

Agenda for a meeting of the Raglan Community Board to be held in the Town Hall, Supper Room, Bow Street, Raglan on **TUESDAY 8 AUGUST 2017** commencing at **2.00pm**.

Note: A public forum will be held at 1.30pm 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**

**3. DISCLOSURES OF INTEREST**

**4. CONFIRMATION OF MINUTES**

Meeting held on Tuesday 13 June 2017

3

**5. SPEAKER**

Mr Stuart Cockburn, Waikato District Operational Manager,  
St John Central Region will provide an update on Raglan St John.

**6. REPORTS**

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6.13	Chairperson's Report	<i>Verbal</i>
6.14	Councillor's Report	<i>Verbal</i>
6.15	Public Forum	<i>Verbal</i>

## 7. **BOARD MEMBERS' REPORTS**

GJ Ion

**CHIEF EXECUTIVE**

Agenda2017\RCB\170808\ RCB OP.doc

### ***Open Meeting***

<b>To</b>	Raglan Community Board
<b>From</b>	GJ Ion Chief Executive
<b>Date</b>	15 June 2017
<b>Prepared by</b>	Rose Gray Council Support Manager
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV0507
<b>Report Title</b>	Confirmation of Raglan Community Board Minutes

## **I. EXECUTIVE SUMMARY**

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The minutes for a meeting of the Raglan Community Board held on Tuesday 13 June 2017 are submitted for confirmation.

## **2. RECOMMENDATION**

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**THAT** the minutes of a meeting of the Raglan Community Board held on Tuesday 13 June 2017 be confirmed.

## **3. ATTACHMENTS**

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Minutes

**MINUTES** of a meeting of the Raglan Community Board held in the Supper Room, Town Hall, Bow Street, Raglan on **TUESDAY 13 JUNE 2017** commencing at **2.00pm**.

**Present:**

Mr R MacLeod (Chairperson)  
 Cr LR Thomson  
 Mr PJ Haworth  
 Mrs R Kereopa  
 Mr AM Oosten  
 Mr AW Vink

**Attending:**

Cr S Lynch  
 Ms K Langlands (Chair Huntly Community Board)  
 Mr TG Whittaker (General Manager Strategy & Support)  
 Mrs RJ Gray (Council Support Manager)  
 Ms K Clarkson (Raglan Naturally)  
 Member of staff (3)  
 Members of the public (7)

**APOLOGIES AND LEAVE OF ABSENCE**

**Resolved: (Mr MacLeod/Cr Thomson)**

**THAT** an apology be received from Mrs Parson.

**CARRIED on the voices**

**RCBI706/01**

**CONFIRMATION OF STATUS OF AGENDA ITEMS**

**Resolved: (Mr MacLeod/Mrs Kereopa)**

**THAT** the agenda for a meeting of the Raglan Community Board held on Tuesday 13 June 2017 be confirmed and all items therein be considered in open meeting;

**AND THAT** the following item be discussed at an appropriate time during the course of the meeting;

- **Speed Bylaw Review;**

**AND FURTHER THAT** all reports be received.

**CARRIED on the voices**

**RCBI706/02**

### **DISCLOSURES OF INTEREST**

There were no disclosures of interest.

### **CONFIRMATION OF MINUTES**

**Resolved: (Mrs Kereopa/Mr Oosten)**

**THAT** the minutes of a meeting of the Raglan Community Board held on Tuesday 9 May 2017 be confirmed as a true and correct record of that meeting.

**CARRIED on the voices**

**RCBI706/03**

### **SPEAKER**

Ms Clarkson was in attendance to provide an overview of the Raglan Naturally Steering Group. Minutes from the meeting held on 29 May 2017 will be included in the August agenda. The community board agreed to provide assistance if a co-ordinator is appointed.

### **REPORTS**

#### **Discretionary Fund Report to 30 May 2017**

Agenda Item 6.1

The report was received [RCBI706/02 refers] and discussion was held.

#### **Project Accountability Forms**

Agenda Item 6.2

The report was received [RCBI706/02 refers] and discussion was held.

**Resolved: (Mr MacLeod/Cr Thomson)**

**THAT** the Raglan Community Board notes that the following amounts have been spent:

- **Raglan Mountain Biking Club (Design and printing of maps and brochures) \$787.75**
- **Whaingaroa Environment Centre (Plastic Bag Free Raglan Project) \$3,137.00**
- **Raglan Museum (Back to School Exhibition) \$3,087.83.**

**CARRIED on the voices**

**RCBI706/04**

Raglan Works & Issues Report: Status of Items June 2017

Agenda Item 6.3

The report was received [RCBI 706/02 refers] and discussion was held.

Year to Date Service Request Report

Agenda Item 6.4

The report was received [RCBI 706/02 refers] and discussion was held.

Road Names

Agenda Item 6.5

The report was received [RCBI 706/02 refers] and discussion was held.

**Resolved: (Mr MacLeod/Mr Haworth)**

**THAT** the following road names provided be added to the road names list:

- **Raumatirua (Twice Summer)**
- **Hoehoeata (wetland)**
- **Pukewhau (hill covered with whau trees)**
- **Waiwhero**
- **Omahina (name of channel off Oporu)**
- **Waipatukahu (first flour and flax mill 1874ish owned by Maori at Rangitahi leased out to Duncan and Mitchell)**
- **Wetini Mahikai (Tainui chief and owner of block)**
- **Waiwhatawhata (stream)**
- **Patahi (tupuna through which block was originally claimed)**

**AND FURTHER THAT** the following Raglan place names be added:

- **Koata (tupuna of all hapu Te Kopua to coast)**
- **Punatoto (Ngati Hourua/Mahanga chief)**
- **Huia (Ngati Koata chief)**
- **Tuirirangi (high chief of west coast, recognised by all coastal hapu and related to all including Hourua/Mahanga)**
- **Putoetoe (original name of township)**
- **Pirihira (woman of high rank who sold land around Whaingaroa belonged to Tainui and Hourua/Mahanga)**
- **Taikarekare (rippling tides/waters name of Wallis' section Cliff Street)**

**CARRIED on the voices**

**RCBI 706/05**

Raglan Kopua Holiday Park Board of Management Six Monthly Report  
Agenda Item 6.6

The report was received [RCBI 706/02 refers] and discussion was held.

Raglan Coastal Reserves Advisory Meeting Minutes – 8 May 2017  
Agenda Item 6.7

The report was received [RCBI 706/02 refers] and discussion was held.

New Zealand Community Boards' Conference  
Agenda Item 6.8

The report was received [RCBI 706/02 refers] and discussion was held.

Raglan Bus Survey  
Agenda Item 6.9

The report was received [RCBI 706/02 refers] and discussion was held.  
The Chair agreed to advertise the workshop.

**Resolved: (Mr MacLeod/Mr Oosten)**

**THAT a workshop for Raglan residents to attend be scheduled on Tuesday 11 July 2017 at 1.30pm in the Town Hall Supper Room to discuss the bus survey and transport in general.**

**CARRIED on the voices**

**RCBI 706/06**

Chairperson's Report  
Agenda Item 6.10

The report was received [RCBI 706/02 refers] and discussion held.

Councillor's Report  
Agenda Item 6.11

The report was received [RCBI 706/02 refers] and discussion held.

Public Forum  
Agenda Item 6.12

The following items were discussed during the Public Forum held prior to the commencement of the meeting:

## Add.Item

## **BOARD MEMBERS' REPORTS**

There being no further business the meeting was declared closed at 3.00pm.

Minutes approved and confirmed this                      day of                      2017.

Minutes 2017/7RCB/170613 RCB Minutes



### **Open Meeting**

<b>To</b>	Raglan Community Board
<b>From</b>	Tim Harty General Manager Service Delivery
<b>Date</b>	24 July 2017
<b>Prepared by</b>	Pat Cronin Waste Minimisation Officer
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	RCB 2017
<b>Report Title</b>	Food Waste Diversion Project Whaingaroa

## **I. EXECUTIVE SUMMARY**

This report is to keep the Raglan Community Board informed of the foodwaste diversion project being undertaken through Xtreme Zero Waste.

### **BACKGROUND**

Council's goal in its Waste Management and Minimisation Plan is to work towards a 'zero waste' target. Through engagement and prior to the Long Term Plan 2015/25 (LTP), residents and ratepayers of Raglan indicated an interest in varying service and changes required to meet this goal. It was through this process that the interest in foodwaste diversion and collection was developed.

A foodwaste diversion trial has been carried out in west Raglan for up to five years by Xtreme Zero Waste. Running this trial has provided an opportunity to confirm collection and composting methodology and obtain customer feedback on the equipment, service and compost products. The collected foodwaste has been converted locally into two new products; a soil enhancer and a super food compost, which is sourced, processed and sold all within the community.

To offer this service in Raglan, significant infrastructure, equipment and training are required. Last year, Council and Xtreme Zero Waste prepared an application seeking funding from the Ministry of the Environment Waste Minimisation Fund. This application was successful and 55% of the funding was secured. The remaining funding has come from Council's waste minimisation levy funding. Resource consent has been obtained for the operation.

### **Current Status**

The bins, caddys and biobags have arrived in Raglan and the bins are currently being stickered prior to delivery. The new equipment will be delivered to all houses in the Raglan urban area (receiving a weekly kerbside collection) shortly, along with required information and instructions.

The infrastructure for coposting the horizontal composting unit, is currently in the process of being constructed. The unit is a u-shaped reinforced concrete structure, 30x2x2 metres with a sliding roof, internal drainage and catchment for leachate.

Communication to the Raglan residents is underway and coming in a variety of different forms. Watch out for displays, media, education and information that will support this project and continue the already great work that Raglan is known for on their zerowaste journey.

Xtreme Zero Waste with support of Council, will continue to support the community to achieve a high food waste diversion result. Staff will continue to update the Board on this project as it progresses.

## **2. RECOMMENDATION**

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

## **3. ATTACHMENTS**

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- Photos of timeline



**186 TE HUTEWAI ROAD WELCOMES FOODWASTE**













CONSTRUCTION CONTINUES AS THE ASSOCIATE MINISTER OF THE ENVIRONMENT TAKES  
TIME TO ASSESS THE INTERNAL DRAINAGE





### **Open Meeting**

<b>To</b>	Raglan Community Board
<b>From</b>	Tony Whittaker General Manager Strategy & Support
<b>Date</b>	27 July 2017
<b>Prepared by</b>	Julienne Calambuhay Management Accountant
<b>Chief Executive Approved</b>	Y
<b>Reference/Doc Set #</b>	GOV0507 / 1775200
<b>Report Title</b>	Discretionary Fund Report to 30 June 2017

## **1. EXECUTIVE SUMMARY**

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To update the Board on the Discretionary Fund Report to 30 June 2017.

## **2. RECOMMENDATION**

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

## **3. ATTACHMENTS**

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Discretionary Fund Report to 30 June 2017

**RAGLAN COMMUNITY BOARD DISCRETIONARY FUND 2016/2017**

		<b>1.206.1704</b>
<b>2016/17 Annual Plan</b>		14,271.00
<b>Carry forward from 2015/16</b>		6,718.00
<b>Total Funding</b>		<b>20,989.00</b>
<b>Expenditure</b>		
24-Jun-2016 Raglan House - towards the cost of hosting a two-day workshop on suicide prevention and awareness	RCBI603/06/3	2,000.00
29-Aug-2016 Raglan Naturally celebration - Raglan Ink Ltd advertising	RCBI608/04/1	166.00
30-Aug-2016 Raglan Naturally celebration - True Food Ltd catering	RCBI608/04/1	695.65
31-Aug-2016 Raglan Naturally celebration - projector hire	RCBI608/04/1	21.74
17-Nov-2016 Raglan Mountain Bike Club - Wainui Reserve mountain bike tracks	RCBI611/11/3	787.75
08-Nov-2016 Raglan Community Arts Council - creative space upgrade	RCBI611/11/6	2,500.00
21-Nov-2016 Whaingaroa Environment Centre - Plastic Free Raglan project	RCBI611/11/4	3,137.00
04-Dec-2016 Raglan Lions Club - 2016 New Year's Eve parade	RCBI611/11/5	1,775.00
05-Dec-2016 Whaingaroa Environment Centre - return of funds		(500.58)
21-Mar-2017 NZCB - community board conference - airport transfers	RCBI703/03/7	39.13
03-Apr-2017 Raglan Junior Soccer Club - 2 new football goal posts and net sets	RCBI703/03/3	1,558.00
13-Apr-2017 LGNZ workshop exp - B Macleod	RCBI703/03/7	100.00
16-May-2017 NZCB - community board conference - The Lodge - accommodation	RCBI703/03/7	336.96
29-May-2017 NZCB - community board conference - Air NZ - flights	RCBI703/03/7	253.74
29-May-2017 NZCB - community board conference - Air NZ - taxi	RCBI703/03/7	40.14
<b>Total Expenditure</b>		<b>12,910.53</b>
<b>Income</b>		
<b>Total Income</b>		-
<b>Net Expenditure</b>		<b>12,910.53</b>
<b>Net Funding Remaining (Excluding commitments)</b>		<b>8,078.47</b>
<b>Commitments</b>		
09-Aug-2016 Raglan Naturally celebration (RCBI608/04/1)	1,000.00	
Less: Expenses	883.39	116.61
08-Nov-2016 Raglan Community Arts Council - commitment to a project subject to funding available from Council (RCBI611/11/6)		5,000.00
<b>Total Commitments</b>		<b>5,116.61</b>
<b>Net Funding Remaining (Including commitments) as of 30 June 2017</b>		<b>2,961.86</b>

### **Open Meeting**

<b>To</b>	Raglan Community Board
<b>From</b>	Tony Whittaker General Manager Strategy & Support
<b>Date</b>	17 July 2017
<b>Prepared by</b>	Lianne van den Bemd Community Development Advisor
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	GOV0507/ CDR0502 / 1776007
<b>Report Title</b>	Application for Funding – Whaingaroa Environment Centre

## **1. EXECUTIVE SUMMARY**

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The purpose of this report is to present an application for funding from the Whaingaroa Environment Centre towards the cost of upgrading the interior working spaces of the centre.

## **2. RECOMMENDATION**

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

**AND THAT** an allocation of \$..... is made to the Whaingaroa Environment Centre towards the cost of upgrading the interior working spaces of the centre;

**OR**

**AND THAT** the request from the Whaingaroa Environment Centre towards the cost of upgrading the interior working spaces of the centre is declined / deferred until ..... for the following reasons:

## **3. BACKGROUND**

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The Whaingaroa Environment Centre (“the Centre”) wishes to refurbish the internal working spaces of the centre.

The Centre is aiming to declutter the current working spaces to enable staff and volunteers to work more effectively. The Centre acts, and advocates as an information, resource and

action hub on behalf of the Raglan community regarding a wide range of environmental and sustainability matters.

The Centre is seeking funding from the Board to purchase a couch and green “living wall” to create a space that the community will feel better connected to while visiting and participating in the Centre’s day to day environmental activities.

The full refurbishment includes: new furniture; a repaint; design panels; computer upgrades; and new customer service workstations.

The Centre will be painted by a team of volunteers and an interior designer will be consulted to ensure the best use of the space is utilised. The University of Waikato will be invited to contribute toward the display content under the guidance of the Centre’s volunteer Science Advisor.

#### **4. OPTIONS CONSIDERED**

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- 1) That the application is approved and an allocation of partial or full funding requested be made.
- 2) That the application is declined.
- 3) That the application is deferred.

#### **5. FINANCIAL**

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Funding is available to allocate for the year.

The project is noted to cost \$35,061.13. The Whaingaroa Environment Centre is seeking funding of \$5,784.78 towards the cost of purchasing the display panels, corner couch and living wall feature for the upgrade of the Centre’s internal working spaces.

GST Registered			Yes
Set of Accounts supplied			Yes
Previous funding has been received by this organisation			Yes
Raglan Community Board	Tool Library	May 2015	\$3,500.00
Raglan Community Board	Plastic Bag Free –Phase 2	May 2016	\$5,548.75
Raglan Community Board	Plastic Bag Free –Phase 3	November 2016	\$3,137.00

#### **6. POLICY**

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

For grants above \$5,000.00 a funding cap of 75% of the total project cost applies (whichever is the greater) and other funding needs to be sought.

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

## **7. CONCLUSION**

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Consideration by the Committee is required with regard to this funding request.

## **8. ATTACHMENTS**

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Application for Funding - Whaingaroa Environment Centre

Waikato District Council	
07 JUL 2017	
Time	Initials
RAGLAN	



## DISCRETIONARY FUNDING APPLICATION FORM

### Important notes for applicant:

- It is recommended that, prior to submitting your application, you contact the Waikato District Council's community development co-ordinator, on 07 824 8633 or 0800 492 452, to discuss your application requirements and confirm that your application meets the eligibility criteria.
- Please read the Guidelines for Funding Applications document to assist you with completing this application form.
- All applications must be on this application for funding form. We will not accept application forms that have been altered.
- Please note that incomplete applications WILL NOT be considered. All parts of the application MUST be completed and all supporting information supplied.
- The checklist on page 5 needs to be completed.

### Which fund are you applying to: (Please tick appropriate box)

Discretionary and Funding Committee

☐  
Project

☐  
Event

OR

Community Board / Committee Discretionary Fund

Raglan



Taupiri



Onewhero-Tuakau



Ngaruawahia



Huntly



Te Kauwhata



Meremere



### Section I – Your details

#### Name of organisation

Whaingaroa Environment Centre ('WEC')

#### What is your organisation's purpose?

Our vision is an environmentally sustainable, healthy and resilient Whaingaroa community. Our mission is to engage and empower people to take action. Based in the Town Hall in Raglan's main street, we operate a Centre 'hub' to engage with the community and manage our programmes and services. The purpose of the centre is to be an information, resource and action hub, supporting environmental education and sustainability.

#### Address: (Postal)

PO Box 227, Raglan, 3265

#### Address: (Physical if different from above)

Town Hall, Raglan, 3265

#### Contact name, phone number/s and email address

Stacey Hill, Centre Coordinator  
Ph 07 825 0480, email [envirocentre@whaingaroa.org.nz](mailto:envirocentre@whaingaroa.org.nz)

Charities Commission Number: (If you have one) CC36105

Are you GST registered? No ☐ Yes ☒ GST Number 801672403

Bank account details 03 / 15 63 / 00 36 27 1 / 00

Bank Westpac Branch Raglan

The following documentation is required in support of your application:

- A copy of the last reviewed or audited accounts (whichever applies) for your organisation/group/club
- Encoded deposit slip to enable direct credit of any grant payment made
- A copy of any documentation verifying your organisations legal status

## Section 2 – Community wellbeing and outcomes

Which community wellbeing will your project contribute to?

