



Agenda Council Meeting

**Tuesday 16 December 2014
9.00am**

**Council Chambers
Queen Street
TE KUITI**



NOTICE OF MEETING

A MEETING OF THE WAITOMO DISTRICT COUNCIL IS TO BE HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 16 DECEMBER 2014 COMMENCING AT 9.00AM

COUNCIL MEMBERS

Mayor Brian Hanna
Cr Terry Davey
Cr Lorrene Te Kanawa

Deputy Mayor Guy Whitaker
Cr Allan Goddard

Cr Phil Brodie
Cr Sue Smith

CHRIS RYAN
CHIEF EXECUTIVE

ORDER PAPER

Note:

Representatives of Sport Waikato will be in attendance at 9.00am to present the Sport Waikato Regional Facilities Plan

Representatives of St Andrews Housing Trust Inc will be in attendance at 1.00pm to make a public excluded Deputation to Council

Items of Business

Page No.

FILE 1 OF 2

1. Council Prayer

*God
Grant us the serenity to accept the things we cannot change
The courage to change the things we can
And the wisdom to know the difference
These things we ask in the name of Our Lord Jesus Christ
Amen*

2. Apologies
3. Deputation: Sport Waikato
4. Declarations of Member Conflicts of Interest
5. Verbal Reports: Individual Councillor Roles and Responsibilities

4

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FILE 2 OF 2 (PUBLIC EXCLUDED)

1. Confidential Deputation: St Andrews Housing Trust Board Inc (at 1.00pm)	1 – 19
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PLEASE NOTE

1. The business papers attached to this Order Paper set out recommendations and suggested resolutions only. Those recommendations and suggested resolutions do not represent Council policy until such time as they might be adopted by Council resolution.
2. This Order Paper may be subject to amendment either by the addition or withdrawal of items contained therein.

Document No: 350678**File No:** 037/042A**Report To: Council****Meeting Date:** 16 December 2014**Subject: Deputation – Sport Waikato**

Purpose of Report

- 1.1 The purpose of this business paper is to advise Council that Michelle Hollands (Regional Facilities Advisor), Mike McGuire (General Manager) and Dede Downs (District Co-ordinator) will be in attendance at 9.00am to present the Sport Waikato Regional Facilities Plan and discuss what the Plan means for the Waitomo District.

Suggested Resolutions

The Deputation from Sport Waikato be received.

A handwritten signature in blue ink, appearing to read "Michelle Higgie". The signature is fluid and cursive, with the first name being more prominent.

MICHELLE HIGGIE
EXECUTIVE ASSISTANT

WAITOMO DISTRICT COUNCIL

MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 25 NOVEMBER 2014 AT 9.00AM

PRESENT: Mayor Brian Hanna, Deputy Mayor Guy Whitaker, Council Members Terry Davey, Allan Goddard and Lorrene Te Kanawa

IN ATTENDANCE: Todd Ward (Waitomo News)

Don Scarlet and Kiri Goulter of Hamilton Waikato Tourism (for part only)

Chris Ryan, Chief Executive; Michelle Higgie, Executive Assistant; Helen Beever, Group Manager – Customer Services (for part only); Christiaan van Rooyen, Group Manager – Assets (for part only); John De Luca, Group Manager – Community Services (for part only); Vibhuti Chopra, Group Manager – Corporate Services (for part only)

1.	Council Prayer	File 037/003
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2.	Apologies	File 037/051A
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Resolution

The apologies from Councillors Brodie and Smith be received.

Whitaker/Goddard Carried

3.	Declarations of Member Conflicts of Interest	File 037/051A
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No Declarations were made.

4.	Verbal Reports: Individual Councillor Roles and Responsibilities	File 037/040A
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Individual Council Members provided verbal reports in respect to Councillor appointed Roles and Responsibilities.

Cr Te Kanawa

Te Kuiti Development Incorporated
Tere Waitomo Community Trust

Councillor Davey entered the meeting at 9.11am.

Cr Goddard

Destination Pureora
Benneydale Residents & Ratepayers
Benneydale Hall Society

Cr Davey

Sport NZ Rural Travel Fund

Deputy Mayor Whitaker

Destinaton Pureora
Brook Park
Proposed Motor Caravan Park
Community Guy Fawkes Display (Saturday 8 November from 5.30pm)
Mokau Volunteer Fire Service Meeting
Te Kuiti Development Incorporated
Rural and Provincial Meeting

Mayor Hanna

KiwiRail Meetings
Ngarimu King Tangi at Taharoa
Zone 2 at Karapiro
SH3 Working Party
Inframax Construction Limited – Taranaki Visit
Te Wharekura O Maniapoto Meeting

The Group Manager – Corporate Services entered the meeting at 9.21am.

The Lines Company Public Meeting
Meeting with Area Commander NZ Police
Waipa Sports Awards
Rural and Provincial Meeting
Meeting with Auditor General (Bruce Robertson)
Waitomo Sports Awards

Resolution

The Verbal Reports from Council Members be received.

Goddard/Te Kanawa Carried

5.	Confirmation of Minutes – 16 October 2014 and 29 October 2014	File 037/040A
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Resolution

- 1 The Minutes of the Waitomo District Council meeting of 16 October 2014, including the public excluded Minutes, be confirmed as a true and correct record.
- 2 The Minutes of the Waitomo District Council meeting of 29 October 2014, including the public excluded Minutes, be confirmed as a true and correct record.

Goddard/Whitaker Carried

6. Civic Assurance – Notice of Special General Meeting	File 054/001D
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Council considered a business paper informing of a Special General Meeting of the shareholders of New Zealand Local Government Insurance Corporation Ltd (LGIC) and the need for Council to either appoint a WDC representative to attend for voting purposes or to appoint a Proxy for this meeting.

The Chief Executive expanded verbally on the business paper and answered Members' questions.

The Group Manager – Customer Services and Manager Regulatory Services entered the meeting at 9.30am.

Resolution

- 1 The business paper on Civic Assurance – Notice of Special General Meeting be received.
- 2 The Mayor be authorised to appoint a representative as Waitomo District Council's Proxy and to complete the required Proxy Form documentation in support of the proposed special resolution.

Whitaker/Goddard Carried

7. Waitomo District Council Citizens Awards – Appointment of the Citizens Awards Working Party	File 400/120
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Council considered a business paper requiring the making of appointments to the Citizens Awards Working Party (CAWP) in line with the WDC Citizens Awards Policy.

The Group Manager – Customer Services expanded verbally on the business paper and answered Members' questions.

Council discussed the membership of the Citizens Awards Working Party and agreed to defer this matter until the December Council meeting to enable Council Members to approach possible Members for the Working Party.

8. Freedom Camping Bylaw	File 306/001A
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Council considered a business paper seeking guidance from Council in relation to the development of a Freedom Camping Bylaw.

The Manager – Regulatory Services and Chief Executive expanded verbally on the business paper and answered Members' questions.

Resolution

The business paper on Freedom Camping be received.

Davey/Goddard Carried

9.	Progress Report: Resource Consent Applications	File 097/001D
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Council considered a progress report on outstanding resource consent applications and those applications currently being processed.

The Group Manager – Customer Services and Mayor expanded verbally on the business paper and answered Members’ questions.

Resolution

The Progress Report: Resource Consent Applications be received.

Goddard/Te Kanawa Carried

The Group Manager – Customer Services and Manager Regulatory Services left the meeting at 9.43am.

10.	Financial Report for the period ended 31 October 2014	File 100/18B
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Council considered a business paper presenting the Financial Report for the period ended 31 October 2014.

The Group Manager – Corporate Services expanded verbally on the business paper and answered Members’ questions.

Resolution

The business paper on the Financial Report for the four months ended 31 October 2014 be received.

Whitaker/Goddard Carried

11.	Progress Report: Rates Arrears	File 130/003/4
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Council considered a business paper providing a supplementary report on rates arrears and an overview of the debt collection options and initiatives.

The Group Manager – Corporate Services expanded verbally on the business paper and answered Members’ questions.

Resolution

The Progress Report: Rates Arrears be received.

Davey/Whitaker Carried

12. Draft Significance and Engagement Policy	File 037/000B
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Council considered a business paper presenting the Draft Significance and Engagement Policy (SEP) for adoption.

The Group Manager – Corporate Services expanded verbally on the business paper and answered Members’ questions.

The Group Manager – Community Services entered the meeting at 10.07am.

Resolution

- 1 The business paper on the Draft Significance and Engagement Policy be received.
- 2 Council considers on reasonable grounds that it has gathered sufficient information about community interests and preferences to enable the purpose of the Significance and Engagement Policy to be achieved without further consultation on the Draft Policy.
- 3 The Draft Significance and Engagement Policy be adopted as presented and the Significance Policy (June 2012) be revoked.

Goddard/Davey Carried

The Group Manager – Corporate Services left the meeting at 10.16am.
The meeting adjourned for morning tea at 10.16am and reconvened at 10.33am.

13. Brook Park Incorporated Society – Minutes: 4 November 2014	File 401/0581153000
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Council considered a business paper providing information relating to the Brook Park Incorporated Society meeting convened on 4 November 2014.

Deputy Mayor Whitaker and the Group Manager – Community Services expanded verbally on the Minutes and answered Members’ questions.

Resolution

The business paper on Brook Park Incorporated Society – Minutes: 4 November 2014 be received.

Whitaker/Te Kanawa Carried

14. Progress Report: Civil Defence Emergency Management Co-ordinating Executive Group Minutes	File 400/010/3
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Council considered a business paper providing information relating to the Civil Defence Emergency Management Co-ordinating Executive Group meeting of 15 August 2014.

The Group Manager – Community Services expanded verbally on the business paper and answered Members’ questions.

Resolution

The Progress Report: Civil Defence Emergency Management Co-ordinating Executive Group Minutes of 5 August 2014 be received.

Goddard/Te Kanawa Carried

15. Progress Report: Te Kuiti Railway Building	File 401/9992000100
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Council considered a progress report on the Te Kuiti Railway Building Project.

The Group Manager – Community Services expanded verbally on the business paper and answered Members’ questions.

The Group Manager – Assets entered the meeting at 10.41am.

Resolution

The Progress Report: Te Kuiti Railway Building be received.

Te Kanawa/Whitaker Carried

The Group Manager – Community Services left the meeting at 10.44am.

16. Progress Report: Monthly Operation and Maintenance Report for Water, Sewerage and Stormwater – November 2014	File 037/05A
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Council considered a business paper providing a brief on progress for Operational and Maintenance performance by Council’s contracted Services Provider for Water Services (Veolia Water).

The Group Manager – Assets expanded verbally on the business paper and answered Members’ questions.

Resolution

The Progress Report: Monthly Operation and Maintenance Report for Water, Sewerage and Stormwater – November 2014 be received.

Goddard/Whitaker Carried

17.	Progress Report: Monitoring Against 2012 - 2022 Long Term Plan – Water	File 037/020/12A
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Council considered a progress report on implementation of the Work Plan for the Water activity as contained in Year Two (2013/2014) of the 2012-2022 Long Term Plan and secondly, establishing a framework for monitoring the ongoing implementation of the 2012-22 Long Term Plan as part of the Road Map Work Programme.

The Group Manager – Assets expanded verbally on the business paper and answered Members' questions.

Resolution

The November 2014 Progress Report: Monitoring Against 2012-2022 Long Term Plan – Water be received.

Te Kanawa/Goddard Carried

18.	Progress Report: Monitoring Against 2012 - 2022 Long Term Plan – Sewerage	File 037/020/12A
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Council considered a progress report on implementation of the Work Plan for the Sewerage activity as contained in Year Two (2013/2014) of the 2012-2022 Long Term Plan and secondly, establishing a framework for monitoring the ongoing implementation of the 2012-22 Long Term Plan as part of the Road Map Work Programme.

The Group Manager – Assets expanded verbally on the business paper and answered Members' questions.

The Mayor noted the importance of convening a public "Official Opening" for the Te Kuiti Wastewater Treatment Plant.

Resolution

- 1 The November 2014 Progress Report: Monitoring Against 2012-2022 Long Term Plan – Sewerage be received.
- 2 An Official Opening of the Te Kuiti Wastewater Treatment Plant be arranged for early in 2015.

