



Agenda for a meeting of the Onewhero-Tuakau Community Board to be held at Nikau Café, 1779 Waikaretu Valley Road, Waikaretu, on **TUESDAY 2 FEBRUARY 2016** commencing at **7.30pm**.

Note: An Open 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. APOLOGIES AND LEAVE OF ABSENCE**

**2. CONFIRMATION OF STATUS OF AGENDA ITEMS**

**3. DISCLOSURES OF INTEREST**

**4. CONFIRMATION OF MINUTES 2**

Meeting held on Monday 7 December 2015.

**5. MATTERS ARISING FROM THE MINUTES**

**6. REPORTS**

6.1	Discretionary Fund Report to 19 January 2016	7
6.2	Works & Issues Report	9
6.3	Survey Result - Engagement with Community Boards	11
6.4	Pre-meeting Forum	Verbal
6.5	Chairperson's Report	Verbal
6.6	Councillors' and Community Board Members' Report	Verbal

G J Ion  
**CHIEF EXECUTIVE**

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### **Open Meeting**

<b>To</b>	Onewhero-Tuakau Community Board
<b>From</b>	GJ Ion Chief Executive
<b>Date</b>	8 December 2015
<b>Prepared By</b>	LM Wainwright Committee Secretary
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	1108217
<b>Report Title</b>	<b>Confirmation of Minutes</b>

#### **1. Executive Summary**

To confirm the minutes of the Onewhero-Tuakau Community Board meeting held on Monday 7 December 2015.

#### **2. Recommendation**

**THAT the minutes of the meeting of the Onewhero-Tuakau Community Board held on Monday 7 December 2015 be confirmed as a true and correct record of that meeting.**

#### **3. Attachments**

OTCB Minutes 7 December 2015



**MINUTES** of a meeting of the Onewhero-Tuakau Community Board held in the Board Room, Tuakau Memorial Town Hall, 70 George Street, Tuakau on **MONDAY 7 DECEMBER 2015** commencing at **4.37pm**.

Present	Mr N Miller (Chairperson) Cr R Costar Cr L Petersen Mrs A Anderson Mr B Cameron Mr R Gee Mrs B Watson
Attending	Mr GJ Ion (Chief Executive) Mrs LM Wainwright (Committee Secretary) Ms A Taua (X-Men TKU Youth Group) Members of the public

The Chair opened the meeting and welcomed those in attendance. Ms Taua provided a karakia prior to the discussion of business.

**OTCB1512/01      APOLOGIES AND LEAVE OF ABSENCE**

**Resolved: (Mr Miller/Cr Costar)**

**THAT** an apology be received from and leave of absence granted to Ms Gower.

**CARRIED on the voices**

**OTCB1512/02      CONFIRMATION OF STATUS OF AGENDA ITEMS**

**OTCB1512/02/1      Resolved: (Mrs Watson/Mr Gee)**

**THAT** the agenda for a meeting of the Onewhero-Tuakau Community Board held on Monday 7 December 2015 be confirmed and all items therein be considered in open meeting;

**AND FURTHER THAT** the Committee resolves that item 6.1 [Tuakau Police] be withdrawn from the agenda.

**CARRIED on the voices**

**OTCB1512/03      DISCLOSURES OF INTEREST**

There were no disclosures of interest.

**OTCB1512/04      CONFIRMATION OF MINUTES**

**Resolved: (Mr Miller/Mr Cameron)**

**THAT the minutes of a meeting of the Onewhero-Tuakau Community Board held on Monday 2 November 2015 be confirmed as a true and correct record of that meeting.**

**CARRIED on the voices**

**OTCB1512/05      MATTERS ARISING FROM THE MINUTES**

There were no matters arising from the minutes.

Mr Gee withdrew from the meeting [4.41pm].

**OTCB1512/06      REPORTS**

OTCB1512/06/1      Tuakau Police  
Item 6.1

This report was withdrawn from the agenda.

OTCB1512/06/2      Project Accountability Forms  
Item 6.2

Ms Taua gave a verbal presentation and answered questions of the Board.

