

Agenda for a meeting of the Infrastructure Committee to be held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **MONDAY, 23 MARCH 2020** commencing at **9.30am**.

Information and recommendations are included in the reports to assist the committee in the decision making process and may not constitute Council's decision or policy until considered by the committee.

- 1. APOLOGIES AND LEAVE OF ABSENCE**
- 2. CONFIRMATION OF STATUS OF AGENDA**
- 3. DISCLOSURES OF INTEREST**
- 4. CONFIRMATION OF MINUTES**
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- 5. REPORTS**
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GJ Ion
CHIEF EXECUTIVE

Open Meeting

| | |
|---------------------------------|---|
| To | Infrastructure Committee |
| From | Gavin Ion Chief Executive |
| Date | 26 February 2020 |
| Prepared by | Lynette Wainwright Committee Secretary |
| Chief Executive Approved | Y |
| Reference # | GOV1301 |
| Report Title | Confirmation of Minutes |

1. EXECUTIVE SUMMARY

To confirm the minutes of the Infrastructure Committee meeting held on Monday, 10 February 2020.

2. RECOMMENDATION

THAT the minutes of the meeting of the Infrastructure Committee held on Monday, 10 February 2020 be confirmed as a true and correct record of that meeting.

3. ATTACHMENTS

INF Committee Minutes OPEN – 10 February 2020

Minutes of a meeting of the Infrastructure Committee of Waikato District Council held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **MONDAY, 10 FEBRUARY 2020** commencing at **9.30am**.

Present:

Cr EM Patterson (Chairperson)
Cr CA Eyre (Deputy Chairperson)
His Worship the Mayor, Mr AM Sanson
Cr AD Bech
Cr JA Church [from 9.39am]
Cr SD Lynch [until 11.11am, then from 11.35am]
Cr RC McGuire
Cr JD Sedgwick
Cr LR Thomson
Cr CT Woolerton

Attending:

Mr G Wiechern (Chair, Ngaruawahia Community Board)
Mr D Whyte (Chair, Huntly Community Board)
Mr B MacLeod (Deputy Chair, Raglan Community Board)
Mrs D Lovell (Chair, Taupiri Community Board)

Mr J Marconi, District Co-ordinator (Sports Waikato)
Ms M Wilson, District Co-Ordinator (Sports Waikato)

Mr T Whittaker (Chief Operating Officer)
Mr R MacCulloch (General Manager Service Delivery)
Mr J Ebenhoh (Planning & Policy Manager)
Mr P McPherson (Community Projects Manager)
Ms M May (Community Connections Manager)
Ms J Bishop (Contracts and Partnering Manager)
Mr R Bayer (Roading Team Leader)
Mr N Wells (Strategic Property Manager)
Mr P Ellis (Solid Waste Team Leader)
Mr J Crawshaw (Reserves Planner)
Mr B Stringer (Democracy Manager)

Ms R Nyika (Waikato Times Reporter)

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Crs Sedgwick/Thomson)

THAT an apology be received from Crs Gibb and Smith.

CARRIED

INF2002/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Cr Woolerton/His Worship the Mayor Sanson)

THAT the agenda for a meeting of the Infrastructure Committee held on Monday, 10 February 2020 be confirmed and all items therein be considered in open meeting with the exception of those items detailed at agenda item 6, as updated, which shall be considered with the public excluded;

AND THAT all reports be received;

AND FURTHER THAT in accordance with Standing Order 9.4, the order of business be changed with item 2.5 in the Public Excluded Agenda (*Proposed Name for the Hamilton to Auckland Start-Up Passenger Rail Service and its Cultural Rationale*) to now be considered as item 5.8 in the Open Agenda;

AND FURTHER THAT Item 6 in the Open Agenda (*Exclusion of the Public*) be substituted with the updated version tabled at the meeting;

AND FURTHER THAT the Chairpersons of the Huntly Community Board (Mr D Whyte) and Ngaruawahia Community Board (Mr G Wiechern), and Deputy Chairperson of Raglan Community Board (Mr B MacLeod), be given speaking rights for the duration of the open section of this meeting.

CARRIED

INF2002/02

DISCLOSURES OF INTEREST

There were no disclosures of interest.

CONFIRMATION OF MINUTES

Resolved: (Cr Sedgwick/His Worship the Mayor Sanson)

THAT the minutes of a meeting of the Infrastructure Committee held on Thursday, 5 December 2019 be confirmed as a true and correct record of that meeting.

CARRIED

INF2002/03

REPORTS

Sport Waikato Report – 1 October 2019 to 31 December 2019

Agenda Item 5.1

The report was received [*INF2002/02 refers*]. Mr Marconi and Ms Wilson, Waikato District Co-ordinators (Sports Waikato), summarised their report. He responded to questions on the following matters:

- Update on *This is Me* programme and Sports Waikato's budgetary constraints. Mr Marconi would feedback the Committee's interest in the commencement of this programme within the District.
- Munro Block Development – Mr Marconi to lead a steering group which was due to meet on 17 February 2020. The parameters of the development were discussed.

Councillor Church joined the meeting at 9.39am during discussion on the above item.

Service Delivery Report for February 2020

Agenda Item 5.2

The report was received [*INF2002/02 refers*].

The General Manager Service Delivery updated the Committee on the actions from the last Committee meeting:

- Costs for concept/design work for Tuakau Library was approximately \$34,000.
- Costs to date for the Pokeno Wastewater Reticulation Scheme were just over \$5 million (for stages 1 to 3). Staff were waiting for additional information in order to confirm the amount that costs incurred exceeded the original budget.

The Community Projects Manager, Community Connections Manager, Contracts and Partnering Manager, Roading Team Leader, and Solid Waste Team Leader, supported by the General Manager Service Delivery, responded to questions on the following points:

Community Projects

- CCTV – Installation for the Huntly CCTV project was expected mid-March 2020.
- Boat Ramps
 - clarification provided on District-wide funding for boat ramps, as was discussed with Council during the Long Term Plan process.
 - Manu Bay boat ramp – stakeholders included members of groups residing outside Raglan.
- Cemeteries
 - designs for Whangarata cemetery had been circulated to Onewhero-Tuakau Community Board and Pokeno Community Committee; staff expected the contract for the cemetery development to go out in the next couple of months.

- staff not intending to undertake a wider review of the cemeteries policy; the current policy/bylaw provided flexibility for different types of burials. The strategy for cemeteries would be considered as part of the Long Term Plan process.

- Huntly War Memorial Hall

ACTION: Staff to circulate list of members of new hall committee and how often the hall had been used.

- Mercer Community Facility – proposals included a domain and fire station.
- Hukanui Reserve – staff would consider the procurement/installation process for playgrounds.
- Hakanoa Domain – public consultation would be undertaken.
- Pokeno supermarket – discussion on where supermarket staff would park.
- Port Waikato toilets – solution required for ongoing issues prior to staff requesting Council approval to bring funding forward.
- Tuakau – there would be clear signage for new toilet facilities
- Wainui Road Footbridge Upgrade – clarification that upgrade involved the timber bridge by the treatment pond.
- Cliff Street Jetty

ACTION: Staff to confirm a robust process was in place to check work undertaken against invoices received.

- Raglan Wharf Handrail – work on hold until Council's PGF application considered. Staff would update the Raglan Community Board.

WDC Roading Team

- Horsham Down Link – revised construction would enable a roundabout if required in the future; a T-intersection proposal was subject to a robust process and would be subject to a full safety review.

ACTION: Staff to present further information to elected members on the options/process undertaken in relation to the T-intersection project work.

- Mercer Ferry Bridge – traffic management was still in place as the project progressed.

Waikato District Alliance

- Unsealed roads
 - Proposed rally in Raglan - staff would review condition of roads with the Alliance; any application for the rally would be subject to a proper decision-making process in accordance with Council policy.
 - Expectations of residents compared to audit results from NZTA, which would be further considered during the LTP process.
- Claim to NZTA in relation to damage caused as a result of Expressway works initially not accepted; staff were considering to take the claim to a another level at NZTA.

- Yet to assess whether new school markings would be rolled out to all schools, though this would be expected if the markings proved successful in terms of speed management.

Solid Waste

- Solid Waste Review
 - Steering committee to meet during week commencing 17 February 2020.
 - The process, including challenges around timing and contractor costs, was explained.
 - Engagement with community to commence in February/March; additional workshops with elected members would follow.
- Closed landfill – Ngaruawahia – history of non-resource consent conditions from WRC explained; staff confirmed the matter had now been resolved and no further issues had been raised.
- Contractor costs – expected deficit would be reported to Strategy & Finance Committee in March 2020.
- Inorganic collection – provision had been made for additional clean up following the collection; importance of clear communication to residents.

There was discussion on the effect on budgets of deferring infrastructure projects.

Submission - Draft New Zealand Rail Plan Agenda Item 5.3

The report was received [*INF2002/02 refers*]. The Planning & Policy Manager summarised the draft submission.

Resolved: (Crs Lynch/Eyre)

THAT the Infrastructure Committee approves the submission on the Draft New Zealand Rail Plan, as attached to the staff report (subject to any amendments made at the Committee meeting).

CARRIED

INF2002/04

Arataki - Waka Kotahi NZTA's 10-Year View of the Land Transport System (Feedback) Agenda Item 5.4

The report was received [*INF2002/02 refers*]. The Planning & Policy Manager summarised the draft submission.

Resolved: (Crs Bech/Woolerton)

THAT the Infrastructure Committee approves the feedback on Arataki - Waka Kotahi NZ Transport Agency's 10-Year View of the Land Transport System, as attached to the staff report (subject to any amendments made at the Committee meeting).

CARRIED

INF2002/05

Consultation approval for the Raglan (Whaingaroa) Coastal Reserve Management Plan Draft Agenda Item 5.5

The report was received [*INF2002/02 refers*]. The Reserves Planner provided an overview of the report. He highlighted, and responded to questions on, the following matters:

- The Reserve Management Plan amalgamated the current Wainui Reserve and Manu Bay Reserve management plans, as well as incorporating Papahua Reserve.
- Pre-consultation undertaken, including with local hapuu and mana whenua.
- Staff were looking to develop a more detailed concept plan to address health and safety issues of Council land which held livestock.

Resolved: (Crs Thomson/Sedgwick)

THAT the Infrastructure Committee approves public consultation be undertaken on the draft Raglan Coastal Reserve Management Plan (attachment I of the staff report) for a period of no less than 2 months, between 25 March 2020 and 25 May 2020;

AND THAT the Infrastructure Committee appoint a hearings panel, if required, to hear any submissions received on the draft Raglan Coastal Reserve Management Plan, such hearings panel comprising:

- a. **Councillors Patterson and Smith; and**
- b. **a representative from Waikato Tainui,**

with the hearings panel to report back to the Infrastructure Committee following hearing and considering the submissions received.

CARRIED

INF2002/06

Councillor Lynch left the meeting at 11.11am during discussion on the above item, and did not take part in voting on this item.

Historic Road Legalisation – Kaipo Flats Road, Onewhero
Agenda Item 5.6

The report was received [INF2002/02 refers]. The Strategic Property Manager summarised the report.

