



Agenda for a meeting of the Pokeno Community Committee to be held in the Pokeno Community Hall, Cnr Great South Road and Market Street, Pokeno on **TUESDAY 10 SEPTEMBER 2019** commencing at **7.00PM**.

*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**

Meeting held on Tuesday 13 August 2019. 2

**5. REPORTS**

- |      |  |        |
|------|--|--------|
| 5.1  | Civil Defence Update                                 | Verbal |
| 5.2  | Pokeno Works & Issues Report                         | 6      |
| 5.3  | Proposed Changes to the Committee Charter            | 9      |
| 5.4  | LTP Update   | Verbal |
| 5.5  | Pokeno Community Committee Schedule                  | 13     |
| 5.6  | Update on Christmas Parade ( <i>Alan Johnstone</i> ) | Verbal |
| 5.7  | Street Naming ( <i>3 monthly report</i> )            | Verbal |
| 5.8  | Councillor's Report                                  | Verbal |
| 5.9  | Committee Reports                                    | Verbal |
| 5.10 | General Business                                     |        |

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**Open Meeting**

<b>To</b>	Pokeno Community Committee
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	24 August 2019
<b>Prepared by</b>	Lynette Wainwright Committee Secretary
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV0516
<b>Report Title</b>	Confirmation of Minutes – 13 August 2019

**1. EXECUTIVE SUMMARY**

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To confirm the minutes of the Pokeno Community Committee meeting held on Tuesday 13 August 2019.

**2. RECOMMENDATION**

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**THAT the minutes of the meeting of the Pokeno Community Committee held on Tuesday 13 August 2019 be confirmed as a true and correct record of that meeting.**

**3. ATTACHMENTS**

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PCC Minutes – 13 August 2019



## **POKENO COMMUNITY COMMITTEE**

**MINUTES** of the monthly Pokeno Community Committee meeting held in the Pokeno Hall, Pokeno, on 13<sup>th</sup> August 2019, commencing at 7.00pm.

**Committee Members Present:** Helen Clotworthy, Todd Miller, Janet McRobbie, Wayne Rodgers, Charles Hackett, Morris Roberts, Cr Jacqui Church, Cr Stephanie Henderson

**WDC Staff in Attendance:** Clive Morgan, Paul McPherson, Peter Clark

**Councillors in Attendance** Mayor Allan Sanson

**Community Members** Members of the public attended.

**1 APOLOGIES:** Apologies received from Ric Odom, Kris Hines, Doug Rowe, Tricia Graham, Lance Straker

**Moved that the apologies be accepted:** Helen Clotworthy

**Seconded:** Charles Hackett

### **2 CONFIRMATION OF THE STATUS OF THE AGENDA**

**Moved that the apologies be accepted:** Helen Clotworthy

**Seconded:** Charles Hackett

### **3 DISCLOSURE OF INTEREST**

There was no disclosure of interest

### **4. CONFIRMATION OF THE MINUTES**

**Moved** Helen Clotworthy

**Seconded** Janet McRobbie

## **5. REPORTS**

### **5.1 Presentation – Draft Pokeno & Surrounds Spatial Plan Update**

Plan was presented focusing on the strategic long-term planning requirements for Pokeno and other “river community: towns.

### **5.2 Opportunity to Review Draft Pokeno Community Committee Charter**

1. Term changed from 3 years to 2 years to encourage engagement.
  - a. Moved Helen, 2<sup>nd</sup> Charles - 6 votes for, 0 votes against - Passed.
2. Request removal of reference to “Local Government Act”.
3. Keep committee membership at 12, and quorum at 5.
4. Further discussed required to confirm acceptable absences
5. Mayor Sanson recommended new draft is forwarded to council to ensure it complies with relative legislation.

### **5.3 Works and Issues**

1. Paul (Community Projects Facilitator) and Peter (Design Team Leader) presented the Pokeno urban upgrade plan.
2. The road around the Pokeno School (Helenslee Rd, Pokeno Rd) are scheduled to have footpaths, curbing, drainage prioritised Summer 2019, to ensure safe movement of students.
3. Munro Rd Bridge is budgeted for replacement in the LTP for FY2023.
4. Clarification was provided about the intersection of Helenslee Rd and Munro Rd. With future subdivision and roading plans, that intersection will become a cross intersection, potentially controlled by lights.
5. Members of the community raised concerns about localised flooding and in particular under the expressway overbridge. Council will investigate.
6. Members of the community raised concerns over the lack of a rubbish bin at the Kowhai Downs waterfall.
7. The Committee discussed the proposed careers evening. Paul is to contact Julie to discuss further.

