

Agenda for an extraordinary meeting of the Waikato District Council to be held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **MONDAY 3 OCTOBER 2016** commencing at **1.15pm.**

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

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G J Ion

**CHIEF EXECUTIVE**

Agenda2016\ccl\161003\_CCL\_Order Paper

### **Open Meeting**

<b>To</b>	Waikato District Council
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	16 September 2016
<b>Prepared by</b>	Wanda Wright Committee Secretary
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	1607076
<b>Report Title</b>	Confirmation of Minutes

## **I. EXECUTIVE SUMMARY**

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To confirm the minutes of a meeting of the Waikato District Council held on Monday 12 September 2016.

## **2. RECOMMENDATION**

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**THAT the minutes of a meeting of Waikato District Council held on Monday 12 September 2016 be confirmed as a true and correct record of that meeting.**

## **3. ATTACHMENTS**

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CCL Minutes

**MINUTES** of a meeting of the Waikato District Council held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **MONDAY 12 SEPTEMBER 2016** commencing at **1.15pm.**

**Present:**

His Worship the Mayor Mr AM Sanson  
 Cr JC Baddeley [until 3.20pm]  
 Cr J Church [until 3.21pm]  
 Cr R Costar  
 Cr J Gibb  
 Cr WD Hayes  
 Cr SD Lynch  
 Cr L Petersen  
 Cr J Sedgwick  
 Cr NMD Smith [until 3.27pm]  
 Cr MR Solomon  
 Cr CS Tait

**Attending:**

Mr GJ Ion (Chief Executive)  
 Ms S Duignan (General Manager Customer Support)  
 Mr T Harty (General Manager Service Delivery)  
 Mr TG Whittaker (General Manager Strategy & Support)  
 Mrs R Gray (Council Support Manager)  
 Mr K Lockley (Zero Harm Manager)  
 Mr A Corkill (Parks & Facilities Manager)  
 Mr G Bailey (Open Spaces Operations Team Leader)  
 Ms M Russo (Corporate Planner)  
 2 members of staff  
 1 member of the public

**APOLOGIES AND LEAVE OF ABSENCE**

**Resolved: (Crs Church/Sedgwick)**

**THAT** an apology be received from and leave of absence granted to Cr Fulton, and Cr McGuire who was representing Council at the Hauraki Gulf Forum.

**CARRIED on the voices**

**WDC1609/01**

## **CONFIRMATION OF STATUS OF AGENDA ITEMS**

**Resolved: (Crs Baddeley/Lynch)**

**THAT** the agenda for the meeting of the **Waikato District Council** held on **Monday 12 September 2016** be confirmed and all items therein be considered in open meeting with the exception of those items detailed at agenda item 9 which shall be considered with the public excluded;

**AND THAT** in accordance with Standing Order 3.7.2 the order of business be changed with agenda item 9 Exclusion of the public [*3.1 Receipt of Chief Executive's Performance Review Subcommittee Minutes*] being considered following Matters Arising.

**CARRIED on the voices**

**WDC1609/02**

## **DISCLOSURES OF INTEREST**

Cr Smith advised members of the Board that he would declare a conflict of interest in item 6.16 [*Impact of the Local Body Elections on Behalf of Council under Delegated Authority*]

## **CONFIRMATION OF MINUTES**

**Resolved: (Crs Baddeley/Solomon)**

**THAT** the minutes of a meeting of the **Waikato District Council** held on **Monday 8 August 2016** be confirmed as a true and correct record of that meeting.

**CARRIED on the voices**

**WDC1609/03/1**

**Resolved: (Crs Tait/Sedgwick)**

**THAT** the minutes of an extraordinary meeting of the **Waikato District Council** held on **Tuesday 23 August 2016** be confirmed as a true and correct record of that meeting.

**CARRIED on the voices**

**WDC1609/03/2**

## **MATTERS ARISING FROM THE MINUTES**

There were no matters arising from the minutes.

**EXCLUSION OF THE PUBLIC**

Agenda Item 9

**Resolved: (Crs Baddeley/Church)****THAT** the report of the Chief Executive be received;**AND THAT** the HR Consultant, Mr G Tims remain in the meeting after the public has been excluded to facilitate discussion on agenda item 3.1 [Receipt of Minutes of the Chief Executive's Performance Review Subcommittee].

- a) **Confirmation of Chief Executive's Performance Review Subcommittee Minutes dated 5 September 2016**

**CARRIED on the voices****WDC1609/04**

*Resolution nos WDC1609/05 to WDC1609/06 are contained in the public excluded section of these minutes.*

Having resumed open meeting the following reports were considered.

**COMMITTEE AND DEPARTMENTAL REPORTS**

Receipt of Policy & Regulatory Committee Minutes held on Tuesday 16 August 2016  
Agenda Item 6.1.1

**Resolved: (Crs Smith/Petersen)****THAT** the minutes of a meeting of the Policy & Regulatory Committee held on Tuesday 16 August 2016 be received.**CARRIED on the voices****WDC1609/07/1/1**

Draft Plaques, Memorials and Monuments Policy - P&R1608/04/1

**Resolved: (Crs Smith/Sedgwick)****THAT** the Committee approves the Plaques, Memorials and Monuments Policy for adoption at the next Council Meeting on 12 September 2016.**CARRIED on the voices****WDC1609/07/1/2**

Feedback and Recommendations Based on Early Engagement on the Waikato Regional Transport Committee's Speed Management Project - P&R1608/04/4

**Resolved: (Crs Smith/Petersen)**

**THAT the feedback received from this trial be incorporated into the district wide review of the Speed Limits Bylaw 2011 in early 2017.**

**CARRIED on the voices**

**WDC1609/07/1/3**

Amendments to Delegations Register - P&R1608/04/5

**Resolved: (Crs Smith/Sedgwick)**

**THAT Council approves the amendment to the Delegations Register to allow the General Manager Service Delivery and the Roading Manager to act in respect of all matters under the Land Transport Rule: Traffic Control Device 2004.**

**CARRIED on the voices**

**WDC1609/07/1/4**

Amendment to Chief Executive's Delegation - P&R1608/04/6

**Resolved: (Crs Smith/Petersen)**

**THAT the Policy & Regulatory Committee recommends to Council that it delegates to the Chief Executive the approval of delegations (including financial) for all positions;**

**AND THAT any such delegations are a subset of the delegations available to the Chief Executive and that financial delegations are at levels lower than those available to the Chief Executive.**

**CARRIED on the voices**

**WDC1609/07/1/5**

Review of Water Supply Policies - P&R1608/04/7

**Resolved: (Crs Smith/Gibb)**

**THAT the revised water supply policy is referred to Council for approval and the existing water supply policies WDC 04/53/3/2, WDC1008/05/1/2, WDC05/33/1/3 and WDC04/53/3/2 are rescinded.**

**CARRIED on the voices**

**WDC1609/07/1/6**



Designation of Parks for Electric Charging Station - P&R1608/04/10

**Resolved: (Crs Smith/Baddeley)**

**THAT Council supports the establishment of electric charging stations in Raglan and elsewhere in the District;**

**AND THAT staff discuss the detail with WEL noting preferred Attachment 2 in the agenda report but not excluding other options.**

**CARRIED on the voices**

**WDC1609/07/1/7**

Local Government New Zealand Conference 2016 - P&R1608/04/12

**Resolved: (Crs Smith/Lynch)**

**THAT Council write to LGNZ expressing an expectation that remits are presented early enough to Councils with at least 14 days' notice to enable Councils to consider the matters prior to the meeting.**

**CARRIED on the voices**

**WDC1609/07/1/8**

Hauraki Gulf Forum Governance Review Update - P&R1608/04/13

**Resolved: (Crs Smith/Sedgwick)**

**THAT our representative is authorised to present the views of this Council at the Forum Review:**

- **Representation of the Forum (balance of Mana Whenua and elected representatives)**
- **Minister of Conservation appointments and NGO's to be advisers and not members of this Forum.**

**CARRIED on the voices**

**WDC1609/07/1/9**

Review of Remuneration Policies - P&R1608/04/14

**Resolved: (Crs Smith/Gibb)**

**THAT the Staff Remuneration and Employment Policy, and Chief Executive Remuneration and Employment Policy be approved, and the existing Staff Remuneration and Employment Policy, Chief Executive Remuneration and Employment Policy, and Management Consultant Policy be rescinded.**

**CARRIED on the voices**

**WDC1609/07/1/10**

**Receipt of Hearing Minutes**

P&R Freedom Camping

Agenda Item 6.1.2

**Resolved: (Crs Smith/Gibb)**

**THAT the minutes of a Hearing by the Policy & Regulatory Committee – Proposed Waikato District Council Freedom Camping Bylaw 2016 - held on Wednesday 6 July 2016 be received;**

**AND THAT the Waikato District Council Freedom Camping Bylaw 2016 as amended be adopted by Council on 12 September 2016.**

**CARRIED**

**WDC1609/07/1/11**

Zero Harm

Agenda Item 6.1.3

The report was taken as read and the Zero Harm Manager explained that statistics for near misses remain low, and driver training for staff is being undertaken where there is an identified need. Staff were asked to submit recommendations following the lockdown on 12 August 2016 and 12 recommendations were received which have been worked through. Lack of communication was the common theme.

**Resolved: (Crs Sedgwick/Church)**

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

**CARRIED on the voices**

**WDC1609/07/1/12**

Documents signed on behalf of the Council under Delegated Authority  
Agenda Item 6.1.4

**Resolved: (Crs Petersen/Smith)**

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

**CARRIED on the voices**

**WDC1609/07/1/13**

Draft Grass Verge Policy 2016  
Agenda Item 6.1.5

The report was taken as read and the General Manager Service Delivery provided a brief overview of the key issues identified in the report.

**Resolved: (Crs Hayes/Costar)**

**THAT the report from the General Manager Service Delivery be received;**

**AND THAT the Grass Verge Policy be adopted;**

**AND FURTHER THAT Council communicate the outcomes of the Waikato District Council Grass Verge Policy to the community.**

**AND FURTHER THAT progress on reducing the mowing of grass verges will be referred to the Infrastructure Committee on a quarterly basis.**

**CARRIED on the voices**

**WDC1609/07/1/14**

Impact of the Local Body Elections on the DLC  
Agenda Item 6.1.6

Cr Smith declared a conflict of interest and withdrew to the gallery. He took no part in discussion or voting on this item.

**Resolved: (Crs Petersen/Baddeley)**

**THAT the report of the General Manager Customer Support – Impact of the Local Body Elections on the DLC be received;**

**AND THAT Council resolves, pursuant to Schedule 7, Clause 30(7) of the Local Government Act 2002, to retain the current Chair of the District Licencing Committee, Cr Smith until the new Council has confirmed the various committee chairs for the next term.**

**CARRIED on the voices**

**WDC1609/07/1/15**

Annual Report of District Licensing Committee  
Agenda Item 6.1.7

**Resolved: (Crs Smith/Lynch)**

**THAT the report of the General Manager Customer Support – Annual report of District Licensing Committee be received;**

**AND THAT Council adopts the report attached as its 2016 annual report to the Alcohol Regulatory and Licensing Authority.**

**CARRIED on the voices**

**WDC1609/07/1/16**

Strada Corporation Limited – Constitution  
Agenda Item 6.1.8

**Resolved: (Crs Gibb/Smith)**

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

**AND THAT Council as sole shareholder in Strada Corporation Limited resolve as a special resolution that:**

- 1. The existing constitution of the Company be revoked; and**
- 2. The new constitution (in the form attached to the agenda report) be approved and adopted as the constitution of the Company; and**
- 3. The Chief Executive be authorised and directed to:**
  - a. certify the new constitution of the Company; and**
  - b. sign all documents and do all things necessary to revoke the existing constitution and adopt the new constitution including updating of the Companies Office records, for and on behalf of the Company.**

**CARRIED on the voices**

**WDC1609/07/1/18**

Receipt of Strategy & Finance Committee Minutes held on Tuesday 23 August 2016  
Agenda Item 6.2.1

**Resolved: (Crs Baddeley/Gibb)**

**THAT the minutes of a meeting of the Strategy & Finance Committee held on Tuesday 23 August 2016 be received.**

**CARRIED on the voices**

**WDC1609/07/2/1**

Plan Change 8 Technical Amendments Operative Date - S&F1608/04/8

**Resolved: (Crs Baddeley/Tait)**

**THAT pursuant to clause 20 in Schedule I of the Resource Management Act 1991, staff arrange a public notice that declares operative the provisions in Plan Change 8 Technical Amendments Operative Date.**

**CARRIED on the voices**

**WDC1609/07/2/2**

General Rate Position for the Year Ended 30 June 2016 - S&F1608/04/12

**Resolved: (Crs Baddeley/Gibb)**

**THAT Council fund four new budget items (totalling \$1,139,500) in 2016/17, \$839,500 from the 2015/16 general rate surplus and \$300,000 from the General Accounting Reserve Fund**

**AND THAT \$300,000 be repaid to the General Accounting Reserve Fund on receipt of the Strada dividend in 2016/17**

**AND THAT Council transfers the remaining \$6,809 to the General Accounting Reserve Fund.**

**CARRIED on the voices**

**WDC1609/07/2/3**

Development Contributions Agreement NZ Drinks Limited Wastewater - S&F1608/13

**Resolved: (Crs Baddeley/Sedgwick)**

**THAT the draft Development Contributions Agreement NZ Drinks Limited Wastewater agreement be approved.**

**CARRIED on the voices**

**WDC1609/07/2/4**

Receipt of Infrastructure Committee Minutes held on Tuesday 9 August 2016  
Agenda Item 6.3.1

**Resolved: (Crs Baddeley/Tait)**

**THAT the minutes of a meeting of the Infrastructure Committee held on Tuesday 9 August 2016 be received.**

**CARRIED on the voices**

**WDC1609/07/3/1**

Huntly Memorial Hall – Community Working Group – INFI 608/06/2

**Resolved: (Crs Hayes/Costar)**

**THAT** the process and timeframes for forming a community working group to explore the facility needs of the Huntly Community are approved;

**AND THAT** the Group report back to Council in time for outcomes of any study to be considered as part of the 2018-2028 Long Term Plan;

**AND FURTHER THAT** staff undertake sufficient works to ensure the deterioration of the Hall is minimised whilst the study is undertaken utilising existing budgets;

**AND FURTHER THAT** the budgets available in the 2016/17 year (funded via the Huntly Halls Targeted Rate Reserve (8290)) be repurposed to cover these interim maintenance costs and to support the formation of a working group.

**CARRIED on the voices**

**WDC1609/07/3/2**

Wastewater Overflow Update Report – INFI 608/06/3, INFI 608/06/4 and INFI 608/06/5

**Resolved: (Crs Hayes/Baddeley)**

**THAT** Council approve \$295,000 to undertake additional works as noted in item 6.3 of the Infrastructure Committee agenda;

**AND THAT** it is noted that Council has already committed funding of \$189,000 this financial year for the investigation of stormwater infiltration into the Raglan wastewater system;

**AND FURTHER THAT** the works of \$295,000 be funded as follows:

- the capital works of \$180,000 be funded by loan with the principal repaid through replacement fund and the interest on the loan be repaid through the District Wide Wastewater Targeted rate account,
- the operational component \$50,000 be funded out of existing budgets;

**AND FURTHER THAT** the balance of \$65,000 for the independent report and the public education programme be funded equally from the general rate (\$32,500) and the District Wide Wastewater Targeted rate account (\$32,500).

**CARRIED on the voices**

**WDC1609/07/3/3**

Walking, Cycling and Bridle Trails Strategy - INF1608/11/2

**Resolved: (Crs Hayes/Petersen)**

**THAT the Walking, Cycling and Bridle Trails Strategy be adopted;**

**AND THAT priority projects within the Strategy are put forward for consideration in the 2018-28 Long Term Plan process.**

**CARRIED on the voices**

**WDC1609/07/3/4**

Tamahere Reserve Classification - INF1608/11/4

**Resolved: (Crs Hayes/Solomon)**

**THAT pursuant to s16(2A) Reserves Act 1977 that Lot 1 DP 493406 comprising 3241 square metres comprised in CT 719557 be classified as Local Purpose (sewerage treatment) Reserve;**

**AND THAT pursuant to s14 Reserves Act 1977 that Section 3 SO 496298 comprising 1477 square metres be declared to be Local Purpose (sewerage treatment) Reserve;**

**AND FURTHER THAT pursuant to s14 Reserves Act 1977 that Lot 2 DP 493406 comprising 2.9076 hectares comprised in CT 719558 and Section 4 SO 496298 comprising 937 square metres be declared to be Recreation Reserve.**

**CARRIED on the voices**

**WDC1609/07/3/5**

2016/17 District Wide Minor Improvement Programme - INF1608/11/5

**Resolved: (Crs Hayes/Baddeley)**

**THAT the 2016/17 works programme be approved.**

**CARRIED on the voices**

**WDC1609/07/3/6**

Approval of Proposed Te Kauwhata Community Committee Road Name List - INF1608/11/6

**Resolved: (Crs Hayes/Sedgwick)**

**THAT Council resolves that the June 2016 “Approved Road Name List” for Te Kauwhata is restricted to the following thirty-one names:**

**Albur, Ballantyne, Bonnie Brae, Cabernet, Chardonnay, Chasseur, Clinton, Harvest, Labrusca, Noverma, Penona, Pinotage, Romeo, Rylstone, Syrah, Vinifera, Vivant, Korari, Ngaro, Roseway, Bittern, Crake, Fernbird, Carley, Cecil George, Gilbert Powley, H. Masson, Ken Nobbs, Reginald Hartland, Maggie and Raranga.**

**CARRIED on the voices**

**WDC1609/07/3/7**

New Road Name Proposal at Henry Road, Hukanui - INF1608/11/7

**Resolved: (Crs Hayes/Gibb)**

**THAT Council approves naming the new road located within the Future Developments Ltd subdivision Komak Road.**

**CARRIED on the voices**

**WDC1609/07/3/8**

New Road Name Proposal at 2281 River Road, Horotiu - INF1608/11/8

**Resolved: (Crs Hayes/Gibb)**

**THAT Council support the Ngaruawahia Community Board recommendation (NCB1606/06/5) to adopt the name Piriti Lane for new roading at 2281 River Road, Horotiu.**

**CARRIED on the voices**

**WDC1609/07/3/9**

Approval of Proposed Pokeno Community Committee Road Name List - INF1608/11/9

**Resolved: (Crs Hayes/Petersen)**

**THAT Council resolves that the July 2016 “Approved Pokeno Road Names” includes the following seventeen names:**

**Coptic, Crickett, Edward Pope, Gadd, Harry Richards, Herbert Oldham, James Elliot, Lorrie, McLachlan, Moyle, Old Lexie, Peter Bourne, Skiffington, Thomason, Tokomauri, Walter Rogers and William McRobbie.**

**CARRIED on the voices**

**WDC1609/07/3/10**

Ngaruawahia Landfill - INF1608/11/1

**Resolved: (Crs Hayes/Smith)**

**THAT Council support the preferred option as outlined within the report attached to the Infrastructure agenda;**



**AND THAT** staff report back to Council on the outcome discussions with affected parties as soon as practicable.

**CARRIED on the voices**

**WDC1609/07/3/11**

Receipt of Discretionary & Funding Committee Minutes held on Monday 8 August 2016  
Agenda Item 6.4.1

**Resolved: (Crs Lynch/Costar)**

**THAT** the minutes of a meeting of the Discretionary & Funding Committee held on Monday 8 August 2016 be received.

**CARRIED on the voices**

**WDC1609/07/4/1**

Receipt of Creative Community Scheme Assessment Committee Minutes held on Friday 26 August 2016  
Agenda Item 6.5.1

**Resolved: (Crs Lynch/Baddeley)**

**THAT** the minutes of a meeting of the Creative Communities Scheme Assessment Committee held on Friday 26 August 2016 be received.

**CARRIED on the voices**

**WDC1609/07/5/1**

Receipt of Chief Executive's Performance Review Subcommittee Minutes  
Agenda Item 6.5.2

**Resolved: (His Worship the Mayor/Cr Costar)**

**THAT** the minutes of a meeting of the Chief Executive's Performance Review Subcommittee held on Monday 5 September 2016 be received.

**CARRIED on the voices**

**WDC1609/07/6/1**

### **COMMUNITY BOARD MINUTES**

Receipt of Onewhero-Tuakau Community Board Minutes held on Monday 1 August 2016  
Agenda Item 7.1

**Resolved: (Crs Petersen/Costar)**

**THAT** the minutes of a meeting of the Onewhero-Tuakau Community Board held on Monday 1 August 2016 be received.

**CARRIED on the voices**

**WDC1609/07/1**

Receipt of Taupiri Community Board Minutes held on Monday 8 August 2016  
Agenda Item 7.2

**Resolved: (Crs Gibb/Solomon)**

**THAT the minutes of a meeting of the Taupiri Community Board held on Monday 8 August 2016 be received.**

**CARRIED on the voices**

**WDCI609/07/2**

Receipt of Raglan Community Board Minutes held on Tuesday 9 August 2016  
Agenda Item 7.3

**Resolved: (Cr Baddeley/His Worship the Mayor)**

**THAT the minutes of a meeting of the Raglan Community Board held on Tuesday 9 August 2016 be received.**

**CARRIED on the voices**

**WDCI609/07/3**

Receipt of Ngaruawahia Community Board Minutes held on Tuesday 9 August 2016  
Agenda Item 7.4

**Resolved: (Crs Solomon/Gibb)**

**THAT the minutes of a meeting of the Ngaruawahia Community Board held on Tuesday 9 August 2016 be received.**

**CARRIED on the voices**

**WDCI609/07/4**

Receipt of Huntly Community Board Minutes held on Tuesday 16 August 2016  
Agenda Item 7.5

**Resolved: (Crs Tait/Lynch)**

**THAT the minutes of a meeting of the Huntly Community Board held on Tuesday 16 August 2016 be received.**

**CARRIED on the voices**

**WDCI609/07/5**

**COMMUNITY COMMITTEE MINUTES**

Receipt of Te Kauwhata Community Committee Minutes held on Wednesday 3 August 2016

Agenda Item 8.1

**Resolved: (Crs Sedgwick/Church)**

**THAT the minutes of a meeting of the Te Kauwhata Community Committee held on Wednesday 3 August 2016 be received.**

**CARRIED on the voices**

**WDC1609/08/1**

Receipt of Meremere Community Committee Minutes held on Thursday 11 August 2016

Agenda Item 8.2

**Resolved: (Crs Sedgwick/Petersen)**

**THAT the minutes of a meeting of the Meremere Community Committee held on Thursday 11 August 2016 be received.**

**CARRIED on the voices**

**WDC1609/08/2**

Receipt of Tamahere Community Committee Minutes held on Monday 1 August 2016

Agenda Item 8.3

**Resolved: (Cr Hayes/His Worship the Mayor)**

**THAT the minutes of a meeting of the Tamahere Community Committee held on Monday 1 August 2016 be received.**

**CARRIED on the voices**

**WDC1609/08/3**

**EXCLUSION OF THE PUBLIC**

Agenda Item 9

**Resolved: (Crs Baddeley/Church)**

**THAT the public be excluded from the meeting during discussion on the following items of business:**

**Confirmation of Minutes dated 8 August 2016**

**Receipt of Minutes:**

**Policy & Regulatory Committee dated 16 August 2016**

**Strategy & Finance Committee dated 23 August 2016**

**Infrastructure Committee dated 9 August 2016**

**REPORTS****a. Waingaro Hot Springs Sub-Lease**

This resolution is made in reliance on section 48(1)(a) and 48(2)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by sections 6 or 7 of that Act which would be prejudiced by the holding of the whole or the relevant part(s) of the proceedings of the meeting in public are as follows:

**Reason for passing this resolution to withhold exists under:**      **Ground(s) under section 48(1) for the passing of this resolution is:**

**Section 7(2)(b)(i)(ii)**

**Section 48(3)(d)**

**b. Solid Energy**

This resolution is made in reliance on section 48(1)(a) and 48(2)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by sections 6 or 7 of that Act which would be prejudiced by the holding of the whole or the relevant part(s) of the proceedings of the meeting in public are as follows:

**Reason for passing this resolution to withhold exists under:**      **Ground(s) under section 48(1) for the passing of this resolution is:**

**Section 7(2)(i)**

**Section 48(3)(d)**

**c. Hopuhopu to Huntly Water Main**

This resolution is made in reliance on section 48(1)(a) and 48(2)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by sections 6 or 7 of that Act which would be prejudiced by the holding of the whole or the relevant part(s) of the proceedings of the meeting in public are as follows:

**Reason for passing this resolution to withhold exists under:**      **Ground(s) under section 48(1) for the passing of this resolution is:**

**Section 7(2)(a)(b)(ii)**

**Section 48(3)(d)**

**CARRIED on the voices**

**WDCI609/09**

*Resolution nos WDCI609/10 to WDCI609/13 are contained in the public excluded section of these minutes.*

Having resumed open meeting and there being no further business the meeting was declared closed at 3.32pm.



### **Open Meeting**

<b>To</b>	Waikato District Council
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	20 September 2016
<b>Prepared by</b>	Wanda Wright Committee Secretary
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	1607079
<b>Report Title</b>	Receipt of Extraordinary Council Meeting Minutes

#### **I. EXECUTIVE SUMMARY**

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The minutes for an extraordinary meeting of Council held on Tuesday 20 September 2016 are submitted for receipt.

#### **2. RECOMMENDATION**

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**THAT the minutes of a for an extraordinary meeting of Council held on Tuesday 20 September 2016 be received.**

#### **3. ATTACHMENTS**

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Extraordinary Council Minutes

**MINUTES** of an extraordinary meeting of the Waikato District Council held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **TUESDAY 20 SEPTEMBER 2016** commencing at **8.45am**.

**Present:**

His Worship the Mayor Mr AM Sanson  
Cr JC Baddeley  
Cr J Gibb  
Cr WD Hayes  
Cr SD Lynch  
Cr J Sedgwick  
Cr NMD Smith  
Cr MR Solomon  
Cr CS Tait

**Attending:**

Mr GJ Ion (Chief Executive)  
Mr TG Whittaker (General Manager Strategy & Support)  
Mrs W Wright (Committee Secretary)  
1 Member of Staff

**APOLOGIES AND LEAVE OF ABSENCE**

**Resolved: (Crs Hayes/Sedgwick)**

**THAT** an apology be received from and leave of absence granted to Cr Church and Cr Costar.

**CARRIED on the voices**

**WDCI609/14**

**CONFIRMATION OF STATUS OF AGENDA ITEMS**

**Resolved: (Crs Sedgwick/Baddeley)**

**THAT** the agenda for the meeting of the Waikato District Council held on Tuesday 20 September 2016 be confirmed and all items therein be considered in open meeting.

**CARRIED on the voices**

**WDCI609/15**





### **Open Meeting**

<b>To</b>	Waikato District Council
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	21 September 2016
<b>Prepared by</b>	Wanda Wright Committee Secretary
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	1609584
<b>Report Title</b>	Receipt of Policy & Regulatory Committee Minutes

## **I. EXECUTIVE SUMMARY**

---

To receive the minutes of a meeting of the Policy & Regulatory Committee held on Tuesday 20 September 2016 and to adopt the recommendations contained therein.

