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**MINUTES** of a meeting of the Taupiri Community Board held in the Memorial Hall, Greenlane Road, Taupiri on **MONDAY, 21 JUNE 2021** commencing at **6.00pm**.

**Present:**

Ms D Lovell (Chairperson)  
Mr R Van Dam (Deputy Chairperson)  
Cr JM Gibb  
Cr EM Patterson  
Mr H Lovell  
Mrs S Ormsby-Cocup [until 7:49pm]  
Ms J Henry

**Attending:**

Ms R Murray (Community Waikato)  
  
Mr G Mason (Innovation & Risk Manager)  
Mr A Marais (Business Intelligence Team Leader)  
Ms G Kanawa (Democracy Team Leader)  
Ms M Horsfield (Democracy Advisor)

Four (4) members of the public

**APOLOGIES AND LEAVE OF ABSENCE**

**Resolved: (Ms Cocup-Hughes/Cr Patterson)**

**THAT** apologies be received from **Ms Van Den Bemd** and **Ms Morley**;

**AND THAT** an early apology for be received from **Mrs Cocup-Hughes**.

**CARRIED**

**TCB2106/01**

## **CONFIRMATION OF STATUS OF AGENDA ITEMS**

**Resolved: (Cr Patterson/Cr Gibb)**

**THAT** the agenda for a meeting of the Taupiri Community Board held on 21 June 2021 be confirmed and all items therein be considered in open meeting;

**AND THAT** all reports be received;

**AND FURTHER THAT** the Committee resolves that the following item be added to the agenda as a matter of urgency as advised by the Chairperson;

- Item 6.1 Charitable Trust Process

**AND THAT** in accordance with Standing Order 9.4 the order of business be changed with agenda item 6.2 [*Representation Review Presentation*] being considered after agenda item 6.1.

**CARRIED**

**TCB2106/02**

## **DISCLOSURES OF INTEREST**

Ms Cocup-Hughes advised members of the Board that she would declare a non financial conflict of interest in item 6.3 [*Taupiri School – Community Garden Improvement and Picnic Tables*].

## **CONFIRMATION OF MINUTES**

**Resolved: (Ms Cocup-Hughes/Mr Lovell)**

**THAT** the minutes for a meeting of the Taupiri Community Board held on Monday, 10 May 2021 be confirmed as a true and correct record of that meeting.

**CARRIED**

**TCB2106/03**

## **REPORTS**

### Public Forum

#### Agenda Item 5.1

The following items were discussed:

Mr MacCormack

- Invitation to the Community Board to discuss concerns associated with the development of the former Candyland site. Concern expressed regarding the possible development and resource consent of the site for meat processing and abattoir and how it could affect nearby residents. Residents should have the opportunity to object to the development.

Mr Turtle – Footpaths

- Concern expressed regarding multiple trip hazards (dips in the footpath slabs) on Button Lane footpath.

### Charitable Trust Process

#### Agenda Item 6.1

Ms Murray from Community Waikato provided a verbal report [*TCB2106/02 refers*] and discussion was held.

- regarding the option of establishing a charitable trust.
- Ms Murray advised that before establishing a trust, there should be community buy in and establishment of the structure to get the project going. It was important to ensure that the projects were what the community wanted. Setting the objectives and purpose was an important starting point. The next would be to work on establishing how to achieve those objectives.
- Discussion held regarding how to engage with the public on the proposed projects and the logistics to move the projects forward.
- Community Waikato can assist with facilitating the process of developing the project.

## Representation Review Presentation

### Agenda Item 6.2

The report was received [TCB2106/02 refers] and discussion was held.

#### Tabled Item: Representation Review Presentation

- In 2020, community focus groups and Council briefings were conducted for the Representation Review.
- Council made an initial decision on Maaori Wards under previous legislation but was revoked due to the enactment of new legislation relating to Maaori Wards.
- Council had resolved to include Maaori Wards in the Representation Review and a briefing had been provided to both Councillors and Community Board and Committee Chairs.
- Feedback from Community Boards would need to be submitted to Council before Wednesday, 30 June 2021. Council would adopt the initial proposal for the representation review on the Wednesday, 7 July 2021.
- Consultation period would last for six (6) weeks in July – August 2021.
- Representation Review Hearings would be held on Thursday, 9 September 2021.
- Proposal states that two Maaori councillors would be elected district wide and general councillors would be elected by ward. Feedback from Councillors had suggested 13 Councillors, including the two Maaori ward Councillors.
- Decisions required for the initial Representation Review proposal include:
  - Whether Councillors are elected district wide or by wards.
  - Total number of Councillors.
  - Number, name and boundaries of wards.
  - Number of Councillors per ward.
  - Number, name and boundary of Community Boards
  - Number of members per Community Board.
- Changes to wards and community boards would be subject to feedback from the Community.
- There were currently three (3) tiers of support for Community Boards and Committees.

- Tier 3 Community Committees. Largely self-reliant and not supported by Council. They typically represent small communities.
- Tier 2 Community Committees. Committees typically run over urban and rural boundaries. They are partially funded by general rates for administration and discretionary funding. They are community volunteers and partially supported by Council with a senior leadership team representative. Some Committees receive assistance with agenda collation and minuting formatting.
- Tier 1 Community Boards. Funded by targeted rates with access to Discretionary Funding. Board members are formally elected with appointed Councillors. They also have the support of two staff members.
- Discussion held regarding the status of the Taupiri Community Board and the option of subdivisions and moving to a community committee.
- Discussion held around the current boundaries of the Taupiri Community Board. Boundary should be extended from what it is currently and should be aligned to historical considerations of Taupiri, extending out into rural areas. Noted that nearby rural areas should be included as communities of interest.

**ACTION:** Community Board workshop to be held on Monday, 28 June 2021 regarding the representation review to further discuss the Taupiri Community Board boundaries.

- Representation Review submission would be required from the Community Board for by Wednesday, 30 June 2021.

#### Discretionary Fund Report to 9 June 2021

##### Agenda Item 6.3

The report was received [TCB2106/02 refers] and no discussion was held.

