

Finance & Corporate Committee Public Agenda

26 November 2024

Council Chambers
Waipā District Council
101 Bank Street
Te Awamutu



Chairperson
AW Brown

Members
Her Worship the Mayor SC O'Regan, LE Brown,
PTJ Coles, RDB Gordon, ML Gower, MG Montgomerie, DM Morgan, MJ Pettit, EM Stolwyk, CS St
Pierre, BS Thomas,

26 November 2024 01:00 PM

Agenda Topic	Presenter	Time	Page
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1. Apologies	Chairperson	01:02 PM-01:03 PM	3
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APOLOGIES



DISCLOSURE OF MEMBERS' INTERESTS

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



LATE ITEMS

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



CONFIRMATION OF ORDER OF MEETING

Recommendation

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

COMMITTEE AGENDA



To: The Chairperson and Members of the Finance and Corporate Committee

From: Governance

Subject: **CONFIRMATION OF MINUTES**

Meeting Date: 26 November 2024

1 EXECUTIVE SUMMARY – WHAKARĀPOPOTOTANGA MATUA

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

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

2 RECOMMENDATION – TŪTOHU Ā-KAIMAHI

That the open minutes of the Finance and Corporate Committee meeting held on 15 October 2024, having been circulated, be taken as read and confirmed as a true and correct record of that meeting subject to a minor typographical error.

3 ATTACHMENT - ĀPITITANGA

Finance and Corporate Open Minutes – 15 October 2024.



Committee: Finance and Corporate
Time: 1.00pm
Date: Tuesday 15 October 2024
Venue: Council Chambers, 101 Bank Street, Te Awamutu

PRESENT

Chairperson
AW Brown

Members

Her Worship the Mayor SC O’Regan, LE Brown, PTJ Coles, RDB Gordon (via Zoom), ML Gower, MG Montgomerie, DM Morgan, EM Stolwyk, CS St Pierre, BS Thomas

Opening Karakia – Councillor Morgan

1 APOLOGIES

RESOLVED

3/24/72

That the apology from Councillor Pettit who was away on personal business be received.

Councillor L Brown / Councillor Gower

2 DISCLOSURE OF MEMBERS’ INTERESTS

Item 7 – Councillor Stolwyk
Item 14 – Councillor Stolwyk

3 LATE ITEMS

Nil



4 CONFIRMATION OF ORDER OF MEETING

RESOLVED

3/24/73

That the order of the meeting be confirmed.

Councillor St Pierre / Councillor Thomas

5 CONFIRMATION OF MINUTES

RESOLVED

3/24/74

That the open minutes of the Finance and Corporate Committee meeting held on 17 September 2024, having been circulated, be taken as read and confirmed as a true and correct record of that meeting subject to the correction of a minor typographical error.

Councillor St Pierre / Councillor L Brown

6 CONFIRMATION OF MINUTES

RESOLVED

3/24/75

That the open minutes of the Finance and Corporate Committee meeting held on 25 September 2024, having been circulated, be taken as read and confirmed as a true and correct record of that meeting.

Councillor St Pierre / Councillor Thomas

7 KARĀPIRO LAKE DOMAIN – GL EVENTS LIMITED

Manager Property Services, David Varcoe introduced this item.

Karāpiro Lake Domain Site Manager, Liz Stolwyk presented to the Committee and was available to answer questions. Ms Stolwyk introduced Conference Manager, Alex Dixon and Site Services Manager, Joe Little to the Committee.



RESOLVED

3/24/76

That the Finance and Corporate Committee

- a) *Receives the report of David Varcoe, Manager Property Services titled 'Karāpiro Lake Domain – GL Events Limited Annual Report' (ECM number 11309185)*
- b) *Receives the Annual Report provided and presented by the Director of GL Events Limited.*

Councillor Morgan / Mayor O'Regan

8 FINANCIAL REPORT FOR THE PERIOD ENDED 30 SEPTEMBER 2024

[Councillor Stolwyk left the meeting at 1.24pm and re-joined the meeting at 1.25pm]

Financial Accountant, Nada Milne provided the Committee with a summary of the financial position for the period ended 30 September 2024.

RESOLVED

3/24/77

That the Finance and Corporate Committee receive the report of Nada Milne, Financial Accountant, titled 'Financial Report for the period ended 30 September 2024' (ECM number 11316222).

Councillor Morgan / Councillor St Pierre

9 NEW COMMUNITY LEASES – TE WHĀNAU TUPU NGĀTAHI O AOTEAROA – PLAYCENTRE AOTEAROA 99 BOND ROAD, TE AWAMUTU & 13 FORKERT ROAD, OHAUPO

Property Advisor, Angela McEwan spoke to the report.

RESOLVED

3/24/78

That the Finance and Corporate Committee

- a) *Receives the report of Angela McEwan, Property Advisor, titled New Community Leases – Te Whānau Tupu Ngātahi O Aotearoa – Playcentre Aotearoa – 99 Bond Road, Te Awamutu, and 13 Forkert Road, Ohaupo (ECM Number 11291313).*

COMMITTEE MINUTES



- b) Approves:
- (i) Pursuant to section 61(2A) of the Reserves Act 1977, as administering body of the local purpose reserve at 99 Bond Road, Te Awamutu entering into a lease over the land outlined in red in the plan annexed at Appendix A to this report; and
 - (ii) Council entering into a lease over the freehold land at 13 Forkert Road, Ohaupo as outlined in blue in the plan annexed at Appendix A to this report,
- with Te Whānau Tupu Ngātahi O Aotearoa – Playcentre Aotearoa each for a term of five (5) with two (2) rights of renewal of five (5) years each for the purposes of “playcentre / education” and otherwise on the terms and conditions contained in Council’s standard community lease; and
- c) Delegates to the Group Manager Business Support the authority to finalise negotiations, sign documentation, and undertake any remaining actions necessary to enable implementation of recommendation b).

Councillor Stolwyk / Councillor St Pierre

10 NEW COMMUNITY LEASE – THE SCOUTS ASSOCIATION OF NEW ZEALAND

Property Advisor, Angela McEwan spoke to the report.

RESOLVED

3/24/79

That the Finance and Corporate Committee

- a) Receives the report of Angela McEwan, Property Advisor, titled ‘New Community Lease – The Scouts Association of New Zealand’ (ECM Number 11290012);
- b) Approves, pursuant to section 61(2A) of the Reserves Act 1977, as administering body of the Local Purpose (Community Use) Reserve located at 1 Maclean Street, Cambridge, entering into a lease for a term of five (5) years with two (2) rights of renewal of five (5) years each with The Scouts Association of New Zealand over the land outlined in blue in the plan appended at Appendix 2 to this report for the purposes of scouts’ activities and otherwise on the terms and conditions contained in Council’s standard community lease;
- c) Delegates to the Group Manager Business Support the authority to finalise negotiations, sign documentation, and undertake any remaining actions necessary to enable implementation of recommendation b).

Councillor Coles / Councillor Gordon



11 NEW COMMUNITY LEASE – TE AWAMUTU SQUASH RACKETS CLUB INCORPORATED

Property Advisor, Angela McEwan spoke to the report.

RESOLVED

3/24/80

That the Finance and Corporate Committee

- a) *Receives the report of Angela McEwan, Property Advisor, titled 'New Community Lease – Te Awamutu Squash Racquets Club Incorporated' (ECM Number 11292588);*
- b) *Approves entering into a lease with the Te Awamutu Squash Racquets Club Incorporated of the land outlined in blue on the plan annexed at Appendix 1 of this report for an initial term of five (5) years with two (2) rights of renewal of five (5) years each for the purposes of Squash and associated recreation and otherwise on the terms and conditions contained in Council's standard community lease; and*
- c) *Delegates to the Group Manager Business Support the authority to finalise negotiations, sign documentation, and undertake any remaining actions necessary to enable implementation of recommendation b).*

Mayor O'Regan / Councillor Gower

12 NEW COMMUNITY LEASE – TE AWAMUTU ROD & CUSTOM CLUB INCORPORATED

Property Advisor, Angela McEwan spoke to the report.

RESOLVED

3/24/81

That the Finance and Corporate Committee

- a) *Receives the report of Angela McEwan, Property Advisor, titled 'New Community Lease – Te Awamutu Rod & Custom Club Incorporated' (ECM Number 11287934);*
- b) *Subject to the approval of the Minister of Conservation, approves pursuant to section 54(1)(b) of the Reserves Act 1977, as administering body over the recreation reserve located at 420 Albert Park, Te Awamutu, entering into a lease with the Te Awamutu Rod & Custom Club Incorporated for the area*



outlined in yellow on the plan contained in section 4 of this report for a term of five (5) years with the two (2) rights of renewal of five (5) years each, for the purposes of clubrooms for rod and custom car activities and otherwise on the terms and conditions contained in Council's standard community lease; and

- c) *Delegates to the Group Manager Business Support the authority to finalise negotiations, sign such documentation, and undertake any remaining actions necessary to enable implementation of recommendation b), subject to Ministerial approval of the lease pursuant to section 54(1) of the Reserves Act 1977.*

Councillor L Brown / Councillor Thomas

13 NEW COMMUNITY LEASE – CAMBRIDGE NETBALL CENTRE INCORPORATED

Property Advisor, Angela McEwan spoke to the report.

RESOLVED

3/24/82

That the Finance and Corporate Committee

- a) *Receives the report of Angela McEwan, Property Advisor, titled 'New Community Lease – Cambridge Netball Centre Incorporated' (ECM Number 11289517);*
- b) *Subject to approval of the Minister of Conservation, approves pursuant to section 54(1)(b) of the Reserves Act 1977, as administering body over the recreation reserve located at 12 Scott Street, Cambridge, entering into a lease with the Cambridge Netball Centre Incorporated of the land outlined in blue on the plan annexed at Appendix 1 of this report for an initial term of five (5) years with two (2) rights of renewal of five (5) years each for the purposes of netball and tennis related activities including training and competition and otherwise on the terms and conditions contained in Council's standard community lease; and*
- c) *Delegates to the Group Manager Business Support the authority to finalise negotiations, sign documentation, and undertake any remaining actions necessary to enable implementation of recommendation b) subject to Ministerial approval of the lease pursuant to section 54(1) of the Reserves Act 1977.*

Councillor St Pierre / Councillor Stolwyk



14 NEW COMMUNITY LEASES – CAMBRIDGE ROWING CLUB INCORPORATED AND ST PETER’S SCHOOL TRUST BOARD

Property Advisor, Angela McEwan spoke to the report.

RESOLVED

3/24/83

That the Finance and Corporate Committee

- a) *Receives the report of Angela McEwan, Property Advisor, titled ‘New Community Leases – Cambridge Rowing Club Incorporated and St Peter’s School Trust Board’ (ECM Number 11289348);*
- b) *Subject to approval of the Minister of Conservation, approves, pursuant to section 54(1)(b) of the Reserves Act 1977 as administering body over the Karāpiro Lake Domain recreation reserve, entering into:

 - i) *a lease of five (5) years with two (2) rights of renewal of five (5) years each with the Cambridge Rowing Club Incorporated over the land outlined in blue in the plan in Appendix 1 to this report for the purpose of clubrooms, boat storage, changing facilities and utility area relating to rowing activities; and*
 - ii) *a lease of five (5) years with two (2) rights of renewal of five (5) years each with the St Peter’s School Trust Board over the land outlined in yellow in the plan in Appendix 1 to this report for the purpose of boat storage and changing facilities relating to rowing activities; and otherwise on the terms and conditions contained in Council’s standard community lease; and**
- c) *Delegates to the Group Manager Business Support the authority to finalise negotiations, sign documentation, and undertake any remaining actions necessary to enable implementation of recommendation b) subject to Ministerial approval of the leases pursuant to section 54(1) of the Reserves Act 1977.*

Councillor Montgomerie / Councillor Coles

15 NEW COMMUNITY LEASE – THE ORDER OF ST JOHN CENTRAL REGION TRUST BOARD

Property Advisor, Angela McEwan spoke to the report.