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

Social ☒ Economic ☐ Cultural ☐ Environmental ☒

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

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

Accessible ☐ Safe ☐ Sustainable ☒ Healthy ☐ Vibrant ☒

## Section 3 – Your event/project

**What is your event / project, including date and location ? (please provide full details)**

The 'Centre Revamp' project aims to de-clutter our current centre, refine the information provided and revitalise the space in order for WEC to effectively act as information, resource and action hub, supporting environmental sustainability. We are seeking funding for production of clear, engaging display panels which each incorporate a base template with removable sections to keep information up to date and fresh. We also seek funding for a couch and a green 'living wall' to create a space for community networking and connection to our environment. The centre will be painted and an interior designer consulted to ensure the best use of space. The format of displays, a couch, computer upgrades and workstations will create an inviting atmosphere in the centre that enables effective customer service and administration. We aim to communicate current scientific research, projects and proven best practice in 'layman terms' within a vibrant centre to keep the community informed, engaged and up to date on environmental issues. The projected timeline of activity is from Sept-Dec 2017.

**Who is involved in your event / project?**

The WEC whanau (committee, coordinators, volunteers) will be involved in decluttering, painting and the project throughout. Interior designer, Sarah Bing will continue to provide advice on the best use of the centre space. A local furniture designer will create two workstations from up-cycled materials and Fusion Print will provide the display templates and inserts. Local environmental organisations & the University of Waikato will be invited to contribute toward display content which will be peer-reviewed by our volunteer Science Advisor.

**How many volunteers are involved?**

20 (6 committee members, 1 science review, 6 centre hosts, 1 interior designer, 6 volunteers)

**What other groups are involved in the project?**

Incorporating two effective workstations in our centre will enable WEC to provide a shared work-space for a range of organisations in Whaingaroa. The revamp will provide a centre for collaboration and a space for events and meetings for local groups. The Karioi Maunga ki te Moana team, representatives from DOC, XZW and other environmental groups in Whaingaroa will be invited to work within the shared space in the centre and contribute toward display content.

**How will the wider community benefit from this event/project?**

WEC aims to become a busy, thriving hub for environmental and community-building projects once again. The 'Centre Revamp' will enable WEC to provide opportunities for community participation and connection. Subsequent increased engagement with our projects will develop resilience and capability in our community. Our changing displays will provide ongoing education on topics of environmental sustainability. Development of the centre to a shared workspace for other environmental groups will encourage collaboration and connection within the community.

### Section 4 – Funding requirements

**Note :** Please provide full details of how much your event/project will cost, how much you are seeking from the Waikato District Council and other providers, details of other funding and donated materials/resources being sourced, and current funds in hand to cover the costs of the event/project.

Please complete all of the following sections	GST Inclusive Costs (use this column if you are not GST registered)	GST Exclusive Costs (use this column if you are GST registered)
<b>TOTAL COST OF THE PROJECT/EVENT</b>	\$	\$35,061.13
Existing funds available for the project <b>Total A</b> Include any projected income i.e. ticket sales, merchandise etc.	\$	\$21,870.00

#### Funding being sought from Waikato District Council

<b>Project Breakdown</b> (itemised costs of funding being sought) If there is insufficient space below please provide a breakdown of costs on an additional sheet.	\$	
CORNER COUCH	\$	\$2173.04
DISPLAY PANELS + 2X INSERT REFRESH	\$	\$3490.00
LIVING WALL FEATURE	\$	\$121.74
	\$	\$
	\$	\$
	\$	\$
<b>Total Funds being sought from WDC</b> <b>Total B</b>	\$	\$5784.78

Has funding been sought from other funders? Yes ☒ No ☐  
If 'Yes', please list the funding organisation(s) and the amount of funding sought

a) PAGE TRUST	\$	\$4632.00
b) RESENE SPONSORSHIP	\$	\$774.35
c) VOLUNTEER - IN-KIND	\$	\$2000.00
d)	\$	\$
<b>Total of other funds being sought</b> <b>Total C</b>	\$	\$7784.78

<b>Total Funding Applied for</b> (Add totals A, B, and C together to make Total D) <b>Total D</b>	\$	\$35,061.13
<b>Note :</b> This total should equal the Total Cost of the Project/Event		



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

We have some confirmed funding, are seeking funding from a variety of funders and have significant volunteer support to complete this project (see budget attached)

**Section 5 – Previous Funding Received from Waikato District Council**

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

What Board/ Committee	Type of Project/Event	Date recieved	Amount
RAGLAN	PLASTIC BAG FREE RAGLAN	AUG 2016	\$3137.00
"	" " "	MAY 2016	\$5,548.75
"	TOOL LIBRARY	JUNE 2015	\$3,500.00

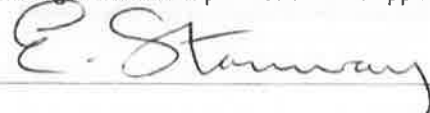
Please confirm that a 'Funding Project Accountability' form has been completed and returned to Waikato District Council for the funds listed above. Note : this will be checked and confirmed by council staff.

I confirm that an accountability statement has been completed and returned

Signed: 

Name: Stacey Hill

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

Signature: 

Date: 7 July 2017

Position in organisation (tick which applies)

Chairman ☒

Secretary ☐

Treasurer ☐

Signature: 

Date: 7-7-2017

Position in organisation (tick which applies)

Chairman ☒

Secretary ☐

Treasurer ☒

## Checklist

Please ensure you have completed all parts of the funding application form by marking the boxes below and include copies of all accompanying documentation required.

Please also ensure you attach the completed checklist with your application.

Items Required	Enclosed ✓
Read and understood the guidelines for funding applications document	✓
Discussed your application with the Waikato District Council community development co-ordinator	✓
Nominated the fund you are applying for	✓
Completed Section 1 – Your details	✓
Enclosed a full copy of the last reviewed or audited accounts (whichever applies) for your organisation/group/club	✓
Enclosed an encoded deposit slip to enable direct credit of any grant payment made	✓
Enclosed a copy of any documentation verifying your organisations legal status	✓
Completed Section 2 - community wellbeing and outcomes	✓
Completed Section 3 – details of your event/project	✓
Completed Section 4 – Funding requirements – <b>Budget and quotes need to match. Include copies of written quotes.</b>	✓
Completed Section 5 where funding has been received in the previous 2 years	✓
Obtained two signatures on your application	✓

**Please note:** Incomplete applications will not be considered. Applicants will be requested to submit relevant outstanding information within 5 days or their application will be returned.

Whaingaroa Environment Centre revamp budget Sept - Dec 2017

Existing Funds available	\$21,870.00
Funds being sought from other funders	\$5,406.35
Further in-kind support being sought	\$2,000.00
<b>REQUEST FROM WDC FOUNDATION</b>	<b>\$5,784.78</b>

Activity	Description	Cost	GST excl	Sub Totals	Anticipated source of funding
Space utilisation exercise	Interior Design x 2 hours @ \$35/hr	\$70.00		\$70.00	confirmed volunteer in-kind
Painting	Resene paintwork cleaner	\$5.50			
	Paint ceiling x 10L (Resene Earthsense Ceiling paint)	\$137.50			
	Paint walls x 16L (Resene spacecote low sheen)	\$538.00			
	Paint for doors and trim x 4L (Resene Lustacryl semi-gloss)	\$134.50			
	Paint to create blackboard x 1L (Resene Blackboard paint)	\$75.00	\$774.35	\$774.35	seeking sponsorship from Resene
	Painter 20hours @ \$25/hr	\$500.00		\$500.00	seeking volunteer in-kind
Creation of content for displays	Stakeholder liaison. Source and create information content for displays 30hrs @ \$25/hr x 2 (one refresh)	\$1,500.00		\$1,500.00	seeking volunteer in-kind
Graphic Design work	Graphic design of display panel templates and inserts: 40hrs @ \$35/hr	\$1,400.00		\$1,400.00	WTI Energy, funding confirmation
Communications plan	Creation of Communications plan with marketing professional 20hrs @ \$35/hr	\$700.00		\$700.00	confirmed via WDC direct
	Marketing and promotion (via posters/radio/social media/newspaper)	\$400.00		\$400.00	WTI energy funding confirmation
Printing/production of displays and inserts	3 display panels with removeable/replaceable inserts (Fusion Print Photo Tex quotes 601320, 601309, 601316)		\$1,855.00		
	Printing of 7 new inserts for two display updates (Fusion Print Photo tex quotes 602595, 602598, 602600)		\$1,635.00	\$3,490.00	Seeking WDC funding
Office equipment	Upcycled workstations x 2		\$4,632.00	\$4,632.00	Seeking Fage Trust funding
	Computer and printer/scanner upgrade		\$1,100.00	\$1,100.00	Confirmation Fage Trust funding
	Corner couch for less formal meetings	\$2,499.00	\$2,173.04	\$2,173.04	Seeking WDC funding, (quote indicative)
Plants/Green space	Living wall (Vertical Garden Wally 3)	\$140.00	\$121.74	\$121.74	Seeking WDC funding
Centre hosting	Centre host 8hr/week x 26weeks @ \$20/hr	\$4,160.00		\$4,160.00	Confirmed in-kind volunteer hours
Administration & management	Centre coordinator x 20hrs/week @ \$27/hr	\$14,040.00		\$14,040.00	confirmed funding from Trust Waikato & WTI energy
<b>TOTAL PROJECT COST</b>				<b>\$35,061.13</b>	



Whaingaroa Environment Centre  
PO Box 227  
Town Hall, Bow Street,  
RAGLAN 3265

Date: 19/04/17  
Quote No. 601309  
Phone No. 07 847 7214  
Fax No. 07 847 9473

PLEASE STATE OUR QUOTE NUMBER  
WHEN ORDERING YOUR JOB

Dear Stacey,

We thank you for your enquiry and have much pleasure in submitting the following quotation.

**Quotation for - Vinyl Adhesive Labels For Wall By Entrance**

Printed full colour process one side  
x 1 @ 2000 x 1350mm  
x 3 @ 1350 x 1000mm  
x 1 @ 1300 x 800mm  
From hi-res pdf supplied to our specs  
Size - 2000 x 1350

Stock to be used - 200 gsm Photo Tex  
200 gsm Photo Tex

Quantity(s):	5
UNIT PRICE:	\$139.20
PRICE:	\$696.00
Plus GST	\$104.40
Total (incl. GST)	\$800.40

This quote is valid for 30 days and has been based on the artwork and specifications provided. Supplied artwork received that is not in line with our specifications may be subject to changes and additional costs. Additional artwork costs and amendments will only be processed upon confirmation from the client. Additional hard copy proofs requested by the client will be charged at \$5 per digital proof.

Yours sincerely

Committed to sustainable practices in all  
aspects of business, from our suppliers  
through to our finished product.



Bill Davidson  
Customer Relationship Manager

Fusion Print Group Ltd PO BOX 115 Hamilton 3240



Whaingaroa Environment Centre  
PO Box 227  
Town Hall, Bow Street,  
RAGLAN 3265

Date: 19/04/17  
Quote No. 601316

PLEASE STATE OUR QUOTE NUMBER  
WHEN ORDERING YOUR JOB

Dear Stacey,

We thank you for your enquiry and have much pleasure in submitting the following quotation.

**Quotation for - Vinyl Adhesive Labels For Feature Wall**

Printed full colour process one side.  
x 2 @ 2000 x 900mm  
x 2 @ 1000 x 900mm  
From hi-res pdf supplied to our specs.  
Size - 2000 x 900

Stock to be used - 200 gsm Photo Tex  
200 gsm Photo Tex

Quantity(s):	4
<b>PRICE:</b>	<b>\$530.00</b>
Plus GST:	\$79.50
Total (incl. GST)	\$609.50

This quote is valid for 30 days and has been based on the artwork and specifications provided. Supplied artwork received that is not in line with our specifications may be subject to changes and additional costs. Additional artwork costs and amendments will only be processed upon confirmation from the client. Additional hard copy proofs requested by the client will be charged at \$5 per digital proof.

Yours sincerely

Bill Davidson  
Customer Relationship Manager

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through to our finished product.





Whaingaroa Environment Centre  
PO Box 227  
Town Hall, Bow Street,  
RAGLAN 3265

Date: 19/04/17  
Quote No. 601320

PLEASE STATE OUR QUOTE NUMBER  
WHEN ORDERING YOUR JOB

Dear Stacey,

We thank you for your enquiry and have much pleasure in submitting the following quotation.

**Quotation for - Vinyl Adhesive Labels For LHS Wall**

Printed full colour process one side.  
x 2 @ 2000 x 1200mm  
x 2 @ 1000 x 1200mm  
From hi-res pdf supplied to our specs.  
**Size - 2000 x 1200**

**Stock to be used -** 200 gsm Photo Tex  
200 gsm Photo Tex

Quantity(s):	4
<b>PRICE:</b>	<b>\$629.00</b>
Plus GST:	\$94.35
Total (incl. GST)	\$723.35

This quote is valid for 30 days and has been based on the artwork and specifications provided. Supplied artwork received that is not in line with our specifications may be subject to changes and additional costs. Additional artwork costs and amendments will only be processed upon confirmation from the client. Additional hard copy proofs requested by the client will be charged at \$5 per digital proof.

Yours sincerely

Bill Davidson  
Customer Relationship Manager

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Whaingaroa Environment Centre  
PO Box 227  
Town Hall, Bow Street,  
RAGLAN 3265

Date: 03/05/17  
Quote No. 602595

PLEASE STATE OUR QUOTE NUMBER  
WHEN ORDERING YOUR JOB

Dear Stacey,

We thank you for your enquiry and have much pleasure in submitting the following quotation.

**Quotation for - Vinyl Adhesive Labels For LHS Wall**

Printed full colour process one side,  
From hi-res pdf supplied to our specs.  
Size - 1200 x 1000

Stock to be used - 200 gsm Photo Tex

Quantity(s):	2
<b>PRICE:</b>	<b>\$237.00</b>
Plus GST:	\$35.55
Total (incl. GST)	\$272.55

This quote is valid for 30 days and has been based on the artwork and specifications provided. Supplied artwork received that is not in line with our specifications may be subject to changes and additional costs. Additional artwork costs and amendments will only be processed upon confirmation from the client. Additional hard copy proofs requested by the client will be charged at \$5 per digital proof.

Yours sincerely

Bill Davidson  
Customer Relationship Manager

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aspects of business, from our suppliers  
through to our finished product.





Whaingaroa Environment Centre  
PO Box 227  
Town Hall, Bow Street,  
RAGLAN 3265

Date: 03/05/17  
Quote No. 602598

PLEASE STATE OUR QUOTE NUMBER  
WHEN ORDERING YOUR JOB

Dear Stacey,

We thank you for your enquiry and have much pleasure in submitting the following quotation.

**Quotation for - Vinyl Adhesive Labels For Wall By Entrance**

Printed full colour process one side.  
From hi-res pdf supplied to our specs  
Size - 1350 x 1000

Stock to be used - 200 gsm Photo Tex

Quantity(s):	2
<b>PRICE:</b>	<b>\$243.00</b>
Plus GST:	\$36.45
Total (incl. GST)	\$279.45

This quote is valid for 30 days and has been based on the artwork and specifications provided. Supplied artwork received that is not in line with our specifications may be subject to changes and additional costs. Additional artwork costs and amendments will only be processed upon confirmation from the client. Additional hard copy proofs requested by the client will be charged at \$5 per digital proof.

Yours sincerely

Bill Davidson  
Customer Relationship Manager

Committed to sustainable practices in all  
aspects of business, from our suppliers  
through to our finished product.







Whaingaroa Environment Centre  
PO Box 227  
Town Hall, Bow Street,  
RAGLAN 3265

Date: 03/05/17  
Quote No. 602600

PLEASE STATE OUR QUOTE NUMBER  
WHEN ORDERING YOUR JOB

Dear Stacey,

We thank you for your enquiry and have much pleasure in submitting the following quotation.

**Quotation for - Vinyl Adhesive Labels For Feature Wall**

Printed full colour process one side  
From hi-res pdf supplied to our specs  
Size - 1000 x 900

Stock to be used - 200 gsm Photo Tex

Quantity(s):	2
<b>PRICE:</b>	<b>\$216.00</b>
Plus GST:	\$32.40
Total (incl. GST)	\$248.40

This quote is valid for 30 days and has been based on the artwork and specifications provided. Supplied artwork received that is not in line with our specifications may be subject to changes and additional costs. Additional artwork costs and amendments will only be processed upon confirmation from the client. Additional hard copy proofs requested by the client will be charged at \$5 per digital proof.

Yours sincerely

Bill Davidson  
Customer Relationship Manager

Committed to sustainable practices in all  
aspects of business, from our suppliers  
through to our finished product.





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**NZ \$140.00**

incl GST

Colour: **Black** ▼

Qty: 1

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### **Open Meeting**

<b>To</b>	Raglan Community Board
<b>From</b>	Bob MacLeod Chair, Raglan Community Board
<b>Date</b>	28 July 2017
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV0507
<b>Report Title</b>	Parking Restrictions

## **I. EXECUTIVE SUMMARY**

---

I have received a request to grant an exemption from the Waikato District Council Public Places Bylaw 2016, regarding Time Limited Parking Areas in Bow Street Raglan from the Manager of Raglan House. The Raglan Community Board Charter under Roles and Delegations 2 (c)iii) *To grant exemptions from Council bylaws for areas within their jurisdiction*, allows us to consider this and make a recommendation.

## **2. RECOMMENDATION**

---

**THAT** the report from the Chair, Raglan Community Board be received;

**AND THAT** the 8 car parks (currently with 60 minute parking limits) directly outside the Raglan Community House (45 Bow St Raglan), and the 10 car parks across the road (currently with 120 minute parking limits) outside the Raglan Gym and Surf-side Community Services, have the parking time limits extended to 180 minutes.

## **3. ATTACHMENTS**

---

- Request from Raglan Community House
- Map 3 Raglan Town Centre Parking Restrictions Waikato District Council Public Places Bylaw 2016.

## REQUEST FROM RAGLAN COMMUNITY HOUSE

### BACKGROUND

---

Tena koe te Rangatira,  
He mihinui.

#### The Issue we want addressed:

Outside the Raglan Community House, the row of Carparks currently have a 60 minute (One-hour) time limit. This is having a negative impact for our Community Organisation.

#### The Reason(s):

- We have Volunteers (Kaitautoko) and Visitors (Manuhiri) who support or access the services and activities here at the Raglan Community House. Often their visit can be longer than the 60 minute time limit.
- Volunteer shifts are up to 180 minutes (3 hours) long. Some of our volunteers and visitors have mobility issues due to age or health that prohibits them parking any distance from our venue.
- One of our services is Room/Venue Hire and we have been informed that we are losing potential clients due to the fact that they cannot park for more than 60 minutes directly outside our venue.
- Community meetings are being disrupted and potential community collaborations interrupted due to visitors/participants having to shift their cars at the 60 minute parking limit, causing stress and anxiety (and a cost) of possibly receiving a parking ticket.
- Some of our clients are vulnerable, in poverty and have complex needs (including mental health issues). The possibility of a parking fine can be a deterrent for them to access the help that they need from our services including Budgeting Advice and Counselling.

#### **Our Request for consideration by the Raglan Community Board:**

***That the 8 car parks (currently with 60 minute parking limits) directly outside the Raglan Community House 45 Bow St Raglan, and the 10 car parks across the road (currently with 120 minute parking limits) outside the Raglan Gym and Surf-side Community Services, have the parking time limits extended to 180 minutes.***

Thank you in anticipation of your addressing our request.  
Naku noa.

