

Agenda for a meeting of the Raglan Community Board to be held in the Town Hall, Supper Room, Bow Street, Raglan on **WEDNESDAY 19 FEBRUARY 2020** commencing at **1.30pm**.

1. APOLOGIES AND LEAVE OF ABSENCE

2. CONFIRMATION OF STATUS OF AGENDA

Tracie Dean-Spiers from Waikato Regional Council will be in attendance for Item 6.

3. DISCLOSURES OF INTEREST

4. CONFIRMATION OF MINUTES

Inaugural Meeting held on 13 November 2019

3

5. PUBLIC FORUM

6. GUEST PRESENTER

Tracie Dean-Spiers from Waikato Regional Council will discuss the Harbour Catchment Management Plans

7. REPORTS

7.1	Provincial Growth Fund Application – Raglan Wharf	10
7.2	Soundsplash 2020	17
7.3	Code of Conduct	20
7.4	Community Board Charter – Discussion	57
7.5	Climate Response – Report to Strategy & Finance Committee	63
7.6	Raglan Works and Issues Report	86
7.7	Discretionary Fund Report – to 30 January 2020	100
7.8	Raglan Naturally	102
7.9	Service Request Report – to 31 December 2019	123
7.10	Chairperson’s Report	129

7.11	Councillor's Report	136
7.12	Board Members' Reports	<i>verbal</i>

GJ Ion
CHIEF EXECUTIVE

Open Meeting

To	Raglan Community Board
From	GJ Ion Chief Executive
Date	11 February 2020
Prepared by	Brendan Stringer Democracy Manager
Chief Executive Approved	Y
Reference #	GOV0507
Report Title	Confirmation of Minutes

1. EXECUTIVE SUMMARY

The minutes for a meeting of the Raglan Community Board held on Wednesday, 13 November 2019 are submitted for confirmation.

2. RECOMMENDATION

THAT the minutes of a meeting of the Raglan Community Board held on Wednesday, 13 November 2019 be confirmed.

3. ATTACHMENTS

RCB Minutes – 13 November 2019

MINUTES of a meeting of the Raglan Community Board held in the Raglan House, 45 Bow Street, Raglan on **WEDNESDAY 13 NOVEMBER 2019** commencing at **1.35pm**.

Present:

Mr D Amooore
Mr S Bains
Mr R MacLeod
Mr AM Oosten
Mrs GA Parson
Mr C Rayner
Cr LR Thomson

Attending:

His Worship the Mayor, Mr AM Sanson

Mr GJ Ion (Chief Executive)
Mrs Alison Diaz (Chief Financial Officer)
Mr S Toka (Iwi and Community Partnerships Manager)
Mrs T Hancock (Senior Communications & Engagement Advisor)
Mr B Stringer (Democracy Manager)
Mrs P Cooper (Committee Secretary)

5 members of the public

The Chief Executive opened the meeting in accordance with clause 21, Schedule 7 of the Local Government Act 2002, and welcomed the elected members.

The Iwi and Community Partnership Manager welcomed Board members-elect, the Mayor, Councillors, staff and guests with a karakia and whakatau.

The Chief Executive chaired the meeting until the completion of the declarations. He confirmed the process for the first meeting.

DECLARATION OF MEMBERS

Each elected and appointed member present read and signed the declaration required under clause 14, Schedule 7 of the Local Government Act 2002.

APOLOGIES AND LEAVE OF ABSENCE

All members were present.

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Mr Oosten/Cr Thomson)

THAT the agenda for a meeting of the Raglan Community Board held on Wednesday 13 November 2019 be confirmed and all items therein be considered in open meeting;

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

- **Strategic Planning workshop**

CARRIED

RCBI911/01

DECLARATIONS OF INTEREST

There were no disclosures of interest.

APPOINTMENT OF CHAIRPERSON AND DEPUTY CHAIRPERSON

The Chief Executive called for nominations for Chairperson. Mrs G Parsons was nominated by Mr R MacLeod and Mr C Rayner.

Resolved: (Mr Bains/ Mr Amooore)

THAT the nominations for Chairperson of the Raglan Community Board be closed.

CARRIED

RCBI911/02

Resolved: (Mr MacLeod/Mr Rayner)

THAT the report from the Chief Executive be received;

AND THAT Mrs Gabrielle Parsons is appointed Chairperson of the Raglan Community Board.

CARRIED

RCBI911/03

The Chief Executive called for nominations for Deputy Chairperson. Mr R MacLeod was nominated by Mr D Amooore and Mrs G Parsons.

Resolved: (Cr Thomson/Mr Amoores)

THAT the nominations for Chairperson of the Raglan Community Board be closed.

CARRIED

RCB1911/04

Resolved: (Mr Amoores/Mrs Parsons)

THAT Mr Robert MacLeod is appointed Deputy Chairperson of the Raglan Community Board.

CARRIED

RCB1911/05

DECLARATION OF CHAIRPERSON

Mrs Gabrielle Parsons, as elected Chairperson, read and signed the declaration required under clauses 14 and 21, Schedule 7 of the Local Government Act 2002.

PRESENTATION BY THE MAYOR

His Worship the Mayor welcomed guests and addressed the Board and members of the public. He congratulated the Board for their prior achievements, and welcomed the new Board members.

His Worship the Mayor encouraged:

- the Chair and Deputy Chair to continue the strong links with the Council; and
- the Board to arrange an informal meeting to get to know each other and create a plan for the triennium.

SCHEDULE OF MEETINGS

The Chief Executive introduced the report and explained the rationale for the six-weekly meeting cycle to achieve better results for the community.

The following issues were discussed:

- Instead of a formal meeting in December 2019, the Board could hold a strategic planning workshop. The Board members could decide whether to invite members of the public to such a workshop.
- Use of media channels (The Chronicle, Raglan Radio) to update the community on this meeting and future Board events and decisions.

Resolved: (Mr MacLeod/Mr Amoores)

THAT the report from the Chief Executive be received;

AND THAT the Raglan Community Board holds its meetings for the remainder of the 2019-22 triennium on a six-weekly cycle commencing at 1:30pm on Wednesday, 19 February 2020, with the remainder of meetings in 2020 to be held at 1.30pm on the following dates:

- **Wednesday, 1 April 2020;**
- **Wednesday, 13 May 2020;**
- **Wednesday, 24 June 2020;**
- **Wednesday, 5 August 2020;**
- **Wednesday, 16 September 2020;**
- **Wednesday, 28 October 2020; and**
- **Wednesday, 9 December 2020.**

CARRIED

RCBI911/06

REPORTS

Explanation of Statutory Matters affecting Elected Members

Agenda Item 8.1

The Democracy Manager and Chief Executive summarised the report. The Democracy Manager advised Board members of upcoming induction programmes, for which email invitations had been circulated.

Resolved: (Mr Bains/Mr Oosten)

THAT the report from the Chief Executive be received.

CARRIED

RCBI911/07

Discretionary Funding Guidelines

Agenda Item 8.2

The Chief Executive summarised the report and the guidelines for determining discretionary funding applications, and the support available within Council to assist community groups with funding application via external sources.

Board members suggested it would be useful to notify the community that the Board would be considering the next round of funding applications at its February 2020 meeting.

Resolved: (Mr MacLeod/Mr Rayner)

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

CARRIED

RCBI911/08

Discretionary Fund Report to 21 October 2019
Agenda Item 8.3

The Chief Executive and Chief Financial Officer spoke to this item. The following matters were discussed:

- The 'funding pool' available to the Board was for the 1 July-30 June financial year. It was reviewed as part of the Long Term Plan/Annual Plan process.
- It was best practice for any items of expenditure requiring Board approval to be included in the agenda circulated prior to the meeting.
- The Council would arrange payment of the invoices from Raglan House for the September and November 2019 Board meetings.

ACTION: Cr Thomson to send the Raglan House invoices to the Chief Financial Officer for processing payment.

Resolved: (Mr Bains/Mr Amooore)

THAT the report from the Chief Operating Officer be received.

CARRIED

RCB1911/09

Raglan Naturally Update
Agenda Item 8.4

Mrs G Parsons provided an update to the Board:

- Mrs Parsons attended the first workshop. The second workshop was scheduled for 25 November 2019, 6:00pm – 8:30pm in the Raglan Hall supper room.
- Mrs Parsons attended a Department of Internal Affairs workshop in Wellington that discussed similar issues.

Resolved: (Cr Thomson/Mr Oosten)

THAT the report from Raglan Naturally be received.

CARRIED

RCB1911/10

Member's Report – Raglan Climate Action
Agenda Item 8.5

Mrs G Parson presented the Climate Action report, inviting a Board member to be a representative on the Climate Action Group. It was agreed that the Board members would discuss this as part of its strategic planning workshop in December 2019.

Resolved: (Mr Rayner/Cr Thomson)

THAT the report be received;

AND THAT the Community Board continues to work with the Raglan community and the Council to support climate action.

CARRIED

RCBI911/11

Other Business

Add. Agenda Item 8.6

The following items were discussed:

- i. Board strategic planning workshop – to be scheduled for Wednesday, December 11 2019 at 1:30pm for Board members only.
- ii. The Long Term Plan workshops commence in January 2020. Board members were welcome to attend these; invitations would follow shortly. Staff would also be presenting to Community Boards and Community Committees. The Board was encouraged to recommend any issues to be included in the Long Term Plan.
- iii. Wastewater Treatment – the Board members were updated on the Council’s resource application for an interim three-year consent for Raglan’s wastewater treatment.
 - The interim consent time period was based on expert advice received by the Council;
 - Discussion on initial consultation undertaken by the Council (including hapuu);
 - Public stakeholder meeting was scheduled for Wednesday, 27 November 2019. The Council wanted to work with the Raglan community to find a long-term solution.

ACTION: The Chief Financial Officer to circulate the communication information that would be provided at the stakeholder meeting to Board members prior to that meeting, together with information to explain the rationale of the interim consent application.

There being no further business the meeting was declared closed at 3:16pm.

Minutes approved and confirmed this _____ day of _____ 2020.

Mrs G Parson
CHAIRPERSON

To	Raglan Community Board
From	Jim Ebenhoh Acting General Manager Community Growth
Date	3 February 2020
Prepared by	Nick Johnston Funding and Partnership Manager
Chief Executive Approved	Y
Reference #	GOV0507 / 2482047
Report Title	Provincial Growth Fund application: Raglan Wharf

I. EXECUTIVE SUMMARY

Council staff met with officials from the Ministry of Business, Innovation and Employment (MBIE) in December 2019 to discuss funding priorities for the Provincial Growth Fund (PGF) in 2020. A suite of works at Raglan Wharf was identified as a strong fit with PGF objectives and criteria, and it would meet the co-funding requirement as there are planned remedial and improvement works currently funded in Council's 2018-28 Long Term Plan (LTP).

Staff met with Councillor Thomson, Raglan Community Board representatives, local hapuu and Raglan Wharf stakeholders to discuss this potential funding opportunity, and prepared a proposal based on the feedback from user groups. The proposal consists of structural futureproofing, safety improvements, extra berth space utilising floating pontoons, a walkway extension, and community-led strategic planning for future Whaingaroa Harbour infrastructure.

An application to the PGF was submitted to MBIE on 30 January 2020, requesting \$2.5 million towards the suite of works detailed in this report. Council resolved to bring forward \$630,000 from the Raglan Harbour Reserve and Raglan Harbour fund for replacement of existing assets, the total available for the remainder of the current LTP period, as a contribution towards the suite of works.

If the application is successful, Council has committed through the application process to continue working in partnership with the Raglan Community Board, local hapuu representatives, and the Raglan Wharf stakeholder in the design stage and beyond. This commitment will be included in the contract between the Government and Council if the application is successful.

2. RECOMMENDATION

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

3. BACKGROUND

3.1 Provincial Growth Fund

As part of the Labour – New Zealand First Coalition Agreement in October 2017, both parties agreed to the policy of a regional development fund, named the Provincial Growth Fund (PGF). The Government allocated \$3 billion to invest in regional economic development over the three-year parliamentary term. The purpose of the fund is to accelerate regional development, increase regional productivity, and to contribute to more, better-paying jobs.

The purpose is supported by the following objectives:

- Creating jobs, leading to sustainable economic growth
- Increasing social inclusion and participation
- Enabling Maaori to realise aspirations in all aspects of the economy
- Encouraging environmental sustainability and helping New Zealand meet climate change commitments alongside productive use to land, water and other resources
- Improving resilience, particularly of critical infrastructure and by diversifying our economy

The PGF has three investment tiers:

- Regional – support of economic development projects, feasibility studies and capability building identified within regions
- Sectors – initiatives targeted at priority and/or high value sector opportunities
- Infrastructure – regional infrastructure projects that enable regions to be well connected from an economic and social perspective, including rail, road and communications.

Applications can be made to any of these tiers, or two or more tiers where they are interconnected. However, projects delivering housing, three-waters and large-scale irrigation, and social infrastructure such as schools and hospitals are not eligible for PGF funding. Investment has been concentrated in the ‘surge regions’ of Tai Tokerau / Northland, Bay of Plenty, Tairāwhiti / East Coast, Hawke’s Bay, Manawatu-Whanganui, and West Coast.

Cabinet has oversight of the PGF, and makes decisions about investments of \$20 million or more. Ministers with regional economic development portfolios have the authority to make decisions about investments between \$1 million and \$20 million. The group is made up of four ministers: Minister of Finance Grant Robertson, Minister of Regional Economic Development Shane Jones, Minister of Economic Development David Parker, and Minister of Transport Phil Twyford.

Senior regional officials have authority to make decisions about investments below \$1 million. An independent advisory panel provides advice to the ministers about investment proposals, and supports MBIE to build a balanced and coherent portfolio of investments.

3.2 PGF Funding in Waikato Region

Several PGF projects have been approved and announced in the Waikato Region, including:

- Waikato Regional Theatre - \$12,000,000
- Hauraki Gulf Historic Maritime Park – development of marine park - \$731,771
- Te Aroha Tourism Precinct – business case and development - \$810,000
- Waharoa Industrial Hub – business case - \$800,000
- Sugarloaf Wharf, Coromandel – business case to expand wharf - \$558,000
- Te Waananga Glenview – Maori Innovation & Entrepreneurship Centre - \$500,000

As the PGF has gravitated away from funding feasibility studies and business cases in 2019, focusing on ‘spade-ready’ projects that already have committed co-funding contributions, there have not been any other suitable WDC projects to take through the application process that would have a good chance of receiving PGF funding.

3.3 Meeting with MBIE officials

Council staff met with officials from MBIE in December 2019 to discuss funding priorities for the PGF in 2020. Investment discussions focused on the infrastructure tier of the PGF criteria, in particular wharf and jetty projects that align with the purpose and objectives of the fund. Council decision-making and co-funding expectations were also discussed. As it is the final year of the PGF under the current parliamentary term, applications need to be submitted with urgency to allow adequate time for consideration and assessment.

4. DISCUSSION

4.1 Assessment of Council projects

Following the December 2019 meeting with MBIE officials, Council staff assessed potential projects and works currently approved in the 2018-28 LTP that have a strong alignment to the PGF priorities and objectives. After further discussions with MBIE officials, the Raglan Wharf was identified as a possibility for investment. As the Raglan Wharf has planned remedial and improvement work currently funded in the LTP, it would meet the PGF co-funding criteria. Potential PGF investment presents an opportunity to look at a suite of improvements to the wharf and the surrounding area that meets the priorities of the PGF and the aspirations of the local community.

4.2 Stakeholder Engagement

Council staff met with Councillor Thomson, Raglan Community Board representatives, local hapuu representatives from Ngaati Maahanga / Hourua, Tainui o Tainui, and the Raglan Wharf stakeholder group in January 2020. As members of the Raglan Community Board have been actively facilitating discussions between wharf stakeholders over the past two years, the group was quick to find common ground on the potential works on the wharf site

that would work for all user groups. The identified works became the basis for the application to the PGF.

4.3 Application

The PGF application requested \$2.5 million towards the following works and initiatives:

- Extra berths utilising floating pontoons near the current dolphin pier (design to be developed in detail with wharf stakeholder group to accommodate all user groups) to improve access and increase capacity for additional commercial, recreational and charter boats utilising the wharf.
- Structural improvements (piles and other remedial work under the wharf) to futureproof the wharf, protecting access for the businesses, user groups, and the wider community that use the wharf.
- Safety and access improvements, including a walkway connecting the current Wallis St walkway to the west side of the wharf, a small walkway extension along east side of wharf near boat ramp to allow more outdoor space to be used by retail and hospitality businesses as well as improving accessibility, replacement of older timber balustrades where necessary, and installation of bollards to replace current gate on the west access way.
- Funding to undertake community-led strategic planning for Whaingaroa Harbour infrastructure – work to explore opportunities for future connections with other jetties in the harbour, improving connectivity between the town and surrounding communities. This work would be overseen by the Raglan Community Board and Raglan Naturally, in conjunction with local hapuu and the Raglan Wharf stakeholder group, and with extensive consultation with the wider community in the Raglan Ward and Onewhero - Te Akau Ward.

As part of the Council's co-funding requirement, work will be undertaken to explore parking and access improvements along Wallis Street and Aro Aro Park, in consultation with the members of the Raglan Wharf stakeholder group, local hapuu and the Raglan Community Board. Even though these works are currently unbudgeted, there is an opportunity for current wharf funding to be reallocated for this purpose, if PGF funding was granted.

4.4 Financial

The PGF requires applicants to outline all other funding sources for project delivery. Raglan Wharf is funded through a Council reserve and replacement fund, which does not have a general rate impact. Council currently has \$78,424 uncommitted in the Raglan Harbour Reserve for 2020/21 and \$97,671 uncommitted in the Raglan Harbour fund for replacement of existing assets. \$454,092 is currently budgeted in the remainder of the current LTP period from 2021/22 to 2027/28 for contributions to these reserves.

On 29 January 2020, Council resolved to bring forward \$630,000, the total available in the above Reserves in the remainder of the current LTP period, as a contribution towards the

suite of works. This resolution is subject to the outcome of the PGF application, and this funding will only be brought forward if the application is successful.

This would mean the Raglan Reserve Fund would run a deficit position until 2024/2025 with rental income recouping the costs over the remaining term of the current LTP. This reserve is forecast to generate a positive balance of \$10,000 from 2025/26 onwards. There would be internal interest charges of \$140,000 (budget model estimate) on deficit reserve balances until the costs are recouped, meaning there would be \$490,000 available towards the suite of works after the interest costs are subtracted.

A council contribution of \$630,000 (including the interest charges for bringing funding forward) would be approximately 20.1% of the total project cost if the Council received a \$2.5 million contribution through the PGF.

5.2 Strategies, Plans and Policy Alignment

The application focuses on the infrastructure tier of the PGF, focusing on the following objectives:

- Improving resilience, particularly of critical infrastructure and by diversifying our economy
- Enabling Maaori to realise aspirations in all aspects of the economy (a focus of the community-led Whaingaroa Harbour infrastructure plan)
- Increasing social inclusion and participation (by undertaking a social procurement approach wherever possible and partnering with the Raglan community through community-led planning and implementation)

The application will demonstrate links with Council's vision for liveable, thriving and connected communities, and with the following proposed initiatives identified in the Raglan Local Area Blueprint:

- Partner with Raglan Naturally in respect to planning processes
- Consider how to support the community in creating additional and sustaining existing local jobs in tourism.

The Raglan Naturally Community Plan has been an important document referred to in the preparation of the application. The proposed works and initiatives are intended to respond to the following focus areas as outlined in Raglan Naturally:

- Destination and Visitor Management:
 - Protect local interests first
 - Encourage shoulder season activities that help support businesses through the winter months
 - Create a more connected experience where visitors and locals alike can easily walk or ride between community destinations.

- Infrastructure:
 - Impact on the natural environment and ecology must be the prime consideration in all infrastructure decisions
 - Infrastructure must continue to be upgraded to reduce the impact on the natural environment and ecology
 - We aspire to a standard of excellence for all of Raglan's public assets and spaces, we work closely with Waikato District Council and take an active part in the care of it, through maintenance and beautification
- Local Government and Planning:
 - More localised consultation / planning / decision making and implementation
- Transport
 - Encourage cycling and walking by providing safe, convenient routes
 - Cohesive planning of sustainable transport, including walking, cycling, pedestrianisation, and ways to reduce parking demand in crowded areas.

5. CONCLUSION

The Raglan Wharf project has been an exciting opportunity for Council to work alongside local hapuu representatives, the Raglan Wharf stakeholder group, and members of the Raglan Community Board to develop the proposal for a suite of works that will futureproof the wharf structure, improve safety and accessibility, and to increase the number of berth spaces for commercial, charter and recreational boats accessing the wharf. The improvements will provide benefits to all current user groups and the wider public, meeting many of the priorities of PGF investment.

The proposal is an opportunity for Council to deliver on two priorities of the Raglan Local Area Blueprint, which are to partner with Raglan Naturally in respect to planning processes, and to support the community in creating additional and sustaining existing local jobs in tourism. If the application is successful, Council has committed through the application process to continue working in partnership in the design stage and beyond. This commitment will be included in the contract between the Government and Council if the application is successful.


ATTACHMENT


- Raglan Wharf – Aerial photo

Raglan Wharf – proposal (indicative areas only)



Legend

 Safety improvements and structural work (under wharf)

 Proposed extra berths with pontoons

 Walkway extension, safety and access improvements

Open Meeting

To	Raglan Community Board
From	Roger McCulloch General Manager Service Delivery
Date	19 February 2020
Prepared by	Jordy Wiggins Venues and Events Team Leader
Chief Executive Approved	Y
Reference #	RCB2020
Report Title	Sound Splash Report

I. EXECUTIVE SUMMARY

Sound Splash is an annual multi genre music festival that has taken place at Wainui Reserve intermittently since 2001. Throughout 2019 there were conversations between the Raglan Coastal Reserve Advisory Committee, Raglan Community Board and Waikato District Council about the Sound Splash event and its operations. The purpose of this report is to provide a summary for the Raglan Community Board regarding the outcomes of their requests for the 2020 Sound Splash event.

2. RECOMMENDATION

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

3. BACKGROUND

The Raglan Coastal Reserve Advisory Committee (RCRAC) met on 9th September 2019 to discuss the Sound Splash festival and made a recommendation to Council's Event Team on the scheduling of the event. Although not minuted, the recommendation was that the event should not proceed unless a number of concerns were addressed. The concerns were as follows:

- Concerns for the health and wellbeing of 16, and under, year olds at the event.
- Parking areas at Wainui Reserve and Papahua Domain.
- Making sure that the participant numbers not exceed 8,000.

Following the RCRAC meeting, the WDC Venues and Events Team met and discussed the Committee's concerns with Sound Splash organisers. During this meeting, staff requested further information, mitigation and management proposals for the concerns raised by the RCRAC.

Council staff met with Councillor Thomson and the Community Board Chair Gabrielle Parsons to discuss the concerns of the RCRAC. From this meeting a report was requested to come to the RCB for further discussion. The items below were raised by the Councillor and the Board Chair for discussion with Sound Splash organisers:

- Safety of young people at Sound Splash
- Traffic Congestion on the bridge
- Wainui Reserve Lower Car Park/Surf Lifesaving Club
- Waste Management
- Koha for Use of Reserve and Community Give Back

Following this meeting staff met again with Sound Splash organisers to discuss the items above. Generally organisers were happy to comply with the requests as best as practicability possible.

The report requested by Councillor Thomson and the Community Board Chair Gabrielle Parsons was received at an RCB workshop on 11th December 2019. The report provided details as to how Sound Splash organisers would manage and mitigate the items above. A full Board was not present however they did have a quorum.

The following items were then requested of Sound Splash organisers by the RCB.

1. Raglan Community Board support Sound Splash with the added requirement of upfront payment to the Raglan Surf lifesaving Club of \$3,000 to cover the cost of additional personnel and the provision of equipment for the weekend of Sound Splash. This to be paid no less than 10 working days before the event setup commences.
2. The Board requires a user charge of \$10,000 for the use of the Wainui Reserve to be held by the RCB to be used specifically for the Wainui Reserve.
3. The Board requests a monetary contribution for the use of the Airfield.
4. The resource consent conditions of no more than 8000 tickets to be sold are adhered to.

Response to the above items:

1. The original agreement between Sound Splash organisers and the Raglan Surf Lifesaving Club (RSLC) will remain as \$1,000 and free tickets to the event for RSLC members.
2. It was determined that a fee of \$10,000 was to be paid to and held by Waikato District Council. This fund would be used for Wainui Reserve and the RCB would provide guidance on its expenditure. As of 5th February 2020, the full amount of \$10,000 has been received.
3. This condition did not apply for the 2020 event as confirmed by Councillor Thomson and the Raglan Community Board Chair Gabrielle Parsons. The use of the airstrip and a potential fee for its use will be discussed further for the next event in 2021.
4. This is a condition of the resource consent; and is monitored through the appropriate WDC Consenting/Monitoring Team. This will be reported in the Sound Splash debrief.

Eight WDC staff attended Sound Splash intermittently during the three day festival. Overall, it was considered to be a very well run and successful event. The Sound Splash organisers

will be providing WDC staff, NZ Police and the District Health Board (DHB) a full debrief within the next month. This gives WDC staff, NZ Police and the DHB the opportunity to also provide feedback to event organisers for future events.

4. ATTACHMENTS

N/A

Open Meeting

To	Raglan Community Board
From	Gavin Ion Chief Executive
Date	22 January 2020
Prepared by	Brendan Stringer Democracy Manager
Chief Executive Approved	Y
Reference #	GOV0507
Report Title	Community Board Code of Conduct

I. EXECUTIVE SUMMARY

The purpose of this report is to seek the adoption of a revised code of conduct for community board members, in accordance with the Local Government Act 2002 ('**LGA**').

The revised code (Attachment 1) reflects the recommended changes to [the current code](#) as a result of a review undertaken by Cr Smith, other senior councillors and staff in 2019, and to reflect local government best practice as recommended in the new Local Government New Zealand template code, and other councils' codes. The key changes to the current code are summarised in Attachment 2. A new code was adopted by the Council at its meeting in December 2019 – the revised code is substantially based on the version approved by the Council.

As part of the updated complaints process in the revised code, an Ethics Committee is established to complete an initial assessment of any complaint lodged with the Chief Executive. This will enable non-material breaches of the Code to be dealt with more effectively and efficiently. The Ethics Committee comprises the Mayor and Councillors Gibb and Patterson (with the Deputy Mayor and Cr Smith to stand in as alternates, if required).

The Code expects members to endeavour to resolve issues arising under the Code by way of discussion where possible, rather than commencing the formal complaints process.

The community board is not required, under legislation, to either adopt their own code of conduct or comply with the Council's code. Community boards often adopt the same code of conduct as adopted by their parent local authority. Not to do so creates a risk that different standards of behaviour will apply to members of community boards than apply to members of the Council, such as when dealing with council staff, media or members of the public. The board is therefore recommended to adopt the revised code.

If adopted, the revised code will replace the current code with immediate effect.

2. RECOMMENDATION

THAT the report from the Chief Executive be received;

AND THAT the Raglan Community Board adopt the attached Code of Conduct (Attachment 1 to the staff report) ('the Code') in accordance with clause 15(6), Schedule 7, Local Government Act 2002;

AND FURTHER THAT the Community Board notes the newly adopted Code will replace the current Code of Conduct for the Community Board with immediate effect.

