

Agenda for a meeting of the Raglan Community Board to be held via Audio Visual Conference on **WEDNESDAY, 15 SEPTEMBER 2021** commencing at **1.30pm**.

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

- 1. APOLOGIES AND LEAVE OF ABSENCE**
  
- 2. CONFIRMATION OF STATUS OF AGENDA**
  
- 3. DISCLOSURES OF INTEREST** 2  
*The Register of Interests for the Board is attached for information purposes and for members to update any interests they may have.*
  
- 4. CONFIRMATION OF MINUTES** 4  
 Meeting held on Wednesday, 4 August 2021
  
- 5. PUBLIC FORUM**
  
- 6. REPORTS**
- 6.1 Discretionary Fund Report to 31 August 2021 34
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- 6.3 Outcome of the Raglan Coastal Reserves Management Plan for Papahua, Manu Bay and Wainui Reserves 82
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- 6.5 Raglan Naturally Report Verbal
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- 7. EXCLUSION OF THE PUBLIC** 93

GJ Ion  
**CHIEF EXECUTIVE**

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**Open Meeting**

|                                 |                                     |
|---------------------------------|-------------------------------------|
| <b>To</b>                       | Raglan Community Board              |
| <b>From</b>                     | Gavin Ion<br>Chief Executive        |
| <b>Date</b>                     | 21 July 2021                        |
| <b>Prepared by</b>              | Matt Horsfield<br>Democracy Advisor |
| <b>Chief Executive Approved</b> | Y                                   |
| <b>Reference #</b>              | GOV0303                             |
| <b>Report Title</b>             | Register of Interests               |

### **1. EXECUTIVE SUMMARY**

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A copy of the Register of Interests is attached for the Board's information. The register will be updated following receipt of information during the year.

### **2. RECOMMENDATION**

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**THAT the report from the Chief Executive be received.**

### **3. ATTACHMENTS**

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Register of Interests – Raglan Community Board

## Register of Elected Members Interests

| Name              | Community Board | Financial Interests<br><a href="#">Please refer to Statement Reference here.</a> |                         | Non - Financial Interests   |   |  |   |   |  |  |  |       |
|-------------------|-----------------|--|-------------------------|---|---|--|---|---|--|--|--|-------|
|                   |                 | 1 to 6   | With the exception of   | Companies   |   | Employment   | Other Organisations   |   | Property                               | Gifts (received since 21 October 2019) | Payments for activities and services (since 21 October 2019) | Debts |
|                   |                 |  |                         | Director/Manager  | Financial Interests                     |  | Trustee/Beneficiary   | Governing Body  |  |  |  |       |
| Gabrielle Parsons | Raglan          | No   | N/A                     | • Valencia Limited (Marine Engineering)   | • Valencia Limited (Marine Engineering) | • Raglan Naturally (Community led development)                                   | • Bradley Family Trust (Trustee)  | • COGS Waikato West (Committee)   | 1x Raglan (Owner)                      | N/A                                    | N/A  | N/A   |
| Bob McLeod        | Raglan          | No   | 6 - No answer entered   | • CLOUDS (Training)   | N/A                                     | N/A  | N/A   | • Raglan Ratepay Community Inst (President)<br>• RCB Representative - Raglan Holiday Park Papahua Board | 1x Raglan (Owner)                      | N/A                                    | N/A  | N/A   |
| Satnam Bains      | Raglan          | No   | N/A                     | • Satnam's Supermarket Ltd (Retails<br>• Rano Community Trust (Grants/Community)<br>• Downunder Developments (Property) | N/A                                     | • Satnam's Supermarket Ltd (Retails<br>• Rano Community Trust (Grants/Community) | • Rano Community Trust (Chairman)<br>• Bains Family Trust (Beneficiary) | • St Johns Raglan (Executive Member)  | N/A                                    | N/A                                    | N/A  | N/A   |
| Dennis Amoore     | Raglan          | No   | 5 - No answered entered | Fairlight Developments (Director)   | N/A                                     | Fairlight Developments (Director)  | Raglan Surflife Saving - Amenities Trust (Trustee)                      | N/A   | 4x Raglan (Owner)                      | N/A                                    | N/A  | N/A   |
| Tony Oosten       | Raglan          | No   | N/A                     | No interests to declare   | N/A                                     | Fonterra (Dairy Manufacturer)  | • Waikato Trust A&B (Trustee)<br>• Raglan Naturally Trust (Trustee)     | N/A   | 2x Raglan (Owner)                      | N/A                                    | N/A  | N/A   |
| Chris Rayner      | Raglan          | No   | N/A                     | Raglan Farmstay (Accommodation)   | N/A                                     | Raglan Farmstay (Accommodation)  | • Te Whare Trust (Director)<br>• J & V Rayner Trust (Beneficiary)       | N/A   | 1x Raglan (Director of Te Whare Trust) | N/A                                    | N/A  | N/A   |

YELLOW INDICATES THAT THE ELECTED MEMBER DID NOT SUBMIT A COMPLETED FORM

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### **Open Meeting**

|                                 |                                     |
|---------------------------------|-------------------------------------|
| <b>To</b>                       | Raglan Community Board              |
| <b>From</b>                     | GJ Ion<br>Chief Executive           |
| <b>Date</b>                     | 6 September 2021                    |
| <b>Prepared by</b>              | Matt Horsfield<br>Democracy Advisor |
| <b>Chief Executive Approved</b> | Y                                   |
| <b>Reference #</b>              | GOV0507                             |
| <b>Report Title</b>             | Confirmation of Minutes             |

### **1. EXECUTIVE SUMMARY**

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The minutes for a meeting of the Raglan Community Board held on Wednesday, 4 August 2021 are submitted for confirmation.

### **2. RECOMMENDATION**

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**THAT the minutes for a meeting of the Raglan Community Board held on Wednesday 4 August 2021 be confirmed.**

### **3. ATTACHMENTS**

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RCB Minutes – 4 August 2021

**MINUTES** of a meeting of the Raglan Community Board held in the Supper Room, Town Hall, Bow Street, Raglan on **MONDAY, 4 AUGUST 2021** commencing at **1.32pm**.

**Present:**

Mrs G Parson (Chairperson)  
Mr D Amoore  
Mr T Oosten  
Mr C Rayner  
Cr LR Thomson

**Attending:**

Mr R Thorpe (Xtreme Zero Waste)  
  
Ms A Diaz (Chief Financial Officer)  
Ms G Kanawa (Democracy Team Leader)  
Mr M Horsfield (Democracy Advisor)

Six members of the public in attendance

**APOLOGIES AND LEAVE OF ABSENCE**

**Resolved: (Cr Thomson/Mrs Parson)**

**THAT** an apology be received from Mr MacLeod

**CARRIED**

**RCB2108/01**

**CONFIRMATION OF STATUS OF AGENDA ITEMS**

**Resolved: (Mrs Parson/Cr Thomson)**

**THAT** the agenda for a meeting of the Raglan Community Board held on Wednesday, 4 August 2021 be confirmed and all items therein be considered in open meeting;

**AND THAT** all reports be received.

**CARRIED**

**RCB2108/02**

## **DISCLOSURES OF INTEREST**

Mr Amoores advised members of the Board that he would declare a non financial conflict of interest in item 6.3 [*Raglan Community Arts Council – Film Festival -RAFFA Red Carpet Evening*]

Mr Oosten advised members of the Board that he would declare a non-financial conflict of interest in item 6.1 [*Raglan Community Energy Project*]

Mrs Parson, Mr Amoores and Cr Thomson advised the board that they were members of the Raglan and District Museum.

## **CONFIRMATION OF MINUTES**

**Resolved: (Ms Parson/Mr Rayner)**

**THAT the minutes for a meeting of the Raglan Community Board held on Wednesday, 4 August 2021 be confirmed as a true and correct record of that meeting.**

**CARRIED**

**RCB2108/03**

## **PUBLIC FORUM**

Agenda Item 5

The following matters were discussed:

- Raglan Football Club Papahua Football Field – Concern raised regarding the proposed footpath that will run along the football field and the effects it will have on the use of the fields, as it would consume a portion of the existing fields which are already of reduced size.

There has been discussions with staff regarding alternative path options but they are limited and questions raised if there can be a delay of the construction stage of the footpath that incurs on the football fields.

**ACTION:** Staff will contact the Community Board to discuss the results of their investigation for the proposed Papahua Footpath along the football field.

- Question raised why shared spaces weren't being considered for Marine Parade and Bow Street to allow walking, cycling and driving to coexist.
- Concern noted regarding the safety of the exposed concrete tank underneath the Surf Club at Wainui beach. A Service Request will be made regarding this issue.

- Noted that the bus service timetable has been delayed and questions raised whether the revision will be made before summer.

## **REPORTS**

### Raglan Community Energy Project Agenda Item 6.1

Mr Thorpe from Xtreme Zero Waste discussed the following.

- Process has begun to discuss opportunities for the Community Energy Project and the possibility of solar farms.
- Steering Committee has a lot of expertise regarding innovation and legislation to move the project forward.
- A two-page flyer will be distributed in August 2021 to notify the community about a public meeting and provide an information of the project. The meeting will also be advertised via Social Media.
- Pumped hydro and batteries storage opportunities were raised.
- A presentation will be given to students at Raglan Area School.
- Noted that the project could offer local employment and opportunities for apprenticeships.
- There could be opportunities to donate electricity for those in need or community facilities.

### Discretionary Fund Report to 20 July 2021 Agenda Item 6.2

The report was received [*RCB2108/02 refers*] and discussion was held.

- The Chairperson noted discrepancies in the discretionary fund report. The Chair and the Chief Financial Officer discussed the issues in further detail after the meeting.

Raglan Community Arts Council – Raglan Arts Film Festival Awards (RAFFA) Red Carpet Evening  
Agenda Item 6.3

The report was received [RCB2108/02] and discussion was held.

- It was noted that the report indicates the Arts Council was asking for \$3,260 from the Waikato District Council but they were only asking for \$1000 from the Discretionary Fund.
- Ms J Anderson from the Arts Council provided an overview of the Red Carpet Evening, and the need for funding for marketing and printing.
- There were 24 entries for the Film Festival, from children and adults.

**Resolved: (Cr Thomson/Mr Rayner)**

**THAT an allocation of \$1000 is made to the Raglan Community Arts Council towards the cost of the Raglan Arts Film Festival Awards RAFFA red carpet evening.**

**CARRIED**

**RCB2108/04**

Raglan and District Museum Society – Rangitahi Peninsular Historical Photo Exhibition  
Agenda Item 6.4

The report was received [RCB2108/02] and discussion was held.

- Mr C Ammon from the Raglan Museum Society noted that lighting has already been installed for the exhibition, with the application for graphic design and display boards.
- The Society has been in contact with families who hail from the area.
- The exhibition will focus on the early history of Rangitahi, with photographic displays focusing on the 19<sup>th</sup> Century.
- Questions raised regarding the acknowledgement of tangata whenua within the exhibition.
- There was a desire from the board that the exhibition acknowledge the history of tangata whenua during the same time period, but there will be limited material on mana whenua history on the site. More research would be desired for the use of the land before the arrival of Europeans.



**Resolved: (Mr Amoores/Cr Thomson)**

**THAT an allocation of \$1430 is made to the Raglan and District Museum Society towards the cost of the Rangitahi Peninsular Historical Photo Exhibition subject to further acknowledgement of hapu on Rangitahi Peninsular.**

**CARRIED**

**RCB2108/05**

Raglan Works & Issues Report: Status of Items July 2021  
Agenda Item 6.5

The report was received [RCB2108/02 refers] and discussion was held.

### **ACTIONS & ISSUES REGISTER**

- Climate Response & Resilience Action Plan can be removed from the register.
- Civil Defence and Raglan Community Response Plan – Cr Thomson will be meeting with the Emergency Management Advisor to discuss Civil Defence and an upcoming kids day event.
- Camera Licensing Trust – Discussion regarding the possibility of the trust accessing discretionary funding and recent break-ins.

**ACTION:** Chief Financial Officer to investigate the possibility for the Camera Licensing Trust to apply for discretionary funding from the Raglan Community Board.

**ACTION:** Cr Thomson will discuss the Camera Licensing Trust with the Raglan Business Chamber about possible funding options for Cameras

- Raglan Aerodrome Safety Improvements – There has been a temporary change in place that pilots now have to request to land at the aerodrome. The Chair, Mr Rayner and other community members met with the Community Assets Manager and the project consultant for the aerodrome to discuss community feeling and feedback. The consultant noted that the runway could be more clearly identified. The community can ask for NOTAMs, which can notify landing restrictions. Mentioned that if the aerodrome was closed for aircraft use, the council should provide signage to show the aerodrome is closed. The safety improvement report was set for completion by the end of August.
- Soundsplash – Noted emergency service reporting has to be organised before the event. Board members will meet with Soundsplash representatives, and the Chair will meet with the Community Venues and Events Team Leader in the next few weeks.

- Representation Review can be removed from the register. The Board will make a submission to the Representation Review, which will be similar to the recommendation made to Council. The Chair and Mr Rayner will work on the submission. Important for the Board to communicate why they may wish to extend the board catchment boundaries. It was noted the importance for the community to make submissions to the representation review.

## RAGLAN WORKS

- Manu Bay – Board will continue working with the project manager and the Community Projects Manager to set a date for a third workshop.

## QUARTERLY UPDATE

- State Highway 23 Revocation – Revocation has now been confirmed and gazetted.
- Speed Limit Changes – More clarity will be sought by the Board from the Senior Transport Engineer.
- Bow Street – Funding confirmation from Waka Kotahi was still pending for the pedestrian zebra crossing.
- The Board will meet with the Senior Transport Engineer on Friday 20<sup>th</sup> August to further discuss issues in the quarterly update.

### Year to Date Service Request Report

#### Agenda Item 6.6

The report was received [RCB2108/02 refers] and discussion was held.

- Noted that previous information had been supplied on wastewater overflows, noting scale and location. The Raglan Community Board requested that this be included in the Year to Date Service Request Report.

### Raglan Naturally Report

#### Agenda Item 6.7

The report was received [RCB2108/02 refers] and discussion was held.

- Raglan Naturally has received Department of Internal Affairs funding and was now advertising for job vacancies for the organisation.

Chairperson's Report

## Agenda Item 6.8

The report was received [RCB2108/02 refers] and discussion was held.

Tabled Item: Attachment I - Board's recommendation to Council for the Representation Review.

- The Chair tabled the board's recommendation to Council for the representation review.
- Chair asked the Board if they are comfortable for what she noted in her report for the oversight of the reserves in Raglan. The Board noted they were. If the Board needed formal oversight, they could request it from the Service Delivery General Manager and the Mayor through a Board meeting.
- Chair will provide a link to the Reserve Management Plan in her next report.

Councillor's Report

## Agenda Item 6.9

Cr Thomson provided a verbal report and noted the following:

- There has been a second strategy meeting for the Papahua Holiday Park to discuss future planning.
- Cr Thomson visited Te Akau with Cr Eyre to discuss the representation review with local residents, who conveyed they wish not to be included in the Whaingairoa Ward.
- Reserve Management Plan will be adopted by Council next Monday, 8<sup>th</sup> August 2021.

Board Member's Reports

## Agenda Item 6.10

The reports from Mr Amoore and Mr Oosten were received [RCB2108/02 refers] and noted the following:

*Mr Amoore*

- Pontoon and West Walkway/Handrail tendering were still underway.
- West Walkway/Handrail concepts will be discussed with the Community, Iwi and Stakeholders. Tendering was underway for the design and to gauge costs.
- Whaingaroa Infrastructure Study – A meeting will be planned in August to look into the process of the proposal.

Mr Oosten

Tabled Item: Attachment 2 - Hikotron Report

- Hikotron provided a report outlining the proposed location for vehicle charging sites. Mr Oosten has been working with Hikotron to discuss options and provide feedback for the sites. The next steps would be for Council to negotiate contractual terms. There was a possibility of profit sharing. Discussion was held regarding the possibility of Council purchasing, owning and maintaining charging stations.
- Hall Committee – Committee was actively recruiting for new members. Hall Committee would like to approach the Council to introduce a time limit for parking at the electric vehicle charging station next to the Town Hall. Additionally, to introduce lines and monitoring for the carpark. Hall Committee to discuss with the Community Venues and Events Team Leader their suggested changes.

There being no further business the meeting was declared closed at 3:38PM

Minutes approved and confirmed this                      day of                      2021.

G Parson  
**CHAIRPERSON**

Recommendation from Raglan Community Board Chair, Gabrielle Parson, for the WDC Representation Review and Consultation.

30th June 2021

Number of Community Boards in Raglan Ward: **One**

Name of Community Board: **Raglan Community Board**

Number of Members per Board: Same. **6 + 1 Councillor = 7**

Boundaries of Community Board (to include communities of interest):

**Communities of Interest to include in the Raglan Community Board area:**

- Raglan Urban
- Raglan Coastal
- Ruapuke
- Makomako
- Te Mata
- Te Uku
- Okete

**Boundaries:**

The Board members have spoken informally to rural residents over the last week, which has confirmed our thinking. The Board recommends that the Board boundaries are extended to include the communities of Makomako, Te Mata and Te Uku and to include these roads:

- extend south-west to include Tukurimu Road, Matahwa Road and Waimaori Road
- extend south to include Te Papatapu Road and Philips Road
- extend south-east to include all of Houchen Road and Kawhia Road (to Makomako)
- extend east to include Pond Road (Te Mata), and up to (but not including) Waitetuna Valley Road
- extend north-east to include all of Okete Road, Hauroto Bay, Checkley and Warren Roads
- ?? north to Te Akau Landing

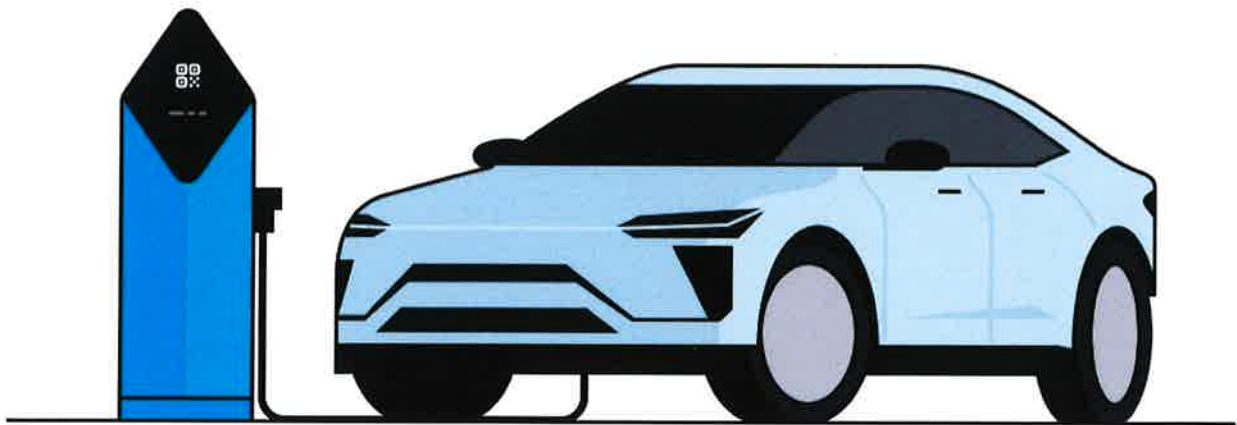
**In regard to the Boundaries and Communities of Interest - we recommend that you include in the consultation to ask:**

- the Waitetuna community about inclusion in the Raglan Community Board area. This would include these roads: Otonga Valley, Cogswell and Waitetuna
- the Te Akau Landing community about inclusion in the Raglan Community Board area.