RESOLVED

3/24/84

That the Finance and Corporate Committee

- a) *Receives the report of Angela McEwan, Property Advisor, titled ‘New Community Lease – The Order of St John Central Region Trust Board’ (ECM Number 11309867);*
- b) *Approves entering into a lease with The Order of St John Central Region Trust Board of the land outlined in red on the plan annexed at Appendix 2 of the report for an initial term of five (5) years with two (2) rights of renewal of five (5) years each for the purpose of an ambulance station and otherwise on the terms and conditions contained in Council’s standard community lease.*
- c) *Delegates to the Group Manager Business Support the authority to finalise negotiations, sign documentation, and undertake any remaining actions necessary to enable implementation of recommendation b).*

Councillor Morgan / Councillor L Brown

16 RESOLUTION TO EXCLUDE THE PUBLIC

RESOLVED

3/24/85

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

The general subject of the matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
17. <i>Confirmation of Public Excluded Minutes – 17 September 2024</i> 18. <i>Proposed Lease of Recreation Reserve</i> 19. <i>Local Government Funding Agency Annual</i>	<i>Good reason to withhold exists under section 7 Local Government Official Information and Meetings Act 1987</i>	<i>Section 48(1)(a)</i>

COMMITTEE MINUTES



General Meeting Proxy
Vote

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act, or Sections 6, 7 or 9 of the Official Information Act 1982, as the case may be, which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, are as follows:

Item No.	Section	Interest
17	7(2)(i)	<i>To carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</i>
19	7(2)(a)	<i>To protect the privacy of natural persons, including that of deceased natural persons</i>
18	7(2)(b)(i)	<i>To protect information which would if public disclose a trade secret</i>
17	7(2)(b)(ii)	<i>To protect information which if public would unreasonably prejudice the commercial position of the person who supplied or is the subject of the information.</i>
17,19 17	7(2)(c)	<i>To protect information which is subject to an obligation of confidence where the making available of the information would be likely to:</i> <ul style="list-style-type: none"> <i>i. prejudice the supply of similar information, or information from the same source, where it is in the public interest that such information should continue to be supplied; or</i> <i>ii. would be likely otherwise to damage public interest</i>

Councillor Coles / Councillor St Pierre



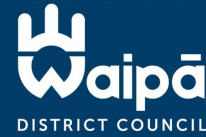
The meeting went into Public Exclusion at 1.35pm
There being no further business the meeting closed at 2pm

CONFIRMED AS A TRUE AND CORRECT RECORD

CHAIRPERSON:

DATE:

COMMITTEE REPORT



INFORMATION ONLY

To: The Chairperson and Members of the Finance and Corporate Committee

From: Manager HR Operations and Health & Safety Business Partners

Subject: **Health, Safety & Wellbeing report for the period from August to October 2024**

Meeting Date: 26 November 2024

1 EXECUTIVE SUMMARY – WHAKARĀPOPOTOTANGA MATUA

The purpose of this report is to provide the Committee with an update on our Health and Safety work programme for the period from August to October 2024. The report is for a three-month period, rather than the standard four-month period due to the Finance and Corporate Committee not meeting in July, so a five-month report was provided in August.

The body of this report provides updates on our notable workstreams.

1. **Traffic Management:** As requested during consideration of the August Health & Safety report, we have provided further information on the locations where we have been trialling a risk management approach to traffic management, as well as preliminary benefits. Locations and benefits to date are noted in the body of this report.
2. **Threat and Response Framework:** An update is provided on progress made by the cross-council working party reviewing Council's Threat and Response Framework. This mahi continues to focus on ensuring our staff have the tools to manage incidents involving a range of aggressive behaviours and situations. Outcomes from this reporting period include:
 - An updated aggressive behaviour guide
 - A meeting guide
 - An eLearning module
3. **Wellbeing Framework:** We have sought feedback from key stakeholders on the proposed framework. In response to questions regarding cultural safety, the framework highlights the importance of an environment where people are accepted for who they are. It will incorporate Te Tiriti o Waitangi principles and a Te Ao worldview to ensure cultural inclusivity and respect.

The H&S Performance Snapshot for August to October 2024 is provided in Appendix 1.

2 RECOMMENDATION – TŪTOHU Ā-KAIMAHI

That the Finance and Corporate Committee receive the report of Clark Collins, Manager HR Operations, Bev Taylor and Terry Phillips, Health and Safety Business Partners, titled Health & Safety Report for the period August to September 2024 inclusive (ECM number 11336126).

3 COMMENTARY - KŌRERO

3.1 Traffic Management (Critical Risk – Contractor Management)

In our previous update, we provided an overview of the work undertaken by the Service Delivery team to trial a new approach to traffic management. This innovative approach ensures that traffic management decisions are based on an assessment of actual risks encountered at each worksite, rather than following a purely compliance focused method as outlined in the Code of Practice for Temporary Traffic Management (CoPTTM).

Following an Elected Member request, please see below details on where the new approach is being trialled and benefits to date.

The risk-based approach was first implemented during the watermain replacement work in Cambridge and Te Awamutu from December 2023 to January 2024.

Currently, we are trialling this approach in:

- The fire main replacement work in Te Awamutu. This includes work at Palmer, Fraser, Bradey, Jackson, Redoubt, and Vaile Streets.
- The Grey Street pathway project in Cambridge.

Notable improvements to date include reduced worksite congestion and less disruption to road users and residents. Moreover, there has been a reduction in traditional traffic controls (e.g. cones and signage). Controls are further minimised once tasks are completed in localised areas, in contrast to the CoPTTM approach, which typically requires the full traffic management setup to remain in place until the work is fully completed.

We will continue to collaborate with our contractors to expand this risk-based approach to other projects across the district. We acknowledge that the CoPTTM approach is well-established in New Zealand, and it will take time for the risk-based method to gain broader acceptance.

3.2 Aggressive behaviour (Critical Risk - Aggressive Behaviour)

▪ Threat and Response Framework

A cross-council working party has been enhancing our Threat and Response Framework, which was initially developed to guide staff in managing incidents involving aggressive behaviour. The recent enhancements to the framework include the following:

- A dedicated page within Te Kupenga under the Health and Safety banner, providing a 'one-stop shop' for relevant information.

- An updated aggressive behaviour guide, now including reporting requirements and a behaviour response checklist.
- A meeting guide to assist in preparing for meetings, managing meetings and actions to take following an incident.
- A section on managing threatening installations or displays.
- An eLearning module for online training to support staff in responding to aggressive behaviour.

These improvements aim to provide clearer guidance and resources to staff, ensuring a consistent and effective approach to managing situations involving aggressive behaviour.

Although outside this reporting period, it is relevant to note that daily educational Teams posts (for the week commencing 4 November), have been published on Te Kupenga to inform staff about the changes and to refresh them on the existing content.

TIMEFRAME		ACTION RESPONSES							RESOURCES
Pre-Incident	External Expectation of Customer Conduct ¹							1. Website material (W) 2. Guide to Aggressive Behaviour (G) 3. Guide to Intramaps Alert layer and People and Property alert (G) 4. Activate and respond to duress alarm (P) 5. Lockdown Facility (P) 6. Engagement and meeting Process (P) 7. Risk Assessment template (T) 8. Guide to meeting with external parties (G) 9. Venue and H&S Plans (T) 10. Meeting Register (D) 11. Book and use lone worker device (P) 12. Respond to lone worker alarm (P) 13. Field staff response (P) 14. Guide to Physical Installations (G) 15. Activate and respond – script (P) 16. Unreasonable Request process including LGOIMA (P) 17. Complaints process (W) 18. Deal with Protest on Council Land (P) 19. Personal Safety Guide (G) 20. Trespass Register (D) 21. Debrief process and Template (P&T) 22. Warning letter (P&T) 23. Serve trespass notice (P&T) 24. Log incident into TRAX (W) 25. Form for Alert request (G) 26. Awareness and access to support services (W)	
	Staff Recognition of Aggressive Behaviour ²								
	Check Intramaps Alert layer and People and Property Alert in P&R ³								
Response	CS Frontline	Libraries	Museum	Engagement & Meetings	Animal Control	Field Staff	Call Centre	All Staff	
	Attempt to Diffuse ²								
	Duress Process ⁴		Meeting Process ⁶		Lone Worker ^{11, 12}	Make Safe ¹³	Script & End Call ¹⁵	Unreasonable requests ¹⁶	
	Lockdown Process ⁵		Risk Assessment template ⁷			Guide to Physical Installations ¹⁴		LGOIMA Comm Protocol ¹⁶	
			Meeting protocol ⁸					Complaints Process ¹⁷	
			Venue and H&S plans ⁹					Protest process ¹⁸	
			Meeting Register ¹⁰					Personal Safety Guide ¹⁹	
							Trespass Register ²⁰		
Post-Incident	Debrief process and Template ²¹								
	Warning Letter ²²								
	Trespass ²³								
	Log incident in TRAX ²⁴								
	Complete Form for People and Property Alert request ²⁵								
Support Services ²⁶									

Document Set ID: 10681111
Version: 14, Version Date: 24/10/2024

3.3 Wellbeing Programme (People Strategy and Business Plan Objective)

In the last report, an update was provided on the development of a Wellbeing Framework. We have now drafted the framework, drawing on insights from workshops and material from external organisations that support wellbeing. We have sought feedback on the proposed framework from key stakeholders and are on track to present a recommended framework to the Executive Team by the end of the year.

The draft framework is structured around four major categories:

- **Myself** – How I belong and how I support my own wellbeing
- **My team** – Who I work with and for
- **My work** – How I do my work and where I work
- **My organisation** – What else Waipā does to support wellbeing

The ‘myself’ component of the framework highlights the importance of being our authentic selves at work. This means our people are accepted for who they are, and we aim to foster an environment where each person feels they truly ‘belong’ and do not need to change to ‘fit in’.

This environment will include incorporating a Te Ao Māori worldview and acknowledging the Te Tiriti o Waitangi principles. The significance of aligning with our values, particularly Te Piripono ki te iwi Māori me te Tiriti, was emphasised in the workshops we conducted.

Once the wellbeing framework is finalised, a work programme will be developed to assist with the implementation of the framework.

3.4 In Brief

- **H&S Audit (Due Diligence Plan Requirement):** Our last health and safety audit was conducted in 2021. We are now beginning the planning process for the next audit, which will take place in 2025–26. The audit will assess our current health and safety status, ensure compliance with due diligence responsibilities, and help inform our future work programme.
- **Update: Simple Rules (Business Plan Objective):** In our last update, we outlined the progress of our *Simple Rules* project. Work is ongoing with the mower operator teams to develop rules-based thinking aimed at addressing the hazards and risks associated with mowing tasks across the district.

Once we have completed this work with the mower operators, we will compare the outcomes with those of the existing processes. This will help us identify the benefits that can be applied to hazards and risks associated with other teams across the Council

- **Update: Service Strikes:** As highlighted in the previous report, a service strike occurs when excavations impact critical services, such as power, gas, water, sewer, or phone lines.

Civil Contractors NZ (Waikato branch) and staff from Service Delivery identified the need for a stronger focus on preventing service strikes during the planning and pre-work stages of contracts including:

- Allowing sufficient time to accurately locate services
- Ensuring that critical information is gathered, documented, and communicated effectively
- Reinforcing the rule: "If in doubt – stop and confirm"
- Driving consistent reporting standards

Work is progressing with a view to having agreed processes confirmed and implemented with staff, teams, and contractors.

