

Agenda for a meeting of the Waikato District Council to be held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **MONDAY 8 APRIL 2019** 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

3. DISCLOSURES OF INTEREST

4. CONFIRMATION OF MINUTES

4.1 Minutes of a meeting held on Monday 11 March 2019 3

5. COMMITTEE AND DEPARTMENTAL REPORTS

5.1 Policy & Regulatory Committee

5.1.1 Receipt of Committee Minutes – 19 March 2019 15

5.1.2 Zero Harm 21

5.2 Strategy & Finance Committee

5.2.1 Receipt of Committee Minutes – 27 March 2019 27

5.3 Infrastructure Committee

5.3.1 Receipt of Committee Minutes – 26 March 2019 36

5.4 Discretionary & Funding Committee

5.4.1 Receipt of Committee Minutes – 11 March 2019 43

5.5 Other Committees and Decision-Making Bodies

5.5.1 Minutes of the Creative Communities Committee – 28 March 2019 48

5.5.2 Minutes of Waikato Plan Leadership Committee – 3 December 2018 57

5.5.3	Minutes of the Water Governance Board – 22 March 2019	66
5.6	<u>Other Reports</u>	
5.6.1	Status of Waters Governance Board	72
5.6.2	Changes to the Waikato Local Authority Shared Services Governance Structure governance arrangements	76
5.6.3	Proposed revocation to certain Reserves Act delegations to territorial authorities - Council's response to Department of Conservation	88
5.6.4	Memorandum of Understanding – Sunset Beach Surf Lifesaving Charitable Trust	100
6.	<u>COMMUNITY BOARD MINUTES</u>	
6.1	Receipt of Onewhero-Tuakau Community Board Minutes – 4 March 2019	109
6.2	Receipt of Taupiri Community Board Minutes – 11 March 2019	115
6.3	Receipt of Raglan Community Board Minutes – 12 March 2019	119
6.4	Receipt of Ngaruawahia Community Board Minutes – 12 March 2019	125
6.5	Receipt of Huntly Community Board Minutes – 19 March 2019	132
7.	<u>COMMUNITY COMMITTEE MINUTES</u>	
7.1	Receipt of Te Kauwhata Community Committee Minutes – 6 March 2019	139
7.3	Receipt of Tamahere Community Committee Minutes – 4 March 2019	143
8.	<u>EXCLUSION OF THE PUBLIC</u>	147

GJ Ion
CHIEF EXECUTIVE

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	18 March 2019
Prepared by	BrendanStringer Democracy 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 11 March 2019.

2. RECOMMENDATION

THAT the minutes of a meeting of Waikato District Council held on Monday 11 March 2019 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 11 MARCH 2019** commencing at **1.15pm**.

Present:

His Worship the Mayor, Mr AM Sanson (Chairperson)
Cr AD Bech
Cr JA Church
Cr DW Fulton
Cr JM Gibb
Cr SL Henderson
Cr SD Lynch
Cr RC McGuire *[until 2.02pm]*
Cr FM McNally
Cr BL Main
Cr EM Patterson
Cr JD Sedgwick
Cr NMD Smith
Cr LR Thomson

Attending:

Mr GJ Ion (Chief Executive)
Mr TG Whittaker (Chief Operating Officer)
Mr R MacCulloch (Deputy General Manager Service Delivery)
Mr C Morgan (General Manager Community Growth)
Mrs S O’Gorman (General Manager Customer Support)
Ms A Diaz (Chief Financial Officer)
Mrs RJ Gray (Senior Committee Secretary)
Ms L Shirley (Zero Harm Manager)
Ms M Russo (Acting Corporate Planning Team Leader)
7 members of staff

APOLOGIES AND LEAVE OF ABSENCE

All members were present.

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Crs Main/Thomson)

THAT the agenda for a meeting of the Waikato District Council held on Monday 11 March 2019 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.

CARRIED on the voices

WDC1903/01

DISCLOSURES OF INTEREST

There were no disclosures of interest.

CONFIRMATION OF MINUTES

Resolved: (Crs McInally/Sedgwick)

THAT the minutes of a meeting of the Waikato District Council held on Monday 11 February 2019 be confirmed as a true and correct record of that meeting.

CARRIED on the voices

WDC1903/02

COMMITTEE AND DEPARTMENTAL REPORTS

Policy & Regulatory Committee

Receipt of Policy & Regulatory Committee Minutes
Agenda Item 5.1.1

Resolved: (Crs Sedgwick/Church)

THAT the minutes of a meeting of the Policy & Regulatory Committee held on Tuesday 19 February 2019 be received.

CARRIED on the voices

WDC1903/03

Receipt of RMA Hearing Minutes – TI Bawden – 23 August 2018
Agenda Item 5.1.2

Resolved: (Crs Fulton/Gibb)

THAT the minutes of an RMA hearing for TI Bawden by Joint Commissioners held on 23 August 2018 be received.

CARRIED on the voices

WDC1903/04

Receipt of RMA Hearing Minutes – Mainland Poultry – 17 December 2018
Agenda Item 5.1.3

Resolved: (Crs Fulton/Sedgwick)

THAT the minutes of an RMA hearing for Mainland Poultry Limited by Joint Commissioners held on 17 December 2018 be received.

CARRIED on the voices

WDCI903/05

Zero Harm Update
Agenda Item 5.1.4

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

- incidents involving members of the public – Councillors sought clarification on the process for reporting an incident on Council equipment, eg injury on Council playground. Incidents can be either reported via Service Requests or advise Zero Harm staff at Council.
- volunteer process update – information has been received from South Waikato District Council on how they are managing this type of work from a health and safety perspective. Good feedback was received on how volunteer work within our district was managed over the weekend using documentation prepared by the Zero Harm team.
- In terms of the Te Otamanui walkway, the Ecological Planner is looking at other avenues to progress this work.
- contract management – clarification was provided on the progress with the overall contractor management review. We are currently developing specific audit tools from the safety plan.

Resolved: (Crs Sedgwick/Patterson)

THAT the report from the Chief Executive be received.

CARRIED on the voices

WDCI903/06

2019 Triennial Elections
Agenda Item 5.1.5

Resolved: (Crs Bech/Lynch)

THAT the report from the Chief Executive be received.

CARRIED on the voices

WDCI903/07

Resolved: (Crs Smith/Main)

**THAT Council resolves for the 2019 Waikato District Council triennial elections:
Option i): alphabetical order of candidate names.**

CARRIED unanimously

WDC1903/08

Strategy & Finance Committee

Receipt of Strategy & Finance Committee Minutes
Agenda Item 5.2.1

Resolved: (Crs Gibb/Patterson)

**THAT the minutes of a meeting of the Strategy & Finance Committee held on
Wednesday 27 February 2019 be received.**

CARRIED on the voices

WDC1903/09

S&F1902/05 – Submission on the Local Government Funding and Financing Issues Paper

Resolved: (Crs Gibb/McGuire)

**THAT Council retrospectively approve the submission on the Productivity
Commission's Local Government Funding and Financing Issues Paper.**

CARRIED on the voices

WDC1903/10

S&F1902/06 – Submission on WEL Energy Trust Draft Annual Plan 2019/2020

Resolved: (Crs Gibb/Patterson)

**THAT Council approves the submission on the WEL Energy Trust Draft Annual
Plan 2019/2020.**

CARRIED on the voices

WDC1903/11

S&F1902/07 – Consultation Results on the Proposed Target Rate

Resolved: (Crs Gibb/McGuire)

**THAT Council implement the proposed increase to the annual targeted rate
from \$24 to \$30 as at 1 June 2019 to support the ongoing maintenance of the
Matangi Hall.**

CARRIED on the voices

WDC1903/12

S&F1902/08 - Request for Community Committee Grant – Pokeno Community Committee

Resolved: (Crs Gibb/Bech)

THAT an allocation of \$1,000.00 be made to the Pokeno Community Committee towards the cost associated with the running of the Committee.

CARRIED on the voices

WDC1903/13

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 26 February 2019 be received.

CARRIED on the voices

WDC1903/14

INF1902/06 – Road Name Changes – Sections of Oporuru Road

Resolved: (Crs Fulton/Thompson)

THAT Council approves the following road name changes:

- the section of Oporuru Road (southern end) from the Harbour's new bridge be renamed Rangitahi Road, and
- the section of Oporuru Road that currently provides access to the six properties at the northern end of the peninsula be renamed Mara Kai Lane.

CARRIED on the voices

WDC1903/15

INF1902/07 – Capital Toilet Budgets – Request for Additional Funding

Resolved: (Crs Fulton/Bech)

THAT Council approves the \$161,601.00 additional budget for the toilet capital works programme to be funded through the Parks & Reserves Replacement Fund (8500);

AND THAT Council recognises the grant income and associated expenditure of \$868,000.00 provided by the Ministry of Business, Innovation and Employment through the Tourism Infrastructure Fund Funding Agreement (TIF-RI-040).

CARRIED on the voices

WDCI903/16

INF1902/08 – One-Way Street – School Road, Whatawhata

Resolved: (Crs Fulton/Patterson)

THAT subject to any amendments, Schedule 2 of the Parking, Traffic Control and Public Places Bylaw 2007 be updated to include School Road, Whatawhata in a northerly direction from 20m south of Mason Road to Mason Road.

CARRIED on the voices

WDCI903/17

INF1902/09 – Revocation of 1.65km of SH23 to Local Road and Proposed Interim MOU

Resolved: (Crs Fulton/Thomson)

THAT Council support entering into an Interim Memorandum of Understanding (MOU) 1 July 2019 with New Zealand Transport Agency, and subject to the contents of the MOU, progress revocation of SH23 (in part) 1 July 2020.

CARRIED on the voices

WDCI903/18

INF1902/10 – Hamilton to Auckland Start-Up Passenger Rail Project – Progress Update

Resolved: (Crs Sedgwick/Thomson)

THAT Council approves the proposed project governance structure for the Hamilton to Auckland Start-Up Passenger Rail Service project and the terms of reference of the Project Governance Working Group be approved;

AND THAT Council confirms the appointment of Cr Dynes Fulton and Cr Eugene Patterson (as his alternate) as the Council representatives on the Project Governance Working Group;

AND FURTHER THAT Council notes that NZTA is expected to provide clarity on funding conditions for the project and that this will be reported back to subsequent Committee meetings.

CARRIED on the voices

WDCI903/19

Petition from Residents of Rataroa Road
Agenda Item 5.3.2

The Acting Corporate Planning Team Leader took the report as read and provided a brief overview. The petition was analysed and although it did not meet the criteria of the Policy, the intent of the document was understood.

Resolved: (Crs Sedgwick/Fulton)

THAT the report from the General Manager Community Growth be received;

AND THAT Council acknowledges the intent of the ‘petition’ from the residents of Rataroa Road noting that It does not meet the criteria for the 2015 Waikato District Council Petitions Policy and accepts the document accordingly.

CARRIED on the voices

WDC1903/20

OTHER COMMITTEES

Receipt of Chief Executive’s Performance Review Subcommittee Minutes
Agenda Item 5.4.1

Resolved: (His Worship the Mayor/Cr Gibb)

THAT the minutes of a meeting of the Chief Executive’s Performance Review Subcommittee held on Tuesday 5 March 2019 be received.

CARRIED on the voices

WDC1903/21

Receipt of Minutes - Water Governance Board
Agenda Item 5.4.2

Resolved: (Crs Bech/Gibb)

THAT the minutes of a meeting of the Water Governance Board held on Wednesday 20 February 2019 be received.

CARRIED on the voices

WDC1903/22

Minutes of the Waikato Raupatu River Trust and Waikato District Council Co-Governance Committee

Agenda Item 5.4.3

During discussion, it was noted that the minutes being received were dated 18 April 2018.

Resolved: (Crs Sedgwick/Main)

THAT the minutes of a meeting of the Waikato Raupatu River Trust and Waikato District Council Co-Governance Committee held on 18 April 2018 be received.

CARRIED on the voices

WDC1903/23

COMMUNITY BOARD MINUTES

Receipt of Minutes - Onewhero-Tuakau Community Board

Agenda Item 6.1

Resolved: (Crs Church/Main)

THAT the minutes of a meeting of the Onewhero-Tuakau Community Board held on Monday 4 February 2019 be received.

CARRIED on the voices

WDC1903/24

Receipt of Minutes - Taupiri Community Board

Agenda Item 6.2

Resolved: (Crs Gibb/Patterson)

THAT the minutes of a meeting of the Taupiri Community Board held on Monday 11 February 2019 be received.

CARRIED on the voices

WDC1903/25

Receipt of Minutes - Raglan Community Board

Agenda Item 6.3

Resolved: (Crs Thomson/Fulton)

THAT the minutes of a meeting of the Raglan Community Board held on Tuesday 12 February 2019 be received.

CARRIED on the voices

WDC1903/26

Receipt of Minutes - Ngaruawahia Community Board
Agenda Item 6.4

Resolved: (Crs Patterson/Gibb)

THAT the minutes of a meeting of the Ngaruawahia Community Board held on Tuesday 12 February 2019 be received.

CARRIED on the voices

WDC1903/27

Receipt of Minutes - Huntly Community Board
Agenda Item 6.5

Resolved: (Crs McInally/Lynch)

THAT the minutes of a meeting of the Huntly Community Board held on Tuesday 19 February 2019 be received.

CARRIED on the voices

WDC1903/28

COMMUNITY COMMITTEE MINUTES

Receipt of Minutes - Te Kauwhata Community Committee
Agenda Item 7.1

Resolved: (Crs Sedgwick/Patterson)

THAT the minutes of a meeting of the Te Kauwhata Community Committee held on Wednesday 13 February 2019 be received.

CARRIED on the voices

WDC1903/29

Receipt of Minutes - Tamahere Community Committee
Agenda Item 7.3

Resolved: (Crs Bech/Smith)

THAT the minutes of a meeting of the Tamahere Community Committee held on Monday 11 February 2019 be received.

CARRIED on the voices

WDC1903/30

Receipt of Minutes - Pokeno Community Committee
Agenda Item 7.4

Resolved: (Crs Church/Henderson)

THAT the minutes of a meeting of the Pokeno Community Committee held on Tuesday 12 February 2019 be received.

CARRIED on the voices

WDC1903/31

EXCLUSION OF THE PUBLIC

Agenda Item 8

Resolved: (Crs Gibb/McInally)

THAT the report from 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 Monday 11 February 2019

Receipt of Minutes:

- **Strategy & Finance Committee dated Wednesday 27 February 2019**
- **Infrastructure Committee dated Tuesday 26 February 2019**
- **Water Governance Board dated Wednesday 20 February 2019**
- **Chief Executive's Performance Review Subcommittee dated Tuesday 4 March 2019.**

REPORTS

a. Waikato Regional Airport Limited Major Transaction

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)(ii)(i)

Section 48(1)(3)(d)

b. Board Chair Appointment Waikato Regional Airport Limited

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)(kk)(i)

Section 48(1)(3)(d)

c. 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)

d. 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)

CARRIED on the voices

WDC1903/32

Resolutions WDC1903/33 – WDC1903/43 are contained in the public excluded section of these minutes.

Having concluded the public excluded section and there being no further business the meeting was declared closed at 2.24pm.

Minutes approved and confirmed this _____ day of _____ 2019.

AM Sanson
CHAIRPERSON

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	25 March 2019
Prepared by	Wanda Wright Committee Secretary
Chief Executive Approved	Y
Reference #	GOV1301
Report Title	Receipt of Policy & Regulatory Committee Minutes

1. EXECUTIVE SUMMARY

To receive the minutes of a meeting by the Policy & Regulatory Committee held on Tuesday 19 March 2019.

2. RECOMMENDATION

THAT the minutes of a meeting by the Policy & Regulatory Committee held on Tuesday 19 March 2019 received.

3. ATTACHMENTS

P&R Committee Minutes - 19 March 2019

MINUTES of a meeting of the Policy & Regulatory Committee of the Waikato District Council held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **TUESDAY 19 MARCH 2019** commencing at **9.00am**.

Present:

Cr JD Sedgwick (Chairperson)
His Worship the Mayor, Mr AM Sanson [*until 9.23am*]
Cr AD Bech
Cr JA Church
Cr DW Fulton
Cr JM Gibb
Cr SL Henderson
Cr RC McGuire
Cr FM McNally
Cr EM Patterson
Cr NMD Smith
Cr LR Thomson [*until 9.57am*]

Attending:

Mr GJ Ion (Chief Executive)
Mr T Whittaker (Chief Operating Officer)
Ms S O’Gorman (General Manager Customer Support)
Mrs W Wright (Committee Secretary)
Ms AM D’Aubert (Consents Manager)
Mr W Hill (Consents Team Leader)
Ms E Makin Consents Team Leader – East)
Mr J Wright (Senior Planner)
Ms K Newell (Civil Defence Emergency Coordinator)
Mr J Snowball (Group Controller, Civil Defence Emergency Management)
Mr M Bang (GEMO Team Leader, Civil Defence Emergency Management)
Ms A Parquist (Change Manager)
Mr K Abbott (Projects and Innovation Manager)
Mr T Pipe (Regulatory Manager)
Mr S Kumar (Environmental Health Officer)
Ms C Cunningham (Senior Regulatory Administrator)
3 Members of staff

His Worship the Mayor called for a minute’s silence to mark the recent terrorist attacks in Christchurch.

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Crs Church/McInally)

THAT an apology be received from Cr Main and Cr Lynch;

AND THAT an apology for early departure be received from His Worship the Mayor and Cr Thomson.

CARRIED on the voices

P&R1903/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Crs Gibb/Thomson)

THAT the agenda for a meeting of the Policy & Regulatory Committee held on Tuesday 19 March 2019 be confirmed and all items therein be considered in open meeting;

AND THAT all reports be received;

AND FURTHER THAT in accordance with Standing Order 9.4 the order of business for consideration be changed as follows:

1. Agenda Item 5.5 [*District Licensing Process*]
2. Agenda Item 5.2 [*Joint Committee Minutes and Emergency Management Update*]
3. Agenda Item 5.1 [*Civil Defence Emergency Management Local Welfare Committee Plan*]
4. Agenda Item 5.3 onwards

CARRIED on the voices

P&R1903/02

DISCLOSURES OF INTEREST

There were no disclosures of interest.

CONFIRMATION OF MINUTES

Resolved: (Crs Patterson/Thomson)

THAT the minutes of a meeting of the Policy & Regulatory Committee held on Tuesday 19 February 2019 be confirmed as a true and correct record of that meeting.

CARRIED on the voices

P&R1903/03

REPORTS

District Licensing Process

Agenda Item 5.5

Cr Smith, the Chair of the District Licensing Committee (DLC), provided an overview of the DLC's process for considering and determining licence applications. He noted the importance of the statutory timeframes and that Councillors should refer any queries they receive on specific applications to the DLC Secretary.

The Regulatory Team were introduced; being responsible for receiving and processing licence applications.

His Worship the Mayor retired from the meeting at 9.23am during discussion on the above item.

Joint Committee Minutes and Emergency Management Update

Agenda Item 5.2

The report was received [*P&R1903/02 refers*].

Mr Snowball introduced himself and listed the key functions as Group Manager and Group Controller at the Waikato Emergency Management Office (GEMO).

Mr Snowball highlighted the following:

- GEMO's focus is to deliver the Emergency Management Systems reform; the national legislation and regulation;
- Systems reform required changes to the way the Council deals with Civil Defence and Emergency Management (CDEM). This includes that councils enter into shared service arrangements;
- The reforms are expected to be delivered by May 2020.

The Committee discussed the central government's budget to aid transition at a territorial level. The Committee would discuss this, and future planning, at a workshop.

Civil Defence Emergency Management Local Welfare Committee Plan
Agenda Item 5.1

The report was received [P&R1903/02 refers]. Ms Parquist took the report as read and drew the Committee's attention to the following:

- Civil Defence and Welfare at the Council had changed over the last six years.
- The appointment of Team Leaders, support staff and recently, a Resilience Community Coordinator addressed concerns on the robustness of the Welfare Committee.
- Civil Defence Emergency Management is part of the organisation's culture.

Civil Defence Emergency Management (CDEM) Local Plan
Agenda Item 5.3

The report was received [P&R1903/02 refers]. Ms Newell took the report as read and highlighted the following points:

- The Local Plan is in draft form and the Committee was invited to provide feedback;
- The Local Plan was intended to align with the Gearing for Growth and Greatness strategy that Council was currently implementing; and
- Changes to Recovery legislation and the Incident & Emergency Management Leadership Team were noted.

A workshop was suggested for this matter to discuss how Councillors could get involved in assisting/supporting this plan.

A steering group would be established to facilitate a discussion with Committee members on the use of the blueprinting process to include 'Plan B' and 'Plan C' (as referred to in the agenda).

Chief Executive's Business Plan
Agenda Item 5.4

The report was received [P&R1903/02 refers].

Cr Thomson retired from the meeting at 9.57am during discussion on the above item.

Delegated Resource Consent Approved for the month of February 2019
Agenda Item 5.6

The report was received [P&R1903/02 refers] and The Consents Manager took the report as read.

Committee members could contact the Consents Manager with questions on any specific resource consents processed by the Council.

There being no further business the meeting was declared closed at 10.02am.

Minutes approved and confirmed this day of 2019.

Cr JD Sedgwick
CHAIRPERSON

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	29 th March 2019
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 Chief Executive, Executive Leadership Team and People Leaders continue to undertake Safety Engagement Conversations. The Zero Harm team have been providing coaching and support to People Leaders on the use of the BWare Safety Manager mobile application to ensure safety conversations can be easily recorded.

A total of 121 Safety Engagement Conversations occurred in March. This is also a 51% increase on the number recorded in February.

Safety Action Team

The Safety Action team (SAT) has welcomed a number of newly nominated representatives this month from the following areas/workgroups

- Consents x 2
- Finance x 1
- Tuakau Office x 2

Health and Wellness

A draft Wellness Strategy and Plan has been developed and presented to the Wellness Collective for review and consideration. The Wellness Collective met for the second time on Wednesday 20th March.

Tracksuit Inc.'s Global Shift Challenge concluded on Sunday 18th March. Five Waikato District Council (WDC) teams finished in the top 20. With WDC's "The Aunties" taking out first place. This is a great result following the relaunch of Tracksuit Inc. at the "Team Up" event. Another organisational wide challenge is planned for April along with flu vaccinations.

Disciplined Management Systems

Event Management

The ICAM Investigation Report for the dog attack event that occurred at the Ngaruawahia Pound has been shared with the Animal Control team. A small working party from the team has been formed to develop and implement the corrective actions and improvement recommendations from the investigation.

Five Severity 6 work-related First Aid injury events were reported in March. An analysis of these first aid injuries showed the following;

- Two occurred during meal breaks
- One occurred while stepping down off a step into a small hole, causing a rolled ankle
- One was caused by a sharp metal edge on a workstation drawer
- One was caused by a dog registration tag getting caught under a finger nail

13 Minor Near Miss (Severity 7) events were also reported in March. Four of the 13 were associated with the task of "dealing with a difficult customer". This supports the importance of the work that is underway and being sponsored by Sue O'Gorman (General Manager Customer Support) for:

- Vexatious customers and;
- Workplace violence

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

Contractor Management

Good progress has been made on the Contractor Management Standard over the last month, including benchmarking our approach against other organisations.