#### Taupiri Works and Issues Report

##### Agenda Item 6.4

The report was received [TCB2106/02 refers] and discussion was held.

#### *Taupiri School Calming Safety Area*

- Concern that a raised platform was not an appropriate solution due to noise issues.

**ACTION:** Cr Patterson will follow up with staff regarding the raised platform noted on the agenda.

### *Gordonton Bridge*

**ACTION:** The item to be closed and removed from future Works and Issues Reports.

### *Te Putu Street Bridge*

- Cleaning and maintenance of the bridge needs approval from Kiwirail before any work by Council is undertaken. A request had been made to Kiwirail.

### *Taupiri Pa Site Carpark*

- Mr Van Dam had provided photos of trucks parking at the carpark to NZTA. He noted that enforcement was not necessary but signage needed to be installed to stop trucks being parked at the site.

### *Taupiri School – Community Garden Improvement and Picnic Tables*

- Actions from the previous meeting will be discussed at the Board of Trustees meeting this month.
- Cost investigations for materials from Bunnings are still ongoing and Ms Morley was yet to advise.

### *Youth Advisor*

- Ms Cocup-Hughes still to connect with Council's Youth Advisor.

## **Projects**

### *WEL Green Boxes/Chorus Building – Mural Painting*

- Project was still ongoing. Community Board need to meet with the Marae to discuss the mural. Feedback for input from Taupiri School yet to be received.

### *Maaori Cultural Centre in Taupiri*

**ACTION:** The Maaori Cultural Centre to be removed from future project reports within the Works and Issues Report.

*Proposal for Walkway and Cycle Track in Taupiri*

- Cr Patterson would invite Craig and Fraser Graham to the public consultation meeting regarding proposed community projects. They are waiting to meet with NZTA representatives.
- Staff had worked on identifying who owns the titles on the land where the proposed track would go.

Taupiri School - Community Garden Improvements and Picnic Tables  
Agenda Item 6.5

- No further feedback from the previous meeting.
- Discussed the option of sponsoring pavers from school alumni and the local community. Ms Cocup-Hughes would discuss this at the Taupiri School Board of Trustees meeting this month.

**(Resolved: Cr Gibb/Ms Henry)**

**THAT the request from Taupiri School towards the cost of Community Garden Improvements and Picnic Tables be deferred until the next meeting.**

**CARRIED**

**TCB2106/04**

Ms Cocup-Hughes left the meeting at 7:49

Chairperson's Report  
Agenda Item 6.5

The Chair gave a verbal report and answered questions of the Board.

- Rivercare had responded regarding spraying and planting behind Taupiri cemetery. Ms Lovell has been informed of the installation of electric fencing and grazing behind Taupiri cemetery.
- Spark – Chorus's copper lines would be removed from Taupiri.
- Bollards on Gordonton Road had been damaged. A CRM had been logged.
- Taupiri Hall Committee AGM would be Thursday, 1 July 2021.

Councillors' Report

Agenda Item 6.6

Crs Gibb and Patterson provided no verbal report.

**PROJECTS**

Parks & Reserves

Agenda Item 7.1

No update was provided.

Community Planting and Maintenance

Agenda Item 7.2

No update was provided.

Taupiri School Updates

Agenda Item 7.3

No update was provided.

Taupiri Mountain (Maunga)

Agenda Item 7.4

No update was provided.

Emergency Procedures – Civil Defence

Agenda Item 7.4

No update was provided.

Footpaths/Road signs/Lighting/Tunnels

Agenda Item 7.5

No update was provided.

Road Frontages/Gardens/Mowing

Agenda Item 7.6

No update was provided.





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**What we did in 2020**

- Community Representation Review Survey online mid-August and open until end of September
- Community Focus groups – Stakeholders, including Maaori (Sept to Oct)
- Council briefing - presentation and summary of findings to Council (Nov/Dec)
- Council made initial decision based on Maaori Wards/Representation

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**Updated Timeline**

- 5 May – Council revoked previous resolution in regard to Maaori Wards due to legislation change
- 20 May – Council resolved to include Maaori wards/representation in Representation Review
- 8 June - Briefing with Councillors on steps required and feedback sought on:
  - Number of Councillors in total
  - Number of Maaori Seats
  - Maaori Seats – District Wide vs Wards
  - Number of Wards
  - Ward Boundaries
- 15 June – Briefing with Community Board & Committee Chairs

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### Updated Timeline (contd)

- 15 June to 29 June – Presentation on decisions to date on initial proposal
- 28 June – Briefing presenting draft initial proposal to Councillors
- 21 June to 30 June – Staff finalise changes to initial proposal
- 7 July Council adopts Initial Proposal
- 9 July to 20 August – Consultation period
- 9 September – Rep Review Hearings

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### Decisions required for initial Proposal

1. Councillors elected District Wide or by Wards
2. Total number of Councillors
3. Number, name and boundaries of Wards
4. Number of members per Ward
5. Number, name and boundaries of Community Boards
6. Number of members per Community Board
7. Draft Initial Proposal adopted, including changes and reasons for those changes

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### Councillors & Wards

- Maaori representation to be elected District Wide
- Balance of Councillors to be elected by Wards
- Total number of Councillors:
  - 11 (General) by Ward
  - 2 (Maaori) District Wide
- 7 Wards – boundaries and names yet to be finalised (changes recognise feedback on communities of interest)

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### Community Boards vs Committees

- Three tiers of support:
  - Community Boards:
    - funded by targeted rates with access to discretionary funding
    - formally elected representatives including appointed Cr(s)
    - fully supported by Council 2 x staff resources per board
  - Community Committees (urban/lifestyle areas):
    - partial funding provided through general rates for administration/printing/discretionary funding
    - community volunteers
    - partially supported by Council 1 staff per committee and 1 Cr appointed (non voting member)
  - Community Committees (rural areas):
    - completely voluntary with no council resource

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### Smaller Community Committees – Tier 3

- No Council resources provided
- Committee members voluntary
- Agendas/minutes not on Council website
- Many of these smaller committees reflect the size of the community and some originally started as Hall/Reserve Committees
- With growth some of them may wish to move towards Tier 2 but this does have funding implications

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### Community Committees – Tier 2

