

Agenda for a meeting of the Waikato District Council to be held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **MONDAY 15 FEBRUARY 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.*

**PLEASE NOTE A CITIZENSHIP CEREMONY WILL BE HELD AT 12.30PM  
PRIOR TO THE COUNCIL MEETING**

1. **APOLOGIES AND LEAVE OF ABSENCE**
2. **CONFIRMATION OF STATUS OF AGENDA ITEMS**
3. **DISCLOSURES OF INTEREST**
4. **CONFIRMATION OF MINUTES**
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G J Ion  
**CHIEF EXECUTIVE**  
 Agenda2016\CCL\160215 CCL OP

### **Open Meeting**

<b>To</b>	Waikato District Council
<b>From</b>	GJ Ion Chief Executive
<b>Date</b>	16 December 2015
<b>Prepared By</b>	LM Wainwright Committee Secretary
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	1114101
<b>Report Title</b>	<b>Confirmation of Minutes</b>

#### **1. Executive Summary**

To confirm the minutes of a meeting of the Waikato District Council held on Monday 14 December 2015.

#### **2. Recommendation**

**THAT the minutes of a meeting of Waikato District Council held on Monday 14 December 2015 be confirmed as a true and correct record of that meeting.**

#### **3. Attachments**

Attachment: Minutes 14 December 2015



**MINUTES** of a meeting of the Waikato District Council held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **MONDAY 14 DECEMBER 2015** commencing at **1.15pm**.

Present	<p>His Worship the Mayor Mr AM Sanson          Cr JC Baddeley          Cr J Church          Cr R Costar          Cr DW Fulton          Cr J Gibb          Cr WD Hayes          Cr SD Lynch <i>[from 1.16pm]</i>          Cr L Petersen          Cr J Sedgwick          Cr NMD Smith          Cr MR Solomon          Cr CS Tait</p>
Attending	<p>Mayoress T Sanson          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 &amp; Support)          Mrs RJ Gray (Council Support Manager)          Mrs LM Wainwright (Committee Secretary)          Ms A Beex (Communications Manager)          Mr A Corkill (Parks and Facilities Manager)          Mr V Ramduny (Planning and Strategy Manager)          Ms A Diaz (Finance Manager)          Mr M Mould (Waters Manager)          Ms H Crosby (Project Information Officer)          Ms K Overwater (Policy Planner)          Mr T Martin (Senior Policy Planner)          Mr K Vickers          Mr B McCrae          Members of staff          Media Representative</p>

**WDC1512/01      APOLOGIES AND LEAVE OF ABSENCE****Resolved: (Crs Petersen/Sedgwick)****THAT** an apology be received from and leave of absence granted to Cr McGuire owing to attendance at the Hauraki Gulf Forum on behalf Council.**CARRIED on the voices****WDC1512/02      CONFIRMATION OF STATUS OF AGENDA ITEMS****WDC1512/02/1      Resolved: (Crs Costar/Gibb)****THAT** the agenda for the meeting of the Waikato District Council held on Monday 14 December 2015 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.**CARRIED on the voices****WDC1512/03      DISCLOSURES OF INTEREST**Cr Smith advised members of the Board that he would declare a conflict of interest in item 6.2.3 [*Making Good Decisions – Chair Recertification*].

Cr Lynch entered the meeting at [1.16pm] following discussion on the above item and was not present when voting took place.

**WDC1512/04      CONFIRMATION OF MINUTES****WDC1512/04/1      Resolved: (Crs Costar/Petersen)****THAT** the minutes of a meeting of the Waikato District Council held on Monday 9 November 2015 be confirmed as a true and correct record of that meeting.**CARRIED on the voices**

**WDC1512/05      MATTERS ARISING FROM THE MINUTES**WDC1512/05/1      Committee Chairperson [WDC1511/06/1/1]

His Worship the Mayor advised that issues in hand had been discussed with Cr Hayes and resolved, and that he wished the status quo to be retained.

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

**THAT** the recommendation under **WDC1511/06/1/1** be withdrawn:

***‘THAT in accordance with clauses 26 and 31 of Schedule 7 of the Local Government Act 2002, Councillor Fulton is appointed to replace Councillor Hayes as Chairperson of the Infrastructure Committee;***

***AND THAT in accordance with clauses 26 and 31 of Schedule 7 of the Local Government Act 2002, Councillor Gibb is appointed to replace Councillor Fulton as Chairperson of the Policy & Regulatory Committee.’***

**CARRIED on the voices**

**WDC1512/06      COMMITTEE AND DEPARTMENTAL REPORTS**WDC1512/06/1      Policy & Regulatory CommitteeWDC1512/06/1/1      Receipt of Committee Minutes – Meeting held on Tuesday 17 November 2015

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

**THAT** the minutes of a meeting of the Policy & Regulatory Committee held on Tuesday 17 November 2015 be received.

**CARRIED on the voices**

WDC1512/06/1/2      **Resolved: (Crs Fulton/Gibb)**

**P&R1511/07/8      Determination Report Combined Trade Waste and Wastewater Bylaw**

**THAT** pursuant to section 155(1) of the Local Government Act 2002 Council make a determination that a bylaw is the most appropriate mechanism to address issues relating to the management of Trade Waste and Wastewater in the Waikato District, and a new bylaw be prepared in accordance with the requirements of the Act.

**CARRIED on the voices**

WDC1512/06/1/3 Resolved: (Crs Fulton/Baddeley)

**P&R1511/07/9 Draft Grass Verge Policy**

**THAT Council consult widely on the Waikato District Council Draft Grass Verge Policy.**

**CARRIED on the voices**

WDC1512/06/1/4 Resolved: (Crs Fulton/Hayes)

**P&R1511/07/10 Roadside Fencing Policy**

**THAT Council review the Roadside Fencing Policy.**

**CARRIED on the voices**

WDC1512/06/1/5 Receipt of Hearing Minutes – T O'Rourke – Objection to Costs

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

**THAT the report of the Chief Executive – (*Receipt of Hearing Minutes – T O'Rourke – Objection to Costs*) - be received.**

**CARRIED on the voices**

WDC1512/06/1/6 Amendments to Petitions Policy and Protected Disclosures Policy  
Item 6.1.3

The General Manager Strategy & Support gave a verbal overview to Council.

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

**THAT the report of the General Manager Strategy & Support – *Amendments to Petitions Policy and Protected Disclosures Policy* - be received;**

**AND THAT the Petitions Policy be approved;**

**AND FURTHER THAT the Protected Disclosures Policy be approved.**

**CARRIED on the voices**

WDC1512/06/1/7 Submission on the Shop Trading Hours Amendment Bill  
Item 6.1.4

The Planning and Strategy Manager gave a verbal overview and answered questions of Council.

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

**THAT the report of the General Manager Strategy & Support – Submission to Shop Trading Hours Amendment Bill - be received;**

**AND THAT Council approves the submission to the Shop Trading Hours Amendment Bill.**

**CARRIED on the voices**

WDC1512/06/1/8 Appointment of Electoral Officer  
Item 6.1.5

The Chief Executive gave a verbal overview and answered questions of Council.

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

**THAT the report of the Chief Executive – Appointment of Electoral Officer be received;**

**AND THAT Dale Ofoske of Election Services be appointed as Electoral Officer for Waikato District Council;**

**AND FURTHER THAT Rose Gray be appointed as deputy Electoral Officer for Waikato District Council.**

**CARRIED on the voices**

WDC1512/06/1/9 Raglan Land Company - Private Plan Change 12 to the Waikato District Plan and change of consent conditions to construct the Oporuru Causeway and to extend the lapse date  
Item 6.1.6

The Senior Policy Planner gave a verbal overview to Council.

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

**THAT the report of the General Manager Strategy & Support – Raglan Land Company – Private Plan Change 12 to the Waikato District Plan and change of consent conditions to construct the Oporuru Causeway and to extend the lapse date – be received;**



**AND 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 the Private Plan Change 12;

**AND FURTHER THAT** Council note that the change of consent conditions and extension of time application for LUC0249/06 has been granted by the Commissioners.

**CARRIED on the voices**

WDC1512/06/1/10 Plan Change 14 – Raglan Rezone  
Item 6.1.7

The Senior Policy Planner gave a verbal overview to Council.

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

**THAT** the report of the General Manager Strategy & Support entitled *Plan Change 14 – Raglan Rezone* be received;

**AND THAT** Council approves for *Plan Change 14 – Raglan Rezone* - to be publicly notified on 18 December 2015 in accordance with the First Schedule of the Resource Management Act 1991.

**CARRIED on the voices**

WDC1512/06/1/11 Plan Change 19: Election Signs Decision and Declaration of Plan Change becoming Operative  
Item 6.1.8

The Policy Planner gave a verbal overview to Council.

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

**THAT** the report of the General Manager Strategy & Support – *Plan Change 19: Election Signs Decision and Declaration of Plan Change becoming Operative* - be received;

**AND THAT**, pursuant to clause 10 of Schedule I of the Resource Management Act 1991, Council determines a decision on Plan Change 19: Election Signs;

**AND FURTHER THAT**, pursuant to clause 20 in Schedule I of the Resource Management Act 1991, staff shall arrange a public notice that declares operative the provisions in Plan Change 19: Election Signs.

**CARRIED on the voices**

WDC1512/06/1/12 Zero Harm Update  
Item 6.1.9

The Chief Executive gave a verbal overview to Council.

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

**THAT the report of the Chief Executive – *Zero Harm Update* - be received.**

**CARRIED on the voices**

**WDC1512/06/2 Strategy & Finance Committee**

WDC1512/06/2/1 Receipt of Committee Minutes – Meeting held on Monday 23 November 2015

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

**THAT the minutes of a meeting of the Strategy & Finance Committee held on Monday 23 November 2015 be received.**

**CARRIED on the voices**

WDC1512/06/2/2 **Resolved: (Crs Baddeley/Church)**

**S&F1511/06/1 Placemaking Strategy**

**THAT the Placemaking Strategy, together with the following documents, be adopted:**

- **Placemaking Implementation Plan**
- **Placemaking Project Plan**
- **Placemaking Guidelines and**
- **Placemaking Assessment Sheet.**

**CARRIED on the voices**

WDC1512/06/2/3 **Resolved: (Crs Baddeley/Petersen)**

**S&F1511/06/2 Heritage Project Fund Policy**

Tabled: Updated Heritage Project Fund Policy

**THAT the updated Heritage Project Fund Policy, together with the following documents, be adopted:**

- **Heritage Project Fund Application Form**
- **Heritage Project Fund Guidelines**
- **Heritage Project Accountability Form.**

**CARRIED on the voices**

WDC1512/06/2/4 **Resolved: (Crs Baddeley/Gibb)**

**S&F1511/06/5 Economic Development Strategy**

**THAT the Economic Development Strategy be adopted.**

**CARRIED on the voices**

Cr Sedgwick requested her dissenting vote be recorded.

WDC1512/06/2/5 **Resolved: (Crs Baddeley/Petersen)**

**S&F1511/06/6 Resolution of Appeals to Variation 13 to Plan Change 14 (Prohibition of Transferable Rural Lot Rights across Territorial Boundaries)**

**THAT pursuant to clause 20 in Schedule I of the Resource Management Act 1991, staff shall arrange a public notice that declares operative the provisions in Variation 13 to Plan Change 14, including the appellants' exception rules contained in the consent order issued by the Environment Court.**

**CARRIED on the voices**

WDC1512/06/2/6 **Resolved: (Crs Baddeley/Gibb)**

**S&F1511/13/1 Ngaruawahia Structure Plan – Proposed Rezoning Plan Change**

**THAT Council support the approach of a plan change for rezoning.**

**CARRIED on the voices**

Cr Solomon requested her dissenting vote be recorded.

WDC1512/06/7 Independent Audit & Risk Committee Chair Remuneration Review  
Item 6.2.2

The General Manager Strategy & Support gave a verbal overview and answered questions of Council.

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

**THAT** the report of the General Manager Strategy & Support entitled *Independent Audit & Risk Committee Chair Remuneration Review* be received;

**AND THAT** Council approves that the remuneration for the Audit & Risk Committee Independent Chairperson be set at \$20,000 per annum, effective from 1 January 2016.