Good feedback has been received from Contract Managers on the proposed changes and tools that are currently being trialled.

The Zero Harm team has been providing a lot of technical support over the last month to Contract Managers due to the amount of work currently being organised.

Key contractor meetings undertaken by the Zero Harm team during March included;

- City Care Ltd – Review and feedback on their Contract Specific H&S Plan
- Watercare Services Ltd – H&S Transition planning and Contract Specific H&S Plan

Managed Risks

On Road Driving – Light Vehicles

There were 24 over speed events recorded in March. Six of these events (110, 114, 108, 107, 105 and 117 km) were recorded by one worker in a period of seven days. An investigation into these events is being undertaken as per the requirement detailed in Section 9.2 of WDC's On Road Driving and Safe Use of Council Vehicle Policy.

On Thursday 28th March Safety Action Team (SAT) Representative David Johnston and Zero Harm Manager Lynn Shirley presented the Safety Action Team's recommendations for improving driver behaviours and reducing the number of over speed events, to the Executive Leadership Team (ELT).

Following a lengthy discussion the ELT decided to investigate and implement the following;

- Further analyse GPS data regarding the location of over speed events to educate the organization
- Create more visibility of the over speed data, by providing a high level monthly report to the entire organization to keep the risk front of mind.
- Investigate with Smartrak the use of other driver behavior data (e.g. harsh braking, harsh cornering and acceleration) to develop a driver score card to better measure performance.
- Review the triggers in Section 9.2 of the On Road Driving and Safety Use of Council Vehicle Policy for the initiation of investigation and/or disciplinary action.
- Investigate the implementation of Fleetcoach On-Line Driver education for all drivers.

Workplace Violence

The ELT reviewed and approved the Workplace Violence Critical Risk Bowtie. This workstream will now be joined with the work being undertaken on vexatious customers to reduce duplication of effort. This work will be led by Sue O'Gorman (General Manager Customer Support).

Hazardous Substances

Work has commenced on reviewing the Huntly Water Treatment Plant Emergency Response Plan.

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

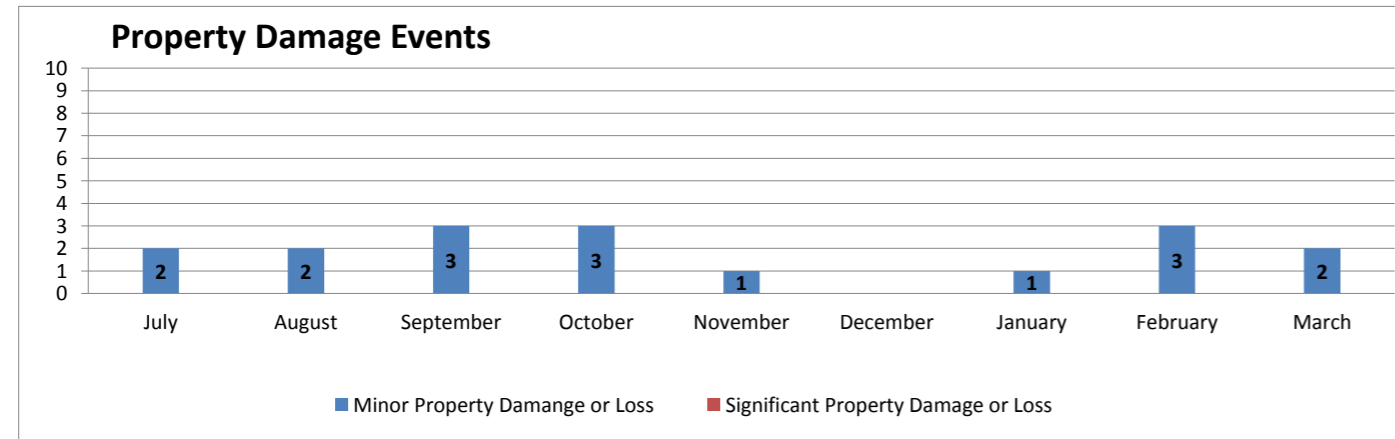
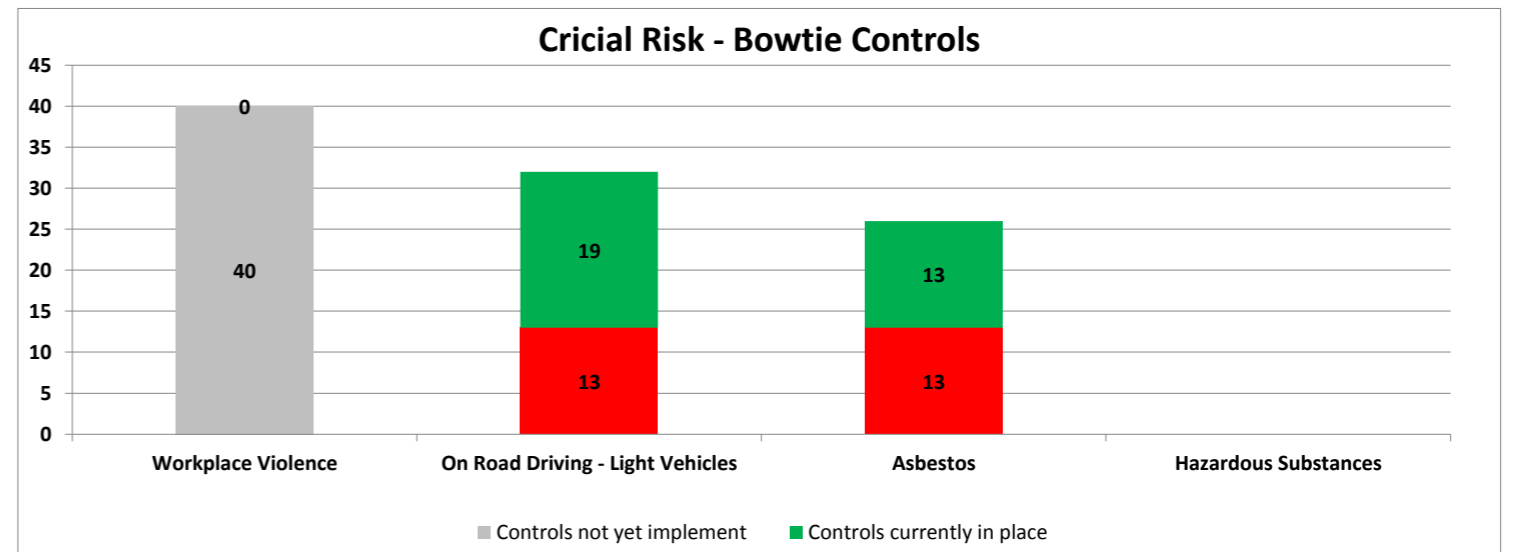
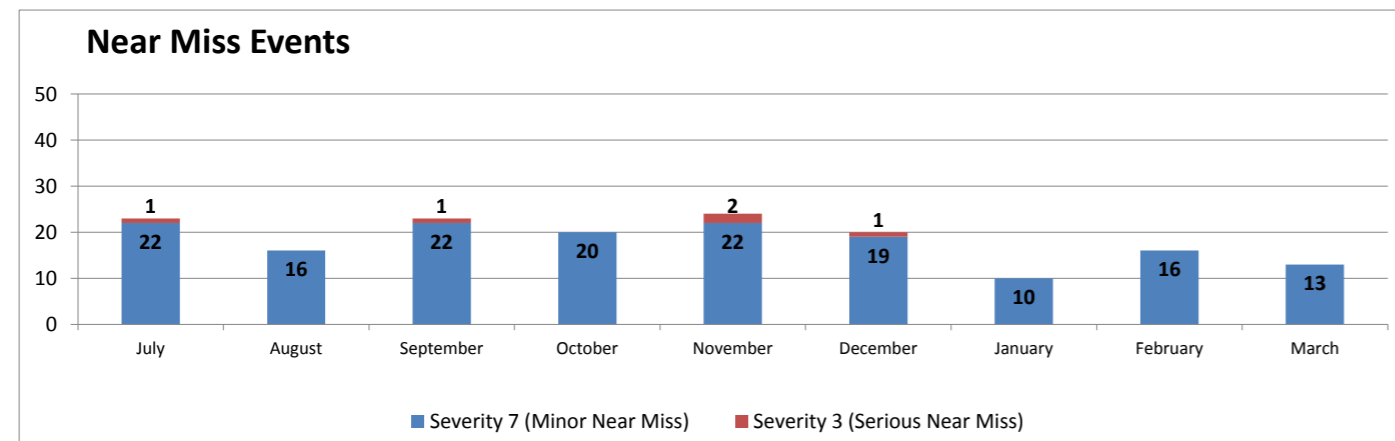
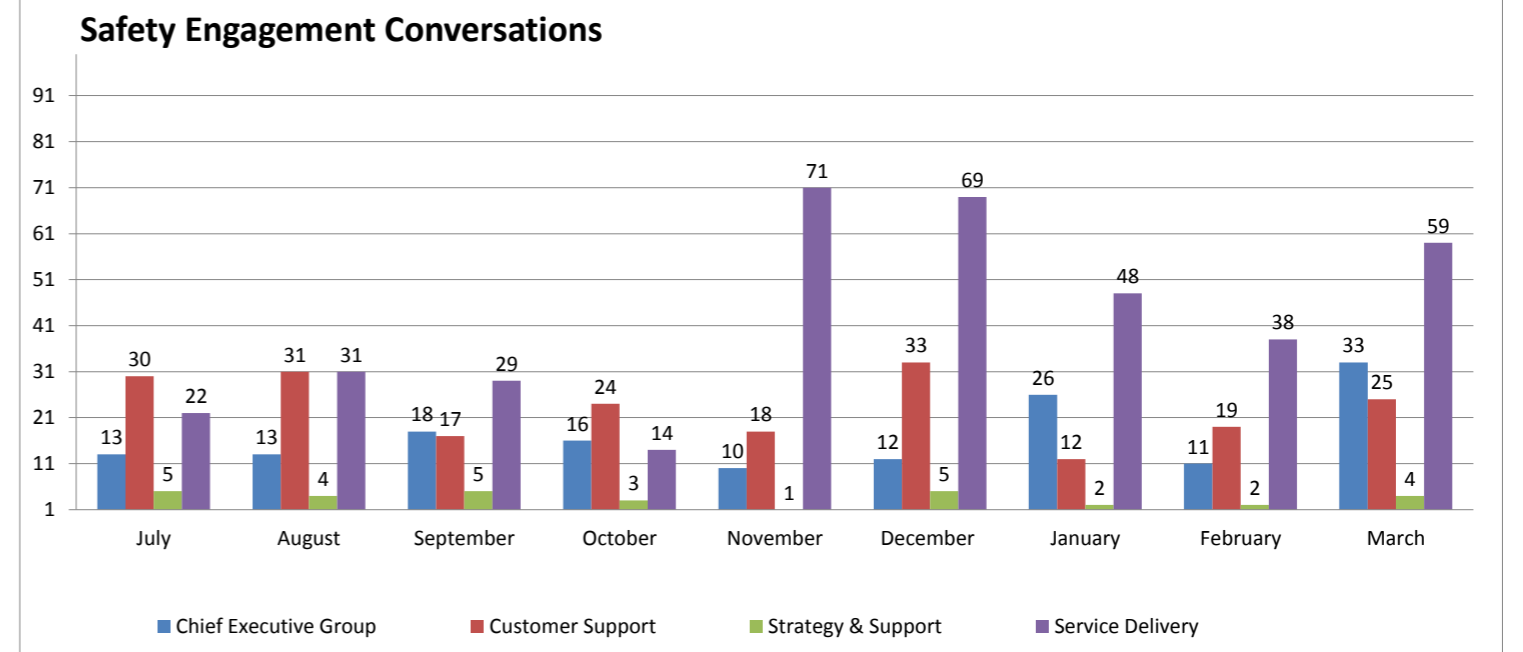
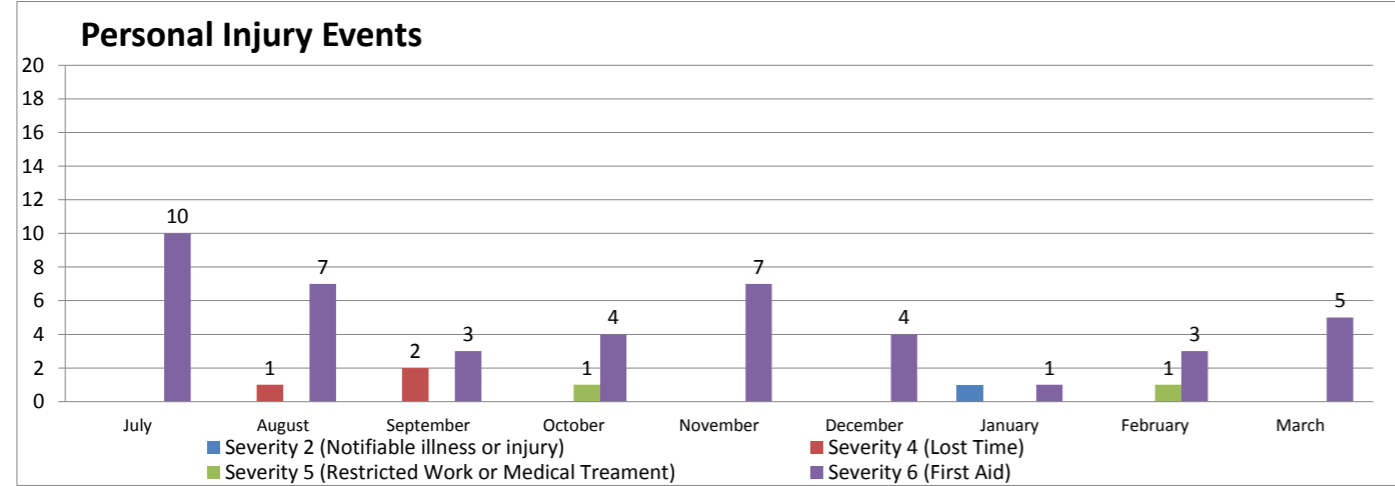
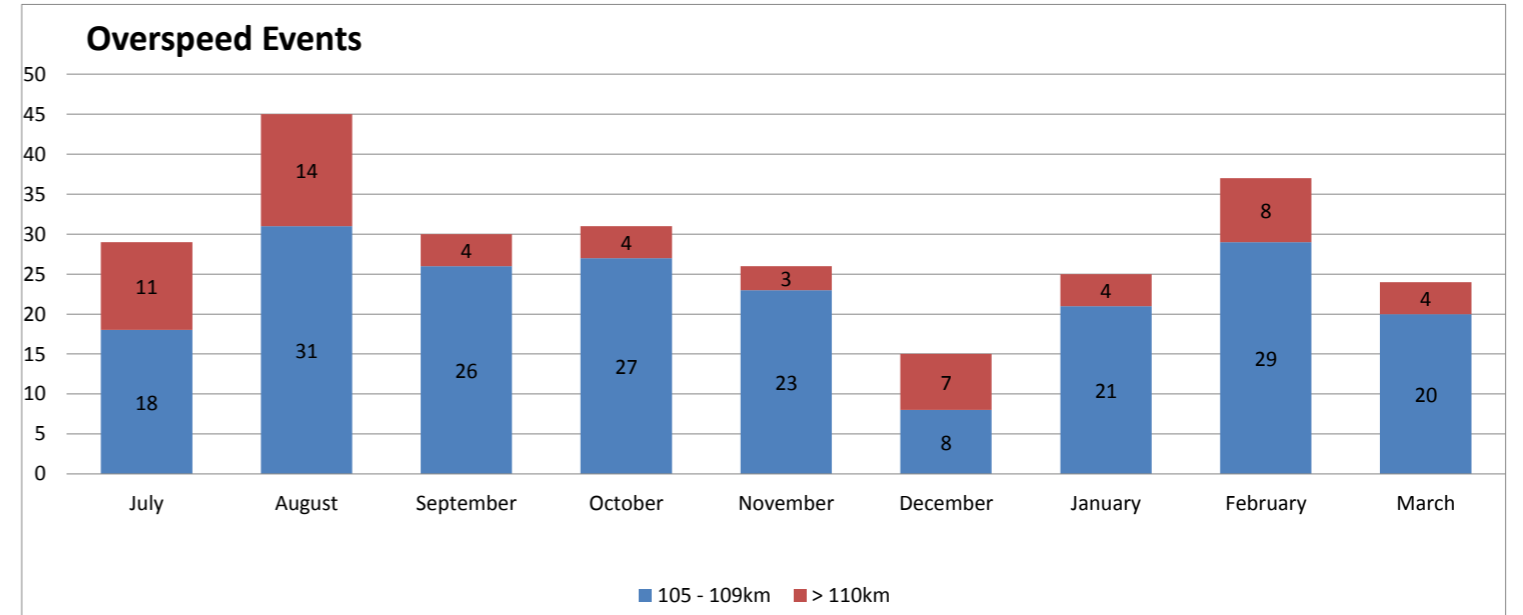
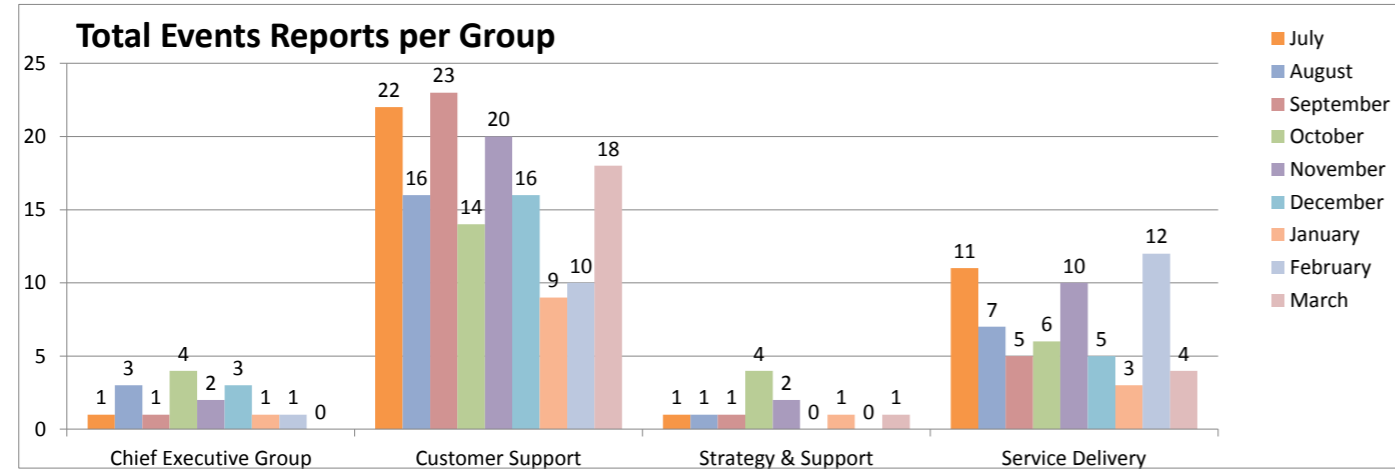
This report provides an update on progress with our Zero Harm systems and processes, and monthly health and safety performance.

7. ATTACHMENTS

Zero Harm Dashboard March 2019

Zero Harm Dashboard - March 2019

As at 29/03/2019



“Work safe, home safe”

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	29 March 2019
Prepared by	Lynette Wainwright Committee Secretary
Chief Executive Approved	Y
Reference/Doc Set #	GOV1318
Report Title	Receipt of Strategy & Finance Committee Minutes

I. EXECUTIVE SUMMARY

To receive the minutes of a meeting of the Strategy & Finance Committee held on Wednesday 27 March 2019.

2. RECOMMENDATION

THAT the minutes of the Strategy & Finance Committee meeting held on Wednesday 27 March 2019 be received;

AND THAT the following become resolutions of Council:

Proposed Waikato District Plan - Appointment of hearing commissioners with an understanding of tikanga and the perspectives of local iwi/hapuu – S&F1903/05-06

THAT the Strategy & Finance Committee recommends to Council that, pursuant to section 34A(1) of the Resource Management Act 1991, Linda Te Aho be appointed to the Hearings Panel pool for the Proposed Waikato District Plan Stages 1 and 2 as lead independent commissioner bringing an understanding of tikanga Maaori and of the perspectives of local iwi and hapuu;

AND THAT the Strategy & Finance Committee recommends to Council that, pursuant to section 34A(1) of the Resource Management Act 1991, Weo Maag be appointed to the Hearings Panel pool for the Proposed Waikato District Plan Stages 1 and 2 as a supporting independent commissioner bringing an understanding of tikanga Maaori and of the perspectives of local iwi and hapuu.

Consideration of Conservation Fund Applications – S&F1903/07

THAT the Strategy & Finance Committee recommends to Council that the Conservation Fund application of \$9,000.00 from David Johnstone Pukemokemoke Bush Reserve Trust be approved in full.

Whatawhata Community Facility Consultation Outcome – S&F1903/08

THAT the Committee recommends that Council provide \$250,000 of seed funding for the project via a deficit reserve, until such time the consultation has concluded and final funding solutions can be confirmed by Council;

AND THAT the Committee recommends that Council rescind the resolution passed in 2016 (WDC1612/04/3/2) to declare the proposed hall site as surplus land; AND FURTHER THAT the Committee will review the funding mechanisms for community facilities for both capital and operational costs to deliver better alignment across all social infrastructure projects in the district.

Proposed Target Rate Increase for Matangi Hall – Alteration of Resolution – S&F1903/09)

THAT the following Strategy & Finance Committee resolution (S&F1902/07) be altered from:

THAT the Strategy & Finance Committee recommend to Council to implement the proposed increase to the annual targeted rate from \$24 to \$30 as at 1 June 2019 to support the ongoing maintenance of the Matangi Hall.

to read:

THAT the Strategy & Finance Committee recommend to Council to implement the proposed increase to the annual targeted rate from \$24 to \$30 as at 1 July 2019 to support the ongoing maintenance of the Matangi Hall.

3. ATTACHMENTS

S&F Committee Minutes – 27 March 2019

Minutes of a meeting of the Strategy & Finance Committee of the Waikato District Council held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **WEDNESDAY 27 MARCH 2019** commencing at **9.02am**.