Davey/Whitaker Carried

19.	Progress Report: Monitoring Against 2012 - 2022 Long Term Plan – Stormwater	File 037/020/12A
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Council considered a progress report on implementation of the Work Plan for the Stormwater activity as contained in Year Two (2013/2014) of the 2012-2022 Long Term Plan and secondly, establishing a framework for monitoring the ongoing implementation of the 2012-22 Long Term Plan as part of the Road Map Work Programme.

The Group Manager – Assets expanded verbally on the business paper and answered Members' questions.

Resolution

The November 2014 Progress Report: Monitoring Against 2012-2022 Long Term Plan – Stormwater be received.

Goddard/Whitaker Carried

20. Progress Report: Monitoring Against 2012-2022 File 037/020/12A Long Term Plan – Land Transport

Council considered a progress report on:

- Implementation of the Work Plan for the Land Transport activity as contained in Year Three (2014/2015) of the 2012-2022 Long Term Plan
- Monitoring of the ongoing implementation of the 2012-22 Long Term Plan as part of the Road Map Work Programme.
- One Network Road Classification (ONRC)
- Road Asset Technical Accord (RATA)

The Group Manager – Assets expanded verbally on the business paper and answered Members' questions.

Resolution

The November 2014 Progress Report: Monitoring Against 2012-2022 Long Term Plan – Land Transport be received.

Whitaker/Davey Carried

21. Rooding Financial Assistance Rate Review File 520/001A

Council considered a business paper providing a brief on the review of the Rooding Financial Assistance Rate (FAR) initiated by New Zealand Transport Agency (NZTA).

The Group Manager – Assets expanded verbally on the business paper and answered Members' questions.

Resolution

The business on the submission to the Rooding Financial Assistance Rate Review be received.

Davey/Te Kanawa Carried

22. Progress Report: Road Map Monitoring Schedule	File 037/048A
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Council considered a Progress Report presenting the Road Map Monitoring Schedule as at 25 November 2014.

Resolution

The Progress Report: Road Map Monitoring Schedule be received.

Whitaker/Te Kanawa Carried

Todd Ward (Waitomo News) left the meeting at 11.11am.

23. Motion to Exclude the Public for the consideration of:	File 037/043
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Council considered a business paper pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987 giving Council the right by resolution to exclude the public from the whole or any part of a meeting on one or more of the grounds contained within that Section.

Resolution

- 1 The public be excluded from the following part of the proceedings of this meeting.
- 2 Council agree that the following staff, having relevant knowledge, remain
Chris Ryan, Chief Executive
Michelle Higgie, Executive Assistant
Christiaan van Rooyen, Group Manager – Assets
Helen Beever, Group Manager – Customer Services
- 3 The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
1. Progress Report: Waitomo Waters	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
2. Beach Road, Mokau – Sea Wall Consent	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
3. Progress Report: Regulatory Enforcement Issues	7(2)(a) To protect the privacy of natural persons, including that of deceased natural persons;	48(1)(a)
4. Progress report: Waikato Mayoral Forum and Shared Services	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
5. Deputation: Hamilton Waikato Tourism	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	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 Section 6, Section 7 or Section 9 of the Official Information Act 1982 as the case may require are listed above.

Whitaker/Goddard Carried

There being no further business the meeting closed at 2.12pm

Dated this 16th day of December 2014.

BRIAN HANNA
MAYOR

Confidential

Confidential

Document No: 351799

File No: 400/120

Report To: Council**Meeting Date: 16 December 2014****Subject: Waitomo District Council Citizens Awards – Appointment of the Citizens Awards Working Party**

Purpose of Report

- 1.1 The purpose of this business paper is to make appointments to the Citizens Awards Working Party (CAWP) in line with the WDC Citizens Awards Policy.
- 1.2 Council, at its meeting of 25 November 2014 considered the CAWP membership for the 2014-2017 period and deferred the matter to the December Council meeting to enable Council Members to approach further possible appointees.

Background

- 2.1 In 2011, Council agreed that it wished to recognise the contribution that both individuals and community organisations make in the achievement of improved community well-being and positive community outcomes.
- 2.2 The Citizens Awards concept was identified as a way to recognise the significant contribution made to the Waitomo District by individuals within the community.
- 2.3 Council, at its meeting on 13 December 2011, adopted a Waitomo District Council Citizens Awards Policy. This Policy identifies two award types as follows:
 1. **Lifetime Achievement:** it is envisioned that Recipients of the Lifetime Achievement Award would have, over a number of years, demonstrated an outstanding community spirit and through their involvement in community projects and initiatives, made a significant difference to the Waitomo District.
 2. **Citizen of the Year:** it is envisioned that Recipients of Citizen of the Year Award would have, over the relevant year, demonstrated an outstanding community spirit and been involved in projects and initiatives that have made a difference to the Waitomo District.
- 2.4 A summary of the Policy is as follows:
 - These Awards are to take place once per year.
 - Waitomo residents are nominated for these awards via a formal nomination process. (In order to assist the assessment of nominations specific information about the nominee is collected.)

- This information includes:
 - Service History - associations/organisations involved and roles held
 - Key Projects
 - Key Achievements
 - Examples/Stories
 - Letters of Support for Nomination

2.5 Nominations for the awards are assessed by the CAWP. The CAWP is appointed by Council and made up of community members who have a strong knowledge of the District and its residents. The CAWP can have up to four community members plus one Council representative and is to serve a term of three years.

Commentary

2.1 The Policy identifies that:

Nominations for the awards would be assessed by the Citizens Awards Working Party (CAWP). The CAWP would be appointed by Council and made up of community members who have a strong knowledge of the District and its residents. The Working Party can have up to four community members plus one Council representative.

The CAWP would serve a term of three years.

3.1 The current Community members appointed to the CAWP are as set out below. Mayor Hanna is Council's representative on the CAWP.

- Max Lamb
- Ross Alleman
- Robyn Symonds

3.2 In line with the Policy, membership of the CAWP is now due for review following completion of a three year term (2011–2014).

Suggested Resolutions

- 1 The business paper on the Waitomo District Council Citizens Awards – Appointment of the Citizens Awards Working Party be received.
- 2 The Citizens Awards Working Party Membership for the next three year term ending November 2017, consist of:

Mayor Brian Hanna

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.....
.....
.....



DONNA MACDONALD
COMMUNITY DEVELOPMENT COORDINATOR

Document No: 351819

File No: 400/130L

Report To: Council**Meeting Date:** 16 December 2014**Subject:** **2014 Community Partnership Fund – Consideration of Funding Applications**

Purpose of Report

- 1.1 The purpose of this business paper is for Council to consider the combined 2014 Community Partnership Fund (CPF) Appraisal Scores for funding allocations.

Background

- 2.1 The CPF is part of Waitomo District Council's (WDC) broader Community Development Fund (CDF). A contestable fund focused on projects and programmes that contribute to the well-being of our District's communities.
- 2.2 The fund aims to ensure that residents of the Waitomo District have opportunities to feel part of the community they live, work and play in and aims to "help our community help itself" by offering access to funding and in-kind support to groups working on community initiatives.
- 2.3 Consideration is given to community projects and community groups that demonstrate strong links to one or more of the outcomes identified in the Community Development Fund Policy (CDFP), which was reviewed in August 2014 as part of Council's CDF.
- 2.4 By preference, grants will be made to:
- A group applying for financial assistance for projects that align with, or support, WDC's Community Outcomes and can provide evidence detailing how their project can make a positive impact on community well-being.
 - Organisations and groups that offer their facilities or services for the benefit or enjoyment of all Waitomo residents.
 - Organisations and groups, who invest time in helping to address social issues within the Waitomo District.
 - Groups who have a proven record of accomplishment in their area of operation and can show community support for their project.
- 2.5 WDC supports resource sharing by community groups and organisations and encourages, where possible, a collaborative approach to achieving positive community outcomes.
- 2.6 For comparative purposes –
- | | |
|--|-------------|
| In 2012 two applications were received totalling | \$38,710.00 |
| In 2013 six applications were received totalling | \$62,778.00 |

The Appraisal and Allocation Process

- 3.1 The evaluation and allocation of the CPF is at the discretion of the elected Council.
- 3.2 To maintain the integrity of the assessment process Councillors were asked to complete Application Appraisal Forms for each of the applications by 5 December 2015, taking into account the following methodology:
- Apply the Community Development Fund Policy (the Policy).
 - Declare any conflicts of interest
 - Award funding to projects, not people
- 3.3 Councillors are requested to evaluate the combined median scores and values and agree the value of grants allocated in 2014.
- 3.4 During this process, Council may at its discretion, impose conditions as appropriate, to grants to ensure a maximisation of the funds distributed.

Funding Round for the Community Partnership Fund

- 4.1 There is a total of \$25,000 available for allocation in 2014 funding round. Five applications have been received as follows:

Applicant	Amount Sought
Te Piruru Papakainga Marae	\$ 3,699.00
Brook Park Incorporates Society	\$23,400.00
Te Kuiti Development Incorporated	\$13,886.02
Friends of Hillview (a contribution towards)	\$13,000.00
Te Kuiti & District Historical Society	\$10,140.00
TOTAL:	\$64,125.02

- 4.2 A confidential Booklet containing the completed appraisal forms and workings table has been distributed to Council members separately. For full details of individual Councillor scores and comments please refer to that Booklet.

Unexpended Funds

- 5.1 If Council does not fully expend the \$25,000 available in this funding round, it may wish to undertake an optional second funding round in February/ March 2015 or alternatively carry the funds over to the next financial year as per the CDFP.

Suggested Resolutions

1 The business paper on 2014 Community Partnership Fund – Consideration of Funding Applications be received.

2 Council approve Community Partnership Grants as follows:

Applicant**Grant Amount**

Te Piruru Papakainga Marae \$ _____

Brook Park Incorporates Society \$ _____

Te Kuiti Development Incorporated \$ _____

Friends of Hillview \$ _____

Te Kuiti & District Historical Society \$ _____

3 If an unexpended balance remains in the Community Partnership Fund following completion of this funding round, then Council approve/not approve a second funding round in February/ March 2015 as per the Community Development Fund Policy.

DONNA MACDONALD
COMMUNITY DEVELOPMENT COORDINATOR

December 2014

Document No: 351777**File No: 401/9992000100****Report To: Council****Meeting Date: 16 December 2014****Subject: Progress Report: Te Kuiti Railway Building Project**

Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on the progress with the Te Kuiti Railway Building Project.

Local Government Act S.11A Considerations

- 2.1 There are no Section 11A of the Local Government Act considerations relating to this business paper.

Background

- 3.1 For some time Waitomo District Council has been engaged with KiwiRail and New Zealand Railways Corporation in an endeavor to secure a long term future for the historic railway building, featured in the central area of Te Kuiti Township.
- 3.2 KiwiRail has agreed in principle to a long term lease arrangement for the land with Waitomo District Council, but before final documentation and the question of the buildings, Waitomo District Council have been required to prepare a Conservation Assessment to inform the best way forward.
- 3.3 A service proposal was sought from Laura Kellaway of Architect & Heritage Consultants who have previous experience in conservation plans for railway buildings.
- 3.4 A proposal for the preparation of a conservation plan, preparation of a heritage management plan and preliminary structural plan was accepted on the 19 March 2012.

Commentary

4.1 29 June 2012

- 4.2 Extensive investigatory work including site visits and meetings have been undertaken to confirm the history and development of the railway station, in preparation of the final report.

4.3 24 July 2012

- 4.4 The required structural assessment is complete and the conservation plan and costings are available.
- 4.5 The draft report for comment was received by WDC on 26 June 2012.
- 4.6 A subsequent meeting of 11 July 2012 between the Consultants, Mayor Hanna and Group Manager – Community Services, commented on this report and sought minor clarification changes.
- 4.7 The final report has been completed and made available to KiwiRail.