### DISCUSSION AND ANALYSIS OF OPTIONS

---

#### Discussion

Pursuant to Schedule 7 clause 32 of the local Government Act 2002 and recognising the role of the Community Board we should support this request.

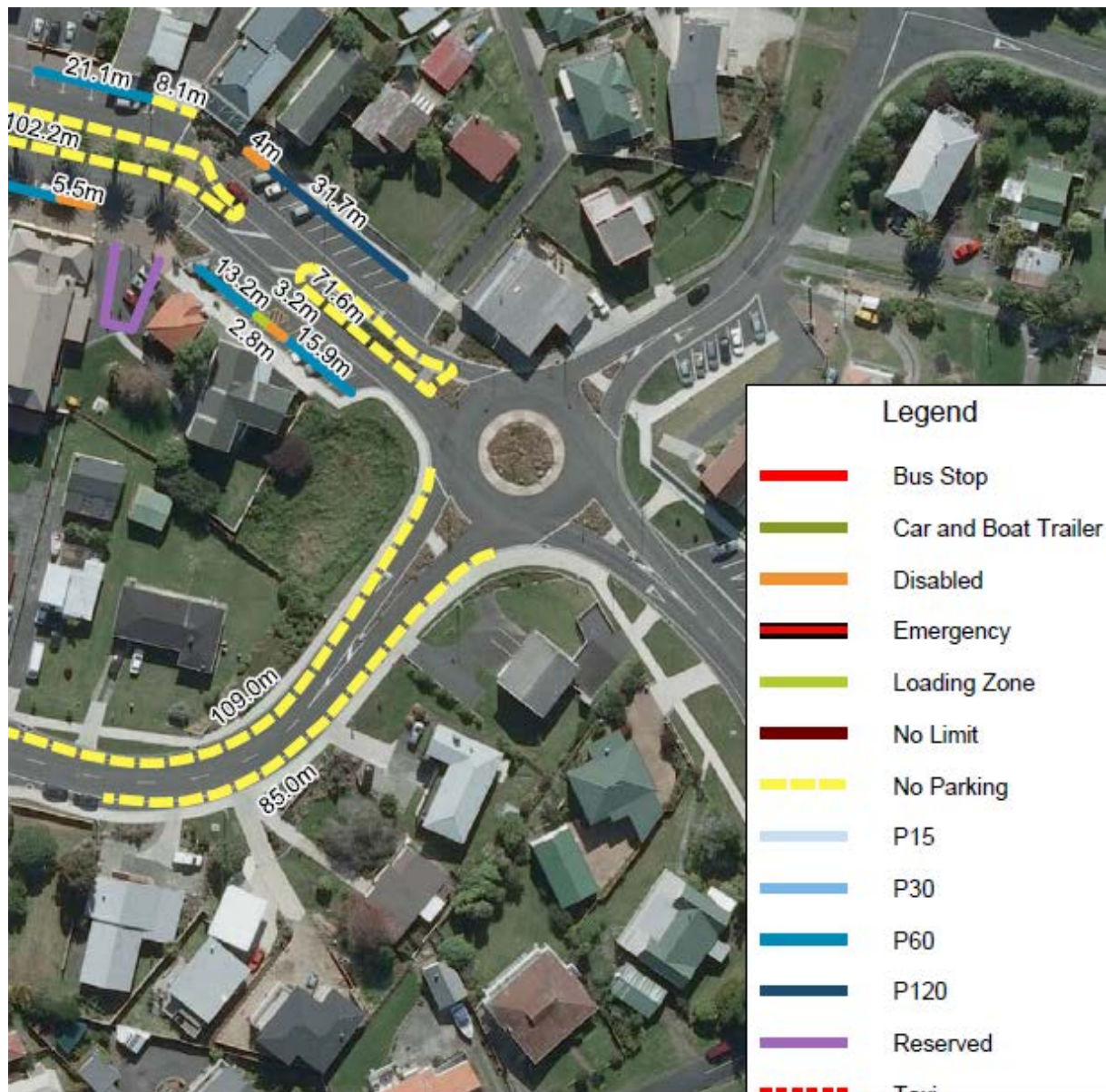
#### Options



## CONSIDERATION

Financial  
 Legal  
 Strategy, Plans, Policy and Partnership Alignment  
 Assessment of Significance and Engagement Policy

### Map 3 Raglan Town Centre Parking Restrictions Waikato District Council Public Places Bylaw 2016.



Map 3 Raglan Town Centre of the Public Places Bylaw

### ***Open Meeting***

<b>To</b>	Raglan Community Board
<b>From</b>	Tony Whittaker General Manager Strategy & Support
<b>Date</b>	27 July 2017
<b>Prepared by</b>	Sharlene Jenkins PA to General Manager Strategy & Support
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV0507 / 1776012
<b>Report Title</b>	Year to Date Service Request Report

## **I. EXECUTIVE SUMMARY**

---

To update the Board on the Year to Date Service Request Report for Raglan.

## **2. RECOMMENDATION**

---

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

## **3. ATTACHMENTS**

---

Year to Date Service Request Report for Raglan

# Service Request Time Frames By Ward for<sup>40</sup>

RAGLAN

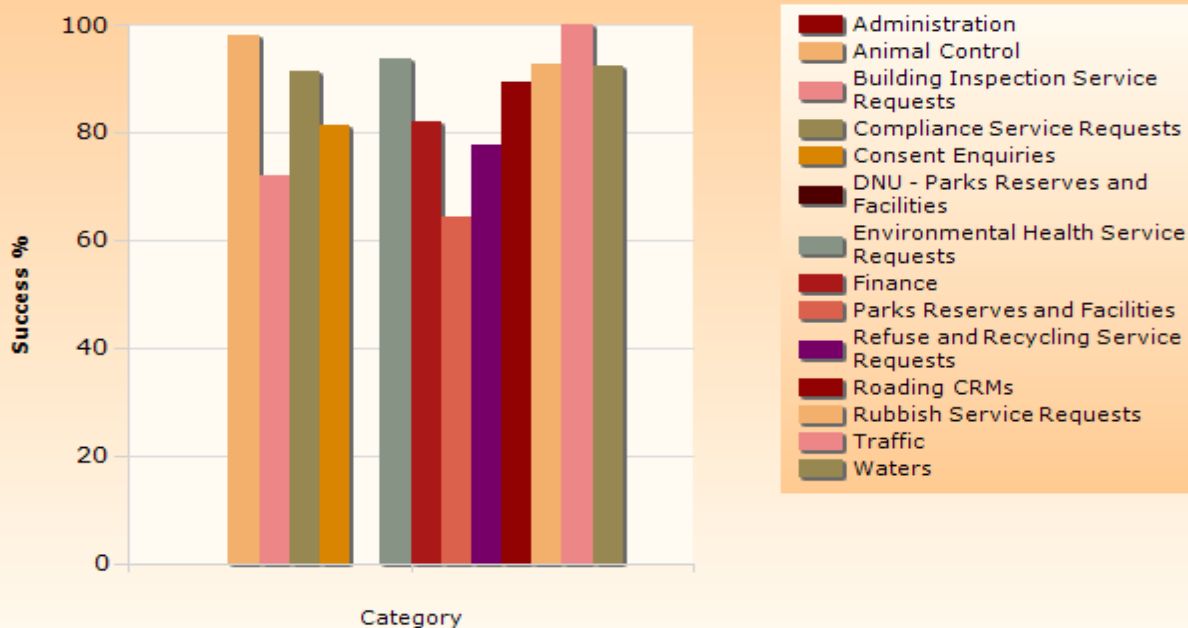


Date Range: 01/07/2016 to 30/06/2017

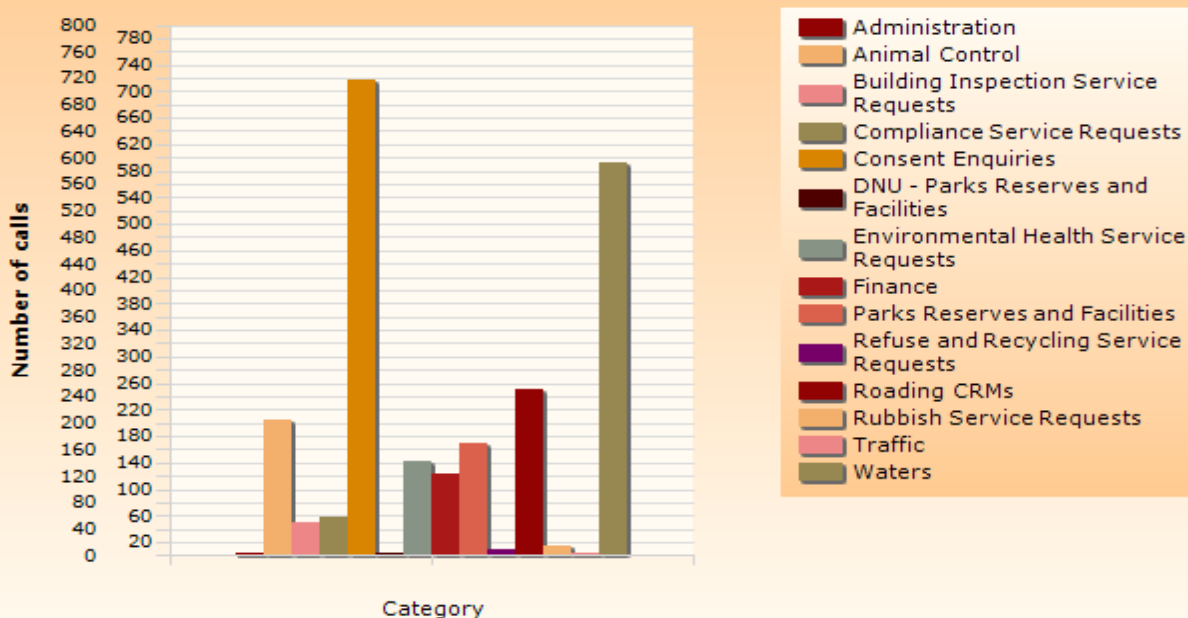
The success rate excludes Open Calls as outcome is not yet known.

7/28/2017 2:08:43 PM

## Call Completion % Success by Type

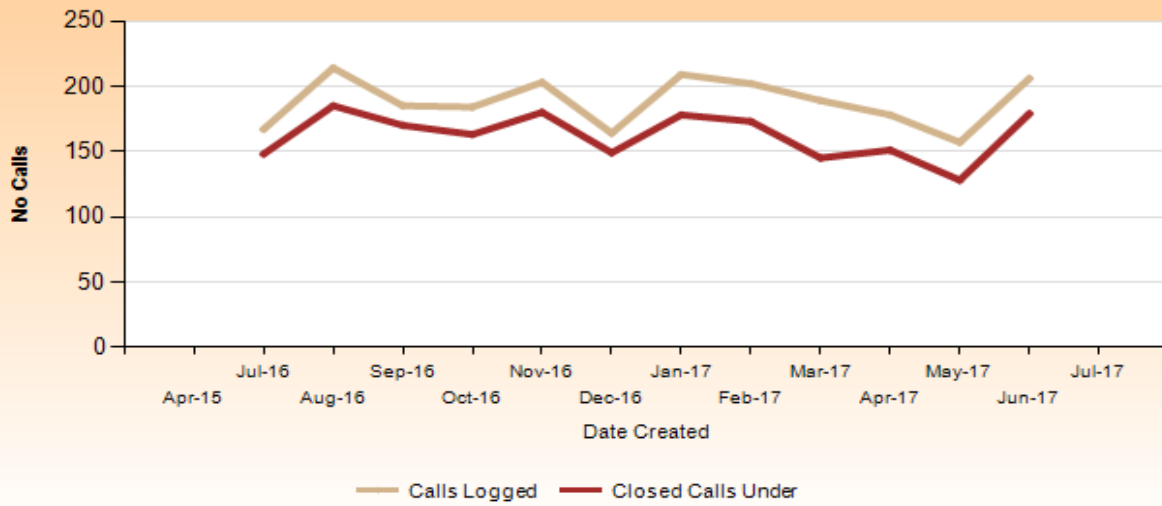


## Number of Calls logged by Type

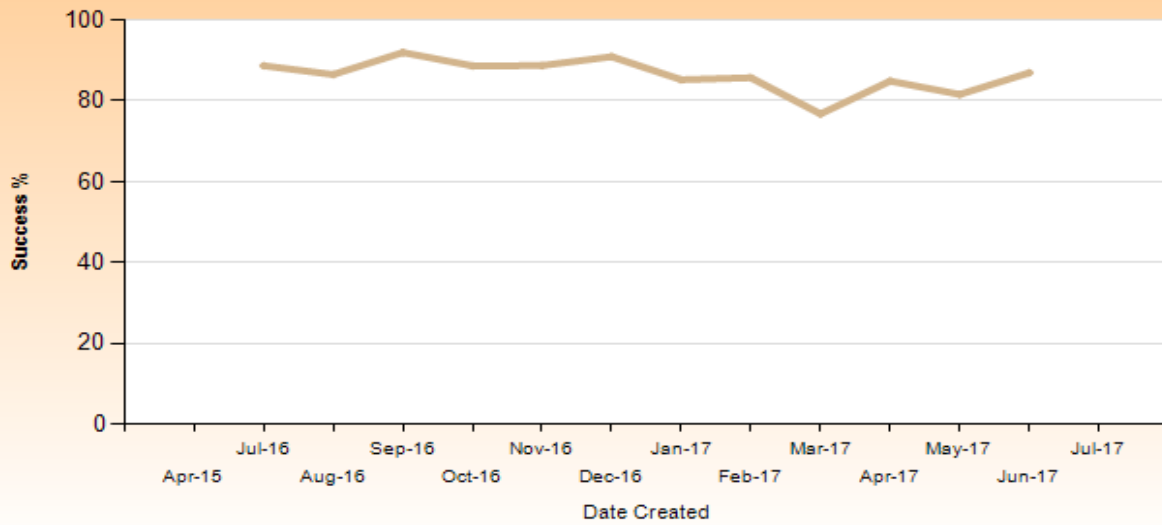




### Volume of Calls Closed vs Calls Closed in Time



### Completion Success per month



			Open		Closed		
<b>Closed Calls</b> are those calls logged during the time period that are now closed.	<b>Open Calls</b> are all the calls open for the ward and may have been logged at any time.	<b>Number of Calls</b>	<b>Open Calls Over</b>	<b>Open Calls Under</b>	<b>Closed Calls Over</b>	<b>Closed Calls Under</b>	<b>Success Rate</b>
<b>Administration</b>							
	<b>Summary</b>	<b>1</b>	<b>1</b>				<b>NaN</b>
	Trade Waste	1	1				NaN
<b>Animal Control</b>							
	<b>Summary</b>	<b>205</b>	<b>1</b>	<b>3</b>	<b>4</b>	<b>197</b>	<b>98.01%</b>
	Animal Charges	17				17	100.00%
	Dog / Cat Trap Required	2		2			NaN
	Dog Property Visit	54			1	53	98.15%
	Dog Straying - Current	27				27	100.00%
	Dog Straying - Historic	22			1	21	95.45%
	Dog Surrender	2				2	100.00%
	Dog Welfare - Immediate threat to life	1				1	100.00%
	Dog Welfare - Not immediate threat to life	3				3	100.00%
	Dog/Animal Missing	20				20	100.00%
	Dogs Aggression - Current	13	1		1	11	91.67%
	Dogs Aggression - Historic	11		1		10	100.00%
	Dogs Barking Nuisance	31			1	30	96.77%
	Livestock Trespassing - Current	2				2	100.00%
<b>Building Inspection Service Requests</b>							
	<b>Summary</b>	<b>50</b>	<b>2</b>	<b>12</b>	<b>10</b>	<b>26</b>	<b>72.22%</b>
	Building Inspection Service Requests	50	2	12	10	26	72.22%
<b>Compliance Service Requests</b>							
	<b>Summary</b>	<b>59</b>			<b>5</b>	<b>54</b>	<b>91.53%</b>
	Compliance - Animal By Law	3				3	100.00%
	Compliance - Unauthorised Activity	43			1	42	97.67%
	Illegal parking	13			4	9	69.23%
<b>Consent Enquiries</b>							
	<b>Summary</b>	<b>717</b>		<b>4</b>	<b>132</b>	<b>581</b>	<b>81.49%</b>
	Land Hazard Enquiries	2				2	100.00%
	Onsite Services	41		1	11	29	72.50%
	Planning Process	50			10	40	80.00%
	Property Information Request	183			5	178	97.27%
	Zoning and District Plan Enquiries	441		3	106	332	75.80%
<b>DNU - Parks Reserves and Facilities</b>							
	<b>Summary</b>	<b>1</b>	<b>1</b>				<b>NaN</b>
	Trimming of vegetation - Urban	1	1				NaN
<b>Environmental Health Service Requests</b>							
	<b>Summary</b>	<b>143</b>			<b>9</b>	<b>134</b>	<b>93.71%</b>
	Environmental Health Complaint	13			5	8	61.54%
	Noise Complaint - Environmental Health	12			1	11	91.67%
	Noise complaints straight to contractor	118			3	115	97.46%
<b>Finance</b>							
	<b>Summary</b>	<b>124</b>			<b>22</b>	<b>102</b>	<b>82.26%</b>
	Rates query	124			22	102	82.26%

<b>Parks Reserves and Facilities</b>							
	<b>Summary</b>	<b>169</b>	<b>1</b>	<b>5</b>	<b>58</b>	<b>105</b>	<b>64.42%</b>
	Parks & Reserves - Beach Issues	4		1	1	2	66.67%
	Parks & Reserves - Boat Ramp and Jetty issues	2			1	1	50.00%
	Parks & Reserves - Buildings	10			3	7	70.00%
	Parks & Reserves - Cemetery Complaints (not mowing	1			1		0.00%
	Parks & Reserves - Council owned land	5			2	3	60.00%
	Parks & Reserves - Graffiti	10	1		4	5	55.56%
	Parks & Reserves - Non-urgent Public Toilet Issues	2				2	100.00%
	Parks & Reserves - Park Furniture	6			3	3	50.00%
	Parks & Reserves - Raglan Wharf Issues	2			1	1	50.00%
	Parks & Reserves - Reserve Issues	106		4	38	64	62.75%
	Parks & Reserves - Urgent Public Toilet Issues	6			3	3	50.00%
	Parks & Reserves-Council owned buildings on reserv	15			1	14	93.33%
<b>Refuse and Recycling Service Requests</b>							
	<b>Summary</b>	<b>10</b>	<b>1</b>		<b>2</b>	<b>7</b>	<b>77.78%</b>
	New collections	1			1		0.00%
	Recycling Not Collected	1				1	100.00%
	Refuse - Non-Collection	3	1		1	1	50.00%
<b>Roading CRMs</b>	Refuse & Recycling Enquiries	5				5	100.00%
	<b>Summary</b>	<b>252</b>	<b>3</b>	<b>24</b>	<b>24</b>	<b>201</b>	<b>89.33%</b>
	Emergency Events - 1 Hr Response	1				1	100.00%
	Footpath Maintenance - Non_Urgent	15		3	2	10	83.33%
	New Vehicle Entrance Request	7				7	100.00%
	Request 4 new street light path sign etc	17			6	11	64.71%
	Road Culvert Maintenance	54		9		45	100.00%
	Road Marking Sign & Barrier Maint Marker Posts	7			1	6	85.71%
	Road Safety Issue Enquiries	6			1	5	83.33%
	Roading Work Assessment Required - OnSite 5WD	66	2	7	4	53	92.98%
	Routine Roding Work Direct to Contractor 5WD Comp	23	1	1	3	18	85.71%
	Street Light Maintenance	13		3		10	100.00%
	Urgent - Footpath Maintenance	5				5	100.00%
	Urgent Roding Work 4Hr Response	20			2	18	90.00%
	Vegetation Maintenance	18		1	5	12	70.59%
<b>Rubbish Service Requests</b>							
	<b>Summary</b>	<b>14</b>			<b>1</b>	<b>13</b>	<b>92.86%</b>
	Abandoned Vehicle	9			1	8	88.89%
<b>Traffic</b>	Illegal Rubbish Dumping	5				5	100.00%
	<b>Summary</b>	<b>3</b>		<b>1</b>		<b>2</b>	<b>100.00%</b>
	Safety issue	3		1		2	100.00%

