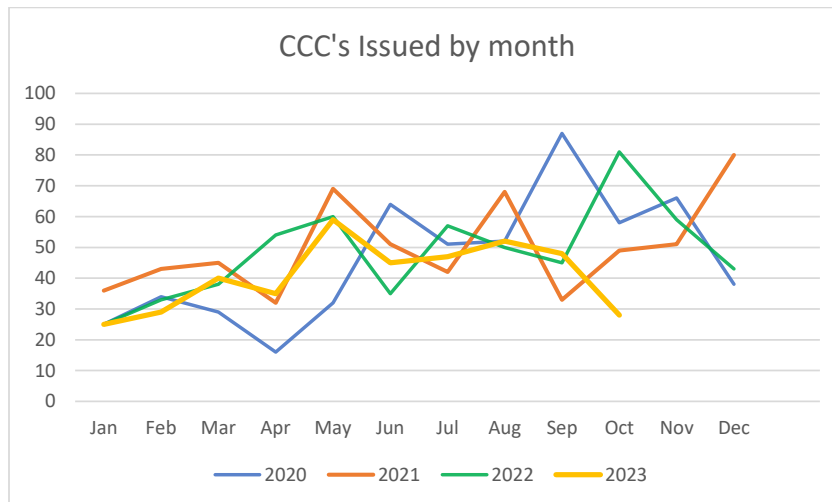
Despite an initial lift in activity in the first quarter of this financial year, low numbers of applications were received in October. November is typically one of the busiest months of the year and it's expected that we could see the number of applications ramp up leading into December.



The number of consents issued has remained stable at approximately 55 consents per month.



The number of requested inspections has remained steady in recent months. Our wait time for inspections sits at 3-4 working days but with the inconsistent weather there have been a number of cancelled inspections some weeks.



The number of Code Compliance Certificate dropped in October, this reflects the overall quieting of the construction sector.

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 approximately 15 (out of 400 buildings on the register) without BWoFs where we are working with the owners to improve compliance.

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 are now 79 earthquake prone buildings in Masterton. The first buildings reach expiry in early 2026.

Future Consideration:

When EPB notices expire, owners are required to have remediated their buildings so they are no longer earthquake prone. In instances where owners have not fixed their building, the Building Act sets the expectation that the Council will remove any danger to building users and the public. There are several options that Council could take such as installing hoardings around buildings, undertake the strengthening work and recover the cost from the owner, or determine the building is dangerous and initiate proceedings to have the building demolished.

Council will incur significant costs to remove potential danger to the public and building users. While we can put a charge on the land to recover costs, it's unlikely full recovery of costs will be achieved. Councils LTP will need to include financial provision for this work.

Swimming Pools

We have continued with pool barrier inspections throughout the period. We are now 52% through the pool register. We are still on target to complete all pool barriers by the end of the calendar year.

CONSENTS AND PLANNING ACTIVITY

Resource Consents

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

Type of Consent Received	Number of Consents Processed 1 July 2022 – 30 Sept 2022	Number of Consents Processed 1 July 2023 - 30 Sept 2023	% Within RMA timeframe
Land use	16	17	100%
Subdivision	13	20	95%
Permitted Boundary	4	6	100% (within 10 days)
TOTAL	33	43	97.67%

A total of 43 applications were received between 1 July 2023 – 30 September 2023. No application is on hold.

LIMs (Land Information Memorandum)