4 APPENDIX - ĀPITITANGA

No:	Appendix Title
1	Health, Safety & Wellbeing Performance Snapshot – August to October 2024



Clark Collins
MANAGER HR OPERATIONS



Reviewed by Stephanie Shores
GROUP MANAGER HUMAN RESOURCES



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

APPENDIX 1

Health, Safety & Wellbeing Performance Snapshot – August to October 2024 inclusive

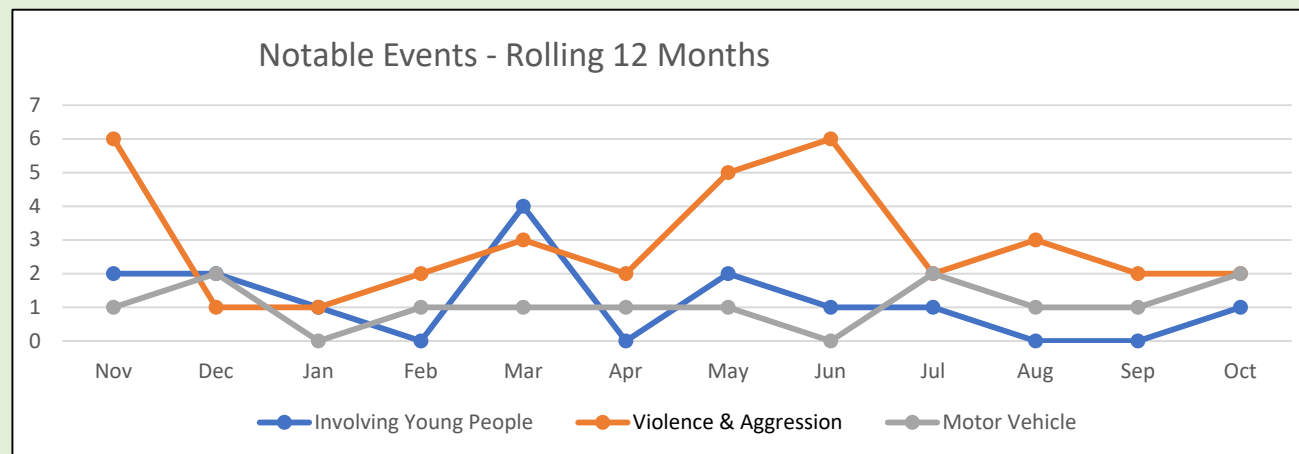
H&S Performance Snapshot

Relating to:	Actions	Performance/Commentary																																																																														
H&S Events	Notable Insights for the August to October 2024 reporting period:	<ul style="list-style-type: none"> ▪ For context, this period covers three months, rather than the standard four, given there was no reporting during July, so a five month report was provided in August. ▪ No major events were reported during this period. ▪ The reporting of minor events and near misses decreased in September and October. ▪ Compared to the previous period, there has been a decrease in incidents involving violence and aggression. 																																																																														
	Twelve-month overview of events in TRAXby severity	<p>The chart displays the following data points (approximate values):</p> <table border="1"> <thead> <tr> <th>Month</th> <th>Near Miss</th> <th>Insignificant</th> <th>Minor</th> <th>Moderate</th> <th>Major</th> </tr> </thead> <tbody> <tr><td>Nov</td><td>14</td><td>1</td><td>7</td><td>6</td><td>0</td></tr> <tr><td>Dec</td><td>15</td><td>2</td><td>7</td><td>2</td><td>0</td></tr> <tr><td>Jan</td><td>11</td><td>2</td><td>5</td><td>3</td><td>0</td></tr> <tr><td>Feb</td><td>14</td><td>1</td><td>14</td><td>3</td><td>0</td></tr> <tr><td>Mar</td><td>14</td><td>4</td><td>8</td><td>5</td><td>1</td></tr> <tr><td>Apr</td><td>15</td><td>3</td><td>6</td><td>4</td><td>1</td></tr> <tr><td>May</td><td>16</td><td>6</td><td>19</td><td>6</td><td>0</td></tr> <tr><td>Jun</td><td>7</td><td>1</td><td>11</td><td>14</td><td>1</td></tr> <tr><td>Jul</td><td>16</td><td>2</td><td>19</td><td>3</td><td>0</td></tr> <tr><td>Aug</td><td>15</td><td>2</td><td>10</td><td>5</td><td>0</td></tr> <tr><td>Sep</td><td>6</td><td>2</td><td>6</td><td>5</td><td>0</td></tr> <tr><td>Oct</td><td>9</td><td>4</td><td>6</td><td>5</td><td>0</td></tr> </tbody> </table>	Month	Near Miss	Insignificant	Minor	Moderate	Major	Nov	14	1	7	6	0	Dec	15	2	7	2	0	Jan	11	2	5	3	0	Feb	14	1	14	3	0	Mar	14	4	8	5	1	Apr	15	3	6	4	1	May	16	6	19	6	0	Jun	7	1	11	14	1	Jul	16	2	19	3	0	Aug	15	2	10	5	0	Sep	6	2	6	5	0	Oct	9	4	6	5	0
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Three-month snapshot of events in TRAX

August to October 2024

Severity	Aug	Sep	Oct	Totals	% Incidents
Near Miss	15	6	9	30	40%
Insignificant	2	2	4	8	11%
Minor	10	6	6	22	29%
Moderate	5	5	5	15	20%
Major	0	0	0	0	0%
Totals	32	19	24	75	100%



Notable Events	Aug	Sep	Oct	Total	% Incidents
Incidents - Involving Young People	0	0	1	1	1%
Incidents - Violence & Aggression	3	2	2	7	9%
Motor Vehicle	1	1	2	4	5%

<p>H&S Committee</p>	<p>Quarterly H&S Committee meeting</p>	<p>The topics discussed at the H&S Committee Meeting included:</p> <ul style="list-style-type: none"> ▪ Threat and Response Framework: Updates on new processes for external community meetings. ▪ Lockdown Walk-Through Exercise: Review and outcomes. ▪ CE Health and Safety Commitment Document: Discussion on proposed updates. ▪ TRAX Information Overview: Presentation and insights. ▪ Risk Registers: Reminder to update all entries. ▪ Dust Issues at Daphne Street: Resolution update. ▪ Mental Wellbeing Project: Progress report. ▪ District Growth and Regulatory Services: Update on initiatives. ▪ People and Property Alert in Ci: Overview of functionality. ▪ Fleet Management Report: Summary of key points. <p>H&S Committee Agreed Objectives</p> <table border="1" data-bbox="792 748 2063 1109"> <thead> <tr> <th>H&S Committee Agreed Objectives</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>80% of H&S reps trained to stage 1</td> <td>82% hold the Stage 1 H&S Representative qualification</td> </tr> <tr> <td>25% H&S reps trained in incident investigation</td> <td>Manager - Culture & Capability and H&S Business Partner are working with a provider to organise training.</td> </tr> <tr> <td>100% H&S rep attendance at H&S Committee meetings</td> <td>Feb - 75% May - 84% Aug - 97%</td> </tr> <tr> <td>100% H&S reps involved in policy development, review and roll out.</td> <td>Ongoing</td> </tr> </tbody> </table>	H&S Committee Agreed Objectives	Status	80% of H&S reps trained to stage 1	82% hold the Stage 1 H&S Representative qualification	25% H&S reps trained in incident investigation	Manager - Culture & Capability and H&S Business Partner are working with a provider to organise training.	100% H&S rep attendance at H&S Committee meetings	Feb - 75% May - 84% Aug - 97%	100% H&S reps involved in policy development, review and roll out.	Ongoing
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<p>Health & Wellbeing</p>	<p>Health Insurance</p>	<p>From 1 November 2024, all permanent staff and fixed term staff who are employed on a fixed term contract for more than six months are eligible for a subsidised health insurance package as part of our ongoing commitment to health and wellbeing.</p>										

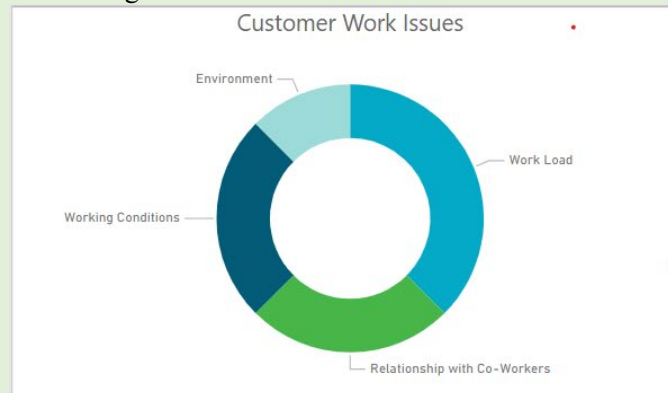
	<p>Health Monitoring completed</p>	<ul style="list-style-type: none"> ▪ 16 health checks. ▪ Three vaccinations. ▪ 12 pre-employment checks.
	<p>Training</p>	<ul style="list-style-type: none"> ▪ Four Health and Safety Representatives completed Level 1 H&S training. ▪ Staff attended First Aid training throughout the period, with three completing Level One certification and two attending refresher courses. ▪ The sixth leadership programme, which involved 20 new leaders, concluded for the year. ▪ Lance Burdett from WARN International delivered conflict management training to staff and elected members.
	<p>Rolling 12-month snapshot from the Employee Assistance Programme (EAP) for the period ending October 2024</p>	<p>Notable Insights:</p> <p>Most of the issues supported by our Employee Assistance Programme (EAP) provider continue to be personal rather than work-related. 23% were work related.</p> <p>Among the work-related issues, workload and relationships with co-workers remained prominent, accounting for 38% and 25% of work-related concerns, respectively. Working conditions saw an increase, rising from 10% to 25%. Unlike the previous period, career concerns were not raised.</p> <p>When compared to other clients of our EAP provider, Waipā had a higher percentage of staff accessing EAP for assistance with workload, relationships with co-workers, and working conditions. In contrast, issues such as career concerns and relationships with managers were more notable in other EAP registered workplaces.</p> <p>In terms of personal issues, anxiety remains the most common concern, although it is now reported at a higher level than among other clients of our EAP provider.</p>

Annual Usage Summary

SUMMARY	Nov 22 to Oct 23	Nov 23 to Oct 24
No. of programmes	30	29
No. of new programmes	27	25
No. of sessions provided	78	79
Utilisation of service	9.2%	7.7%
Average no. of sessions per case	2.45	2.89
Completion efficiency	88%	69%
Access: Gender – Male	3	3
Access: Gender – Female	24	22

Types of Issues

Percentage of work issues – 23%



Percentage of personal issues – 77%



		<h3>Work Issue Comparison to All EAP Customers</h3> <table border="1"> <caption>Work Issue Comparison Data (Estimated %)</caption> <thead> <tr> <th>Issue</th> <th>% of Work Issues - Customer</th> <th>% of Work Issues - All Customers</th> </tr> </thead> <tbody> <tr><td>Work Load</td><td>38%</td><td>38%</td></tr> <tr><td>Relationship with Co-Workers</td><td>25%</td><td>25%</td></tr> <tr><td>Working Conditions</td><td>25%</td><td>25%</td></tr> <tr><td>Environment</td><td>12%</td><td>12%</td></tr> <tr><td>Alleged Harassment</td><td>8%</td><td>8%</td></tr> <tr><td>Bullying</td><td>5%</td><td>5%</td></tr> <tr><td>Career</td><td>22%</td><td>22%</td></tr> <tr><td>Conditions</td><td>10%</td><td>10%</td></tr> <tr><td>Conflict with Manager</td><td>8%</td><td>8%</td></tr> <tr><td>Discipline</td><td>5%</td><td>5%</td></tr> <tr><td>Discrimination</td><td>5%</td><td>5%</td></tr> <tr><td>Harassment</td><td>5%</td><td>5%</td></tr> <tr><td>Performance</td><td>5%</td><td>5%</td></tr> </tbody> </table>	Issue	% of Work Issues - Customer	% of Work Issues - All Customers	Work Load	38%	38%	Relationship with Co-Workers	25%	25%	Working Conditions	25%	25%	Environment	12%	12%	Alleged Harassment	8%	8%	Bullying	5%	5%	Career	22%	22%	Conditions	10%	10%	Conflict with Manager	8%	8%	Discipline	5%	5%	Discrimination	5%	5%	Harassment	5%	5%	Performance	5%	5%	<h3>Personal Issue Comparison to All EAP Customers</h3> <table border="1"> <caption>Personal Issue Comparison Data (Estimated %)</caption> <thead> <tr> <th>Issue</th> <th>% of Personal Issues - Customer</th> <th>% of Personal Issues - All Customers</th> </tr> </thead> <tbody> <tr><td>Anxiety</td><td>18%</td><td>18%</td></tr> <tr><td>Personal Relationships</td><td>18%</td><td>18%</td></tr> <tr><td>Stress and Anxiety Issues</td><td>15%</td><td>15%</td></tr> <tr><td>Counselling for a Child/Minor (11-15 years)</td><td>10%</td><td>10%</td></tr> <tr><td>Family</td><td>8%</td><td>8%</td></tr> <tr><td>Issues with Depression</td><td>8%</td><td>8%</td></tr> <tr><td>Parenting</td><td>8%</td><td>8%</td></tr> <tr><td>Support with Family/Children/Eldercare</td><td>8%</td><td>8%</td></tr> <tr><td>Confidence</td><td>5%</td><td>5%</td></tr> <tr><td>Coping With Trauma</td><td>5%</td><td>5%</td></tr> <tr><td>Cultural Differences</td><td>5%</td><td>5%</td></tr> <tr><td>Grief and Loss</td><td>5%</td><td>5%</td></tr> <tr><td>Loneliness</td><td>5%</td><td>5%</td></tr> </tbody> </table>	Issue	% of Personal Issues - Customer	% of Personal Issues - All Customers	Anxiety	18%	18%	Personal Relationships	18%	18%	Stress and Anxiety Issues	15%	15%	Counselling for a Child/Minor (11-15 years)	10%	10%	Family	8%	8%	Issues with Depression	8%	8%	Parenting	8%	8%	Support with Family/Children/Eldercare	8%	8%	Confidence	5%	5%	Coping With Trauma	5%	5%	Cultural Differences	5%	5%	Grief and Loss	5%	5%	Loneliness	5%	5%
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New EAP Service		<p>We have subscribed to Rongoā Māori support services to provide additional support for staff who may benefit from a Te Ao Māori (Māori worldview) approach to wellbeing. Rongoā Māori is a traditional Māori healing system that encompasses a wide range of practices, focusing on the holistic nature of health and wellbeing.</p>																																																																																					
My Everyday Wellbeing (MEW)		<ul style="list-style-type: none"> August theme: 'How to recharge your batteries', focussed on encouraging staff to find ways to keep the personal resilience batteries fully charged. 																																																																																					

my everyday wellbeing
powered by healthfood.co.nz

How is your wellbeing battery?

