



POKENO COMMUNITY COMMITTEE

AGENDA 14/6/2016

- **Apologies**
- **Confirmation of Status of Agenda**
- **Disclosure of Interest**
- **Confirmation of Minutes 10th May**
- **Matters arising from the minutes**
- **Placemaking in Pokeno Report**
- **Draft Neighbourhood Parks Reserves Management Plan Report**
- **Open Waikato brings Waikato Innovation Park to Tuakau and Pokeno**
- **Pokeno Community website Preposal Report**
- **Change in Health and Safety Legislation Report**
- **Draft Work Plan Report**
- **Councillors Report**



POKENO COMMUNITY COMMITTEE

MINUTES of the monthly Pokeno Community Committee meeting held in the Pokeno Hall, Pokeno, on 10th may 2016, commencing at 7.30pm.

Committee Members Present: Helen Clotworthy, Paul Heta, Doug Rowe, Kris Hines, Tricia Graham, Ric Odom, Lance Straker, Wayne Rodgers, Charles Hackett, Janet McRobbie.

Guests in Attendance: Mayor Alan Swanson, Tony Whitaker W.D.C
Colin Botica Pokeno Land Consortium

Councillors in Attendance: Cr J Church, Cr Lionel Petersen

Community Members Attending: Community Members attended.

Apologies and leave of absence: Apologies were received from Renee Eskir, Todd Miller, Jane Wood

Moved that the apologies be accepted: Helen Clotworthy

Seconded: Tricia Graham

Carried

As this was the first meeting of the new committee the meeting was chaired by Tony Whitaker until a Chairperson was appointed.

1 APPOINTMENT OF CHAIRPERSON AND DEPUTY CHAIR

Chairperson

Helen Clotworthy was nominated

Nomitated by Charles Hackett

Seconded by Doug Rowe

There were no further nominations so Helen Clotworthy was appointed and took over the chair
Deputy Chair

- Kris Hines was nominated
Nominated by Doug Rowe
Seconded by Ric Oden
There were no further nominations so Kris Hines was appointed.

2 APPOINTMENT OF SECRETARY

Tricia Graham was nominated
Nominated by Janet McRobbie
Seconded by Wayne Rodgers
There were no further nominations so Tricia Graham was appointed.

3 CONFIRMATION OF PREVIOUS MINUTES meeting held 12th April 2016

Moved that the minutes be accepted: Helen Clotworthy

Seconded: Kris Hines
Carried

There were no matters arising from the previous minutes

4 DRAFT POKENO COMMUNITY COMMITTEE CHARTER

This was amended that the quorum be change to the presence of 7 members

Moved Kris Hines
Seconded Lance Straker
Carried

Committee members were encouraged to read the charter

5 ROLLS AND RESPONSIBILITIES OF THE MEMBERS OF THE POKENO COMMUNITY COMMITTEE

That these should be accepted

Moved Wayne Rodgers
Seconded Ric Oden
Carried

6 CODE OF CONDUCT

Moved that these should be adopted by all

Moved Doug Rowe
Seconded Kris Hines
Carried

7 REPORTS

7.1 Pokeno Land Consortium

Colin Botica General Manager of PLC was introduced. He outlined some of the history of the development and brought us up to date with what was happening at the present time.

Industrial Development

There are 27 hectares of industrial land of which 15 hectares have been sold – 11 to Yashilli. There has been considerable interest since Xmas. A majority of those interested seem to be from food related industries in keeping with PLC's vision that this should be a Business Park.

Helenslee Block

1 to 10 have all been sold and 11 is now being released.

Colin fielded questions on children's playgrounds and parks including a dog park.

Tony Whittaker said there needs to be more thinking in Council about the reserves including the need to look at storm water issues.

Hitchen Block

This is well underway. 2A is now on the market and there has been a very positive response to this. He anticipated that there would be about another 2 years of earthworks.

Now followed more general discussion on the development.

Transport. There was general agreement on the need for Public Transport. In particular there was a feeling that the rail link from Auckland should be extended beyond Pukekone to Pokeno. The Mayor Alan Samson on commenting on this was supportive but thought it would be at least 5 years away

Naming of Streets and Reserves

Looking at the names on the map that Colin provided Paul Heta was concerned that naming should represent the rich history of the local Iwi which does not appear to be happening at the moment. Considerable discussion ensued and Colin said that none of the reserves were as yet named and there was, he thought, considerable scope in this direction. Colin is to email a plan of all the reserves to the secretary for further discussion.

Updates from PLC to the committee

Tony Whittaker wanted to know how often the committee would like an update of progress. It was agreed on that this should happen every 3 months.

7.2 ANNUAL PLAN 2016/17

Tony pointed out that as nothing had changed significantly from the long term plan this was not due for consultation. He pointed out the main points of it.

7.3 Pokeno Community Committee Webpage

In order for us to apply for funding for this it is important that a proposal is put before council by 3rd June.

Motion	That Lance Straker, Helen Clotworthy and on of Tony's staff put together a proposal for the web site and submit it to Council by 3 rd June
Moved	Ric Oden

Seconded

Paul Heta

7.4 SERVICE REQUEST SYSTEM

Tony outlined the new revamped system and stressed the advantages of using it.

