

Agenda for a meeting of the Waikato District Council to be held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **MONDAY 14 AUGUST 2017** commencing at **1.15pm**.

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

1.	<u>APOLOGIES AND LEAVE OF ABSENCE</u>	
2.	<u>CONFIRMATION OF STATUS OF AGENDA</u>	
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Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	17 July 2017
Prepared by	Rose Gray Council Support Manager
Chief Executive Approved	Y
Reference #	GOV1301
Report Title	Confirmation of Minutes

1. EXECUTIVE SUMMARY

To confirm the minutes of a meeting held on Monday 10 July 2017.

2. RECOMMENDATION

THAT the minutes of a meeting of Waikato District Council held on Monday 10 July 2017 be confirmed as a true and correct record of that meeting.

3. ATTACHMENTS

Minutes 10 July 2017

Minutes of a meeting of the Waikato District Council held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **MONDAY 10 JULY 2017** commencing at **1.15pm**.

Present:

Cr DW Fulton (Chairperson)
Cr AD Bech
Cr JA Church
Cr JM Gibb
Cr SL Henderson
Cr SD Lynch [*from 1.24pm*]
Cr RC McGuire
Cr FM McNally
Cr BL Main
Cr EM Patterson
Cr JD Sedgwick
Cr NMD Smith
Cr LR Thomson

Attending:

Mr GJ Ion (Chief Executive)
Mr T Harty (General Manager Service Delivery)
Mr T Whittaker (General Manager Strategy & Support)
Ms A Parquist (Acting General Manager Customer Support)
Mrs W Wright (Committee Secretary) [*until 3.11pm*]
Mr K Lockley (Zero Harm Manager)
Ms A Hampton (Parks & Facilities Manager)
Ms J Remihana (Programme Delivery Manager)
Ms M Tukere (Puhono Iwi ki te Haapori)
Ms B Parham (Tomkins Wake)
Ms C Srimgeour (Consultant)
Ms M McIntyre (Operations Team Leader, Waters)
1 Member of the Public

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Crs Fulton/Sedgwick)

THAT an apology be received from His Worship the Mayor, Mr AM Sanson.

CARRIED on the voices

WDC1707/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Crs Fulton/Thomson)

THAT the agenda for a meeting of Council held on Monday 10 July 2017 be confirmed and all items therein be considered in open meeting with the exception of those items detailed at agenda item 8 which shall be considered with the public excluded;

AND THAT all reports be received;

AND FURTHER THAT the following item be discussed at an appropriate time during the course of the meeting:

- **Agenda Item PEX 3.2 [Ngaruawahia ex-Landfill]**

CARRIED on the voices

WDC1707/02

DISCLOSURES OF INTEREST

There were no disclosures of interest.

CONFIRMATION OF MINUTES

Resolved: (Crs McNally/Sedgwick)

THAT the minutes of a meeting of Council held on Monday 12 June 2017 be confirmed as a true and correct record of that meeting.

CARRIED on the voices

WDC1707/03

CONFIRMATION OF EXTRAORDINARY MINUTES

Resolved: (Crs Gibb/Main)

THAT the minutes of an extraordinary meeting of Waikato District Council held on Wednesday 28 June 2017 be confirmed as a true and correct record of that meeting.

CARRIED on the voices

WDC1707/04

COMMITTEE AND DEPARTMENTAL REPORTS

Policy & Regulatory Committee

Receipt of Policy & Regulatory Committee Minutes held on Tuesday 20 June 2017

Agenda Item 5.1.1

Resolved: (Crs Sedgwick/Main)

THAT the minutes of the meeting of the Policy & Regulatory Committee held on Tuesday 20 June 2017 be received.

CARRIED on the voices

WDCI707/05

Activity Management Policy 2017 - P&R1706/07

Resolved: (Crs Sedgwick/Main)

THAT the updated Activity Management Policy 2017 be adopted.

CARRIED on the voices

WDCI707/06

Receipt of Hearing Minutes – Fulton Hogan Limited

Agenda Item 5.1.2

Resolved: (Crs Sedgwick/Patterson)

THAT the minutes of a hearing for Fulton Hogan Limited held on Wednesday 12 April 2017 be received.

CARRIED on the voices

WDCI707/07

Receipt of Hearing Minutes – Ridge Road Quarry

Agenda Item 5.1.3

Resolved: (Crs Sedgwick/Gibb)

THAT the hearing minutes held on Monday 15 May 2017 for Ridge Road Quarry Limited be received.

CARRIED on the voices

WDCI707/08

Receipt of Hearing Minutes – River Road North Limited
Agenda Item 5.1.4

Resolved: (Crs Sedgwick/Patterson)

THAT the hearing minutes held on Wednesday 19 April 2017 for River Road North Limited be received.

CARRIED on the voices

WDC1707/09

Zero Harm Update
Agenda Item 5.1.5

The report was received [WDC1707/02 refers].

The Zero Harm Manager took the report as read and spoke of key highlights:

- The “Lost time injury” shown in the report was lodged as a serious harm injury (at Te Kauwhata Library). Worksafe confirmed that this was not a notifiable incident.

Bilingual Signage Policy Review
Agenda Item 5.1.6

The report was received [WDC1707/02 refers].

The Pouhono Iwi ki te Haapori pointed out the changes that were requested previously and showed Council where these were included in the new Policy.

Resolved: (Crs Sedgwick/Thomson)

THAT the amended Policy “Te Kaupapa Here o Ngaa Tohu Reorua / Bilingual Signage Policy” be approved.

CARRIED on the voices

WDC1707/10

Cr Lynch entered the meeting during discussion on the above item at 1.24pm and was present when voting took place.

Adoption of the Waikato Plan
Agenda Item 5.1.7

The report was received [WDC1707/02 refers].

The Chief Executive answered questions of Council.

Resolved: (Crs McNally/Bech)

THAT Council adopts the Waikato Plan and summary;

AND THAT pursuant to Clauses 30 and 30A, Schedule 7 of the Local Government Act 2002, the Waikato Plan Leadership Group be established as a Joint Committee of Hamilton City Council, Hauraki District Council, Matamata-Piako District Council, Otorohanga District Council, South Waikato District Council, Taupo District Council, Thames-Coromandel District Council, Waikato District Council, Waikato Regional Council, Waipa District Council, Waitomo District Council, tāngata whenua, with additional representation from business and the wider community as well as government agencies and that the Leadership Group have the terms of reference and membership as outlined in Attachment C of the Agenda;

AND FURTHER THAT the Waikato Plan Leadership Group be delegated authority to implement the Waikato Plan in accordance with the delegated functions set out in the Agreement and Terms of Reference;

AND FURTHER THAT the Waikato Plan Leadership Group will endure and will not be discharged at the point of the next election period in line with Clause 30(7) of Schedule 7 of the Local Government Act 2002;

AND FURTHER THAT the Waikato Plan Leadership Group will be chaired by an independent chairperson (non-elected member) to be appointed by the Waikato Plan Leadership Group;

AND FURTHER THAT a deputy chairperson will also be appointed by the Waikato Plan Leadership Group, who may be an elected member and a committee member;

AND FURTHER THAT the Council notes that the membership of the Waikato Plan Leadership Group will be reviewed within 12 months of the adoption of the Waikato Plan, with the aim of reducing the number of members to 12;

AND FURTHER THAT Council confirms the appointment of Mayor Allan Sanson as Council's and the Future Proof partnership representative on the Waikato Plan Leadership Group.

CARRIED on the voices

WDC1707/11

Cr Smith requested that his dissenting vote be recorded.

Community Engagement for new Dog Exercise areas in Tuakau
Agenda Item 5.1.8

The report was received [WDC1707/02 refers].

The Acting General Manager Customer Support summarised the purpose of the report.

Resolved: (Crs Church/Henderson)

THAT Council makes a determination that a bylaw amendment is the most appropriate way of addressing the perceived problems; and the proposed bylaw amendments (subject to the outcome of the consultation process), are the most appropriate form of bylaw;

AND THAT Council makes a determination that the proposed bylaw amendment does not give rise to any implications under the New Zealand Bill of Rights Act 1990 pursuant to section 155(2) of the Local Government Act 2002;

AND FURTHER THAT Council undertakes community engagement in Tuakau in August and September 2017, in accordance with Sections 82 (principles of consultation), of the Local Government Act 2002, and section 10 of the Dog Control Act 1996.

CARRIED on the voices

WDC1707/12

Code of Conduct – June 2017
Agenda Item 5.1.9

The report was received [WDC1707/02 refers].

The Chief Executive confirmed that this report had been covered in the Workshop held earlier.

Resolved: (Crs Smith/Thomson)

THAT Council approves the draft Code of Conduct, effective immediately.

CARRIED on the voices

WDC1707/13

Strategy & Finance Committee

Receipt of Strategy & Finance Committee Minutes
Agenda Item 5.2.1

Resolved: (Crs Gibb/Sedgwick)

THAT the minutes of the Strategy & Finance Committee meeting held on Wednesday 28 June 2017 be received.

CARRIED on the voices

WDC1707/14

Solid Energy Lake Puketirini Rezoning – S&FI706/04**Resolved: (Crs Gibb/Lynch)****THAT the recommendation for the Solid Energy land surrounding Lake Puketirini rezoning from recreational to rural be approved by Council for inclusion in the District Plan Review.****CARRIED on the voices****WDCI707/15**2017 Community Projects for External Funding – S&FI706/05**Resolved: (Crs Gibb/Patterson)****THAT Council adopts the 2017 projects for external funding;****AND THAT that the projects be included on the Council External Funding List for other funding opportunities.****CARRIED on the voices****WDCI707/16**Request for Community Committee Grants – S&FI706/06**Resolved: (Crs Gibb/Thomson)****THAT Council funds the following community committees based on the requests received subject to invoice:**

- **Newstead Resident Association Incorporated - \$500.00**
- **North East Waikato Community Committee - \$300.00**
- **Te Kowhai Community Committee – \$585.93**
- **Tamahere Community Committee - \$3,300.00**
- **Gordonton Community Committee – 4,000.00**
- **Tauwhare Community Committee - \$500.00**
- **Mercer School reimbursement of copy charges – up to \$500.00**
- **Glen Afton Community Committee - \$300.00**

CARRIED on the voices**WDCI707/17**

Feedback to the Remuneration Authority on the Local Government Review Consultation Document – S&FI706/07

Resolved: (Crs Gibb/Bech)

THAT Council retrospectively approves the feedback to the Remuneration Authority on the Local Government Review Consultation Document.

CARRIED on the voices

WDC1707/18

Regional Infrastructure Technical Specification – Recommendation to Commence Public Consultation – S&FI706/09

Resolved: (Crs Gibb/Main)

THAT Council release the Regional Infrastructure Technical Specification for public consultation;

AND THAT the consultation is undertaken by the Waikato Local Authority Shared Service (“LASS”) and any submissions addressed by the LASS.

CARRIED on the voices

WDC1707/19

Final Statements of Intent for Council-Controlled Organisations
Agenda Item 5.2.2

The report was received [WDC1707/02 refers].

The General Manager Strategy & Support explained the minor changes that were made since the draft statement’s release.

Infrastructure Committee

Receipt of Infrastructure Committee Minutes
Agenda Item 5.3.1

Resolved: (Crs Patterson/Sedgwick)

THAT the minutes of the Infrastructure Committee meeting held on Tuesday 27 June 2017 be received.

CARRIED on the voices

WDC1707/20

Fire & Emergency NZ Transition – INFI706/04**Resolved: (Crs Patterson/Main)****THAT Council grant delegated authority to the Chief Executive to negotiate the transferral or licence to use Council owned assets associated with the Rural Fire activity;****AND THAT Council grant delegated authority to the Chief Executive to negotiate any other process associated with the Rural Fire activity resulting from the transfer of Rural Fire responsibilities to Fire and Emergency New Zealand (FENZ).****CARRIED on the voices****WDCI707/21**Waikato District Crime Prevention Technology Trust – Appointment of Trustees – INFI706/05**Resolved: (Crs Patterson/Gibb)****THAT Council approves the following members being appointed to the Waikato District Crime Prevention Technology Trust:**

- **Two (2) council elected representatives Cr Jan Sedgwick (Whangamarino Ward) & Cr Stephanie Henderson (Awaroa ki Tuakau Ward);**
- **Three (3) council-appointed community representatives – Katrina Langlands (Huntly), Anne Ramsay (Ngaruawahia) and Clint Baddeley (Raglan);**
- **Two (2) officially appointed police representatives (Sergeant Tod Kirker for the Counties-Manukau Police District), and a police representative for the Waikato Police District (to be confirmed);**
- **A member of staff (to provide administration support).**

CARRIED on the voices**WDCI707/22**

Cr Henderson and Cr Sedgwick abstained from voting on the above item.