**CARRIED on the voices**

WDC1512/06/8 Making Good Decisions – Chair Recertification  
Item 6.2.3

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

**THAT** the report of the Chief Executive – *Making Good Decisions – Chair Recertification* - be received;

**AND THAT** Council approves the cost of \$1,066.10 plus GST and travel and accommodation for Councillor Smith to undertake the refresher course before 30 June 2016.

**CARRIED on the voices**

Cr Smith declared a conflict of interest and did not speak to, or vote on this item.

**WDC1512/06/3** Infrastructure Committee

WDC1512/06/3/1 Receipt of Committee Minutes – Meeting held on Tuesday 10 November 2015

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

**THAT** the minutes of a meeting of the Infrastructure Committee held on Tuesday 10 November 2015 be received.

**CARRIED on the voices**

WDC1512/06/3/2 Stopping of Unformed Legal Roads – 61 Market Street, Pokeno Village  
Item 6.3.2

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

**THAT** the report of the General Manager Service Delivery – *Stopping of Unformed Legal Roads – 61 Market Street, Pokeno Village* - be received;

**AND THAT** the unformed roads known as William and High Street, located within the boundaries of the property located at 61 Market Street, Pokeno, comprising in total 4344m<sup>2</sup> and shown on SO Plan 493530 as Sections 1 and 2 respectively, be declared surplus to Council requirements;

**AND FURTHER THAT** steps be taken to stop the road in accordance with the provisions of Section 342 of the Local Government Act 1974 and the Tenth Schedule to the Act and a valuation be obtained to facilitate the disposal of the roads, when stopped, to the adjoining owner, pursuant to section 345 of the Act.

**CARRIED on the voices**

WDC1512/06/3/3 Open Spaces Maintenance Procurement Model  
Item 6.3.3

The General Manager Service Delivery gave a verbal overview and answered questions of Council.

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

**THAT** the report of the General Manager Service Delivery – *Open Spaces Maintenance Procurement Model* - be received;

**AND THAT** Council approves the Term Service - Master Contract (full facility maintenance), procurement method as outlined within this report for the delivery of Open Space maintenance activities for the period 2016-21.

**CARRIED on the voices**

WDC1512/06/3/4 Tamahere Sports Ground Development  
Item 6.3.4

The General Manager Service Delivery gave a verbal overview. The Parks and Facilities Manager answered questions of Council.

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

**THAT the report of the General Manager Service Delivery – *Tamahere Sports Ground Development* - be received;**

**AND THAT the total 2016/17 capital budget of \$438,102 be brought forward to the 2015/16 year;**

**AND FURTHER THAT \$200,000 from the 2017/18 capital budget be brought forward to begin physical works in the 2015/16 year;**

**AND FURTHER THAT the brought forward budgets be funded 40% loan and 60% development contribution funding.**

**CARRIED on the voices**

WDC1512/06/3/5 Transfer of Capital Budget – Aquatic Centres  
Item 6.3.5

The General Manager Service Delivery gave a verbal overview. The Parks and Facilities Manager answered questions of Council.

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

**THAT the report of the General Manager Service Delivery – *Transfer of Capital Budget – Aquatic Centres* - be received;**

**AND THAT the project to replace the Huntly Aquatic Centre lighting be approved;**

**AND FURTHER THAT the funds of \$55,000 be transferred from the existing Tuakau Aquatic Centre project to cover the cost of the purchase and installation of replacement lighting at Huntly.**

**CARRIED on the voices**

**WDC1512/06/4**     **Discretionary & Funding Committee**

WDC1512/06/4/1     Receipt of Committee Minutes – Meeting held on Monday 9 November 2015

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

**THAT the minutes of a meeting of the Discretionary & Funding Committee held on Monday 9 November 2015 be received.**

**CARRIED on the voices**

**WDC1512/07**     **COMMUNITY BOARD MINUTES**

WDC1512/07/1     Onewhero-Tuakau Community Board – Meeting held on Monday 2 November 2015

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

**THAT the minutes of a meeting of the Onewhero-Tuakau Community Board held on Monday 2 November 2015 be received.**

**CARRIED on the voices**

WDC1512/07/2     Taupiri Community Board – Meeting held on Monday 9 November 2015

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

**THAT the minutes of a meeting of the Taupiri Community Board held on Monday 9 November 2015 be received.**

**CARRIED on the voices**

WDC1512/07/3     Raglan Community Board – Meeting held on Tuesday 10 November 2015

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

**THAT the minutes of a meeting of the Raglan Community Board held on Tuesday 10 November 2015 be received.**

**CARRIED on the voices**

WDC1512/07/4 Ngaruawahia Community Board – Meeting held on Tuesday 10 November 2015 and Tuesday 1 December 2015

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

**THAT the minutes of a meeting of the Ngaruawahia Community Board held on Tuesday 10 November 2015 and Tuesday 1 December 2015 be received.**

**CARRIED on the voices**

WDC1512/07/5 Huntly Community Board – Meeting held on Tuesday 17 November 2015

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

**THAT the minutes of a meeting of the Huntly Community Board held on Tuesday 17 November 2015 be received.**

**CARRIED on the voices**

**WDC1512/08 COMMUNITY COMMITTEE MINUTES**

WDC1512/08/1 Te Kauwhata Community Committee – Meeting held on Wednesday 4 November 2015

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

**THAT the minutes of a meeting of the Te Kauwhata Community Committee held on Wednesday 4 November 2015 be received.**

**CARRIED on the voices**

WDC1512/08/2 Meremere Community Committee – Meeting held on Thursday 12 November 2015

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

**THAT the minutes of a meeting of the Meremere Community Committee held on Thursday 12 November 2015 be received.**

**CARRIED on the voices**



WDC1512/08/3 Tamahere Community Committee – Meeting held on Monday 2 November 2015

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

**THAT the minutes of a meeting of the Tamahere Community Committee held on Monday 2 November 2015 be received.**

**CARRIED on the voices**

WDC1512/09 **EXCLUSION OF THE PUBLIC**

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

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

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

1. **Confirmation of Public Excluded Minutes – 9 November 2015**
2. **Receipt of Public Excluded Minutes**
  - 2.1 **Strategy & Finance Committee – 23 November 2015**
  - 2.2 **Policy & Regulatory Committee – 17 November 2015**
  - 2.3 **Infrastructure Committee – 10 November 2015**
3. **Reports**
  - 3.1 **Wastewater Charges**
  - 3.2 **Stopping of Portions of Road**
  - 3.3 **Development Agreement**
  - 3.4 **Tamahere – Heads of Terms**
4. **Chief Executive's Issues;**

**That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to:**

- a) **Protect members, or officers, or employees of any local authority, or any persons to whom section 2(5) of the Local Government Official Information and Meetings Act 1987 applies, from improper pressure or harassment;**
- b) **Protect the privacy of natural persons, including that of deceased natural persons;**
- c) **Prevent the disclosure or use of official information for improper gain or improper advantage;**

**AND THAT** the exclusion of the public from the whole or relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in any proceedings before the local authority where a right-of-appeal lies to any Court or Tribunal against the final decision of the local authority in those proceedings;

**AND FURTHER THAT** Mr K Vickers remain in the meeting after the public has been excluded for agenda item 3.1.

**CARRIED on the voices**

Resolution nos WDC1512/10 to WDC1512/15 are contained in the public excluded section of these minutes.

Having resumed open meeting the following report was released into open meeting:

**WDC1512/16      REPORTS (continued)**

WDC1512/16/1      Stopping of Portions of Hitchen Road, Pokeno – Subdivision of the Gateway and Hitchen Blocks, Pokeno

It was resolved [WDC1512/13/1] 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 Costar/Church)*

*THAT the report of the General Manager Service Delivery – Stopping of Portions of Hitchen Road, Pokeno – Subdivision of the Gateway and Hitchen Blocks, Pokeno - be received;*

*AND THAT as no objections to the proposed stopping of those portions of Hitchen Road shown as sections 2 and 4 on SO Plan 482298 were received by the closing date of 10 August 2015, Council resolve that the roads described in the Schedule below, be declared stopped;*

*AND FURTHER THAT consideration of the submission in relation to the stopping of that portion of Hitchen Road shown as Section 1 on SO Plan 482298, be deferred until the next meeting of the Infrastructure Committee to enable the presentation of a further report on the outcome of discussions between the developer and the owners;*

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

*Schedule (Road to be stopped)*

*4470 m2 being Section 2 on Survey Office Plan 482298  
379 m2 being Sections 4 on Survey Office Plan 482298*

**CARRIED on the voices'**

His Worship the Mayor wished everyone a Merry Christmas and a safe and happy New Year.

There being no further business the meeting was declared closed at 3.34pm.

Minutes approved and confirmed this                      day of                      2015.

AM Sanson

**CHAIRPERSON**

Minutes2015/CCL/151214 CCL Minutes.docx

**Open Meeting**

<b>To</b>	Waikato District Council
<b>From</b>	TN Harty General Manager Service Delivery
<b>Date</b>	2 February 2016
<b>Prepared by</b>	G Benseman Maintenance and Contracts Team Leader
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	1145158
<b>Report Title</b>	<b>Capital Budget – Tuakau War Memorial Hall</b>

## 1. Executive Summary

The Tuakau War Memorial Hall (the Hall) is a Council run facility that is available for hire for social functions and free of charge for community activities. A request has been received from the Onewhero-Tuakau Community Board (OTCB) to have the bathroom and the sound and video equipment at the Hall upgraded before ANZAC Day 2016.

The Hall currently has six shower cubicles that in the view of the OTCB are in urgent need of conversion to toilets as there have been instances where the lack of bathroom facilities has impacted on whether the Hall is hired.

The Hall has an existing sound system. The existing system has been in place for over 15 years and it is understood that at times has been difficult for patrons of the Hall to use; mainly due to the lack of instructions and complexity of the system. It is the view of the OTCB that the lack of adequate sound and video equipment has impacted on whether the Hall is hired.

The total income for 2015 was \$4,948.00.

There is no allocated budget for this project. This report requests that funding be made available from the Tuakau War Memorial Hall (Targeted Rate) Reserve (8825) to allow for conversion of the existing facilities.

## 2. Recommendation

**THAT the report of the General Manager Service Delivery – Capital Budget Allocation – Tuakau War Memorial Hall - be received;**

**AND THAT subject to further work being undertaken, the project to convert/upgrade the Tuakau War Memorial Hall bathroom facilities and the sound and video system be approved in principle;**

**AND FURTHER THAT** the funds of \$29,454 for the bathroom conversion and \$60,752 for the upgrade of the sound and video system be released from the Tuakau War Memorial Hall (Targeted Rate) Reserve (8825) and the project ICCI0095-C0-0000-0116 be created;

**AND FURTHER THAT** staff report back to Council for final approval when the additional work and processes have been completed and prior to the project commencing.

### 3. Background and Discussion

#### Hall Usage

In general the Hall is booked more often than other Town Halls and this is made up of a combination of regular weekly community and paid for bookings. Non-payment bookings are the dominant occurrence at the Hall with regular bookings that have varying meeting times/dates throughout the year. These bookings are predominately Waikato District Council initiatives – eg WDC Elderly Drivers Workshop. Over the last calendar year there were a number of ad-hoc bookings for the Hall from a number of groups, (from school groups to the Waikato Regional Council). The functions are mainly community or group focused and the hireage fees for these activities range in price from \$24 to \$97 per event.

In the last financial year the total income for the Hall was \$4,948.00

#### Bathroom Facilities

The current showering facilities were installed in 1998 on the assumption that high usage would occur. It is understood that the showers have been rarely used, since they were installed. The OTCB have requested that the shower area be converted into six toilets as they are of the view that these are required. This would bring the total number of toilets in the facility to 11.

The OTCB have requested that this upgrade occur before ANZAC Day 2016 as the lack of toilet facilities has proven to be an issue when the Hall has been hired by the public, particularly when large functions are planned. Staff have secured a single quote through Cushman & Wakefield, Council's contracted services providers for this type of work.

