

**Document No: 371391****File No: 401/0588424200****Report To: Council****Meeting Date:** 25 August 2015**Subject:** **Progress Report: Staged Refurbishment-  
Waitomo Cultural and Arts Centre**

## **Purpose of Report**

- 1.1 The purpose of this business paper is to present an update to Council on the draft concept drawings/designs for the proposed upgrade of the Waitomo Cultural and Arts Centre (C&AC) Courtyard and Kitchen.

## **Local Government Act S.11A Considerations**

- 2.1 The provision of community infrastructure, such as the C&AC, is consistent with Section 11A of the Local Government Act 2002 (including amendments).
- 2.2 Upgrading of the facility will lead, over time, to increased usage and subsequent increased income, making the facility more cost effective to administer.

## **Background**

- 3.1 WDC has progressively, over the last five years, undertaken upgrade works at the C&AC to modernize it, so as to promote its use as a premier venue for functions within the District.
- 3.2 An integral part of the refurbishment process is the revitalizing of the Courtyard in an endeavor to recapture the "Wedding Venue" market. This has, to a degree, been achieved through the building upgrade works already completed, however revitalization work now needs to extend into the Courtyard.
- 3.3 The 2009-2019 LTP included, in the 2014/15 financial year, a preliminary budget of \$52,900 for the revitalization of the Courtyard, subject to an agreed design.
- 3.4 25 August 2015**
- 3.5 The 2015-25 LTP also continued the funding for the progressive upgrade of the C&AC. Council previously prioritized building works with the next project to be a kitchen upgrade.
- 3.6 Renewals funding available in the 2015/2016 year for further upgrade works is \$130,000

<b>Commentary</b>
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**4.1 Courtyard**

4.2 Mansergh Graham, Landscape Architects were commissioned to provide a draft sketch promoting ideas for the upgrade of the Courtyard.

4.3 At Mansergh Graham's initial site visit with Council's Group Manager – Community Services, the following issues were identified as requiring to be addressed in any concept sketches:

- the level difference at the sliding doors that create a trip hazard (one major accident resulting in the glass door being broken)
- the need to make the outside area more user friendly (accessible)
- ensure the open area is maintained so that marquee space is available
- reinvigorate the plantings
- replacement of broken fences
- keep feature tree and as much of existing plantings as possible to reduce the impact of the revitalisation project
- create a useable area that can double as a photo area (weddings)
- remove dated crazy paving
- retaining wall to remain
- incorporate lighting in conjunction with the existing tree lighting

4.4 Attached to and forming part of this agenda item is a copy of the initial pencil ideas sketch promoting ideas for the upgrade. This has been transformed into the computer plan which is also attached for Councillors information and comment.

**4.5 25 August 2015****4.6 Courtyard**

4.7 Developed designs have now been received for the courtyard and these will be worked into tender documentation along with the development of a tender estimate.

4.8 The developed designs take account of queries raised since presenting the initial concept to Council e.g. ramp access. A copy of plans L3, L4 and P1 are attached to and form part of this business paper. (Note A3 copies will be printed for the Council meeting)

4.9 It is anticipated that these documents will be completed early September to allow tendering of the works, taking account of existing bookings

4.10 Kitchen

4.11 Upgrade documentation for the kitchen upgrade is also well advanced and key draft drawings AR-003 and AR-005 are attached to and form part of this business paper.

- 4.12 The primary focus of this upgrade includes:
- Removal of the under bench cupboards
  - Inclusion of new stainless legs to benches
  - Inclusion of some stainless shelving under benches
  - New hardiglaze wall linings
  - New vinyl flooring
  - Bar upgrade
  - Toilet upgrade
  - Central cooking hub upgrade

- 4.13 The central cooking hub upgrade will create a central island utilizing commercial equipment. A recommendation for the equipment to be included in the hub has been sort from Wildfire Kitchens – commercial designers. A plan of a proposed hub will be available for circulation at the council meeting.

<b>Suggested Resolution</b>
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The Progress Report: Waitomo Cultural and Arts Centre – Court Yard Upgrade be received.