Waters							
	Summary	592	6	17	42	527	92.62%
	3 Waters Enquiry	103	4	3	10	86	89.58%
	3 Waters Safety Complaint - Non Urgent	6	1			5	100.00%
	3 Waters Safety Complaint - Urgent	1				1	100.00%
	Drinking water billing	51		1		50	100.00%
	Drinking Water Final Meter Read	10		2	1	7	87.50%
	Drinking Water Major Leak	23			4	19	82.61%
	Drinking Water minor leak	155		4	6	145	96.03%
	Drinking Water quality	9		6	1	2	66.67%
	Drinking Water Quantity/Pressure	9	1		1	7	87.50%
	Fix Water Toby	43			1	42	97.67%
	New Drinking Storm Waste water connections	23				23	100.00%
	No Drinking Water	19				19	100.00%
	Stormwater Blocked pipe	22			9	13	59.09%
	Stormwater Open Drains	9			2	7	77.78%
	Stormwater Property Flooding	15		1		14	100.00%
	Stormwater Property Flooding Urgent	1			1		0.00%
	Wastewater Odour	7				7	100.00%
	Wastewater Overflow or Blocked Pipe	18			3	15	83.33%
	Wastewater Pump Alarm	12			3	9	75.00%
	Waters Pump Station jobs - only for internal use	56				56	100.00%
<b>Total</b>		<b>2340</b>	<b>16</b>	<b>66</b>	<b>309</b>	<b>1949</b>	<b>86.32%</b>

### **Open Meeting**

<b>To</b>	Raglan Community Board
<b>From</b>	Tony Whittaker General Manager Strategy & Support
<b>Date</b>	13 June 2017
<b>Prepared by</b>	Sharlene Jenkins PA General Manager Strategy & Support
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	GOV0507 / 1776028
<b>Report Title</b>	Raglan Works & Issues Report: Status of Items August 2017

## **1. EXECUTIVE SUMMARY**

---

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

## **2. RECOMMENDATION**

---

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

## **3. ATTACHMENTS**

---

1. Raglan Works & Issues Report: Status of Items August 2017
2. Raglan – Waters Performance Dashboard Report – April – May 2017
3. Raglan – Waters Performance Dashboard Report – May – June 2017
4. Draft Terms of Reference for Community Halls – Deidre MacDonald

## RAGLAN COMMUNITY BOARD WORKS & ISSUES REGISTER – 2017

Issue	Area	Action	Comments
Designated park for electric charging station	Customer Support	<p>SEPTEMBER: Parking in the CBD are at a premium. Suggest that only one carpark is designated for an electric charging station, and that it be the first carpark on the left after the Bankart Street roundabout, rather than the carpark outside of Plunket.</p> <p>NOVEMBER: The Board's preferred location is adjacent to the RSA. Craig Birkett to propose the Board's preferred location to WEL Networks. If the Board's preferred site is unsuitable, then the Board is comfortable with the Plunket site.</p> <p>DECEMBER: Could car parking lines be painted in the Plunket carpark? Aaron to provide a map of the current parking configuration.</p>	<p>SEPTEMBER: Please refer to agenda item 7.6 Designation of Parks for Electric Vehicles.</p> <p>NOVEMBER: Met with WEL Energy on 14 September 2016. Identified that there was another site at Raglan Club that the Board would like to be considered as an alternative. This site is on private property and would need to be negotiated with the land owner. This location was not considered suitable and WEL are wanting to proceed with the site that has been proposed.</p> <p>DECEMBER: To allow for the best utilisation of this area it is proposed that no markings are put in except for the one to identify the electric parking area. This has been discussed with Aaron and he has been provided with a schematic of the proposed parking bay.</p>
	Service Delivery	<p>JUNE: Painting for the Electric parking area not done.</p>	<p>AUGUST: This is programmed for the next district-wide marking operation which is due to commence in November 2017.</p>



T-Bar Swing in Playgrounds	Service Delivery	NOVEMBER: T-Bar swing still in place which needs to be removed.	NOVEMBER: T bar swings have been removed from Scout Hall on Cliff Street. All T bar swings will be replaced by late January 2017.
	Service Delivery	<p>DECEMBER: Can the replacement be available for the children over the Summer i.e. before Christmas?</p> <p>MARCH: Any update?</p> <p>JUNE: Swings still to be installed at Scout Hall.</p>	<p>DECEMBER: No availability of swings due to national recall.</p> <p>MAY: Swings throughout the District have been replaced.</p> <p>AUGUST: In November last year, Council advised that all T-Bar swings would be replaced. Unfortunately this advice should not have been applied to the swing located at the Scout Hall on Cliff Street as it is not a Council asset. Council staff are happy to provide the Scout Hall with replacement options should they choose to reinstate a swing in that location or alternatively there is a playground available in the adjacent Warahi Park. The Parks team apologise for any confusion caused.</p>

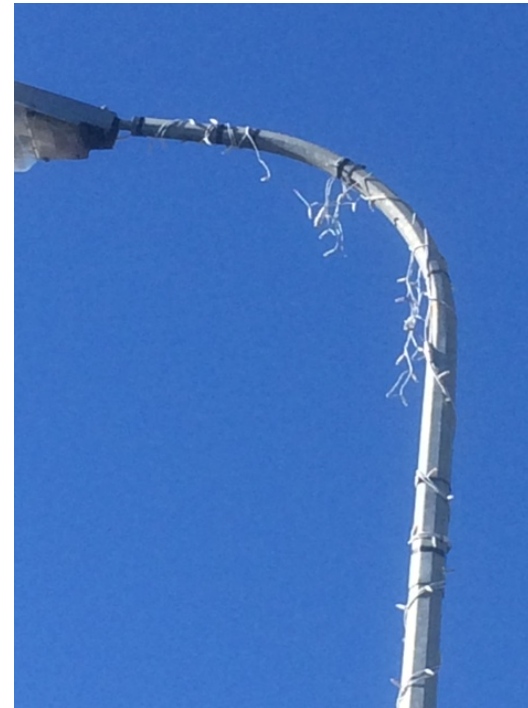




PRK0184/17 Kopua Domain Park newly installed lights concrete bases lodged by Kelly Murphy	Service Delivery	DECEMBER: Completed by Contractor 25/08/16, however the concrete needs to be lowered as it is a safety risk.	DECEMBER: The concrete surround has been programmed to be removed before the end of November.
	Service Delivery	JUNE: This has still not been done and is dangerous.	AUGUST: A contractor has been engaged to lower the bases so they are no longer a hazard. The work will take place by 11 August.



Decorative Bow Street	Lights,	Service Delivery	DECEMBER: Some are dangling down and not working.	DECEMBER: Work completed to date was to connect them safely into the lighting column, however the light fittings are not suited to the environment and are subsequently failing. No replacement funding is available within the roading budget.
		Service Delivery	JUNE: Decorative lights still dangling, not completed. Still dangerous – edge chipped off, three in total not right. Bob to email photos to Tony. WEL networks job. Connect or remove? Remove.	AUGUST: There is no unsubsidised funding available to replace these decorative lights. The Waikato District Alliance can however remove them at no cost, during the forthcoming LED streetlight upgrade project (unable at this stage to provide a timeframe).



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Kopua Camp edge of pathways and banks	Service Delivery	MARCH: Need a solution to eroding banks where public are sliding down the banks and causing damage. Limestone rockwork has worked in other locations.	MARCH: Parks and Facilities will investigate issues and report back to the next meeting.
	Service Delivery	JUNE: The Board want to understand that the erosion is going to be backfilled prior to planting.	JUNE: Planting banks in areas of erosion will occur over the winter planting season. AUGUST: Following initial investigations of this issue, the planting of banks in the erosion area was planned for the winter season. Further discussions highlighted a desire to backfill the erosion area which will include the construction of a small retaining wall. The change in scope of the work has meant that further investigation is required (including any possible regulatory requirements). The initial scope of works will be concluded by 11 August.
Whale Bay Access Way	Parks & Reserves	JUNE: PRK0183/17 Reoccurring issue at the Whale Bay access way, needs long term solution. Running from the concrete platform at the bottom of the stairs, to the west along the top of the bank, is a huge mud puddle. It happens every winter, and something needs to be done. It is a definite hazard, and not a good look to the multitude of visitors who are using this access to surf or watch the surfers.	JUNE: Service Request raised on behalf of RCB. Allocated to Duncan MacDougall, Open Spaces Team Leader for resolution.
	Parks & Reserves	JULY: Update please.	AUGUST: Options are currently being considered and a scope of works will be available by mid-September. Due to the steep topography and the limited access points for construction vehicles, any physical works will be restricted to a summer period.
Cliff Street Boardwalk	Parks & Reserves	JUNE: PRK1725/17 Cliff Street Boardwalk is overgrown and is a hazard. Service Request agreed to be completed.	JUNE: Service Request raised on behalf of RCB. Allocated to Duncan MacDougall, Open Spaces Team Leaders for resolution.
	Parks & Reserves	JULY: Update please.	AUGUST: Contractors have cut the vegetation back from the boardwalk.

Karioi Cycling Track	Parks & Facilities	JULY: A report was produced, but was not provided to the Community Board. The Chair has requested a report for the next agenda regarding money earmarked for track.	AUGUST: A feasibility study was completed in 2016 which identified that the Cycling Track would require access over five privately owned properties. Council staff were advised that three out of the five landowners did not wish to proceed and as such there were no viable alternatives for the completion of the cycle track. Further investigation has highlighted that staff at the time requested that the funding allocated for the project be returned to savings.
Community Halls	Parks & Facilities	JULY: Draft Terms of Reference for Community Halls	AUGUST: All Hall Committees were consulted on the Terms of Reference in November 2016. The Secretary of the Raglan Hall Committee, Steve Soanes, was sent all information. <u>Attached</u> is a copy of the Terms of Reference for the Board's information.

## FORWARD WORKS PROGRAMME

For the Community Board's information the forward works programme can be found at:

### Programme Delivery Projects

<https://www.google.com/maps/d/viewer?mid=17xLvEayHNRli6vhkxKejLc5z6JE&ll=-37.533917736799545%2C175.09939685000006&z=10>

### Roading Projects

[https://www.google.com/maps/d/viewer?mid=1\\_Z3x2rVXNQzUqxQVxlnDvsfXep8&ll=-37.51860014399512%2C175.10095550000005&z=9](https://www.google.com/maps/d/viewer?mid=1_Z3x2rVXNQzUqxQVxlnDvsfXep8&ll=-37.51860014399512%2C175.10095550000005&z=9)

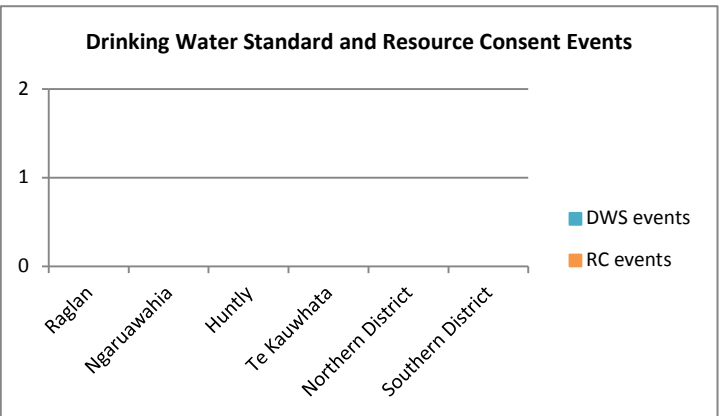
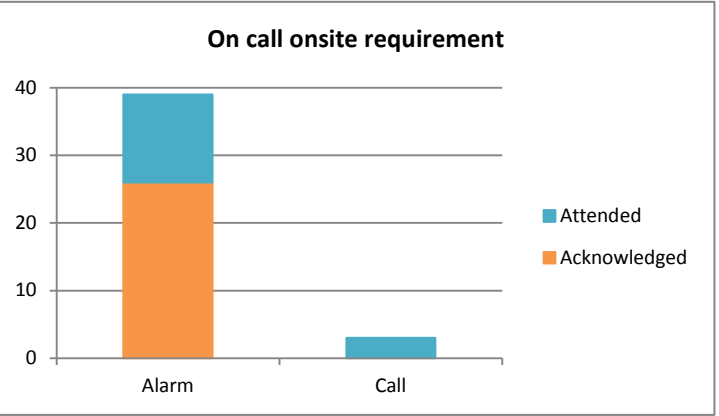
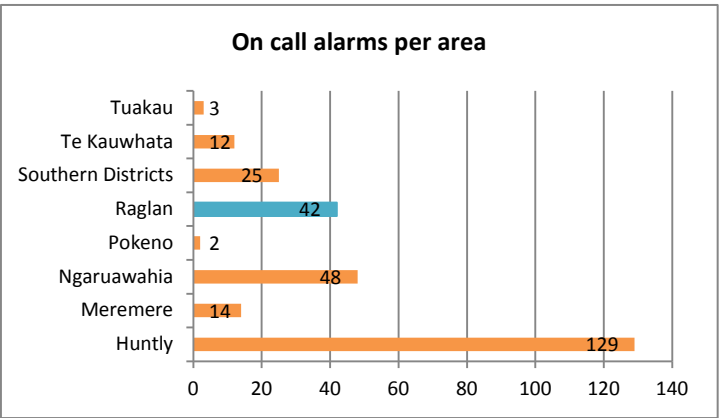
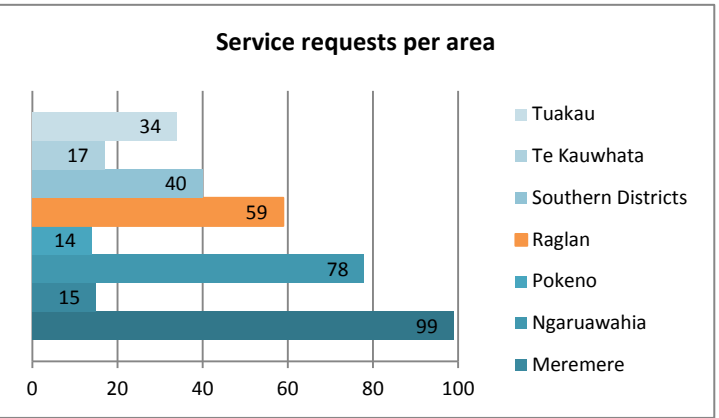
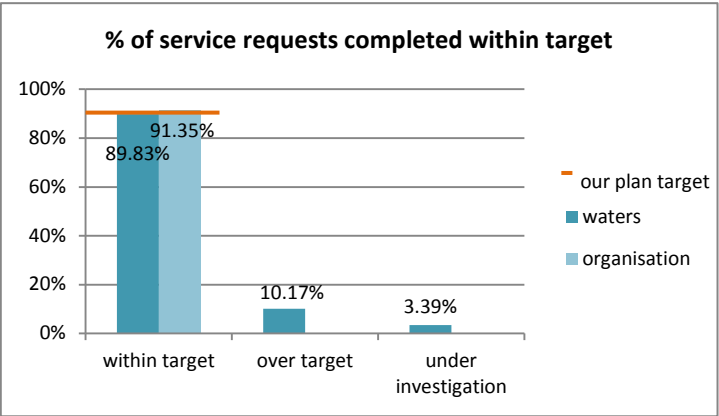
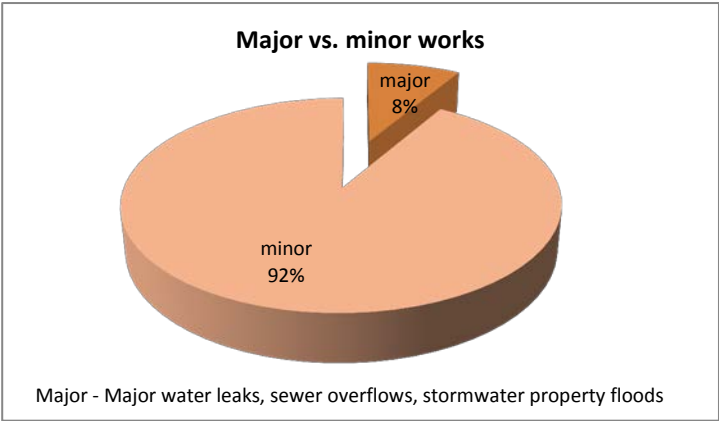
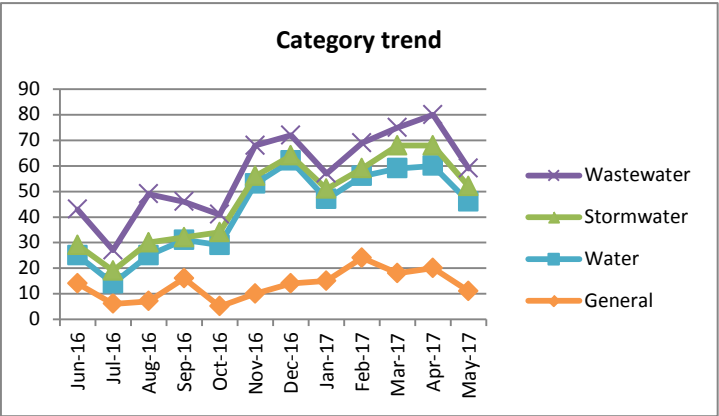
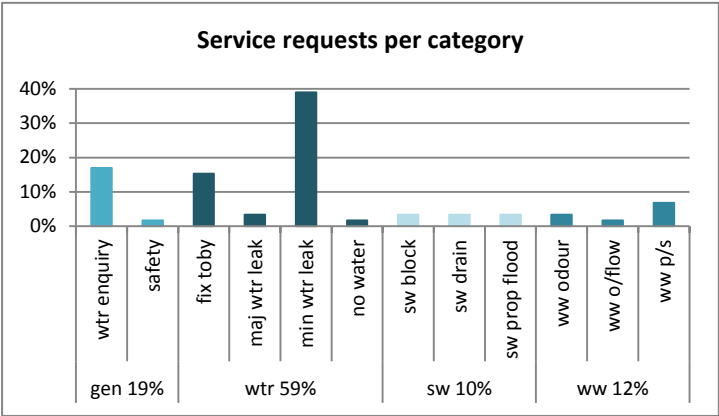
Please note that the web link is updated as projects progress.



