

Agenda for a meeting of the Te Kauwhata Community Committee to be held in the St John Hall, 4 Baird Avenue, Te Kauwhata on **WEDNESDAY I AUGUST 2018** commencing at **7.00pm**.

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.

#### I. APOLOGIES AND LEAVE OF ABSENCE

**CONFIRMATION OF MINUTES** 

#### 2. CONFIRMATION OF STATUS OF AGENDA

#### 3. **DISCLOSURES OF INTEREST**

4.

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5.8	Chairperson's Report	Verbal
-		
6.	PROJECTS UPDATE	
6. l	Wetlands Walkway	Verbal
6.2	Dog Park	Verbal

**CHIEF EXECUTIVE** 

GJ Ion



**To** Te Kauwhata Community Committee

From Gavin Ion

Chief Executive

**Date** 19 June 2018

**Prepared by** Wanda Wright

Committee Secretary

**Chief Executive Approved** Y

Reference # GOV0509

**Report Title** | Confirmation of Minutes

#### I. EXECUTIVE SUMMARY

To confirm the minutes of the Te Kauwhata Community Committee meeting held on Wednesday 6 June 2018.

#### 2. RECOMMENDATION

THAT the minutes of the meeting of the Te Kauwhata Community Committee held on Wednesday 6 June 2018 be confirmed as a true and correct record of that meeting.

#### 3. ATTACHMENTS

**TKCC Minutes** 

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<u>MINUTES</u> of a meeting of the Te Kauwhata Community Committee held at the St John Ambulance Rooms, 4 Baird Avenue, Te Kauwhata on <u>WEDNESDAY 6 JUNE 2018</u> commencing at <u>7.00pm</u>.

#### **Present:**

Ms T Grace (Chairperson)

Cr JD Sedgwick

Mrs C Berney (Secretary)

Mr J Cunningham

Mr K Dawson

Mr D Hardwick

Mr T Hinton [from 7.03pm]

Mr C Howells

Mr B Weaver

#### **Attending:**

Mr V Ramduny (Manager Strategy & Planning)

Mr Gavin Donald (GMD Consulting)

Ms Angela Thomas

Mr Mike Peters

#### **APOLOGIES AND LEAVE OF ABSENCE**

Resolved: (Mr Cunningham/Mr Dawson)

THAT an apology be received from Marlene Raumati;

AND THAT an apology for lateness be received from Tim Hinton.

#### **CARRIED** on the voices

TKCC1806/01

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

Resolved: (Mr Howells/Mrs Berney)

THAT the agenda for a meeting of the Te Kauwhata Community Committee held on Wednesday 6 June 2018 be confirmed and all items therein be considered in open meeting;

AND THAT all reports be received;

AND THAT the following items be discussed at an appropriate time during the course of the meeting:

ı

- Mike Peters was given speaking rights briefly to talk about the flooding on Travers Road as it related to the Smith block.
- Gavin Donald from GMD Consulting.

#### **CARRIED** on the voices

TKCC1806/02

#### **DISCLOSURES OF INTEREST**

Keith Dawson disclosed an interest in the Walkway and the Basketball court/planter box projects.

#### **CONFIRMATION OF MINUTES**

Resolved: (Mr Weaver/Cr Sedgwick)

THAT the minutes of a meeting of the Te Kauwhata Community Committee held on Wednesday 2 May 2018 be confirmed as a true and correct record.

#### **CARRIED** on the voices

TKCC1806/03

#### **REPORTS**

Te Kauwhata Works & Issues Report: June 2018 Agenda Item 5.1

The report was received [TKCC1806/02 refers] and discussion was held.

#### Councillor's Report

Agenda Item 5.2

Cr Sedgwick gave a verbal report and answered questions of the Committee.

- Council has finalised proposal for Representation Review on the Council and its implications for Whangamarino ward.
- A report was given on the flooding on Travers Road to update the committee.
- Shops selling legal products are allowed to function if opening within the bounds of the bylaws.
- RFS to be entered for removal of excess cones around town.
- No update on the Wayside Road development appeal.
- New iSite has opening in Hampton Downs.
- Main St is being resealed to help with noise.
- Transport issues were reported on.
- The District Plan is being released on the 18<sup>th</sup> of July and feedback/submissions will be sought. 60 days from release of District Plan.
- Streetlights around town have been upgraded.

- The roundabout at the top of town meets all safety requirements.

## Discretionary Fund Report to 23 May 2018

Agenda Item 5.3

The report was received [TKCC1806/02 refers] and discussion was held.

#### **GMD Consultants Report**

Agenda Item 5.4

Gavin Donald gave verbal feedback from the information he had received to date from our community. He will email out the report.

#### Chairperson's Report

Agenda Item 5.5

The Chair gave a verbal report and answered questions of the committee.

- Request from the College regarding The Duke of Edinburgh Award for Community Projects.
- Toni spoke to her email regarding behaviour around being committee members vs. being a private citizen.
- Whilst Toni spoke to our submission on the Waste Management Proposal, Jan removed herself from the discussion.

#### **PROJECTS UPDATE**

#### Dog Park

Agenda Item 6.1

Tim updated the committee on the progress with the Dog Park/Domain Project. He will send out info via email.