JOHN DE LUCA  
**GROUP MANAGER – COMMUNITY SERVICES**

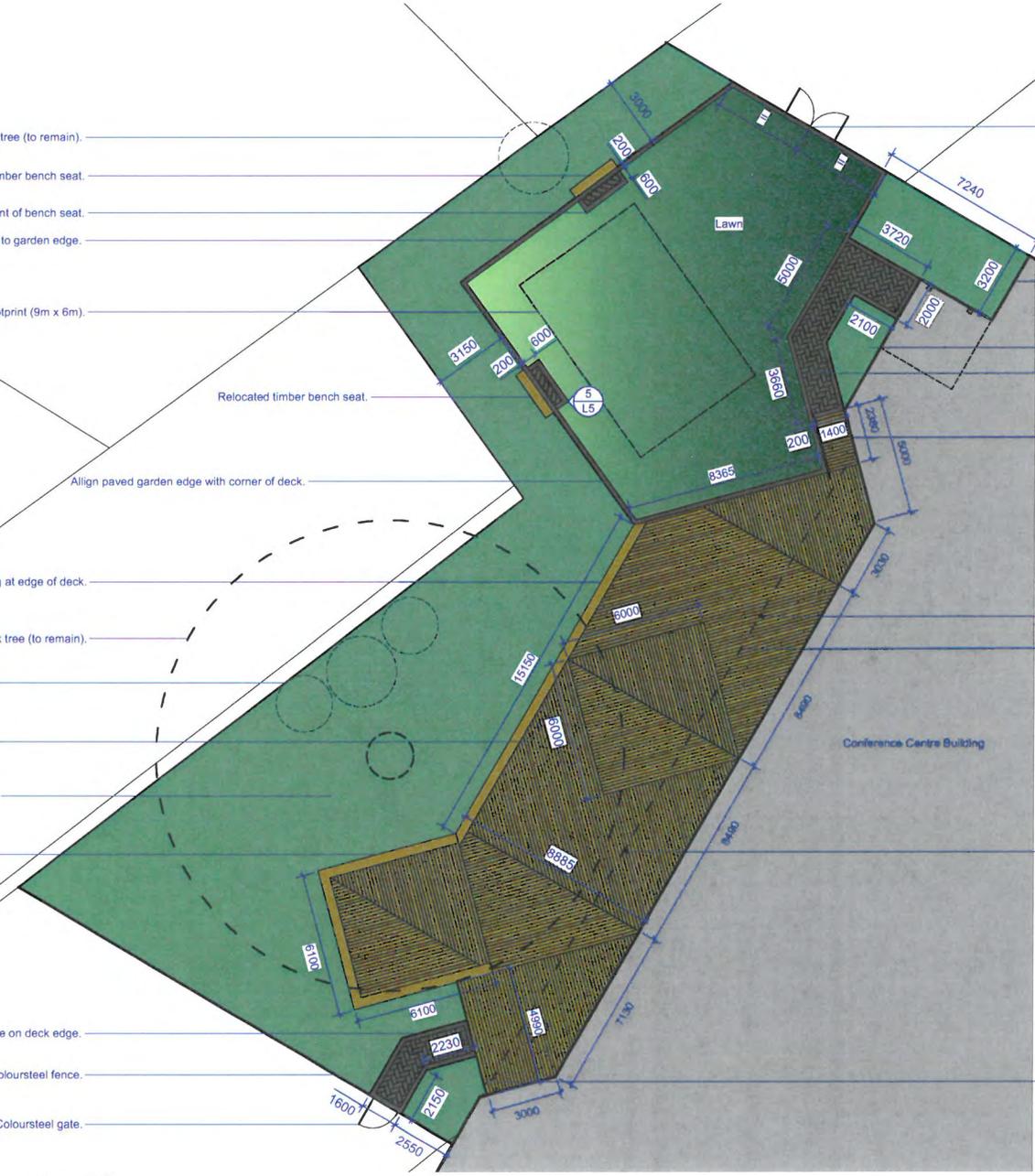
August 2015

Attachments: Design Plans

A  
B  
C  
D  
E  
F  
G  
H

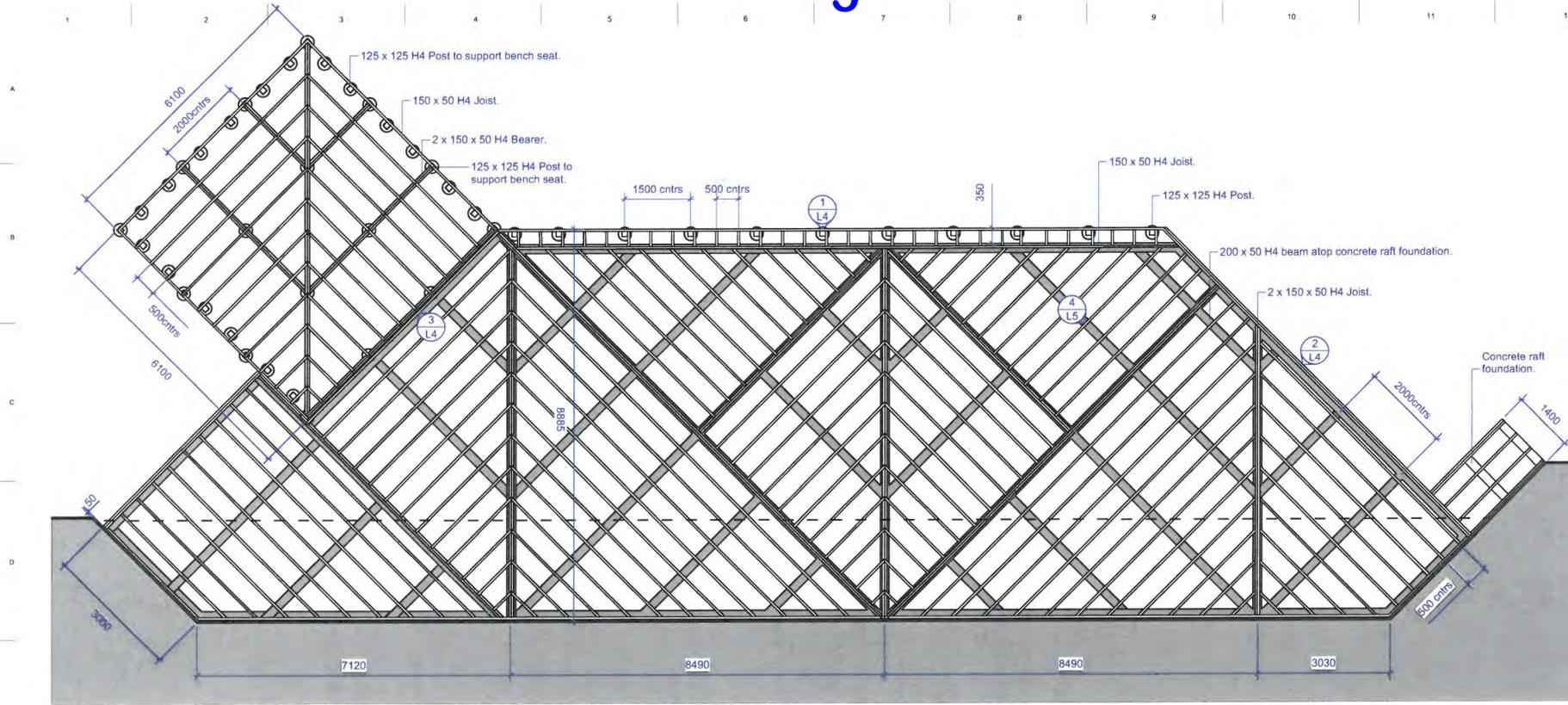


- Existing Wintersweet tree (to remain).
- Relocated timber bench seat.
- New paving in front of bench seat.
- Paved mowing strip to garden edge.
- Marquee footprint (9m x 6m).
- Relocated timber bench seat.
- Align paved garden edge with corner of deck.
- Built-in seating at edge of deck.
- Existing silk tree (to remain).
- Existing shrubs (to remain).
- Modwood artificial timber deck.
- New planting beneath existing silk tree.
- Built-in seating at edge of deck.
- New paved pathway. Centre on deck edge.
- New Coloursteel fence.
- New Coloursteel gate.