Comment and question from RCB member – not to include in consultation but would be great to have an understanding of this:

*I would suggest that RCB would like input into where the boundaries fall, and we would like to know if boundaries have to follow the roads to create the boundary or if they can create a boundary between roads, as one of the negative feedbacks I got was that people were disappointed that often one side of the road was inside the boundary and the other side of the road outside, and this is seen as unfair when there is absolutely no difference in the way households on either side of a rural road engage with their communities.*

# Hikotron



**PROPOSAL TO THE RAGLAN COMMUNITY BOARD FOR HIKOTRON  
ELECTRIC VEHICLE CHARGING NETWORK IN RAGLAN**

**JULY 2021**

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**List of abbreviations**

EV – Electric Vehicle

ICE – Internal Combustion Engine

AC – Alternating Current

DC – Direct Current



## 1. EXECUTIVE SUMMARY

- 1.1. Hikotron have designed and built a public electric vehicle (EV) charging post in Hamilton, New Zealand and are planning to roll out a public EV network around the Waikato and wider New Zealand. Hikotron are looking for sites to expand their public EV charging network and have identified Raglan as a key location for EV charging points, as it enables the community, local businesses and visitors to transition more easily to an EV.
- 1.2. Hikotron was founded by Ron Smits, Larry Muijlwijk and Steph Smits O'Callaghan last year with the vision to start a public EV charging network that was convenient, high-tech and reliable based on our over 5 years of experience of using EV chargers in the UK and Europe.
- 1.3. Hikotron are proposing to install public AC (Alternating Current) charging posts in Raglan Town Centre and Raglan Beaches which will connect to the wider Hikotron network. Public charging posts located around Raglan will promote the adoption of EV's by providing the community, businesses and visitors the opportunity to charge their car while it is parked and provides a place for EV drivers to charge where charging at home is not possible, for example, renters, those that live in apartment buildings and holiday makers. This charging infrastructure will also enable low cost EV's to be used for travelling over longer distances.
- 1.4. The key benefits of the Hikotron charging post are:-
  - 1.4.1. One charger handles multiple users and pricing plans i.e. public, fleet, business and visitors
  - 1.4.2. Simple app-based payment system
  - 1.4.3. Straightforward installation using only a domestic supply, not requiring a large transformer
  - 1.4.4. Easy integration of idle and parking fees
  - 1.4.5. Real-time data visible on the app
  - 1.4.6. One network to connect users to multiple destinations
  - 1.4.7. Variable charging rates (3-7kW) and load sharing capabilities
  - 1.4.8. Two patents pending
  - 1.4.9. Future spot pricing of power (when the network allows)
- 1.5. Hikotron will cover the high up-front costs of installation and will maintain both the hardware and software. In return Hikotron will charge users per kWh to use the post. Once the utilisation rate reaches a certain level, we can agree future profit share options to create an income for the community.
- 1.6. In return Hikotron will require a 5 year licence to occupy of the parking spaces for the use of EV charging, available to the public.

## 2. PROPOSAL FOR HIKOTRON EV CHARGERS IN RAGLAN

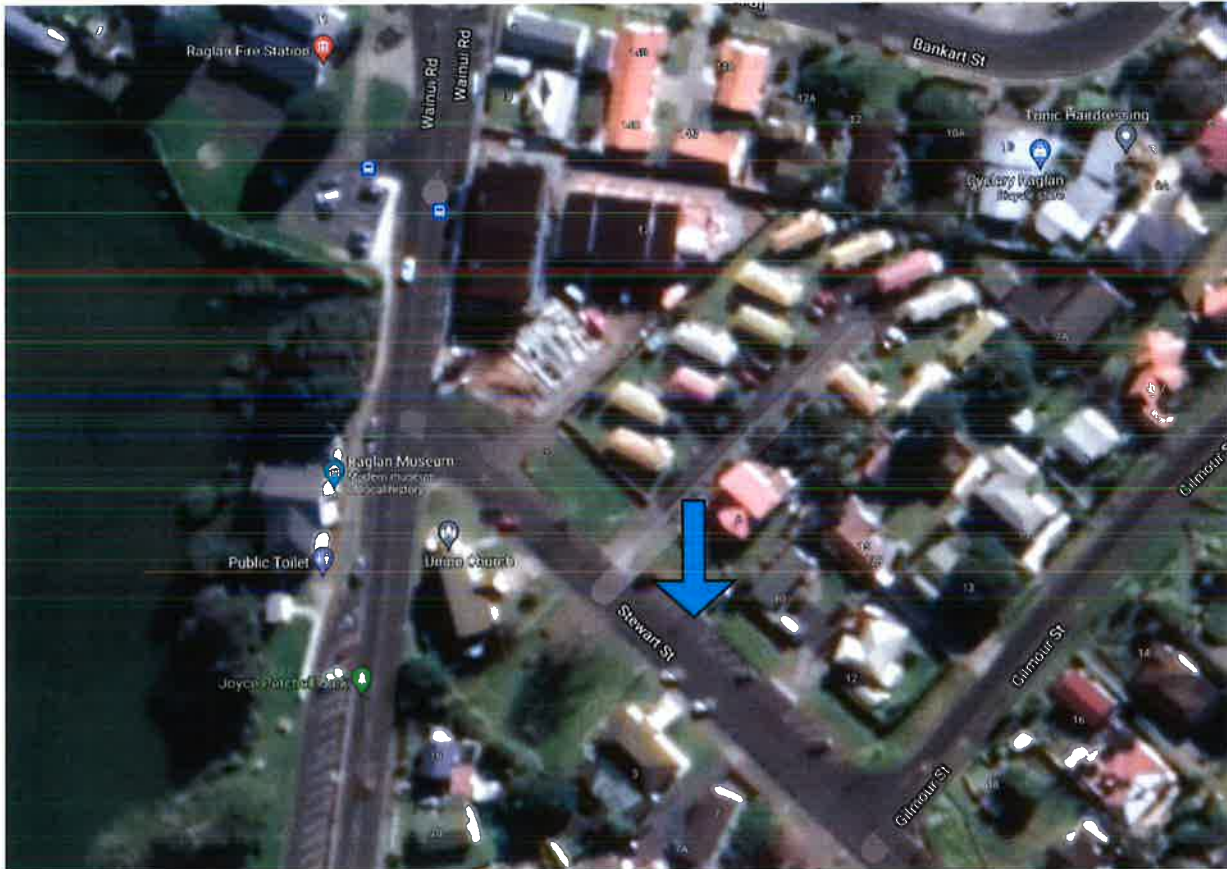
2.1. First (preferred) proposed site is as follows:-

2.1.1. Site Name: Stewart Street, Raglan

2.1.2. Site Location: Steward Street, Raglan

2.1.3. Number Of Posts: 1

2.1.4. Number Of Car Parking Spaces: 2



*Figure 1 Proposed location of 1 x EV charging posts on Stewart Street*



*Figure 2 Proposed location of 1 x EV charging posts on Stewart Street*

- 2.2. The benefit of charging posts in this location is that there is less pressure on the parking spaces and so they are more likely to be made available for EV charging. With the lack of adequate policing of the EV charging spaces there is a risk that non-EV drivers park in these spaces. However, as Stewart Street is not in a main parking area there would be less pressure on the parking spaces but is still a short walking distance from the town centre. The posts in this location would also be convenient for residents and their visitors, especially with development of higher density housing in this area.
- 2.3. The spaces at this location are currently angled and it is recommended that parking spaces are perpendicular so that an EV can both pull and back into the space depending on where the charging port is located on the vehicle. From the site survey there is also likely power available at this site which would make for a less invasive installation process i.e. not requiring thrusting.
- 2.4. This site is Hikotron's preferred location due to the likely available power and the reduced pressure on the parking spaces, thereby reducing the risk of non-EVs parking in the EV charging spaces.



2.5. Second proposed site is as follows:-

2.5.1. Site Name: Wainui Rd (Fire Station) Car Park

2.5.2. Site Location: Wainui Rd (Fire Station) Car Park, Raglan Town Centre

2.5.3. Number Of Posts: 1

2.5.4. Number Of Car Parking Spaces: 2

2.6. Hikotron proposes to install 1 x EV charging post in the location indicated by the blue arrow below at the Wainui Rd (Fire Station) Car Park.

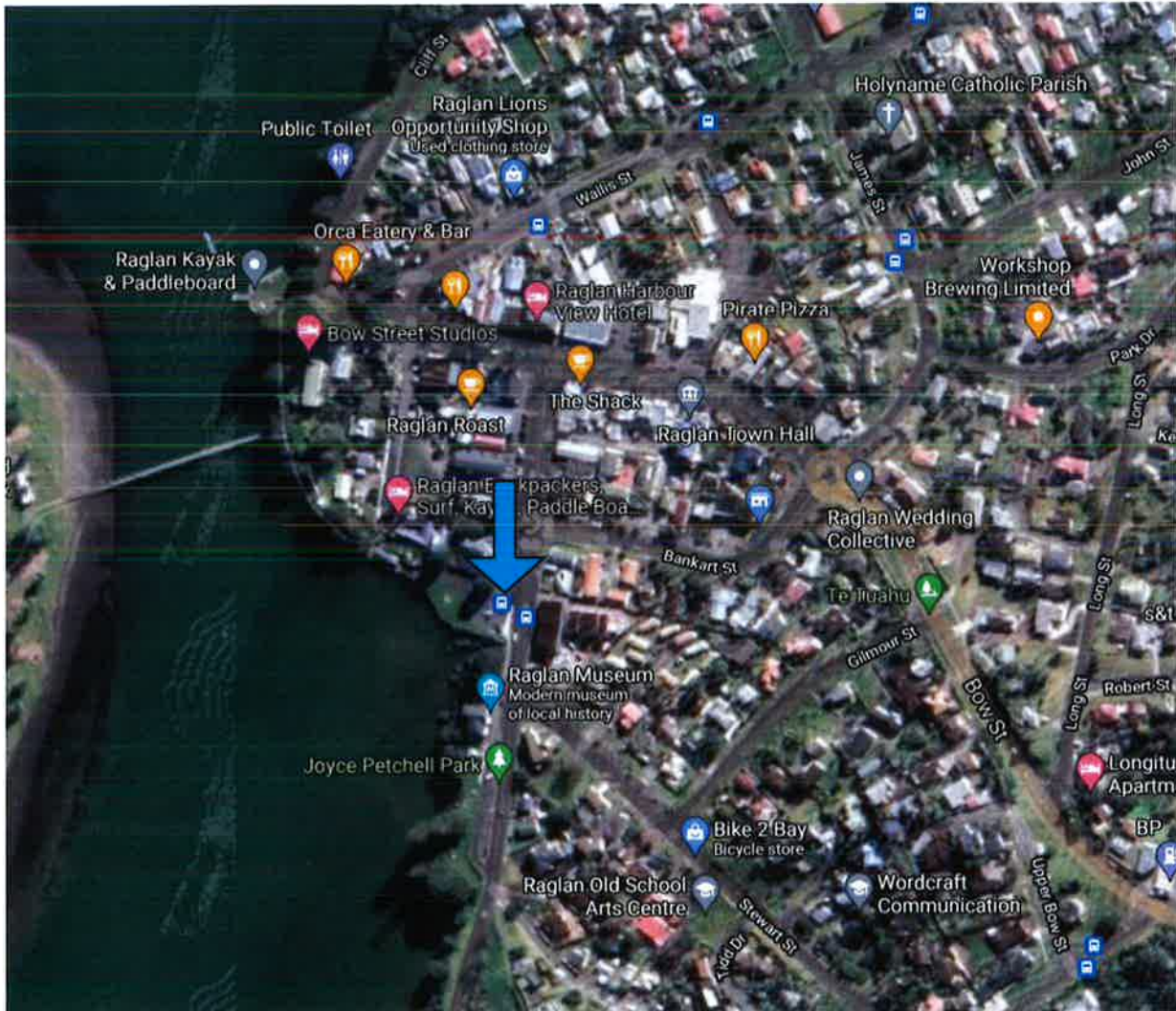


Figure 3 Proposed location of 1 x EV charging posts at the Wainui Rd (Fire Station) Car Park



Figure 4 Location of proposed 1 x charging posts to serve 2 x EV car charging spaces



Figure 5 Alternative location for 1 x charging posts to serve 2 x EV car charging spaces in Wainui Rd (Fire Station) Car Park



2.7. The suggested locations for the charging posts in this car park work well for EV drivers as the parking spaces are perpendicular. This enables a vehicle to both reverse and pull into the space depending on where the charging port is located on the vehicle. From the site survey there is also likely power available at this site which would make for a less invasive installation process i.e. Not requiring thrusting.

2.8. Third proposed site is as follows:-

2.8.1. Site Name: Raglan Beach Ngarunui Beach Road

2.8.2. Site Location: Raglan Beach Ngarunui Beach Road, Wainui Reserve, Raglan

2.8.3. Number Of Posts: 1

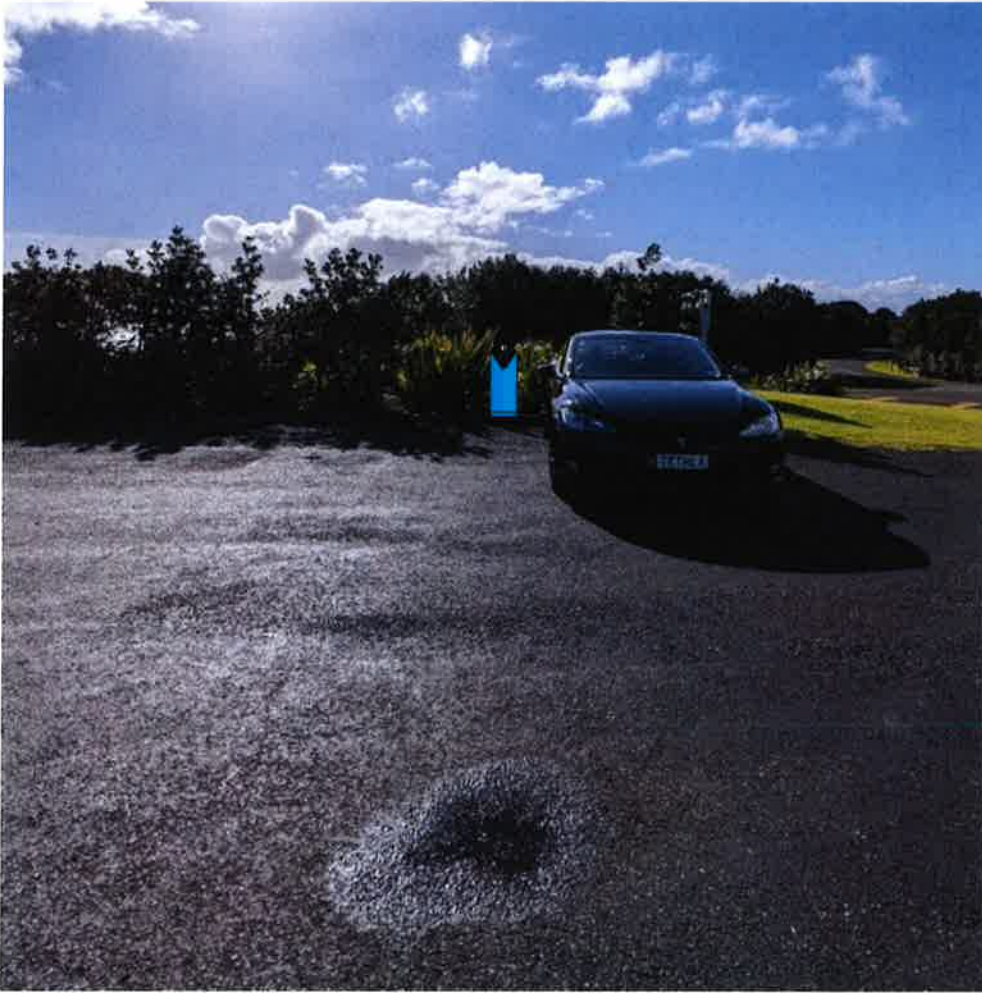
2.8.4. Number Of Car Parking Spaces: 2



Figure 6 Proposed location of 1 x EV charging posts at Raglan Beach Ngarunui Beach Road



Figure 7 Proposed location of 1 x EV charging posts at Raglan Beach Ngarunui Beach Road



*Figure 8 Location of proposed 1 x charging posts to serve 2 x EV car charging spaces*

2.9. The charging post is to be installed in between two car parks so that two cars can charge from one charging post at the same time.

2.10. EV chargers placed in this location promotes EV adoption as it enables EV drivers to travel to the beach with short range and more affordable EVs i.e. 24kW Nissan Leaf, as they can charge while the car is parked. This also encourages cleaner vehicles to drive around the Wainui Reserve which improves air quality, CO<sub>2</sub> and noise pollution.

2.11. Fourth proposed site is as follows:-

2.11.1. Site Name: Manu Bay Beach, Manu Bay Reserve, Raglan

2.11.2. Site Location: Manu Bay Reserve, Wainui Reserve, Raglan

2.11.3. Number Of Posts: 1

2.11.4. Number Of Car Parking Spaces: 2



Figure 9 Proposed location of 1 x EV charging posts at Manu Bay Beach



Figure 10 Proposed location of 1 x charging posts to serve 2 x EV car charging spaces



- 1.1. EV chargers placed in this location enables the community, visitors and local businesses such as the Raglan Surf Club to drive with an EV to this location and charge during the day, avoiding waiting times and unnecessary trips to charge the vehicle.
- 2.12. Sites to consider in the future once the EV adoption rate increases as follows:-
  - 2.12.1. Site name: Marine Parade Boat Ramp, Raglan
  - 2.12.2. Site location: Marine Parade Boat Ramp, Raglan
  - 2.12.3. Number of posts: 1
  - 2.12.4. Number of EV charging spaces: 2



Figure 11 Future location to be considered at Marine Parade Boat Ramp




*Figure 12 Future option for EV charging location*

- 2.13. EV chargers placed in this location enables those towing a boat to charge their EV whilst they are out on the sea for the day. Towing uses more energy and so a charging post placed in this location would enable EVs to charge while the car is parked.
- 2.14. These charging posts will join the expanding wider Hikotron network of high-tech AC EV public charging infrastructure. The charging posts will be operated through a mobile application which will enable users to locate the posts, start and stop the charge, monitor how much power is being drawn while charging and make payment. The users can use the same mobile application for all the charging posts on the Hikotron public network.
- 2.15. If the above proposed locations are not suitable, Hikotron is happy to consider other alternative locations proposed by the Raglan Community Board.

### 3. ABOUT HIKOTRON

- 3.1. Hikotron Limited is a start-up public EV charging network that is preparing for New Zealand's electric future.
- 3.2. Hikotron have designed and built a high-tech public EV charger which is planned for roll out as a public EV network around the Waikato and throughout New Zealand. Hikotron are working to establish New Zealand's largest EV AC charging network so that drivers with EVs can travel from destination to destination with the confidence that they can charge their vehicles upon arrival.
- 3.3. Hikotron is made up of four key founders.

|  |  |
|--|--|
| <p><b>Ron Smits</b><br/>           BE Process &amp; Chemical Engineering (CEng)<br/>           University of Waikato Alumni<br/>           12 years in industry - 5 years in UK<br/>           Tesla Owner &amp; EV enthusiast</p>   |    |
| <p><b>Lawrence Muijlwijk</b><br/>           BE Electronic Engineering<br/>           University of Waikato Alumni<br/>           12 years in industry – 1 year in Sweden<br/>           Automation, Electrical, Mechatronics</p>   |   |
| <p><b>Stephanie Smits O'Callaghan</b><br/>           MSc BSc Int Mgmt &amp; Int Property &amp; Real Estate<br/>           7 years in property and town planning<br/>           4 years experience in Sustainable Enterprise in UK – Solar/EV charging/future battery storage<br/>           Leaf owner &amp; EV enthusiast</p> |  |
| <p><b>Dean Fletcher</b><br/>           BE Mechanical Engineering<br/>           17 years in industry in design and fabrication</p>   |  |

- 3.4. Together with their key partners Hikotron have the capability to deliver charging infrastructure projects from start to finish with limited reliance on 3rd party products and software. This provides a huge advantage for future research and development in products and services and develops technology and high-tech jobs here in New Zealand.
- 3.5. Ron and Stephanie are EV enthusiasts and have been living and driving EVs in Europe for the past 5 years. During this time, they have experienced the massive EV adoption wave and this transition happened faster than ever anticipated. Returning at the same time as Larry (also previously in Europe) to New Zealand in 2020, together they saw a massive opportunity to design and build a high-tech public charging post which incorporates all their learnings from Europe and makes it even better by focusing on a simple user experience, reliability and convenience.