#### Wetlands Walkway

Agenda Item 6.2

Covered in Te Kauwhata Works and Issues Reports

#### Youth Members

Agenda Item 6.3

Tim and Toni caught up with the new Youth Reps and talked about future projects.

There being no further business the meeting was declared closed at 9.17pm.

Minutes approved and confirmed this

day of

2018.

T Grace CHAIRPERSON



**To** Te Kauwhata Community Committee

From Tony Whittaker

General Manager Strategy & Support

**Date** | 17 July 2018

**Prepared by** Sharlene Jenkins

PA to General Manager Strategy & Support

**Chief Executive Approved** | Y

**DWS Document Set #** | GOV0509 / 1997027

**Report Title** Te Kauwhata Works & Issues Report: August 2018

#### I. EXECUTIVE SUMMARY

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

#### 2. RECOMMENDATION

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

#### 3. ATTACHMENTS

Te Kauwhata Works & Issues Report: August 2018.

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# TE KAUWHATA COMMUNITY COMMITTEE WORKS & ISSUES REGISTER – 2018

#### **UPDATE FOR AUGUST 2018**

	Issue	Area	Comment	Action
1.	Dog exercise area	Service Delivery	The Community Committee would like some seating to be provided in the dog	AUGUST 2017: Staff have met with Tim Hinton and Toni Grace and have come up with a list of agreed actions.
		(Parks & Facilities)	exercise area. The Community Committee is willing to put in some simple posts and plank seats x3 but	An overall plan for the dog park area is requested from the Community Committee.
			would like to understand what Council's Approved design for such.	NOVEMBER 2017: Tim Hinton to provide an update at the November Committee meeting.
				FEBRUARY 2018: Tim Hinton to provide an update on progress.
				Shapes installed, more to collect from prison. Drainage for inclusion in LTP.
				MARCH 2018: Tim Hinton to provide an update on progress.
				APRIL 2018: The Committee has asked for Council to provide the specifications for the drainage system in the TK dog park and its associated costs. Mark Jansen to provide this information.
				MAY 2018: Preliminary investigation has been completed. There are a few complicating issues including the topography of the site and required consents. Further work on this has been factored into existing resource availability and has been programmed for the new financial year. Note that the completion of any physical works on site will be subject to budget allocation.
				JUNE 2018: Seats and table are to be installed by the Community Committee. There is a table at the village green that will be replaced. Keith Dawson will make the seats to ensure that they comply with Council specifications. Tim Hinton to run these pass Mark Jansen.
				AUGUST 2018: Keith and Tim have met. Mark is comfortable with the seats and table as long as Health & Safety requirements are met. Drainage solution is being investigated further. Painting of shapes will be finished soon. Keith to update at the next meeting.

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	Issue	Area	Comment	Action
2.	Basketball backboard and pole + concrete slab	Service Delivery (Parks & Facilities)	The Community Committee has requested specifications for this from Council.  A basketball hoop and half court is an activity promoted by the Council's play strategy. However, there is no allocated budget in the upcoming financial year to fund the construction.  It is recommended that either the committee fundraise to start the project or that a submission be made to the Long-Term Plan (LTP).	AUGUST 2017: Staff have been working with the Community Committee to find an appropriate location. Several actions were agreed and the location was agreed. Proximity to war memorial was a possible issue.  The Community Committee are to keep Parks staff informed of any decisions made around the landscaping of the half court. However, the general location was agreed.  NOVEMBER 2017: Community Board members have been keeping parks staff informed about the progress of the basketball court and staff are happy.  FEBRUARY 2018: Tim Hinton to provide an update.  Location — Northern side of skate park. Job can start immediately. Funding from TKCC.  MARCH 2018: Tim Hinton to provide an update on progress.  APRIL 2018: Keith Dawson and Tim Hinton working on a pricing for the concrete slab. Update to be provided verbally in April by Keith and Tim.  JUNE 2018: Basketball hoop priced at \$4,595.00. Tim and Keith working on getting a price for the concrete slab. These will be paid out of the Community Committee's budget.  AUGUST 2018: Keith and Tim have come up with a plan which will help with the drainage. Mark Jansen is comfortable with the proposal and will visit the site when the construction starts. Construction is weather dependent. Tim to provide a further update at the next meeting.