7.5 DATE AND TIMES OF MEETINGS

It was agreed that the Pokeno Community Committee would hold its meetings on the 2nd Tuesday of the month commencing at 7.30pm

Further it was agreed that in accordance with current practice no meetings would be held in the month of January.

7.6 WORK PLAN

An open meeting is to be held on Monday 22nd May between 7.30 to discuss the implications of the new Rubbish and Recycling Plan

A Council member will give a presentation of the roading plan at the June Meeting

As recorded early PLC will give 3 monthly reports ie at the August, November, February and May meetings

GENERAL BUSINESS

Enquires were made as to how the committee could be contacted between meetings to raise points that they want discussed at meetings. It was decided that a dedicated email address be set up by the secretary and that this should be advertised on the notice boards.

A request was made that the Committee wear name tags. Tony said the Council would be happy to do this.

Cr Jacque Church gave a report on what was happening in Council this included work on Water Meters, Waste Water, Sports Parks, the widening of Pokeno Rd, a draft Trail Strategy (submissions open until the end of May, Halls, Recycling, Flyers and Booklets (to go into letter boxes), the setting up of a Mercer Committee, the need to consider a Skate Park which would need to go into the long term plan.

CLOSURE

Helen Clotworthy thanked the Mayor for his attendance.

There being no further business, the meeting was declared closed at 9.50 pm.

The next meeting of the Pokeno Community Group will be held on 14th June 2016 at 7.30pm in the Pokeno Hall. The agreement was that Committee members should be in attendance from 7.00pm for general informal discussion.

Patricia Graham Secretary

Open Meeting

To	Pokeno Community Committee
From	TG Whittaker General Manager Strategy & Support
Date	07 June 2016
Prepared by	SL Jenkins PA General Manager Strategy & Support
Chief Executive Approved	Y
DWS Document Set #	1531234
Report Title	Placemaking in Pokeno

1. EXECUTIVE SUMMARY

Betty Connolly and Lianne van den Bemd will be present at the meeting to share Council's Placemaking strategy and opportunities for the Committee to get involved.

2. RECOMMENDATION

THAT the report from the General Manager Strategy & Support be received.

3. ATTACHMENTS

NIL

Open Meeting

To	Pokeno Community Committee
From	TG Whittaker General Manager Strategy & Support
Date	03 June 2016
Prepared by	SL Jenkins PA General Manager Strategy & Support
Chief Executive Approved	Y
DWS Document Set #	1530026
Report Title	Current Consultation: Draft Neighbourhood Parks Reserves Management Plan

1. EXECUTIVE SUMMARY

The purpose of this report is to make the Committee aware that the Draft Neighbourhood Parks Reserves Management Plan is open for consultation and available for submission until 24 June 2016.

The Draft Neighbourhood Parks Reserves Management Plan Can be found at <https://www.waikatodistrict.govt.nz/your-council/public-consultations/current-consultations/reserve-management-plan>

2. RECOMMENDATION

THAT the report from the General Manager Strategy & Support be received.

3. ATTACHMENTS

NIL

Open Meeting

To	Pokeno Community Committee
From	TG Whittaker General Manager Strategy and Support
Date	30 May 2016
Prepared by	C Morgan Economic Development Manager
Chief Executive Approved	Y
DWS Document Set #	1526950
Report Title	Open Waikato brings Waikato Innovation Park to Tuakau and Pokeno

I. EXECUTIVE SUMMARY

New business support services based in Tuakau office.

Waikato Innovation Park, based at Ruakura in Hamilton, (“WIP”) is a business innovation hub that amongst other things acts as the lead agency for New Zealand Trade and Enterprise and Callahan Innovation funding programmes. Services offered include support for start-up businesses, existing business capacity expansion, export market development, research and development funding, product development and food product testing. This is principally a free or low cost consultation service which up until recently has been centred on Hamilton and its surrounds.

Council’s economic development team (branded Open Waikato) has been working for some time to offer Waikato Innovation Park services to our businesses and entrepreneurs across the district. This service currently reaches through to Te Kauwhata and we are now able to provide these services to the Tuakau and Pokeno area.

Waikato Innovation Park will be utilising meeting space in the Tuakau Service Centre to cater for local clients. Peter Davey, Business Manager Waikato Innovation Park, will utilise one of the interview rooms every second Tuesday of the month between 9.00am and 12.00pm. Open Waikato and WIP will jointly promote this new service as well as coordinate support when WIP clients require Council services. With the growth in commercial activity and investment occurring in the Tuakau and Pokeno area the time is right to trial this service.

We will consider replicating this approach at other Council office locations over time and as resources allow.

Over the coming weeks we will issue a joint media release to the local media and promote the service using printed and online collateral.

The genesis of this initiative came through Peter Davey attending the Open Waikato launch in November 2014 which led to ensuing discussions. Open Waikato is the Council's online economic development prospectus and promotions brand.