### **5.4 YTD Service Requests tabled**

### **5.5 LTP Update**

The Growth Strategy is being reviewed.

### **5.6 Civil Defence Update**

Todd provided an update on the community’s civil defence response plan. 1<sup>st</sup> activation of the plan was during the localised water outage which identified the lack of community resilience on the whole. Council activated their EOC to provide oversight and logistical support, including the provision of a water tanker of “potable” water.

### **5.7 Schedule discussed**

Jessica of Community Support will present in September.  
Richard Clarke from Council will visit

### **5.8 Councillors Reports**

Councillors did not have any further reports to table.

### **5.9 Committee Reports**

Meet and greet is going well with 26 – 30 people attending.  
Community Hall has had new wiring and lights installed  
Community Committee elections will be scheduled for November, after completion of the Local authority elections.

### **ACTION LIST**

- Council to investigate localised flooding concerns, in particular under expressway bridge.
- Paul to contact Julie to discuss proposed careers evening.

There being no further business Helen thanked our visitors declared the meeting closed at 21:15pm. The next meeting to be held on 10 September 2019 at 7.00pm

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**Open Meeting**

<b>To</b>	Pokeno Community Committee
<b>From</b>	Clive Morgan General Manager Community Growth
<b>Date</b>	2 September 2019
<b>Prepared by</b>	Karen Bredesen PA to the General Manager, Service Delivery
<b>Chief Executive Approved</b>	Y
<b>Reference/Doc Set #</b>	GOV0516 / 2339716
<b>Report Title</b>	Pokeno Works & Issues: Status - September 2019

**1. EXECUTIVE SUMMARY**

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

**2. RECOMMENDATION**

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

**3. ATTACHMENTS**

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**WORKS & ISSUES REGISTER – SEPTEMBER 2019**

<b>Issue</b>	<b>Area</b>	<b>Action</b>	<b>Comments</b>
Community Projects Munro Road Sports Field	Richard Clark	Munro Park and Skatepark Updates	Richard Clark will be in attendance at the October meeting to give a brief presentation on the development of the park, as more information will be available at this time.
Rubbish bin installation at the waterfall	Service Delivery	Update	The bin is expected to be installed within the next fortnight.
PCC Hall Renovations	Service Delivery	Update	Pokeno Hall Committee have coordinated internal painting and the removal of a switchboard that contained Asbestos.  Council have helped support them with their Health and Safety obligations.
Skatepark	Service Delivery	Standard example and cost estimate,	Standard skatepark photo to be provided at meeting.  Cost for standard level of service for a skatepark is approximately \$350,000.  Staff will provide more skatepark examples and costings at the PCC October meeting.
Charter rewording	Democracy Manager	Removal of Charter wording that references Local Government Act (LGA) and update to reflect	Covered under separate PCC report to October meeting.
Flooding under expressway	Service Delivery	Contact NZTA on behalf of Committee	Any matter relating to motorway expressway should be reported to NZTA.

## **COMMUNITY PROJECTS UPDATE**

### **Parks**

#### **Munro Road Sports Park**

A Project Management Plan is currently being developed. This will provide a high level schedule of tasks and timeframes required to complete the project. The proposed timeframes will be presented to the Community Committee in October.

### **Wastewater**

#### **Pokeno Wastewater Reticulation Scheme, Phase 3**

The contract is in development for the completion of the private drainage connections in Pokeno. Scheduled completion date for the works is March 2020.

### **Toilets**

#### **Pokeno**

The contract was advertised in July/August for the toilet refurbishment package and is currently in the tender evaluation stage. Construction is scheduled for October/November 2019.

### **Urban Upgrades**

#### **Pokeno Road Urban Upgrade**

The stormwater design for Pokeno Road (Ford Road to Pokeno School) is being reviewed to confirm necessary easements and application for Resource Consents. Intersection layouts are being reviewed for Ford, Hitchen, and Helenslee Roads.

Great South Road (Main Street) works are being deferred until the proposed supermarket frontage roading works is complete. Upgrading of parking on unformed Wellington Street (west) will be carried out instead, to ease parking issues with the reduced parking (loss of parks outside the future supermarket).

