

Agenda for a meeting of the Waikato District Council to be held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **MONDAY 12 NOVEMBER 2018** commencing at **1.15pm**.

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

1. APOLOGIES AND LEAVE OF ABSENCE

2. CONFIRMATION OF STATUS OF AGENDA

Mr Greg Tims will be in attendance to discuss item 4.1 in the public excluded section of the meeting.

3. DISCLOSURES OF INTEREST

4. CONFIRMATION OF MINUTES

4.1 Minutes of a meeting held on Monday 8 October 2018 3

5. COMMITTEE AND DEPARTMENTAL REPORTS

5.1 Policy & Regulatory Committee

5.1.1 Zero Harm Update 18

5.1.2 District Licensing Committee Member Renewal of Appointment 23

5.1.3 Auckland Council Libraries Access 27

5.2 Strategy & Finance Committee

5.2.1 Establishment of Waikato Plan Leadership Group Committee and Associated Terms of Reference 32

5.3 Infrastructure Committee

5.3.1 Receipt of Infrastructure Submissions Subcommittee Hearing minutes to hear and consider an appeal from Club Targa Inc dated 5 November 2018 40

5.3.2	Port Waikato Community Hub Project	43
5.4	<u>Other Committees</u>	
5.4.1	Minutes of the Chief Executive's Performance Review Subcommittee	53
6.	<u>COMMUNITY BOARD MINUTES</u>	
6.1	Receipt of Onewhero-Tuakau Community Board Minutes	57
7.	<u>COMMUNITY COMMITTEE MINUTES</u>	
7.1	Receipt of Tamahere Community Committee Minutes	61
7.2	Receipt of Pokeno Community Committee Minutes	65
8.	<u>EXCLUSION OF THE PUBLIC</u>	71

Gj Ion
CHIEF EXECUTIVE

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	11 October 2018
Prepared by	Rose Gray Council Support Manager
Chief Executive Approved	Y
Reference #	GOV1301
Report Title	Confirmation of Minutes

1. EXECUTIVE SUMMARY

To confirm the minutes of a meeting held on Monday 8 October 2018.

2. RECOMMENDATION

THAT the minutes of a meeting of Waikato District Council held on Monday 8 October 2018 be confirmed as a true and correct record of that meeting.

3. ATTACHMENTS

Minutes

Minutes of a meeting of the Waikato District Council held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **MONDAY 8 OCTOBER 2018** commencing at **1.15pm**.

Present:

His Worship the Mayor, Mr AM Sanson (Chairperson)
 Cr AD Bech [*until 3.38pm and from 3.51pm*]
 Cr JA Church
 Cr DW Fulton
 Cr JM Gibb
 Cr SL Henderson
 Cr SD Lynch
 Cr RC McGuire
 Cr FM McNally
 Cr BL Main
 Cr EM Patterson
 Cr NMD Smith
 Cr LR Thomson

Attending:

Mr GJ Ion (Chief Executive)
 Mrs S O’Gorman (General Manager Customer Support)
 Mr R MacCulloch (Deputy General Manager Service Delivery)
 Mr TG Whittaker (Chief Operating Officer)
 Mrs RJ Gray (Council Support Manager)
 Mr V Ramduny (Planning & Strategy Manager)
 Ms C Pidduck (Legal Counsel)
 Ms K Overwater (Senior Policy Planner)
 Mr and Mrs Beatty
 Mr & Mrs Wakeling
 11 members of staff

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Crs Lynch/Church)

THAT an apology be received from Cr Sedgwick.

CARRIED on the voices

WDC1810/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Crs McNally/Bech)

THAT the agenda for a meeting of the **Waikato District Council** held on **Monday 8 October 2018** be confirmed and all items therein be considered in open meeting with the exception of those items detailed at agenda item 8 which shall be considered with the public excluded;

AND THAT in accordance with **Standing Order 9.12** the **Committee** resolves that the following item be added to the agenda as a matter of urgency as advised by **His Worship the Mayor**:

- **Appointment of Hearings Panel for Natural Reserves Management Plan;**

AND FURTHER THAT the **Committee** resolves that the following item be withdrawn from the agenda:

- **Receipt of Chief Executive's Performance Review Subcommittee Minutes.**

CARRIED on the voices

WDC1810/02

DISCLOSURES OF INTERESTS

Cr Fulton and Cr Gibb advised members of the Board that they would declare a non-financial conflict of interest in the following items: *Appointment of Hearings Panel for Natural Reserves Management Plan [Additional Report]*, *Council Submission on the Proposed District Plan [S&F1809/13]*, and *Minor Changes to the Proposed District Plan [S&F1809/14]*.

CONFIRMATION OF MINUTES

Resolved: (Crs McNally/Gibb)

THAT the minutes of a meeting of the **Waikato District Council** held on **Monday 10 September 2018** be confirmed as a true and correct record of that meeting.

CARRIED on the voices

WDC1810/03

COMMITTEE AND DEPARTMENTAL REPORTS

Policy & Regulatory Committee

Receipt of Policy & Regulatory Committee Minutes

Agenda Item 5.1.1

Resolved: (Crs Main/Church)

THAT the minutes of a meeting of the Policy & Regulatory Committee held on Tuesday 18 September 2018 be received.

CARRIED on the voices

WDC1810/04

Proposed 2018 Amendments to the Waikato District Council Speed Limits Bylaw 2011 – P&R1809/06

Resolved: (Crs Main/Church)

THAT subject to amendments, Council make a determination that the proposed Speed Limits Bylaw 2018 does not give rise to any implications under the New Zealand Bill of Rights Act 1990 pursuant to section 155(2) of the Local Government Act 2002;

AND THAT the Statement of Proposal, incorporating the proposed Waikato District Council Speed Limits Bylaw 2011, subject to any amendments, be approved for public notification on 9 October 2018 with the closing date for submissions being 9 November 2018, in accordance with Section 83 (special consultative procedure) and Section 86 (use of special consultative procedure in relation to adoption or review or amendment of bylaws) of the Local Government Act 2002;

AND FURTHER THAT submissions on the Statement of Proposal, incorporating the proposed 2018 Amendments to the Waikato District Council Speed Limits Bylaw 2011, be considered and, if requested, be heard by Council at a meeting to be held on 12 December 2018 or as early thereafter as possible.

CARRIED on the voices

WDC1810/05

Receipt of Hearing Minutes

Agenda Item 5.1.2

Resolved: (Crs Main/Lynch)

THAT the minutes of a hearing of the Policy & Regulatory Committee to hear and consider submissions and make recommendations on the Proposed Waikato District Council Gambling Venues Policy 2018 held on Monday 27 August and continued on Tuesday 18 September and Wednesday 26 September 2018 be received.

CARRIED on the voices

WDC1810/06

Submissions on the Proposed Waikato District Council Gambling Venues Policy 2018 – P&R1808/14

Resolved: (Crs Main/Gibb)

THAT subject to amendments, Council approves the Waikato District Council Gambling Venues Policy 2018 for final adoption;

AND THAT the Waikato District Council Gambling Venues Policy 2015 be revoked on the day the Waikato District Council Gambling Venues Policy 2018 comes into effect.

CARRIED on the voices

WDC1810/07

Zero Harm

Agenda Item 5.1.3

The Chief Executive took the report as read and answered questions in general on health and safety matters raised, and specifically in relation to:

- The threat to staff highlighted by MBIE. One of the outcomes being the need to undertake a further site visit to the Tuakau Office. Issues arising from that visit are currently being worked through.
- A fatal Collision in Huntly – staff were involved in this accident but fortunately only sustained minor injuries.
- Asbestos awareness in community halls.
- Overspeed incidences have reduced significantly over time.

Resolved: (Crs McGuire/Bech)

THAT the report from the Chief Executive be received.

CARRIED on the voices

WDC1810/08

Attendance at Resource Management Law Association Conference

Agenda Item 5.1.4

The Senior Policy Planner advised that when Stage 2 of climate change is notified in early 2019, Council will address climate change and natural hazards as part of the Proposed District Plan Review process. The Proposed District Plan webpage shows the natural hazards work and climate change list for this stage.

Resolved: (Crs Smith/Lynch)

THAT the report from the Chief Executive be received.

CARRIED on the voices

WDC1810/09

Representation Review 2018 Final Proposal Appeals/Objections Verbal Update
Agenda Item 5.1.5

Resolved: (Crs Bech/Lynch)

THAT the report from the Chief Operating Officer be received.

CARRIED on the voices

WDC1810/10

Strategy & Finance Committee

Receipt of Strategy & Finance Committee Minutes
Agenda Item 5.2.1

Resolved: (Crs Gibb/McGuire)

THAT the minutes of a meeting of the Strategy & Finance Committee held on Wednesday 26 September 2018 and continued on Tuesday 2 October 2018 be received.

CARRIED on the voices

WDC1810/11

Consideration of Conservation Fund Applications - S&F1809/08

Resolved: (Crs Gibb/Patterson)

THAT Council approve the following Conservation Fund applications in full:

- M ter Beek – \$4,825.00,
- A & M Underwood – \$6,500.00,
- G & D McBride – \$2,405.41, and
- R Gedye – \$6,260.77.

CARRIED on the voices

WDC1810/12

Presentation of the Annual Report 2017/18 and Summary – S&F1809/09

Resolved: (Crs Gibb/Bech)

THAT the final audited Annual Report 2017/18 and Summary, as amended, be adopted by Council.

CARRIED on the voices

WDC1810/13

Consultation on the Proposed Port Waikato Community Hub – S&F1809/10

Resolved: (Crs Gibb/Main)

THAT Council implement a targeted rate as at 1 June 2019 to support the construction of the Proposed Port Waikato Community Hub;

AND THAT Council's support to implement a targeted rate for the construction of the Proposed Port Waikato Community Hub be conditional on a Memorandum of Understanding being signed and Council's satisfaction with due diligence on the impacts of climate change on the land.

CARRIED on the voices

WDC1810/14

Council Submission on the Proposed District Plan – S&F1809/13

Resolved: (Crs Bech/McGuire)

THAT Council approve the submission to the Proposed District Plan;

AND THAT the covering letter of the Council submission be amended by adding the following:

Council acknowledges that there are a series of strategic planning processes currently underway (eg thinking on how best to manage growth and development along the Hamilton to Auckland corridor, the Future Development Strategy (Phase 2 of Future Proof Review) and the development of Local Area and District-Wide Blueprints). Council acknowledges that, in time, the district plan may need to be amended to reflect the outcomes of these strategic planning processes and to implement these strategic plans. This can best be done once the outcomes of these strategic planning processes are known and once the required technical information is available to support an amendment to the district plan. The appropriate mechanism to achieve this is through a change and/or variation to the district plan at the appropriate time.

CARRIED on the voices

WDC1810/15

Cr Fulton and Cr Gibb declared a conflict of interest in the above item and withdrew to the gallery. They took no part in discussion or voting on this item.

Minor Changes to the Proposed District Plan – S&FI 809/14

Resolved: (Crs McGuire/Lynch)

THAT staff continue to collate a summary of clause 16 minor changes on the Proposed Waikato District Plan.

CARRIED on the voices

WDCI810/16

Cr Fulton and Cr Gibb declared a conflict of interest in the above item and withdrew to the gallery. They took no part in discussion or voting on this item.

Financial Performance Summary for the Period Ending 31 August 2018
Agenda Item 5.2.2

Resolved: (Crs McNally/Gibb)

THAT the report from the Chief Operating Officer be received.

CARRIED on the voices

WDCI810/17

Waitakaruru Sculpture Park
Agenda Item 5.2.3

The Deputy General Manager Service Delivery took the report as read and provided background information. He answered questions of the members. A full discussion was held.

Resolved: (Crs McGuire/Gibb)

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

AND THAT the proposal be supported in principle, subject to His Worship the Mayor liaising with neighbouring Councils and Waikato Regional Council to gauge the level of support;

AND FURTHER THAT His Worship the Mayor liaise with Mr and Mrs Wakeling to provide information to progress the proposal;

AND FURTHER THAT updated information be provided to a future Council meeting.

CARRIED on the voices

WDCI810/18

Infrastructure Committee

Receipt of Infrastructure Committee Minutes
Agenda Item 5.3.1

Resolved: (Crs Fulton/Patterson)

THAT the minutes of a meeting of the Infrastructure Committee held on Tuesday 25 September 2018 be received.

CARRIED on the voices

WDC1810/19

NZ Rally Events - INFI809/04

Resolved: (Crs Fulton/Patterson)

THAT Council decline the request for the upcoming NZ Silver Fern Rally being held on 23 and 24 November 2018 due to the nature, function and condition of the Otorohaea Trig Road and Kawhia Road;

AND THAT the Road Closure Motor Sport Events Policy be reviewed prior to 1 July 2019.

CARRIED on the voices

WDC1810/20

Stopping of Unformed Roads, Bartell Block at Pokeno – INFI809/05

Resolved: (Crs Fulton/Gibb)

THAT the unformed portion of Regina Street, and the unformed portion of Pokeno Street (shown as Section 1 SO 502528) which have previously been declared to be surplus to Council requirements, be stopped in accordance with the provisions of the Public Works Act 1981;

AND THAT Section 1 SO 502528 be transferred to Pokeno Village Holdings Limited (or nominee) at a price established by valuation and to be within property policy;

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

AND FURTHER THAT the Chief Executive be delegated to execute all relevant documentation.

CARRIED on the voices

WDC1810/21

Huntly War Memorial Hall – Update and Funding Movement Request – INFI809/06

Resolved: (Crs Fulton/Lynch)

THAT Council bring forward a total of \$140,000.00 of existing funding for the Huntly War Memorial Hall from the 2019/2020 year (\$50,000.00 under ICCI0010.0220) and 2020/2021 year (\$90,000.00 under ICCI0010.0121).