Resolved: (Crs Bech/McGuire)

THAT the Infrastructure Committee approves:

- a. acquiring the land described **First, Third and Sixth** in the Schedule subject to:
 - i. agreement with the owners of the land as to the areas being acquired (supported by survey); and
 - ii. agreement with the owners of the land as to the value of compensation for the land being acquired (supported by registered valuation) if applicable; and
 - iii. the land described **First** and **Third** in the Schedule is declared to be road pursuant to the **Public Works Act 1981**; and
 - iv. the costs incurred to give effect to this resolution being paid from the existing “**Historic Road Legalisation**” Strategic Property budget.
- b. declaring the portions of unformed Kaipo Flats Road described **Second, Fourth and Fifth** in the Schedule surplus to Council roading requirements, and that they be stopped in accordance with the **Public Works Act 1981**, and that:
 - i. the stopped road land described **Second** in the Schedule be transferred for amalgamation with the land held in Record of Title **SA7D/819**;
 - ii. the stopped road land described **Fourth** in the Schedule be transferred for amalgamation with the land held in Record of Title **449921**;
 - iii. the stopped road land described **Fifth** in the Schedule be transferred for amalgamation with the land held in Record of Title **SA41D/592**;
 - iv. the sale proceeds arising from this resolution are credited to the existing “**Historic Road Legalisation**” Strategic Property budget.
- c. declaring the severance land described **Sixth** in the Schedule surplus to Council roading requirements, and that:
 - i. the severance land described **Sixth** in the Schedule be transferred for amalgamation with the land held in Record of Title **449921**;
 - ii. the sale proceeds arising from this resolution are credited to the existing “**Historic Road Legalisation**” Strategic Property budget;

AND THAT the Chief Operating Officer be delegated authority to execute all relevant documentation necessary to give effect to this resolution.

SCHEDULE

First the land described as Section 1 comprising approximately 1627 square metres and shown in yellow on the Kaipo Flats Road – Land Acquisition Plan attached to the staff report.

Second the land described as Section 2 comprising approximately 117 square metres and shown in green on the Kaipo Flats Road – Land Acquisition Plan attached to the staff report.

Third the land described as Section 3 comprising approximately 113 square metres and shown in yellow on the Kaipo Flats Road – Land Acquisition Plan attached to the staff report.

Fourth the land described as Section 4 comprising approximately 1574 square metres and shown in green on the Kaipo Flats Road – Land Acquisition Plan attached to the staff report.

Fifth the land described as Section 5 comprising approximately 908 square metres and shown in green on the Kaipo Flats Road – Land Acquisition Plan attached to the staff report.

Sixth the land described as Section 6 comprising approximately 258 square metres and shown in blue on the Kaipo Flats Road – Land Acquisition Plan attached to the staff report.

CARRIED

INF2002/07

Change to Resolution INF1912/04 – Lakeside Development Road Names
Agenda Item 5.7

The report was received [*INF2002/02 refers*].

Resolved: (Cr McGuire/His Worship the Mayor Sanson)

THAT the Committee’s resolution (*INF1912/04*) at its 5 December 2019 meeting be altered by:

- Replacing “Pa Ariki Street” with “Pa Ariki Road”; and
- Amending the spelling of “Paraua Lane” to “Pararua Lane”.

CARRIED

INF2002/08

Proposed Name for the Hamilton to Auckland Start-Up Passenger Rail Service and its Cultural Rationale
Add. Agenda Item 5.8

The report was received [*INF2002/02 refers*]. It was noted that Hamilton City Council had already indicated its support for the proposed name Te Huia.

Resolved: (His Worship the Mayor Sanson/Cr Bech)

THAT the Infrastructure Committee recommends to Council that the name Te Huia be endorsed as the preferred name for the Hamilton to Auckland passenger train service;

AND THAT the Committee notes that once the Hamilton to Auckland Start-Up Rail Governance Working Group has approved the name it will consider appropriate branding including a possible strapline.

CARRIED

INF2002/09

EXCLUSION OF THE PUBLIC

Agenda Item 6

Tabled Item: Updated Exclusion of the Public Report

The report was received [*INF2002/02 refers*].

Resolved: (Crs Thomson/Woolerton)

THAT the public be excluded from the meeting to enable Council to deliberate and make decisions on the following items of business:

Confirmation of Minutes dated 5 December 2019

REPORTS

a. Huntly – Road and Rail

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

Reason for passing this resolution to withhold exists under: **Ground(s) under section 48(1) for the passing of this resolution is:**

Section 7(2)(a)
Section 7(2)(b)(ii)
Section 7(2)(i)
Section 7(2)(j)

Section 48(1)(a)

b. Huntly Land Exchange

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

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

Section 7(2)(a)
Section 7(2)(j)

Section 48(1)(a)

c. Ngaruawahia Community Facilities

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

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

Section 7(2)(b)(ii)
Section 7(2)(i)
Section 7(2)(j)

Section 48(1)(a)

d. Contract 11/064 UGL (NZ) Limited – Increase to Approved Contract Sum

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

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

Section 7(2)(b)(i) or (ii)

Section 48(1)(a)

CARRIED

INF2002/10

The meeting adjourned after the above item from 11.15am and reconvened at 11.35am. Cr Lynch rejoined the meeting following the adjournment.

Resolutions INF2002/11 – INF2002/16 are contained in the public excluded section of these minutes.

Having resumed the open session of the meeting, and there being no further business, the meeting was declared closed at 11:55am.

Minutes approved and confirmed this day of 2020.

Cr E Patterson
CHAIRPERSON

Open Meeting

| | |
|---------------------------------|--|
| To | Infrastructure Committee |
| From | Roger MacCulloch General Manager Service Delivery |
| Date | 23 March 2020 |
| Prepared by | Karen Bredesen PA to the General Manager Service Delivery |
| Chief Executive Approved | Y |
| Reference # | INF2020 |
| Report Title | Service Delivery Report for March 2020 |

I. EXECUTIVE SUMMARY

This report is to inform the Infrastructure Committee of significant operations/projects commenced, in progress, or completed since the last Infrastructure Committee meeting. It is divided into the following sections:

1. Community Projects
2. WDC Roding Team
3. Waikato District Alliance
4. Solid Waste

2. RECOMMENDATION

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

3. ATTACHMENTS

- Service Delivery Monthly Report for March 2020
- Infrastructure Committee Actions Register

SERVICE DELIVERY

I. COMMUNITY PROJECTS

BOAT RAMPS

Elbow Boat Ramp

Finalising agreements to construct erosion control work, planned to commence on 29 March 2020.

Harrison Grierson consultants are preparing an initial concept design which will be provided to the community through the Forum for review and feedback.

Manu Bay Breakwater and Boat Ramp

Council staff have been meeting with the concerned stakeholders individually recently and this will continue over the next month. Currently awaiting hapu and landowners to confirm a date to meet.

BRIDGES

Perry Bridge Lighting – Power System Replacement

The wind-turbine powered batteries supplying the power to the bridge lighting were stolen. A high level costing has been provided by WEL for replacement. Design of a suitably secure enclosure is being developed.



Perry Bridge at Night

CCTV

Huntly CCTV Project

Two 9m poles have been procured and were delivered to the Alliance depot in Brownlee Avenue on 28 February. The five ICP power connection requests have been processed by WEL Networks.

Civtec have the subcontract to install the two poles from WDA and the five power connections from WEL Networks. This will begin in 3-4 weeks. SecuroGroup's subcontractor will install cameras after this.

CEMETERIES

Whangarata Cemetery Development

Work is ongoing with preparations for contract documents.

The timing for the Whangarata cemetery contract to be tendered is yet to be confirmed. The contract is to be awarded this financial year ready for earthworks to start in spring.

Jackson Street Cemetery (Expected completion June 2020)

Contract 18/153 Ngaruawahia Cemetery Access Road Upgrade has been advertised and closes at 4.00pm Friday 3 April.

It is intended to evaluate and award the tender by Friday 17 April and have the contractor establish on site on Monday 4 May. The work is expected to take six weeks.



Jackson St Cemetery Access

Rangiriri Cemetery Expansion

Designers have assessed the site and the scheme plan design will be developed.

Te Mata Cemetery Entranceway Improvements (Complete)

The existing gate swings towards the road making it difficult and unsafe for maintenance vehicles with trailers to clear the road while accessing the cemetery. Following assessment the gate is being re-hung to swing away from the road. Feedback will be requested from the contractors as to whether sufficient space has been gained. If so, the issue will have been resolved, and no further work will be required.

FACILITIES

Huntly War Memorial Hall (Expected completion April 2020)

Re-build of a new ramp is scheduled to be complete by the end of March. This is the last task for the scheduled works.

Tuakau Library (Expected completion July 2021)

CMW Geosciences have completed the geotech report and consultants Wainui Environmental have completed the stormwater plan. Investigations have identified the stormwater pipes for the current library and hall run directly where the new extension will be built. The existing stormwater pipes and soak pit will need to be removed before construction begins. The report has identified soil to be clay. The recommendation from Wainui Environmental (stormwater plan) is to install a 25,000 litre retention tank for the new build, hall and existing library building.

The wastewater pipes have been relocated as part of the Tuakau Toilet Replacement contract and this work is complete.

The Project Manager and Contract Engineer are currently working on the Request For Tender (RFQ) to complete detailed design with various cladding/materials options while working on the Procurement Plan with the WDC Procurement Team.

Mercer Community Facility - Feasibility Study

Draft feasibility investigation delivered and being reviewed. The Mercer Community Committee have re-thought the initial preferred site (tennis court at 29 Koheroa Road and indicated preferences for other sites (the fire station and ARA building at the Domain). A meeting with the community is being organised before finalising the feasibility study.

Whatawhata Community Facility (Expected completion February 2021)

The WDC Funding Manager Nick Johnson has been working with the Whatawhata Ratepayers and Residents Association applying to various funding organisations. To date, \$290,000 has been generated from WEL and Trust Waikato.

Lotteries and other external funders require that a resource consent be held before providing their funding and CKL Consultants have been engaged to complete the resource consent application process.

CKL lodged the application in February 2020 and are currently working on providing additional information requested by the processing consent planner. This information request is expected to delay the consent by two weeks.

Staff did not wish to submit the funding application where it was not 100% certain the consent would be granted within the necessary timeframe. If the consent was not granted in the expected two week timeframe, this would place at risk the integrity of future funding applications with these critical external funders.

As such it was decided not to submit the application in the March funding round. The application will be submitted in the next funding round in June. This will cause a delay in funding of three months.

Huntly Grandstand Roof Replacement (Expected completion June 2020)

Contract 18/242 to replace the grandstand roof was publicly tendered, closing on 9 December at 2.00pm. One tender was received however once evaluated was found to be unsuitable.

Direct negotiations are now underway with two potential suppliers and staff are awaiting supplier proposals.

Ngaruawahia and Tuakau Office Refurbishments (Expected completion June 2020)

Stakeholder engagement is ongoing.

OPEN SPACES

Munro Road Sportspark (Expected completion June 2021)

Tenders closed at 4.00pm on Friday 7 February 2020, having received four conforming tenders. The evaluation of tenders has been completed and the contract awarded to MacKenzie & Parma Civil Construction based out of Takanini in Auckland. Their tendered sum for this earthworks contract is \$1,054,711.69.

Works were to commence on the 9th March however staff are currently awaiting Regional Council approval of the final Construction Drawings, Sediment and Erosion Control Plans and Ecological Mitigation Plans. We do not foresee that the plans submitted for approval will be declined as they closely resemble the plans submitted during time of consent application. In accordance with our consent conditions, works will not start until all plans have been approved and Waikato Regional Council has provided written consent to commence works which will delay establishment on site further and therefore final completion date.

An initial meeting of Pokeno Sport and Recreation Steering Group comprising representatives from local sporting clubs and groups, Pokeno School, Pokeno Community Committee, and other key stakeholders was held at the Pokeno Tennis Club on 17 February 2020 from 7.00pm.

