

Agenda for a meeting of the Onewhero-Tuakau Community Board to be held in the Port Waikato Community Hall, 3 Oceanview Road, Port Waikato on **MONDAY 5 DECEMBER 2016** commencing at **7.30pm**.

Note: A public forum will be held at 7.00pm prior to the commencement of the meeting.

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.	DECLARATION BY MEMBER PURSUANT TO SCHEDULE 7 CLAUSE 14 OF THE LOCAL GOVERNMENT ACT 2002	2
2.	APOLOGIES AND LEAVE OF ABSENCE	
3.	CONFIRMATION OF STATUS OF AGENDA	
4.	DISCLOSURES OF INTEREST	
5.	CONFIRMATION OF MINUTES Meeting held on Monday 7 November 2016	3
6.	REPORTS	
6.1	Discretionary Fund Report to 21 November 2016	13
6.2	Year to Date Service Request Report	15
6.3	ANZAC Day 2017	25
6.4	Community Plan Template and Identification of Long Term Plan Priority Projects	26
6.5	Community Board/Committee Annual Workshop	31
6.6	Works & Issues Report	32
6.7	Public forum	Verbal
6.8	Chairperson's Report	Verbal
6.9	Councillors' and Community Board Members' Report	Verbal

GJ Ion

CHIEF EXECUTIVE

Agenda 2016\OTCB\161205 OTCB OP



DECLARATION BY MEMBER

I,, declare that I will faithfully and impartially, and according to the best of my skill and judgement, execute and perform, in the best interest of the Waikato District, the powers, authorities and duties vested in or imposed upon me as a member of the Onewhero-Tuakau Community Board by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

Dated at Port Waikato this day of 2016.

Signed in the presence of:

GJ ION
CHIEF EXECUTIVE

Open Meeting

To	Onewhero-Tuakau Community Board
From	Gavin Ion Chief Executive
Date	9 November 2016
Prepared by	Lynette Wainwright Committee Secretary
Chief Executive Approved	Y
Reference #	GOV0502
Report Title	Confirmation of Minutes

1. EXECUTIVE SUMMARY

To confirm the minutes of the Onewhero-Tuakau Community Board meeting held on Monday 7 November 2016.

2. RECOMMENDATION

THAT the minutes of the meeting of the Onewhero-Tuakau Community Board held on Monday 7 November 2016 be confirmed as a true and correct record of that meeting.

3. ATTACHMENTS

OTCB 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:

Month	Location	Time
February	Waikaretu	7.30pm
March	Tuakau	7.30pm
April	Port Waikato	7.30pm
May	Tuakau	7.30pm
June	Onewhero	7.30pm
August	Tuakau	7.30pm
September	Glen Murray	7.30pm
October	Waikaretu	7.30pm
November	Tuakau	7.30pm
December	Port Waikato	7.30pm

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

OTCBI611/11/3

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

OTCBI611/11/4

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

OTCBI611/11/5

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

To	Onewhero-Tuakau Community Board
From	Tony Whittaker General Manager Strategy & Support
Date	21 November 2016
Prepared by	Julienne Calambuhay Management Accountant
Chief Executive Approved	Y
Reference/Doc Set #	GOV0514
Report Title	Discretionary Fund Report to 21 November 2016

1. EXECUTIVE SUMMARY

To update the Board on the Discretionary Fund Report to 21 November 2016.

2. RECOMMENDATION

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

3. ATTACHMENTS

Discretionary Fund Report to 21 November 2016

ONEWHERE TUAKAU COMMUNITY BOARD DISCRETIONARY FUND 2016/2017

	GL	1.215.1704
2016/17 Annual Plan		28,878.00
2015/16 Carry forward		30,656.00
Total Funding		<u><u>59,534.00</u></u>
EXPENDITURE:		
14-Jul-16	Tuakau Community Patrol - cost of upgrading community patrol vehicle	5,000.00
15-Jul-16	Glen Murray Community Equestrian Centre - upgrading the access track leading into the club's equestrian grounds	1,300.00
31-Aug-16	Onewhero Area School - cost of purchasing a defibrillator	3,262.00
31-Aug-16	The Laundry of Tuakau - table cloth for ANZAC Day	60.00
01-Sep-16	Tuakau Kindergarten - cost of hosting the Tuakau community duck racing event	2,546.61
12-Sep-16	Port Waikato Resident and Ratepayers Association - cost of upgrading the security surveillance systems located at Port Waikato	5,000.00
Total Expenditure		<u>17,168.61</u>
Total Income		-
Net Expenditure		17,168.61
Net Funding (Excluding commitments)		<u><u>42,365.39</u></u>
COMMITMENTS:		
01-Jul-15	Allocated amount to the Chair to purchase misc. items (balance from 30/6/2015)	301.81
01-Sep-14	Contribution towards placemaking project (OTCB1409/06/2)	6,000.00
02-Nov-15	Opuatia Hall Committee - cost of painting the interior of the community hall facility (OTCB1511/06/7)	5,500.00
07-Dec-15	ANZAC 2016 commitments (OTCB1512/06/6)	3,000.00
	Less: Expenses	669.75
07-Nov-16	Tuakau Lions Club - towards cost of Tuakau Community Christmas Parade (OTCB1611/11/5)	<u>1,000.00</u>
07-Nov-16	Te Kohanga School - towards maintenance of school pool for community use (OTCB1611/11/6)	410.53
07-Nov-16	Pukekawa Boys & Girls Agricultural Club - upgrade of the project (OTCB1611/11/7)	2,875.00
07-Nov-16	Sunset Beach Lifeguard Service Inc. - lifeguard programme over summer of 2016/2017 (OTCB1611/11/8)	2,000.00
TOTAL COMMITMENTS		<u>20,417.59</u>
NET FUNDING REMAINING (Including commitments) as of 21 November 2016		<u><u>21,947.80</u></u>

Open Meeting

To	Onewhero-Tuakau Community Board
From	Tony Whittaker General Manager Strategy & Support
Date	24 November 2016
Prepared by	Sharlene Jenkins PA to General Manager Strategy & Support
Chief Executive Approved	Y
Reference/Doc Set #	GOV0514
Report Title	Year to Date Service Request Report

1. EXECUTIVE SUMMARY

To update the Board on the Year to Date Service Request Report for Onewhero-Tuakau.

