

Agenda for a meeting of the Raglan Community Board to be held in the Town Hall, Supper Room, Bow Street, Raglan on **TUESDAY 13 FEBRUARY 2018** commencing at **2.00pm**.

Note: A public forum will be held at 1.30pm prior to the commencement of the meeting.

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

1. APOLOGIES AND LEAVE OF ABSENCE

2. CONFIRMATION OF STATUS OF AGENDA

3. DISCLOSURES OF INTEREST

4. CONFIRMATION OF MINUTES

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5.14 Public Forum

Verbal

6. BOARD MEMBERS' REPORTS

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CHIEF EXECUTIVE
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Open Meeting

To	Raglan Community Board
From	Gavin Ion Chief Executive
Date	18 January 2018
Prepared by	Rose Gray Council Support Manager
Chief Executive Approved	Y
Reference #	GOV0507
Report Title	Confirmation of Minutes

1. EXECUTIVE SUMMARY

The minutes and the public excluded minutes for a meeting of the Raglan Community Board held on Tuesday 14 November 2017 are submitted for confirmation.

2. RECOMMENDATION

THAT the minutes and the public excluded minutes of a meeting of the Raglan Community Board held on Tuesday 14 November 2017 be confirmed.

3. ATTACHMENTS

Minutes

MINUTES of a meeting of the Raglan Community Board held in the Supper Room, Town Hall, Bow Street, Raglan on **TUESDAY 14 NOVEMBER 2017** commencing at **2.15pm**.

Present:

Mr R MacLeod (Chairperson)
Cr LR Thomson
Mr PJ Haworth
Mrs R Kereopa [until 2.55pm]
Mr AM Oosten
Mrs GA Parson
Mr AW Vink

Attending:

Mr TG Whittaker (General Manager Strategy & Support)
Mrs R Gray (Council Support Manager)
Ms J Penn (Whaingaroa Environment Centre Inc)
Mr N Peart (Raglan Surfside Christian Life Centre)
Ms W Coxhead (Raglan Lions Club)
Mr F Lichtwark (WRC Councillor)
7 members of the public

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Mr MacLeod/Mrs Parson)

THAT early departure be approved for Mrs Kereopa.

CARRIED

RCBI711/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Mrs Parson/Mrs Kereopa)

THAT the agenda for a meeting of the Raglan Community Board held on Tuesday 14 November 2017 be confirmed and all items therein be considered in open meeting;

AND THAT all reports be received.

CARRIED

RCBI711/02

DISCLOSURES OF INTEREST

Mr MacLeod advised members of the Board that he would declare a conflict of interest in item 5.4 [*Application for Funding – Raglan Lions Club*].

Mr Haworth advised members of the Board that he would declare a conflict of interest in item 5.3 [*Application for Funding – Surfside Christian Life Centre*].

CONFIRMATION OF MINUTES

Resolved: (Mr MacLeod/Mr Haworth)

THAT the minutes of a meeting of the Raglan Community Board held on Tuesday 12 September 2017 be confirmed as a true and correct record of that meeting subject to the editing of resolution no RCBI709/05 [*Raglan Naturally Steering Group Committee*] from:

AND THAT Ms Parson be appointed as co-ordinator between the Raglan Naturally Interim Steering Group and Raglan Community Board

to read:

AND THAT Ms Parson be appointed as co-ordinator for the Raglan Naturally review.

CARRIED

RCBI711/03

REPORTS

Discretionary Fund Report to 31 October 2017
Agenda Item 5.1

Tabled: Invoices: The Raglan House and Raglan Ink Ltd (Raglan Chronicle)

The report was received [*RCBI711/02 refers*] and discussion was held on the balance of the fund and the Board's focus for future funding requests, reflecting on priorities for the Raglan community. To further discuss at a workshop with the members in December 2017.

It was agreed to table a report to the public on the guidelines to the Raglan Community Board Discretionary Fund at the February 2018 meeting.

It was noted that two invoices were required to be approved for payment.

Resolved: (Mr MacLeod/Mr Oosten)

THAT the invoice to the Raglan House for hire of projector/screen on 7, 13, 27 October 2017 and 3 November 2017 for \$100 be approved for payment;

AND THAT the invoice to Raglan Ink Ltd (Raglan Chronicle) for two classified advertisements 29 June 2017 and 6 July 2017 for a Transport Workshop for \$82.43 be approved for payment;

AND FURTHER THAT the commitment for Raglan Naturally (RCB1608/04/1) for \$116.61 be returned to the pool.

CARRIED

RCB1711/04

Application for Funding – Whaingaroa Environment Centre Inc
Agenda Item 5.2

The report was received [RCB1711/02 refers].

Ms Penn provided an overview on the application for funding and discussion was held.

Resolved: (Mrs Parson/Mr Vink)

THAT an allocation of \$2,000.00 be made to the Whaingaroa Environment Centre Inc. towards the cost of the Plastic Free Raglan Project.

CARRIED

RCB1711/05

Application for Funding – Surfside Christian Life Centre
Agenda Item 5.3

The report was received [RCB1711/02 refers].

Mr Haworth declared a conflict of interest in this item and withdrew from the table. He did not take part in discussion or voting on this item.

Mr Peart provided an overview in support of the application for funding and discussion was held.

Resolved: (Mr Oosten/Mrs Kereopa)

THAT an allocation of \$3,500.00 be made to the Surfside Christian Life Centre towards the cost of the “Christmas in the Park” event.

CARRIED

RCB1711/06

Mr MacLeod declared a conflict of interest in the following item and vacated the Chair. The Deputy Chair, Mrs Parson, assumed the Chair.

Application for Funding – Raglan Lions Club

Agenda Item 5.4

The report was received [RCB1711/02 refers].

Mr MacLeod withdrew from the table and did not take part in discussion or voting on this item.

Mrs Coxhead provided an overview in support of the application for funding and discussion was held.

Resolved: (Cr Thomson/Mr Haworth)

THAT an allocation of \$1,775.00 be made to the Raglan Lions Club towards the cost of the 2017 New Year's Eve parade.

CARRIED

RCB1711/07

Mrs Kereopa retired from the meeting at 2.55pm during discussion on the above item and was not present when voting took place.

Following voting on the above item, Mr MacLeod assumed the Chair.

Wastewater Overflow CIP Education Programme Update

Agenda Item 5.5

The report was received [RCB1711/02 refers] and discussion was held.

Cr Thomson expanded on the education programme.

Resolved: (Mr MacLeod/Cr Thomson)

THAT the list of items has previously been provided by Cr Thomson to the Communications Team.

CARRIED

RCB1711/08

Year to Date Service Request Report

Agenda Item 5.6

The report was received [RCB1711/02 refers] and discussion was held on the dashboard statistics. Council is looking at improving the ability for data driven decisions by using this information.

Joint Community Board and Community Committee December 2017 Meeting
Agenda Item 5.7

The report was received [RCB1711/02 refers] and discussion was held. It was agreed to hold a community board workshop on Tuesday 12 December 2017.

Resolved: (Mr MacLeod/Cr Thomson)

THAT the Raglan Community Board agrees to support the joint meeting of community boards and community committees on Tuesday 19 December 2017;

AND THAT the Raglan Community Board supports not having an individual meeting in December 2017.

CARRIED

RCB1711/09

Raglan Coastal Reserves Advisory Meeting Minutes – 14 August, 2017, 11 September 2017,
9 October 2017
Agenda Item 5.8

The report was received [RCB1711/02 refers] and discussion was held.

Raglan Naturally
Agenda Item 5.9

The report was received [RCB1711/02 refers] and discussion was held

Mrs Parson declared a conflict of interest in the section of the report containing the invoice. She provided an overview of the report but did not take part in voting on this item.

Resolved: (Cr Thomson/Mr MacLeod)

THAT the invoice from Gabrielle Parson for work involved with the Raglan Naturally project for \$875.00 be approved for payment;

AND THAT the invoice from Raglan Ink Ltd (Raglan Chronicle) for Raglan Naturally advertisement for \$384.97 be paid;

NOTE: that Res No WDC1706/14 refers THAT Council approved a funding contribution of \$5,000 being made from the Administration Expenses (Grants & Donations) budget to support the review of Raglan Naturally).

CARRIED

RCB1711/10

Raglan Works & Issues Report – Status of Items November 2017

Agenda Item 5.10

The report was received [RCB1711/02 refers] and discussion was held.

Following discussion on the items in the report, it was agreed that staff would be invited to the workshop in December 2017 to provide updates and advice to the members on the long outstanding issues.

Youth Engagement Update November 2017

Agenda Item 5.11

The report was received [RCB1711/02 refers] and discussion was held.

Councillor's Report

Agenda Item 5.12

The report was received [RCB1711/02 refers] and discussion was held.

Chairperson's Report

Agenda Item 5.13

The report was received [RCB1711/02 refers] and discussion was held. It was noted that the Board facilitated an LTP workshop.

Public Forum

Agenda Item 5.14

The following items were discussed during the Public Forum held prior to the commencement of the meeting:

- continued concern with the state of soccer fields – concerns and review included in the works & issues report in the agenda.
- Whaingaroa Surf Management Plan developed – working towards a project that will help the surf etiquette issues. To check that financial assistance is included in the Parks & Reserves committee budget.
- Could the roadway that runs up Pooleys Paper Road off Wainui Road towards Karioi mountain be opened up for public recreation use. Request that they put a submission to the LTP next year.

Tim Duff raised various issues in Raglan that will be formalised in a letter to Council from him eg, contractors, Wi Neera Street, boat ramp, main pumping station, Raglan Coastal Reserves Advisory Committee.

The Chair invited the Raglan Ward Regional Councillor, Mr Fred Lichtwark to speak. He provided an update on:

- funding provided to Whaingaroa Environment Centre Inc
- bio tops and signs latest update, eg shellfish concerns
- treaty settlements with Kawhia, and then Aotea and Raglan in the future
- Waikato River Settlement
- promoting care groups, eg Whaingaroa Harbour Care
- new development will double the population
- esplanade reserve to be established where causeway is being constructed
- West Coast Zone Committee
- Maori Wards.

BOARD MEMBERS' REPORTS

There were no board members' reports this month.

EXCLUSION OF THE PUBLIC

Resolved: (Mr MacLeod/Mrs Parson)

THAT the public be excluded from the meeting to enable the Raglan Community Board to deliberate and make decisions on the following items of business:

REPORT

Raglan Kopua Holiday Park – Chairperson's Annual Report | July 2016 – 30 June 2017

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

**Reason for passing this resolution to withhold exists under:
Section 7(2)**

**Grounds under section 48(1) for the passing of this resolution is:
Section 48(1)(3)(d)**

CARRIED

RCB1711/11

Resolutions RCB1711/12 – RCB1711/13 are contained in the public excluded section of these minutes.

Having resumed open meeting and there being no further business the meeting was declared closed at 4.36pm.

Minutes approved and confirmed this day of 2017.

RJ MacLeod
CHAIRPERSON

Minutes 2017/RCB/171 | 14 Minutes

Open Meeting

To	Raglan Community Board
From	Tony Whittaker General Manager Strategy & Support
Date	23 January 2017
Prepared by	Shannon Kelly Youth Engagement Advisor
Chief Executive Approved	Y
Reference #	GOV0507 / 1888055
Report Title	Appoint Youth Representatives to Community Board

I. EXECUTIVE SUMMARY

The purpose of this report is to:

- Request the Raglan Community Board formally appoint Grace Mindoro, Sven Seddon and Charlie Irvin as the youth representatives on the Raglan Community Board; and
- Outline common expectations for the youth representative, youth mentor, Youth Engagement Advisor and Community Board.

2. RECOMMENDATION

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

AND THAT the Raglan Community Board appoints Grace Mindoro, Sven Seddon, and Charlie Irvin to be the youth representatives on the Board;

AND FURTHER THAT the Raglan Community Board appoint Councillor Lisa Thomson as youth mentor to support the youth representatives.

3. ROLES

As youth representatives on the Raglan Community Board, Grace, Sven and Charlie would be required to:

- Represent the youth voice on matters pertinent to young people in Raglan;
- Attend monthly Community Board meetings;
- Let the committee secretary know if they were unable to attend the meeting;
- Attend training in governance and community board etiquette as promoted by the youth mentor, chairperson of the Community Board or the Youth Engagement Advisor;

- Communicate with the Community Board on youth-related issues, projects and activities;
- Submit a three-monthly report to the Community Board about projects or activities that young people in Raglan or that the Raglan Youth Action Group are involved in (to be presented usually in March, May, August and November);
- Potentially facilitating the Youth Action Group to meaningfully engage with the Community Board.

The Community Board would be required to:

- Discuss and decide with Grace, Sven and Charlie the term of representation that the youth representation role is for. Traditionally, youth representatives are involved for a 12 month term, starting at the beginning of the year. Many youth representatives go on to serve longer. This needs to be worked out with the Community Board and the young people individually to provide clarity;
- Support the youth representatives to participate fully in Community Board meetings and activities. This means informing and supporting them regarding meeting times, workshops, and encouraging them to speak about relevant issues that arise.
- Nominate a youth mentor from the Community Board, who will meet and liaise with the youth representative on a monthly basis, and support the youth representative in local community matters.
- Check in with the youth mentor about progress.

The youth mentor would be required to:

- Be the liaison and support person on the Community Board;
- Take a proactive approach to mentoring by making contact with the youth representatives before each meeting, and ensuring they are able to attend, have the agenda and answer any questions the youth representatives may have;
- Support the youth representatives to present their report to the Community Board, and help them develop their confidence in speaking to the Community Board.

Council's Youth Engagement Advisor will:

- Liaise with the youth mentor and at times with the youth representatives to ensure that the youth representatives are being well supported;
- Help the Community Board and the youth mentor to develop positive and meaningful relationships;
- Set up and arrange training for the youth representatives in governance, meeting etiquette and other appropriate leadership and governance support;
- Work with the youth mentor and youth representatives to identify opportunities that the Youth Engagement Advisor can support in;
- Provide the youth mentor with vouchers for the youth representatives.

As part of the Health and Safety legislation and the Child Protection Policy at the Waikato District Council, the youth mentor will be required to complete the police vetting process before youth mentoring begins.

This report seeks to formalise the youth representative positions so that Grace, Sven, Charlie and the Community Board receive the same support as highlighted in the Youth Engagement Plan.

The youth representatives will receive a \$20 reward voucher for their service and attendance at monthly Community Board meetings.

4. ATTACHMENTS

NIL

Open Meeting

To	Raglan Community Board
From	Tony Whittaker General Manager Strategy & Support
Date	31 January 2018
Prepared by	Julienne Calambuhay Management Accountant
Chief Executive Approved	Y
Reference/Doc Set #	GOV0507
Report Title	Discretionary Fund Report to 31 January 2018

1. EXECUTIVE SUMMARY

To update the Board on the Discretionary Fund Report to 31 January 2018.

2. RECOMMENDATION

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

3. ATTACHMENTS

Discretionary Fund Report to 31 January 2018

RAGLAN COMMUNITY BOARD DISCRETIONARY FUND 2017/2018

		1.206.1704
2017/18 Annual Plan		14,271.00
Carry forward from 2016/17		8,078.47
Total Funding		<u><u>22,349.47</u></u>
Expenditure		
17-Nov-2017 Raglan Ink Ltd - 2 classified advertisements 29 June & 6 July 2017		71.68
17-Nov-2017 Raglan House - hire of projector/screen on 7,13,27 October and 3 November		86.96
22-Nov-2017 Surfside Christian Life Centre - "Christmas in the Park" event		3,500.00
23-Nov-2017 Whaingaroa Environment Centre - towards cost of Plastic Free Raglan Project		2,000.00
27-Nov-2017 Raglan Lions Club - cost of the 2017 New Year's Eve parade		1,775.00
10-Dec-2017 Whaingaroa Environment Centre - upgrading the interior working spaces of the centre		2,000.00
11-Dec-2017 Raglan Community Arts Council - commitment to a project		5,000.00
Total Expenditure		<u><u>14,433.64</u></u>
Income / Grant Received		
13-Jun-2017 Grant to support the review of Raglan Naturally (WDC1706/14)	5,000.00	
27-Oct-2017 Raglan Ink Ltd - 1/2 page advertisement 19/10/2017	(334.76)	
14-Nov-2017 Gabrielle Parson - work involved with Raglan Naturally Project	(875.00)	
17-Dec-2017 Gabrielle Parson - work involved with Raglan Naturally Project	(1,909.50)	1,880.74
Income / Grant Received		<u><u>1,880.74</u></u>
Net Expenditure		<u><u>12,552.90</u></u>
Net Funding Remaining (Excluding commitments)		<u><u>9,796.57</u></u>
Commitments		
12-Sep-2017 Treaty Workshop to be held on 7 October 2017 - \$1500 + GST (RCB 1709/04)		1,500.00
Total Commitments		<u><u>1,500.00</u></u>
Net Funding Remaining (Including commitments) as of 31 January 2018		<u><u>8,296.57</u></u>

Open Meeting

To	Raglan Community Board
From	Tony Whittaker General Manager Strategy & Support
Date	24 January 2018
Prepared by	Sharlene Jenkins PA to General Manager Strategy & Support
Chief Executive Approved	Y
Reference/Doc Set #	GOV0507
Report Title	Year to Date Service Request Report

1. EXECUTIVE SUMMARY

To update the Board on the Year to Date Service Request Report to 31 December 2017.

2. RECOMMENDATION

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

3. ATTACHMENTS

Year to Date Service Request Report for Raglan Community Board

Service Request Time Frames By Ward for ¹⁹

NGA

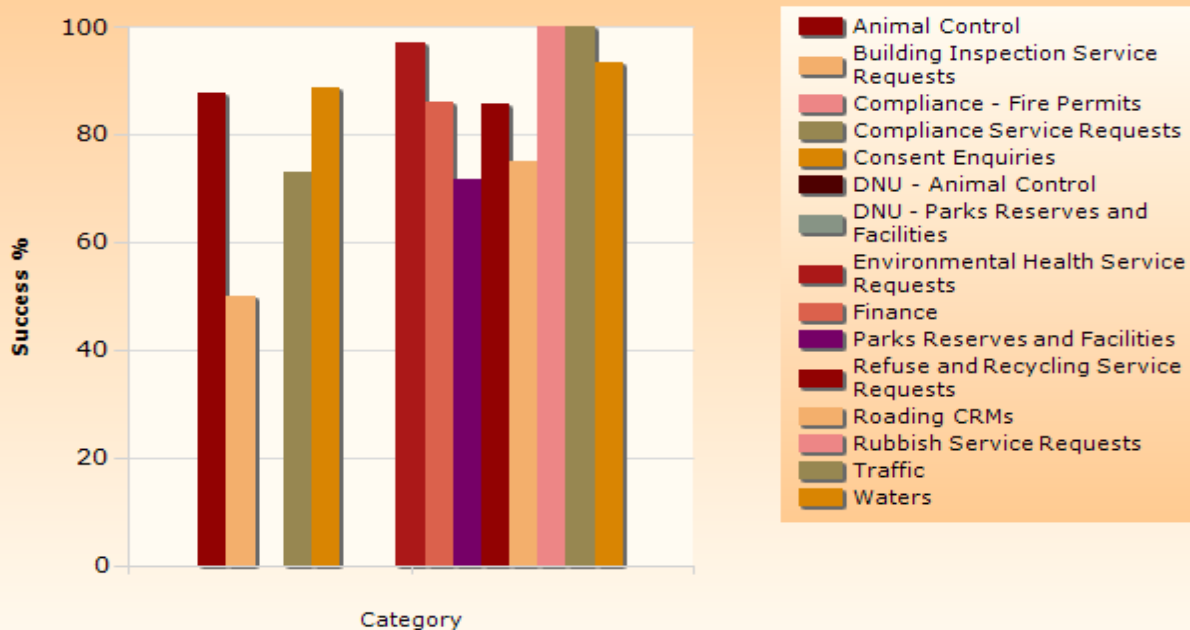


Date Range: 01/10/2017 to 31/12/2017

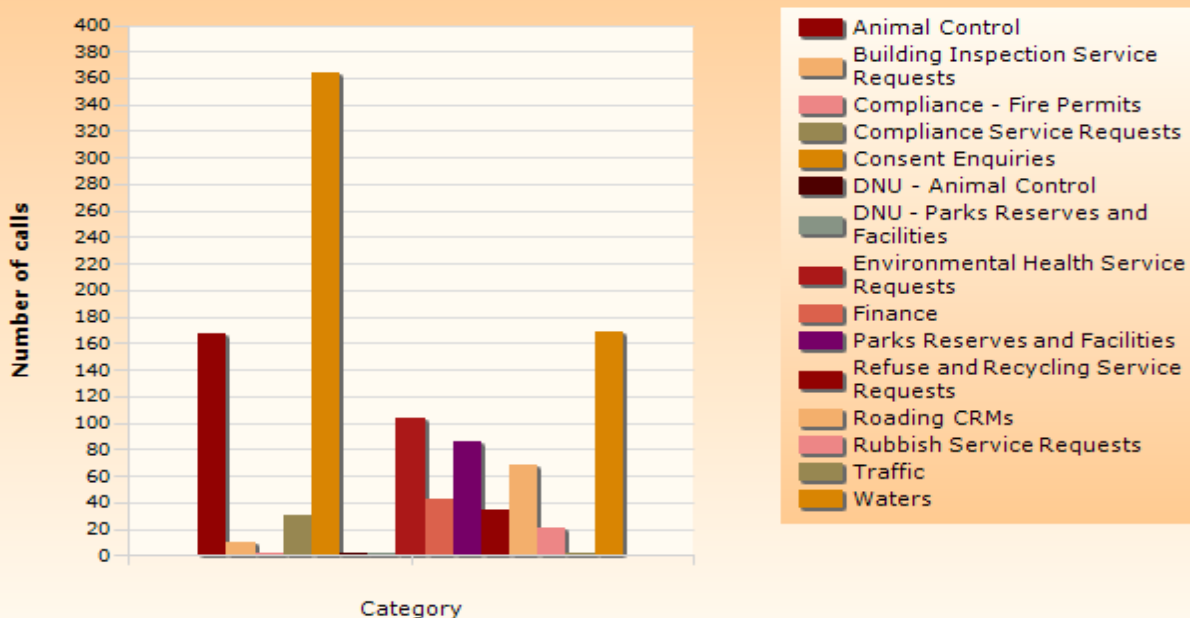
The success rate excludes Open Calls as outcome is not yet known.

1/24/2018 4:12:14 PM

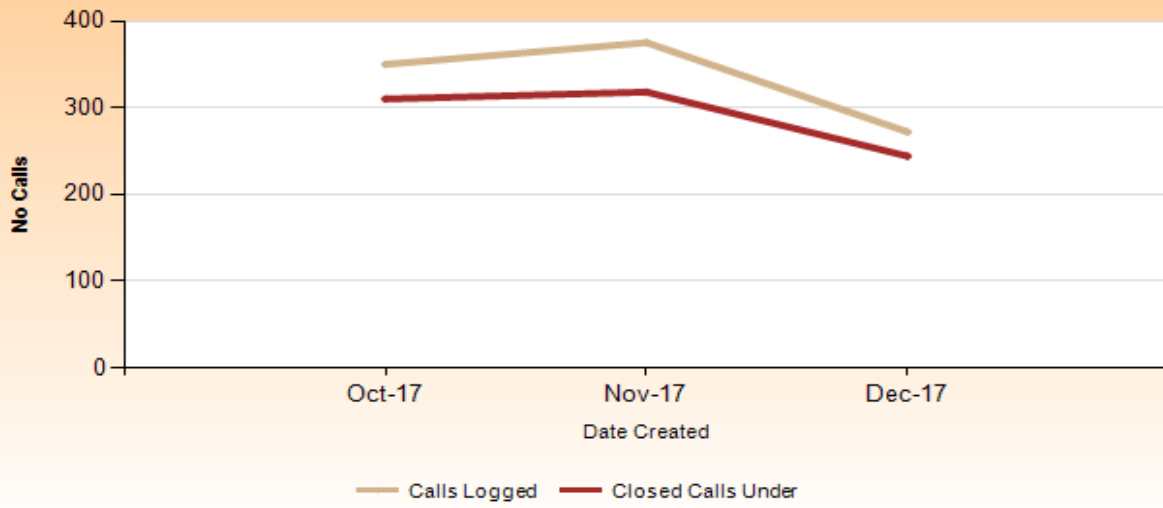
Call Completion % Success by Type



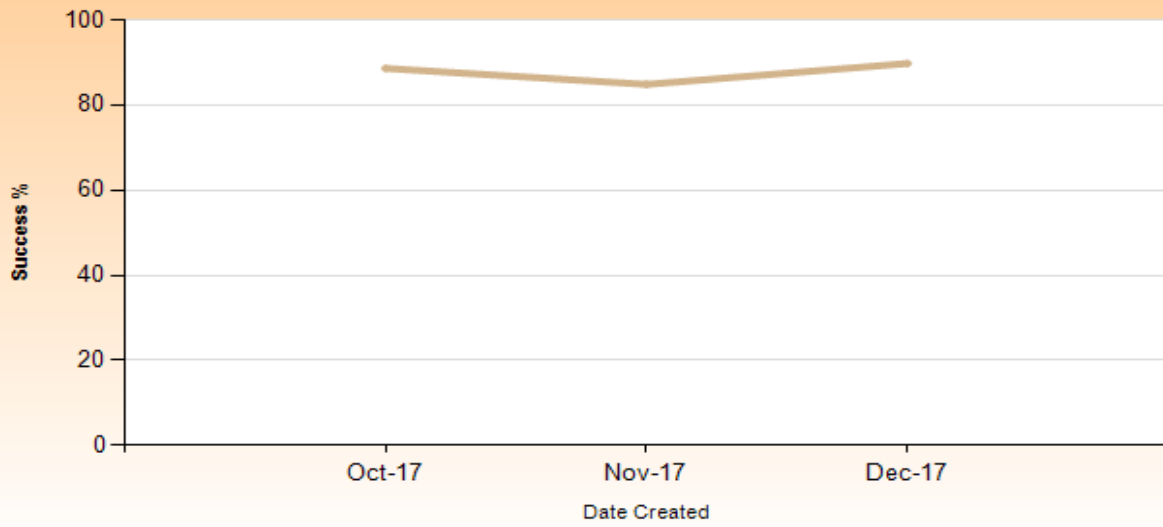
Number of Calls logged by Type



Volume of Calls Closed vs Calls Closed in Time



Completion Success per month



			Open		Closed		
Closed Calls are those calls logged during the time period that are now closed.	Open Calls are all the calls open for the ward and may have been logged at any time.	Number of Calls	Open Calls Over	Open Calls Under	Closed Calls Over	Closed Calls Under	Success Rate
Animal Control							
	Summary	167		5	20	142	87.65%
	Animal Charges	37			1	36	97.30%
	Dog / Cat Trap Required	2		1		1	100.00%
	Dog Group Education Visit	1				1	100.00%
	Dog Property Visit	25			6	19	76.00%
	Dog Straying - Current	33		1	7	25	78.13%
	Dog Straying - Historic	10			2	8	80.00%
	Dog Surrender	2				2	100.00%
	Dog Welfare - Immediate threat to life	2				2	100.00%
	Dog/Animal Missing	13		1		12	100.00%
	Dogs Aggression - Current	10			2	8	80.00%
	Dogs Aggression - Historic	3				3	100.00%
	Dogs Barking Nuisance	23		2		21	100.00%
	Livestock Trespassing - Current	5			2	3	60.00%
	Livestock Trespassing - Historic	1				1	100.00%
Building Inspection Service Requests							
	Summary	10		2	4	4	50.00%
	Building Inspection Service Requests	10		2	4	4	50.00%
Compliance - Fire Permits							
	Summary	1		1			NaN
	Existing resource consents	1		1			NaN
Compliance Service Requests							
	Summary	31	3	2	7	19	73.08%
	Compliance - Animal By Law	2				2	100.00%
	Compliance - Environmental Spill	1				1	100.00%
	Compliance - Unauthorised Activity	15	3	2		10	100.00%
	Compliance - Urban Fire Hazard (Dry conds only)	4			4		0.00%
	Illegal parking	9			3	6	66.67%
Consent Enquiries							
	Summary	364	2	18	38	306	88.95%
	Land Hazard Enquiries	1				1	100.00%
	Onsite Services	17	1			16	100.00%
	Planning Process	53		6	3	44	93.62%
	Property Information Request	85		3	5	77	93.90%
	Rural Rapid Number assignment & purchase of plates	4			3	1	25.00%
	Zoning and District Plan Enquiries	204	1	9	27	167	86.08%
DNU - Animal Control							
	Summary	1	1				NaN
	Dog straying	1	1				NaN
DNU - Parks Reserves and Facilities							
	Summary	1	1				NaN
	Trimming of vegetation - Urban	1	1				NaN

Environmental Health Service Requests	Summary	103	1	1	3	98	97.03%
	Environmental Health Complaint	7		1	1	5	83.33%
	Noise Complaint - Environmental Health	2	1			1	100.00%
	Noise complaints straight to contractor	94			2	92	97.87%
Finance	Summary	43			6	37	86.05%
	Rates query	43			6	37	86.05%
Parks Reserves and Facilities	Summary	86	3	5	22	56	71.79%
	Parks & Reserves - Buildings	27			17	10	37.04%
	Parks & Reserves - Council owned land	4			1	3	75.00%
	Parks & Reserves - Graffiti	6			1	5	83.33%
	Parks & Reserves - Lake Access	7	3	4			NaN
	Parks & Reserves - Non-urgent Public Toilet Issues	2				2	100.00%
	Parks & Reserves - Reserve Issues	33		1	2	30	93.75%
	Parks & Reserves - Urgent Public Toilet Issues	5			1	4	80.00%
	Parks & Reserves-Council owned buildings on reserv	2				2	100.00%
	Refuse and Recycling Service Requests	Summary	35	4	3	4	24
New collections		1				1	100.00%
Recycling Not Collected		8		1	1	6	85.71%
Refuse - Non-Collection		10	2	2		6	100.00%
Refuse & Recycling Contractor Complaints		3			1	2	66.67%
Refuse & Recycling Enquiries		5	1		2	2	50.00%
Rubbish bag sticker/tag orders - internal use only		8	1			7	100.00%
Roading CRMs	Summary	69		21	12	36	75.00%
	New Vehicle Entrance Request	2		1		1	100.00%
	Request 4 new street light path sign etc	5			1	4	80.00%
	Road Culvert Maintenance	10		7	2	1	33.33%
	Road Marking Sign & Barrier Maint Marker Posts	3		2		1	100.00%
	Road Safety Issue Enquiries	6		1	1	4	80.00%
	Roading Work Assessment Required - OnSite 5WD	13		2	5	6	54.55%
	Routine Roding Work Direct to Contractor 5WD Comp	9		1		8	100.00%
	Street Light Maintenance	10		7		3	100.00%
	Urgent - Footpath Maintenance	2				2	100.00%
	Urgent Roding Work 4Hr Response	3				3	100.00%
	Vegetation Maintenance	6			3	3	50.00%
	Rubbish Service Requests	Summary	21		1		20
Abandoned Vehicle		8		1		7	100.00%
Illegal Rubbish Dumping		13				13	100.00%
Traffic	Summary	1				1	100.00%
	Illegal parking	1				1	100.00%

Waters							
Summary		169	6	25	9	129	93.48%
3 Waters Enquiry		23	3	1	2	17	89.47%
3 Waters Safety Complaint - Non Urgent		1				1	100.00%
Drinking water billing		4		1		3	100.00%
Drinking Water Final Meter Read		55		16		39	100.00%
Drinking Water Major Leak		7	1			6	100.00%
Drinking Water minor leak		25		1	1	23	95.83%
Drinking Water quality		2				2	100.00%
Drinking Water Quantity/Pressure		3		1		2	100.00%
Fix Water Toby		3				3	100.00%
New Drinking Storm Waste water connections		4				4	100.00%
No Drinking Water		9		1		8	100.00%
Stormwater Blocked pipe		1				1	100.00%
Stormwater Open Drains		7		2		5	100.00%
Stormwater Property Flooding		4		2		2	100.00%
Wastewater Odour		1				1	100.00%
Wastewater Overflow or Blocked Pipe		6			1	5	83.33%
Wastewater Pump Alarm		1	1				NaN
Waters Pump Station jobs - only for internal use		13	1		5	7	58.33%
Total		1102	21	84	125	872	87.46%

Open Meeting

To	Raglan Community Board
From	Sue O’Gorman General Manager Customer Support
Date	31 January 2018
Prepared by	Craig Birkett Monitoring Team Leader
Chief Executive Approved	Y
Reference #	GOV0507
Report Title	Parking, Freedom Camping and Litter action in Raglan over the peak summer period

I. EXECUTIVE SUMMARY

Additional parking patrols were put in place for Raglan during the month of December and January in response to issues that have been identified in the past regarding people parking contrary to the restrictions (e.g. parking on the Bow Street median). Parking patrols occurred every day between 27 December 2017 and 22 January 2018 except New Year’s Day.

A total of 13 freedom camping patrols were also undertaken in Raglan during this period. The patrols involved visiting those areas identified as prohibited. Where a person was found breaching the bylaw and infringement or warning was issued.

The attachment provides information on the number of parking and freedom camping infringements issued between 27 December 2017 and 22 January 2018.

There was one service request received regarding litter between 27 December 2017 and 22 January 2018.

2. RECOMMENDATION

THAT the report from the Group Manager Customer Support be received.

3. ATTACHMENTS

Attachment A: Number of parking and Freedom Camping infringements issued for the Raglan area

Attachment A

Parking Offence	Number of infringement issued
Parked on a broken Yellow line	201
Parked over the time limit <30 minutes	117
Operated an unlicensed vehicle - parked vehicle	40
Parked in a prohibited area	51
Parked over the time limit >30 min <1hr	31
Inconsiderate Parking	31
No evidence of current vehicle inspection - private vehicle	24
Parked over the time limit >1hr <2hr	12
Parked on a flush median or traffic island	10
Parked a vehicle on a grass berm, ornamental verge or plot	8
Double Parked	8
Parked in an area reserved for disabled persons	7
Parked within 6m of an indicated bus stop	7
Parked obstructing vehicle entrance	3
Parked over the time limit >2hr <4hr	2
Parked on footpath	1

Freedom Camping Offence	Number of infringement issued
Freedom Camped in prohibited area	62
Non self-contained freedom camper	1

Open Meeting

To	Raglan Community Board
From	Bob MacLeod Chair Raglan Community Board
Date	30 November 2017
Prepared by	Rose Gray Council Support Manager
Chief Executive Approved	Y
DWS Document Set #	GOV0507
Report Title	Raglan Visitor Infrastructure Study Report

1. EXECUTIVE SUMMARY

Attached is the report that was considered at the Strategy & Finance Committee meeting held on Wednesday 22 November 2017 for your information.

2. RECOMMENDATION

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

3. ATTACHMENTS

Copy of Report and Raglan Visitor Infrastructure Study from Strategy & Finance November meeting.

Open Meeting

COPY

To	Strategy & Finance Committee
From	Tony Whittaker General Manager Strategy & Support
Date	01 November 2017
Prepared by	Karen Cousins Economic Development Team
Chief Executive Approved	Y
Reference #	GOV1318 / 1847143
Report Title	Raglan Visitor Infrastructure Study

I. EXECUTIVE SUMMARY

The purpose of this report is to receive the Raglan Visitor Infrastructure Study prepared by Strateg.Ease Ltd and to consider the recommendations for adoption. The study identifies the impact of the growing visitor population to the local Raglan economy and current infrastructure.

The options identified for consideration include walkways and cycleways, carparking, transport, wayfinding, events and commercial accommodation. The implementation timeframe of the recommendations would require flexibility to ensure affordability and appropriate support is available.

2. RECOMMENDATION

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

AND THAT the recommendations in the **Raglan Visitor Infrastructure Study** are adopted;

AND FURTHER THAT Council make provision for the recommendations through the Long Term Plan.