4.8 28 August 2012

- 4.9 Mayor Hanna and the Chief Executive Officer met with the KiwiRail property representatives in Wellington on Wednesday 18 July 2012. The purpose of this meeting was to:
1. Present the final version of the Conservation Plan so as to secure ownership of the railway station building; and
 2. To discuss preliminary terms and conditions for the proposed ground lease occupied by the building footprint.
- 4.10 A signed agreement for the purchase of the building for \$1 was secured during the meeting, with KiwiRail to forward a draft ground lease for consideration.
- 4.11 The ground lease has been reviewed by management and Councils legal advisor and the lease, along with proposed changes has been circulated to all Councillors for comment.
- 4.12 Agreement has been reached with KiwiRail and the lease is being prepared for signing at the time of writing this report. The lease is substantially 'as circulated', with a commencement date of 1 September 2012.

4.13 25 September 2012

- 4.14 4.14 At its meeting of 28 August 2012, Council formed a working group of Mayor Brian Hanna and Councillors Hickey, Te Kanawa and Whitaker, to investigate and develop options for the development of the building moving forward.

4.15 30 October 2012

- 4.16 A meeting was held on 1 October 2012 with the Working Group to present a project plan to the group and to discuss options for moving the project forward. The project plan and preliminary uses information was then work shopped with Council on 9 October 2012 so as to give guidance to the project moving forward.
- 4.17 Since this workshop the following works have been completed:
- Scale base building plan
 - Survey of exterior plaza area)
 - Reinstatement of plans for security of the building
 - Preliminary ideas for layouts

4.18 27 November 2012

- 4.19 A key feature of moving this project forward has been the establishment of the "Reference Group", to be used to get feedback on ideas for the redevelopment.
- 4.20 An initial meeting of the Reference Group was held on 13 November 2012 to introduce the project members. A facilitated workshop is planned for 4 December 2012 to provide feedback on the initial ideas plans.
- 4.21 A presentation was also given to the "Business After 5" group to introduce WDC's thinking around the redevelopment and the use of the Reference Group.
- 4.22 Preliminary ideas sketches have been prepared as follows:
- a) buildings by Laura Kellaway Architects; and
 - b) surrounds by Mansergh Graham Landscape Architects.
- 4.23 These ideas sketches along with associated notes were attached to and formed part of the business paper for the 27 November 2012 Council meeting.
- 4.24 The introduction of these ideas sketches was to brief Council prior to the facilitated session with the Reference Group.
- 4.25 The signed lease document from KiwiRail was returned to WDC on 16 November 2012.

4.26 11 December 2012

- 4.27 At the time of preparing this business paper, no progress has been made since the Council meeting on 27 November 2012. However, the facilitated Workshop scheduled for Tuesday 4 December will have been completed by the time of this meeting and including this matter on the Agenda will enable the Council to discuss the outcome of that Workshop.
- 4.28 Following that Workshop, little progress will be able to be made until the Facilitator's Report is received by WDC.
- 4.29 After discussions with the facilitator, it was agreed that as the outcomes of the workshop were fully recorded on the white board and printed at the end of the meeting, then no further report was to be submitted.

4.30 26 February 2013

- 4.31 During December, January and February weekly meetings have been held with the project team to advance project sequencing, rough order of cost estimates, work stream identification, road map timelines and budget / funding implications. These were presented to Council at the 12 and 19 February and 20 March 2013 workshops.
- 4.32 The outcomes of these workshops will shape the project timelines and work streams moving forward for inclusion in the WDC roadmap.

4.33 30 April 2013

4.34 Information relating to the proposal has been finally costed in the 2013-2014 dEAP and included within the public consultation documentation. The outcomes of this process will guide further work streams.

4.35 6 June 2013

4.36 The application for grant funding to the Lottery Grants Board has been finalised. The application is for the restoration/renewal of the exterior building fabric for buildings 1, 2 and 3.

4.37 It is to be noted that this is a variance from the proposal in the EAP documentation which talks about the restoration of building 1 only in 2013-2015 period with the other buildings spread over the subsequent three years. The reason for bringing forward the restoration of buildings 2 and 3 was on the advice of the Lottery Grants Board who want to see only one total application. The impact on this change in strategy is that WDC will need to consider bringing forward its funding to match the grant if the grant application is successful.

4.38 The amount applied for is tabled below:

Grant Funding (66%)	579,498
WDC Loan	<u>298,530</u>
Total Project Cost	878,028

4.39 The application period closes 29 May 2013 and applicants are notified of the outcomes on 17 October 2013.

4.40 25 June 2013

4.41 The budget profiles forming the basis for the 2013/14 Annual Plan have been re-worked to match the application to the Lottery Grants Board and included in the Annual Plan documentation.

4.42 The Lottery Grants Board has confirmed in writing that they have received the full documentation forwarded to them.

4.43 27 August 2013

4.44 The project plan has three key elements occurring during the July-September period:

1. Engineering Assessments of buildings and preparation of necessary documentation of the structural work (July-August)

The onsite assessments have now been completed with the report due by end of August. This section of the restoration drawings is on schedule.

2. Architecture drawings and contract documentation for buildings 1, 2 and 3 restoration project (July-August)

Alternative prices for this project were sought because of the extensive time period required by the original architect to complete the documentation. The 20th October completion time frame gave no leeway should WDC need to submit another application to the Lotteries Board. An alternative architect has been chosen with the documentation due at the

latest 20 September 2013. This means this part of the project has slipped by three weeks.

3. Expressions of Interest documentation for the Community Space

This is on schedule to be completed by the end of September 2013.

4.45 24 September 2013

- 4.46 The report and drawings relating to the engineering assessments (item 1 above) have been completed but are not to hand with WDC. The reason for the delay is a result of a request from WDC to include a full seismic assessment to be undertaken. The complete package will be available to WDC on 23 September 2013.
- 4.47 The architect has advised that draft documentation relating to item 2 above will be available to WDC 20 September 2013.
- 4.48 Expressions of Interest documentation is on track for completion.

4.49 26 November 2013

- 4.50 WDC received written notification on 24 October 2013 that the Lottery Grants Board has approved a grant of \$647,538.55 (GST inclusive) for the restoration project. The uplifting of this money is subject to achieving certain milestones.
- 4.51 The engineering assessment has been completed and received by WDC. Works related to the restoration project have been included in the contract documentation.
- 4.52 Finalised contract documentation including updated schedules and estimates will be completed 27 November 2013. This will mean the documentation, upon final checking, will be available for tender.
- 4.53 The draft documentation for the restoration was forwarded to Historic Places Trust and KiwiRail mid October, although we still await signoff of these documents.
- 4.54 A fire design report has been prepared which outlines the minimum fire design requirements for these buildings based on proposed usage and size of buildings. However the final recommendation, due to the historic nature of the buildings is for the installation of a sprinkler system. This has been included in the documentation.
- 4.55 The Expressions of Interest document for Community Space Building No. 1 was issued mid October and is due to close 28 November 2013. At least seven sets of documents have been uplifted.
- 4.56 The Expressions of Interest document for the Commercial Space (Building 2) has been completed and will be issued 25 November 2013 with a closing date of 23 December 2013. This document will also be issued to targeted recipients as well as advertised.

4.57 Timelines

4.58 Project 1 – Building Restoration

The tender process for this project is scheduled for completion early January. This may however need to slide by 2-3 weeks to allow for the Christmas break.

4.59 Project 3 - Roothing Renewal

This project has been rescheduled by agreement to be completed in two parts. Services installation prior to Christmas (completed) and the physical road works immediately after Christmas.

4.60 Project 4 – Community Space

On target to complete the Expressions of Interest applications by the end of November.

4.61 Project 5

The Expressions of Interest timeline was for this process to be completed by the end of November. This has now slipped to the end of December, although at this stage it is believed most of the lost time can be made up.

4.62 6 March 2014

4.63 Approval of the draft drawings has been gained from the Historic Places Trust and KiwiRail. Final tender documentation will be forwarded when available so have final sign-off.

4.64 Documentation for building consent and tender purposes has proved extremely difficult to get across the line. The stumbling blocks being the:

1. treatment of the double skin brick walls in building 3; and
2. treatments of existing chimneys.

4.65 The issues around the double skinned related to achieving an economic structural solution without destroying the building fabric. The final solution is to recreate the interior lining on a timber framed wall.

4.66 The chimneys are a different story. Many solutions are easy, the issue being the need to meet the requirements to get structural sign-off by the engineer in relation to building producer statement. This apparently is an issue throughout New Zealand and affecting many restoration projects.

4.67 Working though this chimney issue has taken several weeks but is now to hand.

4.68 Several expressions of interest for the Community Space were received and provided to the Council Committee for review. At this stage no decision of useage has been made with the thought being to refurbish the area to the current layout.

4.69 No expressions of interest for the Commercial space have been received by WDC. Direct contact with individuals who showed original interest is to be undertaken.

4.70 Expressions of interest from contractors for the restoration project were received from three contractors, two from outside the district and one local builder. Due to this poor response the project will be forwarded to them but also publically tendered.

4.71 Timelines

4.72 Project 1 – Building Restoration

Due to the difficulties in completing documentation this project has now fallen well behind the timeline. Drawing/documentation is now progressing and will be lodged on 7 March 2014 for building consent and will be tendered the following week.

4.73 Project 3 – Roading Renewal

This project, after some starting difficulties, is now progressing well and will be completed in the next fortnight from the time of writing this report.

4.74 Project 4 – Community Space

Documentation relating to the refurbishment of the internal spaces will commence mid March after applying for building consent project 1.

4.75 Project 5 – Internal Refurbishment

This project is really dependent on useage and cannot be commenced until tenants are agreed.

4.76 An updated timeline/outstanding works for all projects will be tabled to Councillors at the Council meeting.

4.77 30 September 2014

4.78 Council at its meeting of 26 August 2014 considered a business paper summarising Council's position in respect to the Te Kuiti Railway Building Project as determined at the Council Workshop of 12 August 2014 and seeking formal resolutions of that position. Council resolved as follows:

- 1 *The report Te Kuiti Railway Building Project: Review of Scope of Works be received.*
- 2 *Council note and authorise the following variations of Scope, Timeline and Budget:*
 - (a) *The timeline for the development of the Plaza Design be rescheduled from the 2015/2016 financial year to the 2014/2015 financial year and that funding for this design work be funded from the Public Amenities Reserve Fund.*
 - (b) *The budgets for the development of the Plaza for the 2016/2017 to 2019/2020 financial years be accumulated into the 2016/2017 financial year and the works associated be undertaken as one project.*
 - (c) *The Band Rotunda be relocated from the Plaza within the 2014/2015 financial year with the costs of relocation being funded from the Public Amenities Reserve Fund.*
 - (d) *The installation of an Electricity Point within Rora Street at an appropriate location.*

- (e) *The consequential costs of \$10,800 associated with the installation of the Electricity Point be funded from the Land Transport Activity.*
- (f) *The timeline for Project 4 be consolidated from the 2013/2014 and 2014/2015 financial years along with the 2016/2017 and 2017/2018 financial years to a timeline falling in the 2014/2015 and 2015/2016 financial year's.*
- (g) *Council note that the amended timeline for Project 4 is subject to securing external funding of \$100,000.*
- (h) *The application of debt funding (being \$115,660) for use during the 2014/2015 and 2015/2016 financial years to allow Project 4 to be completed within the new timeframe.*
- (i) *The change in scope for the Railway Building Project to include physical linkage to the i-Site, with the work to be undertaken partly as a variation to Project 1 with the balance scheduled concurrent with the balance of Project 4.*
- (j) *Funding of the i-Site linkage, estimated at \$110,820, by loan.*
- (k) *The addition of a new access to Building 3 as a variation to Project 1 and funded to an estimated cost of \$16,350 by loan.*
- (l) *Option 2 for Project 5 (a restaurant/café/bar) be the preferred option on condition that –*
 - 1 *A Lessee arrangement for the premises is completed before works proceed.*
 - 2 *Arrangement of external funding.*
 - 3 *An appropriate Lessee contribution towards the internal refurbishment in line with the commercial value of the opportunity.*

Project 1 – Building Restoration

5.1 1 May 2014

- 5.2 The contract documentation and schedule for this project have now been completed with the documentation submitted for building consent on 21 March 2014.
- 5.3 Documentation has received final approval from both the Historic Places Trust and KiwiRail.
- 5.4 Tenders have also been called for, advertising on Tenderlink, Waikato Times and Waitomo News. Public tenders have been called for as only three expressions of interest for this work were received by WDC when previously sought.
- 5.5 With the Easter period falling within the tender period, the closing date has been set for 20 May 2014. This is marginally outside our deadline for uplifting funding from the Lottery Grants Board.

