



Agenda for a meeting of the Pokeno Community Committee to be held in the Pokeno Community Hall, Cnr Great South Road and Market Street, Pokeno on **TUESDAY 13 AUGUST 2019** commencing at **7.00PM**.

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

1. APOLOGIES AND LEAVE OF ABSENCE

2. CONFIRMATION OF STATUS OF AGENDA

3. DISCLOSURES OF INTEREST

4. CONFIRMATION OF MINUTES

Meeting held on Tuesday 9 July 2019 2

5. REPORTS

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| 5.1 | Presentation - Draft Pokeno & Surrounds Spatial Plan Update | 7 |
| 5.2 | Opportunity to Review Draft Pokeno Community Committee Charter | 8 |
| 5.3 | Pokeno Works & Issues Status of Items August 2019 | 14 |
| 5.4 | Year to Date Service Request Report | 16 |
| 5.5 | LTP Update | Verbal |
| 5.6 | Civil Defence Update | Verbal |
| 5.7 | Pokeno Community Committee Schedule | 22 |
| 5.8 | Councillor's Report | Verbal |
| 5.9 | Committee Reports | Verbal |
| 5.10 | General Business | |

GJ Ion
CHIEF EXECUTIVE

Open Meeting

To	Pokeno Community Committee
From	Gavin Ion Chief Executive
Date	5 August 2019
Prepared by	Lynette Wainwright Committee Secretary
Chief Executive Approved	Y
Reference #	GOV0516
Report Title	Confirmation of Minutes

1. EXECUTIVE SUMMARY

To confirm the minutes of the Pokeno Community Committee meeting held on Tuesday 9 July 2019.

2. RECOMMENDATION

THAT the minutes of the meeting of the Pokeno Community Committee held on Tuesday 9 July 2019 be confirmed as a true and correct record of that meeting.

3. ATTACHMENTS

PCC Minutes – 9 July 2019



POKENO COMMUNITY COMMITTEE

MINUTES of the monthly Pokeno Community Committee meeting held in the Pokeno Hall, Pokeno, on 9th July 2019, commencing at 7.00pm.

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

WDC Staff in Attendance: Julie Dolon, Kevin Stokes

Councillors in Attendance Cr J Church, Cr S Henderson

Sports Coordinator WRC Jason Marconi

Community Members Community Members attended.

1 APOLOGIES: Apologies received from Paul Heta, Clive Morgan, Todd Miller

Moved that the apologies be accepted: Helen Clotworthy

Seconded: Ric Odom

2 CONFIRMATION OF THE STATUS OF THE AGENDA

As Todd Miller was unable to attend Jason Marconie of Sports Waikato to give us an update in Reports at 5.2

3 DISCLOSURE OF INTEREST

There was no disclosure of interest

4. CONFIRMATION OF THE MINUTES

Moved Helen Clotworthy

Seconded Ric Odom

5. REPORTS

5.1 Economic and Community Development

Julie described her roll as merging Economic and Community Development and felt this was a good match. Her passion is social enterprise. A youth worker is about to be appointed to council. Julie had been invited to our meeting because of the need that Paul Heta has seen for school leavers to be aware of employment opportunities in the area. His suggestion was that local employers should be invited to an evening in the hall to explain opportunities that exist in these local industries. Julie was looking at something bigger involving other agencies such as the Ministry of Social Development.

There well could be a mismatch between Paul's vision and Julie's so Julie is to call Paul on 10/7/2019 to clarify this

5.2 Jason Marconi Sports Coordinator WRC

Basketball

Franklin Basketball see it feasible to provide a beginner program in the hall running over 4 8week terms. They are prepared to apply for funding through the Kickstart program which would make a fees \$46/term. They will also provide administration

The community contribution would need to be

- * Providing a local helper/coach

- * getting Lions or something similar to fund raise for 2 mobile hoops (around \$300 each), this would allow more funding to go towards subsidising fees.

