

# MASTERTON DISTRICT COUNCIL

## AGENDA

# INFRASTRUCTURE AND SERVICES COMMITTEE

**WEDNESDAY 28 APRIL AT 2:00PM**

### MEMBERSHIP OF THE COMMITTEE

Cr B Johnson (Chairperson)

Her Worship

Cr B Gare

Cr G McClymont

Cr T Nelson

Cr C Peterson

Tiraumaera Te Tau

Cr G Caffell

Cr D Holmes

Cr F Mailman

Cr T Nixon

Cr S Ryan

Ra Smith

Quorum: Seven

Notice is given that the meeting of the Masterton District Council Infrastructure and Services Committee will be held on 28 April 2021 at Waiata House, 27 Lincoln Road, Masterton commencing at 2.00pm.

**RECOMMENDATIONS IN REPORTS ARE NOT TO BE CONSTRUED AS COUNCIL  
POLICY UNTIL ADOPTED**

23 April 2021



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## **AGENDA**

1. CONFLICTS OF INTEREST (Members to declare conflicts, if any)
2. APOLOGIES
3. PUBLIC FORUM
4. LATE ITEMS

## **FOR INFORMATION**

5. **COMMUNITY FACILITIES & ACTIVITIES INFRASTRUCTURE AND SERVICES UPDATE (058/21)** Pages 311-320
6. **INFRASTRUCTURE UPDATE (059/21)** Pages 321-331
7. **STRATEGIC PLANNING INFRASTRUCTURE AND SERVICES UPDATE (060/21)** Pages 332-343

<b>To:</b>	Infrastructure and Services Committee
<b>From:</b>	Corin Haines, Acting Manager Community Facilities and Activities
<b>Endorsed by:</b>	Kathryn Ross, Chief Executive
<b>Date:</b>	28 April 2021
<b>Subject:</b>	<b>Community Facilities and Activities Infrastructure Update</b>
<b>INFORMATION</b>	
<b>Recommendation:</b>  That the Infrastructure and Services Committee notes the contents of Report 058/21.	

## Purpose

The purpose of this report is to provide the Infrastructure and Services Committee with an update on key projects and summary of progress since the last report, including highlights and any new issues.

## Key Projects Currently Underway – Summary

Community Facilities and Activities have a capital budget of \$9,142,904 for the 2020/21 year.

Our larger financial projects will be reported via the Projects Office, Assets and Operation's report:

- Hood Aerodrome; \$17million
- Masterton Town Centre Revamp; \$1.4million
- Skatepark Upgrade; \$1.3million

The team also have operational projects on the go in the following areas:

### Housing

- One bedsit unit at Panama and a one-bedroom unit at Laurent Place are currently under renovation. These will be re-tenanted from Council's senior housing waiting list.
- The rental property at 192 Chapel Street is currently vacant and will be advertised for rent once the current refurbishments are completed.
- Hazmat have been onsite at Panama Village, Laurent Place and Truro carrying out asbestos testing. All ventilation will be installed (where not already done) once we have the results back.

### Trust House Recreation Centre

The leisure pool underwent a scheduled closure for repairs to return line inlets, grout, sealant, and paint to "islands". Unforeseen issues with existing incorrectly laid pipe work were discovered once work commenced. Immediate repairs have been completed and will have the pool recommissioned

by 16 April in time for the upcoming school holidays. Work to remediate the incorrect pipework is planned to take place during a later routine maintenance closure in 2022. Completion of the upgrade works to the males change area has been undertaken in this same closure timeframe.

## **Public Conveniences**

### *Henley Lake Toilets*

The new lifting pump chamber and associated works have commenced. There is currently a delay with the construction of the precast concrete lids due to a lack of availability of structural steel. Alternative works are currently being undertaken to secure the chambers to have the chambers commissioned and the toilet facilities reopened. The facility is expected to be reopened to the public from 30 April 2021.

## **Rural Halls**

**Bideford Hall** has had a water and pump upgrade as well as some minor work to enable the hall to be hired.

## **Contractors**

### *Belgravia Leisure - Trust House Recreation Centre Contract*

Poolsafe accreditation has been achieved for a further year. There were 9,500 total facility visits in March 2021. This is 50% less than the same month last year which was not a full month due to COVID-19 shutdown on 22 March 2020. The main reason for the reduction in numbers this year was the cancellation of the Golden Shears (approximately 8,000 visits in 2020) but also due to operating under COVID-19 Alert Level 2 at the beginning of the month and closure of the Leisure pool for maintenance.

We continue to work with Belgravia Leisure on the contract revisions and have reviewed the detailed breakdown. At this point we are comfortable their proposed budget appears achievable and is in line with Council's expectation. Next steps are a further internal review and reporting to the committee.

### *Recreational Services - Parks and Open Spaces Maintenance Contract*

Our parks and open spaces have come out of the summer dry conditions well, with very little damage. The contractor has completed the Autumn turf renovations on schedule and the winter bedding changeover has been completed in all areas except around the Cenotaph. Sites are being prepared for the winter planting programme and weather depending, planting should start mid-May and be completed by end of August 2021.

The contractor continues to contribute to the various capital projects underway within the district. They are providing significant support to the skatepark refurbishment project as well as absorbing activities typically undertaken by Council staff. The end of the financial and contractual year is approaching and as a team we are focused on delivering to both operational and capital budgets and no risks are currently highlighted.

In the upcoming new financial year there are several new or refurbished assets to be added to the level of service. This is partly due to the continued expansion in new housing within the district. The contract has recorded over five service changes from new subdivisions in this financial year, followed

by an equivalent or greater number likely to vest to Council in 2021/22. Budget for the change to service has been requested within the latest LTP cycle.

### *Mawley Holiday Park Contract*

The brief change to COVID-19 Alert Level 2 this year resulted in significant cancellations; however, a few replacement bookings were made, and Easter was busy. There have been some regular bookings for the next two months, however the uncertainty over domestic and international travel continues to present a risk. Due to more successful months earlier in the financial year, the operator is still on track to slightly exceed revenue targets.

### **Trails and Cycling Activity**

The Regional Trails and Cycling Coordinator represents each Council through engagement with cycling and trails related activities and over the past few months the Coordinator has worked with organisers on how and where we can further market these events and spread information to encourage participation.

The Coordinator has several representation responsibilities for the three Councils such as attending the Regional Trails Coordination Committee meeting, the Trails Community & Industry Engagement Forum, and the Remutaka Cycle Trail Steering Group. Updates are provided at these meetings for each district regarding trail projects, cycling activities and the Five Towns Trail Master Plan status.

### *Five Towns Trails project*

Work on the Five Towns Trail Network Master Plan continues with the draft plan due early April 2021. The project team met with Consultants, TRC Tourism and Xyst in February to discuss one section of the plan in detail, with confirmation that the content is what we are expecting to see. The draft master plan will be reviewed by the project team before going to the wider Wairarapa Trails Action Group members for review. Next steps will then be decided by the project team regarding consultation requirements and completion/adoption of the plan.

### *Cycling Forum*

Planning is underway for the next Cycling Forum to be held in June. This will give an opportunity to network and build relationships with cycling groups, event organisers, council representatives and some staff involved in the cycling space. This provides an opportunity for guest speakers to share project updates and has been well attended previously.