#### Sound and Video System

Tuakau Memorial Hall was opened in 1924. The Hall currently has a sound system which the OTCB believe is inadequate and wish to replace. The age and specifications of the current system are unknown. It is reported that the current system has difficulty in obtaining a suitable sound solution including conveyance of public event proceedings (such as memorial services), 40-50 meters outside the Hall.

The OTCB have requested that an upgrade of the sound and video system occur before ANZAC Day 2016 as this is one of the largest functions the Hall holds on an annual basis.

As the Hall is primarily used for traditional functions, community groups and families, the OTCB proposed that a sound and video system be installed which should allow the audience to clearly hear any presentation either from the stage microphone or wireless microphones.

Additionally, sound relay to the front of the building will be accomplished with the provision of weatherproof loudspeakers, ensuring that the majority of the audience can hear. This facility would be used on special events, eg ANZAC Day and it is envisaged that an audience standing within 40-50 metres will hear adequately all the proceedings from the Hall.

The OTCB have sourced two quotes for what they believe is a suitable system that will meet both the current and future needs of the Hall and its users (see attached). Council's procurement process recommends the use of a formal minor contract in this type of procurement process (high risk/high complexity). This process has not been utilised in obtaining these quotes.

#### 4. Analysis of Options

Option 1: Council can approve the recommendations of this report and utilise reserve funds to cover the cost of the bathroom renovation and sound and video system upgrade.

This is the OTCB's preferred option.

Option 2: Council can decline to approve the recommendations of this report, and thus the bathroom and sound and video system will not be upgraded.

This is not the OTCB's preferred option

Option 3: Council can request staff to work with the OTCB to understand the needs of both the toilet conversion and the sound and video system and run appropriate processes to address the issues. In this event, the work will not be completed by ANZAC Day.

This is not the OTCB's preferred option

The users of the Hall at key events (The OTCB) understand the needs and requirements better than staff. From a policy and financial perspective, the staff recommendation is option 3.

#### 5. Considerations

##### 5.1 Financial

There is no allocated budget available to cover the cost of bathroom conversion or the sound and video system at the Tuakau War Memorial Hall.

The Tuakau War Memorial Hall is funded through a community facility targeted rate as well as hall hireage fees and charges. The surplus is returned to the Tuakau War Memorial Hall (Targeted Rate) Reserve (8825). The reserve is forecast to have sufficient funds available for both projects. The current Reserve balance is \$306,168.20.

The Tuakau War Memorial Hall (Targeted Rate) Reserve (8825) funds are used for the day to day expenses of the Tuakau Memorial Hall, including power, rates and depreciation. It can also be used for any improvements to the Hall.

The proposed Tuakau War Memorial Hall bathroom conversion project is a Level of Service project and it is also appropriate to fund this utilising the Targeted Rate Reserve.

The Management Accountant has confirmed the funds are available and appropriate to utilise for this project.

## **5.2 Risk**

Members of the OTCB have identified the toilet and sound and video system issues and proposed the solutions outlined within this report. The scope and scale of the response in relation to the nature of the issues has not been tested, nor has the overall communities' view, as would be with other Council projects of this nature (through Annual or Long Term Planning processes).

Procurement of the sound and video system of the nature described by the OTCB would trigger the need for a more extensive procurement process to meet that required by Council's procurement procedures. A more extensive process would ensure that the system was fit for purpose, meet the OTCB's requirements, contained installation processes, any Hall alterations identified and also that appropriate long term guarantees were in place to adequately protect Council. It would also ensure surety of costs and manage the risk profile.

Following a more extensive process as outlined within the Procurement Procedures would add time to its installation and likely impact on the ability to meet the ANZAC Day target.

## **6. Conclusion**

Two separate pieces of work have been requested by the OTCB to be undertaken, as a matter of urgency, on the Tuakau Memorial Hall. Both these matters are not in Council's work programme and are unfunded. The works, shower to toilet conversion and installation of a new sound and video system are in response to pressures on the Hall over high use periods. The OTCB have obtained quotes for the installation of the sound and video system and staff have obtained a quote for the toilet conversion. Funds are required to be transferred from the Tuakau War Memorial Hall (Targeted Rate) Reserve to allow the work to proceed.

## **7. Attachments**

- Tuakau Community Hall Audio and Video Systems Quotation

Final

Prepared for

Bruce Cameron  
Onewhero Tuakau Local community Board  
Waikato District Council  
Tuakau Office

**TUAKAU COMMUNITY HALL  
AUDIO and VIDEO SYSTEMS  
QUOTATION**

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Malcolm R. Hogg  
Design Engineer  
Creative Input Ltd

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## 1. INTRODUCTION

Creative Input Ltd. has been asked to produce an initial design brief translating the ideas of the representatives of Local Community Board into a solid concept.

## 2. INITIAL BRIEF

### 2.1. Main Hall

The Main Hall is to be used primarily for the traditional functions of community groups.

It is proposed that a standard Stage Presenter/Audience layout will be maintained in most situations.

A small mezzanine balcony area is also accommodated in our brief.

The space may be used as a multifunctional facility with a seated or standing audience.

The sound system shall allow the audience to clearly hear any presentation either from the stage microphone or the wireless microphones.

Sound relay of the proceedings shall be available in the adjacent supper room although video at present is not catered for.

Additionally Sound relay to the front of the building is accomplished with the provided weatherproof loudspeakers. This facility would be used on special events, e.g. Anzac Day. It is envisaged that an audience standing within 40-50 metres will hear adequately all the proceedings from the Hall.

A large Motorised screen and projector mounted within the stage area shall supply high quality images of any presentation. The image will be as large as possibly to allow the whole display to be seen from any seat in the hall or balcony. The screen will be approximately 3800mm wide.

A Hearing Assistive System (NZS 4121) can be added at a later date should the Council wish to cater for that group's needs.

## 2.2. Hall Sound System

It is noted that the acoustic environment in the hall is challenging. The design of the system minimises the effect of this constraint. It is however suggested that some further acoustic treatment would benefit any audience listening in the hall.

The heart of the Sound System shall comprise of equipment placed at stage left in the hall. We are proposing to use the room at the rear of the stage as the amplifiers have some fan noise.

Three microphones and replay audio from a PC, DVD, iPod or similar can be amplified.

Two of these three microphones shall be of a Handheld radio or wireless type. These wireless microphones are compliant with the new government legislation concerning frequency allocation.

The volumes of the microphones and the PC sources shall be controlled from a simple wall panel(s).

The main loudspeaker design is computer simulated and therefore the sound amplification has been optimised for quality, cost and installation difficulties.

The main loudspeakers shall be mounted either side of the stage at approximately 3500mm above the main hall floor level.

These loudspeakers shall supply a very uniform coverage to any seat in the hall to a volume well exceeding normal speech levels. (90dB SPL)

The quality of the amplified sound shall be high music quality, (Bandwidth of 70Hz to 16 kHz)

Additionally, ceiling mounted loudspeakers shall assist the experience of the audience in the balcony.

Relays of the audio proceedings shall be available to both the supper room adjacent and the outside front balcony (e.g. for ANZAC day services).

An option of Subwoofer, or Low frequency, augmentation of any music played is offered as an option. This will provide amplification of frequencies to below 40Hz.

We can supply additional data in a more detailed report.

Samples of all equipment chosen can also be supplied or viewed.

### 2.3. Video or Data Show Presentation

A centrally ceiling-mounted motorised screen shall be installed. Its width shall be approximately 3800mm wide.

A wide screen projector (7000 ANSI Lumens) shall be installed from the ceiling.

The following inputs shall be available to the projector from Stage Left position.

- PC
- DVD Player or HDMI
- Camera or Composite video input.

Remote control of the projector and screen shall be basic via remote control.

The projector shall have:

- Motorised Zoom and Focus
- Motorised Lens Shift (to move the image if required)
- A mechanical shutter for blanking the image projected.

With the nominal daylight in the room and the available theatrical lighting, an acceptable image shall be available in nearly all circumstances. (e.g. curtains to be drawn on some occasions).

### 2.4. Sound Relay to Front of the Building

Two weatherproof loudspeakers will be available with safety straps to mount on two discrete loudspeakers mounts either side of the small balcony associated with the Upstairs Meeting room.

Weatherproof sockets shall be permanently available for connection.

The loudspeakers will only be mounted as necessary.

The volume and, if required, the muting of these loudspeakers shall be available.

## 2.5. Supper Room

A small sound system shall be installed in the adjacent supper room.

The mixer amplifier from the existing hall system shall be reused in this installation.

An Additional Radio microphone has been allowed for in this room. This is of reasonable cost and may be deleted from the quotation if a simple cable microphone will suffice.

Provision shall be made for

- One cabled Microphone
- One Handheld radio Microphone
- Relay of the Hall proceedings
- Audio from a PC or iPod etc.

The equipment shall be wall mounted within the supper room.

Two loudspeakers shall be mounted at ceiling height in the corners of the wall associated with the kitchen.

The system shall be simple and basic.

## 2.6. Upstairs Meeting Room

This room is used for Board Meetings and other events.

A wall mounted ultra-short throw projector (>3000 ANSI Lumens) shall be at the top of the table (chairperson's position).

The projector will project a nominal 100" widescreen image on to a fixed wall mounted screen.

Inputs to the projector will be

- HDMI
- VGA
- Composite video.

These inputs shall be available from a wall panel near the top table.

Additionally two medium sized loudspeakers will be available to amplify audio from any presentation made.

It is not required to amplify the board members or presenters to any audience within the room.

## 3. DISCUSSION

This brief and the following associated costs are deduced from meetings had will Council members

They may be modified to suit Council's needs before any work is undertaken.

The attached spreadsheet will break down the costs allowing for any alteration of the scope to be easily accomplished.

#### 4. COSTS

As per the attached sheet, the followings costings exclusive of GST are provided.

It should be noted that although the items can be clearly costed some of the installation costs may increase, especially the Hall system if there are unforeseen issues.

However, before any contract is made or work is started, these costs will be made known to Council representatives.

Please also note the PC Sum of \$1500.00 for associated electrical works to be completed as part of this installation. This cost is NIC (not in Contract).

The costs are:

<b>SOUND SYSTEM MAIN HALL</b>	<b><u>\$31315.00</u></b>
<b>SUBWOOFER OPTION</b>	<b><u>\$8750.00</u></b>
<b>PROJECTION SYSTEM MAIN HALL</b>	<b><u>\$16265.00</u></b>
<b>SUPPER ROOM</b>	<b><u>\$7099.00</u></b>
<b>UPSTAIRS MEETING ROOM</b>	<b><u>\$4573.00</u></b>

65002

#### **PLEASE NOTE**

We have worked with Councils on similar projects, albeit of a much larger scope than this project.

The Councils concerned placed a significant emphasis on compliance to their interpretation of both the Codes and their accountabilities and responsibilities.

This Quotation does not take into account any such compliance costs.

Waikato District Council should expect a further cost under the heading of "Preliminaries and General" to this quotation if these costs eventuate and indeed are significant.

These costs are traditionally amassed before any installation work has begun.

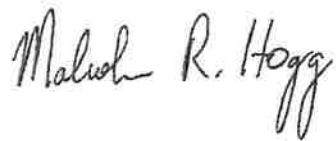
## 5. CONCLUSION

This quotation design report is presented to Council alone at no charge.

Should you wish any further clarification, please enquire of the writer.

We are a preferred supplier to Auckland Council have designed the current Auckland Council Meeting room (Reception Lounge Auckland Town Hall, Henderson Council Chambers in 2006 and Takapuna Council Chambers in 2008.

*It is respectfully asked that this information **not** be shared with other competitors at this stage as the work is still is the property of the writer.*



Malcolm R. Hogg

Creative Input Ltd

System Designer


E. & O.E.

26<sup>th</sup> January 2016

**Quotation Prepared For**  
**Tuakau Hall**  
 25th Jan 16

**Description**  
 Audio Visual Services - Hall & Conference Room  
**Contact**  
 Bruce  
 Phone 0274 531 382  
 Fax  
 Email

**Mr Rakesh Choudhary**  
 (09) 304 0645  
 (0275) 490286  
 rakesh@videopro.co.nz  
 (09) 304 0641



**VIDEO PRO**  
 CLARITY

**VIDEOPRO New Zealand Ltd**

**Contact**  
 Phone  
 Mobile  
 Email  
 Fax

**PURCHASE ORDER:** \_\_\_\_\_ TBA  
**ORDER DATE:** \_\_\_\_\_ TBA

Please Note: Prices are based on latest supplier pricing. Fluctuations in exchange rate may affect these prices. VIDEOPRO NZ reserve the right to change pricing should these factors change between the date of this quotation and the date of order.

