

SCHEDULE 2 EXPENSE POLICY

The Grant covers expenses actually and reasonably incurred in undertaking the Project subject to the following expense policy guidelines.

This expense policy pertains to the reasonable use of Trust funds and will apply to any expenses claimed by the Recipient unless the Deed expressly provides otherwise.

Travel Expenses

Actual and reasonable expenses (on receipt) for meals and other incidental expenses while on out-of-town business for the purpose of the Project may be claimed.

Accommodation

The Trust allows up to \$140 per night (GST exclusive) for accommodation in New Zealand.

Taxis/parking

Taxi costs may be reimbursed if used as part of the Project. The Recipient must provide receipts for taxi fares and/or parking costs. If supporting documentation cannot be provided, the charge will not be reimbursed.

Phone calls

The Recipient should ensure the cheapest option is used for making calls. Personal calls are not covered by the Grant. Project-related calls are reimbursed upon receipt of supporting documentation. Calls charged to hotel bills are often extremely expensive and should be avoided where possible.

Mini-bar

Mini-bar charges are a personal expense and therefore cannot be charged back to the Trust as part of the Recipient's accommodation bill.

Use of Private Motor Vehicle

The Recipient may use a private vehicle for business relating to the Project. Mileage may be claimed at 70 cents per km, as per the "Mileage rates for employee reimbursement and self-employed people" on the Inland Revenue website.



**SCHEDULE 3
PUBLIC COMMUNICATION AND PRINTED PUBLICATIONS**

Acknowledgments

All public communication (including conferences and workshops) and printed publications concerning the project must acknowledge that financial support has been received from "Waikato River Cleanup Trust Fund which is administered by the Waikato River Cleanup Trust."

Make a Ripple Website

The Recipient agrees to the GIS location, images, and a description of funded projects being loaded onto the www.makearipple.co.nz website as a Trust-funded project.

Disclaimer Clause

The following disclaimer must appear on the inside front cover of all publications supported by the Trust:
"The Waikato River Cleanup Trust does not necessarily endorse or support the content of the publication in any way."

Copyright Clause

All publications produced in furtherance of the Project must include the following clause relating to copyright:
"This work is subject to copyright. The copying, adaptation, or issuing of this work to the public on a non-profit basis is welcomed. No other use of this work is permitted without the prior consent of the copyright holder(s)".
Or an alternate version is: *"Reproduction, adaptation, or issuing of this publication for educational or other non-commercial purposes is authorised without prior permission of the copyright holder(s). Reproduction, adaptation, or issuing of this publication for resale or other commercial purposes is prohibited without the prior permission of the copyright holder(s)."*

LTP 2015 - 2025 budgets and funding

Appendix. 2

Lake Rotokauri

CostCentre: 140	Parks and Reserves General Districts										
Op Projects BAU:		2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
1LA10072E014900000	Repairs and Maintenance	35,000	35,847	36,743	37,713	38,769	39,893	41,090	42,405	43,788	45,276
	Available Operational budget (\$25k aside for current Operational spend)	10,000	10,847	11,743	12,713	13,769					

1LA10072E035010000	Current Hamilton City Council (HCC) funding	9,783	5,121	5,249	5,388	5,538	5,121	5,121	5,121	5,121	5,121
1LA10072E035010000	Additional HCC funding	8,270	8,270	8,270	8,270	8,270					

CostCentre: 140	Parks and Reserves General Districts										
Cap Projects:		2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
1LA10072C000000000	WIP 0000	53,265	19,922	20,391	20,798	21,235	21,723	0	0	0	0
1LA10072C022050000	TD Cross Charging - Projects Team		598	612	624	637	652	0	0	0	0
	Available Renewal budget	53,265	20,520	21,003	21,422	21,872	22,375				

Note: all numbers are GST exclusive

WRA Funding income - per WRA programme (GST exclusive)

	2016	2017	2018	2019	2020					
1LA10072E035010000		35,539	124,898	52,550	2,532					
1LA10072C035010000	144,150	30,000								

Open Meeting

To	Infrastructure Committee
From	TN Harty General Manager Service Delivery
Date	27 May 2016
Prepared By	G Bailey Open Spaces Operations Team Leader
Chief Executive Approved	Y
DWS Document Set #	1522572
Report Title	Draft Terms of Reference – Community Halls

1. EXECUTIVE SUMMARY

A draft Terms of Reference (ToR) for community halls is submitted for consideration. The ToR outlines responsibilities, reporting functions and operating guidelines to ensure a consistent approach is taken in the management of these facilities.

Council provided guidance on the changes required to the document at a Workshop on 17 May 2016. This report outlines the changes as discussed and asks that the ToR is adopted as operative.

The Delegations Register has also been updated with respect to the Halls Committees to reflect the existence of the ToR. The Delegations Register changes will be reported to the Policy & Regulatory Committee for endorsement, prior to updating the Delegations Register to reflect the changes outlined within this report.

2. RECOMMENDATION

THAT the report of the General Manager Service Delivery be received;

AND THAT the Draft Terms of Reference – Community Halls be adopted as operative and provided to all Hall Committees;

AND FURTHER THAT the changes to the Delegations Register are supported.

3. BACKGROUND

There are 33 Community Halls throughout the district. A majority are managed by volunteer Hall Committees that are appointed by the local community. To ensure smooth operation and consistency in hall processes, Council requested a ToR for community halls be developed.

In September 2015 Council discussed a draft ToR document at a workshop. Councillors supported the approach taken by staff and following the workshop, the draft ToR was sent to Hall Committees for comment.

A meeting was held at Council inviting Hall Committees to discuss the draft ToR in November 2015. Feedback was received and changes were made with a final draft sent out

to all Hall Committees for any additional feedback. Feedback was required by the end of February 2016.

Following feedback, the draft ToR was tabled at the May Infrastructure Committee meeting (INF1605/06/5) and a workshop was subsequently held to clarify a number of issues that were raised at that meeting. The ToR have since been updated to reflect these discussions and is attached in Attachment I.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 Updates to ToR

The following adjustments have been made to the ToR following the Workshop:

Section I - Composition of Hall Committee

It was thought that requiring a minimum of 5 Hall Committee members was prohibitive in some cases. An update to the ToR was agreed to recommend 5 members, though allow a quorum of 3.

Previous ToR wording:

“The composition and number of members of the Committee shall be:

- (a) Not less than 5 or, it is recommended, no more than 10 members elected at a public meeting. This number excludes any Council appointed representative.”*

Updated ToR wording:

“It is recommended that the number of members of the Committee shall be:

- (a) Not less than 5, or no more than 10, members elected at a public meeting. This number excludes any Council appointed representative. Notwithstanding the above, a quorum of at least 3 members is required, being a Chairperson, Treasurer and Secretary”*

Section 4 - Reporting

Requirements of Council’s Delegations Register and Fraud Prevention Policy were discussed. Delegations Register currently requires Hall Committees to submit audited accounts annually.

The difference in level of assurance between a review and an audit was discussed at length. An audit provides more comfort around appropriate controls regarding the capture of income and expenditure than a review. Although neither actively look for fraud or misappropriation, an audit is more likely to identify the risk.

An audit requirement was recommended for financial prudence reasons, though the cost of an audit could be prohibitive for some Hall Committees, particularly if they were required to engage a Chartered Accountant. An alternative approach is suggested in the updated ToR. This would require a review by a suitable qualified person, with audit requirements for the larger halls every three years. It is also suggested that the \$20,000 limit will be changed to reflect income from Council rather than expenditure.

Previous ToR wording:

“The Committee must submit accounts to Council annually. Accounts must be reviewed by a Chartered Accountant unless expenditure is over \$20,000. Where a Hall Committee has annual expenditure of over \$20,000 the Committee must submit audited accounts”

Updated ToR wording:

“The Committee must submit accounts to Council annually. Accounts must be reviewed by an independent person with suitable accounting knowledge.

Where a Hall Committee has annual income from Council of over \$20,000 the Committee must submit audited accounts every 3 years.”

Section 6 - Duties of Treasurer

The requirements around financial reporting within the Hall Committees need to be strengthened to put more onus on the Committee as a whole to monitor finances.

Sub-section (e) was inserted to read:

“Report at each Committee meeting details of the Hall Committees financial position, including:

- *all income received and expenditure for the period*
- *details of any assets disposed of or purchased during that period”*

Further to the discussion around accountability and prudence around larger spends by Hall Committees it is felt existing sections 3(f) and 7(c) below would be sufficient to mitigate risk in this area:

- 3(f) For significant works (over \$5,000), prior to entering into contracts the Chairman must contact the Cemetery and Halls Officer to discuss the project to ensure Council’s Procurement and Zero Harm policies have been complied with prior to any works being approved.
- 7(c) The Committee shall submit to the Cemetery and Halls Officer for approval all proposals for major (over \$10,000) renovations, improvements and additions other than ordinary maintenance, together with a plan for financing the proposals. Plans and specifications must be submitted to the Cemetery and Halls officer where appropriate.

Section 7 - Other Duties

The requirement to obtain Council consent for disposal of any hall assets was thought to be prohibitive. Council’s Standard Operating Procedure around asset capitalisation was discussed and the risk posed if there are no controls in place. The ToR has been updated to reflect the link to Council’s policies.

Previous ToR wording:

“(b) The Committee has no power to dispose of any of the Hall’s assets without the consent of the Council first having been obtained”

Updated ToR wording:

“(b) The Committee has no power to dispose of assets (with a cost greater than \$2,000) without agreement from Council’s Cemetery and Halls Officer and in line with Council’s Delegations Register”

Section 11 - Terms of Reference

Note that Section 11 has been inserted to refer to Council Policies and Delegations Register:

“These Terms of Reference have been prepared with reference to relevant Council Policies and Procedures. In particular, with Council’s Delegations Register, which refers to this Terms of Reference.”

4.2 Update to Council’s Delegations Register

Council’s Delegations Register specifically contemplates Hall Committees, it currently reads:

“The Waikato District Council delegates control of funds and administration of individual halls and community centres to locally elected Hall Committees, pursuant to Clause 32 of Schedule 7 of the Local Government Act 2002. The Waikato District Council retain the authority to rescind this delegation by resolution of the Council if it considers such action appropriate...”

The following provisions shall apply:

- (a) The names of persons elected to the Hall Committee, including the names of the Chairperson, Secretary and Treasurer shall be forwarded to the Council following the Annual General Meeting at which elections are held.*
- (b) Audited accounts shall be submitted to the Council by the Hall Committee annually and within three months of the close of the financial year.*
- (c) At least on site inspection per annum shall be carried out by Council staff.”*

Where Council wishes to relax the requirement for Hall Committees to submit audited accounts Council’s Delegations Register requires updating to remove the blanket requirement for audited accounts. In particular, the following would be inserted under Hall Committees (underlined):

“The following provisions shall apply:

- (a) Hall Committees will be subject to the Terms of Reference – Management of Halls.*
- (b) The names of persons elected to the Hall Committee, including the names of the Chairperson, Secretary and Treasurer shall be forwarded to the Council following the Annual General Meeting at which elections are held.*
- (c) Subject to the Terms of Reference – Management of Halls accounts shall be submitted to the Council by the Hall Committee annually and within three months of the close of the financial year.*
- (d) At least on site inspection per annum shall be carried out by Council staff.”*

Council’s Delegations Register, Hall Committees Section is appended as Attachment 2.

4.3 Analysis of Options

There are two options available:

Option 1: Reject draft Terms of Reference – Community Halls and retain the status quo.

This could result in ad hoc, inappropriate or poor quality decision making being undertaken.

Option 2: Adopt draft Terms of Reference – Community Halls and update the Delegations Register to reflect the Terms.

This option is recommended.

5. CONSIDERATIONS

5.1 Financial

There is no anticipated financial cost to Council as a result of adopting the ToR.

5.2 Legal

Council's Legal Advisor has been involved in the preparation of the draft ToR.

As ToRs are not legally enforceable, they have been developed as a best practice guide for community hall operation.

5.3 Assessment of Significance

Halls are not considered significant assets under the Significance and Engagement Policy. The recommendations of this report do not change this assessment.

It is noted however that the recommended approach does carry an element of risk given the nature of accounting for halls and the lack of internal controls.

5.4 Consultation

All hall committees have been engaged over the course of the ToR drafting process.

A Workshop has been held to discuss concerns raised by Councillors and this report reflects the outcomes of this workshop.

It is not proposed to seek further feedback on the draft ToR. The final ToR will be circulated to Hall Committees upon adoption.

6. CONCLUSION

A ToR has been developed by staff to ensure all community halls have consistent guidelines for their daily operation along with setting clear expectations of both Council and Hall Committees. The ToR has been discussed with Council at Committee meetings and workshops with the agreed changes to the ToR reflected in the attached document.

6. ATTACHMENTS

- Attachment 1 - Draft Terms of Reference – Community Halls 2016
- Attachment 2 - Delegations Register – Hall Committees

TERMS OF REFERENCE

Management of Halls

20 May 2016

HALL COMMITTEES

Halls in the Waikato District are managed by locally elected Hall Committees. The following provisions shall apply to the management of all halls in the Waikato District not managed directly by Council.

1. Composition of Hall Committee

It is recommended that the number of members of the Committee shall be:

- (a) Not less than 5, or no more than 10, members elected at a public meeting. This number excludes any Council appointed representative. Notwithstanding the above, a quorum of at least 3 members is required.

2. Annual General Meeting of Hall Committee

Annually, the Committee will from its members elect:

- (a) a Chairperson
- (b) a Secretary
- (c) a Treasurer

3. Duties of Hall Committee

Each hall will be administered by the Committee as an advisory committee in liaison with Council's Cemetery and Halls Officer. That is, the Committee will be responsible for the day to day operations of the hall.

The Committee shall arrange maintenance and improvement works for approved budgeted works.

All contracted work for halls must comply with Council's Procurement Policy. All contractors must also be registered on Council's approved Zero Harm Register prior to any works being undertaken or contract being entered into.

The Hall Committee:

- (a) Will represent the local community in respect of a particular hall.
- (b) Must manage the bookings for the hall by regular and casual users, and collect and bank income received in accordance with Council's requirements.
- (c) Must arrange for its hall to be kept clean, tidy and adequately maintained.

- (d) Must arrange for the surrounding grounds of its hall to be regularly and properly maintained.
- (e) In the case of any land or building that is not maintained under the Council maintenance contracts, the Committee will be responsible for ensuring that:
 - i. Fences are kept in good order;
 - ii. Grass is mown;
 - iii. Buildings are cared for;
 - iv. Car parks are maintained;
 - v. Organised sports bodies which use the grounds contribute a reasonable sum to provide for the cost of maintenance;
 - vi. Where the land is not being used by the public and is suitable for grazing, may recommend to the Council's Cemetery and Halls Officer that the land be let or leased for such purpose. The contract arrangements for any such lease, once approved, are the responsibility of the Council.
- (f) For significant works (over \$5,000), prior to entering into contracts the Chairman must contact the Cemetery and Halls Officer to discuss the project to ensure Council's Procurement and Zero Harm Policies have been complied with prior to any works being approved.
- (g) Will be responsible for controlling the use of the hall by any club, sports body or any other person using the premises.
- (h) Must ensure that "Conditions of Hall Hire" are adhered to by the users of the hall and may make such recommendations to the Council from time to time, in this regard.
- (i) Will be responsible for the security of the hall at all times.
- (j) It is recommended that all Committees are incorporated under the Incorporated Societies Act 1908.
- (k) Must consult with Council's Cemetery and Halls Officer on matters relating to the management of the hall, giving effect to any policies applying to the management of the hall.
- (l) Will not take out a loan without the prior written approval of Council.
- (m) Must be GST registered if they are likely to receive income of \$60,000pa or more.

4. **Reporting**

The Committee must submit accounts to Council annually. Accounts must be reviewed by an independent person with suitable accounting knowledge.

Where a Hall Committee has annual income from Council of over \$20,000 the Committee must submit audited accounts every 3 years.

Accounts must be submitted within four months of the end of Council's financial year (being 30 June).

It is required that Hall Committees align their financial years to coincide with Council's. Council's financial year is 1 July – 30 June.

5. Duties of Secretary

The Secretary shall:

- (a) Advise the Cemetery and Halls Officer of the name and contact details of the officers of the Committee as soon as they are elected, but not later than 1 month from the date of the AGM.
- (b) Record the minutes of all meetings of the Committee.

6. Duties of Treasurer

The Treasurer shall:

- (a) Ensure that the annual expenditure for the halls does not exceed the estimated income and funds in hand unless prior approval is given by the Council.
- (b) A separate bank account must be set up and a minimum of two signatories for cheques are approved at the Annual General Meeting (AGM) and advised to Council within one month of the AGM. To facilitate internet banking two persons must be able to log into the account online. A set limit must be in place for larger payments to be approved by the Committee. This should be included in the AGM minutes.
- (c) Record all bookings showing the name and address of the hirer and the amount charged. It is recommended that this be done electronically where possible.
- (d) Deposit all monies received into the Committee bank account and record details in an appropriate manner (for example, deposit book, invoice book or in computerised cash book).
- (e) Report at each Committee meeting details of the Hall Committees financial position, including:
 - all income received and expenditure for the period
 - details of any assets disposed of or purchased during that period
- (f) Ensure that fees and charges are appropriately set and collected. A copy of the AGM minutes must be forwarded to Council for information purposes only.

7. Other Duties

- (a) All records including correspondence, invoices etc. must be maintained at all times.
- (b) The Committee has no power to dispose of assets (with a cost greater than \$2,000) without agreement from Council's Cemetery and Halls Officer, in line with Council's Delegations Register.
- (c) The Committee shall submit to the Cemetery and Halls Officer for approval all proposals for major (over \$10,000) renovations, improvements and additions other than ordinary maintenance, together with a plan for financing the proposals. Plans and specifications must be submitted to the Cemetery and Halls Officer where appropriate.

- (d) The Committee shall ensure that the contents of the buildings are adequately insured. If the Hall building is owned by the Community (not Council) the Committee should also insure the Hall building. Where there is any doubt the Committee should liaise with the Cemetery and Halls Officer.
- (e) The Committee shall be responsible for the implementation of health and safety and emergency procedures.
- (f) In extraordinary circumstances, the Committee may recommend that the targeted rate levied per property be adjusted. Such recommendation must be requested by the Committee, and must reach the Council prior to 30 September each year. These recommendations must be included in the AGM minutes. Please note that recommended changes to targeted rates are subject to consultation with affected parties and approval by Council.

8. Other Matters

The Hall Committee shall meet a minimum of two times each year, with Council's Cemetery and Halls Officer being invited to the AGM.

Except for extraordinary reasons, (which in all cases will be formally recorded in the minutes of the meeting) meetings of the Committee shall be held in a recognised place of public assembly, preferably a public hall.

Any disputes arising between Committee members must be referred in the first instance to the Cemetery and Halls Officer.

All correspondence from the Committee to the Council should be addressed to the Cemetery and Halls Officer.

The Cemetery and Halls Officer will send any correspondence to the Secretary of the Committee.

9. Duties of Council

- (a) Council will provide each year the estimated income from rates for the next financial year, as part of the Long Term/Annual Plan.
- (b) Council will levy and collect hall rates and forward these to the Committee on or after the 20th of October, February and June of each rating year.
- (c) It is intended that the targeted rate levied per property will be set at each Long Term Plan. Council may amend the targeted rate on recommendation by the Committee as outlined in clause 7(f).
- (d) If owned by Council, or if otherwise required due to historical reasons, Council will insure hall buildings through Council's insurer. The premium will be deducted from the rates instalment monies payable to the Committee. Any insurance claims must be made through the Council.
- (e) Council's Cemetery and Halls Officer is the point of contact for all Hall Committees with regards to any issues related to the management of the halls.

10. Definitions

“Council” means the Waikato District Council.

“Cemetery and Halls Officer” means the Cemetery and Halls Officer of the Council for the time being, his/her deputy or any person appointed specially or generally by the Council to perform the duties.

“Financial Year” means 1 July to 30 June.

“Hall” includes the hall building and associated land or reserve

“Owned by Council” includes property vested in Council

“Public Notice” means a notice published in some newspaper circulating in the district, or where there is no such newspaper in general circulation, means a notice on printed placards and exhibited in public places in the District.

II. Terms of Reference

These Terms of Reference have been prepared with reference to relevant Council Policies and Procedures. In particular, with Council’s Delegations Register, which refers to this Terms of Reference.

Appendix One

Halls (receiving Targeted Rate income) Covered by these Terms of Reference

- Aka Aka Hall
- Eureka Hall
- Glen Murray Hall
- Gordonton District Hall
- Horsham Downs Hall
- Kariaotahi Hall
- Mangatangi Hall
- Mangatawhiri Hall
- Maramarua Hall
- Matangi Hall
- Meremere Hall
- Naike Hall
- Ohinewai Hall
- Opuatia Hall
- Orini Hall
- Otua Hall
- Pokeno Hall
- Port Waikato Hall
- Pukekawa Hall
- Puketaha Hall
- Raglan Hall
- Ruawaro Hall
- Tamahere Hall
- Taupiri Settlers Hall
- Tauwhare Hall
- Te Akau Hall
- Te Hoe Hall
- Te Kohanga Hall
- Te Kowhai Hall
- Te Mata Hall
- Waikaretu Hall
- Whangarata Hall
- Whitikahu Hall

Hall Committees

Delegations Register

The Waikato District Council delegates control of funds and administration of individual halls and community centres to locally elected Hall Committees, pursuant to Clause 32 of Schedule 7 of the Local Government Act 2002). The Waikato District Council retains the authority to rescind this delegation by resolution of the Council if it considers such action appropriate. The Waikato District Council will act as arbiters for any disputes which arise within a Hall Committee.

The following provisions shall apply:

- a) The names of persons elected to the Hall Committee, including the names of the Chairperson, Secretary and Treasurer shall be forwarded to the Council following the Annual General Meeting at which elections are held.
- b) Audited accounts shall be submitted to the Council by the Hall Committee annually and within three months of the close of the financial year.
- c) At least one site inspection per annum shall be carried out by Council staff.

Open Meeting

To	Infrastructure Committee
From	TN Harty General Manager Service Delivery
Date	27 May 2016
Prepared by	C Clarke Roothing Manager
Chief Executive Approved	Y
DWS Document Set #	I520299
Report Title	Roothing Roadshows 2015/16

I. EXECUTIVE SUMMARY

The purpose of this report is to advise Council on the outcomes and effectiveness of the four Roothing Roadshows (Roadshows) undertaken during the 2015/16 financial year. The Roadshows were implemented following successful engagement at Naie in 2014 and are targeted at improving engagement with the community. They are also an opportunity to obtain feedback on how well the Waikato District Alliance are performing. As discussed at the May Infrastructure meeting, successful elements from each of the meetings have been collated and a proposed standardised direction for future Roadshows has been developed for approval.

2. RECOMMENDATION

THAT the report from the General Manager Service Delivery be received;

AND THAT the Committee supports the proposed direction for undertaking Roothing Roadshows in future.

3. BACKGROUND

During November 2014 a community meeting was initiated at Naie by Councillor Hayes, the Chair of the Infrastructure Committee and Councillor Costar, the local Ward Councillor. This was in response to a growing number of roading related issues being raised by the local community, particularly in relation to the unsealed road network. One of the outcomes of the meeting was to return in 12 months to gauge the effectiveness of plans put in place to improve the level of service.

Following on from the initial Naie meeting a 2015/25 Long Term Plan measure was put in place for Roothing to undertake at least three community meetings, such as the one held at Naie, on an annual basis. Since July 2015 a total of four community meetings, referred to as Roadshows, have been held within the district. The first was the return meeting to Naie

held in November 2015. The others were held at Gordonton, Te Mata, and Mangatangi during April and May 2016.

The purpose of the Roadshows is to engage with the community, gain the public views around roading matters, and provide the community with information around work programme and the Service Delivery Model (Alliance). Councillors will recall the discussion at the May Infrastructure Committee meeting where it was agreed that now we have completed four Roadshows it was timely to reflect on the effectiveness of the meeting and determine the best way of approaching these meetings in the future.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 ROADSHOW SUMMARY

The locations for the Roadshows were selected on the basis of having a good geographical balance across the district with a focus on wards that had known issues. Roadshows were held at Naike, Gordonton, Te Mata and Mangatangi.

Invitations were sent via a mailed flyer delivered to all residents within the associated ward, approximately two weeks prior to the meetings. A request to submit questions to the Ward Councillor prior to the meeting was detailed on the flyers for the Naike and Mangatangi meetings. This strategy allowed the management of expectations around what could be achieved at the meetings through pre meeting discussions.

For the Te Mata and Gordonton meetings, it was felt that the issues were well understood and therefore it was not considered necessary to place this emphasis on submitting specific questions prior to these meetings. There was also contact details of the Roading Manager and Ward Councillor provided on each flier if anyone wished to discuss issues prior to the scheduled meeting.

The meetings were chaired by the associated Ward Councillor supported by the Chair of the Infrastructure Committee. In the case of chairing the Mangatangi meeting the responsibility lay with the Chairperson of the North East Waikato Community Committee supported by the Ward Councillor.

A number of phone calls or emails were received by the Roading Manager or Ward Councillor prior to each meeting. Typically they were from people who were unable to attend the Roadshow that had questions to raise. These were responded to directly and/or at the Roadshow if it was felt there was benefit in providing the information to the wider community.

Councillors will recall a summary of the meetings held at Naike, Gordonton and Te Mata were included in the May Infrastructure Committee agenda. What was not included was the summary of the Mangatangi Roadshow which is outlined below.

Mangatangi Roadshow

Following a commitment from the Chair of the Infrastructure Committee to the Mangatangi Committee in 2015, the Local Councillor and staff were requested to attend a North East Waikato Community Committee meeting to discuss similar issues to that presented at the

other Roadshows. It therefore made sense to extend attendance at this meeting to the wider community and hold a formal Roadshow at Mangatangi. The meeting was attended by approximately 45 people on the 16 May at the Community Hall on Kaiaua Road. The main topics of discussions were:

- Some safety issues on specific roads and intersections
- Maintenance on Rataroa Road
- Seal extension on Finlayson Road
- Maintenance expenditure
- Yellow bristle grass control
- Speed limits
- State Highway improvements

4.2 ROADSHOW EFFECTIVENESS

What went well?

The meetings at Naike and Mangatangi are considered the most successful. There are a number of reasons for forming that view.

- Ground rules were set at the start of each meeting and items that were not up for discussion clearly stated.
- There was a request prior to both meetings to submit questions so staff had an opportunity to investigate and respond either before or at the meeting.
- These questions were actively pursued by the associated Councillors through their network of contacts across the wards.
- Pre meeting discussions also included managing meeting attendee expectations which helped set the scene.
- Normal meeting protocols applied with only one person talking at a time and through the Chair. Once an answer was given the item was considered closed by the Chair.

The interaction between the Councillors/staff and the meeting attendees was largely positive and collaborative. There was a focus on specific issues rather than broad statements that had little substance.

What didn't go so well?

The meetings where there was little active pursuit for submission of questions before the meetings were less successful.