There is currently a strong focus on cycle safety, with the Coordinator attending the quarterly Wairarapa Road Safety Council meetings, as cycling advocate and planning large vehicle workshops for vulnerable cyclist groups with the Cycling Action Network in April. A cycle safety workshop was attended in March with Waka Kotahi, WSP and Carterton District Council re SH2 section through urban Masterton. The relationship with Wairarapa Road Safety Council continues to be strong with work in all aspects of cycling activities/safety promotion and includes frequent contact with Greater Wellington Regional Council teams.

## **Te Hōkai Nuku - Positive Ageing Strategy**

Twenty Masterton District Council staff attended the Working with Older Persons training held in late March. The training focussed on disability awareness as 59% of people over 65 have a disability. Work for April has included sending out an update to the community on work achieved, researching mechanisms for older persons to give advice to Councils and liaising with the Office for Seniors regarding the project.

## **Community Development Transition**

The Community Development team continues to work with Connecting Communities Wairarapa (CCW) on the contract transition. There are currently two vacant positions at CCW, the Community Development Manager and the Youth Development Coordinator. These vacancies do impact service delivery capacity. Our staff are prioritizing work as best possible.

## Infrastructure Projects

Properties and Facilities							
Project Name	Project Lead	This month	Next milestone	Budget	Risk	Council Decision Points	Completion Date
<b>Douglas Villa Clubroom Repairs</b>	Brett Tickner	<p>Engineers sign off and Certificate of Public Use (CPU) issued</p> <p>Exterior landscaping/ pathways and grass planting and seating</p> <p>Exterior storage container painting and secure placement</p> <p>Final exterior electrical works and signage</p> <p>Finalization on alternative ramp and retaining wall design with costing for club to apply for funding</p>	<p>Issue of the CPU for season use of facility</p> <p>All exterior works completed with further stages of works and designs finalised</p>	Provision of \$250,000 in 2020-21 financial year for sportsfield building upgrades	<p>Project budget risk – Budget covers recladding and strengthening but not ramp and changeroom upgrade</p> <p>Reputational risk from public perception of over-investment in facility</p>		December 2021 (project schedule to be confirmed)
<b>Memorial Park Grandstand</b>	Brett Tickner	<p>Issue of RFQ for design and build</p> <p>Development of user group questionnaire</p>	<p>Output from user groups incorporated into proposed design with option analysis for Council</p>	Provision of \$500,000 in 2020/21 Financial Year	Budget – while QS identifies sufficient budget for works this does not guarantee tenders will be within budget	Options for review June 2021	Approve detailed design July 2021

Properties and Facilities							
Project Name	Project Lead	This month	Next milestone	Budget	Risk	Council Decision Points	Completion Date
					<p>Disruption to users while work is in progress – phased approach anticipated</p> <p>Project slipping due to internal resource.</p>		Completion December 2021 (to be confirmed)
<b>Castlepoint Toilets Upgrade</b>	Brett Tickner	<p>Final minor items</p> <p>Code Compliance Certification</p> <p>Close out of project</p>	<p>Funds released by MBIE</p> <p>Review meeting with stakeholders, contractors, and staff</p>	<p>\$296,367 project cost</p> <p>\$120,000 in 2017/18 Annual Plan</p> <p>\$111,470 from MBIE TIF Fund</p> <p>\$315k CAPEX in 2019-20 budget for Castlepoint toilet facilities</p>		Progress reporting to Council via Infrastructure and Services Committee	Facility was opened December 2020
<b>Reserve Lease Review</b>	Paula Beasley	Draft policy finalised and reviewed by Senior Leadership Team	Adoption and initiation of public renewal process for all reserve sites	Operational cost	Negative publicity from clubs and other leaseholders who have historical or expired agreements that do not comply with current legislation and do not wish to move to new agreements		<p>Policy approval April 2021</p> <p>Lease renewal process September 2021</p>




Properties and Facilities							
Project Name	Project Lead	This month	Next milestone	Budget	Risk	Council Decision Points	Completion Date
					Project slipping due to lack of internal resource		
<b>Waiata House Vehicle Compound</b>	Kane Harris	Security access infrastructure installed	Site establishment	\$50,000 offset by operational savings from fewer vehicle movements (cost neutral over two years)	Delay in materials for works and contractor availability		June 2021

Parks and Open Spaces							
Project Name	Project Lead	This month	Next milestone	Budget	Risk	Council Decision Points	Completion Date
<b>Percy's Reserve Upgrade</b>	Odell Sugrue	Winter planting of trees	Complete tree planting	Provision of \$50,000	Disruption to public due to restricted access of vehicles		June 2021
<b>Henley Lake Overflow Carpark Upgrade</b>	Odell Sugrue	Topsoil delivered and levelled	Make ready for grassing April/May 2021	\$30,000	Reduced parking for events during works		June 2021
<b>Queen Elizabeth Park Furniture</b>	Odell Sugrue	Furniture received	Install furniture and replace old furniture May 2021  Install purpose-built recycling bins in parking areas May/June 2021	\$40,000	Disruption to public due to work in parking areas		June 2021

## Parks and Open Spaces

Project Name	Project Lead	This month	Next milestone	Budget	Risk	Council Decision Points	Completion Date
<b>Parks and Open Space Strategy (POSS)</b>	Corin Haines	Consultation closed	Staff will collate and analyse submissions and feedback	Originally a \$0 budget, staff time required due to change in personnel, now to be resourced externally  Project to be funded by salary savings	Failure to complete work will impede asset management planning and property strategy development	Elected Members to adopt final Strategy in April/May 2021	May 2021

## Services

Community Wellbeing							
Project Name	Project Lead	This month	Next milestone	Budget	Risk	Council Decision Points	Completion Date
Community Development Framework	Aaron Bacher	Finalising graphics and policy standards	Completion of work on the Framework including associated documents.	Offer of Service cost \$26,250  Originally a \$5,000 budget with staff time required. Project to be funded by salary savings	Mixed understanding of community development and community-led development	Include in Chief Executive report for information to Elected Members	June 2021
Community Development Transition	Aaron Bacher	Preparation of Paper outlining scope of Community Development at MDC to seek endorsement of delivery model	Recruitment after endorsement to fill roles	Originally a \$0 budget, staff time required. Project to be funded by salary savings	Council objectives are unclear and subject to change, this review could result in different delivery model than current	Report back to Council as part of LTP process	June 2021
 Shift Wairarapa	Alicia Todd and Kata Ngatai	New connections with colleges and schools have led to new Shift groups starting Term 2  Summer Sports Jam was cancelled as only one school registered, and after organising with another school to enter	On review of the Summer Sports Jam work will commence on holding a successful Winter Sports Jam	Staff salaries covered by external funding and project delivery shared across Wairarapa Councils  Funding successfully	Any changes in COVID-19 Alert Levels may affect delivery of programmes		June 2021

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Community Wellbeing							
Project Name	Project Lead	This month	Next milestone	Budget	Risk	Council Decision Points	Completion Date
		teams, the sports coordinators then cancelled the day before. We will review.		secured until 30 June 2021 for 2FTE			

Green: On target or low risk

Orange: Slightly off target or some Risk

Red: Significantly off target or Significant Risk

To:	Infrastructure and Services Committee
From:	David Hopman, Manager Assets and Operations
Endorsed by:	Kathryn Ross, Chief Executive
Date:	28 April 2021
Subject:	<b>Infrastructure Update</b>
<b>FOR INFORMATION</b>	
<b>Recommendation:</b> That the Infrastructure and Services Committee notes the information contained in Report 059/21.	

## **Purpose**

The purpose of this report is to provide the Committee with an update on key infrastructure projects and areas of programme focus.

## **Corridor Management**

Masterton District Council received 41 corridor access requests for the one-month period and invoiced out 43 approved requests. There have been no traffic management audits completed.