Tennis Club

This is now up and running. A Junior Club is to start in Term 3 and if demand a Senior Club
If this works, they will apply for funding to resurface the courts

A Facebook page is now up and running

Jason would like to the Tennis Committee associated with this one

Indoor Bowls

A tester session to be trialled in the Pokeno Hall

5.3 Works and Issues

Julie went through the Works and Issues as in the agenda. There were the following comments

Toilets

A contract is going out to tender now. The colour will be decided when a suitable contractor is employed. Helen to get an email when this happens

Traffic Around Pokeno School

Peter Clark to be invited to the August meeting to explain the projected upgrades. The School Principal has been contacted and interim fixes are to be in place till the upgrade happens

Community Projects

Richard Clark to be invited to the September meeting to give us a detailed update Julie to do this Considerable discussion ensued about a possible skate park. There were strong opinions that for safety and protection from vandalism this should be in a public view This has been backed up by an email from Anton Welsh regarding CPTED (Crime Prevention through Environmental Design)

Julie to find the costs and size of local parks as there is a possibility that it could fit where the old netball courts were beside the hall.

The possibility of children in the local area being involved in the design was discussed

One Way Bridge Munroe Rd

We would like to know the time indication for this deferment as with the increased use of it by trucks there is a serious problem developing

Street Names

A small meeting required to provide a new list of names. We require an update of the council list of street names

Supermarket Updates

Submissions have closed. Hearings are scheduled all should be finished by 8th October and all going well should open by December 2020

5.4 Pokeno Community Committee Schedule

August meeting – Ernst and Vashall (Future Planning) Peter Clark (roading)

September meeting -Richard Clark (Munroe Sports Park)

5.5 Councillors Reports*Cr J Church*

District plan submissions close 18th July

An Information Centre has opened at Hampton Downs

Cr S Henderson

The Public Transport will not start until 21st October

5.6 Committee Reports*Community Patrol*

AGM 28th July 1pm at the hall More men are needed

Meet and Greet

Going well usually around 25 to 30 attend

5.7 Next Meetings Agenda

This was covered in the Community Committee Schedule

5.8 General Business

There was no general business

ACTION LIST

Julie to contact Paul Heta regarding careers evening

A ‘helper’ to be found for the basketball club

Approach to be made to Lions regarding funding for basketball hoops

Julie to invite Richard Clark to the September meeting

Julie to find size costs etc of local skate parks

New street names required

There being no further business Helen thanked our visitors declared the meeting closed at 9.00pm The next meeting to be held on August 13th at 7.00pm

Open Meeting

To	Pokeno Community Board
From	Clive Morgan General Manager Community Growth
Date	1 August 2019
Prepared by	Sandy Mason Personal Assistant
Chief Executive Approved	Y
Reference #	GOV0516 / 2315469
Report Title	Presentation - Draft Pokeno & Surrounds Spatial Plan Update

1. EXECUTIVE SUMMARY

Mr Ernst Zollner (Ministry for Housing & Urban Development) and Mr Vishal Ramduny (Strategic Projects Manager) will be presenting a PowerPoint Presentation, updating the Board on the Draft Pokeno & Surrounds Spatial Plan.

2. RECOMMENDATION

THAT the from the **General Manager Community Growth** be received.

3. ATTACHMENTS

Nil

Open Meeting

To	Pokeno Community Board
From	Clive Morgan General Manager Community Growth
Date	1 August 2019
Prepared by	Sandy Mason Personal Assistant
Chief Executive Approved	Y
Reference #	GOV0516 / 2315603
Report Title	Opportunity to Review Draft Pokeno Community Committee Charter

I. EXECUTIVE SUMMARY

Given the Draft Charter was established prior to 1 July 2016 and with the upcoming Elections in October 2019, staff propose the Committee take the opportunity to review the Charter to ensure that it continues to be fit-for-purpose.