**Resolved: (Cr Costar/Mrs Anderson)**

**THAT the report of the General Manager Strategy & Support – *Project Accountability Forms* - be received;**

**AND THAT the Onewhero – Tuakau Community Board notes that the following amounts have been spent:**

- **Naike Community Incorporated Society \$2,789.00**
- **X – Men TKU Youth Group \$1,427.45**

**AND FURTHER THAT the X – Men TKU Youth Group unspent grant of \$392.50 be returned to the Board's discretionary fund.**

**CARRIED on the voices**

Mr Gee entered the meeting at [4.59pm] during discussion on the above item and was present when voting took place.

OTCB1512/06/3      Discretionary Fund Report to 23 November 2015  
Item 6.3

**Resolved: (Mr Gee/Mrs Anderson)**

**THAT the report of the General Manager Strategy & Support – Discretionary Fund Report to 23 November 2015 – dated 24 November 2015 be received.**

**CARRIED on the voices**

OTCB1512/06/4      Works & Issues Report  
Item 6.4

**Resolved: (Mr Miller/Mrs Anderson)**

**THAT the report of the Chief Executive – Works & Issues Report - be received.**

**CARRIED on the voices**

OTCB1512/06/5      Service Request Report  
Item 6.5

**Resolved: (Cr Costar/Mr Gee)**

**THAT the report of the General Manager Strategy & Support – Service Request Report for Period 1 May 2015 to 30 October 2015 – dated 19 November 2015 be received.**

**CARRIED on the voices**

OTCB1512/06/6     Commemoration of ANZAC Day 2016  
Item 6.6

**Resolved: (Mr Miller/Mrs Anderson)**

**THAT** the report of the Council Support Manager – *Commemoration of ANZAC Day 2016* – 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** Mr Miller and Mrs Anderson 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 \$3,000.00 be approved for ANZAC Day 2016 commitments.

**CARRIED on the voices**

OTCB1512/06/7     Chairperson's Monthly Report  
Item 6.7

The Chair provided an overview of meetings he had attended.

OTCB1512/06/8     Councillors' and Community Board Members' Report  
Item 6.8

Members provided a brief update on district issues.

There being no further business, the meeting was declared closed at 6.05pm.

Minutes approved and confirmed this                      day of                      2016.

Mr N Miller  
**CHAIRPERSON**

Minutes2015/OTCB/151207 OTCB Minutes

### **Open Meeting**

<b>To</b>	Onewhero-Tuakau Community Board
<b>From</b>	TG Whittaker General Manager Strategy & Support
<b>Date</b>	19 January 2016
<b>Prepared By</b>	J Calambuhay Management Accountant
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	1135915
<b>Report Title</b>	<b>Discretionary Fund Report to 19 January 2016</b>

#### **1. Executive Summary**

To update the Board on the Discretionary Fund Report to 19 January 2016.

#### **2. Recommendation**

**THAT the report of the General Manager Strategy & Support – Discretionary Fund Report to 19 January 2016 – dated 19 January 2016 be received.**

