



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 **MONDAY, 27 JULY 2020** commencing at **7.00PM**.

**1. APOLOGIES AND LEAVE OF ABSENCE**

**2. CONFIRMATION OF STATUS OF AGENDA**

**3. PUBLIC FORUM**

3.1 Presentation by Mr Colin Botica, Dines Group

3.2 Introducing Mr Andrew Bayly, MP

3.3 Presentation by Geoff Purcell, Area Commander, Counties Manukau Fire Area

**4. DISCLOSURES OF INTEREST**

**5. CONFIRMATION OF MINUTES**

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**6. REPORTS**

6.1 Pokeno Works & Issues Report – June 2020 8

6.2 LTP Update *Verbal*

6.3 Pokeno Community Committee Schedule 13

6.4 Subcommittee Reports 15

6.4.1 Strategy & Growth  
Waka Kotahi Innovating Growth Applications  
Blueprint Feedback

6.4.2 Finance

6.4.3 Facilities

6.4.4 Events

6.4.5	Communications Pokeno Website Pokeno Community Facebook page Contacting the Committee	
6.5	Street Naming	<i>Verbal</i>
6.6	Neighbouring Community Committees/Boards Mercer Onewhero-Tuakau Community Board	<i>Verbal</i>
6.7	Year to Date Service Request Report to 30 June 2020	17
6.8	Chairperson's Report	22
6.9	Councillors' Report	<i>Verbal</i>
6.10	Other Community Notices	<i>Verbal</i>

## 7. **ACTION LIST**

## 8. **NEXT MEETING**

Monday, 7 September 2020

GJ Ion  
**CHIEF EXECUTIVE**

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**Open Meeting**

<b>To</b>	Pokeno Community Committee
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	16 July 2020
<b>Prepared by</b>	Lynette Wainwright Committee Secretary
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV0516
<b>Report Title</b>	Confirmation of Minutes

**1. EXECUTIVE SUMMARY**

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To confirm the minutes of the Pokeno Community Committee meeting held on Monday, 15 June 2020.

**2. RECOMMENDATION**

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**THAT the minutes of the meeting of the Pokeno Community Committee held on Monday, 15 June 2020 be confirmed.**

**3. ATTACHMENTS**

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PCC Minutes – 15 June 2020



## POKENO COMMUNITY COMMITTEE

**MINUTES** of the six weekly Pokeno Community Committee meeting held by Zoom/Audio-Visual conference on Monday 15<sup>th</sup> June 2020 commencing at 7.00pm.

Committee Members Present: Ric Odom, Chair, Helen Clotworthy, Deputy Chair, James McRobbie, Doug Rowe, Brenda Roberts, Kris Hines, Allan Grainger, Peter Koizumi, Helen Johnson, Todd Miller

Guests in Attendance: Clive Morgan, WDC, Andrew Carnell, WRC, Gareth Bellamy, WDC, Jason Marconi, Sport Waikato, Janette Underhill WDC, Liam McGrath and Darien McGrath, Mercer Community Committee

Councillors in Attendance: Cr Jacqui Church, Cr Stephanie Henderson

### **1. APOLOGIES AND LEAVE OF ABSENCE:**

Apologies were received from Lance Straker

Moved that the apologies be accepted: Ric Odom

Seconded: Doug Rowe

Carried

### **2. CONFIRMATION OF THE STATUS OF THE AGENDA.**

Moved: Kris Hines

Seconded: Helen Johnson

Carried

### **3. DISCLOSURE OF INTEREST**

There was no disclosure of interest.

Helen Johnson reminded the PCC of her role with the tennis club.

### **4. PUBLIC FORUM**

No Public forum due to the meeting being online.

### **5. CONFIRMATION OF PREVIOUS MINUTES**

Meeting Held Monday 10<sup>th</sup> February 2020 at Pokeno Community hall.

Moved that the minutes be accepted: Helen Clotworthy

Seconded: Kris Hines

Carried.

## **6. REPORTS**

### **6.1 Pokeno -Tuakau- Pukekohe Bus service**

Andrew Carnell WRC reported that due to Covid 19, there has been a delay to introducing the service but that it is being fast tracked. It is hoped that the service will commence within 6 months and provide a Demand Responsive bus service with 2 buses every 40 minutes. Helen Clotworthy requested WRC consult with PCC and residents to optimise bus stop locations.

### **6.2 Waka Kotahi (NZTA) funding Application**

The Committee authorised Ric, Helen C, Allen and Peter to work with Janette Underhill to develop a proposal for the Waka Kotahi funding application. Ric to email all to set a time for the group to meet in Pokeno to explore and discuss.

### **6.3 Civil Defence update.**

Todd Miller reported that the Pokeno Civil Defence plan was being re written. CD was taking a holistic view across all hazards and risks and taking on the learnings from the Covid crisis. Todd will initiate community meetings to get more local volunteers to be involved in forming a response team

### **6.4 Pokeno Works and Issues Report – May 2020**

Clive Morgan gave an update on progress:

- **Munro Sports Park work**. Stream diversion to take place later this year, delayed due to Covid.
- **Pokeno Toilets**. Contractor resubmitting tender to include Pokeno and Ngaruawahia.
- **Community connections team re planting of fruit trees project**. Clive to speak to Kim at WDC to ascertain the status of the project.
- **Pest control**. WDC to invite WRC to present to PCC a schedule for our area. Cr Jacqui Church to follow up.
- **Gas bottles**. There was discussion concerning the positioning of the gas bottles in the carpark of the new commercial building at the southern end of Great South Road with concerns expressed that not only were these an 'eyesore' but may pose a safety hazard given their proximity to the road. Clive said if a gas permit has been issued then it is compliant and there is little the WDC could do.
- **Discussion on Fire station design** was raised. Cr Church suggested to invite the Mercer Fire Chief, to address a future meeting. In relation to the design, she would ask WDC property staff to report on the Fire service design. It was noted the community has not been consulted on the design of the station.
- **Correspondence**: Leigh Shaw email, no updates received and Clive will follow up.
- **Public transport, spatial plan HAM/AKL**. Clive reported a draft Business case was underway. NZTA is completing a mapping exercise for an integrated multi-mode transport system. WDC

believes it is critical we connect to AKL and plan to ensure Northern Waikato area is represented in Business case development. When the Draft business case is completed WDC will come back to PCC for comment. Clive to come back to PCC with 'timelines'.

### **6.5 LTP update**

The Committee supported the application of WDC funds to re-surface the tennis courts as proposed. Council officers will work with the Facilities sub-committee to finalise details.

### **6.6 Pokeno Community Committee Schedule**

#### **6.6.1. Possibly Quarry Development**

In discussion relation to the proposed quarry development, the committee was advised that the current land use consent has lapsed and that Council is proposing re-zoning the land for rural use as part of the District plan which is currently under consideration.

### **6.7 Subcommittee reports**

There were no subcommittee reports but Allen spoke to the unveiling of a plaque at the garden area in Pokeno Village on Sunday 21 June and invited committee members to attend.

### **6.8 Mercer Community Committee**

Liam McGrath, Chair of the Mercer Community Committee spoke to the need for a report to commissioned on the safety of the wharf/jetty at Mercer.

### **6.9 Neighbouring Community Committees/Boards.**

There were no other neighbouring committee matters.

### **6.10 Street Naming.**

Deferred until July meeting.

### **6.11 Councillors Reports**

Cr Church gave her report which included:

- A request to Clive Morgan if he could follow up on the request to allow committee members to attend council meetings held in chambers via Zoom.
- Suggested that Action Points be included by way of a table in the minutes. The Chair indicated that there will usually be such an action list and it will be included in future committee papers.
- It was noted that the dog park is getting good use and the group is welcoming to new walkers.
- A suggestion that a double gate be installed in the dog park connecting to the tennis club. This will make it easier, especially for the elderly and those with a disability to park in the tennis court area and access the dog park.
- Submissions will be called in relation to the Representation Review with Cr Church suggesting that perhaps, with the growth of the area, Norther Waikato is currently under-represented.

- The inorganic collection will be on 17 Aug with items to be left at the berm the evening before. There is a limit of 1 square metre of items per household.
- The LTP workshops are key and it is important to have local participation.
- The Blueprint Steering Group is meeting next week. It was noted that a schedule of local meetings hosted by the Blueprint Steering Group has been circulated and shows a combined Mercer-Pokeno-Tuakau session at Tuakau.
- A COVID-19 Report was delivered at the Strategy & Finance Committee meeting.
- A report was submitted which indicated that approximately 20% of the Waikato District population experience 'digital poverty' meaning that they cannot, for a variety of reasons, regularly access the internet.
- A list of LTP projects is being compiled by council officers and will be circulated

**General.** Following the announcement that Andrew Bayly, MP would attend the July meeting (he had been scheduled to attend a previous meeting before lockdown) it was agreed that all election candidates would be offered the opportunity to attend a future meeting.