**QUOTATION REQUIREMENT IS AS FOLLOWS:**

Product Code	Description	Qty	ETA From Order	Your Unit Price	Your Price Total
	<b>Virtual Hardware</b>				
	<b>Tuakau Hall:</b>				
Projector	Panasonic Projector PT-EZ 770ZE - WUXGA 1920 x 1200 Resolution, 6500 ANSI Lumens with VGA, HDMI & RS 232 control inputs	1		\$6,718.80	\$6,718.80
Short Throw Lens	Short Throw Lens ETELW20	1		\$1,895.00	\$1,895.00
Ceiling Bracket for Projector	Universal adjustable ceiling mount bracket, adjustable up to 1200mm to mount off slab	1		\$750.00	\$750.00
4512089-S	Screen Technics Viewmaster Motorised 150" diagonal 16:10 Aspect Ratio Screen 3230x 2020 mm	1	Motorised Projection Screen	\$2,277.60	\$2,277.60
	<b>Switching Devices &amp; Control Devices:</b>				
VP-440	Presentation Switcher / Scaler for HDMI, VGA and Audio signals with HDMI and HDBaseT Outputs	1	Presentation Switcher	\$1,420.85	\$1,420.85
WP-5VH2/US(W)	Active Wall Plate - HDMI & Computer Graphics with Ethernet, Bidirectional RS-232 & Stereo Audio HDBaseT Transmitter - 4K @ 30Hz capable	1	Wall Plate for Laptop connection with HDMI, VGA + Audio Input	\$1,359.07	\$1,359.07
TF580 R/DSK	HDMI, RS-232, IR over TP Receiver (HDBaseT)	1	Receiver at the projector end	\$294.83	\$294.83
RC-74DL	12 Button Room Master Controller: Wall Plate, Digital Volume Knob - 3 Gang	1	Wall Control Button Panel on th stage for AV Control	\$1,285.72	\$1,285.72
	<b>OR</b>				
FC-26	<b>Wireless Control System:</b> Ethernet to Serial Port Controller with IR	1	Controller for Wall Plate	\$617.76	Optional
K-Touch Advanced	K-Touch advanced license: 1 touch UI and up to 15 controllable devices (includes 1 Mobile Device Licence and 15 Controllable devices)	1	K Touch License for Control 15 Controllable Devices	\$926.64	Optional
Ipad Touch Panel	Ipad to be supplied by Client for wireless control	1	Wireless Control Panel - Ipad	By Client	By Client



Audio Hardware					
Blu 100	Main Hall PA:				
CBT-70J	BSS - NETWORKED SIGNAL PROCESSOR 12IN BOUT				\$3,485.65
XT4002	JBL - 16X 1IN AND 4X 5IN ARRAY LOUDSPEAKER BLK				\$4,469.57
PRX715XLF	CROWN - XT12 SERIES 1200W @ 4 OHMS AMPLIFIER	1			\$2,208.70
	JBL - JBL PRX715XLF 1500W POWERED SUBWOOFER	2			\$4,782.60
Wireless Mic Receiver	Wireless Mic System:				
Wireless Mic Handheld	AKG Wireless DMS800 Reference Dual Digital Receiver	1			\$2,223.91
Antenna Booster	AKG Wireless DMS600 Handheld Transmitter WDS	2			\$752.09
	AKG High Performance Antenna Booster	2			\$433.45
AC16	Balcony Fill:				
MTU-16	JBL - 6.5IN 2 WAY 90X90 DEG SPEAKER	2			\$1,495.66
CDI2000	JBL - U-BRACKET FOR MODEL AC16 BLACK	2			\$180.86
	CROWN - INSTALL AMP 800W @ 4OHMS DSP 100V	1			\$2,191.31
AV Rack	Installation Hardware:				
1 x RAC 1200 + 2 x RACS 400	CDL AV Rack - RSR 27-6x6	1			\$839.99
XMS-1010P	Rack Power Rail & Shells	1			\$242.40
Programming	Network Switch for Control with POE	1			\$450.00
Cabling	Programming the Control System	1			\$2,000.00
Labour	Signal, Patch leads & Control Cabling	1			\$2,500.00
Labour	Labour to install all equipment and fit off cabling etc	1			\$3,600.00
Misc	Scaffolding + Labour	4			\$3,000.00
Project Management	Misc: connectors, mounting hardware, ties, retainers etc	1			\$203.13
Testing & Commissioning	Project Management & Documentation + Training	1			\$700.00
Note:	Testing & Commissioning	1			\$180.00
	Power and Data to be supplied by Client. Labour charge would be extra if running the cables thru the floor				
	<b>Sub-Total Ex GST</b>				<b>\$54,813.23</b>

**Terms & Conditions:**

- 1) The pricing here covers products and services previously quoted and agreed between the parties. additional products and services will be provided at prices pertaining at the time of request. Any pricing relating to the installation of equipment is an estimate only, based in information supplied to Videopro NZ Ltd
- 2) All pricing assumes the goods or services will be provided within normal business hours. Provision of goods and services outside of normal business hours will incur additional based on after hours rate applicable at the time of supply
- 3) No Acceptance of this quote you also accept our terms of trade which include but are not limited to: payment terms and that debtors will be responsible for ALL Collection costs and penalties
- 4) It is a condition of the sale of all goods and services that the Consumer Guarantees Act 1993 will not apply to any goods or services acquired for business purposes.
- 5) All finance subject to some change without prior notice and approval
- 6) Equipment will be covered under manufacturer's warranty, details of which will be provided. Software may be covered under manufacturer's warranty.
- 7) Maintenance and/or Service Contracts provided by Videopro NZ Limited are separate to this quotation and require a separate contract to be agreed and signed between the parties.
- 8) Quotations is valid for 7 days from date of quote. Fluctuations in exchange rate may affect these prices.
- 9) All goods remain the property of Videopro until account is settled full.

<p style="text-align: center;"><b>Quotation Prepared For</b> <b>Tuakau Hall</b> 25th Jan 16</p> <p>Audio Visual Services - Meeting Room &amp; Outside Front of Building Bruce 0274 531 382</p> <p><b>DESCRIPTION</b> Contact Phone Fax Email</p> <p><b>PURCHASE ORDER:</b> TBA <b>ORDER DATE:</b> TBA</p>	<p style="text-align: center;"><b>VIDEO PRO</b> SOLUTIONS</p> <p style="text-align: center;"><b>VIDEOPRO New Zealand Ltd</b></p> <p>Mr Rakesh Choudhary (09) 304 0645 (0275) 490286 mrkesh@videopro.co.nz (09) 304 0641</p> <p>Contact Phone Mobile Email Fax</p>				
<p>Please Note: Prices are based on latest supplier pricing. Fluctuations in exchange rate may affect these prices. VIDEOPRO NZ reserves the right to change pricing should these factors change between the date of this quotation and the date of order.</p>					
<p><b>QUOTATION REQUIREMENT IS AS FOLLOWS:</b></p>					
Product Code	Description	Qty	ETA From Order	Your Unit Price	Your Price Total
	<b>Visual Hardware</b>				
	<b>Meeting Room:</b>				
LCD 70" TV	Sharp LC70LE360X - 70" full HD LCD Screen with HDMI, VGA + Audio input	1		\$3,129.60	Optional
Wall Bracket	Wall Bracket for the above screen OR	1		\$200.00	Optional
Epson EB 585W	Epson EB 585W Ultra Short Throw wall mounted projector with 3300 ANSI Lumens Brightness, VGA, HDMI input	1		\$1,634.80	\$1,634.80
Wall White Board	Wall White Board for projection angle	1		\$750.00	\$750.00
	<b>Audio Hardware</b>				
	<b>Meeting Room: Audio System</b>				
Control 25	JBL - 2 WAY 150W 5IN SPEAKER W/BRK	4		\$292.18	\$1,168.70
CSMA2120	JBL - 8 IN 2 OUT 120W MIXER/AMPLIFIER	1	Wall Mounted Speakers - meeting room Amplifier	\$1,669.56	\$1,669.56
WMAA70-D5	AKG - HANDHELD DYNAMIC WIRELESS SYSTEM W/D5	2	Wireless Mics for meeting room	\$754.52	\$1,529.04
CSRV- BLK	JBL - CSM WALL CONTROLLER W/VOL CONTROL	1	Wall mounted Volume controller	\$111.30	\$111.30
	<b>Outside Front of Building: Audio System</b>				
AWC82	JBL - 8IN 2 WAY 250W COAXIAL LOUDSPEAKER GREY	2		\$973.91	\$1,947.82
CD1000	CROWN - INSTALL AMP 500W @ 4OHMS DSP 100V	1		\$1,617.40	\$1,617.40
EC-4B-WHT	BSS - CONTRIO WALL CONTROL ETHERNET 4 BUTTON	1		\$400.00	\$400.00

Plug in Plate AV Rack 1 x RAC 1200 + 2 x RACS 400 Cabling Labour Misc Project Management Testing & Commissioning Note:	<b>Installation Hardware</b> Connectivity Plate - VGA + Audio + HDMI - Table End AV Rack for housing the Amplifier, Wireless Mics receivers Rack Power Rail & Shells Signal, Patch leads & Control Cabling Labour to install all equipment and fit off cabling etc Misc: connectors, mounting hardware, ties, retainers etc Project Management & Documentation + Training Testing & Commissioning Power and Data to be supplied by Client. Labour charge would be extra if running the cables thru the floor	1 1 1 1 1 1 1 1	\$100.00 \$702.00 \$242.40 \$1,200.00 \$2,340.00 \$203.13 \$200.00 \$180.00	\$100.00 \$702.00 \$242.40 \$1,200.00 \$2,340.00 \$203.13 \$200.00 \$180.00	\$16,196.14
<b>Sub-Total Exl GST</b>				<b>\$16,196.14</b>	

**Terms & Conditions:**

1) The pricing here covers products and services previously quoted and agreed between the parties. Additional products and services will be provided at prices pertaining at the time of request. Any pricing relating to the installation of equipment is an estimate only based on information supplied to Videospro NZ Ltd

2) All pricing assumes the goods or services will be provided within normal business hours. Provision of goods and services outside of normal business hours will incur additional based on after hours rate applicable at the time of supply

3) The acceptance of this quote you also accept our terms of trade which include late payment penalties and that Debtors will be responsible for ALL Collection costs and penalties

4) It is a condition of the sale of all goods and services that the Consumer Guarantees Act 1993 will not apply to any goods or services acquired for business purposes

5) All finances subject to some change without prior notice and approval

6) Equipment will be covered under manufacturer's warranty, details of which will be provided. Software may be covered under manufacturer's warranty.

7) Maintenance and/or Service Contracts provided by Videospro NZ Limited are separate to this quotation and require a separate contract to be agreed and signed between the parties.

8) Quotations valid for 7 days from date of quote. Fluctuations in exchange rate may affect these prices.

