

Agenda for a meeting of the Waikato District Council to be held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **MONDAY 5 DECEMBER 2016** commencing at **1.15pm**.

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

**1. APOLOGIES AND LEAVE OF ABSENCE**

**2. CONFIRMATION OF STATUS OF AGENDA**

**3. DISCLOSURES OF INTEREST**

**4. CONFIRMATION OF MINUTES**

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GJ Ion

**CHIEF EXECUTIVE**

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### ***Open Meeting***

<b>To</b>	Waikato District Council
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	24 November 2016
<b>Prepared by</b>	Rose Gray Council Support Manager
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV1301
<b>Report Title</b>	Confirmation of Minutes – 1 November 2016

## **I. EXECUTIVE SUMMARY**

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To confirm the minutes of a meeting of the Waikato District Council held on Tuesday 1 November 2016.

## **2. RECOMMENDATION**

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**THAT** the minutes of a meeting of **Waikato District Council** held on **Tuesday 1 November 2016** be confirmed as a true and correct record of that meeting.

## **3. ATTACHMENTS**

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CCL Minutes

**MINUTES** of a meeting of the Waikato District Council held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **TUESDAY 1 NOVEMBER 2016** commencing at **1.00pm.**

**Present:**

His Worship the Mayor, Mr AM Sanson (Chairperson)  
 Cr AD Bech  
 Cr JA Church  
 Cr DW Fulton  
 Cr JM Gibb  
 Cr SL Henderson  
 Cr SD Lynch *[from 1.04pm]*  
 Cr RC McGuire  
 Cr FM McNally  
 Cr BL Main  
 Cr EM Patterson  
 Cr JD Sedgwick  
 Cr NMD Smith  
 Cr LR Thomson

**Attending:**

Mayoress T Sanson  
 Mr GJ Ion (Chief Executive)  
 Ms S Duignan (General Manager Customer Support)  
 Mr T Harty (General Manager Service Delivery)  
 Mr TG Whittaker (General Manager Strategy & Support)  
 Mrs R Gray (Council Support Manager)  
 Mrs L Wainwright (Committee Secretary)  
 Mrs W Wright (Committee Secretary)  
 Mr K Lockley (Zero Harm Manager)  
 Ms A Diaz (Finance Manager)  
 Mr V Ramduny (Finance & Project Manager)  
 Staff

**APOLOGIES AND LEAVE OF ABSENCE**

There were no apologies.

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

**Resolved: (Crs Sedgwick/McInally)**

**THAT** the agenda for a meeting of the Waikato District Council held on Tuesday 1 November 2016 be confirmed and all items therein be considered in open meeting with the exception of those items detailed at agenda item 12 which shall be considered with the public excluded.

**CARRIED on the voices**

**WDC1611/01**

## **DISCLOSURES OF INTEREST**

There were no disclosures of interest.

## **COMMITTEE STRUCTURE AND MEMBERSHIP**

Agenda Item 4

**Resolved: (Crs Sedgwick/Gibb)**

**THAT** the report from His Worship the Mayor be received.

**CARRIED on the voices**

**WDC1611/02/1**

**Resolved: (Crs Church/Fulton)**

**THAT** pursuant to schedule 7 clause 30 and section 41A (3)(b) of the Local Government Act 2002 the following Committee structure have been established by exercising Mayoral powers:

- Policy & Regulatory Committee
- Regulatory Subcommittee (Subcommittee of the Policy & Regulatory Committee)
- Strategy & Finance Committee
- Audit & Risk Committee (Subcommittee of the Strategy & Finance Committee)
- Infrastructure Committee
- Discretionary & Funding Committee
- Chief Executive's Performance Review Subcommittee
- Economic Development Advisory Group
- Submission Subcommittee;

**AND THAT** pursuant to schedule 7 clause 30 and Section 41A(3)(b) of the Local Government Act 2002 and Section 186 of the Sale and Supply of Alcohol Act 2012, Waikato District Council appoints the following committee:

- District Licensing Committee;

**AND FURTHER THAT** pursuant to schedule 7 clause 30 of the Local Government Act 2002, Council is part of the following Joint Committee:

- Waikato-Tainui and Waikato District Council Joint Committee
- Waikato Plan Joint Committee Nga Wai o Maniapoto
- Future Proof;

**AND FURTHER THAT** the Waikato District Council agrees that the review of the Chief Executive's performance be undertaken three times per year in February, June (to set performance goals for the following year) and September (final review for the year and consideration of remuneration);

**AND FURTHER THAT** pursuant to schedule 7 clause 31 and section 41A(3)(c) of the Local Government Act 2002 the following appointments to Chairpersons have been made by exercising Mayoral powers:

- Policy & Regulatory Committee - Cr Sedgwick
- Regulatory Sub-Committee – Cr Fulton
- Strategy & Finance Committee – Cr Gibb
- Audit & Risk Committee – Margaret Devlin
- Infrastructure Committee – Cr Fulton
- Discretionary & Funding Committee – Cr Lynch
- Waikato Tainui and Waikato District Council Joint Committee Co-Chair – Mayor Sanson
- Chief Executive's Performance Review Subcommittee – Mayor Sanson
- Submission Subcommittee – Councillor Gibb
- Economic Development Advisory Group – Mayor Sanson;

**AND FURTHER THAT** pursuant to schedule 7 clause 31 and section 41A(3)(c) of the Local Government Act 2002 and Section 189 (2) of the Sale and Supply of Alcohol Act 2012, the following appointment as Chairperson be made by exercising Mayoral powers:

- District Licensing Committee – Cr Smith;

**AND FURTHER THAT** pursuant to schedule 7 clause 31 of the Local Government Act 2002 the Waikato District Council appoints the following members to the committees:

**Policy & Regulatory Committee**

**Cr Main - Deputy Chairperson**  
**Mayor Sanson**  
**All Councillors**

**Regulatory Sub-Committee**

**Cr Gibb - Deputy Chairperson**  
**Cr Main**  
**Cr Sedgwick**

**Strategy & Finance Committee****Cr Bech - Deputy Chairperson****Mayor Sanson****All Councillors****Audit & Risk Committee****Cr Gibb - Deputy Chairperson****Cr Bech****Cr Main****Cr Sedgwick****Mayor Sanson – ex-officio****Infrastructure Committee****Cr Patterson - Deputy Chairperson****Mayor Sanson****All Councillors****Discretionary & Funding Committee****Cr McGuire – Deputy Chairperson****Cr Fulton****Cr Henderson****Cr Main****Cr Thomson****Mayor Sanson – ex-officio****Waikato-Tainui and Waikato District Council Joint Committee****Waikato-Tainui representative – Co-Chair (to be confirmed by Waikato-Tainui)****Three other Waikato-Tainui representatives (to be confirmed by Waikato-Tainui)****Cr Fulton****Cr Gibb****Cr Thomson****Alternate: Cr Church**

**NB: One of the Waikato-Tainui Committee members must be the Chairperson of Te Aratūara and one of the Waikato District Council members must be the Mayor.**

**Chief Executive's Performance Review Sub-Committee****Cr Fulton – Deputy Chairperson****Cr Bech****Cr Gibb****Cr Sedgwick****Economic Development Advisory Group****Deputy Mayor****Strategy & Finance Chairperson****Strategy & Finance Deputy Chairperson****Policy & Regulatory Chairperson**

**Submission Subcommittee**

**His Worship the Mayor**  
**Infrastructure Chairperson**  
**Policy & Regulatory Chairperson**  
**Discretionary & Funding Chairperson;**

**AND FURTHER THAT** pursuant to schedule 7 clause 31 of the Local Government Act 2002 and Section 189 (3) of the Sale and Supply of Alcohol Act 2012, Waikato District Council appoints Cr Gibb as the Deputy Chairperson to the District Licensing Committee;

**AND FURTHER THAT** the Deputy Mayor, Councillor Fulton, will become ex-officio to all Committees (except the District Licensing Committee) if Mayor Sanson is unable to attend;

**AND FURTHER THAT** pursuant to schedule 7 clause 31 of the Local Government Act 2002 Waikato District Council appoints the following members to joint committees:

- **Nga Wai o Maniopoto – Mayor Sanson**
- **Waikato Plan – Mayor Sanson**
- **Alternate – Deputy Mayor;**

**AND FURTHER THAT** pursuant to schedule 7 clause 31 of the Local Government Act 2002 Waikato District Council appoints the following members to the Waikato District Community Wellbeing Trust:

**Until the completion of the first meeting of the Trust in the 2016-2019 Council term:**

**His Worship the Mayor**  
**Deputy Mayor**  
**Discretionary & Funding Chairperson**  
**Judy Muru**  
**Eileen Bateup.**

**From the completion of the first meeting of the Trust in the 2016-2019 Council term:**

**Chairperson – Awaroa Ki Tuakau Ward Councillor (Cr Church)**  
**Deputy Chairperson – Eureka Ward Councillor**  
**Trustees: His Worship the Mayor**  
**Judy Muru**  
**Eileen Bateup.**

**CARRIED on the voices****WDC1611/02/2**

Cr Lynch entered the meeting at 1.04pm during discussion on the above item and was present when voting took place.

**DELEGATIONS**

Agenda Item 5

Tabled: Changes to Delegations Register

The Chief Executive outlined the changes to the delegations register following the circulation of the document. Further changes were identified during discussion on this item.

**Resolved: (Crs Patterson/Bech)****THAT the report from the Chief Executive be received;**

**AND THAT in line with the Council's previous direction and schedule 7 clause 30(5) of the Local Government Act, the Transitional Subcommittee be disbanded at the conclusion of this meeting;**

**AND FURTHER THAT pursuant to schedule 7 clause 32 of the Local Government Act 2002 the Waikato District Council makes the delegations as detailed in the amended delegations register.**

**CARRIED on the voices****WDC1611/03****APPOINTMENTS TO COMMUNITY BOARDS AND OTHER COMMITTEES**

Agenda Item 6

**Resolved: (Crs McNally/Thomson)****THAT the report from the Chief Executive be received;**

**THAT pursuant to section 50 (b) of the Local Government Act 2002 and section 19(b) of the Local Electoral Act the Waikato District Council makes the following appointments to the Community Boards:**

**Raglan Community Board****Raglan Ward Councillor****Onewhero-Tuakau Community Board**

**Onewhero Te Akau Ward  
Councillor  
Awaroa Ki Tuakau Councillor  
Ward Councillor (Cr Church)**

**Huntly Community Board****Huntly Ward Councillors (2)****Ngaruawahia Community Board**

**Ngaruawahia Ward Councillors  
(2)**

**Taupiri Community Board**

**Ngaruawahia Ward Councillors  
(2)**

The Local Government Commission determination requires the above appointments to be made;

**AND THAT** pursuant to schedule 7 clause 31 of the Local Government Act 2002, and in line with previous appointments, the Waikato District Council makes the following appointments to outside organisations:

**Waikato Regional Council: Regional Transport Committee:**

**Infrastructure Committee Chairperson**

**His Worship the Mayor (in the absence of the Infrastructure Chairperson)**

**Infrastructure Committee Deputy Chairperson (in the absence of the Infrastructure Committee Chairperson or His Worship the Mayor)**

**Waikato Regional Council: Regional Road Safety Committee:**

**Infrastructure Committee Chairperson**

**Infrastructure Committee Deputy Chairperson (in the absence of the Infrastructure Committee Chairperson);**

**AND FURTHER THAT** pursuant to schedule 7 clause 31 of the Local Government Act 2002, and in line with previous appointments, the Waikato District Council makes the following appointment to Community Committees:

<b>Te Kauwhata Community Committee</b>	<b>Whangamarino Ward Councillor</b>
<b>Meremere Community Committee</b>	<b>Whangamarino Ward Councillor</b>
<b>North East Waikato Community Committee</b>	<b>Whangamarino Ward Councillor</b>
<b>Rangiriri Community Committee</b>	<b>Whangamarino Ward Councillor</b>
<b>Te Kauwhata Community Committee</b>	<b>Whangamarino Ward Councillor</b>
<b>Meremere Community Committee</b>	<b>Whangamarino Ward Councillor</b>
<b>North East Waikato Community Committee</b>	<b>Whangamarino Ward Councillor</b>
<b>Rangiriri Community Committee</b>	<b>Whangamarino Ward Councillor</b>
<b>Te Kowhai Community Committee</b>	<b>Newcastle Ward Councillor</b>
<b>Eureka Community Committee</b>	<b>Eureka Ward Councillor</b>

<b>Tauwhare Community Committee</b>	<b>Eureka Ward Councillor</b>
<b>Matangi Community Committee</b>	<b>Eureka Ward Councillor</b>
<b>Tamahere Community Committee</b>	<b>Tamahere Ward Councillor</b>
<b>Pokeno Community Committee</b>	<b>Awaroa Ki Tuakau Ward Councillors (2)</b>
<b>Pukemiro/Glen Afton Community Committee</b>	<b>Huntly Ward Councillors (2)</b>
<b>Glen Massey Community Committee</b>	<b>Ngaruawahia Ward Councillors (2)</b>
<b>Gordonton Community Committee</b>	<b>Hukanui-Waerenga Ward Councillor</b>
<b>Horsham Downs Community Committee</b>	<b>Hukanui-Waerenga Ward Councillor</b>

**AND FURTHER THAT** pursuant to schedule 7 clause 31 of the Local Government Act 2002, and in line with previous appointments, the Waikato District Council makes the following appointments to recreation reserve committees and a Hall Committee:

<b>Te Kauwhata Domain Management Committee</b>	<b>Whangamarino Ward Councillor</b>
<b>Whatawhata Domain Management Committee</b>	<b>Newcastle Ward Councillor</b>
<b>Ohinewai Area Committee</b>	<b>Huntly Ward Councillor (Cr Lynch)</b>
<b>Lake Rotokauri Management Committee</b>	<b>Newcastle Ward Councillor</b>
<b>Lake Kainui Recreation Reserve Committee</b>	<b>Hukanui-Waerenga Ward Councillor</b>
<b>Puketirini Management Committee</b>	<b>Huntly Ward Councillor (Cr McNally) Infrastructure Committee Chairperson</b>
<b>Raglan Coastal Reserves Advisory Committee</b>	<b>Raglan Ward Councillor Raglan Community Board Chairperson</b>
<b>Te Akau/Waingaro Community Complex Committee</b>	<b>Onewhero-Te Akau Ward Councillor</b>

<b>Te Kowhai Hall Committee</b>	<b>Newcastle Ward Councillor</b>
<b>Tuakau Recreation Reserve Committee</b>	<b>Awaroa Ki Tuakau Ward Councillor (Cr Henderson)</b>
<b>Mercer Recreation Reserve Committee</b>	<b>Awaroa Ki Tuakau Ward Councillors (2)</b>
<b>Waikato District Lakes and Freshwater</b>	<b>Whangamarino Ward Councillor</b>
<b>Wetlands Memorandum of Agreement Governance Group</b>	<b>Hukanui-Waerenga Ward Councillor;</b>

**AND FURTHER THAT** pursuant to schedule 7 clause 32 of the Local Government Act 2002, to exercise speaking and voting rights, the Waikato District Council appoints the following members in respect of Companies and Council Controlled Organisations (and related organisations) in which the Waikato District Council has a shareholding, namely:

<b>Waikato Regional Airport Ltd</b>	<b>His Worship the Mayor Deputy Mayor (Alternate)</b>
<b>Civic Assurance</b>	<b>His Worship the Mayor Deputy Mayor (Alternate)</b>
<b>Strada Corporation Limited</b>	<b>His Worship the Mayor Deputy Mayor (Alternate)</b>
<b>Hamilton &amp; Waikato Tourism</b>	<b>Strategy &amp; Finance Committee Chairperson;</b>

**AND FURTHER THAT** pursuant to schedule 7 clause 32 of the Local Government Act 2002, the Waikato District Council delegates the following responsibilities, duties and power to deal with matters affecting the WEL Energy Trust:

- **His Worship the Mayor**
- **Deputy Mayor (Alternate);**

**AND FURTHER THAT** pursuant to schedule 7 clause 32 of the Local Government Act 2002, the Waikato District Council appoints the following representatives to attend Local Government New Zealand (including Zone 2 meetings and Rural/Provincial Sector meetings):

- **His Worship the Mayor**
- **Deputy Mayor**

**AND FURTHER THAT** pursuant to section 18 of the Hauraki Gulf Marine Park Act 2000 the Waikato District Council makes the following appointments to be the Hauraki Gulf Forum Committee:

- Eureka Ward Councillor;

**AND FURTHER THAT** pursuant to schedule 7 clause 31 of the Local Government Act 2002, and the Waikato District Council makes the following appointments to the Raglan Kopua Holiday Park Board of Management:

- Raglan Ward Councillor;

**AND FURTHER THAT** pursuant to schedule 7 clause 31 of the Local Government Act 2002, and in line with previous appointments, the Waikato District Council makes the following appointments to Creative Communities New Zealand:

- Discretionary & Funding Deputy Chairperson
- Awaroa Ki Tuakau Ward Councillor (Cr Henderson);

**AND FURTHER THAT** pursuant to schedule 7 clause 31 of the Local Government Act 2002 and in line with previous appointments the Waikato District Council makes the following appointments to the River Liaison Sub-Committees with Waikato Regional Council:

<b>Lower Waikato River and Catchment Liaison Subcommittee</b>	<b>Whangamarino Ward Councillor</b>
<b>Middle Waikato River and Catchment Liaison Subcommittee</b>	<b>Eureka Ward Councillor</b>
<b>Waipa River and Catchment Liaison Subcommittee</b>	<b>Newcastle Ward Councillor</b>
<b>West Coast Liaison Zone Subcommittee</b>	<b>Raglan Ward Councillor</b>

**AND FURTHER THAT** pursuant to clause 32 of schedule 7 of the Local Government Act 2002 the Waikato District Council delegates the power to represent Council on the Nga Wai o Maniapoto Joint Committee:

- His Worship the Mayor
- Deputy Mayor (in the absence of His Worship);

**AND FURTHER THAT** pursuant to clause 32 of schedule 7 of the Local Government Act 2002, the Waikato District Council delegates the role to be the Council representatives to the Future Proof Implementation Committee:

- His Worship the Mayor
- Deputy Mayor;

**AND FURTHER THAT** pursuant to schedule 7 clause 32 of the Local Government Act 2002 the Waikato District Council delegates the power to represent Council on the Waikato Plan Joint Committee:

- His Worship the Mayor
- Deputy Mayor (Alternate);

**AND FURTHER THAT** pursuant to schedule 7 clause 31 and clause 32 of the Local Government Act 2002 and section 13 of the Civil Defence Emergency Management Act 2002 the Waikato District Council makes the following appointment to the Waikato Region Civil Defence and Emergency Management Group Joint Committee:

- Newcastle Ward Councillor;

**AND FURTHER THAT** in the absence of the Newcastle Ward Councillor, the Deputy Mayor has delegated authority to act as the Council's representative on the Waikato Region Civil Defence and Emergency Management Group Joint Committee;

**AND FURTHER THAT** pursuant to clause 32 of schedule 7 of the Local Government Act 2002 Council's representative or alternative representative be granted full delegated authority to commit to action and expenditure on behalf of the Council within approved budgets as per section 7 of the Waikato Region Civil Defence and Emergency Management Group Constituting Agreement;

**AND FURTHER THAT** pursuant to schedule 7 clause 32 of the Local Government Act 2002 the Waikato District Council makes these delegations to be the Council representatives to the following:

Waikato Coalfields Museum Trust	Huntly Ward Councillor (Cr McNally)
Taitua Arboretum Advisory Group	Newcastle Ward Councillor
Woodlands Historic Trust Board	Mr Peter De Luca
Department of Corrections Community Liaison Group for the Spring Hill Corrections Facility	Whangamarino Ward Councillor

**Hamilton Airport Community Liaison Group**

**Tamahere Ward Councillor**

**Waters CCO Governance Group**

**His Worship the Mayor  
Strategy & Finance Chairperson  
Strategy & Finance Deputy  
Chairperson.**

**CARRIED on the voices**

**WDC1611/04**

**COMMUNITY BOARD/COMMITTEE CHARTER**

Agenda Item 7

**Resolved: (Crs Smith/Sedgwick)**

**THAT the report from the Chief Executive be received;**

**AND THAT the Waikato District Council confirms the Community Board and Community Committee Charters as attached to the report;**

**AND FURTHER THAT Council works with the community boards and community committees to review the respective Charters.**

**CARRIED on the voices**

**WDC1611/05**

**CODE OF CONDUCT**

Agenda Item 8

**Resolved: (Crs Fulton/Lynch)**

**THAT the report from the Chief Executive be received.**

**CARRIED on the voices**

**WDC1611/06**

**STANDING ORDERS FOR MEETINGS OF LOCAL AUTHORITIES AND COMMUNITY BOARDS**

Agenda Item 9

**Resolved: (Crs Patterson/Sedgwick)**

**THAT the report from the Chief Executive be received.**

**CARRIED on the voices**

**WDC1611/07**

**CONFIRMATION OF MINUTES**

Agenda Item 10

**Resolved: (Crs Sedgwick/Lynch)****THAT the minutes of an Inaugural Meeting held on Thursday 27 October 2016 be confirmed as a true and correct record of that meeting.****CARRIED on the voices****WDC1611/08****REPORTS**Zero Harm Update

Agenda Item 11.1

The Zero Harm Manager highlighted the following key points:

- statistics on injuries remain low
- employee engagement in carrying out safety conversations are being held.

A request was made to provide a dashboard identifying trends. The Zero Harm Manager advised that a quarterly report would be generated for the past three months and provided to Council.

The Zero Harm Manager advised there had been a shift in health and safety with a genuine culture moving forward now across the organisation. The Chief Executive stated that we need to be continually vigilant about the health and safety systems and this can be done by reminding and questioning staff about work practices.

**Resolved: (Crs Gibb/Church)****THAT the report from the Chief Executive be received.****CARRIED on the voices****WDC1611/09/1**Additional Carry Forward 2015/2016 Request – Waikato River Alive Project Fund

Agenda Item 11.2

**Resolved: (Crs Smith/Lynch)****THAT the report from the General Manager Strategy & Support be received;****AND THAT Council approves the transfer of the balance of \$23,870.50 from the General Rate account back to the Waikato River Alive Project.****CARRIED on the voices****WDC1611/09/2**

New Road Name Proposals for Kowhai Downs Subdivision  
Agenda Item 11.3

**Resolved: (Crs Smith/Sedgwick)**

**THAT the report from the General Manager Service Delivery be received;**

**AND THAT Council approves the name Te Ara Aukati Terrace for Road 2 within the Kowhai Downs subdivision, McIntosh Drive, Pokeno.**

**CARRIED on the voices**

**WDC1611/09/3**

New Road Name Proposals at Taplin Road, Matangi  
Agenda Item 11.4

**Resolved: (Crs Patterson/Smith)**

**THAT the report from the General Manager Service Delivery be received;**

**AND THAT Council approves the names Meadowpark Way for Road 1, Margot Lane for Road 2 (south-east), and Clover Close for Road 2 (north-west).**

**CARRIED on the voices**

**WDC1611/09/4**

New Road Name Proposal at Awatea Road, Whatawhata  
Agenda Item 11.5

**Resolved: (Crs Smith/Patterson)**

**THAT the report from the General Manager Service Delivery be received;**

**AND THAT Council approves the name Harihari Lane for Road 4.**

**CARRIED on the voices**

**WDC1611/09/5**

Attendance at the Newly Elected Members' Workshop  
Agenda Item 11.6

**Resolved: (Crs Church/Gibb)**

**THAT the report from the Chief Executive be received;**

**AND THAT the following Councillors be approved to attend the Elected Members' workshop:**

**Cr Bech  
Cr Henderson  
Cr McNally  
Cr Main  
Cr Paterson  
Cr Thomson**

**CARRIED on the voices**

**WDC1611/09/6**

### **EXCLUSION OF THE PUBLIC**

Agenda Item 12

**Resolved: (Crs McGuire/Main)**

**THAT the report of the Chief Executive be received;**

**AND THAT the public be excluded from the meeting to enable Council to deliberate and make decisions on the following items of business:**

**Confirmation of Extraordinary Minutes dated Monday 3 October 2016.**

### **REPORTS**

#### **a. Transitional Subcommittee**

**This resolution is made in reliance on section 48(1)(a) and 48(2)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by sections 6 or 7 of that Act which would be prejudiced by the holding of the whole or the relevant part(s) of the proceedings of the meeting in public are as follows:**

<b>Reason for passing this resolution to withhold exists under:</b>	<b>Ground(s) under section 48(1) for the passing of this resolution is:</b>
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**Section 7(2)(b)(i)(ii)**

**Section 48(1)(3)(d)**

**CARRIED on the voices**

**WDC1611/09/7**

*Resolutions WDC1611/10 – WDC1611/13 are contained in the public excluded section of these minutes.*

Having resumed open meeting and there being no further business the meeting was declared closed at 2.11pm.

Minutes approved and confirmed this                      day of                      2016.

AM Sanson

**CHAIRPERSON**

Minutes 2016/CCL/161101Minutes

### ***Open Meeting***

<b>To</b>	Policy & Regulatory Committee
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	15 November 2016
<b>Prepared by</b>	Wanda Wright Committee Secretary
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV1301
<b>Report Title</b>	Receipt of Minutes

## **I. EXECUTIVE SUMMARY**

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To receive the minutes of the Policy & Regulatory Committee meeting held on Tuesday 15 November 2016.

## **2. RECOMMENDATION**

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**THAT the minutes of the meeting of the Policy & Regulatory Committee held on Tuesday 15 November 2016 be received.**

## **3. ATTACHMENTS**

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P&R Minutes

**MINUTES** of a meeting of the Policy & Regulatory Committee of the Waikato District Council held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia held on **TUESDAY 15 NOVEMBER 2016** commencing at **9.00am**.

**Present:**

Cr JD Sedgwick (Chairperson)  
His Worship the Mayor, Mr AM Sanson  
Cr AD Bech  
Cr DW Fulton  
Cr JM Gibb  
Cr SL Henderson  
Cr SD Lynch  
Cr RC McGuire  
Cr FM McNally  
Cr EM Patterson  
Cr NMD Smith  
Cr LR Thomson

**Attending:**

Ms S Duignan (General Manager Customer Support)  
Mr T Whittaker (General Manager Strategy & Support)  
Mrs W Wright (Committee Secretary)  
Mr A Parkes (Environmental Team Leader)  
Mr R MacCulloch (Regulatory Manager)  
Mr C Birkett (Monitoring Team Leader)  
Ms N Laurenson (Consents Team Leader – East)  
Ms K Thomson (Consents Team Leader – West)

**APOLOGIES AND LEAVE OF ABSENCE**

**Resolved: (Crs Lynch/Gibb)**

**THAT an apology be received from Cr Church and Cr Main.**

**CARRIED on the voices**

**P&R1611/01**

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

**Resolved: (Crs Sedgwick/Lynch)**

**THAT** the agenda for a meeting of the Policy & Regulatory Committee held on 15 November 2016 be confirmed and all items therein be considered in open meeting;

**AND THAT** the Board resolves that the following item be deferred to the next meeting:

- **Item No. 5.6** [Civil Defence Emergency Management Overview]

**CARRIED on the voices**

**P&R1611/02**

## **DISCLOSURES OF INTEREST**

Cr Gibb advised members of the Board that she would declare a non financial conflict of interest in item 5.3 [*Adoption of Local Alcohol Policy*].

Cr Smith advised members of the Board that he would declare a non financial conflict of interest in item 5.3 [*Adoption of Local Alcohol Policy*].

## **RECEIPT OF MINUTES**

**Resolved: (Cr Gibb/His Worship the Mayor)**

**THAT** the minutes of a meeting of the Policy & Regulatory Committee held on Tuesday 20 September 2016 be received.

**CARRIED on the voices**

**P&R1611/03**

## **REPORTS**

Delegated Resource Consents Approved for the months of September and October 2016  
Agenda Item 5.1

The Consents Team Leaders (East/West) gave a verbal overview on this report and answered questions of the Committee.

**Resolved: (Cr Smith/His Worship the Mayor)**

**THAT** the report of the General Manager Delegated Resource Consents approved for the months of September and October 2016 be received.

**CARRIED on the voices**

**P&R1611/04/1**

Summary of Applications Determined by the District Licensing Committee  
Agenda Item 5.2

The Regulatory Manager explained the process and covered most aspects of what the DLC entails. Cr Smith (Chair of DLC) added to this.

**Resolved: (Crs Lynch/Henderson)**

**THAT the report from the General Manager Customer Support be received.**

**CARRIED on the voices**

**P&R1611/04/2**

Adoption of Local Alcohol Policy  
Agenda Item 5.3

Cr Gibb and Cr Smith declared a non financial conflict of interest, withdrew to the gallery and did not take part in discussion or voting on this item.

The Regulatory Manager and the Environmental Team Leader answered questions of the Committee.

**Resolved: (His Worship the Mayor/Cr Lynch)**

**THAT the report from the General Manager Customer Support;**

**AND THAT Council resolves to bring the adopted Local Alcohol Policy into force;**

**AND FURTHER THAT Council resolves that the Local Alcohol Policy, with the exception of clauses 4.6, 5.6, and 6.6, comes into force on 1 January 2017;**

**AND FURTHER THAT Council resolves that clauses 4.6, 5.6, and 6.6 of the policy come into force 3 months later on 1 April 2017.**

**CARRIED on the voices**

**P&R1611/04/3**

Implementation of the Freedom Camping Bylaw  
Agenda Item 5.4

The Monitoring Team Leader gave a verbal overview of the report and answered questions of the Committee.

**Resolved: (Crs Smith/Patterson)**

**THAT the report of the General Manager Customer Support be received.**

**CARRIED on the voices**

**P&R1611/04/4**

CDEM Joint Committee Minutes  
Agenda Item 5.5

The General Manager Customer Support gave a verbal overview of the role of the Civil Defence Emergency Management Team and their recent activities given the earthquake experienced two days ago; including the impact on Raglan and its water supply.

**Resolved: (His Worship the Mayor/Cr Smith)**

**THAT the report of the General Manager Customer Support be received.**

**CARRIED on the voices**

**P&R1611/04/5**

Chief Executive's Business Plan  
Agenda Item 5.7

**Resolved: (Crs Lynch/Thomson)**

**THAT the report from the Chief Executive be received.**

**CARRIED on the voices**

**P&R1611/04/6**

2016 Meeting Calendar  
Agenda Item 5.8

**Resolved: (Crs Bech/Gibb)**

**THAT the report from the Chief Executive be received.**

**CARRIED on the voices**

**P&R1611/04/7**

Having deferred the following report and there being no further business the meeting was declared closed at 10.48am.

Report deferred:

- Item 5.6 - Civil Defence Emergency Management Overview

Cr JD Sedgwick  
**CHAIRPERSON**

Minutes2016/P&R/161115P&R M.doc

### **Open Meeting**

<b>To</b>	Council Meeting
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	23 November 2016
<b>Prepared by</b>	Kevin Lockley Zero Harm Manager
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	1643183
<b>Report Title</b>	Zero Harm Update

## **1. EXECUTIVE SUMMARY**

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The purpose of this report and its attachments is to provide an update on current health and safety performance. Council recognise that compliance is essential but they aspire to achieve best practice in health and safety performance and to create a sustainable zero harm culture where everyone goes home safe and healthy each day.

## **2. RECOMMENDATION**

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**THAT the report from the Chief Executive be received.**

## **3. BACKGROUND**

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### Safety Conversations

The Chief Executive and Managers continue to carry out safety conversations across the organisation.

Managers have concentrated their safety conversations with staff on health and wellbeing, to support Council's Wellness Programme.

### Over Speed Reporting

Numbers of events for the reporting period decreased and the level of speed has also decreased since the focus on risk of high speeding has become the subject of safety conversations with staff. Although the results are encouraging, there is still a lot of work to be done to further reduce the risk.

### Reporting of Incidents

The roll out of the Council's Incident reporting, recording and investigation software package has commenced.

### Risk Management

The Drug Detection Agency has presented to the Executive Team and provided a schedule of training dates for manager and general staff training, about the Drug & Alcohol Policy implementation. This will occur in January 2017.

### Monthly Statistics

Total injury incidents for the reporting period were (6), all requiring first aid. There were no lost time injuries. The Total Recordable Injury Frequency Rate (TRIFR) for the period is 0.

Near miss reporting outputs across the organisation remains consistently low, this will require a concerted effort to achieve the required target.

A quarterly Zero Harm dash board has been generated and is attached.

## **4. DISCUSSION AND ANALYSIS OF OPTIONS**

---

### **4.1 DISCUSSION**

This report is to assist Councillors with their due diligence requirements as Officers. The report should start the conversation and provide opportunities for Councillors to raise questions and discuss progress.

### **4.2 OPTIONS**

Council could choose to accept the report or not. Council could ask for additional information if needed.

## **5. CONSIDERATION**

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### **5.1 FINANCIAL**

There are no direct financial requirements identified in this report.

### **5.2 LEGAL**

This report is prepared as part of assisting Council with compliance with Health & Safety at Work Act 2015.

### **5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT**

Council has a Zero Harm Strategy which forms the basis of our health & safety systems and philosophy. An internal Zero Harm Strategic action Plan is also in place and has been reviewed by the Executive Team. This reflects the strategies for the next 12 months.

### **5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS**

Highest levels of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Councillors, as Officers under the Health & Safety at Work Act 2015 are required to undertaken due diligence to ensure appropriate health & safety systems are in place and operating.
--	--

State below which external stakeholders have been or will be engaged with:

Planned	In Progress	Complete	
	✓		Internal
	✓		Community Boards/Community Committees
			Waikato-Tainui/Local iwi
			Households
			Business
	✓		Other Please Specify

Council engages with our Community Boards and Community Committees to ensure they are clear on their requirements. Council also undertakes audits and safety conversations in relation to our contractors.

## 6. CONCLUSION

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This report provides an update on progress with our Zero Harm systems and processes, and monthly statistics progress

## 7. ATTACHMENTS

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- Zero Harm Quarterly Dashboard (July – September 2016)
- Zero Harm Strategic Plan

## **1. Our Vision for workplace Zero Harm.**

Our vision is for the Waikato District Council to be a recognised leader in creating a district that prides itself on economic excellence, local participation and sustainable communities and together with our workers and contractors, we will strive to create an injury and illness free workplace where everyone goes home safe and healthy each day. Council hopes that by developing an engaged health and safety culture in the workplace, good health and safety practices may have a flow on effect in the home environment as well.

The Council is absolutely committed to providing a health and safe working environment for workers, elected members, volunteers, visitors and contractors.

We will continually strive to improve our health and safety performance in line with regulatory and legislative change and recognise that further development and effort is required to achieve best practice and better our position to realise our vision.

Our councillors, executive team and staff understand and support engagement in improving our performance and agree on a collective approach to achieve the deliverables necessary to enable our vision.

## **2. Primary objective:**

To develop a sustainable culture that is supported by sound policies, systems and procedures that enable best practice health and safety workplace behaviours by all workers, contractors, volunteers and visitors. We aim for more than just compliance by observing the principle that workers and others should be given the highest level of protection against harm to ensure their health, safety and welfare.

### **2.1 The enablers of change include:**

- Committed and sustainable leadership at every level.
- Identifying, managing and continually seeking ways to prevent unplanned incidents through minimising risk.
- Requiring all levels of the organisation to know and fully understand their responsibilities and to be accountable.
- Ensuring all staff are provided with the opportunity to be fully involved and take personal responsibility for health and safety for themselves and others.
- Promoting the value of wellness as a means of reducing the risk of harm.
- Consulting with and encouraging participation from workers, worker representatives, safety action teams, and operational managers, team leaders, elected members, contractors, volunteers, visitors and other resources appropriate to our quest for safer workplaces.
- Continually reviewing our Health and Safety systems to ensure they are fit for purpose, and are integrated with the management of our assets.
- Co-ordinate, co-operate and consult with other PCBU's to meet our collective responsibilities for safer workplaces.

### **3. Focus Areas**

Our strategy describes our direction for 2016/17, through this we have defined four areas of focus which align with our values.

#### **3.1 Organisational Environment (Accountable and Responsible)**

- Management will commit to the Zero Harm objectives through active involvement and leadership.
- All workers will be accountable and take ownership of their own and others health and safety

#### **3.2 Hazard and Risk Management (Have a Business, quality and improvement focus).**

- Contribute to a culture of operational excellence where Zero Harm is integrated into everything we do.
- All processes, systems and work programmes will support best practice and Zero Harm.

#### **3.3 Worker Engagement and Participation (Customer Driven.)**

- Actively contributes to and communicates health and safety across the organisation.
- Empower all workers, and elected members to raise and manage health and safety concerns and issues across the organisation. As a result there is evidence of consultation, co-operation and co-ordination over shared matters.
- Promote a culture of “Work safe, home safe”.

#### **3.4 Monitoring and Reporting (Integrated teams members)**

- Understands the health and safety needs of internal and external customers and develop and apply systems and processes that encourage safe and healthy behaviours.
- Key performance indicator data will be analysed to ensure the effectiveness of this strategy

These goals and associated objectives are supported by the Zero Harm strategic action plan (attached), approved by the executive team. The plan will be reviewed periodically by the elected members of Council in conjunction with the Chief executive. A quarterly report will be submitted to council which will summarise our progress against our goals and objectives. This strategy will be assessed and revised on an annual basis.

## **4. Zero Harm Foundation Principles**

- Always manage our fatigue, never work or drive if affected by medication or under the influence of drugs or alcohol.
- Always carry out personal or team hazard / risk assessments before commencing any work, put in place controls to keep yourself and the public safe.
- Always use appropriate PPE and clothing that is fit for purpose.
- Always ascertain the nature and whereabouts of underground services, always obtain plans and permits before you dig.
- Always obey speed limits, wear a seatbelt where fitted and keep our lights on and drive to the conditions.
- Always stay clear of reversing vehicles, observe safety zones at all times.
- Always avoid confrontation with courtesy and respect.
- Always take rest breaks and ensure workloads are manageable .
- Always ask yourself “what’s different, dangerous or dumb” can it be changed,? if not inform your manager.
- Always look after yourself and fellow work mates.
- Always plan, document and follow written safe operating procedures before and when undertaking high risk work activities such as working at height or below ground level (confined space and excavations)
- Always carry a locator device when lone working, when on call duty always follow stand down requirements.

# ZERO<sup>32</sup> HARM STRATEGIC ACTION PLAN

This action plan outlines the goals and objectives to be successfully implemented and progress monitored against the Zero Harm Strategic Plan 2016/17. This plan is to be reviewed and reported to Council on a quarterly basis.

Action Required	Resp.	Due Date	Comments	Completed		
Executive leadership team reviews and updates critical risk register 6mthly	Executive Team Zero Harm Manager	July – Oct 16		Executive Team / Zero Harm		
		Nov – Feb 17	Yet to be commenced			
Transfer critical risk register to Promapp (Risk Module)	Project Management Advisor Zero Harm Team	March – June 17	<b>Under Action;</b> Converted to Promapp Risk Module, to be reviewed by Zero Harm			
Review the rewards and recognition policy and supporting systems to ensure they support safe working behaviours and underpin our Zero Harm vision and supporting policies.	Human Resources Zero Harm Team Executive Team	Nov – Feb 17	<b>Under Action;</b> Zero Harm reviewed, comments made, to be reviewed by HR & ET			
Actively promote, encourage and monitor near miss, incident & injury reports / reduction in over speed events	Managers Team Leaders Zero Harm Team Executive Team	<b>Quarter</b>	Refer to quarterly dashboard for KPI graph progress	Near Miss (240)	TRIFIR (<5)	
		July – Sept 16		152	0	
		Oct – Dec 16				
		Jan - March 17				
		April – June 17				
Over speed events Driving is identified as a critical risk Smartrak monitoring of vehicle speeds is one function that council uses to monitor risk. Where breaches of the Safe Use of Council Vehicle Policy occur, staff are engaged in a safety conversation. For serious breaches General managers carry out a formal conversation to assist with safe behaviour change.	Executive Team Leadership Team Zero Harm Manager Human Resources	<b>Quarter</b>	By monitoring and placing greater emphases on risk not just the number of events, Council has seen a progressive decline in higher speeds.	104-109km	110km+	Total
		July – Sept 16		118	17	135
		Oct – Dec 16				
		Jan - March 17				
		April – June 17				

# ZERO<sup>23</sup> HARM STRATEGIC ACTION PLAN

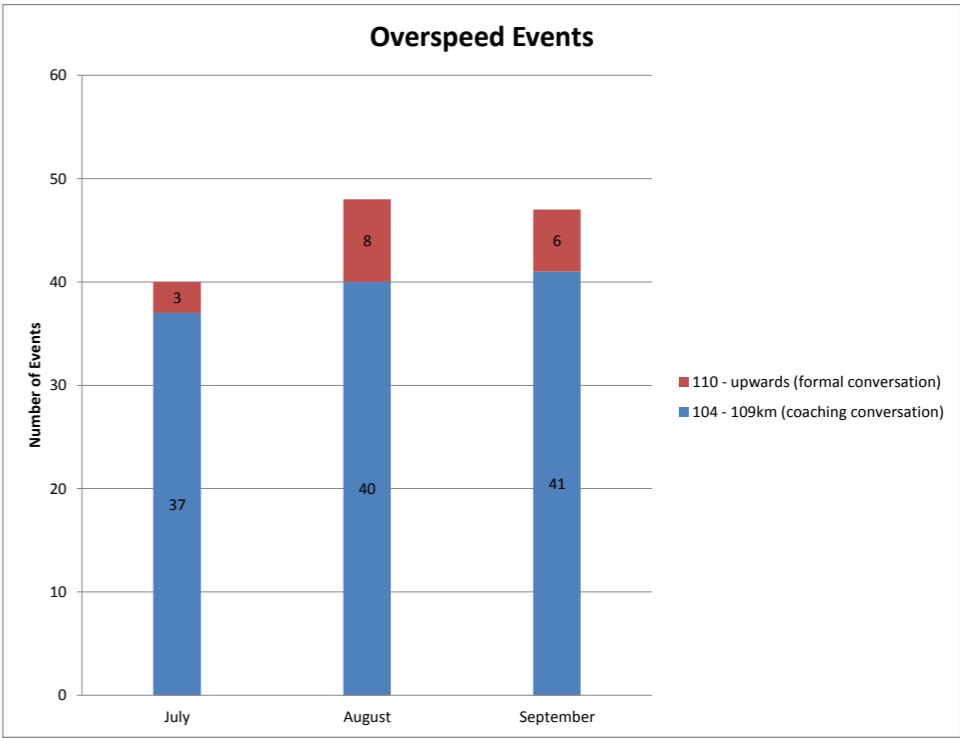
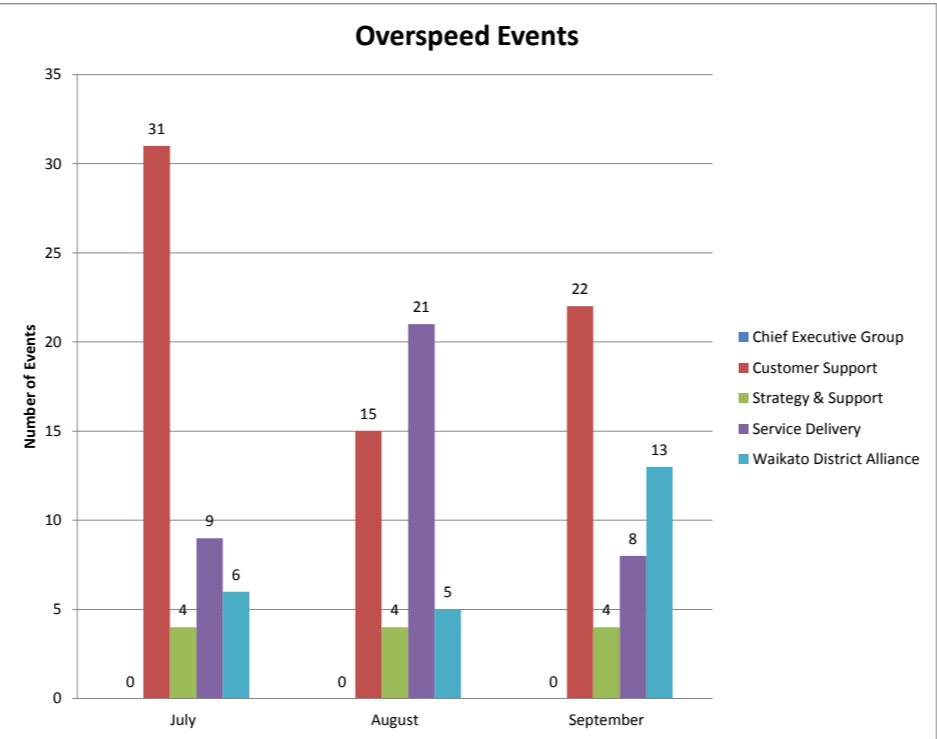
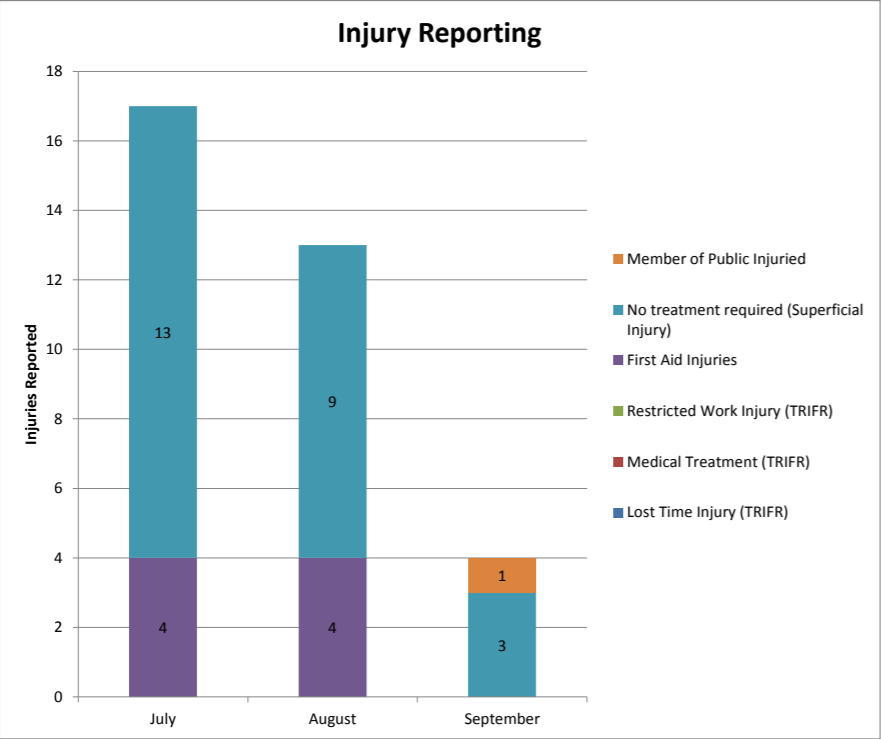
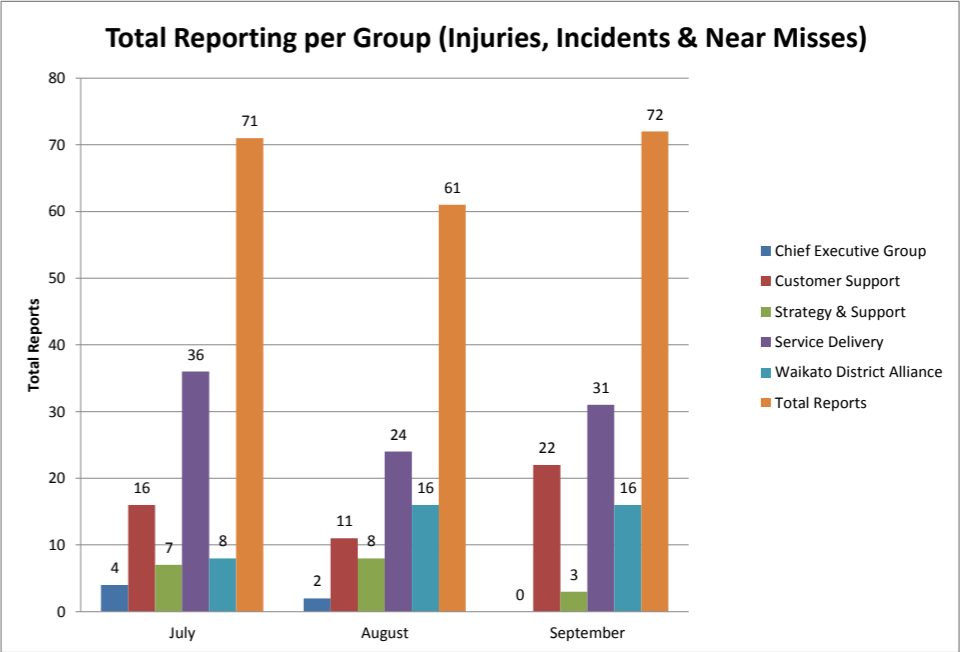
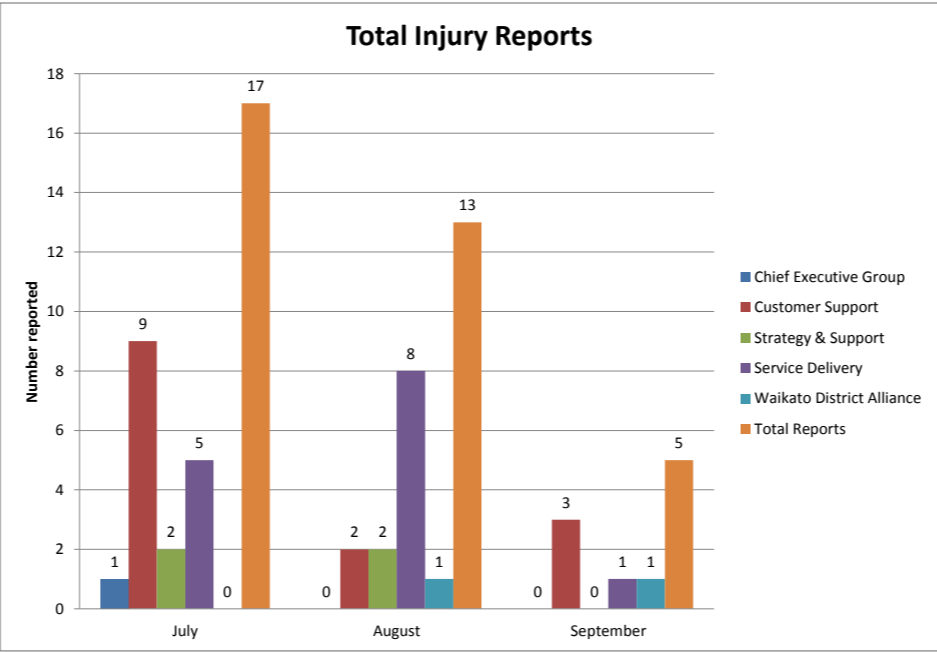
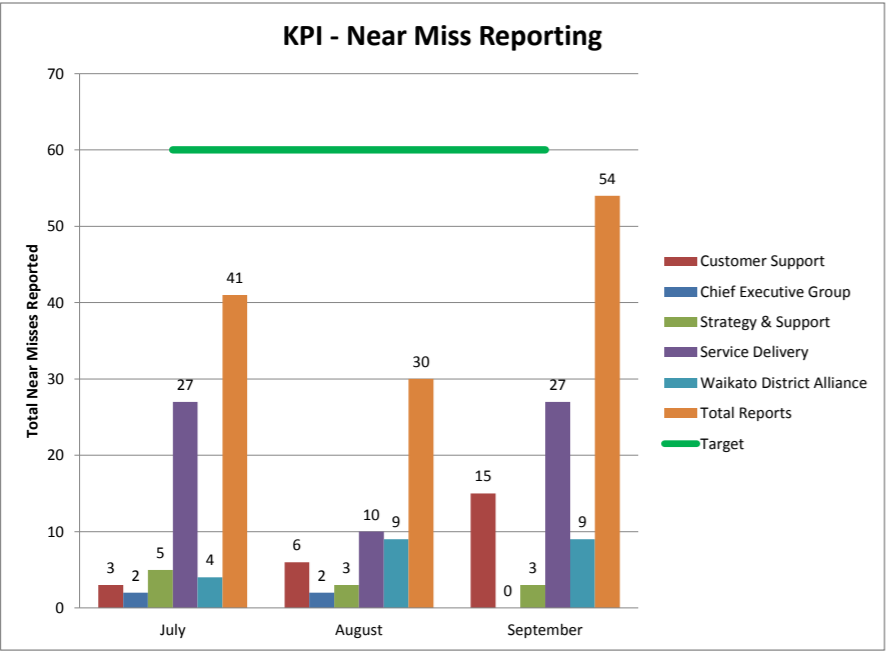
Action Required	Resp.	Due Date	Comments	Completed
Develop and implement Drug and Alcohol Programme.	Human Resources Zero Harm Team	July – Oct 16	<b>Under Action;</b> developing associated promapp process(s)	Policy developed / approved
Develop and support a Vulnerable Child Policy	Youth Engagement Officer Human Resources	July – Oct 16	Tasked to Joan Whittaker	
Induct new Councillors Due –Diligence responsibilities and Zero Harm Induction	Chief Executive Zero Harm Manager	Nov – Feb 17		Completed
Develop risk management registers for community facilities (halls, cemeteries, parks & reserves)	Zero Harm Team Parks & Facilities Team	March – June 17	Yet to be commenced	
Undertake an audit of Council safe operator procedures and develop a recommended action plan	Internal Auditing Team Safety Action Team	March – June 17	Yet to be commenced	
Develop PCBU Policy and supporting processes for overlapping duties	Zero Harm Team	Nov – Feb 17	<b>Under Action;</b> Zero Harm developing policy	
Review Contract Management systems including procurement documents to reflect best practice and Zero Harm	Programme Assurance Coordinator Procurement Manager Zero Harm Team	March – June 17	Yet to be commenced	
Review and publicise volunteer worker responsibilities (developing a register of current volunteer workers)	Zero Harm Team	Nov – Feb 17	Yet to be commenced	
Review Working Alone Policy and supporting procedures and equipment	Zero Harm Team	March – June 17	<b>Under Action;</b> Joan Whittaker has reviewed the policy on behalf of Zero Harm. Supporting procedures currently being worked by Zero Harm	

# ZERO HARM<sup>34</sup> STRATEGIC ACTION PLAN



Action Required	Resp.	Due Date	Comments	Completed
Engage with CDEM, fire and police to develop emergency management plans.	Operational Teams General Managers Zero Harm Team	March – June 17	Yet to be commenced	
Develop a first day back awareness programme.	Zero Harm Team Communication Team Safety Action Team	Nov – Feb 17	<b>Under Action;</b> Tabled at ET Meeting 17 November 2016 for discussion	
Develop and implement Zero Harm Training calendar for Managers and Team Leaders	Zero Harm Team Communication Team Safety Action Team	Nov – Feb 17	Yet to be commenced	
Implement appropriate health monitoring as required.	Zero Harm Team	Nov – Feb 17	<b>Under Action;</b> Risk specific roles identified	
Engage and educate Community Boards & Committees on Zero Harm roles and responsibilities	Zero Harm Team	Nov – Feb 17	<b>Under Action;</b> Community Board & Community Committee Charters incorporate and reference Zero Harm. Looking at using the annual meeting of Community Boards and Community Committees for Zero Harm presentations / engagement	
Roll out Zero Harm reporting software to all staff. Implement software functionality training for General Managers, Managers, Team Leaders and PA's (operational functions within software)	Zero Harm Advisor Nerak Consulting	Nov – Feb 17	<b>Under Action;</b> 14 – 25 November 2016 for reporting only Consultant to be engaged, training planned for early January	

# Zero Harm Dashboard - Quarter One (July-September)



“Work safe, home safe”

## **Open Meeting**

<b>To</b>	Waikato District Council
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	25 November 2016
<b>Prepared by</b>	Deborah Lee Executive Assistant to the Mayor
<b>Chief Executive Approved</b>	Y
<b>Reference/Doc Set #</b>	1627775
<b>Report Title</b>	Making Good Decisions – Panel Foundation Course

### **I. EXECUTIVE SUMMARY**

---

The purpose of this report is to seek Council's agreement to approve the panel foundation course for Councillor Main.

### **2. RECOMMENDATION**

---

**THAT** the report from the Chief Executive be received;

**AND THAT** Council approves the cost of approximately \$2,053.04 plus GST and travel and accommodation for Councillor Main to undertake the panel foundation course.

### **3. BACKGROUND**

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Councillor Main has expressed interest in undertaking the panel foundation course.

### **4. DISCUSSION AND ANALYSIS OF OPTIONS**

---

#### **4.1 DISCUSSION**

The aim of the Foundation course is to provide participants with the skills and knowledge to guide them through the ethical, legal and practical requirements of decision making under Resource Management Act 1991 (RMA).

To allow Council to have a range of councillors able to make decisions under the RMA, it would be appropriate for Councillor Main to undertake the foundation course. There are a range of dates and venues available for this course in 2017.

## **4.2 OPTIONS**

Council is being asked to consider whether to approve the costs of the panel foundation course, or not.

## **5. CONSIDERATION**

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### **5.1 FINANCIAL**

The cost of the panel foundation course is approximately \$2,053.04 plus GST and associated travel and accommodation costs.

## **6. CONCLUSION**

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Council is being asked to consider whether to fund the panel foundation course.

### **Open Meeting**

<b>To</b>	Waikato District Council
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	25 November 2016
<b>Prepared by</b>	Deborah Lee Executive Assistant to the Mayor
<b>Chief Executive Approved</b>	Y
<b>Reference/Doc Set #</b>	1628121
<b>Report Title</b>	Making Good Decisions – Panel Recertification

## **1. EXECUTIVE SUMMARY**

---

The purpose of this report is to seek Council's agreement to approve the panel recertification for Councillor Gibb.

## **2. RECOMMENDATION**

---

**THAT** the report from the Chief Executive be received;

**AND THAT** Council approves the cost of approximately \$1,092.17 plus GST and travel and accommodation for Councillor Gibb to undertake the panel recertification course before June 2017.

## **3. BACKGROUND**

---

Councillor Gibb's panel certification expires in June 2017. If the certification lapses, the foundation course would need to be repeated.

## **4. DISCUSSION AND ANALYSIS OF OPTIONS**

---

### **4.1 DISCUSSION**

To allow Councillor Gibb to retain her panel certification, she would need to undertake a refresher course and have this completed before June 2017. There is a course available in Auckland on 30 March 2017 that would allow the recertification to be completed before June 2017.

## **4.2 OPTIONS**

Council is being asked to consider whether to approve the costs of the refresher course before the expiry date of June 2017, or not.

## **5. CONSIDERATION**

---

### **5.1 FINANCIAL**

The cost of the refresher course and certification course is approximately \$1,092.17 plus GST and associated travel and accommodation costs.

## **6. CONCLUSION**

---

Council is being asked to consider whether to fund the refresher course and certification course before June 2017.

## **Open Meeting**

<b>To</b>	Waikato District Council
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	25 November 2016
<b>Prepared by</b>	Deborah Lee Executive Assistant to the Mayor
<b>Chief Executive Approved</b>	Y
<b>Reference/Doc Set #</b>	1628110
<b>Report Title</b>	Making Good Decisions – Chair Certification and Panel Recertification

### **1. EXECUTIVE SUMMARY**

---

The purpose of this report is to seek Council's agreement to approve the chair certification and panel recertification for Councillor Sedgwick.

### **2. RECOMMENDATION**

---

**THAT** the report from the Chief Executive be received;

**AND THAT** Council approves the cost of approximately \$1,400.00 plus GST and travel and accommodation for Councillor Sedgwick to undertake the chair certification and panel recertification course before December 2017.

### **3. BACKGROUND**

---

Councillor Sedgwick's panel certification expires in December 2017. If the certification lapses, the foundation course would need to be repeated. It would also be beneficial for Councillor Sedgwick to undertake the chair certification at the same time.

### **4. DISCUSSION AND ANALYSIS OF OPTIONS**

---

#### **4.1 DISCUSSION**

To allow Councillor Sedgwick to retain her panel certification, she would need to undertake a refresher course and have this completed before December 2017. The course providers have confirmed that Councillor Sedgwick would be able to undertake the chair certification at the same time, for an approximate cost of \$300 extra. There is a course available in

Wellington on 20 September 2017 that could accommodate both the chair certification and panel recertification.