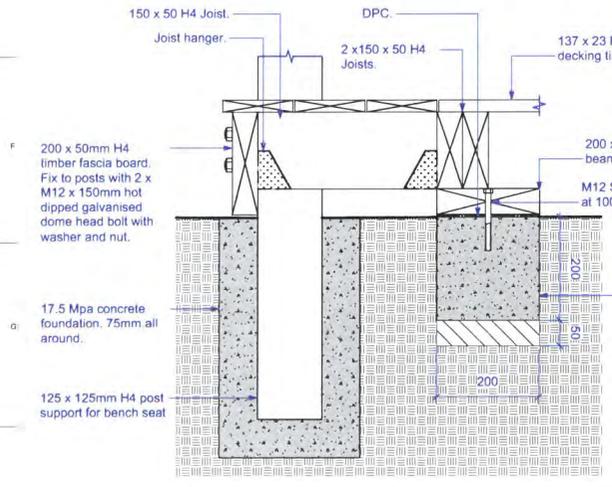


- New Coloursteel fence and gate. Centre gate at mid point of paved edge of lawn.
- New planting.
- New planting.
- New paved pathway.
- Ramp.
- Canopy post and downpipe.
- Canopy roofline.
- Canopy post and downpipe.
- Low planting.

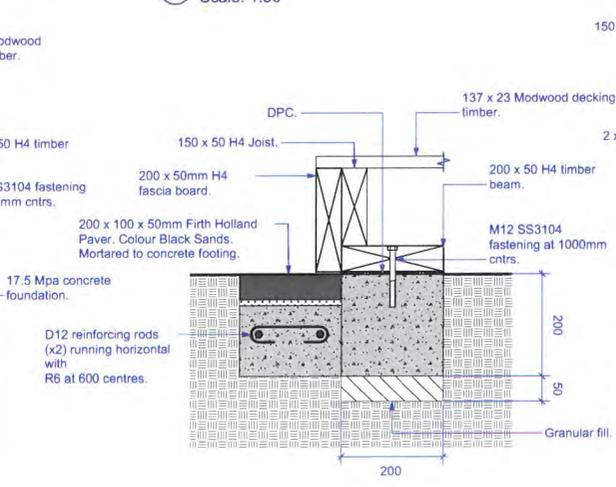
<b>Consultants:</b>	
<p>The purpose of this plan is to show the general areas of the design and may not be complete in every detail. This plan shall be read in conjunction with all other contract documents. Special quantities will be between the plan and specifications or quantities is required, contact the designated project manager before proceeding. The contractor shall confirm all dimensions and quantities on site before commencing work.</p>	
<b>Drawn By:</b> LM	<b>Checked By:</b> MG
<b>Revision No:</b> R0	
<b>Amendments:</b>	
<b>Project:</b> Te Kuiti Conference Centre	
<b>Client:</b> Waitomo District Council	
<b>Plan Name:</b> Setout Plan	
<b>A3 Scale:</b> 1:200 <b>A1 Scale:</b> 1:100	
<b>Date:</b> 10-08-2015	
<b>Project No:</b> 2015-023	
<b>Issue:</b> Contract	
<b>Plan Number:</b> <span style="font-size: 2em; font-weight: bold;">L3</span>	



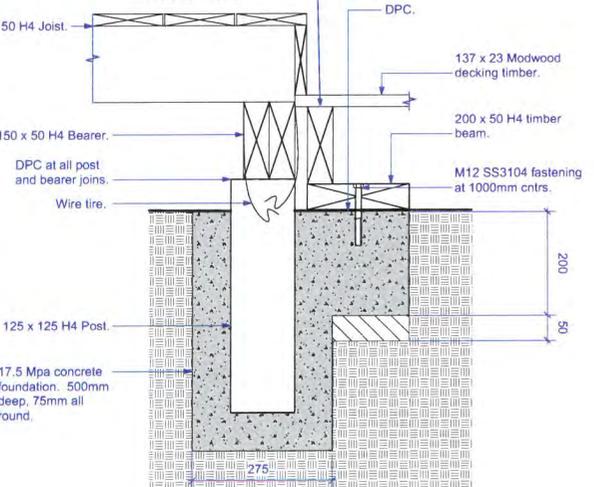
4 Deck Bearer and Joist Plan  
Scale: 1:50



