MEMBERSHIP

Vaughan Dennison (Chairperson)
Susan Baty (Deputy Chairperson)
Grant Smith (The Mayor)
Brent Barrett
Rachel Bowen
Zulfiqar Butt
Lew Findlay QSM

Billy Meehan
Karen Naylor
Bruno Petrenas
Aleisha Rutherford
Tangi Utikere

Agenda items, if not attached, can be viewed at:

pncc.govt.nz  |  Civic Administration Building, 32 The Square
City Library  |  Ashhurst Community Library  |  Linton Library

Heather Shotter
Chief Executive, Palmerston North City Council
ORDER OF BUSINESS

NOTE: The Infrastructure Committee meeting coincides with the ordinary meeting of the Arts, Culture & Heritage Committee meeting. The Committees will conduct business in the following order:
- Arts, Culture & Heritage Committee.
- Infrastructure Committee.

1. Apologies

2. Notification of Additional Items
Pursuant to Sections 46A(7) and 46A(7A) of the Local Government Official Information and Meetings Act 1987, to receive the Chairperson’s explanation that specified item(s), which do not appear on the Agenda of this meeting and/or the meeting to be held with the public excluded, will be discussed.

Any additions in accordance with Section 46A(7) must be approved by resolution with an explanation as to why they cannot be delayed until a future meeting.

Any additions in accordance with Section 46A(7A) may be received or referred to a subsequent meeting for further discussion. No resolution, decision or recommendation can be made in respect of a minor item.

3. Declarations of Interest (if any)
Members are reminded of their duty to give a general notice of any interest of items to be considered on this agenda and the need to declare these interests.
7. Exclusion of Public

To be moved:

“That the public be excluded from the following parts of the proceedings of this meeting listed in the table below.

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

<table>
<thead>
<tr>
<th>General subject of each matter to be considered</th>
<th>Reason for passing this resolution in relation to each matter</th>
<th>Ground(s) under Section 48(1) for passing this resolution</th>
</tr>
</thead>
</table>

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 which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public as stated in the above table.

Also that the persons listed below be permitted to remain after the public has been excluded for the reasons stated.

[Add Third Parties], because of their knowledge and ability to assist the meeting in speaking to their report/s [or other matters as specified] and answering questions, noting that such person/s will be present at the meeting only for the items that relate to their respective report/s [or matters as specified].
MEMORANDUM

TO: Infrastructure Committee
MEETING DATE: 11 December 2019
TITLE: Public Participation at Meetings
PRESENTED BY: Natalya Kushnirenko, Democracy & Governance Administrator
APPROVED BY: Sheryl Bryant, General Manager - Strategy & Planning

RECOMMENDATION(S) TO INFRASTRUCTURE COMMITTEE

1. That the Infrastructure Committee set aside a public comment section of not more than 30 minutes at the commencement of each ordinary meeting of the Committee to provide members of the community the opportunity to comment.

1. ISSUE

Each newly established Committee needs to consider whether or not it wishes to have public participation at its meetings. The procedures to receive public comment are set out in this report.

2. BACKGROUND

It has been a decision by Committees and Subcommittees in the past to set aside a period of time to receive public comment at the beginning of the meetings for members of the public to comment on issues on the agenda, and if time permits, on other issues. This procedure has been proven to be effective in providing an opportunity for greater communication with the community.

Providing a public comment section at the beginning of the meeting enables any member of the public to come along to the meeting to make comment on any matters on the agenda or other matters if time permits.

This procedure also enables an opportunity for quick response from any Council officer who might be present and also facilitates the request for reports for subsequent meetings. In some cases, concerns raised by members of the public may well be resolved by Council officers present at the meeting.

The Council has previously adopted its own Standing Orders and in those Standing Orders provision has been made to allow for public comment at Committee and Subcommittee meetings should a Committee wish to adopt this practice. Please refer to the ‘Public
Participation’ section as outlined in clause 3.23 of the Palmerston North City Council’s Standing Orders and as appended to this report.