## **4.2 OPTIONS**

Council is being asked to consider whether to approve the costs of the refresher course before the expiry date of December 2017, and the chair certification course, or not.

## **5. CONSIDERATION**

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### **5.1 FINANCIAL**

The cost of the refresher course and certification course is approximately \$1,400 plus GST and associated travel and accommodation costs.

## **6. CONCLUSION**

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Council is being asked to consider whether to fund the refresher course and certification course before December 2017.

### **Open Meeting**

<b>To</b>	Waikato District Council
<b>From</b>	Tony Whittaker General Manager Strategy and Support
<b>Date</b>	23 November 2016
<b>Prepared by</b>	Melissa Russo Corporate Planner
<b>Chief Executive Approved</b>	Y
<b>Reference/Doc Set #</b>	GOV1301 / 1641812
<b>Report Title</b>	Approval of Easter Trading Policy for consultation

## **I. EXECUTIVE SUMMARY**

---

Amendments to the Shops Trading Hours Act 1990 has meant that Council's can now develop an Easter Trading Policy to allow shops to open on Easter Sunday.

The proposed policy allows shops to open on Easter Sunday throughout the district.

Staff are seeking approval from Council to consult with the community on the proposed Easter Trading Policy following the Special Consultative Procedure. Consultation will be between 14 December 2016 and 17 February 2017.

## **2. RECOMMENDATION**

---

**THAT** the report from the **General Manager Strategy and Support** be received;

**AND THAT** Council approve the draft Easter Trading Policy and Statement of Proposal for consultation.

## **3. BACKGROUND**

---

Amendments to the Shops Trading Hours Act 1990 has meant that Council's can now develop an Easter Trading Policy to allow shops to open on Easter Sunday.

Council undertook community engagement during the month of October to gauge a feeling from the community on their thoughts on Easter Trading. A number of submissions were received which provided support for various options. These are articulated below.

## 4. DISCUSSION AND ANALYSIS OF OPTIONS

---

### 4.1 DISCUSSION

At a workshop on 22 November Council were given three options to proceed with for Easter Trading:

Option 1 – not to develop a policy (status quo).

Option 2 – develop a policy that allows shops to open throughout the district.

Option 3 – develop a policy to allow shops to open in certain communities only.

Council provided the direction to staff to develop a policy that allows shops throughout the district to open on Easter Sunday (option 2). The proposed policy and statement of proposal are attached to this report.

### 4.2 OPTIONS

Further detail on each of the options are detailed below as per the statement of proposal.

#### Option 1 – not to develop a policy (status quo)

Under the Shop Trading Hours Act Council does not have to adopt a policy. If Council does not adopt a policy the current exemptions still apply and they will be the only shops that can open. These include shops such as petrol stations, plant retailers, cafes and restaurants, and other shops as specified in Schedule Two of this document.

Shop owners would remain bound by the current ban on Easter Sunday trading and so would have to remain closed. Shops that do not comply with current restrictions risk being fined up to \$1,000.

#### Option 2 – develop a policy that includes all areas

Council can choose to develop a policy that allows all retailers to open on Easter Sunday.

This approach means that shops throughout the district could decide whether or not to open, without penalty, while workers would continue to be able to refuse to work on Easter Sunday, without penalty.

#### Option 3 – develop a policy and define areas

Another option is to make a policy that applies to certain communities only.

This approach would mean that shops within the defined areas could decide whether or not to open, without penalty, while workers would continue to be able to refuse to work on Easter Sunday, without penalty. This is governed by the Easter Trading legislation and not by Council policy.

## 5. CONSIDERATION

### 5.1 FINANCIAL

This financial impact of consulting on this policy is within budget allocations.

### 5.2 LEGAL

There is a legal requirement under the Shops Trading Hours Act 1990 to consult with the community using the Special Consultative Procedure.

### 5.3 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

(Ascertain if the Significance & Engagement Policy is triggered or not and specify the level/s of engagement that will be required as per the table below (refer to the Policy for more detail and an explanation of each level of engagement):

Highest levels of engagement	Inform <input type="checkbox"/>	Consult <input checked="" type="checkbox"/>	Involve <input type="checkbox"/>	Collaborate <input type="checkbox"/>	Empower <input type="checkbox"/>
<i>Tick the appropriate box/boxes and specify what it involves by providing a brief explanation of the tools which will be used to engage (refer to the project engagement plan if applicable).</i>	<p>The development of an Easter Trading Policy triggers the Significance and Engagement Policy through the community interest threshold.</p> <p>The first round of engagement is at the involvement level on the engagement spectrum. This round of consultation fits into the consultation level of the engagement spectrum, as is normal for a Special Consultative Procedure.</p> <p>Letters will be sent to those who provided their contact details through the first round of engagement. Other stakeholders including Community Boards and Committees, chambers groups and resident and ratepayers groups will also be contacted. All other engagement such as contact business and market days and community events will depend on available resourcing.</p>				

State below which external stakeholders have been or will be engaged with:

Planned	In Progress	Complete	
	Y		Internal
	Y		Community Boards/Community Committees
	Y		Waikato-Tainui/Local iwi
	Y		Households
	Y		Business
			Other Please Specify

## **6. CONCLUSION**

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Change in legislation has allowed Council to develop a policy that permits trading on Easter Sunday. Staff are seeking approval from Council to undertake community engagement on the proposed policy. This policy would allow shops to open on Easter Sunday throughout the district.

## **7. ATTACHMENTS**

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Easter Trading Statement of Proposal (including proposed Easter Trading Policy)

## Statement of Proposal

### Easter Trading Policy 2017

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Waikato District Council is proposing to adopt an Easter Trading Policy, which will allow shops to open on Easter Sunday

#### Introduction

The Government recently made amendments to the Shop Trading Hours Act 1990 which means that councils can determine if shops open on Easter Sunday.

The introduction of a Waikato District Council Easter Trading Policy would enable Council to allow shops within our district boundary to open on Easter Sunday, apart from any off-licence premise's selling alcohol

The proposal to adopt the Easter Trading Policy is shown in Schedule One of this document.

Schedule Two of this document shows the types of shops that are exempt from the Easter Sunday trading rules as per the Shop Trading Hours Act 1990 (Act). This means they are allowed to open regardless of whether or not Council develops a policy.

Guiding documents (available at [www.employment.govt.nz](http://www.employment.govt.nz)) state that Easter Sunday is not a public holiday. As a result employees are paid their usual pay for working on a Sunday and are not entitled to an alternative holiday or time in lieu. However, under the act, employees have the right to refuse to work on Easter Sunday. They are not required to provide the employer with a reason for refusing to work on Easter Sunday.

#### Reason to develop a policy

Government recently made amendments to the Shop Trading Hours Act 1990. These amendments allow councils to develop a policy to allow shops to open on Easter Sunday.

#### Options

Three options are outlined below. Note, under any option, alcohol cannot be sold through an off-licence on Easter Sunday. Shops described in Schedule Two of this Statement of Proposal may open as per the Shop Trading Hours Act 1990 regardless of whether or not Council develops a policy.

##### Option 1 – not to develop a policy (status quo)

Under the Shop Trading Hours Act Council does not have to adopt a policy. If Council does not adopt a policy the current exemptions still apply. Therefore, the shops listed in Schedule Two of this document will be the only shops that can open. These include shops such as petrol stations, plant retailers, cafes and restaurants, as well as the other shops as specified. Other shop owners would remain bound by the current ban on Easter Sunday trading and so would have to remain closed. Shops that do not comply with current restrictions risk being fined up to \$1000.

##### Option 2 – develop a policy that includes all areas

Council can choose to develop a policy that allows all retailers to open on Easter Sunday.

This approach means that shops throughout the district could decide whether or not to open, without penalty. Workers would continue to be able to refuse to work on Easter Sunday, without penalty.

### Option 3 – develop a policy and define areas

Waikato District Council staff undertook community engagement prior to developing a draft Easter Trading Policy. Out of this another option to consider is to make a policy that applies to certain communities only.

This approach would mean that shops within the defined areas could decide whether or not to open, without penalty, while workers would continue to be able to refuse to work on Easter Sunday, without penalty. This is governed by the Easter Trading legislation and not by Council policy.

## **Consultation and submissions**

Anyone can make a submission to the proposed Waikato District Council Easter Trading Policy 2017 and we encourage you to let us know your views. This feedback will be used during the final stages of the decision making process.

### **Why make a submission?**

Submissions are a record of your views/preferences on a particular issue. By making a submission you can ensure that your voice is heard by councillors to assist them in their decision making. Even if you have already told us your thoughts on Easter Trading during the first round of engagement that took place in October, or if you agree with the proposal, it is important that you tell us what you think. This means we are more likely to ensure we receive accurate results on what our communities think.

### **When can I make a submission?**

The submission period for the proposed Waikato District Council Easter Trading Policy 2017 opens on Wednesday, 14 December 2016 and closes at 5pm on Friday, 17 February 2017.

### **How can I make a submission?**

Any person may make a submission on the content of this proposed Policy.

Written submissions should follow the format shown in the submission form attached to this document. This form is intended as a guide only, but is suitable for brief submissions. Please attach additional pages as necessary.

In addition, if you wish to present your comments in person, Council will hear verbal submissions on **[Enter Date]** (or as early thereafter as possible).

Please note that written submissions are to be received by Waikato District Council by 5pm on Friday, 17 February 2017.

Privacy Act Information - The Local Government Act 2002 requires submissions to be made available to the public.

Your contact details are collected:

- So the Council can write and inform you of the decision(s) on your submission(s)
- To arrange a hearing date and time for you to speak (if you choose to).

Your name and address will be publicly available. If you would like your address and phone details (including email address) kept confidential you need to inform us when you send in your submission.

You have the right to correct any errors in personal details contained in your submission. If you do not supply your name and address the Council will formally receive your submission, but will not be able to inform you of the outcome.

### Submissions can be:

**Online:** [www.waikatodistrict.govt.nz/sayit](http://www.waikatodistrict.govt.nz/sayit)

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**Posted to:** Waikato District Council  
Private Bag 544  
Ngaruawahia 3742

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**Delivered to:** Waikato District Council  
Attn: Corporate Planner  
15 Galileo Street  
Ngaruawahia 3742

Huntly Office  
142 Main Street, Huntly 3700

Raglan Office  
7 Bow Street, Raglan 3225

Tuakau Office  
2 Dominion Rd, Tuakau 2121

Te Kauwhata Office  
1 Main Road, Te Kauwhata 3710

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**Emailed to:** [consult@waide.govt.nz](mailto:consult@waide.govt.nz)  
Subject heading should read: *'Easter Trading Policy – Submission'*

### What happens next?

Council will acknowledge each submission received in writing, either by letter or email.

Following the closing of submissions on Friday, 17 February 2017, all submissions will be reviewed by councillors. Verbal submissions will be heard and all submissions formally considered at a Council meeting on [Enter Date] (or as soon thereafter as possible). This meeting is open to both submitters and the public to attend.

### **Important Dates to Remember:**

Submissions open – 8am, Wednesday 14 December 2016

Submissions close – 5pm, Friday 17 February 2017

Hearing of submissions – [Enter Time, Day and Date] (TBC)

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If you have any further queries or would like further copies of the proposed Policy, please contact Melissa Russo or Shelley Monrad on 0800 492 452.

**Schedule One: Proposed Easter Trading Policy 2017**

## Schedule Two: What shops can open on Easter Sunday?

The table below is an extract of information (available from [www.employment.govt.nz](http://www.employment.govt.nz)) shows those shops that are able to open regardless of whether Council adopts a policy or not. The shops below are exempt under the Shops Trading Hours Act 1990.

Is the shop a...	Then the can open so long as...	Conditions
Service station	The only goods they sell are: <ul style="list-style-type: none"> <li>• Food</li> <li>• Drink</li> <li>• Household items</li> <li>• Personal items</li> <li>• Petrol, oil, car parts and accessories.</li> </ul>	The goods they sell are items people can't put off buying until the next day, such as baby formula or pet food, and the number of goods for sale is no more than needed to meet the needs of people in the area.
Take away bar, restaurant, cafe	They only sell prepared or cooked food ready to be eaten immediately in the form that it is sold.	
Duty free store	They are only selling duty free items.	
Shop providing services, rather than selling goods, such as a video rental store or hairdresser	They only provide a service, such as renting videos or cutting hair.	They don't sell any goods, such as videos or hair products.
Real Estate Agency	No conditions. Real estate does not fit within the definition of goods as defined by the Act.	
Pharmacies	No conditions.	
Garden centres	The only restricted trading day they can open on is Easter Sunday.	
Shop at any public transport terminal or station	They only sell books, magazines and newspapers, or duty free items/souvenirs, or food that has been cooked/prepared and is ready to be eaten.	
Shop in premises where an exhibition or show is taking place. This includes markets, craft shows and stalls at these exhibitions and shows	The shop/stall must be within the building/location of an actual exhibition or show.	The exhibition or show must be devoted entirely or primarily to agriculture, art, industry, and science, or any of these. This is quite a strict requirement, and to be considered 'devoted' to a show or exhibition a shop must be selling goods that are connected in some way with the show. For example, arts and crafts at an art and craft show, or farming supplies at an agriculture show, rather than general goods.
Shop selling only souvenirs	The criteria for whether or not an item is considered a souvenir is quite strict. Items must be connected to a place or culture in New Zealand.	



ECM Project # .....

ECM # .....

Submission # .....

Customer # .....

# Easter Trading Policy

**Submission form** Please provide your feedback by **5pm, Friday 17 February 2017**

Name/organisation .....

Postal address..... Postcode.....

Email..... Phone.....

A hearing will be held on **[Enter Date]**.Do you want to speak about your submission at this hearing? ☐ Yes ☐ NoPreferred method of contact ☐ Email ☐ PostAge (optional) ☐ 16-24 ☐ 25-35 ☐ 36-50 ☐ 51-65 ☐ 66+

This information will be used for statistical purposes only, to help us understand who is engaging with council.

Ethnicity (optional).....

Are you: ☐ General public ☐ Retail owner ☐ Retail worker\*

\*Easter Sunday is not a public holiday. Employees will be paid their usual pay for working on a Sunday (unless the employee and their employer agree to a greater rate of pay for this day). The employee would not get an alternative holiday, because Easter Sunday is not a public holiday. Employees also have the right to refuse to work on Easter Sunday.

Do you think shop owners should be able to choose to open on Easter Sunday? ☐ Yes ☐ No

Comment

.....

.....

.....

.....

Please tick the areas where you think shops should be able to open (tick as many as you wish)

☐ District wide **OR**☐ Raglan☐ Tuakau☐ Horotiu☐ Ngaruawahia☐ Port Waikato☐ Mercer☐ Huntly☐ Gordonton☐ Meremere☐ Pokeno☐ Te Kowhai☐ Whatawhata☐ Te Kauwhata☐ Rangiriri☐ Other (please specify)

### **Open Meeting**

<b>To</b>	Waikato District Council
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	24 November 2016
<b>Prepared by</b>	Lynette Wainwright Committee Secretary
<b>Chief Executive Approved</b>	Y
<b>Reference/Doc Set #</b>	GOV1301
<b>Report Title</b>	Receipt of Strategy & Finance Committee Minutes

## **I. EXECUTIVE SUMMARY**

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To receive the minutes of a meeting of the Strategy & Finance Committee held on Tuesday 22 November 2016 and to adopt the recommendations contained therein.

## **2. RECOMMENDATION**

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**THAT** the minutes of the Strategy & Finance Committee meeting held on Tuesday 22 November 2016 be received;

**AND THAT** the following become resolutions of Council:

Strada Corporation Limited – Exemption from being classified as Council Controlled Organisation

**THAT** pursuant to section 7(3) of the Local Government Act 2002 (“LGA”) Waikato District Council exempt Strada Corporation Limited (“Strada”) from being classified as a council controlled organisation, for the purposes of section 6(4) of the LGA;

**AND THAT** on reaching its decision, the Council has taken the following matters into account:

- a. Strada has ceased trading and is therefore no longer a council controlled trading organisation;
- b. Strada has realised almost all its assets and is in the process of returning its capital to Council;
- c. There is a cost benefit to Strada and Council not having to comply with the statement of intent and monitoring provisions set out in Part 5 of the LGA;

- d. **When the asset realisation process is completed Strada will have no further activities to undertake. Its only asset will be a balance of \$625,000.00, receivable from Waikato Quarries Limited. Strada will have no liabilities other than contingent liabilities as guarantor under the Quarry Sale Agreement between Waikato Quarries Limited and Fulton Hogan Limited.**

**S&F1611/14**

Credit Card Surcharge

**THAT the credit card surcharge amount is set at 2.0% of the credit card transaction value;**

**AND THAT the surcharge percentage is re-visited in six months time once actual data has been received and reviewed.**

**S&F1611/15**

Objection to Development Contributions – Tamahere Eventide Home Trust

**THAT Council pass on the costs of the external commissioners to the applicant.**

**S&F1611/16**

Heritage Project Fund Assessment Team

**THAT the following two Councillors be appointed to the Heritage Assessment Team:**

**Cr Church, and  
Cr McGuire.**

**S&F1611/17**

### **3. ATTACHMENTS**

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S&F Minutes 22 November 2016

**MINUTES** for a meeting of the Strategy & Finance Committee of the Waikato District Council held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **TUESDAY 22 NOVEMBER 2016** commencing at **1.02pm**.

**Present:**

Cr JM Gibb (Chairperson)

His Worship the Mayor Mr AM Sanson *[from 1.04pm until 1.06pm and from 1.11pm until 2.28pm and from 2.32pm]*

Cr A Bech

Cr DW Fulton

Cr S Henderson

Cr SD Lynch

Cr RC McGuire

Cr FM McNally

Cr BL Main *[until 2.00pm and from 2.04pm]*

Cr EM Patterson

Cr JD Sedgwick

Cr LR Thomson *[until 2.24pm and from 2.26pm]*

**Attending:**

Mr G Ion (Chief Executive)

Mr T Harty (General Manager Service Delivery)

Ms S Duignan (General Manager Customer Support)

Mr T Whittaker (General Manager Strategy & Support)

Mrs LM Wainwright (Committee Secretary)

Ms A Diaz (Finance Manager)

Ms S Kelly (Youth Engagement Advisor)

Ms G Jones (Legal Counsel)

Ms L Van Den Bemd (Community Development Advisor)

Mr C Morgan (Economic Development Manager)

Ms D Dalbeth (Business Analyst)

Mrs J Vernon (Strategic Planning and Resource Management Team Leader)

Ms S Monrad (Corporate Planner)

Mr B MacLeod (Raglan Community Board Chairperson)

**APOLOGIES AND LEAVE OF ABSENCE**

**Resolved: (Crs Sedgwick/Patterson)**

**THAT** an apology be received from and leave of absence granted to Cr Church and Cr Smith.

**CARRIED on the voices**

**S&F1611/01**

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

**Resolved: (Crs Thomson/McInally)**

**THAT the agenda for a meeting of the Strategy & Finance Committee held on Tuesday 22 November 2016 be confirmed and all items therein be considered in open meeting with the exception of those items detailed at agenda item 6 which shall be considered with the public excluded.**

**CARRIED on the voices**

**S&F1611/02**

## **DISCLOSURES OF INTEREST**

There were no disclosures of interest.

## **RECEIPT OF MINUTES**

**Resolved: (Crs McGuire/Sedgwick)**

**THAT the minutes of a meeting of the Strategy & Finance Committee held on Tuesday 27 September 2016 be received.**

**CARRIED on the voices**

**S&F1611/03**

## **REPORTS**

Approved Counterparty Review  
Agenda Item 5.1

**Resolved: (Crs Lynch/Main)**

**THAT the report from the General Manager Strategy & Support be received.**

**CARRIED on the voices**

**S&F1611/04**

His Worship the Mayor entered the meeting at 1.04pm during discussion on the above item and was present when voting took place.

Civic Assurance Half Yearly Accounts to 30 June 2016  
Agenda Item 5.2

**Resolved: (Crs McInally/Thomson)**

**THAT the report from the General Manager Strategy & Support be received.**

**CARRIED on the voices**

**S&F1611/05**

His Worship the Mayor withdrew from the meeting at 1.06pm during discussion on the above item and was not present when voting took place.

Local Government Funding Agency Annual Report 2016  
Agenda Item 5.3

**Resolved: (Crs Sedgwick/Thomson)**

**THAT the report from the General Manager Strategy & Support be received.**

**CARRIED on the voices**

**S&F1611/06**

His Worship the Mayor re-entered the meeting at 1.11pm during discussion on the above item and was present when voting took place.

Summary of Movements in Discretionary Funds to 10 November 2016  
Agenda Item 5.4

**Resolved: (His Worship the Mayor/Cr Sedgwick)**

**THAT the report from the General Manager Strategy & Support be received.**

**CARRIED on the voices**

**S&F1611/07**

Treasury Report to 30 September 2016  
Agenda Item 5.5

**Resolved: (Crs Bech/Henderson)**

**THAT the report of the General Manager Strategy & Support be received.**

**CARRIED on the voices**

**S&F1611/08**

Update on Youth Engagement  
Agenda Item 5.6

**Resolved: (Crs Sedgwick/Patterson)**

**THAT the report from the General Manager Strategy & Support be received.**

**CARRIED on the voices**

**S&F1611/09**

Community Engagement Update  
Agenda Item 5.7

**Resolved: (Crs McNally/Bech)**

**THAT the report from the General Manager Strategy & Support be received.**

**CARRIED on the voices**

**S&F1611/10**

2016-2017 First Quarter Non-Financial Performance Report  
Agenda Item 5.8

**Resolved: (Cr Patterson/His Worship the Mayor)**

**THAT the report from the General Manager Strategy & Support be received.**

**CARRIED on the voices**

**S&F1611/11**

Plan Change 14 Raglan Rezone – Operative Date  
Agenda Item 5.9

**Resolved: (Crs McNally/Thomson)**

**THAT the report from the General Manager Strategy & Support be received;**

**AND THAT pursuant to clause 20 in Schedule 1 of the Resource Management Act 1991, staff arrange a public notice that declares operative the provisions in Plan Change 14 Raglan Rezone.**

**CARRIED on the voices**

**S&F1611/12**

Economic Development Update  
Agenda Item 5.10

**Resolved: (Crs McNally/Thomson)**

**THAT the report from the General Manager Strategy & Support be received.**

**CARRIED on the voices**

**S&F1611/13**

Strada Corporation Limited – Exemption from being classified as Council Controlled Organisation  
Agenda Item 5.11

**Resolved: (Crs Fulton/Bech)**

**THAT the report from the General Manager Strategy & Support be received;**

**AND THAT pursuant to section 7(3) of the Local Government Act 2002 (“LGA”) Waikato District Council exempt Strada Corporation Limited (“Strada”) from being classified as a council controlled organisation, for the purposes of section 6(4) of the LGA;**

**AND FURTHER THAT on reaching its decision, the Council has taken the following matters into account:**

- a. **Strada has ceased trading and is therefore no longer a council controlled trading organisation;**
- b. **Strada has realised almost all its assets and is in the process of returning its capital to Council;**
- c. **There is a cost benefit to Strada and Council not having to comply with the statement of intent and monitoring provisions set out in Part 5 of the LGA;**
- d. **When the asset realisation process is completed Strada will have no further activities to undertake. Its only asset will be a balance of \$625,000.00, receivable from Waikato Quarries Limited. Strada will have no liabilities other than contingent liabilities as guarantor under the Quarry Sale Agreement between Waikato Quarries Limited and Fulton Hogan Limited.**

**CARRIED on the voices**

**S&F1611/14**

Cr Main withdrew from the meeting at 2.00pm during discussion on the above item and was not present when voting took place.

Credit Card Surcharge  
Agenda Item 5.12

**Resolved: (His Worship the Mayor/Cr McGuire)**

**THAT the report from the General Manager Strategy & Support be received;**

**AND THAT the credit card surcharge amount is set at 2.0% of the credit card transaction value;**

**AND FURTHER THAT the surcharge percentage is re-visited in six months time once actual data has been received and reviewed.**

**CARRIED on the voices**

**S&F1611/15**

Cr Main re-entered the meeting at 2.04pm during discussion on the above item and was present when voting took place.

Objection to Development Contributions – Tamahere Eventide Home Trust  
Agenda Item 5.13

**Resolved: (Crs Sedgwick/McInally)**

**THAT the report from the General Manager Strategy & Support be received;**

**AND THAT the Committee recommend to Council passing on the costs of the external commissioners to the applicant.**

**CARRIED on the voices**

**S&F1611/16**

Heritage Project Fund Assessment Team  
Agenda Item 5.14

**Resolved: (Crs Patterson/McInally)**

**THAT the report from the General Manager Strategy & Support be received;**

**AND THAT the following two Councillors be appointed to the Heritage Assessment Team:**

**Cr Church, and  
Cr McGuire.**

**CARRIED on the voices**

**S&F1611/17**

**EXCLUSION OF THE PUBLIC**  
Agenda Item 6

**Resolved: (His Worship the Mayor/Cr Henderson)**

**THAT the report of the Chief Executive be received;**

**AND THAT the public be excluded from the meeting to enable the Strategy & Finance Committee to deliberate and make decisions on the following items of business:**

**Receipt of Minutes:**

- **Strategy & Finance Committee dated Tuesday 27 September 2016.**

## **REPORTS**

### **a. Debt Write Off – Property 1010264**

This resolution is made in reliance on section 48(1)(a) and 48(2)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by sections 6 or 7 of that Act which would be prejudiced by the holding of the whole or the relevant part(s) of the proceedings of the meeting in public are as follows:

Reason for passing this resolution to withhold exists under: Ground(s) under section 48(1) for the passing of this resolution is:

Section 7(2)(a)

Section 48(1)(a)(i)

### **b. Professional Negligence and Weathertight Homes Claims – Six Monthly Report**

This resolution is made in reliance on section 48(1)(a) and 48(2)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by sections 6 or 7 of that Act which would be prejudiced by the holding of the whole or the relevant part(s) of the proceedings of the meeting in public are as follows:

Reason for passing this resolution to withhold exists under: Ground(s) under section 48(1) for the passing of this resolution is:

Section 7(2)(a)

Section 48(1)(a)(i)

**CARRIED on the voices**

**S&F1611/18**

Cr Thomson withdrew from the meeting at 2.24pm during discussion on the above item and was not present when voting took place.

Cr Thomson re-entered the meeting at 2.26pm during the public excluded section of the meeting.

Having resumed open meeting the following report was considered:

Financial Review of Key Projects

Add. Item

**Resolved: (Crs McNally/Lynch)**

**THAT the report from the Chief Executive be received.**

**CARRIED on the voices**

**S&F1611/23**

*Resolutions S&F1611/ 19 - S&F1611/22 are contained in the public excluded section of these minutes.*

Having resumed open meeting and there being no further business the meeting was declared closed at 2.37pm.

Minutes approved and confirmed this                      day of                      2017.

Cr J Gibb

**CHAIRPERSON**

Minutes2016/S&F/161122 S&F Minutes

### **Open Meeting**

<b>To</b>	Waikato District Council
<b>From</b>	Tim Harty General Manager Service Delivery
<b>Date</b>	29 November 2016
<b>Prepared by</b>	Tim Harty
<b>Chief Executive Approved</b>	Y
<b>Reference/Doc Set #</b>	USV0305
<b>Report Title</b>	Wastewater Overflow Continual Improvement Plan

## **I. EXECUTIVE SUMMARY**

Over the last 18 months staff have reported regularly to Council on matters relating to district-wide wastewater network overflows. This has largely been due to the increased public awareness of events following several high profile spills in Raglan. This awareness has resulted in a clear message from communities regarding the growing lack of acceptance of the number and impact of these events.

In August 2016, Council was presented with, and supported, a proposal to implement a “Continued Improvement Plan (CIP)” approach to managing wastewater overflows, district-wide. This approach acknowledged the difficulties in managing network over flows, and proposed a series of quick win projects to address high risk areas, but also provided an opportunity to undertake a more in-depth independent review of the network to identify and plan longer term interventions aimed at reducing overflows. Council supported this approach and a series of immediate works was undertaken and an independent consultant was engaged to undertake the review.

The independent report is now complete and Council needs to consider its next steps in this area.

The review outlines 3 possible future states for Council to consider supporting, with regards to numbers of network overflows. These 3 states are based around the Water NZ Benchmarking data and give a high, medium or status quo measure for network overflows. Each possible intervention state has a number of programmes of works that could be undertaken to achieve the desired outcome, but the report notes that more data is required to better understand the issue, prior to committing significant funding.

This report seeks Council’s support of the “medium” target level and requests an increase in funding of \$1,756,833 to carry out wastewater condition assessment work, SCADA telemetry improvements and education programmes that will support robust operational and asset planning for wastewater overflow improvements.

Staff are also seeking funding to split physical water and wastewater operations to align to best practice.

## 2. RECOMMENDATION

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**THAT** the report from the General Manager Service Delivery -*Wastewater Overflow Continual Improvement Plan*- be received;

**AND THAT** Council adopt the Medium Level of performance for Wastewater Network Overflows, as outlined within the Jacobs report;

**AND FURTHER THAT** Council approve \$1,756,883 to undertake additional works as outlined within this report;

**AND FURTHER THAT** Council approve the funding plan as outlined in scenario (e) to fund these works.

## 3. BACKGROUND

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### 3.1 BACKGROUND

Over the last 18 months staff have reported to Council on a number of occasions regarding the level and number of wastewater overflows from the wastewater network. Whilst the number of overflows meets the current Level of Service in the Long Term Plan (LTP), this is not acceptable to the wider community or indeed to Council.

At the August meeting of the Infrastructure Committee, staff proposed a “Continued Improvement Programme (CIP)” approach to addressing causal matters leading to the overflows. The CIP recommended a series of immediate works to address key high risk matters in the network. Many of those immediate works are now underway or have already been completed.

The CIP also recommended undertaking a full independent review of the network to investigate the primary causes leading to the overflows and costs to address these matters. The purpose of the independent review was to give elected members and the public confidence in the outcome.

As a result of this recommendation, Council commissioned Jacobs New Zealand Limited (Jacobs) to undertake the review, which has now been completed and is attached to this report.

### 3.2 LEVEL OF SERVICE

Wastewater overflows can occur due to network blockages and capacity issues relative to flow volume. Failure of key equipment or power outages can also limit the ability to monitor changes in the network making it difficult to deploy effective mitigations at short notice in response to an overflow event. Council has recently implemented a number of early intervention works to aid in the management of overflow events. Power outage alarm notifications, back-up generators, and additional contractor support is now in place. Development of public education programme and materials is underway and a draft programme will be ready to deploy shortly. The long term benefits of this work cannot yet

be quantified, but are they are expected to decrease the number of overflow events over time.

Council currently meets the Long Term Plan (LTP) level of service of no more than 5 dry-weather overflows per 1,000 connections per annum. Any intention to change this level of service will need to be incorporated into an LTP process using the special consultative procedure prescribed by the Local Government Act 2002.

## **4. DISCUSSION AND ANALYSIS OF OPTIONS**

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### **4.1 DISCUSSION**

#### **4.1.2 Jacobs Report**

The Jacobs report acknowledges Council's ranking in the National Performance Review (NPR) data (2014/2015). The NPR ranks 40 New Zealand Councils (out of a possible 79) who voluntarily participate in the exercise. It notes that Waikato District Council is rated as the poorest performing provincial district Council and has been consistently poor of those surveyed Councils over the last five years. The report does, however, acknowledge that of those Councils contributing to the data set, not all report consistently. Unlike some other Councils, Waikato District Council records and reports each overflow, irrespective of its source (public or private), size or effect.

The report outlines a number of potential intervention opportunities for Council to consider and bases those interventions levels on reduction of overflows to a level equal to the medium level of the benchmarked data, or to that of the best performing Councils.

The Jacobs report recommends Council aims for the 'medium level of performance' as the most appropriate, target for a number of reasons. A 'medium level of performance' equates to one overflow per 1000 connections (or per annum). It is important to note that much more analysis needs to be undertaken before this target can be confirmed as achievable, but to move forward, a target, even an aspirational one, needs to be set.

This report would need to change if Council was to select the 'high level' of performance.

The report notes that the intervention strategy is based on data that contains a significant amount of uncertainty and that further analysis is needed prior to investing in the full programme. However, much like the report to Council in August, it does propose some initial works that can be carried out immediately to reduce risk and collect data to better understand the network.

Additionally the report highlights a further area of risk that is related to the current practise of field staff undertaking works on both Water and Wastewater/storm water assets. This is an historic practise and as noted within the report, whilst appropriate processes and procedures are in place (disinfection of equipment among others), a level of risk still remains.

The report recommends the separation of water and wastewater crews should occur as a priority in line with best practice in the industry.

### 4.1.3 Continued Improvement Works

The Jacobs report recommends a series of works to undertake with some urgency to both address some risks, but also to address the uncertainties with the baseline data. These works are outlined below in table 1:

Action	Budget	Programme
Studies to confirm performance and budget costs of medium intervention (wastewater overflow improvement plans)	\$500,000 (capital)	Nov 16 – June 17
Improve service delivery level industry standard and split function of teams to be SW/WW & Water	\$674,000 per annum ( Operating) \$700,000 (Equipment) (Capital)	Nov 16 Onwards
Provide 4 additional standby generators for district (locations to be determined)	\$150,000 (Capital)	Nov 16
Implement SCADA / Telemetry Upgrade for Raglan Only	\$1.6M ( Capital) \$60,000 per annum (operating)	Nov 16 – June 17 & then onwards
Implement Public Education Process	\$50,000 per annum (operating)	Dec 16 Onwards
Jetting and CCTV Investigations for entire network (district-wide) to inform renewals programme	\$3.9M (operating)	Dec 16 – Dec 17

**Table 1: CIP Stage 1 Works**

Once these works are complete Council will be in a better position to inform the upcoming 2018-28 LTP process of any funding requirements for ongoing works, and will also have addressed some of the more immediate risk left within the network.

### 4.1.4 Funding Requirements

Council has a small amount of annual budget in place to undertake condition assessment work across the wastewater network. However, to ensure the data underpinning the Long Term Plan assumptions and options for public consideration is robust, these programmes need to be accelerated.

The proposal is to split the 10-year work programme over two financial years and consult on the targeted rate impact as part of the 2017/18 Annual Plan. (Note: Proposals that would increase the targeted rate by more than 10% per property would trigger Council's Significance & Engagement Policy limits for consultation.) The estimated cost for the 2016/17 summer period is \$1,300,000 which, combined with the associated planning report (\$100,000) and education programme (\$50,000) would require a district-wide wastewater targeted rate increase of \$20. This change represents a 2.9% increase on the lowest rate in place, and a 2.4% increase on the highest rate in place for wastewater services.

Additional generators and SCADA improvement costs of \$570,000 would be loan funded with repayments being split between replacement fund (principal) and targeted rates (interest). The impact on the wastewater targeted rate is included in the \$20 increase outlined above.

Immediate progress on the first stage of separation of wastewater and water operations could be achieved with \$300,000 of additional budget (mix of operational and capital spend) in the 2016/17 year. These changes would require a district-wide wastewater targeted rate

increase of \$42 based on the assumption that this six-month budget allowance would be annualised going forward. This change represents a 6.1% increase on the lowest rate in place, and a 5.1% increase on the highest rate in place for wastewater services.

Updates to reserve balances and adjustment to trade waste income levels to reflect actual changes since Council's 2015-25 Long Term Plan was adopted also require a targeted rate increase. These changes are uncontrollable but actual (ie have already occurred or are forecasted to occur this year) so must be considered as part of this decision. These changes would require a district-wide wastewater targeted rate increase of \$38. This change represents a 5.6% increase on the lowest rate in place, and a 4.6% increase on the highest rate in place for wastewater services.

In total, the recommended works would mean a targeted rate increase, district-wide, of \$100 per property, effective from the 2017-2018 year. This would trigger Council's Significance and Engagement Policy and would require consultation across the district.

The total targeted rated impacts of the proposed increase in spend is:

	Targeted rate increase	Increase on lowest rate	Increase on highest rate	Increase proportionate to 2017/18 LTP targeted rate
Condition assessment, associated plans, SCADA, generators, education programme	\$20	2.9%	2.4%	2.7%
Separation of wastewater and water operations	\$42	6.1%	5.1%	5.6%
Reserve balances and trade waste income adjustments	\$38	5.6%	4.6%	5.0%
<b>TOTAL</b>	<b>\$100</b>	<b>14.6%</b>	<b>12.1%</b>	<b>13.3%</b>

## 4.2 OPTIONS

Under the Significance & Engagement Policy thresholds, Council is required to consult if the targeted rate impact is in excess of 10%. The combined impact of the requested changes exceeds 10% for each level of current district-wide wastewater targeted rate (zones A-E) as well as against the proposed 2017/18 rate.

Council could choose to:

- Continue with the current practice,
- Consult with affected ratepayers on these issues before commencing works and incorporate any agreed works in the 2017/2018 Annual Plan,
- Progress only the condition assessment work, related plan, education programme and SCADA telemetry work and postpone the separation of water and wastewater operations for consideration via the Annual Plan as below:

Option c	Targeted rate increase	Increase on lowest rate	Increase on highest rate	Increase proportionate to 2017/18 LTP targeted rate
Condition assessment, associated plans, SCADA, generators, education programme	\$20	2.9%	2.4%	2.7%
Reserve balances and trade waste income adjustments	\$38	5.6%	4.6%	5.0%
<b>TOTAL</b>	<b>\$58</b>	<b>8.5%</b>	<b>7.0%</b>	<b>7.7%</b>

- d) Use the uncommitted balance in the General Accounting Reserve Fund to reduce the level of targeted rate increase required to support the separation of water and wastewater operations and postpone the condition assessment work, related plan, education programme and SCADA telemetry work for consideration via the Annual Plan as below. (Note this would have an impact on the reliability of asset data for the preparation of the Long Term Plan 2018-28).

Option d	Targeted rate increase	Increase on lowest rate	Increase on highest rate	Increase proportionate to 2017/18 LTP targeted rate
Separation of wastewater and water operations	\$30	4.4%	3.7%	4.0%
Reserve balances and trade waste income adjustments	\$38	5.6%	4.6%	5.0%
<b>TOTAL</b>	<b>\$68</b>	<b>10.0%</b>	<b>8.3%</b>	<b>9.0%</b>

- e) Progress portions of the proposed work programme by utilising the General Accounting Reserve Fund and reducing budget elements for the split of operations, condition assessment and related works to a total budget of \$1,186,883 for 2016/17 in order to remain within the Significance & Engagement Policy thresholds as shown below.

Option e	Targeted rate increase	Increase on lowest rate	Increase on highest rate	Increase proportionate to 2017/18 LTP targeted rate
Determine a work programme totalling \$1,186,883	\$30	4.4%	3.7%	4.0%
Reserve balances and trade waste income adjustments	\$38	5.6%	4.6%	5.0%
<b>TOTAL</b>	<b>\$68</b>	<b>10.0%</b>	<b>8.3%</b>	<b>9.0%</b>

Council will need to be cognisant that the decision to progress any option with additional costs effectively ties the ratepayer to the increase without consultation.

Water and stormwater rate targeted rate impacts have not been calculated for the purpose of this report.

### **The preferred option is option e.**

This option does allow for a comprehensive start to the process to be made and is mindful of Council's financial policies. It is also understood that the second stage of the works outlined within table one, and not funded through this process, will be subject to Annual Plan consideration for funding. Both work programmes are critical in obtaining a detailed understanding of the network and ensuring a robust 2018-28 LTP process can be undertaken.

It is proposed that to progress the works outlined and within the budget constraints noted, a Project Management Group consisting of external experts will be developed to support staff and look for innovative ways to address the issues outlined. A key task of this group will be to report through to Council on progress.

## **5. CONSIDERATION**

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### **5.1 FINANCIAL**

The General Accounting Reserve Fund currently has an uncommitted balance of approximately \$930,000. This fund has been built up from prior years general rate surpluses and is allocated via council resolution to accommodate changes both during the year and as part of the annual planning process. Utilising the uncommitted balance in full will mean that there will be no available funding solutions to support changes in general rate related areas. However, it will reduce the cumulative target rate increase to between 8.3% and 10% across each category. While this does not strictly fit within the current Revenue & Financing Policy parameters, in that general rate funds are being attributed to targeted rate areas, the potential impact on public health and on the environment, and the ability to avoid regulatory fines, would justify re-allocating these funds in terms of overall benefit to the district.

To remain within the 10% threshold of the Significance & Engagement Policy, the total budget amount available including the \$930,000 contribution from the General Accounting Reserve Fund and loans to fund capital works would be \$1,756,883. This would enable progression of:

- The purchase of additional generators,
- SCADA telemetry capital improvements, and
- \$1,186,883 to deal with the separation of water and wastewater operations, and progression of the recommended condition assessment work, related plan, and public education programme.

### **5.2 LEGAL**

The discharge of untreated wastewater to the environment is a breach of the Resource Management Act and as such Council could be subject to enforcement action by the Waikato Regional Council. This is dependent on the circumstances that surround any particular event.

The preferred option relies on a funding plan which mitigates the impact of the targeted rate increase on ratepayers. It is still considered that the requirements of the Significance & Engagement Policy are met.

### 5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

Council is aware of the impact of untreated wastewater and the environmental effects this can cause. The Council is seeking to comply with all consent conditions and to avoid unscheduled discharges.

### 5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

(Ascertain if the Significance & Engagement Policy is triggered or not and specify the level/s of engagement that will be required as per the table below (refer to the Policy for more detail and an explanation of each level of engagement):

Option (e) does not trigger the financial requirements of the Significance & Engagement Policy.

As well as financial considerations, the Significance & Engagement Policy also requires consideration of non-financial factors.

The Council is proposing to recognise additional funding in relation to wastewater services. This has arisen as a result of a revenue shortfall in the current year, preliminary works to inform the next annual plan and LTP processes and a refinement of the service delivery method in relation to wastewater.

Wastewater services have a high public profile and the views of the community have already been determined through a number of reports and studies. To inform the further investment required in next year's annual plan and LTP, Council needs to undertake work now.

The level of service is not changing in this financial year and the impacts on Maori cultural values are unlikely to be affected by this work. The consequences of this preliminary work are unlikely to be controversial although the extent of subsequent work may be different.

On balance and given the nature of the work, the Significance & Engagement policy is unlikely to be triggered by the preferred option. Subsequent work which uses data provided from this year's spend, may trigger significance considerations in later years.

Highest levels of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Tick the appropriate box/boxes and specify what it involves by providing a brief explanation of the tools which will be used to engage (refer to the project engagement plan if applicable).</i>	This work is of high public interest.				

State below which external stakeholders have been or will be engaged with:

Planned	In Progress	Complete	
	X		Internal
	X		Community Boards/Community Committees
X			Waikato-Tainui/Local iwi
X			Households
X			Business
			Other Please Specify

This work programme is of high public interest as is the outcomes of the Jacobs report. Council is working to restore public confidence in its wastewater network and will look to continue to work with the key partners and the wider community. This work will be supported by a comprehensive communications plan.

## 6. CONCLUSION

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Following Council's direction, an independent report has been drafted regarding the level of wastewater network overflows and how Council might work to reduce these in order to protect the district's environment and mitigate any potential risk to public health.

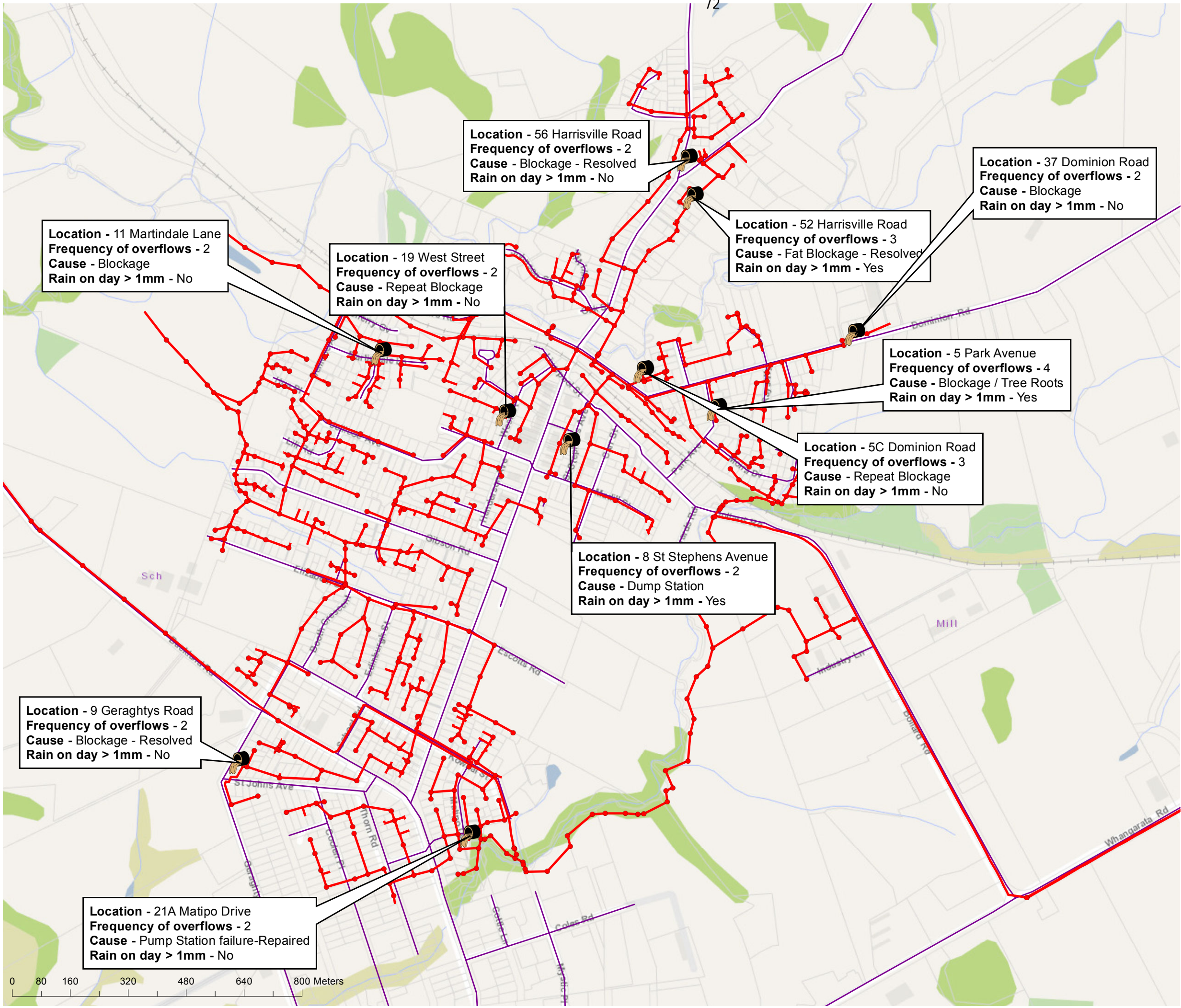
The report recommends a number of works that could achieve the desired outcome, but notes that more data is required to better understand the issue, prior to committing significant funding.

Notwithstanding that, there are some works that Council can commence immediately to reduce the risk and also provide better data on which to plan a robust forward works programme for the 2018-28 LTP.

## 7. ATTACHMENTS

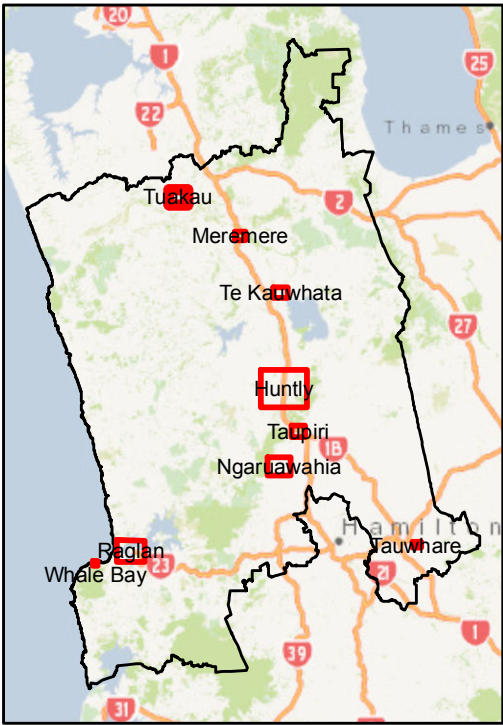
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- Jacobs Report



**Legend**

- Overflow location
- WW point
- WW pump station
- WW pipe
- WW treatment plant



**Waikato District  
Wasterwater Overflows  
Tuakau**

CLIENT  
Waikato District Council

PROJECT  
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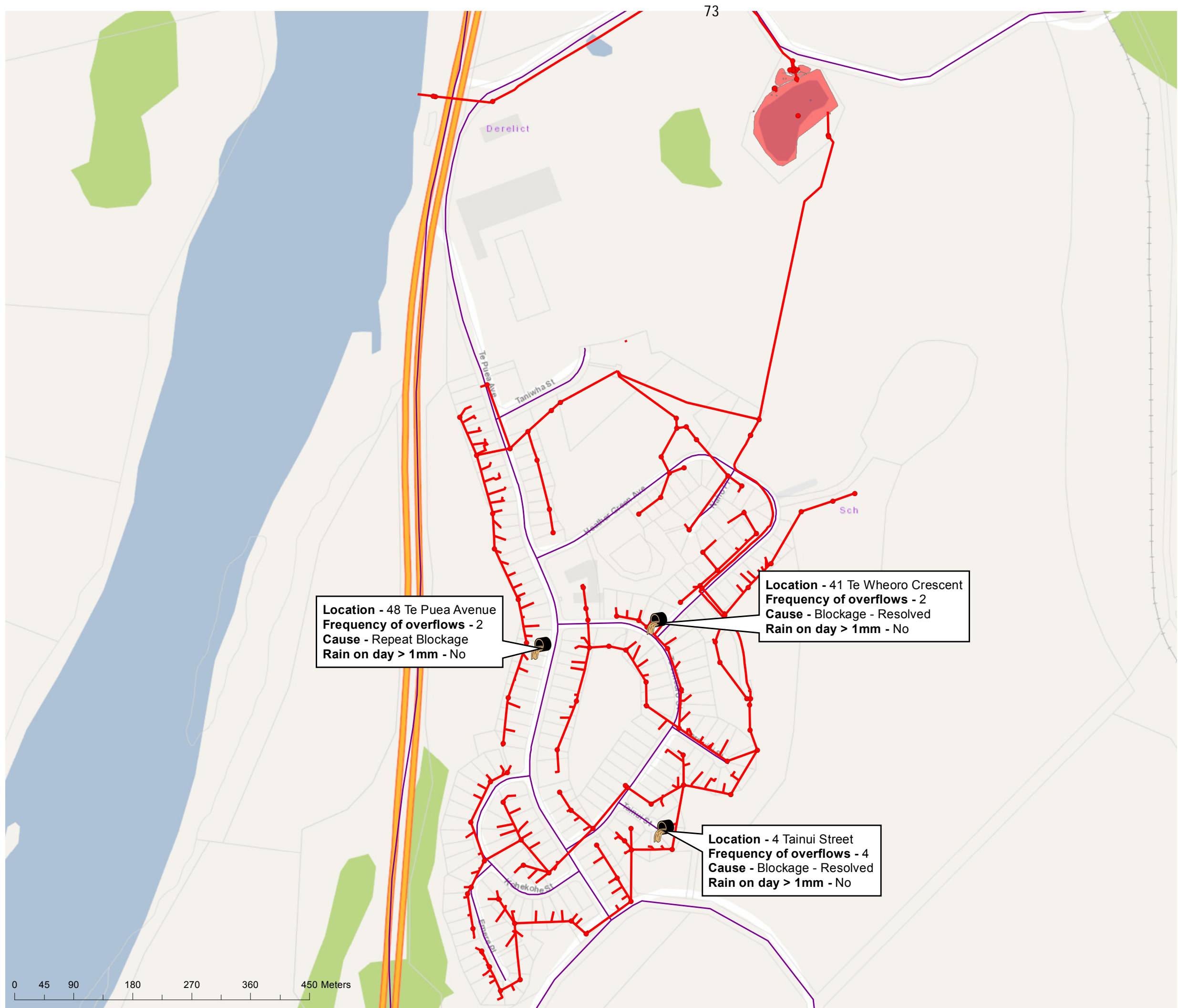
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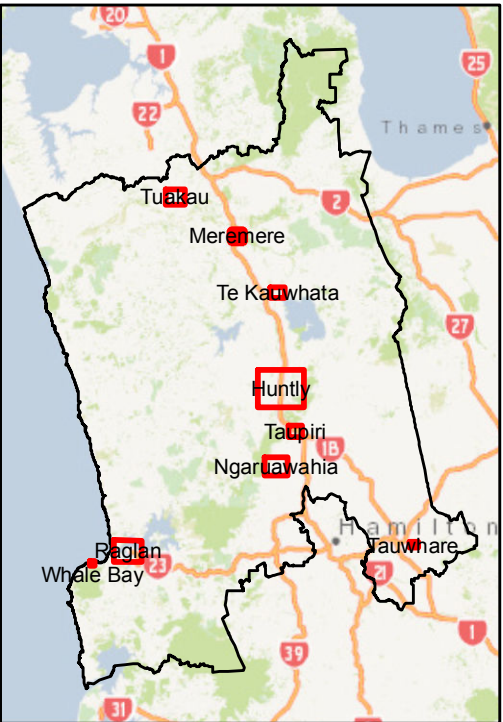
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## Legend

-  Overflow location
-  WW point
-  WW pump station
-  WW pipe
-  WW treatment plant



## Waikato District Wasterwater Overflows Meremere

CLIENT  
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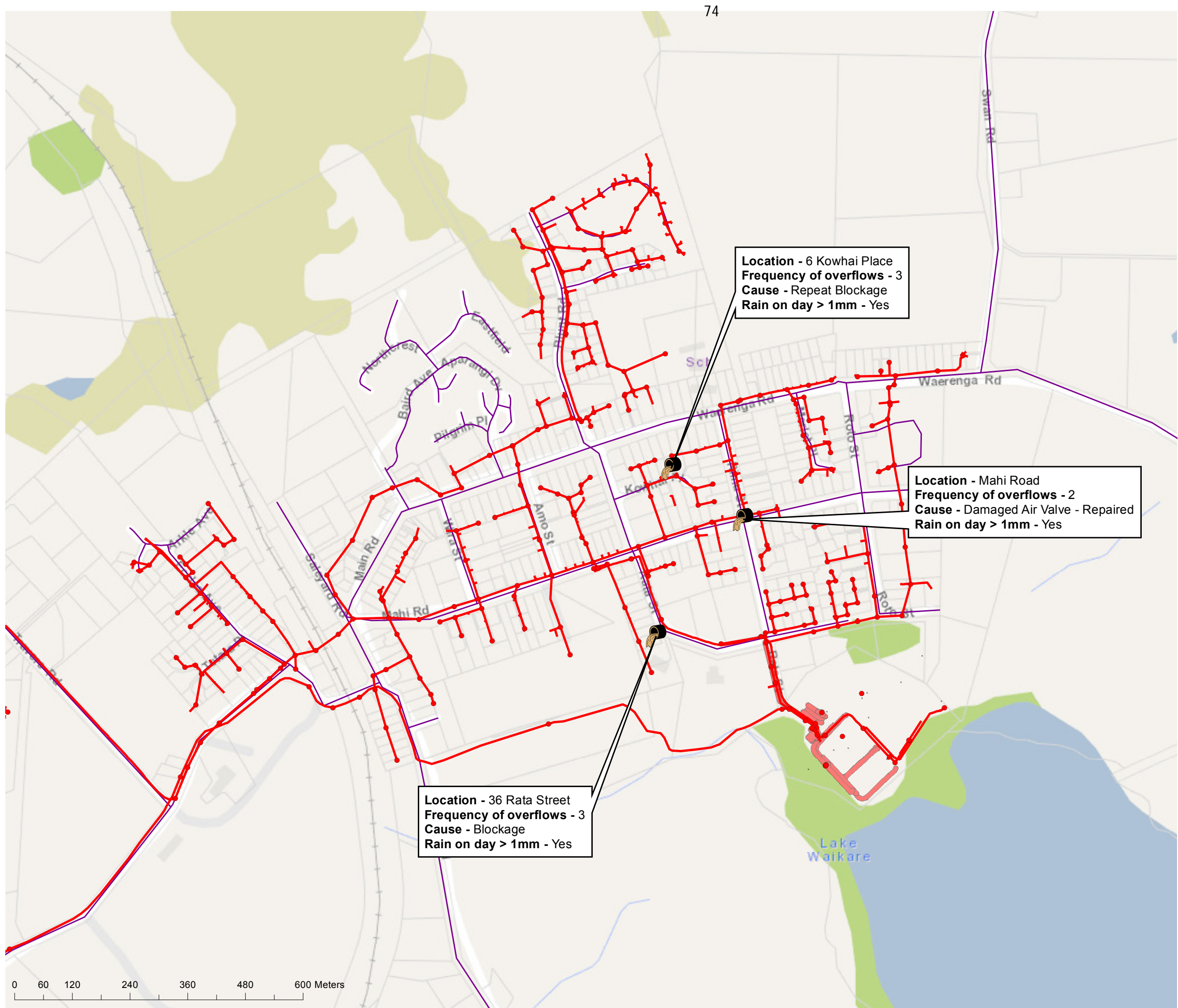
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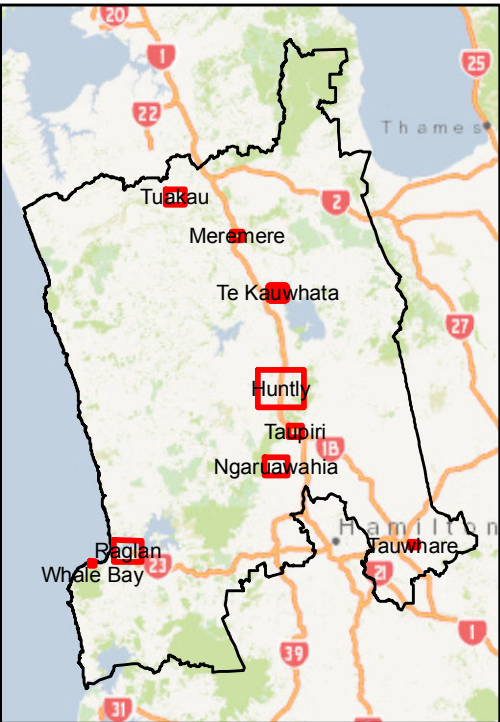
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**Legend**

-  Overflow location
-  WW point
-  WW pump station
-  WW pipe
-  WW treatment plant