New Road Name Proposal at 2119 Te Pahu Road, Whatawhata – INFI706/06**Resolved: (Crs Patterson/McGuire)****THAT Council approves the name Glenwood Grove for the road to be vested at 2119 Te Pahu Road, Whatawhata.****CARRIED on the voices****WDCI707/23**

Housing for the Elderly – INFI706/07

Resolved: (Crs Patterson/Bech)

THAT Council consider each option outlined in section 4.2 of the Infrastructure agenda report;

AND THAT as an interim measure while the portfolio as a whole is considered, Council approve option 2: Set one rate across the board at a rate designed to cover expenses. As an example a \$31 increase will result in \$54,808 per annum in additional income which would offset the additional depreciation cost. This increase would provide little room for increased maintenance costs, future inflationary pressure or capital improvements.

CARRIED on the voices

WDC1707/24

Proposed stakeholder engagement in relation to any WDC wastewater overflow discharge consent application – INFI706/08

Resolved: (Crs Patterson/Sedgwick)

THAT Council support staff engaging with key stakeholders in respect to Waikato District Council's intention to apply for wastewater overflow discharge consent from the Waikato Regional Council.

CARRIED on the voices

WDC1707/25

126 Waerenga Road Te Kauwhata: s40 Public Works Act 1981 offer back obligations – INFI706/09

Resolved: (Crs Patterson/Thomson)

THAT part Lot 1 DPS 50396 contained in Certificate of Title SA 44D/606 be declared surplus to Council requirements, to enable Council to carry out its offer back obligations under section 40 Public Works Act 1981;

AND THAT if the former owner takes up the offer, that:

- a. the sale of the property be undertaken in terms of the provisions of the Public Works Act 1981; and
- b. the proceeds of sale, less costs, be credited to the Te Kauwhata Structure Development Contributions reserve, to offset the original cost of acquisition;

AND FURTHER THAT if the former owner does not take up the offer, or an exemption to offer back applies, the land remains in Council ownership pending further decisions about its use or sale;

AND FURTHER THAT the Chief Executive be delegated to sign all documents in relation to this matter.

CARRIED on the voices

WDC1707/26

Hamilton to Auckland Passenger Rail – Progress Update and Future Direction – INF1706/10

Resolved: (Crs Patterson/Main)

THAT Council supports the preferred option to develop a strategic business case for a public transport link between Hamilton and Auckland.

CARRIED on the voices

WDC1707/27

Resolution adjustment for increase to Approved Contract Sum – Contract No 14/481 Outdoor recreation signage
Agenda Item 5.3.2

The report was received [WDC1707/02 refers] and discussion was held.

Resolved: (Crs Fulton/Patterson)

THAT the approved contract sum for Contract No 14/481 Agreement to Provide Goods – Outdoor Recreation Signage be increased from \$111,100 to \$222,200.

CARRIED on the voices

WDC1707/28

Huntly Memorial Hall Community Consultation
Agenda Item 5.3.3

The report was received [WDC1707/02 refers].

The Programme Delivery Manager took the report as read and answered questions of Council.

Resolved: (Crs Lynch/Church)

THAT Council approve the community consultation to take place for the Huntly Memorial Hall catchment area.

CARRIED on the voices

WDC1707/29

COMMUNITY BOARD MINUTES

Receipt of Onewhero-Tuakau Community Board Minutes
Agenda Item 6.1

Resolved: (Crs Church/Thomson)

THAT the minutes of a meeting of the Onewhero-Tuakau Community Board held on Tuesday 6 June 2017 be received.

CARRIED on the voices

WDC1707/30

Receipt of Taupiri Community Board Minutes
Agenda Item 6.2

Resolved: (Crs Gibb/Patterson)

THAT the minutes of a meeting of the Taupiri Community Board held on Monday 12 June 2017 be received.

CARRIED on the voices

WDC1707/31

Receipt of Raglan Community Board Minutes
Agenda Item 6.3

Resolved: (Crs Thomson/Smith)

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

CARRIED on the voices

WDC1707/32

Receipt of Ngaruawahia Community Board Minutes
Agenda Item 6.4

Resolved: (Crs Patterson/Gibb)

THAT the minutes of a meeting of the Ngaruawahia Community Board held on Tuesday 13 June 2017 be received.

CARRIED on the voices

WDC1707/33

Receipt of Huntly Community Board Minutes
Agenda Item 6.5

Resolved: (Crs McNally/Lynch)

THAT the minutes of a meeting of the Huntly Community Board held on Tuesday 20 June 2017 be received.

CARRIED on the voices

WDC1707/34

COMMUNITY COMMITTEE MINUTES

Receipt of Te Kauwhata Community Committee Minutes
Agenda Item 7.1

Resolved: (Crs Sedgwick/Patterson)

THAT the minutes of a meeting of the Te Kauwhata Community Committee held on Wednesday 7 June 2017 be received.

CARRIED on the voices

WDC1707/35

Receipt of Meremere Community Committee Minutes
Agenda Item 7.2

Resolved: (Crs Sedgwick/McGuire)

THAT the minutes of a meeting of the Meremere Community Committee held on Thursday 8 June 2017 be received.

CARRIED on the voices

WDC1707/36

Receipt of Tamahere Community Committee Minutes
Agenda Item 7.3

Resolved: (Crs Bech/McGuire)

THAT the minutes of a meeting of the Tamahere Community Committee held on Monday 12 June 2017 be received.

CARRIED on the voices

WDC1707/37

Receipt of Pokeno Community Committee Minutes
Agenda Item 7.4

Resolved: (Crs Church/Henderson)

THAT the minutes of a meeting of the Pokeno Community Committee held on Tuesday 9 May 2017 be received.

CARRIED on the voices

WDC1707/38

EXCLUSION OF THE PUBLIC

Agenda Item 8

Resolved: (Crs Gibb/Lynch)

THAT the report was received [WDC1707/02 refers].

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

Confirmation of Minutes dated Monday 12 June 2017

Confirmation of Extraordinary Minutes dated Wednesday 28 June 2017

Receipt of Minutes:

- **Policy & Regulatory Committee dated Tuesday 20 June 2017**
- **Infrastructure Committee dated Tuesday 27 June 2017**
- **Strategy & Finance Committee dated Wednesday 28 June 2017**

REPORTS

a. Rural Monthly Recycling Collection Consultation

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

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

Section 7(2)(b)(i)(ii)

Section 48(1)(3)(a)(i)(ii)

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	2 August 2017
Prepared by	Kevin Lockley Zero Harm Manager
Chief Executive Approved	Y
DWS Document Set #	GOV1301
Report Title	Zero Harm - July

1. EXECUTIVE SUMMARY

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

2. RECOMMENDATION

THAT the report from the Chief Executive be received;

AND THAT the Strategic Plan for 2017/2018 is approved.

3. BACKGROUND

Year 16/17 has seen steady progress being made in a number of Health and Safety strategies across Council activities, all the key objectives identified in the 16/17 Strategic Plan were completed, the remaining objectives which are ongoing operational activities continue to be focused and included in the 17/18 Strategic Plan. These include critical risk register reviews, start safe programme, safe behaviour observations and conversation visits and discussions, Health monitoring and safety action team meetings and activities.

For the year 16/17 there was a total of (781) injuries, incidents and near misses reported - broken down as follows:

- 470 near misses
- 182 incidents
- 129 injuries
- 561 engagement conversations

For the reporting period July 16 – June 17 there were (3) lost time injuries, (93) First Aid injuries, (26) superficial no treatment required (5) members of the public injuries and (2) discomfort and pain injuries (OOS).

As reported through the year, safety engagement conversation numbers have fluctuated, there are (54) managers across Council who have a KPI of (2) per month to complete, the overall result for the year was 0.86 per manager. A number of discussions have been held about whether the conversations are taking place and there are a number that have not been recorded but should have been. This would have improved the result but the goal would still not have been achieved. The same goal with follow up action will be set for 17/18.

Over speed reporting results show a slight decline in the risk and a corresponding decline in the total number of events. This risk is a constant and will need continuing focus to keep safe driving behaviours front of mind. On the positive side of the ledger ACC statistics show that for the previous (3) years there have been no medical fee claims over \$500 and no weekly compensation claims. As Council did not have a favourable (3) years prior (2013-2016), a loading of 25.81% (\$20k) was added. Subject to the current performance continuing, in March 2018 the experience loading will be removed and Council will realise the benefits of the 20% tertiary discount and a further approximately \$20k based on current payroll.

These are encouraging signs of a developing health and safety culture across the Council. For a culture to be sustainable it will need everyone's commitment from governance through to operational staff on the ground, each playing their part.

Through the 17/18 year we will be focusing on the next step toward best practice and operational excellence. Worksafe NZ in conjunction with ACC will be rolling out a performance based health and safety programme. This programme entails self assessment with on site verification assessments by independent Health and Safety assessors. Each performance criteria has maturity models built into it, so there is a pathway for continuous improvement. Work Safe is producing resources to enable organisations to use to progress towards best practice and operational excellence. We have registered with the programme developers to receive updates and resources as they are implemented. The Executive Leadership Team have been briefed on the outline of this new programme and are in favour of progressing our health and safety programme to the next level of development.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

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

4.2 OPTIONS

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

5. CONSIDERATION

5.1 FINANCIAL

There are no direct financial requirements identified in this report.

5.2 LEGAL

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

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

Council has a Zero Harm Strategy which forms the basis of our health & safety systems and philosophy. An internal Zero Harm Strategic Plan is also in place.

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

Highest levels of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councillors, as Officers under the Health & Safety at Work Act 2015 are required to undertaken due diligence to ensure appropriate health & safety systems are in place and operating.					