If a member or members of the public wish to comment on issues that do not appear on the agenda, they must do so with the Chairperson’s approval in the public comment section of the meeting.

3. **NEXT STEPS**

If the Committee decide to allow public comment, this will be provided for in all Committee ordinary meetings for the following term.

4. **COMPLIANCE AND ADMINISTRATION**

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The recommendations contribute to Goal 3: A Connected and Safe Community

The recommendations contribute to the outcomes of the Connected Community Strategy

The recommendations contribute to the achievement of action/actions in the Active Citizenship Plan

<table>
<thead>
<tr>
<th>Contribution to strategic direction and to social, economic, environmental and cultural well-being</th>
<th>Increasing opportunities for the community to contribute to Council decision making and for the Council to engage with the community.</th>
</tr>
</thead>
</table>

**ATTACHMENTS**

1. Standing Orders - Public Participation

P a g e  | 6
3.23 PUBLIC PARTICIPATION

Period for public comment 3.23.1
A period of up to 30 minutes may be set aside at the commencement of each ordinary committee meeting for public comment, immediately following the notification of minor items.

[Council, 30 November 2005]

Content of public comment 3.23.2
Public comment shall be confined to those items appearing on the order paper for the particular meeting concerned, and, if time permits, any other matter.

[Council, 30 November 2005]

Advice of items on which public comment is intended 3.23.3
Persons wishing to make public comment shall advise the chief executive or chairperson and shall indicate those items or matters upon which comment is intended. Such advice shall be given either before the meeting or at the meeting at the commencement of the period set aside for public comment. The chairperson may determine that any person may not comment at any particular meeting, or that any comment made shall be confined to a particular item or matter.

[Council, 30 November 2005]

Time limit on public comment 3.23.4
Each person addressing the meeting may speak for a maximum of three minutes. This time limit may be extended at the discretion of the chairperson for a further three minutes. Each person may address the meeting once only, regardless of whether or not that person wishes to comment on more than one item or matter.

[Council, 30 November 2005]

Questions on public comment 3.23.5
With the permission of the chairperson, members may ask questions of speakers during the period set aside for public comment. Such questions by members shall be confined to obtaining information or clarification on matters raised by the speakers.

[Council, 30 November 2005]
Comment on item not on the agenda

3.23.6

Where public comment is made on an item that is not on the order paper, such comment shall be received or referred to the chief executive or another committee or sub-committee for report. Otherwise, such comment shall not be considered nor discussed unless the procedure for dealing with items not on the agenda is followed (see standing order 2.15.8).

[Council, 30 November 2005]

Termination of comment

3.23.7

The chairperson may terminate any public comment being made if it is irrelevant, repetitive, disrespectful, or offensive, or if the chairperson has reason to believe that statements made have been predominately motivated by ill will or otherwise take improper advantage of the occasion (see standing order 3.16 regarding qualified privilege).

[Council, 30 November 2005]

Public comment at extraordinary meetings of the local authority and its committees

3.23.8

The above procedures may, with the approval of the chairperson, also apply to extraordinary committee and extraordinary subcommittee meetings either generally or to particular meetings PROVIDED THAT at such meeting or meetings public comment shall be confined to those items appearing on the order paper for the particular meeting concerned.

[Council, 30 November 2005]

Application of public comment

3.23.9

Standing orders 3.23.1 to 3.23.8 shall apply only to those committees and subcommittees that adopt the above procedures. This order does not apply to meetings of the local authority.

[Council, 30 November 2005]
MEMORANDUM

TO: Infrastructure Committee
MEETING DATE: 11 December 2019
TITLE: Papaioea Place Redevelopment 6 - Monthly Update
PRESENTED BY: Bryce Hosking, Manager - Property
APPROVED BY: Tom Williams, Chief Infrastructure Officer

RECOMMENDATION(S) TO INFRASTRUCTURE COMMITTEE

1. That the memorandum dated 7 November 2019 and titled ‘Papaioea Place Redevelopment 6 - Monthly Update’ be received for information.