9) All goods remain the property of Videospro until account is settled full

Tuakau Town Hall				Creative Input Ltd		
MAIN HALL	Location	Manufacturer	Model	QTY	UNIT RATE	EXTENDED COST
Power Amplifier Type 1	Main	Crown	CDI1000	1	2402.00	2402.00
Power Amplifier Type 2	Outside	Crown	CDI1000	1	1875.00	1875.00
Loudspeakers Type 1 with Flush Bracket	L/R	JBL	CBT-70J	2	2250.00	4500.00
Loudspeaker Type 2	Outside	Electrovoice	SX300	2	550.00	1100.00
All Loudspeaker Mounts and cable outlets	Outside and delay	Custom		1	1000.00	1000.00
Balcony loudspeaker inside Ceiling Mounting		Custom		1	200.00	200.00
Loudspeakers Type 3 Balcony	Ceiling Mounted	JBL	AC25 or AC16	2	1300.00	2600.00
Processor		BSS	BLU100	1	3276.00	3276.00
Processor wall panels		BSS	3 x types	3	390.00	1170.00
Music Input Combiner		RDL	TX-J2 or similar	1	130.00	130.00
Radio Mic Handheld transmitter		Shure	QLXD24-Beta 58	2	869.00	1738.00
Radio Mic Receiver		Shure	QLXD4	2	1390.00	2780.00
Connectors (Rack)				1	200.00	200.00
Interconnect Leads				1	150.00	150.00
Microphone Cabled			Beta58	1	260.00	260.00
Microphone Stands w/telescopic boom arm		K&M		2	155.00	310.00
Transformers loudspeakers				4	150.00	600.00
Wall Rack Power Strip			RAC0600	1	138.00	138.00
Rack Drawer		HILLS SVL	RNRDR3U	1	183.00	183.00
Wall Swing Rack		CDL	RSR18-6X6	1	660.00	660.00
iPOD lead				2	30.00	60.00
All Capping Trunking				1	250.00	250.00
LS Cables All		Weka	12-2SP-WH	1	613.00	613.00
Transformer for PC inject of audio		Custom	Custom	1	125.00	125.00
Premade Mic cables			Custom	3	65.00	195.00
Scaffolding/Hoists to be confirmed				1	1500.00	1500.00
Install documentation Misc Installation Costs et al				1	3300.00	3300.00
<b>MAIN HALL TOTAL ex GST</b>						<b>31315.00</b>
<b>Electrical work NIC (PC SUM) (Between \$1000.00 to \$2000.00 for ALL WORK)</b>				<b>1</b>		<b>1500.00</b>
<b>LOW FREQUENCY or SUBWOOFER OPTION</b>						
	Location	Manufacturer	Model	QTY	UNIT RATE	EXTENDED COST
Loudspeakers Type Subwoofer <u>Incl cabling, extra installation required and SIMPLE carpentry</u>		JBL	AC115S	2	2500.00	5000.00
Power Amplifier Type 2		CROWN	CDI1000	2	1875.00	3750.00
<b>Total Low Frequency Option ex GST</b>						<b>8750.00</b>
<b>Projection install Main Hall</b>						
Proj		Panasonic	PT-EW730ZE	1	6340.00	6340.00
Proj lens		Panasonic	ET-ELW22	1	4000.00	4000.00
Mount		Herma	LPM4SKYW1500	1	450.00	450.00
Custom Screen drop		Custom		1	75.00	75.00
Screen		Grandview	GRSG180C	1	2550.00	2550.00
Screen mount		Custom	Custom	1	250.00	250.00
Proj Cables including HDMI extender		Various		1	650.00	650.00
Scaffolding/Hoists to be confirmed				1	350.00	350.00
Install documentation Misc Installation Costs et al				1	1600.00	1600.00
<b>SUPPER ROOM TOTAL ex GST</b>						<b>16265.00</b>
<b>Supper Room</b>						
Mixer Amplifier			Use existing from Hall	1	0	0.00
Radio Mic Handheld transmitter		Shure	QLXD24-Beta 58	2	869.00	1738.00
Radio Mic Receiver		Shure	QLXD4	2	1390.00	2780.00
Loudspeaker Supper Room	Ceiling Mounted	JBL	Control 28	2	643.00	1286.00
Cabling Loudspeaker and outlets		HILLS SVL	AT8055	1	100	100.00
Mounting cabinet for Mixer and Radio Mic		Clark	C9451	1	100	100.00
Capping of cable				1	100	100.00
Installation and supplying a mounting box TBC for the amplifier				1	995	995.00
<b>SUPPER ROOM TOTAL ex GST</b>						<b>7099.00</b>
<b>Upstairs Meeting Room</b>						
Proj		Epson	EB-585W	1	2173.00	2173.00
Screen		Grandview	TBC	1	800.00	800.00
Proj Cables incl Audio to Proj and connectors and capping				1	180.00	180.00
Loudspeakers for Presenters PC etc.				1	570.00	570.00
Installation and documentation				1	850.00	850.00
<b>Upstairs Meeting ROOM TOTAL ex GST</b>						<b>4573.00</b>

### Open Meeting

<b>To</b>	Waikato District Council
<b>From</b>	GJ Ion Chief Executive
<b>Date</b>	21 December 2015
<b>Prepared By</b>	JP Davies Committee Secretary
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	1116228
<b>Report Title</b>	<b>Receipt of Policy &amp; Regulatory Minutes – 17 November 2015</b>

#### 1. Executive Summary

At the Council meeting of 14 December 2015 the minutes of the Policy & Regulatory Committee meeting held on 17 November 2015 were received. The following resolution was not adopted by Council at that meeting.

#### 2. Recommendation

**THAT the following recommendation becomes a resolution of Council:**

P&R1511/07/5 Procurement Policy and Manual

**Resolved: (Crs**

**THAT Council approves the revised policy and manual and rescinds the existing policy.**

**CARRIED**

#### 3 Attachment

Attachment – Page 4 of Policy & Regulatory Minutes

P&R1511/07/3 2015 Meeting Calendar  
Item 7.2

Discussion took place on the workshop scheduled for 25 November. A request was made that the workshop be moved to a later date when all councillors would be available to attend.

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

**THAT the report of the Chief Executive - 2015 Meeting Calendar - be received.**

**CARRIED on the voices**

P&R1511/07/4 Petitions Policy  
Item 7.3

Discussion took place on:

- Notifying Community Boards, Community Committees and other committees within the district;
- Time frame petitions are open;
- Recommended first step is always to engage.

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

**THAT the report of the General Manager Strategy & Support – Petitions Policy - be received;**

**AND THAT the Petitions Policy be referred to Council for adoption.**

**CARRIED on the voices**

Cr Gibb entered the meeting [9.36am] during discussion on the above item and was present when voting took place.

P&R1511/07/5 Procurement Policy and Manual  
Item 7.4

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

**THAT the report of the General Manager Strategy & Support - Procurement Policy and Procurement Manual - be received;**

**AND THAT the revised policy and manual be approved and existing policy rescinded.**

**CARRIED on the voices**

### **Open Meeting**

<b>To</b>	Waikato District Council
<b>From</b>	G J Ion Chief Executive
<b>Date</b>	7 December 2015
<b>Prepared By</b>	K Lockley Zero Harm Manager
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	1143169
<b>Report Title</b>	<b>Zero Harm Update</b>

## **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 of the Chief Executive – Zero Harm Update - be received;**

## **3. Information Supporting Dashboard Report**

Incidents and injury events are down on previous months. Injuries sustained were all treated by first aid. Monitored over speeds events are maintaining a low level.

## **4. General Updates**

### **Safety Conversations**

The Chief Executive is regularly carrying out safety conversation visits across the organisation, engaging with staff, understanding the daily challenges and providing constructive feedback.

### **Ngaruawahia Office**

Roof access safety systems have been installed.

### **Safety Action Team**

The Safety Action Team is functioning and they are currently reviewing the hazard register in each team across the organisation.

**Critical Risk Workshops**

Workshops have been organised to introduce Councillors to the risk register and methods and means Council staff are taking to manage risks.

**Health & Safety Manual & Strategic Plan**

Both are being finalised for Executive Team approval. The Zero Harm team is also working in updating and implementing Promapp processes.

**Work Safety Management Practices (WSMP) Audit**

Internal assessment of health & safety management systems and processes have been booked for 30 March 2016 as a prelude to the ACC audit has scheduled for 16 May 2016.

The Zero Harm team are gathering evidence for the audit.

A number of policies are being reviewed for consideration for inclusion in the Zero Harm programme including a drug and alcohol policy and procedures.

**8. Conclusion**

The current WSMP programme remains on target for projected audit dates to meet Council objectives.

**9. Attachments**

Zero Harm Dashboard

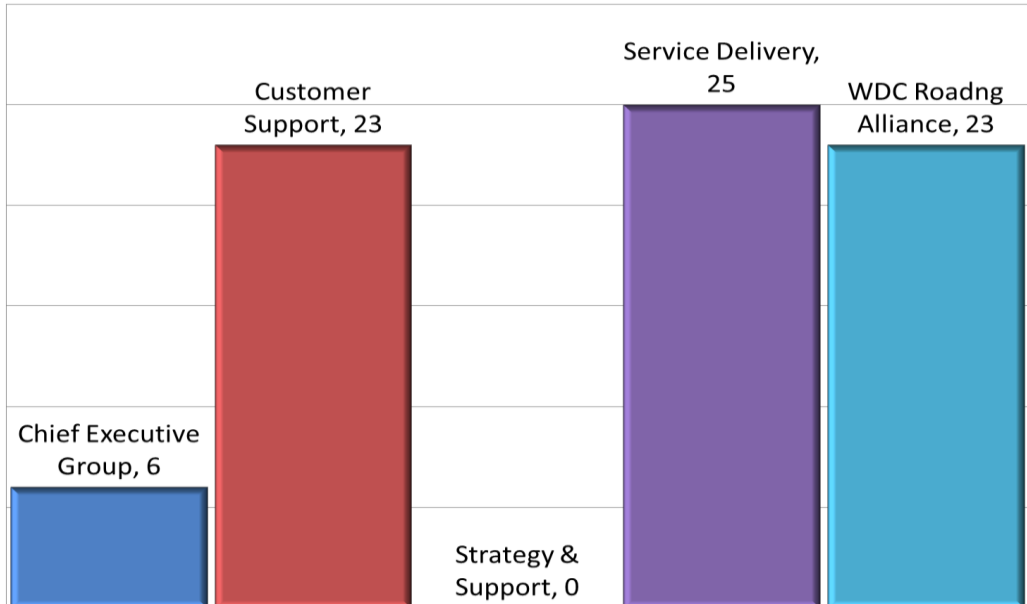


# DECEMBER 2015

## Total Reported – 77



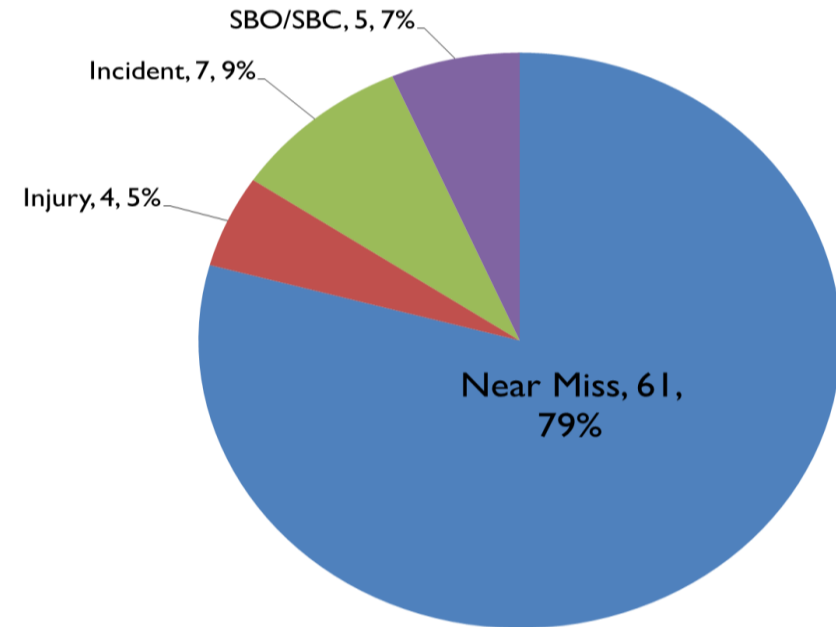
### Number of reports per group;



### Injuries- 4

- Pain and discomfort in wrist. Doctor confirms non work related tendonitis. Monitoring worker
- Minor dislocation; worker has experienced a previous dislocation making them prone to this type of injury. Physio and ongoing monitoring
- Minor laceration & skin reaction; scratched by rose bush
- Bruising/Strain; struck by falling object. No medical treatment required

### Break down of reports;



### Incidents - 7

- Property Damage: Brick thrown through meeting room window
- Contractor observed on site not adhering to working at heights procedures
- Stone chip to window screen whilst driving
- Sunstrike from overhead skylight
- Inhaled tip of pen
- Property Damage: Struck two letterboxes whilst manoeuvring truck
- Property Damage: Farmer reports damage to cattle stop

### Open Meeting

<b>To</b>	Waikato District Council
<b>From</b>	GJ Ion Chief Executive
<b>Date</b>	12 January 2016
<b>Prepared by</b>	TG Whittaker General Manager Strategy & Support
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	1127666
<b>Report Title</b>	Regional Services Fund

## 1 Executive Summary

Council is asked to consider supporting the Waikato Regional Council initiative of establishing a Regional Services Fund (the Fund) which will focus on supporting volunteer emergency service providers that operate with a Waikato regional focus.