## **2. RECOMMENDATION**

---

**THAT** the minutes of the Policy & Regulatory Committee meeting held on Tuesday 20 September 2016 be received;

**AND THAT** the following become resolutions of Council:

Designation of Parks for Electric Charging Station - P&R1609/05/3

**THAT** the proposed amendments to Schedule 1 and Map 3 of Waikato District Council Public Places Bylaw 2016 are adopted by the Council at its meeting on 3 October 2016.

Amendment to Schedule One of The Dog Control Bylaw following Community Engagement - P&R1609/05/4

**THAT** Council approves the budget of \$25,000 to complete the required works;

**AND THAT** the works are to be loan funded, with principal repayments from the Parks & Reserves Replacement Fund and interest repayments from general rate.

Adoption of Section 10a Report - P&R1609/05/5

**THAT the Section 10a Report be approved for forwarding to the Secretary for Local Government.**

### **3. ATTACHMENTS**

---

P&R Minutes

**MINUTES** of a meeting of the Policy & Regulatory Committee of the Waikato District Council held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia held on **TUESDAY 20 SEPTEMBER 2016** commencing at **9.00am**.

**Present:**

Cr DW Fulton (Chairperson)  
His Worship the Mayor Mr AM Sanson  
Cr JC Baddeley  
Cr JM Gibb  
Cr WD Hayes  
Cr SD Lynch  
Cr RC McGuire  
Cr LM Petersen  
Cr JD Sedgwick  
Cr NMD Smith  
Cr MR Solomon  
Cr GS Tait

**Attending:**

Mr GJ Ion (Chief Executive)  
Ms S Duignan (General Manager Customer Support)  
Mr T Whittaker (General Manager Strategy & Support)  
Mrs W Wright (Committee Secretary)  
Mr C Birkett (Monitoring Team Leader)  
Mr W Gauntlett (Consents Technical Team Leader)  
Ms M May (Animal Control Team Leader)  
Ms S Atkins (Director, Connections Ltd)  
3 Members of Staff

**APOLOGIES AND LEAVE OF ABSENCE**

**Resolved: (Crs Lynch/Petersen)**

**THAT an apology be received from and leave of absence granted to Cr Church and Cr Costar.**

**CARRIED on th voices**

**P&R1609/01**

**CONFIRMATION OF STATUS OF AGENDA ITEMS**

**Resolved: (Crs Tait/Sedgwick)**

**THAT** the agenda for a meeting of the Policy & Regulatory Committee held on Tuesday 20 September 2016 be confirmed and all items therein be considered in open meeting;

**AND THAT** the Committee resolves that the following item be added to the agenda as advised by the Chairperson;

- *Customer Driven Approach to Building Consents Presentation.*

**CARRIED on the voices**

**P&R1609/02**

**DISCLOSURES OF INTEREST**

There were no disclosures of interest.

**CONFIRMATION OF MINUTES**

**Resolved: (Crs McGuire/Baddeley)**

**THAT** the minutes of the Policy & Regulatory Committee held on Tuesday 16 August 2016 be confirmed as a true and correct record of that meeting;

**AND THAT** the Public Excluded minutes of the meeting of the Policy and Regulatory Committee held on Tuesday 16 August 2016 be confirmed as a true and correct record of that meeting and remain confidential and unavailable to the public.

**CARRIED on the voices**

**P&R1609/03**

**MATTERS ARISING FROM THE MINUTES**

Local Government New Zealand Conference 2016  
Agenda Item 7.12

The Chief Executive advised that the issue arose due to an internal administrative oversight which has since been addressed. Therefore no further action is required.

**Resolved: (Crs Smith/Sedgwick)**

**THAT** the Recommendation under P&R1608/04/12 be rescinded:

*'AND THAT Council write to LGNZ expressing an expectation that remits are presented early enough to Councils with at least 14 days'*

*notice to enable Councils to consider the matters prior to the meeting.'*

**CARRIED on the voices**

**P&R1609/04**

**REPORTS**

Delegated Resource Consents Approved for the month of August 2016

Agenda Item 6.1

The Consents Technical Team Leader answered questions of the Committee.

**Resolved: (Crs Tait/Gibb)**

**THAT the report of the General Manager Customer Support dated 9 September 2016 be received.**

**CARRIED on the voices**

**P&R1609/05/1**

LGNZ Conference – Te Maruata Advisory Committee Meeting

Agenda Item 6.2

**Resolved: (Crs McGuire/Sedgwick)**

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

**CARRIED on the voices**

**P&R1609/05/2**

Designation of Parks for Electric Charging Station

Agenda Item 6.3

The Monitoring Team Leader gave an overview and answered questions from the Committee.

**Resolved: (Crs Baddeley/Smith)**

**THAT the report from the Group Manager Customer Support be received;**

**AND THAT the proposed amendments to Schedule 1 and Map 3 of Waikato District Council Public Places Bylaw 2016 are adopted by the Council at its meeting on 3 October 2016.**

**CARRIED on the voices**

**P&R1609/05/3**

Amendment to Schedule One of The Dog Control Bylaw following Community Engagement

Agenda Item 6.4

The Animal Control Team Leader gave a verbal report and answered questions of the Committee.

**Resolved: (Crs Hayes/Sedgwick)**

**THAT the report from the General Manager Customer Support – Amendment to Schedule One of The Dog Control Bylaw following Community Engagement be received;**

**AND THAT the Committee recommends to Council that budget of \$25,000 is approved to complete the required works;**

**AND FURTHER THAT the works are to be loan funded, with principal repayments from the Parks & Reserves Replacement Fund and interest repayments from general rate.**

**CARRIED on the voices**

**P&R1609/05/4**

Adoption of Section 10a Report  
Agenda Item 6.5

The Animal Control Team Leader gave a verbal report and answered questions of the Committee.

**Resolved: (Crs Lynch/Sedgwick)**

**THAT the report from the General Manager Customer Support – Adoption of Section 10a Report be received;**

**AND THAT the Section 10a Report is approved for forwarding to the Secretary for Local Government.**

**CARRIED on the voices**

**P&R1609/05/5**

Chief Executive's Business Plan  
Agenda Item 6.6

The Chief Executive gave a verbal report and answered questions of the Committee.

**Resolved: (Crs Gibb/Hayes)**

**THAT the report from the Chief Executive – Chief Executive's Business Plan – be received.**

**CARRIED on the voices**

**P&R1609/05/6**

2016 Meeting Calendar  
Agenda Item 6.7

**Resolved: (Crs Smith/Sedgwick)**

**THAT the report from the Chief Executive – 2016 Meeting Calendar – be received.**

**CARRIED on the voices**

**P&R1609/05/7**

Customer Driven Approach to Building Consents Presentation  
Add Item

Tabled Item: Powerpoint Presentation

**Resolved: (Crs Smith/Petersen)**

**THAT the Customer Driven Approach to Building Consents presentation and information be received.**

**CARRIED on the voices**

**P&R1609/05/8**

There being no further business the meeting was declared closed at 10.41am.

Due to the 2016 Local Body Elections, Cr Fulton and the Chief Executive Mr GJ Ion, signed off the 'end of term' September 2016 Policy & Regulatory Committee Minutes.

.....  
DW Fulton  
**CHAIRPERSON**

.....  
GJ Ion  
**CHIEF EXECUTIVE**

**Open Meeting**

<b>To</b>	Waikato District Council
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	23 September 2016
<b>Prepared by</b>	Lynette Wainwright Committee Secretary
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	1611034
<b>Report Title</b>	Receipt of Hearing Minutes – M Gray

**1. EXECUTIVE SUMMARY**

---

To receive the minutes of the hearing for M Gray held on Wednesday 17 August 2016.

**2. RECOMMENDATION**

---

**THAT** the minutes of a hearing for M Gray held on Wednesday 17 August 2016 be received.

**3. ATTACHMENTS**

---

Hearing Minutes 17 August 2016



Minutes for a hearing by Commissioners of the Regulatory Subcommittee of the Waikato District Council held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **WEDNESDAY 17 AUGUST 2016** commencing at **12.30pm**.

**Present:**

Cr NMD Smith (Chairperson)  
Cr J Gibb  
Cr J Sedgwick

**Present:**

Mr R MacCulloch (Regulatory Manager)  
Mrs LM Wainwright (Committee Secretary)  
Ms M May (Animal Control Team Leader)  
Ms M Gray (Objector)  
Ms Gray Snr  
Members of staff

**HEARING - MEOLA GRAY**  
(File No. DOG2275/15)

Objection to Disqualification.

**INTRODUCTION**

Commissioner Smith introduced members of the hearing panel and welcomed all parties and outlined the process for the hearing.

**HEARING OF THE OBJECTION**

The objector gave a verbal update and answered questions of legal counsel and the committee.

The Animal Control Team Leader gave a verbal update and answered questions of the committee.

**RIGHT OF REPLY**

Ms Gray gave her right of reply.

The hearing adjourned at 1.24pm and the decision reserved.

**DELIBERATIONS**

The Commissioners undertook deliberations on all evidence presented.

The hearing was declared closed at 2.00pm on Wednesday 17 August 2016.

**DECISION**

**THAT** having considered the information presented in writing, and in person at the hearing, the sub-committee does not uphold the objection as outlined in the decision.

**HE1608/02**

**Open Meeting**

<b>To</b>	Waikato District Council
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	23 September 2016
<b>Prepared by</b>	Lynette Wainwright Committee Secretary
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	1611012
<b>Report Title</b>	Receipt of Hearing Minutes – LD Cole

**1. EXECUTIVE SUMMARY**

---

To receive the minutes of the hearing for LD Cole held on Tuesday 10 August 2016.

**2. RECOMMENDATION**

---

**THAT the minutes of a hearing for LD Cole held on Tuesday 10 August 2016 be received.**

**3. ATTACHMENTS**

---

Hearing Minutes 10 August 2016

**MINUTES** hearing by an Independent Commissioner held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **TUESDAY 10 AUGUST 2016** commencing at **1.04pm**.

**Present:**

Cr R De Luca

**Present:**

Mrs LM Wainwright (Committee Secretary)  
Mr K Cattermole (Planner Waikato District Council)  
Ms B Parham (Solicitor Tompkins Wake)  
Mr A Parkes (Environmental Health Team Leader)  
Mr M Brown (Development Engineer)  
Ms K Thomson (Consents Team Leader)  
Ms K Hall (Baseline Group)  
Mr J Ferguson (Baseline Group)  
Mr L Cole (Applicant)  
Mr C Shanks (Contaminated Land Specialist Tonkin & Taylor)  
Mr S Moore (Contaminated Land Practitioner Tonkin & Taylor)  
Members of staff  
Waikato University students

**HEARING – LD COLE – FILE LUC0049/16**

A Limited Notified Resource Consent application for the operation of a depot and importation of 5,500m<sup>3</sup> of cleanfill and retrospective consent for the importation of 2,500m<sup>3</sup> of potentially contaminated fill (asbestos) where a detailed site investigation has been undertaken but the level of contaminants have not been identified and earthworks which exceed the maximum cut of 1.5m by 2.5m (4m) at 1559A Churchill Road, Tuakau in the rural zone.

**INTRODUCTION**

Commissioner De Luca welcomed all parties and outlined the format of the hearing. He advised that a site visit had taken place today.

**HEARING OF THE APPLICATION**

Ms Hall presented written and verbal evidence (attachment 1) and answered questions of the Commissioner.

Mr Cole gave a verbal update on his business and answered questions of the Commissioner.

Mr & Mrs Russell presented a powerpoint and verbal evidence (attachment 2) and answered questions of the Commissioner.

Mr Cattermole presented written and verbal evidence (attachment 3) and answered questions of the Commissioner.

Mr Parkes presented verbal evidence and answered questions of the Commissioner.

Mr Brown presented verbal evidence and answered questions of the Commissioner.

Ms Parham presented verbal evidence and answered questions of the Commissioner.

### **RIGHT OF REPLY**

The applicant's representative gave her right if reply.

The hearing adjourned at 4.12pm and the decision reserved.

### **DELIBERATIONS**

The Commissioner undertook deliberations on all evidence presented.

The hearing was declared closed at 5.30pm on Thursday 25 August 2016.

### **DECISION**

**THAT the Commissioner confirmed the application by Mr LD Cole be granted consent subject to conditions as outlined in the decision dated 30 August 2016.**

**HE1608/01**

### **Open Meeting**

<b>To</b>	Council Meeting
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	3 October 2016
<b>Prepared by</b>	Kevin Lockley Zero Harm Manager
<b>DWS Document Set #</b>	1610807
<b>Report Title</b>	Zero Harm Update

## **1. EXECUTIVE SUMMARY**

---

The purpose of this report and its attachments is to provide an update on current health and safety performance. 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**

---

### Safety Conversations

The Chief Executive and Managers continue to carry out safety conversations across the organisation. The most recent conversations were held with the operator of the Huntly swimming and leisure centre (Belgravia). The contractor was found to be managing the risks of operating the swimming pool complex well and the facilities are being run and maintained in an excellent fashion.

Managers have concentrated their safety conversations with staff and contractors on health and wellbeing, following on from the excellent workshops held with Mike King on mental health wellness

Over Speed Reporting

Numbers of events for the month of September have decreased slightly and the level of speed has also decreased since the focus on risk of high speeding has become the subject of safety conversations with staff , this coupled with the recent driver training programme is starting to show positive results.

Risk Management

The Council software incident reporting programme will be implemented by initial training to ET and support staff and then rolled out to managers and team leaders.

A drug and alcohol policy has been written and has been submitted to the unions for comment; feedback is expected by Wednesday 28 September.

Monthly Statistics

Total incidents for the month were (72) 54 near miss reports, 5 injuries and 13 incidents not requiring any first aid or medical intervention. These reduced numbers of injuries is an encouraging sign

## DISCUSSION AND Analysis of Options

**3.1 DISCUSSION**

This report is to assist Councillors with their due diligence requirements as Officers. The report should start the conversation and provide opportunities for Councillors to raise questions and discuss progress.

**3.2 OPTIONS**

Council could choose to accept the report or not. Council could ask for additional information if needed.

**4. CONSIDERATION**

---

**4.1 FINANCIAL**

There are no direct financial requirements identified in this report.

**4.2 LEGAL**

This report is prepared as part of assisting Council with compliance with Health & Safety at Work Act 2015.

**4.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT**

Council has a Zero Harm Strategy which forms the basis of our health & safety systems and philosophy. An internal Zero Harm Strategic Plan is also in place and is currently being updated to reflect the strategies for the next 12 months.

#### 4.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

Highest levels of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councillors, as Officers under the Health & Safety at Work Act 2015 are required to undertaken due diligence to ensure appropriate health & safety systems are in place and operating.					

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

Council engages with our Community Boards and Community Committees to ensure they are clear on their requirements. Council also undertakes audits and safety conversations in relation to our contractors.

## 5. CONCLUSION

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This report provides an update on progress with our Zero Harm systems and processes, and monthly statistics progress

## 6. ATTACHMENTS

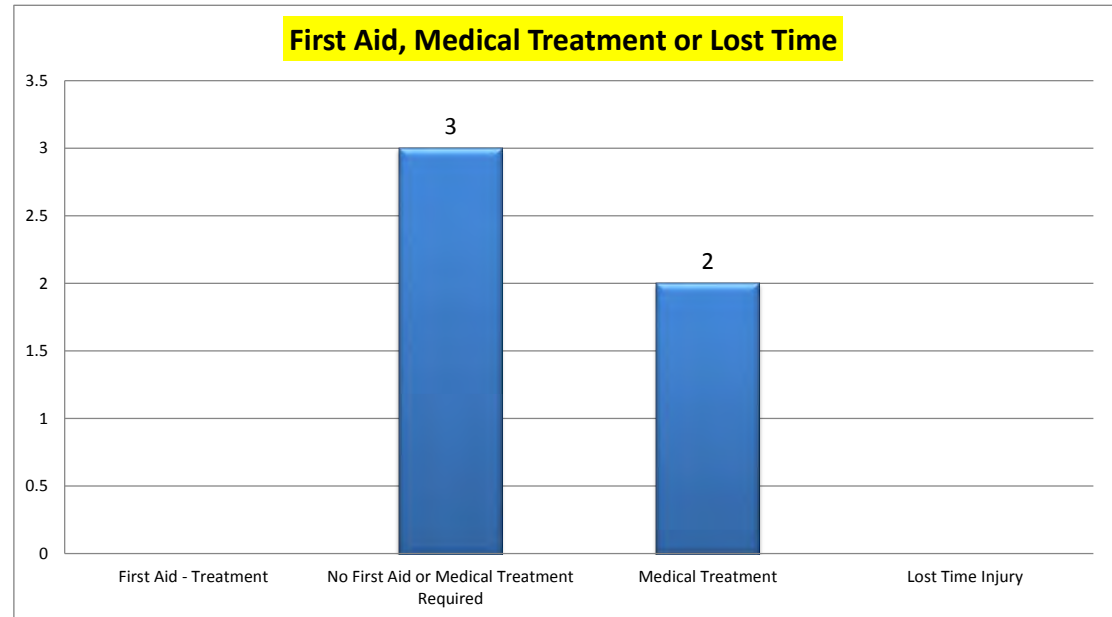
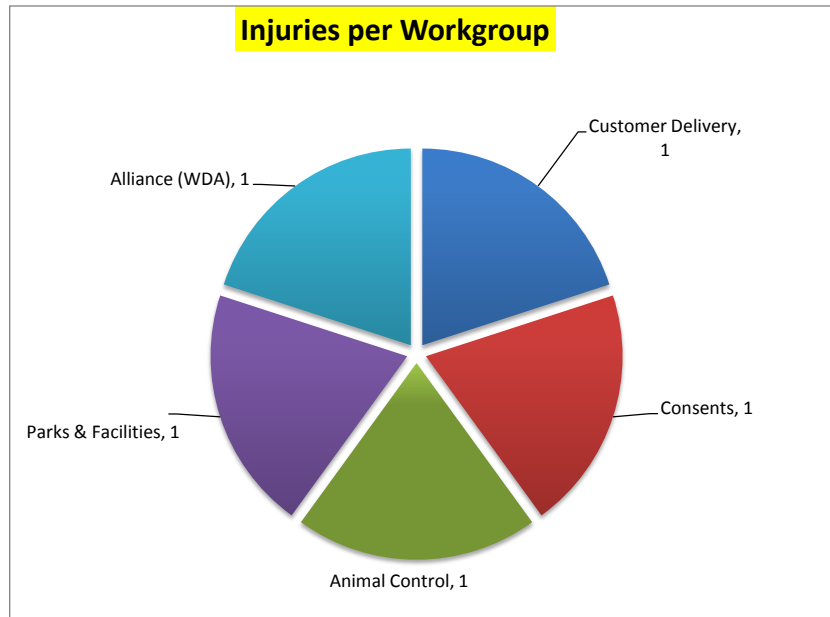
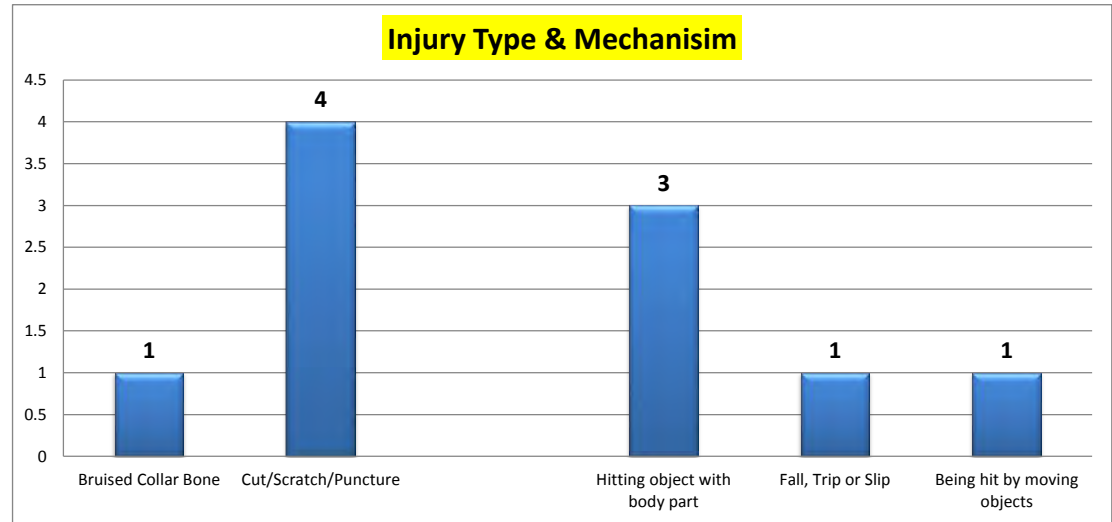
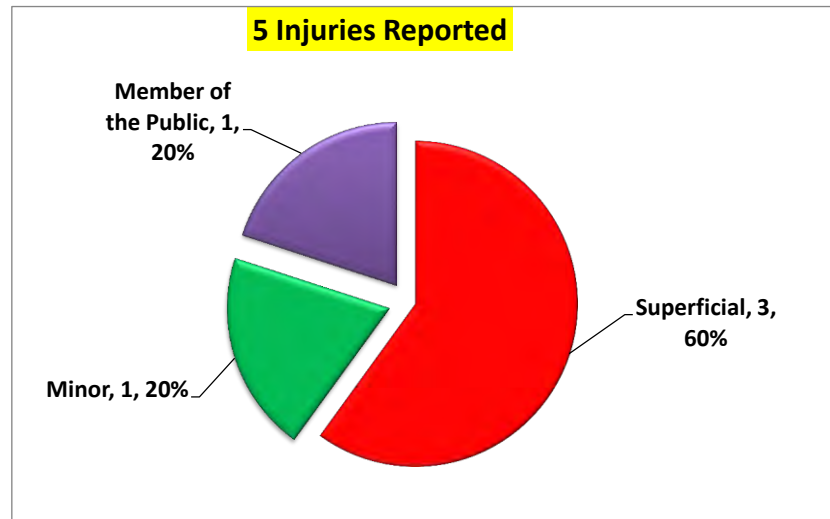
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Zero Harm Dashboard – September 2016



# Zero Harm Dashboard - September 2016

**Total Recordable Injury Rate = 4.18**



### Open Meeting

<b>To</b>	Waikato District Council
<b>From</b>	Tim Harty General Manager Service Delivery
<b>Date</b>	21 September 2016
<b>Prepared by</b>	Andrew Corkill Parks and Facilities Manager
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	1610077
<b>Report Title</b>	Appointment of Principal Rural Fire Officer

## I. EXECUTIVE SUMMARY

---

Council is obliged under the Forest & Rural Fires Act 1977 to appoint a Principal Rural Fire Officer (PRFO). From 1 July 2016 Council's obligations with regard to rural fire will be absorbed by Fire and Emergency New Zealand (FENZ) and provided centrally.

For the last two years the PRFO role has been undertaken in house by Gordon Bailey, Open Spaces Operations Team Leader in Parks and Facilities. With Gordon's recent resignation a new PRFO needs to be appointed to manage the coming fire season and to see the position through to 1 July 2017.

This report recommends Andy Baker be appointed as the Principal Rural Fire Officer as a consultant.

## 2. RECOMMENDATION

---

**THAT the report from the General Manager Service Delivery – Appointment of Principal Rural Fire Officer be received;**

**AND THAT Andy Baker, be appointed as Principal Rural Fire Officer under section 13 of the Forest and Rural Fires Act 1977.**

## 3. BACKGROUND

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Gordon Bailey, Open Spaces Operations Team Leader has resigned from Council and his duty of PRFO needs to be reassigned to ensure that this important role is able to be undertaken until 1 July 2017.

Andy Baker performed the PRFO as a consultant for a number of years until 2014 and as such holds the necessary experience, training and unit standards to fulfil the duties of the PRFO role.

Personnel appointed as the Principal Rural Fire Officer in accordance with Section 13 of the Forest and Rural Fires Act 1977, have powers under the Forest and Rural Fires Act 1977 and Section 38 of the Forest and Rural Fire Regulations 2005 to issue permits, enter property and suppress fires, and a number of other delegations that can be used to assist with the control and management of a Rural Fire event.

The PRFO provides support to Council's existing Rural Fire staff, as well as acting as a conduit for the three Volunteer Rural Fire Force units situated at Onewhero, Te Akau and Maramarua.

The PRFO is also responsible for ensuring Council, as the Rural Fire Authority meets its Rural Fire performance evaluation requirements. This is a requirement under the Fire Service Amendment Act where it is set out that the National Rural Fire Authority must monitor and evaluate the performance of Rural Fire Authorities. This evaluation looks at how prepared the Rural Fire Authority is for a fire event including training, adequate numbers of response personnel, response processes, equipment and recovery.

Every two years Council must review its Fire Plan and the PRFO is responsible for this review and implementation. The Fire Plan was reviewed earlier in 2016 and adopted by Council.

## **4. CONSIDERATION**

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### **4.1 FIRE AND EMERGENCY NEW ZEALAND**

New legislation has been created that combines the National Rural Fire Authority and New Zealand Fire Service. This takes effect from 1 July 2017 and will result in the PRFO role being disestablished at Council. Andy Baker's appointment will therefore be for a term of 8 months.

### **4.2 TRAINING AND EQUIPMENT**

The delivery of Rural Fire Training to Council's Volunteer Rural Fire Forces and other volunteers as well as ensuring plant and equipment are fit for purpose, will be a key focus of this role. Liaison with the New Zealand Fire Service, neighbouring Rural Fire districts and the National Rural Fire Authority are also key responsibilities of this role.

### **4.3 FINANCIAL**

The proposed changes will not impact on existing budgets for this activity.

### **4.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS**

This is not significant under Council's Significance and Engagement Policy.

The following stakeholders have been/or will be consulted:

Planned	In Progress	Complete	
		X	Internal
N/A	N/A	N/A	Community Boards/Community Committees
N/A	N/A	N/A	Waikato-Tainui/Local iwi
N/A	N/A	N/A	Households
N/A	N/A	N/A	Business
X		X X	Other Please Specify National Rural Fire Authority Existing PRFO Contract holder Volunteer Rural Fire Forces

## 5. CONCLUSION

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Since 2014 the role of PRFO has been undertaken by Gordon Bailey. With Gordon's resignation from Council a new PRFO needs to be appointed to manage the coming fire season and to see the position through to 1 July 2017. It is recommended that Andy Baker be appointed as consultant PRFO until the National Fire Service absorbs these duties from 1 July 2017.

## 6. ATTACHMENTS

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Nil

**Open Meeting**

<b>To</b>	Waikato District Council
<b>From</b>	Sue Duignan General Manager Customer Support
<b>Date</b>	22 September 2016
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	1610762
<b>Report Title</b>	Appointment of the Local Welfare Manager

**1. Executive Summary**

---

The CDEM Act 2002 requires that local authorities plan and prepare for large-scale emergencies that may affect our people and communities in the Waikato district. The legislation requires the appointment of key Civil Defence leadership roles that have significant responsibilities both in preparing for and responding to an event, specifically a local controller, a local welfare manager and a recovery manager.