Particular points for discussion are:

- **Clause 4 – Membership**
 - Currently it requires no fewer than 3 elected Members nor more than 12 elected Members plus relevant appointed Waikato District Council Members.
 - Does this reflect an appropriate number of Members to effectively function and operate a Committee?
- **Clause 5 – Election and election process**
 - Currently states the elected Members shall be elected on a three-yearly cycle.
 - Is a three-yearly cycle too long?
 - Would a shorter two-yearly cycle be more appropriate, given the required commitment to be a Member of the Committee?
- **Clause 8 – Meeting Procedures**
 - Requires a quorum consisting of no fewer than five Members.
 - How often has the Committee not achieved a quorum?
 - Would fewer than five Members be adequate?

Staff would be available to assist the Committee to review the Charter if required.

2. RECOMMENDATION

THAT the from the **General Manager Community Growth** be received;

AND THAT the **Pokeno Community Committee** review the **Draft Pokeno Community Committee Charter** prior to the upcoming elections in **October 2019**

3. ATTACHMENTS

A – Draft Pokeno Community Committee Charter

Open Meeting

To	Pokeno Community Committee
From	TG Whittaker General Manager Strategy & Support
Date	05 April 2016
Chief Executive Approved	Y
DWS Document Set #	1492468
Report Title	Draft Pokeno Community Committee Charter

1. EXECUTIVE SUMMARY

The purpose of this report is for the Pokeno Community Committee (“the Committee”) to confirm it’s Charter.

The purpose of the Charter is for the Waikato District Council (“Council”) and the Pokeno community to agree on the terms on which it will operate as the Pokeno Community Committee so that it can work collaboratively in dealing with local issues in the township of Pokeno and its surrounding rural areas.

The draft Charter the committee will adopt is the same Charter Council has for all its Community Committees.

2. RECOMMENDATION

THAT the report from the **General Manager Strategy & Support – Draft Pokeno Community Committee Charter – be received;**

AND THAT the **Committee adopt the draft Pokeno Community Committee Charter.**

3. BACKGROUND

At it’s meeting on 08 March 2016 the Pokeno Community Group unanimously supported upgrading their status from a community group to a community committee.

The draft Pokeno Community Committee Charter was circulated at that meeting. The draft Charter is the same Charter Council has for all its Community Committees.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

NIL

4.2 OPTIONS

NIL

5. CONSIDERATION

5.1 FINANCIAL

NIL

5.2 LEGAL

To function as a Community Committee, the Committee needs a Charter to guide how it will operate.

Adoption of the draft Charter which Council has for all its Community Committees is recommended.

6. CONCLUSION

This report supports Pokeno Community Committee adopting the draft Pokeno Community Committee Charter.

7. ATTACHMENTS

Draft Pokeno Community Committee Charter.

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DRAFT POKENO COMMUNITY COMMITTEE CHARTER

1. Purpose

The Pokeno Community Committee (hereafter referred to as the 'Committee') is set up jointly by the Waikato District Council ('the Council') and the Pokeno community to work collaboratively in dealing with local issues in the township of Pokeno and its surrounding rural area.

2. Roles and Delegations

The role of the Committee shall be as follows:

(a) The Council's roles are:

- i) To give effect to local identity and preferences.
- ii) To make the local authority more responsive to the community's preferences and more accountable for their actions.
- iii) To increase efficiency.

(b) The Committee's role is to express the community's views on local issues to the Council. In order to achieve this the Committee is required to:

- i) Represent and act as an advocate for the interests of the Pokeno community.
- ii) The consideration of and reporting on of all matters referred to it by the Council or any matter of interest or concern to the Committee.
- iii) Maintain an overview of services provided by the Council within Pokeno
- iv) The preparation of submissions to the budgetary process of the Waikato District Council for expenditure within Pokeno through the Long Term Plan or Annual Plan (whichever is applicable).
- v) Communication with community organisations and special interest groups within the Pokeno.
- vi) Any other function and duties as may be delegated from time to time to the Committee by the Council.

3. Exemptions

- (a) Any delegation of authority given to the Committee by the Council can be withdrawn by resolution of the Council at any time, without reference to the Committee.
- (b) Any sub-delegation of these responsibilities, duties and powers by the Committee is hereby expressly prohibited pursuant to Clause 32(3) of Schedule 7 of the Local Government Act 2002.