## 2 Recommendation

**THAT** the report of the Chief Executive – *Regional Services Fund* – be received;

**AND THAT** Waikato District Council supports Waikato Regional Council's Proposal to establish the **Waikato Regional Services Fund**;

**AND FURTHER THAT** the organisations that will be receiving funding support through the **Waikato Regional Services Fund** will not be funded by Council for the same purposes;

**AND FURTHER THAT** Council will communicate its support of the **Waikato Regional Council** proposal to the community through our engagement on year 2 of the LTP 2015-2025.

### 3 Background

The Chief Executives' Forum discussed the issue of regional services funding in October 2014, with a suggestion that there could be a smarter way of funding services on a regional basis.

During LTP deliberations, Waikato Regional Council resolved to develop a proposal to establish a regional contestable fund for voluntary emergency services through the 2016/17 draft Annual Plan in consultation with the Mayoral Forum.

At its meeting on 25 August 2015, the Waikato Mayoral Forum considered three options and resolved to support Waikato Regional Council to work towards establishing this fund and further stated that governance should be joint between the territorial authorities to recognise the benefit of such a fund.

At its meeting on 16 November 2015, the Mayoral Forum made the following recommendations;

1. Regional Services Fund be open to a predetermined list of emergency service providers who will be entitled to receive annual grants from the fund.
2. A pre-assessment of funding requirements be conducted in order to collect the appropriate level of funding.
3. The method of generating the fund be, targeted rate (uniform basis)
4. That the Mayoral Forum (or sub group) be convened to hear and make recommendations on submissions to Waikato Regional Council (following the Annual Plan consultation).

The Mayoral Forum convened a reference group (3-4 mayors) to identify the services and organisations eligible for grants, and the quantum of each grant for inclusion in Waikato Regional Council's draft annual plan consultation document. The reference group membership included:

- Mayor Jim Mylchreest (Waipa DC)
- Mayor Max Baxter (Otorohanga DC)
- Mayor David Trewavas (Taupo DC)

The reference group met on 18 January 2016 to discuss the draft funding principles and criteria, as well as making recommendations on the quantum of funding.

Following the recommendations from the Mayoral Forum Reference Group, Waikato Regional Council met and discussed the funding options and the initial beneficiaries of the regional services fund at its meetings on 2 and 3 February 2016.

Discussions on 2 February meeting was as per the recommendations of the Reference group:

Organisation	Option 1	Option 2	Option 3
Coastguard Services	\$279,000	\$175,400	\$60,000
Surf Life saving	\$591,000	\$354,600	\$250,000
Auckland Helicopter Trust	\$50,000	\$50,000	\$25,000
Philips Search and Rescue Trust ( <i>Helicopter services in the Waikato region</i> )	\$50,000	\$50,000	\$25,000
<b>Total</b>	<b>\$970,000</b>	<b>\$630,000</b>	<b>\$360,000</b>
<b>Impact on ratepayers - excluding GST</b>	<b>\$5.00</b>	<b>\$3.25</b>	<b>\$1.86</b>
<b>Impact on ratepayers - including GST</b>	<b>\$5.75</b>	<b>\$3.74</b>	<b>\$2.14</b>

Discussions on 3 February still considered option 3 (option 1A below) and option 2 (option 3A below), with Council opting to put forward Option 2, 2A & 3A for public consultation. These recommendations will be tabled at the Mayoral Forum at its meeting on 22 February for endorsement.

Organisation	Option 1	Option 1A	Option 2	Option 2A	Option 3	Option 3A
Coastguard Services	\$60,000	\$60,000	\$100,000	\$100,000	\$175,400	\$175,400
Surf Life saving	\$250,000	\$250,000	\$250,000	\$250,000	\$354,600	\$354,600
Auckland Helicopter Trust	\$0	\$25,000	\$0	\$25,000	\$0	\$50,000
Philips Search and Rescue Trust ( <i>Helicopter services in the Waikato region</i> )	\$0	\$25,000	\$0	\$25,000	\$0	\$50,000
<b>Total</b>	<b>\$310,000</b>	<b>\$360,000</b>	<b>\$350,000</b>	<b>\$400,000</b>	<b>\$530,000</b>	<b>\$630,000</b>
<b>Impact on ratepayers - excluding GST</b>	<b>1.60</b>	<b>\$1.86</b>	<b>1.80</b>	<b>2.06</b>	<b>2.73</b>	<b>\$3.25</b>
<b>Impact on ratepayers - including GST</b>	<b>1.84</b>	<b>\$2.14</b>	<b>2.07</b>	<b>2.37</b>	<b>3.14</b>	<b>\$3.74</b>

The recommendation adopted by the Waikato Regional Council on 3 February 2016 is:

- THAT the report Waikato Regional Services Fund (Doc # 3686520 dated 3 February 2016) be received, and
- THAT the Council review the options as outlined and confirm its preferred approach to establish the Waikato Regional Services Fund, noting the following recommendations;
  - (a) Option 2, 2A & 3A as outlined in this report on the quantum of funding be presented for public consultation with the preferred option being option 2A.
  - (b) The funding period for the initial funding round, be two years in order to align with the LTP planning cycle and the subsequent funding rounds be three years in line with LTP cycles.
  - (c) Surf Life Saving New Zealand and Coastguard Northern Region, be confirmed as the initial beneficiaries from the proposed fund.
  - (d) Auckland Helicopter Trust and Philips Search and Rescue Trust be considered as beneficiaries from the proposed fund.
- 2. THAT prior to any funding being paid to the recipient organisations for the agreed levels of service that Council approve an accountability and reporting framework.
- 3. THAT funding for this activity is by way of a region wide uniform targeted rate assessed against every rating unit in the region.
- 4. THAT the recommendations of this meeting be presented to the Waikato Mayoral Forum for endorsement at its meeting on 22 February 2016.

## **4 Discussion and Analysis of Options**

### **4.1 Discussion**

Regional emergency services receive little and in some cases no public funding and rely on other sources of funding, such as local government, corporate sponsorship and charities. Each year emergency services seek funding from multiple council and other funders. This approach provides little certainty of continuity in funding and has emergency service providers competing against each other. This system also means that, these emergency service providers have to spend resources in applying or making submissions to each individual territorial authority.

The proposed regional services fund is intended to address the following issues

- Provide certainty of funding
- Negate the need for multiple applications to several local authorities and provide the opportunity to access funding from one council. Funding collected is intended to replace the current funding from individual councils for the same purpose as the regional services fund addresses.
- Funding will be collected across the region making it more equitable for rate payers.

For this approach to work, it is key that all individual territorial authorities within the region agree to this funding model and support Waikato Regional Council with its proposal.

### **4.2 Options**

Council could choose to support the Regional approach or not.

## 5 Considerations

### 5.1 Financial

The organisations that will be receiving funding support through the Waikato Regional Services Fund will not be funded by Council for the same purposes.

### 5.2 Legal

Nil

### 5.3 Strategy, Plans, Policy & Partnership Alignment

This approach is efficient, effective and demonstrates a collaborative arrangement amongst councils.

### 5.4 Assessment of Significance & Engagement

Council should communicate support for the establishment of the fund through our engagement on year 2 of the LTP 2015-2025.

## 6 Consultation

The following stakeholders have been/or will be consulted:

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

*Comment (if any):*

Waikato Regional Council intends to consult on this proposal as part of the Waikato Regional Council's 2016/17 draft Annual Plan.

Our council will communicate our support for the establishment of the fund through our engagement on year 2 of the LTP 2015-2025.

### **Open Meeting**

<b>To</b>	Waikato District Council
<b>From</b>	GJ Ion Chief Executive
<b>Date</b>	8 December 2015
<b>Prepared By</b>	LM Wainwright Committee Secretary
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	1108225
<b>Report Title</b>	<b>Receipt of Onewhero-Tuakau Community Board Minutes</b>

#### **1. Executive Summary**

To receive the minutes of the Onewhero-Tuakau Community Board meeting held on Monday 7 December 2015.

#### **2. Recommendation**

**THAT the minutes of the meeting of the Onewhero-Tuakau Community Board held on Monday 7 December 2015 be received.**

#### **3. Attachments**

OTCB Minutes 7 December 2015





**MINUTES** of a meeting of the Onewhero-Tuakau Community Board held in the Board Room, Tuakau Memorial Town Hall, 70 George Street, Tuakau on **MONDAY 7 DECEMBER 2015** commencing at **4.37pm**.

Present                    Mr N Miller (Chairperson)  
                                  Cr R Costar  
                                  Cr L Petersen  
                                  Mrs A Anderson  
                                  Mr B Cameron  
                                  Mr R Gee  
                                  Mrs B Watson

Attending                Mr GJ Ion (Chief Executive)  
                                  Mrs LM Wainwright (Committee Secretary)  
                                  Ms A Taua (X-Men TKU Youth Group)  
                                  Members of the public

The Chair opened the meeting and welcomed those in attendance. Ms Taua provided a karakia prior to the discussion of business.

**OTCB1512/01        APOLOGIES AND LEAVE OF ABSENCE**

**Resolved: (Mr Miller/Cr Costar)**

**THAT** an apology be received from and leave of absence granted to Ms Gower.

**CARRIED on the voices**

**OTCB1512/02        CONFIRMATION OF STATUS OF AGENDA ITEMS**

**OTCB1512/02/1     Resolved: (Mrs Watson/Mr Gee)**

**THAT** the agenda for a meeting of the Onewhero-Tuakau Community Board held on Monday 7 December 2015 be confirmed and all items therein be considered in open meeting;

**AND FURTHER THAT** the Committee resolves that item 6.1 [Tuakau Police] be withdrawn from the agenda.

**CARRIED on the voices**

**OTCBI512/03      DISCLOSURES OF INTEREST**

There were no disclosures of interest.

**OTCBI512/04      CONFIRMATION OF MINUTES**

**Resolved: (Mr Miller/Mr Cameron)**

**THAT the minutes of a meeting of the Onewhero-Tuakau Community Board held on Monday 2 November 2015 be confirmed as a true and correct record of that meeting.**

**CARRIED on the voices**

**OTCBI512/05      MATTERS ARISING FROM THE MINUTES**

There were no matters arising from the minutes.

Mr Gee withdrew from the meeting [4.41pm].

**OTCBI512/06      REPORTS**

OTCBI512/06/1      Tuakau Police  
Item 6.1

This report was withdrawn from the agenda.

OTCBI512/06/2      Project Accountability Forms  
Item 6.2

Ms Taua gave a verbal presentation and answered questions of the Board.

**Resolved: (Cr Costar/Mrs Anderson)**

**THAT the report of the General Manager Strategy & Support – *Project Accountability Forms* - be received;**

**AND THAT the Onewhero – Tuakau Community Board notes that the following amounts have been spent:**

- **Naike Community Incorporated Society \$2,789.00**
- **X – Men TKU Youth Group \$1,427.45**

**AND FURTHER THAT the X – Men TKU Youth Group unspent grant of \$392.50 be returned to the Board’s discretionary fund.**

**CARRIED on the voices**

Mr Gee entered the meeting at [4.59pm] during discussion on the above item and was present when voting took place.

