Finance & Corporate Committee Public Agenda
21 February 2023

Council Chambers
Waipā District Council
101 Bank Street
Te Awamutu

Chairperson
AW Brown

Members
Her Worship the Mayor SC O'Regan, LE Brown,
PTJ Coles, RDB Gordon, ML Gower, MG Montgomerie, MJ Pettit, T Stirling, EM Stolwyk, CS St Pierre, BS Thomas,

21 February 2023 01:00 PM

Agenda Topic		Presenter	Time	Page
1.	Apologies	Chairperson	01:00 PM-01:01 PM	3
2.	Disclosure of Members' Interests	Chairperson	01:01 PM-01:02 PM	4
3.	Late Items	Chairperson	01:02 PM-01:03 PM	5
4.	Confirmation of Order of Meeting	Chairperson	01:03 PM-01:04 PM	6
5.	Confirmation of Minutes	Chairperson	01:04 PM-01:05 PM	7
	5.1 Finance and Corporate Committee Minutes - 6 December 2022	Chairperson		8
6.	Mighty River Domain 2022 Annual Report	Ken Morris	01:05 PM-01:25 PM	14
7.	Procurement Plan - Mighty River Domain Site Management Service	Chris Ryan	01:25 PM-01:45 PM	22
8.	Quarterly Property Services Report (01/07/22 - 31/12/22)	Chris Ryan	01:45 PM-02:05 PM	37
9.	Kihikihi Stockade Reserve - Urban Design Proposal	Ken Morris	02:05 PM-02:25 PM	52

10.	Financial Report for the Period Ended 31 January 2023	Nada Milne	02:25 PM-02:40 PM	56
11.	Te Kanohi Remuneration	Jo Gread	02:40 PM-02:50 PM	67
12.	Resolution to Exclude the Public	Chairperson	02:50 PM-02:51 PM	73

COMMITTEE AGENDA

Waipā DISTRICT COUNCIL

APOLOGIES

COMMITTEE AGENDA

Waipā DISTRICT COUNCIL

DISCLOSURE OF MEMBERS' INTERESTS

Members are reminded to declare and stand aside from decision making when a conflict arises between their role as an elected member and any private or other external interest they may have.

COMMITTEE AGENDA

Waipā DISTRICT COUNCIL

LATE ITEMS

Items not on the agenda for the meeting require a resolution under section 46A of the Local Government Official Information and Meetings Act 1987 stating the reasons why the item was not on the agenda and why it cannot be dealt with at a subsequent meeting on the basis of a full agenda item. It is important to note that late items can only be dealt with when special circumstances exist and not as a means of avoiding or frustrating the requirements in the Act relating to notice, agendas, agenda format and content.

COMMITTEE AGENDA

Waipā DISTRICT COUNCIL

CONFIRMATION OF ORDER OF MEETING

Recommendation

That the Finance and Corporate Committee confirms the order of the meeting.

COMMITTEE AGENDA

Waipā DISTRICT COUNCIL

To:	The Chairperson and Members of the Finance and Corporate Committee
From:	Governance
Subject:	**CONFIRMATION OF MINUTES**
Meeting Date:	21 February 2023

1 EXECUTIVE SUMMARY – WHAKARĀPOPOTOTANGA MATUA

The local authority, its committees, subcommittees and any local and community boards must keep minutes of their proceedings. These minutes must be kept in hard or electronic copy, authorised by a Chairperson's manual or electronic signature once confirmed by resolution at a subsequent meeting. Once authorised the minutes are the prima facie evidence of the proceedings they relate to.

The only topic that may be discussed at a subsequent meeting, with respect to the minutes, is their correctness.

2 RECOMMENDATION – TŪTOHU Ā-KAIMAHI

That the open minutes of the Finance and Corporate Committee meeting held on 6 December 2022, having been circulated, be taken as read and confirmed as a true and correct record of that meeting.

3 ATTACHMENT - ĀPITITANGA

Finance and Corporate Open Minutes – 6 December 2022

COMMITTEE MINUTES

Waipā DISTRICT COUNCIL

Committee: Finance and Corporate

Time: 1.00pm

Date: Tuesday 6 December 2022

Meeting: Council Chambers,
101 Bank Street, Te Awamutu

PRESENT

Chairperson
AW Brown

Members

Her Worship the Mayor SC O'Regan, LE Brown, RDB Gordon, ML Gower, MG Montgomerie, CS St Pierre, BS Thomas

1 APOLOGIES

RESOLVED
3/22/57
That the apologies for non-attendance from Councillors Stirling and Stolwyk and Councillors-Elect Pettit and Coles be received.

Councillor St Pierre / Councillor L Brown

2 DISCLOSURE OF MEMBERS' INTERESTS

None

3 LATE ITEMS

Nil

COMMITTEE MINUTES

Waipā DISTRICT COUNCIL

4 CONFIRMATION OF ORDER OF MEETING

RESOLVED
3/22/58
That the order of the meeting be confirmed.

Councillor Gordon / Councillor St Pierre

5 UPDATE FROM CAMBRIDGE TOWN HALL COMMUNITY TRUST

Cambridge Town Hall Community Trust members, Kirsty Johnson and Charlotte Fitzpatrick attended the Committee meeting and presented an overview of their progress to the Committee.

RESOLVED
3/22/59
That the Finance and Corporate Committee receive the information contained in the report entitled 'Update from Cambridge Town Hall Community Trust' (document number 10914497), of Ken Morris, Deputy Chief Executive / Group Manager Business Support; together with the information presented by the Cambridge Town Hall Community Trust trustees.

Councillor Gordon / Councillor St Pierre

6 NEW ZEALAND MOTOR CAMPERS ASSOCIATION LEASE AGREEMENT

The matter was discussed at length and there was good support for entry into a 30 year lease (initial 20 years, plus 10 year right of renewal) to the New Zealand Motor Caravan Association (NZMCA), for a site on Pirongia Road.

RESOLVED
3/22/60
That the Finance and Corporate Committee

a) Receives the report of John Miles, Manager Property Projects titled New Zealand Motor Campers Association Lease Agreement (document number 10924365);

b) Approves, subject to the New Zealand Motor Caravan Association obtaining the required resource consents and any other statutory approvals required for both the proposed site and dump station, Council entering into a lease with the New Zealand Motor Caravan Association for an initial 20 year period with a 10 year option of renewal (30 year lease in total), over part of the land contained in Part

Allotment 317 Parish of Mangapiko SP Plan 33912 and part of the land in Certificate of Title SA15B/1092, for an amount of $0.40 per m2 per annum with the rent to be reviewed in line with movements in the CPI Index at the renewal date, plus outgoings, plus GST, if any

c) *Requires the New Zealand Motor Caravan Association to meet all costs of the establishment of the site, and access to the site, and any ongoing maintenance required*

d) *Subject to the various requirements set out in recommendations b), and c), authority is delegated to the Group Manager Business Support to negotiate the final terms of any agreements for the lease of the property, and to sign and apply the common seal (if required) to the agreements and/or any other documentation to effect the transactions provided for in recommendations b) and c).*

Councillor L Brown / Councillor St Pierre

7 FOUR MONTH REPORT TO 31 OCTOBER 2022

Financial Accountant Nada Milne provided highlights from the Four Month report to 31 October 2022.

The Committee sought clarification on the number of visitors through the Te Awamutu and Cambridge libraries since the installation of the security gates. Council staff will follow up with the library team to confirm the numbers are accurate.

RESOLVED

3/22/61

a) *That the Finance and Corporate Committee receive the report of Nada Milne, Financial Accountant titled 'Four Month report to 31 October 2022' (document number 10923004); and*

b) *Approve the following 2022/23 funding requests and budget changes:*

- *A decrease of SEVEN MILLION, FOUR HUNDRED AND FIFTY-SIX THOUSAND DOLLARS ($7,456,000) for Development and Reserve Contributions revenue, due to delays in development timing. This will result in less funds in the Development Contributions Reserves.*
- *An increase of EIGHT HUNDRED AND NINETY-EIGHT THOUSAND DOLLARS ($898,000) for the Organisational Income and Expense budget for External Interest. This will be funded from cash surplus.*

- *An increase of FIVE HUNDRED AND FIFTY THOUSAND DOLLARS ($550,000) for the Parks and Reserves budget for Sport Field Improvements, this is bringing forward this funding from the 2024/25 year. This will be loan funded.*
- *An increase of FOUR HUNDRED AND SIXTY THOUSAND DOLLARS ($460,000) for the Water Treatment and Supply budget for Alpha Street Water Treatment Plant Upgrade, this is bringing forward this funding from the 2023/24 year. This will be funded from Development Contributions.*

Councillor Thomas / Councillor Gower

8 CIVIC FINANCIAL SERVICES – HALF YEARLY ACCOUNTS AS AT 30 JUNE 2022

Manager Finance, Jolanda Hechter, spoke to her report.

RESOLVED
3/22/62
That the Finance and Corporate Committee receive the report of Jolanda Hechter, Manager Finance, titled Civic Financial Services – Half yearly accounts as at 30 June 2022 (document number 10916614).

Councillor St Pierre / Mayor O'Regan

9 CHANGES TO CO-LAB'S CONSTITUTION

Finance Manager, Jolanda Hetcher advised the Committee that Co-Lab had requested recommendation b) be voted on in parts.

Committee Member St Pierre requested that her vote against be recorded in relation to recommendation b) part iii.

RESOLVED
3/22/63
That the Finance and Corporate Committee

a) Receives the report of Jolanda Hechter, Manger Finance titled Changes to Co-Lab's Constitution (document Number 10933220);

Councillor Thomas / Councillor L Brown

b) *Approves the exercise of Waipā District Council's vote in favour of the changes proposed by the Board of Co-Lab, as set out in their proposed amended Constitution (document 10935099), being Appendix 1 of this report, and summarised below:*

i. *Resolution 1: Change in the groupings of councils who appoint a director to the Board of Co-Lab;*

Councillor St Pierre / Councillor Gordon

ii. *Resolution 2: Change in who may be appointed a director of Co-Lab;*

Mayor O'Regan / Councillor L Brown

iii. *Resolution 3: Change in who approves director remuneration; and*

Councillor Thomas / Councillor Gower

Councillor St Pierre requested her vote be recorded against.

iv. *Resolution 4: Other minor changes as set out in the "track changes" version of the constitution attached as Appendix 1 to this report.*

Councillor Gordon / Councillor Thomas

10 RESOLUTION TO EXCLUDE THE PUBLIC

RESOLVED

3/22/56

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

The general subject of the 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
11. Acquisition of Temporary Easements C3 Growth Cell	*Good reason to withhold exists under section 7 Local Government Official*	*Section 48(1)(a)*

12. Maungatautari Ecological Island Trust Quarterly report as at 30 September 2022. *13. Insurance Procurement Update*	*Information and Meetings Act 1987*	

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, or Sections 6, 7 or 9 of the Official Information Act 1982, as the case may be, which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, are as follows:

Item No.	Section	Interest
11	*Section 7(2)(i)*	*To enable the council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).*
12	*Section 7(2)(b)(ii)*	*To protect information which if public would unreasonably prejudice the commercial position of the person who supplied or who is the subject of the information.*
13	*Section 7(2)(h)*	*To enable the council to carry out, without prejudice or disadvantage, commercial activities.*

Councillor Gower / Mayor O'Regan

The meeting went into Public Exclusion at 2.29pm

There being no further business the meeting closed at 3pm

CONFIRMED AS A TRUE AND CORRECT RECORD

CHAIRPERSON: .....

DATE: .....

COMMITTEE REPORT

Waipā DISTRICT COUNCIL

INFORMATION ONLY

To:	The Chairperson and Members of the Finance and Corporate Committee
From:	Deputy Chief Executive / Group Manager Business Support
Subject:	**MIGHTY RIVER DOMAIN 2022 ANNUAL REPORT**
Meeting Date:	21 February 2023

1 EXECUTIVE SUMMARY – WHAKARĀPOPOTOTANGA MATUA

The 'Mighty River Domain, GL Events Ltd, 2022 Annual Report', as attached, has been prepared by GL Events Ltd and provides a high level summary of activity on the domain over the 2022 year, the draft event calendar for the 2023/24 year, new initiatives introduced and suggested improvements that could be made to the site services. Specific comment on the new initiatives is provided in section 3 of this cover report.

2 RECOMMENDATION – TŪTOHU Ā-KAIMAHI

That the Finance and Corporate Committee receive the report of Ken Morris, Deputy Chief Executive / Group Manager Business Support, titled 'Mighty River Domain 2022 Annual Report' (document number 10953751), together with the 'Mighty River Domain, GL Events Ltd 2022 Annual Report' (document number 10960167), as presented by Domain Manager Liz Stolwyk.

3 COMMENTARY - KŌRERO

The Mighty River Domain (Karapiro Lake Domain) Management Contract requires that the Contractor Representative shall prepare a written report on an annual basis.

The 2022 Report, as attached, has been prepared by GL Events Ltd and provides a high level summary of activity on the domain over the 2022 year, the draft event calendar for the 2023/24 year, new initiatives introduced and suggested improvements that could be made to the site services.

Attention is drawn to the new initiatives suggested by the contractor. All of these resonate with officers and Council staff will work alongside the contractor in assisting

to identify, assess and implement solutions. In regard to the possibility of the development of further accommodation capacity on site this will be considered as part of the development of the 2024 to 2034 long term plan. The starting point for that is the already completed feasibility study and the activity management planning work, and project prioritisation, that is already underway across the organisation as part of the long term plan processes.

The report will be presented by Liz Stolwyk in her capacity as Director of GL Events. Limited.

4 APPENDIX - ĀPITITANGA

No:	Appendix Title
1	Mighty River Domain, GL Events Ltd, 2022 Annual Report

Ken Morris
DEPUTY CHIEF EXECUTIVE / GROUP MANAGER BUSINESS SUPPORT

APPENDIX 1

Mighty River Domain, GL Events Ltd, 2022 Annual Report (document number 10960167)

2022 annual report

mighty river domain

GL EVENTS LTD

Lake Karāpiro

MIGHTY RIVER DOMAIN

Document Set ID: 10960167
Version: 1, Version Date: 27/01/2023

welcome

Nineteen Years Onsite

GL Events Ltd is now in year 6 of a 6 year contract to June 2023 and now completes 19 years as the onsite management. It is with pleasure we provide our annual report for the management of Mighty River Domain, this venue has provided a lot of variety over the past year. I am excited about the potential and the future of the domain as we rebuild.