- Partially supported by Council – all meetings advertised as part of Council monthly advert.
- Some agendas put together by Democracy Team and loaded to Council website.
- Minutes provided by Community Committee Secretary for loading to Council website.
- 1 senior staff member at meeting.
- Based on urban limits and local Councillor appointed as non voting member
- Currently 4 – Meremere, Pokeno, Tamahere and Te Kauwhata.
- Would your community support a targeted rate, and if so at what level \$20, \$20-40, \$40+

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### Community Boards – Tier 1

- Meetings fully supported by 2 x Council staff – targeted rate collected
- Number and name of Community Boards (currently 5 - Huntly, Ngaruawahia, Onewhero-Tuakau, Raglan and Taupiri)
- Will boundaries be contained to urban areas or extend to rural areas of the ward
- Any boundary changes need to factor in – impact to residents not currently paying targeted rate and communities of interest from those outside urban areas
- Will the Community Boards have subdivisions linking communities of interest (note +/-10 rule)
- Number of elected members on each board
- Number of appointed members, ie Councillor(s)

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That's all – any questions or comments?



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	<b>Community Board</b> <i>(for a larger community)</i>	<b>Community Committee</b> <i>(for a larger community)</i>	<b>Other Community Committees and Representative bodies</b> <i>(incl. Residents &amp; Rate Payers Associations, and smaller community groups)</i>
	<b>Tier 1</b>	<b>Tier 2</b>	<b>Tier 3</b>
<b>Legal status</b>	Unincorporated body (separate from Council and not a committee) <i>s51 LGA 2002</i>	Unincorporated body – established by, and for, a specific community. It is not a Council committee.  Option to become incorporated	Unincorporated body – established by, and for, a specific community. It is not a Council committee.  Option to become incorporated
<b>Governing legislation</b>	Governed by same legislation as the Council (as far as applicable to a community board). In particular: <ul style="list-style-type: none"> <li>• LGA 2002 (meeting process, decision-making etc)<sup>1</sup></li> <li>• LGOIMA (Council information, meeting process)</li> <li>• LEA (elections)</li> <li>• LAMIA (members’ interests)</li> </ul>	Not expressly governed by local government legislation, though any decisions made under delegation from Council need to comply with relevant legislation.  Best practice/guidance is that it mirrors Community Board compliance with legislation.  LGOIMA applies to any official information held by the community committee.	Not expressly governed by local government legislation.  LGOIMA applies to any official information held by the community committee.
<b>Governing documentation</b>	Community Board Charter (with Council) – terms of reference and delegations  Follows Standing Orders  Code of Conduct (optional to adopt)	Community Committee Charter- terms of reference and delegations  Follows Standing Orders and Council Code of Conduct (not formally adopted).	Each committee responsible for its own governing documentation on how it will operate.

<sup>1</sup> LGA (Local Government Act); LGOIMA (Local Government Official Information and Meetings Act); LEA (Local Electoral Act); LAMIA (Local Authorities (Members’ Interests) Act)

	<b>Community Board</b> <i>(for a larger community)</i>	<b>Community Committee</b> <i>(for a larger community)</i>	<b>Other Community Committees and Representative bodies</b> <i>(incl. Residents &amp; Rate Payers Associations, and smaller community groups)</i>
	<b>Tier 1</b>	<b>Tier 2</b>	<b>Tier 3</b>
<b>Representative function</b>	Represents a community within a defined geographic area, determined as part of Council's representation review.	Represents a community without a defined area; informal understanding of the community's parameters.	Represents a community without a defined area; informal understanding of the community's parameters.
<b>Role and responsibilities<sup>2</sup></b>	<p>As set down in the LGA<sup>3</sup> and as delegated by Council (refer to Board Charter). These include:</p> <ul style="list-style-type: none"> <li>• Represent and advocate for community;</li> <li>• Engage and consult with its community;</li> <li>• Maintain an overview of Council services in the community;</li> <li>• Submissions to Council;</li> <li>• Oversee and support community projects;</li> <li>• Can establish subcommittee(s);</li> <li>• Develop and implement community plan/placemaking activities;</li> <li>• Approve discretionary funding activities (see below);</li> <li>• Connect with hall committees in board's area;</li> <li>• Appointments on non-Council bodies within board's area.</li> </ul>	<p>Set out in the Committee's charter (incl. any delegations from Council). These include:</p> <ul style="list-style-type: none"> <li>• Represent and advocate for community;</li> <li>• Engage and consult with its community;</li> <li>• Maintain an overview of Council services in the community;</li> <li>• Submissions to Council;</li> <li>• Oversee and support community projects;</li> <li>• Can establish subcommittee(s);</li> <li>• Develop and implement community plan/placemaking activities;</li> <li>• Approve discretionary funding activities (see below).</li> <li>• Connect with hall committees in board's area;</li> </ul>	<p>Set out in the committee's governing documentation. No delegations from Council.</p>

<sup>2</sup> What is delegated to a Community Board (or Committee) is outside the scope of the representation review, though can be reviewed/considered at the same time if desired.

<sup>3</sup> Refer s52 LGA – set out in Appendix 1.