**Waikato District  
Wasterwater Overflows  
Te Kauwhata**

CLIENT  
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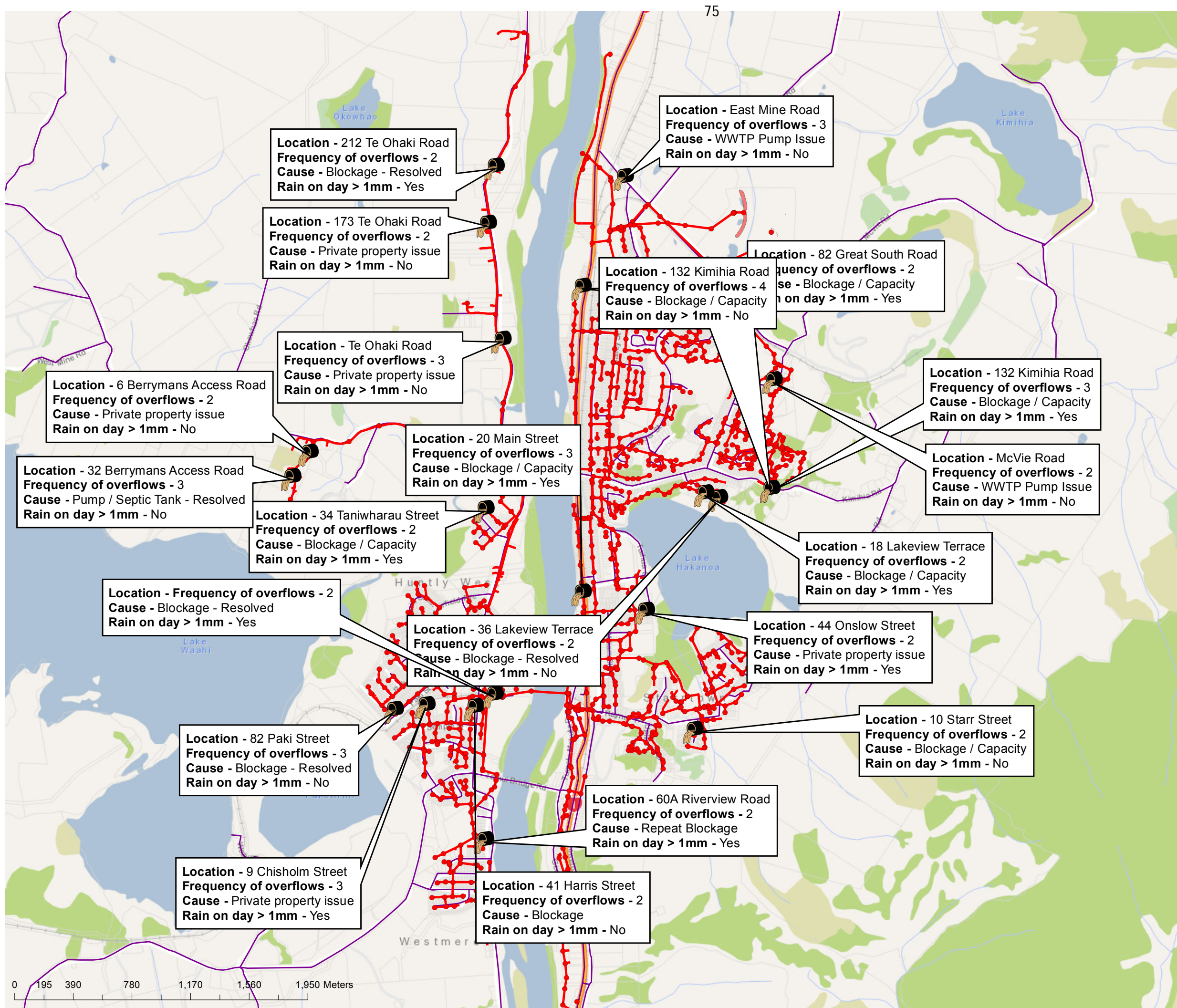
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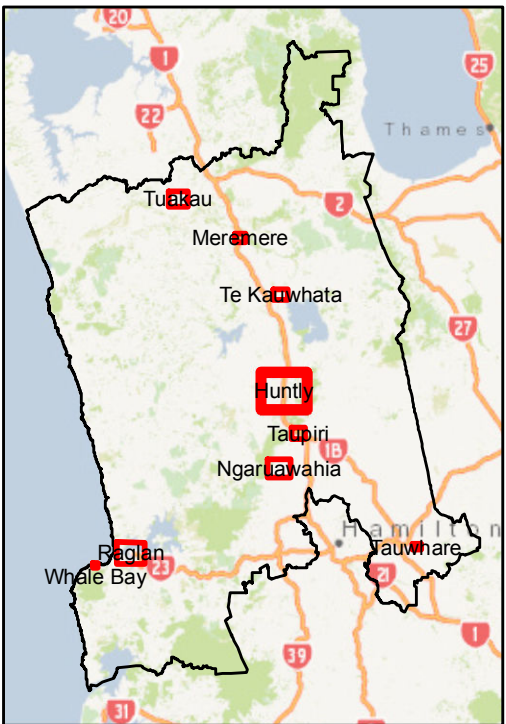
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## Legend

-  Overflow location
-  WW point
-  WW pump station
-  WW pipe
-  WW treatment plant



## Waikato District Wasterwater Overflows Huntly

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
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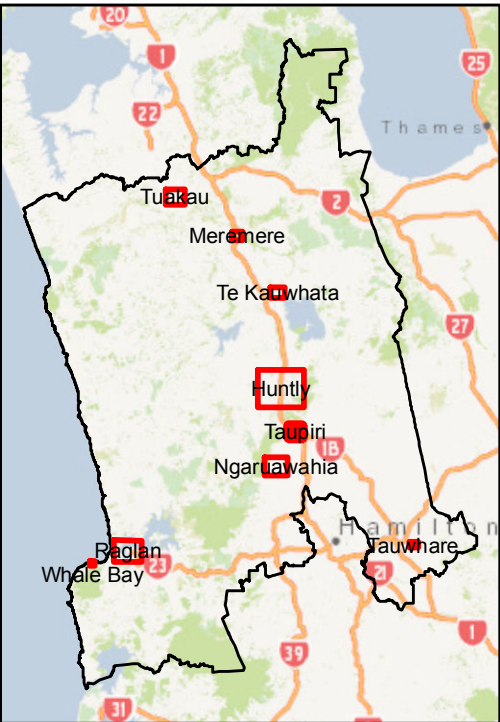
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Location - 11 Murphy Lane  
Frequency of overflows - 5  
Cause - Blockage / Capacity  
Rain on day > 1mm - No

- Legend**
-  Overflow location
  -  WW point
  -  WW pump station
  -  WW pipe
  -  WW treatment plant



## Waikato District Wasterwater Overflows Taupiri

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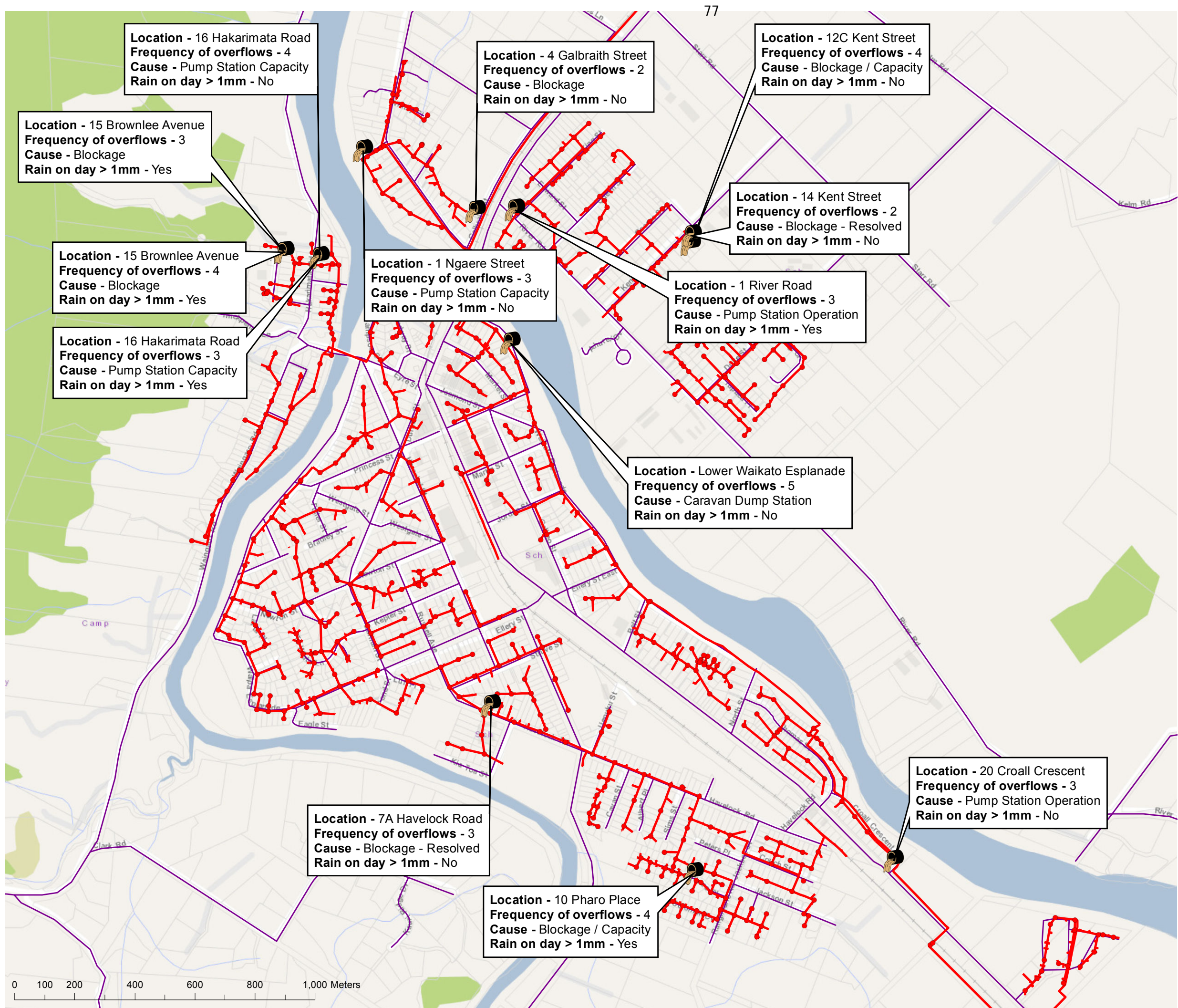
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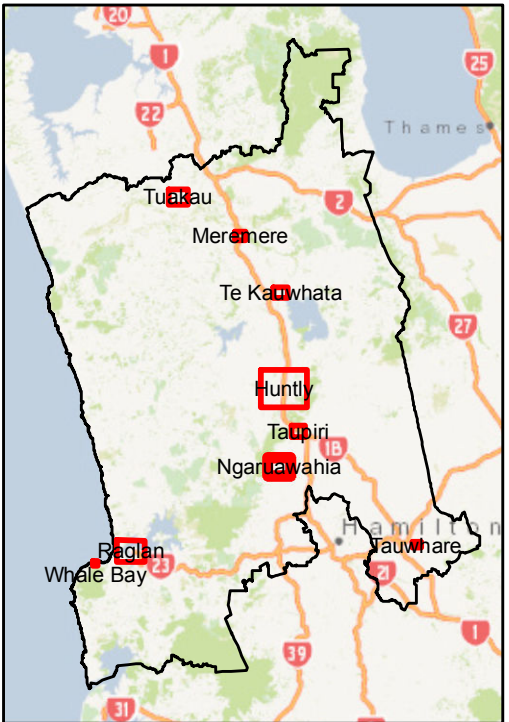
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## Legend

-  Overflow location
-  WW point
-  WW pump station
-  WW pipe
-  WW treatment plant



## Waikato District Wasterwater Overflows Ngaruawahia

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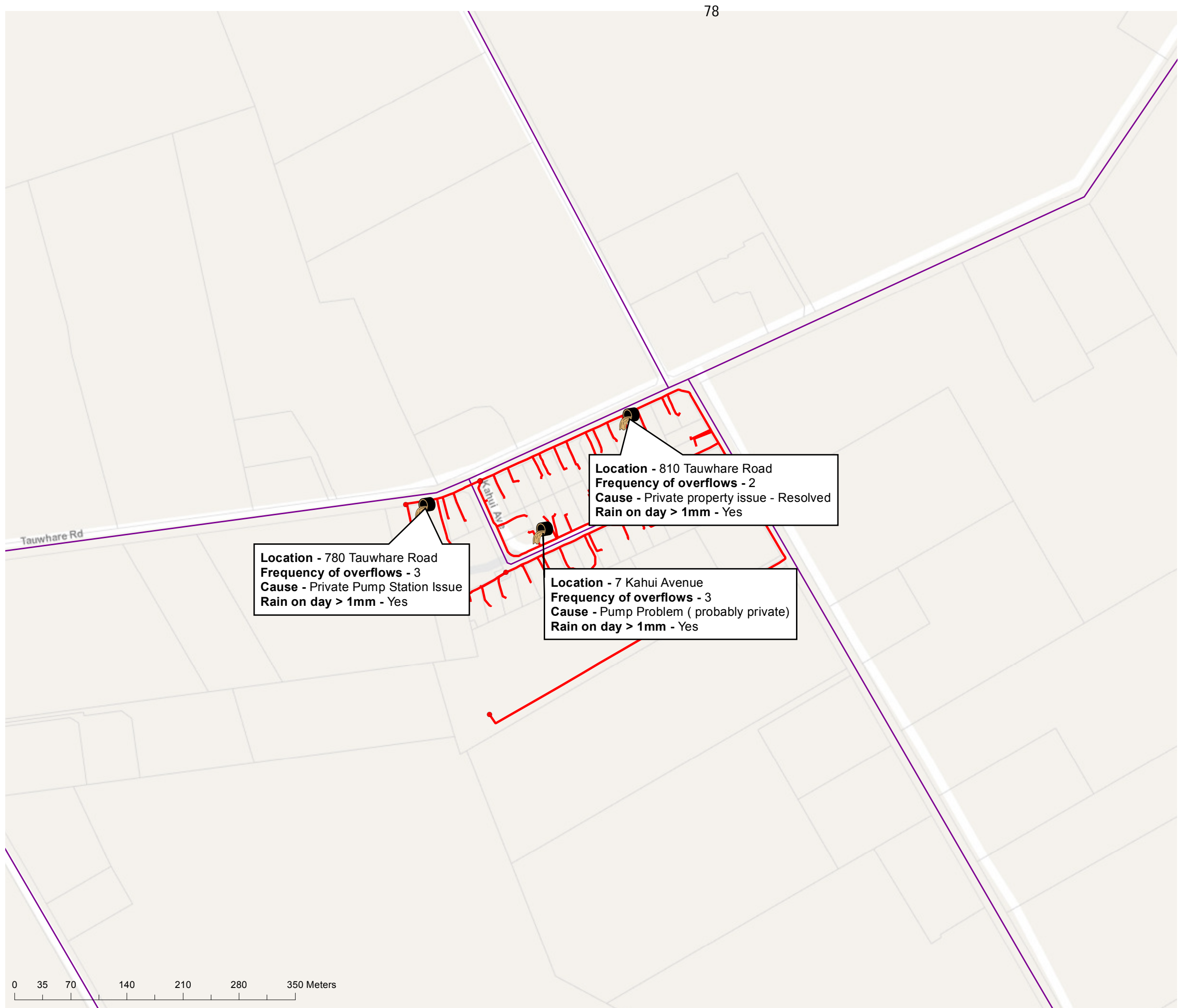
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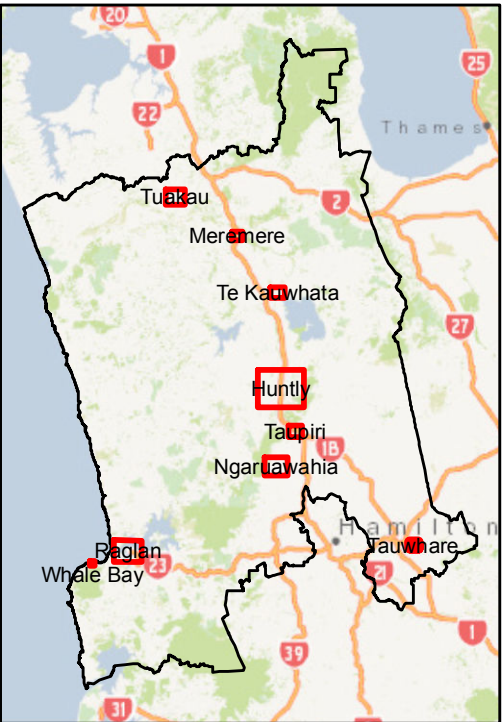
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## Legend

-  Overflow location
-  WW point
-  WW pump station
-  WW pipe
-  WW treatment plant



## Waikato District Wasterwater Overflows Tauwhare

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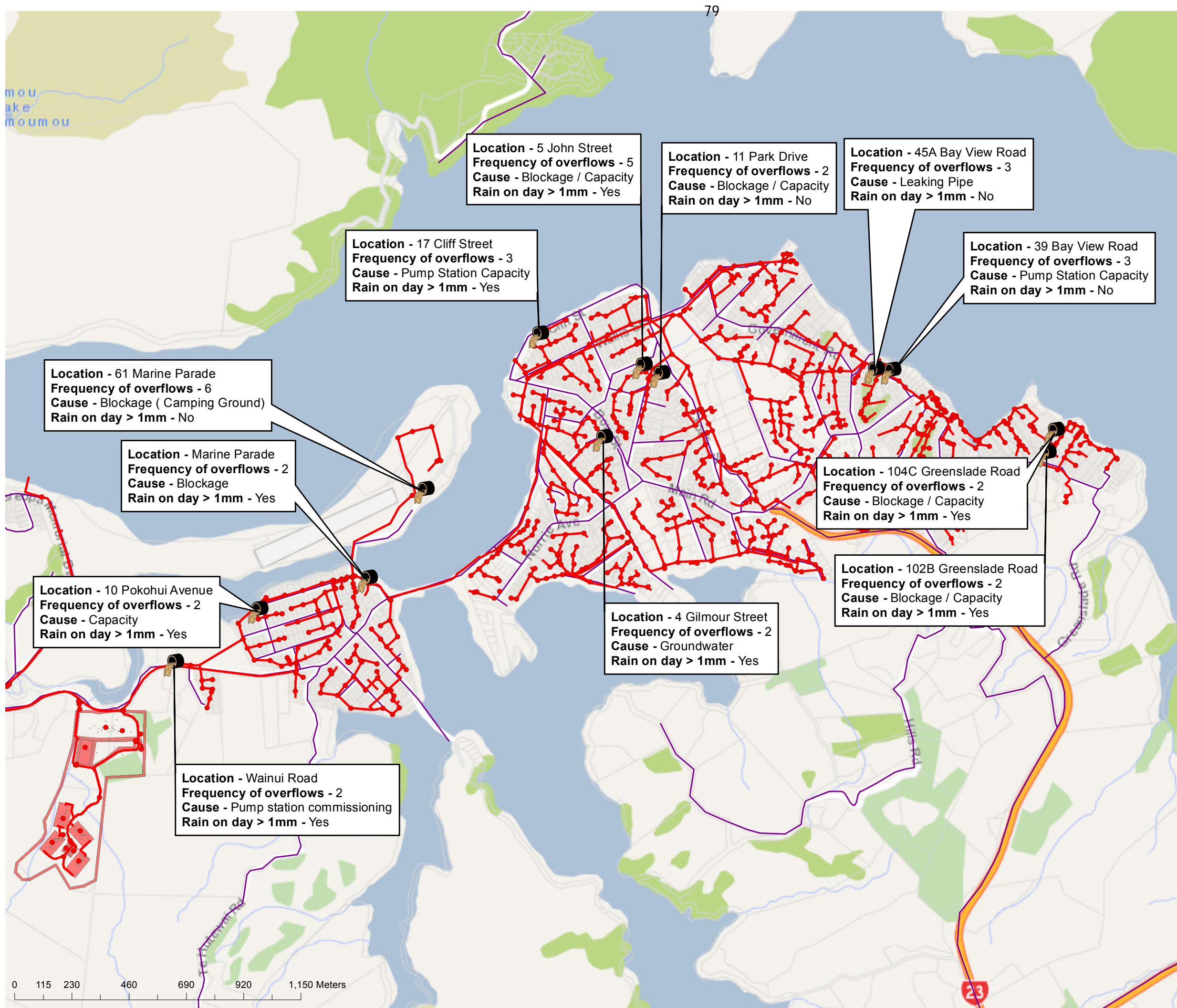
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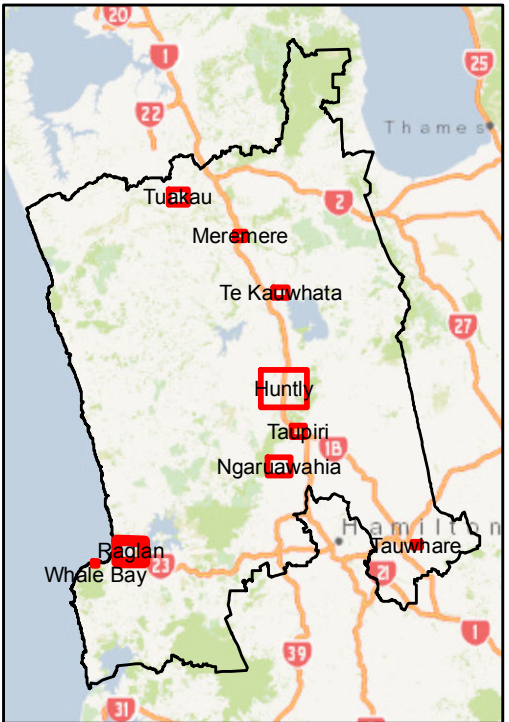
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## Legend

-  Overflow location
-  WW point
-  WW pump station
-  WW pipe
-  WW treatment plant



## Waikato District Wasterwater Overflows Raglan

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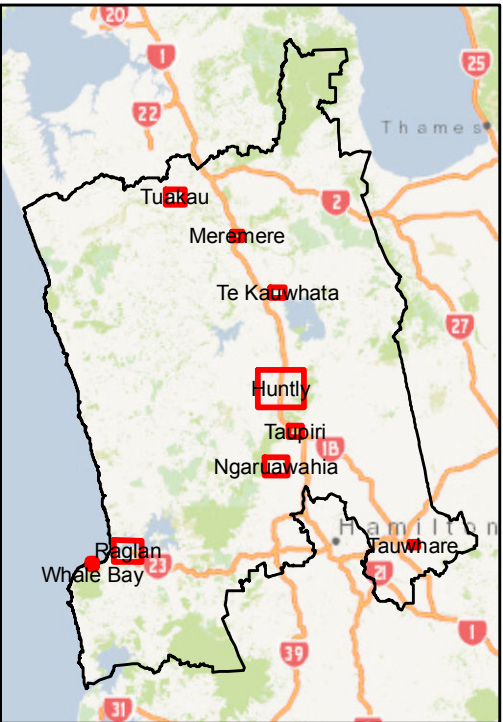
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## Legend

-  Overflow location
-  WW point
-  WW pump station
-  WW pipe
-  WW treatment plant



## Waikato District Wasterwater Overflows Whale Bay

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## Wastewater Overflow Continual Improvement Programme

Waikato District Council

### Wastewater Overflow Continual Improvement Plan

| Rev2

18 November 2016

Client Reference

#### Document history and status

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0	4/11/2016	Draft Report	Ian Garside		
0A	7/11/2016	Second Draft Report	Ian Garside		
1	16/11/2016	Revision 1	Ian Garside	Marc Roberts	J. Harvey – Wills
2	18/11/2106	Revision 2	Ian Garside	Marc Roberts	J. Harvey – Wills

#### Distribution of copies

Revision	Issue approved	Date issued	Issued to	Comments

## Wastewater Overflow Continual Improvement Programme

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 Document Title: Wastewater Overflow Continual Improvement Plan  
 Document No.:  
 Revision: Rev2  
 Date: 18 November 2016  
 Client Name: Waikato District Council  
 Client No: Client Reference  
 Project Manager: Andy Wells  
 Author: Ian Garside  
 File Name: C:\Users\garsid\Documents\21 Deliverables\Wastewater Overflow Continual Improvement Programme\_Rev2.docx

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The sole purpose of this report and the associated services performed by Jacobs is to review the current plan to improve Waikato District Council's response to wastewater overflows in the District and enhance if necessary in accordance with the scope of services set out in the contract between Jacobs and Waikato District Council ('the Client'). That scope of services, as described in this report, was developed with the Client.

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### Appendix A. Causal Analysis Maps

### Appendix B. Location of High, Moderate and Low Consequence Pumping Stations

## Executive Summary

### Background

Over the last 18 months there has been an increase in community awareness and subsequent response to the number of wastewater overflows that have been occurring within the district. A number of these overflows have occurred in Raglan and have resulted in the harbour being closed to both contact recreation (swimming) and the collection of seafood. Whilst overflows have occurred in other locations they have not generally had the same community reaction as has occurred in Raglan, largely due to their impact on a highly valued marine environment.

In August 2016 Council received a report outlining initial responses to the level of overflows from the network and supported a continual improvement programme (CIP) approach to managing the overflow issues. This is a risk based approach that sets a goal of reducing overflows as much as practicably possible, whilst acknowledging that it is not possible to completely rule them out.

### Current Performance

Waikato District Council currently is the poorest performing provincial district council in the country according to the National Performance Review data (2014/2015) administered by Water New Zealand and a continual improvement programme approach should seek an improvement in performance such the Waikato DC would rank as one of the better performing councils. It should be noted that Council's performance as regards wastewater overflows has been consistently poor over the last five years relative to other water utilities in New Zealand.

### Early Interventions

In order to address the issue Council has commenced a series of early interventions, which are described in this report. Council has also reviewed the adequacy of the current plan and examined opportunities for additional interventions to reduce the risk of overflows and to accelerate the improvement of network performance.

The early interventions are largely complete and are already showing benefits.

### Future Intervention Options

In order to develop improvement options it is first necessary to understand and to determine factors causing wastewater overflows and also to understand what the consequence of overflows are and a summary of the causal factors and high consequence sites are highlighted.

Two suites of high level options for intervention have been developed to move to a higher level of wastewater overflow performance employing both proactive and reactive means using a series of technique types. The **medium** level of intervention seeks to improve the performance to be on a par with the median of peer provincial district councils in the country, whilst the **high** level of intervention seeks to achieve performance to be on a par with the best performing peer provincial councils.

### Uncertainties

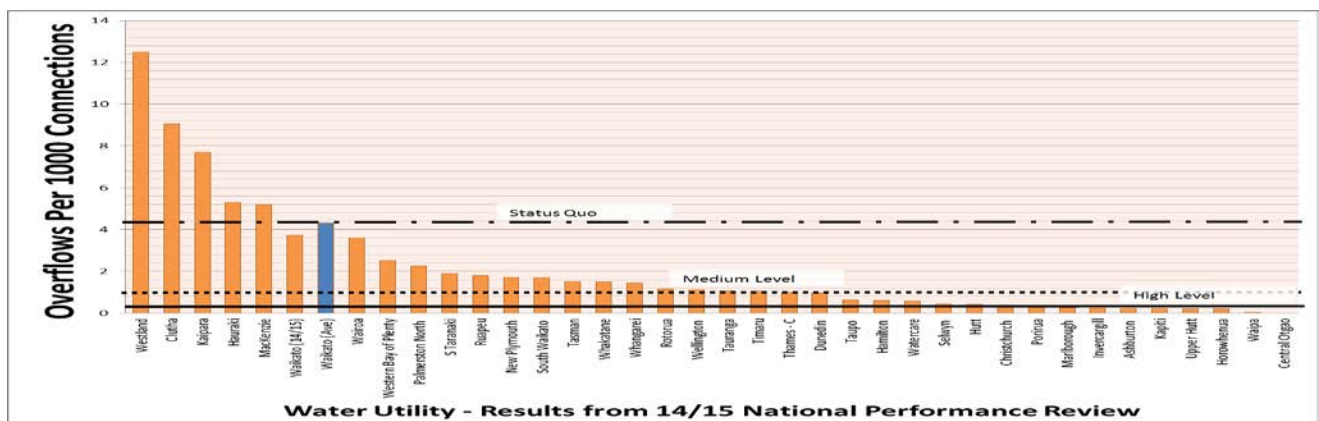
Development of such high level options brings with it significant uncertainties associated with the underlying information and the intervention requirements in terms of dimensions have been developed on the basis of readily available information. It is **essential** that further work be undertaken to confirm these dimensions prior to implementation.

Similarly the budget estimates used for the various methods of implementation have been developed on the basis of readily available information. It is **essential** that further work be carried on the budget estimates prior to the implementation of the interventions. The budget assumptions made for each method of intervention are stated within the report.

## Summary of Options

A summary of the medium and high level interventions and associated high level budgets are provided below. In each case they assume implementation over a ten year period and the totals given are on that basis.

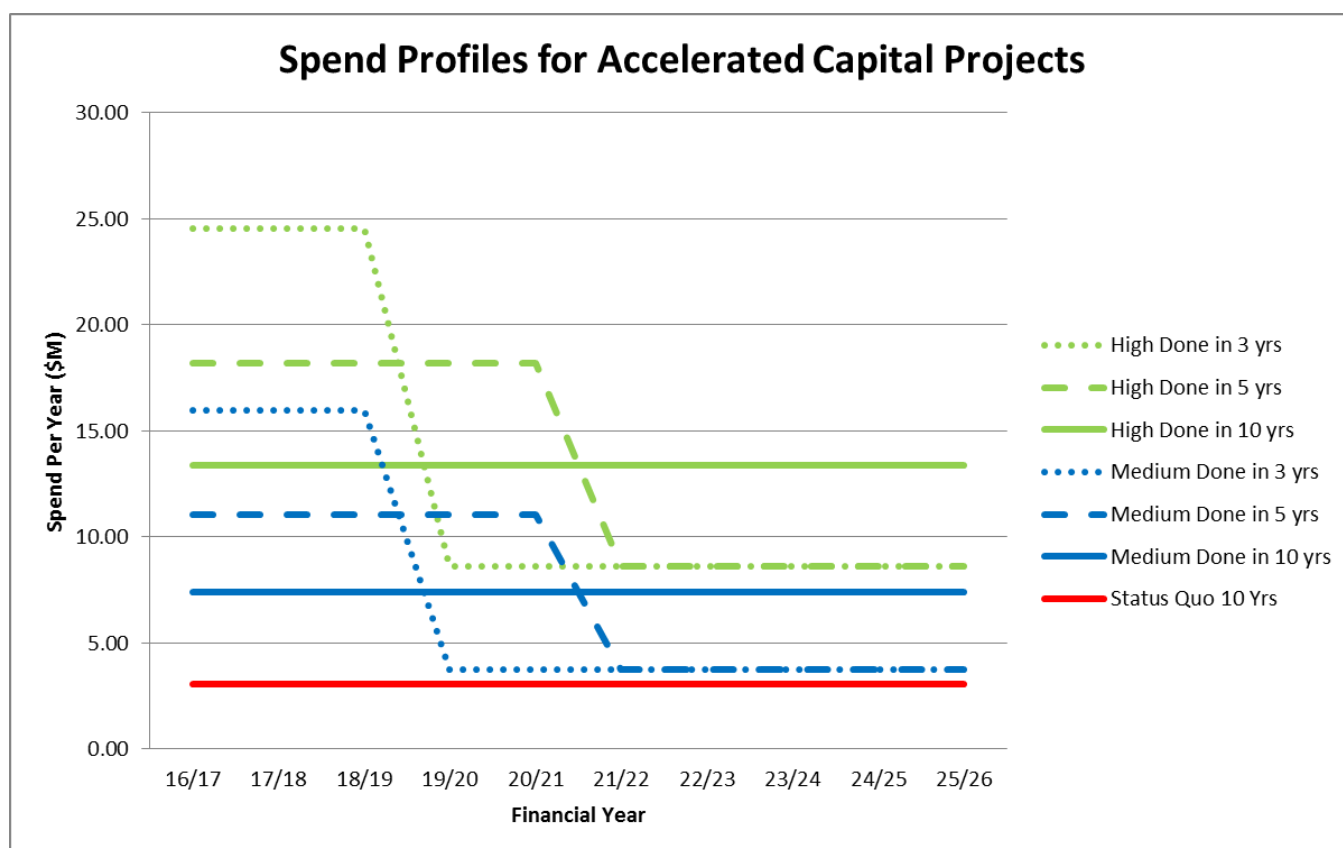
	Status Quo		Median Performance		High Performance	
	Target Number of Overflows / 1000 connections	4.3	Target Number of Overflows / 1000 Connections	1	Target Number of Overflows / 1000 Connections	0.25
Intervention	Description	Budget (10 year) \$M	Description	Budget (10 year) \$M	Description	Budget (10 year) \$M
Network Maintenance	Maintain Current Level of Jetting / CCTV Condition assessment	1	Maintain Current Level of Jetting / CCTV Condition assessment (OPEX)	1	Maintain Current Level of Jetting / CCTV Condition assessment (OPEX)	1
			Jetting / CCTV Condition assessment @ 19 problematic sites yearly (OPEX)	3.4	Jetting / CCTV Condition assessment @ 19 problematic sites yearly (OPEX)	3.4
					Jet/CCTV entire network yearly (OPEX)	39
Service Delivery	Maintain current level and function	8.6	Increase level to industry standard and split function of teams to be SW/WW & Water (OPEX)	13.4	Increase level to industry standard and split function of teams to be SW/WW & Water (OPEX)	13.4
			Additional Equipment ( CAPEX)	0.7	Additional Equipment ( CAPEX)	0.7
			Running Costs for additional equipment (OPEX)	1.94	Running Costs for additional equipment (OPEX)	1.94
Renewals	Renewal of pipelines on condition /age basis	9.8	Renewal of pipelines on condition /age basis (CAPEX)	9.8	Renewal of pipelines on condition /age basis (CAPEX)	9.8
			Renewal of pipelines to improve capacity in areas which have been susceptible to overflows ( CAPEX)	3.8	Renewal of pipelines to improve capacity in areas which have been susceptible to overflows (CAPEX)	3.8
					Renewal of pipelines which are near to capacity (determined by modelling ) (CAPEX)	3.8
			Renewal of pipelines which through CCTV are shown to be leaky (CAPEX)	1.47	Renewal of pipelines which through CCTV are shown to be leaky (CAPEX)	2.94
Inflow and Infiltration Control	Maintain Current level of Inflow / Infiltration Control ( One Township/yr)	7	Higher level of Inflow / Infiltration Control ( 2 Townships/yr) (OPEX)	14	Highest level of Inflow / Infiltration Control ( 3 Townships/yr) (OPEX)	21
Pumping Station Storage	Installation of 6 Hours at 2 stations / year	3.3	Installation of 12hr storage at high risk stations (CAPEX)	4.9	Installation of 24hr storage at high risk stations (CAPEX)	9.1
			Installation of 6hr storage at medium risk stations (CAPEX)	6.7	Installation of 6hr storage at medium risk stations (CAPEX)	6.7
			Installation of 6 hr storage at low risk stations (CAPEX)	2.9	Installation of 6 hr storage at high risk stations (CAPEX)	2.9
Power Failure	Provide 2 Standby Generators in Raglan	0.07	Provide 2 Standby Generators in Raglan (CAPEX)	0.07	Provide 2 Standby Generators in Raglan (CAPEX)	0.07
			Provide 1 Stand By Generator in both Huntly and Ngaruawahia (CAPEX)	0.08	Provide 1 Stand By Generator in both Huntly and Ngaruawahia (CAPEX)	0.08
					Provide 4 additional generators around the remainder of the District (CAPEX)	0.15
SCADA / Telemetry	Maintain Current Level of Resilience / Reliability	1	Level 1 Improvement (CAPEX)	6.4	Level 2 Improvement (CAPEX)	8
			Level 1 Improvement (OPEX)	2.4	Level 2 Improvement (OPEX)	5.2
Public Education Process	Prepare Education process	0.015	Implement Education Process (OPEX)	0.5	Implement Education Process (OPEX)	0.5
Addition Investigations / master plans			Studies to confirm performance and costs of Medium Intervention methods (CAPEX)	0.5	Studies to confirm performance and costs of High Intervention methods (CAPEX)	0.5
<b>Totals</b>		<b>30.8</b>		<b>74</b>		<b>134.0</b>



It is noted that to improve the current level of performance beyond the medium level of performance to the high level of performance, the law of diminishing returns will apply. For that reason it is prudent to consider an interim goal of seeking the medium level of performance.

### Accelerating the Improvement

Some of the methods of intervention are operational activities and need to be continued year on year to attempt to achieve the level of improvement desired. Some of the intervention methods however are capital expenditure intervention methods are thus 'one off' costs. The assumption made in this plan is these intervention methods are completed gradually over a ten year period on a prioritised basis. Should there be a desire to accelerate either the medium or high level capital expenditure intervention to be delivered over a 3 or a 5 year period the graph below indicates the budgets required.



### Immediate Interventions

Some of the intervention methods which are described in this report are conditional on further work being carried out to address uncertainties in terms of outcome and budget costs, but some are not and they can be implemented immediately.

To maintain progress the following actions are recommended.

Action	Budget	Programme
Studies to confirm performance and budget costs of medium intervention (wastewater overflow improvement plans)	\$500,000 (capital)	Nov 16 – June 17
Improve service delivery level industry standard and split function of teams to be SW/WW & Water	\$674,000 per annum ( Operating) \$700,000 (Equipment) (Capital)	Nov 16 Onwards

Action	Budget	Programme
Provide 4 additional standby generators for district (locations to be determined)	\$150,000 (Capital)	Nov 16
Implement SCADA / Telemetry Upgrade for Raglan Only	\$1.6M ( Capital) \$60,000 per annum (operating)	Nov 16 – June 17 & then onwards
Implement Public Education Process	\$50,000 per annum (operating)	Dec 16 Onwards
Jetting and CCTV Investigations for entire network (district wide) to inform renewals programme	\$3.9M (operating)	Dec 16 – Dec 17

It is recommended that on completion of the wastewater overflow improvement plans in June 2017 that this report be updated to reflect the outcomes of that work and to give an update on the effectiveness of these interventions.

## Conclusions

The following can be concluded from this work.

- A description of the cause and effects of wastewater overflows in the district has been provided.
- The early intervention works are underway and largely complete and are already showing benefits.
- Two suites of high level options for intervention have been developed to move to a higher level of wastewater overflow performance employing both proactive and reactive means using a series of technique types. The **medium** level of intervention seeks to improve the performance to be on par with the median of provincial district councils in the country, whilst the **high** level of intervention seeks to achieve a performance in line with the highest performing peer organisations.
- The total budget to be allowed over a ten year period for implementing the suite of medium level interventions is approximately \$74M, whilst to implement the suite of high level interventions, the cost is approximately \$134M. These budget costs include the work that is essential to refine these estimates.
- Different spend profiles for the capital expenditure elements of this work to be implemented over 3 and 5 year periods have been provided.
- Some of the intervention methods which are described in this report are conditional on further work being carried out to address uncertainties in terms of outcome and budget costs, but some are not; these address some high risk issues and they can be implemented immediately.

## Recommendations

It is recommended that

- Council consider what level of intervention they wish to adopt and over what period of time. It is noted that to improve the current level of performance beyond the medium level of performance to the high level of performance, the law of diminishing returns will apply. For that reason it is prudent to consider an interim goal of seeking the medium level of performance.
- Some of the intervention methods which are described in this report are conditional on further work being carried out to address uncertainties in terms of outcome and budget costs, but some are not; these address some high consequence issues and should be implemented immediately.
- It is essential that detailed investigations are commenced immediately to address uncertainties in terms of outcome, budget costs and to confirm the details of the interventions including required dimensions.

## 1. Introduction & Background

Over the last 18 months there has been an increase in community awareness and subsequent response to the number of wastewater overflows that have been occurring within the district. A number of these overflows have occurred in Raglan and have resulted in the harbour being closed to both contact recreation (swimming) and the collection of seafood. Whilst overflows have occurred in other locations they have not generally had the same community reaction as has occurred in Raglan, largely due to their impact on the marine environment.

On 25 March this year a spill occurred at the Marine Parade pump station which was investigated by the Waikato Regional Council (WRC). On the 29th July Council received a Formal Warning for this event. Since the March event, a further two spills have occurred in Raglan, one at Whitley Street Pump Station and most recently, one at the Greenslade Road pump station.

Whilst the number of overflow events has not changed significantly over the last 5 years the view of the communities has. This results in the approved programmes and resources that are in place to manage these events needing to be updated to reflect these views.

### 1.1 Objectives & Performance Measures

The performance targets, as stated in the 2015 – 2025 Long Term Plan (LTP) are that for the entire 10 year period that there should be 5 or less dry weather overflows per 1,000 sewage connections, per year. Council, until 2015/2016 met this target but 6.2 dry and wet weather overflows per 1,000 sewage connections was achieved in 2015/2016.

Furthermore the LTP states that the performance target for the entire 10 year period is that the median response time for attending to a sewage overflow should be equal or less than 1 hour. The median resolution time should be equal to or less than 4 hours. According to 2014/2015 data, Council currently meets the response time, but not the resolution time with a median of 8 hours.

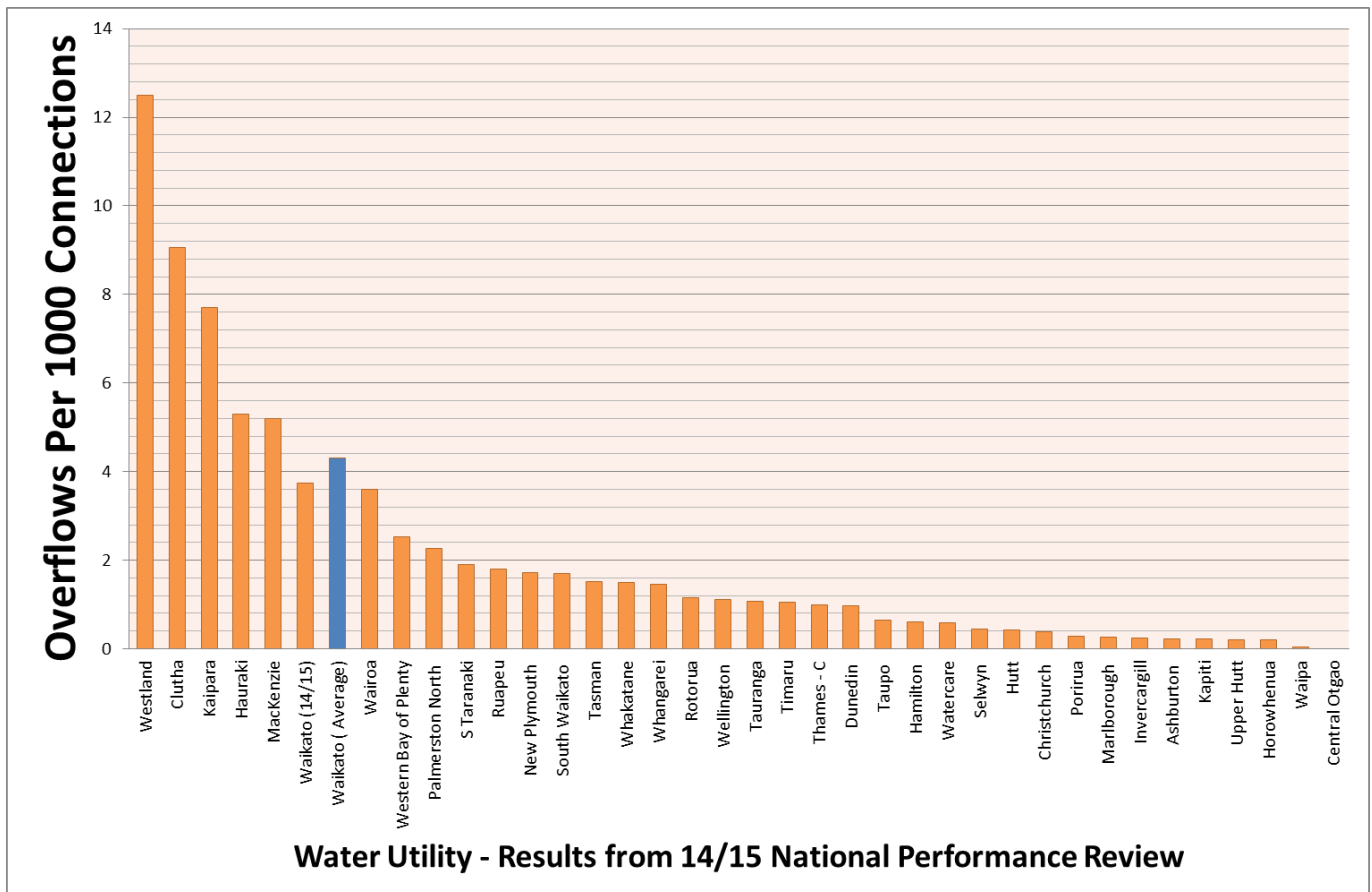
Finally the LTP states that the target for the level of compliance for discharges from its wastewater network is that throughout the ten year periods Council receives 2 or less abatement notices, infringement notices, and enforcement orders per year and zero convictions.

In August 2016 Council received a report outlining initial responses to the level of overflows from the network and supported a continual improvement programme (CIP) approach to managing the overflow issues. This is a risk based approach that sets a goal of reducing overflows as much as practicably possible, whilst acknowledging that it is not possible to completely rule them out.

The following table illustrates the number of wastewater overflows (in both dry and weather) which have occurred in the district and have been reported in the last five years.

Financial Year	Number of Wastewater Overflows	Overflows per 1000 connections
15/16	59	6.2
14/15	35	3.75
13/14	35	4
12/13	30	3.5
11/12	35	4.2
<b>Average</b>	<b>39</b>	<b>4.3</b>

Waikato District Council has participated in the National Performance Review administered by Water New Zealand over the last 5 years. A graph indicating the relative performance against other utilities for the 14/15 National Performance Review is presented below for both dry and wet weather overflows. Waikato District Council's average performance (blue) for the last 5 years of records is also presented on the graph.



Waikato District Council currently is the poorest performing provincial council, and amongst the poorest performing of all councils in the country according to the most recently National Performance Review data from financial year 14/15.

It should be noted that Council's performance in all cases when it has participated in the National Performance Review it has been amongst the poorest performing in terms of wastewater overflows relative to other water utilities in New Zealand.

Due, to the relative infancy of the National Performance Review, it is known that there have been some inconsistencies in the methods of recording overflows between utilities. Waikato District Council record and report each overflow, irrespective of its size or effect. Other utilities are understood to report differently. Water New Zealand are understood to be addressing this issue and it is likely that consistency will improve as the review matures.

## 1.2 Scope of this report

The scope of this report is to

- Review the adequacy of the current plan to reduce wastewater overflows
- To provide options to enhance the current plan to achieve higher levels of overflow performance

- To provide options for acceleration of the enhanced plan &
- To provide recommendations on the way forward

### **1.3 Contents of this report**

In order to address the issue Council has commenced a series of early interventions, which are described in this report as well as reviewing the adequacy of the current plan and examined opportunities more additional interventions to reduce the risk of overflows and also to accelerate the improvement of network performance.

The remainder of this report is in the following parts and describes

- The causes and effects of wastewater overflows
- Adequacy of the current plan & improvement options
- Summary of overall options
- Options for acceleration of capital intervention methods
- Opportunities for continued improvement whilst uncertainties are resolved
- Conclusions and Recommendations

## 2. Description of Cause and Effects of Wastewater Overflows

In order to develop improvement options it is first necessary to understand and to determine factors causing wastewater overflows and also to understand the consequence of overflows.

Wastewater overflows are caused by

- Blockages within the network or at pumping stations either in wet or dry weather
- Inadequate Capacity within the network, relative to the flow being transported – this is normally an issue in wet weather.
- Failure of key equipment (e.g. Pumping Stations) or power at key installations (e.g. Pumping Stations).

The effects or consequences of wastewater overflows are that

- They result in the pollution of waterway (streams, rivers and harbour)
- Give rise to public health issues, if adjacent to habitation.
- They cause a loss of utility for sanitary services for customers

Wastewater overflows sometimes occur in remote places and at all hours of the day and therefore understanding that overflows have occurred is important in facilitating a quick response to that event so that its effects can be reduced.

Understanding the cause of overflows and the effect those overflows may cause permits a method and level of intervention to be developed appropriate to reduce the effects.

### 2.1 Causal Analysis

A review of the reports of repeat (more than 1) wastewater overflows in the same location districtwide over the last 4 years has been undertaken to determine effective intervention methods. To determine whether these overflows occurred in dry or wet weather analysis of rainfall at the time or just before the overflow was undertaken as part of this review.

The review concluded that the wastewater overflows were caused by one of the following reasons

- Pumping station capacity issues (wet weather)
- Private property issues (wet or dry weather)
- Blockages caused by local issues which were resolved (normally dry weather)
- Repeat blockages at the same locations, indicating that that part of the network was prone to blockages (normally dry weather)
- A combination of blockage issues and capacity constraints. The primary cause was not conclusive in these cases. (wet weather)
- Inappropriate use of caravan / trade waste dump sites. (wet or dry weather)

The maps from this causal analysis are presented in Appendix A. A suggested intervention strategy for each of these causes, and the programme which should be used as a vehicle for the intervention is presented below;

Issue	Number of Locations	Intervention	Programme
Pumping Station Capacity issues	5	Increase pumping station capacity / storage	Pumping Station storage / Inflow / Infiltration Programme
Private Property issues	6	Education / Penalties.	Education programme
Blockages caused by local issues which were resolved	21	Reactive operations Education programme.	Reactive operations, education programme.
Repeat blockages at the same locations, indicating that that part of the network was prone to blockages	5	Proactive CCTV survey and Jetting – targeting renewals programme in these areas.	Proactive CCTV / Jetting Programme Renewals Programme
A combination of blockage issues and capacity constraints. The primary cause was not conclusive in these cases.	14	Proactive CCTV survey and Jetting – targeting renewals programme in these areas.	Proactive CCTV / Jetting Programme Renewals Programme I / I Programme
Inappropriate use of caravan / trade waste dump sites.	3	Education / Penalties.	Education programme

## 2.2 Consequence Assessment

A consequence assessment was carried out by WDC staff on major wastewater pumping stations to determine the consequence of failure of power or key equipment. Each Pumping station was assessed on a five point scale based on the consequence of overflow in terms of proximity to the receiving environment, be it a stream, river or harbour.

These results showed that of the 84 pumping stations that council owns and operates there are

- Eighteen (18) Pumping Stations with the highest consequence score of 5.
- Thirty Six (36) pumping stations with a moderate consequence score of 3 or 4.
- Twenty three (30) pumping stations with a low consequence score of 1 or 2.

Locations of each of the pumping stations with highest and medium consequence scores in each of the categories are provided in Appendix B.

### 3. Adequacy of Current Plan & Improvement Options

As has been noted within this report, it is clear that the current LTP measure for wastewater network overflows are no longer considered appropriate by the wider community. To see a marked improvement in overflow levels Council has supported the CIP approach as previously described. This approach will see an increase in investment in the area of controlling overflows which will support a reduction in the number occurring.

#### 3.1 Early Intervention Works

Immediately after the events of early 2016, a series of early works were implemented, these were mainly aimed at early warning of overflows, by the installation of additional alarming mechanisms and the provision of additional power in the event of power failures at high risk sites. The current status of these early works is summarised below.

Project Description	Outcome Sought	Budget	Completion programme	% Complete
SMS Units	Installation of 18 SMS units for Pumping Stations for early warning.	\$55,000	Mid Sept 16	100%
Generator Plugs	Install generator plugs at 18 pumping stations to permit connection of Backup Generator(s)	\$55,000	End Sept	100%
Backup Generator - Greenslade	Obtain backup generator - for locating at Greenslade PS	\$35,000	End Oct	100%
Downer Support	To provide additional resources to be mobilised if required for a period of 2 years	\$1,000,000	Two year contract period.	5%
City Care Support	To provide immediate additional resources	\$55,000	End Sept	100%
Public Education Programme		\$15,000	Dec – 16	5%

The benefits of having these early intervention works in place is hard to quantify as to date there have been limited circumstances where the arrangements were required. An exception was a power failure in Raglan which occurred on the 13<sup>th</sup> September 2016 which triggered the SMS units to alarm. Shortly after the power failed it was restored with no further intervention necessary. In addition to this the SMS units provided backup alarms when there was a 13 hour failure of the Spark network on 7<sup>th</sup> October 2016, a 4 hour failure of the Spark network on the 9<sup>th</sup> October and there have been minor communications failures on the SCADA system, but at all times alarm functionality was maintained. There have not yet been power failures which have required the generators to be deployed.

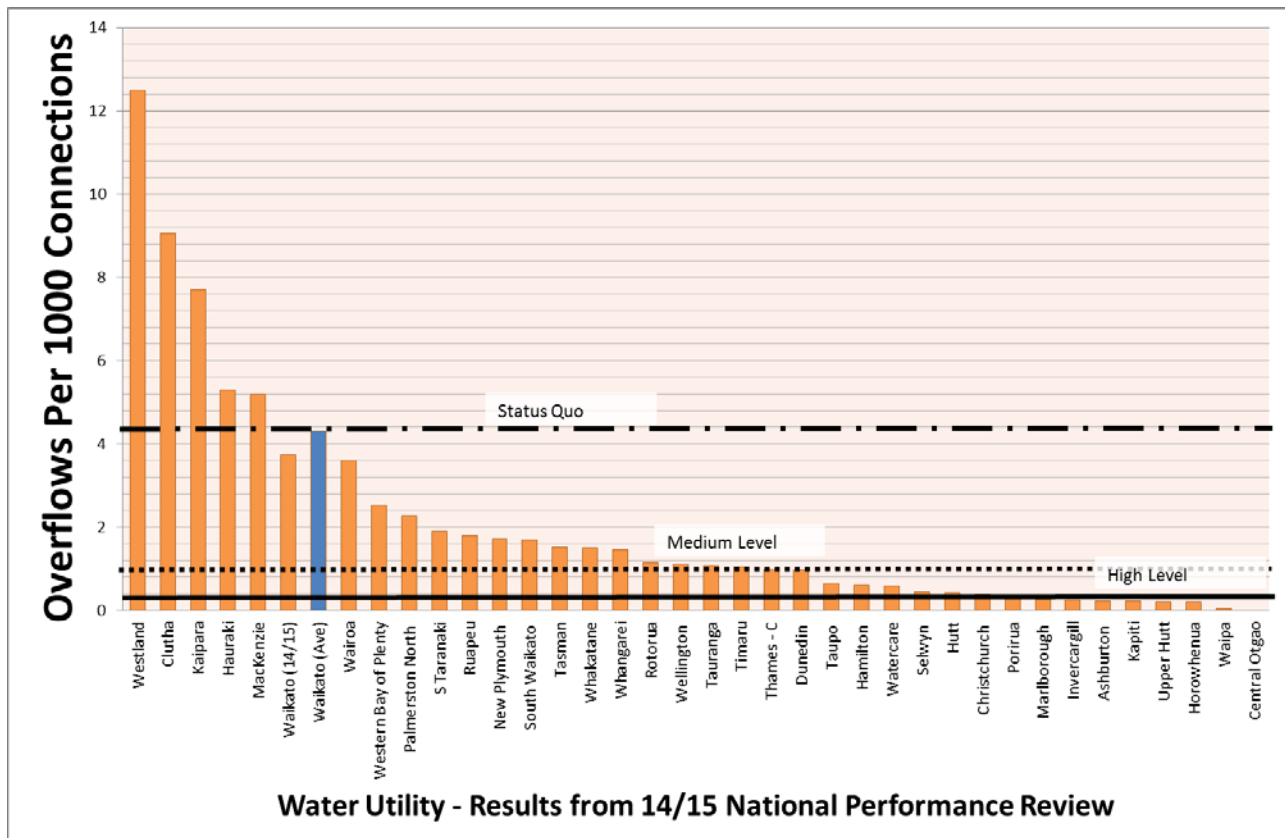
## 3.2 Continual Improvement Intervention Works

### 3.2.1 Methodology

In developing options for improvement, intervention methods have been considered which firstly seek to avoid the overflows happening and secondly to improve knowledge of the overflow occurring and thirdly to improve the reaction to the overflow happening.

For each method of intervention, medium and high level options are provided. In all cases the high level of intervention provides the least risk of overflow occurring relative to the medium level of intervention, but at a higher cost. It should be noted that the amount of residual risk after intervention is relative, not absolute.

The **medium** level of intervention seeks to improve the performance to be on a par with the median of peer provincial district councils in the country with a goal of achieving a performance of 1 overflow per 1000 connections. The **high** level of intervention seeks to achieve performance to be on a par with the best performing peer provincial councils with a goal of a performance of 0.25 overflows per 1000 connections. Both performance goals for the **medium** and **high** level interventions are illustrated on the graph below.



### 3.2.2 Uncertainties

There are uncertainties in the quantum of the interventions proposed as the intervention plan has been developed at a high level, rapidly and using readily available information to inform each intervention and associated budget costs.

In addition to this there are uncertainties associated with the link between the intervention proposed and the outcome (goals) desired. These uncertainties relate to both weather and lack of detailed information on the precise cause of overflows and it is essential that these uncertainties are reduced prior to the implementation of capital intensive interventions.

### Basis of Intervention Requirements

In developing the intervention requirement in terms of dimensions, such as pumping station volumes, lengths of pipe to be jetted, pipe lengths and diameters for renewal and so on, have been developed on the basis of readily available information to develop a high level strategy. It is recognised that further work will be required to confirm these dimensions prior to concept, preliminary and detailed design is carried out and the intervention implemented.

### Basis of Budget Cost Estimates

Similarly the budget cost estimates used for the various methods of implementation have been developed on the basis of readily available information to develop a high level strategy. Further work will be required on the cost estimates prior to the implementation of the intervention. The cost assumptions made for each method of intervention are stated in the following sections.

#### 3.2.3 Network Maintenance

Improving the maintenance of the network through cleaning and jetting can greatly reduce the number of blockages experienced. In addition to this CCTV inspections, which are carried out at the same time can identify where broken pipes located and can assist in renewals programme.

Analysis of spend on CCTV investigations and Jetting operations for Council using outside contractors indicate that the following has been spent in the last few financial years.

Financial Year	Spend
2013/2014	\$ 149,410
2014/2015	\$ 205,770
2015/2016	\$ 230,457

It should be noted that the network maintenance has been carried out generally on a reactive and informal basis and has average cost of nearly \$200,000 per year has exceeded the LTP allowance of \$100,000 per year.

It is recommended, to achieve the **medium** level of performance for the areas of repeat blockage that these areas are proactively jetted. Further work is required to determine the precise locations and dimensions for this jetting, but on the basis of each of the 19 sites requiring 200 metres of jetting/CCTV at \$80 per metre a total of \$340,000 should be budgeted for.

It is recommended, to achieve the **high** level of performance that the entire wastewater network is subject to CCTV inspection and jetting every year. The budget allowance to provide this level of intervention is approximately \$4M each time it is done, less the budget currently allowed in the LTP of (approximately \$100,000 per annum), so \$3.9M each time it is done.

It should be noted that a similar budget to that allowed for in the LTP (approximately \$100,000 per annum) for reactive work should be retained. Should the medium and high level of intervention be implemented less reactive work is likely to be required, particularly if the high level of intervention is implemented.

CCTV and jetting work has been carried out using specialised contractors on an 'ad hoc' basis and it is recommended that a dedicated contract be set up over a long period so that the CCTV / Jetting work might be better programmed and economies of scale accrued. A clause should be written in the contract to ensure attendance within 30 minutes of an incident in Raglan, Huntly and Ngaruawahia. There will be a premium to be paid for having the quicker response times and the premium will be determined at the time of tendering

A summary of the recommended CCTV / Jetting budgets to be allowed is provided below

Element	Annual Budget to be allowed
Reactive Element	\$100,000
Proactive element ( repeat blockages) ( <b>Medium Level of Intervention</b> )	\$340,000
Thirty Minute Response premium	To be determined
Proactive Element ( Entire Network) ( <b>High Level of Intervention</b> )	\$ 3,900,000

### 3.2.4 Service Delivery Improvements

Waikato DC has a reticulation maintenance establishment size which compares unfavourably with a nearby district council with similar geographical challenges.

In addition to this Waikato DC use water reticulation trained staff on wastewater reticulation activities and vice versa. Whilst appropriate procedures are in place and are used to decontaminate equipment between jobs, there remains a very high residual risk of cross contamination. It is now industry standard for servicemen to focus on either water or wastewater and for those that work on wastewater to have a three week stand down period before working on water reticulation.

It is recommended that WDC increase their reticulation maintenance equipment and establishment such that they are capable of manning dedicated wastewater and water reticulation maintenance teams and are thus on a par with industry standard. It should be noted that demand for these skills in the market outstrips supply and finding suitable skilled individuals is and will be a challenge.

Council should allow a budget of \$480,000 per annum to increase the establishment size to be capable of undertaking these functions. In addition to this a further \$700,000 should be budgeted for capital additions to purchase equipment and vehicles to support this establishment and running costs for these vehicles and equipment of \$194,000 per annum be budgeted.

There are many means of delivering the functions undertaken by the reticulation establishment and the options should be considered by Council.

### 3.2.5 Policies and Procedures

The current procedures for network maintenance are being reviewed by both Council staff and contractor Downer to ensure that appropriate and in line with industry best practice. The revised procedures will be implemented as soon as the review is completed. This is expected to be complete by December and should be implemented immediately.

### 3.2.6 Education

A large number of network blockages are caused by disposal of a large number of items such as baby wipes, sanitary items, disposable nappies, cleaning wipes and the like via toilets into the wastewater system. These items become stuck within the network and pumping stations and don't allow the network to operate as it is designed to do. An education process to seek a reduction in the disposal of these items has commenced as part of the early implementation works, and it is logical that the education process become a permanent component of the improvement programme. A budget allowance of \$50,000 per annum should be allowed and this estimate should be refined on the completion of the early intervention works in December 2016.