Vision

The team of GL Events delivers to our personal vision of:

- Mighty River domain is recognised as an international, domestic and local event centre
- Sir Don Rowlands Centre is loved by locals as their local venue of choice.

> **GL Events Ltd is now in year 6 of a 6 year contract to June 2023 and now completes 19 years as the onsite management.**

Whilst it has been a slow recovery back to our normal operating levels we can definitely look to the future with a lot of optimism that the events industry is moving in the right direction. Overall, many of our events have returned with reduced number of attendees but it is encouraging that events have returned and are re-building .

This summer calendar of event brings back many of our favourites but also set to deliver a number of new events to the domain.

New events include:

- Long Course Weekend – 3-day international triathlon – Feb 2023
- International dragon boating event – April 2023
- The Great Kiwi Summer Expo – Oct 2023.

We have enjoyed a vast variety of events over the twelve months that include:

- The amazing Dinosaur discovery
- Cambridge High School 'Celebrate concert' artists include Jack Wallis, Ashley Cooper, Ben Merito, Pineja
- Tree climbing championships.

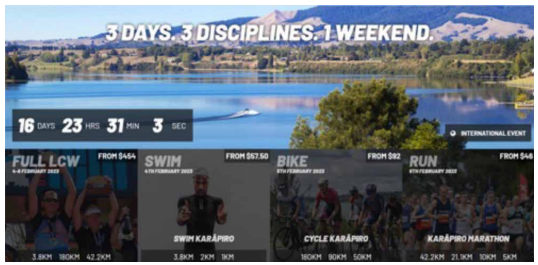
Other highlights for the year include:

- Interschools Kapa haka
- Armistice in Cambridge
- Waipa Networks National Conference
- Resthaven 75th anniversary dinner
- National Traffic Management Conference – 3 days
- Community Energy Network Conference – 2 days
- ANZ conference – 2 days
- Cambridge, Te Awamutu & St Peters High School balls
- Branded Country Music festival – 2 days
- Scrapbooking exhibition – 4 days
- Waikato Horse Breeders awards
- Velocity Dance Competition – 2 days
- Maungatautari Ecological Island fundraiser dinner.

Weddings

Weddings have featured very regularly at the Sir Don Rowlands centre over the past year. Events will always take precedence but gaps in our calendar will regularly be filled with weddings with 3-4 per week over the holiday period.
We are able to cater for up to 400 people banquet style making it very attractive for larger weddings.

Document Set ID: 10960167
Version: 1, Version Date: 27/01/2023



lakeside

Staff

Staffing the domain throughout the Covid period over the past 2 years has been very smooth. To avoid any cross contamination of Covid within the staff over the past 2 years and to ensure delivery of events with certainty we created two staffing pods to work independently.

With shortage of skilled event services staff we were able to lean on past employees and family to ensure events were not compromised. Suffice to say my sons will not be looking for any toilet cleaning careers going forth! It did work very well however and we have not had to reduce our operating levels of service at all.

Local lifestyle

Over the past year we continue to see many locals using the venue as a place to walk and enjoy the environment so maintaining high standards has been important. The venue has always been known as the jewel of the crown of Waipa and ensuring we maintain a pristine venue is paramount. To do this we need to ensure we maintain our no dog policy that has regularly been breached. Work on this continues.

Lake users' meetings attended by event hosts, neighbours and recreational users occurs twice a year. The purpose of the meeting is to ensure all voices are heard and to continue improvements to the venue. This year we were fortunate for Mike Montgomerie to chair this meeting.

Where to from here...

The domain events and conferencing bookings are now back to pre-covid levels.

To prepare for a busy summer we are joined by Janette Douglas as an Operations Manager (from Cycling NZ) and Alex Dixon our new Conference Manager, they are both proudly local Waipa residents.

"Over the past year we continue to see many locals using the venue as a place to walk and enjoy the environment so maintaining high standards has been important."

Renewals over the winter include the refurbishment of two new chalet kitchens and upgrades to the Sir Don Rowlands centre include new conferencing TV's, conference tables & lectern. Also, a brand-new tractor which was overdue as the 5 year roll over was extended to 7 yrs due to the financial constraints of covid. We have tried wherever possible to be very fiscally prudent in our spending across the venue.

Document Set ID: 10960167
Version: 1, Version Date: 27/01/2023

new initiatives

Rowing Start Line

The rowing start line will be a focus for my team over the next few months. Grazing the paddocks is becoming difficult so we are looking to work with locals and plant this area to provide a rest stop for persons on the Te Awa cycleway. The start line paddock is very steep and unmowable, yet grazing stock to keep weeds and grass away is becoming complex, especially when unattended for longer periods of time.

Traffic management

National traffic management requirements have been reviewed over the past year and there are new rules for levels of service and qualifications of staff. We are working with Council to find a solution palatable for all parties. Costs for traffic management are increasing due to the new rules and we intend to find new ways to deliver traffic management that is affordable for all event hosts. Traffic management has moved from something domain staff could handle in house but now has become so complex it is moving beyond our original scope as domain management. However, outsourcing this has seen event hosts being burdened with costs going from $1200.00 to run an event, to over $19,000 . A solution needs to be sought to satisfy event hosts and keep compliant.

Refuse/recycling

Recycling continues to be a challenge on site during busy events. New solutions will need to be sought to improve the high volumes of landfill. We are currently investigating temporary 'sorting stations' during large events to encourage better recycling behaviours.

Accommodation

The return of bookings to the domain has highlighted our inadequate accommodation capacity and our inability to service the corporate and recreational markets. A completed feasibility study carried out pre-covid strongly suggested further investigation. This project may be suitable to work with a partner as a joint venture and should be considered in the next long-term plan.

draft calendar

Lake Karapiro 2023 – 2024

JUNE 2023	Water Zones	Times	Event
12th - 13th June	4,5,6	7am-12pm / 2pm-4pm	Rowing NZ Winter Series #1
14th June	4,5,6	7am - 12noon	Rowing NZ Training Camp
15th - 17th June	4,5,6	7am-12pm / 2pm-4pm	Rowing NZ Winter Series #2
JULY 2023	**Water Zones**	**Times**	**Event**
1st - 2nd July	No Closure	6am - 6pm	North Island Secondary Schools Cycling
27th - 29th July	4,5,6	TBC	New Zealand/Australia Under 21 Rowing Regatta
28th - 30th July	No Closure	TBC	Branded Country Music Fesitval
29th July	3-10	"Zones 3 - 10 from 9am - 12pm Zones 9 - 10 from 12pm - 5pm"	Karapiro Classic water ski race
SEPTEMBER 2023	**Water Zones**	**Times**	**Event**
2nd Sept	4,5	6am - 6pm	Legion of Rowers
OCTOBER 2023	**Water Zones**	**Times**	**Event**
14th October	No Closure	TBC	100k Flyer
21st - 22nd Oct	No Closure	TBC	NZ Cross Fit Championships
28th Oct	4,5,6	6.30am - 5.30pm	Clive Steenson Memorial Rowing Regatta
NOVEMBER 2023	**Water Zones**	**Times**	**Event**
4th & 5th Nov	TBC	TBC	Great Kiwi Summer Expo
11th - 12th Nov	4	8am- 4pm	Armistice in Cambridge
"17th Nov 18th - 19th Nov"	"4,5,6 3,4,5,6"	"6am - 3pm 6am -6pm"	KRI Memorial Rowing Regatta
19th Nov	No Closure	TBC	Waikato Vintage Swap Meet
24th - 25th Nov	3,4	8am-3pm	Te Wananga Waka Ama Regatta
26th Nov	No Closure		Stragglers
DECEMBER 2023	**Water Zones**	**Times**	**Event**
"1st Dec 2nd - 3rd Dec"	"4,5,6 3,4,5,6"	"6am - 3pm 6am -6pm"	KRI Club Rowing Regatta
9th - 10th Dec	3,4	TBC	Regional Waka Ama Champs
"14th Dec 15th - 17th Dec"	"4,5,6 3,4,5,6"	"6am - 3pm 6am -6pm"	KRI Christmas Rowing Regatta
JANUARY 2024	**Water Zones**	**Times**	**Event**
14th - 20th Jan	3,4,5	6.30am- 6pm	Waka Ama Sprint Nationals
"25th January 26th - 29th Jan"	"4,5,6 3,4,5,6"	"6am - 3pm 6am - 6pm "	North Island Club Rowing Championships
FEBRUARY 2024	**Water Zones**	**Times**	**Event**
2nd - 4th Feb	"Friday 4,5,6"	TBC	The Long Weekend Triathlon
6th Feb (Waitangi Day)	4	TBC	New Festival (TBA)
10th - 11th Feb	3,4,5,6	7.30am-5pm	Hydroplanes National Champs
" 12th Feb 13- 17th Feb"	"4,5,6 3,4,5,6"	"6am - 6pm 6am - 6pm "	NZ Rowing Championships
19th - 23rd Feb	4,5,6	TBC	Rowing NZ Trials
24th - 25th Feb	3,4,5,6	6am - 6pm	AON Junior Rowing Regatta
MARCH 2024	**Water Zones**	**Times**	**Event**
2nd - 3rd Mar	TBC	TBC	Waka Ama long distance Race
9th - 11th Mar	3,4,5,6	6am- 6pm	AON NI Secondary Schools Rowing Regatta
16th - 17th Mar	3,4,5	TBC	NZ Jetsport Nationals
18th - 21st Mar	4,5,6	TBC	Rowing NZ Trials
21st - 24th Mar	4,5,6	TBC	Canoe Racing Nationals
APRIL 2024	**Water Zones**	**Times**	**Event**
5th - 7th April	3,4,5	TBC	NZ Dragon Boat Nationals
15th - 18th April	4,5,6	TBC	Rowing NZ U19 Trials
26th - 27th April	4,5,6,	6am - 6pm	NZ University Rowing Championships
27th - 28th April	4,5,6	7am - 4pm	Canoe Racing Trials
MAY 2024	**Water Zones**	**Times**	**Event**
4th - 5th May	4,5,6	7am - 4pm	Canoe Racing Trials
11th May	4,5,6	8am - 5pm	Legion of Rowing
20th - 21st May	4,5,6	"7.30am - 12 noon 2.00pm - 4.30pm"	Rowing NZ Winter Series

Document Set ID: 10960167
Version: 1, Version Date: 27/01/2023

Lake Karāpiro

MIGHTY RIVER DOMAIN

Document Set ID: 10960167
Version: 1, Version Date: 27/01/2023

COMMITTEE REPORT

Waipā DISTRICT COUNCIL

To:	The Chairperson and Members of the Finance and Corporate Committee
From:	Manager Property Services
Subject:	**PROCUREMENT PLAN - MIGHTY RIVER DOMAIN SITE MANAGEMENT SERVICE**
Meeting Date:	21 February 2023

1 PURPOSE - TAKE

The purpose of this report is to present the plan for the procurement of a Site Management Service (Service) for the Mighty River Domain (Domain).

The existing service delivery arrangement between Council and the incumbent contractor (GL Events Ltd) for the provision of the Service will expire on 30 June 2023. A new Service contract is to be procured and in operational effect as at 1 July 2023.

The Service provides all the required capacity for the delivery of overall management, customer and stakeholder communication and the coordination of the various established uses, across the site on a 24 hours per day basis for the entire calendar year.

2 EXECUTIVE SUMMARY – WHAKARĀPOPOTOTANGA MATUA

From time to time the arrangements for the delivery of the Service must be reviewed and if appropriate refreshed.

The intent of the procurement plan is to ensure that the scope of the required Service is accurately described and documented and that the associated invitation to tender process and contract award is undertaken to a very high standard, in a timely way, to achieve the best value outcome.

This report provides the opportunity to discuss the scope of the procurement plan albeit at a high level, and the identified key project plan milestones, together with an assessment of the potential project risks associated with each step and the forecast timeline to completion.

The procurement plan process is time bound. The goal is to successfully complete the procurement process prior to the expiry of the existing Contract. For that reason some of the key procurement project milestones (e.g. the composition of a Tender Evaluation Panel and associated interview and evaluation processes) have not yet been completed in detail at this point. The timeline for the project milestone detail will be aligned where necessary to the Finance and Corporate Committee meeting programme as the project is advanced.

The end of the current Service arrangement also triggers consideration for the requirements of Section 17A of the Local Government Act (2002).

Section 17A provides that Council, in the circumstances of expiry of a Service arrangement, makes a decision as to the cost effectiveness of its arrangements.

In this context, a Council must consider all reasonably practicable alternatives for the governance, funding and delivery of the management of the Domain. The focus being on a service delivery mechanism that best achieves good quality local infrastructure, local public services, or the performance of associated regulatory functions.

These matters were canvassed in relation to this service arrangement in considerable detail, and on an independent advice basis, by way of the Horwath HTL report and recommendations dated 5 December 2016. That exercise preceded the most recent procurement for Site Management Services.

The findings of that 2016 review supported the then prevailing Status Quo option where Council retained governance, funding and delivery control and procured the Service by way of tender.

Those findings were adopted by Council at that time and the procurement of a site management service was undertaken.

It is the view of officers that the considerations involved in arriving at that option as offering the most cost-effective solution have not materially changed over the term of the current Contract, and therefore this recommendation is made below.

3 RECOMMENDATION – TŪTOHU Ā-KAIMAHI

That the Finance and Corporate Committee

a) Receives the report of Chris Ryan, Manager Property Services, titled 'Procurement Plan - Mighty River Domain Site Management Service', (document number 10955771);

b) Notes that the Site Management Services delivery arrangement by way of a Management Contractor is currently, and will continue to be, the most cost-effective option to support the governance, funding and service delivery for the Mighty River Domain, Lake Karapiro.

c) Notes and endorses the implementation of the Procurement Plan as outlined in the document 'Mighty River Domain Site Management Contract – Contract Delivery Outline', attached as Appendix 1 to this report (document number 10964567).

4 BACKGROUND – KŌRERO WHAIMĀRAMA

The Karapiro Domain is a premier events and recreational site which serves a combination of local, regional, national and international communities. The Domain hosts a wide range of sporting and recreational events. In particular the site hosts high profile, high performance international events that generate long term benefits both locally and nationally.

