

Agenda for a meeting of the Raglan Community Board to be held via Audio Visual Conference on **WEDNESDAY 27 OCTOBER 2021** commencing at **5.30pm**.

Information and recommendations are included in the reports to assist the Committee in the decision making process and may not constitute Council's decision or policy until considered by the Committee.

- 1. APOLOGIES AND LEAVE OF ABSENCE**

- 2. CONFIRMATION OF STATUS OF AGENDA**

- 3. DISCLOSURES OF INTEREST** 2
The Register of Interests for the Board is attached for information purposes and for members to update any interests they may have.

- 4. CONFIRMATION OF MINUTES** 4
 Meeting held on Wednesday 15 September 2021.

- 5. PUBLIC FORUM**

- 6. REPORTS**

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GJ Ion
CHIEF EXECUTIVE

Open Meeting

To	Raglan Community Board
From	Gavin Ion Chief Executive
Date	19 October 2021
Prepared by	Matt Horsfield Democracy Advisor
Chief Executive Approved	Y
Reference #	GOV0303
Report Title	Register of Interests

1. EXECUTIVE SUMMARY

A copy of the Register of Interests is attached for the Board's information. The register will be updated following receipt of information during the year.

2. RECOMMENDATION

THAT the Register of Interests be received.

3. ATTACHMENTS

Register of Interests – Raglan Community Board

Register of Elected Members Interests

		Financial Interests Please refer to Statement Reference here.		Non - Financial Interests								
Name	Community Board	1 to 6	With the exception of	Companies		Employment	Other Organisations		Property	Gifts (received since 21 October 2019)	Payments for activities and services (since 21 October 2019)	Debts
				Director/Manager	Financial Interests		Trustee/Beneficiary	Governing Body				
Gabrielle Parsons	Raglan	No	N/A	• Valencia Limited (Marine Engineering)	• Valencia Limited (Marine Engineering)	• Raglan Naturally (Community led development)	• Bradley Family Trust (Trustee)	• COGS Waikato West (Committee)	1x Raglan (Owner)	N/A	N/A	N/A
Satnam Bains	Raglan	No	N/A	• Satnam's Supermarket Ltd (Retails) • Rano Community Trust (Grants/Community) • Downunder Developments (Property)	N/A	• Satnam's Supermarket Ltd (Retails) • Rano Community Trust (Grants/Community)	• Rano Community Trust (Chairman) • Bains Family Trust (Beneficiary)	• St Johns Raglan (Executive Member)	N/A	N/A	N/A	N/A
Dennis Amoore	Raglan	No	5 - No answered entered	Fairlight Developments (Director)	N/A	Fairlight Developments (Director)	Raglan Surflife Saving - Amenities Trust (Trustee)	N/A	4x Raglan (Owner)	N/A	N/A	N/A
Tony Oosten	Raglan	No	N/A	No interests to declare	N/A	Fonterra (Dairy Manufacturer)	• Waikato Trust A&B (Trustee) • Raglan Naturally Trust (Trustee)	N/A	2x Raglan (Owner)	N/A	N/A	N/A
Chris Rayner	Raglan	No	N/A	Raglan Farmstay (Accomodation)	N/A	Raglan Farmstay (Accomodation)	• Te Whare Trust (Director) • J & V Rayner Trust (Beneficiary)	N/A	1x Raglan (Director of Te Whare Trust)	N/A	N/A	N/A

Open Meeting

To	Raglan Community Board
From	GJ Ion Chief Executive
Date	19 October 2021
Prepared by	Matt Horsfield Democracy Advisor
Chief Executive Approved	Y
Reference #	GOV0507
Report Title	Confirmation of Minutes

1. EXECUTIVE SUMMARY

The minutes for a meeting of the Raglan Community Board held on Wednesday, 15 September 2021 are submitted for confirmation.

2. RECOMMENDATION

THAT the minutes for a meeting of the Raglan Community Board held on Wednesday 15 September 2021 be confirmed.

3. ATTACHMENTS

RCB Minutes – 15 September 2021

MINUTES of a meeting of the Raglan Community Board held via Audio Visual Conference on **WEDNESDAY, 15 SEPTEMBER 2021** commencing at **1.33pm**.

Present:

Mrs G Parson (Chairperson)
Mr S Bains
Mr D Amoore
Mr T Oosten [*from 1.42pm*]
Mr C Rayner
Cr LR Thomson

Attending:

Mr P Rickard
Mr W Banks (Member of the public)
Mr A Mooar (Member of the public)

Mr R MacCulloch (General Manager Service Delivery)
Ms A Diaz (Chief Financial Officer)
Mr R Ashley (Community Assets Manager)
Mr S Toka (Iwi Liaison Manager)
Mrs G Kanawa (Democracy Team Leader)
Mrs LM Wainwright (Democracy Advisor)
Mr M Horsfield (Democracy Advisor)

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Cr Thomson/Mr Amoore)

THAT the Raglan Community Board accept the apology from Mr Oosten for lateness.

CARRIED

RCB2109/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Mrs Parson/Mr Bains)

THAT:

- a) the agenda for a meeting of the Raglan Community Board held on **Wednesday, 15 September 2021** be confirmed and all items therein be considered in open meeting with the exception of those items detailed at agenda item 7 which shall be considered with the public excluded;
- b) all reports be received; and
- c) the following guest speaker be added to the agenda as advised by the Chairperson:
 - i. **Mr Rickard.**

CARRIED

RCB2109/02

DISCLOSURES OF INTEREST

Cr Thomson declared an interest in Item 6.1 – Discretionary Fund Report to 31 August 2021 as she is a member of the Whaingaroa Raglan Destination Management Organisation and took no part in discussion or voting on this item.

CONFIRMATION OF MINUTES

Resolved: (Mrs Parson/Mr Bains)

THAT the minutes for a meeting of the Raglan Community Board held on Wednesday, 4 August 2021 be confirmed.

CARRIED

RCB2109/03

PUBLIC FORUM

The following matters were discussed:

- Mr Banks raised concerns on the speed limit on Oporu Road and requested the road have a 40kmph limit placed on it. The Chairperson advised Mr Banks to submit a service request with Council.
- Update on the potential pathway through the soccer grounds. Council staff would meet with the Chairperson and soccer club members to discuss how the footpath could go through the grounds without reducing the number of pitches.
- Flooding had occurred at the grounds which had been caused by the pump failing. It is located beside the skate bowl and is on the same electrical circuit as the lights. The stormwater pump required upgrading. The Chairperson advised Mr Mooar to submit a service request on these items with Council.

Mr Oosten entered the meeting at 1.42pm during discussion on the public forum.

GUEST SPEAKER

Mr Rickard gave a verbal presentation on the history of Te Kopua and noted the following matters:

- Council does not own the land the aerodrome sits on.
- A group of business owners had formed a committee to assist the camping ground in removing debt. One (1) condition of the Trust was that it could not have financial gain.
- Mr Rickard had been on the committee for the last 20 years. When he retired, there had been approximately \$1M held in trust for the camp to complete project work.
- The group had refurbished the Raglan Town Hall.
- Landing fees were not paid by users.
- Land had been taken in 1942 under the Public Works Act to be used for war purposes.
- The land is not being used for what it was gifted for. The land needs to go back to its original purpose.
- A fuel tank is sitting on the reserve boundary. This is a health and safety issue.

- The Trust would commence taking the land back if there is no resolution before the Board's next meeting on Tuesday, 21 September 2021.
- If the aerodrome was closed for health & safety reasons, the contract would force the land to be given back as it is no longer being used as an aerodrome.
- Council would keep dialogue open with the Trust.

REPORTS

Discretionary Fund Report to 31 August 2021

Agenda Item 6.1

Cr Thomson declared an interest in this item as she is a member of the committee and took no part in discussion or voting on this item.

The report was received [*RCB2109/02 refers*].

Resolved: (Mrs Parson/Mr Amoore)

THAT the Raglan Community Board approves a payment from their Discretionary Fund:

- a) for the amount of \$130.43 (including GST),**
- b) towards the cost of the establishment of the Whaingaroa Raglan Destination Management Organisation.**

CARRIED

RCB2109/04

Raglan Works, Actions & Issues Report: Status of Items September 2021

Agenda Item 6.2

The report was received [*RCB2109/02 refers*] and discussion was held on the following matters:

Airfield

- The draft review of the Raglan Aerodrome had been received and Mr Haines, Aviation Consultant, would work with the Community Board and Council to ensure the safety of persons and property on the ground and in the air whilst allowing the aerodrome to continue to operate.
- Acknowledgement of Mr Rickard's presentation and the future tenure of the land and where it belongs.
- Safety at the airport was the main objective that needed to be addressed to respond to CAA and community concerns with conflict on the airstrip.

- Council had put measures in place to help control the number of landings via a PPR (prior permission required) note that goes out to every pilot in the country. This was reducing the number of landings at the aerodrome.
- The final draft review and recommendations would be presented to the Executive Leadership Team on Wednesday, 22 September 2021.
- The Community Board would continue to support Waikato District Council to further investigate and understand Council's legal obligations to operate the airfield; and to work with iwi to resolve issues on legal ownership of the land.
- Feedback to the Board is required regarding the Council's position on working with iwi and an indication of timing of this process.
- The Board requested that the following information be included in Mr Haines' report:
 - a) whether it is possible to close the airfield temporarily and if so for how long and what would be the process to do this; and
 - b) if Council were to, or needed to, close the airfield, what would the process be to do this?

Manu Bay Breakwater

- A stakeholder workshop would be held in October 2021 and a board member would attend.

Inter-Raglan Bus Service

- It was noted that there would be no subsidy available for new bus services. Alternative funding would be investigated by staff with a report back to the Board.

Civil Defence and Raglan Community Response Plan

- Board members would meet with Waikato District Council to progress this matter.

Camera Licensing Trust

- Camera locations to be investigated.

ACTION: Cr Thomson and Mr Bains to investigate where cameras would be placed in Raglan.

Raglan Aerodrome Safety Improvements

- This item was discussed previously.

Manu Bay Planting

- No discussion was held.

Soundsplash

- Feedback on the Soundsplash would be appreciated. Email any feedback to the Chairperson.

Papahua Stage 2 Path

- The Project Team would be holding a meeting with the Chairperson week commencing Monday, 20 September 2021. The chairperson would bring the footpath issue up at that meeting.

Harbour Board Leases

- This item was discussed in public excluded meeting.

Year to Date Service Request Report

- Regular reports were requested on wastewater overflows that had occurred.

Walkway from Norfolk Pines to the Coastguard Building

- A member of the community had raised concerns on the safety of the walkway. There was no railing on the walkway and a considerable drop to deep water at high tide.

ACTION: This action to be added to the Actions report. Cr Thomson would check with the Raglan Medical Centre to confirm accidents that had occurred at the walkway. The Board would provide any feedback to Council staff.

Outcome of the Raglan Coastal Reserves Management Plan for Papahua, Manu Bay and Wainui Reserves

Agenda Item 6.3

The report was received [RCB2109/02 refers]. No discussion was held.

Chairperson's Report

Agenda Item 6.4

The report was received [RCB2109/02 refers] and discussion was held on the October meeting time.

Resolved: (Mrs Parson/Mr Rayner)

THAT the Raglan Community Board meeting scheduled for Wednesday, 27 October be held at 5.30pm in the Town Hall Supper Room, Bow Street, Raglan.

CARRIED

RCB2109/05

Raglan Naturally

Agenda Item 6.5

No discussion was held on this item.

Councillor's Report

Agenda Item 6.

The report was received [RCB2109/02 refers] and discussion was held on the following matters:

- The Representation Review submissions hearings and deliberations had been held. The proposed Community Board extension had been partially supported. Whaingaroa ward area would not include Te Akau. A discussion had been held with Community Board chairs, the Executive Leadership Team and Councillors on the urban/rural split in Raglan. Numbers were currently being processed on this.
- The Onewhero/Tuakau area have a new board and four (4) subdivision areas.
- Work was being carried out on the population statistics for Raglan to ascertain how many seats would be urban and how many seats would be rural.

Board Members Reports

Agenda Item 6.

The report was received [*RCB2109/02 refers*]. No discussion was held.

Exclusion of the Public

Agenda Item 7

The report was received [*RCB2109/02 refers*].

Resolved: (Mrs Parson/Mr Amooore)

THAT the public be excluded from the following parts of the proceedings of this meeting.

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	Ground(s) under section 48(1) for the passing of this resolution
Item 1.1 – Raglan Harbour Board - Update	Good reason to withhold exists under Section 6 or Section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, as follows:

Item No.	Section	Interest
Item 1.1	7(2)(a)	To protect the privacy of natural persons, including that of deceased natural persons.
	7(2)(b)(i)	Would disclose a trade secret.
	7(2)(b)(ii)	Would be likely unreasonably to prejudice the commercial position of the person who supplied or who is subject of the information.

CARRIED

RCB2109/06

Resolution RCB2109/07 is contained in the public excluded section of these minutes.

There being no further business the meeting was declared closed at 3.43pm.

G Parsons
CHAIRPERSON

Open Meeting

To	Raglan Community Board
From	Alison Diaz Chief Financial Officer
Date	05 October 2021
Prepared by	Jean de Abreu Financial Accountant
Chief Executive Approved	Y
Reference/Doc Set #	GOV0507
Report Title	Discretionary Fund Report to 05 October 2021

1. EXECUTIVE SUMMARY

To update the Board on the Discretionary Fund Report to 05 October 2021.

2. RECOMMENDATION

THAT the report from the Chief Financial Officer be received.

3. ATTACHMENTS

Discretionary Fund Report to 05 October 2021

RAGLAN COMMUNITY BOARD DISCRETIONARY FUND REPORT 2021/22 (July 2021 - June 2022)

As at Date: 05-Oct-2021

			1,206,170.4
2021/22 Annual Plan			14,271.00
Carry forward from 2020/21			8,720.00
Total Funding			<u><u>22,991.00</u></u>
Income			
Total Income			<u><u>-</u></u>
Expenditure			
24-Apr-2021	Approval for payment to Margaret Boggiss for the amount of \$50 for a Wreath for ANZAC Day 2021	RCB2106/05	50.00
23-Aug-2021	Allocation of \$1000 to Raglan Community Arts Council towards the cost of the Raglan Arts Film Festival Awards RAFFA red carpet evening	RCB2108/04	1,000.00
27-Apr-2021	Allocation of \$1430 made to the Raglan and District Museum Society towards the cost of the Rangitahi Peninsular Historical Photo Exhibition.	RCB2108/05	1,430.00
Total Expenditure			<u><u>2,480.00</u></u>
Net Funding Remaining (Before commitments)			<u><u>20,511.00</u></u>
Commitments			
15-Sep-2021	An amount of \$130.43 (incl GST) is committed to the Whaingaroa Raglan Destination Management Organisation for the support of the establishment of the Destination Management Organisation.	RCB2109/04	113.42
Total Commitments			<u><u>113.42</u></u>
Net Funding Remaining (Including commitments)			<u><u>20,397.58</u></u>

Open Meeting

To	Raglan Community Board
From	Clive Morgan General Manager Community Growth
Date	11 October 2021
Prepared by	Lianne van den Bemd Community Development Advisor
Chief Executive Approved	Y
Reference #	GOV0507 / 3269809
Report Title	Whaingaroa Environment Centre – Maui Dolphin Day

1. EXECUTIVE SUMMARY

The purpose of this report is to present an application for funding from Whaingaroa Environment Centre, who is seeking funds towards the cost of their Maui Dolphin Day.

Please note: Quotes have not been included but a detailed budget is included in the application.

2. RECOMMENDATION

THAT an allocation of \$..... is made to the Whaingaroa Environment Centre towards the cost of their Maui Dolphin Day;

OR

THAT the request from the Whaingaroa Environment Centre towards the cost of their Maui Dolphin Day is declined / deferred until for the following reasons:

3. BACKGROUND

Whaingaroa Environment Centre's vision is that Whaingaroa flourishes with natural biodiversity and a community connected to the environment. They have an information hub, run workshops, events and community activities. This event was established to unite the community on a common cause, the protection of the Maui Dolphin.

The event date is usually around March and is yet to be confirmed because it's dependant on COVID restrictions and tide times.

There will be 20 – 30 direct volunteers for the event and other charities and schools have been invited to showcase what they are doing around environment action. There will also be a showcase of local entertainers and activities with a focus on recycling.

The event has a wider reaching impact and aims to promote environmental awareness/action and highlights issues facing our marine ecosystem. It is a fun family event where the community comes together to celebrate Raglan and its cultural diversity.

Options Considered

- 4.1 That the application is approved and an allocation of partial or full funding requested be made.
- 4.2 That the application is declined.
- 4.3 That the application is deferred.

4. FINANCIAL

Funding is available to allocate for the year.

The project is noted to cost \$8,010.00. Whaingaroa Environment Centre is seeking funding of \$5,000.00 towards the cost of their Maui Dolphin Day.

GST Registered	Yes
Set of Accounts supplied	Yes
Previous funding has been received by this organisation in the past two years	No

5. POLICY

The application meets the criteria set in the Discretionary Grants Policy, one of which is that grants of \$5,000.00 can be funded up to 100 percent at the discretion of the relevant community board or committee or Council's Discretionary and Funding Committee.

For grants above \$5,000.00, a funding cap of 75 percent of the total project cost applies and other funding needs to be sought.

Funds cannot be uplifted until all sufficient funds for the project are approved.

6. CONCLUSION

Consideration by the Raglan Community Board is required with regards to this funding request.

7. ATTACHMENT

Whaingaroa Environment Centre – Maui Dolphin Day

DISCRETIONARY FUNDING APPLICATION FORM

Important notes for applicant:

- Prior to submitting your application, please contact the Waikato District Council's community development advisor, on 0800 492 452 Ext 5732, to discuss your application requirements and confirm that your application meets the eligibility criteria.
- Have you discussed your application with the Waikato District Council community development advisor
Yes No
- Application form must be completed in full and emailed to Funding funding@waidc.govt.nz
- Please ensure you have read the **Guidelines** on [Waikato District Council Discretionary Grants Fund](#) prior to completing the application form (these are updated from time to time).
- I have read and understood the guidelines for funding application form
Yes No
- All parts of the application need to be completed and all supporting information supplied.

PLEASE NOTE: Incomplete applications WILL NOT be considered and will be returned.

Contact email: (Correspondence will be emailed from funding@waidc.govt.nz)

Which of the 2 funds are you applying for: (please tick **one** appropriate box.)

1. **Discretionary and Funding Committee** Project Fund (Rural Ward Areas) Event Fund

OR

2. **Community Board / Committee Discretionary Fund for local Town / Village, Projects / Events**

- | | | |
|--|----------------------------------|--|
| Raglan <input checked="" type="checkbox"/> | Taupiri <input type="checkbox"/> | Onewhero-Tuakau <input type="checkbox"/> |
| Ngaruawahia <input type="checkbox"/> | Huntly <input type="checkbox"/> | Te Kauwhata <input type="checkbox"/> Meremere <input type="checkbox"/> |

Section I – Your details

1. Name of your organisation and contact person

Whaingaroa Environment Centre - Sarah Roberts, Operations Manager

2. What is your organisation's purpose/background (who are you? what do you do?)

Our vision is that Whingaroa flourishes with natural biodiversity and a community connected to the environment. We have an information hub, run workshops, events and community activities.

Please complete all of the following sections	GST Inclusive Costs (use this column if you are NOT GST registered)	GST Exclusive Costs (use this column if you are GST registered)
What is the total cost of your project/event	\$	\$ 8010
Existing funds available for the project. Include any projected income i.e. ticket sales, merchandise etc.		
Total A	\$	\$ 8010

2. Only include the Funding being sought from Waikato District Council below:

Project Breakdown (itemised costs of funding being sought)	GST Inclusive Costs (use this column if you are NOT GST registered)	GST Exclusive Costs (use this column if you are GST registered)
Whole Event Coordinator and assistant on day	\$	\$ 2240 +
Event MC and Karakia	\$	\$ 380 +
Event Tech and Entertainment	\$	\$ 1450 +
Promotion and educational resources	\$	\$ 650 +
Volunteer appreciation, sundries and supplies	\$	\$ 250 +
Event Tool Kit	\$	\$ 30 +
Total Funds being sought from WDC Total B	\$	\$ 5000 +

3. Has / will funding been sought from other funders? Yes No

If 'Yes', please list the funding organisation(s) and the amount of funding sought

a) Department of Conservation	\$	\$ 2000 +
b) Raglan-Lions	\$	\$ 1000 +
c)	\$	\$
d)	\$	\$
Total of other funds being sought Total C	\$	\$ 3000 +

4. Describe any donated material / resources provided for the event/project:

Each year we approach DOC and Raglan for some funding towards the event. We will be donating administration support towards the project, our centre Hub as event setup and educational resource towards the event. Our wider team will support the Event Coordinator with project support and engagement. We are waiting on funding outcome for a new Marine Coordinator who will be helping with promotion of event and education at schools. We have a Timebank Coordinator who will be utilising our centres Timebank credits to engage extra resources from our volunteers, such as making banners and new flags for the event. Raglan Radio kindly support the event, last year they live-streamed the event so that those (such as our elderly community and those with disabilities) could listen to the event.

Section 4 – Community wellbeing and outcomes

1. Which community wellbeing will your project contribute to?

(See the guidelines sheet for more information on this section).

Social

Economic

Cultural

Environmental

2. Which of the five community outcomes for the Waikato district does this project contribute to?

(See the guidelines sheet for more information on this section).

Accessible

Safe

Sustainable

Healthy

Vibrant

Section 5 – Previous Funding Received from Waikato District Council

1. If you have received funding from or through the Waikato District Council for any project/event in the past two years, please list below:

What Board / Committee	Type of Project / Event	Date received	Amount

2. Please confirm that a ‘Funding Project Accountability’ form has been completed and returned to Waikato District Council for the funds listed above.

NOTE: This will be checked and confirmed by council staff.

I confirm that an accountability statement has been completed and returned for previous funding received.

Name: _____ Date: _____

I certify that the funding information provided in this application is correct.

