

Agenda for a meeting of the Taupiri Community Board to be in the War Memorial Hall, Greenlane Road, Taupiri on **MONDAY, 1 AUGUST 2022** commencing at **6.00pm**.

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

1. APOLOGIES AND LEAVE OF ABSENCE

2. CONFIRMATION OF STATUS OF AGENDA

3. DISCLOSURES OF INTEREST

The register of interests is no longer included on agendas; however, members still have a duty to disclose any interests under this item.

4. CONFIRMATION OF MINUTES

Meeting held on Monday, 20 June 2022

3

5. PUBLIC FORUM

6. REPORTS

6.1	Update on Variation 3 to the Proposed Waikato District Plan	Verbal
6.2	Ngāruawāhia, Hopuhopu & Taupiri Structure Plan/Ngāruawāhia Town Centre Plan Update	10
6.3	Elected Member Policy Reviews	28
6.4	Discretionary Fund Report	35
6.5	Taupiri Works and Issues Report	37
6.6	Quarterly Service Request Report	43
6.7	Chairperson's Report	Verbal
6.8	Councillors' Report	Verbal

7. PROJECTS

7.1	Parks & Reserves – Mr Van Dam/Ms Morley	Verbal
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7.2	Community Planting and Maintenance – Ms Morley	<i>Verbal</i>
7.3	Taupiri School updates – Ms Ormsby-Cocup	<i>Verbal</i>
7.4	Taupiri Mountain (Maunga) – Ms Ormsby – Cocup/ Ms Morley/ Ms Henry	<i>Verbal</i>
7.5	Emergency Procedures – Civil Defence – Ms Morley	<i>Verbal</i>
7.6	Road Frontages/Gardens/Mowing – All members	<i>Verbal</i>
7.7	Footpaths/Roads Signs/Lighting/Tunnels – All members	<i>Verbal</i>
7.8	Roads – Potholes/Intersections/Bridges– All members	<i>Verbal</i>
7.9	Halls – All members	<i>Verbal</i>

GJ Ion
CHIEF EXECUTIVE

To	Taupiri Community Board
Report title	Confirmation of Minutes
Date:	1 August 2022
Report Author:	Grace Shaw, Democracy Advisor
Authorised by:	Gaylene Kanawa, Democracy Team Leader

1. Purpose of the report

Te Take moo te puurongo

To confirm the minutes for the meeting of the Taupiri Community Board held on Monday, 20 June 2022.

2. Staff recommendations

Tuutohu-aa-kaimahi

THAT the minutes for the meeting of the Taupiri Community Board held on Monday, 20 June 2022 be confirmed as a true and correct record.

3. Attachments

Ngaa taapirihanga

Attachment 1 – TCB Minutes, Monday, 20 June 2022.

MINUTES for a meeting of the Taupiri Community Board held in the Memorial Hall, Greenlane Road, Taupiri on **MONDAY, 20 JUNE 2022** commencing at **6.00pm**.

Present:

Ms D Lovell (Chairperson)
Mr R Van Dam (Deputy Chairperson)
Ms J Mortley
Cr EM Patterson
Mr H Lovell

Attending:

Guests:
Ms Pamela Story (Waikato Regional Council)

Staff:
Ms G Shaw (Democracy Advisor)
Mrs L Van den Bemd (Community Led Development Advisor)
Ms D Thurlow (Community and Development Funding Advisor)

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Cr Patterson/Ms Mortley)

THAT the apologies from Cr Gibb, Mrs Henry and Ms Ormsby-Cocup for non-attendance be received.

CARRIED

TCB2206/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Ms Mortley/Mr Lovell)

THAT the agenda for a meeting of the Taupiri Community Board held on Monday, 20 June 2022 be confirmed:

- a. with all items therein being considered in open meeting; and
- b. all reports be received.

CARRIED

TCB2206/02

DISCLOSURES OF INTEREST

There were no disclosures of interest.

CONFIRMATION OF MINUTES

Resolved: (Cr Patterson/Mr Lovell)

THAT the minutes for a meeting of the Taupiri Community Board held on Monday, 9 May 2022 be confirmed as a true and correct record with an amendment noting Councillor Patterson's absence.

CARRIED

TCB2206/03

REPORTS

Waikato Region Council Update from Councillor Pamela Storey

- Ms Storey was one of two Waikato Regional Councillors who represented the Taupiri constituency.
- Took the opportunity to introduce herself and encourage locals to reach out to her.
- She was the Chair of Waikato Regional Council's Strategy and Policy Committee. Lots of work had been happening in this space, including the recent endorsement of a draft aquaculture strategy and a Bio-Strategy for 2022/23.
- Ms Storey encouraged locals to contact her regarding Waikato Regional Council issues or to log issues via the Waikato Regional Council website.

Community-Led Development Team Update from Ms Dominique Thurlow, Community and Funding Development Advisor

- Ms Thurlow introduced herself as the Waikato District Council's new Community and Funding Development Advisor.
- Ms Thurlow had previously held employment with the Waikato Regional Council for 12 years.
- Her role with the Waikato District Council was primarily in the funding space, looking to build capacity and capability of communities and empower them to run and lead their own projects.

Discretionary Fund Report

Agenda Item 6.1

The report was received [TCB2206/02 refers] and the following discussion was held:

- Need to make clear on the report that the Chorus Building commitment would consist of \$2,000 from the Discretionary Fund and \$1,500 from Community-Led Development team funding.

Taupiri Works and Issues Report

Agenda Item 6.2

The report was received [TCB2205/02 refers] and the following discussion was held:

- *Community Plan* – the Taupiri Community Trust had been established and there would be a subsequent meeting to formalise the next steps in the process. The booklet would be worked out between the Taupiri Community Trust and the Taupiri Community Board.
- *Wel Green Boxes/Chorus Building/Mural Painting* – the artists/designer would start a first sketch, working with concept/ideas provided by the Chair. The first sketch was in progress and a further meeting would be held once it was complete. Kaitotehe School would be incorporated into the design, as well as the pear tree that had been outside the school for a significant time. The bell atop the local church would also be incorporated as it was also once atop Kaitotehe School. All were excited at the progress of the mural design.
- *Proposal for Walkway and Cycle Track in Taupiri* – this item would be considered by the Taupiri Community Trust.
- *Community Planting and Maintenance* – 5,500 daffodil bulbs had been planted in the area and there were 4,000 bulbs yet to be planted. Mrs Morley would ask for local volunteers to assist. She had drawn up a planting map, with plans to plant bulbs at Bob Byrne Park and on Murphy Lane. She would also distribute bulbs to locals to plant outside their businesses etc. and ensure there would be a good distribution of daffodils around the community. It was confirmed City Care had a register of the bulbs being planted in the area.

The Community Constable had been approached regarding the stripping of fruit trees in the area and confirmed they could not act unless incidents were reported at the time they occurred.

Mrs Mortley had received a delivery of fruit trees for planting - four plum trees (all different types of plum trees), four lemon trees and four feijoa trees. Mrs Mortley had created a planting plan for the trees and aimed to ensure they were situated in locations with a low likelihood the trees would be stripped or damaged.

- *Emergency Procedures* – queried if Council staff could follow up with the Board regarding this item.

ACTION: Staff to follow up with the Taupiri Community Board regarding its Emergency Procedures.

- *Taupiri School/Community Garden Improvements and Picnic Tables* – Kim Wood from City Care would provide the Board with six (6) tables. Three (3) would be gifted to the school and three (3) would be provided to the community with the idea that two (2) would be placed outside the church and one (1) would be placed in the park. The Community-Led Development Advisor would follow up with City Care regarding the delivery of the tables.

ACTION: Community-Led Development Team to follow up with City Care regarding the provision of six tables for the Taupiri Community Board.

ACTION: Taupiri School/Community Garden Improvements and Picnic Tables to be removed from the Works and Issues report.

- *Neighbourhood Support* – there were no new updates to this item.
- *Car on Te Putu St* – the Monitoring Team had issued an abatement notice to the vehicle owner. It was uncertain if the vehicle owner had obtained either registration or a warrant of fitness for the car since the previous meeting. The vehicle was still parked on Te Putu Street.

ACTION: Staff to provide the Taupiri Community Board with an update regarding the car situated on Te Putu Street (e.g., could it be removed?).

- *Watch for Children signs* – this was a work in progress. The Roding Team was supportive of installing the signs, but possibly not as many as the Taupiri Community Board had initially asked for.
- *Rates for new Taupiri residents* – the Board was satisfied with the information provided by the Finance Manager regarding this matter.

Community Board Charter Report

Agenda Item 6.3

- The Board would hold a workshop meeting on Monday, 11 July 2022 at 6pm to discuss and gather feedback on this topic.
- Would need to consider what the quorum for the Taupiri Community Board would look like in the next triennium.

Chairperson's Report

Agenda Item 6.4

The Chair provided a verbal report and answered questions from the Board. The following matters were discussed:

- Waikato River Care would start its planting in June/July 2022.
- Taupiri cemetery – unmarked graves. Confident that there was just the one case of unmarked graves right on the fence line south end of the cemetery. Had the machinery that could detect graves in the ground. Confident there were no others. Final steps to iron out for the purchase to go ahead.
- Board would need to consider a community project it would like to support through the Discretionary Fund. Suggested a Christmas Carols night (combined with community and local businesses) in early December.

Councillors Reports

Agenda Item 6.5

- Council held a workshop regarding the Cemeteries Bylaw. The bylaw would require a few tweaks, but no significant updates. Community feedback would be important on this topic.
- Councillors recently met with a Smokefree 2025/Cancer Society representative. The society was attempting to gather support to lobby the Government.
- There was a conversation around liquor ban signs in Taupiri. Board enquired how it could obtain more liquor ban signs, where would new signs be placed and what kind of assessment of the town had been done regarding the placement of its liquor ban signs.