There was one non-conformance notice issued. No Traffic Management Plans (TMP) for events or other such non-excavation activities were approved. 252 work completions were completed, 137 two-year warranty inspections were completed.

## Activity Reports

PROJECTS/PROGRAMME WORKS						
ACTIVITY	PROJECT LEAD	PROGRAMME PROGRESS	COUNCIL DECISION POINTS	BUDGET	COMPLETION	RISK
ROADING						
Roading Maintenance	Kaine Jaquiere	Footpaths: 90% of the renewals programmed is now completed for the year.	June Annual Plan adoption	\$620,000	June 2021	Resourcing Weather Covid 19 alert level
		Reseals: Preseal repairs and sealing design completed. Reseals in the rural area are 90% completed, and 20% completed in the urban area. Programme is on budget.		\$1,400,000	June 2021	
		Road Remarking: Ontrack, programmed to start in April.		\$440,000	April 2021	
		Kerb and Channel Renewal: Ongoing (Renall & Cornwall Streets.)		\$180,000 On budget	June 2021	
Pavement Rehabilitation	Kaine Jaquiere	Two years contract for sealed and unsealed sites awarded to Higgins in November 20. 2021 sites are Te Ore Ore, Westmere and Mangapurupuru Roads and Bute Road.	June Annual Plan adoption	\$1,448,826 Yr 1 \$2,241,346 Yr 2/3 On budget	June 2022/23	Resourcing Weather Covid 19 alert level
Pedestrian Safety Improvements	Kaine Jaquiere	Contract awarded to Higgins. Sites are Church/Colombo Road intersection, Renall	June Annual Plan adoption	\$558,000 On budget	Church Street & Colombo Road – Completed.	Services TMP Covid 19 alert level

PROJECTS/PROGRAMME WORKS						
ACTIVITY	PROJECT LEAD	PROGRAMME PROGRESS	COUNCIL DECISION POINTS	BUDGET	COMPLETION	RISK
		Street kerb & channel and SH2 Opaki pedestrian footpath. Programmed for May 2021.  Colombo Road/Church Street intersection improvements are completed.			Renall Street <u>April 2021</u> , Opaki Road <u>July 2021</u> .	Delays due to contractor resourcing
Goodlands Bridge - Masterton Castlepoint Road	Kaine Jaquiere	Contractor secured: Higgins Contractors Limited. Confirmed start date: 20 April 2021. Service markings and initial site inspection scheduled for fourth week of April 2021.	Contract awarded: March 21	\$417,319.38	July 2021	Resourcing (contractor availability) Weather Covid 19 alert level TMP
QE Swing Bridge	Kaine Jaquiere	Design - Wagner's approved to design and supply materials. A separate contract has been prepared for installation. Tender awarded to Riverside Construction, estimated start date in April.		\$190,000	Installation – Started 20th April 2021 with completion in May 21.	Budget Availability of resources & materials Covid 19 alert level Variations: timber replacement, uncover further wood rot.

PROJECTS/PROGRAMME WORKS						
ACTIVITY	PROJECT LEAD	PROGRAMME PROGRESS	COUNCIL DECISION POINTS	BUDGET	COMPLETION	RISK
Colombo Road Bridge Renewal	Kaine Jaquier	Tender prepared: Design and build style contract. Geotech groundworks investigations completed. RLTP variation approval obtained on 24/09/2020. A funding application has been forwarded for NZTA inclusion and prioritisation in the next NLTP, finalised funding approvals will be notified to TAs in Jun/Aug 2021. No approval granted.	Awaiting approval next NLTP: Contract award: – 2021/22	\$3 million	Construction in 2021/22	Central Govt funding Availability of resources Covid 19 alert level
Te Ore Ore Road and Blair Street Intersection Improvements	Kaine Jaquier	Contractor secured: Downer New Zealand. Awaiting a confirmed start date, currently estimated as May 2021.	Contract awarded: April 2021.	\$746,155.91 Funding bridging 2021/22 financial year and next NLTP.	August/September 2021/22	Roading pavement Weather Public interest and disruption TMP Covid 19 alert level
Essex Street Car Park	Kaine Jaquier	Contractor secured: PCL Limited. Started April 2021. Phase one construction progress: Drainage work and lighting duct installation is progressing well.	Contract awarded: November 2020	\$604,129.00	May/June 21	Availability of resources Weather



PROJECTS/PROGRAMME WORKS						
ACTIVITY	PROJECT LEAD	PROGRAMME PROGRESS	COUNCIL DECISION POINTS	BUDGET	COMPLETION	RISK
						Public interest and disruption Covid 19 alert level
Under Veranda CBD Lighting, LED Upgrade	Kaine Jaquierey	Procured Alf Downs Street Lighting Limited to scope work programme and prepare lighting design to upgrade and infill CBD under veranda lighting.	Contract awarded: February 21	\$309,215	Installation underway, completion June 2021	Covid 19 alert level Availability of resources Access to street lighting circuit Private building access
Henley Lake, Stormwater Improvement Project	Kaine Jaquierey	Awarded to Higgins - utilising maintenance contract resources. Starting site work 23rd April 2021.		\$66,000	May 2021	Weather Covid 19 alert level Availability of resources
WATER						
Henley Lake Resource Consent	Phil Evans	Consent renewal: Resource consent application lodged with GWRC for processing. Further information requested and discussions with iwi required.  Inlet automation: Completed.		\$80,000	February-March 2021	Non-compliance with existing consent

PROJECTS/PROGRAMME WORKS						
ACTIVITY	PROJECT LEAD	PROGRAMME PROGRESS	COUNCIL DECISION POINTS	BUDGET	COMPLETION	RISK
Opaki Water Race	Phil Evans	Consent renewal: Amended application lodged in February 21. Discussion with Iwi required. Council decision to close water race in 2026.	March	\$15,663 Scope to be confirmed	Amended application lodged February 2021.	Non-compliance with resource consent
Water Treatment Plant	David Hopman	Sludge disposal project: Addition on-site drying/storage area has been completed. Drying performance is to be reviewed over winter before finalising disposal option.	Disposal options: To be confirmed	\$251,200	Construction delayed until Summer 21/22	Need to dispose sludge to landfill if consent not progressed.
Homebush WWTP	David Hopman	Old pond decommissioning: Consent application submitted, and preparation of a cultural impact assessment is in progress.  Irrigation project: Procurement and installation to be completed once new lease finalised.	Contract award: To be confirmed	\$200,000 On budget  \$300,000 On budget	Site preparation, planting 2021/22  Irrigation: installation June	Decision making Resources
Water Meters	James Li	Installation delayed due to COVID-19 with the first meters installed on 10 February 2020. 6,769 meters installed to April 2021; this equates to 75% total required.	Confirm water charges: October	\$2,000,000 On budget	Boundary meters installed: October 2020.  Shared meters installed: Aug/Sep 2021	Contractor resources. Public uncertainty of shared supply and cost of water. COVID-19 alert level

PROJECTS/PROGRAMME WORKS						
ACTIVITY	PROJECT LEAD	PROGRAMME PROGRESS	COUNCIL DECISION POINTS	BUDGET	COMPLETION	RISK
Three Waters Renewal Projects	James Li	Installation: Planned renewals work now under contract.		Water: \$1,640,000 Sewer: \$1,126,400 Stormwater: \$337,920 Laterals: \$200,000 On budget	June 2021	Potential delay and cost increase to next year's renewal programme. COVID-19 alert level
Water Treatment Plant Upgrades	David Hopman	Includes new pond aerators, control system and electrical upgrades, bulk water tanker supply terminal, fish inlet screens and design work for future water resilience projects. Specifications are currently in development.	Contract awards: To be confirmed	\$1,000,000	March 22	Availability of resources
Rural Water Treatment	David Hopman	Includes point of use filters and UV disinfection on rural halls and Council water supply schemes. Specifications are currently in development.	Contract awards: To be confirmed	\$1,300,000	March 22	Availability of resources