- This resulted in some questions being unanswered as staff had no information at hand to respond and ratepayers were therefore disappointed.
- In the case of the Gordonton meeting a member from the Alliance operations team in attendance would have been useful to cover off the current maintenance issues. It was not considered necessary for the Gordonton meeting at the time as there was no awareness of any pressing issues. A maintenance engineer was in attendance at the other three meetings which improved the response to queries.
- There is a strong likelihood that the Roadshows will attract people who are not satisfied with the level of service that affects them. This might be related to performance or expectations that might not be aligned with maintaining an affordable roading network. In

either case there needs to be better strategies in place to control these instances so both ourselves and the attendees get the maximum benefit from these meetings.

- More people had opportunities to ask questions and engage with us where normal meeting protocols were followed.
- It is questionable the benefit gained by either Council or attendees from the meetings that were dominated by one or two people with their issues

How should we select where to hold Roadshows?

Locations for the 2015/16 Roadshows were largely selected by staff in discussion with the associated Ward Councillor. This then was discussed with the Chair of the Infrastructure Committee for input. It is considered that there is a need to involve all Councillors in a selection process to determine where to have the Roadshows in 2016/17. This could be undertaken at the appropriate Committee meeting early each calendar year. Delaying selection until this time will cover off any emerging issues that may not be apparent currently.

The only obvious choice at this time for 2016/17 is a follow up meeting at Te Mata as there was an undertaking at the meeting on 27 April to return there in twelve months.

Roadshow Success Factors

The Long Term Plan has a key performance measure of undertaking three Roadshows on an annual basis. This is also reflected in the Waikato District Alliance Key Performance Indicators. These measures do suggest that by merely holding the meetings the measure will be met. In future, the objective needs to be more than this. There is a desire to have a measurable increasing level of satisfaction coming from the attendees at these meetings. There is an intention to develop a questionnaire that can be filled out by meeting attendees to score the level of satisfaction of roading related issues over the previous twelve months and effectiveness of the Roadshows. This approach will only be able to gauge success after the second year of using the questionnaires to determine whether on average there has been an improvement.

4.3 OPTIONS

There are two options available for the future direction of our Roadshows:

Option 1: Continuing the current informal approach to the Roadshow meeting.

The current approach has had varied success.

This option is not recommended.

Option 2: The option of standardising the direction for the Roadshows.

This option is recommended because it will address some of the concerns of option 1.

4.4 PROPOSED WAY FORWARD

On the basis of what went well in the four Roadshows completed to date the following is an outline of the proposed way forward for future meetings:

- Meeting locations are to be selected at the appropriate Committee meeting
- A questionnaire should be developed for attendees to complete
- Actively pursue questions with residents prior to the Roadshow to increase the likelihood of being able to respond to issues raised in discussion
- Roothing Manager, Alliance Manager and an Operations representative should be in attendance at a minimum
- Meeting should be co-chaired by the Chairperson of the appropriate Committee and the associated Ward Councillor
- Meeting protocols should be set and followed
- Topics for the meetings are to be framed around current local and districtwide roading issues.

5. CONSIDERATION

5.1 FINANCIAL

Costs of delivering the information flier to each resident within the defined area was in the order of \$1,000 per ward. Whilst these costs can be absorbed within Council's overall Roothing operating budget, if more support or information is required, additional funding will be needed. Other than staff time, there were no other costs associated with running these meetings. It is likely that in future the ability to accommodate these costs in our roading operating budget will be the same.

5.2 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

The strategic direction in local, regional and central government is focused on improved efficiency and effectiveness in the delivery of essential public infrastructure. This includes roading activities. To aid in meeting these objectives Council needs to be engaging closely with the communities we serve and to have them understand the decisions that have to be made. Knowledge of what is important to the ratepayer is also a critical link into targeting areas that are important for them and getting the most benefit from the roading spend, whilst not losing sight of maintaining an affordable fit for purpose network. Undertaking these regular community meetings is critical in maintaining that connection with our customers and doing it in the most effective way is essential.

5.3 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

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

Planned	In Progress	Complete	
		✓	Internal
✓			Community Boards/Community Committees
			Waikato-Tainui/Local iwi
✓			Households
✓			Business
			Other Please Specify

Effectiveness of our approach will be part of the questionnaire to be completed by meeting attendees. This is yet to be developed.

6. CONCLUSION

The 2015/16 Roding Roadshows have been completed. The success and effectiveness over the four meetings held varied. Consideration has been given to what was successful over the series of meetings and a suggested direction for future meetings developed.

Open Meeting

To	Infrastructure Committee
From	TN Harty General Manager Service Delivery
Date	1 June 2016
Prepared by	A Corkill Parks and Facilities Manager
Chief Executive Approved	Y
DWS Document Set #	1527729
Report Title	Proposed Rototuna Indoor Court Facility

I. EXECUTIVE SUMMARY

Hamilton City Council (HCC) and Ministry of Education (MOE) have entered into a partnership arrangement to construct a four court indoor recreation facility (the facility) at the Rototuna High School site in Hamilton by May 2017. A shared use arrangement regarding public use versus school use of the facility is currently being negotiated between HCC and MOE. The facility is a direct result of the recommendations within the Regional Sports Facilities Plan, a piece of work undertaken by Sport Waikato, Waikato Territorial Authorities and the Mayoral Forum.

The facility sits within one kilometre of the Hamilton City/Waikato District Boundary and HCC have approached Waikato District Council requesting consideration of a contribution toward the cost of the facility, taking into account the positive benefits which the facility will provide to a defined catchment of Waikato District Ratepayers.

Rather than a one off contribution to the capital development of the facility, which is largely accounted for through existing funding, it is proposed that an ongoing annual grant to the operation of the facility represents the best outcome for Council. A position on the managing Trust Board would be a suitable way to ensure ongoing Waikato District Council involvement and community representation in the management and use of the facility should be possible.

2. RECOMMENDATION

THAT the report from the General Manager Service Delivery be received;

AND THAT in principle Council acknowledge the cross boundary benefits that will be provided by the proposed Rototuna Indoor Court Facility;

AND FURTHER THAT Subject to Council being able to appoint a representative to the trust board, Council support an annual contribution of \$50,000 (excluding GST) by way of grant toward the ongoing operating costs of the Rototuna Indoor Court Facility from 1 July 2017, for a period of 10 years:

3. BACKGROUND

MoE opened Rototuna Junior High School in 2016 and plan to open Rototuna Senior High School in 2017 (the School). As a part of this development MOE have funds available to construct two indoor courts to meet the anticipated sport and recreation needs of the school roll. A location diagram is provided in Attachment 1.

The Waikato Regional Sport Facility Plan 2014 (Facilities Plan) (Attachment 2) identified a need for two additional four court facilities in Hamilton, including one in the North East of the city in the short term.

Opus International Consultants (Opus) were engaged by Sport Waikato in July 2015 on behalf of HCC to undertake an analysis of potential partnership options for a new indoor recreation facility consistent with the Facilities Plan. This analysis essentially acted as a feasibility study which indicated that the best option for provision of the facility is for HCC to partner with The School and MOE to incorporate the public court facility into the two court gymnasium facility which was already proposed for construction at the schools site. The Opus analysis document is appended as Attachment 3.

In February 2016 HCC approved a funding grant of \$4.5 million towards the construction of the facility and \$120,000 operational funding per annum.

MOE is constructing the facility with an expected completion date of May 2017. The following table details the specifications of the facility:

Specification	Description
Area	Minimum 3,470m ²
Structure	Standard steel portal construction consistent with the design and construction of the senior high school
Configuration	Four full size premier netball courts in a linear configuration, overlaid with four club size basketball courts, four club size futsal courts, eight club sized volleyball court and eight club sized badminton courts
Flooring	Sprung wooden flooring
Court run-off	Minimum of 3.05 metres at the end of each netball court and minimum of 4 metres between courts 2,3 and 4
Heating and ventilation	A combination of natural ventilation and a mechanically assisted system
Spectator seating	5 metre run off will be provided between the community entry and court 1 for spectator seating
Height	7.5 metre minimum playing clearance
Lighting	Adjustable lighting between 300-500 lux with clear intermittent

	side panelling for natural light
Access	Separate access for school and community use
Changing	Minimum of 2 community changing rooms at all times and access to the 4 school changing rooms during times of full community usage

The operation of the facility will be managed by the soon to be formed Rototuna Indoor Recreation Centre Trust to which the Schools, HCC, and Sport Waikato will have seats. There is provision to appoint two further trustees from the community. There is no confirmation that Waikato District Council will have access to a seat on the Trust should Council funding be contributed, although this could be a condition of any grant being made. The trust will negotiate and enter into an operating agreement with the school and employ staff to run the facility. Annual reporting obligations to all funders would apply so tangible results can be assessed against contributions received.

The facility itself will be owned by MOE. It is proposed that depreciation will not be funded by HCC or MOE on the facility, as capital maintenance funding overtime will be used to renew components of the structure. When the building reaches the end of its usable life fund raising will need to occur for construction of a replacement facility.

On 9 April 2016 his Worship the Mayor and Councillors Fulton and Baddeley visited the school site and were taken through the proposal by HCC and school staff.

On 9 May 2016 Councillors Hayes, Lynch, Tait, Fulton, McGuire and Gibb visited the school site and were taken through the proposal by HCC and school staff.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

For Waikato District Council to consider funding the facility, an assessment of potential users and their drive-time catchment is required. The Waikato District Demographic Profile (Attachment 4) illustrates that population increase is a major trend that the District needs to take into account when considering sport and recreation matters. Increased demand will stretch clubs and sports beyond traditional delivery models to reach new demographics. The facility will provide an opportunity for provision of this increased demand to a portion of the district.

Attachment 5 illustrates graphically the areas of the district which are likely to fall within a 30 and 40 minute drive time of the facility. Note that within the 30 minute buffer zone only the red, purple and blue areas should be considered because the green areas have very low populations. The 40 minute buffer zone includes large areas of Te Kauwhata and Waerenga as well as the Waikato Western Hills which have sparse populations and are less likely to travel to the facility or more likely to gravitate north rather than south to Hamilton. It is recommended that a 30 minute drive time is utilised as the catchment for facility users based on Sport New Zealand (Sport New Zealand Consultant, Jamie Delich).

Those area units within a 30 minute drive time of the facility have a current population of 36,340 residents. Within this are a total of 13,264 properties with dwellings (rateable units with an existing population).

National sporting trends provided to Sport Waikato by Sport New Zealand indicate that over a 12 month period approximately one-fifth of a population (20% as per page 43-44 of the Active New Zealand Survey 2013/14, Sport NZ) will utilise an indoor sport facility. This indicates that 7,296 Waikato District residents within a 30 minute drive time would utilise the facility.

It is recommended that \$50,000 (excluding GST) grant is contributed by Council by way of grant funding, each year, toward the operating costs of the facility. This funding would be able to be utilised by the Trust toward operational expenses such as staffing, utilities, overheads, minor maintenance and implementation of recreation programmes.

If the \$50,000 proposed operational contribution were applied across all those rateable units within a 30 minute drive time of the facility, it would result in an additional rate of \$3.77 (excluding GST) per rateable unit per annum being charged.

This is an imperfect science as it doesn't take into account demographic profiles of potential users, but it does give some justification and figures on which to apply the proposed contribution. The Waikato District has a strong Maori population, particularly in the 30 minute drive catchment. This demographic has a recognised preference for indoor sports such as netball and basketball which can be accommodated at the facility (see Attachment 4).

The financial burden of \$50,000 to acknowledge the provision of a level of service to Waikato District Ratepayers could be considered as small when compared to the potential cost to provide that level of service within district boundaries. For example the cost of a court facility to service solely Waikato District ratepayers in the southern part of the District could not be financially justified when such a facility is being replicated just outside of the jurisdictional boundary.

Acknowledging the benefits to the Waikato District allows for the burden of cost to be shared amongst partners and fosters goodwill and positive collaborative arrangements which may be able to be replicated in future shared funding decisions. The Waikato Regional Facilities Plan includes the following recommendations for the Waikato District:

Waikato District Council	<ul style="list-style-type: none"> Any additional local level supply should be undertaken in partnership with high schools where possible and be based on a 2x2/3 basketball court (one full size netball court) model Investigate sub regional partnership in the north and south with Auckland and Hamilton Councils respectively
--------------------------	---

This proposal would give effect to the recommendation regarding sub regional partnerships as well as providing for extra local supply court facilities.

With this in mind the following Options are available to Council.

4.2 OPTIONS

Option 1: No Contribution (status quo)

This option would result in Council not funding any aspect of the facility. This would result in no direct cost for Council and ratepayers however, whilst Waikato District Ratepayers would still be able to utilise the facility, this option would not truly recognise the anticipated use and positive impact of the facility to those Ratepayers. This option would not reflect the partnership principles promoted by the Regional Sports Facilities Plan and therefore is not recommended.

Option 2: Contribution to Operating Costs of Facility Only

The contribution of \$50,000 (excluding GST) per annum toward the operation of the facility would recognise the level of service which the facility provides to a catchment of residents and ratepayers within the Waikato District. This could be funded via a targeted rate annually of approximately \$3.77 per rateable dwelling within the affected 30 minute drive time catchment or by general rate.

A targeted rate contribution would signal a willingness and understanding of the importance of cross-boundary and inter organisational partnerships, particularly in the sport and recreation sector.

Note that this option could propose any level of funding. At this stage consistent with other sports facilities it is proposed this contribution is funded by general rate.

The contribution would be by way of grant. This option is recommended.

Option 3: Contribution to Capital Costs of Facility Only

This option would involve a financial contribution toward the capital construction costs of the facility. The capital costs of the facility are largely covered through current funding commitments from HCC and MOE. The amount of any possible shortfall will not be known until final facility design is completed and a definitive quote is received from the school construction contractor in late June 2016. Any shortfall would likely relate to fitout of the facility and, depending on costs involved, could be fundraised by the Trust, which may take some time.

Contribution to capital costs are a 'one off' and would not recognise the ongoing level of service provision to the district that the facility is expected to provide.

As Council would not own the facility, a contribution to the facility would be by way of a grant. This option is not recommended.

Option 4: Contribution to Capital and Operational Costs of the Facility

This option would involve Council granting a one off contribution for assistance with capital construction of the facility as well as provision of an operational grant each year over the life of facility. HCC has indicated that a funding contribution towards construction and fit-out would be useful to help complete the facility in one construction phase.

Again, any contribution would be by way of a grant to the facility. This option is not recommended.

5. CONSIDERATION

5.1 FINANCIAL

A grant of \$50,000 (excluding GST) per annum toward the operating costs of the facility is proposed. This funding is not currently anticipated in Council's Long Term Plan 2015-25 and thus a community engagement process needs to occur. This is discussed further in Section 5.4 of this report.

At the time of the writing of this report the following high level financial summary can be provided for the cost of the project:

Organisation	Capital Contribution	Operational Contribution (per annum)	Other
Hamilton City Council	\$4.5 million	\$120,000	\$60,000 annual renewal funding from 10 years after opening
Ministry of Education	\$4.6 million	xxx	
Waikato District Council	N/A	\$50,000	Grant for a period of 10 years
TOTAL	\$9.1 million	\$400,000 (est.)	

5.2 LEGAL

Should the financial contribution toward the facility be agreed there is the likelihood that Council would enter into a legal agreement with HCC, MOE and Sport Waikato (along with any other funders). The terms of this Deed would require a legal review prior to signing.

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

The partnership opportunities afforded by this arrangement are unique and would provide a model example of cross sector and cross local authority collaboration within the wider Waikato Region.

In 2014 the Waikato Regional Sports Facility Plan was produced by Sport Waikato, in partnership with all territorial authorities in the Waikato Region and the Mayoral Forum. This plan undertook a stocktake of all existing sporting facilities in the region in order to better understand what major regional facilities might be required to meet the needs of

current and future populations. This plan recommends that an indoor court facility be developed within Hamilton City to service the recreation needs of residents both within the city and further afield.

This proposal aligns with the general direction of the draft Waikato District Sport and Recreation Strategy which is a more detailed view of the utilisation of Waikato District's sport and recreation spaces. This Strategy is being produced alongside the Franklin Local Board Sport and Recreation Strategy, illustrating another example of cross-boundary collaboration in this sector.

The development of these strategies help to give focus and direction to decision making around provision for sporting facilities to ensure that ad hoc and unjustified developments do not occur.

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

The Significance and Engagement Policy requires the Council to take into account the degree of importance and determine the appropriate level of engagement, as assessed by the local authority, of the issue, proposal, decision, or matter, in terms of its likely impact on, and likely consequences for:

- (a) The district or region;
- (b) Any persons who are likely to be particularly affected by, or interested in, the issue, proposal, decision, or matter;
- (c) The capacity of the local authority to perform its role, and the financial and other costs of doing so.

If Council were to employ a targeted rate, it is considered that the proposed facility triggers the Policy through the following clauses:

The Council will take into account the following matters when assessing the degree of significance of proposals and decisions, and the appropriate level of engagement:

- *Whether the proposal or decision will affect a large portion of the community*

Due to the potential to trigger these clauses it is recommended that community engagement occur. The process for community engagement is outlined in the following table:

Highest levels of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Tick the appropriate box/boxes and specify what it involves by providing a brief explanation of the tools which will be used to engage (refer to the project engagement plan if applicable).</i>	If Council were to consider a targeted rate, a contribution by way of grant would not trigger the significance and engagement policy. Ratepayers who are going to be effected by the potential targeted rate to fund the facility would be consulted on regarding this change. This would occur via a letter to the households within the 30 minute drive time catchment area ahead of the 2017-18 Annual Plan process occurring.				

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

Planned	In Progress	Complete	
	X		Internal
			Community Boards/Community Committees
			Waikato-Tainui/Local iwi
X			Households
			Business
			Other Please Specify

The implications of ongoing financial contribution toward the facility will directly impact the ratepayers of the Waikato District. It is not thought that consultation with other parties would aid in the decision making process.

6. CONCLUSION

A unique opportunity for cross-boundary partnership has presented itself in the form of the Rototuna High School Indoor Court Facility. Should Council consider a contribution to the facility it would recognise the level of service for sport and recreation provision which the facility will provide to a portion of District residents.

Contribution would be by way of a grant.

7. ATTACHMENTS

- Attachment 1: Proposed Rototuna Indoor Court Facility Site Plan
- Attachment 2: Waikato Regional Facilities Plan
- Attachment 3: Background Report – Partnership Options Analysis – Hamilton Indoor Recreation Facility February 2016
- Attachment 4: Waikato District Demographic Profile
- Attachment 5: Catchment Map



PARTNERSHIP OPTIONS ANALYSIS

Hamilton Indoor Recreation Facility

FEBRUARY 2016

Opus International Consultants Limited
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Status: Final
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EXECUTIVE SUMMARY

In July 2015, Sport Waikato engaged Opus International Consultants (Opus) to undertake an analysis of potential partnership options for a new indoor recreation facility. Previous research completed for Hamilton City Council (HCC) has highlighted that the lack of indoor courts has affected the growth of several sports^{1,2}. These reports have clearly highlighted the immediate demand for additional indoor court space in Hamilton, and have requested that HCC urgently respond to this demonstrated lack of integral community infrastructure.

The Waikato Regional Sport Facility Plan³ (the Facilities Plan) identified a need for two additional four court facilities in Hamilton. This was supported by a 2014 review⁴ by Opus International Consultants Ltd (Opus) which found that an additional four courts are required in the short term, with another four courts required to meet long term demand. The Hamilton City Council (HCC) 2015-25 10-Year Plan (10-YP) has currently allocated funding of \$4M for one four court facility in 2021/22.

HCC must also be cognisant of the total cost to construct an indoor recreation four court facility. In 2014 the Waikato Multi Court Facility Preliminary Outline Report⁵ was developed to scope a potential partnership for a four court facility in Hamilton to be developed. The facility's capital cost was estimated at \$13,600,000. The report also noted developing in partnership provides additional capital, operational synergies, minimises facility duplication, access to partner's skills, and access to strategic sites. Furthermore, as well as the financial cost of construction, there are costs associated with delaying investment or not investing at all. If the investment is delayed there is a risk of losing one or all of the three proposed partners, and cost to construct will continue to increase over time due to inflationary pressures. There are also social costs associated with not investing in a partnership facility. If HCC does not invest in a partnership facility, community sport continues to be the biggest loser.

The key drivers of the proposed HCC indoor recreation facility are:

1. Community access will meet community demand;
2. The financial commitment by HCC (both capital and operational) is consistent with HCC's Annual Plan considerations;
3. The proposed timeframe to construct the facility is realistic and achievable;
4. **The proposed site will meet several criteria including; potential for Hub facility, existing infrastructure, future proofed, existing public transportation links, and strategic alignment.**

Whilst undertaking the site evaluations / interviews it was obvious that there is a strong desire and willingness by all three proposed partners to provide feasible solutions to the city's shortage of indoor court space. All three proposed partners are thanked for their ongoing commitment and contribution towards ensuring Hamilton has a suitable indoor recreation facility.

Each site included in this report presents unique opportunities and limitations. The following four sites were evaluated:

- **Rototuna Junior and Senior High Schools** have completed detailed design, and will begin construction on a two court facility in March 2016. After consultation with HCC in 2015 the Ministry of Education (MoE) specifically set aside land on the school grounds for a further two court facility for HCC. The cost to HCC to construct the two court facility is \$4.5 million (on the provision the facility is constructed in 2017). Note: if HCC choose to delay construction of the facility for several years, cost to construct will increase by approximately \$1 million. To ensure MoE are able to meet their existing construction programme, they have requested that the decision regarding partnership agreements is to be advised no later than 31st March 2016;

¹ Hamilton City Council (2007) *Needs Analysis for the Evaluation of indoor Recreational Sporting Facilities*. Undertaken by Arrow International

² Hamilton City Council (2011) *Sports & Recreation Facilities Review*. Undertaken by N-Compass

³ Sport Waikato (2014) *Waikato Regional Sport Facility Plan*

⁴ Opus International Consultants (2014) *HCC Indoor Court Facility Review*

⁵ Hamilton City Council (2014). *Waikato Multi Court Facility Preliminary Outline Report*. Undertaken by Visitor Solutions.

- **University of Waikato (UoW)** has recently completed consultation with key stakeholders, and has developed a Master Plan for a sporting precinct including plans for a new four court facility. The proposed new four court facility would provide for both community and high performance sports, and also include viewing areas for the sports fields, social rooms, and additional spaces for associated services and sports lab. UoW is yet to complete concept design, developed and detailed design, set dates for construction and allocate funding;
- **Wintec** has designated land to construct and an indoor recreation facility at the Rotokauri Campus. Initial concept designs for an indoor recreation facility have been completed that allows for the facility to be built in several stages, with four courts being completed in the short term, and the potential to add additional courts to meet long term demands and provide a facility for regional sporting competitions and events. Wintec is yet to complete developed and detailed design, set dates for construction and allocate funding;
- **Te Rapa Sports Drome** is an aging facility in average condition. There is potential to extend this council owned facility to accommodate an additional two courts, although the site is constrained by limited parking, limited space for an extension (i.e. extension of the facility would encroach on park land) and poor visual surveillance (refer: Visual Assessments). The facility is currently fully booked during peak hours, with demand exceeding availability. There is limited potential for commercial or third party investment or partnership, and therefore the site was excluded as a possible option.

Key Recommendations

- HCC to bring funding forward in the 10-YP to align with demonstrated demand for an additional four court facility, and to capitalise on a strategic partnership that will benefit the City;
- HCC to partner with Rototuna Junior and Senior High Schools and contribute \$4.5 million to the four court facility. Council should partner to align with MoE construction timelines for completion of the full four court facility by 2017;
- HCC to work with University of Waikato to develop a feasibility study and business case for a new shared four court facility or an alternative sports facility on the UoW site;
- HCC to work with Wintec to develop a feasibility study and business case for a new shared four court facility or an alternative sports on the Wintec Rotokauri site.
- An opportunity exists for HCC to demonstrate leadership by entering into partnership agreements with willing partners.

SCOPE

In July 2015, Sport Waikato engaged Opus to undertake an analysis of potential partnership / site options for an indoor recreation facility. As part of the analysis an assessment was completed for each option to ensure considered and sustainable investments is made.

The project scope included:

1. Review and analyse the following potential site locations and partnership options'
 - Te Rapa Sports Drome
 - Rototuna Junior and Senior High School
 - Wintec Rotokauri Campus
 - University of Waikato
 - Hamilton Boys High School (HBHS)
2. The review and analysis considered the following key criteria:
 - Community Access
 - Affordability
 - Timeframe
 - Demand
 - Hub Potential
 - Linkages
 - Infrastructure
 - Future Proof
 - Partnership
 - Strategic Alignment
3. Options and recommendations for future and existing recreational facilities.

METHODOLOGY

The project was completed through a combination of background research, desktop analysis, site investigations and stakeholder engagement sessions.

The desktop analysis included a review of demographics and demand forecasting, GIS mapping of existing community facilities and indoor recreation facilities within Hamilton and surrounding districts, GIS review of land ownership, zoning of land, service connections and transportation links.

A visual assessment by a landscape architect assessed the natural and built environment surrounding the sites. Other aspects assessed included connectivity with surrounding areas and characteristics of the site. The full site assessment for each site is included in the Appendices to this report.

Stakeholder engagement included meetings with representatives from each of the potential sites to discuss their respective site and proposed facility. In addition to the landowners of the four identified sites, third party partnership options have also been included in the assessment of partnership structures.

The original scope also included consideration of HBHS and the Sports Drome as a potential sites. Currently, HBHS has proposed a shared community-school indoor recreation centre with one court, and the HBHS proposal did not meet the HCC's requirement for an additional four courts. In addition, the proposal is reliant on improved access via Beale Street. There is currently no funding within the 10-YP to carry out work on this road, and therefore it is not feasible to establish a community/school shared recreation centre on the HBHS site. The HBHS proposal was therefore excluded from the scope of this report.

KEY CRITERIA

KEY CRITERIA

It is well recognised that the cost to develop, build and operate an indoor recreation facility is substantial. Therefore in order to deliver an appropriately designed and constructed facility it is imperative that HCC selects a strategic partnership that has a shared mandate. The following key criteria were used to assess the proposed partnerships / site locations and ensure that there was a shared mandate for the proposed Indoor Recreation facility.

Community Access

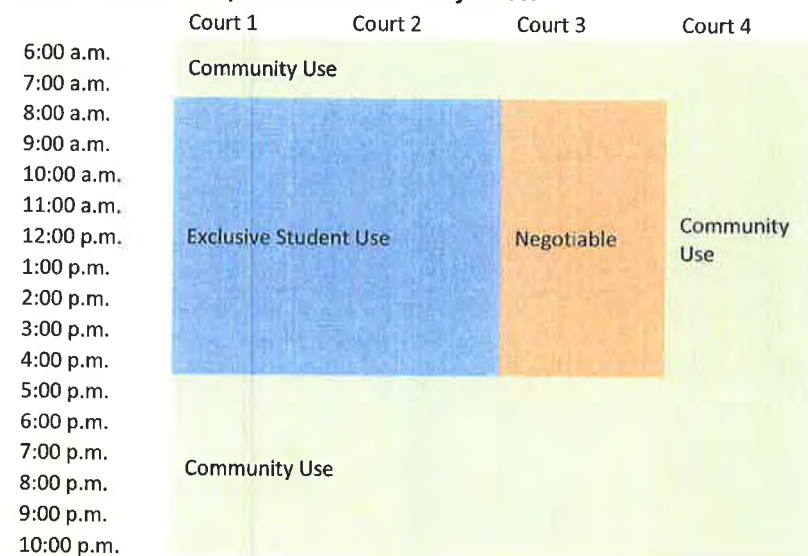
It is recommended that HCC enter into a robust service agreement / contract with the asset owner that will ensure adequate community access can be maintained in the long term.