5.6 A letter explaining the reason for the delays in finalizing plans and tendering has been forwarded to the Lottery Grants Board requesting a 3 week extension of the deadline from 16 May 2014.

5.7 While it is estimated the construction period will take approximately six months, tenderers have been requested to submit a timeline for completion of the project.

5.8 27 May 2014

5.9 Outstanding issues regarding the building consent have now been resolved and the building consent for Project 1 has been issued.

5.10 As explained in 5.56 and 5.57 an application was submitted to the Lottery Grants Board requesting an approximate 3 week extension to our time for uplifting of funding. The Lottery Grants Board has confirmed our extension to 20 June 2014.

5.11 At the time of preparing this business paper, tenders had closed with three tenders being received. These are currently being assessed in preparation in submitting a report to the tenders sub committee.

5.12 25 June 2014

5.13 5.64 The Tenders Sub Committee has accepted a tender from DMC Builders (2003) Limited from Wanganui for the amount of \$788,672.01. This includes contingencies values that have been added to the tender.

5.14 Contract documentation is currently being finalised and signed.

5.15 The contractors visited the site on 17 May 2014 and spent the morning with Group Manager – Community Services for document signing and discussing contractual procedures etc.

5.16 The structural assessment for the canopy has one item related to the footings still to complete and identified works will be treated as a variation to project 1.

5.17 29 July 2014

5.18 At the time of writing this report the contractor was into his third week on site. Works to date have concentrated on:

- removal of the central area of the floor to building 1 for the new bearer and anchor piles. Due to connectivity difficulties this bearer will now be supported by all new piles,
- excavations for the new anchor piles / bearer on platform side of building 1. Again extensive rot has necessitated the replacement of several piles,
- excavations of chimney base for structural strengthening. Exposure of this based revealed the original footing to be loose concrete fill requiring removal and redesign of footing,
- window refurbishment in building 2

Photos of works to date will be available at the Council meeting.

5.19 The colour scheme options have been finalized and these are attached for Councilors reference. This has allowed the ordering of roofing materials.

5.20 The canopy excavations / investigations are now complete and documentation for structural strengthening is underway.

5.21 26 August 2014

5.22 The contractor is now making significant progress in a number of areas at the time of writing this report. Works at the present time are concentrated on:

- roofing of building 1 (almost complete) and the roofing of building 2
- sub floor piling and bearers to building 2. Again extensive rot has necessitated the replacement of several piles.
- identification of weatherboards to be replaced
- finalizing the details between the platform and building 1
- agreement on paint colours and on site paint preparation

5.23 30 September 2014

5.24 Approval is currently being sought from the HPT for the linkage between Building 1 and the i-Site as well as the replacement of the fire place in Building 2 with a gas fired option, but keeping the external and internal appearance of the chimney. We await there reply.

5.25 Approval from the HTP has been granted for the final structural strengthening of the canopy. Working drawings for this work are complete and are currently being priced by the contractor.

5.26 Further significant works have been made since the August report to Council and include

- completion of the subframe works including piling to building 2
- relevening of building 2, which relevened the floor by 25-35mm. Any work further relevening would require lifting the whole building, rebuilding the subframe and extensive repair works on all openings
- extensive amount of painting undertaken
- weatherboard replacement
- Steel framing to support chimney to Building 1
- Subfloor insulation and ground lining building 1 & 2

5.27 29 October 2014

5.28 Progress has again been significant as the weather has been kind to the development since the September 2014 report. Works have included

- excavations of the footings for the building 1 structural strengthening portal frame
- completion of the bracing walls associated with the building 1 chimney, including exterior cladding
- roof guttering partially installed
- installation of new window building 2 and replacement doors where specified

- removal of the roofing on the canopy
- re-glazing of windows where necessary is underway
- painting is progressing well
- canopy roof removal has been undertaken in preparation of the installation of the skylights
- Canopy existing frames have been sand blasted and undercoated
- Cabling for canopy lights and cameras has been installed while access is available with the roof removed.
- Portal strengthening for the canopy is currently being manufactured
- Building 3 structural plans are complete and implementation of internal works to building 3 is commencing

5.29 **25 November 2014**

5.30 The contractor requested some time away from the site for personal reasons for many of the staff from 12 November 2014 to Monday 24 November 2014. A skeleton staff have been available during this time.

5.31 Five construction items remain for building 1

- installation of the central portal (new work)
- lightweight concrete to chimney
- fire sprinkler control
- minor floor repairs
- minor roof completion

5.32 Three construction items remain for building 2

- Chimney rebuild (new work)
- fire sprinkler control
- minor floor repairs

5.33 Building three works are yet to be undertaken and are scheduled to begin Monday 24 November 2014. This work was not individually itemized at time of tender and was not scheduled into the contract period.

5.34 This work is a major project in its own right and involves new internal perimeter walls, structural bracing, new main door through brickwork and internal wall replacement. The extent of work required an amendment to the building consent.

5.35 Three construction items remain for the canopy

- Structural strengthening (new work since tendering)
- fire sprinkler control
- roof installation
- gutter overlay
- skylight installation

5.36 It is to be noted that work on the canopy, especially associated with the roof, can only be undertaken on Mondays due to a KiwiRail requirement and this severely impacts on the timeline for the canopy works.

5.37 16 December 2014

5.38 The week of the 8 December 2014 has seen a full compliment of staff and contractors on site, with good progress being made.

- buildings 1 & 2 are predominately complete with the fireplaces to construct in building 2, portal installation in building 1 and concreting of the building 1 chimney to complete
- Portal installation is due to completion 10 December 2014
- Canopy internal guttering has been completed
- At the time of writing this business paper, 50 % canopy roof was completed with the balance due for completion 10 December
- The steel portals for the canopy are installed
- Final painting is underway
- Building 3 is yet to commence

5.39 Currently the effects of the "unknowns", and resulting delays in completion, on the Preliminary and General component of the contract are under discussion which will have an impact on costs.

Project 2 – Plaza Redevelopment

6.1 Works associated with the roading redevelopment have been completed.

6.2 The bollards removed during this project have been replaced with new bollards, with those removed scheduled to be refurbished for use at a later stage.

6.3 No further works have been undertaken.

6.4 9 July 2014

6.5 During the Reference Group workshop on this project the issue of the future of the band rotunda was discussed, with the overwhelming opinion being the band rotunda should be removed from the plaza.

6.6 Should the band rotunda remain it will be required to be fully fire protected with sprinklers as part of the project.

6.7 The Brook Park Inc. has indicated that they would be keen to have the structure positioned in Brook Park. Before any removal is undertaken, investigation is required into how this structure was funded and constructed so that discussions can be undertaken with potential relevant parties.

6.8 Council is asked to confirm that this structure can be removed from the plaza area, which will enhance the potential use of building 3.

6.9 26 August 2014

6.10 A business paper (Doc No. 342375) was presented to Council summarising the workshop material presented to Councillors at the workshop of the 12 August 2014 and seeking confirmation of the outcomes. (Refer to Paragraph 5.81 above)

6.11 30 September 2014

- 6.12 Mansergh Graham are currently updating the plaza proposal to incorporate all the proposed building usage changes and accessway changes.

Project 3 – Roading Renewal

- 7.1 Completed.

Project 4 – Community Space

- 8.1 Councils working group for this project have advised to proceed with the refurbishment of the internal areas of building 1, utilizing the existing layout and door access.
- 8.2 An assessment of existing electrical services within building 1 is currently underway.
- 8.3 An assessment of the additional structural strengthening of building 1 is currently underway.
- 8.4 A timeframe of 30 May 2014 has been agreed with the Architectural and Engineering service providers for the completion of contract documentation for the internal refurbishment building 1.
- 8.5 No decisions have been made in relation to building 3, the other community space building.
- 8.6 A report on the structural strengthening has been completed and will be incorporated into the architectural drawings/documentation currently being prepared. This will require an additional support wall in the building and new gib brace lining.
- 8.7 A structural assessment of the canopy is underway with the view to include this work in the Restoration Project.
- 8.8 **25 June 2014**
- 8.9 Draft construction drawings and specifications have been completed and are being worked through. Councils working committee is to finalise information related to doorways.
- 8.10 Instructions have been issued to the Quality Surveyors to prepare tender schedules and pre tender estimate.
- 8.11 **29 July 2014**
- 8.12 Draft contract documentation has been completed for the internal restoration of building 1.
- 8.13 A quantity surveyors estimate for this work has been established at \$148,200. While some of this work is structural strengthening and may be swung to the

main contract, Councilors need to consider how this project is to be funded to allow the project to proceed.

- 8.14 The initial budget estimate for this work as well as the community space in building 3 was \$214,500, being spread over 5 years from 2013/2014 financial year and funded through WDC loan, as the work was originally programmed as a minor repair with full refurbishment a few years later.
- 8.15 The extent of structural works that are required in relation to this building means that all the works are required to be undertaken as a single project.
- 8.16 While no external funding was programmed for this work it was always envisaged an application to Trust Waikato would be made who will assist in making areas available for community groups, with the balance being loan funded. A decision on occupancy is required to allow any funding applications to be presented.
- 8.17 The following budgets have been approved to date, being \$47,000 in 2013/2014 and \$34,000 in 2014/2015, making a total of \$81,000 available. To date design costs have been absorbed into Project 1 fees.
- 8.18 The unfunded part of this project currently stands at \$67,000
- 8.19 A new entrance sketch to building three has also been developed and forwarded to HPT for approval. This is proposed to the side of building 3 to maintain the heritage view of the building frontage. Once approval has been granted this work will be incorporated in the restoration project currently underway.

8.20 26 August 2014

- 8.21 A business paper (Doc No. 342375) was presented to Council summarising the workshop material presented to Councillors at the workshop of the 12 August 2014 and seeking confirmation of the outcomes. (Refer to Paragraph 5.81 above)

8.22 30 September 2014

- 8.23 A proposal for the linking of the building 1 community space and the i-Site has been completed by the architect and submitted in principal to the HPT for approval. A copy of this sketch is attached to and forms part of this business paper for Councilors' information.
- 8.24 Council at its meeting of 26 August 2014 considered a business paper summarising Council's position in respect to the Te Kuiti Railway Building Project as determined at the Council Workshop of 12 August 2014 and this identified that \$100,000 of external funding was required for the community space project to proceed.
- 8.25 At the time of these two meetings it was envisaged that this external funding could be available from the NKCDT. It is now apparent that Project 4 does not meet the criteria for this fund.
- 8.26 An application to Trust Waikato has been made for the sum of \$38,000, being 10% (maximum funded) of the total estimated value of Project 4. The outcome of this funding round is made available December 2014.
- 8.27 Should WDC be successful, other sources of funding will still be required for the balance of \$62,000

8.28 29 October 2014

- 8.29 Historic Places Trust approval has been gained for the linking of Building 1 and the i-Site
- 8.30 Detailed measuring to produce these plans is to be undertaken on the 28 October 2014 and the access through building 1, once detailed, will be included as part of Project 1.

8.31 25 November 2014

- 8.32 On Tuesday 18 November 2014 a site meeting was held with the Mayor, Deputy Mayor, chief Executive, Group Manager Community Services and Group Manager customer Services to ensure that layouts of the community space was fit for purpose moving forward for Waitomo District Council.
- 8.33 This meeting took into account
- functionality and usability of the spaces within buildings 1 & 3
 - the interaction with the i-site and WDC's potential for joined up facilities
 - promotion of the hub concept in central Te Kuiti
 - potential users and how they would use the space
 - meeting spaces
 - potential use by Wintec (still to provide requirements)
 - the requirements of access for various parties and times of operation
- 8.34 This meeting resulted in considerable recommended changes to the internal fabric of buildings 1 & 3 and attached to and forming part of this agenda are free sketches outline these proposals these proposals.
- 8.35 The changes to building 1 create a space link to the i-site that will allow WDC to improve its services to the public through providing a hub for WDC activities. Three other community spaces are created of varying sizes.
- 8.36 The changes to building 3 are about increasing the functionality of the space, allowing areas to be operated at differing times.
- 8.37 These amendments do impact on timelines and budgets and in particular procuring the consultancy time to undertake the structural assessment of the changes and production of working drawings by the architect and engineer. This has been an ongoing issue due to the heavy workload within these fields by all practitioners.
- 8.38 Historic Places Trust approval will also be necessary for the link between the buildings 1 and 1A.
- 8.39 The redesign related to Building 3 is the most urgent due to the existing contract works being programmed to commence on Monday 24 November and the proposed changes impact on these. Instructions have been forwarded to the consultants on 19 November 2014.