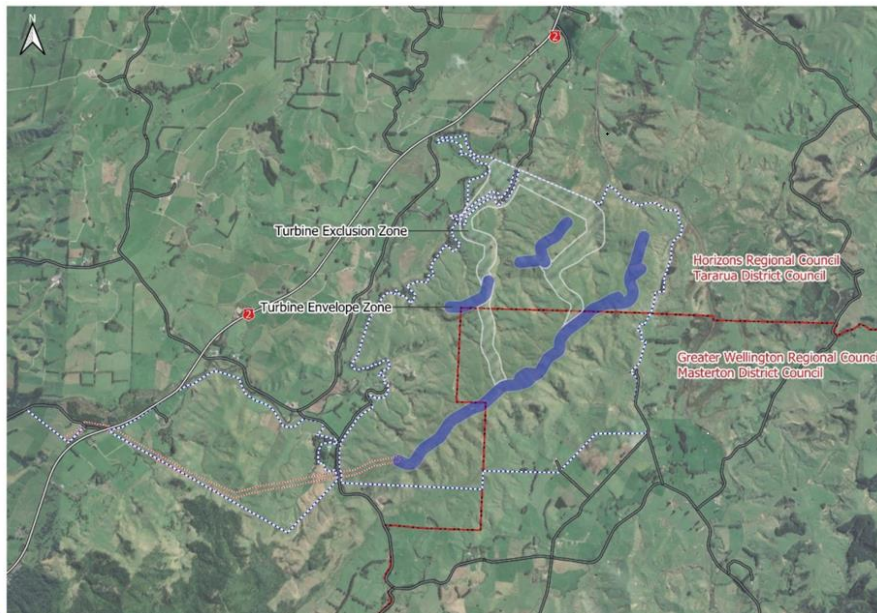
Period	1 July 2022 - 30 Sept 2022	1 July 2023 – 30 Sept 2023	% Within Required Timeframe
Number of LIMs Processed	72	93	100%

Planning Enquires - 1 January 2023 to 30 September 2023

Period	Number of Enquiries
January 2023	51
February 2023	45
March 2023	36
April 2023	33
May 2023	80
June 2023	44
July 2023	33
August 2023	41
September 2023	46
Total	409

Publicly Notified Application

RM230068 – Meridian Energy Ltd (Mt Munro)



The resource consent application relates to the construction, operation and maintenance of a new wind farm, including all ancillary activities such as earthworks, transmission lines and substations, on Mount Munro. The Mt Munro Project applies to an area of land located 5km south of Eketāhuna, on land approximately bound by Falkner Road to the west, Kaipororo Road and State Highway 2 to the southwest, Old Coach Road to the north, Hall Road and Smiths Line to the east, and Opaki-Kaipororo Road and Coach Road South to the south.

The application has been publicly notified by the four Councils: Manawatu-Whanganui Regional Council – Horizons, Greater Wellington Regional Council, Tararua District Council and Masterton District Council on the 6 November 2023 with submissions closing on the 6 December 2023.

The applicant has lodged, and the four Councils have agreed for the direct referral to the Environment Court. This means that the hearing for the application will be heard by the Environment Court and the date of that hearing is still to be considered by the Environment Court.

Proposed Wairarapa Combined Proposed District Plan

The Proposed Wairarapa Combined District Plan was publicly notified on the 11 October with submissions closing on the 19 December 2023.

There have been three drop-in sessions to date with another six scheduled. Iwi has been asked if one drop-in session can be held on a marae at the end of November.

Public notices on the Proposed Wairarapa Combined District Plan are on the Council

website and on social media. Hard copy of the notice was added to the Rates mailout in October. Copies of the Proposed Wairarapa Combined District Plan, submission form and issues pamphlets are available at Waiata House office reception, Queen Street front desk and the Masterton Library. The document can also be viewed electronically on the website: www.wairapaplan.co.nz.

Once submissions close a summary of submissions will be available in March/April 2024, with further submissions in May 2024.

The composition of hearing panel, dates and venues are still to be considered. This phase is scheduled from around July 2024 onwards.

