



Waitaki

DISTRICT COUNCIL

TE KAUNIHERA Ā ROHE O WAITAKI

**I hereby give notice that the
Harbour Area Committee Meeting**

will be held on:

Date: Tuesday, 27 April 2021
Time: 12.45pm approximately
(following the CCR Committee Meeting)
Location: Council Chamber, Third Floor
Office of the Waitaki District Council
20 Thames Street, Oamaru

Agenda

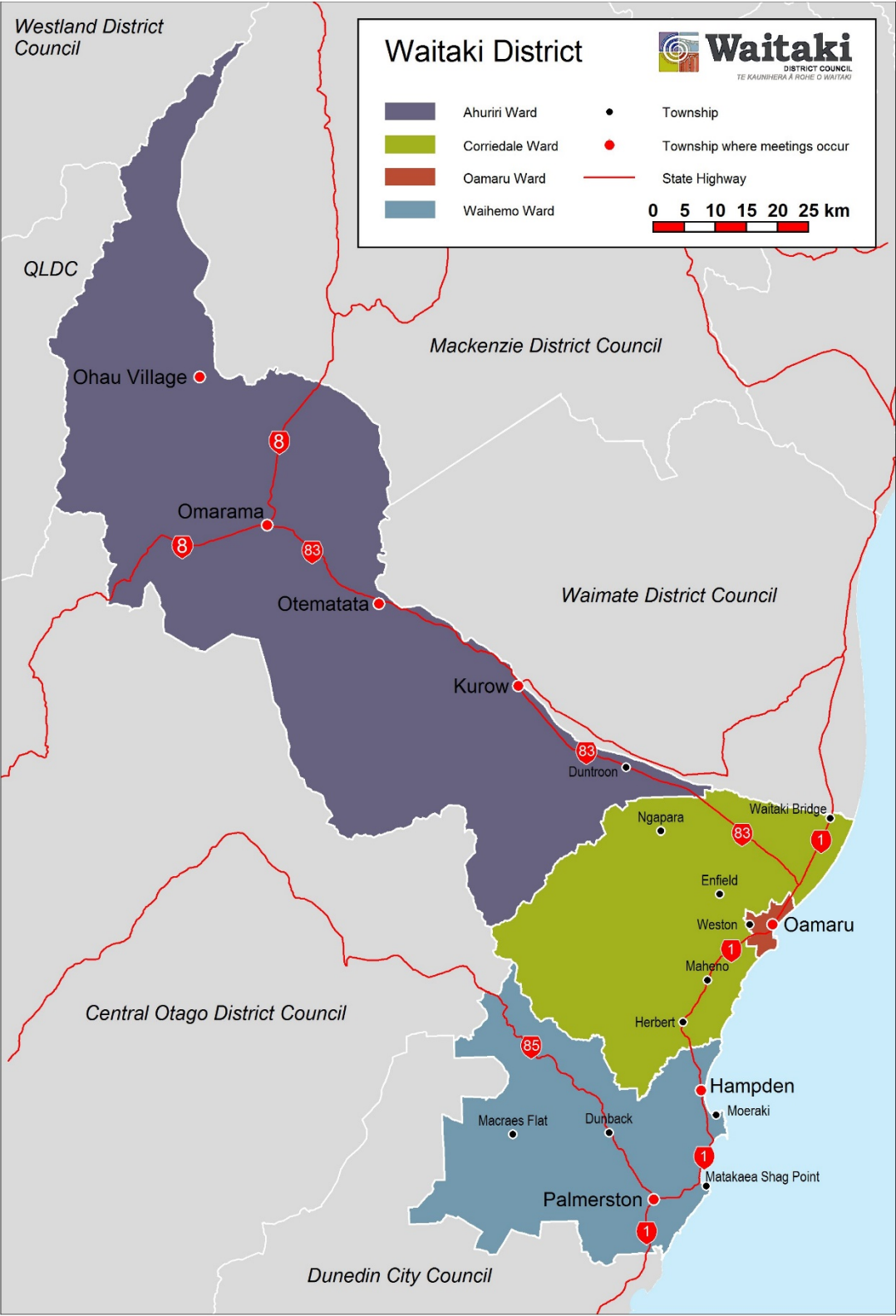
Harbour Area Committee Meeting

27 April 2021

Harbour Area Committee Membership

Mayor Gary Kircher	Chair
Cr Jeremy Holding	Associate Chair (Cape Wanbrow)
Deputy Mayor Melanie Tavendale	Member
Cr Kelli Williams	Member
Cr Colin Wollstein	Member
Dr Philippa Agnew	Community Representative
Mr Graeme Clark	Community Representative
Mr George Kelcher	Community Representative
Mr Kevin Murdoch	Community Representative

Fergus Power
Chief Executive





COMMUNITY OUTCOMES



STRATEGIC PRIORITIES



Ensuring we get core business done while delivering on our strategic priorities and achieving our community outcomes



Agenda Items

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- 1 APOLOGIES**
- 2 DECLARATIONS OF INTEREST**

3 CONFIRMATION OF PREVIOUS MEETING MINUTES

3.1 PUBLIC MINUTES OF THE HARBOUR AREA COMMITTEE MEETING HELD ON 9 FEBRUARY 2021

Author: Ainslee Hooper, Governance and Policy Advisor

Authoriser: Lisa Baillie, People and Culture Group Manager

Attachments: 1. Public Minutes of the Harbour Area Committee Meeting held on 9 February 2021

RECOMMENDATION

That the Harbour Area Committee confirms the Public Minutes of the Harbour Area Committee Meeting held on 9 February 2021, as circulated, as a true and correct record of that meeting.

UNCONFIRMED MINUTES

**OF THE HARBOUR AREA COMMITTEE MEETING
HELD IN THE COUNCIL CHAMBER, THIRD FLOOR,
OFFICE OF THE WAITAKI DISTRICT COUNCIL, 20 THAMES STREET, OAMARU
ON TUESDAY, 9 FEBRUARY 2021 AT 10.15AM**

PRESENT: Mayor Gary Kircher (Chair), Cr Jeremy Holding (Associate Chair), Deputy Mayor Melanie Tavendale, Cr Kelli Williams, Cr Colin Wollstein, Dr Philippa Agnew, Mr Graeme Clark, Mr George Kelcher, and Mr Kevin Murdoch

IN ATTENDANCE: Cr Hana Halalele
Cr Bill Kingan
Cr Ross McRobie
Cr Guy Percival
Lisa Baillie (Acting Chief Executive)
Neil Jorgensen (Assets Group Manager / Deputy Chief Executive)
Paul Hope (Finance and Corporate Development Group Manager)
Roger Cook (Acting Heritage, Environment and Regulatory Group Manager)
Ainslee Hooper (Governance and Policy Advisor)

IN ATTENDANCE FOR SPECIFIC AGENDA ITEMS:

Renee Julius (Property Manager)
Mathew Scott (Property Assets Officer)

MEETING OPEN

The Chair declared the meeting open at 10.15am and welcomed everyone present including members of the public watching the livestream of the meeting on Council's Facebook page.

1 APOLOGIES

There were no apologies.

2 DECLARATIONS OF INTEREST

Mr George Kelcher, a Harbour Area Committee community representative, noted that he still worked for Road Metals Company Limited which was involved in delivering rock to the harbour area.