4. Membership

- (a) The Committee shall consist of not fewer than five elected members nor more than twelve elected members plus the relevant appointed member/s from the Waikato District Council.
- (b) The appointed member should be, in the first instance, the councillor/s elected to the Awaroa ki Tuakau Ward or such other person that the Council may from time to time appoint.

(Current appointment: Pursuant to Clause 31 of Schedule 7 of the Local Government Act 2002, the Waikato District Council appoints the Awaroa ki Tuakau Ward councillors to the Pokeno Community Committee.)

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5. Election and Election Process

- (a) The elected members shall be elected on a three-yearly cycle. However, as a transitional provision, the initial term for the Committee would be through to the 2019 local body elections.
- (b) The elections shall be held by public meeting conducted by the Chief Executive of the Waikato District Council or a nominee. The three-yearly election meeting shall be conducted in a manner deemed appropriate by the Chief Executive.
- (c) Council will advertise the public meeting and call for nominations to the Committee.
- (d) Any vacancies occurring during the term shall be filled as deemed appropriate by both the Council and the Committee. The Committee may co-opt members to assist it as required as long as the number of members does not exceed the maximum specified in paragraph 3(a).
- (e) The Council may assist in filling vacancies as appropriate.

6. Chairperson

The Committee shall appoint a Chairperson and a Deputy Chairperson from within its membership.

7. Funding

- (a) The Committee can make an application to Council's Discretionary & Funding Committee for accessing the Rural Ward Discretionary Fund and the Events Fund for the funding of specific projects or events. These grants are available for projects and initiatives in rural areas and areas that are not served by a community board.
- (b) Council currently has an annual allocation of \$10,000 which any community committee can apply to for supporting its operation.

8. Meeting Procedures

- (a) The Committee shall follow the general principles of the New Zealand Standards (NZS 9202: 2003) Model Standing Orders for Meetings of Local Authorities and other public bodies including Amendment No 1.
- (b) Any variance to the Standing Orders can be decided by simple majority vote of those present at a meeting.
- (c) A quorum of members of the Committee shall consist of no fewer than five (5) members.

9. Abolition of the Committee

The Committee may be abolished by resolution of Council in consultation with or as a result of a request from the Committee.

Open Meeting

To	Pokeno Community Committee
From	Clive Morgan General Manager Community Growth
Date	13 August 2019
Prepared by	Karen Bredesen PA to the General Manager, Service Delivery
Chief Executive Approved	Y
Reference/Doc Set #	PCC2019; GOV0516 / 2315661
Report Title	Pokeno Works & Issues: Status of Items August 2019

1. EXECUTIVE SUMMARY

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

2. RECOMMENDATION

THAT the report from the General Manager Community Growth be received.

3. ATTACHMENTS

A Pokeno Works & Issues: Status of Items August 2019

REPORT

Issue	Area	Action	Comments
Traffic Intersection on Helenslee Road/Pokeno Road by Pokeno School	Service Delivery	Update to be provided at the August meeting.	Peter Clark will be in attendance at the August meeting to provide information on the proposed urban upgrades in Pokeno over coming years and the one way bridge.
Community Projects Munro Road Sports Field	Service Delivery/Paul M, Richard Clark	Munro Park and Skatepark Updates	Staff will be in attendance to give a brief presentation on the development of the park.
Careers Evening	Community Growth/ Julie Dolan	To contact Paul Heta from Te Kawhata School to discuss careers evening	A meeting was organised with Paul, but unfortunately the meeting was cancelled by Paul due to illness. Julie to follow up with Paul.
Street Naming Updates	Contracts & Partnering	Road Name List	There is currently no list of road names for Pokeno. Pokeno Community Committee need to provide a list of road names to the Roding Corridor Engineer, Paul Harrison to check for suitability.

Open Meeting

To	Pokeno Community Committee
From	Tony Whittaker Chief Operating Officer
Date	31 July 2019
Prepared by	Sharlene Jenkins Executive Assistant
Chief Executive Approved	Y
Reference/Doc Set #	GOV0516
Report Title	Year to Date Service Request Report

1. EXECUTIVE SUMMARY

To update the Committee on the Year to Date Service Request Report to 30 June 2019.

