

Minutes for a meeting of the Infrastructure Committee held in the Council Chambers, District Office, 15 Galileo Street, Ngaaruawaahia **WEDNESDAY, 08 November 2023** commencing at **9.33am**.

**Present:**

Cr EM Patterson (Chairperson)  
Cr D Whyte (Deputy Chairperson)  
Cr C Beavis  
Her Worship the Mayor, Mrs JA Church  
Cr JM Gibb  
Cr M Keir  
Cr K Ngataki  
Cr M Raumati  
Cr V Reeve  
Cr L Thomson  
Cr P Thomson  
Cr T Turner

**Attending:**

Mr GJ Ion (Chief Executive)  
Mr T Whittaker (Chief Operating Officer) – from 9.42am  
Ms M May (General Manager – Service Delivery)  
Ms A Diaz (Chief Financial Officer)  
Mr K Abbot (Executive Manager, Projects & Innovation)  
Mr A Averill (Deputy General Manager, Service Delivery)  
Mr D Lincoln (Property Portfolio Advisor)  
Ms M Brown (Strategic Property Manager)  
Ms K Wellington (Enterprise Project Management Office Manager)  
Mr P Edwards (Capex Delivery Consultant)  
Mrs G Huelson (Infrastructure Portfolio Team Leader)  
  
Ms R Chisholm (Senior Democracy Advisor)

*The Committee opened the meeting with a Karakia.*

## **APOLOGIES AND LEAVE OF ABSENCE**

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

**That the Infrastructure Committee accept the apologies from:**

- a. **Cr C Eyre and Cr P Matatahi-Poutapu for non-attendance.**

**CARRIED**

**INF2311/01**

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

**Resolved: (Cr Patterson/Her Worship the Mayor Mrs JA Church)**

**THAT the agenda for a meeting of the Infrastructure Committee held on Wednesday, 27 September 2023 be confirmed:**

- a. **with all items therein being considered in the open meeting, with the exception of those items detailed at agenda item 7, which shall be**
- b. **all reports be received.**

**CARRIED**

**INF2311/02**

## **DISCLOSURES OF INTEREST**

There were no disclosures of interest.

## **CONFIRMATION OF MINUTES**

**Resolved: (Crs Ngataki/L Thompson)**

**THAT the minutes for a meeting of the Infrastructure (INF) Committee held on Wednesday, 27 September 2023 be confirmed as a true and correct record with the following amendment:**

- ***It was noted that Councillor Ngataki was not listed in the names of those present at the last Infrastructure Committee meeting.***

**CARRIED**

**INF2311/03**

## **ACTION REGISTER**

Agenda Item 5.

The report was received [INF2311/02 refers], taken as read and no further discussion was held. .

## **REPORTS**

### **Lease of Land for Public Toilets**

Agenda item 6.1

The report was received [INF2311/02 refers], and the following discussion was held.

- It was noted that the existing public toilet block in Ngaaruaawahia has been sitting on KiwiRail land since 1978 and a new lease approval was being sought from the Committee.
- It was queried if there is collection of data on the frequency of use for public toilets and it was acknowledged by Strategic Property team that no annual data is captured and there are not counters on all toilets at all times.

**ACTION:** The Deputy General Manager, Service Delivery to investigate what information is available on public toilets regarding usage numbers.

- It was noted that investigation has been done regarding what other land options might be available for the toilet block and it was confirmed that the KiwiRail lease is the most affordable option.

**Resolved: (Her Worship the Mayor Mrs JA Church/Cr Gibb)**

**THAT the Infrastructure Committee:**

- a. approves Council to enter into a new lease with Kiwirail for the public toilet located on railway land being part of LINZ parcel ID 4568115 and further delineated on Attachment 1, for a term of nine (9) years.
- b. delegates to the Chief Operating Officer the authority to execute all relevant documentation to give effect to the resolution.

**CARRIED**

**INF2311/04**

Te Kauwhata Squash Club Incorporated Lease  
Agenda item 6.2

The report was received [INF2311/02 refers], and the following discussion was held.