### 3.2.7 Network Renewals

Additional network capacity can be provided by increasing the pipe sizes of existing pipes when they are renewed as part of the wastewater reticulation renewals programme at marginal additional cost ( per metre of pipe replaced).

The current LTP spend profile for wastewater reticulation renewals is as follows

	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
\$000's	858	879	930	928	954	984	1,015	1,050	1,086	1,125

Wastewater pipe renewals are currently prioritised on the basis of age and condition and do not consider capacity at this stage. It should be noted that a report issued in August 2016, (Pipe Data Management, Stages 1 & 3 Pipe Data Cleansing, Condition Assessment and Pipeline Renewal Planning 2016-17) advocated the reprioritisation of water, wastewater & stormwater renewals on the basis of a more rigorous methodology, which did not include consideration of wastewater overflows or capacity. It is unclear as to whether the report's recommendations have yet been acted upon.

In addition to the planned renewal programme and In order to achieve the **medium** level of improvement in terms of wastewater overflows it is recommended that renewals are also provided such that those 19 areas of the networks highlighted as suffering from repeat blockages and / or capacity constraints from the causal analysis are carried out to increase capacity and therefore to reduce overflows. Further work is required to determine the precise locations and dimensions for these renewals (which are likely to be larger than current asset sizes) , but on the basis that each of the 19 sites requires 200 metres of new pipeline at \$1,000 per metre a total of \$3.8m should be budgeted.

In addition to this and In order to achieve the **high** level of improvement in terms of wastewater overflows it is recommended that a similar quantum of renewal works (as for the medium level of improvement ) are identified for assets which are under capacity but not giving rise to overflow presently. Further work is required to determine the precise locations and dimensions for these renewals (which are likely to be larger than current asset sizes), but on the basis of a similar quantum of work a further \$3.8m should be budgeted.

It should be noted that no detail work has been carried out to determine required pipe diameters and no detailed consideration of site specific conditions have been made in determining unit costs.

Because more proactive CCTV and jetting will be carried out if either level of improvement is carried out it is likely that further leaky pipes will be identified. In light of this an allowance for replacing these pipes has been made by increasing the current renewal budget by an estimated 15% for the **medium** level of improvement and by 30% for the **high** level of improvement. This will result an increase in the planned 10 year renewal programme of \$1.47M for the **medium** level intervention and \$2.94M for the **high** level of intervention.

### 3.2.8 Inflow and Infiltration control programme

Reducing the amount of rain related flow entering the wastewater network can reduce the number of wastewater overflows occurring.

The inflow and infiltration programme for the current year (16/17) is committed to Raglan with flow gauging and modelling being carried out. This work will inform both the optimisation of pumping station storage requirements and prioritisation of renewals. Smoke testing to determine the nature and extent of poorly made connections to the wastewater network will be carried out in summer 16/17. This current LTP spend budget is for a similar spend of \$700k per year for the full ten year period. This is believed to be predicated on the basis of completing inflow and infiltration control in Huntly and Ngaruawahia in the following years.

In order to achieve the **medium** level of improvement in terms of wastewater overflows it is recommended that a rolling programme of inflow and infiltration control be carried out in two townships each year be budgeted at \$1.4M per annum

In order to achieve the **High** level of improvement in terms of wastewater overflows it is recommended that a rolling programme of inflow and infiltration control be carried out in three townships each year be budgeted at \$2.1M per annum.

### 3.2.9 Pump Station Storage

Councils' adopted Engineering Infrastructure Technical Specifications (RITS) states that new pumping stations must be constructed with emergency storage of 6 hours average dry weather flow. This storage essentially allows for pump station or power failure and a reasonable response time to react. It is acknowledged that this storage level is a balance between risk mitigation and cost and may or may not be appropriate for all pump stations.

An additional benefit of having storage available is that it can be used to buffer flows in wet weather. Many of the current pumping stations do not have emergency storage.

The current approved LTP works programme states that emergency storage (6 hours dry weather flow) will be provided at two pumping stations in the current year as part of the \$3.3m allocation in the LTP.

The current LTP spend profile for the installation of pumping station storage is as follows

	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
\$000's	79	263	473	263	473	263	473	263	473	263

Many of the wastewater overflows occur at pumping stations either in wet or dry weather. Continuing with this plan will improve level of service provided. This improvement will be offset by increased flow in growth areas.

There are a series of high level options which have been examined to provide 6, 12 & 24 hours of emergency storage for each of the high, moderate and low risk pumping stations.

In order to achieve the **Medium** level of improvement in terms of wastewater overflows it is recommended that 12 hour storage is installed (where possible) at high consequence stations and 6 hours storage at the moderate and low consequence sites (where possible) and council should budget \$14.5M for this.

In order to achieve the **High** level of improvement in terms of wastewater overflows it is recommended that 12 hour storage is installed (where possible) at high consequence stations and 6 hours storage at the moderate and low consequence sites (where possible) and council should budget \$18.7M for this.

As this is a high level exercise, the dimensions calculated are on the basis of desk top calculations and that unit costs to determine budgets have been determined as follows.

Range of Storage Tank Sizes	Cost per M <sup>3</sup> (\$)
0-10 m3	10,000
11-50 m3	7,000
50m3 +	5,000

Furthermore these unit costs have not been validated against the history of unit costs for recently installed emergency pumping stations in the district.

It is known that some of the pumping stations have emergency storage already installed (although dimensions are yet to be confirmed). This analysis assumes that no storage is available at any of the sites and is therefore conservative.

### 3.2.10 Power Failure

As stated above, one of the causes of overflows is that of failure of key equipment or power failure. One way of mitigating the effects of network power failure is the provision of either mobile or permanently located standby generators.

As part of the early works, 2 generators have been provided for use in Raglan. Plugs have been fitted to all high and medium risk pumping stations to permit direct connection to these generators.

It is recommended that to achieve the **medium** level of improvement, additional generators are purchased and are available for pumping stations in Huntly and Ngaruawahia. The additional budget for providing these two generators is a total of \$80,000, based on the cost for providing an additional generator for Raglan, which was implemented during the early works described earlier in this report, and allowing for the higher power requirements for pumping stations in Huntly & Ngaruawahia.

It is recommended that to achieve the **high** level of improvement, that in addition to the generators for Huntly and Ngaruawahia, a further 4 mobile generators are provided for the remainder of the district. The additional budget to be allowed for providing these generators is \$150,000, again based on the cost for providing an additional generator for Raglan.

### 3.2.11 SCADA / Telemetry

The reliability of the SCADA / Telemetry system is important to understand when an overflow is about to occur or has occurred at pumping stations. Control functionality and the reliability of it can permit remote control of pumping stations to avoid overflows remotely.

A review of the current Scada / telemetry system has been carried out and the current SCADA system employed by the council can be described in three layers:

- Layer 1 is the high end architecture of SCADA and includes the SCADA servers, HMI, data historians and user interfaces. Layer 1 is generally of a high standard and the approach the council and its contractors have taken in implementing this layer is consistent with industry best practices.
- Layer 2 can be characterised as the WAN communications layer. The use of a 3<sup>rd</sup> party supplied network (Spark) to provide this is generally consistent with industry best practices but it is noted that the service provision does not appear to be provided under a defined Service Level Agreement and restoration of services is under a “best efforts” basis. This is not consistent with industry best practices and represents a risk to the council’s SCADA operations. No built in redundancy in the form of specific regional level communications links exists in this layer 2, except for the recently installed SMS units installed as part of the early intervention works.
- Layer 3 is the remote end of SCADA consisting of the field instrumentation, last mile communications links and RTU’s. This is implemented as a series of ad-hoc solutions with multiple components from varying manufacturers. This layer appears to have developed organically and lacks commonality and governance leading to reduced reliability, limited planning and poor maintainability.

The design and implementation of the higher levels of the SCADA network are generally appropriate and fit for purpose and no major recommendations are made regarding these layers. This infrastructure is well designed and fit for purpose for both the current standard of SCADA and also to support the ongoing drive to improve SCADA. The notable exception being the service levels around communications (arguably the most important component of SCADA) for the managed WAN / VPN service from Spark.

The implementation of the field elements of SCADA needs significant improvements if this component is to support the council’s ongoing desire to eliminate wastewater overflows. Recommendations to address these issues at the remote end of SCADA are as follows;

Layer	Current Projects	Moving to Medium Performance	Moving to High Performance
0 – Control philosophy	<ul style="list-style-type: none"> <li>• No modification to the sites fundamental operation.</li> <li>• Add generator connection points to all switchboards.</li> <li>• Add back-up SMS alarming system for critical alarms.</li> </ul>	<ul style="list-style-type: none"> <li>• Implement WWPS 2.0 Standard</li> <li>• Add additional level sensors to critical sites.</li> <li>• Install relays on high and low level floats to run the pumps during RTU failures.</li> </ul>	<ul style="list-style-type: none"> <li>• Review all pump stations in the district.</li> <li>• Develop a complete new control philosophy which takes into account the hydrologic network design and storage.</li> </ul>

Layer	Current Projects	Moving to Medium Performance	Moving to High Performance
			<ul style="list-style-type: none"> <li>Create a disaster recovery plan.</li> <li>Add inter-station control to block stations to maximise system storage.</li> </ul>
1 – SCADA software	<ul style="list-style-type: none"> <li>Continuous improvements as issues are identified.</li> <li>Add a back-up alarming system to increase redundancy.</li> </ul>	<ul style="list-style-type: none"> <li>Reverse engineer missing source code</li> </ul>	<ul style="list-style-type: none"> <li>Software Registry for all functional blocks and configurations</li> </ul>
2 – Backbone network	<ul style="list-style-type: none"> <li>No change</li> </ul>	<ul style="list-style-type: none"> <li>Install communications routers at selected WWPS sites</li> </ul>	<ul style="list-style-type: none"> <li>Install microwave links between Ngaruawahia and all base stations.</li> <li>Negotiate new Service Level Agreements with Spark</li> </ul>
3 – Radio network	<ul style="list-style-type: none"> <li>Undertake a radio survey / Audit to check radio frequencies are correct and broadcasting with the limits of their licences.</li> </ul>	<ul style="list-style-type: none"> <li>Replace Radio network</li> <li>Review and possibly replace all site antennas to ensure they have the best chance of successful communication with the repeater.</li> <li>Implement 4G VPN connections for selected high risk WWPS sites</li> </ul>	<ul style="list-style-type: none"> <li>Update all existing 1200bps analogue radios with new Ethernet based radios (same as HCC).</li> <li>Where 4G coverage available install to allow independent communication with critical sites during WAN failure.</li> </ul>
4 – Control hardware & code within RTU's	<ul style="list-style-type: none"> <li>Replace old broken RTU's with newer models.</li> <li>Where available install standard pump station code.</li> </ul>	<ul style="list-style-type: none"> <li>Replace all old Datran units with new units.</li> <li>Implement standard code at each site.</li> </ul>	<ul style="list-style-type: none"> <li>Update all existing Datran units to a more advanced and more widely supported RTU.</li> <li>Implement standard code in each site.</li> <li>Implement onsite storage or store forward ability for data.</li> <li>Add onsite SMS alarming or allowance for alternative communication paths (4G).</li> </ul>
5 – Equipment and wiring within switchboards	<ul style="list-style-type: none"> <li>Fix problems as they are discovered.</li> </ul>	<ul style="list-style-type: none"> <li>Undertake a detailed review of all the sites to discover any wiring faults.</li> <li>Replace, repair, standardise equipment wherever possible.</li> <li>Audit battery backup capacity and age – program of upgrades / replacements</li> </ul>	<ul style="list-style-type: none"> <li>Undertake a detailed review of all the sites.</li> <li>Replace all old battery chargers and batteries with modern No-break type units.</li> <li>Standardise all equipment and instrumentation onsite allowing the correct implementation of standard code.</li> </ul>
6 – Operator procedures	<ul style="list-style-type: none"> <li>See policies and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>See policies and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>See policies and procedures.</li> </ul>
7 – Documentation	<ul style="list-style-type: none"> <li>Maintenance contractor to verify current drawing status as part of maintenance contract.</li> </ul>	<ul style="list-style-type: none"> <li>Commission a third party for the verification or creation of complete as-built drawings for each site.</li> </ul>	<ul style="list-style-type: none"> <li>Create FD's and P&amp;IDs for each site.</li> <li>Implement a document management structure within the councils ECM system.</li> </ul>
8 – Scada Management		<ul style="list-style-type: none"> <li>Appoint SCADA manager</li> <li>Develop change management policy / design approval processes</li> </ul>	<ul style="list-style-type: none"> <li>Implement Governance structure</li> <li>Implement Data standards</li> <li>Apply policy of retrofitting new RTUs</li> <li>Functional Need Documents</li> </ul>

Districtwide, the budget to be allowed to move to a medium performance is approximately \$ 8.8m over a ten year period and the budget to be allowed to the high performance is \$ 13.2m. These costs include Capital and

Operational Expenditure and in the case of the SCADA / Telemetry upgrade a significant proportion, especially for the high level of intervention is the operating component. The operating component for the medium level intervention is \$2.4M and for the High level intervention is \$5.2M.

As with all other budget estimates these are high level estimates and will be subject to verification during feasibility, concept and detailed design.

### 3.2.12 Additional Option Considered

An additional, alternative option would be to install a leak proof new network, similar to the low pressure system which is installed on the Whaanga coast scheme with pumping stations at individual properties.

On the basis of the history of costs for these pumping stations at approximately \$30,000 per property, the cost for Raglan with approximately 1,800 properties, to implement this solution council would need to budget in the order of \$54M. Such a system could be installed in only the higher risk catchments and a breakdown of budgets is provided for each of the 18 pumping station catchments in Raglan below.

Pump Station	Properties	Cost (\$)
Camping Ground PS	2	60,000
Daisy Street PS	41	1,230,000
East St PS	66	1,980,000
Greenslade Rd PS	5	150,000
Hideaway PS	67	2,010,000
Kaitoke St PS	35	1,050,000
LorenzenBay PS	263	7,890,000
Marae PS	26	780,000
Marine Parade PS	79	2,370,000
Nero St PS	221	6,630,000
Nihinihi Avenue PS	91	2,730,000
Riria Kereopa Memorial Dr PS	28	840,000
Robertson St PS	54	1,620,000
Smith Street PS	76	2,280,000
Tutchen Avenue PS	66	1,980,000
Wainui Rd PS	27	810,000
Wallis street PS	644	19,320,000
Whitley Street PS	22	660,000
<b>Totals</b>	<b>1813</b>	<b>54,390,000</b>

### **3.2.13 Additional work required**

There is extra work that is required to confirm both the performance that will accrue from some of these interventions and the cost estimates stated in this report. It is essential that this work is carried out prior to their implementation

This is best carried out on a township by township basis and will consolidate all work streams underway for the following interventions

- Network Maintenance
- Renewals
- Inflow and Infiltration
- Pumping Storage

It is recommended that the following wastewater overflow improvement plans are developed which will provide this information

- Huntly wastewater overflow improvement plan
- Ngaruawahia wastewater overflow improvement plan
- Raglan wastewater overflow improvement plan
- Remaining District wastewater overflow improvement plan

These should be developed to refine the budgets, costs and effectiveness of the chosen level of intervention.

In addition to this further work is required to confirm the feasibility design of the upgrade of the SCADA / Telemetry system and to confirm levels of staffing / equipment, which are district wide issues.

It is expected that these work streams will define preferred methods of procurement of these services.

Council should allow a high level budget for these investigations is in the vicinity of \$500,000.

## 4. Summary of Options

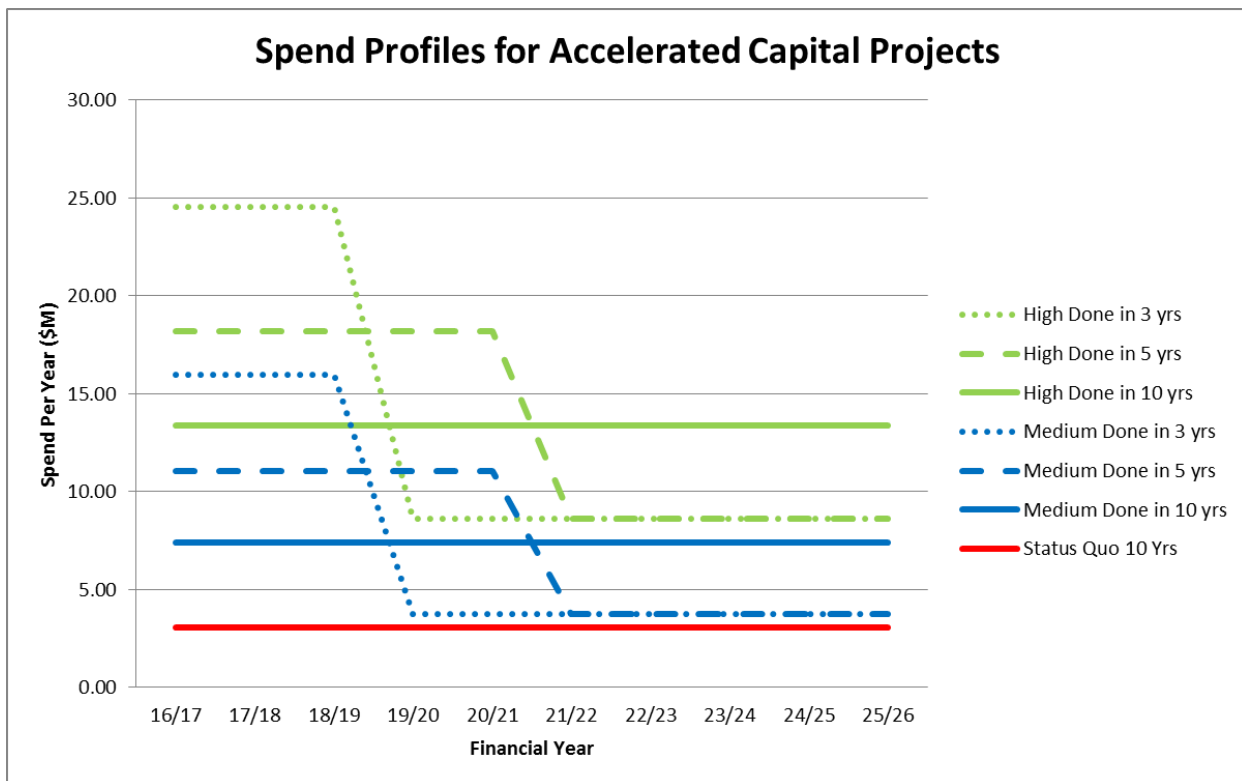
A summary of the medium and high level interventions and associated high level budgets are provided below. In each case they assume implementation over a ten year period and the totals given are on that basis. As the budgets indicated include both Capital and Operating expenditure elements, this will need to be considered in potential acceleration of the Capital elements.

It is noted that to improve the current level of performance beyond the medium level of performance to the high level of performance, the law of diminishing returns will apply. For that reason it is prudent to consider an interim goal of seeking the medium level of performance.

	Status Quo		Median Performance		High Performance	
	Target Number of Overflows / 1000 connections	4.3	Target Number of Overflows / 1000 Connections	1	Target Number of Overflows / 1000 Connections	0.25
Intervention	Description	Budget (10 year) \$M	Description	Budget (10 year) \$M	Description	Budget (10 year) \$M
Network Maintenance	Maintain Current Level of Jetting / CCTV Condition assessment	1	Maintain Current Level of Jetting / CCTV Condition assessment (OPEX)	1	Maintain Current Level of Jetting / CCTV Condition assessment (OPEX)	1
			Jetting / CCTV Condition assessment @ 19 problematic sites yearly (OPEX)	3.4	Jetting / CCTV Condition assessment @ 19 problematic sites yearly (OPEX)	3.4
					Jet/CCTV entire network yearly (OPEX)	39
Service Delivery	Maintain current level and function	8.6	Increase level to industry standard and split function of teams to be SW/WW & Water (OPEX)	13.4	Increase level to industry standard and split function of teams to be SW/WW & Water (OPEX)	13.4
			Additional Equipment ( CAPEX)	0.7	Additional Equipment ( CAPEX)	0.7
			Running Costs for additional equipment (OPEX)	1.94	Running Costs for additional equipment (OPEX)	1.94
Renewals	Renewal of pipelines on condition /age basis	9.8	Renewal of pipelines on condition /age basis (CAPEX)	9.8	Renewal of pipelines on condition /age basis (CAPEX)	9.8
			Renewal of pipelines to improve capacity in areas which have been susceptible to overflows ( CAPEX)	3.8	Renewal of pipelines to improve capacity in areas which have been susceptible to overflows (CAPEX)	3.8
					Renewal of pipelines which are near to capacity (determined by modelling ) (CAPEX)	3.8
			Renewal of pipelines which through CCTV are shown to be leaky (CAPEX)	1.47	Renewal of pipelines which through CCTV are shown to be leaky (CAPEX)	2.94
Inflow and Infiltration Control	Maintain Current level of Inflow / Infiltration Control ( One Township/yr)	7	Higher level of Inflow / Infiltration Control ( 2 Townships/yr) (OPEX)	14	Highest level of Inflow / Infiltration Control ( 3 Townships/yr) (OPEX)	21
Pumping Station Storage	Installation of 6 Hours at 2 stations / year	3.3	Installation of 12hr storage at high risk stations (CAPEX)	4.9	Installation of 24hr storage at high risk stations (CAPEX)	9.1
			Installation of 6hr storage at medium risk stations (CAPEX)	6.7	Installation of 6hr storage at medium risk stations (CAPEX)	6.7
			Installation of 6 hr storage at low risk stations (CAPEX)	2.9	Installation of 6 hr storage at high risk stations (CAPEX)	2.9
Power Failure	Provide 2 Standby Generators in Raglan	0.07	Provide 2 Standby Generators in Raglan (CAPEX)	0.07	Provide 2 Standby Generators in Raglan (CAPEX)	0.07
			Provide 1 Stand By Generator in both Huntly and Ngaruawahia (CAPEX)	0.08	Provide 1 Stand By Generator in both Huntly and Ngaruawahia (CAPEX)	0.08
					Provide 4 additional generators around the remainder of the District (CAPEX)	0.15
SCADA / Telemetry	Maintain Current Level of Resilience / Reliability	1	Level 1 Improvement (CAPEX)	6.4	Level 2 Improvement (CAPEX)	8
			Level 1 Improvement (OPEX)	2.4	Level 2 Improvement (OPEX)	5.2
Public Education Process	Prepare Education process	0.015	Implement Education Process (OPEX)	0.5	Implement Education Process (OPEX)	0.5
Addition Investigations / master plans			Studies to confirm performance and costs of Medium Intervention methods (CAPEX)	0.5	Studies to confirm performance and costs of High Intervention methods (CAPEX)	0.5
<b>Totals</b>		<b>30.8</b>		<b>74</b>		<b>134.0</b>

## 5. Acceleration of Capital Intervention Methods

As is noted in the previous section, some of the methods of intervention are operating expenditure costs and need to be continued each year to attempt to achieve the level of improvement desired. Some of the intervention methods however are capital expenditure intervention methods which are 'one off' costs. The assumption made in this plan is these intervention methods are completed gradually over a ten year period on a prioritised basis. Should there be a desire to accelerate either the medium or high level capital expenditure intervention to be delivered over a 3 or a 5 year period the graph below indicates the spend required. The spend profiles below include both capital and operating expenditure.



## 6. Continual Improvement Programme

Some of the intervention methods which are described in this report are conditional on further work being carried out to address uncertainties in terms of outcome and costs, but some are not and they can be implemented immediately.

To maintain progress the following actions are recommended.

Action	Budget	Programme
Studies to confirm performance and budget costs of medium intervention (wastewater overflow improvement plans)	\$500,000 (capital)	Nov 16 – June 17
Improve service delivery level industry standard and split function of teams to be SW/WW & Water	\$674,000 per annum ( Operating) \$700,000 (Equipment) (Capital)	Nov 16 Onwards
Provide 4 additional standby generators for district (locations to be determined)	\$150,000 (Capital)	Nov 16
Implement SCADA / Telemetry Upgrade for Raglan Only	\$1.6M ( Capital) \$60,000 per annum (operating)	Nov 16 – June 17 & then onwards
Implement Public Education Process	\$50,000 per annum (operating)	Dec 16 Onwards
Jetting and CCTV Investigations for entire network (district wide) to inform renewals programme	\$3.9M (operating)	Dec 16 – Dec 17

It is recommended that on completion of the wastewater overflow improvement plans in June 2017 that this report be updated to reflect the outcomes of that work and to give an update on the effectiveness of these interventions.

## 7. Conclusions and Recommendations

### 7.1 Conclusions

The following can be concluded from this work.

- A description of the cause and effects of wastewater overflows in the district has been provided.
- The early intervention works are underway and largely complete and are already showing benefits.
- Two suites of high level options for intervention have been developed to move to a higher level of wastewater overflow performance employing both proactive and reactive means using a series of technique types. The **medium** level of intervention seeks to improve the performance to be on par with the median of provincial district councils in the country, whilst the **high** level of intervention seeks to achieve a performance in line with the highest performing peer organisations.
- The total budget to be allowed over a ten year period for implementing the suite of medium level interventions is approximately \$74M, whilst to implement the suite of high level interventions, the cost is approximately \$134M. These budget costs include the work that is essential to refine these estimates.
- Different spend profiles for the capital expenditure elements of this work to be implemented over 3 and 5 year periods have been provided.
- Some of the intervention methods which are described in this report are conditional on further work being carried out to address uncertainties in terms of outcome and budget costs, but some are not; these address some high risk issues and they can be implemented immediately.

### 7.2 Recommendations

It is recommended that

- Council consider what level of intervention they wish to adopt and over what period of time. It is noted that to improve the current level of performance beyond the medium level of performance to the high level of performance, the law of diminishing returns will apply. For that reason it is prudent to consider an interim goal of seeking the medium level of performance.
- Some of the intervention methods which are described in this report are conditional on further work being carried out to address uncertainties in terms of outcome and budget costs, but some are not; these address some high consequence issues and should be implemented immediately.
- It is essential that detailed investigations are commenced immediately to address uncertainties in terms of outcome, budget costs and to confirm the details of the interventions including required dimensions.

## **Appendix A. Causal Analysis Maps**

## Appendix B. Location of High, Moderate and Low Consequence Pumping Stations

WDC Asset Name	Township	Consequence Category
Wallis Street Pump Station	Raglan	5
Russell Road Pump Station	Huntly	5
Lorenzen Bay Pump Station	Raglan	5
Hartis Avenue Pump Station	Huntly	5
Nero Street Pump Station	Raglan	5
Thomas Street Pump Station	Ngaruawahia	5
Marae Pump Station	Raglan	5
Blunt Road Pump Station	Te Kauwhata	5
Nihinihi Avenue Pump Station	Raglan	5
Smith Street Pump Station	Raglan	5
East Street Pump Station	Raglan	5
Marine Parade Pump Station	Raglan	5
Great South Road Pump Station	Taupiri	5
Greenslade Road Pump Station	Raglan	5
Daisy Street Pump Station	Raglan	5
Whitley Street Pump Station	Raglan	5
Wainui Road Pump Station	Raglan	5
Bridge Street Pump Station	Huntly	4
Waipa Esplanade Pump Station	Ngaruawahia	4
Regent Street Pump Station	Ngaruawahia	4
Baker Street Pump Station	Huntly	4
East Mine Road Pump Station	Huntly	4
Ngaere Street Pump Station	Ngaruawahia	4

WDC Asset Name	Township	Consequence Category
Ashwell Crescent Pump Station	Taupiri	4
Fairfield Avenue Pump Station	Huntly	4
Te Putu Street Pump Station	Taupiri	4
Couch Street Pump Station	Ngaruawahia	4
Tutchen Avenue Pump Station	Raglan	4
Horotiu Road Pump Station	Horotiu	4
Reserve Pump Station (Hopuhopu)	Hopuhopu	4
Robertson Street Pump Station	Raglan	4
Kaitoke Street Pump Station	Raglan	4
Duke Street 2 (Herangi) Pump Station	Ngaruawahia	4
Ready Mix Pump Station	Huntly	4
Hideaway Pump Station	Raglan	4
Lignite Street Pump Station	Huntly	3
Springhill No.2 Pump Station	Te Kauwhata	3
Tainui Bridge Pump Station	Huntly	3
Helenslee Road Pump Station (PSC)	Pokeno	3
Tuakau Interceptor Pump Station	Tuakau	3
Duke Street Pump Station	Ngaruawahia	3
Meremere Lane Pump Station	Meremere	3
Waingaro Road Pump Station	Ngaruawahia	3
Washer Road Pump Station	Horotiu	3
Hitchen Road Pump Station (PSB)	Pokeno	3
Bob Byrne Park Pump Station	Taupiri	3
King Street Pump Station	Ngaruawahia	3
Wright Street Pump Station	Taupiri	3

WDC Asset Name	Township	Consequence Category
Main Street Pump Station	Huntly	3
Jackson Street Pump Station	Ngaruawahia	3
Eccles Avenue Pump Station	Te Kauwhata	3
Porritt Avenue Pump Station	Huntly	3
Travers Road Pump Station	Te Kauwhata	3

### **Open Meeting**

<b>To</b>	Waikato District Council
<b>From</b>	Tony Whittaker General Manager Strategy & Support
<b>Date</b>	23 November 2016
<b>Prepared by</b>	Shelley Monrad Corporate Planner
<b>Chief Executive Approved</b>	Y
<b>Reference/Doc Set #</b>	GOV1301 / 1642710
<b>Report Title</b>	2017/18 Annual Plan process

## **I. EXECUTIVE SUMMARY**

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The purpose of this report is to confirm with Councillors the legislative requirements regarding consulting on an annual plan.

The issue that would trigger the need for Council to prepare a consultation document relates to the independent review of the investment that would be required in relation to the Wastewater Overflow Continuous Improvement Plan. Under the Significance & Engagement Policy thresholds Council is required to consult if the targeted rate impact is in excess of 10% or other non-financial triggers are activated.

Further to this consideration other changes are required to Year 3 of the Long Term Plan ("LTP").

## **2. RECOMMENDATION**

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**THAT** the report of the General Manager Strategy & Support be received;

**AND THAT** staff proceed with the preparation of the financial statements using Year 3 of the Long Term Plan (2015-2025) as the base for the 2017/18 Annual Plan and incorporate known changes.

**AND FUTHER THAT** the impact of the Wastewater Overflow Continuous Improvement Plan that would trigger Council's Significance & Engagement Policy be incorporated into a consultation document as required under section 95 of the Local Government Act 2002.

### **3. BACKGROUND**

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Changes to the Local Government Act 2002 (“LGA”) enables councils to design decision-making and engagement processes that are efficient, effective, and appropriate to a range of different circumstances and community interests whilst addressing ‘community consultation fatigue’ that was synonymous with the previous legislation. Consequently the new legislation removes most requirements to use the special consultative procedure when consulting under the LGA.

These changes are part of Government’s eight point reform programme aimed at streamlining local government processes to make them more efficient and effective. It therefore supports the legislative intent for more efficient and focused consultation by territorial authorities with their communities.

With regards to the Annual Plan specifically, the LGA stipulates that a local authority must prepare and adopt an Annual Plan for each financial year. However, in light of government’s move to streamline the consultation process, a local authority does not have to prepare a consultation document for the Annual Plan if there are no significant or material differences from the content of the LTP for the financial year to which the proposed Annual Plan relates.

### **4. DISCUSSION AND ANALYSIS OF OPTIONS**

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#### **4.1 DISCUSSION**

The Annual Plan needs to be targeted and focus on activities or projects that were not considered or known through the LTP process (as opposed to it being an opportunity for issues and/or decisions to be relitigated).

One of the issues that would trigger the need for Council to prepare a consultation document relates to the independent review of the investment that would be required in line with the Wastewater Overflow Continous Improvement Plan. Under the Significance & Engagement Policy thresholds Council is required to consult if the targeted rate impact is in excess of 10% or other non-financial triggers are activated.

Council will be considering options provided for in the independent waste water review report which will inform the consultation document.

As well as financial considerations, the Significance & Engagement Policy also requires consideration of non-financial factors.

On balance, and given the nature of the waste water options and its implications for the Significance & Engagement policy, Council will be required to consult on specific items within the proposed 2017/18 Annual Plan where there is a significant change to Year 3 of the LTP.

In addition to the above, the following adjustments are at a high level and are subject to further refinement for the February 2017 workshop. Council also needs to consider any decision in regards to some matters contained within this report.

### **Year three of the Long Term Plan - What changes have been made?**

- Staff salaries have been updated to reflect recent market movement, new positions and performance percentage information;
- Asset values and related depreciation costs show the cumulative effect of 2014 and 2015 valuations;
- The 2016/17 rating strike has been used to update income from general rate and UAGC;
- Adjustments have been made to capital targeted rate instalment amounts to align with expected payment schedules;
- Opening balances for reserves have been refreshed and expected cashflow impacts have been modelled;
- Alliance contract effects have been factored in;
- Borrowings and resulting interest expense have been refreshed and modelled;
- Water consumption figures have been adjusted to reflect 'billable' usage only;
- Trade waste income has been adjusted to reflect the delay in Yashili production;
- The Strada dividend of \$500k has been removed from income; and
- Regulatory income has been increased to reflect increase in consent activity (building and resource).

***Note: A separate model has been used to capture the impact of additional wastewater costs and will need to be incorporated into the draft Annual Plan budget.***

### **Which assumptions remain unchanged?**

- LTP inflation amounts for year two have not been adjusted for changes to BERL;
- Targeted rates, other than minor capital targeted rate adjustments, currently remain the same as indicated in year three of the LTP;
- General rate and UAGC incremental increase remain the same (%);
- Carry forward assumptions remain the same as factored into the LTP; and
- Planned capital projects currently remain unchanged. Any movements agreed through Council resolution in 2016/17 would still need to be factored in.

### **What is the general rate impact of the adjustments?**

- Depreciation expense increases by \$1.8m
- Employment related costs (including consultants to cover staff shortages) increase by \$265k
- ***The general rate deficit is \$2.08m***

### **Options to address the general rate deficit:**

#### **Option 1 -Proposed general rate deficit funding solution (Staff recommendation)**

- To non-fund: \$1.4m of roading depreciation (valuation movement in excess of year three budget)

- Use GARF to fund the Strada dividend related deficit
- Use of remaining LTCCP reserve \$238k

#### Option 2 - Increase general rate

This funding option would need to be considered through the Annual Plan consultation.

#### Option 3 - Mix of these options – some reserve/ some increase in general rate

This funding option may or may not need to be considered through the Annual Plan consultation.

### **What is the targeted rate impact of the adjustments for Wastewater?**

- A separate model has been used to address the additional wastewater costs below:
  - An acceleration of wastewater condition assessment work,
  - Generation of associated planning documents,
  - Additional education programme budget,
  - Separation of water and wastewater operations, and
  - Further investment in SCADA
- Changes to reserve balances and trade waste income currently in the Annual Plan require a \$38 increase from year three levels (per connection)
- To incorporate the other adjustments listed above (over the 2016/17 and 2017/18 years) will require a further \$98 per connection. This equates to a \$136 increase over and above the \$752.68 charge that is anticipated in the LTP totalling approximately \$887.

### **Possible funding options for Wastewater**

These option will need to be considered through the Annual Plan consultation.

1. Fund through targeted rates (as above),
2. Seek an agreed deviation from Council's revenue and financing policy for this issue and re-purpose some reserves and supplement with a targeted rate increase.

Changes made to the Local Government Act 2002 (LGA) in 2013 provides Councils with more flexibility and clarity about how and when to consult.

Despite changes made to the legislation removing most requirements for councils to use the special consultative procedure when consulting under the LGA, our Council remains committed to engage with our communities in our endeavour to have the most engaged community in New Zealand by 2020. It is therefore proposed that Council will engage with the community on the Annual Plan 2017/18 by focussing on the following:

- Wastewater issues and options (to be confirmed)
- Planned projects identified in year 3 of the LTP 2015-25
- What does it mean? (i.e. rates implications)
- Providing an overview of other engagement initiatives underway

- Funding opportunities

## **4.2 OPTIONS**

### **4.2.1 Option 1 – Develop a consultation document and undertake a special consultative procedure (preferred option)**

This option should be used where material or significant changes are identified as per section 95A of the LGA.

Staff have identified a significant issue and options to address the issues in relation to wastewater.

Should the community raise new issues (or projects) through this process they can be put forward for consideration in the 2018 LTP or be directed to other funding options available.

### **4.2.2 Option 2 – No special consultative procedure to be undertaken**

As there has been a significant issue (related to wastewater) that has been identified that would trigger the Significance & Engagement Policy - and consequently provides a departure from Year 3 of the LTP 2015-2025 work programme - this option is not recommended.

## **5. CONSIDERATION**

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### **5.1 FINANCIAL**

Refer to discussion above.

### **5.2 LEGAL**

Council has a statutory obligation to have an annual plan in accordance with section 95 and schedule 10 of the Local Government Act 2002. The special consultative procedure is required if the annual plan has changed 'significantly' or 'materially' from the 2015-2025 Long Term Plan.

### **5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT**

The Annual Plan is an important document as it outlines what Council's work programme is for 2017/18. It describes the activities of Council and outlines how the activities are managed, delivered and funded. The Annual Plan for 2017/18 will confirm the work programme contained in Year 3 of the Long Term Plan and the preferred option to include to address the wastewater issues.

## 5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

Highest levels of engagement	Inform <input type="checkbox"/>	Consult <input checked="" type="checkbox"/>	Involve <input type="checkbox"/>	Collaborate <input type="checkbox"/>	Empower <input type="checkbox"/>
<i>Tick the appropriate box/boxes and specify what it involves by providing a brief explanation of the tools which will be used to engage (refer to the project engagement plan if applicable).</i>	Consultation Document Submission Form (hard copy and online) Social Media Website Direct letters Community Events/Market Days Public Notices Information in Offices and Libraries Other material as required				

State below which external stakeholders have been or will be engaged with:

Planned	In Progress	Complete	
	X		Internal
X			Community Boards/Community Committees
X			Waikato-Tainui/Local iwi
X			Households
X			Business
			Other Please Specify

### Comment:

Subject to the completion of the financial statements, Council is required to develop a consultation document and consult as per section 95 of the Local Government Act 2002.

In addition to the consultation document Council will also be informing the community on what is contained in Year 3 of the Long Term Plan. This is a form of engagement which is consistent with our Community Engagement Strategy and our Significance & Engagement Policy.

Community engagement will be undertaken during March and April 2017 with hearings and deliberations held during May 2017.

## 6. CONCLUSION

In light of government's move to streamline the consultation process through recent legislative changes, a local authority does not have to consult on the Annual Plan if it does not include

significant or material differences from the content of the long term plan for the financial year to which the proposed Annual Plan relates.

However staff have concluded that there is a significant or material difference that triggers the Council's Significance & Engagement Policy with regards to the options Council needs to consider to address wastewater issues. Therefore it is proposed that Council develop a consultation document and consult with the community on the wastewater issue, inform the community on the work programme for the rest of Councils activities and broker accessing alternative funding sources for local community projects.

## **7. ATTACHMENTS**

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NIL

### **Open Meeting**

<b>To</b>	Waikato District Council
<b>From</b>	Tony Whittaker General Manager Strategy & Support
<b>Date</b>	24 November 2016
<b>Prepared by</b>	Kelly Nicolson Policy Planner
<b>Chief Executive Approved</b>	Y
<b>Reference/Doc Set #</b>	EPM0602 / 1642064
<b>Report Title</b>	<b>New Zealand Petroleum and Minerals 2017 Block Offer Update</b>

## **I. EXECUTIVE SUMMARY**

The purpose of this report is to provide an update on the New Zealand Petroleum and Minerals (NZP&M) Proposed Release Areas for the 2017 Block Offer and consultation process. NZP&M is currently asking Iwi and Regional and District Councils for feedback on the proposed release areas. NZP&M is asking Councils for feedback on how sites that are of cultural, historical or archaeological significance to Maori are managed through the district or regional plans and how district and regional plans specifically manage mineral exploration.

There are no proposed release areas within the Waikato District for the 2017 Block Offer. Statutory regulation within the District Plan will not apply to the 2017 release areas and areas that may be sensitive to mineral exploration will not apply within the Waikato District. Feedback to NZP&M will therefore not be necessary.

The 2017 Block Offer proposes includes seven main release areas (Attachment I). The proposed release areas have been selected based on potential oil and gas discoveries and anticipated commercial interest.

The proposed release areas include:

- Offshore Northland-Reinga Basin (150,566 km<sup>2</sup>);
- Offshore Taranaki Basin (64,978 km<sup>2</sup>);
- Offshore Pegasus and East Coast North Island Basins (75,180 km<sup>2</sup>);
- Offshore Canterbury Great South Basin (210,884 km<sup>2</sup>);
- Onshore Taranaki Basin (1,242 km<sup>2</sup>);
- Onshore/nearshore Northern Taranaki Basin (1,475 km<sup>2</sup>); and
- Onshore Southland (4,366 km<sup>2</sup>).

NZP&M confirm that none of the proposed release areas include:

- Land listed in Schedule 4 of the Crown Minerals Act (including national parks, nature reserves, wildlife sanctuaries and marine reserves);
- World Heritage sites;
- Areas of importance to Maori identified in section 3.1 of the Petroleum Programme (such as Mount Taranaki and the Pouakai, Pukeiti and Kaitake Ranges).

NZP&M will re-assess the proposed release areas based on the feedback received from local authorities and Iwi and will announce the final release areas in early 2017. The final release areas will be opened for tender in March 2017.

## **2. RECOMMENDATION**

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**THAT the report of the General Manager Strategy & Support be received.**

## **3. ATTACHMENTS**

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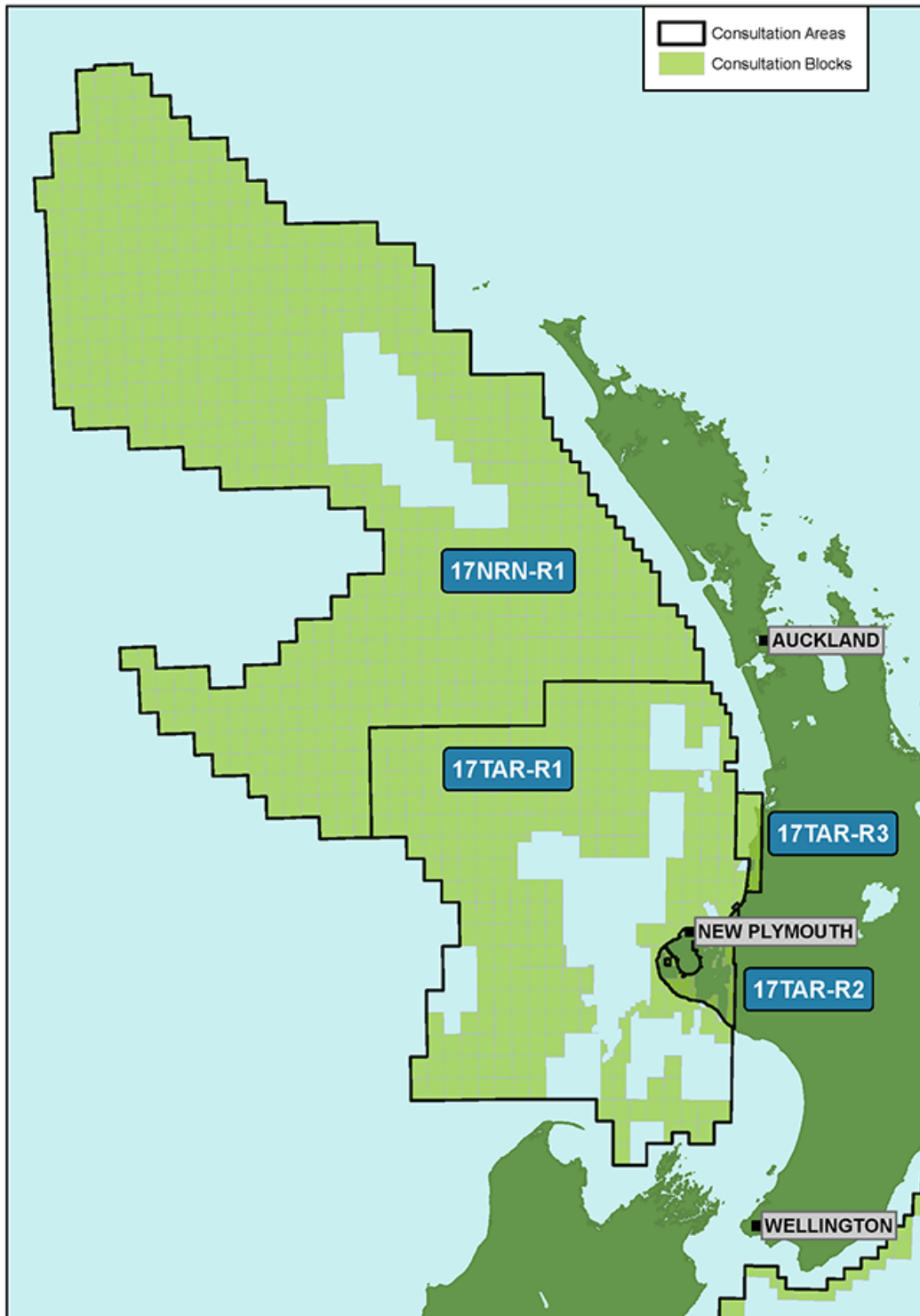
Attachment I - Block Offer 2017 Proposed Release Areas

# Attachment I

## Northland-Reinga Basin - Offshore

The Northland-Reinga Basin includes one offshore area of 150,566 square kilometres.

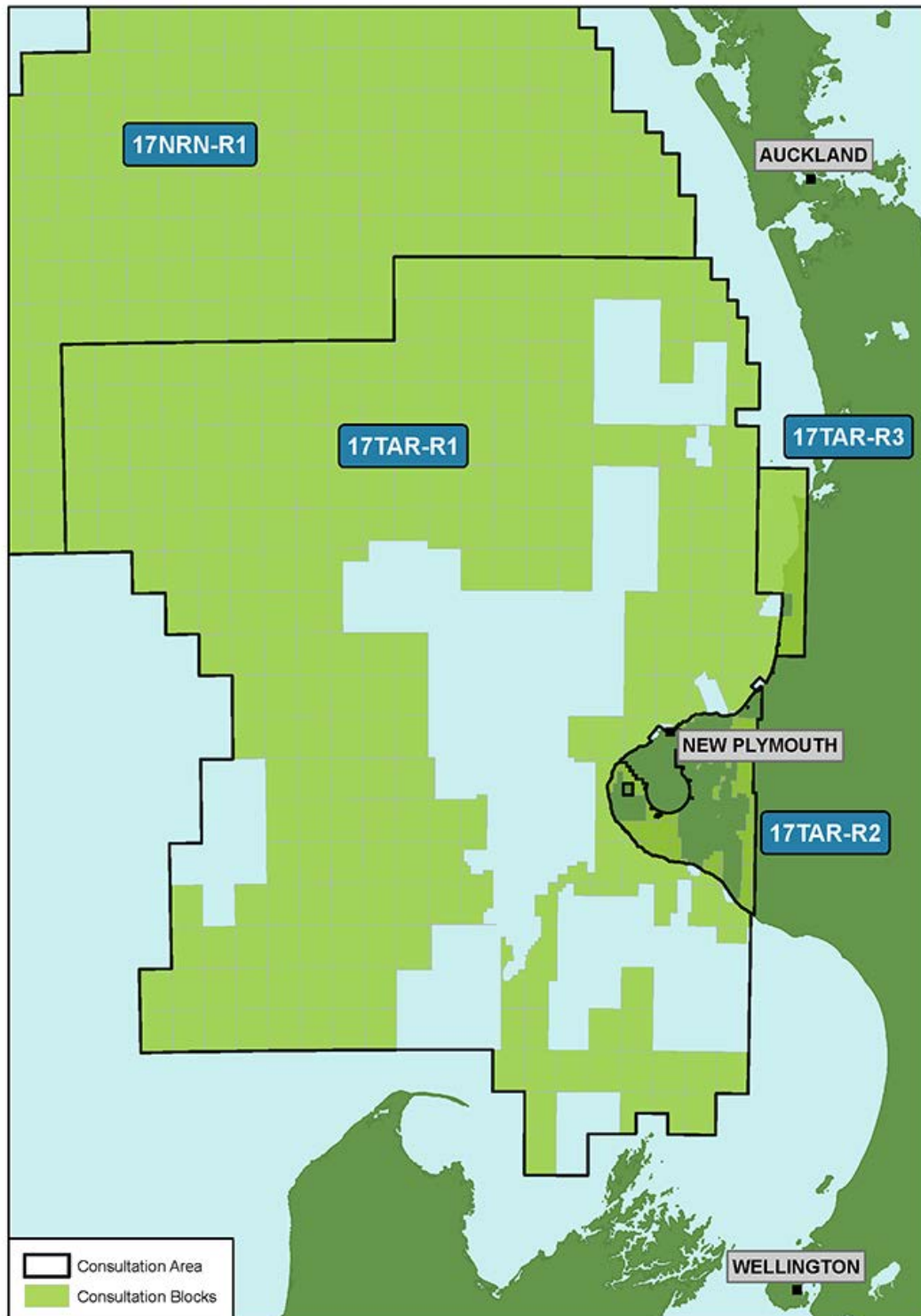
The Northland-Reinga Basin is large (170,000 square kilometres) and relatively unexplored. It is believed to be prospective for oil and gas, and it has many similarities with the Taranaki Basin.

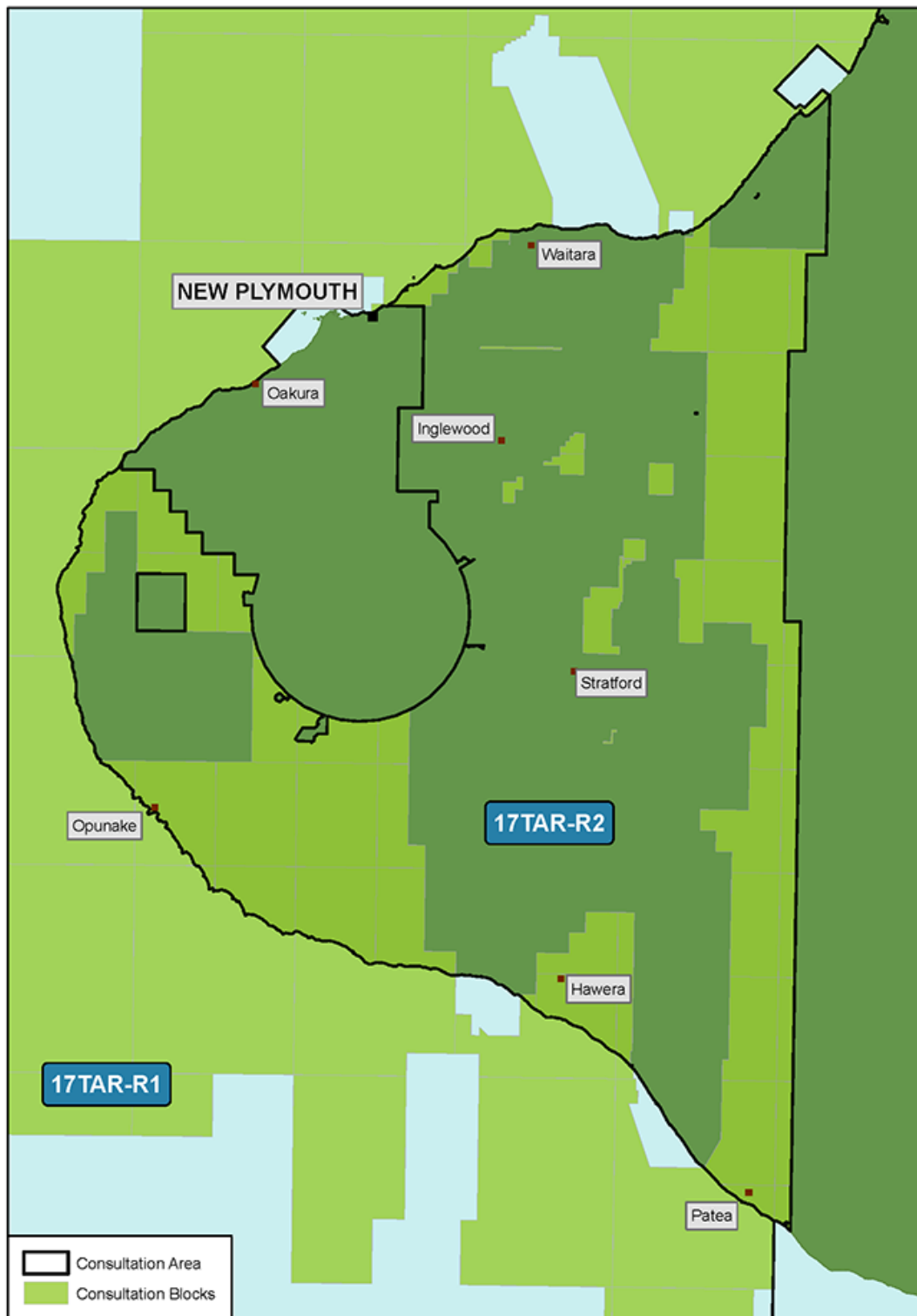


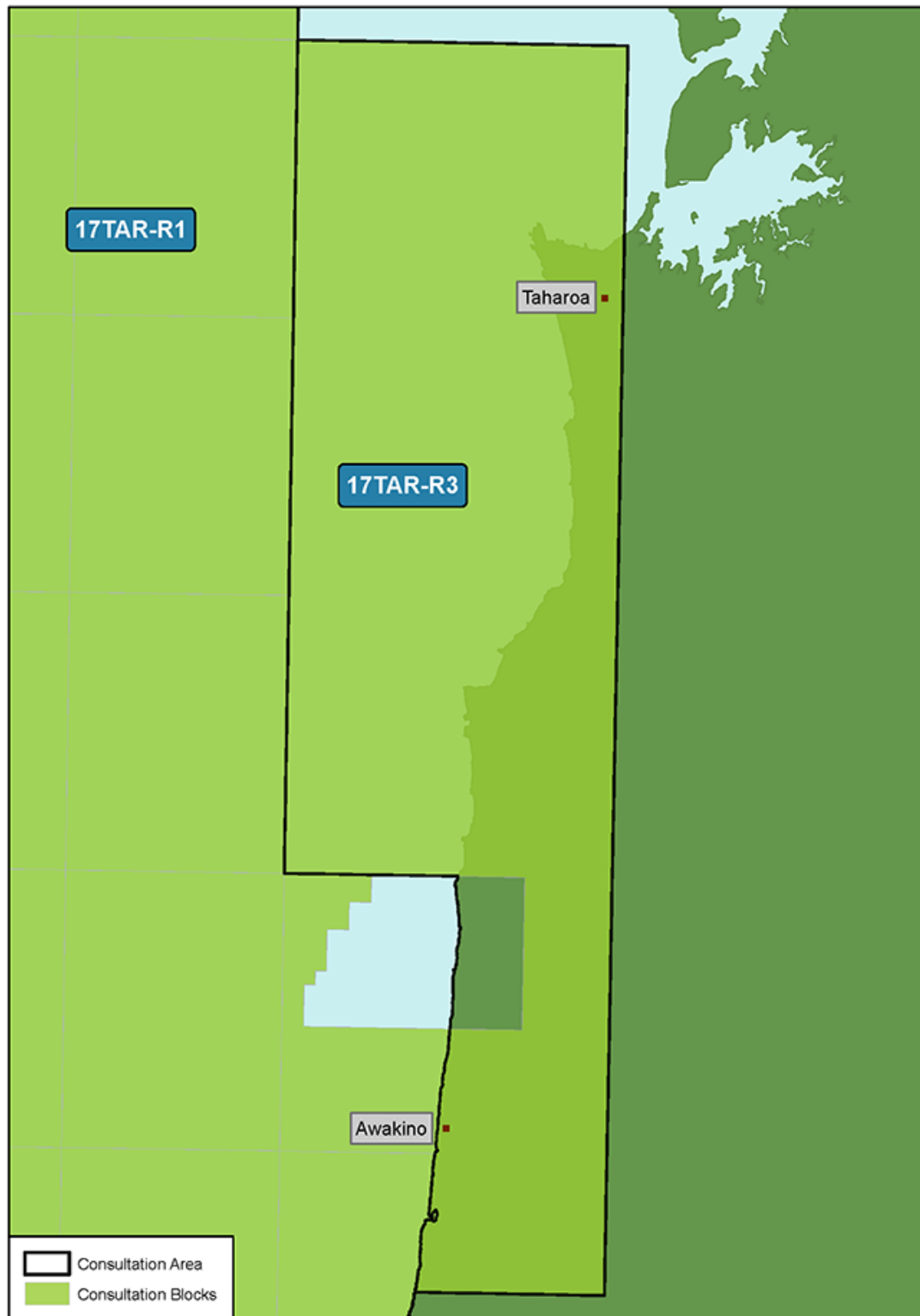
## Taranaki Basin

The Taranaki Basin includes one onshore block area (1,242 square kilometres), one offshore/nearshore block area (1,475 square kilometres) and one offshore release area (64,978 square kilometres).

The Taranaki Basin is prospective for oil, gas and condensate, and has been producing oil and gas commercially since the early 20th century. The Taranaki Basin produces from about 20 fields, including the Maui gas-condensate field. It has been actively explored by a wide range of companies, but is still relatively underexplored, with significant interest in its deep water potential. The entire basin covers 330,000 square kilometres on and offshore.



**Taranaki Basin - Onshore**

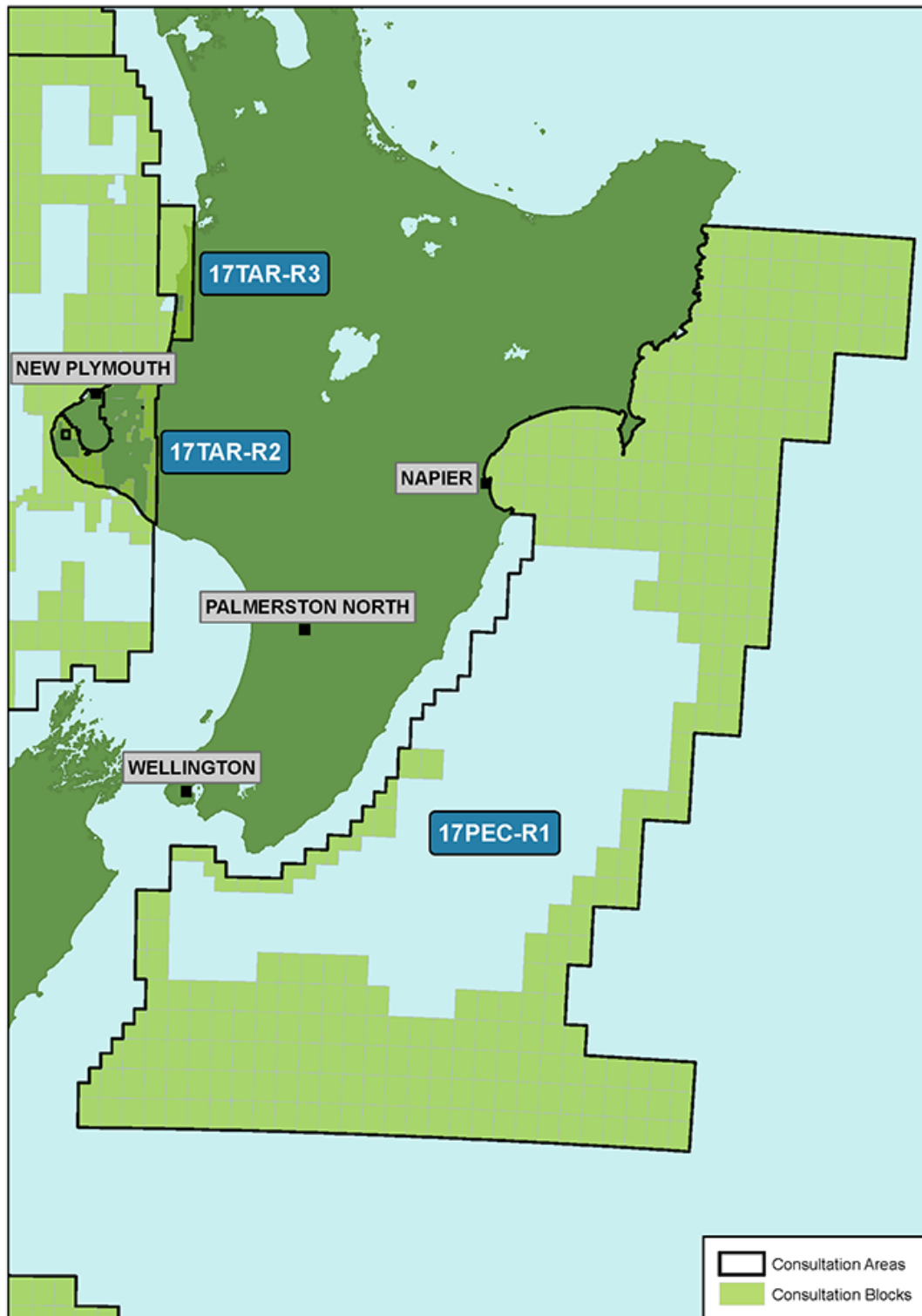
**Taranaki Basin - Offshore**

The proposed release includes part of the West Coast North Island Marine Mammal Sanctuary in the northern part of the Taranaki Basin. This has been re-introduced due to commercial interest in the area.