2. RECOMMENDATION

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

3. ATTACHMENTS

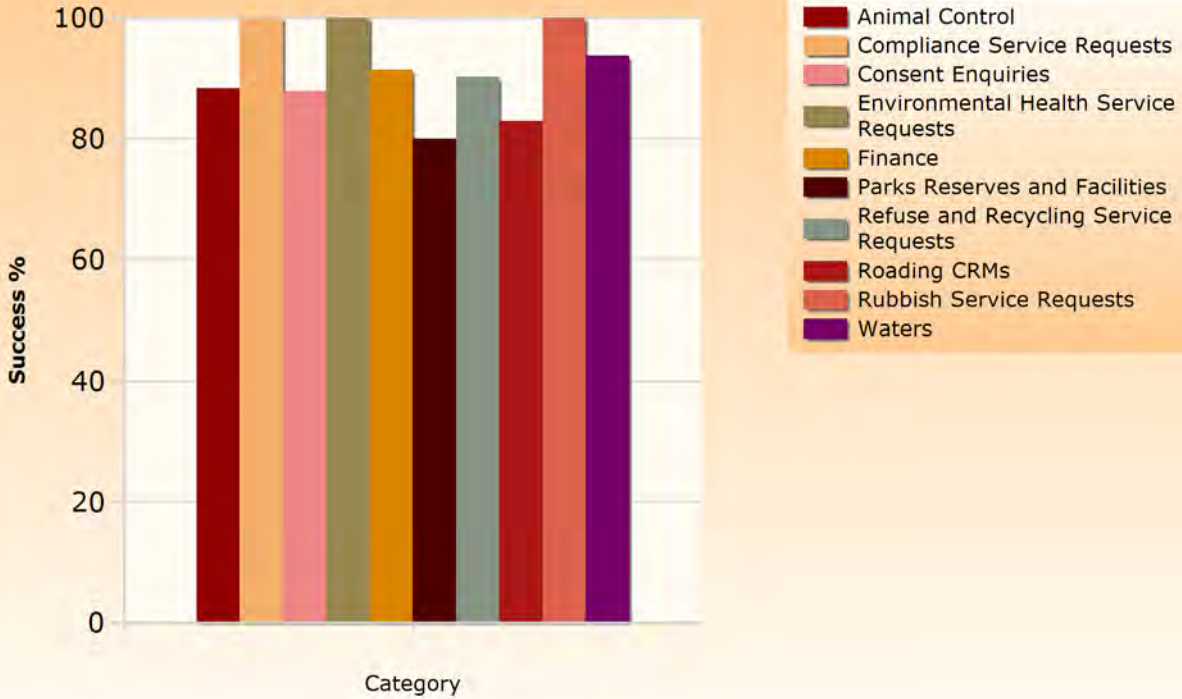
Year to Date Service Request Report for Onewhero-Tuakau.

Date Range: 01/07/2016 to 31/10/2016

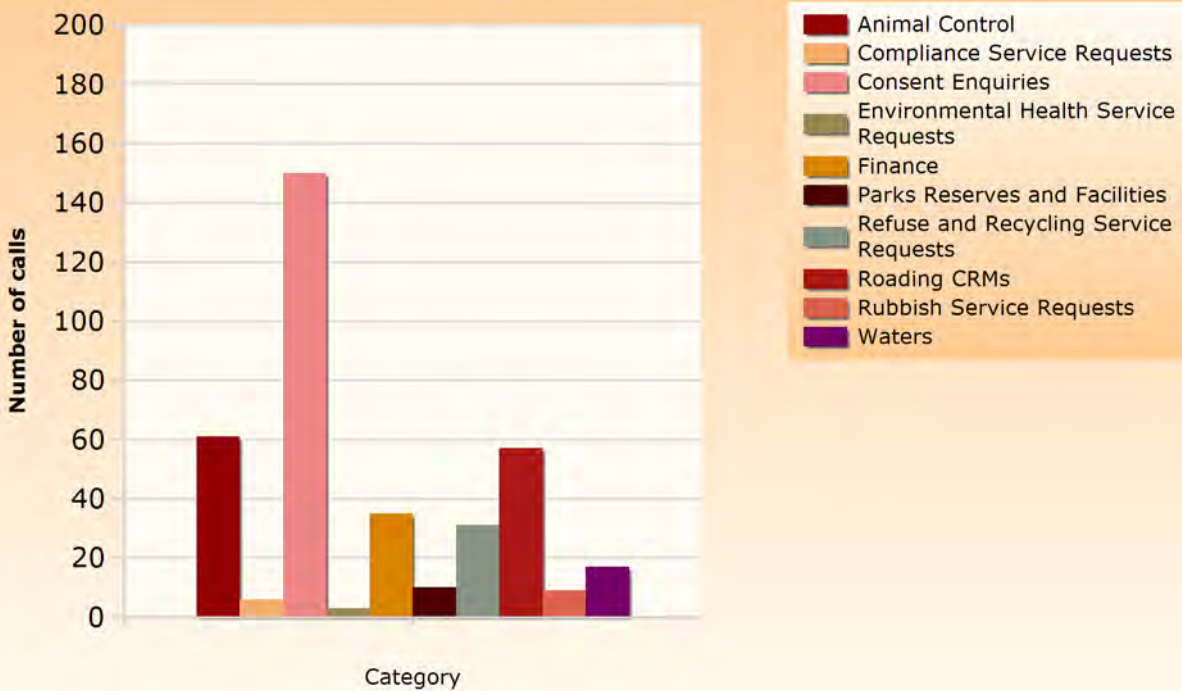
The success rate excludes Open Calls as outcome is not yet known.