1 Typical Deck Detail  
Scale: 1:5



2 Typical Deck Detail  
Scale: 1:5



3 Typical Deck Detail  
Scale: 1:5

**Consultants:**

**Drawn By:** LM  
**Checked:** MG  
**Revision No:** R0  
**Amendments:**

**Project:** Te Kuiti Conference Centre

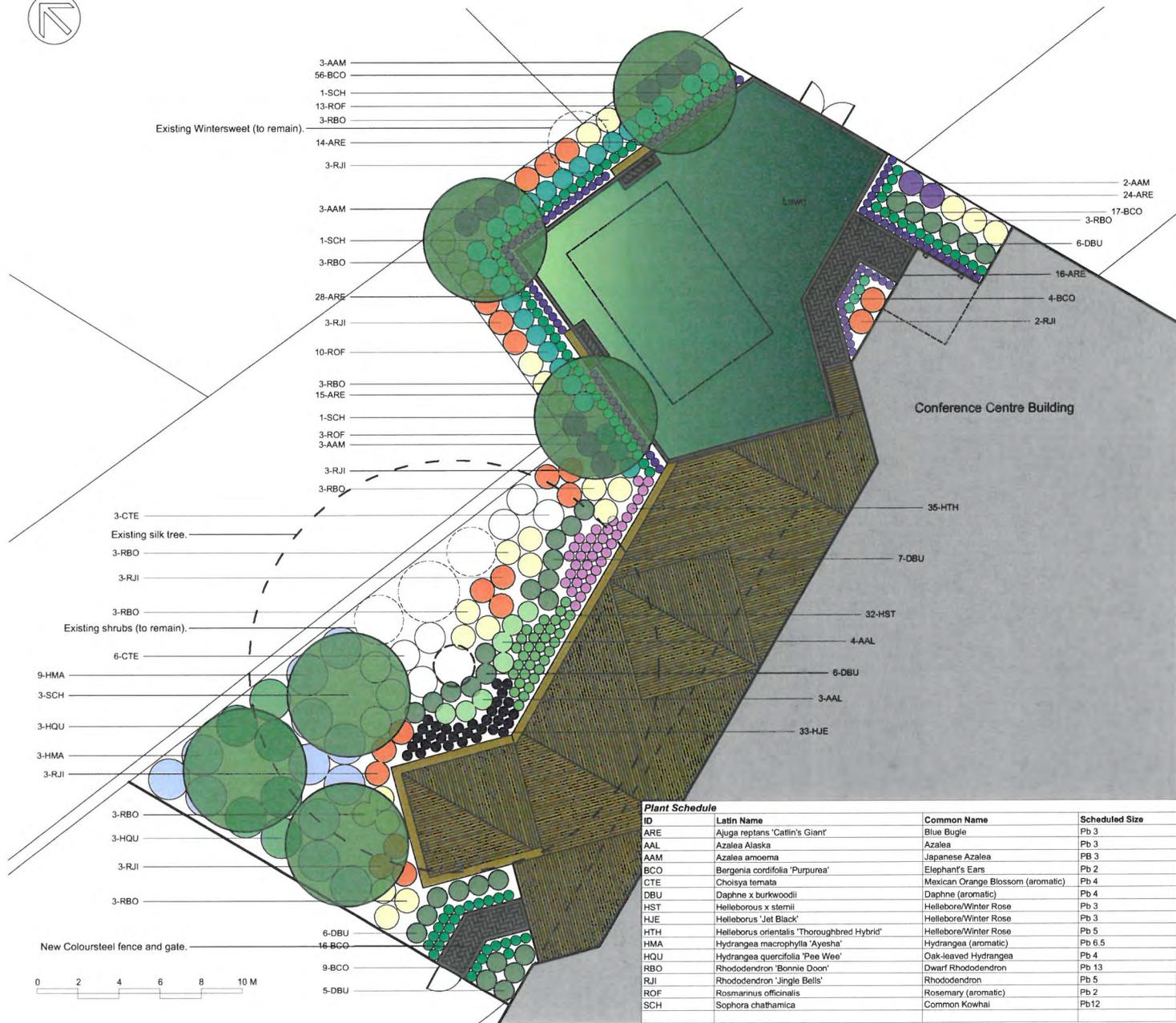
**Client:** Waitomo District Council

**Plan Name:** Typical Details

**A3 Scale:** 1:200  
**A1 Scale:** 1:100  
**Date:** 10-08-2015  
**Project No:** 2015-023  
**Issue:** Contract

**Plan Number:** L4

The purpose of this plan is to show the general intent of the design and may not be complete in every detail. This plan shall be used in conjunction with all other contract documents. Should quantities differ between the plan and specifications, no variations is available, contact the designated project manager before proceeding. The contractor shall verify all dimensions and quantities on site before commencing work.



ID	Latin Name	Common Name	Scheduled Size	Spacing	Quantity	
ARE	Ajuga reptans 'Catlin's Giant'	Blue Bugle	Pb 3	400	97	
AAL	Azalea Alaska	Azalea	Pb 3	1000	7	
AAM	Azalea amoena	Japanese Azalea	Pb 3	1000	11	
BCO	Bergenia cordifolia 'Purpurea'	Elephant's Ears	Pb 2	500	102	
CTE	Choisya ternata	Mexican Orange Blossom (aromatic)	Pb 4	1500	9	
DBU	Daphne x burkwoodii	Daphne (aromatic)	Pb 4	1000	30	
HST	Helleborus x sternii	Hellebore/Winter Rose	Pb 3	500	32	
HJE	Helleborus 'Jet Black'	Hellebore/Winter Rose	Pb 3	500	33	
HTH	Helleborus orientalis 'Thoroughbred Hybrid'	Hellebore/Winter Rose	Pb 5	500	35	
HMA	Hydrangea macrophylla 'Ayasha'	Hydrangea (aromatic)	Pb 6.5	2000	12	
HQU	Hydrangea quercifolia 'Pee Wee'	Oak-leaved Hydrangea	Pb 4	2000	6	
RBO	Rhododendron 'Bonnie Doon'	Dwarf Rhododendron	Pb 13	1200	27	
RJI	Rhododendron 'Jingle Bells'	Rhododendron	Pb 5	1200	20	
ROF	Rosmarinus officinalis	Rosemary (aromatic)	Pb 2	1000	26	
SCH	Sophora chathamica	Common Kowhai	Pb12	As shown	6	
					<b>Total</b>	<b>453</b>

**Consultants:**

**Drawn By:** LM  
**Checked:** MG  
**Revision No:** R0  
**Amendments:**

**Project:**  
 Te Kuiti Conference Centre

**Client:**  
 Waitomo District Council

**Plan Name:**  
 Planting Plan

**A3 Scale:** 1:200  
**A1 Scale:** 1:100  
**Date:** 10-08-2015  
**Project No:** 2015-023  
**Issue:** Contract

**Plan Number:**  
 P1

The purpose of this plan is to show the general intent of the design and may not be complete in every detail. This plan shall be read in conjunction with all other contract documents. Should queries arise between the plan and specifications or clarifications be required, contact the designated project manager before proceeding. The contractor shall verify all dimensions and quantities on site before commencing work.