Present:

Cr JM Gibb (Chairperson)

His Worship the Mayor, Mr AM Sanson [*until 9.59am and from 10.03am until 10.05am and from 10.10am*]

Cr AD Bech

Cr JA Church

Cr DW Fulton

Cr SD Lynch

Cr FM McInally

Cr BL Main

Cr EM Patterson [*until 9.04am and from 9.08am*]

Cr JD Sedgwick

Cr NMD Smith

Attending:

Mr G Ion (Chief Executive)

Mr T Whittaker (Chief Operating Officer)

Mr C Morgan (General Manager Community Growth)

Ms A Diaz (Chief Financial Officer)

Ms K Overwater (Senior Policy Planner)

Mr W Gauntlett (RM Policy Team Leader)

Mr G Boundy (Senior Environmental Planner)

Ms D Rawlings (Projects Team Leader)

Mrs LM Wainwright (Committee Secretary)

Mr B Stringer (Democracy Manager)

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Crs Main/Church)

THAT an apology be received from Cr Henderson, Cr McGuire and Cr Thomson.

CARRIED on the voices

S&F1903/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Crs Bech/Patterson)

THAT the agenda for a meeting of the Strategy & Finance Committee held on **Wednesday 27 March 2019** be confirmed and all items therein be considered in open meeting with the exception of those items detailed at agenda item 6 which shall be considered with the public excluded;

AND THAT all reports be received.

CARRIED on the voices

S&F1903/02

DISCLOSURES OF INTEREST

Cr Gibb advised members of the Committee that she would declare a non financial conflict of interest in item 6.3 [*Proposed Waikato District Plan – Appointment of hearing commissioners*].

Cr Fulton advised members of the Committee that he would declare a non financial conflict of interest in item 6.3 [*Proposed Waikato District Plan – Appointment of hearing commissioners*].

Cr Sedgwick advised members of the Committee that she would declare a non financial conflict of interest in item 6.3 [*Proposed Waikato District Plan – Appointment of hearing commissioners*].

His Worship the Mayor advised members of the Committee that he would declare a non financial conflict of interest in item 7.4 [*Council Controlled Organisations’ Interim Accounts*] and item PEX 3.1 [*Draft Statements of Intent for 2019/20*] both in relation to the Waikato District Wellbeing Trust section of the reports.

Cr Church advised members of the Committee that she would declare a non financial conflict of interest in item 7.4 [*Council Controlled Organisations’ Interim Accounts*] and item PEX 3.1 [*Draft Statements of Intent for 2019/20*] both in relation to the Waikato District Wellbeing Trust section of the reports.

CONFIRMATION OF MINUTES

Resolved: (Crs Sedgwick/McInally)

THAT the minutes of a meeting of the Strategy & Finance Committee held on **Wednesday 27 February 2019** be confirmed as a true and correct record of that meeting.

CARRIED on the voices

S&F1903/03

RECEIPT OF COMMITTEE MINUTES**Resolved: (Crs Bech/Sedgwick)****THAT the minutes of a meeting of the Audit & Risk Subcommittee held on Wednesday 13 March 2019 be received.****CARRIED on the voices****S&F1903/04**

Cr Patterson withdrew from the meeting at 9.04am during discussion on the above item and was not present when voting took place.

REPORTS

Waikato Enterprise Agency
Agenda Item 6.1

The report was received [*S&F1903/02 refers*] and no discussion was held.

Cr Patterson re-entered the meeting at 9.08am during discussion on the above item.

Update on National Policy Statement for Highly Productive Soils
Agenda Item 6.2

The report was received [*S&F1903/02 refers*] and taken as read. The Senior Policy Planner highlighted the following points:

- The Highly Productive Soils project was led by the Ministry for Primary Industries; and
- Waikato Regional Council was carrying out a nationwide project on highly productive soils and was investigating more accurate mapping.

The meeting adjourned at 9.19am and resumed at 9.43am.

Proposed Waikato District Plan - Appointment of hearing commissioners with an understanding of tikanga and the perspectives of local iwi/hapuu
Agenda Item 6.3

Cr Gibb declared a conflict of interest, vacated the Chair, withdrew to the public gallery and did not speak to, or vote on this item.

Cr Bech assumed the Chair for this item.

Cr Fulton declared a conflict of interest, withdrew to the public gallery and did not speak to, or vote on this item.

Cr Sedgwick declared a conflict of interest, withdrew to the public gallery and did not speak to, or vote on this item.

The report was received [*S&F1903/02 refers*] and taken as read. The RM Policy Team Leader outlined the experience and training of Commissioners for the District Plan Hearing process.

Resolved: (His Worship the Mayor/Cr Lynch)

THAT the Strategy & Finance Committee recommends to Council that, pursuant to section 34A(1) of the Resource Management Act 1991, Linda Te Aho be appointed to the Hearings Panel pool for the Proposed Waikato District Plan Stages 1 and 2 as lead independent commissioner bringing an understanding of tikanga Maaori and of the perspectives of local iwi and hapuu;

CARRIED on the voices

S&F1903/05

Resolved: (His Worship the Mayor/Cr Patterson)

THAT the Strategy & Finance Committee recommends to Council that, pursuant to section 34A(1) of the Resource Management Act 1991, Weo Maag be appointed to the Hearings Panel pool for the Proposed Waikato District Plan Stages 1 and 2 as a supporting independent commissioner bringing an understanding of tikanga Maaori and of the perspectives of local iwi and hapuu.

CARRIED on the voices

S&F1903/06

Cr Gibb resumed the Chair for the remainder of the meeting following the conclusion of Item 6.3.

Consideration of Conservation Fund Applications

Agenda Item 6.4

The report was received [*S&F1903/02 refers*] and taken as read. No discussion was held.

Resolved: (Crs Church/Smith)

THAT the Strategy & Finance Committee recommends to Council that the Conservation Fund application of \$9,000.00 from David Johnstone Pukemokemoke Bush Reserve Trust be approved in full.

CARRIED on the voices

S&F1903/07

Whatawhata Community Facility Consultation Outcome
Agenda Item 7.1

The report was received [*S&F1903/02 refers*] and taken as read. The Chief Financial Officer highlighted:

- That the acquisition and disposal strategy of Council land would be addressed in the future; and
- The Projects Team Leader was congratulated on her work with the Whatawhata community throughout the consultation process.

Resolved: (Crs Church/Bech)

THAT the Committee recommends that Council provide \$250,000 of seed funding for the project via a deficit reserve, until such time the consultation has concluded and final funding solutions can be confirmed by Council;

AND THAT the Committee recommends that Council rescind the resolution passed in 2016 (WDC1612/04/3/2) to declare the proposed hall site as surplus land;

AND FURTHER THAT the Committee will review the funding mechanisms for community facilities for both capital and operational costs to deliver better alignment across all social infrastructure projects in the district.

CARRIED on the voices

S&F1903/08

His Worship the Mayor withdrew from the meeting at 9.59am during discussion on the above item and was not present when voting took place.

Proposed Target Rate Increase for Matangi Hall – Alteration of Resolution
Agenda Item 7.2

The report was received [*S&F1903/02 refers*] and no discussion was held.

Resolved: (His Worship the Mayor/Cr Fulton)

THAT the following Strategy & Finance Committee resolution (S&F1902/07) be altered from:

THAT the Strategy & Finance Committee recommend to Council to implement the proposed increase to the annual targeted rate from \$24 to \$30 as at 1 June 2019 to support the ongoing maintenance of the Matangi Hall.

to read:

THAT the Strategy & Finance Committee recommend to Council to implement the proposed increase to the annual targeted rate from \$24 to \$30 as at 1 July 2019 to support the ongoing maintenance of the Matangi Hall.

CARRIED on the voices

S&F1903/09

His Worship the Mayor re-entered the meeting at 10.03am during discussion on the above item and was present when voting took place.

Financial Review of Key Projects
Agenda Item 7.3

The report was received [S&F1903/02 refers] and taken as read. No discussion was held.

His Worship the Mayor withdrew from the meeting at 10.05am during discussion on the above item.

Council Controlled Organisations' Interim Accounts
Agenda Item 7.4

His Worship the Mayor declared a conflict of interest, withdrew to the public gallery and did not speak to this item.

Cr Church declared a conflict of interest, withdrew to the public gallery and did not speak to this item.

The report was received [S&F1903/02 refers] and taken as read. The Chief Financial Officer highlighted the following points:

- An audited annual report is no longer required for Strada Corporation under the Local Government Act 2002; and
- The Waikato District Wellbeing Trust was a managed fund and the Council does not receive a dividend.

Financial performance summary for the period ending 28 February 2019
Agenda Item 7.5

The report was received [S&F1903/02 refers] and no discussion was held.

His Worship the Mayor re-entered the meeting at 10.10am during discussion on the above item.

Operational Budget Reviews
Agenda Item 7.6

The report was received [*S&F1903/02 refers*] and no discussion was held.

EXCLUSION OF THE PUBLIC

Agenda Item 8

Resolved: (Crs Patterson/Bech)

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

Confirmation of Minutes dated Wednesday 27 February 2019.

Receipt of Audit & Risk Committee Minutes dated Wednesday 13 March 2019.

REPORTS

a. Draft Statements of Intent for 2019/20

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

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

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

Section 48(1)(3)(d)

CARRIED on the voices

S&F1903/10

Resolutions S&F1903/11 – S&F1903/14 are contained in the public excluded section of these minutes.

There being no further business the meeting was declared closed at 10.20am.

Minutes approved and confirmed this day of 2019.

JM Gibb
CHAIRPERSON

Open Meeting

To	Infrastructure Committee
From	Gavin Ion Chief Executive
Date	28 March 2019
Prepared by	Lynette Wainwright Committee Secretary
Chief Executive Approved	Y
Reference #	GOV1318
Report Title	Receipt of Infrastructure Committee Minutes

I. EXECUTIVE SUMMARY

To receive the minutes of a meeting of the Infrastructure Committee held on Tuesday 26 March 2019.

2. RECOMMENDATION

THAT the minutes of the Infrastructure Committee meeting held on Tuesday 26 March 2019 be received;

AND THAT the following become resolutions of Council:

Request to rename a portion of Kimihia Road affected by the Waikato Expressway Construction – INF1903/04

THAT the Infrastructure Committee recommends to Council that a portion of Kimihia Road, Huntly (as highlighted yellow on the map attached in the Committee agenda) be renamed Kimihia East Road.

Proposed Road Names for the B Smythe Subdivision at 600 Onewhero-Tuakau Bridge Road – INF1903/05

THAT the Infrastructure Committee approve and recommend to Council the following road names for the B Smythe Subdivision at 600 Onewhero-Tuakau Bridge Road:

- **Road 1: School House Road, and**
- **Road 2: Old Sheeppark Lane.**

3. ATTACHMENTS

INF Committee Minutes – 26 March 2019

MINUTES for a meeting of the Infrastructure Committee of the Waikato District Council held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **TUESDAY 26 MARCH 2019** commencing at **9.00am**.

Present:

Cr DW Fulton (Chairperson)
His Worship the Mayor Mr AM Sanson [*from 9.10am until 10.23am and from 10.33am*]
Cr A Bech
Cr JA Church
Cr JM Gibb
Cr S Henderson
Cr SD Lynch
Cr RC McGuire [*until 10.39am and from 11.05am*]
Cr FM McNally
Cr BL Main
Cr EM Patterson
Cr JD Sedgwick
Cr NMD Smith
Cr LR Thomson

Attending:

Mr G Ion (Chief Executive)
Mr R MacCulloch (Deputy General Manager Service Delivery)
Mr B Stringer (Democracy Manager)
Mrs LM Wainwright (Committee Secretary)
Ms M May (Parks & Facilities Manager)
Mr P McPherson (Acting Programme Delivery Manager)
Mr K Pavlovich (Waters Manager)
Mr G Dela Rue (Acting Roding Manager)
Ms J Bishop (Contracts & Partnering Manager)
Mr G Bellamy (Safety Engineer – Roding)
Mr J Brown (Communications Officer)

Mr R Haynes (Resident of Rataroa Road)
Mr P Roberts (Resident of Rataroa Road)
Mr M Van Houtte (Resident of Rataroa Road)
Ms E Wilson (Waikato Times)

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Crs Fulton/Sedgwick)

THAT an apology for lateness be received from His Worship the Mayor Mr AM Sanson.

CARRIED on the voices

INF1903/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Crs Fulton/Church)

THAT the agenda for a meeting of the Infrastructure Committee held on Tuesday 26 March 2019 be confirmed and all items therein be considered in open meeting;

AND THAT all reports be received.

CARRIED on the voices

INF1903/02

DISCLOSURES OF INTEREST

There were no disclosures of interest.

CONFIRMATION OF MINUTES

Resolved: (Crs McNally/Gibb)

THAT the minutes of a meeting of the Infrastructure Committee held on Tuesday 26 February 2019 be confirmed as a true and correct record of that meeting.

CARRIED on the voices

INF1903/03

REPORTS

Service Delivery Report for March 2019
Agenda Item 5.1

The report was received [*INF1903/02 refers*] and discussion was held on the following points:

- Dashboards tracking progress of significant infrastructure operations and projects were currently being reviewed and would be presented to the next Committee meeting.

- Onewhero Reserve Wastewater Treatment Upgrade – the Council is monitoring demand on the system.
- Community Projects – Water. Pressure testing had been completed on the new Huntly to Hopuhopu Pipeline and no problems had been encountered.
- Huntly Railway Station Upgrade. His Worship the Mayor requested that the CCTV system be the same as the system being installed in the Huntly township.
- Enhanced Bus Services. Staff would provide an update on the start date of the Pokeno service to Committee members.
- Current projects and communications with the NZTA were discussed.

His Worship the Mayor entered the meeting at 9.10am during discussion on Item 5.1.

Item 5.1 was adjourned at 9.47am to allow the Committee to hear from the residents of Rataroa Road.

Petition from residents of Rataroa Road

Agenda Item 5.2

The report was received [*INF1903/02 refers*] and taken as read. Residents from Rataroa Road answered questions of the Committee and the following points were highlighted:

- Effect of dust on residents' property and health.
- The width of the road was not suitable for trucks and cars passing.
- Corrugation of the road had not been addressed.
- Water tables on the sides of the road required cleaning.

His Worship the Mayor withdrew from the meeting at 10.23am following discussion on the above item.

Service Delivery Report for March 2019

Agenda Item 5.1 continued

The following additional matters were discussed:

- Mercer Ferry Road Bridge. Council identified structural issues with under-capacity in the halving joints of the bridge. Council would be re-posting the bridge at 80% of Class I with 10km/hr speed limit. This would be in place until design and physical works are procured to strengthen the bridge which was expected to take up to 6 to months. Key traffic industry contacts had been notified. Further industry brief and

stakeholder notification, including information to Elected Members would be supplied.

- Hamilton Car Rally. Hamilton Car Club submitted an application for a car rally in the Raglan area for 26 May 2019. If approved, the rally would temporarily close Ruapuke Road between Te Mata Road and Waimaunga Road. The application and traffic management plan were being assessed. Staff would consider a process to report their recommendation on the application to the Committee in the absence of a Committee meeting during April.

His Worship the Mayor re-entered the meeting at 10.33am during discussion on the above item.

Cr McGuire withdrew from the meeting at 10.39am following discussion on the above item.

The meeting adjourned at 10.39am and resumed at 11.03am.

Request to rename a portion of Kimihia Road affected by the Waikato Expressway Construction

Agenda Item 5.3

The report was received [*INF1903/02 refers*] and discussion was held.

Resolved: (Crs Lynch/Sedgwick)

THAT the Infrastructure Committee recommends to Council that a portion of Kimihia Road, Huntly (as highlighted yellow on the map attached in the agenda) be renamed Kimihia East Road.

CARRIED on the voices

INF1903/04

Cr McGuire re-entered the meeting at 11.05am during discussion on the above item.

Proposed Road Names for the B Smythe Subdivision at 600 Onewhero-Tuakau Bridge Road
Agenda Item 5.4

The report was received [*INF1903/02 refers*] and no discussion was held.

Resolved: (Crs Church/McGuire)

THAT the Infrastructure Committee approve and recommend to Council the following road names for the B Smythe Subdivision at 600 Onewhero-Tuakau Bridge Road:

- **Road 1: School House Road, and**
- **Road 2: Old Sheeppark Lane.**

CARRIED on the voices

INF1903/05

There being no further business the meeting was declared closed at 11.10am.

Minutes approved and confirmed this day of 2019.

DW Fulton
CHAIRPERSON

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	12 March 2019
Prepared by	Wanda Wright Committee Secretary
Chief Executive Approved	Y
Reference #	GOV1301
Report Title	Receipt of Minutes – Discretionary & Funding Committee

1. EXECUTIVE SUMMARY

To receive the minutes of the Discretionary & Funding Committee meeting held on Monday 11 March 2019.

2. RECOMMENDATION

THAT the minutes of the meeting of the Discretionary & Funding Committee held on Monday 11 March 2019 be received.

3. ATTACHMENTS

D&F Committee Minutes - 11 March 2019

MINUTES of a meeting of the Discretionary & Funding Committee held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **MONDAY 11 MARCH 2019** commencing at **9.00 am.**

Present:

Cr SD Lynch (Chairperson)
His Worship the Mayor, Mr AM Sanson
Cr RC McGuire
Cr DW Fulton
Cr SL Henderson [from 9.06am]
Cr LR Thomson

Attending:

Mrs W Wright (Committee Secretary)
Mr N Johnston (Funding & Partnership Manager)
Mrs L van den Bemd (Community Development Adviser)
Ms A Taylor (Number 8 Network Group)
Mr C Rollitt (President, Ngaruawahia RSA Memorial Club Inc.)
Ms N McCathie (Raglan Returned & Services Association)
Ms D Lovell (Chair, Taupiri Community Board)
3 Member of Staff

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Crs Lynch/Thomson)

THAT an apology for lateness be received from Cr Henderson.

CARRIED on the voices

D&F1903/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Crs Lynch/Main)

THAT the agenda for a meeting of the Discretionary & Funding Committee held on Monday 11 March 2019 be confirmed and all items therein be considered in open meeting;

AND THAT all reports be received.

CARRIED on the voices

D&F1903/02

DISCLOSURES OF INTEREST

There were no disclosures of interest.

CONFIRMATION OF MINUTES

Resolved: (Crs Lynch/Thomson)

THAT the minutes of a meeting of the Discretionary & Funding Committee held on Monday 12 November 2018 be confirmed as a true and correct record of that meeting.

CARRIED on the voices

D&F1903/03

REPORTS

Summary of Movements in Discretionary Funds to 15 February 2019
Agenda Item 5.1

The report was received [D&F1903/02 refers] and discussion was held.

Summary of Current Grant Requests as at 30 January 2019
Agenda Item 5.2

The report was received [D&F1903/02 refers] and discussion was held.

APPLICATIONS FOR FUNDING – RURAL WARD

The following applicants were present to answer questions from the committee:

- Number 8 Network Group – Annette Taylor

Cr Henderson entered the meeting at 9.06am during discussion on the above item.

FUNDING APPLICATIONS – EVENTS

The following applicants were present to answer questions from the committee:

- Ngaruawahia RSA Memorial Club Inc – Chris Rollitt
- Ngaruawahia ANZAC Day Civic Service – Mayor Allan Sanson
- Raglan Returned & Services Associations Inc. – Noleen McCathie
- Taupiri Community Board – Dorothy Lovell
- Onewhero-Tuakau Community Board – Councillor Main

The meeting adjourned at 9.32am and resumed at 9.50am.

APPLICATIONS FOR FUNDING – RURAL WARD DECISIONS

Number 8 Network Group
Agenda Item 6.1

The report was received [D&F1903/02 refers] and discussion was held.

Resolved: (Crs McGuire/Henderson)

THAT an allocation of \$4,996.98 be made to the Number 8 Network Group towards the cost of the rural newspaper “Home Range”.

CARRIED on the voices

D&F1903/04

FUNDING APPLICATIONS – EVENTS DECISIONS

Ngaruawahia RSA Memorial Club Inc.
Agenda Item 7.1

The report was received [D&F1903/02 refers] and discussion was held.

Resolved: (Crs Fulton/Main)

THAT an allocation of \$3,600.00 is made to the Ngaruawahia RSA Memorial Club Inc. towards the cost of the Ngaruawahia ANZAC Day Commemorations excluding the cost of the flags;

AND THAT the cost of the flags applied for in this application for the amount of \$2,250.00 will be redirected to the Ngaruawahia Community Board.

CARRIED on the voices

D&F1903/05

Ngaruawahia ANZAC Day Civic Service
Agenda Item 7.2

The report was received [D&F1903/02 refers] and discussion was held.

Resolved: (Crs McGuire/Fulton)

THAT an allocation of \$1,927.56 is made to the Ngaruawahia ANZAC Day Civic Service towards the cost of funding the Ngaruawahia ANZAC Day Civic Service.

CARRIED on the voices

D&F1903/06

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	1 April 2019
Prepared by	Wanda Wright Committee Secretary
Chief Executive Approved	Y
Reference #	GOV1301
Report Title	Receipt of Minutes of Creative Communities Scheme Assessment Committee Minutes

1. EXECUTIVE SUMMARY

To receive the minutes of the Creative Communities Scheme Assessment Committee meeting held on Thursday 28 March 2019.

2. RECOMMENDATION

THAT the minutes of the meeting of the Creative Communities Scheme Assessment Committee meeting held on Thursday 28 March 2019 be received.

3. ATTACHMENTS

CCS Committee Minutes – 28 March 2019

MINUTES of a meeting of the Creative Communities Assessment Scheme Committee held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **THURSDAY 28 MARCH 2019** commencing at **10.00am**.

Present:

Cr R McGuire (Chairperson)
Ms C du Bosky
Cr S Henderson
Ms C Lang
Ms J Muru
Ms M Soanes
Ms M Turner

Attending:

Mrs L van den Bemd (Community Development Co-ordinator)
Mr A Mooar (Raglan Radio)
Mrs W Wright (Committee Secretary)
Ms D King (Raglan Community Arts Council – Busker Festival)
Ms K Campbell (Raglan Community Arts Council – Kids Clay Workshops)
Ms M Allan (Cutting Edge Textiles – Screen Printing Workshop)
Ms J Rowland (Twin Rivers Arts Centre – Mini Album)
Ms J Rowland (Twin Rivers Arts Centre – Acrylic Painting Classes)
Ms J Rowland (Twin Rivers Arts Centre – Community Public Art Piece)
Ms J Stevens (Twin Rivers Arts Centre – Community Capacity Building Phase 2 Development)
Ms E Shead and Ms V Kemp (Friendship House – Creative Huntly)

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Ms Lang/Ms Turner)

THAT an apology be received from Ms Abraham.

CARRIED on the voices

CCSI903/01

CONFIRMATION OF STATUS OF AGENDA

Resolved: (Ms Muru/Ms Du Bosky)

THAT the agenda for a meeting of the Creative Communities Assessment Scheme Committee held on Thursday 28 March 2019 be confirmed and all items therein be considered in open meeting;

AND THAT in accordance with **Standing Order 9.12** the **Committee** resolves that the following item be added to the agenda given the **Committee** only meets twice a year:

- **Raglan Arts Film Festival 2019 (Agenda Item 5.11)**

CARRIED on the voices

CCSI903/02

DISCLOSURES OF INTEREST

Ms Soanes advised members of the Committee that she would declare a non financial conflict of interest in items 5.2 [*Raglan Community Arts Council – Busker Festival*], 5.3 [*Raglan Community Arts Council – Kids Clay Workshop*] and 5.11, [*Raglan Community Arts Council – Raglan Arts Film Festival 2019*].