When assessing the partnership options, the level of community access to the courts is the governing factor for HCC. Community access means that community groups and individuals are able to use the facility on a casual or booking basis for an agreed portion of time.

Based on the different requirements for court time, a school / council partnership is often considered a good way to maximise the use of facilities. Although, there is a potential for conflict between school use and community use during the early evening hours, with both user groups requiring access for school and club sports as well as casual community use.

It is noted that as a school or tertiary roll increases and/or their requirement for sports teams increases, there is a risk that community access to court space may decrease over time. With increasing demand for student use, the revenue potential from external / community use may diminish. However, as three of the sites were all educational institutions, this has been discounted, as general health and wellbeing of the community (whether it be student or casual use) is priority.

Figure 1: Minimum requirement for community access⁶



⁶ Hamilton City Council staff recommendation

Affordability

The cost to develop, build and operate an indoor recreation facility is substantial. Currently, HCC has \$4.0M allocated in the 10 Year Plan to invest in a new indoor recreation facility. HCC will need to find a strategic partner with a shared mandate to build and operate an indoor recreation facility.

In 2014 the Waikato Multi Court Facility Preliminary Outline Report⁷ (Waikato Multi Court Facility Report) was undertaken for HCC by Visitor Solutions. The Waikato Multi Court Facility Report was developed to scope a potential partnership for a four court facility in Hamilton to be developed in partnership with the MOE. The Waikato Multi Court Facility Report provides the projected capital expenditure and operational expenditure costs for the subsequent development and operation of the facility (based on a generic four court facility).

Assumptions: Preliminary Model

- The facility will be externally owned and managed as one facility (i.e. not managed by HCC or the school);
- The facility will be based on a revenue generating model (i.e. users will need to pay for access); and
- The facility will be dual use (school and community).

Assumptions: Revenue

- The facility will be owned and operated by a trust;
- Programme development and delivery will be undertaken by facility management;
- A gym managed on a commercial basis will be operated by facility management;
- Minimal funding grants have been incorporated into these assumptions;
- HCC and the school will provide an annual operations contribution; and
- Estimated revenue is for year 1 (conservative estimate).

Key findings:

- The facility's capital cost is estimated at \$13,600,000;
- The facility is projected to make a \$261,000 deficit in its first year, this could be erased/mitigated with increased programme delivery and partner subsidy levels;
- Developing in partnership provides additional capital, operational synergies, minimises facility duplication, access to partners skills, and access to strategic sites; and
- The generic four court gymnasium area is 4824 square meters.

As well as the financial cost of construction, there are costs associated with delaying investment or not investing at all. If the investment is delayed there is a risk of losing one or all of the three proposed partners, and cost to construct will continue to increase over time (inflation). There are also social costs associated with not investing in a partnership facility. If HCC does not invest in a partnership facility, community sport continues to be the biggest loser.

A partnership agreement can be beneficial to leverage additional funding⁸. Third party funding can be sought from various sources;

- Community Trusts
- Commercial operators as part of management contract
- Philanthropic funders
- Professional sporting organisations
- Community fundraising

Although, some funders do not make significant capital grants to schools, nor do they contribute to council owned projects. For many larger development projects this has given rise to the popularity of Trusts, as both capital raising and operational entities¹⁵.

⁷ Hamilton City Council (2014). Waikato Multi Court Facility Preliminary Outline Report. Undertaken by Visitor Solutions.

⁸ Sport NZ (2011) *Territorial Authorities / School Facilities Partnerships – A Guide*. Undertaken by Visitor Solutions.

Timeframe

It is strongly recommended that HCC brings the \$4M funding forward to 2016 / 2017. As evidenced by the Facility Plan¹⁴ and the Opus review⁹, there is an immediate demand for additional indoor recreation facilities in Hamilton. This report has also found that there is a strong desire and willingness from the three potential partners to work with HCC to meet this demand.

As demonstrated in the assessment there is one proposed partner who has completed detailed design, and about to begin construction. This partner has shown a real commitment towards forming a mutually agreeable partnership, however, they also require a formal response by the 31st March 2016 to work with HCC to progress planning of the development of a new four court facility.

Demand

It is recommended that a new facility is built in an area with an identified gap in existing provision, with an established population, or in an area of growth.

Hamilton is a rapidly growing city with a projected 29% growth in population over the next thirty years¹⁰. When the existing network of indoor recreation facilities (Appendix A), are combined with the current population density data (Appendix C) and projected growth areas (Appendix D), there is an obvious gap in provision in the North East of the city in the areas surrounding Rototuna.

In addition to the increased pressure from population growth, the 2014 Opus report¹¹ found a high level of demand for indoor court space from netball, basketball and volleyball as shown in the table below. Previous reports have also found that a lack of indoor court capacity is inhibiting the growth of many indoor sporting codes^{12, 13}.

Table 1: Hamilton Indoor Sporting Codes Facility Feedback

Sport	Participants 14, 15	Sport Comments
Badminton	250	<ul style="list-style-type: none"> No indication that there is a shortage of badminton facilities
Basketball (club & social)	2,700	<ul style="list-style-type: none"> Waikato Basketball (WB) reports that the current facilities are at capacity and for 90% of the competitions they are having to modify games (e.g. playing on smaller courts, shortening game duration, playing later in the evening) Lack of capacity all year round, as seasonal demand for basketball does not vary for social leagues Growth is inhibited by lack of indoor court capacity Implementation of a partnership policy between council and schools would secure more time for community users
Martial Arts	N/A	<ul style="list-style-type: none"> Kobukan Martial Arts notes growth of traditional martial arts is static, while mixed martial arts has a growing youth market
Netball (club and social)	4,500	<ul style="list-style-type: none"> Growth is inhibited by lack of indoor court capacity
Volleyball (club and social)	2,000	<ul style="list-style-type: none"> Growth is inhibited by lack of indoor court capacity Lack of capacity all year round, seasonal demand for volleyball does not vary for social leagues Low roof height is a constraint in all school venues.

⁹ Opus International Consultants (2014) *HCC Indoor Facility Review*

¹⁰ Cameron, M.P., Jackson, N., and Cochrane, W. (2014) *Baseline and Stochastic Population Projections for the Territorial Authorities of the Waikato Region for the Period 2013-2063*

¹¹ Opus International Consultants (2014) *HCC Indoor Court Facility Review*

¹² Hamilton City Council (2007) *Needs Analysis for the Evaluation of Indoor Recreational Sporting Facilities*. Undertaken by Arrow International

¹³ Hamilton City Council (2011) *Sports & Recreation Facilities Review*. Undertaken by N-Compass

¹⁴ Hamilton City Council (2011). *Sports & Recreation Facilities Review*. Undertaken by N-Compass

¹⁵ Note: Numbers differ to those presented in the Needs Analysis which included all school league and social league participants

Hub Potential

It is recommended that the facility is located in the vicinity to other community facilities and amenities. This includes sports fields, aquatic facilities, schools, community centres, shops, cafes, and parks. Research by McCormack et al. has found that good access to a mix of nearby recreational opportunities, raises awareness and increases use of recreational facilities, achieving higher levels of physical activity participation¹⁶.

Linkages

It is recommended that the facility is located in an area with good public transport links, safe walking and cycle ways connections and suitable car parking. The catchment area for community indoor recreation centres is generally estimated to be within a walking distance of 800m, 5km bike ride or a 15 minutes' drive.

People are more likely to use a facility which is easily accessible to them, either by foot, car or public transportation. If possible, walking and cycling should be encouraged to promote physical activity and to minimise the impact on the road network, and minimise the requirements for car parking at the destination.

Infrastructure

It is recommended to choose a site where there is existing capacity within all infrastructure networks, including existing car parking facilities. It is estimated that a four court indoor recreation facility is likely to attract more than 200,000 visitors every year¹⁷. This will put additional pressure on existing infrastructure including water supply, waste water, storm water and road networks. Furthermore, if the appropriate three waters and roading infrastructure exists at the chosen site, there will be less financial commitment required by HCC.

¹⁶ McCormack, G.R., Giles-Corti, B., Bulsara, M. and Pikora, T.J. (2006) *Correlates of distances travelled to use recreational facilities for physical activity behaviours*. Int J Behav Nutr Phys Act. 2006; 3: 18. <http://www.ncbi.nlm.nih.gov/pmc/articles/PMC1557534/>

¹⁷ Using historic visitor usage data the 2014 Opus report assumed the Te Rapa Sports Drome (two court facility) attracts around 115,000 visitors per year.

Future Pool Potential

To ensure the city has adequate recreational infrastructure it is recommended that the new facility can accommodate a minimum of four courts now, with potential for expansion in the future. It is also recommended that the facility is designed with an ability to adapt to changes in user demands and requirements such as changes to the demographic profile and participation trends of the community.

Hamilton's population is projected to increase by more than 29% over the next thirty years⁹. The demographic profile of the city is expected to change towards a more ethnically diverse population and an increase in people in the 65+ age range. This will change the demand for facilities. Recent trends show an increasing preference for indoor sports, and for playing new versions of outdoor sports indoors¹⁸, and alternative sports (i.e. futsal, indoor cricket). All proposed facilities should be designed to accommodate these changes in participation and activity.

Partnership

Facility partnerships are increasingly being considered to meet the sporting and recreation needs of both the wider community and students¹⁹. When reviewing potential partnership options it is recommended that consideration is given to the following;

- Build trust
- MoU and or ToR at an early stage
- Community use vs partner use
- Operational budgets and funding models
- Long term asset management and planning
- Value proposition
- Funding Plan
- Strategic vision and business plan

¹⁸ Sport NZ (2014) *National Indoor Facilities Strategy*. Undertaken by Aurecon

¹⁹ Sport NZ (2011) *Territorial Authorities / School Facilities Partnerships – A Guide*. Undertaken by Visitor Solutions.

The most cost effective opportunity to maximise partnership benefits starts in the very early planning stages. It is essential that robust planning, modelling and negotiation take place prior to any design process beginning. Investing time and money in planning will return significant capital and operational benefits. With any partnership, a well-documented and considered partnership agreement is important. This sets out the responsibilities and expectations of each partner, and can be used as a reference point if conflict occurs.

To ensure the facility contributes to the wider community well-being of the city, it is recommended that the partnership model enables HCC to monitor performance against Key Performance Indicators for visitor numbers, community based programming and financial management. Opus completed an Aquatic Facilities Service Delivery Review for Hamilton City Council in 2015²⁰. The Review highlighted the importance of understanding and agreeing on the key drivers prior to deciding on the appropriate model. HCC's key driver is community access. Because community access is the key driver, this may affect the way the user fees are set, and the financial targets for the facility. The development of Memorandum of Understanding or Terms of Reference documents at the early stages of facilities planning will ensure that the partners have a common understanding of the partnership vision, and their roles and responsibilities in achieving that vision.

Cross boundary partnerships

It is recommended that HCC engage with the cross-boundary councils to gauge interest and to establish cross boundary community benefits. Three of the four proposed sites have a catchment area extending into neighbouring districts (Waikato DC, Waipa DC and Matamata-Piako DC). A cross-boundary partnership may be in the form of service level agreement, funding contribution or sharing of resources such as providing staff and expertise.

Commercial Partnership

Partnering with a commercial entity may provide both capital investment as well as operational expertise. A commercial partnership can work if the contract terms are well-defined and measurable. Although a commercial entity will have

a stronger financial focus, delivery on key community outcomes can be built in to the Key Performance Indicators of the contract.

There is currently a limited market in New Zealand for commercial operational management of sport and recreation facilities. CLM and YMCA have a long track record of facilities management throughout the country, and most recently Belgravia was awarded facilities management contracts for Auckland Council's Leisure Facilities.

Education Provider Partnership

An education partnership presents benefits such as high utilisation (educational use during the day, community use at night time and weekend) and significant cost savings through integrated maintenance and asset management of the facility. However, there is a risk of education demands for court time taking preference over community use. Educational facilities will also require controlled access for security reasons, which may lead to limited community access during the day.

It is recommended that HCC specify their requirements for community access to the facility in any partnership agreement with the preferred partner(s).

Strategic Alignment

It is recommended that the proposed facility for Hamilton, is considered in the context of these strategies, and in particular how it relates to the Waikato Regional Sports Facility Plan and the Hamilton Plan.

To ensure new facilities are built to meet the current and future demands of the community, a network approach is recommended. Hamilton's sport and recreation facilities network should be guided by the Hamilton Plan²¹, the Waikato Regional Facilities Plan²², and the National Indoor Court Facility Strategy²³.

The **Hamilton Plan** has one of its ten priority areas; *Waikato is the capital of high performance sport*. This means that 'Hamilton has a commitment to community sport', and that 'participation in organised and recreational sport increases'. The contribution towards the development of a new four court indoor recreation

²⁰ Opus International Consultants (2015) *Service Delivery Options Report for Hamilton City Council*

²¹ Hamilton City Council (2015) *Hamilton Plan*

²² Sport Waikato (2014) *Waikato Regional Sport Facility Plan*. Undertaken by Visitor Solutions.

²³ Sport NZ (2014) *National Indoor Facilities Strategy*. Undertaken by Aurecon

facility will enable increased participation in community sport at grass-root level, as well as providing training facilities for our future high performance athletes.

Key recommendations for indoor court provision in Hamilton from the **Waikato Regional Facilities Plan** are;

- Develop (ideally in partnerships) two 4-5 court facilities with one being located in the north-east of the city (which will also serve Waikato District Council, Waipa District Council and Matamata Piako residents).
- Opportunities should be explored with schools and tertiary institutions.
- Investigate facility partnerships with high schools to optimise existing assets.
- Maintain and where possible optimise existing assets.

The **National Indoor Facilities Strategy** recommends that facilities are designed and managed to maximise utilisation and access opportunities, to cater for an increasing number of different sporting codes and have the ability to adapt to changing participation trends, and investigate opportunities for potential linkages to expand services offered including those of tertiary education. Furthermore the Strategy recommends that any new development compliments and supports the existing network, and that the development of facilities needs to be focused on the functional capacity required in that component of the network.

EVALUATION

Table 2: Rototuna Junior and Senior High School

Key Criteria	Opportunities	Risks or Limitations
1. Community Access	<ul style="list-style-type: none"> ✓ Current Ministry of Education (Ministry) proposal is a 2 court facility located in the senior high school which will be in completed March/April 2017. The additional 2 Council courts will increase size of facility to 4 courts. ✓ 2 of the 4 courts will be available for 100% school use during school time (7.30am to 5.00pm, Monday to Friday) ✓ 2 of the 4 courts will be available for 100% community use during school time (7.30am to 5.00pm Monday to Friday) unless the school has booked the full complex for a special event. ✓ All 4 courts will be available for community use outside of school hours (after 5.00pm school days and 7.30am to 10pm at other times – non-school days). ✓ School usage may be lower during the school holidays. It is expected the school courts will be available for community use during these periods. ✓ The starting 2016 junior high roll is approximately 600 students. The junior high is currently designed for a maximum roll of 1,200 students. The senior high starts with year 11 students in 2017 and is designed for a maximum roll of 800 students. ✓ The maximum number of students the site can accommodate is 2,500. It is unknown when this roll will be achieved. Current designation limits roll to 1,650 until Borman Road extension is completed. 	<ul style="list-style-type: none"> ✓ There is limited risk to community access as: <ul style="list-style-type: none"> - The school will have exclusive access to 2 courts from 7am to 5pm Monday to Friday and possibly at weekends (to be discussed and agreed with school). - The Community will have exclusive access to the other courts seven days per week. - The school can book the full complex via the booking process detailed in the operating agreement. - The funding and operating agreement must detail the operating, including booking protocols.
2. Affordability	<ul style="list-style-type: none"> ✓ Estimated cost of construction is between \$4.5M and \$5.5M. The actual cost will depend on the agreed scope, timing and contract arrangement. It is expected the cost will be lower if the additional courts are completed as part of Arrow's current contract. ✓ The Ministry will seek approval for additional funds to upgrade the school's proposed two courts to meet Council's regional sport specification (this funding has not been applied for to date). ✓ The Ministry funds routine maintenance via an annual property maintenance grant and capital maintenance on a 5 yearly basis via the ten year property programme process. There is no capital 	

Key Criteria	Opportunities	Risks or Limitations
	<p>maintenance funding for the first ten years, refer draft funding and operating agreement for further detail.</p> <ul style="list-style-type: none"> ✓ The design lifespan of facility will be at least 50 years. 	
3. Timeframe	<ul style="list-style-type: none"> ✓ Construction of the school's two courts is expected to start late 2016 and will be completed in early 2017. Design and construction of the additional two courts (if the partnership proceeds) can start as soon as Council confirm funding. If Council brings their funding forward to 2016/17 and 2017/18 it is expected the full facility will be completed by September 2017. ✓ The Ministry has advised the design of the proposed school gymnasiums is on hold until 31 March 2016 to allow Council to determine the preferred location of the community recreation centre. ✓ The land for the additional HCC courts must be pre-loaded prior to the facility being constructed. The Ministry have indicated they will undertake the pre-loading as part of the construction of the two school gymnasiums. 	
4. Demand	<ul style="list-style-type: none"> ✓ Demand for a facility in the North East of the city is supported by evidence in the Regional Sports Facility Plan and the HCC Indoor Court Facility Review (2014) completed by Opus. ✓ Rototuna and surrounding suburbs are in the highest growth areas of Hamilton and currently have capacity for over 4000 more houses (Refer: Appendix C and D). ✓ The maximum capacity of the Rototuna Junior and Senior High School is 2,500. The maximum roll is capped at 1,650 until the Borman Road extension is completed. ✓ Northern United Football Club (recently merged club) have indicated an interest in training at the proposed Rototuna sports fields. The club may utilise the facility particularly for Futsal and skills development. The club currently has 800 players (expected to increase 100+ with High school partnership) and also runs a Futsal programme that has doubled its numbers each year (expected to be 300+ in a year). ✓ The school development includes two theatres, a library, and music and performance spaces. These may be available for community use. 	<ul style="list-style-type: none"> ✓ Dependence on accessing facility by car (versus foot / bike), as current population live over 800m away, although this will change as area / infrastructure develops. There is now a bus stop on Borman Road near the school – recently added by HCC.

Key Criteria	Opportunities	Risks or Limitations
5. Hub Potential	<ul style="list-style-type: none"> ✓ Rototuna High School are also in discussion with HCC on other uses of the wider campus such as the shared use of the school's library and theatres. While there are no firm commitments are in place, these opportunities broaden the appeal of Rototuna's hub opportunity beyond sport and leisure to include information, arts, theatre and technology. ✓ HCC have long term plans for an aquatic facility (2025) and sports precinct (2020) to be constructed within the Rototuna town centre. ✓ Currently there are four schools and a number of early childhood centres within a 500 metre radius. 	<ul style="list-style-type: none"> ✓ Although area is to be developed as a sports –hub, the school is located 800 m away from planned community pool and town centre.
6. Linkages	<ul style="list-style-type: none"> ✓ Proposed new bus route – Borman Road (within 5 years). Note: Rototuna High Schools has secured an extension of the Rototuna Direct East and Rototuna Direct West services so that they now include Borman Road (http://busit.co.nz/Hamilton-routes/Rototuna-Direct). ✓ Walking and cycling routes are being developed as part of the wider Rototuna Town Centre development. There is an existing shared walk and cycle way to the school site. ✓ Current proposal for a Supermarket/petrol station to be built within 800m of the school site. 	<ul style="list-style-type: none"> ✓ Limited existing bus service although this will change as area / infrastructure develops however there a shared walk and cycle way to the school site – from both North City Road along Bourn brook road to the school AND via Chesham Street to the school (also links Te Totara and Hamilton Christian School).
7. Infrastructure	<ul style="list-style-type: none"> ✓ 200 carparks on site and 200 carparks planned to be built at Rototuna sports fields by HCC. ✓ 5 sports fields (Rototuna). 	<ul style="list-style-type: none"> ✓ Potential of insufficient car parking on site for larger events. Noted that larger events would most probably occur in the school holidays so less pressure on school car parking facility.
8. Future Proof	<ul style="list-style-type: none"> ✓ Facility can adapt and respond to changing demands (within the four court facility footprint). 	<ul style="list-style-type: none"> ✓ Site restricts further extension the 4 court facility, however as per previous research / reports submitted to HCC it is recommended that there is development of 2 separate facilities (with two alternative geographic locations) over the next ten years in Hamilton to meet Hamilton's forecasted population growth. ✓ Sufficient demand from school and local community.
9. Partnership	<ul style="list-style-type: none"> ✓ Significant strategic partnership between local council and central government. 	<ul style="list-style-type: none"> ✓ There is no preference from the school as to whom operates the facility – this would be negotiated as

Key Criteria	Opportunities	Risks or Limitations
	<ul style="list-style-type: none"> ✓ School has a willingness to investigate Trust governance model / or a suitable alternative model. ✓ Potential of cross boundary partnership due to location of the facility. Note: although meetings have been held with WDC there is no formal agreement regarding a cross boundary partnership for the facility. 	<p>part of the agreement (and out of the Trust or community governance model.</p> <p>// wide representation on the Trust ?</p>
10. Strategic Alignment	<ul style="list-style-type: none"> ✓ Project contributes to HCC's vision for a 'more attractive city for residents' with a growing population in the North East. ✓ Project contributes to the Regional Sports Facilities Plan which specifically identifies a need for a four court facility to the north-east of the city. ✓ Regional Sports Facilities Plan recommends school/council partnerships. 	

Table 3: University of Waikato

Key Criteria	Opportunities	Risks or Limitations
1. Community Access	<ul style="list-style-type: none"> ✓ Currently proposed to be a 2 court facility. Additional 2 courts will increase size of facility to 4 courts. ✓ Maximised shared use with student, club, school and community use during daytime, in the evenings and weekends to meet the needs of all groups and sporting codes (student roll is approx. 12,000). ✓ 2 courts will meet University needs. With 4 courts community and other stakeholders will be able to be accommodated on an ongoing basis. Other facilities are available on campus to accommodate demand at peak times. ✓ During non-teaching times community use will be able to be maximised for tournaments etc. ✓ Good links with local schools (including the five secondary schools in East Hamilton). This successful relationship is evidenced by use of the University pool. ✓ Successful Eastlink relationship currently exists as a partnership with the University and a project with Sport New Zealand, Sport Waikato and HCC. Note: This is an Active Communities project that concludes in July 2016 which has built a solid base for continued involvement. ✓ Programming of hours could occur using a similar model to other shared use facilities (for example the Avantidrome in Cambridge). 	<ul style="list-style-type: none"> ✓ Balance between UoW associated clubs and community usage will need to be maintained (To be negotiated and detailed in the 'Operation and Funding Contribution Agreement'). ✓ Balance between high performance and community usage will need to be maintained (to be negotiated and detailed in the 'Operation and Funding Contribution Agreement').
2. Affordability	<ul style="list-style-type: none"> ✓ UoW are planning to construct a 2 court facility, although the date of construction has not been confirmed. ✓ University may bring the indoor court facility project forward in its master plan with confirmation of HCC investment. ✓ Waikato University Combined Sports (WUCS) can access fundraising. ✓ UoW would contribute to capital and operational costs (To be negotiated and detailed in the 'Operation and Funding Contribution Agreement'). 	<ul style="list-style-type: none"> ✓ Indicative costs for construction are not yet available. Cost of HCC is therefore uncertain. ✓ No evidence shown of capital commitment. ✓ Limited scope for commercial investment.
3. Timeframe	<ul style="list-style-type: none"> ✓ University has completed a Master Plan for the sports hub. ✓ Priority for the UoW is the construction of at least one artificial turf. ✓ UoW is involved in a multi-purpose facility in Tauranga. ✓ Project is included in the University's Capital Investment Plans without a specific timeframe / allocation of capital. 	<ul style="list-style-type: none"> ✓ No specific concept design completed for indoor recreation centre. ✓ No evidence of support from the University Council. ✓ Competing capital works priorities with the wider development plan for the UoW.
4. Demand	<ul style="list-style-type: none"> ✓ Planned sports hub, with the recreation facility being the main hub for the surrounding sporting infrastructure. Proposed sports include rugby, netball, futsal, hockey, basketball. ✓ Potential links with Sports Science and High Performance Sports. 	<ul style="list-style-type: none"> ✓ Limited population growth expected around the immediate vicinity of the University (low risk as forecasted demand for facility will be sufficient).

Key Criteria	Opportunities	Risks or Limitations
	<ul style="list-style-type: none"> ✓ International stakeholders (for example the “Game On” initiative on campus in 2015 with WRU and a Japanese University). ✓ Existing partnerships with High Performance (including existing with Avantidrome) and potentially new Regional sports. 	<ul style="list-style-type: none"> ✓ Note that nearby Ruakura growth cell Refer Appendix C - will have a significant population increase over time. ✓ Regional Sport Facilities Plan did not note a current gap in provision in the areas surrounding UoW. Note: as per the Opus report (2014) all Hamilton recreation facilities are at capacity during community use hours.
5. Hub Potential	<ul style="list-style-type: none"> ✓ Existing student accommodation on site that can be utilised for tournaments / events. ✓ Located adjacent to the Academy of Performing Arts and cultural facilities, and the Faculty of Education campus. ✓ Master plan sites indoor recreation facility near to artificial turfs (yet to be built) and existing netball courts, cricket nets, gymnasium and swimming pool. ✓ Existing University pool is in a HCC partnership pool for the next 3 years. ✓ Proposed Tanui commercial development may provide increased population growth / increased vacancies. 	
6. Linkages	<ul style="list-style-type: none"> ✓ Established bus / pedestrian and cycle ways linkages. ✓ East Link recreation facilities within walking distance approximately >800m. 	
7. Infrastructure	<ul style="list-style-type: none"> ✓ Existing capacity within water and wastewater network. ✓ Existing car parking. 	<ul style="list-style-type: none"> ✓ Potentially limited capacity within Stormwater network (can be managed).
8. Future Proof	<ul style="list-style-type: none"> ✓ Potential to add further courts. Note: Master plan currently proposes four courts, however there is enough room to build six courts. 	<ul style="list-style-type: none"> ✓ Limited potential for expansion on the proposed site beyond six courts. However other sites could be considered.
9. Partnership	<ul style="list-style-type: none"> ✓ Existing partnership with HCC (Partner Pool and Gallagher Academy of Performing Arts) ✓ No joint ownership (University would prefer to own) ✓ U-Leisure could potentially provide operational management of the facility however the UoW are open to other operators. ✓ University of Waikato combined sports will have a vested interest 	<ul style="list-style-type: none"> ✓ No potential partners confirmed.