## 4. GLOBAL TRANSITION FROM ICE TO EV

- 4.1. Global trends in the automotive industry are moving away from Internal Combustion Engine (ICE), or petrol and diesel vehicles, towards EVs whereby market forces along with government incentives are driving exponential EVs sales.
- 4.2. Looking to Europe, where EV adoption is a lot higher, there is massive investment going into EV charging infrastructure. AC chargers are being placed on streets, institutions, beaches, workplaces, car parks, airports, tourist attractions and large shopping centres and Direct Current (DC) charging is reserved only for services and charging hubs (see **Document 1** for explanation about the difference between AC and DC vehicle charging).
- 4.3. One interesting case study is Wales, where the Welsh Government commissioned a report to create a strategy for EV charging infrastructure over the next 10 years (Electric Vehicle (EV) charging strategy for Wales, December 2020). Wales has a similar population size to New Zealand and they currently have 300 public chargers, New Zealand has approximately 600. By 2030 Wales plan to install just under half a million chargers to meet their Climate Change ambitions. The report highlights that to cope with huge demand, most of the charging will be done at home or at the workplace on AC, as the most convenient time to charge is while the car is parked. Therefore, 98% of the total number of chargers are planned to be AC.
- 4.4. COVID-19 has also provided an opportunity to transition away from fossil fuels and rebuild a cleaner world. New Zealand can capitalise on this opportunity by encouraging the uptake of EVs. This will promote cleaner air, result in less noise pollution, enable cheaper overall lifetime cost of car ownership, and decrease reliance on fossil fuels, both foreign and domestic – Kiwi cars, can be powered by Kiwi renewable energy.

## 5. NEW ZEALAND'S INFRASTRUCTURE NEEDS

- 5.1. The New Zealand Climate Change Commission (CCC) report (Advice to the New Zealand Government on its first three emissions budgets and direction for its emissions reduction plan 2022–2025) which has just been released, advises the New Zealand Government to stop all imports of ICE cars by 2032.
- 5.2. This report also highlights that the EV infrastructure in New Zealand is improving, however, it is not ready for mass adoption. New Zealand is still in the early adopter stage of EV ownership approximately 0.5% or just under 27,000 cars on the road.
- 5.3. New Zealand needs to prepare for an estimated 600,000 EVs on the road by 2030.
- 5.4. Currently in New Zealand, DC chargers are being installed in locations nationwide which suits needs now. The majority of DC chargers are 50kW but this is old technology. In Europe 50kW chargers are being replaced by faster DC chargers or multiple AC chargers allowing more users to charge at one location at the same time using the same power supply.
- 5.5. DC charging is great for on route travel at major transport nodes for long distances and it should be reserved for when absolutely necessary.
- 5.6. There are currently limited public AC charging points in New Zealand and there is a limited culture of using driver supplied charging cable system (see **Document 2** for explanation about driver supplied charging cable system ), which is the NZTA mandated system for public AC charging and widely used throughout Europe due to it being the safest system for public use.
- 5.7. The AC charging model is based around charging while your car is parked. There is no need to fast charge en-route if you know you can charge at your end-destination, minimising wait times and negating the need to stop unnecessarily on the way.
- 5.8. This is the type of public infrastructure New Zealand needs to develop to successfully transition to an EV fleet.

## 6. HIKOTRON TECHNOLOGY AND SERVICES

- 6.1. The Hikotron technology inside the post is connected via 4G so the live status of the post can always be seen, meaning drivers can confidently travel to their destination knowing the charger is available.
- 6.2. It is operated via a free and simple app-based payment system and it can easily integrate idle and parking fees, charged via the mobile app.
- 6.3. Real-time data about the charging session is visible on the app so that users know their car is actively charging and if there is a problem (i.e. the charging has stopped) the user will be notified immediately.
- 6.4. Variable charging rates can be offered as well as load sharing capabilities for sites with restricted power. Thereby, allowing the first user to charge at the maximum rate and when a second, third or fourth user starts charging the maximum rate will be shared amongst all users.
- 6.5. Two patents pending which address common EV charging pain points to do with payment and user experience.
- 6.6. The charging posts have the ability to support future spot pricing of power, for example encouraging people to charge overnight when power is cheap by offering a night-rate.
- 6.7. The smart software in each charging post together with the mobile app account-based system means that one charger handles multiple users and pricing plans i.e. public, fleet, business and visitors.
- 6.8. The Hikotron post software can be updated in real time over-the-air enabling real time response to issues and ensuring a good user experience with minimal expense.
- 6.9. As the Hikotron network expands this will connect existing users to multiple new destinations.
- 6.10. The Hikotron system encourages EV adoption as it makes charging convenient and accessible to all especially for those who cannot afford to install expensive at home chargers and for those who rent or live in multi tenanted properties, which is currently approx. 1/3 of the population in New Zealand.

## 7. CONCLUSION

- 7.1. The Hikotron proposal to instal public high-tech EV chargers around Raglan will provide much needed EV charging infrastructure serving both the current EV drivers and will also encourage the uptake of EVs and thereby supporting New Zealand's climate change ambitions.
- 7.2. The technology in the charging post enables one piece of infrastructure to serve multiple users and the post has been designed to be future proofed with the ability to update the software remotely and in real time.
- 7.3. Hikotron will cover the high up-front costs of installation in exchange for the right to occupy the parking spaces for the use as public EV charging, for a period of 5 years with a right to renew for a further 5 year term.
- 7.4. Hikotron will also maintain the software and hardware for the posts and wider Hikotron network as well as manage the user experience, thereby ensuring reliability, excellent customer service and a hassle-free system for the community.
- 7.5. A partnership between Hikotron and the community will also highlight the great achievements on a New Zealand based company working towards a cleaner Aotearoa and decreasing reliance on foreign and domestic fossil fuels. Kiwi cars, can be powered by Kiwi renewable energy!

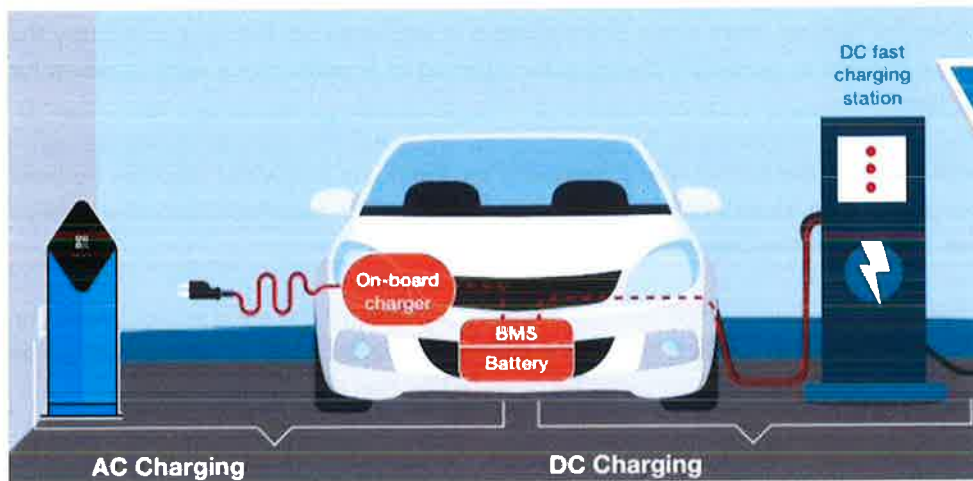


## DOCUMENT 1 – AC VS DC VEHICLE CHARGING

When talking about EV charging there are two main types.

Firstly, there is DC or Direct Current. This is a faster means of charging, where the charger communicates directly with the battery. These high speeds however, degrade the car's battery life and installation costs are much greater due to the need for large transformers.

Then there is AC or Alternating Current, which is a slower means of charging than DC. The charger communicates with the Car's onboard AC to DC converter.



Although limited to 7kW (single phase) or 22kW (three phase), AC charging offers many advantages:

- ◆ The Type 2 socket ensures safety for both the user and vehicle
- ◆ The slender design results in lower land usage
- ◆ The simple installation requires only a domestic power supply
- ◆ It does not require a transformer, which are expensive and typically noisy
- ◆ It has significantly lower infrastructure costs when compared to DC
- ◆ And charging via AC reduces battery degradation

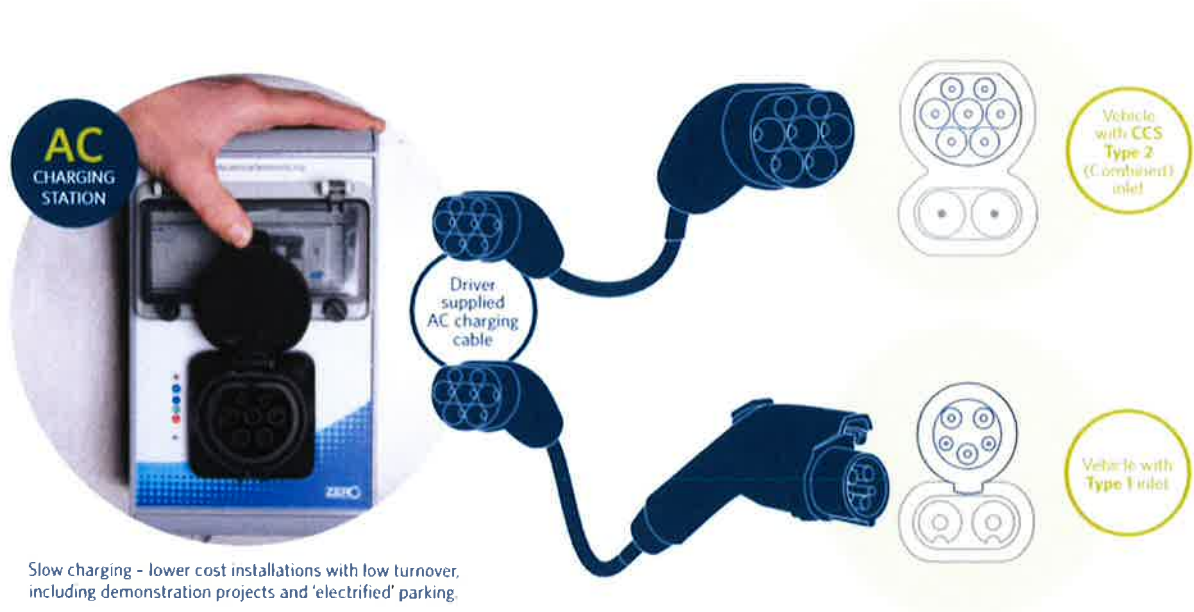
AC charging should be encouraged wherever possible.



# DOCUMENT 2 – DRIVER SUPPLIED CHARGING CABLE SYSTEM

NATIONAL GUIDANCE FOR ELECTRIC VEHICLE PUBLIC CHARGING INFRASTRUCTURE

## CONNECTORS AND SOCKET OUTLET RECOMMENDATIONS



Slow charging - lower cost installations with low turnover, including demonstration projects and 'electrified' parking.

---

**Open Meeting**

|                                 |   |
|---------------------------------|---|
| <b>To</b>                       | Raglan Community Board                      |
| <b>From</b>                     | Alison Diaz<br>Chief Financial Officer      |
| <b>Date</b>                     | 31 August 2021                              |
| <b>Prepared by</b>              | Julie Kelly<br>Support Accountant           |
| <b>Chief Executive Approved</b> | Y   |
| <b>Reference/Doc Set #</b>      | GOV0507                                     |
| <b>Report Title</b>             | Discretionary Fund Report to 31 August 2021 |

### **1. EXECUTIVE SUMMARY**

---

To update the Board on the Discretionary Fund Report to 31 August 2021.

### **2. RECOMMENDATION**

---

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

### **3. ATTACHMENTS**

---

Discretionary Fund Report to 31 August 2021

|   |
|---|
| <b>RAGLAN COMMUNITY BOARD DISCRETIONARY FUND REPORT 2021/22 (July 2021 - June 2022)</b> |
|---|

|                         |
|-------------------------|
| As at Date: 31-Aug-2021 |
|-------------------------|

|  |   |            |                    |
|--|---|------------|--------------------|
|  |   |            | <b>1,206,170.4</b> |
| <b>2021/22 Annual Plan</b>                           |   |            | 14,271.00          |
| <b>Carry forward from 2020/21</b>                    |   |            | 8,720.00           |
| <b>Total Funding</b>                                 |   |            | <b>22,991.00</b>   |
| <b>Income</b>  |   |            |                    |
| <b>Total Income</b>                                  |   |            | -                  |
| <b>Expenditure</b>                                   |   |            |                    |
| 24-Apr-2021  | Approval for payment to Margaret Boggiss for the amount of \$50 for a Wreath for ANZAC Day 2021   | RCB2106/05 | 50.00              |
| 23-Aug-2021  | Allocation of \$1000 to Raglan Community Arts Council towards the cost of the Raglan Arts Film Festival Awards RAFFA red carpet evening   | RCB2108/04 | 1,000.00           |
| <b>Total Expenditure</b>                             |   |            | <b>1,050.00</b>    |
| <b>Net Funding Remaining (Before commitments)</b>    |   |            | <b>21,941.00</b>   |
| <b>Commitments</b>                                   |   |            |                    |
| 28-Oct-2020  | An additional amount of \$130.43 is committed to Whaingaroa Raglan Destination Management Organisation for the support of the establishment of the DMO <i>(to be reviewed/possibly rescinded)</i>           | RCB2010/06 | 130.43             |
| 04-Aug-2021  | Allocation of \$1430 made to Raglan and District Museum Society towards the cost of the Rangitahi Peninsular Historical Photo Exhibition subject to further acknowledgement of hapu on Rangitahi Peninsular | RCB2108/05 | 1,430.00           |
| <b>Total Commitments</b>                             |   |            | <b>1,560.43</b>    |
| <b>Net Funding Remaining (Including commitments)</b> |   |            | <b>20,380.57</b>   |

---

### **Open Meeting**

|                                 |  |
|---------------------------------|--|
| <b>To</b>                       | Raglan Community Board   |
| <b>From</b>                     | Alison Diaz<br>Chief Financial Officer                                   |
| <b>Date</b>                     | 03 September 2021  |
| <b>Prepared by</b>              | Sharlene Jenkins<br>Executive Assistant                                  |
| <b>Chief Executive Approved</b> | Y  |
| <b>DWS Document Set #</b>       | GOV0507 / 3235486  |
| <b>Report Title</b>             | Raglan Works, Actions & Issues Report: Status of<br>Items September 2021 |

## **1. EXECUTIVE SUMMARY**

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

## **2. RECOMMENDATION**

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

## **3. ATTACHMENTS**

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1. Raglan Community Board Actions & Issues Register – September 2021
2. Raglan Works as at 03 September 2021
3. Draft Review of Raglan Aerodrome Report



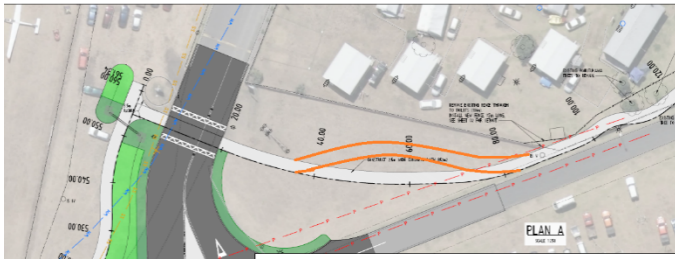
| ISSUE  | Area                               | Action  | Comments   |
|--|------------------------------------|---|--|
|  | Mr Bains and Mr Rayner             | <p>FEBRUARY 2021: Regional Council to provide results of the Inter-Raglan Bus Service survey and be invited to present at the next Board meeting.</p> <p>FEBRUARY 2021: Regional Council to attend Community Board meeting and report on Raglan 23 Bus Route.</p> <p>MARCH 2021: Senior Transportation Engineer to provide a report to the Community Board regarding the Inter-Raglan Bus Service.</p> <p>MAY 2021: Mr Bains and Mr Rayner would work with the Senior Transport Engineer as part of the working group.</p>  | <p>return time from Hamilton, may assist with future uptake. Furthermore, Raglan's traffic congestion and parking issues over the summer months may also be alleviated somewhat with the introduction of an internal bus service and an enhanced service to Hamilton.</p> <p>MARCH 2021: The survey has been completed and has been forwarded to the Board Chair. As previously noted in January, there is support for a local bus service and provisional funding has been allocated to the Long Term Plan should this service commence. The next stage is to develop a route and timetabling option for Waikato Regional Council to consider how best to adjust the 23 bus service and ensure that connectivity is maintained. This will be completed by second week of May.</p> <p>MARCH 2021: This is being managed between Waikato District Council and Waikato Regional Council. When there is the route and possible new service, Waikato Regional Council and Waikato District Council will present to the Raglan Community Board.</p> <p>MAY 2021: A report has been submitted to the 5 May Infrastructure Committee with recommendations to support the proposed bus service changes. The report can be found <a href="#">here</a> (page 15).</p> <p>SEPTEMBER 2021: Have had first workshop with Community Board sub-group. Awaiting confirmation of funding and agreed to meet again on 10 September when funding would be known. Bus timetable has no changes at this time.</p> |
| Civil Defence and Raglan Community Response Plan | Civil Defence Emergency Management | <p>FEBRUARY 2021: Waikato District Council Civil Defence Emergency Management Coordinator requested to attend the Board's next meeting to discuss the Civil Defence and Raglan Community Response Plan.</p> <p>MARCH 2021: Mr Bains, Mr MacLeod and Cr Thomson to progress the update of the Raglan Civil Defence Plan and collaborate with the Community Resilience Coordinator to facilitate the first Civil Defence workshop on Wednesday 7<sup>th</sup> April at 1pm.</p> <p>MARCH 2021: Community Resilience Coordinator to provide a Civil Defence Plan update at the next Community Board meeting.</p> | <p>MARCH 2021: Council's Community Resilience Coordinator will be in attendance at the March Community Board meeting.</p> <p>MAY 2021: Council's Community Resilience Coordinator scheduled a meeting to work on Community Response Plan with Raglan Community Board reps on 7 April. Due to last minute commitments, the reps were unable to attend. To</p>   |

| ISSUE                  | Area   | Action   | Comments  |
|------------------------|--|--|---|
|                        |  |  | <p>date, further attempts to reschedule have not been successful. The Coordinator requests that RCB advise when they would like this work to take place and for reps to advise a date for meeting to progress plan review. Note: Council's Coordinator is unavailable 4 to 31 May, due to leave and prior commitments, so this work is unlikely to be completed before end of June.</p> <p>SEPTEMBER 2021: Council's Emergency Management team are actively working with Cr. Thomson on progressing the Community Response Plan. A meeting is scheduled between the Emergency Management Team, Cr. Thomson and the Community Board Chair to review progress and make further updates on 23 September (was scheduled for August, however, was postponed due to L4/3 COVID).</p>  |
| Camera Licensing Trust | <p>Cr Thomson</p> <p>Democracy Team, Operations Group</p> <p>Chief Financial Officer</p> <p>Cr Thomson</p> | <p>FEBRUARY 2021: Cr Thomson to provide an update on when the Trust was next due to meet at the next Board meeting.</p> <p>MAY 2021: Staff to include an explanation as to why the Camera Licensing Trust was included in the Action and Issues Report.</p> <p>AUGUST 2021: Chief Financial Officer to investigate the possibility of the Camera Licensing Trust to apply for discretionary funding from the Raglan Community Board.</p> <p>AUGUST 2021: Cr Thomson will discuss the Camera Licensing Trust with the Raglan Business Chamber about possible funding options for Cameras.</p> | <p>JUNE 2021: This action originated out of the December 2020 Community Board meeting where Senior Constable Stevenson and Senior Constable Murphy attended and noted the following:</p> <p>“...<br/> <ul style="list-style-type: none"> <li>• <i>Boy racers in the town. Registration plate numbers and videos/photos were required to enable the Police to take any action. Police were working to educate the youth on the dangers of racing their cars. Cameras would assist Police with this issue.</i></li> </ul> <p><b>ACTION:</b> <i>Cr Thomson would follow up with the Camera Trust and advise the Police if any help could be given.</i>”</p> <p>The December 2020 minutes can be found <a href="#">here</a> (refer page 3).<br/> NOTE: The Camera Licensing Trust is called the Waikato District Crime Prevention Technology Trust 2019.<br/> SEPTEMBER 2021: As discussed at the August meeting, the Trust can apply for funding from the discretionary fund.</p> </p> |