3. DISCUSSION AND ANALYSIS OF OPTIONS

3.1 DISCUSSION

The LGA requires the Council to adopt a code of conduct, to record how elected members will conduct themselves while acting in their capacity as members of the Council. All members must comply with the code.

While community boards are not required to have a code of conduct under the LGA, it is recommended best practice to do so. The role of a community board differs from that of a governing body of a local authority to the extent that community boards cannot employ staff and thus, for example, are not directly responsible for meeting the good employer obligations under the LGA. However, the behaviours of community board members may have a direct impact on such obligations - ensuring members behave ethically and in accordance with the expectations which also apply to councillors is consequently important. It will also help ensure the effective operation of community boards themselves. Not to adopt a code of conduct creates a risk of different standards of behaviour between community board members and Council's elected members.

[The current code](#) of conduct was adopted by the community board in August 2017, which was based on the Council's code of conduct at that time. The code can be amended by a resolution of 75% or more of members present at a Council meeting.

Cr Smith, other senior elected members and staff reviewed the current code of conduct towards the end of the previous Council term. The review considered practical process improvements, and best practice as reflected in the 2019 Local Government New Zealand updated template and other councils' respective codes. Staff have also taken the opportunity to adopt a plain English approach in the revised Code.

Attachment 1 is a revised code of conduct ('the revised Code'), which is presented for the community board's consideration and adoption.

An overview of the key proposed changes to the board's current code of conduct is summarised in Attachment 2 of this report.

The revised Code (as with the current code) is designed to be a self-regulatory instrument. In adopting the revised Code, members are agreeing to 'own' and demonstrate the principles and standards of behaviour and conduct set out in the revised Code.

If the revised Code (or an amended version) is not adopted by the community board, the current code will continue to operate until it is replaced.

Revised Complaints Process

The most significant amendment in the revised Code relates to the process for dealing with complaints against members under the code (refer to section 11 and Appendix C of the revised Code, Attachment 1).

This process includes the establishment of an Ethics Committee to undertake an initial consideration of most complaints received under the revised Code. This is intended to deal with trivial or non-material breaches effectively and efficiently, without the need to appoint an independent investigator. As noted in the revised Code, members are encouraged to resolve any issues arising under the Code informally by way of discussion (or with the assistance of another member).

It is proposed that complaints received in relation to any alleged breach of confidentiality (section 7) will be treated as material, with the complaint referred immediately to an independent investigator. The purpose is to reflect the trust placed in members and the potentially significant adverse impacts to the Council, and members collectively, as a result of such a breach.

The advantages of the proposed complaints process include:

- greater clarity of roles and responsibilities;
- trivial or non-material breaches will be dealt with more effectively and efficiently (via the Ethics Committee);
- increased rigour and transparency; and
- continuation of an independent expert to recommend a course of action for any material breach of the Code.

A disadvantage of this new process is that a complaint in relation to an alleged material breach may take longer to resolve with the initial review undertaken by the Ethics Committee. This would depend on the circumstances of the complaint, and will be managed by the timeframes that the Chief Executive and Mayor will implement.

4. CONSIDERATION

4.1 FINANCIAL

The financial costs for appointing an independent investigator (if required) would depend on the circumstances of a specific complaint. It is expected such cost would be met within existing operational budgets.

As noted, the revised Code’s complaints process endeavours to reduce the need for an independent investigator through:

- the initial review undertaken by the Ethics Committee; and
- encouraging members to resolve issues informally and/or with the assistance of their colleagues.

4.2 LEGAL

The Council is required to have a code of conduct under the LGA. As noted above, it is recommended best practice for community boards to adopt a code.

The revised Code complies with the requirements set out in the LGA and is substantially based on the version approved by the Council in December 2019. 75% of members present at a community board meeting must approve an amended code in order for it to take effect. The current code would continue to apply in the event that the requisite number of members did not support the revised Code.

4.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

Members’ compliance with the behaviours, values and principles in the revised Code will enhance the trust and respect in the Council – both as a governance body and organisation. This is integral to the Council’s vision and strategic values.

Failure by members to comply with the provisions in a code of conduct may have an adverse reputational impact on members and/or the Council or community board, and may also result in personal liability for a member or a legislative breach by the Council.

4.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

Staff have considered the key considerations under the Significance and Engagement Policy and have assessed that the recommendations in this report have a low level of significance. No engagement is required.

Highest levels of engagement	Inform <input checked="" type="checkbox"/>	Consult <input type="checkbox"/>	Involve <input type="checkbox"/>	Collaborate <input type="checkbox"/>	Empower <input type="checkbox"/>
<i>Tick the appropriate box/boxes and specify what it involves by providing a brief explanation of the tools which will be used to engage (refer to the project engagement plan if applicable).</i>	Elected members were informed of the key changes to the current Code as part of the induction sessions.				

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

Planned	In Progress	Complete	
			Internal
	✓		Community Boards/Community Committees
			Waikato-Tainui/Local iwi (provide evidence / description of engagement and response)
			Households
			Business
			Other Please Specify

5. CONCLUSION

A revised Code of Conduct is presented to the Council for adoption. Amendments to the current code are recommended to reflect practical process improvements and best practice in the local government sector.

6. ATTACHMENTS

- Attachment 1 – (Draft) Revised code of conduct
- Attachment 2 – Key changes from the current code of conduct

Waikato



DISTRICT COUNCIL

Te Kaunihera aa Takiwaa o Waikato

Code of Conduct - Raglan Community Board

Adopted on

1. Introduction

The Code of Conduct (“the Code”) sets out the standards of behaviour expected from community board members (“members”, and individually “a member”) in the exercise of their duties. Its purpose is to:

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

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

2. Scope

The Code has been adopted in accordance with clause 15(1) of Schedule 7 of the Local Government Act 2002 (LGA 2002) and applies to all members.

The Code is designed to deal with the behaviour of members towards:

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

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

The community board may, by resolution of 75 percent or more, change or replace the Code at any time. The Code should be read in conjunction with the community board’s Standing Orders

3. Values

The Code is designed to give effect to the following values with which all members have agreed to comply:

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

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

4. Role and responsibilities

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

4.1 Members

The role of the community board includes:

- represent, and act as an advocate for, the interests of its community;
- consider and report on all matters referred to it by, or on behalf of, the Council, or any matter of interest or concern to the community board;
- maintain an overview of services provided by the Council within the community;
- prepare an annual submission to the Council for expenditure within the community as part of the Council's Annual or Long Term Plan;
- communicate with community organisations and special interest groups within the community; and
- undertake any other responsibilities that are delegated to it by the Council.

Members are committed to achieving the highest standards of conduct and behaviour at all times and will carry out their role to the best of their skill and judgment. To achieve this, members should:

- take responsibility for ensuring that they understand their roles and responsibilities and the Code;
- attend all meetings (including external organisations to which they are appointed), working groups (as appropriate) and any appropriate training opportunities provided by Council;
- come to meetings prepared, including having read relevant material;
- seek personal and skill development opportunities to effectively fulfil their statutory declaration of office and contribute to the good governance of the community;
- maintain an appropriate standard of dress at public meetings, events or functions that does not discredit the community board or Council. Generally, the more formal the occasion, the more formal the standard of dress required.

4.2 Community Board Chairperson

A community board chairperson presides over all meetings of the community board, ensuring that the community board acts within the powers delegated by the Council and the orderly conduct of business during board meetings (as determined by Standing Orders).

The board chairperson may be called on to act as official spokespersons on issues within the terms of reference for their boards.

Chairpersons may be removed from office by resolution of the community board. The community board may also appoint a deputy chairperson, who shall fulfil the functions of the chair when the chairperson is absent.

4.3 Chief executive

The role of the chief executive includes:

- implementing the decisions of the Council and community boards;
- ensuring that all responsibilities delegated to the chief executive are properly performed or exercised;
- ensuring the effective and efficient management of the activities of the local authority;
- maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the local authority;
- providing leadership for the staff of the Council;
- employing staff on behalf of the Council (including negotiation of the terms of employment for those staff); and
- lodging with the Ethics Committee (refer to section 11.2) any complaint against a member, including any justified complaint under the Code made to the chief executive by an employee of Council.

Note:

- “employee” in this context includes any contractor or subcontractor, or their employees;
- whether a complaint from staff is justified under the Code will be determined by the chief executive.

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

The community board and its members’ day-to-day dealings with the chief executive should recognise the statutory responsibilities of the chief executive for the effective management of Council staff and for implementing the decisions of the Council and the community board.

5. Relationships

This section of the Code sets out agreed standards of behaviour between members; members and staff; and members and the public. Any failure by members to meet the standards set out in this section represents a breach of this Code. For clarity, this section includes (but is not limited to) any written communication between members, or from a member, including through social media platforms.

5.1 Relationships between members

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

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

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

5.2 Relationships with the chief executive and staff

Members should be aware that failure to observe the standards in section 5.2 of the Code may compromise the Council's obligations to act as a good employer and may expose the Council to civil litigation and/or audit sanctions.

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

- raise any concerns about employees, officers or contracted officials with the chief executive only;
- raise any concerns about the performance or behaviour of the chief executive with the mayor or the chairperson of the Chief Executive Performance Review Committee (or its successors);
- make themselves aware of the obligations that the Council and the chief executive have as employers and observe those requirements at all times, such as the duty to be a good employer;
- treat all employees with courtesy and respect and avoid publicly criticising or rebutting any employee, especially in ways that reflect on the competence and integrity of the employee;

- not commit any aggressive, offensive, or abusive, conduct towards any employee (including intimidation or harassment);
- observe any protocols put in place by the chief executive concerning contact between members and employees;
- avoid doing anything which might compromise, or could be seen as compromising, the impartiality of an employee, including not improperly influencing staff in the normal undertaking of their duties;
- avoid any act or decision which might put staff at risk from a health and safety perspective.

5.3 Relationship with the public

Given the essential role that democratic local government plays in our communities it is important that community boards earn the respect and trust of their citizens. To facilitate this respect and trust members will:

- interact with members of the public in a fair, respectful, equitable and honest manner;
- be available to listen and respond openly and honestly to community concerns;
- consider all points of view or interests when participating in debate and making decisions;
- treat members of the public in a courteous manner;
- represent the views of citizens and organisations accurately, regardless of the member's own opinions of the matters raised;
- act in a way that upholds the reputation of the local authority and values community involvement in local democracy;
- avoid any act or decision which might put members of the public and community at risk in line with the Council's Zero Harm strategy.

6. Media and Social Media

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

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

When speaking to the media more generally members will abide by the following provisions. Any failure by members to meet the standards below can represent a breach of the Code.

6.1 Media contact on behalf of the Council

The mayor is the first point of contact for an official view on any issue, unless delegations state otherwise. Where the mayor is absent, requests for comment will be referred to the deputy mayor or relevant committee chairperson.

The mayor may refer any matter to the relevant committee or community board chairperson or to the chief executive for their comment.

No other member may comment *on behalf of the Council* without having first obtained the approval of the mayor or, if the mayor is not available, the chief executive.

6.2 Media comment on a member's own behalf

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

- media comments must not state or imply that they represent the views of the Council or the community board (unless the member has been delegated to do so);
- media comments which are contrary to a Council or community board decision or policy must clearly state that they do not represent the views of the majority of members;
- media comments must observe the other requirements of the Code; for example, comments should not disclose confidential information, criticise, or compromise the impartiality or integrity of staff or other members; and avoids aggressive, offensive or abusive comments which reflects adversely on a member, the Council, or the community board;
- media comments must not be misleading and should be accurate within the bounds of reasonableness;
- media comments must not provide a pre-determined view on a report or decision that has yet to be presented to the community board;
- social media pages controlled by members and used for making observations relevant to

their role as a members should be open and transparent, except where abusive or inflammatory content is being posted; and

- social media posts about other members, Council staff or the public must be consistent with section 5 of this Code. (See Appendix A for guidelines on a member's personal use of social media).

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7. Information

Failure to observe the provisions in this section 7 may impede the performance of the Council by inhibiting information flows and undermining public confidence. It may also expose the Council to prosecution under the Privacy Act and/or civil litigation. A breach of confidentiality could also indicate a lack of good faith which may be relevant to the assessment of personal liability (see explanation of sections 43 to 47 of the LGA 2002 set out in Appendix B of the Code).

Any alleged failure by members to act in the manner described in this section 7, where a complaint is submitted to the chief executive under section 11.3, will be treated seriously and will immediately be referred by the Ethics Committee to an independent investigator for assessment under section 11.5 and Appendix C of this Code.

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

7.1 Confidential information

In the course of their duties members will occasionally receive, or have access to, information that is confidential. This may include information:

- that is either commercially sensitive or is personal to a particular individual or organisation; and
- received at meetings or workshops which are closed to the public or information that is identified as confidential.

Members must not use or disclose confidential information for any purpose other than the purpose for which the information was supplied to the member.

7.2 Information received in capacity as an member

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

Members who are offered information on the condition that it remains confidential will inform the provider of the information that it is the member's duty to disclose the information and will decline the offer if that duty is likely to be compromised.

Members are accountable to the public:

- All official information held by them personally, whether on Council equipment or their own personal equipment is subject to the LGOIMA.

- Official information, if sought as part of a request, must be made available immediately to the chief executive (or nominee) so that it can be assessed in terms of the requirements of the LGOIMA.

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8. Conflicts of Interest

Failure to observe the requirements of the Local Authorities (Members' Interests) Act 1968 could potentially invalidate the decision made, or the action taken, by the Council or community board. Failure to observe these requirements could also leave the member open to prosecution (see Appendix B). In the event of a conviction, elected members can be removed from office.

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

Ultimately, it is up to each member's own judgement as to whether they have an interest that needs to be disclosed or declared, and what action they take (if any) as a consequence.

The requirements cover two classes of conflict of interest:

- A **financial (or pecuniary) conflict of interest**: is one where a decision or act of the governing body could reasonably give rise to an expectation of financial gain or loss to a member.

A financial conflict of interest need not involve cash changing hands directly. It could, for example, relate to an effect on the value of land or shares that the member owns, or an effect on the turnover of a business that the member is involved in.

There are particularly strict provisions (and penalties) relating to dealing with a financial conflict of interest.

- A **non-financial conflict of interest** does not have a personal financial component. It may arise, for example, from a personal relationship, or involvement with a non-profit organisation, or from conduct that indicates prejudice or predetermination.

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

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

Appendix B of this Code sets out more information on members' conflict of interest requirements. Members must fully acquaint themselves, and adhere strictly to, these requirements.

8.1 Register of Interests

Members are required to complete declarations of interest following their inauguration, and to update their declarations biannually at the request of the chief executive or his/her nominee. These declarations are recorded in a Register of Interests maintained by the Council. The declaration must include information on the nature and extent of any interest, including (but not limited to):

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

The Register of Members' Interests will be maintained by Council's Democracy Manager. For members, the Register (or a fair and accurate summary of its contents) will be available for public inspection. A summary will be published on the Council's website.

Please note: Each member is responsible for advising the chief executive or Democracy Manager of any update to the Register of Interests as soon as practicable, where that member's circumstances has changed.

9. Ethical behaviour

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

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

9.1 Gifts and hospitality

A person in a position of trust, such as a member, should not make a profit through his or her office. The Crimes Act 1961 and the Secret Commissions Act 1910 deals with corruption and the obtaining of gifts as an inducement or reward for acts in relation to the Council's affairs (refer to Appendix B). Gifts can include discounts, commissions, bonuses or deductions.

Acceptance of gifts, services or hospitality may be considered as a bribe or perceived as undue influence. Members must:

- not solicit, demand, or request any gift, reward or benefit by virtue of their position; and
- notify the Democracy Manager (or delegate) if any gifts are accepted. Where a gift to the value of \$100 or more is offered to a member, it will also be included in the Register of Members' Interests maintained by the Council.

As guidance:

- The cumulative value of recurring gifts received each financial year from the same donor must be disclosed. For example, if someone provides a member with concert tickets at different times through the year, the total value of those tickets over the relevant financial year is to be disclosed.
- A member is not required to disclose tickets to events for which that member is required to attend as the Council's appointed representative.
- Working lunches and social occasions should be undertaken with recognition of the public perception regarding undue influence on members.

9.2 Undischarged bankrupt

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

Any failure by members to comply with the provisions set out in this section 9 represents a breach of the Code.

10. Creating a supportive and inclusive environment

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

- Attending post-election induction programmes organised by the Council for the purpose of facilitating agreement on the Council's vision, goals and objectives and the manner and operating style by which members will work.
- Taking part in any assessment of the community board's overall performance and operating style during the triennium.
- Taking all reasonable steps to ensure they possess the skills and knowledge to effectively fulfil their declaration of office and contribute to the good governance of the board's community.

11. Breaches of the Code

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

11.1 Principles:

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

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

11.2 Ethics Committee and Panel of Investigators

Shortly after the start of each triennium, an Ethics Committee will be established and a panel of independent investigators will be appointed.

Ethics Committee

The Ethics Committee will comprise the mayor and two councillors, together with an alternate councillor; the Council appointing the councillors to this committee. In the event that:

- the mayor has made, or is the subject of, a complaint under the Code, the deputy mayor will take his/her place on the Ethics Committee in relation to that complaint; or
- a councillor on the Ethics Committee has made, or is the subject of, a complaint under the Code, the mayor (or deputy mayor) will appoint the alternate councillor to the committee in relation to that complaint.

Panel of Investigators

On behalf of the Council, the chief executive will prepare, in consultation with the mayor, a list of investigators for the purpose of undertaking an assessment of complaints (when required) and making recommendations to the Council.

The chief executive may prepare a list specifically for the Council, prepare a list jointly with neighbouring councils or contract with an agency capable of providing appropriate investigators.

For clarity, neither the Ethics Committee nor the Panel of Independent Investigators is a committee of the Council for the purpose of the LGA 2002.

11.3 Complaints

All complaints made under the Code must be made in writing and forwarded to the chief executive. On receipt of the complaint the chief executive must forward the complaint to the chair of the Ethics Committee for a preliminary assessment to determine whether the issue is sufficiently serious to warrant a full investigation.

Only members or the chief executive (either for him/herself or on behalf of an employee under section 4.3 of the Code), who believe that the Code has been breached by the behaviour or action of a member, may make a complaint to that effect. A complaint may be made as a result of a single incident or as the culmination of a series of incidents.

Before making a complaint, members are encouraged to resolve the matter by discussion with the member alleged to have committed the breach.

11.4 Investigation, advice and decision

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

11.5 Materiality

An alleged breach under the Code is material if, in the opinion of an independent investigator, it would, if proven, bring a member, the Council, or the community board into disrepute or, if not addressed, reflect adversely on another member of the Council or community board.

An alleged breach under this Code is non-material if, in the opinion of the Ethics Committee or an independent investigator (as appropriate), any adverse effects are minor and no (further) investigation is warranted.

A complaint in relation to an alleged breach of section 7 of the Code (Information) will automatically be considered material and referred to an independent investigator for assessment.

11.6 Penalties and actions

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

Material breaches

In the case of material breaches of the Code, the Council may require one of the following:

1. a letter of censure to the member;
2. a request (made either privately or publicly) for an apology;
3. a vote of no confidence in the member;
4. removal of certain Council-funded privileges (such as attendance at conferences);
5. recommendation for removal of responsibilities, such as community board chair,

- deputy chair or committee chair;
- 6. restricted entry to Council offices, such as no access to staff areas (where restrictions may not previously have existed);
- 7. limitation on any dealings with Council staff so that they are confined to the chief executive only;
- 8. suspension or removal from committees or other bodies; or
- 9. an invitation for the member to consider resigning from the Council.

The Council may decide that a penalty will not be imposed where a respondent agrees to one or more of the following instead:

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

The process is based on the presumption that the outcome of a complaints process will be made public unless one of the grounds in the LGOIMA applies to withhold the information.

Statutory breaches

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

- breaches relating to members' interests (where members may be liable for prosecution by the Auditor-General under the LAMIA);
- breaches which result in the Council suffering financial loss or damage (where the Auditor-General may make a report on the loss or damage under s44 LGA 2002 which may result in the member having to make good the loss or damage); or
- breaches relating to the commission of a criminal offence which will be referred to the Police (which may leave the member liable for criminal prosecution).

11.7 Breaches of the Code during meetings

It is expected that compliance with the provisions of this Code during a meeting shall be dealt with by the chairperson of that meeting, within Standing Orders, at the time the breach arises.

Members should raise alleged breaches of the Code with the chairperson at the time. If a member believes that an alleged breach of the Code has not been dealt with adequately by the chairperson at a meeting, that member may initiate the procedures set out in section 11.3 and Appendix C in the Code.

12. Review

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

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

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Appendix A: Guidelines on the personal use of social media

There's a big difference in speaking "on behalf of Council" and speaking "about" the Council. While your rights to free speech are respected, please remember that citizens and colleagues have access to what you post. The following principles are designed to help you when engaging in **personal or unofficial online** communications that may also refer to your community board or the Council.

1. **Adhere to the Code of Conduct and other applicable policies.** Council policies and legislation, such as LGOIMA and the Privacy Act 1993, apply in any public setting where you may be making reference to the Council or its activities, including the disclosure of any information online.
2. **You are responsible for your actions.** Anything you post that can potentially damage the community board or Council's image will ultimately be your responsibility. You are encouraged to participate in the social media but in so doing you must exercise sound judgment and common sense.
3. **Be an "advocate" for compliments and criticism.** Even if you are not an official online spokesperson for the community board, you are one of its most important advocates for monitoring the social media landscape. If you come across positive or negative remarks about the community board or Council or its activities online that you believe are important you are encouraged to share them with the Council's [Communications Team](#).
4. **Let the subject matter experts respond to negative posts.** Should you come across negative or critical posts about the community board or Council or its activities you should consider referring the posts to the relevant authorised spokesperson, unless that is a role you hold, in which case consider liaising with your communications staff before responding.
5. **Take care mixing your political (Council) and personal lives.** Members need to take extra care when participating in social media. The public may find it difficult to separate personal and Council personas. Commenting online in any forum, particularly if your opinion is at odds with what Council is doing, can bring you into conflict with the Code should it not be clear that they are your personal views.
6. **Never post sensitive and confidential information** provided by the Council, such as confidential items, public excluded reports and/or commercially sensitive information. Such disclosure will contravene the requirements of the Code.
7. **Members' social media pages should be open and transparent.** When commenting on matters related to the community board or the Council, no members should represent themselves falsely via aliases or differing account names or block. Neither should they block any post on any form of social media that they have control over unless there is clear evidence that the posts are actively abusive. Blocking constructive debate or feedback can be seen as bringing the whole Council into disrepute.

Appendix B: Legislation bearing on the role and conduct of members

This is a summary of the legislative requirements that have some bearing on the duties and conduct of members. The full statutes can be found at www.legislation.govt.nz.

The Local Authorities (Members' Interests) Act 1968

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

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

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

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

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

Determining whether a pecuniary interest exists

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

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

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

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

- Could I apply to the Auditor-General for approval to participate?

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

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

The contracting rule

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

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

Non-pecuniary conflicts of interest

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

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

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

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

- members’ statements or conduct indicate that they have predetermined the decision before hearing all relevant information (that is, members have a “closed mind”); and
- members have a close relationship or involvement with an individual or

organisation affected by the decision.

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

Local Government Official Information and Meetings Act 1987

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

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

See Standing Orders for more detail.

Secret Commissions Act 1910

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

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

Crimes Act 1961

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

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

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

Financial Markets Conduct Act 2013

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

Health & Safety at Work Act 2015 ('HSWA')

HSWA came into force on 4 April 2016. Its focus is the protection of workers and other people against harm to their health, safety and welfare by eliminating or minimising risks at workplaces.

The HSWA places obligations on four duty holders - a person conducting a business or undertaking ('PCBU'); officers of a PCBU; workers; and other people at a workplace. Council as a PCBU holds the primary duty of care under HSWA i.e. to ensure so far as is reasonably practicable, the health and safety of its workers and of other workers whose activities Council influences or directs.

Each elected member is an 'officer' (being a person occupying a position in a body corporate that is comparable with that of a director of a company), responsible under HSWA for exercising due diligence to ensure that the Council is meeting its health and safety responsibilities under HSWA. The chief executive and Executive Leadership Team are also officers under HSWA.

The due diligence duty of officers supports the primary duty of care owed by a PCBU – placing duties on individuals whose decisions significantly influence the activities of a PCBU, therefore influencing whether the PCBU meets its statutory duties. Unlike the chief executive and Executive Leadership Team, elected members are not required to be directly involved in the day-to-day management of health and safety. They are, however, still required to take reasonable steps to understand Council's operations and health and safety risks, and to ensure that they are managed so that the organisation meets its legal obligations under the HSWA. This duty does not extend to ensuring that a council controlled organisation ('CCO') complies with the HSWA, unless the elected member is also an 'officer' of that CCO.

Taking 'reasonable steps' requires each elected member to exercise the care, diligence and skill a reasonable officer would exercise in the same circumstances, taking into account matters including the nature of Council's business, and the elected member's position and nature of his/her responsibilities.

Most officers can be convicted of an offence for failing to meet their due diligence obligations, whether or not a PCBU is convicted of an offence. Elected members, however, when acting in the capacity of an elected member of the Council are expressly exempted from prosecution.

The Local Government Act 2002

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

Personal liability of members

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

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

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

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

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

Appendix C: Process for the determination and investigation of complaints

Step 1: Chief executive receives complaint

On receipt of a complaint under the Code the chief executive will refer the complaint to the Chair of the Ethics Committee (“the committee”) established at the start of the triennium (refer to section 11.2 of the Code). The chief executive will also:

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

Step 2: Ethics Committee makes preliminary assessment

On receipt of a complaint, the committee will assess whether:

1. the complaint is frivolous, vexatious or without substance and should be dismissed;
2. the complaint is outside the scope of the Code and should be redirected to another agency or process;
3. the subject of the complaint has previously been assessed and actions have been completed in accordance with the Code to address the complaint;
4. the complaint is non-material; or
5. the complaint is material and a full investigation is required.

In making the assessment the committee may make whatever initial inquiry is necessary to determine the appropriate course of action, including interviewing the complainant and/or respondent. The committee has full discretion to dismiss any complaint which, in their view, fails to meet the test of materiality. Alternatively, the committee can make recommendations to resolve any breach of the Code that it determines is non-material.

On receiving the committee’s preliminary assessment the chief executive will:

1. where the committee determines that a complaint is frivolous, vexatious without substance, or has been previously resolved, inform the complainant and respondent directly and inform other members of the committee’s decision;
2. in cases where the committee finds that the complaint involves a potential legislative breach which is outside the scope of the Code, forward the complaint to the relevant agency and inform both the complainant and respondent of the action.

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

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

- that the complainant and/or the respondent seek guidance from the mayor;
- that the complainant and the respondent endeavour to settle the matter informally with the assistance of the committee, if required;
- that the complainant and/or the respondent attend appropriate courses or programmes to increase their knowledge and understanding of the matters leading to the complaint.