Name: Stephen van Wonderen Date: 06/10/2021

Position in organisation (tick which applies) Chairman Secretary Treasurer

Signature:  Date: 06/10/2021

****Incomplete applications will not be accepted and will be returned***

Expenses	Item	2022	Grouped fo WDC Application
Staff			
Maui Dolphin Day Event Coordinator	66.6 Hours @\$30 full planning and running of event, to include project debrief	\$2,000.00	Staffing costs
Maui's Dolphin Day planning and administration	Covered by our WEC Admin		
Assistant on day 2IC	8 hours @\$30- support on the day to setup and run the event 2IC	\$240.00	
Maui Dolphin Obstacle course contractor x2 x2 hours pre-event prepping course etc x1 set up x3 hours during event x1 hour pack-up	14@ \$25 ensuring children are supported and health and safety is managed	\$350.00	
Event Expenses			
Event MC	4 hours x \$30	\$180.00	Event MC and Karakia
Opening ceremony Money goes to Kapa Haka kids costs.	Karakia - Sean Ellison	\$200	
Photography/videography	Photos of event and create up to date video interview key stakeholders before and during event.	2500	
Sound Technician and PA hire	Felix	\$600.00	Event Tec and Entertainment
Cordless Mics x 2	Waikato Sound and Lighting	\$100	
Xtreme truck & stage costs	Xtreme Zero Waste support us every year	\$150.00	
Bands/entertainers/activities	Kohas to community groups and/or petrol vouchers	\$200.00	
Printing and Promotion	Designs - town sign	\$70.00	Promotion and signage
Signage and flags	Make new Flags with Bamboo poles- material cost uterlise Timebank (Volunteers) where possible. Road Singage.	\$350.00	
Interactive Centre displays-marine topics	Event displays to engage families at centre	\$100.00	
Advertising	poster printing	\$30.00	
New obstacle race for kids	Use reclaimed where possible	\$100.00	
Raglan Radio	Radio adverts	\$100.00	
Volunteer Appreciation-Food	Food for the day whilst they are volunteering	\$150.00	Volunteer appreciation, sundries and supplies
Sundries / Supplies		\$100.00	
Event box kit	Toolbox, pegs, rope, string, permant markers, Duck tape etc	\$90.00	Event Tool Kit \$30 (\$40 to add from WEC)
Stilt walkers	Childrens Entertainment at event	\$400.00	
	TOTAL WEC Expenses	\$8,010.00	WDC application 5000



Monday 4th October 2021

Para Kore Marae Incorporated
186 Te Hutewai Road
Raglan 3225

To Whom It May Concern,

On behalf of Para Kore I would like to show our support for the Whaingaroa Environment Centre's funding application to Waikato District Council for Maui Dolphin Day 2022. Para Kore sees a future where marae, whānau, hapū, iwi, Māori industry, Māori tertiary institutions and Māori society at large take an active and leading role in working towards zero waste, highlighting the way in protecting natural resources for our tamariki and mokopuna. We see great value in events like Maui Dolphin Day as they have a key role in pulling our community together and supporting action to protect the Whaingaroa Harbour, Karioi and our species - biodiversity.

The Maui Dolphin Day brings the whole community together with a focus on marine protection. The event engages children and families and provides a space to learn about issues impacting our natural surroundings. It also gives multiple organisations across Waikato and Aotearoa NZ an opportunity to connect with the Whaingaroa community and showcase the great work they are doing, and in return exchange feedback directly from the community.

We understand that the Environment Centre runs this event as a community event, reliant on grants and fundraising to make it happen each year. They also partner with Xtreme Zero Waste to ensure the event is waste free and that the raft race component promotes recycling.

This funding is invaluable in supporting them to run the 2022 event. We strongly support this application.

Ka mihi te ngākau.
Nāku me ngā mihi

Jacqui Forbes | General Manager
Para Kore Marae Incorporated



WWF-New Zealand
PO Box 11514
Manners Street
Wellington 6142
New Zealand

P: 0800 4357 993
P: +64 (0)4 499 2930
info@wwf.org.nz

4 October 2021

To whom it may concern,

As the Marine Species Programme Manager for World Wildlife Fund for Nature New Zealand, I would like to express my full support for Whāingaroa Environment Centre and the application for funding from Waikato District Council for Māui Dolphin Day 2022.

We have been attending Maui Dolphin Day for many years and have been involved with The Environment Centre from a Marine Conservation perspective. We enjoy attending Māui Dolphin Day each year as it gives us the opportunity to connect in person directly with the Raglan Community.

The high attendance of Māui Dolphin Day ensures we can connect with a wide range of other key stakeholders who also attend the event. It provides us the opportunity to showcase our up-to-date data and information on marine protection and educate the community on how they can get involved in protecting this endemic taonga species. We also enjoy connecting with the many children who attend the event. We feel that Māui Dolphin Day brings the community together on a common cause and enables local schools and charities to have fun raising stands.

The Environment Centre runs the event well and we gain a lot of value from attending the event.

We thank you in advance for any financial support you can provide Whāingaroa Environment Centre for running this important event.

Warm regards,

Dr. Krista van der Linde

Marine Species Programme Manager WWF-NZ

Email: kvanderlinde@wwf.org

WWF-New Zealand is part of the international environmental organisation WWF (World Wide Fund for Nature).

WWF International: President: Pavan Sukhdev • Director General: Marco Lambertini
WWF-New Zealand: Chair: Morgan Williams • Chief Executive Officer: Livia Esterhazy
Charity no. CC33788 • Bank account no. 06-0501-0545463-00
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October 2021



To Whom It May Concern,

We at Plastic Free Raglan wish to write a letter of utmost support for the Whaingaroa Environment Centre and the success story that is Maui Dolphin Day.

Maui Dolphin Day has certainly been known as Raglan's Community day out for many years and we've loved working alongside Whaingaroa Environment Centre and other community groups to champion all the great projects around us.

For our project Plastic Free Raglan, we are grateful for the opportunity to meet with the community en masse, share what we have been up to, get feedback for future focusses, and celebrate plastic free wins together. In today's world of screens and social media we relish in the opportunity to connect with Raglan folks in person. The community loves and supports this day, so we know to be there with bells on ready to engage with them in a fun, positive, curious way.

The day has always been smooth and succesful thanks to hosts Whaingaroa Environment Centre. We look forward to many more to come!

Thank you
Sarah Lancaster and The Plastic Free Team
www.plasticfreeraglan.nz



Charity Summary

Registration Number:	CC36105
Registration Date:	30/06/2008
Charity Name:	Whaingaroa Environment Centre Society Incorporated

Charity Details

Trading Name WEC

Registration Details

Registration Status: Registered
 Balance Date: June 30
 IRD Number: Restricted
 NZBN Number: 9429043083718

Address for Service:

Charity's Postal Address: WHAINGAROA ENVIRONMENT CENTRE
 PO Box 227
 Raglan 3265

Charity's Street Address: Town Hall
 41 Bow Street
 Raglan 3225

Charity's other details

Phone: 07 [REDACTED]
 Fax:
 Email: [REDACTED]
 Website: www.whaingaroa.org.nz
 Facebook: www.facebook.com/whaingaroaenvironmentcentre
 Twitter:
 Social Network Name:

Areas of Operation

New Zealand:	Waikato
Percentage spent overseas	0

Purpose & Structure

Purpose

Our vision is of a healthy, resilient and sustainable Whaingaroa. We provide environmental education, advocacy and information and run projects supporting our vision. The Whaingaroa Environment Centre is an information, resource and action hub, supporting environmental sustainability – for both our people and our physical environment. Our mission is to engage and empower people to take action for environmental sustainability.

Entity Structure

The entity is a registered charity and Incorporated Society. Governance is achieved via a Committee of six volunteers, and operations are carried out by a part-time Operations Manager with a five paid part-time contractors and a team of volunteers. The Operations Manager is authorised to make operational decisions within a budget approved by the Committee. Decisions outside of budget are made in conjunction with the Committee.

Activities

Main Activity:	Provides advice / information / advocacy
Activities:	Provides services, Provides advice / information / advocacy, Sponsoers / undertakes research, Provides human resources, Acts as an umbrella / resource body, Provides buildings / facilities / open space

Sectors

Main Sector:	Environment / conservation
Sectors:	Education / training / research, Environment / conservation, Community development, Social services

Beneficiaries

Main Beneficiary:	General public
Beneficiaries:	Children / young people, Voluntary bodies other than charities, Older people, Animals, People with disabilities, General public, Family / whanau

Annual Returns

Date Submitted	For Year Ended	Total Income	Total Expenditure	Reference
01/07/2021	30/06/2021			AR015
11/06/2021	30/06/2020	127,450	136,623	AR014
23/01/2020	30/06/2019	138,762	148,300	AR013
19/11/2018	31/12/2017	101,630	100,094	AR012
15/10/2017	31/12/2016	153,981	151,291	AR011
01/02/2017	31/12/2015	219,575	214,789	AR010
01/07/2016	31/12/2014	71,690	80,801	AR009
27/08/2014	31/12/2013	80,768	73,619	AR008
22/07/2013	31/12/2012	76,757	70,035	AR007
05/07/2012	31/12/2011	48,117	54,297	AR006
25/11/2010	31/12/2010	44,504	51,963	AR005
25/06/2010	31/12/2009	40,060	43,240	AR004
08/10/2009	31/12/2008	41,293	43,436	AR003

Officer Details

Current Officers

Name	Officer Type	Position	Position Appointment Date
Charlie Irvin	Individual	Committee Member	30/10/2020
Denise Overend-Clarke	Individual	Chairperson	30/10/2020
June Penn	Individual	Committee member	30/10/2020
Stephen Van Wonderen	Individual	Treasurer	30/10/2020
Elizabeth Stanway	Individual	Deputy Chairperson	14/11/2004
Fiona Sistern	Individual	Secretary	10/12/2018
Robert Neha	Individual	Committee Member	08/10/2018

Past Officers

Name	Officer Type	Position	Last Date as an Officer
Michele Frank	Individual	Assistant Secretary	31/10/2014
Amanda Dunlop	Individual	Committee Member	31/07/2014
Kristel van Houte	Individual	Assistant Secretary	31/07/2014
Merren Tait	Individual	Secretary	31/07/2014
Bexie Towle	Individual	Secretary	31/05/2013
Anna Cunningham	Individual	Secretary	30/10/2020
Clare Wimmer	Individual	Treasurer	30/10/2020
Ella van Gool	Individual	Assistant Treasurer	30/10/2020
Rhonda Morgan	Individual	committee member	30/06/2015
Charlotte Pearsall	Individual	Committee member	27/01/2017
Kristel Van Houte - Howes	Individual	Assistant Secretary	26/02/2008
Michael Becker	Individual	Vice Chairperson	26/02/2008
Paul Peterson	Individual	Assistant Treasurer	26/02/2008
Sarah Gardiner	Individual	Deputy Secretary	15/06/2018
Bevan Lowther	Individual	Treasurer	13/04/2010
Beth Pearsall	Individual	Committee member	12/06/2017
Guy Toxward	Individual	Treasurer	09/05/2011
Lisa James	Individual	committee member	08/10/2018
Louisa Icke	Individual	Committee member	04/09/2017
Ngaronoa Renata	Individual	Committee member	04/09/2017
Barnaby Smiith	Individual	Treasurer	01/06/2012
Helen Paki	Individual	Secretary - Assistant	01/06/2012
Rachael Goddard	Individual	Secretary	01/06/2012

Performance Report

Whaingaroa Environment Centre Society Incorporated
For the year ended 30 June 2020

Prepared by Bizworx Consultancy Limited, Chartered Accountants

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Entity Information

Whaingaroa Environment Centre Society Incorporated For the year ended 30 June 2020

Legal Name of Entity

Whaingaroa Environment Centre

Entity Type and Legal Basis

Incorporated Society and Registered Charity

Registration Number

CC36105

Entity's Purpose or Mission

Our vision is for Whaingaroa to be an environmentally sustainable, healthy & resilient community. We provide environmental education, advocacy and information and run projects supporting our vision. The Whaingaroa Environment Centre is an information, resource and action hub, supporting environmental sustainability – for both our people and our physical environment.

Our mission is to work toward an environmentally sustainable, healthy & resilient Whaingaroa community. Our mission is to engage and empower people to take action.

Our Goals:

1. Community: We engage and support our central stakeholder, the Whaingaroa community.
2. Relationships: We value and maintain relationships with our key stakeholders, and actively maintain and grow ongoing and new relationships.
3. Environment & Projects: Environmental sustainability and 'making a difference to the local environment' influences which projects, services and activities we lead and support.
4. Our People: We value and respect the energy, experience, knowledge, contribution and commitment of all personnel – the Management Committee, staff and volunteers.
5. Resourcing – Funding & Office Space: Funding and resources we gain are applied wisely so that we are sustainable.
6. Information: We provide quality, up-to-date information, resources and activities about 'environmental sustainability' and 'making a difference to the local environment'.
7. Communications & Marketing: We are recognised and sought after locally because of the positive reputation we have about our work within the environmental sector.
8. Whaingaroa Environment Catchment Plan: Our environmental contribution within the Whaingaroa catchment remains relevant, compatible and effective for us and our local Whaingaroa community.

Entity Structure

Whaingaroa Environment Centre is a registered charity and Incorporated Society. Governance is achieved via a Committee of six volunteers, and operations are carried out by a part-time centre coordinator with paid part-time contractors and a team of volunteers. The Centre Coordinator is authorised to make operational decisions within a budget approved by the Committee. Decisions outside of budget are made in conjunction with the Committee.

Main Sources of Entity's Cash and Resources

Core operations, services and project delivery are all largely funded via external funding organisations, crown entities and lottery grants.

Main Methods Used by Entity to Raise Funds

Whaingaroa Environment Centre's primary method to raise funds is through funding applications.



Entity's Reliance on Volunteers and Donated Goods or Services

Volunteers are essential to the operation of Whāingaroa Environment Centre's delivery of services and projects. The volunteer committee provides governance, strategic direction and staff support. In addition, a team of centre host volunteers keep the centre open on Wednesday afternoons (12-4pm). Project specific support from volunteers was invaluable throughout the year- volunteers managed the Tool Library and Seed Bank, assisted with working bees at the community gardens, helped distribute bags for Plastic Bag Free Raglan amongst many other roles.

Physical Address

Town Hall, Bow Street, Raglan, New Zealand, 3265

Postal Address

PO Box 227, Raglan, Raglan, New Zealand, 3265

Phone/Fax

[REDACTED]

Email/Website

[REDACTED] www.whaingaroa.orgn.nz



Approval of Financial Report

Whaingaroa Environment Centre Society Incorporated For the year ended 30 June 2020

The committee members are pleased to present the approved financial report including the historical financial statements of Whaingaroa Environment Centre for the 12 months ended 30 June 2020.

APPROVED




Name: Denise Overend-Clarke

Position: Chairperson

Date ...3 June 2021.....




Name: Stephen van Wonderen

Position: Treasurer

Date03 June, 2021.....



Statement of Service Performance

Whaingaroa Environment Centre Society Incorporated For the year ended 30 June 2020

Description of Entity's Outcomes

Whāingaroa Environment Centre actively pursue outcomes that further its vision, mission & goals. Whāingaroa Environment Centre is an information, resource and action hub, supporting environmental sustainability. Whāingaroa Environment Centre led four key projects over the period of January to June 2018: completion of the Social Enterprise "Ecollective" tour trial, Marine Matters, Timebank and Backyard Bounty (encompassing Gardening in Schools, Tool Library and the Community Gardens). WEC also continued to coordinate community-supported initiatives such as Crop Swap while maintaining a centre hub for community engagement and connection.

	2020	2019
Description and Quantification of the Outputs		
Maui Dolphin Day: event attendees	-	800
Timebank Raglan: trades	318	635
Timebank Raglan: new members	33	46
Timebank Raglan: hours traded	584	1,576
Number of schools involved in growing and harvesting edible garden education sessions	2	1
Tool Library: tools loaned	34	31
Tool Library: loans	9	11
Seed Bank: purchases made from the seed bank	610	118
Community Events: events and workshops delivered	27	18
Community Events: participants/attendees	961	401
Centre Hub visitors: number of visitors	1,654	1,940
Crop Swap: participants	-	891
Number of people engaged on WEC Centre Tours	12	92
Students engaged with environmental education (Marine + Backyard Bounty)	546	275
Number of people engaged in Coastal Clean Ups	124	183
Amount of waste (m3) collected from Coastal Clean ups	1	5



Statement of Financial Performance

Whaingaroa Environment Centre Society Incorporated For the year ended 30 June 2020

	NOTES	2020	2019
Revenue			
Donations, fundraising, grants and other similar revenue	1	122,407	131,091
Revenue from providing goods or services	1	4,304	7,503
Interest, dividends and other investment revenue	1	339	168
Other revenue	1	400	-
Total Revenue		127,449	138,761
Expenses			
Volunteer and employee related costs	2	112,211	120,368
Costs related to providing goods or service	2	21,471	25,937
Other expenses	2	2,941	1,995
Total Expenses		136,622	148,300
Surplus/(Deficit) for the year		(9,173)	(9,539)

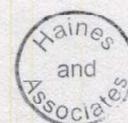


This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Statement of Financial Position

Whaingaroa Environment Centre Society Incorporated As at 30 June 2020

	NOTES	30 JUN 2020	30 JUN 2019
Assets			
Current Assets			
Bank accounts and cash	3	79,682	113,256
Debtors and prepayments	3	991	873
Total Current Assets		80,673	114,129
Non-Current Assets	5	264	527
Total Assets		80,936	114,656
Liabilities			
Current Liabilities			
Creditors and accrued expenses	4	71,694	96,241
Other current liabilities	4	-	-
Total Current Liabilities		71,694	96,241
Total Liabilities		71,694	96,241
Total Assets less Total Liabilities (Net Assets)		9,242	18,415
Accumulated Funds			
Accumulated surpluses or (deficits)		9,242	18,415
Total Accumulated Funds		9,242	18,415



This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Statement of Cash Flows

Whaingaroa Environment Centre Society Incorporated For the year ended 30 June 2020

	2020	2019
Cash Flows from Operating Activities		
Donations, fundraising, grants and other similar receipts	115,620	120,040
Receipts from providing goods or services	5,569	9,024
Payments to suppliers and employees	(154,322)	(146,257)
Total Cash Flows from Operating Activities	(33,133)	(17,193)
Cash Flows from Investing and Financing Activities		
Interest, dividends and other investment receipts	339	168
Payments to acquire property, plant and equipment	(550)	-
Cash flows from other investing and financing activities	(229)	(594)
Total Cash Flows from Investing and Financing Activities	(441)	(427)
Net Increase/(Decrease) in Cash	(33,574)	(17,620)
Bank Accounts and Cash		
Opening cash	(113,256)	(130,875)
Closing cash	(79,682)	(113,256)
Net change in cash for period	33,574	17,620



This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Statement of Accounting Policies

Whaingaroa Environment Centre Society Incorporated For the year ended 30 June 2020

Basis of Preparation

Whaingaroa Environment Centre has elected to apply Tier 3 PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) on the basis that it does not have public accountability and has total annual expenses equal to or less than \$2,000,000. All transactions in the Performance Report are reported using the accrual basis of accounting. The Performance Report is prepared under the assumption that the entity will continue to operate in the foreseeable future.

Goods and Services Tax (GST)

The entity is registered for GST. All amounts are stated exclusive of goods and services tax (GST) except for accounts payable and accounts receivable which are stated inclusive of GST.

Income Tax

Whaingaroa Environment Centre is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

Bank Accounts and Cash

Bank accounts and cash in the Statement of Cash Flows comprise cash balances and bank balances (including short term deposits) with original maturities of 90 days or less.

Revenue

Income from the sale of products and services is recognised when it is received or falls due. Fund-raising and unconditional donations or koha are recognised when received. Grants received are recognised in operating revenue, unless specific conditions attach to a grant and repayment of the grant is required where these conditions are not met. In these cases, the grant is treated as a liability until the conditions are met.

Financial Instruments

Financial instruments in the statement of financial position include cash balances, receivables and payables.

Changes in Accounting Policies

There have been no changes in accounting policies. Policies have been applied on a consistent basis with those of the previous reporting period.



Notes to the Performance Report

Whaingaroa Environment Centre Society Incorporated For the year ended 30 June 2020

	2020	2019
1. Analysis of Revenue		
Donations, fundraising, grants and other similar revenue *		
Grants Received	121,514	125,062
Donations Received	893	6,029
Total Donations, fundraising, grants and other similar revenue *	122,407	131,091
Revenue from providing goods or services		
Sales	4,304	7,503
Total Revenue from providing goods or services	4,304	7,503
Interest, dividends and other investment revenue		
Interest Income	339	168
Total Interest, dividends and other investment revenue	339	168
Other revenue		
Other Revenue	400	-
Total Other revenue	400	-

*Refer to Schedule of Donations & Grant Income 2020 and Schedule of Donations & Grant Income 2019 for per funder information.

	2020	2019
2. Analysis of Expenses		
Volunteer and employee related costs		
Tutors & Facilitators & Contractors	69,712	82,418
Wages & Salaries	41,464	35,753
Travel	1,034	2,197
Total Volunteer and employee related costs	112,211	120,368
Costs related to providing goods or services		
ACC Levies	72	68
Advertising	1,883	2,576
Bank Fees	27	84
General Expenses	2,742	8,371
Materials & Resources	7,103	3,269
Freight & Postage	197	30
Printing & Stationery	809	1,824
Repairs, Replacements & Maintenance	1,659	1,112
Consulting & Accounting	1,020	1,970
Entertainment	-	92
Insurance	1,418	1,088
Office Expenses	8	-
Rent	2,765	2,713
Subscriptions & Publications	763	1,376

	2020	2019
Telephone & Internet	1,007	1,091
Venue Hire	-	274
Total Costs related to providing goods or services	21,471	25,937
Other expenses		
Book-keeping	2,163	3,338
Audit Fees	515	(1,365)
Depreciation	264	23
Total Other expenses	2,941	1,995
	2020	2019

3. Analysis of Assets

	2020	2019
Bank accounts and cash		
Kiwibank 02 Account	241	133
Petty Cash Float	-	4
Till Float	66	104
Kiwibank 00 Account	49,055	82,915
Kiwibank 01 Account	30,320	30,099
Total Bank accounts and cash	79,682	113,256
Debtors and prepayments		
Accounts Receivable	167	279
Prepayments	824	594
Total Debtors and prepayments	991	873
	2020	2019

4. Analysis of Liabilities

	2020	2019
Creditors and accrued expenses		
Accounts Payable	9,187	15,912
GST	(755)	131
Income in Advance	63,262	80,198
Total Creditors and accrued expenses	71,694	96,241
Other current liabilities	-	-
	2020	2019

5. Property, Plant and Equipment

	2020	2019
Other Fixed Assets		
Owned fixed assets	14,403	14,403
Accumulated depreciation - fixed assets owned	(14,139)	(13,876)
Total Other Fixed Assets	264	527
Total Property, Plant and Equipment	264	527



6. Commitments

Capital Expenditure Commitments

There are no commitments as at 30 June 2019 (2018- nil).

Operating Lease Commitments

Whāingaroa Environment Centre Society Incorporated has not entered into any operating leases. The premises are rented on a month by month basis (2018: nil)

	2020	2019
Reconciliation of Net Book Value		
Net book value at 1 July	-	1,625
Assets disposed of	-	-
Depreciation charge for year	23	1,500
Asset acquisition at cost	550	-
Net book value at 31 December	527	125

7. Contingent Liabilities and Guarantees

There are no contingent liabilities or guarantees as at 30 June 2019 (2018 - nil).

8. Related Party Transactions

Whāingaroa Environment Centre Society Incorporated contracts the services of committee members on a commercial basis. Committee Anna Cunningham provided scientific, monitoring and project management services valued at \$0 (2019: \$10,619).

9. Events After the Balance Date

There were no events that have occurred after the balance date that would have a material impact on the Performance Report (2019 - nil).

10. Ability to Continue Operating

The entity will continue to operate for the foreseeable future.