Programme: Waters – Raglan  
Manager: Karl Pavlovich

Date: April – May 17  
Version: Final

Service Requests Breakdown



Mandatory Performance Measures – district wide

		Measure	April (16 <sup>th</sup> -)	May
Water	The number of complaints received by WDC about drinking water clarity, taste, odour, pressure, flow, continuity of supply	< 17 per 1000 connections	0.56 per 1000 connections (8 complaints)	1.88 per 1000 connections (27 complaints)
	Fault Response Times for Urgent call outs	60 minutes median	N/A	45.5 minutes
	Fault Completion Times for Urgent call outs	240 minutes median	N/A	129.33 minutes
	Fault Response Times for Non-Urgent call outs	1 day median	1 day	1 day
	Fault Completion Times for Non-Urgent call outs	5 day median	2.44 days	3.96 days
Wastewater	The number of dry weather sewerage overflows from WDC wastewater system	< 5 per 1000 connections	0.09 per 1000 connections (1 complaints)	0.18 per 1000 connections (2 complaints)
	The total number of complaints received by WDC about the waste water system	< 25 per 1000 connections	0.09 per 1000 connections (1 complaints)	0.54 per 1000 connections (6 complaints)
	Fault Response Times for Sewerage Overflows	60 minutes median	53 minutes	48.5 minutes
	Fault Completion Times for Sewerage Overflows	240 minutes median	189 minutes	141 minutes
Stormwater	The number of flooding events (affecting habitable floors)	<0.3 per 1000 connections	0	0
	The number of complaints received by WDC about the stormwater system	<4 per 1000 connections	0.30 per 1000 connections (4 complaints)	0.67 per 1000 connections (9 complaints)
	Median Fault Response Times to attend a flooding event	8 hours	N/A	NA

Number of Service Requests

	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	YTD
Wtr enquiry	8	4	4	15	2	7	11	11	19	16	16	10	123
New connect.	5	2	2		3	3	2	3	4	1	2		27
Safety	1		1	1			1	1	1	1	2	1	10
Toby repair	1	1	2	2	4	8	6	8	5	5	8	9	59
Major wtr leak			4		3	3	4	5	4	4	3	2	32
Minor wtr leak	8	5	8	9	14	27	32	14	19	26	29	23	214
No water	2		2	2	3	4	4	3	2	3		1	26
Wtr quality		1	1			1	2			3			8
Wtr quantity		1	1	2				2	2				8
SW block	3	3	2	1	1	2	1	4	3	3	3	2	28
SW drain		1	1			1				1		2	6
SW property flood	1	1	2		4		1			5	5	2	21
WW odour	2	1			2	2	1			1	2	2	13
WW overflow	2		3	2		4	2		10	3	4	1	31
WW p/station	10	7	16	12	5	6	5	6		3	6	4	80

Comments

Pumpstation service requests – x4 relating to alarms sent from pumpstations that required servicemen attendance and were repaired same day or immediately following

Overflow service requests – x1 relating to a building consent enquiry

Mandatory performance measures – are all on target

Drinking Water Standards and Resource Consent Events – none for the district

DWS Event – compliance measure transgression requiring the Drinking Water Assessor to be notified, transgression is not the same as non-compliant

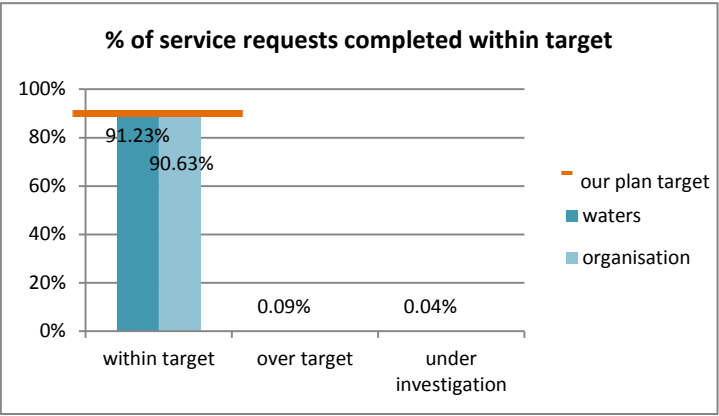
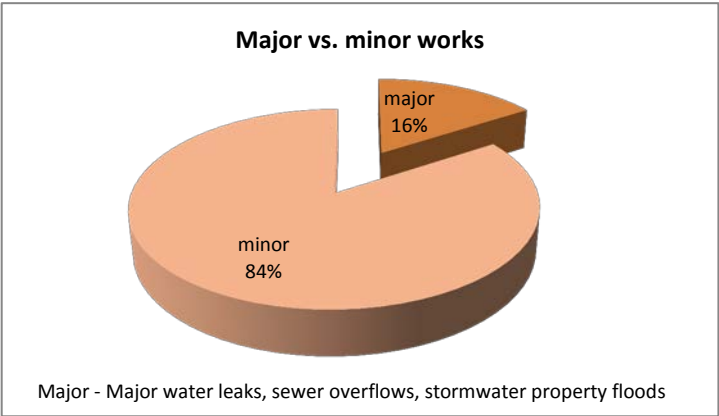
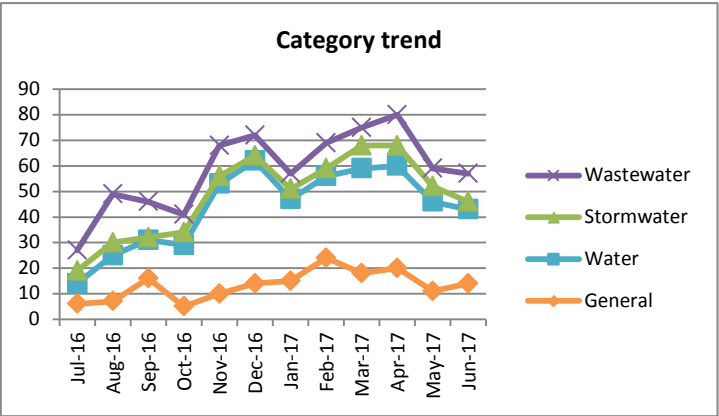
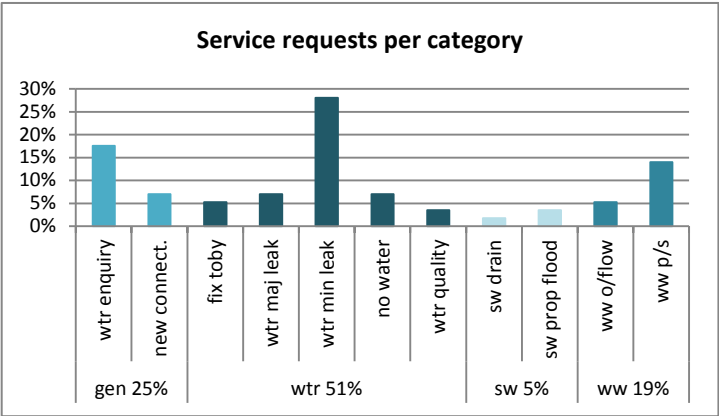
RC Event – breach of resource consent condition that requires WRC to be notified, this is not necessarily a measure of overall compliance for the year and excludes WWTP laboratory results outside of consent conditions



Programme: Waters – Raglan  
Manager: Karl Pavlovich

Date: May – June 17  
Version: Final

Service Requests Breakdown



		Measure	May (16 <sup>th</sup> -)	June
Water	The number of complaints received by WDC about drinking water clarity, taste, odour, pressure, flow, continuity of supply	< 17 per 1000 connections	1.39 per 1000 connections (20 complaints)	1.60 per 1000 connections (23 complaints)
	Fault Response Times for Urgent call outs	60 minutes median	50.67 minutes	49.65 minutes
	Fault Completion Times for Urgent call outs	240 minutes median	122.17	131.4 minutes
	Fault Response Times for Non-Urgent call outs	1 day median	1 day	1 day
	Fault Completion Times for Non-Urgent call outs	5 day median	2.14 days	2.09 days
Wastewater	The number of dry weather sewerage overflows from WDC wastewater system	< 5 per 1000 connections	0.09 per 1000 connections (1 complaint)	0.09 per 1000 connections (1 complaint)
	The total number of complaints received by WDC about the waste water system	< 25 per 1000 connections	0.36 per 1000 connections (4 complaints)	0.27 per 1000 connections (3 complaints)
	Fault Response Times for Sewerage Overflows	60 minutes median	52 minutes	27.33 minutes
	Fault Completion Times for Sewerage Overflows	240 minutes median	94 minutes	124 minutes
Stormwater	The number of flooding events (affecting habitable floors)	<0.3 per 1000 connections	0	0
	The number of complaints received by WDC about the stormwater system	<4 per 1000 connections	0.22 per 1000 connections (3 complaints)	0.15 per 1000 connections (2 complaints)
	Median Fault Response Times to attend a flooding event	8 hours	N/A	NA

Number of Service Requests

	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	YTD
Wtr enquiry	4	4	15	2	7	11	11	19	16	16	10	10	125
New connect.	2	2		3	3	2	3	4	1	2		4	26
Safety		1	1			1	1	1	1	2	1		9
Toby repair	1	2	2	4	8	6	8	5	5	8	9	3	61
Major wtr leak		4		3	3	4	5	4	4	3	2	4	36
Minor wtr leak	5	8	9	14	27	32	14	19	26	29	23	16	222
No water		2	2	3	4	4	3	2	3		1	4	28
Wtr quality	1	1			1	2			3			2	10
Wtr quantity	1	1	2				2	2					8
SW block	3	2	1	1	2	1	4	3	3	3	2		25
SW drain	1	1			1				1		2	1	7
SW property flood	1	2		4		1			5	5	2	2	22
WW odour	1			2	2	1			1	2	2		11
WW overflow		3	2		4	2		10	3	4	1	3	32
WW p/station	7	16	12	5	6	5	6		3	6	4	8	78

Comments

Pumpstation service requests – x8 relating to alarms sent from pumpstations that required servicemen attendance and were repaired same day or immediately following, 3 of which related to power outages in the area

Overflow service requests – x1 relating to a building consent enquiry, x1 internal stormwater issue, and x1 repair due to tree roots

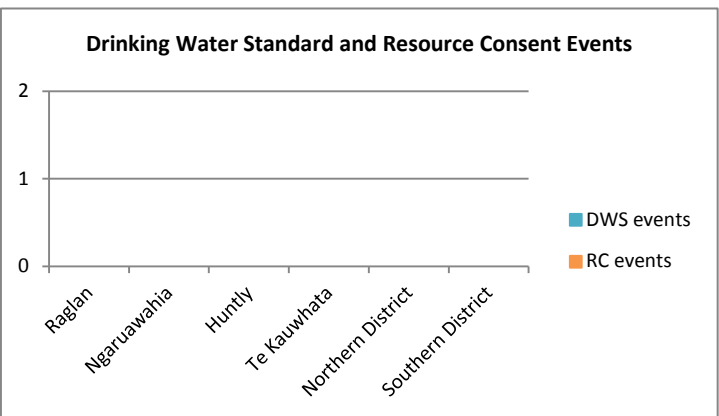
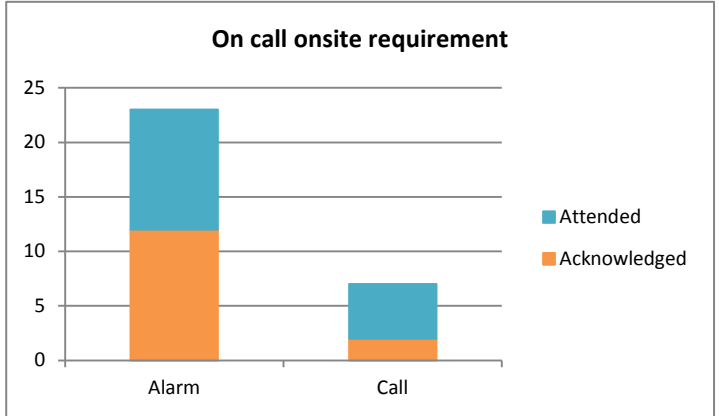
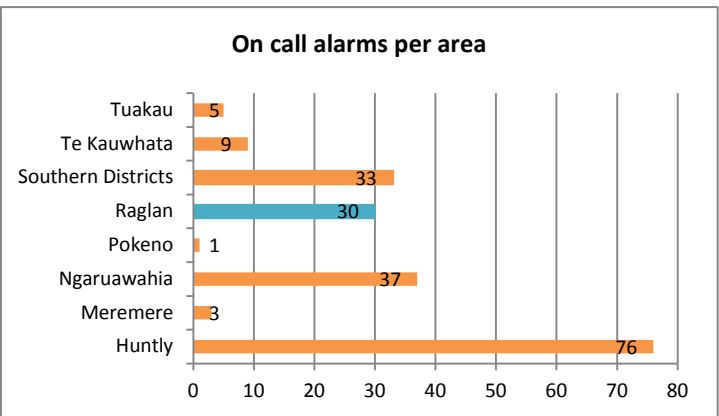
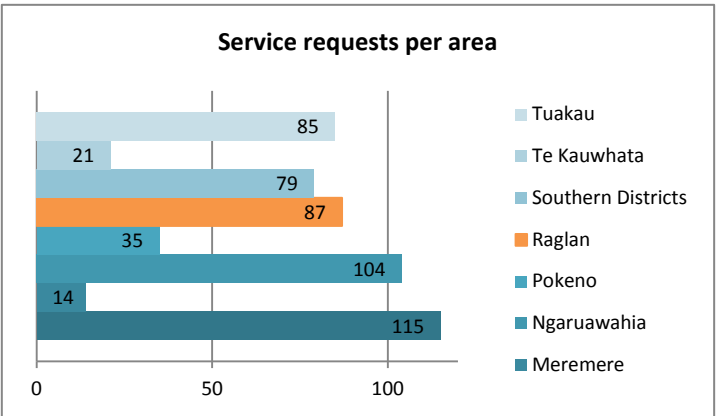
Mandatory performance measures – are all on track

Service request completion rates – met and exceeded the organisation our plan target of 90%

Drinking Water Standards and Resource Consent Events – none for the district

DWS Event – compliance measure transgression requiring the Drinking Water Assessor to be notified, transgression is not the same as non-compliant

RC Event – breach of resource consent condition that requires WRC to be notified, this is not necessarily a measure of overall compliance for the year and excludes WWTP laboratory results outside of consent conditions



## **TERMS OF REFERENCE**

### **Management of Halls**

#### **HALL COMMITTEES**

Halls in the Waikato District are managed by locally elected Hall Committees. The following provisions shall apply to the management of all halls in the Waikato District not managed directly by Council.

##### **1. Composition of Hall Committee**

It is recommended that the number of members of the Committee shall be:

- (a) Not less than 5, or no more than 10, members elected at a public meeting. This number excludes any Council appointed representative. Notwithstanding the above, a quorum of at least 3 members is required.

##### **2. Annual General Meeting of Hall Committee**

Annually, the Committee will from its members elect:

- (a) a Chairperson
- (b) a Secretary
- (c) a Treasurer

##### **3. Duties of Hall Committee**

Each hall will be administered by the Committee as an advisory committee in liaison with Council's Cemetery and Halls Officer. That is, the Committee will be responsible for the day to day operations of the hall.

The Committee shall arrange maintenance and improvement works for approved budgeted works.

All contracted work for halls must comply with Council's Procurement Policy. All contractors must also be registered on Council's approved Zero Harm Register prior to any works being undertaken or contract being entered into.

##### **The Hall Committee:**

- (a) Will represent the local community in respect of a particular hall.
- (b) Must manage the bookings for the hall by regular and casual users, and collect and bank income received in accordance with Council's requirements.
- (c) Must arrange for its hall to be kept clean, tidy and adequately maintained.
- (d) Must arrange for the surrounding grounds of its hall to be regularly and properly maintained.

- (e) In the case of any land or building that is not maintained under the Council maintenance contracts, the Committee will be responsible for ensuring that:
- i. Fences are kept in good order;
  - ii. Grass is mown;
  - iii. Buildings are cared for;
  - iv. Car parks are maintained;
  - v. Organised sports bodies which use the grounds contribute a reasonable sum to provide for the cost of maintenance;
  - vi. Where the land is not being used by the public and is suitable for grazing, may recommend to the Council's Cemetery and Halls Officer that the land be let or leased for such purpose. The contract arrangements for any such lease, once approved, are the responsibility of the Council.
- (f) For significant works (over \$5,000), prior to entering into contracts the Chairman must contact the Cemetery and Halls Officer to discuss the project to ensure Council's Procurement and Zero Harm Policies have been complied with prior to any works being approved.
- (g) Will be responsible for controlling the use of the hall by any club, sports body or any other person using the premises.
- (h) Must ensure that "Conditions of Hall Hire" are adhered to by the users of the hall and may make such recommendations to the Council from time to time, in this regard.
- (i) Will be responsible for the security of the hall at all times.
- (j) It is recommended that all Committees are incorporated under the Incorporated Societies Act 1908.
- (k) Must consult with Council's Cemetery and Halls Officer on matters relating to the management of the hall, giving effect to any policies applying to the management of the hall.
- (l) Will not take out a loan without the prior written approval of Council.
- (m) Must be GST registered if they are likely to receive income of \$60,000pa or more.

#### **4. Reporting**

The Committee must submit accounts to Council annually. Accounts must be reviewed by an independent person with suitable accounting knowledge.

Where a Hall Committee has annual income from Council of over \$20,000 the Committee must submit audited accounts every 3 years.

Accounts must be submitted within four months of the end of Council's financial year (being 30 June).

It is required that Hall Committees align their financial years to coincide with Council's. Council's financial year is 1 July – 30 June.

## **5. Duties of Secretary**

The Secretary shall:

- (a) Advise the Cemetery and Halls Officer of the name and contact details of the officers of the Committee as soon as they are elected, but not later than 1 month from the date of the AGM.
- (b) Record the minutes of all meetings of the Committee.

## **6. Duties of Treasurer**

The Treasurer shall:

- (a) Ensure that the annual expenditure for the halls does not exceed the estimated income and funds in hand unless prior approval is given by the Council.
- (b) A separate bank account must be set up and a minimum of two signatories for cheques are approved at the Annual General Meeting (AGM) and advised to Council within one month of the AGM. To facilitate internet banking two persons must be able to log into the account online. A set limit must be in place for larger payments to be approved by the Committee. This should be included in the AGM minutes.
- (c) Record all bookings showing the name and address of the hirer and the amount charged. It is recommended that this be done electronically where possible.
- (d) Deposit all monies received into the Committee bank account and record details in an appropriate manner (for example, deposit book, invoice book or in computerised cash book).
- (e) Report at each Committee meeting details of the Hall Committees financial position, including:
  - all income received and expenditure for the period
  - details of any assets disposed of or purchased during that period
- (f) Ensure that fees and charges are appropriately set and collected. A copy of the AGM minutes must be forwarded to Council for information purposes only.