11/24/2016 10:39:50 AM

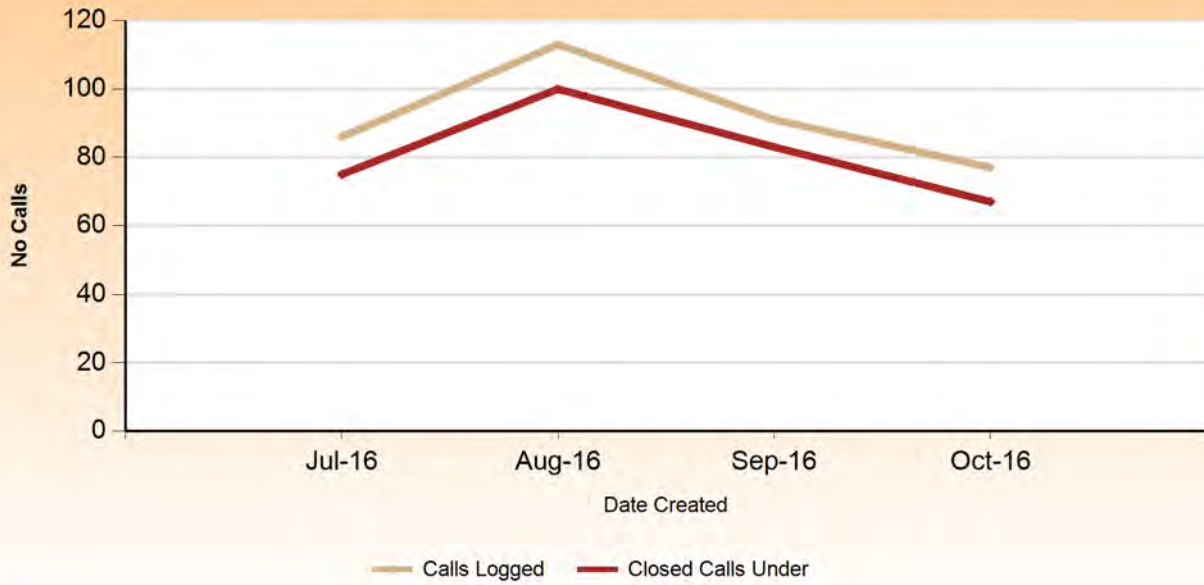
Call Completion % Success by Type



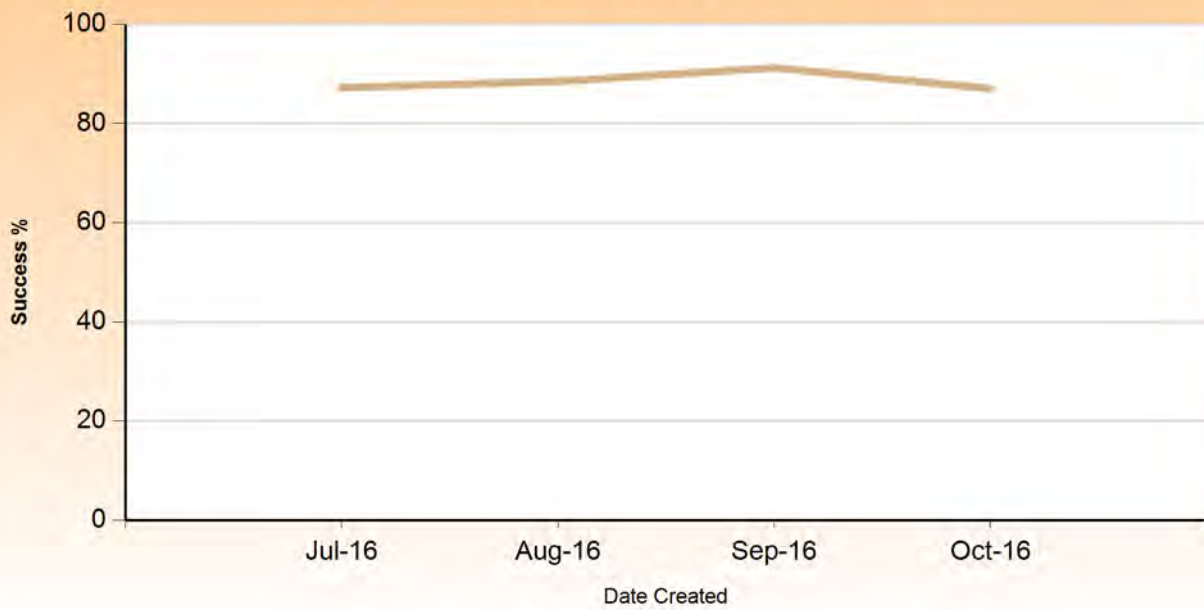
Number of Calls logged by Type



Volume of Calls Closed vs Calls Closed in Time



Completion Success per month



		Calls Logged	Open		Closed		Success Rate	
			Open Calls Over	Open Calls Under	Closed Calls Over	Closed Calls Under		
Animal Control	Summary	61	1		7	53	88.33%	
	Animal Charges	7				7	100.00%	
	Dog / Cat Trap Required	1				1	100.00%	
	Dog Group Education Visit	1				1	100.00%	
	Dog Property Visit	15	1		1	13	92.86%	
	Dog Straying - Current	9			4	5	55.56%	
	Dog Straying - Historic	1				1	100.00%	
	Dog Surrender	1				1	100.00%	
	Dog/Animal Missing	7				7	100.00%	
	Dogs Aggression - Current	3			2	1	33.33%	
	Dogs Aggression - Historic	2				2	100.00%	
	Dogs Barking Nuisance	8				8	100.00%	
	Livestock Trespassing - Current	5				5	100.00%	
	Livestock Trespassing - Historic	1				1	100.00%	
	Compliance Service Requests	Summary	6				6	100.00%
		Compliance - Unauthorised Activity	6				6	100.00%
Consent Enquiries	Summary	150			18	132	88.00%	
	Onsite Services	10			1	9	90.00%	
	Planning Process	22			3	19	86.36%	
	Property Information Request	40			4	36	90.00%	
	Zoning and District Plan Enquiries	78			10	68	87.18%	
Environmental Health Service Requests	Summary	3				3	100.00%	
	Noise Complaint - Environmental Health	1				1	100.00%	
	Noise complaints straight to contractor	2				2	100.00%	
Finance	Summary	35			3	32	91.43%	
	Rates query	35			3	32	91.43%	
Parks Reserves and Facilities	Summary	10			2	8	80.00%	
	Parks & Reserves - Graffiti	2			2		0.00%	
	Parks & Reserves - Park Furniture	1				1	100.00%	
	Parks & Reserves - Reserve Issues	7				7	100.00%	