1. ISSUE

1.1 Stage 1 of the Papaioea Place housing project is funded through Programmes 357 and 1277 – C/fwd of the 2018 10-Year Plan.

1.2 The Finance and Performance Committee Chairperson has requested a quarterly update to be brought back to the Finance and Performance meeting for the duration of the construction period.

1.3 The terms of reference for the new Infrastructure Committee Meeting include scope for updates on the progress of the Papaioea Place Redevelopment. As such, this report is being presented to this Committee, and all future update reports for this programme will now be presented to the Infrastructure Committee as opposed to the Finance and Performance (now Finance and Audit) Committee.

1.4 The Construction Programme was received from Latitude Homes in June and presented to Finance and Performance at the 18 June 2018 meeting for information.

2. BACKGROUND

2.1 The Papaioea Place project form of contract is a design and build contract between Palmerston North City Council (Principal) and Latitude Homes (Contractor) of New
2.2 The overall project management is being provided by WT Partnership Advisory. The day-to-day project management is being carried out by Council Officers.

2.3 Site meetings and Project Control Group meetings are held on the last Thursday of each month. This report is a summary from 31 October 2019 meeting.

3. SUMMARY – PROJECT CONTROL GROUP REPORT 11: 7 MAY 2019

Health and Safety

3.1 There have been no health and safety incidents reported since the last update to Council dated 17 June 2019.

Programme – Stage 1

3.2 Blocks 1 and 2 of Stage 1 (the first 30 units) were completed by 28 February 2019.

3.3 Works are underway for Blocks 3 and 4 of Stage 1 (20 units). Blocks 3 and 4 are due for completion in late February 2020.

Programme – Stage 2

3.4 Demolition and Asbestos removal for the balance of the old units will begin in December 2019.

3.5 Earthworks will begin in mid-late January 2020, construction March 2020.

3.6 A report titled ‘Papaioea Place – Stage 2’ was presented to the Finance and Performance Committee meeting held on 16 September 2019. The following resolutions were adopted by Council:

1. That Council increase the budget of Programme 1219 by $1,126,573 taking the total programme budget from $4,859,959 including GST to $5,986,532 including GST. This will enable the completion of Stage 2 noting that this will increase the total number of units from 48 to 78 as previously approved by Council in the 2019/20 annual budget. This excludes the development of a communal tenant lounge and gardens.
2. That Council considers options for Stage 3 Papaioea Place development as part of the 2020/21 Annual Budget considerations.

**Regulatory**

3.7 Resource and Building Consents are being lodged for approval in the last week of November 2019 for Stage 2.

**Design**

3.8 Detailed Design for the 28 units of Stage 2 is complete.

3.9 Pending the decision on the green space in Clause 3.6 above, detailed designs will need to be developed for Council's preferred option and submitted for a further resource consent for these works.

**Financial**

3.10 *Stage 1 Variation Schedule to date:*

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Potential Savings from Design</td>
<td>($153,900)</td>
</tr>
<tr>
<td>Additional excavations and Hardfill Block 1a, 1b, 2a, 2b</td>
<td>$37,854</td>
</tr>
<tr>
<td>Pre-wire for Sky and additional light switches to bedrooms</td>
<td>$9,800</td>
</tr>
<tr>
<td>Professional Indemnity Insurance &amp; Bond in Lieu of Retentions</td>
<td>$12,811</td>
</tr>
<tr>
<td>Stage 2 – Concept Design Fees</td>
<td>$38,950</td>
</tr>
<tr>
<td>Asbestos Removal 3 &amp; 4</td>
<td>$13,724</td>
</tr>
<tr>
<td>Patio bolts and installation</td>
<td>$2,061</td>
</tr>
<tr>
<td>Additional excavation and metal</td>
<td>$48,973</td>
</tr>
<tr>
<td>Papaioea Place Stage Two - 4th Design Option</td>
<td>$5,200</td>
</tr>
<tr>
<td>The provision of additional windows to end elevations to Portion 4</td>
<td>$8,000</td>
</tr>
<tr>
<td>Professional Indemnity Insurance Extension</td>
<td>$8,204</td>
</tr>
<tr>
<td>Curtains</td>
<td>$67,500</td>
</tr>
<tr>
<td>Chorus Connections</td>
<td>$60,000</td>
</tr>
<tr>
<td>Landscaping</td>
<td>$36,000</td>
</tr>
<tr>
<td>Supply and install 30x heaters including power points</td>
<td>$25,799</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$220,976</strong></td>
</tr>
</tbody>
</table>