FULLY CHARGED	BATTERY FADING	EMERGENCY REPAIR	FLAT BATTERY
<ul style="list-style-type: none"> + Feeling good most of the time + Functioning well + Connecting with others 	<ul style="list-style-type: none"> + Feeling off your game + Physical signs e.g. tense, shallow breathing + Mental signs e.g. reduced focus 	<ul style="list-style-type: none"> + More negative emotions + Disconnected from others + Physical signs e.g. sleep issues 	<ul style="list-style-type: none"> + Mostly not good days + Struggling to function + Physical signs e.g. significant illness
ACTION: Keep up with regular recharges	ACTION: 10-minute Quick Charge	ACTION: Stop to recharge and seek support	ACTION: Seek help now

RECHARGE YOUR BATTERY  WHERE TO GET HELP 

- ‘Live webinar’ session was with Claire Turnbull on ‘eat well for less’.
- September theme: ‘STEP ITUP September’, focused on encouraging staff to move more. This included access to a free step app and a daily step challenge.
- The month also featured a live webinar session with Dr Emma Woodward on the topic ‘Is Your Past Ruling You?’.
- October theme: ‘Gratitude, to Feel Great!’, aimed at improving mindset and wellbeing through the practice of gratitude to help us become healthier and happier. The live webinar session in October was hosted by Claire Turnbull and focused on ‘Fatigue, Burnout and Exhaustion’.

Additional campaigns

In September, we marked Mental Health Awareness Week, with daily posts from the HR Team featuring reminders and key messages on this important topic.

This year's theme was 'Community is... what we create together.' Community means different things to different people—that's the beauty of it. It's about connecting with others to create something meaningful together. Mental Health Awareness Week encourages us to define, build, and celebrate the communities we are part of.

Additionally, our Employee Assistance Programme (EAP) supported staff with monthly initiatives focusing on topics such as Food and Mood, Nutritional Support, Resilience, and Menopause.

COMMITTEE REPORT



INFORMATION ONLY

To: The Chairperson and Members of the Finance and Corporate Committee
From: Manager Property Services
Subject: **Quarterly Property Services Report for 1 July 2024 to 30 September 2024**
Meeting Date: 26 November 2024

1 EXECUTIVE SUMMARY – WHAKARĀPOPOTOTANGA MATUA

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

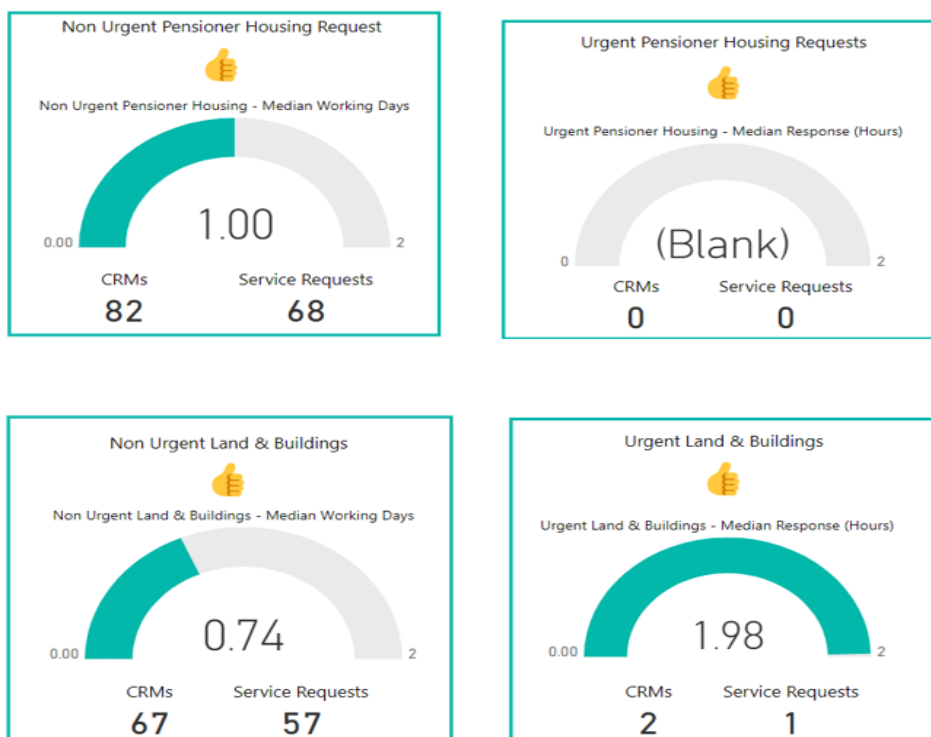
2 RECOMMENDATION – TŪTOHU Ā-KAIMAHI

That the Finance and Corporate Committee receives the report of David Varcoe, Manager Property Services, titled 'Quarterly Property Services Report for 1 July 2024 to 30 September 2024' (ECM number 11331669).

3 COMMENTARY – KŌRERO

3.1 LEVELS OF SERVICE AND PERFORMANCE MEASURES

Levels of Service (LOS) identify the output from Property Services that the customer can expect to receive. The current LOS for the Property Services team are measured for Land and Buildings and Housing for the Elderly, as shown in the charts below.



3.2 ACTIVITY DEVELOPMENTS AND UPDATES

CAMBRIDGE

Cambridge Town Hall Community Trust (CTHCT)

Staff meet fortnightly for operational meetings with the General Manager of the CTHCT and monthly with the Trust. CTHCT have tendered their renewal project. Physical works are anticipated to start in the new calendar year.

Cambridge Water Tower

Council adopted the enhanced 2024/25 Annual Plan that contained the following provision in respect of the Cambridge Water Tower project:

Consultation topic 2 – Should we demolish the Cambridge Water Tower? Council presented two options for the community to provide feedback on: Option 1 – remove the water tower, (and) Option 2 – restore the water tower. A total of 223 submissions were received on this topic with 62 percent supporting Option 1 and 38 percent

supporting Option 2. Council decided to proceed with Option one in relation to the Cambridge Water Tower – removal of the water tower. However, it was also decided that while an application for a resource consent for demolition is progressing, an open mind to alternatives would be maintained with any further progression past obtaining resource consent requiring approval by the Strategic Planning and Policy Committee. Preparation of the project plan has been completed with consent planning consultant and structural engineering consultant engaged. The first step is completion of a new Detailed Seismic Assessment. Funding provision has been made in the draft 2025 – 34 LTP for both the demolition and strengthening options.

Cambridge Clock Tower

A heritage architect was engaged, and a condition assessment of the Clock Tower made in 2021. On the architect's recommendation, a detailed seismic assessment (DSA) was commissioned. The DSA was received, with no structural strengthening required. Detailed design, drawings and specifications were prepared, and a contract let for the tower restoration and automation. Work was to be completed by 30 June 2024 but tracked a couple of weeks behind programme due to shipping delays for the specialist plastering material, ex Italy, due to the Red Sea Houthi attacks impacting on shipping routes and hence delivery times. That aside, good progress was made on the tower structure – multiple, detailed tasks including cleaning of all surfaces, repair of cracks on rendering, repairs/replacement of glass clock faces, clock mechanism servicing, clock housing repairs, etc. The project was substantially completed early July 2024 but plastering failure on the tower buttresses needs to be redone.

23 Wilson Street

A detailed seismic assessment (DSA) was completed for the Council Administration and Library building at 23 Wilson Street. The DSA identified the building's seismic capacity as 40-50% NBS based on the current occupation (Importance Level 2) i.e. the building is not seismic prone.

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

The delivery of the property acquisition programme for the above growth cells is progressing as required.

Karāpiro Lake Domain Reserve Management Plan Review

Council approved the formal start of this process as required by the Reserves Act 1977. Public notification has been posted and a project steering group (focus group) established which contains Iwi, two Councillors, one Cambridge Ward member, the managing services provider, and many of the domain users and affiliates.

PIRONGIA

Pirongia Halls

The Halls feasibility study is continuing with the project being injected into the Ahu Ake consultation program. Further submissions have been received through this consultation and staff are working through them.

DISTRICT WIDE

Lease Portfolio

On 20 August 2024 a recommendation was presented and approved by the Finance and Corporate Committee to grant a licence to occupy for a maximum term of eight years to NZTA for the purposes of taking groundwater from the Moana Reserve to assist with roading developments. Ministerial consent, under delegated authority, to the licence has also been approved and the document has been fully executed.

A variation of an existing community lease and a recommendation to enter into four new community leases based on the terms of Council's standard Community Leasing Policy were approved at the Finance and Corporate Committee Meeting on 17 September 2024. Where applicable, Ministerial consent, under delegated authority, has also been granted to enter into those leases. Those documents are in the final stages of being fully executed.

Recommendations to enter into eight new community leases on the terms of Council's standard Community Leasing Policy and one new commercial lease for grazing purposes are scheduled to be presented at the Finance & Corporate Meeting on 15 October 2024.

Several other community and commercial leases are in various stages of negotiations.

Asset Management

Property Services have commenced capturing asset and condition data associated with building assets into the new Enterprise Asset Management (EAM) System. A recent audit undertaken by Tonkin & Taylor has assessed Properties asset management maturity, with an improvement in maturity in 67% of the asset maturity elements. This is a positive result indicating the improvements made associated with the EAM system.

Maintenance, Renewal and Capital Projects

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

Project	Status	
Cambridge Clock Tower, renewal	Heritage architect has prepared detailed design, drawings and specifications. Contract let and work mostly completed mid-July 2024. Plastering work on buttresses needs to be redone pending warmer seasonal conditions.	↑
Kihikihi Town Hall, structural investigations	Draft engineering report received. Structural upgrades are currently being peer reviewed for potential future work programme to address wind-loading as the original assessment was inconclusive. Report received in July 2024.	☑

Project	Status	
Cambridge Water Tower, removal of the corroded metalwork and water tank	Decision made to not progress with this stage due to cost concerns. Further options considered and costed. Council decision made following public consultation on two options through its draft enhanced 2024/25 AP. To apply for a resource consent to remove the water tower, while remaining open to alternatives. New DSA has been commissioned as the next step. For further Q&A please refer to the below link. www.waipadc.govt.nz/cambridgewaterwater tower	↑
Leamington Domain Skating Rink, renewal and strengthening	Assessment of options and scope of works completed. Structural condition assessment completed. Options for maintenance, demolition or replacement provided to Community Services for engagement with community and decision as part of overall development plan.	↑
90 Mahoe Street, roofing repairs and maintenance works	On hold due to development considerations for the property. Quotation received for demolition of this building	↑
Karapiro Lake Domain retaining wall	Preliminary engagement with iwi has been undertaken regarding proposed plans. A consultant has been appointed to undertake detailed design which commenced in January 2024. Indicative cost estimate to complete the project significantly exceeds budget. There are also no practical solutions to staging of work activities. Project reset is now considering the best practicable option moving forward, with bank erosion/stability to be monitored while scoping, detailed design and construction methodology is progressed and costed ahead of a new business case for inclusion in the draft 2025-34 LTP. The consultant will provide timeframes in which the work should be completed. This will guide where the project sits in the 2025-34 LTP. Bank erosion protection work completed at the south end of domain over weekend of 13-15 September 2024, in line with planned lake lowering.	↑
101 Bank Street Roof Repairs	Work has been undertaken to address roof leaks on an end-of-life roof membrane above the entranceway to 101 Bank Street. Further leaks were detected during this process indicating further areas where the roof covering, including gutters, has reached end of life – indicating accelerated deterioration since a consultant undertook an	↑

Project	Status
	assessment in 2020. A contractor was appointed to commence work, with the work set to be concluded on a portion of this scope in July 2025. The remainder of the scope will need to be completed during the 2025-34 LTP period.