Document No: 371393

File No: 401/9992000100

**Report To: Council****Meeting Date: 25 August 2015****Subject: Progress Report: Te Kuiti Railway Station Building Project****1.0 Purpose of Report**

- 1.1 The purpose of this business paper is to brief Council on the progress with the Te Kuiti Railway Station Building Project.
- 1.2 This business paper is set out under the following headings:
- 1.0 Purpose of Report
  - 2.0 Local Government Act S.11A Considerations
  - 3.0 Background
  - 4.0 Project 1 – Building Restoration
  - 5.0 Project 2 – Plaza Redevelopment
  - 6.0 Project 3 – Roading Renewal
  - 7.0 Project 4 – Community Space
  - 8.0 Project 5 – Commercial Space Internal Refurbishment
  - 9.0 Work Plan / Timeline / Budget

**Note:** This business paper covers the period from March 2015. For detailed information on the respective work stream prior to March 2015 refer to the Progress Report presented to Council at the 26 May 2015 Council meeting (Doc No. 363307).

**2.0 Local Government Act S.11A Considerations**

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

**3.0 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 station 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 station 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.

## **4.0 Project 1 – Building Restoration**

### **4.1 25 March 2015**

4.2 While this project has taken an extended amount of time to bring to fruition it is on track to be completed by the 27 March 2014. The overall project has been difficult to co-ordinate because of the extent of unknowns, and the required amount of design work required to work through the issues as they arose.

4.3 A major part of the extension in time was the result of the inclusion of the finishing work associated with Building 3. As reported previously, this finishing work was necessitated by the extent of structural strengthening required.

4.4 The following Project 1 works are yet to be completed at the time of writing this report:

Building 1: Completion of the steel portal installation (underway)  
Testing of the sprinkler system  
Installation of fire mimic panel

Building 2: Completion of the steel portal installation (underway)  
Internal wooden framing to the chimney- completed after the steel portal installation  
Floor repairs at chimney  
Guttering to complete  
Testing of the sprinkler system

Canopy: Down pipes to complete

Building 3: Painting to complete (underway)  
Dividing door installation (scheduled for 23 March)  
Electrical works to complete (after completion of painting)  
Sub frame connectors to install  
Decking and ramp to complete (underway)  
Accessible toilet fitout (completed as separate project)  
Floor finishings (completed as separate project)  
Testing of the sprinkler system  
Door hardware currently being installed

4.5 The band rotunda has been removed from Project 1 and is being relocated direct by WDC and is scheduled to be relocated the week of the 30 March 2015. The removal from the master contract allows the relocation to be undertaken within the initial budget estimate and will not impact on the Project 1 completion date.

### **4.6 29 April 2015**

4.7 Project 1 has effectively wound down with Building 3 completed and was used during the Muster. Building 1 & 2 have some minor works to complete, which will be undertaken by the contractors when undertaking any repair works identified during a defects site meeting to be held on 6 May 2015.

### **4.8 26 May 2015**

4.9 The defects meeting with the Architect and the Engineer was held on 6 May 2015 and the various schedules prepared which were forwarded to the contractor on 13 May 2015. At the time of writing this report we are awaiting confirmation of when the contractor will be on site to undertake the works.

**4.10 23 June 2015**

4.11 DML Construction (2003) Ltd. has returned to the work site on 9 June 2015 to work through the defects list and uncompleted items over the coming days.

**4.12 28 July 2015**

4.13 While much of the defects list has been completed it has yet to be finalized and another inspection undertaken. DML Construction (2003) Ltd. have been advised that where this interferes with other contracts that WDC will undertake the works deemed as necessary and deduct the cost from the retentions.

**4.14 25 August 2015**

**4.15** DML Construction has still not returned to the site or supplied requested information and therefore defect works have been undertaken on their behalf. The cost of these works will be covered by the retentions held for the project.

**5.0 Project 2 – Plaza Redevelopment****5.1 29 April 2015**

5.2 A site meeting was held with Michael Graham from Mansergh Graham on 20 April 2015 to progress proposals for the courtyard, now that areas associated with the building, e.g. decking, i-site access etc has been finalized. Draft plans will be available over the next couple of months.

5.3 The contractor responsible for the relocation of the band rotunda is still proving difficult to commence the works.

5.4 The development of the electricity charge point for vehicles, in conjunction with The Lines Company is to commence with a meeting with the Lines Company on 28 April 2015 and the outcomes of this will be reported verbally at the Council meeting.

**5.5 26 May 2015**

5.6 A preliminary meeting has been held on 20 April 2015 to discuss the initial concepts for the plaza and provide current design information related to the buildings 1 and 2.

5.7 Meetings have been held on 29 April 2015 and 13 May 2015 with representatives of The Lines Company to further the development and installation of two power charge points in Rora Street near to the Plaza.

5.8 The Lines Company has confirmed their commitment to this project, with the next stage being sketch designs for approval of the parties involved. The location being as originally discussed at the August 2014 Council meeting – on Rora Street near the southern pedestrian crossing.

**6.0 Project 3 – Roading Renewal**

6.1 Completed.

<b>7.0 Project 4 – Community Space</b>
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**7.1 25 March 2015**

- 7.2 The development of the community space projects is progressing well.
- 7.3 A recent application to the North King Country Development Trust (NKCDT) for the amount of \$100,000 to assist with the development of the community space was made to the NKCDT February meeting. This application was successful in securing \$60,000 towards the project.
- 7.4 Historic Places Trust (HPT) approval has been gained for the removal of the internal walls to Building 1 and the link from Building 1 to Building 1A. Prior approval had already been given to the linking of Building 1 & i-Site.
- 7.5 An unbudgeted amount of \$38,000 was received in the later half of 2014, meaning the \$100,000 of external funding has been obtained for this project.
- 7.6 Draft drawings / contract documentation for Building 1, the links and i-site works are well advanced and should be completed by the end of March, which is a delay of approximately 8 weeks from programme. This delay has been partly caused due to obtaining HPT approvals and inclusion of the i-Site into the project. A copy of the draft layout plan is attached to and forms part of the agenda
- 7.7 The internal engineering structural strengthening plans for Building 1 are complete.
- 7.8 Refer to notes for Project 1 for the update on the Building 3 Community space.
- 7.9 Discussions with WINTEC are well advanced, and a legal agreement and commercial valuation are currently being prepared and are likely to be available within the next week. These documents are based on WINTEC utilising the building 2 days of the week, 40 weeks of the year.
- 7.10 The balance of the time and the rear room of this building are available for other community uses.
- 7.11 Building 3 was originally scheduled for completion in August 2015 but will now be completed at the end of March 2015.