*Attachment(s) - Discretionary Fund Report to 19 January 2016*

# **ONEWHERE TUAKAU COMMUNITY BOARD DISCRETIONARY FUND 2015/2016**

		<b>1.215.1704</b>
<b>2015/16 Annual Plan</b>		28,878.00
<b>2014/15 Carry forward</b>		30,257.00
<b>Total Funding</b>		<b>59,135.00</b>
<b>EXPENDITURE:</b>		
14-Jul-15	Anzac Day costs - reimbursement to B Watson	170.90
01-Jul-15	Te Kohanga School - purchasing of chemicals for pool maintenance	309.57
03-Nov-15	Lions Club of Tuakau Inc. - towards cost of the Tuakau Community Christmas parade	1,000.00
03-Nov-15	Lions Club of Tuakau Inc. - towards cost of replacing the Christmas flags and decorations for the Tuakau town centre	4,099.94
16-Nov-15	Pukekawa School - towards the running of the school pool for community use	500.00
16-Nov-15	Sunset Beach Lifeguard Service Inc. - cost of lifeguard programme over the summer of 2015/16	4,000.00
<b>Total Expenditure</b>		<b>10,080.41</b>
<b>Total Income</b>		-
<b>Net Expenditure</b>		10,080.41
<b>Net Funding (Excluding commitments)</b>		<b>49,054.59</b>
<b>COMMITMENTS:</b>		
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	Naike Community Inc. Society - cost of replacing the roof on the community centre building (OTCB1511/06/4)	7,910.19
02-Nov-15	Onewhero Area School - cost of purchasing a defibrillator (OTCB1511/06/5)	3,262.00
02-Nov-15	Onewhero Rugby Football Club - cost of having plans drafted for the extension of Rugby Club facility - (OTCB1511/06/6)	4,000.00
02-Nov-15	Opuatia Hall Committee - cost of painting the interior of the community hall facility (OTCB1511/06/7)	5,500.00
02-Nov-15	Glen Murray Community Equestrian Centre - upgrading the access track leading into the club's equestrian grounds (OTCB1511/06/8)	1,300.00
02-Nov-15	Adult Literacy Trust - cost of purchasing resource material and equipment required for the adult online learning course (OTCB1511/06/10)	2,808.44
07-Dec-16	ANZAC 2016 commitments (OTCB1512/06/6)	3,000.00
<b>TOTAL COMMITMENTS</b>		<b>34,082.44</b>
<b>NET FUNDING REMAINING (Including commitments) as of 19 January 2016</b>		<b>14,972.15</b>



### **Open Meeting**

<b>To</b>	Onewhero-Tuakau Community Board
<b>From</b>	G J Ion Chief Executive
<b>Date</b>	15 January 2016
<b>Prepared By</b>	T I King Executive Assistant
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	1134316
<b>Report Title</b>	<b>Works &amp; Issues Report</b>

## **1. Executive Summary**

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

## **2. Recommendation**

**THAT the report of the Chief Executive – *Works & Issues Report* - be received.**

1.	Tuakau Memorial Hall. The Community Board would like to invest in some sound speakers funded from the Hall Reserve.	Service Delivery	Staff have received a quote for the Tuakau Memorial Hall speaker/video upgrade. Staff are in the process of requesting new budget to fund this project from Tuakau War Memorial Hall (Targeted Rate) Reserve from Council. Should budget be approved by Council at their meeting on 15 February 2016, a work schedule will be planned.
2.	Tuakau Memorial Hall Update on the changes to the hall showers and toilets. What is the timing of the changes.	Service Delivery	Staff finalised the budget memo requesting new budget to fund this project from Tuakau War Memorial Hall (Targeted Rate) Reserve. Should budget be approved by Council at their meeting on 15 February 2016, a work schedule will be planned.

3.	<p>Pukekawa monthly recycling collection.</p> <p>Whilst a replacement kerbside collection service did not meet the necessary threshold, the community appears to support retention of the monthly recycling service. To do this, would it be possible to introduce and consult on a targeted rate for the area to retain this service moving forward?</p>	Service Delivery	<p>Staff are still investigating the viability of the monthly recycling service continuing but an outcome of this is not expected until April 2016 (once the North Waikato Refuse &amp; Recycling contract tender process has been completed).</p> <p>Council is also aware of the EnviroWaste Pukekohe recycling service closure and are currently working on a temporary collection option for residents. More information and details around this will hopefully be communicated to residents over the coming weeks.</p>
4.	<p>Tuakau – George Street</p> <p>Have gutters been cleaned recently? Some complaints were aired at the meeting.</p>	Service Delivery	<p>Staff have contacted contractors to assess gutters, and clean if required.</p>

### **Open Meeting**

<b>To</b>	Onewhero-Tuakau Community Board
<b>From</b>	TG Whittaker General Manager Strategy & Support
<b>Date</b>	12 January 2016
<b>Prepared By</b>	VA Ramduny Planning & Strategy Manager
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	1127670
<b>Report Title</b>	<b>Survey Result - Engagement with Community Boards</b>

## **1. Executive Summary**

As part of a staff Leadership Challenge initiative Council's Open Spaces Operations Team Leader, Gordon Bailey, identified the need for an assessment of engagement between Council and the community boards. Mr Bailey was supervised by the Chief Executive, Gavin Ion. The purpose of this report is to share the results of the survey which the respective community board.