| ISSUE                                | Area                          | Action   | Comments  |
|--------------------------------------|-------------------------------|--|---|
| Raglan Aerodrome Safety Improvements | Open Spaces, Service Delivery | MARCH 2021: Council to undertake a community awareness campaign warning against pedestrian access to the aerodrome. Staff to provide investigation report to the Community Board once completed. | MAY 2021: A report has been submitted to the 5 May Infrastructure Committee with recommendations to support the proposed health and safety improvements (signage and restricting pedestrian access to the operational zone of the airfield). The report can be found <a href="#">here</a> (page 93).  |
|                                      | Cr Thomson                    | MARCH 2021: Cr Thomson will report back to the Community Board regarding discussions and decisions associated with the agenda item 6.5 recommendations to the Council's Infrastructure Committee |   |
|                                      | Open Spaces, Service Delivery | MAY 2021: Staff requested to provide both internal and external risk assessments to the Community Board.   | JUNE 2021: It is now intended that a report reviewing all action and providing a recommendation on the operation of the airfield is undertaken. A scope has been developed with feedback from the Raglan Community Board. It is intended that an independent aviation consultant will review all work undertaken to date and provide a report with comments and make recommendations on the best course of action to meet the requirements of the Civil Aviation act and Safety at Work Act while taking into consideration the desires of the community. |
|                                      | Open Spaces, Service Delivery | MAY 2021: Worksafe guidelines will be provided by staff to the Chair of the Community Board.   | JUNE 2021: The Chair has been provided an overview of the Safety at Work Act requirements by Council's Community Connections Manager.<br>SEPTEMBER 2021: Draft report from independent aviation expert is attached.<br>WDC are working closely with the Community Board to provide community feedback to the consultant on the draft.   |
| Manu Bay Planting                    | Open Spaces, Service Delivery | MARCH 2021: Maintenance & Contract Officer to provide an update to the Community Board regarding Manu Bay planting progress.   | MAY 2021: The planting has been postponed until the Reserve Management Plan has been completed and adopted.   |



| ISSUE                | Area  | Action  | Comments  |
|----------------------|---|---|---|
| Soundsplash          | <p>Open Spaces, Service Delivery</p> <p>Community Venues &amp; Events, Service Delivery</p> | JUNE 2021: Provide a report relating to emergency service (Westpac Rescue, Police) activities during Sound Splash.  | <p>JULY 2021: We do not currently have access to the data needed to provide the requested report.</p> <p>The expectations around medical support to the event is being reviewed as part of the new 2022 event process. This is being done in collaboration with the St John District Operations Manager.</p> <p>The NZ Police are always heavily involved, and present in the lead up and duration of the event.</p> <p>Medical and Police reporting can be included in the 2022 report provided by Council to the Raglan Community Board.</p> <p>SEPTEMBER 2021: The Community Venues &amp; Events Team Leader has met with the Chair via Zoom, and discussed that the events team are happy to receive an email from the Community Board detailing any outstanding issues they feel needs to be addressed for the 2022 Sound Splash event.</p> <p>Council's Events Officer will provide the Chair with the Raglan centric events calendar each month to keep the Community Board updated on the approved and tentative events that Council is processing.</p> <p>We are currently processing the application for the 2022 Sound Splash event and anticipate that we will be able to present to the Community Board the recommendations we will be putting forward at its October meeting.</p> |
| Papahua Stage 2 Path | Community Projects, Service Delivery  | JUNE 2021: Staff to engage with the Board regarding the Papahua Walkway with an explanation as to why the Papahua Shared Path goes behind the toilet block and not straight in front of them. | <p>JULY 2021: Council's Community Connections Manager, Community Projects Design Team Leader, and Community Projects Contract Engineer met with Gabrielle Parsons, Dennis Amooore and Cr Thomson on Tuesday, 29 June and talked over Stage 2 of the path.</p> <p>There was discussion about path location around the existing toilet block and camper dump station. The Community Projects Contract Engineer explained the reasoning to go behind which was accepted.</p> <p>The path location immediately east of the camp entranceway and the reduction of parking capacity in the triangle at the peaks of summer was discussed with Dennis, who took a copy of the design to talk over with the Raglan Sport Fishing Club (RSFC). It is understood the RSFC is happy with the path and</p>  |

| ISSUE                               | Area                                 | Action   | Comments  |
|-------------------------------------|--------------------------------------|--|---|
|                                     |                                      | <p>AUGUST 2021: Staff will contact the Community Board to discuss the results of their investigation for the proposed Papahua Footpath along the football field.</p>   | <p>any extra metres we can gain from moving the path slightly closer to the fence.</p>  <p>SEPTEMBER 2021: Meeting took place onsite between Raglan Football, Community Projects Design Team Leader and Community Projects Contract Engineer. Agreement for WDC's Design Team to look at field alignment and sizing to see if the current fields can be arranged in manner that will also allow for the path to remain in the desired location. This is progressing, however slowly due to COVID19.</p>  |
| Harbour Board Leases                | Strategic Property, Service Delivery | <p>JUNE 2021: The Board would like an annual report regarding the harbour board leases including financial information.</p>  | <p>JULY 2021: This will be a separate agenda item at the Community Board's meeting on 15 September 2021.</p> <p>SEPTEMBER 2021: A separate public excluded <i>Raglan Harbour Board – update</i> report is included in the September 2021 agenda.</p>  |
| Year to Date Service Request Report | Service Delivery                     | <p>AUGUST 2021: Noted that previous information had been supplied on wastewater overflows, noting scale and location. The Raglan Community Board requested that this be included in the Year to Date Service Request report.</p> | <p>SEPTEMBER 2021: This information does not get reported through the Year to Date Service Request report (only the stats: number of calls; open over; open under; closed over; closed under; success rate).</p> <p>There has been one wastewater overflow notified and a copy of the notification to Waikato Regional Council was provided to the Raglan Community Board on 13 July 2021. In summary Council received notification of an overflowing wastewater manhole in Lorenzen Bay area due to a pipe blockage caused by a washing machine hose. On the same day, the blockage was cleared and spillage cleaned up. The overflow was believed to be contained within the drain and did not enter the Raglan harbour. The water in creeks surrounding the manhole were tested, and the outlet creek to the harbour – all of which were free from any spillage.</p> |

## **RAGLAN WORKS – as at 03 September 2021**

### Gilmour Street Urban Upgrade

After working our way through a wet winter and dealing with the added complication of a Covid-19 lockdown, works are nearing completion.

Final tasks are underway with construction of the road pavement and beautification of berm areas in progress. We are working with our contractors to do this as efficiently, and with minimal disruption to road users as possible.



*Looking South down Gilmour Street*

### Manu Bay Breakwater

A third workshop is being organised. Suggested dates were to be sent out to Forum members to confirm availability when the Covid Alert Level 4 restrictions occurred. Re-assessing the possible dates, probably late October. Tim Clarke from Collaborative Solutions will contact Forum members soon with date options.

### Papahua Walkway – Stage 2

Meeting took place onsite between Raglan Football, Community Projects Design Team Leader and Community Projects Contract Engineer. Agreement for WDC's Design Team to look at field alignment and sizing to see if the current fields can be arranged in manner that will also allow for the path to remain in the desired location. This is progressing, however slowly due to COVID19.

Other projects scheduled to be carried out during the next twelve months are:

- Raglan Wharf Structural Repairs, Pontoons and Walkways.
- Greenslade Road Neighbourhood Park.
- Raglan Walkway from the jetty to the Coastguard building.



# Review of Raglan Aerodrome

**DRAFT ONLY**

**Report to Waikato District Council**

---

Mike Haines, Aviation Consultant

Mike Haines Aviation Limited

August 2021



# 1 Executive Summary

Raglan aerodrome is a non-certificated aerodrome operated by the Waikato District Council located close to the Raglan township. The aerodrome has two grass runway vectors 05 and 23, with the published runway being 646 metres long and 60 metres wide at an elevation of 14 feet. The aerodrome is on a designated area of land that is close to the beach and also close to housing.

Currently the aerodrome is not fully fenced, nor is it delineated on the land area to identify the runway and associated aircraft parking area. People has access to the area often crossing the runway to access the beach or carparks, and also to walk their dogs. As people have unrestricted access to the runway area often conflicts arise between aircraft landing or taking off and people or dogs using the area. This situation is unusual and exposes the people on the runway and pilots using the aerodrome to risks that could lead to serious or fatal injury.

The Waikato District Council have responsibilities under the Civil Aviation Rules and the Health & Safety at Work Act to address the risks at the aerodrome. It has proposed changes to the way in which the aerodrome is managed to address health and safety risks associated with an operational aerodrome, for both pilots and members of the public. These risk controls have been queried by the community and Council are seeking an independent assessment of the health and safety risks associated with the Aerodrome, and a review of the controls that in place to manage these risks.

This report outlines the current operational environment, the applicable regulatory requirements and occurrence data relevant to the current risks. Assessment is made of the risks to assess the safety of Raglan Aerodrome.

From this analysis it has been concluded the current aerodrome design is a critical factor to the risks and suggest a range of options to lower the risks and address some hazards currently in place.

A key outcome is to ensure the safety of person and property on the ground and in the air whilst allowing the aerodrome to still operate and contribute to the local community.

The suggested options provide a range of risk mitigations and controls as well as provide the aerodrome with improvements to operations.

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## 2 Background

Raglan Aerodrome is a small aerodrome located on the west coast of the North Island between Auckland and New Plymouth west of Hamilton. The Aerodrome is situated on land administered by the Waikato District Council (WDC) in the Raglan township. The residential and commercial centres of Raglan are located to the south and east of the Aerodrome.

The Aerodrome is operated by the Waikato District Council's Open Spaces team from a maintenance and administration perspective. The Raglan Aerodrome is non-certificated.

It is published in the Aeronautical Information Publication New Zealand (AIPNZ) and operates with the designator NZRA. The AIPNZ details as attached as Appendix A.

Recently WDC presented a report to the Raglan Community Board with some proposed changes to the way in which the Aerodrome was to be managed. These changes were recommended to better control the health and safety risks associated with an operational Aerodrome, for both pilots and members of the public.

These risk controls have been queried by the community and therefore we are seeking an independent assessment of the health and safety risks associated with the Aerodrome, and a review of appropriateness of the controls that are currently in place to manage these risks.

The Raglan Aerodrome Review scope is attached as Appendix B.

Mike Haines Aviation was engaged to undertake the review. Mike Haines is the lead consultant and Managing Director with over 25 years aviation experience covering regulatory, safety management systems and technical management. Mike has worked for Christchurch International Airport, the Civil Aviation Authority of New Zealand and Airways New Zealand in technical specialist and senior management positions.

Mike Haines Aviation currently provides support to the Pacific Aviation Safety Office as an aerodromes and ground aids technical specialist, to the World Bank as an aviation specialist advisor and is an International Civil Aviation Organisation qualified auditor and an aerodromes specialist on the technical cooperation international roster.

Mike was an aerodromes inspector for the Civil Aviation Authority of New Zealand and also managed the Aeronautical Services unit covering aerodromes, air traffic management, air navigation and airspace.

Whilst this report has been prepared the WDC has limited aircraft operations to operators with prior approval only NOTAM A2276/21.

## 3 Raglan Aerodrome

Raglan Aerodrome is published in the AIPNZ as a non-certificated Aerodrome meaning it is not required to be operated under an Aerodrome Operating Certificate issued by the Director of Civil Aviation under Civil Aviation Rule (CAR) Part 139.

It is an unattended Aerodrome, meaning it does not have any form or air traffic service or similar. Pilots make radio calls to inform other pilots of their location and intentions and comply with CAR Part 91 – General Operating and Flight Rules.



The Aerodrome is depicted on the AIPNZ chart as being 60 metres wide and 646 metres long. The runway vectors are designated as 05 and 23 with associated wind direction indicators on the runway vector threshold to the left hand side<sup>1</sup>.

A number of notes are contained in the AIPNZ and upon assessment nothing unusual is detailed. The operational data NZRA AD2 -52.1 provides the runway operational information:

- The runway surface is Firm Grass Gr(f)
- The runway strength has an Equivalent Single Wheel Load of 1020 kg - used to advise pilots so they can calculate their aircraft ability to use the runway
- Group Rating 5 - Aircraft with a MCTOW of 2270 kg or below has a group rating number in the aircraft flight manual. The number for a particular aircraft is determined on the basis of its take-off and landing performance. In practice, a pilot may use any runway that has a group number equal to or greater than the aeroplane group rating for the aeroplane type.
- Slope of runway.
- Take of distance for a 1:20 which is a protection area for a runway used by aircraft only during the day and only in visual meteorological conditions i.e., the pilot flies visual without an instrument flight procedure. The aerodrome design take-off climb surface of 1:20 related to runway take-off effective operational length (EOL) provides a simple system for the aeroplane operator to calculate the aeroplane's maximum take-off weight to comply with the prescribed obstacle clearance requirements. If an obstacle does intrude into the take-off climb surface, the runway take-off EOL is reduced to the distance from which the 1:20 is achieved
- There are no lights or other facilities.

Supplementary data details the aerodrome operator information including contact details. In this case details are provided on the landing fees charging process.

Raglan is a typical small regional Aerodrome and due to its size and dimensions is restricted to smaller, general aviation aircraft. Movements tend to peak in the summer months with little mid-winter activity.

Aircraft activity includes Helicopters, Aeroplanes, Microlights, Gliders, Model A/C (once), and nearby off-airport Kite Surfing. Emergency helicopter operations take place at a nearby medical facility using a specific site located in that area.

Movement data was obtained from the Aircraft Movement Monitoring<sup>2</sup> system which is used to record aircraft movements at Raglan. The movement data was counted in accordance with the International Civil Aviation Organisation (ICAO) standard with a landing or a take-off counted as one movement and a "Touch and Go"<sup>3</sup> as two movements.

The COVID lockdown from March 25 - April 27 is evident in the movement data with some movements in that period, probably agricultural aircraft that had a dispensation.

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<sup>1</sup> Aircraft are set up so that the main pilot seat and controls are on the left hand side of the cockpit.

<sup>2</sup> <https://www.aerodromeit.co.nz/>

<sup>3</sup> An aircraft operation where the aircraft comes into land on a runway and takes off again without coming to a full stop. Usually done for training or circuit practice.

The large volumes each January seem to be when the Walsh Memorial Flying School<sup>4</sup> is at Matamata for a few weeks and there are several pilots under training. It was also advised that the Piako Gliding Club often uses Raglan Aerodrome at that time of year for a couple of weeks.

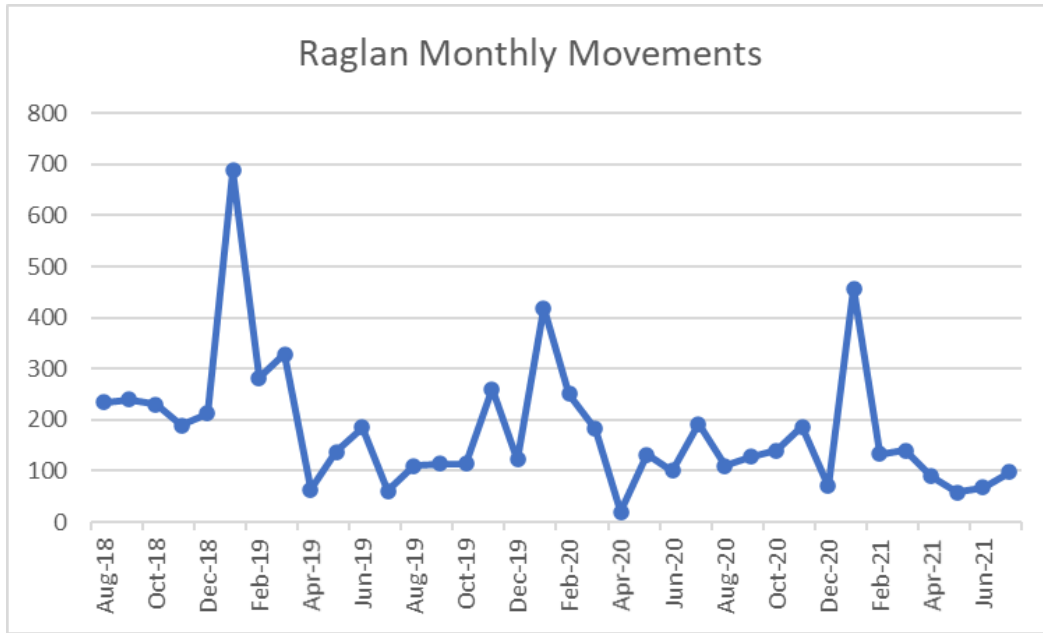


Figure 1 - Raglan Monthly Movements August 2018- July 2021

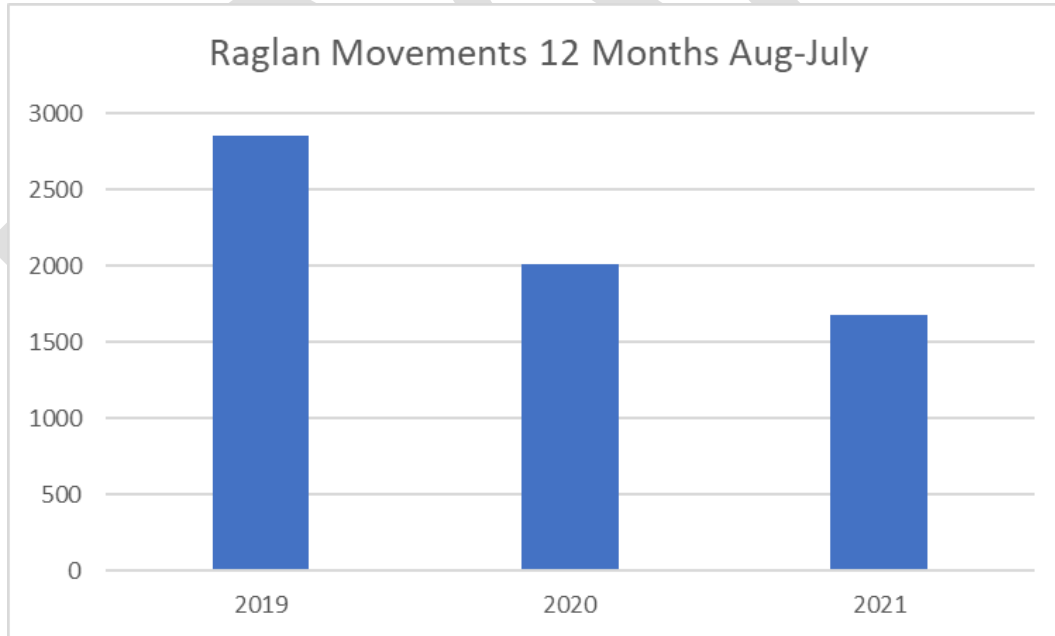


Figure 2 - Raglan Movements 12 Month Periods Aug-July

<sup>4</sup> <https://scouts.nz/walsh/>

## 4 Safety Assessment Approach

The approach to the safety assessment was divided into two assessment areas, an on-site visit and then follow up review to produce a report.