CARRIED on the voices

WDCI810/22

Approval of Proposed Raglan Community Board Road Name List – INFI809/07

Resolved: (Crs Fulton/Thomson)

THAT Council approve the proposed Raglan Community Board Road Name List that includes the following eleven road names and one bridge name:

- Rangitahi Bridge,
- Rangitahi Road,
- Pekapeka Street,
- Omahina Street,
- Hapuapua Street,
- Kānuka Street,
- Te Huinga Lane,
- Rewarewa Lane,
- Kotare Street,
- Rata Lane,
- Tī kōuka Lane, and
- Māra Kai Lane.

CARRIED on the voices

WDCI810/23

Appointment of Hearings Panel for Natural Reserves Management Plan Add.Item

Resolved: (Crs Lynch/Henderson)

THAT the report from His Worship the Mayor be received;

AND THAT Council appoints a hearings panel comprising Cr Sedgwick (Chair), and Cr Fulton and invite representation from Waikato-Tainui to join the panel to hear any submissions received on the Natural Reserves Management Plan. If Cr Sedgwick is unavailable (yet to be determined), Cr Gibb be appointed to the panel and Cr Fulton become Chair.

CARRIED on the voices

WDCI810/24

Cr Fulton and Cr Gibb declared a conflict of interest in the above item and withdrew to the gallery. They took no part in discussion or voting on the item.

OTHER COMMITTEES

Receipt of Creative Communities Scheme Assessment Committee Minutes
Agenda Item 5.4.1

Resolved: (Crs Henderson/Gibb)

THAT the minutes of a meeting of the Creative Communities Scheme Assessment Committee held on Thursday 13 September 2018 be received.

CARRIED on the voices

WDC1810/25

Receipt of Chief Executive's Performance Review Subcommittee Minutes
Agenda Item 5.4.2

This item was withdrawn from the agenda.

COMMUNITY BOARD MINUTES

Receipt of Onewhero-Tuakau Community Board Minutes
Agenda Item 6.1

Resolved: (Crs Church/Henderson)

THAT the minutes of a meeting of the Onewhero-Tuakau Community Board held on Monday 3 September 2018 be received.

CARRIED on the voices

WDC1810/26

Receipt of Taupiri Community Board Minutes
Agenda Item 6.2

Resolved: (Crs Gibb/Patterson)

THAT the minutes of a meeting of the Taupiri Community Board held on Monday 10 September 2018 be received.

CARRIED on the voices

WDC1810/27

Receipt of Raglan Community Board Minutes
Agenda Item 6.3

Resolved: (Cr Thomson/His Worship the Mayor)

THAT the minutes of a meeting of the Raglan Community Board held on Tuesday 11 September 2018 be received.

CARRIED on the voices

WDC1810/28

Receipt of Ngaruawahia Community Board Minutes
Agenda Item 6.4

Resolved: (Crs Patterson/Gibb)

THAT the minutes of a meeting of the Ngaruawahia Community Board held on Tuesday 11 September 2018 be received.

CARRIED on the voices

WDC1810/29

Receipt of Huntly Community Board Minutes
Agenda Item 6.5

Resolved: (Crs McNally/Lynch)

THAT the minutes of a meeting of the Huntly Community Board held on Tuesday 18 September 2018 be received.

CARRIED on the voices

WDC1810/30

COMMUNITY COMMITTEE MINUTES

Receipt of Te Kauwhata Community Committee Minutes
Agenda Item 7.1

Resolved: (His Worship the Mayor/Cr Patterson)

THAT the minutes of a meeting of the Te Kauwhata Community Committee held on Wednesday 5 September 2018 be received.

CARRIED on the voices

WDC1810/31

Receipt of Meremere Community Committee Minutes
Agenda Item 7.2

Resolved: (Cr Lynch/His Worship the Mayor)

THAT the minutes of a meeting of the Meremere Community Committee held on Thursday 13 September 2018 be received.

CARRIED on the voices

WDC1810/32

Receipt of Tamahere Community Committee Minutes
Agenda Item 7.3

Resolved: (Crs Bech/McGuire)

THAT the minutes of a meeting of the Tamahere Community Committee held on Monday 3 September 2018 be received.

CARRIED on the voices

WDC1810/33

Receipt of Pokeno Community Committee Minutes
Agenda Item 7.4

Resolved: (Cr Church/His Worship the Mayor)

THAT the minutes of a meeting of the Pokeno Community Committee held on Tuesday 11 September 2018 be received.

CARRIED on the voices

WDC1810/34

EXCLUSION OF THE PUBLIC

Agenda Item 8

Resolved: (Crs Gibb/Fulton)

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

Confirmation of Minutes dated 10 September 2018

Receipt of Minutes:

- **Strategy & Finance Committee dated 25 September 2018**
- **Infrastructure Committee dated 26 September 2018**

REPORTS**a. Mayoral Delegation to China**

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

Section 7(2)(b)(f)

Section 48(1)(3)(d)

b. Tamahere Recreation Reserve

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

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

Section 48(1)(3)(d)

c. Legal Proceedings

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

Section 7(2)(f)(g)

Section 48(1)(3)(d)

d. Chief Executive's Issues

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

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

Section 48(1)(a)(d)

CARRIED on the voices

WDC1810/35

Resolutions WDC1810/36 – WDC1810/44 are contained in the public excluded section of these minutes.

Having concluded the public excluded meeting the following item was released into open meeting:

Tamahere Piazza and Recreation Reserve – Increase to Approved Contract Sum
Agenda Item 3.2PEX

It was resolved [*Resolution No.1810/42*] during the public excluded section of the meeting that the following resolution be released into open meeting but the report remain confidential and unavailable to the public.

Resolved: (Crs Smith/Bech)

THAT the report from the Chief Executive be received;

AND THAT \$250,000 from the 2019/2020 Long Term Plan capital budget is brought forward to enable full completion of the construction of the Tamahere Recreation Reserve;

AND FURTHER THAT the amended Foster Construction contract value of \$3,927,292.33 for Contract 171120 – Tamahere Piazza and Recreation Reserve be approved;

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

CARRIED on the voices'

There being no further business the meeting was declared closed at 4.10pm.

Minutes approved and confirmed this day of 2018.

AM Sanson
CHAIRPERSON

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	30 October 2018
Prepared by	Lynn Shirley Zero Harm Manager
Chief Executive Approved	Y
Reference #	GOV1301
Report Title	Zero Harm Update

I. EXECUTIVE SUMMARY

The purpose of this report and its attachments is to provide an update on current health and safety performance. Council recognises that compliance is essential but they aspire to achieve best practice in health and safety management, and to create a sustainable zero harm culture, where everyone works safely and goes home safe every day.

Councils' sustainable zero harm culture shall be supported by a health and safety management system of policies, standards and procedures that effectively manage risk and enable best practice by all workers, contractors, volunteers and visitors.

2. RECOMMENDATION

THAT the report from the Chief Executive be received.

3. BACKGROUND

Capable and Believable Leadership (People)

Safety and Wellness Engagement Conversations

The positive trend in the number of Safety Engagement Conversations being undertaken has not continued this month. A total of 57 Safety Engagement Conversations were conducted in October. Through discussions we are aware that a number of additional safety conversations have been held but not recorded. We are looking at whether there is another way of meeting our goal.

Work Safe, Home Safe 2019

Planning for our 2019 Work Safe, Home Safe event has commenced in conjunction with the Gearing for Growth and Greatness Change Team. This event is scheduled for 14 January and will have a number of themes running through the day.

Zero Harm Responsibilities

A review of the Zero Harm Key Responsibilities detailed in Council's Position Descriptions for the following types of roles has been completed; Executive, People Leader / Team Leader, office based employee and field based employee.

Safety Leadership for People Leaders

Planning is underway for the delivery of a Safety Leadership Workshop for Service Delivery People Leaders. Topics that will be covered in the two hour workshop include;

- Hazard Management
- Event Management and;
- Safety Leadership

Disciplined Management Systems

Event Management

One Severity 5 work-related Medical Treatment Injury (MTI) occurred in October. The Pound Keeper at Pukekohe Dog Pound attempted to separate two dogs that were fighting, when they were bitten on the arm. The Pound Keepers' injury was reviewed by a GP and they were prescribed antibiotics. A structured problem solve was undertaken and a number of improvement actions identified. These have all been implemented.

Four Severity 6 work-related First Aid injury events have been reported in October.

20 Severity 7 Minor Near Miss events were reported in October.

The Zero Harm Dashboard has been generated to illustrate Octobers' safety performance, and is attached for reference.

Contractor Management

Work has continued this month on reviewing Contractor Project/Contract Specific Health and Safety Plans. Plans reviewed over the last month include Metrowaste Ltd and Waikato District Alliance.

The review of Councils documented health and safety procedures for managing Contractor Health and Safety continues and is being support by subject matter experts from the Programme Delivery Team.

Managed Risks

On Road Driving – Light Vehicles

There were 13 over speed events recorded in October. 2 of these events exceeded 110km per hour and required formal coaching conversations to be undertaken.

Workplace Aggression and Violence

Work is continuing on the Critical Risk Bowtie for Workplace Aggression and Violence.

Hazardous Substances

The draft revised Chlorine Emergency Response Plan (ERP) for the Ngaruawahia Water Treatment Plant has been reviewed and signed off by members of the Water Operations team.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

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

4.2 OPTIONS

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

5. CONSIDERATION

5.1 FINANCIAL

There are no direct financial requirements identified in this report.

5.2 LEGAL

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

Councillors, as Officers under the Health & Safety at Work Act 2015 are required to undertake due diligence to ensure appropriate health & safety systems are in place and operating.

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

As discussed in Section 3.