Key Criteria	Opportunities	Risks or Limitations
	<ul style="list-style-type: none"> ✓ Potential of cross boundary partnership due to location of the facility. Note: although meetings have been held with WDC there is no formal agreement regarding a cross boundary partnership for the facility. 	
10. Strategic Alignment	<ul style="list-style-type: none"> ✓ Project contributes to HCC's vision for a 'more attractive city for residents'. ✓ New road links make South East location accessible to the North East. ✓ Support from Vice Chancellor on the position of sport which is evidenced by existing strategic partnerships and the UoW commitment to sport (policy / financial). ✓ Indoor Recreation Centre aligns with UoW objectives. ✓ Tertiary institution's assets can be used seven days a week all year round. 	

Table 4: Waikato Institute of Technology (Wintec)

Key Criteria	Opportunities	Risks or Limitations
1. Community Access	<ul style="list-style-type: none"> ✓ Currently proposed to be a 4 court facility, with potential to be extended to a 9 court facility. ✓ 2 of the 4 courts will be available for community use 100% of the time and the other 2 potentially 100% of times from 5.00pm onward weekdays and most weekends. ✓ Campus currently has 2000 students, and this number will increase gradually over time. ✓ 100% availability for community access / tournaments / events during student breaks (Nov, Dec, Jan, Feb). 	<ul style="list-style-type: none"> ✓ Facility may have minimal use during the day due to current student numbers / limited number of surrounding residential housing Note: population / infrastructure in this area will increase / develop over the next ten plus years.
2. Affordability	<ul style="list-style-type: none"> ✓ Estimated construction costs of a 4 court facility - \$7.5M. ✓ Estimated 18 months to design / build facility (9 month build). Wintec to provide in kind project management services. ✓ Wintec indicated they would provide an indication of a potential capital contribution when HCC shows their commitment to the project (i.e. brings forward funding in the Long Term Plan). ✓ Wintec Council has retained a parcel of land solely for recreational purposes. ✓ Facility has potential for further revenue generating additions and services – for example, a climbing wall, and a retail food outlet. Proposed that the facility will be operated on a user's pay system. ✓ Existing Trust who can approach / access charities for funding. ✓ Indicated there is an interest from potential philanthropic funders. ✓ Indicated there is potential for investment from professional sporting bodies and commercial operators. ✓ Lifespan of facility will be constructed to at least 50 years. 	<ul style="list-style-type: none"> ✓ No evidence shown of capital commitment other than land provided free of cost. ✓ Commercial operator, sports organisations, potential partners and additional services not yet confirmed.
3. Timeframe	<ul style="list-style-type: none"> ✓ Feasibility work undertaken on 9 court facility. ✓ Developed concepts and consultation has been undertaken for a first-stage 3 court facility towards the 9 court requirement. 	<ul style="list-style-type: none"> ✓ General timeframes provided for the delivery of the facility (design/ construction). ✓ Competing capital works priorities with the wider development plan for the Wintec.
4. Demand	<ul style="list-style-type: none"> ✓ Plans to develop Rotokauri Town Centre, currently 1300 lots being developed (2015 – 2020) Ref: Rotokauri Structure Plan. ✓ Population of residents in planned Rotokauri town centre yet to develop. ✓ Wintec positive about adapting site / facility to user demand / trends (i.e. climbing wall, swimming pool, fitness centre etc). 	<ul style="list-style-type: none"> ✓ Dependence on accessing facility by car (versus foot/bike), as current population live over 800m away, although this will change as population grows, area develops and public transportation options are increased.

Key Criteria	Opportunities	Risks or Limitations
	<ul style="list-style-type: none"> ✓ Wintec open to facility having commercial use (medical centre, fitness centre, Pilates / café etc). 	<ul style="list-style-type: none"> ✓ Rotokauri growth cell has yet to be developed, although 1300 lots are currently being developed in stages (2015 – 2020). Ref: Rotokauri Structure Plan. ✓ HCC has increased the boundaries of Rotokauri, and have not allocated funds for infrastructure development. ✓ Limited evidence of established relationships with local schools.
5. Hub Potential	<ul style="list-style-type: none"> ✓ Wintec land available to build a wider Regional Sports Facility that combines: sports fields, athletics track and pool. ✓ Recent interest from a commercial swimming pool operator. ✓ Sport Waikato Sports House and Biokinetic clinic on site, and cafes and shops nearby. ✓ Ongoing conversations regards facility use with Regional Sports Organisations. 	<ul style="list-style-type: none"> ✓ Limited existing facilities. Note: population / infrastructure in this area will increase / develop over the next ten plus years. ✓ Commercial operator, sports organisations, potential partners and additional services not yet confirmed.
6. Linkages	<ul style="list-style-type: none"> ✓ Regular bus service. ✓ The Base shopping complex. 	<ul style="list-style-type: none"> ✓ Limited pedestrian access and cycle ways however RSP provides for these in line with town centre growth.
7. Infrastructure	<ul style="list-style-type: none"> ✓ Recently opened a further 330 car parks in close proximity to the allocated site. ✓ Development of a comprehensive ICMP – 12 months including the consideration of a Green Corridor. <p>Rotokauri infrastructure upgrades and expansions planned for 2018-25 (Wastewater and storm water).</p>	<ul style="list-style-type: none"> ✓ Peat Soil conditions on site can be challenging for storm water management.
8. Future Proof	<ul style="list-style-type: none"> ✓ Potential for 3 - 9 courts. ✓ Flexibility with design, timeframe and partnership structure. 	

Key Criteria	✓ Opportunities	Risks or Limitations
9. Partnership	<ul style="list-style-type: none"> ✓ Cross boundary partnership opportunities. ✓ In favour of a Trust ownership and governance model. ✓ Wintec do not want to operate the facility or own the building, and would prefer operation by commercial operator. 	
10. Strategic Alignment	<ul style="list-style-type: none"> ✓ Project contributes to HCC's vision for a 'more attractive city for residents'. ✓ Potential for competition grade facility which can attract visitors and economic growth to the city. ✓ Facility would provide for high performance and community sport. 	

Table 5: Te Rapa Sports Drome

Key Criteria	Opportunities	Risks or Limitations
1. Community Access	✓ 100% community use.	
2. Demand	✓ Existing user groups.	✓ Limited existing population within 800m: 2000. ✓ Limited growth expected.
3. Hub Potential	✓ Adjoining existing sports fields with playground.	✓ No other community facilities or amenities.
4. Linkages	✓ Pedestrian access from residential areas and neighbouring schools. ✓ Bus service.	
5. Infrastructure	✓ Existing water and wastewater capacity.	✓ Limited car parking.
6. Future Proof	✓ Ability to adapt with changing demands.	✓ Limited potential for expansion.
7. Partnership	✓ HCC owns the facility outright. ✓ Potential third party investment by commercial operator.	✓ Potentially limited commercial interest in aging facility in average condition.
8. Strategic Alignment	✓ Facilities Plan recommends maintaining existing facilities.	✓ Limited potential for shared facility use. ✓ Limited potential for high performance sport provision.
9. Timeframe	✓ Flexible.	✓ Dependent on third party funding.
10. Affordability	✓ Relatively low cost.	✓ Potentially limited interest from third party and community funders.

CONCLUSION

There appears to be a misalignment between the HCC 10-YP funding priorities and the demonstrated demand for indoor recreation facilities. Research^{24, 25, 26, 27} has found that there is an immediate demand for an additional four courts in the short term, with another four courts required to meet long term demand. It is strongly recommended that HCC considers adjusting their funding schedule in the 10-YP to bring investment into alignment with the demonstrated demands of the community, and capitalise on the opportunities to enter into partnership with willing partners and external funders.

Stakeholder consultation has clearly demonstrated there are several willing partners, who are interested in collaborating with HCC to design and construct an indoor recreation facility. This is an opportunity for HCC to demonstrate they are willing to invest in the future of the city and provide for future generations. The prospect of investing in a shared facility at Rototuna, Wintec or UoW fulfils most of the key criteria. The key point of difference between these options and is the affordability, and proposed timeframe to construct the facility.

The three main key criteria are summarised under the respective entities. Based on the criteria assessment it is recommended that;

- HCC to bring funding forward in the 10-YP to align with demonstrated demand for an additional four court facility, and to capitalise on a strategic partnership that will benefit the City;
- HCC to partner with Rototuna Junior and Senior High Schools and contribute \$4.5 million to the four court facility. Council should partner to align with MoE construction timelines for completion of the full four court facility by 2017;
- HCC to work with University of Waikato to develop a feasibility study and business case for a new shared four court facility or an alternative sports facility on the UoW site;
- HCC to work with Wintec to develop a feasibility study and business case for a new shared four court facility or an alternative sports on the Wintec Rotokauri site.

²⁴ Hamilton City Council (2011) *Sports & Recreation Facilities Review*. Undertaken by N-Compass

²⁵ Hamilton City Council (2007) *Needs Analysis for the Evaluation of Indoor Recreational Sporting Facilities*. Undertaken by Arrow International

²⁶ Opus International Consultants (2014) *HCC Indoor Facility Review*

²⁷ Sport Waikato (2014) *Waikato Regional Sport Facility Plan*. Undertaken by Visitor Solutions.

Rototuna Junior and Senior High School

Figure 2: Rototuna Junior High School²⁸

Recommendation: It is recommended that HCC enters a partnership with Rototuna Junior and Senior High School.

Rototuna School met all three key criteria as summarised below.

1. **Community Access:** 2 of the 4 courts will be available for community use at 100% of the school day hours (8am till 4pm). All 4 courts will be available for community use outside of school hours (after 4.30pm school days and 8am to 10pm at other times – non-school days).
2. **Affordability:** Cost to HCC to design and construct \$4.5M (2016). Cost to MoE to design and construct is \$7M.
3. **Timeframe:** Detailed design is completed. Construction begins March 2016. Completion of all 4 courts is estimated to be in September 2017. MoE have requested that HCC make a decision on which partnership agreement and funding contribution by 31st March 2016.

Summary: MOE have already invested significant resources in the planning and design of the Rototuna high school facilities. HCC has also invested significantly in the design and construction of associated infrastructure (including roads and parks). Furthermore, the Rototuna Structure Plan will provide opportunities for an aquatic facility, sports fields and town centre.

²⁸ Image courtesy of: <http://rjhsblogdiary2015.blogspot.co.nz/search?updated-max=2015-06-21T11:30:00%2B12:00&max-results=7>

University of Waikato

Figure 3: University of Waikato Sports Precinct Master Plan²⁹

Recommendation: It is recommended that HCC continues to develop a working relationship with the University of Waikato and works together on the development of a feasibility study and business case for a new four court community indoor recreation centre. University of Waikato met one of three key criteria as summarised below.

1. **Community Access:** 2 of the 4 courts will be available for community use at 100% of the University day hours (8am till 4pm). All 4 courts will be available for community use outside of University hours (after 4.30pm school days and 8am to 10pm at other times).
2. **Affordability:** Cost to HCC to design and construct: Undisclosed. Cost to University of Waikato to design and construct is: Undisclosed.
3. **Timeframe:** Initial feasibility is completed. Partial funding has been allocated. UoW's proposal to develop a sporting precinct on campus has been approved by their governance Board. UoW is ready to commence detailed planning and construction, depending on funding being available.

²⁹ Image courtesy of: Visitor Solutions & Chow Hill. University of Waikato Sports Precinct Master Plan

Summary: This site meets most of the requirements for a community facility and partnership with HCC. It is located in an area with an established population, good transport links and community access, and provides excellent hub opportunity, including accommodation for large events and sporting camps.

Waikato Institute of Technology (Wintec)

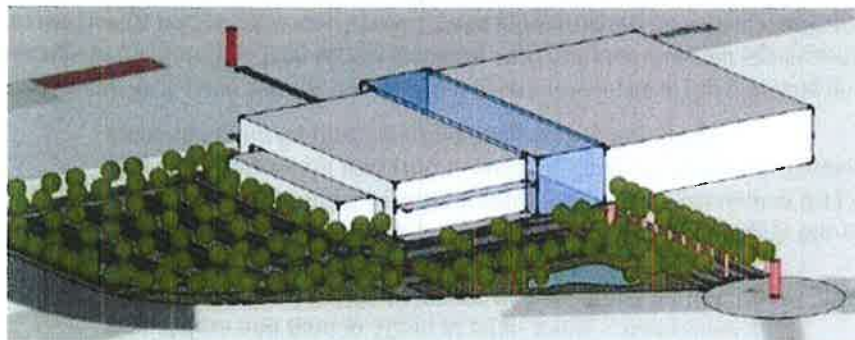


Figure 4: Plans for Indoor Recreation Centre at Wintec³⁰

Recommendation: It is recommended that HCC continues to develop a working relationship with the Wintec and works together on the development of a feasibility study and business case for a new four court community indoor recreation centre. Wintec met one of three key criteria as summarised below.

1. **Community Access:** 2 of the 4 courts will be available for community use at 100% of the Wintec day hours (8am till 4pm). All 4 courts will be available for community use outside of Wintec hours (after 4.30pm school days and 8am to 10pm at other times).
2. **Affordability:** Cost to HCC to design and construct: Undisclosed. Cost to Wintec to design and construct is: \$7.9M (2012 Estimate).
3. **Timeframe:** Initial feasibility and concept design is completed. Partial funding has been allocated (although amount undisclosed). Wintec is ready to commence detailed planning and construction, depending on funding being available.

Summary: The Wintec proposal would provide a high degree of community access to the facility. They have existing infrastructure in place, and are willing

³⁰ Image courtesy of: <http://www.infonews.co.nz/news.cfm?id=63031>

³¹ Hamilton city Council (2015) Infrastructure Strategy 2015-45

to consider opportunities to value-add and revenue generating activities (i.e. physiotherapy, childcare facilities, cafes, fitness centre). The Wintec site has existing facilities, however the development of the Rotokauri Town Centre and the wider development of sports and recreation facilities on site are 10 years away as noted in the HCC Infrastructure Strategy³¹.

Te Rapa Sports Drome



Figure 5: Te Rapa Sports Drome³²

Recommendation: It is recommended that HCC continues to maintain the Te Rapa Sports Drome as a community facility.

1. **Community Access:** 4 of the 4 courts will be available for community use).
2. **Affordability:** Cost to HCC to design and construct: Estimated \$7M.
3. **Timeframe:** No feasibility or concept design has been undertaken due to the state of the facility, and the restraints of the site.

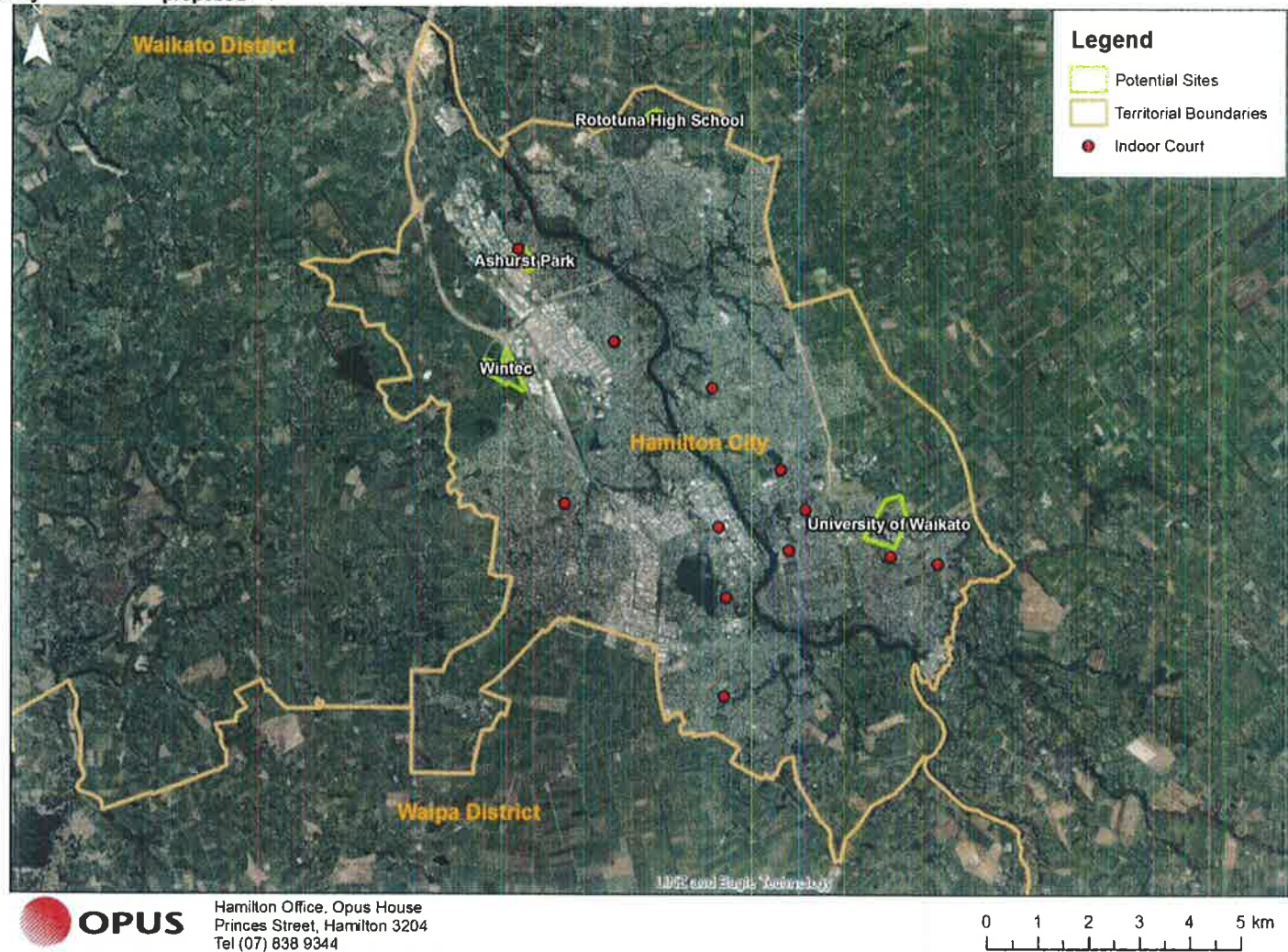
Summary: The Te Rapa Sports Drome is an aging facility in average condition. There is limited potential for commercial or other third party investment or partnership, and therefore the site was therefore excluded as a possible option. The Sports Drome is located in an area with limited or no growth projected. Te Rapa Sports Drome does not have any existing concept plans for the expansion, and further work is required before investment is needed.

³² Image courtesy of: Hamilton City Council.

APPENDICES

Appendix A – Indoor Recreation Facility Network

Figure 6: Indoor facility network and proposed sites



Appendix B – Public Transportation

Figure 7: Rototuna Bus Routes



Figure 8: Te Rapa Sports Dome Bus Routes



Figure 9: University of Waikato Bus Routes

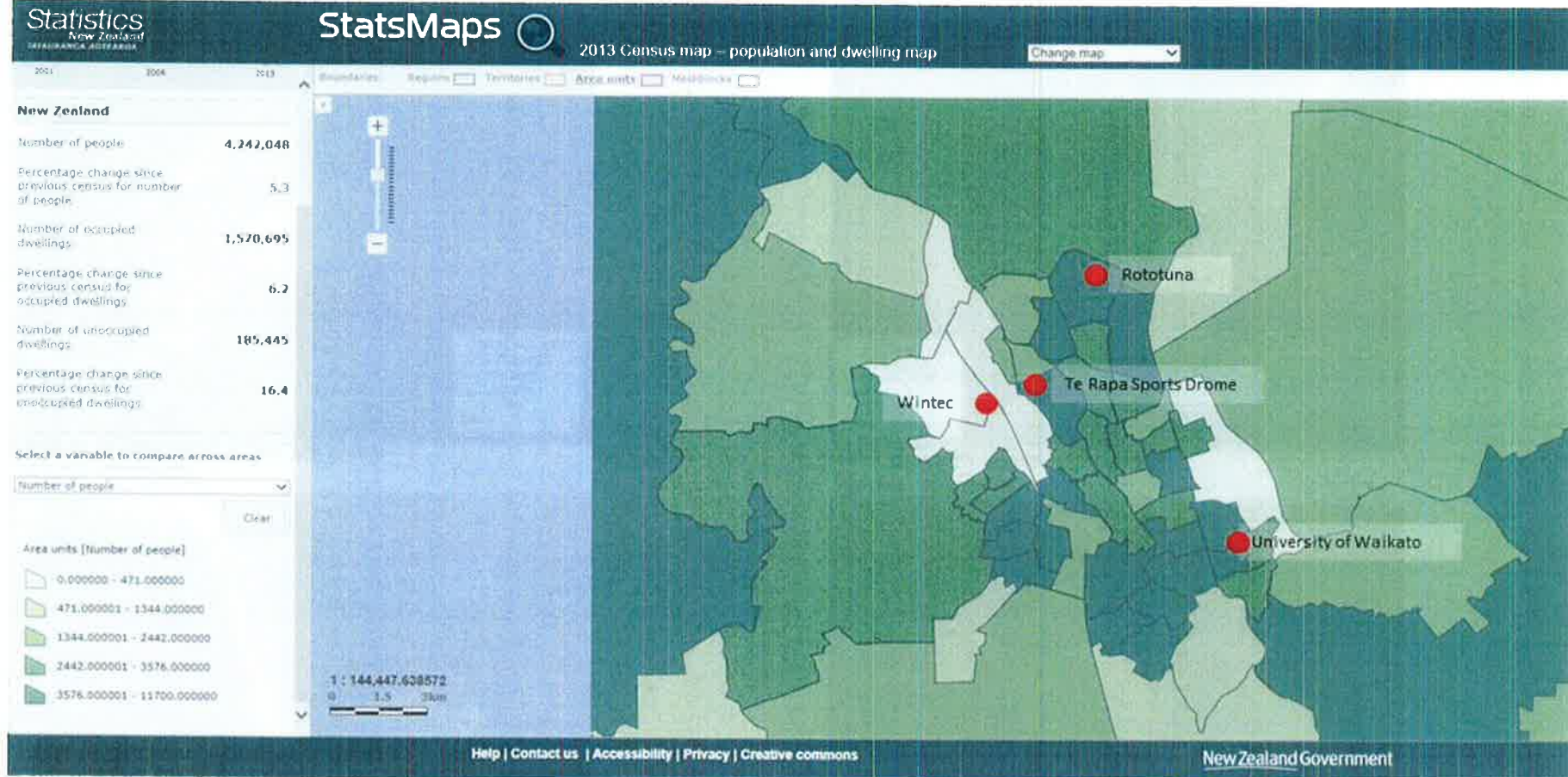


Figure 10: Wintec Rotokauri Bus Routes



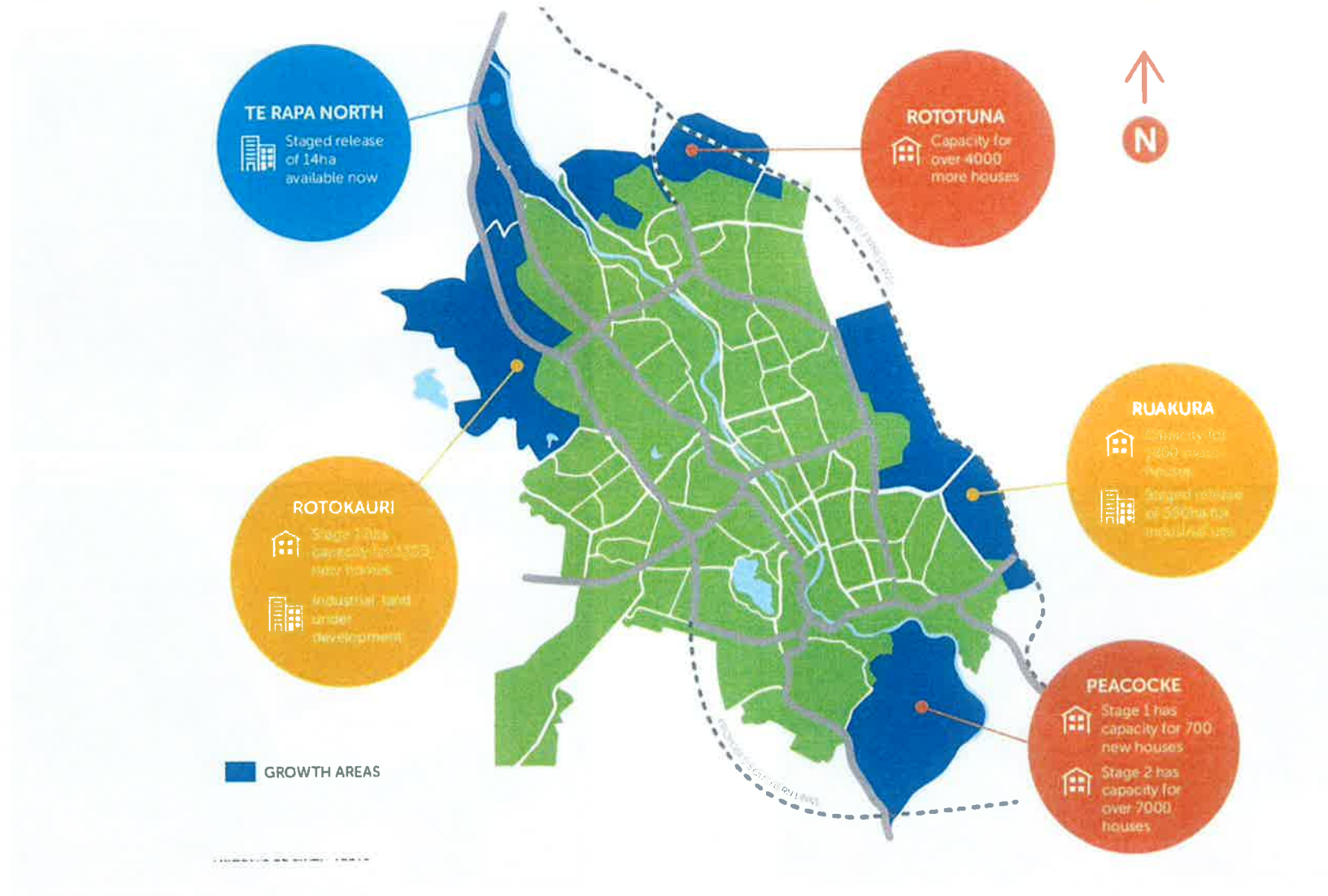
Appendix C – 2013 Hamilton Population Density

Figure 11: Population densities Census 2013³³



³³ Statistics New Zealand StatsMaps <http://www.stats.govt.nz/StatsMaps/Home/Maps/2013-census-population-dwelling-map.aspx>

Appendix D – HCC Infrastructure Strategy Projected Growth Areas



Appendix E – Existing Infrastructure Network

Figure 12: Rototuna – Infrastructure network



Figure 13: Te Rapa – Infrastructure network



Figure 14: UoW – Infrastructure network



Figure 15: Wintec Rotokauri –Infrastructure network



Appendix F – Visual Assessments



ROTOTUNA HIGH SCHOOL

Physical Address Rototuna North

Legal Description/s Parcel ID : 7582938

District Plan Zoning
Community Facilities

Area (m2) 9.4ha

Aerial of the Site



LANDSCAPE ASSESSMENT CRITERIA

Landuse	<ul style="list-style-type: none"> Existing landuse is both pastoral and lifestyle. However, this will change to a mixture of residential, educational and commercial with the extensive development planned for the area – refer to the Hamilton City Council Rototuna Structure Plan for more details. A new recreational facility would generally be compatible with the surrounding landuse(s), although would need to carefully consider linkages with other proposed public facilities and transport systems.
Landcover	<ul style="list-style-type: none"> Existing landcover is sparse and consists of pastoral fields with occasional hedgerows. However, the landcover will change, given the extensive amount of development underway.
Landform	<ul style="list-style-type: none"> The majority of the Site is flat to sloping, requiring only limited earthworks to construct a suitable building platform. However some of the adjacent roads run along elevated ridgelines.