**7.12 29 April 2015**

- 7.13 This building has now been completed and is in use through a Certificate of Public Use even though the building consent has not been completed as this covers the other buildings as well.
- 7.14 A lease has been prepared and discussed with Wintec as well as a commercial valuation for the space, based on their usage times. It is anticipated that these will be signed over the next few days and occupancy is scheduled for the beginning of May 2015.
- 7.15 A storage cupboard has been installed for Wintec computers etc. A dishwasher donated by Wintec has also been installed.
- 7.16 Planning for building 1 and the linkage to the i-Site is well advanced with a consultants meeting held recently on 17 April 2015. It is anticipated that this documentation will be submitted for building consent in the first week of May 2015, enabling tendering later in May 2015.

**7.17 26 May 2015****7.18 Building 3**

- 7.19 The lease document for the lease of building 3 has been completed and forwarded to WINTEC for signing at the commercial valuation as provided by Curnow & Tizard.
- 7.20 Furniture for the meeting room has been ordered and we await delivery.
- 7.21 WINTEC have confirmed their tentative start date for use of the building is 26 May 2015. An extension to the Certificate of Public Use has been obtained until November to allow for this use by WINTEC and other users of building 3.
- 7.22 Discussions have recently been held on 7 May 2015 With Maniapoto Maori Wardens Charitable Trust to discuss the lease of the rear room of building 3 by this group as well as the main meeting room for one day a month. The intention is to have up to 3 work stations in this room.
- 7.23 A valuation and lease documents for this proposal is currently being prepared.

**7.24 Building 1 / i-Site Connection**

- 7.25 Documentation for the internal finishes and structural works of Building 1 along with the specification have been completed and a building consent applied for. It is anticipated that this project will be "out to tender" at the time of the Council meeting.
- 7.26 Copies of the key plans are attached to and form part of this business paper for Councilors' reference.

**7.27 23 June 2015**

- 7.28 While the building consent has been applied for, there are minor alterations required to the drawings and documents to allow the tender process to proceed. These are currently being worked through, but priority at the current time is being given to Project 5.

**7.29 28 July 2015**

- 7.30 Corrections to the documents have been completed and the building consent process and tender process can now proceed. It is anticipated that the tender process will commence before the end of July

**7.31 25 August 2015**

- 7.32 While the amendments to the drawings were completed as per the above, the tender has not progressed and further changes to the drawings will be made as a result of the learnings from undertaking the construction works on Building 2.
- 7.33 It is now anticipated that revised drawings will be submitted for building consent and tendering undertaken in early September. This will impact on the timeline for Building 1 & i-site development.

**8.0 Project 5 – Commercial Space Internal Refurbishment****8.1 25 March 2015**

- 8.2 Historic Places Trust approval has been granted for the removal and alterations to the internal walls of building 2 to allow construction of the restaurant/café/bar.
- 8.3 A letter of intent, to be used for the basis of a commercial lease, has been signed by the operator WDC has been holding discussions with and a draft layout plan has been agreed. The letter of intent includes a capital contribution by the operator towards the cost of the project as allowed for in the budgeting. A copy the draft plan is attached to and forms part of the agenda.
- 8.4 A draft commercial lease has been prepared and is ready to be sent to the operator. The commercial valuation is underway and should be completed next week.
- 8.5 Draft working drawings and contract documentation are underway and should be completed early April.
- 8.6 This timeline is behind schedule as preparation of documentation was limited until the letter of intent was signed. It is believed that the completion date for this project of October 2015 can still be met as per the letter of intent.
- 8.7 Discussions have been held with Vector Energy, owners of the gas network and a gas line can be extended to the restaurant/café/bar. This line would be thrust under Rora Street from Sheridan Street at a cost of approximately \$1,000. The necessary connection / metering facilities would be an additional cost from Nova Energy – WDC preferred gas supplier.

**8.8 29 April 2015**

- 8.9 As with the building 1 / i-site planning, the plans for the commercial area are also well advanced and it is anticipated that this will also be lodged for building consent during the first week of May 2015
- 8.10 A draft lease agreement, based on the letter of intent, along with a commercial valuation has also been prepared and is currently with the operator. While the building consent will be lodged and tenders for construction sought, the lease is to be signed before acceptance of a tender for construction.

**8.11 26 May 2015**

- 8.12 A meeting was held on 29 April 2015 with local valuer Adie Doyle, representing the operators for the restaurant/café/bar. WDC had previously obtained a commercial valuation for the proposal and the amount of the valuation had been forwarded. If this second valuation is significantly different there will need to be some arbitration to reach common ground. This is quite common in setting this type of lease valuation.
- 8.13 Documentation for the internal finishes and structural works and exterior areas of Building 2 along with the specification have been completed and a building consent applied for. It is anticipated that this project will be "out to tender" at the time of the Council meeting.
- 8.14 Copies of the key plans are attached to and form part of this business paper for Councilors' reference.