Chair Ric Odom thanked the visitors for their attendance and contribution. There being no further business the meeting was closed at 9.25pm.

**NEXT MEETING: Monday 27<sup>th</sup> July 2020 7PM.** at the Pokeno Hall

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***Open Meeting***

<b>To</b>	Pokeno Community Committee
<b>From</b>	Clive Morgan General Manager Community Growth
<b>Date</b>	1 July 2020
<b>Prepared by</b>	Sandy Mason PA to General Manager Community Growth
<b>Chief Executive Approved</b>	Y
<b>Reference/Doc Set #</b>	GOV0516 / 2667128
<b>Report Title</b>	Pokeno Works & Issues Report – June 2020

**1. EXECUTIVE SUMMARY**

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

**2. RECOMMENDATION**

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

**3. APPENDUM**

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Pokeno Community Committee's Works & Issues Report – June 2020



### WORKS & ISSUES REPORT – JUNE 2020

Issue	Action	Area	Comments
Urban Upgrades - Pokeno Main Street	<p>Last meeting status: BECA are reviewing transportation within Pokeno CBD. The Main Street design is on hold, pending extending the scope as an outcome of the review.</p> <p>For the design of the car park off the main street (Wellington St West), design is continuing, with a site visit needed by Gareth and Design staff now that the lockdown is lifted.</p>	Gareth Ballemey	<p>Staff are reviewing a Beca report and are prioritising work within the Pokeno area. Any work undertaken will need to be post the completion of the Supermarket.</p> <p>The planned upgrade for the main street will be the 2021/22 construction season.</p> <p>The car park design will be completed by the end of September 2020.</p>
Fire station design	<p>Cr Church suggested to invite the Mercer Fire Chief, to address a future meeting. In relation to the design, she would ask WDC property staff to report on the Fire service design. It was noted the community has not been consulted on the design of the station.</p> <p>Action from meeting: Provide report on Fire service design.</p>	Service Delivery / Paul McPherson	<p>The Fire Service applied for a resource consent and it was granted on 24 January 2019. It was non-notified, so the effects of non-compliances were less than minor.</p> <p>There is no requirement on the Fire Service to consult in this case.</p>
Community Connections - Planting of fruit trees in Pokeno reserves and parks	WDC to invite WRC to present to PCC a schedule for the Pokeno area.	Kim Wood	This is not work that WRC would consider within their scope. Kim understands a subcommittee was set up and reached out to set up a meeting, however COVID has caused unexpected delays. Kim suggests meeting onsite, to discuss a plan with potential options, investigate implementation, etc. However, advises this needs to be a community driven initiative.

Issue	Action	Area	Comments
Community Connections – Pest Control	Clive to speak to Kim to ascertain status of project	Clive Morgan	Suggest WRC invited to next meeting for an update on WRC related matters.
Correspondence – Email from Leigh Shaw, The Surveying Company	<p>Received queries from residents regarding footpaths on Dean Road. Mayor Sanson commented that in this case, it was likely the developers responsibility for constructing the footpath.</p> <p>Email referred to WDC for comment, to confirm if footpaths referred to are in the developed area or already part of the formed road.</p>	Clive Morgan	WDC Service Delivery will be extending Dean Road footpath by approximately 100m (funded through Development Contributions).
LTP Update	<p>Re-surfacing of proposed tennis courts</p> <p>Minutes from meeting: Council officers to work with Facilities sub-committee to finalise details.</p>	Andrew Brown	Avon Road Tennis court resurfacing is planned for this financial year. Currently working on a procurement plan to make this happen.
Solid Waste Review	Previous meeting status: The Solid Waste Review is being picked up post the COVID lockdown (after a predominantly operational focus) and the WDC Executive Leadership Team will receive an update in the next couple of weeks.	Ian Cathcart / Phil Ellis	Report submitted to the 29 June 2020 Council meeting, seeking approval to enter into negotiations with contractors to extend existing contracts, as per phase 1 of the Solid Waste Review report presented to the Infrastructure Committee on 23 March 2020.

Issue	Action	Area	Comments
Public transport – Hamilton to Auckland Spatial Plan	Draft Business case underway. NZTA completing mapping exercise for integrated multi-mode transport system.	Vishal Ramduny / Clive Morgan	<p>A consultant is currently being recruited to help with an Investment Logic Mapping exercise which will identify the key problems and issues and potential. The output from this work can be shared once it has reached a sufficient level of maturity</p> <p>WDC Strategic Projects Manager is preparing a Hamilton to Auckland Corridor update for Community Boards and Committees. This will likely be via Zoom and invitations will be forwarded in due course.</p>
Kowhai Downs Waterfall amenities	<p>Upkeep and maintenance responsibility of surrounds is unknown.</p> <p>Clive to check if the waterfall is ‘invested’ with WDC or developer and report back.</p>	Andrew Brown	This has been vested with WDC and is maintained by the Open Spaces team under our parks maintenance contract.
Work on Pokeno Road / Hitchen Road intersection	<p>Update required, especially regarding the definition of the kerb/road.</p> <p>Last meeting status: In the middle of detail design and looking towards October for construction.</p>	Service Delivery / Ross Bayer	The design is expected to be completed by the end of October 2020 and construction planned for February 2021.
PCC Committee participation in Council meetings	Follow up on request to allow Committee members to attend Council meetings held in Chambers via Zoom.	Clive Morgan	The intention is to broadcast Council meetings using technology such as Zoom - necessary hardware is on back order. In terms of going live, we are unable to confirm this at this time.

**Parks - Munro Road Sports Park**

Awaiting the agreed Contractor establishment in October for earthworks to get underway.

**Wastewater - Pokeno Wastewater Reticulation Scheme, Phase 3**

All works are complete.

**Toilets - Pokeno and The Point, Ngaruawahia**

Contract 18/213 to refurbish toilet facilities at Great South Rd, Pokeno and at The Point, Ngaruawahia has been saved from termination, with a high level of assistance and monitoring accepted by the contractor to comply with Zero Harm requirements.



*Pokeno Toilets closed for refurbishment*

Construction is currently underway on the Pokeno Toilets, with work expecting to take six weeks. Temporary toilets are available throughout the construction timeframe.

**Cemeteries - Whangarata Cemetery Development**

Work is ongoing with preparations for contract documents and is expected to be advertised this month (July) and tenders evaluated and awarded ready for earthworks to start in spring.

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**Open Meeting**

<b>To</b>	Pokeno Community Committee
<b>From</b>	Clive Morgan General Manager Community Growth
<b>Date</b>	16 July 2020
<b>Prepared by</b>	Lynette Wainwright Committee Secretary
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV0516
<b>Report Title</b>	Pokeno Community Committee Schedule

## **1. EXECUTIVE SUMMARY**

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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**

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

## **3. ATTACHMENTS**

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Pokeno Community Committee Schedule



**POKENO COMMUNITY COMMITTEE SCHEDULE**

<b>Date</b>	<b>Item</b>	<b>Sub Committee</b>	<b>Comments</b>
17 Jul 20	Blueprints feedback	Strategy & Growth	Submitted
27 Jul 20	Street Naming	Facilities	
7 Sep 20	Invite political candidates	Chair	Opportunity for candidates to introduce themselves pre-election
7 Sep 20	Invite Kevin Smith, Community Constable	Secretary	
30 Nov 20	Outline Christmas parade details	Events	

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### **Open Meeting**

<b>To</b>	Pokeno Community Committee
<b>From</b>	Ric Odom Chairperson
<b>Date</b>	16 July 2020
<b>Prepared by</b>	Lynette Wainwright Committee Secretary
<b>Reference #</b>	GOV0516
<b>Report Title</b>	Subcommittee Reports

### **1. EXECUTIVE SUMMARY**

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To update the Committee on projects undertaken.

### **2. RECOMMENDATION**

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**THAT** the report from the Chairperson be received.

### **3. ATTACHMENTS**

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Nil



**POKENO COMMUNITY COMMITTEE MEETING 27 JULY 2020:  
REPORT OF EVENTS SUB-COMMITTEE**

- (1) Successful un-veiling of plaque in Market Square Gardens for recognition of O'Neale family donation of Farm Machinery
- (2) 100 Plants being provided by WDC for planting in next few weeks around Hall area, will organize a "planting bee"
- (3) Christmas Parade date set for 11<sup>th</sup> December and awaiting plan and costs from Traffic Management provider so can apply for funding
- (4) The Community Fun Day, that was postponed due to Covid, is back on the table with a date due to be announced by end of July, following a meeting with Yashili



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**Open Meeting**

<b>To</b>	Pokeno Community Committee
<b>From</b>	Tony Whittaker Chief Operating Officer
<b>Date</b>	08 July 2020
<b>Prepared by</b>	Sharlene Jenkins Executive Assistant
<b>Chief Executive Approved</b>	Y
<b>Reference/Doc Set #</b>	GOV0516
<b>Report Title</b>	Year to Date Service Request Report

**1. EXECUTIVE SUMMARY**

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To update the Committee on the Year to Date Service Request Report to 30 June 2020.

