

Agenda for a meeting of the Te Kauwhata Community Committee to be held in the St John Hall, 4 Baird Avenue, Te Kauwhata on **WEDNESDAY 1 FEBRUARY 2017** commencing at **7.00pm**.

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

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5.6 Chairperson's Report *Verbal*

6. PROJECTS UPDATE

6.1 Wetlands Walkway *Verbal*

6.2 Ken Knobbs Memorial Garden *Verbal*

6.3 Jamieson Memorial Seat *Verbal*

6.4 Security Cameras *Verbal*

GJ Ion
CHIEF EXECUTIVE
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Open Meeting

To	Te Kauwhata Community Committee
From	Gavin Ion Chief Executive
Date	6 January 2017
Prepared by	Wanda Wright Committee Secretary
Chief Executive Approved	Y
DWS Document Set #	GOV0509
Report Title	Receipt of Triennial Minutes

1. EXECUTIVE SUMMARY

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

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

TKCCI1/01/1

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

TKCCI611/01/2

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

TKCCI611/02

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

TKCCI611/03

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

TKCCI611/04

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

TKCCI611/05/1

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

TKCCI611/05/2

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

TKCCI611/05/3

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

Open Meeting

To	Te Kauwhata Community Committee
From	Tony Whittaker General Manager Strategy & Support
Date	16 January 2017
Prepared by	Sharlene Jenkins PA to General Manager Strategy & Support
Chief Executive Approved	Y
DWS Document Set #	GOV0507
Report Title	Te Kauwhata Works & Issues Report: February 2017

1. EXECUTIVE SUMMARY

To update the Committee on issues arising from the previous meeting.

2. RECOMMENDATION

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

3. ATTACHMENTS

Te Kauwhata Works & Issues Report: February 2017

**TE KAUWHATA COMMUNITY COMMITTEE
WORKS & ISSUES REGISTER – 2017**

	Issue	Area	Action	Comments
1.	Rapid Charger	Strategy & Support	Paul Blue from WEL to be invited to the next TKCC meeting to discuss “Rapid Charger”	Awaiting on confirmation from Paul Blue as to his availability.
2.	Te Kauwhata Community Plan	Strategy & Support	Council staff presented a simple Community Plan template to the Committee on 07 December 2016. The Chair of the Committee instructed all Committee members to think about what they would like to incorporate into the revised Community Plan and bring their ideas to the next TKCC meeting in February 2017.	Agenda item for February 2017 meeting.

Open Meeting

To	Te Kauwhata Community Committee
From	Tony Whittaker General Manager Strategy & Support
Date	16 January 2017
Prepared by	Julienne Calambuhay Management Accountant
Chief Executive Approved	Y
Reference/Doc Set #	GOV0509
Report Title	Discretionary Fund Report to 16 January 2017

1. EXECUTIVE SUMMARY

To update the Committee on the Discretionary Fund Report to 16 January 2017.

2. RECOMMENDATION

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

3. ATTACHMENTS

Discretionary Fund Report to 16 January 2017

TE KAUWHATA COMMUNITY COMMITTEE DISCRETIONARY FUND 2016/2017

	GL	1.207.1704
Commitments from Committee Meeting Minutes & Other Information		
2016/17 Annual Plan		11,139.00
Carry forward from 2015/16		64,087.00
Total Funding		<u><u>75,226.00</u></u>
Expenditure		
28-Apr-16 Earthcare Systems - supply and install Rose Arbour		3,800.00
28-Apr-16 Earthcare Systems - labour - tree trimming		50.00
30-Jun-16 Rush Security - installation of security cameras		2,310.00
06-Apr-16 TK Community Events Inc. - for expenses towards catering for the ANZAC Parade		750.00
10-Oct-16 Gilbert Powley - Z gift card		100.00
10-Nov-16 Jo Clegg - reimbursement for Freeparking account for TK website 28/10/2016 - 28/10/2017		148.85
Total Expenditure		<u>7,158.85</u>
Income		
Total Income		<u>-</u>
Net Expenditure		<u><u>7,158.85</u></u>
Net Funding Remaining (excluding commitments)		<u>68,067.15</u>
Commitments		
06-May-09 Further development of playground		5,000.00
07-Oct-15 Commitment for security cameras	9,436.00	
Less: Expenses	<u>2,310.00</u>	7,126.00
03-Sep-14 Commitment for Walkways		25,000.00
07-Mar-12 Railway Cottage Community Park		10,000.00
03-Sep-14 Ken Knobbs memorial garden	5,000.00	
Less: Expenses	<u>3,800.00</u>	1,200.00
07-Oct-15 TK Youth Action Group - basketball area project at Village Green		<u>7,500.00</u>
Total Commitments		<u><u>55,826.00</u></u>
Net Funding Remaining (Including commitments) as of 16 January 2017		<u><u>12,241.15</u></u>

Open Meeting

To	Te Kauwhata Community Committee
From	Tony Whittaker General Manager Strategy & Support
Date	17 January 2017
Prepared by	Shannon Kelly Youth Engagement Advisor
Chief Executive Approved	Y
Reference/Doc Set #	GOV0502 / 1666132
Report Title	New Youth Action Group Representatives on the Community Committee

1. EXECUTIVE SUMMARY

The purpose of this report is to provide the Te Kauwhata Community Committee with an introduction to the new Youth Action Group representatives on the Te Kauwhata Community Committee.

2. RECOMMENDATION

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

AND THAT the **Youth Action Group** representatives (**Sarah Hall, Abby Irvine** and **Ngahuia Falwasser**) are introduced to, and welcomed onto the **Te Kauwhata Community Committee**.

3. BACKGROUND

Three young people have put their names forward to represent the Te Kauwhata Youth Action Group on the Te Kauwhata Community Committee. Their names are: Sarah Hall; Abby Irvine; and Ngahuia Falwasser.

These youth representatives will alternate in order to provide a regular youth voice on the Community Committee. They will introduce themselves at the February 2017 Te Kauwhata Community Committee meeting.

Open Meeting

To	Te Kauwhata Community Committee
From	Tony Whittaker General Manager Strategy & Support
Date	22 November 2016
Prepared by	Melissa Russo Corporate Planner
Chief Executive Approved	Y
Reference/Doc Set #	GOV0507
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 Committee 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 the last time (often up to a year). 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 is to 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 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. 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.