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

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

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

6. CONCLUSION

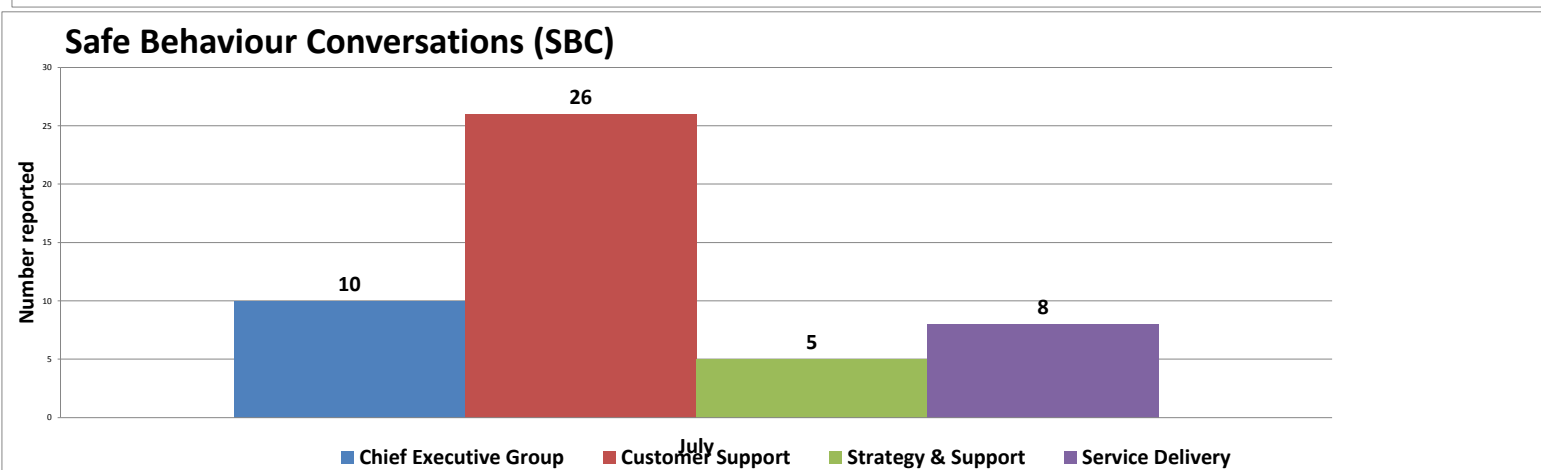
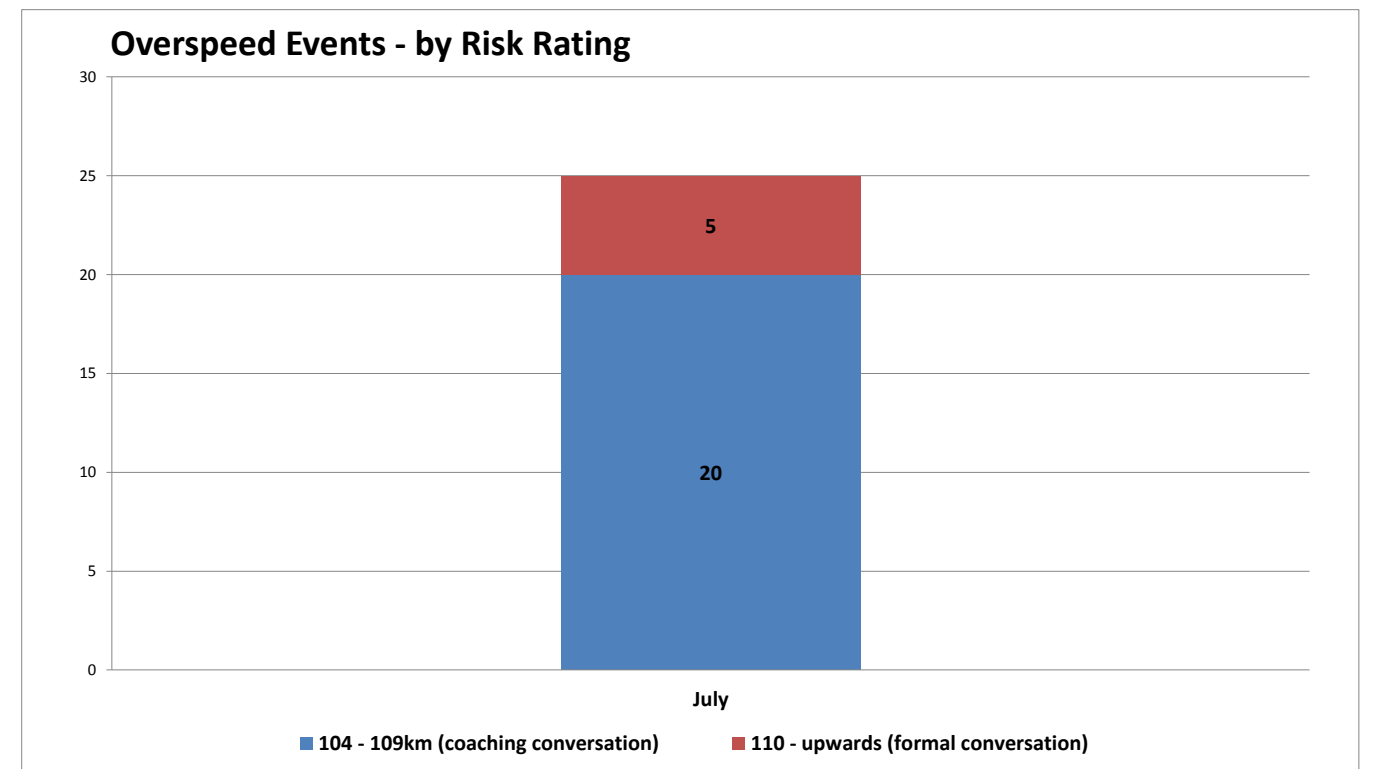
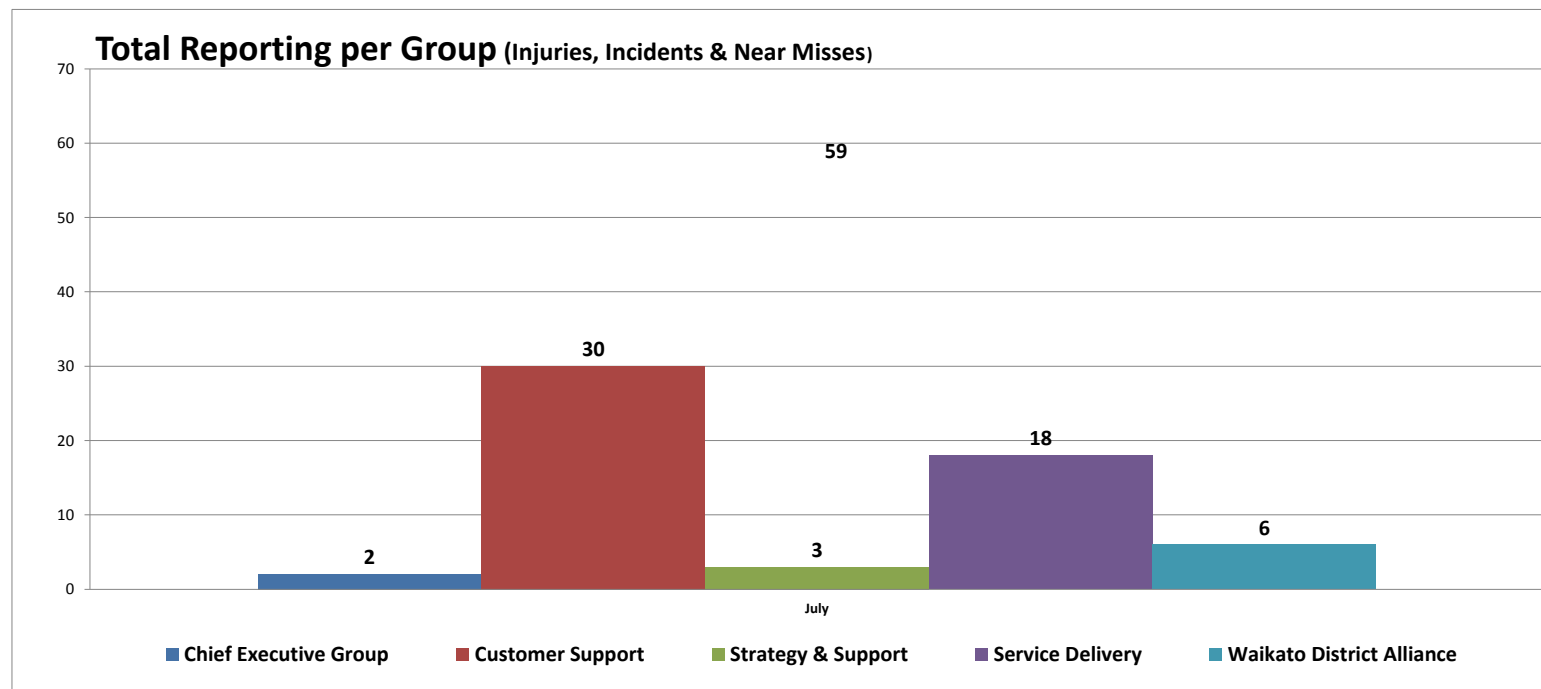
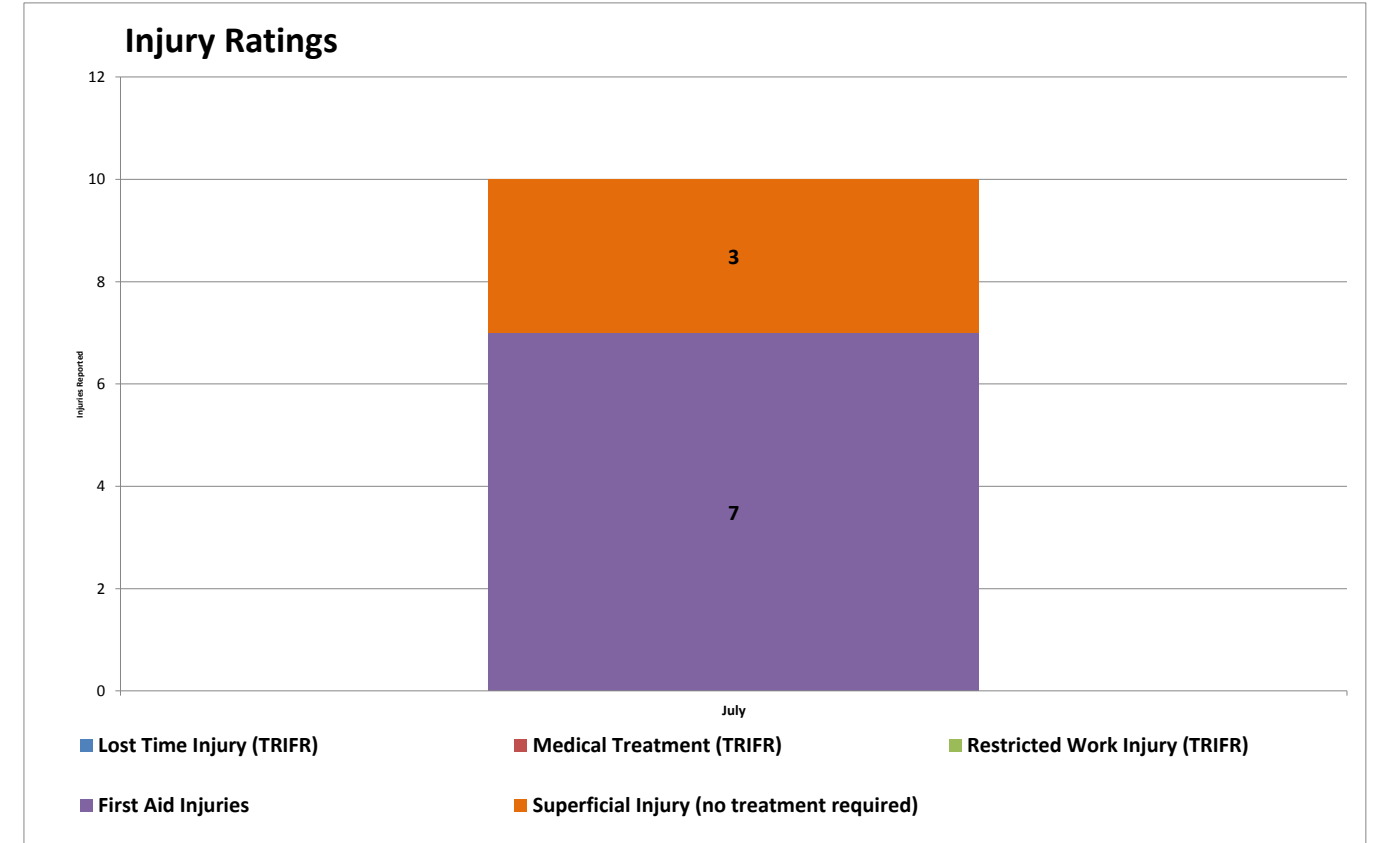
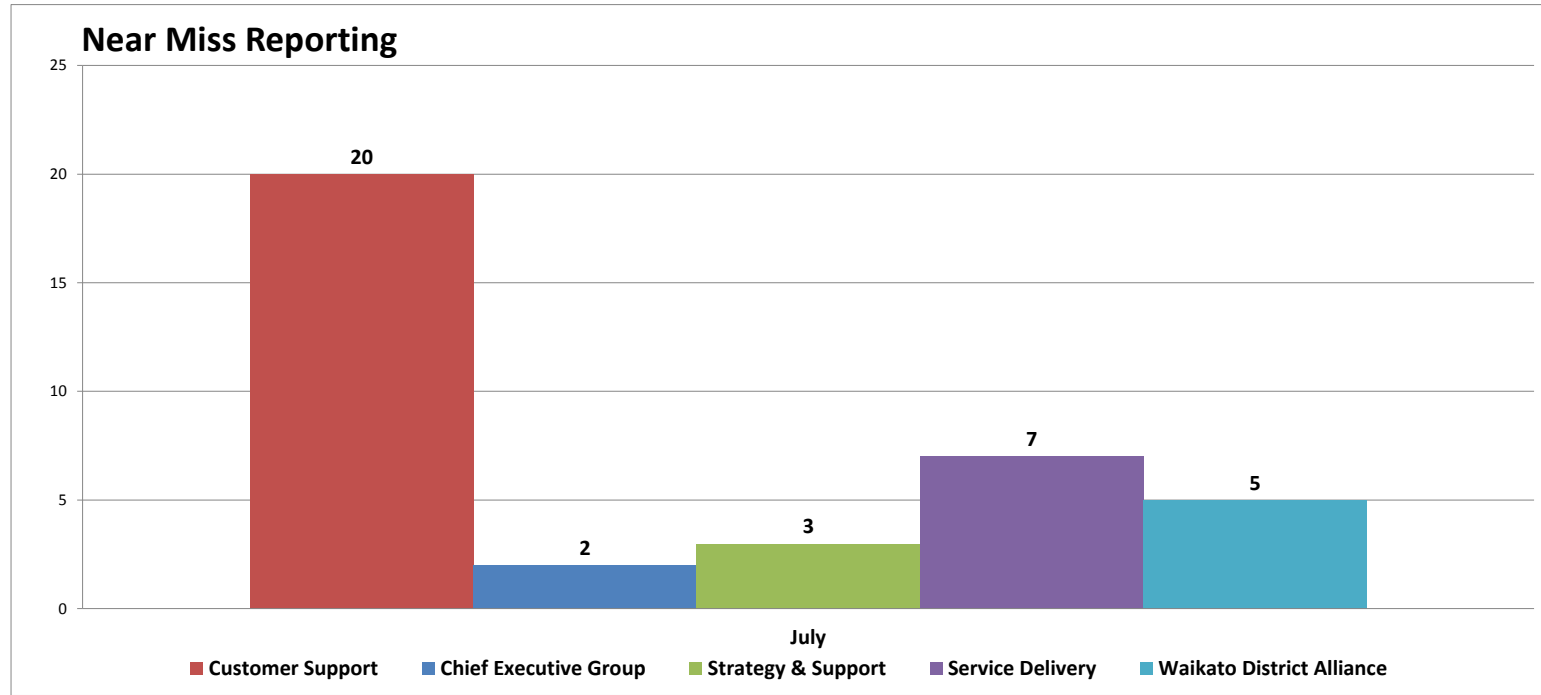
This report provides an update on progress with our Zero Harm systems and processes, and monthly statistics progress