**2. RECOMMENDATION**

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**THAT the report from the Chief Operating Officer be received.**

**3. ATTACHMENTS**

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Year to Date Service Request Report for Pokeno Community Committee

# Service Request Time Frames for POKENO Community Committee

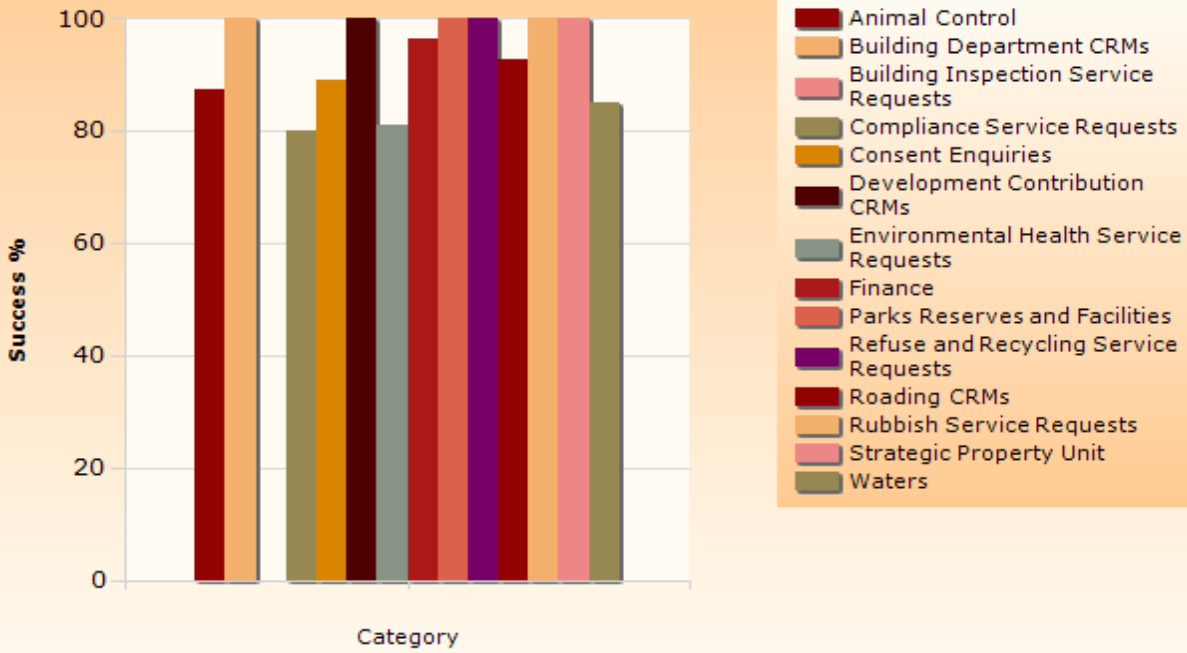


Date Range: 01/04/2020 to 30/06/2020

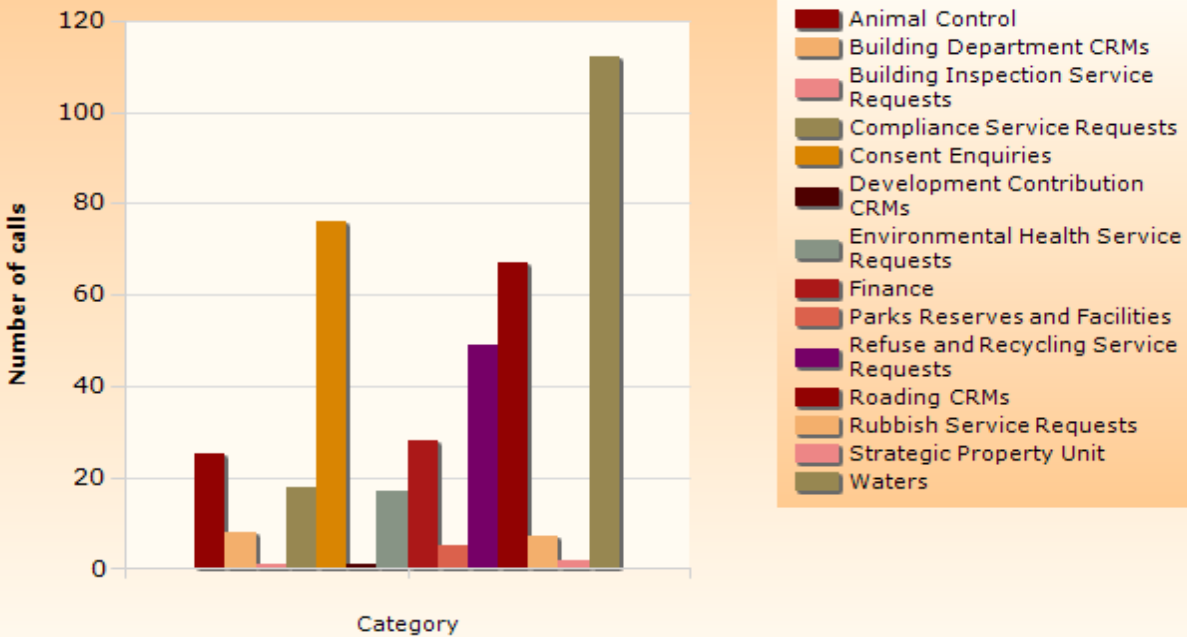
The success rate excludes Open Calls as outcome is not yet known.