The purpose of this report is to advise Council of the need to approve a new appointment to the Local Welfare Manager role.

**2. Recommendation**

---

**THAT the report from the Appointment of the Local Welfare Manager be received;**

**AND THAT the Council acknowledge the contribution Angela Parquist has made over the last three years to local welfare;**

**AND FURTHER THAT the appointment of Helen Geddes as Local Welfare Manager be approved.**

**3. Overview**

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In a large-scale emergency local authorities have significant responsibilities to coordinate the response to the emergency and to provide for the welfare needs of people affected by the disaster. This is a legislated requirement under the CDEM Act 2002 and the National CDEM Plan 2015.

Our responsibilities include the appointment of key leadership roles that are required to undertake emergency management positions in an emergency, including the local controller, local recovery manager and the local welfare manager.

The Welfare Manager role supports and manages the delivery of welfare services across the district in the event of an emergency.

During readiness, the Local Welfare Manager works closely with the CDEM Coordinator and the Waikato CDEM Group Welfare Manager on the development of a local welfare plan, the establishment of relationships with community-based welfare groups and the building of the capability and capacity of our council to respond in an emergency.

The Local Welfare Manager establishes and chairs the local welfare committee, a collective of agencies working together to prepare for and manage the coordinated delivery of welfare services to affected people in their local area during an emergency.

During response and recovery, the Local Welfare Manager is responsible for ensuring the provision of welfare services to the community with the guidance of the local controller or local recovery manager.

Angela Parquist has been the Local Welfare Manager within CDEM at Waikato District Council for the past three years. Angela has moved the welfare arrangements for this district forward in understanding and capability, particularly with the establishment of a Welfare Team for council.

Angela has elected to step down from this voluntary role of Local Welfare Manager which she has conducted as well as her primary role of Customer Delivery Manager.

I am delighted to advise that Helen Geddes has been selected as our new Local Welfare Manager. After calling for expressions of interest and conducting a joint interview with Irving Young, Group Welfare Manager, we concur that Helen has demonstrated that she is well able to fulfill the requirements of the job description. Helen has a passion for community well-being and is highly motivated to undertake this demanding role. She now has three years of Civil Defence involvement and has been an enthusiastic and committed participant in Civil Defence exercises. She has also completed the advanced welfare training module.

#### **4. Attachments**

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Nil.

### **Open Meeting**

<b>To</b>	Waikato District Council
<b>From</b>	TG Whittaker General Manager Strategy & Support
<b>Date</b>	27 September 2016
<b>Prepared by</b>	Jane Macartney Senior Policy Planner
<b>Chief Executive Approved</b>	Y
<b>Reference/Doc Set #</b>	1612424
<b>Report Title</b>	Waikato District Council Submission on Plan Change 16 (Tuakau Structure Plan – Stage 1: Residential and Industrial Rezoning)

## **1. EXECUTIVE SUMMARY**

---

Plan Change 16 was notified on 16 July 2016 and the submission period closed on 31 August 2016. Due to the set cycle of Council's committee meetings, staff needed to prepare a submission on behalf of Waikato District Council ("WDC") which was then lodged within the statutory time and in advance of a Strategy & Finance Committee meeting. This report therefore seeks a retrospective WDC endorsement of the attached submission.

## **2. RECOMMENDATION**

---

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

**AND THAT Council retrospectively endorses its submission to Plan Change 16 as per the report attachment.**

## **3. BACKGROUND**

---

Council's submission to Plan Change 16 comprises two points. The first point concerns the proposed maximum building height of 10 metres for buildings in the proposed Tuakau Industrial Zone (along Bollard and Whangarata Roads). Due to concerns raised by affected landowners regarding this height limitation, staff sought expert advice from Mansergh Graham Landscape Architects Limited for what would be an appropriate building height given existing industrial developments and likely future land uses in this location. The report from this expert is attached.

The second submission point concerns a request by Council engineers for development within the Tuakau Structure Plan area to proceed so long as it is supported by flood

modelling that is more detailed than the draft catchment management plan that informed the Tuakau Structure Plan (2014). This flood modelling work has already commenced and is expected to be completed before Christmas 2016.

## **4. DISCUSSION AND ANALYSIS OF OPTIONS**

---

### **4.1 DISCUSSION**

The primary submission period for Plan Change 16 has closed and the next step in the process is to call for further submissions mid to late October 2016. Further submissions must relate to primary submissions and may support or oppose them. The section 42A hearing report will assess the merits of all submissions in terms of the Resource Management Act 1991 (“RMA”) and will include recommendations to the hearing panel.

### **4.2 OPTIONS**

Council has the options of either retrospectively endorsing the attached submission, withdrawing it, or amending its content. It is recommended the attached submission be endorsed without change and that it be further tested as part of further submission process and section 42A hearing report.

## **5. CONSIDERATION**

---

### **5.1 FINANCIAL**

The costs of preparing and assessing WDC’s submission on PCI6 involve staff and consultants costs that are ‘business as usual’ and within the budgets allocated for this plan change and the comprehensive District Plan review.

### **5.2 LEGAL**

The attached submission was lodged in time in terms of the statutory process for plan changes in terms of the RMA. Subject to Council’s endorsement, it will be subject of the further submission process and section 42A hearing report which also need to align with the statutory requirements of this act.

### **5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT**

Not relevant to this report.

### **5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS**

Not relevant to this report.



## **6. CONCLUSION**

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It is concluded that Council's retrospective endorsement of the attached submission is appropriate and that it can be further tested with the further submission process and section 42A hearing report.

## **7. ATTACHMENT**

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*WDC Submission Number 39 to Plan Change 16 (includes report from Mansergh Graham Landscape Architects Limited – dated 24 August 2016)*



**Proposed Plan Change 16  
Stage 1 of the Tuakau Structure Plan  
(Rezoning for residential and industrial purposes)**

Submission form

ECM Project: DPC16-03

ECM # .....

Submission # .....

Waikato District Plan

RMA Form 5

**Submitter**

Please print

This form will be copied. Please do not print outside the frame.

Name: Waikato District Council (Mr / Mrs / Ms / Miss)

Contact person: (if applying on behalf of an organisation) Jenni Vernon - Strategic Planning and Resource Management Team leader

Address for correspondence: Private Bag 544 Phone: 07-8248633

Ngaruawahia 3742 E-mail: jenni.vernon@waikato.govt.nz

Fax: .....

I could /could not  gain an advantage in trade competition through this submission.

I am /am not  directly affected by an effect of the subject matter of the submission that:

- (a) Adversely affects the environment; and
- (b) Does not relate to trade competition or the effects of trade competition

**This is a submission on Plan Change 16 Tuakau Structure Plan Stage 1**

Please use a separate form for each provision of the Plan Change you wish to submit about

The specific provision of the Plan Change that my submission relates to is Amendment Number 16 the need for provisions that

specifically address part detailed flood modelling.  
Other identification — eg Attachment, Paragraph .....

I / We support  oppose  seek amendments  to the provision named above:

**The reasons for my / our views are**

The Tonkin & Taylor Draft Catchment Management Plan that supported the Tuakau Structure Plan broadly considers flood hazards for urban growth and identifies areas that are most significantly constrained by flood hazards. The report concludes "It is anticipated that the significance of the constraint in terms of flood extent would reduce if the culverts and bridges were included within a more detailed flood model". Future District Plan provisions need to address flood risk areas to avoid significant adverse effects. These include those identified in a Catchment Management Plan or more defined areas.

**I / We seek the following decision from the Waikato District Council:** (give precise details)

Amend/add provisions to ensure that development in flood risk areas is adequately addressed.

We wish to be heard in support of my / our submission:

Yes  No

If others make a similar submission, I / we will consider presenting a joint case with them at hearing:

Yes  No

Signed: [Signature]

Date: 30 August 2016

(A signature is not required if you make your submission by electronic means.)

Please return this form **no later than 4pm 31 August 2016** to:  
Waikato District Council, 15 Galileo Street, Private Bag 544, Ngaruawahia 3742; OR  
Fax 07 824 8091; OR e-mail districtplan@waikato.govt.nz



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**This is a submission on Plan Change 16 Tuakau Structure Plan Stage 1**

Please use a separate form for each provision of the Plan Change you wish to submit about

The specific provision of the Plan Change that my submission relates to is Amendment Number 16.3

Other identification – eg Attachment, Paragraph Rule 24G.35

I / We support  oppose  seek amendments  ~~to~~ the provision named above. Building Height

**The reasons for my / our views are**

The maximum permitted building height of 10 metres is onerous and inappropriate given the nature of existing industrial development and the type of industries expected to locate in Tuakau.

**I / We seek the following decision from the Waikato District Council:** (give precise details)

Amend Rule 24G.35 as per the recommendations contained in the attached report prepared by Mansergh Graham Landscape Architects Ltd (Ref 240816-R1)

We wish to be heard in support of my / our submission: Yes  No   
If others make a similar submission, I / we will consider presenting a joint case with them at hearing: Yes  No

Signed: [Signature] Date: 30 August 2016  
(A signature is not required if you make your submission by electronic means.)

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Industrial Zone Height Provision Review, Tuakau

# Landscape and Visual Assessment Report



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## **INTRODUCTION**

The Franklin Section of the Waikato District Plan is currently being updated and amalgamated with the Waikato Section of the Waikato District Plan. As part of this process, Plan Change 16 (PC16) to the Waikato District Plan has occurred.

In 2016 Mansergh Graham Landscape Architects Ltd (MGLA), was engaged by Waikato District Council to review the building height provisions of the proposed Industrial Zone at Tuakau and provide advice as to their appropriateness from a landscape and visual amenity perspective.

## **ASSESSMENT APPROACH (LANDSCAPE AND VISUAL AMENITY)**

The following assessment approach has been used to identify the existing landscape character of the site and its surroundings and to assess the potential effects associated with the proposed zone building height requirements and/or any recommended amendments (increase/decrease) on landscape and visual amenity.

An interactive assessment approach has been used to identify landscape character of the site and its surroundings and to assess the potential effect of an increase in height within the Tuakau Industrial Zone on landscape and visual amenity. The assessment has been undertaken to determine the most appropriate industrial building heights across the Industrial Zone with regard to landscape and visual effects, to provide guidance to the Waikato District Council in reviewing the Industrial Zone height provisions within PC16.

Appropriate building heights for the Tuakau Industrial Zone have been assessed and determined through the following process:

### **Review of Background Information:**

- Review of relevant planning provisions within the Waikato District Plan and other District Plans (of districts surrounding Waikato District);
- Review of proposed planning provisions (Plan Change 16 provisions);
- Review of background information and s32 analysis;
- Review of the Landscape and Visual Assessment Report for the Tuakau Structure Plan document;
- Liaison with Waikato District Council.

### **Analysis:**

- Site investigation, including identification of view location points;
- Identification of sensitive landscape features and analysis of potential landscape effects;
- GIS analysis to determine the visual catchment surrounding the Tuakau Industrial Zone when viewed from public roads;
- GIS analysis to identify the potential visibility of a change in industrial building height when seen from within and surrounding the Tuakau Industrial Zone;
- GIS skyline analysis to determine the theoretical height a building can be constructed to, within the Tuakau Industrial zone, before protruding above the skyline (from surrounding locations);
- Interactive 3D model review and analysis to determine the theoretical visual effects of different building height scenarios.

Consideration was given to building heights appropriate to the character and scale of Tuakau township.

Relevant planning provisions within the Waikato District Plan and other surrounding districts (as well as existing development within the proposed Industrial Zone) were reviewed in order to establish a base line for analysis.

Site investigation provided an indication of the potential visibility of future industrial development from surrounding viewer locations, sensitive landscape features and lead to the identification of key view location points.

A 1m digital elevation model was created using lidar data in order to assess the potential visibility of the zone and identify the height to which development could occur before it was seen above the skyline (when viewed from the north, south, east and west). This data was used to determine a range of development height scenarios that were then tested further to identify the potential effect on visual amenity and landscape character.

A 3D model was then created to aid in assessing different industrial building height scenarios from key surrounding viewer locations. Each building height scenario was analysed in order to determine likely effects on visual amenity values and landscape character. The zones adjoining the study area and the objectives and policies associated with these zones under the ODP were then analysed to determine effects of industrial building height from neighbouring land. The 3D model was used to assess height scenarios from within adjoining zones and determine an appropriate interface between the zones. For the purpose of modelling, a “theoretical” building layout scenario was developed within the zone by copying existing building development patterns from similar zones in Auckland and Taupo.

The determination of industrial building heights has been driven by existing built form, consistency and relevance with existing height controls within the Operative Waikato District Plan (OWDP) and Plan Change 16 (PC16), height controls within other Districts, and the general design principles of scale and proportion (such as typical transition from rural to urban, general configuration, visual bulk and shading) as they apply within good urban design practice. Consideration has also been given to the likely visibility of future buildings within the Industrial Zone and the relationship between the building height and the surrounding landscape (including whether future development will breach the skyline form surrounding viewer locations, or obscure views to sensitive landscape areas). These are the principal drivers with potential to affect landscape and visual amenity values.

#### **EXISTING AND PROPOSED PLANNING CONTEXT (HEIGHT)**

Currently, the Waikato District Plan (Franklin Section) allows for:

- 12m building height in the Business Zone within ‘Business Centres’ as defined on the planning maps;
- No maximum building height outside ‘Business Centres’ with maximum height governed by the height in relation to boundary rules
- 12m building height in the Industrial Services Zone;
- 18m building height in the Industrial Zone.

The existing rules in Pokeno Structure Plan Area specify:

- 15m building height in the Light Industrial Zone;
- 20m building height in the Industrial 2 Zone.

Plan Change 16 allows for:

- 10m maximum building height in the Proposed Tuakau Industrial Zone (identified in Schedule 24G).



PC16 has (generally) involved implementing Stage 1 of the Tuakau Structure Plan, rezoning various blocks of land in Tuakau and introduces new provisions for the existing industrial area on Whangarata and Bollard Roads. The aim is to facilitate industrial growth. Plan change 16 consolidates the existing Business, Industrial Services and Industrial Zones on Whangarata/Bollard Roads into the Proposed Industrial Zone.

It has been identified to Council by local landowners (within the existing business and industrial zones) that the Plan Change 16 zone provisions for building height are not suitable for a wide range of future industrial development and uses. This has resulted in the Waikato District Council deciding to seek independent review of the height provisions within the proposed Industrial Zone.

## **LANDSCAPE CONTEXT**

### **Surrounding Landscape**

Tuakau township is located within close proximity to the northern end of the Waikato River, as it approaches Port Waikato. It is also located close to State Highway One (within 10km) and is dissected by the northern extent of the North Island Main Trunk Railway. Tuakau sits approximately 60km southwest of Auckland, 10km southeast of Pukekohe and 9km west of Pokeno. Tuakau lies within a local depression enclosed by a tuff-ring to the east, north, far west, and far south (opposite side of the Waikato River). This steep tuff-ring (remnant volcanic landform) hill country encloses the township in a distinctive circular formation.

The proposed Tuakau Industrial Zone (the study area) is located along the eastern edge of the Tuakau township between Whangarata Road (to the south), Coles Road, Escotts Road, Dr John Lightbody Reserve, Tuakau Saleyards Road and Madill Street (to the west), Bollard Road, Centennial Park and the NIMTR (to the north) and rural farmland (to the east).

The proposed Industrial Zone interfaces with or is in close proximity to the proposed Residential Zone (between Whangarata Road and Dr John Lightbody Reserve), recreation areas (Dr John Lightbody Reserve/Tuakau Rugby Football Club and Centennial Park), the existing Business Zone (between Tuakau Saleyards Road and George Street) and the rural zone (north, south and east of the proposed Industrial Zone). These are important amenity features within the wider landscape.

The main town centre of Tuakau is located on a broad ridge centred on George Street, to the west of the industrial zone. To the north of the township, the landform rises relatively quickly along Harrisville Road towards to a high point near the intersection with Barnaby Road. Expansive views across the Tuakau township are afforded from locations along Harrisville Road.

The first noticeable sharp rise in landform out of Tuakau township along Whangarata Road occurs at the intersection with Brown Road. This forms an important natural threshold, as land use beyond this point expresses a sudden character change (from residential and lifestyle blocks to market gardening and horticultural landuse). This natural threshold between rural landscape and Tuakau township will shift to the edge of the Industrial zone along Whangarata Road once industrial development has been constructed.

Due to the continuous rise into the hill country towards the east along Dominion Road, views across the Tuakau township and surrounds (including sweeping views of the Tuakau Industrial Zone) are afforded between Harrisville Road and McCready Road. As McCready Road dips in elevation towards the south, clear views out across the Industrial Zone will be afforded.

The hill country, including ridges and tuff rings within the wider surrounding landscape, will form the backdrop to views of the Industrial Zone when seen from view locations within the Tuakau township. The containing skyline ridges and surrounding rural landscape are important landscape amenity features for the township. They are further enhanced by the natural buffers between residential and industrial (stream channels, gully systems and planting).

#### **Proposed Industrial Zone and Immediate Surrounds**

The proposed Industrial Zone is located on relatively flat to gently undulating landform that generally rises to the south along Bollard Road. An existing gully system runs alongside the western boundary (central portion) of the proposed zone, in a north-south direction. The stream channel of this gully system traverses the north-western portion of the proposed Industrial Zone. A wide band of mature trees and vegetation is located along the south western zone boundary, providing a natural break between the proposed Industrial Zone and the proposed (new) Residential Zone (to the west).

The proposed Industrial Zone is currently used for a range of activities including horticulture, market gardening and pastoral farming. A transmission line designation dissects the eastern portion of the zone and runs in a north-south direction.

At present the existing industrial development is located toward the north-western extent of the proposed Industrial Zone (within the current Business Zone), along Bollard Road. Development includes a timber mill, fibreglass tank manufacturing, Dricon manufacturing plant, Tuakau Grain, Franklin Rubbish Removals and a Gull service station.

A substation also exists along Whangarata Road (opposite the intersection of Smeed and Whangarata Roads).

The following map (Map 1) shows the proposed zone overlaid on an aerial photograph.







*Figure 1- View towards the Proposed Industrial Zone (middle distance) from George Street (VL6)*



*Figure 2- View looking towards the eastern end of the proposed zone from Whangarata Road (VL2)*



*Figure 3 - View overlooking the Proposed Industrial Zone from elevated location to the South on Smeed Road (VL1)*



*Figure 4 - View overlooking the Proposed Industrial Zone (backdrop) from elevated location on McCready Road to the east (VL8)*

### ZONE DEVELOPMENT HEIGHT THRESHOLDS

The proposed Industrial Zone height of 10m (PC16) was compared to other Industrial Zone height limits within Waikato District and adjacent districts.

DISTRICT/CITY	ZONE		
	INDUSTRIAL	LIGHT INDUSTRIAL	BUSINESS
<b>Note: Rules are not duplicated verbatim from the relevant District Plans.</b>			
<b>Waikato</b>			
<b>Franklin Section</b>			
Permitted Activity (PA)	Industrial 2 Zone: <b>20m</b> (Pokeno Structure Plan)  Tuakau Industrial Zone: <b>18m</b> (Whangarata Business Park Structure Plan)	Tuakau Industrial services: <b>12m</b> (Whangarata Business Park Structure Plan)  Light Industrial: <b>15m</b> (Pokeno Structure Plan)	As identified on the Planning Maps: <b>12m</b> (Business Centre)  No building height maximum outside of Business Centre but Rule 29.5.1 applies (Height to Boundary)
Restricted Discretionary Activity (RDA)	Industrial 2 Zone: <b>20m-25m</b>	Light Industrial Zone: <b>15m-20m</b>	RDA if non-compliant with development standards
Discretionary Activity (DA)	Tuakau Industrial Zone: <b>&gt;18m</b>	Tuakau Industrial Services Zone: <b>&gt;12m</b>	
<b>Waikato Section</b>			
Permitted Activity	<b>25m</b> , and not more than 15m on 90% of building. (If at Huntly Power Station, or the Te Rapa dairy factory: 50m and 35m on 90% of the site)	<b>10m</b> (Light Industrial Zone along Tregoweth Lane, Huntly: 15m or reducing to 10m if building is within 50m of living zone. Max height of 10m for all other Light Industrial Zone areas)	<b>10m</b>
Restricted Discretionary Activity or Discretionary Activity	Any activity that does not comply with a condition for a permitted activity is a restricted discretionary activity except: In the Heavy Industrial Zone and the height exceeds 15m on 90% of the site.	RDA if not compliant with a Permitted Activity condition.  DA if not compliant with RDA conditions.	DA if not compliant with PA conditions.
<b>Hamilton</b>			
Proposed (Appeals Version)	<b>20m</b> , except as follows. i. 10m for that part of the building located within the Amenity Protection Area ii. 15m where the site is in the Rotokauri Employment Area,	(Te Rapa North) <b>20m</b> , except as follows. i. In Stage 1A and 1B the height of building to be: - 25m with a maximum height of 15m over 90% of the site - 50m with a maximum height of 35m over 90% of the Te Rapa Dairy Factory site	Business Zones 1, 2, 3, 4, 5: <b>15m</b> Business Zone 6: <b>12.5m</b> Business Zone 7 <b>10m</b>  Centre City Height Overlay 1: <b>16m</b> Height Overlay 2: <b>16m</b> Height Overlay 3: <b>13m</b> (with no bonuses)
Operative	<b>20m</b> , except as follows: i. 15m where the site is in the Rotokauri Employment Area. ii. 10m where the site is in the Amenity Protection Area.		Centre City: No restriction, but subject to wind and sunlight protection requirements.  Commercial Service <b>10m</b> in Special Amenity Area i. <b>20m</b> where the site is not within a Special Amenity Area ii. No restriction where the site is located in the High Rise Area.
<b>Waipa</b>			

Operative	<b>20m</b> , except as follows: i. 45.0 m within Tall Building Areas defined within the Hautapu and Te Awamutu Specialised Industrial Zones.		Airport Business Zone: <b>20m</b> Town Centre Zone: <b>20m</b>
Proposed (Appeals)	<b>20m</b> , except as follows: i. 55m within Tall Building Area ii. 10m within 100m of the State Highway 1 Cambridge Bypass, Victoria Road or Hautapu Cemetery iii. 12.5m within any site within the Bond Road North Industrial Structure Plan area.		Airport Business Zone: <b>20m</b> Commercial: <b>14m</b> Te Awamutu Large Scale Retail Development Concept Plan Area: <b>15m</b>
<b>Hauraki</b>			
Operative			
Permitted	<b>15.0m</b> , except as follows No maximum: i. Ngatea (properties immediately fronting Orchard West Road) ii. Kerepehi (whole zone), and iii. Dean Crescent, Waihi		Town Centre: <b>10m</b>
Restricted Discretionary	No maximum		Town Centre: <b>12m</b>
<b>Matamata Piako</b>			
	<b>20m</b> : Scheduled sites <b>12m</b> : Non-scheduled sites		<b>12m</b>

These provisions help set expectations around what people expect to see (in general), in terms of building height and form for industrial developments. Developments that significantly exceed these parameters can result in effects associated with visual dominance or appear out of place (contrasting the size and form of adjacent buildings) and can subsequently affect urban amenity.

Height ranges between the maximum and minimum range identified in the above table (10m – 25m) and those identified through GIS visibility analysis (0m – 40m) where identified for further assessment and modelling.

### Analysis Thresholds

The following zone height thresholds were assessed:

- a. 12m building height in the Business Zone within 'Business Centres' as defined on the planning maps (Operative Business Zone);
- b. 12m (Operative Industrial Services Zone);
- c. 18m (Operative Industrial Zone);
- d. 15m (Operative Light Industrial Zone);
- e. 10m (Proposed Industrial Zone);
- f. 20m (Operative Industrial 2 Zone).

An iterative process using GIS/Interactive 3D Model analysis was used to assess the following height range for additional consideration:

- g. 20m – 40m.

### Relationship between Established Planning Provisions and Expectations around Landscape and Amenity

The existing environment (including the extent to which industrial development has already occurred within the proposed zone under the operative planning provisions) and the permitted baseline (what could be constructed) has been taken into consideration. This is because a relationship exists between



established planning mechanisms and landscape and amenity expectations. In other words, if an area is zoned for a particular type of activity, expectations around landscape character and visual amenity are influenced by that activity. In this instance this means that it is less likely that surrounding residents will be surprised by industrial development within the zone, than similar types of development within (for example) the adjacent rural zone.

In landscape terms, the extent to which any change in landscape character and/or visual amenity is accepted is termed as the “limit of acceptable change” or LAC. The LAC is the tipping point at which a change within landscape character passes the threshold of acceptability to an individual or a community and begins to adversely affect landscape and amenity values.

The rate at which this change takes place is dependent upon the timing of future developments that may occur in this area. Gradual, incremental changes often go somewhat unnoticed until it is too late and a change in landscape character occurs. The effects of rapid change, on the other hand, are easier to anticipate and perceive due to a jarring contrast with the existing landscape character. Under either scenario however, the first development 'off the block' is often the catalyst for further change of a similar ilk and can have the most dramatic effect on character change, due largely to the fact that it is introduced first into the area.

The various planning instruments, and how they are interpreted and implemented, have a significant influence on the how landscape character is either maintained or changed. Ideally, the provisions are closely aligned with the LAC, having been identified and tested during the drafting, public notification and submission processes.

If the rate and appearance of such change is generally within expectations (based on specific and “general” knowledge of what an industrial zone should look like), effects on general amenity are minimised.

## **ANALYSIS FACTORS**

The following factors have been considered in this assessment:

### **Landscape and Visual Amenity Factors**

The aforementioned potential industrial building height thresholds were assessed against a number of factors in order to identify the maximum height at which it was considered development could occur without significantly affecting existing landscape character and visual amenity values. This assessment took into consideration the existing permitted baseline and the existing environment (at a high level analysis), as these factors affect existing expectations around future character change within the operative zones.

Factors considered included:

- Visibility;
- Topographic Position (Ridge/midslope/gully);
- Elevation;
- Sensitive landscape features (gully systems and tuff ring landform);
- Sensitive neighbouring zones/areas from which the Industrial Zone will be viewed (roads, parks/reserves, residential zone);
- Natural thresholds (as identified within the Landscape and Visual Assessment Report for the Structure Plan.) /Skylines.

The effect of generic development on wider landscape character was assessed by examining the susceptibility of key landscape attributes to character change. Those factors or attributes likely to enhance



or decrease general amenity values, and/ or effect landscape character and amenity at the 'neighbourhood' level were considered.

In addition, the extent to which buildings are likely to protrude above the skyline (individually and cumulatively) should be taken into consideration. This is because the landform which creates the main skyline of a view also helps to define the visual catchment of an area and contributes to a sense of place for a township and its community (making the main skyline important in contributing to amenity values).

