



# **STRATEGIC PLANNING AND POLICY COMMITTEE**

## **AGENDA**

Meeting to be held

**THURSDAY 18 FEBRUARY 2016**

**8.45am**

(or following the conclusion of the preceding Council meeting)

In the Manawatu District Council Chambers,  
135 Manchester Street, Feilding

A handwritten signature in black ink, appearing to read "L. Vincent", is positioned above the name of the Chief Executive.

Lorraine Vincent  
**Chief Executive**

## **MEMBERSHIP**

### **Chairperson**

Councillor Tony Jensen

### **Deputy Chairperson**

Councillor Howard Voss

### **Members**

Her Worship the Mayor, Margaret Kouvelis

Councillor Steve Bielski

Councillor Barbara Cameron

Councillor Shane Casey

Councillor Wayne Ellery

Councillor Jo Heslop

Councillor Albert James

Councillor Andrew Quarrie

Councillor Alison Short

# ORDER OF BUSINESS

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<b>3. REQUESTS FOR LEAVE OF ABSENCE</b>	
<b>4. CONFIRMATION OF MINUTES</b>	<b>5</b>
<i>Draft resolution</i>	
<i>That the minutes of the Strategic Planning and Policy Committee meeting held 17 December 2015 be adopted as a true and correct record.</i>	
<b>5. DECLARATIONS OF INTEREST</b>	
Notification from elected members of:	
5.1	Any interests that may create a conflict with their role as an elected member relating to the items of business for this meeting; and
5.2	Any interests in items in which they have a direct or indirect pecuniary interest as provided for in the Local Authorities (Members' Interests) Act 1968
<b>6. NOTIFICATION OF LATE ITEMS:</b>	
Where an item is not on the agenda for a meeting, that item may be dealt with at that meeting if:	
6.1	The Council by resolution so decides; and
6.2	The Chairperson explains at the meeting at a time when it is open to the public the reason why the item is not on the agenda, and the reason why the discussion of the item cannot be delayed until a subsequent meeting.
<b>7. PRESENTATIONS</b>	
<b>9.00am SPORT MANAWATU</b>	
Brad Cassidy - Active Communities Manager will be introducing the new Manawatu Recreation Advisor - Jess Gates.	
<b>9. OFFICER REPORTS</b>	
<b>9.1 MANAWATU DISTRICT PLAN REVIEW – WORK PROGRAMME</b>	<b>9</b>
Report of the General Manager – Community and Strategy dated 28 January 2016	

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Report of the General Manager – Infrastructure dated 10 February 2016	
<b>10. AUDIT AND RISK</b>	<b>21</b>
<b>10.1 SECOND QUARTER REPORT TO 31 DECEMBER 2015</b>	
Report of the General Manager – Business dated 2 February 2016.	
<b>11. CONSIDERATION OF LATE ITEMS</b>	
<b>12. MEETING CLOSURE</b>	

MINUTES	MEETING	TIME
<b>STRATEGIC PLANNING AND POLICY COMMITTEE</b>	<b>THURSDAY 17 DECEMBER 2015</b>	<b>9.33AM</b>

Minutes of a meeting of the Strategic Planning and Policy Committee held on Thursday 17 December 2015, commencing at 9.33am in the Manawatu District Council Chambers, 135 Manchester Street, Feilding.

PRESENT:	Cr Tony Jensen Mayor Margaret Kouvelis Cr Steve Bielski Cr Barbara Cameron Cr Shane Casey Cr Wayne Ellery Cr Jo Heslop Cr Albert James Cr Andrew Quarrie Cr Alison Short Cr Howard Voss	(Chairperson)
IN ATTENDANCE:	Lorraine Vincent Shayne Harris Brent Limmer  Hamish Waugh Michael Hawker Janine Hawthorn Vicki Wills Doug Tate Paul Stein Sandra Crosbie Colleen Morris Tracey Hunt Lorraine Thompson Bridget Simpson Tineke Naylor Allie Dunn Nichole Ganley	(Chief Executive) (General Manager – Business) (General Manager - Community and Strategy) (General Manager – Infrastructure) (Project Delivery Manager) (Community Development Adviser) (Corporate Projects Officer) (Community Facilities Manager) (Communications Adviser) (Communications Officer) (Principal Financial Adviser) (Strategy Manager) (Executive Officer – Business) (Human Resources Adviser) (Executive Officer – Mayor) (Business Support Team Leader) (Business Support Officer)

#### SPP 15/091 MEETING OPENING

Councillor Jensen declared the meeting open.

#### SPP 15/092 APOLOGIES

There were no apologies.

#### SPP 15/093 REQUESTS FOR LEAVE OF ABSENCE

There were no requests for leave of absence.

MINUTES	MEETING	TIME
STRATEGIC PLANNING AND POLICY COMMITTEE	THURSDAY 17 DECEMBER 2015	9.33AM

SPP 15/094 CONFIRMATION OF MINUTES

**RESOLVED**

**That the minutes of the Strategic Planning and Policy Committee meeting held 18 November 2015 be adopted as a true and correct record.**

**Moved by: Councillor Howard Voss**

**Seconded by: Councillor Wayne Ellery**

**CARRIED**

SPP 15/095 DECLARATIONS OF INTEREST

There were no declarations of interest.

SPP 15/096 NOTIFICATION OF LATE ITEMS:

There were no late items notified for consideration.

SPP 15/097 PRESENTATION – MANFEILD PARK TRUST

Gordon Smith, Chairperson, with Rod Titcombe and John Baxter (Trustees), spoke to the Manfeild Park Trust's 12 month report.

SPP 15/098 MANFEILD PARK TRUST – 12 MONTH REPORT TO 30 JUNE 2015

Report of the General Manager – Community and Strategy dated 30 November 2015 presenting for consideration Manfeild Park Trust's 12-month Report for the year ending 30 June 2015.

**RESOLVED**

**That the Strategic Planning and Policy Committee receives Manfeild Park Trust's 12-month Report for the year ending 30 June 2015.**

**Moved by: Her Worship the Mayor, Margaret Kouvelis**

**Seconded by: Councillor Albert James**

**CARRIED**

SPP 15/099 PUBLIC FORUM – MANCHESTER HOUSE

Noel Berg and Kevin Darragh spoke about the history of the Menzshed noting that it was a separate identity to Manchester House. They advised that the Menzshed needed a place to work from.

*The meeting adjourned at 9.57am and reconvened at 11.15am.*

MINUTES	MEETING	TIME
STRATEGIC PLANNING AND POLICY COMMITTEE	THURSDAY 17 DECEMBER 2015	9.33AM

**SPP 15/100 RECOMMENDATION FROM COMMUNITY FUNDING SUBCOMMITTEE – REVIEW OF COMMUNITY RATES SUPPORT POLICY**

Report of the General Manager – Community and Strategy dated 8 December 2015 presenting for consideration and adoption the recommendation of the Community Funding Subcommittee meeting held on 8 December 2015 regarding the review of the Community Rates Support Policy.

**RESOLVED**

**That the Community Rates Support Policy, as reviewed 16 November 2015 and attached to the report of the General Manager – Community and Strategy dated 8 December 2015, be adopted as a draft to allow for consultation with directly affected parties in accordance with Section 82 of the Local Government Act 2002**

**Moved by: Councillor Barbara Cameron**

**Seconded by: Councillor Wayne Ellery**

**CARRIED**

**SPP 15/101 MANCHESTER HOUSE – EYRE STREET LEASE**

Report of the General Manager – Community and Strategy dated 30 November 2015 seeking Council direction on the intent to grant a lease to Manchester House for the Eyre Street Commercial Building, for the purposes of establishing a Menzshed.

*Councillor Steve Bielski left the meeting at 11.33am.*

**RESOLVED**

**That Council does not grant a lease to Manchester House, for occupation of the commercial building at 10 Eyre Street, Feilding, with Manchester House's occupation of the building for storage continuing on the current month - to - month terms.**

**Moved by: Her Worship the Mayor, Margaret Kouvelis**

**Seconded by: Councillor Alison Short**

**CARRIED**

**SPP 15/102 SANSON DOMAIN WALKWAY - FUNDING**

Report of the General Manager – Community and Strategy dated 30 November 2015 seeking Council approval to access funding of \$20,500 from the Land Subdivision Reserve Fund for the construction of the Sanson Walkway at the Sanson Recreation Reserve.

MINUTES	MEETING	TIME
STRATEGIC PLANNING AND POLICY COMMITTEE	THURSDAY 17 DECEMBER 2015	9.33AM

# **RESOLVED**

**That the Council approves additional expenditure in the 2015/16 Financial year of \$20,500 funded from the Land Subdivision Reserve Fund, for the construction of the Sanson Recreation Reserve walkway.**

**Moved by: Councillor Barbara Cameron**

**Seconded by: Councillor Albert James**

# **CARRIED**

SPP15/103 AUDIT AND RISK

There were no items to report.

SPP 15/104 CONSIDERATION OF LATE ITEMS

There were no late items for consideration.

SPP 15/105 MEETING CLOSURE

The meeting closed at 11.39am.

Approved and adopted as a true and correct record:

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**CHAIRPERSON**

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**DATE**



# Strategic Planning and Policy Subcommittee

Meeting of 18 February 2016

Business Unit: Community and Strategy  
Date Created: 28 January 2016



## Manawatu District Plan – Work Programme

### Purpose

To present for information the Work Programme for completing the Manawatu District Plan Review by 2017. The District Plan is required to be reviewed every 10 years pursuant to sections 73 and 74 of the Resource Management Act 1991 (RMA) and in accordance with the First Schedule process.

### Significance of Decision

The District Plan Review is a Key Project for the Manawatu District Council.

The District Plan sets out all the rules and policies for how people can use and develop their land under the RMA.

The Council's Significance and Engagement Policy is triggered by matters discussed within this report. The District Plan Review and associated Programme of Plan Changes, is of high interest to the community and particular stakeholder groups, for example the property and development sectors. The District Plan Review has potential to attract comment and debate from individuals and groups that are affected by the proposed changes. In view of this, it is important that the engagement processes for community consultation fulfils not only the requirements of the RMA but also the Council's Significance and Engagement Policy and the Community Engagement Guide. How Council will achieve this is explained further in this report under the heading "Consultation".

### Recommendations

- 1 That the Strategic Planning and Policy Subcommittee receive for information the Manawatu District Plan Work Programme.
- 2 That the Strategic Planning and Policy Subcommittee note that community consultation undertaken as part of the Manawatu District Plan Review will be consistent with Council's Significance and Engagement Policy and the Community Engagement Guide and in accordance with the First Schedule to the Resource Management Act 1991.

Report prepared by:  
Cynthia Ward  
Senior Policy Planner

Approved for submission by:  
Brent Limmer  
General Manager - Community and Strategy

## 1 Contribution to the Council Vision and Council Outcomes

### 1.1 Relationship to the Council Outcomes that underpin the Council's Vision:

*Connected, vibrant and thriving Manawatu – the best rural lifestyle in New Zealand*

Manawatu District will improve the natural environment, stewarding the district in a practice aligned to the concept of kaitiakitanga.	The Manawatu will attract and retain residents.	Manawatu district develops a broad economic base from its solid foundation in the primary sector.	Manawatu and its people are connected via quality infrastructure and technology.	Manawatu's built environment is safe, reliable and attractive.	Manawatu District Council is an agile and efficient organisation.
✓	✓	✓	✓	✓	✓

## 2 Background

2.1 The current Manawatu District Plan was prepared pursuant to the RMA and became operative on 1 December 2002.

2.2 The Council commenced a review of the Manawatu District Plan during the 2009/10 financial year. Council has formally completed 12 Plan Changes, as follows:

- Plan Change 35 – Manfeild Park
- Plan Change 36–42 and 44 – Miscellaneous Matters
- Plan Change 45 – Feilding Growth
- Plan Change 46 – Feilding Town Centre
- Plan Change 50 – Roading Hierarchy

2.3 At the 29 September 2015 Council Workshop the Strategy Manager presented a revised timeline for Draft Plan Change 53 (Rural Review) this would enable a greater degree of engagement and community consultation with the District's rural communities. Council officers were directed to present an updated Work Programme and the timeline to complete the District Plan Review by November 2017.

2.4 At the 15 October 2015 Council Project Time, the District Plan Review Work Programme was presented and considered. Council officers were instructed to prepare a report on the District Plan Review Work Programme to the Strategic Planning and Policy Subcommittee. This report fulfils that request.

## 3 Discussion and Options considered

3.1 The District Plan Review Work Programme has been revised to enable an appropriate level of engagement with the community and stakeholder interest groups.

3.2 Specific changes to the District Plan Review Programme for the 2015/2016 financial year include:

- 'Bundling' of Plan Changes for 2016 into two key reporting phases – March/April and August. This will assist with resourcing and funding the Work Programme and

will effectively 'fast track' the progress of the Review through to August, and prior to the recess for local body elections in October.

- Programming of community engagement and consultation during March and April 2016. This timetabling aligns with the availability of key stakeholders (Rural and Business Sectors). It also provides an opportunity for Council to utilise the 2016 Central Districts Field Days event to make connection with rural stakeholders on the District Plan Review. Focussing stakeholder engagement and consultation during March/April will add 'gravitas' and keep it cost effective and efficient. Along with the Field Days event, communications will include online engagement via the Council's website, information brochures and social media posts.
- Feedback from community consultation on the draft Plan Changes will be summarised and advised to Council, in April along with any recommended amendments to the draft Plan Changes.
- District Plan hearings for the first bundle of Plan Changes are scheduled for late July/early August. This timetabling enables these Plan Changes to be formally progressed while Council is in recess for local body elections.

#### **4 Operational Implications**

- 4.1 There are no capital/operating expenditure implications or maintenance costs associated with this report.

#### **5 Financial Implications**

- 5.1 This project is funded through the LTP 2015-25. It is noted that good consultation on proposed Plan Changes, via a participatory process, enables the provisions to be 'tested' with the community, prior to public notification and the formal submissions process, prescribed in the First Schedule of the RMA. Effective community consultation can reduce the number of submissions (and potentially appeals) on Plan Changes and costs arising.