3. BACKGROUND

The Raglan Visitor Infrastructure Study was commissioned by the Economic Development team as part of the 2016/17 Work Programme project *Raglan Focus* to further understand the visitor requirements, and to recommend opportunities for the Council to consider. The purpose of the Raglan Focus project was to develop a Raglan visitor infrastructure strategy to support the timely provision of future infrastructure to enhance Raglan's tourism proposition.

Raglan is the iconic tourism destination in the Waikato district and is actively promoted by the regional tourism organisation Hamilton Waikato Tourism ("HWT"). Council, together with HWT and local Raglan tourism operators collaborated in 2016 to create a Destination Action Plan ("DAP") to assist with the visitor impacts and management. The implementation of the DAP will be a joint effort between Raglan Chamber of Commerce, Raglan Community Board and Council, and is closely aligned with the community plan 'Raglan Naturally'. The DAP has already resulted in the establishment of a Destination Management Organisation ("DMO").

Raglan has a resident population of around 3,100 and a visitor population in 2017 of 108,000. An estimated 500 'holiday homes' (accounting for close to 30% of the total dwellings in the town) provides capacity for an additional 1,500 to 2,000 persons, implying the overnight 'day to day' population could be closer to 5,100 at regular periods of the year. Higher peak populations occur during seasonal visitor periods such as Christmas / New Year and Easter, when larger groups of friends and family, and visitors occupy holiday homes.

Two different estimates of overnight visitor numbers in Raglan are reported:

1. 30,000 visitors based on Stats NZ Commercial Accommodation Monitor (2016/17 year)
2. 91,700 overnight visitors per month or 22,900 per week over the 2016/17 November – April 'summer' period based on Qrious Ltd data.

The higher Qrious figures suggest that holiday homes rather than commercial accommodation is accounting for the major share of overnight stays.

Ratepayer infrastructure requirements are prioritised, however given the growing quantum of the visitor population in Raglan, infrastructure planning and provision should be considered.

Tourism is a growing sector in Raglan and contributed \$120 million spend to the Waikato District economy to year end Sept 2017 (source: Ministry for Business Innovation and Employment ("MBIE")). Tourism expenditure in the district has grown at an average of 8.6% every year for the past three years and is a major contributor to the local Raglan economy.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

Expected growth in Raglan's visitor population will increase demand for visitor accommodation and retail goods and services, as well as add pressure on the capacity of infrastructure.

The Raglan Community Board and Council are understandably concerned to ensure that growth in the visitor population can occur in a way that maintains the quality of visitor experience and at the same time, that such growth is perceived by residents to benefit the local economy. The potential for detrimental impacts on the Raglan community and the town's natural and built environment places a responsibility on the council to improve the capacity and/or quality of visitor infrastructure to support growth in the visitor population.

Council has multiple roles as a funder, regulator, infrastructure and community service provider which directly contribute to the attractiveness and quality of Raglan's 'tourism offer'.

Council already supports visitor attraction through its funding for Hamilton Waikato Tourism, and for the 'store-front' operation of the Raglan i-SITE. Having regard to the opportunities to actively encourage visitors as well as the quality of infrastructure concerns identified above, the options below are recommended for consideration by the council for funding support in the Long Term Plan 2018/28 ("LTP 2018/28"). For many actions the level of funding to be provided in the LTP 2018/28 will only be sufficient for initial work to be done to identify future budget requirements, which will then need to be considered for prioritisation in subsequent annual plans and long term plans. Implementation timeframe would require flexibility to ensure appropriate support and budget is available.

4.2 OPTIONS

A) Promote awareness of the role of visitors in the local economy

- a) Publish analysis of the visitor economy in Raglan on a three year cycle to show trends over time (e.g. on Open Waikato, articles in local media); include data obtained from:
 - Stats NZ (resident population, employment);
 - Marketview Ltd (retail expenditure by retail category and source location source of spend);
 - Qrious Ltd on visitor numbers and origin (i.e. local, domestic, international).

Estimated cost: Staff time plus data costs of \$15k every three years.

- b) Encourage holiday home owners and local and domestic visitors to consider Raglan as a permanent home and potential workplace for starting new businesses by providing a basic level of assistance to help them commit to move to Raglan. For example information from Council or the Chamber of Commerce could be provided in local media or inside visitor destination premises that directs people to access Open Waikato or other sources of commentary on the Raglan economy. Prospective future business owners should also be able to easily identify a key

contact at Council or the Chamber of Commerce who could help them with networking and further enquiries¹.

The message to send could be: “if you like this wonderful place, why don’t you think of living here or opening a business here. Interested, we can help: contact [name] at [phone number or email address]”. The message might be communicated inside accommodation or via signs in local restaurants, bars, shops, real estate offices, near ATMs, etc.

Estimated cost: Council staff or Chamber of Commerce members’ time.

B) Commercial accommodation, retail and services ‘prospecting’

- a) Engage with real estate agents and commercial property management companies in Raglan, Hamilton and Auckland to promote awareness of Raglan’s growing visitor economy and explore the potential to increase supply of commercial accommodation or new retail development within the town centre (subject to zoning controls such as a height limit of 10m).

Estimated cost: Council staff time plus \$5k per annum for making available ‘free’ information on specific topics (e.g. current property prices/rents, vacant sites, zoning, LIM reports etc.)

C) Transport – Wainui Road road safety improvements and a shuttlebus service

- a) Upgrade substandard road segments on Wainui Road segment to Wainui Beach (the main road route to the surf beaches for tourists). Detailed planning of roading improvements (may also be eligible for NZTA subsidy for local roads).

Estimated cost: Council staff time to design works and estimate budget required.

- b) Shuttlebus service – Provision of a shuttlebus service between Raglan Wharf and Manu Bay during the November-April period (est. 30 minute journey that would include stops at the Recreation Sports Park carpark, town centre, and Manu Bay).

Estimated cost: Feasibility study to identify route options, ancillary structures required, and commercial viability/subsidy required: \$50,000

D) Carparking

- a) Promote alternative use for spillover parking (cars, camper vans, buses) from the town centre using carpark space along Marine Parade (and walk over pedestrian bridge to town), and at the Cross Street Raglan Recreation/Sports Reserve carpark.
- b) Identify long term options for increasing carpark supply in or nearby the town centre (e.g. Council or private sites; changes in time-based restrictions or charges) to better cater for projected growth in the visitor population at peak times (November-April period). Also consider costs and benefits of installing CCTV in main carparks.

¹ A retail recruitment effort that added one new retailer/tourist operator each year or two may not seem a big deal, but would have a significant effect on the town’s ‘offer’ over a 10 year period.

Estimated cost: Council staff time; potential land acquisition and development costs to be identified in next 3 years and considered for inclusion in Annual Plans or the 2021/31 Long Term Plan.

E) Wayfinding

- a) Advocate for NZTA to improve signage to Raglan on the Waikato Expressway (e.g. from Rangiriri using the ‘back-road’ through Huntly West and Waingaro) and SH39 to promote visitor awareness of Raglan and the surf beaches.
- b) Develop bilingual wayfinding signage for Raglan which includes cultural and heritage interpretation, coast/surf care, beach access, Mt Karioi bike trails, and roading and walkway connections between Raglan central and Marine Parade (to the west) and Raglan Wharf (to the east).

Estimated cost: Council staff time; \$15k for signage design, materials and installation.

F) Walkways/cycleways

- a) As proposed by the Whaingaroa-Raglan Destination Management Organisation, investigate options for establishing a complete trail from the Raglan Wharf to the Wainui Beach carpark (to complement with actions C) and D) above). Take account of Council’s Trails Strategy’ (2016)² which identifies indicative locations for potential new trails and links to be developed in the district in the long-term future (refer Figure 2). These links would provide walkways and/or cycleways to enhance pedestrian amenity and provide non-vehicular access to natural amenities and the town centre, thereby relieving road congestion.

Estimated cost: Council staff time and \$70k for a feasibility study that scopes options for completing a trail and provides a budget estimate for building the new links (budget for land acquisition and walkway/cycleway construction and bike racks, would need to be considered in future annual plans and Tourism Infrastructure Fund (“TIF “)rounds, or the next Long Term Plan 2021-31).

Note: Walkways may be eligible for NZTA subsidy if they can be demonstrated to relieve congestion or reduce vehicular trips on roads.

- b) Two ‘stand-alone’ component projects could potentially be progressed as initial priority projects:
 - Complete footpath/cycleway along Wainui Road (refer Project I on map above). Upgrade the existing metal path beside Wainui Road to a 3m wide paved walkway/cycleway (will be narrower in some constrained areas) in the high speed area to the turn-off to Riria Kerepoa Memorial Drive (which gives access to mountain bike tracks and the coastal beach).
 - Construct new walkway from the Raglan Sports Reserve’s carpark to the main road intersection of Wallis Street /Puriri Street.

Estimated cost:

² The Final Trails Strategy (Walking, Cycling and Bridle) was adopted by Council on 12 September 2016.

Description	Assumptions	Cost
Sub-project i: Improve walking/cycle link to town by constructing shared path.	1000m long, 3m wide concrete path at \$100/m ² . Will be narrower in constrained areas.	\$300,000
Sub-project ii: Shared path from Sports Reserve Parking to Puriri St	Concrete shared path 250m long, 3m wide, \$150/m ² .	\$110,000
Total		\$410,000

Note: Council would also need to make allowance for maintenance and servicing expenditure in the council's roading and walkways programme in the LTP 2018/28.

G) Arts and Culture/Events

- a) Engage with local event operators, tourism providers and iwi to explore the potential to add cultural tourism activities or stage new events, particularly in the winter off-season (e.g. sculpture festival, Matariki festival). Also identify whether availability/access to council land or waterfront space, or funding support is a constraint on the scale or type of events held in Raglan, and consider whether more fixed infrastructure such as rain/sun shelter, BBQs, picnic tables, water fountains, showers and changing rooms should be provided on Council reserve land.

Estimated cost: Council staff time; potential increase in budget for events and associated infrastructure to be identified for the LTP 2018/28 or subsequent annual plans. Options for provision of fixed infrastructure could also be eligible for MBIE TIF funding for a feasibility study.

5. CONSIDERATION

5.1 FINANCIAL

The recommendations have a total financial implication of \$565,000 plus staff time. The largest project is walkways/cycleways (\$480,000) of which \$120,000 is budgeted within the Trails Strategy currently under consideration for the central government Tourism Infrastructure Fund. All other options are non-budgeted.

5.2 LEGAL

NIL

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

No foreseen changes to current plans, strategy, policy and partnership alignment.

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

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

Highest levels of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Tick the appropriate box/boxes and specify what it involves by providing a brief explanation of the tools which will be used to engage (refer to the project engagement plan if applicable).</i>	Consultation through the Long Term Plan.				

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

Planned	In Progress	Complete	
✓			Internal
✓			Community Boards/Community Committees
✓			Waikato-Tainui/Local iwi (provide evidence / description of engagement and response)
			Households
✓			Business
✓			Other Please Specify: Raglan Chamber of Commerce, Whaingaroa-Raglan Destination Management Organisation

6. CONCLUSION

The Raglan Visitor Infrastructure Study identifies the significant impact that tourism is having on Raglan and the necessity for Council to plan and provide infrastructure not only based on permanent residents requirements but to account for the growing visitor impact.

It is recommended that Council adopt the study and its recommendations to ensure effective planning and provision of both visitor and permanent residential infrastructure requirements. It is suggested that the implementation of the options have a flexible timeframe to allow for resource support and budget constraints.

7. ATTACHMENTS

Raglan Visitor Infrastructure Study



Raglan Visitor Infrastructure Study

Prepared for

WAIKATO DISTRICT COUNCIL

July 2017

Version control: Final Report October 20, 2017

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Level 6 AIG Building
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Auckland Central 1010

Disclaimer

This report has been prepared for Waikato District Council. Although every effort has been made to ensure the accuracy and integrity of information presented in this report, the author accepts no liability for any actions taken on the basis of the information or recommendations contained in this report.

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Executive summary

The **Raglan Visitor Infrastructure Study** has been commissioned by Waikato District Council to recommend opportunities for the council to consider to improve the tourism business environment and visitor experience in Raglan.

The report complements the Destination Action Plan Raglan (DAPR)¹ prepared by Hamilton Waikato Tourism (HWT), which contains many suggested actions intended to guide collaborative efforts between HWT, the Raglan Chamber of Commerce, Raglan Community Board and Waikato District Council to implement the Plan.

The report also includes recent analysis of visitor numbers and retail provider perceptions of infrastructure constraints in Raglan during the summer of 2016/17.

Raglan has a resident population of around 3,100 (2016). An estimated 500 'holiday homes' (accounting for close to 30% of total dwellings in the town), provides capacity for an additional 1,500 to 2,000 persons, implying the overnight 'day to day' population could be closer to 5,100 at regular periods at regular periods of the year. Higher peak populations occur during seasonal visitor periods such as Christmas/New Year and Easter when larger groups of friends and family, and visitors occupy holiday homes.

Two different estimates of overnight visitor numbers in Raglan are reported:

1. 30,000 visitors based on Stats NZ Commercial Accommodation Monitor (over the 2016/17 year)
2. An average of 91,700 overnight visitors per month or 22,900 per week over the 2016/17 November-April 'summer' period, based on Qrious Ltd. data.

The two estimates of overnight visitors based on CAM data and Qrious estimates of overnight visitors cannot be reconciled as they relate to different sources of data and time periods. However, the much higher Qrious figures suggest that holiday homes rather than commercial accommodation is accounting for the major share of overnight stays.

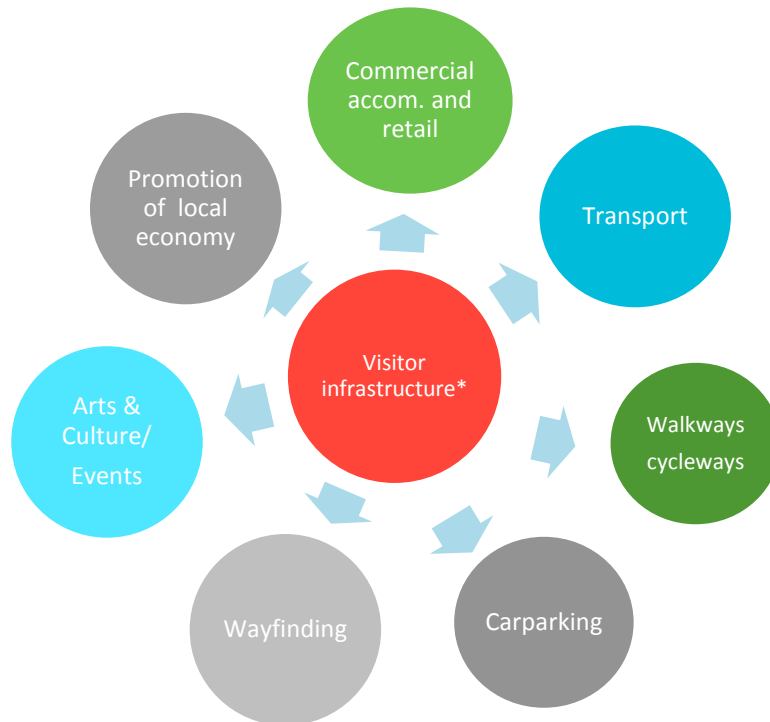
¹ Refer VERSION 01/02/2017 'Finalised for community completion'.

Projected growth in the source populations for visitors from Auckland and Hamilton, and for international tourists arriving at Auckland Airport will be expected to increase tourist numbers in Raglan, at a higher rate of increase than expected growth in the local resident population.

A University of Waikato (2017) survey of business owners were asked to identify their main concerns with constraints on business growth. Their top concerns are with:

1. Seasonality – cited by 40% of businesses (i.e. more than 1 in 2 businesses in the survey).
2. Quality of staff (skills/education) – by 36% of businesses (i.e. over 1 in 3)
3. Quality of infrastructure – by 32% (i.e. 1 in 3)

In response to the above information several proposed actions to support Raglan’s visitor economy are outlined in the report under the following headings:



The proposed actions will require further detailed scoping and design work but have been costed at an indicative level for the purposes of considering initial funding support required to progress them, as part of the council’s 2018/28 LTP process.

1.0 Introduction

1.1 Background

The **Raglan Visitor Infrastructure Study** has been commissioned by Waikato District Council to recommend opportunities for the council to consider to improve the tourism business environment and visitor experience in Raglan (refer Figure 1).

Infrastructure is defined here to include any amenity, facility, service or activity which will contribute to attracting visitors or encouraging them to stay longer in the town. This report includes information on the local economy (e.g. estimates of the overnight and day-tripper visitor population, and the origin of retail sales) and draws on research on local business perceptions of constraints on the visitor tourism market, undertaken during the summer of 2016/17 by the University of Waikato / Chamber of Commerce.

Figure 1: Raglan map



This report complements the Destination Action Plan Raglan (DAPR)² prepared by Hamilton Waikato Tourism (HWT), which contains many suggested actions intended to guide collaborative efforts between HWT, the

² Refer VERSION 01/02/2017 'Finalised for community completion'. This Destination Action Plan identifies the priority strategies and actions that if implemented, will improve the competitiveness of the area as a visitor destination within the region.

Raglan Chamber of Commerce, Raglan Community Board and Waikato District Council to implement the Plan. Whilst this report is not directly linked to the review of 'Raglan Naturally (2008),' currently being undertaken by a group formed from the local community, it contains information that will be of interest to that process. Account is also taken of proposals for improving tourism infrastructure by the Whaingaroa-Raglan Destination Management Organisation (WRDMO).

The proposed actions and projects contained in this report include several that are already contained in (or are consistent with) the DAPR as well as two projects identified by WRDMO. The proposed actions will need to be considered by the Waikato District Council for prioritising support and funding in its Long-term plan 2018/28 process which is currently underway (due to be completed in June 2018). Some actions/projects may also be eligible for co-funding from the MBIE Tourism Infrastructure Fund.

1.2 Raglan's tourism context

The Hamilton and Waikato Tourism (HWT) region has a catchment of 2.3 million people within a three-hour drive radius (68% of the North Island's population and 52% of New Zealand's population), as well as a large volume of international visitors passing through the region each year (with Auckland Airport handling around 71% of all international visitor arrivals to New Zealand)³.

Raglan is conveniently located in relation to two main urban centres:

- Hamilton: 45 kms; drive-time of around 40 minutes
- Auckland: 150kms; drive-time of around 2 hours

The HWT region has a significant tourism sector – the 5th largest in New Zealand accounting for \$1.23 billion in visitor expenditure (YE March 2015). For the past four years the HWT region has experienced solid growth from international visitor expenditure and guest nights, performing well above national levels. Over this time there has been modest growth in domestic guest nights, however domestic visitor spending remains below national averages, which is attributed primarily to a lack awareness of what the region has to offer, as well as limited supply of commercial activity/attraction visitor experiences geared to domestic visitors

³ Refer <http://www.hamiltonwaikato.com/media/3202/hwt-opportunities-plan-by-trc-tourism-290716.pdf>.

The Hamilton-Waikato Tourism Opportunities Plan 2016⁴ plan identifies Raglan as one of the most significant tourism offerings in the Waikato with potential to attract a great number of international visitors given the quality and profile of the surf break.

The ‘Raglan Precinct Emerging Experience’ is one of three primary experience themes in the plan, which highlights opportunities for tourism growth potential in Cycling, Indigenous tourism, Matariki Festival, and Small Conferences:

“Raglan, with its bohemian, surfy vibe provides a unique attraction in the Waikato. Whilst the village is already popular with visitors, there are opportunities to strengthen the precinct positioning as a sustainable destination with additional activities available and encourage visitors to stay longer and spend more through new experiences from the hub”.

1.3 Scope

This report:

1. Describes Raglan’s current state in terms of population, dwellings, visitor numbers (source data and information from the HWT RTO, Stats NZ, MBIE, Qrious Ltd.)
2. Analyses Waikato University/Chamber survey 2016 findings to identify main constraints identified on business growth and identify key actions appropriate for the council to lead and/or contribute to
3. Reviews the Destination Raglan document to identify key actions that are appropriate for the council to potentially lead and/or contribute to

Information sources:

Information for this report was obtained from several secondary sources (qualitative and quantitative) including: Stats NZ, MBIE, Hamilton-Waikato Tourism (HWT), Waikato District Council (WDC), and Qrious Ltd (commissioned by WDC). Information from Qrious Ltd. (August 2017) has been significantly relied on for estimating visitor patterns over the seasonal November-April period.

⁴ Refer <http://www.hamiltonwaikato.com/media/2878/hwt-opportunities-plan-by-trc-tourism-280616-final.pdf>

2.0 Raglan’s daytime and overnight population

2.1 Residents, workers and holiday homes

Raglan’s core resident population was estimated to be 3,115 in 2016. The NZ census 2013 recorded around 1,200 resident homes and 500 unoccupied ‘holiday homes’ (accounting for close to 30% of total dwellings) in the town, with the latter having increased by 20% over the previous decade⁵. Around 300 houses are listed on Airbnb and 180 on Bookabatch. These include duplicates but suggest that the majority of holiday homes are made available for visitors at least for some periods of the year.

Assuming an average normal occupancy rate of 3-4 persons per holiday home, they would add capacity for at least 1,500 to 2,000 additional persons at regular periods of the year, implying a resident ‘day to day’ population of up to 5,100 at such times. Higher peak populations will occur during seasonal visitor periods such as Christmas/New Year and Easter when larger groups of friends and family tend to occupy holiday homes.

The HWT Opportunities Plan notes that 52% of international guest nights and 59% of domestic guest nights in the HWT area are spent ‘visiting friends & relatives’ (VFR). It is reasonable to conclude that holiday homes in Raglan account for a large share of tourist visitors and similarly service a large VFR (visiting friends and relatives) market – accounting for well over half of all guest nights.

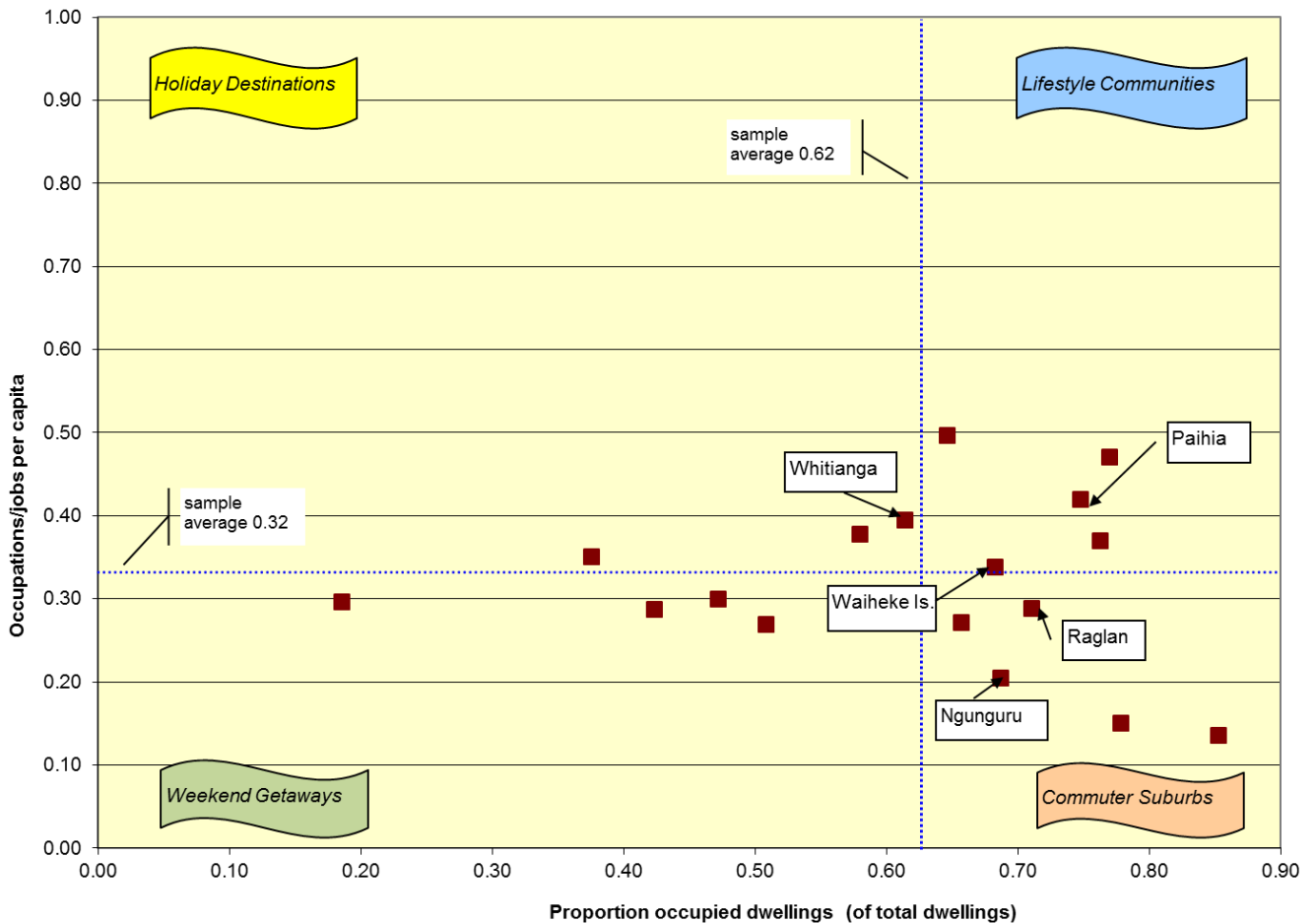
In 2013 there were almost 800 workers with a workplace address in Raglan, implying a relatively high proportion of jobs per capita (of residents) of 29%.

The respective ratios of occupied to unoccupied dwellings and jobs per capita have been used to show a typology of coastal settlements which allows Raglan to be compared with other coastal settlements on a “like for like basis” (refer Figure 1). The results show that Raglan is similar to Waiheke Island and Ngunguru in its mix of permanent homes and holiday homes and the level of employment relative to its resident population. These settlements share attributes of being located near a main urban centre and a local economy that is supported by expenditure from domestic and international visitors.

⁵ Refer Stats NZ 2013 Census: 500 ‘unoccupied dwellings’, and 1,200 occupied dwellings. The former increased by 20% over 2001-13 (compared to ‘occupied dwellings’ at 8%).

However the higher ratio of jobs per capita in places such as Paihia and Whitianga (with populations on a par with Raglan, but located further away from a main urban area⁶) indicates how some settlements can expect to sustain relatively higher levels of employment compared to others.

Figure 1: Coastal settlements typology



Source: K Norgrove and A Norgrove 2015 'Living on the edge', published in NZ Planning Quarterly.

2.2 Raglan visitor population

Raglan attracts visitors from:

1. The 'Local' Waikato region (primarily Hamilton residents)
2. 'Domestic visitors' from neighbouring regions of Auckland and Bay of Plenty, and to a lesser extent elsewhere in New Zealand
3. International tourists

⁶ The 2013 Census records the population of Paihia at 3,135 and Whitianga at 4,368.

Local or Domestic visitors include a mix of holiday home occupants and ‘weekend/holiday getaway’ visitors who stay overnight, as well as ‘day-trippers’ who do not stay overnight. Many holiday homes are used by local, domestic and international visitors for overnight stays during the year, with peak occupancy during school and public holiday periods (e.g. Christmas/New Year, Easter, Labour weekend). Similarly, international tourists include day trippers as well as overnight visitors who use commercial accommodation or rent houses booked through sites such as Air B n B or Bookabatch. The latter will include holiday homes as well as houses vacated by residents over peak holiday periods.

It is important to note that whilst the Qrious dataset distinguishes between Local and Domestic visitors (and International ones) and whilst local residents are excluded from the data, the Local and Domestic categories inevitably include holiday home owners/families, and ‘non-tourist’ visitors such as people travelling to Raglan on business or for work. This means the Qrious ‘visitor’ numbers do not distinguish ‘true’ tourists from regular non-resident visitors. Allowance has been made for these factors (where possible) in the report sections below, with working assumptions stated as appropriate.

Over the 2016/17 November to April period⁷ the total number of ‘unique’ visitors to Raglan was estimated by Qrious Ltd. (June 2017) to be an average 145,000 per month or 36,000 per week - refer Table 1. Domestic visitors (from outside of the Waikato Region) account for a similar share of Local visitors (Waikato Region) while Internationals account for 20%.

Table 1: Source of Raglan visitors per month (Nov.16-April 17)

Total unique visitors	Total Number '000'	% Share	Est. share O'night	Ave. per month
Domestic	239	41.21%	157	60
International	108	18.62%	55	27
Local	233	40.17%	150	58
Total number of visitors	580		367	145

Source: Qrious Ltd. 2017

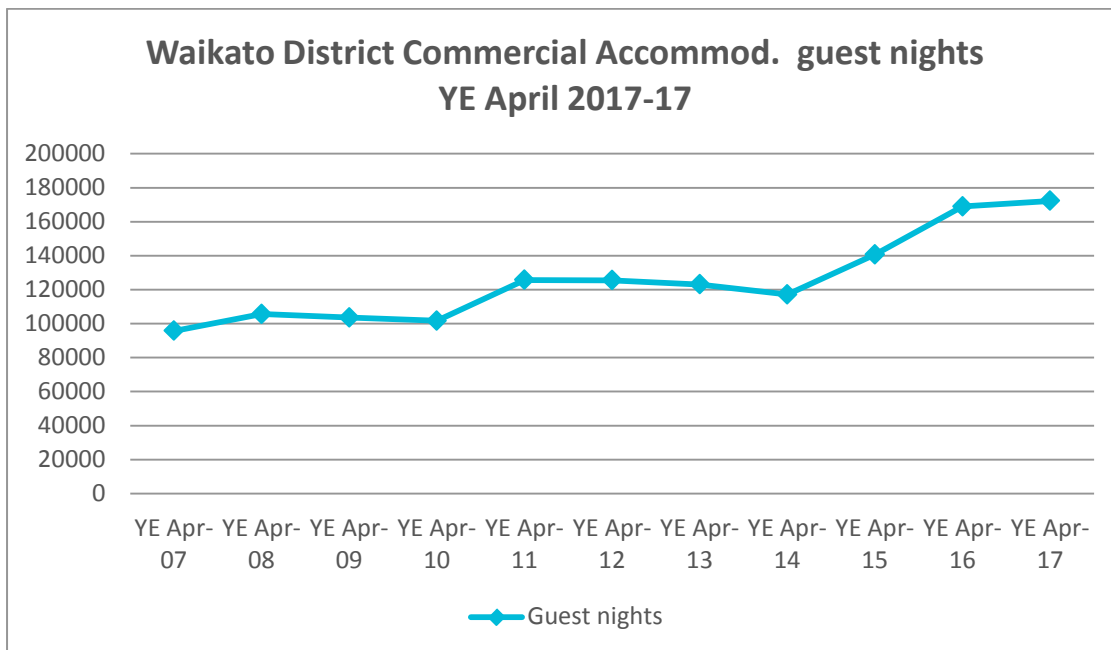
⁷ This period includes the Christmas-New Year period but excludes Easter.

The data suggests that 63% of visitors are overnight visitors (367,000) and the rest are day-trippers, and that there were an average 91,700 overnight visitors per month or 22,900 per week over the ‘summer’ period. Over 70% of visitors stayed 1-2 nights only.

It is important to note that the same person may be counted many times in this data if they stay more than 1 week or leave and return in different weeks. As a guide to interpreting the estimate of 22,900 overnight visitors per week, note that one holiday home could account for say 4 different people staying 7 nights a week (equating to 24 unique visitors per week), so 500 holiday homes could account for 14,000 unique people per week (and more if their average occupancy exceeds 4 persons).

Stats NZ (2017) Commercial Accommodation Monitor (CAM) provides another basis for estimating overnight visitors in Raglan on an annual basis. However data is only available for the Waikato District Council area as a whole. For the 20 accommodation providers recorded in the Waikato District guest nights grew at an average 8% per annum over the past 10 years, and rose significantly in the past three years (refer Figure 2).

Figure 2:



The CAM data for the Waikato District as a whole for the past two years is shown below⁸.

⁸ Based on a survey response rate of 84% of total providers in the region.

Month	Number provid.	Daily capacity (stay-units available)	Monthly capacity (stay-unit nights available)	Stay-unit nights (occupancy)	Guest nights	Average length of stay (days)	Occupancy rate %
YE Apr-07	16	740	270094	61579	95746	1.74	22.80
YE Apr-17	20	903	329467	102825	172198	2.31	31.21

Source: Stats NZ (2017) Commercial Accommodation Monitor

For the year ended April 2017:

- Guest nights rose to 330,000
- The average length of stay rose from 1.74 nights to 2.31 nights
- The overall occupancy rate rose from 23 % to 31%

The current supply of commercial visitor accommodation in Raglan is estimated to consist of eight separate facilities. Their total overnight capacity is not available as several providers also accommodate overnight visitors in huts, camping sites and campervan sites.

Based on the estimate of eight accommodation providers in Raglan accounting for 40% of the total 20 providers shown in the district, overnight guest nights in Raglan are estimated to total 68,800 (in 2016/17). With an average stay of 2.3 days, that implies total unique visitors of close to 30,000.

The two estimates of overnight visitors based on CAM data and Qrious estimates of overnight visitors cannot be reconciled as they relate to different sources of data and time periods. However, the much higher Qrious figures suggest that holiday homes rather than commercial accommodation is accounting for the major share of overnight stays.

2.3 Retail expenditure and sources of demand

As at 2016 there were almost 1,200 jobs (employment counts) and 431 businesses within the Raglan Community boundary. The highest employment sectors were⁹:

1. Accommodation and Food (249),

⁹ Refer Market Economics April 2017 'Waikato District Social and economic Profile Addendum report for Raglan Ward and Communities'.

2. Retail trade (137),
3. Construction (126),
4. Education and training (121),
5. Health care and social services (119), and
6. Manufacturing (94)

The first two sectors are driven by retail expenditure which occurs in the town centre and in smaller hubs at the Raglan Wharf and outlets along Wainui Rd., as well as at special 'events' such as the Raglan Creative Market¹⁰. A Market Economics report commissioned by WDC (2017) indicates the following shares of origin of retail expenditure in the town (note: excludes international tourists)¹¹:

- 44% within the Raglan Ward (Locals essentially)
- 11% from elsewhere in the Waikato District
- 45% comes from beyond Waikato District (notably Auckland at 14% and Hamilton at 10%).

The high shares of total spend from Auckland and Hamilton reflects their role in generating occasional day or overnight visitors which supplements the 'natural' constraint on retail activity given the small size of the resident population.

Raglan is expected to enjoy moderate growth in both population and employment over the next 15 – 20 years. Available projections show:

1. Population change 2016-35: additional population 800 (total 3,900, or 25% increase)¹²
2. Employment change 2016-31: additional 500 jobs (total 1,656, or 42% increase)¹³.

Planned residential development on the Rangitahi peninsula will potentially supply 250 new dwellings in close proximity to the town but population projections suggest demand for new dwellings could be in the order of 400-500 over the 2016-35 period (implying need for additional dwelling development elsewhere in the town to accommodate growth). High demand for additional dwellings will also be driven by the holiday home sector, particularly given expected high rates of population growth in source populations in Auckland and Hamilton.

¹⁰ The market takes place in the Raglan Old School Arts Centre between 10am and 2pm on the second Sunday of every month, offering local produce, clothing, and artworks etc.

¹¹ Refers to data sourced from Marketview Ltd for the 2016 year.

¹² Refer Draft Future Proof Planning for Growth May 2017 medium projection

¹³ *Ibid* Market Economics April 2017 (note for area within Raglan Community boundary)

In general terms a larger permanent and/or occasional population would help to increase the scale and range of retail activities provided in the town and encourage a higher share of household retail spend to be retained in the town, thereby generating higher local employment.