CONFIRMATION OF MINUTES

Resolved: (Ms Lang/Ms Soanes)

THAT the minutes of a meeting of the **Creative Communities Assessment Scheme Committee** held on **Thursday 13 September 2018** be confirmed as a true and correct record of that meeting.

CARRIED on the voices

CCSI903/03

CREATIVE COMMUNITIES SCHEME ASSESSMENTS

Application for Funding – Raglan Radio
Agenda Item 5.1

Tabled Item: Raglan Radio Powerpoint

Mr Aaron Mooar spoke to his application. He highlighted that:

- Raglan Community Radio had been going for 25 years.
- The 25-year anniversary celebration would be an opportunity to promote the younger bands that are currently in Raglan.
- A competition would enable support acts involving young bands to get airplay for an audience vote.

Application for Funding – Raglan Community Arts Council – Busker Festival
Agenda Item 5.2

Ms Soanes declared a conflict of interest, withdrew to the gallery, did not speak to, or vote on this item.

Ms Deb King spoke to her application and answered questions of the Committee. The following points were highlighted:

- An increased amount of tourists in Raglan had been observed by organisers during this time of the year .
- No children under the age of 7 years would be allowed to enter the competition.
- The aim was to involve local residents including the Raglan Radio Station.

Application for Funding – Raglan Community Arts Council – Kids Clay Workshop
Agenda Item 5.3

Ms Soanes declared a conflict of interest, withdrew to the gallery, did not speak to, or vote on this item.

Ms Jaqueline Anderson introduced herself and Ms Karron Campbell, the tutor of these workshops. The following points were highlighted:

- Accountability was given on three projects - Ocean Delight, Winter Magic and Spring has Sprung
- There were 10 students per class, with a waiting list which rolled over to the next period of classes.
- Approximately 15% of children attending returned to subsequent workshops.
- Children attending reflected the diversity of Raglan.
- Demand remained high for these workshops. The Arts Council was intending to approach local business to obtain additional funding as it considered introducing intermediate age workshops.

Agenda Item 5.11 was then considered by the Committee.

Application for Funding – Raglan Community Arts Council – Raglan Arts Film Festival 2019
Agenda Item 5.11

Ms Soanes declared a conflict of interest, withdrew to the gallery, did not speak to, or vote on this item.

Tabled Item: Video clip from Raglan Film Festival 2018

Ms Anderson presentated her application and showed a video as part of the Accountability feedback. She noted:

- The community created their own films on phones or other devices. These are showcased during the evening.
- The evening event had moved to the local Town Hall due to increased interest.
- Participants signed consent forms to permit publication of their films for social media.
- The awards evening was greatly supported by the community.

Application for Funding – Cutting Edge Textiles – Screen Printing Workshop

Agenda Item 5.4

Ms Margherita Allan introduced herself.

Accountability was given for previous funding received by the applicant:

- Cutting Edge Textiles was a small group that met monthly. It applied for funding twice a year to enable higher subsidised mediums to be presented at a variety of community workshops.
- Five to eight attendees per class are from the Waikato District, with increased interest from across the North Island. Five to 25 participants attended monthly.

Speaking to her application, Margherita referred to the “Breakdown and Deconstructed” screenprinting as a new and innovative way of printing on fabric.

Application for Funding – Twin Rivers Community Art Centre – Mini Album Classes

Agenda Item 5.5

Tabled Item: Highlights from 2018 Powerpoint

Ms Stevens introduced Ms Rowland and her role in the organisation.

Ms Rowland explained what the classes entailed.

Application for Funding – Twin Rivers Community Art Centre – Acrylic Painting Classes

Agenda Item 5.6

Ms Rowland explained what the classes entailed and showed examples of work previously completed by participants.

Application for Funding – Twin Rivers Community Art Centre – Community Public Art Piece

Agenda Item 5.7

Ms Rowland explained that the Art Centre intended to work with the community to create and develop a themed outdoor mural that would be displayed publically.

Application for Funding – Twin Rivers Community Art Centre – School Holiday Programme

Term 1 & 2

Agenda Item 5.8

Ms Rowland mentioned that the Art Centre would use a representative from the Waikato Society of Potters to develop a Matariki Maaori-themed project for the participants.

Application for Funding – Twin Rivers Community Art Centre – Community Capacity Building Phase 2 Development

Agenda Item 5.9

Ms Stevens gave an overview of the Capacity Building Programme funded in September 2017, carried out in 2018. She spoke on the following:

- A contractor assisted with development of future-proofed operational/facilities, policies and procedures.
- The Centre developed their financial system and increased their networking capability with other arts-focused groups.
- The Centre developed a social media plan to promote the brand and presence of Twin Rivers Arts Centre for the Ngaruawahia community and surrounding districts.
- A new governance team was established to build upon the communal strengths within the group

Application for Funding – Friendship House Huntly Community Charitable Trust – Creative Huntly

Agenda Item 5.10

Ms Evelyn Shead and Ms Victoria Kemp presented a powerpoint in support of their Accountability feedback. Pictures were shown of Hand Building Clay, Mosaics, Flax Weaving, Bead Jewellery Making etc. The following was highlighted:

- Friendship House was looking for alternative funding streams.
- Arts Huntly had developed a new Placemaking programme for the CBD of Huntly.
- Class numbers were in high demand.
- New workshop facilities were being investigated; the new upgraded Huntly Memorial Hall looked favourable.

The meeting adjourned at 11.23am and resumed at 11.54am.

REPORTS

Project Accountability Forms

Agenda Item 6.1

Tabled Item: Letter from Mr Gallagher

The Committee noted previous discussions in relation to reminding regular applicants on the Committee's criteria of funding new and diverse applications from across the District.

The Community Development Adviser:

- Presented a letter from Mr Rodger Gallagher, on behalf of Raglan Community Arts Centre, in relation to seeking other funding streams to assist for ongoing workshops
- Advised that she would discuss other funding options to assist these types of applications with Mr Gallagher.

Resolved: (Ms Muru/Ms Soanes)

THAT the report from the General Manager Community Growth be received;

AND THAT the Creative Communities Scheme Assessment Committee notes that the following amounts have been spent:

Twin Rivers Community Art Centre	Community art based workshops Round two 11 April 2017	\$8,900.00
Tuahana Clark	Publish a resource book Round one 14 September 2017	\$791.20
Friendship House Huntly – Huntly Arts	Capacity building Round one 14 September 2017	\$6,300.00
Raglan Community Arts Council	Raglan Arts Weekend Round one 14 September 2017	\$2,847.00
Raglan Community Arts Council	Kids Clay Round one 14 September 2017	\$3,000.00
Twin Rivers Community Art Centre	Capacity building Round one 14 September 2017	\$8,320.00
Twin Rivers Community Art Centre	Community art based workshops Round one 14 September 2017	\$5,235.43
Cutting Edge Textiles	Community art based workshops Round one 13 September 2018	\$795.00
Art @ the Port	Tell me a Story Round two 29 March 2018	\$1,632.79
Whaingaroa Youth Movement	Sign of the Times theatre /dance Round two 29 March 2018	\$3,000.00
Raglan Community Arts Council	Pilot programme delivery is due for completion. Report to be filed in the July 2019 round.	\$0

CARRIED on the voices

CCSI903/04

Progress/Results of Previous Applications
Agenda Item 6.2

Resolved: (Ms Lang/Cr Henderson)

THAT the report from the General Manager Community Growth be received.

CARRIED on the voices

CCSI903/05

Creative Communities Scheme Assessments (Results)

Agenda Item 6.3

Ms Soanes declared a conflict of interest, withdrew from the room did not speak to, or vote on this item.

Resolved: (Ms Lang/Ms Du Bosky)

THAT the Creative Communities Scheme Assessment Committee gave consideration to all applications and allocated funding as follows:

Name of group and description of what money is for:

Raglan Radio	\$2,006.52
Raglan Community Arts Council – Busker Festival	\$1,640.00
Raglan Community Arts Council – Kids Clay Workshops (<i>subject to the proviso below (ref CCS1903/07)</i>)	\$2,000.00
Raglan Community Arts Council – Film Festival 2019	\$3,000.00
Cutting Edge Textiles – Screen Printing Workshop (<i>subject to the proviso below (ref CCS1903/08)</i>)	\$855.00
Twin Rivers Arts Centre – Mini Album	\$436.00
Twin Rivers Arts Centre – Acrylic Painting Classes	\$283.95
Twin Rivers Arts Centre – Holiday Programme Term 1 & 2	500.00
Twin Rivers Arts Centre – Community Public Art Piece	\$2,375.39
Twin Rivers Arts Centre – Community Capacity Building Phase 2 Development	\$9,233.75
Friendship House – Creative Huntly	\$4,570.50
Total	\$26,901.11
<u>CARRIED on the voices</u>	CCS1903/06

Raglan Community Arts Council – Kids Clay Workshops

Agenda Item 5.3

Resolved: (Ms Lang/Ms Du Bosky)

THAT the allocation of \$2,000.00 (ref CCS1903/06) be made to Raglan Community Arts Council – Kids Clay Workshops on the proviso that they seek alternative funding for the balance;

AND THAT that this amount only get paid once evidence of such alternative funding had been received.

CARRIED on the voices **CCS1903/07**

Open Meeting

To	Waikato District Council
From	Clive Morgan General Manager Community Growth
Date	26 March 2019
Prepared by	Vishal Ramduny Strategic Projects Manager
Chief Executive Approved	Y
Reference #	GOV1318 / 2210026
Report Title	Waikato Plan Leadership Committee – Open Minutes held 3 December 2018

1. EXECUTIVE SUMMARY

The purpose of the report is to provide Council with the Minutes of the Waikato Plan Leadership Committee held 3 December 2018.

2. RECOMMENDATION

THAT the report from the General Manager Community Growth be received.

3. ATTACHMENTS

Waikato Plan Leadership Committee – Open Minutes - 3 December 2018



Waikato Plan Leadership Committee
OPEN MINUTES

Minutes of a meeting of the Waikato Plan Leadership Committee held on 3 December 2018 at 1.00pm in the Waikato Regional Council Chambers, 401 Grey Street, Hamilton East.

Present

Co-Chair	B Gatenby
Co-Chair & Waikato-Tainui Representative	R Schaafhausen
Deputy Co-Chair	Mayor B Hanna
Deputy Co-Chair & Maniapoto Representative	Weo Maag
Future Proof Sub-region	Mayor A Sanson
Southern Sub-region	Mayor B Hanna
Eastern Sub-region	Cr Toby Adams
Business/ Community Members	L Ieremia D Fisher
Te Arawa	E Berryman-Kamp
Waikato District Health Board	P Mahood
New Zealand Transport Agency	P McLean
Ministry of Social Development	M Pemerika
In Attendance	
Waikato Regional Council	V Payne – Chief Executive J Bromley – Waikato Plan Transition Manager G Dawson – Democracy Advisor

SECTION A: COMMITTEE HAS DELEGATED AUTHORITY TO MAKE DECISION**Welcome and Opening Karakia**

(Agenda Item 1)

The Co-Chair (B Gatenby) welcomed everyone present and the Chief Executive of the Waikato Regional Council (V Payne) opened the meeting with a karakia.

Apologies

(Agenda Item 2)

E Berryman-Kamp moved/W Maag seconded.

WPLC18/11

RESOLVED

THAT the apologies from Councillor Alan Livingston, Mayor Andrew King, Vanessa Eparaima, Kathy Mansell for absence, and Ruku Schaafhausen for lateness, be accepted.

The motion was put and carried (WPLC18/11)

Confirmation of Agenda

(Agenda Item 3)

B Gatenby moved/E Berryman-Kamp seconded.

WPLC18/12

RESOLVED

THAT the agenda of the meeting of the Waikato Plan Leadership Committee of 3 December 2018, as circulated, be confirmed as the business for the meeting.

The motion was put and carried (WPLC18/12)

Disclosures of Interest

(Agenda Item 4)

There were no disclosures of interest.

Confirmation of Minutes from the Previous Meeting of the Committee

(Agenda Item 5) Doc #13228146

There were no amendments recommended and the minutes were taken as a true and accurate record.

It was suggested and agreed that it would be helpful for all stakeholders to be able to see the other officials and attendees that attended the meeting. It was agreed that attendees would be included on the front page of the next set of minutes.

Mayor B Hanna moved/ E Berryman-Kamp seconded.

WPLC18/13

RESOLVED

THAT the minutes from the 15 October 2018 meeting of the Waikato Plan Leadership Committee be received, and accepted as a true and accurate record.

The motion was put and carried (WPLC18/13)

It was noted that at the last meeting of the Committee, quorum was lost in last part and the Committee was unable to receive a report that had been presented. It was agreed that the report be received now that the Committee had reconvened and had quorum. The motion was put and carried.

L Jeremia moved/E Berryman-Kamp seconded.

WPLC18/14

RESOLVED

THAT the update on the 'Hamilton to Auckland Corridor Plan update' (Doc # 13153880 dated 03 October 2018) be received.

The motion was put and carried (WPLC18/14)

With consent of the meeting, the agenda was amended to allow for the late arrival of R Schaafhausen.

Appointment of Ministry for Business, Innovation, and Employment Non-Voting Member

(Agenda Item 7) Doc #13421484

This report was presented by the Waikato Plan Transition Manager (J Bromley). The report advised the Committee of the appointment process for members, and the various roles of voting and non-voting members, in relation to the Terms of Reference for the Committee. The appointment process was undertaken by the Committee.

The following matters were raised:

- The role of the Ministry for Business, Innovation, and Employment at all levels of government was described and discussed.
- The opportunities for collaboration between all central and local government agencies was discussed.

W Maag moved/ D Fisher seconded.

WPLC18/15

RESOLVED

1. **THAT the report 'New non-voting member of the Waikato Plan Leadership Committee (Doc # 13421484 dated 22 November 2018) be received.**
2. **THAT the Ministry for Business, Innovation and Employment be a non-voting member of the Waikato Plan Leadership Committee.**
3. **THAT Kathy Mansell from the Ministry for Business, Innovation and Employment be confirmed as the member representative on the Waikato Plan Leadership Committee.**

The motion was put and carried (WPLC18/15)

Overview and Progress of the Waikato Plan 2017- 2018

(Agenda Item 8) Doc #13420568

This report was presented by the Waikato Plan Transition Manager (J Bromley). The report updated the Committee on the milestones that had been achieved to date.

The following matters were raised:

- It was noted that the Plan had worked towards the progression of positive outcomes for the Waikato region, and that the future work programme will build on previous achievements. Projects noted included the anti-meth programme and the Waipa Heritage Trail project.

R Schaafhausen joined the meeting at 1.15pm.

- It was noted that the Virtual Health project is ongoing and would be developed further by the Waikato District Health Board.

Mayor B Hanna moved/ E Berryman-Kamp seconded.

WPLC18/16

RESOLVED

THAT the report "An Overview and Update of the Progress of the Waikato Plan for 2017-2018 (Doc #13420568 dated 22 November 2018) be received.

The motion was put and carried (WPLC18/16)

Appointment of Co-Chair and Deputy Co-Chair from Iwi

(Agenda Item 6) Doc #13421585

This report was presented by the Waikato Plan Transition Manager (J Bromley). The report advised the Committee of the appointment process for Iwi members, and the various roles of voting and non-voting members, in relation to the Terms of Reference for the Committee. The appointment process was undertaken by the Committee.

The following matters were raised:

- It was noted that Iwi play an important part in the effective implementation of the plan.
- The appointed members were introduced and a vote for each vacant position taken.

The Committee moved to receive the report.

R Schaafhausen moved/Mayor B Hanna seconded.

WPLC18/17

RESOLVED

THAT the report 'Appointment of Co-Chair and Deputy Co-Chair from Iwi' (Doc # 13421585 dated 22 November 2018) be received.

The motion was put and carried (WPLC18/17)

Eugene Berryman-Kamp nominated Rukumoana Schaafhausen as Iwi Co-Chair for the Committee. Weo Maag seconded the nomination.

E Berryman-Kamp moved/W Maag seconded.

WPLC18/18

RESOLVED

THAT Rukumoana Schaafhausen be confirmed as the Co-Chair of the Waikato Plan Leadership Committee.

The motion was put and carried (WPLC18/18)

R Schaafhausen nominated Weo Maag as Iwi Deputy Co-Chair. Eugene Berryman-Kamp seconded the nomination.

R Schaafhausen moved/E Berryman-Kamp seconded.

WPLC18/19

RESOLVED

THAT Weo Maag be confirmed as the Deputy Co-Chair of the Waikato Plan Leadership Committee.

The motion was put and carried (WPLC18/19)

The new appointees were congratulated by the Committee.

Waikato Plan Project Refresh Update

(Agenda Item 9) Doc #13419430

This report was presented by the Waikato Plan Transition Manager (J Bromley). The report updated the Committee on the progress to date on refresh of the Waikato Plan since the previous meeting of the Committee.

The following matters were raised:

- The reforms to the governance structure of the Plan to date was described and discussed.
- It was noted that the terms of reference and assessment framework for the Committee and other decision making entities such as the Chief Executives Advisory Group, were in the process of being developed and the matter was ongoing.
- The political, financial and social opportunities and challenges of the implementation of the Plan was described and discussed. It was noted that there is wide support across the Waikato region and the need to collaborate in a meaningful way was emphasised.
- It was noted that a communications plan which will highlight the progress to date, key milestones, and successful outcomes was being developed. The need to tell a positive story of the Plan was emphasised along with the need to demonstrate value for money and genuine public good.
- The work between Central Government and Local Government was discussed. It was noted that Central Government is aware of the Plan and is it has indicated that it is willing to journey and collaborate, where appropriate, with the Waikato region in its implementation.

W Maag moved/Mayor B Hanna seconded.

WPLC18/20

RESOLVED

That the report 'Waikato Plan Project Refresh Update' (Doc # 13419430 dated 22 November 2018) be received.

The motion was put and carried (WPLC18/20)

Progress of the 2018 Priority Projects

(Agenda Item 10) Doc #13421456

This report was presented by the Waikato Plan Transition Manager (J Bromley). The report updated the Committee on the progress to date of the priority projects for 2018.

The following matters were raised:

- The Housing Stocktake Project was discussed. It was noted that the project had progressed well, with a range of positive outcomes achieved to date. The ongoing collaboration and sharing data was highlighted, along with the genuine cross sector and party support that the project has received to date through consultation rounds and other activities.
- The Youth Development Project was discussed. It was noted that the aim of the Project is connect agencies, groups, and communities working in the sector, which would enable the Sector to achieve greater outcomes for young people in the Waikato region as it progressed.
- The Mental Health Project was discussed. It was noted that the Project is still in an early predatory stages pending the recommendations and finding from the Ministers review of the mental health sector.

- It was noted that the Waikato District Health Board have submitted a proposal to the Ministry of Health on the subject, and that it presented the Committee with opportunities for involvement.
- It was noted that a visual diagram that demonstrated how the three mentioned projects, and the other aspect of the Plan, were connected and fit together.
- The issue of the high rates of drug use and the negative impact that it has on the Waikato region was discussed. It was noted that the Committee may make a statement on the matter in the future, pending further information and advice from District Health Board officials in February 2019.

B Gatenby moved/E Berryman-Kamp seconded.

WPLC18/21

RESOLVED

THAT the report 'Progress of the 2018 Priority Projects' (Doc # 13421456 dated 22 November 2018) be received.

The motion was put and carried (WPLC18/21)

Te Waka Update

(Agenda Item 11) Doc #13421456

The presentation updated the Committee on the activities and progress to date of Te Waka.

The following matters were raised:

- It was noted that the role of Te Waka was to provide advice to all sectors and stakeholders and to connect them, to enable a connected, collaborative, and strategic approach to the development and implementation of development plans.
- It was noted that Te Waka played an important facilitator role in the regional development and need to work in partnership and collaboration.
- It was noted that agency had progressed well to date and achieved a number of successes with stakeholders, with plans such as the South Waikato Sub-region development plan and the Maori Business Action Plan being discussed as examples of the positive outcomes to date.
- The Provincial Growth Fund was discussed. It was noted that there is a need to focus on large projects or pull together a number of small project to create large collaborative projects. Along with the need to carefully examine the criteria for successful projects.

Cr T Adams moved/ R Schaafhausen seconded.

WPLC18/22

RESOLVED

THAT the 'Te Waka: Anga Whakamua Waikato (Waikato Moving Forward) - Waikato Regional Economic Development Agency update'(Doc # 13436830 dated 22 November 2018) be received.

The motion was put and carried (WPLC18/22)

Cycleways

(Agenda Item 12) Doc #13437296

This report was introduced by the Waikato Plan Transition Manager (J Bromley), and presented by the staff from Te Waka as noted above in Agenda Item 11. The report updated and informed the Committee on the cycleway network project and sought the support for the project from Committee.

The following matters were raised:

- It was noted that expanding and further developing the existing network would have positive outcomes for the Waikato region, and that the existing network has high usage rates to date, that provide a strong indicator that the expansion of the network would be a good investment for the region.

R Schaafhausen left the meeting at 2.50pm.

- It was noted that it important to tell the story of the experiences that the cycleway and to communicate and/or promote the stories in a strategic and meaningful manner.
- The need to secure sustainable and durable funding and resourcing was discussed. It was noted that there was need to ensure that visitors to the region had attractions or reasons to stay for longer periods of time.
- It was noted that the Cycleways Project integrated into the current transport plans and policies of Central and Local Government.
- It was noted that the there is a high level of collaboration between interested parties and stakeholders on the current cycleway network

D Fisher moved/Mayor B Hanna seconded.

WPLC18/20

RESOLVED

1. **THAT the report “Waikato Region Cycle Trails Network Programme Business Case Endorsement” (Doc # 13437296 dated 22 November 2018) be received.**
2. **THAT Waikato Plan Leadership Committee support the concept of the Waikato Region Cycle Trails Network.**
3. **THAT the Committee note that the local government partners will be asked to individually endorse this project.**

The motion was put and carried (WPLC18/20)

Meeting closed at 3.05pm.

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	28 March 2019
Prepared by	Wanda Wright Committee Secretary
Chief Executive Approved	Y
Reference #	GOV1303
Report Title	Receipt of Minutes – Water Governance Board

1. EXECUTIVE SUMMARY

To receive the minutes of the Water Governance Board meeting held on Friday 22 March 2019.

2. RECOMMENDATION

THAT the minutes of the meeting of the Water Governance Board meeting held on Friday 22 March 2019 be received.

3. ATTACHMENTS

WGB Minutes - 22 March 2019

MINUTES of a meeting of the Water Governance Board Meeting of the Waikato District Council held in the Te Piringa Board Room, District Office, 15 Galileo Street, Ngaruawahia on **FRIDAY 22 MARCH 2019** commencing at **10.15am**.