Visual obstruction and/or breaching of the skyline are likely to draw attention to man-made industrial elements against a natural feature backdrop, increasing the likelihood of adverse landscape and visual effects.

### **District Planning Landscape and Amenity Issues**

Landscape and amenity values of particular concern for protection under the OWDP (objectives & policies) include:

- Significant and prominent landscape features
- Visual qualities, avoid visual compromise of natural features/ natural character;
- Ecological, landscape or landform values, or natural character of margins of lakes and rivers;
- Ensure development does not visually compromise major ridgeline or natural character;
- Setback development from streams, rivers, lakes or wetlands and their margins, to preserve natural character.
- Intensity of activity compatible with amenity values and rural character of surrounding area.

The potential effects arising from any increase in the permitted building height within the zone were considered within the context of the above.

### **Visual Absorption Capability Factors**

One of the main factors that will influence a development's visual effect, is the visual absorption capability of the surrounding landscape. This is the ability of the landscape to integrate a development, or feature into its existing visual character without significant change.

Each view location has been rated in terms of its visual absorption capability (VAC). Factors considered in determining the sites VAC rating include:

- a. The degree to which the development (or in this case the zone) is visible;
- b. Visual and physical links with other similar elements or activities in the landscape;
- c. The level of modification to the surrounding landscape (short and long term)
- d. Appropriateness of scale;
- e. Distance;
- f. Backdrop; and
- g. Atmospheric conditions.

### Urban Design Factors

From an urban design perspective, the transition between urban and rural areas was also considered. The following diagram<sup>1</sup> provides an example of a typical transition between rural and urban areas. This type of transition will generally support the retention of existing landscape characteristics.

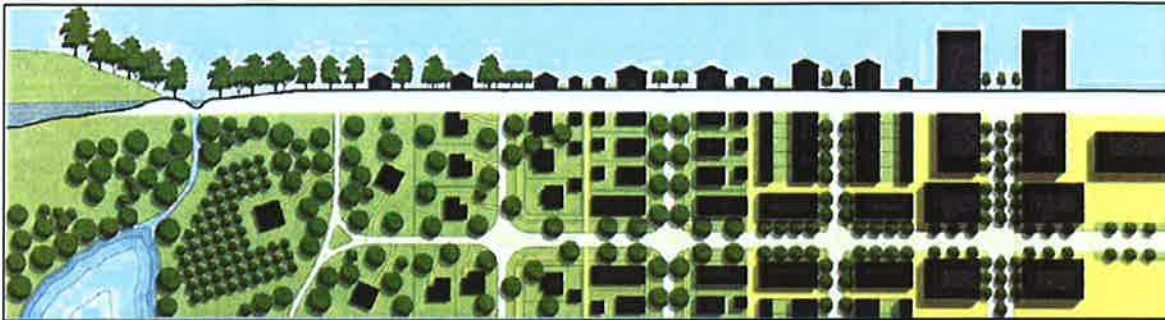


Figure 5- Typical Rural to Urban Transect

In a similar manner the transition between zone boundaries should be gradual rather than abrupt and responsive to the sensitivities of the adjacent zones. This is particularly the case where change of the urban grain of development occurs so as to minimize the potential for adverse effects to propagate into the adjacent zone.

### Visual Catchment

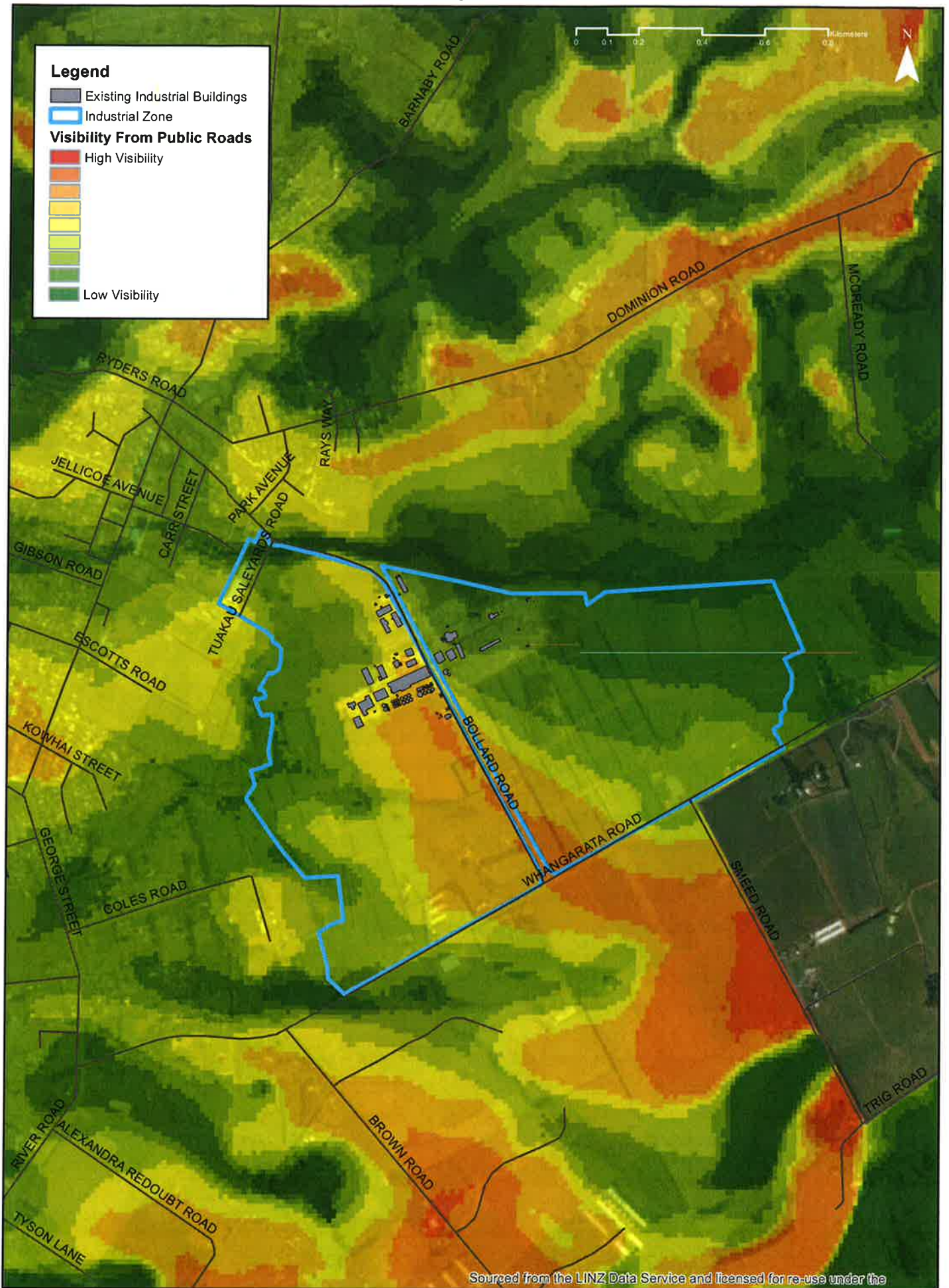
The general visibility of the site; and the visibility of a 20m building envelope within the zone were identified using GIS analysis. The following maps identify:

- Locations from where the Industrial Zone is likely to be more highly visible from publicly accessible locations; and therefore where a height change (increase) is more likely to result in adverse visual effects (Map 2);
- Locations within the surrounding landscape from where buildings (20m high) are potentially visible within the proposed industrial Zone (Map 3).

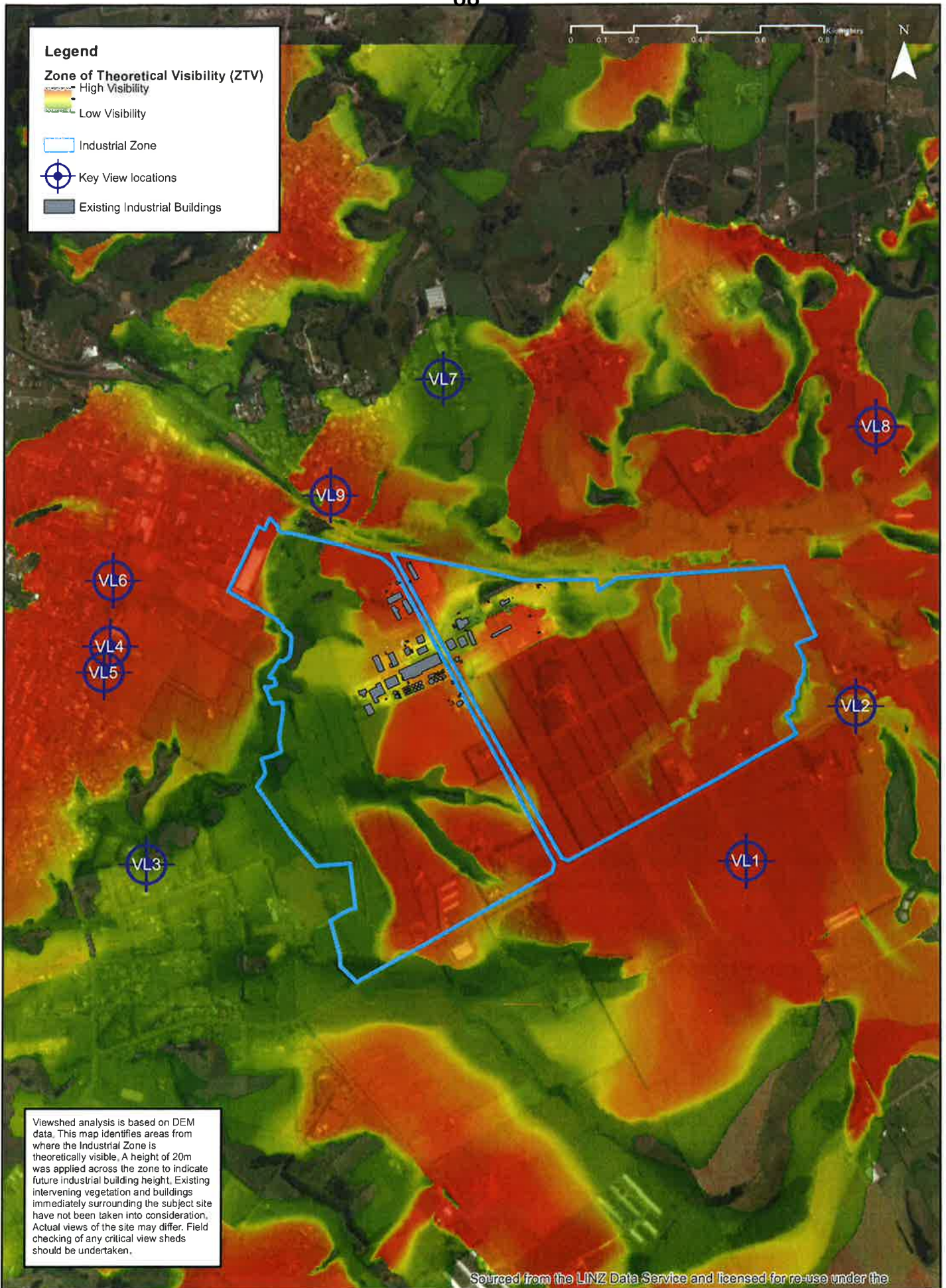
Map 2 indicates that land within the northeastern and northwestern portion of the Industrial Zone is least visible from surrounding public locations and land immediately adjacent to Bollard Road and will be highly visible near the intersection of Bollard and Whangarata Road. When determining appropriate height scenarios within this zone, the likely visibility of the future industrial buildings from surrounding public viewer locations has been carefully considered in order to reduce adverse effects on visual amenity values.

Map 3 shows the potential zone of theoretical visibility (ZTV) of a 20 m building envelope across the proposed zone. This indicates that buildings within the proposed zone are likely to be highly visible from surrounding elevated locations (including Tuakau township). This was verified by site investigation from a number of typical view location points.

<sup>1</sup> Rural-city density diagram, from Smartcode. a Comprehensive Form-Based Planning Ordinance. Spring 2005.







**Legend**

**Zone of Theoretical Visibility (ZTV)**

- High Visibility
- Low Visibility

- Industrial Zone
- + Key View locations
- Existing Industrial Buildings

Viewshed analysis is based on DEM data. This map identifies areas from where the Industrial Zone is theoretically visible. A height of 20m was applied across the zone to indicate future industrial building height. Existing intervening vegetation and buildings immediately surrounding the subject site have not been taken into consideration. Actual views of the site may differ. Field checking of any critical view sheds should be undertaken.

Sourced from the LINZ Data Service and licensed for re-use under the





### INTERACTIVE ANALYSIS

Iterative testing of the various height scenarios within the 3d modelling software/GIS software was used to identify the most appropriate industrial building height for across the Industrial Zone. Within the context of the above factors, it was determined that buildings, ranging in height between approximately 16m – 24m across the majority of the zone and up to 30m the north eastern part of the proposed zone, could be constructed without significant additional effect on landscape and visual amenity.

The following image shows an aerial perspective of the indicative 3D interactive model used during the analysis.



*Figure 6- Interactive 3D model used during analysis (Screenshot)*

The average height of **20m** was selected as the basis for further analysis on wider landscape character and amenity in order to provide a “best fit” within the surrounding landscape and urban context.

### **GENERAL EFFECTS ON SURROUNDING LANDSCAPE CHARACTER AND AMENITY (20m Height Limit)**

The following general effects are likely to result from the introduction of a 20m height limit (permitted) within the proposed industrial zone:

- a. From low lying and proposed residential areas and public spaces to the west (Kowhai Street/George Street/Dr John Lightbody Reserve), development within the industrial zone is likely to be seen against the skyline. Without any setback or buffer requirements, the construction of industrial sized buildings (large footprint/up to 20 m height) would result in an abrupt transition between zones (residential to industrial). This transition is likely to have an adverse effect on landscape and visual amenity values.
- b. From elevated residential areas to the north (Harrisville Road), development within the proposed industrial zone is likely to be seen against a rural backdrop and will generally be viewed below the skyline (in general across the zone). Minor incursions above the skyline are not likely to result in unacceptable effects on landscape character and visual amenity (when considered within the context of the permitted baseline). Due to topographical variation to the north of the NIMTL, the transition between zones will appear less abrupt.
- c. From within Tuakau from the North West (main street and immediate surroundings) the zone is substantially screened from view by intervening buildings and vegetation. Where clear views are available, large industrial buildings will be seen within the context of the existing development (up to approximately 20m high). A 20m high building will appear above the skyline, but will not look out of context with existing tall development within the zone. The nature of the underlying terrain means that buildings closer to the township (i.e. in the northern part of the proposed Industrial Zone) will be lower than the viewers, rising with the terrain along Whangarata Road (in the center and the south of the proposed Industrial Zone). As a result building will appear to step up the hillside, exposing more of the façade to view. This will occur regardless of height limitations.
- d. From elevated rural areas to the north (Dominion Road/McCready Road), some of the zone will be screened from view by intervening topography or topographic variation within the zone. As from other locations any abrupt transition between zones (rural to industrial) is likely to have an adverse effect on landscape and visual amenity.
- e. That building design (including factors such as visual bulk, appearance and colour) will affect the relative visual prominence of buildings/groupings of buildings of the same height within the zone. This means that buildings of the same height may have significantly different levels of effect on landscape and visual amenity.
- f. The existing gully features / open space / green space within the zone plays an important role in the provision of existing landscape and visual amenity within the zone. Under the existing and proposed planning provisions, current appearance of much of the zone is likely to change from rural in character to industrial in character. Such change should not be unexpected due to the current planning provisions.

## FINDINGS

Analysis of the various landscape and amenity factors identified in this report has found that:

- a. Landscape character and amenity assessment in combination with landscape and urban design principles and relevant planning provisions helped determine important landscape and visual considerations. These included:
  - i. The consideration of areas of higher visibility within the Industrial Zone, as viewed from surrounding public location surrounding the proposed Industrial Zone;
  - ii. The consideration of the visibility of the future industrial buildings against the rural backdrop and skyline, as viewed from surrounding viewer locations;
  - iii. Consideration of landscape and urban design “best practice”.
- b. Examination of the ZTV analysis map indicates that, at a macro level, the proposed zone is highly visible. Expansive views will be afforded from the north, south, northeast and west, due to the relative absence of topographic screening. This means that care needs to be taken when considering the effect of industrial building height provisions on the various features and attributes that give rise to surrounding landscape character and amenity.
- c. The zone’s visual absorption capability (VAC) was assessed rated using a 5 step scale (ranging from *very poor* to *very good*). Overall, the zones ability to absorb an increase in permitted building height (from 10m to 20m) is *good*. The definition for the rating is attached in appendix one of this report.
- d. That a permitted height of 20m across the Industrial Zone, with the height of buildings within a 100m distance of any adjacent residential or rural zone boundary additionally controlled by recession plane (figure 4) in order to ensure an appropriate transition between building heights for landscape and amenity purposes, will not result in an unacceptable level of effect on surrounding landscape character or amenity.

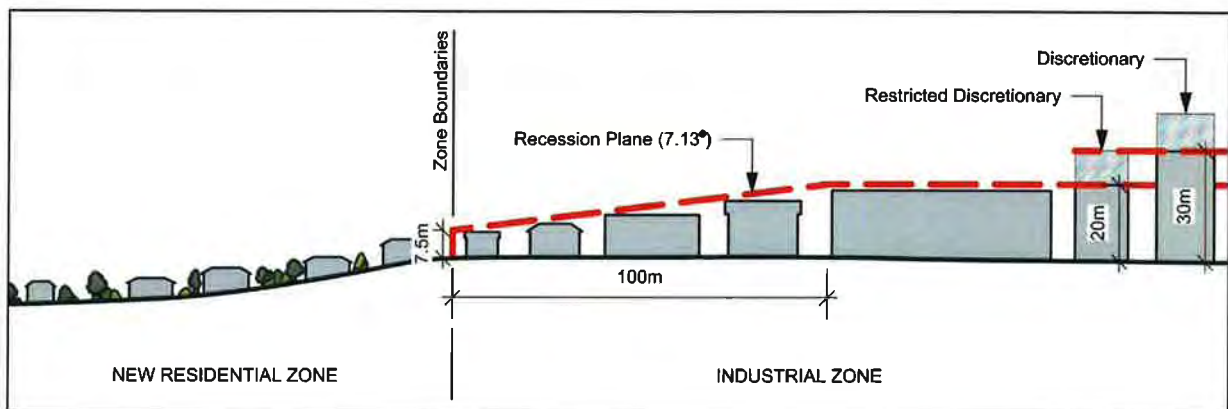


Figure 7- Proposed recession plane

- e. That opportunity exists for development up to 30m in height within low lying areas within the northeast and northwest of the zone subject to the avoidance of adverse effects on landscape and amenity values derived from:
  - i. Significant views of the surrounding rural landscape (including key features);
  - ii. Significant encroachment above the topographic skyline;
  - iii. Visual dominance due to proximity to non-industrial buildings/landuse;
  - iv. Loss of sunlight (shading);
  - v. Design and Appearance (including visual bulk);
  - vi. Colour.

- f. Expectations around the type and heights of buildings within the proposed Industrial Zone are likely to be derived from knowledge of the operative zoning provisions and/or experience (observation) other similar zones within the district and surrounding districts. This expectation will affect perceptions of what future development within the zone may look like and expectations around potential effects on landscape and amenity (present and future) within the zone.
- g. The existing planning provisions would allow for a level of development across the operative industrial, light industrial and business zones which are greater in height to that permitted under PC 16. The amendments to the height provisions recommended in this report would result in a scenario where development would be comparable to that that could perceivably occur under the existing planning provisions. The additional height recommended would not result in any additional adverse effects on wider landscape and amenity values.
- h. Surrounding vegetation and vegetation within the gully systems (within and surrounding the zone) have the potential to mitigate adverse effects on landscape and amenity values arising from taller buildings by providing screening (full/partial) and buffering from adjacent land uses.

## **RECOMMENDATIONS**

Overall, it is recommended:

- a. That the proposed permitted building height limit of 10m (under PC16) is adjusted to 20m across the Tuakau Industrial Zone, with the height of buildings within a 100m distance of any adjacent residential or rural zone boundary additionally controlled by recession plane (figure 7) in order to ensure an appropriate transition between building heights for landscape and amenity purposes.
- b. That any proposed development above the proposed permitted building height limit (20m) and less than 30m is assessed as a restricted discretionally activity with the following additional criteria added to the bullet point list contained in 24G.35.2 of PC16:
  - i. Effects on amenity values (including significant views of the surrounding rural landscape);
  - ii. Effects on views of the topographic skyline (including the cumulative effects of encroachment);
  - iii. Visual dominance due to proximity to adjacent non-industrial buildings/land use;
  - iv. The extent of permanent screening of a proposed building by existing or proposed vegetation and landforms.



### Appendix One: Visual Absorption Capability Ratings

Visual Absorption Capability Definition Ratings	
VAC Rating	Use
Very Good	<p>The proposed development/activity would be completely screened, almost completely screened or completely absorbed by existing landscape features. Any views of the development would be either unidentifiable or at a great distance, and/or;</p> <p>The development/activity would not affect the existing character of the surrounding landscape or view in which it is seen, and/or;</p> <p>The development/activity would introduce a visual element into the landscape or view which may be viewed very frequently or continuously in that or similar landscape types.</p>
Good	<p>The proposed development/activity would be mostly screened or visually absorbed by existing landscape features, but still be identifiable. The development/activity may act as a tertiary focal attraction within the landscape or view in which it is seen, and/or;</p> <p>The development/activity would not affect the existing character of the surrounding landscape or view in which it is seen, and/or;</p> <p>The development/activity may introduce a visual element into the landscape or view which may be viewed frequently in that or similar landscape types.</p>
Neutral	<p>The proposed development/activity would neither be screened nor become a visual intrusion or focal attraction within the landscape or view in which it is seen. The proposed development/activity may act as a minor focal attraction from some locations, and/or;</p> <p>The development/activity would alter the existing character of the surrounding landscape or view in which it is seen, and/or;</p> <p>The development/activity would introduce a visual element into the landscape or view which may be viewed occasionally in that or similar landscape types.</p>
Poor	<p>The proposed development/activity would be clearly visible but would not act as a primary focal attraction, and/or;</p> <p>It would be expected that the proposed development/activity would alter the existing character of the surrounding landscape or view in which it is seen, and/or;</p> <p>The development/activity may introduce a new visual element into the landscape or view. The development/activity may be viewed infrequently in that or similar landscape types.</p>
Very Poor	<p>The proposed development/activity will be highly visible and may act as a primary focal attraction or feature. It would also be expected that the proposed development/activity will significantly alter the existing character of the surrounding landscape or view in which it is seen, and/or;</p> <p>The development/activity will introduce a new visual element into the landscape or view, which will be significantly different in appearance, or scale from the landscape elements surrounding it, and/or;</p> <p>The development/activity would be found very rarely in that or similar landscape types.</p>

### **Open Meeting**

<b>To</b>	Waikato District Council
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	28 September 2016
<b>Prepared by</b>	Lynette Wainwright Committee Secretary
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	1612634
<b>Report Title</b>	Receipt of Strategy & Finance Committee Minutes

## **I. EXECUTIVE SUMMARY**

---

To receive the minutes of a meeting of the Strategy & Finance Committee held on Tuesday 27 September 2016 and to adopt the recommendations contained therein.

## **2. RECOMMENDATION**

---

**THAT** the minutes of the Strategy & Finance Committee meeting held on Tuesday 27 September 2016 be received;

**AND THAT** the following become resolutions of Council:

Risk Management Maturity Assessment

**THAT** Council support the engagement of KPMG to undertake a risk management maturity assessment review;

**AND THAT** Council approve funding from the 2015/16 General Rate surplus to fund this review.

**S&F1609/03**

Plan Change 16: Tuakau Structure Plan Stage I (Rezoning for residential and industrial purposes)

**THAT** an independent commissioner, two qualified Councillors and an iwi representative be appointed as the hearings panel;

**AND THAT** the hearings panel is delegated the authority to make the decision on Plan Change 16.

**S&F1609/04/3**

Final Draft Ngaruawahia, Hopuhopu, Taupiri, Horotiu, Te Kowhai and Glen Massey Structure Plan

**THAT the Final Draft Ngaruawahia, Hopuhopu, Taupiri, Horotiu, Te Kowhai and Glen Massey Structure Plan be accepted by Council for further community engagement;**

**AND THAT the Final Draft Ngaruawahia, Hopuhopu, Taupiri, Horotiu, Te Kowhai and Glen Massey Structure Plan be made available for further community engagement.**

**S&F1609/04/11**

Presentation of the Annual Report 2015/16 and Summary

**THAT the final audited Annual Report 2015/16 and Summary as amended be adopted by Council.**

**S&F1609/04/20**

Development Contributions Deferral Request Subdivision Matangi Farm Lands Limited

**THAT Council approve the draft Agreement to Defer Contributions between Matangi Farm Lands Limited and Waikato District Council.**

**S&F1609/10**

### **3. ATTACHMENTS**

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S&F Minutes 27 September 2016

**MINUTES** of a meeting of the Strategy & Finance Committee of the Waikato District Council held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia held on **TUESDAY 27 SEPTEMBER 2016** commencing at **9.02am**.

**Present:**

Cr JC Baddeley (Chairperson)  
His Worship the Mayor Mr AM Sanson [*until 10.32am and from 11.05am until 12.14pm and from 12.16pm*]  
Cr J Church  
Cr R Costar  
Cr DW Fulton [*until 10.30am and from 11.01am until 11.02am and from 11.03am*]  
Cr JM Gibb  
Cr WD Hayes  
Cr SD Lynch  
Cr RC McGuire [*until 10.41am and from 11.06am*]  
Cr LM Petersen  
Cr JD Sedgwick [*until 10.32am and from 11.01am*]  
Cr NMD Smith  
Cr MR Solomon  
Cr GS Tait

**Attending:**

Mr GJ Ion (Chief Executive)  
Ms S Duignan (General Manager Customer Support)  
Mr T Harty (General Manager Service Delivery)  
Mr TG Whittaker (General Manager Strategy & Support)  
Mrs LM Wainwright (Committee Secretary)  
Ms A Diaz (Finance Manager)  
Ms J Macartney (Senior Policy Planner)  
Ms J Vernon (Strategic Planning & Resource Management Team Leader)  
Mr D Totman (Strategic Planning Project Manager)  
Ms B Connolly (Senior Policy Planner)  
Ms L Van Den Bemd (Community Development Advisor)  
Ms D Rawlings (Management Accountant)  
Mr C Morgan (Economic Development Manager)  
Ms A Brodie (Development Contributions Co-ordinator)  
Mr B MacLeod (Member Raglan Community Board)  
Mr J Dawson (Chief Executive Hamilton & Waikato Tourism)  
Mr G Osborne (Chairman Hamilton & Waikato Tourism)  
Mr N Kotze (Audit Manager Audit New Zealand)  
Mr L Pieterse (Director Audit New Zealand)  
Members of the media

**APOLOGIES AND LEAVE OF ABSENCE**

All members were present.