		19	Open		Closed		
		Calls Logged	Open Calls Over	Open Calls Under	Closed Calls Over	Closed Calls Under	Success Rate
Refuse and Recycling Service Requests	Summary	31			3	28	90.32%
	Recycling Not Collected	10			1	9	90.00%
	Refuse - Non-Collection	1				1	100.00%
	Refuse & Recycling Contractor Complaints	3				3	100.00%
	Refuse & Recycling Enquiries	14			1	13	92.86%
	Rubbish bags put out with no payment sticker	3			1	2	66.67%
Roading CRMs	Summary	57		10	8	39	82.98%
	New Vehicle Entrance Request	1				1	100.00%
	Request 4 new street light path sign etc	4			3	1	25.00%
	Road Culvert Maintenance	6		2	1	3	75.00%
	Road Marking Sign & Barrier Maint Marker Posts	1				1	100.00%
	Road Safety Issue Enquiries	2		1		1	100.00%
	Roading Work Assessment Required - OnSite 5WD	17		7		10	100.00%
	Routine Roding Work Direct to Contractor 5WD Comp	10			4	6	60.00%
	Street Light Maintenance	1				1	100.00%
	Urgent Roding Work 4Hr Response	11				11	100.00%
	Vegetation Maintenance	4				4	100.00%
	Rubbish Service Requests	Summary	9				9
Illegal Rubbish Dumping		9				9	100.00%
Waters	Summary	17		1	1	15	93.75%
	3 Waters Enquiry	4				4	100.00%
	Drinking water billing	2				2	100.00%
	Drinking Water Final Meter Read	3				3	100.00%
	Drinking Water Major Leak	1				1	100.00%
	Drinking Water Quantity/Pressure	1				1	100.00%
	No Drinking Water	1				1	100.00%
	Stormwater Blocked pipe	2		1		1	100.00%
	Stormwater Open Drains	1				1	100.00%
	Stormwater Property Flooding Urgent	2			1	1	50.00%
Total		379	1	11	42	325	88.56%