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

Highest levels of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

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

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

6. CONCLUSION

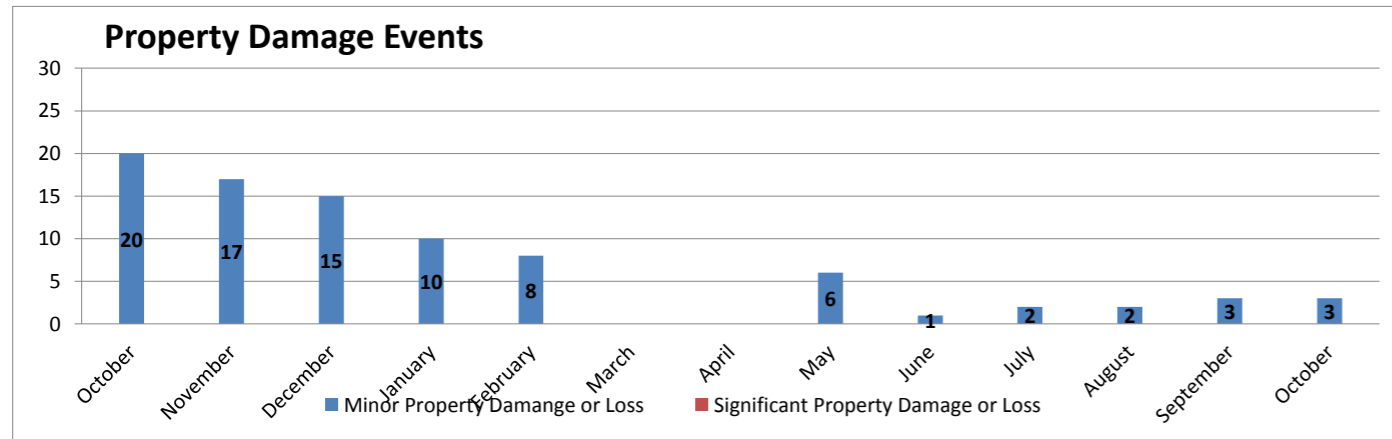
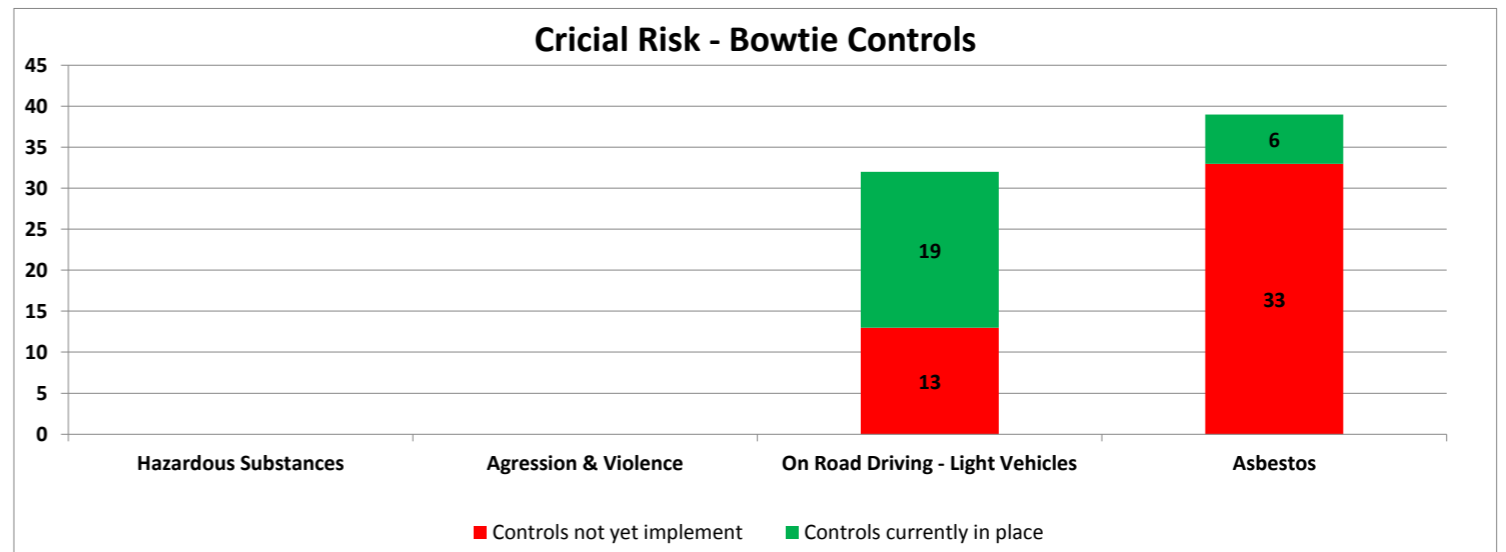
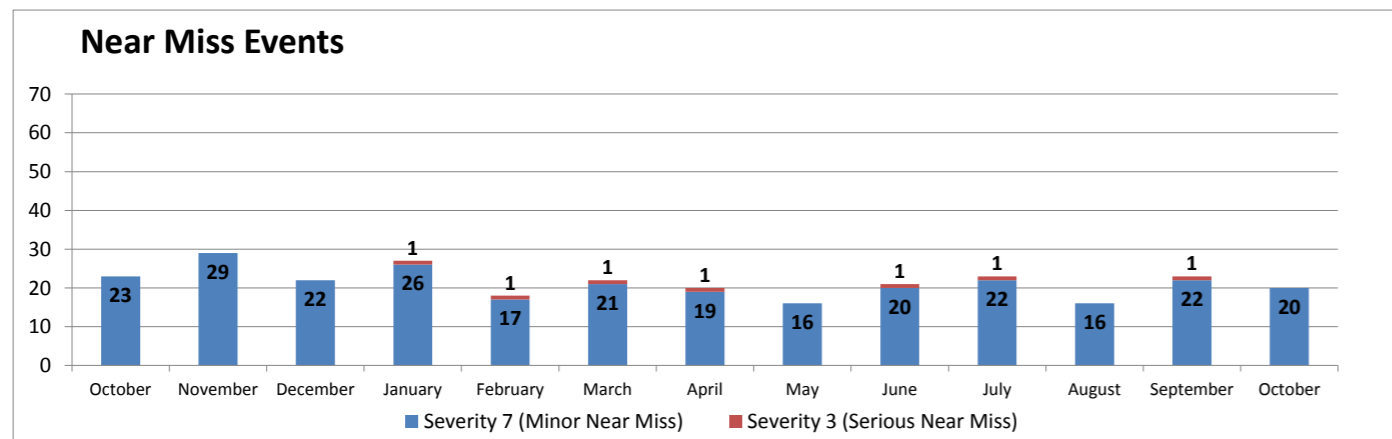
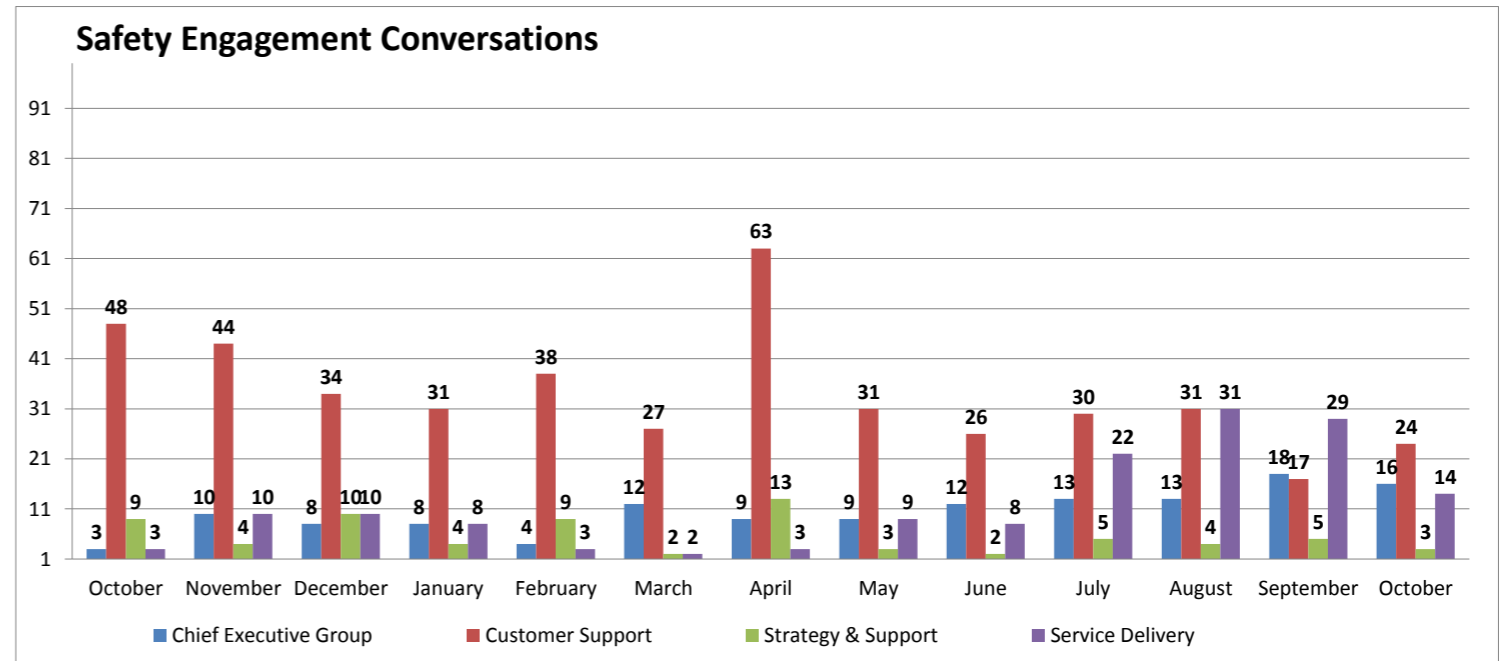
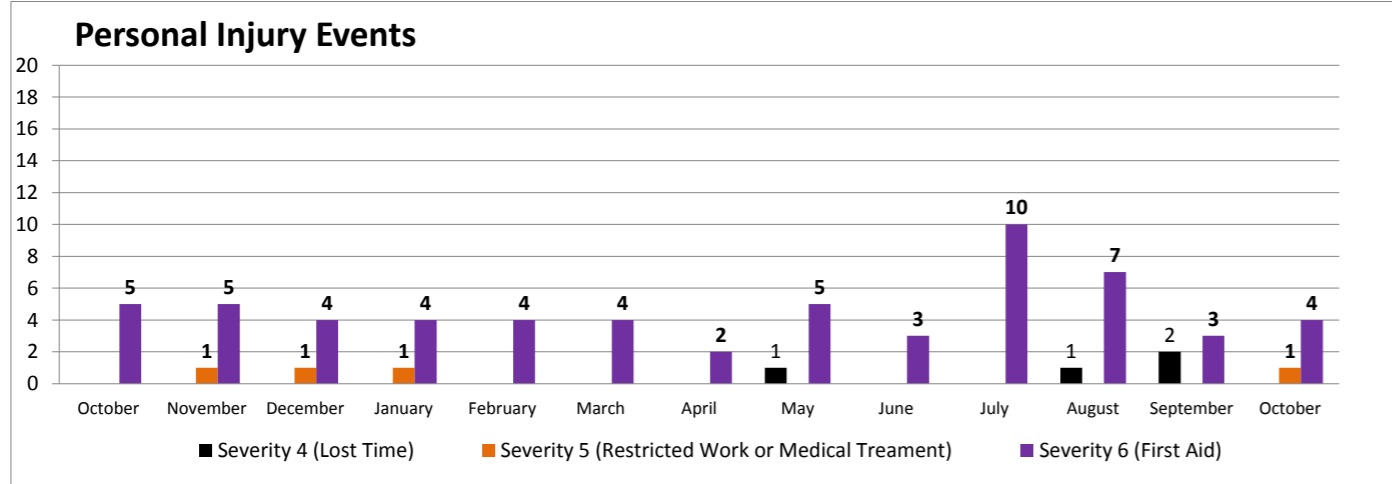
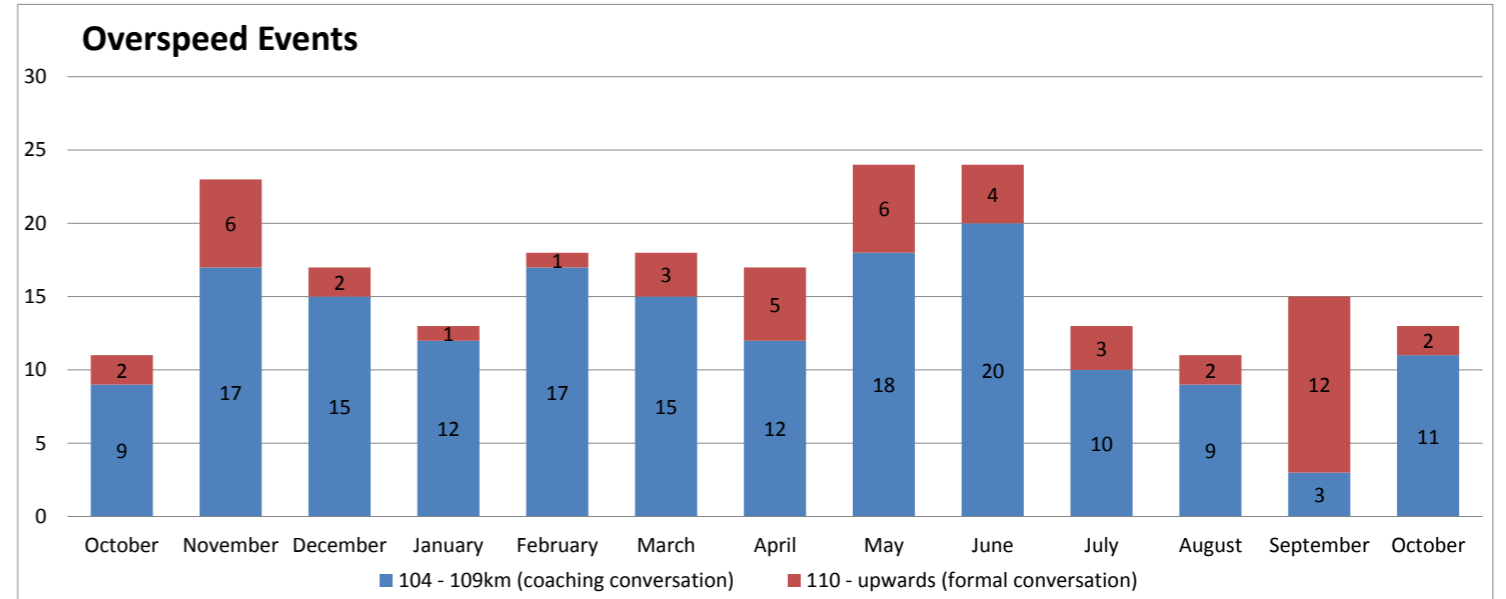
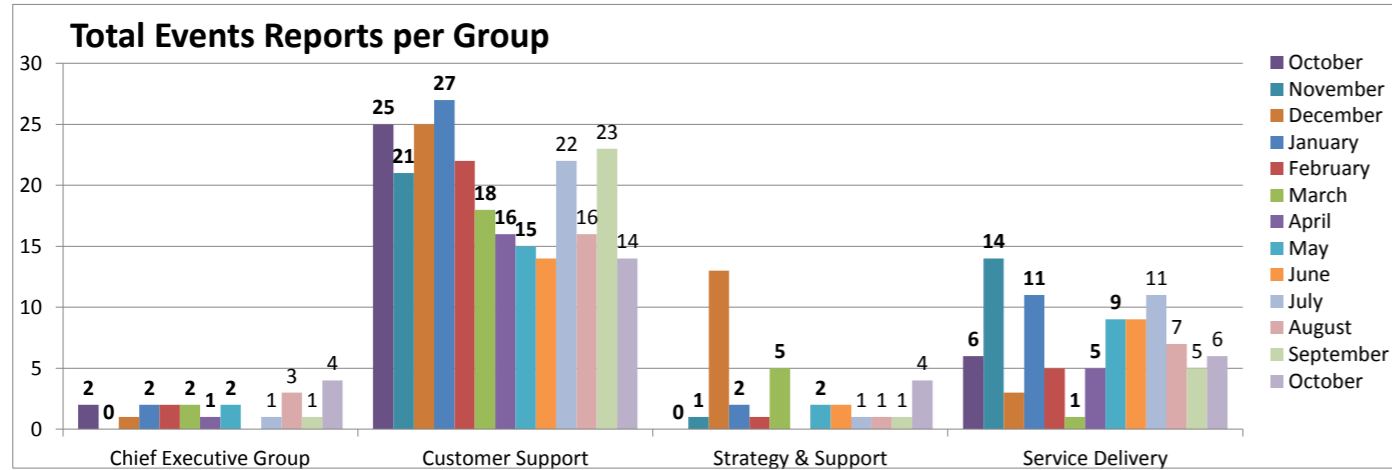
This report provides an update on progress with our Zero Harm systems and processes, and monthly health and safety performance.

7. ATTACHMENTS

Zero Harm Dashboard October 2018

Zero Harm Dashboard - October 2018

As at 31/10/2018



“Work safe, home safe”

To	Waikato District Council
From	Sue O’Gorman General Manager Customer Support
Date	31 October 2018
Prepared By	Tony Pipe Regulatory Manager
Chief Executive Approved	Y
Reference #	GOV1318
Report Title	District Licensing Committee Member Renewal Of Appointment

I. Executive Summary

The District Licensing Committee (DLC) was established in December 2013 following the introduction of the Sale and Supply of Alcohol Act 2012. Members of the committee have been recruited and appointed at various Council meetings since this time with the first members appointed at a Council meeting on 11 November 2013.

Tenure of appointment, under the legislation, is for a period of up to five years with renewal for further periods. Current list members’ tenure is due to expire in November 2018.

This report seeks approval for the following current members of the DLC to have their appointment renewed for a period of 5 years.

Current DLC members seeking renewal of appointment are:

- Patsi Davies
- Dr Michael Cameron
- Chrissy Hodkinson
- Janet Williams.

The current members named have already gone through a recruitment and selection process in line with legislative requirements and have gained considerable experience during their tenure as committee members to date.