PLAYGROUND RENEWALS

Hukanui Reserve, Gordonton and Hakanoa Domain (adjacent to pool), Huntly

Community Projects have had discussions with Hamilton City Council Parks staff (who have been very generous with their time and provided their documents as examples) to understand their procurement for playgrounds.

As a result we are developing a multi-site, multi-year contract to cover an initial two year period of playground construction with the possibility of extending the contract for another 2 years if the key performance indicators are sufficiently met.

Apart from the huge efficiency gains with bundling projects, once the contract has been let, individual playgrounds could be co-designed with the community with equipment sourced from a variety of suppliers to fit their needs and budgets. The current contracts are currently catering for up to three sites and are supplier-based, resulting in communities only being able to select playground items from the successful supplier.

Consultation with the playground communities and stakeholders will get underway once this contract format is more advanced.

Fairfield Park, Huntly, Basketball Court Upgrade

Negotiations are progressing with Land Information New Zealand (LINZ) in order to resolve legacy ownership issues (which stem back in time to when the Power Station development commenced) and finalise the cadastral survey of the property boundaries to ensure that the project does not inadvertently encroach onto Crown owned/crown administered land.

SKATE PARKS

Dr John Lightbody Reserve, Tuakau (Expected completion June 2020)

The design work by Rich Landscapes is scheduled to start in April.

RAILWAY STATION

Huntly Park and Ride (Expected completion June 2020)

Pre-Implementation Activities are well advanced, with detailed construction planning for civil works, as well as platform detailed design including lighting, CCTV and electrical completed. Detailed methodology and construction co-ordination planning is underway with KiwiRail Operations Staff to ensure the most efficient sequence of works (ie removal of loop track, then construction of platform, then rebuild of loop track).

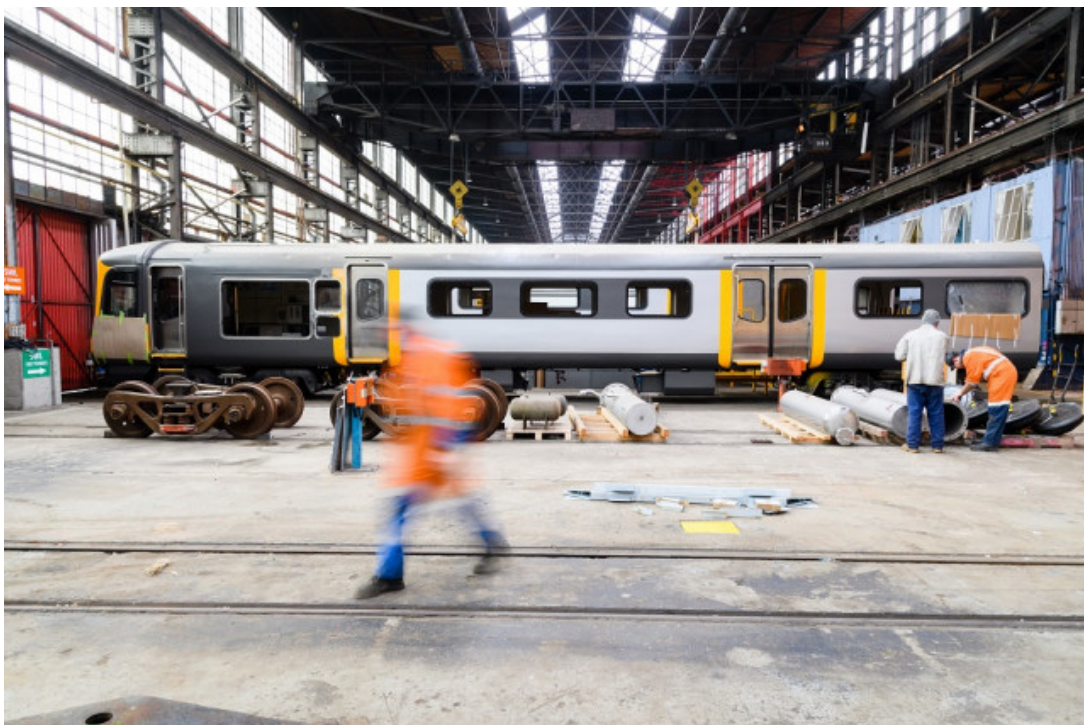
The KiwiRail land lease agreement progressing is near completion. Park and Ride design is well underway (75%), and the Corridor Access Request/Permit to Enter is with KiwiRail for processing, and we expect to receive this on 16th March.

Downer's implementation works started 9th March (to do site mobilisation and enabling works on the adjacent WDC-owned land until the Permit to Enter consent is received for working in the rail reserve) with a Karakia/Site Blessing on site with the construction crew.

KiwiRail have started their rail works with the southern turnout now complete, and 50kg/m rail steel delivered to site for the remainder of the loop track. KiwiRail plan to start removal of Loop Track to allow platform construction on the weekend of 14 and 15 March.

Platform precast element manufacture is underway (25% completed). Downer are programmed to start Platform Works (upon Permit to Enter approval) on Monday 16 March.

Completion of all works is on track for the current 22 June 2020 completion and service commencement.



Carriages getting a makeover in KiwiRail's Hutt workshops

ROADING WORKS

Gilmour Street, Raglan – Urban Upgrade

Street and stormwater design is ongoing by Beca, following consultation and feedback from residents.

Kopua Holiday Park Access Road & Entranceway Upgrades, Raglan (Expected completion June 2020)

This project is being undertaken in two stages, from the road bridge through to the camp entranceway, and from the camp entranceway through to the pedestrian bridge.

Stage one has been designed. Stage two alignment discussions will continue to refine the proposed alignment.

Dr John Lightbody Reserve Car Parks

Detailed design work will be scheduled with the design team.

TOILETS

Pokeno, and The Point, Ngaruawahia

Contract 18/213 to refurbish toilet facilities at Great South Road, Pokeno and at The Point, Ngaruawahia was awarded to ESN Construction.

Insurance, bonds, and Site Specific Safety Plan (SSSP) are currently being worked through. Once complete, temporary toilets will be installed for the duration of the works, then work can get underway.

Centennial Park, Ngaruawahia (Expected completion June 2020)

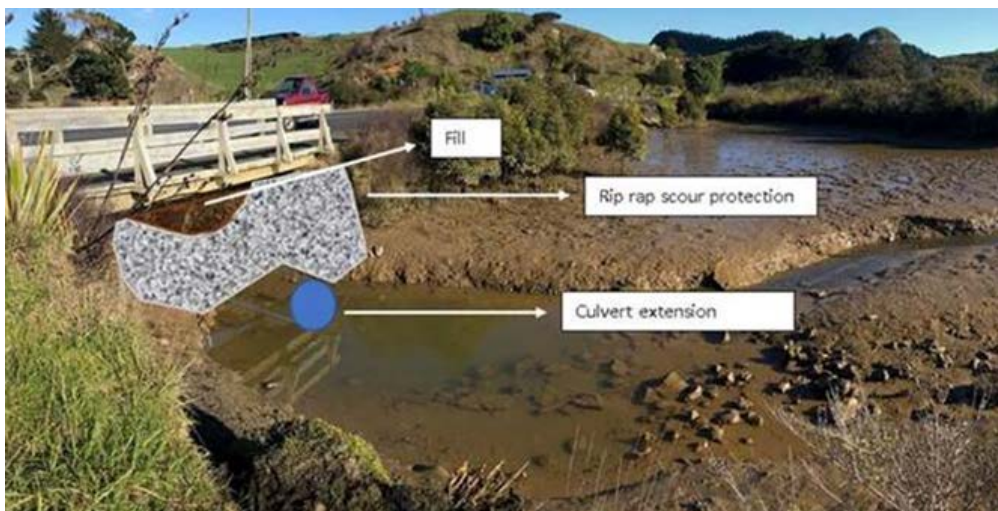
The funding solution recommendation was approved by Council on 24 February.

Contracts are in place for the works with Allens United Earthworks & Drainage Ltd for services and installation, and with Permaloo Ltd for toilet building supply.

WALKWAYS

Raglan – Wainui Road Footbridge Upgrade (Expected completion June 2020)

Construction by WDA is programmed for April 2020.



Proposed replacement of the walkway bridge with a culvert extension

WASTEWATER

Pokeno Wastewater Reticulation Scheme, Phase 3 (Expected completion March 2020)

Contract 17/224 for the completion of the scheme-subsidised private drainage connections in Pokeno is well underway with 6 of the 15 scheduled connections completed.

Onewhero Reserve Wastewater Upgrade (Expected completion May 2020)

The funding for the final stage of the wastewater project has been approved with minor conditions. Once these conditions are met the work will go out to invited tender in March for installation.

WHARF

Cliff St Jetty Repair (Expected completion June 2020)

The concrete rail posts are to be replaced by the contractor before the rust stains return and these are being designed by Frame Group Ltd to ensure the structural integrity of the jetty is maintained. The missing fender pole that was not done last year will also be installed and incorporated with the post replacements.

In addition over the next six months or so remedial work to the deteriorated concrete on the main jetty piles will be completed by a concrete specialist.

Raglan Wharf Handrail Replacement and Dolphin Handrail

Work is on hold until determination of the success or otherwise of the Provincial Growth Fund application.

2. WDC ROADING TEAM

CAPITAL PROJECTS

Rehabilitation

With the fine weather this construction season the team have managed to complete a further three rehabs during the start of 2020 as well as make a start on the enabling works for the Watts Grove reconstruction on the Mangawara Bridge project.



Above: Mercer Ferry Road Overlay and QA testing

Below: Watts Grove and Taniwha Road



Construction of the 1.8km section of Taniwha Road was completed in February with only a guard rail to be installed over a large culvert at the Northern end of the site. There has been some great positive feedback from the local residents and public using the road.

Tuakau-Port Waikato Road and Mercer Ferry Road reconstruction projects were also completed in the month of February.

The enabling works on the Watts Grove (Mangawara Bridge) site are well underway with the kerb and channel completed. Footpath preparation and road reconstruction are on target to be completed on the southern end of the bridge by the start of April.

Resurfacing

The chip sealing team have been off the network for the month of February with the intention to complete the remaining resealing works in March.

A large Asphaltic Concrete site was completed in Ngaruawahia on River Road outside the Turangawaewae Marae.

Safety Projects (Low Cost/Low Risk)

The teams have completed a number of guardrail projects aimed to mitigate risk on some of our high risk sites refer below. Ongoing footpath construction continues to provide safe pedestrian access link thriving communities.

Below are photos of Ohautira road guardrail works and Ohautira road slip repair/Pavement widening works.





ASSET MANAGEMENT

2020/21 Renewal Forward Works Programme

Staff are progressing the Forward Works Programme (FWP) field inspections and site verification work despite staff illness. These inspections will continue for the next few months followed by trend analysis, review of SCRIM (Sideway-force Coefficient Routine Investigation Machine) sites and formation of a draft FWP for Rehabs, resurfacing, minor improvement, drainage and heavy maintenance.

Activity Management Plan (AMP)

Staff are working closely with the Alliance staff and the Council's consultant, Morrison and Lowe, to produce an innovative Asset Management Plan. This involves agreeing a new interactive format and analysing historical data and preparing reports in preparation for assisting in updating the AMP over the next few months.

Te Awa Cycleway

Ongoing issues with the route have delayed the final cost estimates but these will be completed by April/May. New Zealand Transport Agency have nearly completed the section from Tamahere south.