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	Issue	Area	Comment	Action
3.	lights outside	Service Delivery	Lights on the eastern side of the library have I blue light and no other colours,	AUGUST 2017: Te Kauwhata Community Committee to lodge a service request.
	library not working		lights on the western side (i.e. the park side) have 3 out of 4 not working properly (blue) and no other colour lights showing.  FEBRUARY 2018: Is it possible to install lights from the top – not in ground? David Harwick (TKCC) available to assist if needed.	SEPTEMBER 2017: A complete review of the lighting on the building is required as there have been multiple failures of these lights. This will be completed over the next 2-3 months and further information provided to map next steps. The Committee will be provided with a copy of the review, once completed and prior to undertaking any further works.  NOVEMBER 2017: A proposal has been received and will be reviewed over the next month. The Committee will be provided with a copy of the review, once completed and prior to undertaking any further works. The review should be available for the Committee's December meeting.  DECEMBER 2017: Council received a quotation from Cushman and Wakefield to achieve a final solution to the on-going lighting issues at the Te Kauwhata Library (\$21,747).  The current in-ground lights are of poor quality and have been unreliable for a very long time, the recommendation is to replace the light fittings.  The underground power cables feeding the lights are not encapsulated in conduit, while this is compliant the insulation on the cable is showing signs of water penetration, the recommendation is to re-new the cable and encapsulate in conduit to provide a long term reliable power supply to the lights. Gavin Benseman has since obtained a second quote.  FEBRUARY 2018: Council are sourcing a second quote for the replacement of the in-ground lights and the repair of the coloured strip lighting. Two companies have declined providing a quotation. Council aim to provide a quotation along with a recommendation for the replacement light fittings and associated ground works for the March meeting.

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Issue	Area	Comment	Action
			MARCH 2018: Ground lighting will continue to be an issue and require ongoing maintenance. A quote and recommendation on how to achieve a more robust system is underway. Staff expect to have further information by the time of the March meeting.
			MAY 2018: A Lighting Designer has been on site and is currently preparing a proposal for the design and a quotation to install a new lighting system. This information was expected in early April 2018. A request has been made to provide this information urgently.
			JUNE 2018: Gavin Benseman met with members of the Community Committee on 23 May 2018 to present and discuss the proposed lighting system. There was general agreement that the new lighting should be roof (parapet) mounted and that the lighting effect should be the same or similar to the existing system. Gavin has emailed photos of the library to Cr Sedgwick and Toni Grace which shows the original lighting effect. It should be noted that there is a lead time of 8 to 10 weeks on the delivery of the lights from the time of ordering.
			AUGUST 2018: A purchase order had been raised for purchase of these lights and the installation. There is a 6–8 week lead in time so we are hoping that these will be installed in late August, early September. Staff have requested information from the Architect on the solar panels in regards to what the solar energy is used for.

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	Issue	Area	Comment	Action
4.	Te Kauwhata Walkway – Unauthorised activity on property at the end of Blunt Road.	Service Delivery	Waikato Regional Council investigation in respect of any Resource Management Act breaches underway.  In the meantime Waikato District Council has received approval from the Regional Council to commence a clean up of the site.	FEBRUARY 2018: Waikato District Alliance have scheduled the cleanup work for March. Currently sourcing an appropriate dump site.  MARCH 2018: Vishal Ramduny spoke to Nick Young (Investigations & Incident Response at Waikato Regional Council) to arrange a meeting to ascertain the way forward for the walkway. Nick has confirmed that the investigation has not concluded as yet, and he has since met with John Cunningham. Council to now advise on a dedicated project manager for this matter. Waikato District Alliance still has the clean up work scheduled for March 2018. If the fill is removed then the committee needs to look at alternative options with Council's Service Delivery team.  APRIL 2018: Meeting between Paul McPherson, John Cunningham and Keith Dawson on 9 March 2018. A follow up meeting with lan Boddington is taking place on Wednesday, 14 March. Update to be provided after this meeting.  MAY 2018: Follow up meeting with lan Boddington took place. lan Boddington will confirm with landowners that their contact details can be provided to John Cunningham so contact can be made to discuss possible access consents.  Removal of the fill is underway, initially to a commercial cleanfill site, and now to the Te Onetea Rail Crossing Upgrade project in Rangiriri. Permission is required from the landowner for removal of the fill (monitoring) and will be needed for the proposed walkway (construction) which may require an encumbrance.  Council (Paul McPherson) will help with the design, and is investigating previous walkway projects for suitable design details. TKCC will need to do the costing/quotes and source funding.  Construction will not require consents so long as specific conditions are met (includes location, design, and methodology constraints from district and regional plans).  Alliance have started site works and clearing the fill, these works are still on-going.

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Issue	Area	Comment	Action
		Walkato TE KALWHATA  TE KALWHATA  TE KALWHATA  TO THE TOTAL THE TOTAL HEAL  SERVICE AND THE TOTAL HEAL  SERVICE AN	JUNE 2018: Council has completed the removal process in Blunt Road. Paul McPherson and the Alliance design team have modified a generic WDC 1.5m wide boardwalk design to suit the a 2.25m width to overcome the problem of a timber boardwalk over the wetland section. The drawing has been forwarded to John Cunningham and Keith Dawson for review. Keith will look to develop a construction methodology to comply with permitted activity rules, and the design may need minor changes to accommodate the final methodology. Paul will continue to assist as needed, ensuring the location and construction methodology complies with District Council and Regional Council rules. No consent will be required for construction as long as specific conditions (location, design and compliance) are met.  Committee are to source funding for construction of the remaining works.
		3 5 6 42 42 43 13 14 45 2 7 8 9 14 16 17 1921 1921 1924 1924 1924 1924 1924 1924	AUGUST 2018: Query: Where is the Environmental Protection Policy Area Boundary ("EPPA") and does it follow the paper road?  The EPPA boundary is the inferred extension of the road reserve to the west. The road reserve does not actually extend all the way to Blunt Road, but the EPPA southern boundary is applied as if it did.