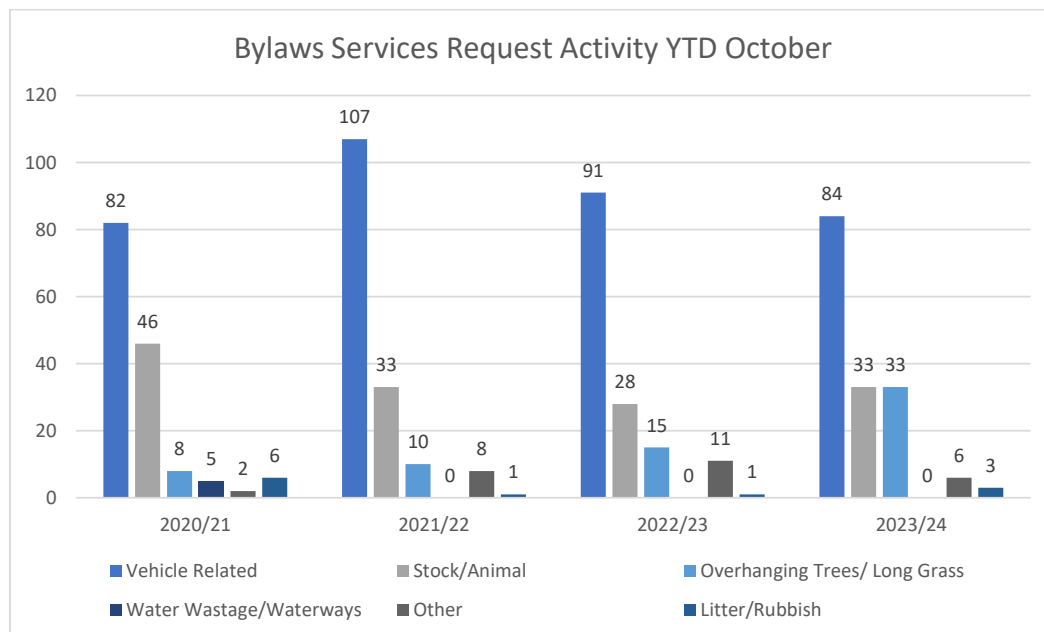
ENVIRONMENTAL SERVICES ACTIVITY

Bylaws and Parking

Incorrect angle parking continues to be an issue at both the Departmental Buildings and Uncle Bills car park. Vehicles pull through from one angle park to the next adjacent park which then requires the vehicle when leaving the car park to pull out into oncoming traffic when exiting the parking area. In September 2023 there were 26 infringements issued for this offence.

Service Requests

Service requests for bylaws remain consistent compared to the same time frames as previous years. The team expect an increase in service requests as the weather fines up and more people are out and about in the community.



Dog control

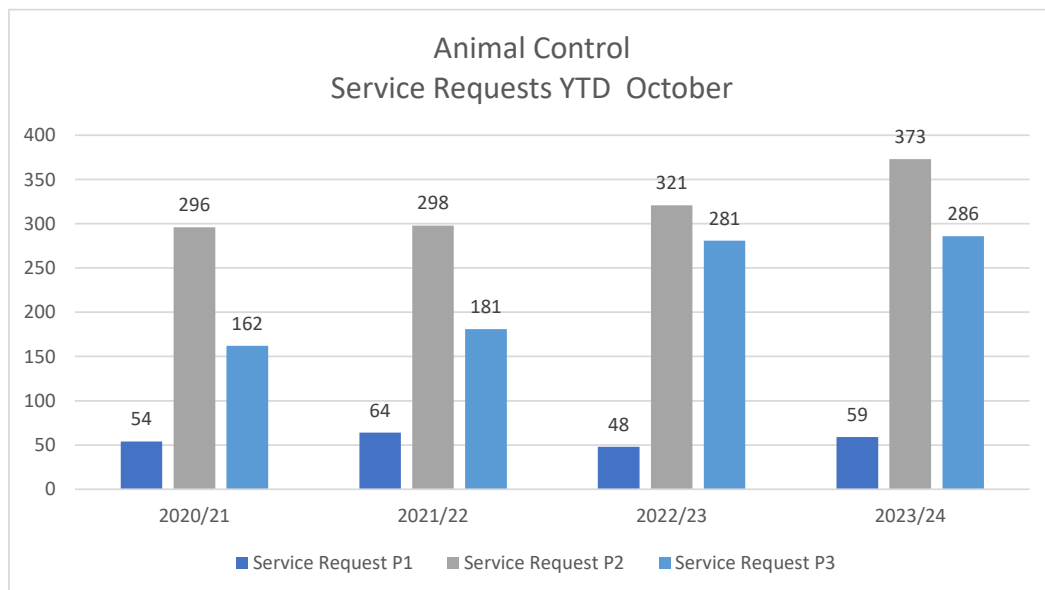
The Animal and Bylaws team is now carrying out the after-hours service. This was fully operational on 3 November. Afterhours was temporarily halted on 24 July due to critically low staffing numbers, all animals impounded were still attended to on the weekends.