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

Step 4: Investigator makes preliminary assessment

Where the committee has determined that a complaint may be material, or the alleged breach that is the subject of the complaint relates to section 7 of the Code (Information), the chief executive shall refer the complaint to an approved independent investigator (refer to section 11.2 of the Code).

Any documents or other material gathered by the committee shall be made available to the independent investigator.

The following process then follows:

On receipt of a complaint the investigator will assess whether:

1. the complaint is frivolous, vexatious or without substance and should be dismissed;
2. the complaint is outside the scope of the Code and should be redirected to another agency or process;
3. the subject of the complaint has previously been assessed and actions have been completed in accordance with the Code to address the complaint;
4. the complaint is non-material; and
5. the complaint is material and a full investigation is required.

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

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

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

Step 5: Actions where a breach is found to be non-material by investigator

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

- that the complainant and or the respondent seek guidance from the mayor;
- that the complainant and the respondent endeavour to settle the matter informally with the assistance of an independent mediator, if required
- that the complainant and or the respondent attend appropriate courses or programmes to increase their knowledge and understanding of the matters leading to the complaint.

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

Step 6: Actions where a breach is found to be material

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

In preparing that report the investigator may:

- consult with the complainant, the respondent and any other affected parties;
- undertake a hearing with relevant parties;
- refer to any relevant documents or information; and/or
- make any recommendation in relation to a penalty, or course of action, as appropriate.

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

Before reporting to the Council, the chief executive will share the investigator's report with the complainant and respondent under strict confidentiality inviting them to reply in writing as to whether they agree to the findings and whether they wish to make a written submission for consideration by the Council. The complainant and respondent must not disclose or discuss the investigator's report with any person other than the chief executive and/or the mayor (or deputy mayor, as appropriate), or his/her legal representative or support person, prior to the Council meeting being held to determine the complaint.

Step 7: Process for considering the investigator's report

The investigator's report will be considered by the Council, or any other body that the Council may resolve, noting that the process will meet the principles set out in section 11.1 of the Code.

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

The form of penalty that might be applied will depend on the nature of the breach and may include actions set out in clause 11.6 of the Code.

The report, including recommendations from the independent investigator, will be heard and accepted by the Council in an open meeting without debate, unless grounds for excluding the public exist.

Attachment 2 – Community Board Code of Conduct 2020

Summary of Key Changes to the Current Code of Conduct

Section in draft revised code	Summary of change from current code of conduct
General	<ul style="list-style-type: none"> • Plain English • Highlight risks of not observing required standards at the start of the relevant sections (rather than in the body of the standards). • Minor changes to reflect updates in ‘best practice’ in local government sector.
4. Role and responsibilities	<ul style="list-style-type: none"> • Expansion of members’ responsibilities to fulfil their respective roles. • New: Chief executive responsible for lodging any complaint received under the Code with the Ethics Committee. • Confirmation of the chief executive’s responsibility to manage the operational matters of Council.
5. Relationships	<ul style="list-style-type: none"> • Clarification that standards in this section apply to communications made via social media. • Expansion and clarification on the required standards for members when dealing with staff.
6. Media and Social Media	<ul style="list-style-type: none"> • Expansion and clarification on the required standards when members’ express personal views in the media or on social media. • New: Additional standards in relation to members’ social media pages (as a member), including a new Appendix A setting out guidance for members.

Section in draft revised code	Summary of change from current code of conduct
7. Information	<ul style="list-style-type: none"> • New: Complaints in relation to alleged breaches of confidentiality under the Code are deemed material breaches and referred to an independent investigator. • Clarification that confidential information includes information received at public excluded meetings. • New: A member is under a duty to disclose information provided to him/her in his/her capacity as an elected member and must advise third parties of this. • New: Clarification on members' responsibilities under LGOIMA in relation to official information.
8. Conflicts of Interest	<ul style="list-style-type: none"> • Clarification of a member's responsibility around dealing with interests and conflicts, which is extended in Appendix B. • New: Clarification on the difference between financial and non-financial conflicts of interest. • New: Declaration of interests to be completed twice yearly. Each member responsible for providing updates as and when they arise. • New: A summary of members' interests will be made available online. This aligns with the guidance from the Office of the Auditor-General to provide transparency to the public of their representatives' interests.
9. Ethical behaviour	<ul style="list-style-type: none"> • New: Subsection on requirements for members receiving gifts/hospitality, with additional guidance.

Section in draft revised code	Summary of change from current code of conduct
II. Breaches of the Code	<ul style="list-style-type: none"> • New: Establishment of Ethics Committee and panel of independent investigators and their respective roles. • Expectation that members will endeavour to resolve matters by discussion rather than use of the formal complaints process. • New: Clarification that the Code applies during a meeting of the Community Board, to be determined by the Chairperson where appropriate.
Appendices	<ul style="list-style-type: none"> • New: Appendix A – Guidelines on personal use of social media for members. • Appendix B - Addition of overview of Health and Safety at Work Act 2015. • New: Appendix C – Significant changes to reflect: <ul style="list-style-type: none"> a. the inclusion of the Ethics Committee in the complaints process; b. process where a complaint is considered non-material by the Ethics Committee; c. clarification of the role and process to be undertaken by an independent investigator (when required). d. New: chief executive to share investigator’s report with affected members on a confidential basis. e. New: Reports going to Council in relation to an independent investigation will be in the open session, unless one of the grounds to exclude the public under LGOIMA is satisfied. This aligns with the intent of LGOIMA and the clear guidance from the Ombudsman.

Open Meeting

To	Raglan Community Board
From	Alison Diaz Chief Financial Officer
Date	19 February 2020
Prepared by	Brendan Stringer
Chief Executive Approved	Y
Reference #	GOV0507
Report Title	Community Board Charter - Discussion

I. EXECUTIVE SUMMARY

The purpose of this report is to seek feedback from the Board on the current Community Board Charter.

The Charter for each Community Board sets out the roles and responsibilities of the Community Board, and how the Council and Community Board will work together. This includes the delegations from the Council to the Community Board.

The current Community Board Charters will be reviewed by the Council in the near future. To this end, it would be helpful to understand the Community Board's views on the current charter.

2. RECOMMENDATION

THAT the report from the Chief Financial Officer be received.

3. ATTACHMENTS

Current Raglan Community Board Charter

COMMUNITY BOARD CHARTER

The Waikato District Council has adopted the Community Board Charter as shown below:

COMMUNITY BOARD CHARTER

I Purpose

The Raglan Community Board (**the Community Board**) is set up by the Waikato District Council (**the Council**) to assist the Council in dealing with local issues in the community of Raglan.

2 Roles and Delegations

- (a) The Council's roles are:
- i) To give effect to local identity and preferences.
 - ii) To make the local authority more responsive to the community's preferences and more accountable for their actions.
 - iii) To increase efficiency.
- (b) The Community Board's role is to express the community's views on local issues to the Council. In order to achieve this, the legislative guidelines for the Community Board shall be as follows:
- i) Represent, and act as an advocate for, the interests of its community.
 - ii) Consider and report on of all matters referred to it by the Council or any matter of interest or concern to the Community Board.
 - iii) Maintain an overview of services provided by the Council within the community of Raglan
 - iv) Prepare an annual submission to the budgetary process of the Waikato District Council for expenditure within the community of Raglan
 - v) Communicate with community organisations and special interest groups within the community of Raglan.
 - vi) To disburse within the community of Raglan any discretionary funds allocated by the Council as part of its Annual Plan or Long Term Plan budget.
 - vii) Any other function and duties as may be delegated from time to time to the Community Board by the Council.
 - viii) To oversee and provide governance support to projects as agreed with council.
 - ix) To ensure appropriate health and safety systems are in place and operating for any works undertaken at the direction of the Community Board.
 - x) Promote and encourage Placemaking activities that reflect pride in our community.

- (c) Pursuant to Schedule 7 Clause 32 of the Local Government Act 2002 and recognising the role of Community Boards as defined in section 52 of that Act, the Waikato District Council delegates responsibilities, duties and powers to the Huntly, Ngaruawahia, Onewhero-Tuakau, Raglan and Taupiri Community Boards as follows:
- i) To liaise as necessary with any appointed Hall Committee to ensure that hire rates and charges are set for Council-owned halls and community centres within their community board area
 - ii) To consider applications for, and to distribute any Discretionary Fund grants within their Community Board area, in a fair and equitable fashion.
 - iii) To grant exemptions from Council bylaws for areas within their jurisdiction, where those bylaws so provide for an exemption or variation by consent of Council.
- (d) Pursuant to Schedule 7 Clause 32(3) of the Local Government Act 2002, any sub-delegation of these responsibilities, duties and powers by Community Boards is hereby expressly prohibited except the power to appoint sub-committees to administer Council-owned halls and community centres within their Community Board area.

3 Membership of the Community Board

- (a) The membership of the Community Board shall be as determined by the review of boundaries and membership procedure as set out in the Local Government Act 2002 and as confirmed prior to each Local Government Triennial Elections.
- (b) In line with representation reviews and any applicable Local Government Commission determinations, Councillor(s) elected in the Ward representing the Community Board area shall be Community Board members either by election or appointment. (Note that the Local Government Commission determination does not permit both elected Councillors from the Awaroa ki Tuakau Ward to be appointed to the Onewhero-Tuakau Community Board).
- (c) The role of the appointed Councillor shall be the liaison link between the Council and the Community Board, in particular accepting the responsibilities as set out in clause 8 of this Charter.
- (d) Where applicable, the role of the appointed Youth Action Group Representative/s shall be the liaison link between the Youth Action Group and the Community Board. This is with respect to the Youth issues within the board's jurisdiction.

4 Chairperson

- (a) The Community Board shall appoint a Chairperson from within its membership. The Chairperson may be an elected board member or a Councillor appointed to the Board.

- (b) The Community Board shall appoint a Deputy Chairperson from within its membership. The Deputy Chairperson may be an elected board member or a Councillor appointed to the Board.

5 Remuneration

- (a) Remuneration to individual members shall be as resolved by the Remuneration Authority in consultation with the Council and Community Board from time to time.
- (b) Community Board members must comply with current Council policies and procedures for submitting claim forms.

6 Meeting Procedures

- (a) The Community Board shall follow the general principles of the Standing Orders for Community Board meetings.
- (b) At each Community Board meeting there shall be an opportunity for informal discussion on matters of mutual interest to the Community Board and the Council, not covered by an agenda item. This general forum will enable:
 - i) matters to be raised in order that, if the Council agrees, they may be the subject of a staff report for inclusion in the subsequent agenda.
 - ii) concerns with Council operations to be discussed.
 - iii) Ward Councillors to report back to the meeting on Council discussions and decisions
 - iv) Community Board members to provide any relevant updates
- (c) Prior to each meeting, the Community Board must provide an open forum for members of the public to engage with the Board on local issues.

7 Communication

The objective is to retain quality relationships between the Council and the Community Board and the Community Board and the public.

8 Responsibilities of Ward Councillors and Staff

The Council, through the Ward Councillor(s) and the staff, will ensure that:

- (a) The Community Board is consulted in the November/December period on requests for works or projects to be included in the following year's Draft Annual Plan and/or draft Long-Term Plan (if applicable).
- (b) The Community Board is consulted by way of detailed presentation on the contents of the Draft Annual Plan or draft Long-Term Plan (whichever is appropriate) in sufficient time to allow the Community Board to make representations to Council.
- (c) The Community Board participates in the prioritising of capital works projects in the Community Board area such as:

- street lighting upgrades
 - footpath development
 - roading upgrade
 - utilities works
 - playground works
- (d) The Community Board members will be kept up to date with planned works.
- (e) The Community Board will be consulted by way of a detailed presentation on major policy issues initiated by the Council that have an effect on the Community Board area. The consultation and presentation will either be made prior to the public submission process to enable the Community Board to have input into draft documents, or be made in sufficient time to allow the Community Board to make a submission.
- (f) The Community Board members will be invited to participate in meetings held in the Community Board area on proposed works projects.

9 Responsibilities of Community Board Members

- (a) The Community Board members will contact the Ward Councillor(s), Chief Executive or General Managers prior to the Community Board meeting if sufficient detail is not available in the agenda to make the correct or appropriate decision.
- (b) The Community Board members will undertake or recommend to the Council promotion of local cultural, sporting and enterprise initiatives or community events.
- (c) The Community Board members will ensure that Discretionary Fund grants are distributed in a fair and equitable manner.
- (d) The Community Board members have a responsibility to be active members of the Community Board, adhering to relevant Council policies and procedures in the discharge of their duties.
- (e) The Community Board members will take part in any training or workshop sessions arranged by Council to promote a greater understanding of their role on behalf of the community so as to enhance performance.
- (f) Provide leadership and oversight of local projects agreed with Council.
- (g) Ensure appropriate health and safety systems are in place and operating for any works undertaken at the direction of the Community Board.
- (h) Promote and encourage placemaking activities that reflect pride in our community.

10 Responsibilities of the Council

- (a) The Council agrees to hold at least one combined workshop per annum, at which the Council will participate with all Community Boards in discussing issues of mutual interest and clarification will be given on future Council direction.

- (b) The Council may accept representations from the Community Board at its ordinary meetings on issues of significance contained within the Community Board Minutes.
- (c) The Council employs the Chief Executive and the Chief Executive employs all staff. The Chief Executive is accountable to the Council not to the Community Board.

The Waikato District Council will appoint Ward Councillors to its respective Community Boards in line with the Local Government Commission determination.

Pursuant to section 50(b) of the Local Government Act 2002 and section 19F of the Local Electoral Act the Waikato District Council makes the following appointments to its Community Boards:

Open Meeting

To	Raglan Community Board
From	Alison Diaz Chief Financial Officer
Date	19 February 2020
Chief Executive Approved	Y
Reference #	GOV0507
Report Title	Climate Response Planning – Report to the Strategy & Finance Committee meeting

I. EXECUTIVE SUMMARY

The purpose of this report is to attach a copy of the staff report on Climate Response Planning, as discussed at the Council's Strategy & Finance Committee meeting on 05 February 2020.

At the February meeting, the Committee resolved:

THAT the Strategy and Finance Committee direct staff to develop a Climate Action Plan (Option 2 in the staff report), including both mitigation and adaptation for both Council and the District, that advances Council's commitment to climate leadership on behalf of its communities that would demonstrate a commitment to climate leadership on behalf of its communities, whilst simultaneously implementing operational initiatives.

2. RECOMMENDATION

THAT the report from the Chief Financial Officer be received.

3. ATTACHMENTS

Climate Response Planning – Report to the Strategy & Finance Committee Meeting (5 February 2020)

Note: The attachments to the Committee report can be viewed [here](#) in the online Committee agenda (pp31-86)

Open Meeting

To	Strategy and Finance Committee
From	Jim Ebenhoh Acting General Manager Community Growth
Date	22 January 2020
Prepared by	Jim Ebenhoh Planning and Policy Manager
Chief Executive Approved	Y
Reference #	2463077
Report Title	Climate Response Planning

I. EXECUTIVE SUMMARY

The world's climate is changing, and there is a strong impetus on all Councils to respond. The response should include both mitigation (reducing contribution to climate change) and adaptation (reducing the impacts of climate change). Council staff have already initiated a number of projects and policies that will assist in this response, but more is required if Council is to show the climate leadership expected of it. A preliminary stocktake of Council's emissions profile is provided in this report, which can provide the starting point for an emissions reduction plan to assist with mitigation. Further work is required to identify adaptation actions to respond to likely climate-related impacts on the district. The development of a Climate Action Plan is the recommended next step.

2. RECOMMENDATION

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

AND THAT Council direct staff to develop a **Climate Action Plan**, including both mitigation and adaptation for both Council and the District, that would demonstrate a commitment to climate leadership on behalf of its communities.

3. BACKGROUND

3.1 THE ISSUE

There is no doubt that the climate is changing. More frequent extreme weather events, rising sea levels and higher temperatures are occurring across the globe and within New Zealand. These effects significantly impact New Zealand, with higher temperatures (approximately 1° C in the past century) resulting in drier summers, limiting water supply and intensifying droughts.

Nearly all of the world's scientists agree that human activity is the main contributor to climate change. Even those who believe that human activities are not the primary contributor to climate change usually acknowledge the warming effect caused by gases such as carbon dioxide (CO₂) and methane (CH₄) in the atmosphere, and that, all else being equal, a reduction in emissions of those 'greenhouse gases' would by definition reduce climate change. The primary debates both nationally and internationally are therefore not about the science of climate change, but the policy response to it – for example, the role of developing nations to forego the relatively cheap source of energy that fossil fuels provide and which developed nations have used as the platform for their own development.

While the IPCC (Intergovernmental Panel on Climate Change) recommends that global warming be limited to 1.5° C, and New Zealand has signed up to the Paris Agreement to commit to meeting this target, CO₂ emissions are continuing to increase in NZ and across the globe. Temperatures are therefore expected to warm by at least 2° C by the end of this century (including the 1° C warming already experienced in the past 100 years), and it is likely that warming will be even higher than that because of long-term carbon cycle feedback loops¹. The latest research predicts that if we continue not making the changes we need, we will have up to 4° C of warming, which would likely lead to substantial species extinction, large risks to global and regional food security, and risk irreversibly destabilising Greenland's massive ice sheet.

Most of us will not live to see catastrophic climate change effects take place, but there is a governance-level duty to ensure we protect the planet sufficiently to minimise future harm on our children and their children. Actions need to include both mitigation (reducing our contribution to climate change) and adaptation (reducing the impacts of climate change).

More background on the climate issue is in Appendix One.

¹ These are cases where the increase in greenhouse gases lead to a change in other processes, which in turn increase greenhouse gas emissions further; for example, global warming increases the amount of water vapour in the atmosphere, which in turn leads to further warming. Another example is global warming causing the thawing of frozen peat bogs, which will then release the potent greenhouse gas methane.

3.2 INTERNATIONAL FRAMEWORK AND RESPONSES

3.2.1. Paris Agreement

The Paris Agreement is an agreement within the United Nations Framework Convention on Climate Change, signed in 2016, which aims to keep the increase in global average temperature to well below 2° C above pre-industrial levels, ideally to no more than 1.5° C. Under this Agreement, each country must determine, plan and regularly report on the contribution that it undertakes to mitigate global warming. There is no specific emissions target or specific date required. New Zealand has committed to a 30% reduction below 2005 gross emissions by 2030. Currently, the only significant emitters who have not become party to the Agreement are Iran and Turkey, although US President Trump has announced his intention to withdraw the USA from the agreement at the earliest opportunity, which is November 2020.

3.2.2. UN Sustainable Development Goals

A set of 17 United Nations Sustainable Development Goals were adopted in 2015 by all UN member states as part of the 2030 Agenda for Sustainable Development, which provides a shared blueprint for peace and prosperity for people and the planet, now and into the future. The most directly applicable goal is Goal #13: Climate Action, but a number of other goals are relevant, as summarised in Appendix Two.

3.3. NATIONAL LEGISLATIVE REQUIREMENTS

3.3.1. Zero Carbon Act

The Climate Change Response (Zero Carbon) Amendment Bill was introduced in May 2019 and passed into law in November 2019. It aims to meet New Zealand's commitment under the Paris Agreement to reduce greenhouse gas emissions by 30 percent below 2005 levels by 2030, going further to set a target of 'net zero' carbon emissions by 2050. It also requires the government to set emissions budgets every five years that will act as 'stepping stones' towards the ultimate goal of 'net zero' emissions by 2050, and requiring the government to understand the risks presented by climate change (for example, rising sea levels) and produce plans to address these.

The Act also set up an independent, seven-person Climate Change Commission, building on the work of an interim commission established in April 2018, which has responsibility for providing advice to the Government on both adaptation and mitigation, holding the Government to account as it works towards its emissions targets and resilience goals, monitoring progress towards meeting emissions targets, carrying out regular risk assessments, preparing a National Adaptation Plan after every risk assessment, and monitoring and reporting on the National Adaptation Plan.

There are direct implications for local government and its council-controlled organisations. The Climate Change Minister will be able to request Council to provide information relating to climate change adaptation, including:

- a description of Council’s governance in relation to the risks and opportunities arising from climate change;
- a description of the actual and potential effects of the risks and opportunities on the Council’s business, strategy and financial planning;
- a description of the processes that the Council uses to identify, assess, and manage the risks;
- a description of the metrics and targets used to assess and manage the risks and opportunities, including time frames and progress where relevant; and
- any other matters specified in regulations.

Council will need to be prepared for this reporting and undertake the necessary preparatory work to ensure that we are in a good position to respond to any such request from the Minister.

3.3.2. Resource Management Act

The stated purpose of the Resource Management Act 1991 (RMA) is “to promote the sustainable management of natural and physical resources,” where ‘sustainable management’ means enabling “people and communities to provide for their social, economic and cultural well-being and for their health and safety while...safeguarding the life-supporting capacity of air, water soil and ecosystems.” This purpose is strongly supportive of a climate change response.

The RMA has a key role in adaptation through its strong focus on natural hazards. Section 6(h) of the Act lists the management of significant risks from natural hazards as a matter of national importance. Regional councils and territorial authorities have specific functions to manage natural hazards.

In addition, Section 7(i) requires all those exercising functions under the Act to have particular regard to the effects of climate change. This should therefore be an integral part of decision making on resource consent applications and notices of requirement for which the effects of climate change may be significant. It is also important for the assessment of RMA plans (e.g. NZ Coastal Policy Statement, Regional Policy Statements and Regional and District Plans) as they come up for review or changes are proposed, to ensure that consideration is given as to whether more explicit and/or up-to-date policies are needed to address the effects of climate change.

Other clauses in Section 7 of the RMA require particular regard to be had to the efficiency of the end use of energy, and the benefits to be derived from the use and development of renewable energy. Both these matters are strongly linked to a climate change response.

3.3.3. Civil Defence and Emergency Management Act

The Civil Defence and Emergency Management (CDEM) Act 2002 aims at the comprehensive management of hazards and risks, and emergency response and recovery, through coordinated and integrated policy, planning and decision-making processes at the national and local level.

3.3.4. Official Guidance

While not legislation, the Government has issued guidance for local government in relation to climate change, including most prominently “Coastal Hazards and Climate Change: Guidance for Local Government” (Ministry for the Environment, 2017).

3.4 EXPECTATIONS AND COMMITMENTS

There is a wide-ranging set of expectations from internal and external entities that the Council will develop a climate response, and the Council has also committed through national and regional forums to do so.

3.4.1. Audit and Risk Committee request for action plan

In response to the growing national and global attention to climate change related events, the Council’s Audit and Risk Committee has become increasingly interested in obtaining assurance that the associated risks are being appropriately identified and managed.

Discussions culminated at the September 2019 quarterly meeting when the Committee stipulated timeframes for the provision of information on Council’s proposed approach to climate change. They have since been advised that this report is coming to the Strategy and Finance Committee and that it recommends development of an initial plan for action.

3.4.2. Community expectations and efforts

Waikato District Council’s vision and commitment is to Liveable, Thriving, Connected Communities, and a response to climate change goes to the heart of this commitment. To ensure a community is liveable, thriving and connected, it needs to be able to cope with rising sea levels, increased extreme weather events and biodiversity loss. Without resilience to these pressures, not only are communities at risk of failing to live up to Council’s vision, but in some cases their very existence may be threatened.

Expectations and efforts with regard to climate change are as varied as our communities. These include the following events in 2019:

- During the Proposed District Plan consultation process, there has been widespread support of adaptation and mitigation strategies outlined in the proposed plan.

- Raglan hosted a Community Korero event entitled 'Climate Crisis, Time to take Action'. Speakers included iwi, the local Councillor, a climate scientist, youth leaders, Extinction Rebellion and Xtreme Zero Waste. Attendees included community board representation, council staff and community members who voted to declare a climate emergency and take action.
- Waikato Regional Council and youth leaders collaborated to present the Waikato CAN – Climate Action Now Summit in Hamilton to address the issue of climate change and its effect on the environment, humans and communities. Speakers and attendees included youth leaders, scientists, Extinction Rebellion and Councils among others, and provided a forum to network and collaborate on work going forward.
- There have been a number of general 'strikes for the climate' locally, nationally and worldwide. Various groups have sprung up in New Zealand consisting of passionate people demanding action; Extinction Rebellion, Gen Less, NZ Climate Action Network, Generation Zero, 350 Aotearoa and groups addressing solar energy and local energy. Eco designers, for example, are addressing the housing stock and are looking at how climate change affects housing and how housing effects climate change.

In a general sense, the community's expectations are that communities can take action locally, but that the issue also needs to be picked up on a larger scale and strongly embedded into local and central government action.

3.4.3. Mayoral Forum commitment

The Waikato Mayoral Forum, in August 2019, communicated its unanimous support for the Waikato region's councils working together on climate change. Forum members also indicated support for contributing to the cost of having district carbon footprints calculated as part of the Waikato greenhouse gas inventory.

The Forum noted that the Waikato region is likely to experience increased incidents of extreme weather causing river and coastal flooding, increased periods of drought and severe coastal erosion as well as continued sea level rise.

A report to the Forum discussed the challenges councils face to effectively manage the risks climate change presents, including a need to factor climate change into their policies, regulatory, operational and corporate support areas.

Furthermore it was acknowledged that councils act as a key role in working with communities to reduce emissions, and will need to consider working with all sectors to adopt an agreed climate change action roadmap that delivers activities to support New Zealand's transition to net carbon zero by 2050.

3.4.4. Local Government Leaders' Climate Change Declaration

In 2017 our Mayor, along with other Mayors and Chairs of New Zealand, signed the Local Government Leaders' Climate Change Declaration to show his support for Waikato District Council to demonstrate responsive leadership and take a holistic approach to climate change. The document cites the importance and urgent need to address climate change for the benefit of current and future generations. Through the document our Mayor has committed to;

- Develop and implement ambitious action plans that reduce greenhouse gas emissions and support resilience within our own councils and our communities which;
 - Promote low carbon transport options;
 - Improve resource efficiency and health of the homes, business and infrastructure in our district; and
 - Support the use of renewable energy and the uptake of electric vehicles
- Work with our communities to understand, prepare for and respond to the physical impacts of climate change
- Work with central government to deliver on national emission reduction targets and support resilience in our communities

The document also includes seven guiding principles, based on legal and moral obligations, for decision making on climate change. These are:

- Precaution
- Stewardship / Kaitiakitanga
- Equity / Justice
- Anticipation (thinking and acting long-term)
- Understanding
- Co-operation
- Resilience

The declaration is attached as Appendix Three.

3.5 NEW ZEALAND LOCAL AUTHORITY RESPONSES

Councils in New Zealand are in various stages of addressing climate change, with some leaders and some laggards. In general, however, local government in New Zealand acknowledges that it is at the frontline of adaptation and also has a role to play in mitigation. Local authorities are well-positioned to be leaders in the community by looking at their own emissions and taking steps to reduce them.

Several New Zealand Councils have joined over 530 councils in ten countries in declaring a climate emergency to demonstrate that they take climate change seriously and intend to take urgent and meaningful action. In New Zealand these include: Kapiti Coast District, Wellington City, Wellington Region, Porirua City, Hutt City, Environment Canterbury,

Christchurch City, Dunedin, Auckland, Bay of Plenty, Nelson City, Whangarei District and Hawke's Bay Region. In contrast, Hamilton City Council voted in August 2019 for climate change to be treated with urgency rather than declaring an emergency. The Far North District Council recently voted against declaring an emergency and instead directed staff to establish a Council-wide working group to oversee the preparation of climate change strategies and ensure the Council meets the requirements of the Zero Carbon Act. Regardless of whether they declared an 'emergency' or not, all these Councils are responding to climate change with urgency.