Currently projected growth in the resident population will support effective demand for larger and more retail stores, but Raglan's proximity to Hamilton will likely dampen its ability to capture significant local household spend away from the urban centre (e.g. while chain stores in Hamilton offer an expanded range and/or value for money of groceries, clothing, hardware, or homewares etc.).

However, these type of stores may be regarded as incompatible with the existing community's preferences for Raglan. Growth in the resident pool of family aged households will at least increase the local labour force (which creates demand for jobs) and whilst significant projected growth in the visitor population won't in itself overcome seasonality of business it will create additional demand for retail goods and services.

One additional benefit of visitors besides their direct economic contribution is that they offer a readily available pool from which future retail, service or accommodation providers can be expected to emerge: i.e. today's visitor might become tomorrow's resident. A large proportion of local and domestic visitors are likely to be in the 45+ age group¹⁴ with discretionary income and may be attracted to relocate to the town having experienced the quality of life factors on offer. Quality of life factors have long played a powerful role in determining where many such individuals and their households decide to reside and operate their businesses.

New 'working' residents might commute to Hamilton for work, buy a business or create their own business/job in Raglan. They are also likely to set up shops or services that 'fit in' with the current type of retail mix in the town by establishing niche or bespoke activities rather than be part of a retail chain or franchise (e.g. the development of commercial product to better support cycle trail investments).

3.0 Visitor infrastructure issues

3.1 Constraints identified by businesses

University of Waikato research (UoW 2017) of existing businesses suggests most retailers (88% of respondents) have experienced growth in sales in the past two years, citing "more people and more people

¹⁴ The University of Waikato research results (based on 21 respondents) suggest an average 45% of customers are aged 46-60.

with more money". As a result 60% of the business respondents have employed more staff in the past two years.

Business owners were asked to identify their main concerns with constraints on business growth. Their top concerns are with:

4. Seasonality – cited by 40% of businesses (i.e. more than 1 in 2 businesses in the survey).
5. Quality of staff (skills/education) – by 36% of businesses (i.e. over 1 in 3)
6. Quality of infrastructure – by 32% (i.e. 1 in 3)

Based on their rating of quality on a scale of (low) 1-10 (high) and additional comments made by respondents, the main concern across the business group with the quality of infrastructure are with the following types (which all ranked below an average of 5)¹⁵:

Category	Rating
Cycleways	3.08
Carparking	3.48
Rental accommodation	3.91
Walkways	4.04
Bridges	4.08
Amenities (incls. Public toilets)	4.25
Visitor accommodation	4.48
Signage	4.79
Roads	4.84

Whilst ratings of other types of infrastructure close to 5 suggests they are also lacking, for the purposes of this report the weakest areas have been given priority for identifying actions which the council should consider in response. Other categories rated close to average include: 'stormwater' (5.0) 'phone/internet' (5.04)¹⁶, and 'wharves' (5.17).

¹⁵ Only the categories which scored less than an average 5 out of 10 from the list of 16 categories included in the survey are listed here.

¹⁶ This should improve once the Crown Fibre Holdings ultra-fast broadband roll-out in Raglan is completed in the next few years.

3.2 Opportunities identified by Hamilton-Waikato Tourism

The HWT Tourism Opportunities Plan 2016 identifies enablers for tourism growth in the region which can also be applied to Raglan, including:

1. Accommodation – attract investment in additional 4-5 star accommodation in Hamilton for the events and business markets. There is also a need for further investment across the region and in particular in the Waitomo and Matamata areas. This accommodation shortage is particularly lacking for markets seeking 3+ to 5 star accommodation
2. Way-finding Signage – the region’s tourist signage is inadequate and detracts from the overall visitor experience, appeal and simplicity of travel. Improved mapping and signage is required to encourage dispersal and linkages across the region.
3. Other: work closely with the new Community Board and Waikato District Council to prioritise visitor and tourism infrastructure, including advocacy and funding for the 2017 Long Term Plan (LTP).
Example projects include signage, rubbish bins, parking, public transport, etc

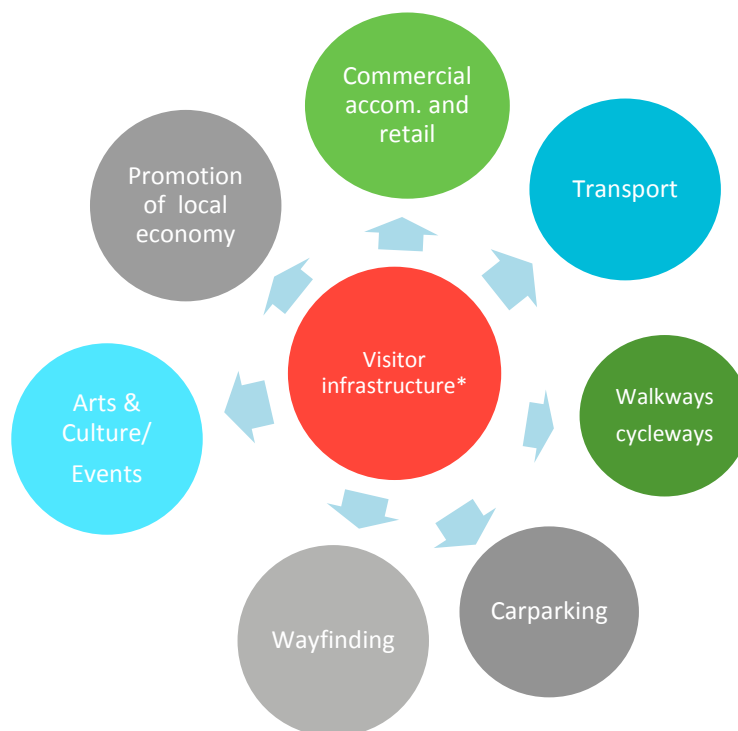
4.0 Visitor infrastructure actions for Waikato District Council

Expected growth in Raglan’s visitor population will increase demand for visitor accommodation (both commercial accommodation and use of ‘holiday homes’) and retail goods and services, as well as add pressure on the capacity of infrastructure (i.e. water and wastewater, transport/caparking). The Raglan Community Board and the council are understandably concerned to ensure that growth in the visitor population can occur in a way that maintains the quality of visitor experience and at the same time, that such growth is perceived by residents to benefit the local economy. The potential for detrimental impacts on the Raglan community and the town’s natural and built environment places a responsibility on the council to improve the capacity and/or quality of visitor infrastructure to support growth in the visitor population

The council has multiple roles as a funder, regulator, infrastructure and community service provider which directly contribute to the attractiveness and quality of Raglan’s ‘tourism offer’. The council already supports visitor attraction through its funding for the HWT RTO, and for the ‘store-front’ operation of the Raglan i-

site. Having regard to the opportunities to actively encourage visitors as well as the quality of infrastructure concerns identified above, the actions below are recommended for consideration by the council for funding support in the LTP 2018/28. For many actions the level of funding to be provided in the LTP2018/28 will only be sufficient for initial work to be done to identify future budget requirements, which will then need to be considered for prioritisation in subsequent annual plans and LTPs.

Figure 3: Recommended visitor infrastructure actions



*Note that capital works projects may also be subject to applications for co-funding under the MBIE Tourism Infrastructure Fund (where they require over \$100,000 from a fund). The latter fund also provides for grants for feasibility studies.

A) Promote awareness of the role of visitors in the local economy

- a) Publish analysis of the visitor economy in Raglan on a three year cycle to show trends over time (e.g. on Open Waikato, articles in local media); include data obtained from:
- Stats NZ (resident population, employment)
 - Marketview Ltd. (retail expenditure by retail category and source location source of spend),
 - Qrious Ltd. on visitor numbers and origin (i.e. local, domestic, international).

Estimated cost: Staff time plus data costs of \$15k every three years.

- b) Encourage holiday home owners and local and domestic visitors to consider Raglan as a permanent home and potential workplace for starting new businesses by providing a basic level

of assistance to help them commit to move to Raglan. For example information from the council or the Chamber of Commerce could be provided in local media or inside visitor destination premises that directs people to access Open Waikato or other sources of commentary on the Raglan economy. Prospective future business owners should also be able to easily identify a key contact at the council or the Chamber of Commerce who could help them with networking and further enquiries¹⁷.

The message to send could be: “if you like this wonderful place, why don’t you think of living here or opening a business here. Interested, we can help: contact [name] at [phone number or email address]”. The message might be communicated inside accommodation or via signs in local restaurants, bars, shops, real estate offices, near ATMs, etc.

Estimated cost: Council staff or Chamber of Commerce members time.

B) Commercial accommodation, retail and services ‘prospecting’

- a) Engage with real estate agents and commercial property management companies in Raglan, Hamilton and Auckland to promote awareness of Raglan’s growing visitor economy and explore the potential to increase supply of commercial accommodation or new retail development within the town centre (subject to zoning controls such as a height limit of 10m).

Estimated cost: council staff time plus \$5k per annum for making available ‘free’ information on specific topics (e.g. current property prices/rents, vacant sites, zoning, LIM reports etc.)

C) Transport – Wainui Rd. road safety improvements and a shuttlebus service

- a) Upgrade substandard road segments on Wainui Road segment to Wainui Beach (the main road route to the surf beaches for tourists). Detailed planning of roading improvements (may also be eligible for NZTA subsidy for local roads).

Estimated cost: staff time to design works and estimate budget required

- b) Shuttlebus service - Provision of a shuttlebus service between Raglan Wharf and Manu Bay during the November-April period (est. 30 minute journey that would include stops at the Recreation Sports Park carpark, town centre, and Manu Bay).

Estimated cost: feasibility study to identify route options, ancillary structures required, and commercial viability/subsidy required: \$50,000

D) Carparking

- a) Promote alternative use for spillover parking (cars, camper vans, buses) from the town centre using carpark space along Marine Parade (and walk over pedestrian bridge to town), and at the Cross St. Raglan Recreation/Sports Reserve carpark. Links to wayfinding signage and walkways actions below. Refer Project 2 on map below.
- b) Identify long term options for increasing carpark supply in or nearby the town centre (e.g. council or private sites; changes in time-based restrictions or charges) to better cater for projected growth in the visitor population at peak times (November-April period). Also consider costs and benefits of installing CCTV in main carparks.

¹⁷ A retail recruitment effort that added one new retailer/tourist operator each year or two may not seem a big deal, but would have a significant effect on the town’s ‘offer’ over a 10 year period.

Estimated cost: Council staff time; potential land acquisition and development costs to be identified in next 3 years and considered for inclusion in Annual Plans or the 2021/31 LTP.



E) Wayfinding

- Advocate for NZTA to improve signage to Raglan on the Waikato Expressway (e.g. from Rangiri using the 'back-road' through Huntly West and Waingaro) and SH39 to promote visitor awareness of Raglan and the surf beaches.
- Develop bilingual wayfinding signage for Raglan which includes cultural & heritage interpretation, coast/surf care, beach access, Mt Karioi bike trails, and roading and walkway connections between Raglan central and Marine Parade (to the west) and Raglan Wharf (to the east).

Estimated cost: staff time; \$15k for signage design, materials and installation.

F) Walkways/cycleways

- As proposed by the WRDMO, investigate options for establishing a complete trail from the Raglan Wharf to the Wainui Beach carpark (to complement with actions C) and D) above). Take account of the council's Trails Strategy' (2016)¹⁸ which identifies indicative locations for potential new trails and links to be developed in the district in the long-term future (refer Figure 2). These links would

¹⁸ The Final Trails Strategy (Walking, Cycling and Bridle) was adopted by Council on 12 September 2016.

provide walkways and/or cycleways to enhance pedestrian amenity and provide non-vehicular access to natural amenities and the town centre, thereby relieving road congestion.

Estimated cost: Council staff time and \$70k for a feasibility study that scopes options for completing a trail and provides a budget estimate for building the new links (budget for land acquisition and walkway/cycleway construction and bike racks, would need to be considered in future Annual Plans and TIF rounds, or the next LTP 2021-31).

Note: Walkways may be eligible for NZTA subsidy if they can be demonstrated to relieve congestion or reduce vehicular trips on roads.

b) Two 'stand-alone' component projects could potentially be progressed as initial priority projects:

- i. Complete footpath/cycleway along Wainui Road (refer Project 1 on map above). Upgrade the existing metal path beside Wainui Rd. to a 3m wide paved walkway/cycleway (will be narrower in some constrained areas) in the high speed area to the turn-off to Riria Kerepoa Memorial Drive (which gives access to mountain bike tracks and the coastal beach).
- ii. Construct new walkway from the Raglan Sports Reserve's carpark to the main road intersection of Wallis St. /Puriri St.

Estimated cost

Description	Assumptions	Cost
Sub-project i: Improve walking/cycle link to town by constructing shared path.	1000m long, 3m wide concrete path at \$100/m ² . Will be narrower in constrained areas.	\$300,000
Sub-project ii: Shared path from Sports Reserve Parking to Puriri St	Concrete shared path 250m long, 3m wide, \$150/m ² .	\$110,000
Total		\$410,000

Note: The Council would also need to make allowance for maintenance and servicing expenditure in the council's roading and walkways programme in the 2018/28 LTP.

Figure 2: Extract of indicative location of walkway/cycleway trails in Raglan (WDC Trails Strategy 2016)



G) Arts and Culture/Events

- Engage with local event operators, tourism providers and iwi to explore the potential to add cultural tourism activities or stage new events, particularly in the winter off-season (e.g. sculpture festival, Matariki festival). Also identify whether availability/access to council land or waterfront space, or funding support is a constraint on the scale or type of events held in Raglan, and consider whether more fixed infrastructure such as rain/sun shelter, BBQs, picnic tables, water fountains, showers and changing rooms should be provided on council reserve land.

Estimated cost: Council staff time; potential increase in budget for events and associated infrastructure to be identified for the LTP 2018/28 or subsequent Annual Plans. Options for provision of fixed infrastructure could also be eligible for MBIE TIF funding for a feasibility study.

MBIE TIF funding

MBIE's Tourism Infrastructure Fund (TIF) requires a project (or package of projects) to have a total cost over \$100,000, and an indicative 50:50 co-funding contribution from the council applies. Projects should clearly be targeted to tourists and should not be eligible for potential funding from other government sources such as NZTA. Feasibility studies are not subject to the \$100k threshold.

TIF funded projects could potentially include:

- Additional public toilets and waste management facilities at key visitor destinations (e.g. town centre, Ngarunui Beach, Raglan Wharf)
- Walkways/cycleways (if not eligible for NZTA funding)
- Provision of amenities on council reserve land on the coast to cater for peak visitors (e.g. sun and rain shelter; BBQs, picnic tables; showers and changing rooms)

- Feasibility studies for the above (subject to the council doing preliminary work to identify possible options to be further subject to feasibility testing)

The proposed actions/projects in this report which have capital budget implications require further scoping to identify indicative costs and benefits, completion timeframes and their eligibility for funding prior to making funding applications.

Attachments

Attachment A: Hamilton & Waikato Region | Tourism Opportunities Plan | June 2016

Raglan Project

PROJECT DESCRIPTION

Raglan, with its bohemian, surfy vibe provides a unique attraction in the Waikato. The town has a very strong sense of community, with collective input into all aspects of its existence. It has a committed nucleus of eco sustainable tourism operators. Whilst the village is already popular with visitors, there are opportunities to strengthen the positioning of the village as a sustainable destination with additional activities available and encourage visitors to stay longer and spend more through new experiences from the hub.

Cycling could become an important element of the Raglan visitor offering. The Raglan Mountain Bike Club has secured funding to develop 10 km of trails in the Ocean Trails mountain bike park. There are also a number of other on and off road cycling options in the area. The town could position itself as a base for cycle touring on the back roads of the west coast between Tuakau and Kawhia, and further south to Awakino. There is good potential for a cycle tour from Raglan to Nikau Caves, via a boat trip across the harbour. A local operator now rents electric assisted bikes which would enable less fit people to enjoy this. The Kariori Classic bike race attracts around 350 riders in late July each year. It could be the basis of a “Mid-Winter Bike Festival” over a weekend, with other events such as a mountain bike circuit race, downhill, and downtown criterium (circuit race), kids events and escorted tours to local attractions. An event like this would be a useful way to promote Raglan as a cycling destination.

Indigenous tourism is seen as an opportunity by the local tangata whenua. This would fit well with the wider vision of Raglan being a place to interact in a genuine and meaningful way with locals. How this could be monetised is uncertain, and would require a committed, entrepreneurial approach by those people who want to develop it.

Matariki Festival. In recent years a reasonably low-key Matariki (Māori New Year) festival has been run. This could be developed, possibly with a strong Māori element, and a food focus to highlight Raglan’s local

produce and hospitality offering. Te Puni Kokiri, which provides funding for Matariki celebrations, should be approached for assistance.

Small conferences have good potential, especially those which suit a slightly quirky, off-beat theme, using other local attractions and activities. The Raglan Sunset Motel has conference facilities for up to 90 people, and accommodation for up to 50. Other accommodation is available.

Waingaro Hot Springs is a hot pool facility accessible from Ngaruawahia, towards Raglan. It has recently been reopened could become a significant attraction, possibly with a Māori cultural theme. It requires appropriate investment and good management and marketing.

WHY IS THE PROJECT IMPORTANT? Raglan is one of the most significant tourism offerings in the Waikato and has the potential to attract a great number of international visitors given the quality and profile of the surf break.

While not everyone in the community embraces tourism there is a general understanding that Raglan tourism needs to be managed in a flexible and robust manner to ensure sustainability and that the town retains its unique character.

There is a desire to position the town to attract the segments of the market that suit it, which locals feel comfortable with and that doesn't threaten its essential character. The essence of the town as a place for sustainable living and ecotourism needs to be strongly portrayed in messaging to visitors.

WHO ARE THE TARGET MARKETS? Raglan's point of difference is its genuine commitment to the environment and sustainability, and the culture that supports this.

Raglan sees itself appealing to FIT travellers, both domestic and international, who are environmentally aware, active, well educated, lifestyle focused, who want to engage with locals in an unaffected, down-to-earth manner.

Raglan wants to position itself as more of a destination; as a getaway option for the domestic market (especially Auckland), and a longer term stopover for international FITs. This is already happening to some extent with Bookabach and AirBnB enabling private accommodation to supplement the limited accommodation offering.

The domestic market is important year round with typical seasonal ebbs and flows. International visitors are significant during the peak season.

Currently the short visit market is also important with travellers and day trippers from Hamilton and other closer sources coming to Raglan for day trips to enjoy the beaches, coffee culture and eclectic mix of music and arts & crafts.

WHAT IS REQUIRED TO DELIVER THE PROJECT? Close consultation and planning for tourism development with the Raglan community is essential. The community's commitment to sustainability and maintaining its uniqueness are integral to its future as a destination and must be retained. There are strong capable leaders within the community who will provide a conduit in this process.

An updated Community Development Plan, involving the Waikato District Council and Raglan Community Board, is needed to provide a blueprint for development. The Raglan Naturally Plan, produced in the early 2000s, defined the direction for the community at that time. The update should refresh that vision and can include more tourism specific planning. Raglan operators and businesses will need to invest in their future.

Delivering the outcomes that the development plan defines will require marketing and promotion support, and general guidance, by the RTO, and likely ***continued infrastructural investment*** by the District Council [emphasis added].

The two have the potential to grow as a 'sustainable destination' brand.

INVESTOR AND PARTNERSHIP POTENTIAL Smaller owner-operated tourism, hospitality and service businesses best suit the Raglan scene and should continue to be encouraged and supported. There is little need or desire for large scale, corporatised businesses.

Educational Tourism is seen as an important potential element of the town's offering. Nicely described as 'feel good tourism' and 'cool people doing cool things', this would centre on the town's environmental consciousness; recycling, environmental enhancement, the windfarm, permaculture etc. WinTec's Environmental Management Course includes some Raglan based projects and lends credibility to the educational tourism focus. There is potential for courses to attract international students.

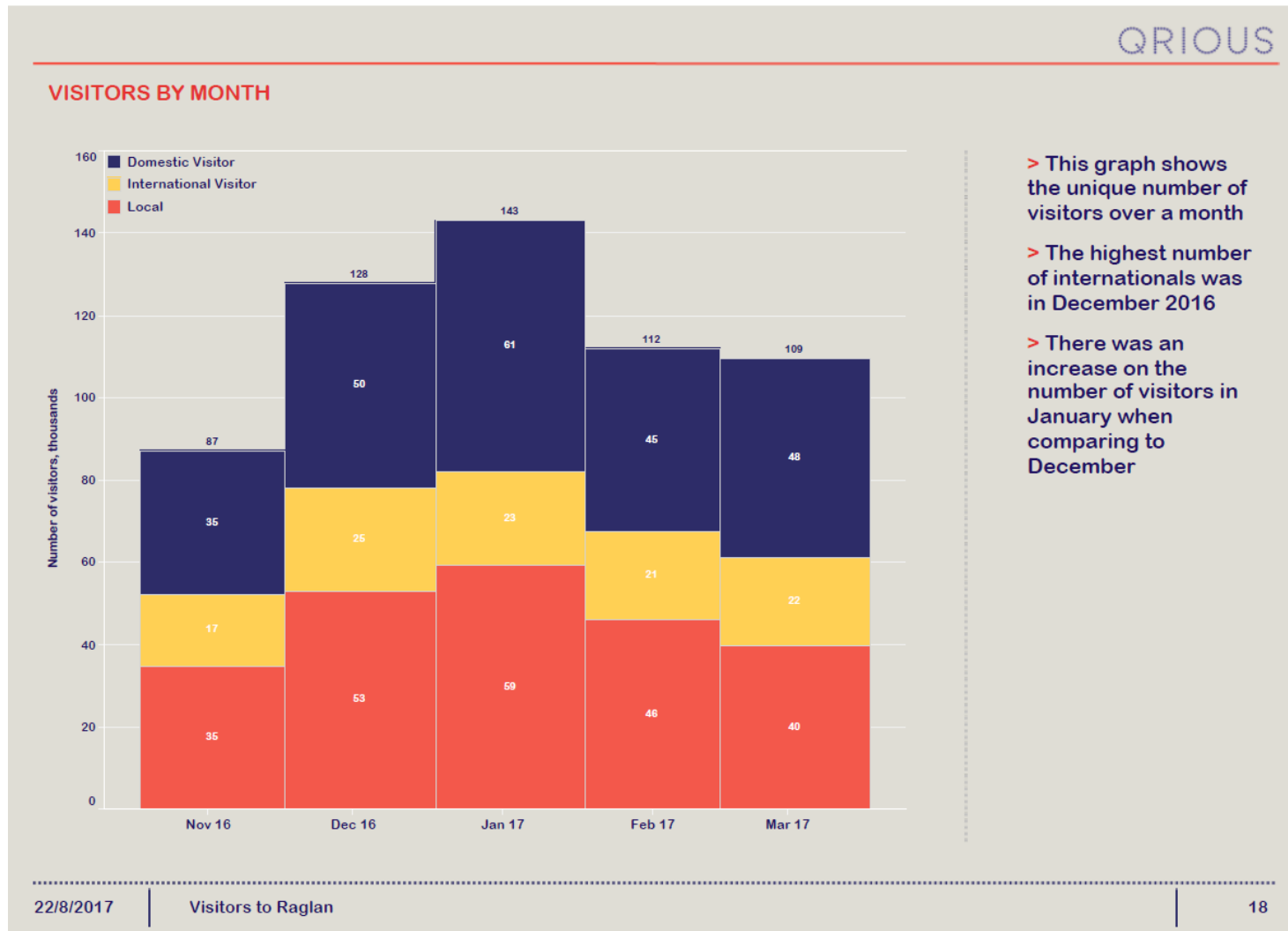
ECONOMIC AND SOCIAL IMPACT The potential impact of tourism on Raglan has been a controversial topic in the community over the past couple of decades so there is clear understanding of the issues in the community.

Targeting specific market segments with a focus on higher spending, longer stay, lifestyle focused visitors will enable higher economic benefit with lower impact than a mass market approach.

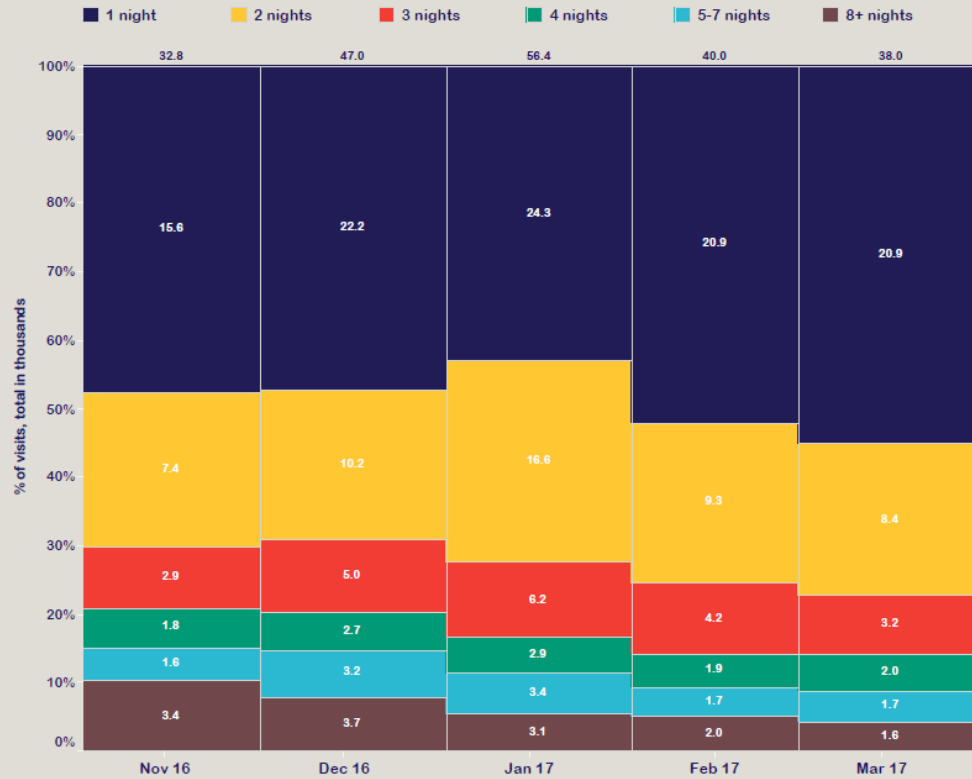
At present campervans and freedom campers cause problems due to much higher numbers than in the past. Local government are in the process of implementing a Freedom Camping Bylaw which includes restrictions in Raglan.

A new residential development on the Rangitahi peninsula is planned to develop up to 250 new homes. It is a long term project requiring the construction of a new bridge. This will significantly add to the town's population and will necessitate and enable new business and support infrastructure in the town.

Attachment B: Qrious Visitors to Raglan (Nov. 2016 – April 2017).



OVERNIGHT VISITS BY DURATION OF STAY AND MONTH



- > Percentages of overnight visits were almost the same over the months
- > Over 70% of the visitors stayed 1 or 2 nights. There was an increase of 2 night stay in January probably due the festival
- > 10% of visits stayed 8 nights or more and this percentage decreased over the months

Open Meeting

To	Raglan Community Board
From	Tony Whittaker General Manager Strategy & Support
Date	08 January 2018
Chief Executive Approved	Y
Reference #	GOV0507 / 1880130
Report Title	Raglan Boat Ramp

I. EXECUTIVE SUMMARY

This report has been placed on the agenda at the request of the Chair of the Raglan Community Board.

It is considered timely given the significant activity at the Raglan Boat Ramp, that the Raglan Community Board requests the Coastal Reserves Committee to make some recommendations from the attached Waikato District Council Boat Ramp Assets Feasibility Study report.

The Chair of the Raglan Community Board will lead the discussion.

2. RECOMMENDATION

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

3. ATTACHMENTS

Waikato District Council Boat Ramp Assets Feasibility Study


WAIKATO DISTRICT COUNCIL



**WAIKATO DISTRICT COUNCIL
BOAT RAMP ASSETS FEASIBILITY STUDY**



WAIKATO DISTRICT COUNCIL
BOAT RAMP ASSETS FEASIBILITY STUDY

Report prepared by:  Date: 25/7/2017
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APPENDIX B:	Site Inspection Reports
APPENDIX C:	Current WDC Boat Ramp Consent Authorisations
APPENDIX D:	Consultation Questionnaire and Results Summary
APPENDIX E:	Whatawhata Boat Ramp – Concept Design and Costings

I INTRODUCTION

The Waikato District contains extensive rivers, lakes and coastal areas which provide a valuable resource for both recreational and commercial boating activities throughout the district. Key to these activities is the provision of public points of access into water bodies in the form of boat ramps which provide for the effective and safe launching and retrieval of water craft.

The Waikato District Council (WDC) has been identified as owning and operating 35 public boat ramp assets across the district. These assets range in scale and nature from large concrete structures with supporting infrastructure (e.g wharfs, jetties, walls, carparks) subject to high volume usage at key access sites, to small, simple gravel ramps subject to infrequent usage in remote locations. Many of these assets were installed historically, often likely by members of the public and with limited input in terms of design and management to ensure their long-term resilience within a dynamic aquatic environment. Over time, this has resulted in the need for WDC or the public, to implement ad hoc, unplanned and unbudgeted maintenance works on many of these structures to ensure their ongoing usability. Furthermore, WDC in some instances, until recently has been unaware of the presence of these structures within Council administered land and hence have not allocated any planning or budget resources to ensure their upkeep for public usage.

Hence, the purpose of this project is to establish a comprehensive inventory of WDC's boat ramp resources including their location, condition and associated values with the aim of developing a more strategic plan for their long-term operation and maintenance as a safe and efficient public asset. More specifically, the scope of this project has included the following items to better characterise and plan for the long-term management of the boat ramp assets:

- Develop an inventory of WDCs existing boat ramp assets including their locations, type of structure, conditions and usage;
- Stakeholder and community engagement to characterise the specific values and identify any issues associated with the boat ramps to help determine community desires and expectations for future management and maintenance delivery;
- Identification and assessment of WDC's responsibilities regarding the level of service to be provided at the boat ramps particularly around the legislative environmental and operational requirements at the ramps;
- Assessment of the existing ramp asset distribution/condition throughout the district in relation to district demographics, strategic importance and key stakeholder inputs to help identify whether the existing assets are considered sufficient to service current and future community needs;
- Characterise the type of maintenance/upgrade works typically required at boat ramp sites and undertake a high level assessment of anticipated future maintenance/upgrade works requirements across the districts boat ramp assets including an estimation of anticipated costs to inform future budgeting requirements for these works;

- Consideration of potential funding opportunities for the ongoing operational and maintenance costs associated with the boat ramp assets including consideration of 'user pays' funding options.

2 DESCRIPTION OF WAIKATO DISTRICT BOAT RAMP ASSETS

As described, WDC has been identified as administering 35 boat ramps across the district comprising ramps located in different types of water bodies and of varying scale and types of structures. The locations of the ramps is shown in Figure I below and within the larger scale plans included with Appendix A to this report.

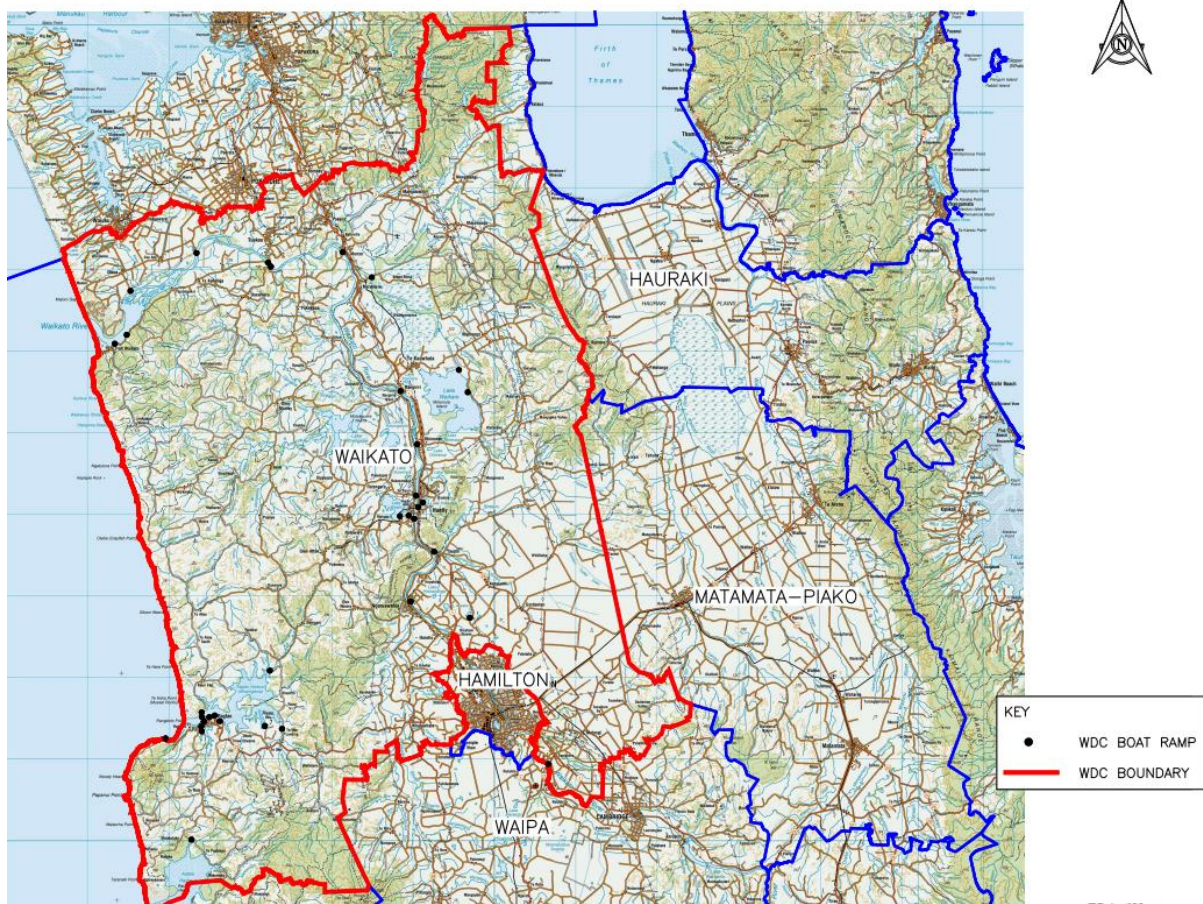


Figure I: WDC Boat Ramp locations

Table I below lists the WDC ramps and describes their location and type of structure.