### Pegasus and East Coast North Island Basins - Offshore

The blocks we are consulting on in the Pegasus and East Coast Basins include one offshore release area (75,180 square kilometres). Covering an offshore area of 25,000 square kilometres, the Pegasus Basin is prospective for gas and oil, and for gas hydrates. The Basin is relatively unexplored.

The East Coast North Island Basin includes 120,000 square kilometres of onshore and offshore acreage. The Basin is under-explored. It is prospective for oil and gas, shale oil and shale gas, and gas hydrates.

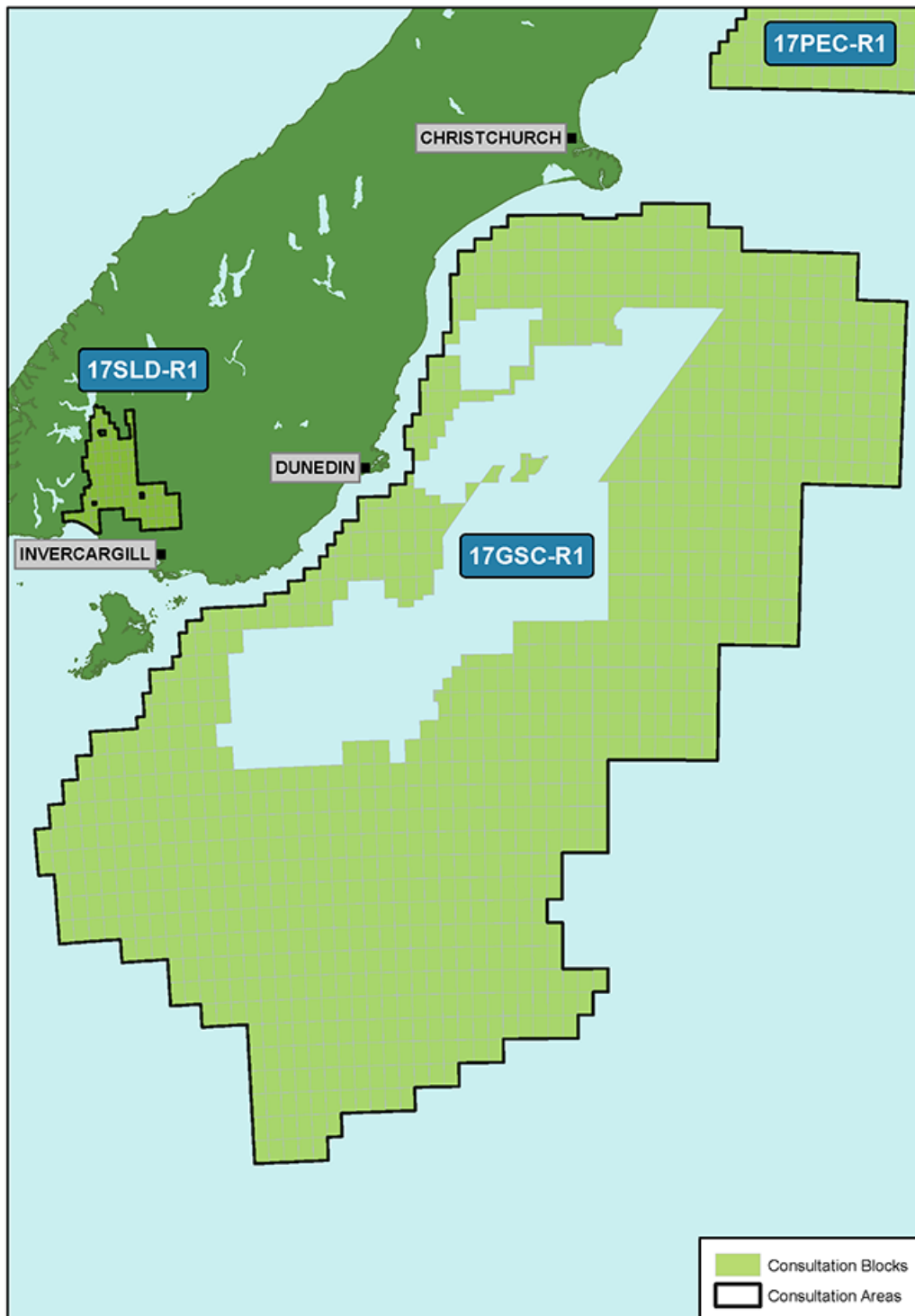


## Canterbury-Great South Basins - Offshore

The blocks we are consulting on in the Great South and Canterbury Basins include one offshore release area (210,884 square kilometres).

The Great South Basin has been explored since the early 1970s. Since then there have been a range of seismic acquisition programmes for both 2D and 3D seismic data. The Basin covers around 130,000 square kilometres and is prospective for gas condensate and oil.

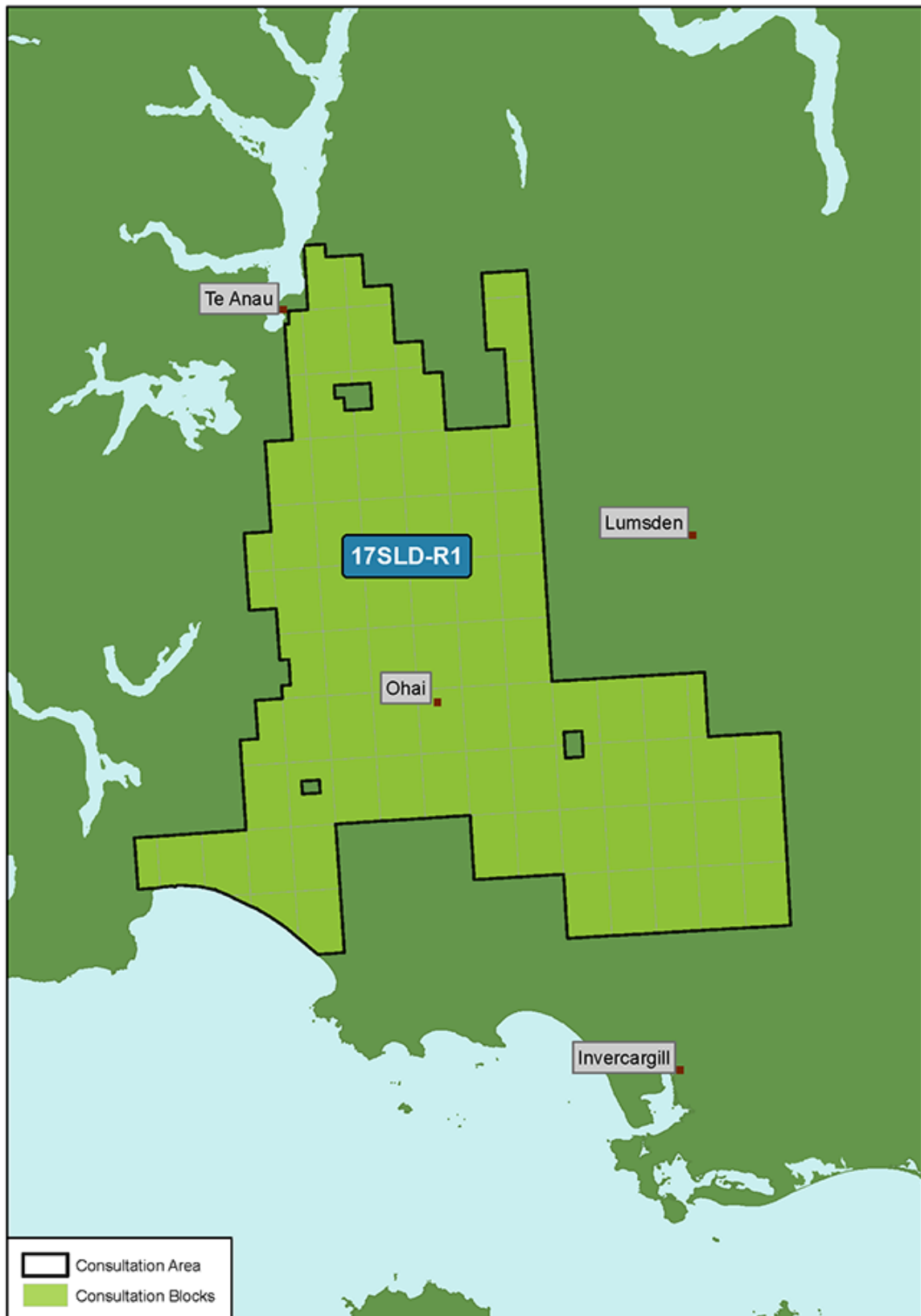
The Canterbury Basin covers 360,000 square kilometres of both onshore and offshore acreage and is also prospective for gas condensate and oil.



## Southland - Onshore

The Western Southland Basin proposed release area includes one onshore release area (4,366 square kilometres).

The Western Southland Basin is prospective for oil and gas but is underexplored.



### **Open Meeting**

<b>To</b>	Waikato District Council
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	23 November 2016
<b>Prepared by</b>	Lynette Wainwright Committee Secretary
<b>Chief Executive Approved</b>	Y
<b>Reference/Doc Set #</b>	GOV1301
<b>Report Title</b>	Receipt of Infrastructure Committee Minutes

## **I. EXECUTIVE SUMMARY**

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To receive the minutes of a meeting of the Infrastructure Committee held on Tuesday 22 November 2016 and to adopt the recommendations contained therein.

## **2. RECOMMENDATION**

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**THAT** the minutes of the Infrastructure Committee meeting held on Tuesday 22 November 2016 be received;

**AND THAT** the following become resolutions of Council:

Whatawhata Hall Site to be Declared Surplus and Available for Sale by Private Treaty

**THAT** part Section 20 Suburbs of Whatawhata CFR SA 228/85 be declared surplus to Council requirements and subject to completion of the legislative requirements of the Local Government Act 2002, be made available for sale by private treaty at a price established by valuation, and to be within Council property policy;

**AND THAT** the nett proceeds of sale be held in the Property Proceeds Reserve to be put towards the provision of a community facility to serve the Whatawhata Community.

**INF1611/07**

George Street Reserve - Easement

**THAT Council exercise its delegated authority under s48 of the Reserves Act 1977 to authorise a grant of electricity easement in gross, in favour of Counties Power Limited, over the land legally described as Lot 1 DP 106591 held in NA 81A/437.**

**INF1611/08**

Waikato District Alliance Contract 14/314 - Mangawara Stream Bridge Design and Construct Variation

**THAT Council approve the contract sum of Contract 14/314 Waikato District Alliance be increased to \$151,925,000 (excl GST);**

**AND THAT Council agrees to including the pain/gain share facility for this project provided overall costs stay within the financial limits of the project.**

**INF1611/10**

### **3. ATTACHMENTS**

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INF Minutes 22 November 2016

**MINUTES** for a meeting of the Infrastructure Committee of the Waikato District Council held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **TUESDAY 22 NOVEMBER 2016** commencing at **9.00am**.

**Present:**

Cr DW Fulton (Chairperson)  
His Worship the Mayor Mr AM Sanson  
Cr A Bech  
Cr JM Gibb *[from 9.04am]*  
Cr S Henderson  
Cr SD Lynch  
Cr RC McGuire  
Cr FM McNally  
Cr BL Main *[until 10.18am and from 10.23am]*  
Cr EM Patterson  
Cr JD Sedgwick  
Cr LR Thomson

**Attending:**

Mr G Ion (Chief Executive)  
Mr T Harty (General Manager Service Delivery)  
Mrs LM Wainwright (Committee Secretary)  
Mr B MacLeod (Raglan Community Board Chairperson)  
Mr P Simcock (New Zealand Transport Agency)  
Mr J Bevan (Transport Planning Manager, New Zealand Transport Agency)  
Ms P McLean (Regional Manager, New Zealand Transport Agency)  
Mr A Corkill (Parks & Facilities Manager)  
Ms J Remihana (Programme Delivery Manager)  
Mr M Mould (Waters Manager)  
Mr C Clarke (Roading Manager)  
Mr M James (Technical Manager Waikato District Alliance)  
Ms F Devonshire (District Co-ordinator Sport Waikato)  
Ms M Jolly (Road Safety Co-ordinator)  
Members of staff

**APOLOGIES AND LEAVE OF ABSENCE**

**Resolved: (Crs Sedgwick/Patterson)**

**THAT** an apology be received from and leave of absence granted to Cr Church and Cr Smith;

**AND THAT** an apology for lateness be received from Cr Gibb.

**CARRIED on the voices**

**INF1611/01**

**CONFIRMATION OF STATUS OF AGENDA ITEMS**

**Resolved: (Crs Lynch/Henderson)**

**THAT** the agenda for a meeting of the Infrastructure Committee held on Tuesday 22 November 2016 be confirmed and all items therein be considered in open meeting with the exception of those items detailed at agenda item 6 which shall be considered with the public excluded.

**CARRIED on the voices**

**INF1611/02**

**DISCLOSURES OF INTEREST**

There were no disclosures of interest.

**RECEIPT OF MINUTES**

**Resolved: (Crs Sedgwick/Thomson)**

**THAT** the minutes of a meeting of the Infrastructure Committee held on Tuesday 13 September 2016 be received.

**CARRIED on the voices**

**INF1611/03**

**REPORTS**

Waikato Expressway Update: Presentation by New Zealand Transport Agency  
Agenda Item 5.1

Representatives from New Zealand Transport Agency gave a verbal and powerpoint presentation and answered questions of the committee.

**Resolved: (Crs Lynch/Thomson)**

**THAT** the report from the General Manager Service Delivery be received.

**CARRIED on the voices**

**INF1611/04**

Cr Gibb entered the meeting at 9.04am during discussion on the above item and was present when voting took place.

Sport Waikato Activity Report – 1 July-30 September 2016  
Agenda Item 5.2

The representative from Sport Waikato gave a verbal update and answered questions of the committee.

**Resolved: (Crs Lynch/Gibb)**

**THAT the report from the General Manager Service Delivery be received.**

**CARRIED on the voices**

**INF1611/05**

Road Safety Education  
Agenda Item 5.3

The Road Safety Co-ordinator gave a verbal update and answered questions of the committee.

**Resolved: (Crs Bech/McInally)**

**THAT the report from the General Manager Service Delivery be received.**

**CARRIED on the voices**

**INF1611/06**

Whatawhata Hall Site to be Declared Surplus and Available for Sale by Private Treaty  
Agenda Item 5.4

**Resolved: (Crs Lynch/Patterson)**

**THAT the report from the General Manager Service Delivery be received;**

**AND THAT part Section 20 Suburbs of Whatawhata CFR SA 228/85 be declared surplus to Council requirements and subject to completion of the legislative requirements of the Local Government Act 2002, be made available for sale by private treaty at a price established by valuation, and to be within Council property policy;**

**AND FURTHER THAT the nett proceeds of sale be held in the Property Proceeds Reserve to be put towards the provision of a community facility to serve the Whatawhata Community.**

**CARRIED on the voices**

**INF1611/07**

George Street Reserve - Easement  
Agenda Item 5.5

**Resolved: (Crs Patterson/Sedgwick)**

**THAT the report from the General Manager Service Delivery be received;**

**AND THAT Council exercise its delegated authority under s48 of the Reserves Act 1977 to authorise a grant of electricity easement in gross, in favour of Counties Power Limited, over the land legally described as Lot 1 DP 106591 held in NA 81A/437.**

**CARRIED on the voices**

**INF1611/08**

Service Delivery Report for November 2016  
Agenda Item 5.6

The Technical Manager Waikato District Alliance gave a verbal update and answered questions of the committee.

**Resolved: (Crs Patterson/Thomson)**

**THAT the report from the General Manager Service Delivery be received.**

**CARRIED on the voices**

**INF1611/09**

Cr Main withdrew from the meeting at 10.18am during discussion on the above item and was not present when voting took place.

Waikato District Alliance Contract 14/314 - Mangawara Stream Bridge Design and Construct Variation  
Agenda Item 5.7

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

**THAT the report from the General Manager Service Delivery be received;**

**AND THAT the Infrastructure Committee recommend to Council that the approved contract sum of Contract 14/314 Waikato District Alliance be increased to \$151,925,000 (excl GST);**

**AND FURTHER THAT the Infrastructure Committee agrees to including the pain/gain share facility for this project provided overall costs stay within the financial limits of the project.**

**CARRIED on the voices**

**INF1611/10**

Cr Main re-entered the meeting at 10.23am during discussion on the above item and was present when voting took place.

The meeting adjourned at 10.36am and resumed at 10.58am.

Award of Contract 15/309 – District Wide Wastewater Pump Station Renewals and Bulk Meter Installation  
Agenda Item 5.8

**Resolved: (His Worship the Mayor/Cr Lynch)**

**THAT the report from the General Manager Service Delivery be received.**

**CARRIED on the voices**

**INF1611/11**

Increase to Approved Contract Sum – Contract No 14/481 Agreement to Provide Goods – Outdoor Recreation Signage  
Agenda Item 5.9

**Resolved: (His Worship the Mayor/Cr Sedgwick)**

**THAT the report from the General Manager Service Delivery be received.**

**CARRIED on the voices**

**INF1611/12**

### **EXCLUSION OF THE PUBLIC**

Agenda Item 6

**Resolved: (His Worship the Mayor/Cr Lynch)**

**THAT the report of the Chief Executive be received;**

**AND THAT the public be excluded from the meeting to enable the Committee to deliberate and make decisions on the following items of business:**

**Receipt of Minutes dated 13 September 2016**

## REPORTS

**a. Waikato Expressway – All Sections Issues Register – Update November 2016**

**This resolution is made in reliance on section 48(1)(a) and 48(2)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by sections 6 or 7 of that Act which would be prejudiced by the holding of the whole or the relevant part(s) of the proceedings of the meeting in public are as follows:**

Reason for passing this resolution to withhold exists under:	Ground(s) under section 48(1) for the passing of this resolution is:

### Section 7(2)(i)

**Section 48(l)(d)**

## **CARRIED on the voices**

INF1611/13

*Resolutions INF161114 - INF161116 are contained in the public excluded section of these minutes.*

Having resumed open meeting and there being no further business the meeting was declared closed at 11.17am.

Minutes approved and confirmed this                      day of                      2016.

Cr DW Fulton

## CHAIRPERSON

Minutes 2016/INF/161122 INF Minutes

### **Open Meeting**

<b>To</b>	Waikato District Council
<b>From</b>	Tim Harty General Manager Service Delivery
<b>Date</b>	29 November 2016
<b>Prepared by</b>	Samantha Frederick Leasing Officer
<b>Chief Executive Approved</b>	Y
<b>Reference/Doc Set #</b>	03801/293.03 03801/293.00
<b>Report Title</b>	Disposal of houses at 8 and 10 Ford Street, Pokeno

## **I. EXECUTIVE SUMMARY**

The Pokeno stormwater catchment plan, contained within the Pokeno Structure Plan, identified that the properties at 8 and 10 Ford Street Pokeno sit within the overland storm water flow path, and have the potential to be subject to a flooding risk. Due to the potential risk, Franklin District Council purchased the properties in 2009.

The residential dwellings located on these properties are in poor to average condition, with only one currently tenanted (until February 2017). Expenditure is required for interior redecoration, Heating Ventilation Air Conditioning (HVAC) replacement, ceiling and flooring repairs, and for the replacement of the electrical wiring to ensure compliance with the Electrical (Safety) Regulations 2010, and to ensure the houses remain in a higher habitable standard.

Given the flooding potential, the required expenditure does not represent good value to Council or the ratepayer.

The recommendation of this report, if approved, would enable the houses to be sold for removal, at a price to be established by valuation, with the nett proceeds of sale, minus costs, to be credited to the Property Proceeds Reserve.

The land will remain in Council ownership as a park for use as a passive greenspace, and for any future roading changes required due to the towns growth. Because of the flood risk, the land is not suitable for formal recreational development.

## **2. RECOMMENDATION**

**THAT the report from the General Manager Service Delivery be received;**

**AND THAT** the residential dwellings at 8 and 10 Ford Street, Pokeno, be declared surplus to Council requirements and be offered for sale by removal, at a price to be established by market valuation, and to be within Council property policy, with the nett proceeds of sale, minus costs, to be credited to the Property Proceeds Reserve;

**AND FURTHER THAT** should the residential dwellings not be purchased through the sale process, that they are approved for demolition to absolve Council of ongoing costs and risks associated with unused dwellings.

### **3. BACKGROUND**

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Franklin District Council's stormwater catchment plan, contained within the Pokeno Structure Plan, identified that the properties at 8 and 10 Ford Street, Pokeno sit within a stormwater overland flow path, and as such have the potential to be subject to a flooding risk.

The properties, which are legally described as Lots 1 and 2 DP 207324 contained in Certificates of Title NA 135D/85, and NA135/86 (respectively), total 6,194 square meters of freehold land. The properties were purchased by Franklin District Council in 2009 to mitigate the legal risks to Council due to flood mapping works undertaken when developing the Pokeno Structure Plan.

One of the two residential dwellings is currently tenanted, with the tenancy due to expire in February 2017. Routine annual inspections have identified that the properties are in poor to average condition and that expenditure is required for interior redecoration, HVAC replacement, ceiling and flooring repairs, and for the replacement of the electrical wiring to ensure compliance with the Electrical (Safety) Regulations 2010, and to ensure the houses remain in a habitable standard.

Reactive maintenance has been carried out on the dwellings throughout the duration of Council's ownership, however recent changes to the Residential Tenancies Act 1986 place greater obligations on the landlord to bring the dwellings up to a higher habitable standard.

### **4. DISCUSSION AND ANALYSIS OF OPTIONS**

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#### **4.1 DISCUSSION**

Given the flooding potential, the required expenditure does not appear to represent good value to Council or the ratepayers.

Should the dwellings be removed the freehold land will remain in Council ownership. Due to the nature and location of the land a possible use could be as a passive greenspace, and for any future roading changes required due to the towns growth. Because of the flood risk, the land is not suitable for formal recreational development. The land will be managed through the City Care Open Spaces contract initially, with fortnightly mowing to keep the space tidy while future options are determined.

It is understood that there may be a requirement from Roding to use this land for projects in the Pokeno area in the foreseeable future, should this not progress Council will look to options for disposing of the land. Unless the land is required for other specific public works, Council cannot proceed to change the intended use of the land without first going through the offer back process under Section 40 of the Public Works Act 1981.

The 10 Ford Street tenants current lease agreement is a fixed period tenancy ending 12<sup>th</sup> February 2017. As the lease agreement is a fixed term tenancy, Council is required to advise tenants that the lease agreement will not be renewed between 90 days' and 21 days' before the end date. To give the current tenants as much time as possible to find alternate arrangements Staff provided 90 days' notice (as at 16 November 2016) that the lease agreement will not be renewed. Council has agreed to end the fixed term tenancy early should the current tenants wish to do so.

Should Council decline the recommendations of this report and select option 2, the timing required to have the budget in place and works undertaken, would mean that Council would fail its obligations as landlord under the Residential Tenancies Act 1986 in the interim. Therefore, no matter which option proceeds, having the dwellings untenanted is necessary.

## 4.2 OPTIONS

There are two options:

**Option 1:** That Council approve the recommendations of this report.

A property inspection has identified that the dwellings at 8 and 10 Ford Street are in poor to average condition and require significant expenditure (approximately \$20,000) to ensure that they remain in a higher habitable condition.

The recommendations of this report will enable the houses to be sold for removal. The land will remain in Council ownership, for use as a park or for any future roading projects.

The subsequent recommendation being that should the dwellings not achieve sale within the market valuation and property policy, the dwellings be approved for demolition in order to remove the associated costs and risks related to occupied dwellings.

The estimated demolition costs for both dwellings, at 380m<sup>2</sup> total, is approximately \$50,000. If the dwellings are marked for demolition, Parks & Facilities operational budgets would be prioritised to cover the costs. As the land was obtained by Franklin District Council in 2009 for flood mitigation and public works, the dwellings are required to be removed / demolished at some point in order for the land to be used, and the most cost effective option is to do this before outlaying further expenditure to try and bring the dwellings up to a higher habitable standard.

This option is recommended.

**Option 2:** Council can decline to approve the recommendations of this report.

Should the recommendations of this report be declined, the dwellings will remain in Council ownership and will require significant expenditure to ensure the houses are at a habitable standard should further tenancing be desired.

## **5. CONSIDERATION**

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### **5.1 FINANCIAL**

Council's property policy provides that property may be disposed of at a price within 10% of market valuation, unless otherwise resolved by Council.

The nett proceeds of sale, by removal, will be credited to the Property Proceeds Reserve, minus costs.

Should the recommendations of this report be declined, there will be approximately \$20,000 worth of work to be carried out between both dwellings that is not provided for in the Facilities budget.

Due to the intention behind the land purchase in 2009, for mitigating risks relating to flood protection zones, the properties were never intended to be tenanted for a lengthy period of time. As such there has never been a dedicated maintenance or renewals budget set aside for them. The changes to the Residential Tenancies Act 1986 means that the cost obligations on Council as landlord now exceed the revenue derived from the tenancies.

### **5.2 LEGAL**

The power of sale is contained within the general competence provisions of Section 12 of the Local Government Act 2002.

Under the Residential Tenancies Act 1986, Section 45 Landlord's responsibilities, Council is required to keep the premises compliant with requirements in respect of buildings, health, and safety under any enactment so far as they apply to the premises.

### **5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT**

The land was originally acquired by Franklin District Council, in connection with flood risk as identified in the Stormwater Catchment Plan contained within Pokeno Structure Plan.

### **5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS**

The Significance and Engagement Policy requires the Council to take into account the degree of importance and determine the appropriate level of engagement, as assessed by the local authority, of the issue, proposal, decision, or matter, in terms of its likely impact on, and likely consequences for:

- (a) The district or region;
- (b) Any persons who are likely to be particularly affected by, or interested in, the issue, proposal, decision, or matter;
- (c) The capacity of the local authority to perform its role, and the financial and other costs of doing so.

The Policy provides at Schedule I a list of Waikato District Council's strategic assets that Council needs to retain if it is to maintain its capacity to achieve or promote any outcome that it determines to be important to the current or future well-being of the community.

While Schedule I identifies the Stormwater network as a whole is considered to be a strategic asset, the residential houses at 8 and 10 Ford Street are not identified as strategic assets.

There has been no public consultation on the proposed sale by removal of the residential houses. The existing tenants have not yet been advised of this proposal.

The disposal of the residential houses is considered a commercial business decision, with any proceeds resulting from disposal (sale, by removal) to be credited to the Property Proceeds Reserve, minus costs.

## **6. CONCLUSION**

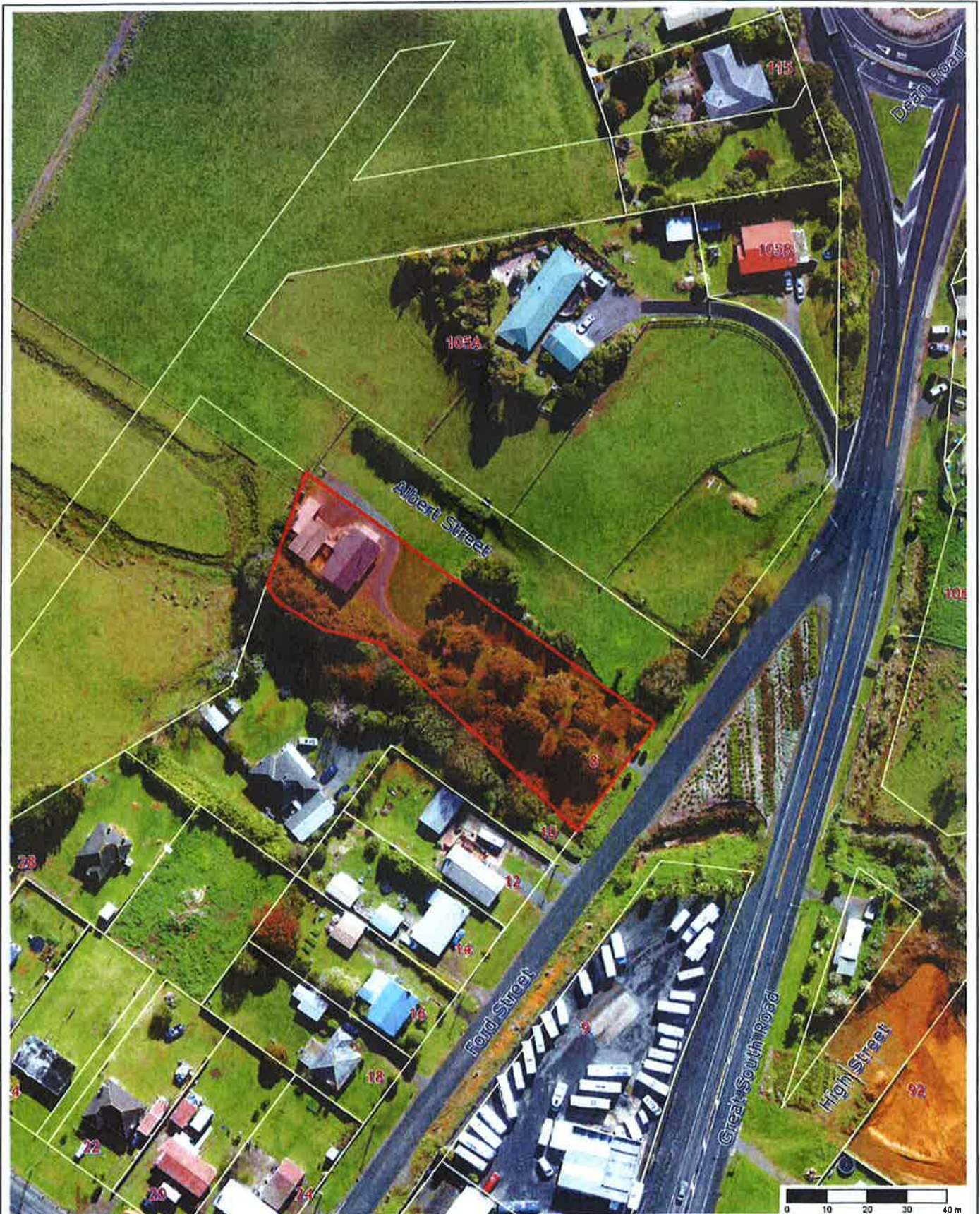
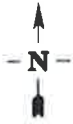
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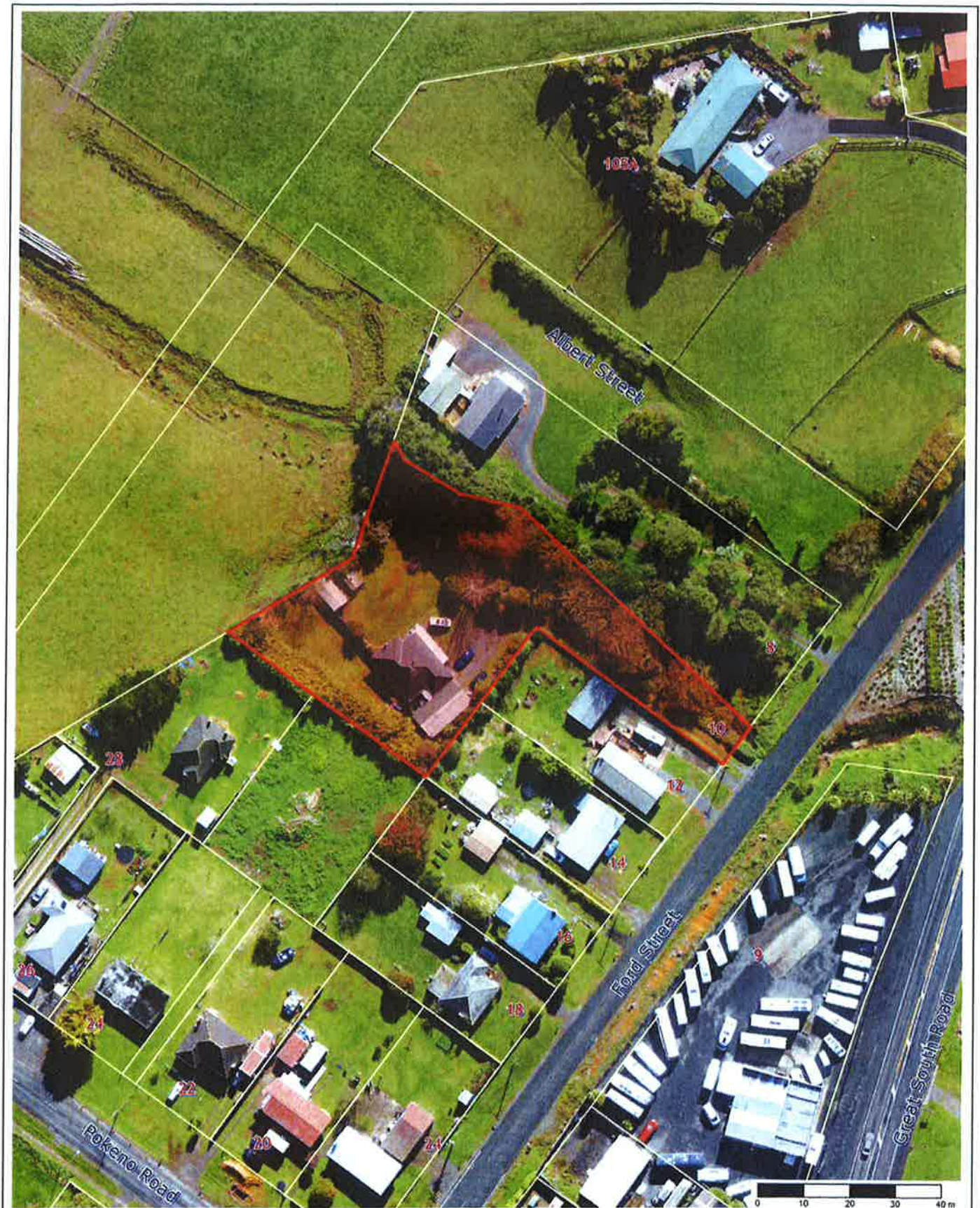
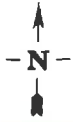
The residential dwellings at 8 and 10 Ford Street, Pokeno, are in poor to average condition and require further expenditure to ensure that they remain in a habitable condition. Given the identified flood risk, it represents better value to Council that the houses be sold for removal, and that the land is held for use as a park as a passive greenspace, or for future roading projects.

## **7. ATTACHMENTS**

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- Attachment 1: Location Diagram 8 Ford Street Pokeno
- Attachment 2: Location Diagram 10 Ford Street Pokeno
- Attachment 3: Land Status Report 8 Ford Street Pokeno
- Attachment 4: Land Status Report 10 Ford Street Pokeno





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1 - DEC 2014

Waikato District Council

SCANNED

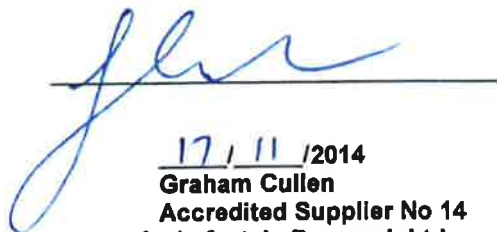
Doc No

**Site: Ford Street Pokeno  
Lifestyle Research  
LAND STATUS REPORT**

03801/293.03

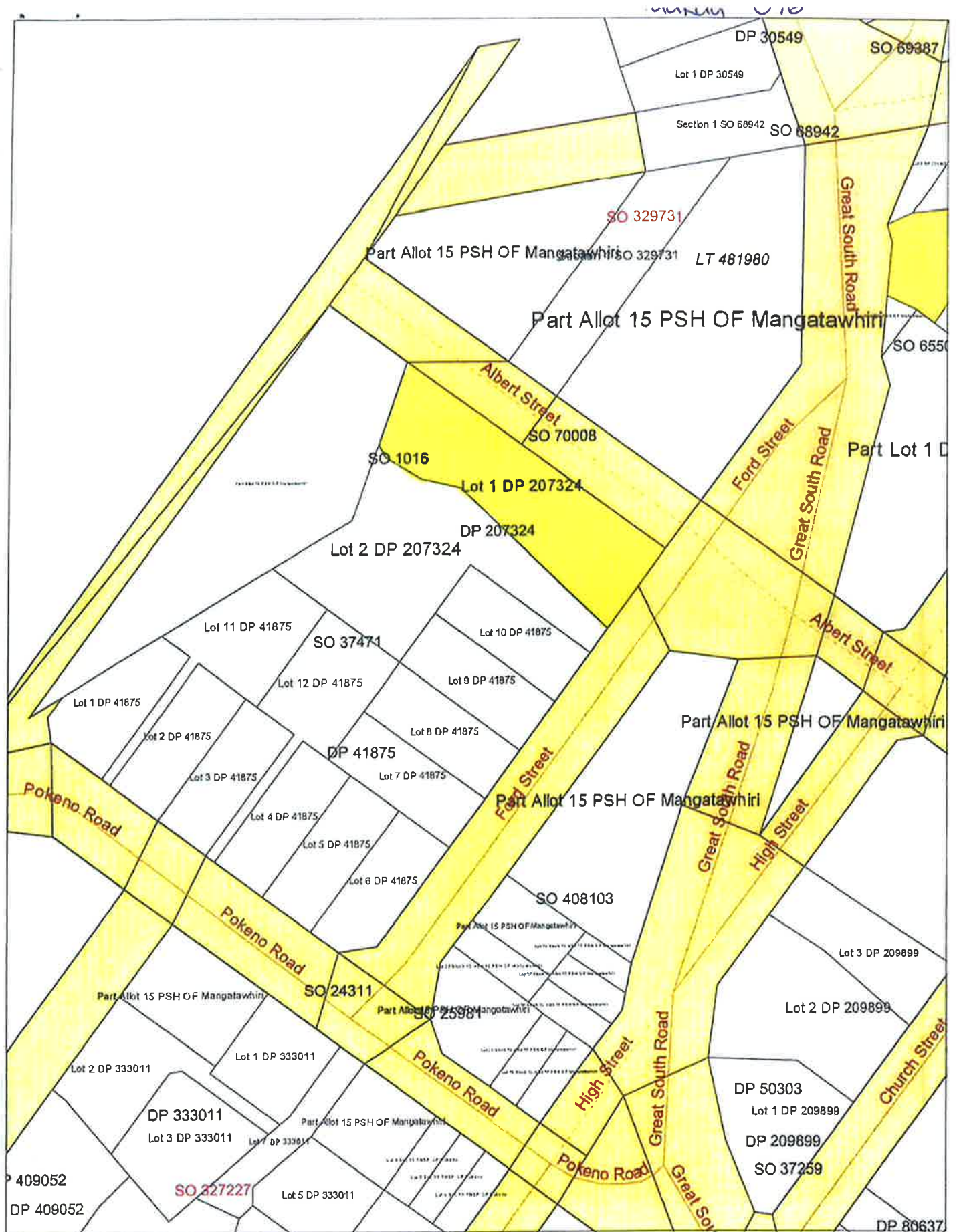
**Legal Description:** Lot 1 DP 207324**Situated in Block Number:** I**Survey District:** Maramarua**Area :** 2951 square metres**Plan References:** DP 207324**Land Status:** General Land**Instrument of Title:** CFR NA 135D/85**Owner(s):** Waikato District Council**Administrating Body:** Waikato District Council**Authority/Document:** CFR NA 135D/85**Interests affecting the Land:** Nil**LAND HAS NO CROWN RESIDUAL INTEREST**

**Comments:** No Crown Residual Interest. The Land was originally private land that was transferred to the Franklin District Council in 2009 vide Transfer 8122496.2. Transmission required from Franklin District Council to Waikato District Council.



17 / 11 / 2014  
Graham Cullen  
Accredited Supplier No 14  
for Lifestyle Research Ltd

**LR Ref:** LMS 1254 Tuakau 076



### Spatial Map Print

Scale 1 : 1600



This data has been compiled from official records. Location of boundaries requires an analysis of all relevant information in compliance with the Survey Regulations. Attribute data requires an analysis of the appropriate legal record.



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1 - DEC 2014

Waikato District Council

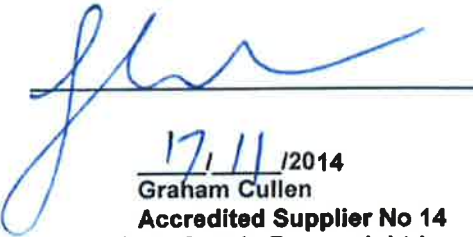
**SCANNED** Site: 10 Ford Street Pokeno  
Lifestyle Research  
LAND STATUS REPORT

Doc No.

03801 / 293.20

**Legal Description:** Lot 2 DP 207324**Situated in Block Number:** 1**Survey District:** Maramarua**Area :** 3243 square metres**Plan References:** DP 207324**Land Status:** General Land**Instrument of Title:** CFR NA 135D/86**Owner(s):** Waikato District Council**Administrating Body:** Waikato District Council**Authority/Document:** CFR NA 135D/86**Interests affecting the Land:** Nil**LAND HAS NO CROWN RESIDUAL INTEREST**

**Comments:** No Crown Residual Interest. The Land was originally private land that was transferred to the Franklin District Council in 2009 vide Transfer 8122411.2. Transmission required from Franklin District Council to Waikato District Council.

  
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Scale 1 : 1600



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spierce001

### **Open Meeting**

<b>To</b>	Waikato District Council
<b>From</b>	Tim Harty General Manager Service Delivery
<b>Date</b>	24 November 2016
<b>Prepared by</b>	Tony Peake Asset Engineer
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	RDN0202
<b>Report Title</b>	<b>Road Name Proposal for new road off Vineyard Road, Te Kauwhata</b>

## **I. EXECUTIVE SUMMARY**

---

This report seeks the Council's approval of a developer proposal to name a new road, located at 49 Vineyard Road, Te Kauwhata, Old Vintners Close. The new road has potential to provide access to 12 properties.

## **2. RECOMMENDATION**

---

**THAT the report from the General Manager Service Delivery -Road Name Proposal for new road off Vineyard Road, Te Kauwhata- be received;**

**AND THAT Council approves a proposal to name the new road developed to service the Vineyard Road Limited subdivision - Old Vintners Close.**

## **3. BACKGROUND**

---

Vineyard Road Limited have developed a further stage of their subdivision at 49 Vineyard Road.

A 320m length of road (Lot 100) has been constructed to vest to Council. The road will meet Council standards and provides access within the 17 Lot subdivision.

This is the second stage of the subdivision and is located immediately westward from the first stage, which contained two Right Of Ways (ROW), named Bordeaux Place and Cellar Close.

During the first stage construction, the developer proposed Vintners Lane for one of the ROW's, however this proposal was declined due to the same name being allocated in Tamahere.

It is now necessary to name the road to provide RAPID address points to the 12 second stage allotments directly accessed. The developer has proposed the name Old Vintners for the new road. There were no further name proposals received.

Sections 1.2(a) and 2.3(a) of the Road naming Policy requires either the Infrastructure Committee or Council to approve road name applications following consultation with the relevant Community Committee or Community Board.

## **4. DISCUSSION AND ANALYSIS OF OPTIONS**

---

### **4.1 DISCUSSION**

Staff's view is that the name Old Vintners Close creates sufficient distinction and avoids confusion with the already named Vintners Lane in Tamahere.

Old Vintners follows the Te Kauwhata wine theme adopted by many of the names on the approved Te Kauwhata road name listing. The name Old Vintners had not been proposed when the listing was approved by Council.

Wine production is an important activity associated with Te Kauwhata area, hence a name with an area activity background has the highest weighting and importance in the name selection process.

The developer's name proposal has been supported by the Ward Councillor and the Te Kauwhata Community Committee (via e-mail).

Council should consider the merits of this name proposal against Council's road naming policy guidelines and indicate, by resolution, whether the name is to be approved or declined.

### **4.2 OPTIONS**

There are three options:

- Option 1:** For Council to approve the name Old Vintners Close for the new subdivision road located at 49 Vineyard Road, Te Kauwhata.
- Option 2:** For Council to decline the name Old Vintners Close for the new subdivision road at 49 Vineyard Road, Te Kauwhata, and instead request the developer to supply two new names for the Ward Councillor to consider.
- Option 3:** For Council to decline the name Old Vintners Close for the new subdivision road at 49 Vineyard Road, Te Kauwhata, and instead request the developer to select a name from the approved Te Kauwhata road name list.

Staff support Option 1.

## 5. CONSIDERATION

---

### 5.1 FINANCIAL

All external costs will be met by the developer.

### 5.2 LEGAL

Nil

### 5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

Community Committee consultation around private road naming has been undertaken in accordance with Council policy and standard operating procedures.

### 5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

Highest levels of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
This matter is not considered to be significant in terms of Council's significance policy.					

Planned	In Progress	Complete	
		Yes	Internal
		Yes	Community Boards/Community Committees
No			Waikato-Tainui/Local iwi
No			Households
No			Business
No			Adjoining TLA's.

## 6. CONCLUSION

---

Council is requested to consider relative merits of this road name proposal and endorse a decision by way of resolution.

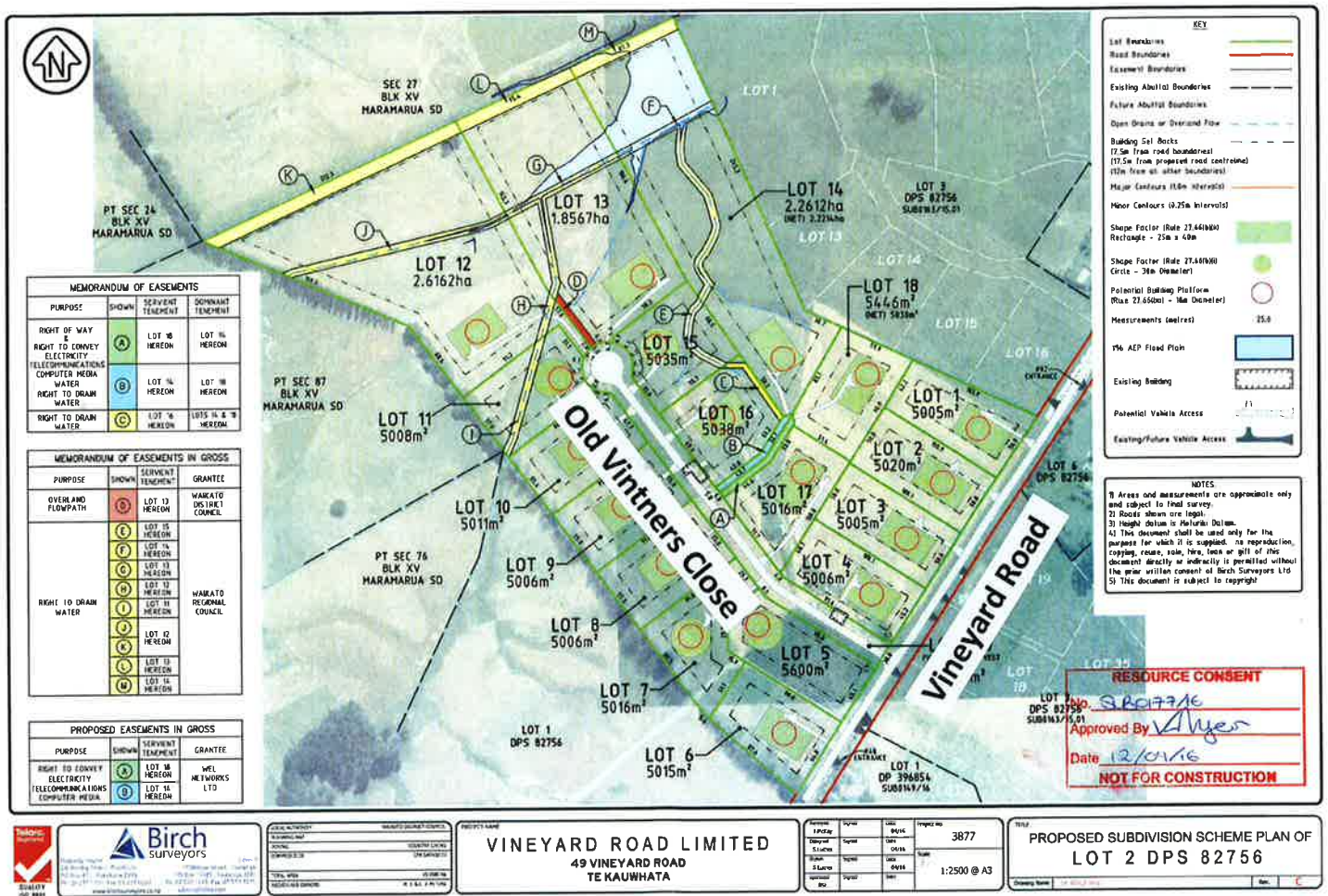
It is recommended that Council supports naming the road Old Vintners Close in accordance with Council's naming policy guidelines.

The Council's road naming policy gives a highest weighting to local activity themed names.

## 7. ATTACHMENTS

---

- Locality Plan



### **Open Meeting**

<b>To</b>	Waikato District Council
<b>From</b>	Tim Harty General Manager Service Delivery
<b>Date</b>	24 November 2016
<b>Prepared by</b>	Tony Peake Asset Engineer
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	RDN0202
<b>Report Title</b>	<b>Road Name Proposals for new road at 265 Collie Road, Te Kowhai</b>

## **I. EXECUTIVE SUMMARY**

---

This report seeks the Council's approval of a Te Kowhai Community Committee proposal to name a new road, located off Collie Road, Te Kowhai, Charles Barton Lane. The new road has potential to provide all-weather access for at least 7 properties.

This report recommends Council endorses the Committee's name proposal.

## **2. RECOMMENDATION**

---

**THAT the report from the General Manager Service Delivery -Road Name Proposals for new road at 265 Collie Road, Te Kowhai- be received;**

**AND THAT the Council endorses a proposal to name the new road, constructed to service the OE and VM Madgwick subdivision, Charles Barton Lane.**

## **3. BACKGROUND**

---

OE and VM Madgwick have developed a three-lot subdivision within their property at 265 Collie Road.

Over the period from 2009 to 2015, a 170m length section of paper road was constructed to Right-of-Way (ROW) standards and provide access to the Madgwick 3 Lot subdivision.

Since the ROW works were constructed, three adjacent properties have developed secondary access points for their properties.

It is necessary to name the road to provide complete RAPID address points to the 3 Madgwick developed allotments and provide for any future development.

Sections 1.2(a) and 2.3(a) of the Road naming Policy requires either the Infrastructure Committee or Council to approve road name applications following consultation with the relevant Community Committee or Community Board.

## 4. DISCUSSION AND ANALYSIS OF OPTIONS

---

### 4.1 DISCUSSION

Staff invited the four owners who now access from the formed road to submit name proposals. The three lot subdivision retains Madgwick ownership.

The land eastward from the formed section steepens making extended road development expensive. The neighbours on the north side of the lane have since gained improved secondary access to their properties. Staff do not know if any owners propose to develop additional potential lots in the future.

There have been three alternative name proposals put forward by residents.

The three names were discussed by the Te Kowhai Community Committee at a regular meeting on 14 November 2016 and the Committee voted unanimously for the name Charles Barton to be selected.

Council should consider the relative merits of the three name proposals against road naming policy guidelines and also consider the Te Kowhai Community Committee unanimous support for the name Charles Barton. Council will then need to endorse its own name choice by resolution.

### 4.2 OPTIONS

There are three options:

**Option 1:** Vikki Madgwick (adjacent owner and the first developer) has proposed the developer themed name **Madgwick** for the road. As developer, Vikki Madgwick has funded road construction to a sealed ROW standard and enabled two more families to make homes in the area.

**Option 2:** Charmaine Smith (adjacent owner) has proposed the name of a noteworthy person - **Wally Smith** - for the road. Ross and Wally Smith purchased their property in 1976 and developed the homekill business named after Wally. Wally took responsibility for maintenance of the metal road access before he passed away in 2012.

**Option 3:** Graham McBride (adjacent owner) has proposed the historical themed name **Charles Barton** for the road. Charles Barton originally owned the land adjacent to the road now occupied by the McBride family. Barton was granted the land in 1869 for services to the Auckland Militia. Barton served on the Ngaruawahia

District Board, Newcastle Licensing Committee, New Zealand Farmers Co-operative Association, Hamilton Borough Council, and was elected Borough Mayor in 1887. He lost the lands at Te Kowhai after becoming bankrupt and resigned from Council in 1888. He was appointed Town Clerk in 1889 and supported development of the Waikato Hospital. Barton's municipal career lasted for nearly 50 years.

## 5. CONSIDERATION

### 5.1 FINANCIAL

All costs related to naming of this road may have to be met by Council. This is due to the 224c certificate being issued to the developer before the allotment address points were fully determined.

### 5.2 LEGAL

Nil

### 5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

Community Committee consultation around private road naming has been undertaken in accordance with Council policy and standard operating procedures.

### 5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

Highest levels of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
This matter is not considered to be significant in terms of Council's significance policy.					

Planned	In Progress	Complete	
		Yes	Internal
		Yes	Community Boards/Community Committees
No			Waikato-Tainui/Local iwi
		Yes	Households
No			Business
		Yes	Adjoining TLA's.

## 6. CONCLUSION

Council is requested to consider relative merits of the three road name submissions and endorse a name decision by way of resolution.

It is recommended that Council names the road in accordance with Road Naming policy guidelines.

The Council's road naming policy gives a higher weighting to historical themed names than noteworthy person themes. The policy doesn't provide for developer themed names.

The name Charles Barton appears to create a historical theme relevant to Te Kowhai and therefore gains a higher weighting in Council's road naming policy over both noteworthy person and developer themes.

## **7. ATTACHMENTS**

---

- Locality Plan
- Charles Barton Biography



# Barton, Charles John Wright

by E. R. Doolin

## Biography

Charles John Wright Barton was born, according to family information, on 6 February 1852 at Daventry, Northamptonshire, England, and was baptised there on 2 March. He was the son of Charlotte Kinder and her husband, Charles John Wood Barton. Charles junior never knew his father, who was Church of England chaplain to the British community in Canton (Guangzhou), China, and died of a fever at Macao soon after being married.

Charlotte Barton persuaded her youngest brother, Henry Kinder, to accompany her and her baby to New Zealand. They arrived at Wellington on the *Northfleet* in 1853 and settled in Auckland. In 1855 they were joined by Charlotte's mother, sister and older brother, the Reverend John Kinder, who was the first headmaster of the Church of England Grammar School in Parnell (which Charles Barton probably later attended). Charlotte Barton married in 1864 Major Thomas Wilson of the 3rd Regiment, Waikato Militia, who later that year was allotted land at Cambridge in Waikato.

In 1869 Charles was appointed an ensign in the Auckland Militia and for his services received a grant of 79 acres at Te Kowhai, near Hamilton, adjoining land granted to his stepfather. His holding was later increased by a further substantial grant and the amalgamation of his property with that of his stepfather. On 4 December 1879 at Ngaruawahia Barton married Marion Edgecumbe, one of a prominent local family. Marion gave invaluable support to her husband during his long municipal career.

Around the time of his marriage, Barton entered local body politics by serving on the Town of Ngaruawahia District Board. He was elected to the Newcastle Licensing Committee in 1882. The following year he was appointed canvasser and then in 1884, secretary of the newly formed North New Zealand Farmers' Co-operative Association, and spent six months raising finance for the venture.

Barton's stepfather died in 1883 and, having sold most of the farm holdings, Barton moved into business in Hamilton. In September 1884 he purchased the Waikato Brewery in Hamilton East and in May 1885 he became proprietor of the Commercial Hotel in the town's main street. In 1886 Barton and seven others leased land at Claudelands, developed a racecourse, and established the South Auckland Racing Club with Barton as honorary secretary.

Already a well-known figure in the town, Charles Barton was elected to the Hamilton Borough Council in 1886 and in 1887 he became mayor at the age of 35. While in office he supported the development of saleyards – an important facility for a farming service centre. Early in his term he struck business difficulties, which were caused by a depressed local economy. He leased the brewery to concentrate on the Commercial Hotel but lost the remaining lands at Te Kowhai when he failed to meet mortgage repayments. He became bankrupt while in office and resigned in 1888.

His recovery was swift. In 1889 he was appointed as town clerk, a salaried position he held for the next 13 years. He was required to act as treasurer, valuer, rates collector, dog registrar, inspector of nuisances and returning officer, and was also secretary to the Public Library Committee and the Domain Board. In addition he was employed as secretary of the Waikato Hospital and Charitable Aid Board from 1889 to 1903. A strong supporter of the new hospital in Hamilton, his interest in this aspect of his work went beyond duty. He daily visited patients with mail and newspapers and ran errands for them.

As a skilled administrator and secretary, Barton achieved prominence in many sporting and social organisations. For many years he was an office-bearer in Masonic Lodge Beta-Waikato, he helped organise public concerts and sports days, and he was on the committees of cricket, lawn tennis and athletics clubs.

Barton was persuaded to stand for mayor again in 1903 and won a keenly fought contest with J. S. Bond. Declaring that Hamilton was 'going ahead', he produced a comprehensive scheme for the development of

the borough through the construction of new saleyards, a town hall, and improved sanitation and drainage. Once again however, business problems led him to resign after only a few months.

Barton continued as a borough councillor until his resignation in 1933, at the age of 81. Known for his wit and debating skills, he was referred to as the 'watch-dog of the Council' because of his political astuteness and knowledge of local affairs. During a municipal career of nearly half a century Barton always expressed faith in the future of Hamilton. Charles Barton died on 4 March 1935 at the Waikato Hospital, survived by his wife and their seven children.

## External links and sources

### More suggestions and sources

Gibbons, P. J. *Astride the river*. Hamilton, 1977

Innes, C. V. *A crown for the lady*. Tauranga, 1989

Obit. *Waikato Times*. 5 March 1935: 7

#### How to cite this page:

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URL: <http://www.TeAra.govt.nz/en/biographies/3b14/barton-charles-john-wright>

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### **Open Meeting**

<b>To</b>	Waikato District Council
<b>From</b>	Tim Harty General Manager Service Delivery
<b>Date</b>	5 December 2016
<b>Prepared by</b>	Tim Harty
<b>Chief Executive Approved</b>	Y
<b>Reference/Doc Set #</b>	CVN0102
<b>Report Title</b>	Sub Regional Water CCO

## **I. EXECUTIVE SUMMARY**

---

Since 2012 multiple independent reports have suggested water in the wider region could be far more cost-effectively and efficiently managed on behalf of ratepayers. Specifically, an independent report from Cranleigh in May 2015 recommended Waikato District, Waipa District and Hamilton City Councils form a Council Controlled Organisation (CCO) to manage water and wastewater across the sub-region. The report recommended the three councils retain ownership of urban stormwater assets, but outsource their management to the CCO.

All three Councils have since resolved to support the formation of an asset-owning CCO.

In June 2016 the three Councils unveiled a Record of Agreement (RoA) outlining how an asset-owning CCO might look, if one was formed. In June, Waikato District Council resolved to adopt and consult on the RoA, pending affirmation from the newly elected Council following the October 2016 elections. In July 2016, Waipa District and Hamilton City Councils resolved to do the same.

All three Councils noted that a final decision on whether or not to form a CCO could not be made until all three Councils formally proposed to form a CCO following the October 2016 local body elections, and until ratepayers and the general public had been consulted.

Since the election Waikato District Council has been briefed twice on the CCO and the RoA reached between all three Councils. Informal discussions between Mayors have continued and some potential changes have been discussed. To date, nothing has been formally tabled by either Hamilton City Council or Waipa District Council.

Waikato District Council must now consider whether to formally adopt the proposition of forming an asset-owning CCO. In doing so, it would signal its support for the existing Record of Agreement, with some minor amendments, as noted in this report. Major amendments to the RoA are likely to require a full rework of the proposal, with associated costs and timing.