7/8/2020 2:19:11 PM

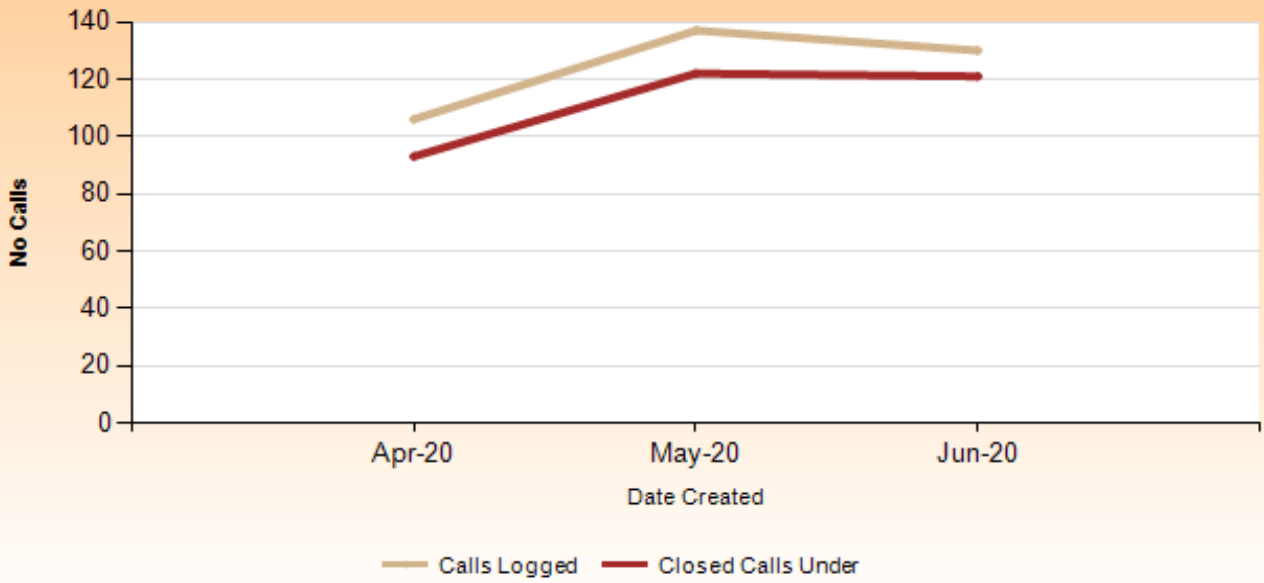
## Call Completion % Success by Type



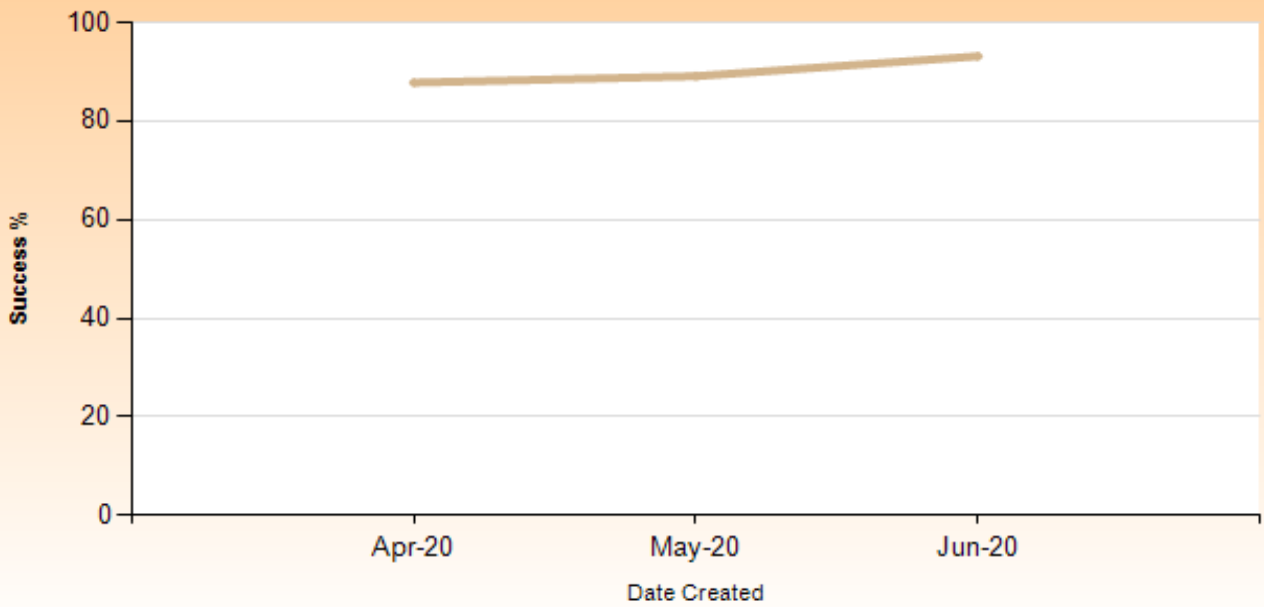
## Number of Calls logged by Type



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



### Completion Success per month



			Open		Closed		
<b>Closed Calls</b> are those calls logged during the time period that are now closed.	<b>Open Calls</b> are all the calls open and may have been logged at any time.	<b>Number of Calls</b>	<b>Open Calls Over</b>	<b>Open Calls Under</b>	<b>Closed Calls Over</b>	<b>Closed Calls Under</b>	<b>Success Rate</b>
<b>Animal Control</b>							
	<b>Summary</b>	<b>25</b>		<b>1</b>	<b>3</b>	<b>21</b>	<b>87.50%</b>
	Dog Property Visit	2				2	100.00%
	Dog Straying - Current	8			3	5	62.50%
	Dog Straying - Historic	2		1		1	100.00%
	Dog/Animal Missing	1				1	100.00%
	Dogs Aggression - Current	3				3	100.00%
	Dogs Aggression - Historic	3				3	100.00%
	Dogs Barking Nuisance	5				5	100.00%
	Livestock Trespassing - Current	1				1	100.00%
<b>Building Department CRMs</b>							
	<b>Summary</b>	<b>8</b>		<b>4</b>		<b>4</b>	<b>100.00%</b>
	Building near any Pipe/Infrastructure may req CCTV	4		3		1	100.00%
	PEO General Enquiry	4		1		3	100.00%
<b>Building Inspection Service Requests</b>							
	<b>Summary</b>	<b>1</b>			<b>1</b>		<b>0.00%</b>
	Building Inspection Service Requests	1			1		0.00%
<b>Compliance Service Requests</b>							
	<b>Summary</b>	<b>18</b>	<b>4</b>	<b>4</b>	<b>2</b>	<b>8</b>	<b>80.00%</b>
	Compliance - Animal By Law	2			2		0.00%
	Compliance - Unauthorised Activity	15	4	3		8	100.00%
	Non-animal bylaws	1		1			NaN
<b>Consent Enquiries</b>							
	<b>Summary</b>	<b>76</b>		<b>3</b>	<b>8</b>	<b>65</b>	<b>89.04%</b>
	Planning Process	8			2	6	75.00%
	Property Information Request	24		1	2	21	91.30%
	Rural Rapid Number assignment & purchase of plates	1				1	100.00%
	Zoning and District Plan Enquiries	43		2	4	37	90.24%
<b>Development Contribution CRMs</b>							
	<b>Summary</b>	<b>1</b>				<b>1</b>	<b>100.00%</b>
	Development Contribution Enquiries	1				1	100.00%
<b>Environmental Health Service Requests</b>							
	<b>Summary</b>	<b>17</b>		<b>1</b>	<b>3</b>	<b>13</b>	<b>81.25%</b>
	Environmental Health Complaint	3			2	1	33.33%
	Noise Complaint - Environmental Health	1		1			NaN
	Noise complaints straight to contractor	13			1	12	92.31%
<b>Finance</b>							
	<b>Summary</b>	<b>28</b>			<b>1</b>	<b>27</b>	<b>96.43%</b>
	Rates query	28			1	27	96.43%
<b>Parks Reserves and Facilities</b>							
	<b>Summary</b>	<b>5</b>				<b>5</b>	<b>100.00%</b>
	Parks & Reserves - Reserve Issues	5				5	100.00%

<b>Refuse and Recycling Service Requests</b>	<b>Summary</b>	<b>49</b>	<b>1</b>			<b>48</b>	<b>100.00%</b>	
	New collections	11	1			10	100.00%	
	Recycling Not Collected	7				7	100.00%	
	Refuse - Non-Collection	19				19	100.00%	
	Refuse & Recycling Contractor Complaints	4				4	100.00%	
	Refuse & Recycling Enquiries	7				7	100.00%	
	Tuakau Wheelie Bins	1				1	100.00%	
<b>Roading CRMs</b>	<b>Summary</b>	<b>67</b>		<b>11</b>	<b>4</b>	<b>52</b>	<b>92.86%</b>	
	Emergency Events - 1 Hr Response	1				1	100.00%	
	New Vehicle Entrance Request	45		7		38	100.00%	
	Request 4 new street light path sign etc	1				1	100.00%	
	Road Culvert Maintenance	2		1	1		0.00%	
	Road Safety Issue Enquiries	3		2	1		0.00%	
	Roading Work Assessment Required - OnSite 5WD	4		1		3	100.00%	
	Routine Roding Work Direct to Contractor 5WD Comp	1				1	100.00%	
	Street Light Maintenance	4			2	2	50.00%	
	Urgent Roding Work 4Hr Response	6				6	100.00%	
<b>Rubbish Service Requests</b>	<b>Summary</b>	<b>7</b>		<b>1</b>		<b>6</b>	<b>100.00%</b>	
	Illegal Rubbish Dumping	7		1		6	100.00%	
<b>Strategic Property Unit</b>	<b>Summary</b>	<b>2</b>		<b>1</b>		<b>1</b>	<b>100.00%</b>	
	Council owned land CRMs	1		1			NaN	
	Paper Roads Enquiries CRM	1				1	100.00%	
<b>Waters</b>	<b>Summary</b>	<b>112</b>		<b>12</b>	<b>15</b>	<b>85</b>	<b>85.00%</b>	
	3 Waters Enquiry	16			2	14	87.50%	
	3 Waters Safety Complaint - Non Urgent	2				2	100.00%	
	Drinking water billing	13				13	100.00%	
	Drinking Water Final Meter Read	55		12	5	38	88.37%	
	Drinking Water Major Leak	5			2	3	60.00%	
	Drinking Water minor leak	6			2	4	66.67%	
	Fix Water Toby	5			1	4	80.00%	
	New Drinking Storm Waste water connections	2				2	100.00%	
	Stormwater Property Flooding	2				2	100.00%	
	Stormwater Property Flooding Urgent	1				1	100.00%	
	Wastewater Odour	1			1		0.00%	
	Wastewater Overflow or Blocked Pipe	3			1	2	66.67%	
	Waters Pump Station jobs - only for internal use	1			1		0.00%	
	<b>Total</b>		<b>416</b>	<b>5</b>	<b>38</b>	<b>37</b>	<b>336</b>	<b>90.08%</b>



## **POKENO COMMUNITY COMMITTEE MEETING 27<sup>TH</sup> JULY 2020**

### **CHAIRMAN'S REPORT**

This is the first face to face meeting since lockdown though the committee has met via Zoom. The last meeting on 15<sup>th</sup> June was to have been live streamed but technical issues prevented that from occurring.

You will note from the meeting papers that there remain many issues to work through and the committee has continued to work through these, often in conjunction with and with the support of Councillors and Council officers.

#### **Transport**

I was invited to and attended a meeting in Tuakau called by the Tuakau and Districts Development Association (TDDA). The topic was the rail service (or rather lack of it) in Franklin. This is a matter the TDDA has been lobbying for over many years and the purpose of the meeting was to present some data in support of introducing a rail service. Also present were representatives of other bodies including the Waikato Regional Council, the Waikato District Council, the Mercer Community Committee and local business persons. Representatives from Auckland Transport and NZTA were also invited (I believe) but were unable to attend.