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Issue	Area	Comment	Action
			The EPPA is shown (left) as the green vertically-hatched area.
			The southern EPPA boundary is a line offset 20m from the southern property boundary.
			The eastern EPPA boundary runs along the edge of the wetland area. This area is outside of the boardwalk works area so will not need to be further clarified for these works.
		48	Community Committee will need to look at the construction costs and ascertain easement.
		12 13 9 14 2 7 8 9 1 10	The Regional Council visited the walkway site during the week 09 July. The Regional Council has advised that Waikato District Council will be issued with a formal warning regarding this breach. Once the warning has been issued, the investigation will be closed.
		EPPA is the green hatched area (the proposed boardwalk site is circled)	

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	Issue	Area	Comment	Action
5.	Footpaths	Service Delivery	FEBRUARY 2018:  Roto Street: TKCC has had this street as an Annual Plan and LTP priority for more than 8 years. It dropped off because we were told there was no budget. This is a residential street in TK, with more than 26 houses on it. The footpath stops just around the corner from Mahi Rd. So residents (yes, school children too) are walking up the road as there is no footpath on either side. This as a high priority for TK.  Rimu Street: Same as above – this is a TKCC priority. This is a footpath in a residential street finishing short of the road by the width of a grass verge, right opposite the TK College. Prefer any small pockets of funding that you might have allocated for 'footpaths' were used on this stretch, where there is no footpath alternative on the other side of the road.	MARCH 2018: The Roto and Rimu Street footpaths have been placed on the footpaths list and prioritised. The footpaths will be discussed by Councillors as part of the district wide footpath programme. Any additional footpaths for consideration can be added by the respective ward councillors then. The draft Long Term Plan programme out for consultation this year has an increased level of funding. The funding level will be finalised in this financial year.  APRIL 2018: Gareth Bellamy has indicated to Cr Sedgwick that there is so some funding for the Rimu Street footpath. Roto Street is not a high priority but will be considered as part of the district wide footpath Programme.  MAY 2018: The extension of the footpath at Rimu Street will require connectivity across two local roads. The Safety Engineer is undertaking investigation for the linking of footpaths on the opposite sides of the road and crossing locations in conjunction with the school. At Mahi Road it is proposed as an interim measure to add a shared footpath marking along the right side of the road as there is a significant pavement width that would safely accommodate on the road.  JUNE 2018: Waikato District Alliance will be carrying out on road footpath markings on Mahi Road scheduled to be completed by mid-June.  AUGUST 2018: Delayed to beginning of August due to weather and Road Safety Engineer to set out locations and extents with Waikato District Alliance.

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**To** Te Kauwhata Community Committee

From Tony Whittaker

General Manager Strategy & Support

**Date** 20 July 2018

**Prepared by** Juliene Calambuhay

Management Accountant

**Chief Executive Approved** | Y

**Reference/Doc Set #** GOV0509 / 2004356 and 2006161

**Report Title** Discretionary Fund Report to 30 June 2018

#### I. EXECUTIVE SUMMARY

To update the Committee on the Discretionary Fund Report to 30 June 2018.

#### 2. RECOMMENDATION

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

#### 3. ATTACHMENTS

Discretionary Fund Report to 30 June 2018

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### TE KAUWHATA COMMUNITY COMMITTEE DISCRETIONARY FUND 2017/2018

		GL	1.207.1704
	s from Committee Meeting Minutes & Other Information		
2017/18 Annu			11,278.00
Carry forward	d from 2016/17		57,105.16
	Total Funding		68,383.16
Expenditure			
06-Sep-17	Transfer of funds to Whangamarino Walkway account		15,000.00
01-Nov-17	Toni Grace - reimbursement cost of TK website fees		149.00
01-Nov-17	Marion Handcock - reimburse for sheep pellets		24.33
07-Feb-18	Te Kauwhata Community Events - security camera installation costs		3,937.45
07-Feb-18	Te Kauwhata Community Events - ANZAC catering costs		750.00
22-Feb-18	Te Kauwhata Community House - Splash & Dash Children's Day event 2018		500.00
02-May-18	Earthcare Systems - purchase of plastic wood for the planter boxes		4,381.11
Total Expendi	iture		24,741.89
Net Funding F	Remaining (excluding commitments)	<u> </u>	43,641.27
Commitment	s		
06-May-09	Further development of playground		5,000.00
07-Oct-15	Commitment for security cameras	9,436.00	
	Less: Expenses	(6,247.45)	3,188.55
07-Mar-12	Railway Cottage Community Park		10,000.00
03-Sep-14	Ken Knobbs memorial garden	5,000.00	
	Less: Expenses	(3,800.00)	1,200.00
07-Oct-15	TK Youth Action Group - basketball area project at Village Green	7,500.00	
02-May-18	Additional costs committed for basketball court (TKCC1805/04)	5,000.00	
	Total commitment for basketball court	12,500.00	
	Less: Expenses	(220.00)	12,280.00
06-Sep-17	Commitment for replacement of TK Christmas lights		5,000.00
Total Commi	tments		36,668.55
Net Funding F	Remaining (Including commitments) as of 30 June 2018		6,972.72



**To** Te Kauwhata Community Committee

From | Tony Whittaker

General Manager Strategy & Support

**Date** | 18 July 2018

**Prepared by** | Sharlene Jenkins

PA General Manager Strategy & Support

**Chief Executive Approved** | Y

**Reference #** | GOV0509 / 2004907

**Report Title** Youth Engagement Update August 2018

#### I. EXECUTIVE SUMMARY

The purpose of this report is to update the Te Kauwhata Community Committee ("the Committee") on the way forward for Waikato District Council's youth engagement.