Staff attend after-hours Priority 1 calls, dogs contained for collection, and stock wandering on roads excluding state highways. Any impounded animals are attended to twice daily.

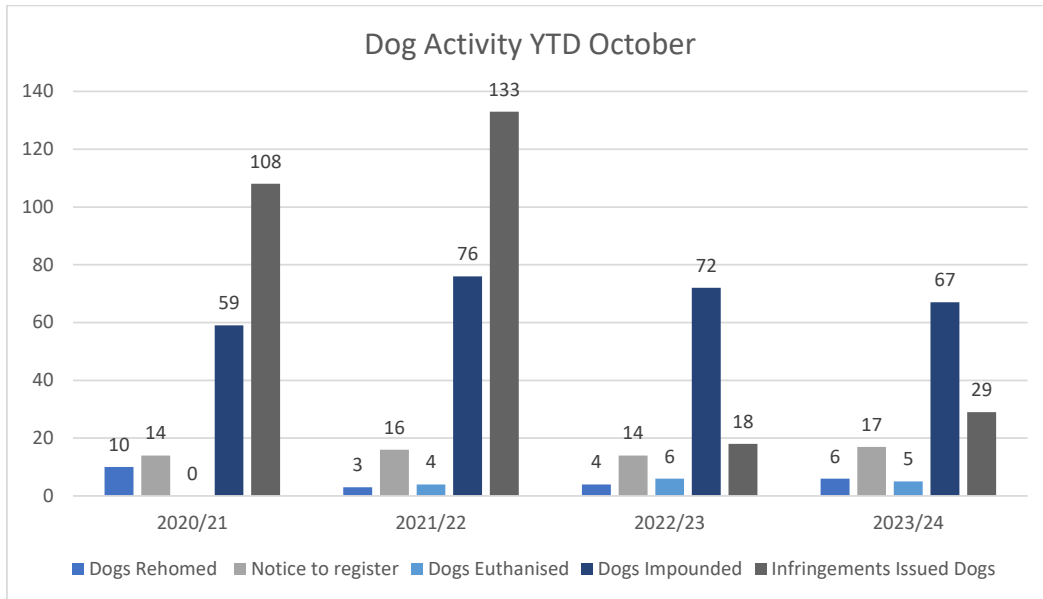
Service requests

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.



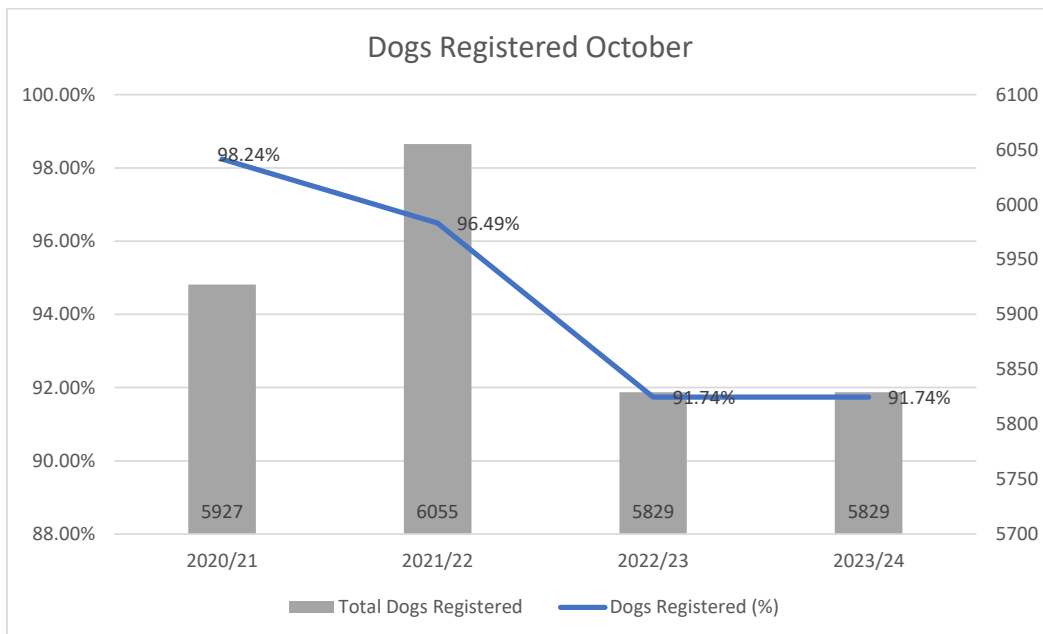
Service requests continue to increase for the team. There has been a total of 718 service requests relating to dogs this financial year, compared with the same time periods of previous years, 650 in 22/23 year, 543 in the 21/22 year, and 512 in the 20/21 year.