Briefly, the outcome of the meeting was that the community representatives were very clear that a regular commuter rail service from Mercer to Auckland and return is not only critical for the growth of the region but that there are even now, sufficient people from Franklin using the current rail service from Pukekohe and/or Papakura to justify such a service. Given the existing infrastructure, Mercer is a logical terminus for such a service. When the high cost of building stations and platforms were raised (with figures apparently estimated by Kiwirail), those costs were challenged with local business people expressing a view that the costs being quoted were overly high.

#### **Blueprints**

Waikato District Council hosted a public meeting in the Pokeno Hall to provide an overview of the current Blueprints project, especially as it impacts on Pokeno and Mercer. Approximately 30 people attended, including a group from Mercer. The Blueprints project is effectively a further consultation project whereby Council is seeking feedback following the initial consultation on what communities have indicated are their highest priorities. The result of these initial consultations was the Blueprints document. Individuals and Community Boards/Committees are now encouraged to make submissions on the Blueprints document so that the type and priority of community projects can be finalised prior to developing the next draft Long Term Plan. The Pokeno Community Committee will be making a submission and Pokeno residents are also encouraged to make submissions.

#### **Waka Kotahi Innovating Growth**

With the support of Janette Underwood, a roading engineer working with Council, we have asked Council to, on our behalf, make an application to the Waka Kotahi (NZTA) Innovating Growth fund. This fund is for pilot (i.e. non- permanent) projects that are transport related and which can be used to test or prove ideas that would improve safety, transport flow etc in communities. We have applied for two projects:

1. Main Street. The aim is to trial some traffic calming measures, pedestrian safety solutions in the main street and heavy vehicle diversion around the main street.
2. Pokeno School Gate. The aim is to provide alternative pick up and drop off areas for those using vehicles to transport children to and from school and to implement 'walking buses'. With the increasing school role and traffic flow along Pokeno road, there are concerns around safety and traffic disruption on Pokeno Road in particular, especially during pick up times in the afternoon.

### **Sub Station Open Day**

The new and state of the art power substation was opened to the public on Saturday 11<sup>th</sup> July. Both the Pokeno Community Committee and the Community Patrol were represented there. The event was very well attended (I don't have numbers) but there were steady queues of people (including from outside the Franklin area) present to take the guided tour.

### **Future Meetings**

At the next meeting on 7 September, we plan to introduce Kevin Smith, our Community Constable (Kevin was to have been at this meeting but has been seconded to COVID-19 duty) and to have local candidates for the general election.

Ric Odom

**Chair**

# INNOVATING STREETS FOR PEOPLE PILOT FUND APPLICATION FORM

Updated 5 June

**WAKA KOTAHI NZ TRANSPORT AGENCY**

**WAIKATO DISTRICT COUNCIL**

9am, Monday 8 June 2020



Round 2:

Applications open:

Applications close: 5pm, Friday 3 July 2020

Funding decision to be announced: Late July 2020

## 1. APPLICANT DETAILS

### Project contact details

Please enter answers in the right-hand column.

Project title and applicant key details	
<b>Organisation name</b> <i>The <b>Name</b> of the Council.</i>	Waikato District Council
<b>Project Title</b> <i>A short title for your project, of no more than 10 words.</i>	Pokeno Mainstreet Revitalization
<b>Project Type</b>	Town Centre Revitalization
<b>Design Life</b> <i>Duration of the pilot before transitioning to permanent upgrade (if your project involves multiple design lives, select the longest one)</i>	Semi-Permanent (>12 months)
<b>Neighbourhood and/or Town/City name</b>	Pokeno
<b>Total Project Costs</b> <i>(including contingency)</i>	\$167,325
<b>Key Project Contact</b>	Janette Underwood
<i>Job title or role</i>	Traffic and Road Safety Consultant
<i>Contact phone number</i>	0272 343 142
<i>Contact email address</i>	Janette@LMC.kiwi.nz

## 2. PROJECT SUMMARY

In order for Waka Kotahi to assess your project, we need to understand your vision and what you are trying to do and achieve.

Please limit each answer to 400 words.

### 2.1. A Strategic Fit with Innovating Streets and Council Plans

What is the specific problem or opportunity you are seeking to address? (Please include evidence of the problem/opportunity including data, survey results or community feedback)

Pokeno main street (Great South Road) is an old State Highway which continues to feel like one even though the through traffic has been moved to the adjacent expressway.

The road is wide and straight and has very little placemaking/presence to it. Coupled with that there is a large volume of trucks that continue to use the route out of habit/convenience and as a result, crossing the road is quite hazardous and there is no facility for pedestrians to use. Vehicles speeds can be high as there is little side friction to slow drivers.

The local market (Sunday) and the iconic bacon and ice cream shops in particular generate a lot of vehicle and foot traffic on the weekends and the potential for conflict is between through vehicles and pedestrians is high.

Currently development is primarily one-sided however a new supermarket will be opening in December 2020 which is likely to increase the number of people trying to cross the road in this area. A truck stop is currently located in the middle of Pokeno main street which has become incompatible with the surrounding land uses. It is hoped that this process would also enable some constructive dialogue to occur with the current land owner regarding the ongoing operation of the site.

How do you plan to you use tactical urbanism to respond to this problem/opportunity?

A number of plans (traffic engineering, urban design etc) have been developed for the area however none of them have proceeded. We propose to use this process to trial/test some of the elements previously proposed that have caused the most concern as a way of showing the community how they will work and remove the uncertainty/angst associated with change.

We propose to gate and narrow the town centre 'block' and provide for a more pedestrian friendly environment by creating central island(s) for pedestrians to use when crossing the road.

Traffic calming measures will be used to slow vehicles, however the presence of heavy commercial vehicles will require some creativity in addressing this issue without creating others. It is these issues that have seen previous plans fail.

Additionally, temporary signage will be erected at the northern, southern and western entrances to the main street to encourage heavy vehicles to use an alternative route, via the established industrial area and away from the main street.

**Why is a tactical urbanism approach better for this project, rather than implementing a permanent solution now?**

Finding a balance between the wants and needs of pedestrians/local shop owners and those of the trucks has been a sticking point. This has resulted in various plans being discounted as those seeking to maintain the status quo have created doubts about the suitability or viability of the design.

By using tactical urbanism we will be able to see whether concerns raised during the design process are valid and can adapt the layout accordingly quickly and easily. This will assist with enabling the community to see the bigger picture rather than focusing on a single aspect of the design.

**How does your project align with an existing council plan, programme, strategy, or business case? (Please include the time horizon of a permanent upgrade at this site if the pilot, once adapted, is successful)**

An upgrade of the Pokeno main street has been long mooted with various plans put forward and developed however none have come to fruition. A town centre strategy has been previously developed but never implemented due to the small size of the town and lack of support for change.

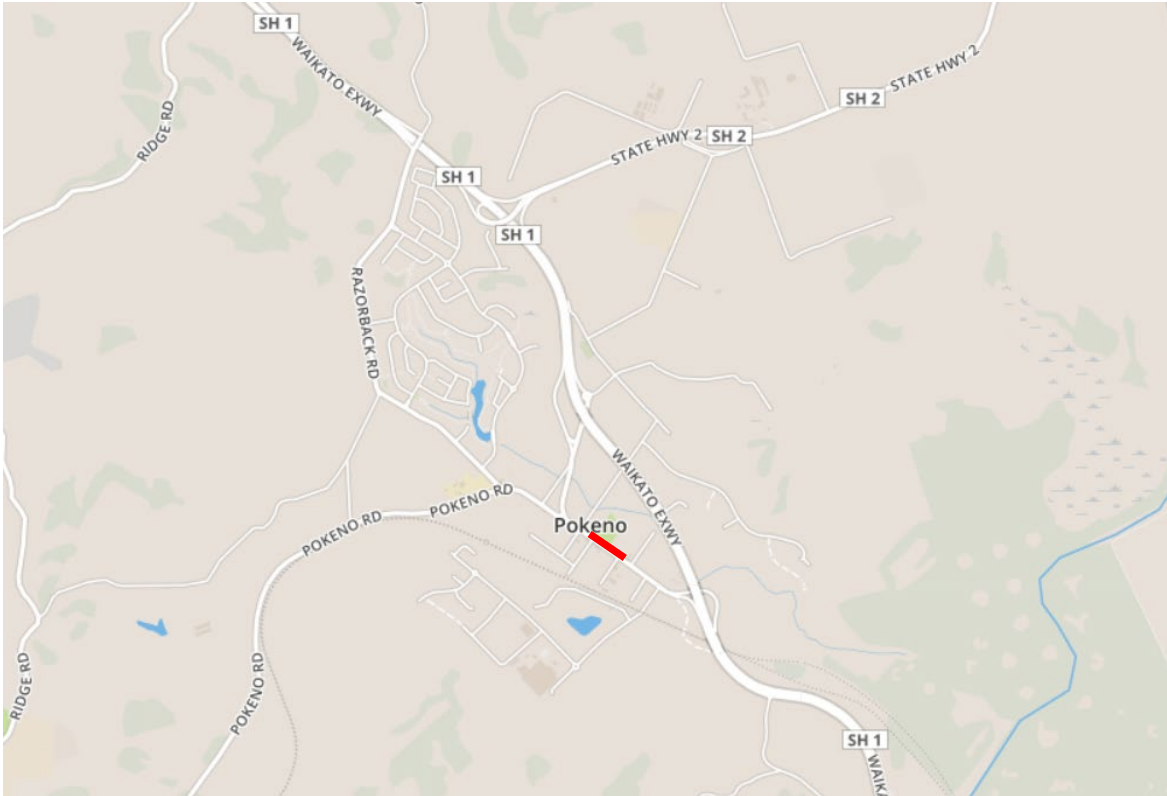
Recently (less than 5 years) the residential portion of the town has expanded significantly however potentially due to a lack of a defined town centre the commercial/retail growth has not similarly occurred. Residents travel to the neighbouring town of Pukekohe or into Auckland and Hamilton to do their shopping. A new supermarket will hopefully start the shift to buying local and this project is seen as being important to keep the ball rolling by showing how a more pedestrian friendly town centre might be achieved.