#### 2. RECOMMENDATION

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

#### 3. REPORT

Council is currently reviewing its approach to youth development with the intention to focus on empowering and upskilling young people whilst continuing to engage with them.

Council is developing a Youth Strategy which will reflect this approach. Once a draft has been workshopped with Council it will be made available for wider feedback.

The contract for Council's Youth Engagement Advisor position expired on 30 June 2018. The position will be reviewed in light of Council's joint focus on youth engagement and youth economic empowerment. A verbal update will be provided to the Committee on how the existing Youth Engagement Advisor role will transition should there be anything further to report at the meeting.

The Committee can be proud of its efforts to date in supporting and advocating for empowering young people in local democracy and civil participation in Te Kauwhata.

Council looks forward to continuing to work with the Committee in advancing initiatives already underway as part of a renewed focus on youth engagement and youth empowerment.

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**To** Te Kauwhata Community Committee

From | Tony Whittaker

General Manager Strategy & Support

**Date** | 10 July 2018

**Prepared by** Lianne van den Bemd

Community Development Advisor

**Chief Executive Approved** | Y

Reference # | CDR0502 / GOV0509

**Report Title** | Revised Discretionary Grants Policy

#### I. EXECUTIVE SUMMARY

The purpose of this report is for the Community Committee to receive Waikato District Council's revised Discretionary Grants Policy ("the Policy"). The Policy has been reviewed and updated following consultation with Council's Discretionary & Funding Committee, community boards and community committees.

The Discretionary Grants Policy was adopted by Council at its meeting on 9 April 2018.

#### 2. RECOMMENDATION

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

AND THAT the Te Kauwhata Community Committee applies the revised Discretionary Grants Policy with immediate effect.

#### 3. BACKGROUND

This policy applies to:

#### 1. Waikato District Council Discretionary & Funding Committee

The Discretionary & Funding Committee allocates grants from the Events Fund and the Rural Ward Fund. Rural Ward grants are available for projects and initiatives in rural areas and Events grants are available for events held within the Waikato District Council area.

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#### 2. Waikato District Council Community Boards / Community Committees

Community boards / community committees may use a portion of their discretionary funds to allocate grants for events and projects in their areas. Applicants must outline how their event or project will contribute to the community board / community committee area and wider community. The relevant community board / community committee has responsibility for determining grant applications in their area.

The objective of this Policy is to ensure that discretionary grants are distributed to community groups, non-commercial groups and voluntary organisations within the Waikato district in accordance with set criteria.

The revised Policy includes the following changes to the criteria as agreed by the Discretionary & Funding Committee at its meeting held on Tuesday, 28 November 2017:

- Applications for Christmas parade / events will need to be made to the relevant community board or community committee (previously applications for Christmas parade / events could be made to both the Discretionary & Funding Committee and to community boards and community committees).
- Applications for ANZAC events will need to be made the Discretionary & Funding Committee only (previously applications relating to ANZAC could be considered by community boards / community committees).
- Applications may be considered from schools where the Ministry of Education will not fully fund the project and the benefits are for the wider community (maintenance and operational costs are now excluded).
- Multiple applications through the discretionary grants funding cycle made to community boards, community committees and Discretionary & Funding Committee for a local event can be considered provided there is wide community benefit (previously only one application per project / event could be made).
- Applications above \$1000 will need to complete the prescribed application form, provide relevant quotes and financial statements (status quo remains).
- Applications under \$1000 will only need to provide a cover letter describing the event / project and relevant quotes (new criteria).
- Council-owned property i.e. halls managed by hall committees and who receive a targeted rate are not eligible for funding (previously hall committees could be considered for funding).
- Applicants or their agent will be required to attend the community board / community committee and the Discretionary & Funding Committee to present their application. For applications where an applicant cannot attend the meeting, they need to advise in advance their unavailability to the Community Development Advisor (new criteria).

This Policy is due to be reviewed again in June 2021.

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#### 4. Consideration

#### 4.1 FINANCIAL

Council allocates funding annually for discretionary grants. The Policy will ensure that funds are disbursed to the community, yield optimal community-wide benefits and greater accountability.

#### 4.2 LEGAL

The Local Government Act requires local authorities to play a broad role in meeting the current and future needs of their communities for good quality local infrastructure, local public services and performance of regulatory functions (*Local Government Act 2002 Amendment Act 2012*). Waikato District Council achieves this in a number of ways, including through the provision of discretionary funding to community boards / community committees to advance projects within their local areas and through the allocation of grants for rural communities and events by the Discretionary & Funding Committee.