Present:

Ms R Schaafhausen (Chair)
Mr D Wright
Mr G Dibley
Mr GJ Ion (Chief Executive, Waikato District Council)
Ms J Colliar (Intern) *[from 11.26am]*

Attending:

Mr I Cathcart (General Manager Service Delivery)
Mr K Pavlovich (Waters Manager)
Mrs W Wright (Committee Secretary)

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Ms Schaafhausen/Mr Wright)

THAT an apology for lateness be received from Ms Colliar.

CARRIED on the voices

WGB1903/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Ms Schaafhausen/Mr Wright)

THAT the agenda for a meeting of the Water Governance Board held on Friday 22 March 2019 be confirmed and all items therein be considered in open meeting with the exception of those items detailed at agenda item 6 which shall be discussed with the public excluded.

CARRIED

WGB1903/02

DISCLOSURES OF INTEREST

It was noted that Mr Dibley is a Board Member of Water New Zealand.

It was noted that Ms Schaafhausen is the Chair of the Freshwater Iwi Leaders Group.

It was noted that Mr Wright is the Chair of Wellington Water Limited and also a director of Waimea Water Ltd.

CONFIRMATION OF MINUTES

Resolved: (Ms Schaaufhausen/Mr Wright)

THAT the minutes of a meeting of the Water Governance Board held on Wednesday 20 February 2019 be confirmed as a true and correct record of that meeting.

CARRIED

WGBI903/03

REPORTS

Risk Assessment Update
Agenda Item 5.1

The General Manager Service Delivery took the report as read but highlighted that development agreements are put in place to reflect larger scale activities and in place of standard development contribution processes.

Resolved: (Mr Wright/Mr Dibley)

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

CARRIED

WGBI903/04

Reporting to the WGB
Agenda Item 5.2

The General Manager Service Delivery discussed the details of his report with the Board.

The table on page 12 of the agenda report is a work in progress and circulated for the purpose of discussion and feedback to inform the content of the contract.

ACTION: The Board recommended that the last column of the table be deleted (named "Required for WGB sign off as satisfactory (SO) or for information (INF)").

The Board noted:

- A need for greater transparency and attention to Health and Safety and greater visibility and jurisdiction that will align with Council and its policies.
- The Board understood it has a duty of care to ensure that all assets are operated in a safe manner.
- There is an awareness of the importance of understanding and monitoring environmental impacts and wellbeing.

Mr Dibley offered to share work that WEL Networks had done around KPI's.

Resolved: (Mr Dibley/Mr Ion)

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

AND THAT the following recommendations from the WGB be collated and added to the contract reporting structure:

- **Expanding Health and Safety reporting and noting the due diligence responsibilities the Board members have;**
- **Environment outcomes to be audited;**
- **KPI's to be added;**
- **Removing the column in the table in the report (“Required for WGB sign off as satisfactory (SO) or for information (INF)”);**
- **Preference for an independent auditor to undertake the annual audit process and**
- **Commercial reporting against the original Business Case.**

CARRIED on the voices

WGB1903/05

The meeting adjourned at 11.10am and resumed at 11.26am.

Ms Colliar entered the meeting at 11.26am during voting on the above item.

Charter for the Staff Update

Agenda Item 5.3

The following key points were raised:

- It was noted that Iwi-engagement and partnership should be added to the Charter.
- Champion environmental stewardship – it is important to consider this in the context of the vision and strategy for the Waikato River. Linkages should be made to the preparation of a Waikato Engagement Plan.
- As much as possible transfer or share the Council's Joint Management Agreement responsibilities with Watercare.

Resolved: (Mr Dibley/Mr Wright)

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

AND THAT the Charter be amended to reflect the Board's comments.

CARRIED on the voices

WGBI903/06

EXCLUSION OF THE PUBLIC

Agenda Item 6

Resolved: (Mr Ion/Mr Wright)

THAT the report from the Chief Executive be received;

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

- i. **Confirmation of Minutes dated Wednesday 20 February 2019**

REPORTS

- a. **MOU Update - verbal**

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

Section 48(1)(3)(d)

- b. **Contract Update**

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)(i)(ii)

Section 48(1)(3)(d)

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	27 March 2019
Chief Executive Approved	Y
Reference #	GOV1301
Report Title	Status of Waters Governance Board

I. EXECUTIVE SUMMARY

The Waters Governance Board (WGB) was established as a Committee of Council in July 2018. The Chief Executive has recently become aware that the WGB does not meet the strict requirements of the Local Government Act 2002 (the Act) for a Council Committee. This is because an elected member is not a member of the WGB and an employee of Council has been appointed to the Board. Neither of these matters are allowed under the Act.

Staff have investigated options and following legal advice are suggesting reclassifying the WGB as a “subordinate decision making body” under the Act. A subordinate decision making body can include an employee and does not need to include an elected member.

2. RECOMMENDATION

THAT the report from the Chief Executive be received;

AND THAT the following Council resolution (WDC1807/22) be altered, in part, from:

AND THAT pursuant to Schedule 7, clause 30 of the Local Government Act 2002, the Waters Governance Board be formed as a Committee of Council;

to read

AND THAT pursuant to Schedule 7, clause 30 of the Local Government Act 2002, the Waters Governance Board be formed as a subordinate decision-making body.

3. BACKGROUND

The Board was constituted as a Committee of Council at the Council Meeting of 9 July 2018; however the intention and aspiration is that the Board operates independently of Council and free of political influence.

The Board membership comprises four board members including three independent directors and the Chief Executive. A Board Intern has also been appointed.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

The Governance model did not intend to include an elected member for the reasons outlined above. The resolution deliberately included the Chief Executive in the composition of the committee to provide the connection and link to Council and also to ensure the accountability of the Chief Executive for the success of this arrangement.

A few weeks ago, the Chief Executive became aware that the Act's requirements for a Council Committee were not met.

Clause 31(4) of Schedule 7 of the Act provides that at least one member of a Committee must be an elected member of the local authority, and an employee of a local authority acting in the course of his or her employment may not act as a member of any committee unless that committee is a subcommittee. By constituting the Board as a committee of Council, it does not achieve what was intended at its formation, in terms of membership, or in terms of autonomy.

Even if the Chief Executive could be an 'advisor' to the committee (as an alternative option) instead of a Board member, this does not address the legislative requirement to have at least one elected member on a Council committee, which is not desired or intended for the reasons stated. The legislation is framed in mandatory terms regarding inclusion of an elected member; the Council has no discretion as to whether to include an elected member or not on a committee.

4.2 OPTIONS

As the current Board membership does not comply with Clause 30 Schedule 7 of the Act to be a Committee of Council, we have considered how the Board could be alternatively constituted with its current membership to ensure legislative compliance.

The Chief Executive has reconfirmed with Council that the requirements of independence from political influence and the involvement of the Chief Executive remain important in the formation of the WGB.

Sub-committee of Council

As an alternative, Council could constitute the Board as a sub-committee of Council. As a sub-committee the Board would need to report to a standing committee of Council, but clause 31(4) Schedule 7 of the Act does not require any member of a sub-committee to be an elected member of Council and does not preclude an employee being a member of a sub-committee. The membership of the Board could remain unchanged if appointed as a sub-committee of a standing committee of Council. Delegations to the Board would be made through the relevant standing committee, but Council could determine what delegations the committee was able to make to the Board.

The provisions of Schedule 7 of the Act and all that they entail about the calling and conduct of meetings, and the procedure at meetings would apply to a sub-committee.

This option would reduce the status of the WGB and reduce its level of influence and autonomy. This is not the preferred option.

Subordinate decision-making body

The Board could be constituted as a subordinate decision-making body. Pursuant to Clause 32(1) Schedule 7 of the Act the Council may delegate any of its responsibilities, duties, or powers (with some specified exceptions) to a subordinate decision-making body. Any collection of individuals can make up this 'body' and there are no restrictions or prohibitions in terms of the membership of such body. If the Board was constituted as a subordinate decision-making body it would be neither a committee or a subcommittee of Council, and would not be subject to those requirements around membership, or to the meetings requirements as set out in the Act or Part 7 of the Local Government Official Information and Meetings Act.

It is the staff view that the best option would be for the Board to be constituted as a subordinate decision-making body, which would enable the current membership and mode of operation to remain. If the delegations to the Board are carefully crafted, the Board will be able to undertake the work that is required.

5. CONSIDERATION

5.1 FINANCIAL

There is no change to the financial requirements for the WGB.

5.2 LEGAL

This report details the legal issues surrounding the current composition of the WGB.

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

The Council is pleased with the early progress being made by the WGB and does not want to change direction or composition.

Iwi are involved in the operation of the WGB.

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

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

Highest levels of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Tick the appropriate box/boxes and specify what it involves by providing a brief explanation of the tools which will be used to engage (refer to the project engagement plan if applicable).</i>	This matter is not significant but Councillors and now Board members have been informed.				

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

Planned	In Progress	Complete	
		✓	Internal
			Community Boards/Community Committees
			Waikato-Tainui/Local iwi (provide evidence / description of engagement and response)
			Households
			Business
			Other Please Specify

6. CONCLUSION

It is recommended that the WGB be reconstituted as a subordinate decision-making body. This will enable the Board to continue to meet its role and retain the same composition on the Board.

7. ATTACHMENTS

N/A

Open Meeting

To	Waikato District Council
From	Tony Whittaker Chief Operating Officer
Date	25 March 2019
Prepared by	Brendan Stringer Democracy Manager
Chief Executive Approved	Y
Reference #	GOV1301 / 2211418
Report Title	Changes to Waikato Local Authority Shared Services Governance Arrangements

I. EXECUTIVE SUMMARY

This report seeks Council's approval to proposed changes to the governance arrangements of Waikato Local Authority Shares Services Limited ("WLASS") and to delegate authority to effect those changes.

WLASS is currently undertaking a significant transformation to become more agile and deliver value to its shareholders early. To this end, the WLASS Board has proposed the following changes to the company's constitution:

- Reduce the size of the Board from twelve to six, comprised of:
 - An independent Chair (to be appointed by unanimous resolution of the Council Representative Directors);
 - Five Council Representative Directors:
 - i. one each from Waikato Regional and Hamilton City Councils; and
 - ii. one each from the remaining central, east and south Waikato sub-regions.
- Board appointments are for a three-year term, with the ability to re-appoint a director for a second term (i.e. maximum of six years).

It is intended that the independent Chair would receive remuneration of up to \$45,000 (plus GST and reasonable expenses), which would be subject to negotiation with the preferred candidate. The Council Representative Directors would continue to not receive remuneration for these roles.

These changes are effected through each council shareholder signing the ordinary and special resolutions set out in Appendix 2. Staff recommend that the Mayor is delegated authority to sign the shareholder resolutions on behalf of the Council, should the Council approve the proposed changes.

2. RECOMMENDATION

THAT the report from the Chief Operating Officer be received;

AND THAT the Council approves:

- a. the amendment to the constitution of Waikato Local Authority Shared Services Limited (“WCLASS”) in the manner set out in Appendix I of this report; and
- b. that WCLASS independent Chair be paid a fee for service up to \$45,000 per annum (plus reasonable costs and GST, if any);

AND FURTHER THAT the Council notes WCLASS constitution, as amended, allows the independent Chair to be appointed by unanimous agreement of the WCLASS’ Council Representative Directors;

AND FURTHER THAT the Council delegates authority:

- a. to WCLASS’s Council Representative Directors to agree a fee for service for WCLASS’ independent Chair up to the amount noted in (b) above; and
- b. to the Mayor to sign the attached special and ordinary resolutions (Appendices 1 and 2 respectively) on behalf of the Council to give effect to the above resolutions;

AND FURTHER THAT the Council support the appointment of its Chief Executive to the sub-region Council Representative Director role available to be appointed by the Waikato and Waipa District Councils.

3. BACKGROUND

At its meeting in December 2018, the WCLASS Board accepted a recommendation to reduce the size of the Board to six, with the expectation being that it would be made up of:

- an independent Chair; and
- Council Representative Directors:
 - iii. one each from Waikato Regional and Hamilton City Councils; and
 - iv. one each from the remaining central, east and south Waikato sub-regions.

WCLASS’s constitution currently requires that each of the twelve shareholding councils shall appoint one director. WCLASS’s constitution allows the remuneration, or provision of other benefits by WCLASS, to a director for services, but only where authorised by ordinary shareholder resolution.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

Board Composition

WLASS is undergoing a significant transformation, changing its operating model to be in a better position to add value for its shareholders.

A shortcoming identified with the current structure is that the board is large (twelve members), which can reduce effectiveness and/or efficiency in decision-making. It also comprises entirely of executive members (generally the Chief Executive), of the shareholding Councils. This has the potential to blur the line between governance and management, with Board decision-making potentially influenced by the individual Council rather than what is best for the collective region. Given these shortcomings the WLASS Board accepted a recommendation to reduce the size of the Board to six.

During discussion at its December 2018 meeting, several Board members supported introducing three independent directors to realise the benefit of independent thought and transformational thinking. However, the additional cost associated with a greater number of independent directors aside, there was also a perceived risk that they could make WLASS run too fast and leave stakeholders behind. It was also noted that independent thinking could be introduced via other avenues (e.g. a Board workshop facilitated by an independent person) and will come in any event from the role of the WLASS Chief Executive and Business Analyst.

Therefore, the Board resolved to support the appointment of a single independent Chair at this time but recommends a watching brief on when it is appropriate to introduce additional independents to eventually bring that number to three.

The Waipa District Council has supported the appointment of Waikato District Council's Chief Executive to the Board to fill the position appointed by our respective Councils.

Board Tenure

The proposed constitution provides for Board appointments to be for a three-year period with the ability for a person to be appointed for a second term. No person can remain a director for any longer than six years.

In order to achieve a degree of on-going continuity across the Board, it is proposed that the initial appointments be for staggered periods so that the initially appointed directors resign on a rotating basis (two after the first year, a further two after two years, and the final two after three years). In this way, four of the six directors should remain at any point in time.

Appointing the independent Chair

The draft WLASS Statement of Intent ("SOI") (as presented to the Strategy & Finance Committee at its meeting on 27 March 2019) sets out the objectives of the transformation WLASS is undergoing. A critical element is that WLASS is agile, acts at pace and delivers value to its shareholders early. The independent Chair (and reduced board numbers) is a key enabler for the transformation and for that reason WLASS wishes to proceed with the appointment as soon as practical to have the role in place on 01 July 2019.

A robust recruitment process will be undertaken for the role involving an independent agency. An initial skills assessment will be developed, including WLASS' Council Representative Directors, and used as part of the process to ensure that the right mix of skills are present across the Board.

We are seeking from the appointee, someone who has experience in chairing boards, and has been involved in change management, shared service delivery and/or transformational/disruptive thinking. They must be able to engage with key stakeholders in shareholding councils, appreciating the political environment in which WLASS operates. The timeframe to appoint is tight, but achievable. To facilitate the expeditious appointment of the independent Chair, and given the recruitment process to be undertaken, rule 13.1 a. of the proposed amendments to WLASS' constitution provides that the person can be appointed by the unanimous agreement of WLASS' Council Representative Directors.

Constitutional Change

As noted above, WLASS' constitution currently requires that each shareholder appoint a director (current rules 13 and 15.5 of the constitution are attached as Appendix 3 to this report, for information). Should shareholding councils agree with the Board's proposal regarding its composition, the constitution must therefore be changed.

The WLASS' constitution may be changed by special resolution (approved by 75% or more), of the shareholders.

The resolution attached (Appendix 1) is worded such that council representatives may, but not must, be appointed by the relevant authority(s). Doing so means that if decisions are made to increase the number of independents to three, the Board size could increase to eight, but appointing groups could choose not to appoint, to retain the size of the Board at six. A special resolution of shareholders would be required for the appointment of any further independent directors and WLASS is not seeking that resolution at this time.

Independent Chair remuneration

The constitution allows for WLASS directors to be remunerated. It is not recommended that Council Representative Directors are remunerated but it will clearly be necessary for the independent Chair.

Initial discussions with organisations, such as the Institute of Directors, indicate that for a role of this nature the market remuneration is likely to be up to \$45,000 per annum (plus expenses). This will be negotiated as part of the appointment process. However, the constitution requires that any director remuneration must be authorised by ordinary shareholder resolution. It is therefore recommended that shareholders agree to:

- the independent Chair being paid up to \$45,000 per annum (plus disbursements); and
- delegating authority to the Council Representative Directors to agree the remuneration up to this amount as part of the appointment process.

The ordinary resolution (i.e. only requiring a simple majority of shareholders) giving effect to the independent Chair recommendations is attached (Appendix 2).

Shareholder Reporting

To be effective the WLASS Board must be able to operate autonomously. However, recognising the public face of Councils it will be critical to ensure that there is appropriate reporting to, and communication with, shareholders, so that there are 'no surprises'. This will be achieved through:

- Regular shareholder forums (with Council Chief Executives) – at least three per annum;
- A requirement of the shareholder forum to produce and send a letter of expectation from shareholders to WLASS ahead of the WLASS SOI being developed in response;
- Updates at Mayoral forums; and
- Statutory reporting including WLASS's SOI and annual report.

4.2 OPTIONS

Option 1:

Council approves the proposed changes to the WLASS governance arrangements, as highlighted above, to reduce the number of directors to six. This includes the recruitment and appointment of an independent Chair, with remuneration payable up to \$45,000 (plus GST and reasonable expenses).

This option is recommended.

Option 2:

Council resolves to retain the status quo by not approving the requested changes. However, these changes could still proceed if 75% of the other council shareholders supported them.

5. CONSIDERATION

5.1 FINANCIAL

The Council's contribution towards the cost for the recruitment and appointment of an independent Chair falls within the existing operational budget. There are no other material financial considerations arising from the recommended decision.

5.2 LEGAL

The ordinary and special resolutions of WLASS' shareholders (Appendices 1 and 2) are required under the Companies Act 1993 to effect the proposed changes to the WLASS constitution and authorise the remuneration of an appointed independent Chair.

The recommendations in this report comply with the Council's legal and policy requirements.

5.3 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

Having considered the Council's Significance and Engagement Policy, the issues and recommendations discussed in this report have a low degree of significance.

Highest levels of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Tick the appropriate box/boxes and specify what it involves by providing a brief explanation of the tools which will be used to engage (refer to the project engagement plan if applicable).</i>	Other shareholding councils and key staff at WLASS will be notified of the Council's decisions.				

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 council shareholders of WLASS

6. CONCLUSION

This report seeks Council's approval to amending the constitution of WLASS to enable proposed changes to its governance arrangements. Reducing the number of Board members and providing for an independent Chair are intended to improve the WLASS' Board's effectiveness in decision-making.

7. ATTACHMENTS

- Appendix 1: Draft special resolution of WLASS' shareholders – proposed changes to the WLASS constitution
- Appendix 2: Draft ordinary resolution of WLASS' shareholders – proposed remuneration of independent Chair
- Appendix 3: Excerpt from current WLASS constitution – number of directors and Chairperson (rules 13 and 15.5)

Appendix 1

**Waikato Local Authority Shared Services Limited
("Company")**

Resolution of shareholders altering constitution

Resolved on the day of 2019 as a special resolution by all shareholders of the Company, passed by written resolution in lieu of meeting as provided in section 122 of the Companies Act 1993, that the constitution of the Company be altered by the deletion of clauses 13 (as amended by special resolution on 30 June 2011) and 15.5, and substituted with the following:

13. Appointment and Removal of Directors

13.1 Number of directors

The board shall consist of not less than three (3) and not more than eight (8) directors, of whom:

- a. one shall be appointed by unanimous resolution of the Council Representative Directors, and must be Independent;
- b. one may be appointed by Waikato Regional Council;
- c. one may be appointed by Hamilton City Council;
- d. one may be appointed by the Waikato and Waipa District Councils;
- e. one may be appointed by the Thames-Coromandel, Hauraki and Matamata-Piako District Councils;
- f. one may be appointed by the Otorohanga, Waitomo, South Waikato, Taupo and Rotorua District Councils; and

[the appointments under 13.1 b. – f. above, collectively being referred to as the Council Representative Directors]

- g. any other appointments shall be by special resolution of the shareholders.

13.2 Extended definition

For the purposes of rule 13.1:

- a. a reference to a named Authority shall include any person or body for the time being entitled to and holding the shares of that Authority in accordance with this Constitution; and
- b. a director is Independent if that person is not an executive or an elected member of a shareholder and does not have any direct or indirect relationship that could reasonably materially influence that person's decisions in relation to the Company.

13.3 Appointment and removal

A body or persons that is or are entitled to appoint a director pursuant to clause 13.1 may remove any director so appointed and appoint a replacement director.

13.4 Manner of appointment and removal

Any such appointment or removal shall be in writing and served on the company and signed by the body or persons entitled to make the appointment or removal.

13.5 Default appointment

Where any vacancy on the board has the effect of reducing the number of directors below 3, and if any body or persons entitled to appoint a replacement director fails to do so within two (2) months of the date on which the number of directors fell below 3, the board may appoint a replacement director or directors to bring the number of directors to 3. Any such appointment shall only be made at a board meeting of which 14 days' notice in writing has been given to each director and the body or person concerned, and approved by a majority of the directors present at the meeting. A director appointed under this clause will be removed upon a person next exercising their right of appointment under clause 13.1. If there is more than one director appointed under this clause on the board at any time, but less than that number are being appointed under clause 13.1, each director appointed under this clause will be replaced pursuant to the preceding sentence alphabetically.

13.6 Tenure of office

13.6.1: Other than as set out under 13.6.2, all Board terms are three years. Any Board member may be reappointed for a further term but can serve only a maximum of six years consecutively.

13.6.2: To ensure continuity of knowledge, Board terms will initially be staggered such that:

- a. on 30 June 2020, two of those persons appointed under 13.1 b. – f. shall resign (to occur in alphabetical order with reference to surname); and
- b. on 30 June 2021, a further two of those persons appointed under 13.1 b. – f. (not being those who resigned on 30 June 2020) shall resign (to occur in alphabetical order with reference to surname); and
- c. on 30 June 2022, the person appointed under 13.1 a. and the remaining person appointed under 13.1 b. – f., who has not previously resigned under a. or b. of this clause, shall resign.

13.6.3: Notwithstanding anything else in this clause, each director of the company can only hold office until:

- a. Removal: removal in accordance with the constitution; or
- b. Vacation of office: vacation of office pursuant to section 157 of the Act; or
- c. Insolvency: an arrangement or composition with creditors made by him or her; or
- d. Absence from meetings: vacation of office resulting ipso facto from being absent without permission of the board from 3 consecutive meetings of the board; or
- e. Resignation: written notice of resignation to the address for service of the company.

15.5 Chairperson

The chairperson of the board is the person appointed pursuant to clause 13.1(a). However, if no person is appointed under that clause or if at any meeting the chairperson is not present within five minutes after the time appointed for the meeting, the directors present may choose one of their number to be chairperson of the meeting.