HOUSING – RESIDENTIAL AND ELDERLY

Waiting List

	TA	KHKH	CAMB	LEAM	ANY	2BED	
WAIPA RESIDENTS	23	2	16	12	1	2	54
NON-RESIDENTS	6	1	11	9	2	2	31
TOTAL	29	3	27	21	3	4	87

NB: Priority is given to Waipa District residents or returning residents.

Vacant – Pensioner Units	
9 Dr Tod Court, Cambridge 13 Vaile Court, Leamington 14 Sherwin Village, Kihikihi	New Tenant - 1/10/24 New Tenant - 1/10/24 New Tenant – 28/08/24

**Full renewal includes, new kitchen, new bathroom, flooring, repainting, curtains/blinds, double glazing windows and doors, interior wall insulation*

**Partial renewal includes, flooring, curtains, repainting*

Vacant - Residential Housing	
Nil	

DISPOSAL SNAPSHOT

Address	Description
258 Beechey Street, Pirongia	Both Lots 1 and 2 sold July 2024. \$970,000 GST inclusive.
106 Herbert Street, Kihikihi	Sold 1 Nov 2024 for \$1,050,000 GST inclusive.
2/81 Blundell Street, Te Awamutu	Sold June 2024 for \$470,000 GST inclusive.
1/81 Blundell Street, Te Awamutu	Sold Sep 2024 for \$465,000 GST inclusive.
312 Roche Street, Te Awamutu	Sold Aug 2024 for \$540,000 GST Inclusive.

Sheehan Street, Kihikihi	Council approved revocation of reserve status and to remove part of land from being vested as road. Working on a subdivision plan and investigating infrastructure requirements i.e. stormwater and water supply.
Taotaoroa Road Cambridge	Have gained Council approval to commence process to revoke the reserve status. This is currently with DOC.
Unformed Road Sales	Ongoing. Staff are working on a new web page to speed up applications and manage enquiries more efficiently. This will be presented to the executive for approval before going live.
Top Ten Cambridge Campground	This is the disposal to Cambridge Holiday Park Limited of Council-owned utilities, buildings, fixtures, fittings and improvements. Staff are hoping to have this settled in December 2024 following on from some weatherproofing repairs – a sale condition. The deal will include a new ground lease.

ACQUISITION SNAPSHOT

<u>Address</u>	<u>Description</u>
1859 Cambridge Road, Te Awamutu	Acquired land for roading and roundabout. Thorncombe Park Holdings. Settled April 2024.
1866 Cambridge Road, Cambridge	Acquired land and easements for roading and wastewater. Settled March 2024.
Unit 14 Sherwin Village Kihikihi	Acquisition of OYO unit in pensioner housing village. Settled July 2024. Now is pensioner housing portfolio and is leased.
1767 Park Road, Te Awamutu	Acquisition of easement for wastewater pipeline.
264 Churchill Street, Te Awamutu	Acquisition of lessee's interest to consolidate Council landholdings (TA Hub) now completed. New lease in place with Plumbing and Gas who occupy this property.
1070 Rewi Street, Te Awamutu	Acquisition for road improvement. Settles 15 Nov 2024. Working with Transport team to undertake survey works and get this property back on the market.
153 Ngarato Road	Acquisition of cycleway easement – August 2024.

3.3 DOCUMENTS EXECUTED UNDER DELEGATION

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

Type of Document	Details
Renewal of Lease	Renewal of a community lease to Te Awamutu Lyceum Club International (Incorporated) for a further term of five years.

Type of Document	Details

3.4 QUARTER 2, 2024/25 – KEY PRIORITIES

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

- Implementation of the Reserve Management Plan review process at Karapiro Lake Domain.
- Tender award and contract start on significant building renewal.
- Input of asset and condition data into the TechnologyOne Enterprise Asset Management (EAM) System.
- Continue to develop a WDC seismic policy to provide guidance on the methodology to be undertaken throughout the seismic assessment process.
- Continue to operationalise the contracts database tool and continue with the comprehensive review of the lease portfolio regarding renewing expired leases and documenting that subject to rights of renewal.
- Complete the work to formalise the acquisition of land for various projects.
- Continue asset disposal program.
- Progress planned maintenance and renewal projects.
- Support the delivery of any wider organisational arrangements entered for the development of affordable housing.



David Varcoe
MANAGER PROPERTY SERVICES



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

COMMITTEE REPORT



To: The Chairperson and Members of the Finance and Corporate Committee

From: Manager Property Services

Subject: **Cambridge Town Hall Community Trust Statement of Intent 2025/26 and Update**

Meeting Date: 26 November 2024

1 PURPOSE - TAKE

The purpose of this report is to allow the opportunity for representatives of the Cambridge Town Hall Community Trust (CTHCT) to present their annual Statement of Intent 2025-2026 for the operation, maintenance and the capital renewal and improvement of the Cambridge Town Hall. They will also provide an update on operations.

The presentation and consideration of the Annual Statement of Intent is a requirement of the Cambridge Town Hall Lease and Services Agreement (the Agreement) between the Trust and Council.

2 EXECUTIVE SUMMARY – WHAKARĀPOPOTOTANGA MATUA

The Agreement for the Cambridge Town Hall came into effect on 1 July 2022.

The arrangement provides, in part, for the Trust to promote, manage and preserve the Cambridge Town Hall for the benefit of Waipā District. The Agreement defines the respective obligations for leasing, funding and the operation of the building and site at 79 Queen Street Cambridge.

The Agreement, at Section 7, establishes an ongoing planning framework made up of three planning components: a Strategic Plan, an Asset Management Plan and an annual Statement of Intent.

The planning framework, in part, provides a means by which the Trust can propose the Price (operating costs grant), Renewal Fund and Capital Development Grant to be provided by the Council, to the Trust over the period of the subsequent 10 Year Plan. In this case, the 10 Year Plan for the period 2024-34 has been separated into an enhanced Annual Plan 24/25 and an 9 year long term plan 2025-34.

The planning framework also addresses the matters of establishing Key Performance Indicators, the proposed scale of fees and charges, operating hours and the documentation as to how the Premises will be operated so as to deliver against the agreed Service Specification.

In the intervening years the Trust develops a draft Annual Statement of Intent (Sol). That Sol process follows the same draft, consideration and approval process as used for the Strategic Plan. The process specifically provides a planning framework method for addressing any need for change to established funding levels or change to the current approved Strategic Plan. The 2025/26 Statement of Intent will be presented with this report.

It is noted that the operational funding sought in the Sol aligns with the funding provided for in our draft Long Term Plan numbers.

The Trust will attend the meeting to speak to the documentation provided.

3 RECOMMENDATION – TŪTOHU Ā-KAIMAHI

That the Finance and Corporate Committee

- a) *Receives the report of David Varcoe, Manager Property Services titled Cambridge Town Hall Community Trust Statement of Intent 25/26 and Update (ECM number 11336866);*
- b) *Receives the presentation of the Cambridge Town Hall Community Trust, and the annual Statement of Intent 2025-26.*

4 BACKGROUND – KŌRERO WHAIMĀRAMA

Council, in 2021 consulted with the community on a proposal for the formation of a community trust to lease and manage the hall and drive the facility improvements.

The Cambridge Town Hall Community Trust was established with a brief to ‘activate’ the Cambridge Town Hall and a Lease and Services Agreement agreed upon. An associated operating funding support package has also been consulted on by way of the development of the Long-Term Plan 2021-31 and more recently as part of the development of the enhanced Annual Plan 2024/25.

The intention of the parties is that the Agreement operates successfully until expiry on 30 June 2042 and that it be renewed for a further period of 13 years.

The current draft Enhanced Annual Plan 2024-2025 provides a budget for operational matters.

This investment recognised the Cambridge Town Hall was tired and as a result under-utilised by the community. The intent being to provide capacity to allow the Trust to make a significant ‘lift’ in the facility.

The Agreement provides for Council to provide an annual amount described as a “Renewal Fund” towards capital asset renewal works and a “Capital Works Grant” to fund capital improvement planning and project delivery. The appropriate level of funding via those grants is to be informed by an Asset Management Plan (AMP) for the facility.

It is noted that the Trust, as a stand-alone and charitable entity, is well-placed to supplement its Council-provided capital funding with other fund-raising initiatives. Council officers will work closely with the Trust to encourage such initiatives; however, it is anticipated that such initiatives are more likely to be successful for later capital investment, supported by the proposed master plan.

5 SIGNIFICANCE & ENGAGEMENT – KAUPAPA WHAI MANA ME NGĀ MATAPAKINGA

Staff have considered the key considerations under the Significance and Engagement Policy, in particular sections 7 and 8, and have assessed that the matters in this report have a low level of significance. The formation of the Trust, and its role in the operation, maintenance and development of the Cambridge Town Hall, was determined through a special consultative procedure.

6 OPTIONS – NGĀ KŌWHIRINGA

Option	Advantages	Disadvantages
Option 1: Not receive the Annual Statement of Intent 2025-26	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> The obligation made with the Trust by way of the Agreement is not met and the planning framework is frustrated.
Option 2: Receive the Annual Statement of Intent 2025-26	<ul style="list-style-type: none"> The intent of the planning framework as set out in the Agreement is satisfied and the process for confirming the Annual Statement of Intent 2025-26 is put into effect. 	<ul style="list-style-type: none"> None

The recommended option is Option 2. This will ensure that the Trust is appropriately funded to deliver on Council’s request that it ‘activate’ the Cambridge Town Hall.

7 OTHER CONSIDERATIONS – HEI WHAIWHAKAARO

Legal and Policy Considerations – Whaiwhakaaro ā-Ture

Staff confirm that Option 2 complies with Council’s legal and policy requirements.

Financial Considerations – Whaiwhakaaro ā-Pūtea

The 2025-26 Annual Statement of Intent identifies the need for a WDC Operational fund of five hundred and seventy-eight thousand, and eighty-three dollars, (\$578,083) and the draft 9 year Long Term Plan 2025/34 indicates an Operational Grant to the CTHCT of five hundred and seventy eight thousand, and eighty-three dollars, (\$578,083) in 2025/26.

Risks - Tūraru

There is one significant risk associated with the decisions required for this matter.

Risk Description	Current Residual Risk Rating	Current Treatments	Planned Additional Treatments
WDC operational grant commitment for 2025-26 Note: as the hall becomes activated the operational costs increase.	High	CTHCT was able to carry forward operational savings from 2023-24 to the 2024-25 financial year which helped with operational shortfall. As yet, there is no similar process available for the 2025-26 year.	Through deliberation and adoption of the 9-year Long Term Plan 2025/2034 there may be an opportunity to meet any funding shortfall.

Iwi and Mana Whenua Considerations - Whaiwhakaaro ki ngā Iwi me ngā Mana Whenua

The Cambridge Town Hall Community Trust Chair and General Manager will inform the Committee of Iwi and Mana Whenua consultation completed during their presentation.

8 NEXT ACTIONS

Action	Responsibility	By When
Continued collaborative working with the Trust to confirm the CTHCT Statement of Intent 2025-26	Manager Property Services / Group Manager Business Support	30 November 2024

9 APPENDIX - ĀPITITANGA

No:	Appendix Title
1	CTHCT Statement of Intent 2025-26 (ECM number 11339940)



David Varcoe
MANAGER PROPERTY SERVICES



Ken Morris
DEPUTY CHIEF EXECUTIVE / GROUP MANAGER BUSINESS SUPPORT

APPENDIX 1

Cambridge Town Hall Charitable Trust Statement of Intent 2025-26 (ECM number 11339940)

CAMBRIDGE
TOWN
HALL

WHARE
TAPERE OO
TE OKO HOROI

Cambridge Town Hall Community Trust

DRAFT 2025/26 STATEMENT OF INTENT





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ABBREVIATIONS

CTHCT	Cambridge Town Hall Community Trust
CTH	Cambridge Town Hall
WDC	Waipā District Council
SOI	Statement of Intent
L&S	Lease and Service Agreement
25/26 FY	The Financial Year – 1 July '25 until 30 June '26



INTRODUCTION

This is the third Statement of Intent (SOI) prepared by the Cambridge Town Hall Community Trust (CTHCT) in accordance with the Lease and Services Agreement (L&S) with Waipā District Council (WDC), 2022.

The Statement of Intent (SOI) details the plans and priorities for activities and expenses related to the premises and services provided by the CTHCT. It outlines the targets set by the CTHCT to measure the performance of the CTH.