Dog Registration

279 properties were visited by officers checking for unregistered dogs in October. The visits resulted in several owners paying their penalty fees and getting their dogs registered, 14 deceased dogs, and 44 owners who could not be located at the recorded address.

191 infringements were issued to failure to register in October and November. As of the end of October there are still 510 unregistered known dogs in the Masterton district.

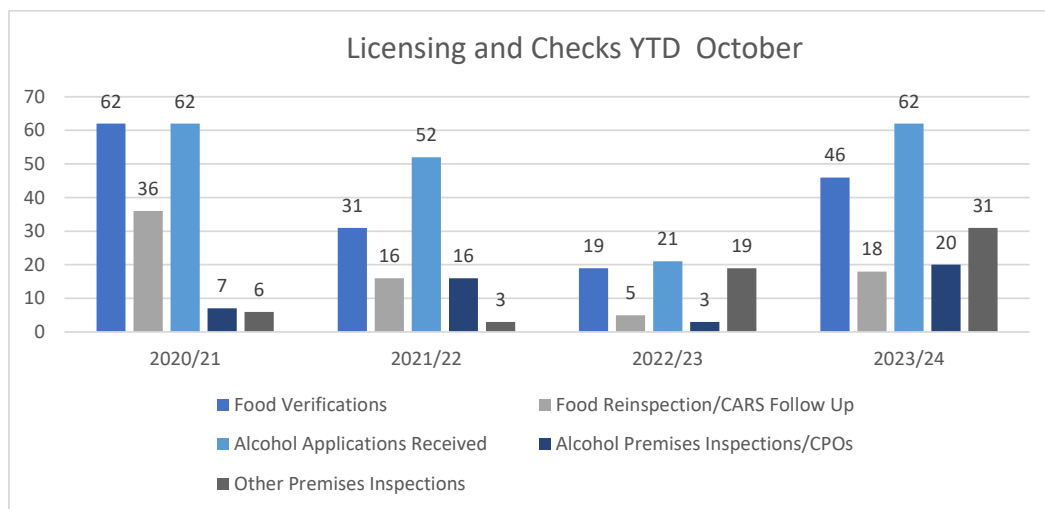


Environmental Health

Recruitment is underway for an Environmental Health Officer. This is to replace an officer who resigned in October. This will put more pressure on existing staff as they prepare for the busy summer period. There is often an increase in inquiries, premises looking to open before Christmas, and environmental monitoring increases.

The Environmental Health team has a summer intern who is a science student from Victoria University, they will be assisting the team to carry out environmental monitoring.

Verifications, inspections and checks



Sale and Supply of Alcohol Act 2012

Compliance visits to 12 licensed premises have been done and were mostly compliant. However, some areas were not complied with, namely maintenance of registers, and availability of low alcohol options. All premises have been issued a licensed premises guide toolkit. The toolkit provides an overview of the legal obligations and responsibilities of premises with the sale of alcohol.

Licensing inspectors will work on an information sheet to provide to licensees. There are further compliance visits booked for December 2023 to be conducted with the Police and Medical Officer of Health.