On behalf of Hamilton City Council

On behalf of Hauraki District Council

On behalf of Matamata-Piako District Council

On behalf of Otorohanga District Council

On behalf of Rotorua Lakes Council

On behalf of South Waikato District Council

On behalf of Thames-Coromandel District Council

On behalf of Taupo District Council

On behalf of Waikato District Council

On behalf of Waikato Regional Council

On behalf of Waipa District Council

On behalf of Waitomo District Council

Appendix 2

**Waikato Local Authority Shared Services Limited
("Company")**

Resolution of shareholders remunerating Chair

Resolved on the _____ day of _____ 2019 as an ordinary resolution by all shareholders of the Company, passed by written resolution in lieu of meeting as provided in section 122 of the Companies Act 1993, that:

1. An independent person appointed under the Company's constitution to hold the office of Chair shall be remunerated up to \$45,000 per annum, plus reasonable costs; and
2. Council Representative Directors on the Board of the Company are delegated authority to agree a fee with the appointed person for this role, up to this amount.

On behalf of Hamilton City Council

On behalf of Hauraki District Council

On behalf of Matamata-Piako District Council

On behalf of Otorohanga District Council

On behalf of Rotorua Lakes Council

On behalf of South Waikato District Council

On behalf of Thames-Coromandel District Council

On behalf of Taupo District Council

On behalf of Waikato District Council

On behalf of Waikato Regional Council

On behalf of Waipa District Council

On behalf of Waitomo District Council

Appendix: Current clauses 13 and 15.5 of the WLASS's constitution

13 Appointment and removal of directors

Number of directors

13.1 The board shall consist of not less than three (3) and not more than twelve (12) directors.

13.2 Each of the Authority Shareholders shall appoint one director.

15.5 Chairperson

The board may elect a chairperson of its meetings and determine the period for which he or she is to hold office; but if no such chairperson is elected, or if at any meeting the chairperson is not present within five minutes after the time appointed for the meeting, the directors present may choose one of their number to be chairperson of the meeting.

Open Meeting

To	Waikato District Council
From	Roger MacCulloch General Manager Service Delivery
Date	27 March 2019
Prepared by	Michelle Smart Senior Property Officer
Chief Executive Approved	Y
Reference #	CPM04
Report Title	Proposed revocation to certain Reserves Act delegations to territorial authorities - Council's response to Department of Conservation

I. EXECUTIVE SUMMARY

In June 2013, the Minister of Conservation delegated certain powers under the Reserves Act 1977 (“the Act”) to Territorial Authorities.

The Department of Conservations Director of Planning Permissions and Land has recently written to all Territorial Authorities to advise that:

“In a recent Court of Appeal decision (*Opua Coastal Preservation Inc v Far North District Council*) the Court considered a delegation of the Ministers prior consent role under s48 of the Reserves Act 1977 to be “highly unusual”. The Court commented that it could be argued that it replaced a two-step process involving two separate decision makers (the Council and the Minister) with a single-step process and a single decision maker. The Court noted that the effect of the delegation was that the Council made both decisions contemplated by s48(1)(f) of the Reserves Act and observed “*that it might be thought that in these circumstances any difference of view between the two decision makers is unlikely*”.”

The Court did not rule on the legality of the delegation because the appellant had not pursued the matter.

Nevertheless, had the lawfulness of the delegation been an issue, it is likely that the Court would have ruled to be unlawful.

The Department of Conservation have undertaken a review of the 2013 delegations, and it is their view that the some of the delegations are potentially unlawful, and it is their further view that this would place Territorial Authorities in a position of conflict of interest.

The Minister of Conservation is considering a proposal to revoke certain delegations and has requested the Department to seek comment by 26 April 2019, before the Minister makes a decision.

The matter of the proposed feedback to the proposal was presented to a Council workshop held 27 March 2013. Refer Attachment 1

Additional comment will be provided under the accompanying cover letter that:

1. Council staff operated in accordance with the current delegations, and report to (elected) Council when Council acts as the Ministers delegate
2. It is the view of Council that the Act should be compressively reviewed to:
 - Provide clear administrative distinction between Crown derived crown administered reserves; Crown derived Council administered reserves; Council derived Council administered reserves,
 - Stream line decision-making processes
 - Simplify by removing complexity
 - Eliminate redundant, obsolete or irrelevant sections
 - Provide fit for purpose legislation that recognise the current and evolving nature of reserve use and development
 - Negate the requirement for the Reserves Act Guide
 - Remove unnecessary steps, Council staff are competent, have the necessary expertise and act in accordance with the legal obligations and administrative powers.

(Refer Attachment 2: Cover Letter)

2. RECOMMENDATION

THAT the report from the General Manager Service Delivery be received

AND FURTHER THAT the Council approves the staff's covering letter and response, as attached to this report, to the Department of Conservation's proposed revocation of specified delegations under the Reserves Act 1977.

3. ATTACHMENTS

- Attachment 1: Response to Proposed Delegations for Revocation
- Attachment 2: Cover Letter

Attachment One

General Comments:

Council staff operate in accordance with the current delegations, and report to (elected) Council when Council acts as the Ministers delegate Waikato District Council staff recommends a total review and overhaul of the Reserves Act 1977 ('the Act'), which is considered outdated, cumbersome and difficult to administer, and often an impediment to the efficient and comprehensive use of parks.

Council staff considers that the Reserves Act 1977 should be comprehensively reviewed to:

- Streamline decision-making processes.
- Simplify by removing complexity.
- Eliminate redundant, obsolete or irrelevant sections.
- Provide fit-for-purpose legislation that recognises changes over the past 42 years.
- Negate the requirement for the Reserves Act Guide, which has become necessary tool to navigate through the complexities of the Act.
- Provide a distinction between crown derived reserves administered by the Council, as opposed to Council owned reserves (vested through Subdivision).
- Remove unnecessary steps, Council staff are competent and have the necessary expertise to make decisions and are mindful of their legal obligations and administrative powers.

Attachment I – Proposed Delegations for Revocation

Section Heading	Power Delegated	Reason	Does Council Support	Comment
Section 14 Local authority may declare land vested in it to be a reserve for certain purposes	Section 14(4) Minister must consider resolution and cause it to be gazetted or refuse to do so	The Council would be double dipping - ie making a resolution and then considering it again in the shoes of the Minister	No	This would increase additional steps in the process which have a consequence of delay in process, increase in cost or both.
Section 15 Minister may authorise exchange of reserves for other land	Section 15(1) Minister may authorise exchange provided that Minister not exercise power in respect of a reserve vested in an administering body except pursuant to a resolution of that body requesting exchange Section 15(3) The Minister or the administering body, as the case may require, may do all things necessary to effect any exchange, including the payment of money	The delegation enables the Council to control the outcome This delegation is not necessary as s15(3) already authorises the administering body to do these things	No	Staff are concerned that the change in delegations should not compromise the comprehensive review of the Reserves Portfolio, or the resultant program or plan of works.
Section 24 Change of classification or purpose or revocation of reserve	Section 24(1) If Minister considers the change of classification or purpose advisable or if the local authority notifies Commissioner that pursuant to a resolution of the local authority of proposed changes, Minister may make changes Section 24(2)(e) Before classification or purpose is changed or reservation revoked, the Minister must consider proposal and, in the case of objections made to an administering body, the administering body's resolution	The delegation enables the local authority to make the resolution seeking the changes It also enables it to exercise the Minister's powers to agree to the changes. The delegation to a Council is inappropriate It would be exercising the Minister's powers to consider objections made to the administering body's own resolution	No	Staff are concerned that the change in delegations should not compromise the comprehensive review of the Reserves Portfolio, or the resultant program or plan of works.
Section 41 Management Plans	Section 41(1) Administering body must prepare and submit to Minister a management for approval	The delegation seems inappropriate. The administering body ends up preparing the plan and approving it. The intention is that there be a separation of powers	No	The current legislation provides a robust public process that is subject to an extensive community consultation with sign off from an independent commissioner; sign off from the minister is considered unnecessary as this could undermine the decisions reached through due process.

Section 42 Preservation of trees and bush	Section 42(1) The destruction of trees and bush on any historic, scenic, nature or scientific reserve may not occur without a permit granted under s 48A or with the express consent of the Minister	As noted below it would not be appropriate to delegate to administering bodies the Minister's power under s 48A(3) to impose conditions	No	There are appropriate legal mechanisms in place (RMA resource consenting process) which protects this from occurring and therefore this addition is considered unnecessary.
Section 45 Erection of shelters, cabins and lodges	Section 45(1) The administering body may with the Minister's prior consent approve certain things	The delegation is inappropriate The administering body makes both the initial decision and the Minister's decision	No	There are appropriate legal mechanisms in place (RMA resource consenting process) which protects this from occurring and therefore this addition is considered unnecessary. It is considered more probable that this would occur on crown owned land than Council (derived) Reserves, therefore there should be a distinction between both forms of reserve. Consenting process will still apply eg RMA/Building Act.
Section 48 Grants of rights of way and other easements	Section 48(1) Where reserve vested in administering body, it may with the consent of the Minister grant rights of ways and easements	The delegation is inappropriate The administering body makes both the initial decision and the Minister's decision	No	The wording of this provision already requires that an assessment is undertaken to consider whether the proposal is detrimental to the reserve or its users. It may be prudent that a distinction be provided to differentiate between Crown derived and Council derived reserves.
Section 48A Use of reserve for communication station	Section 48A(1) The administering body of a reserve vested in it acting with the consent of the Minister may grant a licence for certain things Section 48A(3) A licence issued under s 48A(1) must be subject to such terms and conditions as the administering body imposes with the approval of the Minister	The delegation is inappropriate The administering body can give itself consent by exercising the delegation The delegation is inappropriate The administering body makes the initial decision on terms and conditions and can then ratify it by exercising the delegated power.	No	Council exercise the decision making powers in a judicious and careful way. This process triggers other consent process and staff are aware as to the requirement to obtain other relevant consents. E.g. building and land use consent etc. Council would take a more holistic approach on decision making and will consider the whole community/district rather than looking solely at the reserve in isolation.

Section 51 Introduction of flora and fauna	Section 51(1) For the purpose of restoring, promoting or developing certain reserves, the Minister may authorise the administering body to introduce flora or fauna	The delegation is inappropriate In exercising the power of the Minister, the administering body is able to act in its own interests.	No	Our interests are the interests of our community that we, as the administering body, are best placed to understand and represent those interests.
Section 53 Powers (other than leasing) in respect of recreation reserves	Section 53(1)(d) Administering body may prescribe not more than 40 days in any year that the public shall not be entitled to have admission to reserve unless on payment of charges provided that with the Minister's prior consent the number of days may be increased Section 53(1)(e) The administering body may grant exclusive use of reserve but not for more than 6 consecutive days, with power for licensee to charge admission fees provided that the Minister may consent to an increase in the number of consecutive days	The delegation is inappropriate. The administering body is able to increase the maximum number of days to exclude the public from a reserve unless they pay money; and then confirm the decision by exercising the delegated power. The delegation is inappropriate. The administering body makes the initial decision on closure and can then increase the period by exercising the Minister's powers.	No	Our interests are the interests of our community that we, as the administering body, are best placed to understand and represent those interests. A difficulty arises in respect of crown derived Council administered reserves. This may be addressed by providing a distinction that enables Councils to act independently when dealing with Council derived reserves.
Section 54 Leasing powers in respect of recreation reserves (except farming, grazing, or afforestation leases)	Section 54(1) With the prior consent of the Minister the administering body in which a reserve is vested may lease parts of a reserve to a third party	The delegation is inappropriate. The administering body makes an initial decision to lease and then exercises the Minister's powers to grant prior consent.	No	Our interests are the interests of our community that we, as the administering body, are best placed to understand and represent those interests. A difficulty arises in respect of crown derived Council administered reserves. This may be addressed by providing a distinction that enables Councils to act independently when dealing with Council derived reserves.
Section 55 Powers (other than leasing) in respect of reserves	Section 55(2)(a) The administering body of a scenic reserve may, with the prior consent of the Minister, enclose open parts of the reserve. Section 55(2)(d) The administering body of a scenic reserve may, with the prior consent of the Minister, set apart areas for gardens, baths, picnic grounds etc for the public. Section 55(2)(e)	The delegation is inappropriate. The administering body makes both the initial decision and the Minister's decision The delegation is inappropriate The administering body makes both the initial decision and the Minister's decision The delegation is inappropriate	No	Our interests are the interests of our community that we, as the administering body, are best placed to understand and represent those interests. A difficulty arises in respect of crown derived Council administered reserves. This may be addressed by providing a distinction that enables Councils to act independently when dealing with Council derived reserves.

	<p>The administering body of the scenic reserve may, with the Minister's prior consent, erect buildings on the reserve</p> <p>Section 55(2)(f) The administering body of the scenic reserve may, with the prior consent of the Minister, do such things as it considers necessary, including the erection of buildings and structures for public use to obtain the enjoyment of the sea, lake, river or stream</p> <p>Section 55(2)(g) The administering body of a scenic reserve may, with the prior consent of the Minister, set apart and use part of the reserves as sites for residences etc for the proper and beneficial management and administration of the reserve</p>	<p>The administering body makes both the initial decision and the Minister's decision</p> <p>The delegation is inappropriate The administering body makes both the initial decision and the Minister's decision</p> <p>The delegation is inappropriate The administering body makes both the initial decision and the Minister's decision</p>		
<p>Section 56 Leasing powers in respect of scenic reserves</p>	<p>Section 56(1) With prior consent of the Minister, the administering body in the case of a scenic reserve may grant leases or licences</p> <p>Section 56(2) Before granting a lease, the administering body must give public notice</p>	<p>The administering body makes both the initial decision and the Minister's decision</p> <p>This delegation is not necessary</p>	No	<p>Our interests are the interests of our community that we, as the administering body, are best placed to understand and represent those interests.</p> <p>A difficulty arises in respect of crown derived Council administered reserves. This may be addressed by providing a distinction that enables Councils to act independently when dealing with Council derived reserves.</p>
<p>Section 58 Powers in respect of historic reserves</p>	<p>Section 58(b) With prior consent of the Minister, the administering body may set apart and use part of an historic reserve for residences for officers and staff</p>	<p>The administering body makes both the initial decision and the Minister's decision</p>	No	<p>Our interests are the interests of our community that we, as the administering body, are best placed to understand and represent those interests.</p> <p>A difficulty arises in respect of crown derived Council administered reserves. This may be addressed by providing a distinction that enables Councils to act independently when dealing with Council derived reserves.</p>

Section 58A Leasing powers in respect of historic reserves	Section 58A(1) With prior consent of the Minister, the administering body of an historic reserve may grant leases or licences	The administering body makes both the initial decision and the Minister's decision	No	Our interests are the interests of our community that we, as the administering body, are best placed to understand and represent those interests. A difficulty arises in respect of crown derived Council administered reserves. This may be addressed by providing a distinction that enables Councils to act independently when dealing with Council derived reserves.
Section 59A Granting of concessions on reserves administered by Crown	Section 59A(1) The administering body may grant concessions	This seems inappropriate. If administering bodies of vested reserves need the prior consent to Minister to grant leases and licences, why should administering bodies of controlled and managed reserves be able to grant concessions?	n/a	This provision is considered Irrelevant to Council as Council does not grant concessions on crown administered land.
Section 67 Leasing	Section 67(1)(b) With prior consent of the Minister, the administering body may lease a recreation reserve set apart for racecourse purposes to a racing club	The administering body makes both the initial decision and the Minister's decision	Neutral	Neutral – not relevant to this district
Section 72 Farming by another person or body	Section 72(1) Where a recreation reserve or local purpose reserve is not required for purposes of classification the administering body may enter into an agreement or lease with the Minister to provide for a third party to carry out farming	The delegation is inappropriate as the administering body would end up entering into an agreement with itself	No	Our interests are the interests of our community that we, as the administering body, are best placed to understand and represent those interests. A difficulty arises in respect of crown derived Council administered reserves. This may be addressed by providing a distinction that enables Councils to act independently when dealing with Council derived reserves.
Section 73 Leasing of recreation reserves for purposes of farming, grazing, afforestation or other purposes	Section 73(1) Where recreation reserve not currently required for purposes of its classification, the administering body may with the prior consent of the Minister if reserve vested in the administering body, grant a lease, otherwise only Minister can grant leases Section 73(2) Likewise, for afforestation	The administering body makes both the initial decision and the Minister's decision The administering body makes both the initial decision and the Minister's decision	No	Our interests are the interests of our community that we, as the administering body, are best placed to understand and represent those interests. A difficulty arises in respect of crown derived Council administered reserves. This may be addressed by providing a distinction that enables Councils to act independently when dealing with Council derived reserves.

	<p>Section 73(3) Leases of recreation reserves where inadvisable or inexpedient to revoke reservation of recreation reserve</p> <p>Section 73(5) Prior consent of Minister before any member of administering body becomes the lessee of land under control of administering body</p> <p>Section 73(6) Any lease under s 73 may with approval of administering body be surrendered</p>	<p>The administering body makes both the initial decision and the Minister's decision</p> <p>Delegation is inappropriate</p> <p>Delegation is unnecessary</p>		
Section 74 Licences to occupy reserves temporarily	Section 74(1)(b)(ii) Licences may be granted in the case of any reserve except a nature reserve by the Commissioner	This delegation is misconceived. This power relates to Crown vested reserves managed by the Department	n/a	Not relevant as we do not issue temporary licences.
Section 75 Afforestation by administering body	<p>Section 75(1) With prior consent of the Minister an administering body of a recreation reserve may afforest it.</p> <p>Section 75(2) Minister may refuse to give consent</p>	<p>The administering body makes both the initial decision and the Minister's decision</p> <p>The administering body makes both the initial decision and the Minister's decision</p>	Yes	This provision relates crown derived reserves.
Section 16 Classification or reserves	<p>Section 16(1) Minister must by GN classify reserves according to their primary purpose provided that where reserves are controlled or managed by a Council the Minister must not classify without consulting it</p> <p>Section 16(4) Before classifying a reserve, the Minister must give public notice</p>	<p>The delegation effectively means the Council consults with itself.</p> <p>If the previous delegation is revoked this will need to be revoked as well</p>	No	<p>This would add an administrative step that is not necessary</p> <p>Consultation is aligned with the relevant provisions contained in the Local Government Act 2002 which includes robust consultation.</p>

4. SECTION 18 Historic reserves	Section 18(2)(e) Except where the Minister otherwise determines, the indigenous flora and fauna and natural environment of an historic reserve shall as far as possible be preserved	The Minister may wish to maintain control of these decisions	Yes	Agreed
5. SECTION 19 Scenic reserves	Section 19(2)(a) Except where the Minister otherwise determines, the indigenous flora and fauna and natural environment of a scenic reserve classified for its scenic values shall as far as possible be preserved and exotic fauna and flora shall be exterminated Section 19(3)(a) Except where the Minister otherwise determines, the flora and fauna, ecological associations and natural environment and beauty of a scenic reserve classified for the purpose of providing suitable areas to develop for purposes of generating scenic beauty or interest, shall as far as possible be preserved	The Minister may wish to maintain control of these decisions The Minister may wish to maintain control of these decisions	Yes	Agreed
6. SECTION 24 Change of classification or purpose or revocation of reserve	Section 24(3) No change of classification or purpose of a scenic, nature or scientific reserve to a recreation, historic, government purpose or local purpose should be made except where the Minister considers the purpose etc no longer appropriate because of destruction of bush or natural features 7. SECTION 24(5) Minister may change the classification or purpose or revoke the reservation of an historic reserve by reason of destruction of historic features	The Minister may wish to maintain control of these decisions given the importance of the type of reserve The Minister may wish to maintain control of these decisions given the relative importance of historic reserves	Yes	Agreed.

<p>8. SECTION 42 Preservation of trees and bush</p>	<p>9. SECTION 42(1) Minister must consent to cutting or destruction of bush on any historic, scenic, nature or scientific reserve except in accordance with a permit under s 48A or with the express consent of the Minister and subject to any terms and conditions the Minister chooses to impose</p>	<p>The section 48A permit issue has been dealt with in the table above The Minister may wish to maintain control over the circumstances of providing express consent to destroying or cutting down bush.</p>	<p>Yes</p>	<p>Agreed.</p>
<p>10. SECTION 50 Taking or killing of fauna</p>	<p>11. SECTION 50(1) The Minister in the case of a scenic, historic, nature or scientific reserve and the administering body of any recreation, government purpose or local purpose reserve may grant any qualified person authorisation to take and kill any specified type of fauna and authorise the use of firearms etc.</p>	<p>The Minister may wish to maintain control over authorisations on the killing etc of fauna on scenic, historic, nature and scientific reserves</p>	<p>Yes</p>	<p>Agreed.</p>

Your Ref

In reply please quote

If calling, please ask for

28 March 2019

Marie Long
Director - Planning, Permissions and Land
Department of Conservation
PO Box 10420
WELLINGTON 6143

Dear Madam

The revocation of certain delegations to Territorial Authorities under the Reserves Act 1977 Your ref: DOC 5730277

Please find attached, in response to your letter dated 14 March 2019, the formal response of the Waikato District Council to the proposal to revoke certain delegations to Territorial Authorities under the Reserves Act 1977.

The matter of the proposed feedback response was referred to the April 2019 Council meeting. A copy of the Report and the response is enclosed.

Council considers that staff operate in accordance with the current delegations, and report to (elected) Council when Council acts as the Minister's delegate.

Council recommends a total review and overhaul of the Reserves Act to:

- i) Provide a clear distinction between Crown derived Crown administered reserves; Crown derived Council administered reserves; and Council owned Council administered reserves;
- ii) Streamline decision making processes;
- iii) Simplify by removing complexity;
- iv) Eliminate obsolete, redundant or irrelevant provisions;
- v) Provide fit for purpose legislation.

Yours sincerely

Gavin Ion
CHIEF EXECUTIVE

Open Meeting

To	Waikato District Council
From	Roger MacCulloch General Manager Service Delivery
Date	28 March 2019
Prepared by	Annetta Purdy Asset Engineer
Chief Executive Approved	Y
Reference #	CCL2019
Report Title	Memorandum of Understanding - Sunset Beach Surf Lifesaving Charitable Trust

I. EXECUTIVE SUMMARY

The purpose of this report is to seek sign off from Council on the Memorandum of Understanding between Waikato District Council and Sunset Beach Surf Lifesaving Charitable Trust (Incorporated).

This will enable the Sunset Beach Surf Lifesaving Charitable Trust to begin physical works on the site once all relevant consents are in place, with the hope of having a functioning building for the 2019/2020 summer season.

2. RECOMMENDATION

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

AND THAT the Council approve the **Memorandum of Understanding between Waikato District Council and Sunset Beach Surf Lifesaving Charitable Trust, as attached to the staff report, for the funding, construction and ongoing use of the Port Waikato Community Hub.**

3. BACKGROUND

Consultation with the Port Waikato community was undertaken between 1 August and 10 September 2018. Through the consultation 64% of submitters indicated their support for the proposed community hub and 36% were against. A number of submissions raised concerns around the ownership and the community's access to the proposed facility as well as concerns regarding the current erosion issues being experienced at Sunset Beach.

