



AGENDA

Projects and Procurement Committee Meeting

Tuesday, 14 April 2026

Date Tuesday, 14 April 2026

Time 11:30 am

Location Council Chambers
Timaru District Council
King George Place
Timaru

File Reference 1834978

Timaru District Council

Notice is hereby given that a meeting of the Projects and Procurement Committee will be held in the Council Chambers, Timaru District Council, King George Place, Timaru, on Tuesday 14 April 2026, at 11:30 am.

Projects and Procurement Committee Members

Mayor Nigel Bowen, Cllr Stacey Scott (Chairperson), Stu Piddington, Graeme Wilson, Owen Jackson, Peter Burt, and Chris Thomas

Quorum – no less than 4 members

Local Authorities (Members' Interests) Act 1968

Committee members are reminded that if you have a pecuniary interest in any item on the agenda, then you must declare this interest and refrain from discussing or voting on this item, and are advised to withdraw from the meeting table.

Nigel Trainor
Chief Executive

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- 1 Apologies**
- 2 Identification of Items of Urgent Business**
- 3 Identification of Matters of a Minor Nature**
- 4 Declaration of Conflicts of Interest**

5 Confirmation of Minutes

5.1 Minutes of the Projects and Procurement Committee Meeting held on 10 March 2026

Author: Meghan Taylor, Acting Democracy Services Lead

Recommendation

That the Minutes of the Projects and Procurement Committee Meeting held on 10 March 2026 be confirmed as a true and correct record of that meeting and that the Chairperson's electronic signature be attached.

Attachments

- 1. Minutes of the Projects and Procurement Committee Meeting held on 10 March 2026**



MINUTES

Projects and Procurement Committee Meeting Tuesday, 10 March 2026

Ref: 1834978

**Minutes of Timaru District Council
Projects and Procurement Committee Meeting
Held in the Council Chambers, Timaru District Council, King George Place, Timaru
on Tuesday, 10 March 2026 at 11:30 am**

Present: Mayor Nigel Bowen, Clrs Stacey Scott (Chairperson), Stu Piddington, Graeme Wilson, Owen Jackson, Peter Burt, Chris Thomas

In Attendance: **Officers:** Nigel Trainor (Chief Executive), Andrew Dixon (General Manager Assets and Infrastructure), Stephan Doran (General Manager Corporate), Michael Priest (General Manager Galleries, Libraries and Museum), Mike Wrigley (General Manager Recreation Facilities) Aaron Hakkaart (Acting General Manager Regulatory Development and Growth), Andrea Rankin (Chief Financial Officer), Rosie Oliver (Programme Officer Lead), Prince Menon (Programme Officer) Elliot Higbee (Legal Services Manager), Nigel Howarth (Procurement Lead), Sam Esterhuysen (Continuous Improvement Business Partner Digital Group) Jo Williams (Executive Assistant Assets, Infrastructure and Water Services), Maddison Gourlay (Marketing and Communications Advisor), Meghan Taylor (Acting Democracy Services Lead)

Public: Paul Haggath (Team Projects Limited)

1 Apologies

1.1 Apologies Received

Resolution 2026/13

Moved: Clr Stacey Scott

Seconded: Clr Owen Jackson

That the apologies of Clr Peter Burt be received and accepted.

Carried

2 Identification of Items of Urgent Business

2.1 Identification of Items of Urgent Business

Resolution 2026/14

Moved: Clr Stu Piddington

Seconded: Clr Owen Jackson

There were two items of urgent business identified being:

1. The funding application for the Stadium Project due to the deadline to submit being 13 March 2026.
2. Redruth Landfill Stage 1 Tender Report

These items are to be heard in the Public Excluded part of this meeting.

Carried

3 Identification of Matters of a Minor Nature

There were no matters of a minor nature identified.

4 Declaration of Conflicts of Interest

There were no conflicts of interest declared.

5 Confirmation of Minutes

5.1 Minutes of the Projects and Procurement Committee Meeting held on 10 February 2026

Resolution 2026/15

Moved: Clr Stacey Scott

Seconded: Mayor Nigel Bowen

That the Minutes of the Projects and Procurement Committee Meeting held on 10 February 2026 be confirmed as a true and correct record of that meeting and that the Chairperson's electronic signature be attached.

Carried

6 Reports

6.1 Actions Register Update

The purpose of this report is to provide the Projects and Procurement Committee with an update on the status of the action requests raised by Councillors at previous Committee meetings.

The full and final report for the Aigantighe House Gallery is due to come to this Committee on 14 April and should remain on the Register for now.

Resolution 2026/16

Moved: Clr Owen Jackson

Seconded: Clr Stu Piddington

That the Projects and Procurement Committee receives and notes the updates to the Actions Register.

Carried

6.2 Infrastructure Capital Programme Delivery Update

The Programme Office Lead spoke to this report to provide an overview of current and forecast delivery across the FY2025-26 infrastructure capital programme. A secondary purpose is to test the reporting format and content to improve alignment with governance expectations.

Discussion followed including; project process variability – this process is not consistent across the organisation and differs depending on the type of work, the need for a consistent framework – which would categorise work based on complexity, clarity of scope, cost, and risk, Strengthening financial assurance - standardised financial approval process, including a second approval checkpoint before expenditure occurs and concerns about delivery realism and forecast accuracy.

The Programme Officer confirmed they are consolidating all available project information - Identifying data gaps; building more mature, consistent processes; Developing clearer reporting tools to support governance, risk management, and decision-making.

This foundational work would underpin a more robust and unified project management approach over the next two years.

Resolution 2026/17

Moved: Cllr Graeme Wilson

Seconded: Mayor Nigel Bowen

That the Projects and Procurement Committee receive and note the Infrastructure Capital Programme Delivery Update.

Carried

6.3 Migration to Civica Altitude Project Status Report - February 2026

The Continuous Improvement Business Partner Digital Group spoke to this report to provide the Committee with a Project status report on the migration to Civica Altitude project. Councillors sought clarification on project progress. Questions focused on project readiness, team structure, next steps, and clarity of timelines. Officers advised that the project team currently includes Finance, IT (development team), and operational representatives with further teams to be involved during user testing and workshops. Civica will undertake a business process review to confirm system settings and ensure readiness.

Councillors asked for a brief, plain-language overview in future reports. Further clarity was also requested around timelines, scope status, and subdivision of major milestones such as the Altitude upgrade, time-tracking module, and citizen portal—given each involves significant dependencies and separate deliverables.

The Chief Executive supported providing a slightly deeper level of detail to the committee to strengthen governance oversight. The committee acknowledged the scale and complexity of the project and expressed support to the project manager.

Resolution 2026/18

Moved: Cllr Stacey Scott

Seconded: Cllr Owen Jackson

That the Projects and Procurement Committee receive and note the Migration to Civica Altitude Project Status Report.

Carried

6.4 Theatre Royal and Museum Project Update - February 2026

Paul Haggath, Project Manager spoke to this report to update the Projects and Procurement Committee as to the status of the Theatre Royal and Museum project.

The project manager reported strong progress on site. Hawkins is fully engaged across multiple work areas, theatre excavation is underway, museum foundation works are progressing, with concrete pours expected shortly and vertical construction anticipated by month end. Close-out of the Paul Smith Earthmoving contract is underway and remains within budget.

A further Ministry of Business, Innovation and Employment (MBIE) drawdown request has been submitted. MBIE continues to express confidence in project progress.

Hawkins has appointed a local construction manager, with additional subcontractors engaged, many of them local providers. The museum fit-out programme is also advancing.

Councillors requested an update on museum fundraising. The Museum Director advised the South Canterbury Museum Development Trust holds approximately \$500K, contributing to a total of around \$1.3M toward the \$2M target. Further grant applications and fundraising activities are ongoing.

Questions were raised about theatre-related fundraising. The Chief Executive advised that, unlike the museum, to his knowledge no significant external fundraising activity is currently underway. When new manager comes on board that would be something for him to look at.

Councillors noted positive progress in community fundraising for other major projects. Concern was raised that no similar fundraising activity appears to be underway for the theatre.

Resolution 2026/19

Moved: Clr Stacey Scott

Seconded: Mayor Nigel Bowen

That the Projects and Procurement Committee receive and note the Theatre Royal and Museum Project Update – February 2026 report.

Carried

6.5 Aorangi Stadium Project Update Report - February 2026

Paul Haggath, Project Manager spoke to this report to update the Projects and Procurement Committee as to the status of the Aorangi Stadium project.

Discussion followed including the project's contingency which was advised remains strong and the formal change request adding a sliding dividing wall in the main stadium. The wall could also be retrofitted later, though pre-wiring and lighting adjustments now would future-proof the option.

Councillors discussed timing, budget certainty, cost differences, and showed support for future-proofing the space. There was a short discussion about sponsorship and purchases of expensive fitout. Council officers have volunteered to open conversations with potential sponsor.

Resolution 2026/20

Moved: Clr Stu Piddington

Seconded: Clr Stacey Scott

That the Projects and Procurement Committee receive and note the Aorangi Stadium Project Update - February 2026 report.

Carried

7 Consideration of Urgent Business Items

No items of urgent business were received.

8 Consideration of Minor Nature Matters

No matters of a minor nature were raised.