3 CONFIRMATION OF PREVIOUS MEETING MINUTES

3.1 PUBLIC MINUTES OF THE HARBOUR AREA COMMITTEE MEETING HELD ON 10 NOVEMBER 2020

RESOLVED HAC 2021/001

Moved: Deputy Mayor Melanie Tavendale

Seconded: Cr Colin Wollstein

That the Harbour Area Committee confirms the Public minutes of the Harbour Area Committee Meeting held on 10 November 2020, as circulated, as a true and correct record of that meeting.

CARRIED

4 DECISION REPORTS

4.1 HARBOUR DELIVERY PLAN

The report, as circulated, sought to provide a clear framework (refer Attachment 1) for how the projects contained in the Ōamaru Harbour Plan 2020 and Beyond will be delivered in an efficient way that retains adequate Governance control.

Group Manager Neil Jorgensen introduced the report author, Property Assets Officer Mr Mathew Scott, and then briefly outlined the report. Mr Scott then explained the project management framework and spoke specifically to the illustrated diagram attached to the agenda report.

The Chair advised the meeting that there were technical problems with the livestream feed at the moment, which were being addressed. In the meantime, the Governance Advisor would continue to record the meeting discussion on Zoom.

The Chair directed the discussion to the report's recommendations on page 12 of the final agenda papers. He noted that the delegations to the Harbour Area Committee, if resolved at this meeting to be recommended to Council for approval, did not take away budget decisions from Council; Council would have sovereignty over budgetary matters. The approach outlined in the report would enable officers to get on with organising the Harbour Plan delivery work whilst still providing governance oversight through Harbour Area Committee representation and also requiring the Committee to make key decisions (eg moving projects from one project gate to another).

RESOLVED HAC 2021/002

Moved: Deputy Mayor Melanie Tavendale

Seconded: Mr Graeme Clark

That the Harbour Area Committee recommends:

That Council:

1. **Delegates** responsibility for the delivery of the Ōamaru Harbour Plan 2020 and Beyond to the Harbour Area Committee.
2. **Notes** the approach that will be taken to deliver projects.

CARRIED

The Chair directed the meeting to recommendation 3 and invited any questions about the projects and priorities as listed. No questions were raised. Mr Jorgensen highlighted to the meeting that the projects were aligned to those in the approved Harbour Plan. An additional comment was added that the priorities had been set by going through the public consultation process.

RESOLVED HAC 2021/003

Moved: Cr Colin Wollstein
Seconded: Deputy Mayor Melanie Tavendale

That, contingent on delegated authority from Council, the Harbour Area Committee:

3. **Approves** the set of projects listed for Tranche 1 of the Ōamaru Harbour Plan 2020 and Beyond.

CARRIED

With regard to recommendation 4, the Chair advised that the Committee had discussed making appointments to the various projects and those recommended would be included in the following resolution. It was clarified that, for the project 'Completion of Rock Armouring', Dr Philippa Agnew would be the Committee's representative and Mr George Kelcher would be the Senior Supplier (instead of officer Grant Rhodes stated in the agenda report).

RESOLVED HAC 2021/004

Moved: Mayor Gary Kircher
Seconded: Deputy Mayor Melanie Tavendale

That, contingent on delegated authority from Council, the Harbour Area Committee:

4. **Appoints** the following Harbour Area Committee representatives to take on the role of Harbour Area Committee representative/s for Tranche 1 projects, as follows:

Completion of Rock Armouring:

Dr Philippa Agnew (as the Harbour Area Committee representative)
Mr George Kelcher (as the Senior Supplier)

Renovation of Holmes Wharf:

Mr Kevin Murdoch
Cr Jeremy Holding

Public Access to Breakwater and Sandy Bay Beach:

Mr George Kelcher
Cr Colin Wollstein

Slipway Improvement

Mr Kevin Murdoch

Formalising Parking at the Marketplace Zone

Mayor Gary Kircher
Deputy Mayor Melanie Tavendale
Cr Jeremy Holding
Mr Graeme Clark

Marketplace Zone West – Structure, Power and Water, Shade Sails, Power Poles and Storage Container

Mayor Gary Kircher
Deputy Mayor Melanie Tavendale
Cr Jeremy Holding
Mr Graeme Clark

Road realignment:

Deputy Mayor Melanie Tavendale
Mr Kevin Murdoch
Dr Philippa Agnew

Red Sheds:

Cr Kelli Williams
Mr Graeme Clark

Footpath Connections:

Cr Kelli Williams
Cr Colin Wollstein

CARRIED

RESOLVED HAC 2021/005

Moved: Cr Jeremy Holding
Seconded: Mr Kevin Murdoch

That, contingent on delegated authority from Council, the Harbour Area Committee:

5. **Notes** the next steps outlined for Tranche 1 projects.

CARRIED

The Chair took the opportunity to acknowledge that this would be Neil Jorgensen's last meeting as the officer responsible for the Harbour Area Committee. His final day with Council would be this Friday 12 February 2021. The Chair thanked Mr Jorgensen very much for his dedication and hard work on the Harbour Area plan and other work of the Committee. He noted that it had been a long time getting the work through to this point where Council had a very good Plan to move the harbour area forward and to keep its special features highlighted and protected into the future. The Chair noted that Mr Jorgensen would be missed at Council and wished him and his family all the best for the future over in Central Otago.

Mr Jorgensen thanked the Chair and said to the meeting that it had been his pleasure to help the team at Council and the wider Waitaki community during his time at Council.

The Chair moved a motion of thanks to Mr Neil Jorgensen, which was seconded by Deputy Mayor Melanie Tavendale:

Discussion on the motion:

Deputy Mayor Tavendale echoed the sentiments of the Chair and acknowledged Mr Jorgensen as the driving force behind a lot of things in Council and said he would be missed.

RESOLVED HAC 2021/006

Moved: Mayor Gary Kircher
Seconded: Deputy Mayor Melanie Tavendale

That the Harbour Area Committee thanks Mr Neil Jorgensen for all the work he has done for and on behalf of the Harbour Area Committee and on the Oamaru Harbour Plan in particular.

CARRIED

5 MEETING CLOSE

There being no further business, the Chair declared the meeting closed, at 10.31am.

TO BE CONFIRMED at the Harbour Area Committee Meeting to be held on 27 April 2021.

.....
CHAIRPERSON

UNCONFIRMED

4 DECISION REPORTS

4.1 ELECTRIC VEHICLE CHARGING STATION PROPOSAL

Author: Joshua Rendell, Assets Operations Manager

Authoriser: Paul Hope, Acting Assets Group Manager

Attachments: 1. Network Waitaki - Harbour Area EV charging station proposal

RECOMMENDATIONS

That the Harbour Area Committee:

1. Approves the proposed location of the Network Waitaki Electric Vehicle charging station, and
2. Endorses Officers establishing a Licence to Occupy with Network Waitaki enabling the installation and operation of this station.

DECISION OBJECTIVE

To approve the location for the installation of an Electric Vehicle charging station in the Harbour Marketplace Zone, before the Harbour Delivery Plan project MP29 ('Formalising the Parking in the Market Place Zone') is initiated.

SUMMARY

Network Waitaki (NW) has received funding from the Government to install electric vehicle (EV) charging stations throughout the district. It must spend this money before the end of the current financial year (30 June 2021).