2. RECOMMENDATION

THAT the report from the Chief Operating Officer be received.

3. ATTACHMENTS

Year to Date Service Request Report for Pokeno Community Committee

Service Request Time Frames for POKENO Community Committee

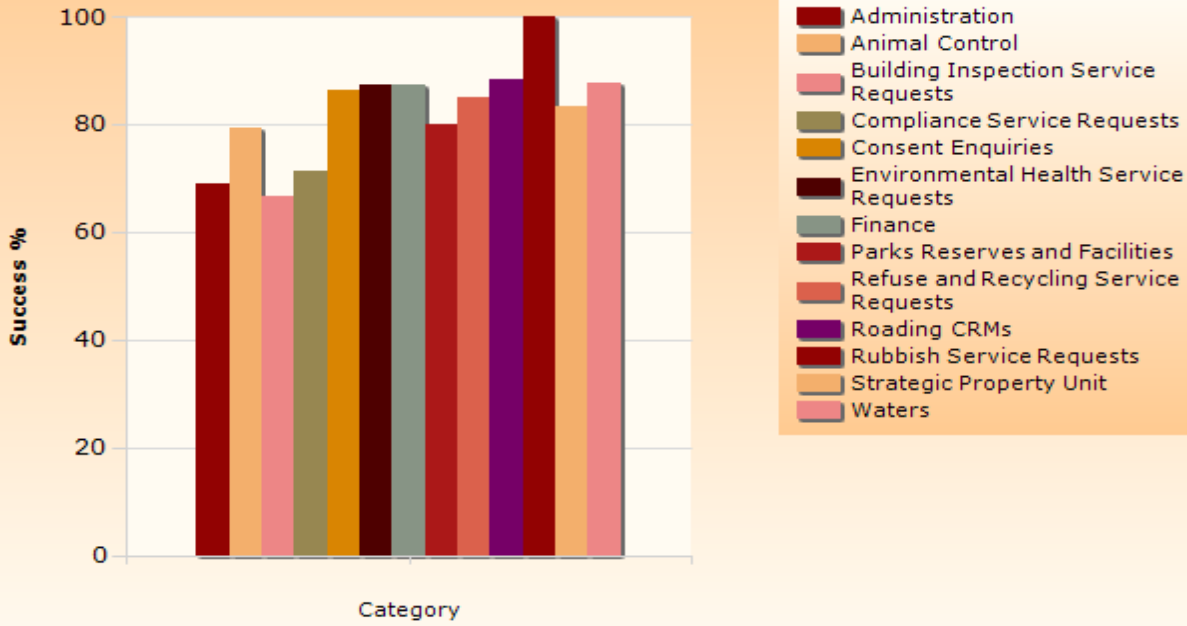


Date Range: 01/04/2019 to 30/06/2019

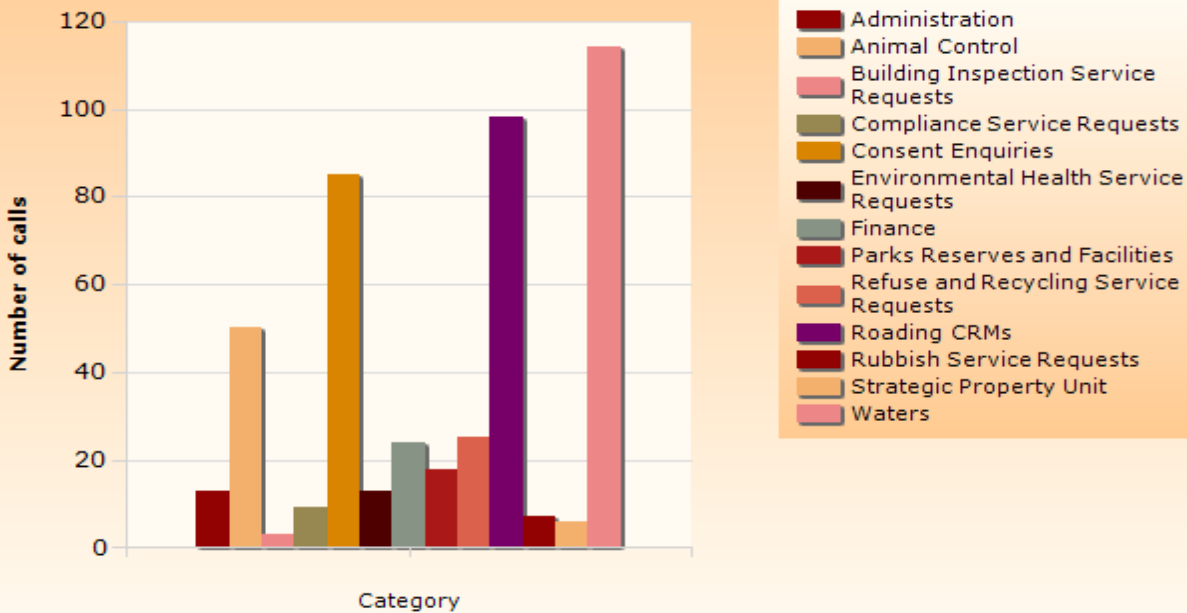
The success rate excludes Open Calls as outcome is not yet known.