2. Recommendation

THAT the report of the General Manager Customer Support be received;

AND THAT Waikato District Council approve appointment of the District Licensing Committee members, listed as follows, for a further period of five years to 11 November 2023:

- **Patsi Davies**
- **Dr Michael Cameron**
- **Chrissy Hodkinson**
- **Janet Williams.**

3. Background

The DLC was established in December 2013, replacing the District Licensing Agency, following the change of legislation to the current Sale and Supply of Alcohol Act 2012.

The function of the DLC is to consider all alcohol licences (new and renewal of on, off, club and special licences) all managers Certificate applications (new and renewal) and temporary authority licences including the suspension or cancellation of special licences

The new Act provides a stricter regime than its predecessor and is aimed at reducing harm to the community. It provides great scope for DLCs and the Alcohol Regulatory and Licensing Authority (ARLA) to consider whether applications will negatively impact the community and take appropriate action.

DLCs function under a regulatory framework as a semi judicial board of inquiry, making decisions that can be appealed to ARLA. The DLC has the powers of a commission of inquiry under the Commission of Inquiry Act 1908, so can issue summons requiring witnesses to appear before it.

These powers are greater than many other council committees and particular care is required to ensure membership is built on strong competencies as outlined in the LGNZ documentation 'Competency Guidance for DLC Members'.

4. Discussion

Those impacted by decisions of the DLC must have trust and confidence in the process to believe that the decision is impartial so the way the DLC conducts business and make decisions is critical in this respect.

Legislation governs the committee structure including the number of members and the chair and deputy chair appointment options. Local Government NZ outlines the type of skills, knowledge and attributes that are necessary including; quality decision making, experience related to alcohol licensing matters, strong communication ability and professional integrity.

In respect to the DLC structure, Waikato District Council took the option of appointing a chair and deputy chair from the elected councillor numbers with the current appointees being Councillor Noel Smith and Councillor Janet Gibb respectively. Establishment of the DLC in 2013 with an appointed elected chair and deputy has allowed a local flavour to be maintained over the committee's working history.

A full DLC comprises the chair or deputy chair and two other members. A list of appointed committee members is maintained to draw from and enable hearings to be scheduled allowing for both members and applicants availability. This flexibility is important in this busy sector.

The chair can form a quorum of one, and this is considered a meeting of DLC, allowing him to consider and decide on any application where there is no objection or matters of opposition have been raised.

A DLC hearing with the chair and two list members sitting is formed, at the discretion of the chair, to consider any application that requires further information or clarity provided by attendance of the applicant or others in person. Decisions on applications that are opposed or are for a temporary authority are heard by a full DLC.

Over the last 12 months the chair has personally made judgement on approximately 314 cases considering information from the applicant, Police, Medical Officer of Health and Licensing Inspector. The Chair may include specific conditions to the judgement where required. In this same period, 9 cases were referred by the chair to be heard by a full DLC.

Since 2013 the DLC has provided a smooth and high quality service to the district by applying legislation to enable activities associated with the sale and supply of alcohol to occur without negative impacts to the community.

Judgments made by the DLC have considerable financial and social implications so the role of the committee members carries a high degree of responsibility. Under the guidance of the chair and deputy chair the committee has carried out its functions consistently and with a high degree of integrity. Numerous positive comments regarding the function of the current DLC and in particular the chair have been received and testify to the capability of individuals involved and the value the committee provides.

While the chair and deputy chair are appointed for an open ended period at the discretion of Council the appointed members, which are on a list of people who may be drawn to form a committee for specific hearings, are identified and appointed through a recruitment process. Appointment is for a period of up to 5 years and may be renewed for further periods of up to 5 years under the Act.

The current list of members is due to expire and this report seeks the Councils approval to renew appointment of the persons named in this report to the DLC committee for a period of 5 years to 11 November 2023.

While there has been some attrition to the list of members it is felt that the number of members outlined will be sufficient for the current purpose of the DLC. Future recruitment may be undertaken as demand or resignation dictate.

As part of the recruitment process members' individual attributes, and value to the group, were considered. The current members have a variety of attributes including legal expertise and qualifications, public office and experience in the education, health and social sectors, to mention a few. Experience is a key element of what makes the abovementioned people 'suitable' members of the committee as specifically required in statute.

5. Conclusion

The current list members of the DLC have gone through a recruitment and selection process in line with legislative requirements and have gained considerable experience during their tenure as committee members to date.

Renewal of appointment is possible under the Act for a period of up to five years.

This report seeks approval for the current members of the District Licensing Committee named in this report to have their appointment renewed for a period of 5 years to 11 November 2023.

To	Waikato District Council
From	General Manager Customer Support Sue O’Gorman
Date	30 October 2018
Prepared by	Customer Delivery Manager Brian Cathro
Chief Executive Approved	Y
Reference #	GOV1301
Report Title	Auckland Council Libraries Access

EXECUTIVE SUMMARY

Since 1 November 2010 Waikato District Council (WDC) and Auckland Council (AC) have had a Memorandum of Understanding (MOU) to allow ex Franklin District residents and ratepayers to access the AC libraries at no cost.

This MOU has been in place since WDC acquired part of the Franklin District and expires 31st October 2018.

This report provides an understanding of that MOU, outlines the options considered, and confirms the direction given from Council for the decision on the way forward.

The original offer from AC has been amended, as a result of discussions, and the offer has been confirmed as a fixed amount of \$90,000 with the agreement commencing on 1 December 2018.

RECOMMENDATION

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

AND THAT Council confirm continued access to **Auckland Libraries** full services and collections for those **WDC** residents who are patrons under the current **Memorandum of Understanding**. This new agreement comes into effect on **1 December 2018** and will be reviewed by **30 November 2019**;

AND THAT the project to upgrade the **Tuakau** facilities commences immediately with the view to completion by **November 2020**.

BACKGROUND

WDC and AC's current MOU (that has been in place since 1 November 2010 and will expire on 30 November 2018) was based on fairness and recognition of rates contributions of former Auckland residents, changed boundaries, legacy councils and a transitional period post-amalgamation. It provides full access to Auckland Libraries services collections (print and e-Collections) at no cost to residents of the former Franklin district that became part of the Waikato District, who hold a current WDC library membership.

Alongside this transition agreement funding was made available to upgrade the Tuakau Library, with another \$100K to fund books for the extended building. This funding currently sits at approx. \$1.6M.

As our district covers a wide geographic area, the locations of our libraries do not suit the needs of all of our customers. The intent of this agreement was never to meet an unmet need such as we have in the south of our district, as the majority of WDC Auckland Library users are equidistant or closer to the Tuakau library than an Auckland facility.

Currently there are close to 900 (very) active customers in this category. These customers are more active users on average than Auckland Libraries resident library members.

Understanding the needs and desires of our communities for access to quality library services, WDC has sought options from AC. Council gave direction to proceed with option two as this is the simplest transition for our current library members and presents the greatest ROI within existing budgets.

Work will be done over the next two years to upgrade the standard of the Tuakau Library to ensure that we can offer a viable and similar quality option going forward for our WDC residents in the North.

DISCUSSION AND ANALYSIS OF OPTIONS

DISCUSSION

Although Tuakau has an existing library that is closer to the majority of our residents than an Auckland library, a number of customers have continued to enjoy free access to Auckland libraries. A review of the service associated with this agreement has shown that close to 900 patrons, regularly use Waiuku and predominantly Pukekohe libraries. Most of the active Waikato patrons reside in Tuakau (49%), Pokeno (22%), and Waiuku (7%).

Options 1- 4 were formally offered by AC and Option 5 was also considered by staff. These options were presented to Council in an informal workshop and direction was given to proceed with Option 2 with a couple of minor amendments. AC agreed to a fixed amount of \$90K paid in quarterly instalments and the agreement would commence on 1 December 2018.

OPTIONS

1. A full service for 12 months, at a cost of \$600K (this offer has no geographical boundaries within our district).
 - Reviewed annually.
 - New members can be signed up, provided they have a membership of WDC Libraries.
 - Commences 1 November 2018.
2. Access to Auckland Libraries' full services and collections for those WDC residents who have already become patrons under the current agreement, effectively grandparenting for 12 months. Approx \$90,000
 - No additional customers are signed up under this arrangement, i.e. it is limited to current customers – close to 900 (very) active customers in this category.
 - Fixed amount of \$100,000 – approx. \$100 per currently active customer; significantly less than the standard subscription membership of \$165.
 - In place for 12 months from 1 November 2018.
 - Reviewed annually.
3. Access to our OverDrive platform for WDC residents (provisional on OverDrive agreeing). Cost unknown and not known if this will be agreed to by vendor
 - Access for OverDrive e-content only arrangement.
 - Provides access to approx. 250,000 e-books and e-audiobooks – the largest OverDrive collection in a public library outside of North America; larger collection than available with any consortia in NZ.
 - Provides a more equitable service for WDC residents; access regardless of where they live in the District.
 - Cost to be confirmed if this is of interest.
 - Reviewed annually if implemented.
4. Drop the service arrangement agreement at the council-to-council level on 31 October with no new agreement. No cost.
 - Subscription access to Auckland Libraries services is available to any individual outside of the Auckland region at our standard subscription rate of \$165 per year.
5. Offer a full refund to any WDC resident (or resident in an identified zone) who chooses to join the Auckland City Libraries
 - Cost is \$165 per annum
 - No agreement required with Auckland

PREFERRED OPTION

Option 2 was preferred for the following reasons

- It offers an imperceptible transition for existing library users
- It is temporary in nature but can easily be renewed

- It allows council time to develop Tuakau library to an improved standard (honouring the terms of the transition for ex-Franklin residents)
- It allows council time to communicate effectively and transition existing users to an alternative when required
- It will create minimal political upheaval/disruption to councils broader goals.
- It can be afforded by short term compromise on existing library budgets

NON PREFERRED OPTIONS

Option 1 is not preferred because:

- Cost affordability – No chance of funding without new budget from somewhere
- Public perception of cost – undermines message of financial prudence
- No justification for service (library is located in Tuakau)

Option 3 is not preferred because:

- Council has its own e-collection and has access to a wider collection via membership to the BOP consortium
- Cost is likely to be high (based on Auckland's pricing of other options)

Option 4 is not preferred because:

- It is unduly unfair to existing users and will prove detrimental to councils broader goals
- Public perception will be poor and public backlash will be vocal (learning from HCC)

Option 5 is not preferred because:

- Carries an unknown financial obligation (therefore risk)
- Communication will need to be broad therefore it risks creating a wider desire for offer.
- Limiting to a zone without a substantial alternative (Revamped Tuakau Library) will start an unnecessary and undesirable public debate

CONSIDERATION

FINANCIAL

The current agreement has no cost. The new agreement has a cost of \$90,000.00 for a year to be paid in quarterly instalments from the 1 December 2018. We envisage the agreement will be in place for two years. This equates to a cost of \$52,500 in the 2018/19 financial

year; \$90,000 in the 2019/20 financial year; and potentially \$37,500 in the 2020/21 financial year.

LEGAL

There is no legal requirement to extend this arrangement with Auckland City Council.

STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

Continuation of a partnership with Auckland City Council who have proven to be upfront and positive in their dealings with WDC staff.

ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

Highest levels of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<p>This contract does not trigger the significance and engagement policy.</p> <p>Information to interested communities will be required explaining what has happened and what the plans and timeframe for development of the Tuakau library are.</p> <p>This can happen in a generic publication such as the Link.</p>				

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

Planned	In Progress	Complete	
	X		Internal
X (information)			Community Boards/Community Committees
			Waikato-Tainui/Local iwi
X (information)			Households
			Business
			Other Please Specify

CONCLUSION

Option 2 presents an affordable yet effective solution. It provides a foundation for future decisions without unduly limiting councils options. The required messaging presents an opportunity to signal a future state where Tuakau and eventually Pokeno libraries are WDC's library service offering to Northern Residents, and that the agreement with Auckland will unlikely be continued long term.

Open Meeting

To	Waikato District Council
From	Gavin J Ion Chief Executive
Date	19 October 2018
Prepared by	Vishal Ramduny Planning & Strategy Manager
Chief Executive Approved	Y
Reference #	GOV1318 / 2101956
Report Title	Establishment of Waikato Plan Leadership Group Committee and associated Terms of Reference

1. EXECUTIVE SUMMARY

The purpose of this report is to provide Council with an update on changes to the Waikato Plan Project, including recommendations in regard to the refreshed Waikato Plan governance entity.

2. RECOMMENDATIONS

THAT the report from the Chief Executive be received;

AND THAT Council notes that the **Waikato Plan Leadership Group Joint Committee** has been disestablished pursuant to **Clause 30(7), Schedule 7 of the Local Government Act 2002;**

AND FURTHER THAT Council notes the establishment of the **Waikato Plan Leadership Group Committee** as a committee of **Waikato Regional Council;**

AND FURTHER THAT Council reconfirm His Worship Mayor Allan Sanson as its appointee to the newly-established **Waikato Plan Leadership Group Committee.**

3. BACKGROUND AND DISCUSSION

Background

The Mayoral Forum endorsed the development of a Waikato Plan in 2013. The draft Waikato Plan was prepared and adopted by the Waikato Plan Joint Committee on 27 February 2017. Following a consultation and submissions process the Waikato Plan was

adopted by council on 10 July 2017. The Waikato Plan Leadership Group Joint Committee was constituted in August 2017. It has long been recognised that given both the diversity and significance of the Waikato region, that it is important that the region's various leaders have an agreed common vision and plan for our region.

The Waikato Plan has been recognised by central government as an important platform to understand the region, its diversity, and the important issues that need attention and investment. At the April 2018 meeting of both the Waikato Mayoral Forum and the Waikato Plan Leadership Group discussion was had on the challenges and opportunities that plan implementation has presented.

The Review

Peter Winder from McGredyWinder, who has undertaken a number of independent reviews related to local government and collaborative processes for the Waikato, was commissioned to undertake the review. The report, *'Review of the Waikato's 4 Well Beings Implementation Structures and Processes 2018'*, included a suite of recommendations that provided direction for a refreshed approach to the Waikato Plan.