VISUAL ASSESSMENT CRITERIA

Visual receptors (within the site)	<ul style="list-style-type: none"> Difficult to assess potential visual receptors due to inability to access the Site (Site was under construction during the time this assessment took place). However, it can be assumed that any new recreational facility will be viewed by both the students and teachers of the new school.
Visual receptors (beyond the site)	<ul style="list-style-type: none"> Visual receptors beyond the Site can be broken into two groups: existing visual receptors who view the Site today and future visual receptors who will reside in the area once development is complete. Presently the Site is very open, however, this may change in time, given the extensive amount of development planned for the area. The surrounding roads (Kay Road and Horsham Downs Road) are elevated and provide broad sweeping views of the Site. Any new facility or addition to the existing facility, it would be viewed amongst the existing educational context of the Site so would not appear out of place.
CPTED	<ul style="list-style-type: none"> It is difficult to assess potential CPTED issues due to inability to access the Site (Site was under construction during the time this assessment took place). However, having a facility combined with a school premise should provide surveillance and security during school hours.
URBAN DESIGN ASSESSMENT CRITERIA	
Functional and iconic potential	<ul style="list-style-type: none"> This site has the potential to be of a premier status given the 'greenfields' type development. Future development will not be restricted by existing built form/recreational facilities.
Supporting community cohesion	<ul style="list-style-type: none"> Location requires more detailed investigation. However, would support with Rototuna High School (currently under construction) and Te Totara Primary School and Hamilton Christian School (both existing) being close neighbours. Likewise, would support the planned development for the new town centre, aquatic centre and Rototuna Sportsground.
Integrating all modes of movement	<ul style="list-style-type: none"> Anticipate pedestrian, cyclist and public transport facilities are being integrated into the proposed design for the wider area.
Maintaining local connectivity	<ul style="list-style-type: none"> Once the Hamilton Section of the Waikato Expressway is constructed, there will be easy access to the Site from the Resolution Drive Interchange.

TE RAPA SPORTS DROME

Physical Address 41/73
Church Road, Pukete

Legal Description/s Lot 1 DPS
38343

District Plan Zoning Open
Space Zone

Area (m2)
Existing facility 2,000m2
Potential to add another
1,500m2

Aerial of site



LANDSCAPE ASSESSMENT CRITERIA

Landuse	<ul style="list-style-type: none"> The Site has four distinct zones – the entrance area, the parking and recreation centre, the sportsfields and the play area. The Park is home to a covered recreational facility (home to the Pukete Neighbourhood House), multiple volleyball courts, a cricket pitch, purpose built scooter track, flying fox, a small playground and a small community orchard. A recreational facility would be compatible with the existing landuse and could either be an extension of the existing facility or an additional facility within the wider Site.
Landcover	<ul style="list-style-type: none"> Dense vegetation on the north-west and southern perimeter of the Site would potentially have ecological significance. A range of treed areas with under-planting, amenity planting areas around the building and playground areas and hedging around the volleyball courts.
Landform	<ul style="list-style-type: none"> The majority of the Site is flat. However, it is situated at a much lower level than the steep entrance drive leading down from Church Road.

	<ul style="list-style-type: none"> The landform within the formal recreation area is primarily flat, requiring only limited earthworks to construct a suitable building platform.
VISUAL ASSESSMENT CRITERIA	
Visual receptors (within the site)	<ul style="list-style-type: none"> Both informal (e.g. sporadic play) and formal (e.g. organised group recreation activities) users of the Site.
Visual receptors (beyond the site)	<ul style="list-style-type: none"> The site is contained by the existing topography and dense vegetation immediately to the north-west and south of the Site, which reduces the viewing audience. Existing visual receptors beyond the Site include industrial warehouses to the south. Although this user would be able to clearly view any new facility or addition to the existing facility, it would be viewed amongst the existing context of the Site (existing built form, sportsfields, vegetation, parking etc.) so would not seem out of context. Neighbouring residential areas to the north-east of the Site would also view any change in the context of the existing recreational Site.
CPTED	<ul style="list-style-type: none"> Potential for CPTED issues around the existing building and car parking area given the Site is concealed and below road level. Limited visibility/surveillance from surrounding properties - except adjacent industrial businesses (however they may not share the same opening hours). Heavily vegetated pedestrian pathway leading into the Site – does not appear welcoming or overly safe and is not lit at night.
URBAN DESIGN ASSESSMENT CRITERIA	
Functional and iconic potential	<ul style="list-style-type: none"> The opportunity to extend the existing facility should be explored, however this needs to be carefully balanced with the idea that the park is unlikely to be a premier regional park due to its limited accessibility, size, location and existing facilities.
Supporting community cohesion	<ul style="list-style-type: none"> Location adjacent to Te Rapa Primary School and Ashurst Park Playcentre is a bonus. A short drive from the popular shopping hub of Te Rapa and The base. One of only a few recreational areas (apart from the Waikato River) in the area.
Integrating all modes of movement	<ul style="list-style-type: none"> Existing car park provision for approx. 78 carparks. Any extension would need to be carefully considered, as the layout in the south-west corner of the Site is restrictive. Bus stops on both sides of the road adjacent to the main entrance driveway. Separate paved pathway into the Site for both pedestrians and cyclists.
Maintaining local connectivity	<ul style="list-style-type: none"> One main vehicle access plus two pedestrian-only access points supported by a perimeter pathway. The eastern side of the park services the suburb of Pukete well, however the western side is disconnected from the surrounding community by industrial premises.

WAIKATO UNIVERSITY

Physical Address 174
Knighton Road

Legal Description/s
Parcel ID: 4485196

District Plan Zoning
Knowledge Zone

Area (m2)
Total area 100ha, area
for indoor facility up to
4ha

Aerial of the Site



LANDSCAPE ASSESSMENT CRITERIA

Landuse	<ul style="list-style-type: none"> The existing landuse of the Site is primarily educational, although there is some after-hours public use. The proposed facility would fit in well with the existing recreational purpose of the area. There is already an existing recreational centre on Site, accompanied by formal sportsfields and a swimming pool. If the proposed facility goes ahead on this Site, the existing Recreation Centre could be re-purposed as another facility. However, the layout, orientation and design of any additional built form on the Site needs to be carefully considered to understand the impacts of dividing up the existing open space. Once buildings are constructed the space may become less flexible, particularly for large scale events such as the Weetbix Triathlon or the Balloons over Waikato Night Glow (both of which currently happen at Waikato University on the sportsfields).
Landcover	<ul style="list-style-type: none"> Landcover includes perimeter vegetation (single trees), amenity planting areas and clusters of trees with under-planting. There is a rather large area of vegetation in the middle of the Site.

	<ul style="list-style-type: none"> Any new facility could work in with this vegetation, using it to provide shade and to soften the effects of built form. However, potential CPTED concealment issues between the vegetated areas and the building would need to be understood.
Landform	<ul style="list-style-type: none"> The majority of the area proposed for development is flat and would require only limited earthworks to form a suitable building platform. The Site lies well to the sun (solar panel potential?), however may be quite exposed for people needing to walk the small distance from their car to the facility.
VISUAL ASSESSMENT CRITERIA	
Visual receptors (within the site)	<ul style="list-style-type: none"> Visual receptors within the Site vary greatly. The Site will be viewed from the formal sportsfields, passive recreation areas, surrounding high-rise accommodation blocks and some teaching areas. Raised mounds within the Site provide elevated views. Any new facility would be seen in the context of the existing built form of the university.
Visual receptors (beyond the site)	<ul style="list-style-type: none"> Visual receptors beyond the Site include users of Knighton, Ruakura and Silverdale Roads, who would view the facility in the distance. In addition, some of the residences along the western side of Knighton Road may also view the Site. The location of any new facility 'in the field' would want to be sympathetic to the Site architecturally.
CPTED	<ul style="list-style-type: none"> It is positive to have a new facility sited within an existing university campus as this will provide for surveillance and security. However, safety immediately around any new building and getting between the car parking areas and the facility (particularly at night) will need to be carefully considered.
URBAN DESIGN ASSESSMENT CRITERIA	
Functional and iconic potential	<ul style="list-style-type: none"> A new facility would complement the existing facilities already on Site. However, there is a danger that a new facility may be seen as being for university patrons only. However, good marketing could ensure it works in a similar situation to the pool, with public access promoted and encouraged. A new facility would work in well with the proposed artificial-turf development.
Supporting community cohesion	<ul style="list-style-type: none"> Great proximity to other university facilities. However, need to remember students are a very transient audience – university students move often.
Integrating all modes of movement	<ul style="list-style-type: none"> Good access by both pedestrians and cyclists. Private vehicles are catered for by both on-road parking and provision of separate car parking areas within the university campus. Public transport (buses) service the university frequently.
Maintaining local connectivity	<ul style="list-style-type: none"> Located almost on the existing eastern edge of town can be seen as a slight disadvantage. However, it would be hugely popular with students, some of whom don't own a vehicle. This is a good location to support the future development of the Inland Port within the adjacent Ruakura area. Once this is established, the University will not be on the edge of town.

WINTER ROTOKAURI CAMPUS

Physical Address
Akoranga Road

Legal Description/s Parcel
ID 7460747

District Plan Zoning Major
Facilities Zone

Area (m2)
up to 2 ha available for
Indoor recreation facility

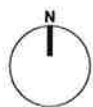
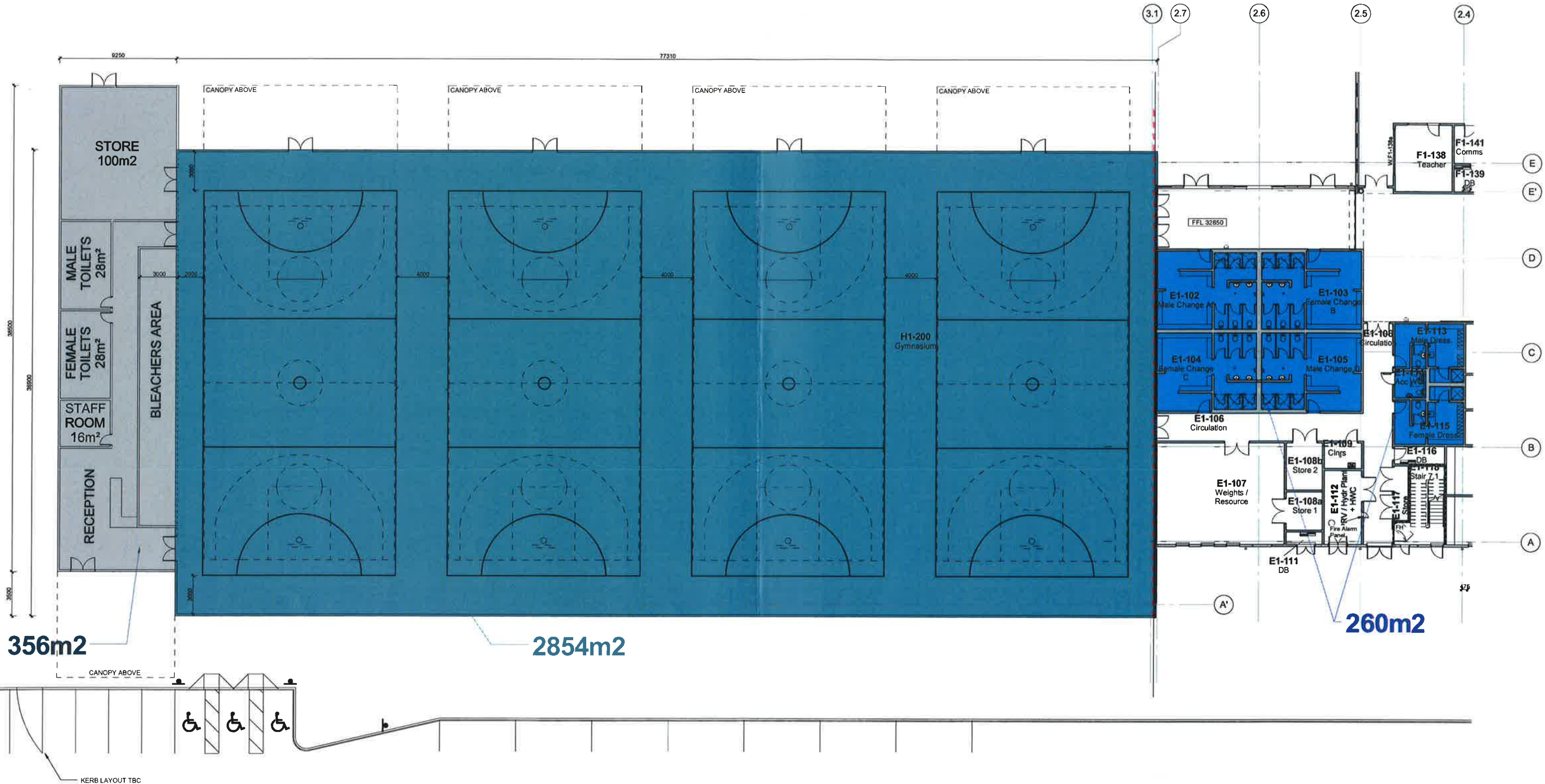
Aerial of the Site



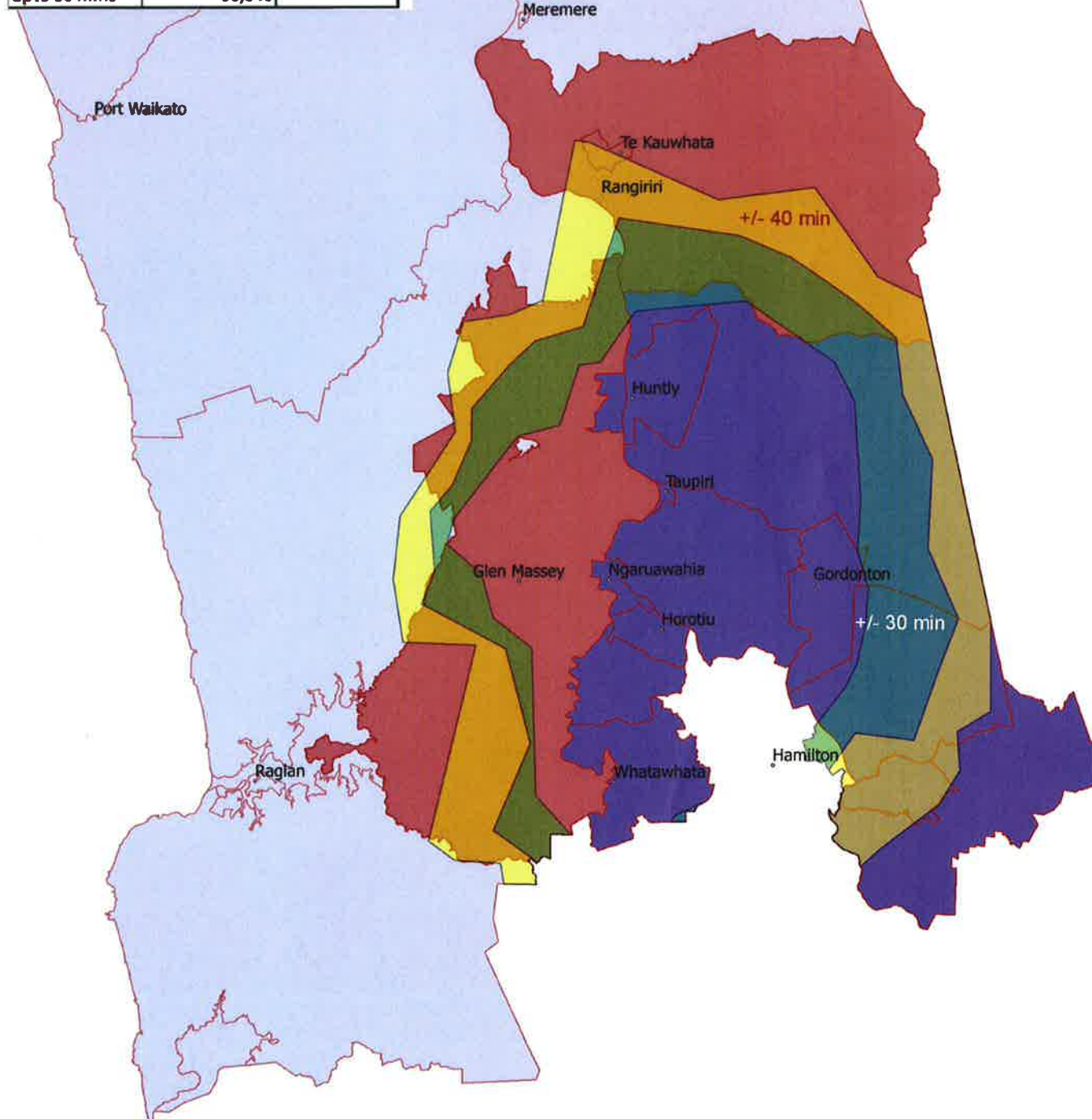
LANDSCAPE ASSESSMENT CRITERIA

Landuse	<ul style="list-style-type: none"> • Landuse in the existing area is primarily educational, with the wider Site being home to the Wintec Rotokauri Campus. There are multiple buildings of various sizes scattered across the Site, areas of amenity planting, two new pay-and-display asphalt carparks and multiple connections and linkages, to be expected of a large campus. • A recreational facility would generally be compatible with the surrounding educational landuse, although may have different hours of operation. The built form could mirror the architectural form of what is already on Site.
Landcover	<ul style="list-style-type: none"> • The Site proposed for a recreational facility is currently leased for dairy grazing and fenced off from the rest of the campus. • The Site is quite contained by vegetation, fencing, car parking and a series of smaller buildings. Large expansive pastoral areas lie beyond the Site to the south.

	<ul style="list-style-type: none"> There are at least two stands of mature trees (possibly Totara or Kahikatea with the occasional Eucalyptus) within the area proposed for the new recreational facility. Given these are on the perimeter, these not need be a hindrance, they could be factored into Site design.
Landform	<ul style="list-style-type: none"> The landform is primarily flat, requiring only limited earthworks to construct a suitable building platform. Stormwater treatment in the area is very obvious, with a large swale (currently a moat) treating the stormwater run-off from the carpark in the area between the carpark and the grassed field.
VISUAL ASSESSMENT CRITERIA	
Visual receptors (within the site)	<ul style="list-style-type: none"> Multiple visual receptors within the Site include people walking to and from classes and using the two new carparks. These viewers would view any new development in the context of the existing Site – e.g. it would be read as an extension of the existing environment.
Visual receptors (beyond the site)	<ul style="list-style-type: none"> Visual receptors beyond the Site are limited due to its remote location and the flat topography. Existing vegetation and built form provides a degree of screening. The main visual receptors include users travelling along the Site access road (Akoranga Road) and the farmer of the surrounding rural area.
CPTED	<ul style="list-style-type: none"> There is good visibility/surveillance during the day due to campus users. However, there is the potential for CPTED issues due to remote location of the Site and no provision for accommodation on Site. This means there is very little Site surveillance after hours.
URBAN DESIGN ASSESSMENT CRITERIA	
Functional and iconic potential	<ul style="list-style-type: none"> There seems to be plenty of land available to produce a facility in tandem with the Wintec Rotokauri Campus. Layout and orientation would not be restricted by the land available, which is positive.
Supporting community cohesion	<ul style="list-style-type: none"> The Site is disconnected from all public facilities and only connected to the polytech campus itself. There is one way in and one way out (for vehicles), which creates an issue of severance. The Site can also be difficult to get to if you haven't visited it before.
Integrating all modes of movement	<ul style="list-style-type: none"> The Site has limited pedestrian/cycle connectivity – although unlike vehicles, pedestrians/cyclists can access the Site directly from SH1/Avalon Drive. Public transport is limited to during campus hours. Car parking provision is greatly improved with the provision of two new pay-and-display carparks.
Maintaining local connectivity	<ul style="list-style-type: none"> The Site is particularly difficult to get to and at the present time is disconnected from the local community. You must cross or use SH1/Avalon Drive to get to the Site.



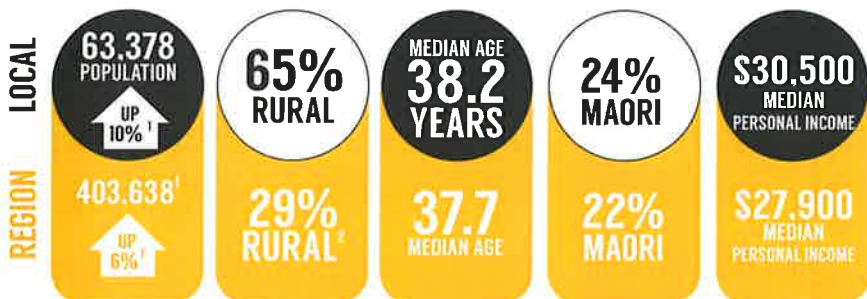
Area Unit	2015 Time (est)	
Eureka	2,370	30
Gordonton	1,200	30
Horotiu	820	30
Huntly East	4,540	30
Huntly West	3,120	30
Kainui	2,960	30
Matangi	2,340	30
Ngaruawahia	5,810	30
Tamahere-Tauw	6,110	30
Taupiri Commur	470	30
Te Kauwhata	1,630	40
Te Kowhai	1,670	30
Waerenga	2,770	40
Waikato Wester	4,300	40
Whatawhata	2,640	30
Whitikahu	2,290	30
Total	45,040	
upto 30 mins	36,340	



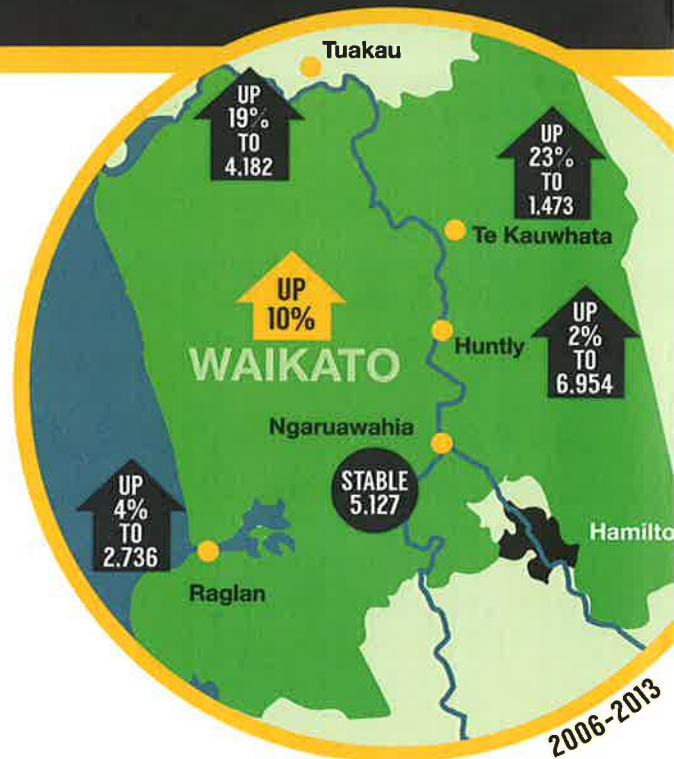
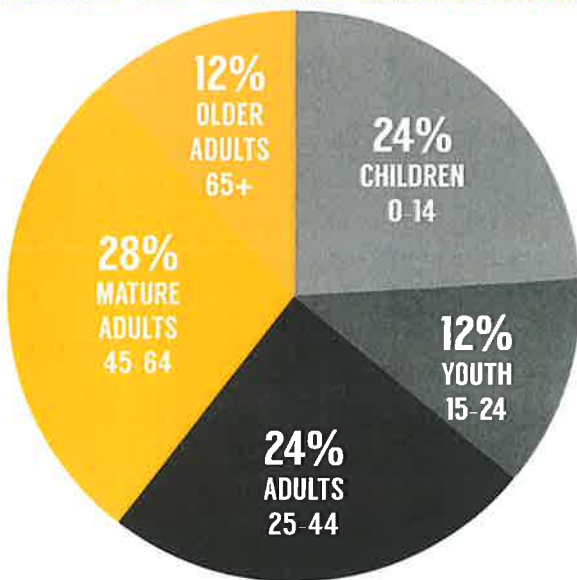
WAIKATO DISTRICT DEMOGRAPHIC PROFILE



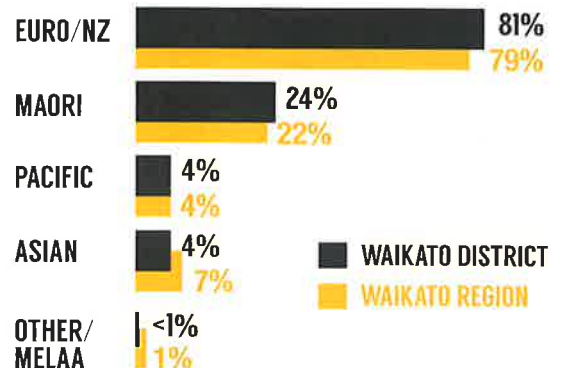
CHANGING SOCIETY CENSUS 2013



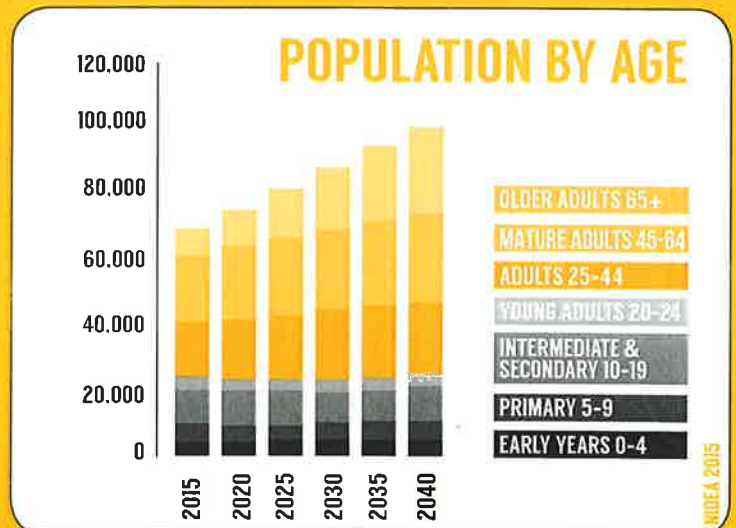
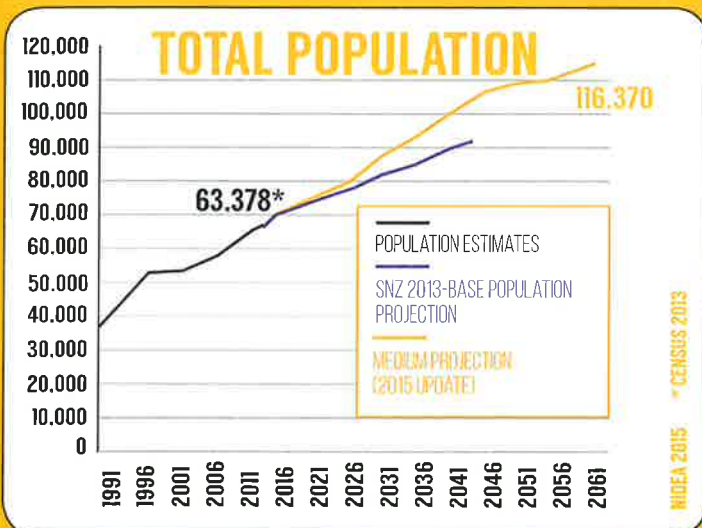
¹ SINCE CENSUS 2006 ² RURAL - DEFINED AS RURAL AND SMALL TOWNS (<1,000 PEOPLE)