#### **6 Statutory Requirements**

- 6.1 Council has a statutory obligation under the RMA to review the operative District Plan.

#### **7 Delegations**

- 7.1 The Strategic Planning and Policy Committee does not have delegated authority to make a decision on this matter.

#### **8 Consultation**

- 8.1 The First Schedule in the RMA involves two rounds of consultation and community input via submissions:
- Pre-consultation (consultation on a working draft of a Plan Change) and
  - Formal consultation (notification of a Proposed Plan Change that includes the actual amendments to the District Plan).

- 8.2 The consideration of community views will be important to the success of the District Plan Review. The RMA requires consultation to occur throughout the District Plan Review process.
- 8.3 A specific District Plan Review Consultation and Communication Strategy has been developed and deals with matters over and above the requirements of the RMA and guides the opportunity for community input in the District Plan Review process.
- 8.4 This report triggers Council's Significance and Engagement Policy. The Council's Community Engagement Guide has been reviewed to inform the design of the community consultation process and assess changes required to the District Plan Review Consultation and Communication Strategy. In light of Council's Significance and Engagement Policy and key principles, the proposal is to:
- Include an article in the District News informing the wider community of the District Plan Review, the programme for community consultation, what changes are proposed, and how people can have their say
  - Update the Consultation and Communication Strategy to reflect the Work Programme for the District Plan Review and the engagement and community consultation programme
  - Confirm the community engagement programme, media channels and supporting information and publicity materials to publicise the District Plan Review and the consultation process
  - The community engagement programme will likely include face-to face meetings, advertised Public Meetings ('coupled' with Annual Plan consultation), as well as District Plan Open Days. This is a new Council initiative and involves Council having a Stand at the Central Districts Field Days (17 and 19 March 2016). The Council's website will also be a central feature. It is likely that there will be a District Plan Web Page for each Plan Change and 'topic-based' information which can be downloaded eg Fact Sheets, Draft Plan Change provisions and Maps, a Submission Form for people to complete online (or print-off) and the names of the key planning staff to contact, if they need to know more
  - Write to persons, organisations and stakeholders who have registered with Council to be informed about the District Plan Review Programme, advising them of the upcoming consultation period (March and early April) and the opportunity to lodge submissions on the Draft Plan Changes.
- 8.5 In late April, after feedback has been gathered and analysed, staff will prepare summary of the key outcomes of the consultation process, make amendments to the draft provisions and finalise the District Plan Changes (including a s 32 report) for workshop and report to Council and notification.
- 9 Cultural Considerations**
- 9.1 There are no cultural considerations to be taken into account for this report. It is noted that the District Plan Review takes these matters into account.







## **10 Conclusion**

10.1 Attached is a copy of the District Plan Work Programme.

## **11 Attachment**

- District Plan Work Programme - February 2016

# District Plan Work Programme (at February 2016)

	Review (technical assessments, consultation, Council workshops)		Submissions (submission period, summary of submissions, further submissions, prepare Section 42A(officer) Report)
	Revise/Prepare (drafting Plan Change documents, consultation, Council Workshops)		Hearing (hold hearings, deliberations and prepare Decision Report)
	Notification (Plan Change documents finalised, Council Report, prepare for notification, public notice)		Decision (Public notification of Decisions on Submissions on Proposed Plan Change, District Plan Updates/Reprints)

Topic/Issue	2015												2016												2017											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Feilding Town Centre																																				
Feilding Growth (1-3)																																				
Heritage (Urban)																																				
Feilding Growth (4)																																				
Industrial Zone, Industrial Subdivision Precinct 5																																				
Notice of Requirement Turners Road Extension																																				
Designations (except Horizons stopbanks)																																				
Noise and District-wide rules incl. Network Utilities; Transport; Noise; Earthworks; Signage; Temporary Activities & Relocated Buildings incl. relevant appendices																																				
Rural Zone and Rural Subdivision incl. rural and flood channel zones; Rural Lifestyle/ nodal subdivision, Earthworks (rural), Renewable Energy, water use, and air quality																																				
Significant landscapes incl. relevant appendices																																				
Natural hazards (rural) incl. Coastal & Esplanade Management incl. relevant appendices																																				
Tangata Whenua Maori Land and Marae																																				
Cross-boundary Issues																																				
Residential, Villages (and Residential subdivision) & Business zones (outside PC 46)																																				



# Strategic Planning and Policy Subcommittee

Meeting of 18 February 2016

Business Unit: Infrastructure  
Date Created: 10 February 2016



## 2015-16 Watermain Renewals Package 3 West Street – Tender Recommendation

### Purpose

The purpose of this report is to recommend the award of the Package 3 West Street Watermain Renewals to Higgins Contractors Ltd for the sum of \$669,604.00 (excl. GST), inclusive of a Contingency Sum of \$62,000.00.

Tenders were evaluated using Lowest price Conforming Method.

### Significance of Decision

The Council's Significance and Engagement policy is not triggered by matters discussed in this report.

### Recommendations

That Package 3 West Street Watermain Renewals be awarded to Higgins Contractors Ltd for the sum of \$669,604.00 (excl. GST), inclusive of a Contingency Sum of \$62,000.00.

Report prepared by:  
Wiremu Greening  
Utilities Project Engineer

Report reviewed by:  
Glenn Young  
Utilities Project Manager

Approved for submission by:  
Hamish Waugh  
General Manager - Infrastructure



## 1 Contribution to the Council Vision and Council Outcomes

### 1.1 Relationship to the Council Outcomes that underpin the Council's Vision:

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			✓	✓	✓

## 2 Background

2.1 As Feilding grows, resources will be stretched to cater for this growth. It is imperative we have the infrastructure in place to meet growth demand. As part of our growth strategy, we plan to upgrade/upsized the watermain around the Feilding Township, this will ensure adequate water supply to the current users and provide adequate capacity for growth.

2.2 The 2015/2016 Watermain Renewals on West Street involves the following:

- The renewal of 936 m of 200 mm mPVC water main on West Street between North Street and Warwick Street.
- 353 m of new 63 mm OD PE80B rider main inserted into the existing water main between North Street and Warwick Street.
- Renewal of 130 m of 200 mm mPVC water main laid in open trench and 143 m of 63 mm OD PE80B rider main involving both open trench and insertion into the existing water main on West Street between Warwick Street and Sandon Road
- Renewal of 150 m of 150 mm mPVC water main laid in open trench on Puketiro Drive.

2.3 Attached is the overview page from Package 3 Watermain Renewals set of drawings titled "2015/2016 Watermain Renewals, Package 3 Overview", showing the location of the proposed works in West Street and Puketiro Drive.

## 3 Discussion and Options considered

3.1 The West Street watermain renewal is complex for a number of reasons, tight timeframe, multiple connections and shutdowns due to numerous side streets, close proximity to other utility services, carriageway trenching, working with large diameter pipes and inserting into existing watermains. It is imperative that the successful contractor be able to fulfil their contractual obligations safely, adhere to environmental regulations, meet budget and quality requirements and achieve completion by the end of June 2016.

3.2 Critical in the consideration of the tenders received was the evaluation of the non-price attributes. The evaluation of non-price tender attributes, among other things, enables contractors to be assessed on their ability to manage risk and unforeseen difficulties that may arise during a project.

- 3.3 While tender price is important, the ability of the contractor to perform its contractual obligations is equally important.
- 3.4 On a project such as West Street, working with larger diameter watermain, potential clashes with existing services and dealing with multiple shutdown and connections, we require a contractor that is experienced to deal with the multitude of issues that may arise onsite. Equally important is ensuring residences are well informed of progress throughout the contract, notified ahead of time of water shutdowns and ensure service disruption is kept to a minimum.
- 3.5 The recommendation to include a Contingency Sum reflects prudent contractual management, plus recognition of the complexity of this project with tight timeframe, multiple connections and shutdowns due to numerous side streets, close proximity to other utility services, carriageway trenching, working with large diameter pipes and inserting into existing watermain.
- 3.6 The preferred tenderer, Higgins Contractors Ltd, is a nationally recognised company with a reputation for delivering large scale civil engineering and utility projects to standard, to time and to budget. Higgins Contractors Ltd local branch is well resourced with both plant and engineering expertise to successfully complete this project. Higgins Contractors Ltd also has considerable experience working in Feilding and the surrounding region.
- 3.7 As befits a company with considerable experience in the utility projects, Higgins Contractors Ltd tender was well structured in their methodology description. They are well equipped to deal with the tight timeframe, large diameter pipes and fittings, multiple connections into connecting streets and conflict with other utility services.
- 3.8 This local knowledge has been reflected in the Contractor's work programme that allows the project to be completed within specified 20 week programme.
- 3.9 In summary Higgins Contractors Ltd has the skills and experience together with the background on like or similar works to successfully undertake a project the size of the West Street. It is therefore recommended that Council accepts Higgins Contractors Ltd tender in the sum of \$669,604.00 (excl. GST), inclusive of a Contingency Sum of \$62,000.00.

#### **4 Operational Implications**

- 4.1 Given the size and complexity of the project, the tender was broken into three separable portions that would allow Council to reduce the scope of the contract if required. It was our preference that the contract would be tendered and managed by a single contractor with the appropriate mix of skills and experience to ensure a successful outcome. This will help to ensure, as far as is possible, that the project is run smoothly and that it achieves the specified quality and completion date, and that it remains within budget.
- 4.2 The following timeline for completion is anticipated:
- Request for tender issued: Monday 21st December 2015
  - Tenders Closing Date: Friday 29th January 2016
  - Advice on Recommended Tenderer 2nd February 2016
  - Anticipated Completion Date 20 weeks from commencement or 30 June 2016

## **5 Financial implications**

- 5.1 To recommend the award of the Pharazyn Street Reconstruction Contract to Higgins Contractors Ltd in the sum of \$669,604.00 (excl. GST), inclusive of a Contingency Sum of \$62,000.00.
- 5.2 The Engineer's estimate for this project is \$709,075.00 (excl. GST). This is within the approved budget for this project in the 2015/2016 financial year. The range of prices received was between \$669,604.00 and \$742,084.97 (all excl. GST).

## **6 Statutory Requirements**

- 6.1 There are no statutory requirements associated with this report.

## **7 Delegations**

- 7.1 The Strategic Planning and Policy Committee has delegated authority to award this contract.

## **8 Consultation**

- 8.1 This work and budgets contained therein were publically consulted on during the consultation process for the 2015-25 Long Term Plan.
- 8.2 Directly affected residents will be consulted with prior to and during construction works.

## **9 Cultural Considerations**

- 9.1 No cultural considerations are specifically relevant for this project.

## **10 Conclusion**

- 10.1 Tenders were evaluated using the Lowest Price Conforming Method.
- 10.2 Higgins Contractors Ltd Non-price attributes were evaluated and acceptable.
- 10.3 Higgins Contractors Ltd is the preferred tender and it is recommended that they be awarded the contract for Package 3 West Street Watermain Renewals for the sum of \$669,604.00 (excl. GST), inclusive of a Contingency Sum of \$62,000.00.

## **11 Attachments**

- The cover sheet from the project titled "2015/2016 Watermain Renewals, Package 3 Overview", showing the location of the proposed works in West Street and Puketiro Drive.



# Strategic Planning and Policy Subcommittee

Meeting of 18 February 2016

Business Unit: Business

Date Created: 02 February 2016



## Second Quarter Report to 31 December 2016

### Purpose

To provide a summary to 31 December 2015 of the Council's performance against the first year of the 2015/25 Long Term Plan.

### Significance of Decision

The Council's Significance and Engagement policy is not triggered by matters discussed in this report.

### Recommendations

That the Strategic Planning and Policy Committee receive the second quarter report for the period ending 31 December 2015.

Report prepared by:

Allie Dunn

Business Support Team Leader

Approved for submission by:

Shayne Harris

General Manager - Business

## **1 Contribution to the Council Vision and Council Outcomes**

### **1.1 Relationship to the Council Outcomes that underpin the Council's Vision:**

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					✓

## **2 Background**

### **2.1** Quarterly governance reports provide interim updates towards end of year results to be published in the Annual Report 2015/16. The Annual Report accounts for how Council performed against the first year of the Long Term Plan 2015/16, including the Council's financial performance and position, progress on major projects, levels of service performance and reasons for significant differences from what was planned.

## **3 Discussion and Options considered**

- 3.1** This report is for information purposes. Any matters that require resolution would be reported separately to Council.
- 3.2** As the new Health and Safety at Work Act is due to come into force on 4 April 2016, considerable time and effort has been put into educating staff, managers and contractors on their duties and responsibilities under the reformed legislation.
- 3.3** A complete review of our current health and safety system has been undertaken. A new 'Contractors' module has been implemented that provides updated forms and processes to improve communication and knowledge of health and safety requirements across all duty holders when engaging contractors.
- 3.4** Implementation of a revised risk module and a reporting module are planned over the coming months.
- 3.5** Regulations on worker engagement and participation are due to be released in February 2016. These will provide further information and assistance on what is required to meet the legal requirements of the Health and Safety at Work Act.

## **4 Operational Implications**

### **4.1** There are no capital or operating expenditure implications, or maintenance costs associated with this paper

## **5 Financial implications**

### **5.1** Any financial implications would be reported separately to Council.

## **6 Statutory Requirements**

- 6.1 Quarterly governance reports provide an overview of results towards the Annual Report, which is audited against requirements of the Local Government Act 2002.

## **7 Delegations**

- 7.1 The Strategic Planning and Policy Committee's Terms of Reference includes the responsibility for financial monitoring of significant activities and functions, including:

- Receive and review regular financial reports of revenue and expenditure;
- Review the final draft of the Council's annual report pursuant to Section 98 of the Local Government Act 2002, prior to submission to the Council for adoption.

## **8 Consultation**

- 8.1 There are no consultation issues associated with this matter.

## **9 Cultural Considerations**

- 9.1 There are no cultural considerations associated with this report.

## **10 Conclusion**

- 10.1 The quarterly reports are a mechanism of transparently reporting against progress towards achieving targets set in the Long Term Plan.