The purpose of Open Waikato includes attracting new businesses, residents and visitors to the Waikato district.

Link to Waikato Innovation Park: <http://www.wipltd.co.nz/>

Link to Open Waikato: <http://www.openwaikato.co.nz/>

2. RECOMMENDATION

THAT the report from the General Manager Strategy & Support be received.

3. ATTACHMENTS

NIL

Open Meeting

To	Pokeno Community Committee
From	TG Whittaker General Manager Strategy & Support
Date	07 June 2016
Prepared by	B Cathro Corporate Business Planner
Chief Executive Approved	Y
DWS Document Set #	1530956
Report Title	Pokeno Community Committee Website Proposal

I. EXECUTIVE SUMMARY

The newly formed Pokeno Community Committee (“PCC”) is currently looking at innovative ways to engage and include its people in committee business.

Prior to the committee being formed up to 90 residents attended each community group meeting, however this will not be a sustainable form of engagement as this community rapidly grows.

Two members of the PCC have received a mandate to scope and implement a community website that will serve several purposes. Including but not limited to:

1	Provide a simple platform for community feedback on current issues
2	Share a summary PCC of business
3	Share news items of interest to the community
4	Sharing links to pertinent Council material
5	Run resident surveys
6	Provide a central space/platform for community groups to display content or links. i.e.: <ul style="list-style-type: none"> ▪ Town groups and associations ▪ Local School ▪ Businesses
7	Promote tourism and local engagement through a ‘what’s on in Pokeno’ section

Context for Website:

A key aspect of this site is that it must be flexible in nature, to allow for future changes required in meeting the needs of a significantly larger community.

An indicative time frame to develop the site, source and prepare content, and establish processes around site management is 12 months.

Responsibility for maintaining the sites content will be managed by, or through, the community committee.

A local web developer (Expert Web Services Ltd) has been engaged to assist with scoping, development and implementation of this site. Indicative costs are yet to be confirmed.

Success criteria for the committee's website is yet to be determined, however a target will be set for visitors per month within one year of go live.

Information on a comparable community website is as follows:

Raglan 23 – Rodger Gallaher

Activity: Visitor numbers for Raglan 23 vary a lot depending on the season. There are usually between 2 and 10 people looking at it at any one time. In the last 30 days there were over 7,000 users.

Advice: The website would need to be responsive and work for mobile devices, and be hosted on a sever with some grunt as demand goes up.

Maintenance: I put in 1 to 2 hours a day on it. A few others contribute and I work together with Raglan Community Radio.

2. RECOMMENDATION

THAT the report from the General Manager Strategy & Support be received.

3. ATTACHMENTS

NIL

Open Meeting

To	Pokeno Community Committee
From	G J Ion Chief Executive
Date	07 June 2016
Chief Executive Approved	Y
DWS Document Set #	1531172
Report Title	Change in Health & Safety Legislation

1. EXECUTIVE SUMMARY

The purpose of this report and its attachments is to provide an update on the recent changes to the health and safety legislation following the introduction of the Health & Safety at Work Act 2015 (the Act). Council recognise that compliance is essential but they aspire to achieve best practice in health and safety performance and to create a sustainable zero harm culture where everyone goes home safe and healthy each day.

2. RECOMMENDATION

THAT the report from the Chief Executive be received;

3. BACKGROUND

We are in a new era of health and safety legislation. Whilst many are viewing this as a fundamental shift, it is not. The obligation and responsibility to keep people safe and health at work has not changed.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

This report and attachment provides a summary of a presentation provided by the Zero Harm Manager to the recent meeting of the Community Board and Community Committee members in Ngaruawahia.

5. CONSIDERATION

5.1 FINANCIAL

There are no direct financial implications of this report but inevitably providing a safe and healthy workplace requires investment in training, personal protective equipment and other resources.

5.2 LEGAL

This report outlines changes in legislation and details the requirements of the Health and Safety at Work Act 2015.

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

This report is written in accordance with Council's Zero Harm Policy and is aimed to inform members of Community Boards and Community Committees.

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

(Ascertain if the Significance & Engagement Policy is triggered or not and specify the level/s of engagement that will be required as per the table below (refer to the Policy for more detail and an explanation of each level of engagement):

Highest levels of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The due diligence requirements of the Act and the goal of zero harm should be to the forefront of the minds of staff, elected members, contractors, volunteers, the public and other stakeholders.				

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

Planned	In Progress	Complete	
	✓		Internal
	✓		Community Boards/Community Committees
			Waikato-Tainui/Local iwi
			Households
			Business
			Other Please Specify

6. CONCLUSION

It is intended that as a result of this report, Community Committee and Community Board members will understand their role and responsibilities. In essence, to achieve zero harm

and keep everyone safe, everyone (including Community Committee and Community Board members) must be responsible.