**CONFIRMATION OF STATUS OF AGENDA ITEMS**

Resolved: (Crs Church/Sedgwick)

**THAT** the agenda for a meeting of the **Strategy & Finance Committee** held on **Tuesday 27 September 2016** be confirmed and all items therein be considered in open meeting with the exception of those items detailed at agenda item 8 which shall be discussed with the public excluded;

**AND THAT** in accordance with Standing Order 3.7.2 the order of business be changed with agenda item 7.19 [*Financial performance summary for the period ending 31 August 2016*] being considered after agenda item 7.1 and agenda item 7.8 [*Presentation of the Annual Report 2015/16 and Summary*] being considered after agenda item 7.20.

**CARRIED on the voices**

**S&F1609/01**

**DISCLOSURES OF INTEREST**

There were no disclosures of interest.

**CONFIRMATION OF MINUTES**

Resolved: (Crs Sedgwick/Gibb)

**THAT** the minutes of a meeting of the **Strategy & Finance Committee** held on **Tuesday 23 August 2016** be confirmed as a true and correct record of that meeting.

**CARRIED on the voices**

**S&F1609/02**

**MATTERS ARISING FROM THE MINUTES**

There were no matters arising from the minutes.

**RECEIPT OF COMMITTEE MINUTES**

Resolved: (Crs Hayes/Sedgwick)

**THAT** the minutes of a meeting of the **Audit & Risk Committee** held on **Wednesday 10 August 2016** be received and that the following recommendation becomes a resolution of the **Strategy & Finance Committee**:

**Risk Management Maturity Assessment**

**THAT** the committee support the engagement of KPMG to undertake a risk management maturity assessment review;

**AND THAT** the Strategy & Finance Committee seek funding from the 2015/16 General Rate surplus to fund this review.

**CARRIED on the voices**

**S&F1609/03**

**REPORTS**

Hamilton & Waikato Tourism Annual Report to Local Government 2015-16  
Agenda Item 7.1

The Chief Executive and Chairman of Hamilton & Waikato Tourism gave a powerpoint presentation and answered questions of the committee.

**Resolved: (Crs Smith/Lynch)**

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

**CARRIED on the voices**

**S&F1609/04/1**

Financial performance summary for the period ending 31 August 2016  
Agenda Item 7.19

**Resolved: (Crs Sedgwick/Church)**

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

**CARRIED on the voices**

**S&F1609/04/2**

Plan Change 16: Tuakau Structure Plan Stage 1 (Rezoning for residential and industrial purposes)  
Agenda Item 7.2

**Resolved: (Crs Church/Petersen)**

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

**AND THAT** the Committee recommend to Council that an independent commissioner, two qualified Councillors and an iwi representative be appointed as the hearings panel;

**AND FURTHER THAT** the hearings panel is delegated the authority to make the decision on Plan Change 16.

**CARRIED on the voices**

**S&F1609/04/3**

Update on the budget expenditure for the Tuakau and the Ngaruawahia & Surrounds Structure Plan Projects  
Agenda Item 7.3

**Resolved: (Crs Smith/Gibb)**

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

**CARRIED on the voices**

**S&F1609/04/4**

Financial Review of Key Projects  
Agenda Item 7.4

**Resolved: (His Worship the Mayor/ Cr Sedgwick)**

**THAT the report from the Chief Executive – *Financial Review of Key Projects* – be received.**

**CARRIED on the voices**

**S&F1609/04/5**

Summary of Movements in Discretionary Funds to 15 September 2016  
Agenda Item 7.5

**Resolved: (Crs Tait/Smith)**

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

**CARRIED on the voices**

**S&F1609/04/6**

Proposed Submission for Healthy Rivers – Plan for Change – Wai Ora He Rautaki Whakapaipai  
Agenda Item 7.6

**Resolved: (His Worship the Mayor/Cr Church)**

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

**CARRIED on the voices**

**S&F1609/04/7**

Waikato Mayoral Forum Minutes 04 July 2016  
Agenda Item 7.7

**Resolved: (His Worship the Mayor/Cr McGuire)**

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

**CARRIED on the voices**

**S&F1609/04/8**

Local Authority Shared Services Limited 2016 Annual Report  
Agenda Item 7.9

**Resolved: (Crs Gibb/Lynch)**

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

**CARRIED on the voices**

**S&F1609/04/9**

Raglan Kopua Holiday Park Financial Statements for the year ended 30 June 2016  
Agenda Item 7.10

**Resolved: (Crs Church/Sedgwick)**

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

**CARRIED on the voices**

**S&F1609/04/10**

Final Draft Ngaruawahia, Hopuhopu, Taupiri, Horotiu, Te Kowhai and Glen Massey Structure Plan  
Agenda Item 7.11

The Strategic Planning Project Manager gave a powerpoint presentation and answered questions of the committee.

**Resolved: (Crs Smith/Gibb)**

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

**AND THAT the Strategy & Finance Committee recommends to Council that the Final Draft Ngaruawahia, Hopuhopu, Taupiri, Horotiu, Te Kowhai and Glen Massey Structure Plan be accepted for further community engagement;**

**AND FURTHER THAT the Final Draft Ngaruawahia, Hopuhopu, Taupiri, Horotiu, Te Kowhai and Glen Massey Structure Plan be made available for further community engagement.**

**CARRIED on the voices**

**S&F1609/04/11**

Cr Fulton withdrew from the meeting at 10.30am during discussion on the above item and was not present when voting took place.

His Worship the Mayor withdrew from the meeting at 10.32am during discussion on the above item and was not present when voting took place.

Cr Sedgwick withdrew from the meeting at 10.32am during discussion on the above item and was not present when voting took place.



Cr McGuire withdrew from the meeting at 10.41am following discussion on the above item and was present when voting took place.

The meeting adjourned at 10.41am and resumed at 11.01am.

Heritage Forum Update

Agenda Item 7.12

**Resolved: (Crs Church/Gibb)**

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

**CARRIED on the voices**

**S&F1609/04/12**

Cr Fulton re-entered the meeting at 11.01am and withdrew from the meeting at 11.02 am during discussion on the above item and was not present when voting took place.

Cr Sedgwick re-entered the meeting at 11.01am during discussion on the above item and was present when voting took place.

Heritage Project Fund

Agenda Item 7.13

**Resolved: (Crs Church/Lynch)**

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

**CARRIED on the voices**

**S&F1609/04/13**

Cr Fulton re-entered the meeting at 11.03am during discussion on the above item and was present when voting took place.

Section 17A Service Review Update

Agenda Item 7.14

**Resolved: (Crs Gibb/Lynch)**

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

**CARRIED on the voices**

**S&F1609/04/14**

His Worship the Mayor re-entered the meeting at 11.05am during discussion on the above item and was present when voting took place.

Update on Placemaking initiatives within the District  
Agenda Item 7.15

The Senior Policy Planner and Community Development Advisor gave a powerpoint presentation and answered questions of the committee.

**Resolved: (Crs Sedgwick/Costar)**

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

**CARRIED on the voices**

**S&F1609/04/15**

Cr McGuire re-entered the meeting at 11.06am during discussion on the above item and was present when voting took place.

Waikato District Community Wellbeing Trust 2016 Annual Report  
Agenda Item 7.16

**Resolved: (Crs Fulton/Sedgwick)**

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

**CARRIED on the voices**

**S&F1609/04/16**

Waikato Regional Airport Limited Annual Report 2016  
Agenda Item 7.17

**Resolved: (Cr Smith/His Worship the Mayor)**

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

**CARRIED on the voices**

**S&F1609/04/17**

Economic Development Update  
Agenda Item 7.18

**Resolved: (Crs Church/Fulton)**

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

**CARRIED on the voices**

**S&F1609/04/18**

Audit & Risk Committee Key Achievements

Agenda Item 7.20

**Resolved: (Crs Gibb/Sedgwick)****THAT the report from the Chair Audit & Risk Committee be received.****CARRIED on the voices****S&F1609/04/19**Presentation of the Annual Report 2015/16 and Summary

Agenda Item 7.8

**Resolved: (Cr Baddeley/His Worship the Mayor)****THAT the report from the General Manager Strategy & Support be received;****AND THAT the final audited Annual Report 2015/16 and Summary as amended be recommended to Council for adoption.****CARRIED on the voices****S&F1609/04/20****EXCLUSION OF THE PUBLIC**

Agenda Item 8

**Resolved: (Crs Costar/Tait)****THAT the report of the Chief Executive be received;****AND THAT the public be excluded from the meeting during discussion on the following items of business:**

- a. **Confirmation of Minutes dated Tuesday 23 August 2016**
- b. **Receipt of Audit & Risk Committee Minutes dated Wednesday 10 August 2016**

**REPORTS**

- a. **Economic Development Update**

**This resolution is made in reliance on section 48(1)(a) and 48(2)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by sections 6 or 7 of that Act which would be prejudiced by the holding of the whole or the relevant part(s) of the proceedings of the meeting in public are as follows:**

Reason for passing this resolution	Ground(s) under section 48(1) for the passing of this resolution
7(2)(f)(i)(h)(i)(j)	Section 48(1)(a)(d)

**b. Development Contributions Deferral Request Subdivision Matangi Farm Lands Ltd**

This resolution is made in reliance on section 48(1)(a) and 48(2)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by sections 6 or 7 of that Act which would be prejudiced by the holding of the whole or the relevant part(s) of the proceedings of the meeting in public are as follows:

Reason for passing this resolution	Ground(s) under section 48(1) for the passing of this resolution
7(2)(i)	Section 48(1)(d)

**CARRIED on the voices**

**S&F1609/05**

*Resolutions S&F1609/06 – S&F1609/09 are contained in the public excluded section of these minutes.*

Having resumed open meeting the following items were released into open meeting:

**REPORTS (CONTINUED)**

Development Contributions Deferral Request Subdivision Matangi Farm Lands Limited  
Agenda Item PEX 4.2

It was resolved [*Resolution No. S&F1609/08/2*] during the public excluded section of the meeting that the following resolution be released into open meeting but the report remain confidential and unavailable to the public:

*“Resolved: (Crs Smith/Hayes)*

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

*AND THAT the Committee recommend to Council that the draft agreement be approved;*

*AND FURTHER THAT the recommendation be released into open meeting but the report remain confidential and unavailable to the public.*

**CARRIED on the voices”**

**S&F1609/10**

There being no further business the meeting was declared closed at 12.17pm.

Due to the 2016 Local Body Elections, Cr JC Baddeley and the Chief Executive Mr GJ Ion, signed off the 'end of term' September 2016 Strategy & Finance Committee Minutes.

.....  
JC Baddeley  
**CHAIRPERSON**

.....  
GJ Ion  
**CHIEF EXECUTIVE**

### **Open Meeting**

<b>To</b>	Waikato District Council
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	28 September 2016
<b>Prepared by</b>	Wanda Wright Committee Secretary
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV1301 – Council Agenda
<b>Report Title</b>	Receipt of Audit & Risk Committee Minutes

## **I. EXECUTIVE SUMMARY**

---

The minutes for a meeting of the Audit and Risk Committee held on Tuesday 27 September 2016 and to adopt the recommendations contained therein.

## **2. RECOMMENDATION**

---

**THAT** the minutes of a meeting of the Audit and Risk Committee held on Tuesday 27 September 2016 be received;

**AND THAT** the following become a resolution of Council:

2015/16 Annual Report Audit - A&R1609/07/1

**THAT** Council adopts the risk assessment perspective from the Audit & Risk Committee in the 2015/16 Annual Report.

## **3. ATTACHMENTS**

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A&R Minutes

**MINUTES** of a meeting of the Audit & Risk Committee of the Waikato District Council held in the Committee Rooms 1 and 2, District Office, 15 Galileo Street, Ngaruawahia held on **TUESDAY 27 SEPTEMBER 2016** commencing at **1.03pm**.

**Present:**

Ms M Devlin (Chairperson)  
His Worship the Mayor Mr AM Sanson [until 2.26pm]  
Cr JC Baddeley  
Cr JM Gibb  
Cr WD Hayes  
Cr JD Sedgwick

**Attending:**

Mr GJ Ion (Chief Executive)  
Mr TG Whittaker (General Manager Strategy & Support)  
Ms S Duignan (General Manager Customer Delivery)  
Mrs RJ Gray (Council Support Manager)  
Mrs W Wright (Committee Secretary)  
Ms A Diaz (Finance Manager)  
Mr K Abbott (Organisational Planning & Project Support Team Leader)  
Mr V Ramduny (Strategy & Planning Manager)  
Mrs K Jenkins (Project Management Advisor)  
Mr N Kotze (Audit Manager, Audit New Zealand)  
Mr L Pieterse (Director, Audit New Zealand)  
Mr K Lockley (Zero Harm Manager)  
Ms M Russo (Corporate Planner)  
Mr A Marais (GIS Team Leader)

**APOLOGIES AND LEAVE OF ABSENCE**

All members were present.

**CONFIRMATION OF STATUS OF AGENDA ITEMS**

**Resolved: (Crs Gibb/Sedgwick)**

**THAT** the agenda for a meeting of the Audit & Risk Committee held on **Tuesday 27 September 2016** be confirmed and all items therein be considered in open meeting with the exception of those items detailed at agenda item 8 which shall be discussed with the public excluded;

**AND THAT** in accordance with Standing Order 3.7.2 the order of business be changed with the public excluded section being considered following agenda item 5 and that other items be considered as appropriate during the course of the meeting;

**AND FURTHER THAT** the Committee resolves that the following item be added to the agenda as a matter of urgency as advised by the Chief Executive;

- Debrief of Cyber Security Breach - dated 23 September 2016;

**AND FURTHER THAT** the Committee resolves that the following item be added to the public excluded agenda as a matter of urgency as advised by the Chief Executive;

- Conflict of Interest Review;

**AND FURTHER THAT** the Committee resolves that item 7.5 [*Datacom Control Environment*] be considered in the public excluded section of the meeting;

**CARRIED on the voices**

**A&R1609/01**

#### **DISCLOSURES OF INTEREST**

There were no disclosures of interest.

#### **CONFIRMATION OF MINUTES**

**Resolved: (Crs Hayes/Sedgwick)**

**THAT** the minutes of a meeting of the Audit & Risk Committee held on Wednesday 10 August 2016 be confirmed as a true and correct record of that meeting.

**CARRIED on the voices**

**A&R1609/02**

#### **MATTERS ARISING FROM THE MINUTES**

There were no matters arising from the minutes.

#### **EXCLUSION OF THE PUBLIC**

Agenda Item 8

**Resolved: (Crs Hayes/Sedgwick)**

**THAT** the report of the Chief Executive be received;



**AND THAT** the public be excluded from the meeting during discussion on the following items of business:

- a. **Confirmation of Minutes dated 10 August 2016.**

**REPORTS**

- a. **Fraud Declaration**

This resolution is made in reliance on section 48(1)(a) and 48(2)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by sections 6 or 7 of that Act which would be prejudiced by the holding of the whole or the relevant part(s) of the proceedings of the meeting in public are as follows:

Reason for passing this resolution to Ground(s) under section 48(1) for the withhold exists under: passing of this resolution is:

Section 7(2)(f)(i)(h)(i)(j)

Section 48(a)(d)

- b. **Register of Conflict of Interests**

This resolution is made in reliance on section 48(1)(a) and 48(2)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by sections 6 or 7 of that Act which would be prejudiced by the holding of the whole or the relevant part(s) of the proceedings of the meeting in public are as follows:

Reason for passing this resolution to Ground(s) under section 48(1) for the withhold exists under: passing of this resolution is:

Section 7(2)(f)(i)(h)(i)(j)

Section 48(a)(d)

- c. **Committee Time with Audit New Zealand**

This resolution is made in reliance on section 48(1)(a) and 48(2)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by sections 6 or 7 of that Act which would be prejudiced by the holding of the whole or the relevant part(s) of the proceedings of the meeting in public are as follows:

Reason for passing this resolution to Ground(s) under section 48(1) for the withhold exists under: passing of this resolution is:

Section 7(2)(f)(i)(h)(i)(j)

Section 48(a)(d)

- d. **Conflict of Interest Review**

This resolution is made in reliance on section 48(1)(a) and 48(2)(a) of the Local Government Official Information and Meetings Act 1987 and the particular

interest or interests protected by sections 6 or 7 of that Act which would be prejudiced by the holding of the whole or the relevant part(s) of the proceedings of the meeting in public are as follows:

Reason for passing this resolution to Ground(s) under section 48(1) for the withhold exists under: passing of this resolution is:

Section 7(2)(f)(i)(h)(i)(j)

Section 48(a)(d)

**e. Datacom Control Environment**

This resolution is made in reliance on section 48(1)(a) and 48(2)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by sections 6 or 7 of that Act which would be prejudiced by the holding of the whole or the relevant part(s) of the proceedings of the meeting in public are as follows:

Reason for passing this resolution to Ground(s) under section 48(1) for the withhold exists under: passing of this resolution is:

Section 7(2)(f)(h)(i)(j)

Section 48(a)(d)

**AND THAT Ms Margaret Devlin, Chairperson Audit & Risk Committee, remains in the meeting after the public has been excluded to facilitate the discussion on public excluded items.**

**CARRIED on the voices**

**A&R1609/03**

*Resolutions A&R1609/04 – A&R1609/06 are contained in the public excluded section of these minutes.*

Having resumed open meeting the following items were considered.

**REPORTS**

2015/16 Annual Report Audit  
Agenda Item 6.2

The report was taken as read and the Finance Manager highlighted the following key issues:

- Process went very well
- Timing issues with Strada were experienced with Deloitte.
- The Committee acknowledged Naudé Kotze's contribution during his time as Audit Manager for Waikato District Council.

- The Audit Management Report circulated to the committee was discussed. Three new issues have been raised which Management have accepted and will address. The General Manager Strategy & Support confirmed that the outstanding issues are being addressed. The Chair requested continued focus on eliminating past actions.

Discussion was also held during this item on the report 'Update on progress against issues raised in the interim management report'. *[Agenda item 7.4 refers]*

**Resolved: (Crs Baddeley/Gibb)**

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

**AND THAT the Audit Management Report for the year ended 30 June 2016 be received;**

**AND THAT from a risk assessment perspective the committee recommend to Council that the 2015/16 Annual Report be adopted.**

**CARRIED on the voices**

**A&R1609/07/1**

Debrief of Cyber Security Breach  
Add.Item

The GIS Team Leader provided an overview on the breach on 23 September 2016:

- Council experienced a Cyber attack on our network system around 12pm. It was in the system for 1 hour 37 minutes.
- The virus is called "ZEPTO" and it looks for certain file types, especially Word and Excel files and then re-names the document. It is also a form of ransom-ware; the hackers/source demanded payment but in this case, it was not necessary, the IT Team addressed the issue.
- The source PC was found and cleaned; isolated and destroyed. How the virus got onto this PC is still unsure.
- To prevent this from happening again (as far as is possible), Continual Awareness Programmes will be run in Council. The key issue is that staff need to utilise these programmes as quick identification and prompt action prevent major data loss.
- AON offered assistance and advice. The excess on the policy is \$50,000. The costs incurred to address the issue were below the excess.
- An Incident Management Process was instigated to help manage the organisation response. This enabled the IT Team to focus solely on addressing the technical issues. This process went well.
- A debrief is currently in process. Learnings and recommendations for the future will be brought to the Committee at the December meeting.

- Our firewalls and framework are 'robust'.
- The 'culture' of the workplace is important. All staff have a role to play and this message should be communicated throughout Council. This experience will be used for reinforcing appropriate behaviour.

Audit & Risk Committee Key Achievements

Agenda Item 6.1

This report was taken as read.

**Resolved: (Crs Gibb/Sedgwick)**

**THAT the report from the Chair Audit & Risk Committee be received.**

**CARRIED on the voices**

**A&R1609/07/2**

Insurance Renewal Process

Agenda Item 6.3

The report was taken as read and the Finance Manager gave a verbal overview.

The General Manager Strategy & Support gave feedback on the report from the Chair of the Insurance Advisory Group re the recent visit to underwriters in London. This report will be circulated to the other Committee Members.

This Committee will receive a separate paper on the new Insurance premiums for 2016-17 by email on or before 1 November 2016.

**Resolved: (Crs Hayes/Sedgwick)**

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

**CARRIED on the voices**

**A&R1609/07/3**

Strategic Risk Update and Register

Agenda Item 6.4

The report was taken as read by the Project Management Advisor. When finalised, the Strategic Risks will be presented to the full Council.

**Resolved: (Crs Baddeley/Gibb)**

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

**CARRIED on the voices**

**A&R1609/07/4**

His Worship the Mayor retired from the meeting during the discussion on the above item and was not present when voting took place.

Zero Harm Update

Agenda Item 7.1

The report was taken as read. The Zero Harm Manager highlighted the following key points:

- Zero Harm strategic plan is being reviewed and enhanced
- Partnership Programme review is being looked at (by ACC). Including removal of WSMP programme. Looking at bringing some programmes in-house
- Child protection and domestic violence Policy in strategic plan being looked at
- Critical Risk Register being reviewed 6 monthly
- Incident of 12 August 2016 (firearm threat) – key learnings identified (e.g. better communication)

**Resolved: (Crs Sedgwick/Gibb)**

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

**CARRIED on the voices**

**A&R1609/07/5**

Update on Project Management Audit Report Outcomes

Agenda Item 7.2

The report was taken as read. The Project Management Advisor answered questions of the Committee.

Training packages will be put together and rolled out to all staff concerned. The Project Management Forum will confirm the process and then deliver on good practice project management.

A follow up report will be presented to the Audit and Risk Committee in December.

**Resolved: (Crs Hayes/Gibb)**

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

**CARRIED on the voices**

**A&R1609/07/6**

Update on Internal Audit and Quality Improvement

Agenda Item 7.3

The report was taken as read. The Organisation Planning & Project Support Team Leader answered questions of the Committee.

**Resolved: (Crs Sedgwick/Gibb)**

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

**CARRIED on the voices**

**A&R1609/07/7**

Update on progress against issues raised in the interim management report  
Agenda Item 7.4

The report was taken as read. The Committee had also previously discussed the final audit management report as part of the 2015/2016 Annual report Audit. [A&R1609/07/11 refers]

Updated Future Work Plan  
Agenda Item 7.6

The report was taken as read. It was agreed that the Future Work Plan would be reviewed further following the local body elections.

**Resolved: (Crs Hayes/Gibb)**

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

**CARRIED on the voices**

**A&R1609/07/8**

Organisational Risk Awareness – Direction of Travel  
Agenda Item 7.7

The report was taken as read. The Project Management Advisor gave an overview of the review and process. Awaiting the outcome of the audit report which will be presented at the next committee meeting.

**Resolved: (Crs Sedgwick/Gibb)**

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

**CARRIED on the voices**

**A&R1609/07/9**

Drinking Water – Havelock North  
Add.Item

The Chair requested the report provided to the Infrastructure Committee on Drinking Water be presented to the next Audit & Risk Committee meeting in December 2016 on Council's readiness for such an event.

There being no further business the meeting was declared closed at 3.04pm.

Due to the 2016 Local Body Elections, His Worship the Mayor and the Chief Executive Mr GJ Ion, signed off the 'end of term' September 2016 Audit & Risk Committee Minutes.

.....  
AM Sanson  
**CHAIRPERSON**

.....  
GJ Ion  
**CHIEF EXECUTIVE**

### **Open Meeting**

<b>To</b>	Waikato District Council
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	14 September 2016
<b>Prepared by</b>	Lynette Wainwright Committee Secretary
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	1605762
<b>Report Title</b>	Receipt of Infrastructure Minutes

## **I. EXECUTIVE SUMMARY**

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To receive the minutes of a meeting of the Infrastructure Committee held on Tuesday 13 September 2016 and to adopt the recommendations contained therein.

## **2. RECOMMENDATION**

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**THAT the minutes of the Infrastructure Committee meeting held on Tuesday 13 September 2016 be received;**

**AND THAT the following become resolutions of Council:**

### Mangawara Stream Bridge Project Funding

**THAT additional funds of \$77,000 be provided to fund the Mangawara Bridge construction shortfall;**

**AND THAT the funds be provided by increasing the loan amount for the project and covering interest repayments from the unsubsidised roading budget and principal repayments from the Roding Replacement Reserve Fund.**

**INF1609/04/2**

### Te Kopua Domain – Easement

**THAT subject to consultation with the Kopua Camp Board of Management, Council exercise its delegated authority under s48 Reserves Act 1977 to negotiate and complete a grant of an electricity easement in gross, in favour of**



**WEL Networks Limited, over parts of the land legally described as part Papahua No.2 Block and Section 2 Block I Karioi Survey District.**

**INF1609/04/6**

Stopping and Disposal of Unformed Factory Road, at Otatau

**THAT the section of unformed Factory Road comprising 4186 square metres shown as Section I SO 500754 be declared surplus to Council roading requirements;**

**AND THAT subject to the successful completion of statutory processes that the section of unformed Factory Road shown as Section I SO 500754 be stopped pursuant to Section 342 Local Government Act 1974;**

**AND FURTHER THAT when stopped, Section I SO 500754 be sold for amalgamation with part Lot 2 DP 53932 comprised in CFR NA 26D/1421, at a price to be established by market valuation and to be within Council property policy, with the applicant to be responsible for all costs incurred;**

**AND FURTHER THAT the proceeds of sale be credited to the Property Proceeds Reserve.**

**INF1609/04/7**

New Road Name Proposal at Birchwood Lane, Tamahere

**THAT Council approves naming the new road developed to service the Kirrie Developments Ltd – Stage 4 subdivision – Kirriemuir Close.**

**INF1609/04/8**

Land Exchange for Road Realignment – Waipuna Road, Waerenga

**THAT the Chief Executive be authorised to sign agreements pursuant to Section 17 of the Public Works Act, to acquire from LN and JP Rankin, the parcels of land described in the First Schedule hereto and from GH and PJ Exton and BR Sheppard, the parcels of land described in the Second Schedule hereto, for road (Waipuna Road);**

**AND THAT the portions of unformed Waipuna Road described in Schedule 3 hereto, be stopped and amalgamated with the land of the adjoining owner, pursuant to Sections 116 and 117 of the Public Works Act 1981, in exchange for the land to be acquired for road;**

**AND FURTHER THAT consents be executed by the Mayor and Chief Executive pursuant to part VIII of the Public Works Act 1981, to give effect to the above.**

**FIRST SCHEDULE** (all as shown on SO Plan 462410)**Section 4 comprising 1112 m<sup>2</sup> being Part Lot 7 DP 404496;****Section 9 comprising 271 m<sup>2</sup> being Part Lot 6 DP 404496;****Section 10 comprising 182 m<sup>2</sup> being Part Lot 5 DP 404496;****Section 14 comprising 9 m<sup>2</sup> being Part Lot 8 DP 404496;****Section 15 comprising 51 m<sup>2</sup> being Part Lot 8 DP 404496.****SECOND SCHEDULE** (all as shown on SO Plan 462410)**Section 5 comprising 230 m<sup>2</sup> being Part Allotment 419 Parish of Whangamarino;****Section 6 comprising 1039 m<sup>2</sup> being Part Allotment 415 Parish of Whangamarino.****THIRD SCHEDULE** (all as shown on SO Plan 462410)**Legal road shown as:****Section 1 comprising 709m<sup>2</sup>****Section 2 comprising 773 m<sup>2</sup>****Section 3 comprising 716 m<sup>2</sup>****Section 7 comprising 1055 m<sup>2</sup>****Section 8 comprising 299 m<sup>2</sup>****Section 11 comprising 321 m<sup>2</sup>****Section 12 comprising 267 m<sup>2</sup>****Section 13 comprising 744 m<sup>2</sup>.**

INF1609/04/9

**3. ATTACHMENTS**

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INF Minutes 13 September 2016

**MINUTES** of a meeting of the Infrastructure Committee of the Waikato District Council held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia held on **TUESDAY 13 SEPTEMBER 2016** commencing at **9.00am**.