Some Councils have dedicated staff and/or teams of staff to ensure climate change mitigation and adaptation is embedded in the organisation and in communities. Auckland Council have a team of people dealing with sustainability and climate change initiatives. Nelson City Council recently employed a Climate Change Specialist to help bring them up to speed.

In addition to having its sustainability division, Auckland Council's actions include adoption of a Low Carbon Auckland Plan in 2014, releasing a Climate Action Framework for consultation in 2019 which identifies 11 key action areas, encouraging public transport, building cycleways, and establishing five community recycling centres. As part of their Live Lightly initiative for residents, they offer \$5,000 loans to help residents retro-fit houses with climate friendly solutions.

Christchurch City Council have sustainable energy and climate-smart strategies going back to 2008; they were the first organisation in NZ to achieve Energy-Mark Gold certification for energy management, they achieved CEMARS certification, and they intend on becoming net carbon neutral by 2030. Additionally they have provided funding and support to renewable energy projects including electric vehicle and charging infrastructure.

Wellington City Council developed a Climate Change Action Plan in 2016 which identifies the range of Council services that directly or indirectly produce greenhouse gas emissions. The Plan includes methods for reducing emissions, increasing resilience, and incentivising energy efficient building, ride share initiatives, use of public transport, waste reduction, and the protection of biodiversity.

The Greater Wellington Regional Council adopted a strategy in 2015. They have established a corporate sustainability programme to measure their own emissions and implement measures to reduce them. The vehicle purchase policy was amended to prioritise the purchase of electric vehicles; internal combustion engine vehicles are only purchased where no EV option exists. Charging stations have been established and waste minimisation, energy efficiency and public transport has been promoted to staff. They have developed a Climate Change Consideration Process which requires all new initiatives and all council and committee decisions to include a climate change assessment.

There are a number of programmes and products available to assist Councils in developing, measuring and reporting on their climate strategies, including: the Communities for Climate Protection NZ (CCP-NZ) programme offered through ICLEI, as well as the CEMARS (Certified Emissions Measurement And Reduction Scheme), and CarboNZero certification programmes offered by Enviro-Mark Solutions, a subsidiary of Landcare Research.

Appendix Four, Local Government New Zealand's stocktake of emissions reduction actions, has more information on what various Councils around the country indicate there are doing with respect to climate change mitigation.

In terms of adaptation, numerous Councils are already addressing climate change impacts, especially those in coastal areas affected by erosion and flooding. Hawke's Bay, South Dunedin, Kaiaua on the Hauraki Gulf, and of course Waikato District's own Port Waikato are among the areas where this work is taking place.

4. DISCUSSION AND ANALYSIS OF OPTIONS

This section of the report provides a stocktake of Council's preliminary emissions profile and actions to date, and discusses options for immediate next steps. It recommends the development of a Climate Action Plan based on a complete emissions stocktake for the Council and the District, and discusses considerations for that Plan, on which the Council may want to provide guidance to staff.

4.1. Emissions Profile

Before embarking on a wholesale climate response, it is important to know what the District's and Council's emissions profile is – in part to identify the biggest areas for improvement.

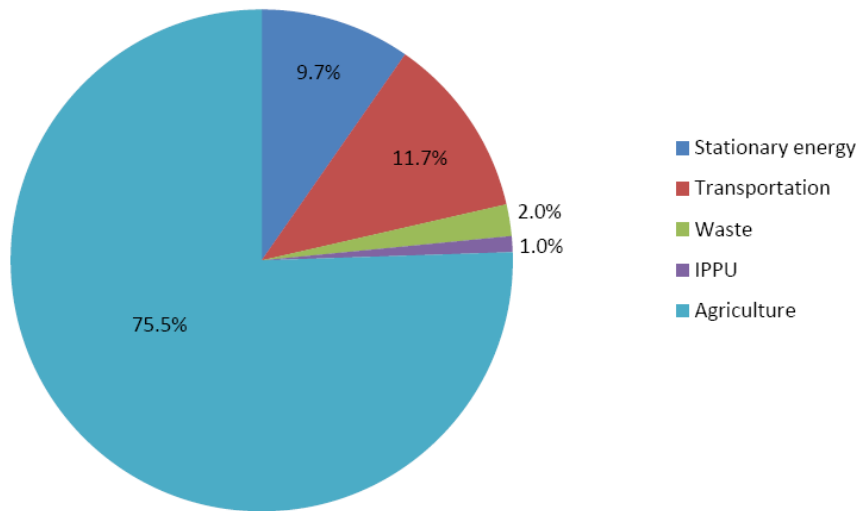
4.1.1 Emissions Profile: Waikato Region and Waikato District

The Waikato Regional Council commissioned a profile of the whole region's greenhouse gas emissions between July 2015 and June 2016 with a recommendation that it be updated in 3 years. As mentioned above, for efficiency and cost effectiveness the Waikato Mayoral Forum agreed to collaborate on this work.

From the initial report, activities gross emissions of 13,797,097 metric tonnes of carbon dioxide equivalent were generated from within the Waikato Region's boundaries, excluding forestry, in the 2015/16 financial year. When the offsetting impact of forestry was included, the total net emissions were 8,201,706 metric tonnes of carbon dioxide equivalent. This represents 14.5% of New Zealand's total net emissions.

The graph below shows total gross emissions for the Waikato Region by source.

Total gross emissions by source (excl. forestry) for 2015/16
(t CO₂e)



Key facts highlighted in the report:

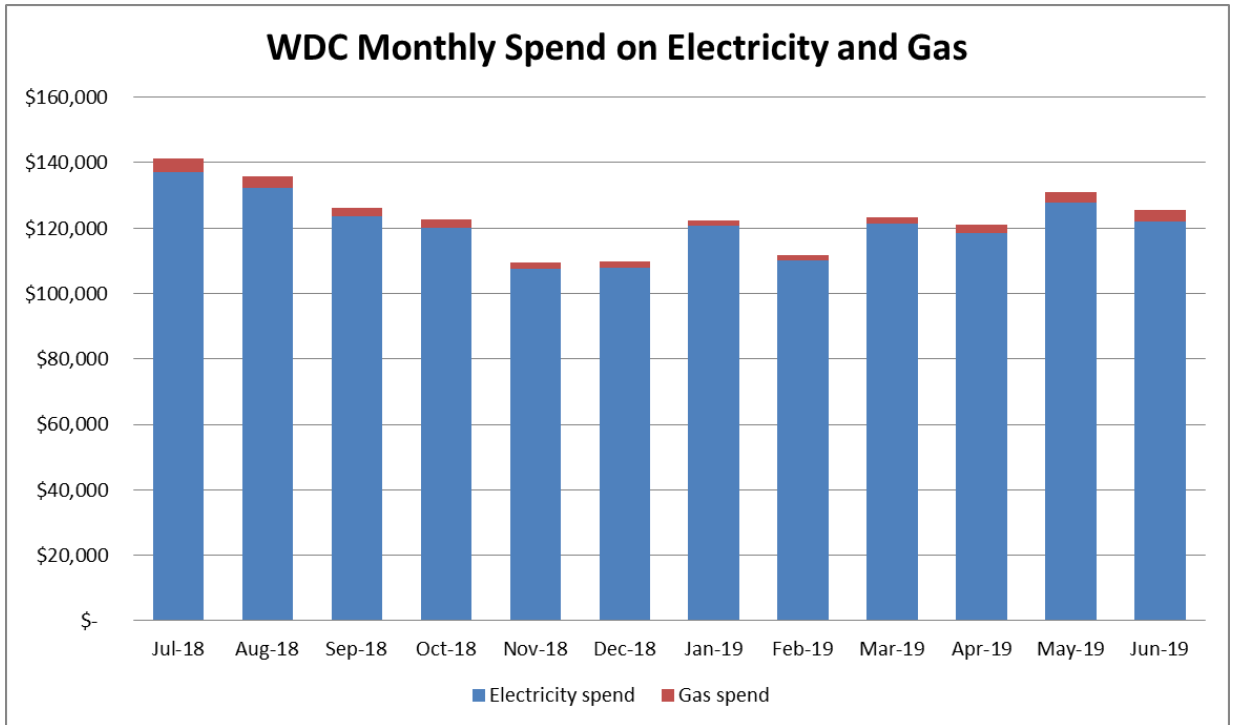
- Waikato Region's per capita net emissions are 50% higher than the national average.
- Agricultural activities generate 75.5% of all emissions. On a per capita basis, Waikato's agricultural emissions are almost three times higher than the national average.
- The forestry sector removes about 41% of the Waikato's total gross emissions, more than double the national average.

The 2015/16 report was not disaggregated by territorial authority within the region, but the updated report will be, so that it can be seen how the Waikato District compares to other territorial authorities within the region and New Zealand as a whole. The District's emissions profile will help inform the mitigation elements of a climate action plan, in terms of Council encouraging and assisting the wider community in reducing its emissions. This report is expected later this month (February 2020). It is likely that the district's profile will have higher net emissions per capita than the region as a whole, due to the lack of significant forestry compared to the southern part of the region.

4.1.2 Emissions Profile: Waikato District Council

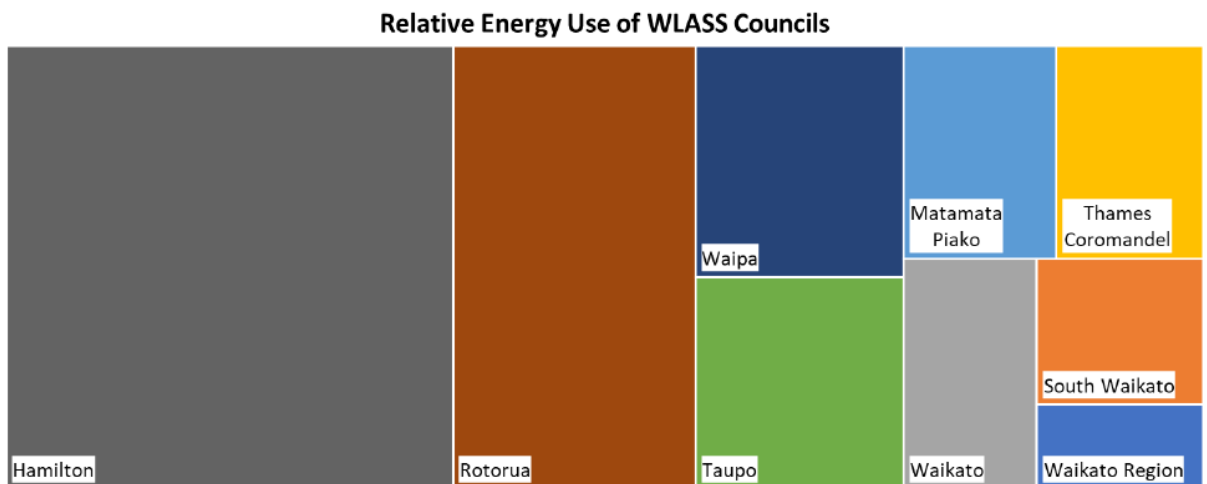
Through its participation in the WLASS (Waikato Local Authority Shared Services) energy management programme, WDC has been able to access data on electricity and fuel consumption at no additional cost.

In the 2018/19 financial year, council spent \$6.735 million on electricity and \$823,164 on natural gas. The graph below shows how this spending was distributed throughout the year. It is likely that the higher costs in winter are related to the need for additional heating and lighting compared to summer months, as well as increased electricity costs for stormwater pumps resulting from higher winter rainfall.



How WDC stacks up against other participating WCLASS Councils is demonstrated in the below Treemap graph.

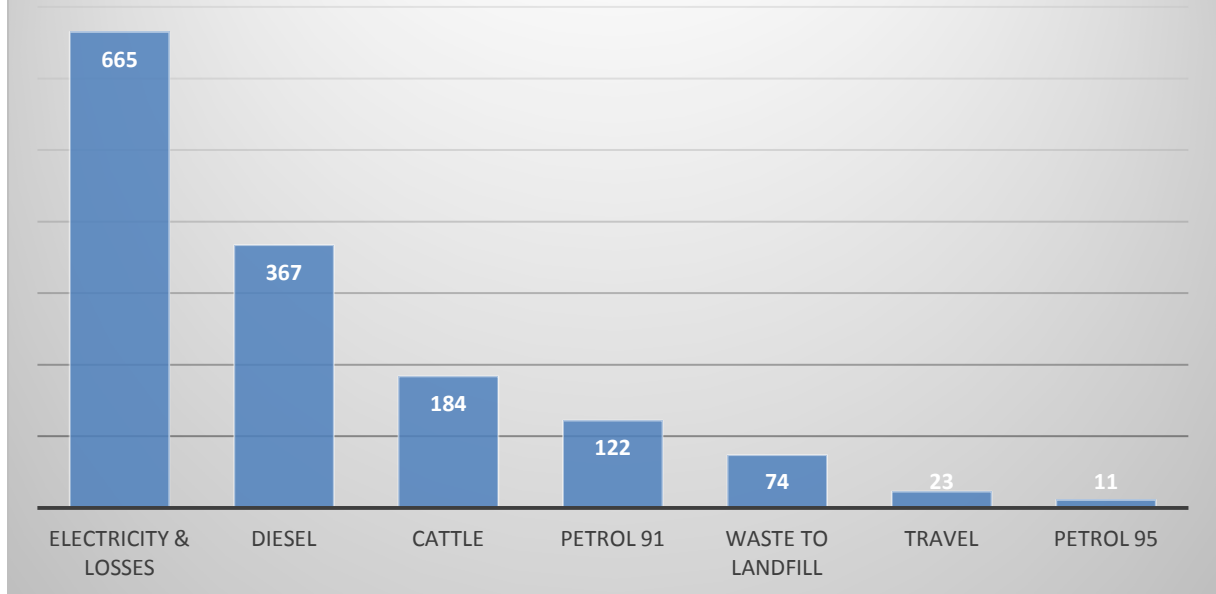
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For a small additional cost (no more than \$5400), funded by operational budgets, a complete emissions inventory for the 2018/19 financial year has been commissioned. The rest of this section presents preliminary results, with notes as to missing data and resulting disclaimers. Once fully complete (hopefully within the next month), this emissions profile will help inform the mitigation elements of a climate action plan, in terms of Council reducing its own emissions.

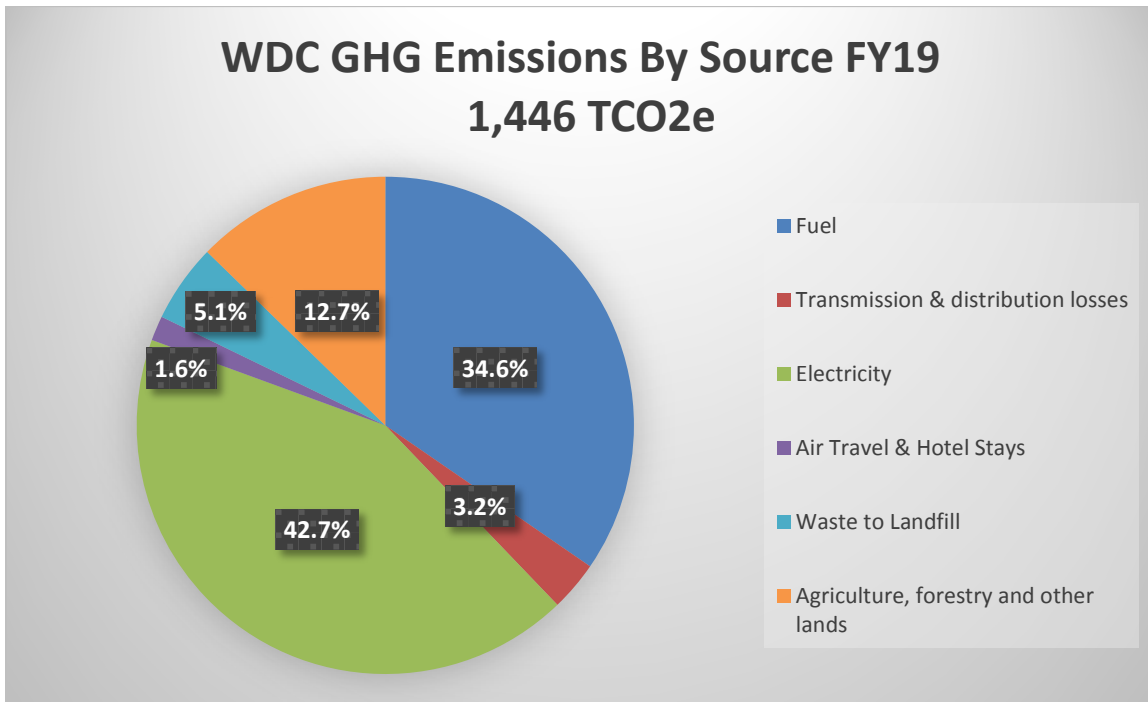
The following two graphs show the Council’s greenhouse gas emissions, by source / activity, for FY 2018/19.

Waikato District Council GHG Emissions FY19 (1,446 TCO₂e)



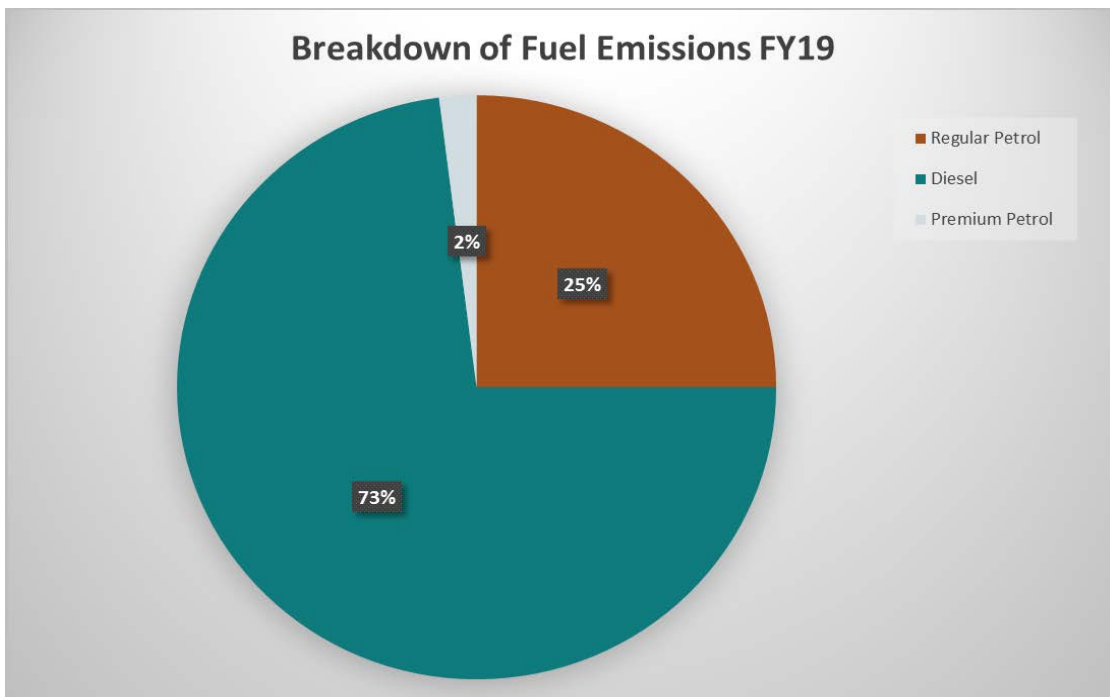
Notes to Graph Above:

1. Natural gas is used at the Huntly Aquatic Centre and its emissions are 179 TCO₂e. It is not included, as Belgravia Leisure manages the facility and pays for the natural gas directly.
2. LPG is used at the Raglan Holiday Park and its emissions are 60 TCO₂e. It is not included as the park operators run the facility and pay for LPG directly.
3. For similar reasons, electricity use at Huntly Aquatic Centre and Raglan Holiday Park has also been excluded.
4. Emissions calculated from cattle are based on the 101 head of stock at Wainui Reserve.
5. Fuel has been provided by Fleetsmart, there may also be bulk fuel which has not been included.
6. Waste is from Head Office (Ngaaruawahia), The Alliance, Pound and Water Plants. Actual volumes of waste are not recorded, so the data has been based on the size of bins and the number of collections.
7. As Watercare have taken over the operation and payment for Council's water sites in Oct 2019, Council's carbon inventory for FY20 with regard to electricity will be at least halved (i.e. from 665 TCO₂e to < 330TCO₂e).

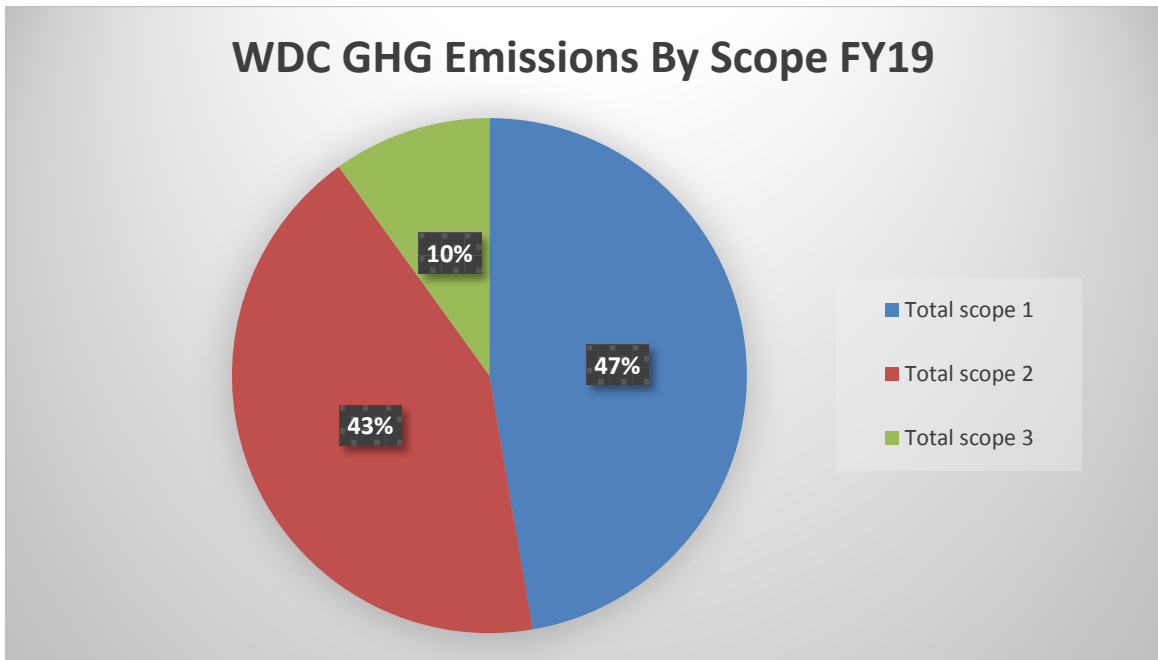


Source: Martin Lynch, WLASS Energy Management Advisor, based on WDC data, January 2020

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Source: Martin Lynch, WLASS Energy Management Advisor, based on WDC data, January 2020



Source: Martin Lynch, WCLASS Energy Management Advisor, based on WDC data, January 2020

Note:

Scope 1 = direct emissions from sources owned or controlled by the Council

Scope 2 = indirect emissions from the generation of purchased electricity, heat and steam consumed by the Council

Scope 3 = indirect emissions that occur as a consequence of the company's activities from from sources not owned or controlled by the company.

Excluded from inventory at present: Raglan Holiday Park's LPG and electricity, Huntly Aquatic Centre's natural gas and electricity.

Key findings based on the above data, according to WCLASS Energy Management Advisor Martin Lynch, are as follows:

- The main items have been captured, providing a sense of the relative magnitude of each emissions source. We are using the Ministry for the Environment's workbook for voluntary reporting, which is mainly focused on Scope 1 and Scope 2 where the organisation has direct control.
- Electricity and natural gas should be very accurate as it is based on all invoices.
- Fuel is based on fleet data records but would be missing any bulk fuel at depots, though this would be small in relation to fleet data so would not greatly affect overall numbers.
- Waste data could be improved if it were based on actual weights by type, rather than simply the number of bins collected and frequency of collection. However, the current data looks to be at the correct order of magnitude compared to other local government inventories.
- Travel data is probably at the right order of magnitude, but could be improved by splitting into national vs international travel.

- Agricultural emissions may appear surprisingly high, but this is because different types of livestock produce different emissions; for example, if the 101 steers were replaced with 300 sheep, this would reduce agricultural emissions by over 40%, from 184 TCO₂e to 110 TCO₂e.

What has not been included in the emissions profile is:

- Materials – the embodied carbon emissions from construction materials used in new Council facilities and infrastructure.
- Planted Forest – no information was made available on forests that the Council may own, when they were planted, etc., and this could be significant in terms of offsetting carbon ‘sinks’.

4.2. Council actions to date

In conjunction with its corporate emissions profile, a stocktake of Council actions to date can also help identify logical next steps based on successes and learnings to date. Actions to date may not have necessarily been undertaken for climate response reasons – possibly the reasons have included cost savings, natural hazard mitigation or other community goals (e.g. growth management and land use planning). This in no way decreases their value as part of a climate response; it simply indicates the co-benefits of a climate response, and how responding to climate change makes good business sense.

In the 2018 LGNZ report ‘*Councils’ climate change mitigation work*’, the Waikato District Council reported that there are ‘*No initiatives adopted or proposed to be adopted that focus specifically on climate change*’ but that there will be some provisions in the proposed district plan and the 30 year infrastructure strategy.

Since then, things have changed. In response to growing public demand occurring across New Zealand for all of government to be more proactive in their response to climate change, Waikato District Council recently established a working group (composed of internal subject matter experts) with the purpose of exploring how our district may be affected by climate change; to evaluate our existing situation; and to make recommendations concerning if the current approach is appropriate for the organisation and our communities in light of imminent statutory requirements under the Zero Carbon Act. The group is sponsored by the Communications, Marketing and Engagement Manager and the Chief Operations Officer, reports monthly to the Executive Leadership Team, and aims to prepare an approach for our Council based on expert advice, existing commitments, community expectations and relevant legislation. That group has had significant input into this report, among other things.