This policy also aligns to the Local Government (Community Well-being) Amendment Bill aims to restore the purpose of local government to "promote the social, economic, environmental, and cultural well-being of communities".

#### 5. CONCLUSION

This report presents the revised Discretionary Grants Policy adopted by Council at its meeting on 9 April 2018.

The views of community boards and community committees were considered as part of the policy review. The revised Policy will enable both the application process and the administration of funding and grants to be streamlined and simplified.

#### 6. ATTACHMENTS

Revised updated Discretionary Grants Policy

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## **Discretionary Grants Policy**

Policy Owner: Community Development Adviser

Date approved: June 2018
Next review date: June 2021
Document number: 1987518
Engagement required: External

#### I Introduction

The Local Government Act requires local authorities to play a broad role in meeting the current and future needs of their communities for good quality local infrastructure, local public services and performance of regulatory functions (Local Government Act 2002 Amendment Act 2012). Waikato District Council supports this in a number of ways, including through the provision of discretionary funding to community boards and community communities and through the Discretionary & Funding Committee to advance projects and events within communities through the allocation of grants.

#### 2 Purpose

The objective of this policy is to ensure that discretionary grants are distributed to community groups, non-commercial groups and voluntary organisations within the Waikato district in accordance with set criteria whilst ensuring greater accountability.

#### 3 Definitions

Word: definition

#### 4 Application

This policy applies to:

- a) The Discretionary & Funding Committee, local community boards and the Te Kauwhata and Meremere Community Committees as they either consider grant applications and/or make decisions about the distribution of discretionary funds as grants.
- b) External applicants who apply on behalf of community groups, non-commercial groups and voluntary organisations for discretionary grants from the Waikato District Council.

#### 5 Significance

This policy is not considered significant under the Significance and Engagement Policy.

#### 6 Policy statements

#### 6.1 General Statements

The Waikato District Council, as a provider of local public services, provides discretionary grants four times annually to assist community groups, non-commercial groups and voluntary organisations operating within the district.

Discretionary grants are contestable and will be allocated in a manner consistent with the criteria outlined in this policy.

Discretionary grants can be sought for community projects and/or events to be held or completed in the district.

Community organisations can apply for and have grants approved provided they are able to demonstrate broad community benefits from their project and community support for it.

#### 6.2 Funding Mechanisms

Discretionary grants in accordance with this policy are allocated through two funding mechanisms:

a) Waikato District Council Discretionary & Funding Committee

The Discretionary & Funding Committee allocates grants from the Events Fund and the Rural Ward Fund. Rural Ward grants are available for projects in rural areas and areas that are not served by a community board. Events grants are available for events held within the Waikato District Council area.

b) Waikato District Council Community Boards and the Te Kauwhata and Meremere Community Committees

Community boards (Ngaruawahia, Raglan, Onewhero – Tuakau, Taupiri, Huntly) and the Te Kauwhata and Meremere Community Committees allocate grants for events and projects in their areas. Applicants must outline how their event or project will contribute to the community board area and wider community. The relevant community board or committee has responsibility for determining grant applications in their area.

#### 6.3 Criteria for grants

Applications are required to meet the following criteria:

- a) Applications will be accepted from community groups, non-commercial groups and voluntary organisations. Applications from individuals will not be accepted.
- b) Applications will need to be made to the relevant community board or committee, or to Council's Discretionary & Funding Committee.
- c) Applications for Christmas parade/events will need to be made to the relevant community board or community committee.
- d) Applications for Anzac events will need to be made the Discretionary & Funding Committee only.

- e) Applicants need to describe in their application why the event or project is important to the community and how the wider community will benefit by the event or project.
- f) Grants up to \$5000 can be funded up to 100% at the discretion of the relevant community board or committee or Council's Discretionary & Funding Committee. For grants above \$5000 a funding cap of 75% applies
- g) Applicants can have in-kind contributions recognised in terms of the non-grant funding component provided they demonstrate good community engagement.
- h) Applications must detail how the monies sought will specifically be used and how the balance of the monies required for the event or project will be obtained. All grant applications must include a detailed budget for the event or project.
- i) Capital expenditure items may be considered for grant applications.
- j) Applicants can make more than one application for a grant within a 12-month period provided that the grant being sought is for a different project or event and an accountability statement has been completed.
- k) Applications may be considered from schools where the Ministry of Education will not fully fund the project and the benefits are for the wider community. (maintenance and operational costs are excluded).
- Grants will not be considered for events or projects that have already occurred / projects completed (i.e. no retrospective funding).
- m) Grants will not be considered for ongoing operational & maintenance cost.
- n) Grants will not be given to oppose consent decisions, attend conferences or to contest legal cases.
- o) Applications from commercial entities will not be considered.
- p) Multiple applications through the discretionary grants funding cycle made to the community boards, community committees and Discretionary & Funding Committee for a local event can be considered provided there is wide community benefit.
- q) Applications above \$1000 will need to complete the prescribed application form, provide relevant quotes and financial statements.
- r) Applications under \$1000 will only need to provide a cover letter describing the event/project and relevant quotes.
- s) The project or event must take place in the Waikato District Council area of jurisdiction.
- t) Council-owned property i.e. halls managed by hall committees and who receive a targeted rate are not eligible for funding.