Name	Address	Water body	Type (formation/size - Small, Medium, Large structure)
<i>Raglan Ramps</i>			
Kopua Domain	Marine Parade, Raglan	Whaingaroa Harbour	Concrete - L
Joys Point	Raglan Area School, Raglan	Whaingaroa Harbour	Concrete - M
Coastguard	Wainui Road – Raglan	Whaingaroa Harbour	Concrete - M
Cliff St Esplanade	Cliff St, Raglan	Whaingaroa Harbour	Concrete - S
Puriri Park	Wallis St, Raglan	Whaingaroa Harbour	Concrete - S
Wallis St Wharf	Wallis St, Raglan	Whaingaroa Harbour	Concrete - L
Lorenzen Bay	Lorenzen Bay Rd, Raglan	Whaingaroa Harbour	Concrete - S
Hauroto Bay	Hauroto Bay Rd, Te Uku	Whaingaroa Harbour	Gravel - S
Te Uku Landing	Ohautira Rd, Te Uku	Waitetuna River	Gravel - S
Waingaro Landing	Waingaro Landing Rd, Ohautira	Waingaro River	Gravel - S
Te Akau Wharf	Te Akau Wharf Rd, Te Akau	Whaingaroa Harbour	Concrete - M
Manu Bay	Manu Bay, Wainui Rd	Tasman Ocean	Concrete - L
<i>Aotea Harbour</i>			
Pakoka Landing	Te Papatapu Road, Te Papatapu	Pakoka River Estuary – Aotea Harbour	Concrete - S
<i>Southern Waikato District</i>			
Narrows	Narrows Lane, Tamahere	Waikato River	Concrete - L
Lake Kainui	Lake Rd, Horsham Downs	Lake Kainui	Concrete - M
Ngaruawahia	Waikato Esplanade, Ngaruawahia	Waikato River	Concrete - M
Taupiri	SHI, Taupiri	Waikato River	Concrete - S
<i>Central Waikato District</i>			
Riverview Road	Riverview Rd, Huntly	Waikato River	Gravel - S
Lake Puketirini	Rotowaro Rd, Huntly	Lake Puketirini	Concrete - L
Lake Waahi	Weavers Crossing Rd, Huntly	Lake Waahi	Concrete - M
Parry Street	Parry St, Huntly	Waikato River	Concrete - M
Huntly Domain	Taihua St, Huntly	Lake Hakanoa	Concrete - M
Boatie Reserve	SHI, Huntly	Waikato River	Concrete - M
Ohinewai	Ohinewai Landing Rd, Ohinewai	Waikato River	Concrete - M
Rangiriri	Churchill East Rd, Rangiriri	Waikato River	Concrete - M
Lake Waikare – Waikare Rd	Waikare Rd, Te Kauwhata	Lake Waikare	Concrete - S
Lake Waikare – Ruahine Rd	Ruahine Rd, Te Kauwhata	Lake Waikare	Gravel - S
<i>Waikato District - North</i>			
Whangamarino	Island Block Rd, Meremere	Whangamarino River	Gravel - M
Mercer	Riverbank Rd, Mercer	Waikato River	Concrete - M
Les Batkin Reserve - Primary	River Rd, Tuakau	Waikato River	Concrete - L
Les Batkin Reserve - Secondary	River Rd, Tuakau	Waikato River	Concrete - M
Elbow Reserve	Elbow Rd, Aka aka	Waikato River	Concrete - L
Hoods Landing	Hoods Landing Rd, Otatau	Waikato River	Concrete - L
Port Waikato Esplanade	Port Waikato Rd, Port Waikato	Waikato River Estuary	Concrete - M
Port Waikato	Port Waikato Rd, Port Waikato	Waikato River Estuary	Concrete - M

Table I: Waikato District Council Boat Ramps

As noted, WDC's boat ramp assets range significantly in scale and nature from large, high use ramps in prominent locations, to small scale, basic, low use ramps in remote locations as demonstrated in Figures 2 and 3 below.



Figure 2: Les Batkin Reserve Boat Ramp – Waikato River, Tuakau



Figure 3: Waingaro Landing Boat Ramp – Whaingaroa Harbour

It is also noted that at some of the ramp sites, associated infrastructure is in place to support the ramp structure. This infrastructure includes retaining walls, jetties, erosion protection measures along with carparks and access ways for ramp users. Where applicable, these associated infrastructure items have also been considered as part of the boat ramp assessment process.



Figure 4: Port Waikato Boat Ramp with associated access platform/jetty.

As part of this project along with previous contract work undertaken by BBO on behalf of WDC, inspections have been undertaken of all boat ramp structures to confirm their location, assess their general condition, identify any structural defects and any environmental effects that

the ramp structures may be causing on the surrounding environment. These inspections have been documented within the Site Inspection Reports prepared for each ramp site attached within Appendix B.

While some of the boat ramp structures are located within/adjacent to WDC administered recreation reserve land, a large portion of the ramps are located with areas of road reserve (including unformed paper road reserve) in areas where this reserve extends along the margins of a water body.

The Site Assessment Reports have identified a large number of the ramps as exhibiting defects which could potentially compromise the structural integrity of the ramps resulting in health and safety, usability and environmental risks. Risks identified at a number of the sites have already lead to the design and implementation of recent repair/upgrade works at these sites over the past two years. This has included:

- Puriri Park sea wall/boat ramp repair;
- Te Akau boat ramp repair;
- Taupiri boat ramp repair;
- Manu Bay breakwater repair;

It has in part, been the need to undertake these unplanned/unbudgeted repair works which have triggered the need to better understand the extent scope and condition of WDCs boat ramp assets through undertaking this current project.

3 DISTRICT DEMOGRAPHICS/BOAT USAGE

The Waikato District has been subject to significant growth over the past decade and is expected to continue to grow in the future as outlined below:

- 2006 – 44,000 residents (www.stats.govt.nz);
- 2016 – 63,000 residents (www.stats.govt.nz);
- 2031 (projected) – 88,000 residents (www.openwaikato.co.nz).

This population growth within the district is attributed to a number of factors including:

- Creep from the expanding Auckland and Hamilton populations to both more affordable and lifestyle based properties within the Waikato District;
- Improved transport networks with the development of the Waikato Expressway allowing for improved commuter times and freight movement between the district and surrounding centres;
- Expanding industry within the district attracting immigration from other areas and overseas.

For the purposes of this project, it is notable that the main population settlements and within the Waikato District are all generally located around the districts key water bodies including the Waikato River, Waipa River and Whaingaroa Harbour.

Furthermore, current and future growth areas anticipated by the Waikato District Growth Strategy and the District Plan are again focussed around these existing settlements in proximity to these waterbodies. In particular, areas of significant growth are already occurring within or around a number of the districts settlements which are summarised as follows:

- Hamilton Periphery

Intensive areas of lifestyle block development around the outskirts of Hamilton City in areas including Tamahere and Whatawhata in direct proximity to the Waikato and Waipa Rivers;

- Raglan

Increasing population of permanent residents along with both infill and greenfields development including recent approval of the 500 residential lot Rangitahi Plan Change to the Waikato District Plan. The Raglan population has also become a popular holiday destination and is subject to population increases of 300-400% over summer holiday periods;

- Te Kauwhata

Increasing population of permanent residents following approval of a number of large scale greenfields residential developments to the north of the town centre. Additionally, lodgement of the Te Kauwhata Lakeside plan change to the Waikato District Plan which proposes the establishment of 1300 new residential lots on rural land on the western shore of Lake Waikare, immediately south of Te Kauwhata.

- Pokeno

Increasing population of permanent residents following approval of Plan Change 24 to the Waikato District Plan which authorises greenfield development activities to establish approximately 2,000 new residential sections around Pokeno Village. Development activities within the plan change area are well underway with an established residential population within the initial development stages.

Further to these key areas which are already showing significant growth, the Growth Strategy also makes broader reference to the following areas for future growth:

- the Northern State Highway 1 Corridor, (mainly Hampton Downs/Te Kauwhata, Meremere and Huntly);
- the Southern State Highway 1 Corridor, (mainly Taupiri, Ngaruawahia and Horotiu);
- the Hamilton Periphery, (mainly Gordonton, Tamahere, Tauwhare, Eureka, Newstead, Te Kowhai, Whatawhata and Matangi) ;
- Raglan and the West Coast.

In addition to the district's current and forecast population growth described above, there has also been a marked increase in the percentage of New Zealand's population involved in recreational boating. A study undertaken by Maritime New Zealand in 2016 identified an increase in the percentage of New Zealanders involved in these activities from around 28% in 2013/14 up to around 51% in 2016. Approximately 45% of boaties were identified as living in the upper North

Island with the Waikato Region (no district specific data available) being identified within the top 5 regions for boating populations within New Zealand – behind Auckland, Marlborough and Manawatu and being fourth equal with Bay of Plenty (Maritime NZ, 2016).

An earlier study undertaken by Maritime NZ in 2011 aimed to estimate the number of boats in New Zealand by type over a 5 year period with the results of this study outlined in Table 2 below.

	Number of boats in sample of 1000 15+ year olds				Estimated total number in New Zealand				Percentage of total boats			
	2006	2007	2010	2011	2006	2007	2010	2011	2006	2007	2010	2011
Dinghy	78	52	69	95	114,796	76,531	101,550	139,816	30%	19%	19%	23%
Keel Yacht	7	8	17	15	10,302	14,717	25,020	22,076	3%	4%	5%	4%
Trailer Yacht/Small Sail Boat	14	19	36	25	20,604	42,681	52,983	36,794	5%	10%	10%	6%
Trailer Power Boat	82	95	104	127	120,683	139,816	153,062	186,912	32%	35%	29%	31%
Motor Launch	34	11	21	26	50,039	16,189	30,907	38,265	13%	4%	6%	6%
Kayak/Canoe	44	81	108	111	64,757	119,211	158,949	163,364	17%	30%	30%	27%
Jet Ski (not asked in 2006)	-	8	4	9	-	11,774	5,887	13,246	-	3%	1%	2%
TOTAL	259	274	359	408	381,181	420,919	528,358	600,473	100%	100%	100%	100%

Table 2: Estimated Number of Boats in New Zealand by Type (taken from Maritime NZ, 2011)

This table outlines an increase in estimated total boat numbers in New Zealand of around 219,000 boats comprising an approximate 60% increase in boat numbers over this 5 year period. While this data is relatively historic, it confirms a significant increase in boat numbers and subsequent boat ownership in New Zealand which is likely to have continued since the time this survey was undertaken.

At a local level, Raglan Sports Fishing Club has outlined an increase in membership numbers from around 15 members at their inception in 2000 up to 550 current members. Furthermore, they have outlined reference to Sport NZ data which specifies that only 10% of fishermen belong to a formal club and hence actual numbers of fishermen within the area would likely be much higher and again is considered to be on the increase. Additional reference was made during consultation with the club to a significant increase in the number of larger boats (6m plus) requiring larger, efficient ramp access for launching.

Hence, it is considered reasonable to assume that an increasing demand for provision of good quality boat ramps can be anticipated within the Waikato District in the future.

4 LEGAL STATUS AND RESPONSIBILITIES

Until recently, the majority of WDC's boat ramp assets have been operated and maintained with limited consideration of any legislative/statutory requirements which may dictate any specific management requirements for these assets. Instead, management to date has generally occurred on an ad hoc/reactive basis, with specific maintenance works only being implemented when operational or environmental issues have already occurred at the site.

This section of this report identifies legislative and statutory requirements which may be of relevance to the operation and maintenance of the assets. This includes consideration of environmental management responsibilities associated with the occupation and operation of these assets within natural water bodies, along with management requirements associated with the operation of a public facility (a boat ramp) which inherently carries some risk for users and presents potential liability issues for the WDC.

4.1 ENVIRONMENTAL MANAGEMENT REQUIREMENTS & RESPONSIBILITIES

4.1.1 RESOURCE MANAGEMENT ACT 1991

The construction, occupation and operation of any structure within the bed of a watercourse, lake or the coastal environment within New Zealand is subject to the statutory provisions of the Resource Management Act 1991 (RMA). In this respect the RMA outlines a requirement that:

no person may establish, operate or modify a structure within the bed of watercourse, lake or the coastal environment unless expressly allowed by a national environmental standard, a rule in a regional plan or a resource consent.

Previous review of the Waikato Regional Plan and Waikato Regional Coastal Plan has determined that while the majority of the boat ramp structures were established well before these statutory documents became operative, the provisions of these documents do not make allowance for the occupation and operation of these structures within these environments without resource consent authorisation. Hence the WDC has been proactive in obtaining resource consent authorisations from the Waikato Regional Council (WRC) to authorise the presence of the majority of these structures within these environments. This has included a number of individual consents relating to specific sites where ramp structures have been individually established or modified in more recent times, as well as four separate comprehensive resource consent approvals which each cover a number of WDCs boat ramp structures within either freshwater or coastal environments.

Approval of these resource consents approves the boat ramp structures as ‘lawful’ structures and as being compliant with the overarching provisions of a number of high level overarching policy documents. These include the RMA, the New Zealand Coastal Policy Statement the Waikato Regional Plan and Waikato Regional Coastal Plan subject to compliance with these consents being maintained by WDC.

Furthermore, resource consent authorisation of the structures generally allows for maintenance of these structures in their current form to be undertaken as a ‘permitted activity’ i.e without the need for additional consent authorisations to be required to authorise the maintenance works within an aquatic/coastal environment.

The resource consents held by WDC to authorise their boat ramp structures are summarised in Tables 3 below and copies of the consent documents/conditions are included within Appendix C to this report.

WRC Consent Number	Site Activity Authorised
<i>Individual Ramp Consents</i>	
107061	To construct a 4.5 metre wide and 27.5 metre long boat ramp on the true right bank of the Waikato River – Narrows Boat Ramp, Tamahere.
110610	Construct a stormwater outlet, access stairs and access ramp within the Bow Street to Block Point coastline – Cliff St Boat Ramp, Raglan.
127164	To use and occupy the coastal marine area with a boat ramp and breakwater at Manu Bay, Raglan.
131162.01.01	To repair a boat ramp and replace a seawall including associated disturbance, use and occupation of the coastal marine area at Puriri Park.
<i>Multiple Ramp (Comprehensive) Ramp Consents</i>	
134522.01.01	To use six boat ramps in the coastal marine area including ancillary structures and including ongoing occupation at: <ul style="list-style-type: none"> • Pakoka Landing; • Te Kopua; • Lorenzen Bay; • Te Akau; • Waingarō Landing; and • Port Waikato.
134522.02.01	To use seven boat ramps in the bed of a river at: <ul style="list-style-type: none"> • Te Uku Landing; • Taupiri; • Parry St; • Tuakau; • Elbow Reserve; • Island Block Road; and • Ruahine Road
136832.01.01	Authorise ongoing occupation and use of four existing public boat ramps and ancillary structures in the coastal marine area at: <ul style="list-style-type: none"> • Joints Point; • Wallis St Wharf; • Coastguard Boat Ramp; and • Port Waikato Esplanade North.
136832.02.01	Authorise ongoing occupation and use of 13 existing public boat ramps and ancillary structures in inland waterways: <ul style="list-style-type: none"> • Lake Kainui; • Waikato Esplanade - Ngaruawhia; • Riverview Rd; • Boatie Reserve; • Huntly Domain; • Lake Puketirini; • Lake Waahi; • Waikato Esplanade – Ohinewai; • Waikato Esplanade – Rangiriri; • Mercer; • Lake Waikare; • Les Batkin Reserve – secondary ramp; and • Hoods Landing Reserve.

Table 3: Existing Boat Ramp Resource Consent Authorisations

The above WRC consent authorisations include key conditions which dictate the environmental management responsibilities relevant to these boat ramp structures. The following sections outline the key consent conditions for these consent authorisations which WDC must adhere to, to maintain compliance with these authorisations:

Consent I07061 – Narrows Boat Ramp

- 13 *The consent holder shall be responsible for any erosion control works which become necessary as a result of the exercise of this resource consent in order to preserve the integrity and stability of the boat ramp or to control the adverse effects of erosion on the true right bank of the river within the vicinity of the proposed boat ramp.*
- 15 *The consent holder shall be responsible for the stability, structural integrity and maintenance of the boat ramp and that area within the immediate vicinity of the boat ramp structure. Any works required to meet the requirements of this condition shall be carried out in accordance with the conditions of this consent and through consultation with the Waikato Regional Council.*
- 16 *The consent holder shall maintain the immediate vicinity of the boat ramp clear of obstructions.*

Consent I10610 – Cliff St Ramp

- 15 *The consent holder shall be responsible for the structural integrity and maintenance of the stormwater outlets, access stairs and access ramps, and for the provision and maintenance of any erosion control works that become necessary to preserve the structural integrity of these structures, and/or to control erosion as a result of the exercise of this consent. Any such works through the term of this consent shall be at the expense of the consent holder.*
- 16. *The consent holder shall maintain the structures so that no part is lost (e.g. breaks loose due to water, wind or wave action) or results in a navigational hazard. Any material that is lost from the structures shall, as soon as possible, be retrieved by the consent holder. Should the material lost be a hazard to navigation the Maritime Safety Authority or such other appropriate body shall be immediately informed.*

Consent I27164 – Manu Bay Ramp/Breakwater

- 2. *The consent holder shall monitor the integrity of the structure on an annual basis as part of the Waikato District Council asset management monitoring programme.*
- 3. *The consent holder shall be responsible for the integrity and maintenance of the structures and for any works that become necessary to preserve the integrity and stability of the structures, and/or to control erosion as a result of the exercise of this resource consent.*
- 4. *The consent holder shall maintain the structures so that no part of the structures is dislodged (e.g. breaks loose due to wind or water processes) or results in a navigational hazard. Any material that is lost from the structures shall be immediately retrieved by the consent holder. Should the material lost be a hazard to navigation the Maritime New Zealand or such other appropriate body shall be immediately informed.*

Consent I31162 – Puriri Park

- 12. *The consent holder shall maintain the structures so that no part of the structure is lost (e.g. breaks loose due to water, wind or wave action). Any material that is lost from the structure shall, as soon as and is reasonably possible, be retrieved by the consent holder.*

13. *The consent holder shall be responsible for the integrity and maintenance of the structures and for any works that become necessary to preserve the integrity and stability of the structures, and/or to control erosion as a result of the exercise of this resource consent.*
16. *The consent holder shall visually inspect the structural integrity of the structures annually and within five days following a significant storm event.*

Consents I34522 and I36832 (i.e all comprehensive consents)

2. *The consent holder shall monitor the integrity of the structures on an annual basis as part of the Waikato District Council asset management monitoring programme.*
5. *The consent holder shall be responsible for the integrity and maintenance of the structures and for any works that become necessary to preserve the integrity and stability of the structures, and/or to control erosion as a result of the exercise of this resource consent.*
6. *The consent holder shall maintain the structures so that no parts of the structures are dislodged (e.g. breaks loose due to wind or water processes) or result in a navigational hazard. Any material that is lost from the structures shall be immediately retrieved by the consent holder. Should the material lost be a hazard to navigation Waikato Regional Council and Maritime New Zealand or such other appropriate body shall be immediately informed.*

These consent conditions clearly place a number of responsibilities upon WDC as the consent holder and the owner and operator of the boat ramp assets which are to be adhered to, to avoid, remedy or mitigate any adverse environmental effects of the structures. These requirements are summarised as follows:

- Monitor and maintain the ramps to avoid any adverse erosion effects;
- Maintain the structural integrity and stability of the ramp structures;
- Maintain the watercourse within the vicinity of the ramps clear of obstructions; and
- Undertake annual monitoring of some the structures as part of WDC's asset management programme.

A failure to implement these consent requirements comprises a non-compliance with these authorisations and presents a potential risk of enforcement action from the Waikato Regional Council in the instance that these failures result in adverse environmental effects.

4.2 ASSET MANAGEMENT REQUIREMENTS/RESPONSIBILITIES

4.2.1 LOCAL GOVERNMENT ACT

In addition to the environmental management responsibilities dictated through the provisions and processes of the RMA as outlined above, the Local Government Act 2002 (LGA) outlines the requirements and responsibilities for local authorities in delivering infrastructure and public services to local communities.

Section 10 of the LGA outlines the purpose of local government as follows:

Purpose of local government

- (1) The purpose of local government is—
- (a) ...
 - (b) to meet the current and future needs of communities for good-quality local infrastructure, local public services ... in a way that is most cost-effective for households and businesses.
- (2) In this Act, *good-quality*, in relation to local infrastructure, local public services means infrastructure, services, and performance that are—
- (a) efficient; and
 - (b) effective; and
 - (c) appropriate to present and anticipated future circumstances

Further to this overarching purpose of local government as defined within the LGA, Section 101B requires Councils to include in their Long Term Plan information that shows that the Council's strategic assets are managed in a manner that is efficient, effective, and appropriate to present and anticipated future circumstances in line with this purpose. This information is typically presented in Council's Infrastructure Strategy and Asset Management Plans. While s101B(6) does not specify boat ramps in its list of assets, it makes allowance for 'any other assets that the local authority, in its discretion, wishes to include in the strategy.'

Waikato District Long Term Plan 2015 -2025

Review of Waikato District Long Term Plan 2015 -2025 (LTP) has identified limited reference to boat ramp structures. The LTP does include tables which identify key objectives, outcomes and levels of service in relation to Council administered Parks and Properties and Facilities which are summarised in Table 3:

Community Outcomes	Level of Service	Performance Measure
Parks		
To ensure that our open spaces are <u>safe and well maintained</u> and offer opportunities for a wide range of recreational, cultural and community activities.	Parks are appropriate for the needs of the community, <u>safe and well maintained</u> .	Percentage of customers who are satisfied with Parks and Reserves, including sports fields and playgrounds overall.
Properties and facilities		
To ensure the council provides <u>safe, accessible and well maintained</u> community and leisure facilities and general properties which contribute to the community's recreational, economic and cultural needs.	Community facilities are appropriate for the needs of the community, <u>safe and well maintained</u> .	Percentage of buildings that require a warrant of fitness that comply.

Table 3: LTP Parks and Properties and Facilities Provisions

The above LTP provisions are not specific to boat ramp assets and based upon the specified performance measures may not have included consideration of boat ramps during development of the LTP. Nonetheless, these provisions indicate a desired outcome for provision of 'safe and well maintained assets' to meet community needs which can be assumed to extend to boat ramp assets within the LTP context.

The only specific reference to boat ramps within the LTP is found within the 'Sustainable Communities' section of the LTP which includes a table outlining key projects to be implemented

over the 2015 – 2025 to achieve Sustainable Community objectives which includes the following key project:

Projects	Description	Timeframe	Total cost over 10 years
Boat Ramps and Jetties	Bringing council owned boat ramps up to compliance levels required.	Annually from 2015/16 to 2024/25	\$1,972,000

Table 4: LTP Boat Ramp Provisions

It is unclear what is specifically implied here in terms of ‘compliance levels’ (e.g RMA vs LGA compliance), however these provisions identify a desire for improvement of these assets and identifies funding allocation for this purpose.

WDC Asset Management staff have outlined that subordinate to the LTP, boat ramp assets are covered under the Parks Asset Management Plan. However, this plan currently also includes limited reference specifically to boat ramp asset management. Furthermore, they have outlined that the only specific reference to boat ramp asset management is found in the Parks and Open Spaces Maintenance Contract documentation which includes a contract requirement to undertake maintenance works including:

‘12 x per annum, make sure boat ramps are non-slip and have no build up of moss, lichen, algae or detritus. Coat ramp so users are not injured by mollusc shells’.

The contract is also described as including provision for repair of minor potholes on ramps.

4.3 OTHER STATUTORY PROVISIONS

4.3.1 WAIKATO-TAINUI RAUPATU (WAIKATO RIVER) SETTLEMENT CLAIMS ACT 2010

The Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 was enacted in May 2010 with the purpose of implementing co-management of the Waikato River. The overarching purpose of the Act is to restore and protect the health and wellbeing of the Waikato River for future generations. Through this piece of legislation, it is intended to implement the “Vision and Strategy” for the River and consequently aims to meet the key management objectives of Waikato Tainui for the Waikato River which are outlined within the Vision and Strategy document and are largely based around the restoration and protection of the health and wellbeing of the Waikato River and its communities.

However, objective (l) of the Vision and Strategy is of more specific relevance to WDC’s boat ramp assets as follows:

- l. *The promotion of improved access to the Waikato River to better enable sporting, recreational, and cultural opportunities.*

In this respect, the provision, maintenance and enhancement of the public boat ramp assets along the river within the Waikato District in a safe and efficient manner is directly in keeping with this relevant objective of the Vision and Strategy and hence would implement in part, Waikato Tainui’s overall vision for the Waikato River.

4.3.2 COMMON LAW/DUTY OF CARE

Outside of specific legislation and statues, Councils can be subject to the application of ‘common law’ principles and can also be held liable for breaches of ‘duty of care’ to others or the property of others. In this respect, common law is law that is based on precedent as established through law based on court rulings or case law rather than on written legislation passed through parliament. Common law may establish a duty of care which becomes a legal obligation, which is imposed on a Council requiring adherence to a standard of reasonable care while undertaking activities that could foreseeably harm others or their property.

In considering the applicability of these processes to the management of boat ramp assets, there is a potential that they could be applied in the absence of any more specific legislative provisions and in the event that a Council operated ramp structure gave rise or contributed towards damage to any person or their property (i.e a boat) while using the asset which was considered to be due to any defects or a lack of maintenance of the structure.

5 STAKE HOLDERS/COMMUNITY VALUES

Public boat ramps hold a broad range of values for the community. These may include:

- Recreational values for the public accessing waterbodies with watercraft such as power boating, recreational fishing, sailing, kayaking, rowing, paddle boarding etc;
- Commercial values for businesses that rely upon access to water for their operations such as fishermen, tourist operators, boat vendors, dive schools, water abstracters (e.g water supply/power companies) etc;
- Cultural values for local tangata whenua who may access the river for traditional waka paddling, food gathering purposes or ceremonies (e.g Taupiri ramp is understood to be frequently used to access river waters for spiritual reasons following tangi at the adjacent urupa site); and
- Public services such as emergency services (police/search and rescue, coast guard) and government agencies (WRC – monitoring of water bodies/navigation safety).

Currently, WDC has limited information regarding the values of their boat ramp assets to stake holders and the districts communities. Hence, part of this project has involved engaging with as many of these parties as possible to seek their feedback in regards to their usage of the ramps and WDCs delivery of the ramp assets within the district. This consultation process has included identification of key stakeholders through liaison with Council staff or other agencies and through on-line searches. A summary of key stake holders that have been consulted with through this process is outlined as follows:

- All WDC councillors;
- All WDC community committees;
- WRC Harbourmaster;
- Coastguard - Raglan/Waiuku;
- Fish & Game;

- Tangata Whenua – Whaingaroa and along the Waikato River (including Waikato Tainui and local hapu groups);
- NZ Police;
- Commercial operators –Dive School, fishermen, tourism operators;
- Fishing Clubs – Waikato/Raglan/Counties/Port Waikato.

It is noted that numerous other groups of potential interest were identified however were either unable to be contacted or indicated that they were not interested in being involved in the process. For example, local waka ama clubs were contacted however indicated that they were not reliant upon ramp access for launching of waka and hence did not see a need to participate in the consultation.

In addition, information regarding this project was posted on the WDC website seeking feedback from the general public in regard to the WDC boat ramp assets.

The key stakeholders identified above were initially contacted by phone to outline the purpose of this project and to confirm their interest/use of the boat ramps. Additionally, a survey was developed and has been circulated to all of these parties and through the WDC website which outlined specific questions around boat ramp usage and opinions regarding the current delivery of the boat ramp assets. More specifically, this survey sought feedback regarding the following items:

- Which ramps are primarily used;
- Types of activities undertaken from the ramps;
- Satisfaction with existing ramp locations;
- Satisfaction with existing ramp condition;
- General comments regarding delivery of the ramp assets and any specific issues.

A copy of the boat ramp survey document is attached within Appendix D.

Around 80 responses have been received from the boat ramp stake holders/communities during this consultation process. The results of the survey have been collated and are presented within the results tables included within Appendix D. Furthermore, a summary of the key outcomes of the survey are provided as follows:

- Respondents were dominated by parties identifying their main usage of the ramps for saltwater fishing (predominantly Raglan focussed);
- The most popular ramps in the district were identified as the main Raglan ramps (Kopua/Wallis St/Manu Bay) with around 50 respondents confirming usage of each of these ramps, followed by the Narrows ramp in Tamahere with 12 respondents;
- 60% of respondents confirmed that they are happy with the current ramp locations;
- 43% of respondents confirmed that they are happy with the current ramp conditions;
- A broad range of issues were identified across many of the district ramps with the most common concerns identified by respondents including:

- Kopua Domain ramp:
 - Insufficient parking during peak usage;
 - Outlet channel restrictions at both high tide (the foot bridge) and low tide (sand bar);
- Wallis St Wharf ramp:
 - Insufficient parking;
- Manu Bay ramp:
 - The ramp is unsafe to use – predominantly due to the new breakwater;
- General comments
 - There is a general lack of maintenance across all ramps;
 - Rubbish dumping at ramps (including fish carcasses).

Based upon the responses received, the most popular boat ramp assets within the district comprise the 3 main Raglan ramps at Kopua Domain, Wallis Street Wharf and Manu Bay. This can be attributed to the locations of these ramps within/in proximity to a local population within Raglan township as well as being the nearest ramps providing access to Whaingaroa Harbour and the open ocean for both local residents as well as the wider district and Hamilton City residents for saltwater fishing. In addition, the Raglan Sports Fishing Club has engaged actively in this consultation process promoting their members to respond to this survey to ensure representation, resulting in a high number of responses in regards to usage/issues at the key Raglan ramps.

While this survey cannot be taken as a direct representation of ramp usage, lower ramp usage numbers at inland locations on the Waikato River and lakes in comparison to the coastal Raglan ramps is considered to be a realistic representation of usage. This could be attributed to a preference for ocean based recreational activities (particularly fishing) in comparison to river or lake based activities in the Waikato district. Nonetheless, it is still considered that the river and lake ramps provide important assets to the local communities within these areas.

It is noted that consultation has not indicated high usage of the Lower Waikato River ramps. However, consultation with the WRC Harbour Master has indicated that the river ramps at Les Batken Reserve (Tuakau), Elbow Reserve (Aka Aka), Hoods Landing (Otaua) and Port Waikato can also be subject to very high usage numbers over peak periods. This may be attributed to large numbers of ramp users travelling from nearby centres within the Auckland Region including Pukekohe and Waiuku.

Consultation has identified a broad range of issues being raised by ramp users across the district, although the greatest numbers of issues being raised are again identified as being predominantly Raglan/salt water fishing focussed. Nonetheless, it is notable that the majority of respondents have identified the condition of ramp assets across the district as being of unsatisfactory condition with a number of respondents identifying a general lack of maintenance as a key concern.

The main site specific concerns raised through consultation processes are addressed within further detail within the following sections of this report.

6 ASSESSMENT OF EXISTING ASSETS

6.1 SITE ASSESSMENT REPORTS

Assessment of the condition of all WDC boat ramp assets has been undertaken as part of this and previous projects. The key purpose of these inspections was to assess and identify the following factors:

- Whether the boat ramp currently provides for safe and efficient usage;
- Identification of any significant structural defects within the boat ramp which may give rise to failures or a reduced life expectancy leading to unsafe or inefficient usage; and
- Identification of any adverse environmental effects which may contribute to non-compliance with the relevant consent requirements or to any other adverse effects.

The site assessments have been undertaken over the period late 2014 up to 2017 with many of the site visits occurring as part of the previous resource consent application projects. However where additional ramp assets which did not form part of these consents have been identified, or where the consented assets have been subject to more recent upgrade/repair works following the initial inspections, these ramps have been revisited to provide a more current assessment of their condition. Furthermore, the Site Assessment Reports have also been subsequently updated following the stake holder consultation processes described above to include any specific comments or concerns raised by these parties in relation to any specific ramp assets.

The outcomes of the site assessments are included in the Boat Ramp Site Inspection Reports included within Appendix B.

6.2 TYPICAL BOAT RAMP STRUCTURAL DEFECTS/ISSUES

Inspection of the WDC boat ramps identified a number of common defects throughout the structures which have occurred due to a number of factors including the structures original design/construction processes/materials (or lack thereof), minimal monitoring and maintenance over the life of the structures and their locations within dynamic aquatic environments.

A description of the typical ramp defects identified during the inspection process are outlined as follows.

6.2.1 UNDERMINING

Undermining comprises the processes by which river or tidal flows/currents or wave action have scoured the softer natural bank/bed materials underlying the end or edges of the hard ramp structures resulting in the creation of voids below the ramp. These voids subsequently result in an unsupported structure much more prone to damage or defects such as end breakage or deposition (refer below). Furthermore, undermining of the ramp can lead to a significant drop off the end or sides of the ramp creating a safety issue for trailers during boat launching/retrieving, particularly during conditions when the end of the ramp is not visible.

Undermining has typically occurred at many of the structures due to the original construction processes which often did not factor establishment of a suitable footing or scour protection around the ramp margins making the structures more susceptible to these undermining effects.

Examples of undermining are shown in Figures 5 and 6 below.



Figure 5: Undermining at the end of the Les Batkin Reserve Secondary Boat Ramp, Waikato River.



Figure 6: Undermining at the end of the Taupiri Boat Ramp, Waikato River – prior to recent repair.

6.2.2 END BREAKAGE

As described, a common result of undermining effects comprises breakage of the unsupported concrete around the ramp margins. This may occur from boat launching due to the weight of the boats/vehicles upon an undermined/unsupported ramp or from debris impact during high river/coastal flows or simply due to defects which develop over time within the ramp concrete.

End breakage can again result in creation of a short/steep drop off on the end of the ramp deeming it unsafe or unusable and can contribute to the further degradation of the ramp structure.

Examples of end breakage are shown in Figures 7 and 8 below.



Figure 7: End breakage at the Rangiriri Boat Ramp, Waikato River. Possibly due to this ramp being used by heavy vehicles as a construction water take site during the construction of the Rangiriri Section of the Waikato Expressway.



Figure 8: End breakage at the Lake Waikare Boat Ramp, Lake Waikare.

6.2.3 SURFACE DEFECTS – CRACKS/WEAR/GRAVEL WASH/SILTATION

The location of concrete ramp surfaces within fluctuating and dynamic aquatic environments can make these surfaces prone to high levels of deterioration and degradation over time. If left unchecked or repaired, these surface defects can result in effects for vehicle traction on the ramps or may contribute to more significant damage to the ramps eventually determining the ramp unusable. Typical surface defects identified during the WDC ramp inspections are summarised as follows.

Cracking

A number of ramps were identified as having either large or small cracks extending through the main ramp surfaces which again may be occurring due to undermining or poor drainage at these sites resulting in the creation of voids and unsupported concrete prone to surface cracking effects. Refer Figure 9.



Figure 9: A large crack forming in the Kopua Domain Boat Ramp, Whaingaroa Harbour, due to undermining effects.

Surface Wear

Deterioration of the concrete surfaces over time can result in the surface wearing through to expose either steel meshing or underlying materials resulting in both traction issues and potential for further deterioration. Refer Figure 10.



Figure 10: Surface wear on the Wallace St Boat Ramp, Whaingaroa Harbour resulting in uneven surfaces and exposure of steel meshing.

Gravel Wash and Ramp Siltation

A number of ramps have been identified as comprising simple gravel track surfaces extending into adjacent water bodies to provide boat launching access (e.g Te Uku Landing/Waingaro Landing/Riverview Rd). These ramps showed signs of both the loss of the surface gravel materials due to the washing effects of the waterbodies during high flows as well as the effects of siltation on the ramp surfaces due to the depositional nature of these tidal environments. In addition, the smoother concrete ramp surfaces can be subject to siltation effects following flooding or tidal events leaving the ramps covered with layers of fine silt or mud.

These issues can affect the duration of usability and safety for ramp users through limiting both vehicle and pedestrian traction due to the compromised ramp surfaces. Refer Figures 11 and 12.



Figure 11: Gravel wash and siltation at Waingaro Landing Boat Ramp, Waingaro River



Figure 12: Heavy siltation following a recent flood event at Taupiri Boat Ramp, Waikato River

6.2.4 CHANNEL SILTATION

The dynamic nature of river and coastal environments creates the potential for changes in bed morphology within the vicinity of the ramp structures. In some instances, this may comprise the deposition of silt or sand within the river/sea bed resulting in reduced water depths and/or direct obstruction to ramp users for boat launching.

These effects were observed at one ramp comprising the Riverview Road ramp in Huntly where the ramp is located directly behind a large sand bar within the river with the narrow channel section subject to siltation effects thus limiting ramp usage at medium to low river flows. Refer Figure 13 and 14.



Figures 13 and 14: Channel siltation at the Riverview Road Boat Ramp, Waikato River restricting usage.

If left unchecked or unmaintained, all of the above typical defects identified throughout WDC's boat ramp assets have the potential to contribute to the unsafe or inefficient use of the structures and in some cases, may reduce the life span of the structure or deem the ramp unsuitable for public use.