A staff survey in October 2019 identified areas where Council staff have incorporated a climate response as part of their usual work. This includes:

- District Plan Review (Stage 2): natural hazards and climate change
 - Review regulatory framework for natural hazard risk and climate change risk
 - Provisions for development on land at risk of sea level rise
 - Hazard modelling and assessment to incorporate climate change projections
- Proposed District Plan (Stage 1)

- Urban design guides to orient lots/buildings for optimal solar access
- Identify significant natural areas and provision to protect them
- Restrict the removal of indigenous vegetation and provide incentives for protection
- Stormwater infrastructure design with climate change consideration
- Recommended conservation strategy
- Growth and economic development strategy
 - Consideration of climate change when assessing areas for future land use
- Hazard mapping on spatial plans as part of the Hamilton to Auckland Corridor project
- Establishing a team, including external organisations, to scope a project to collaborate with Councils, Iwi and the Crown on solutions to build resilience to flood risk.
- Encouraging online engagement as opposed to paper based methods.
- Creation of a WDC climate change action group, rallying Council to acknowledge climate change as an emerging risk and proactively take action to address impacts within the district
- Internal energy savings initiatives:
 - Encouraging staff to turn off lights, computers and screens daily
 - Setting up Climate Action cost reports showing savings/benefits
 - Encouraging the use of paper recycling bins
 - Assessment of energy use in WDC offices
 - Evaluating hybrid vehicle use
 - Investigating sustainable energy supply options
- Changing all street lights in the district to LED lighting
- Provision for climate impact within the next round of Asset Management Plans and Long Term Plan
- Reviewing roading assets affected by sea level rise
- Revising roading standards in response to the need for resilience to weather events
- Waste minimisation plan and review that promotes reduction of waste to landfill, waste avoidance, community partnerships, composting, regional initiatives, alternative technologies
- Long-term adaptive management planning process for Port Waikato
- Environmental work
 - Habitat restoration
 - Biocontrol of pests
 - Protection of notable trees

The above actions show that Council is far from a ‘do-nothing’ Council in terms of climate response, however the actions are to a certain extent uncoordinated and uninformed by the recent corporate emissions inventory. There is an opportunity to build on the great work already being done by Council staff, with a strategic, coordinated climate action plan including mitigation and adaptation for Council activities and assets, and the District’s communities.

4.3 OPTIONS

4.3.1. *Immediate next steps:*

Options for immediate next steps are quite simple, as follows.

- Option 1: Status Quo. This would involve nothing additional to what is already being done by Council in relation to climate change. Ad hoc activities may assist in emission reduction and adaptation, but it is likely that the response would remain unconnected and inefficient.
- Option 2: Develop Climate Action Plan. This would use the preliminary corporate emissions register, and subsequent revisions, along with the soon-to-be-released District emissions profile, to identify the best opportunities to reduce carbon emissions (mitigation) for the Council and the district. It would also follow best practice guidance on adaptation in relation to Council assets and the District's communities as a whole. The Plan would include principles, policies and targets towards which these actions would contribute.
- Option 3: Defer Climate Action Plan and focus initially only on framework. This would involve Council staff initially researching and providing draft principles, policies and targets for Council (or Committee) signoff prior to development of a full Climate Action Plan.

4.3.2. *Analysis of options:*

- Option 1 is not recommended; this 'do nothing additional' option does not meet the Council's commitments or the expectations of its communities and stakeholders.
- Option 2 is recommended; with a preliminary corporate emissions profile, an upcoming District emissions profile, and central government guidance and legislation regarding adaptation, there will be a variety of action items that can be identified as priorities, representing 'easy wins' and value for money, etc. The Climate Action Plan can include principles, policies and targets, but rather than lingering on the high-level framework, the Council will be showing that it is interested in pursuing urgent actions.
- Option 3 is preferable to Option 1 but is not recommended in relation to Option 2; it is a logical step forward but runs the risk of moving too slowly by focusing on high-level goals before considering potential actions.

4.3.3. *Considerations for Climate Action Plan:*

There are numerous considerations for development of a Climate Action Plan, on which the Committee may wish to provide guidance to staff. These include:

- Should the Plan cover adaptation, mitigation, or both? Both are recommended. Some impacts are unavoidable so adaptation is required, and while Waikato

District is small on the global scale, every part of the world has to do its part in order to mitigate the risk of catastrophic climate change.

- Should the Plan be Council-focused, community-focused, or both? Both are recommended; while the Council needs to ‘walk the talk,’ it also has an important leadership role in encouraging and assisting the District’s communities to make the necessary changes.
- Does the Council want to be a leader, a ‘fast follower’ or a laggard within NZ local government? It is recommended that Council attempt to be a ‘fast follower’ at this stage, recognising that many other Councils, particularly larger metropolitan ones, have placed themselves at the head of the pack in terms of climate response.
- How much resource does Council want to invest in the Plan’s development and implementation? The Council has no staff or funding dedicated solely to a climate response, so using available internal resources will mean the Plan will be developed over a period of months rather than weeks. Implementation will almost certainly require additional resources, which would need to be programmed into the 2021 Long Term Plan.
- What sort of approach does the Council want to take in terms of partnerships? It is recommended that the Plan be developed in consultation with key stakeholders, particularly in terms of community-wide mitigation and adaptation, rather than positioning Council as solely responsible for these action areas.
- What type of measurement and reporting framework does the Council think would be useful – intensive and frequent, or light-touch and occasional? It is recommended that the Plan be backed by a robust measurement and reporting framework, so that its integrity and usefulness can be maintained and demonstrated.

4.4 POTENTIAL MITIGATION ACTIONS TO CONSIDER IN DEVELOPMENT OF CLIMATE ACTION PLAN FOR COUNCIL EMISSIONS

The WLASS Energy Management Advisor suggests allowing adequate time to develop a Climate Action Plan for Council emissions, as it needs to include key internal stakeholders. However he has offered some immediate thoughts for short-term action, including:

- Monthly monitoring and reporting of l/100km across the fleet
- Set a fuel economy target and develop a set of actions to achieve this (faster fleet turnover, inclusion of hybrid cars, possibly some electric)
- Set up weight measurement of waste at facilities and establish the status of recycling activities with a view to increase to at least 30% at each site.
- Put a system in place to measure emissions from materials used in construction
- New facilities to include sustainability and energy efficient design assessments.
- Watercare to report on energy and carbon performance of water and wastewater sites, likewise Belgravia and Raglan Holiday Park (would be good to phase out LPG use here).
- Set targets for carbon reduction, e.g. 50% by 2030, net zero by 2050, consistent with national direction. Base year needs to be carefully considered and FY20 may need to be

used, due to the shift of plant to Watercare sites; i.e Council's emissions reductions might look good if FY19 were used as the base year, but this could be negatively viewed by the public and community as "shifting the problem to someone else".

5. CONSIDERATION

5.1 FINANCIAL

As mentioned above, Waikato Regional Council is updating the greenhouse gas inventory produced 3 years ago. To map it at district level across the region costs an additional \$82,000. Based on population, the Waikato District Council's portion is \$7,000. This has not been budgeted for but has been approved.

The WLASS work on Council's emissions profile, and preliminary recommendations on how to reduce emissions, has been provided at a rate of \$135 per hour + gst, with an estimated cost of up to 40 hours or \$5,400 + gst. This has not been budgeted for but has been approved from operational budgets and is likely to be repaid through electricity and fuel savings arising from an action plan. For example, turning lights off in meeting rooms should result in a savings of up to \$300 per month. The WLASS energy management service also recently identified an error in network charges, resulting in a \$31,000 refund to Council, which pays for its currently commissioned work many times over.

Additional resources to develop a Climate Action Plan faster than current Council staff can manage, and/or to implement the Climate Action Plan, is likely to require additional funding. Given current financial constraints, it is recommended that the Climate Action Plan be developed by current Council staff, with the goal of identifying investments to be made in the Long Term Plan, many of which will pay for themselves over time, as part of Climate Action Plan implementation.

5.2 LEGAL

The Council's legal obligations are as summarised above in relation to its responsibilities under the Resource Management Act 1991, Civil Defence and Emergency Management Act 2002, and Zero Carbon Act 2019. Under this framework, the Council is expected to have a strong focus on adaptation and to consider climate change in its resource management decisions.

The legal liability, if any, that Council may face in relation to private property damage resulting from natural hazards arising from climate change (e.g. coastal erosion) is unknown, but a prudent approach is to have a proactive climate response in terms of both mitigation and adaptation.

5.3 ASSESSMENT AGAINST STRATEGIC RISK REGISTER

Council has identified twelve key strategic risks that could prevent the achievement of its vision. These risks are reviewed at least annually and assessed bi-annually. Through the development of this report, and with consideration of accepted scientific data, it is anticipated that the effects of climate change (either directly e.g. physical effects or indirectly

e.g. legislative impact, economic impact) will increase the inherent risk of six of the twelve strategic risks. These risks are examined fully in a table in Appendix Five.

The scope of the impact of climate change extends across a diverse range of existing services, policies, plans and business functions. With consideration to the potential effects, it is feasible to accept that climate change will have a significant impact on our business function and the communities that we support.

The risk of the described impacts of climate change eventuating are as follows (as per descriptions in the corporate risk matrix):

Probability: Likely

- *Strong probability of occurrence in the foreseeable future*

Consequence: Major – Catastrophic

- *Essential services unavailable (> 1 day);*
- *Financial exposure per annum \geq \$1.5M;*
- *Sustained high profile adverse national or local media campaign or irreversible loss of community confidence;*
- *Breach of policy, process or legislation requiring external investigation and resulting in significant tangible loss;*
- *Significant environmental disaster/natural hazard/unplanned population growth causing wide spread environmental degradation/damage and/or irreversible pollution or affecting future generations;*
- *Significant and prolonged political attention with non-achievement of LTP objectives across multiple years*

Inherent Risk Assessment: Extreme.

Increased inherent risk most likely requires additional mitigation actions to ensure residual risk levels are managed to within organisational appetites. This piece of work in itself is likely to involve a significant review of existing operations and contributes to the inherent assessment (specifically from a cost and resourcing perspective).

Climate change should become one of critical elements of our decision-making processes. Monitoring climate change associated risks and the effectiveness of planned risk treatment is necessary to ensure that we are cognisant of changes to the circumstances, e.g. incorporating new information or improved accuracy of estimated predictions into strategy. The monitoring process therefore will ensure that risk mitigations remain relevant.

To maintain adequate visibility of this work it is recommended that a risk associated with the impact of climate change is added to the Strategic Risk Register. Mitigations can then be monitored as a programme of work against this risk.

5.4 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

As stated earlier in this report, the development of a Climate Action Plan is strongly supportive of the Council's vision of Liveable, Thriving and Connected Communities. It also strongly supports the District's Community Outcomes and many of the themes of the

recently completed District Blueprint. It is consistent with the Proposed District Plan's Stage 2 content on Natural Hazards, and with the current thinking on the 30-Year Infrastructure Strategy, Asset and Activity Management Plans, and other inputs to the next Long Term Plan. As outlined above, it is also consistent with national legislation and guidance, and international commitments.

5.5 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

The Significance and Engagement Policy is not triggered by this report. If a Climate Action Plan is developed that involves the District's communities (not just Council operations), the level of engagement is expected to be "involve" or "collaborate", i.e. partnering with key stakeholders and communities to co-design the Climate Action Plan for Waikato District and Waikato District Council.

Highest levels of engagement	Inform <input type="checkbox"/>	Consult <input type="checkbox"/>	Involve <input checked="" type="checkbox"/>	Collaborate <input checked="" type="checkbox"/>	Empower <input type="checkbox"/>
<i>Tick the appropriate box/boxes and specify what it involves by providing a brief explanation of the tools which will be used to engage (refer to the project engagement plan if applicable).</i>	Communities and key stakeholders will be approached to be involved in collaborating on developing the Climate Action Plan for Waikato District and Waikato District Council.				

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

Planned	In Progress	Complete	
	X		Internal
X			Community Boards/Community Committees
X			Waikato-Tainui/Local iwi (provide evidence / description of engagement and response)
X			Households
X			Business
	X		Other (other Waikato territorial authorities and the Regional Council)

6. CONCLUSION

The world's climate is changing, and there is a strong impetus for the Council to respond. The response should include both mitigation (reducing contribution to climate change) and adaptation (reducing the impacts of climate change). Council staff have already initiated a number of projects and policies that will assist in this response, but more is required if Council is to show the climate leadership expected of it. The development of a Climate Action Plan, as recommended by this report, would be a logical next step for Council to exercise leadership on behalf of its communities.

7. ATTACHMENTS

Appendix 1: Summary of the climate issue

Appendix 2: UN Sustainable Development Goals

Appendix 3: Local Government Leaders Climate Change Declaration

Appendix 4: LGNZ Stocktake of Councils' Emission Reduction Activities

Appendix 5: Assessment Against Strategic Risk Register

Open Meeting

To	Raglan Community Board
From	Alison Diaz Chief Financial Officer
Date	10 February 2020
Prepared by	Sharlene Jenkins Executive Assistant
Chief Executive Approved	Y
DWS Document Set #	GOV0507 / 2355271
Report Title	Raglan Works & Issues Report: Status of Items February 2020

1. EXECUTIVE SUMMARY

The purpose of this report is to update the Raglan Community Board on issues arising from the previous meeting and works underway in Raglan.

2. RECOMMENDATION

THAT the report from the Chief Financial Officer be received.

3. ATTACHMENTS

1. Raglan Community Board Issues Register – February 2020
2. Raglan Works as at 03 February 2020
3. Manu Bay (Waikeri) Breakwater: Progress Update No.3
4. Minutes Raglan Coastal Reserves Advisory Committee meeting 07 October 2019
5. Minutes Raglan Coastal Reserves Advisory Committee meeting 09 December 2019
6. Project Completed – Raglan Pump Track Edging

RAGLAN COMMUNITY BOARD ISSUES REGISTER – as at 03 February 2020

ISSUE	Area	Action	Comments
Cliff Street One Way	Service Delivery	The staff report on <i>Cliff Street One-Way</i> as discussed at Council's Policy & Regulatory meeting on 03 February 2020 can be viewed here in the online Committee agenda (pp35-48).	At the February meeting, the Committee resolved: <i>THAT the Policy & Regulatory Committee adopt the amendments to Schedule 2 of the Public Places Bylaw 2016, as detailed in Appendix 1 of the staff report</i>
Footpath Plan	Service Delivery	Staff to attend February 2020 meeting to discuss Footpath Plan for Raglan.	Council's Senior Transportation Engineer will be in attendance.
Manu Bay Breakwater and Boat Ramp	Service Delivery	As per separate progress report (see attached), Council staff are arranging to meet with the concerned stakeholders individually over the next month.	If discussions with stakeholders result in an acceptable methodology and timing, Council will update the Forum, then proceed with the works to remove the surplus rocks. If stakeholder discussions do not result in approval to proceed, a further workshop will be organised with the Forum to discuss the way forward.
Raglan (Whaingaroa) Coastal Reserve Management Plan Draft	Service Delivery	The staff report on <i>Consultation Approval for the Raglan (Whaingaro) Coastal Reserve Management Plan Draft</i> as discussed at Council's Infrastructure meeting on 10 February 2020 can be viewed here in the online Committee agenda (pp60-66).	At the February meeting, the Committee resolved: <i>THAT the Infrastructure Committee approves public consultation be undertaken on the draft Raglan Coastal Reserve Management Plan (attachment 1 of the staff report) for a period of no less than 2 months, between 25 March 2020 and 25 May 2020;</i> <i>AND THAT the Infrastructure Committee appoint a hearings panel, if required, to hear any submissions received on the draft Raglan Coastal Reserve Management Plan, such hearings panel comprising:</i> <i>a. Councillors Patterson and Smith; and</i> <i>b. a representative from Waikato Tainui,</i> <i>with the hearings panel to report back to the Infrastructure Committee following hearing and considering the submissions received.</i>

RAGLAN WORKS – as at 03 February 2020

Raglan Holiday Park Stormwater (Expected completion April 2020)

The detailed stormwater design is complete and resource consent has been received.

Planning is underway to confirm timing for installation, including possible staging to spread costs and provide time to assess the beneficial effects of works as the phases progress.

Raglan Holiday Park Access Road & Entranceway Upgrades, Raglan (Expected completion June 2020)

This project is being undertaken in two stages, from the road bridge through to the camp entranceway, and from the camp entranceway through to the pedestrian bridge.

Stage one has been designed. Stage two discussions will continue to refine the proposed alignment.

Gilmour Street, Raglan – Urban Upgrade

Street and stormwater design is ongoing following consultation and feedback from residents.

Tourism Infrastructure Fund (TIF)

Ngarunui Beach – On beach Toilet & Shower Facility

The construction is complete and was open to the public for the summer break.



Completed toilet and outdoor shower facilities.



Drinking fountain and bottle filling



Completed toilets

Ngarunui Beach – Main Car Park Toilet Upgrade

The minor refurbishment work to increase capacity to four cubicles is also complete.

Raglan – Wainui Road Footbridge Upgrade *(Expected completion June 2020)*

Construction by WDA is programmed for February/March 2020.

Wastewater Consent Renewal

Update:

- Hapu reps met with the technical team in January to progress discussion on Raglan disposal challenges and solutions;
- Technical work is underway (Beca), on solutions that meet community/Maori expectation for disposal of treated wastewater over the long term. Additional work will be undertaken to understand geotechnical issues;
- Council has approved additional funding to support the consent application. We are working toward completion/lodgement of the long term solution by November 2021. Improved engagement methods and frequency will be required to reach this target;
- Staff will set up regular engagement sessions with the public and close out December engagement session actions.

WHARF

Cliff Street Jetty Repair *(Expected completion June 2020)*

The upgrades carried out prior to the summer break consisted of replacement of one broken fender pole and one missing fender pole at the end of the jetty, and refurbishment of rust-stained, age-affected timber handrails and concrete rail posts with new painted timber in white marine paint.

Pipescape have replaced the bottom and middle timber rails. The top timber hand rails and brackets could not be replaced due to severe delamination of the concrete rail posts. Any mechanical movement to remove the bolts would result in sections of the concrete post breaking off completely.

To avoid detrimental damage to the structural integrity of the concrete posts and to ensure the jetty would remain open over the holiday period the decision was made to surface-treat the timber and posts.



Before and after of the handrail upgrade work

While carrying out the fender works, Pipescape found a third fender pole in need of replacement caused by boats colliding with the fender pole. Pipescape was unable to source another pole pre-Christmas, so the damaged fender pole was replaced as a priority as it was identified as a vital pole for boat mooring.



Fender Pole Replacement Underway

The concrete rail posts are intended to be replaced before the rust stains return and will need to be designed by an engineer to ensure the structural integrity of the jetty is maintained. The missing fender pole that was not done last year will be installed and incorporated with the post replacements.

Remedial work to the deteriorated concrete on the main jetty piles will be completed by a concrete specialist in the next six months or so.

Raglan Wharf Handrail Replacement and Dolphin Handrail

Quotes from local contractors for replacement of the existing timber rails are being assessed.

Council's Community Connections and Community Projects teams are working on a maintenance plan for the dolphin structure.

Manu Bay (Waikeri) Breakwater: Progress Report Update No.3

Thank you to the Manu Bay breakwater participants - Council have received feedback about Progress Report Update No.2 sent out earlier this month.

This update is to let you know that the proposed rock removal works is on hold and the feedback received will be incorporated into a transparent process to work through the concerns.

The plan is to meet with groups and representatives individually to have direct and open discussion about the concerns around the rock removal, and the location of surplus rock placement to mitigate erosion. This will help to compile a stakeholder-inclusive draft proposal plan to inform whether to continue with the rock removal, or to undertake another workshop (Workshop 3).



Feedback Received.

There is a clear appetite for Council to present a draft rock removal proposal to the Workshop Forum to review. This should outline Council's investigations and findings along with relevant supporting technical information and a methodology that satisfies the resource consent. Council should present on how they intend to mitigate adverse environmental effects, provide best practices to maintain the structural integrity of the new breakwater, to seek an alternative to stockpiling, and minimise the disruption to reserve users caused from the proposed works.

Transparency should also be demonstrated when engaging consultants/contractors who will undertake works to the Manu Bay breakwater rectifications.

The Proposed Process

Council's Communication Team will contact each group's representatives and agree on a place, time and date to meet. The meeting timetable below is to indicate when Council will be workshopping with each group.

Council will go out and hui/meet with each group individually to discuss the proposal of works. Each hui/meeting will be conducted to the same agenda, with the same content in discussion.

Minutes will be documented for transparency. Information will be compiled into a report outlining the preferred option, this will be emailed to the Forum for approval to either commence the rock removal work or we hold a workshop.

The Meeting Agenda

- Karakia – open the Hui/meeting
- Whakawhaanaungatanga – The group introduces themselves
- Meeting register
- Item 1. Council to present Manu Bay Breakwater information and rock removal proposal in depth. Council short term and long-term goal to achieve Workshop outcomes one and two.
Questions and Answers
- Item 2. Group input if not covered in item 1.
- Item 3. Discuss the meeting information transparency for groups that have not yet met with council to ensure the integrity of the process.
- Closing Karakia - end the meeting.

Tentative dates:

Mid-January	Organise meeting dates with groups.
Early-February	Proposed meeting times.
Late-February	Draft report Proposal Option and preferred form of communications confirmed.

Meeting Etiquette

- With respect to all groups, the time allocated is time for those groups only
- In circumstances where the Hui/meetings shows signs of conflicting interests or going off-point, the meeting will be respectfully brought back to the agenda items.
- Meeting minutes will be documented and made available to the Workshop Forum as part of the draft report.
- Council understand that Manu Bay (Waikeri) breakwater consultation will be an ongoing process. The intention is to share council information to manage speculation and to create an environment where we can clarify Council's position on the issues with respect to group feedback. The goal is to resolve issues to proceed to solutions.

Feedback

If you have any questions in the meantime please don't hesitate to contact us at projects@waidc.govt.nz

MINUTES

Raglan Coastal Reserves Advisory Committee Meeting

Raglan Town Hall
Monday, 7 October 2019, 5.30pm

Present: Shayne Gold (Joint Chair), Angeline Greensill, Sheryl Hart, Frank Turner, Cr Lisa Thompson, Anne Snowden, Anita, Michelle O'Byrne, Deane Hishon, Kathy Gilbert,

	Item
1	Apologies
	Heather Thomson, Duncan MacDougall (WDC Representative)
2	Previous Minutes
	Minutes approved as a true and correct record. Frank/Sheryl
3	Matters Arising from Previous Minutes
	<p>Changes to fishing competitions that were approved last meeting to the correct name of the event</p> <ul style="list-style-type: none"> • 26 January – Manu Bay Fishing • 22-29 February – Mixed Classic • 8-9 November – Ice Breaker with reserve the following weekend. <p>Rules were that there was nothing at Manu Bay that was within a fortnight apart and some events can co-habit. Noel shared that we need to keep an eye on events so that the community has some time to use this area themselves.</p> <p>Dean contacting Logan re Waikato Rocks Trust – ongoing. Frank/Sheryl</p>
4	Events Calendar
	<ul style="list-style-type: none"> • Tainui Games at Manu Bay for surfing – 15/16 February 2019 – are they going to drag it out for the whole three days to just pick the best weather or just use one day. Lisa / Anne Yes • Aircraft Association 9 November Shane / Sheryl Yes • Big Foot Adventure – 16/16 February 2020 Shane / Anne Yes • Campbell/Copson – 3 January Deane / Anne Yes
5	General Business
	<p>Soundsplash items from Advisory have been sent to the Council and they are being dealt within Council but have been noted. Sheryl shared that she is concerned about the underage drinking as the number of tickets sold to this age group is very high this year. After Soundsplash the over view will be asap at the Advisory.</p>

	<p>Commercialisation of our Reserves</p> <p>The concern is that the nannies are raising money on the reserve by selling food at the Scholastic.</p> <p>Another view was that the nannies are supporting our tamariki and sharing the culture of hospitality in Raglan.</p> <p>What we would class as commercialisation if coffee trucks, Mr Whippy etc</p> <p>Is the childcare children at the Reserve commercial – Anne replied to share that there is no monetary gain for bush park days.</p>
	<p>A large number of horse floats are coming down to the end of Riria Kereopa Drive.</p> <ul style="list-style-type: none"> • Parks and Beaches bylaw state that horses shouldn't be allowed down on the beach. • Council is looking at drafting a sign to state this for the public at the public entrance. • Permitted on the Wainui Reserve but not on the beach • Once the signs are up and people are aware of the rules then the bylaw can be enforced with a fine as the bottom line. • Maybe horses on the beach when the tide is full so that they are not walking on the pipi beds. Also use signage to let users know when and where they need to go. • Get out local community who are interested in horses on the beach should get together and discuss what they see may be a fair way for this to go forward. <p>There is nothing that can really be done until changes can be made to the Bylaw and this is what we have to live with.</p>
	<p>Security from the camp are opening and closing the camp gate.</p> <p>Community Patrol are taking the numbers of the campers and leaving them at the police.</p>
	<p>Papahua carpark was marked last year as an experiment by the Raglan Fishing Club. Does Council expect us to mark this again or are the Council going to look into this as it was successful.</p>
	<p>Agenda – birds on the other side of the harbor that are breeding Dottrils, some signage would be great.</p>
6	Meeting Closed
	6.37pm

MINUTES

Raglan Coastal Reserves Advisory Committee Meeting

At Raglan Town Hall
Monday, 9 December 2019

Present: Shayne Gold (Joint Chair), Angeline, Sheryl Hart, Frank Turner, Lisa Thompson, Anne Snowden, Duncan McDougall (Council Representative), Dean Hlshon, Kathy, Anne Snowden

Visitor:

	Item	To Action
1	Apologies	
	Michelle O'Byrne	
2	Approve Previous Minutes	
	Minutes not available, the Minutes of 6 October will be read at the next meeting.	
3	Matters Arising from Previous Minutes	
4	Events/Calendar	
	<p>Raglan Point Boardriders Club - All dates have been passed Shayne/Frank</p> <p>Corporate Football Match – M. Cosgrove - Date approved Kathy/Sheryl</p> <p>Maui Dolphin Day – Whaingaroa Environment Centre - Date approved Anne/Shayne - Please make sure all rubbish from rafts has been removed.</p> <p>Fonterra Farm Source - Date approved Kathy/Frank</p>	
	<p>Xmas in the Park - There is a new system where Council Events Team wish to have a stronger look at events in the future to make all compliances are in place to hold these events. - This could be confusing for those who are waiting for a reply when it comes out just before the event as it makes the process longer.</p>	
5	General Business	
	<p>Presentation by Piripi Meek - Last year at soundsplash the Raglan Taxi Service was the taxi business that used the carpark by the surf club as there base. This was a really dark place for picking up people and there were lots of bottles being broken and fights happening in this area.</p>	

	Item	To Action
	<ul style="list-style-type: none"> - Motion that “Raglan Taxi Service is able to operate within the Soundsplash venue on the Soundsplash weekend” - Soundplash organisation should be responsible for temporary lighting in these areas. 	
	<p>Horses and Vehicles on the Beach</p> <ul style="list-style-type: none"> - Noel putting up signage and getting people down to talk to riders about there is no riding on the beach after a certain date the infringements will begin to happen once the information has been spread to all those concerned. 	
	<p>Parking at Papahua</p> <ul style="list-style-type: none"> - Duncan has requested that we mark the carpark during the summer period and it goes onto a rotation that it happens regularly. Fred from Raglan Lawns will be doing the job and Sheryl would like to make sure they are car/boat park not just a carpark. - Yellow lines from toilets from the boat ramp to the parking in front of Jo’s shop. - Gates opened onto the soccer fields for overflow parking opened earlier. - Weed eating the edges is not working for erosion. - Between March and May the first stage of the footpath from Papahua may be starting. The second stage will not start until money is available and then consultation will come to the Advisory. 	
	<p>Coastal Reserve Management Plan</p> <ul style="list-style-type: none"> - Still requires consultation from stockholders from 18 March to 18 May. 	
	<p>Wainui Reserve New Toilets</p> <ul style="list-style-type: none"> - Toilets are now complete - Enquiry on who does the quality control as there is some work that needs looking at before payment is made. 	
	<p>Gate down the North Track</p> <ul style="list-style-type: none"> - Has no lock on it still and motorbikes are now going down there. 	
	<p>Freedom Camping on the Beach</p> <ul style="list-style-type: none"> - Noel to look at making up ‘No Camping Signs’ 	
	<p>Signage at Papahua</p> <ul style="list-style-type: none"> - Signs have disappeared that state ‘Give way to Cars’ at the crossing over the road from Jo’s takeaway. Duncan to look at replacement. - Sign for ‘No Vehicles on the Beach’ need to be more obvious and in more places along the Papahua area. - For signage an explanation first ie take care of our shellfish, No vehicles on the Beach would work better than just NO Vehicles. 	
	<p>Soundsplash Discussion</p> <ul style="list-style-type: none"> - A number of mitigations are being put in place for the concerns from the committee with our concerns being discussed with soundsplash management, NZ Police and the Waikato District Council. - There is a strategic plan going to the Raglan Community Board that 	

	Item	To Action
	collates all concerns, responses and recommendations from key stakeholders.	
	Manu Bay Breakwall <ul style="list-style-type: none"> - Stakeholders from Manu Bay were in mediation previously with the Tim Clarke and they are now back in mediation with the Council. 	
	Commercialisation on the Reserve <ul style="list-style-type: none"> - Surfing business on the beach is the same as the horses on the beach. - Charlie's has been notified that this is the last season his firm will be down on the beach for hireage of boards and lessons. - If there is anyone found selling on the Reserve ring the 0800 Council number to get someone out to deal to it. - 	
	Gates opening on time <ul style="list-style-type: none"> - Noel has been opening the gates at 7.00 pm after he has opened the ones on the Reserve - Duncan to look at OCS and Extreme Zero Waste could be opening the gates. 	
	Meeting Closed: 7.20 pm	

Sharlene Jenkins

From: Paul McPherson
Sent: Monday, 30 September 2019 8:48 a.m.
To: All Staff
Subject: Job Done



WDC - Community Projects Team
Project: Raglan Pump Track Edging
Problem: The Raglan Pump Track surface has been showing signs of degradation due to the slumping in the high-banked areas and the aggressive encroachment of kikuyu grass.
Budget: \$51,000
Cost: \$46,000
Result: To prolong the life of the track, concrete edging has been installed along all sides to hold up the track and create a barrier to Kikuyu grass.
September 2019



Open Meeting

To	Raglan Community Board
From	Tony Whittaker Chief Operating Officer
Date	30 January 2020
Prepared by	Andrew Nimmo Project Accountant
Chief Executive Approved	Y
Reference/Doc Set #	GOV0507
Report Title	Discretionary Fund Report to 30 January 2020

1. EXECUTIVE SUMMARY

To update the Board on the Discretionary Fund Report to 30 January 2020.