	Community Board (for a larger community)	Community Committee (for a larger community)	Other Community Committees and Representative bodies (incl. Residents & Rate Payers Associations, and smaller community groups)
	Tier 1	Tier 2	Tier 3
Appointment of members	<p>Determined under the LEA – elected members appointed via local authority elections; appointed members resolved by Council (in accordance with representation review).</p> <p>Currently each has 6 elected members and either 1 or 2 appointed members.</p>	<p>Determined in accordance with Committee Charter, acting as community volunteers.</p> <p>Council senior staff facilitate an informal elections process for members.</p> <p>Local councillor(s) to attend as non-voting member.</p> <p>Currently able to have between 3 and 14 elected members.</p>	<p>Determined by committee’s governing documents, acting as community volunteers.</p> <p>Council does not facilitate and is not usually involved in process.</p> <p>Local councillor(s) may attend as non-voting member.</p> <p>Able to determine number of elected members.</p>
Funding	<p>LGA requires Council to provide “the necessary administrative and other facilities for that community board” and cover the board’s expenses in fulfilling its roles and responsibilities (subject to any limit set by the Council): thus administration funded via general rates</p>	<p>Administration funded via general rates (staff time and budget for admin support between \$500 and \$4000 depending on size of population)</p> <p>No legislative obligation for Council to fund/support.</p>	<p>No Council funding other than and budget for admin support between \$500 and \$1000 depending on size of population).</p> <p>No legislative obligation for Council to fund/support.</p>
Discretionary funding (for community)	<p>Own discretionary fund in LTP/AP from Targeted Rate*- WDC staff process valid, approved expenditure on behalf of the committee and prepare reconciled statement of fund for each Board meeting.</p> <p>It is anticipated that discretionary funding expenditure is in line with Local Area BluePrint and other community aspirations.</p> <p><i>*Targeted Rate covers discretionary funding and member remuneration</i></p>	<p>Own discretionary fund in LTP/AP <u>IF</u> Targeted Rate in place– WDC staff process valid, approved expenditure on behalf of the committee and prepare reconciled statement of fund for each committee meeting.</p> <p>Can currently apply for funding via Rural Ward Discretionary Fund (funds under ‘sinking lid’) but in future funding applications need to align with Local Area BluePrint and/or be included on WDC’s Unfunded Projects List</p>	<p>Can currently apply for funding via Rural Ward Discretionary Fund (funds under ‘sinking lid’) but in future funding applications need to align with community aspirations and/or be included on WDC’s Unfunded Projects List</p>

	<b>Community Board</b> <i>(for a larger community)</i>	<b>Community Committee</b> <i>(for a larger community)</i>	<b>Other Community Committees and Representative bodies</b> <i>(incl. Residents &amp; Rate Payers Associations, and smaller community groups)</i>
	<b>Tier 1</b>	<b>Tier 2</b>	<b>Tier 3</b>
<b>Remuneration of members</b>	Elected members may receive remuneration as determined by the Remuneration Authority, fully funded from Targeted Rate by rate payers within the boundaries of the Board.	No remuneration for elected members (if a Targeted Rate is in place this will be for discretionary funding only). In effect, members are unpaid volunteers.	Likely no remuneration for elected members; remuneration, if any, as determined by committee's governing documents (i.e. must be self-funded)
<b>Governance support</b>	<p>Democracy team oversee all meeting and governance requirements (including agendas, minutes, circulation of actions from meetings and LGA/LGOIMA meetings compliance).</p> <p>Chairperson training provided as part of induction.</p> <p>Co-ordinate regular catch-ups between Chair, Democracy Team rep and Management rep.</p> <p>Assistance and advice provided for chair reports.</p> <p>Facilitate and part-fund attendance of representatives to biennial Community Board conference.</p>	<p>Committee has its own secretary, elected from amongst its members.</p> <p>Democracy team collates and distributes agendas and posts online, prepares draft minutes for committee secretary, circulates actions to WDC staff, publishes agendas and minutes online.</p> <p>Ad-hoc governance support provided as and when required (e.g. membership queries, conflict of interest issues etc).</p>	No governance support from Council
<b>WDC staff support</b>	Senior staff member supports Board, attending each meeting as representative for Council management.	Senior staff member supports Committee, attending each meeting as representative for Council management.	No direct, ongoing support provided by WDC staff though may appear from time to time on particular issues of local concern or general matters of interest.
<b>Other Council operational support</b>	<p>Prepare and update formal Works and Issues report each meeting.</p> <p>Engage/consult with Board on community and district-wide issues.</p>	<p>Prepare and update formal Works and Issues report each meeting.</p> <p>Engage/consult with committee on community and district-wide issues.</p>	<p>No additional operational support provided.</p> <p>May engage/consult with committee on community and district-wide issues.</p>

## Appendix 1 – Role of Community Board (section 52, LGA)

The role of the community board is to:

- (a) represent, and act as an advocate for, the interests of its community; and
- (b) consider and report on all matters referred to it by the Council, or any matter of interest or concern to the community board; and
- (c) maintain an overview of services provided by the Council within the community; and
- (d) prepare an annual submission to the Council for expenditure within the community; and
- (e) communicate with community organisations and special interest groups within the community; and
- (f) undertake any other responsibilities that are delegated to it by the Council.

## Appendix 2 – Questions Community Boards and Committees

As part of the Reshape Waikato project (representation review) we would like your feedback on:

1. What is your community of interest? Considering this, where should your boundaries be, i.e. limited to urban areas, extend across the ward or several wards (noting that wards are likely to have different boundaries now, so it is unlikely that matching ward boundaries will be workable).
2. If you are a board/committee within a large ward do you think it would be better to have one board/committee, with or without subdivisions (noting that the +/-10% ratio applies as in the case with wards) or multiple board/committees?
3. What do you think the appropriate number of elected members should be for your community?
4. How many Councillors do you think should be appointed to or attend your Community Board/Committee?
5. Given these boundaries and number of members, will your community be best represented by a community board or community committee arrangement? Note differences from table above AND 6. below if changing from a committee to board is your recommendation.
6. Will your community support a **targeted rate of \$20, \$20-40 or \$40+** for:
  - a. Remuneration of members
  - b. Discretionary funding for local projects
  - c. Cost recovery for supporting a community board **DECIDE Q1-6 BY 30 JUNE FOR CONSULTATION WITH WIDER REP. REVIEW**
7. Should each community board/committee consult with its community on its own targeted rate (reflecting local affordability, size and amount of community aspirational projects, desired speed of project implementation and so on) or have a standard rate where each committee then decides the split between administration costs and discretionary funding only? **DECIDE Q7 BY YR END FOR SEPARATE FUNDING CONSULTATION**

# **Reshape Waikato survey and focus group data analysis**

Elected Members Workshop - February 2021



1. Introduction
2. Summary of the key findings
3. Survey analysis
4. Stakeholders focus groups analysis
5. Community focus groups analysis
6. Map boundaries
7. Conclusion and recommendations

## I Introduction

Council is required by the Local Electoral Act 2001 (LEA) to undertake a review of its representation arrangements at least once every six years. The goal of this representation review process is to ensure that local authorities provide fair and effective representation for people and communities in their authority areas. As part of this process, Council needs to make important decisions regarding the number of wards and community boards within the District as well as the location of their geographical boundaries. The number of Councillors and elected community board members are also up for review. Research of community representation preferences and community engagement are key in guiding this process to achieve better outcomes for the communities that live in the District.