8.40 16 December 2014

- 8.41 Discussions have been ongoing with Wintec with draft layout plans of building 3 being forwarded to them. To date we have not received any internal requirements specification from Wintec.

- 8.42 Preliminary engineering structural strengthening drawings and architectural drawings for buildings 1 & 3 have been completed to take account of the internal wall changes reported to Council in November. These are attached to and form part of this agenda item.
- 8.43 As previously reported the internal works associated with building 3 will be incorporated into the existing contract as most of the work requires complete internal reconstruction of the internal walls to undertake the structural strengthening.
- 8.44 Full contract documentation for the internal works to building 1 are nearing completion

Project 5 – Commercial Space Internal Refurbishment

9.1 This project is on hold awaiting confirmation of a commercial tenant.

9.2 29 July 2014

- 9.3 A preliminary high level layout for building 2 has been commissioned to facilitate future commercial negotiations, but also to allow identification of any required external modifications – eg doorways that will allow an application to the Historic Places Trust for approval.
- 9.4 It is the intention once approval from the HPT is granted that the external wall modifications will be included in the current project works.
- 9.5 This high level plan will include a restaurant / café at the northern half, a toilet block servicing the restaurant and other commercial activities and two retail outlets. These will require new external access requiring approval from HPT

9.6 26 August 2014

9.7 A business paper (Doc No. 342375) was presented to Council summarising the workshop material presented to Councillors at the workshop of the 12 August 2014 and seeking confirmation of the outcomes. (Refer to Paragraph 5.81 above)

9.8 30 September 2014

- 9.9 An expression of interest has been received from a prospective lessee for the café/ bar/ restaurant.
- 9.10 A detailed design for the layout is now being prepared based on option 2 of the feasibility report, to be used in negotiations for the lease and also for a funding application to NKCDT and HPT signoff.
- 9.11 A copy of the draft proposed layout is attached to and forms part of this business paper for Councillors information.

9.12 29 October 2014

- 9.13 A detailed plan of the proposed kitchen is currently being prepared and once completed over the coming days, negotiations with the proposed tenant will commence.
- 9.14 A funding application to the NKCDT for \$100,000 for Project 5 is currently being prepared.
- 9.15 Project 1 includes the structural refurbishment of the fireplace within Project 5, Building 2. Due to the complexity and cost involved in refurbishing / structurally strengthening the chimney, the Historic Places Trust have approved the removal of the existing structure and the rebuilding of a new fire place with a similar footprint and upper chimney

9.16 25 November 2014

- 9.17 Two meetings have been held with the prospective tenant for building 1. The first meeting was an introduction meeting to discuss process and overall concepts.
- 9.18 The key messages from this first meeting was:
- need to finalize a layout over the next 2-3 weeks, noting that the layout is predominately a WDC project and must be suitable in the future for another operator to be running the complex
 - before the end of December 2014 a commitment letter (pre lease) is to be developed and sign which will outline the terms of the lease
 - Lease to be finalized by the end of February
 - WDC timeline has the building development tendered prior to the end of February (note this is very tight in relation to getting the necessary documentation completed. – the Engineers are currently working on the structural side of this development, the Architect can not proceed until the concepts are finalized)
 - WDC timeline for project completion being end of September / October.
- 9.19 Working drawings will not commence until the “commitment Letter” is agreed and signed.
- 9.20 The second meeting was held on site on 12 November 2014 to again review the concepts so as to put everything into the context of the current state of works.
- 9.21 A third meeting is programmed for the week of the 24 November. The outcome of that meeting should finalise the development planning.
- 9.22 Instructions have also been given to Tompkins Wake lawyer to begin the preparation of commercial lease document.

9.23 16 December 2014

- 9.24 On going discussions have been held with the preferred operator and an amended layout, especially associated with the kitchen is nearing finalisation. The finalised plans are attached to and form part of this business paper.
- 9.25 It is anticipated that a letter of intent will be finalised before the Christmas break to allow working drawings to be commenced (also subject to other external funding)

- 9.26 A funding application has been prepared and submitted to the North King Country Development Trust for \$100,000 to assist with the development of Project 5 – Commercial Space.
- 9.27 The Chief Executive and Group Manager Community Services spoke to the application at the meeting of the Trust on 9 December 2014. At the time of writing this report we await the outcomes of the funding request.
- 9.28 A copy of the power point presentation made to the Trust is attached to and forms part of this business paper.

Work Plan / Timeline / Budget

- 10.1 A revised work plan outlining key milestones is attached to and forms part of this business paper. Blue indicates the original timeline. Pink indicates actual timelines.

10.2 26 August 2014

- 10.3 A business paper (Doc No. 342375) was presented to Council summarising the workshop material presented to Councillors at the workshop of the 12 August 2014 and seeking confirmation of the outcomes. (Refer to Paragraph 5.81 above)

10.4 30 September 2014

- 10.5 The timelines presented to Council at the workshop of the 12th August 2014 and confirmed 26th August 2014 are extremely tight and rely heavily on sourcing external funding to complete the projects.
- 10.6 At the present time projects are on track to this timeline.

10.7 29 October 2014

- 10.8 The complexity of providing an acceptable strengthening solution and the extent of work now required to building 3, means that this section of the restoration project will not be completed until the end of December 2014. Most other works associated with Project 1 will be completed early November, approximately 2 weeks behind schedule.
- 10.9 Due to the extent of Project 1 works associated with building 3, the internal refurbishment (Project 4) of building 3 will be substantially completed as part of Project 1. Building 3 internal refurbishment was scheduled for completion August 2015 but this will now be early 2015.
- 10.10 The balance of Project 4 (building 1) is on hold pending the outcomes of the Trust Waikato application, due out early December 2014.

- 10.11 Project 5, commercial space is on schedule.

10.12 25 November 2014

- 10.13 The new programme received from the contractors shows that all works will substantially be complete for Project 1 by the end of November 2014, the exceptions being:

- Painting – predominately completed first week December
- Roofing first week December
- Steel works – canopy portals second week December

10.14 A timeline for the extensive refurbishment of building 3 is yet to be completed but the balance of the works (buildings 1 & 2) within the restoration project have been completed approximately 4 weeks longer than that reported to Council on 12 August 2014.

10.15 16 December 2014

10.16 A timeline to complete the extensive structural works associated with building 3 has been received from the contractor with a completion date being the end of February, taking account of the Christmas break. This means the overall contract has slipped by approximately 4 months, but consideration must be given to the extensive amount of additional works identified since starting the project. This slippage is the reason for the discussions related to preliminary and General.

10.17 By the 24 December predominately buildings 1, 2 and the canopy will be completed.

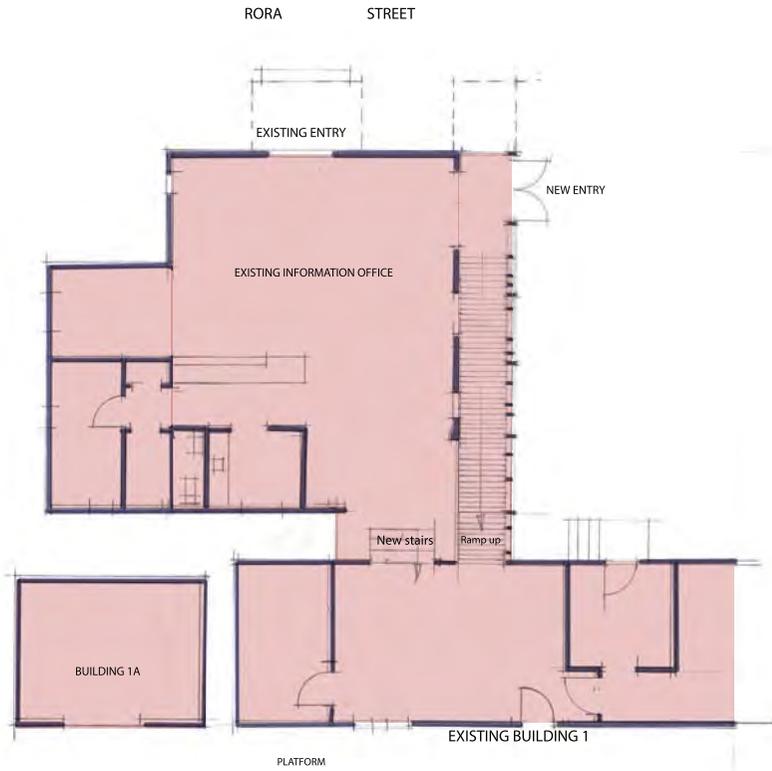
Suggested Resolution

The Progress Report: Te Kuiti Railway Building be received.



JOHN DE LUCA
GROUP MANAGER – COMMUNITY SERVICES

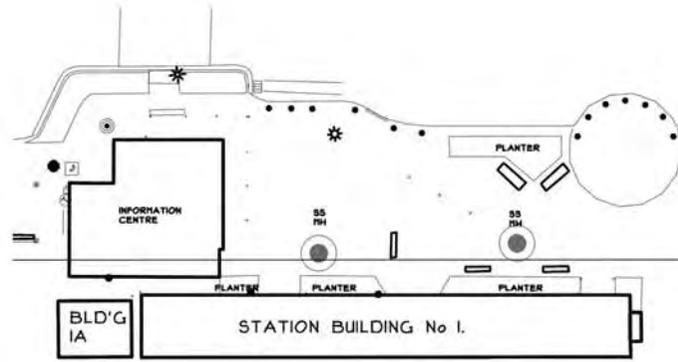
December 2014



PROPOSED PLAN



PROPOSED ELEVATION



SITE LOCATION PLAN



EAST ELEVATION SHOWING NEW OPENING (INFORMATION OFFICE SHOWN DASHED)

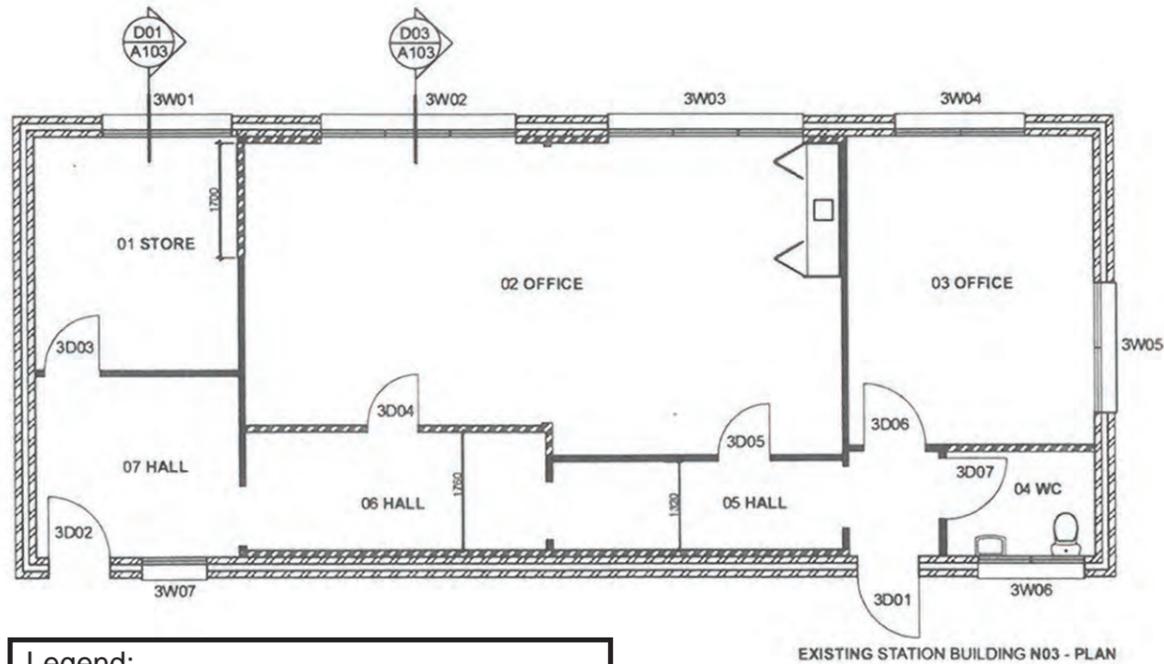


EAST ELEVATION SHOWING NEW WALKWAY ADJACENT TO EXISTING INFORMATION OFFICE

TE KUITI RAILWAY STATION
PROPOSED LINK BETWEEN
EXISTING INFO OFFICE
AND BUILDING 1

MATTHEWS & MATTHEWS
ARCHITECTS LTD

SEPTEMBER 2013



Legend:

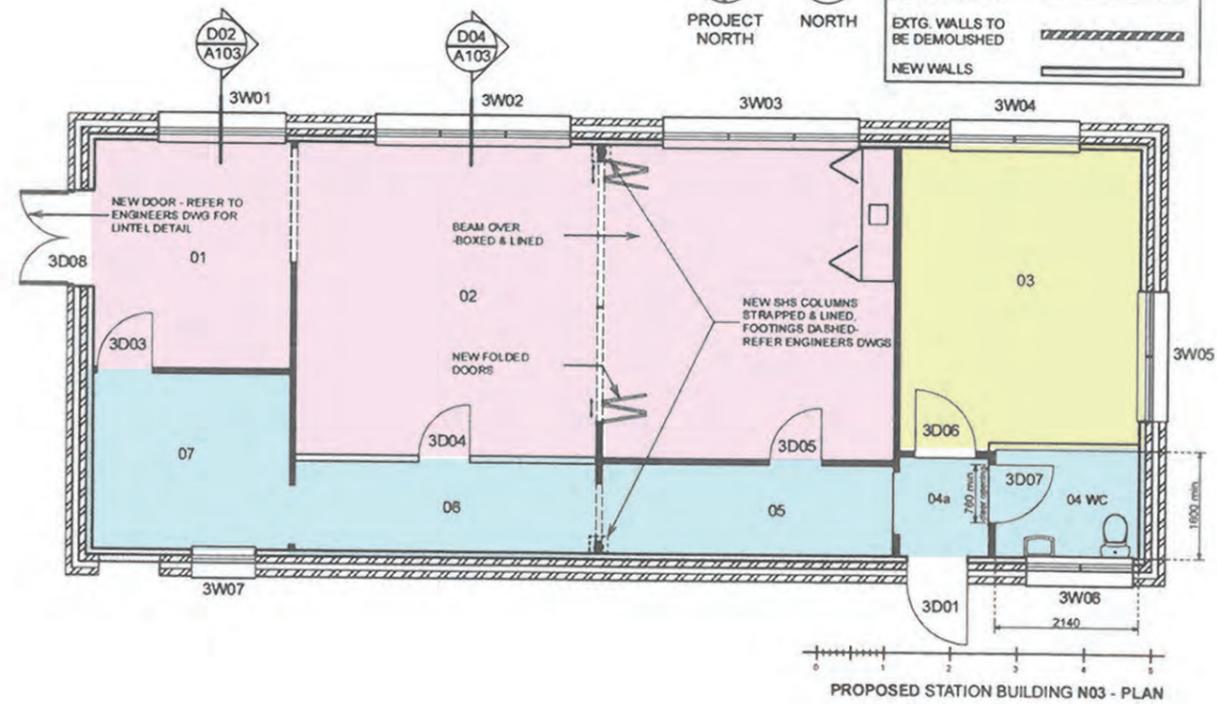
 Amenity Area	 Community Space 2
 Community Space	

KEY:

	EXISTING WALLS
	EXTG. WALLS TO BE DEMOLISHED
	NEW WALLS

PROJECT NORTH

NORTH



M M A
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 ARCHITECTS LTD
 PH 379 2282 - WWW.MMARCHITECTS.CO.NZ
 P.O. BOX 108-166 SYMONDS STREET AUCKLAND

PRELIMINARY ISSUE

PROJECT
 TE KUITI RAILWAY
 PROPOSED ALTERATIONS

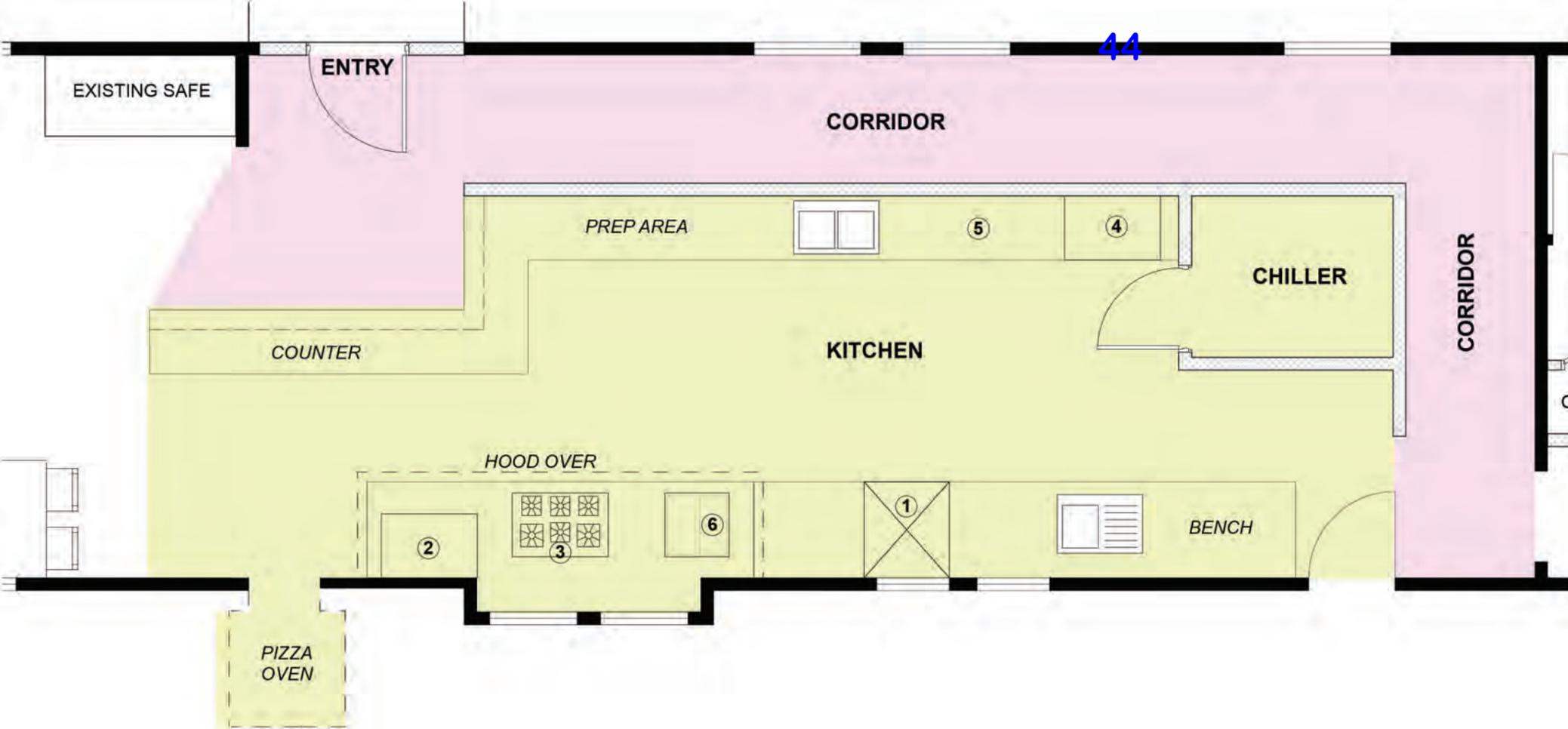
STATION BUILDING N03
 RORA ST, TE KUITI

DRAWING TITLE
 EXTG. & PROPOSED STATION
 BLD N03 PLANS & DETAILS

DO NOT SCALE.
 CONTRACTOR TO VERIFY ALL DIMENSIONS ON SITE

REV NO	REV
YEAR	REV
ISSUE/REV	BY
ISSUED	DATE
CAD FILE	Te Kuiti Train Station A1031A1.dwg

Scale Drawing NO
 1:5, 1:50 @ A1 A 103



Legend:

- Access & Utilities
- Kitchen

LEGEND:

EXISTING WALLS

NEW WALLS

KEY:	
1.	ABOVE BENCH DISHWASHER
2.	WALL MOUNTED SALAMANDER GRILL
3.	6 HOB GAS COOKER
4.	BAK BAR E32 OVEN ON BENCH
5.	UNDER BENCH PREP FRIDGE
6.	DEEP FRYER - TWIN TUB
NOTES:	

M M A

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PRELIMINARY ISSUE

PROJECT
TE KUITI RAILWAY
PROPOSED ALTERATIONS

STATION BUILDING NO3
RORA ST, TE KUITI

DRAWING TITLE
PROPOSED KITCHEN PLAN

DO NOT SCALE.
CONTRACTOR TO VERIFY ALL DIMENSIONS ON SITE

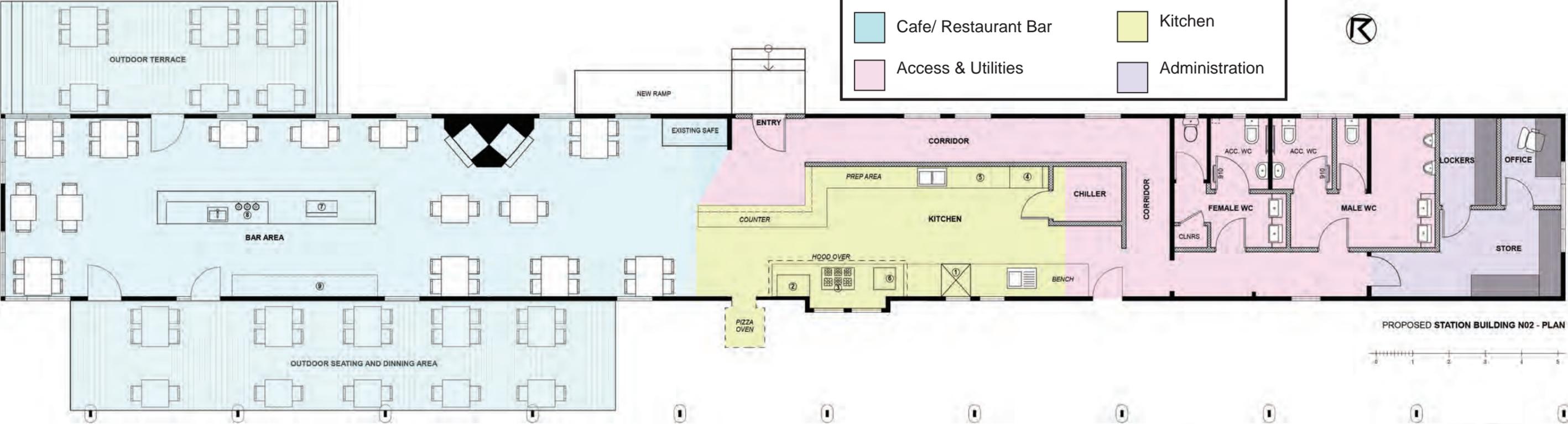
REV NO: 0010
YEAR: 2014
ISSUE/REV: 01
ISSUED: 8/12/2014
CAD FILE: Te Kuiti Train Station-01121411.plt

Scale: Drawing NO.
1:25 @ A1 A 104

EXISTING STATION BUILDING N02 - PLAN

Legend:

	Cafe/ Restaurant Bar		Kitchen
	Access & Utilities		Administration



PROPOSED STATION BUILDING N02 - PLAN



LEGEND:

EXISTING WALLS 

NEW WALLS 

KEY:	
1.	ABOVE BENCH DISHWASHER
2.	WALL MOUNTED SALAMANDER GRILL
3.	6 HOB GAS COOKER
4.	BAK BAR E32 OVEN ON BENCH
5.	UNDER BENCH PREP FRIDGE
6.	DEEP FRYER - TWIN TUB
NOTES:	