Technical and regulatory assessment:

- Aerodrome design, operational and regulatory requirements (Civil Aviation Rules)
- Safety risk management including aerodrome safety specific requirements (Aviation Safety Standards)
- Applicable health & safety provisions (Health and Safety at Work Act 2015)
- Assessment of Aerodrome operations including the associated airspace and interaction with other aviation activities
- Assessment of community concerns/queries and provision of appropriate information

Assessment of safety data, documentation, and information:

Review documents as below:

- Aerodrome management information, reports and records
- Data held on incidents, occurrences or reports by the Civil Aviation Authority of New Zealand
- Waikato District Council records especially use data and related Council held information
- Raglan Community Board information as it relates to the Raglan Aerodrome

Onsite Visit and Consultation:

- Visit Aerodrome, assess operations and meeting as required
- As required with Council, Raglan Community Board and interested parties as required

Reporting:

- Report Draft, reviews and final report production

## 5 Regulatory Requirements

### 5.1 The Civil Aviation Act

The Civil Aviation Act 1990 (The Act) is the primary legislation that sets the requirements for civil aviation in New Zealand. The Act prescribes a range of requirements for licence holders, certificate holders and “any person” in regard to aviation safety.

Relevant Sections of the Act are:

### **Section 2 Interpretation**

aerodrome—

- (a) means any defined area of land or water intended or designed to be used either wholly or partly for the landing, departure, and surface movement of aircraft; and
- (b) includes any buildings, installations, and equipment on or adjacent to any such area used in connection with the aerodrome or its administration

This section defines an aerodrome and noting that it is a defined area. Currently the area is not defined on the reserve appropriately.

### **Section 44 Dangerous activity involving aircraft, aeronautical product, or aviation related service**

(1) Every person commits an offence who—

- (a) operates, maintains, or services; or
- (b) does any other act in respect of—

any aircraft, aeronautical product, or aviation related service, in a manner which causes unnecessary danger to any other person or to any property.

(2) Every person commits an offence who—

- (a) causes or permits any aircraft, aeronautical product, or aviation related service to be operated, maintained, or serviced; or
- (b) causes or permits any other act to be done in respect of any aircraft, aeronautical product, or aviation related service, —

in a manner which causes unnecessary danger to any other person or to any property.

(3) Every person who commits an offence against subsection (1) or subsection (2) is liable on conviction, —

- (a) in the case of an individual, to imprisonment for a term not exceeding 12 months or a fine not exceeding \$10,000; or
- (b) in the case of a body corporate, to a fine not exceeding \$100,000.

(4) The provisions of this section shall be in addition to and not in derogation of any regulations or rules made under this Act.

A person on the Aerodrome when an aircraft is landing can be “said” to be putting the aircraft at risk by being on the Aerodrome whilst an aircraft is landing or taking off.

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## 5.2 Civil Aviation Rules

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As noted previously Raglan Aerodrome is not required to be certificated under Civil Aviation Rule Part 139 as an aerodrome serving regular air transport operations (CAR 139.5), nor has the Director of Civil Aviation required it to be a qualifying aerodrome (CAR 139.5A).

However, as an aerodrome operator the Council must comply with CAR Part 139 Subpart I requirements.

Part 139 defines an **Aerodrome operator** as —

- (1) a person who operates an aerodrome; or
- (2) if no person is identified in paragraph (1), a person who is responsible for the management of that aerodrome; or
- (3) if no person is identified in paragraphs (1) or (2), a person who is occupying the land forming that aerodrome; or
- (4) if no person is identified in paragraphs (1), (2), or (3), the registered proprietor of the land forming that aerodrome.

### **Subpart I — Operating requirements – non-certificated aerodromes**

#### **139.501 Application of Subpart**

- (a) Except as provided in paragraph (b), this Subpart applies to an aerodrome operator.
- (b) This subpart does not apply to:
  - (1) an aerodrome operator certificate holder:
  - (2) a qualifying aerodrome operator certificate holder:
- (3) the operator of an aerodrome that is used or intended to be used exclusively by aircraft engaged in agricultural operations.

#### **139.503 Unsafe conditions**

An aerodrome operator to which this subpart applies must establish procedures to ensure that aircraft movements are restricted or prohibited on parts of the aerodrome where an unsafe condition exists.

#### **139.505 Reporting traffic volumes**

An aerodrome operator to which this subpart applies must—

- (a) provide the Director with an annual report of traffic movement data for the aerodrome; and
- (b) if requested in writing by the Director, collect and report traffic movement data for the aerodrome.

CAR 139.503 puts onus on WDC to ensure safety on the aerodrome if an unsafe condition exists. Whilst the CARs do not define “an unsafe condition” it is apparent this is a condition where a person or persons is exposed to risk or harm.

Allowing persons or dogs on or near to the runway is an unsafe condition and the WDC as the aerodrome operator may be in breach of CAR 139.503. They must take reasonably practical steps to identify and eliminate risks.

## Pilot Requirements

Pilots also have requirements to ensure the safety of persons and property on the ground with minimum operating altitudes and distances from people and property during flight. When operating at an aerodrome a pilot must comply with CAR 91.127 Use of Aerodromes in particular:

### 91.127 Use of aerodromes

- (a) No person may use any place as an aerodrome unless that place is suitable for the purpose of taking off or landing of the aircraft concerned.
- (b) No person may operate an aircraft at an aerodrome unless—
  - (1) that person complies with any limitations and operational conditions on the use of the aerodrome notified by the aerodrome operator; and
  - (2) the runway, heliport, or water channel, is equipped with operable lighting, appropriate to that type of aircraft, when landing or taking off at night, and the lighting is activated; and
  - (3) that person manoeuvres the aircraft clear of any manoeuvring area or part of any manoeuvring area that has been notified or marked as unsafe for aircraft use by the aerodrome operator; and
  - (4) the runway, heliport, or water channel is clear of all persons, animals, vehicles, vessels, or other obstructions during landing or take-off, other than persons, vehicles, or vessels essential to the operation.

Therefore, the pilot must determine that the runway is safe before executing a landing or a take-off manoeuvre and must not operate if people or animals are on the runway.

## 5.3 Health and Safety at Work Act

WDC is a person conducting a business or undertaking (PCBU) and has responsibilities under the Health and Safety at Work Act (HSWA) (2015).

In particular HSWA s30(2):

### 30 Management of risks

- (1) A duty imposed on a person by or under this Act requires the person—
  - (a) to eliminate risks to health and safety, so far as is reasonably practicable; and
  - (b) if it is not reasonably practicable to eliminate risks to health and safety, to minimise those risks so far as is reasonably practicable.
- (2) A person must comply with subsection (1) to the extent to which the person has, or would reasonably be expected to have, the ability to influence and control the matter to which the risks relate.

The council as the owner of the land, does have the ability to influence and control the aerodrome risks. Therefore, they also have a duty of care to users and other persons on the aerodrome.

### 36 Primary duty of care

- (2) A PCBU must ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking.

The WDC know about the people and dogs on the aerodrome and must take all reasonably practical steps to eliminate the hazard and risk. Pilot Responsibilities

## 6 Occurrence Data

### 6.1 CAA Occurrence Data

A request was made to the Civil Aviation Authority for occurrence, incident and accident data they hold for Raglan Aerodrome. The request was for the previous 5 years being an appropriate timeframe to provide an assessment of data for recent years and prior to COVID-19 impacts.

The information was provided and consisted of six distinct data sets as detailed below.

The associated Civil Aviation Rule definitions<sup>5</sup> are:

**ACC- Accident** means an occurrence that is associated with the operation of an aircraft and takes place between the time any person boards the aircraft with the intention of flight and such time as all such persons have disembarked and the engine or any propellers or rotors come to rest, being an occurrence in which—

- (1) a person is fatally or seriously injured as a result of—
  - (i) being in the aircraft; or
  - (ii) direct contact with any part of the aircraft, including any part that has become detached from the aircraft; or
  - (iii) direct exposure to jet blast—

except when the injuries are self-inflicted or inflicted by other persons, or when the injuries are to stowaways hiding outside the areas normally available to passengers and crew; or
- (2) the aircraft sustains damage or structural failure that—
  - (i) adversely affects the structural strength, performance, or flight characteristics of the aircraft; and
  - (ii) would normally require major repair or replacement of the affected component—

except engine failure or damage that is limited to the engine, its cowlings, or accessories, or damage limited to propellers, wing tips, antennas, tyres, brakes, fairings, small dents, or puncture holes in the aircraft skin; or
- (3) the aircraft is missing or is completely inaccessible:

**ADI – Aerodrome Incident** means an incident involving an aircraft operation and—

- (1) an obstruction either on the aerodrome operational area or protruding into the aerodrome obstacle limitation surfaces; or
- (2) a defective visual aid; or
- (3) a defective surface of a manoeuvring area; or
- (4) any other defective aerodrome facility:

**ARC – Aviation Related Concern.** A process that allows anyone to report an ‘aviation related concern’. You don’t have to be involved in the aviation community to report something you see or hear that you think might harm aviation safety or security, or that might even be breaching Civil Aviation Rules.

<sup>5</sup> Civil Aviation Rule Part 1 and Civil Aviation Rule Part 12 – [www.aviation.govt.nz/rules](http://www.aviation.govt.nz/rules)

**ASP - Airspace incident** means an incident involving deviation from, or shortcomings of, the procedures or rules for—

- (1) avoiding a collision between aircraft; or
- (2) avoiding a collision between aircraft and other obstacles when an aircraft is being provided with an Air Traffic Service:

**DEF – Defect incident** means an incident that involves failure or malfunction of an aircraft or aircraft component, whether found in flight or on the ground:

**INC – Incidents** means any occurrence, other than an accident, that is associated with the operation of an aircraft and affects or could affect the safety of operation

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## 6.2 Reporting Requirements

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The source of the CAA data is from reports made to the CAA. The New Zealand Aviation system is built upon the Act and the CARs made under that Act. The Act requires licence holders and certificated organisations to report accidents and incidents:

### Section 26 Obligation to notify all accidents and incidents

(1) The pilot-in-command of any aircraft that is involved in an accident shall notify the accident to the Authority as soon as practicable.

(1A) Every person who—

- (a) operates, maintains, or services, or does any other act in respect of any aircraft, aeronautical product, or aviation related service; and
- (b) is involved in an incident, —

shall, where required to do so under rules made under this Act, notify the incident to the Authority.

(2) If, due to injuries or death, the pilot-in-command is unable to give the necessary notice under subsection (1), the operator shall provide the necessary notice.

(3) The co-ordinator of any search and rescue operation for any aircraft shall notify the Authority of the operation as soon as practicable.

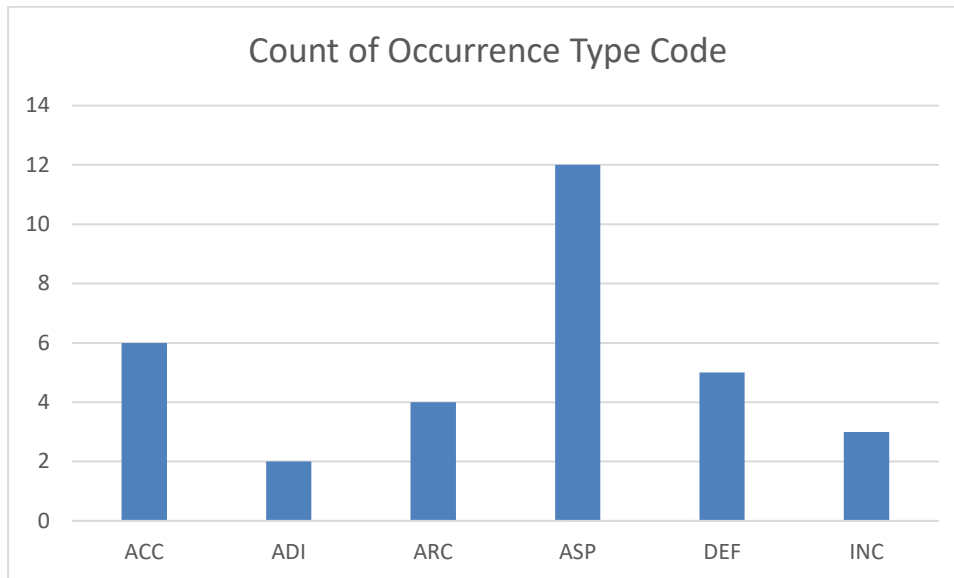
(4) The Authority may on being notified under subsection (1) or subsection (1A) or subsection (2) or subsection (3) request such additional information, in such form as the Authority considers appropriate in each specific case, and the pilot-in-command or operator or person of whom the request is made shall provide the additional information forthwith.



## 6.3 Data Analysis

### 6.3.1 Total Reports

A total of 32 occurrences covering 6 specific reporting criteria were reported regarding Raglan Aerodrome.



*Figure 3 Raglan Aerodrome Reported Occurrences to the CAA*

An analysis of the data excluded several as not being relevant to this study including the twelve Airspace Incidents which did not relate directly to safety concerns on the Aerodrome and the five Defect incidents which did not relate directly to safety concerns on the Aerodrome but were aircraft related.

Two of the three Incidents did not relate directly to safety concerns on the Aerodrome.

Incident 16/6168 04 November 2016 is of interest as it was in regard to a marker cone and the cone being removed – this links directly to lack of aerodrome layout definition.

### 6.3.2 Accidents

Six accidents, being one per year, are recorded in the CAA data. All accidents occurred on approach and landing. Approach and landing is the highest risk phase of a flight for a pilot.

One accident occurred on a beach to the north and the damage was found when landing at Raglan. This is included as it was the result of turbulence which is also a factor at Raglan.

The accidents can be further classified as approach, overrun and turbulence.

**Approach:** In December 2018 an aircraft on approach entered a low level spin and crashed into the harbour. Two person on board died.

**Turbulence:** One incident in 2019 occurred on a beach north of Raglan due turbulence and damage was noticed on landing at raglan. The other incident occurred in November 2020 when the aircraft wing hit the ground on landing due to possible windshear.

**Overrun:** June 2016 an aircraft went through the boundary fence and 100 metres into the paddock rendering the aircraft unserviceable. January 2017 the aircraft hit the fence at the end of the runway. May 2021 the aircraft went through the fence at the end of the runway.

\* Note one accident occurred after a go-around by the pilot due to pedestrians on the runway.

**CAA Occurrence Data**

|     |    |           |  |            |
|-----|----|-----------|--|------------|
| ACC | MA | 21-May-21 | Landing Accident. First attempt to land the pilot carried out a go-around, landed off the second approach, applying brakes the aircraft skidded on the wet grass and went through the fence at the end of the runway. No injuries, damage to aircraft.   | Overrun    |
| ACC | MI | 18-Nov-20 | Port wing dropped immediately before touchdown and contacted ground, probably due wind shear. Damage - bent pitot tube and rippled upper wing panels.  | Turbulence |
| ACC | MI | 09-Nov-19 | Attempting to land on beach 8 miles north Raglan in turbulent conditions caused the plane to drop and bounce. Decided to go around and not land. Returned to Raglan and landed no problem. Noticed plane not quite level on taxiing. Main landing gear leg right hand side bent. This has been reported to SAC as an incident of minor damage.   | Turbulence |
| ACC | CR | 17-Dec-18 | During approach to land at NZRA, the aircraft was observed by witnesses to turn and then enter a spin to the left at low altitude. There was insufficient height available for the pilot to recover from the spin, resulting in the aircraft striking the mud flats in the harbour. Both persons on board received fatal injuries.   | Approach   |
| ACC | MA | 08-Jan-17 | Aircraft landed downwind and failed to stop in time to avoid fence at end of the runway. The prop wrapped around the fence wire. Level 1 CAA investigation revealed misjudgement of tail wind component by pilot. During investigation various issues with the aircraft operator became apparent, and were passed to Special Flight Ops and Recreational Aviation Unit for their attention. SIU level 1 investigation closed.  | Overrun    |
| ACC | MI | 02-Jun-16 | Minor landing accident. Touched down too fast, unable to stop, overran the airstrip going through the boundary fence. No injuries. The aircraft ran through the fence at the end of the runway and came to rest about 100m into the next paddock. The aircraft was suffered damage that required it to be moved by truck to a repair facility. The pilot stated that he was attempting a second approach after a go-around due to pedestrians crossing the runway. He described having an aiming point but had trouble maintaining that approach profile. The aircraft then floated during the flare and once the nose wheel was on the ground he realised he only had about 50m to stop. After the accident he also noticed he had landed with a slight tail wind that was not noticeable by observing the windsock while he was in the air. The pilot advises that he will seek additional airstrip flying and tuition as a result of this accident. | Overrun    |

### 6.3.3 Aviation Related Concerns

Four Aviation Related Concerns were officially recorded by the CAA.

|     |    |           |  |                  |
|-----|----|-----------|--|------------------|
| ARC | MI | 04-Jul-21 | Aircraft landed as pedestrian and their dog walking in the middle of the Aerodrome.  | Person on Runway |
| ARC | MI | 20-Jan-20 | Anonymous concern video shows 2 gliders flying well under 500 ft altitude without need to do so. already reported and investigated 19/9241 20/ARCG/148 | Low Flying       |
| ARC | MI | 09-Nov-19 | Failure to report minor accident concern   | Reporting        |
| ARC | MI | 11-Aug-18 | Concern regarding low flying ag A/C over owners house  | Low Flying       |

### 6.3.4 Aerodrome Incidents

Two Aerodrome Incidents were recorded in the CAA database and both were in regard to people on the runway.

|     |    |           |   |                  |
|-----|----|-----------|---|------------------|
| ADI | MA | 14-Feb-21 | Pedestrian noted crossing active runway 05 during take-off roll. Pilot had to make a minor directional correction to ensure the aircraft passed far enough from the pedestrian to avoid further danger. | Person on runway |
| ADI | MI | 21-Feb-16 | Take-off aborted due to a woman running across the runway, 100 metres in front of the motor glider. Glider swerved left, narrowly missing her.  | Person on runway |

## 6.4 Raglan Aerodrome Landing Factors

From analysis of the reports there are two main hazards at Raglan Aerodrome:

1. Raglan Aerodrome approach is influenced by winds that can make it challenging.
2. Persons on the runway add complexity for the pilot on final approach.

The wind issue for pilots has been highlighted by the CAA in a Vector<sup>6</sup> article in January/February 2012 along with the terrain and obstacles in the aerodrome environment. The article is attached as Appendix D.

The wind cannot be mitigated but pilots can be informed and prepared. Terrain and obstacles can be mitigated, and this is discussed in the Aerodrome design section.

The runway length is also relatively short, but this depends on the aircraft that is to be operated and the particular aircraft performance. What this does is limit the size and type of aircraft that operate at Raglan Aerodrome. So single engine, light aircraft tend to be the type to operate at Raglan.

The issue of persons and animals on the runway is the other hazard and one that can be mitigated. This is addressed in the Aerodrome design section, but some commentary is needed here.

<sup>6</sup> Vector is the CAA Safety Education Magazine that is sent to pilots and published on the CAA website [www.caa.govt.nz](http://www.caa.govt.nz)

## 6.5 Approach and Landing

Approach and landing is the most critical stage of an aircraft’s operation and the one with the highest workload for the pilot. Most accidents occur in the landing phase which is consistent both in New Zealand and internationally with figures around 40-50% of all accidents.

A range of documents and studies support this including those from the Flight Safety Foundation, the International Civil Aviation Organisation, Federal Aviation Administration (United States of America) and the European Safety Agency. The CAA Aviation Safety Report<sup>7</sup> for 1 January to 31 December 2019 details 40% of accidents during the landing phase.