ETHNICITY



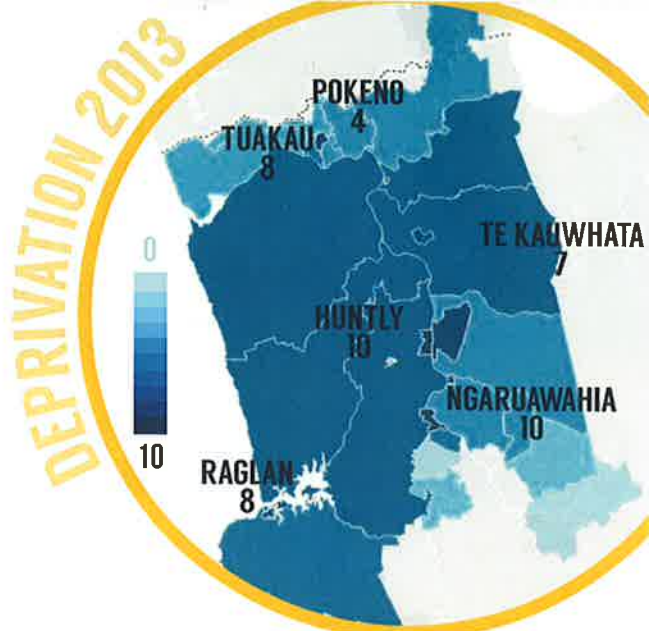
PROJECTIONS 2013-2061



HIGHER DEPRIVATION

Higher deprivation indicates increased likelihood of:

- Unemployment
- Being on a means tested benefit
- Forgoing daily essentials (food, heating etc.) to save money
- Seeking help to pay for essentials
- Requiring help from community organisations (e.g. Salvation Army)



FAMILY STRUCTURES



22,029
HOUSEHOLDS



\$69,400
MEDIAN
HOUSEHOLD INCOME
(REGION \$59,600)



COUPLES
WITHOUT
CHILDREN



ONE
PARENT
FAMILIES

THE DELIVERY OF SPORT, RECREATION & PHYSICAL ACTIVITY

125*
CLUBS

EDUCATION PROVIDERS



PRIMARY
SCHOOLS

DECILE
1 3

17

DECILE
4 7

19

DECILE
8 10

16



SECONDARY
SCHOOLS

2

2

0



AREA/COMPOSITE
SCHOOLS

1

2

0

INCLUDES:

COMMUNITY
GROUPS, PRIVATE
& COMMERCIAL
DELIVERERS

* SPORT WAIKATO DATABASE 2015

MOE 2015 DECILE CHANGES

TRENDS & IMPLICATIONS



POPULATION INCREASE

Waikato District is growing, particularly in the north and rural areas. Te Kauwhata, Tuakau and Pokeno are growing, and Huntly, Raglan and Ngaruawahia are stable. Increased demand will stretch clubs and sports beyond traditional delivery models to reach new demographics. Planning will be needed for new facilities, administration and programs to target growth.



POCKETS OF HIGHER DEPRIVATION

Programmes and activities that consider low or no cost, or pay-as-you-go flexible payments are important. Partnerships with community organisations should be considered to increase participation.



FAMILY FOCUS

Providers should consider opportunities that are low cost and either whole family oriented or targeted at single parents. Workplace targeting can assist in targeting families with no children, as well as flexible recreation opportunities and events.



STRONG MAORI COMMUNITY

Whanau based initiatives that reflect cultural values and motivations for participation will be popular. Opportunities targeting activities of interest to Maori people are important (e.g. touch rugby, netball, basketball, Ki-o-Rahi, softball and rugby league).

This document has been produced by Sport Waikato to summarise district demographic statistics and projected demographic changes. Implications for sport, recreation and physical activity are Sport Waikato views and are written to provide policy and decision makers insights to deliver sport, recreation and physical activity in a changing society. This document will be updated periodically as new demographic information is published.

Information Sources: Census 2006 & 2013, NIDEA 2015, Deprivation 2013, MoE 2015 School Decile Changes, Sport Waikato Club Database 2015.

WAIKATO REGIONAL SPORTS FACILITY PLAN SUMMARY

consultation summary june 2014



Information

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Disclaimer:

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WAIKATO REGIONAL SPORTS FACILITY PLAN SUMMARY

1.0 Introduction

The Waikato Regional Sports Facility Plan marks the first time that the Waikato region has collectively examined current and future sport and recreational facility needs. The key objectives are to understand what facilities the region has, what is needed (and not needed), and recommend how an agreed facility network approach can be implemented within the Waikato.

The plan has collected a comprehensive set of facilities data that provide a robust basis for future decision making. It places emphasis on international, national, regional, and sub-regional assets, while also capturing some local level facility data.

The Waikato region has attracted a number of national centres of sporting excellence such as rowing at Lake Karapiro and cycling at the Avantidrome in Cambridge. The plan looks to cement the role of these international centres while also optimising the wider facility network.

There are future population and strategic drivers that will mean that the region's community needs will change over time. The facility network will need to respond to these changes. Opportunities exist to rationalise, or optimise existing facilities, while also developing new facilities in a collaborative way to better meet future needs.

Collaboration at all levels will be important to improve effective and efficient sports facility delivery for future communities, particularly with regard to our indoor court and aquatics assets. Opportunities not only exist regionally but also between neighbouring local authorities, local authorities and schools, as well as with the Ministry of Education and community entities.

To assist collaboration, an investment decision making process has been developed. The process is envisaged to involve charitable funders, local authorities, regional sports organisations as well as Sport Waikato, all acting in a collaborative manner to ensure facilities reflect the needs of their communities, while still fitting within a regional network of facilities.

The plan has also identified opportunities for improved collaboration in facility asset management and service delivery for sport and recreational assets across the region. Examples of good practice asset management developed by some local authorities can be shared widely. Greater collaboration in asset management between all Territorial Authorities will reduce duplication of effort and enable a more consistent approach to facility management.

This summary document provides a basis for key stakeholder engagement. It outlines the key elements of the Waikato Regional Sports Facility Plan including:

- the facility hierarchy definitions used,
- the challenges the facility network faces and the potential choices that exist for maintaining and developing the network,

- the key principles which underpinned plan development,
- the proposed facility investment decision making process and the supporting criteria used to assist with this decision making,
- a preliminary funding approach to assist with facility implementation between potential project partners,
- **lastly the Plan's recommendations are outlined together with a series of facility optimisation approaches.**

2.0 Facility Hierarchy Definitions

The following general facility hierarchy definitions have been used within the Plan:

International: A facility with the ability to host international competitions/events (i.e. between nations).

National: A facility with the ability to host regional representative competitions (including professional and semi professional franchise competitions involving teams from outside New Zealand) and/or to serve as a national high performance training hub for one or more sports codes.

Regional: A facility with the ability to host inter-regional and internal regional competitions and/or serves as a regional high performance training hub for one or more sports codes.

Sub Regional: A facility with the ability to draw significant numbers of teams/competitors from across adjacent territorial authority boundaries for either competition or training purposes.

Local: A facility with the ability to serve a local catchment's basic sporting needs. This catchment will predominantly be drawn from within a single territorial authority.

It is important to understand that a facility at a higher hierarchy level may also meet the needs all the way down to a local level. For example, the Avantidrome is an international facility which also serves the very local level needs of the residents of Cambridge.



3.0 Our Challenges

The Waikato sports facility network faces a number of challenges. These challenges include:

1. **Population Distribution and Changing Demographics:** The Waikato region is a large area with an unevenly distributed population of around 418,500 (2013 estimate). Looking forward, approximately 90% of the regional population growth is projected to occur within the Hamilton, Waikato and Waipa districts, with other territorial authorities projected to be largely static or declining. The population will also be aging in all districts, with the highest growth age-group across the Waikato being among those aged over 65 years. The location and types of sport and recreation facilities and services offered will therefore need to adapt over time so they are not mismatched with community needs.
2. **Maintaining Assets, Facility Sustainability and Service Levels:** Community sport and recreational assets are provided by a range of entities including, territorial authorities, charitable trusts, the Ministry of Education (via schools), and community groups and clubs. Maintaining aging assets, current service levels and facility sustainability is likely to become increasingly difficult in some geographic locations, especially for areas with decreasing and / or aging populations. Duplication and underutilisation of sports and recreational facilities will become increasingly unaffordable over time.

3. **Changing Sport Participation Preferences:** Sports participation preferences are constantly changing. As community needs change, future sports facilities will need to be more adaptable and resilient to allow for new and changing demands, and have less of a reliance on single-activities. This is especially the case for facilities at the more local and sub-regional levels.
4. **Improving Collaborative Approaches:** Historical decision making in respect of new or replacement facilities has often been undertaken on an ad-hoc basis. Population growth in certain areas and the desire to replace or refurbish existing aging facilities (particularly in areas with an aging and/or decreasing population) will place demands on capital funding budgets. It will become increasingly important for all stakeholders to work collaboratively in order to improve delivery of sport and recreational facilities.

The Regional Sports Facilities Plan provides an opportunity for all stakeholders to work in a collaborative and cohesive manner to address these challenges.

4.0 Our Choices for Maintaining and Developing the Network

With regards to the Waikato sports facility network our future approaches/choices for maintaining the network can be generally summarised as follows.

1. Retaining the Status Quo

Retaining the status quo will likely require either increasing territorial rates, or diverting funding from other budget areas (or a combination of the two) in order to maintain existing facilities and service levels. This could be achieved by developing both new facilities and by maintaining existing ones.

2. Halting New Facility Development

This would involve stopping any new development and investing only in the maintenance and refurbishment of existing assets. As a result of this approach service levels would likely decline in some population growth areas and increase in other more established areas. Over time the facility network would be less likely to meet the needs of the changing population.

3. Undertaking Strong Asset Rationalisation

Under this approach all assets, which did not meet certain viability or community need criteria, would be rationalised over a period of time. Funding would then be prioritised to facilities that fulfilled an identified community need and promoted a best practice approach (in terms of design, materials, governance, management and sustainability).

4. Implementing a Mixed Rationalisation and Development Model

Under this approach a mix of coordinated facility rationalisation, optimisation (refurbishment), and new development would be required. This would likely involve capital development and operational partnerships between multiple stakeholders (such as local authorities, charitable funders, Sport Waikato, Sport New Zealand, Regional and National Sports Organisations, and sports clubs).

On balance the mixed rationalisation and development approach is considered to be the most viable. However, this will be a decision for stakeholders to make following informed discussion.



5.0 Our Key Principles

The key principles underpinning this plan are summarised as:

Sustainability

Our network of facilities and the individual facilities themselves need to be sustainable in order to maximise community benefits.

Partnerships

Working together with partners, both within and outside the Waikato Region, to develop and operate sports facilities will become increasingly important in order to optimise our network and maintain its sustainability.

Holistic Lifecycle Modelling

Our existing and planned sports facilities need to be appropriately maintained throughout their lifespan to ensure they deliver benefit to the community. All new facilities should have lifecycle maintenance models established prior to any development to inform operational plans and building material selection.

Adaptability / Functionality

Sports trends and our demographics are changing. What we need from a facility today is not necessarily what we will need in the future. Given that the lifespan of our typical sports facilities is at least fifty years, it is important that they be as adaptable and functional as possible.

Multi Use

Currently many sports facilities are underutilised for large periods of time. Facilities should be designed to enable multi uses where ever possible.

Optimisation of Existing Assets

Where a proven need exists and a cost benefits analysis (which includes consideration of operational costs) dictates it is warranted, then existing assets should be optimised / refurbished.

Return on Investment

The return on investment needs to be considered carefully as each investment comes with an opportunity cost. As capital funding is limited an investment in one project will likely mean others do not proceed. It is important that the sporting return on the funded project delivers as much or more than any project it displaces.

Play to our strength and Work with our Neighbours

The Waikato must play to its strengths and not seek to duplicate facilities that can be satisfactorily delivered in neighbouring areas.

Be Flexible with National and International Projects

From time to time unexpected national or international projects (or sub projects which support national or international projects) may arise. These projects should be evaluated thoroughly to determine if they are of benefit to the optimisation of the wider sports facility network.

6.0 Facility Evaluation/Decision Criteria

The Waikato Regional Sports Facility Plan has adapted a series of criteria to ensure a robust, transparent and fair process in determining the type of facility which is likely to be required, and/or the development priority given to different facilities. These criteria should be considered in conjunction with the proposed facility investment decision making process (see section 7.0). The criteria outlined below should be considered at all levels of this evaluation and decision making process. However, at the initial evaluation stage/s level one criteria could assume prominence, while other levels of criteria would be considered in more detail should a proposal progress.

Our evaluation criteria are as follows.

Level One Criteria:

- The degree of alignment a facility or proposed facility has with national and regional facility strategies and wider strategic documents and plans, such as those concerned with urban planning, infrastructure development and transport networks.
- The degree to which any existing or proposed facility matches the projected needs of the community within its core catchment area. In the case of facilities with wide utilisation (such as aquatics facilities) this involves consideration of all potential and existing users from general recreational users through to organised sports codes (memberships).

Level Two Criteria:

- The potential for operational and/or capital partnerships between multiple stakeholders.
- The degree to which a facility or proposed facility compliments (avoids duplication) / optimises the existing or proposed facility network, **and builds on the Waikato region's strengths.**
- The degree to which demand exceeds supply (once all existing facilities are being run at an optimal operational level) and the facility or proposed facility is capable of meeting the identified gap.
- The degree to which the existing or proposed facility is operationally sustainable (taking a whole of lifecycle approach which looks at operational and maintenance costs throughout the facility's life).
- The return on investment (capital and operational) that the facility, or proposed facility, can generate (measured in terms of community benefit).

Level Three Criteria:

- The ability of the facility, or proposed facility, to reflect international and national best practice in its location, design and subsequent operation.
- The ability of the facility, or proposed facility, to progress the competitive sporting objectives of the Waikato region and wider New Zealand society.

Given the Plan is a high level strategic document it is acknowledged that all proposed facility approaches identified in the Plan (see section 9.0 and Appendix 1) will need to be tested in more detail. This will involve the presentation of verified facts and evidence-based decision making (as outlined in the proposed evaluation process in section 7.0).

7.0 Facility Investment Decision Making Process

A proposed facility investment decision making process framework has been developed to assist collaboration. The process is envisaged to involve charitable funders, local authorities, regional sports organisations and Sport Waikato acting in a collaborative manner to ensure facilities reflect the needs of their communities, while also fitting within a regional network of facilities.

All proposed facilities, whether new build or redevelopments, should go through this process. However, the scale of the proposed project and its likely ongoing operational costs will dictate how detailed the analysis in each stage of the process will need to be. For some smaller projects the process can likely be truncated. Sport Waikato, as the process facilitator, will be able to provide guidance on this.

The process has six key work stages which are punctuated by phases for stakeholder review. At each of these review stages stakeholders may choose to suggest ways the facility concept could be optimised, suggest proceeding to the next work stage (if the facility concept is considered feasible), or even decide to decline / withdraw their support. The decline or withdrawal of support by certain stakeholders may not necessarily terminate a project. However, it may require the project to be reconceptualised.

The process is designed to reduce time and cost for both project proponents and potential stakeholders by only requiring the minimum amount of work to be undertaken at each stage in order to inform the next stakeholder review stage.

The key work stages are:

1. **Facility Concept Outline:** A short outline (under 4 pages) which summarises the proposed project and key facts. This should include a brief facility description; an indicative cost (based on a GFA rate), a proposed location, a potential governance and management structure, an outline of the perceived need for the facility, and its degree of alignment with strategic documents. No architectural plans are required at this stage.
2. **Preliminary Feasibility Assessment:** A high level assessment which tests the viability of the facility concept. This work should confirm any immediate challenges and opportunities; and on balance whether progressing further is warranted. Part of the assessment will involve identifying funding partnership opportunities (for example between local authorities). No architectural plans are required at this stage beyond simple bulk and location analysis.
3. **Detailed Feasibility Assessment:** A detailed assessment which examines holistically all areas of the potential facility development. This will require professional input from a range of consultants and

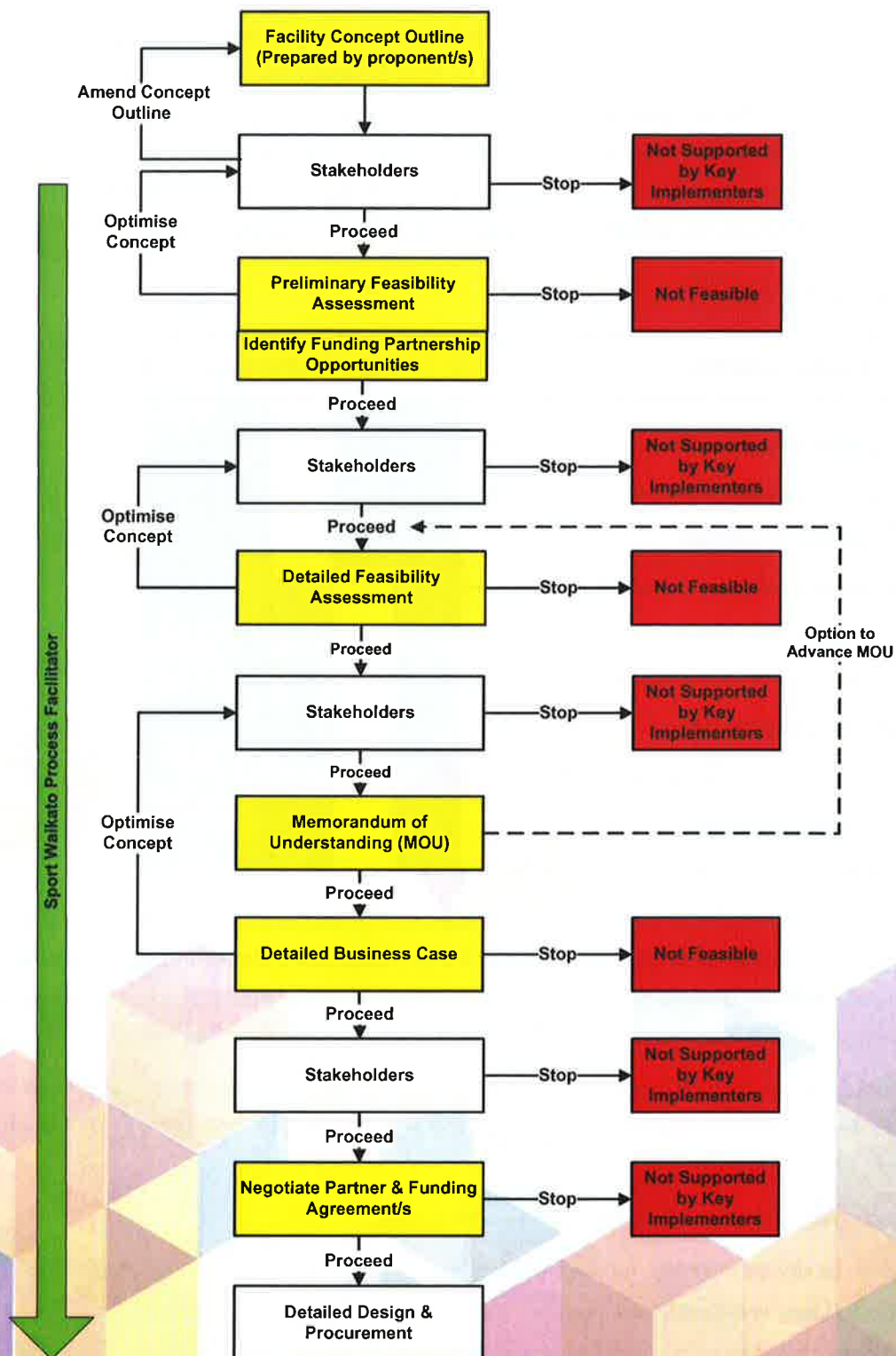
involve such things as sports planning, demographics, business planning, preliminary concept design, governance, and management.

4. **Memorandum of Understanding:** A MoU will set out what different partners expectations are, provided they have decided to progress examining the project further (and particularly if they are contributing seed funding to assist with undertaking further analysis). If stakeholders are contributing funding towards a detailed feasibility assessment this MoU stage can be brought forwards.
5. **Detailed Business Case:** This analysis examines the financial implications of the proposed development in greater detail and builds on earlier work undertaken in the detailed feasibility assessment. Particular emphasis will be placed on operational and capital issues.
6. **Negotiate Partner and Funding Agreements:** Should the project be supported following the earlier analysis stages partnership and funding agreements will need to be negotiated between the parties. Only once these have been successfully agreed should detailed design and procurement commence.

Note: Sport Waikato will be able to guide proponents through the decision making framework and direct them towards useful resources (such as business case templates).

Proponents and stakeholders alike should consider at each stage how a project aligns with the principles, criteria and recommendations of the Waikato Facility Plan. The principles and criteria should be used to structure stakeholder decision making.

Figure 1: Full Facility Investment Decision Making Process



Note:
Stakeholders may include the likes of Local Authorities, Sport Waikato, Charitable Funders, SNZ, RSO, NSO, Schools, and MOE.

8.0 Preliminary Funding Approach

To assist with implementing the Facility Plan a preliminary funding approach has been prepared for discussion. The approach outlines each facility level (from international to local facilities) and the potential funders which align with each level (Figure 2). Certain potential funders, such as the Ministry of Education, are likely to be more active at the regional, sub regional and local facility category levels (via facility partnerships on Ministry land) while others, such as central government, are more likely to be focused on international and national facilities. The remaining funders have the potential to operate over all facility category levels.

Figure 2: Preliminary Funding Approach

Facility Category	Potential Funders			
International Facilities	Local Authorities	Central Government		Charitable Funders
National Facilities				
Regional Facilities		Ministry of Education		Other Funders
Sub Regional Facilities				
Local Facilities				

The approach outlined in Figure 2 would enable cross boundary facility partnerships between local authorities (and local authorities and other partners). This approach will likely require both capital and operational funding being transferred between local authorities. Determining how this is done would need to be negotiated between the parties involved on a case by case basis (most likely aligned with utilisation levels).

Determining the level of interest in such partnerships would initially begin to be assessed no later than at the preliminary feasibility stage in the decision making process and would then continue throughout the process (see section 7.0).

Coordinating the funding approach would be assisted by both:

- A regional facility partnership funding policy which has the support of local authorities, charitable funders, and Sport New Zealand.
- A coordinated funding MOU / accord between local authorities, Sport Waikato, charitable funders, and Sport New Zealand, which sets out funding priorities for a set period (and which should be regularly reviewed).

The Ministry of Education, School Boards, charitable and other funders would also be able to allocate funding as they desired across all facility levels. Ideally this funding would be guided by the proposed funding MOU / accord between all potential funders (which in turn would be based on the principles, criteria and recommendations of the Waikato Facility Plan).

9.0 Potential Facility Optimisation Approaches

The Regional Facility Plan has identified facility gaps and a number of areas where partnership approaches can be explored. Examples include partnerships between two or more local authorities and other partners, such as schools. Appendix 1 provides a summary of proposed approaches across local authorities. The plan assumes that a combination of asset rationalisation, refurbishment, and new development will be required.

Based on available data the Plan's high priority projects over the next ten years are outlined in Table 1

Table 1: Waikato High Priority Larger Capex Projects

Indicative Timeframe (Funding Dependant)	Proposed Optimisation Approach – Facility Project
1-3 years	<ul style="list-style-type: none"> • 2 x 4-5 indoor court facilities (Hamilton City Council in partnership) – potential for one being 4-10 years out. • Aquatic and court facility partnerships (Hamilton City Council). • Indoor 25m community pool in Cambridge (Waipa District Council) – timing depends on the asset life of existing Cambridge Municipal Pool.
4-10 years	<ul style="list-style-type: none"> • 2 x 2/3 basketball court (one full size netball court) model facility (potential Thames-Coromandel, Hauraki and/or Matamata Piako District Councils partnership). • Indoor 25m community pool (Hamilton City Council). • Indoor 25m community pool (potential Thames-Coromandel, Hauraki and /or Matamata Piako District Councils partnership). • Hockey turf/s (Hamilton City Council in partnership). • Upgrade existing sports fields (Hamilton City Council). • Develop additional four fields in the east and northeast of Hamilton (Hamilton City Council in partnership). • Regional squash hub facility (Hamilton City Council) – potential optimisation of existing facility. • Gymsport sub regional facility hubs – optimisation (Hamilton City Council and Matamata-Piako and Thames-Coromandel District Councils).

Note: See Appendix 1 for additional detail.

In many instances the Plan also identifies that existing assets should have lifecycle models prepared (including building condition surveys) to determine their useful lifespan. This will enable maintenance to be optimised so that facilities are not overinvested in beyond their useful life.

Some of the greatest facility challenges regionally are likely to exist at the local level (although these local facilities fall outside of the scope of this Plan). However, where possible, local facility data have been captured to assist planners and funders. Local level facilities in particular will likely require rationalisation and optimisation. This will potentially involve approaches such as amalgamations, sharing facilities between clubs, and between clubs and schools. Local facility partnerships are also likely to become more essential.

It will become increasingly important that every funding grant be evaluated carefully to optimise the investment and to not perpetuate a suboptimal facility network that may not meet the changing local community needs.

10.0 Recommendations

The Plan recommends that:

1. The Waikato Regional Sports Facility Plan is adopted as a high level strategic document to assist the optimisation of the Region's facility network.
2. The Waikato Regional Sports Facility Plan is reviewed every three years.
3. All local authorities, Sport Waikato, charitable funders, and Sport New Zealand work together to determine the viability of establishing:
 - a) A regional funding approach to assist with the development and operation of international, national, regional, and sub-regional status facilities,
 - b) A regional facility partnership funding policy which has the support of local authorities, charitable funders, the MOE and Sport New Zealand.
 - c) A coordinated funding MOU/accord between local authorities, Sport Waikato, charitable funders, the MOE, and Sport New Zealand. This accord would set out funding priorities for a set period (and should be regularly reviewed).
 - d) Cross boundary facility partnerships between local authorities. This will likely require both capital and operational funding being transferred between authorities.
4. Sport Waikato is funded to offer additional facility optimisation support to partners.
5. Asset owners/developers are encouraged to look at developing lifecycle models, maintenance plans and identifying future community needs to inform their planning decisions (prior to seeking grant funding).