OTCB1512/06/3 Discretionary Fund Report to 23 November 2015  
Item 6.3

**Resolved: (Mr Gee/Mrs Anderson)**

**THAT the report of the General Manager Strategy & Support – Discretionary Fund Report to 23 November 2015 – dated 24 November 2015 be received.**

**CARRIED on the voices**

OTCB1512/06/4 Works & Issues Report  
Item 6.4

**Resolved: (Mr Miller/Mrs Anderson)**

**THAT the report of the Chief Executive – Works & Issues Report - be received.**

**CARRIED on the voices**

OTCB1512/06/5 Service Request Report  
Item 6.5

**Resolved: (Cr Costar/Mr Gee)**

**THAT the report of the General Manager Strategy & Support – Service Request Report for Period 1 May 2015 to 30 October 2015 – dated 19 November 2015 be received.**

**CARRIED on the voices**



### **Open Meeting**

<b>To</b>	Waikato District Council
<b>From</b>	GJ Ion Chief Executive
<b>Date</b>	23 December 2015
<b>Prepared By</b>	JP Davies Committee Secretary
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	1232339
<b>Report Title</b>	<b>Receipt of Minutes – Taupiri Community Board</b>

#### **1. Executive Summary**

The minutes of a meeting of the Taupiri Community Board held on Monday 7 December 2015 are submitted for receipt.

#### **2. Recommendation**

**THAT the minutes of a meeting of the Taupiri Community Board held on Monday 7 December 2015 be received.**

#### **3 Attachments**

Minutes



**MINUTES** of a meeting of the Taupiri Community Board held in the Memorial Hall, Greenlane Road, Taupiri on **MONDAY 7 DECEMBER 2015** commencing at **6.35pm**.

Present                    Mr K Clewlow (Chairperson)  
                                  Mrs E Gouk  
                                  Mr WF Hansen  
                                  Mrs K Kohu  
                                  Mrs J Ross  
                                  Cr MR Solomon

Attending                Mr M Balloch (Acting General Manager Customer Support)  
                                  Mrs RJ Gray (Council Support Manager)  
                                  Ms D Tracey (Strategic Planning Analyst)

**TCB1512/01                APOLOGIES AND LEAVE OF ABSENCE**

**Resolved: (Mrs Kohu/Mrs Gouk)**

**THAT** an apology be received from and leave of absence granted to Cr Gibb and Mr Lovell.

**CARRIED on the voices**

**TCB1512/02                CONFIRMATION OF STATUS OF AGENDA ITEMS**

TCB1512/02/1            **Resolved: (Mrs Kohu/Mr Hansen)**

**THAT** the agenda for the meeting of the Taupiri Community Board held on Monday 7 December 2015 be confirmed and all items therein be considered in open meeting.

**CARRIED on the voices**

**TCB1512/03                DISCLOSURES OF INTEREST**

There were no declarations of interest noted.

**TCBI512/04      CONFIRMATION OF MINUTES**

**Resolved: (Mrs Kohu/Mrs Ross)**

**THAT** the minutes of a meeting of the Taupiri Community Board held on Monday 9 November 2015 be confirmed as a true and correct record of that meeting.

**CARRIED on the voices**

**TCBI512/05      MATTERS ARISING FROM THE MINUTES**

There were no matters arising from the minutes.

**TCBI512/06      REPORTS****TCBI512/06/1      Ngaruawahia Structure Plan Update  
Item 6.1**

The Strategic Planning Analyst provided an overview on the Ngaruawahia structure plan advising that staff would like to proceed with a plan change relating to just zoning which would be drafted early in the new year and additional amendments to rules or zoning can be completed during the District Plan Review.

It was agreed:

- that staff investigate the small parcels between the railway line and Great South Road for classification as possible residential
- the board request smaller sections around Orini Road be extended to the expressway boundary of which some are country living
- that more residential sections be made available in Taupiri. Council requires evidence for any land use changes to be made, and demographic evidence to show there is a demand for additional residential sections.
- Council look at more options as well as what is identified. Members stated that the zoning for Lovell land would be decided by the Lovell family.

A further workshop has been scheduled for Taupiri and Ngaruawahia community board members for Tuesday 2 February 2016 to be held in the committee rooms at Waikato District Council at 6.30pm.

**Resolved: (Mrs Ross/Mrs Gouk)**

**THAT the report of the General Manager Strategy & Support - *Ngaruawahia Structure Plan Update* - be received.**

**CARRIED on the voices**

TCB1512/06/2

Discretionary Fund Report to 23 November 2015  
Item 6.2

It was noted that the Taupiri Bowling Club had invoiced Council for the funding they were granted.

**Resolved: (Mrs Ross/Mr Hansen)**

**THAT the report of the General Manager Strategy & Support – *Discretionary Fund Report to 23 November 2015* – dated 23 November 2015 be received;**

**AND THAT the members request that a bouquet of flowers be delivered to Howard Lovell on the passing of his father in law to the value of \$50.00 from the discretionary fund.**

**CARRIED on the voices**

TCB1512/06/3

Taupiri Issues and Works Report  
Item 6.3

Additional Items:

Bus Stop in Hopuhopu – although an Environment Waikato issue, members agreed to give support to this request.

New Year Function – Mr Clewlow and Mrs Gouk to organise and email details to members.

TCB1512/06/3/1

**Resolved: (Mr Hansen/Mrs Ross)**

**THAT the report of the General Manager Customer Support - *Taupiri Issues and Works Report* - dated 1 December 2015 be received.**

**CARRIED on the voices**

TCB1512/06/3/2

**Resolved: (Mr Hansen/Mrs Gouk)**

**THAT up to \$250.00 be granted from the discretionary fund towards a New Year function.**

**CARRIED on the voices**





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***Open Meeting/Public Excluded***

<b>To</b>	Waikato District Council
<b>From</b>	GJ Ion Chief Executive
<b>Date</b>	1 December 2015
<b>Prepared by</b>	LM Wainwright Committee Secretary
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	1137822
<b>Report Title</b>	<b>Receipt of Raglan Community Board Minutes – 1 December 2015</b>

## **1 Executive Summary**

The minutes of a meeting of the Raglan Community Board held on Tuesday 1 December 2015 are submitted for receipt.

## **2 Recommendation**

**THAT** The minutes of a meeting of the Raglan Community Board held on Tuesday 8 September 2015 are submitted for receipt.

## **3 Attachments**

RCB Minutes 1 December 2015



**MINUTES** of a meeting of the Raglan Community Board held in the Supper Room, Town Hall, Bow Street, Raglan on **TUESDAY 1 DECEMBER 2015** commencing at **6.00pm**.

Present Cr JC Baddeley (Deputy Chairperson)  
Mr BT Dixon  
Mr R MacLeod  
Ms K Murphy  
Ms L Thomson

Attending Mr TG Whittaker (General Manager Strategy & Support)  
Mr SJ Soanes (Customer Delivery Team Leader Raglan  
Inspector Hassan ( Area Commander NZ Police)

The General Manager Strategy & Support presided for the following item.

**RCB1512/01** **REPORTS**

RCB1512/01/1 Appointment of Deputy Chairperson  
Item 6.1

The General Manager Strategy & Support called for nominations for the position of Chairperson for this meeting.

One nomination was received.

Cr Baddeley was nominated by Mr MacLeod and seconded by Ms Thomson.

**RCB1512/01/1/1** **Resolved: (Mr MacLeod/Ms Thomson)**

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

**CARRIED on the voices**

As there was only one nomination, the General Manager Strategy & Support duly declared Cr Baddeley elected as the Chairperson of the Raglan Community Board.

**RCB1512/01/1/2 Resolved: (Mr MacLeod/Ms Thomson)**

**THAT Cr Baddeley be appointed Chairperson of the Raglan Community Board for this meeting.**

**CARRIED on the voices**

Cr Baddeley assumed the chair and presided for the remainder of the meeting.

**RCB1512/02 APOLOGIES AND LEAVE OF ABSENCE**

**Resolved: (Ms Thomson/Mr Dixon)**

**THAT an apology be received from and leave of absence granted to Mr Vink.**

**CARRIED on the voices**

**RCB1512/03 CONFIRMATION OF STATUS OF AGENDA ITEMS**

**RCB1512/03/1 Resolved: (Mr MacLeod/Ms Murphy)**

**THAT the agenda for a meeting of the Raglan Community Board held on Tuesday 1 December 2015 be confirmed and all items therein be considered in open meeting.**

**CARRIED on the voices**

**RCB1512/04 DISCLOSURES OF INTEREST**

There were no disclosures of interest.

**RCB1512/05 CONFIRMATION OF MINUTES**

**Resolved: (Mr MacLeod/Ms Murphy)**

**THAT the minutes of a meeting of the Raglan Community Board held on Tuesday 10 November 2015 be confirmed as a true and correct record of that meeting.**

**CARRIED on the voices**

**RCB1512/06      MATTERS ARISING FROM THE MINUTES**

There were no matters arising from the minutes.

**RCB1512/07      SPEAKER**

Inspector Hassan, New Area Commander from NZ Police, addressed the Board.

**RCB1512/08      REPORTS**

RCB1512/08/1      Discretionary Fund Report to 19 November 2015  
Item 7.1

**Resolved: (Mr MacLeod/Ms Thomson)**

**THAT** the report of the **General Manager Strategy & Support – Discretionary Fund Report to 19 November 2015** – dated 19 November 2015 be received.

**AND THAT** the mural funds of \$351.86 (*Resolution No. RCB1211/06/1*) be returned to the pool;

**AND FURTHER THAT** the Papahua Bridge signage funds of \$559.95 (*Resolution No. RCB1302/06/3*) be returned to the pool.

**CARRIED on the voices**

RCB1512/08/2      Raglan Coastal Reserves Advisory Committee Meeting Minutes, 19 October 2015  
Item 7.2

**Resolved: (Mr Dixon/Mr MacLeod)**

**THAT** the report of the **General Manager Service Delivery – Raglan Coastal Reserves Advisory Committee Meeting Minutes – 19 October 2015** - be received.

**CARRIED on the voices**

RCB1512/08/3

Service Request Report | July 2015 to 30 October 2015  
Item 7.3

**Resolved: (Ms Murphy/Ms Thomson)**

**THAT the report of the General Manager Strategy & Support – Service Request Report | July 2015 to 30 October 2015 – dated 19 November 2015 be received.**

**CARRIED on the voices**

RCB1512/08/4

Raglan Works & Issues Report  
Item 7.4

The Board requested:

- that staff investigate why the decorative lights in Raglan have not been reconnected to the street lighting system,
- an update on the application to close the CBD for the New Year's Eve parade, and
- an update on the Raglan footpath report.

**Resolved: (Ms Thomson/Mr Dixon)**

**THAT the report of the General Manager Strategy & Support – Raglan Works & Issues Report – be received.**

**CARRIED on the voices**

RCB1512/08/5

Pre-Meeting Forum  
Item 7.5

- Maori Wardens open letter in the Chronicle and possibility of a “skate zone” in Bow Street.
- Request to widen the Wharf boat ramp.
- Potential for Council to award contracts to locals if they become approved by Council.
- Raglan to Hamilton bus service contract renewal.
- Need for more bike racks in CBD
- Signposting of walkways in Raglan (Service Request).
- Water meter cost benefit assessment.
- Rubbish on SH3 – direct enquirer to NZTA.
- Rubbish bins in wharf area (Service Request).
- Suggested change of meeting time to 1.30pm (board to consider in New Year).
- Wainui Reserve Cycle track progress report.
- Large signs in vicinity of jetty – are they necessary?

RCB1512/08/6 Chairperson's Monthly Report  
Item 7.6

**Resolved: (Mr MacLeod/Ms Thomson)**

**THAT the report of the Raglan Community Board Chairperson – (Chairperson's Monthly Report) - be received.**

**CARRIED on the voices**

RCB1512/08/7 Councillor's Reports  
Item 7.7

Councillor Baddeley gave a verbal report on the following items and answered questions of the Board:

- Local Government document on climate change signed off by Council today
- Easter Sunday trading is now a Council decision
- Alcohol forum (local) document signing
- Councillor requests (multiple) to deal with issues between neighbours

**RCB1512/09 BOARD MEMBERS' REPORTS**

RCB1512/09/1 Board and Stakeholder Relationships  
Item 8.1

Ms Murphy requested a workshop be held early in the new year regarding environment and arts issues with stakeholders. Ms Murphy to make a submission to the Regional Council regarding development of land on the deviation for forestry.

Involvement of Xtreme Zero Waste in educating visitors to Raglan on waste disposal and recycling.