PROJECTS/PROGRAMME WORKS						
ACTIVITY	PROJECT LEAD	PROGRAMME PROGRESS	COUNCIL DECISION POINTS	BUDGET	COMPLETION	RISK
Treated Water Storage	David Hopman	Provides for 1,000 m3 treated water storage in Nikau Heights, Lansdowne. Specifications are currently in development.	Contract awards: To be confirmed	\$800,000	March 22	Availability of resources
Sediment Removal from Urban Streams	David Hopman	Provides for sediment removal from problematic urban streams to improve their capacity to reticulate stormwater. Specifications currently in development.		\$200,000	March 22	Availability of resources
PROJECT DELIVERY						
Civic Centre	Sofia Craig	LTP consultation underway. Expression of Interest (EOI) for Quantity Surveyor yielded an impressive 12 registrations. Further procurement activity will not occur until after the LTP consultation process.	LTP adoption	\$30.8 Million	2026	Outcome of LTP consultation.
Masterton Revamp	Sofia Craig	Community Reference Group established and have meet twice to discuss the work packages that are currently under design development. Design for approved packages is progressing and planting projects are on track for completion this calendar year. Procurement planning underway to ensure that there are no	Approval of concept designs.	To be confirmed as part of LTP.	2031	Outcome of LTP consultation.

PROJECTS/PROGRAMME WORKS						
ACTIVITY	PROJECT LEAD	PROGRAMME PROGRESS	COUNCIL DECISION POINTS	BUDGET	COMPLETION	RISK
		delays to securing resource, following the LTP consultation process.				
Animal Shelter	Rose O'Neill	Developed design package underway with the main contractor working closely with the architect under an Early Contractor Involvement (ECI) model. Relocation and business continuity plans nearing completion, with the site to be evacuated late April/early May. Indication is that the build is still a 26-week construction process, with work to commence in Q2.	Approval of budget increase as part of LTP.	\$1.46 million	Q4 2021	Budget provision is insufficient
Skatepark Revamp	Rose O'Neill	Contract negotiations underway with preferred supplier including pump track. Supplier is able to commence work on site in May, and indications are that the park will be complete prior to Christmas 2021.	Approval to appoint preferred supplier.	\$1.3 million	Q1 2022	No significant risks to report.
Hood Aerodrome	Martyn Round	Master planning underway and engagement with key stakeholders progressing well. Master plan will be ready for approval at the end of May, following public consultation on 10 May. The master plan is the critical activity that needs to occur before any further work in regard to	Approval of the master plan.	\$17 million	Q1 2026	Stakeholder engagement

PROJECTS/PROGRAMME WORKS						
ACTIVITY	PROJECT LEAD	PROGRAMME PROGRESS	COUNCIL DECISION POINTS	BUDGET	COMPLETION	RISK
		service and roading design can occur. Minor security upgrades have been completed, and resealing and widening of Moncrieff Drive due to commence shortly. Governance group has now been approved and inaugural meeting to happen in the coming month.				
Henley Lake Dump Station	Martyn Round	Designs for potential locations completed. Awaiting iwi engagement before starting construction.		\$30,000	Q3 2021	Budget provision. Location.
Waipoua Bridge	Martyn Round	Abseil Access completing the concept design for the bridge which now incorporates feedback from GWRC re flood plain levels. Sam Te Tau engaged to work with Iwi and local artists for designs for the totara bridge railings and work is progressing well in this space. Construction due to commence August 2021.		\$300,000	Q3 2021	Budget provision.
Queen Elizabeth Park Lake	Phil Evans	Discussing with GWRC option to align requirements under current consent due to expire in 2023, (first part due to expire in Sept 2020). This will require a variation to existing consent.	Approval of budget provision as part of LTP.	To be confirmed	2023	Decision making

PROJECTS/PROGRAMME WORKS						
ACTIVITY	PROJECT LEAD	PROGRAMME PROGRESS	COUNCIL DECISION POINTS	BUDGET	COMPLETION	RISK
		<p>Next steps:</p> <ul style="list-style-type: none"><li>• Draft variation to consent.</li><li>• Scope design and investigate work.</li></ul>				

<b>To:</b>	Infrastructure and Services Committee
<b>From:</b>	Angela Jane, Manager Strategic Planning
<b>Endorsed by:</b>	Kathryn Ross, Chief Executive
<b>Date:</b>	28 April 2021
<b>Subject:</b>	<b>Strategic Planning Infrastructure and Services Update</b>
<b>INFORMATION</b>	
<b>Recommendation:</b>	
That the Infrastructure and Services Committee notes the contents of Report 060/21.	

### **Purpose**

The purpose of this report is to provide the Infrastructure and Services Committee with an update from Building Control Services team, Consents and Planning team and Environmental Services team. The reporting from these teams for the past 18 months has been included in the Chief Executive report that appears in the 6 weekly Council agendas. However, at the beginning of this term the new terms of reference for the Infrastructure Services Committee included oversight for the Council's regulatory functions. From this point forward reporting on the regulatory functions will be included in the Infrastructure Services Committee agenda.

The information within this report provides a summary of each team's major activities with trend data and commentary provided to relate the quantum of the workload compared to prior years. The teams are open to providing further information of interest to the Committee in future reports.

### **BUILDING CONTROL SERVICES ACTIVITY**

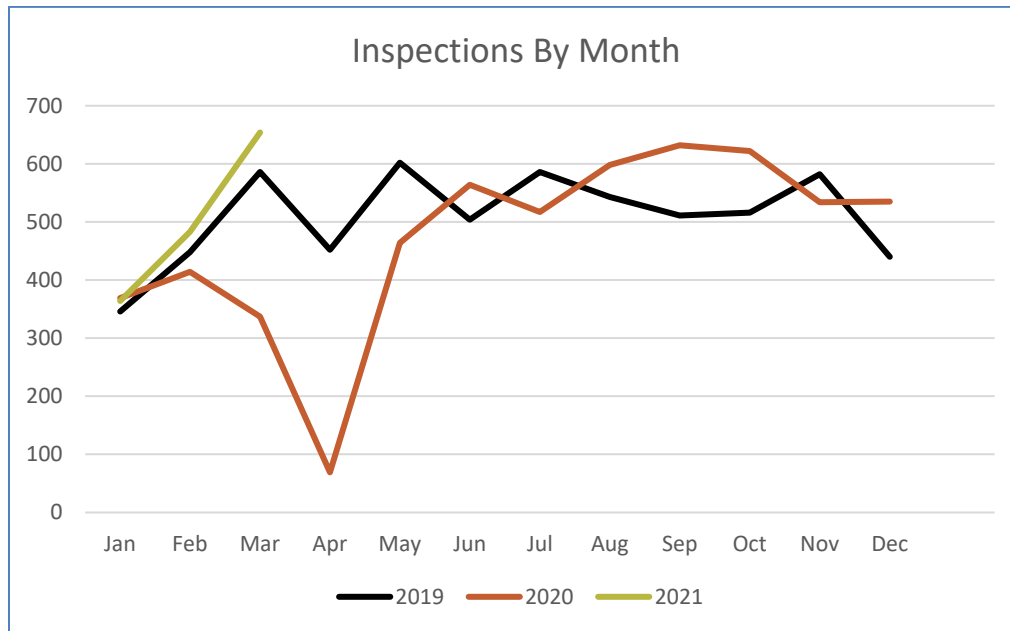
#### **Building Consent Authority (BCA) Services**

The graph below shows the last three calendar years for consent applications. It is important to observe that not only was March 2021 a record month by a considerable margin, the period from July 2020 has outperformed the previous year by more than 20%. At present there is no capacity in-house to pick up the extra load so some processing is undertaken by contractors with the inspection load carried by existing officers (thus reducing their ability to do all the processing).