Schedule of Donations and Grant Income 2020

Whaingaroa Environment Centre Society Incorporated For the year ended 30 June 2020

	2020 BROUGHT FORWARD \$	2020 RECEIVED \$	2020 RECOGNISED \$	2020 CARRIED FORWARD \$
2020 Donations				
General	-	43	43	-
Raglan Coconut Yoghurt	-	750	750	-
Raglan Rock	100	-	100	-
Total	100	793	-	-
2020 Grant Income				
Co	-	9,910	9,910	-
Cr	-	12,660	12,660	-
De	3,000	2,620	1,198	4,422
Lic	818	-	818	-
Me	3,662	-	2,780	882
Ne	42,242	34,750	36,982	40,010
So	4,281	-	4,281	-
Tru	15,000	15,000	18,358	11,642
Wa	1,700	-	1,405	295
Wa	9,395	15,000	18,385	6,010
WE	-	14,737	14,737	-
Total	80,098	104,677	121,514	63,261
Total				
Total Donations & Grant Income	80,198	105,470	122,407	63,261



Schedule of Donations and Grant Income 2019

Whaingaroa Environment Centre Society Incorporated For the year ended 30 June 2020

	2019 BROUGHT FORWARD \$	2019 RECEIVED \$	2019 RECOGNISED \$	2019 CARRIED FORWARD \$
2019 Donations				
C	1,867	-	1,867	-
G	-	316	316	-
D	2,271	-	2,271	-
R	1,000	-	1,000	-
R	-	100	-	100
T	75	-	75	-
W	500	-	500	-
Total Donations	5,713	416	6,029	100

	2019 BROUGHT FORWARD \$	2019 RECEIVED \$	2019 RECOGNISED \$	2019 CARRIED FORWARD \$
2019 Grant Income				
C	625	-	625	-
C	-	5,000	5,000	-
D	2,742	3,000	2,742	3,000
H	-	4,000	4,000	-
L	-	1,200	382	818
M	7,190	-	3,528	3,662
N	48,924	40,250	46,932	42,242
N	2,242	-	2,242	-
P	802	-	802	-
T	11,690	15,000	11,690	15,000
S	-	10,500	6,219	4,281
W	1,700	-	-	1,700
W	-	34,195	24,800	9,395
W	16,100	-	16,100	-
Total Grant Income	92,015	113,145	125,062	80,098

	2019 BROUGHT FORWARD \$	2019 RECEIVED \$	2019 RECOGNISED \$	2019 CARRIED FORWARD \$
Total				
Total Donations & Grant Income	97,728	113,561	131,091	80,198



**INDEPENDENT AUDITOR'S REPORT
TO THE COMMITTEE OF
WHAINGAROA ENVIRONMENT CENTRE SOCIETY INCORPORATED**

Report on the Performance Report

I have audited the accompanying performance report of Whaingaroa Environment Centre Society Incorporated which comprises the entity information, the statements of service performance, the statement of financial performance and statement of cash flows for the year ended 30 June 2020, the statement of financial position as at 30 June 2020, and the statement of accounting policies and other explanatory information.

This report is made solely to the Committee, as a body, in accordance with the requirements of the constitution. My audit has been undertaken so that I might state to the Committee those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Committee, as a body, for our audit work, for this report, or for the opinions we have formed.

The Responsibility of the Committee for the Performance Report

The Committee are responsible on behalf of the entity for:

- (a) Identifying outcomes and outputs, and quantifying the outputs to the extent practicable, that are relevant, reliable, comparable and understandable, to report in the statement of service performance;
- (b) the preparation and fair presentation of the performance report which comprises:
 - the entity information;
 - the statement of service performance; and
 - the statement of financial performance, statement of financial position, statement of cash flows, statement of accounting policies and notes to the performance report
 in accordance with Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) issued in New Zealand by the New Zealand Accounting Standards Board, and
- (c) for such internal control as the management committee determine is necessary to enable the preparation of the performance report that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

My responsibility is to express an opinion on the performance report based on our audit. I conducted my audit of the statements of financial performance, statement of financial position, statement of cash flows, statement of accounting policies and notes to the performance report in accordance with International Standards on Auditing (New Zealand) (ISAs (NZ)), and the audit of the entity information in accordance with the International Standard on Assurance Engagements (New Zealand) ISAE (NZ) 3000 (Revised). Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the performance report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the performance report, including performing procedures to obtain evidence about and evaluating whether the reported outcomes and outputs and quantification of the outputs to the extent practicable, are relevant, reliable, comparable and understandable. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the performance report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the performance report in order to design audit procedures that are appropriate in



the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes, evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the performance report.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Unqualified Opinion on Financial Performance

In my opinion the performance report reflects:

- (a) the reported outcomes and outputs, and quantification of the outputs to the extent practicable, in the statement of service performance are suitable;
- (b) the performance report presents fairly, in all material respects:
 - the entity information for the year then ended;
 - the service performance for the year then ended; and
 - the financial position of the Whaingaroa Environment Centre Society Incorporated as at 30 June 2020, and its financial performance, and cash flows for the year then ended in accordance with Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit).



Graham Haines
Haines & Associates
5 May 2021



Open Meeting

To	Raglan Community Board
From	Roger MacCulloch General Manager Service Delivery
Date	18 October 2021
Prepared by	Rob Ashley Community Assets Manager
Chief Executive Approved	Y
Reference #	RCB2021
Report Title	Independent review of Raglan Airfield

I. EXECUTIVE SUMMARY

Following safety concerns being identified at the Raglan Aerodrome, an independent review of the management and operation of the Raglan Airfield was undertaken, in consultation with the Raglan Community Board (RCB) and other key stakeholders. A draft copy of the review was circulated to interested parties in September 2021 and a final version, incorporating comments received, was received by Council on 19/09/2021.

Following receipt of the report, which highlighted serious safety concerns, Council's Executive Leadership Team (ELT) met with urgency on 23/09/2021 to discuss its recommendation. This was followed by a discussion with Councillors on 24/09/2021, as a result of these conversations, a decision was made to act on the recommendations made in the report to mitigate the risks identified.

Although further discussion with the Community Board, mana whenua and other key stakeholders will occur during the planning required to implement the recommendations, no formal consultation on whether or not to implement the recommendations is planned due to Council's obligation to take all practicable steps to keep people safe.

This report presents the final version of the report to RCB, confirms Council's intention to implement the recommendations made based on the conversations had with the ELT and Councillors, confirm the next steps, and confirm that ongoing discussions are planned with RCB and key stakeholders on the implementation of the recommendations. It is also noted that there is ongoing discussion with mana whenua about the operationalisation of safety measures and the broader land tenure issue.

2. RECOMMENDATION

THAT the Independent review of Raglan Airfield report be received.

3. BACKGROUND

Raglan Aerodrome is a small aerodrome located on the west coast of the North Island between Auckland and New Plymouth; it is west of Hamilton. The Aerodrome is situated on land administered by the Waikato District Council (WDC) in the Raglan township. The residential and commercial centres of Raglan are located to the south and east of the Aerodrome.

The Aerodrome is operated by the Waikato District Council's Open Spaces team from a maintenance and administration perspective. In accordance with Civil Aviation Rule (CAR) 139.19, the Raglan Aerodrome is classified as a non-certificated aerodrome.

The aerodrome is published in the Aeronautical Information Publication New Zealand (AIPNZ) and operates with the designator NZ Recreation Association. The AIPNZ details are attached as Appendix A in the report.

On the 1/10/2021, WDC presented a report to the Raglan Community Board with some proposed changes to the way in which the Aerodrome was to be managed. These changes were recommended to better control the health and safety risks associated with an operational aerodrome, for both pilots and members of the public.

The need for these risk controls were questioned by the community. An independent assessment of the health and safety risks associated with the Aerodrome was therefore undertaken by an independent expert. The Board supported this process and helped select the reviewer.

Mike Haines Aviation was engaged to undertake the review. Mike Haines is the lead consultant and Managing Director with over 25 years aviation experience covering regulatory, safety management systems and technical management. Mike has worked for Christchurch International Airport, the Civil Aviation Authority of New Zealand and Airways New Zealand in technical specialist and senior management positions.

Mike Haines Aviation currently provides support to the Pacific Aviation Safety Office as an aerodromes and ground aids technical specialist, to the World Bank as an aviation specialist advisor and is an International Civil Aviation Organisation qualified auditor and an aerodromes specialist on the technical cooperation international roster.

Mike was an aerodromes inspector for the Civil Aviation Authority of New Zealand and also managed the Aeronautical Services unit covering aerodromes, air traffic management, air navigation and airspace.

Whilst this report has been prepared, WDC has limited aircraft operations to Raglan Airfield to operators with prior approval only, as notified in NOTAM A2276/21.

4. DISCUSSION

A draft copy of the review was circulated to interested parties in September 2021 and a final version, incorporating comments received, was received by Council on the 19/09/2021 (copy attached).

Following receipt of the report, which highlighted serious safety concerns, Councils Executive Leadership Team met with urgency on Thursday 23/09/2021 to discuss its recommendation. This was followed by a discussion with Councillors on Friday 24/09/2021. As a result of these conversations, Council determined that the operational improvements recommended in the report should be implemented to address safety concerns as a priority.

Although further discussion with the Community Board, mana whenua and other key stakeholders will occur during the planning required to implement the recommendations, no formal consultation on whether or not to implement the recommendations is planned due to Council's direction on this matter and Council's obligation to take all practicable steps to keep people safe.

Planning on how to implement the recommendations is currently underway and physical works are currently scheduled for the month of November (provisional to COVID level restrictions). Engagement with the community Board is planned on the extent of the operational area, fence alignment and pedestrian access.

As well as focussing on operational matters and safety improvements, the report recommends the establishment of an Airfield Safety Group made up of wider community groups comprising of Iwi, RCB, Community Members, and Subject Matter Experts (SME's) from the aviation sector that will meet quarterly to review operational governance and reporting.

The report does not address matters that currently sit between the Crown and Iwi. However, representatives of local Iwi have been approached and ongoing dialogue with mana whenua is planned to discuss the planned safety improvements and land tenure.

5. ATTACHMENTS

- Attachment I - Review of Raglan Airfield by Mike Haines, Aviation Consultant



Review of Raglan Aerodrome

Report to Waikato District Council

Mike Haines, Aviation Consultant

Mike Haines Aviation Limited

September 2021

1 Executive Summary

Raglan aerodrome is a non-certificated aerodrome operated by the Waikato District Council located close to the Raglan township. The aerodrome has two grass runway vectors 05 and 23, with the published runway being 646 metres long and 60 metres wide at an elevation of 14 feet. The aerodrome is on a designated area of land that is close to the beach and also close to housing.

Currently the aerodrome is not fully fenced, nor is it delineated on the land area to identify the runway and associated aircraft parking area. The general public has unrestricted access to the area and are often crossing the runway to access the beach or carparks, and also using the aerodrome area to walk their dogs. Often conflicts have arisen between aircraft landing or taking off and members of the public using the area. This situation exposes the people on the runway and pilots using the aerodrome to risks that could lead to serious or fatal injury.

The Waikato District Council have responsibilities under the Civil Aviation Rules and the Health & Safety at Work Act to address the risks at the aerodrome. It has proposed changes to the way in which the aerodrome is managed to address health and safety risks associated with an operational aerodrome, for both pilots and members of the public. These risk controls have been queried by the community and Council are seeking an independent assessment of the health and safety risks associated with the Aerodrome, and a review of the controls that are in place to manage these risks.

This report outlines the current operational environment, the applicable regulatory requirements and occurrence data relevant to the current risks. Assessment is made of the risks to assess the safety of Raglan Aerodrome.

From this analysis it has been concluded the current aerodrome design is a critical factor to the risks and suggests a range of options to lower the risks and address some hazards currently in place. Information is also provided on temporary or permanent closure of the aerodrome.

A key outcome is to ensure the safety of person and property on the ground and in the air whilst allowing the aerodrome to still operate and contribute to the local community.

The suggested options provide a range of risk mitigations and controls as well as provide the aerodrome with improvements to operations. These are detailed in Section 10 of the Report.

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2 Background

Raglan Aerodrome is a small aerodrome located on the west coast of the North Island between Auckland and New Plymouth; it is west of Hamilton. The Aerodrome is situated on land administered by the Waikato District Council (WDC) in the Raglan township. The residential and commercial centres of Raglan are located to the south and east of the Aerodrome.

The Aerodrome is operated by the Waikato District Council's Open Spaces team from a maintenance and administration perspective. In accordance with Civil Aviation Rule (CAR) 139.19, the Raglan Aerodrome is classified as a non-certificated aerodrome.

The aerodrome is published in the Aeronautical Information Publication New Zealand (AIPNZ) and operates with the designator NZRA. The AIPNZ details as attached as Appendix A.

Recently WDC presented a report to the Raglan Community Board with some proposed changes to the way in which the Aerodrome was to be managed. These changes were recommended to better control the health and safety risks associated with an operational aerodrome, for both pilots and members of the public.

These risk controls have been queried by the community and therefore the WDC are seeking an independent assessment of the health and safety risks associated with the Aerodrome, and a review of appropriateness of the controls that are currently in place to manage these risks.

The Raglan Aerodrome Review scope is attached as Appendix B.

Mike Haines Aviation was engaged to undertake the review. Mike Haines is the lead consultant and Managing Director with over 25 years aviation experience covering regulatory, safety management systems and technical management. Mike has worked for Christchurch International Airport, the Civil Aviation Authority of New Zealand and Airways New Zealand in technical specialist and senior management positions.

Mike Haines Aviation currently provides support to the Pacific Aviation Safety Office as an aerodromes and ground aids technical specialist, to the World Bank as an aviation specialist advisor and is an International Civil Aviation Organisation qualified auditor and an aerodromes specialist on the technical cooperation international roster.

Mike was an aerodromes inspector for the Civil Aviation Authority of New Zealand and also managed the Aeronautical Services unit covering aerodromes, air traffic management, air navigation and airspace.

Whilst this report has been prepared the WDC has limited aircraft operations to operators with prior approval only as notified in NOTAM A2276/21.

3 Raglan Aerodrome

Raglan Aerodrome is published in the AIPNZ as a non-certificated Aerodrome meaning it is not required to be operated under an Aerodrome Operating Certificate issued by the Director of Civil Aviation under CAR Part 139.

The aerodrome is, however, subject to CAR 139.503 Unsafe conditions, which requires a non-certificated aerodrome operator to establish procedures to ensure that aircraft movements are restricted or prohibited on parts of the aerodrome where an unsafe condition exists.

The aerodrome is also an unattended aerodrome, meaning it does not have any form of air traffic service or similar. Pilots are required to make radio calls to inform other pilots of their location and intentions and comply with CAR Part 91 – General Operating and Flight Rules.

The runway is depicted on the AIPNZ chart as being 60 metres wide and 646 metres long. The runway vectors are designated as 05 and 23 with associated wind direction indicators on the runway vector threshold to the left hand side¹.

A number of notes are contained in the AIPNZ and upon assessment nothing unusual is detailed. The operational data for NZRA AD2 -52.1 provides the following runway operational information:

- The runway surface is Firm Grass Gr(f)
- The runway strength has an Equivalent Single Wheel Load of 1020 kg - used to advise pilots so they can calculate their aircraft ability to use the runway
- Group Rating 5 - Aircraft with a MCTOW of 2270 kg or below has a group rating number in the aircraft flight manual. The number for a particular aircraft is determined on the basis of its take-off and landing performance. In practice, a pilot may use any runway that has a group number equal to or greater than the aeroplane group rating for the particular aeroplane type.
- Slope of runway.
- Take of distance for a 1:20 which is a protection area for a runway used by aircraft only during the day and only in visual meteorological conditions i.e., the pilot flies visual without an instrument flight procedure. The aerodrome design take-off climb surface of 1:20 related to runway take-off effective operational length (EOL) provides a simple system for the aeroplane operator to calculate the aeroplane's maximum take-off weight to comply with the prescribed obstacle clearance requirements. If an obstacle does intrude into the take-off climb surface, the runway take-off EOL is reduced to the distance from which the 1:20 is achieved
- There are no lights or other facilities.

Supplementary data details the aerodrome operator information including contact details. In this case details are provided on the landing fees charging process.

Raglan is a typical small regional Aerodrome and due to its size and dimensions is restricted to smaller, general aviation aircraft. Movements tend to peak in the summer months with little mid-winter activity.

Aircraft activity includes helicopters, aeroplanes, microlights, gliders, model A/C (once), and nearby off-airport kite surfing. Medical emergency helicopter operations do not use the aerodrome but take place at a nearby medical facility using a specific site located in that area.

Movement data was obtained from the Aircraft Movement Monitoring² system which is used to record aircraft movements at Raglan. The movement data was counted in accordance the with International Civil Aviation Organisation (ICAO) standard with both a landing or a take-off counted as one movement and a "Touch and Go"³ as two movements.

The COVID lockdown from March 25 - April 27 is evident in the movement data with only some movements in that period, probably agricultural aircraft that had a dispensation.

¹ Aircraft are set up so that the main pilot seat and controls are on the left hand side of the cockpit.

² <https://www.aerodromeit.co.nz/>

³ An aircraft operation where the aircraft comes into land on a runway and takes off again without coming to a full stop. Usually done for training or circuit practice.

The large volumes each January seem to be when the Walsh Memorial Flying School⁴ is at Matamata for a few weeks and there are several pilots under training. It was also advised that the Piako Gliding Club often uses Raglan Aerodrome at that time of year for a couple of weeks.

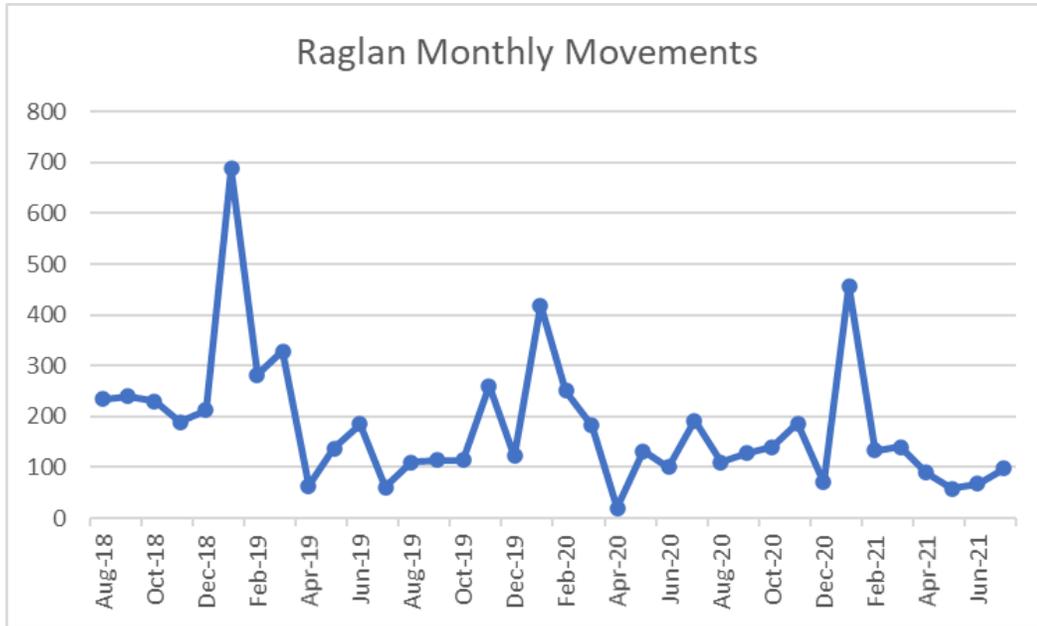


Figure 1 - Raglan Monthly Movements August 2018- July 2021

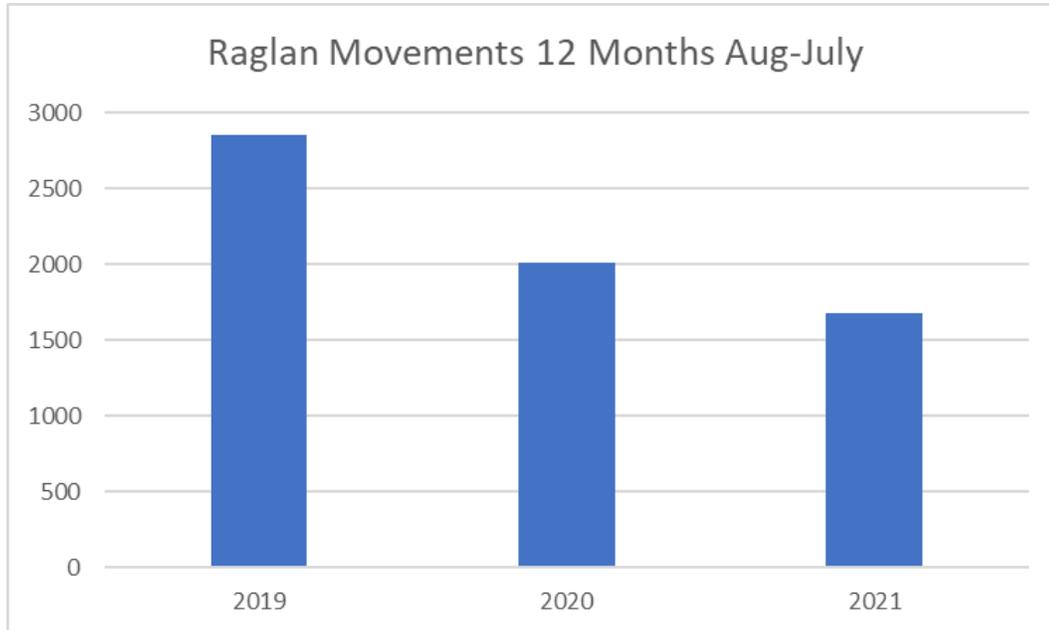


Figure 2 - Raglan Movements 12 Month Periods Aug-July

⁴ <https://scouts.nz/walsh/>

4 Safety Assessment Approach

The approach to the safety assessment was divided into two assessment areas, an on-site visit and then follow up review to produce a report.

Technical and regulatory assessment:

- Aerodrome design, operational and regulatory requirements (Civil Aviation Rules)
- Safety risk management including aerodrome safety specific requirements (Aviation Safety Standards)
- Applicable health & safety provisions (Health and Safety at Work Act 2015)
- Assessment of Aerodrome operations including the associated airspace and interaction with other aviation activities
- Assessment of community concerns/queries and provision of appropriate information

Assessment of safety data, documentation, and information:

Review documents as below:

- Aerodrome management information, reports and records
- Data held on incidents, occurrences or reports by the Civil Aviation Authority of New Zealand
- Waikato District Council records especially use data and related Council held information
- Raglan Community Board information as it relates to the Raglan Aerodrome

Onsite Visit and Consultation:

- Visit aerodrome, assess operations and meeting as required
- As required with Council, Raglan Community Board and interested parties as required

Reporting:

- Report Draft, reviews and final report production

5 Regulatory Requirements

5.1 The Civil Aviation Act

The Civil Aviation Act 1990 (The Act) is the primary legislation that sets the requirements for civil aviation in New Zealand. The Act prescribes a range of requirements for licence holders, certificate holders and “any person” in regard to aviation safety.

Relevant Sections of the Act are:

Section 2 Interpretation

aerodrome—

- (a) means any defined area of land or water intended or designed to be used either wholly or partly for the landing, departure, and surface movement of aircraft; and
- (b) includes any buildings, installations, and equipment on or adjacent to any such area used in connection with the aerodrome or its administration

This section defines an aerodrome and noting that it is a defined area. Currently the area is not defined on the reserve appropriately.

Section 44 Dangerous activity involving aircraft, aeronautical product, or aviation related service

(1) Every person commits an offence who—

- (a) operates, maintains, or services; or
- (b) does any other act in respect of—

any aircraft, aeronautical product, or aviation related service, in a manner which causes unnecessary danger to any other person or to any property.