The upgrade to permanence will depend on the scale of works proposed, however improvements to roading infrastructure in Pokeno have been allowed for within the current LTP.

## Images/Graphics/Maps

Please paste:

- A map of the project site (required) Can be a screenshot of a google map - anything to provide context



- Images of the project/site (required) Can be a screenshot of a google map - anything to provide context





*Note: Angle parking above to be removed as part of supermarket development*

- Other images/graphics that will provide context (optional) This may be potential renders or design ideas you have already produced



## 2.2. Commitment to design the solution with the community

How do you plan to gain insight and co-design the project with the community that would be impacted by project? (Please include how this may differ from your traditional communications and engagement processes)

Our starting point will be the existing designs that have been well consulted and identification of the main sticking points of these designs. We would then look to design in conjunction with the adjacent business owners and general community the items of concern for trial purposes. Support from the major landowners and development company has already canvassed and they are keen to assist with the process.

Engagement with transient users (truck drivers) will also be undertaken to understand their needs and suggestions for improvements in the area.

A stall at the market will be used to provide communication to and gain insight from the local community and users of the area for input into the design.

How will you know if the project has been successful?

Include potential qualitative and quantitative measures of success and how you might collect that information.

The reduction in vehicle speeds and potential reduction in heavy vehicles through the area will be the key quantitative measure of success. This will be collected by way of tube counts.

An increase in pedestrian movements and a feeling of positivity for the changes and support for permanence will be the qualitative measures that we will look to determine by way of observations and feedback surveys. Surveys will be conducted both via personal interactions as well as online.

### 2.3. Ability to Deliver and Progress Innovation

Describe your project team, governance structure.

*How will it be different from a standard transport infrastructure project? What relationship building/co-design/place-making expertise will be required?*

The core project team would include representatives from Dines Group Limited (the major developer of the area) and the Pokeno Community Committee, with Waikato District Council staff providing technical assistance as required. The operators of the new supermarket will also be key stakeholders in the development of this project.

The Committee would lead the project and the communication to community with their contacts and local knowledge.

The inclusion of key stakeholders such as the Dines Group will strengthen the support for the project within the community and reinforce the concept of the community providing for itself. The 'experimental' nature of this project will assist with the aim of having community adopt changes voluntarily, and ultimately be prepared in advance for future roading infrastructure changes that will be required as the town grow.

What are the major milestones of the project?

Provide a high-level description of key project components or deliverables.

Major milestone	Completion date
Kick start meeting	September 2020
Information gathering – market stall	August/September 2020
Prepare design and schedule	October 2020
Coordinate installation with Supermarket opening	December 2020
Gather feedback on layout	February 2021
Monitoring and evaluation	March / April 2021



Describe any risks you have identified and how you plan to mitigate them.

Management of trucks through the area and into and out of the Truck Stop will be a key risk to the project. This will require ongoing engagement with both the owner/operator of the site and the users.

Once the pilot has been adapted based on feedback and if it is deemed to be a success, what will the next steps for the project be? (Please include how data and evidence collected during the pilot will inform future upgrades).

If the proposed changes are deemed to be successful, the temporary aspects of the layout would be replaced with more permanent items. Feedback gathered during the process would be used to determine if the project is extended either north or south of the current block and what features would be used.

Information from this work would be used to develop a process and suggested features for use in other small town centres with similar issues.

## 2.4. Value for Money

### Project Costs

Tactical urbanism projects can seem quick and easy, but the reality is they need careful planning and resourcing to ensure they are successful, particularly as they can challenge business as usual processes. In order for Waka Kotahi to assess your project, we need to understand how it will be resourced and delivered. Use the 'insert row' function if you wish to add more project costs.

Project cost description – Typical project costs are shown here as examples. Please amend to suit your project.	Supplier if known	\$NZD (excluding GST)
1	Project management (if organisation needs to outsource)	16,000
2	Co-design lead/Key relationship builder	
3	Technical design	10,000
4	Place-making/space activation	10,000
5	Materials	40,000
6	Construction	25,000
7	Asphalt art/Roadway Art	
8	Traffic Management	5,000
9	Adapting of the design and build in response to consultation	7,500
10	Monitoring and evaluation	12,000
11	Communications and community engagement	10,000
12	Maintenance costs incurred before June 2021	10,000
	Total costs	145,500
13	Contingency 15%	21,825

	Total costs including contingency		167,325
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<b>Other resources – such as internal and in-kind</b> <b>Please list other resources that will be used to deliver the project such as the internal staff (estimate FTE), in-kind (volunteer time from community groups etc). Use the ‘insert row’ function if you wish to add more resources.</b>				
	Other resources	Position description	Brief description of how it will contribute to the project	Hours or proportion of FTE over time
1	Waikato District Council – Communication Team	Comms and Engagement	Assist with development of communications to wider community.	
2	Waikato District Council – Roading Team		Technical support and reporting to Council on project and progress. Management of funding.	
3	Waikato District Council – Strategic Planning Team		Technical support for placemaking.	
4	Community Committee Members		Assist with design and dissemination of information to wider community	
5	Dines Group Ltd		Design and construction support	
6	Total estimated hours of internal resources and in-kind contributions			

### 3. DECLARATION

I declare on behalf of the Applicant:

**Please check**

- that the statements in this project are true and the information provided is complete and correct. There have been no misleading statements or omission of any relevant facts
- that all named key personnel have agreed to be included in this project
- that a letter or email from the project sponsor (who has the financial delegation to approve) is attached
- that if successful, I consent to the public release, including publishing on the internet, of the name of the Applicant, the amount of funding sought, the amount of funding offered, contact details of the Applicant and a description of the activity/project, and undertake to cooperate with Waka Kotahi on communications relating to this project, which may be in the form of a media release, case study, web content, conference presentation or whitepaper, sharing via social media, or other form as agreed with Waka Kotahi
- that I understand Waka Kotahi's obligations under the Official Information Act 1982 and that, notwithstanding any relationship of confidence created as a result of this project, the provisions of this Act apply to all of the information provided in this project
- that all necessary internal approvals (CEO, Board etc.) and relevant budgets for the project to proceed, subject to successful application, will be in place by 1 July 2020 (round one) or 26 August 2020 (round two)
- that I am authorised to make this project on behalf of the Applicant identified in Section 4 of this form.

**Signature**

This declaration must be signed by a person with the legal and financial authority to commit your organisation to a transaction.

**ROSS BAYER**

---

Print name

**Roading Team Leader**

**Waikato District Council**

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Signature

**3<sup>RD</sup> JULY 2020**

---

Date

**EMAIL:** Ross.Bayer@waidc.govt.nz

**Once the application is complete and ready to be submitted, please save file as a PDF with the following file name format: "Council Name - Project Title - R2. Then submit the form here: <https://www.surveymonkey.com/r/RTF6J9S>**

# INNOVATING STREETS FOR PEOPLE PILOT FUND APPLICATION FORM

Updated 5 June

**WAKA KOTAHI NZ TRANSPORT AGENCY**

**WAIKATO DISTRICT COUNCIL**

9am, Monday 8 June 2020

Round 2:

Applications open:

Applications close: 5pm, Friday 3 July 2020

Funding decision to be announced: Late July 2020

## 1. APPLICANT DETAILS

### Project contact details

Please enter answers in the right-hand column.