There are currently 100 building consent applications on hand (at various stages of processing) with 23 over the 20 day statutory clock.

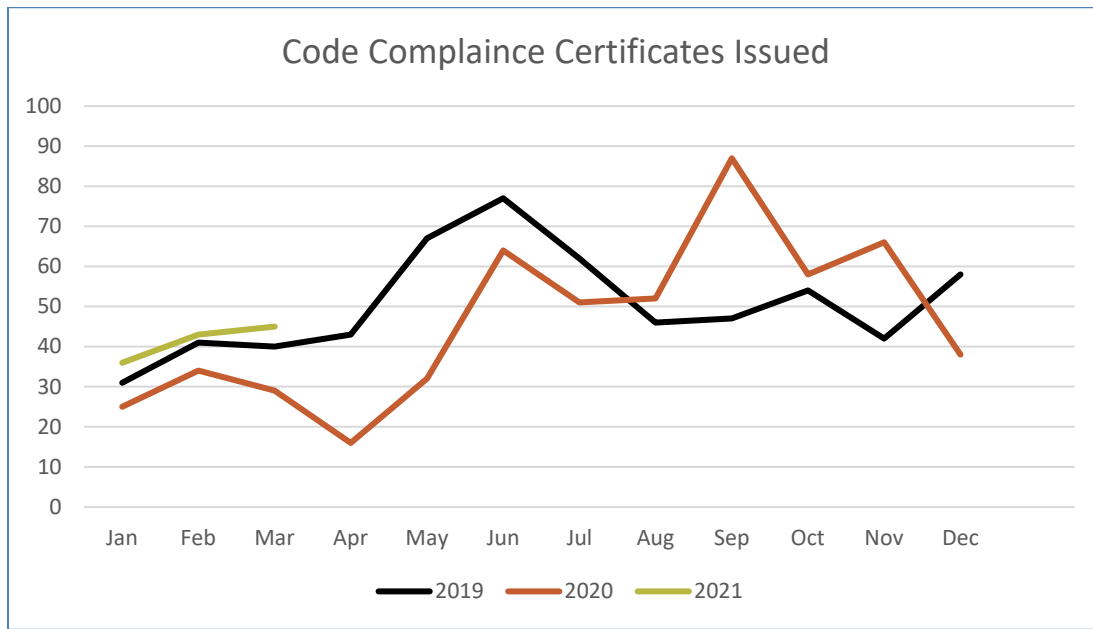


Unsurprisingly, more building consents means more building inspections, however there are a number of projects that are only starting now after being processed in the second half of last year as the district struggles with material and labour supply issues.

As this building work ramps up the inspection wait time will lengthen and some thought will be needed to maintain the current Level of Service of a five-day maximum wait. Many councils have multiple week waits and their building stakeholders have adjusted favourably. March is a record month for inspections completed and this level of activity will continue.

The graph below shows Code of Compliance Certificates (CCCs) issued by month. Again, this graph can be compared to the previous graphs to judge how many consents are active in the district. If a large number of building consents have been issued and less CCCs have been issued there is increased pressure on the sector to complete work.

If the industry addresses its current supply and labour issues this pressure is passed back to the BCA and compliance with the statutory clock will be difficult to maintain with current staff levels.



## Territorial Authority Services

### Building Warrants of Fitness

78% of Building Warrants in the district are current. In total there are 379 buildings with Building Warrants of Fitness. The compliance team is now able to issue reminders to building owners in advance and we may need to use enforcement methods on those that have been expired by three months or more.

### Earthquake Prone Buildings

A week of engineering review is booked in late May 2021 to complete the identification of potentially earthquake prone buildings in the area. A compliance contractor will be brought in for two days a week to maintain the tempo on the BWoFs while the compliance team focus on issuing letters to building owners. There are currently 32 confirmed prone buildings published on the national register.

### Swimming Pools

The Council is not currently resourced to fulfil its responsibilities under the Building Act 2004 regarding swimming pools.

### Overall activity levels, staff and service

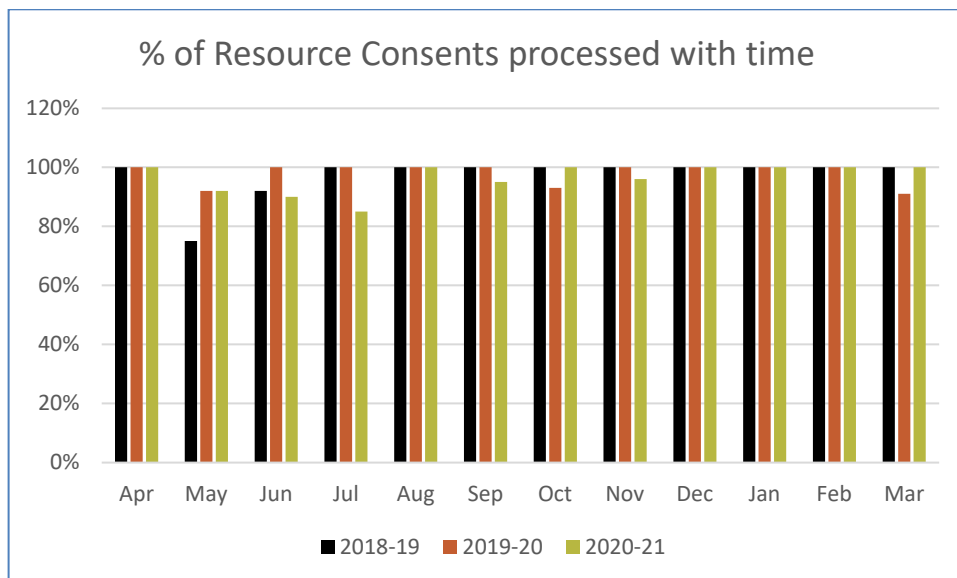
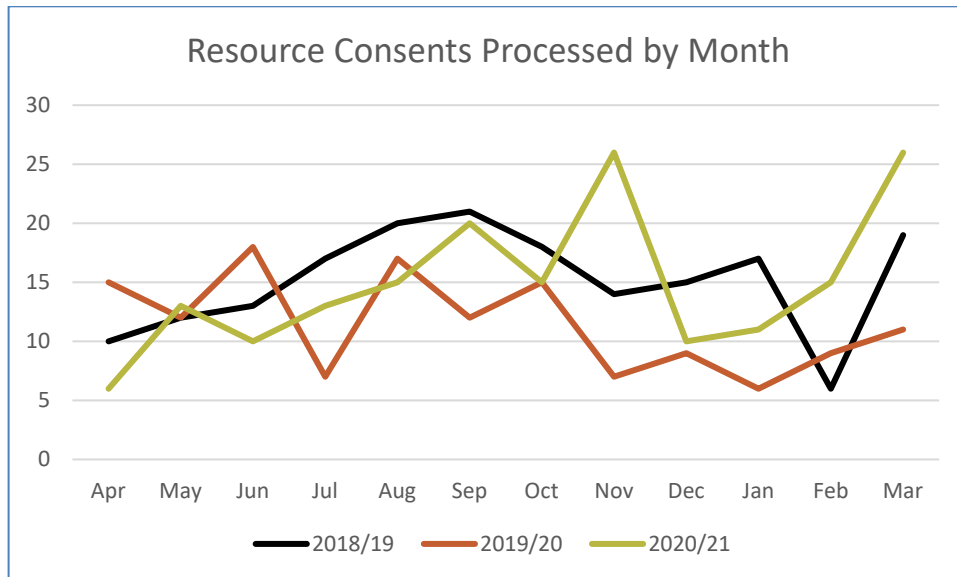
The data demonstrates that current activity levels are unprecedented. This was unpredicted as industry commentary was predicting a slow down after the disruptive effects of the COVID-19 pandemic. We have also chosen to ramp up our activity in territorial authority functions by employing a Building Services Officer in August 2020 (a new role) and then adding a second officer in January 2021 which removed some capacity from the BCA. At the time of writing, we are attempting to recruit a Building Control Team Leader to improve our operational management capability.