The report noted that the Waikato Plan has provided a valuable evidence base, set a vision for the development of the region, and identified a range of actions that if implemented, could help to achieve the vision for the Waikato. A key observation made was the considerable opportunity for the Waikato Plan, and specifically for core collaboration between the partners to make a significant contribution to the development of the Waikato. It notes that in order to achieve this contribution, where multi-year and multi-party responses are necessary, a more structured approach to implementation with central oversight from a single agency would be of benefit. The report concluded that the Waikato Plan project was at a cross-roads, stating that it needed to be re-shaped, re-energised or concluded in its current form.

The report states that for the Waikato Plan process to continue, and to be a success, the partners need to have greater confidence that:

- The Waikato Plan can be translated into discrete and implementable projects.
- The Waikato Plan Leadership Group functions as a clearinghouse, facilitator and influencer rather than a director.
- The Waikato Plan Leadership Group functions as the facilitator of the message and the point at which parties are encouraged to say the same thing, rather than to be the one voice.
- The Chief Executive's steering group can provide the meaningful support to the Waikato Plan Leadership Group, including support to respond to change and emerging opportunities.

The Way Forward

Both the Mayoral Forum and the Waikato Plan Leadership Group Joint Committee endorsed the refreshed approach to the Waikato Plan, and endorsed the way forward from the McCredyWinter report where the following six key elements were outlined:

- a) *Make changes to the Terms of Reference for the Waikato Plan Leadership Group to reflect the refined role and function of the Group as a clearinghouse, facilitator and influencer, encouraging the allocation of resources rather than as the place that directs other people's resources.*
- b) *Make changes to the Terms of Reference for the Waikato Plan Leadership Group to reflect the refined role as the facilitator of the message and the point at which the parties are encouraged to say the same thing rather than as the 'one voice' for the Waikato region.*
- c) *Strip implementation funding out of the Waikato Plan budget and secure implementation funding on a project-by-project basis based on the merits of the business case and the willingness of the partners to fund the activity.*
- d) *Allocate specific resources through the regional council to undertake the critical project manager, programme development, programme coordination, and business case work that is required to make the transition from the plan making phase to the plan implementation phase.*
- e) *Establish a core Waikato Plan project team at the regional council and manage an appropriate transition from the existing contracted project support resources to the new team.*
- f) *Establish project-specific governance, reporting and funding arrangements for each implementation activity that reflect the nature of the activity and the partners. All implementation activity should be reported to the Leadership Group so that it can undertake its core facilitation clearinghouse roles.*

Taking into consideration the above, the McGredyWinter report recommends that the core Waikato Plan project team is likely to evolve around two roles, with one of these being a part time co-ordination role. These roles will be funded from the Waikato Plan budget.

Amended Terms of Reference, Committee of Waikato Regional Council

In items a) and b) above a key action was the refresh of the Terms of Reference for the Waikato Plan Leadership Group. These changes are included as Attachment I. The Terms of Reference also change the Waikato Plan Leadership Group from being a Joint Committee of councils' to a Waikato Plan Leadership Committee that becomes a Committee of Waikato Regional Council. Moving from a Joint Committee under s30A of the Local Government Act 2002 to a Committee of Waikato Regional Council, with members invited onto the Committee, will contribute to increased project efficiencies, that is, the Terms of Reference do not have to be approved by every Council in the region. The constitution of the Committee remains unchanged.

As a Committee of Waikato Regional Council, it is not able to make decisions on behalf of other local authorities. This is reflected in the revised terms of reference for the Committee which sets out its objective as being a clearinghouse, facilitator and influencer, encouraging the allocation of resources rather than as the place that directs other people's resources.

In approving the Terms of Reference, and endorsing the Waikato Plan Leadership Committee, as a Committee of Council, there is the need for Council to pass a recommendation disestablishing the Waikato Plan Leadership Group Joint Committee. Each Council who presently is party to the Joint Committee will also need to pass a resolution that disestablishes the Joint Committee.

August meeting of the Waikato Plan Leadership Joint Committee

The Waikato Plan Leadership Joint Committee discussed the revised terms of reference in their August 2018 meeting and resolved amongst other things:

1. *THAT the Waikato Plan Leadership Group Committee notes that the refreshed Waikato Plan Leadership Group is anticipated to be a Standing Committee of Waikato Regional Council, where the existing members of the Group will be invited to join the Committee.*
2. *THAT two Co-Chairs and Deputy Co-Chairs are appointed from the membership of the Standing Committee. A Co-Chair and Deputy Co-Chair is recommended to be appointed by Iwi representatives of the Group, with the other Co-Chair and Deputy Co-Chair recommended to be appointed by the Committee.*
3. *THAT the Waikato Plan Leadership Group recommends for approval the changes identified in the minutes to the draft Terms of Reference titled attachment one on page four of Doc #12938978 dated 16 August 2018.*

On 27 September 2018 Waikato Regional Council resolved:

1. *THAT the following recommendations be adopted:*
 - a. *THAT pursuant to Clause 30(7), Schedule 7 of the Local Government Act 2002, the Waikato Plan Leadership Group Joint Committee be disestablished.*
 - b. *THAT pursuant to Clause 30(1), Schedule 7 of the Local Government Act 2002, the Waikato Plan Leadership Committee be established as a committee of Waikato Regional Council, and that the Committee has the terms of reference and membership as outlined in Attachment 1.*
 - c. *THAT the Waikato Plan Leadership Committee be delegated the authority to implement the Waikato Plan in accordance with the delegated functions set out in the Terms of Reference as outlined in Attachment 1.*
 - e. *THAT the Co-Chairs and Deputy Co-Chairs of the Waikato Plan Leadership Committee be appointed in accordance with the Terms of Reference as outlined in Attachments 1.*
 - f. *THAT Council confirms the appointment of Chair Alan Livingston as the Waikato Regional Council representative on the Waikato Plan Leadership Committee.*

4. CONSIDERATIONS

4.1. FINANCIAL

A three year implementation budget has been agreed with funding put in place. No additional funding is being sought at this time. The budget will support an initial work programme with seed funding for action implementation.

4.2. LEGAL

The Terms of Reference is a requirement of Clause 30A, Schedule 7 of the Local Government Act 2002.

4.3. STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

Implementation of the Waikato Plan will occur through partner strategies, programmes, plans and policy instruments (including National Policy Statements, the Regional Policy Statement, Regional and District Plans, Long Term Plans (LTPs), Annual Plans, transport plans and triennial agreements) and through partnerships with other sectors such as health, education and business.

5.4. ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

Highest levels of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<ul style="list-style-type: none"> ▪ Councillors have been kept abreast of the development of the Waikato Plan since its inception in 2013. Council induction sessions have also been held to provide new councillors with an overview of the Plan. Council has been represented on the Waikato Plan Joint Committee through His Worship the Mayor. ▪ The final Plan was approved by the Waikato Plan Joint Committee on 19 June 2017 and a recommended to partner councils for adoption. Waikato District Council adopted the Plan on 10 July 2017. ▪ The Plan will be used in sub-national or national negotiations to leverage additional resourcing and funding for our regional needs and development priorities. This is why engagement on priority outcomes and service delivery is important. 				

5. CONCLUSION

The amended Terms of Reference for the Waikato Plan governance entity will give effect to the recommendations from the independent Review undertaken of the Waikato Plan Implementation process. The recommendations are supported by both the Mayoral Forum and the Waikato Plan Leadership Group. The Terms of Reference provide the refocus for the Waikato Plan Leadership Committee, disestablishment and make the Committee one of the Waikato Regional Council.

6. ATTACHMENTS

- Waikato Plan Leadership Group – Revised WRC Committee Terms of Reference

Waikato Plan Leadership Group – Revised WRC Committee Terms of Reference

Waikato Plan Leadership Committee

Reporting to: **Waikato Regional Council, and partner agencies**

Constitution: The membership shall be comprised as follows:

- One voting member appointed by the Waikato Regional Council
- One voting member appointed by the Future Proof Group (Hamilton City Council, Waipa District Council, Waikato District Council)
- One voting member jointly appointed by Hauraki District Council, Matamata-Piako District Council and Thames Coromandel District Council.
- One voting member jointly appointed by Otorohanga District Council, South Waikato District Council, Taupo District Council, and Waitomo District Council
- One voting member appointed by Hamilton City Council
- Up to six voting members appointed by Tāngata whenua and confirmed as members by the Waikato Regional Council
- Up to four voting members being business and/or community representatives confirmed as members by the Waikato Regional Council
- One non-voting member being a representative of the Waikato District Health Board
- One non-voting member being a representative of the
 - New Zealand Transport Agency
 - Ministry of Social Development
 - Ministry of Education

Non-voting members being representatives of relevant Government Agencies as required.

The Leadership Committee will be co-chaired by one iwi representative and any other voting member of the Leadership Group. Both Chair Roles will have deputies appointed. ¹

The Co-Chairpersons and Deputy Chairpersons will be selected from the members of the Leadership Committee and appointed by the voting members of the Group at its first meeting after each local government election. The term of appointment for the Chairpersons and Deputy Chairpersons will be until the next local government election.

A vacancy in membership of the Leadership Committee shall not limit its ability to meet and fulfil its purpose.

¹ (Note: the Waikato Plan Leadership Group will be guided in its selection of the Iwi Chair roles by Iwi representatives)

Quorum:	The quorum will be half of the appointed voting members of the Leadership Committee. Any vacancy in an appointed voting member position will result in the quorum being reduced accordingly.
Meeting Frequency	Bi-monthly or as necessary and determined by the Co-Chairs of the Leadership Committee.
Objectives:	The Leadership Committee has been established to facilitate and encourage the implementation of the Waikato Plan and undertake any reviews or updates to the Plan. The Leadership Committee will function as a clearinghouse, facilitator and influencer, encouraging the allocation of resources to achieve agreed regional priorities. It will also act as the facilitator of the Waikato message, building the authority and influence the Waikato has by encouraging the many legitimate voices in the region to say the same thing and advocate for the same outcomes for the region. As a Committee of Waikato Regional Council, the Leadership Committee is not able to make decisions on behalf of other local authorities

SCOPE OF ACTIVITY

1. Implementation, Monitoring and Reporting

- Provide regional leadership on the strategic direction and priorities identified in the Waikato Plan.
- Oversee, facilitate and encourage the implementation of the Waikato Plan, in particular the actions.
- Develop and recommend to Council partners any finalised changes or amendments to the Waikato Plan for adoption.
- Oversee the development of business cases targeting the implementation of Waikato Plan actions.
- Act as a clearinghouse and reporting forum for implementation actions, ensuring that partners understand what each other is doing and can identify opportunities for effective collaboration.
- Champion the integration of partner strategies, programmes, and plans and encourage partnerships with other sectors such as health, education and business.
- Encourage consistent, collaborative and/or coordinated activity designed to implement the Waikato Plan actions and to achieve optimal outcomes.
- Monitor and regularly report progress against Waikato Plan actions and Key Performance Indicators to partner organisations and the public.
- Encourage partners and other organisations to allocate the resources necessary to implement the Waikato Plan actions.

2. Advocacy, Engagement and Consultation

- Facilitate and encourage the many legitimate voices in the Waikato to say the same thing when advocating for the Waikato and agreed Waikato Plan priorities.
- Develop and recommend to partners draft submissions to decision makers and advocacy plans designed to support the implementation of the Waikato Plan.

- Formulate, manage and have oversight of the running of any special consultative procedure or any other consultation, including those associated with any changes or amendments to the plan.
- Undertake early engagement with plan partners, the Waikato Mayoral Forum and other entities in respect of undertaking any changes or amendments to the adopted plan.
- Prepare and consult with partner agencies each year on a draft workplan.
- Report to partner agencies annually on progress with implementing the Waikato Plan and the annual work programme.

3. Leadership Group Operations

- Oversee the ongoing selection and appointment of representatives to the Waikato Plan Leadership Group.
- Implement any Memorandum of Understanding agreed between the partners.

DELEGATIONS

1. To oversee the implementation, monitoring and review of the Waikato Plan
2. To report back to Council and partner agencies on Waikato Plan implementation

ADMINISTRATION

The Waikato Regional Council will provide administration and support for the Leadership Group.

RESOURCING

The members of the Leadership Group will each bear their own costs of participation and those members whose participation is not part of their other governance or employment arrangements may receive appropriate remuneration from the Waikato Regional Council.

COMMUNICATION

Communication with the media and the wider public will be in accordance with an agreed communications protocol to be approved from time to time by the Leadership Committee.

REVIEW

A review of the Leadership Committee and its Terms of Reference will be undertaken at the beginning of each electoral term as part of the development of the Waikato Triennial.

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	5 November 2018
Prepared by	Rose Gray Council Support Manager
Chief Executive Approved	Y
Reference #	GOV1318
Report Title	Receipt of Infrastructure Submissions Subcommittee Minutes

1. EXECUTIVE SUMMARY

To receive the minutes of a hearing of the Infrastructure Submissions Subcommittee to hear and consider an appeal from Club Targa Inc held on Monday 5 November 2018.

2. RECOMMENDATION

THAT the minutes of the Infrastructure Submissions Subcommittee hearing to hear and consider an appeal from Club Targa Inc held on Monday 5 November 2018 be received.

3. ATTACHMENTS

Minutes

MINUTES for a hearing of the Infrastructure Submission Subcommittee held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **MONDAY 5 NOVEMBER 2018** commencing at **1.00pm** to hear and consider the appeal from Club Targa Inc.

Present:

Cr DW Fulton (Chairperson)
Cr EM Patterson
Mr GJ Ion (Chief Executive)
Mr I Cathcart (General Manager Service Delivery)

Attending:

Cr B Main
Mrs RJ Gray (Council Support Manager)
Mr G De La Rue (Acting Roding Manager)
Mr P Foote (Unsealed Pavement Engineer | Waikato District Alliance)
Mr J Brown (Communications Advisor)
Ms V Main (Club Targa Inc)

The Chair opened the meeting at 1.09pm and welcomed those in attendance. He also spoke of the procedure for the hearing.