2. RECOMMENDATION

THAT the report from the Chief Operating Officer be received.

3. ATTACHMENTS

Discretionary Fund Report to 30 January 2020

RAGLAN COMMUNITY BOARD DISCRETIONARY FUND 2019/2020

		1,206,170.4
2019/20 Annual Plan		14,271.00
Carry forward from 2018/19		2,840.00
Total Funding		<u><u>17,111.00</u></u>
Expenditure		
30-Aug-2019 Waikato Junior Boardriders - towards the cost of National Scholastic Surfing Championships	RCB1908/06	1,109.00
04-Sep-2019 In support of Xtreme Zero Waste Fundraising Food waste collection	RCB1908/04	4,000.00
13-Aug-2019 Surfside Christian Life Centre - towards the cost of Christmas in the Park	RCB1908/05	4,000.00
Total Expenditure		9,109.00
Net Funding Remaining (Before commitments)		<u><u>8,002.00</u></u>
Commitments		
Total Commitments		-
Net Funding Remaining (Including commitments) as of 30 January 2020		<u><u>8,002.00</u></u>

Open Meeting

To	Raglan Community Board
From	Gabrielle Parsons Raglan Naturally Co-Ordinator
Date	19 February 2020
Reference #	GOV0507
Report Title	Raglan Naturally Update

1. EXECUTIVE SUMMARY

The report from the Raglan Naturally Co-ordinator is attached for the Board's information.

The RN Community Plan can be viewed here:

<http://www.raglannaturally.co.nz/raglan-naturally-draft-plan/>

2. RECOMMENDATION

THAT the report from Raglan Naturally be received.

3. ATTACHMENTS

1. Raglan Naturally Report – February 2020
2. Raglan Naturally Report – November/December 2019 Workshops
3. Raglan Naturally Trust Deed Meeting – January 14 2020
4. Raglan Naturally Financial Record

Raglan Naturally – update from Gabrielle Parson, Project Coordinator

7 February 2020

Exciting News... We now have Raglan Naturally 2020!

A big thanks for the RN team and Maki Nishiyama for pulling together Raglan Naturally 2020! Please follow [this link](#) to view our community plan. Printed copies will be made available as soon as possible.

The RN draft plan April 2019 called for submissions and feedback from the community. Thank you so much to those who put forward submissions and gave us your feedback. Changes that have been made to produce RN 2020 are:

- Inclusion of submissions and feedback
- An extra page for each Focus Group area which includes: the focus area Intro and 'What We Have' which gives context and more background to where we are at now.

Report on Raglan Naturally Workshops Nov & Dec 2019

Purpose of the workshops:

To explore and come to agreement around the most useful roles that a Raglan Naturally organisation could play

- Workshop 1: To review our work and reflect on our process to date, and use this to consider RN role in future: what it should do and how it should be
- Workshop 2: To confirm role-related objectives for the organisation and explore what structure would be best to progress these roles/objectives

At the end of Workshop 2 we realised we need another workshop (Workshop 3) to continue the discussions and progress RN.

- Workshop 3: To be clear about next steps for RN, as we move towards establishing a community organisation and a steering group to steer and carry out this work.

Outcomes and Next Steps:

- Robust and healthy discussion.
- Agreed on objectives for RN organisation.
- Agreement on legal structure of Charitable Trust with minimum 7 trustees
- Agreement on co-governance organisation between Iwi/hapu and community.
- Working group formed to create trust deed by end of January.
 - Group being: Tony Oosten, Dennis Amooore, Taruke Thomson, Gabrielle Parson, Janine Jackson with support from Fiona McNabb and Tony Mayow.
- RN Committee to work on:
 - planning processes with Raglan Community Board and Waikato District Council
 - partnering agreement with DIA – by March

Workshop Report attached for more detail.

Notes of first Working Group meeting 14th Jan, attached.

Department of Internal Affairs (DIA) Community Led Development Partnership (CLDP)

- Next steps: Meet with DIA in February to work through partnering agreement.

Funding to support the work of Raglan Naturally

Many thanks to the Department of Internal Affairs, DV Bryant Trust and WEL Energy Trust for the recent funding that supports our work!

RN Committee Meetings and Financial Update

The RN Committee meets regularly. Our last meeting was on 30th January. Minutes still to come.

RN Financial Record attached.

Keeping the wider community updated

Raglan Naturally Newsletter, December 2019

Update in the Raglan Chronicle, 30th January 2020

Next steps for Raglan Naturally

- Share our updated community plan RN 2020
- Update the RN website
- Meet with the DIA to work through CLDP partnering agreement
- Working Group – creating RN trust deed draft and working through next steps to set up charitable trust.
- RN Committee and coordinator planning a Community Information Evening for March
 - To share RN 2020 plan
 - To share ideas for RN co-governance organisation and Charitable Trust (including draft Trust Deed and Role Descriptions for trustees)
- Work closely with the Raglan Community Board, community organisations and members on the start of our Action Planning phase. This will include understanding the WDC's Long Term Planning process and timing and creating a process for prioritising projects with the community.

Raglan Naturally Workshops

November 11th and 25th and December 9th 2019

Report

This report gives a brief outline of the purpose and outcomes of these workshops. It also sets out the next steps.

Background

Through the community wide engagement in 2018 the RN team heard clearly that the community wants RN (the plan and process) to be kept alive! Ideas from the community for the future success of RN (as outlined in the plan) were:

- Ongoing communication
- Raise awareness and keep visible
- Keep consulting
- Be inclusive and diverse to encourage participation from the community
- Tangata whenua are essential
- Needs funding and ongoing support from wider community
- Build strong relationships with community, Iwi/hapu, councils, Raglan Community Board and other groups
- Strategically plan and put a governance structure in place
- Keep refreshing the plan
- Support local initiatives
- Needs a permanent coordinator
- Needs help and support from Waikato District Council
- WDC needs to work with RN
- Involved youth
- Deliver on projects
- Celebrate success
- Make sure we hold onto our history and remain aware of what we have already
- Have a strong vision and values
- Keep up the good work!

Since creating the updated community plan in early 2019, RN has been:

- continuing to build relationships, both within and outside the community
- processing submissions to the plan and working with the focus group coordinators on a draft action plan for projects outlined in the plan
- invited to partner with the Department of Internal Affairs Community-Led Development Programme
- have been observing how the RN plan is of value and is being used both inside and outside the community
- have been asking the questions ‘what is the role of RN going forward’ and ‘how do we ensure this work is sustainable and resourced’?

Purpose of the workshops

To explore and come to agreement around the most useful roles that a Raglan Naturally organisation could play

- Workshop 1: To review our work and reflect on our process to date, and use this to consider RN role in future: what it should do and how it should be
- Workshop 2: To confirm role-related objectives for the organisation and explore what structure would be best to progress these roles/objectives

At the end of Workshop 2 we realised we need another workshop (Workshop 3) to continue the discussions and progress RN.

- Workshop 3: To be clear about next steps for RN, as we move towards establishing a community organisation and a steering group to steer and carry out this work.

Facilitator Helen Ritchie facilitated all three workshops. Her skills were invaluable as we worked through each workshop and some rich discussion.

Workshop detail Workshops were held at the Raglan Community House, town hall and Poihakena Marae. We met from 6-8:30 pm, starting with shared kai and followed by two hours of facilitated sharing and discussion. Thank you to the DIA for funding our workshops.

Participants

Those closely involved in RN over the last 2-3 years were invited and they had the opportunity to invite someone else. In all workshops there were RN committee members, RN focus group coordinators and Raglan Community Board members.

11th November: Isabel Crawford, John Lawson, Tony Oosten, Karamea Puriri, Naomi Tuao, Brian Ruawai, Lisa Thomson, Janine Jackson, Tracey Cooper, Charlie Young, Lucy Haru, Meredith Youngson, Taruke Thomson, Tony Mayow, Gabrielle Parson

25th November: Karamea Puriri, Janine Jackson, Tracey Cooper, Clare Wimmer, Bob McLeod, Isabel Crawford, Lisa Thomson, John Lawson, Charlie Young, Chris Rayner, Fiona McNabb, Dennis Amooore, Tony Oosten, Sadra Saffari, Maki Nishiyama, Rick Thorpe, Tony Mayow, Mike Rarere, Taruke Thomson, Lucy Haru, Gabrielle Parson

December 9th: Tony Oosten, Taruke Thomson, Janine Jackson, Tracey Cooper, Isabel Crawford, Fiona McNabb, Dennis Amooore, Sadra Saffari, Tony Mayow, Lucy Haru, John Lawson, Charlie Young, Gabrielle Parson

Outcomes

Workshop 1

What we did:

Build a history of RN as a timeline. Shared low and high points, significant achievements and other benefits. Explored what this tells us about how we want to be as a movement/organisation and what is the potential for the future. We discussed what this could look like and 'what would RN be doing' and 'how we want to be'. Preparation for next workshop to look at possible RN objectives as outlined on page 33 of the community plan.

Outcomes:

Everyone had the opportunity to share their experience and ideas. A confirmation of the value of our work over the last few years and a stronger feeling of connection around the possible future of RN.



Workshop 2

What we did:

All rated the RN draft objectives and discussed each objective individually. Agreed on changes to the objectives and added one new one. Discussed what structure would best support our objectives and 'how we want to be'. Agreed on next steps – one of which was to have Workshop 3 to continue these discussions.

Outcomes and Next Steps:

An agreed set of objectives (with some wordsmithing needed)

Next steps being:

- Small group to wordsmith objectives and bring to Workshop 3
- Get advice on legal structures and seek examples of co-governance organisations

Workshop 3

What we did:

Agreed on objectives. Discussed advice sought on legal structure and agreed on a charitable trust structure. Key questions to be explored further are:

- How will we manage and incorporate the community-led development elements to this structure?
- What processes will we use to recruit people for the Trust?
- What processes will we use to continuing engaging with the wider community?
- What process will we use to ensure Iwi and hapu are involved at the decision making table?

Discussed RN as a co-governance organisation, the research done and agreed on RN as a co-governance organisation between the community and Iwi/hapu, with a democratic process to elect the trustees. Discussed balance and numbers of trustees. Agreed on way forward to invite hapu as partners in this co-governance organisation. Revisited the physical area that RN covers, acknowledging that the boundaries are fluid and it's about including the communities that identify with Raglan/Whaingaroa. Touched on what the Trustees role would be and the skills they would need to have. Trust deed to be created. Timing and whether interim fundholder needs to be found. Working group formed (from attendees) to create the trust deed.

Outcomes and Next Steps:

- Robust and healthy discussion.
- Agreed on objectives for RN organisation.
- Agreement on legal structure of Charitable Trust with minimum 8 trustees
 - Gabrielle to contact local lawyer/s re establishment of the Trust. Start with Hayley Willers.
- Agreement on co-governance organisation between Iwi/hapu and community.
 - Taruke to connect with Ngati Mahanga and Tamainupo
 - Gabrielle to connect with Rangi Kereopa/Tainui hapu as a starting point
 - Taruke to bring to the next the Whaingaroa Moana Collective meeting
 - Connect with other DIA CLDP partners to share and learn
- Working group formed to create trust deed by end of January.
 - Group being: Tony Oosten, Dennis Amooore, Taruke Thomson, Gabrielle Parson, Janine Jackson with support from Fiona McNabb and Tony Mayow.
 - Fiona to possibly share trust deed examples
 - Gabrielle and team to research other examples and meet twice in January.
- RN Committee to work on:
 - planning processes with Raglan Community Board and Waikato District Council
 - partnering agreement with DIA – by March
- Agreement to meet at end of January to review draft trust deed and progress with DIA partnership, discuss potential interim fundholder and next steps to creating the Charitable Trust.
 - Gabrielle to explore conversations with potential fundholders (WDC/RCB?)

Raglan Naturally purpose statement: “Raglan Naturally is a way for our community to plan for the future, in ways that strengthen relationships and build partnerships, so that we can take action to ensure all of life in Whaingaroa thrives.”

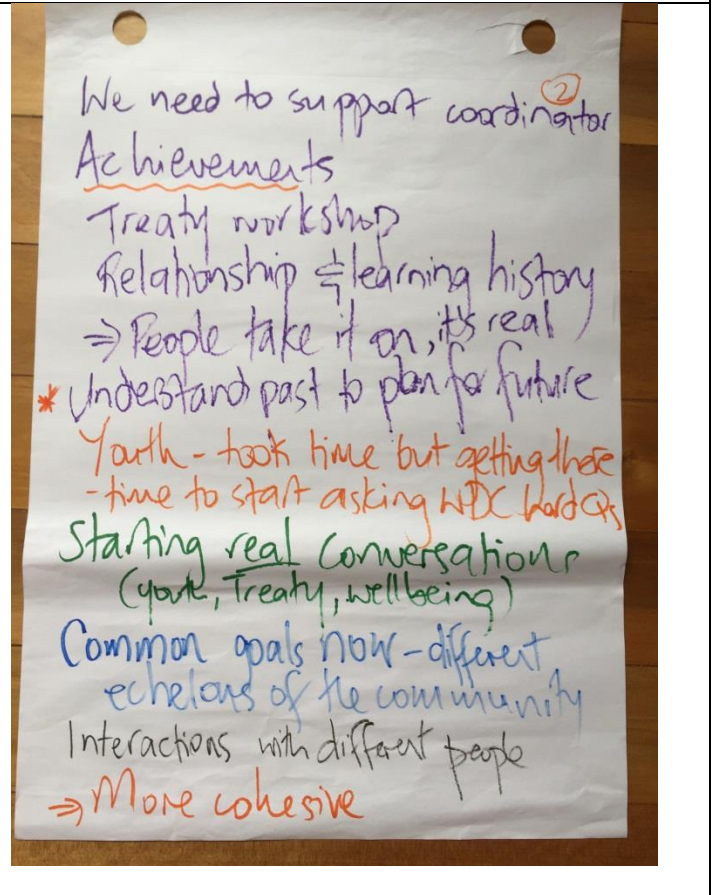
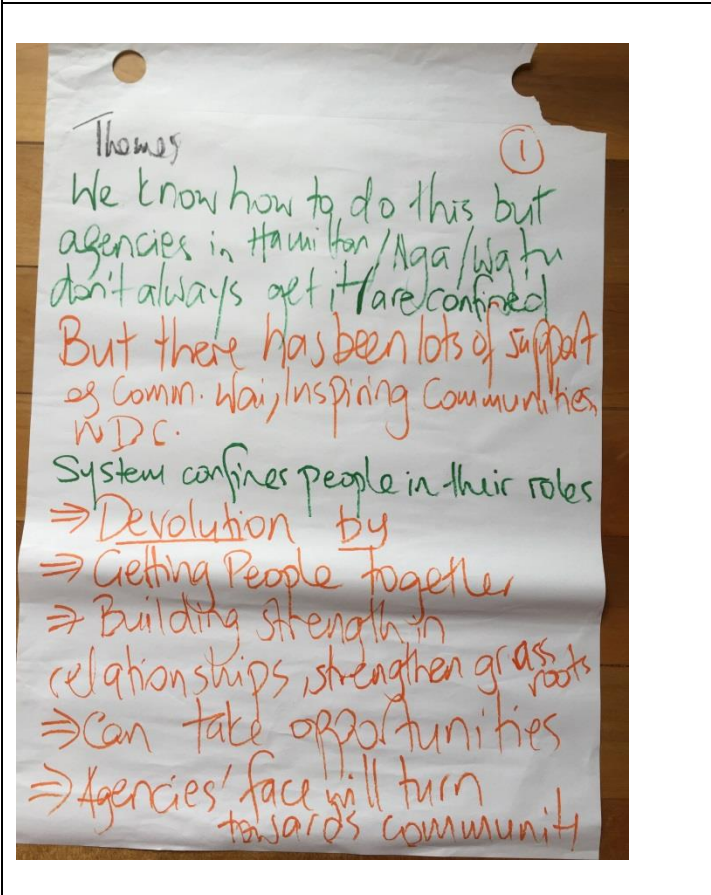
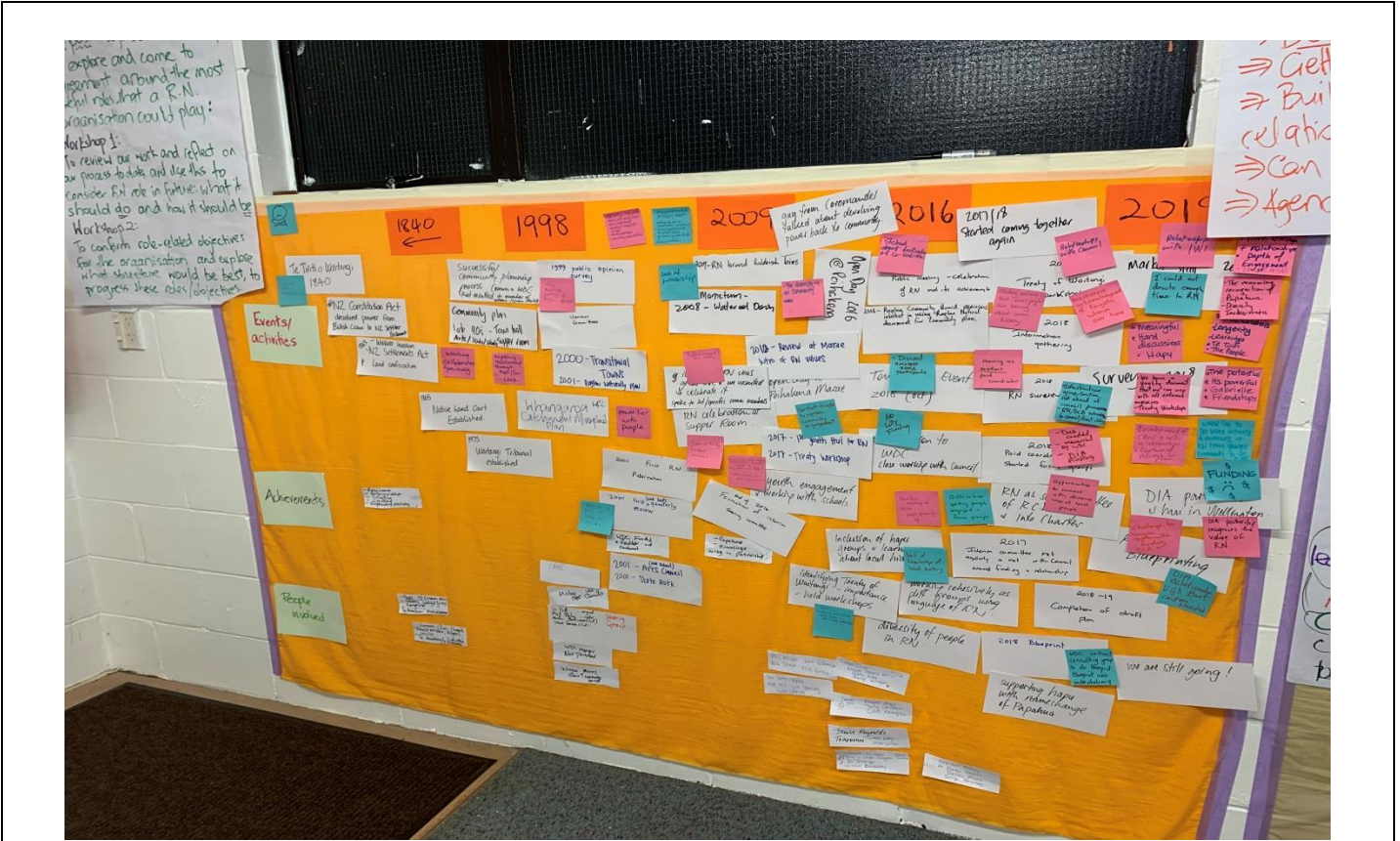
RN is a community organisation. RN is also a community plan with aspirations and projects.

Raglan Naturally objectives

1	To oversee and support the implementation of the aspirations and projects documented in the plan.
2	To work in partnership with iwi and hapu, recognising the intent of Te Tiriti o Waitangi as the founding document of the partnership.
3	To ensure all people in the Raglan area have ongoing opportunities to be engaged, have input and be informed about the aspirations and projects of Raglan Naturally.
4	To work collaboratively and strengthen partnerships with relevant organisations and statutory bodies.
5	To create opportunities for Raglan’s communities and organisations to connect and learn from each other.
6	To grow community capability by supporting the development of leadership, organisational capacity and skills, through training and provision of resources.
7	To support, promote and uphold the mana and values of “Raglan Naturally”.
8	To seek funding, policies and resources which promote and support Raglan Naturally to deliver its aspirations and projects.
9	To document and share Raglan Naturally values, objectives, processes and achievements, to learn from and /or assist other communities.
10	To periodically review and refresh the plan and to evaluate the achievements of Raglan Naturally.

See workshop notes below for more detail.

Workshop 1



RN picked up & used as a ③
 basis for other initiatives → reach
 eg Blueprint, WRAP - even Wellington
 (become a leading model)

Other benefits

Relationships strengthened
 " " with DE staff

Friendships

Community education & awareness

"Undersides" known → compassion
 Understanding others' realities - out of my bubble

Forum for discussion (we have fun)
 → exchange ideas publicly

Stuck with it → loyal to kaupapa

Personal growth

Community is about relationships ④

RN in future: What to do

Open dialogue & get community
 to talk about how to be a community
 → use that as a 'foil' (against outside agencies' view of who we have to be)
 and a lens - so that others see us through the RN lenses
 "our vibe"

Help springboard & support other know initiatives in the community - so they know where to go for help

Provide forum to share info & learn / contribute ideas / education
 → help face the big challenges

Advocate

Growing & building relationships

Convening - mandate to bring people together
 Responsible for the process

RN in future: How to be ⑤

Values:

Understand past to plan for future

Different lenses / views

Learn to agree to disagree,
 celebrate difference

Reciprocity of relationships
 people - people
 people - environment

Answers come from the people

Inclusivity

Compassion

Be Responsive, aware ⑥

Visible Self-assessing & open to feedback

Financially sustainable

Transparent

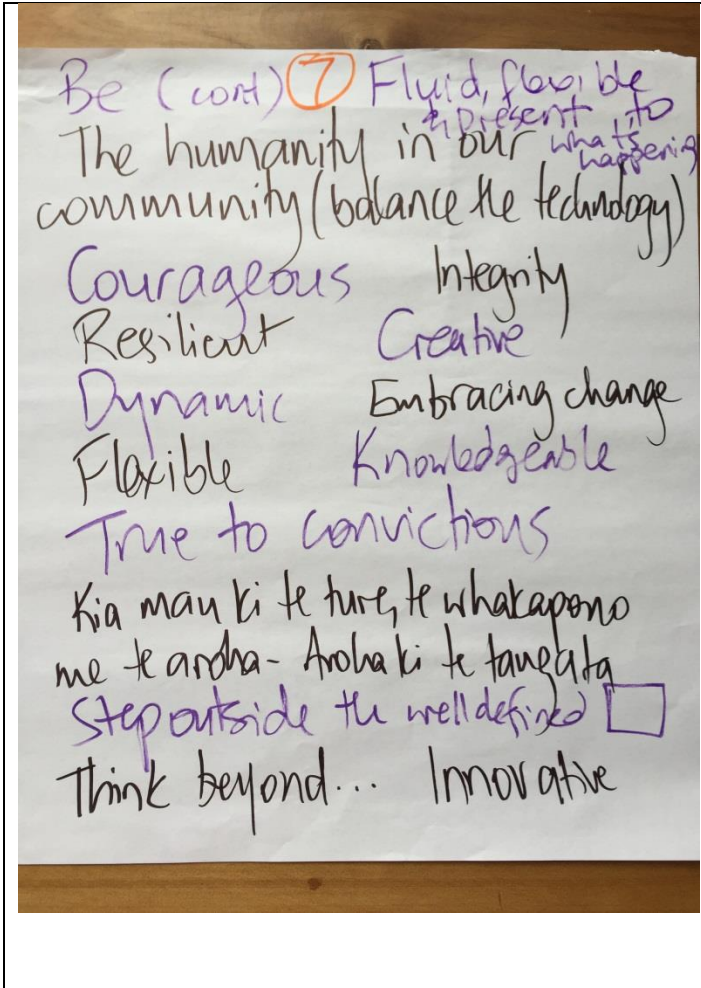
Self sufficient

Advocate for community

Increasing use of
 Matarauanga Māori

Guidance for other groups
 to align to / cornerstone


Best practice / model



Moving forward to next steps

What is the ongoing role for Raglan Naturally in our community?