Horotiu Roundabout

Final design is nearing completion and a temporary roundabout will be installed in March to make the intersection safer while we wait for the new construction

Horsham Downs Link

The Property team are assisting with the land purchase which we are hoping to close-out this June. The revised design has been priced and confirms the savings that were expected from the value engineering process. This revised design is going through a safety audit process to ensure compliance with all relevant safety standards

3. WAIKATO DISTRICT ALLIANCE

ZERO HARM

There have been no significant injuries over the last 7 months.

There were no Medical Treatment Injuries (MTI) or Loss Time Injuries (LTI) and one First Aid for a sprained knee.

There have been two high potential events which have been investigated and lessons learnt disseminated. The first involved an overhead cable strike on a rehab site and the second a truck trailer tipped on its side while spreading recycled asphalt millings on an unsealed road.

Safety behaviour conversations and audits continue to be carried out which are supported by weekly toolboxes where we continue to review incidents, share learnings and discuss near misses. We also cover wellness and mental health support.

A large number of staff and crew received 5 star safety ratings for their driving in January

MAINTENANCE

Unsealed

Predominately light grading across the network during the dry summer months. There have been up to three grading crews on the network throughout February.

Heavy maintenance grading and metalling was undertaken on Ruapuke, Whaanga and Swan Access Roads where a crushed concrete and a clay based product was used to try and bind up the aggregate.



Grader at Te Akau Wharf Road

Sealed

The team have started repairs on next seasons reseal sites, having completed 77,700m² of stabilised patches this season. They have also completed some crack sealing during February and have identified a number of areas requiring crack fills following the extended period of dry weather.

Cyclic

The Cyclic teams continue to service the network filling potholes, collecting large amounts of litter, sweeping loose chip and aggregate, weeding cobbles and kerb and channels and attending accidents.



Tahuna Road timber spill that required a road detour

Slip Repairs

Review of the slips across the network continues as we reprioritise them to allow the release of funding to those that are most urgent. State Highway 22 will require further investment which is being designed and estimated in March.

Drainage

The two Drainage teams have completed culvert replacements, customer requests and some unsealed drainage work right across the network during February

Footpaths

The team have completed a new footpath on Main Road in Raglan to provide connectivity and a safe passage for pedestrians between two existing footpaths. The footpath installation required drainage work including culverts, sub-soil drainage and kerb and channel.



4. SOLID WASTE

Solid Waste Review Update

A Steering Committee has been established comprising the following members:

- | | | |
|------------------------|-----------------|----------------|
| ▪ Ian Cathcart (Chair) | ▪ Melissa Russo | ▪ Cr Woolerton |
| ▪ Jackie Bishop | ▪ Julie Dolan | ▪ Cr Patterson |
| ▪ Reece Turner | ▪ Cr Thomson | ▪ Cr Sedgewick |

Meetings are scheduled fortnightly and were held on 17th February and 3rd March. Next meeting is scheduled for 16th March.

The committee is currently clarifying the issues and decision points for dissemination to ELT/Council.

Other Highlights and Updates

Contracts

Xtreme Zero Waste

The maintenance issues with the plastic baler have been addressed and the incident is closed in Bware.

A risk assessment has been carried out on the Te Uku Drop off facility and corrective actions have been logged in Bware for completion by end of March. Some expenditure may be required (fall protection hand rail).

An updated contract-specific Health and Safety management plan has been received and is currently under review by Zero Harm.

Discussions are underway with XZW regarding the EED (Left hand side collection) variation and possible contract extension to line up with the other contracts. The claim has been forwarded to the Engineer to Contract for evaluation and recommendation.

Metro Waste

Waikato District Council have received a NTE (Notice to Engineer) from Metro Waste indicating financial losses incurred as a result of the collapse of the recycling commodities market, particularly fibre (mixed paper and cardboard).

The claim is currently under evaluation by the Engineer to Contract and a recommendation is expected in March.

Both the Xtreme Zero Waste and Metro claims have financial implications for Council.

Due to the unavailability of claim information, the financial position report will be not be available for the March Strategy and Finance Committee meeting, but will be presented to the April meeting.

Inorganic Collection

Council staff have received a proposal from MetroWaste to undertake the collection for 2019/20 financial year.

A collection schedule has been established, starting in Whatawhata/Te Kowhai in late April and progressively working north, finishing in Pokeno/Tuakau late June.

Communication collateral has been developed and discussion is underway with pamphlet distributors (Ovato). Pamphlet delivery is presenting problems, with the distributor's delivery areas not matching up with Council's collection areas and days. This is particularly problematic around the boundaries of the district with the risk of some ratepayers potentially not receiving pamphlets and spill over into neighbouring districts. It may be necessary to use addressed mail-outs in some areas and hand delivery in others.

Costs for the exercise are expected to over-run the budget (\$330,000), by as much as \$70-\$100,000. An option is for the reserve fund to go into deficit (overdraft) for this year with a targeted rate increase next year to replenish the reserve.

Closed Landfills

A meeting was held in February with the Waikato Regional Compliance Officer, Council's consultant (Babbage) and WDC staff to discuss consent monitoring requirements and to make sure the compliance schedule is adhered to.

The 6 monthly landfill walkovers and reports to Waikato Regional Council are due in March.

Government Consultation on Waste Minimisation Levy

The regional Territorial Authority Waste Liaison group have prepared a submission on the Waste minimisation landfill levy changes proposed by the Ministry for the Environment,

The Waste team have made comments on the draft submission generally in support of the proposed changes (increasing and expanding the levy). Submissions closed on the 3rd February.

Results and decision are expected mid-year. It is possible that landfill levies may increase as soon as July this year (unbudgeted).

Solid Waste Asset Management Plan

The Solid Waste Review will be considering future infrastructure requirements, including looking at opportunities sub-regionally eg working with other Councils. This will feed into the review of the Solid Waste Asset Management Plan, infrastructure commitments in the forward Long Term Plan, and how these should be best delivered.

| | Action | To Action | Update/Response |
|----|--|--------------|---|
| 1. | <p>Huntly War Memorial Hall Staff to circulate list of members of new hall committee and how often they had had been used.</p> | Deidre/Jordy | Staff provided Cr Lynch with a list of committee members. The Hall Committee manage the hall and therefore any questions regarding the use of the Hall need to be directed to the Hall Committee. |
| 2. | <p>Cliff Street Jetty Staff to confirm a robust process was in place to check work undertaken against invoices received.</p> | Paul/Trevor | <p>All works are checked against invoices as part of our Quality Assurance processes.</p> <p>In this case the contractor actually did more than they quoted to ensure the jetty looked good for the Christmas holidays. They removed an extra fender pole that was not part of the quote, epoxied broken concrete holes, and prepared and painted top hand rails.</p> <p>The works completed against the invoice received were checked against the scope of works and site inspection records. The contractor did achieve the level of service intended therefore the invoice of works received was paid.</p> <p>We are awaiting Frame Group Ltd for structural design options to replace the delaminated concrete posts to complete the remaining top handrail works (contractor has all the materials, stainless steel brackets, bolts and railings to complete the work) and the replacement of a third fender pole.</p> |
| 3. | <p>Horsham Down Link Staff to present further information to elected members on the options/process undertaken in relation to the project work.</p> | Jacki/Ross | A verbal update will be given in the Public Excluded section of the Infrastructure meeting to explain land purchase negotiations that are underway. |

Open Meeting

| | |
|---------------------------------|---|
| To | Infrastructure Committee |
| From | Tony Whittaker Chief Operating Officer |
| Date | 04 March 2020 |
| Prepared by | Sharlene Jenkins Executive Assistant |
| Chief Executive Approved | Y |
| Reference # | GOV1318 |
| Report Title | Raglan Papahua Holiday Park Financial Statements ended 31 January 2020 |

1. EXECUTIVE SUMMARY

The purpose of this report is to present the Infrastructure Committee with the Raglan Papahua Holiday Park Financial Statements for the seven months ended 31 January 2020.

2. RECOMMENDATION

THAT the report from the Chief Operating Officer be received.

3. ATTACHMENTS

Raglan Papahua Holiday Park Financial Statements ended 31 January 2020

Special Purpose Financial Report

Raglan Holiday Park

For the 7 months ended 31 January 2020

Prepared by Bizworx Consultancy Limited, Chartered Accountants

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- 4 Directory
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- 6 Statement of Profit or Loss
- 8 Balance Sheet
- 9 Statement of Changes in Equity
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- 11 Notes to the Financial Statements

Compilation Report

Raglan Holiday Park For the 7 months ended 31 January 2020

Compilation Report to the Raglan Holiday Park Board.

Scope

On the basis of information provided and in accordance with Service Engagement Standard 2 Compilation of Financial Information, we have compiled the financial statements of Raglan Holiday Park for the year ended 31 January 2020.

These statements have been prepared in accordance with the accounting policies described in the Notes to these financial statements.

Responsibilities

The Raglan Holiday Park Board are solely responsible for the information contained in the financial statements and have determined that the Special Purpose Reporting Framework used is appropriate to meet your needs and for the purpose that the financial statements were prepared.

The financial statements were prepared exclusively for your benefit. We do not accept responsibility to any other person for the contents of the financial statements.

No Audit or Review Engagement Undertaken

Our procedures use accounting expertise to undertake the compilation of the financial statements from information you provided. Our procedures do not include verification or validation procedures. No audit or review engagement has been performed and accordingly no assurance is expressed.

Independence

We have no involvement with Raglan Holiday Park other than for the preparation of financial statements and management reports and offering advice based on the financial information provided.

Disclaimer

We have compiled these financial statements based on information provided which has not been subject to an audit or review engagement. Accordingly, we do not accept any responsibility for the reliability, accuracy or completeness of the compiled financial information contained in the financial statements. Nor do we accept any liability of any kind whatsoever, including liability by reason of negligence, to any person for losses incurred as a result of placing reliance on these financial statements.



Bizworx Consultancy Limited

Chartered Accountants

Raglan

Dated: 19/02/2020

Directory

Raglan Holiday Park For the 7 months ended 31 January 2020

Nature of Business

Accommodation Services - Tourism

Registered Office

61 Marine Parade, Raglan, New Zealand 3225

Postal Address

P O Box 34, Raglan, New Zealand 3265

IRD Number

067-225-708

Board Members

C Chung (Chairperson & Business Representative)

G Kelly (Community Representative)

G Parson (Raglan Community Board Representative)

H Thomson (Mana Whenua Representative)

L Thomson (WDC Ward Representative)

Manager

P Ryan

Board Secretary

J Gibbs

Chartered Accountant

Bizworx Consultancy Limited, *Chartered Accountants*

Bankers

Westpac Banking Corporation

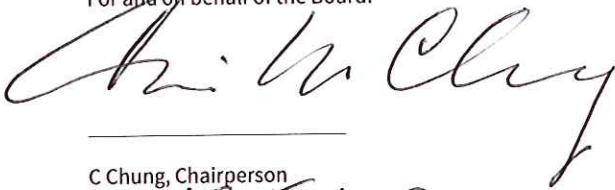
Approval of Financial Report

**Raglan Holiday Park
For the 7 months ended 31 January 2020**

The Raglan Holiday Park Board are pleased to present the approved financial report including the historical financial statements of Raglan Holiday Park for the seven month period ended 31 January 2020.

APPROVED

For and on behalf of the Board.