The SOI will be in effect for the financial year starting on July 1, 2025, and ending on June 30, 2026. The SOI undergoes an annual review with WDC. While WDC remains the owner of the CTH, the CTHCT is responsible for managing the daily operations and outlining the agreed-upon strategic vision for both the operation and capital expenditure moving forward.

This SOI will take effect immediately following the renovations to the west and eastern sides of the building. While there are some unknowns, this SOI adopts a positive outlook for those spaces.

This SOI produced by the CTHCT is to be read alongside the CTHCT Strategic Vision 2024-2034.

VISION STATEMENT

Our Vision

Relevant – Vibrant – Connected

Our Mission

To breathe life into Cambridge Town Hall and its environs by providing a thriving facility in the heart of the community.

Our principles:

We honour the legacy of Cambridge Town Hall and its unique location.

We want the Cambridge Town Hall...

- *To be at the heart of an evolving community*
- *To draw people together for celebration, entertainment, safety, remembrance, mourning and solace.*
- *To be a place to learn, to share and to showcase people's creativity.*

As a Trust...

- *We acknowledge the place of mana whenua in our work.*
- *We are enterprising, innovative, responsive and creative.*



- *We are excellent stewards, financially responsible and accountable for this public resource.*
- *We partner with many people and groups so that our Town Hall is for everybody.*

STRATEGIC VISION

The Strategic Vision sets out the following three principles.



GOVERNANCE

The Trustees are responsible for the strategic direction and control of CTH's activities, services, and management.

The CTHCT guides and monitors the planning and delivery of the objectives and services as set out in the L&S and partners with the WDC to achieve the best outcomes through continued transitional planning.

Although the Trustees are responsible for overseeing that the CTHCT fulfils its objectives and meets the requirements of the SOI, they also serve as an operational board. The situation is subject to change, as new staff will be recruited during the upcoming financial year to comply with the service specifications and reduce the workload of the Trustees over time.



OBJECTIVES

Objectives set out by the Lease and Services agreement with the WDC are as follows:

- To promote, manage, and operate CTH for Waipā residents and visitors.
- To ensure the CTH is a venue that provides opportunities for community, civic, arts and other gatherings to be offered in Cambridge.
- Engaging with the community to identify community, civic, arts, and other activities that would be welcomed by the community and enabled through the CTH.
- To preserve and nurture the heritage of the CTH.
- To develop a financially sustainable model for the operation of the CTH.

NATURE AND SERVICE SPECIFICATIONS

The CTHCT must adhere to seven Service Specifications established by the L&S in conjunction with WDC.

- Management of premise
- Customer feedback
- Marketing and promotion
- Sustainability
- Core maintenance obligations
- Asset management - maintenance, renewals and improvements
- Asset register

In addition to the above, the CTHCT, as set out in its Trust Deed, is also making an active contribution to the events and activities delivered in and around the CTH.

Management of premise

The premises include the main hall, the refurbished side rooms on the west and east side of the building, a new commercial kitchen, and the outside piazza area. The successful management of these spaces are important to the ongoing viability of the hall and its hirers.

In managing the premises, CTHCT will provide the community with an all-weather venue to use for events, performances, workshops, life celebrations, and meetings.

The 25/26 financial year will be a period to test and refine our operations of the newly refurbished side rooms and seek new opportunities for hire. A key task will be managing and monitoring how hirers use the new facilities and equipment, provide guidance to users, and ensuring damages are avoided.

Customer feedback

The 25/26 FY year will see continued customer feedback and reporting which will continue to provide data for any improvements going forward.



Marketing and promotion

With the restoration of the CTHCT's spaces, our marketing and promotion efforts will emphasise the building's enhanced capacity and functionality. A primary goal this year is to generate demand for corporate hires during standard business hours, Monday to Friday. To attract this market, we will leverage our upgraded facilities, which are now better tailored to meet the needs of corporate clients.

To broaden our reach and awareness, we will expand our online presence, increasing visibility on key venue hire platforms. Additionally, a new virtual reality tour, accessible via our website, will allow potential clients to experience the venue remotely, offering a detailed preview of our facilities.

CTHCT will continue to support our existing hirers, maintaining regular bookings while incorporating new and exciting events to attract a diverse range of clients.

Sustainability

The CTHCT is committed to ensuring our restoration and activation works assist in our forward-thinking and sustainable. This includes the reduction of single-use items at events, such as plastic plates and cups, and instead offering reusable options for customers.

Continue to provide a waste minimisation scheme, including recycling and waste disposal. With the addition of a venue technician, we will actively monitor and regulate the building's energy use, such as optimising heating in the hall to reduce unnecessary energy consumption.

The 'Masterplan' designs will consider green options that will benefit the building and the environment.

Core maintenance obligations

Ensure the ongoing upkeep and preservation of the CTH facility. This includes safety checks for the venue to ensure it meets its Building Warrant of Fitness on time.

Carry out routine inspections of the building, including the electrical and plumbing services.

Ensure proper cleaning and sanitation of all areas, including restrooms, common spaces, and event venues, to maintain a safe and welcoming environment for all visitors.

Asset management - maintenance, renewals, and improvements

The 2025/26 fiscal year will be the first to benefit from the recently completed renovations, with key priorities focused on protecting and maintaining these new assets and facilities. Developing usage models will be essential to safeguard both the integrity of the building and the experience of our hirers.



With the expanded facilities, CTHCT is now eligible to apply for a permanent liquor license—an important step we aim to complete during the 2025/26 period to broaden the venue’s appeal and service offerings.

We will continue to enhance our performance and business packages with upgraded onsite equipment for hospitality and hosting. Given the reconfigured onsite storage, we will carefully plan our operations to ensure efficient equipment setup, storage, and accessibility for hirers. This includes reassessing how new staging, lighting, and audio-visual assets are managed to support seamless and flexible use of the spaces by all clients.

Asset register

We will maintain a register of this equipment and carry out any repairs as necessary to ensure we can provide an ever-increasing level of service.

Events and activities

The CTHCT will continue to programme broad range of new and exciting events, targeted to local, regional, and national audiences.

The CTHCT will continue to partner with local and national institutions, wherever possible, to deliver events that have a broad and encompassing reach.

The renovations will create new opportunities, along with initial challenges, in adopting updated operational models. To support a smooth transition, we will develop comprehensive user guides for both hirers and staff, ensuring clear guidance on utilising the renovated spaces effectively.

FINANCIAL

The CTHCT seeks to draw on the agreed support of the WDC for its operating costs. The operation budget is shown in the table below:

CTHCT Operation Budget 25/26	Total
Estimated Income	
WDC Operational Fund	\$578,083
Hall Hire, Lease Income, Equipment Hire	\$100,400
Donations/sponsorship	\$36,000
Event Income	\$38,400
Total Income	\$752,883
Expenses	
Administration and office management	\$91,926
Maintenance, operations building, rubbish and recycling and electrical services	\$178,130
Salaries, contractors/consultants, training	\$384,792
Events, fundraising, advertising and marketing, communications and activation	\$98,040
Total Expenses	\$752,888



PERFORMANCE TARGETS

The below section sets out the KPIs for the 2024/25 financial year.

The document outlines the actions and goals for this period based on the CTHCT Strategy 2024-2034 KPIs and Service Specification targets.

OPERATIONAL PERFORMANCE TARGETS

The below table below set out a series of KPI's, grouped into two streams. The first are a set of KPI's that are specific to this SOI and the current position of the CTHCT, and the second, are set to that correlate directly with the seven 'Service Specifications' within the L&S agreement with the WDC.

Key performance indicators for the Statement of Intent 2024/25 are set out in the table below.

Key Performance Indicators	25/26 FY <i>(When a % or target number is not provided, the target is achieved or not achieved)</i>
Event diversity – Maintain the number of bookings, range of bookings and geographical reach from year-to-year	<p>Maintain two new regional partnerships to deliver public events</p> <p>Maintain two national partnerships</p> <p>Manage an online booking process through the CTH website, with 90% of initial enquiries replied to within 24 hours (Monday – Friday)</p> <p>Maintain the hall utilisation at 70% of days having a booking</p> <p>Deliver event diversity across the year, by presenting, partnering or hosting; Life Events (minimum 12); performance and/or exhibitions (minimum 18); corporate hires (minimum 12); tangata whenua event (minimum 3) and; community/civic events (12); educational (4)</p>
Customer satisfaction/net promotor score (collected from every hirer, measured annually)	<p>Provide an opportunity for feedback through a post booking survey immediately after an event/activity is completed</p> <p>Achieve a 65%+ satisfaction score from hirers</p> <p>Provide an opportunity for mana whenua host an annual waananga for the hapori</p> <p>Calculate the net promotor score from bookings over the 2025/26 financial year and maintain a score of 50</p>
Waste reduction and increasing recycling rates.	Provide on-site recycling and waste disposal process



	Promote and implement waste minimisation initiatives, such as reducing single-use items in the hall
Meet budgeted income targets	Increase revenue from hirers/rental by >10% on the previous FY. >\$24000 in philanthropic support (donations and sponsorship combined)
Progress capital works programme	Complete a draft costed Masterplan by June 2026 By June 2025, stage one renovations will be completed, including; <ul style="list-style-type: none"> • Complete the renovations of the Victorian and Edwardian room • Install a new commercial kitchen • To scope, and within budget Carry out ongoing engagement process with mana whenua specifically focussed on the masterplan Meet regularly with the WDC to consult and inform plans going forward

Key Performance Indicators to meet the Service Specifications of the L&S with the WDC are set out in the below table.

Key Performance Indicators	<i>(When a % or target number is not provided, the target is achieved or not achieved)</i>
Managing the premises	Maintain an up-to-date Building Warrant of Fitness Manage the bookings, H&S, communications and events during the restoration, ensuring customers are informed and updated of the scheduled refurbishment
Customer feedback	Provide an opportunity for feedback through a post booking survey immediately after an event/activity is completed
Marketing and promotion	>four advertorials across the year Grow CTHCT newsletter subscribers to >1500 contacts and produce a minimum of 18 newsletters per year
Sustainability	Provide on-site recycling and waste disposal process



	Promote and implement waste minimisation initiatives, such as reducing individual use items in the hall
Core Maintenance Obligations	Monitor the maintenance plan so the building remains functional and available to hire Maintain an up-to-date Building Warrant of Fitness
Asset Management - Maintenance, Renewals and Improvements	Contract and manage maintenance contractors for the general maintenance and upkeep of the building, to ensure the building meets its Building Warrant of Fitness and remains open for hirers.
Asset Register	Updated and maintained asset register
Events and Activities	Maintain the utilisation rate based on the previous FY

Note: KPI's are monitored and reported on monthly at the CTHCT Board meeting. A status on progress and concerns is noted against each KPI so the Board has continual oversight.



APPENDIX - HALL HIRE RATES

We propose a 10% increase to fees for the 25/26 FY. The exception is the 2-hour rate for the Edwardian and Victorian room which is increased by 20%. Also, the Victorian room (post renovations) is increased to be aligned with the Edwardian room.

	From 1 July 2024		From 1 July 2025	
2025 Renovations: Jan – April <i>Victorian</i> April – July <i>Edwardian</i>	Base Rate	Community / Charity Rate (60% discount)	Base Rate	Community / Charity Rate (60% discount)
Whole Complex				
Half Day (4 Hours)	600	240	660	265
Full Day (12 Hours)	1,200	480	1,320	530
Whole Complex less VR				
Half Day (4 Hours)	500	200	550	220
Full Day (12 Hours)	1000	400	1,100	440
Edwardian Room				
2 Hour booking (between 9am-5pm)	150	60	180	72
Half Day (4 Hours)	300	120	330	135
Full Day (12 Hours)	600	240	660	265
Victorian Room				
2 Hour Booking (between 9am-5pm)	85	45	180	72
Half Day (4 Hours)	95	55	330	135
Full Day (12 Hours)	280	160	660	265
Additional Hours				
Whole Complex (with or without VR)	150	75	165	85
Edwardian Room	80	50	90	55
Victorian Room	30	20	35	25
Public Holiday surcharge: 20% of hire rate and 50% of hourly rate for additional staff				
Wedding Packages				
Ever After Mon – Thursday (excluding public holidays)	1,050		1,155	
Ever After Fri - Sun	1200		1,320	
Take My Hand (small room), Mon-Thursday only	600		660	
3hr Setup fee the night before wedding (6pm – 9pm)	200		220	

COMMITTEE REPORT



To: The Chairperson and Members of the Finance and Corporate Committee

From: Property Projects Specialist

Subject: **Revocation of Reserve Goodfellow Street Te Awamutu**

Meeting Date: 26 November 2024

1 PURPOSE - TAKE

The purpose of this report is to seek a recommendation to Council to commence the process to revoke the reserve status of the land located at 48 Goodfellow Street, Te Awamutu.