6.3 TYPICAL BOAT RAMP ENVIRONMENTAL EFFECTS/ISSUES

The localised and static nature of the WDC boat ramps within aquatic environments along with the long term presence of most of these structures generally minimises the potential for any significant adverse environmental effects arising from these structures. Nonetheless, the inspection of these structures along with past experience with instream/coastal structures identifies some potential environmental effects which may arise at these sites. Furthermore, in some locations, the environmental effects of both the ramp structures and ramp usage may extend beyond the immediate ramp sites into the surrounding environment e.g trailer parking effects.

6.3.1 BANK/BED EROSION

The presence of boat ramps and ancillary structures within dynamic aquatic environments subject to currents, tides and wave action creates a potential for changes to natural hydraulic regimes when they interact with these hard, engineered structures. The structures may cause

the impediment or refraction of flows as they pass resulting in changes in flow direction and velocity or the concentration of flows into certain areas and the subsequent erosion and scouring of bank and bed materials. Inspections of the WDC ramps identified minimal areas of adverse bank or bed erosion effects with the main areas of erosion and scour limited to the undermining and scour effects occurring directly around the margins of the ramps themselves (e.g undermining) as previously described. However, a localised area of coastal erosion was noted upon the upper margins of the coastal marine area on the leeward side of the Manu Bay Boat Ramp where the large breakwater structure protecting the ramp appears to be refracting the waves travelling along the point and directing them into this shoreline area inside the ramp. This has resulted in the need to install a large mass block erosion protection wall to protect this eroding bank area from further damage. Refer Figure 15.



Figure 15: Area of erosion and subsequent erosion protection wall installation adjacent to Manu Bay Boat Ramp.

6.3.2 DEPOSITION

As described, a key defect at the ramp sites comprises the undermining and subsequent scouring of materials from beneath the concrete ramp structures compromising the structural integrity of the ramps and making them susceptible to further damage. In addition, these defects can give rise to adverse environmental effects through the deposition of eroded/broken ramp materials including construction rubble, quarried rock and broken concrete into the adjacent river, lake or seabed areas. Within these areas these materials can give rise to adverse effects including effects upon users of both the ramps and adjacent bed areas (i.e boats running up on these areas or people walking within these during launching or other activities) along with adverse amenity effects through the deposition of foreign, degraded materials within these natural environments and any associated effects upon local ecology. Refer Figures 16 -18.



Figure 16: Deposition of boat ramp construction rubble (gravel/bricks/concrete) upon the adjacent mud/sand flats following undermining of the Raglan Coastguard Boat ramp, Whaingaroa Harbour.



Figure 17: Deposition of quarried boulders and gravels onto the river bed following undermining of the Mercer Boat Ramp, Waikato River.



Figure 18: Deposition of concrete rubble from the degraded former Te Akau Boat Ramp, Whaingaroa Harbour.

6.3.3 TRAILER PARKING

Essential to any boat ramp site is the provision of adequate space for safe and efficient parking of the boat users vehicle and boat trailer. With an identified increase in the number of people partaking in boating activities, historic areas established at ramp sites for parking of boat trailers may become inadequate to accommodate the increasing numbers of ramp users resulting in overflow parking within undesirable (grassed reserve areas) or unsafe areas resulting in potential for conflict with other reserve users, residents or potential traffic impacts. Trailer parking issues have been identified through consultation processes as either an existing or potential issue at a number of key WDC ramp sites at Raglan and Port Waikato. Figure 19 outlines the large numbers of vehicles/trailers which may accumulate at a site (Manu Bay) during a high use period resulting in parking throughout the broader reserve area. The image indicates around 50 vehicles parked through the grassed reserve area with Raglan Sport Fishing Club members indicating that trailer numbers can increase to upwards of 120 trailers within this area during busy periods.



Figure 19: Manu Bay Reserve being utilised for boat trailer parking during a high ramp use period (image from Google Earth).

6.4 UNAUTHORISED PUBLIC MAINTENANCE WORKS

Inspection of the boat ramps and consultation processes have identified locations where members of the public have taken it upon themselves to implement works upon the ramp assets in response to design issues or defects which may be limiting ramp usage or which may pose potential impacts to the integrity of the ramp structures. Specific public works sites identified have included:

6.4.1 TE AKAU BOAT RAMP

The configuration of the Te Akau boat ramp and subsequent undermining and end breakage effects have created limitations to ramp usage, particularly at low tide. This has resulted in members of the public dumping large numbers of concrete fence posts at the end of the ramp to extend usage – Refer Figure 20. Subsequently, numbers of individual posts were also identified washed around the coastal margin in this area from this activity. Following identification of these issues during recent consent processes, WDC have implemented works to repair this ramp

structure including extension of the end of the ramp in this location (Refer Figure 21) although numerous fence posts remain within the surrounding coastal area.



Figure 20: Poor boat ramp design and end break age effects resulting in ad hoc public works to extend the Te Akau boat ramp.

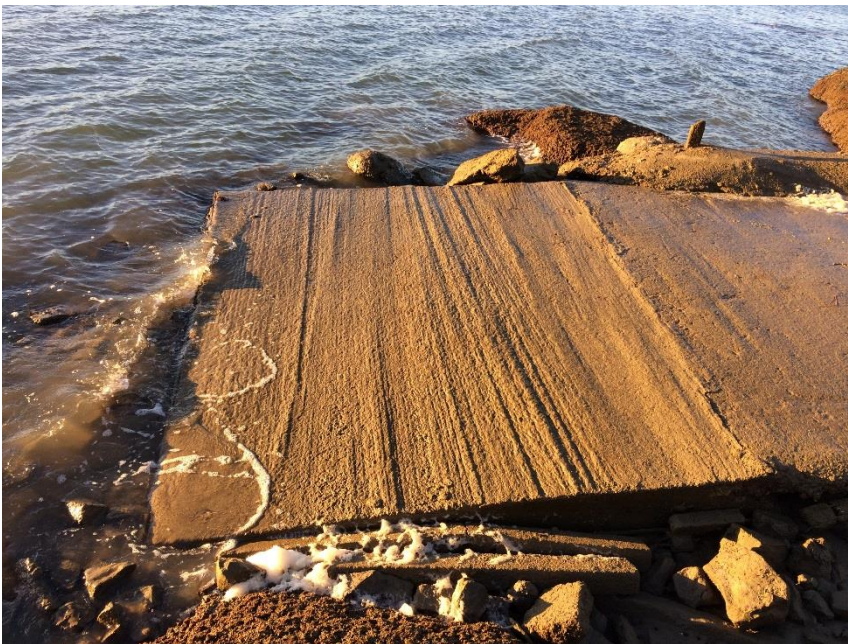


Figure 21: Te Akau boat ramp following recent WDC repair/upgrade works to extend the concrete ramp surface.

6.4.2 PORT WAIKATO ESPLANADE NORTH

Possible end effects or limitations to low tide ramp usage has resulted in members of the public pouring concrete at the end of the ramp in an attempt to extend the ramp towards the river. The concrete pour has been undertaken in an uncontrolled manner and appears to have been driven through soon after the pour resulting in wheel ruts through the concrete. Refer Figure 22.



Figure 22: Uncontrolled concrete pour to extend the end of the Port Waikato Esplanade North ramp.

6.4.3 KOPUA DOMAIN/WALLIS ST WHARF/MANU BAY – RAGLAN SPORT FISHING CLUB

Consultation undertaken with the Raglan Sport Fishing Club has outlined significant historic involvement of this club with the key boat ramps in Raglan including Kopua Domain, Wallis St and Manu Bay ramps. This has been outlined as including the original construction of the Manu Bay ramp by the clubs predecessors, a substantial upgrade of the Kopua Domain undertaken by the club (funded by WDC) and the installation of a floating pontoon at the Wallis St wharf along with routine working bees to maintain and enhance these ramps.

While these past works have been undertaken by the public to provide improvements for boat launching/retrieval at these sites, the implementation of these works upon WDC assets, within WDC land and without any WDC input is considered to present a potential risk for Council. These risks include potential impacts of both long term asset management/maintenance requirements (e.g additional structural defects), environmental compliance (e.g extension/modification of structures without appropriate consent approvals) and Health and Safety requirements for works within public areas. In this respect, more regular inspections, maintenance and consultation with key stakeholders is required by Council to avoid the potential for the public to determine a need to implement unauthorised, ad hoc works on Council assets without Council knowledge, input and control. Section 8.4 of this report addresses the need for improved collaboration between WDC and key stake holders in relation to improving the delivery of the boat ramp assets.

7 FUTURE BOAT RAMP ASSET DELIVERY

The previous sections of this report have identified minimal reference to boat ramp assets within existing WDC asset management documentation. Subsequently, efforts towards monitoring and maintenance of these assets to date appear to have been limited to informal/irregular inspections and a reactive approach to ramp maintenance - occurring only when more significant defects or public concerns are identified.

The legislative provisions outlined in section 3 of this report have identified a number of relevant consent requirements, statutory provision and objectives relevant to the ongoing management of the boat ramp assets as follows:

Consent Requirements

- The consent holder shall be responsible for the stability, structural integrity and maintenance of the boat ramp and that area within the immediate vicinity of the boat ramp structure.
- Preserve the integrity and stability of the boat ramps and control the adverse effects of erosion
- Maintain the structures so that no part is lost (e.g. breaks loose due to water, wind or wave action) or results in a navigational hazard
- Monitor the integrity of the structures on an annual basis.

Local Government Act

- Provision of infrastructure, services, and performance that are —
 - (a) efficient; and
 - (b) effective; and
 - (c) appropriate to present and anticipated future circumstances

Long Term Plan

- Ensure that open spaces are safe and well maintained and offer opportunities for a wide range of recreational, cultural and community activities.
- To ensure the council provides safe, accessible and well maintained community and leisure facilities and general properties which contribute to the community's recreational, economic and cultural needs.
- Bringing council owned boat ramps up to compliance levels required.

Waikato-Tainui Raupatu (Waikato River) Settlement Claims Act 2010

- Promotion of improved access to the Waikato River to better enable sporting, recreational, and cultural opportunities.

Common Law

- Adherence to a standard of reasonable care in the delivery of public assets that could foreseeably harm others or their property.

WDC's current ad hoc approach to boat ramp asset management is not known to have given rise to any documented incidents or non-compliances with the above provisions. However, it is considered that there are a number of factors which are considered to present an increased risk in Councils ability to adhere to these statutory responsibilities for the ramp structures on an ongoing basis including:

- The high number of defects identified within many of the ramps during the site assessment inspections;
- Identification of some of the ramps being near to the end of their design life based upon poor structural design/construction methods and the limited maintenance implemented on them to date;
- The growing population of the Waikato District, particularly within 'lifestyle' locations in proximity to waterways and ramp assets; and
- Increased overall numbers of recreational watercraft users.

Considering the above items, Councils current approach to boat ramp management within the district is considered to be inadequate to deliver the levels of service anticipated through the relevant planning documents and from local communities in the long term. Hence, there is a need for a more proactive monitoring and maintenance regime to be developed for these assets. Furthermore, consideration needs to be given to the condition of the existing assets along with changing demographics of the district in regard to locations where existing assets may require significant upgrades, where existing assets may no longer be required or where new ramps may be considered necessary.

The following sections outline a number of management issues and recommendations regarding the ongoing delivery of boat ramp assets within the Waikato District. These sections have factored the outcomes of the site assessments, stakeholder feedback along with consideration of the districts changing demographics and populations.

7.1 BOAT RAMP ASSET MANAGEMENT PLANNING

Discussions with WDC staff and review of existing Council planning documents has identified a significant lack of any formal strategy or guidance in regard to management of boat ramp assets which in part, has given rise to the significant deterioration of many of these assets.

At present, reference to boat ramps within current Council documents is limited to a single High Level Sustainable Community Objective within the LTP which specifies a desire to '*bring Council owned boat ramps up to compliance levels*'. On this basis, the initial step in the ongoing delivery of boat ramp assets within the district is considered to be the development of a more asset specific management plan document for boat ramps with the aim of clearly establishing the levels of service and specific management regimes required to ensure the long term delivery for these assets to Councils desired standards.

Review of various other Councils asset management planning documents within New Zealand and Australia has identified a number of Councils that have already developed specific asset management plan documents relating to waterway infrastructure incorporating boat ramps, jetties, seawalls etc. These documents clearly establish the level of service and management objectives and regimes for these assets to ensure their successful delivery.

Considering the number and current condition of boat ramps within the Waikato District (along with other coastal and riverine infrastructure) and an anticipated increase in demand for these assets (based upon population growth and an increase in recreational boating), development of a detailed management plan to establish specific guidance for the ongoing management of these assets is considered to be justified and critical to ensure their successful future delivery.

At present, WDC asset management plan documents only appear to have been developed at a high level for key assets such as:

- Roading;
- Stormwater;
- Water Supply;
- Wastewater;
- Parks;
- Property;
- Libraries.

Again, the content of these plans refers predominantly to high level strategy and objectives for management of the overall assets without specific detail of specific components which may form part of the assets. However, more detailed management strategies are noted as being in place for a number of more specific types of assets to guide their ongoing management including:

- Trails;
- Cemeteries;
- Playgrounds;
- Public Toilets.

On this basis, the development of such an asset specific management strategy is recommended for Councils boat ramps and again could be extended to incorporate all waterway infrastructure including jetties and seawalls based upon similar management issues and requirements for these additional assets. The content of such a strategy could build on the content of this report and can be extended as required to cover additional items based upon Council objectives including:

- An inventory of all assets including locations, type and quality;
- Establish/define Councils level of service objectives for these assets based upon Council obligations and community expectations;
- A schedule for routine monitoring and maintenance of the assets including:
 - Specified frequency of monitoring inspections for all assets - note that a minimum of annual inspections is already specified as a minimum requirement through a number of the existing WRC resource consents for these structures however is unlikely currently being implemented for all ramps;

- Methods for reporting on ramp condition and defects;
 - Methods for implementing routine maintenance works (e.g water blasting/gravel placement); and
 - Identification of typical defects and appropriate remedial actions.
- A programme for more significant, site specific repair and upgrade works based upon the deteriorated condition of many of the assets and prioritisation for implementation;
 - Confirmation of who is responsible for implementing the strategy within Council – particularly factoring that while some assets are located within parks, others are located within road reserve areas;
 - Allocation of budget for the above items; and
 - Strategy for partnering with key stakeholders for ramp monitoring and maintenance works where appropriate.

7.2 BOAT RAMP DISTRIBUTION

In general, the Waikato Districts waterways are considered to be well serviced by existing boat ramps to provide access to the key navigable waterways and coastal areas within the district. The boat ramp location map included in Appendix A outlines the ramps as being distributed throughout the districts main harbours/estuaries (Whaingaroa/Aotea/Waikato River) the Waikato River channel and lakes with ramps located at or in proximity to the main towns and settlements.

Some larger water bodies are noted which are not serviced by boat ramps, however this is likely due to constraints associated with those sites or the availability of alternative access such as:

- Lake Rotongaro – Wildlife Management Reserve with no formalised public access to the lake shore and limited recreational boating potential;
- Lake Whangape – Shallow lake with poor water quality and limited recreational boating potential. Beach launching access available at Shuggs Landing off Glen Murray Road;
- West Coast from Raglan to Port Waikato – Isolated, exposed coast line with limited access and unsafe boat launching conditions.

Consultation outcomes with key stakeholders and survey responses received also indicated that the majority of respondents consider that the existing ramps provide suitable points of access. Where parties indicated dissatisfaction with current access points, it appears (based upon these parties comments) that this relates more to the condition of existing structures rather than their physical locations.

The following sections aim to provide a review of the current boat ramp resource in relation to the distribution of the ramps throughout the district and makes key recommendations regarding the location of the ramps. This includes identification of locations where it may be possible to disestablish existing assets with the aim of reducing ongoing delivery costs along with locations where new ramps should be considered.

7.2.1 DISPENSABLE RAMPS

Generally, all of the existing boat ramps have been found to be of some value to some part of the community for various uses. However, some sites have been identified where the current location, condition or usage has determined the ramps to be unsustainable in the long term and disposal of these sites as public ramp assets can be considered.

Hauroto Bay Boat Ramp

This ramp is located within the Hauroto Bay arm of the Upper Whaingaroa Harbour within an area of road reserve at the end of the Hauroto Bay Road formation. While the site was included within WDC's original list of boat ramp assets, inspection of the site identified that there is little remaining of any ramp structure with only a remnant area of dispersed gravel extending from the maintained grass reserve surfaces.

The former ramp location appears to have become overgrown with rank grass indicating minimal usage of this access point. Furthermore, Hauroto Bay comprises a shallow, tidal arm of the harbour with the tide retreating over 300m from the reserve area at high tide and water only reaching this area at full tide and being limited to shallow cover over the tidal flats. Hence, access to the harbour at this location would typically be limited to small, non-motorised craft of shallow draft such as kayaks or paddle boards at high tide only. These craft are considered able to access the water from the reserve area without need for a specific ramp access in this location.

On this basis, reinstatement of ramp access and any ongoing maintenance of this access is considered unnecessary and it is recommended that this site can simply be removed from the list of WDC ramp assets and left to revert to natural shoreline cover without need for any specific remedial works. Furthermore, additional ramp access is available to the southern branch of the Upper Whaingaroa Harbour area via the Te Uku Landing ramp on the Waitetuna River estuary in proximity to this location.



Figure 23: Hauroto Bay former ramp access location.

Joys Point Boat Ramp

This ramp is located on the Opoturu Arm of Whaingaroa Harbour in Raglan. The ramp is accessed directly from a section of historic, unformed road reserve (Creek St) and hence WDC have previously confirmed ownership of the ramp and have obtained a consent authorisation for this ramp as part of a previous comprehensive resource consent process.

However, inspection of this ramp has identified that access to this ramp is only available through the Raglan Area School site, across the school fields and hence presents restricted access for any public users. Furthermore, consultation with Raglan community members has outlined that the ramp was also historically constructed by the school to provide access for school children using non-motorised craft. Consultation with Raglan Area School for this project confirmed that the ramp is of value and continues to be used by the school for launching of non-motorised water craft with limited public access.

On this basis, while this ramp has been formed within WDC administered road reserve land, the ramp does not operate as a public asset and hence the future rates funded operation and maintenance of this ramp by WDC is not considered appropriate. It is recommended that further consultation is undertaken between WDC and Raglan Area School with the aim of formalising/vesting the ongoing monitoring and maintenance responsibilities associated with this structure with the school as the sole users.

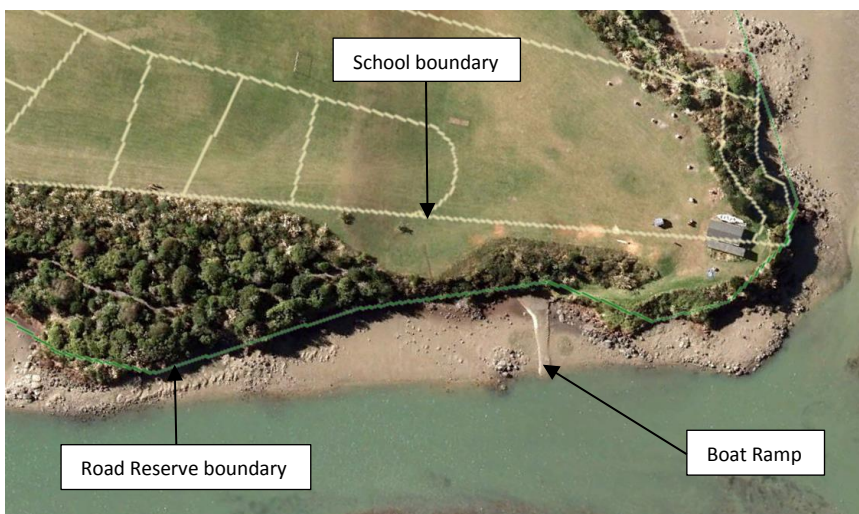


Figure 24: Joys Point boat ramp property boundaries

Riverview Road Boat Ramp

This ramp is located on the western bank of the Waikato River to the south of the Tainui Bridge as it passes through Huntly. The ramp comprises a simple gravel access track pushed down the river bank to access a backwater channel located behind a large sand bank island. The channel area between the river bank and this island can be subject to heavy siltation and during periods of low flow deems this access unusable for launching of water craft with historic aerial photos identifying this channel as becoming entirely silted up with no water at times.

Based upon this limitation along with the presence of two alternative ramp accesses to the Waikato River within Huntly township (including the well-formed Parry Street ramp located on the western bank approximately 1500m downstream), the Riverview Road ramp is considered to comprise a potentially dispensable asset. Disestablishment of this ramp would require removal of

the tyres installed at the margins of the ramp and removal of any residual aggregates following which this area could either be grassed or planted to allow the river bank to revert to natural cover in this area without the need for further maintenance expenditure at this location.



Figure 25: Launching point at the River Road boat ramp in Huntly West showing channel siltation and limited flows through this backwater channel compromising boat access.

Lake Waikare – Waikare Road Boat Ramp

The Waikare Road boat ramp is located on the western shore of Lake Waikare within an area of WDC esplanade reserve. The ramp structure extends from a gravel turnaround area as a short concrete ramp which has been identified as showing signs of undermining and end breakage at the time of inspection (refer Figure 26). In addition, it was identified at the time of inspection that another ramp access point is available within the reserve comprising a more simple gravel access ramp. It is notable that both WDC and Department of Conservation information signage has been installed at this secondary ramp (Figure 27) which may suggest it is the preferred ramp for lake access within this reserve. Furthermore, the additional Ruahine Road ramp is also noted as being located on the western lakeshore within proximity of this reserve area (approx. 3km). Hence, considering the presence of multiple ramps in this location, the deteriorating condition of the concrete ramp and the type of usage within this area (only smaller craft for shooting/fishing based upon the shallow lake depths and poor water quality) it is considered that the existing concrete ramp could be disestablished without any significant loss of service within this area. Removal of this ramp could occur simply through breaking up of the ramp with an excavator and loading out these materials with this area either being left as an informal access point or planted with riparian native vegetation.



Figures 26 & 27: Existing concrete ramp with end breakage effects and signage at the additional ramp within the Waikare Reserve.

In the instance that it is determined that any of these ramps are to be disestablished, it is recommended that consultation should first be undertaken with the local Community Board/Committee as representatives of the local community to confirm their agreement to the removal/loss of these assets prior to implementation.

7.2.2 NEW RAMPS

Future supply of these community assets also needs to consider future community demands including current and anticipated growth areas where an increased population growth can trigger an increased demand for these assets to provide recreational opportunities along with increasing numbers of recreational water craft users within the district (refer section 3).

The following sections identify locations where the current distribution of ramps along with anticipated areas of growth within the district, warrant consideration for installation of new ramp access to local waterways.

Whatawhata – Waipa River

The location of the Whatawhata area on the western outskirts of Hamilton City has again seen this area becoming a popular location for lifestyle block development with a number of large scale residential developments occurring within this area in recent times (e.g Awatea, Highbrook etc) along with an established population within Whatawhata Village.

At present, the Waipa River flows directly through Whatawhata township however provides limited opportunity for the public to access the river or its riparian margins. The nearest formal access to the Waipa River for water craft comprises the Ngaruawahia boat ramp on the Waikato River located approximately 30km downstream of Whatawhata with no known public access ramps identified further upstream of Whatawhata on the Waipa River (within Waikato or Waipa Districts).

On this basis, Whatawhata has already been identified by WDC as a potential location for implementation of a new boat ramp to access the Waipa River both to provide a recreational asset for the growing local community, the broader community and to provide strategic access into the river for river operations such as the police, search and rescue, and river management activities.

Provision of ramp access into the Waipa River in Whatawhata has been promoted through consultation with WDC's Newcastle Ward Councillor who has identified the local communities support of a WDC operated boat ramp in this location for waka ama, duck shooting, pleasure craft as well as emergency service access.

Ramp access in this location has also been identified as being of strategic importance during consultation with NZ Police's Waikato Search and Rescue Sargent to provide response capabilities within this limited access catchment along with Fish and Game, for shooter/fishing access and the WRC, for river management and monitoring access.

Considering the likely usage of a ramp within this area it is noted that the Waipa River comprises a narrower and shallower channel in comparison to the Waikato River with regular tight bends. Furthermore, the catchment can be subject to significant sediment inputs resulting in reduced water clarity along with high debris loads (logs/branches etc) resulting in potential navigational hazards within the channel. In this respect, a ramp in this location is unlikely to attract much usage from larger power boats (e.g 5m plus) however would likely be utilised by smaller power boats for activities such as site seeing, duck shooting, fishing, jet boating and site seeing along with non-motorised craft such as kayaks, waka ama and paddle boards.

BBO has previously been engaged by WDC to assess potential locations for a boat ramp on the Waipa River within the vicinity of Whatawhata. This assessment included preliminary review of Council owned riparian/esplanade reserve land within this area including consideration of accessibility from the public road network and potential ramp design/construction constraints factoring the generally incised nature of the river within this area.

The assessment identified a preferred site for the ramp location comprising an area of redundant road reserve on the true right bank immediately downstream of the existing SH23 bridge and at the location of the former road bridge across the Waipa River (refer Figure 28)

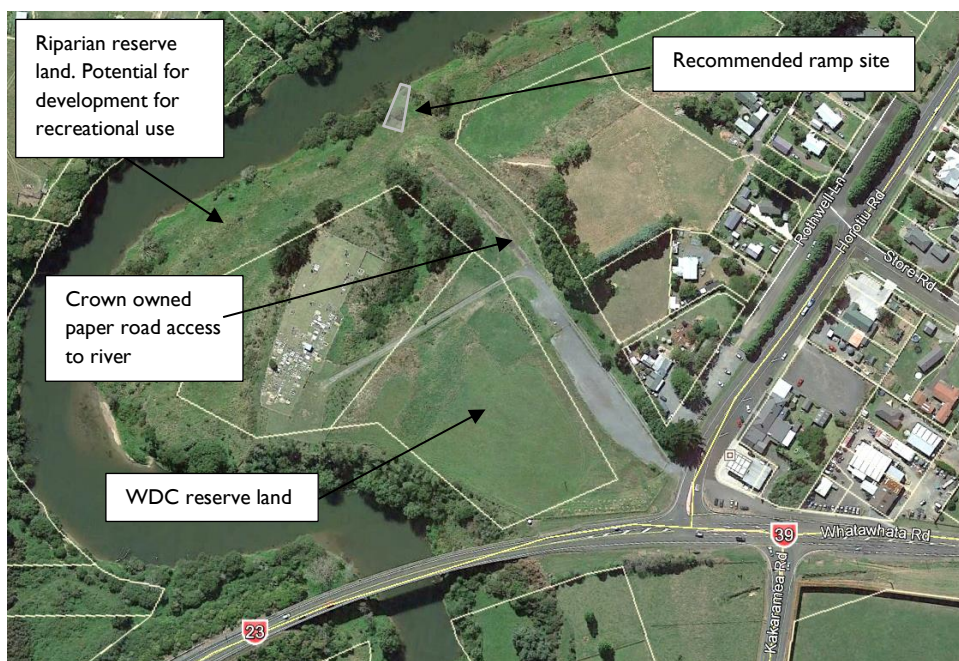


Figure 28: Recommended Whatawhata boat ramp location

This site was selected as the preferred option for the boat ramp for a number of reasons including:

- Direct access from the public road via paper road (with existing access track) to the river bank;
- Wide strip of riparian reserve land at the river bank to accommodate the ramp and associated turn around/parking areas with potential for future enhancement as a Council riverside park;
- Additional parcel of vacant Council reserve land (local purpose – cemetery) for overflow parking/development;
- Location is within a relatively straight stretch of river providing for good visibility and minimising potential river current impacts during launching/retrieving water craft;
- Proximity to Whatawhata township providing enhanced recreational opportunities for local residents and proximity to local services for ramp users;
- Directly adjacent to a number of historical sites including a maori urupa to the south, military redoubt to the north and old bridge embankment to the east providing an opportunity to promote these historical sites to ramp/reserve users.

In addition, a number of constraints have been identified in relation to establishment of a ramp in this location including:

- Access to the paper road is currently from SH39 in close proximity to the SH23 intersection creating potential traffic concerns and a likely need for NZ Transport Agency involvement in establishing this access. A potential alternative access is identified via Rothwell Lane which already provides access into the adjacent café and shopping area and could be extended within the road boundaries to the boat ramp site;
- The river channel is deeply incised within this area (as for most of the Waipa River) so would require reasonably significant earthworks to establish the ramp access and may pose constructability issues;
- The Waipa River is subject to regular level fluctuations and hence the ramp would need to be designed accordingly factoring access at typical (likely summer) water levels but allowing for inundation during high flows;
- Earthworks and ramp construction would be subject to specific resource consent authorisations from the WRC (as for any new ramp);
- Proximity to the urupa and redoubt may also present potential concerns (in terms of cultural values associated with the site) and would likely require tangata whenua support and potentially Heritage NZ authority approval.

Nonetheless, the site is considered to be the preferred location for establishment of a boat ramp within this area and presents a feasible option for boat ramp establishment – subject to the above constraints being addressed.

Subsequently, BBO has been requested to prepare concept design plans for a boat ramp at this site along with cost estimates for establishment of this ramp. The concept plan along with cost estimate for establishment of a ramp at this site is provided within Appendix E. The concept design construction cost estimate based upon 2015 pricing and exclusive of detailed design, consenting or additional permitting requirements estimates a figure of approximately \$209,000.00 for establishment of this ramp. A more recent estimate of the costs associated with implementation of these works has been provided by BBO Engineers based upon 2017 pricing and experience from more recent, similar projects which estimates construction costs of around \$380,000.00 for implementation of this new ramp.

Lake Waikare – Te Kauwhata

At present, the existing Te Kauwhata urban area along with current greenfields subdivisions largely face away from the adjacent shores of Lake Waikare to the south and provide little connectivity between the town and the lake. The physical characteristics of the lake including shallow water depths (<2m), large numbers of submerged obstructions/snags and poor water quality also present limited opportunity for recreational boating activities within/on the lake with the existing ramps on the western shores generally providing sufficient access for current shooting/fishing users only.

However, with the growing population of Te Kauwhata and efforts by the WRC to improve lake health, there is a potential for recreational usage of the lake to increase. In particular, the recent proposal for the 1300 residential lot Lakeside private plan change, located directly adjacent to the eastern shores of the lake and incorporating large areas of lake side reserve, presents a significant potential for increased interaction between residents and the lake including for recreational boating activities. Hence, should this plan change be approved, it is considered that establishment of a new boat ramp within future WDC esplanade reserve land within this vicinity would provide a valuable asset for the future community to utilise the adjacent lake resource. A ramp in this location would likely be limited to a smaller ramp structure given the limited potential for use of large power boats on this lake (given the physical lake constraints) and should be designed to cater for smaller powered and non-powered watercraft only.

Figures 29 and 30 outline the location and preliminary layout of the proposed development area with the lake shore extending along the entire eastern boundary of the site with the plan outlining a wide esplanade reserve area (to be vested with WDC) extending along the lake shore and indicating a proposed jetty in this location.

Lake Rotokauri comprises a small peat lake located within Waikato District on the outskirts of Hamilton City and is surrounded on one side by residential lifestyle blocks and on the other by rural land. Lake access is limited to a single gated access point with an access track over 200m long to access the lake. Furthermore, lake usage is restricted to non-motorised craft only with usage understood to be limited to very infrequent usage by kayaks. However, with an increasing population in this area and recreational usage of the lake, this response outlined that there may be an increasing need for emergency services to access the lake with a motor boat in the event of a rescue operation.

Based upon the limited access to and usage of the lake the potential for incidents to arise is considered to be low. Furthermore, consultation with NZ Police's Waikato Search and Rescue Sargent has outlined that he is not aware of any incidents occurring on this lake and in the event that something did occur, a response could be employed using air assets (helicopter) or by simply carrying smaller craft (kayaks or dinghy's) to the lake. On this basis, the need for an additional ramp at this location can be discounted at this point.

- Ngaruawahia Rowing Club

The Ngaruawahia Rowing Club is located on the southern river bank immediately to the west of the main trunk rail bridge in Ngaruawahia and one respondent has outlined a desire for a new ramp to be constructed in this location for club usage. Access from the rowing club sheds to the river is currently gained across a short section of grassed riverbank reserve to launch on a small sand beach. It is noted that the main Ngaruawahia boat ramp is located only 200m westward of the club sheds along the Waikato Esplanade and hence currently provides opportunity for launching of support boats in proximity to the rowing club. On this basis, construction of an additional council funded public boat ramp in this location, purely for rowing club usage is considered unreasonable. Although establishment of a ramp at this location at the cost of the rowing club and with formal WDC approval for the construction and maintenance of a ramp on council reserve land could be considered.

- Frost Road – Te Kohanga

Consultation with Fish and Game suggested the potential for establishment of a new ramp at the end of Frost Road, Te Kohanga to provide river access for this local rural community on the southern side of the river. Frost Road extends northward from the main Port Waikato Road as a narrow rural road up to the southern Waikato River bank. A crude ramp exists at the point where the road reaches the river which appears to be used by the local farmer for moving stock on a barge to the adjacent river islands.

While this site appears to provide a suitable site for establishment of a boat ramp, it is noted that the surrounding area comprises a relatively sparsely populated rural environment with no anticipated development pressure within the future. Furthermore, the site is located in relative proximity to the existing Les Batkin Reserve ramps at Tuakau (approx. 7km up river), and hence good river access is provided for this community via a nearby good quality WDC ramp.

7.3 BOAT RAMP DELIVERY ISSUES – BY AREA

This section collates the information gathered during the site assessment inspections and consultation processes to identify the key issues identified at the specific ramp assets within the

various parts of the district. While WDC is yet to define the level of service they intend to provide at these facilities, recommendations are provided in regard to addressing the identified issues to provide for the future safe, efficient and compliant usage of these structures. Where specific ramps are not mentioned, it can be assumed that these ramps are generally in good condition with no current identified issues/defects.

Photo images of the key issues/defects described below are generally outlined within Site Inspection Reports included in Appendix B.

Raglan/Aotea Ramps

- **Kopua Domain Ramp**

This ramp is identified through consultation processes as comprising one of the most popular ramps within the district primarily for saltwater fishing access. Key issues identified during site inspection and during consultation include:

- This ramp becomes very busy during peak use periods and parking is limited and uncoordinated (i.e no specified/marked parking areas) resulting in spill over to adjacent reserve and road berms. Raglan Sports Fishing Club has suggested that this could at least initially be resolved through marking out the grassed parking areas to provide for more efficient parking. This recommendation is supported;
- The ramp can become very slippery and unsafe. It is recommended that this ramp is subject to routine cleaning to maintain traction;
- There is undermining occurring around the ramp edges and a large crack has formed in the ramp surface. It is recommended that a repair is designed and implemented for these items as soon as possible to prevent further deterioration;
- Ramp usage can be limited by a number of items including:
 - The outlet channel provides restricted access for large boats at high tide due to limited freeboard below the footbridge;
 - The outlet channel provides restricted access at low tide due to a sand bar where the channel meets the main harbour.

It is considered that these physical constraints beyond the immediate ramp launching area, would be outside of the 'level of service requirements' to be provided by WDC for this ramp and can be disregarded. However, these items should be noted in regards to constraints associated with other ramps (e.g parking at Wallis St ramp) and the ability of this ramp to provide a back up access point for large craft.

- **Coastguard Ramp:**

- The upstream side of this ramp has undermined and has resulting in deposition of large amounts of construction rubble across the adjacent flats. Additional erosion of the shoreline immediately upstream of the ramp has also occurred contributing rubble on to the flats with concrete power poles and rock placed along this area in an attempt to protect the bank. It is recommended that a repair is designed and

implemented for this failure as soon as possible. Repair of this item by June, 2017 is a requirement of the WRC consent;

- The ramp can become very slippery and unsafe. It is recommended that this ramp is subject to routine cleaning to maintain traction.

- Puriri Park Ramp:

- This ramp has been subject to recent upgrade works however has developed a steep vertical drop off of approx. 300mm at the toe of the ramp which is limiting usage. It is recommended that a repair is designed and implemented to reinstate safe usage of this ramp.