If the proposal to form an asset-owning CCO is supported, further work will be required to plan the next stage of the project, including (among other tasks) developing a full Special Consultative Procedure (SCP) as per the Local Government Act 2002. This SCP is yet to be developed and will only be done once the position of all parties is better known.

## **2. RECOMMENDATION**

---

**THAT** the report from the **General Manager Service Delivery -Sub Regional Water CCO-** be received;

**AND THAT** Council formally support the formation of an **Asset Owning Three Council Water CCO:**

**AND FURTHER THAT** Council adopt the attached draft **Record of Agreement**, incorporating any necessary amendment in relation to any decision on water meters for **Hamilton City** being made by that **Council** alone as the basis of the formation of a three council asset-owning **Water CCO:**

**AND FURTHER THAT** Council request staff to develop the plan to undertake the next stage of the project, including a full public consultative process and delegate the approval of this plan to the members of the **Waters Governance Group.**

## **3. BACKGROUND**

---

Since 2012 multiple independent reports have suggested water in the wider region could be far more cost-effectively and efficiently managed on behalf of ratepayers. Specifically, an independent report from Cranleigh in May 2015 recommended Waikato District, Waipa District and Hamilton City Councils form a Council Controlled Organisation (CCO) to manage water and wastewater across the sub-region. The report recommended the three councils retain ownership of urban stormwater assets, but outsource their management to the CCO.

At an extra ordinary meeting of Council on 29 June this year, this Council adopted the Record of Agreement (attached) related to the formation of a CCO with Waipa District and Hamilton City Councils (the Councils).

The RoA was developed via a series of independently facilitated workshops with members of a representative Governance Group involving His Worship the Mayor and the previous Chair and Deputy Chair of the Strategy and Finance Committee.

As outlined within the June report, supporting the RoA did not mean a decision to form a CCO had been made. The formation of a Sub Regional Water CCO could not progress until:

- All three Councils formally proposed forming a CCO following the 2016 Local Government Elections,
- Formal public consultation had been carried out.

Council must now formally consider whether or not to confirm its support for an asset-owning CCO formed on the basis of the attached RoA. Doing so would signal Council wishes to progress to the next stage of the project; undertaking a Special Consultative Procedure process as outlined within the Local Government Act 2002.

## **4. DISCUSSION AND ANALYSIS OF OPTIONS**

---

### **4.1 DISCUSSION**

#### **4.1.1 Council Briefings**

Since the October 2016 election, Councillors have been formally briefed on two separate occasions on the history and the current status of the Sub Regional Waters CCO proposal. The first briefing was completed internally on 2 November and the second, at the sub regional Council meeting on the 23 November at Karapiro.

With this in mind, this report is not an in-depth review of the background of the project, the details of the analysis that recommended an asset-owning Waters CCO nor the details of the RoA. However, it is worth noting that multiple reports have been completed over the length of the project relating to these matters; all of which are available publicly. All have indicated that the formation of an asset-owning CCO provides the most advantages to ratepayers and the wider community, both financially and non-financially.

Notwithstanding this, it must be acknowledged that the formation of an asset-owning CCO will not be without its challenges. There are still a number of key and complex matters related to the formation of such an entity that need to be addressed prior to any “go live” date.

Some of these matters include (but are not limited to:

- Uncertainty of treatment of vested assets in current legislative framework
- Availability of a rates rebate scheme
- Managing growth across the sub region
- Certainty of asset condition information
- Agreement on process and timing of tariff harmonisation

This list of issues supports the current proposal that any asset-owning CCO will require a two year transition process the between formally being created and officially going live as an entity. This is considered sufficient time to allow these matters to be addressed.

Notwithstanding these complexities, should Council support the formation of an asset-owning Water CCO, the next step would be to develop and run a joint Special Consultative Procedure on that formal proposal, as soon as practicable. The exact timeframe would depend on the respective views of the councils and on an agreed consultation process.

#### **4.1.2 Current status of RoA**

The current RoA outlines a number of matters on which the Councils have already agreed to in principle. It represents how an asset-owning CCO would function, if formed. The RoA has been formally supported by all three Councils.

Since the elections informal discussions have been held between the Mayors of the Councils and further matters discussed. Hamilton City Council (HCC) representatives have outlined a preference that the decision to install water meters in the city, should meters be needed in the future, be solely a decision of HCC, should a CCO be formed. This is slightly different to what is outlined in the existing RoA.

The Cranleigh report did not assume that water meters would be installed for Hamilton and therefore this proposed change to the RoA would have no material effect on the benefits outlined in the report. It is recommended that, if this request is formally made by HCC, Waikato District Council support such an amendment.

Other minor amendments may need to be made to the RoA following further consideration by each Council. These can be considered through the Waters Governance Group (delegated through Council to be His Worship the Mayor, the Chair and Deputy Chair of the Strategy & Finance Committee.)

The RoA agreed to by all three Councils in June and July of this year represents the basis of the formation of a three-council asset-owning Water CCO. If any Council wished to fundamentally change any of the base assumptions underpinning the existing RoA, a new agreement would need to be developed. This would likely add significant further costs to the project and delay moving towards public consultation.

#### **4.1.3 Local Government Amendment Bill**

The June report noted that the introduction to the House of the Local Government Amendment Bill (the Bill) had occurred and that the Bill provided direction about the formation of CCOs in general. The Bill has since been delayed.

While this will impact on the process to potentially form a CCO, there is no material impact to this process as the work undertaken to date has largely assumed the current legislative operating framework.

## **4.2 OPTIONS**

There are three options currently available to Council:

**Option One:** Formally support the formation of three council asset-owning Waters CCO. In doing this Council will need to formally adopt the draft RoA, noting the minor amendment outlined in this report in relation to water meters in Hamilton. This decision would signal Council's support for the proposal and an intention to undertake full public consultation.

This option is consistent with the Waters Governance Group's view and past discussions with Council.

**Option Two:** Reject the existing Record of Agreement and not support the formation of a three-council asset-owning Waters CCO.

This option is inconsistent with the Waters Governance Group's view and past discussions and resolutions made by Council.

**Option Three:** Look at other options such as a two council CCO or a non-asset owning CCO. Other options such as those indicated would require additional work and additional cost.

## **5. CONSIDERATION**

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### **5.1 FINANCIAL**

At this stage there are no further direct financial impacts related to the decision to formally support the formation of an asset-owning CCO. Once the formal position of all three Councils has been determined, a formal project plan and associated costings will be developed and costed. This will follow appropriate Council processes and any funding requests will be brought to Council for approval. At this stage the work is unfunded in the 2015-25 Long Term Plan.

Works undertaken between the June report and now have all been undertaken within existing budgets and in accordance with approved project plans.

### **5.2 LEGAL**

There are no known legal matters related to the adoption of the recommendations of this report. It should be noted, however, that the recent delay in the Bill may have some impact on the process moving forward.

### **5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT**

The proposed formation of a three council Asset-owning Waters CCO aligns with a number of Councils Plans and Policies and is consistent with the requirements and intent of Section 17a of the Local Government Act.

### **5.4 Iwi**

Iwi engagement has been a vital part of the process to date. Council representatives on the Joint Management Committee continue to keep Iwi partners up to date with progress on the CCO.

Staff and members of the wider project team are continuing to work with Senior Iwi representatives on various matters related to the project. Once the next stage of the project is clear, staff will discuss next steps in this area.

### **5.5 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS**

The recommendation of this report triggers the Significance and Engagement Policy and will require a full public engagement process to be undertaken. The manner and scope of this engagement is yet to be determined and can only be done when there is clarity from all three Councils.

## **6. CONCLUSION**

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For more than six years Council has been working through the processes related to the formation of a Waters CCO. Over this time the work has been in front of Council on multiple occasions, the last being at a sub-regional briefing at Karapiro on 23 November.

This report recommends that Council supports the formation of a three council Waters CCO on the basis of the data and analysis undertaken over those six plus years, in line with the view of the Waters Governance Group members and discussions with Council. A review of one of the terms of the RoA may be necessary.

## **7. ATTACHMENTS**

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- Attachment I: Record of Agreement



## Water Governance Group

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### Record of Agreement:

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1. This Agreement records the consensus reached by the Waikato Water Governance Group in relation to the design and operation of a possible Waikato Waters CCO.

### Key Elements of the Proposed CCO

2. The key elements of the proposed Waters CCO are agreed as per the Cranleigh report:
  - a. The purpose of the CCO will be to provide drinking water and treat and dispose of wastewater (water services) across the Hamilton, Waikato and Waipa local authority areas.
  - b. The CCO will aim to deliver water services and operations in an efficient, effective and sustainable manner, maintaining agreed service standards and prudent management.
  - c. The CCO will also provide stormwater services under contract to Hamilton City, Waikato District and Waipa District Councils.
  - d. The CCO would be 100% owned by Hamilton City Council, Waikato District Council and Waipa District Council.
  - e. It will be possible for other Councils to join the CCO on a fair and equitable basis.
  - f. The CCO will take the form of a shareholder-owned, limited liability entity subject to taxation advice.
  - g. The CCO will earn enough revenue to maintain and develop the waters network, but will not pay dividends to shareholders.
  - h. It will effectively be a cooperative in favour of water customers and communities, although customers will not be members or shareholders.
  - i. The CCO will purchase the water and waste water assets and liabilities of the three Councils. This will involve a transfer of those assets and related liabilities from each Council to the CCO. In consideration for the water and waste water assets the Councils will receive a mix of cash, shares in the CCO and shareholder loans.
  - j. The CCO will manage its own balance sheet and debt within agreed parameters.
  - k. The CCO will be overseen by an independent, professional board of directors who are appointed by shareholders through the Shareholders' Forum.
  - l. The CCO will be managed by a CEO reporting to the Board of Directors.



- m. Operational decisions about water services will be the responsibility of the Board, based on an agreed Statement of Intent with the Councils and on decision thresholds defined in the constitution on a 'no surprises' basis.
- n. The CCO will be 'customer-facing'. That is, it will be expected that any service requests or customer complaints will be managed by the CCO.
- o. The CCO will report against financial and non-financial performance targets, and on any other matters reasonably requested.
- p. The CCO will bill customers directly after a transition period.
- q. Strategic planning, particularly for growth, will remain the exclusive prerogative of the Councils, and the CCO will be constitutionally bound to give effect to these plans and strategies.

## Values and Principles

3. As joint owners of a Waikato Waters CCO, Hamilton City and Waikato and Waipa District Councils would require the CCO to adopt, and expect it to adhere to, the following values and principles:
  - **Transparent, Ethical and with Integrity** – operations, costs and business practices must be transparent to both shareholders and the public. The CCO must act with integrity and adopt the highest ethical standards in all that it does. Its business practices must be beyond reproach.
  - **Open and Customer Focused** – placing customers at the centre of all that it does, the CCO must be focused on delivering the services that they need. It must be responsive, open to criticism and feedback, and constantly seek to learn and improve.
  - **Reliable** – with the customer at the centre of all that it does, the CCO must deliver reliable services, replacing aging infrastructure as is necessary to maintain supply, and securing additional water sources as may be necessary to ensure reliable, consistent delivery.
  - **Affordable** – with the customer at the centre of all that it does, the CCO must deliver affordable services. To do this it must be very focused on finding the most cost-effective ways of delivering its services.
  - **Safety** – develop and foster an embedded safety culture that is reflected in the quality, consistency, and safety of products and services. The safety culture will be reflected in all aspects of the CCO's operations and in the way in which it looks after its customers and its staff.
  - **Innovation** – develop and foster a culture of innovation that constantly seeks to find new ways of delivering more cost effective services.
  - **Kaitiakitanga** – recognising the guardianship and link between Iwi, water and natural resources.
  - **Environmental Care** – the long-term success of both the CCO and the communities that it serves depends on the sustainable management of water resources. The CCO must embed sustainability principles in its business, caring for the water sources on which it depends, minimising water losses, minimising wastewater overflows, and ensuring that the quality of discharges meet required standards. The CCO must also



play a positive role in managing demand for water and appropriate incentives for conservation.

- **Social Responsibility** – working for the benefit of the communities that it serves, the CCO must imbue its activity with a strong sense of social responsibility. A strong social conscience must be reflected in pricing policy and tariff structures.
- **Enabling Economic Development** – providing reticulated water and wastewater services is a key enabler of economic development and growth. The CCO must plan and develop water services to sustain existing communities and support the agreed growth priorities of the shareholding councils.

## Commitments to Iwi

4. Establishing a CCO would change the way in which water services are delivered and managed but it would not change in any way commitments to Iwi through Memoranda of Understanding, Joint Management Agreements, and a number of co-governance and co-management arrangements. Neither would it change processes for water allocation, consents, or regulatory responsibilities.

## Control of Water Assets

5. The Local Government Act prohibits the privatisation of water assets. The councils support the current legislation and keeping water assets in public ownership.

## Joint Shareholder Decisions

6. Joint shareholder decisions will be made by a Shareholders' Forum established under the constitution of the CCO and a related shareholders agreement. This forum would allow voting in proportion to shareholding.
7. How each council deals with its responsibilities and decision-making will be determined by each council. It is expected that each council will have a framework for considering the performance of the CCO and any issues that need to be decided by the Shareholders' Forum.

## Membership of the Shareholders' Forum

8. The Shareholders' Forum will comprise a lead representative and two others appointed by each council.
9. The lead representative will be authorised to exercise any voting on behalf of the shareholding council. In the absence of the lead representative, one of the other representatives will be authorised to exercise the shareholder's votes.
10. It will up to each council to determine how it considers the matters considered by the forum and how their representatives reflect their interests.
11. For the first 18 months of operation, the Shareholders' Forum will be chaired by a non-voting independent chair. At the end of the 18 month period the Shareholders' Forum will recommend to councils whether or not to continue with an independent chair, or whether the position of chair will rotate between shareholders.



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12. The Independent Chair will be appointed by resolution of each of the three shareholding councils.

## Decision-making Thresholds

13. Shareholders will use best endeavours to make all joint shareholder decisions by consensus.
14. The role of the non-voting Independent Chair will be to facilitate consensus decisions. The Independent Chair must ensure that adequate time is devoted to reaching a consensus. However, where, after the best efforts of the Independent Chair and the members of the Shareholders' Forum a consensus cannot be reached, a decision will be made by voting.
15. Where consensus cannot be reached, 'ordinary' decisions made by the Shareholders' Forum will be by simple majority of votes on a one (equal) vote per shareholder basis.
16. Where consensus cannot be reached, 'significant' decisions made by the Shareholders' Forum will be by way of super-majority with voting proportionate to the shareholding of each council and require a majority of 75% of shareholder votes.
17. Table 1 shows which of the decisions reserved for the Shareholders' Forum are ordinary and which are significant and require a super-majority. It also shows where the role of either the Board or the Shareholders' Forum is to make recommendations or establish principles.

## Decision-making Framework

18. Table 1 records the broad allocation of decision-making between the Board of the CCO, the shareholders collectively, and the shareholders individually.
19. In the table the ✓ indicates the decision-maker. The table also shows those responsible for making a recommendation.

**Table 1: Decision-making Framework**

Decision	Decision-maker			Type of Shareholder Decision
	CCO Board / Management	Shareholders Jointly	Individual Shareholders	
Establishing / changing the CCO's constitution		Recommend	✓	Unanimous
Establishing debt caps and/or debt ratio limits (SOI/Letter of Expectation)	Recommend	✓		Significant
Increases in debt over a certain cap or ratio	Recommend	✓		Significant
Establishing debt levels, security and sources of borrowing	✓		(See Note 1)	NA
Entering into a loan within debt cap and ratio limits	✓			NA
Repayment of shareholder loans	Recommend	✓		Significant
Approving a material transaction – including any additional related revenue	Recommend	✓		Ordinary

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Decision	Decision-maker			Type of Shareholder Decision
	CCO Board / Management	Shareholders Jointly	Individual Shareholders	
Acceptance of another Council as a new shareholder and issue of shares, or change in shareholding	Recommend	Recommend	✓	Unanimous
Appointment of Chairperson		✓		Ordinary
Appointment of Directors		✓		Ordinary
Appointing the CCO CEO	✓			NA
Letter of Expectation		✓		Ordinary
Statement of Intent (See Note 2)	✓	✓		Ordinary
Development (and measurement) of KPIs	Contribute / Recommend	✓		Ordinary
Reporting CCO performance	✓			Ordinary
Monitoring the performance of the CCO		✓	Receives reports	Ordinary
Ensuring statutory compliance	✓			NA
Ensuring that assets are maintained to agreed standards over the long-term	✓			NA
Delivering water and wastewater services to agreed standards	✓			NA
Establishing growth priorities		✓ confirm for CCO	✓ through joint process – see below	
Alignment to shareholder strategic plans	✓			NA
Development and approval of capital works programme	✓			NA
Establishing procurement processes and approaches to tendering	✓			NA
Awarding tenders	✓			NA
Establishing / harmonising tariff structures	✓	Establish principles		Ordinary
Changes in tariffs / charges	✓	Establish limits		Ordinary
Negotiating tariffs with major water users	✓			NA
Customer relations – complaints, resolution and feedback process	✓			NA
Water Conservation and Demand Management	✓	Establish principles		Ordinary
Implementing water metering	✓	Establish principles		Significant



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**Note 1:**

If a council chooses to borrow money secured against rates and on-lend to the CCO that would require the relevant council decisions.

**Note 2:**

The CCO Board prepares a draft SOI and adopts it following consideration of Shareholder Forum comments. By practice Shareholders 'accept' by resolution the final SOI. The Shareholders' Forum may (by resolution) require the CCO Board to change the SOI (see Local Government Act 2002, Schedule 8).

## Establishing Growth Priorities

20. Decisions relating to implementing growth priorities will be determined by the shareholding councils through a new joint committee. For the purposes of this agreement this decision-making body is referred to below as a 'Growth Forum'. The details of the way in which the Growth Forum will be constituted and operate will be finalised later.
21. Each council will take the agreed location and sequencing of growth cells from Future Proof and translate that into more detailed planning for growth within its district. That planning will integrate and align the public infrastructure required to support growth.
22. The Growth Forum will provide the mechanism by which the more detailed growth planning from each council is then integrated. This will resolve any cross boundary issues, and ensure that the sequencing, timing and scope of the planned infrastructure best provides for the growth of the sub-region.
23. The Growth Forum will recommend to councils the agreed priorities for infrastructure. Councils will make final decisions relating to their infrastructure through their Long Term Plan processes (including consultation with their community).
24. The Growth Forum will convey the agreed priorities for infrastructure to the Shareholders' Forum. The Shareholders' Forum will then ensure that these priorities are reflected in the CCO's Letter of Expectation, Statement of Intent, etc.
25. Only shareholder council representatives will be members of the Growth Forum. Only shareholder council representatives will be able to vote and make decisions at the Growth Forum. Other organisations, including the CCO, may be invited to attend and provide advice.
26. Ideally decisions at the Growth Forum will be by consensus. At the Forum all councils will be represented on an equal basis.

## Alignment to Council Objectives

27. The CCO will be required to act in the interests of its shareholders and give effect to Council policy as conveyed to the CCO through the Shareholders' Forum, the annual letter of expectations from shareholders and the Statement of Intent process.
28. The constitution of the CCO will use Section 131 of the Companies Act (or equivalent) to support the requirement to act in the interests of shareholders. This requirement will also be reflected in letters of appointment to directors.
29. The councils will use the process described above to establish agreed approaches to growth and development and priorities across the sub-region. These development priorities will be conveyed to the CCO through the Shareholders' Forum.



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30. Through the Shareholders' Forum, councils may set other objectives and expectations for the CCO. When developing objectives for the CCO the Shareholders' Forum will provide for input from the Board of the CCO on their ability to meet any proposed objectives and any cost or revenue implications.

## **Asset Valuation**

31. The three councils will jointly appoint one valuer to independently value, or confirm the valuation of all the councils' water services assets as at the formation date of the CCO (expected to be 1 July 2019) using the ODRC methodology.
32. As agreed through LASS the councils will this year appoint one valuer and agree one set of asset life assumptions, one set of unit rates, and optimisation methodologies.
33. The agreed valuer will complete the valuation of the assets, which will become the agreed value of the assets for transfer to the CCO.

## **Treatment of Existing Council Debt, Development Contributions and Reserves**

34. On formation, the CCO would raise debt at least sufficient to settle the agreed consideration.
35. On formation, the CCO would assume all future water infrastructure expansion obligations that each of the councils has relating to development contributions that they have previously received and the councils will pay to the CCO any unspent cash they have received as development contributions for this purpose.
36. On formation, the CCO would pay the councils a cash amount equal to their deficit reserve (if any) and any council with a surplus reserve would pay a cash amount equal to the reserve to the CCO.

## **Treatment of Future Vested Assets**

37. Future vested assets are assets that are transferred to a Council at nominal or zero cost by a developer. They will be sold to the CCO with the consideration being an increase in the shareholder loan of that Council.
38. As part of their submissions to Government on new legislation, the councils will suggest reforms so that developers can be required to vest relevant assets directly with a CCO rather than in the council. Under this approach other exemptions will need to apply to avoid large, taxable, paper profits arising in the CCO.

## **Consideration**

39. The principles that apply to consideration are:
  - the councils should be treated in a fair, equitable and even manner
  - the approach to consideration must be transparent and able to be simply explained to the public



- total consideration for each council will be equal to the value of assets contributed
- the value of the councils' assets will be determined by independent valuations prior to the establishment of the CCO
- given the intention to minimise costs to water customers and the need to leave headroom for future capital expenditure, the amount of consideration that is paid as cash needs to be prudent and should not result in the CCO exceeding the maximum prudent level of debt that the CCO could take on at establishment
- no council should be left with residual water-related debts upon establishment of the CCO
- the councils' level of existing water debt will be confirmed by an independent reviewer.

40. The final calculation of consideration will be done as part of the establishment process. It must reflect the value of the assets held by each council at that time. The value of the assets at that time will depend upon the level of investment that the councils make between now and then. This means that at this time the councils cannot agree the final dollar value of consideration, they can only agree the basis on which consideration will be calculated at establishment.

41. The agreed approach to consideration is that:

- a. Total consideration paid by the CCO to the councils will be equal to the sum of the water-related assets, net water-related working capital and any surplus net reserves that are transferred into the CCO (i.e. total assets contributed).
- b. Consideration will be a mix of cash, shareholder loans and ordinary shares.
- c. The cash consideration paid to each council will be the greater of:
  - an amount proportional to the total assets contributed by each council multiplied by the total debt contributed by councils to the CCO as calculated below:
$$\left( \frac{\text{Total Assets Contributed by Council}}{\text{Total Assets in CCO}} \right) \times \text{Total Debt Contributed by all Councils}$$

or

  - the total water-related debt contributed by each council to the CCO.
- d. The total consideration paid as ordinary shares will be equal to 75% of the total assets in the CCO less the total debt contributed by councils. The ordinary shares received by each council will be equal to their net equity percentage pre-merger.

The definition of net equity is as below:

$$\text{Net Equity} = \text{Total Assets Contributed} - (\text{Debt} + \text{Deficit Reserves})$$

- e. Shareholder loan amounts will make up the balance of consideration, with the shareholder loan amounts to be apportioned to each council calculated as follows:

$$\text{Council Shareholder Loan} = \text{Total Assets Contributed by Council} - \text{Cash Consideration} - \text{Ordinary shares}$$



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42. On commencement, the CCO will raise debt at least sufficient to pay the cash consideration to each council.
43. Based on the current forecast model (as at 30 June 2019), the agreed approach to consideration would result in the following:

Consideration				
	Waikato	Hamilton	Waipa	Total
As at 30/06/2019	\$m	\$m	\$m	\$m
<i>Council Water Assets (2 Waters)</i>				
Fixed Assets	248.9	787.6	232.3	1,268.8
Net Working Capital	4.1	12.5	3.7	20.3
Surplus Net Reserves	0.0	0.0	0.0	0.0
Total Assets Contributed	253.0	800.1	236.0	1,289.1
% of Total Assets	19.6%	62.1%	18.3%	100.0%
<i>Council Water Debt</i>				
External Debt	38.9	130.9	22.6	192.4
Deficit Net Reserves	22.5	0.0	8.9	31.4
Total Debt	61.5	130.9	31.5	223.8
Net Pre-merger Equity	191.6	669.1	204.5	1,065.3
% Equity Pre-merger	18.0%	62.8%	19.2%	100.0%
<i>Purchase Consideration Paid</i>				
Cash	61.5	138.9	41.0	241.3
Ordinary Shares	133.6	466.7	142.7	743.0
Shareholder Loans	58.0	194.4	52.4	304.8
Total Consideration	253.0	800.1	236.0	1,289.1
% Shareholding	18.0%	62.8%	19.2%	100.0%

Please note that the above figures are rounded to one decimal place; any slight differences in the addition of rows is due to rounding.

## Debt/Equity Position of the CCO

44. It is noted that based on work to date, the ratio of debt to equity of the CCO has been forecast to peak at just over 31%. Many international water companies have ratios much higher than this.

## Shareholder Exit Provisions

45. It will be possible for a shareholding council to exit from the CCO and resume the management and operation of the water and wastewater activities in its area.
46. If a council were to decide to exit from the CCO the following principles would apply:

- a. **Fairness.** The arrangements should be fair to both exiting and remaining shareholders.



- b. **Trigger points.** An exit would need to be triggered by a council asking to leave. The key would be appropriate time lines. This might be:
  - i. departing council notifies other shareholders it wishes to leave
  - ii. other shareholders working with the CCO board and management to develop a detailed exit plan within one year
  - iii. departing shareholder has up to one year to accept the plan or agree another
  - iv. once a plan is agreed it should be implemented within 18 months.
- c. **Treatment of assets.** The departing shareholder will need to buy from the CCO all the water and wastewater assets in its territory at the value they are held in the CCO's accounts together with an appropriate amount of working capital. At the boundaries there may be some assets that serve customers outside the exiting council's territory, or customers within the exiting council's territory may be serviced by assets that remain within the CCO. The remaining and departing councils will need to agree appropriate arrangements for these assets as part of the exit plan.
- d. **Consideration.** As payment for the CCO's assets the exiting council would agree to the cancellation of its CCO shares and shareholder loans and would pay the balance in cash.
- e. **Other liabilities.** It would be unfair for the remaining shareholders to be left with stranded assets or other liabilities. These might include a now oversized head office or operating systems or redundancy costs for staff not now required who do not wish to accept positions with the exiting council. These costs should be borne by the exiting council.
- f. **Transaction costs.** Fair transaction costs such as legal costs and increased costs of working should be borne by the exiting council.

## Option to Allow New Shareholders

- 47. It will be possible for another council to become a shareholder and transfer its water assets into the CCO.
- 48. A proposal for a new shareholding council would be considered by the Board of the CCO and a recommendation to accept or reject the proposal would be made by the Board to the Shareholders Forum. The final decision on the proposal would be made by the shareholders themselves in accordance with this agreement.
- 49. The following principles apply to a possible new shareholding:
  - a. The shareholders are open to considering the admission of new shareholders.
  - b. The admission of a new shareholder must be approved by the existing shareholders.
  - c. The admission of a new shareholder should not be detrimental to the existing shareholders.
  - d. A new shareholder will pay all the transaction costs of joining the CCO.



## Approach to Tariff structures

50. It is essential to establish a clear process for determining water service tariffs. The CCO needs to be able to raise the necessary revenue to cover its operating costs by direct billing. Direct billing is also important to establish a relationship between the customer and service provider. It is intended to move to a unified tariff structure across the sub-region as soon as possible.
51. The following principles apply to water and wastewater revenues and will be reflected in the Letter of Expectation, the Statement of Intent, the CCO monitoring framework and a no surprises policy:
  - CCO revenues will be based on sustainable whole of life costs and long-term cost reduction.
  - Objective to move to price harmonisation as soon as possible so that customers of the same type, that receive the same level of service, pay the same tariffs.
  - Water and wastewater charges will not be higher than expected under council Long Term Plans for at least one year after the establishment of the CCO is completed.
  - CCO to bill customers directly as soon as possible.
  - The CCO must allow for both volume and fixed rate charging.
  - A hardship mechanism shall be included. The preferred mechanism will need to be developed and recommended by the CCO.

## Role and Competencies of the Board

52. The board of directors is appointed to act on behalf of the shareholders to run the day to day affairs of the business. A critical board task is the selection, mentoring and monitoring of the CEO.
53. Board members must collectively have skills relevant to a substantial water related infrastructure business. These skills will include civil engineering, accounting, law, customer service, financing, staff selection and monitoring, planning, information technology, health and safety, commercial contracts, procurement, an understanding of and empathy for iwi Māori perspectives, experience of dealing constructively with community matters and concerns and an understanding of local government.
54. This does not mean that the board must include an accountant, an HR expert or a lawyer. Rather that board should include people whose skill set includes a good understanding of the application and relevance of these to the running of a water company. Having said that, it is expected that at least one or two qualified engineers will be on the board given the core function of the business.
55. The board is appointed by the shareholding councils via their Shareholders' Forum and will be accountable to it via the letter of expectation, the statement of intent and reporting processes. If performance is inadequate, the Shareholders' Forum will have the ultimate sanction of removing and replacing some or all of the directors. The Shareholders' Forum will have the right to remove directors at any time.



### **The Potential for Elected Representatives to Serve as Board Directors**

56. Elected representatives including community board members are not permitted to serve as board directors.

### **Iwi Relationships**

57. Councils will require that one of the competencies that is required on the Board of the CCO is an understanding of and empathy with iwi Māori perspectives. Councils will consult iwi to explain the proposed structure and governance arrangements of the water company and to hear which matters are likely to be of most interest to iwi. This will assist in determining the best avenue for those interests to be heard and will include ensuring that existing consultative arrangements are linked to the water business.

### **How the Voice and Interests of Customers Are Heard**

58. The agreed Board competencies include experience of dealing constructively with community matters and concerns.
59. Representing the interests of customers will be a critical role for councils via the Shareholders' Forum, statement of intent and monitoring process.
60. Councils will ensure that the statement of intent includes clear targets and key performance indicators on service performance and customer satisfaction.

### **The Management of Stormwater Assets**

61. Councils will negotiate appropriate management service agreements for their stormwater activities during the implementation phase. The councils will also adopt the principle that no council should be offered lower pricing for like for like stormwater services than any other council.

### **Central Government Insurance Cover for Natural Disasters**

62. Under current legislation, Central Government insurance cover for natural disasters will not be available to the CCO. However, there may be changes to this legislation and so this position may change by the time that the CCO is formed.
63. Should there be no change to legislation, the CCO can simply buy the necessary cover in the market.

### **Government Rate Rebates Programme**

64. Current legislation provides for rates rebates for certain customers who have difficulty paying. This would not be available to the CCO. As with insurance cover, this legislation is under review.
65. Should there be no change to legislation, the CCO could provide a comparable tariff rebate scheme for such customers at little cost.



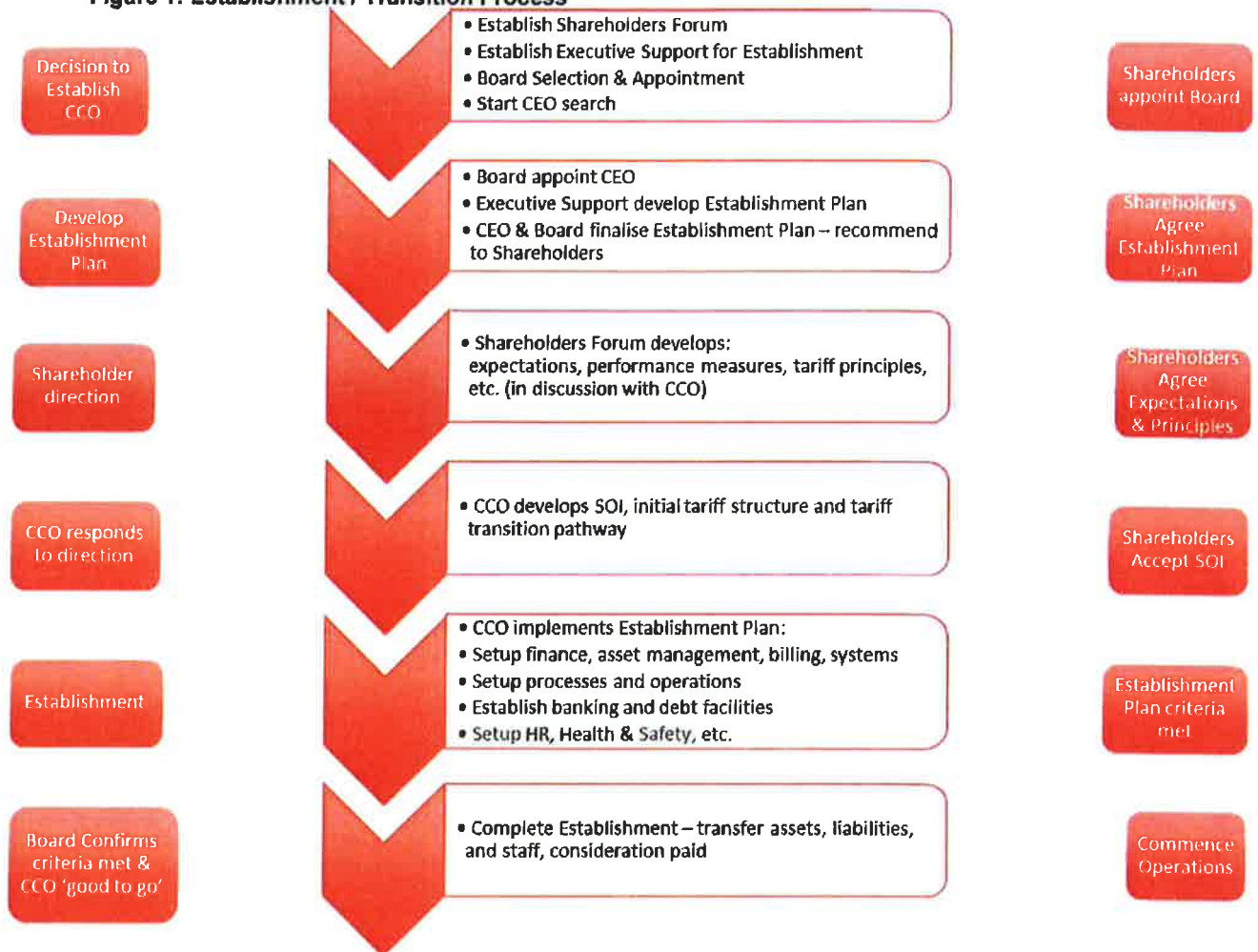
## Transition & Establishment Processes Options

66. The current negotiation between the councils is intended to produce an agreed CCO proposal that (once agreed by all Councils) will become the basis of a single public description of a possible Waters CCO that will inform the public. It is intended that this single description of the CCO would be available before the end of June 2016.
67. Assuming that the three councils reach agreement on a proposed CCO, it is intended that they would each consult the public on the proposal in 2017. Following public consultation, if the three councils agree to proceed then the establishment and transition process would begin.
68. This sequence of steps is shown in Figure 1 below. It provides a staged transition process and does not transfer assets, liabilities, staff and operational responsibility to the CCO until it is fit for purpose and ready to go.
69. The process provides key decision / control points to shareholders through the process. Under this approach, once a decision to establish a CCO is made, shareholders would work to:
  - a) appoint the Board
  - b) agree an establishment plan
  - c) develop and agree the expectations that they will set for the CCO, the principles that the CCO must use to develop its tariff structure, and their expectations with respect to growth and economic development
  - d) consider and adopt the SOI.
70. The CCO will work systematically through the establishment process according to an agreed establishment plan. The CCO Board will oversee the establishment, including recruiting a CEO, SOI, initial tariff structure and tariff transition pathway. The CCO will also setup its business systems and processes **before** it takes over ownership and operation of the water and wastewater systems. Having these systems in place and operational before the CCO commences full operations significantly reduces risks associated with the transition. Importantly, staffing arrangements, management and operational systems will all be in place before it takes over assets.
71. The establishment plan will include the criteria that the CCO Board must meet before the final stage of the establishment process is completed. The CCO Board must satisfy itself that the organisation meets the criteria and is fit for purpose before they agree to the final stage of the transition – the transfer of assets, liabilities, staff and operational responsibility.
72. Prior to the good to go decision, the shareholders will have ample scope to exercise their decision-making role as they establish expectations, principles and the framework of performance measures within which the CCO will operate. All of this must be established and agreed before the transfer of assets and operational responsibility.
73. In order to complete the establishment / transition process in a timely manner many of the processes shown in Figure 1 would be undertaken in parallel, rather than sequentially. The selection and implementation of business systems will need to be run in parallel with the process of setting shareholder expectations. The start of the CEO selection process (selecting a recruitment consultant, developing a draft position description and person spec, etc.) can happen in parallel with the selection and appointment of the Board.
74. The establishment process would also be supported by an executive team comprising key staff from each council. Their role will be to assist both the shareholder representatives and the Board and CEO through the process.



75. Assuming that the three councils consult on the proposal to establish a CCO at the beginning of 2017, it is expected it would be possible to complete the establishment process and transfer the assets and responsibilities to the CCO by the end of the 2018-19 financial year.

**Figure 1: Establishment / Transition Process**



### **Open Meeting**

<b>To</b>	Waikato District Council
<b>From</b>	Tim Harty General Manager Service Delivery
<b>Date</b>	28 November 2016
<b>Prepared by</b>	Michelle Smart Property Officer
<b>Chief Executive Approved</b>	Y
<b>Reference/Doc Set #</b>	04441/726.02
<b>Report Title</b>	Request to construct built encroachments within Unformed Legal Road access to Waimakariri Marae at Tauwhare

## **I. EXECUTIVE SUMMARY**

---

The Waimakariri Marae located at 819 Victoria Road Tauwhare, is physically accessed from an unnamed, unformed road located to the rear of the site.

The unnamed, unformed road provides legal road frontage to a number of privately owned properties.

The Marae Committee propose a re-purposing of existing buildings and space at the Marae and part of the development proposal requires the construction of new water and wastewater tanks.

While there is sufficient land available at the Marae to accommodate the tanks, the Marae Committee representative has sought a licence to occupy the unformed road with the intention that water and wastewater tanks be constructed in that area. The request has the potential to deprive others of their access and use rights.

This report recommends that the request for a licence to occupy the unformed road be declined.

## **2. RECOMMENDATION**

---

**THAT the report from the General Manager Service Delivery -Request to construct built encroachments within Unformed Legal Road access to Waimakariri Marae at Tauwhare- be received;**

**AND THAT the request to construct encroachments within Unformed Legal Road access to Waimakariri Marae at Tauwhare be declined.**

### **3. BACKGROUND**

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The Waimakariri Marae (“the Marae”) is located at 819 Victoria Road Tauwhare (Refer Attachment I: Location Diagram).

The Marae site is legally described as Parish of Tamahere Lot 155B IC1 Block held in CFR 455092; and has the legal status of Maori Freehold Land for the purpose of a reservation for the common use and benefit of the members of Ngatihaua and Ngati-Mahuta-Waenganui tribes.

Physical access to the Marae is obtained from an unnamed, unformed road at the rear of the site. The portion of unformed road that is situated on the western side of road centre line is zoned Rural, the portion of unformed road that is situated to the eastern side of the centreline is zoned Marae.

A high pressure Vector main gas pipeline is located underground, within the unformed legal road corridor. Utility service providers are legally entitled to use and occupy the subsoil and airspace of an unformed legal road, for the installation of utility services such as water, gas, power, and telecommunications subject to meeting the Council’s corridor engineering requirements

Unformed legal roads are not always identifiable on the ground, and may only be recorded on survey plans. They do however have the same legal status as a formed road.

### **4. DISCUSSION AND ANALYSIS OF OPTIONS**

---

#### **4.1 DISCUSSION**

The Marae Committee (“the Committee”) propose to repurpose existing buildings at the Marae and to reconfigure existing activities on site with a view to maximising the use of existing space. The proposal also takes into account proposed future expansion on site.

The Committee has also indicated that it has a long term goal to develop the adjacent parcel of land which is legally described a Parish of Tamahere Lot 155B IC2 Block as a Papakainga housing development.

Early in 2015, the Committee representative approached Council requesting that the existing Marae water tanks be relocated into the adjacent unformed road corridor. The Committee representative was provided with information as to the process to obtain a Licence to Occupy, and for obtaining any necessary Resource Consents required. The Committee did not pursue a formal request for a Licence to Occupy.

On 14 March 2016, Council adopted the Decision Making Framework for Unformed Legal Roads (“the Policy”) (WDC 1603/06/1/17). This policy does not support Council entering into a Licence to Occupy on unformed roads.

In October 2016, the Committee representative requested to initiate the process to obtain a licence to occupy the unformed road. They were advised of the policy change that had come into effect from March 2016, which now longer provides for Licence to Occupy.

Council's Roading Manager considered the Committee representative's request to utilise part of the unformed road to accommodate the water tanks. Council formally responded that:

*"Provided that your application is for the placement of any building, structure or tank to sit no closer than 2 metres from the boundary of the unformed road, on the grounds that any such proposal is not likely to adversely affect the curve indivisibility, he (Roading Manager) holds no cause for concern regarding an application for dispensation from the road boundary setback requirements.*

*Any such approval and dispensation from the Rule requirement (if granted by Council's Consents Team) must not be used as a current or future justification by the land owners or Trustees against bringing the unformed road into public use".*

Road encroachments can occur on the surface, beneath (subsoil) and above (airspace) the unformed legal road corridor.

While road encroachments are not permitted, the policy provides that Council may consider exceptions in certain cases. The intent is that these will generally be required to be limited to the road surface, and be limited to a specific period of time.

The Committee representative has alerted Council that other Marae outbuildings have already been constructed on the unformed road. It is usual practice that where Council becomes aware of an existing informal occupation of an unformed road, the Council *may* accept the status quo if the unformed road is not required for other purposes. The Policy provides that a note to this effect must be placed on the adjacent owner's property file and included on any Land Information Memorandum ("LIM").

Council has the authority under section 357 of the Local Government Act 1974 to require structures to be removed if Council considers this necessary; Council has the authority to remove the structures at the occupier's expense.

The Committee representative has indicated that it remains the Committee's preference to locate separate water and waste water tanks within the unformed road, and that the Committee understand that it would be financially responsible for relocating the tanks back to within the Marae site if the road was brought into use; and be responsible for obtaining any necessary consents at its own total cost.

Council's Roading Manager has confirmed that the placement of tanks within the boundaries of the unformed legal road would be an intrusive, and would be a significant impediment against bringing the road into use for access to adjacent properties or car parking.

## **4.2 OPTIONS**

There are two options:

**Option 1:** Council can approve the recommendations of this report.

There is sufficient space within the Marae site to be able to accommodate the water and waste water tanks. It is at the discretion of the Committee as to whether it applies to Council for a dispensation from the District Plan boundary set back requirements to site the tanks within the Marae site close to the road boundary.

This is in line with Council policy and is one of the reasons for preferring this option.

This option is recommended.

**Option 2:** Council can approve the Committee's request to construct built encroachment within the legal boundary of the unformed road (subject to obtaining any necessary Resource Consents).

The unnamed, unformed road that is the subject of this report provides alternative legal road frontage for seven adjacent privately owned properties.

All adjacent properties owners and the general public have a continuing right to access and use of the unnamed, unformed road provided that access is confined to stay within the legal boundaries of the unformed road, and that care is taken not to trespass onto the adjacent privately owned property.

The Marae has no greater entitlement to access and use of the road than any other adjacent landowner. The proposal also goes against Council policy regrading unformed legal roads.

This option is not recommended.

## **5. CONSIDERATION**

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### **5.1 FINANCIAL**

The Committee is to be totally responsible for all costs incurred through the process.

### **5.2 LEGAL**

Local Government Act 1974 (Part 21) contains the regulatory framework that applies to roads.

Section 315 of the Local Government Act 1974 provides that Council is the local road controlling authority.

Land Transport Act 1998 governs the control and use of roads and allows or the making of bylaws and the rules for traffic behaviour on roads

### **5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT**

The Decision Making Framework for Unformed Legal Roads ("the Policy") which was adopted by Council on 14 March 2016 (WDC 1603/06/1/17) provides a number of guiding principles including:

Public right of passage – under common law the public has the right of passage over any unformed road, but care must be taken not to cause damage to the surface of the unformed road or trespass onto adjoining private property;

Adjoining private property rights – adjoining landowners have frontage right to access the unformed road at any point along the length of their property boundary;

No right of occupation - adjoining landowners have no right to occupy any unformed legal road and may not impede the use of the unformed road by others in any way without the written permission of Council;

No maintenance of construction obligation – Council is under no obligation to maintain or construct unformed legal roads;

Environment protection and road user safety measures – Council has the right to restrict traffic movements on unformed legal roads for the purpose of protecting the environment, the road and adjoining land, and to maintain the safety of road users.

#### **5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS**

The Significance and Engagement Policy provides at Schedule 1, a list of Waikato District Council's assets, which further identifies the roading network as a whole is considered to be a strategic asset.

The Policy requires Council to take into account the degree of importance and determine the appropriate level of engagement, as assessed by the local authority of the issue, proposal, decision or matter, in terms of the likely impact on and consequence for:

- (a) The district or region;
- (b) Any persons who are likely to be particularly affected by, or interested in, the issue, proposal, decision or matter;
- (c) The capacity of the local authority to perform its role, and the financial and other costs of doing so.

The unnamed, unformed road that is the subject of this report provides alternative legal road frontage for seven adjacent privately owned properties.

All adjacent properties owners and the general public have a continuing right to access and use of the unnamed, unformed road provided that access is confined to stay within the legal boundaries of the unformed road, and that care is taken not to trespass onto the adjacent privately owned property.

## **6. CONCLUSION**

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The unnamed, unformed road provides legal road frontage to a number of privately owned properties. Any proposal to utilise all or part of the unformed road to accommodate built encroachments has the potential to deprive others of their public and private property rights.

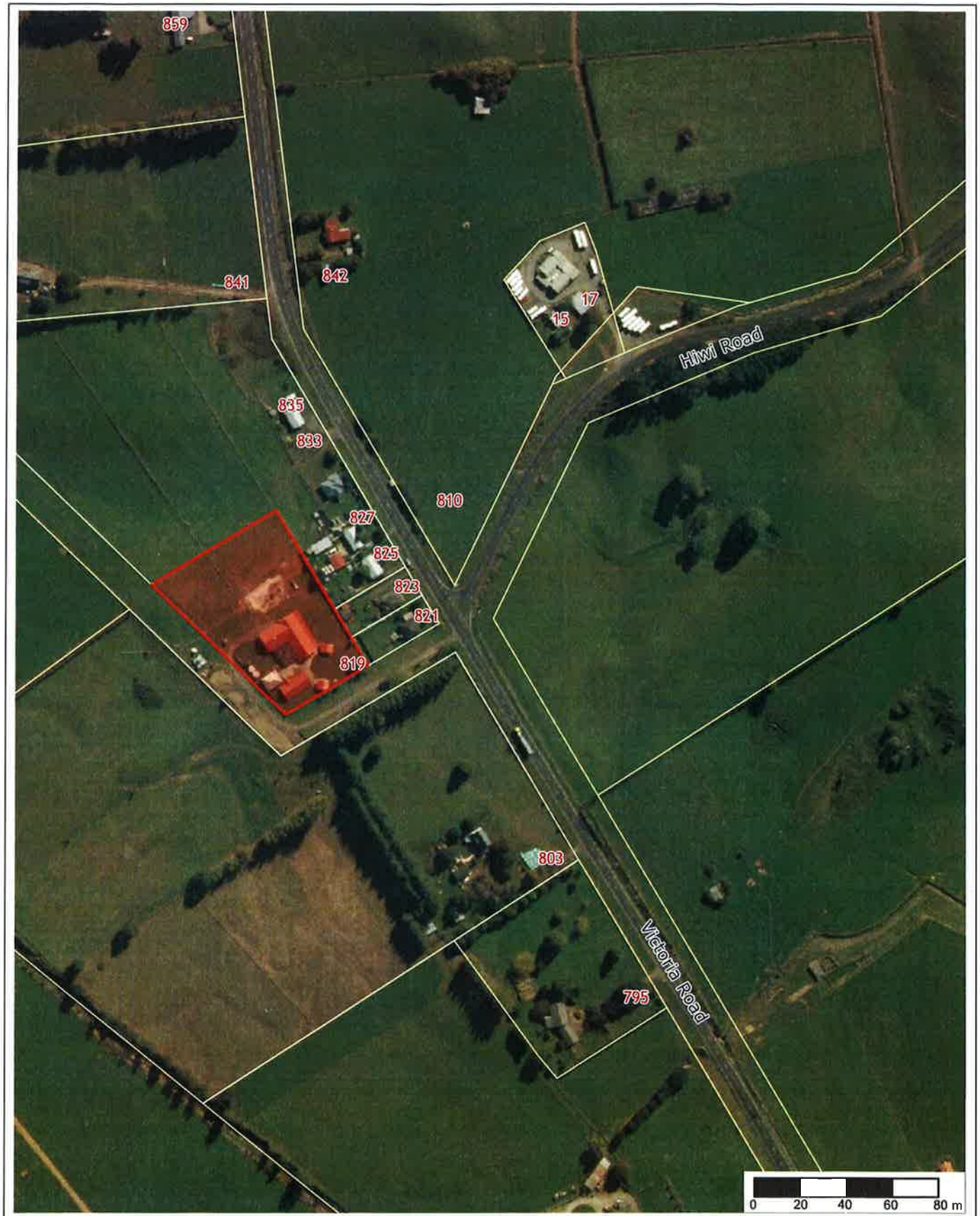
## **7. ATTACHMENTS**

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- Attachment I: Location Diagram



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Print Date: 28/11/2016

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### **Open Meeting**

<b>To</b>	Waikato District Council
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	8 November 2016
<b>Prepared by</b>	Wanda Wright Committee Secretary
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV1301
<b>Report Title</b>	Receipt of Minutes – D&F

## **I. EXECUTIVE SUMMARY**

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To receive the minutes of the Discretionary & Funding Committee meeting held on Monday 7 December 2016.

## **2. RECOMMENDATION**

---

**THAT** the minutes of the meeting of the Discretionary & Funding Committee held on Monday 7 December 2016 be received.

## **3. ATTACHMENTS**

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D&F Minutes

**MINUTES** of a meeting of the Discretionary & Funding Committee held in the Committee Rooms 1 & 2, District Office, 15 Galileo Street, Ngaruawahia on **MONDAY 7 NOVEMBER 2016** commencing at **9.00am**.

**Present:**

Cr SD Lynch (Chairperson)  
His Worship the Mayor, Mr AM Sanson  
Cr DW Fulton  
Cr SL Henderson  
Cr RC McGuire  
Cr BL Main  
Cr LR Thomson

**Attending:**

Mr TG Whittaker (General Manager Strategy & Support)  
Mrs W Wright (Committee Secretary)  
Mrs L van den Bemd (Community Development Adviser)  
Mrs I Huirama (Team Administrator)  
Mr R Mountford (Maramarua School)  
Mr G Mambery (Matangi Community Committee)  
Ms P Berry-Cope (Tauwhare Playgroup)  
Mr N Richie (Queen's Redoubt Trust)  
Mr J Oakden (Te Kauwhata Districts Information Support Centre Incorporated)  
Mr C Hickey (Te Kauwhata Community Events Incorporated (A&P Show))  
Mr C Hickey (Te Kauwhata Community Events Incorporated (Christmas Parade))  
2 Staff Members

**APOLOGIES AND LEAVE OF ABSENCE**

There were no apologies.

**CONFIRMATION OF STATUS OF AGENDA ITEMS**

**Resolved: (Crs Thomson/Main)**

**THAT the agenda for a meeting of the Discretionary & Funding Committee held on Monday 7 November 2016 be confirmed and all items therein be considered in open meeting.**

**CARRIED on the voices**

**D&F1611/01**

## **DISCLOSURES OF INTEREST**

There were no disclosures of interest.

## **REPORTS**

### Discretionary Funding Guidelines

Agenda Item 4.1

**Resolved: (Crs Fulton/Henderson)**

**THAT the report from the General Manager Strategy & Support be received.**

**CARRIED on the voices**

**D&F1611/02/1**

### Summary of Movements in Discretionary Funds to 28 October 2016

Agenda Item 4.2

**Resolved: (Crs Thomson/McGuire)**

**THAT the report from the General Manager Strategy & Support be received.**

**CARRIED on the voices**

**D&F1611/02/2**

## **APPLICATIONS FOR FUNDING – RURAL WARD**

The following applicants gave a presentation and answered questions of the committee:

- Maramarua School – Rodney Mountford
- Matangi Community Committee – Graham Membery
- Tauwhare Playgroup – Pippa Berry-Cope
- Queen's Redoubt Trust – Neville Richie.

## **FUNDING APPLICATIONS – EVENTS**

The following applicants gave a presentation and answered questions of the committee:

- Te Kauwhata Districts Information Support Centre Incorporated – John Oakden
- Te Kauwhata Community Events Incorporated (A&P Show) – Colin Hickie
- Te Kauwhata Community Events Incorporated (Christmas Parade) – Colin Hickie

## **APPLICATIONS FOR FUNDING – RURAL WARD DECISIONS**

Maramarua School  
Agenda Item 5.1

**Resolved: (Crs Henderson/Main)**

**THAT the report from the General Manager Strategy & Support be received;**

**AND THAT an allocation of \$300.00 be made to Maramarua School towards the cost of running the school pool for community use.**

**CARRIED on the voices**

**D&F1611/03/1**

Matangi Community Committee  
Agenda Item 5.2

**Resolved: (Crs McGuire/Main)**

**THAT the report from the General Manager Strategy & Support be received;**

**AND THAT the request from the Matangi Community Committee towards the cost of the CCTV project is deferred for the following reasons:**

- More information required.

**CARRIED on the voices**

**D&F1611/03/2**

Tauwhare Playgroup  
Agenda Item 5.3

**Resolved: (Crs McGuire/Thomson)**

**THAT the report from the General Manager Strategy & Support be received;**

**AND THAT an allocation of \$2,500.00 be made to the Tauwhare Playgroup towards the cost of purchasing a new shade sail protection cover.**

**CARRIED on the voices**

**D&F1611/03/3**

Queen's Redoubt Trust  
Agenda Item 5.4

This item was revisited at the end of the meeting. Please refer resolution number D&F1611/03/4.

Resolved: (Cr Fulton/His Worship the Mayor)

THAT the report from the General Manager Strategy & Support be received;

AND THAT an allocation of \$4,232.17 be made to the Queen's Redoubt Trust towards the cost of installing a disabled toilet amenity inside the Queen's Redoubt Visitors Centre.

LOST on a show of hands, 4 voting AGAINST and 3 voting in FAVOUR

**FUNDING APPLICATIONS – EVENTS DECISIONS**

Te Kauwhata & Districts Information & Support Centre Incorporated  
Agenda Item 6.1

Resolved: (His Worship the Mayor/Cr McGuire)

THAT the report from the General Manager Strategy & Support be received;

AND THAT an allocation of \$1,000.00 be made to the Te Kauwhata & Districts Information & Support Centre Inc. towards the cost of observing National Children's Day in March 2017.

**CARRIED on the voices**

**D&F1611/04/1**

Te Kauwhata Community Events Incorporated – A&P Show  
Agenda Item 6.2

Resolved: (Crs McGuire/Henderson)

THAT the report from the General Manager Strategy & Support be received;

AND THAT an allocation of \$3,201.00 be made to the Te Kauwhata Community Events Inc. towards the cost of the annual Te Kauwhata A & P Show's public events section.

**CARRIED on the voices**

**D&F1611/04/2**

Te Kauwhata Community Events Incorporated – Christmas Parade  
Agenda Item 6.3

**Resolved: (Cr McGuire/His Worship the Mayor)**

**THAT the report from the General Manager Strategy & Support be received;**

**AND THAT an allocation of \$2,294.36 be made to the Te Kauwhata Community Events Inc. towards the cost of the Te Kauwhata Christmas Parade.**

**CARRIED on the voices**

**D&F1611/04/3**

Mercer Residents and Ratepayers Community Group  
Agenda Item 6.4

**Resolved: (His Worship the Mayor/Cr Fulton)**

**THAT the report from the General Manager Strategy & Support be received;**

**AND THAT an allocation of \$500.00 subject to the date of the event being confirmed, be made to the Mercer Residents and Ratepayers Community Group towards the cost of the Christmas Meet and Greet event.**

**CARRIED on the voices**

**D&F1611/04/4**

**APPLICATIONS FOR FUNDING – RURAL WARD DECISIONS - CONTINUED**

Queen's Redoubt Trust  
Agenda Item 5.4

This item was revisited. The General Manager Strategy & Support provided clarification on the content of the application for the purposes of the newly elected members. The Chair and members agreed to further consider the application.

**Resolved: (His Worship the Mayor/Cr Fulton)**

**THAT the report from the General Manager Strategy & Support be received;**

**AND THAT an allocation of \$4,232.17 be made to the Queen's Redoubt Trust towards the cost of installing a disabled toilet amenity inside the Queen's Redoubt Visitors Centre.**

**CARRIED on the voices**

**D&F1611/03/4**

There being no further business the meeting was declared closed at 10.21am.

Minutes approved and confirmed this                      day of                      2017.

Cr SD Lynch  
**CHAIRPERSON**

Minutes2017/D&F/161107 D&F Minutes

### **Open Meeting**

<b>To</b>	Waikato District Council
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	9 November 2016
<b>Prepared by</b>	Lynette Wainwright Committee Secretary
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV1301
<b>Report Title</b>	Receipt of Onewhero-Tuakau Community Board Triennial Minutes

## **1. EXECUTIVE SUMMARY**

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To receive the triennial minutes of the Onewhero-Tuakau Community Board meeting held on Monday 7 November 2016.

## **2. RECOMMENDATION**

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**THAT the triennial minutes of the meeting of the Onewhero-Tuakau Community Board held on Monday 7 November 2016 be received.**

## **3. ATTACHMENTS**

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OTCB triennial minutes 7 November 2016

**MINUTES** for the Triennial meeting of the Onewhero-Tuakau Community Board, following the 2016 Local Body Elections held in the Board Room, Tuakau Memorial Hall, George Street, Tuakau on **MONDAY 7 NOVEMBER 2016** commencing at **4.30pm**.

**Present:**

Mr S Jackson (Chairperson)  
Cr J Church  
Cr B Main  
Ms C Conroy  
Mr L Petersen  
Mr V Reeve  
Mrs B Watson

**Attending:**

His Worship the Mayor Mr AM Sanson  
Cr S Henderson  
Mr GJ Ion (Chief Executive)  
Mrs LM Wainwright (Committee Secretary)  
Mrs L Van Den Bemd (Community Development Advisor)  
Ms S Kelly (Community Development Co-ordinator)  
Mr RA Bell (Tuakau Lions Club)  
Ms C Harwood (Te Kohanga School)  
Mrs K Horsfall (Pukekawa Boys & Girls Agricultural Club)  
Mr M Beattie (Sunset Beach Lifeguard Service Inc.)  
Onewhero Area School Youth Action Group representatives  
Tuakau College Youth Action Group representatives

The Chief Executive opened the meeting and welcomed those in attendance.

**DECLARATION BY MEMBERS' PURSUANT TO SCHEDULE 7 CLAUSE 14 OF THE LOCAL GOVERNMENT ACT 2002**

Members made and signed their declarations in accordance with Schedule 7 Clause 14 of the Local Government Act 2002.

**APOLOGIES AND LEAVE OF ABSENCE**

There were no apologies.

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

**Resolved: (Mrs Conroy/Mr Petersen)**

**THAT** the agenda for a meeting of the Onewhero-Tuakau Community Board held on Monday 7 November 2016 be confirmed and all items therein be considered in open meeting;

**AND THAT** in accordance with Standing Order 9.4 the order of business be changed with agenda item 12.9 [*Service Requests*] being considered the first item and that other items be considered as appropriate during the course of the meeting;

**AND FURTHER THAT** the Board resolves that the following item be withdrawn from the agenda:

- Item No. 26 Application for Funding – Queens Redoubt Trust.

**CARRIED on the voices**

**OTCBI611/01**

## **DISCLOSURES OF INTEREST**

There were no disclosures of interest.

## **STATUTORY REQUIREMENTS**

**Resolved: (Cr Church/Mrs Conroy)**

**THAT** the report from the Chief Executive be received;

**AND THAT** the Community Board acknowledge the report as a general explanation of the statutory requirements under schedule 7 clause 21 of the Local Government Act 2002.