7. ATTACHMENTS

Legislation Summary

The Health and Safety at Work Act 2015 and corresponding Regulations 2016

The Act came into being on 4 April 2016; the main purpose of the Act is to provide for a balanced framework to secure the health and safety of **workers and workplaces** by:

- Protecting workers and others against harm to their health, safety and welfare by controlling risks.
- Providing for fair and effective workplace representation, consultation, co-operation and resolution of issues in relation to workplace health and safety.
- Encourages unions and employer organisations to take a constructive role in promoting improvements in workplace health and safety.
- Promotes the provision of advice, information, education and training in relation to work health and safety.
- Securing compliance with the Act through effective and appropriate compliance and enforcement measures.
- Ensuring appropriate scrutiny and review of actions taken by persons performing functions and exercising powers under the Act.
- Providing a framework for continuous improvement and progressively higher standards of work health and safety (**further to the above**)
- A regard must be had to the principle that workers and other persons should be given the highest level of protection against harm to their health and safety and welfare from hazards and risks arising from work or specified types of plant as is reasonably practicable.

Under the Health & Safety at Work Act 2015 an **Officer** of a PCBU (person conducting a business or undertaking) includes any other person occupying a position in relation to the business or undertaking that allows the person to exercise significant influence over the management of the business or undertaking.

An Officer includes the Chief Executive, directors of companies and probably general managers of the respective departments.

Community Boards are established pursuant to Section 48 of the Local Government Act 2002, and the role and powers are outlined in Sections 52 and 53 respectively.

Community Committees act as a representative of the community and provide a voice to the wider Council business.

Key functions of Community Committees are:

- Working with, and promoting the interests of the community in which they serve.
- Accumulating and using any available funds as the Committee considers necessary to carry out the objectives of the Committee on behalf of the community.
- Carrying out other lawful acts that are incidental to or conducive to the objectives of the Committee.

Given that Community Committees and Community Boards do not have significant decision making powers and limited hands on involvement, it is considered that Community Committee members and Community Board members would not be Officers under the Act as they do not have the ability to exercise significant influence over the day to day activities of a Business or undertaking.

Community Board members as elected members are not liable for prosecution but are expected to act responsibly and contribute to an effective health and safety culture in Waikato District Council.

Community Committees and Community Boards have a duty of care to ensure any activities carried out under their direction or knowledge is done so with the requirement that a person acts towards others and the public with watchfulness, attention, caution, and prudence that a reasonable person in the circumstances would. Caution would extend to ensuring that any volunteer work carried out for or on behalf of the committee would be carried out in a healthy and safe manner.

Community Committees or Community Boards are not seen as separate PCBU's so an elected member or member of those bodies are not Officers under the Health and Safety at Work Act 2015. The Council, as the PCBU holds that responsibility.

Duties of other persons at workplaces

Community Boards and Community Committees should also be aware of the general principles. A person at a workplace, whether or not the person has another duty under the Act must:

- a) take reasonable care for his or her own health and safety; and
- b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- c) comply, as far as he or she is reasonably able, with any reasonable instruction that is given by the PCBU to allow the PCBU to comply with the Act or regulations.

Open Meeting

To	Pokeno Community Committee
From	TG Whittaker General Manager Strategy & Support
Date	07 June 2016
Chief Executive Approved	Y
DWS Document Set #	1531168
Report Title	Work Plan

1. EXECUTIVE SUMMARY

The purpose of this report is to provide an updated work plan to discuss and populate.

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

2. RECOMMENDATION

THAT the report from the General Manager Strategy & Support be received.

3. ATTACHMENTS

Draft Work Plan

**POKENO COMMUNITY COMMITTEE
WORK PLAN**

		May 2016 – Extraordinary Meeting 23 May 2016	June 2016
		<ul style="list-style-type: none"> ▪ Less Waste Saves More 	<ul style="list-style-type: none"> ▪ Placemaking (Lianne van den Bemd/ Betty Connolly)
July 2016		August 2016	September 2016
<ul style="list-style-type: none"> ▪ Road Naming ▪ Hitchen Road (Chris Clarke / Mike James) ▪ Economic Development Update (Clive Morgan) 	<ul style="list-style-type: none"> ▪ Pokeno Land Consortium (Colin Botica) ▪ Pokeno Community Plan (David Totman) ▪ Facilities / Sports Park (Andrew Corkill) 	<ul style="list-style-type: none"> ▪ Pokeno Structure Plan (Jane McCartney) ▪ Town Square (Jane McCartney) 	
October 2016		November 2016	December 2016
<ul style="list-style-type: none"> ▪ Pokeno Community Committee Priority Projects (Shelley Munro) 	<ul style="list-style-type: none"> ▪ Pokeno Land Consortium (Colin Botica) 	<ul style="list-style-type: none"> ▪ ▪ ▪ 	
January 2017		February 2017	March 2017
<ul style="list-style-type: none"> ▪ NO MEETING 	<ul style="list-style-type: none"> ▪ Pokeno Land Consortium (Colin Botica) 	<ul style="list-style-type: none"> ▪ ▪ ▪ 	
April 2017		May 2017	June 2017
<ul style="list-style-type: none"> ▪ ▪ ▪ 	<ul style="list-style-type: none"> ▪ Pokeno Land Consortium (Colin Botica) 	<ul style="list-style-type: none"> ▪ ▪ ▪ 	

Open Meeting

To	Pokeno Community Committee
From	TG Whittaker General Manager Strategy & Support
Date	03 June 2016
Prepared by	SL Jenkins PA General Manager Strategy & Support
Chief Executive Approved	Y
DWS Document Set #	I530325
Report Title	Councillor's Report

I. EXECUTIVE SUMMARY

The purpose of this report is for Pokeno's local Councillors to provide an update to the Committee on relevant issues.