- Wallis St Wharf Ramp:

This ramp is identified through consultation processes as comprising one of the most popular ramps within the district primarily for saltwater fishing access and is the only location within Raglan where deeper water extends up to the ramp to provide for safe, all tide access to the harbour. Key issues identified during site inspection and consultation include:

- There is very limited parking for boat trailers in this area with only 9 designated trailer parks. This issue has been compounded by conversion of the wharf area for commercial/retail uses resulting in trailer parks being occupied by other vehicles and conflict between boat trailers with public traffic and pedestrians particularly during busy periods. The area provides very limited potential for establishment of additional parking areas with consultation suggesting consideration of a coastal reclamation in this area to establish more trailer parks. It is recommended that WDC undertake an assessment of potential options for parking improvements within this area including the feasibility of a reclamation for this purpose. This would need to include front end consultation with other key stakeholders including local iwi, HarbourCare groups, Waikato Regional Council and the Department of Conservation to gauge the feasibility of a reclamation in this location;
- Sections of the ramp surface are in poor condition with areas of deteriorated concrete cover and exposed reinforcing mesh. While the ramp remains usable, it is recommended that ramp surface repair is designed and implemented to maintain safe usage of this ramp and prevent further deterioration;
- A floating pontoon has been installed along the adjacent wharf to provide for safe loading/unloading of boats however this is frequently utilised by commercial operators or for mooring of boats thus restricting access. Further policing of this issue is required to maintain public usage.

- Te Uku Landing/Waingaro Landing Ramps

- Both ramps comprise basic gravel ramps and more gravel is required to maintain traction and prevent vehicles getting stuck. Recommend that these ramps are subject to routine surface maintenance through aggregate placement to maintain safe usage.

- Te Akau Ramp

- Recent repairs have included edge batter works which have extended around the majority of the ramp however have not covered the lower part on the inside of the ramp creating an area still at risk of undermining effects;
- Large amounts of concrete rubble within the surrounding coastal margins from both the old, deteriorating ramp structure and the informal concrete post ramp extension affecting amenity values at the site. These materials should be collected and removed off site.

- Manu Bay Ramp

This ramp is identified through consultation processes as comprising one of the most popular ramps within the district primarily for saltwater fishing access. The ramp is considered to be of strategic importance as it is the only ramp on the West Coast from New Plymouth to Cape Reinga to provide direct access to the open ocean, avoiding the need for a bar crossing.

- The ramp is considered to be unsafe to use even during moderate swells. This is predominantly attributed to a reduced level of service provided by the recently reinstated breakwater structure which is considered to be shorter and lower than the old structure (which failed) resulting in increased levels of surge coming over or around the structure. This surge is considered to be disrupting launching and retrieval of boats resulting in unsafe conditions and increased numbers of people attempting bar crossings. Consultation with the Raglan Sports Fishing Club has suggested a 30% reduction in the periods over which the ramp is now able to be used due to changes attributed to the new breakwater.

The design and supervision of the breakwater upgrade was undertaken by BBO as consultants to WDC. A comparison of pre and post survey information for the original and new breakwater structures has been undertaken which has confirmed similar length and height of the structures. Furthermore, consultation with both the WRC Harbour Master and Raglan Coastguard specifically in relation to this issue have not confirmed an increased number of response incidents at this site since the new breakwater has been established. Nonetheless, it is acknowledged that new structures within dynamic coastal environments can result in changes to previous coastal processes and performance of the structures. Based upon the number of respondents highlighting this issue it is acknowledged that changes to the level of service provided by the breakwater may have occurred.

A key aspect to be determined in this instance comprises the 'level of service' that WDC intend for this asset to provide at this location i.e during what conditions should people be able to safely launch boats at this open ocean ramp site??

Given the significant number of respondents highlighting this issue and referring to unsafe conditions at this ramp, further investigation is required to address this issue and to determine an appropriate level of service for this ramp and how this issue will

be addressed. BBO is willing to work with WDC and the Raglan Sports Fishing Club to determine an appropriate resolution to this issue.

- The ramp is considered to be subject to a general lack of maintenance by WDC resulting in a deteriorating ramp surface and a lack of useful signage around the ramp. It is recommended that the ramp is subject to more routine monitoring and maintenance inspections and that WDC coordinates with the WRC Harbourmaster/Coastguard to ensure adequate signage is provided at the ramp to support safe usage.

- **Pakoka Reserve Ramp**

This ramp comprises an isolated ramp located on the tidal reaches of the Pakoka River providing access to the northern and upper parts of side of Aotea Harbour. While this ramp is located on the very southern boundary of the district and is unlikely to be subject to significant usage, it does provide a strategic access point into this harbour which appears to have very limited public access – other than the beach launching at Aotea township on the southern side of the harbour. On this basis it is considered that this ramp should be retained and should be subject to standard ramp maintenance regimes.

Southern Waikato District Ramps

This part of the district is located around the periphery of Hamilton City and has been subject to intensive development of rural lifestyle sections over the past few decades resulting in establishment of a large local population which continues to grow. Key ramps within this area identified through site inspection and consultation processes as having ramp delivery issues are outlined as follows:

- **Narrows Boat Ramp**

The Narrows Boat Ramp was established by WDC around 2005 to provide access to the Waikato River for the growing Tamahere and Matangi communities. Key issues identified during site inspection and consultation include:

- There is undermining occurring on the upstream side of the ramp where a rip rap revetment has been dispersed during high flows allowing erosion of the materials along the upstream ramp edge;
- Rip rap material has been dispersed across the small beach area directly upstream of the ramp which creates an impediment during launching/retrieving boats;
- Parking and manoeuvring can be restricted during busy periods.

- **Lake Kainui Ramp**

- The ramp can become very slippery and unsafe. It is recommended that this ramp is subject to routine cleaning to maintain traction and safe usage.

Central Waikato District Ramps

Huntly is considered to be well service by good quality ramps both on the Waikato River and the local lakes. Furthermore, ramp access is available at or in proximity to the main settlements located along the main navigable water bodies through this area including the Waikato River and Lake Waikare. Key issues identified during site inspection and consultation for this area include:

- Rangiriri Ramp
 - The ramp appears to have been damaged (end breakage) which may have occurred due to usage during the recent expressway construction works during which this ramp was utilised as a Waikato River water supply access point by the site contractor. This involved large water tankers driving down the ramp to receive water pumped from an adjacent intake into the tankers for use on the construction site. The ramp comprises the closest river access point to the growing town of Te Kauwhata and is likely to become subject to increased usage as the local population grows. It is recommended that this ramp is programmed for repair/upgrade in the near future.

Northern Waikato District Ramps

Again, this area is considered to be well service by ramp access at or in proximity to the main settlements located along the main navigable water bodies through this area including the Waikato River and Whangamarino/Maramarua Rivers. The large ramps at Les Batkin Reserve, Elbow Reserve and Hoods Landing can be subject to heavy usage and are generally in good condition.

With the rapid expansion of satellite townships to Auckland within this area including Pokeno within Waikato District and Pukekohe and Waiuku within Auckland City, increased pressure on these boat ramps is anticipated and hence these ramps need to be maintained and upgraded where necessary to provide an appropriate level of service. Key issues identified during site inspection and consultation for this area include:

- Mercer Ramp
 - The ramp has been subject to undermining with steep drop offs forming around the margins and end of the boat ramp making it unsafe along with deposition of construction materials in the adjacent river bed presenting a navigation hazard and amenity effects. It is recommended that this ramp is programmed for repair/upgrade in the near future.
- Les Batkin Reserve Ramps
 - While the primary ramp is large and in good condition, usage can become very busy and spills over to the secondary/old ramp, particularly for jet skis. The secondary ramp is in poor condition with undermining, end breakage, surface cracking and deposition occurring. It is recommended that this ramp is programmed for repair/upgrade in the near future.
- Port Waikato Esplanade Ramp

- The ramp can become busy due to overflow from the main Port Waikato Ramp (which has limited parking) but is basic and in poor condition with undermining, an unlawful extension and rocks surrounding the ramp. It is recommended that this ramp is programmed for repair/upgrade in the near future.
 - The ramp would benefit from approved amenities including a light and a pontoon for boat tie up during busy periods. Further investigations are required to determine the need for these amenities at this ramp site.
- Port Waikato Wharf Ramp
 - The ramp can become subject to heavy usage, particularly due to loss of beach launching access at Sunset Beach however has very limited parking with limited scope for increasing the parking area. These issues may be able to be addressed through upgrade of the nearby Esplanade Ramp.

7.4 BOAT RAMP DELIVERY ISSUES - GENERAL

Site inspections and consultation outcomes have identified a number of issues relating to the delivery of the ramp assets throughout the district. At the highest level, this comprises a general lack of monitoring and maintenance across all of the ramps which has resulted in the deterioration in the condition of the ramps and their usability. A number of more specific delivery items have been noted across the ramp assets as follows:

- Concrete Ramps

Many of the concrete ramps were identified as becoming very slippery due to either algal growth or sedimentation on the ramp surface limiting vehicle traction during launching and making them dangerous to walking down while launching/retrieving boats. While the current Parks and Open Spaces Maintenance Contract includes reference to undertaking maintenance works towards maintaining non-slip surfaces on ramps, this doesn't appear to be implemented on a routine basis.

It is recommended that the Boat Ramp Strategy recommended through Section 7.1 includes specific requirements for monitoring of traction on boat ramp surfaces and implementation of specific traction management works either through cleaning or application of materials to maintain safe, non-slip surfaces for all ramp users.

- Gravel Ramps

Five of the WDC ramps are identified as comprising basic gravel access ramps. These ramps can be subject to loss of gravel from the ramp surfaces following large flow events resulting in exposure of underlying in-situ materials which provide limited traction for boat launching/retrieval. It is again recommended that the Boat Ramp Strategy recommended through Section 8.1 includes specific requirements for monitoring of gravel cover on these ramps to maintain access and where surfaces are identified as having been subject to loss of cover application of additional aggregate should be programmed.

- Rubbish

A number of the busier ramps were identified as having issues relating to dumping of refuse at the ramp sites resulting in pollution and loss of amenity. These included areas where either insufficient rubbish bins, a lack of maintenance or dumping by the general public was resulting in over-flowing bins at ramp sites. In addition, concerns were raised regarding dumping of fish waste by fishermen, including at the Narrows Ramp on the Waikato River where issues were also noted of saltwater fishermen washing their boats down on this freshwater ramp.

It is recommended that these general items relating to multiple ramp sites are addressed as part of the routine ramp monitoring and maintenance requirements to be outlined within the Boat Ramp Management Strategy as recommended through Section 8.1 of this report.

8 FUTURE BOAT RAMP COSTS/FUNDING

8.1 GENERAL MAINTENANCE COSTS

WDC Asset Management has provided a breakdown of actual boat ramp operational/maintenance costs for the past 3 years. These costs are limited to the 'business as usual' costs exclusive of any major ramp repair/upgrade projects implemented by WDC over this time and include the annual WRC consent holder charges for all of the ramps plus the costs of any minor maintenance/repairs undertaken across the ramp assets. These costs are summarised in Table 5.

Item	2014/15	2015/16	2016/17
WRC Annual Consent Charges	\$986.00	\$6004.00	\$6004.00
Repairs & Maintenance	\$3608.48	\$5837.00	\$6582.12
Refuse Bags/Bins	\$188.41	\$382.58	-
Water Rates	-	-	\$900.00
Total	\$4,782.89	\$12,223.58	\$13,486.12

Table 5: WDC Actual Routine Ramp Maintenance Costs 2014 – 17.

Table 5 identifies WDCs current general ramp monitoring/maintenance expenditure ranging from around \$4,000.00 up to \$6,500.00 per annum (exclusive of annual consent charges) which has been described as relating to general inspections and some ramp cleaning works. This expenditure is considered to represent minimal expenditure across the 35 ramp assets over this period.

It is noted that the information provided by WDC Asset Management outlines a forecast expenditure for the ramp repairs and maintenance item of \$13,000.00 per annum and hence the current expenditure is sitting well below their forecast value. It is not known how this forecast annual maintenance expenditure of \$13,000.00 across the ramp assets has been determined or whether this is specific to physical maintenance works only or inclusive of annual consent holder fees as outlined above.

As previously outlined, it is recommended that the specific activities to be undertaken as part of WDC's routine ramp monitoring and maintenance works are outlined within a specific Boat Ramp Management Strategy. While this strategy is yet to be developed, a preliminary monitoring and maintenance schedule has been developed by BBO's Contract Engineer to provide a

estimate of the anticipated works and associated costs required to ensure the successful delivery of the boat ramp assets in the future. A copy of the preliminary schedule is included in Appendix F and is summarised in Table 6 below. It is noted that this schedule has been developed based upon these works being undertaken by a consultant/contractor.

Activity	Frequency	Estimated Cost (per year)
Detailed ramp inspection and condition reporting	Biannually for priority ramps. Annually for all other ramps	\$8,316
Water blasting of concrete ramps	Based on 10 ramps/year	\$14,746
Minor surface repairs (potholes etc)	Based on 10 ramps/year	\$9,911
Aggregate ramp surface replenishment	Based on 5 ramps/year	\$19,786
Rubbish	Weekly (on average) at 6 priority ramps only	\$20,427
Total		\$73,186

Table 6: Preliminary Annual Monitoring and Maintenance and Associated Costs Summary

This preliminary schedule estimates a cost in significant excess of the current specified annual boat ramp monitoring and maintenance cost provided by WDC Asset Management of \$13,000.00. Some of the assumptions made in the preliminary schedule can be considered to be conservative, particularly in comparison to the current level of monitoring and maintenance undertaken and anticipated by Council. However, the successful delivery of these assets in the future at a level which reduces the risk of further deterioration of the structures and the need for additional capital works expenditure on major repairs and upgrades will require an increased intensity of monitoring and maintenance works and associated increases in costs.

8.2 MAJOR RAMP REPAIRS/UPGRADE WORKS

Over the period 2014 - 2017 WDC has also identified a number of ramp sites where more significant defects have resulted in the need to implement larger upgrade projects to manage the potential operational or environmental effects of both the ramps and ancillary structures and to maintain the integrity and usability of these structures in the long term. These projects and associated projects costs provided by the WDC Asset Management team are outlined as follows:

Project	Cost
Te Akau Boat Ramp Upgrade: <ul style="list-style-type: none"> • End extension; • Edge repairs. 	\$22,337.00
Manu Bay Breakwater Replacement: <ul style="list-style-type: none"> • Breakwater replacement following end failure including design, consenting and construction 	\$427,628.00
Manu Bay Boat Ramp Repair: <ul style="list-style-type: none"> • Post storm damage repair works including removal/replacement of a damaged section of the ramp surface. 	\$27,951.00

Taupiri Boat Ramp Upgrade: • End extension and repairs; • Handrail installation	\$64,254.00
Puriri Park Boat Ramp/Seawall Repair: • Construction of replacement 35m long seawall along Puriri Park frontage including end and edge repairs to the boat ramp	\$105,873.00
Total	\$648,043.00

Table 7: Major WDC Boat Ramp Repair Projects and Costs 2014 - 2017

These projects highlight the significant scale of costs that have been required beyond ordinary 'business as usual maintenance works' to address more significant failures at these deteriorating structures.

Site inspections have identified numerous other sites where deterioration of the structures is resulting in adverse environmental or operational effects or which present a risk for further deterioration which could compromise the life expectancy of the structure. These issues dictate the need to implement additional ramp repair upgrade works in the near future to bring these assets up to a level where further deterioration or effects can be avoided. Key sites identified which are considered to require urgent repair works along with an estimate of costs for implementing these works are outlined in Table 8. It is noted that for a number of these sites, preliminary repair design plans have already been developed and priced by BBO engineers. Where this has not occurred, cost estimates are provided based upon estimates undertaken for similar type/scale works at other sites. Furthermore, the table indicates the expected urgency for these works including an indicative timeframe based upon a variety of factors including the condition of the ramp/risk, level of usage and location, amenity impacts along with any other specific considerations e.g consent conditions. However, these indicative timeframes should be acknowledged as providing an estimate only as the actual remaining lifespan of the structure and requirement for these works could be influenced by a range of currently unknown factors e.g storm event frequency, changes in the level of usage and public interest.

Site/Works	Urgency (high/medium/low) & Indicative Timeframe	Cost Estimate
Kopua Domain: • Car park marking; • Crack repair, void filling and edge protection.	High – very high use ramp Summer 2017/18	\$40,000
Coastguard: • Edge repair and protection; • Approx. 50m erosion protection/retaining wall; • Clean up deposited material.	High – WRC consent requirement June 2017 – as required by the WRC consent	\$270,000
Puriri Park: • Repair to address scour/drop off	High – Ramp is largely unusable at present Summer 2017/18	Unknown at present – subject to design
Wallis St: • Ramp surface and adjacent stone facing wall repairs	Medium – ramp is still usable but will continue to deteriorate 2018	\$48,000

Te Akau: • Clean up deposited material	Medium – This material is contributing to adverse amenity impacts at this site Summer 2018/19	\$5,000
Narrows: • Void filling, edge protection and clean up deposited material	Medium – Good quality ramp but potential to deteriorate further and cause larger issues 2018	\$70,000
Rangiriri: • End repair	Medium – low use ramp but potential to deteriorate further and cause larger issues	\$80,000
Mercer: • Edge/end repair and protection; • Clean up deposited material.	High – ramp in very poor condition and will continue to deteriorate if works not undertaken soon. 2017	\$150,000
Les Batkin – secondary: • Edge/end repair and protection; • Clean up deposited material.	Medium - ramp in very poor condition and will continue to deteriorate however good ramp nearby. Summer 2018/19	\$140,000
Total		\$803,000

Table 8: Priority Boat Ramp Repair Projects and Estimated Costs Outside of 'Business as Usual' Maintenance Activities

For some of these sites, it is recommended that these works are prioritised and implemented immediately to address a high risk for further failures on high value ramps or to ensure compliance with consent requirements e.g Kopua ramp/Coastguard ramp/Mercer ramp. Where the works are identified as being less urgent, it is again recommended that these works are identified/prioritised as part of the Boat Ramp Strategy recommended through Section 8.1.

It is noted that this table is exclusive of projects/costs which extend beyond ramp repair works such as works to address car parking issues at Wallis St Wharf or Manu Bay breakwater performance which comprise larger, longer duration projects requiring multiple inputs and significant uncertainty around costs.

8.3 RAMP DELIVERY FUNDING

The above sections have outlined estimated costs associated with both 'business as usual' boat ramp monitoring and maintenance along with higher priority capital repair works projects required to address more significant ramp defects/issues. Funding for these activities to date is understood to have typically been obtained from general rates revenue. However, with increasing costs and identification of these larger scale projects, alternative funding opportunities need to be considered. The following sections outline a number of potential funding options which may be available to assist WDC in implementing the ongoing delivery of the boat ramp assets.

8.3.1 USER PAYS

WDC has identified the implementation of 'user pays' as a potential option for collecting revenue from ramp users to help fund the costs associated with the implementation of an ongoing ramp monitoring and maintenance regime.

Boat ramp user pays systems are implemented by a number of district councils and private boat ramp operators throughout New Zealand utilising a number of different methodologies for collection of revenue from ramp users. User pays systems have been identified Councils as an effective means for collecting revenue when large portions of ramp users may comprise non-resident/rate payer parties whom travel from outside of the district to utilise the ramps during peak holiday periods - such as for Hamilton users of Raglan ramps. Furthermore, user pays systems have been identified as a means for collection of revenue from commercial ramp users who may be utilising the public ramp assets at a more intensive frequency for their commercial operations.

The following examples of Council operated user pays boat ramps have been identified and discussed with Council staff within New Zealand.

Thames Coromandel District Council

The Thames Coromandel District Council (TCDC) operates a number of 'user pays' boat ramps at sites on both the western and eastern sides of the peninsula which are summarised as follows:

Western Ramps

- User pays ramps are operated on the western side of the peninsula at Sugar Loaf ramp at Te Kouma and Jacks Point ramp in Coromandel township;
- Ramp charges are \$10 at Sugar Loaf and \$5 at Jacks Point per launch;
- Fees are collected via honesty box, wardens or by purchasing an annual sticker membership which is displayed on the boat trailer;
- Fees are enforced by wardens stationed at the ramps during the peak summer periods or on an ad hoc basis by council compliance staff;
- Ramp fee revenue is used to offset ramp maintenance (including dredging) and consenting costs;
- Coromandel Marine Farm Association pays an annual fee (approx. \$46,000.00) as a commercial operator using the Sugar Loaf ramp on a regular basis.
- Privately operated user pays ramps are also in place at Te Puru, Kereta and Waikawau which are popular.

Eastern Ramps

- User pays ramps are operated on the eastern side of the peninsula at Mercury Bay (Whitianga) and Whangamata. These charges were introduced when improvements were made to the ramps at these locations;
- Ramp charges are around \$70 per annum or \$8 per launch;
- The annual charge can be paid at the Council or at some retail outlets with a sticker issued to be attached to the boat trailer. The trailers must be parked in the designated parking areas at the ramps;
- Fees are enforced by wardens/enforcement staff who inspect the parking area and issue infringements for any unstickered trailers or trailers outside the designated parking areas;
- Ramp fee revenue is used to offset ramp maintenance and improvement costs;
- Users pays systems are also planned to be introduced soon at Matarangi ramp and Purangi (Cooks Beach) ramp.
- An example of the TCDC's annual boat ramp permit is provided in Figure 31 and an image of the upgraded boat launching facilities at Whitianga is outlined in Figure 32 including a new floating pontoon to improve launching efficiencies at this busy site.



Figure 31: TCDC Annual Boat Ramp Permit Sticker – to be fixed to ramp users trailers.



Figure 32: Upgraded Whitianga Boat Ramp Facilities

Lake Taupo

- All public boat ramps within Lake Taupo along with harbour master duties are operated by the Department of Internal Affairs (DIA) rather than the local Council. This has always been the case and is a legacy situation based upon historic management of Lake Taupo assets. This situation allows for tax payer funding of boat ramp assets as opposed to rate payer funded – along with user pays revenue funding as described below;
- DIA operates 17 boat ramps on Lake Taupo and all are operated on a user pays basis;
- Boat ramp permits must be purchased prior to ramp usage and must be held by the user when accessing the ramps. Permits are available at local dairies/service stations/sporting/boating shops or can be purchased on-line including via a smart phone application;
- Permit costs are \$5 for a daily pass/\$35 for a fortnight pass/\$90 for an annual pass;
- Permits are enforced by the 7 DIA harbour master staff as well as a team of honorary enforcement officers i.e members of the public trained by the DIA staff. If users do not have a permit they receive an immediate \$200 fine;
- DIA staff are responsible for monitoring and maintaining the ramps and undertake quarterly audits of all structures.

Napier City Council

- Napier City Council operate one user pays boat ramp being the Nelson Quay ramp which was acquired by Council from the Hawkes Bay Sports Fishing Club;
- Access to the ramp is controlled by a barrier arm with access gained via an annual boat ramp pass swipe card or by payment by EFTPOS / credit card at the entry pedestal on a per entry basis;
- Ramp fees are \$100 per year for fishing club members, \$135 per year for non-members and \$15 per casual launch;

- Ramp fee revenue is used to offset ramp maintenance costs although maintenance of the barrier arm/pedestal system utilises a large portion of this revenue.

Christchurch City Council

- Christchurch City Council (CCC) operates 12 boat ramps within their district. Five of these ramps are operated on a user pays system which was the system operating at these ramps under the Banks Peninsula District Council when it was amalgamated with Christchurch City. The other 7 ramps are excluded on the basis that they have limited usage due to tides and condition;
- The most utilised of the user pays boat ramps are located in Akaroa and Lyttelton Marina. The Akaroa boat ramp is situated next to a CCC Service Centre (which overlooks the ramp) with fees payable prior to use. The Lyttelton Marina boat ramp is operated by way of a coin operated barrier arm. Fees are paid before entering the boat ramp launching area. The majority of the other user pays ramps are spread throughout Banks Peninsula and are operated on an honesty box system with fees being collected on an ad hoc basis. However, fees can be paid in advance at any CCC Service Centre;
- Permit fees are as follows:
 - Commercial Users - \$88.50/month; \$134.50/annum(ratepayer); \$206.00/annum (non-ratepayer);
 - Private Users - \$6.00/day; \$59.00/month; \$51.50/annum(ratepayer); \$134.00/annum (non-ratepayer).
- Revenue collected through ramp fees forms part of general council revenue i.e it is not allocated specifically to ramp maintenance works.

Tasman District Council

- Tasman District Council does not operate any user pays ramps however consultation has identified 5 public user pays ramps in the district which are owned and operated by private boating clubs or committees to provide public access for watercraft;
- These ramps include two ramps with coin or card operated barrier control arms and one ramp where a person is stationed full time over summer to collect ramp fees;
- One key ramp (Mapua) has recently been closed due to concerns over interactions between vehicles/trailers during launching/retrieving boats and high numbers of pedestrians within an adjacent commercial area.

Waitaki District Council

- Waitaki District Council operates six user pays ramps on the lakes within the district – typically associated with Council owned camp grounds;
- The user pays system was established five years ago and was met with opposition from the public;
- Permit fees are \$5 per day or \$50 for a season for all ramps and all users;
- Day use fees are collected by an honesty box system using a numbered, 2-part envelope with fees deposited in one half of the envelope into the box and the other half displayed on the vehicle dashboard. Season passes can be purchased from the council or at campgrounds;
- Compliance is undertaken through sporadic monitoring although there is a recognised need to improve compliance processes;
- Ramp fees amount to approximately \$20,000 to \$30,000 per year with half of the fees collected used towards camp rubbish bins, toilets and accessways used by the boaties and the other half put towards ramp maintenance/replacement.

Queenstown Lakes District Council are also noted as operating a user pays system (pay and display) for its boat ramps however have not responded to consultation regarding how this system operates.

It is noted that no fees are currently charged for public ramp users in Auckland City, Tauranga City, Hamilton City or Waipa District although discussions undertaken with Auckland Council staff for this project indicated that implementation of a user pays system has been considered and discounted in the past but is currently being reconsidered.

Consultation with the above Councils which operate user pays ramps outlined a mixed response from the public to the introduction of these systems within their districts. This included many users who were happy to pay a small fee to use the ramp on the basis of contributing to the maintenance of these assets. However, in other areas, consultation and historic on-line media articles have outlined strong public opposition to the introduction of these systems including references to vandalism and police involvement in some instances due to this opposition.

Consultation with the Raglan Sport Fishing Club undertaken for this project outlined that they would not be opposed to the introduction of a user pays system upon their local ramps subject to club members receiving a reduced rate for ramp usage on the basis of the clubs historic efforts (financial and physical) to establishment and maintenance of the ramp assets.

Introduction of a user pays system does appear to provide a feasible option for revenue collection from boat ramp usage to fund ramp maintenance costs in the Waikato District. However, prior to progressing the introduction such a system, there are a number of key items that should be considered and assessed as follows:

- Which Ramps?

With many of the WDC ramps comprising only basic, low to moderate usage ramps for much of the year, imposition of a user pays system at these ramps is unlikely to be necessary or sustainable in terms of compliance. If adopted, these systems should be targeted at the higher usage ramps in Raglan and the lower Waikato River.

- Operating Costs

The costs associated with implementing a user pays system including physical methods (e.g sticker sales/barriers arms) along with compliance (e.g ramp wardens/infringement processes) need to be factored against the revenue generated from ramp users. This would need to include a more detailed assessment of the methods/costs and anticipated numbers of ramp users at the key ramps to determine the profitability of the operations. A starting point for this assessment could be through more detailed consultation with other Councils currently operating these systems to better understand likely costs and revenue associated with the various collection methods.

- Who Pays What?

As noted, the Raglan Sport Fishing Club has already indicated an acceptance of a user pays system on the condition that club members are subject to a reduced ramp fee based upon historical involvement in ramp management. Furthermore, other Councils have indicated higher fees for non-ratepayer users on the basis that they do not contribute general rates towards maintenance of Council assets.

- Improvement of Ramp Assets

The introduction of a user pays ramp system is likely to generate an expectation of 'value for money' from users including provision of higher quality, better maintained boat ramp assets, particularly in locations where public users have historically been involved in ramp establishment and maintenance. This may be through upgrade of the ramp itself or enhancement of the facilities at the ramps such as lighting, parking, rubbish collection, public toilets etc. Council will need to consider whether introduction of a user pays system is likely to generate sufficient revenue to provide for these types of improvements at ramp sites.

- Consultation

Any decisions by WDC in regard to introduction of a user pays system at Councils boat ramps should include further consultation with key stakeholders to better assess and understand any further issues which may impact the introduction of these systems within the district.

8.2 WAIKATO RIVER AUTHORITY FUNDING

The Waikato River Authority (WRA) comprises a crown/iwi based organisation established under the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 and is tasked with overseeing the Vision and Strategy for the improved health and well being of the Waikato River. This includes allocation of funding for projects which are seen as promoting or implementing the key objectives of the Vision and Strategy for the Waikato River.

As previously identified, a key objective of the Vision and Strategy document includes:

The promotion of improved access to the Waikato River to better enable sporting, recreational, and cultural opportunities.

Hence, a potential has been identified for WDC to obtain funding from the from WRA for boat ramp maintenance/repair works within the Waikato River catchment.

However, consultation undertaken with WRA staff has outlined that WRA funding is not awarded to activities that would be seen to be 'business as usual' for local authorities or for long term/ongoing operation and maintenance activities. On this basis, consideration of WRA funding from the WRA for routine maintenance works can be discounted.

However, in the instance that WDC is considering the construction of new ramp assets at sites within the river catchment, the WRA has outlined that these projects would be within their scope for awarding funding and hence presents a potential option for funding of new boat ramp assets in the future. However, it is noted that all funding applications are contestable and hence are subject to assessment against other funding applications received by the WRA at the time and hence cannot be guaranteed. Nonetheless, should establishment of new ramp assets within the river catchment be supported by Council (e.g Whatawhata/Te Kauwhata), it is recommended that application be made to the WRA on the basis that the activities are directly consistent with the above objective of the Vision and Strategy.

8.3 WAIKATO REGIONAL COUNCIL

The WRC play an active role in navigation safety within the districts water bodies and coastal areas and hence also have a vested interest and active involvement in managing activities around boat ramps. Discussions with the WRC Navigation Safety Manager has outlined that WRC have not historically been actively involved in asset management, other than land drainage/flood control assets and hence do not have any funding allocated for these purposes. However, this does not preclude that this could occur in the future on the basis that WRC are dependent upon the provision of good quality waterway access for implementing both their navigation safety and river monitoring and management functions and hence have a vested interest in the ongoing delivery of good quality waterway access in the district. Any discussions regarding potential funding from WRC would need to occur at a strategic level with the appropriate council staff/councillors.

8.4 STAKEHOLDER COLLABORATION/PARTNERSHIP

As previously described, many of the districts boat ramps were likely installed on Council land by members of the public or public groups/organisations at their own costs. Furthermore, in some instances these parties have continued to maintain these facilities either independently or sometimes with inputs from Council. For example, consultation has outlined the Joys Point ramp in Raglan as being constructed and maintained by Raglan Area School on Council road reserve to provide harbour access for the school students with no records of Council input to these activities. Furthermore, the Raglan Sport Fishing Club has described works undertaken by the club to upgrade and maintain the Kopua Reserve ramp and the installation of the boat loading pontoon at the Wallis Street wharf with some funding provided by WDC but all works implemented by the club members.

There is likely to be many stakeholder parties such as these throughout the district whos members are reliant upon delivery of good quality boat ramps and hence have a vested interest

in these ramp assets and who are willing to contribute to the ongoing delivery of these structures. However, as usage of these assets continues to grow and with increasing operational and environmental legislative requirements associated with the delivery of these assets (including Health and Safety requirements associated with any works on these assets) it is no longer considered feasible to rely upon or allow public stakeholders to continue to undertake these activities without greater Council management/coordination.

Significant opportunities are considered to exist for Council to partner or collaborate with key stakeholders who may be able to provide advice, resources and potentially funding support (through fund raising etc) to achieve best practice delivery of ramp assets within Council's operational framework of legislative compliance requirements. It is recommended that WDC identifies and engages more frequently with these parties with the aim of a more collaborative approach to boat ramp asset management within the district.

8.5 COMMERCIAL OPERATORS

One situation has been noted above (Coromandel oyster farmers) where commercial operators, whom make frequent use of boat ramp assets, are required to pay a significant annual fee (around \$40,000) to Council towards ongoing boat ramp management costs. Commercial operators utilising WDC ramps identified through this project, has been limited to only a small number of operators such as commercial fishermen and the Huntly Dive School. Hence, the potential for these users to contribute any significant funds towards ongoing ramp management requirements is likely to be low. However, this option may warrant further investigation into commercial ramp users both now and into the future to determine both the potential impacts of these parties on ramp assets and revenue collection potential.

9 CONCLUSION

The WDC has been identified as owning and operating 35 boat ramp assets throughout the district ranging in scale and type from basic aggregate access ramps to large concrete ramps with ancillary infrastructure. Many of these ramps were likely constructed on public land by members of the public with no formal design or construction inputs resulting in some cases in crude structures with a high risk for rapid deterioration of failures.

The ramps provide valuable assets to local communities for both recreational uses as well as commercial operations. Furthermore, key ramps located at Raglan and within the lower Waikato River are considered to form part of Councils asset base which attracts large numbers of visitors into the district from nearby centres, particularly over peak holiday periods and hence also contribute to the economic wellbeing of the district. With a growing population within the district and nearby centres, along with increased boat ownership/usage throughout New Zealand, an increase in the demand for use of these ramps and for delivery of good quality ramp assets should be expected.

To date, WDC's approach to monitoring and management of its ramp assets appears to have been ad hoc, reactive and lacking any formal strategy. In some cases, this has resulted in members of the public or community groups implementing works independently of Council with no formal design or construction inputs. This approach has also resulted in many of the ramps now being subject to defects or environmental effects which present a risk of compliance with both operational and environmental legislative requirements which govern the occupation and

operation of these assets for public use within aquatic environments and to the ongoing safe and efficient use of these assets.

Development of a 'Boat Ramp Strategy' is considered essential to define the level of service WDC intends to provide at its ramps and to clearly outline a programme of monitoring and maintenance for these assets. In addition, many of the existing ramps are identified as having more significant defects which compromise both their current usability and the design life of the structures. These ramps now require more significant capital expenditure to improve the assets for ongoing, compliant usage. Implementation of an enhanced monitoring and maintenance programme as well as capital works to address the identified ramp defects presents a significant cost to Council well beyond current levels, to ensure the successful delivery of these assets in the future.

The existing distribution of ramps throughout the district is generally considered appropriate to provide for both current and future community usage although locations are identified where some ramps may be able to be disposed of, as well as two locations where construction of new ramps should be considered based upon district growth as well as strategic importance.

A number of options are identified for potential funding support towards ongoing boat ramp delivery, although the majority of funding is expected to continue to occur through rates revenue. The introduction of a user pays system for the high use ramps along with WRA funding for new ramps are considered to comprise feasible options for consideration by Council to support ongoing ramp delivery. In addition, collaboration with key stakeholder groups is considered to present a viable and necessary option to provide support to WDC in the ongoing monitoring and maintenance of these assets for their successful delivery in the future

Open Meeting

To	Raglan Community Board
From	Tony Whittaker General Manager Strategy & Support
Date	25 January 2018
Prepared by	Sharlene Jenkins PA General Manager Strategy & Support
Chief Executive Approved	Y
DWS Document Set #	GOV0507 / 1888060
Report Title	Raglan Works & Issues Report: Status of Items February 2018

1. EXECUTIVE SUMMARY

To update the Board on issues arising from the previous meeting.