RCB1512/09/2 CBD plan  
Item 8.2

Mr Dixon requested Council to investigate if there is a need to form Wi Neera Street to connect to Wainui Road.

Mr MacLeod requested that Community Board Long Term Priority list be placed for discussion on the next agenda.





### **Open Meeting**

<b>To</b>	Waikato District Council
<b>From</b>	GJ Ion Chief Executive
<b>Date</b>	16 December 2015
<b>Prepared By</b>	LM Wainwright Committee Secretary
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	1114310
<b>Report Title</b>	<b>Receipt of Meremere Community Committee Minutes</b>

#### **1. Executive Summary**

To receive the minutes of the Meremere Community Committee meeting held on Thursday 10 December 2015.

#### **2. Recommendation**

**THAT the minutes of the meeting of the Meremere Community Committee held on Thursday 10 December 2015 be received.**

#### **3. Attachments**

MMCC Minutes 10 December 2015



**MINUTES** of a meeting of the Meremere Community Committee held at the Meremere Community Hall, Heather Green Avenue, Meremere on **THURSDAY 10 DECEMBER 2015** commencing at **7.00pm**.

Present Mrs P Carr (Chairperson)  
Mr D Creed  
Mrs V Milton (Committee Secretary)  
Mrs S Wikaire

Attending Mr GJ Ion (Chief Executive)

**MMCCI512/01 APOLOGIES AND LEAVE OF ABSENCE**

**Resolved: (Shirley Wikaire/Dudley Creed)**

**THAT** an apology be received from and leave of absence granted to Cr Sedgwick, Jim Katu, Angela Dobby & Rangimaria Epiha.

**CARRIED on the voices**

**MMCCI512/02 CONFIRMATION OF STATUS OF AGENDA ITEMS**

MMCCI512/02/1 **Resolved: (Dudley Creed/Vivienne Milton)**

**THAT** the agenda for a meeting of the Meremere Community Committee held on Thursday 10 December 2015 be confirmed and all items therein be considered in open meeting.

**CARRIED on the voices**

**MMCCI512/03 DISCLOSURES OF INTEREST**

There were no disclosures of interest.

**MMCCI512/04      CONFIRMATION OF MINUTES****Resolved: (Patricia Carr/Shirley Wikaire)****THAT** the minutes of a meeting of the Meremere Community Committee held on Thursday 12 November 2015 be confirmed as a true and correct record of that meeting.**CARRIED on the voices****MMCCI512/05      MATTERS ARISING FROM THE MINUTES**

There were no matters arising from the minutes.

**MMCCI512/06      REPORTS**MMCCI512/06/1      Works & Issues Report  
Item 6.1**Resolved: (Shirley Wikaire/Patricia Carr)****THAT** the report of the Chief Executive – *Works and Issues Report* – be received.**CARRIED on the voices**MMCCI512/06/2      Councillor's Report  
Item 6.2

Cr Sedgwick was not at the meeting.

MMCCI512/06/3      Discretionary Fund Report to 23 November 2015  
Item 6.3**Resolved: (Patricia Carr/Vivienne Milton)****THAT** the report of the General Manager Strategy & Support – *Discretionary Fund Report to 23 November 2015* – dated 23 November 2015 be received.**CARRIED on the voices**

**MMCC1512/07      GENERAL BUSINESS**

MMCC1512/07/1      When the hall was being built A Plus Security approached the builders (Livingstones) and asked if they would be able to use the scissorhoist on site to install the wiring for the security cameras and at a later date – the cameras. A Plus Security were told that this was not going to be a problem. However when they arrived to do so they were told that this is no longer possible. A Plus then had to hire the equipment at an additional cost of \$964 + \$144 GST. Who should pay this account? Council or Meremere Community Committee?

There being no further business, the meeting was declared closed at 7:50pm.

Minutes approved and confirmed this                      day of    2016.

J Katu

**CHAIRPERSON**

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## Open Meeting

<b>To</b>	Waikato District Council
<b>From</b>	GJ Ion Chief Executive
<b>Date</b>	7 December 2015
<b>Prepared By</b>	JP Davies Committee Secretary
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	1107695
<b>Report Title</b>	<b>Receipt of Tamahere Community Committee Minutes</b>

### 1. Executive Summary

The minutes for a meeting of the Tamahere Community Committee held on Monday 7 December 2015 are submitted for receipt.

### 2. Recommendation

**THAT the minutes of a meeting of the Tamahere Community Committee held on Monday 7 December 2015 be received.**

### 3 Attachments

Attachment - Minutes



**Minutes of Committee Meeting  
Held 7.30pm on 7<sup>th</sup> December 2015  
Tamahere Community Centre**

**Present:**

1. **TCC:** Rowena Edge, Leo Koppens, Joy Wright, Sue Robertson, Connie Short, James Yearsley, Maggie Wilcock, Shelly Howse, Jane Manson, Charles Fletcher, Bevin Coley, Dallas Fisher

**WDC:** Tim Harty, Wally Hayes, Jenni Vernon, Giles Boundy  
**BOT:** Aksel Jepsen  
**WRC:** Judy van Rossem  
**Kessels Ecology:** Gerry Kessells  
**HEB:** Gary Budden

2. **Apologies:** Joy Wright

3. **Confirmation of Minutes** of Meeting held on 2<sup>nd</sup> November 2015

**Moved:** Ro Edge  
**Seconded:** Sue Robertson  
**All in favour**

4. **Matters arising:** n/a

**Grass mowing**

- Verges mowed prior to markets but still awaiting confirmation from NZTA that this is now the regular mowing cycle

**Power lines & trees**

- Details about this issue have been placed on the Forum

5. **Correspondence Tabled**

**IN**

WDC, Karen Bredesen, re SNA presentation

WDC, Karen Bredesen, re Recreation Reserve Development update

WDC, Shelley Monrad, re proposed public places bylaw

WDC, Juliene Calambuhay, financial report as of 31 Oct 2015

WDC, Giles Boundy, re areas of National Significance

WDC, Rose Gray, council meeting agendas & 2016 council dates

WDC, Jan Davies, Policy & Regulatory Agenda & agenda closing dates for 2016

WDC, Lynette Wainwright, Strategy & Finance Agenda

WDC, Jenni Vernon, response to SNA queries

WDC, Maria Edgar, invitation to her farewell

Chorus, Mark Kendall, thank you for meeting & details for G Linstrom

NZTA, Kaye Clark, grass mowing; comments passed on to Mercedes team

NZTA, latest Hamilton Section newsletter  
 NZTA, Jenny Williams, invitation to 15 Dec Expressway Cambridge Section Opening  
 HEB, re celebrations for opening of Expressway Cambridge Section  
 Tamahere School BOT, David Houlbrooke & Kath Unternahrer, change of representative  
 Leo Koppens, Tamahere Reserve Report

#### **OUT**

WDC, Karen Bredesen, Tim Harty & Support Team 2 Nov Minutes & 6 Dec Agenda  
 WDC, Karen Bredesen, confirming SNA time slot for 7 Dec  
 WDC, Clive Morgan, Tony Whittaker & Tim Harty, notice of 23 Nov workshop  
 WDC, Jenni Vernon, queries on SNAs  
 WDC, Jenny Williams, re numbers for Expressway celebrations  
 WDC, Maria Edgar, best wishes for her move to S Island  
 WDC, Karen Bredesen, re copy of Sport Waikato Regional Plan  
 WDC, notice for Cemetery, Reserves & Beaches Bylaw Review  
 HEB, Kellie Ellis, 2 Nov Minutes, 6 Dec Agenda & Blessing Invitation  
 NZTA, Kaye Clark, letter about grass mowing

**Moved:** James Yearsley

**Seconded:** Ro Edge

**All in favour**

#### **6. HEB Construction, update for Cambridge section of Expressway**

- Opening to traffic on the 16<sup>th</sup> December
- Committee wish to commend HEB with the level of communication between themselves and our community

**Action:** Write a letter thanking HEB for their communication across whole project

#### **7. Significant Natural Areas [SNAs]**

- Still no consultation meetings scheduled for Tamahere, which this committee is extremely disappointed about. The committee would like to know how many of the 395 Tamahere residents effected by the SNA's have communicated with council? So we can see the extent of consultation between WDC and property owners.
- Council confirmed that if property owners, who have received a letter regarding a SNA on their property, have not consulted with WDC, then that SNA still locks onto their property.
- The impact of having an SNA on your property is currently unknown.
- One of the results of the SNA process could be a contestable fund for gully redevelopments.
- The threshold for an SNA depends on many variables.
- Opportunity for redevelopment funding may be available from the Waikato River Authority.

**Action:** Jenni Vernon to find out how many Tamahere residents have interacted with WDC from the 395 letters that have been sent out.

**Action:** Gerry Kessels to answer committee's outstanding questions that were in their SNA feedback to WDC.

**Action:** Place SNA information on the Tamahere Forum.

## 8. Annual Report Summary

- From next year councils will not need to consult on the annual plans.

## 9. WDC, Tim Harty Report

Report Tabled

- There has been a set back with the reserve development process, with potential borrow pit located, but WDC are hoping to spilt site in two so work can progress.
- The work schedule is for a level playing surface with drainage, and some fields laid out by April/May 2016. This leaves a balance of \$1.2m for playgrounds, skate-bowl, etc, which WDC is hoping can be developed in 2017/18. The Piazza funding is separate to this.
- The contractor on Wiremu Tamihana Drive is to remove dead plants this month, with replanting to take place in the next planting season.
- Waikato Regional Sports Facility Plan is out but high level only at this stage.

**Action:** Tim Harty to follow up connectivity issues with Alisdair Gray

**Action:** Tim Harty to see if we can be supplied with a Reserve Development Programme Gantt chart as soon as it is available.

## 10. Cr Wally Hayes Report

No report this month

## 11. Tamahere Nursery

Report Tabled

- In light of the borrow pit being discovered, the nursery may have a stay of execution in regards to its removal from the recreational reserve area, and are waiting on council to let them know when that will be.
- It was suggested the nursery contact Johnsons House Removals, as there might be an opportunity there.

## 12. Tamahere Reserve Report

Report Tabled

## 13. Any Other Business

### WDC Website

- A committee member sent an email through the CRM system, however no response was received.

### Devine Road/ Newell Road bend, dangerous

- One safety suggestion is for a Kids Crossing, signs to be placed on either side of the bend.
- There is a minor safety audit happening that should address this issue.

### Crossing of Airport Road to Church/Markets

- Dangerous place for crossing, and we need to keep the pressure on NZTA for improvements.

### Footpaths (Birchwood Lane)

- Vegetation needs to be trimmed so it doesn't impact on the public's use of footpath. Residents need to trim trees and plants.

**Action:** Note to be placed on Forum to notify residents to check their road frontage.



**Potential Commercial Development Sub Committee**

- Ro Edge & Bevin Coley have been nominated to stand on a developer's group sub-committee if and when this materialises and they will feed back information to the full committee.

**Date of next meeting** 1<sup>st</sup> February 2016

**Meeting closed at** 8.55pm

**Outstanding matters**

Archiving of committee's administration documentation.

### Open Meeting

<b>To</b>	Waikato District Council
<b>From</b>	GJ Ion Chief Executive
<b>Date</b>	2 February 2016
<b>Prepared By</b>	RJ Gray Council Support Manager
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	1143262
<b>Report Title</b>	<b>Exclusion of the Public</b>

#### 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 item of business:

1. Confirmation of Public Excluded Minutes – 14 December 2015
2. Provisional LAP Appeal Negotiation
3. Land Acquisition under the Public Works Act 1981
4. Chief Executive's Issues.

This resolution is made in reliance on sections 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:

That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to:

- a) Protect members, or officers, or employees of any local authority, or any persons to whom section 2(5) of the Local Government Official Information and Meetings Act 1987 applies, from improper pressure or harassment;
- b) Protect the privacy of natural persons, including that of deceased natural persons;

- c) **Prevent the disclosure or use of official information for improper gain or improper advantage;**

**AND THAT the exclusion of the public from the whole or relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in any proceedings before the local authority where a right-of-appeal lies to any Court or Tribunal against the final decision of the local authority in those proceedings.**