The survey was conducted during July and August 2015 and was done online. Each community board member received an email from Mr Bailey notifying them of the survey. Board members who do not have access to email were sent hard copies of the survey.

The number of respondents for the respective community boards were as follows:

- Taupiri – 2 respondents
- Raglan – 7 respondents
- Onewhero-Tuakau – 3 respondents
- Ngaruawahia – 5 respondents
- Huntly – 8 respondents

The survey response for the Onewhero-Tuakau Community Board indicates the following:

- Board members generally only initiate communication when there is an issue or when they need more information.
- All respondents use Service Request processes (formerly CRM) for issues requiring Council's action.
- Barriers to communication identified included the length of time taken to respond to an issue and a feeling that the Board gets 'overlooked' at times.
- Respondents believe that Council can improve communication between itself and the Board by 'listening better'.
- In response to the question whether they believe Council is genuine in wanting to engage - two respondents expressed their reservations.

The survey has further found that community boards don't have a standard operating culture and that no single solution will work across the boards. Mr Bailey has made the following recommendations based on survey analysis:

- That community board advisor/s be identified to act as a central point of contact between Council and community boards.
- That community board delegations be reviewed at the next representation review (2018).
- That boards receive an annual refresher of how they should operate and what delegations they have.
- That the result of the survey be shared with the respective community boards.

Some further things to bear in mind to supplement actions that are already being undertaken to support engagement between Council and community boards:

- Community boards are integral to the implementation of Council's Community Engagement Strategy (the Strategy was shared with each community board in February/March 2015).
- Ward councillors have representation on each of the community boards.
- Chairpersons of the boards are invited to participate in Council meetings and workshops.
- Having the Chief Executive or a General Manager present at each board meeting is aimed at facilitating the interaction between the boards and Council and provides a central point of contact for issues.
- Community boards and Council have to be proactive in strengthening their relationship - not just with each other but also with the community (some recommendations in this regard were shared with the community boards in a paper titled '*Strengthening Council and community board engagement with each other and with the community*' in February 2014).

## 2. Recommendation

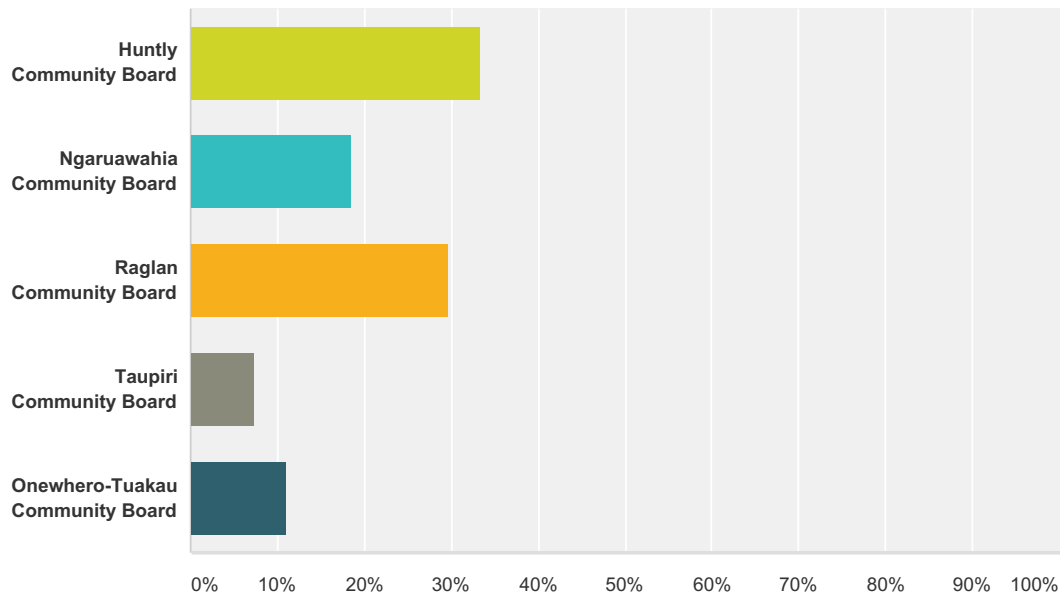
**THAT the report of the General Manager Strategy & Support – Survey Result - Engagement with Community Boards - be received.**