C Chung, Chairperson

Date 19 Feb 20

Statement of Profit or Loss

Raglan Holiday Park

For the 7 months ended 31 January 2020

| | NOTES | JUL 2019-JAN 2020 | JUL 2018-JAN 2019 |
|--|-------|----------------------|----------------------|
| Income | | | |
| Accommodation Income | | | |
| Powered Sites | | 267,918 | 321,939 |
| Annual Caravan Leases | | 192,647 | 126,252 |
| Group Campus (Papahua) | | 60,429 | 56,605 |
| Group Lodge | | 7,435 | - |
| Kitchen Cabins | | - | 30,543 |
| Motels | | 117,416 | 80,128 |
| Standard Cabins | | 52,344 | 40,950 |
| Studios | | 81,084 | 72,726 |
| Tent Sites | | 224,772 | 211,680 |
| Tourist Flats | | 128,747 | 101,978 |
| Cancellation fees received | | 12,633 | 10,710 |
| Total Accommodation Income | | 1,145,425 | 1,053,511 |
| Other Income | | | |
| Interest Received | 4 | 17,328 | 19,650 |
| Recoveries for damage | | 522 | - |
| Sales of Goods & Services | | 40,197 | 28,933 |
| Total Other Income | | 58,046 | 48,583 |
| Total Income | | 1,203,471 | 1,102,094 |
| Cash Expenditure | | | |
| ACC Premiums | | 1,216 | 941 |
| Accountancy | | 6,933 | 13,934 |
| Advertising, Marketing, Website | | 23,579 | 20,239 |
| Board Expenses | | 2,637 | 3,247 |
| Bank Charges | | 5,700 | 10,092 |
| Bookkeeping | | 3,840 | 2,513 |
| Cleaning, Laundry & Waste Management | | 33,495 | 33,640 |
| Commission Paid Bookings & Sales | | 3,709 | 4,575 |
| Communication Costs | | 7,176 | 9,216 |
| Consultancy Fees | | 9,515 | 14,451 |
| Consumables | | 3,841 | 5,488 |
| General Expenses | | - | - |
| Heat, Light, Power & Water | | 40,353 | 42,487 |
| Insurance | | - | 8,225 |
| Kiwisaver Employer Contributions | | 10,926 | 10,000 |
| Lease and Hire Payments | 10 | 28,558 | 24,556 |
| Office Expenses | | 2,598 | 8,762 |
| Professional Development, Travel & Conferences | | 3,450 | 457 |
| Purchases for Resale | | 11,365 | 18,256 |

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Statement of Profit or Loss

| | NOTES | JUL 2019-JAN 2020 | JUL 2018-JAN 2019 |
|---|-------|----------------------|----------------------|
| Rates | | 24,536 | 20,777 |
| Replacements, Repairs & Maintenance - General | | 72,733 | 73,399 |
| Repairs & Maintenance - Programmed | 8 | 94,921 | 58,431 |
| Security | | 94,287 | 96,349 |
| Stationery | | 1,451 | 2,413 |
| Vehicle Expenses | | 6,646 | 8,711 |
| Wages & Salaries | | 308,409 | 332,649 |
| Total Cash Expenditure | | 801,870 | 823,808 |
| Non-Cash Items | | | |
| Depreciation | 5 | 90,830 | 86,897 |
| Depreciation Recovered | | - | (1,114) |
| Loss on Disposal | | 2,174 | - |
| Total Non-Cash Items | | 93,004 | 85,783 |
| Total Expenses | | 894,874 | 909,591 |
| Net Operating Surplus (Deficit) | | 308,597 | 192,503 |

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Balance Sheet

Raglan Holiday Park As at 31 January 2020

| | NOTES | 31 JAN 2020 | 31 JAN 2019 |
|---|-------|------------------|------------------|
| Assets | | | |
| Current Assets | | | |
| Cash and Bank | 3 | 410,435 | 904,218 |
| Trade and Other Receivables | | 71,990 | 82,550 |
| Investments | 4 | 828,946 | 809,274 |
| Total Current Assets | | 1,311,371 | 1,796,043 |
| Non-Current Assets | | | |
| Property, Plant and Equipment | 5 | 3,837,230 | 3,048,608 |
| Total Non-Current Assets | | 3,837,230 | 3,048,608 |
| Total Assets | | 5,148,601 | 4,844,650 |
| Liabilities | | | |
| Current Liabilities | | | |
| Accounts Payable | 6 | 35,881 | 103,531 |
| Accounts Payable - Waikato District Council | | 181,901 | 194,629 |
| Revenue Received in Advance | 7 | 212,806 | 233,879 |
| GST Payable | | 29,827 | 39,174 |
| Total Current Liabilities | | 460,415 | 571,212 |
| Total Liabilities | | 460,415 | 571,212 |
| Net Assets | | 4,688,186 | 4,273,438 |
| Equity | | | |
| Opening Balance | | 4,379,589 | 4,080,935 |
| Retained Earnings | | 308,597 | 192,503 |
| Total Equity | | 4,688,186 | 4,273,438 |

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Statement of Changes in Equity

Raglan Holiday Park

For the 7 months ended 31 January 2020

| | NOTES | JUL 2019-JAN 2020 | JUL 2018-JAN 2019 |
|------------------------|-------|----------------------|----------------------|
| Equity | | | |
| Opening Balance | | 4,379,589 | 4,080,935 |
| Increases | | | |
| Surplus for the Period | | 308,597 | 192,503 |
| Total Increases | | 308,597 | 192,503 |
| Total Equity | | 4,688,186 | 4,273,438 |

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Statement of Cash Flows

Raglan Holiday Park

For the 7 months ended 31 January 2020

JUL 2019-JAN 2020

| | |
|--|------------------|
| Operating Activities | |
| Receipts from customers | 1,275,222 |
| Interest received | 17,328 |
| Payments to suppliers and employees | (787,554) |
| GST | (109,025) |
| Net Cash Flows from Operating Activities | 395,971 |
| Investing Activities | |
| Payment for property, plant and equipment | (850,009) |
| Other cash items from investing activities | 5,135 |
| Capital disposals | 500 |
| Net Cash Flows from Investing Activities | (844,374) |
| Net Cash Flows | (448,403) |
| Cash and Cash Equivalents | |
| Cash and cash equivalents at beginning of period | 1,687,784 |
| Cash and cash equivalents at end of period | 1,239,381 |
| Net change in cash for period | (448,403) |

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Notes to the Financial Statements

Raglan Holiday Park

For the 7 months ended 31 January 2020

1. Reporting Entity

These financial statements were prepared for the Raglan Holiday Park Board.

The Raglan Holiday Park Board was established to oversee and govern the operation of the Raglan Holiday Park. The Board's purpose outlined in the Charter is to ensure an efficient, effective and sustainable Raglan Camp operation which is in the long term interests of the Raglan Community and Council, at no cost to ratepayers.

2. Statement of Accounting Policies

Basis of Preparation

The financial statements of Raglan Holiday Park Board are special purpose accounts, and have been prepared for the Board and the Waikato District Council for internal reporting purposes only.

Historical Cost

These financial statements have been prepared on a historical cost basis. The financial statements are presented in New Zealand dollars (NZ\$) and all values are rounded to the nearest NZ\$, except when otherwise indicated.

Revenue

Revenue is measured at the fair value of the consideration received or receivable for the sale of goods and services, to the extent it is probable that the economic benefits will flow to the Board and revenue can be reliably measured.

Accommodation services, sales of goods, and contract income revenue is recognised when the goods or services are provided.

Interest received is recognised as interest accrues, gross of refundable tax credits received.

Accounts Receivable

Accounts receivable are recognised at fair value. Individual debts that are known to be uncollectable are written off in the period that they are identified.

Income Tax

The Raglan Holiday Park Board is not subject to Income Tax.

Goods and Services Tax

All amounts are stated exclusive of goods and services tax (GST) except for accounts payable and accounts receivable which are stated inclusive of GST.

Property, Plant & Equipment

Property, plant and equipment are stated at historical cost less any accumulated depreciation and impairment losses. Historical cost includes expenditure directly attributable to the acquisition of assets, and includes the cost of replacements that are eligible for capitalisation when these are incurred.

An item of property, plant and equipment is derecognised upon disposal or when no further economic benefits are expected from its use or disposal. Any gain or loss arising on derecognition of the asset (calculated as the difference between the net disposal proceeds and the carrying amount of the asset) is included in profit or loss in the year that the asset is derecognised.

Depreciation

Depreciation has been calculated to allocate the cost or valuation of assets over their estimated useful lives, at the following rates:

| | |
|----------------------|---------------|
| Buildings | 40 years |
| Plant & Equipment | 3 to 10 years |
| Furniture & Fittings | 5 years |
| Vehicles | 5 years |

Financial Instruments - Financial Assets

At initial recognition, the Board determines the classification of financial assets as held at cost, calculated at the transaction price less any associated transaction costs.

Leases - Operating Leases

Operating lease payments, where the lessors effectively retain substantially all the risk and benefits of ownership of the leased items, are recognised as an expense in profit or loss on a straight line basis over the lease term.

Employee Entitlements - Accruals

Leave entitlements are accrued for employees. Entitlements comprise:

- Annual leave (holiday pay)
- Days in lieu of public holidays

Payroll services are provided to the Board by the Waikato District Council. The payments made to the Waikato District Council for wages include a charge for holiday pay. An accrual has been made for days in lieu of public holidays that have not been taken.

Audit

These financial statements have not been audited. No auditor has been appointed by the Raglan Holiday Park Board for the ensuing year. The annual accounts of the Board are included in the audit of the Waikato District Council.

Changes in Accounting Policies

There have been no changes in accounting policies. Policies have been applied on a consistent basis with those of the previous reporting period.

| | JUL 2019-JAN 2020 | JUL 2018-JAN 2019 |
|--------------------------------------|-------------------|-------------------|
| 3. Cash & Bank | | |
| Cash on hand and floats | | |
| Till Float | 940 | 1,361 |
| Cash on Hand | 9,747 | 8,917 |
| Total Cash on hand and floats | 10,687 | 10,279 |
| Bank accounts | | |
| Westpac Operating Account | 277,152 | 290,148 |

| | | |
|------------------------------|----------------|----------------|
| Westpac Savings Account | 122,596 | 603,791 |
| Total Bank accounts | 399,748 | 893,940 |
| Total Cash & Bank | 410,435 | 904,218 |

JUL 2019-JAN 2020 JUL 2018-JAN
2019

4. Investments

| | | |
|--------------------------|----------------|----------------|
| Westpac Term Deposit | 828,946 | 809,274 |
| Total Investments | 828,946 | 809,274 |

The Westpac Term Deposit matures on 24 July 2020 at an interest rate of 2.75%

JUL 2019-JAN 2020 JUL 2018-JAN
2019

5. Property, Plant & Equipment

Leasehold Improvements

| | | |
|-------------------------------------|------------------|------------------|
| Cost | 4,900,991 | 4,005,698 |
| Less: Accumulated Depreciation | (1,154,458) | (1,060,083) |
| Total Leasehold Improvements | 3,746,533 | 2,945,615 |

Plant & Equipment

| | | |
|------------------------------------|---------------|---------------|
| Cost | 327,978 | 314,892 |
| Less: Accumulated Depreciation | (304,759) | (274,557) |
| Total Plant & Equipment | 23,218 | 40,335 |

Furniture & Fittings

| | | |
|---------------------------------------|---------------|---------------|
| Cost | 87,912 | 87,912 |
| Less: Accumulated Depreciation | (72,830) | (64,961) |
| Total Furniture & Fittings | 15,081 | 22,950 |

Motor Vehicles

| | | |
|--------------------------------|---------------|---------------|
| Cost | 134,756 | 147,801 |
| Less: Accumulated Depreciation | (112,189) | (114,293) |
| Total Motor Vehicles | 22,567 | 33,508 |

Total Property, Plant & Equipment

3,807,400 3,042,408

JUL 2019-JAN 2020 JUL 2018-JAN
2019

Depreciation Charge

| | | |
|----------------------------------|---------------|---------------|
| Depreciation | 90,830 | 86,897 |
| Total Depreciation Charge | 90,830 | 86,897 |

JUL 2019-JAN 2020 JUL 2018-JAN
2019

6. Accounts Payable

| | | |
|--------------------------------------|-----------------|------------------|
| Trade Creditors | (33,587) | (101,454) |
| Westpac Credit Card (limit \$10,000) | (2,294) | (2,077) |
| Total Accounts Payable | (35,881) | (103,531) |

7. Revenue Received in Advance

Deposits are received from customers in advance to secure accommodation. Raglan Holiday Park also provides annual leases for some of the powered caravan sites which run from 1 July to 30 June, and receives some of this annual lease income in advance at 30 June each year.

| | This year | Last year |
|---|----------------|----------------|
| Annual leaseholder income received in advance | 90,078 | 90,180 |
| Deposits received for advance bookings | 122,728 | 143,700 |
| Total revenue received in advance | 212,806 | 233,879 |

8. Programmed Maintenance

Raglan Holiday Park Board has a maintenance program for painting, replacements, and refurbishment. This work is treated as repairs and maintenance, and is written off in the year of expenditure.