9 Exclusion of the Public

Resolution 2026/21

Moved: Clr Stacey Scott

Seconded: Clr Stu Piddington

That at 12.35 pm, the public be excluded from the following parts of the proceedings of this meeting, namely, —

- 10.1 Public Excluded Minutes of the Projects and Procurement Committee Meeting held on 10 February 2026**
- 10.2 Theatre Royal and Museum Project Status Report - February 2026**
- 10.3 Aorangi Stadium Project Report - February 2026**
- 10.4 Summary of FY2024-25 contract approvals and costs**

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:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Plain English Reason

<p>10.1 - Public Excluded Minutes of the Projects and Procurement Committee Meeting held on 10 February 2026</p> <p>Matters dealt with in these minutes:</p> <p>9.1 - Theatre Royal and Museum Project Status Report - January 2026</p> <p>9.2 - Aorangi Stadium Project Report - January 2026</p> <p>9.3 - Claremont Water Treatment Plant Upgrade - Update Report</p> <p>9.4 - Strathallan Corner Redevelopment - Status Update</p>	<p>Section 48(1) of the Local Government Official Information and Meetings Act 1987.</p>	<p>The public excluded minutes of the meeting held on 10 February 2026 are considered confidential pursuant to the provisions of the LGOIMA Act of 1987.</p> <p>The specific provisions of the Act that relate to these minutes can be found in the open minutes of the meeting held on 10 February 2026.</p>
<p>10.2 - Theatre Royal and Museum Project Status Report - February 2026</p>	<p>s7(2)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p>	<p>To protect commercially sensitive information</p>
<p>10.3 - Aorangi Stadium Project Report - February 2026</p>	<p>s7(2)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p>	<p>To protect commercially sensitive information</p>
<p>10.4 - Summary of FY2024-25 contract approvals and costs</p>	<p>s7(2)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p>	<p>To protect commercially sensitive information</p>

I also move that Paul Haggath (Team Projects Ltd) be permitted to remain at this meeting for items 10.1 and 10.2, after the public has been excluded, because of their knowledge as Project Manager. This knowledge will be of assistance in relation to the matter to be discussed.

Carried

Note

[Section 48\(4\)](#) of the Local Government Official Information and Meetings Act 1987 provides as follows:

- “(4) Every resolution to exclude the public shall be put at a time when the meeting is open to the public, and the text of that resolution (or copies thereof)—
 - (a) shall be available to any member of the public who is present; and
 - (b) shall form part of the minutes of the local authority.”

10 Public Excluded Reports

10.1 Public Excluded Minutes of the Projects and Procurement Committee Meeting held on 10 February 2026

9.1 Theatre Royal and Museum Project Status Report - January 2026

9.2 Aorangi Stadium Project Report - January 2026

9.3 Claremont Water Treatment Plant Upgrade - Update Report

9.4 Strathallan Corner Redevelopment - Status Update

10.2 Theatre Royal and Museum Project Status Report - February 2026

10.3 Aorangi Stadium Project Report - February 2026

10.4 Summary of FY2024-25 contract approvals and costs

10.5 Trust Aoraki Application - Aorangi Stadium Project Fundraising

10.6 Redruth Landfill – Stage 1 Tender Report

11 Readmittance of the Public

Resolution 2026/22

Moved: Clr Stacey Scott

Seconded: Clr Graeme Wilson

That the meeting moves out of Closed Meeting into Open Meeting at 1.50pm.

Carried

The meeting closed at 1.50pm.

.....
Clr Stacey Scott
Chairperson

6 Reports

6.1 Actions Register Update

Author: Meghan Taylor, Acting Democracy Services Lead

Authoriser: Stephen Doran, General Manager Corporate

Recommendation

That the Projects and Procurement Committee receives and notes the updates to the Actions Register.

Purpose of Report

- 1 The purpose of this report is to provide the Projects and Procurement Committee with an update on the status of the action requests raised by Councillors at previous Committee meetings.

Assessment of Significance

- 2 This matter is assessed to be of low significance under the Council's Significance and Engagement Policy as there is no impact on the service provision, no decision to transfer ownership or control of a strategic asset to or from Council, and no deviation from the Long Term Plan.

Discussion

- 3 The actions register is a record of actions requested by Councillors. It includes a status and comments section to update the Projects and Procurement Committee on the progress of each item.
- 4 There are currently two items on the actions register.
- 5 No items are marked as ongoing.
- 6 One item is marked as completed, and is proposed to be marked as removed at the next meeting.
- 7 One item is marked as removed and will be taken off the list at the next meeting.

Attachments

1. **Project and Procurement Committee Actions Required** [↓](#) 

Information Requested from Councillors (Projects and Procurement Committee)

Key ■ = Completed, for removal ■ = 60+ Days ■ = 90+ Days ■ = Removed

Information Requested	Tenders and Procurement		
Date Raised:	15 April 2025	Status	Closed
Issue Owner	General Manager Assets and Infrastructure	Completed Date:	
<p>Background: Cllr Pye requested that a standing report regarding tenders be added to the Action Register so they can see where the lowest tender actually ends up being the lowest tender price, and what is coming up to be tendered in the near future.</p> <p>June 2025 Update: Officers are currently preparing a report template which will be presented to the Infrastructure Committee meeting in August.</p> <p>August 2026 Update: Officers have collated information but this needs to be simplified for presentation into a report. A report will be presented to the next Infrastructure Committee meeting.</p> <p>24 November 2025: This action was moved from the previous Infrastructure Committee Action Register to the Projects and Procurement Committee Action Register</p> <p>10 February 2026: The CE confirmed that he had seen the first draft of the spreadsheet. This needs a little more work but it is hoped that this will be coming to the next Committee meeting.</p> <p>March 2026 Update: A report is being presented to the 10 March 2026 Committee meeting, this item can now be closed.</p>			

Information Requested	Aigantighe House Gallery – Full and final report		
Date Raised:	19 November 2024	Status:	Complete
Issue Owner	General Manager Gallery Libraries Archives and Museum	Completed Date:	March 2026
<p>Taken from the minutes from 19 November 2024 ‘8.3 Aigantighe House Gallery Seismic Upgrade October 2024’: “The intention was the final invoice would be received this month, and once that is processed, and full report will be presented with variations noted.”</p>			

#1808477

18 February 2025 Update: The Chairperson noted that in the minutes from 19 November 2024 under '8.3 Aigantighe House Gallery Seismic Upgrade October 2024' it was recorded in the minutes: "The intention was the final invoice would be received this month, and once that is processed, and full report will be presented with variations noted." and could this also be added to the Actions Register.

9 April 2025 Update: The full and final report will be presented once the lift and toilets are completed. There is a \$25,000 discrepancy between what was budgeted for the lift and the quote received. Officers are exploring options to reduce this. There is no further update.

5 June 2025 Update: This report will be presented to the committee following completion of the project.

13 August 2025 Update: The House Gallery will be closed from 18 July 2025 to allow accessibility-related works to be carried out, to ensure there will be less disruptions during the installation of the lift in November. The House Gallery will open again for ARTARAMA on 15 September 2025.

Update: 19 August 2025: The lift and HVAC system is still work in progress and as a new project manager has come into the project, new issues have come to light regarding the installations, meaning that the timeline has been extended. The house gallery will not be opening in September and Artarama is now being moved to an offsite venue

24 November 2025: This action was moved from the previous Community Services Committee Action Register to the Projects and Procurement Committee Action Register

March 2026 Update: Per Clr Scott's request from the 10 February 2026 meeting, a final report will be presented to the Projects and Procurement Committee at the 14 April 2026 meeting. This action is complete and can now be closed.

#1808477

6.2 Migration to Civica Altitude Project Status Report - March 2026

Author: Sam Esterhuyse, Continuous Improvement Business Partner

Authoriser: Justin Bagust, Chief Information Officer

Recommendation

That the Projects and Procurement Committee receive and note the Migration to Civica Altitude Project Status Report.

Purpose of Report

- 1 The purpose of this report is to provide the Committee with a Project status report on the migration to Civica Altitude project.

Assessment of Significance

- 2 The significance of this matter, when considered against the criteria of Councils Significance and Engagement Policy, is low.

Background

- 3 The Projects and Procurement Committee have requested an update on the Migration to Civica Altitude project. A current dashboard report has been attached, and similar dashboard updates will be presented at each subsequent Projects & Procurement Committee meeting to keep elected members informed on the project's progress.

Discussion

- 4 The project for the Altitude Upgrade and Citizen Central is progressing as scheduled with timelines and the project plan confirmed.
- 5 Key milestones remain on track, with ElementTime commencing in April, followed by the Altitude Upgrade and Citizen Central in May, and build activities beginning in July.

Attachments

1. IT Project Status Report - Altitude - March 2026 [↓](#) 

IT Project Report

Project Name	Migration to Civica Altitude			Reporting Period	March 2026	
Business Owner	Justin Bagust			Project Manager	Sam Esterhuysen	
RAG Key: Green (G) = On track; Amber (A) = At risk / needs attention; Red (R) = Off track / critical						
Status area	Status	Comments				
Status Summary	G	The project is progressing as scheduled, with timelines and the project plan confirmed. The planning phase is in progress.				
Scope Status	G	The project scope has been confirmed, and a meeting for the 7 of April has been scheduled with the Civica Project Manager to review and finalise the details.				
Quality Status	G	For reporting in MagiQ we have refined this change to provide elected members with an interactive dashboard, supported by Altitude in the background. Reporting will continue using the same fields and frequency until the GL restructure is completed. Quality checks are in place, including preparation for user acceptance testing.				
Cost Status	G	The project has commenced and no costs have been incurred to date. There is a payment milestone plan for the Altitude project initiation phase, with 20% scheduled for 31 March 2026. A reprioritisation of the IS Project Management external budget amount that was in the business case has been undertaken to ensure sufficient resourcing is available for Finance.				
Schedule Status	G	The project has commenced, with key milestones and start dates confirmed. The Altitude Upgrade and Citizen Central is scheduled to begin in May, with build work commencing in July. ElementTime will commence in April.				
Cost details						
Budget	Spend to date	Committed	Estimate to Completion	Estimate at Completion	Variance	Comments
Capex - \$1,205,000	\$0.00	\$0.00				
Opex - \$1,795,000	\$0.00	\$0.00				
Achievements for this period						
The project timeline for Altitude has been finalised and confirmed with the Civica project team. Civica is the provider of the Altitude software.						
The dates and activities on the project plan for Altitude upgrade have been finalised.						