NW has identified the eastern side of Scott's Brewery in the Harbour Marketplace Zone as a preferred location for a new charging station (see proposal included as Attachment 1). This area is subject to a Tranche 1 Harbour Delivery Plan project that is yet to be initiated.

NW is proposing to install the charging station at zero capital cost to Council if it can be installed before the end of the financial year. After 30 June 2021, this opportunity may not be available to Council. The Harbour Area Committee (HAC) must decide whether the benefit of installing the charging station now outweighs the limitation on the carparking layout and what its location will mean for the future development of carparking in the Marketplace Zone.

DECISION-MAKING EXPECTATIONS

Governance Decision-Making:	Confirm the proposed location of the Network Waitaki Electric Vehicle charging asset.
Operational Decision-Making:	Confirm with Network Waitaki the terms of Licence to Occupy to install and operate the charging station.
Communications	Media Releases – contributed to by officers and Elected Members.

SUMMARY OF DECISION-MAKING CRITERIA

	No/Moderate/Key		No/Moderate/Key
Policy/Plan	Key	Environmental Considerations	Moderate
Legal	No	Cultural Considerations	No
Significance	No	Social Considerations	No
Financial Criteria	Key	Economic Considerations	No
Community Views	No	Community Board Views	No
Consultation	No	Publicity and Communication	No

BACKGROUND

The size of the New Zealand electric vehicle fleet is growing and is a strategic Government response to reducing carbon emissions. Transitioning from carbon fuels to clean power requires that support facilities are available for recharging the alternative fuelled vehicle fleets.

DISCUSSION

Government is leading this uptake in alternative fuel servicing by releasing funding targeted to the installation of EV charging stations. Network Waitaki (NW), as a power distribution company, and Meridian Energy, as an energy retailer, have been successful in receiving Government financial support for charging stations. Both NW and Meridian Energy are requesting approval from Council for locations of EV charging stations. Three types of EV charging are proposed. DC Fast Charging (50 KW) destination chargers are the proposed stations for NW, designed to fully recharge batteries quickly at the destination or mid-point of a long journey. Meridian Energy is proposing top-up chargers of 10-20KW for shorter trips. The third installation is residential home night charging.

The type of locations proposed by NW to supplement the current sites in Waitaki are in the public carparking areas such as the Harbour Marketplace Zone. Meridian Energy has yet to list its preferred sites but appears to prefer on-road parking spaces. This aligns with the nature of the chargers that Meridian Energy is installing. Both styles of charging stations require a sealed pavement for road marking, and appropriate signage.

The site proposed in the Harbour Marketplace Zone now has the physical site requirements met for installation. NW must spend the money available for the station before the end of this financial year or the funding will be reprioritised by the Government. In order to install the charging station and associated cabling, NW is seeking assurance that the location of the station will not change with the future development of the Marketplace Zone. This assurance could be provided through a Licence to Occupy (LTO) agreement.

The site proposed will provide future opportunities and does not appear to restrict development. The infrastructure now will include reasonable facility to extend the number or scale of charging stations. It is likely that vehicle charging will become a commercial, pay as you go service. The LTO will have provision to revisit charges for use of the space as commercial business develops.

SUMMARY OF OPTIONS CONSIDERED

Option 1 – Support the Installation of an Electric Vehicle Charging Station

Supporting the NW request demonstrates a positive and tangible response by Council to tackle the issue of climate change within a highly used community space and supports Government priorities. Additionally, there will be no financial cost to Council for the installation and operation of this infrastructure. The infrastructure can be adjusted in future if development work is required. There is adequate space available for more infrastructure should it be required. Because of the type of charging station NW is proposing to install (a 'destination' charger), it is assessed that EV users will drive to the Ōamaru Harbour to charge their vehicles and be 'captured' for the duration of the charge, leaving them free to explore the harbour area.

Installation of the charging station now will prevent the space for charging station infrastructure and parking being used in a different way under any future development. No competitive process for the installation of infrastructure may be seen as favouritism toward NW.

Option 2 – Do not support the Installation of an Electric Vehicle Charging Station

Declining the offer from NW does not limit the scope for use of space in the proposed location for future harbour development. It also avoids any risk of perceived favouritism toward NW.

This option generates a risk of Council being perceived as unsupportive of Government initiatives around climate change. Council may forego the only opportunity for Central Government funding for charging stations, meaning it may need to pay should installation be approved in future. If Council decides as part of the Harbour Delivery Plan to include EV charging stations in the scope of projects, this will be seen as a missed opportunity.

ASSESSMENT OF PREFERRED OPTION

Option 1 is preferred as it is considered that the benefits of this option outweigh its risks. Consideration has only been made to Option 1 below as Option 2 sees the status quo remain.

Treatment of Key Risks

Risk: Use of Space that may be Developed Differently under 'Project MP29 – Formalising Parking in the Marketplace Zone' – the negative impact of this risk, should it materialise, is considered negligible.

EV stations are likely to be provided as part of this project. The determination by NW of its preferred option is likely to be the most cost-effective (and therefore preferred) location for charging stations assessed during future project work. However, this cannot currently be confirmed. The desired location is highly visible and currently used for parking. It is highly likely that parking, as the best use of this site within the context of the Marketplace Zone, will be confirmed through future project work.

Risk: Perceived Favouritism – the negative impact of this risk, should it materialise, is considered low.

Targeted Government funding has been provided directly to NW and Meridian Energy to build charging stations. As far as officers are aware, there are no other providers in the Waitaki district that have been funded to provide these facilities.

The nature of the stations that NW and Meridian Energy are proposing, the service they provide, and their preferred locations are different. A destination type charger is more appropriate given estimated parking durations in the preferred location. The nature of this service is different to that offered by Meridian Energy.

Assessment of Main Benefits

The direct benefit of Option 1 is that it removes the cost of installation and provision of an EV charging station from Council and transfers it to a third party. The second order benefits are:

- Council is tangibly and visibly supporting Government climate change initiatives
- It provides an objective reason for visitors to park and stay in the Marketplace Zone, bringing potential customers into the harbour area.

CONCLUSION

Although ideally officers would prefer to consider the installation of EV charging stations in the harbour area through planned projects, this time-limited opportunity presented by Network Waitaki provides direct and in-direct benefits that greatly outweigh the downside of proceeding with the work now. Given that there are no facilities of this type currently in this area, it is assumed that the impact of adding an EV charging station will be an increase in existing patronage/visitor hours in this space, which is beneficial to the area.

ADDITIONAL DECISION-MAKING CONSIDERATIONS

Outcomes

We keep our district affordable

We enable opportunities for new and existing business

We provide and enable services and facilities so people want to stay and move here

We understand the diverse needs of our community

Waitaki's distinctive environment is valued and protected

Policy and Plan Considerations

This project is consistent with Investment Objective 4. of the Ōamaru Harbour Plan: 2020 and Beyond: *'Protect wildlife and improve environmental outcomes, helping people enjoy and understand both'*.

This project is not considered to have a significant negative impact on Harbour Delivery Plan projects and may in fact be a positive. This will not be confirmed until locations for parking in the Marketplace Zone are confirmed through project work.

Financial Considerations

There is a \$0 capital cost for Council as this is being funded by Central Government. Minor costs may apply to the establishment of a Licence to Occupy between Network Waitaki and Council.