The Domain is configured as a multi-purpose site and there is a strong need to ensure a site appropriate, level and standard of service delivery.

The Domain is legally, a reserve vested in Council and is administered under the obligations and requirements of the Reserves Act 1977 and the associated Management Plan adopted under Section 41 of the Act.

Priority is given for recreation and sporting activities for the physical welfare and enjoyment of the community. There is limited ability to charge for services at the Domain which means that Council retains responsibility for funding access to services.

Council requires ongoing direct control of the Domain governance and its service delivery arrangements.

The historical and recent arrangement for the procurement of a management Service has ensured a high quality standard of both service delivery and community engagement.

Significant importance is placed on process and practices for protecting and looking after the Domain. Mana Whenua and Council act as guardians of the Domain as a place of historical and cultural significance and also as Waipa's "Jewel in the Crown" premier reserve.

Development and operational costs associated with the Domain are funded primarily by Council. Contributions by way of a fees and charges regime are sought from users and recovered where possible.

A Contractor undertakes the management and staffing of the site within the bounds of the terms and conditions of the Site Management Contract.

In addition, the Contractor provides a number of intangible value add outcomes. These include Waipa brand reputation management, working with a range of key stakeholders on a day to day basis, leadership for the continuous improvement and

optimisation of service delivery, a commercial mindset and most importantly the operational flexibility to respond to change.

A renewal process of that procurement mechanism is the recommended way forward. For that reason, and reflective of current capacity issues in Council's Property Team, The Property Group (TPG) was engaged to facilitate the design and deployment of a Procurement Plan.

Attached to and forming part of this report is a TPG memorandum. The memorandum documents the project outline for a procurement or service outcome. The memorandum sets out proposed project milestones and the associated timelines, a high level risk assessment for each of the project steps and the resources required to support implementation.

5 SIGNIFICANCE & ENGAGEMENT – KAUPAPA WHAI MANA ME NGĀ MATAPAKINGA

Staff have considered the key considerations under the Significance and Engagement Policy, in particular sections 7 and 8 and have assessed that the matters in this report have a low level of significance.

6 OPTIONS – NGĀ KŌWHIRINGA

Option	Advantages	Disadvantages
Option 1: Status Quo – Procurement of Service delivery by way of tender for a Site Management Contract.	▪ Proven over time to be a very successful service delivery procurement method. ▪ Offers a strong value add opportunity through engaging business based operation and event delivery expertise. ▪ The procurement process invites competitive bids on an open market basis to be evaluated against a required scope of service for a best value outcome.	▪ The open tender process might not result in the desired market place participation. ▪ The tender process might not offer best value outcomes. ▪ The procurement process is time bound and the process facilitation is resource intensive. Performance standards must be tightly and carefully described at time of procurement to mitigate against risk for non-delivery over the life of the contract
Option 2: Transfer Domain to independent entity such as a CCO or Trust	▪ Potential for an additional level of commercial focus. ▪ Model has proven over time to offer successful	▪ Reserves Act requires that commercial activities at the Domain are supplementary to the intended purpose of the public land.

	service delivery in other settings.	▪ Typically independent entities are established with an emphasis on prudent commercial outcomes to reduce reliance on rates funding over time. This can introduce tensions between conflicting objectives ▪ Potential to put a premier Domain site at more than arms-length of Council control and reduce ability to influence outcomes on an ongoing basis. ▪ Design and establishment of performance standards must be tightly and carefully described to mitigate against risk for non-delivery over the life of the governance relationship.
Option 3: Manage delivery of site management services "in house"	▪ Potential opportunity to influence or coordinate service delivery on a daily basis. ▪ No exposure to the "for profit after tax" basis for business operation	▪ Potentially reduced focus on best commercial outcome considerations. ▪ No existing organisational capacity or competence for the wide range of required "site specific" skill sets. ▪ A challenge in the existing labour market to maintain adequate resourcing for both capacity and competence, on a sustainable basis over time on a 24 hours, 7 days per week delivery. ▪ No arm's length separation at service delivery level between Council roles as owner, regulator, policy maker and day to day operations delivery.

The recommended option is Option 1.

The Status Quo option for the delivery of Service has proven to be sustainable, effective and successful over an extended period of time. The Contract basis to the procurement method has offered sufficient flexibility to accommodate change over the term while at the same time delivering a high quality reliable service at a fair cost.

7 OTHER CONSIDERATIONS – HEI WHAIWHAKAARO

Council's Vision and Strategic Priorities

Legal and Policy Considerations – Whaiwhakaaro ā-Ture
Staff confirm that Option 1 complies with Council's legal and policy requirements.

The legal implications of Option 1 and how these will be addressed are canvassed in the attached memorandum provided by The Property Group (TPG).

The legal and process compliance requirements will be addressed through internal assistance with the design and drafting of the form of tender and the associated contract documents and compliance with Procurement Policy.

Financial Considerations – Whaiwhakaaro ā-Pūtea
The total costs to complete this procurement process is estimated to be $30,000. This amount is budgeted for in the 2022-23 current year forecast when the costs will be incurred.

Risks - Tūraru
There are no known significant risks associated with the decisions required for this matter.

Iwi and Mana Whenua Considerations - Whaiwhakaaro ki ngā Iwi me ngā Mana Whenua
A Memorandum of Understanding (MoU) was entered into between Council and Mana Whenua in August 2009 and recognised the Domain's historic and cultural values.

The MoU acknowledges Mana Whenua interests and the place for kaitiaki for the land that comprises the Domain. The MoU promotes both the need for an understanding of the historic and cultural values and what is appropriate to protect them.

Engagement with Mana Whenua is identified as a key and important first step in the procurement plan.

8 NEXT ACTIONS

Action	Responsibility	By When
Put the Procurement plan into effect	Manager Property Services	Complete the procurement project by 30 June 2023

9 APPENDIX - ĀPITITANGA

No:	Appendix Title
1	Mighty River Domain Site Management Contract – Contract Delivery Outline

Chris Ryan
MANAGER PROPERTY SERVICES

Approved by Ken Morris
DEPUTY CHIEF EXECUTIVE / GROUP MANAGER BUSINESS SUPPORT

APPENDIX 1

Mighty River Domain Site Management Contract – Contract Delivery Outline (document number 10964567)

Email Memorandum

The Property Group Limited
Hamilton Office
PO Box 123 Hamilton 3240
Level 2, 214 Collingwood St
Hamilton Lake
Hamilton 3204

To	Chris Ryan, Manager Property Services
From	Nick Birdsall, Senior Property Consultant
Date	7 February 2023
Job No.	718768
Subject	Mighty River Domain Site Management Contract – Contract Delivery Outline

The information provided in this email is confidential and is for the sole use of the recipient. It may not be disclosed, copied or distributed in any form without the permission of The Property Group Limited. If the file note and its contents are passed on the writer must take care to ensure that the contents of this email memorandum accurately reflect the information presented.

Site Management Contract – Project Outline

Waipa District Council (Council) seek to achieve an executed site management contract (contract) of the site known as the Mighty River Domain (site) in Karapiro. The contract is to take effect as at 1 July 2023. The Property Group Limited (TPG) have been engaged to support Council in delivery.

The project plan that follows explains the critical path that is illustrated in the Gantt charts (attached). Timing of all events is fluid, but feasible, subject to coordination and collaboration of identified parties.

Document Set ID: 10964567
Version: 1, Version Date: 08/02/2023

Key milestones, sensitive delivery dates

Non-critical path milestones, some flexibility in timing

Procurement Plan

Due: 1 March

Finalise procurement plan in accordance with Council's procurement policies. This work is currently in progress and on track.

Parties: Nick Birdsall (TPG), Chris Ryan (Council), Adele Bird (Council)

Risk: Low

Mana Whenua engagement

Completion due: 10 March 2023

Mana Whenua include Ngāti Koroki Kahukura (NKK) and Ngāti Haua (NH). Engagement to be facilitated through Gary Knighton (Council). Engagement to include an outline of the intended contract, opportunities for participants in the contract and through sub-contracting, and aspirational future investment opportunities (without prejudice).

Parties: Gary Knighton (Council), Nick Birdsall (TPG), relevant NKK and NH representatives.

Risk: High. Inability to control timing of engagement, only influence.

Contract Construction

Due: 21 March 2023

An updated contract is required to be drafted, reviewed, and approved. This process has commenced, with interviews with the current contractor confirming service that should be captured in the next contract. Instructions to draft agreement Diana Aquilina due 8 February 2023. Also includes update to plant in equipment lists to be carried out by TPG.

Parties: Nick Birdsall (TPG), Diana Aquilina (Council), potential third-party solicitors.

Risk: Low.

Document Set ID: 10964567
Version: 1, Version Date: 08/02/2023

Procurement Construction

Due: 10 March 2023

In accordance with the finalised procurement plan, the procurement documents will be prepared. These include the Request for Tender, construction of weighted attributes (non-price) and other schedules. This also includes selection of the evaluation panel.

Parties: Nick Birdsall (TPG), Adele Bird (Council), Chris Ryan (Council)

Risk: Low.

Request for Tender to market

Due: 3 April 2023

Publication of the Request for Tender (RFT) to market in accordance with the approved procurement plan. This will be supplemented with direct approach of any identified parties who may have capability to provide service prior to the RFT going to market.

Parties: Nick Birdsall (TPG), Adele Bird (Council), Chris Ryan (Council)

Risk: Low.

Site Walk

Due: 17 April 2023

Tenderers will be offered an opportunity to view the site and Council-owned facilities via a guided tour by authorised representatives.

Parties: Tenderers, Council's authorised representatives.

Risk: Low.

RFT close

Due: 28 April 2023

Tenders to close at 4:00pm Friday 28 April 2023. Location TBC.

Tenderer Interviews

Due: 10 May 2023

Interviews to be conducted by the evaluation panel and tenderers (where applicable).

Parties: Tenderer's, members of the evaluation panel.

Document Set ID: 10964567
Version: 1, Version Date: 08/02/2023

Risk: Low.

Evaluation

Due: 17 May 2023

In accordance with the procurement plan, the evaluation panel to consider tenders, apply non-price weighted criteria assessment to tender offers, and work through negotiation (if appropriate) of pricing submission.

Parties: Members of the evaluation panel, probity/audit.

Risk: Medium. Time constraints and probity/audit requirements.

Decision – Successful tenderer notified

Due: 22 May 2023

The successful tenderer should be notified following decision of the evaluation panel that their tender will be recommended to Council for ratification.

Parties: Members of the evaluation panel, successful tenderer.

Risk: Low.

Site Management Contract Ratification and Execution by Council

Due: (Approx.) 1 June 2023

The recommendation of the evaluation panel may (or will) require ratification/resolution by (or of) Council. This may be truncated by arranging prior resolution to allow delegation for the decision to fall to the Executive branch of Council staff.

Parties: Elected Council, Manager Property Services (Council), Evaluation panel.

Risk: Medium. May be able to be mitigated by advance resolution.

Contract handover window (if applicable)

Due: (Approx.) 2 June 2023 to 30 June 2023

The current contract requires the current contractor to provide six (6) weeks replacement training for any new contractor (clause 25). The provided three to four week (approximate) window is all that might be exercised given time constraints.

Parties: Nick Birdsall (TPG), GL Events Limited, new contractor (if applicable).

Risk: Low.

Document Set ID: 10964567
Version: 1, Version Date: 08/02/2023

New Site Management Contract Commence

Due: 1 July 2023

Key Risks

- Mana Whenua engagement. Delays ensuring meaningful opportunity for Mana Whenua groups to consider the RFT process are provided while balanced against the need for timely response.
- Evaluation. Need for clarity, process and probity, while reviewing complex offerings within a limited time frame.
- Ratification of contract. With no (publicly) known Council meeting dates for May/June, approval to execute contract while time constrained is a risk. Mitigations to be considered prior (if appropriate).

The above plan can otherwise deliver an executed contract prior to 30 June 202

Prepared by:

Nick Birdsall

Senior Property Consultant

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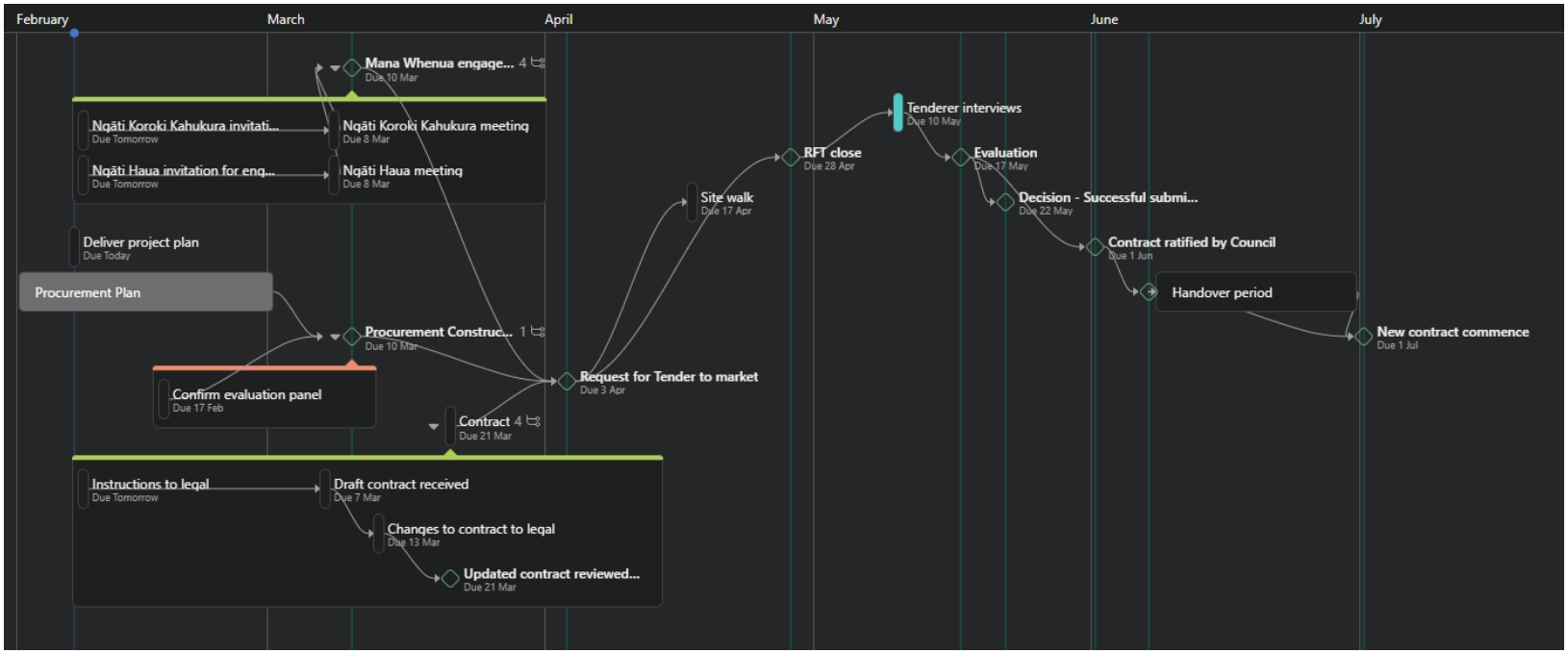
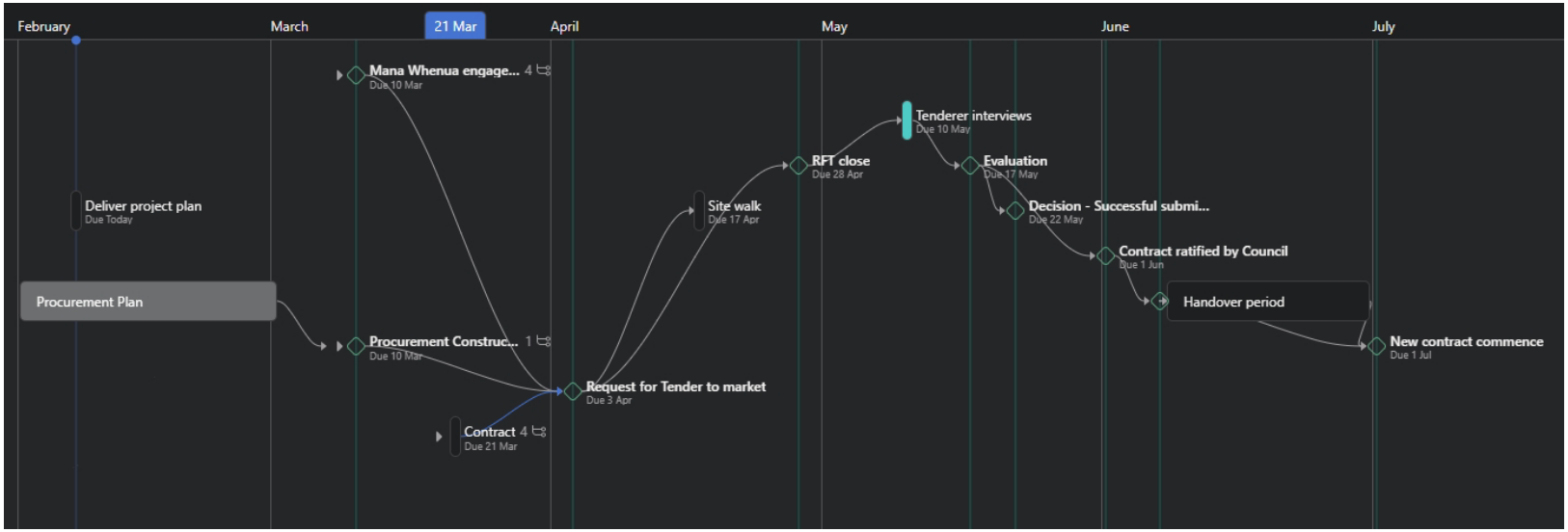
nbirdsall@propertygroup.co.nz

Attachments

- 20230207 Project Gantt Img Simple
- 20230207 Project Gantt Img Expanded

Document Set ID: 10964567
Version: 1, Version Date: 08/02/2023


February
March
April
May
June
July
Mana Whenua engage... 4
Due 10 Mar
Ngāti Koroki Kahukura invitati...
Due Tomorrow
Ngāti Koroki Kahukura meeting
Due 8 Mar
Ngāti Haua invitation for enq...
Due Tomorrow
Ngāti Haua meeting
Due 8 Mar
Deliver project plan
Due Today
Procurement Plan
Procurement Construc... 1
Due 10 Mar
Confirm evaluation panel
Due 17 Feb
Contract 4
Due 21 Mar
Instructions to legal
Due Tomorrow
Draft contract received
Due 7 Mar
Changes to contract to legal
Due 13 Mar
Updated contract reviewed...
Due 21 Mar
Site walk
Due 17 Apr
Request for Tender to market
Due 3 Apr
RFT close
Due 28 Apr
Tenderer interviews
Due 10 May
Evaluation
Due 17 May
Decision - Successful submi...
Due 22 May
Contract ratified by Council
Due 1 Jun
Handover period
New contract commence
Due 1 Jul


February
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Mana Whenua engage... 4
Due 10 Mar
Deliver project plan
Due Today
Procurement Plan
Procurement Construc... 1
Due 10 Mar
Contract 4
Due 21 Mar
Request for Tender to market
Due 3 Apr
Site walk
Due 17 Apr
RFT close
Due 28 Apr
Tenderer interviews
Due 10 May
Evaluation
Due 17 May
Decision - Successful submi...
Due 22 May
Contract ratified by Council
Due 1 Jun
Handover period
New contract commence
Due 1 Jul

COMMITTEE REPORT

Waipā DISTRICT COUNCIL

INFORMATION ONLY

To:	The Chairperson and Members of the Finance and Corporate Committee
From:	Interim Manager Property Services
Subject:	**Quarterly Property Services Report (01/07/22 – 31/12/22)**
Meeting Date:	21 February 2023

1 EXECUTIVE SUMMARY – WHAKARĀPOPOTOTANGA MATUA

The purpose of this report is to provide the Committee with a quarterly update on the Property Services and Property Projects activities. This report is provided for information purposes and does not require any decision-making on the part of the Elected Members.

2 RECOMMENDATION – TŪTOHU Ā-KAIMAHI

That the Finance and Corporate Committee receives the report of Chris Ryan, Interim Manager Property Services, titled 'Quarterly Property Services Report (01/07/22 – 21/12/22)' (document number 10924567).

3 COMMENTARY - KŌRERO

3.1 FINANCIAL UPDATE

INCOME & EXPENDITURE SUMMARY
FOR THE PERIOD ENDING 31 December 2022

LTP Activity	Budget FY	Forecast FY	Actual YTD	Complete
Income				
Forestry	3,177	803,177	-	0%
Properties - Commercial	9,763,339	11,016,383	207,700	2%
Karapiro Domain	789,812	759,812	460,162	61%
Housing	1,734,778	2,088,915	825,618	40%
Community Properties	96,529	96,529	44,827	46%
Non Core Commercial Prop	45,828	314,708	30,523	10%
Karapiro Reserve Development	102,800	102,800	10,000	10%
Halls	3,613	3,613	26,299	728%
Council Occupied Buildings	11,389	11,389	4,872	43%
	12,551,266	**15,197,327**	**1,610,001**	
Operating Expenditure				
Forestry	441,287	145,223	78,841	54%
Properties - Commercial	855,380	855,380	419,505	49%
Karapiro Domain	1,698,653	1,717,243	780,978	45%
Housing	2,590,575	2,711,774	1,076,315	40%
Community Properties	1,205,597	1,536,600	483,122	31%
Non Core Commercial Prop	240,074	240,074	98,226	41%
Property Commercial General	421,189	619,905	143,227	23%
Landfills	223,019	223,019	163,161	73%
Cambridge Gym	15,618	15,618	7,809	50%
Karapiro Reserve Development	54,068	54,068	1,379	3%
Cambridge Velodrome	11,474	11,474	5,737	50%
Halls	763,796	889,212	447,628	50%
Council Occupied Buildings	11,389	(40,507)	(264,047)	652%
	8,532,119	**8,979,083**	**3,441,881**	
Capital Expenditure				
Properties - Commercial	1,061,380	215,880	892,780	414%
Karapiro Domain	661,004	758,376	70,352	9%
Housing	2,525,080	1,264,221	133,009	11%
Community Properties	-	2,512,146	2,405,621	96%
Property Commercial General	-	-	923	0%
Karapiro Reserve Development	41,120	41,120	-	0%
Halls	1,972,500	1,887,600	457,371	24%
Council Occupied Buildings	1,460,928	1,534,023	169,342	11%
	7,722,012	**8,213,365**	**4,129,398**	

REVENUE

The YTD revenue achieved as at 31 December is approximately 10% of forecast. In large part this reflects a timing change for the proposed Pirongia Forest harvest. The original work plan was to undertake the harvest over the period February to June 2022. The decision was taken to defer the harvest until the 2022/23 FY. The proposed new harvest plan provides for a harvest in the period March to June 2023.

The programme for the period to 31 December for the disposal of property was affected by the resignation of the Manager Property Projects. That role became vacant at the end of October 2022. An appointment to a new Property Projects role has been made and the appointee will take up the role on 6 March 2023. That unplanned change has affected the delivery against the revenue forecast for property disposals (Properties Commercial, Properties Commercial General). However, that disposal programme is ongoing. An assessment will be made to identify how much of the programme can be completed across the balance of the 2022/23 FY.

The revenue forecast for the operation of the Karapiro Domain site was affected by the impact of COVID-19 health protection and movement restriction settings on the usual events programme and independent visitor travel. The majority of the usual events programme did not proceed reflecting the movement limitations imposed at alert levels 2, 3 and 4 and the Red setting of the 2022 "traffic light framework".

OPERATING EXPENDITURE

The actual operating expenditure as at 31 December is at 38% of the forecast for the full year.

Project planning has now commenced with the objective to carry out the planned Pirongia Forest harvest across the months of March to June 2023.

The forecast Karapiro Domain expenditure programme was also affected. The reduced level of expenditure reflects the reduction in operating revenue for the facility.

CAPITAL EXPENDITURE

The total YTD capital expenditure programme is at 50% of forecast.

Progress on the 10 unit Vaile Court development programme is dealt with elsewhere in this report.

3.2 ACTIVITY DEVELOPMENTS AND UPDATES

CAMBRIDGE

Cambridge Town Hall Community Trust (CTHCT)
The Lease and Services Agreement was agreed and signed by 30 June 2022.

Staff have been working with the CTHCT in developing a framework for a baseline asset condition assessment. This important work was completed and provided to the CTHCT in December 2022.

The CTHCT have made an appointment to the newly created General Manager position which will greatly assist their capacity.

Cambridge Museum Seismic Upgrade

Works are planned to improve the seismic status of the Cambridge Museum building. Preliminary approval has been received from Heritage New Zealand for the proposed works and a resource consent application has been obtained.

Cambridge Water Tower

We have received the drawings for the tower capping and replacement frame. These were submitted to Heritage New Zealand and we have received its approval. The documents were submitted for resource consent following budget approval. Consent has been obtained for the tank removal.

Cambridge Clock Tower

A heritage architect was engaged and a condition assessment of the Clock Tower made in 2021. On the architect's recommendation, a detailed seismic assessment has been commissioned.

C1, C2, C3, C4, C8 Cambridge North and Hautapu Industrial Growth Cells

The delivery of the property acquisition programme for the period to 31 December was affected by the resignation of the Manager Property Projects. That role became vacant at the end of October 2022. An appointment for a new Property Projects role has been made and the appointee will take up the role on 6 March 2023. That unplanned change has affected the capacity to fulfil the property acquisitions programme in a timely manner.

Negotiations had been completed with a number of landowners in the C1, C2 and C3 and C8 Growth Cells. There are still a number of acquisitions required in these growth cells and work will continue to progress these matters.

C1 Stormwater Pond

The Public Works Act compulsory acquisition process has been commenced in relation to a property on Abergeldie Way. The S18 PWA action will trigger a three month compulsory negotiation between the parties and will progress to a S23 PWA take if negotiations fail.

Cambridge / Hamilton Road Urbanisation

Three acquisitions were finalised with compensation certificates to protect the agreements lodged while the ongoing legalisation is completed. A further acquisition arrangement was agreed in principle and the focus turned to working through the documentation. This will allow the extension of the cycleway to the Te Awa Lifestyle Village.

KARAPIRO / MAUNGATAUTARI

Hicks Road, Maungatautari

The walkway was opened on 31 December 2021. Registration of the easements through the properties affected have either been finalised or are waiting on the Maori Land Court to finalise registration.

TE AWAMUTU / KIHIKIHI

Kihikihi War Memorial Hall Clock

The exterior waterproofing and painting, clock face and hand refurbishment, and platform upgrades are complete. The clock is operational. The night-time shut-off which deactivates the chimes at night has been a challenge. Pilbrows Clockmakers are finalising the electronics on the clock and will then start installing the electronics for the chimes by the end of March.

Te Awamutu to Pirongia Cycleway

Good progress was being made on landowner agreements on the section of the route from Te Awamutu to Lake Ngaroto. Two new agreements are required to support the route just north of Ngaroto Road due to difficulties and the cost of retaining the railway line in this area.

NZMCA Te Awamutu

The resource consent application has been lodged. Some amendments have been made to the original plans to take into account the concerns of surrounding neighbours. The site will be for the sole use of NZMCA members.

Frontier Estate T1

Acquisitions for six recreation reserves in this development have been concluded and will be transferred to Council over the coming months as each stage of the development is progressed and records of title become available.

PIRONGIA

Forest Harvesting

The forest harvest plan was approved in late 2021. For various reasons the decision was taken to defer the implementation of the forest harvest plan until the 2022/23 FY. The deferral decisions were influenced by a range of considerations including market uncertainty (mostly about shipping capacity, increased domestic fuel and transportation costs and the risk for a much reduced net return).

The proposed new harvest project plan provides for a harvest operation across the period late February to June 2023.

DISTRICT WIDE

TechnologyOne Enterprise Asset Management System

Property Services are currently piloting the TechnologyOne Enterprise Asset Management (EAM) system which will then be rolled out to other teams in the organisation. Phase 1 of the system set-up was concluded in December 2022. Phase 2 and 3 will be undertaken in 2023.

The Property Services team currently don't have a comprehensive asset register. We are managing a parallel project to collect asset and condition data for 18 priority buildings. This includes establishing an alignment with the data collection process and the import requirements of the EAM system. Just over 2,500 asset components have been collected and entered into the EAM system, with over 30,000 asset components expected once all the buildings are included.