The pre-requisite checklist for the Altitude Upgrade has been completed and submitted to Civica. This checklist outlines all required preparatory activities, including system readiness, data validation, access requirements, and any dependencies that must be addressed prior to the upgrade proceeding.						
The pre-requisite checklist for the Citizen Central module has been completed and submitted to Civica. This checklist outlines all required preparatory activities, including system readiness, data validation, access requirements, and any dependencies that must be addressed prior to commencing with Citizen Portal.						
The timeline for Citizen Central has been finalised, scheduled to begin in May with build commencing in July.						
The Statement of work for ElementTime has been signed and the project will commence in April 2026.						
Planned activities for this period not achieved						
There were no planned activities for this period that were not achieved.						
Planned activities for next period						
Document and distribute the confirmed milestones, deliverables and key dependencies to all stakeholders.						
Commence any preparatory configuration and system set up activities.						
Identify and mitigate any risks that may impact delivery timeframes.						
The Altitude project initiation meeting has been scheduled.						
Start the Planning and Setup phase for ElementTime, including the discovery workshop session.						
Milestone Progress						
No.	Milestone	% Complete	Baseline Finish Date	Actual Finish Date	RAG Status	Comments/Notes/Actions
1	Phase 1 - Altitude Upgrade	0%	30/11/2026		G	

	Planning and Setup				G	The project kick-off meeting has been scheduled for 7 April 2026 and will include the core project group and the Civica Project Manager.
	Build and Integration					Provisioning cloud infrastructure, migrating data from Authority to the cloud, and configuring payment gateways, EFTPOS, and receipt printing.
	Training and Workshops					
	User Acceptance Testing					Testing business processes in Altitude to ensure they function as expected, with formal sign-off required.
	Go-Live					
2	Phase 1 - Citizen Portal	0%	30/11/2026		G	The Citizen Portal is an online self-service platform that enables residents to access council services, submit requests, and track interactions digitally.
	Planning and Setup					
	Build and Integration					
	User Acceptance Testing					

	Go-Live					
3	Phase 1 - ElementTime	0%	30/11/2026		G	ElementTime is a timesheet management system used to capture and manage employee time for payroll processing.
	Planning and Setup					This is scheduled for April 2026.
	Build and Integration					
	Onboarding and Refinement					This phase focuses on reviewing and enhancing what has been built, with user testing conducted through separate indoor and outdoor groups.
	User Acceptance Testing					
	Altitude Integration					
	Go-Live					
4	Phase 2: Procure to Pay & Contracts Module	0%	31/10/2027		G	These are our indicative dates and have not yet been finalised with Civica. They may change depending on Civica's consultant availability.
	Build and Integration					
	User Acceptance Testing					

	Go-Live					
	Decommission of Esker					
5	Phase 3: GL Restructure	0%	TBC		G	
Issues						
No.	Description	Raised	Owner	Rating (L/M/H)	Target Date	Comments/Notes/Actions
1	There have been no issues identified.	N/A	N/A		N/A	Monitor Project, no actions required at this time
Risks						
No.	Description	Likelihood	Consequence	Mitigation/Treatment	Residual Risk	
1	Complex Data migration from Esker	Medium	High	Vendor-led migration with council validation and testing.	Low	
2	Data Loss	Medium	Medium	Full back up of systems before any changes are made.	Low	
3	Disruption to production systems	Medium	Medium	Use Test environment to fully check changes before altering production systems.	Low	
4	Staff adaptation to system changes	Medium	Medium	Early engagement, clear communications, training, and support.	Low	
5	Budget Overruns due to scope creep	Medium	Medium	Regular financial reporting and contingency allocation.	Low	
6	Project Delays	Medium	Medium	Strong project governance, milestone tracking, and escalation processes.	Low	
7	Integration failures	Medium	High	Integration testing.	Low	

8	Insufficient user testing	Medium	High	Structured UAT plan, unit tests assigned to subject matter experts and champions.	Low
9	Vendor delays or dependency issues	Medium	High	Clearly defined deliverables, timelines and Sla's in the contract.	Low
10	Performance issues	Medium	Medium	Performance testing & monitoring.	Low
11	Unable to modify software	Medium	Low	Investigate other ways of achieving same result.	Low
12	Loss of key project personnel	Medium	Low	Source an alternate staff resource.	Low

Contracts and variations

No.	Description	Provider	Original value	Variation value	Status	Comments/Notes/Actions
1	There have been no variations	Civica	\$0.00	\$0.00		

Reference Table

Term	Description	Notes
Cloud	Internet-based servers used to store, manage, and process data instead of local servers.	Project data will be migrated from Authority to the cloud.
UAT	User Acceptance Testing – the phase where end users test the system to confirm it meets business requirements.	Ensures business processes work correctly on the new platform before sign-off.
Civica	Provider of the software, including Authority (current version 7.1) and Altitude.	Key project partner providing system configuration, support, and implementation services.
Build	Technical setup and configuration of the system, including modules, workflows, and integrations	Foundations for system functionality and readiness for testing.
Pre-requisite Checklist	A list of conditions or tasks that must be completed before the project/system can progress.	Ensures all necessary preparations are in place for build, testing, and go-live.
Go-Live	The point at which the new system becomes fully operational.	Marks the official start of production use.

Citizen Central	Customer-facing platform or portal that allows users to access services, submit requests, and interact with the organisation online.	May be implemented alongside or ahead of core system changes depending on project timing.
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6.3 Art Gallery Building Works Final Report

Author: Cara Fitzgerald, Gallery Director
Michael Priest, General Manager Gallery Libraries Archives and Museum

Authoriser: Michael Priest, General Manager Gallery Libraries Archives and Museum

Recommendation

That the Projects and Procurement Committee receive and note the final report for the Aigantighe Art Gallery Building Works.

Purpose of Report

- 1 The purpose of this report is to provide a final report for the Aigantighe Art Gallery building works now that the project is complete.

Assessment of Significance

- 2 The Aigantighe Art Gallery project is of low significance as defined by Council's Significance and Engagement Policy as it is an approved project consistent with the Long Term Plan. There is, however, a high level of community and media interest in the Gallery and this project.

Background

- 3 Rationale
- 4 Following the Building (Earthquake-prone Buildings) Amendment Act 2016 an initial seismic assessment of the Heritage House Gallery found the building structure was 10% of New Building Standards (NBS) and of very high seismic risk relative to a new build. In March 2017, due to the outcomes of the seismic assessment, the Timaru District Council (TDC) decided to close the Heritage House Gallery to ensure public and staff safety. All artworks displayed in the Heritage House Gallery were placed in secure and climate-controlled storage.
- 5 The Aigantighe Art Gallery had additionally not received any major redevelopment since its 1995 extension and was slipping in its ability to meet modern gallery and museum standards. The closure of the Heritage House Gallery represented an opportunity to make overall improvements the facility.
- 6 Objectives
 - 6.1 Seismic strengthening of Heritage House Gallery
 - 6.2 Installation of a new security system in the Heritage House Gallery
 - 6.3 Various capital improvements to Heritage House Gallery
 - 6.4 Faux walls over masonry in Heritage House Gallery
 - 6.5 Installation of a publicly accessible lift in Heritage House Gallery
 - 6.6 Improved climate controls in Heritage House Gallery and Main Gallery
 - 6.7 Accessible public bathrooms in Main Gallery

6.8 Upgraded public furniture throughout

6.9 Updated window treatments throughout to meet preventative conservation standards

7 Project History

8 September 2020: Giblin Group completed a feasibility study to assess the suitability of the current facility to deliver operations, and the feasibility of Heritage House Gallery works. The outcomes were presented to the Project Governance Group (PGG) and Council.

9 October 2020: Community Services Committee resolved to proceed with the Heritage House Gallery works as agreed in the 2018-28 Long Term Plan.

10 March 2021: Resource Consent for the Heritage House Gallery works was granted.

11 July 2021: Council adopted the Long Term Plan 2021-2031 and the option of a full redevelopment of the 1978/1995 extensions of the gallery on the current site.

12 August 2021: An architect was appointed to complete the preliminary design for full redevelopment.

13 December 2021: Building Consent application for the Heritage House Gallery works was lodged.

14 February 2022: The gallery sought a Registration of Interest (ROI) from architectural designers for the concept design of the full redevelopment.

15 March 2022: Building Consent for the Heritage House Gallery works was granted.

16 May 2022: Request for Proposal (RFP) seeking a main contractor for the Heritage House Gallery works was issued to market.

17 June-August 2022: Five submissions to the ROI for the concept design were shortlisted, however no tenders for the main contractor were received by the deadline and the project was paused.

18 March 2023: It was reported to the Community Services Committee that the project would be carried forward to Council's Annual Plan 2023-24 with an updated budget of \$3.736 million. The sum would include \$700,000 from the Government's \$2 billion nationwide Better Off Funding programme which was provided as part of the Three Waters reform. The scope included seismic strengthening and refurbishment of the Heritage House Gallery along with upgrades to other areas of the facility.

19 August-November 2023: The RFP seeking a main contractor for the highly specialised Heritage House Gallery works was issued to market on 22 August 2023 and closed on 29 September 2023. The tender was awarded to Farrell Construction.

20 December 2023: The site was set up for seismic strengthening and associated repairs.

21 January 2024: Seismic strengthening began.

22 June 2024: Community Services Committee approved implementation of four additional upgrades against the project contingency of \$845,000 when funds allowed: faux walls over masonry, 3 stop internal lift, HVAC system and accessible public bathrooms. These works were collectively forecast to cost \$480,000.