ACTION: Staff to provide the Taupiri Community Board with an update how it could obtain liquor ban signs, where would new signs be placed and what kind of assessment of the town had been done regarding the placement of its liquor ban signs.

PROJECTSParks & Reserves

Agenda Item 7.1

- Bob Byrne Park has had a few improvements.

Taupiri School Updates

Agenda Item 7.2

- Nothing new to report at the time.

To	Taupiri Community Board
Report title	Ngāruawāhia, Hopuhopu & Taupiri Structure Plan / Ngāruawāhia Town Centre Plan Update
Date:	1 August 2022
Report Author:	Fletcher Bell, Strategic Planner Elsa Snyders, Senior Strategic Planner
Authorised by:	Clive Morgan, General Manager Community Growth

1. Purpose of the report

Te Take moo te puurongo

To inform the Taupiri Community Board of the Ngāruawāhia, Taupiri, & Hopuhopu Structure Plan review and the development of a Ngāruawāhia Town Centre Plan project and progress to date. This report will also highlight the proposed next steps (process) as part of early engagement.

2. Executive summary

Whakaraapopototanga matua

Waikato District Council has completed a gap analysis of the existing 2017 Structure Plan, which identifies where additional work is needed to better plan for and address the growth and development for these communities over the next 30 years.

Waikato District Council is going to engage with the communities over the coming months to hear what the communities see as the opportunities and issues facing the township/village and what could be done to address or action them as the township/village grows. To date Waikato District Council has engaged with a Marae representative from Taupiri and is expecting to meet with additional Marae representatives from Taupiri, Ngāruawāhia, & Hopuhopu before the end of July.

3. Staff recommendations Tuutohu-aa-kaimahi

That the Taupiri Community Board:

- a. receives the Ngāruawāhia, Taupiri, & Hopuhopu Structure Plan / Ngāruawāhia Town Centre Plan Update; and
- b. nominate one Community Board representative to sit on the project Reference Group; and
- c. considers how they can help play a role in advocating for public participation in upcoming engagements.

4. Background Koorero whaimaarama

Waikato District Council has completed a gap analysis of the existing 2017 Structure Plan and identified where additional work (updates of technical reports) needs to be done to provide a comprehensive Structure Plan that caters for the growth and development of these communities over the next 30 years. It has been identified that a Town Centre Plan will be informed by the Structure Plan to ensure consistency and a shared vision for the wider community is achieved, whilst drilling down to the detail needed to revitalise the town centre.

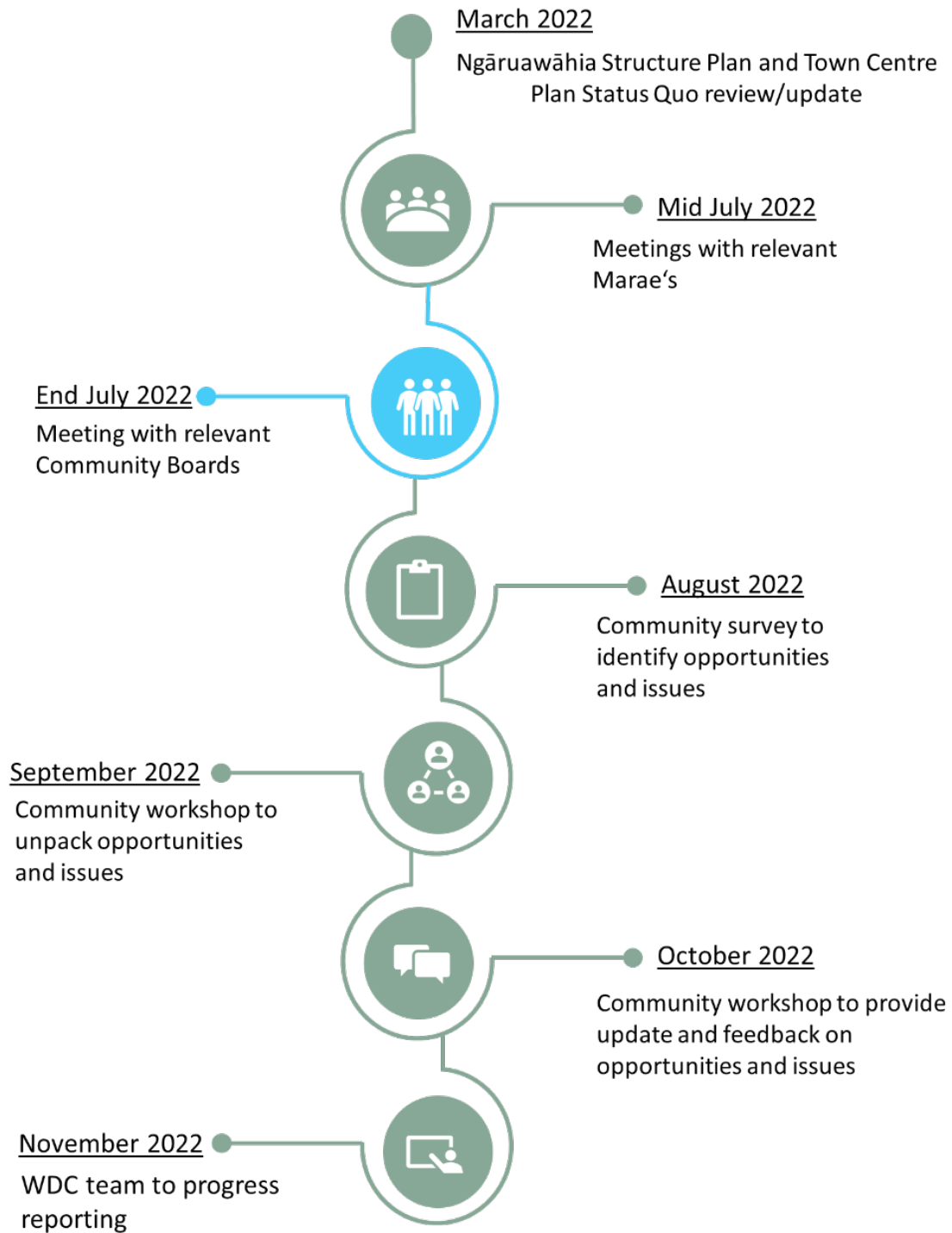
- February 2022 to June 2022: Gap analysis and commencement of background reports
- July 2022 to August 2022: Early consultation with Maraes and Community Boards

5. Next steps Ahu whakamua

During the coming months, the Waikato District Council Strategic Planning team will be engaging with the relevant Marae's and Community Boards. Part of this engagement will be the establishment of a Project Reference Group consisting of one representative from each of the following; Waikato Tainui, Waikato Tainui (Hopuhopu Development) Tūrangawaewae Marae, Taupiri Marae, Taupiri Community Board, Ngāruawāhia Community Board and both of the Local Ward Councillors. The reference group will be a sounding board for material prior to public engagements. The wider community consultation/engagement piece will consist of:

- an opportunities and issues community survey,
- followed up by an opportunities and issues community workshop,
- a community feedback session with options or actions to address opportunities and issues raised.

In parallel, the Structure Plan and Town Centre plan work will be progressed. An indicative timeline is outline in the diagram below.



6. Attachments Ngāa taapirihanga

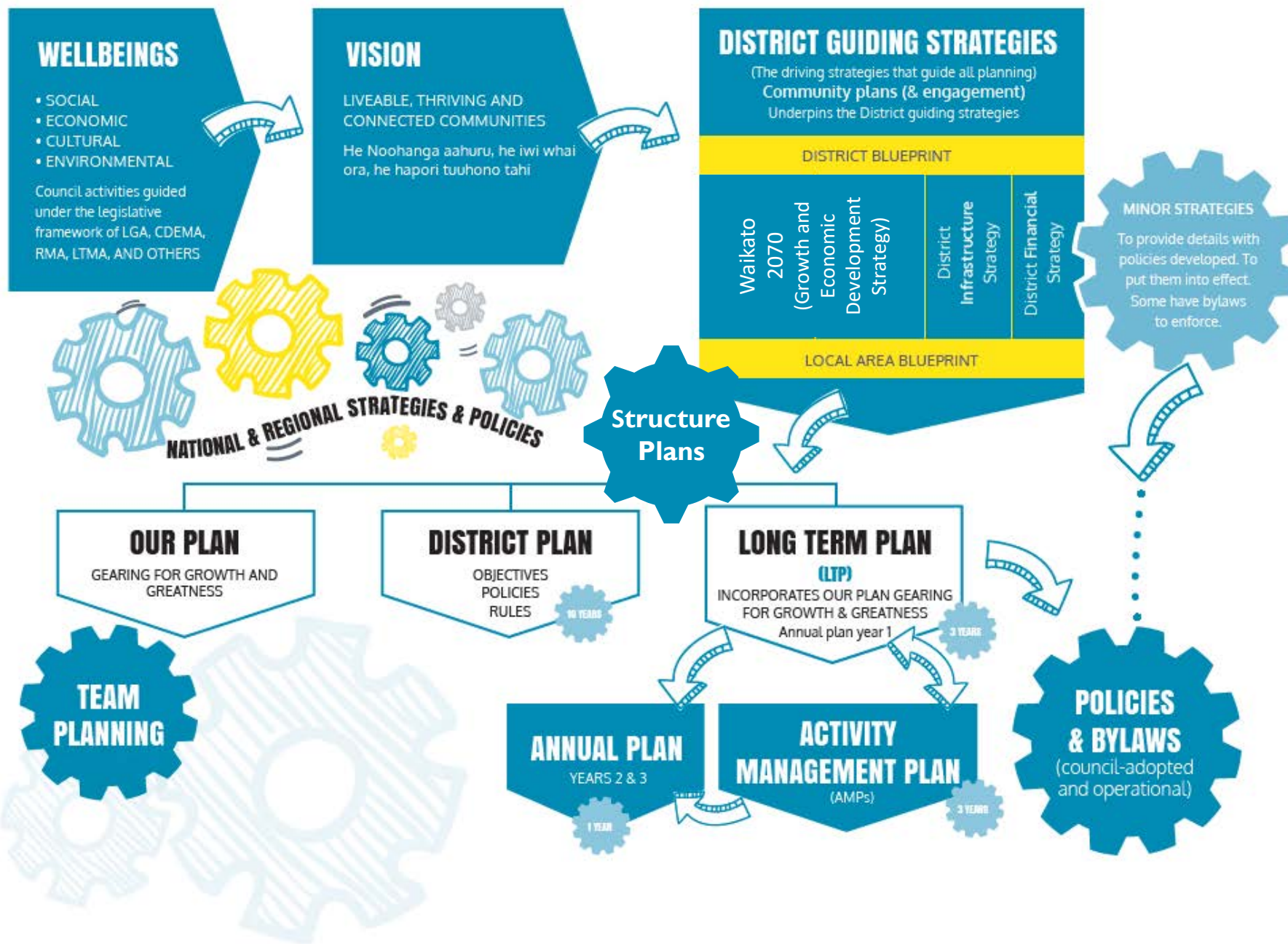
Attachment 1 – Ngāruawāhia, Hopuhopu and Taupiri Gap Analysis and Ngāruawāhia Town Centre Plan presentation from Council Workshop 31 May 2022.