## 3 Attachments

1. Overall summary result
2. Survey responses from the Onewhero-Tuakau Community Board.

Q1 Which Community Board do you belong to?

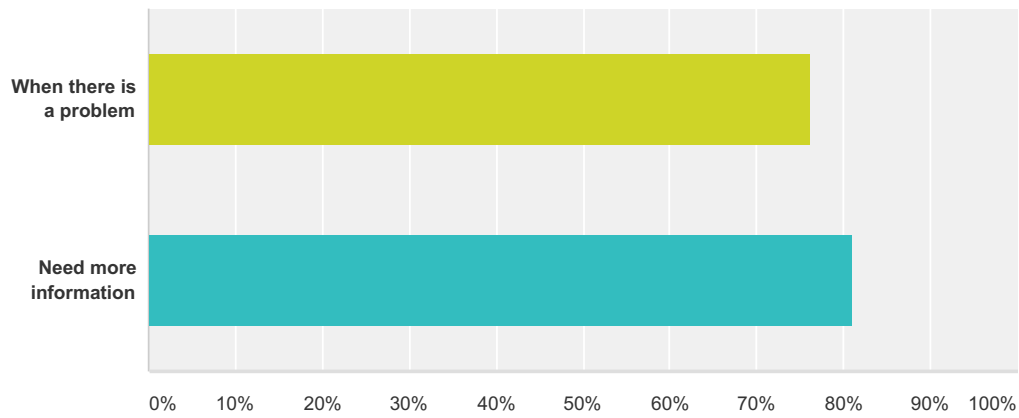
Answered: 27 Skipped: 1



Answer Choices	Responses	
Huntly Community Board	33.33%	9
Ngaruawahia Community Board	18.52%	5
Raglan Community Board	29.63%	8
Taupiri Community Board	7.41%	2
Onewhero-Tuakau Community Board	11.11%	3
Total		27