Environmental Considerations

Targeting a reduction in carbon emissions is consistent with the Ōamaru Harbour Plan: 2020 and Beyond.



12 April 2021

Mike Harrison

Roading Manager

Waitaki District Council

By email: mharrison@waitaki.govt.nz

RE: Electric vehicle (EV) fast charging station

Network Waitaki Limited (NWL) is committed to encouraging the sustainable use of energy resources and enabling the use of renewable energy. We currently have four electric vehicle (EV) fast charging stations in the Waitaki District located in Oamaru, Kurow, Omarama and Hampden. These stations provide a service to local and visiting EV drivers and encourage EV drivers to spend time in our district.

We plan to install a fifth EV fast charging station in 2021 and after preliminary discussions with the Waitaki District Council (WDC), wish to apply for this to be located in the WDC car park as shown generally in figure 1 below.

NWL strongly values the aesthetics of our harbour and its surrounding area and wishes to consult at concept design stage with the WDC and Harbour Committee to ensure that we are aligned with their vision for the area.

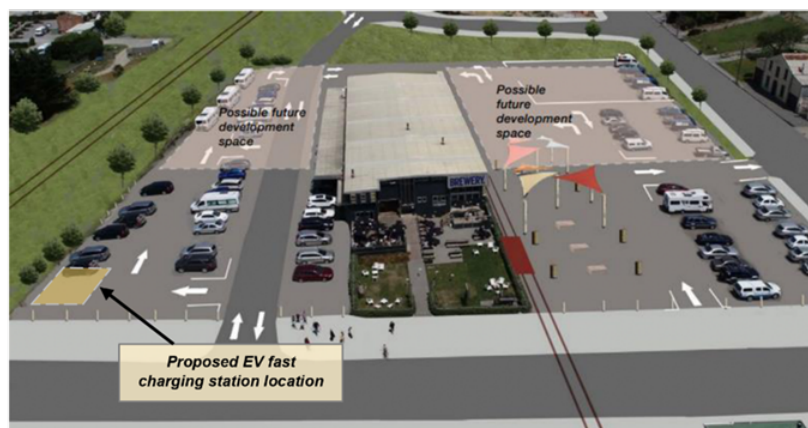


Figure 1 - Proposed location for EV fast charging station

The proposed location has the benefit of being close to our existing power infrastructure and to Wansbeck Street which will allow drivers to easily locate and access the charging station. This location will eventually have access from Waterfront Road which will allow for access if Wansbeck St is closed for events.

This will also be a prime location for electric bike chargers due to its location at the end of the Alps to Ocean cycle trail. While we have no immediate plans to install these, the site power infrastructure would be designed to facilitate connection of electric bike chargers in the future.



If the WDC is interested in establishing a power supply for community events at this location, we would be happy to work with you to facilitate this.

Our preferred model is the ABB Terra 54 kW direct current fast charger (shown in figure 2 below). We have installed this model throughout our region, and it has proven to be well designed and reliable. This unit can charge one vehicle at a time, with two types of charging ports to cater for most EVs. An average EV will be able to charge from 20% to 80% capacity in 30 minutes. Our preferred layout is to have two carparks designated for EVs to minimize congestion.



Figure 2 – Proposed EV charging station

NWL wishes to apply to the Waitaki District Council for agreement in principle to install an EV charging station in this location. If agreement is received, we will apply for a License to Occupy, produce a final design and look to schedule this project.

Yours sincerely



Craig Conlan

Network Development Manager

5 MEMORANDUM REPORTS

5.1 HARBOUR AREA PROJECTS UPDATE

Author: Joshua Rendell, Assets Operations Manager

Authoriser: Paul Hope, Acting Assets Group Manager

Attachments:

1. BW7 Project Team Terms of Reference Adopted
2. BW9 Project Team Terms of Reference Adopted
3. SH15 Project Team Terms of Reference Adopted
4. HW26 Project Team Terms of Reference Adopted

RECOMMENDATION

That the Harbour Area Committee receives and notes the information.

PURPOSE

The purpose of this report is to provide to the Harbour Area Committee (HAC) a high-level status update on initiated Harbour Delivery Plan Tranche 1 projects and a short programme level update.

INITIATED PROJECTS

Four Tranche 1 projects have been initiated so far:

- BW7 – Completion of Rock Armouring
- BW9 – Public Access to the Breakwater and Sandy Bay Beach
- SH15 – Slipway Improvement
- HW26 – Renovation of Holmes Wharf

Project Teams for each of these projects have held their first meetings and adopted the attached Terms of Reference (ToR). The ToR are all very similar, materially differing only in the project specific information contained in the following sections:

1. Project Overview
2. Project Roles
10. Project Tolerances

These ToR will form the basis of further ToR for projects that are yet to be initiated. Of particular note within the ToR is the establishment of a Programme Contingency facility. Under this facility, Project Teams will be able to approach the HAC to approve the reprioritisation of funding from other projects. The intended process for this is laid out in section 11 ('Access to Programme Contingency') of the attached ToR.

As indicated in the ToR, Stakeholder Management Plans are currently being developed alongside other project dimensions such as Risks, Issues and Assumptions. Programme level risks will also be developed for the Harbour Delivery Plan to be reported on regularly. This will require a workshop approach to develop a draft risk profile to the delivery programme produced by officers.

Together with HAC membership of Project Teams and status reporting, the establishment of programme level risk reporting will give the HAC the ability to monitor and manage the impact of individual projects on the overall programme of delivery.

A brief status update for each of the four Tranche 1 projects that have been initiated is presented in the following tables along with a short higher-level programme update.

Table 1 – (BW7) Completion of Rock Armouring March 2021 Status Update

Item	Update
General Status	4. Delivery – rock armouring work is progressing well with approximately 50% of rock armouring installed south of the Ramsay Extension. Good progress is being made to form the causeway to access breakwater head. Road Metals has a good supply of small and large rock at Broken Hill Quarry (Ngapara).
Progress Completion as a %	29%
Finance Completion as a %	26%
Health and Safety	No issues
Emerging Issues	Formation of the new causeway to breakwater head is getting hit hard by more wave action than anticipated. Officers are unsure if this is due to recent dredging of the channel creating more water movement into the harbour, or to rougher seas. This has led to more rock armour being placed to protect the causeway.
Emerging Risks	Additional causeway rock is expected to cost around \$20,000. However, most of the rock used on the causeway north of Ramsay Extension will be salvaged and reused to complete rock armouring south of Ramsay Extension. This will result in additional excavator / loader cost to salvage the rock, but this is not expected to be excessive. Overall, the project remains on track to be delivered within budget.
Schedule Update / Changes	The project is on schedule to be completed by June 2021. No timing delays are expected due to the additional work outlined above.
Stakeholder Engagement Activity	A discussion has taken place with Del Mar representatives about the large potholes at the entrance to the restaurant carpark due to large trucks turning from the road onto the gravel carpark to access the beach. This has caused problems for Del Mar patrons entering the carpark. Potholes are being closely monitored and filled with gravel on a regular basis as required and Del Mar is happy with this approach. Regular discussions with Del Mar and the Manager of the Oamaru Blue Penguin Colony (OBPC) have confirmed no other issues.