2017 Ngāruawāhia & Surrounds Structure Plan Review Gap Analysis Strategic Planning

Fletcher Bell & Elsa Snyders

31/05/2022

STRATEGIC PLANNING FRAMEWORK



Gap Analysis of the 2017 Ngāruawāhia & Surrounds Structure Plan

- The existing structure plan document was completed in 2017 and accompanying technical inputs from as early as 2014.
- This is a review of the technical inputs/existing information to see if they're still fit for purpose; Market assessment, Transportation, Urban design, Archaeology, Heritage, Geotech, Ground contamination, 3 Waters, Landscapes, Open spaces, & Community facilities.
- The Gap analysis will help inform the new structure plan.
 - **Existing 2017 structure plan spatial area:** Ngāruawāhia, Taupiri, Hopuhopu, Horotiu, Glen Massey, & Te Kowhai.
 - **Proposed structure plan spatial area:** Ngāruawāhia, Taupiri, & Hopuhopu.
- Various technical updates will also inform components of the Ngāruawāhia Town Centre Plan (Transport, Urban design, Market, Open Spaces, & Community facilities).

Gap Analysis



New
Ngāruawāhia
Structure plan



Ngāruawāhia
Town Centre
Plan

New Statutory and non-statutory changes

Resource Management (Enabling Housing Supply and Other Matters) Amendment Act

- This bill is to rapidly accelerate the supply of housing through enablement of medium density in key urban areas.

Hamilton - Waikato Metropolitan Spatial Plan (HWMSP)

- Vision and framework for how Hamilton City and the neighboring communities within Waipā and Waikato districts will grow and develop over the next 100 + years.

National Policy Statement on Urban Development

- Removes restrictive barriers to development to allow growth in locations that have good access to existing services, public transport networks and infrastructure.

Waikato 2070

- A guiding document that informs how, where and when growth occurs in the district over the next 50-years

Future Proof Sub Regional Strategy Review

- 30-year growth management and implementation plan that provides a framework to manage growth in a collaborative way.

Key Changes within the townships - Population

Ngāruawāhia:

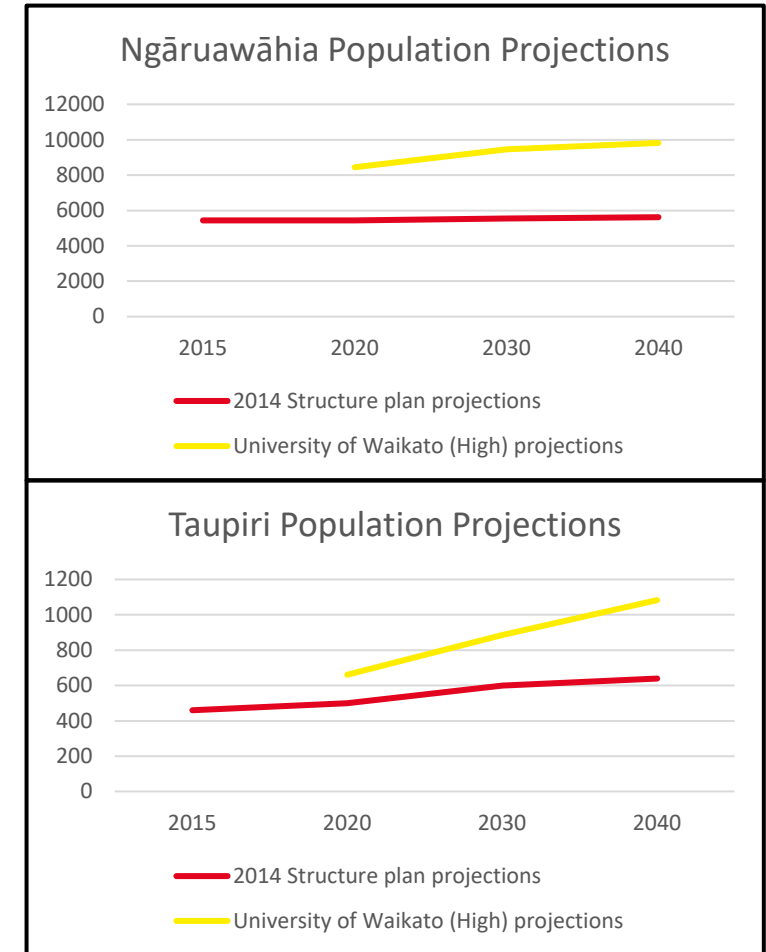
- Population originally predicted to grow to approximately 5600 by 2040.
- Population is currently 8760 and expected to grow to approximately 9800 by 2040 (UoW High projection).

Taupiri:

- Population originally predicted to grow to approximately 640 by 2040
- Population is currently 719 and expected to grow to approximately 1080 by 2040 (UoW High projection).

Hopuhopu:

- Approximately 135, expected to grow to 270 over the next 4-5 years.



Key Changes within the townships – Zoning & Growth cells (Waikato 2070)

Ngāruawāhia:

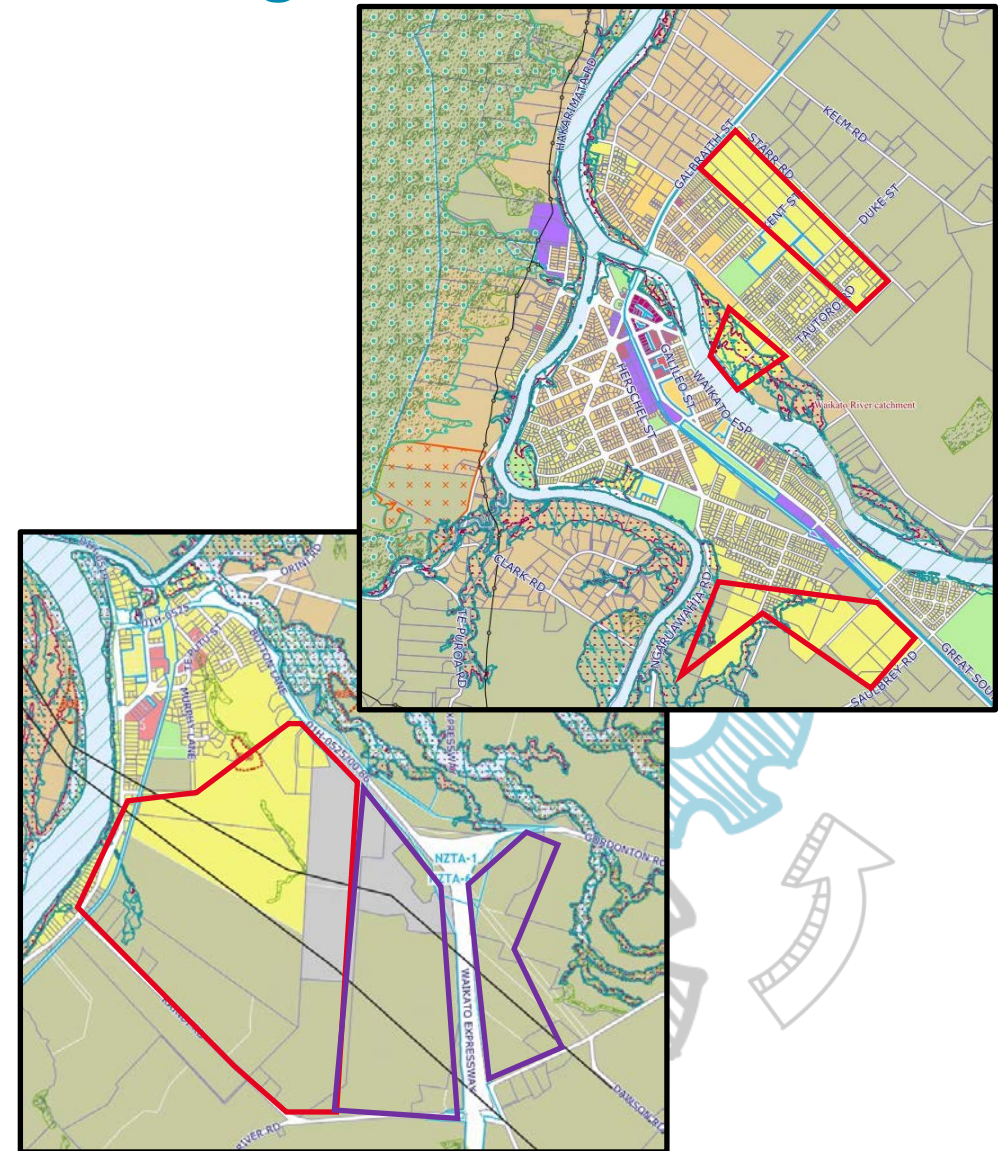
- New residential Growth cells (Greenfield) – North (to Starr Road), North East (River Road), & South (Saulbrey & Rangimarie Road).
 - All of these growth cells have been zoned (through the PDP) to match Waikato 2070.
- New medium density zoning in the town centre to enable re-development.