M M A

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PRELIMINARY ISSUE

PROJECT
 TE KUITI RAILWAY
 PROPOSED ALTERATIONS

STATION BUILDING N03
 RORA ST, TE KUITI

DRAWING TITLE
 PROPOSED KITCHEN PLAN

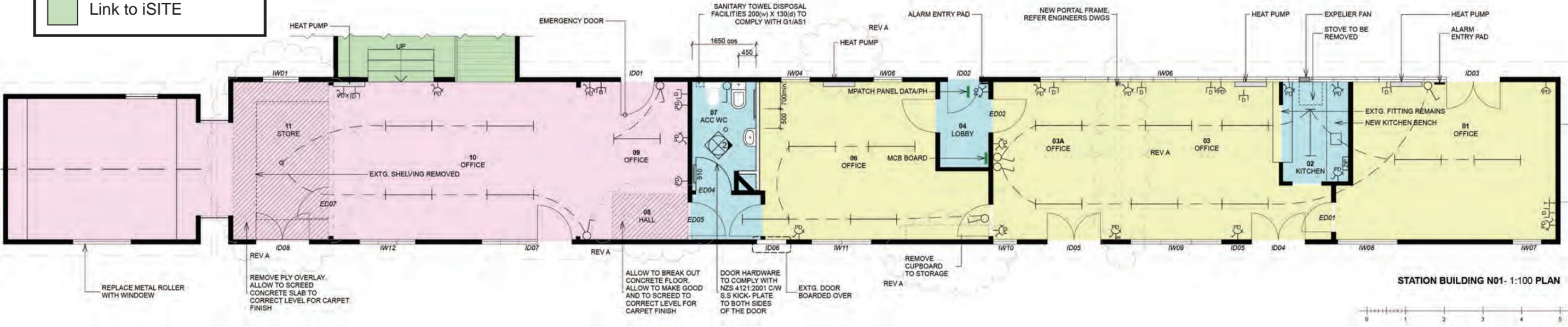
DO NOT SCALE.
 CONTRACTOR TO VERIFY ALL DIMENSIONS ON SITE

REF NO:	#010
YEAR:	####
ISSUE/REV:	01
ISSUED:	01/12/2014
CAD FILE:	Te Kuiti Train Station-0312143.pln

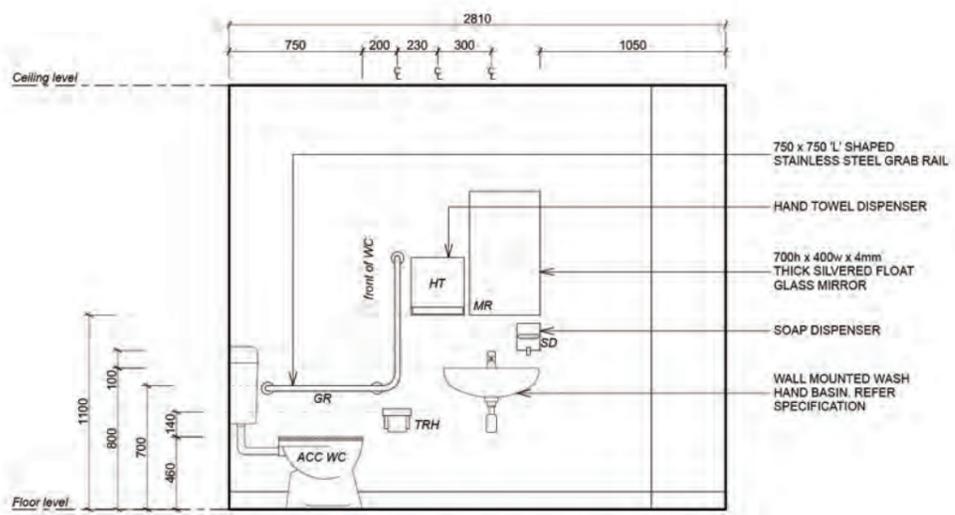
Scale Drawing NO.
 1:50 @ A4 A 100

Legend:

- Community Space
- Community Space and WDC Services Space
- Access and amenity areas
- Link to iSITE



STATION BUILDING N01- 1:100 PLAN



STATION BUILDING N01-ACC WC 07 - 1:20 INTERIOR ELEVATION 02

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PRELIMINARY ISSUE

PROJECT
 TE KUITI RAILWAY
 PROPOSED ALTERATIONS

STATION BUILDING N03
 RORA ST, TE KUITI

DRAWING TITLE
 PROPOSED KITCHEN PLAN

DO NOT SCALE. CONTRACTOR TO VERIFY ALL DIMENSIONS ON SITE

REF. NO.	#Pin
YEAR	###
ISSUE/REV	02 REV A
ISSUED	8/12/2014
CAD FILE	Te Kuiti Train Station-0112148.pln

Scale: Drawing NO.
 1:20, 1:50 @ A1 A 100

NORTH KING COUNTRY DEVELOPMENT TRUST

Funding Assistance Application



Creating a better future with vibrant communities and thriving business.

Te Kuiti Railway Buildings Restoration and Refurbishment



Creating a better future with vibrant communities and thriving business.

Background

- Buildings are publically owned
- Long term land lease over land (building footprint)
- Buildings are historically significant, (classified Category B heritage status).
- Buildings were poorly maintained
- Visually detrimental to the image of Te Kuiti township.



Location Map



	<p align="center">Te Kuiti Railway Buildings (enlargement) Photos from Public Access Areas</p> <p>Original Size: A3 Units: Meters</p>	<p>Printed: 14/05/2013 Author: CW</p> <p><small>Digital map data sourced from Land Information New Zealand. CROWN COPYRIGHT RESERVED. The information displayed in the GIS has been taken from Waitomo District Council's databases and maps. It is made available in good faith but its accuracy or completeness is not guaranteed. If the information is relied on in support of a resource consent it should be verified independently.</small></p>
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The Hub Concept

- The 'Hub' is a significant community investment.
- KiwiRail limited arrangement to 'Council' owned basis (buildings remain a community asset to benefit future generations).
- The community and commercial aspects of the 'Hub' will stimulate economic and community activity



The Hub Concept

- Building 1
 - Linked to Visitor Information Centre iSITE
 - Will include WDC services and a community space for local art groups
- Building 2
 - Commercial space
 - Create Café / Restaurant / Bar business
- Building 3
 - Community space
 - Create usable space for community use e.g. Wintec



Restoration Project

- Restoration of buildings external fabric and structural strengthening of all buildings
- Assistance available from the Lottery Environment and Heritage Fund
- Work is underway and progressing well
- Timeframe for completion is end February



Restoration Project



Before



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Restoration Project



During



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Refurbishment Projects

- refurbishment of the interior of the building.
- Creating a package of usable spaces to be made available to wider community and commercial users.
- WDC ownership of development and concept.



Refurbishment Projects - Building 1 and i-Site

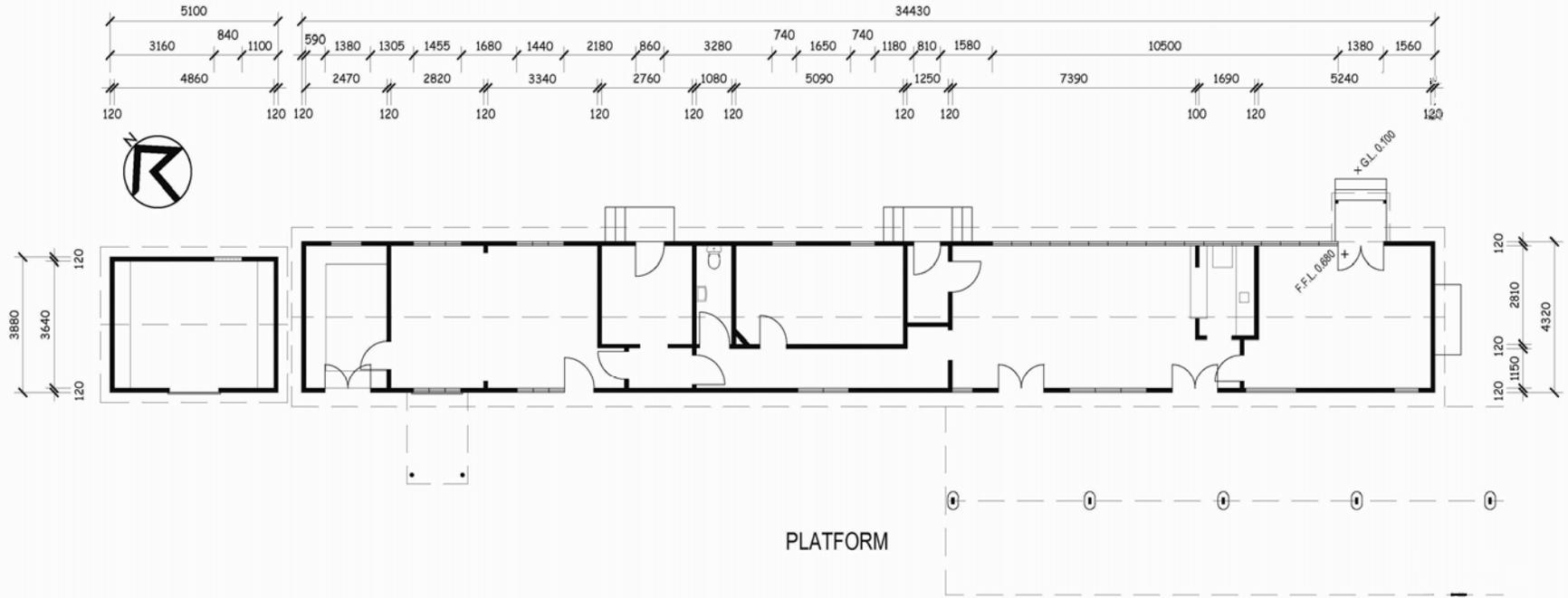
- Link Building #1 and existing i-SITE
- Creating usable community spaces for groups like the *Waitomo Society of Arts*.
- In the future – option to deliver WDC services in a Mainstreet.



Building 1 and i-SITE



Creating a better future with vibrant communities and thriving business.



STATION BUILDING No.1

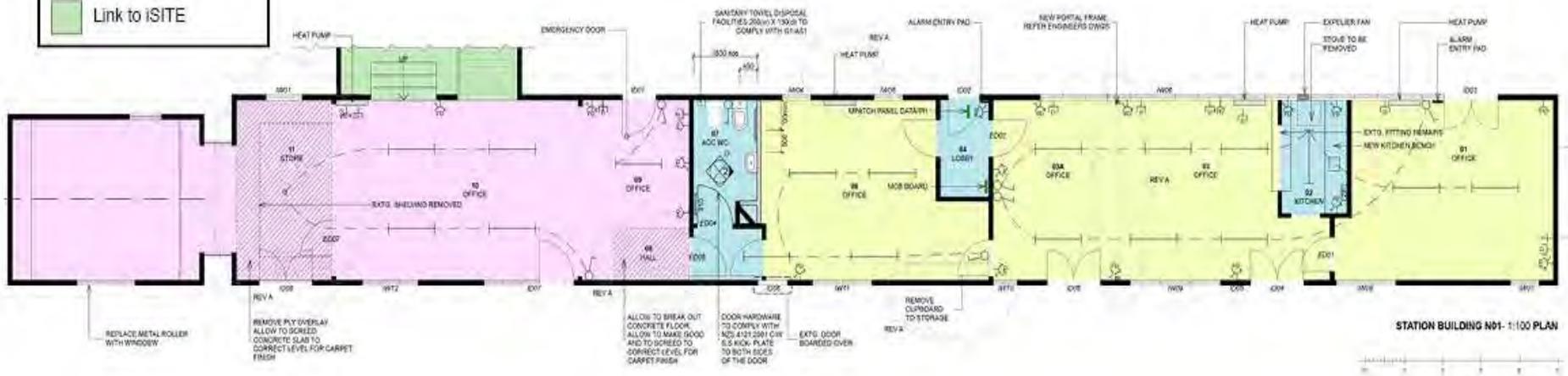
<table border="1"> <tr> <th>NO.</th> <th>DESCRIPTION</th> <th>DATE</th> <th>BY</th> <th>CHECKED</th> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	NO.	DESCRIPTION	DATE	BY	CHECKED						<p>BUILDING LAYOUT KEY</p> <p>Information Ct</p> <p>SB1 SB2 CTCJ</p>	<p>Laura Kellaway Architect & Heritage Consultants • Hamilton • New Zealand •</p>	<p>TE KŪITI RAILWAY STATION</p> <p>FLOOR PLAN - STATION BUILDING No. 1</p>	
	NO.	DESCRIPTION	DATE	BY	CHECKED									
<p>1:120 @ A3 OCT 2012 01/1</p>														