(2) Every person commits an offence who—

(a) causes or permits any aircraft, aeronautical product, or aviation related service to be operated, maintained, or serviced; or

(b) causes or permits any other act to be done in respect of any aircraft, aeronautical product, or aviation related service, —

in a manner which causes unnecessary danger to any other person or to any property.

(3) Every person who commits an offence against subsection (1) or subsection (2) is liable on conviction, —

(a) in the case of an individual, to imprisonment for a term not exceeding 12 months or a fine not exceeding \$10,000; or

(b) in the case of a body corporate, to a fine not exceeding \$100,000.

(4) The provisions of this section shall be in addition to and not in derogation of any regulations or rules made under this Act.

A person on the Aerodrome when an aircraft is landing can be “said” to be putting the aircraft at risk by being on the Aerodrome whilst an aircraft is landing or taking off.

5.2 Civil Aviation Rules

As noted previously Raglan Aerodrome is not required to be certificated under Civil Aviation Rule Part 139 as an aerodrome serving regular air transport operations (CAR 139.5), nor has the Director of Civil Aviation required it to be a qualifying aerodrome (CAR 139.5A).

However, as an aerodrome operator the Council must comply with CAR Part 139 Subpart I requirements.

Part 139 defines an **Aerodrome operator** as —

- (1) a person who operates an aerodrome; or
- (2) if no person is identified in paragraph (1), a person who is responsible for the management of that aerodrome; or
- (3) if no person is identified in paragraphs (1) or (2), a person who is occupying the land forming that aerodrome; or
- (4) if no person is identified in paragraphs (1), (2), or (3), the registered proprietor of the land forming that aerodrome.

Subpart I — Operating requirements – non-certificated aerodromes

139.501 Application of Subpart

- (a) Except as provided in paragraph (b), this Subpart applies to an aerodrome operator.
- (b) This subpart does not apply to:
 - (1) an aerodrome operator certificate holder:
 - (2) a qualifying aerodrome operator certificate holder:
- (3) the operator of an aerodrome that is used or intended to be used exclusively by aircraft engaged in agricultural operations.

139.503 Unsafe conditions

An aerodrome operator to which this subpart applies must establish procedures to ensure that aircraft movements are restricted or prohibited on parts of the aerodrome where an unsafe condition exists.

139.505 Reporting traffic volumes

An aerodrome operator to which this subpart applies must—

- (a) provide the Director with an annual report of traffic movement data for the aerodrome; and
- (b) if requested in writing by the Director, collect and report traffic movement data for the aerodrome.

CAR 139.503 puts onus on WDC to ensure safety on the aerodrome if an unsafe condition exists. Whilst the CARs do not define “an unsafe condition” it is apparent this is a condition where a person or persons is exposed to risk or harm.

Allowing persons or dogs on or near to the runway is an unsafe condition and the WDC as the aerodrome operator may be in breach of CAR 139.503. In accordance with 139.503 they are obligated to take reasonably practical steps to identify and eliminate such risks.

Pilot Requirements

Pilots also have requirements to ensure the safety of persons and property on the ground with minimum operating altitudes and distances from people and property during flight. When operating at an aerodrome a pilot must comply with CAR 91.127 Use of Aerodromes in particular:

91.127 Use of aerodromes

- (a) No person may use any place as an aerodrome unless that place is suitable for the purpose of taking off or landing of the aircraft concerned.
- (b) No person may operate an aircraft at an aerodrome unless—
 - (1) that person complies with any limitations and operational conditions on the use of the aerodrome notified by the aerodrome operator; and
 - (2) the runway, heliport, or water channel, is equipped with operable lighting, appropriate to that type of aircraft, when landing or taking off at night, and the lighting is activated; and
 - (3) that person manoeuvres the aircraft clear of any manoeuvring area or part of any manoeuvring area that has been notified or marked as unsafe for aircraft use by the aerodrome operator; and
 - (4) ***the runway, heliport, or water channel is clear of all persons, animals, vehicles, vessels, or other obstructions during landing or take-off, other than persons, vehicles, or vessels essential to the operation.***

Therefore, the pilot must determine that the runway is safe before executing a landing or a take-off manoeuvre and must not operate if people or animals are on the runway.

5.3 Health and Safety at Work Act

WDC is a “person conducting a business or undertaking” (PCBU) and has responsibilities under the Health and Safety at Work Act (HSWA) (2015).

In particular HSWA s30(2):

30 Management of risks

- (1) A duty imposed on a person by or under this Act requires the person—
 - (a) to eliminate risks to health and safety, so far as is reasonably practicable; and
 - (b) if it is not reasonably practicable to eliminate risks to health and safety, to minimise those risks so far as is reasonably practicable.
- (2) A person must comply with subsection (1) to the extent to which the person has, or would reasonably be expected to have, the ability to influence and control the matter to which the risks relate.

The council manages and administrates the land therefore they do have the ability to influence and control the aerodrome risks. Therefore, they also have a duty of care to users and other persons on the aerodrome.

36 Primary duty of care

- (2) A PCBU must ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking.

The WDC know about the people and dogs on the aerodrome and must take all reasonably practical steps to eliminate the hazard and risk.

6 Occurrence Data

6.1 CAA Occurrence Data

A request was made to the Civil Aviation Authority for occurrence, incident and accident data they hold for Raglan Aerodrome. The request was for the previous 5 years being an appropriate timeframe to provide an assessment of data for recent years and prior to COVID-19 impacts.

The information was provided and consisted of six distinct data sets as detailed below.

The associated Civil Aviation Rule definitions⁵ are:

ACC- Accident means an occurrence that is associated with the operation of an aircraft and takes place between the time any person boards the aircraft with the intention of flight and such time as all such persons have disembarked and the engine or any propellers or rotors come to rest, being an occurrence in which—

- (1) a person is fatally or seriously injured as a result of—
 - (i) being in the aircraft; or
 - (ii) direct contact with any part of the aircraft, including any part that has become detached from the aircraft; or
 - (iii) direct exposure to jet blast—
except when the injuries are self-inflicted or inflicted by other persons, or when the injuries are to stowaways hiding outside the areas normally available to passengers and crew; or
- (2) the aircraft sustains damage or structural failure that—
 - (i) adversely affects the structural strength, performance, or flight characteristics of the aircraft; and
 - (ii) would normally require major repair or replacement of the affected component—
except engine failure or damage that is limited to the engine, its cowlings, or accessories, or damage limited to propellers, wing tips, antennas, tyres, brakes, fairings, small dents, or puncture holes in the aircraft skin; or
- (3) the aircraft is missing or is completely inaccessible:

ADI – Aerodrome Incident means an incident involving an aircraft operation and—

- (1) an obstruction either on the aerodrome operational area or protruding into the aerodrome obstacle limitation surfaces; or
- (2) a defective visual aid; or
- (3) a defective surface of a manoeuvring area; or
- (4) any other defective aerodrome facility:

ARC – Aviation Related Concern. A process that allows anyone to report an ‘aviation related concern’. You don’t have to be involved in the aviation community to report something you see or hear that you think might harm aviation safety or security, or that might even be breaching Civil Aviation Rules.

⁵ Civil Aviation Rule Part 1 and Civil Aviation Rule Part 12 – www.aviation.govt.nz/rules

ASP - Airspace incident means an incident involving deviation from, or shortcomings of, the procedures or rules for—

- (1) avoiding a collision between aircraft; or
- (2) avoiding a collision between aircraft and other obstacles when an aircraft is being provided with an Air Traffic Service:

DEF – Defect incident means an incident that involves failure or malfunction of an aircraft or aircraft component, whether found in flight or on the ground:

INC – Incidents means any occurrence, other than an accident, that is associated with the operation of an aircraft and affects or could affect the safety of operation

6.2 Reporting Requirements

The source of the CAA data is from reports made to the CAA. The New Zealand Aviation system is built upon the Act and the CARs made under that Act. The Act requires licence holders and certificated organisations to report accidents and incidents:

Section 26 Obligation to notify all accidents and incidents

(1) The pilot-in-command of any aircraft that is involved in an accident shall notify the accident to the Authority as soon as practicable.

(1A) Every person who—

- (a) operates, maintains, or services, or does any other act in respect of any aircraft, aeronautical product, or aviation related service; and
- (b) is involved in an incident, —

shall, where required to do so under rules made under this Act, notify the incident to the Authority.

(2) If, due to injuries or death, the pilot-in-command is unable to give the necessary notice under subsection (1), the operator shall provide the necessary notice.

(3) The co-ordinator of any search and rescue operation for any aircraft shall notify the Authority of the operation as soon as practicable.

(4) The Authority may on being notified under subsection (1) or subsection (1A) or subsection (2) or subsection (3) request such additional information, in such form as the Authority considers appropriate in each specific case, and the pilot-in-command or operator or person of whom the request is made shall provide the additional information forthwith.

6.3 Data Analysis

6.3.1 Total Reports

A total of 32 occurrences covering 6 specific reporting criteria were reported regarding Raglan Aerodrome.

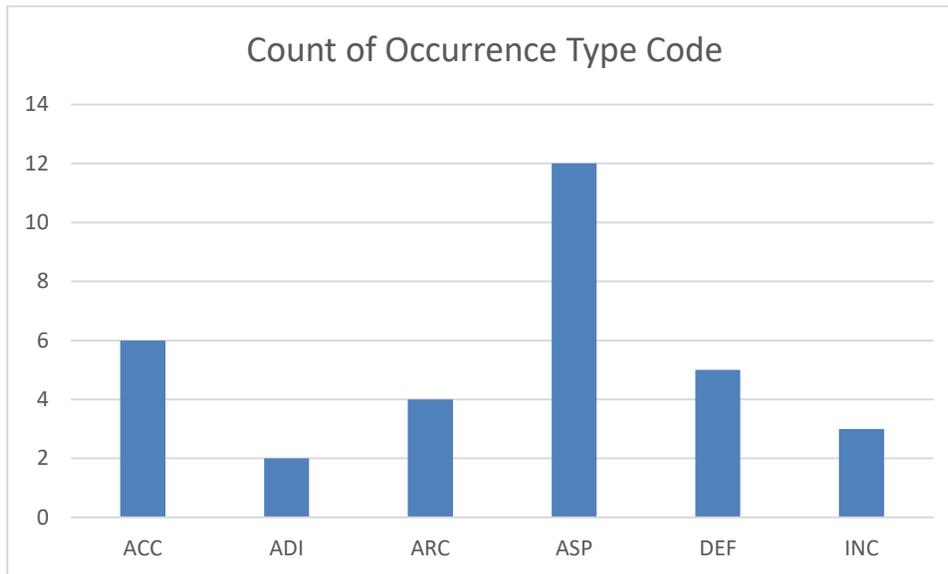


Figure 3 Raglan Aerodrome Reported Occurrences to the CAA

An analysis of the data excluded several as not being relevant to this study including the twelve Airspace Incidents (ASP) which did not relate directly to safety concerns on the Aerodrome, and the five Defect incidents (DEF) which did not relate directly to safety concerns on the Aerodrome but were aircraft related.

Two of the three Incidents (INC) did not relate directly to safety concerns on the Aerodrome.

Incident 16/6168 04 November 2016 is of interest as it was in regard to a marker cone and the cone being removed – this links directly to lack of aerodrome layout definition.

6.3.2 Accidents

Six accidents, being one per year, are recorded in the CAA data. All accidents occurred on approach and landing. Approach and landing is the highest risk phase of a flight for a pilot.

One accident occurred on a beach to the north and the damage was found when landing at Raglan. This is included as it was the result of turbulence which is also a factor at Raglan.

The accidents can be further classified as approach, overrun and turbulence.

Approach: In December 2018 an aircraft on approach entered a low level spin and crashed into the harbour. Two person on board died.

Turbulence: One incident in 2019 occurred on a beach north of Raglan due turbulence and damage was noticed on landing at raglan. The other incident occurred in November 2020 when the aircraft wing hit the ground on landing due to possible windshear.

Overrun: June 2016 an aircraft went through the boundary fence and 100 metres into the paddock rendering the aircraft unserviceable. January 2017 the aircraft hit the fence at the end of the runway. May 2021 the aircraft went through the fence at the end of the runway.

* Note one accident occurred after a go-around by the pilot due to pedestrians on the runway.

CAA Occurrence Data

ACC	MA	21-May-21	Landing Accident. First attempt to land the pilot carried out a go-around, landed off the second approach, applying brakes the aircraft skidded on the wet grass and went through the fence at the end of the runway. No injuries, damage to aircraft.	Overrun
ACC	MI	18-Nov-20	Port wing dropped immediately before touchdown and contacted ground, probably due wind shear. Damage - bent pitot tube and rippled upper wing panels.	Turbulence
ACC	MI	09-Nov-19	Attempting to land on beach 8 miles north Raglan in turbulent conditions caused the plane to drop and bounce. Decided to go around and not land. Returned to Raglan and landed no problem. Noticed plane not quite level on taxiing. Main landing gear leg right hand side bent. This has been reported to SAC as an incident of minor damage.	Turbulence
ACC	CR	17-Dec-18	During approach to land at NZRA, the aircraft was observed by witnesses to turn and then enter a spin to the left at low altitude. There was insufficient height available for the pilot to recover from the spin, resulting in the aircraft striking the mud flats in the harbour. Both persons on board received fatal injuries.	Approach
ACC	MA	08-Jan-17	Aircraft landed downwind and failed to stop in time to avoid fence at end of the runway. The prop wrapped around the fence wire. Level 1 CAA investigation revealed misjudgement of tail wind component by pilot. During investigation various issues with the aircraft operator became apparent, and were passed to Special Flight Ops and Recreational Aviation Unit for their attention. SIU level 1 investigation closed.	Overrun
ACC	MI	02-Jun-16	Minor landing accident. Touched down too fast, unable to stop, overran the airstrip going through the boundary fence. No injuries. The aircraft ran through the fence at the end of the runway and came to rest about 100m into the next paddock. The aircraft was suffered damage that required it to be moved by truck to a repair facility. The pilot stated that he was attempting a second approach after a go-around due to pedestrians crossing the runway. He described having an aiming point but had trouble maintaining that approach profile. The aircraft then floated during the flare and once the nose wheel was on the ground, he realised he only had about 50m to stop. After the accident he also noticed he had landed with a slight tail wind that was not noticeable by observing the windsock while he was in the air. The pilot advises that he will seek additional airstrip flying and tuition as a result of this accident.	Overrun

6.3.3 Aviation Related Concerns

Four Aviation Related Concerns were officially recorded by the CAA.

ARC	MI	04-Jul-21	Aircraft landed as pedestrian and their dog walking in the middle of the Aerodrome.	Person on Runway
ARC	MI	20-Jan-20	Anonymous concern video shows 2 gliders flying well under 500 ft altitude without need to do so. already reported and investigated 19/9241 20/ARCG/148	Low Flying
ARC	MI	09-Nov-19	Failure to report minor accident concern	Reporting
ARC	MI	11-Aug-18	Concern regarding low flying ag A/C over owner's house	Low Flying

6.3.4 Aerodrome Incidents

Two Aerodrome Incidents were recorded in the CAA database, and both were in regard to people on the runway.

ADI	MA	14-Feb-21	Pedestrian noted crossing active runway 05 during take-off roll. Pilot had to make a minor directional correction to ensure the aircraft passed far enough from the pedestrian to avoid further danger.	Person on runway
ADI	MI	21-Feb-16	Take-off aborted due to a woman running across the runway, 100 metres in front of the motor glider. Glider swerved left, narrowly missing her.	Person on runway

6.4 Raglan Aerodrome Landing Factors

From analysis of the reports there are two main hazards at Raglan Aerodrome:

1. Raglan Aerodrome approach is influenced by winds that can make it challenging.
2. Persons on the runway add complexity for the pilot on final approach.

The wind issue for pilots has been highlighted by the CAA in a Vector⁶ article in January/February 2012 along with the terrain and obstacles in the aerodrome environment. The article is attached as Appendix D.

The wind cannot be mitigated but pilots can be informed and prepared. Terrain and obstacles can be mitigated, and this is discussed in the Aerodrome design section.

The runway length is also relatively short, but this depends on the aircraft that is to be operated and the particular aircraft performance. What this does is limit the size and type of aircraft that operate at Raglan Aerodrome. So single engine, light aircraft tend to be the type to operate at Raglan.

The issue of persons and animals on the runway is the other hazard and one that can be mitigated. This is addressed in the Aerodrome design section, but some commentary is needed here.

⁶ Vector is the CAA Safety Education Magazine that is sent to pilots and published on the CAA website www.caa.govt.nz

6.5 Approach and Landing

The approach and landing phase is the most critical stage of an aircraft's operation and the one with the highest workload for the pilot. Most accidents occur in the landing phase which is consistent both in New Zealand and internationally. Figures show that around 40-50% of all accidents occur during the landing phase of aircraft operations.

A range of documents and studies support this including those from the Flight Safety Foundation, the International Civil Aviation Organisation, Federal Aviation Administration (United States of America) and the European Safety Agency. The CAA Aviation Safety Report⁷ for 1 January to 31 December 2019 details 40% of accidents during the landing phase.

Flight Phase

The following table shows the flight phase recorded for accidents for the ten one-year periods ending 31 December 2019. The figures include all aircraft types.

Flight Phase	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
LANDING	43	37	35	48	42	48	44	40	39	44
TAKEOFF	19	20	11	17	20	16	12	17	14	12
CRUISE	5	14	7	16	13	14	8	11	13	7
UNKNOWN	2	1	2	2	5	3	5	14	5	3
APPROACH	3	8	5	5	9	3	6	2	4	5
CLIMB	8	8	2	6	8	7	3	3	5	5
PARKED	4	2	5	5	0	3	3	1	0	3
DESCENT	6	0	6	4	3	6	2	5	3	7
HOVER	4	4	2	5	1	3	2	0	2	1
AGRICULTURAL MANOEUVRES	3	1	5	2	2	2	1	1	2	4
TAXIING	3	5	3	3	4	5	1	3	1	6
HOVER TAXI	0	0	1	2	0	0	1	0	0	1
CIRCUIT	1	1	0	0	1	0	0	2	0	1
Not Recorded	5	7	4	4	2	0	0	2	2	5
HOLDING	0	0	0	0	0	0	0	0	0	0
AEROBATICS	0	0	1	0	1	0	0	1	0	0

The most common phase of flight during which accidents occurred in the year ending 31 September 2019 remains the landing phase (40%). This proportion of accidents by flight phase is largely unchanged from previous years and reflects the fact that landing is generally the highest risk phase of flight.

The CAA have produced a "Good Aviation Practice" booklet on landing and take-off which provides additional information on the critical stage of a flight. <https://www.aviation.govt.nz/assets/publications/gaps/Take-off-and-landing-performance.pdf>

At Raglan the ability of the pilot on approach to see persons or animals on the runway may be limited. Reasons include:

- ➔ High approach angle to the runway due to terrain and trees on approach

⁷ CAA Aviation Safety Report accessed from the www.caa.govt.nz website 16 August 2021

- The nose attitude of the aircraft will be high for approach and the pilot view is limited to the touchdown area and beyond they are aiming for. They may not see people or animals in the preceding area
- The large area that the aerodrome is on means the pilot is focussed on just the intended landing area
- High workload in the cockpit to control the aircraft in windy conditions at Raglan Aerodrome
- The runway length must be suitable to the aircraft performance, but the terrain and winds may cause the aircraft to be higher on approach than the pilot may expect

The ability for the pilot to see people and animals at this critical stage of flight may result in the pilot having to land rather than apply power and “go around”. On approach the aircraft is at minimum power, with aircraft flaps down to slow the aircraft and pilot inputs need to be smooth and precise. If the aircraft is low the safest manoeuvre may be to continue the landing and attempt to avoid the person or animal.

If they need to “go around” the pilot needs to apply full power and raise the flaps whilst also controlling the aircraft – a very high workload, possibly stressful operation. A situation that can lead to an incident or damage to the aircraft (the aircraft body may be damaged due to overstressing during a full power go-around).

Information provided identifies that the high workload and pilot considerations on landing may not be well understood by persons on the aerodrome and local community.

7 Airfield Visit

An on-site Aerodrome visit was completed on Monday 2 August. Mike Haines and Rob Ashley (WRC Community Assets Manager / Acting Team Leader OSM) visited the aerodrome.

An Aerodrome inspection was undertaken prior to a meeting with the Raglan Community Board and other local representatives on the aerodrome.

7.1 Aerodrome Inspection

The Aerodrome inspection started at 1230 and was proposed to use a standardised Aerodrome Inspection Checklist, however as the Aerodrome lacked the normal Aerodrome components the checklist was not used.

Three aircraft were on the Aerodrome:

ZK-SLL Cessna 182 - Sky Lane Limited, Auckland (Departed soon after we arrived)

ZK-MDV Cessna 172– Air Auckland Limited, Ardmore Airport (Departed after 1pm)

ZK-IRR Guimbal Cabri G2 - Cirrus Helicopters Limited Drury (Departed after 1pm)

The Aerodrome is part of a large reserve area that is fenced on all sides except the northwest area from the start of Runway 05 to the treeline as depicted on the AIPNZ chart.

The Aerodrome is not defined by any markers of any form and certainly no runway or runway threshold markers. Some marking on the grass (possibly diesel or dye) seems to outline an area of the runway but it does not match the published Aerodrome dimensions. The only indications of an aerodrome apart from some signage on gates are the windsocks at the two vector thresholds.

The inspection commenced at the car park beside the Holiday Camp then along the Aerodrome starting at RWY 23 threshold down the southern side, crossed the central walkway area, on to the beach at the beach

access point to the northwest, then back on Aerodrome along northwest tree line to the area beside the fuel tank adjacent to the RWY 23 Threshold. Photos were taken and are included in Appendix C.

Trees were noted on the approach to Runway 23 in addition to the Norfolk pine that is detailed in the AIPNZ. Operational area warning signage was on the Northern Carpark gate, Southwest access gate and Beach access area (although only at one point but at another area close by).

The runway is published in the AIPNZ as being 60 metres wide, but the area has no visible boundary or operational area markers, and it appears that the whole area is used as a runway.

The refuelling site is not shown on the AIPNZ chart and does not appear to be in use or properly protected.

7.2 Meeting with Community Board and local representatives

An onsite meeting and discussion was held with Gabrielle Parson (Raglan Community Board Chair), Chris Rainer (Raglan Community Board), Alan Vink, and Ra Puriri.

A range of issues were discussed related to Aerodrome operations and safety including locals concerns and interactions with the CAA staff. Some specific information and details on aviation requirements was provided to assist and also to ensure a correct understanding.

The discussions were very productive and provided valuable input to the review. Their open and honest approach was appreciated as was their willingness to listen and take some advice.

7.3 Community queries

Some commentary on community queries that have been raised:

- Concerns on airfield's proximity to the urban areas of Raglan and possibility of an aircraft accident.
The location in relation to the urban areas is not a significant hazard in regard to an aerodrome location. The area does not have major terrain constraints. There is always a risk of engine failure on take-off or approach but the north-west is clear and the north-east has a good turn towards the north and out over the sea.
- Pedestrian warning light system
Pedestrian light system would be difficult to manage and maintain. May lead pedestrians to rely on the light system and not check for aircraft operating. It would need activating from the cockpit which could be done but would need monitoring and be visible to all. Would it be used regularly and what occurs when it is out of service.
- What is the actual safety risk associated with pedestrians and aircraft? Could it not be managed similar to train crossings?
If there was a single point of crossing it may be feasible. But this may require a fixed gate (in a fence) where people would look for the aircraft, then gauge how far away it is and then cross. The pilot may still have concerns then decide to go around which so does not address the problem.
- Can the airfield be split use? Some days are designated for community use and vice versa.
Yes, airfield can be closed on certain days, but the general public and the pilots would probably like to use the airfield at on the same days. Pilots may also not know or be confused on operation hours and still try to access the airfield.