- Current Consultations:
 - Draft Neighbourhood Parks Reserves Management Plan (refer separate agenda item)
- Recent Consultations:
 - Walking, Cycling and Bridle Trails Strategy
 - Waikato Integrated Land Transport Strategy
 - Proposed Freedom Camping Bylaw
 - Trade Waste and Wastewater Bylaw
 - Cemetery Bylaw
 - Reserves and Beaches Bylaw
 - Grass Verges (refer attachment)
- Draft Plaques, Memorials and Monuments Policy Report
- District Wide Minor Improvements Programme – Councillor Workshop 28 June 2016 (refer attachments)

2. RECOMMENDATION

THAT the report from the **General Manager Strategy & Support** be received.

3. ATTACHMENTS

Draft Grass Verge Policy Report
District Minor Improvement Programme Policy and District Minor Improvement Programme

Open Meeting

To	Policy & Regulatory Committee
From	TN Harty General Manager Service Delivery
Date	27 October 2015
Prepared By	G Bailey Open Spaces Operations Team Leader
Chief Executive Approved	Y
DWS Document Set #	1083881
Report Title	Draft Grass Verge Policy

1. Executive Summary

Council maintains approximately 1050 individual grass verges equating to 22 ha of residential verges throughout the District. The annual cost of this work is \$103,000. No verges in the former Franklin District are maintained by Council. The cost of doing these is estimated to be in excess of \$200,000.

Council has no policy to provide staff direction on handling regular requests received for Council to take on additional verge mowing. Without a policy there is a significant risk that the expenditure on verge mowing will continue to grow with a further risk of uncontrolled budget expenditure.

A review of other Local Authorities indicates many have a policy for grass verge mowing.

Staff acknowledge that any change in approach to maintaining verges could be contentious and suggest formally consulting with affected parties on a way forward.

2. Recommendation

THAT the report of the General Manager Service Delivery – Draft Grass Verge Policy - be received;

AND THAT Council consult on the Waikato District Council draft Grass Mowing Policy

3. Background

Staff regularly receive requests from customers to undertake maintenance of grass verges outside their property. All the 1050 verges Council currently mow are found in the southern or original Waikato District Council area. In the former Franklin District area no residential verges are maintained. The Waikato District Council has no formal position on mowing verges which makes it difficult for staff to make consistent decisions on the requests they receive.

If Council does agree to undertake verge maintenance there is an additional unbudgeted cost to Council through its Open Space Maintenance contract. Total costs to date for verge mowing is \$103,000. This figure has increased each year as

additional verges have been added to the maintenance contract. This makes budgeting difficult due to these unplanned additions to the contract scope each year.

Over the last six months staff have been advising customers that request verge mowing, that Council is not undertaking any new verge mowing while it reviews and develops a policy on the issue.

The vast majority of verges currently maintained are done for unknown historical reasons.

It is generally accepted that the responsibility for cutting verges between property boundaries and the road is that of the adjoining neighbour or property owner. The majority of the district's residents do undertake mowing of their own verges. This approach is policy for many other local authorities around New Zealand. Councils with similar verge policies include:

- Hamilton City Council
- Dunedin City Council
- Queenstown Lakes District Council
- Invercargill City Council
- Auckland Council

4. Discussion

Staff are currently preparing contract maps of all maintenance areas for the new Open Spaces contract to be let in 2016. This process has raised the issue of the maintenance of grass verges. If Council is to continue the status quo then the verges that require mowing will need to be mapped and included in the contract schedules for pricing. This makes the timing of introducing a district-wide verge policy to coincide with the awarding of a new contract important.

The draft Grass Verge Policy would cover all urban areas in the district within the 50km/h and below zones. The speed threshold of 50km/ph is considered appropriate as the vast majority of verges that are currently maintained fall with this. This speed zone area captures the more intensive residential areas of the district.

Verges in communities over 50km/ph are not intended to be covered by this policy and those verges are the residents' responsibility.

The draft policy has a process for exemptions using an application form.

Exemptions

An exemption will be considered if:

- The verge exceeds 300sq/m or has steep contours - gradient 1:4 or greater.
- The adjacent owner cannot undertake maintenance due to illness or age.
(Council may require proof of issues that prevent residents mowing their verges; a WINZ grant is often available in many of these cases).

The draft policy intends that any verge mowing will be undertaken on a bi-monthly basis. The reasoning for this is that less regular mowing may encourage residents to undertake the work themselves. This will also apply to those who obtain exemptions, for the following reasons:

- It would not be equitable for exempt residents to receive what could be seen as a higher level of service than those who undertake the work themselves.
- It would be expensive to implement a higher level of service as contractors would have only a small number to maintain, thus visiting each property on a less regular basis will be more cost effective.
- Bi monthly mowing is deemed frequent enough to ensure verges don't become overgrown with weeds or pose a fire risk.