Taupiri:













- New residential growth cell (Greenfield) – South (to Kainui Road).
 - This growth cell has been partially zoned (through the PDP) to match Waikato 2070.
- New industrial growth cells (Greenfield) – South/ South east (Kainui and Kerie Road).
 - These growth cells have been identified as FUZ (through the PDP) to align Waikato 2070

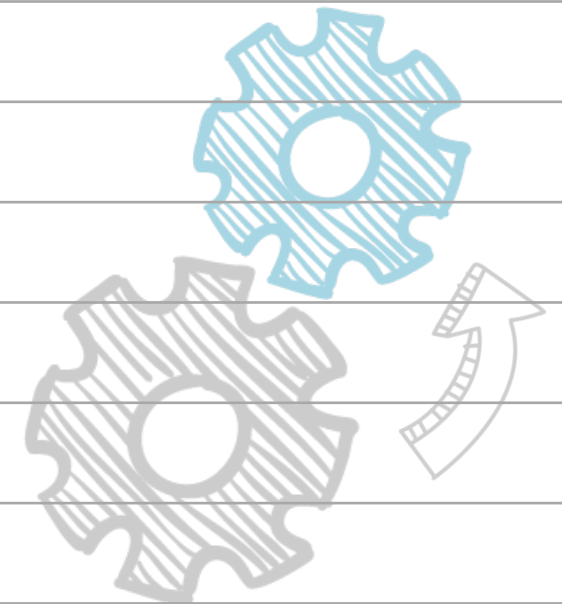
Hopuhopu:

- Zoned (Precinct) as per Waikato Tainui's submission, and will be developed over the next 5 years and is aligned with the growth cell.



Current technical documents – Fit for purpose Summary ¹⁹

	Fit for Purpose	Addendum Update	Update	Notes
Landscapes & visual amenities				
Geotech				
Ground Contamination				
Heritage				
Archaeology				
Market assessment				
3 Waters				
Community facilities				
Parks & recreational opportunities				
Transportation Assessment				
Urban Design Assessment				



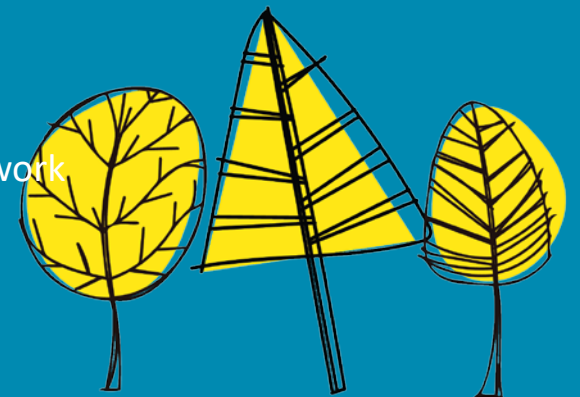
Current technical documents – Fit for purpose?

Transportation Assessment – Recommendation to update

- Traffic model and assessment of the road network projected to 2051
- Assessment of the existing road classifications to align with the Waka Kotahi One Network Framework.
- Assessment of intersections and any upgrade recommendations from an efficiency, safety, and pedestrian connectivity
- Given the likely growth of rail traffic, a safety and efficiency assessment is required and options to reduce the number of at-grade rail crossings, particularly in the Ngāruawāhia Township and Hopuhopu growth cell to be investigated
- Assess walking/cycling/micro-mobility connections and possible links between the various townships including expansion/link to the Te Awa cycle route

Urban Design Assessment - Recommendation to update

- Confirm identity and cultural significance of town with Iwi and Mana Whenua
- Align design outcomes with the transport assessment
- Review urban design guidelines and align with Waka Kotahi One Network Framework
 - Movement and connectivity,
 - Public open space and streetscape,
 - signage and wayfinding, etc.

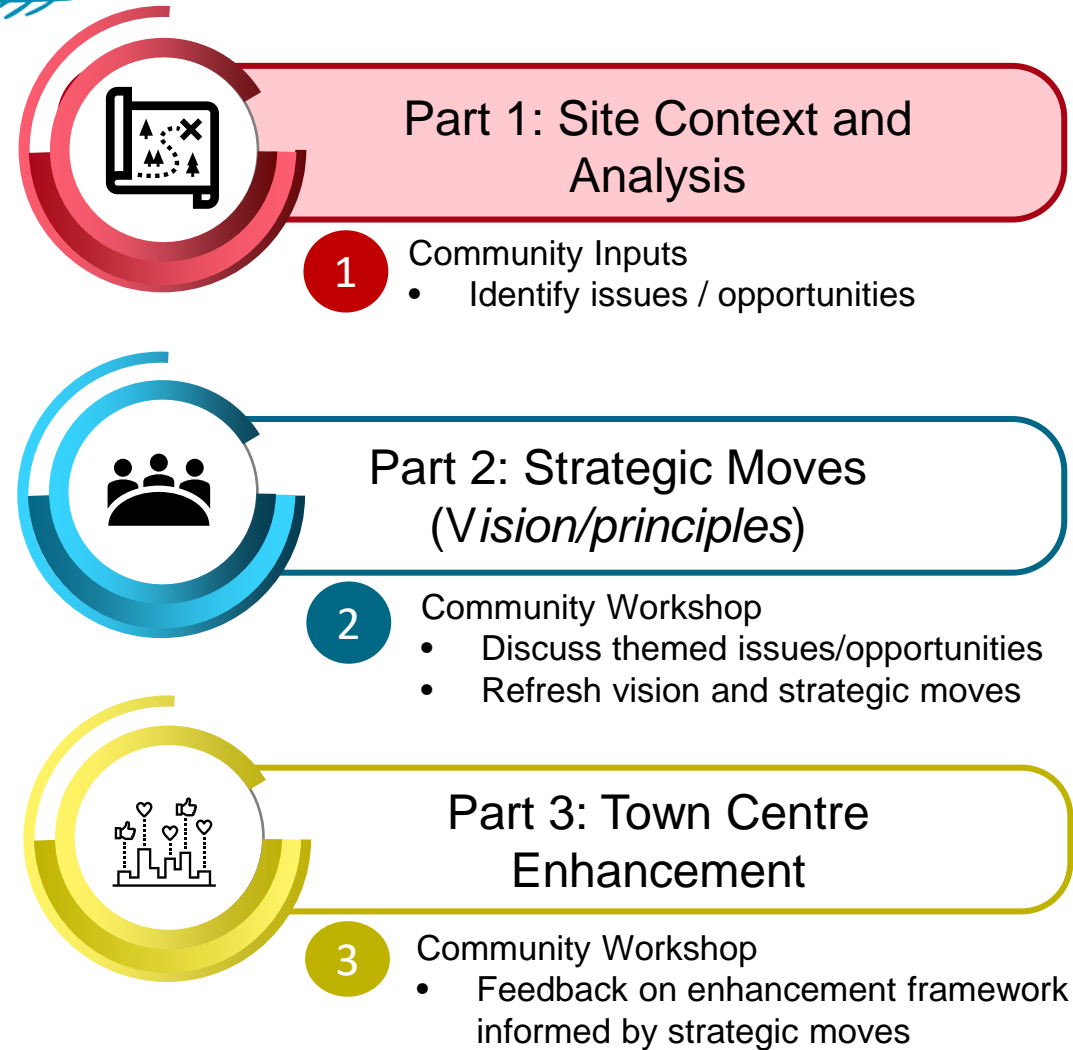


Ngāruawāhia Town Centre Plan

2022/2023



Ngāruawāhia Town Centre Plan



Source: Whangarei District Council



Part 1: Site Context and Analysis

Ngāruawāhia Structure Plan

- Transport Assessment
- Urban Design Framework
- Market Assessment



Regional Context

- Waikato 2070 and PDP
- Future Proof (Metro Spatial Plan and H2A Corridor Plan, 2021)
- Hamilton-Waikato Metropolitan Transport PBC, 2022

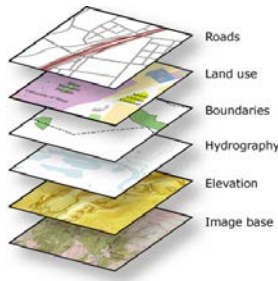


Ngāruawāhia Township

- Local Area Blueprints Initiatives
- Structure Plan 2014 and supporting technical papers (to be updated)
- Population Growth (UoW – higher projections)