<h3>Next steps</h3> <p>The Raglan Naturally Team are really excited about the potential for it to grow, evolve and be kept alive. A useful next step would be to design and facilitate a number of workshops, both with those who have been closely involved in this process to date and the wider community. The aim would be to continue the dialogue with community, iwi and hapū and local organisations to:</p> <ul style="list-style-type: none"> Review and evaluate our process and learning, measure the impact, celebrate our work together and Decide on the ongoing role of Raglan Naturally, the governance structure and what support/funding will be needed to ensure this work is sustainable. 	<h3>Aspirations for Raglan Naturally</h3> <p>Since the Raglan Naturally plan was first published in 2001, the process has not been continuous. Therefore, we are aspiring towards:</p> <ul style="list-style-type: none"> An ongoing process, not just a plan and handover with some ideas around implementation Greater emphasis on the continued development and evolution of the process for community-led and strengths-based development to be effective and sustainable Continued learning and capability building within our community to: <ul style="list-style-type: none"> better understand community-led approaches and their contribution to positive change
<h3>Community-led</h3> <p>The need for ongoing community-led development, at least to the current level at which Raglan Naturally has been working, has been voiced by our community as critical for future planning and development. We can say that this further supports the theme of 'community working together'.</p>	<h3>Objectives</h3> <p>There is potential to create a really exciting, successful community organisation to advance coherent development in Raglan that can be an example to other communities in our district and further afield.</p> <p>These are possible tasks/objectives:</p> <ol style="list-style-type: none"> Periodically reviewing and refreshing the Raglan Naturally Plan driven by community mandate, and overseeing and supporting the implementation of the priority objectives established in the plan Te Hangai- applying Te Tiriti o Waitangi in the context of Raglan community development, working in partnership with iwi and pan-tribal organisations. Ensuring all members of the various communities in Raglan have opportunities to have input and be engaged in decision making on the plan, to maximise ongoing community support and involvement in its implementation Working collaboratively and strengthening partnerships with all key Raglan community and business organisations, and all sectors of local and central government, especially Waikato District Council and the Raglan Community Board Whakawhānauatanga - creating opportunities for Raglan's communities and organisations to connect and learn from each other Fostering and developing community leadership, organisational capacity, sustainability and resilience through training resources and research change Supporting, promoting and overseeing the use of the "Raglan Naturally" brand for projects compatible with the plan Seeking funding, policies and resources which promote the objectives of the plan and community-led development Documenting, publicising and promoting Raglan Naturally values, objectives and processes where appropriate to learn from and/or assist other communities



Workshop 2

Objectives worksheet

Below are the objectives for Raglan Naturality suggested in the draft plan, page 33.

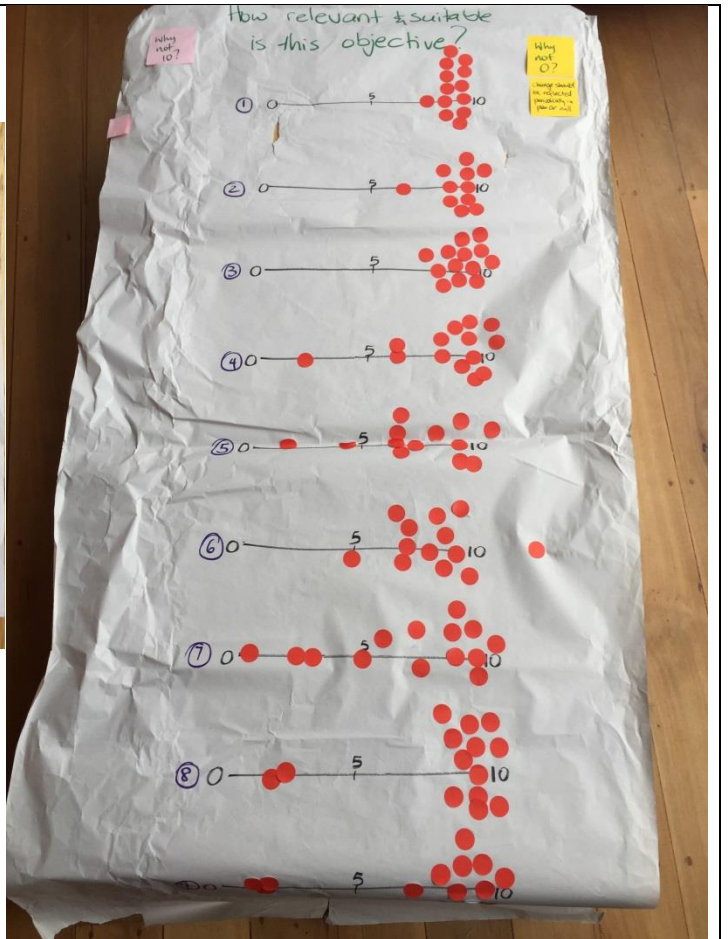
(1) Please rate each of these objectives by marking with an 'X' according to how **relevant** and **suitable** you think this objective is for RN, on a scale of 1 (not at all) to 10 (personally). Note: you are not scoring how well we are doing this, only whether it is a relevant objective.

(2) Add any comments on why you didn't score this objective a '7', or why you didn't score it a '10'. (Optional)

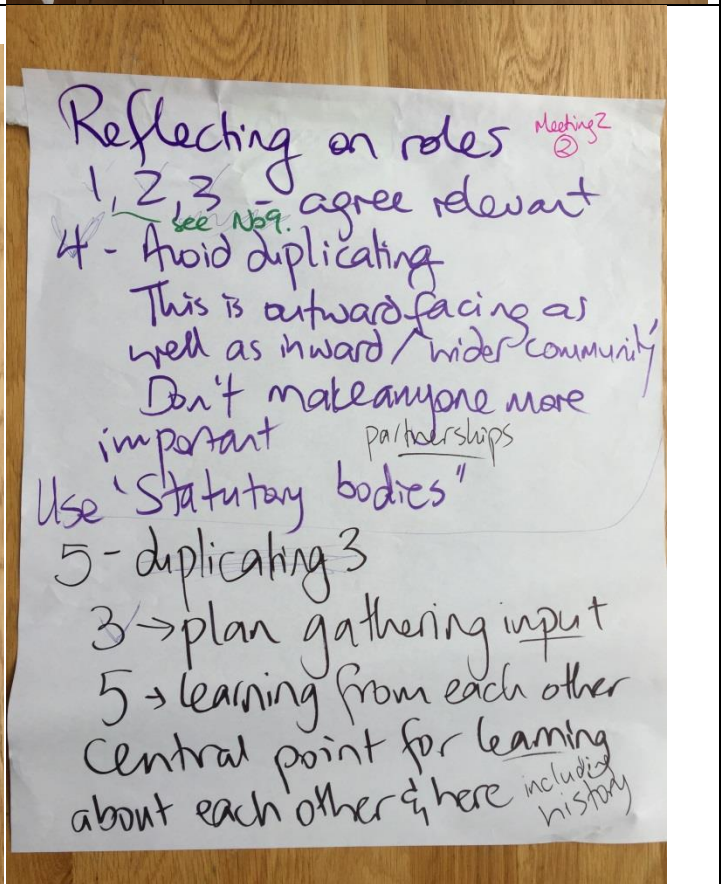
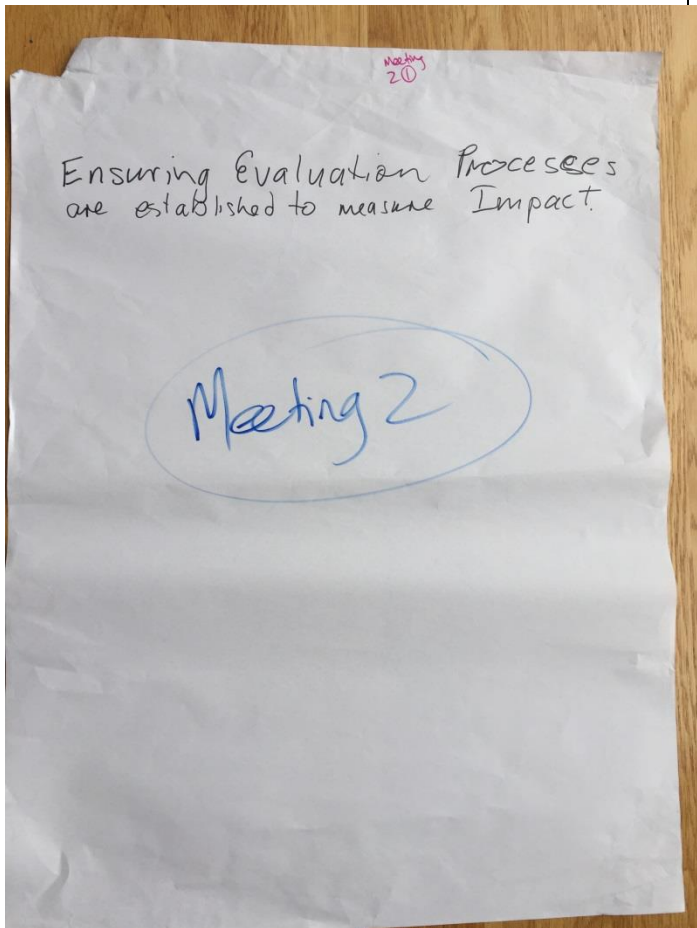
(3) Bring your ideas to Workshop 2 on November 25th for give to consider if you can't attend the 25th. Thank you.

Raglan Naturality objectives suggested in the draft plan	Why not 10? Comment on why it is not relevant or suitable	How relevant is this objective? Place an 'X' on the line	Why not 7? Comment on why it is relevant or suitable
1. Periodically measuring and assessing the Raglan Naturality Plan driven by community mandates, and continuously and supporting the implementation of the priority objectives established in the plan		0-----5-----10	
2. To engage applying Te Tiriti o Waitangi in the context of Raglan community development, working in partnership with iwi and pan-tribe organisations		0-----5-----10	
3. Ensuring all members of the various community groups, Raglan have opportunities to have input and be engaged in decision making on the plan to maximise ongoing community support and involvement in its implementation		0-----5-----10	
4. Working collaboratively and strengthening partnerships with all key Raglan community and business organisations, and all sectors of local and central government, especially Waikato District Council & Raglan Community Board		0-----5-----10	
5. Whakawhānaukātanga Creating opportunities for Raglan's communities and organisations to connect and learn from each other		0-----5-----10	
6. Fostering and developing community leadership, organisational capacity, sustainability and resilience through training resources and research change		0-----5-----10	
7. Supporting, promoting and coordinating themes of the 'Raglan Naturality' brief for projects compatible with the plan		0-----5-----10	
8. Seeking funding, policies and resources which promote the objectives of the plan and community-led development	funding - giving out - administration	0-----5-----10	
9. Documenting, publishing and promoting Raglan Naturality values, objectives and processes where appropriate to learn from and/or assist other communities		0-----5-----10	

10. Review, adjust, evaluate impact. *Review*



and the ratings results →



6-research for change ^{Meeting 2} Fostering, capability building

7- supporting, promoting \Rightarrow groundswell
"overseeing the use" - what would it look like
Quite a few 'brands' (projects/groups)
These are linked groups
Groups use R.N. plan to strengthen
funding applications
Not to be a 'blanket', being clear on
what it is
Could be coopted without being aligned
"Brand" - this is not a product
stop after naturally. \leftarrow ^{debate} Add \rightarrow Up holding the mana

8 Seek funding & resources ^{Meeting 2}
& advocate for policies that will
promote & support (4)

9 Publicise, promote & assist others
- down the track - get ourselves
sorted first

Document the journey,
assess impact, review & refresh

No 1 should be about
implementing the Plan

No 10 Share as appropriate with
others for mutual learning

What else? ^{Meeting 2}

Open dialogue, forum to come
together for discussion \rightarrow into (5)
Central point & space for convening
Continued learning & connection
(physical space & safe space)

Purpose statement at top

Add to (4) advocating for
collaborative processes with our
community

Add to (3) ^{to be} ~~are~~ informed
after opportunities

What sort of structure ^{Meeting 6}
would best reflect/deliver on
these roles/objectives?

Inc Soc - member benefit
Char. Trust - community benefit
Can add Limited Liab Co. for
social enterprise

Trustees are liable
(as are officers of an Inc Soc)
- manage finances & distribute it
according to deed.

Setting up our own Charitable Trust ^{Meeting 2}
 Community governance

- Treaty based
- future ~~area~~ challenges - resilient
- voluntary association of smaller initiatives who want to
- for kaitiakitanga in this role
 - an incredibly tight weave
- kaupapa driven

+ need paid roles - not relying on volunteerism ongoing

Next steps: Clarify the ^{Meeting 3} outcome from today
 Community meeting Publicised.
 Contact Community Waikato
 to understand what's required
 Advice from Trust Waikato
 Come up with the skills of Trustees
 Set up for receiving funds by Feb
 Monday 9th

Workshop 3

Structure Meeting 3 ①

- ① DIA - 17 community partners - 4 legal entities
- How would you manage & incorporate the community led aspects
- Processes to appoint Trustees
- Processes to stay in touch with community
- Process to stay linked with mana whenua
- ② Co-governance examples (NFP orgs)
- Processes to include mana whenua voices in the governance structure
- Not common at community level
- ③ Starting point 50:50
- Trustee representation
- Need to talk with mana whenua about this (hapu) toi whenua

Hapu Maahanga + Tainui hapu
 (Houma) Tamainupo (?)

RN - "Ward" + "Catchment"

- ~ communities
- ~ fluid boundaries
- People who identify with Rangiora / Whaingaroa

choose to appoint up to half the total no. of Trustees

Process keep informed

Whaingaroa Moana Collective

a way to take this to the Hapu

Nga Uri o Maahanga - through Kaitiaki

+ Poihākena Marae - through Rangiora (as a starting point)

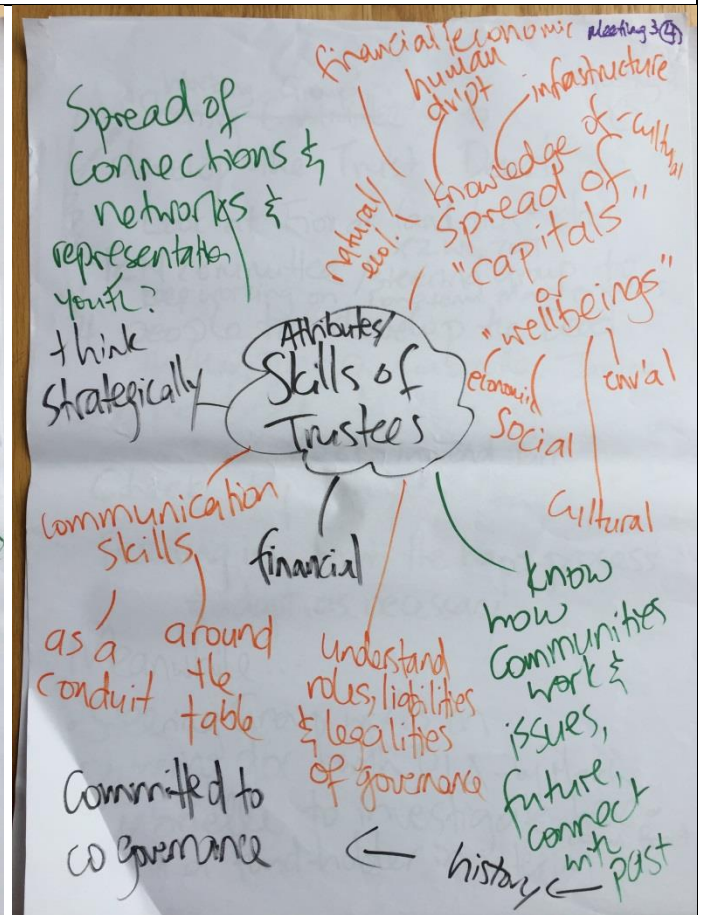
Size of Trust: Meeting 3 ③

Between 6 & 12 "not less than" up to...

Trust Deed - can allow for "upto..."

What will Trustees do?

- governance → steering / direction level
- delegate 'doing' to paid staff
- keep building relationships
- bringing skills, experience & support for coordinator / staff
- local knowledge
- ensure processes that will involve diversity of community, youth...



Meeting 3
⑤

A 'Working Group / Steering Committee' to develop the Trust Deed

Look at Fiona's (and trust doc

RN committee / steering group to keep working on long term plan process

4 people to develop the Deed
Heather, Tony O., Gabrielle, Janine

→ bring back to this group to check in - end Jan.
Tony O., Dennis

Check by lawyer - Hayley?

Feeding in from the haps process & adapt as necessary

Meanwhile...

- Steering Group works on partnering doc with DIA - by Mark
- Gabrielle to investigate WDC or being a fund-holder in interim
Comms. Board

Raglan Naturally Trust Deed Meeting

January 14th, 2020 (7-9pm), Supper Room/Town Hall

Trust Deed working group present: Tony Mayow, Fiona McNabb, Tony Oosten, Dennis Amooore, Taruke Thomson, Janine Jackson, Gabrielle Parson

Also present: Angeline Greensill

Purpose of the Meeting: to start drafting the RN trust deed and decide on the next steps to establish RN organisation.

Opening

Taruke opened our meeting with a mihi.

Intro

GP recapped on the 3 RN workshops in Nov/Dec 2019, the decisions that were made for next steps.

Co-Governance

Talked about co-governance generally and models we had seen and talked with others about. Hui E, Auckland City Council, Whanganui Resource Centre. We acknowledged that co-governance at a community organisation level is not common in NZ and that we are stepping into new ground for ourselves as a community and generally for NZ. **Action:** GP and AG to research further into co-governance organisations/trusts/wording and set up. (AC Council, Hui E, Whanganui Resource Centre)

Draft Trust Deed

Worked through specific points of the draft deed:

- RN objectives and purpose statement. Point 4 was amended to ensure it was broader and more suitable to the trust deed. **Action:** add in two last points from Community Waitakere objectives.
- Appointment and skills of trustees

Action: GP to contact Hayley Willers, local lawyer to see if she can work with us.

Action: Janine and GP to draft deed, Fiona happy to review, circulate to working group.

Wider Community Update and Involvement

It is vital that we keep the wider community updated and our processes transparent. It was raised that moving from RN as a community plan to a community organisation and a co-governance organisation may be seen as a big step/change for the wider community. To facilitate wider community involvement and support and to continue community-led development into every aspect of establishing RN organisation/Trust we need to ensure we have a transparent, inclusive and open-door process.

Action - we agreed to:

- Hold a community information evening with the draft trust deed, finalised RN plan (RN 2020), RN objectives and trustee roles/skills etc available to read/discuss. It would be advantageous to have our lawyer, Hapu members, Raglan Community Board and RN Committee and working group there to be involved in the evening.
- Update the community through Raglan Chronicle with RN editorial. Janine available to interview GP and do the editorial. Share this to RN website, RN newsletter, FB, radio and other avenues.

Trustees – number, appointment, balance, Chair

Based around recent RN workshop decisions we discussed numbers and balance of Maori and tauiwi, nomination and appointment of. It seems it is very important that the first trustees are right as they hold the responsibility to establish the RN organisation, hold the RN values and ensure the objectives are actioned/supported. The right people would understand the culture we are working to create and understand te Tiriti o Waitangi and what we are trying to do. **Action:** more work needed to understand how we get the right people at the beginning and do it in the right way!

7-9 trustees including the Chair. It was suggested that the three Hapu (Ngati Mahanga/Hourua, Tainui o Tainui and Tamainupo) would nominate 3 trustees. Then an additional 4 would make minimum of 7 and maximum of 9. *It was suggested (after our meeting had closed) that a RCB member be nominated/appointed.*

A co-chair structure was discussed. Raglan Area School operated under a co-chair for some time. Benefits of a co-chair might be gender or age spread, leadership from both sides, mentoring position, not all resting on one chair/spread the burden. Not set in the trust deed but a clause saying 'co-chair can be utilised as a decision of the board'. **Action:** include this clause in draft deed.

Next steps:

- Create the draft deed
- Hold the community information evening as above
- Call for nominations from wider community
- Hapu to nominate their trustees
- Communicate that we have called for nominations and show nominations.
- RCB to then appoint the trustees in formal RCB meeting (April?)

Other RN work

Finalise the community plan GP to work with RN Committee to finalise the community plan to create RN 2020 version by the end of January.

RN Committee to continue meeting with DIA to create our partnering agreement.

Resourcing for RN – current and future. We currently have funding from DV Bryant Trust and WEL Energy Trust to support the work of the RN coordinator (GP). This will take us to end of March. Looking beyond this and for the DIA to start funding RN we need to have our partnering agreement and fundholder (bank account) in place. The RN trust would end up being the fundholder but may take a while to set up. We are focused on setting up the trust but do not want to hurry the co-governance/trust establishment process and the timing is a little unknown. We have looked at various options for an umbrella organisation and are currently looking into RCB/WDC as a possible interim fundholder. **To Action:**

- GP to discuss fundholder with WDC
- GP, TO, DA – put paper to next RCB meeting before 7th Feb.

Closing

Angeline closed our meeting with karakia.

Naturally Financial Record for period 17 Sept 19 - 30 January 2020

Detail	In	Out	Balance	Balance General Funds	Balance Coord Salary	Balance Workshop Funds
Opening balance			871.55			
DIA - funding for RN workshops/Helen Ritchie facilitation/food	1707		2578.55			1707
DV Bryant Trust - funding for coordinator salary	3500		6078.55			
WEL Energy Trust - funding for coordinator salary	7500		13,578.55			
Helen Ritchie, facilitation		1207.5	12,371.05	871.55	11,000	-1207.5
TOTALS	12707	1207.5				500
Payments outstanding to date						
Heather Thomson - reimbursement for taxi expense Wellington				38		
Gabrielle - Coordinator salary December 2019 (invoice dated 21 Dec 19)					1750	
Gabrielle - reimbursement for workshop food Nov/Dec 19 (invoice dated 30/01/20)						408.92
R Community House - venue Workshop 1						40
Poihakena Marae - venue for Workshop 3						51
TOTALS (after outstanding payments cleared)			10,083.63	833.55	9,250	0.08
RN bank account opened with 3 signatories = Lisa Thomson (RN Committee member), Anna Cunningham (RN Committee Chair), RNC meeting moved that Anna Cunningham is removed from RN signatories and is replaced with new RN Committee Chair,						

Raglan Naturally Financial Record for period 26 Sept 2018 - 7 November 2019

Date	Detail	In	Out	Balance
26-Sep-18	Raglan Lions Club	1000		1000
8-Oct-18	PAY L N PURIRI ;Lani Baking reimbursement		39.51	960.49
14-Oct-18	PAY Lisa Thomson ;RN food reimbursement		63.09	897.4
14-Oct-18	PAY Te Uku & District Memorial Hall ;Te Uku Hall 19th Sept		60	837.4
14-Oct-18	PAY J T NEWPORT ;Joel Emily Town Hall music		150	687.4
15-Oct-18	PAY Anna Cunningham ;Anna EvntMan TownHall		170	517.4
31-Oct-18	Direct Credit WAIKATO DC 5113 WDC ; Mayoral fund, RCB discretionary fund	3519.24		4036.64
9-Nov-18	PAY BOLD CREATIVE LIMITED ;Sadra Comms work		1500	2536.64
20-Dec-18	PAY Anna Cunningham ;Anna Funding 1 pager		100	2436.64
22-Jan-19	PAY Raglan Ink Ltd (Raglan Chronicle) ;R Chronicle RN website development and printing		916.55	1520.09
12-Feb-19	PAY G A PARSON ;Reimbursemen Survey delivery and Town hall event expenses		709	811.09
20-Feb-19	Direct Credit WEC (balance of funds held)	197		1008.09
15-Apr-19	PAY Lisa Thomson ;work on RN draft		250	758.09
23-Apr-19	Direct Credit WAIKATO DC 5113 WDC - RCB discretionary fund	750		1508.09
23-Apr-19	PAY Maki Nishiyama ;Draft Plan Layout		420	1088.09
2-May-19	PAY Raglan Ink Ltd (Raglan Chronicle) ;R Chronicle RN		384.97	703.12
7-Jun-19	PAY Raglan Ink Ltd (Raglan Chronicle) ;R Chronicle RN April		384.97	318.15
28-Jun-19	PAY Umbrellar Limited t/a Freeparking ;Freeparking website		51.69	266.46
3-Jul-19	Direct Credit WAIKATO DC 5113 WDC ; March Chronicle ad, 750 Mayoral	1134.97		1401.43
26-Jul-19	Direct Credit 001700042386CROWN PAYMEN20190726-G12 CROWN PAYMENTS - Wellington DIA hui	1500		2901.43
30-Jul-19	PAY Flight Centre NZ Lambton Quay A ;F Centre Well hui flights		1471	1430.43
20-Aug-19	Direct Credit WAIKATO DC 5113 WDC - April Chronicle ad	384.97		1815.4
28-Aug-19	Direct Credit 001700045077CROWN PAYMEN20190828-G12 CROWN PAYMENTS - Wellington DIA hui	354		2169.4
10-Sep-19	PAY Umbrellar Limited t/a Freeparking ;Freeparking Wordpress website		242.65	1926.75
13-Sep-19	PAY Lisa Thomson ;Well hui reimburse vehicle exp		86.4	1840.35
13-Sep-19	PAY M S SAFFARI ;Well Hui reimburse ex		110	1730.35
16-Sep-19	PAY G A PARSON ; remibursement of hui expenses and RN celebration meet + payment for March/April draft plan		858.8	871.55
TOTALS		8840.18	7968.63	

Notes

26/09/18 RN bank account opened

3 signatories = Lisa Thomson (RN Committee member), Anna Cunningham (RN Committee Chair), Gabrielle Parson (coordinator)

Open Meeting

To	Raglan Community Board
From	Tony Whittaker Chief Operating Officer
Date	24 January 2020
Prepared by	Sharlene Jenkins Executive Assistant
Chief Executive Approved	Y
Reference/Doc Set #	GOV0507
Report Title	Year to Date Service Request Report

1. EXECUTIVE SUMMARY

To update the Board on the Year to Date Service Request Report to 31 December 2019.

2. RECOMMENDATION

THAT the report from the Chief Operating Officer be received.