Service Request Time Frames By Ward for ²⁰ TUAKAU

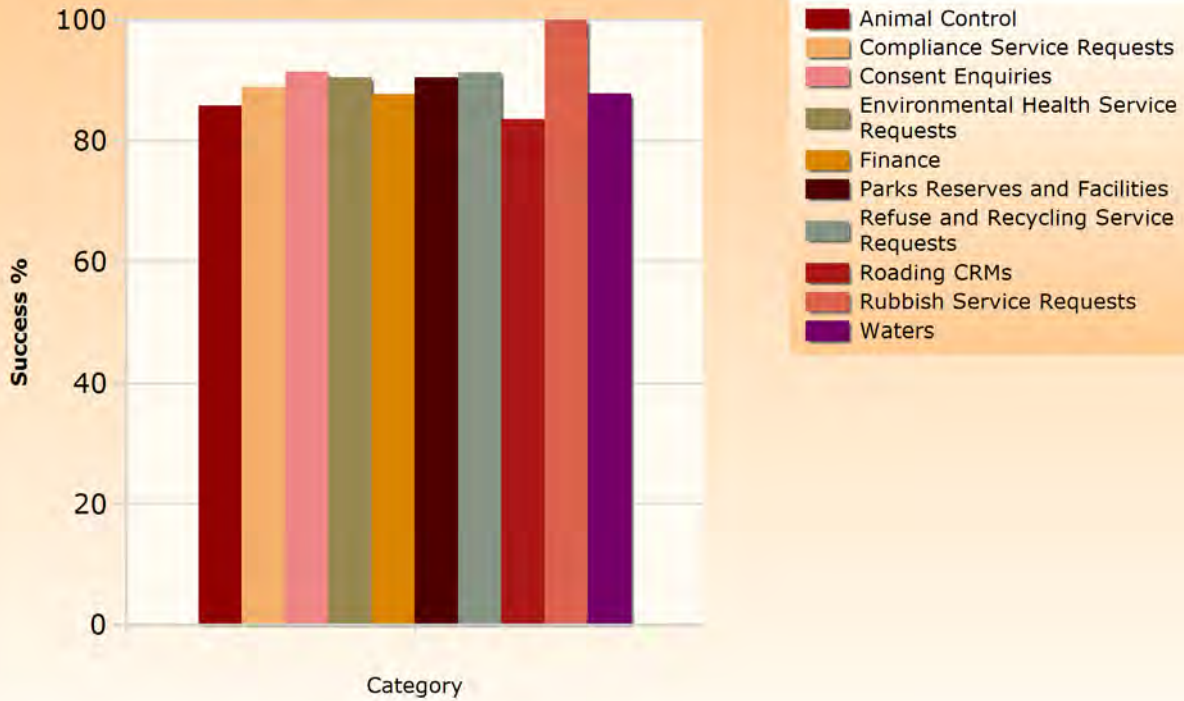


Date Range: 01/07/2016 to 31/10/2016

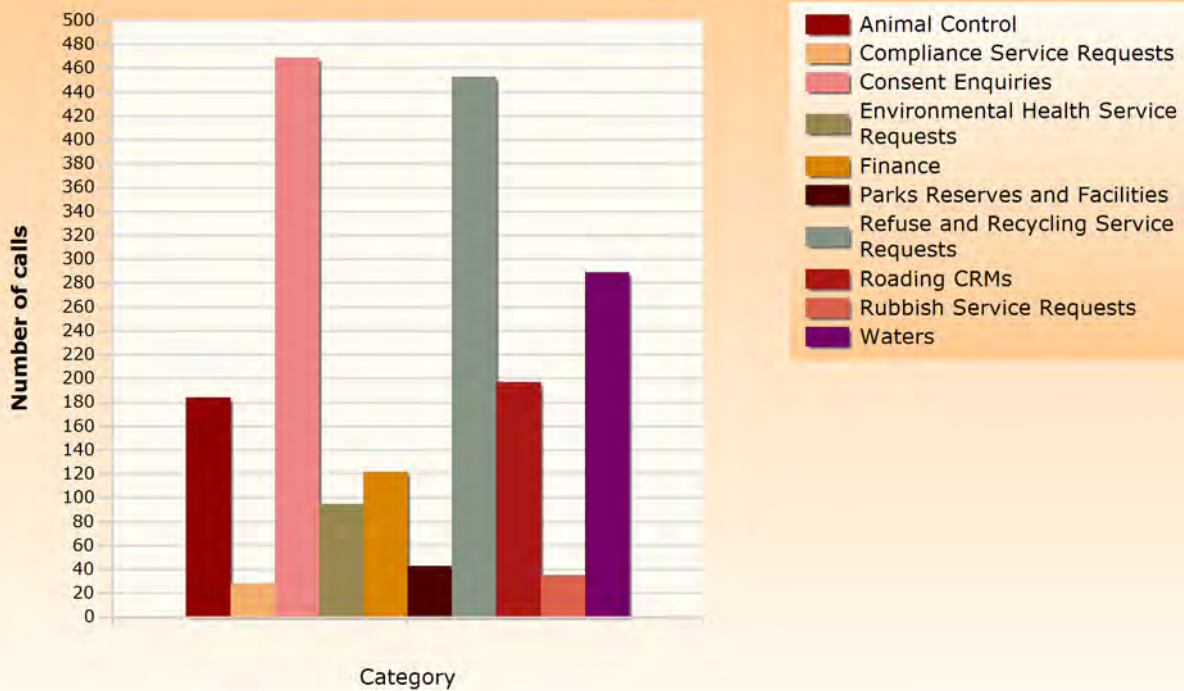
The success rate excludes Open Calls as outcome is not yet known.