Ngāruawāhia Town Centre (*Urban environment and Community*)



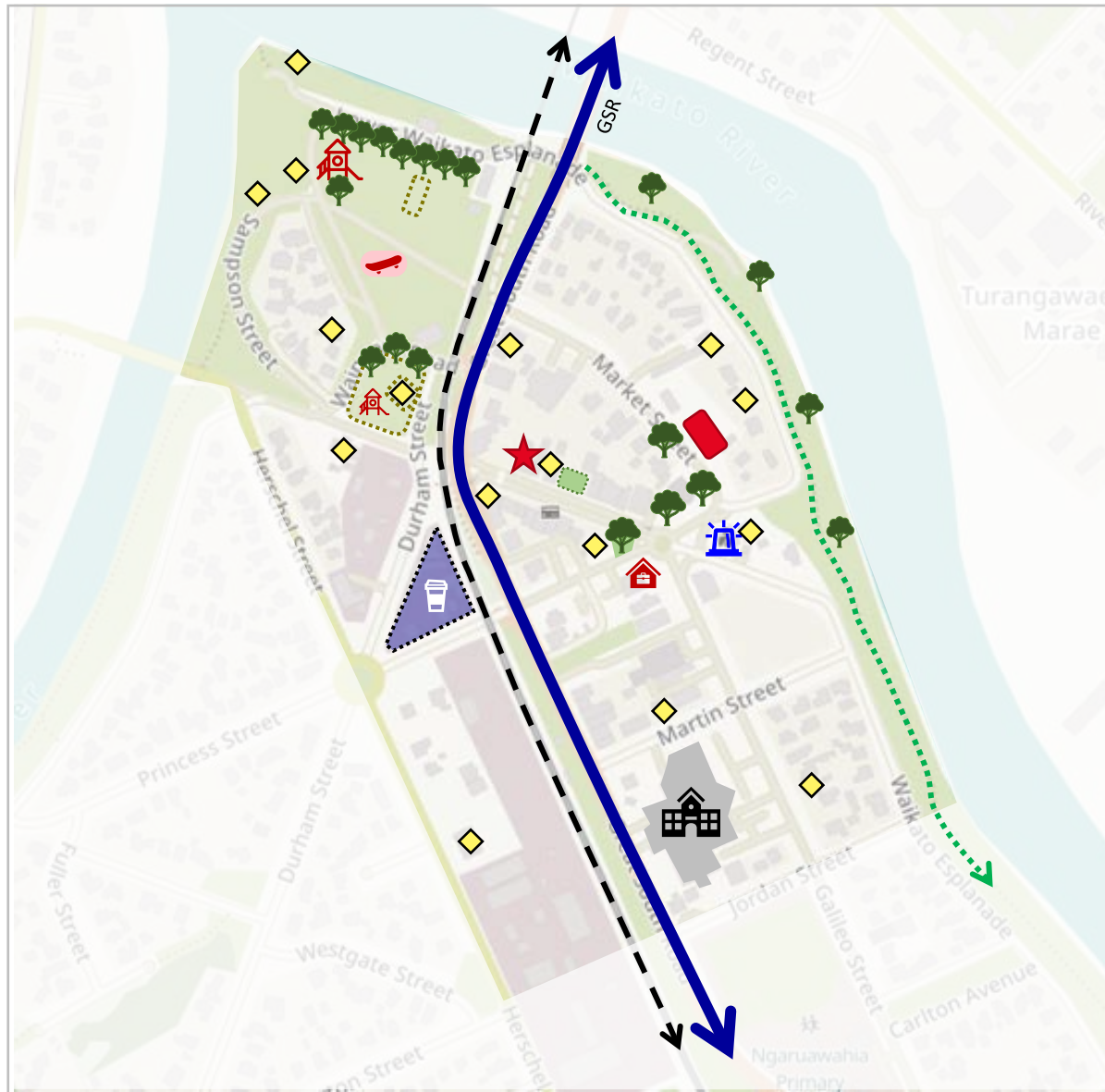
- Spatial Structure (roads, rail, river, etc.)
- Accessibility / Connectivity (road, PT, Micro-mobility, etc.)
- Land use / Zoning (PDP)
- Community facilities / Heritage Items / Sites of Significance
- Open space and river network
- Etc...

Hold point



Community Inputs

- Identify issues / opportunities



Legend

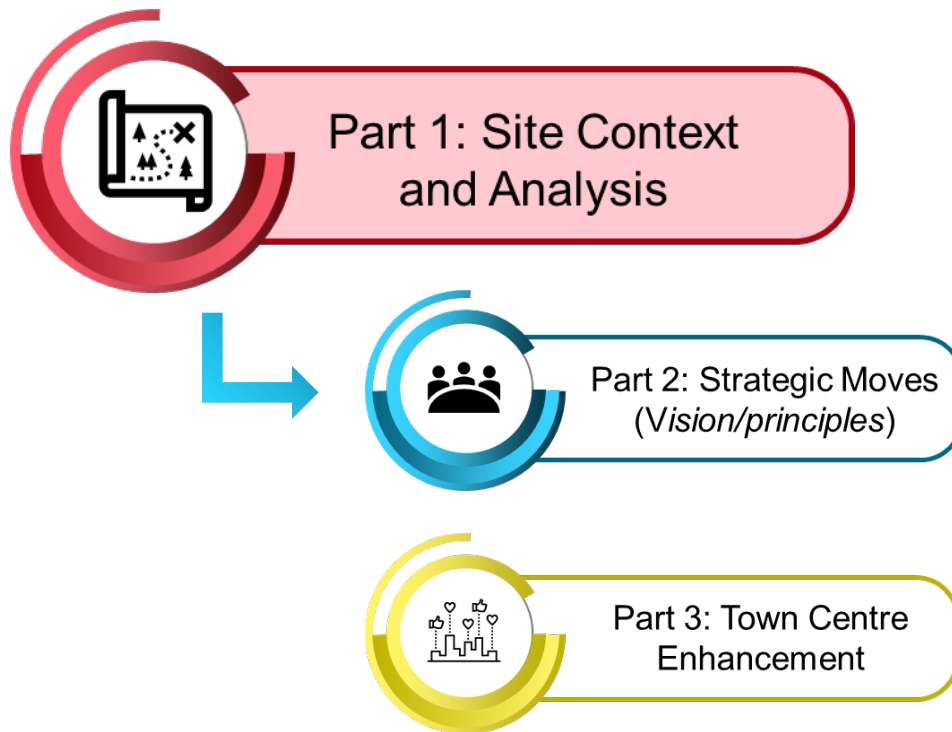
- Playgrounds and Skate Park
- Library
- Swimming Pool
- Work and Income - Ministry of Social Development
- Police Station
- Notable Trees
- Historic Heritage Item
- Sites and areas of significance to Māori
- WDC Office
- Durham St Precinct
- North Island Main Trunk railway line
- Great South Road
- Te Awa River Ride



Town Centre Plan Next Steps

★ Ngāruawāhia Structure Plan Review and Update

- Transport Assessment
- Urban Design Framework
- Economic Market Assessment



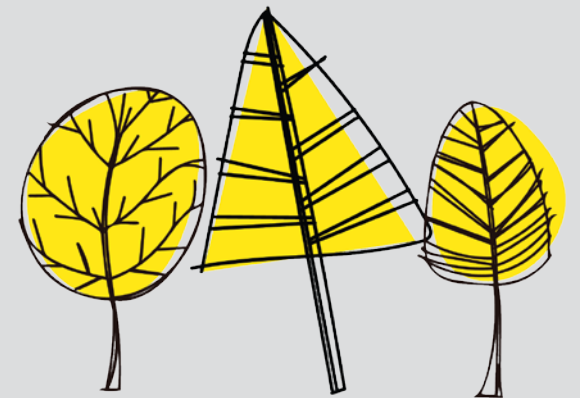
Community Connection

- 1 Community Inputs
- Identify issues / opportunities



Thank you

Questions



To	All Community Boards
Report title	Review of Elected Member Policies
Date:	18 July 2022
Report Author:	Gaylene Kanawa, Democracy Team Leader
Authorised by:	Tony Whittaker, Chief Operating Officer

1. Purpose of the report

Te Take moo te puurongo

To seek feedback from Community Boards on the Elected Member Policies that will be reviewed by the Policy & Regulatory Committee in September 2022.

2. Executive summary

Whakaraapopotanga matua

The following policies are due for review and will be forwarded to the Policy & Regulatory Committee for consideration on 1 August 2022. Council held a workshop on 18 July to provide feedback/direction on changes to the following policies:

1. Elected Members Reimbursement Policy (Attachment 1); and
2. Conference & Seminars Policy (Attachment 2).

The Elected Members Reimbursement Policy covers travel and reimbursement of costs in line with the Remuneration Authority Determinations. It is noted that Council may provide IT and Communication allowances for community board members but to date they have not done so. The increase in zoom meetings over COVID-19 lockdowns and traffic light systems has reduced again and will cease if the Epidemic Preparedness Notice expires in September as indicated by the Government.

Earlier this year Councillors considered the attendance to the LGNZ conference and a request from two community board members to also attend, the Conference & Seminars Policy is clear that the Mayor and Deputy Mayor would usually attend the conference and be delegates for the AGM. In addition to this the Mayor appoints two other Councillors to attend the conference as a training and networking opportunity.

Community board members can apply to attend the community board conference, for which the programme is more geared towards community boards. However, this has not been written into the policy previously and there should be more clarity for community board members on how the apply to attend these conferences and where the costs would come from.