Table 2 – (BW9) Public Access to the Breakwater and Sandy Bay Beach March 2021 Status Update

Item	Update
General Status	<p>1. Initiation – Further to a meeting on 16 March 2021, the Department of Conservation (DOC) has commented as follows:</p> <p><i>“DOC’s interest in this matter is aligned with the NZ Coastal Policy Statement 2010, particularly policies and objectives relating to minimising disturbance to wildlife. To achieve this, our preference would be to see:</i></p> <ul style="list-style-type: none"> <i>• No public access to or beyond the gravelly area approximately half-way along the Breakwater to minimise disturbance to breeding or roosting/resting seabirds and seals;</i> <i>• Public access to the first half of the Breakwater restricted to daytime only to minimise disturbance to little penguins;</i> <i>• The maintenance of physical barriers to fur seals so they cannot get on top of the Breakwater in the area open to the public.”</i> <p>Following this advice, officers have begun further consultation with ecological consultant company Ryder Environmental, to consider DOC’s response.</p> <p>Additional health and safety advice has been supplied by consultants WSP and is currently being considered by officers.</p> <p>Legal advice is close to being finalised.</p>
Progress Completion as a %	Difficult to assess, perhaps 50%.
Finance Completion as a %	43%
Health and Safety	No recent incidents have been reported of public entering the breakwater.
Emerging Issues	DOC has not provided affected party approval for full public access to the entire breakwater. As outlined above, DOC’s preference is to support restricted limited public access.
Emerging Risks	Without DOC affected party approval, resource management planner WSP has advised it will not be possible to reinstate public access to the breakwater by a variation of consent. A new consent would be required at a significant additional cost and time, with no guarantee of a successful outcome.
Schedule Update/Changes	A Variation of Consent Application is proposed to be lodged by November 2021, subject to agreement being finalised between Council and DOC in a timely manner.
Stakeholder Engagement Activity	Consultation with DOC and OBPC will be undertaken as this project progresses.

Table 3 – (HW26) Renovation of Holmes Wharf March 2021 Status Update – Stage 2

Item	Update
General Status	4. Delivery – Materials have been ordered. 3,000 lineal metres of 200 x 100 Pine H5 decking timber has been supplied. Screws are currently being manufactured. Contractor procurement will commence in April, with tender documents proposed to go out in May 2021.
Progress Completion as a %	2%
Finance Completion as a %	5%
Health and Safety	No issues
Emerging Issues	No issues
Emerging Risks	No issues
Schedule Update/Changes	Nothing to report
Stakeholder Engagement Activity	Nothing to report

Table 4 – (SH15) Slipway Improvement March 2021 Status Update

Item	Update
General Status	1. Initiation – engineering investigations are underway to confirm the integrity and load capacity of the slipway structure.
Progress Completion as a %	5%
Finance Completion as a %	12%
Health and Safety	N/A (no physical works)
Emerging Issues	There is a high probability that the current project budget will be inadequate to complete physical works.
Emerging Risks	The budget required to undertake substantive improvements is proving to be inadequate.
Schedule Update/Changes	None.
Stakeholder Engagement Activity	None.

GENERAL PROGRAMME UPDATE

Work in March was focused on the establishment of project level systems and processes to provide support to project managers and Project Teams. The next phase of programme work will focus on:

1. Confirmation of the nature and timing of the release of further Tranche 1 projects; and
2. Further development of project documentation and templates; and
3. Establishment of programme level risks and benefits in conjunction with the HAC.

Related Activity – Network Waitaki Electric Vehicle Charging Station Proposal

Network Waitaki has approached Council about the possibility of installing an Electric Vehicle (EV) charging station before the end of June 2021. The proposed location is part of the area that will be taken in by the Tranche 1 project MP29 – *Formalising Parking at the Marketplace Zone*. This project is yet to be initiated, so the layout of parking has not yet been established. That notwithstanding, the proposal from Network Waitaki has been submitted as a separate agenda item to this meeting for consideration by the Committee, given its low risk of disturbing project key deliverables and the added benefits it will deliver to the harbour area.

Tranche 1 Projects still to be Initiated

Five projects identified for delivery in Tranche 1 of the Harbour Delivery Plan are yet to be initiated.

- SH13 – Road Realignment
- SH18 – Red Sheds Utilisation and Maintenance
- MP29 – Formalising the Parking in the Marketplace Zone
- MP30 – Market Place Zone West – Structure, Power, Water, Shade Sails, Power Poles and Storage Container
- MP33 – Footpath Connections

A decision report for initiation of these projects is due for the 15 June HAC meeting. Timelines for each project will be established at the time they are initiated. Officers are currently examining the feasibility of amalgamating projects within Zones to ensure that project delivery is coordinated and avoids conflicts. Bringing multiple deliverables under the control of a single project team will also enable efficiencies in delivery – in time spent by committee members and staff in project meetings, in project management costs and will enable better decision making on project deliverables.

Terms of Reference – Harbour Delivery Plan Project

1. Project Overview

Project Name	BW7 – Completion of Rock Armouring
Purpose	Protection of Breakwater which ultimately provides protection of Oamaru harbour, associated structures and activities within the Harbour.
Goal	Provide 100% protection of Breakwater structure.
Product Description	Rock armouring and concrete infill to cavities at Breakwater head.
Scope	Supply, delivery, placement and batter of 6,500 tonne of conglomerate rock plus estimated 50m ³ of bulk concrete required at breakwater head.
Cost/Budget	Stage 2: \$400,000 including \$40K contingency. Stage One budget \$272K – completed.
Time	Stage 2: 2-3 months – weather dependant. Hard deadline of August because of bird breeding period.
Quality	Conglomerate rock 50% 1-7 t, 50% 7 –20+t, interlocked with combination of various sized rock. 1V:1.5H - 1V:2H batter
Key Stakeholders	Heritage NZ, ORC, OBPC, Del Mar Restaurant, General public
Benefits	<i>To be defined</i>
Assumptions	Divers were unable to inspect the eastern face of the breakwater which may reveal additional cavities that require concrete infilling. Assumptions have been made that more cavities will be discovered, and additional concrete will be required, and this likely scenario has been budgeted.
Risks	<i>To be defined</i>
Issues	<i>To be defined</i>

2. Project Roles

Role	Person
Executive	Josh Rendell, Assets Operations Manager
HAC Member	Philippa Agnew, Harbour Area Committee
Senior Supplier	George Kelcher, Road Metals
Project Assurance	Project Team (or Appointee(s))
Change Authority	Josh Rendell, Assets Operations Manager
Project Manager	Grant Rhodes, Project Officer
Project Support	Mathew Scott, Property Assets Officer

3. Meetings

Meetings will be held at the discretion of the Project Team and will include any other project roles or persons that the Project Team deems appropriate from time to time.

4. Communications

Project Team Internal: communications between project team members and the wider project contributors can be managed at the discretion of members. Formal progress meetings and communication with suppliers etc should use the templates supplied.

Project Team – HAC: formal communication between the Project Team and the HAC will be managed through scheduled reporting and the submission of formal project documentation and reports at HAC meetings.

Project Team – External: Project Team communications with external entities – e.g. media, key external stakeholders, contractors – will be managed as per an approved **Stakeholder Management Plan**.

5. Stakeholder Management

Stakeholder management is defined by the **Stakeholder Management Plan**.