23 July 2024: With the faux walls subsequently completed by Farrell Construction during seismic repairs, the Community Services Community approved a request to use contingency funds for

the internal lift, HVAC system and accessible public bathrooms in the adjusted amount of \$580,000.

- 24 September-November 2024: Seismic strengthening was completed and followed by approximately 8 weeks of testing and monitoring. Once cleared, the Heritage House Gallery was prepared for reopening.
- 25 December 2024: The Heritage House Gallery reopened to the public on 14 December.
- 26 March-April 2025: The entire galley was closed from 10 March to 8 April for installation of the accessible public bathrooms using the project contingency.
- 27 July 2025: The Heritage House Gallery and Octagon space were closed on 18 July to allow for installation of the internal lift using the project contingency. This included a corridor to the lift and new flooring within the Octagon space. Installation of the new HVAC system was simultaneously commissioned using the project contingency.
- 28 December 2025: The Heritage House Gallery and Octagon space reopened to the public on 21 December following completion of the internal lift, corridor, flooring and most of the HVAC system.
- 29 February 2026: A fault with the dehumidifier in the Octagon space that existed from installation was resolved, completing the upgrade of the HVAC system.

30 Scope

- 31 The approved scope of the project centred around the tendered Heritage House Gallery works awarded to Farrell Construction that included seismic strengthening, installation of an HVAC system, installation of a security system and other capital improvements. Budget lines were also assigned to committed costs (main contract variances), materials, project/site set-up and professional fees. The following four items sat outside the contract but were to be implemented against the project contingency when funds allowed: faux walls, 3 stop internal lift, HVAC system in the Main Gallery and accessible bathrooms. These works were to be delivered by direct appointment per Council's Procurement Policy. Community fundraising, courtesy of Friends of the Aigantighe and Civic Trust, was reserved for new public furniture and window treatments to reduce UV and Lux light levels in the gallery spaces, assisting with preventative conservation standards.
- 32 Final works delivered:
 - 32.1 Seismic repairs to Heritage House Gallery
 - 32.2 Installation of a security system to current standards in the Heritage House Gallery
 - 32.3 New pile connections, match line ceilings, external plaster repairs, replacement chimneys, gallery storage roof repairs, vesta upgrades and removal of picture rails in the Heritage House Gallery
 - 32.4 Faux walls over masonry in the Heritage House Gallery
 - 32.5 3 stop internal lift in the Heritage House Gallery
 - 32.6 New flooring in the Octagon space
 - 32.7 Upgraded HVAC systems in Heritage House Gallery and Main Gallery
 - 32.8 Accessible public bathrooms in Main Gallery

32.9 Public furniture throughout

32.10 Window treatments throughout

33 Programme/Timeline

Key: **Green** = On or ahead of schedule **Red** = Behind schedule

Milestone	Planned completion	Actual completion
RFP documentation completed and open to market	August-September 2023	August-September 2023
RFP process completed	October 2023	September 2023
Award contract to main contractor	November 2023	November 2023
Site set-up	December 2023	December 2023
Seismic strengthening works complete	September 2024	September 2024
Commissioning and defect rectification	September 2024	October 2024
Required 5-6 weeks of stable environmental data (temperature and humidity control) recorded prior to opening temperature and humidity control	October-November 2024	October-November 2024
Heritage House Gallery reopening event after seismic strengthening	November 2024	December 2024
Accessible bathroom installation complete	March/April 2025	March/April 2025
Internal lift installation complete	October 2025	December 2025
HVAC system installation complete	October 2025	February 2026
Heritage House Gallery reopening event after internal lift installation	November 2025	December 2025

34 Budget and Financial Summary

35 Council's Annual Plan 2023-24 set a project budget of \$3.736 million, which was funded by:

35.1 \$700,000 grant from the Government's \$2 billion nationwide Better Off Funding programme

35.2 \$50,000 in community fundraising courtesy of Friends of the Aigantighe and Civic Trust at \$25,000 each

35.3 \$2.7 million reserved from the Long Term Plan 2021-31

35.4 \$286,576 adjustment within Annual Plan 2023-24 (re-budgeted to account for anticipated cost escalations)

35.5 This includes the project contingency of \$845,000

36 The project budget was approved at the updated amount of \$3.710 million and completed at a total cost of \$3.554 million, resulting in a favourable overall variance of \$155,887. While the project remained within the total approved funding envelope, this outcome reflects significant use of contingency to fund additional works not included in the original main contract scope, including faux walls, accessible bathrooms, internal lift works and HVAC system in the main gallery. Committed costs (main contract variances) also exceeded their original budget allowance, partly offset by favourable variances in project/site set-up, professional fees, direct material costs, and residual contingency remaining at project close.

Aigantighe Art Gallery Building Works				
Category	Budget	Actual	Variance	Commentary
Main contract – seismic construction	\$1,745,000	\$1,731,284	\$13,716	Main contract delivered close to budget
Project and site set-up costs	\$270,000	\$42,132	\$227,868	Significant underspend against original allowance
Professional fees	\$195,000	\$217,655	-\$22,655	Small overspend against original allowance on architects, engineering, QS, etc.
Direct material costs	\$200,000	\$194,185	\$5,815	In line with budget
Main contract variances	\$455,000	\$411,221	\$43,779	Costs outside original main contract scope that exceeded budget allowance
Subtotal before contingency-funded additional works	\$2,865,000	\$2,596,477	\$268,523	–
FFE and window treatments	–	\$62,251	-\$62,251	Partially funded by \$50,000 in community donations
Faux walls	–	\$59,009	-\$59,009	Funded from contingency
Accessible bathrooms	–	\$85,212	-\$85,212	Funded from contingency
Internal lift	–	\$322,701	-\$322,701	Funded from contingency
HVAC – Main Gallery	–	\$208,891	-\$208,891	Funded from contingency
Other contingency expenditure	\$845,000	\$59,172	\$785,828	Residual contingency expenditure not otherwise itemised
Subtotal of contingency-funded expenditure	\$845,000	\$797,235	\$47,765	Includes all additional works plus other contingency costs
Project staff time	–	\$160,400	-\$160,400	Billed to project by Property group
Total project	\$3,710,000	\$3,554,113	\$155,887	

Cost to Ratepayers		
Cost of completed works	Fundraising and grants	Total cost to ratepayers
\$3,554,113	-\$750,000	\$2,804,113

37 Variation Summary

38 Farrell Construction recorded a \$411,221 variation over \$1,731,284 of completed contract works.

39 The internal lift, HVAC system and accessible bathroom collectively recorded a \$36,804 variation over the forecast of \$580,000.

40 Governance and Project Management Overview

41 Governance:

41.1 September 2020 – October 2025, Community Services Committee

41.2 October 2025 – January 2026, none

41.3 January 2026 – February 2026, Projects and Procurement Committee

42 Project sponsor:

42.1 September 2020 – January 2025, Group Manager Community Services

42.2 January 2025 – May 2025, Group Manager Property

42.3 May 2025 – August 2025, none

42.4 August 2025 – February 2026, General Manager Assets & Infrastructure

43 Project manager:

43.1 September 2020 – July 2023, Gallery Exhibitions Curator

43.2 July 2023 – August 2025, Property Projects Officer

43.3 August 2025 – February 2026, Special Projects Engineer

44 Note: The Gallery Director assumed increased responsibility in interim periods and during handovers.

Discussion

45 Procurement and Contractor Performance

46 The RFP for a main contractor to undertake the Heritage House Gallery works was issued to market on 22 August 2023 and closed on 29 September 2023. Its scope included seismically strengthening the building to a minimum of 80% IL2, installation of a HVAC system, installation of a security system and capital improvement works around the immediate site, including stormwater connections and lighting. The RFP incorporated both non-price and price attribute scoring as follows:

Criteria	Weighting
Capability and capacity	10%
Track record in heritage seismic projects	10%
Relevant skills	40%

Use of local materials and resources	10%
Price/value for money	30%
Total	100%

- 47 Four proposals were received (excluding GST):
- 47.1 Colin Shore Building, Timaru – \$2,040,886.00
- 47.2 Henderson Building, Timaru – \$2,027,827.55
- 47.3 David Fridd Building, Timaru – \$1,829,211.65
- 47.4 Farrell Construction, Christchurch (utilising Timaru trades companies) – \$1,745,353.59
- 48 The tender evaluation team consisted of three TDC officers, and peer reviewed by independent persons from Rawlinsons Limited of Christchurch. Following the weighted attribute evaluation and agreed scoring of the non-price attributes, followed by the price scoring, the preferred tenderer was confirmed by the tender evaluation team as Farrell Construction for the total sum of \$1,745,353.59. The tender submitted by Farrell Construction was accepted at the Tenders and Procurement meeting on 14 November 2023.
- 49 Farrell Construction completed contracted work to the value of \$1,731,284 and recorded a variation of \$411,221 for a total of \$2,142,505. While the variation can be attributed to unforeseen repairs and other capital improvements, it indicates issues with the initial scoping of the project.

50 Contractor/Consultant Summary

Type	Contractor/Consultant	Location	Work Delivered
Tendered	Farrell Construction	Christchurch	Heritage House Gallery: seismic strengthening, HVAC system, security system, capital improvements
Direct appointment	Irving Smith Architects	Nelson	Architectural designs
Direct appointment	Dunning Thornton Consultants	Wellington	Structural engineering
Direct appointment	Rawlinsons Limited	Christchurch	Quantity surveying, tender analysis, post-contract administration
Direct appointment	Farrell Construction	Christchurch	Refurbishments, faux walls
Direct appointment	Harding Construction	Timaru	Accessible public bathrooms
Direct appointment	Colin Shore Building	Timaru	3-stop internal lift and associated building works, Octagon flooring, window treatments
Direct appointment	Foleys	Timaru office	Installation of HVAC system in Main Gallery

Direct appointment	Industrial Controls	Timaru office	Wiring and programming of HVAC system in Main Gallery
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51 Risk Management

52 Major risks identified:

52.1 Unknown issues causing cost increases due to age of building

52.2 Budget and current market conditions for seismic works

52.3 Availability of a suitable contractor to undertake works

53 These were largely mitigated by selecting a main contractor with a proven track record in heritage seismic projects during the procurement process. However, several unexpected issues attributable to the age of the building and construction material availability lead to delays and cost increases.