Temporary Business Accommodation

The Property Services team were in design phase of the re-roofing and window remedials of 135 Roche St. As part of this project, it was decided to undertake a detailed seismic assessment to see if possible seismic upgrades could be included as part of the scope. The building had an Initial Seismic Assessment indicating the building was at 55% NBS for and Importance Level 2 building.

In October 2022, a Detailed Seismic Assessment of 135 Roche St was received indicating the building was earthquake prone (20% NBS). This prompted the building (including the Te Awamutu Museum) to be evacuated.

We have now secured a property (18 month lease) at 55 Rickit Road, Te Awamutu, which has been fitted-out for occupation. Staff moved into the building in January 2023 and it is working well.

Business Accommodation Strategy

The Property Services team have been tasked with undertaking a business accommodation strategy, which was included in the Business Support and Property Services business plans. This process was significantly impacted through the findings at 135 Roche Street, however the importance of this activity was also amplified as a result. A Project Steering Group (PSG) had been established to support the Project Team of Dustin Mills (Property Services) and Craig Stewart (Organisational Excellence).

The strategy will consider a number of key drivers, including demand, building functionality, business continuity (building performance), environmental, building accessibility, community connection and building condition. It will take issues such as water reform, wider local government reform and working from home opportunities into account. Key inputs into this process will include:

- An organisation-led set of baseline assumptions to inform the future staff accommodation demand projects across the district (e.g. possible Local Government reform, future growth, 3-waters reform and RMA reform);

- An organisational-led coordination of the draft accommodation strategy with associated workstreams (e.g. CB Library and Te Ara Wai Museum).

Staffing

Two appointments were made to the Property Services team in early January 2023. This is the Manager Property Services role, and a revamped Manager Property Projects role which has been reset following the departure of the previous incumbent, and now carries the title Property Project Specialist. Both of these new employees will start during the week of 6 March. Chris Ryan is contracted as Interim Property Manager to the end of March 2023 and will assist in managing the transition.

The Property Services team have made two other appointments during this reporting period. In August 2022 a new Team Administrator was appointed to that vacant position and in November 2022 a replacement Property Advisor (Leasing), was appointed.

The Property Services (Maintenance Planning) role is currently seconded to the Property subject matter expert role within the TechnologyOne EAM system development. A portion of the Property Services (Maintenance Planning) role is being back-filled on a part-time consultancy basis during the secondment.

Waipa District Council previously had a centralised asset team that managed Waters, Transport, Community Services and Property Services assets. When this was decentralised in 2015, Property Services was the only team to not retain an Asset Management Information Officer. As noted above, the Property Services team is currently piloting the TechnologyOne EAM project. This new business tool requires additional resources to manage the additional workload associated with:

- capturing new asset and condition data into the system;
- establishing projects for new work;
- generating work orders and coordinating with contractors to close work orders once the work is completed;
- ensuring alignment between work order and purchase orders;
- providing reports to support AMP, LTP and annual planning as well as day-to-day operations

The leasing portfolio has been an area where insufficient staff resources have led to a less than optimum service being provided to community and commercial tenants. This includes a number of expired and missing leases. The Property Group Limited (TPG) was appointed in November 2022 to provide interim assistance to the leasing team on a 20 hour per week secondment and with additional project assistance, as required. However, this is cost prohibitive and a more sustainable solution needs to be implemented once the new Manager Property Services has started.

Lease Portfolio

There are a significant number of expired leases and addressing this is a key priority for the leasing portfolio. TPG is supporting the process of prioritising and attending to the lease renewals/new leases with urgency and as current resourcing permits.

As at 31 December 2022 there are 199 active leases recorded in the Contracts database. A snapshot of the lease currency data is as follows:

Lease Type	Total number of Lease or Tenancy Agreements	Lease Current	Lease Expired	Right of Renewal Undocumented
Community	126	75	42	9
Grazing & Commercial (WDC Lessor)	64	22	40	2
Grazing & Commercial (WDC Lessee)	9	9	0	0
Total	**199**	**106**	**82**	**11**
% of Total		**53%**	**41%**	**6%**

Housing for the Elderly - Vaile Court, 10 Unit Development Project.

The current project plan is to advance to the tender stage as soon as is possible with the intention that the construction phase commence later in 2023.

Maintenance and Renewal Projects

The following maintenance and renewal projects are in progress, in the planning stages, or have been completed during the quarter:

Council Occupied and Community Properties

Project	Status	
101 Bank Street, Crack Assessment and Detailed Seismic Assessment	DSA completed and peer overviewed. Preliminary Phase 1 remedial drawings prepared	↑
Cambridge Museum, seismic upgrade	Resource Consent obtained. Building Consent received with amendment to be lodged due to changes to some architectural details. QS estimate obtained and updated. Preparation of tender documents to follow.	↑
Cambridge Town Hall - Replace Gutters	Supply issues – gutters being fabricated (material delays with Heritage colours)	↑
Kihikihi Memorial Hall, clock refurbishment	Awaiting electronics of night-shutoff of chime to be completed	↑
Cambridge Clock Tower, renewal	Heritage architect engaged to prepare scope of works. Structural	↑

Project	Status	
	engineer engaged to undertake a detailed seismic assessment	
Kihikihi Police House, condition report on roof and scope replacement	Quotation received. Work to be scheduled in with contractor	↑
Kihikihi Town Hall, structural investigations	Draft engineering report received. Review underway based on likely construction methodology.	↑
Cambridge Water Tower, obtain consents for the removal of the corroded metalwork and water tank	Consent obtained	↑
Leamington Domain Skating Rink, renewal and strengthening	Assessment of options and scope of works completed. Structural condition assessment completed. Options for maintenance or replacement provided to Community Services for engagement with community and decision as part of overall development plan	↑
90 Mahoe Street, roofing repairs and maintenance works	On hold due to development considerations for the property	↑
Fit-out of 55 Rickit Road for occupation	Building ready for occupation	☑
Mighty River Domain retaining wall	On hold due to resourcing constraints (compounded by requirement to arrange temporary business accommodation)	↑
Demolition of 341 Franklin Street	Project completed. To be used as additional parks provision.	☑

In Progress/Planning ↑ Complete during the reporting period ☑

Housing – Residential and for the Elderly

Project	Status	
Dallinger Court, replace iron roof units 26, 27, 28	Completed in October	☑
Dallinger Court, replace iron roof units 20, 21, 22	Completed in December	☑
859 Maungatautari Road – vacant, general maintenance and Healthy Homes compliance	Completed – Tenanted 22/09/22	☑
1215 Rewi Street – new purchase, vacant, general maintenance and Healthy Homes compliance	Completed – Tenanted 01/09/22	☑
Vacated pensioner units – refurbed and re-tenanted: - 5 Wallace Court - 13 Dr Tod Court - 20 Dallinger Court - 21 Dallinger Court - 315 Churchill Street - 12 Sherwin Village - 317 Churchill Street - 1/431 Mangapiko Street	Completed (July to December)	☑
104 Carlyle Street – vacant, refurbishment and Healthy Homes compliance	In progress Scheduled for completion end of March/early April 2023	↑

In Progress/Planning ↑ Complete during the reporting period ☑

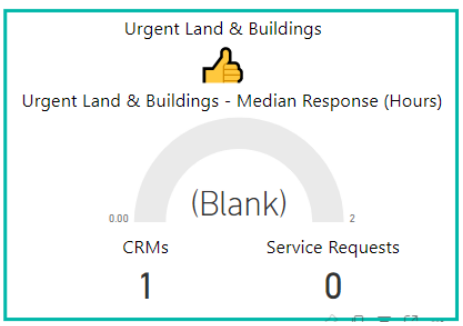
In the next quarter to 31 March 2023 we are anticipating reports in respect of the following agreements to be tabled at the Finance and Corporate Committee meeting:

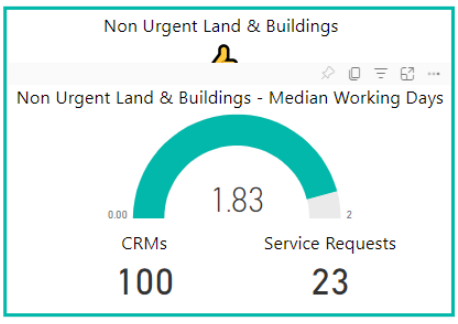
Tenant	Lease Type	Location
Waipa District Council	Lease Expiry. New Commercial lease	77 Daphne Street, Te Awamutu
Te Awamutu Rugby Sports	Lease Expiry. New Community lease	Albert Park, Te Awamutu
Albert Park Combined Club (Te Awamutu	Lease Expiry. New Community lease	Albert Park, Te Awamutu

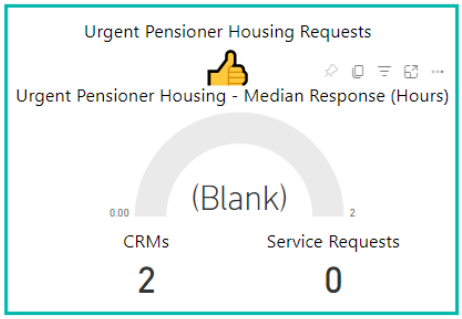
Community Cadet Support Trust & Te Awamutu Rod and Custom Club		
Lions Club Cambridge	Lease Expiry. New Community lease	Vogel Street, Cambridge
Lunix Homes	Lease Expiry. New Commercial lease	74 Mahoe Steet, Te Awamutu
Cambridge Football Club	Lease Expiry. New Community lease	Vogel Street, Cambridge
Tom Voyle Park Sports Club	Lease Expiry. New Community lease	Taylor Street, Cambridge
Waikato Recreation Charitable Trust	Lease Expiry. New Community lease	Mighty River Domain, Karapiro
Waikato Rowing Club	Lease Expiry. New Community lease	Mighty River Domain, Karapiro
Ohaupo Hub	Variation of lease. Provision added to allow limited commercial activity	Forkett Road, Ohaupo

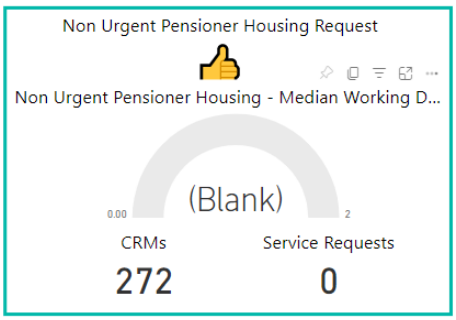
3.3 LEVELS OF SERVICE AND PERFORMANCE MEASURES

Levels of Service (LOS) identify the output from Property Services that the customer can expect to receive. The current LOS for the Property Services team are measured for Land and Buildings and Pensioner Housing, as shown in the chart below. In all cases the targets are being met.









3.4 DOCUMENTS EXECUTED UNDER DELEGATION

The following documents have been executed under general delegation, and without the specific authority of a Council or Committee resolutions (during the period of this report):

Type of Document	Details
Variation of Software Agreement	Purchase of Asset Management System software and services
Licence to Graze	To enter into a Licence Agreement in respect of Paddock A1, Lamb Street, Leamington for 12 months with Vicky Earnshaw
Licence to Graze	To enter into a Licence Agreement in respect of Paddock A2, Lamb Street, Leamington for 12 months with Katinka Hugo
Licence to Graze	To enter into a Licence Agreement in respect of Paddock A4, Lamb Street, Leamington, Cambridge for 12 months with Paula Crean
Licence to Graze	To enter into a Licence Agreement in respect of Paddock A7, Milton Street, Leamington, Cambridge for 12 months with Lucretia and Gail Edwards
Licence to Graze	To enter into a Licence Agreement in respect of Paddock A8, Milton Street, Leamington for 12 months with Peter Fitzgerald
Licence to Graze	To enter into a Licence Agreement in respect of Paddock A10, Milton Street, Leamington for 12 months with Gwen Poole
Licence to Graze	To enter into a Licence Agreement in respect of Paddock A11 & A12, Milton Street, Leamington for 12 months with Jan and Kieran Dolan
Licence to Graze	To enter into a Licence Agreement in respect of Paddock C1 & Half C5, Lamb Street/Roto-o-rangi Road, Leamington for 12 months with Alison Worth
Licence to Graze	To enter into a Licence Agreement in respect of Paddock Half C5, Lamb Street/Roto-o-rangi Road, Leamington for 12 months with Sharon Munro

Type of Document	Details
Licence to Graze	To enter into a Licence Agreement in respect of Paddock C3, Lamb Street/Roto-o-rangi Road, Leamington and Thornton Road, Cambridge for 12 months with Kym Kearns
Licence to Graze	To enter into a Licence Agreement in respect of Paddock C4, Lamb Street/Roto-o-rangi Road, Leamington for 12 months with Sandra White
Authority and Instruction form (A&I)	Stock Underpass. Authorise property owner's solicitor to remove the existing stock underpass caveat registered against the title of 96 Ryburn Road and register with LINZ a covenant in gross against the property title for the stock underpass.
Authority and Instruction form (A&I)	Stock underpass .Authorise property owner's solicitor to register with LINZ a covenant in gross for their new stock underpass against the property title at 99 Ellicott Road
Lease by deed	The document is a stock underpass lease by deed. It sets out the usual stock underpass lease conditions, but also requires a performance bond to be held by the licensees' solicitor in the place of the covenant usually required to be registered against the property title.
Authority and Instruction form (A&I)	Authorise property owner's solicitor to remove the existing stock underpass caveat registered against the title of 75 Ryburn Road. This has come about because a property sale has necessitated a removal of the caveat. A new stock underpass lease with a performance bond has been entered into instead.
Consent Form	Changes being made to the Nouvelle Family Trust. This requires Council's consent due to the covenant in gross registered against the trust's property at 315 Forkert Road and the associated stock underpass under Forkert Road.
Licence to Graze	To enter into a licence to graze with Emma Bethell and Cameron Petch of the Local Purpose Reserve adjoining Bethell and Petch's property at 244 Racecourse Road, Te Awamutu for a term of 2 years from 14 January 2022 to 13 January 2024.
Licence to Graze	To enter into a licence to graze with Julie and Murry Dickson of the reserve land at 205 Sainsbury Road, Pirongia for a term of 2 years from 18 November 2021 to 17 November 2023.
Authority and Instruction form (A&I)	Authorise property owner's solicitor to register with LINZ a covenant in gross for the existing stock underpass against the property title at 1373 Arapuni Road.
Deed of Renewal of Lease and Rent Review	Brockbank Properties Limited - Renewed Lease to Waipa District Council for museum storage at 230 Bruce Berquist Drive,

Type of Document	Details
New Lease to Sports Club / Community Group	Te Awamutu Rugby Sports and Recreation Club Inc. – lease of land at Albert St
Renewal of Lease	The Piarere Water Ski Club Inc. - Renewal of Lease of land located within the Horahora Domain
Agreement to Lease	Te Wānanga o Aotearoa Te Kuratini O Ngā Waka - Agreement to Lease of 55 Rickit Road, Te Awamutu for Council offices and museum

3.5 QUARTER 3, 2022/23 – KEY PRIORITIES

Some of the key priorities that Property Services staff are focusing on in the current quarter are:

- Undertake stakeholder engagement as part of the business accommodation strategy
- Finalise baseline assumptions to inform the future staff accommodation demand projections across the district
- Support coordination of accommodation strategy with associated workstreams (e.g. Cambridge Library, Te Ara Wai Museum)
- Progress options assessment and costings for business accommodation following closure of 135 Roche St.
- Complete site condition assessments of 18 priority buildings.
- Testing of Phase 1 of the TechnologyOne Enterprise Asset Management System.
- Support opening of pop-up museum at 55 Rickit Road.
- Progress Cambridge Museum seismic upgrade
- Progress Kihikihi War Memorial Hall clock renewal works
- Progress Cambridge Water Tower steel work and water tank removal
- Continue to operationalise the contracts database tool and continue with the comprehensive review of the leased portfolio with regard to renewing expired leases and documenting those subject to rights of renewal
- Complete the work to formalise the acquisition of land for various projects, including the Cambridge to Te Awamutu water supply and cycleways
- Continue sale process for Blundell Street property
- Progress sale of properties to support earlier authorised Road Stopping work across agreed unformed legal road sites
- Progress planned maintenance and renewal projects
- Support the delivery of any wider organisational arrangements entered into with Community Housing Provider(s) for the development of low cost housing.