Jim Dahm presented to Council at a workshop on 30 October 2018. At this presentation Jim acknowledged the coastal erosion occurring at Port Waikato and recommended that the proposed community hub be constructed in a way that allowed for it to be relocated should the erosion continue.

At their meeting on 10 December 2018, the Council approved a \$100,000 grant and \$500,000 target rate funded loan conditional on a Memorandum of Understanding being signed and Council' subject to resource and building consent being issued.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

Council and the Trust have arrived at a common understanding that will benefit both parties to create a community hub that the community will be proud of, all the while safeguarding the community interest.

The following provides a summary of the key achievements of the Trust to date:

1. Monique Haines, Chair Ratepayers Association and Tania Maera, Secretary Hall Committee have been appointed as community representatives to the Project Steering Group (PSG).
2. Appointment of WDC representative to the PSG
3. Engineering Report for Community Hub completed by Civil Plan Consultants
4. Estimated building budget completed by Quantity Surveying Company PB Booker Ltd
5. Funding secured:
 - Trust Waikato \$300,000
 - NZ Community Trust – Gaming Foundation \$250,000
 - Lottery Grants \$500,000
 - WDC \$600,000
 - Donated \$300,000
6. Reporting System for the Project for distribution to Funders, Partners, Project Steering Group, Charitable Trust Trustees, Board of the Sunset Beach Lifeguard Service.

4.2 OPTIONS

There are two options for Council to consider:

- Option 1: Approve the proposed Memorandum of Understanding.
 Option 2: Not to approve the proposed Memorandum of Understanding.

5. CONSIDERATION

5.1 FINANCIAL

The proposed financial contribution is a \$100,000 grant and a loan of \$500,000 funded through a targeted rate of \$125 (including operational costs). The term of the loan is 25 years.

The budget the Sunset Beach Lifeguard Service Charitable Trust is working towards is:

New Building	\$1,103,341
Alterations to existing Building	\$ 781,286
Total Estimate	<u>\$1,900,000</u> excl GST

A total of \$1,650,000 has been secured to date, with an estimated value in kind/donated materials of \$300,000

5.2 LEGAL

The Memorandum of Understanding has been drafted and reviewed by Legal.

In accordance with the MOU following signature of the MOU the parties are required to enter into a Building Project Agreement. This document is yet to be drafted and agreed. This will govern the construction of the facility, such terms not to be inconsistent with the MOU.

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

Aligns with Council's vision of Liveable, Thriving and Connected Communities.

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

Signing of a Memorandum of Understanding does not trigger the Significance and Engagement Policy.

6. CONCLUSION

A Memorandum of Understanding between Waikato District Council and Sunset Beach Surf Lifesaving Charitable Trust (Incorporated) has been developed to ensure public interest is safeguarded and uninterrupted use of a community facility can continue for community groups.

This will enable the Sunset Beach Surf Lifesaving Charitable Trust to begin physical works on the site once all relevant consents are in place, with the hope of having a functioning building for the 2019/2020 summer season.

7. ATTACHMENTS

- Memorandum of Understanding between Sunset Beach Surf Lifesaving Charitable Trust (Incorporated) and Waikato District Council – Version 6

MEMORANDUM OF UNDERSTANDING

between

SUNSET BEACH SURF LIFESAVING CHARITABLE TRUST (INCORPORATED)

and

WAIKATO DISTRICT COUNCIL

Version 6 - 08/01/19

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.
- 3.5 The Trust will ensure that during the demolition and construction phase of the project that contract works insurance is in place. Once the relocatable building is completed, the Trust will insure the building on a replacement sum insured basis, at the Trust’s cost.

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 is wound up for any reason, the Council will assess at Council’s discretion whether the Club will operate the facility as intended to Council’s satisfaction. If Council is not satisfied, or both entities 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.
- 4.4 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, subject to clause 4.3, become the property of the Council and removable by the Council.

5. PROJECT MANAGEMENT

- 5.1 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.
- 5.2 The Trust will engage a suitably experienced construction firm, in consultation with the Council, to be the Head Contractor to deliver the construction works.

- 5.3 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.

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 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 has been 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 mile stones 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 in accordance with the Council resolution dated 12 November 2018.
- 6.7 The Council shall be entitled to appoint a representative to sit on the PSG 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 other funders
- 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.

- 9.2 The targeted rate for the existing Port Waikato Hall will be used for operational maintenance of the new building once completed.

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

Signature

Name

Position

Signature

Name

Position

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	14 March 2019
Prepared by	Lynette Wainwright Committee Secretary
Chief Executive Approved	Y
Reference #	GOV1301
Report Title	Receipt of Minutes – Onewhero-Tuakau Community Board

1. EXECUTIVE SUMMARY

To receive the minutes of the Onewhero-Tuakau Community Board meeting held on Monday 4 March 2019.

2. RECOMMENDATION

THAT the minutes of the meeting of the Onewhero-Tuakau Community Board held on Monday 4 March 2019 be received.

3. ATTACHMENTS

OTCB Minutes - 4 March 2019

Minutes of a meeting of the Onewhero-Tuakau Community Board held in the Board Room, Tuakau Memorial Hall, George Street, Tuakau on **MONDAY 4 MARCH 2019** commencing at **7.00pm**.

Present:

Mr B Cameron (Chairperson)
Cr J Church
Cr B Main
Ms C Conroy [*from 7.46pm*]
Mr S Jackson
Mr L Petersen
Mr V Reeve [*until 8.21pm and from 8.50pm*]
Mrs B Watson

Attending:

His Worship the Mayor, Mr AM Sanson
Mr I Cathcart (General Manager Service Delivery)
Mr K Stokes (Northern Infrastructure Programme Manager)
Mrs L Wainwright (Committee Secretary)
Mr S Toka (Iwi & Community Partnership Manager)
Senior Sergeant S Richards (NZ Police)
Members of staff
Members of the public

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Cr Church/Mr Reeve)

THAT an apology for lateness be received from Ms Conroy.

CARRIED on the voices

OTCBI903/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Mr Petersen/Mr Jackson)

THAT the agenda for a meeting of the Onewhero-Tuakau Community Board held on Monday 4 March 2019 be confirmed and all items therein be considered in open meeting;

AND THAT all reports be received;

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

- **Item No. 5.7 Waikato District Council Executive Update.**

CARRIED on the voices

OTCBI903/02

DISCLOSURES OF INTEREST

There were no disclosures of interest.

CONFIRMATION OF MINUTES

Resolved: (Mr Cameron/Mr Jackson)

THAT the minutes of a meeting of the Onewhero-Tuakau Community Board held on Monday 4 February 2019 be confirmed as a true and correct record of that meeting.

CARRIED on the voices

OTCBI903/03

REPORTS

Public Forum

Agenda Item 5.1

No members of the public presented any items for discussion.

Police Update

Agenda Item 5.2

The report was received [*OTCBI903/02 refers*] and discussion was held. Senior Sergeant Richards gave a verbal update on the following items:

- Crime results have reduced in number;
- Serious crime and non residential burglaries have increased; and
- Consideration for a 24 hour liquor ban needs to be considered in Centennial Park, Central Park, Les Batkin Reserve and George Street during summer.

Discretionary Fund Report to 15 February 2019

Agenda Item 5.3

The report was received [*OTCBI903/02 refers*] and discussion was held.

Iwi & Community Partnership Manager
Agenda Item 5.4

The report was received [OTCBI 903/02 refers] and discussion was held. Mr Toka gave a verbal presentation on his new role with Waikato District Council.

Ms Conroy entered the meeting at 7.46pm following discussion on the above item.

Proposed Road Names for the B Smythe Subdivision at 600 Onewhero-Tuakau Bridge Road
Agenda Item 5.5

The report was received [OTCBI 903/02 refers] and discussion was held.

Resolved: (Cr Main/Mr Reeve)

THAT the Onewhero-Tuakau Community Board approve and recommend to Council the following road names for the B Smythe Subdivision at 600 Onewhero-Tuakau Bridge Road:

- **Road 1: School House Road, and**
- **Road 2: Old Sheepy Lane.**

CARRIED on the voices

OTCBI903/04

Projects/Ideas/Activities and Actions – March 2019
Agenda Item 5.6

The report was received [OTCBI 903/02 refers] and discussion was held on the following items:

- Harrisville Road bridge – an update was requested on the report to the Board;
- Street lighting in Tuakau – the Board is to complete a map showing lights that are not functioning;
- Addition to the Tuakau Youth Centre building – cost of addition required to enable a calculation of the building consent cost;
- Waimai Valley Road – issues with the condition of the road;
- Highway 22 – issues with potholes and condition of road;
- Recycle/transfer station – a creation of a property strategy will show what land is available and what land can be sold to purchase more suitable land;
- Variation of funds available for the Port Waikato Wharf – the Board queried the current status of available funds;
- Tuakau Bridge - investigation required around the feasibility of a system that warns oncoming traffic that there is a wide vehicle on the bridge;
- Waste Management – communication is required out to the public and new residents in relation to the time and days for rubbish collection;
- Onewhero Reserve – wastewater treatment – the Board noted its concern on the proposed targeted rate; and

- Port Waikato toilets need to be upgraded. Possibility of being relocated into the new proposed Community Hub.

Mr Reeve withdrew from the meeting at 8.21pm and returned at 8.50pm during discussion on this item.

Resolved: (Mr Peterson/Mr Reeve)

THAT the Service Delivery Team speak with the Port Waikato Community Hub developers about the possibility of the public toilets being relocated to the Community Hub site.

CARRIED on the voices

OTCB1903/05

Waikato District Council Executive Update
Agenda Item 5.7

This item was removed from the agenda [OTCB1903/02 refers].

Chairperson's Report
Agenda Item 5.8

The report was received [OTCB1903/02 refers] and discussion was held. The Chairperson gave a verbal report on a review of Waikato District Council's Discretionary Funding Policy will be undertaken this year.

Councillor's/Councillors' and Board Members' Reports
Agenda Item 5.9

The report was received [OTCB1903/02 refers] and discussion was held. Verbal reports were received on the following items:

- ANZAC Day commemoration;
- Children's Day event held at the Dr John Lightbody Reserve on 3 March;
- Jellicoe Ave and Martindale Lane residents meeting in relation to road safety;
- District Plan and blueprinting;
- The Community Board considered the Police updates worthwhile;
- Poles being placed in the ground on Monday 18 March 2019 for the new sign at the entrance to Tuakau;
- OTCB facebook page; and
- A sandwich board to be purchased and placed outside the venue advertising that the Board meeting is in progress. A quotation to be obtained before next meeting.

There being no further business the meeting was declared closed at 9.46pm.

Minutes approved and confirmed this day of 2019.

BB Cameron
CHAIRPERSON

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	12 March 2019
Prepared by	Wanda Wright Committee Secretary
Chief Executive Approved	Y
Reference #	GOV0506
Report Title	Receipt of Taupiri Community Board Meeting Minutes

1. EXECUTIVE SUMMARY

To receive the minutes of the Taupiri Community Board meeting held on Monday 11 March 2019.

2. RECOMMENDATION

THAT the minutes of the meeting of the Taupiri Community Board meeting held on Monday 11 March 2019 be received.

3. ATTACHMENTS

TCB Minutes - 11 March 2019

MINUTES of a meeting of the Taupiri Community Board held in the Memorial Hall, Greenlane Road, Taupiri on **MONDAY 11 MARCH 2019** commencing at **6.00pm.**

Present:

Ms D Lovell (Chairperson)
Cr JM Gibb
Cr EM Patterson
Mr H Lovell
Ms J Morley
Ms J Pecékajus
Mr R Van Dam [from 6.11pm]

Attending:

Mr R MacCulloch (Deputy General Manager Service Delivery)
Mrs W Wright (Committee Secretary)
Mr S Toka (Iwi & Community Partnership Manager)

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Ms Lovell/Ms Pecekajus)

THAT an apology be received from Miss Ormsby-Cocup;

AND THAT an apology for lateness be received from Mr Van Dam.

CARRIED on the voices

TCBI903/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Ms Lovell/Cr Gibb)

THAT the agenda for a meeting of the Taupiri Community Board held on Monday 11 March 2019 be confirmed and all items therein be considered in open meeting;

AND THAT all reports be received.

CARRIED on the voices

TCBI903/02

DISCLOSURES OF INTEREST

There were no disclosures of interest.

CONFIRMATION OF MINUTES**Resolved: (Ms Lovell/Ms Morley)****THAT the minutes of a meeting of the Taupiri Community Board held on Monday 11 February 2019 be confirmed as a true and correct record of that meeting.****CARRIED on the voices****TCB1903/03****REPORTS****Public Forum**

Agenda Item 5.1

There were no members of the public in attendance.

Discretionary Fund to 21 February 2019

Agenda Item 5.2

The report was received [*TCB1902/02 refers*] and discussion was held.**Iwi & Community Partnership Manager**

Agenda Item 5.3

The report was received [*TCB1902/02 refers*]. Mr Toka introduced himself and shared the purpose of his role with the Board.**Taupiri Works and Issues Report March 2019**

Agenda Item 5.4

The report was received [*TCB1902/02 refers*] and discussion was held.

Mr Van Dam entered the meeting at 6.11pm during discussion on the above item.

Chairperson's Report

Agenda Item 5.5

The Chair mentioned the following issues:

1. Taupiri's blueprint – it is in the community's best interest to get as involved as possible and provide their input.
2. Motorbikes in the Reserve

Councillors' Report
Agenda Item 5.6

Crs Gibb and Patterson gave a verbal overview on current Council issues.

PROJECTS

Project Update – Bridge Development
Agenda Item 6.1

Cr Gibb gave a verbal update and answered questions from the Board.

Land Development
Agenda Item 6.2

Cr Patterson gave a verbal update and answered questions from the Board.

Expressway Update
Agenda Item 6.3

Ms Morley gave a verbal update and answered questions from the Board.

Taupiri Mountain Update
Agenda Item 6.4

No update was given.

Parks & Reserves
Agenda Item 6.5

Mr Van Dam gave a verbal update and answered questions from the Board.

Footpaths/Frontages
Agenda Item 6.6

Ms Pecekajus gave a verbal update and answered questions from the Board.

There being no further business the meeting was declared closed at 7.04pm.

Minutes approved and confirmed this day of 2019.

D Lovell
CHAIRPERSON

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	19 March 2019
Prepared by	Brendan Stringer Democracy Manager
Chief Executive Approved	Y
Reference	GOV1301
Report Title	Receipt of Raglan Community Board Minutes

1. EXECUTIVE SUMMARY

To receive the minutes of a meeting of the Raglan Community Board held on Tuesday 12 March 2019.

2. RECOMMENDATION

THAT the minutes of the Raglan Community Board meeting held on Tuesday 12 March 2019 be received.

3. ATTACHMENTS

RCB Minutes - 12 March 2019

MINUTES of a meeting of the Raglan Community Board held in the Supper Room, Town Hall, Bow Street, Raglan on **TUESDAY 12 MARCH 2019** commencing at **2.00pm**.

Present:

Mr R MacLeod (Chairperson)
Cr LR Thomson
Mr PJ Haworth
Mr AM Oosten
Mrs GA Parson
Mr AW Vink

Attending:

His Worship the Mayor, Mr AM Sanson
Mr S Toka (Iwi & Community Partnership Manager)
Ms J Dolan (Economic and Community Development Manager)
Mrs RJ Gray (Senior Committee Secretary)
Mr N Johnston (Funding and Partnerships Manager)
Ms T Thomson (Ngati Hourua/Mahanga)
Ms C Chin (Order of St John)
13 members of the public

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Mr MacLeod/Mrs Parson)

THAT an apology be received from Mrs Kereopa.

CARRIED on the voices

RCBI903/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Mr MacLeod/Cr Thomson)

THAT the agenda for a meeting of the Raglan Community Board held on Tuesday 12 March 2018 be confirmed and all items therein be considered in open meeting;

AND THAT all reports be received;

AND THAT in accordance with Standing Order 9.4 the order of business be changed with agenda item 5.3 [*Iwi & Community Partnership Manager*] being considered as the first item on the agenda.

CARRIED on the voices

RCBI903/02

DISCLOSURES OF INTEREST

Mr MacLeod advised members of the Board that he would declare a non-financial conflict of interest in item 5.2 [*Request for Funding – The Order of St John Central Region Trust Board*].

Mr Oosten advised members of the Board that his partner is a volunteer of the Order of St John Board, Agenda 5.2 [*Request for Funding – The Order of St John Central Region Trust Board*].

CONFIRMATION OF MINUTES

Resolved: (Mr MacLeod/Cr Thomson)

THAT the minutes of a meeting of the Raglan Community Board held on Tuesday 12 February 2019 be confirmed as a true and correct record of that meeting.

CARRIED on the voices

RCB1903/03

REPORTS

Iwi & Community Partnership Manager
Agenda Item 5.3

The report was received [*RCB1903/02 refers*].

The Iwi & Community Partnership Manager, Mr Toka, provided an overview of his role at Council and the involvement he will have with the various groups in the community.

Ms Thomson, (Ngati Hourua/Mahanga), was granted speaking rights and welcomed Mr Toka on behalf of the Board.

Discretionary Fund Report to 21 February 2019
Agenda Item 5.1

The report was received [*RCB1903/02 refers*].

Prior to discussion on the following item, the Chairperson withdrew from the chair owing to a conflict of interest. The Deputy Chair assumed the chair for this item.

Request for Funding – The Order of St John Central Region Trust Board
Agenda Item 5.2

The report was received [*RCB1903/02 refers*].

The Chairperson declared a non-financial conflict of interest and did not take part in discussion or voting on this item.

Mr Oosten declared a non-financial conflict of interest on behalf of his partner.

Ms Chin provided an overview in support of the funding application and discussion was held.

His Worship the Mayor agreed to pay \$500 to the Order of St John Central Region Trust Board towards the cost of purchasing new equipment for the Raglan St John Ambulance.

Resolved: (Cr Thomson/ Mr Haworth)

THAT an allocation of \$431.26 from the Raglan Community Board Discretionary Fund be made to the Order of St John Central Region Trust Board towards the cost of purchasing new equipment for the Raglan St John Ambulance vehicle.

CARRIED on the voices

RCB1903/04

The Chairperson assumed the chair for the remainder of the meeting.

Approval of Draft Waikato Blueprint for Public Feedback

Agenda Item 5.4

The report was received [RCB1903/02 refers].

The Economic and Community Development Manager advised that there will be a public meeting held on 20 March 2019 in Raglan. A lengthy discussion was held and members of the Board were encouraged to forward any feedback to the Economic and Community Development Manager prior to the meeting.

Raglan – Revocation of 1.65km of SH23 to Local Road and Proposed Interim MOU

Agenda Item 5.5

The report was received [RCB1903/02 refers] and discussion was held on the MOU requirements.

Resolved: (Mr Oosten/Mr Haworth)

THAT the Raglan Community Board request NZTA and Council to include the installation of two signs in the interim in the MOU:

- i) Warning of hidden queues to be installed before Greenslade Road**
- ii) Hazardous intersection, opposite the Toi Haururu Gallery on State Highway 23 entering Raglan township.**

CARRIED on the voices

RCB1903/05

Raglan Works & Issues Report: Status of Items March 2019

Agenda Item 5.6

The report was received [RCB1903/02 refers] and discussion was held on items in the register.

Chairperson's Report
Agenda Item 6.5

The report was received [RCB1903/02 refers] and discussion was held.

Councillor's Report
Agenda Item 6.4

Cr Thomson provided a verbal update that included:

- Meetings attended and overview thereof
- Strategic Planning sessions
- Working with the Raglan Naturally Co-ordinator
- LGNZ Community Board Application for Engaging Community Boards
- Chamber of Commerce breakfast/presentation
- Blue/Greens Conference
- Night Patrol AGM
- Kopapa waka event at Papahua
- Celebrate International Women's Day
- Liaison with residents advising of school bus removed from Te Papatapu Road. Surface work and road rolling to commence.
- Freedom Camping at Rugby Grounds, Whale Bay and Manu Bay
- Whaanga Coast re rally.

Raglan Naturally
Agenda Item 6.5

Tabled: Raglan Naturally Update Report dated 12 March 2019

The Co-ordinator provided a brief overview of the tabled report and spoke on the need for additional funding for the draft plan. She was requested to contact His Worship the Mayor regarding funding by email.

Resolved: (Mr Oosten/Cr Thomson)

THAT the Board supports a request from the Raglan Naturally Co-ordinator for \$750.00 toward production of the Draft Raglan Naturally Plan.

CARRIED on the voices

RCB1903/06

Public Forum

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

- Proposed revocation of the State Highway is endorsed. As an interim step suggestion to slow traffic down, especially approaching Lorenzen Bay turnoff. Walkway/cycleway

requested to be included in proposal also. Board members were asked to express urgent concern to Council.

- Raglan Area School Principal and students provided a brief presentation on 'Strike for Climate'. Students will form a protest through the township on 15 March 2019. The Board of Trustees, staff and parents support the students in this initiative. Mrs Parson agreed to liaise with the students regarding a strategy on climate change.
- Removal of trees on Main Street – No plan for replacement has been sighted yet. Request for an arborist report to be provided to the next meeting in May 2019.
- Bus stop created next to Museum and Fire Station is in most exposed area in town with a lack of shelter for the public. It was advised that a request for a bus shelter had been made to the Raglan Lions Club. The Chair agreed to follow this up.
- Progress on Boardwalk at Wharf – The Chair agreed to follow this up.

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

Minutes approved and confirmed this day of 2019.

RJ MacLeod
CHAIRPERSON

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	15 March 2019
Prepared by	Wanda Wright Committee Secretary
Chief Executive Approved	Y
Reference #	GOV318
Report Title	Receipt of Minutes – Ngaruawahia Community Board

1. EXECUTIVE SUMMARY

To receive the minutes of the Ngaruawahia Community Board meeting held on Tuesday 12 March 2019.

2. RECOMMENDATION

THAT the minutes of the meeting of the Ngaruawahia Community Board meeting held on Tuesday 12 March 2019 be received.

3. ATTACHMENTS

NCB Minutes – 12 March 2019

MINUTES of a meeting of the Ngaruawahia Community Board held in the Committee Rooms 1 & 2, District Office, 15 Galileo Street, Ngaruawahia on **TUESDAY 12 MARCH 2019** commencing at **6.02pm**

Present:

Mr J Whetu (Chair)
Cr JM Gibb
Cr E Patterson
Ms R Kirkwood
Ms K Morgan
Ms J Stevens

Attending:

His Worship the Mayor, Mr AM Sanson
Mr GJ Ion (Chief Executive)
Mrs W Wright (Committee Secretary)
Mr S Toka (Iwi & Community Partnership Manager)
Mr B Stringer (Democracy Manager)
Ms D Rawling (Projects Team Leader)
Mr M Janssen (Project Manager)
Ms K Wood (Technical Support Officer)
Ms L Marshall (The Order of St John Central Region Trust Board)
Ms R O'Donnell (Horotiu Playcentre)
Ms J Dolan (Economic and Community Development Manager)
Ms L van den Bemd (Community Development Adviser)
2 Members of Staff
6 Members of the public

The Chair opened the meeting with a karakia.