3. ATTACHMENTS

Year to Date Service Request Report for Raglan Community Board

Service Request Time Frames By Ward for ¹²⁴

RAGLAN

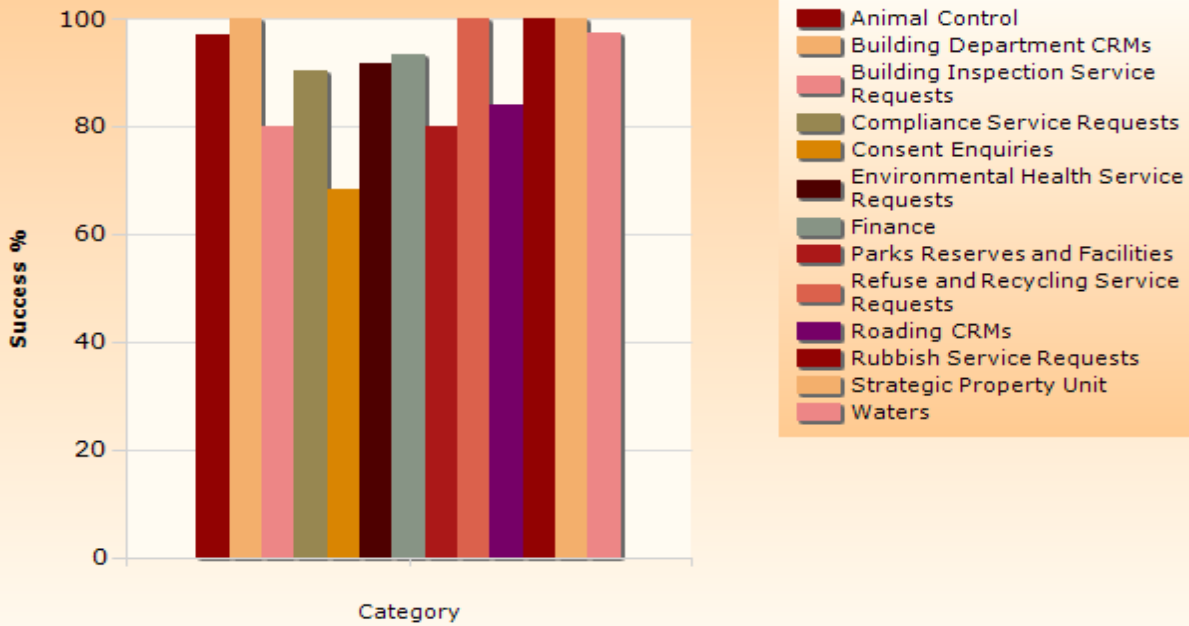


Date Range: 01/10/2019 to 31/12/2019

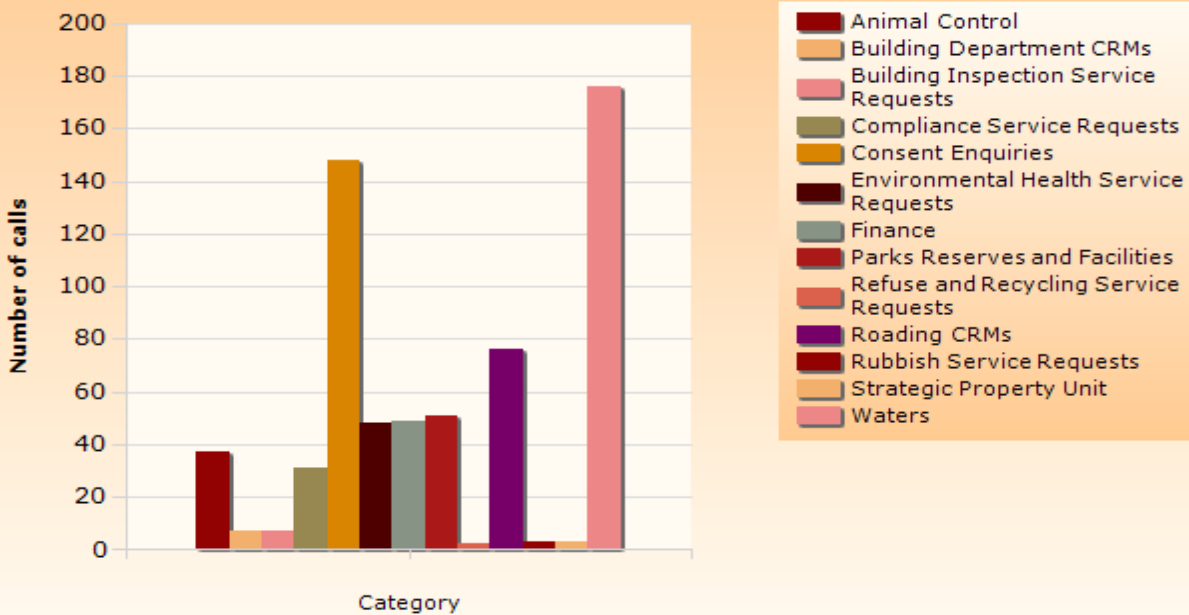
The success rate excludes Open Calls as outcome is not yet known.

1/24/2020 8:32:53 AM

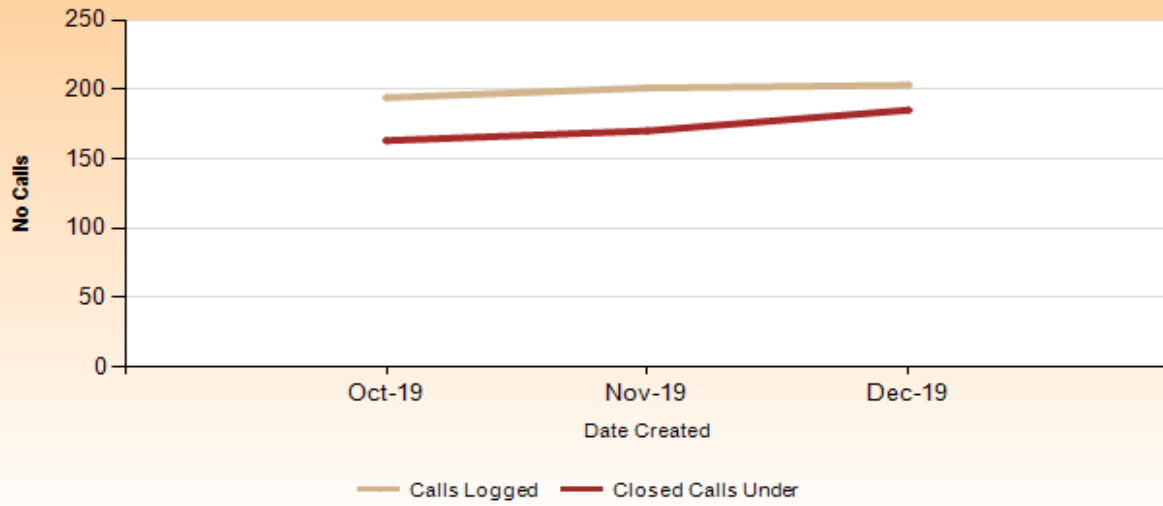
Call Completion % Success by Type



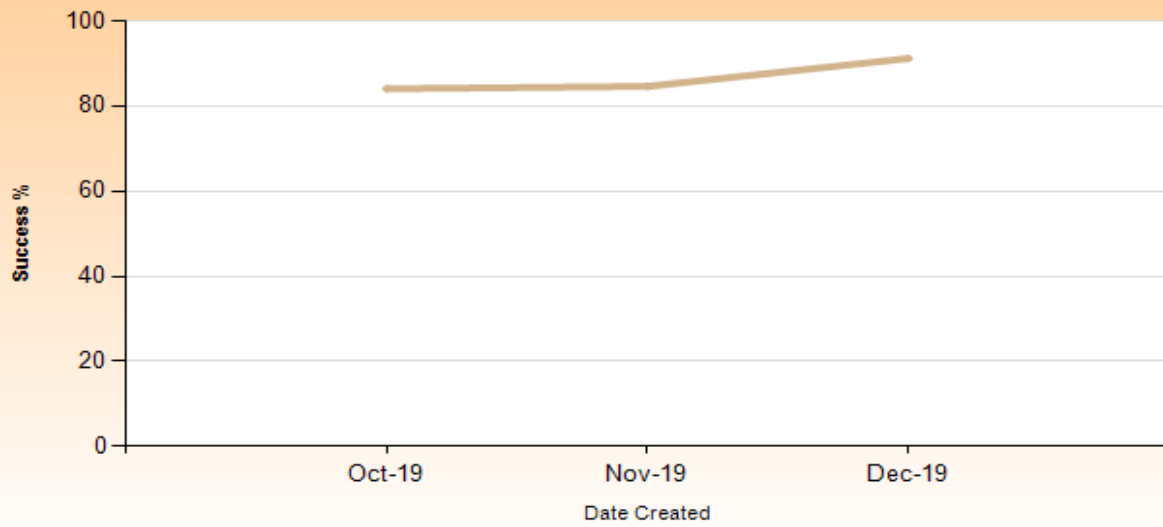
Number of Calls logged by Type



Volume of Calls Closed vs Calls Closed in Time



Completion Success per month



			Open		Closed		
Closed Calls are those calls logged during the time period that are now closed.	Open Calls are all the calls open for the ward and may have been logged at any time.	Number of Calls	Open Calls Over	Open Calls Under	Closed Calls Over	Closed Calls Under	Success Rate
Animal Control							
	Summary	37		2	1	34	97.14%
	Animal Charges	2				2	100.00%
	Dog Property Visit	11		1		10	100.00%
	Dog Straying - Current	7				7	100.00%
	Dog Straying - Historic	2		1		1	100.00%
	Dog Welfare - Not immediate threat to life	1				1	100.00%
	Dog/Animal Missing	4				4	100.00%
	Dogs Aggression - Current	1			1		0.00%
	Dogs Aggression - Historic	2				2	100.00%
	Dogs Barking Nuisance	4				4	100.00%
	Livestock Trespassing - Current	3				3	100.00%
Building Department CRMs							
	Summary	7		1		6	100.00%
	Building near any Pipe/Infrastructure may req CCTV	2		1		1	100.00%
	Onsite Services	5				5	100.00%
Building Inspection Service Requests							
	Summary	7	1	1	1	4	80.00%
	Building Inspection Service Requests	7	1	1	1	4	80.00%
Compliance Service Requests							
	Summary	31			3	28	90.32%
	Compliance - Unauthorised Activity	16				16	100.00%
	Freedom Camping incidents/complaints/queries	2				2	100.00%
	Illegal parking	13			3	10	76.92%
Consent Enquiries							
	Summary	148		5	45	98	68.53%
	Planning Process	18			8	10	55.56%
	Property Information Request	38		1	2	35	94.59%
	Rural Rapid Number assignment & purchase of plates	1				1	100.00%
	Zoning and District Plan Enquiries	91		4	35	52	59.77%
Environmental Health Service Requests							
	Summary	48			4	44	91.67%
	Environmental Health Complaint	6			4	2	33.33%
	Noise Complaint - Environmental Health	5				5	100.00%
	Noise complaints straight to contractor	37				37	100.00%
Finance							
	Summary	49		4	3	42	93.33%
	Rates query	49		4	3	42	93.33%

Parks Reserves and Facilities	Summary	51		6	9	36	80.00%
	Parks & Reserves - Aerodrome Issues	4			1	3	75.00%
	Parks & Reserves - Buildings	9				9	100.00%
	Parks & Reserves - Graffiti	4			4		0.00%
	Parks & Reserves - Non-urgent Public Toilet Issues	1				1	100.00%
	Parks & Reserves - Park Furniture	2			2		0.00%
	Parks & Reserves - Raglan Wharf Issues	2				2	100.00%
	Parks & Reserves - Reserve Issues	20		6		14	100.00%
	Parks & Reserves - Urgent Public Toilet Issues	6				6	100.00%
	Parks & Reserves-Council owned buildings on reserv	3			2	1	33.33%
	Refuse and Recycling Service Requests	Summary	2		1		1
Recycling Not Collected		2		1		1	100.00%
Roading CRMs	Summary	76	3	10	10	53	84.13%
	Boundary fences on roads - permanent & temporary	1				1	100.00%
	Footpath Maintenance - Non_Urgent	1			1		0.00%
	New Vehicle Entrance Request	2				2	100.00%
	Request 4 new street light path sign etc	5		3		2	100.00%
	Road Culvert Maintenance	4		1		3	100.00%
	Road Marking Sign & Barrier Maint Marker Posts	3				3	100.00%
	Road Safety Issue Enquiries	9			2	7	77.78%
	Roading Work Assessment Required - OnSite 5WD	29	1	4	2	22	91.67%
	Routine Roding Work Direct to Contractor 5WD Comp	5	1	1	1	2	66.67%
	Street Light Maintenance	8			4	4	50.00%
	Urgent - Footpath Maintenance	2				2	100.00%
	Urgent Roding Work 4Hr Response	2	1			1	100.00%
	Vegetation Maintenance	5		1		4	100.00%
	Rubbish Service Requests	Summary	3				3
Illegal Rubbish Dumping		3				3	100.00%
Strategic Property Unit	Summary	3				3	100.00%
	Council owned land CRMs	2				2	100.00%
	Lease and Licence Enquiry (Existing Lease/Licence)	1				1	100.00%

Waters							
Summary	176		6	4	166	97.65%	
3 Waters Enquiry	14			1	13	92.86%	
3 Waters Safety Complaint - Urgent	1				1	100.00%	
Drinking water billing	18				18	100.00%	
Drinking Water Final Meter Read	32		6		26	100.00%	
Drinking Water Major Leak	22			1	21	95.45%	
Drinking Water minor leak	50			2	48	96.00%	
Drinking Water quality	1				1	100.00%	
Drinking Water Quantity/Pressure	2				2	100.00%	
Fix Water Toby	13				13	100.00%	
New Drinking Storm Waste water connections	4				4	100.00%	
No Drinking Water	4				4	100.00%	
Stormwater Blocked pipe	1				1	100.00%	
Stormwater Open Drains	1				1	100.00%	
Stormwater Property Flooding	3				3	100.00%	
Wastewater Odour	6				6	100.00%	
Wastewater Overflow or Blocked Pipe	4				4	100.00%	
Total	638	4	36	80	518	86.62%	

Open Meeting

To	Raglan Community Board
From	Gabrielle Parson Chair Raglan Community Board
Date	19 February 2020
DWS Document Set #	GOV0507
Report Title	Chairperson's Report

1. EXECUTIVE SUMMARY

The purpose of this report is for the Chairperson to present her report to the Community Board.

2. RECOMMENDATION

THAT the report from the Raglan Community Board Chairperson be received.

3. ATTACHMENTS

1. Chairperson's Report
2. Community Board Dashboard
3. Community Board Engagement Plan

Raglan Community Board

Chairperson's Report

7th February 2020

It is great to be part of a positive and proactive community board. Since starting in my role as Chair of the Raglan Community Board in November 2019 I have:

Facilitated an internal planning workshop for the community board in December where we covered:

RCB Internal Planning Workshop 1

- RCB roles/appointments
- Assessing skills and time and availability over Summer
- The Raglan Community Board's Engagement Plan

and touched on:

- Focus for the board for this 3 year term
- WDC Planning (Annual, Long Term, Blueprint)
- Raglan Naturally Community Planning
- Our 90 Day Plan (Jan, Feb, March)
- The RCB Dashboard (a one-page summary of what we are up to, incl our 90 Day Plan)
- Agenda for Feb meeting

and planned to have another RCB internal planning workshop mid-end Jan (as 3 members were not present) where we would cover:

RCB Internal Planning Workshop 2

- Raglan Naturally and WDC Planning (Annual, Long Term, Blueprint, Programme of Works for Raglan)
- RCB Engagement Plan
- From these plans - decide on our Focus as RCB for this 3 year term
- then create our 90 Day Plan (Feb, March, April)
- Our internal processes (communicating, planning, reporting)
- RCB roles and appointments to community committees and organisations
- Reflection on RCB member roles - '2 months in' and RCB training needed

- Works and Issues Report - how is it working for us
- Agenda for April

Attached:

RCB Engagement Plan

RCB Dashboard

Raglan Community Board

Next RCB Meetings & Discretionary Fund:	90 Day Plan (Nov/Dec/Jan and into Feb a little)	90 Day Plan - Community Engagement (see Engagement Plan)
<p>RCB Meeting - 19 February 2020, 1:30pm, Supper Room, Town Hall RCB Meeting - 1 April 2020, 1:30pm</p> <p>Agenda: Agenda items and member's reports to RCB Chair by: 7 Feb Agenda available: 13/14th Feb Feedback/questions on agenda to Chair by: 17th Feb</p> <p>Possible agenda items February: (see Agenda Planning document) Regional Council – Harbour Catchment Management Plan Raglan Naturally - update, workshop report Soundsplash Wharf funding application Updated engagement plan and RCB members appointed to local committees and groups</p> <p>Possible agenda items April: Roading, CBD, footpaths/cycleways Freedom Camping</p> <p>Discretionary Fund: balance \$8002.00 Next Funding Round: February 2020</p> <p>Notes: Meeting starts at 1:30 with public forum</p>	<p><u>RCB planning workshop - Dec</u> We covered:</p> <ul style="list-style-type: none"> ● Team building ● RCB roles/appointments ● Assessing skills and time and availability over Summer ● Update community engagement plan (Chris and GP to do together in Jan) <p>and touched on:</p> <ul style="list-style-type: none"> ● Focus for this 3 year term ● WDC Planning (Annual, Long Term, Blueprint) ● Raglan Naturally ● 90 day plan (Jan, Feb, March) ● Dashboard ● Agenda for Feb meeting <p>and planned to have another workshop mid-end Jan (as 3 members not present)</p> <p><u>RCB planning workshop - Feb 12th (time tbc)</u></p> <ul style="list-style-type: none"> ● Raglan Naturally and WDC Planning (Annual, Long Term, Blueprint) ● From these plans - decide on our <u>Focus as RCB for this 3 year term</u> ● then create our <u>90 day plan</u> (Feb, March, April) ● Our internal processes (communicating, planning, reporting) ● RCB roles/appointments - finish going through ● Reflection on RCB member roles - '2 months in' (GP to share role descriptions in meantime) <ul style="list-style-type: none"> ● Works and Issues Report - how is it working for us ● Agenda for April ● Members and Deputy reporting back in after attending meetings <p>Due 24th Jan. Submission to the Waikato 2070 plan (draft Growth and Economic Development Strategy).</p> <p><u>RCB member training and induction</u> Standing orders, Code of conduct (GP share older ones) Blueprint and LTP copy to all new members Chairperson training - 13 March 9-1pm</p> <p><u>General RCB roles</u> Represent RCB on local committees and groups and on council committees Be informed about/involved in current local issues Be informed about/involved in current council consultations Be involved in community engagement</p>	<p>RCB Facebook page (all add to)</p> <p>6 weekly update in Chronicle</p> <ul style="list-style-type: none"> ● Jan? <p>Individually connect with community</p> <p>Updates on Raglan Radio</p> <ul style="list-style-type: none"> ● GP ● LT Councillor <p>Availability of members during January:</p>

Community Committees & Groups	Current local issues and projects	WDC and WRC Council Consultations (links to be inserted)
<p><u>Town Hall Committee</u> next meeting: ? RCB rep: Tony (GP to inform of change)</p> <p><u>Raglan Holiday Park Committee</u> next meeting: Feb 19th RCB rep: Lisa as Councillor and Gabrielle as RCB Chair Training/induction session mid Feb for committee members</p> <p><u>Reserves Committee</u> RCB rep: Lisa, GP</p> <p><u>Raglan Naturally</u> RCB rep: GP, Tony, Dennis, Lisa</p> <p><u>Stormwater Group</u> next meeting: RCB rep: Tony</p> <p><u>Wharf Group</u> next meeting: RCB rep: Gabrielle, Dennis and Chris currently meeting with Nick and Mitch (WDC) re potential funding</p> <p><u>Climate Action Group</u> next meeting: RCB rep: Chris</p> <p>for all council meetings visit the events page on WDC website</p> <p>Council Meetings and Workshops Extraordinary Meeting, 29 Jan, 9:30-10:30 (Bob will attend) LTP Workshop, 29 Jan, 10:30-12 <i>The purpose of this workshop is to get a steer from elected members on what Liveable, Thriving and Connected Communities mean to them.</i></p> <p>Council Committees (see agendas/minutes online) <u>Strategy & Finance</u> next meeting: 5 Feb 9:30-12 RCB rep: Bob</p> <p><u>Infrastructure</u> next meeting: 10 Feb 9:30-12 RCB rep: Bob</p> <p><u>Policy & Regulatory</u> next meeting: 3 Feb 9:30-12 RCB rep: Bob? Agenda:</p> <p><u>WDC Climate Action</u> RCB rep: Lisa</p> <p><u>WDC Solid Waste Review Sub-Committee</u> RCB rep: Lisa</p>	<p><u>Freedom Camping</u> RCB lead: Gabrielle RCB helping: Lisa/Bob/Satnam</p> <p><u>Raglan Local Energy</u> RCB rep: Tony</p> <p><u>Raglan iSite</u> RCB rep: GP/Lisa Next meeting regarding this: 19th Feb 11-12am (meeting open to all RCB)</p> <p>Current WDC projects</p> <ul style="list-style-type: none"> Manu Bay Breakwater Footpaths and cycleways (Gareth) Cliff Street One-Way (Gareth) <p>WDC maintenance works <i>Waste and recycling (through Xtreme Zero Waste), parks & reserves (through Noel Barber and Raglan Lawns), libraries (library staff), cemeteries, dog control, water infrastructure (3 waters = drinking, storm, waste)(through Watercare), roads, CBD, footpaths and parking</i></p>	<p>OPEN <u>WDC Draft Growth & Economic Development Strategy</u> Closes 24th Jan 2020 (note extension to 24th)</p> <p><u>WDC Wastewater Consent</u> Attend WDC update meeting 27/11 Next meeting in January (RMA and NIWA reports requested)</p> <ul style="list-style-type: none"> Timeline/straw man proposal How we could work together <p><u>WRC Harbour Catchment Management Plan</u></p> <p>CLOSED – waiting for results or further consultation <u>WDC District Plan Stage 2</u> Closed 1 November Will be notified in 2020 and open to formal submissions then</p> <p><u>Cliff Street One-Way</u> Closed 15 Nov Report going to Policy and Regulatory Committee (Feb) In meantime, under a traffic management plan for Summer</p> <p><u>Speed Limit Review</u> Closed 17 Nov Hearing for submissions in Feb 2020</p> <p><u>WDC District Plan Stage 1</u> Hearings in process – into 2020</p> <p><u>Reserves Management Plan for Raglan Coastal Reserves</u> WDC intention to notify the draft in first half of 2020 for 2 month public submission period. RCB to be notified prior to this.</p>

Raglan Community Board Engagement Plan 2020

Objective	Target Audience	Tactics	Actions/Key Tasks	Persons Involved	Budget	Evaluation
<p>Continue the improved NARRATIVE The RCB to be viewed in a positive and proactive light.</p>	Raglan Community, WDC, the board itself	<ul style="list-style-type: none"> • Celebrate and communicate achievements/contributions/partnerships <ul style="list-style-type: none"> - Radio interviews (regular Bob and Lisa), Chronicle, FB, Raglan 23 • Be accessible <ul style="list-style-type: none"> - RCB representatives specialising in specific areas/roles (committees) - Increase avenues of feedback. Find new ways for people to engage effectively - Informal community meetings/drop ins - Advertise FB, radio, Chronicle, Raglan23 • Have a presence <ul style="list-style-type: none"> - Attend local events Photos to FB/inform pre event if RCB member there to chat - Attend Creative markets with WDC - Use and distribute RCB logo for use/for discretionary funding etc 				
<p>Continue to influence WDC's processes and delivery of services/projects for better results for the community</p>	Raglan Community, WDC, the board itself	<ul style="list-style-type: none"> • Involve the community in prioritisation of projects • Facilitate effective community engagement/consultation • Work with WDC and the community to continually improve RCB/WDC/community consultation and engagement processes. • Post WDC consultation the RCB identifies and nominates specific RCB or community member(s) to be involved in the planning and communication processes with WDC • WDC needs to keep RCB informed and involved in an effective and common sense delivery of projects. • Keep community informed 	Note: if successful in delivering actual improvements for the community this will have the effect of improving the overall image of WDC			

Objective	Target Audience	Tactics	Actions/Key Tasks	Persons Involved	Budget	Evaluation
<p>BE THE EARS AND VOICE Inform and Collect information effectively</p>	<p>Raglan Community and WDC</p>	<ul style="list-style-type: none"> • Summarise key info to be easily understood • Utilise Social Media <ul style="list-style-type: none"> - Facebook page (all board members to post articles of interest) • Newsletter <ul style="list-style-type: none"> - Biannually (beginning Winter and early Summer – shoulder seasons) - Print, post (Chronicle delivery) and Mail Chimp. Build RCB email database through meetings and conversation. • RCB representatives appointed and feeding back to RCB • Increase avenues of feedback <ul style="list-style-type: none"> - Official RCB meetings and unofficial public meetings/workshops (feedback forms on seats and contact list/topics raised), social media, comments box at Library/Council office • Submissions <ul style="list-style-type: none"> - Templates - Workshops, planner or writer to monthly informal meeting or workshop – in time for community input 				
<p>Key Stakeholders & RCB Representatives Chamber of Commerce – Lisa Raglan Resident Ratepayers – Bob Xtreme Zero Waste – Tony Medical Centre/Prime – Bob Community Response Group – Bob Waikato Tourism – Lisa and Bob Museum Raglan Community Arts Council Iwi and hapu</p>		<p><u>Town Hall Committee</u> RCB rep: Tony Oosten</p> <p><u>Raglan Holiday Park Committee</u> RCB rep: Lisa as Councillor, Gabrielle as RCB Chair</p> <p><u>Reserves Committee</u> RCB rep: Lisa, Gabrielle</p> <p><u>Raglan Naturally</u> RCB rep: Gabrielle, Tony, Dennis, Lisa</p> <p><u>Stormwater Group</u> RCB rep: Tony</p>	<p><u>Wharf Group</u> RCB rep: Gabrielle, Dennis and Chris</p> <p><u>Climate Action Group</u> RCB rep: Chris</p>			<p>Council Committees <u>Strategy & Finance</u> RCB rep: Bob <u>Infrastructure</u> RCB rep: Bob <u>Policy & Regulatory</u> RCB rep: Bob <u>WDC Climate Action</u> RCB rep: Lisa</p>

Open Meeting

To	Raglan Community Board
From	Lisa Thomson Councillor
Date	19 February 2020
DWS Document Set #	GOV0507
Report Title	Councillor's Report

1. EXECUTIVE SUMMARY

The purpose of this report is for Councillor Thomson to present her report to the Community Board.

2. RECOMMENDATION

THAT the report from Cr Thomson be received.

3. ATTACHMENTS

1. Councillor's Report

Councillor's Report – February 2020 Raglan Community Board

Kia ora koutou,

Welcome to 2020!

Meetings attended:

- Extraordinary Council Meeting - specific to Raglan Regional Growth Fund application of 2.5 million for the Raglan Wharf, supported by council.
- Policy and Regulatory - Cliff Street one way, Speed Limit By Law Review
- Speed Limit By Law Review Hearings
- Strategy and Finance - Unanimous support for 'Climate Response Planning'
- Infrastructure- Wainui Reserves Management Plan Draft released
- Economic Development and Growth Strategy hearings

Workshops:

- Long Term Plan
- Live Stock Movement By Law
- Alcohol Control By Law
- Community Board planning

Community/Staff Discussions/meetings:

- WRAP committee
- Civil Defence 'Community Response Plan'
- Horses on the beach
- Night Patrol AGM
- Provincial Growth Fund Wharf stakeholder discussion

Other:

- Soundsplash Car parking on the airfield

Sub Committees:

- Climate Change
- Solid Waste Review