Chris Ryan
INTERIM MANAGER PROPERTY SERVICES

Approved by Ken Morris
DEPUTY CHIEF EXECUTIVE / GROUP MANAGER BUSINESS SUPPORT

COMMITTEE REPORT

Waipā DISTRICT COUNCIL

To:	The Chairperson and Members of the Finance and Corporate Committee
From:	Deputy Chief Executive / Group Manager Business Support
Subject:	**KIHIKIHI STOCKADE RESERVE – URBAN DESIGN PROPOSAL**
Meeting Date:	21 February 2023

1 PURPOSE - TAKE

The purpose of this report is to seek funding to develop a conceptual masterplan for a potential housing development on the Stockade Reserve in Kihikihi.

This planning work will also incorporate consideration of the possibility of the planned new Kihikihi skatepark being sited on this same property.

2 EXECUTIVE SUMMARY – WHAKARĀPOPOTOTANGA MATUA

The 'Stockade Reserve' is a large open space near the centre of Kihikihi. A corner of the site is utilised for some of our Council-owned waters infrastructure, while the remainder of the property has been the long term home of the local chapter of Riding for the Disabled (RDA). The subject property is however, considered an ideal location for much-needed housing and it has also gained recent attention as a possible site for the planned new Kihikihi skatepark.

A recent Council property purchase in Kihikihi (the Izard property on Herbert Street) has opened up a new alternative home for RDA, and this has freed up the Stockade Reserve for due and proper consideration for housing development. RDA is aware and supportive of this potential change.

A proposal has been obtained from local architects to develop a conceptual masterplan for residential housing on this site. This work would be done under a Co-Lab Professional Service Panel Instruction for Service (IFS). The architects are on standby to progress this work in the first few months of this year, subject to obtaining of budget funding and issue of the IFS. The work will be done in four stages, with 'stop/go' gates at each stage, at a total cost of $26,000 for the four stages of work.

This work is crucial in determining the potential for housing development on this site, and as an adjunct, determining if the planned Kihikihi skatepark can also be located alongside any housing development. The architects are very aware that a subdivision will likely be needed in near future to transfer the ownership of the small amount of this reserve required for the waters activity, to any new Water Services Entity.

3 RECOMMENDATION – TŪTOHU Ā-KAIMAHI

That the Finance and Corporate Committee

a) Receives the report of Ken Morris, Deputy Chief Executive/ Group Manager Business Support, titled 'Kihikihi Stockade Reserve - Urban Design Proposal', (document number 10955861);

b) Approves the use of up to TWENTY-SIX THOUSAND DOLLARS ($26,000) of general funds cash surplus to fund the Urban Design Master Planning work described in this report.

4 BACKGROUND – KŌRERO WHAIMĀRAMA

The 'Stockade Reserve' is a large open space near the centre of Kihikihi. It is depicted in the image below. A noticeable feature of the site are the water reservoirs and other waters infrastructure located on the Rolleston Street / Grey Street corner. This part of the site will likely need to be subdivided off in near future and be transferred to the ownership of any Water Services Entity that may deliver the water activity to our community in future. The balance of the site has been the long-term home of the local chapter of RDA, although the recent purchase of the Izard property on Herbert Street will see their activity shifted from the Stockade Reserve to that property.

That development makes it timely to properly consider the 'highest and best' use of this land in future, and in the current environment (with the shortage of housing) this must involve consideration of use of the site for housing for local people.

The proposed master planning work will also consider the potential for a planned new skatepark for Kihikihi to be located on the same site, adjacent to the potential housing development. Selection difficulties have been encountered for the skatepark project. This is despite Council locking in seed-funding for the project which is being supported by a focussed, motivated fundraising group.

The site is zoned as reserve and that will need to be changed in order to enable use for housing purposes. There is potential in this for the reserve zoning to be shifted elsewhere, to enable this land to be used for 'highest and best' purpose. These aspects will be considered in the master planning work.

5 SIGNIFICANCE & ENGAGEMENT – KAUPAPA WHAI MANA ME NGĀ MATAPAKINGA

Staff have considered the key considerations under the Significance and Engagement Policy, in particular sections 7 and 8, and have assessed that the matters in this report have a low level of significance.

The master planning work involves considerable and multiple occasion engagement with identified stakeholders.

6 OPTIONS – NGĀ KŌWHIRINGA

Option	Advantages	Disadvantages
Option 1: Do nothing	▪ No resources required.	▪ An under-utilised Council asset, not being utilised for highest and best purposes.
Option 2: Approve the use of cash surplus to engage this work	▪ The possibilities of utilising this asset for its highest and best purposes can be well-considered and evaluated. ▪ Asset rationalisation which enables the proceeds to be used for appropriate alternative purposes.	▪ This work comes at cost. This is however considered reasonable for the valuable information to be gained.

The recommended option is Option 2. The reason for this is that we need to be able to demonstrate that the optimum utilisation of this land has been considered.

7 OTHER CONSIDERATIONS – HEI WHAIWHAKAARO

Council's Vision and Strategic Priorities
There is a good fit for this work with Council's vision of building connected communities and considerations around the need for affordable housing in our communities.

Legal and Policy Considerations – Whaiwhakaaro ā-Ture
Staff confirm that option 2 complies with Council's legal and policy requirements.

Financial Considerations – Whaiwhakaaro ā-Pūtea
The total costs to complete this work is $26,000. This is not currently funded and it is proposed that funds are sourced from general funds cash surplus.

Risks - Tūraru
There are no known significant risks associated with the decisions required for this matter.

Iwi and Mana Whenua Considerations - Whaiwhakaaro ki ngā Iwi me ngā Mana Whenua
The master planning work involves engagement with mana whenua.

8 NEXT ACTIONS

Action	Responsibility	By When
Instruction for Service to initiate the work	GMBS / Property Team	February 2023
Oversight of assignment	GMBS / Property Team	February to August 2023
Consideration of master planning outcomes / determination of next steps	GMBS / Property Team	After August 2023

Ken Morris
DEPUTY CHIEF EXECUTIVE / GROUP MANAGER BUSINESS SUPPORT

COMMITTEE REPORT

Waipā DISTRICT COUNCIL

INFORMATION ONLY

To:	The Chairperson and Members of the Finance and Corporate Committee
From:	Financial Accountant
Subject:	**Financial Report for the Period Ended 31 January 2023**
Meeting Date:	21 February 2023

1 EXECUTIVE SUMMARY – WHAKARĀPOPOTOTANGA MATUA

The financial results for the period ended 31 January 2023 are detailed in Section 3 and in the attached report.

2 RECOMMENDATION – TŪTOHU Ā-KAIMAHI

That the Finance and Corporate Committee receive the report of Nada Milne, Financial Accountant, titled 'Financial Report for the period ended 31 January 2023', (document number 10964239).

3 COMMENTARY - KŌRERO

FINANCIAL RESULTS FOR JANUARY 2023

Total income is currently at 46 per cent of full year forecast and operating expenditure is at 54 per cent.

Development and reserve contributions of $2.1 million have been received to date, which is 12% of the forecast.

Subsidies and Grants are at 32 per cent of current budget due to the delayed timing of roading capital works and subsequently the Waka Kotahi subsidy.

The table below summarises the operating revenue and expenditure for each significant activity:

Significant Activity	Operating Revenue			Operating Expenditure		
Year to Date	Actuals '000	Forecast '000	Forecast %	Actuals '000	Forecast '000	Forecast %
Governance	27	116	23%	6,081	11,196	54%
Planning & Regulatory	3,774	7,009	54%	6,394	12,655	51%
Community Services & Facilities	3,161	19,416	16%	17,990	32,579	55%
Transportation	4,758	11,359	42%	13,045	24,613	53%
Stormwater	9	9	100%	2,984	4,656	64%
Wastewater Treatment & Disposal	750	1,363	55%	7,028	14,460	49%
Water Treatment & Supply	8,169	13,123	62%	8,295	14,115	59%
Support Services	149	375	40%	11,137	19,168	58%

Overall the gross revenue from Significant Activities is at 39% of the forecast.

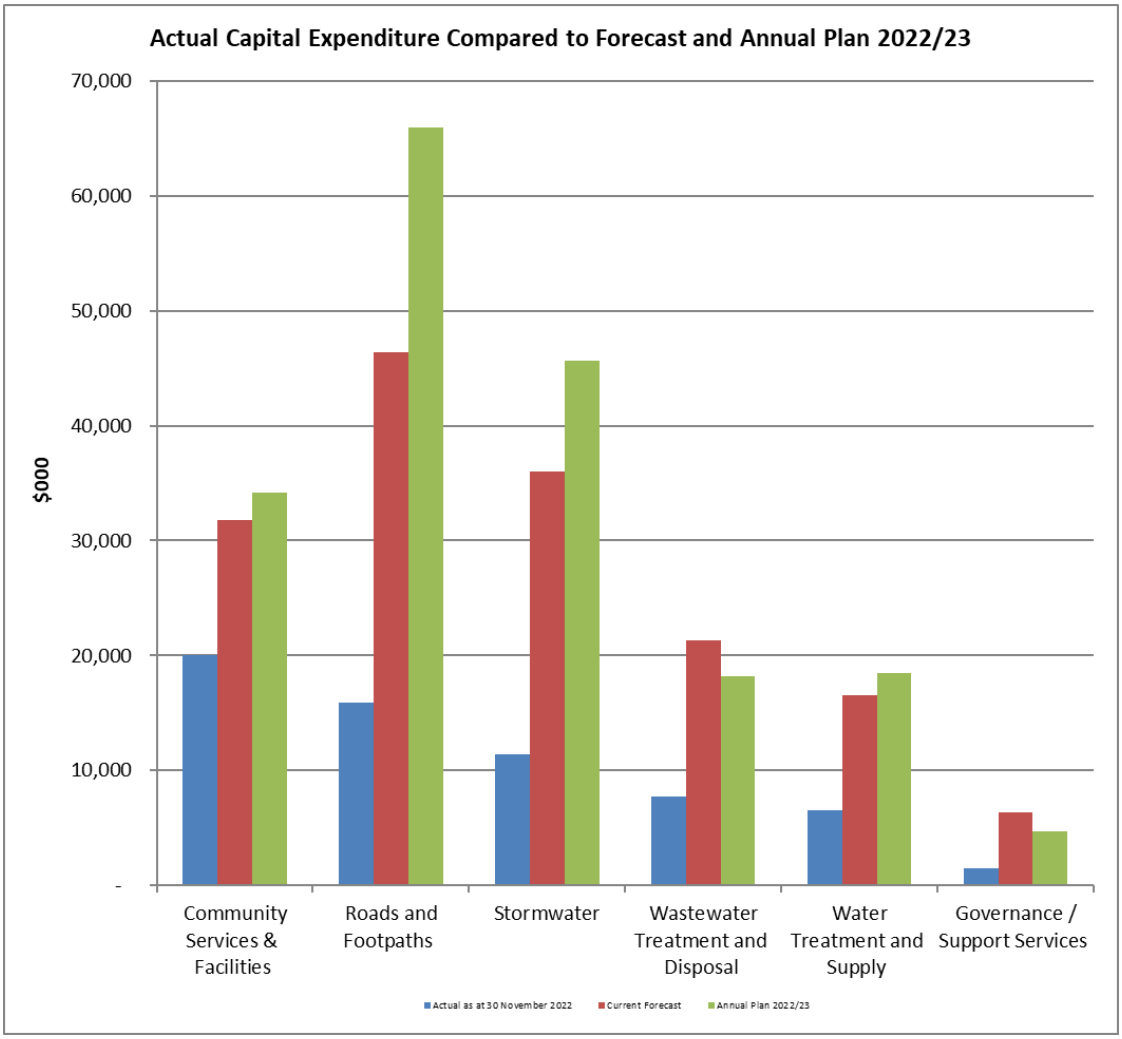
Overall the gross expenditure from Significant Activities is 55% of forecast. Most of the activity expenditure results are generally slightly below or above the anticipated 58% of forecast due to timing of expenditure.

CAPITAL EXPENDITURE

Capital expenditure to date is $63.1 million which is 40% per cent of forecast.

A total of $26.8 million was carried forward from the 2021/22 year to the current year to complete the 2021/22 contracts. There are other capital forecast adjustments totalling a reduction of $56.1 million. These are mainly from projects being deferred to the 2023/24 year or beyond and all were included in previous financial reports.