**CARRIED on the voices**

**OTCBI611/02**

**STANDING ORDERS****Resolved: (Mrs Watson/Mr Petersen)****THAT** the report from the Chief Executive be received;**AND THAT** the Onewhero-Tuakau Community Board cease conducting its meetings under the NZ Model Standing Orders NZS 9202:2003 incorporating Amendment No. 1;**AND FURTHER THAT** the Onewhero-Tuakau Community Board adopt the new Waikato District Council Standing Orders (Community Boards) with amendment and conduct its meetings using those Standing Orders.**CARRIED on the voices****OTCBI611/03****APPOINTMENT OF CHAIRPERSON AND DEPUTY CHAIRPERSON**

The Chief Executive called for nominations for the position of Chairperson.

One nomination was received.

Mr Cameron was nominated by Mrs Conroy and seconded by Cr Main.

**Resolved: (Mr Petersen/Mrs Watson)****THAT** nominations for the position of Chairperson of the Onewhero-Tuakau Community Board be closed.**CARRIED on the voices****OTCBI611/04**

As there was only one nomination, the Chief Executive duly declared Mr Cameron elected as the Chairperson of the Onewhero-Tuakau Community Board.

The Chief Executive called for nominations for the position of Deputy Chairperson.

One nomination was received.

Mr Jackson was nominated by Mr Petersen and seconded by Mr Reeve.

**Resolved: (Mrs Conroy/Mrs Watson)****THAT** nominations for the position of Deputy Chairperson of the Onewhero-Tuakau Community Board be closed.**CARRIED on the voices****OTCBI611/05**

As there was only one nomination, the Chief Executive duly declared Mr Jackson elected as the Deputy Chairperson of the Onewhero-Tuakau Community Board.

**Resolved: (Mr Petersen/Mrs Watson)**

**THAT the report of the Chief Executive be received;**

**AND THAT Mr Cameron be appointed Chairperson of the Onewhero-Tuakau Community Board;**

**AND FURTHER THAT Mr Jackson be appointed Deputy Chairperson of the Onewhero-Tuakau Community Board.**

**CARRIED on the voices**

**OTCBI611/06**

The Chief Executive vacated the chair and Mr Jackson presided for the remainder of the meeting.

#### **DATE AND TIME OF MEETINGS**

**Resolved: (Cr Church/Mr Reeve)**

**THAT the report from the Chief Executive be received;**

**AND THAT the Onewhero-Tuakau Community Board holds its meetings on the first Monday of each month commencing at 7.30pm;**

**AND FURTHER THAT it is suggested no meetings are held in the months of January and July;**

**AND FURTHER THAT the Onewhero-Tuakau Community Board meetings for the 2017 year be scheduled as follows:**

<b>Month</b>	<b>Location</b>	<b>Time</b>
<b>February</b>	<b>Waikaretu</b>	<b>7.30pm</b>
<b>March</b>	<b>Tuakau</b>	<b>7.30pm</b>
<b>April</b>	<b>Port Waikato</b>	<b>7.30pm</b>
<b>May</b>	<b>Tuakau</b>	<b>7.30pm</b>
<b>June</b>	<b>Onewhero</b>	<b>7.30pm</b>
<b>August</b>	<b>Tuakau</b>	<b>7.30pm</b>
<b>September</b>	<b>Glen Murray</b>	<b>7.30pm</b>
<b>October</b>	<b>Waikaretu</b>	<b>7.30pm</b>
<b>November</b>	<b>Tuakau</b>	<b>7.30pm</b>
<b>December</b>	<b>Port Waikato</b>	<b>7.30pm</b>

**CARRIED on the voices**

**OTCBI611/07**

**COMMUNITY BOARD CHARTER****Resolved: (Mr Jackson/Mrs Watson)****THAT the report from the Chief Executive be received;****AND THAT the Onewhero-Tuakau Community Board notes the Community Board Charter as attached to the agenda.****CARRIED on the voices****OTCBI611/08****CODE OF CONDUCT****Resolved: (Mr Petersen/Mrs Conroy)****THAT the report of the Chief Executive be received.****CARRIED on the voices****OTCBI611/09****USE OF COMMUNITY BOARD AND COMMUNITY COMMITTEE DISCRETIONARY FUNDS****Resolved: (Mrs Conroy/Cr Main)****THAT the report of the Chief Executive be received.****CARRIED on the voices****OTCBI611/10****REPORTS**Service Requests  
Agenda Item 12.9**Resolved: (Cr Church/Mrs Conroy)****THAT the report from the Chief Executive be received.****CARRIED on the voices****OTCBI611/11/1**Discretionary Fund Report to 25 October 2016  
Agenda Item 12.1**Resolved: (Mr Petersen/Mrs Watson)****THAT the report from the General Manager Strategy & Support be received.****CARRIED on the voices****OTCBI611/11/2**

Hall Committee Formation  
Agenda Item 12.10

**Resolved: (Mr Jackson/Mrs Conroy)**

**THAT the report from the Chief Executive be received;**

**AND THAT the following members be delegated to liaise with Council on the running and maintenance of the Tuakau Memorial Town Hall and the Tuakau Domain Hall:**

- **Mr Cameron, and**
- **Mrs Watson.**

**CARRIED on the voices**

**OTCB1611/11/3**

Discretionary Funding Guidelines  
Agenda Item 12.2

**Resolved: (Cr Church/Mr Reeve)**

**THAT the report from the General Manager Strategy & Support be received.**

**CARRIED on the voices**

**OTCB1611/11/4**

Application for Funding – Tuakau Lions Club  
Agenda Item 12.3

Mr Bell answered questions of the Board

**Resolved: (Mr Reeve/Mrs Watson)**

**THAT the report from the General Manager Strategy & Support be received;**

**AND THAT an allocation of \$1,000.00 is made to the Tuakau Lions Club towards the cost of Tuakau Community Christmas Parade.**

**CARRIED on the voices**

**OTCB1611/11/5**

Application for Funding – Te Kohanga School  
Agenda Item 12.4

Ms Harwood answered questions of the Board.

**Resolved: (Cr Church/Mrs Conroy)**

**THAT the report from the General Manager Strategy & Support be received;**

**AND THAT an allocation of \$410.53 is made to the Te Kohanga School towards the maintenance of the school pool for community use.**

**CARRIED on the voices**

**OTCBI611/11/6**

Application for Funding – Pukekawa Boys & Girls Agricultural Club  
Agenda Item 12.5

Mrs Horsfall answered questions of the Board.

**Resolved: (Crs Church/Main)**

**THAT the report from the General Manager Strategy & Support be received;**

**AND THAT an allocation of \$2,875.00 is made to the Pukekawa Boys & Girls Agricultural Club towards the cost of the upgrade of the project.**

**CARRIED on the voices**

**OTCBI611/11/7**

Application for Funding – Queens Redoubt Trust  
Agenda Item 12.6

This item was withdrawn from the agenda.

Application for Funding – Sunset Beach Life Guard Service Inc  
Agenda Item 12.7

Mr Beattie answered questions of the Board.

**Resolved: (Cr Church/Mr Petersen)**

**THAT the report from the General Manager Strategy & Support be received;**

**AND THAT an allocation of \$2,000.00 is made to the Sunset Beach Lifeguard Service Inc. towards the cost of the lifeguard programme over the summer of 2016/2017.**

**CARRIED on the voices**

**OTCBI611/11/8**

Youth Engagement Update  
Agenda Item 12.11

**Resolved: (Cr Church/Mr Jackson)**

**THAT** the report from the **General Manager Strategy & Support** be received;

**AND THAT** the **Community Board** agrees to identify youth mentors to support the youth action groups and youth representatives;

**AND FURTHER THAT** any new issues identified in the Youth Action Group's Quarterly Reports that the Committee agrees on, be added to the Community Board's Works and Issues report so that progress on implementation can be monitored;

**AND FURTHER THAT** the Community Board note that it will be requested to consider appointing two youth representatives to the Committee in early 2017.

**CARRIED on the voices**

**OTCBI611/11/9**

Project Accountability Forms  
Agenda Item 12.8

**Resolved: (Cr Church/Mr Petersen)**

**THAT** the report from the **General Manager Strategy & Support** be received;

**AND THAT** the Board notes that the following amounts have been spent:

- \$7,910.19 Naike Community Incorporated Society – roof upgrade;
- \$4,099.99 Tuakau Lions Club – Christmas flags and decorations;
- \$1,000.00 Tuakau Lions Club – Christmas Parade;
- \$4,000.00 Sunset Beach Lifeguard Service – Lifeguard programme 2015/2016;
- \$309.57 Te Kohanga School – pool chemicals;
- \$1,300.00 Glen Murray Community Equestrian Centre – upgrade the access way;
- \$4,000.00 Onewhero Rugby Club – building consent fees;
- \$2,808.44 Adult Literacy Trust – programme resources.

**CARRIED on the voices**

**OTCBI611/11/10**

There being no further business the meeting was declared closed at 6.34pm.

Minutes approved and confirmed this                      day of                      2016.

BB Cameron

**CHAIRPERSON**

Minutes 2016/OTCB/161107 OTCB Minutes

### ***Open Meeting***

<b>To</b>	Waikato District Council
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	30 November 2016
<b>Prepared by</b>	Rose Gray Council Support Manager
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV131
<b>Report Title</b>	Receipt of Raglan Community Board Triennial Minutes

## **I. EXECUTIVE SUMMARY**

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To receive the triennial minutes of the Raglan Community Board meeting held on Tuesday 8 November 2016.

## **2. RECOMMENDATION**

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**THAT** the triennial minutes of the meeting of the Raglan Community Board held on Tuesday 8 November 2016 be received.

## **3. ATTACHMENTS**

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Triennial minutes

**MINUTES** of the Triennial Meeting of the Raglan Community Board held in the Supper Room, Town Hall, Bow Street, Raglan on **TUESDAY 8 NOVEMBER 2016** commencing at **2.01pm**.

**Present:**

Mr R MacLeod (Chairperson)  
Cr L Thomson  
Mr PJ Haworth  
Mrs R Kereopa  
Mr A Oosten  
Mrs G Parson  
Mr A Vink

**Attending:**

Mr AM Sanson (His Worship the Mayor)  
Mr GJ Ion (Chief Executive)  
Mr TG Whittaker (General Manager Strategy & Support)  
Mrs R Gray (Council Support Manager)  
Mrs L van den Bemd (Community Development Officer)  
Mrs I Huirama (Team Administrator)  
Mr D De Ruyscher (Raglan Mountain Bike Club)  
Mrs J Penn (Whaingaroa Environment Centre)  
Mr C Young (Raglan Lions Club)  
Mr R Gemmell (Raglan Community Arts Council)  
Mrs S Prinz (Raglan Community Arts Council)  
Mr R Gallagher (Raglan Community Arts Council)  
Mr D Hannah (Raglan Chamber of Commerce)  
16 Members of the public

The Chief Executive opened the meeting and welcomed Community Board Members to the meeting. He explained that as this was the first triennial meeting of the Board following the 2016 Elections, he would Chair the meeting until agenda item 11 where members would appoint a new Chairperson. Once he had undertaken those duties he would hand over to the new chairperson.

**DECLARATION BY MEMBERS' PURSUANT TO SCHEDULE 7 CLAUSE 14 OF THE LOCAL GOVERNMENT ACTS 2002**

Agenda Item 1

Members made and signed their declarations in accordance with Schedule 7 Clause 14 of the Local Government Act 2002.

**APOLOGIES AND LEAVE OF ABSENCE**

Agenda Item 2

There were no apologies.

**CONFIRMATION OF STATUS OF AGENDA ITEMS**

Agenda Item 3

**Resolved: (Cr Thomson/Mr MacLeod)**

**THAT** the agenda for the triennial meeting of the Raglan Community Board held on Tuesday 8 November 2016 be confirmed and all items therein be considered in open meeting;

**AND THAT** the Board resolves that the following item be added to the agenda as a matter of urgency as advised by the Chief Executive:

- Inspiring Communities/LGNZ Workshop;

**AND FURTHER THAT** the Board resolves that the following item be withdrawn from the agenda:

- Item No 12.8 [*Appointment for Funding – ZU Entertainment Ltd*].

**CARRIED on the voices**

RCB1611/01

**DISCLOSURES OF INTEREST**

Agenda Item 4

Mr MacLeod advised members of the Board that he would declare a non financial conflict of interest in item 12.5 [*Application for Funding – Raglan Lions Club*].

Cr Thomson advised members of the Board that she would declare a non financial conflict of interest in item 12.3 [*Application for Funding – Raglan Mountain Bike Club*] and item 12.6 [*Application for Funding – Raglan Chamber of Commerce*].

**STATUTORY REQUIREMENTS**

Agenda Item 5

**Resolved: (Mr MacLeod/Mr Haworth)**

**THAT** the report from the Chief Executive be received;

**AND THAT** the Raglan Community Board acknowledge the report as a general explanation of the statutory requirements under schedule 7 clause 21 of the Local Government Act 2002.

**CARRIED on the voices**

RCB1611/02

## **STANDING ORDERS FOR MEETINGS OF LOCAL AUTHORITIES AND COMMUNITY BOARDS**

Agenda Item 6

**Resolved: (Cr Thomson/Mr MacLeod)**

**THAT** the report from the Chief Executive be received;

**AND THAT** the Raglan Community Board cease conducting its meetings under the NZ Model Standing Orders NZS 9202:2003 incorporating Amendment No. 1;

**AND FURTHER THAT** the Raglan Community Board adopt the new Waikato District Council Standing Orders (Community Boards) with the amendment to clause 21.3 Option B, fourth bullet point to read: *'Members can speak to any amendment.'* and conduct its meetings using those Standing Orders.

**CARRIED on the voices**

**RCBI611/03**

## **APPOINTMENT OF CHAIRPERSON AND DEPUTY CHAIRPERSON**

Agenda Item 7

Prior to calling for nominations, the Chief Executive clarified that Community Board members and Councillors were eligible to stand for the role of Chairperson and that a member could nominate, second and vote for themselves. He explained that if there was more than one nomination, an election by show of hands would be held.

One nomination was received; Mr MacLeod was nominated by Mr Oosten and seconded by Mrs Kereopa.

**Resolved: (Cr Thomson/Mr Haworth)**

**THAT** nominations for the position of Chairperson of the Raglan Community Board be closed.

**CARRIED on the voices**

**RCBI611/04**

The Chief Executive duly declared Mr MacLeod elected as Chairperson of the Raglan Community Board.

The Chief Executive then called for nominations for the position of Deputy Chairperson.

One nomination was received; Mrs Parson was nominated by Cr Thomson and seconded by Mr MacLeod.

**Resolved: (Mr Oosten/Mrs Kereopa)**

**THAT nominations for the position of Deputy Chairperson of the Raglan Community Board be closed.**

**CARRIED on the voices**

**RCBI611/05**

The Chief Executive duly declared Mrs Parson elected as Deputy Chairperson of the Raglan Community Board.

**Resolved: (Mr Oosten/Mrs Kereopa)**

**THAT the report from the Chief Executive be received;**

**AND THAT Mr MacLeod be appointed Chairperson of the Raglan Community Board;**

**AND FURTHER THAT Mrs Parson be appointed Deputy Chairperson of the Raglan Community Board.**

**CARRIED on the voices**

**RCBI611/06**

### **COMMUNITY COMMITTEE CHARTER**

Agenda Item 8

His Worship the Mayor spoke of his expectations of the Board in prioritising up to three projects for completion over the next three to six years. These could be considered at a workshop and focus be given to what can be achieved for the community.

**Resolved: (Mr MacLeod/Mrs Parson)**

**THAT the report from the Chief Executive be received;**

**AND THAT the Raglan Community Board confirms the Community Committee Charter as attached to the agenda report;**

**AND FURTHER THAT the charter be customised to include the name of Raglan Community Board.**

**CARRIED on the voices**

**RCBI611/07**

**CODE OF CONDUCT**

Agenda Item 9

**Resolved: (Mr MacLeod/Mr Vink)****THAT the report from the Chief Executive be received.****CARRIED on the voices****RCB1611/08****USE OF COMMUNITY BOARD AND COMMUNITY COMMITTEE  
DISCRETIONARY FUNDS**

Agenda Item 10

**Resolved: (Mr Vink/Mr Haworth)****THAT the report from the Chief Executive be received.****CARRIED on the voices****RCB1611/09****DATE AND TIME OF MEETINGS**

Agenda Item 11

**Resolved: (Mr MacLeod/Mrs Parson)****THAT the report from the Chief Executive be received;****AND THAT the Raglan Community Board holds its meetings on the second Tuesday of each month commencing at 2.00pm with a Public Forum commencing at 1.30pm prior to each meeting;****AND FURTHER THAT it is suggested no meeting be held in the months of January, April, July and October in line with Council practice.****CARRIED on the voices****RCB1611/10****REPORTS**Discretionary Funding Guidelines

Agenda Item 12.1

**Resolved: (Mr MacLeod/Cr Thomson)****THAT the report from the General Manager Strategy & Support be received.****CARRIED on the voices****RCB1611/11/1**

The Chief Executive vacated the Chair and Mr MacLeod presided.

His Worship the Mayor and the Chief Executive retired from the meeting at 2.54pm.

Discretionary Fund Report to 25 October 2016

Agenda Item 12.2

**Resolved: (Mr MacLeod/Mr Oosten)**

**THAT the report from the General Manager Strategy & Support be received.**

**CARRIED on the voices**

**RCB1611/11/2**

Application for Funding – Raglan Mountain Bike Club

Agenda Item 12.3

Cr Thomson declared a conflict of interest, withdrew to the gallery and took no part in discussion or voting on this item.

Mr De Ruyscher provided an overview and answered questions of the members. Consideration was to be given for the Community Board logo to be included on the map and entrance sign.

**Resolved: (Mr MacLeod/Mr Vink)**

**THAT the report from the General Manager Strategy & Support be received;**

**AND THAT an allocation of \$787.75 be made to the Raglan Mountain Bike Club towards the cost of Wainui Reserve mountain bike track maps.**

**CARRIED on the voices**

**RCB1611/11/3**

Application for Funding – Whaingaroa Environment Centre

Agenda Item 12.4

Mrs Penn provided an overview and answered questions of the members.

**Resolved: (Mr Oosten/Mr Haworth)**

**THAT the report from the General Manager Strategy & Support be received;**

**THAT an allocation of \$3,137.00 be made to the Whaingaroa Environment Centre towards the cost of Plastic Free Raglan project.**

**CARRIED on the voices**

**RCB1611/11/4**

As the Chair, Mr MacLeod, declared a conflict of interest in the following item he vacated the chair and the Deputy Chair, Mrs Parson presided for the item.

Application for Funding – Raglan Lions Club

Agenda Item 12.5

Mr MacLeod disclosed a conflict of interest, withdrew to the gallery and took no part in discussion or voting on this item.

Mr Young provided an overview and answered questions of the members.

**Resolved: (Mr Haworth/Mrs Kereopa)**

**THAT the report from the General Manager Strategy & Support be received;**

**AND THAT an allocation of \$1,775.00 be made to the Raglan Lions Club towards the cost of the 2016 New Year's Eve parade.**

**CARRIED on the voices**

**RCB1611/11/5**

The Deputy Chair, Mrs Parson, vacated the Chair. Mr MacLeod assumed the Chair and presided for the remainder of the meeting.

Application for Funding – Raglan Community Arts Council

Agenda Item 12.6

Mr Gemmell, Ms S Prinz and Mr Gallagher provided an overview and answered questions of the members.

**Resolved: (Mr Vink/Mr MacLeod)**

**THAT the report from the General Manager Strategy & Support be received;**

**AND THAT the board supports an allocation of \$2,500 towards the creative space upgrade;**

**AND FURTHER THAT a further \$5,000 commitment be made to the project subject to funding available from Council.**

**CARRIED on the voices**

**RCB1611/11/6**

Application for Funding – Raglan Chamber of Commerce

Agenda Item 12.7

Ms Thomson declared a conflict of interest, withdrew to the gallery and took no part in discussion or voting on this item.

Mr Hannah provided an overview and answered questions of the members.

**Resolved: (Mr MacLeod/Mr Vink)**

**THAT the report from the General Manager Strategy & Support be received;**

**AND THAT the amount previously allocated for the Matariki Festival of \$1,000.00 be returned to the pool [RCB1605/07/3 refers];**

**AND FURTHER THAT an allocation of \$1,000.00 be made to the Raglan Chamber of Commerce towards the cost of the Christmas light competition for the community of Raglan.**

**CARRIED on the voices**

**RCB1611/11/7**

Application for Funding – ZU Entertainment Ltd  
Agenda Item 12.8

This item was withdrawn from the agenda.

Project Accountability Form  
Agenda Item 12.9

**Resolved: (Mr MacLeod/Cr Thomson)**

**THAT the report from the General Manager Strategy & Support be received;**

**AND THAT the Board notes that the following amounts have been spent:**

- \$5,548.75 Whaingaroa Environment Centre – Plastic Bag Free Raglan project;**
- \$3,500.00 funded, \$2,921.46 spent Whaingaroa Environment Centre – Tool Library Project.**

**CARRIED on the voices**

**RCB1611/11/8**

Service Requests  
Agenda Item 12.10

Cr Thomson agreed to include an article in the Raglan Chronicle to inform the public of the process to request a service via the Council website. Other options were to phone in or advise the Raglan Office.

**Resolved: (Mr MacLeod/Mr Oosten)**

**THAT the report from the Chief Executive be received.**

**CARRIED on the voices**

**RCB1611/11/9**

Works & Issues Report November 2016  
Agenda Item 12.11

Additional items discussed:

- berm mowing zones – board wanted to understand the exemption process and how often the berms would get mown particularly in those public profile areas. Staff to attend the next meeting and provide a report to explain.
- Maintenance of Christmas Lighting - some lights not working.

**Resolved: (Mr MacLeod/Mr Haworth)**

**THAT the report from the General Manager Customer Support be received.**

**CARRIED on the voices**

**RCB1611/11/10**

Waters Performance Dashboard  
Agenda Item 12.12

It was agreed that the Infrastructure Report for November would be provided to the board for their next meeting.

**Resolved: (Mr MacLeod/Mr Vink)**

**THAT the report of the General Manager Service Delivery be received.**

**CARRIED on the voices**

**RCB1611/11/11**

Placemaking in the District  
Agenda Item 12.13

Cr Thomson spoke briefly on the proposed hand rail at the wharf and provided a draft design for the members to view of the seating and bike racks.

**Resolved: (Mr MacLeod/Mr Oosten)**

**THAT the report of the General Manager Customer Support be received.**

**CARRIED on the voices**

**RCB1611/11/12**

Raglan Naturally Interim Steering Group  
Agenda Item 12.14

Cr Thomson advised that Tony Mayow provided a presentation on Raglan Naturally to the steering group today and those members were enthused at moving forward with re-establishing the relationship with Council. A presentation will be made to the December meeting from a member of the Interim Steering Group.

**Resolved: (Mr MacLeod/Cr Thomson)**

**THAT the report from the General Manager Strategy & Support be received;**

**AND THAT Rangi Kereopa represent the Raglan Community Board on the Raglan Naturally Interim Steering Group.**

**CARRIED on the voices**

**RCB1611/11/13**

Inspiring Communities/LGNZ Workshop

Add.Item

It was agreed that a member of the board would be available to attend as required.

**Resolved: (Mr MacLeod/Cr Thomson)**

**THAT Cr Thomson and a board member be representatives at any future Inspiring Communities discussions.**

**CARRIED on the voices**

**RCB1611/11/14**

There being no further business the meeting was declared closed at 4.46pm.

Minutes approved and confirmed this                      day of                      2016.

RJ MacLeod

**CHAIRPERSON**

Minutes2016/RCB/161108 RCB Triennial Minutes

### ***Open Meeting***

<b>To</b>	Waikato District Council
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	10 November 2016
<b>Prepared by</b>	Wanda Wright Committee Secretary
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV0508
<b>Report Title</b>	Receipt of Minutes – NCB - Triennial

## **I. EXECUTIVE SUMMARY**

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To receive the minutes of the Ngaruawahia Community Board triennial meeting held on Tuesday 8 November 2016.

## **2. RECOMMENDATION**

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**THAT** the minutes of the triennial meeting of the Ngaruawahia Community Board meeting held on 8 November 2016 be received.

## **3. ATTACHMENTS**

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NCB Minutes - Triennial

**MINUTES** of the Triennial Meeting of the Ngaruawahia Community Board held in the Committee Rooms 1 & 2, District Office, 15 Galileo Street, Ngaruawahia on **TUESDAY 8 NOVEMBER 2016** commencing at **6.00pm**.

**Present:**

Mr J Whetu (Chair)  
Cr JM Gibb  
Cr E Patterson  
Ms R Kirkwood  
Ms K Morgan  
Mr BJ Sherson  
Ms J Stevens

**Attending:**

Mr AM Sanson (His Worship the Mayor) *[until 6.50pm]*  
Mr GJ Ion (Chief Executive) *[until 6.50pm]*  
Ms S Duignan (General Manager Customer Support)  
Mrs W Wright (Committee Secretary)  
Mrs L van den Bemd (Community Development Adviser)  
Miss A van den Bemd (Interim Ngaruawahia Youth Action Group Co-ordinator) *[until 7.00pm]*  
Master W Eriepa (Youth Representative)  
Ms M Flynn (Horotiu Playcentre)  
Mr L Hamill (Ngaruawahia High School)  
Mr C Jarnett (Ngaruawahia High School)  
Ms E Preston (Ngaruawahia High School)  
Ms A Ramsay (Ngaruawahia Community House)  
Ms V Rice (Ngaruawahia Community House)  
2 Members of Staff  
Members of the public

The Chief Executive opened the meeting and welcomed Community Board Members and Councillors to the meeting. He explained that as this was the first triennial meeting of the Board following the 2016 Elections, he would Chair the meeting until agenda item 11, where members would appoint a new Chairperson. Once he had undertaken those duties he would hand over to the new chairperson.

**DECLARATION BY MEMBERS' PURSUANT TO SCHEDULE 7 CLAUSE 14 OF THE LOCAL GOVERNMENT ACTS 2002**

Agenda Item 1

Members made and signed their declarations in accordance with Schedule 7 Clause 14 of the Local Government Act 2002.

**APOLOGIES AND LEAVE OF ABSENCE**

Agenda Item 2

There were no apologies.

**CONFIRMATION OF STATUS OF AGENDA ITEMS**

Agenda Item 3

**Resolved: (Mr Sherson/Ms Kirkwood)**

**THAT the agenda for the triennial meeting of the Ngaruawahia Community Board held on Tuesday 8 November 2016 be confirmed and all items therein be considered in open meeting.**

**CARRIED on the voices**

**NCBI611/01**

**DISCLOSURES OF INTEREST**

Agenda Item 4

Cr Gibb advised members of the Board that she would declare a non-financial conflict of interest in item 12.4 [*Application for Funding for Ngaruawahia High School*] due to being on the Board of Ngaruawahia High School.

Mr Whetu advised members of the Board that he would declare a non-financial conflict of interest in item 12.4 [*Application for Funding for Ngaruawahia High School*] due to his wife being on the Board of the Ngaruawahia High School.

Master Eriepa (Youth Representative) advised members of the Board that he would declare a non-financial conflict of interest in item 12.4 [*Application for Funding for Ngaruawahia High School*] due to him being the Head Boy and on the Board of the Ngaruawahia High School.

Ms Morgan advised members of the Board that she would declare a non-financial conflict of interest in items 12.5 and 12.6 [*Ngaruawahia Community House Inc – Christmas Parade and Ngaruawahia Community House Inc – Waitangi Day*] as she is an employee of Radio Tainui who supports Ngaruawahia Community House.

Ms Stevens advised members of the Board that she would declare a non-financial conflict of interest in items 12.5 and 12.6 [*Ngaruawahia Community House Inc – Christmas Parade and Ngaruawahia Community House Inc – Waitangi Day*] due to her being the chair of Ngaruawahia Community House.

**STATUTORY REQUIREMENTS**

Agenda Item 5

**Resolved: (Mr Whetu/Mr Sherson)****THAT** the report from the Chief Executive be received;**AND THAT** Council acknowledge the report as a general explanation of the statutory requirements under schedule 7 clause 21 of the Local Government Act 2002.**CARRIED on the voices****NCBI611/02****STANDING ORDERS FOR MEETINGS OF LOCAL AUTHORITIES AND COMMUNITY BOARDS**

Agenda Item 6

**Resolved: (Cr Gibb/Mr Whetu)****THAT** the report from the Chief Executive be received;**AND THAT** the Ngaruawahia Community Board cease conducting its meetings under the NZ Model Standing Orders NZS 9202:2003 incorporating Amendment No. 1;**AND FURTHER THAT** the Ngaruawahia Community Board adopt the new Waikato District Council Standing Orders (Community Boards) with the amendment to clause 21.3 Option B, fourth bullet point to read: '*Members can speak to any amendment.*' and conduct its meetings using those Standing Orders.**CARRIED on the voices****NCBI611/03****APPOINTMENT OF CHAIRPERSON AND DEPUTY CHAIRPERSON**

Agenda Item 7

Prior to calling for nominations, the Chief Executive clarified that Community Board members and Councillors were eligible to stand for the role of Chairperson and that a member could vote for themselves. He explained that if there was more than one nomination, an election by show of hands would be held. If that election tied, the result would be determined by drawing a name out of a hat. The Chief Executive called for nominations for the position of Chairperson of the Ngaruawahia Community Board.

One nomination was received; Mr Whetu was nominated by Ms Kirkwood and seconded by Cr Gibb.

**Resolved: (Cr Patterson/Ms Morgan)****THAT** nominations for the position of Chairperson of the Ngaruawahia Community Board be closed.

**CARRIED on the voices****NCB1611/04/1**

The Chief Executive duly declared Mr Whetu elected as Chairperson on the Ngaruawahia Community Board.

The Chief Executive then called for nominations for the position of Deputy Chairperson.

One nomination was received; Ms Kirkwood was nominated by Ms Morgan and seconded by Mr Whetu.

**Resolved: (Cr Patterson/Ms Stevens)**

**THAT nominations for the position of Deputy Chairperson of the Ngaruawahia Community Board be closed.**

**CARRIED on the voices****NCB1611/04/2**

The Chief Executive duly declared Ms Kirkwood elected as Deputy Chairperson of the Ngaruawahia Community Board.

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

**THAT the report from the Chief Executive be received;**

**AND THAT Mr Whetu be appointed as Chairperson of the Ngaruawahia Community Board;**

**AND FURTHER THAT Ms Kirkwood be appointed as Deputy Chairperson of the Ngaruawahia Community Board.**

**CARRIED on the voices****NCB1611/04/3****COMMUNITY COMMITTEE CHARTER**

Agenda Item 8

**Resolved: (Cr Patterson/Ms Morgan)**

**THAT the report from the Chief Executive be received;**

**AND THAT the Ngaruawahia Community Board confirms the Community Committee Charter as attached to the Agenda;**

**AND FURTHER THAT the Charter specifically reference the Ngaruawahia Community Board.**

**CARRIED on the voices****NCB1611/05**

**CODE OF CONDUCT**

Agenda Item 9

**Resolved: (Ms Kirkwood/Cr Patterson)****THAT the report from the Chief Executive be received.****CARRIED on the voices****NCBI611/06****USE OF COMMUNITY BOARD AND COMMUNITY COMMITTEE  
DISCRETIONARY FUNDS**

Agenda Item 10

**Resolved: (Mr Sherson/Cr Gibb)****THAT the report from the Chief Executive be received.****CARRIED on the voices****NCBI611/07****DATE AND TIME OF MEETINGS**

Agenda Item 11

**Resolved: (Mr Sherson/Ms Stevens)****THAT the report from the Chief Executive be received;****AND THAT the Ngaruawahia Community Board holds its meetings on the second Tuesday of each month commencing at 6.15pm, with a Public Forum prior to the meeting that commences at 5.45pm;****AND FURTHER THAT it is suggested no meeting is held in the months of January, April, July and October in line with Council practice.****CARRIED on the voices****NCBI611/08**

His Worship the Mayor thanked the previous Board and gave a short overview of what he expects from the Board in future.

The Chief Executive vacated the Chair and Mr Whetu presided as Chair for the remainder of the meeting.

His Worship the Mayor and the Chief Executive retired from the meeting at 6.50pm.

## **REPORTS**

Discretionary Fund Report to 25 October 2016  
Agenda Item 12.1

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

**THAT the report from the General Manager Strategy & Support be received.**

**CARRIED on the voices**

**NCB1611/09/1**

Discretionary Funding Guidelines  
Agenda Item 12.2

**Resolved: (Cr Patterson/Ms Morgan)**

**THAT the report from the General Manager Strategy & Support be received.**

**CARRIED on the voices**

**NCB1611/09/2**

Miss van den Bemd retired from the meeting at 7.00pm during discussions on the above item and was not present during voting.

Application for Funding – Horotiu Playcentre  
Agenda Item 12.3

Ms Megan Flynn gave an overview of the report and answered questions of the board.

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

**THAT the report from the General Manager Strategy & Support be received;**

**AND THAT an allocation of \$1,449.25 is made to the Horotiu Playcentre towards the cost of re-barking the playground.**

**CARRIED on the voices**

**NCB1611/09/3**

Application for Funding – Ngaruawahia High School  
Agenda Item 12.4

Cr Gibb and Master Eriepa declared a non-financial conflict of interest and withdrew to the gallery and did not take part in discussion or voting on this item.

Mr Whetu declared a non-financial conflict of interest and did not take part in discussion or voting on this item.

Mr Hamill, Mr Jarnett and Ms Preston provided an overview of the report and answered questions of the board.

**Resolved: (Cr Patterson/Ms Stevens)**

**THAT the report from the General Manager Strategy & Support be received;**

**AND THAT an allocation of \$5,000 be made to Ngaruawahia High School towards the cost of purchasing a new electronic notice board.**

**CARRIED on the voices**

**NCB1611/09/4**

Application for Funding – Ngaruawahia Community House Incorporated - Christmas Parade  
Agenda Item 12.5

Ms Stevens and Ms Morgan declared a non-financial conflict of interest on the following two items [12.5 and 12.6], withdrew to the gallery and did not take part in discussion or voting on these items.

Ms Ramsay and Ms Rice gave a powerpoint presentation and answered questions of the board.

Tabled Item: Powerpoint Presentation

**Resolved: (Mr Sherson/Ms Kirkwood)**

**THAT the report from the General Manager Strategy & Support be received;**

**AND THAT an allocation of \$4,964.50 is made to the Ngaruawahia Community House Incorporated towards the cost of Christmas on Jesmond Street event.**

**CARRIED on the voices**

**NCB1611/09/5**

Application for Funding – Ngaruawahia Community House Incorporated - Waitangi Day  
Agenda Item 12.6

Tabled Item: Powerpoint Presentation

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

**THAT the report from the General Manager Strategy & Support be received;**

**AND THAT an allocation of \$2,695.60 is made to the Ngaruawahia Community House towards the cost of the Picnic at the Point event.**

**CARRIED on the voices**

**NCB1611/09/6**

Project Accountability Form  
Agenda Item 12.7

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

**THAT the report from the General Manager Strategy & Support be received;**

**AND THAT the Board notes that the following amount has been spent:**

**– \$1,577.92 Ngaruawahia RSA Memorial Club – Hopuhopu Military Mural Project.**

**CARRIED on the voices**

**NCB1611/09/7**

Service Requests  
Agenda Item 12.8

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

**THAT the report from the Chief Executive be received.**

**CARRIED on the voices**

**NCB1611/09/8**

NCB Works & Issues Report Nov 2016  
Agenda Item 12.9

**Resolved: (Mr Sherson/Cr Gibb)**

**THAT the report from the General Manager Customer Support be received.**

**CARRIED on the voices**

**NCB1611/09/9**

Te Mana o Te Rangi Reserve Update  
Agenda Item 12.10

**Resolved: (Cr Patterson/Ms Kirkwood)**

**THAT the report of the General Manager Service Delivery –Te Mana o Te Rangi Reserve Update - be received;**

**AND THAT the Board agrees to partner with Council to develop an agreed process for collaborating with the Community for the development of Te Mana o Te Rangi Reserve.**

**CARRIED on the voices**

**NCB1611/09/10**

Ngaruawahia Community Board Resolution/Action Register  
Agenda Item 12.11

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

**THAT the report of the General Manager Customer Support be received.**

**CARRIED on the voices**

**NCB1611/09/11**

There being no further business the meeting was declared closed at 8.20pm.

Minutes approved and confirmed this                      day of                      2016.

Mr J Whetu

**CHAIRPERSON**

Minutes2016/NCB/161102 NCB Triennial Minutes

### **Open Meeting**

<b>To</b>	Waikato District Council
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	16 November 2016
<b>Prepared by</b>	Wanda Wright Committee Secretary
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV0508
<b>Report Title</b>	Receipt of Minutes – TCB - Triennial

## **I. EXECUTIVE SUMMARY**

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To receive the minutes of the Taupiri Community Board triennial meeting held on Monday 14 November 2016.

## **2. RECOMMENDATION**

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**THAT** the minutes of the triennial meeting of the Taupiri Community Board meeting held on Monday 14 November 2016 be received.

## **3. ATTACHMENTS**

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TCB Minutes - Triennial

**MINUTES** for the Triennial meeting of the Taupiri Community Board, following the 2016 Local Body Elections, held in the Memorial Hall, Greenlane Road, Taupiri on **MONDAY 14 NOVEMBER 2016** commencing at **6.30pm**.

**Present:**

Ms D Lovell (Chair)  
 Cr JM Gibb  
 Cr E Patterson  
 Mr HW Lovell  
 Ms J Morley  
 Miss S Ormsby-Cocup  
 Ms JR Ross  
 Mr R Van Dam

**Attending:**

Mr AM Sanson (His Worship the Mayor)  
 Mr GJ Ion (Chief Executive)  
 Ms W Wright (Committee Secretary)  
 Ms L van den Bemd (Community Development Advisor)  
 Mr V Hitchman (Taupiri Bowling Club)  
 7 Members of the public

The Chief Executive opened the meeting and welcomed Community Board Members and Councillors to the meeting. He explained that as this was the first triennial meeting of the Board following the 2016 Elections, he would Chair the meeting until agenda item 12, where members would appoint a new Chairperson. Once he had undertaken those duties he would hand over to the new chairperson.

**DECLARATION BY MEMBERS' PURSUANT TO SCHEDULE 7 CLAUSE 14 OF THE LOCAL GOVERNMENT ACTS 2002**

Agenda Item 1

Members made and signed their declarations in accordance with Schedule 7 Clause 14 of the Local Government Act 2002.

**APOLOGIES AND LEAVE OF ABSENCE**

Agenda Item 2

There were no apologies.

**CONFIRMATION OF STATUS OF AGENDA ITEMS**

Agenda Item 3

**Resolved: (Cr Patterson/Ms Ross)**

**THAT** the agenda for the triennial meeting of the Taupiri Community Board held on Monday 14 November 2016 be confirmed and all items therein be considered in open meeting;

**AND THAT** in accordance with Standing Order 9.4 the order of business be changed with agenda items 12.4 [*Service Requests*], 12.5 [*Taupiri Works & Issues Report*] and 12.6 [*Mangawara Bridge Access to Taupiri Urupa from Watts Grove, Taupiri*] be considered before agenda item 12.1 – Discretionary Fund Report to 28 October 2016.

**CARRIED on the voices**

TCBI611/01

**DISCLOSURES OF INTEREST**

Agenda Item 4

Mr Lovell advised members of the Board that he would declare a non financial conflict of interest in item 12.6 [*Mangawara Bridge Access to Taupiri Maunga Urupa from Watts Gove, Taupiri*].

Cr Gibb advised members of the Board that she would declare a non financial conflict of interest in item 12.6 [*Mangawara Bridge Access to Taupiri Maunga Urupa from Watts Gove, Taupiri*].

**STATUTORY REQUIREMENTS**

Agenda Item 5

**Resolved: (Mr Lovell/Ms Lovell)**

**THAT** the report from the Chief Executive be received;

**AND THAT** Council acknowledge the report as a general explanation of the statutory requirements under schedule 7 clause 21 of the Local Government Act 2002.

**CARRIED on the voices**

TCBI611/02

## **STANDING ORDERS FOR MEETINGS OF LOCAL AUTHORITIES AND COMMUNITY BOARDS**

Agenda Item 6

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

**THAT** the report from the Chief Executive be received;

**AND THAT** the Ngaruawhia Community Board cease conducting its meetings under the NZ Model Standing Orders NZS 9202:2003 incorporating Amendment No. 1;

**AND FURTHER THAT** the Taupiri Community Board adopt the new Waikato District Council Standing Orders (Community Boards) with the amendment to clause 21.3 Option B, fourth bullet point to read: *'Members can speak to any amendment.'* and conduct its meetings using those Standing Orders.

**CARRIED on the voices**

**TCBI611/03**

## **APPOINTMENT OF CHAIRPERSON AND DEPUTY CHAIRPERSON**

Agenda Item 7

Prior to calling for nominations, the Chief Executive clarified that Community Board members and Councillors were eligible to stand for the role of Chairperson and that a member could vote for themselves. He explained that if there was more than one nomination, an election by show of hands would be held. If that election tied, the result would be determined by selecting system A or B. The Chief Executive called for nominations for the position of Chairperson of the Taupiri Community Board.

One nomination was received: Dorothy Lovell nominated by Howard Lovell and was seconded by Sharnay Ormsby-Cocup.

**Resolved: (Ms Ross/Cr Patterson)**

**THAT** nominations for the position of Chairperson of the Taupiri Community Board be closed.

**CARRIED on the voices**

**TCBI611/04**

The Chief Executive duly declared that Ms Lovell be elected as Chairperson on the Taupiri Community Board.

The Chief Executive then called for nominations for the position of Deputy Chairperson.

Two nominations were received:

1. Rudy Van Dam nominated by Sharnay Ormsby-Cocup and seconded by Dorothy Lovell and
2. Joanne Morley nominated by Howard Lovell and seconded by Sharnay Ormsby-Cocup.

As there were two nominations, the Chief Executive declared that system B will be adopted to elect the Deputy Chairperson would be held by voting on a show of hands.

The Chief Executive asked for a show of hands to elect the Deputy Chairperson:

- Rudy Van Dam – 6 in favour
- Joanne Morley - 2 in favour

**Resolved: (Cr Gibb/Ms Ormsby-Cocup)**

**THAT nominations for the position of Deputy Chairperson of the Taupiri Community Board be closed.**

**CARRIED on the voices**

**TCB1611/05/1**

The Chief Executive duly declared Mr Van Dam elected as Deputy Chairperson on the Taupiri Community Board.

**Resolved: (Cr Gibb/Ms Ormsby-Cocup)**

**THAT the report from the Chief Executive be received;**

**AND THAT the Community board resolves to use system B for the election of the Deputy Chairperson;**

**AND FURTHER THAT Ms Lovell is appointed Chairperson of the Taupiri Community Board;**

**AND FURTHER THAT Mr Van Dam is appointed Deputy Chairperson of the Taupiri Community Board.**

**CARRIED on the voices**

**TCB1611/05/2**

**COMMUNITY COMMITTEE CHARTER**

Agenda Item 8

**Resolved: (Ms Ross/Mr Van Dam)****THAT the report from the Chief Executive be received;****AND THAT the Taupiri Community Board confirms the Community Committee Charter as attached to the Agenda.****CARRIED on the voices****TCBI611/06****CODE OF CONDUCT**

Agenda Item 9

**Resolved: (Ms Lovell/Mr Lovell)****THAT the report from the Chief Executive be received.****CARRIED on the voices****TCBI611/07****USE OF COMMUNITY BOARD AND COMMUNITY COMMITTEE  
DISCRETIONARY FUNDS**

Agenda Item 10

**Resolved: (Cr Gibb/Ms Ormsby-Cocup)****THAT the report from the Chief Executive be received.****CARRIED on the voices****TCBI611/08****DATE AND TIME OF MEETINGS**

Agenda Item 11

**Resolved: (Ms Lovell/Ms Ormsby-Cocup)****THAT the report from the Chief Executive be received;****AND THAT the Taupiri Community Board holds its meetings on the second Monday of each month commencing at 5.45pm, with a Public Forum commencing at 5.30pm;****AND FURTHER THAT it is suggested no meeting is held in the months of January, April, July and October in line with Council practice.****CARRIED on the voices****TCBI611/09**

## **REPORTS**

Service Requests  
Agenda Item 12.4

**Resolved: (Cr Patterson/Ms Lovell)**

**THAT the report from the Chief Executive be received.**

**CARRIED on the voices**

**TCB1611/10/1**

Taupiri Works and Issues Report  
Agenda Item 12.5

**Resolved: (Ms Morely/Mr Lovell)**

**THAT the report from the General Manager Customer Support be received.**

**CARRIED on the voices**

**TCB1611/10/2**

Mangawara Bridge Access to Taupiri Maunga Urupa from Watts Grove Taupiri – Working Group representatives  
Agenda Item 12.6

Mr Lovell and Cr Gibb declared a conflict of interest, withdrew from the table and did not speak to, or vote on this item.

The Chief Executive answered questions from the Board.

**Resolved: (Ms Ormsby-Cocup/Ms Lovell)**

**THAT the report from Cr Gibb be received;**

**AND THAT Mr Lovell as Taupiri Community Board member and Mr Clewlow as past Taupiri Community Board member represent the Taupiri Community Board and local residents on this working group.**

**CARRIED on the voices**

**TCB1611/10/3**

The Chief Executive vacated the Chair and Ms Lovell presided for the remainder of the meeting.

His Worship the Mayor and the Chief Executive retired from the meeting at 7.24pm.

Discretionary Fund Report to 28 October 2016  
Agenda Item 12.1

**Resolved: (Cr Gibb/Ms Ormby-Cocup)**

**THAT the report from the General Manager Strategy & Support be received;**

**AND THAT the Board accepts the quotation of the committed amount of \$470 (inclusive) for the notice board at the dairy.**

**CARRIED on the voices**

**TCB1611/10/3**

Discretionary Funding Guidelines  
Agenda Item 12.2

The Community Development Advisor took the report as read and answered questions from the Board.

**Resolved: (Cr Patterson/Ms Ross)**

**THAT the report from the General Manager Strategy & Support be received.**

**CARRIED on the voices**

**TCB1611/10/4**

Application for Funding – Taupiri Bowling Club Inc  
Agenda Item 12.3

Mr Hitchman gave a verbal overview of the application and answered questions from the Board.

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

**THAT the report from the General Manager Strategy & Support be received;**

**AND THAT an allocation of \$2,033.86 be made to the Taupiri Bowling Club Inc. towards the cost of upgrading the Club's concrete and astrograss areas.**

**CARRIED on the voices**

**TCB1611/10/5**

There being no further business the meeting was declared closed at 7.46pm.

Minutes approved and confirmed this                      day of                      2016.

Ms D Lovell

**CHAIRPERSON**

Minutes 2016/TCB/161114 TCB Triennial Minutes

### **Open Meeting**

<b>To</b>	Waikato District Council
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	9 November 2016
<b>Prepared by</b>	Lynette Wainwright Committee Secretary
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV1301
<b>Report Title</b>	Receipt of Huntly Community Board Triennial Minutes

## **1. EXECUTIVE SUMMARY**

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To receive the triennial minutes of the Huntly Community Board meeting held on Tuesday 15 November 2016.

## **2. RECOMMENDATION**

---

**THAT the triennial minutes of the meeting of the Huntly Community Board held on Tuesday 15 November 2016 be received.**

## **3. ATTACHMENTS**

---

HCB triennial minutes 15 November 2016

**MINUTES** for a meeting of the Huntly Community Board held in the Riverside Room, Civic Centre, Main Street, Huntly on **TUESDAY 15 NOVEMBER 2016** commencing at **6.02pm**.

**Present:**

Ms K Langlands (Chairperson)  
 Cr FM McNally  
 Cr SD Lynch  
 Ms K Bredenbeck  
 Mr R Farrar  
 Mrs D Lamb  
 Mr C Rees  
 Mrs S Stewart

**Attending:**

Ms L van den Bemd (Community Development Advisor)  
 Ms S Kelly (Youth Engagement Advisor)  
 Mrs B Connolly (Senior Policy Planner)  
 Pastor Mounsey  
 Mr Quintin Lichtwark  
 Ms Victoria Kemp  
 23 Members of the Public

The Chief Executive opened the meeting and welcomed Community Board Members, Councillors and members of the public to the meeting. He explained that as this was the first triennial meeting of the Board following the 2016 Elections, he would Chair the meeting until agenda item 12. Once he had undertaken those duties he would hand over to the new Chairperson.

**DECLARATION BY MEMBERS' PURSUANT TO SCHEDULE 7 CLAUSE 14 OF THE LOCAL GOVERNMENT ACT 2002**

Agenda Item 1

Members made and signed their declarations in accordance with Schedule 7 Clause 14 of the Local Government Act 2002.

**APOLOGIES AND LEAVE OF ABSENCE**

Agenda Item 2

All members were present.

**CONFIRMATION OF STATUS OF AGENDA ITEMS**

Agenda Item 3

**Resolved: (Cr Lynch/Mrs Lamb)****THAT** the agenda for a meeting of the Huntly Community Board held on Tuesday 15 November 2016 be confirmed and all items therein be considered in open meeting.**CARRIED on the voices****HCBI611/01****DISCLOSURES OF INTEREST**

Agenda Item 4

Owing to this being a triennial meeting, the Chief Executive briefly explained to members the requirements for disclosing a conflict of interest.

Ms Bredenbeck advised members of the Board that she would declare a non-financial conflict of interest in item 12.5 [*Application for Funding: Menzshed Huntly*].Cr McNally advised members of the Board that he would declare a non-financial conflict of interest in item 12.6 [*Application for Funding: Huntly Returned Services Association Inc.*].**STATUTORY REQUIREMENTS**

Agenda Item 5

**Resolved: (Crs McNally/Lynch)****THAT** the report from the Chief Executive be received;**AND THAT** the Huntly Community Board acknowledge the report as a general explanation of the statutory requirements under schedule 7 clause 21 of the Local Government Act 2002.**CARRIED on the voices****HCBI611/02****STANDING ORDERS FOR MEETINGS OF LOCAL AUTHORITIES AND COMMUNITY BOARDS**

Agenda Item 6

**Resolved: (Cr Lynch/Mrs Lamb)****THAT** the report from the Chief Executive be received;**AND THAT** the Huntly Community Board cease conducting its meetings under the NZ Model Standing Orders NZS 9202:2003 incorporating Amendment No. 1;

**AND FURTHER THAT** the Huntly Community Board adopt the new Waikato District Council Standing Orders (Community Boards) with the amendment to clause 21.3, Option B, fourth bullet point to read: *‘Members can speak to any amendment’* and conduct its meetings using those Standing Orders.

**CARRIED on the voices**

**HCB1611/03**

### **APPOINTMENT OF CHAIRPERSON AND DEPUTY CHAIRPERSON**

Agenda Item 7

The Chief Executive advised the members that the Community Board Charter explained that Council appointments are entitled to the same rights as any elected Community Board member and that all members can nominate, second and vote for themselves.

**Resolved: (Mr Farrar/Mr Rees)**

**THAT** the report from the Chief Executive be received;

**AND THAT** the community board resolves to use system B for the election of a Chairperson and Deputy Chairperson.

**CARRIED on the voices**

**HCB1611/04/1**

The Chief Executive called for nominations for the position of Chairperson of the Huntly Community Board.

Two nominations were received:

Cr McNally was nominated by Mr Farrar and seconded by Mrs Stewart.

Ms Langlands was nominated by Mrs Lamb and seconded by Cr Lynch.

**Resolved: (Cr Lynch/Mr Farrar)**

**THAT** nominations for the position of Chairperson of the Huntly Community Board be closed.

**CARRIED on the voices**

**HCB1611/04/2**

The two nominees provided background information in support of their nominations.

The Chief Executive called for a show of hands to elect the Chairperson and a request was called for a division in voting.

**Resolved: (Cr Lynch/Mrs Lamb)**

**THAT** Ms Katrina Langlands be elected as Chair of the Huntly Community Board.

**A division was called 4 voting in favour of Ms Langlands and 3 voting in favour of Cr McInally:**

**Cr FM McInally - abstained from voting  
 Cr SD Lynch – in favour of Ms Langlands  
 Ms K Bredenbeck – in favour of Ms Langlands  
 Mr R Farrar – in favour of Cr McInally  
 Mrs D Lamb – in favour of Ms Langlands  
 Ms K Langlands – in favour of Ms Langlands  
 Mr C Rees – in favour of Cr McInally  
 Mrs S Stewart – in favour of Cr McInally**

**CARRIED on a Division**

**HCB1611/04/3**

The Chief Executive duly declared Ms Langlands elected as the Chairperson of the Huntly Community Board.

The Chief Executive called for nominations for the position of Deputy Chairperson.

Two nominations were received:

Mrs Denise Lamb was nominated by Mrs Langlands and seconded by Cr Lynch.

Mrs Stewart was nominated by Cr McInally and seconded by Mr Farrar.

**Resolved: (Cr Lynch/Mr Farrar)**

**THAT nominations for the position of Deputy Chairperson of the Huntly Community Board be closed.**

**CARRIED on the voices**

**HCB1611/04/4**

Mrs Lamb provided information in support of the Deputy Chairperson nomination.

**Resolved: (Mr Rees/Cr McInally)**

**THAT Mrs Stewart be appointed Deputy Chairperson of the Huntly Community Board.**

**CARRIED on a show of hands 5 in Favour of Mrs Stewart and 3 in Favour of Mrs Lamb**

**HCB1611/04/5**

The Chief Executive duly declared Mrs Stewart elected as the Deputy Chairperson of the Huntly Community Board.

**DATE AND TIME OF MEETINGS****Agenda Item 8**

The Chief Executive provided background information and asked the members to decide on the day and time they would like to meet for a Public Forum and Meeting. It was noted that in December, meetings are held in the first week of the month.

**Resolved: (Cr Lynch/Mrs Lamb)**

**THAT the report from the Chief Executive be received;**

**AND THAT the Huntly Community Board holds its meetings on the third Tuesday of each month commencing at 6.30pm;**

**AND FURTHER THAT it is suggested no meeting be held in the months of January, April, July and October in line with Council practice;**

**AND FURTHER THAT a Public Forum be held at 6.00pm prior to the commencement of a meeting.**

**CARRIED on the voices**

**HCBI611/05**

**COMMUNITY BOARD CHARTER****Agenda Item 9**

His Worship the Mayor expressed his congratulations to the members and to Ms Langlands as the newly elected Board Chair.

His Worship asked the members to review the projects in the community plan and identify 1-3 projects to champion around growth and employment opportunities in the community over the next 3-6 years.

**Resolved: (Mrs Lamb/Mr Rees)**

**THAT the report from the Chief Executive be received;**

**AND THAT the Huntly Community Board confirms the Community Board Charter as attached to the agenda.**

**CARRIED on the voices**

**HCBI611/06**

**CODE OF CONDUCT**

Agenda Item 10

**Resolved: (Cr Lynch/Ms Langlands)****THAT the report from the Chief Executive be received.****CARRIED on the voices****HCB1611/07****USE OF COMMUNITY BOARD AND COMMUNITY COMMITTEE  
DISCRETIONARY FUNDS**

Agenda Item 11

**Resolved: (Cr McNally/Mrs Lamb)****THAT the report from the Chief Executive be received.****CARRIED on the voices****HCB1611/08**

The Chief Executive vacated the chair and Ms Langlands presided for the remainder of the meeting.

**REPORTS**Discretionary Funding Guidelines

Agenda Item 12.1

**Resolved: (Cr Lynch/Mrs Lamb)****THAT the report from the General Manager Strategy & Support be received.****CARRIED on the voices****HCB1611/09/1**Discretionary Fund Report to 28 October 2016

Agenda Item 12.2

**Resolved: (Cr Lynch/Mr Rees)****THAT the report from the General Manager Strategy & Support be received.****CARRIED on the voices****HCB1611/09/2/1****Resolved: (Cr McNally/Mr Farrar)****THAT the community board support an amount up to \$200 for an end of year function following the December meeting.****CARRIED on the voices****HCB1611/09/2/2**

Application for Funding – Lakeside Christian Life Centre  
Agenda Item 12.3

Pastor Mounsey provided an overview in support of the application.

**Resolved: (Cr Lynch/Mr Rees)**

**THAT the report from the General Manager Strategy & Support be received;**

**AND THAT an allocation of \$1,747.95 be made to the Lakeside Christian Life Centre towards the cost of the Community Christmas Carols event.**

**CARRIED on the voices**

**HCB1611/09/3**

Application for Funding – Huntly Events Committee  
Agenda Item 12.4

Mr Quintin Lichtwark provided an overview in support of the application.

**Resolved: (Mr Farrar/Mr Rees)**

**THAT the report from the General Manager Strategy & Support be received;**

**AND THAT an allocation of \$2,000 be made to the Huntly Events Committee towards the cost of the community Christmas parade.**

**CARRIED on the voices**

**HCB1611/09/4**

Application for Funding – Menzshed Huntly  
Agenda Item 12.5

Ms Bredenbeck declared a conflict of interest in this item and withdrew from the room whilst discussion and voting took place.

Ms Victoria Kemp provided an overview in support of the application.

**Resolved: (Cr Lynch/Mrs Lamb)**

**THAT the report from the General Manager Strategy & Support be received;**

**AND THAT an allocation of \$1,200 be made to Menzshed Huntly towards the cost of building six little free libraries for the Huntly community.**

**CARRIED on the voices**

**HCB1611/09/5**

Application for Funding – Huntly Returned Services Association Inc.  
Agenda Item 12.6

Cr McNally declared a conflict of interest in this item and withdrew from the room whilst discussion and voting took place.

The Community Co-ordinator provided a brief overview and circulated a budget and quotes for the application.

Tabled: Anzac Day Budget for 2017

**Resolved: (Cr Lynch/Mr Farrar)**

**THAT the report from the General Manager Strategy & Support be received;**

**AND THAT an allocation of \$1,500 be made to the Huntly Returned Services Association Inc. towards the cost of the Anzac Day Civic Commemoration.**

**CARRIED on the voices**

**HCB1611/09/6**

Elected Representatives for the North Waikato Care of the Aged Trust Board Inc.  
Agenda Item 12.7

The General Manager Strategy & Support spoke of the Deed of Variation of the Trust that provides for the Huntly Community Board to appoint two members to the North Waikato Care of the Aged Trust Board Inc. It was agreed that the Deed would be circulated to members to read and then confirm representatives at the December 2016 meeting.

**Resolved: (Cr Lynch/Mr Rees)**

**THAT the report of the General Manager Strategy & Support be received.**

**CARRIED on the voices**

**HCB1611/09/7**

Service Requests  
Agenda Item 12.8

**Resolved: (Cr McNally/Mrs Lamb)**

**THAT the report from the Chief Executive be received.**

**CARRIED on the voices**

**HCB1611/09/8**

Youth Engagement Report  
Agenda Item 12.9

The Youth Engagement Advisor provided a brief overview and answered questions of the Board.

**Resolved: (Cr Lynch/Mrs Lamb)**

**THAT the report from the General Manager Strategy & Support be received;**

**AND THAT the Board agrees for Mr Ron Farrar and Mr Corey Rees as youth mentors to the two youth advisor representatives on the Board or identify new youth mentors should the existing youth mentors want to pass on this responsibility to someone else;**

**AND FURTHER THAT the Board note that a report recommending the appointment of the second youth representative onto the Board will be received at its meeting in February 2017. The second youth representative will complement the existing youth representative, Logan Cotter.**

**CARRIED on the voices**

**HCB1611/09/9**

Huntly Community Plan

Agenda Item 12.10

Discussion noted that the community plan would be a standing item on each agenda and that a workshop was necessary to review this in April 2017.

**Resolved: (Ms Bredenbeck/Cr Lynch)**

**THAT the report from the General Manager Strategy & Support be received;**

**AND THAT a workshop be held in April 2017 to review the community plan.**

**CARRIED on the voices**

**HCB1611/09/10**

Huntly Works & Issues Report: Status of Items October 2016

Agenda Item 12.11

Additional items discussed:

- Hakanoa Street resurfacing
- Tainui Bridge Closure
- Seating in Garden Place.

Photos were viewed of offenders placing graffiti and it was considered that the Chair would liaise with the Police.