## **11 Attachments**

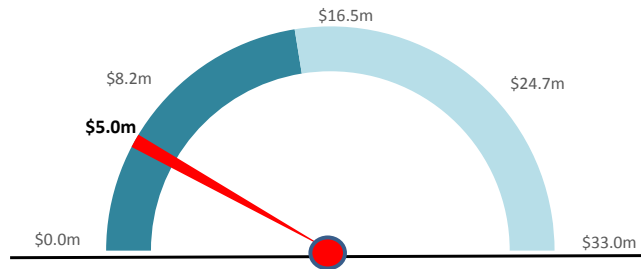
- Quarter Two Report



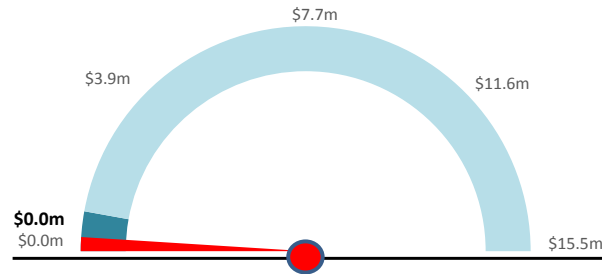
# Key Indicators

For the period ended 31 December 2015

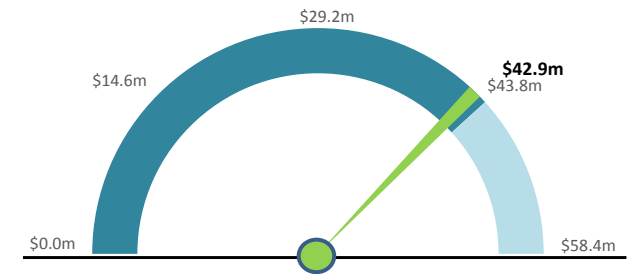
### Capital Expenditure



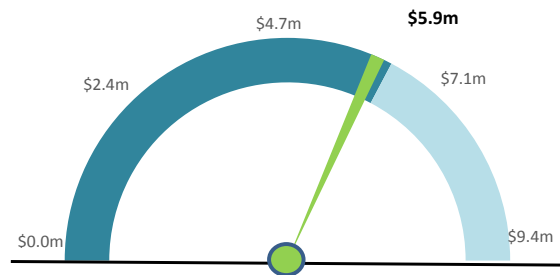
### Loans Raised



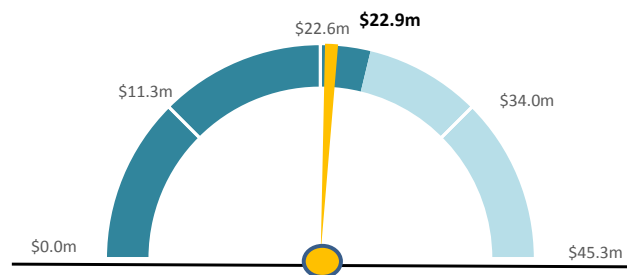
### Total External Debt



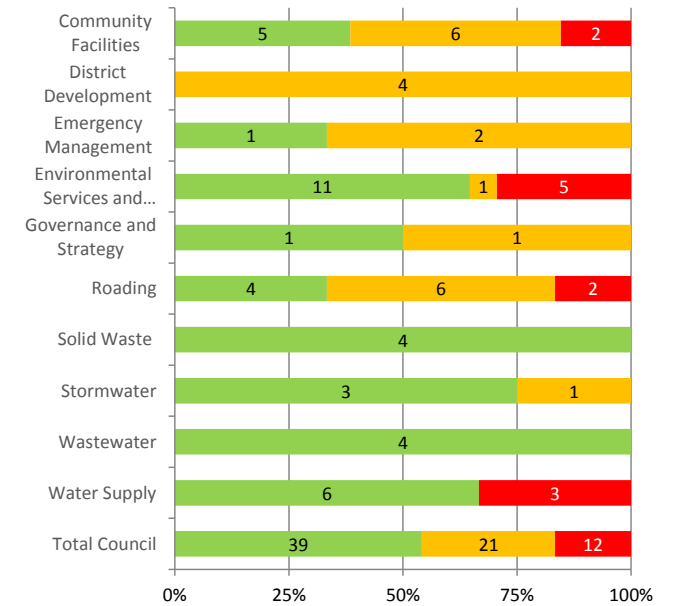
### Total Operating Revenue (excluding rates)



### Total Operating Expenses



### Key Performance Indicators



## Key

Annual Plan YTD Budget Actual - On Track Actual - Needs Monitoring Actual - Not achieving

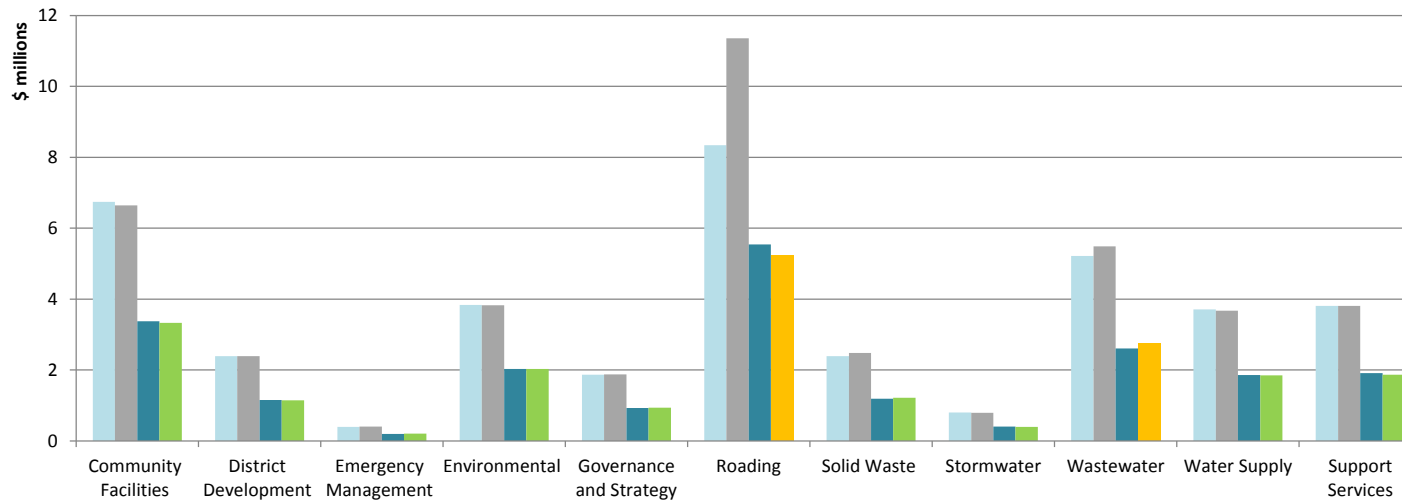


# Overall Council Summaries

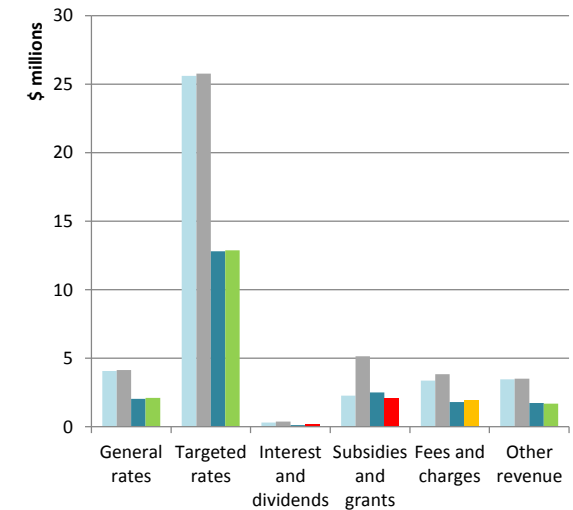
For the period ended 31 December 2015



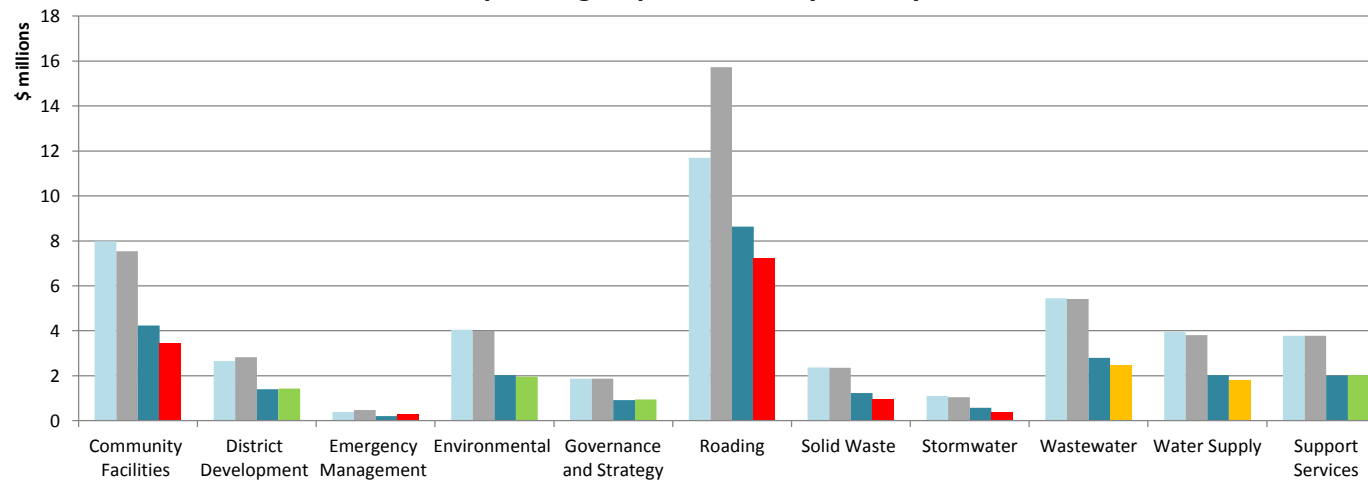
## Operating Revenue - by activity



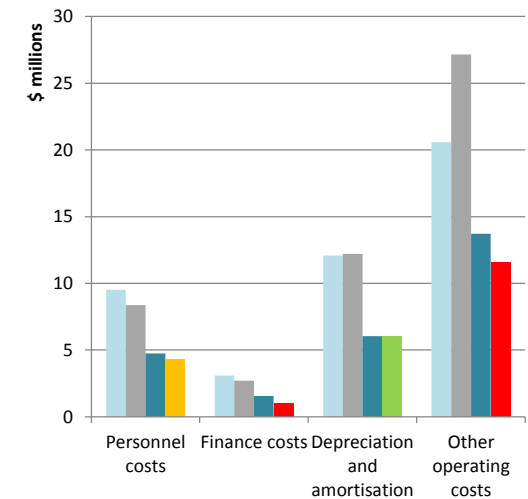
## Operating Revenue - by type



## Operating Expenditure - by activity



## Operating Expenditure - by type



**Key**

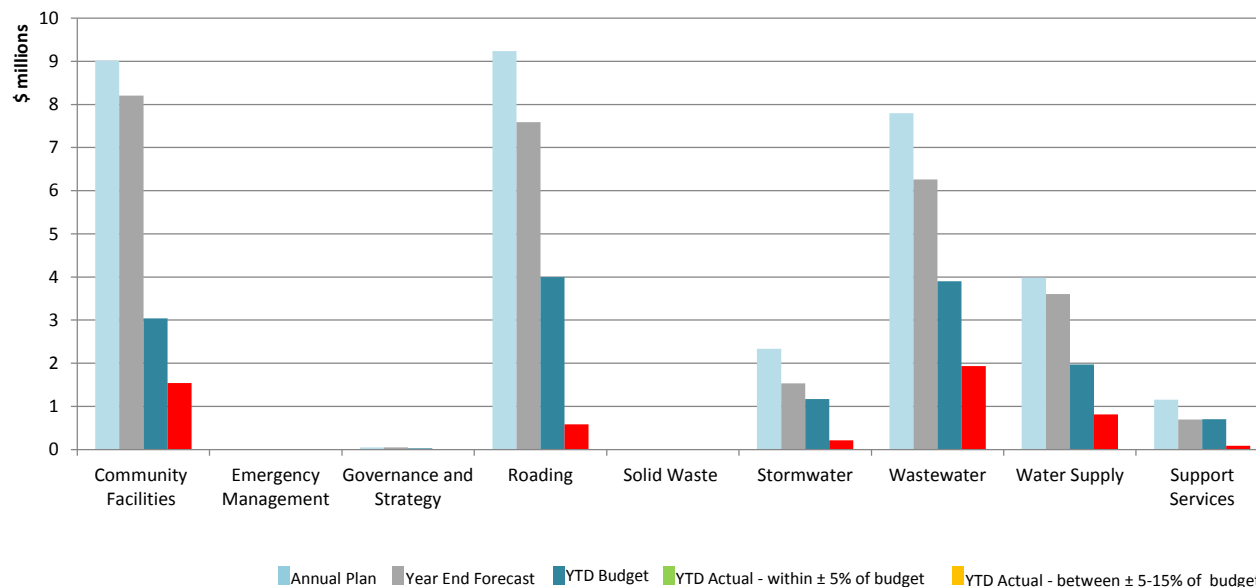
- Annual Plan
- Year End Forecast
- YTD Budget
- YTD Actual - within  $\pm 5\%$  of budget
- YTD Actual - between  $\pm 5-15\%$  of budget
- YTD Actual - greater than  $\pm 15\%$  of budget