## **7. Other Duties**

- (a) All records including correspondence, invoices etc. must be maintained at all times.
- (b) The Committee has no power to dispose of assets (with a cost greater than \$2,000) without agreement from Council's Cemetery and Halls Officer, in line with Council's Delegations Register.
- (c) The Committee shall submit to the Cemetery and Halls Officer for approval all proposals for major (over \$10,000) renovations, improvements and additions other than ordinary maintenance, together with a plan for financing the proposals. Plans and specifications must be submitted to the Cemetery and Halls Officer where appropriate.
- (d) The Committee shall ensure that the contents of the buildings are adequately insured. If the Hall building is owned by the Community (not Council) the Committee should also insure the Hall

building. Where there is any doubt the Committee should liaise with the Cemetery and Halls Officer.

- (e) The Committee shall be responsible for the implementation of health and safety and emergency procedures.
- (f) In extraordinary circumstances, the Committee may recommend that the targeted rate levied per property be adjusted. Such recommendation must be requested by the Committee, and must reach the Council prior to 30 September each year. These recommendations must be included in the AGM minutes. Please note that recommended changes to targeted rates are subject to consultation with affected parties and approval by Council.

## **8. Other Matters**

The Hall Committee shall meet a minimum of two times each year, with Council's Cemetery and Halls Officer being invited to the AGM.

Except for extraordinary reasons, (which in all cases will be formally recorded in the minutes of the meeting) meetings of the Committee shall be held in a recognised place of public assembly, preferably a public hall.

Any disputes arising between Committee members must be referred in the first instance to the Cemetery and Halls Officer.

All correspondence from the Committee to the Council should be addressed to the Cemetery and Halls Officer.

The Cemetery and Halls Officer will send any correspondence to the Secretary of the Committee.

## **9. Duties of Council**

- (a) Council will provide each year the estimated income from rates for the next financial year, as part of the Long Term/Annual Plan.
- (b) Council will levy and collect hall rates and forward these to the Committee on or after the 20<sup>th</sup> of October, February and June of each rating year.
- (c) It is intended that the targeted rate levied per property will be set at each Long Term Plan. Council may amend the targeted rate on recommendation by the Committee as outlined in clause 7(f).
- (d) If owned by Council, or if otherwise required due to historical reasons, Council will insure hall buildings through Council's insurer. The premium will be deducted from the rates instalment monies payable to the Committee. Any insurance claims must be made through the Council.
- (e) Council's Cemetery and Halls Officer is the point of contact for all Hall Committees with regards to any issues related to the management of the halls.

## **10. Definitions**

"Council" means the Waikato District Council.

“Cemetery and Halls Officer” means the Cemetery and Halls Officer of the Council for the time being, his/her deputy or any person appointed specially or generally by the Council to perform the duties.

“Financial Year” means 1 July to 30 June.

“Hall” includes the hall building and associated land or reserve

“Owned by Council” includes property vested in Council

“Public Notice” means a notice published in some newspaper circulating in the district, or where there is no such newspaper in general circulation, means a notice on printed placards and exhibited in public places in the District.

## **II. Terms of Reference**

These Terms of Reference have been prepared with reference to relevant Council Policies and Procedures. In particular, with Council’s Delegations Register, which refers to this Terms of Reference.



## Appendix One

### Halls (receiving Targeted Rate income) Covered by these Terms of Reference

- Aka Aka Hall
- Eureka Hall
- Glen Murray Hall
- Gordonton District Hall
- Horsham Downs Hall
- Kariaotahi Hall
- Mangatangi Hall
- Mangatawhiri Hall
- Maramarua Hall
- Matangi Hall
- Meremere Hall
- Naike Hall
- Ohinewai Hall
- Opuatia Hall
- Orini Hall
- Otua Hall
- Pokeno Hall
- Port Waikato Hall
- Pukekawa Hall
- Puketaha Hall
- Raglan Hall
- Ruawaro Hall
- Tamahere Hall
- Taupiri Settlers Hall
- Tauwhare Hall
- Te Akau Hall
- Te Hoe Hall
- Te Kohanga Hall
- Te Kowhai Hall
- Te Mata Hall
- Waikaretu Hall
- Whangarata Hall
- Whitikahu Hall

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***Open Meeting***

<b>To</b>	Raglan Community Board
<b>From</b>	Bob MacLeod Chair, Raglan Community board
<b>Date</b>	31 July 2017
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV0507
<b>Report Title</b>	Raglan Naturally Steering Group Committee

## **I. EXECUTIVE SUMMARY**

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The board is required to review the terms of reference for this committee and its current status.

## **2. RECOMMENDATION**

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**THAT** the report from the Chair, Raglan Community Board be received;

**AND THAT ...**

## **3. ATTACHMENTS**

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Nil

### ***Open Meeting***

<b>To</b>	Raglan Community Board
<b>From</b>	Bob MacLeod Chair, Raglan Community Board
<b>Date</b>	15 June 2017
<b>Prepared by</b>	Rose Gray Council Support Manager
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV0507
<b>Report Title</b>	Raglan Naturally Interim Steering Group

## **I. EXECUTIVE SUMMARY**

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The notes of a meeting of the Raglan Naturally Interim Steering Group held on Monday 29 May 2017 are attached for information.

## **2. RECOMMENDATION**

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**THAT** the report from the Chair, Raglan Community Board be received.

## **3. ATTACHMENTS**

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Notes of Meeting

**Notes from Meeting of Raglan Naturally Interim Steering Group****Date:** 29.5.2017

Item	Discussion	Action	Date
<b>PRESENT:</b>	<p>Kelly - Chair Meredith – Notes Lisa, Te Aronui, Rolande, Deb, Rangi, Latesha</p> <p><b>Present from Community:</b> Anna Cunningham, Phil Mc Cabe, Tim Duff, Bob McLeod, Steve Freeman, Karamea, Charlie Young</p>		
<b>APOLOGIES or ABSENT:</b>	Tony		
<b>Community Forum</b>	<ul style="list-style-type: none"> <li>• <b>Kelly</b> reported on a positive response to the Community Open Day. There has been great feedback from attendees. People also enjoyed the opportunity to come onto the Marae.</li> <li>• <b>Tim</b> advised that Claire Wimmer is keen to do a similar plan for Waitetuna – she was very involved in the original 2001 RN plan</li> <li>• <b>Anna Cunningham</b> came representing the Whaingaroa Environment Centre (WEC) – keen to explore synergies and opportunities for collaboration and partnership. Possibly have a representative on the RNISG. WEC has been reassessing their role in the community and is focusing on human interaction with the natural environment. For this reason they are no longer doing the curtain bank, and instead focusing on Maui Dolphin, Backyard Bounty, Timebank, Plastic Bag free Raglan and connecting up other enviro organisations. It was agreed that it's very important for WEC to be involved in RN</li> <li>• <b>Phil McCabe</b> – emphasized the need to understand what already exists in our environment. This could be expressed as an intention in the RN document. Also keen to have an outward communication from the community to our visitors stating who we are and how we would like them to be while they are here. This is about expressing and preserving our identity. This could be done in a 3 minute video clip.</li> <li>• Another idea is to have a sign on the divvy.</li> <li>• <b>Steve Freeman</b> talked about his surf management plan which is needed for Raglan. He tabled his draft plan. What is happening in the surf is getting offensive</li> </ul>		

	and dangerous. Tourists don't understand the local etiquette – causing lots of problem and ill feeling. Ultimate aim to have a surf etiquette video – could possibly be integrated with Phil's video. Important to get key local surfers involved in this. Tim suggested just trying to get just one thing done this winter – such as the proposed etiquette signs at the surf beaches.		
<b>Raglan Naturally DMO</b> What is its relationship/ role/ responsibilities to RN? How is it made accountable? How does it sit with the SG?	<p>Lisa facilitated this discussion – there have been some concerns from RNISG around where the RN DMO fits with what we are trying to do.</p> <ul style="list-style-type: none"> <li>• The tourism issue was part of RN celebration and discussion, and this is how the DMO came to sit within RN.</li> <li>• Karamea advised that the DMO is currently driven by Raglan Chamber and once the organisation is established there will be a governance Board, Characteristically tourism is driven by chambers because local businesses are directly affected by tourism. However most promotion of tourism comes from outside rather than local businesses.</li> <li>• Working with the chamber enabled connection with research group looking at tourism nationally. RN 2001 includes tourism, so was seen as a good fit with the RN aims and community values.</li> <li>• Kelly expressed the concerns around using the RN brand for a separate legal entity.</li> <li>• Karamea explained that the name was changed from Tourism to Management because were trying to get locals to refer to visiting people as visitors rather than tourists.</li> <li>• From a branding perspective there should be an overarching brand – Raglan Naturally is the brand.</li> <li>• The brand will market Raglan as a place – this means RN projects and organisations should express the identity of Raglan as mandated by the community.</li> <li>• All RN projects would be profiled on the RN website – this will ensure the brand is consistent.</li> <li>• Kelly requested a timeline for any projects for the benefit of the communications crew, who are working on the communications plan. Charlie is also keen to work closely with the communications team.</li> </ul> <p><b>Bob</b> contributed a youtube resource that he saw at a recent community development conference.</p> <p><b>“It's time for citizens to take back urban planning”</b> Nick Williamson.</p>		

	Kamo Place Race. Bob implored everyone present to watch it – very inspiring!		
<b>RN coordinator role</b>	<ul style="list-style-type: none"> <li>We need to be a legal entity to be able to create a bank account, and someone to coordinate the process.</li> <li>Need to formulate a plan, look at the project and what the tasks are for the RNISG. Need to know exactly what the coordinator will be doing.</li> <li>Lisa will do project list ready for next meeting and will work with John Lawson on this.</li> </ul>		
<b>RN Funding group report</b>	<p>Funding group had a great meeting – good support. Budget needs to be refined and broken down into fundable bite-size initiatives. Funding template – Stacey is sending one through. Will also refine the business case and this will feed into funding plan. Legal structure was discussed – suggestion was to set up a Trust. Charlie suggested Hayley and Morgan from the Chamber as people who know a lot about it and can provide advice.</p> <p>Once we have a legal entity we can have a bank account and start receiving funds. Funding team felt there was a money available in Raglan, and we should focus on that to start off with, then look at other opportunities. Create a strategy. Suggested a survey of people who are already connected to RN to see what skills and experience are on hand – this is called a capability matrix.</p> <p>Possible involvement of Timebank – as part of the Timebank Champions group Meredith is happy to participate in that discussion.</p>		
<b>RN Revision Group report</b>	<p>4 people from Funding group stayed on for this meeting.</p> <p>The question was raised - how valid is the 2001 document? Part of revising it will be replicating the surveys carried out in 2001. Also discussed what the end document will look like. One challenge is to engage those who aren't interested.</p> <p>Deb is happy to work with John Lawson around looking at the old plan and what surveys are needed for this one.</p> <p>Aim is to create a strategy and timeline to have the final document by 2018.</p> <p>Bob needs update report for Community Board by 1<sup>st</sup> June. Kelly will come and speak to the report to CB meeting on the 13<sup>th</sup></p>		



<b>RN Communications Group report</b>	Lots of people, lots of experience, just need something to communicate.		
<b>Aligning Values with Treaty</b>	It was agreed that this should be the first item on the agenda for the next meeting. It has been waiting for a long time!		
<b>Maori Education for community</b>	Lisa is talking to Angeline about this.		
<b>Schools Engagement</b>	Deb continues working on Fridays with 2 schools – Waitetuna & Te Mata. They are ready to form questions for a school community survey, as part of curriculum work. The Logo competition rules are nearly finalized, each school is running slightly differently. There are 3 or 4 more sessions per school. Deb will aim to set up meeting with Te Uku & RAS, it may be for term 3 as time is running away.		
<b>Community Wellbeing</b>	Meredith will contact people who expressed an interest in this group in the next week, and start the conversation about what community wellbeing means in 2017		

**Next Meeting : Monday 12<sup>th</sup> June 4-6pm at Poihakena Marae**

### ***Open Meeting***

<b>To</b>	Raglan Community Board
<b>From</b>	Tim Harty General Manager
<b>Date</b>	13 July 2017
<b>Prepared by</b>	Karen Bredesen Business Support Team Leader
<b>Chief Executive Approved</b>	Y
<b>Reference/Doc Set #</b>	CDR0901, RCB2017 (13/06/2017)
<b>Report Title</b>	Raglan Coastal Reserves Advisory Meeting Minutes – 12 June 2017

## **I. EXECUTIVE SUMMARY**

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The minutes of the Raglan Coastal Reserves Advisory Committee meeting dated 12 June 2017 are attached for the Board's information. The Raglan Community Board representative will confirm the minutes have been approved at the meeting.

## **2. RECOMMENDATION**

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

## **3. ATTACHMENTS**

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- Raglan Coastal Reserves Advisory Committee Minutes – 12 June 2017

**Minutes of the  
Raglan Coastal Reserves Advisory Committee  
Meeting held on 12 June 2017 at 5.30pm**

**Present:**

Lisa Thompson (Councillor)  
 Bob McLeod (Community Board)  
 Sheryl Hart (Raglan Fishing Club)  
 Frank Turner  
 Duncan MacDougall (WDC)  
 Anne Snowden (Raglan Surf Lifesaving)  
 Deane Hishon (Boardriders)  
 John Lawson (Friends of Wainui)

**Apologies:** Angeline Greensill, Shayne Gold, Ross Hodder, Debbie Phillips-Morgan

**In the absence of a Chairperson Frank Turner took the Chair with the unanimous support from the floor.**

**Minutes read as a true and correct copy**

**Lisa/Bob**

**Matters Arising:**

**Lawn mowing—** Duncan to have another word with contractors as it has happened again that only some of the lawns have been mowed before they move on leaving half a job.

**Memorial Policy—** Duncan has checked and only items that fall within the memorial policy are allowed to go up. Friends of Wainui are to provide information when this has been breached and the Council will attempt to find owners and remove aware of the sensitivity of these issues

**Pump Track—** A copy of the new pump track map was received from Lisa by all the Advisory Board members.

**Vodaphone—** Duncan to check the notified application to relinquish up=keep of their equipment.

**Eroding—** the sand area is being looked at in conjunction with the general maintenance of the Reserve.

**Automatic gate—** In line with the issue of opening and closing gates to negate some of the freedom camping and damage that occurs on the Reserves Duncan suggested an automatic gate may be an idea. This would make the system consistent and we will look into the logistics further.

**Manu Bay Drainage—** Drainage work and repairs being looked at. Fishing Club and Surfing group asked that they be consulted about what work needs to be done. Duncan stated that he would meet with contractors first then get back to the individual clubs.

**Horses on the Beach—** The actual beach is not in our jurisdiction but when access is made over the Reserves, which it is in most cases, that is where we can have some say.

**Signage—** is underway that relates to the Reserve Management Plan so that it can be enforced.

**Upgrading tracks—** Track upgrade is on hold at the moment due to unsettled weather but in the spring there will be double effort to get the work done. Duncan to provide copies of work in progress for the Friends of Wainui so that they know what work is to be done by SDC and what work they can continue with.

**Visitors:** Brian Soundsplash Update

Application for this event has not been passed through council yet as more information is required with a timeline for submitting building and alcohol licences.

The Thursday first applied for has been taken off the application due to negative feedback from the Advisory committee and locals.

Looking at traffic due to the inconvenience to local Whale Bay and beyond users with maybe a lane for locals from Rakanui to the Bay. This will be easier to monitor now that the organisers have a better idea of when the busy times are.

Cars are being booked in as well as people this year with the possibility of festival goers being given a time to be in festival.

The confirmed dates are 19-21 January 2018.

More buses will be provided for back and forwards to the town centre on Saturday.

## **EVENTS**

- Wedding 16 November 2017 and 9 March 2018 approved.
- Raglan Area School Surf Competition— 15 & 16 August – approved.

## **GENERAL BUSINESS**

### **Review of Wainui Management Plan**

This review will take place February next year and we need to look at this with an eye to see what the responsibilities are of this committee to the Plan. WDC are putting a presentation together that will share this kind of information. A date for this will be confirmed after the next meeting which will be for a time where only this presentation will be seen and discussed.

### **Manu Bay Break Wall**

The Raglan Fishing Club have received the report on the break wall at Manu Bay. The conclusion is that the job done was substandard and what is there is a 'structure' not a 'break wall'.

Once everyone has had a chance to read the report provided at next meeting we will look at the approval/not approval of the add-on work to be completed to replace what was previously there in width and length.

Deane, on behalf of the Boardriders, stated that there is a clear and resounding message from the boardrider that they don't want the structure change at all.

The Fishing Club to meet with the Boardriders to communicate on the subject.

### **Drainage at Manu Bay**

Sheryl has not been contacted from WDC about her claim PRK 1426/17 which relates to the above drainage. As Duncan has previously stated he has already engaged a plumber but will check into the fact that Sheryl has not heard anything.

This item has been received at Council in the priority list as a submission to the Annual Plan.

### **Pump Track**

After discussion Lisa will ask the pump track builders if there is any way the original track can be left as bikers like to bike on the gravel.

### **Manu Bay maintenance.**

Deane asked who is in charge of maintenance at Manu Bay as there has been a lot of money already spent here and it is disappointing to see it deteriorate. Duncan shared that the process was being gone through to employ someone for this position with Noel trying to do it at the moment, but he is a very busy man.

If anything needs to be done please use a CRM or get in touch with Duncan and he will distribute to the right person.

### ***Open Meeting***

<b>To</b>	Raglan Community Board
<b>From</b>	Bob MacLeod Chair, Raglan Community Board
<b>Date</b>	28 July 2017
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV0507
<b>Report Title</b>	Presentation to Workshop – July 2017

## **I. EXECUTIVE SUMMARY**

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A presentation was provided to the recently held workshop on Raglan Transport and the slides are attached for your information.

## **2. RECOMMENDATION**

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**THAT** the report from the Chair, Raglan Community Board be received.