8 Risk, Controls and Issues

8.1 Risk Management

WDC as the Aerodrome Operator should have a Risk Register so that all risks at the aerodrome are identified and that appropriate mitigations are in place. This should form part of the overall Raglan Aerodrome Risk Management system.

The current Risk Register has two risks identified are:

1. Aircraft and pedestrian/dog collision on the Raglan Airfield
2. Objects on runway surface

A full Aerodrome Risk register needs to be developed with appropriate mitigations and controls. This is consistent with HSWA requirements and also aviation safety management systems. Most people are familiar with hazards and risks as these are now common themes with a wide range of media communicating to use on these concepts including health and safety legislation, insurance requirements and road safety campaigns.

A hazard is a source of harm and doesn't cause an issue until a person is exposed to it and then it is a risk⁸. There are numerous definitions and explanations along with a range of risk assessment tools and methods. The table below details common aerodrome hazards, and some observed during the Raglan aerodrome visit. The table outlines what hazards exist of Raglan and propose some controls if none are currently in place.

8.2 People on the Aerodrome

The greatest risk to both people and pilots is general public walking across an active aerodrome. Normally aerodromes are designed to prevent access by people and animals to the runway and operational areas. Having people or animals access the runway can lead to a "runway incursion" which is high risk for aviation safety.

The International Civil Aviation Organisation definition of a runway incursion is "Any occurrence at an aerodrome involving the incorrect presence of an aircraft, vehicle or person on the protected area of a surface designated for the landing and take off of aircraft".

Runway Incursion is one of the High Risk Categories (HRC) in their Global Aviation Safety Plan 2022-2022 and is included in the international ICAO Runway Safety programme⁹. In New Zealand the CAA notes¹⁰ approximately 5-10 occur in New Zealand every month and have the potential to result in fatal collisions.

People on a runway is an unsafe condition, and the council must establish procedures to prohibit or restrict aircraft movements when a known unsafe condition exists.

The WDC is the aerodrome operator and the PCBU so they must satisfy themselves that they are taking all reasonable steps to eliminate or minimise any perceived or material risk (or unsafe condition). There are several options available to the council in regard to methods deployed to separate persons from aircraft (eliminating or minimise) on council managed and administered land. These are detailed later in this report.

⁸ Worksafe Definitions and acronyms <https://www.worksafe.govt.nz/the-toolshed/definitions-and-acronyms/#If-doc-29593>

⁹ <https://www.icao.int/safety/RunwaySafety/Pages/default.aspx>

¹⁰ <https://www.aviation.govt.nz/airspace-and-aerodromes/aerodromes/runway-safety/>

Raglan Aerodrome Hazard Assessment

Hazard	Assessment	Control
Non-standard aerodrome facilities	The Aerodrome is on one large area of land. Apart from two windsocks and some signage on gates a person would not know it was an aerodrome. No aerodrome markers or runway identification are in place. No identification of aircraft parking area.	Review the Aerodrome and upgrade to meet minimum CAA design standards guidance material. Parking area should be clearly designated.
Unauthorised vehicle access to aerodrome	Vehicle access is currently limited and access gates have padlocks. Contractors mow the aerodrome on a regular basis. I have found no specific aviation procedures for WDC contractors.	Ensure padlock access is controlled. New aerodrome procedure required. This could include the issuing of a NOTAM ¹¹ when works are being conducted on the aerodrome, an aviation radio required to monitor pilot calls, and specific aerodrome training.
Noise	No specific requirements in place for people on the aerodrome or restrictions for aircraft. It was noted in correspondence and during the onsite discussion that noise can be an issue when community or special events are on e.g., a Tangi	Ensure people are aware of aircraft noise on aerodrome and consider remaining clear due to noise. Ability to issue a NOTAM or close the aerodrome during special events.
People on runway	The current situation produces a high risk to members of the public and pilots. The public needs to remain clear of the active aerodrome, particularly whilst aircraft are operating but should also remain clear at all times as an aircraft operation may take place at any time.	Clearly identify the aerodrome and the runway so people can remain clear. Install a fence to prevent inadvertent access to the aerodrome and runway.
Wildlife hazards – Birds and Animals	Due to the aerodrome location birds are present and create a hazard to aircraft. Dogs are a major hazard at all aerodromes. In most aerodromes access to the airfield prevents the dog hazard becoming a risk.	Ensure aerodrome management plan for birds which may include a grass management strategy to discourage nesting or accessing a food source. Suggest note added to AIPNZ. Install a fence to prevent inadvertent access to the aerodrome and runway. Require dogs to be on a leash when on the areas where the aerodrome is located.

¹¹ Notice to Airmen - means a notice distributed by means of telecommunication containing information concerning the establishment, condition or change in any aeronautical facility, service, procedure or hazard, the timely knowledge of which is essential to personnel concerned with flight operations: Civil Aviation Rule Part 1.

<p>Obstacles</p>	<p>The AIPNZ chart notes a tree to northeast as an obstacle. It also displays the trees to the northwest.</p> <p>Without the edge of the runway and the runway strip being defined it was difficult to assess if there was sufficient obstacle clearance of the runway surfaces.</p>	<p>No Obstacle Limitation Surface (OLS) survey was available for Raglan Aerodrome. The OLS protects the aircraft operations and also defines areas where people and property are clear of the aerodrome operational areas.</p> <p>An OLS survey is needed to confirm the safety of aerodrome operations.</p> <p>An OLS should also establish if the vehicle parking area to the north should have a maximum vehicle parking height.</p>
<p>Dangerous Goods</p>	<p>The AIPNZ does not show any fuel facility at Raglan. However, a Jet A1 fuel facility is located in the northwest corner. It is not known if this is in use, empty or if properly maintained.</p>	<p>WDC needs to follow up on the fuel facility to see who owns it and if it is in use and properly maintained.</p> <p>If retained, it needs to be shown on the AIPNZ chart and if it is available for use.</p>
<p>Incorrect published information</p>	<p>The AIPNZ information seemed correct except that the 60 metre runway was not clearly defined.</p>	<p>WDC to ensure the AIPNZ information is amended when any changes are made to the aerodrome, or any information is identified as not being correct or missing.</p> <p>Suggest an AIPNZ information check in September each year before the busy Spring/Summer period.</p>
<p>Weather – Winds, fog</p>	<p>The incidents at Raglan suggest that wind conditions can be problematic and cause problems for pilots when encountered. This is reinforced by a CAA Vector article as noted earlier.</p>	<p>Update AIPNZ to include note on possible turbulence and sudden changes in wind direction. Consult local pilots as required for wording.</p>
<p>Aircraft propellers, rotors and engines</p>	<p>As the public can mingle with aircraft operating not only on the runway but also the parking area additional signage and warnings are needed.</p>	<p>Suggest some additional signage on aircraft operations and dangers especially at the main access gate.</p>
<p>Foreign Object Debris (FOD)</p>	<p>The airfield surface was in good condition with no FOD. It was noted that no tree or related natural debris was evident.</p> <p>It was advised that the aerodrome is used for various events and some people play sport on the area e.g., Golf.</p>	<p>Ensure procedure in place after events on the aerodrome to ensure no loose items, rubbish or objects that can damage a landing aircraft, damage a propellor or be ingested into an engine are present.</p> <p>If sports are undertaken, then all equipment and balls are removed especially golf balls.</p>
<p>Runway Surface Condition</p>	<p>The grass surface was in good condition. It seemed well maintained.</p>	<p>Ensure procedure to monitor aircraft surface and issue NOTAMs or close when the surface becomes soft, breaks up or is unsuitable for aircraft operations.</p>

8.3 Risk assessment – People on a runway

A risk assessment using a standardised aerodrome specific risk assessment model¹² of people on the runway at Raglan identified a high risk. Noting this covers the person and the pilot.

This is based on the worst case but is highly likely as occurrences have identified that such events can occur.

Person on the runway at Raglan Aerodrome:

Likelihood	Severity	Risk
Frequently	Minor	Medium
Probable	Hazardous	High
Remote	Catastrophic	High

Severity \ Likelihood	No Safety Risk	Minor	Major	Hazardous	Catastrophic
Frequently	L5	M13	H20	H22	H25
Probable	L4	M12	M15	H21	H24
Remote	L3	L8	M14	M17	H23
Extremely Remote	L2	L7	L10	M16	M19
Extremely Improbable	L1	L6	L9	L11	M18

Low	Medium	High
No Action Required	Monitor, Determine if Risk can be Mitigated to a Low Risk	Must be Mitigated to a Medium Risk

¹² National Academies of Sciences, Engineering, and Medicine. 2015. *A Guidebook for Safety Risk Management for Airports*. Washington, DC: The National Academies Press. <https://doi.org/10.17226/22138>.

Definitions for Severity and Likelihood

Severity:				
	People	Assets	Environmental	Reputation
Catastrophic	Fatality+	Loss of an aircraft/or over \$1,000,000 dollars in damage/or loss of critical system(s) for an extended period of time	A spill or release that is not contained and results in long-term damage to the environment and fines to the airport.	An event or a series of events resulting in the community NOT using XXX for an extended period of time.
Hazardous	Severe Injury, requiring hospitalization	Damage to an aircraft taking it out of service for an extended period of time/or damage in excess of \$500,000/or disruption of critical services for extended period of time	A reportable spill or release that requires mitigation.	An event or a series of events resulting in the community lessening the use of XXX causing negative (annual) financial or operational impacts.
Major	Minor Injury requiring medical treatment	Damage to an aircraft that is repairable/or damage to equipment or facility that is repairable within a short period of time.	A reportable spill or release that is contained.	An event or a series of events resulting in the community lessening the use of XXX for a short period of time.
Minor	Minor injury not requiring medical treatment	Minor damage to an aircraft, equipment, or facility not requiring it to be taken out of service	A spill or release that does not require a report.	An event or a series of events resulting in the community questioning the reliability of XXX.
No Safety Risk	No injury	No Damage	No Impact	No Impact
Likelihood:				
Frequently	<i>Occurs once every <u>month or XXXX commercial operations or XXXXXX passenger enplanements</u></i>			
Probable	<i>Occurs once every <u>year or XXXXX commercial operations or XXXXXXXX passenger enplanements</u></i>			
Remote	<i>Occurs once every <u>5 years or XXXXXXXX commercial operations or XXXXXXXXXX passenger enplanements</u></i>			
Extremely Remote	<i>Occurs once every <u>10 years or XXXXXXXX commercial operations or XXXXXXXXXX passenger enplanements</u></i>			
Extremely Improbable	<i>Occurs once every <u>20 years or over XXXXXXXX commercial operations or XXXXXXXXXX passenger enplanements</u></i>			

9 Aerodrome Design

9.1 Aerodrome Layout

The current Aerodrome lacks a number of basic aerodrome design components including marker boards to denote the runway thresholds, runway edge and runway end. This can be a common issue at regional aerodromes but often there is also a fenced area preventing access to the aerodrome. CAA Advisory Circular 139-7 provides guidance on aerodrome design and facilities for non-air transport operations.

Currently the runway and the runway strip are not clearly defined on the ground area. Defining these areas and the associated obstacle limitation surfaces will allow the required area for the aerodrome to be established and then appropriate options for interaction with people to be developed.

The following definitions are from CAA Advisory Circular 139-7:

Obstacle limitation surfaces mean defined areas about and above an aerodrome intended for their protection of aircraft in the vicinity of an aerodrome.

Runway means a defined rectangular area on a land aerodrome prepared for the landing and take-off of aircraft.

Runway strip means a defined area including the runway, and stopway (if a stopway is provided), that is intended—

- (1) to reduce the risk of damage to an aircraft running off the runway; and
- (2) to provide obstacle protection for aircraft flying over the runway strip during take off or landing operations:

Threshold means the beginning of that portion of the runway usable for landing.

9.2 Runway and Runway Strip

CAA Advisory Circular 139-7 provides guidance on runways and runway strips.

Width of runways

For a runway used only during the day and for visual flying¹³, the minimum runway width should be twice the outer main gear wheel span (OMGWS) of the aeroplane to be operated. For example, a Cessna 172 OMGWS is approximately 2.7 metres so requires 5.4 metres. A runway width of 10 m would be more than adequate for the aircraft typically using the aerodrome.

Runway strip

A runway should be symmetrically included in a runway strip. Often at regional aerodromes the runway strip is published rather than a specific runway area. The runway strip adds more protection to aircraft operations and people or property on the ground for the runway.

A runway strip should extend beyond each end of the runway for a distance of at least 10 m where the runway is less than 800 m in length or 30 m where the runway is 800 m or more in length.

Width of runway strips

For a day visual runway, the minimum width of the runway strip should be two and a half times the wingspan of the aeroplane to be operated, or 30 m, whichever is the greater. For example, a Cessna 172 has an 11 metre wingspan which equates to 27.5 metres. Therefore, a minimum runway strip width of 30 m would be required.

9.3 Raglan Configuration

Currently the aerodrome is published as a 60 metre wide runway and 646 metres in length. Where no separate runway width is published it is assumed that entire 60 m width is available for the landing or take-off of the aircraft. In these situations, the runway width and the strip width are coincidental.

Considering the type of aircraft operating at the aerodrome and what the community wants to have operating the current runway area may wider than is required.

¹³ Visual flying is under Visual Flight Rules (VFR) and means that ground based instrument navigation aids are not used.

The following table provides comparisons to similar aerodromes in the AIPNZ. Raglan has a rather wide published runway compared to other aerodromes in relation to the runway length. The runway length determines the size and type of aircraft that can operate.

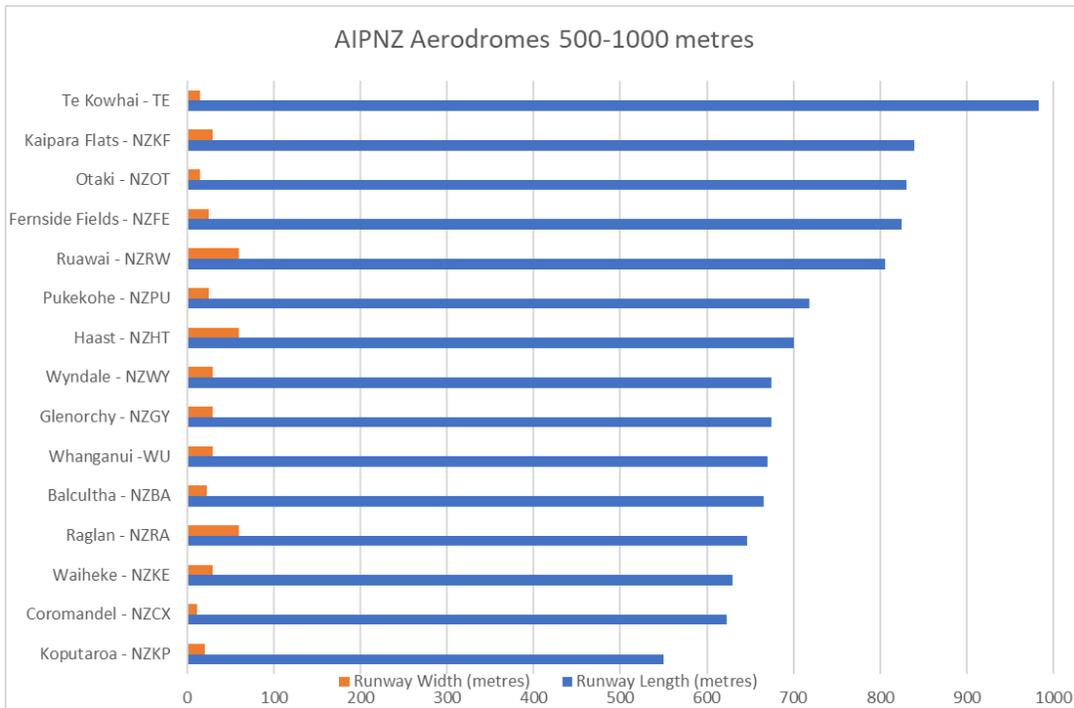


Figure 4 AIPNZ Aerodromes of similar operations

The available runway length required for an aircraft is dependent on a number of factors including the aircraft all-up weight including passengers, freight and fuel; the height of the aerodrome above sea level; and the air temperature on the day – the higher the temperature longer the runway needed. Even within an aircraft type the particular and configuration can make a difference. For example, a Cessna 172 varies in performance between a “D” model at 2,300 pound gross weight with a 175 Horsepower engine and a “P” model at 2,400 pound gross weight with a 160 Horsepower engine.

The figure below compares runway width at Raglan Aerodrome to similar size aerodromes. Based on the aircraft operating at Raglan and the runway length available then a 30 metre wide runway strip with 10 metres at each end would be appropriate.

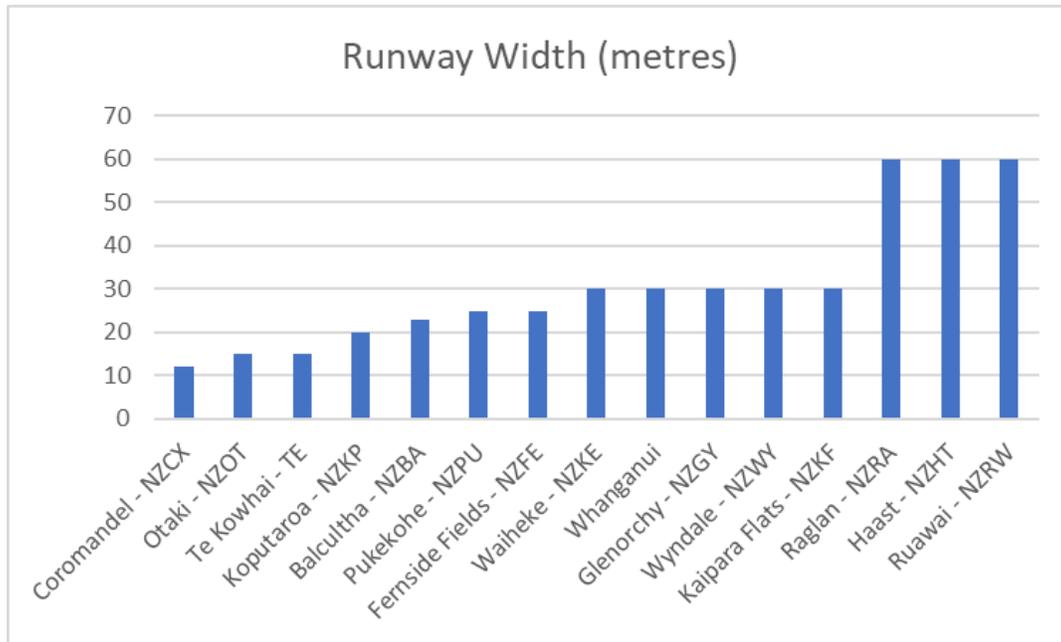


Figure 5 Similar Aerodromes Runway Width

9.4 Obstacle Limitation Surfaces

CAA Advisory Circular 139-7 provides guidance on the Obstacle Limitation Surface to protect the aerodrome. WDC needs to establish these surfaces so that the aerodrome operational area can be defined. The runway should be provided with take-off climb and approach surfaces so aeroplanes taking off or landing have a clear obstacle free surface over which to carry out the initial part of the climb or final part of the approach.

A boundary fence could be sited so as to not penetrate the take-off climb/approach surface. A boundary fence not exceeding 1.2 m in height may penetrate the transitional side surface.

Day Visual Runway

Take-off climb/approach surface

The runway should have a take-off climb and approach surface which should:

- (a) Rise upwards and outwards from the end of the runway strip (inner edge); and
- (b) Be obstacle free above a gradient of 1:20; and
- (c) Extend horizontally for a distance of 1200 m from the inner edge; and
- (d) Have sides that are splayed outwards at the rate of 1:20; and
- (e) Not turn before 300 m from the inner edge if a turn is necessary.

If the 1:20 gradient rising from the runway strip end does not clear all obstacles, a displaced landing threshold should be marked at the position necessary to ensure that the approach surface clears the obstacles.

Transitional side surface

The runway strip should have a surface clear of obstructions extending outwards and upwards from the sides of the runway strip and the approach/take-off surfaces. The surface should be at a gradient of 1:4 till it reaches a height of 2 m above the runway strip.

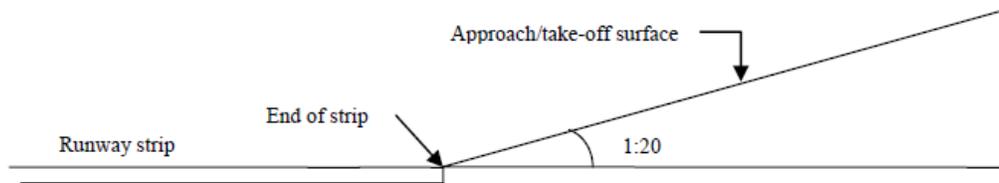
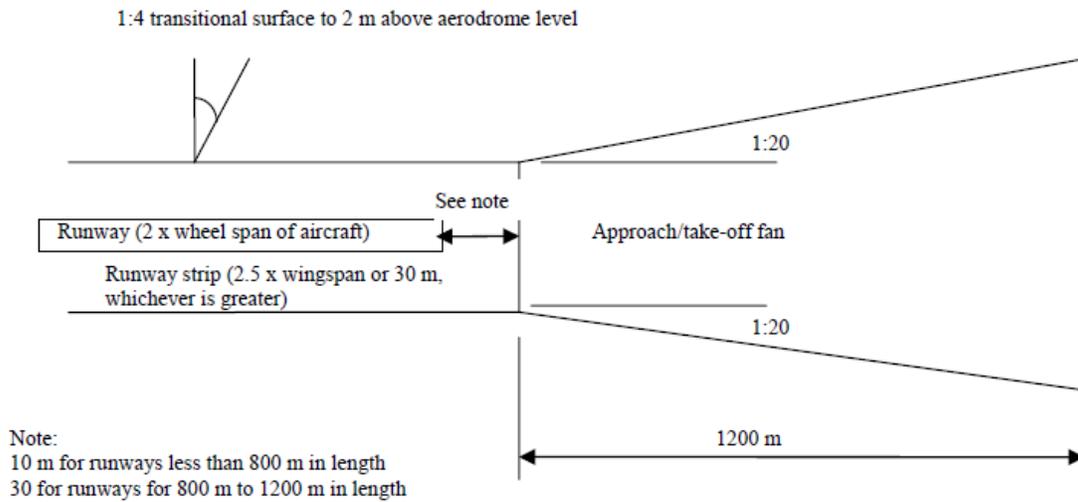


Figure 6 CAA Day Visual Runway OLS

The landing threshold is normally located at the start of a runway and indicated with the location of a windsock and a threshold marker. In determining that no obstacle penetrates above the approach surface, account should be taken of the vehicles or other mobile objects in the approach area. A height of 4.5 m should be allowed for road vehicles.