6. Reporting

Status reporting will be undertaken monthly through the Project Site and will cover as a minimum the following factors:

- General Status Update
- Progress completion as a %
- Finance completion as a %
- Health and Safety
- Issues Update
- Risks Update
- Schedule Update
- Stakeholder Engagement Activity

7. Project Record Keeping

All project information of note – i.e. items such as meeting minutes, status reporting, risks, issues, high level project schedule, project financials, change requests, Notices to Tenderers, Notices to Contractors, business cases etc – must be stored in the designated Project Site established at the project outset. The establishment of folders and the organisation of documentation within the site will be at the project manager's discretion.

8. Project Management Framework

The Project Management Framework used will be that outlined in the Harbour Delivery Plan establishment report adopted by the Harbour Area Committee (HAC) on 9 February 2021 and endorsed by Council Resolution WDC 2021/009. Updates to this framework and that of the Delivery Plan will be passed on to Project Teams as these frameworks develop.

9. Decision-making Framework

As per Council Resolution WDC 2021/009, the HAC has been delegated the responsibility for the delivery of the Ōamaru Harbour Plan 2020 and Beyond to the HAC. This project (BW7 – Completion of Rock Armouring) has been approved by the HAC as part of the set of projects for Tranche 1 of this delivery programme.

This project is currently in delivery. Decisions around delivery are delegated from the Project Team to the Project Manager within the Project Scope and Project Budget defined for this phase. Outside of these defined project dimensions, the degree of change permitted by the HAC is determined by the Project Tolerances listed below.

10. Project Tolerances – Change Control

The tolerances below set out the required authority for a change to project timing or budget within the current project stage. Also included is a limit to the cumulative amount of contingency funding

that can be drawn down before triggering the need for change control across the entire lifespan of the project.

Changes above Project Manager Level are handled through the submission of a 'Change Control Request' to the relevant change authority.

Authority	Timing for Stage	Budget for Stage	Contingency
Project Manager	<125%	<110%	Up to 100% for project stage.
Change Authority	125-135%	N/A	N/A
Project Team	135-150%	N/A	N/A
HAC	>150%	N/A	N/A
Council	N/A	N/A	>10% current financial year Harbour Delivery Plan Programme Tranche Budget.

11. Access to Programme Contingency

Project cost overruns exceeding individual project contingency can be managed by the HAC through the re-prioritisation of funding from other projects in the same Tranche up to a maximum of 10% of the current financial year Tranche budget. Past this point Council approval will be required to adjust individual project or programme Tranche budgets.

Change requests for the reprioritisation of funding within a Tranche will cover the following options for the consideration of the HAC:

1. Reduction in scope/product quality/reprioritisation of budget.
2. Access to other Delivery Plan project(s) underspend – current or previous financial year.
3. Access to other Delivery Plan project(s) current financial year unspent contingency.
4. Access to other Delivery Plan project(s) current financial year unspent budgets (greater than contingency).
5. Reprioritisation of planned Delivery Plan projects for subsequent years.

12. Budget Underspends

Should the current scope of the project be met within budget, expenditure of the remaining budget will be left to the discretion of the Project Team in the continuation of the current scope of the project under the conditions that:

- the project is underspent based on full satisfaction of its scope – i.e. the Project Team is satisfied that all products have been delivered to required quantity and quality specifications; and
- remaining budget is used only to undertake further work covered by the current project scope.

Alternatively, at the discretion of the HAC, underspent budget can either be held as a general contingency for remaining projects in the Tranche, or otherwise reprioritised or returned to Council.

Terms of Reference – Harbour Delivery Plan Project

1. Project Overview

Project Name	BW9 – Public Access to the Breakwater and Sandy Bay Beach
Purpose	Investigate and provide options to Council for the reinstatement of public access to the breakwater structure including a consideration of current access to Sandy Bay Beach.
Goal	Variation of Coastal Permit Consent No.2007.270 to allow public access to the breakwater and causeway and establishment of suitable access arrangements to Sandy Bay beach for public.
Product Description	Varied Coastal Permit Consent allowing public access to breakwater and defined access arrangements for Sandy Bay beach.
Scope	Consider Health and Safety, ecological and legal implications of public access to Breakwater. Consult with affected parties and key stakeholders to develop options for Council to consider re-instating access for public to the Breakwater and define ongoing access arrangements to Sandy Bay beach.
Cost/Budget	\$70,000 for investigation. \$27,000 spent to date.
Time	<i>Grant – November for approach to ORC – establish a project milestone timeline/schedule for deliverables.</i>
Quality	N/A
Key Stakeholders	ORC, WDC, OBPC, DOC, Del Mar, Aukaha, Heritage NZ, Public
Benefits	To be recorded.
Assumptions	To be recorded.
Risks	To be recorded.
Issues	To be recorded.

2. Project Roles

Role	Person
Executive	Josh Rendell, Assets Operations Manager
HAC Representative 1	Cr Colin Wollstein, HAC
HAC Representative 2	George Kelcher, HAC
Senior Supplier	Grant Rhodes, Project Officer
Project Assurance	Project Team (or Appointee(s))
Change Authority	Josh Rendell, Assets Operations Manager
Project Manager	Grant Rhodes, Project Officer
Project Support	Mathew Scott, Property Assets Officer

3. Meetings

Meetings will be held at the discretion of the Project Team and will include any other project roles or persons that the Project Team deems appropriate from time to time.

4. Communications

Project Team Internal: communications between project team members and the wider project contributors can be managed at the discretion of members. Formal progress meetings and communication with suppliers etc should use the templates supplied.

Project Team – HAC: formal communication between the Project Team and the HAC will be managed through scheduled reporting and the submission of formal project documentation and reports at HAC meetings.

Project Team – External: Project Team communications with external entities – e.g. media, key external stakeholders, contractors – will be managed as per an approved Stakeholder Management Plan.

5. Stakeholder Management

Stakeholder management is defined by the Stakeholder Management Plan.

6. Reporting

Status reporting will be undertaken monthly through the Project Site and will cover as a minimum the following factors:

- General Status Update
- Progress completion as a %
- Finance completion as a %
- Health and Safety
- Issues Update
- Risks Update
- Schedule Update
- Stakeholder Engagement Activity

7. Project Record Keeping

All project information of note – i.e. items such as meeting minutes, status reporting, risks, issues, high level project schedule, project financials, change requests, Notices to Tenderers, Notices to Contractors, business cases etc – must be stored in the designated Project Site established at the project outset. The establishment of folders and the organisation of documentation within the site will be at the project manager's discretion.

8. Project Management Framework

The Project Management Framework used will be that outlined in the Harbour Delivery Plan establishment report adopted by the Harbour Area Committee (HAC) on 9 February 2021 and endorsed by Council Resolution WDC 2021/009. Updates to this framework and that of the Delivery Plan will be passed on to Project Teams as these frameworks develop.

9. Decision-making Framework

As per Council Resolution WDC 2021/009, the HAC has been delegated the responsibility for the delivery of the Ōamaru Harbour Plan 2020 and Beyond to the HAC. This project (BW9 – Public Access Improvement) has been approved by the HAC as part of the set of projects for Tranche 1 of this delivery programme.

This project is currently in delivery. Decisions around delivery are delegated from the Project Team to the Project Manager within the Project Scope and Project Budget defined for this phase. Outside of these defined project dimensions, the degree of change permitted by the HAC is determined by the Project Tolerances listed below.