5. Analysis of Options

Option 1: Reject draft Grass Verge Policy and retain the status quo - this could result in additional unbudgeted costs.

Option 2: Adopt draft Grass Verge Policy for community consultation.

Option 3: Adopt draft Grass Verge with amendments for community consultation.

Option 4: Continue to mow existing verges but don't accept any additional ones.

Option 2 is the preferred option.

6. Considerations

The draft Grass Verge Policy is intended to be clear on what can be expected from Council and what is expected of the adjacent landowner.

Council could reasonably expect some resistance over the implementation of this policy. Those who genuinely are eligible for an exemption are likely to receive one through this transparent and equitable process.

The majority of residents do maintain their own verges.

7. Financial

The cost of maintaining verges is approximately \$103,000 pa. The cost is covered by Council's District Wide Reserves General Maintenance budgets. As Council is aware, there is significant pressure on this budget which is being increased over the next two years to meet agreed levels of service. Should a policy be introduced, total savings of the entire amount would not be realised, due to the exemption process. Staff believe that a policy would realise savings in the vicinity of \$80,000 per annum and stop the current "creep" in cost due to increasing verge maintenance requests being received.

Council could consider mowing all verges across the district and while that is an unknown quantity, a conservative estimate of costs would be around \$400,000. This is based on an estimate that Council is currently maintaining approximately one quarter to existing verges.

7. Assessment of Significance

The Significance and Engagement Policy requires the Council to take into account the degree of importance and determine the appropriate level of engagement, as assessed by the local authority, of the issue, proposal, decision, or matter, in terms of its likely impact on, and likely consequences for:

- (a) The district or region;
- (b) Any persons who are likely to be particularly affected by, or interest in, the issue, proposal, decision, or matter;
- (c) The capacity of the local authority to perform its role, and the financial and other costs of doing so.

The Policy provides at Schedule I a list of Waikato District Council's strategic assets that Council needs to retain if it is to maintain its capacity to achieve or promote any outcome that it determines to be important to the current or future well-being of the community.

While Schedule I identifies the roading network as a whole (including grass verges) is considered to be a strategic asset.

8. Consultation

The following stakeholders have been/or will be consulted:

Planned	In Progress	Complete	
	X		Internal
X			Community boards/Community committees
X			Households

It is proposed that formal consultation take place with only those residents who have verges mowed already by Council. The consultation would highlight the reasons for introducing the policy and the process and criteria required to apply for exemptions.

Feedback from the consultation process would be considered before a final report and draft Grass Verge Policy is brought back to Council for consideration and adoption.

9. Conclusion

To ensure the District has a consistent approach to management of grass verges a district-wide Grass Verge Policy is required. This will assist both the public and Council staff to ensure all verge maintenance requests are considered against an agreed set of criteria.

10. Attachment

- WDC Draft Grass Verge Policy 2015

DISTRICT MINOR IMPROVEMENT PROGRAMME POLICY

WDCI103/05/1/2

Purpose

To update the policy on how the District Improvement Programme should be allocated and projects prioritised.

Objectives

The overall objectives of funds allocated for the District Minor Improvement Programme are:

- To lift the overall standard of our villages over time.
- To improve the look and facilities in our towns.
- To focus on smaller projects.
- To ensure that, with the exception of the main towns, all communities in the District have the opportunity to have projects considered for funding.
- To develop a floating line to assist with prioritisation.
- To establish guidelines to rank projects.
- To bring infrastructure in villages up to the minimum Council standards.

Conditions

The conditions for this policy are:

- The District Minor Improvement Programme is available for operating and capital projects.
- The maximum cost of any project is \$50,000 from this fund, but may be supplemented by other funding sources.
- The Fund is to be used to undertake work on an annual basis. Funding is not to be accumulated or for borrowing purposes.
- The Roading & Transport Committee will administer the Fund. This will include allocation and prioritisation of projects and management of the floating line.
- The programme will be set for a maximum period of three years and will be subject to a review in November each year.

Guidelines

Projects will be prioritised based on the following:

- The local community must support projects. The views of Community Boards and Community Committees will be sought where applicable.
- Projects should support one or more community outcomes.
- Projects will normally be within the road reserve.
- The fund is not available for works in the main towns of Tuakau, Ngaruawahia, Huntly and Raglan.
- Projects will generally relate to public land only.