APOLOGIES AND LEAVE OF ABSENCE

All members were present.

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Cr Patterson/Mr Ion)

THAT the agenda for a meeting of the Infrastructure Submissions Subcommittee held on Monday 5 November 2018 be confirmed and all items therein be considered in open meeting.

CARRIED on the voices

INF1811/01

DISCLOSURES OF INTEREST

There were no disclosures of interest.

REPORT**Proposed NZ Silver Fern Rally**
Agenda Item 4.1

It was noted that the Infrastructure Submissions Subcommittee has full delegation to hear the appeal and an informed decision would be made regarding the upcoming proposed rally.

Resolved: (Crs Fulton/Patterson)

THAT the report from the Chief Executive be received.

CARRIED on the voices

INF1811/02

The following submitter presented their evidence on the Proposed NZ Silver Fern Rally.

Submitter**Presented By**

Club Targa Inc

Victoria Main

Mr Peter Martin answered a question by conference call regarding the horse power of the 2WD vehicles that are ranging from 1300cc, 1600cc, and 2000ccs being lightweight vehicles.

Ms Main showed the committee a list of properties on her mobile where the residents had been visited and advised of the proposed rally. They were asked to contact Council if they had any concerns. It was noted that Council had not received any calls.

The Hearing closed at 1.49pm.

DELIBERATIONS

The committee deliberated on the appeal for the proposed NZ Silver Fern Rally.

Resolved: (Mr Cathcart/Cr Patterson)

THAT the Infrastructure Submissions Subcommittee approve the NZ Silver Fern Rally being held on 23 and 24 November 2018 subject to meeting Council requirements as detailed below:

- **Bond required**
- **Drive over before and after rally**
- **Hours for rally on Otorohaea Trig Road on Friday 23 November to be 9.00am to 11.00am.**

CARRIED on the voices

INF181103

There being no further business the meeting was declared closed at 2.07pm.

Open Meeting

To	Waikato District Council
From	Ian Cathcart General Manager Service Delivery
Date	12 November 2018
Prepared by	Elton Parata Asset Management Parks and Facilities
Chief Executive Approved	Y
Reference #	CCL2018
Report Title	Port Waikato Community Hub

I. EXECUTIVE SUMMARY

The current Port Waikato Community Hall is at risk of succumbing to erosion at the Sunset beach area. The Council has been working with the community to look at potential replacement options for the current Hall since 2015.

A number of options for potential sites for a replacement hall were developed and presented to the community in 2016. None of the options were supported due to unsuitable locations or the cost of construction being too expensive.

The Port Waikato Surf Lifesaving Club, in conjunction with the Hall Users Committee and the Residents and Ratepayers Association, approached Council to seek funding in the way of a targeted rate and grant to fund a joint project, notably the Community hub option.

Council agreed in principle to provide a grant of \$100,000 towards the project along with a \$500,000 target rate funded loan over a 25 year period, which the community were consulted on and the majority voted to pay for.

This report is seeking final approval from Council for this funding to be made available for this project.

2. RECOMMENDATION

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

AND THAT final approval for the \$100,000 grant and \$500,000 target rate funded loan is given, conditional to resource and building consent being issued.

3. DISCUSSION AND ANALYSIS OF OPTIONS

3.1 DISCUSSION

In the Council workshop held on Tuesday 30 October, a number of items were still to be provided for completion of the project Memorandum of Understanding (MOU) and to

satisfy Council's due diligence process. These items were listed for the Councillors' information and are as follows:

- Fair and equitable community use model (based on Muriwai).
- Cover for the potential sale of building by PWSLCT and NZSL.
- Confirmation of insurance cover by NZSL and PWSLCT for the building.

Staff advised that they were looking to confirm all of the above by the 12 November Council meeting. This report seeks to confirm that all of the items listed above have now been completed.

As far as the due diligence on the project was concerned, there were a number of items that were also covered. They are as follows:

- Erosion/Accretion work by Jim Dahm (complete)
- Geotech reports on the build location (complete)
- Resource consent issued (underway)
- Building consent issued (underway)
- The new community hub building is designed to be relocatable (complete)

The due diligence work is almost complete with the biggest matter having been covered off by Jim Dahm in his presentation to the Council in regards to the erosion/accretion matters at the Sunset beach area. His recommendation was for Council to take a cautious approach to this by ensuring the community hub building is of a relocatable fashion, which it is.

Geotech reports have been completed for the site and these will be assessed as part of the resource and building consent stages.

3.2 OPTIONS

Option 1: Decline the recommendations in the report. This will mean that the project will not progress as per the original resolution due to missed timeframes.

This is not the preferred option.

Option 2: Approve the recommendations in the report. This option will allow the project to progress noting the resource consent and building consents are in progress.

This option is preferred.

4. CONSIDERATION

4.1 FINANCIAL

All costs incurred in Council's involvement with this project have been covered through operational budgets.

4.2 LEGAL

Extensive legal reviews have taken place in the preparation of the Memorandum of Understanding being completed. Due diligence has been completed in part with the resource consent and building consent requirements still to be met.

4.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

The project fits with the focus on community partnerships for Waikato District Council.

4.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

Highest levels of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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>	<p>Through this process, the Port Waikato Surf Life Saving Trust has been empowered to drive this project from the community.</p> <p>Staff have undertaken a consultation process, seeking feedback from the community to ensure the views of the community were sought from a neutral perspective.</p>				

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

Planned	In Progress	Complete	
		Yes	Internal
		Yes	Community Boards/Community Committees
		Yes	Waikato-Tainui/Local iwi (provide evidence / description of engagement and response)
		Yes	Households
		No	Business

5. CONCLUSION

All works have been completed as per the Council workshop outcomes dated 30 October 2018. Approval can be given for the agreed funding levels which will allow the project to progress as per the required funding timeframes.

6. ATTACHMENTS

- Draft Memorandum of Understanding between Sunset Beach Surf Lifesaving Charitable Trust and Waikato District Council

MEMORANDUM OF UNDERSTANDING

between

SUNSET BEACH SURF LIFESAVING CHARITABLE TRUST (INCORPORATED)

and

WAIKATO DISTRICT COUNCIL

Version 5 - 5/11/2018

MEMORANDUM OF UNDERSTANDING (MOU)

Dated the **xxxx day of xxx 2018**

PARTIES

1. **SUNSET BEACH SURF LIFESAVING CHARITABLE TRUST (the Trust)**
2. **WAIKATO DISTRICT COUNCIL(the Council)**

INTRODUCTION

- A. The Trust is a registered charity (CC25258) established to be beneficial to the community by enabling the Sunset Beach Lifeguard Service (**the Club**) to provide an efficient and safe voluntary lifeguard service at Sunset Beach, Port Waikato through the provision of funding, resources, facilities and other charitable activities (**Charitable Purpose**).
- B. The Trust intends developing a new lifeguard operations base, members' clubhouse and mixed-use community facility at Sunset Beach, Port Waikato by way of renovation of existing facilities and construction of a new relocatable building (**the Building Project**).
- C. The Council is the local authority with responsibility for the Sunset Beach, Port Waikato locality, and intends providing funding and support to the Trust for the Building Project.
- D. The Parties wish to record the terms of the Council's support in this MOU pending negotiation of a more detailed Agreement in Support of Sunset Beach Building Project or similarly styled document (**Building Project Agreement**).

AGREED TERMS

1. COMMENCEMENT AND DURATION

- 1.1 This MOU will come into effect from the date of it being executed by both of the Parties.
- 1.2 The MOU will remain in effect until replaced by a Building Project Agreement or for a period of three (3) years, whichever is the sooner.

2. TRUST TO BE AUTONOMOUS

- 2.1 Except as set out in this MOU and the trust deed of the Trust, the Trust will be self-sufficient and autonomous from the Council and accordingly the Trust will:
 - a. Engage its own staff and contractors to carry out its functions;
 - b. Undertake its own fund raising;
 - c. Fund its own operations;
 - d. Be solely responsible for determining the allocation of its monetary grants, equipment and other resources to the Club and for the Charitable Purpose, subject to clause 2.1(e);
 - e. Allocate the monetary grants from the Council solely to the Building Project.

3. BUILDING PROJECT

- 3.1 The Trust intends re-developing existing facilities owned by it and utilised primarily by the Club, and building new facilities that will be an extension to existing facilities. The new facilities will be constructed as a relocatable building (“the relocatable building”).
- 3.2 The redeveloped and new facilities will together provide a new lifeguard operations base, incident care at a triage level, members’ clubhouse and mixed-use community facility.
- 3.3 The Trust will be responsible for all aspects of the building project, including but not limited to design, community consultation, consenting and licensing, fundraising, contractor procurement, construction management and ongoing ownership and management of the completed facilities, subject to the terms of this MOU.
- 3.4 The Trust will at all times ensure that it obtains required consents and that the building project is delivered in compliance with the consents and consistent with its health and safety obligations.

4. OWNERSHIP

- 4.1 The Parties acknowledge that the Building Project in its entirety including the new community facility elements will be situated upon land currently owned by the Trust.
- 4.2 The Council agrees that the mixed-use community facilities resulting from this MOU will become the property of the Trust, and that the Council will have no claim to ownership, subject to clause 4.3.
- 4.3 The Trust agrees that if the Trust or the Club are wound up for any reason, the relocatable building will, at the Council’s election, vest in the Council with no compensation payable to the Trust. The Council will meet the costs of relocating the building, such further terms to be included in the Building Project Agreement.

5. PROJECT MANAGEMENT

- 5.1 The Trust agrees to the registration of an encumbrance against the title of the land upon which the relocatable building is constructed, covenanting that the relocatable building is not to be treated as a fixture, and that it will, at the Council’s election, become the property of the Council and removable by the Council.
- 5.2 The Trust will appoint a Project Steering Group (PSG) to be responsible for the Building Project. Those appointed to the PSG will have the skills and experience to successfully deliver the building project in a manner that is:
 - a. Consistent with consented plans and in all respects compliant;
 - b. Within budget;
 - c. On time.and the Trust shall invite the Council to appoint a representative to sit on the PSG.
- 5.3 The Trust will engage a suitably experienced construction firm, in consultation with the Council, to be the Head Contractor to deliver the construction works.
- 5.4 The Trust will appoint an appropriately qualified and experienced Construction Project Manager, in consultation with the Council, to oversee the construction phases of the project and to be the Trust’s nominated agent in all dealings with the Trustees and Head Contractor.

- 5.5 The Trust will at the time of authorising a start to construction appoint a Project Control Group (PCG) that will act on behalf of the Trust to administer the construction program in a manner that is true to the consented plans, and in keeping with approved elemental costings.
- 5.6 The PCG will include a representative appointed by the Council.
- 5.7 The PCG will be responsible for administering and determining any requests for variations submitted by the Head Contractor.

6. COUNCIL CONTRIBUTION

- 6.1 The Council will contribute a total of up to \$600,000 to the Trust to achieve new facilities that will provide a new lifeguard operations base, members' clubhouse and mixed-use community facility at Sunset Beach, Port Waikato
- 6.2 The Council's contribution will take the form of \$500,000 funded by way of a targeted rate, if implemented, applied to properties in the Sunset Beach, Port Waikato locality, and \$100,000 by way of a grant, subject to clause 6.3.
- 6.3 The targeted rate to fund the amount of \$500,000 will be the subject of consultation with affected rate payers, and subject to the provisions of the Local Government Act 2002 and the Local Government (Rating) Act 2002. It is proposed that the targeted rate commence in the 2019/2020 rating year.
- 6.4 Subject to the Council's final approval of the project and passing a resolution to that effect, and a targeted rate being set, the Council's contribution of \$100,000 will be payable to the Trust in the Council's 2018/2019 financial year, by way of instalment in accordance with agreed project milestones to be recorded in the Building Project Agreement. Similarly, the amount of \$500,000 will be payable by way of progress payments for building works completed.
- 6.5 The final terms and conditions of the Council's support of the Building Project will be recorded in a Building Project Agreement that will replace this MOU.
- 6.6 Nothing in the Building Project Agreement will contradict the intent or terms of this MOU or diminish the agreed support contribution totalling \$600,000 unless the proposed targeted rate is not set for any reason.
- 6.7 The Council shall be invited by the Trust to appoint a representative to sit on the PSG and PCG and to provide direct lines of communication to and from the Council in respect of this MOU and the Building Project.

Note: Further information to be supplied by the Trust, to finalise this clause.

- 6.8 The Trust shall acknowledge the Council as a cornerstone funder of the Building Project at all times, including after the facilities are completed and put to use.

7. FUNDRAISING

- 7.1 The Trust will fundraise on a whole of community basis to realise sufficient funding to enable the Building Project to proceed without further financial recourse to the Council. In addition to the requirements of clause 6 being met, the Council's contribution is conditional upon the Trust securing the balance of the project funding by way of grants from NZLGB and Trust Waikato
- 7.2 The Trust shall establish a Funding Plan for the Building Project that shall be publicly available.
- 7.3 The Trust shall maintain a Building Project bank account specifically and only for the purposes of the Building Project.