11/24/2016 10:40:55 AM

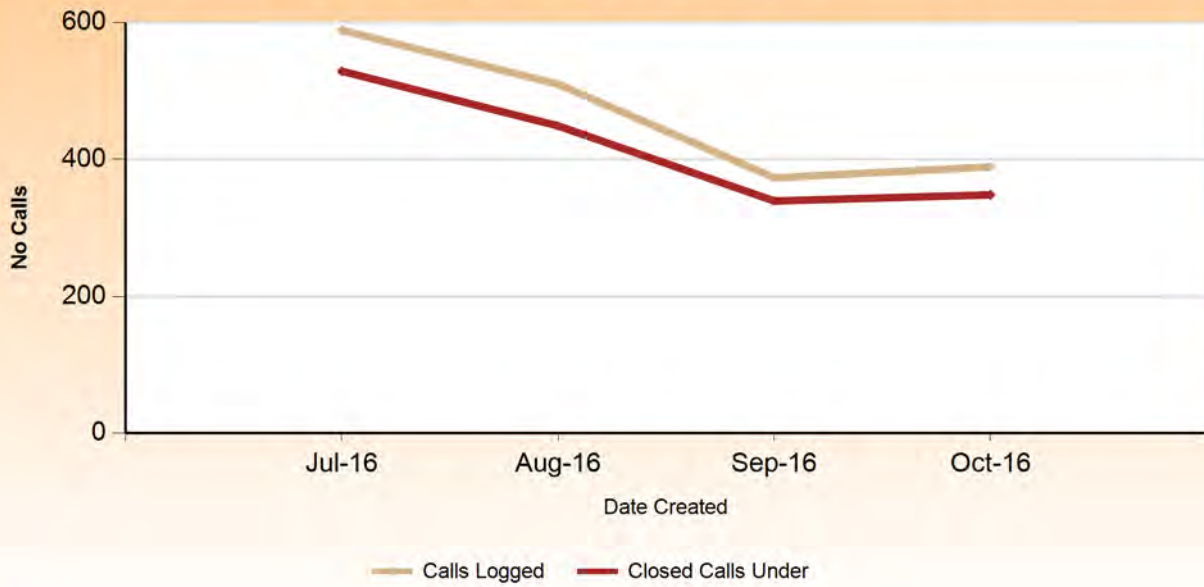
Call Completion % Success by Type



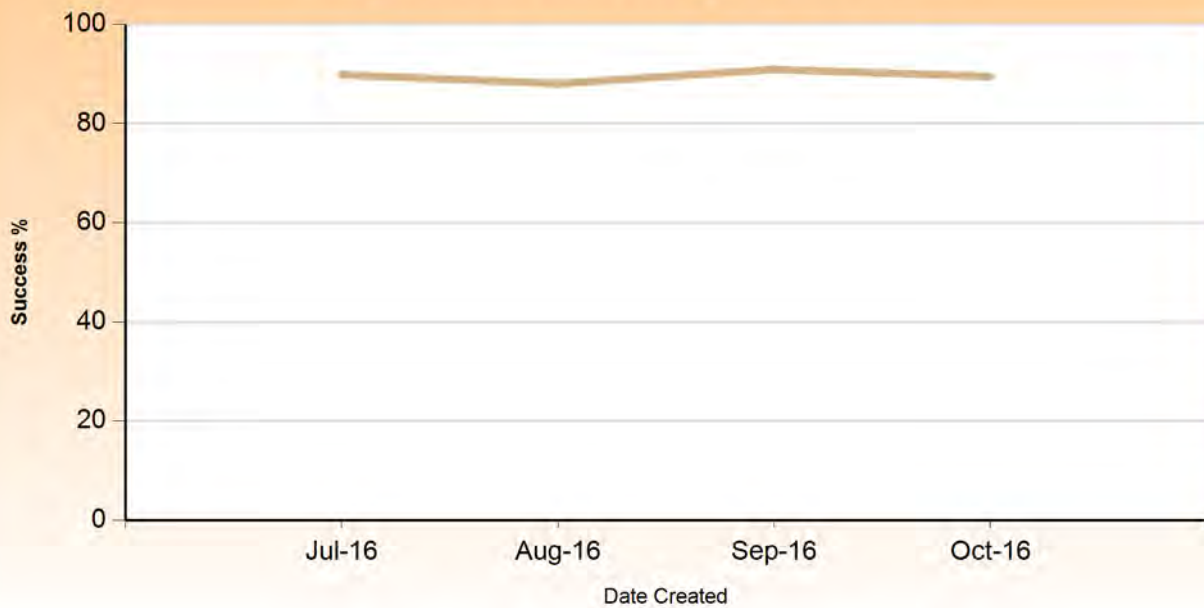
Number of Calls logged by Type



Volume of Calls Closed vs Calls Closed in Time



Completion Success per month



		Calls Logged	Open		Closed		Success Rate	
			Open Calls Over	Open Calls Under	Closed Calls Over	Closed Calls Under		
Animal Control	Summary	184			26	158	85.87%	
	Animal Charges	27			1	26	96.30%	
	Dog Property Visit	29			5	24	82.76%	
	Dog Straying - Current	51			15	36	70.59%	
	Dog Straying - Historic	9			1	8	88.89%	
	Dog Surrender	4				4	100.00%	
	Dog Welfare - Immediate threat to life	1				1	100.00%	
	Dog Welfare - Not immediate threat to life	4				4	100.00%	
	Dog/Animal Missing	18				18	100.00%	
	Dogs Aggression - Current	7			2	5	71.43%	
	Dogs Aggression - Historic	10			1	9	90.00%	
	Dogs Barking Nuisance	11				11	100.00%	
	Livestock Trespassing - Current	10			1	9	90.00%	
	Livestock Trespassing - Historic	3				3	100.00%	
	Compliance Service Requests	Summary	28		1	3	24	88.89%
		Compliance - Animal By Law	4			3	1	25.00%
Compliance - Unauthorised Activity		22		1		21	100.00%	
Illegal parking		2				2	100.00%	
Consent Enquiries		Summary	469		1	40	428	91.45%
Land Hazard Enquiries	1				1	100.00%		
Onsite Services	23			3	20	86.96%		
Planning Process	53			3	50	94.34%		
Property Information Request	204			6	198	97.06%		
Zoning and District Plan Enquiries	188		1	28	159	85.03%		
Environmental Health Service Requests	Summary	95			9	86	90.53%	
	Environmental Health Complaint	8			3	5	62.50%	
	Noise Complaint - Environmental Health	3				3	100.00%	
	Noise complaints straight to contractor	84			6	78	92.86%	
	Finance	Summary	122			15	107	87.70%
Rates query	122			15	107	87.70%		

		23	Open		Closed		
		Calls Logged	Open Calls Over	Open Calls Under	Closed Calls Over	Closed Calls Under	Success Rate
Parks Reserves and Facilities	Summary	43	1		4	38	90.48%
	Parks & Reserves - Buildings	24			2	22	91.67%
	Parks & Reserves - Cemetery Complaints (not mowing)	1				1	100.00%
	Parks & Reserves - Council owned land	2				2	100.00%
	Parks & Reserves - Graffiti	3	1			2	100.00%
	Parks & Reserves - Park Furniture	1			1		0.00%
	Parks & Reserves - Reserve Issues	12			1	11	91.67%
Refuse and Recycling Service Requests	Summary	453	1		39	413	91.37%
	New collections	1				1	100.00%
	Recycling Not Collected	93			8	85	91.40%
	Refuse - Non-Collection	166			9	157	94.58%
	Refuse & Recycling Contractor Complaints	24				24	100.00%
	Refuse & Recycling Enquiries	115			11	104	90.43%
	Rubbish bag sticker/tag orders - internal use only	13			4	9	69.23%
	Rubbish bags put out with no payment sticker	7	1		1	5	83.33%
	Tuakau Wheelie Bins	34			6	28	82.35%
Roading CRMs	Summary	197	3	29	27	138	83.64%
	Footpath Maintenance - Non_Urgent	9		4	1	4	80.00%
	New Vehicle Entrance Request	51		1		50	100.00%
	Request 4 new street light path sign etc	24		3	10	11	52.38%
	Road Culvert Maintenance	33		12	4	17	80.95%
	Road Marking Sign & Barrier Maint Marker Posts	4				4	100.00%
	Road Safety Issue Enquiries	4		1	1	2	66.67%
	Roading Work Assessment Required - OnSite 5WD	18		4		14	100.00%
	Routine Roding Work Direct to Contractor 5WD Comp	15	2		8	5	38.46%
	Street Light Maintenance	18		2	1	15	93.75%
	Urgent - Footpath Maintenance	4	1		1	2	66.67%
	Urgent Roding Work 4Hr Response	8			1	7	87.50%
	Vegetation Maintenance	9		2		7	100.00%

		24	Open		Closed		
		Calls Logged	Open Calls Over	Open Calls Under	Closed Calls Over	Closed Calls Under	Success Rate
Rubbish Service Requests							
	Summary	35				35	100.00%
	Abandoned Vehicle	4				4	100.00%
	Illegal Rubbish Dumping	31				31	100.00%
Waters							
	Summary	289	8	10	33	238	87.82%
	3 Waters Enquiry	46	1		13	32	71.11%
	3 Waters Safety Complaint - Non Urgent	2				2	100.00%
	3 Waters Safety Complaint - Urgent	3			1	2	66.67%
	Drinking water billing	12		1		11	100.00%
	Drinking Water Final Meter Read	130	6	2	1	121	99.18%
	Drinking Water Major Leak	13			4	9	69.23%
	Drinking Water minor leak	31	1		6	24	80.00%
	Drinking Water Quantity/Pressure	6			1	5	83.33%
	Fix Water Toby	9			1	8	88.89%
	New Drinking Storm Waste water connections	12		1		11	100.00%
	No Drinking Water	1				1	100.00%
	Stormwater Blocked pipe	2		1		1	100.00%
	Stormwater Open Drains	6		4	1	1	50.00%
	Stormwater Property Flooding	4		1		3	100.00%
	Wastewater Odour	3				3	100.00%
	Wastewater Overflow or Blocked Pipe	7			4	3	42.86%
	Waters Pump Station jobs - only for internal use	2			1	1	50.00%
	Total		1915	13	41	196	1665

Open Meeting

To	Onewhero-Tuakau Community Board
From	Gavin Ion Chief Executive
Date	21 November 2016
Prepared by	Lynette Wainwright Committee Secretary
Chief Executive Approved	Y
Reference #	GOV0514
Report Title	ANZAC Day 2017

1. EXECUTIVE SUMMARY

It is time to start organising the commemoration of ANZAC Day 2016 in Tuakau. This includes appointing a Master of Ceremonies and other key participants for the ceremony.