Reshape Waikato is the name given to the 2020/2021 representation review process at the Waikato District Council. This report summarises the findings of three engagement strategies that were carried out by the Reshape Waikato project team between 18 August 2020 and 26 November 2020. The three strategies were as follows:

1. Community Survey
2. Stakeholder Focus Groups
3. Community Focus Groups

The Reshape Waikato project team initially identified an intrinsic tension between broad but shallow public engagement (general consultation or engagement) and narrow but in-depth public engagement (targeted consultation or engagement). The team opted for covering both ends of the spectrum with an additional focus on the narrow, in-depth, dimension of consultation. The team developed three different approaches to public engagement.

The first engagement strategy was a community survey. The goal of the survey was to get a first, broad, understanding of our communities' views. This represented the broad, but shallow, end of the public engagement spectrum. Information was provided through Councils online consultation site "Shape Waikato", and hardcopy material was distributed to all Council offices and libraries. Participation in the survey was based on self-selection and no interaction with the contributors occurred.

The second and third engagement strategies involved focus group sessions. The goal of the focus group sessions was to gain numerically narrower, but much more reasoned, input from the public. Focus group sessions were divided into two streams.

- The first stream was the "stakeholders focus groups". In these focus groups, categories of stakeholders were identified: community boards/committees members, businesses (small and big), community organisations and service providers (schools, health care, etc.). When multiple stakeholders belonged to a same category and no relevant criteria existed, random selection was used to select participants. This was mainly the case with small businesses and schools because while there were not many community organisations and big businesses in some areas, there were usually many schools and small businesses. A more detailed explanation of the selection process can be found in the relevant sections of each engagement strategies in this report.
- The second stream of focus group sessions involved a mix of randomly selected members of the public who were contacted using the electoral roll data and members of the public who participated in the survey.

In both type of sessions, balanced educational material on the representation arrangements that had been reviewed by the Mayor and Councillors Bech and Sedgwick was presented to the participants. Participants engaged in comprehensive and small group discussions before engaging in a number of

activities and answering a set of questions. There were seven sessions and each session lasted about two hours.

This report offers a description and analysis of the information collected through these three engagement strategies before offering some discussions and indicative conclusions that should guide the development of an initial proposal by the Council.

## **2 Summary of the key findings**

Based on the project team's pre-engagement strategy, the following views and preferences have been identified:

- There is a need for amending current representation arrangements (which is in line with the Local Government Commission recommendations from the Council's previous representation review).
- The preferred number of councillors was between 14 and 16.
- The preferred number of wards was between 6 and 8 (with a possible option of having some councillors elected at large).
- Community Boards are popular forms of local representation and the area they cover could be increased.
- Some consideration should be given to the establishment of rural community boards.

## **3 Survey analysis**

- Introduction

The survey was the first step in the Reshape Waikato project team's early engagement strategy. The rationale behind the survey was to retrieve a numerically high and quantifiable set of data. This approach allowed us to reach a broad set of residents but the trade-offs of this approach were a) self-selection biases and b) a potential lack of in-depth, well-reasoned, answers and data.

- Methodology and number of respondents

An online survey was posted on Shape Waikato on 18 August 2020 and closed on 1 October 2020. The survey was open to anyone to respond to and we received 394 contributions (378 contributors). There were seventeen multiple choice questions, with, when relevant, space for comments and/or extra explanation to capture the thoughts of the responder. The survey was advertised through social media, and through Council's website. Hardcopies were made available at libraries and Council offices.

There was no mechanism in place to control the contributors' identity and it is, therefore, possible that a small number of responses came from a) the same people who may have done the survey twice and/or b) people who do not live/own property in the District. There was some evidence from the responses of a couple of cases of both a) and b).

- Demographic information about the respondents (questions 1; 15-17)

The majority (38.32%) of contributions came from people living in a locality that was not listed in the survey (the key localities were identified and included but it was preferable not to list all localities in the District to avoid a fragmentation of the data). About a quarter of the contributions came from localities in the Northern part of the District: Tuakau (13.45%), Pokeno (6.09%), Port Waikato (4.57%), and Mercer (1.27%).

Other significant response rates included Ngaruawahia (6.85%) and Tamahere (6.85%), Raglan (5.84%), and Huntly (5.33%).

37.31% of contributors were in the 45-60 age group, 29.70% in the 30-45 age group, and 20.05% in the 60-75 age group. 65.48% identified as New Zealand Europeans, 26.14% identified as Maaori, and the remainder of the contributors were part of other ethnic groups.

Finally, 64.21% of the contributors were female, 32.49% were male, and 3.30% preferred not to disclose that information.

- Respondents' travel patterns (questions 2-4)

Most respondents (27.66%) work at a place that was not listed in the survey. Hamilton (18.02%) and Auckland (17.51%) are the main places where the contributors work and 11.17% responded "within 5km of where you live".

Again, most contributors (31.22%) go grocery shopping to a place that was not listed in the survey. The rest of the people tend to go to Hamilton (28.43%), Auckland (14.97%), Huntly (6.35%), and Ngaruawahia (4.57%).

When it comes to socialising, contributors mainly socialise in Hamilton (27.16%), 17.77% socialise in Auckland, and 15.99% in a place that was not listed in the survey. Tuakau (6.85%) and Raglan (6.35%) also appeared to be popular places for socialising.

- Communities of interests and sense of belonging (5-6)

The following factors were the five most important in relation to the contributors' sense of belonging (contributors could select up to five): use of land (72.08%), activities and shared community services ((56.85%) in particular sports/recreational and community facilities (more than half the contributors mentioned these two), geography/landscape (53.30%), business and retail services (44.42%), and social connection with immediate neighbours (41.12%).