APPENDIX TWO - 2016/17

Community	Description of Work	Budget \$	Budget Cumulative Cost \$	Actuals	Actual Cumulative Cost \$	Estimate	Project Owner	PROJECT SCOPE
APPENDIX TWO - PROJECTS CARRYFORWARD FROM 2014-16								
			177,323					Opening Balance
2	Onewhero Community Urban Upgrade - Hall Road	10,000	10,000	0	0	50,000	Roading	Part of a larger Hall Rd parking and drainage development project to improve community hall parking.
6	Te Kauwhata Continue the embankment planting along Te Kauwhata Road using an agreed range of plants - ice plants, natives. Enlisting the support of schools, service clubs and sports clubs.	10,000	20,000		0	125,000	Parks and Facilities/Roadin g	
8	Rangiriri Urban Upgrade	50,000	70,000	10,166	0	50,000	Roading	Funds to carry forward until Rangiriri Bypass is completed.
14	Te Kauwhata Eccles Ave (off TK Rd) kerb and footpath to pedestrian access on railway line (people are trying to push prams over metal and it's just not working)	15,000	85,000		0	10,000	Roading	Improve pedestrian safety by tidging up short section from Te Kauwhata Road to new footpath at rail crossing. Stormwater system needs to be investigated.

	Community	Description of Work	Budget \$	Budget Cumulative Cost \$	Actuals	Actual Cumulative Cost \$	Estimate	Project Owner	PROJECT SCOPE
	2016/17 BUDGET			100,000					
17	Te Kauwhata	TK Saleyards Road seal	30,000	115,000				Roading	Scoping needed - Area adjacent railway and in front of chip stockpile. Create seal area and possible carparking too?
18	Tauwhare	Reflect the unique identity of the village by considering some form of icon/sculpture	10,000	125,000				Parks	Parks & Facilities staff will discuss options with the Local Community Committee.
21	Maramarua/Mangatangi	Mangatangi school – 25km corner; locals constantly requesting footpath, road realignment and speed limitations.	10,000	135,000			10,000	Roading	Additional to subsidised input ex minor improvement budget to provide road improvements. DWMIP to fund footpath through tight corner, probably need to build over piped watertable. This will require a lot more investigation to find appropriate solutions but there are two possible options, slight curve realignment and associated safety improvements circa \$350k or total realignment \$750k-\$1M.
25	Meremere	Reservoir	500	135,500				Facilities	This budget would complete the graffiti paintout. The Community Committee have talked of having access to the inside of the old reservoir for storage but his would be a major cost. The other option is demolition at \$40,000.
29	Whatawhata	Remaining 50m of footpath from the school (on School Rd) to SH39	10,000	145,500				Roading	Request by Cr Smith on behalf of Whatawhata Residents & Ratepayers Committee (November).
30	Horsham Downs	School car park enhancements	20,000	165,500			20,000	Roading	Improve linkage between existing parking areas.
31	Puketaha	School car park enhancements (Stage 1 of 2 stages)	25,000	190,500			25,000	Roading	Request from Cr Fulton?
32	Te Kowhai	Complete gap in footpath on opposite side of Whatawhata Road from village green. Approx. 50m.	5,000	195,500				Roading	Request from Cr Smith

COMPLETED PROJECTS - APPENDIX ONE

Community	Description of Work	Budget \$	Budget Cumulative Cost \$	Actuals	Actual Cumulative Cost \$	Estimate	Project Owner	PROJECT SCOPE	Responsibility
APPENDIX ONE : DISTRICT WIDE MINOR IMPROVEMENT PROJECTS									
			375,200					Opening Balance	
1	Onewhero Hall Road piping of stormwater (safety) and creation of additional and improved parking.	40,000	40,000	22,622	22,622	20,000	Roading	Part of a larger Hall Rd parking and drainage development project.	Tony Peake
3	Repair Car park #1, Sunset Beach.	25,000	65,000	19,958	42,580	25,000	Parks and Facilities	Car park #1 the car park closest to the beach that needs some care to upgrade & make safe & protect from the incoming sea. It is a tourist & local car park & is very potholed & parts are unsafe. This area is very popular but in a very poor state. Minimum should be metal and roll, and ideally sealing, however this would be over \$50,000. Sea protection beyond planting and isolation of the sand dunes from visitors, is not likely to be practical or economic.	Programme Delivery
4	Proposed Wally Pollock Reserve (Titoki Pa)	15,000	80,000	15,000	57,580		Parks and Facilities	Develop a reserve area in Tamahere using the triangles of land that have come available from the Devine Road extension project, to recognise Wally Pollock's community contribution.	Ben Wolf
5	Additional BBQ sites & tables & an outside shower in the Maraetai Reserve area.	25,000	105,000		57,580		Parks and Facilities	Improve facilities at the Maraetai recreational reserve.	Mark Janssen