### Flight Phase

The following table shows the flight phase recorded for accidents for the ten one-year periods ending 31 December 2019. The figures include all aircraft types.

| Flight Phase            | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 |
|-------------------------|------|------|------|------|------|------|------|------|------|------|
| LANDING                 | 43   | 37   | 35   | 48   | 42   | 48   | 44   | 40   | 39   | 44   |
| TAKEOFF                 | 19   | 20   | 11   | 17   | 20   | 16   | 12   | 17   | 14   | 12   |
| CRUISE                  | 5    | 14   | 7    | 16   | 13   | 14   | 8    | 11   | 13   | 7    |
| UNKNOWN                 | 2    | 1    | 2    | 2    | 5    | 3    | 5    | 14   | 5    | 3    |
| APPROACH                | 3    | 8    | 5    | 5    | 9    | 3    | 6    | 2    | 4    | 5    |
| CLIMB                   | 8    | 8    | 2    | 6    | 8    | 7    | 3    | 3    | 5    | 5    |
| PARKED                  | 4    | 2    | 5    | 5    | 0    | 3    | 3    | 1    | 0    | 3    |
| DESCENT                 | 6    | 0    | 6    | 4    | 3    | 6    | 2    | 5    | 3    | 7    |
| HOVER                   | 4    | 4    | 2    | 5    | 1    | 3    | 2    | 0    | 2    | 1    |
| AGRICULTURAL MANOEUVRES | 3    | 1    | 5    | 2    | 2    | 2    | 1    | 1    | 2    | 4    |
| TAXIING                 | 3    | 5    | 3    | 3    | 4    | 5    | 1    | 3    | 1    | 6    |
| HOVER TAXI              | 0    | 0    | 1    | 2    | 0    | 0    | 1    | 0    | 0    | 1    |
| CIRCUIT                 | 1    | 1    | 0    | 0    | 1    | 0    | 0    | 2    | 0    | 1    |
| Not Recorded            | 5    | 7    | 4    | 4    | 2    | 0    | 0    | 2    | 2    | 5    |
| HOLDING                 | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
| AEROBATICS              | 0    | 0    | 1    | 0    | 1    | 0    | 0    | 1    | 0    | 0    |

The most common phase of flight during which accidents occurred in the year ending 31 September 2019 remains the landing phase (40%). This proportion of accidents by flight phase is largely unchanged from previous years and reflects the fact that landing is generally the highest risk phase of flight.

The CAA have produced a “Good Aviation Practice” booklet on landing and take-off which provides additional information on the critical stage of a flight. <https://www.aviation.govt.nz/assets/publications/gaps/Take-off-and-landing-performance.pdf>

At Raglan the ability of the pilot on approach to see persons or animals on the runway may be limited. Reasons include:

- High approach angle to the runway due to terrain and trees on approach

<sup>7</sup> CAA Aviation Safety Report accessed from the [www.caa.govt.nz](http://www.caa.govt.nz) website 16 August 2021

- The nose attitude of the aircraft will be high for approach and the pilot view is limited to the touchdown area and beyond they are aiming for. They may not see people or animals in the preceding area
- The large area that the aerodrome is on means the pilot is focussed on just the intended landing area
- High workload in the cockpit to control the aircraft in windy conditions at Raglan Aerodrome
- The runway length must be suitable to the aircraft performance, but the terrain and winds may cause the aircraft to be higher on approach than the pilot may expect

The ability for the pilot to see people and animals at this critical stage of flight may result in the pilot having to land rather than apply power and “go around”. On approach the aircraft is at minimum power, with aircraft flaps down to slow the aircraft and pilot inputs need to be smooth and precise. If the pilot is low the safest manoeuvre may be to land and avoid the person or animal.

If they need to “go around” they would need to apply full power and raise the flaps whilst also controlling the aircraft – a very high workload, possibly stressful operation. One that can lead to an incident or damage to the aircraft (the aircraft body may be damaged due to overstressing during a full power go-around).

Information provided identifies that the high workload and pilot considerations on landing may not be well understood by persons on the aerodrome and local community.

## 7 Airfield Visit

An onsite Aerodrome visit was completed on Monday 2 August. Mike Haines and Rob Ashley (WRC Community Assets Manager / Acting Team Leader OSM) visited the aerodrome.

An Aerodrome inspection was undertaken prior to a meeting with the Raglan Community Board and other local representatives on the aerodrome.

### 7.1 Aerodrome Inspection

The Aerodrome inspection started at 1230 and was proposed to use a standardised Aerodrome Inspection Checklist, however as the Aerodrome lacked the normal Aerodrome components the checklist was not used.

Three aircraft were on the Aerodrome:

ZK-SLL Cessna 182 - Sky Lane Limited, Auckland (Departed soon after we arrived)

ZK-MDV Cessna 172– Air Auckland Limited, Ardmore Airport (Departed after 1pm)

ZK-IRR Guimbal Cabri G2 - Cirrus Helicopters Limited Drury (Departed after 1pm)

The Aerodrome is part of a large reserve area that is fenced on all sides except the northwest area from the start of Runway 05 to the treeline as depicted on the AIPNZ chart.

The Aerodrome is not defined by any markers of any form and certainly no runway or runway threshold markers. Some marking on the grass (possibly diesel or dye) seems to outline an area of the runway but it does not match the published Aerodrome dimensions. The only indications of an aerodrome apart from some signage on gates are the two windsocks at the vector thresholds.

The inspection commenced at the car park beside the Holiday Camp then along the Aerodrome starting at RWY 23 Threshold down the southern side, crossed the central walkway area, on to the beach at the beach

access point to the northwest, then back on Aerodrome along northwest tree line to the area beside the fuel tank adjacent to the RWY 23 Threshold. Photos were taken and are included in Appendix C.

Trees were noted on the approach to Runway 23 in addition to the Norfolk pine detailed in the AIPNZ. Signage was on the Northern Carpark gate, Southwest access gate and Beach access area (although only at one point but at another area close by).

The runway is published as 60 metre wide runway but the area has no visible boundary or operational area markers and appears the whole area is used as a runway.

Landing fee are charged by Lockie Airport Management and movement data is recorded. The refuelling site is not in the AIPNZ chart and does not appear to be in use or properly protected.

## 7.2 Meeting with Community Board and local representatives

An onsite meeting and discussion was held with Gabrielle Parson (Raglan Community Board Chair), Chris Rainer (Raglan Community Board), Alan Vink, and Ra Puriri.

We discussed a range of issues related to Aerodrome operations and safety including locals concerns and interactions with the CAA staff. Some specific information and details on aviation requirements was provided to assist and also to ensure a correct understanding.

The discussions were very productive and provided valuable input to the review. Their open and honest approach was appreciated as was their willingness to listen and take some advice.

# 8 Risk, Controls and Issues

## 8.1 Risk Management

WDC as the Aerodrome Operator should have a Risk Register so that all risks at the aerodrome are identified and that appropriate mitigations are in place. This should form part of the overall Raglan Aerodrome Risk Management system.

The current two risks identified are:

1. Aircraft and pedestrian/dog collision on the Raglan Airfield
2. Objects on runway surface

A full Aerodrome Risk register needs to be developed with appropriate mitigations and controls. This is consistent with HSWA requirements and also aviation safety management systems. Most people are familiar with hazards and risks as these are now common themes with a wide range of media communicating to use on these concepts including health and safety legislation, insurance requirements and road safety campaigns.

A hazard is a source of harm and doesn't cause an issue until a person is exposed to it and then it is a risk<sup>8</sup>. There are numerous definitions and explanations along with a range of risk assessment tools and methods. The table below details common aerodrome hazards, and some observed during the Raglan aerodrome visit. The simple table outlines what hazards exist of Raglan and propose some controls if none are currently in place.

<sup>8</sup> Worksafe Definitions and acronyms <https://www.worksafe.govt.nz/the-toolshed/definitions-and-acronyms/#lf-doc-29593>

## Raglan Aerodrome Hazard Assessment

| Hazard  | Assessment  | Control  |
|---|---|--|
| <b>Non-standard aerodrome facilities</b>        | The Aerodrome is on one large area of land. Apart from two windsocks and some signage on gates a person would not know it was an aerodrome.<br>No aerodrome markers or runway identification are in place.<br>No identification of aircraft parking area. | Review the Aerodrome and upgrade to meet minimum CAA design standards guidance material.<br><br>Parking area should be clearly designated.   |
| <b>Unauthorised vehicle access to aerodrome</b> | Vehicle access is currently limited and access gates have padlocks.<br><br>Contractors mow the aerodrome on a regular basis. I have found no specific aviation procedures for WDC contractors.  | Ensure padlock access is controlled.<br><br>New aerodrome procedure required. This would include issuing of a NOTAM <sup>9</sup> when works on aerodrome, an aviation radio to monitor pilot calls and specific aerodrome training.  |
| <b>Noise</b>                                    | No specific requirements in place for people on the aerodrome or restrictions for aircraft.<br><br>It was noted in correspondence and during the onsite discussion that noise can be an issue when community or special events are on e.g., a Tangi       | Ensure people are aware of aircraft noise on aerodrome and consider remaining clear due to noise.<br><br>Ability to issue a NOTAM or close the aerodrome during special events.  |
| <b>People on runway</b>                         | The current situation produces a high risk to people and pilots. People need to remain clear of the active aerodrome whilst aircraft are operating but should remain clear at most times as an aircraft can land at any time.                             | Clearly mark the aerodrome and the runway so people can remain clear.<br><br>Install a fence to prevent inadvertent access to the aerodrome and runway.  |
| <b>Wildlife hazards – Birds and Animals</b>     | Due to the aerodrome location birds are present and create a hazard to aircraft.<br><br>Dogs are a major hazard at all aerodromes. In most aerodromes access to the airfield prevents the dog hazard becoming a risk.                                     | Ensure aerodrome management plan for birds which may include a grass management strategy to discourage nesting or accessing a food source. Suggest note added to AIPNZ.<br><br>Install a fence to prevent inadvertent access to the aerodrome and runway.<br>Require dogs to be on a leash when on the areas where the aerodrome is located. |

<sup>9</sup> Notice to Airmen - means a notice distributed by means of telecommunication containing information concerning the establishment, condition or change in any aeronautical facility, service, procedure or hazard, the timely knowledge of which is essential to personnel concerned with flight operations: Civil Aviation Rule Part 1.

|   |   |   |
|---|---|---|
| <p><b>Obstacles</b></p>                               | <p>The AIPNZ chart notes a tree to north east as an obstacle. It also displays the trees to the northwest.</p> <p>Without the edge of the runway and the runway strip being defined it was difficult to assess if there was sufficient obstacle clearance of the runway surfaces.</p> | <p>No Obstacle Limitation Surface (OLS) survey was available for Raglan Aerodrome. The OLS protects the aircraft operations and also defines areas where people and property are clear of the aerodrome operational areas.</p> <p>An OLS survey is needed to confirm the safety of aerodrome operations.</p> <p>An OLS should also establish if the vehicle parking area to the north should have a maximum vehicle parking height.</p> |
| <p><b>Dangerous Goods</b></p>                         | <p>The AIPNZ does not show any fuel facility at Raglan. However, a Jet A1 fuel facility is located in the north west corner. It is not known if this is in use, empty or even if properly maintained.</p>   | <p>WDC needs to follow up on the fuel facility to see who owns it and if it is in use and properly maintained.</p> <p>If retained, it needs to be shown on the AIPNZ chart and if it is available for use.</p>  |
| <p><b>Incorrect published information</b></p>         | <p>The AIPNZ information seemed correct except that the 60 metre runway was not clearly defined.</p>  | <p>WDC to ensure the AIPNZ information is amended when any changes are made to the Aerodrome or any information is identified as not being correct or missing.</p> <p>Suggest an AIPNZ information check in September each year before the busy Spring/Summer period.</p>   |
| <p><b>Weather – Winds, fog</b></p>                    | <p>The incidents at Raglan suggest that wind conditions can be problematic and cause problems for pilots when encountered. This is reinforced by a CAA Vector article as noted earlier.</p>   | <p>Update AIPNZ to include note on possible turbulence and sudden changes in wind direction. Consult local pilots as required for wording.</p>  |
| <p><b>Aircraft propellers, rotors and engines</b></p> | <p>As the public can mingle with aircraft operating not only on the runway but also the parking area additional signage and warnings are needed.</p>  | <p>Suggest some additional signage on aircraft operations and dangers especially at the main access gate.</p>   |
| <p><b>Foreign Object Debris (FOD)</b></p>             | <p>The airfield surface was in good condition with no FOD. It was noted that no tree or related natural debris was evident.</p> <p>It was advised that the aerodrome is used for various events and some people play sport on the area e.g., Golf.</p>                                | <p>Ensure procedure in place after events on the aerodrome to ensure no loose items, rubbish or objects that can damage a landing aircraft, damage a propellor or be ingested into an engine are present.</p> <p>If sports are undertaken, then all equipment and balls are removed especially golf balls.</p>  |
| <p><b>Runway Surface Condition</b></p>                | <p>The grass surface was in good condition. It seemed well maintained.</p>  | <p>Ensure procedure to monitor aircraft surface and issue NOTAMs or close when the surface becomes soft, breaks up or is unsuitable for aircraft operations.</p>  |



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## 8.2 People on the Aerodrome

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The greatest risk to both people and pilots is general public walking across an active Aerodrome. This is an unsafe condition. The council must establish procedures to prohibit or restrict aircraft movements when a known unsafe condition exists.

The WDC is the aerodrome operator and the PCBU so they must satisfy themselves that they are taking all reasonable steps to eliminate or minimise any perceived or material risk (or unsafe condition). There are several options available to the council in regard to methods deployed to separate persons from aircraft (eliminating or minimise) on council owned land. These are detailed later in this report.

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## 9 Aerodrome Design

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### 9.1 Aerodrome Layout

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The current Aerodrome lacks a number of basic aerodrome design components including marker boards to denote the runway thresholds, runway edge and runway end. This can be a common issue at regional aerodromes but often there is also a fenced area preventing access to the aerodrome. CAA Advisory Circular 139-7 provides guidance on aerodrome design and facilities for non-air transport operations.

Currently the runway and the runway strip are not defined. Defining these areas and the associated obstacle limitation surfaces will allow the required area for the aerodrome to be established and then appropriate options for interaction with people to be developed.

The following definitions are from CAA Advisory Circular 139-7:

**Obstacle limitation surfaces** mean defined areas about and above an aerodrome intended for them protection of aircraft in the vicinity of an aerodrome.

**Runway** means a defined rectangular area on a land aerodrome prepared for the landing and take-off of aircraft.

**Runway strip** means a defined area including the runway, and stopway (if a stopway is provided), that is intended—

- (1) to reduce the risk of damage to an aircraft running off the runway; and
- (2) to provide obstacle protection for aircraft flying over the runway strip during take off or landing operations:

**Threshold** means the beginning of that portion of the runway usable for landing.

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### 9.2 Runway and Runway Strip

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CAA Advisory Circular 139-7 provides guidance on runways and runway strips.

#### **Width of runways**

For a runway used only during the day and for visual flying<sup>10</sup>, the minimum runway width should be twice the outer main gear wheel span (OMGWS) of the aeroplane to be operated. For example, a Cessna 172 OMGWS is approximately 2.7 metres so requires 5.4 metres.

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<sup>10</sup> Visual flying is under Visual Flight Rules (VFR) and means that ground based instrument navigation aids are not used.

### Runway strip

A runway should be symmetrically included in a runway strip. Often at regional aerodromes the runway strip is published rather than a specific runway area. The runway strip adds more protection to aircraft operations and people or property on the ground for the runway.

A runway strip should extend beyond each end of the runway for a distance of at least 10 m where the runway is less than 800 m in length or 30 m where the runway is 800 m or more in length.

### Width of runway strips

For a day visual runway, the minimum width of the runway strip should be two and a half times the wingspan of the aeroplane to be operated, or 30 m, whichever is the greater. For example, a Cessna 172 has an 11 Metre wingspan on average so would be 27.5 metres.

## 9.3 Raglan Configuration

Currently the aerodrome is published as a 60 metre wide runway (or possibly runway strip) and 646 metres in length. Considering the type of aircraft operating at the aerodrome and what the community wants to have operating the current runway area may wider than is required.

The following table provides comparisons to similar aerodromes in the AIPNZ. Raglan has a rather wide published runway compared to other aerodromes in relation to the runway length. The runway length determines the size and type of aircraft that can operate.

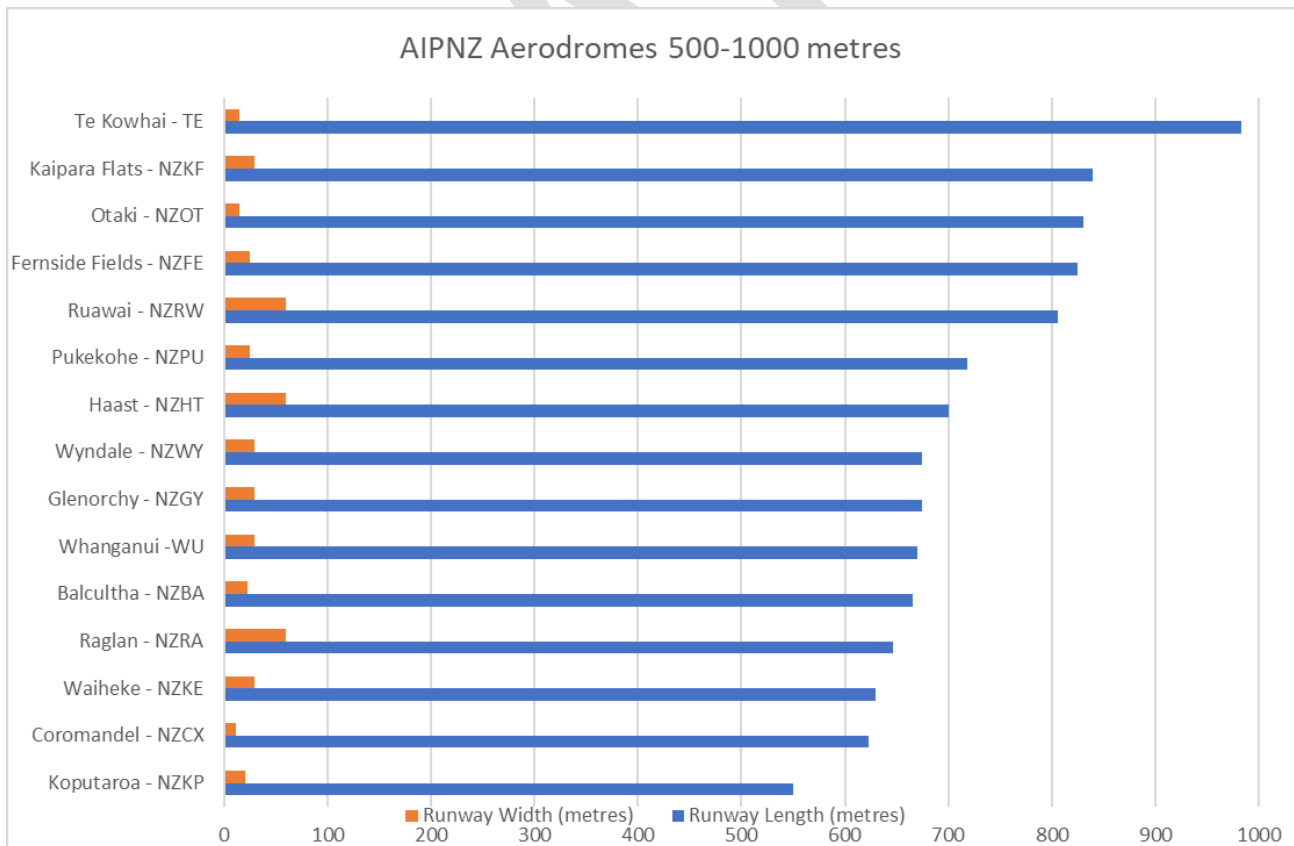


Figure 4 AIPNZ Aerodromes of similar operations

The available runway for an aircraft is dependent on a number of factors including aircraft all-up weight including passengers, freight and fuel, the height of the aerodrome above sea level and the air temperature on the day – higher the temperature longer the runway needed. Even within an aircraft type the particular and configuration can make a difference. For example, a Cessna 172 varies in performance between a “D” model at 2,300 pound gross weight with a 175 Horsepower engine and a “P” model at 2,400 pound gross weight with a 160 Horsepower engine.

The figure below compares runway width at Raglan Aerodrome to similar size aerodromes. Based on the aircraft operating at Raglan and the runway length then a 30 metre wide runway strip with 10 metres at each end would be appropriate.