- Respondents' sentiment about the current representation arrangements (7-9)

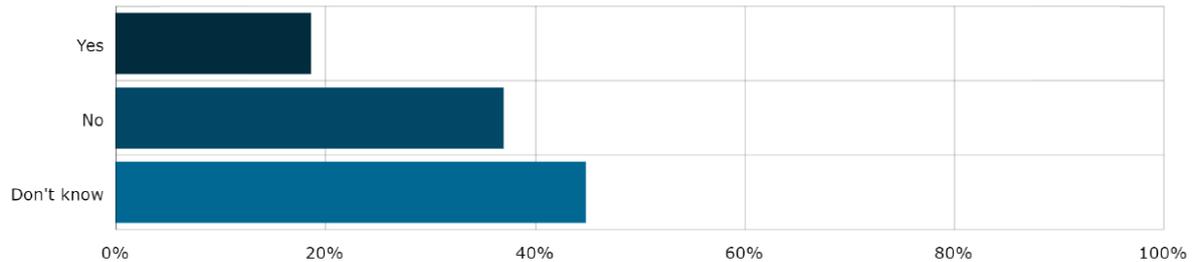
When asked if they felt that the current representation arrangements were fair and effective, 44.67% of the respondents replied that they did not know. 36.80% answered "no" and 18.53% answered "yes". It is unclear from the information provided in the responses whether or not the role of Maangai Maaori at Council is well understood.

The reasons given for being dissatisfied with the current arrangements mainly related to the lack of diversity of the current elected representatives. Comments about Maaori and rural underrepresentation on Council were specifically referred to.

The Northern area of the District also appeared to express more discontent about their representation. Again, from the information provided in the responses it is unclear whether or not the respondents had a clear idea of the role of Maangai Maaori at Council, or how the ward systems are in part dictated by population densities causing rural communities and urban communities to be grouped together.

**7. Do you feel the current representation arrangements are fair and effective? Required**

Multiple Choice | Skipped: 0 | Answered: 394 (100%)

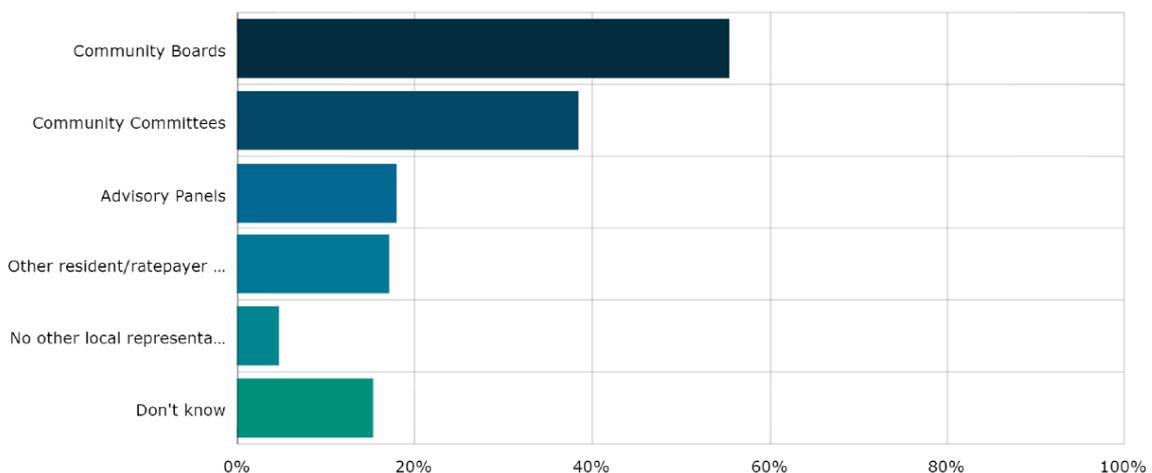


- Respondents' sentiment about alternative forms of local representation (10-14)

The contributors' preferred form of local representation were community boards (55.33%) and 71.83% said that council should continue to have community boards. 19.54% of contributors did not know if the Waikato District should keep community boards and 8.63% believe that the District should not have community boards. Those who didn't support community boards queried their (cost) effectiveness.

**10. Other than the elected Council, what is your preferred option(s) for representation on local issues (i.e. issues in the District)? Select one or more of the following options: Required**

Multiple Choice | Skipped: 0 | Answered: 394 (100%)



Furthermore, 42.25% said that community boards should cover a smaller area (be more focused) than they currently do and 20.07% said they should cover a larger area.

Besides community boards, 38.32% of contributors preferred community committees (38.32%) and the rest favoured other types of local informal representation such as advisory panels (17.77%) and/or resident/ratepayer organisations (17.01%).<sup>1</sup>

- Discussion and conclusion

A certain sentiment of dissatisfaction with the current arrangements emerged from the survey. Lack of representativeness and inefficiency were common themes raised by the contributors. Two important things should, however, be noted:

- a) The lack of representativeness could have been accentuated by the demographic characteristics of the contributors (e.g high participation from Maaori and women). Some contributors, for example, were dissatisfied with the lack of Maaori representation and made the case for the establishment of Maaori wards.
- b) The sentiment of dissatisfaction expressed was not always related to representation arrangements that are the subject of the initial proposal (e.g. decisions regarding the electoral system and Maaori wards have already been made by Council).

Nothing unexpected arose from the survey regarding communities of interests and travel patterns. The focus group sessions offer a more valuable insight into travel patterns.

#### **4 Stakeholders focus groups analysis**

- Introduction

The stakeholders focus group sessions were the second step in the Reshape Waikato project team's early engagement strategy. The rationale behind these sessions was to engage with a smaller sample of the District's population but engage in more in-depth conversations and activities to collect well-informed, more qualitative, data. This approach allowed us to ensure that participants made considered contributions but the trade-off of this approach was the lower number of people participating (compared to an online survey). This represented the numerically narrow, but in-depth, end of the public engagement spectrum.

- Methodology and number of respondents

The first stream of focus group sessions was the "stakeholders focus groups". In these focus groups, relevant categories of stakeholders were identified: community boards and community committee members, businesses (small and big), community organisations, and service providers (schools, health care, etc.). The stakeholders were identified by using Council's internal contact databases and internet searches.