**Present:**

Cr WD Hayes (Chairperson)  
His Worship the Mayor Mr AM Sanson *[from 9.14am]*  
Cr JC Baddeley  
Cr J Church  
Cr R Costar  
Cr J Gibb *[until 11.15am]*  
Cr S Lynch *[until 10.30am and from 10.51am]*  
Cr L Petersen  
Cr J Sedgwick  
Cr NMD Smith *[until 10.30am and from 10.51am]*  
Cr MR Solomon  
Cr CS Tait *[until 9.14am and from 9.20am]*

**Attending:**

Mr G Ion (Chief Executive)  
Mr TN Harty (General Manager Service Delivery)  
Mrs L Wainwright (Committee Secretary)  
Mr C Clarke (Roading Manager)  
Mr A Corkill (Parks & Facilities Manager)  
Ms J Remihana (Programme Delivery Manager)  
Mr M Mould (Waters Manager)  
Ms M McIntyre (Operations Engineer)  
Mr M James (Technical Manager – Waikato District Alliance)  
Mr D Robertson (Downer Executive General Manager)  
Mr C West (Downer General Manager Northern Infrastructure Services)  
Mr K Pavlovich (Compliance Income Team Leader)  
Ms M Smart (Property Officer)  
Mr B MacLeod (Deputy Chair Raglan Community Board)

**APOLOGIES AND LEAVE OF ABSENCE**

**Resolved: (Crs Sedgwick/Lynch)**

**THAT** an apology be received from and leave of absence granted to Cr Fulton and Cr McGuire.

**CARRIED on the voices**

**INF1609/01**

## **CONFIRMATION OF STATUS OF AGENDA ITEMS**

**Resolved: (Crs Church/Costar)**

**THAT** the agenda for a meeting of the Infrastructure Committee held on Tuesday 13 September 2016 be confirmed and all items therein be considered in open meeting with the exception of those items detailed at agenda item 7 which shall be discussed with the public excluded;

**AND THAT** in accordance with Standing Order 3.7.2 the order of business be changed with agenda item 6.9 [*Mangawara Stream Bridge Project Funding*] being considered after agenda item 6.1;

**AND FURTHER THAT** the Deputy Chair of the Raglan Community Board be given speaking rights on item 6.3 [*Wastewater Overflow Continual Improvement Update Interim Report*] in the open section of the meeting.

**CARRIED on the voices**

**INF1609/02**

## **DISCLOSURES OF INTEREST**

There were no disclosures of interest.

## **CONFIRMATION OF MINUTES**

**Resolved: (Crs Tait/Smith)**

**THAT** the minutes of a meeting of the Infrastructure Committee held on Tuesday 9 August 2016 be confirmed as a true and correct record of that meeting.

**CARRIED on the voices**

**INF1609/03**

## **MATTERS ARISING FROM THE MINUTES**

There were no matters arising from the minutes.

## **REPORTS**

Waikato District Alliance - Annual Report  
Agenda Item 6.1

The Technical Manager – Waikato District Alliance gave a powerpoint presentation and answered questions of the committee.

The Downer Executive General Manager gave a verbal update and answered questions of the committee.

**Resolved: (Crs Baddeley/Lynch)**

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

**CARRIED on the voices**

**INF1609/04/1**

His Worship the Mayor entered the meeting at 9.14am during discussion on the above item and was present when voting took place.

Cr Tait withdrew from the meeting at 9.14am during discussion on the above item and re-entered the meeting at 9.20am and was present when voting took place.

Mangawara Stream Bridge Project Funding  
Agenda Item 6.9

The Roding Manager gave a verbal update and answered questions of the committee.

**Resolved: (Crs Smith/Baddeley)**

**THAT the report from the General Manager Service Delivery be received;**

**AND THAT the Committee recommend to Council that additional funds of \$77,000 be provided to fund the Mangawara Bridge construction shortfall;**

**AND FURTHER THAT the funds be provided by increasing the loan amount for the project and covering interest repayments from the unsubsidised roading budget and principal repayments from the Roding Replacement Reserve Fund.**

**CARRIED on the voices**

**INF1609/04/2**

Service Delivery Report for August 2016  
Agenda Item 6.2

The following members of staff gave verbal updates and answered questions of the committee:

- General Manager Service Delivery,
- Roding Manager,
- Parks & Facilities Manager,
- Programme Delivery Manager,
- Waters Manager,
- Operations Engineer, and
- Technical Manager – Waikato District Alliance.

**Resolved: (Crs Smith/Gibb)**

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

**CARRIED on the voices**

**INF1609/04/3**

Crs Lynch and Smith withdrew from the meeting at 10.30am following discussion on the above item and were present when voting took place.

The meeting adjourned at 10.30am and resumed at 10.49am.

Drinking Water

Agenda Item 6.3

**Resolved: (Crs Lynch/Church)**

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

**CARRIED on the voices**

**INF1609/04/4**

Crs Lynch and Smith re-entered the meeting at 10.51am during discussion on the above item and were present when voting took place.

Wastewater Overflow Continual Improvement Update Interim Report

Agenda Item 6.4

The following members of staff gave verbal updates and answered questions of the committee:

- General Manager Service Delivery, and
- Waters Manager.

Mr MacLeod gave a verbal update and answered questions of the committee.

**Resolved: (Crs Costar/Lynch)**

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

**CARRIED on the voices**

**INF1609/04/5**

Cr Gibb retired from the meeting sat 11.15am during discussions on the above item and was not present when voting took place.

Te Kopua Domain – Easement  
Agenda Item 6.5

**Resolved: (Crs Smith/Tait)**

**THAT the report from the General Manager Service Delivery be received;**

**AND THAT subject to consultation with the Kopua Camp Board of Management, Council exercise its delegated authority under s48 Reserves Act 1977 to negotiate and complete a grant of an electricity easement in gross, in favour of WEL Networks Limited, over parts of the land legally described as part Papahua No.2 Block and Section 2 Block I Karioi Survey District.**

**CARRIED on the voices**

**INF1609/04/6**

Stopping and Disposal of Unformed Factory Road, at Otua  
Agenda Item 6.6

The Property Officer gave a verbal update and answered questions of the committee.

**Resolved: (Crs Church/Smith)**

**THAT the report from the General Manager Service Delivery be received;**

**AND THAT the section of unformed Factory Road comprising 4186 square metres shown as Section I SO 500754 be declared surplus to Council roading requirements;**

**AND FURTHER THAT subject to the successful completion of statutory processes that the section of unformed Factory Road shown as Section I SO 500754 be stopped pursuant to Section 342 Local Government Act 1974;**

**AND FURTHER THAT when stopped, Section I SO 500754 be sold for amalgamation with part Lot 2 DP 53932 comprised in CFR NA 26D/1421, at a price to be established by market valuation and to be within Council property policy, with the applicant to be responsible for all costs incurred;**

**AND FURTHER THAT the proceeds of sale be credited to the Property Proceeds Reserve.**

**CARRIED on the voices**

**INF1609/04/7**

New Road Name Proposal at Birchwood Lane, Tamahere  
Agenda Item 6.7

**Resolved: (Crs Smith/Tait)**

**THAT the report from the General Manager Service Delivery be received;**

**AND THAT the Infrastructure Committee approves naming the new road developed to service the Kirrie Developments Ltd – Stage 4 subdivision – Kirriemuir Close.**

**CARRIED on the voices**

**INF1609/04/8**

Land Exchange for Road Realignment – Waipuna Road, Waerenga  
Agenda Item 6.8

**Resolved: (Crs Smith/Tait)**

**THAT the report of the General Manager Service Delivery be received;**

**AND THAT the Chief Executive be authorised to sign agreements pursuant to Section 17 of the Public Works Act, to acquire from LN and JP Rankin, the parcels of land described in the First Schedule hereto and from GH and PJ Exton and BR Sheppard, the parcels of land described in the Second Schedule hereto, for road (Waipuna Road);**

**AND FURTHER THAT the portions of unformed Waipuna Road described in Schedule 3 hereto, be stopped and amalgamated with the land of the adjoining owner, pursuant to Sections 116 and 117 of the Public Works Act 1981, in exchange for the land to be acquired for road;**

**AND FURTHER THAT Consents be executed by the Mayor and Chief Executive pursuant to part VIII of the Public Works Act 1981, to give effect to the above.**

**FIRST SCHEDULE (all as shown on SO Plan 462410)**

**Section 4 comprising 1112 m<sup>2</sup> being Part Lot 7 DP 404496;**

**Section 9 comprising 271 m<sup>2</sup> being Part Lot 6 DP 404496;**

**Section 10 comprising 182 m<sup>2</sup> being Part Lot 5 DP 404496;**

**Section 14 comprising 9 m<sup>2</sup> being Part Lot 8 DP 404496;**

**Section 15 comprising 51 m<sup>2</sup> being Part Lot 8 DP 404496.**

**SECOND SCHEDULE (all as shown on SO Plan 462410)**

**Section 5 comprising 230 m<sup>2</sup> being Part Allotment 419 Parish of Whangamarino;**

**Section 6 comprising 1039 m<sup>2</sup> being Part Allotment 415 Parish of Whangamarino.**



**THIRD SCHEDULE** (all as shown on SO Plan 462410)

Legal road shown as:

Section 1 comprising 709m<sup>2</sup>Section 2 comprising 773 m<sup>2</sup>Section 3 comprising 716 m<sup>2</sup>Section 7 comprising 1055 m<sup>2</sup>Section 8 comprising 299 m<sup>2</sup>Section 11 comprising 321 m<sup>2</sup>Section 12 comprising 267 m<sup>2</sup>Section 13 comprising 744 m<sup>2</sup>.**CARRIED on the voices****INF1609/04/9****EXCLUSION OF THE PUBLIC**

Agenda Item 7

**Resolved: (Crs Costar/Lynch)****THAT** the report of the Chief Executive be received;**AND THAT** the public be excluded from the meeting during discussion on the following items of business:

- a. **Confirmation of Minutes dated Tuesday 9 August 2016**

**REPORTS**

- a. **Acquisition of Land for East West Link – 31 Birchwood Lane, Tamahere**

This resolution is made in reliance on section 48(1)(a) and 48(2)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by sections 6 or 7 of that Act which would be prejudiced by the holding of the whole or the relevant part(s) of the proceedings of the meeting in public are as follows:

Reason for passing this resolution to withhold exists under:      Ground(s) under section 48(1) for the passing of this resolution is:

Section 7(2)(a)(i)

Section 48(3)(d)



### **Open Meeting**

<b>To</b>	Waikato District Council
<b>From</b>	Tim Harty General Manager Service Delivery
<b>Date</b>	16 September 2016
<b>Prepared by</b>	Michelle Smart Property Officer
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	1611030
<b>Report Title</b>	Razorback Road Water Treatment Site

## **I. EXECUTIVE SUMMARY**

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The Pokeno Village was originally supplied with water from a treatment plant located at 471A Razorback Road Pokeno, with the village now being supplied via a connection to Water Care Services Limited.

Council's Waters Manager has confirmed that site is now redundant and that the land is no longer required for the public work purpose that it was originally acquired, and is also not required for another public work associated with Council. The site is not subject to a Right of First Refusal.

The Public Works Act 1981 places legal obligations on Council to offer to sell the land back to the former owner/s, or their successor/s, at a price established by market valuation. The land is unable to be put to another non-public work use, or to be sold on the open market, until such time as a Public Works Act offer back obligations have been completed.

The first stage of the process requires that the site be declared surplus to Council requirements. A report will then be commissioned to establish any offer back obligations or exceptions, and also allows for decommissioning works to commence.

## **2. RECOMMENDATION**

---

**THAT the report from the General Manager Service Delivery be received;**

**AND THAT Lot 1 DP 201625 comprising 1045 square metres held in CT NA 138D/834 be declared surplus to Council requirements, and be released for sale on the open market, subject to section 40 Public Works Act 1981 offer back obligations;**

**AND FURTHER THAT the property proceeds of sale, less costs including the costs associated with the decommissioning of the site, be credited to the Property Proceeds Reserve.**

### **3. BACKGROUND AND DISCUSSION**

---

In 1982, Franklin County Council acquired a parcel of land comprising 1,045 square metres at 471A Razorback Road Pokeno for water supply purposes. The site accommodates a small shed, and four timber water tanks, used for the storage and supply of treated water to Pokeno Village (Refer Attachment 1: Location Diagram).

Pokeno is now supplied with water from Water Care, and as such the Waters Manager has confirmed that the Razorback Road site is redundant, and the land is no longer required in connection with water supply purposes.

A land status report confirms that there is no Crown Residual Interest in the property, that is to say: there are no Right of First Refusal obligations in relation to this property (Refer Attachment 2: Land Status Report).

The land is also not required in connection with any other public work, but is not able to be put to another Council purpose, or be sold on the open market until such time as Council has completed its obligations under section 40 of the Public Works Act 1981 (“PWA”). Section 40 of the Act requires Council to offer to sell the land back to the former owner/s or their successor/s at a price established by market valuation.

The Act does provide certain exceptions from the offer back obligations, on the grounds of it being impracticable, unfair or unreasonable to do so. A Land Information New Zealand (“LINZ”) accredited officer will be engaged through the process to investigate the acquisition history, and confirm if/that an offer back obligation or exception exists.

Should an offer back obligation exist, in the event that the former owner/s or their successor/s elect not take up the offer to purchase the land at market valuation, Council has the option of putting the land to another use, or to sell the land on the open market.

The first stage of the process requires that Council declare the land surplus to requirements, to enable the legal and decommissioning processes to commence.

### **4. ANALYSIS OF OPTIONS**

---

#### **4.1 OPTIONS**

**Option 1:** Council can declare the property surplus to requirements and be released for sale on the open market, subject to completion of section 40 PWA offer back obligations.

The property is no longer required for a public work, and cannot be put to another use or be sold on the open market until such time as it has been declared to be surplus to Council requirements.

Because the land was originally acquired for a public work, at the point where the property is declared to be surplus to Council requirements, it triggers an obligation under the PWA to offer the land back to the original owner/s or their successor/s.

This option is recommended.

**Option 2:** Council can decline to declare the property surplus to requirements.

The land will remain in Council ownership until such time as it is declared surplus to Council requirements.

Council remains under an obligation to use the land for a public work, and is unable to put the land to another non-public work use until the section 40 PWA obligations have been completed.

This option is not recommended.

## **5. CONSIDERATION**

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### **5.1 FINANCIAL**

The proceeds of sale, less costs including costs associated with the decommissioning of the site are to be credited to the Property Proceeds Reserve.

### **5.2 LEGAL**

Section 40 (1) of the PWA places an obligation on Council to offer to sell the land back at a price established by market valuation, to the original owner or their successors, where that land is no longer required for the purpose for which it was acquired and is not required in connection with another public work.

Section 40(2) of the Act provides exceptions, where it would be impracticable, unfair or unreasonable to do so.

### **5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT**

Council's Property Policy provides that land may be disposed of at a price established by valuation, unless otherwise resolved by Council.

### **5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS**

The purpose and scope of the Significance and Engagement Policy is to enable the Council and its communities to identify the degree of significance attached to a particular issue, proposal, assets, decisions and activities. It is also to provide clarity about how and when communities can expect to be engaged in decisions made by Council. Further, it is intended to inform Council from the beginning of a decision making process about the extent, form and type of engagement required.

The Policy requires 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 the likely impact on and consequence for:

- (a) The district or region;
- (b) Any persons who are likely to be particularly affected by, or interested 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 identifies Water as a core service and significant activity of Council.

The Policy provides at Schedule I a list of Waikato District Council's strategic assets, which further identifies the water plants and reticulation network as a whole to be a strategic asset.

Pokeno is now supplied with water from Water Care. The Waters Manager has confirmed that the Razorback Road treatment site is redundant, and the land is now longer required for water supply purposes. The recommendations of this report therefore do not trigger significance and engagement requirements.

## **6. CONCLUSION**

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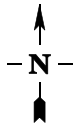
The recommendations of this report, if approved, will allow Council to fulfil its obligations under the Public Works Act 1981 and will allow Council to divest itself of land that is no longer required for the purpose for which it was originally acquired.

## **7. ATTACHMENTS**

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- Attachment 1: Location Diagram Razorback Road site
- Attachment 2: Land Status Report







SCANNED

Doc No

**Site: Pokeno Water Reservoir.  
Lifestyle Research  
LAND STATUS REPORT**

**Legal Description:** Lots 1 DP 210625

**Situated in Block Number:** XIII **Survey District:** Opaheke

**Area:** 1045 square metres

**Plan References:** DP 210625

**Land Status:** Water Supply Purposes

**Instrument of Title:** CFR NA 138D/834

**Owner(s):** Waikato District Council.

**Administrating Body:** Waikato District Council

**Authority/Document:** CFR NA 138D/834

**Interests affecting the Land:** Nil

**LAND HAS NO CROWN RESIDUAL INTEREST**

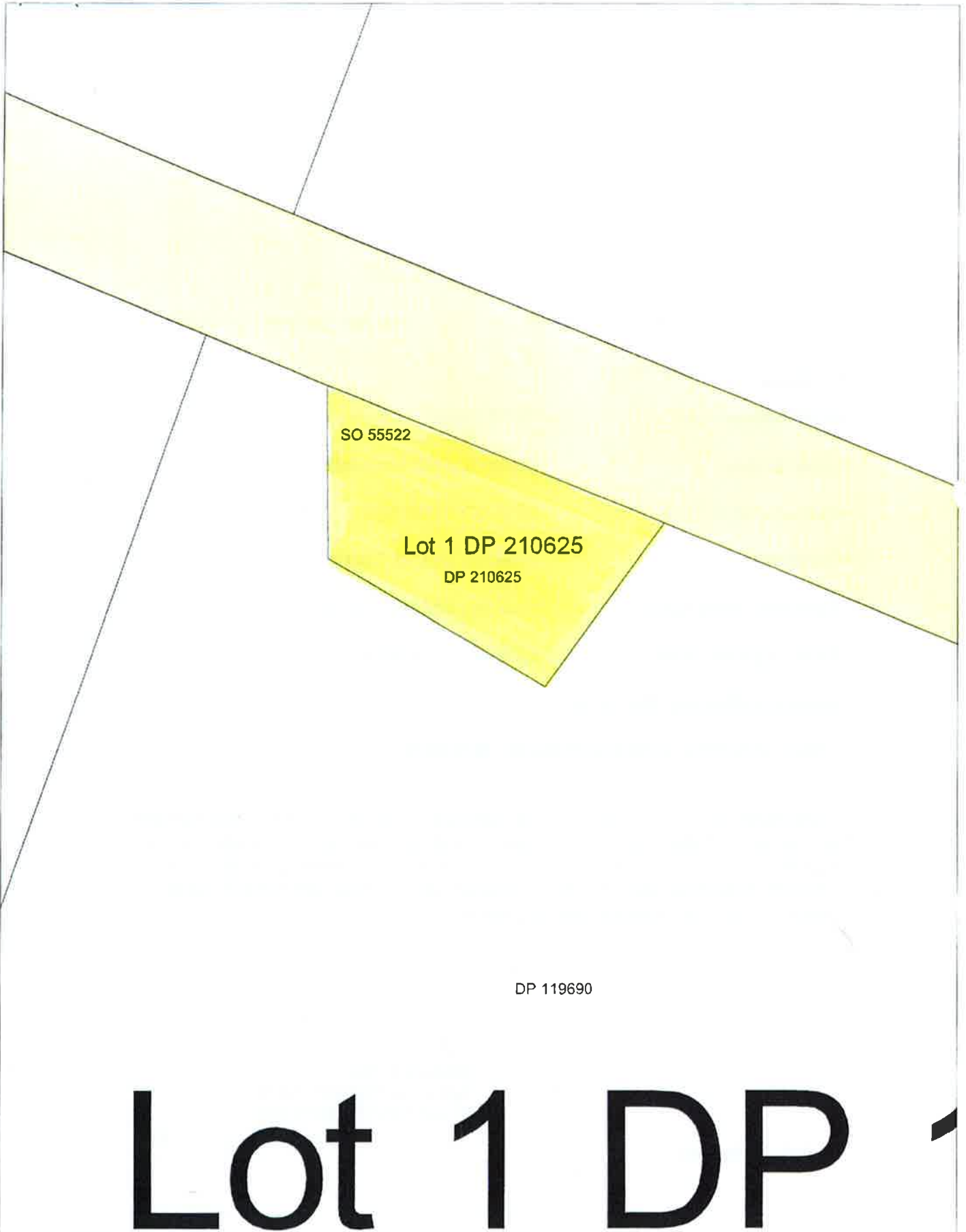
**Comments:** No Crown Interest The Land was originally Private Land that was acquired for a Water Supply Purposes in 1982 by the Franklin County Council vide NZ Gazette 1982 p3770. The Local Authorities interest is contained in CFR NA 138D/834 issued in 2002. Transmission is required from Franklin District Council to Waikato District Council.

  
Graham Cullen  
Accredited Supplier No 14  
for Lifestyle Research Ltd

LR Ref: Tuakau 052

18 - 08 - 2014





**Spatial Map Print**

Scale 1 : 670



This data has been compiled from official records. Location of boundaries requires an analysis of all relevant information in compliance with the Survey Regulations. Attribute data requires an analysis of the appropriate legal record.



### **Open Meeting**

<b>To</b>	Waikato District Council
<b>From</b>	Tim Harty General Manager Service Delivery
<b>Date</b>	27 September 2016
<b>Prepared by</b>	Marie McIntyre Operations Team Leader, Waters
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	1611718
<b>Report Title</b>	Waters Team Resourcing

## **I. EXECUTIVE SUMMARY**

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The Waters team have been understaffed for a period of time. This shortage has been covered by City Care for the past eight weeks and funded from savings in the waters salary budget. City Care are unable to continue to provide this service due to lack of skilled staff. This lack of skilled staff is a national issue. Staff have had discussions with Downer New Zealand (Council's alliance partner) around supplying the required resources. Downer have indicated they have two staff ready for deployment and will relocate or recruit further resources in due course.

A sole supplier agreement with Downer New Zealand to cover up to 24 months delivers the resources in the most time effective manner providing the Waters team with the resources to address backlog in preventive maintenance whilst still retaining an active presence on the network. It would also allow the increased expectations around pump station servicing and overflow reductions to be realised. The funding for these extra sources is proposed to be allocated from the district-wide Water and Wastewater reserves as outlined in the report.

## **2. RECOMMENDATION**

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**THAT the report from the General Manager Service Delivery be received;**

**AND THAT Council approve the sole supplier engagement of Downer New Zealand Limited to provide staffing services in accordance with those outlined within this report;**

**AND FURTHER THAT the Chief Executive be delegated authority to enter into a contract with Downer New Zealand Limited for those services, up to a maximum value of \$1,000,000;**

**AND FURTHER THAT the funds for this contract be drawn from the District-Wide Water and Wastewater reserves.**

### **3. BACKGROUND**

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At the Infrastructure meeting on 9 August, the Committee received a report updating it on the wastewater overflows across the district, with a particular focus on Raglan. The report outlined a Continued Improvement Approach (CIP) to reduce the number of wastewater overflows and proposed a budget to assist in the first stages of achieving that. In that report the Committee approved, amongst other works, \$50,000 for staffing support to cover for existing vacancies and also to assist in increasing the level of service with regards to the wastewater system. To date City Care have been providing the additional resources but this is due to end on 30 September as they are unable to secure skilled staff to continue this level of cover.

The Reticulation Operations Team has been understaffed by two Operations Engineers and 2 Trained Reticulation Servicemen for some time. Ongoing recruitment processes have failed to secure any Servicemen but has been successful in recruiting one Operations Engineer. When the City Care staff leave at the end of September the existing Servicemen will be solely focused on reactive works and will be unable to undertake proactive tasks. They are also on call 1 week in 3, which is placing a significant requirement on both them and their families. This frequency of on call work is not sustainable.

To address this issue and also acknowledging the difficulty in recruitment of experienced engineers and servicemen, staff are proposing to enter into a 18-24 month agreement with Downer New Zealand (Downer) to provide additional resources.

### **4. DISCUSSION AND ANALYSIS OF OPTIONS**

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#### **4.1 DISCUSSION**

City Care staff have been supplementing Council reticulation servicemen capacity for the last 8 weeks due to staff shortages. With City Care unable to provide support past 30 September, staff entered into discussions with Downer on their ability to provide long term support in this area. Downer is Council's Alliance Partner who also undertakes a significant amount of Water Operational activities across the country.

Discussions with Downer centred on the ability to provide three Reticulation Servicemen and one Operations Engineer. This level of resourcing would bring the Operations Engineer team up to full capacity and allow a reasonable duty roster to be reinstated (1 week in 4). The three servicemen would bring the level of resources in this area up to nine Servicemen, which is one more than established levels. This level of resourcing would allow the team to address backlogs in preventative maintenance whilst still retaining an active presence on the network. It would also allow the increased expectations around pump station servicing and a reduction in overflows to be responded to. At the time of writing this report Downer have confirmed they have one Serviceman and one Operations Engineer available immediately. They are actively looking to relocate the two further staff required.

Discussions with Downer have also taken into account Council's procurement processes and procedures. Staff have been clear that they require a Council resolution to commit to the level of unbudgeted expenditure as outlined within this report. The view of staff is that due to the time between City Care confirming that they were unable to supply the extra resources needed and their need to retrench staff back to their normal areas of work has left insufficient time to go to the open market for the services required (this is estimated as a three month process).

We are also aware of a shortage of resources in adjacent local authorities and the industry generally. We are at a critical resourcing level.

## 4.2 OPTIONS

There are three options available to Council.

**Option 1:** Enter into a sole supplier agreement with Downer NZ for a period of two years.

The sole supplier option provides for a timely response with resources being available immediately from within the wider Downer organisation. The costs provided by Downer are marginally less than the current market rates that we have been currently paying for similar support.

This is the preferred option.

**Option 2:** Go to the open market with a contract for resource from suitable contractors.

This option would see staff put together a contract for the open market for the staffing level required. The most significant downside to this is the time it would take to go through the process and the likely lead in time to the contract.

This option is not supported because of the time delay.