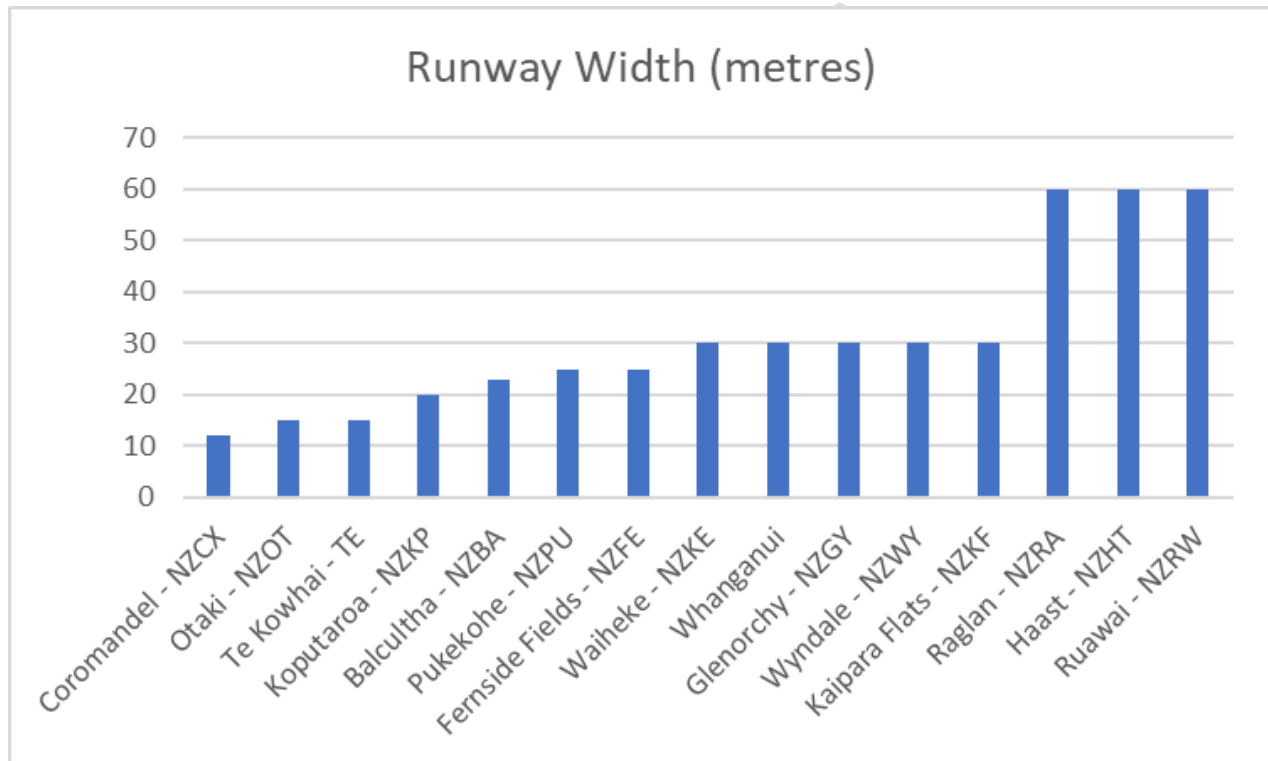


Figure 5 Similar Aerodromes Runway Width

## 9.4 Obstacle Limitation Surfaces

CAA Advisory Circular 139-7 provides guidance on the Obstacle Limitation Surface to protect the aerodrome. WDC needs to establish these surfaces so that the aerodrome operational area can be defined. The runway should be provided with take-off climb and approach surfaces so aeroplanes taking off or landing have a clear obstacle free surface over which to carry out the initial part of the climb or final part of the approach.

A boundary fence could be sited so as to not penetrate the take-off climb/approach surface. A boundary fence not exceeding 1.2 m in height may penetrate the transitional side surface.

### Day Visual Runway

#### Take-off climb/approach surface

The runway should have a take-off climb and approach surface which should:

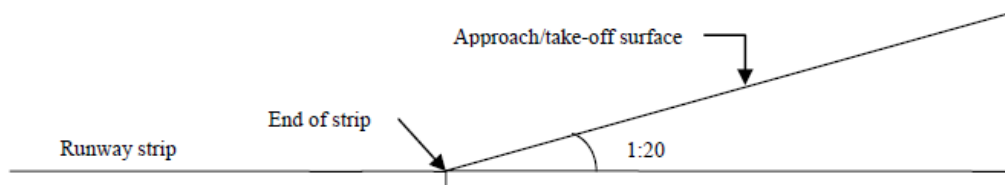
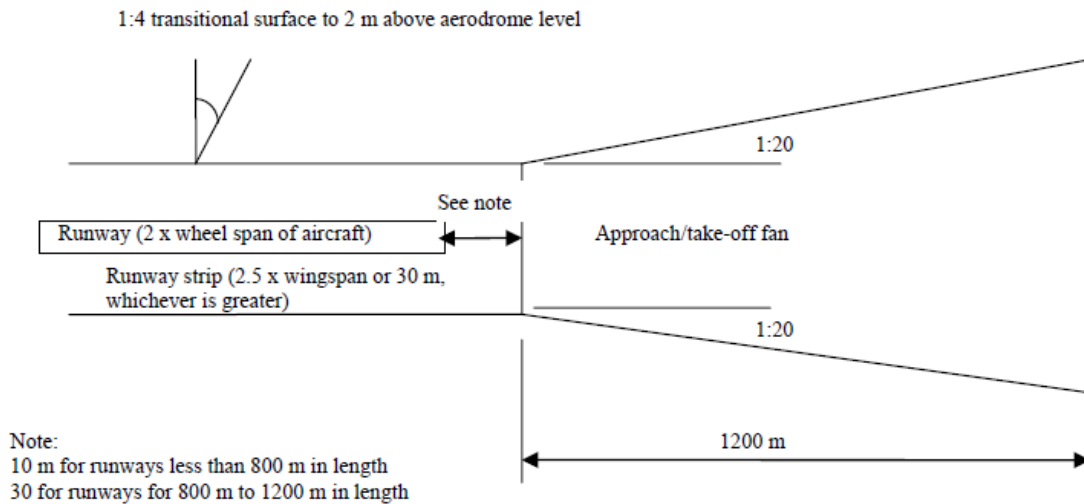
- (a) Rise from the end of the runway strip; and

- (b) Be obstacle free above a gradient of 1:20; and
- (c) Extend horizontally 1200 m from the inner edge; and
- (d) Have sides that are splayed outwards at the rate of 1:20; and
- (e) Not turn before 300 m from the inner edge if a turn is necessary.

If the 1:20 gradient rising from the runway strip end does not clear all obstacles, a displaced landing threshold should be marked at the position necessary to ensure that the approach surface clears the obstacles.

**Transitional side surface**

The runway strip should have a surface clear of obstructions extending sideways and upwards from the sides of the runway strip and the approach/take-off surfaces. The surface should be at a gradient of 1:4 till it reaches a height of 2 m above the runway strip.



*Figure 6 CAA Day Visual Runway OLS*

The landing threshold is normally located at the start of a runway and indicated with the location of a windsock and a threshold marker. In determining that no obstacle penetrates above the approach surface, account should

be taken of the parking area in the approach area. A height of 4.5 m should be allowed for road vehicles. At Raglan the parking area on the Runway 23 approach needs to be considered and if necessary restrict parking. If an object extends above the approach surface and it cannot be removed, the threshold should be displaced to a position on the runway that provides the required obstacle free approach surface.

## 10 Proposed Solutions

The risk assessment identified several hazards and possible controls for Raglan Aerodrome. The decision on action to take best sits with the WDC in consultation with airfield users both general public and pilots. The following proposed solutions that can be enacted to comply with CARs and HSWA requirements.

### 10.1 Aerodrome Area

From the analysis of information provided, correspondence from the CAA and meetings on the airfield with WDC and locals the current situation needs to be addressed.

It is apparent that people and dogs pose a risk to aerodrome operations and aircraft operations pose a risk to people and animals using the aerodrome area. Defining the aerodrome correctly as per Section 9 including reducing the aerodrome operational area will allow more area for people and activities including dog walking.

The following options are available and recommended:

|     |   |
|-----|---|
| 1.  | Review the aerodrome size and dimensions in accordance with CAA AC139-7 including reduction in the runway width to 30 metres  |
| 2.  | Undertake a full OLS survey once the aerodrome is defined and address any obstacles as needed including vehicle parking in the northeast carpark.   |
| 3.  | Define the Aerodrome operational area by appropriate aerodrome marker boards or similar for the runway threshold (to assist pilots) and the runway edge (to assist people). See Appendix E. |
| 4.  | Based on the OLS fence the north western side of the Aerodrome operational area to prevent public and animal inadvertent access.  |
| 5.  | Define an aircraft parking area that is outside the OLS and defined to prevent inadvertent public access.   |
| 6.  | Publish the OLS in the district plan for public access and to ensure it protects the airfield from new obstacles.   |
| 7.  | Review the fuel tank on the airfield and if it remains note in the AIPNZ chart.   |
| 8.  | Develop a process for issuing NOTAMs or closing the airfield for special events or during local activities.   |
| 9.  | Develop a new training procedure for WDC staff and contractors working on the aerodrome to ensure pilots are aware and staff are protected.   |
| 10. | Determine if a specific helicopter landing area is needed.  |
| 11. | Provide aerodrome educational information for the General Public on the WDC website on Raglan Airfield.   |
| 12. | Consider a contracted Airport Manager to oversee operations – part time or on call.   |
| 13. | When fenced put CAA Operational Signage on all fences and access points to the airfield to identify the area as an operational aerodrome and limit access.                                  |



|     |   |
|-----|---|
| 14. | Consider additional signage for the public warning of aircraft operations especially noise, propellers and taxiing aircraft.  |
| 15. | Require any dogs on the area around the aerodrome operating area are kept on leads or fencing prevents access to the runway.  |
| 16. | Develop Aerodrome Management plan including Instigate regular aerodrome operational inspections on runway surface, obstacles and foreign object. Including at least one full inspection before the busy Spring/Summer traffic season. |
| 17. | Consider ongoing approval process for operators to use the aerodrome especially training flights so that appropriate briefing information is provided to student pilots – See AIPNZ options below.                                    |
| 18. | If events occur on the aerodrome especially when closed, then establish a procedure to inspect the aerodrome for damage or debris before it returned to operations.   |

## 10.2 Aerodrome Operations

In regard to Aerodrome operations, it is recommended:

1. Continue the approval process for users as per current NOTAM until sufficient actions have been enacted to address the risks to people on the aerodrome.
2. Discuss with Emergency Helicopter Operator if procedures are need for when they operate close to the aerodrome e.g., AIPNZ note to remain clear of aerodrome whilst emergency helicopter is operating.
3. Add to the AIPNZ notes to:
  - a. Caution pilots on the changeable winds and possible turbulence on approach.
  - b. Advise on bird activity
  - c. Until fully fenced require, landing light to be on when aircraft on approach.

## 11 Summary

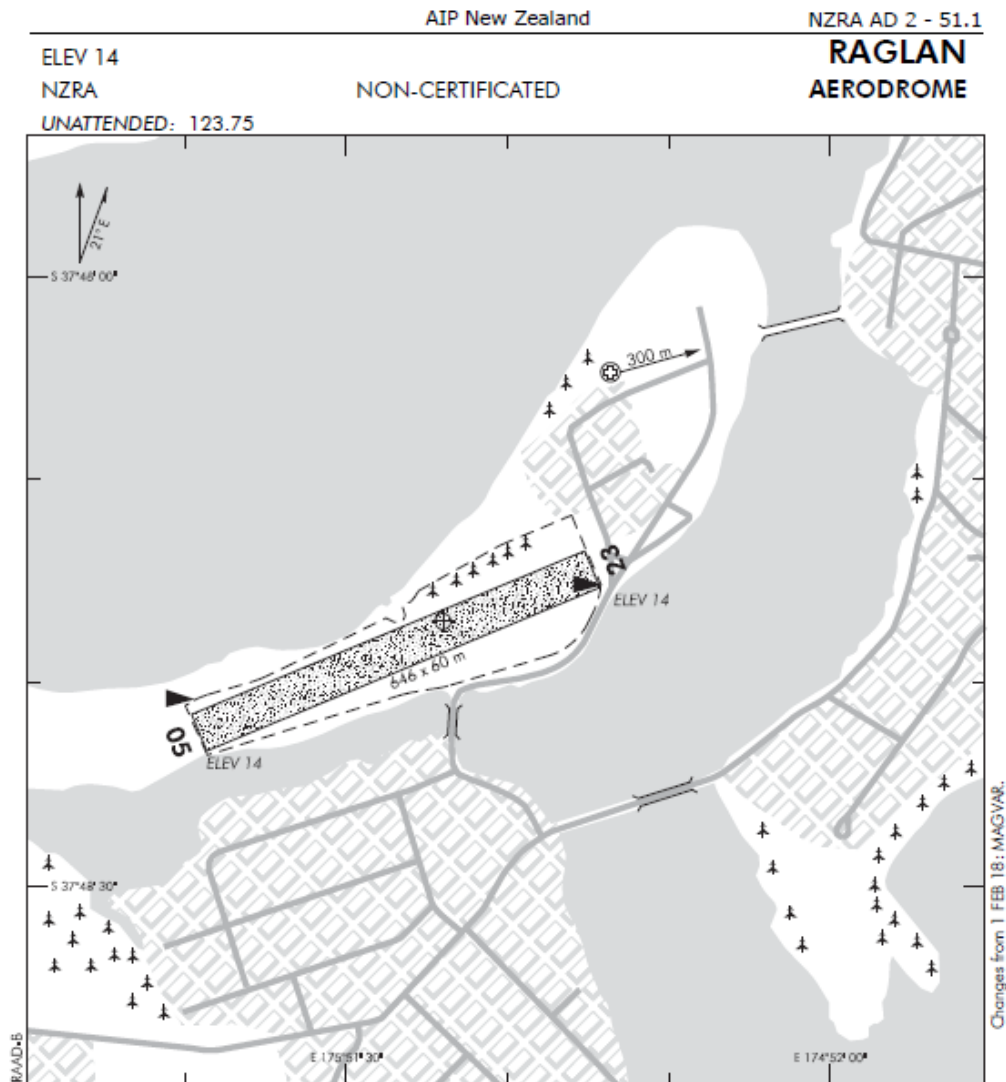
Raglan Aerodrome is a general aviation aerodrome that has a range of aircraft operations with the most operations in the summer period. Although the aerodrome has been established for a number of years the aerodrome operation is on land that is used for beach access, walking and dog walking. The general public have unrestricted access to the aerodrome and the operational areas whilst aircraft are operating.

Whilst aircraft operational numbers are not high the risk of an incident between a landing aircraft and a person or dog on the runway is high. Whilst signage warns pedestrians and the AIPNZ has a note for pilots the situation presents safety issues and WDC needs to take action as both aerodrome operator and a PCBU under appropriate legislation.

Upon assessing the aerodrome, a solution can be provided that ensure the safety of people on the ground and pilots operating at the airfield. If the aerodrome is properly designated with associated obstacle surfaces, and the operational area is fenced off it will leave area for the general public to enjoy the area. Defining the operational aerodrome will also mean that any person on the area knows where aircraft will be operating and can remain clear.

There are also some aerodrome management activities that can be undertaken to ensure WDC operates the Aerodrome in accordance with regulatory requirements.

# Appendix A – Raglan AIPNZ Chart



1. **CAUTION:**
  - Rabbit holes on aerodrome.
  - Norfolk Island pine on hill infringes fan to NE. 10° left turn required on take-off.
  - Emergency helicopter operations take place from harbourside site approximately 500 m east of THR RWY 23.
  - Occasional dog walking (off leads) who run freely on the runway.
  - People walking across runway from time to time.
2. First aid kit at fire/ambulance station.
3. Card phone available at camp 50 m NE of aerodrome.
4. Kite flying occurs at Wainui reserve 2 NM SW of aerodrome.

S 37 48 17 E 174 51 36\*

**Effective: 22 APR 21**

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**RAGLAN AERODROME**



NZRA AD 2 - 52.1 AIP New Zealand  
 Non-Certificated Aerodrome 0.6 NM WSW of Raglan

**RAGLAN  
 OPERATIONAL DATA**

NZRA

**RWY**

| RWY      | SFC   | Strength     | Gp | Slope | ASDA | Take-off distance |      |      | LDG DIST |
|----------|-------|--------------|----|-------|------|-------------------|------|------|----------|
|          |       |              |    |       |      | 1:20              | 1:30 | 1:40 |          |
| 05<br>23 | Gr(f) | ESWL<br>1020 | 5  | Nil   |      | 646               |      |      | 646      |

**LIGHTING**

Nil

**FACILITIES**

Nil

**SUPPLEMENTARY**

Operator: Waikato District Council, Private Bag 544, Ngaruawahia.  
 Tel (07) 824 8633 Fax (07) 824 8091

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**RAGLAN  
 OPERATIONAL DATA**

## Appendix B – Raglan Aerodrome Review Scope



### Raglan Airfield Review

#### Background:

Raglan airfield is a small local airfield located on the west coast between Auckland and New Plymouth and West of Hamilton. The airfield is situated on land administered by the Waikato District Council in the centre of Raglan township. The residential and commercial centres of Raglan are located to the south and east of the airfield.



*Image 1: Raglan Airfield Location*

The airfield is operated by the Waikato District Council's Open Spaces team from a maintenance and administration perspective. The Raglan airfield is non-certificated.

Recently Council presented a report to the Raglan Community Board with some proposed changes to the way in which the airfield was managed. These changes were recommended to better control the health and safety risks associated with an operational airfield, for both pilots and members of the public.

These risk controls have been challenged by the community and therefore we are seeking an independent assessment the health and safety risks associated with the airfield, and a review of appropriateness of the controls that are currently in place to manage these risks.

#### Purpose:

The purpose of the proposed review is to assist in the following areas:

- Council has no staff that are subject matter experts in the management of non-certificated airfields/aerodromes. A review of the airfield's health and safety risk management practices would assist staff in their understanding of what is required to safely operate an airfield.



## Raglan Airfield Review

- Waikato District Council is looking to understand the health and safety risks with the existing airfield use and layout and how these risks can be eliminated or managed as far as is reasonably practicable as required by Health and Safety at Work Act (2015) and its associated Regulations.

It is intended that the review of the operations and risks would then be shared with the Raglan Community Board / Community to assist in the discussion around the use and management of the airfield.

### Project Outcomes:

The outcomes Council is seeking from this work would be to:

- Provide subject matter expert advice on the management of risks in accordance with Council's duties detailed in the Health and Safety at Work Act (2015)
- Independently audit the health and safety risk management of the airfield.
- Identify specific risk controls, the cost to implement, and the impact that these controls would have on managing the risk.
- Present the information in a report.

### Scope:

- Review the management of the Raglan Airfield from an airfield operator's perspective.
- The review is limited to Raglan airfield as highlighted on the map above.

### Deliverables:

- A detailed report that summarises key findings, recommended changes or improvements and the legislation and/or evidence which supports these recommendations.

### Client Information provided:

- Historic use data
- CAA incident reports
- CAA notice

### Community Queries

The community have raised some of the following queries and concerns. Can comment be made on the validity of the ideas and queries so WDC and the Raglan Community Board can discuss the outcome.

- Concerns about the airfield's proximity to the urban areas of Raglan and the possibility of aircraft incident.
- Pedestrian warning light system
- What is the actual safety risk associated with pedestrians and aircraft? Can it not be managed similar to train crossings?
- Can the airfield be split use? I.e., Some days are designated for community use and vice versa.



## Appendix C – Aerodrome Inspection Photos

Approach RWY 23 from runway edge



Approach RWY 23



Approach RWY 05



Centre of RWY 23 Approach



Beach Access - No Signage



Beach RWY 23 Approach



Beach RWY 05 Approach



Signage Aerodrome access from beach





Signage Southeast Road



Aerodrome Marking Lines



Trees northwest side



Signage Car Park by Motor Camp



Fuel Tank Location



Fuel tank



Parking Area





Windsock RWY 23



Windsock RWY 05



## Appendix D – CAA Article on Raglan

# The Right Approach to Raglan

Don't get high on a visual illusion and sink to a bumpy landing.