54 Key Issues Encountered During Delivery

Issue	Outcome
Rotten timbers in various locations	An additional \$22,346 in repairs
Borer treatment for roof framing	An additional \$20,065 to mitigate
Rafter replacement	An additional \$41,757 to replace
Stress rods	This work was outside of the contract for the Heritage House Gallery works but deemed a necessary part of the project at an additional cost of \$114,766
Sprinkler mains and pump shed	The sprinkler mains required updating to accommodate a new system in Heritage House Gallery, leading to a redesign of the pump shed, for the combined additional cost of \$84,047
Internal lift design and installation	Issues with design and installation lead to a delay in reopening the Heritage House Gallery to the public
HVAC installation	1. Roof required additional steel framing at a cost of \$4,238 to hold the new unit that was 50% larger and heavier than the previous 2. Fault with dehumidifier in the Octagon space took until February 2026 to address

55 Handover and Operational Outcomes

Issue	Outcome	Proposed resolution
Lift	The installed lift does not include an enclosed passenger cab, limiting its functionality and creating operational	Scoping required – unlikely to be resolved until the lift is at the end of its lifespan

	constraints for visitor access and object movement	
HVAC in Heritage House Gallery	The system provides heating and cooling but does not include integrated humidity control, which is typically required for museum-standard environmental conditions for the long-term preservation of artworks	Scoping required
HVAC in Main Gallery	The outdoor unit is deemed too loud for a gallery and requires further isolation and insulation to mitigate	Scoping underway
Dehumidifiers in Octagon and Lobby areas	As indoor wall-mounted units, they are too loud at 50+ decibels and the reverberation from the fan motors may cause damage to art works	Scoping underway
Roof leaks in Main Gallery	An opportunity was missed to remedy longstanding leaks when replacing the old HVAC unit with the new model	Scoping underway – there is capital budget in Annual Plan 2026/27 and a bequest available to assist with the work

56 Stakeholder/Community Impacts

57 The most notable impacts were the disruption to gallery operations and community expectations:

57.1 Public usage of the gallery declined during building works, with the gallery failing to meet its Key Performance Indicator target of 19,000 visitors in both 2023-24 and 2024-25

57.2 While the gallery exceeded its targets for the number of exhibitions for both years, a credit to the work of the team, the exhibition plan required frequent rescheduling and reworking of artist contracts, creating an increased workload

57.3 The annual Artarama event across September-October 2025 was held offsite on Stafford Street due to a lack of space at the gallery due the closure of the Heritage House Gallery and Octagon during that time, again creating an increased workload as well as additional costs

57.4 Frequent feedback from the community to gallery staff indicated a general misunderstanding about whether the gallery was fully open and accessible

58 Lessons Learned and Recommendations

59 The gallery received a range of upgrades that met most of the objectives of the project and have been positively received by the public upon the full and final reopening on 21 December

2025. The works related to the Heritage House Gallery have been short-listed for the Canterbury Regional Architecture Awards 2026 in the Heritage – Canterbury category.

60 After review, there were several key lessons learned:

60.1 The initial scoping of the project lacked sufficient detail, leading to the selection of components that were not fit for purpose or suited to the gallery space

60.2 Some changes to project scope occurred without full consultation with gallery subject matter experts, which created operational challenges once works were completed

60.3 Oversight of contractors could have benefited from a clearer project governance structure and more consistent reporting to ensure alignment between contractors, project management, and gallery operational requirements

60.4 Reopening the Heritage House Gallery on 14 December 2024 only for it to close again 7 months later on 18 July 2025 for further works caused confusion for the public and impacted the continuity of the project

60.5 Multiple changes in project sponsorship and project management created challenges for continuity and knowledge transfer during delivery

60.6 Reporting to governance fell behind due to turnover – the last recorded report to the Community Services Committee was at the 15 April 2025 meeting

60.7 Despite these challenges, the gallery team maintained a full exhibition programme and continued public engagement activities throughout the project period

61 Next Steps/Follow-up Actions

62 The following items are currently being actioned:

62.1 Collation of “as built” compliance documentation covering all part of the project for the building consent is ongoing and expected to be completed by the end of April 2026

62.2 Mitigation of noise and reverberation from dehumidifiers in Octagon and Lobby areas

62.3 Scoping for a partial roof replacement in the Main Gallery to remedy leaks

62.4 Maintenance of the internal lift will be bundled within a Council contract including lifts at other sites

63 Future items for consideration include:

63.1 Dehumidifiers for the Heritage House Gallery

63.2 Further isolation and insulation for the HVAC system in the Main Gallery

Attachments

Nil

6.4 Theatre Royal and Museum Project Update - March 2026

Author: Paul Haggath, Project Director

Authoriser: Paul Cooper, General Manager Regulatory Development and Growth

Recommendation

That the Projects and Procurement Committee receive and note the Theatre Royal and Museum Project Update – March 2026 report.

Purpose of Report

- 1 The purpose of this report is to update the Projects and Procurement Committee as to the status of the Theatre Royal and Museum project.

Assessment of Significance

- 2 The significance of this matter, when considered against the criteria of Councils Significance and Engagement Policy, is low.

Project Status

- 3 Refer to the attached Project Director's report.

Critical Risks

- 4 Global disruptions due to the Middle East conflict is an emerging risk, specifically risks associated with increased fuel prices and potential restrictions to supply and availability. Currently this is not affecting the project, though the construction sector is aware of this as an emerging risk across the industry and (as happened during the COVID crisis) is issuing advice and guidance notices as to how these risks should be addressed.
- 5 A further risk emerging from the Middle East conflict is shipping disruptions. The team is reviewing all materials to identify those which will require long distance shipping. The highest risk items are lifts (Schindler) and the buildings cladding system (Equitone). Both must be procured from Europe; early orders are being placed to mitigate potential shipping delays.
- 6 Underpinning to the stagehouse is underway and represents a high-risk activity. Underpinning involves excavating beneath the building down to good clay, in small sections, to avoid undermining and weakening the walls above, and pouring new reinforced concrete foundations to strengthen and support the structure. Works are undertaken under a controlled manner with the building monitored and surveyed for any movement. No building movement or adverse effects have resulted to date.
- 7 Unknown conditions – in any heritage building it is expected that unknown conditions will be encountered and need to be addressed and rectified. The auditorium floor structure has been removed and existing internal foundations exposed. Minor adjustments have had to be made to the design due to differing foundation details and status (with both swings and roundabouts). The most significant is the discovery that the foundations beneath the royal

boxes are insufficient and need additional strengthening. Strengthening details are being developed.

Budget

8 The project remains on budget – refer to detailed Project Director’s report for full details.

Theatre Manager

9 A new theatre manager has been engaged and will be commencing in May 2026.

Attachments

1. Theatre Royal Project Director's PSG Report #15 - March 2026 [↓](#) 



THEATRE ROYAL & MUSEUM



PROJECT STEERING GROUP REPORT #14.

END OF MARCH 2026

PREPARED BY: PAUL HAGGATH

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EXECUTIVE SUMMARY (DASHBOARD REPORT)



TIMARU DISTRICT COUNCIL
MONTHLY REPORT: PERIOD :
SUBMITTED BY:
DATE:

THEATRE ROYAL AND MUSEUM
Mar-26
Paul Haggath
31-Mar-26

Portfolio	Local Authority
Programme	Property
Project	Timaru Theatre Royal and Museum
High Level Scope	Structural Strengthening and refurbishment of heritage theatre and construction of new museum.

This Reporting Period	November 2025
Project Start Date	1-Dec-24
Portfolio #	Local Authority
Program #	Leisure
Project Name / ID #	Enter Proj Name / ID #
Project Director	Paul Haggath
Project Manager	Paula Ryan
Financial Period End (month prior to Reporting Period)	28-Feb-26
Fiscal Period	Q2
Financial Year	2025-2026

1.1 Programme Update Summary Status GREEN

Key Achievements this period:

- Museum foundations underway, below slab services complete
- Excavation commenced in theatre auditorium - floor removed and foundations dug
- Underpinning of Stagehouse foundations underway
- Civil Works complete
- Fabrication underway for museum and Theatre BOH precast panels

1.8 Financial Summary Status AMBER

- Project forecast remains on budget - refer finance section of Project Director's Report and QS Cost Report Summary
- Cumulative expenditure to end Feb 26 shows as \$6,325,192.
- Current forecasts show a contingency of \$2,700,000.
- 11.37m has now been received from MBIE funding

1.2 Health, Safety & Environment: Status GREEN

- No incidents to report this period.
- Excavation commenced as excavations are progressed for the museum foundations and the theatre auditorium floor and stage area.
- Care is being taken to ensure there are no health and safety conflicts between work areas