2. RECOMMENDATION

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

3. ATTACHMENTS

1. Raglan Works & Issues Report: Status of Items February 2018
2. Raglan – Waters Performance Dashboard Report – September-October 2017
3. Raglan – Waters Performance Dashboard Report – October-November 2017

**RAGLAN COMMUNITY BOARD
WORKS & ISSUES REGISTER – 2018**

Issue	Area	Action	Comments
T-Bar Swing in Playgrounds	Service Delivery	<p>AUGUST: Request for Council staff to talk to the Scouts regarding the swing replacement at the Scout Hall on Cliff Street.</p> <p>SEPTEMBER: Please follow up with the Scouts.</p> <p>NOVEMBER: The appropriate person to speak to is Margaret Boggiss 07 825 6847. Please update the Community Board with an update after Margaret has been contacted.</p>	<p>SEPTEMBER: Staff will contact the Scouts in the next two weeks to discuss options for replacement swing.</p> <p><i>ADDITIONAL COMMENT: Duncan has been in contact with Margaret at Scouts today (12/09). She appeared unaware of the issue and requested that we call her back another day to discuss.</i></p> <p>NOVEMBER: Staff are still awaiting a response from the Scouts Club. Can the Community Board advise who the appropriate local contact is to progress this matter.</p> <p>FEBRUARY: Staff have liased with Scouts and removed the existing swing. Scouts have indicated a swing is not required.</p>
Berms and Verges	Service Delivery	<p>JUNE: An exemption request for 12 Main Road was initiated in September 2016 and no reply has been received from Council for this exemption request.</p> <p>SEPTEMBER: No one has been to this property (12 Main Road). Please follow up.</p> <p>NOVEMBER: The verge at 12 Main Road is not mowable because of the contour that Council has put on the land. The landowner does mow part of the berm, so where is the practical quid pro quo?</p>	<p>AUGUST: Council will review the verge outside 12 Main Road due to the slope and issues created with the road realignment.</p> <p>NOVEMBER: On 07 October 2016 Council staff met with the occupants of 12 Main Road to discuss the verge. The occupants were informed that in line with Council's Policy the berm would not be maintained as it did not fit the policy criteria nor was in Council's existing maintenance schedule. A letter (Ref 101616) was then sent 25 October 2016 to the occupants of 12 Main Road Raglan outlining that in line with Council's Grass Verge Policy the berm is the responsibility of the adjacent property owner to maintain. A review of the above was undertaken in October 2017 and found that no changes were recommended.</p> <p>FEBRUARY: Agreement has been reached with the landowner at 12 Main Road, verge will be maintained as per the grass verge policy (minimum of 4 x per year).</p>

Issue	Area	Action	Comments
Community Halls	Service Delivery	<p>AUGUST: Request to have Raglan Community Hall minutes included in the agenda to comply with the Raglan Community Board Charter.</p> <p>SEPTEMBER: Need a process for the Raglan Community Hall Minutes to be included in the Raglan Committee Board agenda for their information.</p>	<p>NOVEMBER: The Raglan Hall Committee Secretary, Steve Soanes, will forward a copy of the minutes to Council's Secretariat to include in the Raglan Community Board agenda for the Board's information. Meetings are held quarterly.</p> <p>NOVEMBER: Completed</p>
Whale Bay Access Way	Service Delivery	<p>JUNE: PRK0183/17 – Reoccurring issue at the Whale Bay access way, needs long term solution.</p> <p>Running from the concrete platform at the bottom of the stairs, to the west along the top of the bank, is a huge mud puddle. It happens every winter, and something needs to be done. It is a definite hazard, and not a good look to the multitude of visitors who are using this access to surf or watch the surfers.</p> <p>AUGUST: The Chair to follow up with staff.</p> <p>NOVEMBER: Update please.</p>	<p>SEPTEMBER ADDITIONAL COMMENT: Pricing is underway for an extension to the track. Work will not be able to commence until the ground conditions improve.</p> <p>NOVEMBER: Prices are being sought to construct a walkway at the bottom of the stairs. The Community Board will be updated with timelines for completion once further information becomes available.</p> <p>FEBRUARY: Work is scheduled for late February/early March start. See <u>attached</u> schedule of works. Construction details can be provided.</p>

Issue	Area	Action	Comments
Soccer Fields - Resurfacing of existing domains and improving drainage for developing fields at the rugby ground area.	Service Delivery	<p>AUGUST: For discussion in September</p> <p>SEPTEMBER: Update please</p> <p>NOVEMBER: The Board are concerned about the condition of the fields. Update please.</p>	<p><i>SEPTEMBER ADDITIONAL COMMENT: Staff have met with Cr Thompson and are awaiting the findings from the feasibility study which has been commissioned by Kopua Camp.</i></p> <p>NOVEMBER: A feasibility study has been completed and some of the recommendations are feasible with available budgets. Staff are in the initial phases of project planning and will be in contact with relevant stakeholders in due course.</p> <p>FEBRUARY: <u>Soccer Field Drainage</u> Specifications for drainage have been received and contractors and prices are currently being sought.</p> <p><u>Condition of Fields</u> In September 2017 contractors undertook routine sports turf renovations. Due to weather conditions going from wet to dry within a matter of weeks the renovations did not take. There are now bare patches of soil in many fields. This is not isolated to Raglan but has occurred at several Recreation Reserves across the district. These issues will be resolved with autumn renovations set to commence in March. Details of the spring and autumn renovations can be provided on request.</p>
Kopua Camp edge of pathways and banks	Service Delivery	<p>AUGUST: For discussion in September.</p> <p>SEPTEMBER: Please provide the specific plan to the Chair.</p> <p>NOVEMBER: Update please.</p>	<p><i>SEPTEMBER ADDITIONAL COMMENT: Investigations have been concluded. Council's preferred option is to plant and fence the area which will mitigate the erosion issue. This work will be completed prior to the summer season. Backfilling and structures would require resource consent and possibly ongoing monitoring by Waikato Regional Council.</i></p> <p>NOVEMBER: No further update at present.</p> <p>FEBRUARY: Scope has increased to include the length of Kopua Domain coastline. A proposal is being developed to protect the edges of the domain against erosion caused by human traffic. Raglan Coastal Committee to discuss with a proposal to be delivered at the next meeting on 12 February.</p>

Issue	Area	Action	Comments
Designated park for electric charging station AND Emergency car park outside Orca Restaurant & Bar, 2 Wallis Street, Raglan	Customer Support / Service Delivery	<p>JUNE: Painting for the Electric parking area not done.</p> <p>AUGUST: For discussion in November.</p> <p>SEPTEMBER: What is the Parking Plan for Raglan? <u>Designated park for Electric Charging Station</u> The electric charging station parking area needs to have dedicated parking demarcation. Reason for this is that a car owner has recently been ticketed in this area. <u>Emergency Car Park, 2 Wallis Street, Raglan</u> Can the parking plan for Raglan be updated such that the carpark outside Orca Restaurant & Bar at 2 Wallis Street is no longer an emergency park? This car park seems to always get repainted in yellow, after it's been reverted to white paint for a normal park.</p> <p>NOVEMBER: For update in February 2018.</p>	<p>AUGUST: This is programmed for the next district-wide marking operation which is due to commence in November 2017.</p> <p>NOVEMBER: Staff have programmed the road marking to be corrected with the next remarking cycle in February 2018.</p> <p>FEBRUARY: Emergency car park and electric charging station complete.</p>
Decorative Lights, Bow Street	Service Delivery	<p>JUNE: Decorative lights still dangling, not completed. Still dangerous – edge chipped off, three in total not right. Bob to email photos to Tony. WEL networks job. Connect or remove? Remove.</p> <p>AUGUST: For discussion in November.</p> <p>SEPTEMBER: Please have Alliance remove the decorative lights on Bow Street, at no cost. Please advise timing for this work.</p> <p>NOVEMBER: Please remove the decorative lights on Bow Street before Christmas.</p>	<p>AUGUST: There is no unsubsidised funding available to replace these decorative lights. The Waikato District Alliance can however remove them at no cost, during the forthcoming LED streetlight upgrade project (unable at this stage to provide a timeframe).</p> <p>NOVEMBER: Lights will be removed during March / April 2018.</p> <p>DECEMBER: No update at present.</p>
Wastewater Blockages	Service Delivery	<p>SEPTEMBER: The Community Board are keen to understand where wastewater blockages are, such that they can provide targeted education to land owners in that catchment. Can this information be included in the dashboard.</p> <p>NOVEMBER: For update in February 2018</p>	<p>NOVEMBER: Staff are working on developing reporting mechanisms to support this initiative.</p> <p>FEBRUARY: No update at present.</p>

Issue	Area	Action	Comments
Raglan Schedule of Works	Service Delivery	<p>SEPTEMBER: The Community Board would like to understand what CBD clean up works are undertaken by contractors e.g. cleaning of footpaths, the unblocking of drains etc, so that community initiative in addressing some of these things is not in vain, and the community can be “eyes and ears” for the Council, ensuring the contractor is delivering what Council pay for.</p> <p>NOVEMBER: Please provide a schedule of works for Raglan CBD.</p>	<p>NOVEMBER: Waikato District Alliance’s contractor steam cleans footpaths in Raglan every six months. This has just been completed and due to be done again around April / May 2018.</p> <p>Sumps have also recently been completed and will be due again around April / May 2018.</p> <p>Feedback on quality or issues can be through the Service Request process.</p> <p>FEBRUARY: Work in progress.</p>
Wainui Road Gorse and Pampas Grass	Service Delivery	<p>SEPTEMBER: There is a need to spray or remove the gorse and pampas grass on Wainui Road from the Raglan and District Museum out to Whale Bay.</p> <p>NOVEMBER: Update please.</p>	<p>NOVEMBER: Recent spell of wet weather has impacted on planned spraying programmes. Inspections are ongoing and programmes will shortly be finalised. Waikato Regional Council assisting with liaison with adjacent property owners, as both sides of the road boundary will need treating at generally the same time. Will notify once programmes commence.</p> <p>FEBRUARY: Staff undertook a noxious weed removal programme which began in 2017 along the coastline targeting the esplanade reserves from the museum to the one lane bridge. This programme will continue in 2018 as funding permits.</p>
DK Surf School Consent to Trade	Customer Delivery	<p>SEPTEMBER: How does the DK Surf School get consent to trade? The Community Board is in discussions with the Raglan Coastal Reserve Committee.</p> <p>NOVEMBER: Update please.</p>	<p>NOVEMBER: Consent is given by the Raglan Coastal Reserve Committee. This is being reviewed through the Wainui Reserve Management update process in 2018/19.</p> <p>DECEMBER: No further update.</p>

Issue	Area	Action	Comments
4 Wi Neera Street, Raglan Drain	Service Delivery	<p>NOVEMBER: This work is deemed to now have created a dangerous situation for both pedestrians and parked vehicles which are now pushed out into the middle of the road. The police have even commented on the poor outcome. A practical solution is required here that eliminates the public risk and vehicle risk of driving into the drain.</p>	<p>FEBRUARY: Our current view is that we have replaced the existing culverts and maintained the existing storm water channel. We do not currently have funding to undertake a capital upgrade and pipe the full length of this site as other parts of the network require the capital funding in order to reduce severe risks to motorists. There are no-parking lines in place that people are choosing to ignore, we could look to enforce this and erect additional signage.</p> <p>We could look to programme installing a culvert for the full length of the storm water channel in the new financial year.</p>





Issue	Area	Action	Comments

FORWARD WORKS PROGRAMME

For the Community Board's information the forward works programme can be found at:

Programme Delivery Projects

<https://www.google.com/maps/d/viewer?mid=17xLvEAYHNRli6vhkxKejLc5z6JE&ll=-37.533917736799545%2C175.09939685000006&z=10>

Roading Projects

https://www.google.com/maps/d/viewer?mid=1_Z3x2rVXNQzUqxQVxlnDvsfXep8&ll=-37.51860014399512%2C175.10095550000005&z=9

Please note that the web link is updated as projects progress.

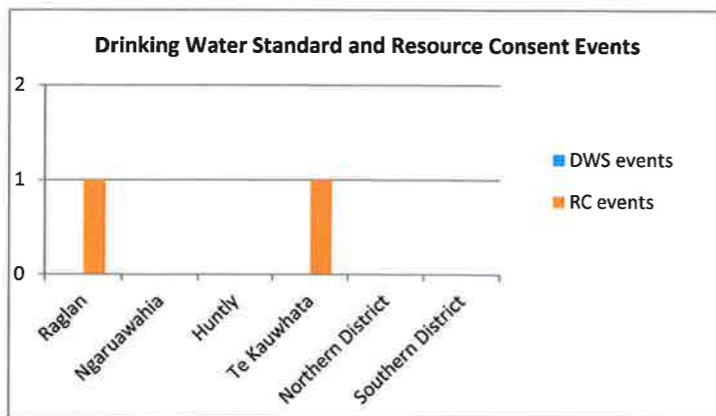
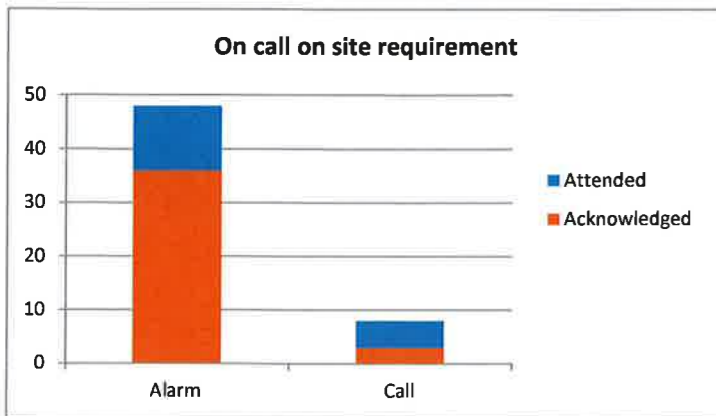
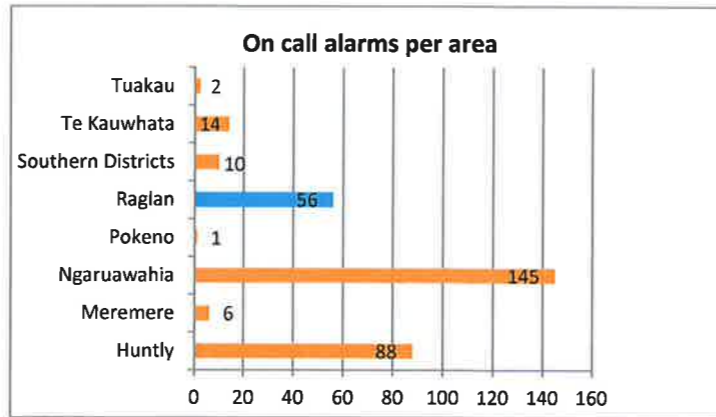
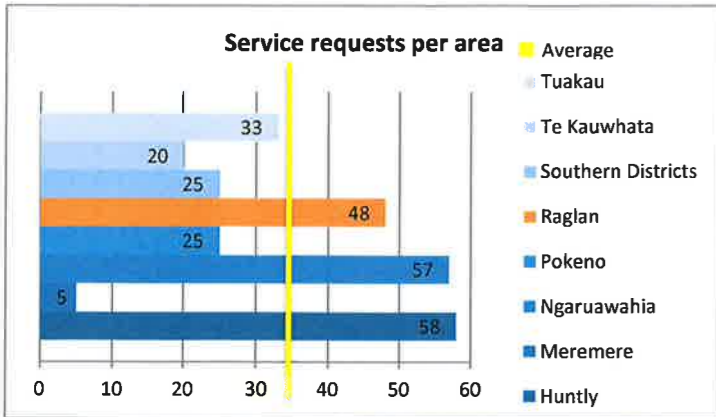
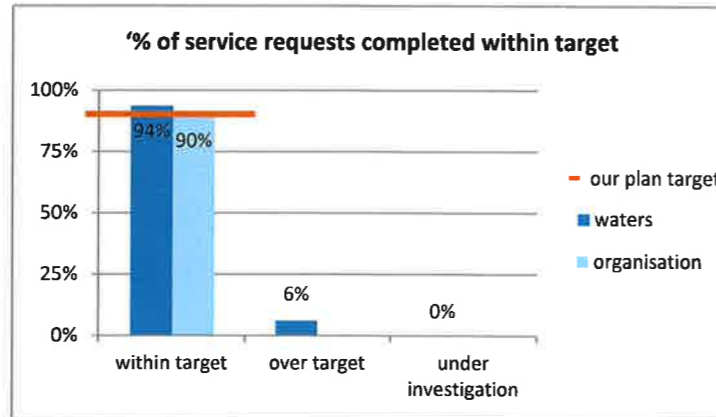
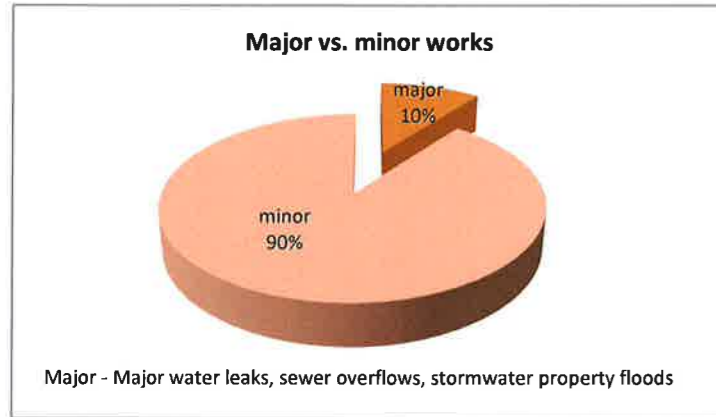
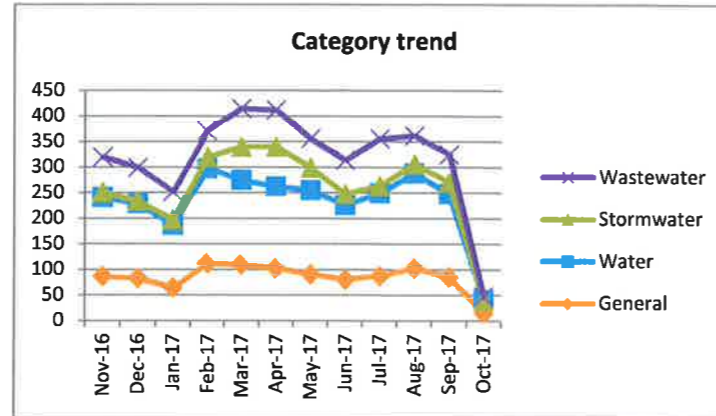
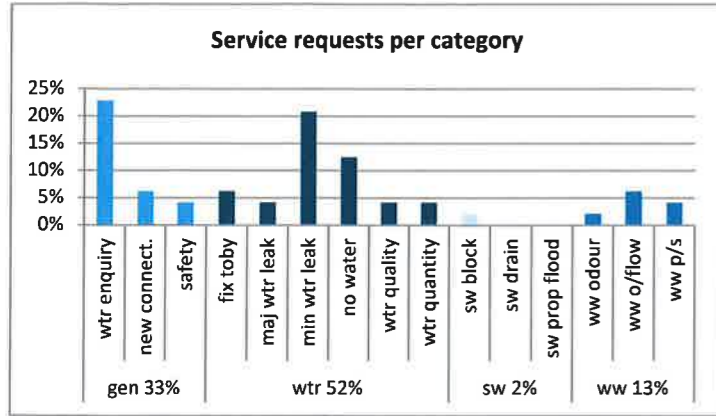
Programme: Waters – Raglan

Manager: Karl Pavlovich

Date: September – October 2017

Version: Final

Service Requests Breakdown



Mandatory Performance Measures – district wide

Measure	Measure	September (16 th -)	October	
		September (16 th -)	October	
Water	The number of complaints received by WDC about drinking water clarity, taste, odour, pressure, flow, continuity of supply	< 17 per 1000 connections	1.45 per 1000 connections (21 complaints)	2.09 per 1000 connection (30 complaints)
	Fault Response Times for Urgent call outs	60 minutes median	51 minutes	42 minutes
	Fault Completion Times for Urgent call outs	240 minutes median	120 minutes	76 minutes
	Fault Response Times for Non-Urgent call outs	1 day median	1 day	1 day
Wastewater	Fault Completion Times for Non-Urgent call outs	5 day median	1 day	1 day
	The number of dry weather sewerage overflows from WDC wastewater system	< 5 per 1000 connections	0 per 1000 connections (0 complaints)	0.09 per 1000 connection (1 complaints)
	The total number of complaints received by WDC about the waste water system	< 25 per 1000 connections	0.09 per 1000 connections (1 complaints)	0.63 per 1000 connection (7 complaints)
	Fault Response Times for Sewerage Overflows	60 minutes median	16 minutes	25 minutes
Stormwater	Fault Completion Times for Sewerage Overflows	240 minutes median	151 minutes	120 minutes
	The number of flooding events (affecting habitable floors)	<0.3 per 1000 connections	0	0
	The number of complaints received by WDC about the stormwater system	<4 per 1000 connections	0.07 per 1000 connections (1 complaints)	0.07 per 1000 connection (1 complaints)
	Median Fault Response Times to attend a flooding event	8 hours	N/A	NA

Number of Service Requests

	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	YTD
Wtr enquiry	7	11	11	19	16	16	10	10	16	19	15	11	161
New connect.	3	2	3	4	1	2		4	1	2	1	3	26
Safety		1	1	1	1	2	1		1		1	2	11
Toby repair	8	6	8	5	5	8	9	3	3	1	4	3	63
Major wtr leak	3	4	5	4	4	3	2	4	9	8	5	2	53
Minor wtr leak	27	32	14	19	26	29	23	16	13	18	11	10	238
No water	4	4	3	2	3		1	4	7	4	9	6	47
Wtr quality	1	2			3			2	24	25	1	2	60
Wtr quantity			2	2					6	9	6	2	27
SW block	2	1	4	3	3	3	2		1	2		1	22
SW drain	1				1		2	1			1		6
SW property flood					5	5	2	2					15
WW odour	2	1			1	2	2		2	2		1	13
WW overflow	4	2		10	3	4	1	3	2	2	2	3	36
WW p/station	6	5	6		3	6	4	8	12	2	2	2	56

Comments

- Greenslade generator resource consent approved. Ergo/McKay Electrical commencing works for installation.
- Retic network upgrade progressing.
- 17/18 CCTV contract has commenced – Raglan scheduled for phase 2 of cleaning/CCTV in Feb/Mar 2018.

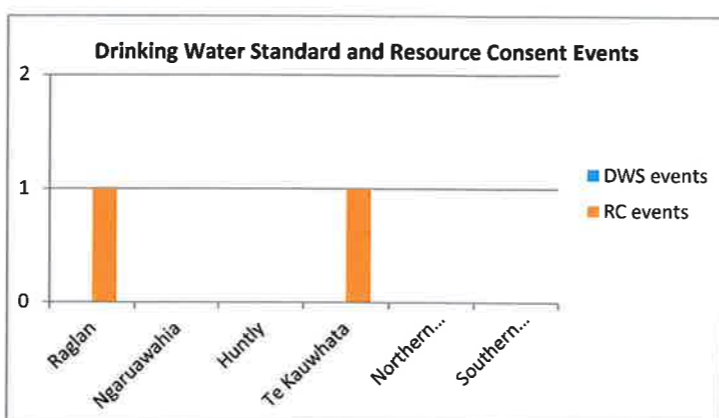
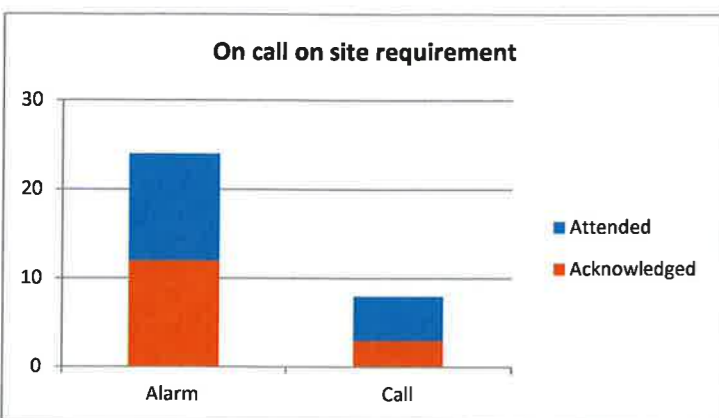
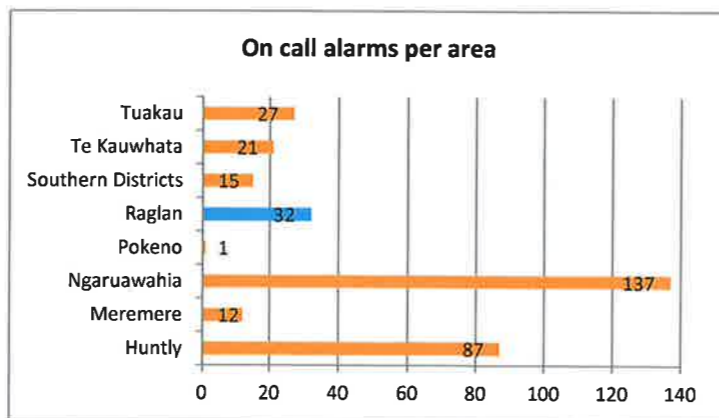
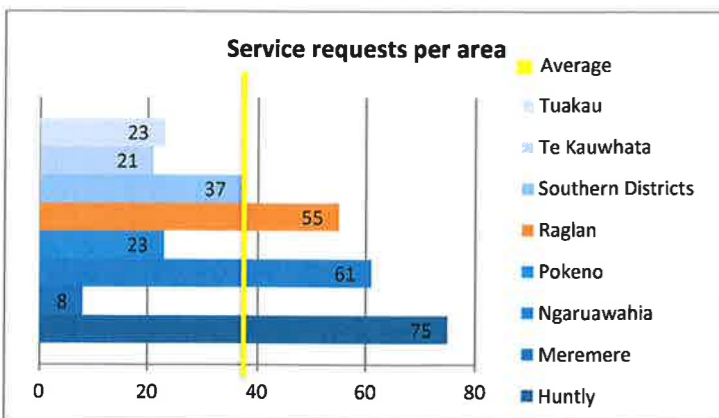
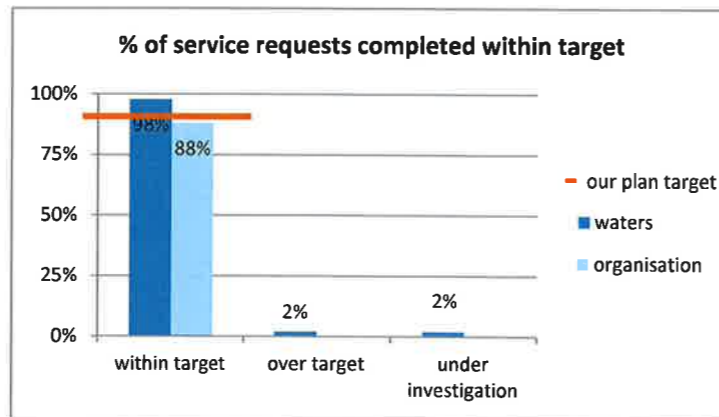
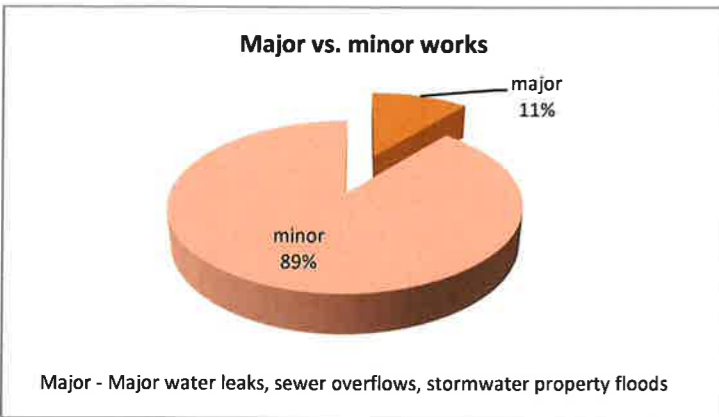
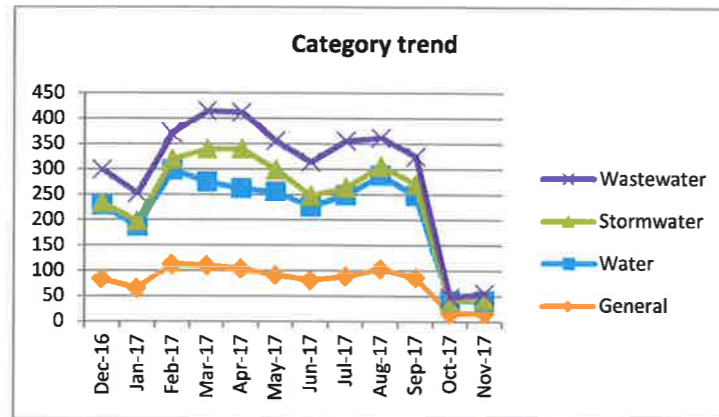
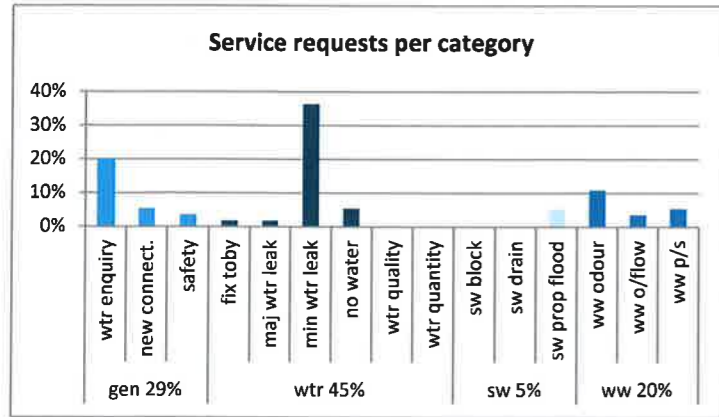
DWS Event – compliance measure transgression requiring the Drinking Water Assessor to be notified, transgression is not the same as non-compliant

RC Event – breach of resource consent condition that requires WRC to be notified, this is not necessarily a measure of overall compliance for the year and excludes WWTP laboratory results outside of consent conditions

Programme: Waters – Raglan
Manager: Karl Pavlovich

Date: October – November 2017
Version: Final

Service Requests Breakdown



Mandatory Performance Measures – district wide

Measure	October (16 th -)	November	
Water			
The number of complaints received by WDC about drinking water clarity, taste, odour, pressure, flow, continuity of supply	< 17 per 1000 connections	1.05 per 1000 connections (15 complaints)	2.51 per 1000 connections (36 complaints)
Fault Response Times for Urgent call outs	60 minutes median	43 minutes	39 minutes
Fault Completion Times for Urgent call outs	240 minutes median	76 minutes	74 minutes
Fault Response Times for Non-Urgent call outs	1 day median	1 day	1 day
Fault Completion Times for Non-Urgent call outs	5 day median	1 day	1 day
Wastewater			
The number of dry weather sewerage overflows from WDC wastewater system	< 5 per 1000 connections	0 per 1000 connections (0 complaints)	0.36 per 1000 connections (4 complaints)
The total number of complaints received by WDC about the waste water system	< 25 per 1000 connections	0.18 per 1000 connections (2 complaints)	0.99 per 1000 connections (11 complaints)
Fault Response Times for Sewerage Overflows	60 minutes median	25 minutes	52 minutes
Fault Completion Times for Sewerage Overflows	240 minutes median	55 minutes	190 minutes
Stormwater			
The number of flooding events (affecting habitable floors)	<0.3 per 1000 connections	0	0
The number of complaints received by WDC about the stormwater system	<4 per 1000 connections	0.00 per 1000 connections (0 complaints)	0.22 per 1000 connections (3 complaints)
Median Fault Response Times to attend a flooding event	8 hours	N/A	NA

Number of Service Requests

	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	YTD
Wtr enquiry	11	11	19	16	16	10	10	16	19	15	11	11	165
New connect.	2	3	4	1	2		4	1	2	1	3	3	26
Safety	1	1	1	1	2	1		1		1	2	2	13
Toby repair	6	8	5	5	8	9	3	3	1	4	3	1	56
Major wtr leak	4	5	4	4	3	2	4	9	8	5	2	1	51
Minor wtr leak	32	14	19	26	29	23	16	13	18	11	10	20	231
No water	4	3	2	3		1	4	7	4	9	6	3	46
Wtr quality	2			3			2	24	25	1	2		59
Wtr quantity		2	2				6	9	6	2			27
SW block	1	4	3	3	3	2		1	2		1		20
SW drain				1		2	1		1				5
SW property flood	1			5	5	2	2					3	18
WW odour	1			1	2	2		2	2		1	6	17
WW overflow	2		10	3	4	1	3	2	2	2	3	2	34
WW p/station	5	6		3	6	4	8	12	2	2	2	3	53

Comments

- Pump Station Upgrade works complete. Daisy Street Pump Station works complete.
- Rising mains upgrade works commenced.
- Hydrotech 2 callouts reactive tankering works.
- Overflow service requests – One relating to a private issue.
- Work to clear historical Service Requests began.
- Resource Consents – Letter of Direction and Formal warning received from WRC.

DWS Event – compliance measure transgression requiring the Drinking Water Assessor to be notified, transgression is not the same as non-compliant

RC Event – breach of resource consent condition that requires WRC to be notified, this is not necessarily a measure of overall compliance for the year and excludes WWTP laboratory results outside of consent conditions

Open Meeting

To	Raglan Community Board
From	Bob MacLeod Chair Raglan Community Board
Date	2 February 2018
Prepared by	Rose Gray Council Support Manager
Chief Executive Approved	Y
DWS Document Set #	GOV0507
Report Title	Receipt of the Raglan Town Hall Minutes

1. EXECUTIVE SUMMARY

Attached are the minutes of the Raglan Town Hall Committee meeting held on 28 November 2017 for your information.

2. RECOMMENDATION

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

3. ATTACHMENTS

Minutes

**MINUTES OF THE MEETING OF THE
RAGLAN TOWN HALL COMMITTEE
HELD ON 28 NOVEMBER 2017 at 8.30am**

PRESENT: S.Soanes, P.Mitchley, C. Baddeley, K Warren .

APOLOGIES: P Rickard, G Parsons

CONFIRMATION OF STATUS OF AGENDA ITEMS: Moved Mr Soanes /Ms Mitchley **That all agenda items be considered in open meeting; with the exception of item 7. – REPORT ON TOWN HALL RENTAL DISCUSSIONS, which will be held public excluded.** Carried on the voices

CONFIRMATION OF MINUTES: Moved Ms Mitchley / Mr Soanes **That the minutes of a meeting held on 17 August 2017 be confirmed as true and correct.** Carried on the voices

MATTERS ARISING FROM MINUTES:

- The Chairperson’s report regarding depreciation being funded out of the Community Facilities Rate has not been responded to by Council. The Chairperson will raise the matter with the Community Board Chairperson and the Ward Councillor.
- The Chairperson reported that the matter of non-paying users of the hall has been raised with the respective parties. The matter will be further dealt with in item 7.

CORRESPONDENCE:

- Bank Statements
- Placement of Town Hall heritage sign (Raglan Museum)
- Email from Raglan Community Radio regarding committee membership. The matter was discussed with the Station Manager. Being a tenant does not automatically extend the right to be on the committee. Review at next AGM in August 2018.

6.1 Financial report

The Secretary presented the Financial Statements. The current working account balance is \$22952.59. The WDC financial statements were discussed. The term investment balance stands at \$60907.40. Electricity costs remains at a high level. It was recommended that the electricity supplier be requested to individually meter each to the tenancies to determine where the high usage is occurring.

Moved Mr Baddeley / Mrs Warren **That the Financial Statements ending 17 October 2017 be received, and that the tenancies be individually metered to determine where the high usage of electricity is occurring.**

Carried on the voices

GENERAL BUSINESS

Fees and Charges

Fees and charges for Taibo and Karate were discussed. Karate charges to be \$20 per week due to children content.