Project title and applicant key details	
<b>Organisation name</b> <i>The <b>Name</b> of the Council.</i>	Waikato District Council
<b>Project Title</b> <i>A short title for your project, of no more than 10 words.</i>	Pokeno School Gate Safety
<b>Project Type</b>	Safe Streets around Schools
<b>Design Life</b> <i>Duration of the pilot before transitioning to permanent upgrade (if your project involves multiple design lives, select the longest one)</i>	Semi-Permanent (>12 months)
<b>Neighbourhood and/or Town/City name</b>	Pokeno
<b>Total Project Costs</b> <i>(including contingency)</i>	\$171,925
<b>Key Project Contact</b>	Janette Underwood
<i>Job title or role</i>	Traffic and Road Safety Consultant
<i>Contact phone number</i>	0272 343 142
<i>Contact email address</i>	Janette@LMC.kiwi.nz



## 2. PROJECT SUMMARY

In order for Waka Kotahi to assess your project, we need to understand your vision and what you are trying to do and achieve.

Please limit each answer to 400 words.

### 2.1. A Strategic Fit with Innovating Streets and Council Plans

What is the specific problem or opportunity you are seeking to address? (Please include evidence of the problem/opportunity including data, survey results or community feedback)

The main gate to Pokeno Primary School is situated on Pokeno Road which is the main road between Pokeno and Tuakau. The site is on the corner of Helenslee Road and near Hitchen Road which are major access routes to most of the residential properties for children attending Pokeno Primary School.

The Kea Crossing is currently unable to operate efficiently due to a lack of gaps in the through traffic which is primarily caused by too many parents in vehicles crowding the Pokeno Road frontage to pick up and drop off children. Site observations show a high proportion of parents executing u-turns, right turns and parking in undesirable places reducing vision for other parents, pedestrians and passing motorists.



*This photo was taken on 1<sup>st</sup> July 2020 in the afternoon pick up time.*

Additional risks relate to the high volume of through traffic, which can include a high number of heavy motor vehicles on Pokeno Road. The increasing traffic volumes on Pokeno Road and rising school roll mean that the existing drop off/pick up off arrangement is unsustainable.

The majority of the residential areas in Pokeno are new and as such there are good footpath and walking connections which are not being fully utilised.

How do you plan to you use tactical urbanism to respond to this problem/opportunity?

The initial proposal is to remove the parent parking drop off/pick up at the front of the school and create alternative pick up and drop off locations on adjacent side roads. To assist with overcoming issues such as rain, temporary shelters are proposed to be installed at the alternative locations for use by the students.

We will also work with the school and parents to reinforce why it is important to move the drop off/pick up away from the frontage of the school. This will enable the existing kea crossings operate safely and efficiently and create a mind shift and mode shift for travel to and from school.

Some temporary No Parking signage and road markings will be needed to facilitate traffic flow, particularly on the roads intended to be designated as pick up and drop off areas.

In addition, we would like to encourage the establishment of a walking school bus(es) to reinforce the potential for mode shift. The temporary shelters will also create useful locations for students to gather before walking home.

Why is a tactical urbanism approach better for this project, rather than implementing a permanent solution now?

Achieving buy-in from the parents will be essential in the success of the project otherwise they will not change their behaviours. To do this with a sense of being able to modify the situation is important.

The relocation of vehicles to other roads may result in unforeseen issues that will need to be addressed as part of this process. The flexibility to adapt to the parent's behaviour is an important part of ensuring that there is community buy in into the proposed changes.

Minor intersectional changes may also be needed to assist with modifying driver behaviour.

How does your project align with an existing council plan, programme, strategy, or business case? (Please include the time horizon of a permanent upgrade at this site if the pilot, once adapted, is successful)

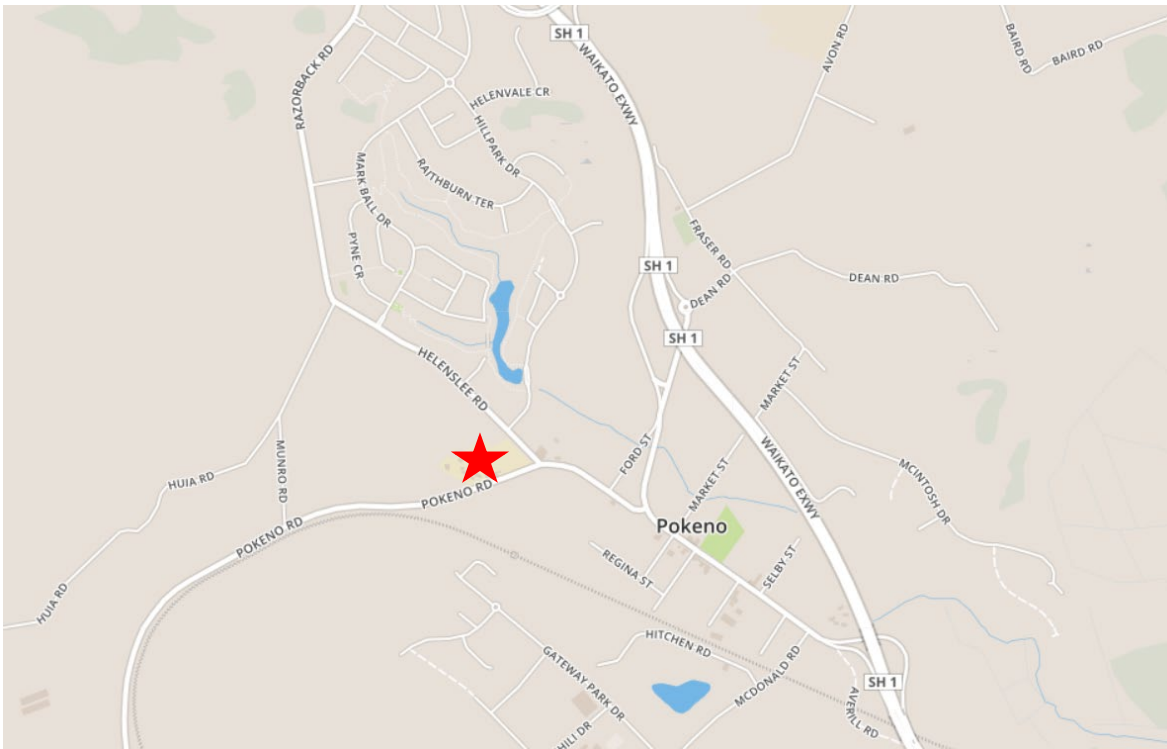
Significant changes are proposed to the layout of both the school and the road frontage in the future which will make access to the school frontage more complicated. The ability to transition parents away from the school frontage in both the short and long term is important for the continued safe and efficient operation of Pokeno Road and access to the school.

If the changes are successful we would look to make them permanent in the following school term.

## Images/Graphics/Maps

Please paste:

- A map of the project site (required) Can be a screenshot of a google map - anything to provide context



- Images of the project/site (required) Can be a screenshot of a google map - anything to provide context



*What the road looks like outside of school time*

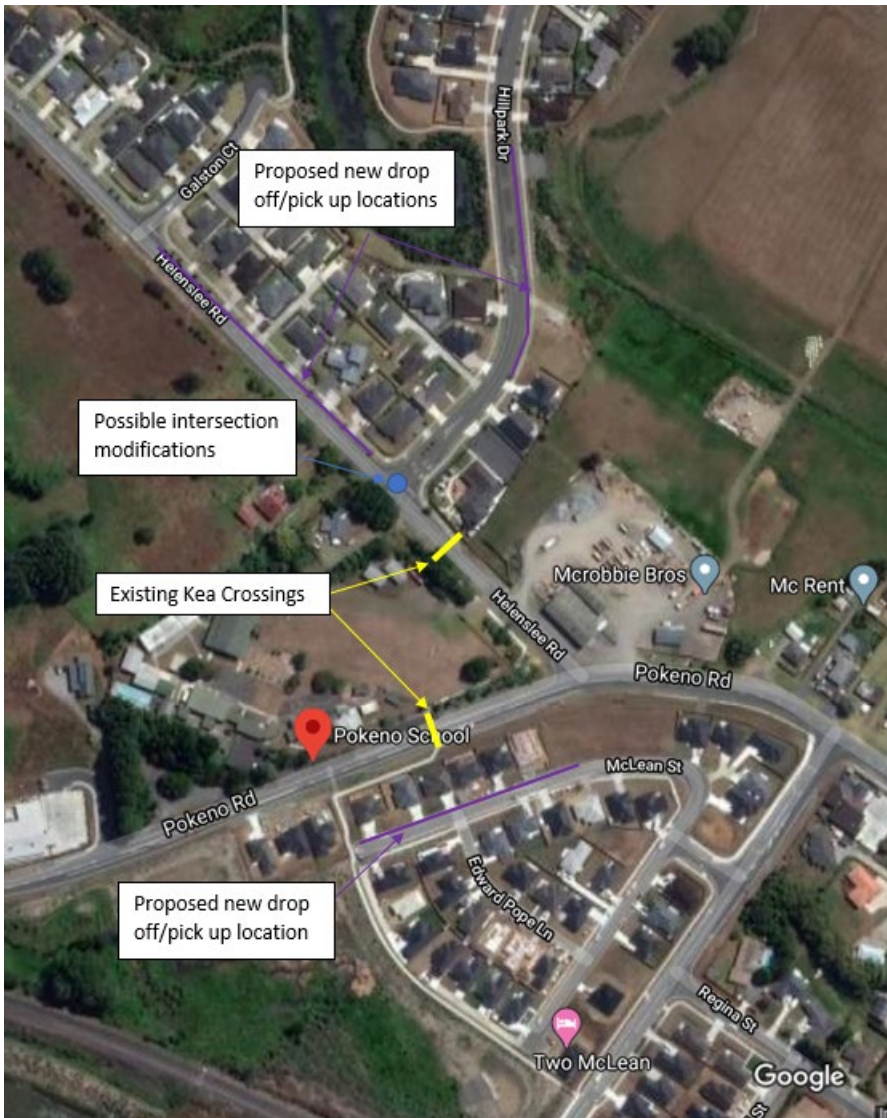


*What the road looks like during school time*



- Other images/graphics that will provide context (optional) This may be potential renders or design ideas you have already produced