# Overall Council Summaries

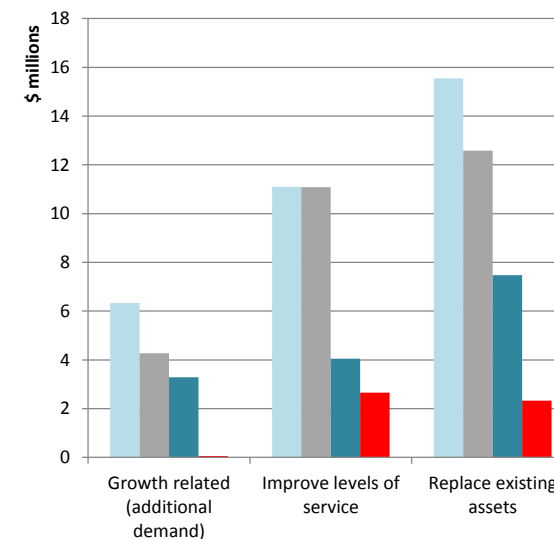
For the period ended 31 December 2015



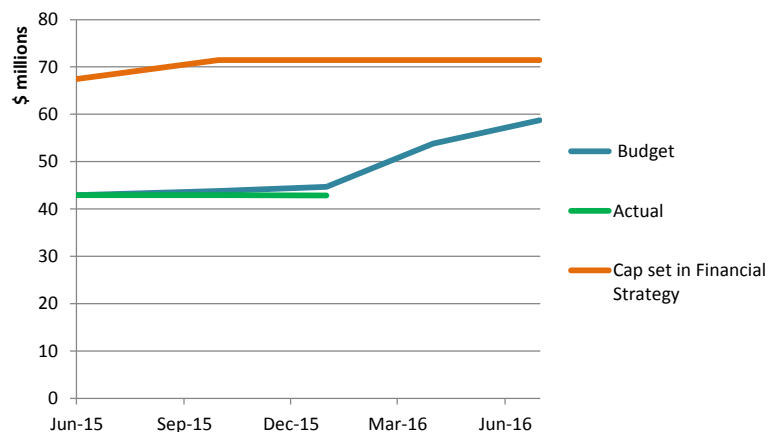
## Capital Expenditure - by activity



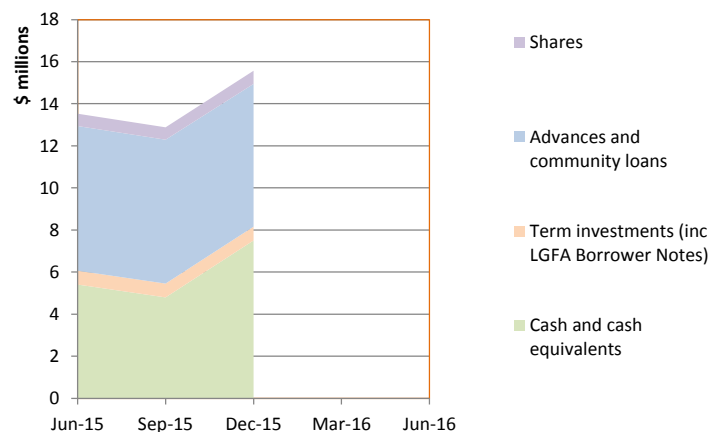
## Capital Expenditure - by type



## External Borrowings



## Investments - by type



### Comments:

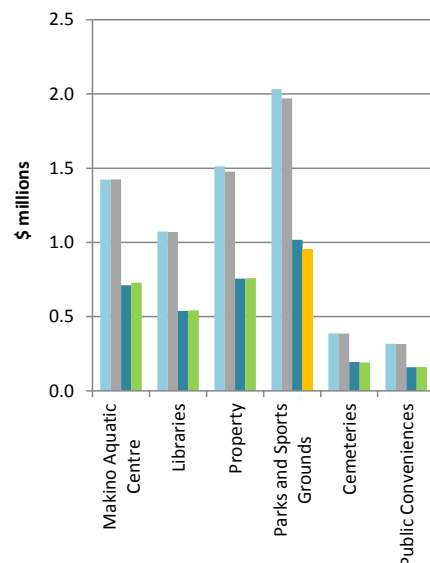
Borrowing has not proceeded at the planned level as a result of being below budget in the capital programme (see individual activity pages for comments).

# Community Facilities

For the period ended 31 December 2015

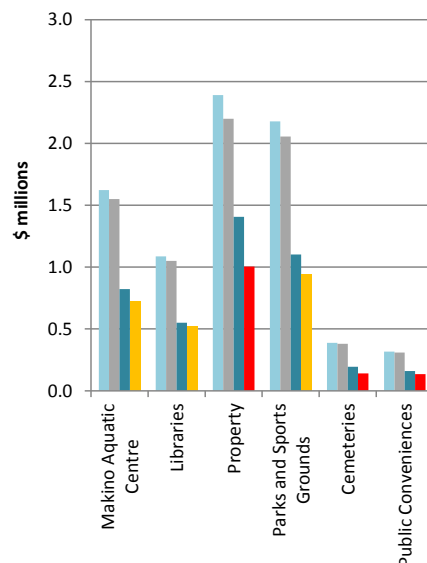


## Operating Revenue



Revenue for parks is slightly lower than budgeted due to seasonal fluctuations. Revenue is expected to increase over the third and into the fourth quarter.

## Operating Expenditure

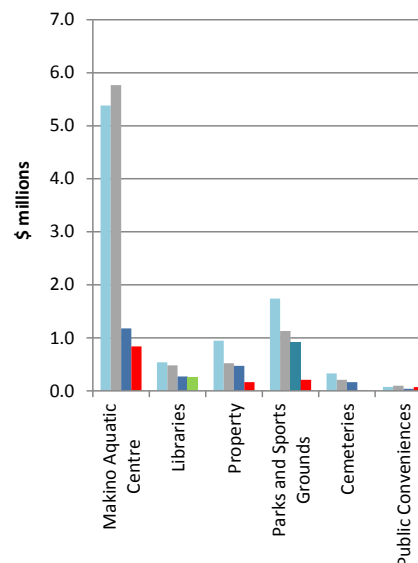


Expenditure is below budget for all activities. Expenditure will increase with reactive and planned work over the summer months.

Due to impact of delays in the capital programme, loan servicing is lower than budgeted.

Savings in support services and staff vacancies have also had an impact on overall expenditure.

## Capital Expenditure



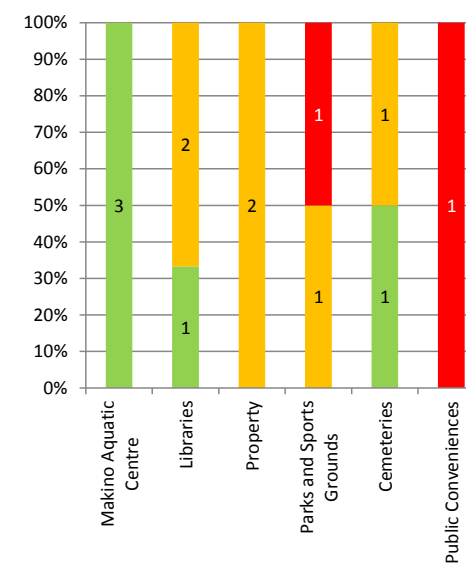
Scoping work is being carried out for many of the projects and physical work will commence once scoping has been completed.

The MAC redevelopment is underway. The project is on target to meet the revised budget approved by Council.

Work has commenced on the strengthening of the Community Centre and is expected to be completed in the third quarter. Delays are due to the construction teams having to phase work around tenants working hours.

Kimbolton toilets have been completed. Options are being considered for the Vinegar Hill toilets. No work has been planned for the South St/Kawakawa Rd land development (budget \$459k) and a request will be made to carry this funding forward to the 2016/17 year.

## Key Performance Indicators



Libraries - The new Library Management system shows 57,000 issues since installation in November 2015. Awaiting data from previous system to complete reporting on number of issues per capita. Existing events running well with new events being introduced.

Property -The information for hall usage will be available later in the year but the target is not expected to be achieved. Satisfaction with Council property will also be measured later in the year.

Parks - There was one incident against a target of nil (a child fell into the pond at Kowhai Park in the first quarter).

Satisfaction with Parks and Sports Grounds will be reported at year end.

Public Conveniences - To date 32 complaints received (annual target less than 35). Officers are addressing the cause through the new Open Spaces Contract.

Cemeteries - Satisfaction will be measured at year end.

### Key

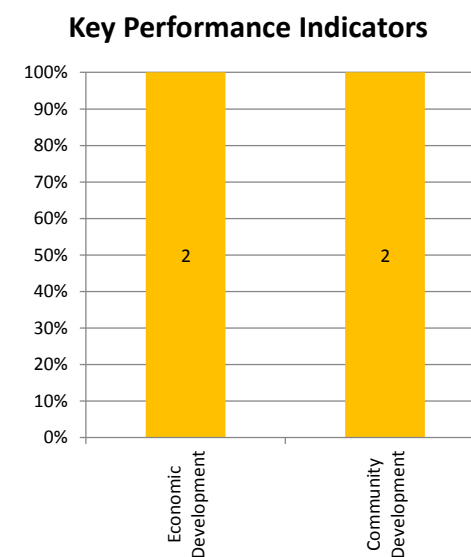
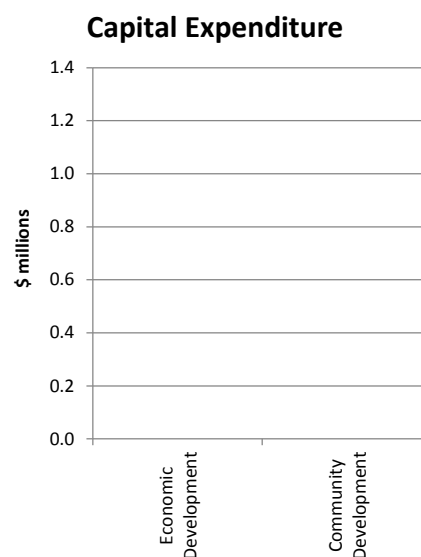
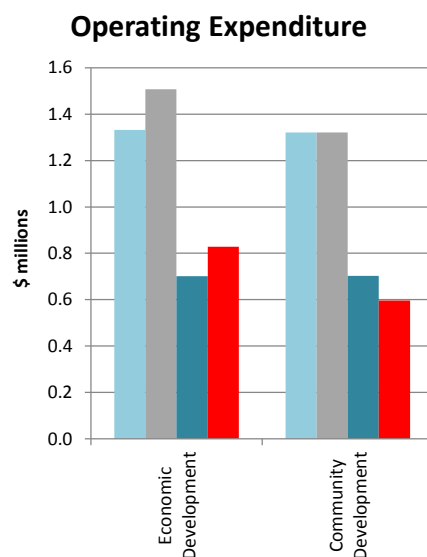
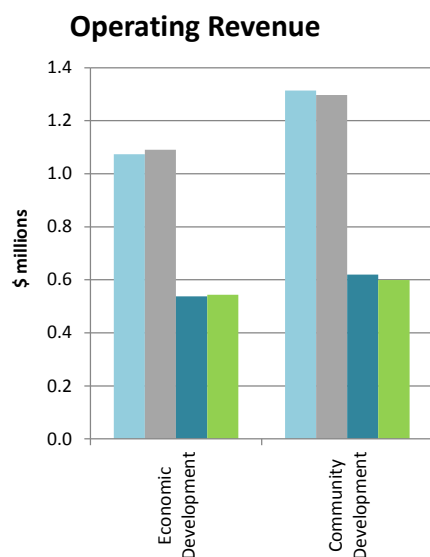
Annual Plan Year End Forecast YTD Budget YTD Actual - within ± 5% of budget YTD Actual - between ± 5-15% of budget YTD Actual - greater than ± 15% of budget

### Key

On Track Needs Monitoring Not achieving

# District Development

For the period ended 31 December 2015



Income is primarily from rates.

In the Community Development activity a number of grants are paid in full at the beginning of each year.

The budget overrun in the Economic Development activity relates to costs associated with the Economic Development CCO. This overspend has been approved by Council.

There is no capital expenditure for this activity.

The targets for customer satisfaction with Community Development and Economic Development are measured at the end of the financial year.

## Key

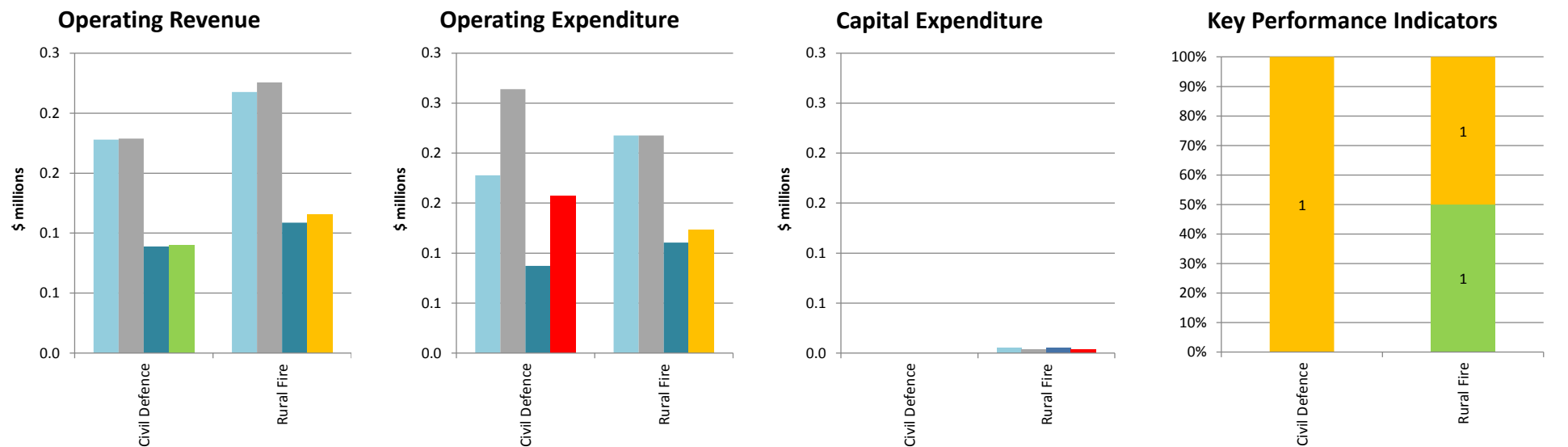
■ Annual Plan 
 ■ Year End Forecast 
 ■ YTD Budget 
 ■ YTD Actual - within  $\pm 5\%$  of budget 
 ■ YTD Actual - between  $\pm 5-15\%$  of budget 
 ■ YTD Actual - greater than  $\pm 15\%$  of budget

## Key

■ On Track 
 ■ Needs Monitoring 
 ■ Not achieving

# Emergency Management

For the period ended 31 December 2015



Income is primarily received through rates.