In conclusion the team is under pressure due to the heightened activity levels, training requirements, increased complexity of work, fatigue, legislation changes, and public expectations that were translated into our levels of service from a simpler time.

## CONSENTS AND PLANNING ACTIVITY

### Resource Consents processed in 3-yearly period ending March 2021

YEARLY PERIOD	NUMBER OF CONSENTS PROCESSED	% WITHIN RMA TIMEFRAMES
Apr 2018 – Mar 2019	182	97%
Apr 2019 – Mar 2020	138	98%
Apr 2020 – Mar 2021	180	98%



The period ending March 2020 had lower economic activity than usual and this has since rebounded. The period ending March 2021 had sporadic peaks and troughs reflecting disruptions from the Covid-19 pandemic.

The evident annual drop in processing performance between May-July reflects winter periods when team members are likely to be sick with seasonal flu (even though the number of consents is typically lower at this time of year). It also reflects staff under-resourcing for much of 2020. Improvement in processing time performance in the Jan-Mar quarter of 2021 reflects filling of planning vacancies within the team.

### **Development Capacity within Future Development Areas ('FDAs')**

The Wairarapa Combined District Plan has 4 FDAs within Masterton District. The remaining subdivision capacity left within these areas as at 2 April 2021 is:

#### **Opaki Road FDA (Residential Zone)**

- 85 Opaki Road – capacity for 48 new residential lots with reticulated sewerage connections.
- Cashmere subdivision - Capacity for 79 new residential lots with reticulated sewerage connections in 2 remaining future stages (stage 2 and 3) as at 21/8/2020 <sup>1</sup>. (Subdivision consent RM200074 approved 24 lots in Future stage 1).

#### **Chamberlain Road FDA (Residential Zone)**

- Land area for 197 new residential lots with reticulated sewerage connections.

#### **Ngaumutawa Road FDA (Industrial Zone)**

- 12ha still 'subdividable' with possible connections to reticulated sewerage system.

#### **Castlepoint FDA (Residential Zone)**

- Land area for 768 new residential lots with reticulated sewerage connections.

### **Development capacity within urban areas other than FDAs**

Estimated capacity for approximately 1,000 additional 'infill' lots within Masterton's urban area (Residential Zone) with connections to reticulated sewerage at January 2021. However, the uptake of this capacity is expected to be slower and more sporadic than the uptake of development capacity within the FDAs, because this 'infill' development capacity is spatially pepper-potted in differently owned land parcels, presenting differing economic drivers and constraints.

### **Future development capacity outside urban areas**

There are a range of possible options for increasing Masterton District's future development capacity that involve extending urban areas (rezoning Rural Zone land to Residential Zone land). These options

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<sup>1</sup> Based on most-recent available information when this report was written. However, it may be that subdivision of Cashmere Stages 2 and 3 has been approved and connected already, in which case there is no more future capacity in the Cashmere subdivision.

will be explored in the review of the Wairarapa Combined District Plan that is currently underway.

## **Review of the Wairarapa Combined District Plan ('WCDP')**

The review of the WCDP has commenced. On 25 February 2021, the Joint Committee (including Councillors Mailman and Nixon) were joined by David McMahon, the Independent Chair of the Joint Committee. The Joint Committee expressed an interest in the Government's 10 February 2021 announcement of Resource Management Act reform with a view to considering implications of this for the review of the WCDP. The Committee has also commenced work on preliminary issues-scoping reports and this work will continue over the coming months.

The Joint Committee is supported by a Technical Advisory Group consisting of staff from the three Councils.

The review of the WCDP is expected to take 2 years (assuming that the Government's review of the RMA takes longer than this to get into place).

## **Resource Management Act Reform**

On 10 February 2021, the Government (MfE) announced its intention to reform the Resource Management Act and replace it with three pieces of legislation; a Natural and Built Environment Act (NBA) focussed focused on land use and environmental regulation; a Strategic Planning Act (SPA) pulling together laws around urban development, spatial planning and funding mechanisms; and a Climate Change Adaptation Act (CAA) focused on managed coastal retreat and its funding. This is based on the recommendations in the Randerson Report.

MfE has announced it will work collaboratively with the local government sector on the Government's reform programme throughout 2021 and 2022. This is intended to include targeted engagement to test proposals. MfE Policy Advisers met with Wellington Council's Planning Managers on 1 April where a conceptual timeline was presented:

- June–September 2021: NBA 'exposure draft' considered by Special Select Committee inquiry.
- December 2021: NBA, SPA and CAA introduced to Parliament in late 2021. A Standard Select Committee process will consider them in early 2022.
- December 2022: It is intended that all three pieces of legislation (NBA, SPA and CAA) will be passed by the end of 2022.

MfE are seeking Council participation in the select committee processes – including in the middle of 2021 for the NBA 'exposure draft' inquiry. More information from MfE is expected on this later.

## **General**

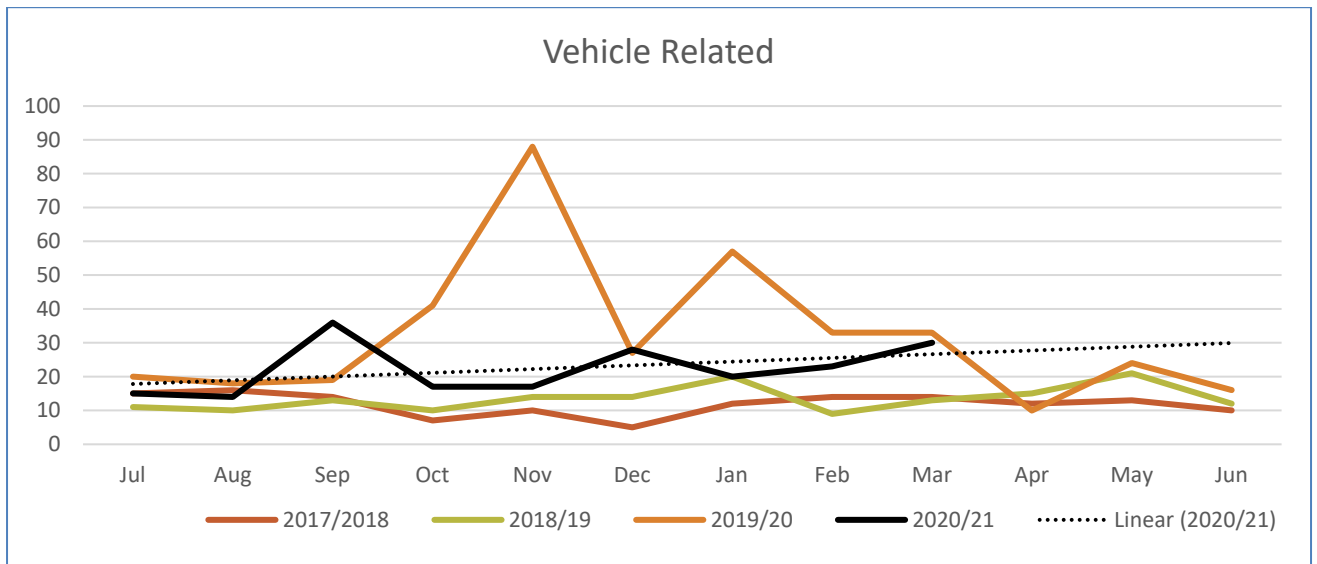
Interest in the housing market has kept planning staff extremely busy with public enquiries. There were 366 public counter planning enquiries in the 6-week period up to 2 April. These requests add to a considerable workload and some new processes for handling this volume of work have been adopted to minimise double-handling of enquiries by planning or building administration staff.