## Q2 When do you initiate communication with Council?

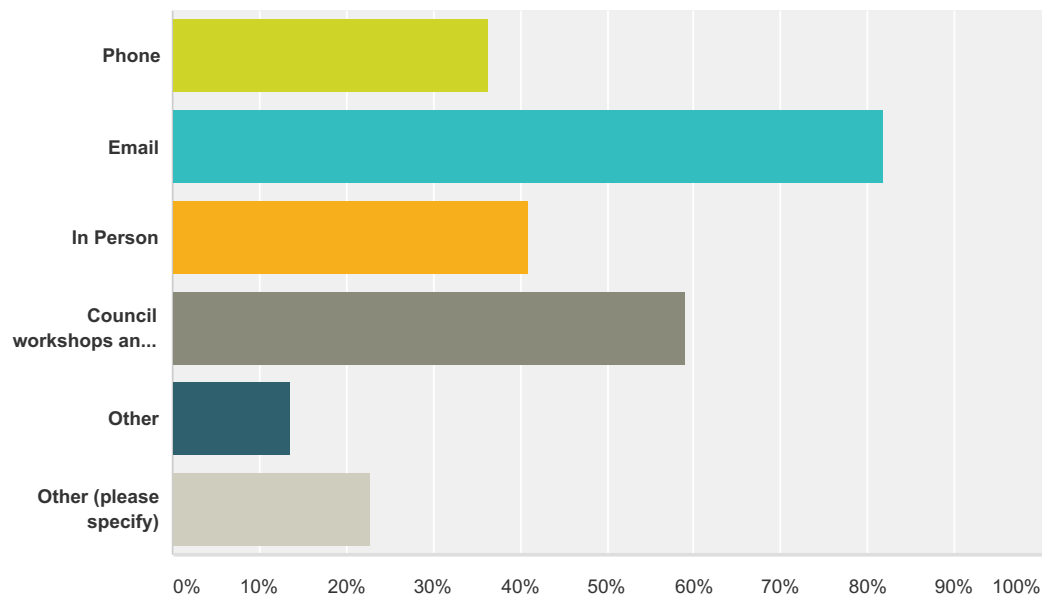
Answered: 21 Skipped: 7



Answer Choices	Responses	
When there is a problem	76.19%	16
Need more information	80.95%	17
Total Respondents: 21		

### Q3 What method does Council use to communicate with your Community Board?

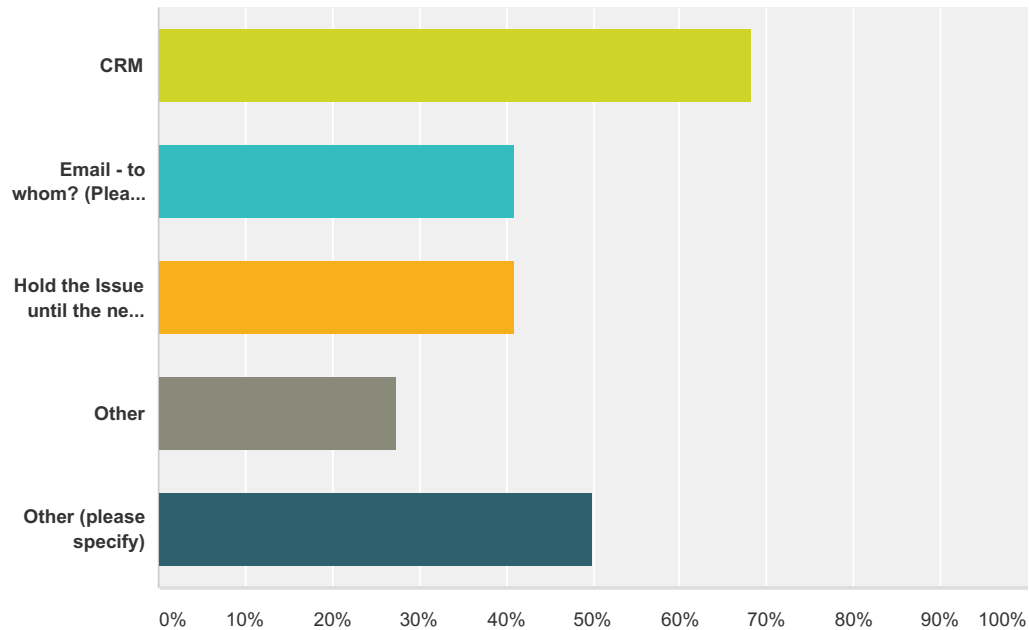
Answered: 22 Skipped: 6



Answer Choices	Responses	
Phone	36.36%	8
Email	81.82%	18
In Person	40.91%	9
Council workshops and Council meetings	59.09%	13
Other	13.64%	3
Other (please specify)	22.73%	5
Total Respondents: 22		

## Q4 What is the process you currently use to request Council to undertake something or provide information?

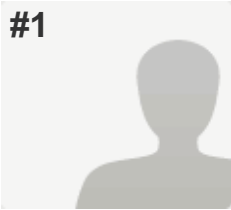
Answered: 22 Skipped: 6



Answer Choices	Responses	
CRM	68.18%	15
Email - to whom? (Please enter in "Other" Comment box)	40.91%	9
Hold the Issue until the next Community Board meeting	40.91%	9
Other	27.27%	6
Other (please specify)	50.00%	11
Total Respondents: 22		