Food/Environmental health

The health team are part of the Wellington food cluster meetings, where managers meet regularly with the Ministry of Health Food team to discuss implementation of the Food Act 2014 for the region. Now that the Food Act has been in force for some time, the need has changed. Going forward, the focus of this meeting has changed to include all parts of the Environmental work area. This will provide opportunities to discuss other issues within the district, for example the noise problems in Porirua, and other shared learnings.

Food verification

Verifiers have worked extremely hard to catch up on verifications after being short-staffed for an extended period of time. Verifications are now up to date. No delays have been caused by verifiers and verifiers are now forecasting into June 2024. Recruitment success will impact on the ability of verifiers to keep up with the workload.

New Template Food Control Plans have been taken up by food operators. All registered Food Control Plan operators must have these in place by 20th February 2024.

Food registration

Verification agreements have been rolled out and are being returned from operators. Operators who are registered as a national program 1, 2 or 3 or Template Food Control Plans must have an agreement with the verification agency.

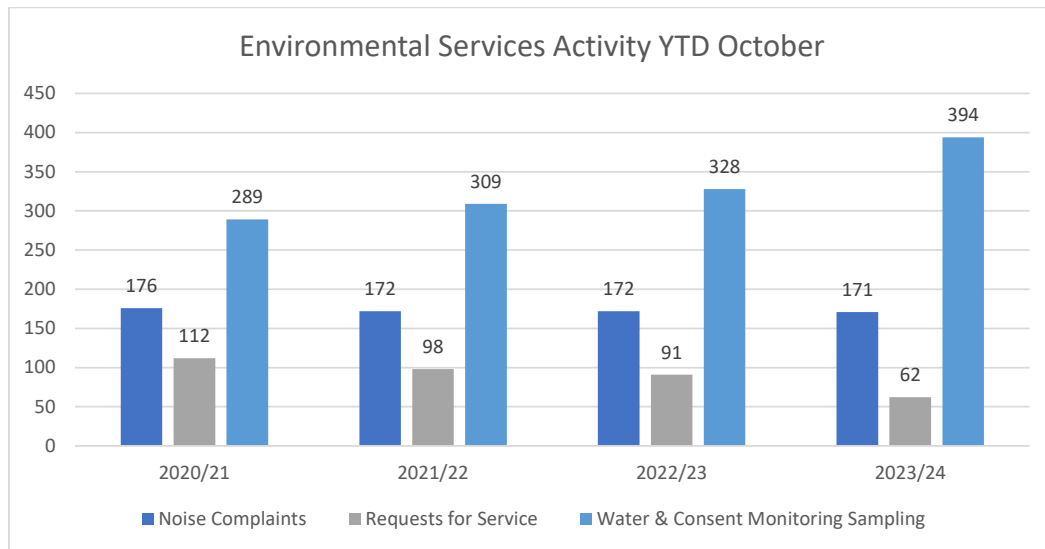
Quality Management System (QMS)

Preparing for annual surveillance of the Food Quality Management System, which will be happening before the end of 2023. The surveillance of the Food Quality Management System will be carried out by either Joint Accreditation System of Australia and New Zealand (JASANZ) or International Accreditation New Zealand (IANZ) auditors.

Food Borne Illness

The team has investigated two instances of suspected food-borne illness referred from the Ministry for Primary Industries compliance team. Any notified food-borne illness is investigated by a public health unit and where any food business is possibly involved further investigations are undertaken by the team.

The community is reminded that if you feel unwell, seek medical attention from a doctor. If you suspect your illness is connected with food that has been purchased and eaten, you should report this to the Public Health Unit at your local branch of Te Whatu Ora promptly. It prevents further spread of the illness to others.



Noise

Noise complaints remain consistent compared to previous years.

Service Requests

Food inquiries are still the majority of service requests. There was a slight increase in September and October in inquiries about water. This is thought to be because of the Cryptosporidium outbreak in Queenstown. Officers would direct people on non-town supply water about how they could go about getting their supply tested and where to seek information about drinking water storage and treatment.

Environmental Monitoring

Summer monitoring has already seen monitoring samples increase by over double in October compared to September, with 154 locations sampled in October compared to 71 in September. The majority of the monitoring carried out relates to resource consent monitoring.