2. RECOMMENDATION

THAT the report from the Chief Executive be received;

AND THAT the Onewhero-Tuakau Community Board agrees to continue hosting and organising the Commemoration of ANZAC Day in Tuakau with support from Waikato District Council;

AND FURTHER THAT _____ be delegated to lead the organisation of the commemorative ANZAC Day service in Tuakau with support from the Waikato District Council;

AND FURTHER THAT the amount of \$_____ be approved for ANZAC Day 2016 commitments.

3. ATTACHMENTS

Nil

Open Meeting

To	Onewhero-Tuakau Community Board
From	Tony Whittaker General Manager Strategy & Support
Date	22 November 2016
Prepared by	Melissa Russo Corporate Planner
Chief Executive Approved	Y
Reference/Doc Set #	GOV0514
Report Title	Community Plan Template and Identification of Long Term Plan Priority Projects

I. EXECUTIVE SUMMARY

Every three years Council must prepare and adopt a Long Term Plan (LTP). The purpose of the LTP is to set the budgets and projects for the next 10 years.

Through this process, Council would like to give our communities the opportunity to think about projects that could be considered for funding through the LTP.

Ideally these should be projects that support the community vision and the issues within the community that need to be addressed. For this reason, and to ensure that Community Boards and Community Committees take ownership for developing community-level plans, Council staff have developed a simple one-page template for assisting Community Boards and Committees for developing their respective community plans and coming up with projects that can be considered through the LTP.

2. RECOMMENDATION

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

AND THAT the Community Board develops its community plan and identifies key projects to give effect to the plan and for consideration through Council's Long Term Plan process by using the template provided.

AND FURTHER THAT the completed community plan template be submitted to Council's Corporate Planner by 31 March 2017.

3. BACKGROUND

Every three years Council must prepare and adopt a Long Term Plan (LTP). The purpose of the LTP is to set the budgets and projects for the next 10 years.

Community Boards and Committees are also required to develop community plans. Some Community Boards and Committees already have these but some need to be reviewed.

Council is also cognisant of the time it can take for Community Boards and Committees to develop a community plan. To help make the process more efficient and less resource-intensive and to ensure that the projects in the community plan are also considered for funding through Council's LTP, staff have developed a simple one page community plan template for use by Community Boards and Committees.

This template can be used for the Community Board/Committee to firm up its vision for the community, identify key issues that are affecting the community and to come up with projects/initiatives to address these.

Since Council is not the only provider of services, it is conceivable that some community projects may be the responsibility of other government agencies (like the New Zealand Transport Agency (NZTA)). It is important therefore for all these to be listed in the community plan if it supports the vision for the community and addressing the issues afflicting it.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

Through the LTP process Council will provide an opportunity for communities to submit community projects for consideration in the 2018-28 LTP. In order to streamline the process and ensure that projects relate to the vision for the community and address the issues afflicting it, a community plan template has been developed by Council staff. Through this, Community Boards/Committees can come up with projects that can be considered through the LTP process. The community plan (including associated projects) must be submitted to the Corporate Planner (melissa.russo@waidc.govt.nz) by 31 March 2017 using the community plan template that is attached to this report.

Following the submission of the community plan by the Community Board/Committee to the Corporate Planner, the projects will be considered by Council through the LTP process.

Staff will report back to the Community Boards/Committees on those projects that have received funding through the LTP process following its adoption in June 2018.

It is the responsibility of the Community Boards/Committees to engage with their communities on the projects they would like to be submitted for consideration through the LTP process.

5. CONSIDERATION

5.1 FINANCIAL

The financial impact of the priority projects will not be realised until the projects have received confirmation of funding from Council through the LTP process.

5.2 LEGAL

Council's Long Term Plan is developed in accordance with requirements of the Local Government Act.

5.3. STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

Projects derived from the community plan will be considered for inclusion in the Long Term Plan.

5.3 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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>Community Boards and Committees are being empowered to develop their community plans and to use this to identify projects for consideration in Council's Long Term Plan 2018-2028.</p> <p>Community engagement could also extend to the 'empower' level of engagement, if the community choose to deliver the project with little Council involvement.</p>				

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

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

It will be the responsibility of the Community Boards and Committees to engage with their communities on those projects that the community would like to submit for consideration.

6. CONCLUSION

Community Boards and Community Committees are to engage with their communities on those projects they would like to see delivered over the next three years as part of the development of their respective community plans. The community plan (with projects) must be submitted for consideration by Council alongside the LTP 2018-18 process by 31 March 2017.

7. ATTACHMENTS

Attachment I – Community plan template

(Name of town/village) Community Plan 2016-2026

(Insert community logo if available)

Name of community	e.g. Pokeno
Ownership	e.g. Pokeno Community Committee

<p>Objective(s) of this plan</p> <p><i>State what this plan is seeking to achieve.</i></p>	
<p>Community snapshot (status quo)</p> <p><i>State a few facts about the community e.g. demographics, growth, key attractions etc. (some of this information can be provided by council on request)</i></p>	
<p>Key issues/problems</p> <p><i>What are the key issues faced by the community that this plan is seeking to address?</i></p>	
<p>Key stakeholders</p> <p><i>Who are the key stakeholders in the community that have been/will be engaged in developing and implementing this plan.</i></p>	

Key Actions ranked in order of priority (to be used to inform Council's Long Term Plan 2018-2028)

Action	Estimated cost	Funding source	Responsibility	By when

Note: It is the responsibility of the community board or committee to report on implementation. It is suggested that this be done on a two-monthly basis at the board or committee meeting.