9. Commitments - Capital Expenditure Commitments

Raglan Holiday Park Board approves a Capital Plan each year. The current Capital Plan includes improvement of accommodation facilities, and for the current year this included demolishing the Kitchen Cabins and replacing them with modern, removable units, and extending the Group facilities. Work on this project commenced prior to the end of last financial year.

Stage 3 of this project has not yet commenced, but a deposit of \$17,490 has been paid to Leisurebuild Limited.

Projects undertaken during the period ended 31 January 2020 included Stages 1 and 2 of the improvement and extension of accommodation facilities, putting heat pumps into some units, upgrading the hot water facilities, and upgrading facilities in the existing Group campus including the kitchen and laundry area.

Work in progress and projects not yet started include the heritage trail, upgrading the entrance and roads, upgrading the stormwater system, planning and design for office alterations, designing a family room with baby bath, and the purchase of new games equipment. Installation of heat pumps in some units. Excluding the deposits paid to Waikato Joinery Specialists and Leisurebuild Limited, the sum of \$515,963 is committed but unspent as at 31 January for these projects. (Previous year: \$450,945).

The Board, in previous years, had nominated a sum to be set aside for a multipurpose hall for the use of the Raglan community and camp customers. This project is not proceeding, and the Board has re-allocated the funds to be used for some of the significant projects noted in the preceding paragraph. (Previous year: \$1,001,858)

10. Operating Lease Commitments

| Supplier | Description of leased equipment | Date | Period | Monthly Payment |
|--------------------|---------------------------------|------------------|-----------|-----------------|
| Eftco | EFTPOS Machine | 29 November 2018 | 36 months | \$ 117 |
| Blue Water | Water cooler | 28 February 2018 | 24 months | \$ 15 |
| Sharp Photocopiers | Photocopier / Printer | 10 December 2018 | 60 months | \$ 292 |

| Lease commitments under non-cancellable operating leases: | This year | Last year |
|---|-----------|-----------|
| Not later than one year | 6,962 | 4,531 |
| Later than one year and not later than two years | 4,202 | 4,412 |
| Later than two years and not later than five years | 5,542 | 9,270 |
| Later than five years | - | - |

| | | |
|--|---------------|---------------|
| Total commitment under non-cancellable operating leases | 16,706 | 18,213 |
|--|---------------|---------------|

11. Contingent Losses or Gains

There were no known contingent losses or gains outstanding as at 31 January. (Previous year: Nil)

12. Subsequent Events

There are no matters or events that have arisen, or been discovered, subsequent to balance date that would require adjustment to, or disclosure in these financial statements. (Previous year: Nil)

Open Meeting

| | |
|---------------------------------|---|
| To | Infrastructure Committee |
| From | Clive Morgan General Manager Community Growth |
| Date | 23 March 2020 |
| Prepared by | Vishal Ramduny Strategic Projects Manager |
| Chief Executive Approved | Y |
| DWS Document Set # | GOV1301 / GOV1318 / 2535176 |
| Report Title | Unconfirmed Minutes of the Waikato Regional Transport Committee held on 10 February 2020 |

1. EXECUTIVE SUMMARY

The purpose of this report is to provide the Infrastructure Committee (“the Committee”) with the minutes of the Waikato Regional Transport Committee (“RTC”) meeting held on 10 February 2020. The Committee should note these are unconfirmed minutes and is being provided for information purposes in the interim due to the lag time between RTC meetings.

2. RECOMMENDATION

THAT the report from the General Manager Community Growth be received.

3. ATTACHMENTS

Unconfirmed minutes of the Waikato Regional Transport Committee held on 10 February 2020.

Waikato Regional Council

Regional Transport Committee

OPEN MINUTES

Date: Monday, 10 February, 2020, 1:30 pm
Location: Council Chamber
 Waikato Regional Council
 401 Grey Street, Hamilton East

Members Present:

- Cr H Vercoe - Chair (Waikato Regional Council)
- Cr A Strange - Deputy Chair (Waikato Regional Council)
- Cr A O'Leary (Hamilton City Council)
- Mayor T Adams (Hauraki District Council)
- Mayor A Tanner (Matamata-Piako District Council)
- Mayor M Baxter (Ōtorohanga District Council)
- Cr K Taylor (Taupō District Council)
- Cr T Fox (Thames Coromandel District Council)
- Cr E Patterson (Waikato District Council)
- Cr G Webber (Waipā District Council)
- Cr P Brodie (Waitomo District Council)
- Ross I'Anson (Waka Kotahi NZ Transport Agency)
- Inspector J Penno (Waikato Police)

Others Present:

- Cr D Macpherson (Alternate - Hamilton City Council)
- Cr F Lichtwark (Waikato Regional Council)
- Cr A MacPherson (Waikato Regional Council)
- Chair R Rimmington (Waikato Regional Council)
- Cr P Coles (Waipā District Council)
- M Tamura – Manager, Integration and Infrastructure (Waikato Regional Council)
- N King – Team Leader, Transport and Infrastructure (Waikato Regional Council)
- R Cook – Senior Policy Advisor, Transport Relationships (Waikato Regional Council)
- K Bell – Graduate Policy Advisor, Transport and Infrastructure (Waikato Regional Council)
- D Shen – Senior Policy Advisor, Transport and Infrastructure (Waikato Regional Council)
- M Alderton – Senior Policy Advisor, Transport and Infrastructure (Waikato Regional Council)

V Kuo – Senior Policy Advisor, Transport and Infrastructure (Waikato Regional Council)

J Gonzalez – Senior Project Manager, Regional Rail Project (Waikato Regional Council)

L Capes – Project Coordinator (Waikato Regional Council)

A Senger – Roading Manager (Ōtorohanga District Council)

R Stokes – Road Safety Coordinator (Ōtorohanga District Council)

A Wilson – Manager Public Transport (Waikato Regional Council)

R Denton – City Transportation Manager (Hamilton City Council)

L Van Veen - Democracy Advisor (Waikato Regional Council)

5. Confirming Waikato Regional Transport Committee membership and briefing for incoming members

The Chair advised that the committee had ability to appoint specialist advisors as non-voting members, to ensure timely advice on matters of concern. Appointment of the Waikato Region Road Policing Manager (Inspector Jeff Penno) was sought due to the ongoing priority that road safety matters held at a national and regional level and the relevance of this to the committee.

RTC20/01

Moved by: Cr H Vercoe

Seconded by: Cr T Fox

RESOLVED (Section A)

That the Committee appoint a representative from the New Zealand Police to join the Regional Transport Committee as a non-voting advisor.

The motion was put and carried

Committee returned to this item later in the meeting.

1. Apologies

The Chair welcomed attendees to the meeting. Members and supporting staff introduced themselves, advising of their interests in the Committee.

Apologies were received from Mayor J Robertson (Waitomo District Council), Cr B Machen (South Waikato District Council) and Mayor D Trewavas (Taupō District Council).

RTC20/02

Moved by: Cr Webber

Seconded by: Cr E Patterson

RESOLVED (Section A):

That the apologies of Mayor J Robertson (Waitomo District Council), Cr B Machen (South Waikato District Council) and Mayor D Trewavas (Taupō District Council) be accepted.

The motion was put and carried

2. Confirmation of Agenda

The Chair noted that Item 6 would be considered last on the agenda, and that Waikato Regional Council Chair R Rimmington, would provide a passenger transport update at the conclusion of the meeting.

RTC20/03

Moved by: Cr K Taylor

Seconded by: Cr T Fox

RESOLVED (Section A):

That the agenda of the meeting of the Regional Transport Committee of 10 February 2020, as circulated, be confirmed as the business for the meeting, noting that item 6 will be considered last on the agenda, followed by the tabled for information item "Passenger transport update", to be presented by Waikato Regional Council Chair R Rimmington.

The motion was put and carried

3. Disclosures of Interest

There were no disclosures of interest noted.

4. Confirmation of Minutes

Minutes of the previous meeting held on 2 September 2019.

The minutes were taken as read and confirmed by the members who had attended the meeting.

RTC20/04

Moved by: Cr Webber

Seconded by: Mayor M Baxter

RESOLVED (Section A)

That the minutes of the Regional Transport Committee meeting held on 2 September 2019 be confirmed as a true and correct record.

The motion was put and carried

5. Confirming Waikato Regional Transport Committee membership and briefing for incoming members

Report to introduce the core activities undertaken by the Regional Transport Committee, including a summary of the statutory functions of the Committee and other areas of business that the Committee oversees.

Team Leader Transport and Infrastructure (N King) presented on the report. Refer document # 15809198 for the presentation.

The Chair highlighted that consideration of specialist advisor appointments to the Committee should be restricted to an as required basis. Past experience had shown that too many voices at the table resulted in ineffective discussion and decision making.

The Chair advised the Committee that transport planning priorities are expected to give effect to central government direction on transport priority areas and that the draft Government Policy Statement was expected in March 2020.

Staff highlighted the importance of members reporting back to their respective councils on the key decisions and recommendations arising from each Committee meeting. It was also noted that members should be kept abreast of key transport matters for their respective areas, and that these should be brought to each Committee meeting to ensure cross boundary concerns could be addressed in a timely fashion.

During discussion the following was noted:

- A member highlighted that Waitomo District Council had been missed off from a list of Councils in the agenda report. Staff apologised for this oversight.
- There was robust discussion of the cause of road deaths and the effectiveness of a speed management plan to address this for the Waikato region.
- Members noted that the regional speed management plan had been developed by the Committee and had been submitted to each territorial authority for consideration of implementation. The plan outlined a set of best practice guidelines for speed management. The implementation of the plan differed between territorial authorities and that this had caused varying speed limits across the region.
- Members challenged the view that speed was the main factor contributing to road deaths. Staff assured members that there would be ample opportunity for the Committee to consider approaches to addressing the high rate of deaths and serious injuries in the region, with upcoming central government and regional level policy work. Staff would ensure the Committee was kept well informed and supported to take advantage of these opportunities.
- Members expressed concern that the Committee meeting time had shifted from a Monday to a Friday. Members agreed that Monday afternoons would be more suitable. Staff undertook to rearrange the meeting schedule to suit.

RTC20/05

Moved by: Cr P Brodie

Seconded by: Cr Webber

RESOLVED (Section A)

That the report Confirming Waikato Regional Transport Committee membership and briefing for incoming members (Regional Transport Committee 10 February 2020) be received.