**8.15 23 June 2015**

- 8.16 The building consent process is nearing completion with some minor queries to be answered before the issue of a building consent.
- 8.17 Negotiations for the lease of the commercial space have taken longer to bring to fruition than originally envisaged, with the problem areas being the lease value and payment of a contribution towards the development. While the market rental assessed by WDC's valuer was \$37,750 per annum, the negotiated lease rental for the first three years has been agreed at \$25,000 per annum. Agreement was reached on 16 June 2015.
- 8.18 After the initial three year period, the rental reverts to a market assessment.
- 8.19 The contribution of \$45,000 is to be paid in three installments before opening of the facility.
- 8.20 Some relief from market rental during the formative years of business establishment is a common business practice, to ensure the goals of the lessor are met and in this case will assist in ensuring that the "central hub" that WDC wishes to create succeeds.
- 8.21 The late agreement of the lease has meant that the tender documentation was issued later than anticipated meaning it will be difficult to achieve completion by 1 October 2015. During the negotiations of the lease, the lessee was advised in writing that this was the case.
- 8.22 With the agreement now being resolved, the project has been put out to tender with a closing date of 2 July 2015.
- 8.23 The gas connection to the building has been installed, although the final location is to be moved marginally by the contractor as it was positioned incorrectly.

**8.24 28 July 2015**

- 8.25 Construction works commenced 13 July 2015. At this stage the target completion date is 1 October 2015.
- 8.26 Progress to date has primarily been around demolition of internal walls, preparations for the structural portals and reframing of the new walls.
- 8.27 A meeting between the Architect, kitchen designers (Wildfire Kitchens) and Group Manager Community Services was undertaken on 29 June in Auckland where the very draft initial proposal was discussed to enable developed sketches to be developed.
- 8.28 A meeting is scheduled between the parties above and the operator for 23 July 2015 in Te Kuiti to finalise dimensions and design.
- 8.29 Prefabrication of the kitchen will take at least 4-6 weeks and is part of the critical path to completion on 1 October 2015.

**8.30 25 August 2015**

- 8.31 Construction has progressed well with most of the structural strengthening, lining, prewire, base services completed.
- 8.32 A major issue related to achieving a solution to the required bracing proved difficult to resolve. While this has now been resolved several days were lost in this area and the impacts on the timeline will be confirmed at the proposed site

meeting of 26 August 2015. The completion date has likely moved a week to the 8 October 2015

- 8.33 While the bracing was being resolved several other aspects of the project continued including the decking framework, kitchen design, bar design, material orders for lights etc.
- 8.34 The kitchen and bar layout has now been agreed and prefabrication will commence on confirmation of pricing.

## **9.0 Work Plan / Timeline / Budget**

### **9.1 25 March 2015**

- 9.2 Alterations to the timelines for different projects are recorded within the content of each project.
- 9.3 As considerable further information on designs, construction periods and budgeting will become clearer as projects 4 & 5 are prepared for consenting and tender, it is our intention to update Council with the programme graph and budgets for the April Council meeting.

### **29 April 2015**

- 9.4 The budgeting and timeline documents were to be included in the April agenda. The quantity surveyor will not have the documents completed before the Council meeting as the drawings will not be complete, but the timelines will be circulated to Councilors as a separate document.

### **9.5 26 May 2015**

- 9.6 As the documents have only just come to hand the tender estimate has not been completed at the time of preparing this business paper. The key timeline for completion of the restaurant /café / bar in October is still on track.

## **Suggested Resolution**

The Progress Report: Te Kuiti Railway Station Building be received.



JOHN DE LUCA  
**GROUP MANAGER – COMMUNITY SERVICES**

August 2015

<b>Document No:</b> 371499	<b>File No:</b> 037/012F
<b>Report To: Council</b>	
	<b>Meeting Date:</b> 25 August 2015 <b>Subject:</b> <b>Inframax Construction Limited – Appointment of Director</b>

## Purpose of Report

- 1.1 The purpose of this business paper is for Council to consider a recommendation from the Investment Representative Committee (IRC) to make an appointment to the Inframax Construction Ltd (ICL) Board of Directors (BoD).
- 1.2 Members of the IRC will speak to this business paper at the meeting.

## Background

### 2.1 Resignation of ICL Director/Chairperson

- 2.2 On Wednesday 17 December 2014, Mayor Hanna received the resignation of Mr Eric Tait from the BoD, including his role as Chairperson of the BoD.

### 2.3 Appointment of New BoD Chair

- 2.4 Due to the proximity of Christmas, and the fact that the full Council would not be meeting again until February 2015, the IRC at a meeting of the BoD and IRC convened on Friday 19 December 2014 –
  - 1 Accepted the resignation of Mr Eric Tait.
  - 2 Appointed Mr Craig Rowlandson as BoD Chairperson.
  - 3 Requested the ICL BoD consider and offer recommendation for a replacement shareholder, with the preference being to select someone with strength in financial strategy, and for the ICL Board to have a more strategic focus going forward, on the growth and strength of ICL.

### 2.5 Policy Process for the Appointment of Directors to ICL

- 2.6 Council's Policy on Appointment of Directors to Council Controlled Organisations, with respect to Inframax, states -

**NOTE: This section is to be read in conjunction with the Constitution of Inframax Construction Limited.**

#### 7.1 Appointment Process

*Directors on the Board of Inframax Construction Limited (ICL) will be appointed by way of Council resolution on receipt of advice/recommendation by the Investment Representative Committee. The Investment Representative Committee will provide advice to Council on the following matters:*

- a) *Whether to advertise a particular vacancy or make an appointment without advertisement, and outline the process for appointment and setting of remuneration including:*
- *Recruiting of candidates,*
  - *Contract development and negotiation,*
  - *Ongoing performance monitoring.*
- b) *In preparation of this advice the Investment Representative Committee will consider:*
- *The costs and benefits of any advertisement,*
  - *The availability of qualified candidates,*
  - *The urgency of the appointment,*
  - *The degree of public interest in the issue.*
- c) *The Investment Representative Committee will select and interview a shortlist of candidates, undertake a structured evaluation and make recommendation to Council for final approval. Council may consider applications and resolve an appointment in committee (this protecting the privacy of natural persons). Public notice of the appointment will be made as soon as practicable after Council has made its decision.*
- d) *An elected member who is under consideration to fill a particular vacancy may not be present in the discussion or vote on that appointment.*

## **7.2 Appointment of Temporary Directors**

*Temporary directors for ICL will be appointed by the Investment Representative Committee.*