Open Meeting

To	Raglan Community Board Ngaruawahia Community Board Taupiri Community Board Huntly Community Board Onewhero-Tuakau Community Board Te Kauwhata Community Committee Meremere Community Committee Pokeno Community Committee Tamahere Community Committee
From	Tony Whittaker General Manager Strategy & Support
Date	23 November 2016
Prepared by	Rose Gray Council Support Manager
Chief Executive Approved	Y
Reference/Doc Set #	GOV0515
Report Title	Community Board/Committee Annual Workshop

I. EXECUTIVE SUMMARY

A inaugural workshop was held on 22 March 2016 that included discussion on the role of the community boards/committees, health and safety, growth nodes and economic development within the district, and the interface of boards/committees with Council.

This year's workshop is planned to be held at Council on 15 February 2017 at 5.30pm. His Worship the Mayor, Councillors and members of the Executive Team will again be in attendance. The Chief Executive will facilitate the workshop.

Members are requested to provide topics for the agenda to the Council Support Team Manager by Wednesday 1 February 2017.

The following topics have been identified for discussion:

- Zero Harm
- Community Board and Community Committee Charter.

2. RECOMMENDATION

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

3. ATTACHMENTS

Nil

Open Meeting

To	Onewhero-Tuakau Community Board
From	Gavin Ion Chief Executive
Date	23 November 2016
Chief Executive Approved	Y
Reference/Doc Set #	1643238
Report Title	Works & Issues Report

1. EXECUTIVE SUMMARY

To update the Board and provide information on works and issues raised at previous meetings.

2. RECOMMENDATION

THAT the report from the Chief Executive be received.

1.	Progress update requested on recycling centre for Tuakau	Service Delivery	There is currently no progress to report on a recycling centre for Tuakau. Staff have been unable to identify a suitable location and are currently in discussions with Auckland Council and contractors around a shared facility in the general area.
2.	Positioning of new toilets in Tuakau	Service Delivery	Staff are meeting the week of 28 November with the Board Chair to discuss location options of the toilet facility.
3.	Progress update on transport (bus) for Tuakau	Service Delivery	Staff are still working with our funding partners on developing a solution to public transport in the wider North Waikato area. Workshops are about to commence to develop a programme business case that will support any funding application. This process will be completed in April 2017 and will help inform funding requests for Councils 2018 – 2021 Long Term Plan

4.	Placemaking	Strategy & Finance	The Community Placemaking Team are working in Tuakau. A Placemaking concept has been provided by residents of Tuakau. A meeting is to be scheduled to discuss next steps.
5.	CCTV representation on Trust	Strategy & Finance	<p>The Strategy & Finance Committee met on 22 March 2016 and considered the operation and structure of the Trust. Council subsequently resolved to wind up the Trust and establish a new Trust that would be responsible for the operation and maintenance of public area security camera systems for the whole of the Waikato district. This change effectively extends the operation of the new Trust to include the part of the ex-Franklin district that was incorporated into the Waikato district in 2010.</p> <p>In light of the above, Council has also resolved to change the membership of the current Trust to include:</p> <ul style="list-style-type: none"> ▪ Three (3) Council appointed community representatives; ▪ Two (2) officially appointed police representatives (one for the Waikato and one for the Counties Manukau areas of jurisdiction); ▪ Two (2) elected representatives from Council; and ▪ A Council member of staff. <p>The new Trust will be established once a new Trust Deed has been adopted.</p>
6.	Spending criteria of Onewhero-Tuakau Community Boar	Strategy & Finance	The current policy is attached. Note that this was presented to the OTCB meeting in November.
7.	Progress on Highway 22 upgrade/repair between McCutchan Road and Waikaretu Valley Road junction.	Chief Executive /Service Delivery	Project planned to commence during 17 February, presently still at design phase (as there are significant amount of geotechnical challenges)

3. ATTACHMENTS

- Use of Discretionary Funds for Community Boards and Community Committees Policy

Use of Discretionary Funds for Community Boards and Community Committees Policy

Policy Sponsor:
Policy Owner: General Manager, Strategy and Support
Policy Number
Approved By: Policy Committee
Policy Reference: WDC06/119/1/3
Date Approved: 2006
Next Review Date:

Objectives

This policy is being put in place to provide clear guidance as to what discretionary funds are to be used for.

Related Documents/Legislature

Application

Policy Statement(s)

Background:

Council provides funds to enable Community Boards and Community Committees to advance projects within their local areas. They are in effect a substitute for Council providing direct funding. Council may, however, still elect to provide direct Council funding to projects at its discretion.

How the Funds are to be Used:

The following is the criteria to be used for the distribution of funds from the Community Board and Community Committee Discretionary Funds.

- (a) Funds are allocated on an annual basis through the budgeting process (Annual Plan or LTCCP whichever is appropriate).
 - (b) Funds provided are a privilege not a right. Council has the overall right to withdraw by resolution of Council the right to spend discretionary funds at
-

- any time without reference to the Community Board or Community Committee.
- (c) Funds allocated from discretionary funds must be for lawful purposes and must be in accordance with Council policy.
 - (d) The primary use of funds shall be for community projects that involve public attendance or usage.
 - (e) Consideration should be given to the local need for such a development or project.
 - (f) Funds are not available to oppose consent decisions or to fight legal battles.
 - (g) Funds may be utilised to assist with research into the history, culture or environmental aspects of the local area.
 - (h) With the exception of paragraph (g), funds are not to be spent on funding consultants or obtaining specialist professional advice without prior consultation with the Finance and Corporate Committee.
 - (i) Funds may be utilised to promote the personal development of the Community Board or Community Committee members such as by attending relevant conferences. Any member who attends a conference or meeting on behalf of the Community Board or Community Committee must report back on how this has assisted in their personal or professional development.
 - (j) The Community Board or Community Committee may utilise funds to a limited extent for social functions such as Christmas parties. No more than \$300 of the Discretionary Fund may be spent on social functions for the Community Board or Community Committee in any financial year.
 - (k) Funds may be allocated to supplement or advance Council programmes such as roading, graffiti or amenity maintenance.
 - (l) Funds may be used to supplement Township Development Funds but not to undertake work that does not meet the guidelines for township development. For example, funds could not be utilised to undertake structural work on private property.
 - (m) Any dispute over the use of funds should be referred to the Finance and Corporate Committee for consideration.

Policy Review