#### 6.4 Eligibility Criteria

a) Applications are required to meet the following eligibility criteria:

- b) Applicants must demonstrate that they will be undertaking a project or event that benefits particular community/communities within the Waikato district.
- c) Applicants must be based in the Waikato district or offering services to a community/communities in the district.
- d) Applicants must be either a not for profit organisation OR a registered charitable trust, charitable entity or incorporated society.
- e) Incomplete or non-complying applications will not be considered. If an application is considered to be incomplete the applicant will be given five working days to submit the required outstanding information. If the required information is not received within five working days the entire application will be returned to the applicant.
- f) Successful applicants must complete a project accountability report within 2 months of the completion of the project before being eligible for further funding. This is essential for auditing requirements.
- g) Applicants or their agent will be required to attend the community board / community committee and the Discretionary & Funding Committee to present their application. For applications where an applicant cannot attend the meeting, they need to advise in advance their unavailability to the Community Development Advisor

#### 6.5 Accountability

- a) On completion of the project or event an accountability statement must be completed within 2 months. Successful applicants will be required to:
- b) Publicly acknowledge Council support received on brochures or sponsorship boards.
- c) Submit an invoice showing completion of specific works, unless a general grant has been made. Funding will be paid following receipt of the invoice.
- d) Expend grants within 12 months of approval (If the monies cannot be expended within a 12 month period, applicants will need to apply in writing for an extension of the grant).
- e) For grants over \$10,000 additional conditions appropriate to the circumstances may be imposed at the discretion of the Discretionary & Funding Committee, or the relevant community board or committee.
- f) Grants cannot be uplifted until all funds have been secured for the project.

#### 6.6 <u>Discretion</u>

Applications received outside of the closing dates for funding rounds will not be considered.

#### 6.7 Goods and Services Tax (GST)

- a) Applicants who are not GST registered need to provide budget figures that include GST.
- b) Applicants who are GST registered need to provide budget figures that exclude GST. They will also need to provide:
  - i. their GST number, and

ii. a separate GST invoice if their application is successful.

## 7 Policy review

7.1 This policy shall be reviewed every three years or as required.



**To** Te Kauwhata Community Committee

From Tony Whittaker

General Manager Strategy & Support

**Date** | 16 July 2018

**Prepared by** Sharlene Jenkins

PA to General Manager Strategy & Support

**Chief Executive Approved** | Y

Reference/Doc Set # GOV0509

**Report Title** Year to Date Service Request Report

#### I. EXECUTIVE SUMMARY

To update the Committee on the Year to Date Service Request Report to 30 June 2018.

#### 2. RECOMMENDATION

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

#### 3. ATTACHMENTS

Year to Date Service Request Report for Te Kauwhata Community Committee

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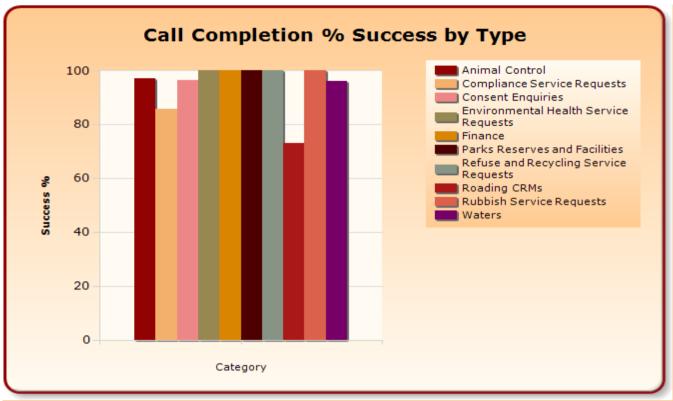
## Service Request Time Frames for TE KAUWHATA Community Board

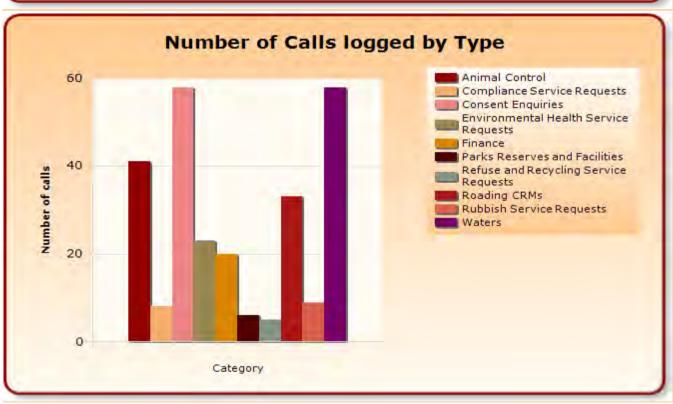
Date Range: 01/04/2018 to 30/06/2018

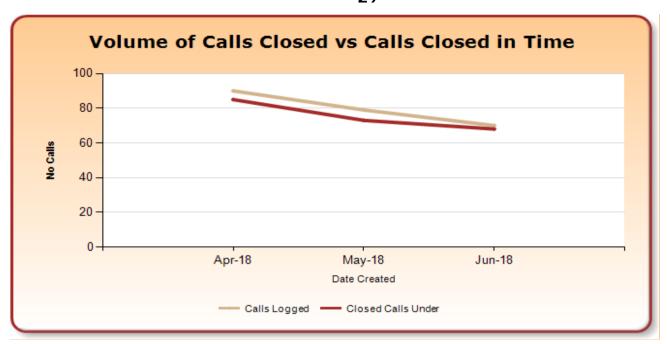


The success rate excludes Open Calls as outcome is not yet known.