- It was noted that the original lease had a 33 year right of renewal which has now expired and the Te Kauwhata Squash Club have a significant asset on the land and would like the lease renewed.
- There was discussion regarding market rental prices and it was noted that a policy for reviewing of fees and charges is a topic on the agenda for the Use of Council Land workshop being held on 20<sup>th</sup> November 2023.
- The matter of expired leases was discussed and how Council has navigated the expiry dates in the past and what the process has been. The Strategic Property team advised that updated lease information has been entered into the Council system that holds all the leases and they are working through a backlog of leases on a proactive basis.
- It was noted that information about what other groups use the Te Kauwhata Squash Club is not kept however it is understood that the Club is very well used with the courts being utilised at least 3 times a week and the membership numbers are growing. Additionally, with the projected growth in the area it is anticipated it will continue to be well utilised.
- It was noted that from work being done by Council with community groups, it is possible that Councillors may be contacted by community groups to query why they are having to pay fees that they haven't paid for years.

**Resolved: (Crs Keir/Raumati**

**THAT the Infrastructure Committee:**

- a. **subject to Council staff engaging with mana whenua regarding this proposal exercises its delegated authority under Section 54 of the Reserves Act 1977 to grant a lease to Te Kauwhata Squash Incorporated ("the Club") of 370 m<sup>2</sup> being part of Section 76 Te Kauwhata TNSP, for a term of 10 years with 2 rights of renewal for 10 years each (30 years total).**
- b. **delegates to the Chief Operating Officer authority to execute all relevant documentation to give effect to the resolution, provided he is satisfied by the outcome of the engagement with relevant hapuu/iwi.**

**CARRIED**

**INF2311/05**

Thistle Football Club Incorporated Lease  
Agenda item 6.3

The report was received [INF2309/02 refers], and the following discussion was held:

- The Thistle Football Club is seeking a new lease for their existing club building, the lease for which was noted to have expired in 2021 and the Club has continued to operate since the lease expired.
- It was noted that as the Club own the building improvements on the land, Council will only be considering whether to grant a ground lease for the footprint of the building.
- There was discussion regarding liability when leases are expired with ongoing business activity on the property, as well as leases that are abandoned or not functioning. Confirmation was given by the General Manager, Service Delivery that a review has been done of general policies including Reserve Management Plans, noting the Thistle Football Club building is on the Lake Hakanoa Reserve in Huntly.
- It was further advised that the Reserve Management Planning team, through a review, had decided to have the General Reserve Management plan done first.

**ACTION:** The General Manager, Service Delivery to re-present to the next Infrastructure Committee meeting what had been delivered in the past on Reserve Management Plan mapping.

- It was noted that there are a number of strategies and plans expiring at the same time and the team have mapped out how to manage these.
- In discussion regarding Council fees and charges it was queried how private versus Council costs compare and it was agreed to look into this.

**ACTION:** Cr Patterson to work with the groups to investigate cost comparisons private versus Council

**Resolved: (Crs Whyte/ P Thompson)**

**THAT the Infrastructure Committee:**

- a. subject to Council staff engaging with mana whenua regarding this proposal, exercises its delegated authority under Section 54 of the Reserves Act 1977 to grant a lease to the Thistle Football Club Incorporated (“the Club”) of 405m2 being part of Allotment 776 Taupiri Parish, for a term of 10 years with 2 rights of renewal for 10 years each (30 years total).
- b. delegates to the Chief Operating Officer authority to execute all relevant documentation to give effect to the resolution, provided he is satisfied by the outcome of the engagement with relevant hapuu/iwi.

**CARRIED**

**INF2311/06**

## Capital Project Delivery Portfolio Update

### Agenda item 6.4

The report was received [INF2311/02 refers], and the following discussion was held:

- There were queries regarding the timeframe of the defects status period as noted in the Portfolio Dashboard on page 54 of the agenda and it was confirmed that the defects period is 12 months from when the project is physically delivered, where it is monitored for any defects or liabilities that can occur. It was further advised that the project is capitalised and there is handover at the end of physical delivery.
- There was discussion regarding what triggers and amber or red status on a project and it was noted that it goes to amber when something goes off track but there is a plan to remediate and goes red when it has no immediate plan.
- It was queried whether it would be possible to have a breakdown of projects per ward provided to the relevant Councillors and it was agreed to investigate this.