3.11 These variations have been accommodated within the project contingency.

3.12 An overview of the Project Budget Status is in the table below:
<table>
<thead>
<tr>
<th>Description</th>
<th>Project Budget</th>
<th>Budget Variance</th>
<th>Final Forecast</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction</td>
<td>$6,646,031</td>
<td>$220,976</td>
<td>$6,867,008</td>
</tr>
<tr>
<td>Professional Fees</td>
<td>$265,400</td>
<td>$27,700</td>
<td>$293,100</td>
</tr>
<tr>
<td>Authorities Fees</td>
<td>$55,000</td>
<td>$1,626</td>
<td>$56,626</td>
</tr>
<tr>
<td>Construction Contingency</td>
<td>$332,561</td>
<td>($250,302)</td>
<td>$82,259</td>
</tr>
<tr>
<td>Project Contingency</td>
<td>$333,000</td>
<td>$0</td>
<td>$333,000</td>
</tr>
<tr>
<td>Total</td>
<td>$7,631,992</td>
<td>$0</td>
<td>$7,631,992</td>
</tr>
</tbody>
</table>

4. **NEXT STEPS**

4.1 Continue the construction programme to complete Stage 1 as per the budget and timeline.

4.2 Council to decide regarding their preferred option for the ‘green space’ within the complex. Additional funding of the preferred option will be formally approved as part of the 2020/21 Annual Plan.

5. **COMPLIANCE AND ADMINISTRATION**

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The recommendations contribute to Goal 3: A Connected and Safe Community

The recommendations contribute to the outcomes of the Connected Community Strategy

The recommendations contribute to the achievement of action/actions in the Social Housing Plan

The action is: Upgrade the Papaioea housing complex (by end of 2018/2019).

Contribution to strategic direction and to social, Programme 357 is stage 1 of the Papaioea Place Redevelopment project – to demolish 32 existing units and create 50 new units in
| economic, environmental and cultural well-being | their place which will be suitable for tenants to age in place. |

**ATTACHMENTS**

Nil
COMMITTEE WORK SCHEDULE

TO: Infrastructure Committee
MEETING DATE: 11 December 2019
TITLE: Committee Work Schedule

RECOMMENDATION(S) TO INFRASTRUCTURE COMMITTEE

1. That the Infrastructure Committee receive its Work Schedule dated December 2019.

ATTACHMENTS

1. Committee Work Schedule ↓️
## COMMITTEE WORK SCHEDULE – DECEMBER 2019

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Estimated Report Date</th>
<th>Subject</th>
<th>Officer Responsible</th>
<th>Current Position</th>
<th>Date of Instruction/Point of Origin</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>TBA</td>
<td>Update on infill lighting required to achieve compliance in P and V categories</td>
<td>Chief Infrastructure Officer</td>
<td>On track</td>
<td>19 November 2018</td>
</tr>
<tr>
<td>2.</td>
<td>June 2020</td>
<td>Papaioea Place Redevelopment Six Monthly Update</td>
<td>Chief Infrastructure Officer</td>
<td>Agreed at June 2019 meeting that updates could be six monthly instead of quarterly</td>
<td>No formal resolution, see memorandum “Papaioea Place Redevelopment Quarterly Update” dated 29 August 2018 clause 1.2</td>
</tr>
</tbody>
</table>

Oasis # 13990155