2 EXECUTIVE SUMMARY – WHAKARĀPOPOTOTANGA MATUA

48 Goodfellow Street, Te Awamutu is a rear-situated 5,506m² site located on the western side of Goodfellow Street close to the intersection with Alexandra Street. The property is known as the 'Goodfellow Street Reserve' and is classified as a Recreation Reserve with underlying Residential zoning.

The land is surplus to requirements and staff request that the reserve status of the land be revoked to enable disposal which would enable the land to be developed for housing. While Council can revoke the reserve status of the land under section 24 of the Reserves Act we would not retain ownership of the land because the title to the property is Crown-derived.

The land would therefore become Crown Land under the Land Act 1948 and be available for disposal under that Act. Pending disposal, the revoked reserve remains an asset of the Crown for which the Department of Conservation (DOC) is responsible. DOC goes on administering the land until its future ownership/disposal is decided.

The land is currently mown by our parks team and historically it was used for horse grazing. While the narrow accessway (3.7m) does limit development it remains a very valuable site. Potential purchasers are likely to consider some type of high-density development which is likely to align with Council affordable housing aspirations.

There is an element of risk associated with revoking the reserve status of this land. Generally, the split of the net sale proceeds is 50/50 between DOC and the Council, however, Territorial Authorities may apply for up to 100% of the net proceeds. Please

note that this a policy option only and not an absolute certainty. This risk could be mitigated by an initial discussion with DoC and confirmation they would apply the 1999 Ministerial policy in dealing with the sale proceeds. As with all property disposals staff will ensure that Council obtains the best value possible from the property. As discussed, this is potentially a valuable site and even 50% of the net sale proceeds would be a significant amount.

Ngā Iwi Tōpū o Waipā were contacted on 27 August 2024 to utilise their contact network to iwi and mana whenua to determine interest in this property. We provided an overview of the property and the proposal and requested feedback. Representatives from both Ngāti Apakura and Ngāti Paretekawa have both requested that their interest in the property is noted. Further consultation will be undertaken as required by the Reserves Act 1977.

The matter must be recommended by the Committee to Council due to the Local Government Act 2002 requirement that property asset and disposal decisions not envisaged in a Long-Term Plan must be determined by Council itself, rather than delegated.

3 RECOMMENDATION – TŪTOHU Ā-KAIMAHI

That the Finance and Corporate Committee

- a) *Receives the report of Andrew Don – Property Projects Specialist titled ‘Revocation of Reserve Goodfellow Street Te Awamutu’ [ECM Number 11317092];*
- b) *Recommends Council to:*
 - i) *approve, pursuant to section 24(1)(b) of the Reserves Act 1977, the revocation of the reserve status of the property at 48 Goodfellow Street, Te Awamutu held in Record of Title 475210 (“land”) and legally described as Allotment 391 Mangapiko Parish Survey Office 31992 because the Land is not required for its stated purpose (“Proposed Revocation”);*
 - ii) *approve for Council to initiate the processes set out in section 24 of the Reserves Act 1977 to implement the Proposed Revocation, which includes consulting with and notifying the Commissioner and public notification;*
 - iii) *note the effect of the Proposed Revocation (if implemented) is that the land held in Record of Title 475210 will revert to Crown ownership pursuant to section 25 of the Reserves Act 1977 as it is a Crown-derived reserve;*
 - iv) *delegate to the Group Manager Business Support authority, to in accordance with section 24 of the Reserves Act 1977:*
 - A) *after consulting with the Commissioner, publicly notify the Proposed Revocation and consider any objections from the public to the Proposed Revocation;*

B) if still considered appropriate following A), notify the Commissioner and liaise as required with the Minister and Department of Conservation on the Proposed Revocation; and

C) to sign such documents and do such things as necessary to help enable the implementation of the Proposed Revocation.

4 BACKGROUND – KŌRERO WHAIMĀRAMA

Property Overview

48 Goodfellow Street, Te Awamutu is a rear-situated site located on the western side of Goodfellow Street close to the intersection with Alexandra Street. Please refer to Appendix One for location plans. The property is known as the 'Goodfellow Street Reserve'.

This 5,506m² site is classified as a Recreation Reserve and has underlying Residential zoning.

The property is accessed from a 3.7m wide and 61m long driveway which may limit development.

The land slopes gently downward from the southern boundary toward the north.

The land is currently mown by our parks team and historically it was used for horse grazing. While the narrow accessway (3.7m) does limit development it remains a very valuable site. Potential purchasers are likely to consider some type of high-density development which is likely to align with Council affordable housing aspirations.

The land is not being utilised as a reserve and is considered surplus by our parks team. It is obvious from visiting the site a number of times that the highest and best use is some form of residential development.





Acquisition History

The land is crown derived.

A certificate of title was registered in December 1939 declaring the Crown to be the registered owner of the land for housing purposes.

The land was declared to be Crown land available for reservation in July 1943.

The land was temporarily reserved for recreation in January 1944 and permanently reserved for recreation in April 1944 pursuant to the Land Act 1924.

Notwithstanding that the land is crown derived, the Reserve was vested in the Waipa District Council pursuant to s26A of the Reserves Act and is held on trust for the purposes the Reserves Act.

In 1914 the Te Awamutu Town Board was appointed to be the Te Awamutu Domain Board.

In or around April 1915 the Te Awamutu Town Board ceased to exist and was merged into the then-new Borough of Te Awamutu. The Te Awamutu Borough Council was constituted and took over the functions and duties of the Te Awamutu Town Board.

In 1989, pursuant to the Local Government (Waikato Region) Reorganisation Order 1989, the Te Awamutu Borough Council was dissolved, and the Waipa District Council was constituted. Functions, duties and powers of the Te Awamutu Borough Council were transferred to the Waipa District Council. This enabled Waipa District Council to obtain title in the property pursuant to section 26A.

Disposal Actions and Considerations

The Minister can, on request of Council, revoke the reserve status of the land under section 24 of the RA but Council would not retain ownership of the land because the title to the property is Crown-derived.

The land would become Crown Land under the Land Act 1948 and be available for disposal by the Crown under that Act. Pending disposal, the revoked reserve remains an asset of the Crown for which the Department of Conservation (DOC) is responsible. DOC goes on administering the land until its future ownership/disposal is decided.

There is an element of risk associated with revoking the reserve status of this land. The share of net proceeds from sale on disposal of Crown reserve land is determined by Ministerial policy that was introduced in 1999 that determined that “losses and revenue from revocation and disposal should be shared equably on a case-by-case basis”.

Generally, the split is 50/50 between DOC and the Council, however, Territorial Authorities may apply for up to 100% of the net proceeds, provided the funds are to be used primarily for the purchase or management of reserve lands. Please note that this a policy option only and not an absolute certainty.

This risk could be mitigated by an initial discussion with DoC and confirmation they would apply the 1999 Ministerial policy in dealing with the sale proceeds.

While the Crown can dispose of the property as it sees fit staff intend working closely with DoC to ensure the best outcome for Council.

As discussed, this is potentially a valuable site and even 50% of the net sale proceeds would be a significant amount.

The revocation of reserve process includes public notification of the proposal and subsequent consideration of any objections.

As with all property disposals staff will ensure that Council obtains the best value possible from the property.

5 SIGNIFICANCE & ENGAGEMENT – KAUPAPA WHAI MANA ME NGĀ MATAPAKINGA

Staff have considered the key considerations under the Significance and Engagement Policy, in particular sections 7 and 8, and have assessed that the matters in this report have a medium level of significance. It is noted that the public notification of the proposal and consideration of objections is required by the Reserves Act and would be undertaken as part of the Proposed Revocation process.

6 OPTIONS – NGĀ KŌWHIRINGA

Option	Advantages	Disadvantages
Option 1: Do nothing	<ul style="list-style-type: none"> No staff or other Council resources required. 	<ul style="list-style-type: none"> A potentially valuable block of land, suitable for residential development, continues to be underutilised.
Option 2: Recommends disposal of this land	<ul style="list-style-type: none"> Council may receive 50% or up to 100% of the sale proceeds. Better utilisation of residential development land. Potential to grow the rates base once the land is developed. Parks team released from maintaining the land. 	<ul style="list-style-type: none"> Nil.

The recommended option is Option Two. The reason for this is the land is being underutilised and Council may receive between 50% to 100% of the sale proceeds. Once the land is developed significant rates will be derived from this land.

7 OTHER CONSIDERATIONS – HEI WHAIWHAKAARO

Council's Vision and Strategic Priorities

Councils' property policy objective is to oversee management of Council property for the purpose of maximising economic return and community benefit while maintaining cost transparency. Assets identified as non-core will be recorded as such and managed for best commercial return. Such assets may be bought and sold to improve the rate of return.

Legal and Policy Considerations – Whaiwhakaaro ā-Ture

Staff confirm that the staff recommendation complies with Council's legal and policy requirements.

Financial Considerations – Whaiwhakaaro ā-Pūtea

Any costs associated with this project would be funded by the disposal proceeds.

Risks - Tūraru

There is an element of risk associated with revoking the reserve status of this land given it would revert to Crown-ownership. This could be mitigated by an initial discussion with DoC and confirmation they would apply the 1999 Ministerial policy in dealing with the sale proceeds.

Iwi and Mana Whenua Considerations - Whaiwhakaaro ki ngā Iwi me ngā Mana Whenua

Ngā Iwi Tōpū o Waipā were contacted on 27 August 2024 to utilise their contact network to iwi and mana whenua to determine any interest in this land. We provided an overview of the property and the proposal and requested feedback. Representatives from both Ngāti Apakura and Ngāti Paretekawa have both requested that their interest in the property is noted. Further consultation will be undertaken as required by the Reserves Act 1977.

8 NEXT ACTIONS

Action	Responsibility	By When
If approved, initiate discussion with DoC	Property Projects Specialist	30/11/2024
Depending on outcome of above, initiate the revocation of the reserve	Group Manager Business Support	31/1/2025

9 APPENDIX - ĀPITITANGA

No:	Appendix Title
1	Location Plans



Andrew Don
PROPERTY PROJECTS SPECIALIST



Reviewed by David Varcoe
MANAGER PROPERTY



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

APPENDIX 1

Location Plans



COMMITTEE REPORT



PUBLIC EXCLUDED

To: The Chairperson and Members of the Finance and Corporate Committee

From: Property Projects Specialist

Subject: **Revocation of Reserve Eden Avenue Te Awamutu**

Meeting Date: 26 November 2024

1 PURPOSE - TAKE

The purpose of this report is to request the Finance and Corporate Committee commence the process to revoke the reserve status of Arthur Patterson Reserve (50 Eden Avenue, Te Awamutu) to provide the opportunity for subsequent Council disposal of this land.

2 EXECUTIVE SUMMARY – WHAKARĀPOPOTOTANGA MATUA

This 2,100m² property is situated on the southern fringe of Te Awamutu and is known as the Arthur Patterson Reserve. The street address is 50 Eden Avenue. The property is held by Waipā District Council as a Recreation Reserve subject to the Reserves Act 1977. The land is not being utilised as a reserve and is considered surplus by our parks team. Staff are therefore seeking approval to begin the process to revoke the reserve status of the land and to then dispose of the property.

Our preliminary investigations indicate that developing this site will be challenging and this brings added risk in terms of controlling costs. The steep contour does not lend itself well to social housing. We therefore recommend disposing of this property as a single lot. As with all property disposals staff will ensure that Council obtains the best value possible from the property.

Ngā Iwi Tōpū o Waipā were contacted on 27 August 2024 to utilise their contact network to iwi and mana whenua to determine interest in this land. We provided an overview of the property and the proposal and requested feedback. Further information was provided relating to site services and contour. Representatives from both Ngāti Apakura and Ngāti Paretekawa have both requested that their interest in the property is noted. Further consultation will be undertaken as required by the Reserves Act 1977.

This project could be funded by the proceeds of the sale. The disposal costs are estimated at \$75,000 plus GST.