## ENVIRONMENTAL SERVICES ACTIVITY

### Bylaws and Parking

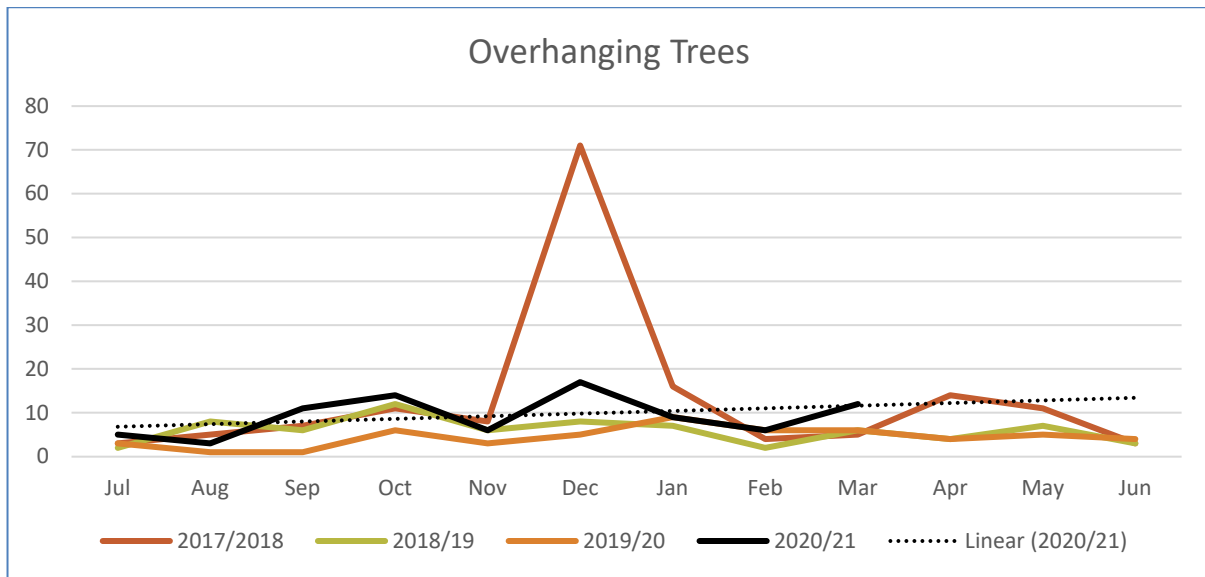
Vehicle related service requests over the past 2 years have increased. There were over 380 calls about vehicle related issues, such as vehicles causing damage, illegal parking in the residential areas and abandoned vehicles. The graph shows that this trend will continue to increase this year.

There was a significant increase when council contractors started reporting vehicles that were parked on berms and footpaths.



Over hanging tree service requests have increased from the previous 2 years. The spike in December 2017 and January 2018 were when officers did a blitz reminder across the town to remind owners to trim their greenery. Over hanging tree service requests are time consuming for officers and jobs are held open for several months if the property does not trim back foliage when requested.

The operating process requires officers check and issue additional requests to the property owner if they have not complied with the requests issued. Property owners are advised that Council can arrange for foliage to be trimmed at the owners' expense however this a last resort and would only be considered if not addressed after 5 weeks and this would be dependent on team and contractor capacity.



Wandering stock service requests remain consistent with previous months with an average of just over 6 call outs per month. Staff have identified that call outs generally relate to cattle and that it is difficult to herd stock off roads with only one officer on site. There is often no cell phone coverage to enable the officer to request backup or to be called back if the stock have been moved off the road by a third party. Stock call outs are often out of office hours and either after dark or in poor lighting conditions which is also hazardous to staff safety.

### **Dog control**

The number of known registered dogs continues to increase. In March 98.57% of all known dogs are registered. Since the beginning of the registration year in July 2020 there has been an increase of 552 dogs registered in the district.

In February 2021 we went live with online fillable forms on our MDC website. Now dog owners can change their information, add new dogs to their account, declare their pet deceased or apply for permit and responsible dog owner status all online. New dog owners can now register fully online and this has already proven very popular with forms coming through daily. In February and March 2021 there were 76 new dogs registered.

Disappointingly there were 6 reports of dogs attacking people in February. This is the most reported attacks on people in a one-month period for the past 3 years. However, in general reported dog attacks are trending down. In total there has been 48 reported attacks compared to the same time last year which had 61 in total. Data associated with attacks is recorded as attacks against people, domestic animals, wildlife and stock.

The team are putting more focus on preventions of recurrence of unsocial behaviour from dogs or carelessness from dog owners. By using additional requests and directions available under the Dog Control Act and Dog Bylaw. For example, more written warnings for leash control and fencing orders.



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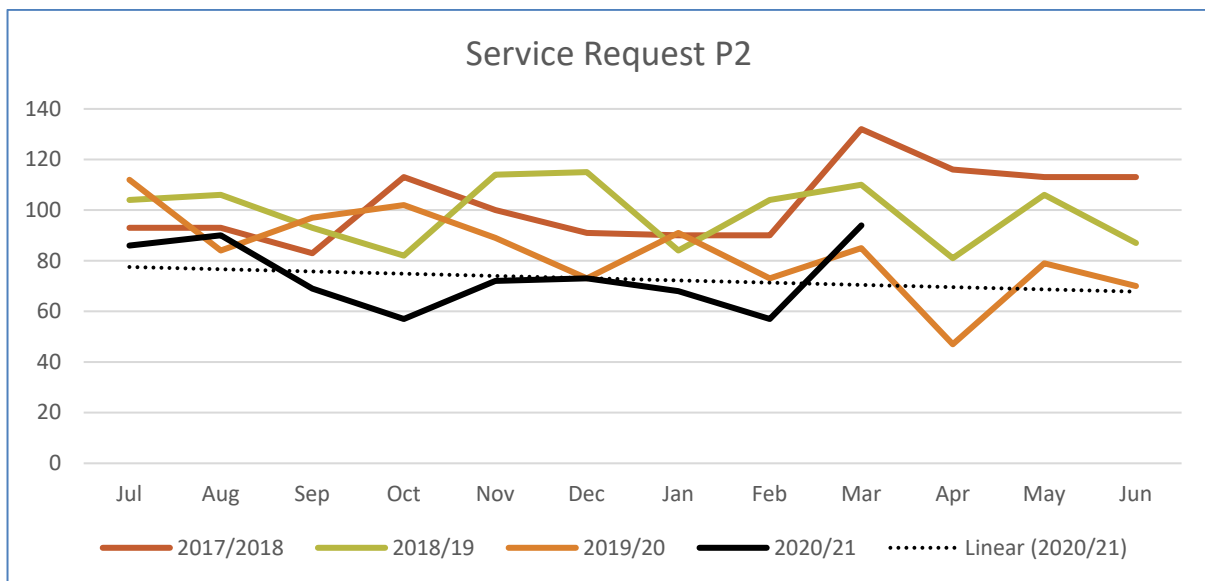
March 2021 saw an increase in priority 2 service requests, which has kept the team busy responding to the requests in the 24-hour required time frame. Most of the calls relate to roaming, wandering or stray dogs totalling 58 service requests and barking dogs with 21 service requests. In general, there have been fewer priority 2 service requests than previous years.