When multiple stakeholders belonged to a same category and no relevant criteria existed for selection, random selection was used to choose the participants. This was the case with small businesses and schools only.

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<sup>1</sup> Respondents could choose more than one option.

A shortlist of contacts was established and three areas (North (From the northern border to Mercer); Centre (from Meremere to Taupiri); South (everything south of Taupiri)) were created for logistical purpose. There were between 49 and 54 potential participants in each area. Businesses represented approximately 40% of the initial list.

Participants were contacted by members of the project team (mostly by phone) and four stakeholder focus group sessions were held in the District with interested stakeholders between 21 October 2020 and 29 October 2020. There were 36 participants and the dates and locations were as follow:

- Wednesday 21 October in Huntly
- Thursday 22 October in Te Kowhai
- Wednesday 28 October in Huntly
- Thursday 29 October in Pokeno

- Communities of interest and sense of belonging

Most of the responses to the question regarding communities of interests led to expected answers: dependence on shared facilities and shared social/recreational spaces were the main factors leading to a sense of belonging. Shared transport/commuting patterns also played an important role in defining communities of interests as well as the feeling of living in a rural/residential/lifestyle area.

A couple of other interesting factors were also highlighted:

- Problems or obstacles that are shared by a community (such as crime or unemployment) can lead to a feeling of belonging to a shared community.
- Shared dependence on water resources can also be a factor in communities of interest.

- Number of councillors

The average preferred number of councillors was 14 councillors. The minimum was 8 and the maximum was 22 councillors. The most common was 10 councillors. It should be noted that a few participants explained that the number of councillors is directly related to the number (and delegations) of community boards. More community boards with more delegations would require less councillors. This approach seemed to be preferred by some participants during the discussions.

- Ward structures and boundaries

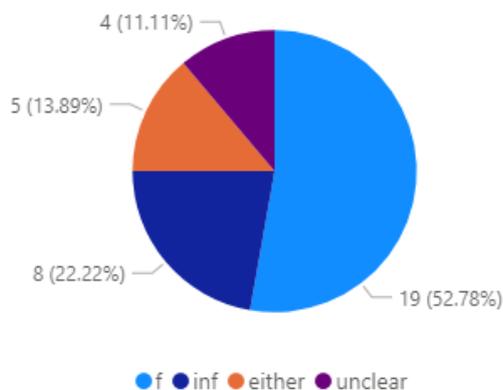
The average number of wards was 6.44 when people were asked to draw boundaries between the wards. The minimum was 4 and the maximum was 12 wards. The most common was 6 wards.

- Community boards and alternative local representation arrangements

Feedback indicated that community boards are popular representation arrangements. It should be noted, however, that this could be due to the selection process and demographics of these stakeholder’s sessions as many community board members came to the sessions.

There was a slight preference among participants for formal local representation arrangements such as community boards instead of informal arrangements such as community committees (52.78%). There was no clear direction as to whether community boards should cover larger, smaller, or the same areas as they currently do, or should have more or less elected community members although it was suggested that having uneven number of Board members would be preferred to avoid ‘even votes’.

Formal - Q4



## 5 Community focus groups analysis

- Introduction

The community focus group sessions were the third step in the Reshape Waikato project team’s early engagement strategy. The rationale behind these sessions was to engage with a smaller sample of the District’s population but engage in more in-depth conversations and activities to collect well-informed, more qualitative, data. This approach allowed us to ensure that participants made considered contributions but the trade-off of this approach was the lower number of people participating. This represented the numerically narrow, but in-depth, end of the public engagement spectrum. As explained in the next section, the difference between this third strategy and the second one, relates to the selection method for the participants.

- Methodology and number of respondents

The second stream of focus group sessions was the “community focus groups”. In these focus groups, 393 invitation letters were sent to semi-randomly selected members from the public (the only criteria applied to the selection process was to ensure a balance between rural and urban and Maaori representation). People who completed to community survey were also invited by email. 19 participants attended which represent a response rate of 4.83%.

- Thursday 12 of November in Ngaruawahia
- Thursday 19 of November in Pokeno Thursday 26 of November in Huntly

- Communities of interest and sense of belonging

Most of the responses to the question regarding communities of interests led to expected answers and were similar to the stakeholders focus groups: dependence on shared facilities and shared social/recreational spaces were the main factors leading to a sense of belonging. Shared transport/commuting patterns also played an important role in defining communities of interests as well as the feeling of living in a rural/residential/lifestyle area.

- Number of councillors

The average preferred number of councillors was 16.22 councillors. The minimum was 12 and the maximum was 24. The most common was 16. It should be noted that in these groups as well, some participants explained that the number of councillors is directly related to the number of community boards ie: if there are community boards offering an additional layer of representation to communities, more councillors may not be necessary. If there are fewer community boards or they cover a smaller area, more councillors is preferred to offer more representation.

- Ward structures and boundaries

The average preferred number of wards was 7 when people were asked to draw boundaries between the wards. The minimum was 1 (at large) and the maximum 15. The mode was 6.

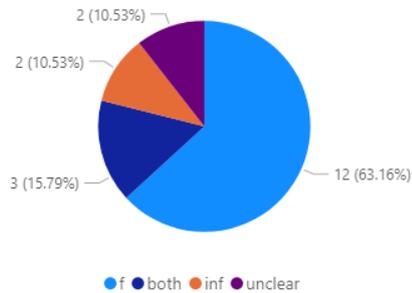
- Community boards and alternative local representation arrangements

Community boards remained popular representation arrangements in the community focus group sessions despite the absence of community board members.

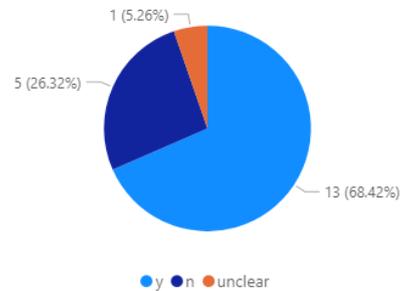
Participants preferred formal local representation arrangements such as community boards instead of informal arrangements such as community committees (63.16%). 68.42% of

participants also believed that community boards should cover the entire district and 52.94% believed that rural and urban areas should have different community boards.