At Raglan, the vehicle parking area on the Runway 23 approach needs to be considered and, if necessary, parking in the area is restricted. If an object extends above the approach surface and it cannot be removed, the threshold should be displaced to a runway position that provides the required obstacle free approach surface.

10 Proposed Solutions

The risk assessment identified several hazards, high risk and possible controls for Raglan Aerodrome. The decision on action to take best sits with the WDC in consultation with airfield users both general public and pilots. The following section identifies some proposed solutions that may be enacted to comply with CARs and HSWA requirements.

10.1 Aerodrome Area

From the analysis of information provided, correspondence from the CAA and meetings on the airfield with WDC and locals the current situation needs to be addressed.

It is apparent that the general public and animals pose a risk to aerodrome operations and that aircraft operations pose a risk to the general public and animals using the aerodrome area. Defining the aerodrome correctly as per Section 9 including reducing the aerodrome operational area will allow more area for people and activities including dog walking.

The following options are available and recommended:

1.	Review the aerodrome size and dimensions in accordance with CAA AC139-7 including reduction in the runway width to 10 m and the runway strip width to 30 metres
2.	Undertake a full OLS survey once the aerodrome strip is established and address any obstacles as needed, including vehicle parking in the northeast carpark.
3.	Define the runway by appropriate aerodrome marker boards or similar for the runway ends, threshold (if not located at the runway ends) and the runway edge (to assist people). See Appendix E.
4.	Based on the review of the aerodrome size and dimensions including OLS, fence the perimeter of the aerodrome to prevent inadvertent access of the general public and animals.
5.	Define an aircraft parking area that is outside the OLS and fenced or barriered to prevent inadvertent access by the general public.
6.	Publish the OLS in the district plan to ensure it protects the airfield from new obstacles and people can access.
7.	Review the fuel tank on the airfield and if it remains, note its location and usage in the AIPNZ chart.
8.	Develop a process for issuing NOTAMs or closing the airfield for special events or during local activities.
9.	Develop a new training procedure for WDC staff and contractors working on the aerodrome to ensure pilots are aware and staff are protected.
10.	Determine if a specific helicopter landing area is needed.
11.	Provide aerodrome educational information for the General Public on the WDC website on Raglan Airfield.
12.	Consider a contracted Airport Manager to oversee operations – part time or on call.
13.	When fenced, erect CAA Operational Signage on all fences and access points to the airfield to identify the area as an operational aerodrome and limit access.
14.	Consider additional signage for the public warning of aircraft operations especially noise, propellers and taxiing aircraft.
15.	Require any dogs on the area around the aerodrome operating area are kept on leads or fencing prevents access to the aerodrome operational area.
16.	Develop Aerodrome Management plan including instigate regular aerodrome operational inspections on runway surface, obstacles and foreign object. Including at least one full inspection before the busy Spring/Summer traffic season.
17.	Consider ongoing approval process for operators to use the aerodrome especially training flights so that appropriate briefing information is provided to student pilots – See AIPNZ options below.
18.	If events occur on the aerodrome especially when closed, then establish a procedure to inspect the aerodrome for damage or debris before it returned to operations.

10.2 Aerodrome Operations

In regard to Aerodrome operations, it is recommended that the WDC:

1. Continues the approval process for users as per current NOTAM until sufficient actions have been enacted to address the risks to people on the aerodrome.
2. Discusses with Emergency Helicopter Operator if procedures are need for when they operate close to the aerodrome e.g., AIPNZ note to remain clear of aerodrome whilst emergency helicopter is operating.
3. Adds to the AIPNZ notes to:
 - a. Caution pilots on the changeable winds and possible turbulence on approach.
 - b. Advise on bird activity
 - c. Until fully fenced, recommend landing light to be on when aircraft on approach.

10.3 Temporarily or permanently close the Aerodrome

If the airfield was to be temporarily closed or it was decided to permanently close there are several actions that are needed.

Temporary Closure

If the airfield was to be closed on a temporary basis, then a notice to airmen (NOTAM) would need to be issued to advise pilots. A NOTAM can be issued for 90 days and if the closure is longer then an Aeronautical Information Publication Supplement would need to be issued (SUPP).

Additionally in accordance with CAA Advisory Circular AC139-7 guidance:

- Marking or markers should be displayed on the runway which is closed to the use of all aircraft.
- The marking or markers should be in the form of a white cross with the minimum dimensions as shown.
- The marking or markers should be placed at one third and two thirds the length of the closed runway.
- The windsocks could be temporarily removed.

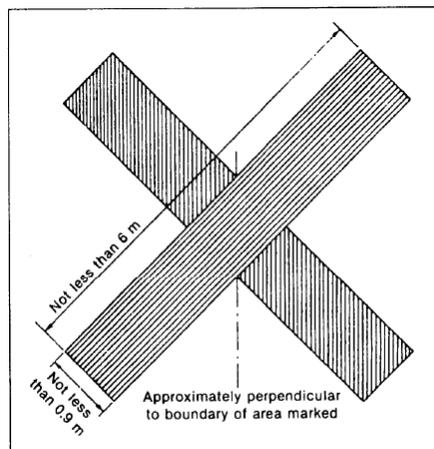


Figure 5-4. Marking for a closed runway, taxiway or portion thereof

Permanent Closure

If the airfield was to be closed, then the CAA needs to be advised under Civil Aviation Rule Part 157. This relates to an intention to deactivate, discontinue using, or abandon an aerodrome for a period of one year or more.

Civil Aviation Rule 157.7 requires notification to the Director of Civil Aviation in writing at least 30 days before the date planned for deactivation, discontinuance of use, or abandonment of an aerodrome. Then notify the Director of Civil Aviation in writing of the completion of the action within 15 days of the completion.

A planned closure plan would be required and would include the following:

- The aerodrome will need to be permanently withdrawn from the Aeronautical Information Publication (AIPNZ) which requires a 90 day notification.
- Removal of the aerodrome from the Visual Navigation Charts (VNC) that are published in November each year and cut off for changes in April in that year.
- Aerodrome infrastructure would need to be removed including runway markers, signage and windsocks.
- Closed airfield markings would need to be displayed as per above until the aerodrome is removed from the AIPNZ and possibly the VNC.
- Advice to regular users of the aerodrome and also on the WDC website.

11 Draft Aerodrome Report – Consultation

The draft Review of Raglan Aerodrome Report was provided to the WDC then to Raglan Community Board at the end of August 2021. A review of the responses noted:

Response	Comment
Two responders responded regarding land ownership.	Out of scope of the airfield operational and safety assessment.
One aviation responder agreed that people and animals on an active aerodrome are a very significant hazard at Raglan. They support measures to separate planes and people at the Aerodrome. They do not support the proposal to reduce the width of the runway to 30m. They also provided some information on operational areas to consider.	The runway width should be adequate for the proposed operations. A comment on markers boards – for the sides of the runway a low marker board can be used or a concrete insert to mark the runway edge.
Several responders asked about a risk assessment and other options rather than fencing.	This has been included in the report sections 8.3 and 7.3 respectively.
One responder noted the scope of the report is narrowly focussed on the occurrences and risks on the airfield.	The other occurrences are not related to the airfield safety or operations as detailed in Section 6.3.1
One responder noted the occurrence reports were low.	Pilot and the general public reporting to CAA can be low and the reported occurrences probably do not reflect all occurrences at the airfield.
Some responders noted the costs for improvements.	This is an issue for the WDC and the community to discuss.
Several responders commented on narrowing the runway would increase the risk of turbulence and windshear causing a plane to hit the new fence.	The wind and turbulence are on the approach areas and normally result in the aircraft being too low or too high rather than being not lined up to the runway centreline. The proposed runway size would be much greater than is needed for the aircraft types that operate and includes a “runway strip” that is for aircraft lateral movement protection on landing.

12 Summary

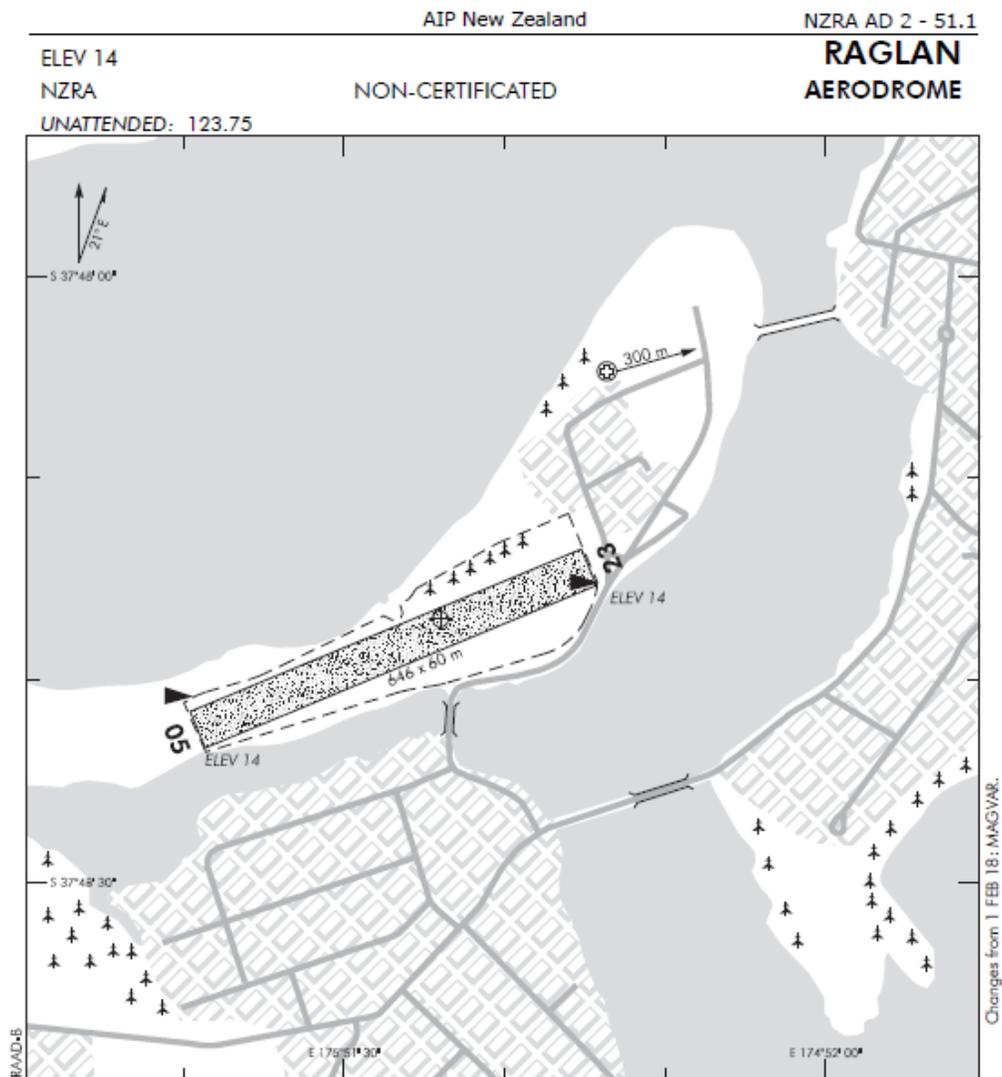
Raglan Aerodrome is a general aviation aerodrome that has a range of aircraft operations with the most operations in the summer period. Although the aerodrome has been established for a number of years the aerodrome operation is on land that is used for beach access, walking and dog walking. The general public have unrestricted access to the aerodrome and the operational areas whilst aircraft are operating.

Whilst aircraft operational numbers are not high the risk of an incident between a landing aircraft and a person or dog on the runway is high. Whilst signage warns pedestrians and the AIPNZ has a note for pilots the situation presents significant safety issues and WDC needs to take action as both aerodrome operator and a PCBU under appropriate legislation.

Upon assessing the aerodrome, a solution can be provided that ensure the safety of people on the ground and pilots operating at the airfield. If the aerodrome is properly designated with associated obstacle surfaces, and the operational area is sufficiently fenced, it may leave a suitable area for the general public to enjoy. Defining the limits of the operational aerodrome will also mean that members of the public will have a greater awareness of where aircraft will be operating and can remain clear.

There are also some aerodrome management activities that can be undertaken to ensure WDC operates the Aerodrome in accordance with regulatory requirements.

Appendix A – Raglan AIPNZ Chart



1. **CAUTION:**
 - Rabbit holes on aerodrome.
 - Norfolk Island pine on hill infringes fan to NE. 10° left turn required on take-off.
 - Emergency helicopter operations take place from harbourside site approximately 500 m east of THR RWY 23.
 - Occasional dog walking (off leads) who run freely on the runway.
 - People walking across runway from time to time.
2. First aid kit at fire/ambulance station.
3. Card phone available at camp 50 m NE of aerodrome.
4. Kite flying occurs at Wainui reserve 2 NM SW of aerodrome.

S 37 48 17 E 174 51 36*

Effective: 22 APR 21

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RAGLAN AERODROME

NZRA AD 2 - 52.1 AIP New Zealand
 Non-Certificated Aerodrome 0.6 NM WSW of Raglan

**RAGLAN
 OPERATIONAL DATA**

NZRA

RWY

RWY	SFC	Strength	Gp	Slope	ASDA	Take-off distance			LDG DIST
						1:20	1:30	1:40	
05 23	Gr(f)	ESWL 1020	5	Nil		646			646

LIGHTING

Nil

FACILITIES

Nil

SUPPLEMENTARY

Operator: Waikato District Council, Private Bag 544, Ngaruawahia.
 Tel (07) 824 8633 Fax (07) 824 8091

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**RAGLAN
 OPERATIONAL DATA**

Appendix B – Raglan Aerodrome Review Scope



Raglan Airfield Review

Background:

Raglan airfield is a small local airfield located on the west coast between Auckland and New Plymouth and West of Hamilton. The airfield is situated on land administered by the Waikato District Council in the centre of Raglan township. The residential and commercial centres of Raglan are located to the south and east of the airfield.



Image 1: Raglan Airfield Location

The airfield is operated by the Waikato District Council’s Open Spaces team from a maintenance and administration perspective. The Raglan airfield is non-certificated.

Recently Council presented a report to the Raglan Community Board with some proposed changes to the way in which the airfield was managed. These changes were recommended to better control the health and safety risks associated with an operational airfield, for both pilots and members of the public.

These risk controls have been challenged by the community and therefore we are seeking an independent assessment the health and safety risks associated with the airfield, and a review of appropriateness of the controls that are currently in place to manage these risks.

Purpose:

The purpose of the proposed review is to assist in the following areas:

- Council has no staff that are subject matter experts in the management of non-certificated airfields/aerodromes. A review of the airfield’s health and safety risk management practices would assist staff in their understanding of what is required to safely operate an airfield.



Raglan Airfield Review

- Waikato District Council is looking to understand the health and safety risks with the existing airfield use and layout and how these risks can be eliminated or managed as far as is reasonably practicable as required by Health and Safety at Work Act (2015) and its associated Regulations.

It is intended that the review of the operations and risks would then be shared with the Raglan Community Board / Community to assist in the discussion around the use and management of the airfield.

Project Outcomes:

The outcomes Council is seeking from this work would be to:

- Provide subject matter expert advice on the management of risks in accordance with Council's duties detailed in the Health and Safety at Work Act (2015)
- Independently audit the health and safety risk management of the airfield.
- Identify specific risk controls, the cost to implement, and the impact that these controls would have on managing the risk.
- Present the information in a report.

Scope:

- Review the management of the Raglan Airfield from an airfield operator's perspective.
- The review is limited to Raglan airfield as highlighted on the map above.

Deliverables:

- A detailed report that summarises key findings, recommended changes or improvements and the legislation and/or evidence which supports these recommendations.

Client Information provided:

- Historic use data
- CAA incident reports
- CAA notice

Community Queries

The community have raised some of the following queries and concerns. Can comment be made on the validity of the ideas and queries so WDC and the Raglan Community Board can discuss the outcome.

- Concerns about the airfield's proximity to the urban areas of Raglan and the possibility of aircraft incident.
- Pedestrian warning light system
- What is the actual safety risk associated with pedestrians and aircraft? Can it not be managed similar to train crossings?
- Can the airfield be split use? I.e., Some days are designated for community use and vice versa.

Appendix C – Aerodrome Inspection Photos

Approach RWY 23 from runway edge



Approach RWY 23



Approach RWY 05



Centre of RWY 23 Approach



Beach Access - No Signage



Beach RWY 23 Approach



Beach RWY 05 Approach



Signage Aerodrome access from beach



Signage Southeast Road



Aerodrome Marking Lines



Trees northwest side



Signage Car Park by Motor Camp



Fuel Tank Location



Fuel tank



Parking Area



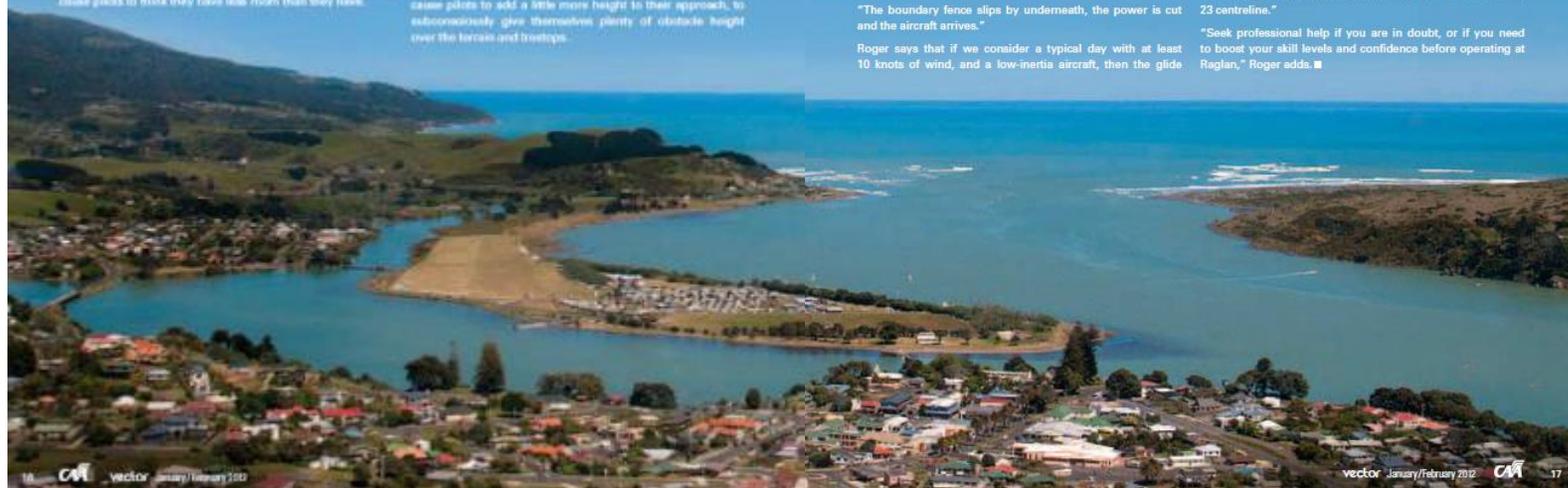
Windsock RWY 23



Windsock RWY 05



Appendix D – CAA Article on Raglan



The Right Approach to Raglan

Don't get high on a visual illusion and sink to a bumpy landing.

Sometimes in here, the weather's great and the sea's up. With a 10-knot headwind you're established on final approach in your light aircraft for Runway 23 at Raglan, for a weekend of fun at the beach. What could be better?

For the unwary or low time pilot however, Raglan aerodrome can present some interesting challenges because of the runway length and some visual illusions, especially landing to the west on Runway 23.

Recently ZK-ZFR, an ATEC Zephyr, was on a short approach to land on Runway 23 at Raglan when it started to sink. The aircraft stalled heavily and its landing gear collapsed. Fortunately, nobody was injured, but it was a bad ending to an otherwise uneventful flight.

Be Aware

Raglan aerodrome with an elevation of 14 feet, by the beach, has two grass runways, 06 and 23, with no slope and 544 metres distance for landing and takeoff.

Flying instructor and A320 pilot, Bill Hemwood, has seen some interesting landings, or rather arrivals, at Raglan.

"I think for any pilot approaching Runway 23 at Raglan, it can be a challenge with some unique features, especially for the low-hour infrequent-flying private pilot.

"On final for 23, the view of the hills at the western end may cause pilots to think they have less room than they have.

"The wind can also be fickle, and a wind from any direction other than straight down the runway tends to bend, and come from the harbour entrance at the western end, but then be straightened by the trees on the northern side of the threshold. A wind from the northwest will tend to blow a 230 direction at windsock height, but will behave as a north westerly at treetop height, giving a change of direction and wind shear just as you are crossing the fence," Bill says.

Test Pilot Roger Shepherd says that he has observed some very slow and low approaches across the 23 threshold and boundary fence, and some interesting arrivals.

"My discussions with other pilots revealed that they had noted similar observations to mine," Roger says.

Roger offers some additional thoughts to those of Bill as to what he considers may be contributing factors to the formation of visual illusions that fool pilots into believing they are higher than normal on the approach, and the resulting low, slow approaches and heavy landings.

"The actual strip is not delineated by a brown area as is often the case at other airfields, which means it may not present similar visual cues that other strips normally do.

"The higher terrain of Bow Street at 75 feet, positioned approximately 500 metres from the boundary fence on the extended centre line, and two Norfolk pine trees approximately 320 metres from the boundary fence, may cause pilots to add a little more height to their approach, to subconsciously give themselves plenty of obstacle height over the terrain and trees.

"Sedly, at 640 metres in length, Raglan may represent a short strip to many pilots.

"With amateur-built aircraft, the stall speed may not have been accurately established and may be higher than what people believe and use."

A Typical Scenario

Roger offers the following scenario as a likely plausible explanation for the consequential heavy arrivals off the 23 approach over Bow Street and the pine trees.

"A pilot sets up for a normal landing approach, but from about mid-way down final approach the rising terrain of Bow Street starts to look a little imposing, and the two pine trees become apparent. An increment of power is added, and the subsequent subtle nose pitch up and airspeed decrease is not appreciated.

"Inside one mile on final, the pines begin to look quite high and a little more power and possibly another slight attitude change is made to miss the trees by a healthy margin.

"Crossing over the pines, the approach looks a bit higher than normal, and an impression may be gained that the aircraft will have insufficient distance to stop.

"After passing the trees a considerable power reduction is made to get down to what is considered a normal approach height. Watching aircraft at this point it would seem that the increasing sink rate is not being appreciated, and power is heard to be added with a significant nose up pitch.

"The boundary fence slips by underneath, the power is cut and the aircraft arrives."

Roger says that if we consider a typical day with at least 10 knots of wind, and a low-inertia aircraft, then the glide angle after passing the pine trees can be quite steep and crucially short of the strip.

Tips for Safe Arrivals

"After passing Bow Street and the pines, any power reduction should only be very slight and the aircraft can be placed easily at around a third of the way into the strip with 430 metres left to go – ample for the type of aircraft that seem to feature in these observations," Roger suggests.

Bill offers some additional tips for safe arrivals.

"Know exactly the distance your aircraft requires to land in, not just the ground bit – the whole lot. Slamming the aircraft onto the ground just inside the threshold and boundary fence is pointless and potentially dangerous, if every time you do so you have more than 400 metres of runway left over.