7. ATTACHMENTS

- Strategic Plan
- Strategic Plan for 2017/18

Zero Harm Dashboard - Quarter One (July 2017)

Dashboard as at 30/07/2017



VISION

To be a recognised leader in creating a district that prides itself on economic excellence, local participation and sustainable communities and together with our workers, contractors, we will create an injury and illness free workplace where everyone goes home safe and healthy each day.

VALUES

That all workers in Waikato District Council:

- Are **A**ccountable and Responsible.
- Have a **B**usiness, Quality and Improvement Focus.
- Are **C**ustomer Driven.
- Work together as **I**ntegrated **T**eam Members.

OBJECTIVE

To promote a sustainable culture that provides a safe and healthy workplace for all workers, contractors, volunteers and visitors. Ensuring full compliance with the Health and Safety at Work Act 2015, and the ACC workplace safety management practices framework.

STRATEGY

1. **Accountable and Responsible**

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

2. **Business, Quality and Improvement Focus**

- Contribute to a culture of operational excellence where Zero Harm is integrated.
- All processes, systems and work programmes will support best practice and Zero Harm.
- Key performance indicator data will be analysed to ensure the effectiveness of this Strategic Plan.

3. **Customer Driven**

- Understands the health and safety needs of internal and external customers and develop and apply systems and processes that encourages safe and healthy behavior.

4. **Integrated Team Member**

- Actively contributes to and communicates health and safety across the organisation.
- Promotes a culture of work safe, home safe.

ACTION PLAN

I. Accountable and Responsible

Objective

All employees understand and apply their role and responsibilities in relation to health and safety.

Action Required	Responsible	Due Date
Ensure the requirements of the Contractor Management Process are being applied and that staff and managers overseeing public works are trained in management of contractors	Zero Harm Team	May 2016 (pre-qual forms & promapp process updated) Lass process underway)
Develop and implement a Health and Safety Strategic Plan	Zero Harm Team Executive Team	March 2016 (completed)
On site health and safety audits are undertaken on physical works contracts. (at least 20 per month)	Contract Supervisor(s)	Annual (under action)
Review all Position Descriptions to include role specific training and H&S training requirements along with PPE required	Human Resources	May 2016 (actioned for audit evidence)
Zero Harm moments initiated and incentivised by the CEO are actively supported and promoted within teams Zero Harm is included as an agenda item on all team meeting and minutes recorded	Managers Team Leaders	Immediate (under action)
Actively promote, encourage and monitor near miss, incident & injury reports	Managers Team Leaders Zero Harm Team Executive Team	Immediate (current KPI tracking at target level)
Changes to H&S legislation and impact identified and communicated organisation wide	Zero Harm Team	Ongoing (internal training & briefing sessions to community boards/committees underway)
Actively participate in regional H&S group Business Leaders Health & Safety Forum	Zero Harm Team Chief Executive	Ongoing (CE attends national leadership forums & ZH manager attends Lass meetings)

Zero Harm Strategic Plan



Action Required	Responsible	Due Date
Testing and Monitoring – Continue with current health monitoring programme and check with managers on any other health monitoring requirements.	Zero Harm Team Human Resources	May 2016 <i>(actioned for audit & identified in training matrix)</i>
Health & Safety blogs - monthly blogs on H&S matters related to calendar of events	Zero Harm Team Communications	Ongoing <i>(ZH team yet to establish calendar)</i>

2. Business, Quality and Improvement Focus

Objective

Obtain ACC Work Safety Management Practice certification

Action Required	Responsible	Due Date
Ensure compliance with Health & Safety at Work Act 2015 and associated regulations	Zero Harm Team Communications	Ongoing
Objectives, strategic plan and the Zero Harm calendar of events are communicated to the organisation.	Zero Harm Team Communications	March 2016 <i>(yet to be actioned SAT have reviewed plan)</i>
Conduct a Zero Harm culture survey to assess baseline culture and set regularly survey dates.	Zero Harm Team Human Resources	July 2016 <i>(survey template has been developed HR to launch on Monkey survey)</i>
Select five Promapp processes for external and internal reviews.	Zero Harm Team	Annually <i>(Downer ZH advisors to be used)</i>
Ensure all hazard registers are up-to-date and reflect the hazards in each building and working environment.	Zero Harm Team Safety Action Team	February 2016 <i>(95% completed & reformatted to reflect risk analysis)</i>
Executive Leadership Forum to review critical risk register (6 monthly)	Zero Harm Team Executive Team	Ongoing <i>(Review was carried out by ET in May 2016)</i>
H&S Recognition Scheme to be developed and promoted to staff and contractors. Employees and contractors are recognised for contribution and strong H&S ethos. (Includes Waifactor Awards, Chief Executive - Zero Harm moments)	Zero Harm Team Communications Human Resources	December 2016
H&S Policy reviewed and published on Waisite / ProMapp	Zero Harm Team	January 2016 <i>(completed)</i>

Zero Harm Strategic Plan



Action Required	Responsible	Due Date
Corporate Clothing / PPE (long long) policy and schedules reviewed and updated. Transfer registers to Safety Manager (BWare). PPE requirements to be documented in Position Descriptions	Zero Harm Team Executive Team Communications Human Resources	March 2016 <i>(Long /Long Policy yet to be finalised, quotes for garments underway)</i>
H&S Manual reviewed, updated, converted to Promapp and communicated to all staff	Zero Harm Team Executive Team Communications Safety Action Team	February 2016 <i>(manual has been updated, Joan engaged to convert to Promapp)</i>
Critical risk workshop for Councillor's	Zero Harm Team	February 2016 <i>(completed)</i>
WSMP focus group workshop for selected audit panel	Zero Harm Team	March 2016 <i>(completed for audit)</i>
Conduct internal assessment prior to WSMP audit	Zero Harm Team	March 2016 <i>(completed)</i>
Review existing Downer policies and procedures for applicability, appropriateness for inclusion in Zero Harm programme	Zero Harm Team Managers Team Leaders Executive Team Communications Safety Action Team	Ongoing

3. Customer Driven

Objective

Ensure Zero Harm is front of mind for all workers, contractors, elected representatives, communities, community boards, volunteers and visitors.

Action Required	Responsible	Due Date
Zero Harm Policy to be displayed prominently in all Council premises	Zero Harm Team Safety Action Team	February 2016 <i>(under consideration for applicability?)</i>
Finalise and implement electronic visitor sign in system	Roger MacCulloch	ASAP <i>(completed)</i>
First Aid, Fire Warden and any emergency procedures to be prominently displayed and communicated to all.	Zero Harm Team Communications Safety Action Team	January 2016 <i>(completed for audit)</i>
SAT meeting minutes published on Waisite and key points raised at team meetings	Zero Harm Team Chief Executive Safety Action Team	Immediate <i>(completed)</i>
Zero Harm Moments and H&S messages delivered at Chamber Chat meeting.	Zero Harm Team Chief Executive	Immediate <i>(ongoing)</i>

Zero Harm Strategic Plan



Action Required	Responsible	Due Date
Engage and encourage Zero Harm through operational excellence for all contractors, community boards, volunteers and any other person(s) conducting business undertaking	Zero Harm Team Communications Manager to Contract	Ongoing (<i>briefing sessions underway</i>)
Executive Leadership Team, Managers and Team Leaders to actively undertake “safe behaviour observations/conversations” and record outcomes	Zero Harm Team Executive Team Managers	Ongoing (<i>under action</i>)

4. Integrated Team Member

Objective

Empower all workers, and elected members to raise and manage health and safety concerns and issues across the organisation.

Action Required	Responsible	Due Date
Empower and support all SAT members to promote Zero Harm	Zero Harm Team Safety Action Team	Immediate / Ongoing (<i>SAT members working with teams to review and update hazard registers</i>)
Research, develop and gain approval from ET for “first day back” workshop/policy.	Zero Harm Team Communications Human Resources	October 2016
Communicate and promote Strategic Plan to all workers. Make it available on the Intranet.	Zero Harm Team Communications	June 2016
Zero Harm team to be available as a presenter and or resource(s) for team meetings organisation wide	Zero Harm Team	Immediate / Ongoing
Engage and empower all workers to recognize good Zero Harm behaviour and opportunities for improvement. (inductions)	Zero Harm Team	Immediate / Ongoing
General managers to conduct and document “safety walks” organisation wide	Zero Harm Team Executive Team	Immediate / Ongoing (<i>CE carries out regular safety conversation visits as part of due-diligence</i>)

VISION

To be a recognised leader in creating a district that prides itself on economic excellence, local participation and sustainable communities and together with our workers, contractors, we will create an injury and illness free workplace where everyone goes home safe and healthy each day.

VALUES

That all workers in Waikato District Council:

- Are **A**ccountable and Responsible.
- Have a **B**usiness, Quality and Improvement Focus.
- Are **C**ustomer Driven.
- Work together as **I**ntegrated **T**eam Members.

OBJECTIVE

To promote a sustainable culture that provides a safe and healthy workplace for all workers, contractors, volunteers and visitors. Ensuring full compliance with the Health and Safety at Work Act 2015, and the ACC workplace safety management practices framework.

STRATEGY

1. **Accountable and Responsible**

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

2. **Business, Quality and Improvement Focus**

- Contribute to a culture of operational excellence where Zero Harm is integrated.
- All processes, systems and work programmes will support best practice and Zero Harm.
- Key performance indicator data will be analysed to ensure the effectiveness of this Strategic Plan.

3. **Customer Driven**

- Understands the health and safety needs of internal and external customers and develop and apply systems and processes that encourages safe and healthy behavior.

4. **Integrated Team Member**

- Actively contributes to and communicates health and safety across the organisation.
- Promotes a culture of work safe, home safe.