7/31/2019 12:20:01 PM

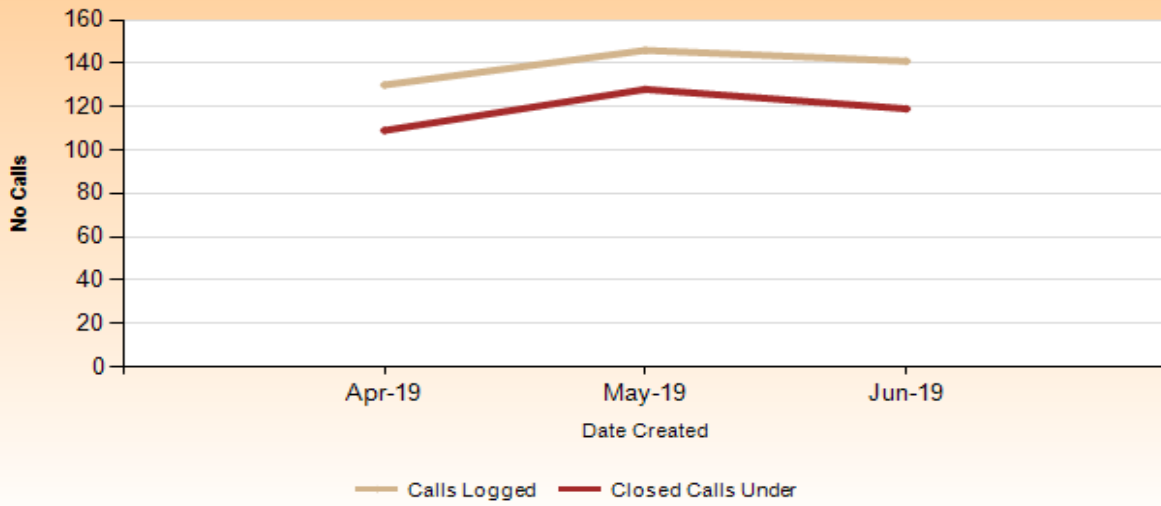
Call Completion % Success by Type



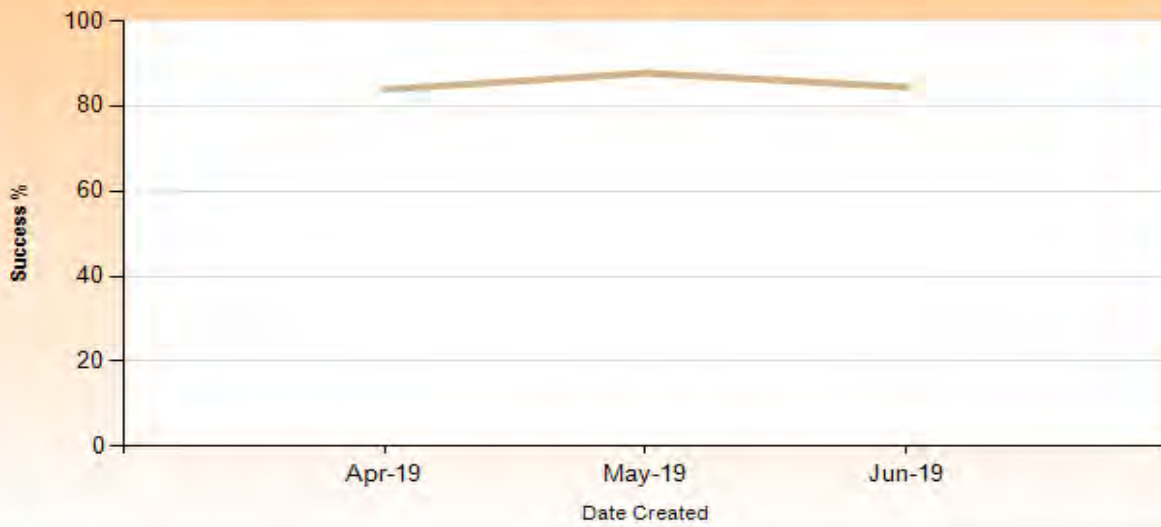
Number of Calls logged by Type



Volume of Calls Closed vs Calls Closed in Time



Completion Success per month



			Open		Closed		
Closed Calls are those calls logged during the time period that are now closed.	Open Calls are all the calls open for the ward and may have been logged at any time.	Number of Calls	Open Calls Over	Open Calls Under	Closed Calls Over	Closed Calls Under	Success Rate
Administration							
	Summary	13			4	9	69.23%
	Pro rated rates for the period xx to xx	13			4	9	69.23%
Animal Control							
	Summary	50		1	10	39	79.59%
	Animal Charges	2				2	100.00%
	Dog Property Visit	8			4	4	50.00%
	Dog Straying - Current	10			4	6	60.00%
	Dog Straying - Historic	4			1	3	75.00%
	Dog/Animal Missing	1				1	100.00%
	Dogs Aggression - Current	1				1	100.00%
	Dogs Aggression - Historic	3				3	100.00%
	Dogs Barking Nuisance	17		1		16	100.00%
	Livestock Trespassing - Current	3			1	2	66.67%
	Livestock Trespassing - Historic	1				1	100.00%
Building Inspection Service Requests							
	Summary	3			1	2	66.67%
	Building Inspection Service Requests	3			1	2	66.67%
Compliance Service Requests							
	Summary	9	2		2	5	71.43%
	Compliance - Unauthorised Activity	6	2		2	2	50.00%
	Illegal parking	2				2	100.00%
	Non-animal bylaws	1				1	100.00%
Consent Enquiries							
	Summary	85		4	11	70	86.42%
	Building near any Pipe/Infrastructure may req CCTV	2				2	100.00%
	Onsite Services	1			1		0.00%
	Planning Process	7			1	6	85.71%
	Property Information Request	29				29	100.00%
	Rural Rapid Number assignment & purchase of plates	1				1	100.00%
	Zoning and District Plan Enquiries	45		4	9	32	78.05%
Environmental Health Service Requests							
	Summary	13	1	4	1	7	87.50%
	Environmental Health Complaint	4		3		1	100.00%
	Noise Complaint - Environmental Health	2		1		1	100.00%
	Noise complaints straight to contractor	7	1		1	5	83.33%