11.0 Priority Actions

The Plan's proposed priority actions for the next 1-3 Years are:

- Develop and implement a roadshow for the Sports Facility Plan to promote the Plan's proposed approach and outcomes.
- Develop a regional funding approach, facility partnership funding policy and funding MOU/accord.
- Explore all the Plan's identified potential facility partnerships (with their relevant potential partners) to the 'Facility Concept Outline' stage (in accordance with the proposed Investment Decision Making Process).
- Progress at least five potential facility partnerships to the Preliminary Feasibility stage (in accordance with the proposed Investment Decision Making Process).

- Progress at least two potential facility partnerships to the Detailed Feasibility stage or further (in accordance with the proposed Investment Decision Making Process).
- Determine the implementation date for all priority sports facility projects.
- Review the Waikato Sports Facility Plan.



Appendix 1: Summary of Proposed Facility Approaches

Table 1: Summary of Indoor Court Proposed Facility Approaches by Local Authority

Council	Proposed Facility Approach
Hamilton City Council	<ul style="list-style-type: none"> Develop (ideally in partnerships) two 4-5 court facilities with one being located in the north-east of the city (which will also serve Waikato District Council, Waipa District Council and Matamata Piako residents). Opportunities should be explored with schools (especially with the construction of the new high school at Rototuna) and tertiary institutions. Investigate facility partnerships with high schools to optimise existing assets. Maintain and where possible optimise existing assets.
Hauraki District Council	<ul style="list-style-type: none"> Any additional local level supply should be undertaken in partnership with high schools where possible and be based on a 2 x 2/3 basketball court (one full size netball court) model. Investigate sub regional partnership with Thames-Coromandel District and/or Matamata Piako District Council (Te Aroha).
Matamata-Piako District Council	<ul style="list-style-type: none"> Investigate sub regional partnership with Hauraki District Council (potentially in partnership with a high school). Maintain and where possible optimise existing assets.
Otorohanga District Council	<ul style="list-style-type: none"> Investigate facility partnerships with the high school to optimise existing assets. Explore future sub regional partnership opportunities with Waitomo District Council and High Schools. Any additional local level supply should be undertaken in partnership with the high school where possible and be based on either optimising existing assets or, in the case of a new build, a 2 x 2/3 basketball court (one full size netball court) model.
South Waikato District Council	<ul style="list-style-type: none"> Maintain and where possible optimise existing assets. Any additional local level supply should be undertaken in partnership with high schools where possible and be based on a 2 x 2/3 basketball court (one full size netball court) model. When population projections warrant.
Taupo District Council	<ul style="list-style-type: none"> Maintain and where possible optimise existing assets.

Thames-Coromandel District Council	<ul style="list-style-type: none"> • Investigate sub regional partnership with Hauraki District Council (potentially in partnership with a high school). • Any additional local level supply (in Thames) should be undertaken in partnership with a high school where possible and be based on a 2 x 2/3 basketball court (one full size netball court) model. • Maintain and where possible optimise existing assets.
Waikato District Council	<ul style="list-style-type: none"> • Any additional local level supply should be undertaken in partnership with high schools where possible and be based on a 2 x 2/3 basketball court (one full size netball court) model. • Investigate sub regional partnership in the North and South with Auckland and Hamilton Councils respectively.
Waipa District Council	<ul style="list-style-type: none"> • Maintain and where possible optimise existing assets. • Explore 4-5 court facility partnership within Hamilton City Council.
Waitomo District Council	<ul style="list-style-type: none"> • Maintain and where possible optimise existing assets. • Explore future sub regional partnership opportunities with Otorohanga District Council and High Schools.

Table 2: Summary of Aquatic Proposed Facility Approaches by Local Authority

Council	Proposed Facility Approach
Hamilton City Council	<ul style="list-style-type: none"> • Close the Municipal Pool (Rationale: capital would be better invested in a new indoor community pool, preferably in the north-east of the city). • Develop a new standard configuration indoor community pool (25m lane, fun pool and learn to swim pool. Also consider a hydrotherapy pool) in the north east of the city (which will also service the south of Waikato District Council). • Investigate school / tertiary partnerships to assist with the provision of additional access for structured aquatic club use (on an as required basis). • Maintain existing operational pools and optimise where warranted.
Hauraki District Council	<ul style="list-style-type: none"> • Maintain existing pools (based on asset lifecycle modelling). • Investigate a sub-regional partnership with Thames Coromandel District Council (and potentially Matamata-Piako District Council for the town of Te Aroha) for a new standard configuration indoor community pool (25m lane, fun pool and learn to swim pool. Also consider a hydrotherapy pool).
Matamata-Piako District Council	<ul style="list-style-type: none"> • Maintain existing pools (based on asset lifecycle modelling).
Otorohanga District Council	<ul style="list-style-type: none"> • Maintain existing pools (based on asset lifecycle modelling). • Consider sub regional partnership with Waitomo District Council when appropriate.
South Waikato District Council	<ul style="list-style-type: none"> • Maintain existing pools (based on asset lifecycle modelling).
Taupo District Council	<ul style="list-style-type: none"> • Maintain existing pools (based on asset lifecycle modelling). • Optimisation of AC Baths on an as required basis.
Thames-Coromandel District Council	<ul style="list-style-type: none"> • Maintain the existing Coromandel, Mercury Bay and Whangamata pools (based on asset lifecycle modelling). • Maintain the Thames Centennial Pool in the short term (based on asset lifecycle modelling). • Investigate a sub-regional partnership with Hauraki District Council for a new standard configuration indoor community pool (25m lane, fun pool and learn to swim pool. Also consider a hydrotherapy pool).

Waikato District Council	<ul style="list-style-type: none"> • Maintain existing pools (based on asset lifecycle modelling). • Investigate sub regional partnership in the North and South with Auckland and Hamilton Councils respectively.
Waipa District Council	<ul style="list-style-type: none"> • Maintain existing pools (based on asset lifecycle modelling). • When the existing Cambridge Municipal Pool reaches the end of its asset life develop a new standard configuration indoor community pool (25m lane, fun pool, spa and learn to swim pool. Also consider a hydrotherapy pool). • Investigate sub regional partnership in the North with Hamilton Council (or a high school). • Determine with cycling and rowing's high performance hubs the need for specific aquatic facilities in Cambridge and take these into consideration when undertaking a feasibility analysis for the indoor 25m aquatic facility.
Waitomo District Council	<ul style="list-style-type: none"> • Maintain existing pool (based on asset lifecycle modelling). • Consider sub regional partnership with Otorohanga District Council when appropriate.

Table 3: Summary of Hockey Proposed Facility Approaches by Local Authority

Council	Proposed Facility Approach
Hamilton City Council	<ul style="list-style-type: none"> • Maintain existing assets. • Maintain and increase partnerships with schools and tertiary institutions where possible. • Explore development of additional turfs either at Innes Common or in partnership with a High School/s or tertiary institution/s. • Explore developing a hierarchy of facilities (not all facilities need to be water based or specifically for hockey. For example, junior play can take place on appropriate Astroturf tennis courts). • Where possible advocate for the development of multi-use facilities and / or school facility partnerships which configure Astroturf tennis courts so that they can also be used for hockey.
Hauraki District Council	<ul style="list-style-type: none"> • Maintain existing asset. • Where possible advocate for the development of multi-use facilities and / or school facility partnerships which configure Astroturf tennis courts so that they can also be used for hockey.

Taupo District Council	<ul style="list-style-type: none"> • Maintain existing asset. • Where possible advocate for the development of multi-use facilities and / or school facility partnerships which configure Astroturf tennis courts so that they can also be used for hockey (junior – intermediate training and play and social play). This will free capacity on the water based turf.
All Other Waikato District Councils	<ul style="list-style-type: none"> • Where possible advocate for the development of multi-use facilities and / or school facility partnerships which configure Astroturf tennis courts so that they can also be used for hockey.

Table 4: Summary of Outdoor Netball Proposed Facility Approaches by Local Authority

Council	Proposed Facility Approach
Hamilton City Council	<ul style="list-style-type: none"> • Support Netball NZ hub and spoke model (netball centres and satellites). • Ensure on-going repair and maintenance of existing facilities. • Consider development of new court facilities (satellites) within growth areas with flexible courts to meet the needs of multiple user groups (potentially in partnership with schools or multisport developments). • When netball Centres exceed 30 teams per court increase court capacity (where possible).
Waikato District Council	<ul style="list-style-type: none"> • Support Netball NZ hub and spoke model (netball centres and satellites). • Ensure on-going repair and maintenance of existing facilities only where these facilities represent a good investment. Rationalise underutilised facilities. • Optimise facilities by collocating with other sports codes / schools (flexible courts to meet the needs of multiple user groups). • Explore partnerships with Auckland Council in the north and Hamilton City Council in the south.
All Other Waikato District Councils	<ul style="list-style-type: none"> • Support Netball NZ hub and spoke model (netball centres and satellites). • Ensure on-going repair and maintenance of existing facilities only where these facilities represent a good investment. Rationalise underutilised facilities. • Optimise facilities by collocating with other sports codes / schools (flexible courts to meet the needs of multiple user groups i.e. tennis and netball).

Table 5: Summary of Tennis Proposed Facility Approaches by Local Authority

Council	Proposed Facility Approach
Hamilton City Council	<ul style="list-style-type: none"> • Maintain existing assets. • Explore school and tertiary institution partnerships to foster increased community court access (especially in the north east of the city). • Explore multi use court options (tennis / netball and tennis / junior hockey). • Adopt Tennis New Zealand facility optimisation approach (TNZ Facility Strategy – under development). • Develop new courts when maximum capacity reached. • Ensure a mix of court surfaces (some court surfaces are softer and slower and better for older adults).
Waikato District Council	<ul style="list-style-type: none"> • Maintain existing assets. • Explore school partnerships to foster increased community court access. • Explore multi use court options (tennis / netball and tennis / junior hockey). • Adopt Tennis New Zealand facility optimisation approach (TNZ Facility Strategy – under development). • Ensure a mix of court surfaces (some court surfaces are softer and slower and better for older adults). • Promote the rationalisation / merger of clubs and / or shared facilities when appropriate. • Develop new courts only when maximum court capacity is reached. • Explore partnerships with Auckland Council in the north and Hamilton City Council in the south.
All Other Waikato District Councils	<ul style="list-style-type: none"> • Maintain existing assets. • Explore school partnerships to foster increased community court access. • Explore multi use court options (tennis / netball and tennis / junior hockey). • Adopt Tennis New Zealand facility optimisation approach (TNZ Facility Strategy – under development). • Develop new courts only when maximum court capacity is reached. • Ensure a mix of court surfaces (some court surfaces are softer and slower and better for older adults). • Promote the rationalisation / merger of clubs and / or shared facilities when appropriate.

Table 6: Summary of Equestrian Proposed Facility Approaches by Local Authority

Council	Proposed Facility Approach
Otorohanga District Council	<ul style="list-style-type: none"> • Utilise existing facilities in neighbouring Council areas. • Monitor demand.
All Other Waikato District and City Councils	<ul style="list-style-type: none"> • Maintain existing assets. • Consideration should be given to how facilities operate in order to optimise their capacity prior to investing significant capital for expansion.

Table 7: Summary of Playing Field Proposed Facility Approaches by Local Authority

Council	Proposed Facility Approach
Hamilton City Council	<ul style="list-style-type: none"> • Examine the allocation of sports fields based on need (and actual utilisation). • Upgrade existing sports fields to increase their capacity over winter. • Upgrade support infrastructure such as toilets and changing rooms to facilitate better utilisation of existing sports fields. • Examine partnerships where these will be more cost effective to deliver access to sports fields. • Develop additional four fields in the east and northeast of the city (potentially using partnerships with schools and tertiary institutions to increase the critical mass of sports fields within a precinct).
Waikato District Council	<ul style="list-style-type: none"> • Examine the allocation of sports fields based on need (and actual utilisation). • Upgrade existing sports fields to increase their capacity over winter as needed (especially in multi-sport settings). • Upgrade support infrastructure such as toilets and changing rooms to facilitate better utilisation of existing sports fields where required. • Examine partnerships with Auckland and Hamilton Councils in the north and south respectively. • Examine school partnerships where these will be more cost effective to deliver access to sports fields. • Rationalise assets where possible.
All Other Waikato District Councils	<ul style="list-style-type: none"> • Examine the allocation of sports fields based on need (and actual utilisation). • Upgrade existing sports fields to increase their capacity over winter as needed (especially in multi-sport settings). • Upgrade support infrastructure such as toilets and changing rooms to facilitate better utilisation of existing sports fields where required. • Examine school partnerships where these will be more cost effective to deliver access to sports fields. • Rationalise assets where possible.

Table 8: Summary of Athletics Proposed Facility Approaches by Local Authority

Council	Proposed Facility Approach
Hamilton City Council	<ul style="list-style-type: none"> • Maintain Porritt Stadium track and its support infrastructure to a national facility level standard. • Maintain Bremworth Park as a grass track.
Otorohanga District Council and Thames-Coromandel District Council	<ul style="list-style-type: none"> • Explore partnerships with High Schools where demand dictates.
All Other Waikato District Councils	<ul style="list-style-type: none"> • Maintain existing assets. • Where appropriate foster shared facilities.

Table 9: Summary of Bike Proposed Facility Approaches by Local Authority

Council	Proposed Facility Approach
Hamilton City Council and Taupo District Council	<ul style="list-style-type: none"> • Monitor the impact of the Avantidrome on the existing outdoor velodrome. • Should utilisation decline consider rationalisation at the end of the outdoor velodromes' asset lifecycles. • Maintain and optimise existing assets were demand warrants.
Otorohanga District Council	<ul style="list-style-type: none"> • Utilise assets in neighbouring Councils.
Waipa District Council	<ul style="list-style-type: none"> • Investigate clustering other bike activities / facilities in Cambridge. • Maintain existing assets.
All Other Waikato District Councils	<ul style="list-style-type: none"> • Maintain and optimise existing assets were demand warrants.

Table 10: Summary of Squash Proposed Facility Approaches by Local Authority

Council	Proposed Facility Approach
Hamilton City Council	<ul style="list-style-type: none"> • Investigate the creation of a regional hub facility (flagship centre), potential optimisation of existing facility. • Rationalise assets where costs outweigh benefits and look at possible multi use or clustering options for new facilities when the need is justified. • Maintain existing assets in keeping with an asset management plan (asset lifecycle modelling).
All Other Waikato District Councils	<ul style="list-style-type: none"> • Maintain existing assets in keeping with an asset management plan (asset lifecycle modelling). • Rationalise assets where costs outweigh benefits and look at possible multi use or clustering options for new facilities when need is justified.

Table 11: Summary of Clubroom Proposed Facility Approaches by Local Authority

Council	Proposed Facility Approach
All Local Authorities	<ul style="list-style-type: none"> • Engage with Clubs to ensure that they have asset management plans (which take into account the buildings lifecycle). • Encourage co-use of existing assets and / or amalgamation of clubs when warranted. • Before committing a significant capital investment into any clubrooms carry out an independent building condition assessment (on buildings over 20 years old), quantity survey of refurbishment / repair costs and a cost benefit analysis and sustainability / feasibility analysis (this work should be scaled appropriately to the capital investment being considered). • Where justified rationalise clubrooms or consider total facility replacement (ideally in a co – use or multisport model when warranted).

Table 12: Summary of Gymsport Proposed Facility Approaches by Local Authority

Council	Proposed Facility Approach
Hamilton City Council	<ul style="list-style-type: none"> Examine the optimisation of sub regional hub (and where sustainable implement improvements). This could include clustering clubs together and /or amalgamation on a new site. Maintain existing assets where viable / warranted. When no longer viable explore new facility options (potentially colocation with a high school).
Hauraki District Council	<ul style="list-style-type: none"> Partner with schools where possible. Utilise potential sub regional hub facility in Thames.
Matamata-Piako District Council	<ul style="list-style-type: none"> Examine the optimisation of sub regional hub (and where sustainable implement improvements - Potentially colocation with a high school). Maintain existing assets where viable / warranted.
Otorohanga District Council	<ul style="list-style-type: none"> Utilise sub regional hub and neighbouring gymnastics facilities.
South Waikato District Council	<ul style="list-style-type: none"> Maintain existing assets.
Taupo District Council	<ul style="list-style-type: none"> Maintain existing assets where viable / warranted.
Thames-Coromandel District Council	<ul style="list-style-type: none"> Examine the optimisation of sub regional hub (and where sustainable implement improvements – consider potentially colocation with a high school). Maintain existing assets where viable / warranted.
Waikato District Council	<ul style="list-style-type: none"> Maintain existing assets where viable / warranted. In the north and south utilise facilities in Auckland and Hamilton Cities respectively.
Waipa District Council	<ul style="list-style-type: none"> Maintain existing assets where viable / warranted.
Waitomo District Council	<ul style="list-style-type: none"> Utilise sub regional hub and neighbouring gymnastics facilities.

Table 13: Summary of Golf Proposed Facility Approaches by Local Authority

Council	Proposed Facility Approach
Hamilton City	<ul style="list-style-type: none"> • Maintain existing assets. • Examine the potential for additional partnerships on golf course sites between golf and other sports clubs / community organisations.
All Other Waikato District Councils	<ul style="list-style-type: none"> • Maintain existing assets. • Examine the potential for additional partnerships on golf course sites between golf and other sports clubs / community organisations. • Examine the potential for partnerships and amalgamations between golf clubs on an as required basis.

Table 14: Summary of Rowing Proposed Facility Approaches by Local Authority

Council	Proposed Facility Approach
Waipa District Council	<ul style="list-style-type: none"> • Maintain existing facilities and optimise where required.
Thames-Coromandel District Council	<ul style="list-style-type: none"> • Utilise sub regional facilities in Hauraki District Council and national facilities in Waipa District Council.
Waitomo District Council	<ul style="list-style-type: none"> • Utilise facilities in South Waikato. • Utilise national facilities in Waipa District Council.
All Other Waikato District and City Councils	<ul style="list-style-type: none"> • Maintain existing facilities. • Utilise national facilities in Waipa District Council.

Table 15: Summary of Bowling Proposed Facility Approaches by Local Authority

Council	Proposed Facility Approach
Thames-Coromandel District Council	<ul style="list-style-type: none"> • Maintain at least one regional level outdoor facility (bowls 'centre') ideally in Thames. • Examine amalgamations and partnership opportunities (such as integration into multisport facilities). • Examine artificial outdoor greens (to replace grass greens) but not indoor artificial greens.
Hauraki District Council	<ul style="list-style-type: none"> • Should a regional level bowls centre not be maintained in adjoining TAs (Thames-Coromandel, Thames, or Matamata-Piako District Council) ensure a regional level outdoor facility (bowls 'centre') is maintained in Hauraki District Council. • Examine amalgamations and partnership opportunities (such as integration into multisport facilities). • Examine artificial outdoor greens (to replace grass greens), but not indoor artificial greens.
Hamilton City Council	<ul style="list-style-type: none"> • Maintain at least one regional level outdoor facility (bowls 'centre'). • Examine amalgamations and partnership opportunities (such as integration into multisport facilities). • Examine artificial outdoor greens (to replace grass greens), but not additional indoor artificial greens.
All Other Waikato District and City Councils	<ul style="list-style-type: none"> • Maintain at least one regional level outdoor facility (bowls 'centre'). • Examine amalgamations and partnership opportunities (such as integration into multisport facilities). • Examine artificial outdoor greens (to replace grass greens), but not indoor artificial greens.

Acknowledgements



Waikato Mayoral Forum

Waikato Regional Council

Hamilton City Council

Hauraki District Council

Matamata Piako District Council

Otorohanga District Council

South Waikato District Council

Taupo District Council

Thames Coromandel District Council

Waikato District Council

Waipa District Council

Waitomo District Council

Open Meeting

To	Infrastructure Committee
From	TN Harty General Manager Service Delivery
Date	31 May 2016
Prepared by	KC Bredesen Business Support Team Leader/PA
Chief Executive Approved	Y
DWS Document Set #	I527463
Report Title	Award of Contracts

1. EXECUTIVE SUMMARY

This report is to advise the Infrastructure Committee of the results of recently tendered contracts. The attached reports provide full details of the tenders received and the results of the tender evaluation process.

2. Recommendation

THAT the report from the General Manager ServiceDelivery be received.

3. ATTACHMENTS

- Contract No I5-226, Initial Evaluation Procedure Inspections
- Contract No I5-233, Electrical, Telemetry and SCADA Maintenance
- Contract No I5-192, George Drive, Huntly Wastewater Renewals
- Contract No I5-052, Te Ohaki Road Watermain Extension

MEMORANDUM

To General Manager Tim Harty
 From Josy Cooper, Project Manager
 Subject **Tender Evaluation: Contract No. 15/226: Name: IEP Inspections**
 File 15/226
 Date 14/04/2016

1.0 INTRODUCTION

- 1.1 Contract No. 15/226 is a Measure and Value based Consultancy Services contract for the Initial Seismic Assessment (IEP or Initial Evaluation Procedure) of buildings/structures owned by WDC.
- 1.2 The contract deliverables include an IEP for each Priority 1 and 2 building/structure owned by WDC (these have been prioritised by the Building Quality Manager) which will assess whether the buildings are "earthquake prone" (or below 33% of the New Building Standard). After the "earthquake prone" buildings have been categorised, the next deliverable from this project will include detailed engineering evaluations on those buildings which are deemed to be below the minimum level or as directed by Council staff.
- 1.3 The contract work is due for completion by 30 June 2017.

As this is a measure and value contract, final payment will be determined by the actual amount of work done.

1.4 Project Allocation Budget

The available budget for this project is \$200,000.00, which comes from GL 16021202 in the 2014-2015 and 2015-2016 Annual Plans and is made up as follows:

2014-2015 General Consultants (carry forward budget)	\$100,000.00
2015-2016 General Consultants	\$100,000.00
Total Funds Available	<u>\$200,000.00</u>

2.0 REPORT**2.1 Tenders Received**

4 consultancies were invited from the PSP and 4 tenders were received prior to the closing time of 4pm on 29th March 2016.

2.2 Tender Evaluation

- 2.2.1 The tenders were assessed in accordance with New Zealand Transport Agency's Procurement Manual, using the 'Lowest Price Conforming Method' for physical works as detailed in the tender documents. This procedure recommends that the tenderer with the lowest price is awarded the contract provided they have passed the evaluation of each of the non-priced attributes.

A summary of the tenders received and the result of their evaluation is as follows:

Rank	Consultant	Price
1	Beca	\$33,847.00
2	AECOM	\$79,000.00
3	Jacobs	\$92,500.00
4	BCD	\$92,700.00

In the view of the Engineer the cost of work was likely to exceed \$100,000.

2.3 Preferred Tenderer

2.3.1 Following tender evaluation, the preferred tenderer is Beca who has completed similar work in the past to a satisfactory standard. With a lower than expected price post tender, negotiations were entered into, and the scope of the project was expanded. Priority 1 and 2 buildings will now all be fully assessed through this project. This allows for these buildings to have Detailed Engineering Evaluations carried out followed by costings for required remedial works.

2.4 Financial

2.4.1 Expected Project Costs

Following the tender process, the total commitment for this project is expected to be \$195,315.50 which is made up as follows:

Project Management	\$ 5,000.00
Tendered Sum (Preferred Tender for this contract)	\$ 190,631.00
Total Project Cost	<u>\$ 195,631.00</u>

2.4.2 Budget Surplus/Deficit

The total project cost will result in neither a surplus nor deficit.

2.4.3 Credit Check

A Credit check was not required for this contract.

2.4.4 Finance Check

The Management Accountant has checked numeric calculations within the report and confirmed that the budget and funding for this contract is available and correct.

2.5 Health & Safety Register

There are no physical works involved in this contract so the Consultant is not required to be on our Approved Contractors Register.

2.6 Contract Risk

A risk assessment previously carried out on this project identified the risk as low. These risks have been addressed in the contract document.

2.7 Approved Contract Sum

2.7.1 The Approved Contract Sum should be the Tender Sum.

3.0 RECOMMENDATION

3.1 It is recommended that:

3.1.1 The tender submitted by Beca in the sum of: One hundred and ninety five thousand, three hundred and fifteen dollars and fifty cents (\$195,315.50), excluding GST, be approved for Contract No. 15/226: IEP Inspections.

3.1.2 The Approved Contract Sum is set at \$195,315.50.

Recommended by:



Josy Cooper
Project Manager

Approved by:



Jacki Remihana
Programme Delivery Manager

Financial information reviewed by:



Juliene Calambuhay
Management Accountant

Approved by:



Tim Harty
General Manager

MEMORANDUM

To	Tim Harty, General Manager Service Delivery
	Gavin Ion, Chief Executive
From	Richard Clark - Contract Engineer
Subject	Increase to Approved Contract Sum: 15/052 – Te Ohaki Road Watermain Extension
File	15/052
Date	26 May 2016

1.0 INTRODUCTION

- 1.1 Contract No. 15/052 is a Measure and Value physical works contract for construction of 3km of open trench 150mm PVC watermain along Te Ohaki Road.
- 1.2 The work included a 45m steel pipe bridge, the installation of various fire hydrants, air valves and sluice valves, property connections, and a new pump station and pump station building at the intersection of Te Ohaki Road and Hetherington Road.
- 1.3 The contract works were completed on Thursday, 21 April 2016.
- 1.4 As a measure and value contract the final payment is determined by the actual amount of work completed.
- 1.5 The contract was awarded to Downer New Zealand Ltd and the approved contract sum was set at \$852,596.20.
- 1.6 The available Project Budget at the time of Tender Report dated 07/01/2015 was \$281,744, \$62,386 and \$634,000 under codes IWA12610.0113 and 0116, IWA11215.0114 and MoH funding respectively.

2.0 REASONS FOR INCREASED COSTS

The variations issued through the contract resulted in a contract value overrun as detailed below.

Te Ohaki Road Watermain Extension Variation Works

- 2.1 The location of the existing watermain proved more complex to find than expected and specialist equipment was needed. Additional cost for completed work \$4,180.64.
- 2.2 An additional 6m of steel pipe was required for the pipe bridge above scheduled quantities. Additional cost for completed work \$4,567.97.
- 2.3 The Consent for construction of the pump station within the road reserve was issued post-tender. An additional requirement from this included a change in the building location, necessitating additional tree clearing and an extension of the access track. Additional cost for completed work \$8,272.02.
- 2.4 The requirement for an electrical meter was omitted from the tender.

