

# MASTERTON DISTRICT COUNCIL

## AGENDA

# EXTRAORDINARY MEETING CIVIC FACILITY PROJECT COMMITTEE

**WEDNESDAY 9 MARCH AT 11.00AM**

### MEMBERSHIP OF THE COMMITTEE

Cr T Nixon (Chairperson)

Mayor L Patterson

Cr B Gare

Tiraumaera Te Tau

Cr F Mailman

Ra Smith

Matt Wilton

Quorum: Five

Notice is given that an extraordinary meeting of the Masterton District Council Civic Facility Project Committee will be held by zoom on 9 March 2022 commencing at 11.00am.

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

7 March 2022



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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. **ARCHITECTURAL UPDATE**  
A verbal update will be provided
6. **SITE SELECTION UPDATE**  
A verbal update will be provided
7. **PROJECT UPDATE (031/22)**

Pages 710-714

<b>To:</b>	Civic Facility Project Committee
<b>From:</b>	James Zimmerman, Project Manager
<b>Endorsed by:</b>	David Hopman, Chief Executive
<b>Date:</b>	9 March 2022
<b>Subject:</b>	Civic Facility Project Status Report
<b>INFORMATION</b>	
<b>Recommendation:</b> That the Civic Facility Project Committee receives the Project Status Report (Attachment 1 to Report 031/22).	

## Purpose

The purpose of this report is to provide the Civic Facility Project Committee with a Project Status Report.



## Project Status Report

# MASTERTON CIVIC FACILITY

**For period:** 1/02/2022 to 28/02/2022

**Project Sponsor:** David Hopman (Chief Executive)

**Project Manager:** James Zimmerman

**Objective:** To deliver a Civic facility that:

- Meets the needs of the Masterton community, and contributes to the wellbeing and liveability of the Wairarapa
- embraces our Māori culture and multi-cultural community
- utilises Green Building principals for efficiency and environmental benefit
- is financially sustainable and affordable for the community to use
- is multipurpose and will be suitable and well utilised for future generations
- is well located to encourage activity, provides easy access, and complements the surrounding community facilities

## AT A GLANCE

<b>Overall status</b>	<b>G</b>	<b>Project phase</b>	Initiation
<b>Comment</b>	<p>February has been a short month however, there has been great progress on the development of the project team (subject matter experts) and moving to a secondary location.</p> <p>In brief:</p> <p>The Architects have worked through the pre briefing of the project, ready to start the Subject Matter Expert engagement and briefing.</p> <p>Subject Matter Experts have been identified and engaged to advise on the project.</p> <p>The Funding lead has been engaged and a kick-off meeting has commenced.</p>		

Overall status	<b>G</b>	Project phase	Initiation
Site selection has continued with the confirmation that the Chapel Street site is now not the preferred location.			
Project Start date	2016	Project End date	2025
Decisions needed	<ul style="list-style-type: none"> <li>None for the Month</li> </ul>		

## STATUS

	Previous status	Current status	Comment
Scope	<b>G</b>	<b>G</b>	Confirmed as part of LTP
Programme	<b>G</b>	<b>G</b>	Programme that focuses on the next 12-14 months has been developed. The Site selection process has delayed the programme, however the Architects are working through test fitting in proposed locations to ease programme creep.
Financials	<b>G</b>	<b>G</b>	Budget has been confirmed as part of the LTP
Resourcing	<b>G</b>	<b>G</b>	The project is currently well resourced.
Stakeholder & Communications	<b>G</b>	<b>G</b>	A communications plan has been prepared and is regularly updated.

## PROGRESS SUMMARY

Progress since last report	Planned for next period
<ul style="list-style-type: none"> <li>Assignment of Subject Matter Experts</li> <li>Identification of potential sites</li> <li>Appointment and kick off of Funding Lead</li> <li>Updates to Project Committee Membership and roles and responsibilities.</li> </ul>	<ul style="list-style-type: none"> <li>Subject Matter Expert Briefing</li> <li>Iwi engagement and development of Cultural Narrative</li> <li>Identification of remaining consultants and the preparation of their tender documents</li> <li>Development of Capital Raising strategy</li> <li>Further test fitting of potential locations.</li> </ul>

## PROGRESS AGAINST KEY MILESTONES

Ref	Milestone	Forecast RAG	Comment
M005	<b>Council decision</b>	16/12/20	Council to agree on way forward, this may also include the decision about what to do with the current Town Hall site
M006	<b>Council agrees to artistic impressions</b>	17/02/21	Council agrees to images that will be included in the LTP Consultation Document, noting indicative only.
M007	<b>EOI for QS launched</b>	18/02/21	Tender to be issued in February
M008	<b>LTP Consultation</b>	April	Consultation question about whether to proceed with or without external funding
M009	<b>LTP Adoption</b>	June	Outcome agreed – decision to proceed with seeking external funding of \$4 million
M010	<b>Procurement strategy agreed by Council</b>	04/08/21	Strategy outlining all of the planned procurement activities, including the party delegated to sign off on any contract award
M011	<b>Governance group establishment agreed by Council</b>	04/08/21	Council to agree to the establishment of Civic Facility Project Committee
M012	<b>Delegations for preferred site confirmed</b>	04/08/21	Council to agree to delegate to the Chief Executive the necessary funds to secure the preferred site
M013	<b>Initiate first procurement activities</b>	August 21	Quantity Surveying services out for RFP. Begin to develop tender docs for design architect and main contractor
M014	<b>Secure external project management resource</b>	August 21	Secure external project management resource to allow handover to occur before I go on maternity leave
M015	<b>Secure preferred site</b>	October/ November 21	<b>A</b> The Chapel Street site is now not the preferred location. The architect is now underway with test fitting of the Recreation Centre site location.
M016	<b>Development of Architect Brief</b>	April 22	<b>G</b> Underway with the commencement of Subject Matter briefing. ETA for reverse brief is Easter
M017	<b>Brief Price Review</b>	May 22	<b>G</b> Quantity Surveyor to undertake a Design Brief cost review

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Ref	Milestone	Forecast RAG	Comment
M018	<b>Development of Concept Design</b>	June 22	<b>G</b> Architects to develop the Concept level design, decision from council to proceed to developed design.
M019	<b>Quantity Survey of the Concept Design</b>	June 22	<b>G</b> QS to review design against construction Budget.

## FINANCIALS

Item	Actual to date
Wash-up of all financials up to 30 June 2020	\$184,995
Wash-up of all financials up to 30 June 2021	\$110,030
2021 to date	\$134,316
<b>Total</b>	<b>\$429,341</b>

## INTERNAL TIME

Item	This month	Total
Number of hours spent (project management)	33.5hrs	<b>466.5 hrs</b>