Finance							
	Summary	24			3	21	87.50%
	Rates query	24			3	21	87.50%
Parks Reserves and Facilities							
	Summary	18	3	3	12	80.00%	
	Parks & Reserves - Buildings	1			1		0.00%
	Parks & Reserves - Council owned land	2				2	100.00%
	Parks & Reserves - Non-urgent Public Toilet Issues	1	1				NaN
	Parks & Reserves - Reserve Issues	12	2			10	100.00%
	Parks & Reserves - Urgent Public Toilet Issues	1			1		0.00%
	Parks & Reserves-Council owned buildings on reserv	1			1		0.00%
Refuse and Recycling Service Requests							
	Summary	25	1	4	3	17	85.00%
	New collections	6	1			5	100.00%
	Recycling Not Collected	6		1	2	3	60.00%
	Refuse - Non-Collection	9		3		6	100.00%
	Refuse & Recycling Contractor Complaints	2				2	100.00%
	Refuse & Recycling Enquiries	2			1	1	50.00%
Roading CRMs							
	Summary	98	12	10	76	88.37%	
	Footpath Maintenance - Non_Urgent	2			1	1	50.00%
	New Vehicle Entrance Request	76		10		66	100.00%
	Road Culvert Maintenance	1		1			NaN
	Road Marking Sign & Barrier Maint Marker Posts	2			2		0.00%
	Road Safety Issue Enquiries	3				3	100.00%
	Roading Work Assessment Required - OnSite 5WD	6			3	3	50.00%
	Routine Roding Work Direct to Contractor 5WD Comp	3			1	2	66.67%
	Street Light Maintenance	4		1	3		0.00%
	Urgent Roding Work 4Hr Response	1				1	100.00%
Rubbish Service Requests							
	Summary	7				7	100.00%
	Abandoned Vehicle	2				2	100.00%
	Illegal Rubbish Dumping	5				5	100.00%
Strategic Property Unit							
	Summary	6			1	5	83.33%
	Council owned land CRMs	2				2	100.00%
	Paper Roads Enquiries CRM	4			1	3	75.00%

Waters							
Summary	114		16	12	86	87.76%	
3 Waters Enquiry	10		1	2	7	77.78%	
3 Waters Safety Complaint - Non Urgent	1			1		0.00%	
3 Waters Safety Complaint - Urgent	1			1		0.00%	
Drinking water billing	18				18	100.00%	
Drinking Water Final Meter Read	51		12		39	100.00%	
Drinking Water Major Leak	6			2	4	66.67%	
Drinking Water minor leak	12		1	3	8	72.73%	
Fix Water Toby	4		1	2	1	33.33%	
New Drinking Storm Waste water connections	4				4	100.00%	
No Drinking Water	2		1		1	100.00%	
Stormwater Blocked pipe	1				1	100.00%	
Stormwater Open Drains	1				1	100.00%	
Wastewater Overflow or Blocked Pipe	1				1	100.00%	
Wastewater Pump Alarm	1				1	100.00%	
Waters Pump Station jobs - only for internal use	1			1		0.00%	
Total	465	4	44	61	356	85.37%	

Open Meeting

To	Pokeno Community Committee
From	Ian Cathcart General Manager Service Delivery
Date	2 August 2019
Prepared by	Karen Bredesen PA to General Manager Service Delivery
Chief Executive Approved	Y
Reference #	GOV0516
Report Title	Pokeno Community Committee Schedule

1. EXECUTIVE SUMMARY

The purpose of this report is to provide an updated Pokeno Community Committee Schedule to discuss and populate.

It is intended that the Committee will develop a schedule as a guide for Council support and community information and engagement.

2. RECOMMENDATION

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

3. ATTACHMENTS

Pokeno Community Committee Schedule

January 2019	February 2019	March 2019
No meeting	Early in 2019, the Committee to schedule a workshop to provide more street names. Transit to be invited to meeting.	Blue Print drop in session
April 2019	May 2019	June 2019
Gavin Donald & Jason Marconi from Sport Waikato to provide an update.	OPUS Stormwater Report NZTA invite	Update on Munro Block and recreation possibilities Colin Botica, Dines Group, to provide an update with regards to progress with Totara Park
July 2019	August 2019	September 2019
Julie Dolan - local employment opportunities Helenslee Road/Pokeno Road intersection update		
October 2019	November 2019	December 2019
No meeting		