The Rural Fire activity recovered \$6k for fire fighting costs at Taikorea Road.

An additional \$86k of expenditure for civil defence is for costs associated with the June 2015 flooding.

There was an additional cost of \$24k in relation to Fire Service assistance for the Kellow Road fires.

The only capital expenditure planned for the year is \$5k for equipment renewals. The project is now complete and under budget.

The targets for customer satisfaction with Civil Defence and Rural Fire services are measured at the end of the year.

There has been 100% response to rural fire callouts for the year to date.

**Key**  
Annual Plan   Year End Forecast   YTD Budget   YTD Actual - within ± 5% of budget   YTD Actual - between ± 5-15% of budget   YTD Actual - greater than ± 15% of budget

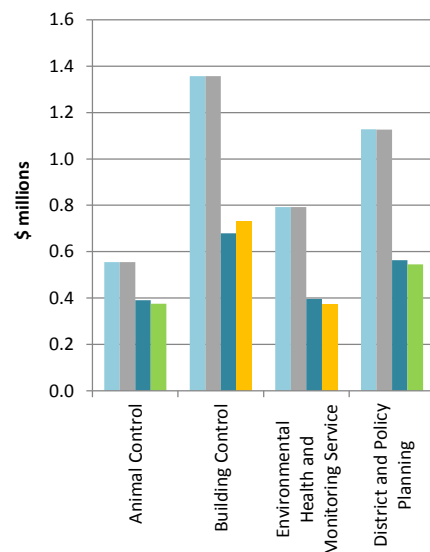
**Key**  
On Track   Needs Monitoring   Not achieving

# Environmental Services and Monitoring

For the period ended 31 December 2015



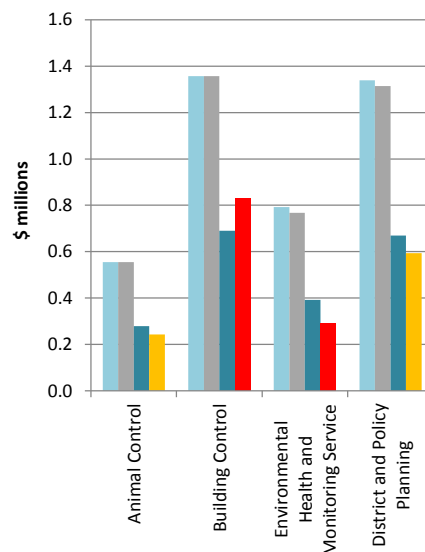
## Operating Revenue



Building Control revenue is greater than anticipated as a result of on-charging consultants costs to customers. There is a timing difference between when the costs are incurred and when they are billed to the customer.

The slight variance in Environmental Health and Monitoring revenue is seasonal.

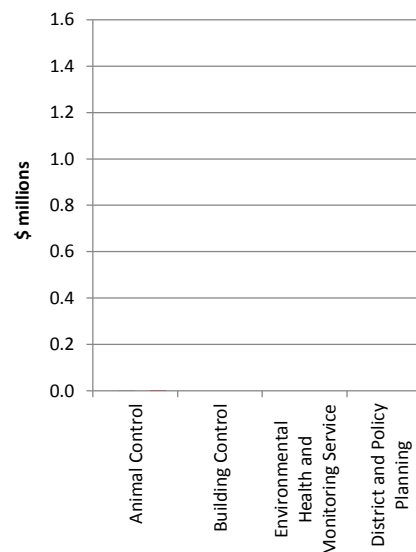
## Operating Expenditure



Building Control expenditure is higher than budget for consultants. Consultant fees are on-charged to customers.

Support service allocation for Environmental Health and Monitoring is lower than budgeted due to staff vacancies.

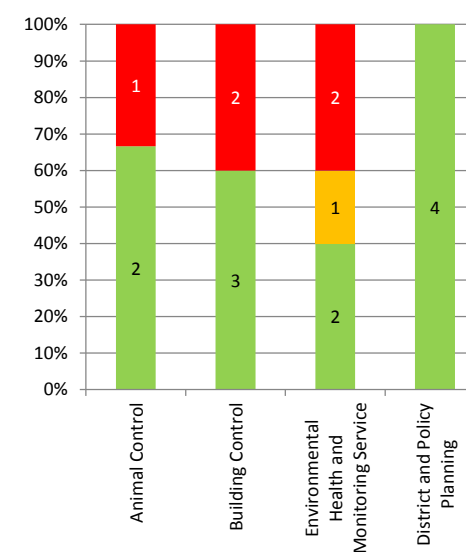
## Capital Expenditure



There is no capital expenditure planned for this activity.

The replacement of the roof at the pound was carried forward from last year and has now been completed.

## Key Performance Indicators



Building Control - Targets for Building Consent and Code of Compliance Certificate processing within the statutory timeframes were not met, with monthly targets between 94% to 100% processed within the timeframes (100% target). This is due to increased consent numbers coupled with resourcing for conflicting priorities.

Environmental Health and Monitoring targets not achieved relate to the response time for a food hygiene complaint that was referred to the Ministry for Primary Industries and Public Health Unit for investigation and advice, taking response time outside the target of 24 hours. The response time for matters not endangering public health was 85% (target 90%).

The Animal Control target not met related to response times for routine animal control issues with 85.5% being responded to within the timeframe set (90% target).

### Key

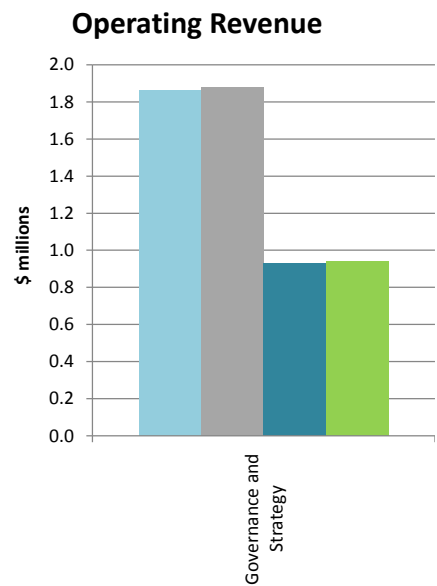
Annual Plan Year End Forecast YTD Budget YTD Actual - within  $\pm 5\%$  of budget YTD Actual - between  $\pm 5-15\%$  of budget YTD Actual - greater than  $\pm 15\%$  of budget

### Key

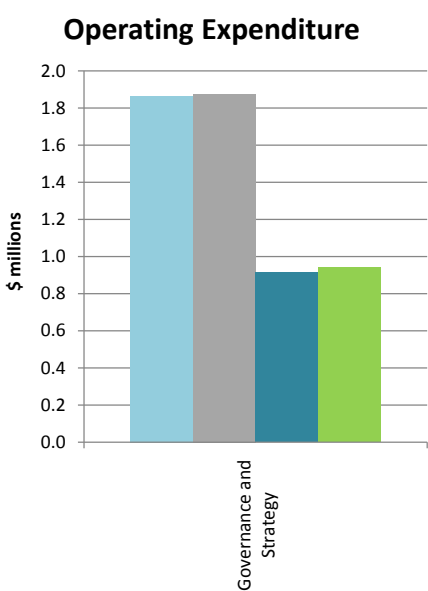
On Track Needs Monitoring Not achieving

# Governance and Strategy

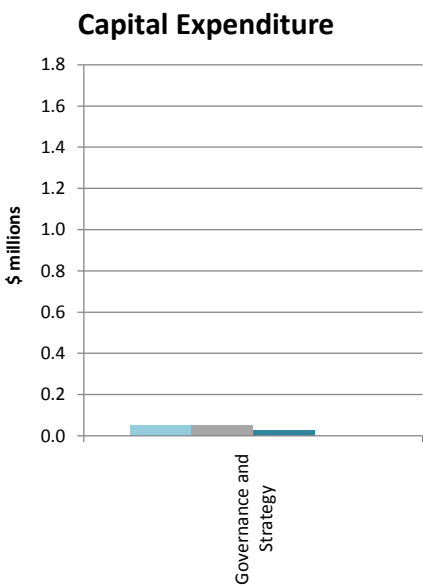
For the period ended 31 December 2015



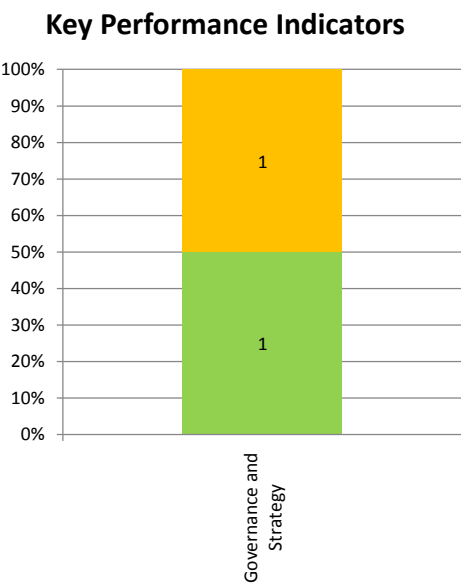
Income is received through rates.



There was an additional \$80k expenditure for grants funded from the Mayoral Relief Fund and the Regional Disaster Trust.



The only capital expenditure planned for the year is \$51k for upgrade to the Council wing. To date nothing has been spent.



There have been no breaches of the rating or debt levels set in the financial strategy over the quarter.

The target for customer satisfaction will be measured at the end of the financial year.

**Key**  
Annual Plan   Year End Forecast   YTD Budget   YTD Actual - within ± 5% of budget   YTD Actual - between ± 5-15% of budget   YTD Actual - greater than ± 15% of budget

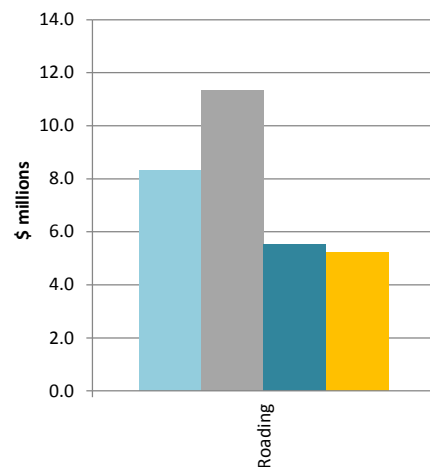
**Key**  
On Track   Needs Monitoring   Not achieving

# Roading

For the period ended 31 December 2015



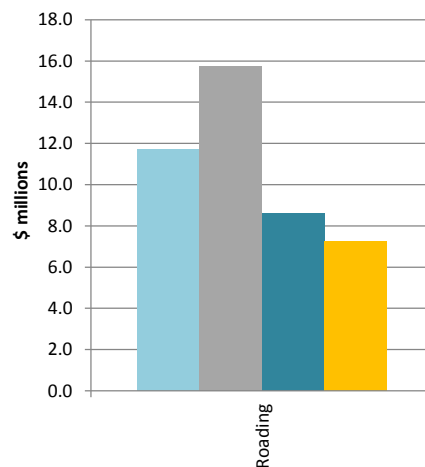
**Operating Revenue**



Revenue is received through rates and NZTA subsidy.

Additional subsidy was received to fund flood related costs. However, as the flood work has impacted on the capital work programme the associated subsidy is below budget.

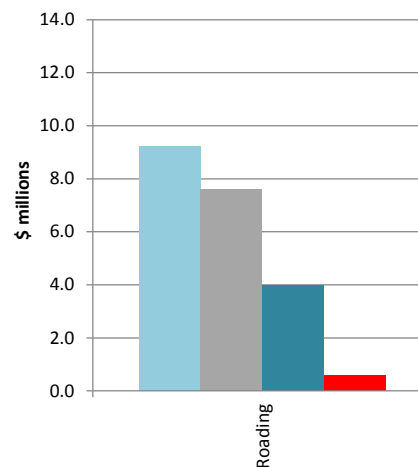
**Operating Expenditure**



To date this year \$1.3m additional expenditure has been incurred to repair flood damage. The year end forecast is \$4.1m. Other planned work has been deferred during this period but is expected to be completed by year end.

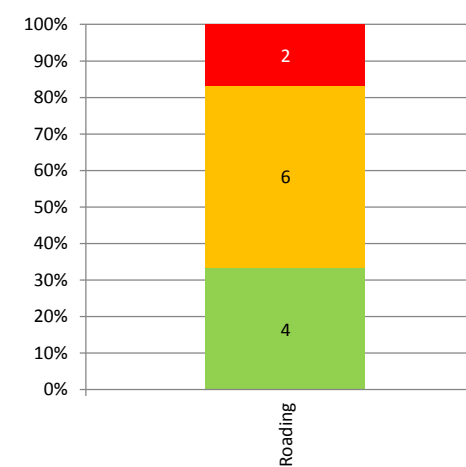
This year's CBD redevelopment project has been deferred to align it with the Makino Precinct project. As a result the interest expenditure is below budget.

**Capital Expenditure**



Flood repairs have taken priority and the capital programme has not progressed as planned. Projects are now underway.

**Key Performance Indicators**



Five of the targets being monitored relate to surveys scheduled for March 2016. The sixth one relates to response times not yet being recorded.

The targets not met relate to response times not being met. 73.7% of urgent requests were responded to within one hour (target 90%) and 34.3% of non-urgent requests were resolved within five days (target 90%). Due to the nature of the non-urgent requests, predominantly berm mowing, a five day resolution is unachievable at present. Procedural changes are being implemented to address this problem.