**Option 3:** Do not contract in support and continue recruitment process.

The status quo option could possibly lead to further staff resignations from within the Water Operations Team who are currently under a lot of pressure including a 1 in 3 on call roster for servicemen. Any further staff losses in this area would result in a very noticeable reduction in the level of service and target times being missed during after hour periods.

This option is not supported.

## 5. CONSIDERATION

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### 5.1 FINANCIAL

Downer has supplied indicative rates of:

Position	Cost per annum	Total
Operations Engineer	\$148,920	\$148,920
Reticulation Servicemen	\$91,800	\$275,400
Vehicle	\$20,400	\$61,200
<b>12 month total</b>		<b>\$485,520</b>
<b>24 month total</b>		<b>\$971,040</b>

The savings from current vacancies has already been allocated to City Care who have been providing support to date. There are no forecast savings in other areas to cover the additional resource cost.

Both the wastewater and water district-wide targeted rates reserves are currently in deficit and are not expected to have surplus balances until 2025. Funding additional resources from these reserves will increase the reserve deficit and add a further \$25,000 in interest charges per annum.

## 5.2 LEGAL

Council has a requirement under current delegations to open tender any works over a value of \$125,000 unless approval has been obtained to enter into a sole supplier agreement. Council also has a requirement that all unbudgeted items of expenditure be approved via Council. If Council supports the approach outlined within this report and delegates the Chief Executive to enter into a contract with Downer to provide the scope of services outlined, the appropriate and complying contract documents will be drawn up and signed off.

## 5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

Council is aware of the impact of untreated wastewater and the environmental effects this can cause. The Council is seeking to comply with all consent conditions and to avoid unscheduled discharges.

## 5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

Council's Water and Wastewater assets are seen as strategic under Council's Significance & Engagement Policy. This work is seen as critical in maintaining this strategic asset and leveraging best value for residents, ratepayers and all customers.

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"/>
<i>Tick the appropriate box/boxes and specify what it involves by providing a brief explanation of the tools which will be used to engage (refer to the project engagement plan if applicable).</i>	Given that Downers' resources are likely to be driving Downer branded vehicles, it will be important to inform the community of the changes and why Council is doing this.				

## **6. CONCLUSION**

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Staffing shortage in the Waters Operations area of Council have reached a level where external resources are needed to be brought in to enable staff to meet the Council and the communities expectations. Discussions with Downer regarding their ability to provide extra resources have been fruitful, but only over a longer duration. Entering into a 24 month contract with Downer is seen as the most logical way forward to meet the resourcing challenges.

## **7. ATTACHMENTS**

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Nil.

### **Open Meeting**

<b>To</b>	Waikato District Council
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	15 September 2016
<b>Prepared by</b>	Wanda Wright Committee Secretary
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	1606141
<b>Report Title</b>	Receipt of Onewhero-Tuakau Community Board Minutes

## **1. EXECUTIVE SUMMARY**

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To receive the minutes of the Onewhero-Tuakau Community Board meeting held on Monday 5 September 2016.

## **2. RECOMMENDATION**

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**THAT the minutes of the meeting of the Onewhero-Tuakau Community Board held on Monday 5 September 2016 be received.**

## **3. ATTACHMENTS**

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OTCB Minutes

**MINUTES** of a meeting of the Onewhero-Tuakau Community Board held in the Glen Murray Hall, 2400 Highway 22, Glen Murray on **MONDAY 5 SEPTEMBER 2016** commencing at **7.30pm**.

**Present:**

Mr N Miller (Chairperson)  
Cr R Costar  
Cr L Petersen  
Mr B Cameron  
Mr R Gee  
Mrs F Gower  
Mrs B Watson

**Attending:**

Mr GJ Ion (Chief Executive)  
Mrs W Wright (Committee Secretary)  
9 Members of the Public

**APOLOGIES AND LEAVE OF ABSENCE**

**Resolved: (Mrs Gower/Cr Costar)**

**THAT** an apology be received from and leave of absence granted to Mrs Anderson.

**CARRIED on the voices**

**OTCBI609/01**

**CONFIRMATION OF STATUS OF AGENDA ITEMS**

**Resolved: (Mr Gee/Cr Costar)**

**THAT** the agenda for a meeting of the Onewhero-Tuakau Community Board held on Monday 5 September 2016 be confirmed and all items therein be considered in open meeting;

**AND THAT** the following items be discussed at an appropriate time during the course of the meeting;

- Tuakau Rubbish Collection and
- Special Events in Tuakau

**CARRIED on the voices**

**OTCBI609/02**



**DISCLOSURES OF INTEREST**

There were no disclosures of interest.

**CONFIRMATION OF MINUTES**

**Resolved: (Cr Costar/Mr Cameron)**

**THAT the minutes of a meeting of the Onewhero-Tuakau Community Board held on Monday 1 August 2016 be confirmed as a true and correct record of that meeting.**

**CARRIED on the voices**

**OTCBI609/03**

**MATTERS ARISING FROM THE MINUTES**

Placemaking in Tuakau [OTCB08/05/1 refers]  
Agenda Item 6.1

A discussion ensued on the signatory for the Placemaking report on the previous agenda.

**REPORTS**

Discretionary Fund Report to 22 August 2016  
Agenda Item 6.1

**Resolved: (Cr Costar/Mr Miller)**

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

**CARRIED on the voices**

**OTCBI609/04/1**

Works & Issues Report  
Agenda Item 6.2

**Resolved: (Mr Miller/Mr Cameron)**

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

**CARRIED on the voices**

**OTCBI609/04/2**

Year to Date Service Request Report  
Agenda Item 6.3

The Chief Executive answered questions from the Board. Cr Costar acknowledged the great contribution from WDC Animal Control staff during recent events.

**Resolved: (Cr Petersen/Mrs Gower)**

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

**CARRIED on the voices**

**OTCBI609/04/3**

Youth Engagement  
Agenda Item 6.4

The Chief Executive gave an overview of this item and answered questions from the Committee.

**Resolved: (Cr Costar/Mr Miller)**

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

**AND THAT the Board agrees to establish two youth representative positions on the Board;**

**AND FURTHER THAT the two representatives be from a youth action group in Tuakau (one) and a youth action group in Onewhero (one) and be appointed for a 12 month period from November 2016;**

**AND FURTHER THAT the Board agrees that Council's Youth Engagement Advisor, work on formalising the youth action group in Tuakau (based on the existing youth action group operating in the area) and establishing a youth action group in Onewhero;**

**AND FURTHER THAT the Board agrees that two youth mentors be identified from within its membership once the new Board is reconstituted.**

**CARRIED on the voices**

**OTCBI609/04/4**

Pre-meeting Forum

## Agenda Item 6.5

The following items were discussed during the open forum prior to the commencement of the meeting:

- Tuakau & Districts Development Association's input – rubbish collection issues are not acceptable
- Tuakau & Districts Development Association's meeting is being held on Wednesday 14 September
- Working towards getting the Prime Minister to open Tuakau Emergency Services Charitable Trust House (old Council depot)
- Truck accident. Cr Costar followed up with the General Manager Service Delivery regarding the issue of this road

Chairperson's Report

## Agenda Item 6.6

The Chairperson gave a verbal report on the following issues:

- NZ Police incident
- Rubbish issues
- Crime statistics in Pukekohe

Councillors' and Community Board Members' Report

## Agenda Item 6.7

Cr Costar gave a verbal report on the following issue:

- Maori/Pakeha rugby game in Te Akau

The Community Board Members gave verbal reports of the following issues:

- Rubbish Issues in Tuakau and Port Waikato area
- Special events in Tuakau
- Tuakau Memorial Hall Meeting with Council staff
- Placemaking in Tuakau
- Impressed with Council's Health and Safety measures

Tuakau Rubbish Collection

Add Item

Mr Cameron stated that Glen Murray is happy with their rubbish situation. Mr Gee reported that the current rubbish contractor is not doing the job satisfactorily. The Chair reported that he believes the current contractors are breaching health and safety requirements. The Chief Executive undertook to follow up the concerns.

The Chief Executive answered questions of the Board.

Special Events in Tuakau

Add Item

The Chair gave an overview of the function that enabled the road closure of the main street of Tuakau and led to multiple complaints of business owners who lost income.

It was advised that Council staff are already dealing with this issue.

There being no further business the meeting was declared closed at 8.49pm.

Due to the 2016 Local Body Elections, His Worship the Mayor, Mr AM Sanson and the Chief Executive Mr GJ Ion, signed off the 'end of term' September 2016 Onewhero-Tuakau Community Board Minutes.

.....  
AM Sanson  
**CHAIRPERSON**

.....  
GJ Ion  
**CHIEF EXECUTIVE**

**Open Meeting**

<b>To</b>	Waikato District Council
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	14 September 2016
<b>Prepared by</b>	Lynette Wainwright Committee Secretary
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	1606024
<b>Report Title</b>	Receipt of Taupiri Community Board Minutes

**1. EXECUTIVE SUMMARY**

---

The minutes for a meeting of the Taupiri Community Board held on Monday 12 September 2016 are submitted for receipt.

**2. RECOMMENDATION**

---

**THAT the minutes of a meeting of the Taupiri Community Board held on Monday 12 September 2016 be received.**

**3. ATTACHMENTS**

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TCB Minutes 12 September 2016

**MINUTES** of a meeting of the Taupiri Community Board held in the Memorial Hall, Greenlane Road, Taupiri on **MONDAY 12 SEPTEMBER 2016** commencing at **6.30pm**.

**Present:**

Mr K Clewlow (Chairperson)  
Cr J Gibb  
Mrs E Gouk  
Mr WF Hansen  
Mrs K Kohu  
Mr H Lovell  
Mrs J Ross  
Cr MR Solomon

**Attending:**

Ms SD Duignan (General Manager Customer Support)  
Mrs RJ Gray (Council Support Manager)  
Mrs J Vernon (Policy Team Leader)  
2 members of the public

**APOLOGIES AND LEAVE OF ABSENCE**

All members were present.

**CONFIRMATION OF STATUS OF AGENDA ITEMS**

**Resolved: (Mrs Ross/Mr Lovell)**

**THAT the agenda for a meeting of the Taupiri Community Board held on 12 September 2016 be confirmed and all items therein be considered in open meeting.**

**CARRIED on the voices**

**TCBI609/01**

**DISCLOSURES OF INTEREST**

Mr Lovell advised members of the Board that he would declare a conflict of interest in item 6.1 [*Ngaruawahia Structure Plan*].

**CONFIRMATION OF MINUTES****Resolved: (Cr Gibb/Mrs Ross)****THAT the minutes of a meeting of the Taupiri Community Board held on Monday 8 August 2016 be confirmed as a true and correct record of that meeting.****CARRIED on the voices****TCBI609/02****MATTERS ARISING FROM THE MINUTES**Completion of TCB Approved Road Name List [TCBI608/04/3]

The Chair agreed to write to the families (Davis, Hansen, McKeown, Jackways and Ngaungau) on behalf of the members of the Board to advise their surname would become a future road name in the district.

**REPORTS**Ngaruawahia Structure Plan Update

Agenda Item 6.1

Mr Lovell declared a conflict of interest and withdrew to the gallery. He did not discuss or vote on this item.

Tabled: Estimated Development Capacity and Population Yield Tables for Ngaruawahia Structure Plan.

The report was taken as read and the Policy Team Leader provided an overview speaking on the various stages. Concern was expressed regarding T2C and the Policy Team Leader agreed to look into this being included in the District Plan review. The Policy Team Leader agreed to look into the land next to the Catholic church for future use as a cemetery.

**Resolved: (Mrs Kohu/Mrs Ross)****THAT the report from the General Manager, Strategy & Support be received.****CARRIED on the voices****TCBI609/03/1**

Discretionary Fund Report to 31 August 2016  
Agenda Item 6.2

Owing to difficulties in obtaining costs for a notice board outside the dairy, Mrs Gouk and Mrs Ross agreed to organise this.

**Resolved: (Cr Gibb/Mrs Ross)**

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

**CARRIED on the voices**

**TCB1609/03/2**

Taupiri Works and Issues Report  
Agenda Item 6.3

Additional items considered:

- 2 rubbish bins for the cemetery required, and a tidy up in the newly included grave area.

**Resolved: (Mrs Kohu/Mrs Ross)**

**THAT the report from the General Manager Customer Support be received.**

**CARRIED on the voices**

**TCB1609/03/3**

Chairperson's Report  
Agenda Item 6.4

Tabled: Mangawara Stream Bridge Project

The Chair provided an overview on:

- Mangawara Steam Bridge Project.
- Request for the next board to consider beautification of the Bob Byrne Park by requesting Council to draw up some plans payable from the discretionary funds. The General Manager Customer Support agreed to investigate previous information provided to the Board in the archives and report back to the Board in November 2016.



Councillors' Report  
Agenda Item 6.5

Tabled: Community Outcomes

Cr Gibb and Cr Solomon provided an update on current Council issues:

- District plan review workshops, heritage forum attendance,
- Heritage Forum
- Workshop information available for the next board.

There being no further business the meeting was declared closed at 7.30pm.

Due to the 2016 Local Body Elections, His Worship the Mayor and the Chief Executive Mr GJ Ion, signed off the 'end of term' September 2016 Taupiri Community Board Minutes.

.....  
AM Sanson  
**CHAIRPERSON**

.....  
GJ Ion  
**CHIEF EXECUTIVE**

**Open Meeting**

<b>To</b>	Waikato District Council
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	15 September 2016
<b>Prepared by</b>	Lynette Wainwright Committee Secretary
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	1606442
<b>Report Title</b>	Receipt of Raglan Community Board Minutes

**1. EXECUTIVE SUMMARY**

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The minutes for a meeting of the Raglan Community Board held on Tuesday 13 September 2016 are submitted for receipt.

**2. RECOMMENDATION**

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**THAT the minutes of a meeting of the Raglan Community Board held on Tuesday 13 September 2016 be received.**

**3. ATTACHMENTS**

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RCB Minutes 13 September 2016

**MINUTES** for a meeting of the Raglan Community Board held in the Supper Room, Town Hall, Bow Street, Raglan on **TUESDAY 13 SEPTEMBER 2016** commencing at **2.00pm**.

**Present:**

Mr A Vink (Chairperson)  
Cr JC Baddeley  
Mr BT Dixon  
Mr PJ Haworth  
Mr R MacLeod  
Ms K Murphy  
Ms L Thomson

**Attending:**

Cr W Hayes  
Mr C Morgan (Economic Development Manager)  
Mr T Harty ( General Manager Service Delivery)  
Mr C Birkett ( Monitoring Team Leader)  
Mr S Soanes (Committee Secretary)  
Mr R Gallagher and Ms S Prins (Raglan Community Arts Council)  
Ms A Cunningham (Whaingaroa Environment Centre)  
Mrs J Penn (KASM)  
9 members of the public

**APOLOGIES AND LEAVE OF ABSENCE**

All members were present.

**CONFIRMATION OF STATUS OF AGENDA ITEMS**

**Resolved: ( Mr Vink / Mr MacLeod)**

**THAT the agenda for a meeting of the Raglan Community Board held on 13 September 2016 be confirmed and all items therein be considered in open meeting.**

**CARRIED ON THE VOICES**

**RCBI609/02**

**DISCLOSURES OF INTEREST**

There were no disclosures of interest.

**CONFIRMATION OF MINUTES**

**Resolved: ( Mr Vink / Mr MacLeod)**

**THAT the minutes of a meeting of the Raglan Community Board held on Tuesday 9 August 2016 be confirmed as a true and correct record of that meeting.**

**CARRIED ON THE VOICES**

**RCBI609/03**

**MATTERS ARISING FROM THE MINUTES**

There were no matters arising from the minutes.

**SPEAKER**

Mr Gallagher and Ms S Prins of Raglan Community Arts Centre were in attendance to address the Board on their new building proposal.

Ms A Cunningham of Whaingaroa Environment Centre was in attendance to address the Board on recent changes within the Environment Centre.

Mrs J Penn of KASM was in attendance to address the Board on seabed mining issues.

**REPORTS**

Placemaking in the District  
Agenda Item 7.1

**Resolved: ( Mr Vink / Mr MacLeod)**

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

**AND THAT the report be presented to the incoming Board at the November meeting for their consideration**

**CARRIED ON THE VOICES**

**RCBI609/04/1**

Discretionary Fund Report to 31 August 2016  
Agenda Item 7.2

**Resolved: ( Mr MacLeod / Mr Haworth)**

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

**AND THAT the balance of the commitment to Raglan Events Multi Sport Trust (Resolution No. RCB1602/07/4/2) be returned to the general pool;**

**AND FURTHER THAT the commitment to Raglan Naturally celebration (Resolution No. RCB 1608/04/1) be confirmed as invoices for the event are still being received.**

**CARRIED ON THE VOICES**

**RCB1609/04/2**

Raglan Works & Issues  
Agenda Item 7.3

Additional Items considered:

- Remove Norfolk Pines from register – work completed
- Remove Footbridge Lights from register – work completed

**Resolved: ( Mr Vink / Ms Thomson)**

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

**CARRIED ON THE VOICES**

**RCB1609/04/3**

Wastewater Overflow Update  
Agenda Item 7.4

The General Manager Service Delivery talked to the report and presented a further update to the Board. He advised that planning does take place, but this needs to be sped up so changes can be made more quickly. New monitoring instrumentation has been installed at all pump stations.

Questions were raised about the Cross Street wastewater spill – it was a failure of a private wastewater line.

**Resolved: ( Mr Vink / Mr MacLeod)**

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

**CARRIED ON THE VOICES**

**RCB1609/04/4**

Year to Date Service Request Report  
Agenda Item 7.5

**Resolved: ( Ms Thomson / Mr Dixon)**

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

**CARRIED ON THE VOICES**

**RCBI609/04/5**

Designation of Parks for Electric Vehicles  
Agenda Item 7.6

The Monitoring Team Leader addressed the Board regarding the proposal to locate the charging station next to the Town Hall.

The Board requested that Council investigate whether it would be better placed on private land at the Raglan Club.

**Resolved: ( Mr Vink / Ms Clarkson)**

**THAT the report from the General Manager Customer Support be received.**

**CARRIED ON THE VOICES**

**RCBI609/04/6**

Raglan Naturally  
Agenda Item 7.7

Ms Thomson spoke regarding the recent Raglan Naturally celebrations and how well they were supported by the community. Things look very positive going forward.

**Resolved: ( Mr MacLeod / Ms Thomson)**

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

**AND THAT a representative be selected as the liaison person between Raglan Naturally steering committee and the Community Board at a future meeting.**

**CARRIED ON THE VOICES**

**RCBI609/04/7**

Inspiring Communities/LGNZ Workshop  
Agenda Item 7.7

Ms Thomson and Ms Clarkson spoke to the Board on the benefits of attending the workshop.

**Resolved: ( Mr Haworth / Ms Clarkson)**

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

**AND THAT Ms Thomson and another member (to be selected) be the Board representatives on any future Inspiring Communities discussions.**

**CARRIED ON THE VOICES**

**RCB1609/04/8**

Open Forum  
Agenda Item 7.9

The following items were discussed during the Open Forum held prior to the commencement of the meeting:

- Raglan to Hamilton Bus service aspirations,
- local maintenance person to perform tasks such as filling in minor potholes,
- Papahua bridge needs cleaning, and
- location of Manu Bay shade cloth – who locally was consulted?

Chairperson's Report  
Agenda Item 7.10

The Chair provided an overview of current issues:

- Raglan Coastal Reserves Committee and Manu Bay breakwater issues,
- Raglan Kopua Holiday Park excellent performance, and
- staff issues cannot be dealt with in this forum.

Councillor's Report  
Agenda Item 7.11

Cr Baddeley provided an overview of recent Council issues:

- Tourism and Government contestable fund and implications for Raglan Tourism enhancements,
- Plan Change 14 notified 15 September, and
- Freedom Camping Bylaw passed by Council this week.

**MEMBERS' REPORT**

- 8.1 Board and Stakeholder Relationships  
Nil
- 8.2 CBD Plan  
Nil
- 8.3 Civil Defence  
Mr McLeod gave an update on the Raglan Community Response Plan.
- 8.4 Cultural Liaison  
Nil
- 8.5 Placemaking  
Nil
- 8.3 Communications  
Nil

There being no further business the meeting was declared closed at 4.35pm

Due to the 2016 Local Body Elections, His Worship the Mayor and the Chief Executive Mr GJ Ion, signed off the 'end of term' September 2016 Raglan Community Board Minutes.

.....  
AM Sanson  
**CHAIRPERSON**

.....  
GJ Ion  
**CHIEF EXECUTIVE**



**Open Meeting**

<b>To</b>	Waikato District Council
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	22 September 2016
<b>Prepared by</b>	Wanda Wright Committee Secretary
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	1610236
<b>Report Title</b>	Receipt of Ngaruawahia Community Board Minutes

**1. EXECUTIVE SUMMARY**

---

The minutes for a meeting of the Ngaruawahia Community Board held on Tuesday 13 September 2016 are submitted for receipt.

**2. RECOMMENDATION**

---

**THAT the minutes of a meeting of the Ngaruawahia Community Board held on Tuesday 13 September 2016 be received.**

**3. ATTACHMENTS**

---

NCB Minutes

**MINUTES** of a meeting of the Ngaruawahia Community Board held in the Committee Rooms 1 & 2, District Office, 15 Galileo Street, Ngaruawahia on **TUESDAY 13 SEPTEMBER 2016** commencing at **6.00pm**

**Present:**

Mrs PJ Forsyth (Chairperson)  
Cr JM Gibb *[from 6.02pm]*  
Cr MR Solomon  
Mr JH Ayers  
Mrs W Diamond  
Mr BJ Sherson *[from 6.05pm]*  
Mr J Whetu

**Attending:**

Mrs S Duignan (General Manager Customer Services)  
Mr T Harty (General Manager Service Delivery)  
Mrs J Vernon (Strategic Planning and Resource Management Team Leader)  
Mr D Totman (Strategic Planning Project Manager)  
Mrs W Wright (Committee Secretary)  
Mrs L van den Bemd (Community Development Advisor)  
Miss A van den Bemd (Interim Ngaruawahia Youth Action Group Co-ordinator)  
Members of Staff  
9 Members of the public

**APOLOGIES AND LEAVE OF ABSENCE**

**Resolved: (Mrs Diamond/Mr Ayers)**

**THAT** an apology for lateness be received from Cr Gibb and Mr Sherson.

**CARRIED on the voices**

**NCBI609/01**

**CONFIRMATION OF STATUS OF AGENDA ITEMS**

**Resolved: (Mrs Diamond/Mr Whetu)**

**THAT** the agenda for a meeting of the Ngaruawahia Community Board held on Tuesday 13 September 2016 be confirmed and all items therein be considered in open meeting;

**AND THAT** the Committee resolves that the following item be added to the agenda as a matter of urgency as advised by the General Manager Service Delivery:

- **Ngaruawhia Closed Landfill Aftercare and Streetscape Planting**

**AND FURTHER THAT the Board resolves that the following item be considered in conjunction with the Add Item:**

- **Agenda Item 6.6** [*Te Mana o Te Rangi Reserve Update*]

**CARRIED on the voices**

**NCBI609/02**

Cr Gibb entered the meeting at 6.02pm during discussion on the above item and was present during voting of this item.

**DISCLOSURES OF INTEREST**

There were no disclosures of interest.

**CONFIRMATION OF MINUTES**

**Resolved: (Cr Gibb/Mr Whetu)**

**THAT the minutes of a meeting of the Ngaruawahia Community Board held on Tuesday 9 August 2016 be confirmed as a true and correct record of that meeting.**

**CARRIED on the voices**

**NCBI609/03**

Mr Sherson entered the meeting at 6.05pm during discussion on the above item and was present during voting of this item.

**MATTERS ARISING FROM THE MINUTES**

There were no matters arising from the minutes.

**REPORTS****Ngaruawahia Closed Landfill Aftercare and Streetscape Planting**  
Add Item**Tabled Item:** A – Ngaruawahia Closed Landfill Aftercare and Streetscape Planning Report

The General Manager Service Delivery gave a verbal overview and apologised that correct protocol wasn't followed with the planting of the trees.

The Chair invited members of the Board to speak to this report and a motion was put to change the recommendation as per below:

**Resolved: (Mr Sherson/Mrs Diamond)****THAT the report from the General Manager Service Delivery be received;****AND THAT the tree planting at the Ngaruawahia Closed Landfill ceases, the planted trees be removed and replanted elsewhere.****CARRIED on a show of hands 5 voting in favour and 1 voting against.****NCB1609/04/1**

The meeting was adjourned at 6.25pm when the Chair invited the Public to speak.  
The meeting was resumed at 6.42pm.

**Te Mana o Te Rangi Reserve Update**  
Agenda Item 6.6

This report was considered in conjunction with an earlier discussion held on Add Item  
*[Ngaruawahia Closed Landfill Aftercare and Streetscape Planting]*.

**Ngaruawahia Structure Plan Update**  
Agenda Item 6.1

**Tabled Items:** A – Ngaruawahia Proposed Land Use Zoning  
B – Estimated Development Capacity and Population Yield Tables

The Strategic Planning Project Manager highlighted key issues from this item.

**Resolved: (Mr Ayers/Cr Gibb)****THAT the report from the General Manager, Strategy & Support be received.****CARRIED on the voices****NCB1609/04/2**

Placemaking in the District  
Agenda Item 6.2

Tabled Item: A – Summary of Placemaking

The Community Development Adviser gave a verbal report and answered questions of the Board.

**Resolved: (Mr Whetu/Mrs Diamond)**

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

**CARRIED on the voices**

**NCBI609/04/3**

Discretionary Fund to 31 August 2016  
Agenda Item 6.3

**Resolved: (Mr Sherson/Mr Whetu)**

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

**CARRIED on the voices**

**NCBI609/04/4**

Draft Ngaruawahia Community Board Road Name List  
Agenda Item 6.4

**Resolved: (Mr Ayers/Mr Whetu)**

**THAT the report from the General Manager Service Delivery be received;**

**AND THAT the Board resolves that the August 2016 “Road Name List” for Ngaruawahia is restricted to the following 36 names: Morse, Haggie, Tahapeehi, McBurney, Katipa, Muru, Mokena, Huirama, Gordon Harrop, Tautoro, Mahutonga, Te Kokata, Rehua, Whiro, Rangawhenua, Akakura, Akapuka, Akeaka, Hanehange, Houpara, Kahakaha, Kaikomako, Katote, Kiokio, Kohia, Kotukutuku, Manamana, Panakenake, Parataniwha, Pate, Pohuehue, Puawhananga, Purei, Turutu, Wheki, and Wiwi;**

**AND FURTHER THAT Council staff confirm with the families of Turangawaewae Marae their approval for these names to be used.**

**CARRIED on the voices**

**NCBI609/04/5**

Ngaruawahia Works and Issues Report  
Agenda Item 6.5

The following additional items were discussed:

- Letter received from traveller (Mr Cummins)

**Resolved: (Mr Whetu/Mrs Diamond)**

**THAT the report from the General Manager Customer Support be received.**

**CARRIED on the voices**

**NCBI609/04/6**

Ngaruawahia Community Board Resolution/Action Register  
Agenda Item 6.7

**Resolved: (Cr Solomon/Mr Whetu)**

**THAT the report of the General Manager Customer Support be received.**

**CARRIED on the voices**

**NCBI609/04/7**

Chairperson’s Report  
Agenda Item 6.8

Tabled Item: A – Chairperson’s Report

The Chair gave a written report and answered questions of the Board.