Refurbishment Projects - Building 1 and i-Site Linkage

Legend:

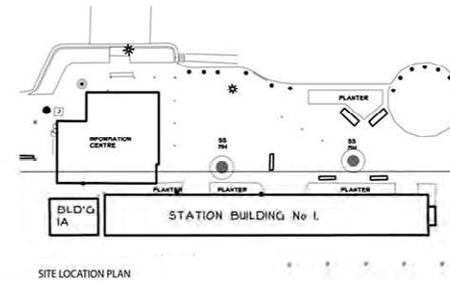
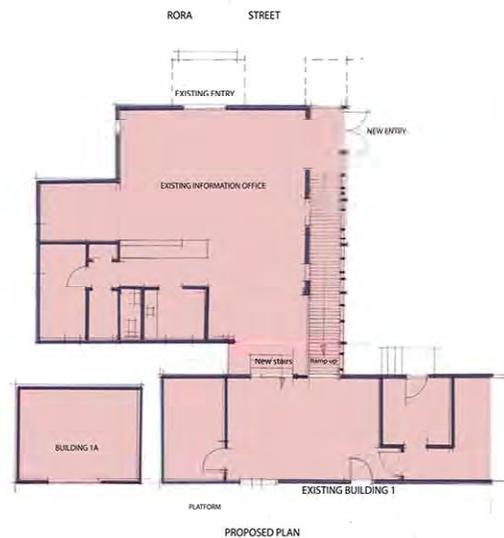
-  Community Space
-  Community Space and WDC Services Space
-  Access and amenity areas
-  Link to iSITE

← PROJECT NORTH



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Refurbishment Projects - Building 1 and i-Site Linkage



TE KUITI RAILWAY STATION
PROPOSED LINK BETWEEN
EXISTING INFO OFFICE
AND BUILDING 1

MATTHEWS & MATTHEWS
ARCHITECTS LTD

SEPTEMBER 2013



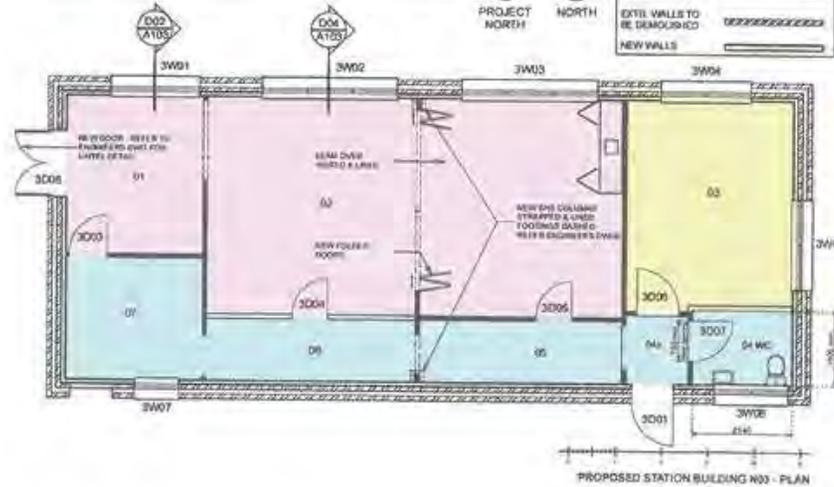
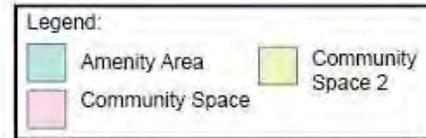
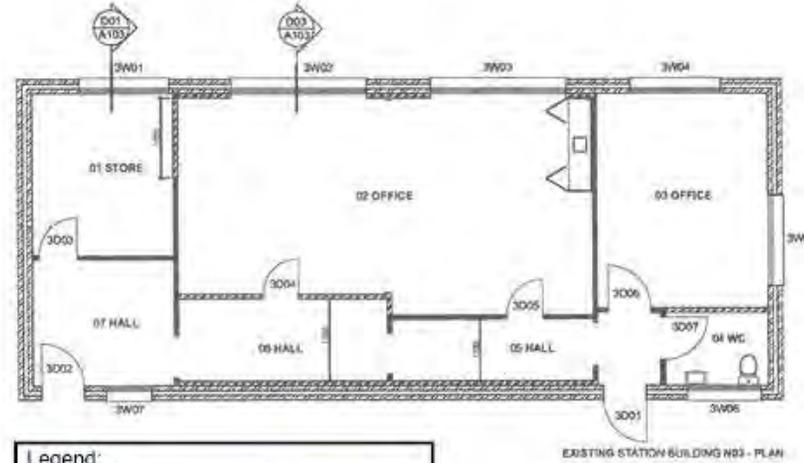
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Refurbishment Projects - Building #3

- Community space is ideal for use as:
 - Meeting room for hire
 - Wintec base - for provision of tertiary courses from Te Kuiti.
 - Registration of interest from Māori Wardens for use of office space.



Refurbishment Projects - Building 3



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Refurbishment Projects - Building 2

Café/Restaurant/Bar

- Commercial venture to generate revenue for the sustainability of the overall hub concept.
- WDC ownership with operator providing services from the Café/ Restaurant Bar.
- WDC is seeking funding assistance from NKCDT for the internal refurbishment of Building 2
- Outcome sought – the establishment of Café/ Restaurant Bar.



Refurbishment Projects - Building 2

Café/Restaurant/Bar

- Feasibility for venture undertaken by Bruce Maunsell as a specialist consultant
- Feasibility included as part of application material.
- WDC have identified operator and negotiations are ongoing.
- Finalised layout and operator 'intent letter' to be completed before Christmas break.

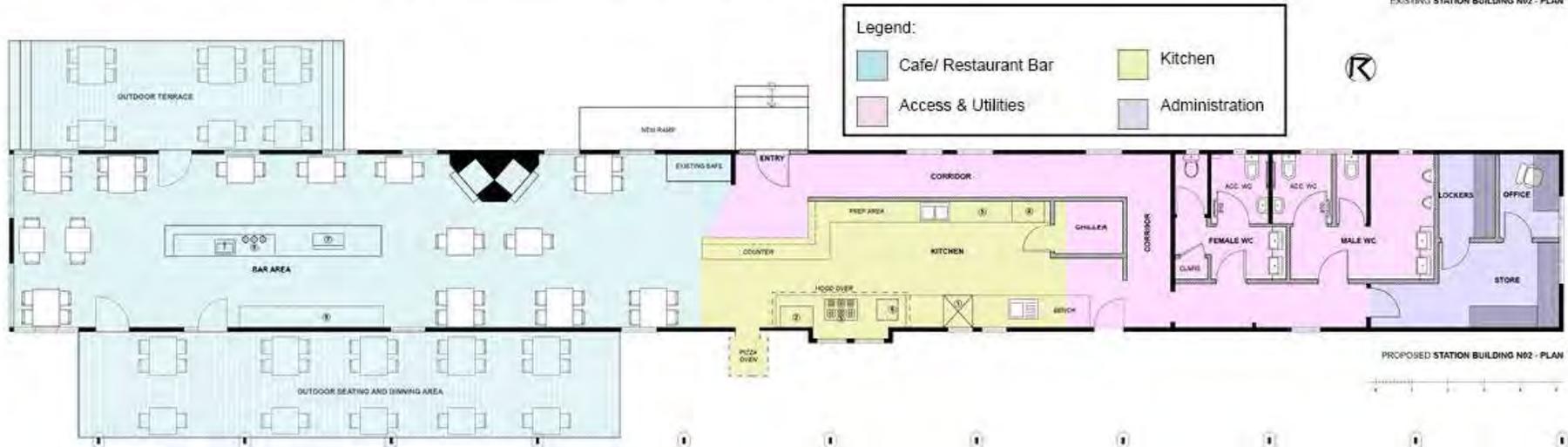


Refurbishment Projects - Building 2

Café/Restaurant/Bar



EXISTING STATION BUILDING N02 - PLAN



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Refurbishment Projects - Building 2 Café/Restaurant/Bar

- NKCDT Funding Criteria
- ***“Promote Economic Development”***
 - WDC believes the creation of the central hub and especially the café/ restaurant/ bar will **stimulate activity** within central Te Kuiti; and
 - Provide an **attractive environment** that will entice the development of new business.



Refurbishment Projects - Building 2

Café/Restaurant/Bar

- NKCDT Funding Criteria
- ***“Establish New Jobs”***
 - The feasibility analysis indicates that the potential for new job creation in the town is six full time and eight part time, depending on the season.



Refurbishment Projects - Building 2

Café/Restaurant/Bar

- NKCDT Funding Criteria
- ***“Increase Business Activity”***
 - All businesses within the Te Kuiti business area will benefit from the anticipated increase in foot traffic; and
 - A revitalised and vibrant hub that will instil a sense of pride in Te Kuiti.



Refurbishment Projects - Building 2

Café/Restaurant/Bar

- NKCDT Funding Criteria
- ***“Promote North King Country as an attractive place to live and do business”***
 - The creation of a new business area situated in a ‘vibrant Hub’ will improve Te Kuiti and make the town a more attractive place where people will want to live, do business and shop locally.



Refurbishment Projects - Building 2

Café/Restaurant/Bar

- NKCDT Funding Criteria
- **“Other”**
 - WDC believe the establishment of this vibrant hub will promote the culture and history of the Te Kuiti.
 - The commercial activity will bring about economic benefits to Te Kuiti.



Refurbishment Projects - Building 2

Project Economics

- **Refurbishment Costs**

Contract documentation	25,800
Commercial tenancy	25,000
Internal building renewals*	201,330
Internal specialist fit-out*	<u>140,520</u>
Total Project Cost	\$ 392.650

* based predominately on QS figures



Refurbishment Projects - Building 2

Project Economics

- **Refurbishment Funding**

WDC Loan funding (confirmed)	248,130
Lessee internal furnishings	
Contribution	44,520
Proposed NKDT Funding	<u>100,000</u>
Total Project funding	\$ 392,650



Conclusion

- thank you for considering our application and are happy to answer questions



Creating a better future with vibrant communities and thriving business.

Document No: 351864

File No: 037/043

Report To: Council**Meeting Date: 16 December 2014****Subject: Motion to Exclude the Public for the Consideration of Council Business****Purpose of Report**

- 1.1 The purpose of this business paper is to enable the Council to consider whether or not the public should be excluded from the consideration of Council business.

Commentary

- 2.1 Section 48 of the Local Government Official Information and Meetings Act 1987 gives Council the right by resolution to exclude the public from the whole or any part of the proceedings of any meeting only on one or more of the grounds contained within that Section.

Suggested Resolutions

- 1 The public be excluded from the following part of the proceedings of this meeting.
- 2 Council agree the following staff, having relevant knowledge, remain in attendance to assist Council with its decision making: ...
- 3 The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
1. Deputation: St Andrews Housing Trust Board Inc	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
2. Progress Report: Health and Safety Systems	7(2)(a) To protect the privacy of natural persons, including that of deceased natural persons;	48(1)(a)

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
3. Progress Report: Variation to Contract 500/10/003 – Provision of Facilities Management Services - Water, Wastewater and Stormwater	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
4. Progress Report: Waitomo Village Water and Wastewater Services - Current Position and Process Forward	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
5. Funding Impact Statement EAP 2014-15	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	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 Section 6, Section 7 or Section 9 of the Official Information Act 1982 as the case may require are listed above.



MICHELLE HIGGIE
EXECUTIVE ASSISTANT