**ACTION:** The Enterprise Project Management Office Manager to take the discussion regarding a breakdown of projects per Ward offline and the Capex Delivery Consultant will send an update to Cr Beavis on projects in her Ward.

- It was noted that project information is available online on our public website: <https://www.waikatodistrict.govt.nz/projects/projects-directory>
- An update on budgets was requested, noting from page 48 of the agenda that from the graph, it was looking like projects were down against the total forecast. The Enterprise Project Management Office Manager advised that construction season is just starting now and forecasting by projects, including carry forwards, will be in next report which will give a different view.
- There was discussion on toilet block projects with queries around deliveries.

**ACTION:** The Capex Delivery Consultant to follow up toilet deliveries information and send out to the Committee.

- There was lengthy discussion regarding the communication of the capital projects portfolios as noted on page 49 of the agenda and it was queried what the communications plan is to advise of details regarding what is on-time and not on-time. It was noted that prioritisation of communication is required and the Executive Manager, Projects & Innovation acknowledged that communication is a work in progress.
- In discussion regarding the effectiveness of maintenance contracts it was noted that Council's 3 key contractors have presented on key performance indicators (KPI's) to Council and it was confirmed that annual reports from Council key contractors can be included into the agenda in the future.

**ACTION:** The General Manager – Service Delivery to add contractors annual reports to the agenda for the next meeting for reference.

- From an update on the CCTV project on page 49 of the agenda, there was extensive discussion and the following points were noted:

- Police don't own the CCTV cameras however they would like access to them.
- There was discussion regarding cost implications of signing a Memorandum of Understanding (MOU) with Hamilton City Council (HCC) for the CCTV cameras and monitoring through City Safe and it was advised that the work has been done to understand the costs with final confirmation of costings from HCC due.
- HCC have advised that there is no intention to make a profit from CCTV cameras and monitoring and the best value for money is what will be costed.
- Once the final costs are established it was confirmed that the Enterprise Project Management team will report back to the Committee.
- It was confirmed that a maintenance plan for the hardware will be part of the package.
- There was lengthy discussion regarding communication of projects and the road improvements project at Whitikahu Road/Fullerton Roads was used as an example of communication being substandard with different messaging. It was noted that the intention is for the Project Manager who is running the project to do simple communications to keep the community informed.
- From further discussion regarding the Whitikahu Road/Fullerton Roads project, the response from Waikato District Alliance (WDA) was queried and it was noted that WDA are undergoing recruitment of an engagement personnel.

**ACTION:** Enterprise Project Management Office Manager to arrange for an assessment and analysis to be done regarding the Whitikahu incident as a case study for inclusion in the next report

- The work that Cr Beavis had done regarding communications of the Whitikahu Road/Fullerton Roads project updates was acknowledged.

*Cr Turner, Mr G Ion, Mr T Whittaker, Ms A Diaz, Mr K Abbot, Ms K Wellington. Mr P Edwards and Mr G Huelson left the meeting at 10.53am.*

Meeting adjourned 10.53 am and resumed 11.20am

## **EXCLUSION OF THE PUBLIC**

**Resolved: (Crs L Thomson/K Raumati)**

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Item PEX 1 Confirmation of Minutes	Good reason to withhold exists under Section 6 or Section 7 Local Government Official Information and Meetings Act 1987	Section 7(2)(i)
Item PEX 2.1 Strategic Land Acquisition - Raglan		

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

Item No.	Section	Interest
Item PEX 1 Confirmation of Minutes	Refer to the previous Public Excluded reason in the agenda for this meeting.	
Item PEX 2.1 Strategic Land Acquisition - Raglan	7(2)(i)	To enable negotiations to carry on without prejudice or disadvantage.

**CARRIED**

**INF2311/07**

*Resolutions INF2311/08 - INF2311/11 are contained in the public excluded section of these minutes.*

There being no further business the meeting was declared closed at 12.09pm

The Committee closed the meeting with a Karakia.



Minutes approved and confirmed this

day of

2023.

EM Patterson

**CHAIRPERSON**