- 2.5 Various Genesis Energy underground services (grease traps etc.) were found to be in the path of the pipeline. As such the pipe had to be moved from the berm to the road and cover had to be reduced with concrete capping required for 180m of the pipeline length. This also resulted in additional reinstatement costs. Additional cost for completed work \$20,891.26.
- 2.6 The connection point to the existing watermain was found to be significantly deeper than expected (this is due to the changed road layout and depth post-construction of the original main). A large amount of hand digging was required at this connection point due to the number of other services in the area. Additional DI bends and pipework were required to bring the pipe back into alignment. An extension of time for 12 days was required for this work. Additional cost for completed work \$22,235.30.
- 2.7 A planned weekend shut-down had to be postponed as isolation of the pipeline couldn't occur due to faulty valves in the network. These had to be repaired and the shut-down re-scheduled. Additional cost for completed work \$5,167.52.
- 2.12 WDC Operations staff requested two chambers for access to the 3m deep connection points. Due to the number of services around these points, non-standard chambers had to be designed, fabricated and installed. An extension of 14 days was required for this work. Additional cost for completed work \$60,675.11.
- 2.13 Construction documents and drawings incorrectly referenced the Hamilton City Council water meter manifold design; this was changed to the WDC specific design which resulted in additional costs. Additional cost for completed work \$7,874.96.
- 2.14 An increase in the Approved Contract Sum for contract 15/052 for the value of \$55,167.33 is sought. [Total Claimed Variation Costs (\$158,066.10) less Contingency (\$80,000) less Provisional Sums not used (\$9,859.50) less Scheduled Items reduced (\$13,039.27)].

3.0 FUNDING

- 3.1 This project is funded from planned capital budget as follows:

Booster Pump station, Huntly West (IWA12610.0113)	\$94,138
Watermain Extension to Te Ohaaki, Huntly (IWA11215.0114)	\$75,057
Huntly Water Supply Pump Station, Kimihia Road (IWA12610.0116)	\$210,000
MoH Funding	\$634,000
Total	\$1,013,195

- 3.2 The project forecast including increased contract sum is within the total project budget but contract actuals are largely being recognised under the 'Watermain Extension to Te Ohaaki' (IWA11215.0114) project. Therefore it is recommended that the \$55,167.33 of the budget from the 'Huntly Water Supply Pump Station' (IWA12610.0116) project be transferred to the 'Watermain Extension to Te Ohaaki' project.

3.2 Finance Check

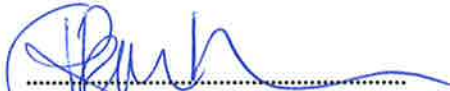
The Management Accountant has checked numeric calculations within the report and confirmed that the budget and funding for this contract is available and correct.

4.0 RECOMMENDATION

- 4.1 It is recommended that the Approved Contract Sum for Contract No. 15/059 Te Ohaki Road Watermain Extension be increased from \$ 852,596.20 to \$907,763.53
- 4.2 And that \$55,167.33 of the Huntly Water Supply Pump Station Project Budget (IWA12610.0116) is transferred to Watermain Extension to Te Ohaaki (IWA11215.0114).

Recommended


Richard Clark
Contract Engineer

Approved


Jacki Remihana
Programme Delivery Manager

Financial information reviewed by


Carole Nutt
Management Accountant



Tim Harty
Service Delivery General Manager



GJ Ion
Chief Executive

MEMORANDUM

To	Gavin Ion, Chief Executive and Tim Harty, General Manager Service Delivery
From	Adam van Niekerk, Project Engineer
Subject	Tender Evaluation : Contract No. 15/192 : George Drive, Huntly Wastewater Renewals
File	15/192
Date	12 April 2016

1.0 INTRODUCTION

1.1 Contract No. 15/192 is a Measure and Value physical works for the George Drive, Huntly Wastewater Renewals.

1.2 The contract period is 10 weeks.

1.3 The scheduled quantities tendered on include:

- Sections of gravity sewer pipeline (approximately 350m of 180mm PE pipe) in both private property and the road reserve;
- A sewer rising main (approximately 350m of 140mm dia PE pipe) in the road reserve;
- A package sewer pump station partially in the road reserve and the stop bank;
- Private connections from the commercial properties on George Drive to the gravity sewer pipeline;
- Ancillary works including scour, air valves as well as associated chambers and rigid pipework, tees bends and fittings;
- Electrical cabinet and associated works;
- Testing and commissioning;
- All traffic control and reinstatement of surfaces.

1.4 Project Allocation Budget

The budget for this project is \$753,365.00, which comes from the District Wide Wastewater Reticulation Renewals (1WV11500.0116) with \$721,977 remaining funds available.

2.0 REPORT

2.1 Tenders Received

Tenders were invited from members of the Three Waters Reticulation Panel (Contract No. 13/008). Three tenders were received prior to the advertised closing time of 2pm on 8 March 2016.

2.2 Tender Evaluation

All tenderers on the Three Waters Panel are pre-qualified, therefore the lowest price tender is the preferred tenderer.

A summary of the tenders received and the result of their evaluation is as follows:

Rank	Contractor	Tendered Price
1	Smythe Contractors Ltd	\$625,925.10
2	Spartan Construction Ltd	\$685,214.00
3	HEB Construction Ltd	\$759,647.46

The Engineer's Estimate for this contract was \$627,200.60.

2.3 Preferred Tenderer

2.3.1 Following tender evaluation, the preferred tenderer is Smythe Contractors Ltd who has completed similar work in the past to a satisfactory standard.

2.4 Financial

2.4.1 Expected Project Costs

Following the tender process, the total commitment for this project is expected to be \$705,925.10, which is made up as follows:

Project Management	\$ 30,000.00
Tendered Sum (Preferred Tender for this contract)	\$ 625,925.10
Contingency Sum	\$ 50,000.00
Total Project Cost	<u>\$ 705,925.10</u>

2.4.3 Credit Check

A credit report on the Company was carried out on the 12 April 2016 and no adverse results were found.

2.4.4 Finance Check

The Management Accountant has checked numeric calculations within the report and confirmed that the budget and funding for this contract is available and correct.

2.5 Health & Safety Register

The preferred tenderer is on the Approved Contractors Register and has a good track record in health and safety on WDC contracts.

2.6 Contract Risk

A risk assessment previously carried out on this project identified the risk as low. These risks have been addressed in the contract document.

2.7 Approved Contract Sum

2.7.1 This is a Measure and Value Contract and as such the final payment will be determined by the actual amount of work carried out. The approved contract sum should be the tender sum plus a \$50,000.00 contingency sum. To cover this Approved Contract Sum should be set at \$675,925.10.

3.0 RECOMMENDATION

3.1 It is recommended that:

3.1.1 The tender submitted by Smythe Contractors Ltd in the sum of: Six hundred and twenty five thousand, nine hundred and twenty five dollars and ten cents (\$625,925.10), excluding GST, be approved for Contract No 15/192: George Drive, Huntly Wastewater Renewals

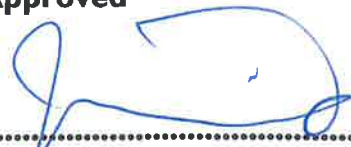
3.1.2 The approved contract sum be set at \$675,925.10

Recommended



Adam van Niekerk
Project Engineer

Approved



Josy Cooper
Programme Delivery Team Leader

Financial information reviewed by



Carole Nutt
Management Accountant



Jacki Remihana
Programme Delivery Manager



Tim Harty
General Manager Service Delivery



GJ Ion
Chief Executive



MEMORANDUM

To	Tim Harty, General Manager Service Delivery and Gavin Ion, Chief Executive
From	Marie McIntyre, Tender Manager
Subject	Tender Evaluation : Contract No. 15/233 : Name: Electrical, Telemetry and SCADA Maintenance
File	15/233
Date	23 May 2016

1.0 INTRODUCTION

1.1 Contract No. 15/233 is a Measure and Value physical works contract for the Electrical, Telemetry and Supervisory Control and Data Acquisition (SCADA) Maintenance of Water and Wastewater assets.

1.2 The contract period is 36 months, with a further two years extension at Council's sole discretion, commencing on 01/07/16.

1.2.1 The scheduled quantities tendered on include the Electrical, Telemetry and SCADA maintenance of:

- Water treatment plants
- Wastewater treatment plants
- Wastewater pump stations
- Water booster pump stations
- Reservoirs
- Flood pump stations
- Telemetry bases stations
- Telemetry radio repeaters
- SCADA software

1.2.2 Works within the scope of this contract include cyclic, preventative and system maintenance and reactive works.

1.2.3 Ergo consultants will be engaged to perform the contract management duties for this contract to ensure deliverables and KPI's are met and reported on. This is due to the complex nature of the works undertaken within the contract.

1.3 Project Allocation Budget

The available budget, before growth and inflation, for this project is \$1,383,000. The funding comes from Operational Budget in the 2015/2025 Long Term Plan and is made up as follows:

Operational Budgets IOP 16200-1903 (3yr)	\$1,008,000.00
Operational Budgets I -135- 1935 (3yr)	\$ 300,000.00
Operational Budgets I -135- 1615 (3yr)	<u>\$ 75,000.00</u>

Total Funds Available	<u>\$1,383,000.00</u>
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2.0 REPORT

2.1 Tenders Received

Five tenders were received prior to the advertised closing time.

2.2 Tender Evaluation

2.2.1 The tenders were assessed in accordance with Waikato District Council's procedures and using the weighted attributes method as detailed in the tender documents. This procedure recommends that the proposal with the highest overall rating is the preferred proposal.

A summary of the tenders received and the result of their evaluation is as follows:

Rank	Contractor	Tendered Price	Non Price Attributes	Overall rating
1	McKay	\$ 883,275.00	39.90	69.14
2	Electricserve	\$ 824,100.00	34.15	66.46
3	RCR Ltd	\$ 965,168.00	29.10	54.10
4	Northern Electrical Ltd	\$1,326,370.00	40.30	46.59
5	ABB Ltd	\$1,605,898.00	29.40	21.21

The Engineer's Estimate for this contract was \$900,000.00.

2.3 Preferred Tenderer

2.3.1 Following tender evaluation, the preferred tenderer is McKay Ltd who has completed similar work in the past to a satisfactory standard.

2.4 Financial

2.4.1 Expected Project Costs

Following the tender process, the total commitment for this project is expected to be \$1,046,602.50, which is made up as follows:

Professional Services Fees (Supervision - Ergo)	\$ 75,000.00
Sub-Total – Non-contract costs	<u>\$ 75,000.00</u>
Tendered Sum	\$ 883,275.00
Contract Contingency 10%	<u>\$ 88,327.50</u>
Total Project Cost	<u>\$1,046,602.50</u>

2.4.2 Budget Surplus/Deficit

The total contract is funded via operational budgets and the surplus will be used on other works.

2.4.3 Credit Check

A credit report was carried out on the Company in May 2016 and no adverse results were found.

2.4.4 Finance Check

The Management Accountant has checked numeric calculations within the report and confirmed that the budget and funding for this contract is available and correct.

2.5 Health & Safety Register

The preferred tenderer is not currently on our Approved Contractors Register but will be added following receipt of all required documentation and records.

2.6 Contract Risk

A risk assessment previously carried out on this project identified the risk as low. These risks have been addressed in the contract document and by engaging ERGO as specialist advisors.

2.7 Approved Contract Sum

- 2.7.1 This is a Measure and Value Contract and as such the final payment will be determined by the actual amount of work carried out. The tender includes a \$88,327.50 (10%) contingency sum. As a result the Approved Contract Sum should be set at \$971,602.50.

Contract amount (years 1 – 3)	\$883,275.00
Contingency	<u>\$ 88,327.50</u>
TOTAL	<u>\$971,602.50</u>

3.0 RECOMMENDATION

- 3.1 It is recommended that:

- 3.1.1 The tender submitted by McKay Ltd in the sum of Eight hundred and Eighty Three Thousand Two Hundred and Seventy Five Dollars (\$883,275.00), excluding GST, be approved for Contract No. I5/233 Electrical, Telemetry and SCADA maintenance.

- 3.1.2 The approved contract sum be set at \$ 971,602.50.

Recommended

.....

Marie McIntyre Tender Manager**Financial information reviewed by**

.....

Carole Nutt Management Accountant

(\$100,001-\$250,000)

.....Date:

Tim Harty General Manager Service Delivery

(\$250,001-\$1,000,000)

.....Date:

Gavin Ion Chief Executive

Open Meeting

To	Infrastructure Committee
From	TN Harty General Manager Service Delivery
Date	26 May 2016
Prepared By	KC Bredesen Business Support Team Leader/PA
Chief Executive Approved	Y
DWS Document Set #	1527222
Report Title	Service Delivery Report for May 2016

1. Executive Summary

This report is to inform the Infrastructure Committee of significant operations/projects commenced, in progress, or completed since the date of the last report.

2. Recommendation

THAT the report from the General Manager Service Delivery be received.

3. Attachments

Please note attachments will be circulated later prior to the meeting.

- Dash Board Reports
- WDA Dashboard Report
- WDC Council 3 Waters Compliance

REPORT

Service Delivery

Parks & Facilities

Halls Provision Study

As raised with Councillors through the May Infrastructure Committee meeting, staff have commissioned Visitor Solutions to undertake an analysis into the levels of use and provision of community and Council run halls across the district. As an initial part of this work all Hall Committees have been sent a survey, Community Boards and Committees will also receive a survey regarding their thoughts regarding hall provision. Further direct engagement with Hall Committees will form a later part of this work. The Waikato District Feasibility Study is due for completion on 30 July 2016.

Northern Facilities Study

Consultant has met with I-site and Waikato District Council staff to discuss options for location of facilities in the north and justification for their thoughts on these. Report will likely be submitted to Council at either the August or September Infrastructure Committee meeting.

NZRA Central Region Day

On Friday 20 May Waikato District Council Parks and Facilities staff hosted a delegation of parks and recreation professionals from across Waikato/Bay of Plenty (approximately 45 attendees). The delegation visited parks in Ngaruawahia, Te Kowhai (Te Otamanui Lagoon) and Raglan and discussed various parks management issues which local authorities often encounter. It was also an opportunity to showcase some of our spaces and we have received great feedback from attendees.

Neighbourhood Parks Reserve Management Plan

Council has drafted a Neighbourhood Parks Reserve Management Plan in accordance with the Reserves Act 1977. The plan covers over 50 parks across the Waikato District. Council has approved a draft for public consultation which is currently occurring (20 April–24 June). A hearing panel has also been appointed and a hearing date has been set for 21 July 2016. As at Friday 20th May six submissions have been received.

Trails Strategy

In accordance with the Infrastructure Committee resolution in March, stakeholders (including Community Boards and Committees throughout the district) are now being given an opportunity to provide feedback on the draft Trails Strategy. A consultation period occurred between 11 April and 30 May and the feedback received will help to determine the final makeup of the document. The draft Trails Strategy is available to view on the Council website. As at Friday 20th May six submissions have been received.

Woodlands Gardens

Staff have been working with the Trustees of Woodlands to enter into a Memorandum of Understanding whereby Council will assume the day to day operation and development of the Gardens. This is aimed at ensuring that Woodlands is in the best position to maintain Gardens of National Importance Award into the future.

This change has been endorsed by the Board of Woodlands.

No additional funding will be required in the short term as currently Council provides funding allocations to the Trust to cover operational costs. Longer term costs may well change, but this will be subject to discussions between the Trust and Council.

This operational change will occur on 1 July 2016.

Programme Delivery

Tamahere Recreation Reserve earthworks

Final stages to be completed subject to weather.

Meremere Library Feasibility

A consultant has been engaged to undertake the feasibility report for Meremere Library, the draft report is due 7 June 2016.

Brownlee Ave Toilet and Carpark

Project has been delayed due to the weather, however the project will be complete by 15 June 2016.

Pokeno Wastewater Phase Two

The consultant has engaged with 95% of property owners and is currently completing the last engagements, a report of confirmed numbers signed will go to the Strategy and Finance committee in June.

Meremere Skatepark

Construction underway with project due to be completed in June 2016.

Ngaruawahia Watermain

Construction underway with project due for completion in September 2016.

Tuakau Watermain

Works to be completed by the end of June 2016.

Tuakau water connection to Watercare

Operational from 2 June 2016.

Waters

Water Operations

As part of Council's ongoing relationship with WaterCare Services Limited (WSL) staff have discussed opportunities to deliver the routine maintenance (both predictive and reactive) for the water and wastewater networks in the North Waikato region (Pokeno, Tuakau, Port Waikato, Onewhero) in collaboration. This discussion arose due to the growth in the area and current ambiguity to base staff in a location that will ensure levels of service are met. This is a cost neutral change and allows for the water operations to meet the levels of service required in the region without the travelling time and costs required. Watercare intend to use their approved contractor Citycare to provide this service. Citycare provide this service to Watercare in the ex-Franklin area and other areas of the Auckland region and have a base in Pukekohe.

Staff currently assigned to this area will be reassigned to the rest of the district and will reduce our use of contractors and provide for us to deliver the required levels of service as the district grows. Staff numbers will not be reduced as a consequence of this change as we have staff vacancies at present.

Raglan Wastewater Overflow Easter Weekend

Staff have circulated the independent review on the overflow from AECOM along with a previous council report regarding Raglan Wastewater System, dated 29 October 2015.

The Waikato Regional Council's investigation into the overflow is ongoing. They have interviewed staff members, contractors and residents.

The investigation is expected to be completed mid/late June and the outcome will be circulated as soon as it is received.

Status of Roding Projects

Design Phase

2015/16

Rehabilitation

The designs for all 2015/16 pavement rehabilitations are complete.

Minor Improvements and Miscellaneous Projects

Ward	Name/Location	Status
Newcastle	Bedford Rd Footpath	Footpath connection at Te Kowhai Rd/Bedford Rd intersection. Design continuing for imminent construction.

2016/17

Rehabilitation

The designs for all 2016/17 pavement rehabilitations are in the planning stage. Falling Weight Deflectometer (FWD) testing and Test Pitting is either complete or underway for all sites.

<u>Rehabilitation Contract No.</u>	Ward	Name/Location	RP Start	RP end	Lengths (m) to be constructed	Status
WDA	Hukanui-Waerenga	Bankier Rd	3228	4080	852	From Boyd/Dawson intersection north
WDA	Awaroa-	Dean Rd	935	1207	272	East side of motorway, east of #66

Rehabilitation Contract No.	Ward	Name/Location	RP Start	RP end	Lengths (m) to be constructed	Status
	Tuakau					
WDA	Awaroa-Tuakau	Great South Rd (Pokeno)	755	990	235	Pokeno Rd intersection to northern on-ramp
WDA	Hukanui-Waerenga	Gordonton Rd	4110	5401	1,291	From 500m north of Sainsbury Rd to Taylor Rd
WDA	Awaroa-Tuakau	Helenslee Rd	4	98	94	From Pokeno Rd north
WDA	Awaroa-Tuakau	Helenslee Rd	774	898	124	Munro Rd intersection
WDA	Hukanui-Waerenga	Henderson Rd (Horsham Downs)	950	1957	1,007	From Hurrell Rd to Boyd Rd
WDA	Onewhero - Te Akau	Hetherington Rd	16876	17758	882	4.8km from western end (multiple drop outs)
WDA	Onewhero - Te Akau	Highway 22	34561	34700	139	North of Naikie (dropout)
WDA	Onewhero - Te Akau	Highway 22	42987	45333	2,346	Starts 2.9km south of Hetherington Rd
WDA	Hukanui-Waerenga	Horsham Downs Rd	3547	4356	809	Bankier Rd to Lake Rd
WDA	Hukanui-Waerenga	Mangapiko Valley Rd	900	1930	1,030	From Storey Rd east
WDA	Awaroa-Tuakau	Munro Rd	5	721	716	Full length (Pokeno Rd to Helenslee Rd), includes replacement of one lane bridge
WDA	Awaroa-Tuakau	Pokeno Rd	39	497	458	Great South Rd to Pokeno School
WDA	Awaroa-Tuakau	Pokeno Rd	2500	3782	1,282	From the 2015/16 site through the cutting

Rehabilitation Contract No.	Ward	Name/Location	RP Start	RP end	Lengths (m) to be constructed	Status
WDA	Awaroa-Tuakau	Ray Wright Rd	385	1265	880	From Nandina Lane west (deferred from 2015/16)
WDA	Awaroa-Tuakau	Ridge Rd	1999	2512	513	From quarry south
WDA	Awaroa-Tuakau	River Rd (Tuakau)	874	1336	462	South of Tyson Lane past Lapwood Rd
WDA	Hukanui-Waerenga	Sainsbury Rd	8	185	177	Alongside school from Puketaha Rd to 100km threshold
WDA	Eureka	Seddon Rd	1894	2254	360	Midway between Puketaha Rd and Kiroa Rd
WDA	Hukanui-Waerenga	Tahuna Rd	17299	17586	287	From Te Hoe to the east
WDA	Huntly	Tregoweth Lane	460	633	173	From Metrapanel north (deferred from 2015/16)
WDA	Onewhero - Te Akau	Waikaretu Valley Rd	1190	1900	710	1.2km from Highway 22 past long slip area (deferred from 2015/16)
WDA	Onewhero - Te Akau	Waikaretu Valley Rd	1900	2598		Dropout section (deferred from 2015/16)
WDA	Raglan	Wainui Rd	3278	4270	992	Starts 400m west of Riria Kereopa Memorial Drive past Ngarunui Beach Rd to Te Ahiawa Rd
WDA	Awaroa-Tuakau	Whangarata Rd	1356	1586	230	Bollard Rd to the west
WDA	Awaroa-Tuakau	Whangarata Rd	2892	3663	771	From Ridge Rd (rail overbridge) past Ewing Rd then west
WDA	Hukanui-Waerenga	Woodlands Rd	2608	5251	2643	East of the 65k curve at end of the school straight

Construction Phase**2015/16**

Rehabilitation Contract No.	Ward	Name/Location	Route Position	Lengths (Km) to be constructed	Status
WDA	Onewhero-Te Akau	Onewhero-Tuakau Bridge Rd	3.729 – 4.630	0.901	Located 1.2km from Onewhero Village. Gabion walls and construction of two timber pole retaining walls are well underway. Pavement construction has begun.
WDA	Awaroa ki Tuakau	Pokeno Rd I & II	1.250 – 2.894	1.644	Project is from Munro Road running west. Earthworks are nearly complete and pavement construction is underway.
15-8PR 0001 Schick Constr.	Ngaruawahia	River Rd	5.034 – 7.297	2.263	Project is complete. Some minor kerbing works to be carried out to tidy up following the relocation of power poles by WEL Networks.
15-8PR 0004 Fulton Hogan	Onewhero-Te Akau	Glen Murray Rd II	11.652 – 12.574	0.922	Site is located 155m east of Tikotiko Rd intersection. Construction is nearing completion, awaiting favourable weather to seal.
WDA	Huntly	Hakanoa St	0.246 – 0.431	0.185	From Bell Crossing Street running north. Construction nearing completion. Awaiting favourable weather to seal.

Roading

District Wide Contracts

Bridge Painting Contract

Works are progressing at site and on track for completion by financial year's end.

Ensuring the safe movement of traffic has been a significant challenge to the project and caused some delays.

Waikato District Alliance (WDA)

Zero Harm

A serious harm injury occurred in May. A supply partner employee received serious injury to his eye and face when a cutting disc shattered and fragments penetrated through his safety glasses. The incident is being investigated.

A safety alert was issued, communicated to supply partners and discussed at Toolbox meetings. Restrictions and exemptions have been placed upon angle grinders in the meantime. The injured person and other workers who were on site are being supported by WDA. The injured person has been discharged from hospital and is in good spirits considering the situation.

Asset Management

The High speed data collection for the network has been completed and will be made available to the asset management team for analysis and to assist with refining the forwards works programme.

Renewals

Reseals were completed in the latter part of April.

Pavement rehabilitations are tracking to be finished by mid-June, with 14.7km of pavement rehabilitation complete (79% of the overall programme). A total of 4 sites remain in various stages of completion and will only be considered complete when sealed.

Pavement rehabilitations ready for sealing:

- Glen Murray Road II (0.9km)
- Hakanoa Street (0.2km)
- Pokeno Road – first section (0.4km)

Pavement rehabilitation sites where pavement works are underway:

- Pokeno Road – last section (0.9km)
- Onewhero-Tuakau Bridge Road (0.9km)

The recent completion of slip repairs at Ruakiwi Rd RPI0.2, signals end of the programme.

Culvert replacement at Rotowaro Road is tracking to schedule; installation of the precast structure is complete and reinstatement of the road pavement is due to be completed by end of May. The culvert performed well in the wake of high flows of water due to the torrential rains experienced in Mid-May

Maintenance

Grader crews are currently undertaking selective metaling grading and rolling on unsealed roads in preparation for the winter months.

Focus on drainage improvements around the district is continuing with the information from culvert inspections assisting with the prioritising of works.

Our vegetation crews continue to work with the local trucking companies to identify and prioritise removal of overhanging vegetation around the district.

Work on the Miranda Road footpath started on 30 May 2016; construction will take two weeks to complete (weather permitting). The footpath will be approximately 400m long, commencing at the Kaiaua/Mangatangi/Miranda Road intersection, and finishing near Kaiaua/Miranda Playcentre and Mangatangi School. The local school and playcentre have been consulted with and are very pleased that the work is going ahead.

The final design work is being done on the Bedford Road footpath; this is still due to be completed prior to 30 June.

S.No	Event Name	Roads Affected	Event Date	Road Closure	TMP Status
1	National Fieldays 2016	Tauwhare Rd, Tamahere Drive and Airport Road	15 June 2016 to 18 June 2016	No	Approved
2	Counties Manukau Cycling Event	Bald Hill Road, Waiuku Road, Masters Road, Hill Road and Wily Road	18-06-16	No	TMP Under Review
3	Counties Manukau Cycling Event	Aka Aka Rd, Aka Aka Church Rd, Otaua Rd, Hoods Landing, Maioiro Rd, Forestry Rd and Ghezzie Road.	23-07-16	No	TMP Under Review
4	Karioi Classic Cycle The Mountain	Whaanga Road, Te Hutewai Road, Ruapuke Road, Tukurimu Road and Waimaori Road	31-07-16	Yes	TMP Under Review

Open Meeting

To	Infrastructure Committee
From	GJ Ion Chief Executive
Date	1 June 2016
Prepared by	Mrs LM Wainwright Committee Secretary
Chief Executive Approved	Y
DWS Document Set #	1528189
Report Title	Exclusion of the Public

1 Executive Summary

To ensure that the public are excluded from the meeting during discussion on public excluded items.

2 Recommendation

THAT the report of the Chief Executive be received;

AND THAT the public be excluded from the meeting during discussion on the following items of business:

a. Confirmation of Minutes – Tuesday 10 May 2016

Reports

b. Acquisition of Land for East West Link – 105D Newell Road Tamahere

This resolution is made in reliance on section 48(1)(a) and 48(2)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by sections 6 or 7 of that Act which would be prejudiced by the holding of the whole or the relevant part(s) of the proceedings of the meeting in public are as follows:

Reason for passing this resolution to withhold exists under:

Section 7(2)(a)(i)

Ground(s) under section 48(1) for the passing of this resolution is:

Section 48(1)(d)