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Mr Whetu/Ms Morgan)

THAT an apology be received from Ms Diamond.

CARRIED on the voices

NCBI903/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Mr Whetu/Cr Paterson)

THAT the Agenda for a meeting of the Ngaruawahia Community Board held on Tuesday 12 March 2019 be confirmed and all items therein be considered in open meeting;

AND THAT all reports be received;

AND FURTHER THAT in accordance with Standing Order 9.4 the order of business be changed with agenda item 5.7 [*Iwi & Partnership Manager*] being considered after agenda item 5.1 [*Public Forum*] and agenda item 5.8 [*The Point Playground Extension and Renewal*] being considered after agenda item 5.2 [*Planting & Memorial Update*].

CARRIED on the voices

NCBI903/02

DISCLOSURES OF INTEREST

Ms Kirkwood advised members of the Board that she would declare a conflict of interest in Agenda Item 5.5 [*Application for Funding – Open Up Ngaruawahia Tourism Incorporated*] inasmuch that she will be presenting the item.

CONFIRMATION OF MINUTES

Resolved: (Mr Whetu/Cr Gibb)

THAT the minutes of a meeting of the Ngaruawahia Community Board held on Tuesday 12 February 2019 be confirmed as a true and correct record of that meeting.

CARRIED on the voices

NCBI903/03

REPORTS

Public Forum
Agenda Item 5.1

The following items were discussed at the Public Forum:

- Smith Road residents sought access to the cycleway and river;
- Clearing of rubbish in the above area by volunteers cannot be condoned by Council for Health & Safety reasons;
- Gang patches in Ngaruawahia following a recent incident in the town

- Ngaruawahia town Blueprint: did not reflect what the community contributed during the earlier drop-in sessions
- The Point Playground and Extension:
 - Concern raised that diagrams indicated separate activities for children with disabilities from other children's activities
 - It was suggested that the hammock be removed and be replaced with swings
 - Consider putting in recycle bins/rubbish bins
- Julie Dolan (Economic and Development Manager) introduced herself
- Brendan Stringer (Democracy Manager) introduced himself

Iwi & Community Partnership Manager
Agenda Item 5.7

The report was received [NCB1902/02 refers]. Mr Toka introduced himself and his role at Council.

Planting & Memorial Update
Agenda Item 5.2

The Technical Support Officer from Parks & Reserves Officer (Kim Wood) gave a powerpoint presentation and answered questions from the Board.

Tabled Item: Rail Bridge Planting Project Presentation

Options Report – Point Reserve Playground Renewal
Agenda Item 5.8

The report was received [NCB1902/02 refers]. The Projects Team Leader took the report as read and answered questions from the Board.

Resolved: (Mr Whetu/Ms Stevens)

THAT Design 3 is the preferred design that the Ngaruawahia Community Board would like to see installed;

AND THAT the budget of \$26,700 under IRG10020.C0.0000.0119 be transferred to the Point Reserve playground project (IPL10000.C0.0000.0119).

CARRIED on the voices

NCB1903/04

Discretionary Fund Report to 30 June 2019
Agenda Item 5.3

The report was received [NCB1902/02 refers] and discussion was held.

It was noted that the Fresh Eggs donation was received in June 2018. This did not show in any of the monthly reports since then due to all income received in the previous financial year not showing anymore as it is not deemed 'current' items. (Financial Year End is June).

Finance confirmed this donation is included in the income total but for transparency's sake, it was suggested that these items remain itemised in the next financial years' report in future.

Application for Funding – Horotiu Playcentre
Agenda Item 5.4

The report was received [NCB1902/02 refers] and discussion was held. Ms O'Donnell answered questions from the Board.

Resolved: (Cr Patterson/Cr Gibb)

THAT an allocation of \$2,000.00 be made to the Horotiu Playcentre towards the cost of the purchasing a new heat pump.

CARRIED on the voices

NCB1903/05

Application for Funding – Order of St John Central Region Trust Board
Agenda Item 5.6

The report was received [NCB1902/02 refers] and discussion was held. Lisa Marshall answered questions from the Board.

Resolved: (Ms Morgan/Ms Kirkwood)

THAT an allocation of \$1,066.40 be made to the Order of St John Central Region Trust Board towards the cost of purchasing new equipment for the Ngaruawahia St John Ambulance vehicle.

CARRIED on the voices

NCB1903/06

Application for Funding – Open Up Ngaruawahia Tourism Incorporated
Agenda Item 5.5

The report was received [NCB1902/02 refers]. Ms Kirkwood took the report as read and answered questions from the board.

Ms Kirkwood declared a conflict of interest and did not take part in voting on this item. answered questions from the Board.

Resolved: (Mr Whetu/Ms Morgan)

THAT the request from Open Up Ngaruawahia Tourism Incorporated towards the cost of developing a new website be deferred until the May meeting of this Board for the following reasons:

- **Paying membership numbers to be confirmed;**
- **Awaiting other funding options/business to come to the fore.**

CARRIED on the voices

NCBI903/07

Ngaruawahia Works and Issues Report
Agenda Item 5.9

The report was received [NCBI902/02 refers] and discussion was held.

Ngaruawahia Community Board Resolution/Action Register
Agenda Item 5.10

The report was received [NCBI902/02 refers] and discussion was held.

Chairperson's Report
Agenda Item 5.11

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

Councillors' Report
Agenda Item 5.12

Crs Gibb and Patterson gave a verbal overview on current Council issues.

Community Board Members' Report
Agenda Item 5.13

Members provided a verbal report on the following issues:

- Old quarry queries
- Trucks and heavy vehicles on River Road through Ngaruawahia
Action: The Chair requested a report for the next meeting
- Monitoring usage and promotion of fitness equipment and stations down the river?
- Regatta event at Turangawaewae soon
- Acknowledging those who have recently passed on in the community and raising awareness of elderly neighbours that need to be checked on

- The reduction in illegal dumping around the area and
- An increase of freedom campers were noticed down at the Point

There being no further business the meeting was declared closed at 8.08pm.

Minutes approved and confirmed this day of 2019.

J Whetu
CHAIRPERSON

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	26 March 2019
Prepared by	Lynette Wainwright Committee Secretary
Chief Executive Approved	Y
Reference No	GOV1318
Report Title	Receipt of Huntly Community Board Minutes

1. EXECUTIVE SUMMARY

To receive the minutes of the Huntly Community Board meeting held on Tuesday 19 March 2019.

2. RECOMMENDATION

THAT the minutes of the meeting of the Huntly Community Board held on Tuesday 19 March 2019 be received.

3. ATTACHMENTS

HCB Minutes – 19 March 2019

MINUTES of a meeting of the Huntly Community Board held in the Riverside Room, Civic Centre, Main Street, Huntly on **TUESDAY 19 MARCH 2019** commencing at **6.00pm**.

Present:

Ms K Langlands (Chairperson)
Cr S Lynch
Cr F McNally
Ms K Bredenbeck
Mr R Farrar
Mrs D Lamb
Mrs S Stewart

Attending:

Ms V Jenkins (HR Manager)
Mr B Stringer (Democracy Manager)
Mrs LM Wainwright (Committee Secretary)
Ms P Comins (Youth Representative)
Sergeant J Stapleford (NZ Police)
Ms D Holland (Resident of Kimihia Road)
Members of the public

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Ms Langlands/Mrs Lamb)

THAT an apology be received from Mr Rees.

CARRIED on the voices

HCBI903/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Ms Langlands/Cr Lynch)

THAT the agenda for a meeting of the Huntly Community Board held on Tuesday 19 March 2019 be confirmed and all items therein be considered in open meeting;

AND THAT all reports be received;

AND FURTHER THAT the Board resolves that the following item be added to the agenda as a matter of urgency as advised by the Chairperson:

- **Item 5.11 - Request to rename a portion of Kimihia Road affected by the Waikato Expressway Construction to be considered after Item 5.3 [Discretionary Fund Report to 27 February 2019];**

AND FURTHER THAT the Board resolves that the following items be withdrawn from the agenda:

- **Item No. 5.6 Iwi & Community Partnership Manager**

AND FURTHER THAT the youth representative, Ms Comins, be given full speaking rights for the duration of the meeting.

CARRIED on the voices

HCBI903/02

DISCLOSURES OF INTEREST

There were no disclosures of interest.

CONFIRMATION OF MINUTES

Resolved: (Ms Langlands/Cr Lynch)

THAT the minutes of a meeting of the Huntly Community Board held on Tuesday 19 February 2019 be confirmed as a true and correct record of that meeting.

CARRIED on the voices

HCBI903/03

Mr Farrar requested his dissenting vote be recorded.

The Democracy Manager advised the Board that the Democracy Team was currently reviewing the process of minute taking and expected that more comprehensive minutes would be presented at future meetings.

REPORTS

Public Forum

Agenda Item 5.1

The following item was discussed at the public forum:

- The railway crossing in Harris Street, Huntly had become rough and required metal to fill in the holes. The Chair would contact KiwiRail and advise them that the Board had received complaints.

NZ Police Update
Agenda Item 5.2

The report was received [*HCB1803/02 refers*] and discussion was held. Sergeant Stapleford gave a verbal update on the following items:

- Crime results in Huntly had reduced in number;
- A new roof is currently being put on the Huntly Police Station and was due for completion by the end of April 2019;
- All New Zealand Police are now armed following the Mosque attacks in Christchurch;
- A suspect had been arrested and charged with murder following the death of a man at Pukemiro in early March 2019; and
- Feedback had been received on the status of the CCTV project in Huntly. The hardware had been ordered and His Worship the Mayor was liaising with WEL Energy to organise a power supply for the cameras.

ACTION: The Board suggested a press release be made updating the community on the project.

Discretionary Fund Report to 27 February 2019
Agenda Item 5.3

The report was received [*HCB1803/02 refers*] and discussion was held.

Secret Garden Project – The Art Group from Friendship House were involved in this project. Resene provided paint and graffiti guard material.

Request to rename a portion of Kimihia Road affected by the Waikato Expressway Construction

Agenda Item 5.11

The report was received [*HCB1803/02 refers*] and discussion was held.

Ms Holland advised the Board that:

- The portion of Kimihia Road needed to be renamed to assist emergency services to locate the properties situated long this part of the road;
- She disputed that Kimihia Road had been severed due to the Waikato Expressway as noted in the staff report, and claimed the road had been severed 13 years ago by the Council closing what was called Snakes Gully;

- The other side of Kimihia Road could be reached via another road, but meant that side now does not have a name.

Resolved: (Ms Langlands/Cr Lynch)

THAT the Huntly Community Board recommends to the Infrastructure Committee, that a portion of Kimihia Road, Huntly be renamed Kimihia East Road, as requested by the residents.

CARRIED on the voices

HCBI903/04

Application for Funding – Lakeside Christian Centre
Agenda Item 5.4

The report was received [*HCBI803/02 refers*] and no discussion was held.

Resolved: (Ms Bredenbeck/Cr Lynch)

THAT an allocation of \$904.25 is made to the Lakeside Christian Life Centre towards the cost of hosting an Easter event for the community of Huntly.

CARRIED on the voices

HCBI903/05

Application for Funding – The Order of St John Central Region Trust Board
Agenda Item 5.5

The report was received [*HCBI803/02 refers*] and no discussion was held.

Resolved: (Crs McNally/Lynch)

THAT an allocation of \$1,668.52 is made to the Order of St John Central Region Trust Board towards the cost of purchasing new equipment for the Huntly St John Ambulance vehicle.

CARRIED on the voices

HCBI903/06

Iwi & Community Partnership Manager
Agenda Item 5.6

This item was withdrawn from the agenda [*HCBI803/02 refers*].

Huntly Community Plan Update
Agenda Item 5.7

The report was received [*HCB1803/02 refers*] and discussion was held on how the Huntly Community Plan was incorporated into the Blueprint planning process.

The Board expressed concern that three items had been missed off the planning process – Kimihia Lakes, the Central Interchange at Huntly and Park and Ride facility. A request was previously made to Council that a Resource Recovery Centre also be included in the Blueprint document. Cr Lynch would raise these matters at the next Blueprint session.

Huntly Works & Issues Report: Status of Items March 2019
Agenda Item 5.8

The report was received [*HCB1803/02 refers*] and discussion was held on the following matters:

- Property at 504/506 Great South Road, Huntly required screening on the road boundary to conceal the yard from public view. The Chair had contacted the Council's Monitoring Officer who advised that Council had requested the occupier to place planting along the Great South Road frontage; and
- Draft concepts for the entrance to Huntly sign were considered.

ACTION: The Board requested that the Communications Team prepare a report for the next Huntly Community Board agenda to enable a decision to be made on the new entrance sign.

Chairperson's Report
Agenda Item 5.9

The report was received [*HCB1803/02 refers*] and no discussion was held.

Councillor's/Councillors' and Board Members' Reports
Agenda Item 5.10

The report was received [*HCB1803/02 refers*] and Cr Lynch reported on the following items:

- Infrastructure Committee Meeting (26 February 2019) – there had been progress on the Hamilton to Auckland Start-Up Passenger Rail project (referred to the Agenda Item 6.8 for that meeting);
- Strategy & Finance Committee Meeting (27 February 2019) – Dr Stephen McTaggart presented a report which identified key areas with respect to planning for growth in the Northern Waikato and its subsequent impact on local primary schools;

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	19 March 2019
Prepared by	Wanda Wright Committee Secretary
Chief Executive Approved	Y
Reference #	GOV1301
Report Title	Receipt of Te Kauwhata Community Committee Meeting Minutes

1. EXECUTIVE SUMMARY

To receive the minutes of the Te Kauwhata Community Committee meeting held on Wednesday 6 March 2019.

2. RECOMMENDATION

THAT the minutes of the meeting of the Te Kauwhata Community Committee held on Wednesday 6 March 2019 be received.

3. ATTACHMENTS

TKCC Minutes - 6 March 2019

MINUTES of a meeting of the Te Kauwhata Community Committee held at the St John Ambulance Rooms, 4 Baird Avenue, Te Kauwhata on **WEDNESDAY 6 MARCH 2019** commencing at **7.00pm**.

Present:

Ms T Grace (Chairperson)
Cr JD Sedgwick
Mrs C Berney (Secretary)
Mr J Cunningham
Mr K Dawson [*from 7.08pm*]
Mr D Hardwick
Mr T Hinton
Mr C Howells
Mr B Weaver

Attending:

Mr V Ramduny (Strategic Projects Manager)
Ms J Dolan (Economic & Community Development Manager)
Mr S McNab (Community Member)

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Mr J Cunningham, Mr D Hardwick)

THAT an apology be received from Mr Hinton;

AND THAT an apology for lateness be received from Mr Dawson.

CARRIED on the voices

TKCCI902/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Ms T Grace, Mr J Cunningham)

THAT the agenda for a meeting of the Te Kauwhata Community Committee held on **Wednesday 6 March 2019** be confirmed and all items therein be considered in open meeting;

AND THAT all reports be received;

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

- **Mr S McNab speaking to the Committee on some logo ideas.**

CARRIED on the voices

TKCCI902/02

DISCLOSURES OF INTEREST

There were no disclosures of interest.

CONFIRMATION OF MINUTES

Resolved: (Mr B Weaver, Mr D Hardwick)

THAT the minutes of a meeting of the Te Kauwhata Community Committee held on Wednesday 13 February 2019 be confirmed as a true and correct record.

CARRIED on the voices

TKCCI902/03

SPEAKERS

Mr S McNab spoke to some logo ideas he had for the town. He presented his designs to the Committee and answered questions of the Committee.

The Economic and Community Development Manager introduced herself and explained her role to the Committee.

REPORTS

Te Kauwhata Works & Issues Report: March 2019
Agenda Item 5.1

The report was received [TKCCI902/02 refers] and discussion was held.

Councillor's Report
Agenda Item 5.2

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

- There was an update from Tourism NZ on the amount of money that has been spent in the Waikato District Council catchment area.
- UDA – The Urban Development Authority will be coming on board as a planning tool to work on projects coming from Auckland-Hamilton Transport Corridor. They are coming on board in 2020.

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	15 February 2019
Prepared by	Wanda Wright Committee Secretary
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 4 March 2019.

2. RECOMMENDATION

THAT the minutes of the meeting of the Tamahere Community Committee held on Monday 4 March 2019 be received.

3. ATTACHMENTS

TCC Minutes - 4 March 2019



**Minutes of Committee Meeting
Held 7.30pm on Monday March 4th, 2019
Tamahere Community Centre**

Present:

TCC: Leo Koppens, Graham McAdam, Bevan Coley, Connie Short, Alison Ewing, Joy Wright, Dallas Fisher, Ro Edge, Shelly Howse, Charles Fletcher

WDC: Jacob Quinn, Luke McCarthy (transport), Cr Bech

NZTA: Bruce Waugh

Sanderson Group: Nick Sanderson

Tamahere School: Ingrid ter Beek

1. Apologies: Sue Robertson

2. Confirmation of Minutes of Meeting held on February 11th, 2018

Moved: Leo Koppens

Seconded: Shelly Howse

All in Favour

3. Matters arising: Tamahere/Matangi blueprint meeting confirmed for March 26th 2-6pm

4. Correspondence Tabled**IN - EMAIL**

- Ingrid ter Beek – Hall defibrillator update

OUT –EMAIL

- Satish Parmar –written request for TCC support of alcohol off license

Moved: Ro Edge

Seconded: Charles Fletcher

All in favour

5. NZTA Update (Bruce Waugh)**Te Awa North/South Bridge update**

- Avantidrome to Tamahere St Stephen's Church build time aprox. 6-8 months.
- 6m high East West cycle/pedestrian bridge option with 100m ramps crossing SH21 most likely on the airport side of the Wiremu Tamihana/SH21 intersection continuing to a safe crossing at Wiremu Tamihana/Devine corner now preferred option.
- Insufficient funds allocated so going through internal NZTA request for funding; if successful then construction begins in spring.
- Cycleway will run between rear of church and Sanderson development to the bridge – both parties happy.
- WDC yet to approve.
- To report back with design concept.

East/West connectivity

- TCC reiterates walking/cycling connectivity east/west (Tauwhare Road over south facing off-ramp, under Expressway then over north facing on-ramp to SH21 or Tamahere Lane/Devine) is crucial and NZTA has been aware for a decade.
- Bruce Waugh now Project Manager for Hamilton section now also, including this issue
- WDC - this continues to be a work in progress.

6. Sanderson Project Update

- Takes possession of land April 1.
- Construction plan to start with water treatment and sewerage plants, traffic bund along SH21 and first (show) houses built.
- 93 houses, 23 townhouses, 9 apartments plus age care facility including a dementia unit. Approx. 209 occupants
- 15 full time staff
- Focus on top end homes and facility.
- Huge response for homes to date.

7. Fosters Update

- Several members toured the site last week.
- 1 small tenancy available upstairs in Building C (Medical Centre etc), Building A 50% tenanted so will start shortly.
- Negotiations continue with potential pub operator (Building B).
- Piazza subcommittee formed to consider a set of seating designs available to be sponsored by the community (Shelley and Aksel)
- Piazza maintenance and management plan to be presented at next meeting by WDC.
- EV - negotiations underway with Waipa for a medium fast bike/car station at Building A.

8. Cr Aksel Bech Report

- New speed limits in place April 12 for Tamahere.
- Road name list needs updating – Joy and Leo to work on this. Ngati Hau to be approached for suggestions.
- Local Area BluePrint drop-in session confirmed for 2pm to 6pm in TCC on March 26; draft for public consultation available on WDC website -overall input and specific local priorities feedback sought.
- New road off Annebrook Lane underway. TCC supports developers application for 'Leslie Lane' – Patrick Leslie was first European of significance in Tamahere.

9. Service Delivery – Tamahere Community Committee Issues Report - Jacob Quinn

- 4square liquor license application underway.
- Field drainage – surface probing has been done, verti draining with deeper holes wasn't done in spring – but booked for autumn. Badly draining field problem remains.
- Swale at school boundary not finished.
- Manhole on field to be lowered when cricket pitch extended.
- Fitness trail can go in before May 4 or after Aug 31 to avoid field bookings.

- Jacob to provide full field report in April including how the playing fields booking system works.
- Horse manure on walkways – signage says no to horses but appears no bylaw against in Tamahere.
- Bus routes – report at next meeting.
- Members declaration of conflict forms need to be completed.
- Birchwood to Devine – design being worked on, construction this financial year. No change to width. Negotiations continue with landowner Newell/Birchwood corner for a priority intersection.
- Te Awa continues negotiations with Riverglade land owners.

8. Other Business

Tamahere Reserve

Open letter tabled from Tamahere Mangaone Restoration Trust regarding Tamahere Reserve removal of trees due to real and present danger to health and safety with one further tree (in the Reserve) having recently come down.

Resolution: TCC has concerns regarding the poor condition of pines in Tamahere Reserve. This may result in an unacceptable danger to the public.

Moved: Graham McAdam **Seconded:** Leo Koppens

Amendment to the resolution – TCC notes need to respond to any genuine health and safety concern following branch falling very close to or on Tauwhare Road. Approach to WDC to be considered and agreed by next meeting.

Moved: Charles Fletcher **Seconded:** Ro Edge **All in Favour**

Hall Issues

Lacrosse can no longer use hire room in hall. Rules have stepped up for school usage. Hall committee remain committed to defibrillator behind locked door. Cr Bech/Jacob to review.

Date of next meeting: Monday April 1st 2019

Meeting closed at 9.50pm

Items for Next Meeting:

- Hub bus stop position and routes - Luke
- Walkways subcommittee template – Cr Bech
- Field drainage - Jacob
- Library update – Cr Bech
- Tamahere Reserve, process for tree removal and solution – Cr Bech/Jacob
- Tamahere better in Waipa or Waikato?
- Alan Turner Bridge naming – Jacob
- Story of Tamahere – Cr Bech

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	
Prepared by	Brendan Stringer Democracy 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 Council Minutes dated 11 March 2019

Receipt of Minutes:

- **Strategy & Finance Committee – 27 March 2019**
- **Water Governance Board Meeting – 22 March 2019**

REPORTS

a. Electrical Energy Supply Contract 2019-22

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)(i) – enable the Council to carry on, without prejudice or disadvantage, negotiations **Section 48(1)(3)(d)**

b. 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:**

Sections 7(2)(f),(g),(h),(i),(j) **Section 48(1)(a)(d)**

c. 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:**

Sections 7(2)(f),(g),(h),(i),(j) **Section 48(1)(a)(d)**

3. ATTACHMENTS

Nil