7	Rangiriri	Rangiriri Boat Ramp seal	15,000	120,000		57,580	60,000	Roading	Funds to carry forward until Rangiriri Bypass is completed.	Wayne
9	Pukemiro	Planting to improve village surroundings	7,978	127,978		57,580		Parks and Facilities / Roading	Funds to carry forward for John Reid Mine Disaster Memorial.	n/a not required
10	Matangi	Matangi - Public walkway from Fuchsia Lane to Woodcock Road phase 2	10,000	137,978	10,000	67,580		Parks and Facilities	Funds to carry forward to include Tamahere Walkway budget allocation.	Completed
11	Newstead	SH26 to Lissette Road Walkway	40,000	177,978	83,069	150,649		Parks and Facilities	Part of a larger project to construct a walkway from Vaile Road to Lissette Road. Vaile Road to SH26 walkway section constructed. Funds to carry forward.	Mark Janssen
12	Whatawhata	Whatawhata Boat Ramp	50,000	227,978	21,800	172,449		Parks and Facilities	There is an informal boat ramp behind the urapa but access is limited. It would require a consent from WRC and extensive works to fully develop to meet WDC's current standards at an estimated \$210,000	Completed
13	Matangi	Grants to the Community Committee to plant native trees and hedging	2,000	229,978		172,449		Parks and Facilities	Staff can discuss with the Community Committee to better understand their requirements.	Grant
15	Glen Murray	Community Centre Access Road Upgrade	50,000	279,978	552	173,001		Parks and Facilities	Site visit needed. Access driveways are scruffy and need tidy up and seal.	Josy

16	Horsham Downs	Roadside parking and footpath upgrade	50,000	329,978	24,876	197,877	26,500	Roading	Improve safety at school drop-off zone	Tony /Reuben
16	Eureka	Establish a community storage/display area at Eureka Hall	10,000	339,978		197,877		Deidre MacDonald	Sue Edmonds (of Eureka CC) has confirmed that they have an existing glass display cabinet in the hall. What they need is secure storage for the rest of the historical stuff (school rolls, newspapers, etc). Possibly some fireproof, lockable filing cabinets would do.	
19	Te Kowhai	Viewing platform and walkway to airfield	20,000	359,978		197,877		Robert Marshall	More scoping is required.	
20	Te Kauwhata	Picnic Area near Lake Waikare	10,000	369,978		197,877		Ben Wolf	Parks and Facilities have \$35k in LTP for 14/15 for this.	
22	Port Waikato	Upgrade of the tennis court in said park to add in a netball hoop etc	1,000	370,978		197,877		Mark Janssen	Could be undertaken through existing budgets if under \$1,000.	
23	Te Kowhai	Extend footpath from Te Kowhai village green south to the fruit shop at the south end of Te Kowhai. An incredibly popular shop not only with locals but the wider Waikato community.	0	370,978		197,877		Roading	Standard footpath as described.	
24	Te Kowhai	Picnic tables on the village green - Community utilises this asset well but nothing to sit on. Skate bowl well utilised. Travellers stop at nearby shop and sit (on ground) in village green to eat etc. Community sport (school) uses village green for both summer and winter sport. Community uses the concrete wicket for spontaneous matches	3,000	373,978		197,877	7,000	Mark Janssen	Suggest 2 picnic tables on concrete bases	
26	Meremere	Plaque and rock garden	5,000	378,978		197,877		Duncan MacDougall	Work with the Community Committee to undertake the project.	
27	Port Waikato	Healthy & practical site for the recycling stage B (development of that site)	0	378,978		197,877		Waters	Develop a tidier site for recycling, preferably away from the main beach area.	
28	Pukekawa	Picnic/Viewing Area	0	378,978		197,877		Parks	Request by Penny Twiss, Pukekawa.	

Appendix Two: DWMIP 2013/14 Floating Line

Community	Description of Work	Budget \$	Budget Cumulative Cost \$	Actuals	Actual Cumulative Cost \$	Estimate	Lead Group	PROJECT SCOPE	Decisions
		Opening Balance	274,000						
1	Port Waikato Upgrade and beautify current facilities at Hoods Landing reserve, Otatau.	50,000	2,288	47,712	47,712	50,000	Glen	THE FISHING CLUB HAVE SOME FUNDS AND resources to undertake the upgrade works. These could be split into 2 or 3 stages and added on to the staff. The Resource	Prioritised as a 1 at the July 2012 DWMIP Workshop
3	Port Waikato Healthy & practical site for the recycling (development of that site)	5,000	7,288	3,551	51,264	15,000	Glen	Develop a tidier site for recycling, preferably away from the main beach area.	Prioritised as a 1 at the July 2012 DWMIP Workshop
5	Te Kauwhata Kerb and channel remaining few hundred metres of Mahi Rd	50,000	57,288	21,275	72,539		Campbell	SOUTH SIDE IN THE VICINITY OF THE TOUPOI CLUB entrance and commercial premise. Not including stormwater. May need SW upgrade too? Probably staged over several years, bring in \$ from other activities where possible. ROC	Prioritised as a 2 at the July 2012 DWMIP Workshop
7	Te Kauwhata Lighting in the village green	20,000	77,288	16,251	88,790		Kirk	This is a badly light area and would benefit from specific lighting. It would have to be carefully designed to avoid the extensive tree canopy.	Prioritised as a 2 at the July 2012 DWMIP Workshop. Funded from carry forward funding (45k) - ex Rangiriri Village Upgrade project.
6	Matangi Matangi - Public walkway from Fuchsia Lane to Woodcock Road	10,000	87,288	10,000	98,790		Campbell	This project is in the Tamahere walkway Structure Plan but not funded at \$450,000, but this \$10,000 will assist with firming the specification and details.	Prioritised as a 2 at the July 2012 DWMIP Workshop