## **3. ATTACHMENTS**

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Raglan Roothing – Forward Works Programme



## Raglan Roding Forward Works Programme



### Introduction

- Funding and Long Term Plan Summary
- Current 3 year renewal programme
- Discussion





## Funding and Long Term Plan Summary

- 52% NZ Transport Agency Funding
- \$38M total subsidised Roothing programme in 16/17 including two large projects
- Unsubsidised \$100,000 for new footpaths and \$100,000 footpath repairs district wide
- Wainui Bridge Replacement programmed for 2024



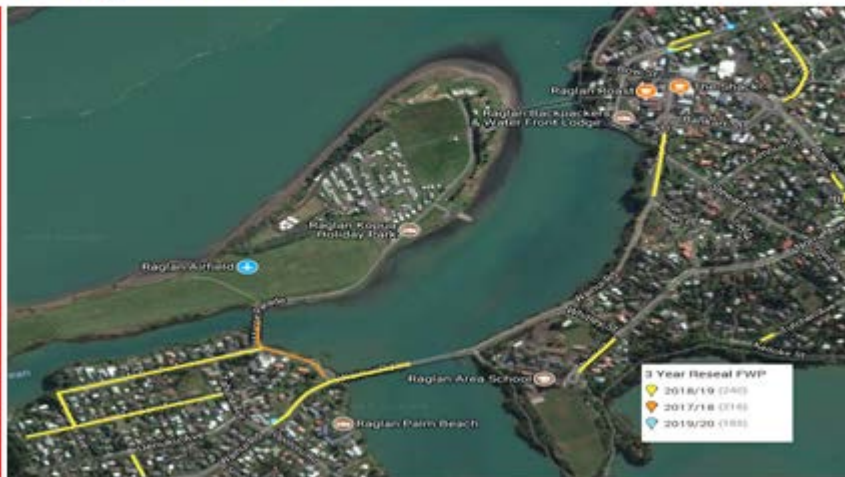
## 3 Year Forward Works Programme



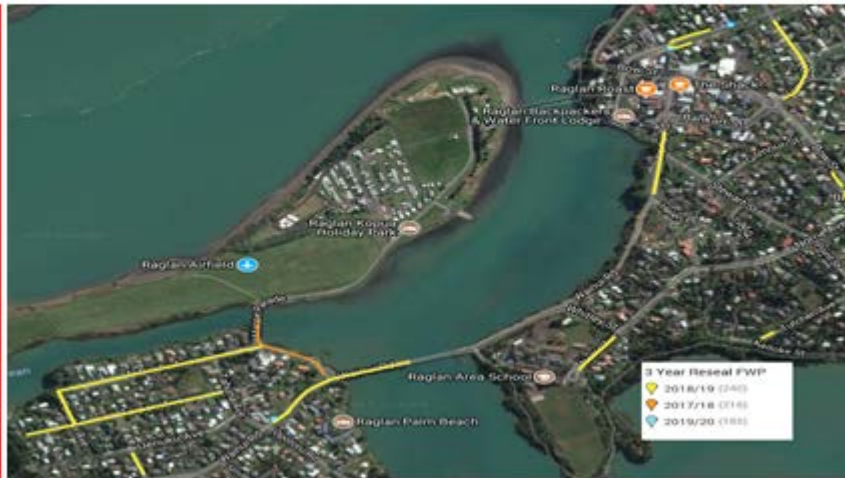
## 3 Year Forward Works Programme



## 3 Year Forward Works Programme



## 3 Year Forward Works Programme



## 3 Year Forward Works Programme



### **Open Meeting**

<b>To</b>	Community Boards
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	1 August 2017
<b>Chief Executive Approved</b>	Y
<b>ECM #</b>	GOV0508
<b>Report Title</b>	Code of Conduct

## **1. EXECUTIVE SUMMARY**

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To provide an updated draft code of conduct for adoption by Community Boards. This updated code was recently adopted by Council.

## **2. RECOMMENDATION**

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

**AND THAT** the updated Code of Conduct attached be adopted by the Community Board.

## **3. BACKGROUND**

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The Local Government Act 2002 (Schedule 7 clause 15) requires all Councils to put a Code of Conduct in place. This Council has consistently done so since 2002. A copy of an updated Code of Conduct is attached. This was recently adopted by Council and Community Boards are being asked to replace their existing Code of Conduct with this version.

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

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### **4.1 DISCUSSION**

The Code of Conduct sets out what is expected of elected members and how they should behave in Council situations. There is an expectation that elected members will behave with dignity and respect towards staff, the public, other elected members and other interested parties.

The existing Community Board Code of Conduct was put in place at the commencement of the Council term and is binding on the Community Board and its successors. In general

terms, the Code of Conduct was based on a standard originally developed by Local Government New Zealand, and is largely common sense.

A review of the Code of Conduct has been undertaken based on a new template from Local Government New Zealand. The latest version is easier to read, more modern and generally seems to cover concerns that have been raised about the previous version. In practice, the Code of Conduct may only be amended if there is a 75% majority of the Board supporting the changes.

## 4.2 OPTIONS

The existing Code of Conduct is valid and could continue. Alternatively, the Board could decide to approve the attached updated version. A third option is for the Board not to have a Code of Conduct at all.

## 5. CONSIDERATION

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### 5.1 FINANCIAL

There would be a direct cost associated with the appointment of independent investigators as proposed by the updated version of the Code of Conduct. This would however be in place of time and resources used by staff and elected members.

### 5.2 LEGAL

Council is required to have a Code of Conduct in place as a requirement of the Local Government Act.

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

The Code of Conduct deals with how elected members behave and affect others. The Code provides a series of guidelines and procedures to protect affected parties.

### 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):

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>	<p>The Code of Conduct was prepared after consideration of best practice. The Code of Conduct governs the behaviour of elected members and the discussion they have on all matters. There is no direct link to any individual community outcome.</p> <p>There is no direct link to one or more of the well-beings.</p> <p>There are no specific Tangata Whenua issues associated with the establishment of a code of conduct.</p>				

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

## 6. CONCLUSION

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The Code of Conduct is considered best practice for community boards and it is proposed to modernise it based on the Local Government New Zealand template released late last year.

The Code of Conduct can only be changed by a vote of more than 75% of the members present.

## 7. ATTACHMENTS

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Code of Conduct

**Waikato District Council**  
**DRAFT Code of Conduct**

**Adopted on the .....**



## **1. Introduction**

The code of Conduct (the Code) sets out the standards of behavior expected from elected members (“members”) in the exercise of their duties. Its purpose is to:

- enhance the effectiveness of the local authority and the provision of good local government for the community and district;
- promote effective decision-making and community engagement;
- enhance the credibility and accountability of the local authority to its communities; and
- develop a culture of mutual trust, respect and tolerance between the members of the local authority and between the members and management.

This purpose is given effect through the values, roles, responsibilities and specific behaviors agreed in the code.

## **2. Scope**

The Code has been adopted in accordance with clause 15(1) of Schedule 7 of the Local Government Act 2002 (LGA 2002) and applies to all members, including the members of any community committees as well as the members of any community boards that have agreed to adopt it. The Code is designed to deal with the behaviour of members towards:

- each other;
- the chief executive and staff;
- the media; and
- the general public.

It is also concerned with the disclosure of information that members receive in their capacity as elected members and information which impacts on the ability of the local authority to give effect to its statutory responsibilities.

The code can only be amended (or substituted by a replacement Code) by a vote of at least 75 per cent of members present at a meeting when amendment to the Code is being considered. The Code should be read in conjunction with the council’s Standing Orders.

### 3. Values

The Code is designed to give effect to the following values:

1. **Public interest:** members will serve the best interests of the people within their community and district and discharge their duties conscientiously, to the best of their ability.
2. **Public trust:** members, in order to foster community confidence and trust in their Council, will work together constructively and uphold the values of honesty, integrity, accountability and transparency.
3. **Ethical behaviour:** members will not place themselves in situations where their honesty and integrity may be questioned, will not behave improperly and will avoid the appearance of any such behaviour.
4. **Objectivity:** members will make decisions on merit; including appointments, awarding contracts, and recommending individuals for rewards or benefits.
5. **Respect for others:** will treat people, including other members, with respect and courtesy, regardless of their race, age, religion, gender, sexual orientation, or disability. Members will respect the impartiality and integrity of officials.
6. **Duty to uphold the law:** members will comply with all legislative requirements applying to their role, abide by the Code of Conduct, and act in accordance with the trust placed in them by the public.
7. **Equitable contribution:** members will take all reasonable steps to ensure they fulfil the duties and responsibilities of office, including attending meetings and workshops, preparing for meetings, attending civic events, and participating in relevant training seminars.
8. **Leadership:** members will actively promote and support these principles and ensure they are reflected in the way in which the Council operates, including a regular review and assessment of the Council's collective performance.

These values complement, and work in conjunction with, the principles of s14 of the LGA 2002 and the governance principles of s39 of the LGA 2002.

## 4. Role and responsibilities

Good governance requires clarity of roles and respect between those charged with responsibility for the leadership of the council and those responsible for advice and the implementation of council decisions. The key roles are:

### 4.1 Members

The role of the governing body includes:

- representing the interests of the people of the community and district;
- developing and adopting plans, policies and budgets;
- monitoring the performance of the council against stated goals and objectives set out in its long term plan;
- providing prudent stewardship of the council's resources;
- employing and monitoring the performance of the chief executive; and
- ensuring the council fulfils its responsibilities to be a 'good employer' and meets the requirements of the Health and Safety at Work Act 2015.

### 4.2 Chief executive

The role of the chief executive includes:

- implementing the decisions of the council;
- ensuring that all responsibilities delegated to the chief executive are properly performed or exercised;
- ensuring the effective and efficient management of the activities of the local authority;
- maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the local authority;
- providing leadership for the staff of the council; and
- employing staff on behalf of the council (including negotiation of the terms of employment for those staff).

Under s42 of the LGA 2002 the chief executive is the only person *directly* employed by the council itself. All concerns about the performance of an individual member of staff must, in the first instance, be referred to the chief executive.

## 5. Relationships

This section of the Code sets out agreed standards of behaviour between members; members and staff; and members and the public.

## **5.1 Relationships between members**

Given the importance of relationships to the effective performance of the council, members will conduct their dealings with each other in a manner that:

- maintains public confidence;
- is open and honest;
- is courteous;
- is focused on issues rather than personalities;
- avoids abuse of meeting procedures, such as a pattern of unnecessary notices of motion and/or repetitious points of order; and
- avoids aggressive, offensive or abusive conduct, including the use of disrespectful or malicious language.

Any failure by members to act in the manner described in this clause represents a breach of the code.

Please note that nothing in this section of the Code is intended to limit robust debate within the council as long as it is conducted in a respectful and insightful manner.

## **5.2 Relationships with staff**

An important element of good governance involves the relationship between the council and its chief executive. Members will respect arrangements put in place to facilitate this relationship, and:

- raise any concerns about employees, officers or contracted officials with the chief executive;
- raise any concerns about the performance or behaviour of the chief executive with the mayor or the chairperson of the chief executive performance review sub-committee (or its successors);
- make themselves aware of the obligations that the council and the chief executive have as employers and observe those requirements at all times, such as the duty to be a good employer;
- treat all employees with courtesy and respect and avoid publicly criticising any employee;
- observe any protocols put in place by the chief executive concerning contact between members and employees;
- avoid doing anything which might compromise, or could be seen as compromising, the impartiality of an employee;
- avoid any act or decision which might put staff at risk from a health and safety perspective.

Any failure by members to act in the manner described above represents a breach of the code.

**Please note:** Elected members should be aware that failure to observe this portion of the Code may compromise the council's obligations to be a good employer and consequently expose the council to civil litigation or affect the risk assessment of council's management and governance control processes undertaken as part of the council's audit.

### **5.3 Relationship with the public**

Given that the performance of the council requires the trust and respect of individual citizens, members will:

- interact with members of the public in a fair, respectful, equitable and honest manner;
- be available to listen and respond openly and honestly to community concerns;
- consider all points of view or interests when participating in debate and making decisions;
- treat members of the public in a courteous manner; and
- act in a way that upholds the reputation of the local authority;
- avoid any act or decision which might put members of the public and community at risk because of zero harm.

Any failure by members to act in the manner described above represents a breach of the code.

## **6. Contact with the media**

The media play an important part in the operation and efficacy of local democracy. In order to fulfil this role the media needs access to accurate and timely information about the affairs of council.

From time to time individual members will be approached to comment on a particular issue either on behalf of the council, or as an elected member in their own right. When responding to requests for comment members must be mindful that operational questions should be referred to the chief executive and policy-related questions referred to the mayor, or the member with the appropriate delegated authority.

When speaking to the media more generally members will abide by the following provisions:

### **6.1 Media contact on behalf of the council**

- the mayor is the first point of contact for an official view on any issue, unless delegations state otherwise. Where the mayor is absent, requests for comment will be referred to the deputy mayor or relevant committee chairperson or portfolio holder;
- the mayor may refer any matter to the relevant committee chairperson or to the chief executive for their comment; and
- no other member may comment *on behalf of the council* without having first obtained the approval of the mayor.

### **6.2 Media comment on a member's own behalf**

Elected members are free to express a *personal view* in the media, at any time, provided the following rules are observed:

- media comments must not state or imply that they represent the views of the council;
- media comments which are contrary to a council decision or policy must clearly state that they do not represent the views of the majority of members;
- media comments must observe the other requirements of the Code; for example, comments should not disclose confidential information, criticise, or compromise the impartiality or integrity of staff or other members; and
- media comments must not be misleading and should be accurate within the bounds of reasonableness.

Any failure by members to meet the standards set out above represents a breach of the code.

## **7. Information**

Access to information is critical to the effective performance of a local authority and the level of public trust felt by the public.

### **7.1 Confidential information**

In the course of their duties members will occasionally receive information that is confidential. This will generally be information that is either commercially sensitive or is personal to a particular individual or organisation. Accordingly, members agree not to use or disclose confidential information for any purpose other than the purpose for which the information was supplied to the member.

## 7.2 Information received in capacity as an elected member

Members will disclose to other members and, where appropriate the chief executive, any information received in their capacity as a member that concerns the council's ability to give effect to its responsibilities.

Members who are offered information on the condition that it remains confidential will honour that duty and responsibility.

Any failure by members to act in the manner described above represents a breach of the code.

**Please note:** failure to observe these provisions may impede the performance of the council by inhibiting information flows and undermining public confidence. It may also expose the council to prosecution under the Privacy Act and/or civil litigation.

## 8. Conflicts of Interest

Elected members will maintain a clear separation between their personal interests and their duties as elected members in order to ensure that they are free from bias (whether real or perceived). Members therefore must familiarise themselves with the provisions of the Local Authorities (Members' Interests) Act 1968 (LAMIA).

Members will not participate in any council discussion or vote on any matter in which they have a pecuniary interest, other than an interest in common with the general public. This rule also applies where the member's spouse contracts with the authority or has a pecuniary interest. Members shall make a declaration of interest as soon as practicable after becoming aware of any such interests.

If a member is in any doubt as to whether or not a particular course of action (including a decision to take no action) raises a conflict of interest, then the member should seek guidance from the chief executive *immediately*. Members may also contact the Office of the Auditor General for guidance as to whether they have a pecuniary interest, and if so, may seek an exemption to allow that member to participate or vote on a particular issue in which they may have a pecuniary interest. The latter must be done before the discussion or vote.

**Please note:** Failure to observe the requirements of the LAMIA could potentially invalidate the decision made, or the action taken, by the council. Failure to observe these requirements could also leave the elected member open to prosecution (see Appendix A). In the event of a conviction, elected members can be ousted from office.



## 9. Register of Interests

Members shall annually make a declaration of interest. These declarations are recorded in a Register of Interests maintained by the council. The declaration must include information on the nature and extent of any interest, including:

- a) any employment, trade or profession carried on by the member or the members' spouse for profit or gain;
- b) any company, trust, partnership etc for which the member or their spouse is a director, partner or trustee;
- c) the address of any land in which the member has a beneficial interest within the jurisdiction of the local authority; and
- d) the address of any land owned by the local authority in which the member or their spouse is:
  - a tenant; or
  - the land is tenanted by a firm in which the member or spouse is a partner, a company of which the member or spouse is a director, or a trust of which the member or spouse is a trustee;
- e) any other matters which the public might reasonably regard as likely to influence the member's actions during the course of their duties as a member (if the member is in any doubt on this, the member should seek guidance from the chief executive)

**Please note:** Where a member's circumstances change they must ensure that the Register of Interests is updated as soon as practicable.

## 10. Ethical behaviour

Members will seek to promote the highest standards of ethical conduct. Accordingly members will:

- claim only for legitimate expenses as determined by the Remuneration Authority and any lawful policy of the council developed in accordance with that determination;
- not influence, or attempt to influence, any council employee, officer or member in order to benefit their own, or families personal or business interests;
- only use the Council resources (such as facilities, staff, equipment and supplies) in the course of their duties and not in connection with any election campaign or personal interests; and

- not solicit, demand, or request any gift, reward or benefit by virtue of their position and notify the chief executive if any such gifts are accepted. Where a gift to the value of \$100 or more is accepted by a member, that member must immediately disclose this to the chief executive for inclusion in the publicly available register of interests.

Any failure by members to comply with the provisions set out in this section represents a breach of the code.

### **10.1 Undischarged bankrupt**

In accordance with clause 15(5) of Schedule 7 (LGA 2002) any member who is an “undischarged bankrupt” will notify the chief executive prior to the inaugural meeting or as soon as practicable after being declared bankrupt. The member will also provide the chief executive with a brief explanatory statement of the circumstances surrounding the member’s adjudication and the likely outcome of the bankruptcy.

## **11. Creating a supportive and inclusive environment**

In accordance with the purpose of the Code, members agree to take all reasonable steps in order to participate in activities scheduled to promote a culture of mutual trust, respect and tolerance. These include:

- Attending post-election induction programmes organised by the council for the purpose of facilitating agreement on the council’s vision, goals and objectives and the manner and operating style by which members will work.
- Taking part in any assessment of the Council’s overall performance and operating style during the triennium.<sup>1</sup>
- Taking all reasonable steps to ensure they possess the skills and knowledge to effectively fulfill their Declaration of Office and contribute to the good governance of the city, district or region.

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<sup>1</sup> A self assessment template is provided in the Guidance to the code.

## **12. Breaches of the Code**

Members must comply with the provisions of the code (LGA 2002, schedule 7, s15(4)). Any member, or the chief executive, who believes that the Code has been breached by the behaviour of a member, may make a complaint to that effect. All complaints will be considered in a manner that is consistent with the following principles.

### **12.1 Principles:**

The following principles will guide any processes for investigating and determining whether or not a breach under the code has occurred:

- that the approach for investigating and assessing a complaint will be proportionate to the apparent seriousness of the breach complained about;
- that the roles of complaint, investigation, advice and decision-making will be kept separate as appropriate to the nature and complexity of the alleged breach; and
- that the concepts of natural justice and fairness will apply in the determination of any complaints made under the Code. This requires, conditional on the nature of an alleged breach, that affected parties:
  - have a right to know that an investigation process is underway;
  - are given due notice and are provided with an opportunity to be heard;
  - have a right to seek appropriate advice and be represented; and
  - have their privacy respected.

### **12.2 Complaints**

All complaints made under the code must be made in writing and forwarded to the chief executive. On receipt of a complaint the chief executive must forward that complaint to an independent investigator for a preliminary assessment to determine whether the issue is sufficiently serious to warrant a full investigation.<sup>2</sup>

Only elected members and the chief executive may make a complaint under the code.

### **12.3 Investigation, advice and decision**

The process, following receipt of a complaint, will follow the steps outlined in Appendix B.

### **12.4 Materiality**

An alleged breach under the code is material if, in the opinion of the independent investigator, it would, if proven, bring a member or the council into disrepute or, if not addressed; reflect adversely on another member of the council.

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<sup>2</sup> On behalf of the Council the Chief Executive will, shortly after the start of a triennium, prepare, in consultation with the Mayor, a list of investigators for this purpose of undertaking a preliminary assessment.

### **13. Penalties and actions**

Where a complaint is determined to be material and referred to the council the nature of any penalty or action will depend on the seriousness of the breach.

#### **13.1 Material breaches**

In the case of material breaches of the code the council may require one of the following:

1. a letter of censure to the member;
2. a request (made either privately or publicly) for an apology;
3. a vote of no confidence in the member;
4. removal of certain council-funded privileges (such as attendance at conferences);
5. restricted entry to council offices, such as no access to staff areas (where restrictions may not previously have existed);
6. limitation on any dealings with council staff so that they are confined to the chief executive only;
7. suspension from committees or other bodies; or
8. an invitation for the member to consider resigning from the council.