8. COMMUNITY

- 8.1 The Parties agree the new facilities will be made available as a mixed-use community facility for the benefit and enjoyment of community groups existing in the Sunset Beach, Port Waikato locality.
- 8.2 The Trust shall put in place arrangements to ensure the Club, as a primary user of the facilities, has the use of the facilities on those days and at those times necessary for the proper fulfilment of its programme of activities including but not restricted to lifeguard services, sport, junior surf, (nippers), schools education, fundraising and social activities, subject to clause 8.3 below.
- 8.3 In making the arrangements set out in clause 8.2 above, the Trust will ensure that whilst the Club may determine the days and times of use of the facilities for its own programme of activities, that there must be a balance of use allocation between the Club's programme of activities and all community users.
- 8.4 The Trust shall create two positions on the Trust to be filled by community appointment.
- 8.5 The Trust shall establish a User's Group Committee (UGC) for the purpose of involving the regular community users of the facilities in the administration and upkeep of the facilities. The UGC will be made up of appointees who shall be representative of community groups who are active within the Sunset Beach, Port Waikato community and who make regular and frequent use of the premises, together with such other person(s) who the Council may appoint from time to time to be on the Users Committee in accordance with the attached Sunset Beach Lifesaving Charitable Trust Incorporated Community Hub Users Report.
- 8.6 The UGC shall be equipped with a Terms of Reference that clearly sets out its roles and responsibilities, and how it is to work with the Trust in respect of fair allocation of the facilities to community groups, and guaranteed community access.

The Trust and the UGC shall report at least annually to the Council and other entities.

9. EXISTING PORT WAIKATO COMMUNITY HALL

- 9.1 Upon completion of the new Community Centre, it is the intention of the Trust to remove all kitchen and toilet facilities from the existing community hall at the Trust's sole cost, and use the remaining building as a storage facility. At that point the Trust will be solely responsible for the storage facility, including meeting all costs, repairs and maintenance.

Further details and terms concerning the existing hall will be the subject of a separate agreement between the Trust and the Council.

10. MEDIA, PUBLICITY AND MARKETING COMMUNICATIONS

- 10.1 The Trust shall acknowledge the Council's financial support in any media releases regarding the Building Project.
- 10.2 Prior to release of any media statements or other publicity material associated with the Building Project, the Trust will provide a copy to the Council's Communications Manager for approval, such approval may not be unreasonably withheld.

11. DISTRIBUTION OF FUNDS

- 11.1 The Council acknowledges that in accordance with the Trust's Deed of Trust the Trustees in their sole discretion shall determine the allocation and distribution of funds, subject to clause 2.1(e) of this MOU.

12. TRUSTEE APPOINTMENT

12.1 The Council acknowledges that in accordance with the Trust’s Deed of Trust the power of appointment of Trustees is vested in the financial members of the Sunset Beach Surf Lifesaving Club.

13. VARIATIONS

13.1 Any variation of the terms of this MOU must be recorded in writing and signed by the parties.

14. COUNCIL'S REGULATORY FUNCTIONS

14.1 The Council has statutory and regulatory functions in its capacity as a local authority outside of the terms and conditions of this Memorandum including without limitation under the Resource Management Act 1991, Building Act 2004, Local Government Act 2002 and any other Act, regulation or by-law. When the Council is exercising these regulatory functions it shall be deemed not to be acting in those circumstances as party to this Memorandum. Nothing in this Memorandum:

- (a) Will override the Council's regulatory role which will prevail in the event there is a conflict between that regulatory role and the provisions of this Memorandum.
- (b) Implies any approval by the Council in its regulatory role.

15. TERM

15.1 This MOU will continue in force until replaced by a Building Project Agreement or for a period of three years.

16. EXECUTION

SIGNED for and on behalf of
**SUNSET BEACH SURF LIFESAVING
CHARITABLE TRUST**

Signature

Name

Position

Signature

Name

Position

SIGNED for and on behalf of
WAIKATO DISTRICT COUNCIL

Name

Signature

Position

Signature

Name

Position

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	16 October 2018
Prepared by	Rose Gray Council Support Manager
Chief Executive Approved	Y
Reference #	GOV1301
Report Title	Receipt of Minutes – Chief Executive’s Performance Review Subcommittee

1. EXECUTIVE SUMMARY

To receive the minutes of a meeting of the Chief Executive’s Performance Review Subcommittee held on 8 October 2018.

2. RECOMMENDATION

THAT the minutes of a meeting of the Chief Executive’s Performance Review Subcommittee held on 8 October 2018 be received as a true and correct record of that meeting.

3. ATTACHMENTS

Minutes

MINUTES of the Chief Executive's Performance Review Subcommittee meeting of the Waikato District Council held in the Board Room, District Office, 15 Galileo Street, Ngaruawahia on **MONDAY 8 OCTOBER 2018** commencing at **9.00am**.

Present:

His Worship the Mayor, Mr AM Sanson
Cr DW Fulton
Cr AD Bech
Cr JM Gibb
Cr JD Sedgwick *[until 10.24am]*

Attending:

Mr GJ Ion (Chief Executive)
Mrs RJ Gray (Council Support Manager)
Mr G Tims (HR Consultant)

APOLOGIES AND LEAVE OF ABSENCE

All members were present.

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Crs Gibb/Sedgwick)

THAT the agenda for the meeting of the Chief Executive's Performance Review Subcommittee meeting held on **Monday 8 October 2018** be confirmed and all items therein be considered in open meeting with the exception of those items detailed at agenda item 5 which shall be considered with the public excluded.

CARRIED on the voices

CE1810/01

DISCLOSURES OF INTEREST

There were no disclosures of interest.

CONFIRMATION OF MINUTES**Resolved: (Crs Gibb/Sedgwick)****THAT the minutes of a meeting of the Chief Executive's Performance Review Subcommittee held on Wednesday 20 June 2018 be confirmed as a true and correct record of that meeting.****CARRIED on the voices****CE1810/02****EXCLUSION OF THE PUBLIC**

Agenda Item 5

Resolved: (Crs Bech/Gibb)**THAT the public be excluded from the meeting during discussion on the following items of business:**

- a. Confirmation of Minutes dated 20 June 2018**
- b. Chief Executive's Performance Review 2017/2018**

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:****Ground(s) under section 48(1) for the passing of this resolution is:****Section 7(2)(a)****Section 48(1)(d)****THAT Mr Tims be permitted to remain in the meeting after the public has been excluded to facilitate discussion on the Chief Executive's Performance Agreement.****CARRIED on the voices****CE1810/03***Resolution nos CE1810/04 to CE1810/06 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 11.10am.

Minutes approved and confirmed this day of
2019.

AM Sanson
CHAIRPERSON

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	2 October 2018
Prepared by	Lynette Wainwright Committee Secretary
Chief Executive Approved	Y
Reference/Doc Set #	GOV1318
Report Title	Receipt of Onewhero-Tuakau Community Board Minutes

1. EXECUTIVE SUMMARY

To receive the minutes of the Onewhero-Tuakau Community Board meeting held on Monday 1 October 2018.

2. RECOMMENDATION

THAT the minutes of the meeting of the Onewhero-Tuakau Community Board held on Monday 1 October 2018 be received.

3. ATTACHMENTS

OTCB minutes 1 October 2018

MINUTES of a meeting of the Onewhero-Tuakau Community Board held in the Nikau Café, 1779 Waikaretu Valley Road Waikaretu on **MONDAY 1 OCTOBER 2018** commencing at **7.00pm**.

Present:

Mr B Cameron (Chairperson)
Cr J Church
Cr B Main
Ms C Conroy
Mr V Reeve [from 7.07pm]
Mrs B Watson

Attending:

Mrs S O’Gorman (General Manager Customer Support)
Mrs LM Wainwright (Committee Secretary)
Members of the public

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Mrs Watson/Cr Main)

THAT an apology be received from Mr Jackson and Mr Petersen;

THAT an apology for lateness be received from Mr Reeve.

CARRIED on the voices

OTCBI810/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Cr Church/Ms Conroy)

THAT the agenda for a meeting of the Onewhero-Tuakau Community Board held on Monday 1 October 2018 be confirmed and all items therein be considered in open meeting;

AND THAT all reports be received.

CARRIED on the voices

OTCBI810/02

DISCLOSURES OF INTEREST

There were no disclosures of interest.

CONFIRMATION OF MINUTES**Resolved: (Ms Conroy/Mrs Watson)**

THAT the minutes of a meeting of the Onewhero-Tuakau Community Board held on Monday 3 September 2018 be confirmed as a true and correct record of that meeting.

CARRIED on the voices**OTCB1810/03****REPORTS****Public Forum**

Agenda Item 5.1

The following items were discussed at the public forum:

- Representation Review,
- Continuation of Board meetings in the outlying areas,
- 9 July 2018 – Council meeting. A report on asbestos management. Is the plan still under development?
- An item is requested to be placed on the monthly works & issues report updating the Board on roading maintenance in the area,
- Rally roads, and
- Tendering for possum control – this is Waikato Regional Council.

Mr Reeve entered the meeting at 7.07pm during discussion on the above item.

Discretionary Fund Report to 19 September 2018

Agenda Item 5.2

The report was received [*OTCB1810/02 refers*] and discussion was held.

Resolved: (Mrs Watson/Mr Reeve)

THAT the Onewhero-Tuakau Community Board approves the amount of \$1,000.00 to be spent from the discretionary fund towards the cost of holding the Armistice Day Event in November 2018.

CARRIED on the voices**OTCB1810/04****Armistice Day Event**

Agenda Item 5.3

The report was received [*OTCB1810/02 refers*] and discussion was held. The Event will be held in Central Park if the weather is fine or the Tuakau Memorial Town Hall if wet. Mrs Watson and Mr Petersen are co-ordinating the event.

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	17 October 2018
Prepared by	Rose Gray Council Support Manager
Chief Executive Approved	Y
Reference #	GOV1301
Report Title	Receipt of Tamahere Community Committee Minutes

1. EXECUTIVE SUMMARY

To receive the minutes of the Tamahere Community Committee meeting held on Monday 1 October 2018.

2. RECOMMENDATION

THAT the minutes of the meeting of the Tamahere Community Committee held on Monday 1 October 2018 be received.

3. ATTACHMENTS

TCC Minutes



**Minutes of Committee Meeting
Held 7.30pm on Monday October 1st, 2018
Tamahere Community Centre**

Present:

TCC: Ro Edge, Alison Ewing, Joy Wright, Dallas Fisher, Charles Fletcher, Leo Koppens, James Yearsley, Jane Manson, Graham McAdam

WDC: Aksel Bech, Jacob Quinn, Richard Clarke

NZTA and Hamilton Alliance: Bruce Waugh, Adrian Khan, Matt Fairweather

Tamahere Lions: Robert McHugh, Craig Phillips

1. Apologies: Ingrid ter Beek, Connie Chittock, Shelly Howse. Bevan Coley, Gareth Bellamy

2. Confirmation of Minutes of Meeting held on Sept 3rd, 2018

Moved: Ro Edge

Seconded: Jane Manson

All in Favour

3. Matters arising:

4. Correspondence Tabled

IN – Email

- Jacob Quinn to Chair – Blueprint Workshop Invite to meet pre public session
- Jacob Quinn – Blueprint Workshop media release
- Cr Bech – 2018 final round WDC discretionary funding application
- Rose Gray WDC – invite to community committee workshop
- Dallas Fisher and Leo Koppens – response to pre Blueprint Workshop session
- Gavin Ion WDC – response to TCC re; Tamahere Water Reservoir
- Vishal Ramduny – response to Leo Koppens re; Natural Reserves Management Plan meeting.
- Charles Fletcher – WDC stats circulated.
- Charles Fletcher – proposed speed limits
- Tim Van der Molen – Southern Links update
- Multiple TCC members – proposed speed limits
- Cr Bech – Draft Natural Resource Management Plan for circulation

OUT- Email

- Leo Koppens to Grant Hubbard – invite to Oct. meeting
- Leo Koppens to Elton Parata re; Natural Reserves Management Plan meeting
- Leo Koppens to Tim van der Molen – request for Southern Links update
- TCC to Gavin Ions – TCC position re; Tamahere Water Reservoir
-

Moved: Jane Manson**Seconded:** Ro Edge**All in favour****5. Tamahere Park Update – Richard Clarke**

- Skatepark on budget, construction will begin in December. Acid Skate successful tender. There may be an opportunity to de-scope some of the side/minor aspects of works and save costs but as quoted, is on-budget.
Ground enabling work being carried out October/November.
- Piazza civil work is commencing. Timber hardwood seating removed from contract due to cost with expectation it will be included in future performance stage works.
- Committee requests a relook at the park walkway/fitness trail in relation to the fields (maximise playing area) and keeping out of parking area off Devine Rd.
- Tamahere Lions BBQ – Concept designs by Boffa Miskell are outside budget. Lions and committee happy with a site near the pond and proposed toilet block. Lions have talked with HCC about their BBQ's with kitset roofs which provides significant savings. Lions to confirm site with WDC.

6. Service Delivery Report – Jacob Quinn

- Proposed District Plan – Significant Natural Areas (SNA). Landowners contacted 4 times since 2015. 450 properties affected in Tamahere.
- Projection Screen request for Tamahere Hall – Hall committee to provide from their budget.
- Hall Committee funds – balance to be discussed at next meeting.
- Tauwhare Road drainage –Alliance to move drain closer to boundary in October.
- Stubb Road Naming – covered under NZTA report.
- On ramp mowing – WDC following up with NZTA who are responsible.
- Newell Road Footpath – areas are unfinished. Queries about the safety of the road crossing barriers.

Action; Jacob to update. Gareth Bellamy reviewing barriers.

7. E-W Connectivity update – Bruce Waugh NZTA

Three options for the NZTA funded East West pedestrian/cycle bridge incl Te Awa over SH21;

1. Tamahere Drive to Tamahere Lane from the Church corner.
2. Across SH21 and then A) down the Regal Haulage/Tamahere Park Boundary OR B) down Wiremu Tamihana in existing footpath location.
3. Across SH21 and along the Tamahere Hub side of Wiremu Tamihana Drive in existing footpath location

No 1 is the most expensive option but most easily connects with the proposed North South pedestrian bridge over SH1. Tamahere School favours this option.

No 2 not favoured by rest home developers Sanderson Group because it will detract from their clubhouse.

No 3 may cause problems with vehicles parking along Wiremu Tamihana Drive.

The underpass & traffic light options present problems for 8-80 year old user group design.

TCC prefers Option 1 for reasons of connectivity with the N/S bridge and to safely deal with the projected large numbers using the Te Awa cycleway.