Zero Harm Strategic Plan



ACTION PLAN

I. Accountable and Responsible

Objective

All employees understand and apply their role and responsibilities in relation to health and safety.

Action Required	Responsible	Due Date
Ensure the requirements of the Contractor Management Process through SHE are applied and that staff and managers overseeing public works are fully aware of the requirements.	Zero Harm Team	July 2017 <i>(pre-qual forms & Lass process underway)</i>
Develop and implement a Health and Safety Strategic Plan	Zero Harm Team Executive Team	June 2017
On site health and safety audits are undertaken on physical works contracts. (at least 20 per month)	Contract Supervisor(s)	Annual <i>(under action)</i>
Zero Harm moments initiated and incentivised by the CEO are actively supported and promoted within teams Zero Harm is included as an agenda item on all team meeting and minutes recorded	Managers Team Leaders	Immediate <i>(This needs work)</i>
Actively promote, encourage and monitor near miss, incident & injury reports	Managers Team Leaders Zero Harm Team Executive Team	Immediate
Actively participate in regional H&S group Business Leaders Health & Safety Forum	Zero Harm Team Chief Executive	Ongoing <i>(CE attends national leadership forums & ZH team member attends Lass meetings)</i>
Testing and Monitoring – Continue with current health monitoring programme and check with managers on any other health monitoring requirements.	Zero Harm Team Human Resources	<i>Council has adopted LASS contract with Waikato Occupational health</i>
Health & Safety blogs - monthly blogs on H&S matters related to calendar of events	Zero Harm Team Communications	Ongoing <i>(ZH team yet to establish calendar)</i>



2. Business, Quality and Improvement Focus

Objective

Actively participate in the WorkSafe NZ continuous improvement best practice programme.

Action Required	Responsible	Due Date
Ensure compliance with Health & Safety at Work Act 2015 and associated regulations	Zero Harm Team Communications	Ongoing
Objectives, strategic plan and the Zero Harm calendar of events are communicated to the organisation.	Zero Harm Team Communications	June 2017
Participate in the Work safe best practice programme (on line assessments / site verification assessments by independent auditors)	Zero Harm team	From Launch date September 2017
Ensure all hazard registers are up-to-date and reflect the hazards in each building and working environment.	Zero Harm Team Safety Action Team	February 2017 (95% completed & reformatted to reflect risk analysis)
Executive Leadership Forum to review critical risk register (6 monthly)	Zero Harm Team Executive Team	Ongoing (Review was carried out by ET in July 2017)
H&S Recognition Scheme to be developed and promoted to staff and contractors. Employees and contractors are recognised for contribution and strong H&S ethos. (Includes Waifactor Awards, Chief Executive - Zero Harm moments)	Zero Harm Team Communications Human Resources	December 2017
H&S Policy reviewed and published on Waisite / ProMapp	Zero Harm Team	July 2017 (completed)
Corporate Clothing / PPE (long long) policy and schedules reviewed and updated. Transfer registers to Safety Manager (BWare). PPE requirements to be documented in Position Descriptions	Zero Harm Team Executive Team Communications Human Resources	2017 (, quotes for garments underway)
H&S Manual reviewed, updated, converted to Promapp and communicated to all staff	Zero Harm Team Executive Team Communications Safety Action Team	September 2017 (manual has been updated, Joan engaged to convert to Promapp)
Mock trial to be arranged (audience to include people leaders and Councillors)	Zero Harm team/ Legal Team.	Under Action September 2017

3 Customer Driven

Objective

Ensure Zero Harm is front of mind for all workers, contractors, elected representatives, communities, community boards, volunteers and visitors.

Action Required	Responsible	Due Date
First Aid, Fire Warden and any emergency procedures to be prominently displayed and communicated to all.	Zero Harm Team Communications Safety Action Team	<i>When staff leave the organisation , new members are recruited for fire warden positions</i>
SAT meeting minutes published on Waisite and key points raised at team meetings	Zero Harm Team Chief Executive Safety Action Team	Immediate <i>(completed)</i>
Zero Harm Moments and H&S messages delivered at Chamber Chat meeting.	Zero Harm Team Chief Executive	Immediate <i>(ongoing)</i>
Engage and encourage Zero Harm through operational excellence for all contractors, community boards, volunteers and any other person(s) conducting business undertaking	Zero Harm Team Communications Manager to Contract	Ongoing <i>(briefing sessions underway)</i>
Executive Leadership Team, Managers and Team Leaders to actively undertake “safe behaviour observations/conversations” and record outcomes	Zero Harm Team Executive Team Managers	Ongoing <i>(under action)A KPI has been established for Managers.</i>

Zero Harm Strategic Plan



4 Integrated Team Member

Objective

Empower all workers, and elected members to raise and manage health and safety concerns and issues across the organisation.

Action Required	Responsible	Due Date
Empower and support all SAT members to promote Zero Harm	Zero Harm Team Safety Action Team	Immediate / Ongoing (SAT members working with teams to review and update hazard registers) When existing SAT members leave, new members are recruited.
Communicate and promote Strategic Plan to all workers. Make it available on the Intranet.	Zero Harm Team Communications	September 2017
Engage and empower all workers to recognize good Zero Harm behaviour and opportunities for improvement. (inductions)	Zero Harm Team	Immediate / Ongoing
General managers to conduct and document "safety walks" organisation wide	Zero Harm Team Executive Team	Immediate / Ongoing (CE carries out regular safety conversation visits as part of due-diligence)

Open Meeting

To	Waikato District Council
From	Tim Harty General Manager Service Delivery
Date	24 July 2017
Prepared by	Karen Bredesen PA
Chief Executive Approved	Y
Reference #	CCL2017
Report Title	Delegations Register Update

I. EXECUTIVE SUMMARY

This report is to confirm appointments to committees as follows:

- The Ngaa Uri o Maahanga Trust Board have appointed Denise Reynolds as their representative on the Raglan Kopua Holiday Park Board of Management. This position was previously occupied by Rik Te Awarutu Samuels.
- That Councillor Dynes Fulton be appointed to represent the Waikato District Council on the Hamilton Public Transport Joint Committee, as outlined in the attached letter from Waikato Regional Council.

2. RECOMMENDATION

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

AND THAT the delegations register be updated to incorporate the following:

- **Denise Reynold** to replace **Rik Te Awarutu Samuels** as **Ngaa Uri o Maahanga Trust Board** representative on the **Raglan Kopua Holiday Park Board of Management**;
- **Councillor Dynes Fulton** represent the **Waikato District Council** on the **Hamilton Public Transport Joint Committee**.

3. ATTACHMENTS

- Letter dated 15 July 2017 from Ngaa Uri o Maahanga Trust Board
- Letter dated 11 July 2017 from Waikato Regional Council

Ngaa Uri o Maahanga Trust Board



15th July 2017

Teena koorua Gavin raaua ko Tim,

This is to inform you that NUoM has now appointed Denise Reynolds to the position as our representative on the Raglan Camp Board, that was occupied by myself in the interim since the start of this year.

Kind regards,

Rik Te Awarutu Samuels
NUoM Chair - 02108895046

File No: 03 04 2103 04 21
Document No: 10747284



11 July 2017

RECEIVED

14 JUL 2017

Gavin Ion
Chief Executive
Waikato District Council
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Ngaruawahia
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Hamilton 3216

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Dear Gavin

Re: Waikato District Council membership on the Hamilton Public Transport Joint Committee

Hamilton City Council and Waikato Regional Council entered into an agreement to establish the Hamilton Public Transport Joint Committee (the Joint Committee) to oversee the implementation and monitoring of the Waikato Regional Public Transport Plan in Hamilton. The Joint Committee was first established during the 2010-2013 triennium, and re-established for the 2016-2019 triennium.

On 2 June 2017 the Joint Committee recognised the benefit from including representation from Waikato and Waipa District Councils to enable considerations of satellite service matters of joint interest between all the Councils. The Joint Committee recommended an amendment to the Joint Committee Agreement to provide for membership from both Waikato and Waipa District Councils. The recommendation was:

1. THAT the memberships of the HPTJC be amended to include a member from Waipa and Waikato District Councils on matters relating to satellite services.
2. THAT the HPTJC project agreement be varied and the Terms of Reference amended to accommodate the change in membership. (HPTJC17/10)

The recommendation has since been confirmed by Waikato Regional Council on 29 June 2017 and Hamilton City Council on 29 June 2017.

Accordingly, we would like to extend an invitation to Waikato District Council to nominate a member for the Hamilton Public Transport Joint Committee. The Joint Committee will meet next at Waikato Regional Council Chambers on 29 September 2017 where membership will be formalized. As a suggestions it may be appropriate for the Waikato District Council representative on the Regional Public Transport Plan Development Subcommittee to be your appointee. (Councillor Dynes Fulton)

I look forward to your response.

Kind regards

Chair Alan Livingston
Waikato Regional Council

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	01 August 2017
Chief Executive Approved	Y
Reference #	GOV1301 / 1778390
Report Title	Draft Community Facilities Funding Framework

I. EXECUTIVE SUMMARY

The Waikato Mayoral Forum (“Mayoral Forum”) has overseen the development of a draft Community Facilities Funding Framework (“the Framework”). This draft is now available for feedback.

The purpose of the Framework is to enable local authorities in the Waikato to assess whether to fund a facility and, if so, guide the quantum of their investment. It does not commit a local authority to funding, it is a framework for guidance.

A collaborative approach would help ensure aligned decisions were made with other organisations who are planning facilities such as the Ministry of Education and sports trusts and enable funding to be leveraged from central government, community funders, trusts etc.

The Framework would enable local authorities in the Waikato to collaborate and co-fund community sports, recreation, arts and cultural facilities, with each other in an equitable way, based on who will use the facilities, rather than just which territorial authority area the facility is located in.

As a result, the Framework would result in a more efficient and effective way of funding community facilities for our communities.

Having an early understanding of opportunities and what other parties are planning to do would also enable potential projects to be considered in a prioritised way in local authority Long Term Plans, Infrastructure Plans and Asset Management Plans over time.

The framework builds on work done already by Sports Waikato and Creative Waikato, including the 2014 Waikato Regional Sports Facilities Plan and the Waikato Creative Infrastructure Plan (updated in July 2017), and the Waikato Plan to identify and prioritise local, sub-regional and regional facilities. Trust Waikato and WEL Energy Trust have been contacted to signal councils’ desire to work together to prioritise and fund facilities, determine potential funding gaps and learn from these community funders as they have funds available for similar activities.

Feedback on the Framework is sought by mid-August so the Mayoral Forum can consider approving the Framework at its meeting on 11 September 2017. This would allow time for councils to make provision for any shared funding of facilities as they fit in Infrastructure Plans, Asset Management Plans and draft Long Term Plans.

2. RECOMMENDATION

THAT the report from the Chief Executive be received;

AND THAT Council provide feedback on the draft Community Facilities Funding Framework by 18 August 2017 to allow it to be presented to the Waikato Mayoral Forum in September.

3. BACKGROUND

The Waikato Mayoral Forum approved the development of a Community Facilities Funding Framework at its meeting on 10 April and a draft framework was considered by the Mayoral Forum on 17 July.

A governance subgroup is overseeing the Framework's development, made up of Mayors Goudie, King, Mylchreest, Sanson and Chair Livingston. Waikato Regional Council staff are co-ordinating the development of the Framework with support from staff and Chief Executives from other councils. The Chief Executive is part of this support group.

The Framework would deliver on Waikato Plan action 1.5.1:

"1.5.1 Top priorities for regional facilities: Work with lead agencies to identify the most important sports, recreation, arts and culture investment opportunities for the region, and agree on a selection ranking and funding process to deliver these in a prioritised way".

The Framework would also be a significant step towards meeting Key action 6 of the Waikato Plan *"Encourage development of a nationally significant cycling and walking experience"*.

About the Proposed Framework

Why have a community facilities funding framework?

1. A collaborative approach would help ensure aligned decisions were made with other organisations who are planning facilities such as the Ministry of Education and sports trusts and enable funding to be leveraged from central government, community funders, trusts etc.
2. A community facilities funding framework would enable local authorities in the Waikato to collaborate and co-fund community sports, recreation, arts and cultural facilities, with each other in an equitable way, based on who will use the facilities, rather than just which territorial authority area the facility is located in.