3. Staff recommendations **Tuutohu-aa-kaimahi**

THAT the Community Board provides feedback on the proposed policies for consideration by the Policy & Regulatory Committee in September 2022.

4. Next steps **Ahu whakamua**

The Policy & Regulatory will consider the feedback from Community Boards at its September 2022 meeting and determine whether any further changes based on that feedback will be made to the two policies.

5. Attachments **Ngaa taapirihanga**

Attachment 1 – Elected Members Reimbursement Policy
Attachment 2 –Conference & Seminars Policy

Reimbursements for Elected Members Policy

Policy Owner:	Team Leader - Democracy
Date approved:	XX
Next review date:	XX
Document number:	XX
Engagement required:	XX

1 Purpose

- 1.1 The purpose of this policy is to ensure reimbursements to elected members occurs in a fair and accountable manner.

2 Application

- 2.1 This policy applies to:
- all elected members of the Waikato District Council (Council); and
 - where specified in the Policy, members of the Community Boards.

3 Significance

- 3.1 This Policy is not considered significant in terms of the Significance and Engagement Policy.

4 Policy statements

Salaries

- 4.1 Salaries will be paid to elected members of Council in accordance with the remuneration pool and rules determined by the Remuneration Authority.
- 4.2 The remuneration pool determined by the Remuneration Authority will be split in accordance with a Council resolution.
- 4.3 Those Councillors sitting on statutory hearings (as defined by the Remuneration Authority) are to be paid the maximum allowable hourly rate but no additional rate is payable to the Chairperson.
- 4.4 The Council will not pay separate meeting allowances to elected members.

Vehicle Mileage Allowance

- 4.5 A vehicle mileage allowance for travel can be claimed by Councillors and Community Board members where:
- The Councillor or Community Board member is not otherwise provided with the use of a vehicle by Council.

- b. The travel is in a private vehicle on Council business and by the most direct route that is reasonable in the circumstances.
 - c. In the case of Community Boards, the mileage is only for Community Board meetings or where members have been invited to attend a Council meeting or workshop up to an annual limit of 3000km.
- 4.6 The payment will be at the rate prescribed by the Remuneration Authority or the Inland Revenue Department, whichever is lower.
- 4.7 The payment would only be made to Councillors in line with meetings as outlined below:
- a. Council meetings.
 - b. Council workshops.
 - c. Council committee meetings to which they have been appointed by resolution of Council.
 - d. Any committee meeting where that Committee resolved to give the elected member(s) voting and speaking rights.
 - e. Any committee that an elected member who is not an appointed member of that committee but needs to attend because of an issue that is specific to that elected member's ward is being discussed and where in the opinion of the Chair of the committee, the Councillor's attendance would add value to the item being discussed.
 - f. Outside committees or organisations that the elected member has been appointed to by resolution of Council.
 - g. Attendance at a conference or seminar or on Council business where the elected member(s) has been authorised to attend by resolution of Council.
 - h. Any meeting that an elected member is requested to attend by the Mayor or the Chief Executive such as roadside meetings or meetings with individual ratepayers.
 - i. Any inspection or visit that an elected member is required to undertake at the request of the Mayor or by resolution of committee. This clause is intended to cover inspections arising from emergency work or planned familiarisation trips in conjunction with Council projects.
- 4.8 Councillors or Community Board members must be in attendance at meetings for at least 60% of the time taken to conduct the business of the meeting to be eligible for the payment of vehicle mileage unless determined otherwise by the Mayor.
- 4.9 All claims for vehicle mileage on Council business be submitted in writing and signed by the claimant.
- 4.10 Any disputed claims for vehicle mileage shall be referred to the Mayor whose decision shall be final.

Communication Allowance

- 4.11 Council authorises the payment of a communication allowance where the equipment of service is privately owned or funded by Councillors to cover the cost of one or more of the following:

- a) Mobile telephone
 - b) Computer, tablet or ancillary equipment
 - c) Internet connection
- 4.12 The payment will be at the maximum level prescribed by the Remuneration Authority for that year with payment to be made on an instalment basis through each scheduled pay run. The sum of the instalments is not to exceed the maximum prescribed.
- 4.13 An allowance will not be paid where Council provides the equipment or service including but not limited to:
- a) A mobile telephone
 - b) A computer, tablet and ancillary equipment, or
 - c) An internet connection

Miscellaneous

- 4.14 The Mayor and Councillors may incur some incidental meal costs. These expenses are to be in line with expenditure limits specified in Council's policy on Conferences and Seminars – Attendance and Payment of Expenses (including Local Government New Zealand Conferences).
- 4.15 Any expenses other than travelling expenses will be approved by the Chief Executive with a copy of the receipt and evidence that it is a genuine out-of-pocket expense for the conducting of Council business.

Applications for reimbursement

- 4.16 All applications for reimbursements in line with this Policy will be signed off by the Council Support Team. Any exceptions to this policy will be referred to the Chief Executive for approval in consultation with the Mayor. Expense claims for the Mayor are to be signed off by the Chief Executive and Deputy Mayor.
- 4.17 The reimbursement of miscellaneous expenses must be approved by the Chief Executive.

5 Policy review

- 5.1 This policy shall be reviewed at three yearly intervals following local government elections or as otherwise required by the Chief Executive.



Conferences and Seminars Policy – Attendance and Payment of Expenses (including Local Government NZ Conferences)

Policy Owner:	Democracy Team Leader
Date approved:	XX
Next review date:	XX
Document number:	XX
Engagement required:	XX

Policy statements

In respect of the Annual Conference of Local Government New Zealand:

- i) Council be represented by His Worship the Mayor and other Councillors as appointed by Council;
- ii) the Chief Executive attends in support of the Council delegates;
- iii) the Council meets the cost of partners' attendance.

In respect of applications to attend conferences and seminars, other than the Annual Conference of Local Government New Zealand, each application be considered taking into account the following issues:

- i) the relevance of the content of the conference/seminar to the current issues before Council or the business of Council;
- ii) the cost of the conference/seminar and the value to the organisation
(Council confirmed its policy on attendance at seminars by resolution WDC99/62/1/4.)

Councillors attending conferences/seminars provide a written presentation to the appropriate Committee or to Council and that all conference/seminar material be made available in the Tom Parsonage Room for the information of other members.

The cost of Councillors attending conferences/seminars pursuant to a resolution of Council be met by the Council.

Partners attending conferences/seminars other than the Annual Conference of Local Government New Zealand attend such conferences/seminars at their own cost, apart from where there is a partners' programme provided, when the matter of meeting the cost of partners' attendance would be given consideration by Council.

Council will meet the cost of meals and drinks whilst on Council business up to a cost of \$65 per head, per meal. [Refer WDC1105/05/115, WDC1012/05/116]

This expenditure limit will be reviewed and updated on an annual basis. [Refer WDC0903/08/1111]
Accommodation will be arranged taking into consideration proximity to the venue, cost, health, security and safety issues.

Council will not reimburse expenditure from mini-bars.



In respect of Community Board training and networking opportunities the Council will support attendance at the annual Community Board Conference or Young Elected Members Hui on the following basis:

- i) the relevance of the content of the conference/seminar to the current issues before Community Boards or the business of Council;
- ii) the cost of the conference/seminar and the value to the organisation; and
- iii) the Community Board Member must provide a written report/presentation back to the Community Board, along with the conference materials.

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Note: See also Reimbursement of Mileage and Expenses – Elected Members. [Note: WDC0708/05/1/4 refers]

Policy review

This policy shall be reviewed at three yearly intervals or as otherwise required by the Chief Executive.

To	Taupiri Community Board
Report title	Discretionary Fund Report to 30 June 2022
Date:	01 August 2022
Report Author:	Jen Schimanski, Support Accountant
Authorised by:	Alison Diaz, Chief Financial Officer

1. Purpose of the report

Te Take moo te puurongo

The purpose of this report is to update the Taupiri Community Board on the Discretionary fund spend to date, commitments and balance as at 30 June 2022

2. Staff recommendations

Tuutohu-aa-kaimahi

THAT the Taupiri Community Board receives the report and note commitment to the payment of Chorus Building of \$1,500 from Community-Led Development placemaking budget TCB2206/02.

3. Attachments

Ngaa taapirihanga

Attachment 1 – Discretionary Fund report to 30 June 2022

TAUPIRI COMMUNITY BOARD DISCRETIONARY FUND REPORT 2021/22 (July 2021 - June 2022)
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As at Date: 30-Jun-2022

	GL		1.208.1704
2021/22 Annual Plan			1,624.00
Carry forward from 2020/21			4,527.00
Total Funding			6,151.00
 Income			
			-
Total Income			-
 Expenditure			
21-Dec-21 Payment to Heartsaver NZ Ltd for the amount of \$154.22 (including GST) being the cost of servicing the Taupiri Community AED defibrillator.	TCB2112/04		134.11
01-Mar-22 Payment to Heart Saver NZ for the amount of \$11.50 (inc GST)	TCB2203/05		10.00
Total Expenditure			144.11
 Net Funding Remaining (Excluding commitments)			6,006.89
 Commitments		<i>Amount including GST</i>	<i>Amount excluding GST</i>
19-Oct-20 Allocated to Chair to purchase miscellaneous items	TCB1708/03		100.00
Less: Expenses - Jo Morley			(20.91)
			79.09
26-Oct-21 Commitment to a payment to the Community Development Advisor from their Discretionary Fund in the amount of \$150 (including GST) for the reimbursement of a Koha for the workshop held at Taupiri Marae on August 16 2021.	TCB2110/03		130.43
14-Feb-22 Commitment to the Chorus building mural of \$2,000.00 (incl GST),	TCB2202/04		1,739.13
Total Commitments			1,948.66
 Net Funding Remaining (Including commitments)			4,058.23

To	Taupiri Community Board
Report title	Works and Issues Report – August 2022
Date:	1 August 2022
Report Author:	Lianne van den Bemd, Community Development Advisor
Authorised by:	Clive Morgan, General Manager Community Growth

1. Purpose of the report

Te Take moo te puurongo

To provide an update on issues arising from the previous meeting and works underway.