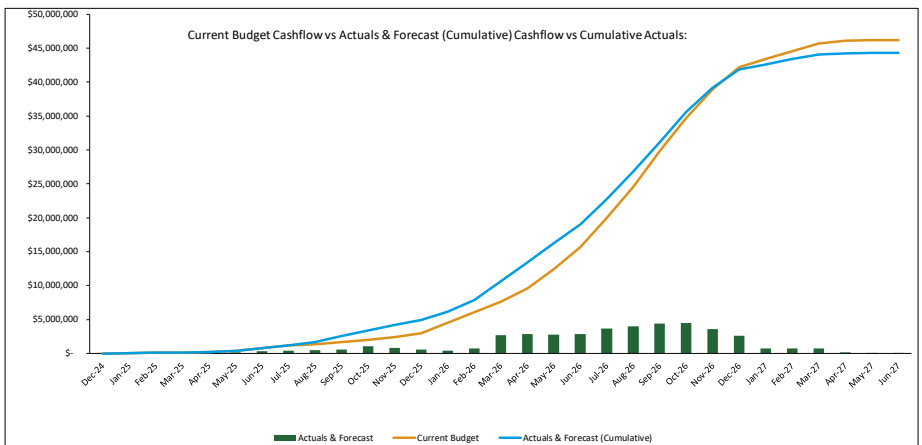
Period	Incidents	LTI (LTIFR)	Medical Treatment	Near Misses	Environmental
0	0	0	0	0	0
Total	0	0	0	0	0

Year	2024/25	2025/26	2026/27	2027/28	Total
Current Budget	\$ 770,723	\$ 14,931,466	\$ 30,497,812	\$ -	\$ 46,200,000
Actuals & Forecast	\$ 770,723	\$ 16,275,760	\$ 25,247,624	\$ -	\$ 43,500,000
Remaining Contingency	\$ -	\$ 2,700,000	\$ -	\$ -	\$ 2,700,000
Expenditure to date	\$ 818,116	\$ 5,507,076	\$ -	\$ -	\$ 6,325,192

1.3 Environmental and Heritage Status AMBER

Key achievements/outcomes

- Resource consent was approved 23rd December 2025. Notice given of works commencing
- The Civic Trust has expressed their interest and intent to acquire and refurbish the Criterion Hotel
- Long-term direction still needed re the future of the Chinese Gardens Restaurant remaining buildings.



1.4 Quality Status GREEN

Key achievements/outcomes

- QA and monitoring of works will be essential to ensure compliance and signoff of foundations, underpinning and all excavations
- Traffic Management Plan in place
- Shop drawings completed for first precast panels and fabrication underway.

1.5 Communications / stakeholder engagement Status GREEN

Key achievements/outcomes

- Rachel Leitch is managing communications, erection of signboards, press and media releases, and regular website updates. Website is live as of end Jan 26

1.6 Procurement Status GREEN

Key issues/priorities

- Hawkins are being encouraged to make sure local suppliers and contractors are afforded opportunity to tender for work.
- Museum Exhibition Fit Out - design is progressing - procurement strategy to be developed for all items once design is completed.
- Only contract still to appoint stage curtains - quote received from John Herber of Kaipoi and will be formalised in next period
- TDC has made an offer to a new theatre manager which has been accepted - commencement date May 2026

1.9 Key Risks Status GREEN

- Underpinning to the stagehouse is underway, and represents a high-risk activity.
- Unknown conditions - in any heritage building it is expected that unknown conditions will be encountered and need to be addressed and rectified.
- Global disruption due to the Middle East conflict is an emerging risk, specifically risks associated with increased fuel prices and potential restrictions.
- A risk emerging from the Middle East conflict is shipping disruptions. The team is reviewing all materials to identify those which will require long distance

1.7 Programme Delivery Status GREEN

Architect Appointment - finalise engagement	Baseline Finish	Forecast/Actual Finish	% completion	Finish Variance
Architect Appointment - finalise engagement	1/04/2025	1/04/2025	100%	0 days
Design team appointment	1/05/2025	1/10/2025	100%	153 days
Clearance Contract (mould and asbestos)	30/04/2025	28/02/2025	100%	-61 days
Civil works design	30/06/2025	30/06/2025	100%	0 days
Demolition Contract	31/08/2025	31/08/2025	100%	0 days
Resource Consent (Civil Works)	18/08/2025	31/08/2025	100%	13 days
Building Consent (Civil Works)	18/08/2025	15/09/2025	100%	28 days
Civil Works Contract complete	20/12/2025	12/02/2026	100%	54 days
Preliminary Design (Theatre and Laneway)	30/06/2025	30/06/2025	100%	0 days
Preliminary Design (Museum)	7/07/2025	14/07/2025	100%	7 days
Theatre Developed/ Detailed Design	31/10/2025	31/10/2025	100%	0 days
Museum Exhibition Concept Design and "Hard elements" detailed	31/10/2025	31/10/2025	100%	0 days
Museum / Laneway Developed/ Detailed Design	30/11/2025	14/11/2025	100%	-16 days
Building Consent (Main Works) approved	20/12/2025	20/12/2025	100%	0 days
Theatre and Museum Construction Contract Award	13/01/2026	27/01/2026	100%	14 days
Building Consent (Museum) approved	31/01/2026	28/02/2026	100%	28 days
Museum / Laneway Construction Contract Award	13/01/2026	27/01/2026	100%	14 days
Theatre Specialist Fitout commenced	6/01/2027	6/01/2027	0%	0 days
Museum Exhibition Fit out commenced	1/10/2026	1/10/2026	0%	0 days
Project Completion	28/03/2027	28/03/2027	0%	0 days

ATTACHMENT 1

PROJECT DIRECTOR'S MONTHLY REPORT - MARCH 2026

HEALTH, SAFETY & ENVIRONMENT

No health and safety incidents to report this period.

Site is very busy and congested as excavations are progressed for the museum foundations and the theatre auditorium floor and stage area.

Underpinning of the Stagehouse building is now underway.

Care is being taken to ensure there are no health and safety conflicts between work areas

CONTRACT AND PROCUREMENT STATUS

Civil Works Contract

Civil Works contract is complete.

Main Contract

Works are underway on multiple work fronts, including:

- Theatre Stagehouse foundation underpinning
- Theatre Auditorium sub-floor excavation and foundations
- Stage removal and filling basement
- Museum foundations
- Museum below-slab services
- Off-site fabrication of precast concrete panels and structural steel .

Procurement

As a preventative mitigation measure against global shipping disruptions, long lead items and equipment to be procured from overseas are being ordered as early as possible. For materials that are to be sourced from Europe, where possible alternative materials are being sought from within the Eastern hemisphere to mitigate against potential shipping delays.

Museum Exhibition Fit Out

Detailed design packages for museum fit out have been completed. Work packages are being produced for release to tender, including cabinetry, glass, audio-visual, graphics and storyboarding, lighting and specialist equipment and displays.

Specialist Suppliers

Fabrication and orders underway with Stagemark and Clarity / Vibrant for fly-rig and Audio visual & theatre lighting. Dimensions are being finalized for stage curtains and backstage black curtains (tabs) to allow orders to be finalised with John Herber Ltd.

Theatre Manager

A theatre manager has been appointed, with their commencement date expected in May 2026.

DESIGN STATUS REVIEW

Theatre and Museum lifts:

All lifts have now been changed to Schindler lifts. Orders have been placed to mitigate any potential shipping delays due to world events.

Auditorium Floor and Foundations

The auditorium floor has been removed and excavation undertaken to permit new foundations and reinstatement. Now they have been exposed, some foundation conditions are better and larger than anticipated, which reduces the need for propping and underpinning, but also restricts the space available for HVAC ducts, necessitating some minor design revisions in this area. Overall there are pluses and minuses that should balance.

Museum exhibition:

Museum Exhibition Fit Out – detailed designs for the floor layout and individual exhibit areas have been substantially completed. Cost validation is underway for all elements to ensure continued compliance with budget.

The museum curation team are progressing and developing much of the content and narratives, due to their substantial and detailed knowledge of content. This is a substantial undertaking and careful planning and management of resources is needed, not only to progress and deliver the museum fit out, but to balance this with day-to-day responsibilities.

CONSENTS AND COMPLIANCE

Resource Consent (main buildings) was granted on 23rd December 2025.

Building Consent BC1 (Civil Works) was granted on 11th Sep 2025

Building Consent BC2 (Theatre + Museum foundations) was granted on 7th January 2026.

Building Consent BC3 (Museum remainder) was granted on 27th February 2026.

The Civic Trust has expressed interest in acquiring and renovating the Criterion Hotel. With discussions ongoing.

TDC Property team is to raise a paper to Council regarding options for retaining, removing or selling the adjacent Chinese Gardens Restaurant buildings.

PROGRAMME AND PROGRESS

The project remains on programme.

Underpinning and auditorium works are progressing within the theatre.

Erection of precast panels to the museum building scheduled to commence directly after Easter.

A detailed construction programme has been submitted by Hawkins and has been accepted, as is required by the terms of the contract.

Phase	Baseline Finish	Forecast/Actual Finish	% completion	Finish Variance
Architect Appointment – finalise engagement	1-Apr-25	1-Apr-25	100%	0 days
Design team appointment	1-May-25	1-Oct-25	100%	153 days
Clearance Contract (mould and asbestos)	30-Apr-25	28-Feb-25	100%	-61 days
Civil works design	30-Jun-25	30-Jun-25	100%	0 days
Demolition Contract	31-Aug-25	31-Aug-25	100%	0 days
Resource Consent (Civil Works)	18-Aug-25	31-Aug-25	100%	13 days
Building Consent (Civil Works)	18-Aug-25	15-Sep-25	100%	28 days
Civil Works Contract	20-Dec-25	20-Dec-25	98%	0 days
Preliminary Design (Theatre and Laneway)	30-Jun-25	30-Jun-25	100%	0 days
Preliminary Design (Museum)	7-Jul-25	14-Jul-25	100%	7 days
Theatre Developed/ Detailed Design	31-Oct-25	31-Oct-25	100%	0 days
Museum Exhibition Concept Design and "Hard elements" detailed	31-Oct-25	31-Oct-25	100%	0 days
Museum / Laneway Developed/ Detailed Design	30-Nov-25	30-Nov-25	100%	0 days
Building Consent (Main Works) approved	20-Dec-25	20-Dec-25	100%	0 days
Theatre and Museum Construction Contract Award	13-Jan-26	27-Jan-26	100%	12 days
Building Consent (Museum) approved	31-Jan-26	28-Feb-26	100%	20 days
Museum / Laneway Construction Contract Award	13-Jan-26	27-Jan-26	100%	12 days
Theatre Specialist Fitout commenced	6-Jan-27	6-Jan-27	0%	0 days
Museum Exhibition Fit out commenced	1-Oct-26	1-Oct-26	0%	0 days
Project Completion	28-Mar-27	28-Mar-27	0%	0 days

COMMUNICATIONS AND MEDIA

- Rachel Leitch is managing communications, erection of signboards, press and media releases, and regular website updates. Website is live as of end Jan 26

BUDGET/FINANCIAL REPORTING

Budget Status

The project remains on budget. Refer to attached QS Cost Report Summary by Rhodes + Associates.