## Key

Annual Plan Year End Forecast YTD Budget YTD Actual - within  $\pm$  5% of budget YTD Actual - between  $\pm$  5-15% of budget YTD Actual - greater than  $\pm$  15% of budget

## Key

On Track Needs Monitoring Not achieving

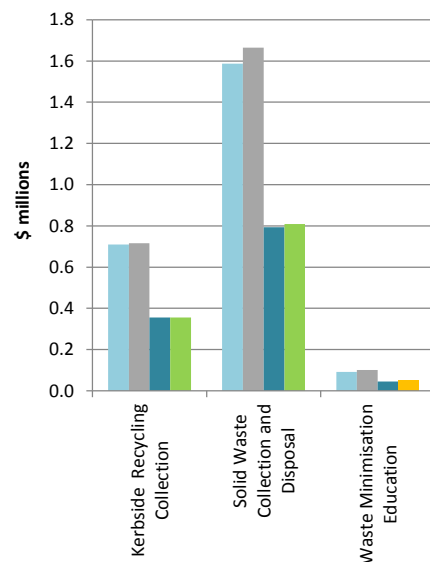


# Solid Waste

For the period ended 31 December 2015



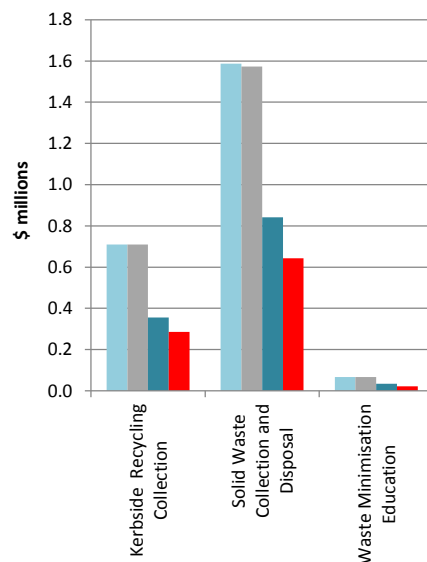
### Operating Revenue



Waste minimisation levies received from the Ministry for the Environment are slightly higher than budgeted.

There is additional revenue from Budget Waste for accepting their refuse at the Transfer Station.

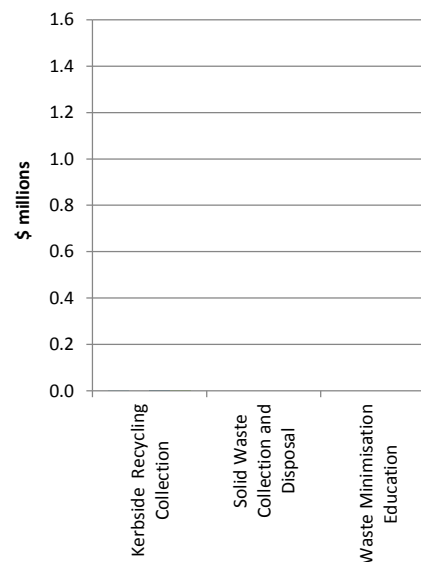
### Operating Expenditure



The solid waste analysis protocols project and the Kimbolton recycling project have not yet started. These are now scheduled to start in the second half of the year.

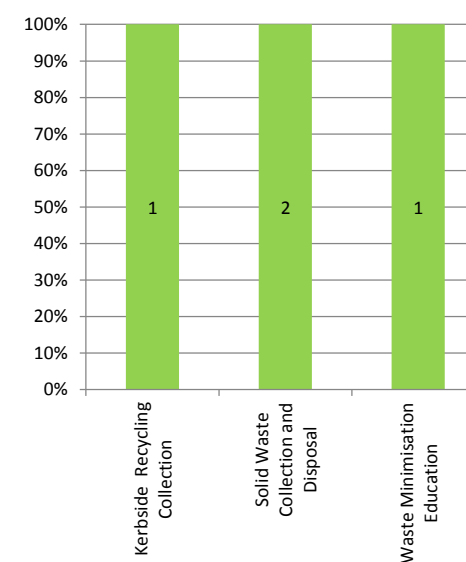
Budget Waste's refuse is now being received at the Transfer Station. There is additional cost of disposing of this waste which is offset by the additional revenue.

### Capital Expenditure



The only capital expenditure for this activity is new recycling bins.

### Key Performance Indicators



All targets have been met.

## Key

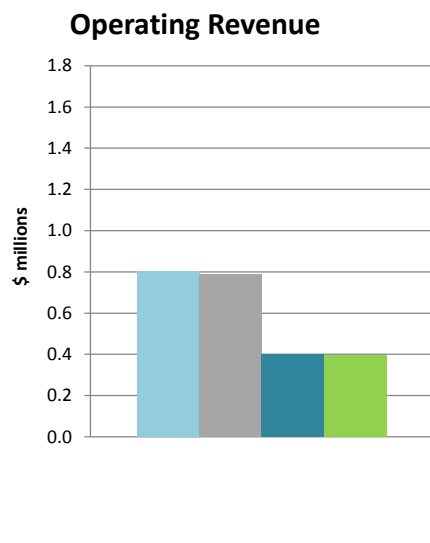
Annual Plan Year End Forecast YTD Budget YTD Actual - within ± 5% of budget YTD Actual - between ± 5-15% of budget YTD Actual - greater than ± 15% of budget

## Key

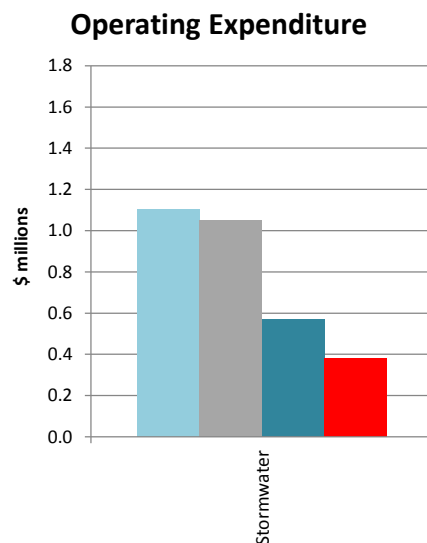
On Track Needs Monitoring Not achieving

# Stormwater

For the period ended 31 December 2015

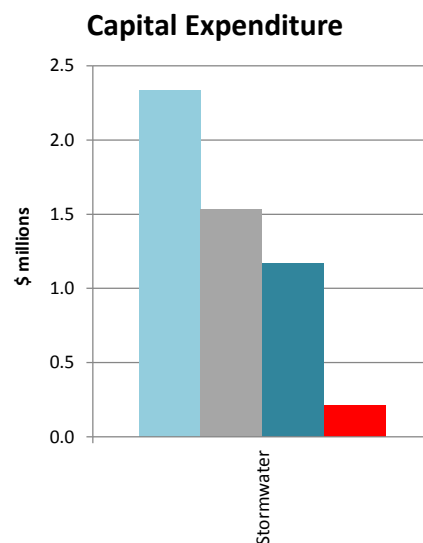


All revenue is sourced from rates.

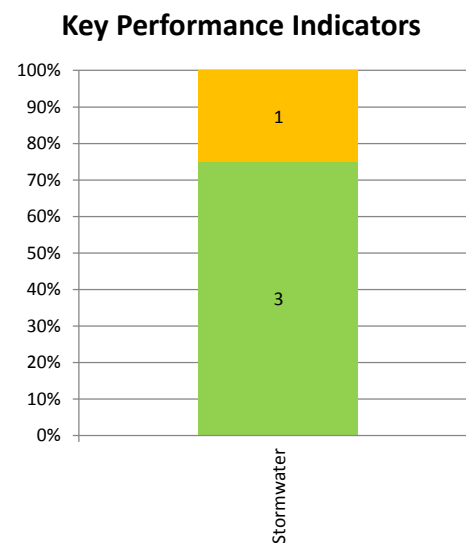


Interest costs are below budget as a number of growth projects were carried forward to 2015/16 and the loan has not been raised.

A portion of the work is weather dependent, with the clearing of drains normally carried out in February.



Physical works for Precinct 4 (Pharazyn Street and Port Street) are due to start. Additional work is currently being designed for Root Street. Work is expected to be completed by May 2016.



All targets met except for the one for responding to flood events in a timely manner. No data is available for the median response times which relate to the effects of the June flooding or standing water remaining on properties since then. Meetings were held with Himatangi Beach and Tangimoana communities over June flooding and options for improvement.

**Key**

■ Annual Plan  
 ■ Year End Forecast  
 ■ YTD Budget  
 ■ YTD Actual - within ± 5% of budget  
 ■ YTD Actual - between ± 5-15% of budget  
 ■ YTD Actual - greater than ± 15% of budget

**Key**

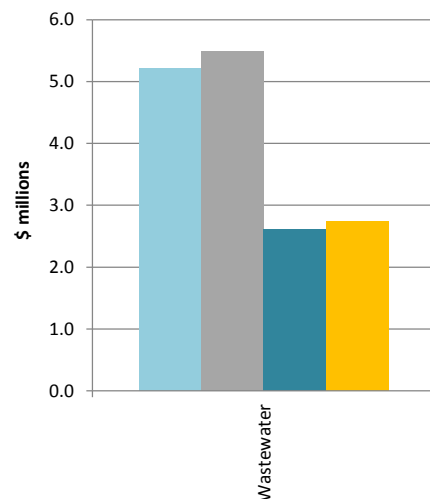
■ On Track  
 ■ Needs Monitoring  
 ■ Not achieving

# Wastewater

For the period ended 31 December 2015



### Operating Revenue

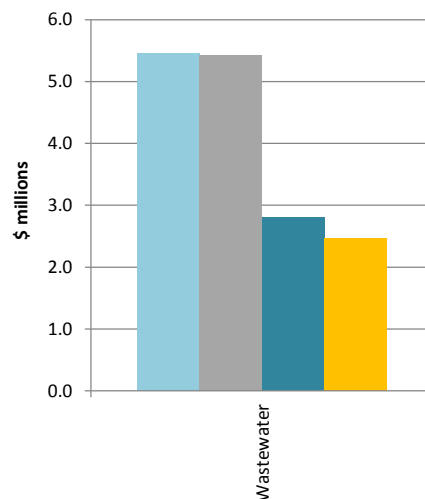


Revenue is from rates, tradewaste charges and volumetric charges.

Rates are slightly higher than budgeted as additional properties have connected.

Volumetric charges are slightly higher than expected.

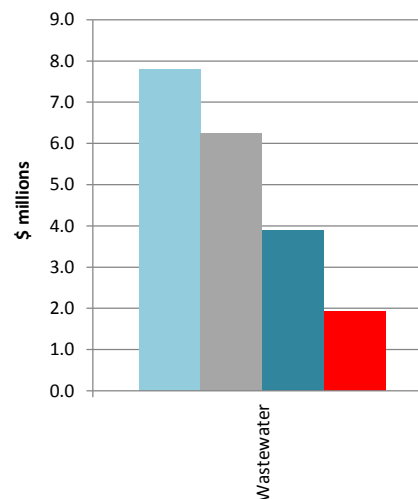
### Operating Expenditure



A number of annual charges (eg consent monitoring) have yet to be invoiced.

Contract work is seasonal and is expected to take place in the dry weather of the third quarter.

### Capital Expenditure



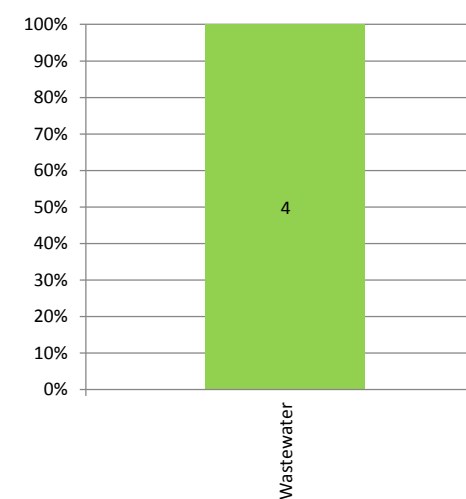
The final stages of the Feilding WWTP upgrade is underway.

Work has been completed on desludging oxidation ponds in Rongotea and Halcombe. Sanson is yet to commence.

The Halcome WWTP discharge consent is currently in the planning stage.

The reticulation renewal programme is underway using pipe lining techniques rather than full replacement.

### Key Performance Indicators



All targets have been met - no dry weather overflows, no abatement notices received, median response times to faults less than target set, and only one complaint regarding odour.

## Key

■ Annual Plan 
 ■ Year End Forecast 
 ■ YTD Budget 
 ■ YTD Actual - within  $\pm 5\%$  of budget 
 ■ YTD Actual - between  $\pm 5-15\%$  of budget 
 ■ YTD Actual - greater than  $\pm 15\%$  of budget

## Key

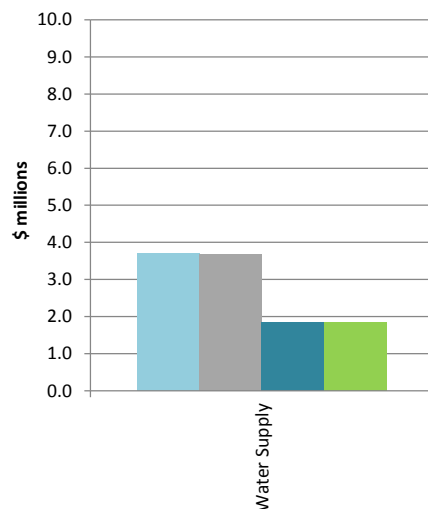
■ On Track 
 ■ Needs Monitoring 
 ■ Not achieving

# Water Supply

For the period ended 31 December 2015

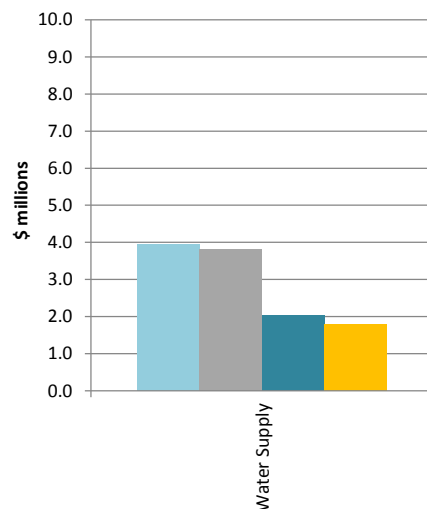


### Operating Revenue



Revenue is from rates and water by meter.