3. As a result, the Framework would result in a more efficient and effective way of funding community facilities for our communities.
4. Having an early understanding of opportunities and what other parties are planning to do would also enable potential projects to be considered in a prioritised way in local authority Long Term Plans, Infrastructure Plans and asset management plans over time.

How many facilities would be covered by the Framework?

1. At present, there are up to 11 sports facilities and 5 creative facilities as well as the regional cycle trail network and walkways identified as sub-regional and regional priority facilities needed over the next ten years. These have been identified in the 2014 Waikato Regional Sports Facilities Plan, the Regional Cultural Infrastructure Plan (updated in July 2017) and the Waikato Plan. Collectively, these facilities would benefit every district in the region. The sports and cultural facilities identified by Sports Waikato and Creative Waikato and the likely timeframes are set out in [Appendix 1](#) and [2](#) respectively.
2. In addition, there may be other facilities that crop up, as the Avantidrome did in 2014 as part of a national sports programme. In that situation, \$1million from Waipa District Council and \$6million from Waikato Regional Council leveraged a significant investment from central government and community and gaming trusts.
3. Not all facilities will be developed by local authorities. For example, Momentum Foundation is leading the development of a theatre proposal in Hamilton and the Ministry of Education is leading the development of indoor courts in Rototuna. In fact, the Ministry of Education is a significant owner and manager of community facilities. For example, it owns more than 200 swimming pools in the region, many of which are available for community use.
4. Note that Momentum Foundation and Hamilton City Council will be starting discussions with other local authorities and funders shortly, making the Community Facilities Funding Framework very timely.

How would the Framework be used?

1. Contributing local authorities would use the Framework to assess whether to fund a facility and, if so, guide the quantum of their investment.
2. The Framework would set out what information project providers would need to give to local authorities for them to assess proposals.
3. Contributing local authorities would work collaboratively to assess project proposals.
4. Local authorities would seek independent expertise as required.
5. Each contributing local authority would make its own decision and remain the final decision-maker on all matters relating to funding.

When would the Framework be used?

1. The Framework would be used to help consider providing capital and/or operational funding for all community sports, recreation, arts or cultural facilities that have a viable business case where beneficiaries span more than one council boundary, where that facility is located in the Waikato region.
2. Partnerships with other funders would be sought for the construction and maintenance of community facilities covered under this Framework. This would help ensure aligned and strategic investments are made. It is expected that central government would contribute to facilities owned and operated by government departments (including the Ministry of Education), national sporting bodies and so on. Other funders may include iwi, community trusts and private organisations.
3. Prioritisation of facilities would be guided by the Waikato Plan, Waikato Regional Sports Facilities Plan and Waikato Regional Creative Facilities Plan.

When is a facility local, sub-regional or regional?

1. The decision about whether a facility is local, sub-regional or regional would depend on how benefit accrued to the community.
2. Where beneficiaries of a community facility would be drawn from the community of one local authority, funding of the facility would fall outside the scope of this Framework.
3. Where beneficiaries of a community facility would be drawn from the communities of more than one territorial authority but not all, a facility would be considered as a sub-regional facility. Contributing local authorities would be expected to provide funding. Benefit, and therefore proportional funding from contributing local authorities, would be determined by considering:
 - i. Where potential beneficiaries are located;
 - ii. Population in close proximity to facility; and
 - iii. Broader economic and strategic considerations.
4. For a community facility to be considered regional, the facility would need to:
 - i. be part of a national programme and accompanied by central government funding; and/or
 - ii. have potential beneficiaries drawn from the majority of territorial authorities; and/or
 - iii. provide significant benefit to the regional community.

Waikato Regional Council would be expected to provide funding towards a regional facility. This may be in addition to funding from one or more territorial authorities, determined on a case by case basis.

Who has been involved so far?

1. The Waikato Mayoral Forum supported the draft Community Facilities Funding Framework at its meeting on 17 July.
2. The Framework builds on work done already by Sports Waikato and Creative Waikato, including the 2014 Waikato Regional Sports Facilities Plan and the Waikato Creative Infrastructure Plan (updated in July 2017), and the Waikato Plan to identify and prioritise local, sub-regional and regional facilities.
3. In addition, Trust Waikato and WEL Energy Trust have been contacted to signal councils' desire to work together to prioritise and fund facilities, determine potential funding gaps and learn from these community funders as they have funds available for similar activities.

What's next?

1. Feedback on the draft Community Facilities Funding Framework is sought from all councils by mid-August.
2. It is hoped that the Framework will be ready to be approved by the Waikato Mayoral Forum on 11 September to allow councils time to make provision for any shared funding of facilities as they fit in Infrastructure Plans, Asset Management Plans and draft Long Term Plans.
3. Councils would then be invited to adopt the Framework as part of their Funding Policies.

4. ANALYSIS OF OPTIONS

Council can choose to provide feedback on the draft Framework, or not.

5. CONSIDERATION

5.1 FINANCIAL

This Framework provides the guidance on how regional and sub regional facilities may be funded in a different way. It is based on the logic that those who benefit, or use a facility pay. Hence, the Framework suggests that where residents of a local authority catchment area use a facility, or get value from it, that local authority may contribute to the cost and operation of the facility.

It is hopeful that the collaboration that this Framework provides, would provide leverage to secure addition external funding.

Implementation of this Framework may provide guidance to Council contributing to facilities which, in the event Council did, would clearly have financial implications.

5.2 LEGAL

Providing feedback on this Framework does not commit Council to any legal obligations.

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

The framework builds on work done already by Sports Waikato and Creative Waikato, including the 2014 Waikato Regional Sports Facilities Plan and the Waikato Creative Infrastructure Plan (updated in July 2017), and the Waikato Plan to identify and prioritise local, sub-regional and regional facilities. Trust Waikato and WEL Energy Trust have been contacted to signal councils' desire to work together to prioritise and fund facilities, determine potential funding gaps and learn from these community funders as they have funds available for similar activities.

6. CONCLUSION

The Community Facilities Funding Framework currently under development for the Waikato Mayoral Forum will be considered for approval by the Mayoral Forum at its meeting on 11 September.

Feedback on the Framework is sought by mid-August.

7. ATTACHMENTS

Appendix 1: Priority Sports Facilities

Appendix 2: Priority Creative Facilities

Appendix 3: Draft Community Facilities Funding Framework

Appendix 1: Priority Sports Facilities

Note: The table below is an extract from the 2014 Waikato Regional Sports Facilities Plan and identifies all priority sports facilities for the next ten years. Note that these include local, sub-regional and regional facilities. Sport Waikato has confirmed this list remains current.

Indicative Timeframe	Proposed Optimisation Approach – Facility Project
1-3 years	<ul style="list-style-type: none"> • 2 x 4-5 indoor court facilities (Hamilton City Council in partnership) – potential for one being 4-10 years out. • Aquatic and court facility partnerships (Hamilton City Council). • Indoor 25m community pool in Cambridge (Waipa District Council) – timing depends on the asset life of existing Cambridge Municipal Pool.
4-10 years	<ul style="list-style-type: none"> • 2 x 2/3 basketball court (one full size netball court) model facility (potential Thames-Coromandel, Hauraki and/or Matamata-Piako District Councils partnership). • Indoor 25m community pool (Hamilton City Council). • Indoor 25m community pool (potential Thames-Coromandel, Hauraki and /or Matamata-Piako District Councils partnership). • Hockey turf/s (Hamilton City Council in partnership). • Upgrade existing sports fields (Hamilton City Council). • Develop additional four fields in the east and northeast of Hamilton (Hamilton City Council in partnership). • Regional squash hub facility (Hamilton City Council) – potential optimisation of existing facility. • Gymsport sub regional facility hubs – optimisation (Hamilton City Council and Matamata-Piako and Thames-Coromandel District Councils).

Appendix 2: Priority Creative Facilities

Note: The table below has been provided by Creative Waikato and identifies the status of each creative facility as at July 2017. Note that only five are regional or sub-regional facilities, with the remaining six being local facilities and beyond the scope of the funding framework. This table updates the 2015 Waikato Creative Infrastructure Plan.

Priority Projects	UPDATE	Perceived Priority and LGAs in scope
<p>Development of a Public Art Gallery Hamilton 2020-2030</p>	<p>In 2016, two separate philanthropic parties have expressed interest in contributing to the planning, construction and/or collection for a new contemporary art gallery in Hamilton. Creative Waikato is assisted in discussions. An attempt was made to form a charitable trust to lead the project but engagement was not sufficient to get traction.</p> <p>In January, Creative Waikato published a discussion paper “Contemporary Public Art Gallery – Waikato”.</p> <p>The closure of Founders Theatre in 2016 has meant that city council and philanthropic attention has moved from the gallery to the pressing need of a regional theatre.</p> <p>Hamilton City Council has made no provision for the development for a Public Art Gallery in the city in its 10 Year Plan.</p>	<p>Medium</p> <p>Hamilton Waikato Waipa</p>
<p>Development of Multi-Purpose Facility Māori Art Ngaruawahia 2020-2030</p>	<p>Creative Waikato obtained funding from Creative New Zealand for \$35k to undertake a Māori Arts discussion paper in 2017. The goal is to gather wide perspective of aspiration, opportunity and resource in the region for Māori arts infrastructure.</p> <p>The paper will be published in November 2017. The research does support the idea of a multi-purpose Māori art facility (for development and collaboration), but does not specify Ngaruawahia as a location. The recommendation leans towards a number of dispersed hubs, given the size of the region.</p>	<p>Medium</p> <p>All</p>

<p>Cultural art trails linking towns and sector venues Waikato Wide 2020-2030</p>	<p>This idea is not clearly specified in the report however it leads to discussion/advocacy as opportunity presents itself.</p> <ol style="list-style-type: none"> 1) Hamilton City Council is identifying cultural considerations (and its links to Tourism) in its River Plan. 2) South Waikato District Council is reviewing curation, purpose and management of the Talking Pole Collection in Tokoroa. 	<p>No evidence of a cross boundary opportunity at this stage</p>
<p>Upgrade of The Plaza Putaruru 2025-2035</p>	<p>In the 10 Year LTP, The Plaza is recognised as a key asset in the South Waikato district and Council feels it has substantial potential to enhance efforts within the creative sector and promote the South Waikato. At this point they have not committed to future improvements but would likely need to be addressed in the next LTP.</p> <p>In the 2016/17 Annual Plan South Waikato Council increased annual maintenance budget for Plaza by \$5,000. New theatre curtains have been installed. Refurbishment is underway of the Arthur Fountain Studio and Heat Pump is will be installed during the upgrade. They have started upgrading the equipment for screening of movies.</p>	<p>Medium</p> <p>South Waikato Matamata-Piako</p>
<p>Upgrade of the Meteor Theatre Hamilton 2015-2020</p>	<p>The Meteor is now in a Community Trusts hands and has successfully raised the funds necessary to complete required upgrades and earthquake proofing.</p>	<p>Complete</p>
<p>Upgrade Clarence St Theatre Hamilton 2020-2025</p>	<p>Clarence St Theatre is now in a Community Trusts hands and is currently developing feasibility report for required upgrades and earthquake proofing.</p> <p>Following the gifting of the Clarence St Theatre, Hamilton City Council has committed to contribute up to \$150k or 20% towards upgrade/earthquake strengthening works upon producing a valid contractor invoice evidencing completion of works.</p> <p>Clarence St plays an important role catering for theatre events in the absence of Founders Theatre</p>	<p>Community led fundraising</p> <p>High</p> <p>Hamilton Waikato Waipa</p>
<p>Extension of Academy at Waikato University Hamilton 2025-2035</p>	<p>An extension to the Academy facilities remains on the University's agenda however there are no public plans. Focus is currently on development of Medical School facilities. Option to build new Founders on University has not been pursued.</p>	<p>University led</p> <p>Low</p> <p>Hamilton</p>
<p>Upgrade of Founders Theatre Hamilton 2015-2020</p>	<p>Founders Theatre was closed permanently in February 2016 due to health and safety concerns regarding the fly-tower and auditorium.</p> <p>A new Waikato Regional Theatre project is currently in feasibility study phase. Goal to open 2020/21</p>	<p>High</p> <p>Full region</p>