**S**ometimes in here, the weather's great and the sea's up. With a 10-knot headwind you're established on final approach in your light aircraft for Runway 23 at Raglan, for a weekend of fun at the beach. What could be better?

For the unwary or low time pilot however, Raglan aerodrome can present some interesting challenges because of the runway length and some visual illusions, especially landing to the west on Runway 23.

Recently ZK-ZFR, an ATEC Zephyr, was on a short approach to land on Runway 23 at Raglan when it started to sink. The aircraft stalled heavily and its landing gear collapsed. Fortunately, nobody was injured, but it was a bad ending to an otherwise uneventful flight.

### Be Aware

Raglan aerodrome with an elevation of 14 feet, by the beach, has two grass runways, 06 and 23, with no slope and 544 metres distance for landing and takeoff.

Flying instructor and A320 pilot, Bill Hemwood, has seen some interesting landings, or rather arrivals, at Raglan.

"I think for any pilot approaching Runway 23 at Raglan, it can be a challenge with some unique features, especially for the low-hour infrequent-flying private pilot.

"On final for 23, the view of the hills at the western end may cause pilots to think they have less room than they have.

"The wind can also be fickle, and a wind from any direction other than straight down the runway tends to bend, and come from the harbour entrance at the western end, but then be straightened by the trees on the northern side of the threshold. A wind from the northwest will tend to blow a 230 direction at windsock height, but will behave as a north westerly at treetop height, giving a change of direction and wind shear just as you are crossing the fence," Bill says.

Test Pilot Roger Shepherd says that he has observed some very slow and low approaches across the 23 threshold and boundary fence, and some interesting arrivals.

"My discussions with other pilots revealed that they had noted similar observations to mine," Roger says.

Roger offers some additional thoughts to those of Bill as to what he considers may be contributing factors to the formation of visual illusions that fool pilots into believing they are higher than normal on the approach, and the resulting low, slow approaches and heavy landings.

"The actual strip is not delineated by a brown area as is often the case at other airfields, which means it may not present similar visual cues that other strips normally do.

"The higher terrain of Bow Street at 75 feet, positioned approximately 500 metres from the boundary fence on the extended centre line, and two Norfolk pine trees approximately 320 metres from the boundary fence, may cause pilots to add a little more height to their approach, to subconsciously give themselves plenty of obstacle height over the houses and trees.

"Sadly, at 640 metres in length, Raglan may represent a short strip to many pilots.

"With amateur-built aircraft, the stall speed may not have been accurately established and may be higher than what people believe and use."

### A Typical Scenario

Roger offers the following scenario as a likely plausible explanation for the consequential heavy arrivals off the 23 approach over Bow Street and the pine trees.

"A pilot sets up for a normal landing approach, but from about mid-way down final approach the rising terrain of Bow Street starts to look a little imposing, and the two pine trees become apparent. An increment of power is added, and the subsequent subtle nose pitch up and airspeed decrease is not appreciated.

"Inside one mile on final, the pines begin to look quite high and a little more power and possibly another slight attitude change is made to miss the trees by a healthy margin.

"Crossing over the pines, the approach looks a bit higher than normal, and an impression may be gained that the aircraft will have insufficient distance to stop.

"After passing the trees a considerable power reduction is made to get down to what is considered a normal approach height. Watching aircraft at this point it would seem that the increasing sink rate is not being appreciated, and power is heard to be added with a significant nose up pitch.

"The boundary fence slips by underneath, the power is cut and the aircraft arrives."

Roger says that if we consider a typical day with at least 10 knots of wind, and a low-inertia aircraft, then the glide

angle after passing the pine trees can be quite steep and crucially short of the strip.

### Tips for Safe Arrivals

"After passing Bow Street and the pines, any power reduction should only be very slight and the aircraft can be placed easily at around a third of the way into the strip with 430 metres left to go – ample for the type of aircraft that seem to feature in these observations," Roger suggests.

Bill offers some additional tips for safe arrivals.

"Know exactly the distance your aircraft requires to land in, not just the ground bit – the whole lot. Slamming the aircraft onto the ground just inside the threshold and boundary fence is pointless and potentially dangerous, if every time you do so you have more than 400 metres of runway left over.

"For amateur-built aircraft, know your actual stall speed at maximum landing weight in the landing configuration. The actual speed your aircraft stalls at could easily be around 30 per cent greater than what you see indicated on the airspeed indicator.

"Know what 1.3 times the stalling speed in the landing configuration ( $V_{st}$ ) means, and work it out for your aircraft. Practise and become confident at flying stable approaches at  $1.3 V_{st}$ .

"Be aware of the trees on the right of the touchdown area of Runway 23, and the wind shear they create.

"Be aware of the undulations to the left of the nominal 23 centreline."

"Seek professional help if you are in doubt, or if you need to boost your skill levels and confidence before operating at Raglan," Roger adds. ■

Photo courtesy of Roger Shepherd



## Appendix E – Aerodrome Markers

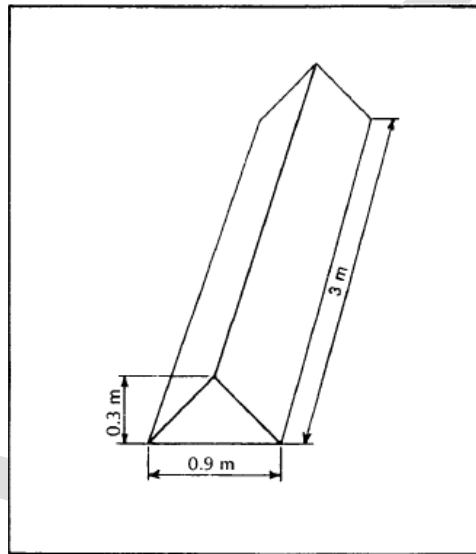
### CAA Advisory Circular AC 139-7

#### Markers for general use

**5.2.7** Markers should be lightweight and frangibly mounted. Those located near a movement area should be sufficiently low to preserve clearance for propellers. They may be boards, cones, or white painted tyres.

**5.2.8** A conventional marker board should be constructed to appear as illustrated in Fig. 5-3.

Figure 5.3



Moulded plastic markers filled with water - <https://flightqse.com/product-lines/airfield-markers/>





### Open Meeting

|                     |   |
|---------------------|---|
| <b>To</b>           | Raglan Community Board  |
| <b>From</b>         | Gabrielle Parson<br>Chairperson   |
| <b>Prepared by</b>  | Matt Horsfield<br>Democracy Advisor   |
| <b>Date</b>         | 8 September 2021  |
| <b>Reference #</b>  | GOV0507   |
| <b>Report Title</b> | Outcome of the Raglan Coastal Reserves<br>Management Plan for Papahua, Manu Bay and Wainui<br>Reserves. |

## I. EXECUTIVE SUMMARY

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The purpose of the report is to inform the Board of the outcome of the Raglan Coastal Reserves Management Plan for Papahua, Manu Bay and Wainui Reserves and provide an overview of the process that led to Waikato District Council adopting the Reserve Management Plan.

The following is an excerpt from correspondence provided to the chair from the Council:

*Our first round of engagement was completed in February 2019, when we asked the community to share their ideas, suggestions, and vision for these three Raglan reserves. Ideas and suggestions were incorporated (where possible) in to the draft RMP that we publicly consulted on from 07 October to 07 December of 2020 via drop-in sessions, local school visits and targeted consultation.*

*We received 173 submissions on the draft RMP, and the hearings panel (consisting of two Councillors and one Maangai Maori) heard 19 submissions in person.*

*Council Reserve Planners undertook further discussions with stakeholders to identify key outcomes for the reserves. The hearings panel conducted deliberations to consider and make decisions on the submissions. Several decisions were made and have been reflected in the final RMP.*

We would like to draw your attention to the following decisions:

- a. Concept plans created for all three reserves
- b. Co-governance relationships to be established for each reserve
- c. Acknowledgement of Raglan Football club on the Papahua Recreation Domain
- d. Proposed erosion mitigation at Papahua Recreation Domain
- e. Re-development of the carpark at Manu Bay to align with the 1996 RMP vision
- f. Shared trails across Wainui Reserve
- g. Development of bridal trails and parking on Wainui Reserve
- h. No access to horses on the beach from Wainui Reserve
- i. Acknowledgement of Surf Schools to operate at Wainui Reserve
- j. Environmental guardianship and protection of native habitat at all reserves

Council adopted the Raglan Coastal Reserve Management Plan for Papahua, Manu Bay and Wainui at their meeting on 9 August 2021. A copy of the Council decisions report, which provides more details and response on all submissions received and the final adopted version of the RMP is available on our website.

Council report and submission responses

[https://www.waikatodistrict.govt.nz/docs/default-source/classifieds/210225-raglan-coastal-rmp-hearing-agenda.pdf?sfvrsn=ea3a8fc9\\_0](https://www.waikatodistrict.govt.nz/docs/default-source/classifieds/210225-raglan-coastal-rmp-hearing-agenda.pdf?sfvrsn=ea3a8fc9_0)

Final Reserves Management Plan

<https://www.waikatodistrict.govt.nz/your-council/plans-policies-and-bylaws/plans/reserve-management-plans/raglan-coastal-reserves-management-plan>

## **2. RECOMMENDATION**

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

## **3. ATTACHMENTS**

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Nil

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**Open Meeting**

|                                 |  |
|---------------------------------|--|
| <b>To</b>                       | Raglan Community Board                     |
| <b>From</b>                     | Gabrielle Parson<br>Raglan Community Board |
| <b>Date</b>                     | 8 September 2021                           |
| <b>Prepared by</b>              | Matt Horsfield<br>Democracy Advisor        |
| <b>Chief Executive Approved</b> | Y  |
| <b>DWS Document Set #</b>       | GOV0507                                    |
| <b>Report Title</b>             | Chairperson's Report                       |

**1. EXECUTIVE SUMMARY**

---

The Chairperson's report is attached for the Board's information.

**2. RECOMMENDATION**

---

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

**3. ATTACHMENTS**

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Chairperson's report – 2nd September 2021

Raglan Events Calendar October 2021-April 2022

Raglan Community Board

Chairperson's Report - Gabrielle Parson

2rd September 2021

Firstly, I would like to acknowledge the passing of Bob McLeod, our fellow community board member. I have worked with Bob for the last 5 years and we will really miss him. He brought a good sense of humour, practicality and knowledge to our work.

Then another big thing for us has been the country being in Level 4 and the changes that has brought to everyone. I know our community is very good at working together and supporting each other. If anyone needs support or help with anything at this time, please be in touch and I will do what I can, with the support of other Board members.

**Over the last few weeks I have attended these meetings and been working on:**

- Attending Places for People meetings and supporting with Comms/Engagement.
- RCB submission to the WDC Representation Review
- Raglan Bus – meeting with RCB members, community member, WDC and Waikato Regional Council staff regarding next steps.
- Wharf Project – Project Control Group meeting
- Freedom Camping – meeting with WDC staff and RCB member
- Raglan Foodwaste Communications Planning
- Community Response Planning Group meeting
- Coastal Reserves Oversight – meetings with WDC staff (see below)
- WDC Funding Review workshop

**Keeping oversight of:**

- COVID Levels and community changes and responses
- Raglan Airfield (see Works and Issues Report for latest report)
- Papahua Footpath development and WDC working with stakeholders
- Greenslade footpath project

**Coastal Reserves Oversight**

I aim to report regularly in my Chair's report on this.

What has happened recently:



- I met with WDC staff regarding events on the reserves. Events Calendar attached.
- Raglan Coastal Reserves Management Plan finalised – see RCB agenda item
- Coastal erosion and work to rebury the Vodafone cable at Ngārunui Beach

Next steps for RCB – aiming for October meeting:

- WDC staff to provide RCB with a summary of operational, maintenance and capital works proposed in Raglan included in the new LTP for 2021/22.
- WDC / RCB to confirm the criteria used to trigger engagement (e.g. changes to LOS, multiple stakeholder involved, high community interest, contentious issues where careful / united messaging is required, significant capital projects on the reserves, during the development of strategies / policies.
- RCB to finalise a stakeholder list and share it with WDC
- RCB to organise a yearly stakeholder/user group meeting (before end of the year)
- WDC and RCB to consider how 'big picture' strategic thinking for Raglan can be done/fitted into current initiatives / frameworks.

| Club / Organisation / Group                      | Event            | Where                    | Set up Date      | Event Start Date | Event End Date   | Pack Down Date   | Time        | Number Of Participants          |
|--|------------------|--------------------------|------------------|------------------|------------------|------------------|-------------|---------------------------------|
| Raglan Point Board Riders                        | Surf Competition | Manu Bay                 | 2 October 2021   | 2 October 2021   | 2 October 2021   | 2 October 2021   | 0800 - 1800 | 50 Participants 50 Spectators   |
|  | Wedding          | Te Kopua Beach           | 23 October 2021  | 23 October 2021  | 23 October 2021  | 23 October 2021  | 1100 - 1730 | 11 participants 120 spectators  |
|  | Wedding          | Wainui Bush Park Reserve | 30 October 2021  | 30 October 2021  | 30 October 2021  | 30 October 2021  | 1000 - 1700 | 80 participants                 |
| Raglan Point Board Riders                        | Surf Competition | Manu Bay                 | 6 November 2021  | 6 November 2021  | 6 November 2021  | 6 November 2021  | 0800 - 1800 | 50 Participants 50 Spectators   |
|  | Wedding Ceremony | Whale Bay Raglan         | 13 November 2021 | 13 November 2021 | 13 November 2021 | 13 November 2021 | 1200 - 1600 | 120 Participants                |
|  | Wedding          | Wainui Reserve           | 18 November 2021 | 18 November 2021 | 18 November 2021 | 18 November 2021 | 1200 - 1300 | 40                              |
| Raglan Point Board Riders                        | Surf Competition | Manu Bay                 | 4 December 2021  | 4 December 2021  | 4 December 2021  | 4 December 2021  | 0800 - 1800 | 50 Participants 50 Spectators   |
|  | Wedding          | Wainui Bush Park         | 8 January 2022   | 8 January 2022   | 8 January 2022   | 8 January 2022   | 1300 - 1700 | 100 Participants                |
|  | Wedding          | Whale Bay                | 8 January 2022   | 8 January 2022   | 8 January 2022   | 8 January 2022   | 1200 - 1800 | 6 participants 24 spectators    |
| Bigfoot Adventures                               | School Camp      | Papahua Domain           | 8 February 2022  | 8 February 2022  | 11 February 2022 | 11 February 2022 | 0900 - 1500 | 18 participants                 |
| Australasian Police and Emergency Services Games | Surfing          | Manu Bay                 | 7 March 2022     | 7 March 2022     | 10 March 2022    | 10 March 2021    | 0700 - 1700 | 100 Participants 100 Spectators |
|  | Wedding          | Wainui Reserve           | 2 April 2022     | 2 April 2022     | 2 April 2022     | 2 April 2022     | 1200-1830   | 120                             |



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### **Open Meeting**

|                     |   |
|---------------------|---|
| <b>To</b>           | Raglan Community Board                    |
| <b>From</b>         | Cr Lisa Thomson<br>Raglan Ward Councillor |
| <b>Prepared by</b>  | Matt Horsfield<br>Democracy Advisor       |
| <b>Date</b>         | 9 September 2021                          |
| <b>Report Title</b> | Councillor's Report                       |

## **I. EXECUTIVE SUMMARY**

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### **Council Meetings:**

Council  
Council Extraordinary Meeting  
Hearings - Stormwater Bylaw & Water Supply Bylaw  
Representation Review hearings  
Covid Updates online

### **Sub-Committee Meetings:**

Policy and Regulatory  
Strategy and Finance  
Infrastructure  
Discretionary and Funding

### **Other committees/roles**

Solid Waste steering committee  
Conservation strategy  
Raglan Holiday Park Papahua governance board meetings  
Community board/committee chairs update

**Workshops/other:**

Representation Review  
Speed Limit Review  
Our plan & Local Government  
Freedom camping  
Communication planning for Raglan food waste  
Three waters  
1st draft waste management and minimisation bylaw  
2021 economic and social surveys results overview

**Community:**

Whaingaroa Raglan Destination Management Organisation  
Raglan Business Chamber board meeting  
Raglan Radio - regular interview with Aaron  
Regular volunteer shifts at the I Hub

Places for People catch up

Follow up unsealed network hui number 2.

**2. RECOMMENDATION**

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**THAT the report from Cr Thomson, Raglan Ward Councillor, be received.**

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### **Open Meeting**

|                                 |   |
|---------------------------------|---|
| <b>To</b>                       | Raglan Community Board                  |
| <b>From</b>                     | Dennis Amoore<br>Raglan Community Board |
| <b>Date</b>                     | 8 September 2021                        |
| <b>Prepared by</b>              | Matt Horsfield<br>Democracy Advisor     |
| <b>Chief Executive Approved</b> | Y                                       |
| <b>DWS Document Set #</b>       | GOV0507                                 |
| <b>Report Title</b>             | Board Member's Report                   |

### **1. EXECUTIVE SUMMARY**

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The Board Member's report on the Places for People Project is attached for the Board's information.

### **2. RECOMMENDATION**

---

**THAT the report from Mr Amoore be received.**

### **3. ATTACHMENTS**

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Board Member's report – Places for People Project

## Places for People Project

Thanks to all of you who took the time to give feedback on the Parklets and road marking changes in Raglan town centre. We appreciate your patience as the finishing touches were made to the Parklets. Additional signage will be installed in support of the project.

We received 74 responses to the survey and from those 78% like the road marking, 70% like the Parklets and 69% were in support of the project trial continuing. We appreciated the detail of your feedback and have noted what you love, elements that are working well for you, what you were not so keen on, and things to keep a note of. The project team is also continually observing the changes and the way that people are interacting in these spaces. It takes a while to get used to something new, especially in the centre of our town and we will certainly learn a lot as the weather warms up and more people are out and about.

The trial period for the parklets will continue to run through until December 2021. We will check in with you again late November and will then evaluate the success of the project. There may be some small changes and improvements made then if we need them. If the feedback is positive the trial will be extended through to March 2022.

The Places for People Project has been made possible thanks to funding from the central government, through Waka Kotahi's (NZTA) Innovating Streets fund.

From the Places for People Project Team

*If you have any questions or concerns please contact the project team or a member of the Community Board directly. You can do that by phone or email. Visit the RCB website [www.raglancommunityboard.co.nz](http://www.raglancommunityboard.co.nz) for project details, updates and contact information.*

### **Dennis Amoore**

Mobile: 027 825 5807

Email: [deamoore@farmside.co.nz](mailto:deamoore@farmside.co.nz)

### **Lisa Thomson**

Mobile: 021 179 8256

Email: [lisa.thomson@waidc.govt.nz](mailto:lisa.thomson@waidc.govt.nz)



### Open Meeting

|                                 |                                     |
|---------------------------------|-------------------------------------|
| <b>To</b>                       | Raglan Community Board              |
| <b>From</b>                     | Gavin Ion<br>Chief Executive        |
| <b>Date</b>                     | 8 September 2021                    |
| <b>Prepared by</b>              | Matt Horsfield<br>Democracy Advisor |
| <b>Chief Executive Approved</b> | Y                                   |
| <b>Reference #</b>              | GOV0507                             |
| <b>Report Title</b>             | Exclusion of the Public             |

## I. RECOMMENDATION

**THAT** the public be excluded from the following parts of the proceedings of this meeting.

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

| General subject of each matter to be considered | Reason for passing this resolution in relation to each matter   | Ground(s) under section 48(1) for the passing of this resolution |
|---|---|--|
| Item 1.1 – Raglan Harbour Board - Update        | Good reason to withhold exists under Section 6 or Section 7 Local Government Official Information and Meetings Act 1987 | Section 48(1)(a)   |

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

| Item No. | Section      | Interest   |
|----------|--------------|--|
| Item 1.1 | 7(2)(a)      | To protect the privacy of natural persons, including that of deceased natural persons.   |
|          | 7(2)(b)(i)   | Would disclose a trade secret.   |
|          | 7 (2)(b)(ii) | Would be likely unreasonably to prejudice the commercial position of the person who supplied or who is subject of the information. |