10. Project Tolerances – Change Control

The tolerances below set out the required authority for a change to project timing or budget within the current project stage. Also included is a limit to the cumulative amount of contingency funding that can be drawn down before triggering the need for change control across the entire lifespan of the project.

Changes above Project Manager Level are handled through the submission of a 'Change Control Request' to the relevant change authority.

Authority	Timing	Budget for Stage	Contingency
Project Manager	<125%	100% of Current Project Budget*	N/A
Change Authority	125-135%	N/A	N/A
Project Team	135-150%	N/A	N/A
HAC	>150%	>100% of Project Budget	N/A
Council	N/A	N/A	N/A

*NB: Current Project budget is limited to the development of options for minimising risk if public access is reinstated (business case stage) – therefore no contingency set as there are no physical works anticipated during this stage. Project expenditure to be monitored through reporting.

11. Access to Programme Contingency

Project cost overruns exceeding individual project contingency can be managed by the HAC through the re-prioritisation of funding from other projects in the same Tranche up to a maximum of 10% of the current financial year Tranche budget. Past this point Council approval will be required to adjust individual project or programme Tranche budgets.

Change requests for the reprioritisation of funding within a Tranche will cover the following options for the consideration of the HAC:

1. Reduction in scope/product quality/reprioritisation of budget.
2. Access to other Delivery Plan project(s) underspend – current or previous financial year.
3. Access to other Delivery Plan project(s) current financial year unspent contingency.
4. Access to other Delivery Plan project(s) current financial year unspent budgets (greater than contingency).
5. Reprioritisation of planned Delivery Plan projects for subsequent years.

12. Budget Underspends

Should the current scope of the project be met within budget, expenditure of the remaining budget will be left to the discretion of the Project Team in the continuation of the current scope of the project under the conditions that:

- the project is underspent based on full satisfaction of its scope – i.e. the Project Team is satisfied that all products have been delivered to required quantity and quality specifications; and
- remaining budget is used only to undertake further work covered by the current project scope.

Alternatively, at the discretion of the HAC, underspent budget can either be held as a general contingency for remaining projects in the Tranche, or otherwise reprioritised or returned to Council.

Terms of Reference – Harbour Delivery Plan Project

1. Project Overview

Project Name	SH15 – Slipway Improvement
Purpose	Undertake deferred maintenance work and improve the slipway facility to accommodate larger vessels.
Goal	To bring slipway back to an as new condition with increased capacity to service the current cohort of vessels and make the slipway a viable option for larger vessels.
Product Description	A fully restored slipway facility with increased capacity.
Scope	Refurbishment and replacement of existing slipway structures and plant to an as new standard with an increased weight capacity.
Cost/Budget	\$30,000
Time	To be defined.
Quality	As new.
Key Stakeholders	WDC, Boat owners, ORC.
Benefits	<ul style="list-style-type: none"> • Retention of Asset = continued facility for users • Retention of Asset = continuation of revenue • Refurbishment = lower maintenance cost • Increased Capacity = greater revenue
Assumptions	<ul style="list-style-type: none"> • Continued user base for the slipway – Oamaru mooring and berth holders. • Increased load rating will attract more users – other than mooring and berth holders.
Risks	To be defined.
Issues	To be defined.

2. Project Roles

Role	Person
Executive	Josh Rendell, Assets Operations Manager
HAC Representative	Kevin Murdoch, HAC
Senior Supplier	Toby Armour, Project Officer
Project Assurance	Project Team (or Appointee(s))
Change Authority	Josh Rendell, Assets Operations Manager
Project Manager	Toby Armour, Project Officer
Project Support	Mathew Scott, Property Assets Officer

3. Meetings

Meetings will be held at the discretion of the Project Team and will include any other project roles or persons that the Project Team deems appropriate from time to time.

4. Communications

Project Team Internal: communications between project team members and the wider project contributors can be managed at the discretion of members. Formal progress meetings and communication with suppliers etc should use the templates supplied.

Project Team – HAC: formal communication between the Project Team and the HAC will be managed through scheduled reporting and the submission of formal project documentation and reports at HAC meetings.

Project Team – External: Project Team communications with external entities – e.g. media, key external stakeholders, contractors – will be managed as per an approved Stakeholder Management Plan.

5. Stakeholder Management

Stakeholder management is defined by the Stakeholder Management Plan.

6. Reporting

Status reporting will be undertaken monthly through the Project Site and will cover as a minimum the following factors:

- General Status Update
- Progress completion as a %
- Finance completion as a %
- Health and Safety
- Issues Update
- Risks Update
- Schedule Update
- Stakeholder Engagement Activity

7. Project Record Keeping

All project information of note – i.e. items such as meeting minutes, status reporting, risks, issues, high level project schedule, project financials, change requests, Notices to Tenderers, Notices to Contractors, business cases etc – must be stored in the designated Project Site established at the project outset. The establishment of folders and the organisation of documentation within the site will be at the project manager's discretion.

8. Project Management Framework

The Project Management Framework used will be that outlined in the Harbour Delivery Plan establishment report adopted by the Harbour Area Committee (HAC) on 9 February 2021 and endorsed by Council Resolution WDC 2021/009. Updates to this framework and that of the Delivery Plan will be passed on to Project Teams as these frameworks develop.

9. Decision-making Framework

As per Council Resolution WDC 2021/009, the HAC has been delegated the responsibility for the delivery of the Ōamaru Harbour Plan 2020 and Beyond to the HAC. This project (SH15 – Slipway Improvement) has been approved by the HAC as part of the set of projects for Tranche 1 of this delivery programme.

This project is currently in delivery. Decisions around delivery are delegated from the Project Team to the Project Manager within the Project Scope and Project Budget defined for this phase. Outside

of these defined project dimensions, the degree of change permitted by the HAC is determined by the Project Tolerances listed below.

10. Project Tolerances – Change Control

The tolerances below set out the required authority for a change to project timing or budget within the current project stage. Also included is a limit to the cumulative amount of contingency funding that can be drawn down before triggering the need for change control across the entire lifespan of the project.

Changes above Project Manager Level are handled through the submission of a 'Change Control Request' to the relevant change authority.

\$15k

\$20k

\$30k

Authority	Timing	Budget for Stage	Contingency
Project Manager	<125%	100%	As per stage budget.
Change Authority	125-135%	100-125%	<=50% remaining project contingency.
Project Team	135-150%	125-150%	50-100% remaining contingency.
HAC	>150%	>150%	>100% remaining project contingency.
Council	N/A	N/A	>10% current financial year Harbour Delivery Plan Programme Tranche Budget.

11. Access to Programme Contingency

Project cost overruns exceeding individual project contingency can be managed by the HAC through the re-prioritisation of funding from other projects in the same Tranche up to a maximum of 10% of the current financial year Tranche budget. Past this point Council approval will be required to adjust individual project or programme Tranche budgets.

Change requests for the reprioritisation of funding within a Tranche will cover the following options for the consideration of the HAC:

1. Reduction in scope/product quality/reprioritisation of budget.
2. Access to other Delivery Plan project(s) underspend – current or previous financial year.
3. Access to other Delivery Plan project(s) current financial year unspent contingency.
4. Access to other Delivery Plan project(s) current financial year unspent budgets (greater than contingency).
5. Reprioritisation of planned Delivery Plan projects for subsequent years.