A council or committee may decide that a penalty will not be imposed where a respondent agrees to one or more of the following:

- attend a relevant training course; and/or
- work with a mentor for a period of time; and/or
- participate in voluntary mediation (if the complaint involves a conflict between two members); and/or
- tender an unreserved apology.

The process is based on the presumption that the outcome of a complaints process will be made public unless there are grounds, such as those set out in the Local Government Official Information and Meetings Act 1987 (LGOIMA), for not doing so.

#### **13.2 Statutory breaches**

In cases where a breach of the Code is found to involve regulatory or legislative requirements, the complaint will be referred to the relevant agency. For example:

- breaches relating to members' interests (where members may be liable for prosecution by the Auditor-General under the LAMIA);
- breaches which result in the council suffering financial loss or damage (where the Auditor-General may make a report on the loss or damage under s44 LGA 2002 which may result in the member having to make good the loss or damage); or

- breaches relating to the commission of a criminal offence which will be referred to the Police (which may leave the elected member liable for criminal prosecution).

## **14. Review**

Once adopted, a Code of Conduct continues in force until amended by the council. The Code can be amended at any time but cannot be revoked unless the council replaces it with another Code. Once adopted, amendments to the Code require a resolution supported by 75 per cent of the members of the council present at a council meeting where the amendment is considered.

Council may formally review the Code as soon as practicable after the beginning of each triennium. The results of that review will be considered by the council in regard to potential changes for improving the Code.

## **Appendix A: Legislation bearing on the role and conduct of elected members**

This is a summary of the legislative requirements that have some bearing on the duties and conduct of elected members. The full statutes can be found at [www.legislation.govt.nz](http://www.legislation.govt.nz).

### **The Local Authorities (Members' Interests) Act 1968**

The Local Authorities (Members' Interests) Act 1968 (LAMIA) provides rules about members discussing and voting on matters in which they have a pecuniary interest and about contracts between members and the council.

A pecuniary interest is likely to exist if a matter under consideration could reasonably give rise to an expectation of a gain or loss of money for a member personally (or for their spouse or a company in which they have an interest). In relation to pecuniary interests the LAMIA applies to both contracting and participating in decision-making processes.

With regard to pecuniary or financial interests a person is deemed to be “concerned or interested” in a contract or interested “directly or indirectly” in a decision when:

- a person, or spouse or partner, is “concerned or interested” in the contract or where they have a pecuniary interest in the decision; or
- a person, or their spouse or partner, is involved in a company that is “concerned or interested” in the contract or where the company has a pecuniary interest in the decision.

There can also be additional situations where a person is potentially “concerned or interested” in a contract or have a pecuniary interest in a decision, such as where a contract is between an elected members’ family trust and the council.

### **Determining whether a pecuniary interest exists**

Elected members are often faced with the question of whether or not they have a pecuniary interest in a decision and if so whether they should participate in discussion on that decision and vote. When determining if this is the case or not the following test is applied:

*“...whether, if the matter were dealt with in a particular way, discussing or voting on that matter could reasonably give rise to an expectation of a gain or loss of money for the member concerned.” (OAG, 2001)*

In deciding whether you have a pecuniary interest, members should consider the following factors.

- What is the nature of the decision being made?
- Do I have a financial interest in that decision - do I have a reasonable expectation of gain or loss of money by making that decision?
- Is my financial interest one that is in common with the public?
- Do any of the exceptions in the LAMIA apply to me?
- Could I apply to the Auditor-General for approval to participate?

Members may seek assistance from the mayor/chair or other person to determine if they should discuss or vote on an issue but ultimately it is their own judgment as to whether or not they have pecuniary interest in the decision. Any member who is uncertain as to whether they have a pecuniary interest is advised to seek legal advice. Where uncertainty exists members may adopt a least-risk approach which is to not participate in discussions or vote on any decisions.

Members who do have a pecuniary interest will declare the pecuniary interest to the meeting and not participate in the discussion or voting. The declaration and abstention needs to be recorded in the meeting minutes. (Further requirements are set out in the council's Standing Orders.)

### **The contracting rule**

A member is disqualified from office if he or she is “concerned or interested” in contracts with their council if the total payments made, or to be made, by or on behalf of the council exceed \$25,000 in any financial year. The \$25,000 limit includes GST. The limit relates to the value of all payments made for all contracts in which you are interested during the financial year. It does not apply separately to each contract, nor is it just the amount of the profit the contractor expects to make or the portion of the payments to be personally received by you.

The Auditor-General can give prior approval, and in limited cases, retrospective approval for contracts that would otherwise disqualify you under the Act. It is an offence under the Act for a person to act as a member of the council (or committee of the council) while disqualified.

### **Non-pecuniary conflicts of interest**

In addition to the issue of pecuniary interests, rules and common law govern conflicts of interest more generally. These rules apply to non-pecuniary conflicts of interest, including common law rules about bias. In order to determine if bias exists or not members need to ask:

*“Is there a real danger of bias on the part of the member of the decision-making body, in the sense that he or she might unfairly regard with favour (or disfavour) the case of a party to the issue under consideration?”*



The question is not limited to actual bias, but relates to the appearance or possibility of bias reflecting the principle that justice should not only be done, but should be seen to be done. Whether or not members believe they are not biased is irrelevant.

Members should focus on the nature of the conflicting interest or relationship and the risk it could pose for the decision-making process. The most common risks of non-pecuniary bias are where:

- members' statements or conduct indicate that they have predetermined the decision before hearing all relevant information (that is, members have a "closed mind"); and
- members have a close relationship or involvement with an individual or organisation affected by the decision.

In determining whether or not they might be perceived as biased, members must also take into account the context and circumstance of the issue or question under consideration. For example, if a member has stood on a platform and been voted into office on the promise of implementing that platform then voters would have every expectation that the member would give effect to that promise, however he/she must still be seen to be open to considering new information (this may not apply to decisions made in quasi-judicial settings, such as an RMA hearing).

### **Local Government Official Information and Meetings Act 1987**

The Local Government Official Information and Meetings Act 1987 sets out a list of meetings procedures and requirements that apply to local authorities and local/community boards. Of particular importance for the roles and conduct of elected members is the fact that the chairperson has the responsibility to maintain order at meetings, but all elected members should accept a personal responsibility to maintain acceptable standards of address and debate. No elected member should:

- create a disturbance or a distraction while another councillor is speaking;
- be disrespectful when they refer to each other or other people; or
- use offensive language about the council, other members, any employee of the council or any member of the public.

See Standing Orders for more detail.

### **Secret Commissions Act 1910**

Under this Act it is unlawful for an elected member (or officer) to advise anyone to enter into a contract with a third person and receive a gift or reward from that third person as a result, or to present false receipts to council.

If convicted of any offence under this Act a person can be imprisoned for up to two years, and/or fines up to \$1000. A conviction would therefore trigger the ouster provisions of the LGA 2002 and result in the removal of the member from office.

### **Crimes Act 1961**

Under this Act it is unlawful for an elected member (or officer) to:

- accept or solicit for themselves (or anyone else) any gift or reward for acting or not acting in relation to the business of council; and
- use information gained in the course of their duties for their, or another persons, monetary gain or advantage.

These offences are punishable by a term of imprisonment not exceeding seven years. Elected members convicted of these offences will automatically cease to be members.

### **Financial Markets Conduct Act 2013**

Financial Markets Conduct Act 2013 (previously the Securities Act 1978) essentially places elected members in the same position as company directors whenever council offers stock to the public. Elected members may be personally liable if investment documents such as a prospectus contain untrue statements and may be liable for criminal prosecution if the requirements of the Act are not met.

## **The Local Government Act 2002**

The Local Government Act 2002 (LGA 2002) sets out the general powers of local government, its purpose and operating principles. Provisions directly relevant to the code include:

### **Personal liability of members**

Although having qualified privilege, elected members can be held personally accountable for losses incurred by a local authority where, following a report from the Auditor General under s44 LGA 2002, it is found that one of the following applies:

- a) money belonging to, or administered by, a local authority has been unlawfully expended; or
- b) an asset has been unlawfully sold or other wise disposed of by the local authority; or
- c) a liability has been unlawfully incurred by the local authority; or
- d) a local authority has intentionally or negligently failed to enforce the collection of money it is lawfully entitled to receive.

Members will not be personally liable where they can prove that the act or failure to act resulting in the loss occurred as a result of one of the following:

- a) without the member's knowledge;
- b) with the member's knowledge but against the member's protest made at or before the time when the loss occurred;
- c) contrary to the manner in which the member voted on the issue; and
- d) in circumstances where, although being a party to the act or failure to act, the member acted in good faith and relied on reports, statements, financial data, or other information from professional or expert advisers, namely staff or external experts on the matters.

In certain situation members will also be responsible for paying the costs of proceedings (s47 LGA 2002).

## **Appendix B: Process for the determination and investigation of complaints**

### **Step 1: Chief executive receives complaint**

On receipt of a complaint under the code the chief executive will refer the complaint to an investigator selected from a panel agreed at the start of the triennium. The chief executive will also:

- inform the complainant that the complaint has been referred to the independent investigator and the name of the investigator, and refer them to the process for dealing with complaints as set out in the Code; and
- inform the respondent that a complaint has been made against them, the name of the investigator and refer them to the process for dealing with complaints as set out in the Code.

### **Step 2: Investigator makes preliminary assessment**

On receipt of a complaint the investigator will assess whether:

1. the complaint is frivolous or without substance and should be dismissed;
2. the complaint is outside the scope of the Code and should be redirected to another agency or process;
3. the complaint is non-material; and
4. the complaint is material and a full investigation is required.

In making the assessment the investigator may make whatever initial inquiry is necessary to determine the appropriate course of action. The investigator has full discretion to dismiss any complaint which, in their view, fails to meet the test of materiality.

On receiving the investigator's preliminary assessment the chief executive will:

1. where an investigator determines that a complaint is frivolous or without substance, inform the complainant and respondent directly and inform other elected members (if there are no grounds for confidentiality) of the investigator's decision;
2. in cases where the investigator finds that the complaint involves a potential legislative breach and outside the scope of the Code, forward the complaint to the relevant agency and inform both the complainant and respondent of the action.

### **Step 3: Actions where a breach is found to be non-material**

If the subject of a complaint is found to be non-material the investigator will inform the chief executive and, if they choose, recommend a course of action appropriate to the breach, such as;

- that the respondent seek guidance from the Mayor;
- that the respondent attend appropriate courses or programmes to increase their knowledge and understanding of the matters leading to the complaint.

The chief executive will advise both the complainant and the respondent of the investigator's decision and any recommendations, neither of which are open to challenge. Any recommendations made in response to a non-material breach are non-binding on the respondent and the council.

### **Step 4: Actions where a breach is found to be material**

If the subject of a complaint is found to be material the investigator will inform the chief executive, who will inform the complainant and respondent. The investigator will then prepare a report for the council on the seriousness of the breach.

In preparing that report the investigator may:

- consult with the complainant, respondent and any affected parties;
- undertake a hearing with relevant parties; and/or
- refer to any relevant documents or information.

On receipt of the investigator's report the chief executive will prepare a report for the council, which will meet to consider the findings and determine whether or not a penalty, or some other form of action, will be imposed. The chief executive's report will include the full report prepared by the investigator.

### **Step 5: Process for considering the investigator's report**

Depending upon the nature of the complaint and alleged breach the investigator's report may be considered by the full council, excluding the complainant, respondent and any other 'interested' members.

The council will consider the chief executive's report in the public excluded section of the meeting, to protect the privacy of the individuals involved.

Before making any decision in respect of the investigator's report the council will give the member against whom the complaint has been made an opportunity to appear and speak in their own defense. Members with an interest in the proceedings, including the complainant and the respondent, may not take part in these proceedings.

The form of penalty that might be applied will depend on the nature of the breach and may include actions set out in clause 13.1 of the Code.

### **Open Meeting**

<b>To</b>	Raglan Community Board
<b>From</b>	Tim Harty General Manager Service Delivery
<b>Date</b>	1 August 2017
<b>Prepared by</b>	Jacki Remihana Programme Delivery Manager
<b>Chief Executive Approved</b>	Y
<b>Reference/Doc Set #</b>	RCB2017 (8/08/2017)
<b>Report Title</b>	Raglan Wharf

## **I. EXECUTIVE SUMMARY**

The Raglan Wharf is located at the north-eastern point of Raglan on the Raglan Harbour (also known as the Whaingaroa Harbour). The main wharf sub-structure was repaired/renovated in 2012 and new buildings were built on top replacing the existing buildings after the 2010 fire damage. The dolphin and walkway were built in 1979 and are independent structures from the wharf.

Council have undertaken regular structural reports on the integrity of the Dolphin Pier and Wharf structure through BECA Consultants.

The report received this year from BECA shows that works are required on the pile caps of the Dolphin Wharf. After initial consultation of the desires of the tenants, staff have been working with the Ward Councillor and the Community Board Chair on the concept designs for the handrail replacements on the Pier and the Wharf.

With the reports and concept designs completed, this report seeks approval from the Community Board to undertake engagement with the stakeholders (tenants and surrounding businesses). The Raglan Sport Fishing Club have voiced an objection to the extension of the handrails along the eastern side of the Wharf.

The Pier handrail is proposed to be the same as the handrail on the walk-bridge in Raglan. The Wharf handrail is to be of stainless steel design that has minimal impact on the aesthetics of the Wharf (this concept was approved by the tenants and a draft sketch was given by one of the tenants to Council to work from).

Once engagement activities are completed a report will be presented to the Infrastructure Committee with engineers estimates to have the work completed.

## **2. RECOMMENDATION**

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

**AND THAT** the **Raglan Community Board** approve the concept designs for works to the handrails at the **Wharf and Dolphin Pier**;

**AND FURTHER THAT** the **Raglan Community Board** approve the works to be undertaken on the **Dolphin Pier**.

## **3. ATTACHMENTS**

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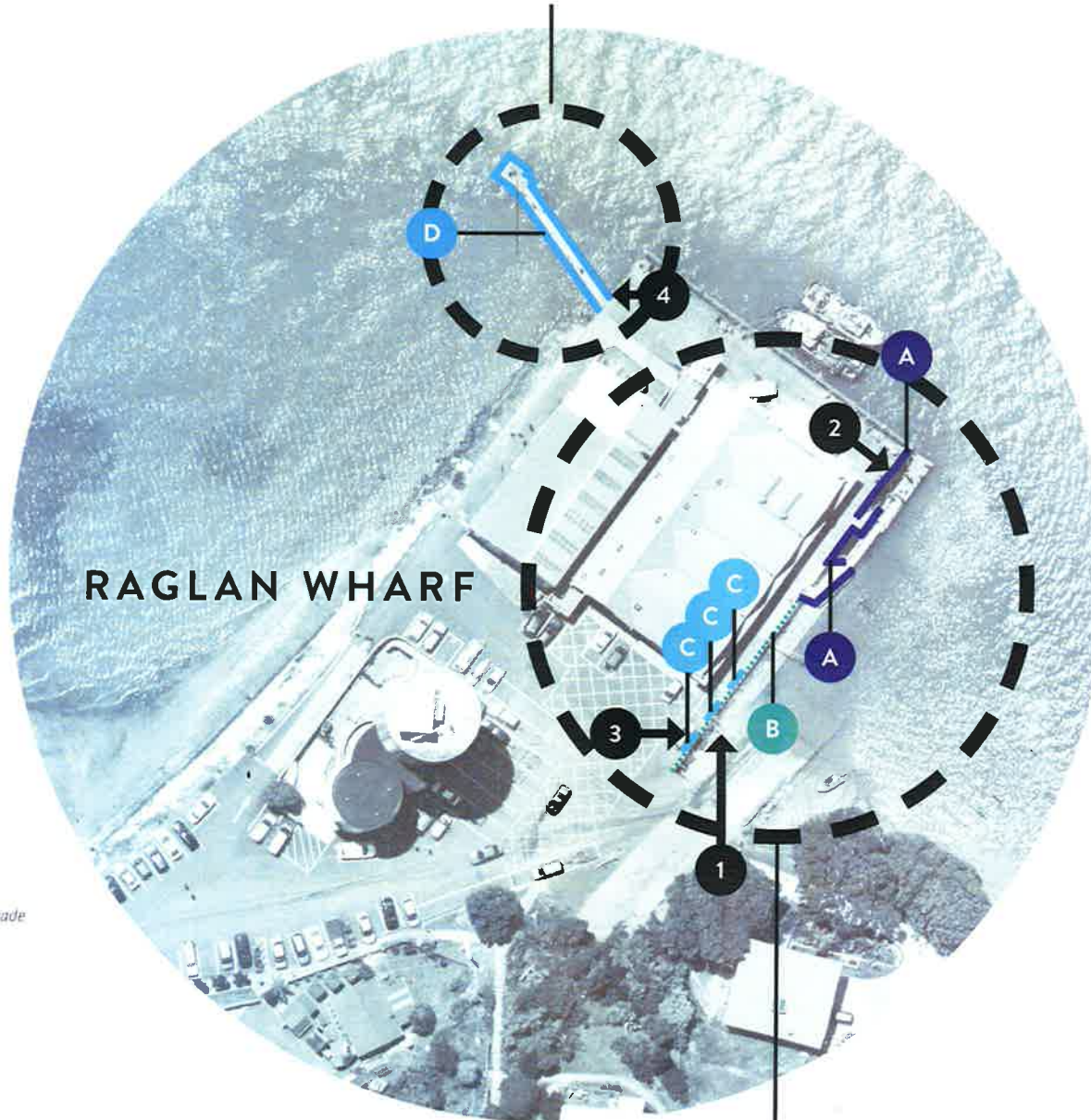
- Concept designs of the Wharf and Dolphin Pier handrails



## DOLPHIN PIER BALUSTRADE RENEWAL

## Key

- 1 Photomontage  
Eastern wharf edge balustrade renewal  
View location 1
- 2 Photomontage  
Eastern wharf edge balustrade renewal  
View location 2
- 3 Photomontage  
Eastern wharf edge balustrade renewal  
View location 3
- 4 Photomontage  
Dolphin pier balustrade renewal  
View location 4
- A New stainless steel balustrade  
proposed extent
- B New timber nib  
to match existing western wharf edge  
proposed extent
- C New recycled hardwood timber benches  
with incorporated bike rack
- D New balustrade  
to match the kopua pedestrian bridge balustrade  
proposed extent



## EASTERN WHARF EDGE BALUSTRADE RENEWAL





PHOTOMONTAGE  
RAGLAN WHARF EASTERN EDGE BALUSTRADE RENEWAL VIEW LOCATION 1





PHOTOMONTAGE  
RAGLAN WHARF EASTERN EDGE BALUSTRADE RENEWAL VIEW LOCATION 2



3

PHOTOMONTAGE  
RAGLAN WHARF EASTERN EDGE BALUSTRADA RENEWAL VIEW LOCATION 3





PHOTOMONTAGE  
RAGLAN WHARF DOLPHIN PIER BALUSTRADE RENEWAL VIEW LOCATION 4