Councillors’ Report  
Agenda Item 6.9

Crs Gibb and Solomon thanked the Board for their contributions and gave flowers to the retiring chairperson. Mr Vowles was thanked for his support and attendance at every meeting through all the years.

Community Board Members’ Report  
Agenda Item 6.10

Mr Whetu thanked the Board for their contribution and that he enjoyed being a part of this Board. Mr Ayers added to this.

There being no further business the meeting was declared closed at 7.37pm.

Due to the 2016 Local Body Elections, His Worship the Mayor and the Chief Executive Mr GJ Ion, signed off the ‘end of term’ September 2016 Ngaruawahia Community Board minutes.

.....  
AM Sanson  
**CHAIRPERSON**

.....  
GJ Ion  
**CHIEF EXECUTIVE**

**Open Meeting**

<b>To</b>	Waikato District Council
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	27 September 2016
<b>Prepared by</b>	Rose Gray Council Support Manager
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	1612444
<b>Report Title</b>	Receipt of Huntly Community Board Minutes

**1. EXECUTIVE SUMMARY**

---

The minutes for a meeting of the Huntly Community Board held on Tuesday 20 September 2016 are submitted for receipt.

**2. RECOMMENDATION**

---

**THAT** the minutes of a meeting of the Huntly Community Board held on Tuesday 20 September 2016 be received.

**3. ATTACHMENTS**

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HCB Minutes

**MINUTES** of a meeting of the Huntly Community Board held in the Riverside Room, Civic Centre, Main Street, Huntly on **TUESDAY 20 SEPTEMBER 2016** commencing at **6.00pm**.

**Present:**

Mrs S Stewart (Chairperson)  
Cr SD Lynch  
Cr GS Tait  
Ms K Bredenbeck  
Mrs SA Boyde [*from 6.05pm*]  
Mr R Farrar  
Mrs D Lamb  
Mr B Mounsey

**Attending:**

His Worship the Mayor Mr AM Sanson  
Mayoress T Sanson  
Cr J Sedgwick  
Mr TG Whittaker (General Manager Strategy & Support)  
Mrs LM Wainwright (Committee Secretary)  
Mr L Cotter (Youth Representative)  
Ms T Michie (Business Owner, Huntly)  
Members of the public

**APOLOGIES AND LEAVE OF ABSENCE**

**Resolved: (Cr Lynch/Mrs Lamb)**

**THAT** an apology for lateness be received from Mrs Boyde.

**CARRIED on the voices**

**HCBI609/01**

**CONFIRMATION OF STATUS OF AGENDA ITEMS**

**Resolved: (Cr Tait/Mr Farrar)**

**THAT** the agenda for a meeting of the Huntly Community Board held on Tuesday 20 September 2016 be confirmed and all items therein be considered in open meeting.

**CARRIED on the voices**

**HCBI609/02**



**DISCLOSURES OF INTEREST**

There were no disclosures of interest.

**CONFIRMATION OF MINUTES**

**Resolved: (Mrs Lamb/Mr Mounsey)**

**THAT the minutes of a meeting of the Huntly Community Board held on Tuesday 16 August 2016 be confirmed as a true and correct record of that meeting.**

**CARRIED on the voices**

**HCBI609/03**

Mrs Boyde entered the meeting at 6.05pm during discussion on the above item and was present when voting took place.

**MATTERS ARISING FROM THE MINUTES**

There were no matters arising from the minutes.

**REPORTS**

Discretionary Fund Report to 09 September 2016

Agenda Item 6.1

**Resolved: (Mr Mounsey/Mr Farrar)**

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

**CARRIED on the voices**

**HCBI609/04/1**

Huntly Works & Issues Report: Status of Items September 2016

Agenda Item 6.2

**Resolved: (Mrs Boyde/Mrs Lamb)**

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

**CARRIED on the voices**

**HCBI609/04/2**

Chairperson's Report

Agenda Item 6.4

The Chair spoke of the following issues:

- mowing of grass verges
- that an item called “Community Plan” be placed on the Community Board’s monthly agenda
- that the Community Board receive reports from Council that inform them what has happened in their community and what is coming up
- Huntly museum (letter tabled – attachment I).

**Resolved: (Mrs Stewart/Mrs Boyde)**

**THAT the Huntly Community Board work with Council to explore options for the location of the Huntly Museum.**

**CARRIED on the voices**

**HCBI609/04/3**

Councillors’ Report  
Agenda Item 6.5

Cr Tait provided an overview of recent Council issues:

- Council workshops attended
- District Plan

The chair thanked Cr Tait, Mrs Boyde and Mr Mounsey for their contribution to the Huntly Community Board.

There being no further business the meeting was declared closed at 7.00pm.

Due to the 2016 Local Body Elections, His Worship the Mayor and the Chief Executive Mr GJ Ion, signed off the ‘end of term’ September 2016 Huntly Community Board Minutes.

.....  
AM Sanson  
**CHAIRPERSON**

.....  
GJ Ion  
**CHIEF EXECUTIVE**

### **Open Meeting**

<b>To</b>	Waikato District Council
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	15 September 2016
<b>Prepared by</b>	Wanda Wright Committee Secretary
<b>Chief Executive Approved</b>	Y
<b>Doc Set#</b>	1606125
<b>Report Title</b>	Receipt of Minutes – Te Kauwhata Community Committee

## **I. EXECUTIVE SUMMARY**

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To receive the minutes of the Te Kauwhata Community Committee meeting held on Wednesday 7 September 2016.

## **2. RECOMMENDATION**

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**THAT** the minutes of the meeting of the Te Kauwhata Community Committee held on **Wednesday 7 September 2016** be received.

## **3. ATTACHMENTS**

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TKCC minutes

**MINUTES** of a meeting of the Te Kauwhata Community Committee held at the St John Ambulance Rooms, 4 Baird Avenue, Te Kauwhata on **WEDNESDAY 7 SEPTEMBER 2016** commencing at **6.30pm**.

**Present:**

Ms T Grace (Chairperson)  
Cr JD Sedgwick  
Mr D Boyde  
Mrs J Clegg  
Mr J Cunningham  
Mr K Dawson  
Mr B Weaver  
Mrs H Dillon (Secretary)

**Attending:**

Mr AM Sanson (His Worship the Mayor)  
Mr TN Harty (General Manager Service Delivery)  
Mrs B Connolly (Senior Policy Planner)  
Mrs L Van Den Bemd (Community Development Advisor)  
Mr P Nimmo (Fletcher Construction)  
Mr J Pretorius “ “

Members of the public:

Ms J Sunde  
Ms J Kelly  
Mr S Drinkwater  
Ms M Moana-Tuwhanga

**APOLOGIES AND LEAVE OF ABSENCE**

**Resolved: (Cr Sedgwick / Mr Cunningham)**

**THAT** an apology be received from and leave of absence granted to **Mr D Hardwick** and **Mr L Wilson**.

**CARRIED on the voices**

**TKCCI605/01**

**CONFIRMATION OF STATUS OF AGENDA ITEMS**

**Resolved: (Mrs Clegg / Mr Cunningham)**

**THAT** the agenda for a meeting of the Te Kauwhata Community Committee held on **Wednesday 7 September 2016** be confirmed and all items therein be considered in open meeting.

**AND THAT** the following item be discussed at an appropriate time during the course of the meeting:

- **Waikato Expressway Update**

**AND FURTHER THAT** the Committee resolves that Items 7.3, 'Jamieson Memorial Seat' and 7.4, 'Security Cameras' [*Projects Update*] be withdrawn from the agenda.

**CARRIED on the voices**

**TKCCI605/02**

**DISCLOSURES OF INTEREST**

Mr K Dawson declared a disclosure of interest in regards to the Whangamarino Walkway.

**CONFIRMATION OF MINUTES**

**Resolved: (Mr Cunningham / Mr Weaver)**

**THAT** the minutes of a meeting of Te Kauwhata Community Committee held on **Wednesday 3 August 2016** be confirmed as a true and correct record of that meeting.

**CARRIED on the voices**

**TKCCI605/04**

**MATTERS ARISING FROM THE MINUTES**

There were no matters arising from the minutes.

**REPORTS**

Placemaking in the District  
Agenda Item 6.1

The Community Development Advisor and the Senior Policy Planner summarised key points and answered questions of the Committee.

**Resolved: (Mr Boyde / Mr Weaver)**

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

**CARRIED on the voices**

**TKCCI609/05/1**

Waikato Expressway Update  
Add Item

Mr Nimmo and Mr Pretorius (Fletcher Construction) gave a verbal update on progress and traffic access changes taking place.

Te Kauwhata Issues and Works Report – August 2016  
Agenda Item 6.2

**Resolved: (Cr Sedgwick / Mr Weaver)**

Additional item discussed:

- Pedestrian crossing at Primary School.

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

**CARRIED on the voices**

**TKCCI609/06/2**

Discretionary Fund Report to 22 August 2016  
Agenda Item 6.3

**Resolved: (Mr Boyde / Mr Cunningham)**

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

**CARRIED on the voices**

**TKCCI609/06/3**

Youth Engagement Update  
Agenda Item 6.4

Additional item discussed:

- Eighteen College students have expressed interest in becoming involved with group.

**Resolved: (Cr Sedgwick / Mr Cunningham)**

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

**AND THAT any new issues identified in the Youth Action Group's Quarterly Report that the Committee agrees on is added to the Works and Issues report so that progress on implementation can be monitored.**

**CARRIED on the voices**

**TKCCI609/06/4**

Councillor's Report  
Agenda Item 6.5

Cr Sedgwick gave a verbal report and answered questions of the Committee on the following issues:

- Swings considered unsafe that have been taken down at Village Green are to be replaced.
- Widening of shoulder on Te Kauwhata Road to be looked at as it is considered dangerous for people walking.



**Open Meeting**

<b>To</b>	Waikato District Council
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	15 September 2016
<b>Prepared by</b>	Wanda Wright Committee Secretary
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	1606150
<b>Report Title</b>	Receipt of Meremere Community Committee Minutes

**1. EXECUTIVE SUMMARY**

---

The minutes for a meeting of the Meremere Community Committee held on Thursday 8 September 2016 are submitted for receipt.

**2. RECOMMENDATION**

---

**THAT the minutes of a meeting of the Meremere Community Committee held on Thursday 8 September 2016 be received.**

**3. ATTACHMENTS**

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MMCC Minutes



**MINUTES** of a meeting of the Meremere Community Committee held at the Meremere Community Hall, Heather Green Avenue, Meremere on **THURSDAY 8 SEPTEMBER 2016** commencing at **7.00pm**.

**Present:**

Mr J Katu (Chairperson)  
Mr D Creed  
Mrs A Dobby  
Mrs P Carr  
Mrs V Milton (Committee Secretary)  
Mr B Brown  
Mr J Harman

**Attending:**

Mr Merv Balloch  
Mayor Allan Sanson

**APOLOGIES AND LEAVE OF ABSENCE**

**Resolved: (Cr Jan Sedgwick/Dudley Creed)**

**THAT** an apology be received from and leave of absence granted to Mr G Ion.

**CARRIED on the voices**

**MMCCI609/01**

**CONFIRMATION OF STATUS OF AGENDA ITEMS**

**Resolved: (James Harman/Dudley Creed)**

**THAT** the agenda for a meeting of the Meremere Community Committee held on Thursday 8 September 2016 be confirmed and all items therein be considered in open meeting.

**CARRIED on the voices**

**MMCCI609/02**

**DISCLOSURES OF INTEREST**

There were no disclosures of interest.

**CONFIRMATION OF MINUTES**

**Resolved: (James Harman/Angela Dobby)**

**THAT the minutes of a meeting of Meremere Community Committee held on Thursday 11 August 2016 be confirmed as a true and correct record of that meeting.**

**CARRIED on the voices**

**MMCCI609/03**

**MATTERS ARISING FROM THE MINUTES**

There were no matters arising from the minutes.

**REPORTS**

Works and Issues Report  
Agenda Item 6.1

**Resolved: (Dudley Creed/James Harman)**

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

**CARRIED on the voices**

**MMCCI609/04/1**

Discretionary Fund Report to 23 August 2016  
Agenda Item 6.2

**Resolved: (James Harman/Angela Dobby)**

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

**CARRIED on the voices**

**MMCCI609/04/2**

Councillor's Report  
Agenda Item 6.3

Cr Sedgwick gave a verbal report and answered questions of the Committee.

**GENERAL BUSINESS**

Agenda Item 7

**Resolved: (Angela Dobby/Dudley Creed)**

A Motion was made to reimburse Patricia Carr \$40 for the gift pack purchased for Shirley Wikaire when she was in hospital.

**Carried on voices**

**MMCCI609/05/1**

**Resolved: (James Harman/Dudley Creed)**

A Motion was made to pay for a \$300 freezer for the village use at the Hall , also to purchase 6 x locks and 6 x hasp & staple sets for the pantry cupboards. Dudley Creed will scope out prices.

**Carried on voices**

**MMCCI609/05/2**

Koha Kai – Kiwi Harvest will be supplying Meremere with a 1 year supply of free food.

Patricia Carr asked for more contributions from committees and social groups for the newsletter.

It was noted that Thursday the 13<sup>th</sup> of October was the date for the Community Committee elections.

The Skatepark opening has been given over to Jasmine Harrison (possibly in association with the Solomon Group) and the Meremere Development Group.

Need to check with Cr. Jan Sedgwick as to available funding for the painting of a mural on the watertank.

The tennis court refurbishment is under way. Ben Brown will be looking at organising a working bee to tidy up the area.

There being no further business the meeting was declared closed at 8:55 pm.

Minutes approved and confirmed this     day of                     2016.

Due to the 2016 Local Body Elections, His Worship the Mayor and the Chief Executive Mr GJ Ion, signed off the ‘end of term’ September 2016 Ngaruawahia Community Board minutes.

.....  
AM Sanson  
**CHAIRPERSON**

.....  
GJ Ion  
**CHIEF EXECUTIVE**

**Open Meeting**

<b>To</b>	Waikato District Council
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	15 September 2016
<b>Prepared by</b>	Wanda Wright Committee Secretary
<b>Chief Executive Approved</b>	Y
<b>Document #</b>	1606104
<b>Report Title</b>	Receipt of Minutes – Tamahere Community Committee

**1. EXECUTIVE SUMMARY**

---

To receive the minutes of the Tamahere Community Committee meeting held on Monday 5 September 2016.

**2. RECOMMENDATION**

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**THAT the minutes of the meeting of the Tamahere Community Committee held on Monday 5 September 2016 be received.**

**3. ATTACHMENTS**

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TCC minutes



**Minutes of Committee Meeting  
Held 7.30pm on 5<sup>th</sup> September 2016  
Tamahere Community Centre**

**Present:**

**TCC:** Joy Wright, Maggie Wilcock, Bevin Coley, Dallas Fisher, Ro Edge, Sue Robertson, Charles Fletcher, James Yearsley, Connie Short, Jane Manson,  
**WDC:** Wally Hayes, Tim Harty, Jacki Remihana, Jenni Vernon, Giles Boundy  
**Kessels Ecology:** Gerry Kessels, Wiewa van der Zwan  
**Tamahere School:** Waveney Parker,  
**Mayoral Candidate:** Donna Nicholson,  
**NZTA:** Grant Hubbard, Gary Budden, Peter Simcock

1. **Apologies:** Shelley Howse, Aksel Jepsen, Dana McDonald (NZTA)

2. **Confirmation of Minutes** of Meeting held on 1<sup>st</sup> August 2016

**Moved:** Ro Edge

**Seconded:** Sue Robertson

**All in favour**

3. **Matters arising:**

**Dog Exercise Area**

- Submission received by council on behalf of committee

**NZTA Letters Re: 10 August Expressway Meeting**

- Letters only went out to a very narrow section of the community, however still good numbers attended the open day.

4. **Correspondence Tabled**

**IN**

WDC, media releases for local elections, Matariki food contest result, closure of offices & environmental award

WDC, agenda's for council meetings

WDC, Deborah Lee, council workshop details & induction details for post-election

WDC, Tim Harty, confirming 5 Sept NZTA, City/Edge Alliance & SNA attendance

WDC, Teresa Hancock, electronic version of Link magazine

WDC, acknowledgement of Tamahere Dog Exercise submission

WDC, Melissa Russo, election candidate's contact details

NZTA, Dana McDonald, apology for 5 Sept but confirming Expressway team

Tamahere School, re MOE approved fence & BOT rep on 5 Sept

Tamahere Community Centre Committee, re committee's AGM

Tamahere Forum, 6 monthly account & statistics

**OUT**

WDC, Karen Bredesen, Tim Harty & Support Team 1 Aug Minutes & 5 Sept Agenda

WDC, Tamahere Dog Exercise submission

WDC, Tim Harty, requesting confirmation 5 Sept attendees & time slot required

WDC, Tim Harty (for Jacki Remihana), draft project management spreadsheet [by J Yearsley]

Tamahere Community Centre, 1 Aug Minutes & 5 Sept Agenda

NZTA, Dana McDonald, invite to 5 Sept meeting

**Moved:** Sue Robertson

**Seconded:** Ro Edge

**All in favour**

**5. Waikato District Council, SNA Update**

- WDC are still in the information collecting phase with a report due to council this year, and feedback provided to land owners early next year.
- From their site visits they have found that most Tamahere locals are already valuing their gullies and restoring natural habitats.
- The committee stressed to the council that given most property owners are already valuing their gullies, providing incentives to restore gullies rather than rules and regulations would be preferred. Innovative approaches to help landowners recognize corridors, which are quite often not clearly defined and encourage restoration.
- The committee will be updated early next year.

**6. NZTA Expressway/City Edge Alliance Update**

- Investigation has been completed on the Newell Road/SH1 intersection with the report still to be reviewed, before it will go out to the community for consultation.
- Another community open day is being held on the 14<sup>th</sup> September at the Tamahere Community Centre between 2.30pm-7pm.
- The committee requested that the next letter drop goes to the entire Newell Road cell so as to cover all effected parties.
- Plans are progressing for the pedestrian and cycle-way over SH1, and NZTA are investigating what kind of crossing can be accommodated for on SH21.
- Nothing more than fencing and tree clearing will take place on the Expressway development in Tamahere this side of Christmas, with physical excavation not beginning in this area until after March 2017.
- The existing Tamahere Interchange will stay as it is for now with a review to take place once the Expressway is complete.

**Action:** NZTA to dig out the discussions on the in/out to Devine Road from the motorway on-ramp so we can re-familiarise ourselves with those discussions.

**7. Tamahere Recreational Reserve Update**

- Updated spreadsheet presented to committee to ensure WDC have captured everything the committee has raised. Any feedback provided from the committee to be given with the Draft Minutes.
- Boffa Miskell presented a plan for the Piazza design to the sub-committee which was fine-tuned before being presented to the committee tonight. If any of the committee have feedback on the piazza design, please provide it to Ro Edge and Bevin Coley within the next week.

- A holistic plan for sewerage is underway for the hall/school/commercial hub/public toilets, etc.
- The committee would like to ensure that where the bar/restaurants tables are situated outside that they covered by a liquor license.
- Tony McLauchlan from Fosters is attending our next meeting and present the proposed tenant mix and further commercial hub designs.
- Earthworks currently on hold on the reserve works due to weather.

**8. WDC, Tim Harty Report**

No Report Tabled

**9. Cr Wally Hayes Report**

- Should be able to provide a UFB update in the next month.

**10. Tamahere Reserve Report & Nursery Update**

- Consent been granted to establish nursery on Fieldays land with construction to take place in October.

**11. Any Other Business**

**Tamahere Forum**

- Motion put forward that we accept and pay the increased charge of \$25 per month which takes the cost for 6 Months from \$1,200 to \$1,500

**Moved:** Sue Robertson

**Seconded:** Dallas Fisher

All in Favour

**Mayoral Candidates Meeting**

As representatives of the community we believe we need to organise a meeting so residents are able to meet and hear from the five mayoral candidates and two ward candidates. This meeting is scheduled Tuesday 13<sup>th</sup> of September at 7.30pm.

**Date of next meeting** 3<sup>rd</sup> October 2016

**Meeting closed** at 8.50pm

### **Open Meeting**

<b>To</b>	Waikato District Council
<b>From</b>	TG Whittaker General Manager Strategy & Support
<b>Date</b>	22 August 2016
<b>Prepared by</b>	Sharlene Jenkins PA to General Manager Strategy & Support
<b>Chief Executive Approved</b>	Y/N
<b>DWS Document Set #</b>	I590472
<b>Report Title</b>	Receipt of Pokeno Community Committee Minutes

## **I. EXECUTIVE SUMMARY**

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The minutes for meetings of the Pokeno Community Committee held on 09 August 2016 are submitted for receipt.

## **2. RECOMMENDATION**

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**THAT the minutes of meetings of the Pokeno Community Committee held on 09 August 2016 be received.**

## **3. ATTACHMENTS**

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Pokeno Community Committee minutes 09 August 2016



# Pokeno

## POKENO COMMUNITY COMMITTEE

MINUTES of the monthly Pokeno Community Committee meeting held in the Pokeno Hall, Pokeno, on 09 August 2016, commencing at 7.30pm.

Committee Members Present: Helen Clotworthy, Doug Rowe, Kris Hines, Todd Miller  
Morris Roberts, Janet McRobbie. Lance Straker, Rick  
Odom Wayne Rodgers,

Guests in Attendance: Mayor Alan Sanson, Tony Whittaker W.D.C,  
  
WDC, Staff: David Totman, Jenni Vernon,  
Jane McCartney

Councillors in Attendance: Cr J Church

Community Members Attending: Community Members attended.

Apologies and leave of absence: Apologies were received from Tricia Graham, Charles  
Hackett, Paul Heta

Moved that the apologies be accepted: Helen Clotworthy

Seconded: Doug Rowe

### 1 DISCLOSURE OF INTEREST

There was no disclosure of interest

### 2 CONFIRMATION OF PREVIOUS MINUTES meeting held July 12<sup>th</sup> 2016

Moved that the minutes be accepted: Helen Clotworthy

Seconded: Rick Odom

Carried

### 3 MATTERS ARISING FROM THE PREVIOUS MINUTES

There were no matters arising from previous minutes.

#### 4. POKENO COMMUNITY PLAN.

Tony Whitaker introduced David Totman and Jane McCartney who would present updates on the PCP, so we can work through what is important to the Pokeno Community with Council.

Tony touched on Identity Branding, some examples were Huntly, the Power Station, Deka (an old rusting iconic sign on the Main street). How do we brand Pokeno, facilitate community involvement etc ?

Introducing David Totman.. forward planner, Strategic Planning, forward Planner for WDC.

David outlined some history around the 2008 Pokeno Structure Plan that envisaged a 20-year plan till 2028.

2007, saw Pokeno as small sleepy village, given the bypass of the freeway.

The 2008 structure plan David said, saw the ,2010, to 2013 start of construction of Helenslee Block.

David suggested a Community Plan, a “Gateway” to Pokeno and invited Community involvement, - vision for the future, - facilitate and plan workshops in the future.

Pokeno growing faster than infrastructure.

- Our Mayor Alan Sanson explained that ongoing Rail discussions continue with Auckland Transport,

Electrification of rail, AKL to Pokeno. Minister has showed interest in rail links, options to Expressway eg Community rail links, drag trains Pukekohe, Tuakau, eventually Pokeno.

Website can assist to open up discussion, multiple options for Pokeno going forward, from Rooding to Planning workshops.

- Rick Odom suggested that any ‘Projection of Planning’ be **“PLAN WAY AHEAD** “Look at best case scenario, the FUTURE, be prepared for it.
- In response, David Totman suggested up to 4000 homes, the largest settlement town in the Waikato.

Jane McCartney Senior Policy Planner presented on the WDC, plans single document relating to Pokeno Design. Main street development. Reference Council Website Design Guide for submissions to gain consents in keeping with community wishes. Example, supermarket, market Square development, cobbles, crossings etc

#### 5 PROPOSED DOG EXERCISE AREA IN POKENO

The committee agreed to accept the area proposed as the location was good. Members of the community in attendance ‘unanimously’ proposed a call for fencing around the ‘off leash’ area of the park.

## 6 POKENO WORKS AND ISSUES.

Roading Development

Pokeno Road

Munro Road

Helenslee Road

Great South Road

## 7 DRAFT WORK PLAN

September Update, update on Sports Park.

## 8 COUNCILLORS REPORT

Jacqui Church presented that one third of Council resealing was in the Pokeno District.

Jacqui spoke about Counties Manukau, WDC, handling sport access e.g. Tuakau

Funding for Pokeno to develop cycle ways, trail ways.

## 9 GENERAL BUSSINESS

Lance Straker updated the room on our web site. He said that,

[www.pokenocommunity.nz](http://www.pokenocommunity.nz) is ready to go live, just a bit more input from 'locals' and the committee, should see us 'live' and active very soon.

Fay, 'Vet Centre Ltd, opening up 14B Gt South road. Those in attendance welcomed the new business to the Pokeno Community. Fay said, they take on large and small animals.

Todd Miller announced that a Defibrillator was to be donated to the Pokeno Community by the "Mercer Fire Brigade" Cost to the Community was an annual fee of \$149.00 plus GST.

He suggested that to keep it safe, perhaps the Pokeno Motel, Hallway was the safest and most accessible building 24/7, given the motel never closed.

Helen Clotworthy raised concern around a proposed "DRY GOODS DUMP" on Bluff road ,1.6 million Cu Metres, equating to 120 Truck movements through Pokeno Daily!

## CLOSURE

Helen Clotworthy thanked the visitors for their attendance and their contribution., and John for the 'Soup and hot drinks. There being no further business, the meeting was declared closed at 9.40 pm.

The next meeting of the Pokeno Community Committee will be held on September 13<sup>th</sup> 2016 at 7.30pm in the Pokeno Hall.

### **Open Meeting**

<b>To</b>	Waikato District Council
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	16 September 2016
<b>Prepared by</b>	Wanda Wright Committee Secretary
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	1607075
<b>Report Title</b>	Exclusion of the Public

## **1 Executive Summary**

To ensure that the public are excluded from the meeting during discussion on public excluded items.

## **2 Recommendation**

**THAT** the report of the Chief Executive – *Exclusion of the Public* – be received;

**AND THAT** the public be excluded from the meeting during discussion on the following items of business:

**Confirmation of Minutes dated Monday 12 September 2016**

**Confirmation of Strategy & Finance Minutes dated 27 September 2016**

**Confirmation of Infrastructure Minutes dated 13 September 2016**

**Confirmation of Audit & Risk Subcommittee Minutes dated 27 September 2016**