The motion was put and carried

RTC20/06

Moved by: Mayor T Adams

Seconded by: Mayor A Tanner

RESOLVED (Section A)

That the Regional Transport Committee meetings be rescheduled from a Friday to a Monday afternoon during the 2019 to 2022 triennium.

The motion was put and carried

7. Transport Planning and Projects Report Update

Report to update the Committee on current regional transport plans and projects as at 17 January 2020.

The report was taken as read, with no discussion.

Waikato Regional Council Chair Russ Rimmington in the meeting at 2.34pm.

RTC20/07

Moved by: Cr E Patterson

Seconded by: Cr T Fox

RESOLVED (Section A)

That the report Transport Planning and Projects Report update (Regional Transport Committee 10 February 2020) be received.

The motion was put and carried

8. Waikato Regional Transport Committee Submissions to Land Transport Bills

Report to seek approval from the Committee on the content and subsequent confirmation of lodgement of the Committee's submissions on the Land Transport (Rail) Legislation Bill and the Land Transport (NZTA) Legislation Amendment Bill.

Team Leader Transport and Infrastructure (N King) presented.

The following was raised in relation to the Land Transport (Rail) Legislation Bill submission:

- Members highlighted that time frames for achieving targets for reduced speed limits around schools needed to be firmed up and brought forward. Staff undertook to update the submission to communicate that new speed limits set around all urban and rural schools should be rolled out with "urgency", rather than the target 10 years (refer point 4.1).

The following was raised in relation to the Land Transport (NZTA) Legislation Amendment Bill submission:

- In response to a member's query regarding the ability and capacity of the Waka Kotahi NZ Transport Agency to take on the responsibility of policing speed management, staff advised that they understood that a new enforcement regime would be rolled out to assist, relying on technology to detect speeding rather than on the ground presence.
- Staff highlighted that the Bill would make the process for setting new speed limits more efficient, in that it would remove the requirement of a local authority bylaw process.
- Members requested the word "seek" be replaced with "strongly requests" under point 4.3, to heighten the need to include rail station and park and ride activities as part of the rail network investment programme. Staff undertook to make this change.

- Members requested more emphasis be added on the need for a fully integrated transport system, between all modes of transport. Staff undertook to include wording in the introductory paragraphs of the submission to highlight this point.

Cr A O'Leary out of the meeting at 2.57pm

Cr A O'Leary in the meeting at 2.59pm

RTC20/08

Moved by: Cr H Vercoe

Seconded by: Cr A Strange

RESOLVED (Section A)

That the report Waikato Regional Transport Committee Submissions to Land Transport Bills (Regional Transport Committee 10 February 2020) be received.

The motion was put and carried

RTC20/09

Moved by: Cr A O'Leary

Seconded by: Cr E Patterson

RESOLVED (Section A)

That the Committee approve the submission to the Land Transport (Rail) Legislation Bill, with the inclusion of the Committee's feedback as noted in these minutes.

The motion was put and carried

RTC20/10

Moved by: Mayor T Adams

Seconded by: Cr A O'Leary

RESOLVED (Section A)

That the Committee approve the submission to the Land Transport (NZTA) Legislation Amendment Bill, with the inclusion of the Committee's feedback as noted in these minutes.

Cr T Fox and Mayor A Tanner voted against the motion.

The motion was put and carried

9. Waka Kotahi NZ Transport Agency Update

Waka Kotahi NZ Transport Agency Acting Director Regional Relationships (Central North Island) (R I'Anson), provided the Committee with a verbal update of current Agency initiatives.

The following was noted:

- A roadshow on key projects underway was scheduled for the Waikato region to be held in Hamilton on 11 February at FMG Stadium. Members were welcome to attend, and staff undertook to ensure an invite was sent to diaries. Roadshow items for discussion included:

- The Government Policy Statement on Land Transport (GPS) 2021, due out for consultation in March/April 2020. It was highlighted that this was a key document for influencing where funding priorities should lie, based on what government wanted to achieve for transport over time. Committee feedback would influence what it was wanting to achieve for its communities going forward.
- The Investment Decision Making Framework would provide guidelines for assessing whether investment proposals qualify for funding based on the limits set under the proposed GPS. The draft design report to form the final Investment Decision Making Framework was being consulted on with local government representatives. The consultation phase would close on Friday 21 February. Further development and consultation would occur when the 2021 GPS had been released, to incorporate updated GPS prioritisations.
- Arataki, the 10-year view of Waka Kotahi NZ Transport Agency, set out land transport deliverables throughout the region. Consultation was being carried out with key stakeholders. The updated version of Arataki was due out in August and would incorporate feedback received from key stakeholders, it would then go through further iterations over time.
- There was work planned with transport special interest groups to assist with the review and development of updated regional land transport plans in 2020.
- Other key projects that Waka Kotahi NZ Transport Agency were working on at present included:
 - Promotion of the Kiwi Cities to Learning Plans which focus on improving modal shift within areas of growth. These plans would assist with the development of regional land transport plans in 2020.
 - Working on improvements to urban mobility, for all modes of transport, to assist with growth and land use change, to make best use of infrastructure and support access to public transport. The work aimed to ensure separation of conflicting modes such as heavy vehicle vs walking/cycling. Integration between modes was also a priority.
 - Implementation of the Regional Road Safety Strategic Direction 2020-2030 (Road to Zero) campaign which was launched last year.
 - The Unsafe Speeds Package, which included plans of central government to shift ownership of speed cameras from the Police to Waka Kotahi NZ Transport Agency and removed the onus on local government to set bylaws for speed limits. The Ministry of Transport is consulting with the sector around the rule changes with intention to finalise these in 2020.
 - The Safer Vehicles Programme which was due for launching in February. It aimed to grow awareness of the vehicle star rating and the roll that vehicles played in keeping occupants safe. It would be a great resource in the process of purchasing vehicles.
- Waka Kotahi NZ Transport Agency Acting Director Regional Relationships (Central North Island) (R I'Anson) addressed concerns raised by members regarding the view that central government had placed too much emphasis on speed as the main cause of death on roads. He highlighted that central government recognised that other "behaviours" were a factor, however there was strong evidence to show that lower speeds increased the chance of surviving a crash, irrespective of the cause. In response to a member's query regarding the anticipated cost of the Pierre/Cambridge roundabout, it was advised that \$58 million had been the quoted anticipated cost. This took account of potential design, property purchase and construction costs. It was confirmed that the roundabout was planned for the new expressway alignment. This was dependent on other timeline factors such as property purchase logistics.

The meeting adjourned at 3.15pm and reconvened at 3.25pm.

RTC20/11

Moved by: Cr Webber

Seconded by: Cr T Fox

RESOLVED (Section A)

That the report Waka Kotahi NZ Transport Agency Update (Regional Transport Committee 10 February 2020) be received.

The motion was put and carried

6. Regional Road Safety Report

Report to update the Committee on regional road safety issues, recent developments in national road safety policy and the development of a pathway to review the operative Waikato Regional Road Safety Strategy (WRRSS).

Senior Policy Advisor (R Cook) presented the report. Refer document # 15809198 and 15777008 for the presentation and supporting documentation. The following was noted:

- The Regional Road Safety Strategic Direction 2020-2030 (Road to Zero) campaign had been launched last year. This incorporated findings from extensive research into the cause of a growing number of deaths on New Zealand roads.
- The focus of Road to Zero would be to reduce deaths on roads, cycleways and footpaths by 40% over the next 10 years. A "vision 0" approach was incorporated into the document, with the perception that any road death was unacceptable. International case studies had demonstrated the merits of adopting a "vision 0" approach to reducing deaths on roads.
- At a regional level, Waikato was the worst in terms of fatal crashes per year, second worst compared to all regions for the total number of crashes per year and third worst for high severity crashes per year. This was attributed to many factors.
- The Waikato Regional Land Transport Plan noted road safety as a top priority for the region and led to the development of the current regional road safety strategy. Development of this plan had assisted with the Committee being an effective advocate in the development of the Road to Zero strategy, which was released in December 2019. The release of this strategy had prompted the need to review the current regional road safety strategy to align with the new overarching principles and targets for road safety at a national level. This would be a matter for the Committee to consider going forward.

During discussion the following was noted:

- Members discussed the need for an aspirational target of "0" deaths on roads, so as to improve road safety over time.
- A member raised the need for fees and charges to be distributed more fairly within rural vs urban areas to improve transport infrastructure.

In response to staff requesting feedback from members on setting draft priorities for the next regional road safety strategy review, members requested a workshop for that purpose. Staff undertook to arrange this.

RTC20/12

Moved by: Cr H Vercoe

Seconded by: Cr T Fox

RESOLVED (Section A)

That the report Regional Road Safety report (Regional Transport Committee 10 February 2020) and supporting information circulated to members on 7 February 2020 (document # 15777008) be received.

The motion was put and carried

10. Passenger transport update

Waikato Regional Council Chair R Rimmington presented a verbal update on passenger transport.

Meeting closed at 4.03pm.

UNCONFIRMED

Open Meeting

| | |
|---------------------------------|--|
| To | Infrastructure Committee |
| From | Clive Morgan General Manager Community Growth |
| Date | 23 March 2020 |
| Prepared by | Vishal Ramduny Strategic Projects Manager |
| Chief Executive Approved | Y |
| Reference # | GOV1318 / 2535940 |
| Report Title | Update on the Hamilton to Auckland (H2A) Start-up Passenger Rail Project |

I. EXECUTIVE SUMMARY

The purpose of this report is to provide the Infrastructure Committee with an update on the Hamilton to Auckland (H2A) start-up passenger rail project.

A passenger rail connection between Hamilton and Auckland is one of a number of priority projects of the Hamilton to Auckland Corridor Plan, a joint iwi-council-central government initiative. The H2A start-up passenger rail service (named *Te Huia*) will deliver stronger corridor connections that will accommodate future interregional travel growth as well as the potential to improve the level of service. It will be the second regional rail commuter service in New Zealand operated by KiwiRail, alongside the daily Capital Connection from Palmerston North to Wellington.

This update will cover the following aspects of the H2A start-up passenger rail project:

- Huntly Station upgrade
- Rotokauri Station upgrade
- Saturday timetable
- Ticketing system

The H2A Rail Project Governance Working Group has provisionally identified Monday 3 August 2020 as the start date for *Te Huia*.

2. RECOMMENDATION

THAT the report from the General Manager Community Growth be received.

3. BACKGROUND AND UPDATE

In December 2018, the New Zealand Transport Agency (NZTA) approved a business case for a five-year start-up trial of the service, funding the fit-out of the rolling stock and design of the stations and infrastructure needed along the Hamilton to Auckland rail route.

At this stage, the rail service will run between Frankton Station in Hamilton and Papakura Station in Auckland, where passengers can then transfer onto the city's metropolitan network.

There will be four stops along the route including Rotokauri (The Base) and Huntly. The total running time for the service, which will run Monday to Saturday, is expected to be 88 minutes.


3.1. Governance Oversight for the H2A Passenger Rail Project

Governance oversight and direction for the H2A start-up passenger rail project is provided by a multi-party Project Governance Working Group (PGWG). The PGWG has elected members from Waikato District Council (WDC), Hamilton City Council (HCC), Waikato Regional Council (WRC) and Auckland Council (AC). It also had the support of executive staff members from the NZ Transport Agency (NZTA), Ministry of Transport (MoT), Auckland Transport (AT) and KiwiRail. Cr Eugene Patterson is the WDC representative on the PGWG with Cr Carolyn Eyre as his alternate. The H2A Rail PGWG is supported by a project team of officials from the partner councils and agencies.