12. Budget Underspends

Should the current scope of the project be met within budget, expenditure of the remaining budget will be left to the discretion of the Project Team in the continuation of the current scope of the project under the conditions that:

- the project is underspent based on full satisfaction of its scope – i.e. the Project Team is satisfied that all products have been delivered to required quantity and quality specifications; and
- remaining budget is used only to undertake further work covered by the current project scope.

Alternatively, at the discretion of the HAC, underspent budget can either be held as a general contingency for remaining projects in the Tranche, or otherwise reprioritised or returned to Council.

Terms of Reference – Harbour Delivery Plan Project

1. Project Overview

Project Name	HW26 – Renovation of Holmes Wharf
Purpose	Restoration of this historic wharf will provide a fit for purpose harbour asset for use by locals, tourists, and recreational and commercial fishing operators for generations to come.
Goal	Fully renovated wharf reducing ongoing maintenance spend and providing extra amenity for users. Establishment of use for sheds.
Product Description	Wharf restoration and improved amenity for current and future users including upgraded services for berth holders.
Scope	<ul style="list-style-type: none"> • Replacement of sub decking and decking timber. • Structural upgrades to heavy load areas and fender piles. • Upgrading of services – new underground power, water, pumped sewerage and fibre reticulation, new heritage streetlighting, improved security surveillance, new above deck metred power supply and water to all berths, floating pontoon and shed. • Removal of obsolete power poles and streetlights. • Improved aesthetic values and amenity including construction of new observation deck. • Upgrade sheds. • New floating pontoon addition to day berth.
Cost/Budget	\$2,100,000
Time	18 months.
Quality	Renovation of Wharf structure to 50 years of useful life – replacement of degraded hardwood decking timber with H5 treated pine timber; steel casing with reinforced concrete added to deteriorated piles as required.
Key Stakeholders	ORC, Heritage NZ, DoC, OBPC, Rowing Club, WDC, HAC, Public, Berth and Mooring Holders
Benefits	<ul style="list-style-type: none"> • <i>Lower cost of maintenance – Monetary Direct Qualitative</i> • <i>Provision of Heavy loading zones allows for a wider range of wharf and shed commercial uses – Non-monetary Indirect Qualitative</i> • <i>Increased amenity for wharf users (general public, boat users and mooring/berth holders) – Non-monetary Direct Qualitative</i> • <i>Eliminates current health & safety and reputational risk around degraded wharf material – Non-monetary Direct Qualitative</i>
Assumptions	\$200,000 allowance for repair or replacement of deteriorated bearers, pile casings and bolting to heavy load areas, and repair of fender piles.
Risks	<p><i>Financial risk – possibility of hardwood bearers and piles being discovered revealing worse than expected deterioration.</i></p> <p>Further feasibility is required to determine the true cost for various elements of this restoration project, once final design and procurement have been completed.</p>
Issues	As per those identified as requiring decision by HAC. Full log to be created in project site.

2. Project Roles

Role	Person
Executive	Josh Rendell, Assets Operations Manager
HAC Representative 1	Cr Jeremy Holding, HAC
HAC Representative 2	Kevin Murdoch, HAC
Senior Supplier	Grant Rhodes, Project Officer
Project Assurance	Project Team (or Appointee(s))
Change Authority	Josh Rendell, Assets Operations Manager
Project Manager	Grant Rhodes, Project Officer
Project Support	Mathew Scott, Property Assets Officer

3. Meetings

Meetings will be held at the discretion of the Project Team and will include any other project roles or persons that the Project Team deems appropriate from time to time.

4. Communications

Project Team Internal: communications between project team members and the wider project contributors can be managed at the discretion of members. Formal progress meetings and communication with suppliers etc should use the templates supplied.

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Project Team – External: Project Team communications with external entities – e.g. media, key external stakeholders, contractors – will be managed as per an approved Stakeholder Management Plan.

5. Stakeholder Management

Stakeholder management is defined by the Stakeholder Management Plan.

6. Reporting

Status reporting will be undertaken monthly through the Project Site and will cover as a minimum the following factors:

- Variation of scope – e.g. piles replaced.
- General Status Update
- Progress completion as a %
- Finance completion as a %
- Health and Safety
- Issues Update
- Risks Update
- Schedule Update
- Stakeholder Engagement Activity

7. Project Record Keeping

All project information of note – i.e. items such as meeting minutes, status reporting, risks, issues, high level project schedule, project financials, change requests, Notices to Tenderers, Notices to

Contractors, business cases etc – must be stored in the designated Project Site established at the project outset. The establishment of folders and the organisation of documentation within the site will be at the project manager's discretion.

8. Project Management Framework

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9. Decision-making Framework

As per Council Resolution WDC 2021/009, the HAC has been delegated the responsibility for the delivery of the Ōamaru Harbour Plan 2020 and Beyond to the HAC. This project (HW26 – Renovation of Holmes Wharf) has been approved by the HAC as part of the set of projects for Tranche 1 of this delivery programme.

This project is currently in delivery. Decisions around delivery are delegated from the Project Team to the Project Manager within the Project Scope and Project Budget defined for this phase. Outside of these defined project dimensions, the degree of change permitted by the HAC is determined by the Project Tolerances listed below.

10. Project Tolerances – Change Control

The tolerances below set out the required authority for a change to project timing or budget within the current project stage. Also included is a limit to the cumulative amount of contingency funding that can be drawn down before triggering the need for change control across the entire lifespan of the project.

Changes above Project Manager Level are handled through the submission of a 'Change Control Request' to the relevant change authority.

Authority	Timing	Budget for Stage	Contingency
Project Manager	<125%	<110%	As per stage budget.
Change Authority	125-135%	110-125%	<=50% remaining project contingency.
Project Team	135-150%	125-150%	50-100% remaining contingency.
HAC	>150%	>150%	>100% remaining project contingency.
Council	N/A	N/A	>10% current financial year Harbour Delivery Plan Programme Tranche Budget.

11. Access to Programme Contingency

Project cost overruns exceeding individual project contingency can be managed by the HAC through the re-prioritisation of funding from other projects in the same Tranche up to a maximum of 10% of the current financial year Tranche budget. Past this point Council approval will be required to adjust individual project or programme Tranche budgets.

Change requests for the reprioritisation of funding within a Tranche will cover the following options for the consideration of the HAC:

1. Reduction in scope/product quality/reprioritisation of budget.
2. Access to other Delivery Plan project(s) underspend – current or previous financial year.
3. Access to other Delivery Plan project(s) current financial year unspent contingency.
4. Access to other Delivery Plan project(s) current financial year unspent budgets (greater than contingency).
5. Reprioritisation of planned Delivery Plan projects for subsequent years.

12. Budget Underspends

Should the current scope of the project be met within budget, expenditure of the remaining budget will be left to the discretion of the Project Team in the continuation of the current scope of the project under the conditions that:

- the project is underspent based on full satisfaction of its scope – i.e. the Project Team is satisfied that all products have been delivered to required quantity and quality specifications; and
- remaining budget is used only to undertake further work covered by the current project scope.

Alternatively, at the discretion of the HAC, underspent budget can either be held as a general contingency for remaining projects in the Tranche, or otherwise reprioritised or returned to Council.

6 MEETING CLOSE