The cost centres for the project are summarised below, with expenditure to date (to end Feb 26) and forecast final costs.

Budget element	Budgeted figure (Jan 2026)	Expended to date	Final Forecast Cost
Approved Budget	\$46,200,000		
Professional fees	\$6,000,000	\$3,683,142	\$6,000,000
Construction Costs	\$33,000,000	\$2,061,984	\$33,000,000
Utilities	\$350,000		\$350,000
Theatre Specialist Equipment	\$2,000,000	\$197,344	\$2,000,000
Museum Fit Out *	\$1,800,000	\$48,619	\$1,800,000
Consents, Approvals and Insurances	\$350,000	\$334,105	\$350,000
Contingency (project unknown / unforeseeable)	\$2,700,000		\$2,700,000
Forecast Project Total	\$46,200,000	\$6,325,192	\$46,200,000

*note - \$200,000 transferred from \$2.0m budget to construction costs as hard fit out costs

MBIE Funding

Total drawdowns from MBIE funding is now \$11.37m, leaving \$230k to be requested at project completion.

Museum exhibition funding to be confirmed to be in place before significant expenditure and commitments are put in place. Museum Trust is to liaise with Finance team to agree a mechanism for the journaling of / access to museum funds.

Fundraising group – initial meetings held with theatre user group(s). Still no definitive direction or structure in place for this workstream.

KEY RISKS

- Underpinning to the stagehouse is underway, and represents a high-risk activity. Underpinning involves excavating beneath the building down to good clay, in small sections, to avoid undermining and weakening the walls above, and pouring new reinforced concrete foundations to strengthen and support the structure. Works are undertaken under a controlled manner with the building monitored and surveyed for any movement. No building movement or adverse effects have resulted to date.
- Unknown conditions – in any heritage building it is expected that unknown conditions will be encountered and need to be addressed and rectified. The auditorium floor structure has been removed and existing internal foundations exposed. Minor adjustments have had to be made to the design due to differing foundation details and status (with pluses and minuses). The most significant is the discovery that the foundations beneath the royal boxes are insufficient and need additional strengthening. Strengthening details are being developed.
- Global disruption due to the Middle East conflict is an emerging risk, specifically risks associated with increased fuel prices and potential restrictions to supply and availability. Currently this is not affecting the project, though the construction sector is aware of this as an emerging risk across the industry and is issuing advice and guidance notices as to how these risks should be addressed (as happened during the COVID crisis).
- A further risk emerging from the Middle East conflict is shipping disruptions. The team is reviewing all materials to identify those which will require long distance shipping. The highest risk items are lifts (Schindler) and the building's cladding system (Equitone). Both must be procured from Europe; early orders are being placed to mitigate potential shipping delays.

PROJECT APPROVALS

Below is a summary of the items requiring approval/confirmation from TDC noted in this report:

- Nil at this time

**ATTACHMENT 2 – QUANTITY SURVEYOR COST REPORT
SUMMARY**

ATTACHMENT 3 – ARCHITECT DESIGN REPORT

ATTACHMENT 4 – PROGRESS PHOTOGRAPHS

Theatre Auditorium



Museum Foundations



Civil Works



6.5 Aorangi Stadium Project Update Report

Author: Paul Haggath, Project Director

Authoriser: Paul Cooper, General Manager Regulatory Development and Growth

Recommendation

That the Projects and Procurement Committee receive and note the Aorangi Stadium Project Update – March 2026

Purpose of Report

- 1 The purpose of this report is to update the Projects and Procurement Committee as to the status of the Aorangi Stadium project.

Assessment of Significance

- 2 The significance of this matter, when considered against the criteria of Councils Significance and Engagement Policy, is low.

Project Status

- 3 Refer to attached Project Director's report.

Critical Risks

- 4 Adverse weather remains a high risk as we move to into Autumn and Winter, though the completion of foundations and groundworks over the coming month will mitigate this to an extent.
- 5 Global disruption due to the Middle East conflict is an emerging risk, specifically risks associated with increased fuel prices and potential restrictions to supply and availability. Currently this is not affecting the project, though the construction sector is aware of this as an emerging risk across the industry and (as happened during the COVID crisis) is issuing advice and guidance notices as to how these risks should be addressed.
- 6 A further risk emerging from the Middle East conflict is shipping disruptions. The team is reviewing all materials to identify those which will require long distance shipping. The highest risk items are the scoreboards/shot clocks and HVAC units being procured from Europe and the drop curtains procured from the USE. Orders have been placed to mitigate potential shipping delays.

Budget

- 7 The project remains on budget – refer to detailed Project Director's report for full details

Attachments

1. **Aorangi Project Director's PSG Report #15 March 2026**  



AORANGI STADIUM REDEVELOPMENT



PROJECT STEERING GROUP

REPORT #15

END OF MARCH 2026

PREPARED BY PAUL HAGGATH – TEAM PROJECTS ADVISORY

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EXECUTIVE SUMMARY



PROJECT: AORANGI STADIUM REDEVELOPMENT
MONTHLY REPORT: PERIOD: Mar-26
SUBMITTED BY: Paul Haggath
DATE: 31-Mar-26

Portfolio	Local Authority
Programme	Property
Project	Aorangi Stadium Redevelopment
High Level Scope	Structural Strengthening of Existing Stadium and Construction of a new 8 Court Hall

This Reporting Period	October 2025
Project Start Date	1-Dec-24
Portfolio #	Local Authority
Program #	Leisure
Project Name / ID #	Aorangi Stadium Redevelopment
Project Director	Paul Haggath
Project Manager	David Hooke / Casey Campbell
Financial Period End (month prior to Reporting Period)	28-Feb-25
Fiscal Period	Q2
Financial Year	2025-2026

1.1 Programme Update Summary Status GREEN

Key achievements/outcomes since the previous report
 1. Precast panels and steel for main stadium under fabrication
 2. Precast Panels and steel frame erected to link building
 3. Specialist sports flooring arrived from Europe and stored at Thompson yard
 4. Adverse weather has resulted in 8 days potential delay but team working to recover that time.

1.2 Health, Safety & Environment: Status GREEN

1. No incidents to report this period

Period	Incidents	LTI (LTIFR)	Medical Treatment	Near Misses	Environmental
Total	3	0	0	0	0

1.3 Consents and Compliance Status GREEN

1. All consents now in place
 2. CPU in place to allow public use of existing stadium during construction

1.4 Progress / Design Status Status GREEN

1. Fabrication / shop drawings continuing for various trades including structural steel and precast concrete panels

1.5 Communications / stakeholder engagement Status GREEN

1. Rachel Leitch of Comms team leading project comms and media releases; sign boards now erected
 2. New website landing page now operational

1.6 Procurement Status GREEN

1. Orders placed for overseas equipment and plant to mitigate potential shipping disruptions
 2. Retractable Seating order held - not yet time critical - seeking PAPC direction regarding potential sponsorship for these units
 3. Netball users have requested additional netball hoops and posts

1.7 Programme Delivery Status GREEN

Revised Concept Design and Price	Baseline Finish	Forecast/Actual Finish	% completion	Finish Variance
Revised Concept Design and Price	4 April 2025	30 April 2025	100%	26 days
Contract Agreed and fully executed	30 April 2025	6 May 2025	100%	6 days
Hockey Clubrooms strengthening	31 May 2025	30 September 2025	100%	122 days
Detailed Design	31 July 2025	18 October 2025	100%	79 days
Building Consent 1- Existing Stadium	31 August 2025	30 September 2025	100%	30 days
Building Consent 2 - Civil Works	31 August 2025	30 September 2025	100%	30 days
Building Consent 3 - New Stadium and Link	31 October 2025	31 October 2025	100%	0 days
Civil / Advance Works	31 August 2025	7 August 2025	100%	-24 days
Construction				
Existing stadium seismic strengthening & upgrade	19 December 2025	9 January 2026	100%	0 days
New Stadium site prep and groundworks	31 March 2026	30 January 2026	100%	0 days
New Stadium construction	31 March 2027	31 March 2027	8%	0 days
Link Building	31 March 2027	31 March 2027	15%	0 days
Fit Out	31 March 2027	31 March 2027	0%	0 days
Project Completion	31 March 2027	31 March 2027	0%	0 days

1.8 Financial Summary Status GREEN

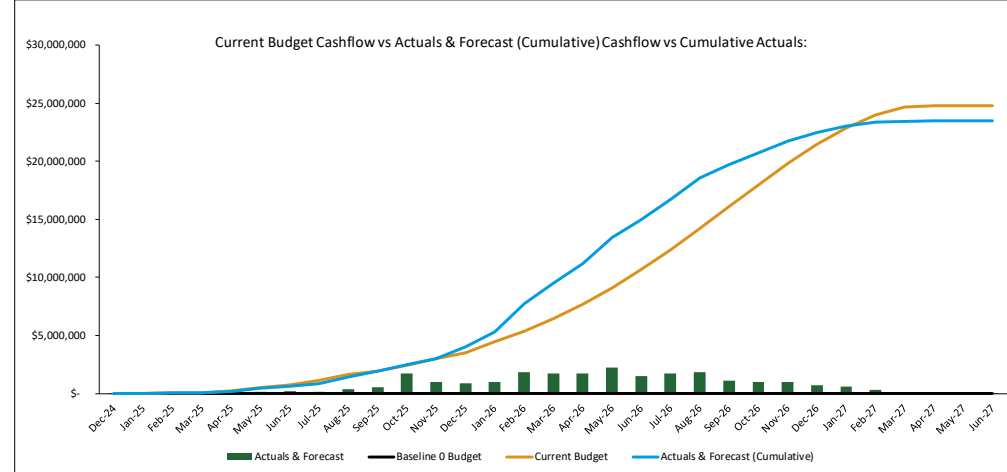
1. Refer to Rawlinsons Cost Report Summary
 2. Better off Funding of \$2m has been applied for to be drawn down by Finance team. (Note this is part of approved budget, not additional to)
 3. Overall contingency remains stable and robust at \$798k.