5.3 ASSETS AND OPERATIONS INFRASTRUCTURE AND SERVICES UPDATE

File Number:

Author: Philip Evans, Acting Manager Assets and Operations

Authoriser: Philip Evans, Interim Manager Assets and Operations

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 103 Corridor Access Requests for the period 12th of September to the 30th of October. There have been three Traffic Management Audits completed.

There was one Non-conformance Notice issued for breach of Work Reinstatement conditions.

There were nine Traffic Management Plans (TMP) for an event, sixty-seven for excavation and twenty-seven for non-excavation activities.

General Roading Maintenance

Last month Higgins employed around 9 crews for a variety of tasks, including subsoil work, culvert jetting, and high shoulder removal. Around mid-month, this was scaled down to 5 crews to prioritize pre-reseal stabilisations. Weather challenges have affected progress, and as Christmas nears, pressure mounts to complete pre-reseal work, which is weather-dependent. To meet our resealing schedule, we've enlisted an outside sub-contractor to assist with pavement stabilisations while our crews concentrate on pavement repairs, alleviating our workload.

Cockburn Street Sewer Works

- 9 tanks on the ground. These jobs will be complete once the last 2 driveways are reinstated.
- 3 tanks are pending installation. Waiting on delivery of tanks on 6 December.
- 4 reflux valves installed.
- 4 reflux valves to be installed.
- 1 property for further investigation either tank or reflux.
- Aiming to install all works during the summer season.
- Independent review commissioned by Council Chief Executive Kym Fell.

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 and 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 – major pre sealing repairs are underway on 2023/24 sites.		\$1,386,000	April 2024	
		Road Remarketing: scheduled April 2024		\$340,000	May 2024	
Pavement Rehabilitation	Kaine Jaquery	Contract awarded to Higgins for 2022-2024 Rehabs. Approx. 1.5km of the sealed network and 1 more roundabout has been programmed for completion by April 2024.	No significant decisions.	\$1,800,000.00	April 2024	Resourcing Weather Staff illness and resourcing and equipment availability. Cyclone damage delaying programme

PROJECTS/PROGRAMME WORKS						
ACTIVITY	PROJECT LEAD	PROGRAMME PROGRESS	COUNCIL DECISION POINTS	BUDGET	COMPLETION	RISK
		Planning and programming of rehab sites for the next two years – next NLTP				completion and creating variations to total cost.
Capital Improvements	Kaine Jaquery	Procurement and award of the Te Kanuka Curve Safety Improvements Project. Tender contract prices received where unaffordable, project is being rescoped 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"> June/July Event 2022 (cost scope adjusted) Cyclone Hale Jan 23 	Kaine Jaquery	We have 66 active slip sites from the January and February cyclones that our staff is monitoring and planning to remediate. Ground conditions remain vulnerable, with some sites growing more complex and new ones appearing due to soil changes. Assessments and designs, and	awaiting funding approval from Waka Kotahi for applications submitted for Cyclone Hale/Gabrielle recovery work	June/July Storms \$4,264,415 - 2023/24 Cyclone Hale \$1,954,686 - 2023/24 and \$396,218 - 2024/25 Cyclone Gabrielle \$5,719,344 - 2023/24 and \$6,698,767 - 2024/25. (Various Government funding assistance rates apply to works, Refer	Remediation investigation and construction is phased over 2023, 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 		<p>remediation works are underway. Currently we have 6 ongoing emergency works contracts with 3 separate contractors. Listed below please find the current ongoing emergency works contract with their allocated contractors:</p> <p>03-22/23 Various Slips Remediation – July Event – 1Geo Limited</p> <p>06-23/24 Masterton Castlepoint Sites 13 and 16 – 1Geo Limited</p> <p>07-23/24 Homewood Whangaehu Sites 6 and 34 – 1Geo Limited</p> <p>14-23/24 Dropouts Repair Project - Eco Reef Concept – Fulton Hogan</p> <p>15-22/23 Willow Brush Walls – Recovery Project – GoodRich</p>		Council report 24/05/2023)		<p>Further risk of ground movement increases scope.</p> <p>Resourcing contractors</p>