7/16/2018 1:18:29 PM









			Ор	en	Clos	sed	
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	41	1	3	1	36	97.30%
	Animal Charges	1	1				NaN
	Dog Property Visit	19		1		18	100.00%
	Dog Straying - Current	9			1	8	88.89%
	Dog Straying - Historic	3				3	100.00%
	Dog Surrender	1				1	100.00%
	Dog/Animal Missing	3		2		1	100.00%
	Dogs Aggression - Current	1				1	100.00%
	Dogs Barking Nuisance	4				4	100.00%
Compliance							
Service Requests	Summary	8	1		1	6	85.71%
	Compliance - Unauthorised	7	1			6	100.00%
	Activity		·				
0	Illegal parking	1			1		0.00%
Consent Enquiries	2						20 400/
	Summary One it a Commission	58		1	2	55	96.49%
	Onsite Services	1				1	100.00%
	Planning Process	5		1		4	100.00%
	Property Information Request	20				20	100.00%
	Rural Rapid Number assignment & purchase of plates	1				1	100.00%
	Zoning and District Plan Enquiries	31			2	29	93.55%
Environmental							
Health Service	Summary	23				23	100.00%
Requests	Environmental Health Complaint	3				3	100.00%
	Noise Complaint - Environmental Health	3				3	100.00%
	Noise complaints straight to contractor	17				17	100.00%
Finance							
	Summary	20				20	100.00%
	Rates query	20				20	100.00%
Parks Reserves							
and Facilities	Summary	6				6	100.00%
	Parks & Reserves - Buildings	2				2	100.00%
	Parks & Reserves - Non-urgent Public Toilet Issues	1				1	100.00%
	Parks & Reserves - Reserve Issues	3				3	100.00%
Refuse and							
Recycling Service	Summary	5		2		3	100.00%
Requests	Refuse - Non-Collection	3		1		2	100.00%
	Refuse & Recycling Enquiries	1		1			NaN
	Rubbish bag sticker/tag orders internal use only	1				1	100.00%

Roading CRMs		31					
	Summary	33		7	7	19	73.08%
	Footpath Maintenance -	2		1		1	100.00%
	Non_Urgent					'	100.0070
	New Vehicle Entrance Request	4				4	100.00%
	Road Culvert Maintenance	6			2	4	66.67%
	Road Marking Sign & Barrier Maint Marker Posts	1				1	100.00%
	Road Safety Issue Enquiries	1				1	100.00%
	Roading Work Assessment Required - OnSite 5WD	8		4	1	3	75.00%
	Street Light Maintenance	7			4	3	42.86%
	Urgent Roading Work 4Hr Response	3		1		2	100.00%
	Vegetation Maintenance	1		1			NaN
Rubbish Service							
Requests	Summary	9				9	100.00%
	Abandoned Vehicle	6				6	100.00%
	Illegal Rubbish Dumping	3				3	100.00%
Waters							
	Summary	58		7	2	49	96.08%
	3 Waters Enquiry	6		1		5	100.00%
	Drinking water billing	9		1		8	100.00%
	Drinking Water Final Meter Read	27		4		23	100.00%
	Drinking Water Major Leak	2			1	1	50.00%
	Drinking Water minor leak	5		1		4	100.00%
	Drinking Water Quantity/Pressure	1				1	100.00%
	Fix Water Toby	3				3	100.00%
	New Drinking Storm Waste water connections	1				1	100.00%
	Stormwater Blocked pipe	1				1	100.00%
	Stormwater Open Drains	2			1	1	50.00%
	Wastewater Overflow or Blocked Pipe	1				1	100.00%
Total		261	2	20	13	226	94.56%



**To** Te Kauwhata Community Committee

From | Ian Cathcart

General Manager Service Delivery

**Date** 24 July 2018

**Prepared by** Gareth Bellamy

Road Safety Engineer

Reference # | TKCC2018

**Report Title** | Speed Limit Bylaw Changes 2018

#### I. EXECUTIVE SUMMARY

This report is to advise the Committee that Gareth Bellamy, Road Safety Engineer or Jeannette Underwood, Consultant from GHD, will be in attendance at the meeting to provide an update on the Speed Limit Bylaw Changes 2018.

Staff are seeking early engagement feedback on the draft schedule (maps) for the 2018 proposed amendments to the Waikato District Council Speed Limit Bylaw 2011. Please note formal approval is not required at this stage, this is early engagement and the maps are subject to change following feedback received.

#### 2. RECOMMENDATION

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

#### 3. ATTACHMENTS

Maps

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