2. Staff recommendations

Tuutohu-aa-kaimahi

THAT the Works and Issues report – August 2022 be received.

3. Attachments

Ngaa taapirihanga

Attachment 1: Taupiri Community Board's Works and Issues Report – August 2022

Taupiri Community Board's Works and Issues Report - July 2022

	Issue and Action	Area	Status Update
1	<p>COMMUNITY PLAN (Community Plan booklet is an ongoing process)</p> <p>Draft booklet created.</p> <p>February Update The Community Trust needs to be established first before a booklet is published.</p>	<p>Taupiri Community Board</p>	<p>Ongoing</p>
2	<p>WEL GREEN BOXES / CHORUS BUILDING - MURAL PAINTING</p> <p>February Update The Board decided:</p> <ol style="list-style-type: none"> 1. It would like to paint the front wall only and the community can paint the remaining walls if desired. 2. To commit to spending \$2,000 on the mural, pending \$1,500 from the Place Making budget, as offered by Mrs van den Bemd. <p>Actions:</p> <ol style="list-style-type: none"> 1. Chorus would like to see the finalised design and will donate a graffiti guard for the mural. 2. The mural design will need to go through the marae for consultation and input. 	<p>Taupiri Community Board</p>	<p>Ongoing</p>

	Issue and Action	Area	Status Update
3	<p>PROPOSAL FOR WALKWAY AND CYCLE TRACK IN TAUPIRI</p> <p>Potential pathway on Mr Craig Graham and Mr Fraser Graham land for a Walkway and Cycle track.</p> <p>Updates:</p> <ol style="list-style-type: none"> 1. Community Trust needs to be established first. Trust is being worked through and update will be provided once this work has been done. 2. Craig and Fraser Graham still waiting to meet with NZTA representatives. <p>February Update</p> <p>Cr Patterson will contact NZTA for follow up.</p>	Cr Patterson	Ongoing
4	<p>COMMUNITY PLANTING AND MAINTENANCE</p> <p>Fruit trees being stripped of fruit and people are also entering private property.</p> <p>Actions:</p> <p>Ms Lovell to:</p> <ol style="list-style-type: none"> 1. Raise fruit tree matters with the Taupiri Community Constable. 	Ms Morley	Ongoing

	Issue and Action	Area	Status Update
5	<p>EMERGENCY PROCEDURES</p> <p>The Chair, Ms Morley, Ms Ormsby-Cocup, Mr Lovell to work on the Emergency Procedures Plan.</p> <p>Action: 20 June 2022 Staff to follow up with the Taupiri Community Board regarding its Emergency Procedures.</p>	<p>TCB / The Chair, Ms Morley, Ms Ormsby-Cocup, Mr Lovell</p> <p>Kelly Newell, Resilience Manager</p>	<p>Ongoing</p> <p>August 2022: The Emergency Management Advisor is in contact with Jo Morley and progressing work on community resilience planning for Taupiri.</p>
6	<p>NEIGHBOURHOOD SUPPORT</p> <p>Updates:</p> <p>1. No funding requests had been received from Mr Smith.</p> <p>February Update</p> <p>Counties Manukau Neighbourhood Support branch will lead a 'Safer Communities' project directed at community boards and community committees.</p>	<p>Lianne Van Den Bemd – Community Growth</p>	<p>Ongoing, until we hear from Wayne Paxton, Communities Sergeant South Manukau Police.</p> <p>August 2022: Ongoing, no update.</p>

	Issue and Action	Area	Status Update
	<p>These meetings taking place via Zoom in March. Two national groups in that space also invited for feedback.</p> <p>Council has requested that a meeting be set for late February early March. Wayne Paxton, Communities Sergeant South, Tamaki Makaurau ki te Tonga and Council's Community Led Development team are organising this on behalf of the relevant Boards and Committees.</p>		
7.	<p>Picnic Tables</p> <p>Community-Led Development Team to follow up with CityCare regarding the provision of six tables for the Taupiri Community Board.</p>	<p>Lianne Van Den Bemd, Community-Led Development Advisor</p>	<p>August 2022: Kim Wood from Citycare has confirmed Taupiri will get six recycled picnic tables for community use. Dorothy will be the contact for the delivery of these.</p>
8.	<p>Liquor Ban Signs</p> <p>Staff to provide the TCB with an update how it could obtain liquor ban signs, where would new signs be placed and what kind of assessment of the town had been done regarding the placement of its liquor ban signs.</p>	<p>Anthony Pipe, Environmental Health Team Leader</p>	<p>August 2022: Staff have been working with the Communication team on improvements to the Alcohol ban signs in anticipation of any additional signage required in the district.</p>

	Issue and Action	Area	Status Update
			Original signage was positioned after focused local input with the objective of being visible at the main roads leading into the alcohol ban areas while at the same time avoiding an overkill of signs. Staff would certainly welcome input on the best locations for signage in the future.

To	Taupiri Community Board
Report title	Fourth Quarter Service Request Report to 30 June 2022
Date:	1 August 2022
Report Author:	Evonne Miller, PA to the General Manager Customer Support
Authorised by:	Sue O’Gorman, General Manager Customer Support

1. Purpose of the report

Te Take moo te puurongo

The purpose of this report is to update the Taupiri Community Board on the Fourth Quarter Service Request reporting for the ward of Taupiri.

2. Staff recommendations

Tuutohu-aa-kaimahi

THAT the Taupiri Community Board receives the Fourth Quarter Service Request Report to 30 June 2022