"For amateur-built aircraft, know your actual stall speed at maximum landing weight in the landing configuration. The actual speed your aircraft stalls at could easily be around 30 per cent greater than what you see indicated on the airspeed indicator.

"Know what 1.3 times the stalling speed in the landing configuration (V_{LS}) means, and work it out for your aircraft. Practise and become confident at flying stable approaches at $1.3 V_{LS}$.

"Be aware of the trees on the right of the touchdown area of Runway 23, and the wind shear they create.

"Be aware of the undulations to the left of the nominal 23 centreline."

"Seek professional help if you are in doubt, or if you need to boost your skill levels and confidence before operating at Raglan," Roger adds. ■

Photo courtesy of Roger Shepherd

vector January/February 2012

Appendix E – Aerodrome Markers

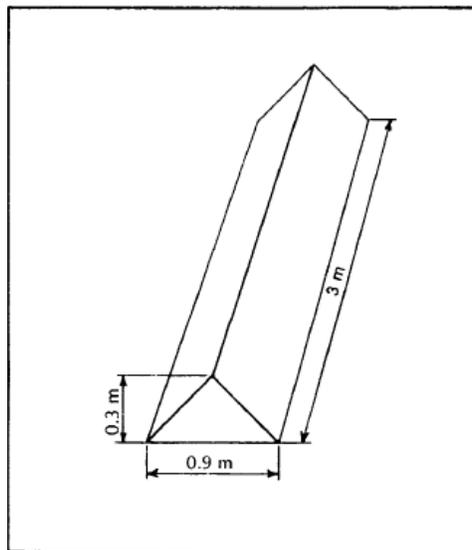
CAA Advisory Circular AC 139-7

Markers for general use

5.2.7 Markers should be lightweight and frangibly mounted. Those located near a movement area should be sufficiently low to preserve clearance for propellers. They may be boards, cones, or white painted tyres.

5.2.8 A conventional marker board should be constructed to appear as illustrated in Fig. 5-3.

Figure 5.3



Moulded plastic markers filled with water - <https://flightgse.com/product-lines/airfield-markers/>



Open Meeting

To	Raglan Community Board
From	Roger MacCulloch General Manager Service Delivery
Date	15 October 2021
Prepared by	Samantha Baker Community Venues and Events Team Leader
Chief Executive Approved	Y
Reference #	RCB2021
Report Title	Raglan Camp Board Membership Nomination

I. EXECUTIVE SUMMARY

As per the Charter under which it operates, membership of the Raglan Holiday Park Papahua Board, must consist of the following:

- a) The Chairperson of the Raglan Community Board, or other elected member of the Raglan Community Board as nominated by the Community Board Chairperson
- b) One representative of Raglan businesses
- c) Two Iwi representatives
- d) One community representative
- e) Raglan Ward Councillor

The business, Iwi and community representatives may not be members of the Raglan Community Board or the Council.

If the Raglan Community Board Chair is unable to attend the Camp Board meetings, they can nominate another elected member to attend in their place.

Nominations should be presented at a Raglan Community Board meeting through nomination by the Raglan Community Board Chair.

Representation from the Community Board is integral to ensuring a community voice is present in Camp Board decision making and honours the Deed of Gift of the land.

2. RECOMMENDATION

THAT the Raglan Community Board appoint _____ as their representative on the Raglan Holiday Park Papahua Board.

3. ATTACHMENTS

N/A

Open Meeting

To	Raglan Community Board
From	Alison Diaz Chief Financial Officer
Date	11 October 2021
Prepared by	Sharlene Jenkins Executive Assistant
Chief Executive Approved	Y
DWS Document Set #	GOV0507 / 3267114
Report Title	Raglan Works, Actions & Issues Report: Status of Items October 2021

1. EXECUTIVE SUMMARY

The purpose of this report is to update the Raglan Community Board on actions and issues arising from the previous meeting and works underway in Raglan.

2. RECOMMENDATION

THAT the Raglan Works, Actions & Issues Report: Status of Items October 2021 be received.

3. ATTACHMENTS

1. Raglan Community Board Actions & Issues Register – October 2021
2. Raglan Works as at 08 October 2021

RAGLAN COMMUNITY BOARD ACTIONS & ISSUES REGISTER – October 2021

ISSUE	Area	Action	Comments
Manu Bay Breakwater	<p data-bbox="521 288 656 411">Community Projects, Service Delivery</p> <p data-bbox="521 871 656 927">Community Board</p>	<p data-bbox="707 288 1379 344">DECEMBER 2020: Staff to confirm with the Board who was monitoring the Manu Bay breakwater.</p> <p data-bbox="707 360 1379 584">FEBRUARY 2021: The Community Board would appreciate more commentary regarding the issue. Concerns with rock build up and overtopping. Effective monitoring was needed. Staff to provide a progress report to the Community Board before the end of February 2021 and that the Community Project Manager or other staff to speak to the report at the next Community Board meeting.</p> <p data-bbox="707 600 1379 687">MARCH 2021: A Rocha Aotearoa Karioi Project to be included as a stakeholder within the Manu Bay boat ramp review.</p> <p data-bbox="707 871 1379 959">JUNE 2021: Mr Amoore, Cr Thomson and Mrs Parson would meet with the Community Projects Manager to discuss further consultation.</p>	<p data-bbox="1402 288 2018 312">JANUARY 2021: Complete. Email sent 13 January 2021.</p> <p data-bbox="1402 360 2074 416">MARCH 2021: Manu Bay Progress Report Update No. 6 was sent out to the Forum on Friday 12 March (see attached).</p> <p data-bbox="1402 600 2074 687">MAY 2021: Councils Community Project Manager and the project manager responsible for Manu Bay breakwater will be in attendance at the 12 May meeting.</p> <p data-bbox="1402 703 2074 855">JUNE 2021: An independent report on the breakwater was provided to the Forum on Friday, 11 June. Councils Community Project Manager and the project manager responsible for Manu Bay breakwater will attend the June Community Board meeting to respond to any questions.</p> <p data-bbox="1402 871 2074 991">JULY 2021: The independent report from 4Sight Consulting is attached to the minutes of the June meeting. Further update is provided below in the Raglan Works attachment.</p> <p data-bbox="1402 1015 2074 1198">SEPTEMBER 2021: A third workshop is being organised. Suggested dates were to be sent out to Forum members to confirm availability when the Covid Alert Level 4 restrictions occurred. Re-assessing the possible dates, probably late October. Tim Clarke from Collaborative Solutions will contact Forum members soon with date options.</p> <p data-bbox="1402 1214 2074 1453">OCTOBER 2021: Tim Clarke has been making contact with each stakeholder group to set up 1:1 meetings to discuss the upcoming workshop first-hand. With the current, hopefully short term Covid Alert Level 3 again extending over most of the district, the 1:1 meetings and the workshop date options may need to be revisited again. We will need to assess what amended restrictions to the alert levels in the near future will mean for the workshop.</p>

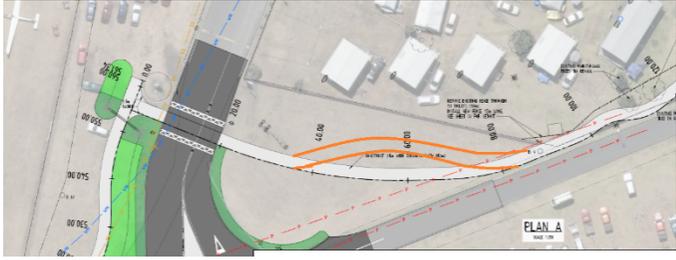
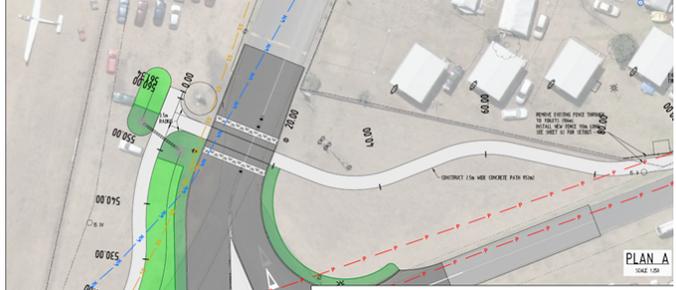
ISSUE	Area	Action	Comments
Inter-Raglan Bus Service	<p data-bbox="521 180 618 268">Roading, Service Delivery</p> <p data-bbox="521 1225 667 1289">Mr Bains and Mr Rayner</p>	<p data-bbox="707 180 1379 244">DECEMBER 2020: Staff to follow up on the bus survey results and report back to the next Community Board meeting.</p> <p data-bbox="707 635 1379 722">FEBRUARY 2021: Regional Council to provide results of the Inter-Raglan Bus Service survey and be invited to present at the next Board meeting.</p> <p data-bbox="707 930 1379 986">FEBRUARY 2021: Regional Council to attend Community Board meeting and report on Raglan 23 Bus Route.</p> <p data-bbox="707 1098 1379 1185">MARCH 2021: Senior Transportation Engineer to provide a report to the Community Board regarding the Inter-Raglan Bus Service.</p> <p data-bbox="707 1233 1379 1289">MAY 2021: Mr Bains and Mr Rayner would work with the Senior Transport Engineer as part of the working group.</p>	<p data-bbox="1402 180 2074 363">JANUARY 2021: Respondents are mostly happy with the current Raglan bus services, as the current timetable appears to fit bus users' work and education schedules. Although satisfaction with current bus services is high, stop location, routes, and scheduling appear to be barriers, and will need to be considered when implementing new services in this area.</p> <p data-bbox="1402 371 2074 619">To this, an internal service may provide an opportunity to encourage more people to use bus services, as feedback suggests increasing the number of bus times, as well as a later return time from Hamilton, may assist with future uptake. Furthermore, Raglan's traffic congestion and parking issues over the summer months may also be alleviated somewhat with the introduction of an internal bus service and an enhanced service to Hamilton.</p> <p data-bbox="1402 627 2074 906">MARCH 2021: The survey has been completed and has been forwarded to the Board Chair. As previously noted in January, there is support for a local bus service and provisional funding has been allocated to the Long Term Plan should this service commence. The next stage is to develop a route and timetabling option for Waikato Regional Council to consider how best to adjust the 23 bus service and ensure that connectivity is maintained. This will be completed by second week of May.</p> <p data-bbox="1402 914 2074 1082">MARCH 2021: This is being managed between Waikato District Council and Waikato Regional Council. When there is the route and possible new service, Waikato Regional Council and Waikato District Council will present to the Raglan Community Board.</p> <p data-bbox="1402 1090 2074 1217">MAY 2021: A report has been submitted to the 5 May Infrastructure Committee with recommendations to support the proposed bus service changes. The report can be found here (page 15).</p> <p data-bbox="1402 1225 2074 1345">SEPTEMBER 2021: Have had first workshop with Community Board sub-group. Awaiting confirmation of funding and agreed to meet again on 10 September when funding would be known. Bus timetable has no changes at this time.</p>

ISSUE	Area	Action	Comments
Civil Defence and Raglan Community Response Plan	Civil Defence Emergency Management	<p>FEBRUARY 2021: Waikato District Council Civil Defence Emergency Management Coordinator requested to attend the Board's next meeting to discuss the Civil Defence and Raglan Community Response Plan.</p> <p>MARCH 2021: Mr Bains, Mr MacLeod and Cr Thomson to progress the update of the Raglan Civil Defence Plan and collaborate with the Community Resilience Coordinator to facilitate the first Civil Defence workshop on Wednesday 7th April at 1pm.</p> <p>MARCH 2021: Community Resilience Coordinator to provide a Civil Defence Plan update at the next Community Board meeting.</p>	<p>MARCH 2021: Council's Community Resilience Coordinator will be in attendance at the March Community Board meeting.</p> <p>MAY 2021: Council's Community Resilience Coordinator scheduled a meeting to work on Community Response Plan with Raglan Community Board reps on 7 April. Due to last minute commitments, the reps were unable to attend. To date, further attempts to reschedule have not been successful. The Coordinator requests that RCB advise when they would like this work to take place and for reps to advise a date for meeting to progress plan review. Note: Council's Coordinator is unavailable 4 to 31 May, due to leave and prior commitments, so this work is unlikely to be completed before end of June.</p> <p>SEPTEMBER 2021: Council's Emergency Management team are actively working with Cr. Thomson on progressing the Community Response Plan. A meeting is scheduled between the Emergency Management Team, Cr. Thomson and the Community Board Chair to review progress and make further updates on 23 September (was scheduled for August, however, was postponed due to L4/3 COVID).</p> <p>OCTOBER 2021: Meeting held between Council's Emergency Management team, Community Board Chair and Cr Thomson. Agreement on approach currently being taken.</p> <p>Workshops to be held with emergency services to progress specific actions and scenarios. This work is likely to be delayed due to the recent COVID-19 restrictions in the Waikato, which will require the attention of the Community Board members and Council's Emergency Management Team. Anticipate that the plan could be ready to present to the Community Board in November/December.</p>

ISSUE	Area	Action	Comments
Camera Licensing Trust	Cr Thomson	FEBRUARY 2021: Cr Thomson to provide an update on when the Trust was next due to meet at the next Board meeting.	<p>JUNE 2021: This action originated out of the December 2020 Community Board meeting where Senior Constable Stevenson and Senior Constable Murphy attended and noted the following:</p> <p>“... <ul style="list-style-type: none"> • <i>Boy racers in the town. Registration plate numbers and videos/photos were required to enable the Police to take any action. Police were working to educate the youth on the dangers of racing their cars. Cameras would assist Police with this issue.</i> ACTION: <i>Cr Thomson would follow up with the Camera Trust and advise the Police if any help could be given.</i>”</p> <p>The December 2020 minutes can be found here (refer page 3). NOTE: The Camera Licensing Trust is called the Waikato District Crime Prevention Technology Trust 2019. SEPTEMBER 2021: As discussed at the August meeting, the Trust can apply for funding from the discretionary fund.</p>
	Democracy Team, Operations Group	MAY 2021: Staff to include an explanation as to why the Camera Licensing Trust was included in the Action and Issues Report.	
	Chief Financial Officer	AUGUST 2021: Chief Financial Officer to investigate the possibility of the Camera Licensing Trust to apply for discretionary funding from the Raglan Community Board.	
	Cr Thomson	AUGUST 2021: Cr Thomson will discuss the Camera Licensing Trust with the Raglan Business Chamber about possible funding options for Cameras.	
	Cr Thomson and Mr Bains	SEPTEMBER 2021: To investigate where cameras would be placed in Raglan.	
Raglan Aerodrome Safety Improvements	Open Spaces, Service Delivery	MARCH 2021: Council to undertake a community awareness campaign warning against pedestrian access to the aerodrome. Staff to provide investigation report to the Community Board once completed.	<p>MAY 2021: A report has been submitted to the 5 May Infrastructure Committee with recommendations to support the proposed health and safety improvements (signage and restricting pedestrian access to the operational zone of the airfield). The report can be found here (page 93).</p> <p>JUNE 2021: It is now intended that a report reviewing all action and providing a recommendation on the operation of the airfield is undertaken. A scope has been developed with feedback from the Raglan Community Board. It is intended</p>
	Cr Thomson	MARCH 2021: Cr Thomson will report back to the Community Board regarding discussions and decisions associated with the agenda item 6.5 recommendations to the Council's Infrastructure Committee	
	Open Spaces, Service Delivery	MAY 2021: Staff requested to provide both internal and external risk assessments to the Community Board.	

ISSUE	Area	Action	Comments
	Open Spaces, Service Delivery	MAY 2021: Worksafe guidelines will be provided by staff to the Chair of the Community Board.	<p>that an independent aviation consultant will review all work undertaken to date and provide a report with comments and make recommendations on the best course of action to meet the requirements of the Civil Aviation act and Safety at Work Act while taking into consideration the desires of the community.</p> <p>JUNE 2021: The Chair has been provided an overview of the Safety at Work Act requirements by Council's Community Connections Manager.</p> <p>SEPTEMBER 2021: Draft report from independent aviation expert is attached.</p> <p>WDC are working closely with the Community Board to provide community feedback to the consultant on the draft.</p> <p>OCTOBER 2021: Council has recommended that safety improvements proposed in the independent review are completed. Staff are formalising this work program including costing options with a view to complete these improvements in the month of November. <i>This work program may be impacted by COVID, staff will continue with current works schedule (Nov completion) but will need to remain flexible in this approach with the current lockdown and border controls that are in place.</i></p>
Manu Bay Planting	Open Spaces, Service Delivery	MARCH 2021: Maintenance & Contract Officer to provide an update to the Community Board regarding Manu Bay planting progress.	MAY 2021: The planting has been postponed until the Reserve Management Plan has been completed and adopted.
Soundsplash	Open Spaces, Service Delivery Community Venues & Events, Service Delivery	JUNE 2021: Provide a report relating to emergency service (Westpac Rescue, Police) activities during Sound Splash.	<p>JULY 2021: We do not currently have access to the data needed to provide the requested report.</p> <p>The expectations around medical support to the event is being reviewed as part of the new 2022 event process. This is being done in collaboration with the St John District Operations Manager.</p> <p>The NZ Police are always heavily involved, and present in the lead up and duration of the event.</p> <p>Medical and Police reporting can be included in the 2022 report provided by Council to the Raglan Community Board.</p> <p>SEPTEMBER 2021: The Community Venues & Events Team Leader has met with the Chair via Zoom, and discussed that the events team are happy to receive an email from the</p>

ISSUE	Area	Action	Comments
			<p>Community Board detailing any outstanding issues they feel needs to be addressed for the 2022 Sound Splash event.</p> <p>Council's Events Officer will provide the Chair with the Raglan centric events calendar each month to keep the Community Board updated on the approved and tentative events that Council is processing.</p> <p>We are currently processing the application for the 2022 Sound Splash event and anticipate that we will be able to present to the Community Board the recommendations we will be putting forward at its October meeting.</p> <p>OCTOBER 2021: The Community Venues and Events team in collaboration with Council's Reserves Planner and Senior Concerts Planner, are processing the 2022 event application and new consent application.</p> <p>The Community Venues and Events Team Leader has requested the list of outstanding items the Community Board would like addressed in relation to the processing of the 2022 Sound Splash event and informed the Community Board Chair she will attend the October meeting to discuss any items they raise.</p>
Papahua Stage 2 Path	Community Projects, Service Delivery	JUNE 2021: Staff to engage with the Board regarding the Papahua Walkway with an explanation as to why the Papahua Shared Path goes behind the toilet block and not straight in front of them.	<p>JULY 2021: Council's Community Connections Manager, Community Projects Design Team Leader, and Community Projects Contract Engineer met with Gabrielle Parsons, Dennis Amooore and Cr Thomson on Tuesday, 29 June and talked over Stage 2 of the path.</p> <p>There was discussion about path location around the existing toilet block and camper dump station. The Community Projects Contract Engineer explained the reasoning to go behind which was accepted.</p> <p>The path location immediately east of the camp entranceway and the reduction of parking capacity in the triangle at the peaks of summer was discussed with Dennis, who took a copy of the design to talk over with the Raglan Sport Fishing Club (RSFC). It is understood the RSFC is happy with the path and</p>

ISSUE	Area	Action	Comments
		<p>AUGUST 2021: Staff will contact the Community Board to discuss the results of their investigation for the proposed Papahua Footpath along the football field.</p>	<p>any extra metres we can gain from moving the path slightly closer to the fence.</p>  <p>SEPTEMBER 2021: Meeting took place onsite between Raglan Football, Community Projects Design Team Leader and Community Projects Contract Engineer. Agreement for WDC’s Design Team to look at field alignment and sizing to see if the current fields can be arranged in manner that will also allow for the path to remain in the desired location. This is progressing, however slowly due to COVID19.</p> <p>OCTOBER 2021: Papahua Shared Path – Stage 2 – Updated diagram below shows new path alignment east of the camp taking on board the Boat Club’s feedback. This has been shared with the Community Board Chair to disseminate across the Raglan Community Board. Physical works will begin Monday, 11 October and be complete by Friday, 03 December (COVID19 dependent).</p> 
<p>Harbour Board Leases</p>	<p>Strategic Property, Service Delivery</p>	<p>JUNE 2021: The Board would like an annual report regarding the harbour board leases including financial information.</p>	<p>JULY 2021: This will be a separate agenda item at the Community Board’s meeting on 15 September 2021.</p> <p>SEPTEMBER 2021: A separate public excluded <i>Raglan Harbour Board</i> – update report is included in the September 2021 agenda.</p>

ISSUE	Area	Action	Comments
Year to Date Service Request Report	Service Delivery	AUGUST 2021: Noted that previous information had been supplied on wastewater overflows, noting scale and location. The Raglan Community Board requested that this be included in the Year to Date Service Request report.	<p>SEPTEMBER 2021: This information does not get reported through the Year to Date Service Request report (only the stats: number of calls; open over; open under; closed over; closed under; success rate).</p> <p>There has been one wastewater overflow notified and a copy of the notification to Waikato Regional Council was provided to the Raglan Community Board on 13 July 2021. In summary Council received notification of an overflowing wastewater manhole in Lorenzen Bay area due to a pipe blockage caused by a washing machine hose. On the same day, the blockage was cleared and spillage cleaned up. The overflow was believed to be contained within the drain and did not enter the Raglan harbour. The water in creeks surrounding the manhole were tested, and the outlet creek to the harbour – all of which were free from any spillage.</p>
Walkway from Norfolk Pines to the Coastguard Building	Cr Thomson	SEPTEMBER 2021: Cr Thomson would check with the Raglan Medical Centre to confirm accidents that had occurred at the walkway. The Board would provide any feedback to Council staff.	

RAGLAN WORKS – as at 08 October 2021

Gilmour Street Urban Upgrade

Final tasks are underway with construction of the road pavement and beautification of berm areas in progress. We are working with our contractors to do this as efficiently, and with minimal disruption to road users as possible during the various Covid levels.



Looking south down Gilmour Street

Manu Bay Breakwater

The changing Covid alert levels have disrupted the organisation of the next workshop. Once the existing Level 3 Restriction reduces, Tim Clarke from Collaborative Solutions will organise and carry out 1:1 meetings with the stakeholder groups in preparation for the upcoming workshop (date and time to be determined as Covid restrictions allow).

Papahua Walkway – Stage 2

Stakeholder engagement is ongoing around the boat parking and the soccer field layout, and campground replacement fencing.

Physical works are scheduled to start on Monday, 11 October Covid restrictions allowing, to be completed by Friday, 03 December.

Other projects scheduled to be carried out during the next twelve months are:

- Raglan Wharf Structural Repairs, Pontoons and Walkways.
- Greenslade Road Neighbourhood Park.
- Raglan Walkway from the Jetty to the Coastguard building.

Open Meeting

To	Raglan Community Board
From	Tony Whittaker Chief Operating Officer
Date	14 October 2021
Prepared by	Sharlene Jenkins Executive Assistant
Chief Executive Approved	Y
Reference/Doc Set #	GOV0507
Report Title	First Quarter Service Request report to 30 September 2021

1. EXECUTIVE SUMMARY

To update the Board on the First Quarter Service Request report to 30 September 2021.

2. RECOMMENDATION

THAT the First Quarter Service Request report to 30 September 2021 be received.