Taibo charges to be \$15 per session (no children content)

These fees and charges are consistent with those charged other Hall users.

Moved Mr Soanes / Ms Mitchley **That the proposed fees and charges for the Raglan Karate of \$20 per week and Raglan Taibo of \$15 per session be adopted. Carried on the voices**

Bookings and conditions of hire

It was noted that there are real benefits having a Council staff representative on the Committee who can advise on a range of matters including inquiries, bookings and fees.

Moved Mr Soanes / Ms Mitchley **That the Chairperson and Mrs Warren work on completing the Conditions of Use form to the standard required by Council.**

Carried on the voices

Maintenance

- Disability Ramp into Supper Room – Maintenance officer to attend to work.
- The whiteboard is to be fixed to one of the roller screens

There being no further business the meeting was declared closed at 9:40am.

P.Mitchley
Chairperson

Open Meeting

To	Raglan Community Board
From	Tim Harty General Manager
Date	13 December 2017
Prepared by	Karen Bredesen Business Support Team Leader
Chief Executive Approved	Y
Reference/Doc Set #	CDR1101, RCB2018 (13/02/18))
Report Title	Raglan Coastal Reserves Advisory Meeting Minutes – 13 November and 11 December 2017

1. EXECUTIVE SUMMARY

The minutes of the Raglan Coastal Reserves Advisory Committee meeting dated 13 November and 11 December 2017 are attached for the Board's information. The Raglan Community Board representative will confirm the minutes have been approved at the meeting.

2. RECOMMENDATION

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

3. ATTACHMENTS

- Raglan Coastal Reserves Advisory Committee Minutes – 13 November and 11 December

Minutes of the Raglan Reserves Committee meeting held at Raglan Town Hall Super Room on 13 November at 5.30 pm

Present: Shayne Gold, Sheryl Hart, Bob MacLeod, Heather Thomson, John Lawson, Dean Hishon, Duncan MacDougall and Frank Turner

Apologies: Anne Snowden, Lisa Thomson

Moved the apologies be accepted Bob MacLeod

Seconded Frank Turner

Visitor Charlie Young

Heather Thomson introduced herself, she is representing Ngati Mahunga

Minute's true and correct record.

Moved Frank Turner

Seconded Sheryl Hart

Matters arising from Minutes

- The Glider group have been contacted about the closed weekend.
- Drainage of the Manu Bay car park is in need of urgent attention
- Raglan Airstrip no walk zone. Local Iwi are to be consulted with in any decision made. This includes the Raglan Reserves Committee.
- Sheryl Hart to contact the pump-track users regarding the erection of a shade sail and where they want this erected. The fill required for the banking of the pump track is in urgent need of completion.

Events

- The Hamilton Cricket Club to be advised to use the field nearest to the boat ramp. Information to be given to them also that they are using the area at a time of heavy use.
- Point Board Riders to be advised that the parking area at the boat ramp at Manu Bay to be kept clear as a fishing contest is booked in for that weekend. All dates applied for by the Point Board Riders have been approved by the reserve committee.
- Dean Hishon to contact the organiser Mark Frost of the NZ Police surf competition to check on the use of 4 days. Tentative OK.
- ACG Strathallan event. WDC to ask for more information regarding the event including fees paid for the use of the sports and reserve area.
- Whaingaroa Youth Movement event is OK.

Functions of the Reserves Committee

Duncan MacDougall to organise a meeting with the committee about their role and functions. This to be treated urgently.

General Business

- The WDC Chief Executive has approved the Raglan Surf School application for the school to use Ocean Beach.
- Duncan MacDougall to advise Daniel Kereopa of the situation around his application for a surf school.

- Heather Thomson suggested that money made at the camping ground should be made available to the good of the community of Raglan.
- Break-wall at Manu bay has gone to mediation and there is no information at hand at present.

Meeting closed.

Minutes of the Raglan Coastal Reserves Advisory Committee Meeting held Monday 11 December at 5.30pm

Present: Shayne Gold, Bob MacLeod, Heather Thomson, John Lawson, Dean Hishon, Duncan MacDougall, Frank Turner, Anne Snowden, Sheryl Hart.

Minutes read and confirmed

Heather/Frank

Matters Arising

Gliders group have been contacted. Airfield itself is not a dog run area, it is the area on the outside of the airfield. Pilot requested that more information be put on the tabs that the pilots look at before landing about hazards. Council will update it and do due diligence with regard to signs.

Good time to look at Manu Bay even though it is now dry to see what can be done to improve next year.

Shade sail, more picnic tables, rubbish bins, and seating featured heavily in the facebook query. Platform going in as the bank is being built up as a viewing platform. Pump group to be invited to an Advisory meeting so that we can have a face to face on what they want and we can have put in to what is best for the whole town.

Events

Dean to still contact the NZ Police surf competition to check on four days.

Passed unanimous

Events Calendar

- Circus is at the Football Club
- Whaingaroa Environment Centre (Raft Race) - roll over. Please make sure that everyone is aware that all debris is removed from the area. Check on the STMS for the day? Lisa to check and have told them that they need to check what they are doing so that they are compliant.
- Surfing NZ—no problems 20-25 March 2017.
- Day/Wang wedding 30 December 2017— Motion that “The Advisory is denying permission for this event”.

Sheryl/Frank

- Reminder that the Drink Driving/Police event is happening again on the beach for an hour and a half 27/28th December with access to the track.

General Business

Parking Strategies for Boat Ramps

Fishing Club will paint lines on the grass where to park at Te Kopua with a marker and paint.

Manu Bay only a problem when it is wet.

WDC to supply fleet paint for this, Duncan to organise.

Progress Reports

2014 Parks Strategy

Funding dependent for Parks, this year we have funding for the Wainui Reserve as it is available. Also includes the rest of the district and this makes a large area of to oversee.

Document as a strategy is aspirational.

Raglan Visitor Infrastructure Study

WDC staff, to the Community Board and then passed to Advisory as an information share only. 7 items going to the strategic plan.

Raglan Boat Ramps

This is for boat ramp repairs and upgrades.

Over the years the Council has taken up heaps of random boat ramps that are just falling apart. Sheryl asked that no work be done on boat ramps without input from the public. Duncan said a bit pointless as this is not the forum that this is set up for.

Kopua Soccer Fields

Proposal to Council from the Kopua Camp for drainage and levelling of the fields with Council putting in half the funding. Just making this Committee aware to see if they have any concerns about this process.

Can we please look at a chain over the far side fence with the gap that allows cars onto the beach.

Shade Cloth at Manu Bay

Has ripped and was pulled down so is no longer present but there are four poles ready for a new or repaired one.

Next Meeting

The next meeting of the Raglan Advisory is to be closed to the public so we can discuss the surf school issues. This needs to be put on the Agenda.

Meeting Closed at 6.25pm.

Open Meeting

To	Raglan Community Board
From	Cr Lisa Thomson Raglan Ward Councillor
Date	2 February 2018
Chief Executive Approved	Y
DWS Document Set #	GOV0507
Report Title	Councillor's Report

I. EXECUTIVE SUMMARY

Tena tatou katoa,

I hope everyone has managed to have time off work over the Christmas/New Year season and have enjoyed the wonderful summer that we have been having. Obviously with the sunshine and heat have created more challenges for our coastal community, not just here in Raglan but in our rural areas as well.

- Parking
- Rubbish
- Traffic congestion
- Traffic volume, not just in Raglan but also Wairenga/Bridal Veil Falls, Ruapuke, Whaanga and Papatapu Roads

It is timely that our application to the Tourism Infrastructure Fund was successful late last year and it is anticipated that work will commence later in the year, this will help address some of our challenges these will include:

- *New public toilets to be located on council road reserve land at Cliff St. at the town centre end, to provide additional capacity.*
- *New public toilets to be located on council land at Ngarunui Beach to add to capacity of existing facilities at two locations: Riria Kereopa Memorial Drive and a composting toilet at the main beach.*
- *Additional toilet block and carparking extension at Joyce Petchell Park to provide additional capacity for large and small vehicles.*
- *Large 100L rubbish bins (compatible with the Raglan Xtreme Zero Waste initiative) to be located throughout Raglan CBD replacing current bins. The larger capacity will reduce waste throughout the town and mitigate need for additional level of service. New public toilets to be located on council road reserve land at Cliff St. at the town centre end, to provide additional capacity.*

Raglan successfully hosted a number of events, which included some that were funded out of our Community Board discretionary fund; Lions New Year's Parade and Christmas in the Park.

In early January communities across the region faced challenges with weather and high tides, this has seen more coastal erosion along our harbour shoreline and is a reminder of our fast changing landscape. I would like to acknowledge the efforts of community members, emergency services and Council staff for the way the weather event was managed - thanks to all involved.

I would like to welcome onboard our newest youth representatives onto the Community Board; Charlie Irvin, Sven Seddon and Grace Mindoro, all year 12 students from Raglan Area School, I look forward to their input and ideas as 2018 progresses.

Meetings:

Council
Community Board
Raglan Naturally
Youth Engagement
Strategy and Finance
Infrastructure
Speed Limit By Law Review workshop
Long term plan workshops
District Plan Review Workshops February and March
Citizenship Ceremony

2. RECOMMENDATION

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

3. ATTACHMENTS

N/A

Open Meeting

To	Raglan Community Board
From	Sue O’Gorman General Manager Customer Support
Date	7 February 2018
Prepared by	Evonne Miller PA General Manager Customer Support
Chief Executive Approved	Y
Reference #	GOV0507
Report Title	Parking in Raglan – including Raglan Wharf

1. EXECUTIVE SUMMARY

To discuss with the Board their interest in a bylaw review of parking in Raglan, including the Raglan Wharf. Staff will be in attendance for this discussion.

2. RECOMMENDATION

THAT the report from the **General Manager Customer Support** be received.

3. ATTACHMENTS

N/A

Open Meeting

To	Raglan Community Board
From	Bob MacLeod Chairperson
Date	7 February 2018
Prepared by	Gabrielle Parson Deputy Chairperson
Chief Executive Approved	Y
Reference #	GOV0507
Report Title	Raglan Naturally Update

1. EXECUTIVE SUMMARY

In the role of Coordinator for the Raglan Naturally Update, Gabrielle provides a draft Project Plan for discussion.

2. RECOMMENDATION

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

3. ATTACHMENTS

Draft Project Plan

**Raglan Naturally Update
Project Plan 2018**

DRAFT

Dated 5/02/18

INDEX

1. Raglan Naturally 2001 – a summary
 - a. The problem/opportunity
 - b. The solution
 - c. Through the process..
 - d. Project team
 - e. Outcome
 - f. Further outcomes
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 - h. How it worked well
 - i. How it needs to be improved
2. Raglan Naturally 2018 – a summary
 - a. The problem/opportunity
 - b. The solution
 - c. Outcome
 - d. Further outcomes
 - e. RN 2019 onwards – Management options
3. The Project Plan
 - a. Strategy
 - b. Process
 - c. Timeline
 - d. KPIs
4. The Team
 - a. Raglan Community Board
 - b. RCB Community Plan Liaison
 - c. RN Committee
 - d. Coordinator
 - e. Chair
 - f. Secretary
 - g. Committee Members
 - h. Focus Groups and Focus Group Brief
 - i. Comms & Marketing
 - j. Funding
 - k. Revision
 - l. Waikato District Council
 - m. The Community
5. Funding Plan
6. Communications & Marketing Plan
7. Management Plan

1. Raglan Naturally 2001 – a Summary

The opportunity/problem: In 1999 new development and growth raised the need to consider issues and options for Raglan's future development. Future development could bring unwanted change. The unique character and diversity of the town could be lost. The environment may not be protected. The community cautiously welcomed development and wanted assurance that the environment would be protected and enhanced, rather than degraded.

The solution: Create a community plan to prepare a framework for Raglan's future. The plan would generate opportunities for local employment, new business and planned growth while protecting and enhancing Raglan's unique character and diversity. Focus community debate and get people involved in making decisions and taking responsibility for our town. Set direction and common goals, promote consensus and avoid division.

Throughout the process it became clear: the community wanted to have a greater say in the social, environmental and economic development of Raglan.

The project team: WDC through the RCB initiated a study group in 1999. In 2000 RCB appointed 13 community representatives to work with WDC to develop a community plan. The project team defined development issues, looked at the manner in which the residents wished development to occur and identified local priorities.

The outcome: Raglan Naturally 2001 the community plan. A framework to guide decision-making for local planning purpose. The community had the opportunity to have a say in the planning for Raglan's future. The plan is a united view of the community. The plan represented a common direction – the collective views and aspirations of the diverse community. A celebration of Raglan's character.

Further outcomes: Short to medium term (during the process and after plan completed) the Community Plan will:

- Focus community debate and get people involved in making decisions and taking responsibility for our town.
- Set direction and common goals, promote consensus and avoid division
- Safeguard the community and environment from exploitation (community representation at local, national and international levels will be sought).
- Capture all good ideas and identify initiatives suitable for external funding.
- Assist Community Board decision-making and allow more effective use of ratepayer funds
- Ensure the town is able to develop the same facilities that other towns already enjoy
- Help avoid haphazard development
- Help secure support from funding providers (for major projects)
- Help influence WDC programme of works during its annual and long-term planning processes
- Show opportunities for individuals and groups to develop new projects and provide goods and services.

How it would work?

- The Plan to be used to secure support from within and outside the community for funding for specific projects
- Reported on regularly to the community board and the public (by the RCB on at least a quarterly basis)
- Annually reviewed – success to be measured and celebrated, info to be checked and updated
- RCB to take active role in promoting the plan to the community
- RCB could use the plan to determine local priorities and to recommend future work programmes to Council.
- WDC will need to take into account the principles and priorities of the local community, as outlined in the community plan and their own Strategic Plan.
- The Council could use the community plan as a basis for developing new policies for desired growth within the district.
- Others will find it an essential planning guide – government agencies, other councils, developers/investors, visitors and tourists.
- The plan will be readily available from local offices and shops.
- The Council undertakes to give a copy of the plan to every new property owner and to supply a copy to those enquiring at any council office or library about any kind of development or activity for Raglan and the surrounding area.
- Central record of activity will be kept at council's office in Bow Street and through RCB progress will be reported to the community on at least a quarterly basis. Maintenance of the plan will keep it up to date and alive.
- A review of the achievements and priorities will be carried out by the RCB at a time to coincide with WDC Annual plan budgeting process.
- Council staff will evaluate how well it is working and report to council (as part of the council's own strategic planning processes – they are required to report to the Council on the way in which a locally developed plan is being utilised).
- All comments or contributions to be made to council staff at the Raglan office.
- RN Project Team will have a part to play in ensuring that the plan is 'working'.

How it has worked well (2001-2016)

Steve Soanes was Council officer for 24 years and was involved in the creation of RN. RN was the highlight of his career as it united community and got people really thinking about the issues. Steve emphasized that the RN plan probably prevented high-rise buildings on the waterfront, and fast food chains in town. Over 400 residents returned the questionnaire about what the community wanted – this is a high level of engagement with community.

Councillor Clint Baddeley used RN as a guide during his 12 years working for the community.

Raglan's Priority Project List came from RN and was held by the community board and Council.

Major decisions were made in line with community aspirations, creating positive developments in Raglan.

RN projects have been completed, are ongoing or are at the aspirational stage.

How it needs to be improved (2001-2016)

- adding in strong environmental, social , Treaty and Future Focus aspects – to build community resilience and set the tone for the way we can work in the community – the Raglan Naturally way..
- setting up a structure for how RN will be managed and continue to be applied and effective into the future – ie. how are we going to keep it up to date and get things done!

2. Raglan Naturally Review 2018

The opportunity/problem:

- Raglan Naturally our community plan, has over the past 17 years served to meet the needs of the community and as part of the review these areas were identified as a focus for this Update.

Foundations/Values

- The RN values that have been identified by the Raglan Naturally Committee are; acknowledgement of the Treaty and consultation with Iwi and hapu, strong environment focus, inclusivity (youth, iwi etc), collaboration, community led development and a strength-based process.
- RN 2001 does not acknowledge the Treaty.
- RN 2001 lacked consultation with Maori Iwi and hapu.

Future Focus

- We are not as a community looking into and planning for the future, far enough ahead.
 - There are challenges and opportunities facing us that we need to learn more about and bring to the community's awareness.
 - Whaingaroa is growing and the community wants to ensure it is developing in alignment with the aspirations of the community.

Relationship between community and Council

- The community feels disconnected from the decisions made by the WDC.

Future of RN

- The management plan for RN was never robust enough and was not carried through as planned, therefore it has not been updated, used and held by the community and Council in the way it was intended.

And from what we have gathered over last year – More Opportunity than Problem! The stuff that gets us feeling excited!

There is the feeling that to build on RN 2001 we don't want to only update the list of projects. Whaingaroa in many aspects is very different to 2001 and it seems that what is needed to build on RN 2001 is to create an unhurried process and focus on:

- awareness of the assets we have in our community (organisations, people, relationships, strengths, places) and of the work that has been going on since RN 2001
- to build on the RN Foundations/principles/values – and strengthen the Raglan Naturally way.. the way that we work together as a community
- setting up a structure for how RN will be managed and continue to be applied and effective into the future – ie. how are we going to keep it up to date and get things done!
- Throughout the process empowering and inspiring the community – by showing them that everyone has something to contribute, by educating about community systems and organisations, by sharing local histories, by learning together about facilitating great conversations and dialogue and holding effective meetings, by giving great examples of other communities' work.

The solution 2018:

Revise and refresh RN 2001 to produce RN 2018, an updated plan. This plan would be the blueprint for the future development of Whaingaroa and accurately reflect the new challenges and opportunities faced in Whaingaroa.

Foundations/Values

Create strong foundations and values. It is to be a living, breathing document used by everyone in Whaingaroa, promoting a set of inclusive values such as kaitiakitanga and collaboration, which would underpin the way we work, both together and with Council.

Consult with hapu and iwi and imbed Te Ao Maori in the plan.

Support and initiate community learnings around the Treaty of Waitangi.

Future Focus

The plan to include the challenges and opportunities we face in our future and identify priorities for action.

The plan sets out the growth stats and predictions. The plan sets out the aspirations of the community. Impacts of growth are identified and priorities for action set.

Relationship between community and Council

Create a plan that is written, owned and held by the community - a community driven project in partnership with the community board and council. The Update process to be an example of collaboration with community, RCB and Council. The plan to set out a strong and effective working partnership with the community, RCB and WDC

Future of RN

Create a sustainable management plan for RN's future to ensure it is kept updated, alive, implemented, relevant and visible in the community. How we are going to keep it up to date and get things done!

Detail

The scope of the plan: is the Raglan Ward (see attached map) which the Raglan Community Board sits under.

Timing: the update to be completed by November 2018 to produce RN 2018. This to feed into the WDC LTP through RCB.

The outcome 2018:

Raglan Naturally Community Plan 2018. The community has a clear and powerful vision for the future of Raglan underpinned by a successful partnership between community and council.

Foundations/Values

RN has a solid base into the future. RN foundations underpin the way we work both together and with the Council.

We have a plan that includes Iwi and hapu.

The Treaty and Te Ao Maori is imbedded in our plan and we are the first community in NZ to be in true partnership as per Tiriti o Waitangi.

Future Focus

The community understands how Raglan is growing and the impacts of this growth. The plan includes the community aspirations for the future of Whaingaroa and priorities for action.

We have a resilient community that understands the challenges and opportunities we are facing. Robust future-proof planning is in place.

Relationship between community and Council

Community understands more about how Council works. Council understands our community better. *Add more in here in relation to the problem.* The Council will have the resources and information to make decisions that the community will support.

Future of RN

We have a realistic management plan in place.

There is more awareness and understanding of our community assets, organisations and relationships.

Further outcomes: Short to medium term (during the process and after plan completed) the Community Plan will:

- Be a vehicle for community discussion
- Focus community debate and get people involved in making decisions and taking responsibility for our town.
- Set direction and common goals, promote consensus and avoid division
- Safeguard the community and environment from exploitation (community representation at local, national and international levels will be sought).
- Capture all good ideas and identify initiatives suitable for external funding.
- Assist Community Board decision-making and allow more effective use of ratepayer funds
- Ensure the town is able to develop the same facilities that other towns already enjoy
- Help avoid haphazard development
- Help secure support from funding providers (for major projects)
- Help influence WDC programme of works during its annual and long-term planning processes
- Show opportunities for individuals and groups to develop new projects and provide goods and services.

The future of RN – possible management options:

More work needs to be done to find the most effective and sustainable option. These are some ideas:

- **Option A** RCB change the structure of the RCB with every member having a specific role (like the Chair). Then 2-3 members could be responsible for this management.
- **Option B** Set up an independent community organisation which holds Raglan Naturally as its foundation. Under a trust or inc. society, possibly with a part time paid coordinator.
- **Option C** RCB agree to manage it within the current Community Board structure. A concern is that with a changing board this could easily slide. Could the current RCB trial Option A in 2019 and then put forward a recommendation for its future? (Unless the board is committed to this process and does it well, it may be difficult to raise the enthusiasm from the RCB or community to then create a community organisation from 2020.)

Notes: I, along with other RN Committee and community members feel there is potential to create a really exciting, successful community organisation in Raglan that can be an example to other communities in our district and potentially further afield. There are examples of this already happening around NZ, in Waitakere, Queenstown and Lyttleton. These are possible objectives:

1. Periodically reviewing and refreshing of the Raglan Naturally Plan driven by community mandate, and overseeing and supporting the implementation of the priority objectives established in the Plan
2. Te Hangai- applying Te Tiriti o Waitangi in the context of Raglan Community development
3. Working in partnership with Iwi and pan-tribal organisations and supporting Maori self-determination and Tino Rangitiratanga
4. Ensuring all members of the various communities in Raglan are engaged in inclusive consultation and decision making on the Plan to maximise ongoing community support and involvement in its implementation
5. Working collaboratively with all key Raglan community and business organisations, and all sectors of local and central government, especially Waikato District Council and the Raglan Community Board
6. Te Whakawhanaungatanga- creating opportunities for Raglan’s communities and organisations to connect and learn from each other
7. Fostering and developing community leadership, organisational capacity, sustainability and resilience through training resources and research
8. Supporting, promoting and overseeing the use of the “Raglan Naturally” brand for projects compatible with the Plan
9. Seeking funding, policies and resources which promote the objectives of the Plan and community led development
10. Publicising and promoting Raglan Naturally values objectives and processes where appropriate to learn from and /or assist other communities

3. Project Plan

- (a) **Strategy.** Develop a process for community engagement and consultation that is in line with RN Values and is based on community development principles. Create a partnership with RCB and WDC that ensures the process is independent, community driven and inclusive, while acknowledging and incorporating the strategic goals and resource constraints of WDC. Promote principles of collaboration and partnership within the community and between council and community.

RN plan consists of:

Introduction/background, The community plan process, How the plan will work (management plan), Description of the community, RN Themes and Thresholds and the Key Areas of Focus. Each area of focus follows the ‘threshold’ concept. The thresholds are; What we have, What we’ll accept, What we aspire to and Priorities for Action.

During the update the:

Introduction will be updated to include RN Values and Te Ao Maori.

Management plan will be developed by RNC and RCB

Description of the community, including statistics will be updated (to incl. visitor stats)

Thresholds will have *Future Opportunities and Challenges* added; and under each Key Areas of Focus:

What we have will be updated, including plans (WDC and local) and Who (organisations, groups, committees etc)

What we'll accept, aspire to and don't want will all be updated.

What we see as future opportunities and challenges will be inserted and added to Priorities for Action will be updated and prioritised

(b) **Process** – Foundations, Community Strengths/Assets, Future Focus, RN Future

- Coordinator develops the Project Plan
- RNC updates the Introduction, The community plan process, Description of the community, RN Themes and Thresholds
- RNC gathers stats and predictions on growth in our area
- Coordinator and volunteers form the Focus Groups
- Funding Team – create funding plan and source funding to support the Update
- Comms Team, RCB, WDC, Community Volunteers – support the process
- Focus Groups form, attend 2 facilitated Focus Group meetings, gather information to create Snapshots (a draft in Key Areas of focus).
- Build community relationships – everyone!
- RNC host workshops on RN Values, Treaty of Waitangi and Future Focus.
- Snapshots are shared with the community as a base/starting point for community consultation.
- Coordinator/RNC/Facilitators - Community consultation - create questions and engage community in conversations (face to face, open meetings, online, paper and phone survey) and encourage their input.
- RNC and RCB to design RN future management plan to include in draft
- Revision Team collate the community consultation information and add to the community Snapshots for the RN draft.
- Draft to go to Focus Groups (and community) for comment and prioritising of projects.
- Revision Team collate feedback and with RNC produce the final plan RN 2018.
- Celebrate!

(c) Performance indicators – KPIs *to be developed further*

1. Degree of community participation
2. Successful community-RCB – Councillor -council partnership process
3. Delivery of a mandated plan
4. The support it receives
5. RCB and Council utilisation

6. How it remains alive and updated and relevant and applied in the community
7. How it affects the future development of Whaingaroa

(d) Timeline

		FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Coordinator	Develops Project Plan		16									
	Forms Focus Groups		28									
	Values Workshop		plan 22	workshop 20								
	Future Focus Workshop		plan 22	workshop 8								
Coordinator	Team forms		23									
Funding Team	creates funding plan		28									
	sources funding to support update			\$2,000	3000	2000	2000	3000	2000	2000	2000	2000
Comms Team	Finalise the Comms Plan and budget		23									
	Support the Process											
RCB	appoints RCB C. Plan Liaison		13									
Coordinator/RCB	MOU with RNC		16									
WDC/Coordinator	Planning support		28									
	Funding support		28									
RN Committee	updates the Introduction, Community Plan Process, Description of Community, RN Themes and Thresholds		28									
	gathers stats and predictions on growth		28									
	organise Treaty Workshops				1							
Focus Groups - A	Receive Focus Group Brief		16									
Beautification, Business, Community Wellbeing, The Arts, Education, Environment, Infrastructure, Tourism	Facilitated meeting 1 (RN process, values, brainstorm strengths, workshop future challenges/opps)			13/14								
	consult with community & gather info for Snapshot			in between meetings								
	Facilitated meeting 2 (create Snapshot)			17/18								
		FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Focus Groups - B	Receive Focus Group Brief			9								
Structure Planning/Housing, Education, Employment, Home Based Ventures, Industry & Manuf., Public Safety, Recreation, Transport	Facilitated meeting 1 (RN process, values, brainstorm strengths, workshop future challenges/opps)			20/21								
	consult with community & gather info for Snapshot			in between meetings								
	Facilitated meeting 2 (create Snapshot)			23/24								
Coordinator	Snapshots shared with community as starting point for community consultation					25						
Coordinator/Facilitators	Create questions for community consult.					25						
Coordinator/Facilitators	Engage the community (face to face, open meetings, online, paper and phone survey) and encourage their input					june	july					
RNC and RCB	design RN future management plan to include in draft							aug				
Revision Team	collate community consultation responses and add to the Snapshots to create the RN draft							aug				
Coordinator	draft to Focus Groups and community for comment and project prioritising							end Aug	sept			
Revision Team	Collate feedback and with RNC produce the final plan, RN 2018									oct		
Everyone	Celebrate!											31

4. The Team – Roles

(a) Raglan Community Board (RCB)

- Responsible for holding and updating the community plan, currently Raglan Naturally (RN). Plan to be updated every three years to align with Council's Long Term Plan (LTP) review.
- Advocates for the community on RN with WDC
- Ensures RN is in the WDC planning and policies for the area.
- Includes priority projects from RN in their submission to WDC for LTP and District Plan reviews.
- Can delegate the updating (to the Raglan Naturally Committee (RNC) or other)
- If delegated, the role of RCB during the update process is to:
 - Request formal monthly reports from RN Committee (for inclusion in RCB agenda)
 - Provide feedback on the report to RNC, within 7 days
 - Meet 3 monthly with RN Committee
 - Appoint the RNC members
 - RCB RN Committee Rep. Appoint one or more RCB members to sit on RN Committee. RN Rep. to provide update on RCB work, community issues, projects and developments and to fulfil RNC role.
 - RCB Community Plan Liaison. Appoint a RCB member to monitor the RNC. This person not on RN Committee.
 - Support the recommendations from RNC to WDC

Currently RCB have delegated the updating to the Raglan Naturally Committee

(b) RCB Community Plan Liaison

- Monitor the progress of the RN Committee and report monthly to the RCB.
- 3 monthly meeting RCB and RNC. Decide on agenda with RN Coordinator.

(c) Raglan Naturally Committee (RNC)

- RNC is made up of the RN Coordinator, Chair, Secretary and Committee Members who are representatives from identified community organisations/groups (including the Raglan Community Board).
- Is a volunteer committee, other than the Coordinator which is a paid role
- Commit to being on the RNC for the agreed duration of the RN Update
- Meet monthly
- Guide the RN Update
- Check project is meeting targets
- Appoint Coordinator and oversee their work.
- Support the Coordinator
- Report monthly to and meet 3 monthly with RCB (Coordinator)

- Explore options to manage the long term community oversight of RN (in cooperation with RCB and WDC) and present this to the community for decision and inclusion in RN 2018.
- See *Committee Member* below for detail

(d) Coordinator

- Manage the process and relationships
- Report to the RNC weekly on actions (incl. request for support, spending, approval)
- Report to the RNC monthly on project progress and targets (through the Chair?)
- Prepare the Project Plan – including Process and Timeline
- Work with Focus Groups, Support Groups, identified community organisations, RCB and WDC.
- The Coordinator position is a paid part-time position and is a contract with the RNC. *See attached Coordinator Contract/Job Description for detail. Add to contract Reports to RCB from RN – measuring, summary of community engagement and FG work, funding, comms, planning*
- Is not expected to carry out all tasks in contract but is responsible to delegate.
- Key Responsibilities and Tasks
 - Administration and Governance
 - Community Engagement & Consultation
 - Communication and Promotion
 - Reporting
 - Funding
 - Te Tiriti o Waitangi
 - Relationship Management
 - Other tasks

(e) Chair

- Chairs monthly committee meetings
- Establishes a meeting process to follow .. and ensures RNC understands (future focused and supportive to coordinator)
- Support the Coordinator outside of meetings, when required (with skills or information)
- Chairs 3 monthly meeting between RCB and RNC
- Has clear understanding of the Update Process
- May choose to also be a Committee Member

(f) Secretary

- Organise RNC monthly meetings, including scheduling, agenda, venue, minutes and record keeping.
- May choose to also be a Committee Member

(g) Committee Members

- May include the Chair and Secretary

- Are representatives from identified community organisations/groups (including the Raglan Community Board). Act as liaison between RNC and any organisations or communities the member is aligned with.
- Are RNC representatives on one or more Focus Groups. It is an active role to ensure the groups remain focused.
- Are volunteers
- Communicate their commitment to being on the RNC for the agreed duration of the RN Update
- Keep relevant and updated on the project.
- Promote the RN process wherever possible in the community and communicate the 3 key messages from the meetings.
- Espousing and embodying the values of RN in everyday community affairs
- Commit to attend monthly meetings
- Attend key workshops (ie. Treaty and Future Focus workshops)
- Contribute to the RN Update
- Approve spending
- Appoint Coordinator and oversee their work
- Support the Coordinator outside of meetings, when required (with skills or information)
- Commit to reading Coordinator's weekly reports
- Explore options to manage the long term community oversight of RN (in cooperation with RCB and WDC) and present this to the community for decision and inclusion in RN 2018.
- If members are unable to meet some but not all of these commitments, this needs to be communicated to RNC.

(h) Focus Groups

- There are currently 15 key areas of focus in RN 2001. Focus Groups are likely to work on one each, they may have the capacity to work on two.
- Assemble a group of people with expertise and information about the focus area.
- Work to the RNC Focus Group Brief (*see attached Focus Group Brief for detail*)
- Develop the content of the plan to the point where it is returned to the wider community for input.

(i) Communications and Marketing Group

- Promote RN to the community via media, online and possibly through a website
- Develop a Communications and Marketing Plan and budget (with Coordinator). See attached.
- Communicate the 3 key messages that come from monthly RNC meetings.

Will communicate to:

- show how Raglan Naturally has an important role to play in Raglan's future.
- Increase levels of community engagement and support.

- Increase community understanding of what Ragan Naturally is and processes involved.
- Showcase the outcomes already achieved
- Build wider understanding of how to engage with Raglan Naturally
- Establish and maintain regular communications with the community
- Respond to community conversations, referring them to RN process and opportunity to get involved.

(j) Funding Team

- Prepares a Funding plan
- Seeks funding and support for the update.

(k) Revision Team

-

(l) Waikato District Council

Please note: Coordinator will be contacting Betty Connolly re planning support and Lianne Van Den Bemd re funding.

- Encourage communities to develop a community plan as this helps them (the community) think more strategically about the projects/aspirations of their community. However, they also understand that developing a community plan can be resource intensive and many communities do not have the resourcing to develop these plans so understand if they can only submit a list of community projects.
- Provide support to communities to develop community plans as resourcing becomes available. They encourage communities to take full ownership of these plans and will support them in developing these plans where they can.
- How much weight does a plan have in WDC/WRC? Community plans have in the past been used to inform structure plans (land use and infrastructure plans). These, in turn, help to inform the WDC LTP. An example of this was when Raglan Naturally was used to inform Plan Changes 14 – Raglan Rezoning. The better the plan is written and how much the community has been consulted with in developing the plan will help to give weight to the community plan.
- Question to WDC: is there anywhere in the WDC planning documents that refers to community plans and how the WDC works with them?
Response: not specifically that I'm aware of.
- In terms of timing of the development of community plans, this is subject to change depending on who from Council is driving them and the process they are wanting to follow however it shouldn't vary too much. The community plans should be finalised by around March two years prior to the LTP being adopted. LTP's happen every three years so the next one will be adopted prior to 30 June 2019.

(m) The Community

- Community organisations, groups, businesses and community members are supportive of RN update.

- Community members have offered their volunteer time
- Coordinator to develop simple agreement for volunteers

5. Funding

Funding team to form. Team to create a funding plan and seek funding for the RN Update.

See below for draft budget for the project. WDC has allocated \$6,000 to the update. Current balance \$2700.

BUDGET TO END OF NOVEMBER 2018		
	Budget	Will seek Sponsor/Volunteer/Timebank
Coordinator/s		
10 Months (10 hours per week @ \$25 per hour, \$250 weekly, \$1000 monthly)	10,000	
Additional coordinator support with specific skills	1,000	Sponsor - CoCommerce + Volunteer
Faciliator for public meetings		Volunteer/Timebank
Open Consultation Meetings x 2 - venue, equipment hire, refreshments	400	
Revision Group - info collation, document creation to Draft		Volunteers
Communications/Marketing - Community Engagement		
Raglan Chronicle - monthly advert 1/2 page \$380 x 10 months	3,800	
Creative Market stall - monthly \$20	200	
RN presence at Community events (Maui Dolphin Day..)	200	
Promotional materials - flyers, small posters		Volunteer design, Sponsor printing - WDC/local business
Large Posters x 2 - design and print (\$280 each)	540	
Website?	?	Volunteer
Facilitated Workshops		
Values - Denise	1500	
Future Focus	500	Volunteer
Treaty - Ingrid Huygens	1500	
Treaty - Jay Lucas/Heather Thomson	1500	
Admin		
Meeting rooms/koha - Kokiri	250	
Meeting rooms/koha - Poihakena	250	
Supper Room/Town Hall		sponsor - WDC through RCB/Town Hall Committee
Printing		sponsor - WDC through RCB/library
Publishing RN 2018		sponsor/WDC
	21640	0

6. Communications and Marketing

Comms Team to finalise Comms plan for 2018. See attached draft Comms Plan.

7. Management Plan

To be developed by the RN Committee and Raglan Community Board.