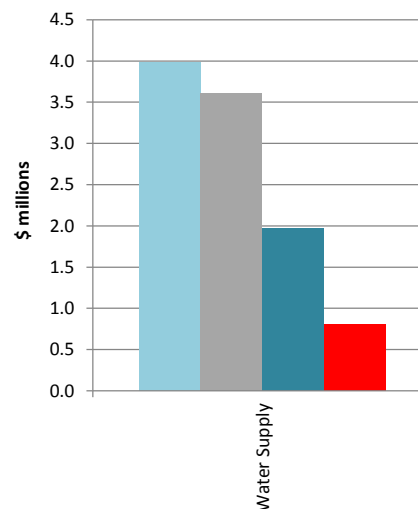
### Operating Expenditure



Expenditure is on track to date.

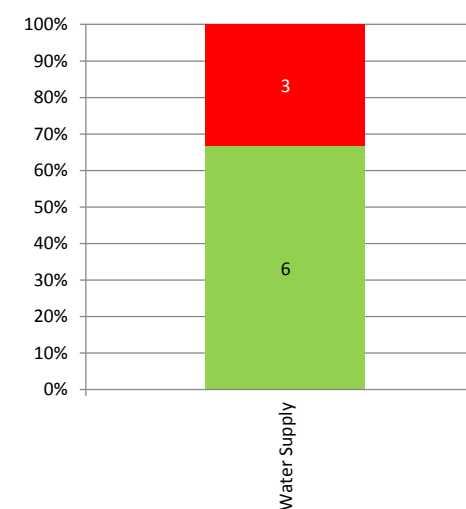
Delays in the capital programme has impacted on loan raised and consequently Interest expense is below budget.

### Capital Expenditure



Many projects are in the design phase with physical work expected to commence in the third quarter.

### Key Performance Indicators



Response to urgent fault calls in the first quarter were 123 minutes, exceeding the target time of within one hour. Response time for the second quarter was 63 minutes. The target of 100% compliance with NZ Drinking Water Standards was not met. A UV system was installed at the Feilding Water Treatment Plant in the second quarter and will address these compliance issues. The target for satisfaction with the water supply service was not met with 39 complaints received in the quarter bringing the total to 67 for the year (the target is less than 15 complaints per 1000 connections per category per annum - approximately 90 complaints). If this trend continues we will not achieve the target.

## Key

■ Annual Plan 
 ■ Year End Forecast 
 ■ YTD Budget 
 ■ YTD Actual - within ± 5% of budget 
 ■ YTD Actual - between ± 5-15% of budget 
 ■ YTD Actual - greater than ± 15% of budget

## Key

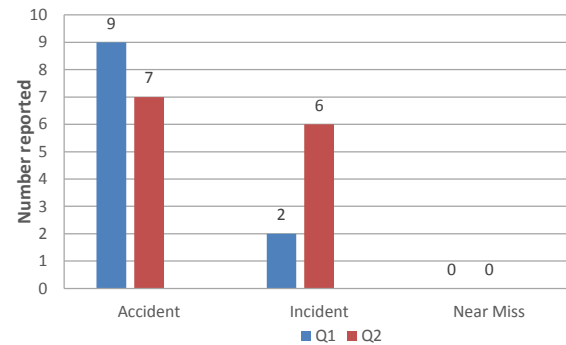
■ On Track 
 ■ Needs Monitoring 
 ■ Not achieving

# Health and Safety

For the period ended 31 December 2015



## Events reported



## Notifiable events this quarter

Notifiable: 0 Not Notifiable: 12

## Training this quarter

Training has been provided to staff on:

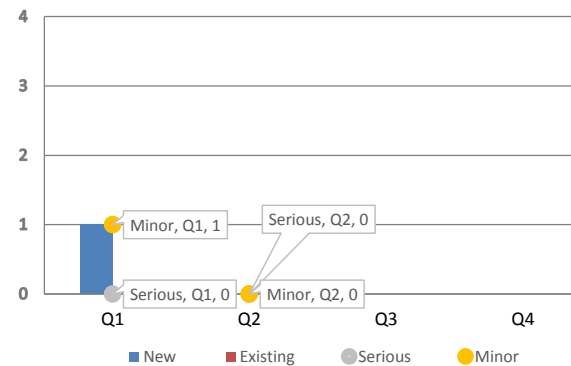
- First Aid
- Managers Drug and Alcohol Policy implementation
- SOLGM webinar - Health and Safety responsibilities
- SOLGM webinar - Health and Safety good practice
- How to use our new Health and Safety Contractors module

## Inductions this quarter

Inductions completed for:

- MAC contractors - on-site hazards
- 8 new staff and 1 contractor

## Hazards and injuries



## Status of hazards this quarter

Open: 0 Resolved: 0

## Policy and procedures this quarter

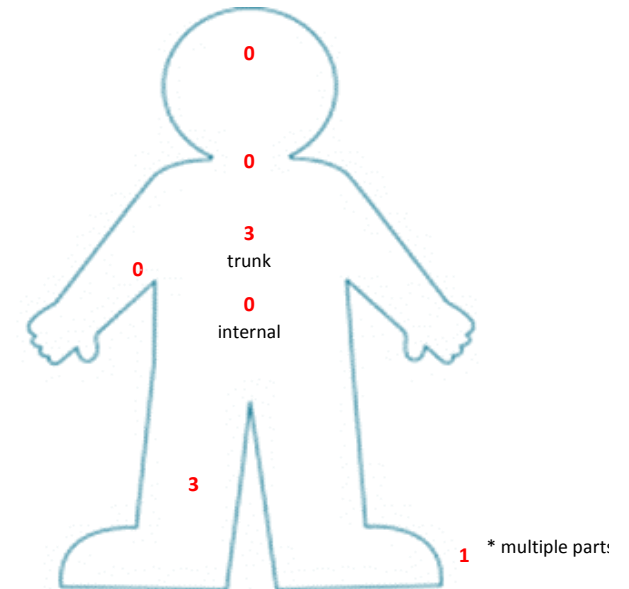
New policies and procedures introduced:

- Contractors module implemented.

## Lost time (days) this quarter



## Injuries sustained



## Wellness initiatives this quarter

These initiatives are designed to support staff and promote wellness in the workplace.

Initiatives undertaken:

- Hepatitis vaccinations for relevant positions.

## Communication and education this quarter

- Fact sheets to staff following each Health and Safety Committee meeting informing key points of interest.
- New Health and Safety legislation overview provided to Business and People and Culture groups.

Capital Expenditure  
For the period ended 31 December 2015

	Actual YTD \$000	Budget YTD \$000	Variance YTD \$000	Variance YTD %	Annual Plan 2016 \$000	Annual Plan Used %	Year End Forecast \$000	Notes
Community Facilities								
Feilding Cemetery Extension	1	138	(137)	-100%	275	0%	155	Work not planned to commence till 2016 with the scope of the project being clarified. The balance will be requested to be carried forward to 2016/17.
Halcombe Cemetery Extension Ground Works	0	22	(22)	-100%	44	0%	44	Work not planned to commence till 2016 with the scope of the project being clarified.
Cemetery Renewal Works	0	5	(5)	-98%	10	0%	10	Work not planned to commence till 2016 with the scope of the project being clarified.
Feilding Little Theatre - Roof	0	10	(10)	-98%	20	0%	20	This work will be done in conjunction with the earthquake strengthening project. The Theatre are yet to complete a final design for their planned renewal of the building. Officers have met with the Theatre, however progress is design by the Theatre is limited.
Library Collection Purchases	42	96	(54)	-56%	193	22%	193	This funding will be expended through the year in the replacement of collection material. A new outsourced model of collection management will shortly see these funds expended.
Library Review	219	174	45	26%	348	63%	289	This project comprises of minor modernisation work at the Library, the implementation of the new Library Management System and the Radio Frequency Identification (RFID) technology. The installation of the new Library Management system and the RFID is complete. Details on options for modernisation will be brought to Council in the third quarter.
Makino Redevelopment	830	1,156	(326)	-28%	5,362	15%	5,742	Colspec Construction Ltd started works on the MAC upgrade on 1 September 2015. Demolition is now complete. Four payment claims had been submitted and paid in the first two quarters. Overall the project is on target to meet budget and timelines and is subject to Council's key project reporting structure.
MAC Outdoor Play Equipment	0	17	(17)	-101%	13	0%	17	Equipment has been purchased and installation is planned in the fourth quarter.
MAC General Renewals	7	4	3	78%	8	91%	8	The barbeques have been purchased and installation will commence after ground investigations are completed. Completion of installation is expected by the end of the third quarter.
Public Conveniences Renewals	0	13	(13)	-102%	25	0%	25	A range of renewal works are currently being planned for implementation during the summer period. Some of this work has commenced or is about to commence and includes repairs to doors at Himatangi, and work on the Rangiwahia Toilets.
Kimbolton Public Toilets	72	25	46	181%	51	140%	72	This project is now complete with very favourable comments being received from the community. Some planting behind the toilets will be undertaken by the community in the winter months.
Strengthen EQP Buildings	153	229	(77)	-34%	459	33%	459	Work is 90% complete on the strengthening of the Community Centre. Completion is expected in the third quarter. Construction has taken longer than anticipated due to construction having to be phased around working hours.
Manfeild Park Development	0	214	(214)	-100%	428	0%	0	No work planned at this stage. Request will be made to carry this forward until there are sales pending.
Property Renewal Projects	11	18	(7)	-39%	36	31%	36	This will be expended on renewals through the year.
View Shafts on South Street	6	10	(5)	-49%	20	28%	20	This work is 90% complete. Ground levelling and access onto the park will be completed over the winter months.
Property - Feilding Depot	0	3	(3)	-118%	5	0%	5	This minor work will be undertaken following Recreational Services occupying part of the Depot space.
Vinegar Hill Toilets Renewal	8	79	(71)	-90%	158	5%	158	The procurement process has seen the construction estimate come in some \$60K over budget. A value management exercise is currently occurring to determine what savings can be made on the project overall. Options are now being assessed on alternative provisions.
Parks and Reserves - Kowhai Park	5	64	(58)	-91%	127	4%	127	This work is yet to commence. There are a number of groups that need to be involved in any preliminary design, and officers are proposing to start this engagement work in the third quarter.
Parks and Reserves - New Projects	35	39	(4)	-10%	77	45%	67	This comprises of the renewal of Bartletts Ford Toilets, Mt Stewart works and support of the implementation of Community Planning Projects. The Bartletts Fords Toilets were ordered and installed and in use for the summer period. The scope of works at Mt Stewart is still being clarified, with works expected to be completed at the end of the fourth quarter.

	Actual YTD \$000	Budget YTD \$000	Variance YTD \$000	Variance YTD %	Annual Plan 2016 \$000	Annual Plan Used %	Year End Forecast \$000	Notes
Parks and Reserves - Refurbish Victoria Park	1	0	1	n/a	31	4%	31	This project is being developed in conjunction with the MYA and Makino Rotary. Tree work and installation of new fitness equipment is being undertaken in the third quarter.
Parks and Reserves - Timona Park	0	88	(88)	-100%	176	0%	176	This funding is for the installation of a new carpark at Timona Park. The scope and location of this is yet to be confirmed.
Parks and Reserves - Walkway / Linkages	0	88	(88)	-100%	176	0%	65	This project is the Lethbridge Reserve walkway connection. Work is planned to occur in the third and fourth quarter. The balance of funding will be requested to be carried forward to the 2016/17 year.
Parks and Reserves - Playground Renewal	0	4	(4)	-105%	8	0%	8	Renewal programme will continue through the year.
Feilding CBD Park Benches	0	10	(10)	-98%	20	0%	20	Work is planned for the fourth quarter of the 2015/16 year.
Kitchener Park Capital Works	17	52	(35)	-67%	105	16%	105	This comprises of the grant of \$50K to the Trust for flood protection and \$50K for the replacement of the northern section of the boardwalk. The grant is yet to be uplifted by the Kitchener Park Trust. Officers understand that the Trust have met with Horizons on a short-term solution to flooding issues. The replacement of the northern section of boardwalk is well underway with 75% of the boardwalk being completed. Work on the boardwalk has been very slow by the contractor Fulton Hogan.
Makino Park Playground and Skate Park	6	52	(46)	-88%	104	5%	6	This project is being undertaken as part of the wider Makino Precinct redevelopment and is subject to third party funding support. Request will be made to carry forward funds to 2016/17.
Mt Lees Mountain Bike Track	0	16	(16)	-97%	33	0%	33	The scope of this project is currently being reconsidered as there is insufficient capital and operating funding to see this project successfully implemented.
Walkway Linking	2	0	2	n/a	0	n/a	2	This work will be done in conjunction with the Greenspine project. Request will be made to carry this forward to 2016/17.
Railway Land Beautification	9	87	(78)	-90%	173	5%	34	The Greenspine project is 95% through detailed design, and we are looking to time works in conjunction with Stage 3 Funding in year 3 of the LTP. Request will be made to carry the unspent portion forward to 2016/17.
Refurb Rangiwahia Walkway	0	3	(3)	-119%	5	0%	5	Work is expected to be shortly undertaken to complete this work.
Himatangi Walkway	6	8	(2)	-24%	0	n/a	6	This funding was carried over as part of the 2015-25 LTP, and is now complete. An internal review of the project is currently underway.
Himatangi Beach Access Carpark	111	52	59	114%	0	n/a	111	This funding was carried over as part of the 2015-25 LTP, and the project is now complete. An internal review of the project is currently underway.
Parks and Reserves - Renewal Projects	4	78	(74)	-95%	156	3%	156	This project is comprised of the Makino Precinct paths, refurbishment of Rongotea Park and fencing at Johnston and Timona Parks. Work is yet to commence but is programmed for completion within the financial year.
Parks and Reserves - Railway Reserve	0	185	(185)	-100%	371	0%	0	Detailed design of the Greenspine pathway has been 95% completed. Officers are considering options to combine stages 2 and 3 of the Greenspine project to achieve project management and procurement efficiencies. A request will be made to carry forward unspent funds to 2016/17.
<b>Total Community Facilities</b>	<b>1,544</b>	<b>3,039</b>	<b>(1,496)</b>	<b>-49%</b>	<b>9,017</b>	<b>17%</b>	<b>8,205</b>	
<b>Emergency Management</b>								
Community Equipment Renewal	4	5	(1)	-26%	5	74%	4	New radios have been purchased for the Rural Fire activity.
<b>Total Emergency Management</b>	<b>4</b>	<b>5</b>	<b>(1)</b>	<b>-26%</b>	<b>5</b>	<b>74%</b>	<b>4</b>	
<b>Environmental Services and Monitoring</b>								
Dog Pound Roof Replacement	4	0	4	n/a	0	n/a	4	The project is complete.
<b>Total Emergency Management</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>n/a</b>	<b>0</b>	<b>n/a</b>	<b>4</b>	
<b>Governance and Strategy</b>								
Council Chamber Asset Purchase	0	25	(25)	-100%	51	0%	51	Quote process underway
<b>Total Governance and Strategy</b>	<b>0</b>	<b>25</b>	<b>(25)</b>	<b>-100%</b>	<b>51</b>	<b>0%</b>	<b>51</b>	