Cost sharing between Te Awa and NZTA on a linked N/S and E/W bridge will make the E/W bridge a more viable option.

Bruce will take TCC's views into consideration and report back with the preferred option in early 2019.

Construction is planned for summer 2019/20.

7. Expressway and N-S connectivity update – Matt Fairweather/Adrian Khan NZTA

Expressway

Progress continues with some extra work being done on ground issues along the east west link.

Bridging piling work continues over the Mangaone and Mangaharakeke streams.

NZTA will advise shortly when the current SH1 outside Cherry Lane and Bollard Rd will be closed to all but local traffic and traffic rerouted along the new road to allow for work on the Cherry Lane roundabout and overbridge section. Re routing will continue until 2020 when the expressway is completed.

Birchwood Lane to Devine Rd

This will be a major connecting road. NZTA and WDC in discussion over scope and costs.

SH1 Annebrook Road to Hillcrest

The preferred roading option will be confirmed March 2019 (including alignment).

Local Road Naming

3 roads needing naming;

- Cherry Lane to Bollard (preferred is Bollard)
- East West between Cherry Lane and Birchwood. (Wally Hayes reluctant to be honored)
- New road off the above servicing 3 properties and a new reserve containing burrow pits (suggested Ngati Hau are involved)

Action; Cr Bech to contact Ngati Hau. Ro Edge/Leo Koppens to research previous naming lists and give suggestions to Adrian Khan NZTA.

8. Other Business

- Speed review – carry over
- Hall Defibrillator – carry over
- Tamahere Hall subcommittee update – carry over
- Natural Reserves Management Plan – Cr Bech/Leo/Alison met with WDC. Leo will prepare a submission asking that the esplanades in Tamahere be added to the Plan.
- Proposed WDC Plan Review – Sue and Leo have reviewed this document and suggested changes.

Action; Additional comments to be directed to Sue for compilation. Leo to submit to Natural Reserves Management Plan.

Date of next meeting: Monday November 5th

Meeting closed at 10.05pm

Items for Next Meeting:

- Defibrillator
 - Tamahere Hall subcommittee update, including fund balance.

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	17 October 2018
Prepared by	Lynette Wainwright Committee Secretary
Chief Executive Approved	Y
Reference/Doc Set #	GOV0516
Report Title	Receipt of Pokeno Community Committee Minutes

1. EXECUTIVE SUMMARY

To receive the minutes of the Pokeno Community Committee meeting held on Tuesday 9 October 2018.

2. RECOMMENDATION

THAT the minutes of the meeting of the Pokeno Community Committee held on Tuesday 9 October 2018 be received.

3. ATTACHMENTS

PCC minutes 9 October 2018



POKENO COMMUNITY COMMITTEE

MINUTES of the monthly Pokeno Community Committee meeting held in the Pokeno Hall, Pokeno, on 9th October 2018

Committee Members Present: Ric Odom, Doug Rowe, Kris Hines, Janet McRobbie, Lance Straker

WDC Staff in Attendance: Kevin Stokes

Councillors in Attendance: Cr J Church, Cr S. Henderson

Sport Waikato: Jason Marconi

Community Members: Community members attended

Kris Hines chaired the meeting and opened with a welcome at 7.00pm

1. **APOLOGIES:** Apologies were received from Wayne Rodgers, Helen Clotworthy and Todd Miller

Moved that apologies be accepted: Kris Hines

Seconded: Lance Straker

2. CONFIRMATION OF THE STATUS OF THE AGENDA

Jason Marconi to present after item 5.3

Moved: Kris Hines

Seconded: Doug Rowe

3. DISCLOSURE OF INTEREST

There was no disclosure of interest

4. CONFIRMATION OF THE MINUTES

The minutes of the meeting on 11 September 2018 were confirmed subject to one correction. Doug indicated that Item 5.9 of the minutes should have stated that the meeting is held every second Thursday with the next meeting on 18 October.

Moved: Kris Hines

Seconded: Ric Odom

5. REPORTS

5.1. **Works and Issues.** Kevin spoke to this. Regarding the parking of real estate cars, it was found that where they park is designated a road reserve so the agents are entitled to park there.

The only way this could change is if the area is designated as a stop road and changing the status is a lengthy process. It is thought that this is the agents only access to the rear of the building. Kris suggested that monitoring should also include ensuring the trees are not adversely affected. Cr Church indicated that as this is close to the Memorial and therefore of public interest, it is up to the Committee to ask Council to consider changing its status - not just as a road reserve but perhaps it be designated as a reserve. It should be a part of the village plan.

Cr Church raised the issue of the Whangarata cemetery and felt that as this is a public space close to Pokeno, the Committee and community has an interest in this and requests that information be provided and the Committee is consulted.

Actions:

- Council staff to consider re-designating the space both to protect the trees and to fit within the Pokeno plan and meanwhile to monitor the parking.
- Council consult with the Committee and provide information relating to the Whangarata Cemetery.

Counties Power. Kevin asked the Committee to consider the Counties Power plan to install additional lines which will be placed underground from Helenslee to McDonald Roads and on to the industrial area so there is the opportunity for Council to remove up to 11 of the current power lines from Helenslee Road to Market Street and put the lines underground. This would ensure that only light poles remain. It was noted that this work would need to be done anyway when the road work around the Hitchens Bridge area is undertaken. The request was for the Committee to consider diverting some funds from the proposed future development to pay for this. Kris felt this ought to be responsibility of the Council and/or developer and that the community would not react favourably to losing funds designated for the Market Square development. Doug pointed out that if the poles are to be replaced, consideration should be given to installing sturdier light poles that will support banners being installed.

The Committee agreed that it makes sense to have the work done now which may come from the existing Blueprint budget allocated for this year as it would cost significantly more to do the work later. However, while the Committee supports in principle that the lines be placed underground while Counties Power is undertaking planned work, it is on the proviso that funds already designated for future development of Market Square should not be reduced. If this work is done, the new light poles being installed should be sturdy enough to support hanging banners.

While this is an additional cost for the current years budget, it would be more economical to do the work now rather than later so Council is requested to review the current budget and if necessary, increase it to allow this work to be done now. It was again noted that Pokeno residents have waited for a significant period to have the Village upgraded. One suggestion was to lay the power lines when the trenches for the wastewater development is undertaken to further reduce costs.

The Committee also understands that Council is unable make future budget commitments. However, the Committee would like to receive from Council confirmation of the intent that the Blueprint budget and planned work will not be adversely affected in future as it is expected that over a short period of time, there will be considerable cost savings. This does not preclude Council seeking alternative funding for this from other sources - such as development contributions from local industrial development and businesses.

Action:

- Council consider taking the opportunity to underground existing power lines between Helenslee Road and Market Street if this is likely to result in medium term cost savings.
- When the light poles are installed to replace existing power lines, these poles be sturdy enough and configured to support banners.

- Council confirms to the Committee Councils intent that while there may be timing issues associated with re-allocating elements of the Market Square budget in order to fund the cost of moving power lines underground (as a result of the work being done earlier than planned), this will not ultimately affect the Market Square budget.

Toilet upgrade. The toilet block will be painted in colours that meet the design guide. From the discussion that followed, it was suggested Council consider re-locating the toilet block, to include bus and car parking as the current location will not fit well with the intentions of the Blueprint plans. For example, Council could purchase the land in Market Street upon which the burnt out building opposite the Pokeno Hall sits. This would be a suitable location for new toilet block and would allow entry and exit from both Market Street and Marlborough Street and incorporate parking for cars and buses. Taking a more encompassing view, this would fit with the longer term plans for a transport hub/metro loop and possible rail station at the end of Market Street. Consideration should also be given to constructing a multi-level car park at this hub as it is felt that as transport services increase, Pokeno grows and infrastructure develops further, the Pokeno transport hub is likely to be an attractive option for commuters.

It was suggested Council apply to Tourism NZ for funding to upgrade and increase the size of the toilet block given that these are used by a large number of visitors to Pokeno.

Action:

- While painting the existing toilet block is a short-term solution, Council consider acquiring land in Market Street and build a new facility there which will incorporate off-street parking for cars and buses and that this appears on the Works & Issues agenda.
- Council consider:
 - Long term planning for the Market Street transport hub to include sufficient parking.
 - Applying to Tourism NZ for funding for a new toilet block facility.

New shops at 39 Great South Road. In answer to questions as to whether or not the design of the roof complies, according to the plans it does. Once the fire station is built, that will obscure much of the large blank concrete wall.

Footpath. This should have been completed by the developer and Council will follow up. There may be technical issues with concreting this section.

An invoice to Council for funds for Committee use has not yet been submitted.

Action: This should be added to Works & Issues and actioned as soon as the Committee bank account is opened.

5.2. Pokeno Community Committee Schedule. Helen to ask Colin Bottica to attend the November meeting to provide an update. Also that Joel McKinlay of their Tata Valley venture provide an update at the November meeting. Regarding the Archaeological Assessment of Pokeno's Wastewater Network, this is likely to be a Council only document and the Committee should have received a summary only. As this is part of the agenda and already published, Council should consider removing this.

Actions:

- For a meeting early in 2019, the Committee to schedule a workshop to provide more street names.
- Council is requested to provide an updated district dictionary of current street names (in alphabetical order).
- The Committee requests that Council provide a spreadsheet listing the infrastructure projects being undertaken in this northern area and the budget for each. This could be added to the bottom of the meeting agenda. The Committee will then ensure that Pokeno

projects (current and proposed) are on the list, are prioritised and are subject to updates from Council.

- The Committee needs to action opening a Committee bank account and until it is completed, it should be an item on future agendas.

Moved that the report from Kevin Stokes be accepted.

Moved: Doug Rowe

Second: Ric Odom

5.3. Update on Christmas Parade. Allen Grainger spoke to this with a meeting next week to consider putting in an application for road closure and to apply for funding. The cost of this is an issue. There will be something but currently unclear exactly what.

5.4. Update from Sport Waikato. Jason provided an update and advised that his employment hours have increased. Topics addressed were:

- Pokeno yoga will soon commence.
- Kiwisport funding will now be distributed by Sport Waikato. Up to \$5,000 can be applied for but capital funding cannot be provided.
- Had discussions with Megan May of Waikato District Council.
- Has been working with Mercer & Tuakau both of which have facilities and would welcome Pokeno residents using these and having more interaction. Mercer in particular is keen to discuss joint opportunities. Jason does advertise sports opportunities via the various community Facebook pages.
- Blair Johnson, Principal of Pokeno School, advised that the school does advise families of existing sports club and provided feedback that parents are usually wanting to enroll their children in existing clubs that are already in structured sports competition. There is little interest in starting a club at facilities outside of Pokeno. It is suggested that a community consultation meeting be held to determine the level of interest and options.
- There was again considerable discussion of the future of sport and recreation in Pokeno, also noting the likely future development west of Helenslee Road. The Committee was advised that a report on sport & recreation for northern Waikato is currently with Council and the Committee will receive a copy of this in due course.
- Considering the short term requirement, Blair will meet with Jason to discuss how the school might play a larger role in working with local sports clubs.
- Once the vision is finalised, local businesses could and should be approached to ascertain if they would support development of sport and recreation facilities.

Actions:

- Pokeno sports facilities should be placed on the Works and Issues agenda and the Committee should receive regular updates from Council on this. It is our understanding that Council has spoken to Dines about them undertaking some work to progress this.
- The Committee consider organizing a community meeting to consider and prioritise options for future sport and recreation needs.
- Council is requested to provide the Committee with a copy of the report on sport & recreation in northern Waikato once complete.
- Blair Johnson and Jason Marconi to meet to discuss the role Pokeno School may have in working with local sports clubs.

5.5 Councillors Report. Cr Church advised:

- That there will be a meeting on 17 October on inter and intra community connectivity including walkways, cycle ways etc. Helen will be attending on behalf of the Pokeno Community Committee.
- Some local paper roads have been stopped in order that other roads can be formed.
- Maintenance of Mercer and Tuakau boat ramps will be undertaken.
- Work on the Whangarata Road will be occurring this roading season.
- Individuals have until 12 October to make a submission on the change of Ward boundaries.
- That a speed bylaw review is being undertaken with public meetings being held.

5.6. Committee Reports.

Doug spoke to the Community Patrol and reminded that we now have no community constable. He also reminded us that Christmas season is looming and this is a time when thieves and burglars are active - and in some cases may be violent. The patrol is submitting reports to Pukekohe Police but receive no feedback and no indication that the reports are being read. It was requested that the Committee invite the local MP to a Community meeting.

Action: That the Committee consider inviting the local Member of Parliament to a future Committee meeting.

5.7. Next Meetings Agenda Items.

5.8. **General Business.** The Hall committee suggested there is a gathering at the hall on Armistice Day. This will happen at 10.45 followed by a cup of tea.

Remind Pokeno residents of the Pokeno website. One suggestion is that an information pamphlet is given to builders to leave in new homes and include on the FB page. It was also suggested that the web address be included in all future Pokeno signage.

Meeting closed at 9.40pm.

Next meeting to be held on 13 November 2018 at the Pokeno Hall.

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	24 October 2018
Prepared by	Rose Gray Council Support Manager
Chief Executive Approved	Y
Reference	GOV1301
Report Title	Exclusion of the Public

I. EXECUTIVE SUMMARY

To exclude the public from the whole or part of the proceedings of the meeting to enable Council to deliberate and make decisions in private on public excluded items.

2. RECOMMENDATION

THAT the report of the Chief Executive be received;

AND THAT the public be excluded from the meeting to enable Council to deliberate and make decisions on the following items of business:

Confirmation of minutes dated 8 October 2018.

a. Chief Executive's Issues

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

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

Section 48(1)(a)(d)

b. Mayoral Issues

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

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

Section 48(1)(a)(d)

AND FURTHER THAT the HR Consultant, Mr Greg Tims, be permitted to remain in the meeting, after the public has been excluded, because of his knowledge of the Chief Executive's Performance Review.

3. ATTACHMENTS

Nil