3. ATTACHMENTS

First Quarter Service Request report for Raglan Community Board

Service Request Time Frames By Ward for ¹⁰⁷

RAGLAN

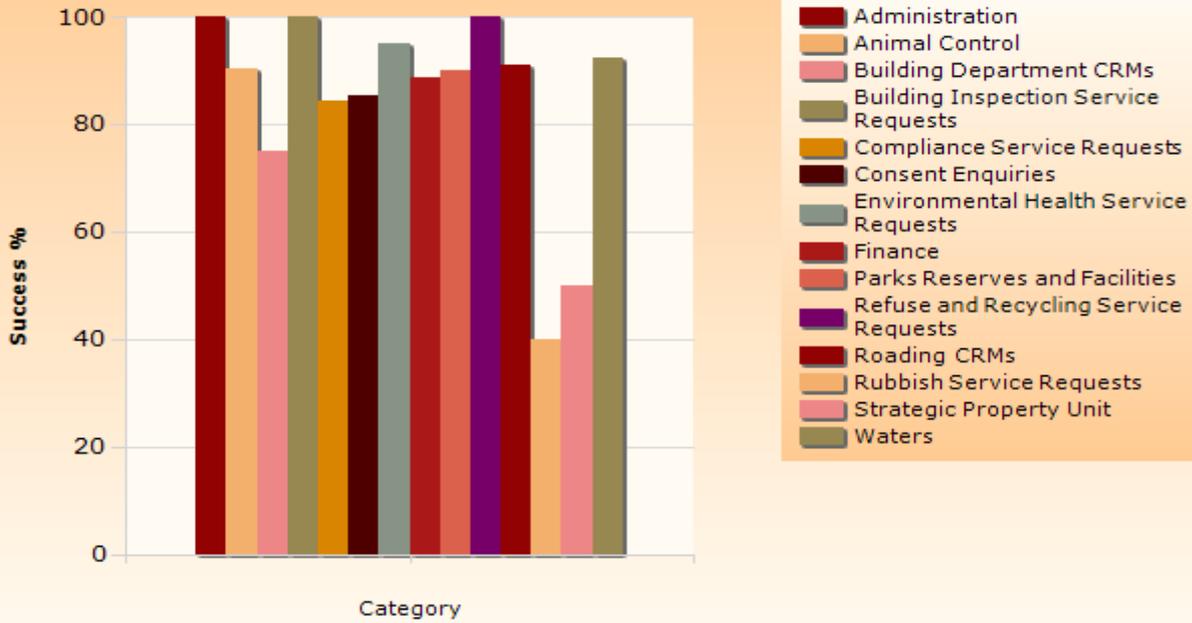


Date Range: 01/07/2021 to 30/09/2021

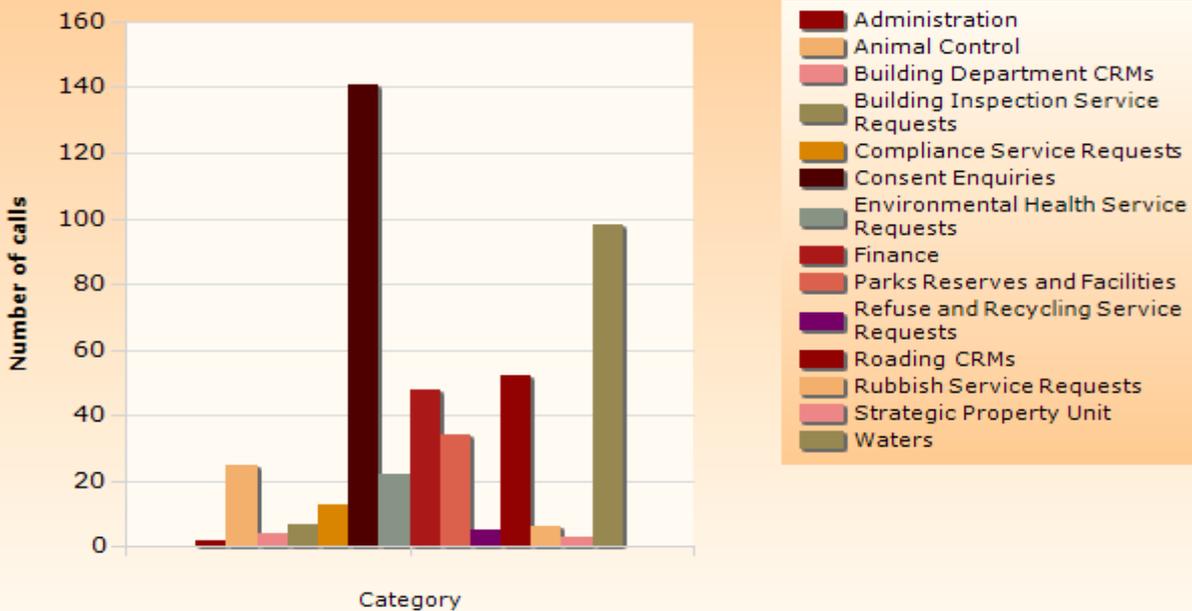
The success rate excludes Open Calls as outcome is not yet known.

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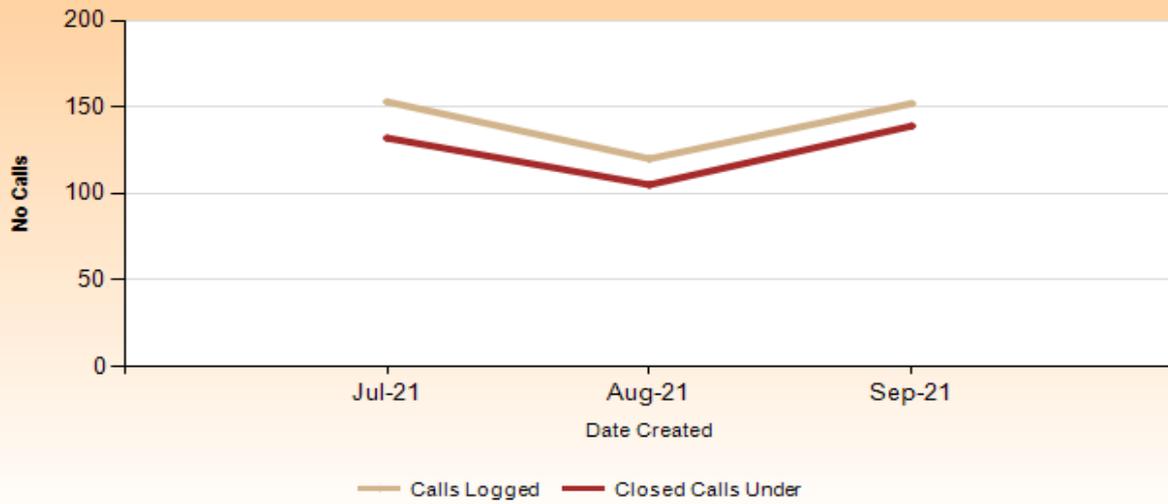
Call Completion % Success by Type



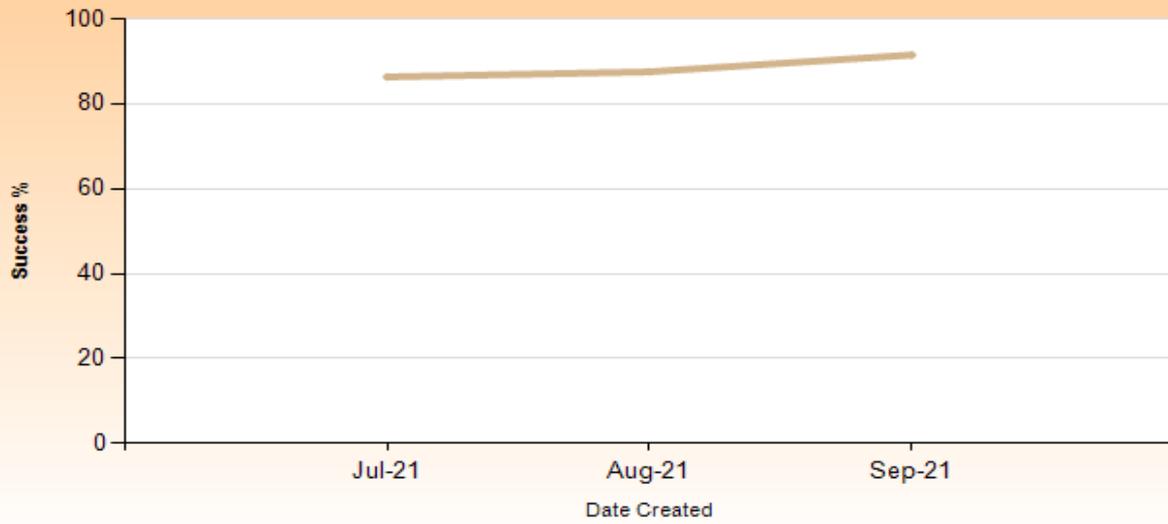
Number of Calls logged by Type



Volume of Calls Closed vs Calls Closed in Time



Completion Success per month



			Open		Closed		
Closed Calls are those calls logged during the time period that are now closed.	Open Calls are all the calls open for the ward and may have been logged at any time.	Number of Calls	Open Calls Over	Open Calls Under	Closed Calls Over	Closed Calls Under	Success Rate
Administration							
	Summary	2				2	100.00%
	Pro rated rates for the period xx to xx	2				2	100.00%
Animal Control							
	Summary	25	3	1	2	19	90.48%
	Animal Charges	1				1	100.00%
	Dog Property Visit	5	2			3	100.00%
	Dog Straying - Current	3			2	1	33.33%
	Dog Straying - Historic	3				3	100.00%
	Dog Welfare - Not immediate threat to life	1				1	100.00%
	Dog/Animal Missing	2		1		1	100.00%
	Dogs Aggression - Current	1				1	100.00%
	Dogs Aggression - Historic	5	1			4	100.00%
	Dogs Barking Nuisance	2				2	100.00%
	Livestock Trespassing - Current	2				2	100.00%
Building Department CRMs							
	Summary	4			1	3	75.00%
	PEO General Enquiry	4			1	3	75.00%
Building Inspection Service Requests							
	Summary	7	1	1		5	100.00%
	Building Inspection Service Requests	7	1	1		5	100.00%
Compliance Service Requests							
	Summary	13			2	11	84.62%
	Compliance - Animal Bylaw	1			1		0.00%
	Compliance - Unauthorised Activity	6				6	100.00%
	Illegal parking	6			1	5	83.33%
Consent Enquiries							
	Summary	141		5	20	116	85.29%
	Planning Process	2			1	1	50.00%
	Property Information Request	50		2	2	46	95.83%
	Rural Rapid Number assignment & purchase of plates	2		2			0.00%
	Zoning and District Plan Enquiries	87		1	17	69	80.23%
Environmental Health Service Requests							
	Summary	22	1	1	1	19	95.00%
	Environmental Health Complaint	3		1	1	1	50.00%
	Noise Complaint - Environmental Health	2				2	100.00%
	Noise complaints straight to contractor	17	1			16	100.00%
Finance							
	Summary	48		4	5	39	88.64%
	Credit Control Query	28		2	4	22	84.62%
	Rates query	20		2	1	17	94.44%

Parks Reserves and Facilities	Summary	34	4	3	27	90.00%
	Parks & Reserves - Beach Issues	1			1	100.00%
	Parks & Reserves - Boat Ramp and Jetty issues	1			1	100.00%
	Parks & Reserves - Buildings	3			3	100.00%
	Parks & Reserves - Cemetery Complaints (not mowing	1			1	100.00%
	Parks & Reserves - Graffiti	1			1	100.00%
	Parks & Reserves - Non-urgent Public Toilet Issues	1			1	100.00%
	Parks & Reserves - Raglan Wharf Issues	1	1			0.00%
	Parks & Reserves - Reserve Issues	21	3		18	100.00%
	Parks & Reserves - Urgent Public Toilet Issues	4		3	1	25.00%
	Refuse and Recycling Service Requests	Summary	5			5
New collections		1			1	100.00%
Recycling Not Collected		2			2	100.00%
Refuse - Non-Collection		1			1	100.00%
Refuse & Recycling Enquiries		1			1	100.00%
Roading CRMs	Summary	52	7	4	41	91.11%
	Emergency Events - 1 Hr Response	1			1	100.00%
	Footpath Maintenance - Non_Urgent	3		2	1	33.33%
	New Vehicle Entrance Request	18	2		16	100.00%
	Road Culvert Maintenance	4	1		3	100.00%
	Roading Work Assessment Required - OnSite 5WD	16	4	1	11	91.67%
	Routine Roothing Work Direct to Contractor 5WD Comp	1			1	100.00%
	Stock Crossing & Moving	1		1		0.00%
	Urgent Roothing Work 4Hr Response	7			7	100.00%
	Vegetation Maintenance	1			1	100.00%
	Rubbish Service Requests	Summary	6	1	3	2
Abandoned Vehicle		4	1	2	1	33.33%
Illegal Rubbish Dumping		2		1	1	50.00%
Strategic Property Unit	Summary	3	1	1	1	50.00%
	Council owned land CRMs	2	1		1	100.00%
	Paper Roads Enquiries CRM	1		1		0.00%

Waters	Summary	98		5	7	86	92.47%	
	3 Waters Enquiry	9		1	1	7	87.50%	
	3 Waters Safety Complaint - Urgent	1			1		0.00%	
	Drinking water billing	6				6	100.00%	
	Drinking Water Final Meter Read	25		2		23	100.00%	
	Drinking Water Major Leak	6				6	100.00%	
	Drinking Water minor leak	30		2	4	24	85.71%	
	Drinking Water Quantity/Pressure	1				1	100.00%	
	Fix Water Toby	4				4	100.00%	
	No Drinking Water	3				3	100.00%	
	Stormwater Blocked pipe	1				1	100.00%	
	Stormwater Open Drains	1				1	100.00%	
	Stormwater Property Flooding	1				1	100.00%	
	Wastewater Overflow or Blocked Pipe	5			1	4	80.00%	
	Wastewater Pump Alarm	3				3	100.00%	
	Waters - Storm water new connection request	1				1	100.00%	
	Waters - Waste water new connection request	1				1	100.00%	
	Total		460	5	30	49	376	88.47%

Open Meeting

To	Raglan Community Board
From	Gabrielle Parson Raglan Community Board
Date	19 October 2021
Prepared by	Matt Horsfield Democracy Advisor
Chief Executive Approved	Y
DWS Document Set #	GOV0507
Report Title	Chairperson's Report

1. EXECUTIVE SUMMARY

The Chairperson's report is attached for the Board's information.

2. RECOMMENDATION

THAT the Chairperson's Report be received.

3. ATTACHMENTS

Chairperson's report – 15 October 2021

Raglan Events – Confirmed & Tentative

Raglan Community Board

Chairperson's Report - Gabrielle Parson

15th October 2021

Great to see we have two community members standing for the Community Board in this By-Election.

We have all been feeling the difference with having Covid in our community and I trust you have been able to navigate your way through this time smoothly. Please be in touch with myself or a Community Board member if you feel we can help you in any way with these changes. We are in this together and we are a caring and inclusive community.

Over the last few weeks I have attended these meetings and been working on:

- Wharf Project – Whaingaroa Harbour Study workshop
- Community Response Planning Group meeting
- Council updates to Councillors and Community Board Chairs
- Coastal Reserves Oversight
- COVID Levels and community changes and responses
- Raglan Airfield (see Works and Issues Report for latest report)
- Papahua footpath development

Coastal Reserves Oversight

Updates:

- Events Calendar attached.
- Coastal erosion and work to remove Surf Life Saving Tower. Temporary Portacom on site for now.
- Progress on Papahua walkway (see Works & Issues report for update)
- Samantha Baker, WDC – present at this meeting to update the Board on Soundsplash

Outstanding for WDC and RCB:

- WDC staff to provide RCB with a summary of operational, maintenance and capital works proposed in Raglan included in the new LTP for 2021/22.

- WDC / RCB to confirm the criteria used to trigger engagement (e.g. changes to LOS, multiple stakeholder involved, high community interest, contentious issues where careful / united messaging is required, significant capital projects on the reserves, during the development of strategies / policies.
- RCB to finalise a stakeholder list and share it with WDC
- RCB to organise a yearly stakeholder/user group meeting (before end of the year)
- WDC and RCB to consider how 'big picture' strategic thinking for Raglan can be done/fitted into current initiatives / frameworks.

Current Council Consultations

Livestock Movement Bylaw. Waikato District Council is seeking feedback on the Proposed Livestock Movement Bylaw 2022.

The proposed Bylaw sets out rules to move livestock safely on roads. It also identifies where livestock movement is allowed, prohibited or requires a Council permit, based on the safety profile of the road.

Consultations will close on **5pm, Monday 29 November 2021.**

Link: <https://shape.waikatodistrict.govt.nz/livestock-movement-bylaw-2022?fbclid=IwAR0YWXdyng1RBttunqJit24tXiT-KP6gGAu1G2AG9h-xia6CuvHZvSgDUyQ>

Representation Review

Waikato District Council announced a revised final proposal on representation arrangements for the next local body elections with a month-long period for appeals and objections that has opened, and closes at 5pm on 3 November 2021.

On 28 September 2021 Council adopted its Final Proposal for the 2022 local body elections. The Final Proposal, Public Notice and a printable appeal/objection form can be found by following the link below.

Please provide your feedback by **5pm Wednesday 3 November 2021.**

Link: <https://shape.waikatodistrict.govt.nz/reshape-waikato>

Club / Organisation / Group	Event	Where	Set up Date	Event Start Date	Event End Date	Pack Down Date	Time	Number Of Participants
	Wedding	Te Kopua Beach	23 October 2021	23 October 2021	23 October 2021	23 October 2021	1100 - 1730	11 participants 120 spectators
Raglan Point Board Riders	Surf Competition	Manu Bay	6 November 2021	6 November 2021	6 November 2021	6 November 2021	0800 - 1800	50 Participants 50 Spectators
	Wedding	Wainui Reserve	6 November 2021	6 November 2021	6 November 2021	6 November 2021	0900 - 1700	180 participants
	Wedding Ceremony	Whale Bay Raglan	13 November 2021	13 November 2021	13 November 2021	13 November 2021	1200 - 1600	120 Participants
	Wedding	Wainui Reserve	18 November 2021	18 November 2021	18 November 2021	18 November 2021	1200 - 1300	40
Raglan Point Board Riders	Surf Competition	Manu Bay	4 December 2021	4 December 2021	4 December 2021	4 December 2021	0800 - 1800	50 Participants 50 Spectators
Dynamo Cycling & Sports Club Inc.	Road Cycling Event	Tamahere Hall	12 December 2021	12 December 2021	12 December 2021	12 December 2021	0700 - 1600	350-400 Participants 100-150 Spectators
	Wedding	Jack Foster Reserve Matangi	7 January 2022	7 January 2022	7 January 2022	7 January 2022	1500 - 1630	100 participants/ spectators
	Wedding Ceremony	Wainui Bush Park	8 January 2022	8 January 2022	8 January 2022	8 January 2022	1300 - 1700	100 Participants
	Wedding	Whale Bay	8 January 2022	8 January 2022	8 January 2022	8 January 2022	1200 - 1800	6 participants 24 spectators
	Wedding ceremony	Wainamu Beach	15 January 2022	15 January 2022	15 January 2022	15 January 2022	1300 -1700	35
Bigfoot Adventures	School Camp	Papahua Domain	8 February 2022	8 February 2022	11 February 2022	11 February 2022	0900 - 1500	18 participants
	Wedding	Wainui Reserve	19 March 2022	19 March 2022	19 March 2022	19 March 2022	1200-16.30	80
	Wedding	Wainui Reserve	2 April 2022	2 April 2022	2 April 2022	2 April 2022	1200-1830	120
	wedding	Wainui Reserve	9 April 2022	9 April 2022	9 April 2022	9 April 2022	1400-1600	60
Australasian Police and Emergency Services Games	Surfing	Manu Bay	6 March 2023	6 March 2023	9 March 2023	9 March 2023	0700 - 1700	100 Participants 100 Spectators

Open Meeting

To	Raglan Community Board
From	Dennis Amoore Raglan Community Board
Date	19 October 2021
Prepared by	Matt Horsfield Democracy Advisor
Chief Executive Approved	Y
DWS Document Set #	GOV0507
Report Title	Board Member's Report

1. EXECUTIVE SUMMARY

The Board Member's report is attached for the Board's information.

2. RECOMMENDATION

THAT the report from Mr Amoore be received.

3. ATTACHMENTS

Dennis Amoore - Raglan Wharf Upgrade Project Update October 2021

Raglan Wharf Upgrade Project Update October 2021

Welcome to the fifth update from the Raglan Wharf Upgrade Project
Let's take a look at each project in more detail.

Health & Safety

In October 2020, we undertook a risk assessment of the wharf to identify health and safety issues such as missing handrails, lighting and how vehicles access and move around the wharf, and to better understand how we could address these.

Since this time, Waikato District Council have addressed many of these issues through regular maintenance.

Any remaining issues will be addressed as part of the below projects and through continued Waikato District Council works.

Wharf Sub Structure

Earlier this year a detailed assessment of the wharf structure was carried out which took a look under the wharf deck and assess its condition. The resulting report identified areas where repair was needed and outlined a timeline for when work would need to be completed by.

The areas requiring repair work in the near future have been prioritised and specialist structural advice from BECA suggests that prolonging the priority repairs to 2022 will not cause any adverse effects or pose further risk. We'll be looking for contractors to undertake these repairs in a combined contract as soon as we can go to market for all the remaining works (Walkways, Safety Improvements, and Pontoon) to ensure efficient delivery.

The precautionary weight limit on the deck will remain in place.

Pontoon

We have identified a number of specialist contractors that are interested in carrying out the design and construction of the pontoon. Following initial discussions with two contractors it has been agreed that WDC will separately source the underwater mapping, and geotechnical work plus procure the resource consent before appointing a contractor. This approach has been taken to minimise cost and risks to WDC following recommendations by the contractors.

- These investigations are now underway with BECA completing Geotech, and eCoast Marine Consulting and Research engaged to undertake the Bathymetry Survey, Coastal Processes and Marine Ecology Assessment to inform the Resource Consent application.

Once completed this will allow us to finalise the contractor for this project.

Prior to appointment of a contractor discussions will take place with stakeholders on options for final design and any challenges arising from the bathymetry and Geotech.

Walkways

As mentioned early this work will be carried out in two stages, design component then construction. BECA have been awarded a contract to do the design and are presently preparing some concept designs to share with the community and get your feedback.

We look forward to discussing these with you before Christmas

Whāingaroa Infrastructure Study

After much discussion it has been agreed this will be led by WDC planners and BECA jointly.

Development of the strategy is well underway with a first meeting with initial stakeholders has been held.

At the meeting, stakeholders were introduced to the project and had the opportunity to share their thoughts on what is important to them for the future of the harbour and the scope of the study. We will be looking to start community discussion and gather your thoughts in November. To facilitate this, we'll be running public open days to provide an opportunity for face to-face conversations with the community.

Project management

Overall, timing of the projects has taken longer than had been expected however, they are now underway.

It is proposed design work and studies plus community discussion will be completed over summer with construction works starting in autumn.

Project management of project is now being led by a WDC Community Projects Delivery Team

If you have any further questions or would like more information, please don't hesitate to contact Council on info@waikatodc.govt.nz with Raglan Wharf in the subject line.