	Actual YTD \$000	Budget YTD \$000	Variance YTD \$000	Variance YTD %	Annual Plan 2016 \$000	Annual Plan Used %	Year End Forecast \$000	Notes
<b>Roading</b>								
CBD Redevelopment Projects	9	56	(47)	-84%	111	8%	15	The Stafford Street project will not proceed in the current financial year as it will be aligned to the Makino Precinct project. The funding will be requested to be carried forward to 2016/17 or further into the LTP depending on timing of the Makino Precinct project - possibly up to 5 years.
Sub Unsealed Road Metalling	82	202	(120)	-60%	616	13%	331	The programmed work includes \$62k for Makoura Road stage 1. As a result of additional work required for flood expenditure, \$188k will be requested to be carried forward for the Makoura Road stage 2 project n the 2016/17 financial year.
Sub Sealed Road Resurfacing	110	741	(630)	-85%	1,899	6%	1,899	There is expected to be a saving of up to \$100k due to a lower reseal index. It is anticipated this saving will be utilised on AC sites
Sub Cycle Facilities	0	20	(20)	-100%	40	0%	40	Design work for the cycleway between PN and Feilding
Sub Minor Improvements	4	26	(21)	-83%	51	8%	51	Suggested work is the Saxon Road intersection at Mt Biggs School and the Banks Road/Kaimatarau Road intersection to modify the boy racer behaviour.
Non-Sub Cycle Lane/Fac Renew	0	25	(25)	-100%	51	0%	0	No work has been planned.
Roading Growth	1	553	(552)	-100%	1,381	0%	658	Growth Precinct 4 (Pharazyn Street) physical work is due to commence in the third quarter with completion expected in the current financial year. Growth Precinct 5 (Turners Road) is in the planning stages with the Notice of Requirement (NoR) due for public consultation. The design of the Turners Road extension project is expected in the third and fourth quarters with the remainder of the funding (approximately \$700,000) to be carried forward to the 2016/17 financial year.
Sub Drainage Renewals	81	117	(35)	-30%	300	27%	290	Culvert replacements and rehabilitation.
Sub Structures Renewals	16	141	(125)	-89%	282	6%	552	Planned projects are expected to be completed. Additional work is required for Rongotea Road and Reserve Road bridge renewals and will be funded from the rehabilitation budget.
Sub Traffic Services Renewal	29	115	(87)	-75%	231	12%	381	Projects have been identified for surveying. \$150k will be funded from the rehabilitation budget.
Sub Associated Improvements	2	26	(24)	-92%	51	4%	51	Will be used in conjunction with the rehabilitation programme.
Sub Pavement Rehabilitation	171	1,373	(1,202)	-88%	2,823	6%	1,900	\$1.9m has been committed for projects this year. \$266k will be used to fund two bridge renewals and a further \$150k will be for traffic services renewal for road marking. The balance of the budget (approximately \$900k) will be requested to be carried forward to 2016/17.
Sub Minor Improvement New	0	209	(209)	-100%	535	0%	535	\$470k has been allocated for Halcombe Road and the accompanying minor safety improvements. The balance is for contingencies.
Non Sub Environmental Renewals	1	5	(4)	-76%	10	12%	10	Will be utilised for tree removal
Non Sub Road Reconstruction	5	270	(265)	-98%	540	1%	540	Wellington Street is currently being designed.
Non Sub Seal Extension	0	50	(50)	-100%	100	0%	100	Cheltenham Cross works yet to start. Makoura Road stage 1 will also be completed by year end.
Non Sub Roding New Footpaths	37	50	(14)	-27%	100	36%	100	
Non Sub Footpath Renewals	33	0	33	n/a	75	44%	100	
Non-sub Drainage Renewals	0	18	(18)	-100%	35	0%	35	Vehicle crossing and kerb and channelling.
<b>Total Roding</b>	<b>581</b>	<b>3,996</b>	<b>(3,415)</b>	<b>-85%</b>	<b>9,234</b>	<b>6%</b>	<b>7,588</b>	
<b>Solid Waste</b>								
Purchase of New Recycling Bins	3	2	0	10%	5	55%	6	Allocation from inventory new properties
Recycling Inventory	(3)	0	(3)	n/a	0	n/a	(6)	
<b>Total Solid Waste</b>	<b>(0)</b>	<b>2</b>	<b>(3)</b>	<b>-114%</b>	<b>5</b>	<b>-7%</b>	<b>0</b>	
<b>Stormwater</b>								
Stormwater Growth Feilding	188	995	(807)	-81%	1,989	9%	1,000	Physical works underway at Pharazyn Street and Port Street, subsequent phases of work in Growth Precinct 4 will be deferred until the 2016/17 financial year. The balance of the growth budget (approximately \$1m) will be requested to be carried forward to 2016/17.
Stormwater New Work Feilding	10	0	10	n/a	0	n/a	200	
Stormwater Unplanned Renewal	12	175	(163)	-93%	349	3%	334	
<b>Total Stormwater</b>	<b>210</b>	<b>1,169</b>	<b>(960)</b>	<b>-82%</b>	<b>2,339</b>	<b>9%</b>	<b>1,534</b>	



	Actual YTD \$000	Budget YTD \$000	Variance YTD \$000	Variance YTD %	Annual Plan 2016 \$000	Annual Plan Used %	Year End Forecast \$000	Notes
<b>Wastewater</b>								
Desludging Oxidation Ponds	316	236	80	34%	471	67%	316	Work completed for this financial year.
Feilding WWTP Asset Renewal	131	399	(269)	-67%	799	16%	799	Physical works include replacement of the inlet flow meter (underway) and renewal of the primary sedimentation tanks (final planning stages). Design is also underway for the refurbishment of the digester which is planned for the 2016/17 financial year.
Feilding Reticulation Renewals	461	495	(34)	-7%	990	47%	990	Renewal programme well advanced utilising pipe lining technology. Physical works include Russell Street, South Street, West Street and Church Street in Feilding.
Feilding WWTP Upgrade	749	393	357	91%	785	95%	785	Completion of the aeration pond process systems underway, remainder of the expenditure on new process control systems, septic tank dumping site and high flow management systems. Additional costs associated with Resource Consent renewal process.
Feilding WWTP Growth	3	393	(389)	-99%	785	0%	785	All works incorporated with Feilding WWTP upgrade (above)
Feilding Wastewater Growth	17	346	(328)	-95%	691	2%	691	Physical works include replacement of the inlet flow meter (underway) and renewal of the primary sedimentation tanks (final planning stages). Design is also underway for the refurbishment of the digester which is planned for the 2016/17 financial year.
Feilding WWTP Nursery New Work	145	135	9	7%	270	54%	270	Renewal programme well advanced utilising pipe lining technology. Physical works include Russell Street, South Street, West Street and Church Street in Feilding.
Wastewater New Connections	10	0	10	n/a	0	n/a	20	Completion of the aeration pond process systems underway, remainder of the expenditure on new process control systems, septic tank dumping site and high flow management systems. Additional costs associated with Resource Consent renewal process.
Rongotea Renewals	18	180	(162)	-90%	359	5%	359	Rising main design complete.
Sanson Renewals	4	265	(262)	-99%	531	1%	150	Preliminary investigations underway for consent renewal
Himatangi Sewerage New Work	18	0	18	n/a	0	n/a	25	
Cheltenham Wastewater Renewal	0	132	(131)	-100%	264	0%	100	Consent renewal process initiated. The balance of the renewal budget (approximately \$150,000) will be requested to be carried forward to 2016/17.
Rongotea Wastewater Reticulation	50	196	(147)	-75%	393	13%	393	In design phase
Awahuri WWTP Renewals	0	27	(27)	-100%	54	0%	54	Design underway.
Kimbolton - Wastewater Treatment	11	0	11	n/a	2	576%	24	
Kimbolton - Wastewater Treatment	0	1	(1)	-100%	2	0%	2	
Halcombe WWTP Discharge Consent	0	131	(131)	-100%	262	0%	150	Consent renewal process initiated. The balance of the renewal budget (approximately \$150k) will be requested to be carried forward to 2016/17.
District Pump Station Telemetry	0	47	(47)	-100%	94	0%	94	Physical works commissioned, project completion expected in the fourth quarter.
Feilding WWTP - Irrigation	0	524	(524)	-100%	1,047	0%	250	Irrigation design commenced inline with initial Resource Consent requirements, project delayed pending the outcome of the Environment Court process. Likely that most physical works will be deferred to the 2016/17 financial year. The balance of the irrigation budget (approximately \$750,000) will be requested to be carried forward to 2016/17.
<b>Total Waste</b>	<b>1,933</b>	<b>3,899</b>	<b>(1,966)</b>	<b>-50%</b>	<b>7,800</b>	<b>25%</b>	<b>6,258</b>	
<b>Water</b>								
Feilding WTP Renewals	29	203	(174)	-86%	405	7%	200	Work at intake ordered. Consultants engaged for Newbury Line consent renewal
Feilding Reticulation Renewals	380	369	11	3%	739	51%	739	Procurement underway for all remaining water main renewal projects. Physical works expected throughout the third and fourth quarters.
Feilding Water Supply Growth	(37)	568	(605)	-107%	1,136	-3%	750	Procurement underway for South and West Streets. The balance of the growth budget (approximately \$400k) will be requested to be carried forward to 2016/17.
Feilding Water Pressure Zones	8	131	(123)	-94%	293	3%	293	Design underway, physical works expected throughout the third and fourth quarters.
Fldg Water Metering/Backflow	1	20	(19)	-94%	40	3%	40	
Water Supply New Connections	74	0	74	n/a	0	n/a	150	
Himatangi Water Asset Renewals	10	192	(183)	-95%	385	2%	385	Topographical survey completed and design underway. Physical works include refurbishment of the timber tank (reservoir) and process improvements which are scheduled for the third and fourth quarters.
Sanson Water Asset Renewal	0	9	(9)	-100%	17	0%	17	
Stanway/Halcombe RWS Renewals	20	8	11	137%	17	118%	17	
Stanway/Halcombe RWS	143	54	89	166%	108	133%	142	Pipeline to Pryces Line completed and flow meters installed.
Waituna West RWS Renewals	0	35	(35)	-100%	71	0%	71	Treatment renewals currently in design stage

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Rongotea Water Scheme	79	0	79	n/a	0	n/a	79	Additional carry over costs as part of 2014/2015 financial year project. All works completed and new connections being installed.
Himatangi Water Supply New Work	5	37	(31)	-85%	73	7%	73	Due to commence following completion of the timber tank (reservoir) refurbishment
Almadale WTP Optimisations	83	79	4	5%	157	53%	157	Physical works on the UV system are complete, procurement underway for pH correction systems. Physical works expected throughout the third and fourth quarters.
WS Unplanned Renewals-Villages	7	0	7	n/a	0	n/a	14	
Stanway/Halcombe WTP New Works	11	84	(73)	-87%	168	7%	100	
Sanson WTP New Works	0	105	(105)	-100%	220	0%	220	Ministry of Health Capital Assistance Funding (CAP) agreement received in December 2015. Initial design of new bore and reservoir due to commence in the third quarter. Additional funds to be requested via the 2016/17 draft Annual Plan to allow completion of the project in the 2016/17 financial year.
Feilding Water Retic Renewals	0	79	(79)	-100%	157	0%	157	Procurement underway for all remaining water main renewal projects. Physical works expected throughout the third and fourth quarters.
<b>Total Water</b>	<b>812</b>	<b>1,972</b>	<b>(1,160)</b>	<b>-59%</b>	<b>3,985</b>	<b>20%</b>	<b>3,604</b>	
<b>Support Services and Other</b>								
Administration Building New Assets	0	13	(13)	-100%	25	0%	25	Budget is to upgrade fire panel which is yet to be completed.
Motor Vehicle Purchases	0	132	(132)	-100%	264	0%	264	Purchase of vehicles is now planned for the second half of the year in line with the Vehicle Policy.
Hardware	65	146	(82)	-56%	159	41%	222	This includes a carry forward from 2014/15. It is planned to complete the replacement programme by the end of the financial year.
Software - Document Management	8	308	(300)	-98%	615	1%	20	The business case is still under development. This project is to be carried forward to 2016/17
Other Information Management Renewal Projects	10	24	(13)	-56%	0	n/a	48	This includes a carry forward from 2014/15. It is planned to complete the replacement programme by the end of the financial year.
Other Information Management New Projects	0	32	(32)	-100%	0	n/a	32	This includes a carry forward from 2014/15. A quote has been received for the additional data storage disks required and is planned to install this by the end of the financial year.
Software Replacement	0	25	(25)	-100%	51	0%	51	
General Renewals	0	11	(11)	-100%	22	0%	15	
General New Assets	3	11	(9)	-77%	22	11%	15	
<b>Total Support Services and other</b>	<b>85</b>	<b>702</b>	<b>(617)</b>	<b>-88%</b>	<b>1,159</b>	<b>7%</b>	<b>692</b>	
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>5,173</b>	<b>14,810</b>	<b>(9,639)</b>	<b>-65%</b>	<b>33,594</b>	<b>15%</b>	<b>27,940</b>	