PROJECTS/PROGRAMME WORKS						
ACTIVITY	PROJECT LEAD	PROGRAMME PROGRESS	COUNCIL DECISION POINTS	BUDGET	COMPLETION	RISK
		17-22/23 Mataikona Coastal Recovery Project – 1Geo Limited				
Transport Choices Lansdowne to Kuripuni Cycle Facilities	Laura Maclean	Project procurement phase. Tender released on 17 October. Deadline for responses extended to 26 January 2024 as Waka Kotahi have advised that the schedule 2 funding agreement cannot be signed until direction on the programme from the incoming government is received. Bike Park funding is tied to this agreement.	Funding Agreements to be signed.	\$1,322,00 (funding delivered in stages). Funding is linked to timeline and completion of key project milestones. funding gates are pre implementation and construction. Funding for bike parking added to project (\$45k).	If successful in obtaining implementation funding the project must be completed before June 2025 (deadline extended by Waka Kotahi).	Funding availability for construction with change of government. Timeframes – must be delivered by June 2025. Project resourcing governance and public support. Funding (securing implementation funding and uncertainty in estimated project costs). Public interest.

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. Ongoing discussions with GWRC to resolve.

PROJECTS/PROGRAMME WORKS						
ACTIVITY	PROJECT LEAD	PROGRAMME PROGRESS	COUNCIL DECISION POINTS	BUDGET	COMPLETION	RISK
Homebush WWTP	Phil Evans	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. Awaiting outcome of water reforms to confirm ownership of the asset.	Decision making Resources Supply of components
Water Meters	James Li	Meters installed on to 93% of all properties.	Water charges: To be confirmed by Council resolution.	\$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
PROJECT DELIVERY						
Treated Water Storage	Phil Evans	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	Draft S&P prepared for Golf Club Committee for signing. Resource Consent to be granted on securement of Agreement.
Civic Facility	Phil Evans	Project Advisory Group meeting fortnightly to discuss scope and options for LTP.	Confirm outputs of PAG meetings including scope and refined options	TBC	Existing Town Hall Building earthquake prone status needs to be resolved by 2026.	Consultation to be carried out for LTP. Ability to deliver costed options within timeframe for LTP consultation.
Masterton Revamp	Tracey Rowe	Options for LTP confirmed 13/9/23	Decision part of LTP	Preferred option to develop Stage 1 and Stage 2 of Queen Street redevelopment.	2026 / 2027	Scope being confirmed via LTP consultation

PROJECTS/PROGRAMME WORKS						
ACTIVITY	PROJECT LEAD	PROGRAMME PROGRESS	COUNCIL DECISION POINTS	BUDGET	COMPLETION	RISK
<ul style="list-style-type: none"> - Queen Street Stage 2 - Southern Roundabout 				Budget estimate of \$14M. Full scope of works over the 10 year period on hold.		Budget provision of \$14M to be included in LTP.
Animal Shelter	Steve May	Developed design and costings completed with indicative budget of \$2.5M. Council direction to proceed to tender. The temporary shelter is operational in the meantime.	The project scope and timeframe have been confirmed.1	Contract being finalised. Intending to be signed and work commenced this quarter (Q4 2023).	Q2 2024	Scope Budget provision Delivery timeframe Contractor and materials
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		\$17 million, consisting of \$10M Kanoa funding and \$7M Council co-funding.	Q1 2026	Timeframe to deliver works.

PROJECTS/PROGRAMME WORKS						
ACTIVITY	PROJECT LEAD	PROGRAMME PROGRESS	COUNCIL DECISION POINTS	BUDGET	COMPLETION	RISK
		supplier to finalise contract. Kanoa funding agreement approved. Project working through requirements to become a qualified aerodrome by June 2025				
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. New consent lodged 2023.	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"> Construction Company Podular placed in receivership December 2022. Alternatives options being looked at with CF&A. 	Staff looking at repurposing existing portable buildings	Total Budget \$485,837.00 \$267,661 of funds paid to Podular.	2023	Podular placed in receivership with multiple creditors. Staff looking at options to provide facility within current budgets.