The capital forecast budget totals $158.5 million. The graph below summarises the capital expenditure for each significant activity.



BUDGET CHANGES REQUIRING APPROVAL

There are no budget changes requiring approval this month.

ARBITRAGE ARRANGEMENTS

There have been no arbitrage arrangements undertaken this month.

Key Risk Indicator Report

***Status** = Not started - On track - Off track - At risk - Complete*

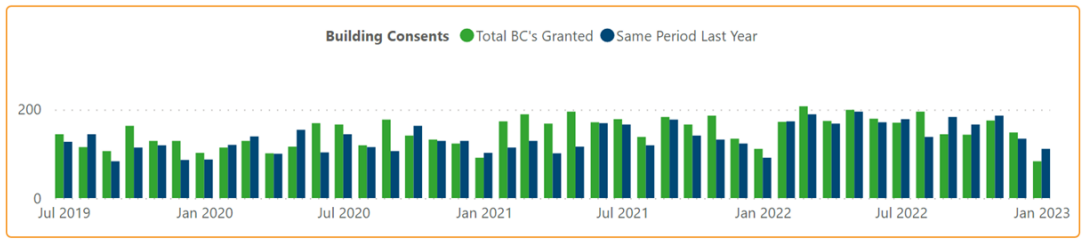
Risk Title	KRI	Status
Risk to Financial Sustainability	Building Consents: Number of consents issued against same time last year	
Risk to Financial Sustainability	Resource Consents: Number of consents issued against same time last year	
Delivery of the capex programme against the Annual Plan budget	Projects 100%. Renewal	
Monitoring of assumptions used in preparing Annual Plan as year progresses	Borrowing interest rates	
Risk to Financial Sustainability	Growth - Impact on rates	
Monitoring of assumptions used in preparing Annual Plan as year progresses	Annual Plan 70%. Growth	
Monitoring of assumptions used in preparing Annual Plan as year progresses	Capex 80%. LOS	
Risk to Financial Sustainability	Value of Building Consents issued against same time last year	

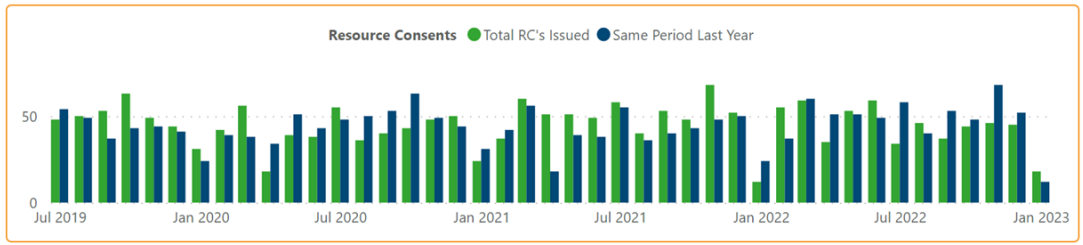
Budget vs actual variance for capex:

Budget vs actual variance for operations:

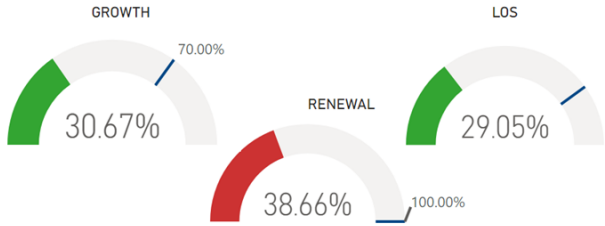
YTD vs Same Period LY:

BC's granted	BC value of work	Resource Consents Issued
1058	$384M	270
Year Prior: 1096 (-3.47%)	Year Prior: $378.8M (+1.37%)	Year Prior: 331 (-18.43%)

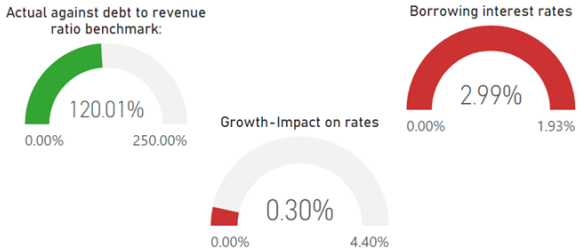




Delivery of the capex programme against the Annual Plan budget:



Monitoring of assumptions used in preparing Annual Plan as year progresses:



RATES STATUS

Rates of $76.3 million (GST inclusive) have been set for the year. The attached report summarises the position in relation to the collection of rates. The amount outstanding from prior years is $99,000.

There is a balance outstanding of $14.6 million for the current year, after billing of the third instalment which was due for payment on 21 February 2023.

WATER RATES STATUS

Water Rates of $8.6 million have been invoiced for the year. The attached report summarises the position in relation to the collection of water rates.

The amount outstanding is $1.6 million. There have been prepayments of $173,000 leaving a total amount owing of $1.5 million.

RATES REBATES 31 JANUARY

	Number Received	Number Approved	Amount Credited to Rate Accounts
2023	924	895	$609,634
2022	885	813	$512,856

9 APPENDIX - ĀPITITANGA

No:	Appendix Title
1	Financial Reports for January

Nada Milne
FINANCIAL ACCOUNTANT

Reviewed by Jolanda Hechter
MANAGER FINANCE

Approved by Ken Morris
DEPUTY CHIEF EXECUTIVE / GROUP MANAGER BUSINESS SUPPORT

APPENDIX 1

Financial Reports for January

STATEMENT OF COMPREHENSIVE INCOME
FOR THE PERIOD ENDED 31 January 2023

	Notes	2022/23 Actual $000	2022/23 Full Year Forecast $000	Forecast %	2022/23 Full Year Budget $000	Budget Variance Carryforward from 21/22 $000	Budget Variance Previously Reported $000	Budget Variance This Period $000	2021/22 YTD Last Year $000
OPERATING INCOME									
Rates, exluding targeted water supply rates		38,034	64,546	59%	64,546	-	-	-	35,338
Fees, charges, and targeted rates for water supply	1	16,430	39,750	41%	36,617	-	3,134	-	16,100
Reserve contributions	2	253	1,880	13%	2,152	-	(272)	-	180
Development contributions	2	1,869	15,932	12%	23,388	-	(7,456)	-	2,380
Gain on revaluation of investment properties & forestry		-	450	0%	450	-	-	-	-
Vested assets		7,711	12,126	64%	12,126	-	-	-	1,899
Discovered assets		15	-		-	-	-	-	15
Dividends		83	20	415%	20	-	-	-	3
Finance income	3	224	191	117%	15	-	176	-	15
Subsidies and Grants	4	4,367	13,811	32%	16,928	-	(3,116)	-	9,326
Other revenue		240	454	53%	453	-	-	-	210
Total Operating Income		69,226	149,160	46%	156,695	-	(7,534)	-	65,466
OPERATING EXPENDITURE									
Employee benefit expenses		16,701	32,136	52%	32,147	-	(11)	-	15,932
Depreciation & amortisation		18,723	31,848	59%	31,848	-	-	-	17,697
Other expenses	5	25,816	49,448	52%	44,610	2,838	2,001	-	20,254
Finance costs	6	2,593	3,790	68%	2,892	-	898	-	1,010
Total Operating Expenditure		63,833	117,222	54%	111,497	2,838	2,888	-	54,893
OPERATING SURPLUS		5,393	31,938	17%	45,198	(2,838)	(10,422)	-	10,573
Other Comprehensive Income recognised directly in Equity									
Property Plant and Equipment									
Revaluation gains/(losses) taken to equity		-	81,490	0%	81,490	-	-	-	-
Cash flow hedges		-	1,292	0%	1,292	-	-	-	-
Total Other Comprehensive Income for the year		-	82,782	0%	82,782	-	-	-	-
Total Comprehensive Income for the year		5,393	114,720	5%	127,980	(2,838)	(10,422)	-	10,573

* Any Operating surpluses generally come from non-cash items. Council budgets for a general funds cash breakeven position.

1. Increase in fees and charges revenue of $3.1 million. $2.6 million due to an increase in revenue for property sales of $1.3 million, additional revenue for forestry harvesting of $800,000 and additional revenue for non-core properties of $269,000 for the sale of paper roads. An further increase in revenue of $508,000 relates to an increase in revenue for Residential House Rent of $355,000 and an increase in revenue for Resource Management consents of $105,000 due increased growth.
2. Decrease in Development and Reserve contributions of $7.7 million due to growth projects being deferred to the 2023/24 years and beyond.
3. Increase in finance revenue of $176,000 due to increase in interest rates offset by an increase in external debt interest rates.
4. Decrease in subsidies and grants of $3.1 million this includes $1.1 million mainly due to external funding for the Cycling Te Awamutu/Ngaroto/Pirongia connection deferred to the 2023/24 year. A further decrease in of $1.9 million for the Te Awamutu & Kihikihi Cemeteries land acquisition external funding which has been deferred to the 2023/24 year.

5. Increase in other expenses of 4.8 million due to unspent balances carried forward of $2.8 million. This includes the unspent balances of Community Board grants, Community Arts and District Promotion Fund grants. Also included are budgeted funds for Structure Plans and Town Concept Plans commenced in 2021/22 but not yet completed. An increase in other expenses of $2 million include an increase in budget of $835,300 for District Plans consultancy, increase in budget of $415,000 for roading maintenance, increase in budget $288,000 for Software service maintenance. A further increase in budget of $425,000 including an increase in budget for 55 Ricket Road TA (Temporary Accommodation) of $237,000 for the fitout of the building and an increase in budget for Residential Housing general maintenance due to new properties purchased.
6. Increase in Finance costs due to external interests rates higher than anticipated.

STATEMENT OF COST OF SERVICES
FOR THE PERIOD ENDED 31 January 2023

	2022/23 Actual $000	2022/23 Full Year Forecast $000	Forecast %	2022/23 Full Year Budget $000	Budget Variance Carryforward from 21/22 $000	Budget Variance Previously Reported $000	Budget Variance This Period $000	2021/22 YTD Last Year $000
Revenue								
Governance & Strategic Direction	27	116	23%	112	-	4	-	46
Planning and Regulatory	3,774	7,009	54%	7,023	-	(14)	-	4,368
Community Services and Facilities	2,340	17,255	14%	18,324	-	(1,070)	-	2,930
Forestry	-	803	0%	3	-	800	-	-
Pensioner Housing & Own Your Own Housing	821	1,358	60%	1,358	-	-	-	736
Roads and Footpaths	4,758	11,359	42%	11,332	-	27	-	6,327
Stormwater	9	9	100%	9	-	-	-	1
Wastewater Treatment and Disposal	750	1,363	55%	1,363	-	-	-	450
Water Treatment and Supply	8,169	13,123	62%	13,123	-	-	-	10,564
Support Services	149	375	40%	106	-	-	-	9
GROSS REVENUE	20,797	52,770	39%	52,753	-	(253)	-	25,431
Less Internal Charges	(9,534)	(16,343)	58%	(16,343)	-	-	-	(8,831)
NET INCOME	11,263	36,427	31%	36,410	-	(253)	-	16,600
Expenditure								
Council & Committees	1,877	3,283	57%	3,265	1	16	-	1,754
Cambridge Community Board	151	238	63%	240	-	(2)	-	122
Te Awamutu Community Boad	128	233	55%	224	-	8	-	109
Elections	202	211	96%	206	-	6	-	9
Community Grants	632	1,106	57%	696	414	(5)	-	365
Strategic Planning	1,429	3,283	44%	2,299	1,070	(86)	-	1,138
Community Relationships	1,662	2,842	58%	2,573	40	229	-	1,278
Resource Management	2,228	5,043	44%	4,067	195	781	-	2,042
Building Control	2,222	3,889	57%	4,006	-	(117)	-	1,976
Environmental Health	759	1,420	53%	1,409	-	11	-	735
Animal Control	577	1,044	55%	1,052	-	(8)	-	516
Development Engineering	608	1,259	48%	1,272	-	(13)	-	596
Parks and Reserves	4,393	9,062	48%	8,535	568	(41)	-	3,877
Karapiro Domain	980	1,771	55%	1,753	19	-	-	723
District Museums	751	1,433	52%	1,340	56	37	-	694
District Libraries	1,323	2,409	55%	2,430	-	(21)	-	1,308
District Pool Te Awamutu / Events Centre	1,752	2,221	79%	2,221	-	-	-	1,299
District Pool Cambridge	2,092	2,932	71%	2,932	-	-	-	1,644
Halls	518	889	58%	764	125	-	-	316
Heritage	165	720	23%	442	31	248	-	119
Cemeteries	312	537	58%	547	26	(36)	-	224
Public Toilets	498	815	61%	815	-	-	-	384
Properties	1,733	3,849	45%	3,198	57	595	-	1,220
Pensioner Housing & Own Your Own Housing	1,495	2,141	70%	2,142	-	(1)	-	998
Forestry	93	145	64%	441	-	(296)	-	42
Rural Fire/Civil Defence	215	388	55%	387	-	1	-	249
Waste Management	1,670	3,267	51%	3,187	-	80	-	1,520
Roads & Footpaths	13,045	24,613	53%	24,286	-	327	-	12,165
Stormwater	2,984	4,656	64%	4,698	-	(42)	-	2,950
Wastewater Treatment and Disposal	7,028	14,460	49%	14,764	-	(304)	-	6,716
Water Treatment and Supply	8,295	14,115	59%	14,347	-	(232)	-	7,614
Support Services	11,137	19,168	58%	18,096	229	843	-	9,541
GROSS EXPENDITURE	72,954	133,442	55%	128,634	2,831	1,978	-	64,243
Less Internal Charges	(9,534)	(16,343)	58%	(16,343)	-	-	-	(8,831)
Less rates charged to Council properties	(744)	(1,459)	51%	(1,459)	-	-	-	(699)
NET EXPENDITURE	62,676	115,640	54%	110,832	2,831	1,978	-	54,713