3 RECOMMENDATION – TŪTOHU Ā-KAIMAHI

That the Finance and Corporate Committee

- a) *Receives the report of Andrew Don, Property Projects Specialist, titled ‘Revocation of Reserve Eden Avenue Te Awamutu’ (ECM number 11325669);*
- b) *Notes that Arthur Patterson Reserve (50 Eden Avenue, Te Awamutu) is vested in Council and is designated as recreation reserve under the Reserves Act 1977 and held in Record of Title 447505 and legally described as Lot 18 Deposited Plan 23182 (“Land”),*
- c) *Approves, pursuant to section 24(1)(b) of the Reserves Act 1977, the revocation of the reserve status of the Land because the Land is not required for its stated purpose (“Proposed Revocation”),*
- d) *Delegates to the Group Manager Business Support authority, to, in accordance with section 24 of the Reserves Act 1977:*
 - i) after consulting with the Commissioner, publicly notify the Proposed Revocation and consider any objections from the public to the Proposed Revocation; and*
 - ii) if still considered appropriate following i) above, notify the Commissioner and liaise as required with the Minister and Department of Conservation on the Proposed Revocation; and*
 - iii) sign such documents and do such things as necessary to help enable the implementation of the Proposed Revocation.*

4 BACKGROUND – KŌRERO WHAIMĀRAMA

Property Overview

Arthur Patterson Reserve (50 Eden Avenue, Te Awamutu) is held as a classified Recreation Reserve subject to the Reserves Act 1977 and is contained in a gazette notice title (447505) – this is not a freehold title, and a new freehold Record of Title will be required.

This 2,100m² vacant site is surplus to requirements and staff are seeking approval to have the reserve status of the land revoked and the property disposed of.

The property is zoned ‘residential’, there are no policy overlays.

This is a ‘pan handled’ shaped gully site. The main restriction for future development is the 3.6m wide driveway.

The property is located on Te Awamutu’s southern fringe, refer to **Appendix 1**.

Photographs of the property are included as **Appendix 2**.

We have obtained a preliminary geotechnical assessment. Subsidence is assessed as 'possible'. The gully was filled between 1966 and 1979, and non-engineered fill was encountered at 1.1m.

Stormwater and wastewater pipelines run through the property.

The site slopes are gentle to moderate (between 12 and 16 degrees) and there is significant risk of instability.

The site is within a stormwater overland flow path and further investigation into this would need to be undertaken by potential purchasers. Additional foundation works would be required for a housing development.

While developing this site will present some challenges and risks based on some preliminary investigations it is likely to appeal to a range of developers. The land could potentially be developed into three or more lots.

The steep contour does not lend itself well to social housing as sloping land of this nature can be difficult for elderly and disabled people. We therefore recommend disposing of this property as a single lot. As with all property disposals staff will ensure that Council obtains the best value possible from the property.

Iwi Consultation

Ngā Iwi Tōpū o Waipā were contacted on 27 August 2024 to utilise their contact network to iwi and mana whenua to determine any interest in this land. We provided an overview of the property and the proposal and requested feedback. Further information was provided relating to site services and contour. Representatives from both Ngāti Apakura and Ngāti Paretekawa have both requested that their interest in the property is noted. Further consultation will be undertaken as required by the Reserves Act 1977.

Acquisition History

This property was previously owned by Beazley Properties Limited. In 1976 Beazley Properties Limited undertook a 17-lot subdivision. Lot 18 (the subject property) was vested with the Te Awamutu Borough Council as a recreation reserve. On 29 September 2008 Record of Title 447505 was issued in the name of Waipa District Council.

In summary, it can be established that the land became a recreation reserve because of a subdivision undertaken by a former owner. The act of subdivision was a voluntary decision made by the former owner which resulted in the subject land becoming a recreation reserve to comply with subdivision rules.

Land not required

While this land is known as the Arthur Patterson Reserve the land is not being utilised as a reserve and is considered surplus by our parks team. Staff are maintaining the site with regular mowing. There are other recreational spaces nearby as detailed below.



Disposal Actions and Considerations

We are advised that should this land be declared surplus it would be exempt from the requirement to offer the land back to the former owner as if it were not for the owner electing to undertake a subdivision the existence of Lot 18 as a recreation reserve would not have come about and therefore it would be unreasonable for Council now to offer back the property to the former owner.

Revocation of the reserve status is undertaken in accordance with section 24 of the Reserves Act 1977.

If this is implemented, Council could then decide to dispose of the land. Pursuant to section 25 of that Act, the Minister may impose conditions on disposal i.e. require sale proceeds to be put toward acquisition of other land for reserve. Separate Council approval would be sought before any disposal decision is made.

5 SIGNIFICANCE & ENGAGEMENT – KAUPAPA WHAI MANA ME NGĀ MATAPAKINGA

Staff have considered the key considerations under the Significance and Engagement Policy, in particular sections 7 and 8, and have assessed that the matter in this report has a low level of significance as the reserve is not being utilised. Before any decision is made to revoke the reserve status, public notification is required which would provide the opportunity for the community to object to the proposed revocation.

6 OPTIONS – NGĀ KŌWHIRINGA

Option	Advantages	Disadvantages
Option 1: Do nothing	<ul style="list-style-type: none"> No staff or other Council resources required. 	<ul style="list-style-type: none"> A potentially valuable asset is not providing maximum benefit to Waipa ratepayers.
Option 2: Apply to revoke the reserve status, so to enable the dispose of the property	<ul style="list-style-type: none"> A non-core asset is sold which could fund Council projects benefiting the community or reduce debt. 	<ul style="list-style-type: none"> Potential upset amongst various interested parties.

The recommended option is Option Two. The reason for this is the property is a non-core asset and is not required as a reserve. In staff's opinion, the land is not being utilised to its highest and best use. Disposing of this land would free up capital for Council projects or to reduce debt.

7 OTHER CONSIDERATIONS – HEI WHAIWHAKAARO

Council's Vision and Strategic Priorities

Council's property policy objective is to oversee management of Council property for the purpose of maximising economic return and community benefit while maintaining cost transparency. This proposal aligns with this policy.

Legal and Policy Considerations – Whaiwhakaaro ā-Ture

Staff confirm that the Option 2 complies with Council's legal and policy requirements.

Financial Considerations – Whaiwhakaaro ā-Pūtea

This project could be funded by the proceeds from the disposal proceeds. The costs to complete this property disposal are estimated as follows:

Public notification process	\$15,000
Legal	\$15,000
Sale fees	\$25,000
Contingency	<u>\$20,000</u>
Total	\$75,000 plus GST

Risks - Tūraru

There could be concern among local residents as to the future of the land.

Iwi and Mana Whenua Considerations - Whaiwhakaaro ki ngā Iwi me ngā Mana Whenua

This has been discussed within the body of the report.

8 NEXT ACTIONS

Action	Responsibility	By When
Liaise with Iwi and Mana Whenua	Property Projects Advisor	Ongoing
Publicly notify the proposal to revoke the reserve status of the Land, and consider any objections	Group Manager Business Support	Ongoing

9 APPENDICES - APITITANGA

No:	Appendix Title
1	Location Plans
2	Property Photographs

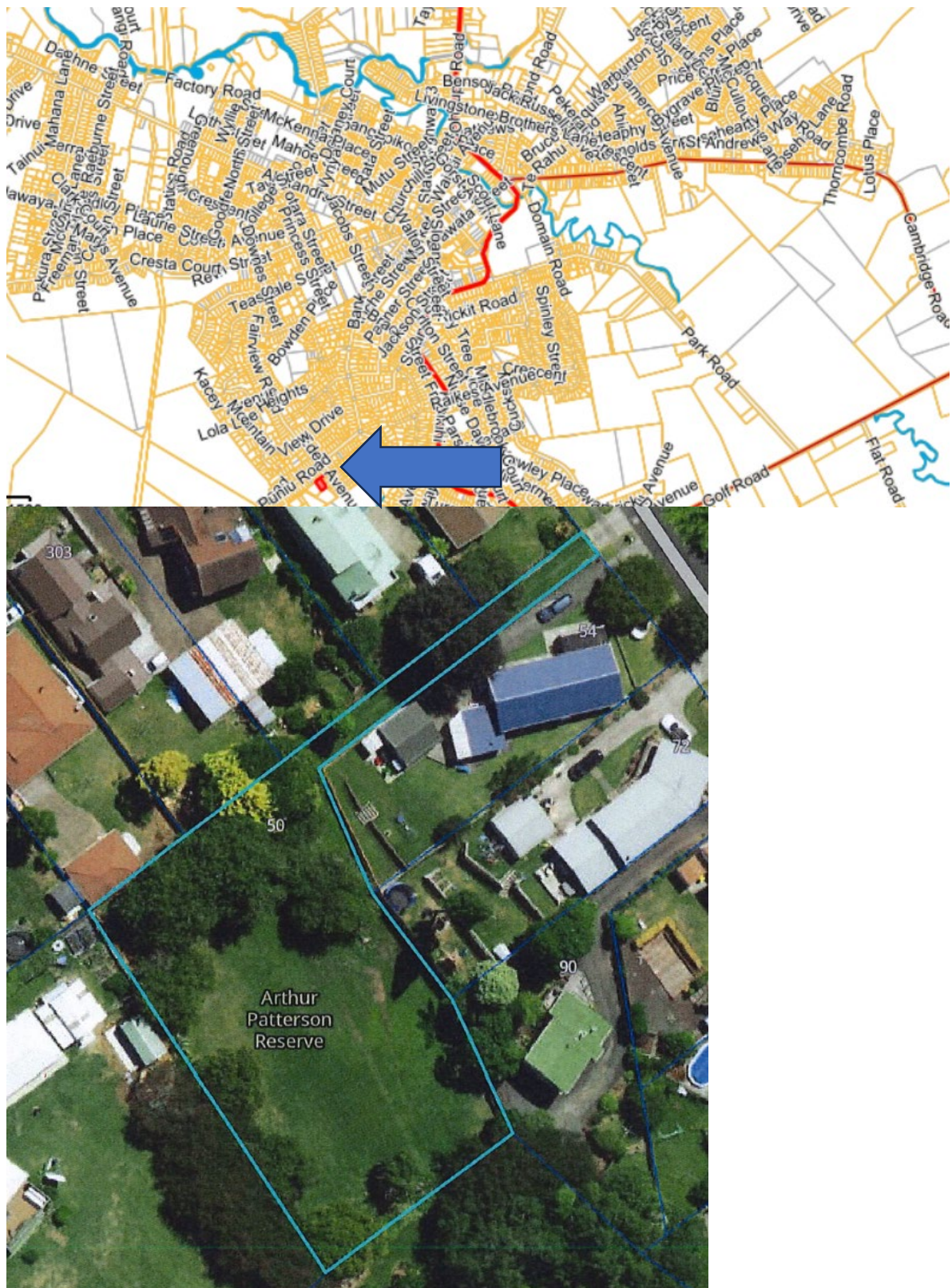
Andrew Don
PROPERTY PROJECT SPECIALIST

Reviewed by David Varcoe
MANAGER PROPERTY

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

APPENDIX 1

Location Plans



APPENDIX 2

Property Photographs





COMMITTEE AGENDA



To: The Chairperson and Members of the Finance and Corporate Committee

From: Governance

Subject: **RESOLUTION TO EXCLUDE THE PUBLIC**

Meeting Date: 26 November 2024

1 EXECUTIVE SUMMARY – WHAKARĀPOPOTOTANGA MATUA

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

2 RECOMMENDATION – TŪTOHU Ā-KAIMAHI

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

The general subject of the matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
12. Confirmation of Public Excluded Minutes – 15 October 2024. 13. Professional Services Panel Framework Arrangement. 14. Maungatautari Ecological Island Trust Report as at 30 September 2024. 15. Te Awamutu Land Proposal. 16. Land Purchase for Waters Activity.	<i>Good reason to withhold exists under section 7 Local Government Official Information and Meetings Act 1987</i>	<i>Section 48(1)(a)</i>

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act, or Sections 6, 7 or 9 of the Official Information Act 1982, as the case may be, which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, are as follows:

Item No.	Section	Interest
16	7(2)(i)	<i>To carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</i>
12	7(2)(a)	<i>To protect the privacy of natural persons, including that of deceased natural persons</i>
12,13,	7(2)(b)(i)	<i>To protect information which would if public disclose a trade secret</i>
14,15	7(2)(b)(ii)	<i>To protect information which if public would unreasonably prejudice the commercial position of the person who supplied or is the subject of the information.</i>
12,14 14	7(2)(c)	<i>To protect information which is subject to an obligation of confidence where the making available of the information would be likely to:</i> <ul style="list-style-type: none"> <i>i. prejudice the supply of similar information, or information from the same source, where it is in the public interest that such information should continue to be supplied; or</i> <i>ii. would be likely otherwise to damage public interest</i>