<p>Development of Storage Facility Hamilton 2017-2030</p>	<p>The Clarence St theatre development has opened up some storage opportunities (needed by musical theatre and orchestral groups). Hamilton City Council has no official view on this recommendation. It did however contribute to alleviating the situation with the gifting of Clarence St Theatre to the community. The replacement of Founders Theatre should also take this into consideration.</p>	<p>Low Hamilton</p>
<p>Development of Multiple Rehearsal space Matamata, Paeroa, Te Awamutu 2017-2030</p>	<p>Matamata-Piako DC committed \$6m to the redevelopment of Matamata Memorial Hall in the 10 Year LTP. The reduced budget means that a new stage no longer fits into the allocated budget. MPDC are seeking external funding for this aspect of the project</p>	<p>Medium Matamata -Piako</p>
<p>Upgrade for Waitomo Cultural Centre Te Kuiti 2020-2030</p>	<p>This facility is highly valued by its community. We expect that Council will seriously consider any upgrade requirements necessary in the next LTP. Waitomo Cultural Centre - now called Les Munro Centre There have been some Council funded upgrades since 2014 including main hall, floor coverings, foyer, stage, bathrooms and gardens and kitchen.</p>	<p>Medium Waitomo</p>
<p>Outdoor stage for Amphitheatre Taupo 2020-2030</p>	<p>Initial feedback from Taupo Council is that they are unconvinced that a permanent stage is the answer. It was not addressed in the LTP. There are no plans by Taupo District Council to do anything permanent. The main reason is due to current concert operators requirements differ significantly and have been unable to reach a consensus. Therefore temporary premises is still the preferred option. There is an agreement with the operators until Aug 2019, so there would be no plans to do anything permanent until after this date.</p>	<p>Low/NA Taupo and surrounds</p>
<p>Pop Up venue for touring performances and exhibitions Waikato Wide 2020-2030</p>	<p>An exciting idea however will take a significant amount of research and collaboration to get of the ground. There is no group driving this project at this time and Creative Waikato is not sufficiently resourced. Hamilton City Council recently approved a grant of \$5,000 towards a small Performing Arts Pop-Up Kit. This is a small kit of sound, mixing and lighting equipment suitable for portable and temporary performances within Hamilton City Council. Creative Waikato will manage the hireage of the kit. The concept of a larger regional touring venue has not been pursued with Councils at this stage.</p>	<p>Low All</p>

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1 Purpose of the Community Facilities Funding Framework

The purpose of the Community Facilities Funding Framework (“the Framework”) is to enable local authorities in the Waikato region to make collective, strategic investments in community facilities so that communities benefit from these investments now and into the future by:

- a. developing partnerships and leveraging funding from central government, community funders and other funders beyond local authorities;
- b. supporting aligned delivery of facilities to broader communities than just those defined by local authority boundaries;
- c. enabling a more financially sustainable delivery mechanism for local authorities in delivering community infrastructure;
- d. ensuring community facilities receive support from each local authority commensurate with the level of benefit to each authority’s community now and into the future; and
- e. identifying, analysing and funding sports, recreation, arts and culture facilities for the region on a prioritised basis over time using a robust funding framework.

The Framework therefore delivers on Waikato Plan action 1.5.1:

“1.5.1 Top priorities for regional facilities: Work with lead agencies to identify the most important sports, recreation, arts and culture investment opportunities for the region, and agree on a selection ranking and funding process to deliver these in a prioritised way”.

The Framework will also be a significant step towards meeting Key action 6 of the Waikato Plan “Encourage development of a nationally significant cycling and walking experience”.

2 Definitions

Community facilities - All community sports, recreation, arts and cultural facilities.

Contributing local authorities - Those local authorities from which beneficiaries are drawn for a proposed community facility.

Project provider - Any organisation or agency, public or private, developing a community facility within the Waikato region which is a legal entity with a track record that satisfies the contributing local authorities. Potential project providers include local authorities, iwi, central government, trusts, private organisations or a joint venture.

3 Scope of Community Facilities Funding Framework

3.1 What can be funded

Contributing local authorities will consider making capital and operational contributions to projects that have a viable business case to develop a community facility that is located in the Waikato region where beneficiaries span more than one local authority boundary.

3.2 Who is eligible to apply for funding

Any project provider is eligible to have a proposal considered for funding provided funding is not excluded by clause 3.3.

3.3 What will not be funded

3.3.1 Significant adverse impacts

Where it is determined at the time of assessment that any project would have significant adverse impacts on economic, environmental, social or cultural outcomes, the project will not be eligible for funding, regardless of the positive impacts.

3.3.2 Retrospective funding

Retrospective funding will not be provided.

No project expenses or costs will be reimbursed that were incurred before an agreement on the terms and conditions on which funding support will be provided is agreed between the project provider and contributing local authorities. This includes repayment of debt.

Proposals may be made for components of projects that have begun where components can be isolated into stand-alone projects. The benefit of the project will be assessed on the basis of the scope included in the project proposal.

4 Partnership approach

Partnerships with other funders will be sought for the construction and maintenance of community facilities covered under this Framework. This will help ensure aligned and strategic investments are made. It is expected that central government will contribute using this Framework to facilities owned and operated by government departments (including the Ministry of Education), national sporting bodies and so on. Other funders may include iwi, community trusts and private organisations.

Project providers are encouraged to identify potential facilities to contributing local authorities early in the development process to enable aligned analysis, prioritisation, funding and delivery of facilities.

Contributing local authorities will take a 'no surprises' approach with other contributing local authorities so that strategic and aligned debate and planning can occur.

Contributing local authorities will work with project providers, any independent experts appointed by contributing local authorities and other potential funders through the development, assessment and implementation process. Contributing local authorities will decide on a case by case basis whether parties other than the proponent of the project and funding partners will be involved in the development, assessment and implementation process, determined by their material contribution to each project or their particular expertise.

5 Process to assess and decide on project proposals

5.1 Lodging a proposal

1. Project providers should work with the local authority in which the planned facility is located to develop proposals to ensure relevant information is provided to contributing local authorities for assessment.
2. A proposal may be lodged with the local authority in which the planned facility is located at any time.
3. No proposal will be accepted without an accompanying viable business case supporting the proposal.

4. A proposal does not need to take a prescribed form but it must identify:
 - a. Location, purpose, scope and operational details;
 - b. Area of benefit;
 - c. Financial model to ensure long term sustainability;
 - d. Form of financial support sought;
 - e. Matters set out in clause 5.4; and
 - f. Matters set out in clause 5.5.
5. More information about a proposal may be sought by contributing local authorities to ensure a robust assessment can be made.

5.2 Assessment

1. Contributing local authorities will work collaboratively to assess project proposals.
2. Contributing local authority staff will administer the assessment process. Staff will also undertake work as required to support assessment of proposals by any independent experts and recommendations by contributing local authorities.
3. Contributing local authorities will use clause 5.4 of the Framework to guide proportionality of funding between contributing local authorities.
4. Contributing local authorities will use clause 5.5 of the Framework to guide the quantum of local government investment, if it is determined that investment is merited.
5. Independent expertise may be sought by contributing local authorities to help provide due diligence on a proposal. Contributing local authorities will determine how this expertise is sought on a case by case basis. Costs of contributing local authorities obtaining this advice will be negotiated with the project provider. Any independent experts will assess proposals against the Framework and make recommendations to contributing local authorities:
 - a. Whether to fund CAPEX and/or OPEX of the project;
 - b. How much the project should receive;
 - c. Comments about any ownership interest;
 - d. The type of funding (e.g. grant or loan); and
 - e. Conditions that should be attached to funding
6. The collaborative group will seek to agree in principle on funding arrangements and make joint recommendations to each contributing local authority.

5.3 Decision making

- 1 Local authorities will consider investing in facilities on a case-by-case basis. Investment in any facility is at the discretion of each local authority.
- 2 Local authorities will make all final decisions on the funding of projects by individual Council resolution. This includes:
 - i. Whether the project(s) will be funded;
 - ii. How much each project will receive;
 - iii. Any ownership interest;
 - iv. The type of funding (e.g. grant or loan);
 - v. Conditions attached to funding.
- 3 If a local authority decides to support a project with funding, it will issue a formal offer setting out the terms and conditions for funding to successful projects. This offer will include funding dates, milestones, accountability mechanisms, key performance indicators and evaluation requirements.

5.4 Local, sub-regional and regional community facilities

1. The decision about whether a facility is local, sub-regional or regional will be determined by evidence of how benefit accrues to the community.
2. Where beneficiaries of a community facility would be drawn from the community of one local authority, funding of the facility would fall outside the scope of this Framework.
3. Where beneficiaries of a community facility would be drawn from the communities of more than one territorial authority but not all, a facility will be considered as a sub-regional facility. Contributing local authorities will be expected to provide funding. Benefit, and therefore proportional funding from contributing local authorities, will be determined by considering:
 - i. where potential beneficiaries are located;
 - ii. population in close proximity to facility; and
 - iii. broader economic and strategic considerations.
4. For a community facility to be considered regional, the facility needs to:
 - i. be part of a national programme and accompanied by central government funding; and/or
 - ii. have potential beneficiaries drawn from the majority of territorial authorities; and/or
 - iii. provide significant benefit to the regional community.

Waikato Regional Council will be expected to provide funding towards a regional facility. Benefit, and therefore the funding model used by the regional council and any other contributing local authorities, will be determined by considering:

- i. where potential beneficiaries are located;

- ii. population in close proximity to facility; and
- iii. broader economic and strategic considerations.

5.5 Quantum of local government funding

In determining the quantum of local government funding for any project, contributing local authorities will consider the criteria set out below. Each criterion will be weighted to reflect contributing local authorities' priorities on a case by case basis.

Criteria

- i. Strategic alignment – sub-regional, regional and national
 - a. the extent to which the project is aligned with strategic sub-regional, regional and/or national direction¹; and
 - b. the extent to which the project complements the vision of other organisations in the sub-region and/or region; and
 - c. the extent to which the project aligns with the users' needs.
- ii. Projected needs of the community within the core catchment area, now and into the future; and
- iii. The priority of the facility, relative to other community facilities; and
- iv. Return on capital and operational investment (including extent and type of community benefit for each contributing local authority); and
- v. Level of risk; and
- vi. Potential for operational and/or capital partnerships between multiple stakeholders; and
- vii. Level of funding from other funders; and
- viii. Ownership mechanisms; and
- ix. The intended life of the facility; and
- x. Optimisation of the facility network; and
- xi. Operational sustainability; and
- xii. The extent to which the project provider demonstrates the capacity and capability to undertake the project; and
- xiii. The extent to which the project is inter-dependent with other projects; and
- xiv. The consequence of not funding the project.

¹ As provided through relevant documents including, but not limited to, the Waikato Plan, Waikato Regional Sports Facilities Plan, Waikato Regional Creative Facilities and the regional cycle trail network business case.

5.6 Funding mechanisms

Contributing local authorities may fund community facilities through different mechanisms. Once the characteristics of the facility and the needs of a project provider are known, a decision will be made on the funding mechanism(s). All parties will need to agree on the mechanism(s).

In general terms, there are four mechanisms that contributing local authorities may use:

- i. Grant – a direct grant by the contributing local authorities to the project provider, which may have conditions attached;
- ii. Loan – a loan by the contributing local authorities to the project provider, which is to be repaid at some specified, future date, with an interest rate specified by the contributing local authorities;
- iii. Equity – an equity investment in the project by contributing local authorities on condition of sufficient capital expenditure committed to the project and a satisfactory business plan and risk assessment and suitable governance arrangements; and
- iv. Underwrite – a direct grant by contributing local authorities to the project provider that will only be drawn upon in full or in part if necessary to meet agreed financial obligations.

More than one mechanism may be used to fund any particular project and the choice and conditions will reflect:

- i. the risk for contributing local authorities associated with the project;
- ii. the ownership model of the facility; and
- iii. the level of community benefit.

6 Review of the Community Facilities Funding Framework

The Framework will be reviewed at the start of each triennium. The operational component of the Framework will be reviewed annually.