STATEMENT OF CAPITAL EXPENDITURE
FOR THE PERIOD ENDING 31 January 2023

	Actual	Full Year Forecast	Forecast	Full Year Budget	Budget Variance Carryforward from 21/22	Budget Variance Previously Reported	Budget Variance This Period	YTD Last Year
	$000	$000	%	$000	$000	$000	$000	$000
Water treatment and supply	6,486	16,529	39%	18,470	1,930	(3,871)	-	5,796
Waste water	7,752	21,338	36%	18,234	6,958	(3,854)	-	4,957
Transportation	15,853	46,355	34%	65,987	4,836	(24,467)	-	16,853
Stormwater	11,396	35,974	32%	45,674	5,452	(15,152)	-	16,658
Community Services & Facilities	20,040	31,798	63%	34,169	5,774	(8,144)	-	9,616
Governance	129	-	0%	-	-	-	-	-
Support services	1,374	6,301	22%	4,712	1,729	(140)	-	788
Planning & Regulatory	45	246	18%	616	130	(500)	-	12
	63,075	**158,541**	**40%**	**187,862**	**26,809**	**(56,128)**	**-**	**54,680**
Vested Assets (included above)					**Carryforward from 21/22**	**Previously Reported**	**This Period**	
Water treatment and supply	1,586	2,826	56%	2,826	-	-	-	727
Waste water	987	1,876	53%	1,876	-	-	-	640
Roads and Footpaths	1,644	4,509	36%	4,509	-	-	-	-
Stormwater	3,494	2,914	120%	2,914	-	-	-	532
	7,711	**12,125**	**64%**	**12,125**	**-**	**-**	**-**	**1,899**
Totals excluding Vested					**Carryforward from 21/22**	**Previously Reported**	**This Period**	
Water treatment and supply	4,900	13,703	36%	15,644	1,930	(3,871)	-	5,069
Waste water	6,765	19,462	35%	16,358	6,958	(3,854)	-	4,317
Roads and Footpaths	14,209	41,846	34%	61,478	4,836	(24,467)	-	16,853
Stormwater	7,902	33,060	24%	42,760	5,452	(15,152)	-	16,126
Community Services & Facilities	20,040	31,798	63%	34,169	5,774	(8,144)	-	9,616
Governance	129	-	0%	-	-	-	-	-
Support services	1,374	6,301	22%	4,712	1,729	(140)	-	788
Planning & Regulatory	45	246	18%	616	130	(500)	-	12
	55,364	**146,416**	**38%**	**175,737**	**26,809**	**(56,128)**	**-**	**52,781**

RATES STATUS REPORT			
	Notes	**January 2023 $000**	**January 2022 $000**
Arrears from prior years			
Opening balance		535	409
Add penalties		11	20
Less receipts	1	(447)	(307)
Total owing from prior years		**99**	**122**
Percentage collected		82%	72%
Rates for 2022/23			
Rates instalment	2	57,260	53,227
Add penalties		69	55
Less remissions		(209)	(198)
Less receipts	1	(42,550)	(39,810)
Total owing from current year		**14,570**	**13,273**
Percentage collected		75%	75%
Summary of rates for the year			
Arrears from prior years		99	120
Rates for 2022/23		14,570	13,273
Prepayments for future rating periods	1	(1,492)	(283)
Instalments not yet due	2	19,086	17,742
Total		**32,263**	**30,852**

Notes:

1) Receipts have been split across the different rating years
2) 3 instalments charged

WATER RATES STATUS REPORT

	Notes		January 2023 $000	January 2022 $000
Water Rates for 2022/2023				
Balance B/Fwd from 2021/2022 year			661	455
Total Invoiced	1		8,585	8,107
Add penalties			15	12
Less remissions & adjustments			(6)	(7)
Less receipts			(7,623)	(7,083)
Total owing	2		1,632	1,485
Percentage collected			82%	83%
Summary of rates for the year				
Water Rates for 2022/2023			1,632	1,485
Prepayments	1		(173)	(146)
Total Owing		$	1,460	1,339

Notes:

1) Number of quarters invoiced are as follows:

Te Awamutu, Kihikihi, & Pirongia - 3nd quarter invoiced

Pukerimu/Ohaupo - 2st quarter invoiced

Cambridge - 2nd quarter invoiced

2) Current owing includes charges not yet due $1,468,860.31

COMMITTEE REPORT

Waipā DISTRICT COUNCIL

To:	The Chairperson and Members of the Finance and Corporate Committee
From:	Manager Governance
Subject:	**TE KANOHI REMUNERATION**
Meeting Date:	21 February 2023

1 PURPOSE - TAKE

The purpose of this report is to set the remuneration for Te Kanohi for the 2022-2025 triennium.

2 EXECUTIVE SUMMARY – WHAKARĀPOPOTOTANGA MATUA

This report sets out a new proposed structure for remuneration for Te Kanohi for this triennium by moving from an annual fee to a meeting fee basis. A meeting fee of $450 for a half day and $550 for a full day is proposed.

This change has been proposed so that the positions are remunerated on the basis of work undertaken.

3 RECOMMENDATION – TŪTOHU Ā-KAIMAHI

That the Finance and Corporate Committee

a) Receives the report of Jo Gread, Manager Governance, titled Te Kanohi Remuneration (ECM Number 10963870);

b) Approve the following provisions for the payment of remuneration and expenses of Te Kanohi on Council's Strategic Planning and Policy Committee, Service Delivery Committee, Finance and Corporate Committee, and Regulatory Committee, once the appointments to the Te Kanohi positions for the 2022-2025 triennium for these Committees have been completed:

a. For Resource Management Act 1991 (RMA) hearings, Te Kanohi shall be paid on completion of an expense form at the same rate and under the same provisions as elected members are paid for RMA hearings under Council's Elected Member Expense and Allowance Rules;

b. *A meeting fee of $450 for attendance at a Service Delivery Committee meeting, or a Finance and Corporate Committee meeting, or a Regulatory Committee meeting which does not involve a RMA hearing, including any workshops held after the committee meeting;*

c. *For Strategic Planning and Policy Committee attendance, a meeting fee of $450 where the duration of the committee meeting and workshops on the day is under 4 hours and a meeting fee of $550 where the duration of the committee meeting and workshops is 4 hours and over. The additional rate for the Strategic Planning and Policy Committee Te Kanohi reflects the additional workload of this committee;*

d. *Where a committee meeting is over multiple days, the meeting fee is paid for each day attended;*

e. *The meeting fee covers:*

   i. *all preparatory and other work associated with the committee meeting, including reading time,*

   ii. *connecting with people and communities on issues before and after the committee meeting,*

   iii. *attending relevant workshops (whether they are on the Te Kanohi's committee day or on any other day); and*

   iv. *Te Kanohi connecting with other Te Kanohi on other Council committees, the Māori Ward Councillor and with mana whenua and Iwi, as this is seen as an important part of obtaining an understanding of broader issues relevant to the role*

f. *The meeting fee for a committee can only be claimed by the Te Kanohi appointed to that committee;*

g. *The relevant meeting fee is payable on completion of an expense form and only verification of attendance at the relevant committee meeting via the meeting minutes is required for the meeting fee to be paid; and*

h. *Mileage expenses will be paid on the same basis as for elected members as set out in the Council's Elected Member Expense and Allowance Rules.*

4 BACKGROUND – KŌRERO WHAIMĀRAMA

At the Council meeting on 15 November 2022 the Mayor notified her committee structure for the coming triennium, this included a Te Kanohi appointment on the following committees:

- Strategic Planning and Policy Committee
- Service Delivery Committee
- Finance and Corporate Committee
- Regulatory Committee

These positions were advertised prior to Christmas and a selection process is currently being undertaken, with the intention that the appointment process is completed by the end of February.

These positions were previously remunerated on the following basis:

- $4,500 per annum for Strategic Planning & Policy Committee
- $3,500 per annum for Service Delivery Committee
- $3,500 per annum for Finance and Corporate Committee
- $1,500 per annum for Regulatory Committee plus the higher of either $185 per meeting, or an hourly rate of $80 per hour where a hearing fee would be payable to Elected Members under the Local Government Elected Members Determination issued by the Remuneration Authority.

The proposal this triennium is to have the fees paid on a per meeting basis so that the positions are remunerated on the basis of work undertaken. It is proposed that the meeting fee include work outside the committee meeting itself, such as:

- Attendance at workshops, whether after or on a different day to the Te Kanohi's committee,
- Preparation work and other work associated with the committee meeting, including reading time, connecting with people and communities on issues before and after the committee meeting,
- Te Kanohi connecting with other Te Kanohi on other Council committees, the Māori Ward Councillor and with mana whenua and Iwi, as this is seen as an important part of obtaining an understanding of broader issues relevant to the role, and
- Travel time.

The proposed meeting fee is $450 for attendance at a Service Delivery Committee, or a Finance and Corporate Committee meeting, or a Regulatory Committee meeting which does not involve a RMA hearing, including any workshops held after the committee meeting. These meetings are always completed in half a day.

For the Strategic Planning and Policy Committee, a meeting fee of $450 is recommended where the duration of the committee meeting and workshops on the day is under 4 hours and a meeting fee of $550 where the duration of the committee meeting and workshops is 4 hours and over. The additional rate for the Strategic Planning and Policy Committee Te Kanohi reflects the additional workload of this committee. The calculation of time includes workshops as well as the committee meeting itself to ensure that the time the Te Kanohi is present on the committee day is reflected in the payment made.

The reasoning for proposing a meeting fee of $550 for a day and $450 for half a day is to cover the considerable amount of work that is required outside of the committee meeting itself to be an effective member of the committee.

These rates present an increase on the current annual sum for Te Kanohi if dividing the previous annual sum by the number of meetings of that committee, which would produce meeting fees of $350 and $450. However, it is important that these roles are remunerated appropriately, which is why the rates of $450 and $550 have been proposed.

Under this proposal our estimated annual budget for the meeting fees for all four Te Kanohi is approximately $16,300, which is a small increase of $3,300 per annum.

Other Councils in the vicinity such as Hamilton City Council and Tauranga City Council were paying approximately $8,000 per annum for these type of positions. With the new rates, these positions would be remunerated at approximately $4,500 and $5,500 per annum on the basis of full attendance at every ordinary meeting.

Given rates that have been paid elsewhere in our local area for these type of positions, a small increase to the budget is considered appropriate and important to reasonably remunerate these roles, while still being mindful of budgetary constraints.

Te Kanohi will be required to complete an expense form in order to be paid the meeting fee, and their claim will be verified by attendance recorded in the relevant committee meeting minutes. It is proposed that only the Te Kanohi representative that was appointed to that Committee, can claim the meeting fee.

Payment for RMA hearings and mileage is recommended to be on the same basis as for elected members.

5 SIGNIFICANCE & ENGAGEMENT – KAUPAPA WHAI MANA ME NGĀ MATAPAKINGA

Staff have considered the key considerations under the Significance and Engagement Policy, in particular sections 7 and 8, and have assessed that the matters in this report have a low level of significance.

6 OPTIONS – NGĀ KŌWHIRINGA

Option	Advantages	Disadvantages
Option 1: Do nothing – leave the Te Kanohi remuneration as an annual sum at the previous rates	▪ No changes required to the current system of payment which has minimal administration requirements	▪ Does not remunerate on the basis of work undertaken

Option 2: Change the Te Kanohi remuneration to a meeting fee	▪ Remunerates positions on the basis of work undertaken	▪ Additional administrative requirements with meeting fee claims and verification

The recommended option is Option 2. The reason for this is to remunerate the Te Kanohi positions on the basis of work undertaken.

7 OTHER CONSIDERATIONS – HEI WHAIWHAKAARO

Council's Vision and Strategic Priorities
These positions form part of Council's Committee structure and make important governance decisions related to the delivery of Council's vision and strategic priorities.

Legal and Policy Considerations – Whaiwhakaaro ā-Ture
Staff confirm that Option 2 complies with Council's legal and policy requirements.

Financial Considerations – Whaiwhakaaro ā-Pūtea
Based on the current schedule of ordinary meetings it is estimated that if all Te Kanohi members attended every committee meeting they were required to, that the costs of this change in remuneration would require a maximum budget increase of $3,300 per annum. It is not always possible for all members to attend these meetings, so the actual cost to Council may be less in these circumstances. No budget increase is required for the rest of 2022/23 financial year as the additional cost for the next 5 months can be covered by small savings in the Honorarium Budget. However, for the 2023/24 financial year this budget increase will need to be funded by Rates.

Risks - Tūraru
There are no known significant risks associated with the decisions required for this matter.

Iwi and Mana Whenua Considerations - Whaiwhakaaro ki ngā Iwi me ngā Mana Whenua
The decision to retain Te Kanohi on Council Committees was presented to the Council meeting on 15 November 2022. Manawhenua capacity to participate in Council Committees is limited and is called upon for many other roles with Government and other local authorities, to provide governance and other advice. It is important the Te Kanohi roles are remunerated at an appropriate level to ensure that Council can attract and retain suitable applicants.

8 NEXT ACTIONS

Action	Responsibility	By When
Advise Te Kanohi Candidates of Remuneration	Manger Strategic Partnerships	As soon as possible after the committee meeting

Jo Gread
MANAGER GOVERNANCE

Approved by Ken Morris
DEPUTY CHIEF EXECUTIVE / GROUP MANAGER BUSINESS SUPPORT

COMMITTEE AGENDA

Waipā DISTRICT COUNCIL

To:	The Chairperson and Members of the Finance and Corporate Committee
From:	Governance
Subject:	**RESOLUTION TO EXCLUDE THE PUBLIC**
Meeting Date:	21 February 2023

1 EXECUTIVE SUMMARY – WHAKARĀPOPOTOTANGA MATUA

A local Authority may, by resolution, exclude the public from the whole or any part of the proceedings of any meeting under section 48(1) of the Local Government Official Information and Meetings Act 1987.

2 RECOMMENDATION – TŪTOHU Ā-KAIMAHI

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

The general subject of the 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
13.Confirmation of Public Excluded Minutes – 6 December 2022 *14. Property Sale Pirongia* *15. Acquisition of Land and Easement in C3* *16. Maungatautari Ecological Island Trust Quarterly Report as at 31 December 2022*	*Good reason to withhold exists under 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, or Sections 6, 7 or 9 of the Official Information Act 1982, as the case may be, which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, are as follows:

Item No.	Section	Interest
13	*Section 7(2)(i)*	*To enable the council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).*
13,16	*Section 7(2)(b)(ii)*	*To protect information which if public would unreasonably prejudice the commercial position of the person who supplied or who is the subject of the information.*
13,14,15	*Section 7(2)(h)*	*To enable the council to carry out, without prejudice or disadvantage, commercial activities.*