3. Attachments

Ngaa taapirihanga

Attachment 1 – Fourth Quarter Service Request Report for Taupiri Community Board

Service Request Time Frames for TAUPIRI Community Committee

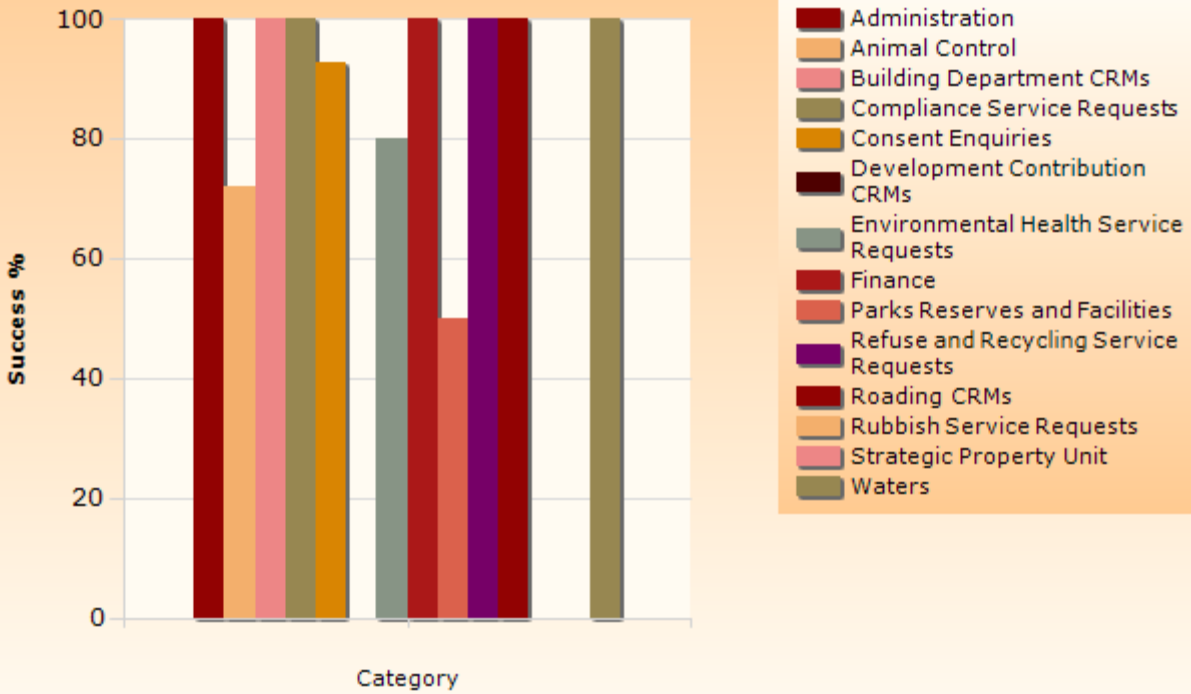


Date Range: 01/04/2022 to 30/06/2022

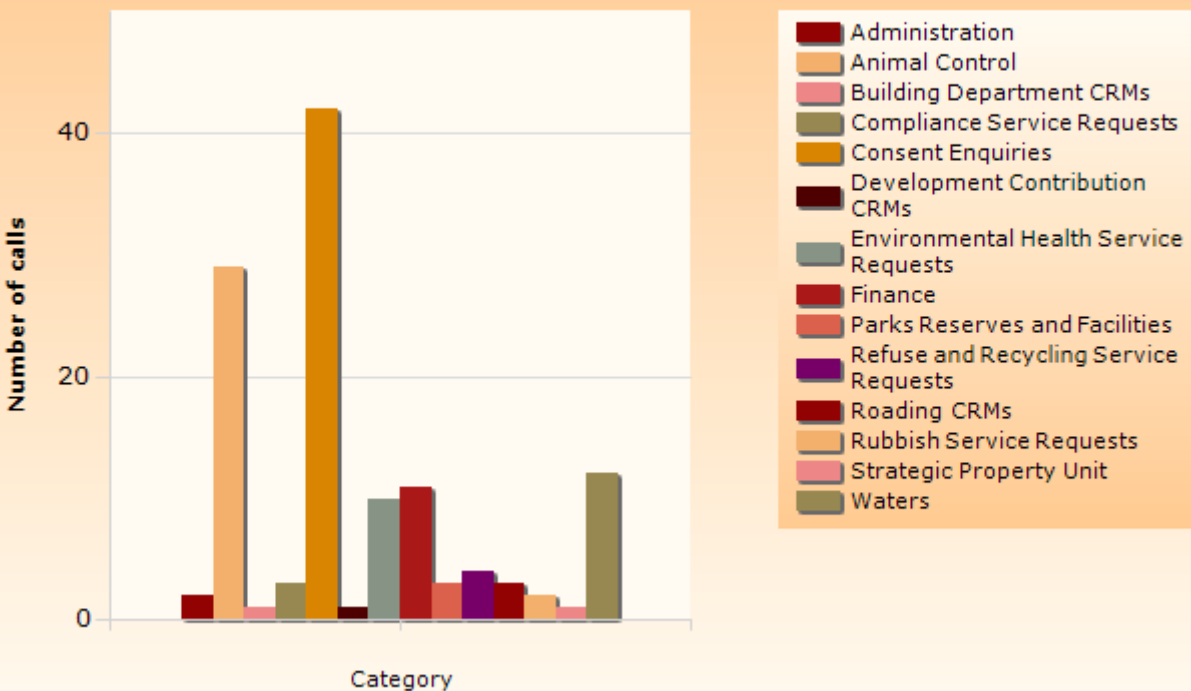
The success rate excludes Open Calls as outcome is not yet known.

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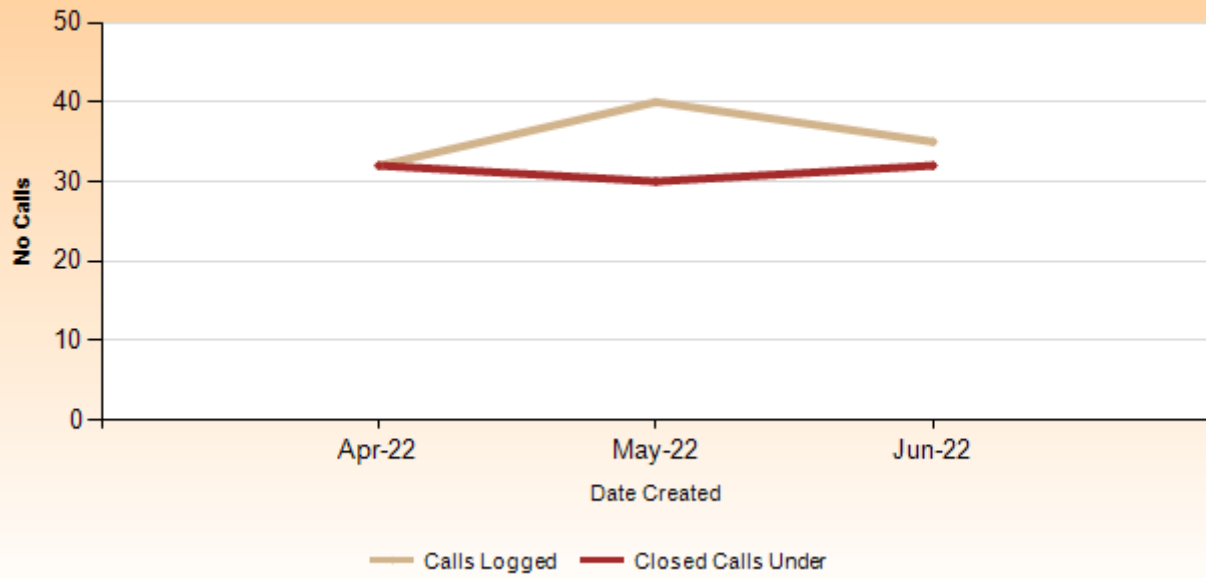
Call Completion % Success by Type



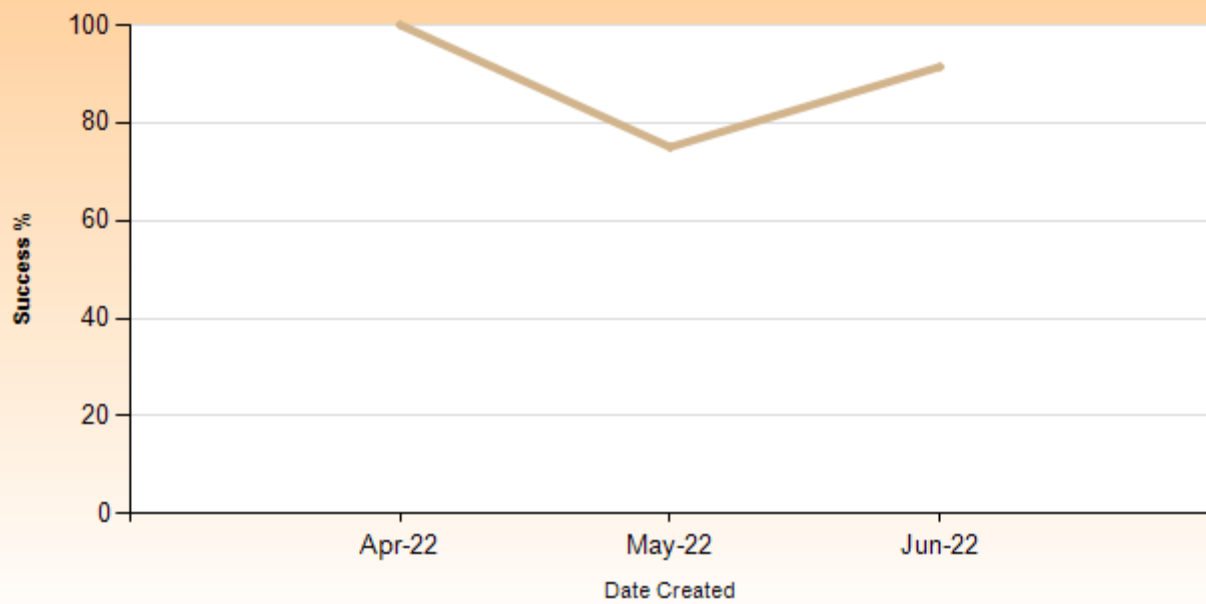
Number of Calls logged by Type



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 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	2				2	100.00%
	Pro rated rates for the period xx to xx	2				2	100.00%
Animal Control							
	Summary	29	3	8	5	13	72.22%
	Animal Charges	4				4	100.00%
	Dog Property Visit	1	1				0.00%
	Dog Straying - Current	5	2		1	2	66.67%
	Dog Welfare - Not immediate threat to life	1				1	100.00%
	Dog/Animal Missing	4		4			0.00%
	Dogs Aggression - Current	5			4	1	20.00%
	Dogs Barking Nuisance	8		4		4	100.00%
	Livestock Trespassing - Current	1				1	100.00%
Building Department CRMs							
	Summary	1				1	100.00%
	PRO General Enquiry	1				1	100.00%
Compliance Service Requests							
	Summary	3	1	1		1	100.00%
	Compliance - Unauthorised Activity	3	1	1		1	100.00%
Consent Enquiries							
	Summary	42		1	3	38	92.68%
	Planning Process	3				3	100.00%
	Property Information Request	11		1	2	8	80.00%
	Rural Rapid Number assignment & purchase of plates	2				2	100.00%
	Zoning and District Plan Enquiries	26			1	25	96.15%
Development Contribution CRMs							
	Summary	1	1				0.00%
	Development Contribution Enquiries	1	1				0.00%
Environmental Health Service Requests							
	Summary	10			2	8	80.00%
	Environmental Health Complaint	2			2		0.00%

	Noise complaints straight to contractor	8				8	100.00%
Finance							
	Summary	11				11	100.00%
	Credit Control Query	4				4	100.00%
	Rates query	7				7	100.00%
Parks Reserves and Facilities							
	Summary	3	1	1		1	50.00%
	Parks & Reserves - Buildings	1				1	100.00%
	Parks & Reserves - Graffiti	1			1		0.00%
	Parks & Reserves - Reserve Issues	1	1				0.00%
Refuse and Recycling Service Requests							
	Summary	4				4	100.00%
	Recycling Not Collected	2				2	100.00%
	Refuse - Non-Collection	2				2	100.00%
Roading CRMs							
	Summary	3				3	100.00%
	Roading Work Assessment Required - OnSite 5WD	3				3	100.00%
Rubbish Service Requests							
	Summary	2			2		0.00%
	Abandoned Vehicle	1			1		0.00%
	Illegal Rubbish Dumping	1			1		0.00%
Strategic Property Unit							
	Summary	1	1				0.00%
	Paper Roads Enquiries CRM	1	1				0.00%
Waters							
	Summary	12				12	100.00%
	3 Waters Enquiry	2				2	100.00%
	Drinking water billing	1				1	100.00%
	Drinking Water Final Meter Read	4				4	100.00%
	Drinking Water Quantity/Pressure	3				3	100.00%
	Fix Water Toby	2				2	100.00%
Total		124	6	11	13	94	87.85%