## **7.3 Remuneration**

*The Council will set ICL directors' remuneration either by resolution at the Annual General Meeting or by way of resolution of Council. The resolution will state whether the remuneration is set as a fixed cap for Board Remuneration, to be allocated by the Board, or specifying the salaries to be paid to the directors and chairperson.*

*Remuneration for directors will be determined by an analysis of market rates for comparable positions at the time appointment(s) are being made and thereafter assessed every three years.*

## **7.4 Removal of Directors**

*The Investment Representative Committee may terminate the appointment of an ICL director at any time by way of written notice.*

- 2.7 ICL's Constitution, in respect to the appointment of a Chairperson, states that the Chairperson shall be appointed from time to time by notice in writing from the Council to the Company.
- 2.8 Whilst Council's Policy on Appointment of Directors to Council Controlled Organisations makes provision for the IRC to appoint temporary Directors and to terminate the appointment of Directors, it does not make provision for the IRC to appoint the BoD Chairperson.
- 2.9 Council at its meeting on 24 February 2015, at the recommendation of the IRC, accepted the resignation of Mr Eric Tait and approved the appointment of Mr Craig Rowlandson as BoD Chairperson.

## Commentary

3.1 Currently ICL's BoD consists of:

Chair            Craig Rowlinson    (*appointed as a Director on 3 May 2011 and appointed as BoD Chair on 19 December 2014*)

Director       Earl Rattray            (*appointed on 3 May 2011*)

3.2 With respect to the number of directors, the ICL's Constitution provides –

*"The minimum and maximum number of Directors may be determined from time to time by the Council, and unless so determined, the minimum number shall be four and the maximum number shall be six."*

3.3 Following the resignation of Mr Vincent Pooch in October 2011, Council at that time agreed for the BoD to continue with three Directors (inclusive of the Chair).

3.4 The resignation of Mr Tait reduced the BoD number to two. The IRC requested the BoD to consider a replacement Director, noting the IRC's preference to select a Director with strength in financial strategy, and for the ICL Board to have a more strategic focus going forward, on the growth and strength of ICL.

3.5 The BoD have now recommended to the IRC the appointment of Mr Andrew Johnson. The IRC has met with Mr Johnson and approve the BoD's recommendation.

3.6 Information relative to Mr Johnson's CV will be circulated confidentially to Council under separate cover.

## Recommendation

3.1 The IRC recommends to Council that Mr Andrew Johnson be appointed to the ICL BoD effective from 1 September 2015.

## Suggested Resolutions

1 The business paper on Inframax Construction Limited – Appointment of New Board Member be received.

2 Council approve the recommendation of the Investment Representative Committee and appoint Mr Andrew Johnson to the Inframax Construction Ltd Board of Directors effective from 1 September 2015.

MICHELLE HIGGIE  
**EXECUTIVE ASSISTANT**

**Document No:** 371295**File No:** 037/048B**Report To: Council****Meeting Date:** 25 August 2015**Subject: Adoption of Road Map Work Programme for 2015-2018**

## Purpose

- 1.1 The purpose of this business paper is to present to Council for formal adoption, the Road Map Work Programme for the period 1 July 2015 to 30 June 2018.
- 1.2 The Road Map Work Programme as at 28 August 2015 has been circulated to Council under separate cover. Once adopted by Council, printed copies will be provided to Members.

## Commentary

- 2.1 The Road Map as at 28 August 2015 sets out the work programme identified to date for the three year period leading up to adoption of the next (2018-2028) Long Term Plan (LTP) in June 2018.
- 2.2 In addition to projects relevant to the development of the LTP and required by legislation, there are a number of other important projects that must also occur over this period. There is a need to ensure that WDC does not focus on the LTP process to the detriment of other important commitments.
- 2.3 The non-LTP commitments are of importance to the functional roles of Council which feed into the decision making process.
- 2.4 The Road Map details identified projects of work, including a brief commentary for each project and a proposed timeline for completion. Other projects of work will arise over time which will need to be tested against the Road Map Work Programme and in particular WDC's organisational capacity to identify priority ranking against the already established work programme.
- 2.5 The Road Map is a 'living document' subject to change, both through further planning required for certain work streams and also by way of Council review as other issues arise over time which affect priorities.
- 2.6 This version of the Road Map includes -
  - Projects which commenced in 2014/2015 or earlier, and are continuing this financial year.
  - Identified projects for commencement in Years One to Three of the 2015-2025 LTP.
  - Projects required by Legislation.

- Projects required as part of the development of the next (2018-2028) LTP.
- 2.7 The Road Map is updated and re-presented to Council in full for review on a "needs" basis, subject to the number of variations are required. Such a review by Council can be anywhere from 3 – 12 months apart. As well as any variations made resulting from new projects identified throughout the financial year, a fully revised Road Map is presented to Council following adoption of either an Exceptions Annual Plan or an LTP.
- 2.8 In the periods between considering a fully revised Road Map, a Monitoring Schedule is presented to Council at the monthly meetings. The Monitoring Schedule is a direct extract from the Road Map of the Key Milestones for the current year and includes the indicative timeframe and a commentary on progress for each project of work.

### **Suggested Resolution**

The Road Map Work Programme for the period 2015 - 2018 as at 25 August 2015 be adopted.



MICHELLE HIGGIE  
**EXECUTIVE ASSISTANT**

Separate Enclosure: Road Map Work Programme (Doc 371436)

Document No: 370716

File No: 037/043

**Report To: Council****Meeting Date:** 25 August 2015**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:

<b>General Subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Section 48(1) grounds for this resolution</b>
1. Waitomo Cultural and Arts Centre – Renaming	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: Regulatory Enforcement Issues	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. Residents Satisfaction Survey	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: WMF Work Streams – Waikato Spatial Plan	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. Progress Report: Health Rivers Wai Ora	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)
6. Progress Report: Trade Waste Fees and Charges	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)
7. Contract 500/14/001: Road Maintenance and Reseals	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**