There were 16 dogs impounded in response to service requests relating to roaming, wandering or stray dogs. Often if the dog is not contained or the location of the dog is not monitored by members of the public the dogs can be difficult to locate.

Barking dogs are an ongoing issue. Often owners are not aware their dog is barking because they are not at home when the barking is occurring. Correcting the barking can be time consuming for the dog owner and Animal Service staff to address. There are often repeat calls about the issue.

Animals Service staff try to manage neighbours' expectations about the time it can take to address the barking issue. It can take a month or more to retrain a dog or adjust where the dog(s) are contained. On the flipside, frustratingly for neighbours and Animals Service staff some owners do not take enough action swiftly enough to ensure their dog is not causing a nuisance to their neighbours.

Callers are requested to call and notify when the dog(s) is/are barking so Animals Service staff have a record and can follow up on the issue.



Animal Service staff combined forces with the SPCA staff for a combined event held at the Masterton SPCA for microchipping. SPCA staff microchipped cats and Animal Service staff took care of microchipping the dogs. 9 dogs had microchips implanted, 3 microchips were checked, and the team issued 5 notices to register. The turnout was not as busy as events held at Henley Lake.

## **Environmental Health**

Due to ongoing dry weather, environmental monitoring has remained steady and minimal throughout the later months of the summer. The condition of Henley Lake this summer has been exceptional, with excellent water intake control seeing the lake flourish and remain algal bloom free throughout the majority of the season.

An annual full water suite was taken for our Kaituna supply which looks at physical, chemical, and biological quality of the source water. This year there was an emphasis on the presence/absence of lead, due to national concerns over drinking water source quality. The results demonstrated there was no lead present in the source water for the Masterton supply, as well as no contamination from any pesticide residues, volatile and semi-volatile chemicals.

COVID impacts once again struck the team with a shift to alert level 2. Due to procedures put in place by the Ministry of Primary Industry (MPI), this prevented the onsite verification of food businesses. Verifications were rescheduled which created a delay for staff. A food verifier contractor assisted with the backlog and the ongoing amount of food verifications – this provided an excellent boost, and the team are now up to date and tracking ahead of schedule going into the autumn.

An assessment scheduled for one of Council's verifiers was also delayed because of COVID alert level 2. The assessment for the staff member has been re-scheduled for May. The assessment once completed and approved will allow the verifier to carry out National Programme (NP) verifications as well as template food control plan (tFCP) verifications.

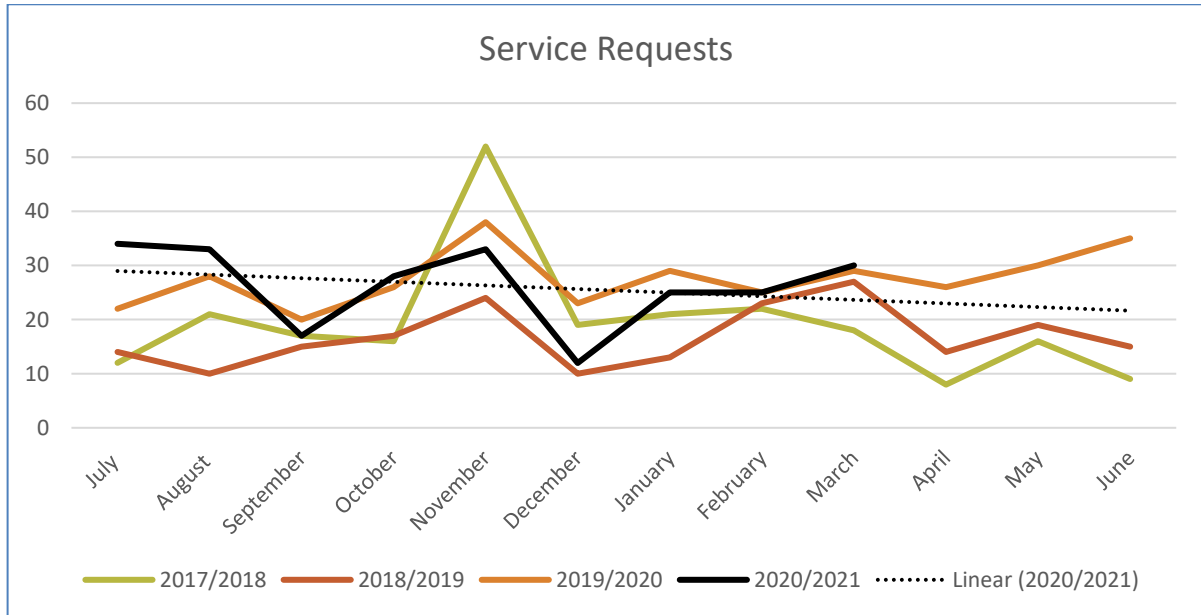
Sadly, COVID alert level 2 also impacted several large events that were being held in Masterton. Events that were issued a special licence but unable to go ahead were refunded their application fees. Inspectors had already spent nearly 5 hours on one of the event applications and the licence had already been issued before it was cancelled.

Compliance visits are an essential part of checking that the licensed premises in the Masterton District are complying with the conditions of their licences to ensure that the Object to the Act is met i.e. the sale supply and consumption of alcohol is undertaken safely and responsibly and that harm caused by excessive or inappropriate consumption of alcohol is minimised. There were 15 compliance visits carried out in March.

These compliance visits are completed with our partner agencies, the Police and or Medical Officer of Health. Sale and Supply of Alcohol Act section 295 legally requires the Police, Licensing inspector and Medical Officer of Health MUST establish and maintain arrangements with each other to ensure the ongoing monitoring of licences and the enforcement of the Act and work together to develop and implement strategies for the reduction of alcohol-related harm

Council staff continue to have a great working relationship with our partner agencies and actively undertake compliance visits several times per year.

Service requests for the past 3 months have consistently been between 25 and 30 service requests per month. The majority of the enquiries still relate to food and alcohol licence enquiries. The team are reviewing the content on the website to better assist customers carry out their own research in relation the legislative requirements.



### Reporting improvements

Some of the current tasks, the majority relate to parking infringement queries, use the current document management system and cannot be reported in the same way as our service requests. Since March 2017 the Bylaws and Animal Advisor has received 902 tasks via the document management system with 7 in progress and 895 completed with no easy method of breaking these tasks into categories and tracking the time taken to complete. Staff are looking at ways to improve the tracking of this workload so our reporting captures staff actions and responses to all incoming requests from the community.