The purpose of the three yearly review is to evaluate the efficiency and effectiveness of the Framework, funding process and funding decisions made. The review will include, but not be limited to the following matters:

- i. the extent to which the Framework has been equitable for contributing local authorities;
- ii. the extent to which the Framework enabled contributing local authorities to work together to fund facilities;
- iii. the extent to which funding has improved community outcomes; and
- iv. the extent to which the Framework has assisted parties to undertake projects that have benefited the community; and
- v. how successful the Framework has been in attracting additional investment to facilities funding in the region.

The annual review of the operational component of the Framework will include, but not be limited to, the following matters:

- i. ensuring core catchment areas (now and into the future) and contributing local authorities can be identified;
- ii. ensuring criteria are useful to assess the benefits and impacts of projects;
- iii. ensuring there is fairness in the assessment process across eligible projects;
- iv. ensuring contributing local authorities are able to clearly and easily identify projects that provide the greatest value in respect to the Framework criteria;
- v. ensuring the process is not so difficult that opportunities provided by the Framework are not taken up by project providers or local authorities.

DRAFT

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	27 July 2017
Prepared by	Wanda Wright Committee Secretary
Chief Executive Approved	Y
Reference #	GOV1301
Report Title	Receipt of Tamahere Community Committee Minutes

1. EXECUTIVE SUMMARY

To receive the minutes of the Tamahere Community Committee meeting held on Monday 3 July 2017.

2. RECOMMENDATION

THAT the minutes of the meeting of the Tamahere Community Committee held on Monday 3 July 2017 be received.

3. ATTACHMENTS

TCC Minutes



**Minutes of Committee Meeting
Held 7.30pm on 3rd July 2017
Tamahere Community Centre**

Present:

TCC: Ro Edge, Leo Koppens, Graham McAdam, Sue Robertson, Dallas Fisher, Bevan Coley, Connie Short, Jane Manson, Tim van de Molen, Charles Fletcher, Joy Wright,

WDC: Aksel Bech, Tim Harty

Apologies: Shelley Howse, James Yearsley, Gina Woodfield

1. Confirmation of Minutes of Meeting held on 12th June 2017

Moved: Ro Edge **Seconded:** Connie Short **All in Favour**

2. Matters arising:

N/A

3. Correspondence Tabled

IN

WAIDC - Update on options for water and wastewater management

WAIDC – Future Proof Strategy – out for consultation. 21st June 2017

WAIDC - Roading project improves school safety at Puketaha School. 25th June 2017

WAIDC – Wastewater Education 26th June 2017

OUT

TCC – Consultation regarding proposed targeted rate for Tamahere

Moved: Ro Edge **Seconded:** Jane Mason **All in favour**

4. Planning for Growth/Future Proof

- This first draft of the Future Proof Strategy, May 2017, is open for public submissions between 12 June and 21 July 2017.
- Southern Links has been confirmed for 2030, but could be brought forward to 2025.

Action: Ro Edge to write submission on behalf of committee recommending Future Proof use high growth scenerios outlined in the Future Proof Strategy, May 2017.

**5. Cr Aksel Bech Report
Annual Plan**

- The annual plan was adopted last week with a general rate rise of 2.75%.
- Targeted rates will experience heavy hits in areas where reticulated sewerage is an issue, however Tamahere isn't affected by this.

Ultra Fast Fibre

- Planning is underway, and they are currently developing a new model for rolling this out in the Tamahere area.

Development Contributions

- The committee asked what the budget and timing is for the projects funded out of the Development Contributions.

Action: Tim Harty to bring report on Development Contributions to our next meeting.

Motion:

Move Into Committee

Moved: Dallas Fisher **Seconded:** Joy Wright All in Favour

Move Out Of Committee:

Moved: Dallas Fisher **Seconded:** Ro Edge All in Favour

6. WDC, Tim Harty Report

Newell Road/SH1 Intersection

- Tim Harty will receive further information on the Newell Road/SH1 intersection tomorrow from NZTA, along with other information on Expressway.

Cambridge to Hamilton Cycle Connection

- Currently being finalised.

7. Tamahere Recreational Reserve

Community Tree Planting Proposal

- Some committee members, along with Keith Robertson, undertook planting of trees along the Regal fence line last month.
- The committee wishes to thank Jacki Remihana for pushing the ability for our community to do this, as it provides cost savings for community.
- Leo Koppens now has six large Pin Oak trees available that could be planted now, which are included in the draft plan. The committee asked when will the final plan will be ready so these trees can be planted.

Action: Tim Harty to ask Jacki Remihana when the final planting plan will be available?

8. Village Hub Update

- Work due to start in September.

Move into committee

Moved: Dallas Fisher **Seconded:** Ro Edge All in favour

9. General Business

Rubbish Along Roadside

- This problem has become much worse over the last year, and it seems that the current contractor is not doing their job as well as the previous contractor was.
- This needs to be logged through a Request for Service on councils website.

Action: Ro to put in a request for service regarding the rubbish issue

Action: Tim Harty to circulate the KPIs for the contractor to committee members

Johnsons

- The question was asked if Johnsons was currently acting within their resource consent as there seems to many different activities happening on site?

Anzac Day Celebration

- The intention is to create a dawn service event in Tamahere, and Tamahere School will work with the church to develop this.

History of Tamahere

- There are a number of local people who have written books about this regions history and the committee would value the opportunity to scan copies of these books and place them on the Tamahere Forum for all to enjoy.

10. **Date of next meeting:** 7th August 2017

Meeting closed at 9.05pm

Items for Next Meeting:

School Bus Routes (Dallas Fisher)

Road Names

Open Meeting

To	Waikato District Council
From	Tony Whittaker General Manager Strategy & Support
Date	02 August 2017
Prepared by	Sharlene Jenkins PA to General Manager Strategy & Support
Chief Executive Approved	Y
Reference/Doc Set #	GOV1301 / 1778375
Report Title	Receipt of Pokeno Community Committee Minutes

1. EXECUTIVE SUMMARY

The minutes for meeting of the Pokeno Community Committee held on 13 June 2017 is submitted for receipt.

2. RECOMMENDATION

THAT the minutes of meeting of the Pokeno Community Committee held on 13 June 2017 be received.

3. ATTACHMENTS

Pokeno Community Committee minute 13 June 2017



POKENO COMMUNITY COMMITTEE

MINUTES of the monthly Pokeno Community Committee meeting held in the Pokeno Hall, Pokeno, on 13 June 2017, commencing at 7.00pm.

Committee Members Present: Helen Clotworthy, Doug Rowe, Tricia Graham, Lance Straker, Janet McRobbie, Rick Odom, Morris Roberts

Guests in Attendance: Tony Whittaker (Waikato District Council)

Councillors in Attendance: Cr J Church, Cr S Henderson

Community Members Attending: Community Members attended.

1. APOLOGIES

Apologies were received from Wayne Rodgers, Todd Miller, Kris Hines, Charles Hackett.

Moved: Helen Clotworthy

Seconded: Doug Rowe

Carried

2. DISCLOSURES OF INTEREST

There was no disclosure of interest.

3. CONFIRMATION OF THE STATUS OF THE AGENDA

A report on the progress of the website to be given by Lance Straker.

4. CONFIRMATION OF PREVIOUS MINUTES

THAT the minutes of the meeting held on 09 May 2017 be confirmed as a true and correct record of that meeting.

Moved: Helen Clotworthy

Seconded: Ric Odom

Carried

5. MATTERS ARISING FROM THE MINUTES

Tony clarified the fact that any invoices should be sent straight to Council for payment rather than us having our own bank account.

6. SPORTS PARK AND MARKET SQUARE DEVELOPMENT UPDATE / PROCESS

Jacki Remihana was to attend the meeting and deliver her report but she was ill so Tony spoke to the report in her absence. The report was circulated and Tony said that option 2 is the option that is preferred by Council. It was underlined that it is important that both the Committee and the Community engage in the process. At the same time both the Totara and Norfolk Pine Reserves need to be discussed. The Dines Group have offered funding for the design of these two.

A meeting of the committee together with guests to be held on Thursday 22nd of June at 6pm to discuss these projects.

The Council are working with Kerry and Colin to provide a solution to the drainage problems. This should be available for our next meeting.

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

Moved: Helen Clotworthy

Seconded: Doug Rowe

Carried

7. ROAD NAME PROPOSALS FOR SWIFT AND MacDONALD SUBDIVISION, DEAN ROAD, POKENO

The preferred name was agreed to: Robins Way for the SG and WJ swift subdivision.

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

AND THAT the public road servicing the S.G. and W.J. Swift subdivision is named Robins Way.

Moved: Helen Clotworthy

Seconded: Tricia Graham

Carried

8. SPEED BYLAW REVIEW

A risk based list of proposed speed changes was presented. All residents to be involved in decisions. Helenslee Rd and all roads in the subdivision have not been included as they are already being considered. People were encouraged to report other roads of concern.

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

Moved: Helen Clotworthy

Seconded: Tricia Graham

Carried

9. POKENO WORKS & ISSUES

These were discussed.

Road Naming: The part of old Hitchen Rd leading from the Great South Rd to be named Walter Rodgers Rd. The part of old Hitchen Rd leading from McDonald Rd to be named William McRobbie Rd.

Sports Waikato to attend our September meeting.

The new bridge over the railway at the end of Hitchen Rd to be available to both commercial and residential vehicles.

Footpaths: this is going to the Environment Committee in a couple of weeks - there is to be a reallocation of funding for footpaths.

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

AND THAT the part of old Hitchen Road leading from Great South Road is to be named Walter Rodgers Road.

AND FURTHER THAN the part of old Hitchen Road leading from McDonald Road is to be named William McRobbie Road.

Moved: Helen Clotworthy

Seconded: Doug Rowe

Carried

10. POKENO COMMUNITY COMMITTEE SCHEDULE

It was agreed that the following be added to the Draft Community Schedule:

- June: 22nd June 6pm the committee meet to discuss the Market Square and the development of the Sports Field.
- July: The developer of Kowhai Downs to be invited to give an update
- July: A discussion on Public Transport
- September: A presentation by Waikato Regional Council

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

Moved: Helen Clotworthy

Seconded: Doug Rowe

Carried

11. COUNCILLORS REPORT

A work shop on the LTP Plan and shared facilities to be held.

Inorganic Collection this week.

Waste Water Phase 2 – 62 people have signed up.

Cyclone Debbie – Some roads still closed.

A private plan change for the Graham Block has been submitted.

Janet McRobbie is to be congratulated for being awarded a QSM for her services to the community.

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

Moved: Tricia Graham

Seconded: Doug Rowe

Carried

12. NEXT MEETINGS AGENDA ITEMS

NIL.

13. GENERAL BUSINESS

Website

The front page has been redesigned. The site is live and all material that has been given has been loaded. An announcement is to be made as to how people register. Questions will be able to be raised but this is to be in the form of suggestions rather than a forum. Passport type photos of the committee are still required.

The question was raised as to whether recycling bin could be provided beside the rubbish bins and if there could be a rubbish bin beside the toilets.

CLOSURE

Helen Clotworthy thanked the visitors for their attendance and their contribution. There being no further business, the meeting was declared closed at 8.25pm.

The next meeting of the Pokeno Community Committee will be held on 11 July 2017 at 7.00pm in the Pokeno Hall.

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	8 August 2017
Prepared by	Rose Gray Council Support Manager
Chief Executive Approved	Y
Reference	GOV1301
Report Title	Exclusion of the Public

I. EXECUTIVE SUMMARY

To exclude the public from the whole or part of the proceedings of the meeting to enable Council to deliberate and make decisions in private on public excluded items.

2. RECOMMENDATION

THAT the report of the Chief Executive be received;

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

Confirmation of Minutes dated Monday 10 July 2017

REPORTS

a. Solid Energy

The general subject of the matter to be considered while the public is excluded, the reason, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 are as follows:

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

Section 7(2)(i)

Section 48(1)(3)(d)

b. Chief Executive's Issues

The general subject of the matter to be considered while the public is excluded, the reason, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 are as follows:

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

Section 7(2)(f)(g)(h)(i)(j)

Section 48(1)(a)(d)

3. ATTACHMENTS

Nil