3.2. Level of Service for the H2A Start Up Passenger Rail Service

The proposed level of service for the start-up passenger rail is as follows:

| | |
|------------------------------------|--|
| | |
| Service description (Stops) | <p>A start-up passenger rail service between Hamilton (Frankton Station) and Auckland (Papakura station), where passengers would be able to transfer onto the Auckland Metro rail network. The four train stops are:</p> <ol style="list-style-type: none"> 1. Frankton 2. Rotokauri 3. Huntly 4. Papakura |
| Service level | <p>Two daily return commuter services on weekdays. The times the service will operate are still to be confirmed. Indicative times at this stage are below.</p> |

| | <p>Weekday morning services to Auckland</p> <table border="1"> <thead> <tr> <th>Depart Frankton</th> <th>Depart Rotokauri (The Base)</th> <th>Depart Huntly</th> <th>Arrive Papakura</th> </tr> </thead> <tbody> <tr> <td>5.54am</td> <td>6.02am</td> <td>6.25am</td> <td>7.22am</td> </tr> <tr> <td>6.33am</td> <td>6.41am</td> <td>7.04am</td> <td>8.01am</td> </tr> </tbody> </table> <p>Services from Papakura depart for Britomart (Auckland CBD) every 10 minutes in peak times. We are working on a 2-3 minute transfer time after arriving into Papakura.</p> <p>Weekday evening services to Hamilton</p> <table border="1"> <thead> <tr> <th>Depart Papakura</th> <th>Depart Huntly</th> <th>Depart Rotokauri (The Base)</th> <th>Arrive Frankton</th> </tr> </thead> <tbody> <tr> <td>5.27pm</td> <td>6.23pm</td> <td>6.45pm</td> <td>6.52pm</td> </tr> <tr> <td>6.27pm</td> <td>7.28pm</td> <td>7.50pm</td> <td>7.57pm</td> </tr> </tbody> </table> <p>A single return service on Saturdays (first three years) and Sunday/Public Holidays (late 2023)</p> | Depart Frankton | Depart Rotokauri (The Base) | Depart Huntly | Arrive Papakura | 5.54am | 6.02am | 6.25am | 7.22am | 6.33am | 6.41am | 7.04am | 8.01am | Depart Papakura | Depart Huntly | Depart Rotokauri (The Base) | Arrive Frankton | 5.27pm | 6.23pm | 6.45pm | 6.52pm | 6.27pm | 7.28pm | 7.50pm | 7.57pm |
|-------------------------------|---|-----------------------------|-----------------------------|---------------|-----------------|--------|--------|--------|--------|--------|--------|--------|--------|-----------------|---------------|-----------------------------|-----------------|--------|--------|--------|--------|--------|--------|--------|--------|
| Depart Frankton | Depart Rotokauri (The Base) | Depart Huntly | Arrive Papakura | | | | | | | | | | | | | | | | | | | | | | |
| 5.54am | 6.02am | 6.25am | 7.22am | | | | | | | | | | | | | | | | | | | | | | |
| 6.33am | 6.41am | 7.04am | 8.01am | | | | | | | | | | | | | | | | | | | | | | |
| Depart Papakura | Depart Huntly | Depart Rotokauri (The Base) | Arrive Frankton | | | | | | | | | | | | | | | | | | | | | | |
| 5.27pm | 6.23pm | 6.45pm | 6.52pm | | | | | | | | | | | | | | | | | | | | | | |
| 6.27pm | 7.28pm | 7.50pm | 7.57pm | | | | | | | | | | | | | | | | | | | | | | |
| Rolling Stock | Each of the two trains will be made up of four carriages. | | | | | | | | | | | | | | | | | | | | | | | | |
| Total seating capacity | 147 (flip-up seats excluded) seated passengers with a 4-cars service 197 (flip-up seats excluded) seated passengers with a 5-cars service | | | | | | | | | | | | | | | | | | | | | | | | |
| Estimated Journey time | Total journey time of 88 minutes from Frankton to Papakura (same for return trip from Papakura to Frankton) Total journey time of 2 hours and 30 minutes from Frankton to Britomart (2 hrs and 22 mins from The Base). | | | | | | | | | | | | | | | | | | | | | | | | |
| On-board features |  <p>Vestibule Luggage Racks</p> <p>Work friendly environment</p> <p>USB and power points</p> <p>Universal Toilets</p> <p>WIFI (potentially OB)</p> <p>Servery / Cafeteria</p> <p>Bicycle racks</p> | | | | | | | | | | | | | | | | | | | | | | | | |

3.3. Update

3.3.1 Huntly Station

- Downer's implementation works got underway on 9 March 2020 (site mobilisation and enabling works until Permit to Enter received);
- Downer's Permit to Enter approval from KiwiRail is expected on 16 March 2020;
- KiwiRail Rail works have started (southern turnout complete, rail steel delivered);
- KiwiRail plan to start removal of loop track to allow platform construction during the weekend of 14th and 15th March 2020;
- Council's staff are working with KiwiRail staff on a lease agreement for using KiwiRail land to support the construction of the Huntly station and park and ride facility.
- Completion of all works at the Huntly station is on track (scheduled to be completed by end June 2020).

3.1.2. Rotokauri Station

- Construction of the rail platform, park and ride facilities, bus interchange, roading upgrades, passenger bridge and stairs at Rotokauri will be complete when the service starts in August. However, the lifts will not.
- Hamilton City Council has been informed by its head contractor that the COVID-19 virus has had significant impacts on the delivery timeframes for the three elevators for a pedestrian overbridge connecting The Base to the Rotokauri station. The delay is largely around transportation restrictions that have been imposed and the inability to ship the lifts to New Zealand.
- As the situation is still developing HCC has been unable to confirm a delivery and installation date for the elevators.
- At the 6 March 2020 H2A Rail PGWG meeting there was agreement that getting the start-up service up and running by mid-2020 should not be contingent on having the elevators at Rotokauri Station. It was consequently agreed that the Rotokauri station could operate without elevators for the start of the service. This will result in the overbridge from The Base to the station being partially open to passengers with full mobility through the west and east stairwells (access from Tasman road and then The Base). It will also include a temporary level crossing until the lifts are operational and then the level crossing will be used as an emergency crossing. This will enable the service to commence on 3 August 2020.

3.1.3. Saturday Timetable

Morning departure from Frankton (Hamilton)

- The H2A Rail PGWG has agreed to a KiwiRail proposal of a 7:50 AM departure from Frankton arriving at Papakura at 9:21 AM. This option presents a minimum risk of delay as a result of scheduled freight services in that time period. Which means it is a clean run from Frankton to Papakura.
- The AM proposed departure time from Frankton also aligns well with the research findings (conducted by Mobius and WRC surveys) of people preferring an early departure from Frankton station.
- This option also allows people to have a 13 minutes transfer window in Papakura upon arrival. The Southern Line service bound for Britomart leaves at 9:34 AM. This gives plenty of time for passengers, who may have little to no knowledge of the Auckland Transport metro network, to sort out their AT HOP card or cash tickets.

Evening departure from Papakura (Auckland)

- The H2A Rail PGWG has agreed to an 18:35 PM departure time from Papakura station which will result in the train arriving in Frankton at 20:03 PM. This time would mean that the passenger train will leave Papakura well after the 243 freight train thus resulting in no operational risk as it will have a clear run to Hamilton.

WRC will be able to ensure bus timetables are appropriately adjusted.

3.1.4. Ticketing system

- The extension of the Regional Integrated Ticketing (RITS) solution has the risk of running late due to late implementation of the bus ticketing solution in the next few months which will have a ripple effect on the roll out of the rail ticketing solution.
- WRC is working with KiwiRail to develop this with its ticketing supplier, who is the same supplier that Greater Wellington Regional Council uses, to provide an interim ticketing solution for both a potential booking and online payment solution and the RITS-rail ticketing system.
- An online booking system is being investigated by WRC as an alternative ticketing solution but, in the meantime, a simple paper-based ticketing system could be implemented on board for launch, similar to the Capital Connection system in Wellington.

3.1.5. Branding

- A marketing plan and brand for the service is in the process of being developed (options to be considered by the H2A Rail PGWG).

4. CONSIDERATION

4.1 FINANCIAL

The total cost for the H2A Rail project is \$91.37m (approved NZTA funding).

Works to construct rail infrastructure is progressing although some unexpected additional costs for the Te Rapa maintenance facility have increased the overall costs beyond the cap by an estimated \$2.5m. Work is in progress to confirm the extent of the costs with NZTA on the understanding that the NZTA Board may consider approving additional funds. This remains a cost risk for KiwiRail until resolved and WRC has no financial exposure to the cost increase. Savings across the programme may mitigate the increase and the refurbishment of a 12th carriage (circa \$1m) has been put on hold pending the NZTA additional funding decision.

4.2 LEGAL

The National Land Transport Programme (NLTP) is developed every three years and is a key means by which the Transport Agency gives effect to the Government Policy Statement on Land Transport (GPS), which is also developed/reviewed on a three year cycle. The NLTP provides contextual information on national and regional issues, priorities and proposed activities. It prioritises the activities proposed for investment from the National Land Transport Fund over a three year period. Legislative requirements for developing the NLTP are set out in of the Land Transport Management Act (LTMA).

4.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

The H2A start-up passenger rail service is supported by policy through the 2018 update to the 2015-45 Regional Land Transport Plan (RLTP) and the 2018 Regional Public Transport Plan (RPTP).

The start-up passenger rail service is also a key spatial structuring element in the Hamilton to Auckland Corridor Initiative programme. The H2A Corridor Initiative is in response to the Government's Urban Growth Agenda and is being undertaken with the overall purpose of developing a shared spatial intent for the corridor between Hamilton and Auckland.

4.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

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

5. CONCLUSION

This report serves to update the Committee on progress being made on the Hamilton to Auckland start-up passenger rail project. The H2A start-up passenger rail service is a key component of the Hamilton to Auckland Corridor initiative as it is aimed at building stronger corridor connections. The service has been scheduled to start on Monday 3 August 2020.

6. ATTACHMENTS

Nil.

Open Meeting

| | |
|---------------------------------|------------------------------|
| To | Infrastructure Committee |
| From | Gavin Ion Chief Executive |
| Date | Brendan Stringer |
| Prepared by | 23 March 2020 |
| Chief Executive Approved | Y |
| Reference # | GOV1318 |
| Report Title | Exclusion of the Public |

I. RECOMMENDATION

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

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

| General subject of each matter to be considered | Reason for passing this resolution in relation to each matter | Ground(s) under section 48(1) for the passing of this resolution |
|--|---|--|
| 1 – Confirmation of Public Excluded Minutes – 10 February 2020 2.1 - New Lease - Raglan Volunteer Coastguard 2.2 - Ngaruawahia Community Facilities – Twin Rivers 2.3 – Sale of Land Huntly 2.4 – Horsham Downs Link | Good reason to withhold exists under Section 6 or Section 7 Local Government Official Information and Meetings Act 1987 | Section 48(1)(a) |

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

| Item No. | Section | Interest |
|----------|-------------|---|
| 2.1 | 7(2)(b)(ii) | To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information. |
| 2.2 | 7(2)(b)(ii) | To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information. |
| | 7(2)(i) | To enable the Council to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations). |
| | 7(2)(j) | To prevent the disclosure or use of official information for improper gain or improper advantage. |
| 2.3 | 7(2)(i) | To enable the Council to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations). |
| 2.4 | 7(2)(i) | To enable the Council to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations). |