Formal - Q4



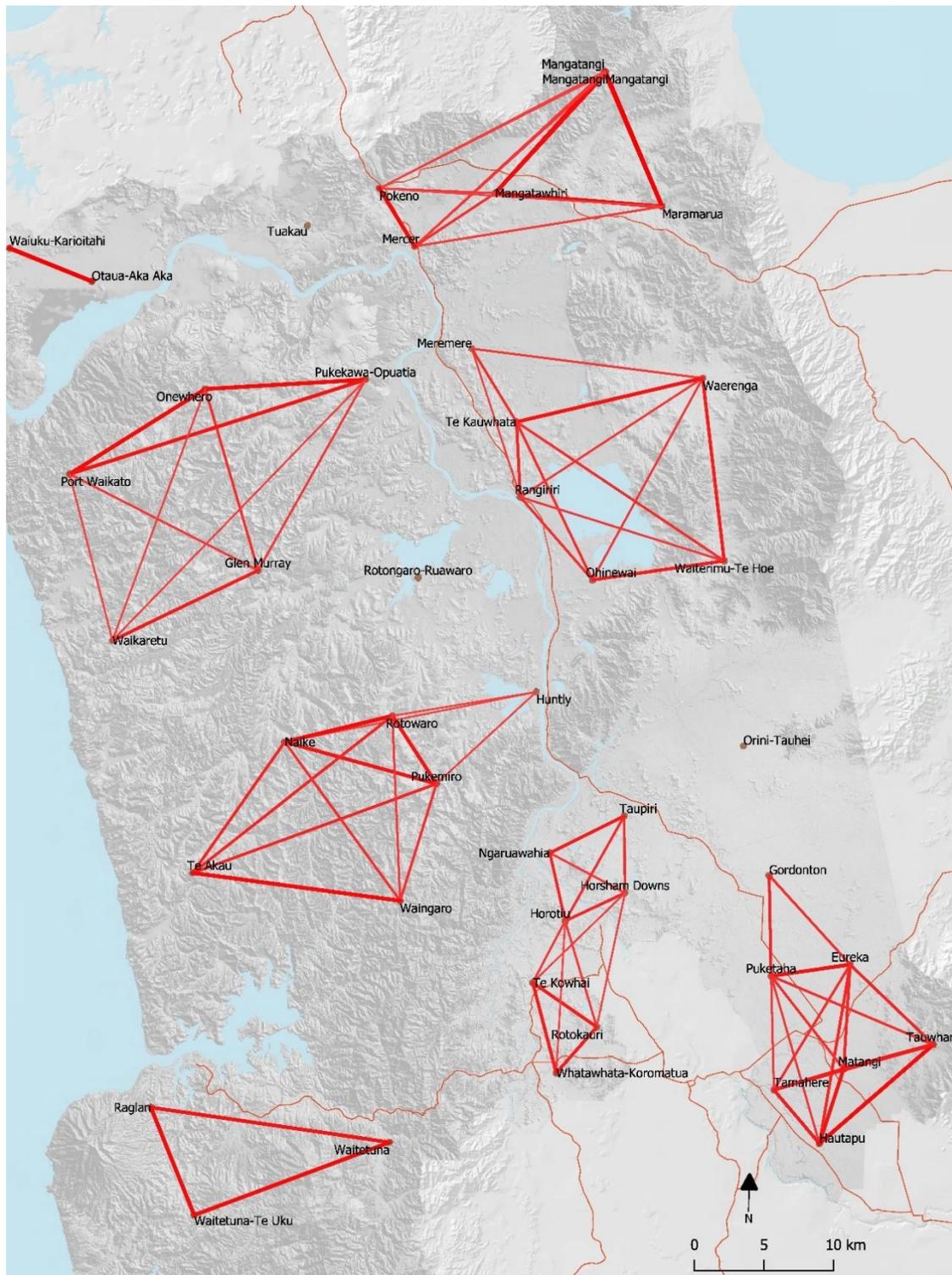
Whole Dist - Q5



- Further thoughts and observations
  - 1) When comparing the two different types of focus groups, no strong differences on the questions related to the number of wards, communities of interests, and local representation can be noticed. Noticeable differences on the question related to councillors, however, can be noticed with a tendency for community groups to desire more councillors (average 16.22; most common 16) than the stakeholders groups (average 14.06; most common 10).
  - 2) While the findings related to communities of interests did not produce any unexpected results, it should be noted that it was requested for the mapping activity to keep the notion of communities of interest in mind. The map analysis in the next section, therefore, offers further data on communities of interests.
  - 3) The selection method of participants ensured that representation was given to all areas of the district, providing an opportunity for balanced feedback.

## 6 Map boundaries

Focus group participants were asked to group localities together to form wards and had to keep the notion of community of interest in mind while doing so. The map below shows the stronger connections established by participants between localities (which was achieved through a software which counted how many times each localities were grouped together). The thickness of the line indicates the strength of the connection. Other maps illustrating weaker connections are available as attachments to this report.



As we can see, eight wards are formed by using these connections. The localities that are not linked to any wards are fluid and could be moved to any contiguous ward. The strength and weaknesses of connections should be used to move localities between wards (the weaker the connection, the more they can be moved legitimately) when trying to respect the +/-10% demographic rule.

## **7 Conclusion and recommendations**

Important that the public feedback is considered as part of the Council's deliberations on an initial proposal. The Project Team's early engagement strategy successfully retrieved data from a broad set of residents regarding their views and preferences on the district's representation arrangements.

The process gave us the chance to meet many residents, provide objective information to them on representation review, and listen to, and capture, their thoughts and feedback. Overall, the approach to early engagement was effective and welcomed by participants. The Council can now take the information provided by the community during engagement and use it to inform their deliberations and eventually their initial proposal.

Through our early engagement strategy, we found out that there is a need for change and that the current representation arrangements need some amendments. Options include increasing the number of elected members and decreasing the number of wards .

Feedback supported community boards being the main form of local-level representation and the area they cover could be increased while some consideration could be given to the establishment of rural community boards.

The full data sets collected through the project team's early engagement strategy are available on request.