## 2.2. Commitment to design the solution with the community

How do you plan to gain insight and co-design the project with the community that would be impacted by project? (Please include how this may differ from your traditional communications and engagement processes)

We would look to engage with the school, parents and children to determine what physical infrastructure would be required to get parents to drop off/pick up children way from the school gate.

A review of these features and the feasibility of implementing them will be undertaken and the local community will be canvassed for potential support (time and materials).

Communication with parents will be critical to ensure that they work with the proposal rather than against it by continuing to park in unsafe locations. The local residents on streets that may be affected by the proposal will also be contacted for comment and input into the design. This engagement with the residents will ensure that there are no surprises with the option developed.

We are also interested in what infrastructure would it take to start up/maintain walking school buses ie jackets/coats, shelters for meeting points etc and to encourage cycling to school.

How will you know if the project has been successful?

Include potential qualitative and quantitative measures of success and how you might collect that information.

The key measure of success for the project will be when vehicle traffic in the vicinity of the school frontage is limited to primarily through traffic and pedestrian movements. This will be measured by way of vehicle counts and observations taken before and after the works.

A change in mode shift (how children travelled to and from school) from before and after surveys of the children will also be used to determine if the project has been successful.

An online survey will also be developed to question parents on the success of the changes and any further enhancements that could be incorporated.

### 2.3. Ability to Deliver and Progress Innovation

Describe your project team, governance structure.

*How will it be different from a standard transport infrastructure project? What relationship building/co-design/place-making expertise will be required?*

The key members of the team for this project will be:

- Peter Koizumi and members of the Pokeno Community Committee
- Blair Johnston, Principal of Pokeno Primary School
- Bevan Houghton, Chairman of the Board of Trustees
- Trevor Moir of Dines Group Limited (Developer of Pokeno's new subdivisions)
- Janette Underwood, Waikato District Council

Pokeno School, its Principal and Chairman of the Board of Trustees would represent the Board of Education, teachers and students ensuring communication to all their relevant stakeholders.

We will look to use the Board of Trustees from the school and the Pokeno Community Committee members to lead the communication and investigation of the proposed improvements. Waikato District Council staff will provide technical support and knowledge.

A workshop will be held with the parents and local residents to garner ideas and support for changes which will be used to develop the design.

This project is different as it involves discussions with the community and direction to the community to make behavioural changes through earlier understanding that the future will be different. This project's main aim is to have the community adopt changes voluntarily, investigate and adopt better solutions, and ultimately be prepared in advance for future roading infrastructure changes.

This will reduce anxiety over these changes when the parking options outside the school gates are forced on the parents in the near future. This would reduce risk factors around traffic safety when parents panic into finding solutions at the last moment.

What are the major milestones of the project?

Provide a high-level description of key project components or deliverables.

Major milestone	Completion date
Survey of existing travel modes to and from school and on road traffic data	August 2020
Initial workshop with BoT and PCC to develop project tasks and timeframe	August 2020

Canvassing of parents and residents for input into design	August / September 2020
Completion of design works	September 2020
Implementation of physical works	September / October 2020
Monitoring of changes	December 2020 / February 2021

Describe any risks you have identified and how you plan to mitigate them.

The main risk is difficulty with parents adapting to the proposed changes. If required enforcement maybe required. Due to the close proximity of the local Police Station and good relationship with the Police this will be easily overcome.

Major physical works are proposed for the section of Pokeno Road along the school frontage with construction due to start in the 2020 construction season. Ideally, we would like parent vehicles removed from the frontage prior to this work starting to reduce the conflicts between parents and construction vehicles during these works.

The proposed physical works may assist with changing parents' behaviours and will be used as a tool for instigating the changes.

Objections by residents to having school traffic using their streets could be an issue, however good engagement at the beginning of the process and clear reasons for why the proposed changes will assist with minimising this risk.

Once the pilot has been adapted based on feedback and if it is deemed to be a success, what will the next steps for the project be? (Please include how data and evidence collected during the pilot will inform future upgrades).



Once the pilot has been completed, we will look to make any temporary features permanent in nature and upgrade any works as required. Feedback on which features had the greatest influence of driver behaviour will be sought and used to assist with the development of future improvements around schools.

The success of the mode shift recorded will be used to inform what forms of improvements could/should be implemented around other schools where similar issues arise.

## 2.4. Value for Money

### Project Costs

Tactical urbanism projects can seem quick and easy, but the reality is they need careful planning and resourcing to ensure they are successful, particularly as they can challenge business as usual processes. In order for Waka Kotahi to assess your project, we need to understand how it will be resourced and delivered. Use the 'insert row' function if you wish to add more project costs.

Project cost description – Typical project costs are shown here as examples. Please amend to suit your project.	Supplier if known	\$NZD (excluding GST)
1	Project management (if organisation needs to outsource)	15,000
2	Co-design lead/Key relationship builder	(to be undertaken by community members)
3	Technical design	10,000
4	Place-making/space activation	
5	Materials	50,000
6	Construction	30,000
7	Asphalt art/Roadway Art	
8	Traffic Management	10,000
9	Adapting of the design and build in response to consultation	7,500
10	Monitoring and evaluation	12,000
11	Communications and community engagement	10,000
12	Maintenance costs incurred before June 2021	5,000
	Total costs	149,500
13	Contingency 15%	22,425

	Total costs including contingency		\$171,925
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**Other resources – such as internal and in-kind**  
**Please list other resources that will be used to deliver the project such as the internal staff (estimate FTE), in-kind (volunteer time from community groups etc). Use the ‘insert row’ function if you wish to add more resources.**

	Other resources	Position description	Brief description of how it will contribute to the project	Hours or proportion of FTE over time
1	Waikato District Council – Communication team	Comms and Engagement	Assist with development of communications to wider community.	
2	Waikato District Council – Roading team		Technical support and reporting to Council on project and progress. Management of funding.	
3	Waikato District Council – Strategic planning team		Support for connection to delivery of any artistic elements required	
4	Community Committee Members		Assist with design and dissemination of information to wider community	
5	Board of Trustees		Assist with design and dissemination of information to wider community	
6	Dines Group		Technical support, co-designing, construction support	
7	Total estimated hours of internal resources and in-kind contributions			

### 3. DECLARATION

I declare on behalf of the Applicant:

**Please check**

- that the statements in this project are true and the information provided is complete and correct. There have been no misleading statements or omission of any relevant facts
- that all named key personnel have agreed to be included in this project
- that a letter or email from the project sponsor (who has the financial delegation to approve) is attached
- that if successful, I consent to the public release, including publishing on the internet, of the name of the Applicant, the amount of funding sought, the amount of funding offered, contact details of the Applicant and a description of the activity/project, and undertake to cooperate with Waka Kotahi on communications relating to this project, which may be in the form of a media release, case study, web content, conference presentation or whitepaper, sharing via social media, or other form as agreed with Waka Kotahi
- that I understand Waka Kotahi's obligations under the Official Information Act 1982 and that, notwithstanding any relationship of confidence created as a result of this project, the provisions of this Act apply to all of the information provided in this project
- that all necessary internal approvals (CEO, Board etc.) and relevant budgets for the project to proceed, subject to successful application, will be in place by 1 July 2020 (round one) or 26 August 2020 (round two)
- that I am authorised to make this project on behalf of the Applicant identified in Section 4 of this form.

**Signature**

This declaration must be signed by a person with the legal and financial authority to commit your organisation to a transaction.

**ROSS BAYER**

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Print name

**Roading Team Leader**

**Waikato District Council**

---

Signature

**3<sup>RD</sup> JULY 2020**

---

Date

**EMAIL:** Ross.Bayer@waidc.govt.nz

**Once the application is complete and ready to be submitted, please save file as a PDF with the following file name format: "Council Name - Project Title - R2. Then submit the form here: <https://www.surveymonkey.com/r/RTF6J9S>**