#1



## COMPLETE

**Collector:** Web Link 1 (Web Link)

**Started:** Thursday, August 13, 2015 4:23:37 PM

**Last Modified:** Thursday, August 13, 2015 4:25:30 PM

**Time Spent:** 00:01:52

**IP Address:** 122.56.200.192

PAGE 1

**Q1: Which Community Board do you belong to?**

Onewhero-Tuakau Community Board

PAGE 2: Community Board Consultation Survey

**Q2: When do you initiate communication with Council?**

When there is a problem , Need more information

**Q3: What method does Council use to communicate with your Community Board?**

Email, In Person

**Q4: What is the process you currently use to request Council to undertake something or provide information?**

CRM,

Email - to whom? (Please enter in "Other" Comment box)

**Q5: What barriers are there to Council engaging with the Board?**

time frames for consideration of new bylaws are too short before decisions are needed

**Q6: How can Council improve its current methods of communication with your Board?**

all ok at present

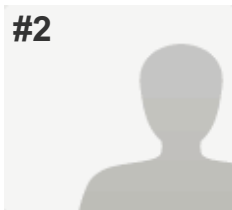
**Q7: Do you consider Council is genuine in wanting to engage?**

yes

**Q8: Is there any other advice you would give Council about communicating with the Board?**

be involved in meetings fully not part way of meeting

#2



**COMPLETE**

**Collector:** Web Link 1 (Web Link)

**Started:** Thursday, August 13, 2015 8:56:31 PM

**Last Modified:** Thursday, August 13, 2015 9:05:55 PM

**Time Spent:** 00:09:23

**IP Address:** 119.224.59.237

PAGE 1

**Q1: Which Community Board do you belong to?**

Onewhero-Tuakau Community Board

PAGE 2: Community Board Consultation Survey

**Q2: When do you initiate communication with Council?**

When there is a problem

**Q3: What method does Council use to communicate with your Community Board?**

In Person,  
Council workshops and Council meetings,  
Other (please specify) Via information in the agenda

**Q4: What is the process you currently use to request Council to undertake something or provide information?**

CRM,  
Hold the Issue until the next Community Board meeting

**Q5: What barriers are there to Council engaging with the Board?**

There should be no barriers but I think there is a dislike of community boards from council. Council only engage when required to, and often CB's are overlooked completely

**Q6: How can Council improve its current methods of communication with your Board?**

Listen! It is very obvious when council staff attend community board meetings and spend all of their time typing on their iPads and not listening. It s also very disrespectful.

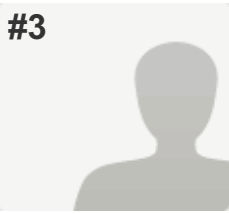
**Q7: Do you consider Council is genuine in wanting to engage?**

Sometimes.... It depends who it is

**Q8: Is there any other advice you would give Council about communicating with the Board?**

Be genuine and honest. Talk about issues and challenges with community boards BEFORE making decisions and listen to the local knowledge from within the board

#3



**COMPLETE**

**Collector:** Web Link 1 (Web Link)

**Started:** Monday, August 17, 2015 9:52:11 PM

**Last Modified:** Monday, August 17, 2015 9:57:00 PM

**Time Spent:** 00:04:49

**IP Address:** 47.72.152.251

PAGE 1

**Q1: Which Community Board do you belong to?**

Onewhero-Tuakau Community Board

PAGE 2: Community Board Consultation Survey

**Q2: When do you initiate communication with Council?**

When there is a problem , Need more information

**Q3: What method does Council use to communicate with your Community Board?**

In Person

**Q4: What is the process you currently use to request Council to undertake something or provide information?**

CRM,

Email - to whom? (Please enter in "Other" Comment box)

,

Other

**Q5: What barriers are there to Council engaging with the Board?**

ability to contact members during working hours.

**Q6: How can Council improve its current methods of communication with your Board?**

Better use of e mails.

**Q7: Do you consider Council is genuine in wanting to engage?**

in most cases yes.

**Q8: Is there any other advice you would give Council about communicating with the Board?**

open communication with all members receiving the same information - not Chinese whispers - and all receiving the information in the same time frame.