Cashflow Forecast:

Year	2024/25	2025/26	2026/27	2027/28	Total
Current Budget	\$ 762,654	\$ 9,899,036	\$ 14,105,647	\$ -	\$ 24,767,337
Actuals & Forecast	\$ 554,024	\$ 14,802,755	\$ 8,612,579	\$ -	\$ 23,969,358
Remaining Contingency	\$ -	\$ (208,629)	\$ 4,903,719	\$ (5,493,068)	\$ (797,979)

Cashflow to Date:

Planned Expenditure to Date (Baseline)	Actual Expenditure to Date (Cashflow)	Variance
\$ 7,730,019	\$ 8,133,726	\$ 403,707
Planned Expenditure (Period)	Actual Expenditure (period)	Variance
\$ 2,430,458	\$ 1,868,243	\$ (562,215)



1.9 Programme Completion Status GREEN

Late Milestones	Baseline Finish	Forecast/Actual Finish	Variance
New Stadium construction	31-Mar-27	31-Mar-27	0 days
Link Building	31-Mar-27	31-Mar-27	0 days

ATTACHMENT 1

PROJECT DIRECTOR'S MONTHLY REPORT – MARCH 26

1. HEALTH, SAFETY & ENVIRONMENT

No incidents to report this period.

Health and safety performance during March remained stable and well controlled. Regular onsite oversight was maintained by Managers, with daily toolbox meetings led by the Foreman and ongoing coordination with TDC representatives.

A formal Health and Safety Coordinator audit was completed on 5 March 2026, including a site walkaround with TDC representatives, and returned a positive result.

2. CONTRACTS AND PROCUREMENT STATUS

Long-lead items including HVAC units, drop curtains and scoreboards / shotclocks, which are all coming from overseas, have been ordered. Timber Sports floor, imported from Europe, has been delivered to Thompson yard.

Discussions ongoing with suppliers for retractable seats to determine most appropriate units. No order yet placed, pending finding an appropriate sponsor, or approval to purchase from contingency. Only 12-16 weeks lead time required for these seats, so not time-critical, though with increased disruption to global shipping, sufficient allowance should be made when ordering these units. No decision is yet needed from PAPC re these units.

3. DESIGN STATUS

Steelwork and Precast Panel fabrication drawings for the main stadium have been completed and panels and steel are now in fabrication.

Consideration is being given to options to mask / soften the inside walls of the stadium above the precast and glazing units, as they may look too industrial. Options under consideration are partial or full height nylon sports netting, plywood panelling, and wire netting. Comparative prices are as below:

Further to the User Group request that the function suite has a folding / dividing walls to allow it to be split it into two separate spaces, at a cost of \$83k, PAPC meeting in Feb 2026 directed that this is not to proceed at present, but that light fittings and sprinklers to be positioned to allow for a future installation. This has been actioned.

Netball users have requested additional netball posts, to provide 8 full sets of fixed and 8 full sets of adjustable poles. Price obtained at \$8,720 plus GST.

4. CONSENTS & COMPLIANCE

Building Consents all fully in place.

CPU is in place for ongoing public use of the existing stadium facility during the remaining construction works.

5. PROGRAMME & CONSTRUCTION

The project is currently running approximately 1.5 weeks behind programme due to adverse weather, but the team is committed to recovering this time

Key dates are as below:

Revised Concept Design and Price	Baseline Finish	Forecast/Actual Finish	% completion	Finish Variance
Revised Concept Design and Price	4 April 2025	30 April 2025	100%	26 days
Contract Agreed and fully executed	30 April 2025	6 May 2025	100%	6 days
Hockey Clubrooms strengthening	31 May 2025	30 September 2025	100%	122 days
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Construction				
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New Stadium construction	31 March 2027	31 March 2027	8%	0 days
Link Building	31 March 2027	31 March 2027	15%	0 days
Fit Out	31 March 2027	31 March 2027	0%	0 days
Project Completion	31 March 2027	31 March 2027	0%	0 days

6. BUDGET / FINANCIAL REPORTING

Budget remains healthy with contingency remaining healthy at \$798,300.

Refer also to Rawlinsons Cost Report Summary.

Budget element	Budgeted figure	Expended to date	Final Forecast Cost
Approved Budget	\$24,767,659		
Professional fees inc TDC internal costs	\$728,445	\$282,771	\$686,480
Consents and internal TDC costs	\$50,000	\$142,675	\$155,525
Construction Costs	\$22,694,337	\$7,459,820	\$22,813,184
Advance works and Utilities	\$319,555	\$250,562	\$314,170
Contingency (project unknown / unforeseeable)	\$975,322		\$798,300
Forecast Project Total	\$24,767,659	\$8,135,829	\$24,767,659

7. COMMUNICATIONS AND MEDIA

Sign boards have been installed on site fencing, providing public visibility in high-traffic areas and helping to positively manage the project narrative.

Communications Manager Rachel Leitch will be regularly updating website and social media.

8. KEY PROJECT RISKS

Adverse weather remains a high risk as we move from Autumn into Winter, though completion of foundations and groundworks over the coming month will mitigate this to an extent.

Global disruption due to the Middle East conflict is an emerging risk, specifically risk associated with increased fuel prices and potential restrictions to supply and availability. Currently this is not affecting the project, though the construction sector is aware of this as an emerging risk across the industry and (as happened during the COVID crisis) is issuing advice and guidance notices as to how these risks should be addressed.

A further risk emerging from the Middle East conflict is shipping disruptions. The team is reviewing all materials to identify those which will require long distance shipping. The highest risk items are lifts (Schindler) and the building's cladding system (Equitone). Both must be procured from Europe; early orders are being placed to mitigate potential shipping delays.

9. PROJECT APPROVALS REQUIRED

1. Direction on wall softening options
2. Approval to purchase additional netball poles

ATTACHMENT 2 : QUANTITY SURVEYOR'S COST REPORT

ATTACHMENT 3 : PROGRESS PHOTOGRAPHS













7 Consideration of Urgent Business Items

8 Consideration of Minor Nature Matters

9 Exclusion of the Public

Recommendation

That the public be excluded from—

- *(a)the whole of the proceedings of this meeting; or
- *(b)the following parts of the proceedings of this meeting, namely,—

10.1 Public Excluded Minutes of the Projects and Procurement Committee Meeting held on 10 March 2026

10.2 Contract 2756 Claremont Water Treatment Plant - Design and Build

10.3 Claremont Water Treatment Plant Treated Water Reservoir Registration of Interest

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:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Plain English Reason
<p>10.1 - Public Excluded Minutes of the Projects and Procurement Committee Meeting held on 10 March 2026</p> <p>Matters dealt with in these minutes:</p> <p>10.1 - Public Excluded Minutes of the Projects and Procurement Committee Meeting held on 10 February 2026</p> <p>10.2 - Theatre Royal and Museum Project Status Report - February 2026</p> <p>10.3 - Aorangi Stadium Project Report - February 2026</p>	<p>Section 48(1) of the Local Government Official Information and Meetings Act 1987.</p>	<p>The public excluded minutes of the meeting held on 10 March 2026 are considered confidential pursuant to the provisions of the LGOIMA Act of 1987.</p> <p>The specific provisions of the Act that relate to these minutes can be found in the open minutes of the meeting held on 10 March 2026.</p>

<p>10.4 - Summary of FY2024-25 contract approvals and costs</p>		
<p>10.2 - Contract 2756 Claremont Water Treatment Plant - Design and Build</p>	<p>s7(2)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(i) - The withholding of the information is necessary to enable the Council to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	<p>To protect commercially sensitive information</p> <p>To enable Council to carry out commercial or industrial negotiations</p>
<p>10.3 - Claremont Water Treatment Plant Treated Water Reservoir Registration of Interest</p>	<p>s7(2)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(i) - The withholding of the information is necessary to enable the Council to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	<p>To protect commercially sensitive information</p> <p>To enable Council to carry out commercial or industrial negotiations</p>

*I also move that [\[name of person or persons\]](#) be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of [\[specify\]](#). This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because [\[specify\]](#)

*Delete if inapplicable.

Note

[Section 48\(4\)](#) of the Local Government Official Information and Meetings Act 1987 provides as follows:

- “(4)Every resolution to exclude the public shall be put at a time when the meeting is open to the public, and the text of that resolution (or copies thereof)—
 - (a)shall be available to any member of the public who is present;
and
 - (b)shall form part of the minutes of the local authority.”

10 Public Excluded Reports

11 Readmittance of the Public