Questions were raised regarding payment to Mr Thurston for removing graffiti, and health and safety issues. It was agreed that the Chair and Board Councillors work towards a way forward with Council staff.

**Resolved: (Cr Lynch/Mrs Lamb)**

**THAT the report from the General Manager Strategy & Support be received;**

**AND THAT the Chair, Cr Lynch and Cr McNally meet with appropriate Council staff to agree a way forward;**

**AND FURTHER THAT the Chair speak with the Police regarding the information provided to the meeting and ask for appropriate action.**

**CARRIED on the voices**

**HCB1611/09/11**

There being no further business the meeting was declared closed at 8.02pm.

Minutes approved and confirmed this                      day of                      2017.

K Langlands

**CHAIRPERSON**

Minutes 2016/HCB/161115 HCB Minutes

### **Open Meeting**

<b>To</b>	Waikato District Council
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	10 November 2016
<b>Prepared by</b>	Wanda Wright Committee Secretary
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV0509
<b>Report Title</b>	Receipt of Minutes

## **I. EXECUTIVE SUMMARY**

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To receive the minutes of the Te Kauwhata Community Committee triennial meeting held on Wednesday 2 November 2016.

## **2. RECOMMENDATION**

---

**THAT the minutes of the triennial meeting of the Te Kauwhata Community Committee held on Wednesday 2 November 2016 be received.**

## **3. ATTACHMENTS**

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TKCC Minutes - Triennial

**MINUTES** of the Triennial Meeting of the Te Kauwhata Community Committee held in the St John Ambulance Rooms, 4 Baird Avenue, Te Kauwhata on **WEDNESDAY 2 NOVEMBER 2016** commencing at **7.01pm**.

**Present:**

Mrs T Grace  
Cr JD Sedgwick  
Mr J Cunningham  
Mr K Dawson  
Mr D Hardwick  
Mr B Weaver  
Mrs C Berney  
Mr T Hinton  
Mrs M Raumati  
Mr C Howells

**Attending:**

Mr AM Sanson (His Worship the Mayor)  
Mr GJ Ion (Chief Executive)  
Mrs RJ Gray (Council Support Manager)  
Mrs W Wright (Committee Secretary)  
Mrs H Dillon  
Mrs E Davies  
Ms M Udy  
Ms J Ratahi

The Chief Executive welcomed everyone present and advised he will conduct the meeting.

**NOMINATIONS AND ELECTION OF MEMBERS**

**Agenda Item 1**

The Chief Executive called for nominations for membership of the Te Kauwhata Community Committee.

9 nominations were received:

Mrs Toni Grace	nominated by	Cr Sedgwick	seconded by	Mr K Dawson
Mr David Hardwick	nominated by	Mrs H Dillon	seconded by	Mr K Dawson
Mr Tim Hinton	nominated by	Cr Sedgwick	seconded by	Mrs T Grace
Ms Marlene Raumati	nominated by	Mrs Elsie Davies	seconded by	Ms Judeanne Ratahi
Mr John Cunningham	nominated by	Mrs T Grace	seconded by	Mr K Dawson
Mr Keith Dawson	nominated by	Mr B Weaver	seconded by	Mr H Dillon
Ms Carolyn Berney	nominated by	Cr Sedgwick	seconded by	Mrs T Grace
Mr Courtney Howells	nominated by	Cr Sedgwick	seconded by	Mrs T Grace
Mr Barry Weaver	nominated by	Mrs T Grace	seconded by	Mr K Dawson

**Resolved: (Cr Sedgwick/Mr Weaver)**

**THAT** nominations for membership to the Committee be closed.

**CARRIED on the voices**

**TKCC11/01/1**

**Resolved: (Cr Sedgwick/Mr Dawson)**

**THAT** Ms C Berney, Mr J Cunningham , Mr K Dawson Mrs T Grace, Mr D Hardwick, Mr T Hinton, Ms C Howells, Ms M Raumati and Mr B Weaver be elected members of the Te Kauwhata Community Committee.

**CARRIED on the voices**

**TKCC1611/01/2**

### **APOLOGIES AND LEAVE OF ABSENCE**

Agenda Item 2

**Resolved: (Cr Sedgwick/Mr Cunningham)**

**THAT** an apology be received from and leave of absence granted to David Hardwick.

**CARRIED on the voices**

**TKCC1611/02**

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

Agenda Item 3

**Resolved: (Cr Sedgwick/Mrs Grace)**

**THAT** the agenda for a meeting of the Te Kauwhata Community Committee held on Wednesday 2 November 2016 be confirmed and all items therein be considered in open meeting.

**CARRIED on the voices**

**TKCC1611/03**

### **STATUTORY REQUIREMENTS**

Agenda Item 4

**Resolved: (Mrs Grace/Mr Cunningham)**

**THAT** the report from the Chief Executive be received;

**AND THAT** the Te Kauwhata Community Committee acknowledge the report as a general explanation of the statutory requirements under schedule 7 clause 21 of the Local Government Act 2002.

**CARRIED on the voices**

**TKCC1611/04**

## **APPOINTMENT OF CHAIRPERSON AND DEPUTY CHAIRPERSON**

### **Agenda Item 5**

The Chief Executive called for nominations for the position of Chairperson of the Te Kauwhata Community Committee.

One nomination was received:

Mrs Grace nominated by Cr Sedgwick seconded by Mr Weaver.

**Resolved: (Mr Weaver/Mr Cunningham)**

THAT nominations for the position of Chairperson of the Te Kauwhata Community Committee be closed.

**CARRIED on the voices**

**TKCC1611/05/1**

The Chief Executive then called for nominations for the position of Deputy Chairperson.

One nomination was received:

Mr Cunningham nominated by Mr Dawson seconded by Mrs Grace.

**Resolved: (Mr Hinton/Mr Weaver)**

THAT nominations for the position of Deputy Chairperson of the Te Kauwhata Community Committee be closed.

**CARRIED on the voices**

**TKCC1611/05/2**

**Resolved: (Mr Dawson/Mr Weaver)**

**THAT the report from the Chief Executive be received;**

**AND THAT Mrs Toni Grace be appointed Chairperson of the Te Kauwhata Community Committee;**

**AND FURTHER THAT John Cunningham be appointed Deputy Chairperson of the Te Kauwhata Community Committee.**

**CARRIED on the voices**

**TKCC1611/05/3**

**APPOINTMENT OF SECRETARY****Agenda Item 6**

The Chief Executive called for nominations for the position of Secretary after explaining what the role entails.

One nomination was received:

Mrs Berney nominated by Cr Sedgwick seconded by Mr Dawson.

**Resolved: (Cr Sedgwick/Mr Dawson)**

THAT nominations for the position of Secretary of the Te Kauwhata Community Committee be closed.

**CARRIED on the voices****TKCCI611/06/1**

The Chief Executive duly declared Mrs Berney elected as Secretary of the Te Kauwhata Community Board. He took the opportunity to thank Mrs Dillon for her service during the last 8 years and the exemplary job she has done during all that time. A round of applause was given.

**Resolved: (Mrs Grace/Mr Dawson)**

THAT the report from the Chief Executive be received;

AND THAT Mrs Berney be appointed Secretary of the Te Kauwhata Community Committee.

**CARRIED on the voices****TKCCI611/06/2****DATE AND TIME OF MEETINGS****Agenda Item 7****Resolved: (Mrs Grace/Mr Cunningham)**

THAT the report from the Chief Executive be received;

AND THAT the Te Kauwhata Community Committee holds its meetings on the first Wednesday of each month commencing at 7.00pm;

AND FURTHER THAT it is suggested no meeting is held in the months of January, April, July and October in line with Council practice.

**CARRIED on the voices****TKCCI611/07**

**COMMUNITY COMMITTEE CHARTER**

Agenda Item 8

**Resolved: (Mr Weaver/Mrs Berney)****THAT the report from the Chief Executive be received;****AND THAT the Te Kauwhata Community Committee confirms the Community Committee Charter as attached to the Agenda.****CARRIED on the voices****TKCCI611/08****CODE OF CONDUCT**

Agenda Item 9

**Resolved: (Mrs Grace/Mrs Raumati)****THAT the report from the Chief Executive be received.****CARRIED on the voices****TKCCI611/09****REMUNERATION OF MEMBERS**

Agenda Item 10

**Resolved: (Mr Cunningham/Mr Hinton)****THAT the report from the Chief Executive be received;****AND THAT the Te Kauwhata Community Committee resolves not to accept the salary budget but to transfer this to the Discretionary fund for the benefit of the community.****CARRIED on the voices****TKCCI611/10****STANDING ORDERS FOR MEETINGS OF LOCAL AUTHORITIES AND COMMUNITY COMMITTEES**

Agenda Item 11

**Resolved: (Mrs Grace/Mrs Berney)****THAT the report from the Chief Executive be received;****AND THAT Te Kauwhata Community Committee conduct its meetings using these Standing Orders.****CARRIED on the voices****TKCCI611/11**

**USE OF COMMUNITY BOARD AND COMMUNITY COMMITTEE  
DISCRETIONARY FUNDS**

Agenda Item 12

**Resolved: (Mr Weaver/Mr Cunningham)**

**THAT the report from the Chief Executive be received.**

**CARRIED on the voices**

**TKCCI611/12**

**REPORT ON SERVICE REQUEST SYSTEM**

Agenda Item 13

**Resolved: (Mr Weaver/Mr Dawson)**

**THAT the report from the Chief Executive be received.**

**CARRIED on the voices**

**TKCCI611/13**

**RECEIPT OF MINUTES**

Agenda Item 14

**Resolved: (Cr Sedgwick/Mr Cunningham)**

**THAT the minutes of the meeting of the Te Kauwhata Community Committee held on Wednesday 5 October 2016 be received.**

**CARRIED on the voices**

**TKCCI611/14**

**REPORTS**

**TKCC Discretionary Fund to 21 October 2016**

Agenda Item 15.1

**Resolved: (Mr Cunningham/Mr Weaver)**

**THAT the report from the General Manager Strategy & Support be received.**

**CARRIED on the voices**

**TKCCI611/15/1**

## Youth Engagement Update

### Agenda Item 15.2

**Resolved: (Cr Sedgwick/Mr Dawson)**

**THAT** the report from the General Manager Strategy & Support be received;

**AND THAT the Community Committee noted that it will consider appointing two youth representatives to the committee in early 2017;**

**AND FURTHER THAT the Community Committee agrees for Tim Hinton to undertake the role as a youth mentor to the two youth representatives on the Committee.**

## **CARRIED on the voices**

TKCCI611/15/2

The Chief Executive vacated the Chair and Mrs Grace (Chairperson) welcomed the new Members and gave a short overview of the tasks of the Committee. Mrs Grace reminded Members about a workshop being held on the first Wednesday in December at 7pm.

His Worship the Mayor welcomed the new Members to the Committee.

There being no further business the meeting was declared closed at 8.09pm.

Minutes approved and confirmed this                      day of                      2016.

Mrs T Grace

## CHAIRPERSON

Minutes2016/TKCC/161102 TKCC Triennial Minutes

### **Open Meeting**

<b>To</b>	Waikato District Council
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	11 November 2016
<b>Prepared by</b>	Wanda Wright Committee Secretary
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV0510
<b>Report Title</b>	Receipt of Meremere Community Committee Minutes - Triennial

## **1. EXECUTIVE SUMMARY**

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The minutes for a triennial meeting of the Meremere Community Committee held on Thursday 10 November 2016 are submitted for receipt.

## **2. RECOMMENDATION**

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**THAT** the minutes of a triennial meeting of the Meremere Community Committee held on Thursday 10 November 2016 be received.

## **3. ATTACHMENTS**

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MMCC Minutes

**MINUTES** of the Triennial Meeting of the Meremere Community Committee held at the Meremere Community Hall, Heather Green Avenue, Meremere on **THURSDAY 10 NOVEMBER 2016** commencing at **7.00pm**.

**Present:**

Mr J Katu (Chair)  
Cr JD Sedgwick  
Mr D Creed  
Mrs A Dobby  
Mr J Harman  
Ms N Jenkin  
Ms C Heta

**Attending:**

Mr AM Sanson (His Worship the Mayor)  
Mr GJ Ion (Chief Executive)  
Mrs RJ Gray (Council Support Manager)  
Mrs W Wright (Committee Secretary)  
Mrs L van den Bemd (Community Development Advisor)  
Ms J Harrison (Good Seed Trust)  
Ms G Ikiua (Good Seed Trust)  
Members of the Public

The Chief Executive welcomed everyone present and advised that he would conduct the meeting until the election of a Chairperson. He also thanked the previous Committee for their efforts over the past three years.

**NOMINATIONS AND ELECTION OF MEMBERS**

**Agenda Item I**

The Chief Executive called for nominations for membership of the Meremere Community Committee.

Eight nominations were received:

Mr Dudley Creed	nominated by	Mr Jim Katu	seconded by	Mr James Harman
Mr Jim Katu	nominated by	Mr James Harman	seconded by	Cr Sedgwick
Ms Nicola Jenkin	nominated by	Mr Dudley Creed	seconded by	Mr Jim Katu
Ms Angela Dobby	nominated by	Mr Jim Katu	seconded by	Cr Sedgwick
Mr James Harman	nominated by	Cr Sedgwick	seconded by	Mr Jim Katu
Mr Ben Brown	nominated by	Mr James Harman	seconded by	Ms Pat Carr
Mr John Ngatai	nominated by	Mr Jim Katu	seconded by	Cr Sedgwick
Ms Cecilia Heta	nominated by	Mrs Janice Harman	seconded by	Mr Jim Katu

**Resolved: (Mr Katu/Ms Dobby)**

**THAT nominations for membership to the Committee be closed.**

**CARRIED on the voices**

**MMCCI611/01/1**

**Resolved: (Mr Katu/Cr Sedgwick)**

**THAT Mr Brown, Mr Creed, Ms Dobby, Mr Harman, Ms Heta, Mr Ngatai, Ms Jenkin and Mr Katu be elected members of the Meremere Community Committee.**

**CARRIED on the voices**

**MMCCI611/01/2**

## **APOLOGIES AND LEAVE OF ABSENCE**

Agenda Item 2

**Resolved: (Mr Katu/Mr Creed)**

**THAT an apology be received from and leave of absence granted to Mr Brown and Mr Ngatai.**

**CARRIED on the voices**

**MMCCI611/02**

## **VOTE OF THANKS**

A letter of resignation was received from Mrs Pat Carr. The Chief Executive wanted to thank her for her outstanding service to this Committee for the past eleven and a half years.

**Resolved: (Mr Katu/Mr Creed)**

**THAT a vote of thanks will be recorded for Mrs Carr's exceptional support and service to the Meremere Community Committee for eleven and a half years.**

**Resolved: (Mr Katu/Mr Creed)**

**CARRIED on the voices**

**MMCCI611/03**

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

Agenda Item 3

**Resolved: (Mr Harman/Mr Katu)**

**THAT the agenda for a meeting of the Meremere Community Committee held on Thursday 10 November 2016 be confirmed and all items therein be considered in open meeting.**

**CARRIED on the voices**

**MMCCI611/04**

**STATUTORY REQUIREMENTS**

Agenda Item 4

**Resolved: (Mr Katu/Mr Harman)****THAT** the report from the Chief Executive be received;**AND THAT** Council acknowledge the report as a general explanation of the statutory requirements under schedule 7 clause 21 of the Local Government Act 2002.**CARRIED on the voices****MMCCI611/05****APPOINTMENT OF CHAIRPERSON AND DEPUTY CHAIRPERSON**

Agenda Item 5

The Chief Executive called for nominations for the position of Chairperson of the Meremere Community Committee.

One nomination was received: Mr J Katu nominated by Mr Creed seconded by Cr Sedgwick.

**Resolved: (Cr Sedgwick/Mr Harman)****THAT** nominations for the position of Chairperson of the Meremere Community Committee be closed.**CARRIED on the voices****MMCCI611/06/1**

The Chief Executive duly declared Mr Katu elected as Chairperson on the Meremere Community Board.

The Chief Executive then called for nominations for the position of Deputy Chairperson.

One nomination was received: Mr Harman nominated by Mr Katu seconded by Mr Creed.

**Resolved: (Mr Katu/Cr Sedgwick)****THAT** nominations for the position of Deputy Chairperson of the Meremere Community Committee be closed.**CARRIED on the voices****MMCCI611/06/2****Resolved: (Cr Sedgwick/Mr Creed)****THAT** the report from the Chief Executive be received;

**AND THAT Mr Katu is appointed Chairperson of the Meremere Community Committee;**

**AND FURTHER THAT Mr Harman is appointed Deputy Chairperson of the Meremere Community Committee.**

**CARRIED on the voices**

**MMCCI611/06/3**

### **APPOINTMENT OF SECRETARY**

Agenda Item 6

The Chairperson called for nominations for the position of Secretary.

One nomination was received: Ms Jenkin was nominated by Mr Creed seconded by Mr Katu.

**Resolved: (Mr Katu/Mr Harman)**

**THAT nominations for the position of Secretary of the Meremere Community Committee be closed.**

**CARRIED on the voices**

**MMCCI611/07**

The Chief Executive duly declared Ms Jenkin elected as Secretary of the Meremere Community Board.

**Resolved: (Cr Sedgwick/Mr Creed)**

**THAT the report from the Chief Executive be received;**

**AND THAT Ms Jenkin be appointed Secretary of the Meremere Community Committee.**

**CARRIED on the voices**

**MMCCI611/08**

### **DATE AND TIME OF MEETINGS**

Agenda Item 7

**Resolved: (Mr Katu/Mr Harman)**

**THAT the report from the Chief Executive be received;**

**AND THAT the Meremere Community Committee holds its meetings on the second Thursday of each month commencing at 7.00pm;**

**AND FURTHER THAT it is suggested no meeting is held in the months of January, April, July and October in line with Council practice.**

**CARRIED on the voices**

**MMCCI611/09**

**COMMUNITY COMMITTEE CHARTER**

Agenda Item 8

**Resolved: (Mr Katu/Mr Harman)**

**THAT the report from the Chief Executive be received;**

**AND THAT the Meremere Community Committee confirms the Community Committee Charter as attached to the Agenda.**

**CARRIED on the voices**

**MMCCI611/10**

**CODE OF CONDUCT**

Agenda Item 9

**Resolved: (Mr Katu/Mr Harman)**

**THAT the report from the Chief Executive be received.**

**CARRIED on the voices**

**MMCCI611/11**

**REMUNERATION OF MEMBERS**

Agenda Item 10

**Resolved: (Mr Katu/Mr Harman)**

**THAT the report from the Chief Executive be received;**

**AND THAT the Meremere Community Committee resolves not to accept the salary budget but to transfer this to the Discretionary fund for the benefit of the community.**

**CARRIED on the voices**

**MMCCI611/12**

**STANDING ORDERS FOR MEETINGS OF LOCAL AUTHORITIES AND COMMUNITY COMMITTEES**

Agenda Item 11

**Resolved: (Mr Creed/Mr Katu)**

**THAT the report from the Chief Executive be received;**

**AND THAT Meremere Community Committee conduct its meetings using these Standing Orders.**

**CARRIED on the voices**

**MMCCI611/13**

**USE OF COMMUNITY BOARD AND COMMUNITY COMMITTEE  
DISCRETIONARY FUNDS**

Agenda Item 12

**Resolved: (Ms Jenkin/Mr Creed)**

**THAT the report from the Chief Executive be received.**

**CARRIED on the voices**

**MMCCI611/14**

**SERVICE REQUESTS**

Agenda Item 13

**Resolved: (Mr Katu/Ms Dobby)**

**THAT the report from the Chief Executive be received.**

**CARRIED on the voices**

**MMCCI611/15**

**RECEIPT OF MINUTES**

Agenda Item 14

**Resolved: (Mr Katu/Cr Sedgwick)**

**THAT the minutes of the meeting of the Meremere Community Committee held on Thursday 8 September 2016 be received.**

**CARRIED on the voices**

**MMCCI611/16**

**REPORTS**

Works and Issues Report

Agenda Item 15.1

Additional items discussed:

- Condition of the Community Centre Hall floor

**Resolved: (Mr Katu/Mr Creed)**

**THAT the report from the Chief Executive be received.**

**CARRIED on the voices**

**MMCCI611/17/1**

Discretionary Fund Report to 25 October 2016  
Agenda Item 15.2

It was noted that \$200 will be donated from the Mayoral Fund towards the Hip Hop event.

**Resolved: (Mr Katu/Mr Harman)**

**THAT the report from the General Manager Strategy & Support be received;**

**AND THAT the commitment for a gift pack for Shirley Wikaire of \$50 (dated 11 February 2016) be returned to the Discretionary Fund pool;**

**AND FURTHER THAT the Community Committee reimburse Mrs Carr for 5 months' worth of petrol usage (200 kms) at 74 cents per kilometre;**

**AND FURTHER THAT \$200 be granted to the Hip Hop (NRG pride) upcoming event at the end of the year.**

**CARRIED on the voices**

**MMCC1611/17/2/1**

**Resolved: (Mr Katu/Ms Heta)**

**THAT the amount of \$1,600.00 be granted to the Meremere Community Development Committee for the opening of the skateboard park and the Christmas Party.**

**CARRIED on the voices**

**MMCC1611/17/2/2**

Discretionary Funding Guidelines  
Agenda Item 15.3

**Resolved: (Mr Katu/Mr Harman)**

**THAT the report from the General Manager Strategy & Support be received.**

**CARRIED on the voices**

**MMCC1611/17/3**

The Chief Executive vacated the Chair and Mr Katu presided for the remainder of the meeting.

The Chief Executive, His Worship the Mayor and Cr Sedgwick retired from the meeting at 7.59pm.

Application for Funding – Good Seed Trust  
 Agenda Item 15.4

The Community Development Advisor introduced the applicants. Ms Jasmine Harrison and Ms Grace Ikiua answered questions of the board.

**Resolved: (Mr Katu/Ms Heta)**

**THAT the report from the General Manager Strategy & Support be received;**

**AND THAT an allocation of \$800.00 be granted to the Good Seed Trust towards the cost of the Meremere Youth Programme.**

**CARRIED on the voices**

**MMCC1611/17/4**

There being no further business the meeting was declared closed at 8.41pm.

Minutes approved and confirmed this                      day of                      2016.

J Katu

**CHAIRPERSON**

Minutes2016/MMCC/161110 MMCC Triennial Minutes

### **Open Meeting**

<b>To</b>	Waikato District Council
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	14 November 2016
<b>Prepared by</b>	Wanda Wright Committee Secretary
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV0511
<b>Report Title</b>	Receipt of Minutes – TCC

## **I. EXECUTIVE SUMMARY**

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To receive the minutes of the Tamahere Community Committee meeting held on Monday 3 October 2016, the triennial minutes of the meeting held on Monday 17 October 2016 and the minutes of the meeting held on Monday 7 November 2016.

## **2. RECOMMENDATION**

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**THAT** the minutes of the meeting of the Tamahere Community Committee held on Monday 3 October 2016 be received;

**AND THAT** the minutes of the Triennial meeting of the Tamahere Community Committee held on Monday 17 October 2016 be received;

**AND FURTHER THAT** the minutes of the meeting of the Tamahere Community Committee held on Monday 7 November 2016 be received.

## **3. ATTACHMENTS**

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TCC Minutes:

Attachment A: 3 October 2016

Attachment B: 17 October 2016 – Triennial &

Attachment C: 7 November 2016



**Minutes of Committee Meeting  
Held 7.30pm on 3<sup>rd</sup> October 2016  
Tamahere Community Centre**

**Present:**

**TCC:** Joy Wright, Maggie Wilcock, Bevin Coley, Dallas Fisher, Ro Edge, Charles Fletcher, Connie Short, Jane Manson, Shelley Howse, Leo Koppens  
**WDC:** Wally Hayes, Tim Harty  
**Fosters:** Tony McLaughlin

1. **Apologies:** Aksel Jepsen, Sue Robertson, James Yearsley, Waveney Parker

2. **Confirmation of Minutes** of Meeting held on 5<sup>th</sup> September 2016

**Moved:** Ro Edge

**Seconded:** Connie Short

**All in favour**

3. **Matters arising:**

n/a

4. **Correspondence Tabled**

**IN**

WDC, Rose Gray & Wanda Wright, agenda's for council meetings  
WDC, Deborah Lee, council workshop details & induction details for after election  
WDC, Tony Whittaker, re forum Account & mobile ballot boxes  
WDC, Megan May, dog exercise area decision due mid October  
WDC, I-Jay Huirama, council's Reserves & Beaches Bylaw decision  
WDC, Gavin Ion, date options for TCC election  
Mayoral candidates, invite to 'Meet the Candidates'  
WDC, media release; youth employment, local election voting open, dog assist for reading in libraries, temporary office closure, mobile ballot boxes  
WDC, Robert Marshall, Neighbourhood Parks decision  
WDC, Jacki Remihana, re Fosters 3 Oct attendance  
WDC, Craig Birkett, decision on Freedom Camping Bylaw  
Waikato Vital Signs, Cheryl Reynolds, details of funds for community projects  
Godfrey Bridger, confirming details 'Meet the Candidates' sent out  
Regional Council, Crystal Beavis, request to present at 'Meet the Candidates'  
Tamahere Forum, re account payment  
NZTA, Devine road on ramp decision; left in/out remains

**OUT**

WDC, Karen Bredesen, Tim Harty & Support Team 5 Sept Minutes & 3 Oct Agenda

WDC, Gavin Ion, date for TCC election  
WDC, Tony Whittaker, re mobile ballot boxes for Tamahere  
WDC, finance dept, Forum account  
Tamahere Community Centre, 5 Sept Minutes & 3 Oct Agenda  
5 Mayoral candidates, TCC invitation to 'Meet the Candidates'  
Election Services, Dale Ofsoske, re mobile ballot boxes  
Godfrey Bridger, request to circulate local election meeting information  
Tamahere School, 5 Sept Minutes & Agenda 3 Oct  
Kessels Ecology, 5 Sept Minutes  
NZTA, 5 Sept Minutes

**Moved:** Ro Edge  
**Seconded:** Leo Koppens  
**All in favour**

## **5. Tamahere Recreational Reserve**

- The Skate Park is progressing well and the group working with council are very happy with the concept and design.
- Sport Waikato are now involved with the planning of use of the recreation reserve, and are assisting WDC with getting expressions of interest from clubs or sports organisations keen on potentially using the reserve.
- The possibility of an optimum shared solution for waste water for the school, hall, reserve, and potentially the village hub is being looked at, and if one is found then funding mechanisms will be investigated. It's important to understand the historic content to this issue, as the school's waste water system has been a problem for the past 30 years.

### **Update by Opus**

- Postponed update due to illness

### **Planting**

- Leo Koppens & Maggie Wilcock attended a meeting and provided feedback on the planting planning for the Recreation Reserve, and Village Piazza, and are expecting a revised planting plan to be presented at the next meeting.
- The original planting plan designed by WDC/Opus was lifted from Plan Change 3, and Opus felt it was therefore appropriate, but at the time this committee provided substantial feedback that the list in the plan change was not, and were told it was only a guideline. Therefore it is important that council listen to the committees feedback before finalizing the plan.

### **Village Hub Development**

- There is strong interest from potential tenants, especially key anchors.
- Fosters have enough commitment now to progress the design and resource consent process.
- They are working with the sub-committee to fine tune the design so it meets the expectations of the committee and community.
- The piazza development will be delivered at the same time as the village hub, however it may be a phased roll out, depending upon funding.
- The committee would like to nail down the costings for the piazza and reserve so we can understand the fundraising requirements as soon as possible.
- The village hub will be owned by one owner with operating rules in place, so there won't be operators competing against each other, or downgrading the level of tenancies.

- The village hub has allowed for one toilet to be available for use by the public until such time as the public toilets are put in place.

#### **Actions:**

Can Jacki Remihana please add the waste water system onto the action plan?

Tim Harty to follow up with Opus to ensure that there is a revised full colour planting plan with costing and phasing presented at our next meeting and that Boffa Miskel & Opus bring phasing and costings to the next meeting for the Piazza, Skate Park and Recreational Reserve.

#### **6. WDC, Tim Harty Report**

- No report tabled.
- Question was asked about the implications of the development of the Peacocks cell and potential escalation of the Southern Links on the Tamahere area, as the committee needs to have an awareness of what might happen should it take place. WDC will keep their ears open and report back to us on anything that might impact on this community.

#### **7. Cr Wally Hayes Report**

- UFB update: WEL Energy are awaiting the contractors quotes in order to put a business case together which they hope to have completed by Christmas. Still looking very positive.
- The committee wishes to acknowledge the appreciation we have for Wally Hayes and all that he has achieved as our local councilor, and recognize the benchmark that he's set which will be hard to follow.

#### **8. Tamahere Reserve Report & Nursery Update**

- Still working on lease with the Field Days which is holding things up.

#### **9. Any Other Business**

Committee Social Function, Tuesday 25<sup>th</sup> October.

##### **Cook Book Update**

- Sold 3,000 before end of term, so it's likely to sell out very soon. It should fundraise approximately \$150,000 for a new swimming pool.
- This raises the issue of parking along the fence line and how it is currently inadequate however this will require a change in the structure plan, and the school would be responsible for any costs associated in developing it.

##### **Secretary Role**

With Maggie Wilcock leaving, finding someone to undertake this role will be incredibly important.

**Action:** Dallas Fisher will write a report for the Forum and School Newsletter

**Date of next meeting:** 7<sup>th</sup> November 2016 **"7pm Start"**

**Community Committee Elections:** 17<sup>th</sup> October 2016 7.30pm

**Meeting closed** at 9pm

# Waikato District Council Triennial Election 2016 Tamahere Community Committee

*Monday 17 October 2016*

## **Present**

**WDC:** Mayor Allan Sanson, CEO. Gavin Ion, Cr. Aksel Bech

**Public:** Ro Edge, Leo Koppens, Philippa Stevenson, Sue Robertson, Jane Manson, Joy Wright, Maggie Wilcock, Donna Nichols, Charles Fletcher, Bevin Coley, Shelley Howse, Connie Short, Tricia Sanson, Crystal Beavis, Tim Van De Molen, Joy Rikys, Ray Rikys, Graham McAdam & Dallas Fisher

**Apologies:** James Yearsley, Godfrey Bridger

## **CEO, Gavin Ion**

Gavin welcomed everyone to the meeting. The purpose of the meeting was to elect a new Tamahere Community Committee [TCC] for the next 3 years. Gavin as Chair would also cover council protocols that impact on Community Boards and Committees. He introduced the re-elected Mayor Allan Sanson and the new Tamahere Councillor, Aksel Bech.

## **Apologies:**

**Motion:** Apologies accepted.

**Moved:** Leo Koppens  
**Seconded:** Charles Fletcher  
**All in favour:** Carried

## **Election:**

CEO. Gavin Ion called for nominations; citing current charter as 5 minimum and 12 maximum.

From the floor Dallas Fisher asked to elect the whole committee as a whole as happened in the 2013 election.

The current committee was asked to raise their hands if they were prepared to stand and then anyone else who wished to be considered. This resulted in 11 previous members standing and three new members which exceeded the current maximum number in the charter.

**Motion:** The Tamahere Community Committee moves that it has a maximum of 14 members for the next three years.

**Moved:** Dallas Fisher  
**Seconded:** Sue Robertson  
**All in favour:** Carried

**Motion:** Leo Koppens called for nominations to be closed.

**Moved:** Leo Koppens  
**Seconded:** Sue Robertson  
**All in favour:** Carried

**New Committee:**

Ro Edge, Leo Koppens, Sue Robertson, Jane Manson, Joy Wright, Donna Nichols, Charles Fletcher, Bevin Coley, Shelley Howse, Connie Short, Tim Van De Molen, James Yearsley, Graham McAdam & Dallas Fisher

Each member introduced themselves and this was followed by the new Tamahere Councillor, Aksel Bech and the Mayor Allan Sanson who welcomed Aksel to council.

**Confirmation of Agenda:**

**Motion:** agenda to be confirmed.

**Moved:** Dallas fisher  
**Seconded:** Donna Nichols  
**All in favour:** Carried

**Disclosures of interest:**

Gavin Ion asked the committee for any conflicts of interest to be raised; response NONE.

**Statutory Requirements:**

Gavin Ion drew to the committee's attention the current laws that pertain to elected members.

The committee operates as a sub-committee of council therefore has to be aware of these Acts and details of these can be obtained or advised on by the local councillor. It should be noted that the committee should be particularly aware of Health & Safety issues, matters of privacy, media statements and legal disputes.

Question from the floor: Dallas Fisher asked if council has carried out this review of Acts with the Tamahere Community Centre Committee?

Answer: No but Gavin Ion undertook to do so.

**Motion:** That the report on statutory requirements be received

**Moved:** Dallas Fisher  
**Seconded:** Tim Van De Molen  
**All in favour:** Carried

**Appointment of Chairperson & Deputy :**

Nominated Dallas Fisher for Chair.

**Moved:** Leo Koppens  
**Seconded:** Bevin Coley  
**All in favour:** Carried

**Motion:** Leo Koppens called for nominations to be closed.

**Moved:** Charles Fletcher  
**Seconded:** Leo Koppens  
**All in favour:** Carried

Nominated Sue Robertson for Deputy Chair.

**Moved:** Leo Koppens  
**Seconded:** Jane Manson  
**All in favour:** Carried

**Motion:** Leo Koppens called for nominations to be closed.

**Moved:** Charles Fletcher  
**Seconded:** Connie Short  
**All in favour:** Carried

#### **Appointment of Secretary:**

Nominated Donna Nichols for Secretary.

**Moved:** Jane Manson  
**Seconded:** Ro Edge  
**All in favour:** Carried

**Motion:** Tim Van De Molen called for nominations to be closed

**Moved:** Tim Van De Molen  
**Seconded:** Sue Robertson  
**All in favour:** Carried

#### **Date and time of meetings for the Tamahere Community Committee:**

Meetings will be held the first Monday of the month commencing at 7.30pm except for those dates that fall on a public holiday. Therefore the in 2016 the February & June dates will be 13 Feb & 12 June.

Council practice is for no meetings in January, April, July and October but this committee wishes to continue with just no meeting in January in order to fit in all their commitments. The committee accepts council has to organise staff, but it is possible to run meetings without any council presence.

**Motion:** Tamahere Community Committee will have no meeting in January or as decided by the committee.

**Moved:** Charles Fletcher  
**Seconded:** Sue Robertson  
**All in favour:** Carried

#### **Committee Charter:**

The current community charter report was received and accepted.

**Membership:** The current charter has 12 as the maximum number so this needs to be changed to reflect the 14 nominated and accepted members at this meeting.

**Funding:** Gavin Ion confirmed that the committee administration fees are in the Annual Plan. There is also an annual allocation of \$10,000.00 which any community committee can apply to for supporting its operation.

**Motion:** Confirm charter as amended and note that Tamahere Community Committee can modify this provided it is in consultation with council.

**Moved:** Charles Fletcher  
**Seconded:** Dallas Fisher  
**All in favour:** Carried

**Code of Conduct:**

The committee is required to function in a manner that respect is shown to all.

**Motion:** The code of conduct report was received and accepted.

**Moved:** Charles Fletcher  
**Seconded:** Jane Manson  
**All in favour:** Carried

Meeting closed at 8.30pm.

**First meeting of the new committee**

**Monday 7<sup>th</sup> November 7.30pm**  
**Tamahere Community Centre**



**Minutes of Committee Meeting  
Held 7.30pm on 7<sup>th</sup> November 2016  
Tamahere Community Centre**

**Present:**

**TCC:** Bevin Coley (**BC**), Dallas Fisher (**DF**), Ro Edge (**RE**), Charles Fletcher(**CF**), Connie Short(**CS**), Jane Manson(**JM**), Shelley Howse(**SH**), Leo Koppens(**LK**) Tim van de Molen(**TV**), Graham McAdam(**GM**), Donna Nichols(**DN**), Sue Robertson(**SR**), James Yearsley(**JY**), Joy Wright(**JW**)

**WDC:** Tim Harty (**WDC-TH**), Jacki Remihana (**WDC-JR**),

**Opus:** Jordon Reynolds (**OPUS**)

**Community:** Maggie Wilcock

**City Edge Alliance:** Gary Budden, Dana McDonald (**CEA**)

**School:** Gina Woodfield (**GW**)

**Apologies:** Aksel Bech(**AB**)

**Actions:**

**1. Confirmation of Minutes: Triannual Meeting:**

**Motion:**

Confirm Minutes TCC Triennial Election with the following change:  
Under Committee Charter - that the number nominated and in favour of being on the Committee be changed to 15, to include the School Representative.

**Moved:** Dallas Fisher      **Seconded:** Charles Fletcher      **All in Favour**

**WDC-ADMIN –**  
Note change to Committee number.

**2. Confirmation of Minutes: Meeting 3<sup>rd</sup> October 2016**

**Moved:** Dallas Fisher      **Seconded:** Ro Edge      **All in Favour**

**3. Matters arising:**

n/a

**4. Correspondence Tabled**

**4.1 IN**

WDC, Rose Gray & Wanda Wright, agenda's for council meetings  
WDC, Deborah Lee, council workshop details & councilor induction details  
WDC, Tony Whittaker, re Tamahere mobile ballot paper collection  
WDC, Tracey King, re distribution of TCC election to residents  
WDC, Rose Gray, agenda for 17 Oct TCC election  
WDC, Gavin Ion, date for Triennial TCC election & comment on TCC prepared minutes  
WDC, Juliene Calambuhay, details TCC grant as of 28 Oct 2016  
WDC, media release; Huntly area road closure, Easter Sunday shopping, Grass Verge policy release, mobile ballot boxes to be in Tamahere, local election results, Annual Plan & sustainable growth,

WDC, Tim Harty, re NZTA & new TCC contact details  
 Godfrey Bridger, circulation of TCC triennial election details  
 NZTA, Expressway October update  
 NZTA, Dana McDonald, request to present on 7 Nov  
 Waikato Momentum, Cheryl Reynolds, details of grants  
 Tamahere Community Centre, monitoring of hall usage & WDC charter.  
 Waikato Aggregates, Kathryn Drew, invite to next Titoki Sands meeting;  
 10 Nov.

#### **4.2 OUT**

WDC, Karen Bredesen, Tim Harty & Support Team 3 Oct minutes & 7 Nov Agenda  
 WDC, Gavin Ion, requesting date for committee's triennial election  
 WDC, Gavin Ion, draft & final 17 Oct Triennial Election minutes  
 WDC, Karen Bredesen, details of new secretary  
 Tamahere Community Centre, 3 Oct Minutes & 7 Nov Agenda  
 Waikato Aggregates, Kathryn Drew, confirming attendance on 10 Nov  
 Tamahere Community Centre, Paula Dunton, monitoring of hall usage & WDC charter  
 Godfrey Bridger, request to circulate TCC triennial election details

#### **4.3 Matters Arising from Correspondence**

James Yearsley to represent the committee at all future Waikato Aggregates meetings from now on. Issues to raise at their next meeting are the culvert and planting.

**Moved:** Ro Edge

**Seconded:** Connie Short

**All in Favour**

#### **Actions:**

**DN - Advise Waikato Aggregates of Change**

#### **5. Conflicts of Interest**

- Dallas Fisher: Involved in infrastructure Company that does business with council
- Gina Woodfield: School board rep
- Jane Manson: Tamahere Church
- SNA's: Joy Wright, Ro Edge, Charles Fletcher, Shelley Howse, Tim van de Molen
- Sue Robertson: Property development issues with WDC

#### **6. Waikato Expressway Update – Verbal Report NZTA**

- Construction has begun on the land where the east/west link bridge will be placed, with trees to be cut down later this month, and some pre-loading work due to start on the abutments.
- Preparing to start work in full in early January.
- The committee asked about whether the four-laning of the existing SH1 into Hillcrest is part of the proposed works, but while this is designated it has not been signed off, so therefore not planned to begin in the near future. The committee is concerned this is going to cause major congestion given the traffic is already horrendous on that stretch at peak hours.
- On the completed Cambridge section, there is an 18 week program (finish mid February) to resurface that new section starting at the South and working North.
- NZTA have been invited back to the February meeting.

**DN** Write to NZTA, Peter Simcock, formal update re Newell Road, Cambridge/ Hamilton cycle way, four-laning into Hillcrest, traffic management during construction, interconnectivity around the Tamahere intersection and Hooker Road Intersection.  
**CEA** to provide – project outline to Committee.

## 7. Village Hub Design Presentation – Verbal Report Ro Edge/WDC

All committee members received the proposed Tamahere Village Hub design via email last week and the following feedback and questions were received:

- Is the signage going to be standardized and where is it proposed to be placed on the buildings?.
- On Block A, concern that the design of this building could date and two suggestions were made:
  - That the roofline be more like that used on the newest classroom block at Tamahere school, and on part of the hall.
  - Or increase the pitch of the roof line on that block slightly to tie in with Block C.
- It was asked if slightly wider than usual car parks could be accommodated in the design to allow for the many 4WD vehicles in this area.
- The committee would like to see accommodation of at least 30 bike racks (in addition to those on the recreation reserve) for the village hub, which could possibly be accommodated on the east side of Block D.

**Motion:** Ro Edge & Bevan Coley are delegated the authority to provide committees feedback and work quickly with the architect to see if suggested changes can be made, then press go on the commercial development when they are comfortable with the final plans.

**Moved:** Dallas Fisher

**Seconded:** James Yearsley

**All in Favour**

## 8. Piazza: Verbal Report WDC/OPUS

- The Piazza design will be finalized once the Village Hub and Recreation Reserves plans are finalized to ensure it provides a cohesive link between the two.
- At this point of the project WDC believe they can deliver the piazza designed within the designated budget.
- Issues raised about the design of the canopy. More input may be needed.

**Motion:** The committee approves the piazza design to go into detailed design.

**Moved:** Dallas Fisher

**Seconded:** Sue Robertson

**All in Favour**

## 9. Tamahere Recreational Reserve Verbal Report WDC/Opus/Shelly/Leo

- The plans have been updated, where possible, to incorporate, the feedback provided by TCC sub-committee.
- The Skate Park design has evolved significantly and looks fantastic.
- The Committee would like to see around 40-50 bike parks incorporated into the plans, in addition to the 30+ in the Hub.
- Tennis courts were raised, and while they are not in the short term plans, they could be accommodated in the future if there was enough community support for them.
- The public toilets are not budgeted for until 2021/22, however the committee could request that this budget be brought forward. An external toilet in the hub will be used until they are built.
- The Piazza will be built at the same time as the village hub.

### Actions:

**RE/DN** Style guide to be distributed to members re signage.

**ALL** Feedback to Ro on Block C design with suggested alternatives.

**WDC-JR** acknowledge/in-corporate design input from this meeting.

**RE & BC** to receive proposed ideas, feedback to architect and approve final plan.

**OPUS** proceed to detailed design, noting concerns re Piazza

**WDC -TH** provide for change to public toilet expenditure date in next LTP

- Opus and WDC have taken on board feedback about the trees from the sub-committee, and the committee is comfortable with most of the changes. However, it was noted that London Plane Trees and Oaks are missing from the drawings, and the committee asked that they be included.
- The committee also asked about possible planting in the pond, as per Pickering Road.
- Concerns about the swale drain bordering a small part of the school boundary were raised.
- Now that we have the master plan the committee now needs to work on a prioritization of how the development is staged to reach our goal. The next LTP review is due at the end of 2017 so this provides an opportunity to bring forward and apply for further funding if required. There is also the option to fundraise externally, and hold off on some development until funds can be raised. A meeting will be held on the 21<sup>st</sup> of November at 7.30pm to discuss the above.
- Gina Woodfield to clarify what the schools position is on the swale drain, and a potential joint effluent treatment system, with the chairperson and write a letter to Tim Harty of WDC to confirm their position.
- Jacki Remihana to confirm to the committee whether bike stands are in the current Recreational Reserve plans, and exactly what the depth of swale drain is.

#### **Recreational Reserve Sub-Committee**

- Sue Robertson to replace Maggie Wilcock on this sub-committee, joining Leo Koppens, to work with WDC to finalise the planting plan.

#### **Motion:**

Subject to bike stands, swale drain, and planting, the committee approves the design of the recreation reserve.

**Moved:** Dallas Fisher      **Seconded:** Shelley Howse      **All in Favour**

#### **10. WDC Boat Ramp**

- WDC is currently conducting a boat ramp survey for the community to fill in, which Sue Robertson will do on behalf of our committee. Feedback was as follows:
  - Sharp rocks replaced with rounder stones.
  - People using the fresh water for cleaning boats but then dumping fish bones there on way back from fishing trips are problematic.
  - The boat ramp is not well maintained, and rubbish bin seems to be regularly overflowing.
  - Ramp could be better designed.

#### **11. WDC, Tim Harty Report**

No report this week

#### **12. Cr. Aksel Bech Report**

The committee congratulates Cr. Aksel Bech on his appointments to the following:

- Strategy & Finance Committee - Deputy Chair
- The Audit and Risk Sub-Committee
- The Chief Executive Performance Review Sub-committee
- Waters CCO Governance Group

#### **Actions:**

##### **WDC-JR**

Include: 1) London Plane and Oaks Trees in planting scheme.

2) Investigate/ agree pond planting.

**ALL** –Prioritiation meeting 7.30pm 21/11/2016

**GW** –School Board to write to WDC re Swale and Wastewater.

**SR, LK, WDC-JR** finalise Rec Res planting plan

##### **WDC – JR**

confirm if bike stands included in Rec Res Plan and depth of Swale

**SR** - complete survey and return to WDC

##### **WDC – TM**

**1)** report re Hooker Road Inter-section upgrade.

**2)** Review date for Community Plan.

- Economic Development Advisory Group

### 13. Approved Secretary 2016/17 Admin Grant

Motion:

- That the 2016/17 \$1,000 annual admin grant be paid to the Committee secretary, Donna Nichols and that any monies owed to the previous secretary be paid.

**Moved:** Dallas Fisher

**Seconded:** Bevan Coley

**All in Favour**

### 14. Tamahere Reserve Report & Nursery Update

- New nursey set up is progressing more slowly than they wish.

### 15. Any Other Business

#### School Board Committee Rep

- The transfer of the tennis pavilion finally took place in March 2016, however the school was only notified by the Ministry of Education after a question to John Key during his visit last week.

#### Fundraising Applications

- It was discussed as to whether as a committee we going to try and fundraise ourselves, or should we engage a specialist fundraiser, using funds we have at hand. Sub-Committee of Dallas Fisher, James Yearsley and Graham McAdam will progress this matter and report back to next meeting.

#### Media Monitor

- Joy Wright has been nominated as our Media Monitor and will scan the newspapers to monitor articles of interest in the media. Tim van de Molen offered to file any relevant articles he can find online.

#### Ultra-Fast Broadband

- While there is currently the opportunity to submit to the government on rural broadband roll out, the committee wishes to support the fibre project it has underway with WEL Energy .

#### Planting on Wiremu Tamihana Drive

- Issues were raised as the current state of this planting, and WDC suggested the quickest solution would be to put in a service request on WDC website to address these concerns.

#### Upcoming Issues to Discuss

- Four-laning of Road, & Entrance to Hamilton
- Update Community Plan

### Date of next meetings:

21<sup>st</sup> November 2016 (Special Meeting: Recreational Reserve Staging)

5<sup>th</sup> December 2016

**Meeting closed** at 9.50pm

### Actions:

**DN** – Invoice Committee

**DF, JY,GM** – arrange Fundraising Sub-committee

**DN** – arrange meeting with Maggie and Joy

**SR/LK** to follow this up.

**ALL**  
**ALL**

### **Open Meeting**

<b>To</b>	Waikato District Council
<b>From</b>	TG Whittaker General Manager Strategy & Support
<b>Date</b>	25 November 2016
<b>Prepared by</b>	Sharlene Jenkins PA to General Manager Strategy & Support
<b>Chief Executive Approved</b>	Y
<b>Reference/Doc Set #</b>	GOV1301
<b>Report Title</b>	Receipt of Pokeno Community Committee Minutes

## **I. EXECUTIVE SUMMARY**

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The minutes for meetings of the Pokeno Community Committee held on 13 September 2016 and 11 October 2016 are submitted for receipt.

## **2. RECOMMENDATION**

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**THAT the minutes of meetings of the Pokeno Community Committee held on 13 September 2016 and 11 October 2016 be received.**

## **3. ATTACHMENTS**

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Pokeno Community Committee minutes 13 September 2016 and 11 October 2016



# Pokeno

## POKENO COMMUNITY COMMITTEE

MINUTES of the monthly Pokeno Community Committee meeting held in the Pokeno Hall, Pokeno, on 13<sup>th</sup> September 2016, commencing at 7.30pm.

Committee Members Present: Helen Clotworthy, Doug Rowe, Kris Hines, Morris Roberts, Janet McRobbie, Lance Straker, Wayne Rodgers, Charles Hackett, Paul Heta

Guests in Attendance: Tony Whitaker W.D.C,  
WDC, Staff: Andrew Corkill, Clive Morgan

Councillors in Attendance: Cr J Church

Community Members Attending: Community Members attended.

Apologies and leave of absence: Apologies were received from Tricia Graham, Todd Miller John Noble, Rick Odom.

Moved that the apologies be accepted: Helen Clotworthy

Seconded: Wayne Rodgers

### 1 DISCLOSURE OF INTEREST

There was no disclosure of interest

### 2 CONFIRMATION OF PREVIOUS MINUTES meeting held August 9th 2016

Moved that the minutes be accepted: Helen Clotworthy

Seconded: Doug Rowe

Carried



### 3 MATTERS ARISING FROM THE PREVIOUS MINUTES/.

Matters arising from previous minutes: lots of comment re Dog exercise area... to be continued !

#### 4. Parks and Facilities Presentation.

Tony Whitaker introduced Andrew Corkill who is the “Parks and Facilities” Manager for WDC.

Andrew outlined his role at WDC, with a team of 20 , overseeing up to 50 sites, playgrounds, mowing sports fields, neighbourhood parks ,cycleways, beaches ,cemetery’s etc.

Andrew team, also forward plan, eg “How to plan for future Parks (strategy’s) playgrounds, cemetery’s ?In essence ,future planning forms part of the WDC Parks strategic framework. Example:

Our Munro /Pokeno Sports park, faces obstacles! Huge engineering work, Very Wet?

Pokeno Domain, Avon Road, is under developed, earmarked as ‘Dog exercise area! What about future potential?

Andrews overview was the incorporation of a 2018 Facilities Plan Maybe library, Council services Centre location? i-Site Location.

Andrews report was accepted by PCG:

Moved Helen Clotworthy, Seconded Chris Hines

#### **5: ECONOMIC DEVELOPMENT UPDATE:**

Tony Whittaker, introduced Clive Morgan, General Manager Strategy and Support.

Clive, described that the Pokeno Community had grown so rapidly it was outstripping the Original Business Plan envisaged all those years ago.

His position was to implement Plans to WDC and PCG, deliver what is asked for, example Business support locally and externally, Transport facilities.

Provide support for Existing business at the Pokeno Business Park, create competitive advantages as WDC attracts new Business out of Auckland.

He stated that there is a business support office ‘open’ at Tuakau WDC offices. (make an appointment)

Additionally Karen Cousins has been appointed to support and coordinate Tourism Opportunity’s/Plans within our District.

Go to [www.openwaikato.co.nz](http://www.openwaikato.co.nz), explore the site, Invest, Visit ,Live !



Helen CLotworthy moved Clives report be accepted : seconded Kris Hines.

#### **6: Pokeno Works and Issues. Status of Items September 2016.**

Briefly discussed, a workshop for the Community Plan Strategy Pokeno, dates to be Finalised October (deferred ). Future Dates and timing to checked with David Totman !

Tony Whitakers report was accepted:

Moved Helen Clotworthy, second Lance Straker

#### **7: WORK PLAN**

Tony Whittaker arranging Shannon Kelly, YOUTH Groups, involvement committee, to Present at PCG meeting (date to be finalised)

This is a Government funded initiative to WDC ,to assist setting up youth groups in Local Communities.

#### **8 COUNCILLORS REPORT**

Jacque Church presented that there is a forth coming Election, and she is standing again for Council.!

Funding Available for an “ANY”event : See council website ! (Council/Rural discrepancy fund ) <https://www.waikatodistrict.govt.nz/services-facilities/community-development/funding>

Inorganic collections day by Council Annually (see website, date to be set)

#### **9 GENERAL BUSSINESS**

Andrew Bayer , Priest in Charge Pokeno /Bombay introduced himself to the PCG.

Jennifer Miller expressed concern around unsupervised dogs on Building sites in Pokeno. It was suggested to call ‘Dog control!

Janet McRobie, remarked that there is ‘Graffiti” on the underpass. Adrian Clark has offered to clean/coordinate efforts to remove it !Any Paint available for clean-up etc, central location ‘clean-up ‘point perhaps the School !



### CLOSURE

Helen Clotworthy thanked the visitors for their attendance and their contribution. There being no further business, the meeting was declared closed at 10.40 pm.

The next meeting of the Pokeno Community Committee will be held on October 11<sup>th</sup> 2016 at 7.30pm in the Pokeno Hall.



# Pokeno

## POKENO COMMUNITY COMMITTEE

MINUTES of the monthly Pokeno Community Committee meeting held in the Pokeno Hall, Pokeno, on 11<sup>th</sup> October commencing at 7.30pm.

Committee Members Present: Helen Clotworthy, Kris Hines, Janet McRobbie. Lance Straker, Rick Odom, Doug Rowe

Guests in Attendance: Tony Whitaker W.D.C,  
WDC, Staff: Shannon Kelly

Councillors in Attendance: Cr J Church

Community Members  
Attending: Community Members attended.

Apologies and leave of absence: Apologies were received from Tricia Graham, Todd Miller  
Wayne Rodgers, Charles Hackett,

Moved that the apologies be accepted: Helen Clotworthy

Seconded: Kris Hines

### 1 DISCLOSURE OF INTEREST

There was no disclosure of interest

### 2 CONFIRMATION OF PREVIOUS MINUTES meeting held September 13th 2016

Moved that the minutes be accepted: Helen Clotworthy  
Seconded Janet McRobbie  
Carried



### 3 MATTERS ARISING FROM THE PREVIOUS MINUTES/.

Matters arising from previous minutes: No matters arising

#### 4. Pokeno community committee priority projects

Tony Whittaker presented that every 3 years council must prepare and adopt a Long Term Plan. The purpose being to include projects they wish to undertake for the next 10 years.

As the PCC we are encouraged to prioritise a list of “WANTS”, prioritise what the Pokeno Community would like to see happen, for example

- Playgrounds
- Sports fields
- New foot paths, cycleways
- Bus services
- Develop a Community Plan
- Workshops
- PCC in conjunction with WDC to assist and Identify priority projects

Tony stressed that it is an opportunity for the PCC and residents to participate!

It was decided to hold a **workshop for the Community to attend on Saturday 29<sup>th</sup> October 10 – 2pm.**

WDC would attend to advertising local Newspapers.

Tony would liaise with David Totman to focus on planning the Future growth of Pokeno

Post ‘workshop’ the PCC can compile a list of priority projects to present to WDC, to go into long term plan for Pokeno .

Tony’s Report was Accepted by PCC

Moved: Helen Clotworthy,

Seconded: Doug Rowe

### 5: YOUTH ENGAGEMENT

Tony Whittaker, introduced Shannon Kelly the WDC Youth facilitator/Advisor WDC

Shannon, explained that she had spent last 2 years working with Youth in our communities, Tuakau, Ngaruawahia, for example.

Council had funding to develop Youth strategy’s allowing them to be ‘part’ of community



- Youth Engagement Plan for Pokeno
- Youth becoming involved with PCC
- Opportunity to contribute, (via Instagram, Face book etc)
- Youth awards
- Meaningful contributions to Pokeno community

It was suggested that when Shannon meets Youth leaders at Tuakau College she would 'scope' and inform the PCC of the level of interest and report to us in November.

Helen Clotworthy moved Shannon's report be accepted :

seconded Rick Odom

#### **6: Pokeno Works and Issues. Status of Items September 2016.**

Briefly discussed, Contractors wondering dogs, suggested call Animal control.

Workshop date set for 29<sup>th</sup> October.

Date for In organic collection?

Tony Whitakers report was accepted:

Moved Helen Clotworthy, second Janet McRobbie

#### **7: WORK PLAN**

Add priority projects Plan to December Agenda (possibly !.....to be finalised)

An update monthly on the Pokeno Community Patrol.

Add an update from Workshop !

Moved Helen Clot worthy

Seconded Rick Odom

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#### **8 COUNCILLORS REPORT**

Jacque Church presented that the elections were over and that she, and Stephanie Henderson had been elected for our 'Ward'

She suggested updates needed on 'grass' verges? Suggested Roothing /footpaths planning meeting February with Colin Botica.

More next meeting from Jacque once new council sworn etc



## 9 GENERAL BUSSINESS

Lance Straker said More content was needed for Website, a request to PCC members if possible to contribute.

Janet McRobbie talking to Pokeno School re web site link!

## CLOSURE

Helen Clotworthy thanked the visitors for their attendance and their contribution. There being no further business, the meeting was declared closed at 9.10 pm.

The next meeting of the Pokeno Community Committee will be held on 8<sup>th</sup> November 2016 at 7.30pm in the Pokeno Hall.

### **Open Meeting**

<b>To</b>	Waikato District Council
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	23 November 2016
<b>Prepared by</b>	Rose Gray Council Support Manager
<b>Chief Executive Approved</b>	Y
<b>Reference</b>	GOV1301
<b>Report Title</b>	Exclusion of the Public

## **I. EXECUTIVE SUMMARY**

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To exclude the public from the whole or part of the proceedings of the meeting to enable Council to deliberate and make decisions in private on public excluded items.

## **2. RECOMMENDATION**

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**THAT** the report of the Chief Executive be received;

**AND THAT** the public be excluded from the meeting to enable Council to deliberate and make decisions on the following items of business:

- **Confirmation of Minutes dated 1 November 2016.**

**Receipt of Minutes:**

- **Strategy & Finance Committee dated 22 November 2016**
- **Infrastructure Committee dated 22 November 2016.**

### **REPORTS**

#### **a. Petition Opposing Cash Free Service at Huntly Library and Council Office**

*The general subject of the matter to be considered while the public is excluded, the reason, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 are as follows:*

**Reason for passing this resolution to withhold exists under:** **Ground(s) under section 48(1) for the passing of this resolution is:**

**Section 7(2)**

**Section 48(1) (3) (a) (d)**

**b. Pokeno Reservoir Land Acquisition**

*The general subject of the matter to be considered while the public is excluded, the reason, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 are as follows:*

Reason for passing this resolution to Ground(s) under section 48(1) for the withhold exists under: passing of this resolution is:

Section 7(2)(a)(b)(ii)(i)(j)

Section 48(1)(3)(d)

**c. Rating Sale 7 Uenuku Road Ngaruawahia**

*The general subject of the matter to be considered while the public is excluded, the reason, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 are as follows:*

Reason for passing this resolution to Ground(s) under section 48(1) for the withhold exists under: passing of this resolution is:

Section 7(2)(a)

Section 48(1)(3)(a)(i)(ii)

**d. Crown Land to be Declared Road under s.114 Public Works Act 1981**

*The general subject of the matter to be considered while the public is excluded, the reason, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 are as follows:*

Reason for passing this resolution to Ground(s) under section 48(1) for the withhold exists under: passing of this resolution is:

Section 7(2) (b) (ii) (i) (j)

Section 48(1)(3)(d)

**e. Sale of Former Marlborough Street at Pokeno**

*The general subject of the matter to be considered while the public is excluded, the reason, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 are as follows:*

Reason for passing this resolution to Ground(s) under section 48(1) for the withhold exists under: passing of this resolution is:

Section 7(2) (b)(ii)(i)(j)

Section 48(1)(3)(d)

**f. Weathertight Homes Claim – 104 Rosebank Drive, Tamahere – Hart Family Trust**

*The general subject of the matter to be considered while the public is excluded, the reason, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 are as follows:*

Reason for passing this resolution to Ground(s) under section 48(1) for the withhold exists under: passing of this resolution is:

Section 7(2) (a)

Section 48(1)(3)(a)(i)(ii)

**g. Chief Executive's Issues**

*The general subject of the matter to be considered while the public is excluded, the reason, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 are as follows:*

Reason for passing this resolution to Ground(s) under section 48(1) for the withhold exists under: passing of this resolution is:

Section 7(2)(f)(g)(h)(i)(j)

Section 48(1)(a)(d)

### **3. ATTACHMENTS**

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Nil