### **Cemeteries**

#### **Whangarata Cemetery Development**

Resource consent has been granted. Further consultation is required regarding a possible private crematorium. Planning requirement advice has been received in advance of engagement with interested parties.

The earthworks contract is expected to be bundled with Munro Sportspark earthworks to gain economies of scale.

### **Pokeno Community Committee Charter**

#### **Review**

Council's Democracy Manager has drafted changes, as requested by the Committee and made changes to improve clarity.



### **Open Meeting**

<b>To</b>	Pokeno Community Board
<b>From</b>	Clive Morgan General Manager Community Growth
<b>Date</b>	30 August 2019
<b>Prepared by</b>	Sandy Mason Personal Assistant
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV0516 / 2339715
<b>Report Title</b>	Pokeno Community Committee Charter Update

## **I. EXECUTIVE SUMMARY**

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The purpose of this report is to provide the Committee an updated Pokeno Community Committee Charter that incorporates the Committees requested changes.

At the request of the Pokeno Community Committee Chairperson, the Draft Pokeno Community Committee Charter has been updated by the Council's Democracy Manager.

Summary of changes:

1. The charter title has been changed to the Pokeno Community Committee Charter.
2. Clause 2. Title changed to Roles and Responsibilities from Roles and Delegations.
3. Clause 2.(b) Wording simplified to improve clarity.
4. Clause 3. Title changed from Exemptions to Delegations and wording updated to improve clarity.
5. Clause 4. Membership. Clause (c) inserted to clarify Committee's compliance with Council processes and the Office of the Auditor-General's guidance.
6. Clause 5(a). Election and Election Process. Three-yearly cycle changed to two-yearly cycle.
7. Clause 5(b) and (d). Reworded to simplify and improve clarity.
8. Clause 7. Funding. Reworded to simplify and improve clarity.
9. Clause 8(a), (b) and (c). Meeting Procedures. Reworded to simplify and improve clarity.
10. Clause 8(d). New clause added to clarify Committee procedures to provide meeting minutes.
11. Clause 8(e). New clause added to state appropriate treatment of public and external presenters.
12. Clause 9. Abolition of the Committee. Title changed to Winding up of the Committee and clause reworded to aid clarity.

13. Reference to the Local Government Act has been removed.

**2. RECOMMENDATION**

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

**AND THAT** the **Committee** approve the amended **Pokeno Community Committee Charter** (attached to the staff report);

**AND FURTHER THAT** the **Committee** recommends the **Council** approve the amended **Pokeno Community Committee Charter**.

**3. ATTACHMENT**

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Pokeno Community Committee Charter

## **POKENO COMMUNITY COMMITTEE CHARTER**

### **1. Purpose**

The Pokeno Community Committee (the 'Committee') is set up jointly by the Waikato District Council ('the Council') and the Pokeno community to work collaboratively in dealing with local issues in the township of Pokeno and its surrounding rural area.

### **2. Roles and Responsibilities**

The role of the Committee shall be as follows:

(a) The Council's roles are:

- i) To give effect to local identity and preferences.
- ii) To make the Council more responsive to the community's preferences and more accountable for their actions.
- iii) To increase efficiency.

(b) The Committee's role is to express the community's views on local issues to the Council. In order to achieve this, the Committee will:

- i) Represent and act as an advocate for the interests of the Pokeno community.
- ii) Consider and report on of all matters referred to it by the Council or any matter of interest or concern to the Committee.
- iii) Maintain an overview of services provided by the Council within Pokeno
- iv) Prepare and send submissions to the budgetary process of the Council for expenditure within Pokeno through the Long Term Plan or Annual Plan (whichever is applicable).
- v) Engage with community organisations and interest groups within Pokeno.
- vi) Exercise any other powers, functions and duties as may be delegated from time to time to the Committee by the Council.

### **3. Delegations**

- (a) Any delegation of powers, functions or duties to the Committee by the Council can be withdrawn by resolution of the Council, or by the relevant delegated authority (as appropriate) at any time, without reference to the Committee.
- (b) The Committee must not sub-delegate any delegated powers, functions or duties (Clause 32(3) of Schedule 7 of the Local Government Act 2002).

### **4. Membership**

- (a) The Committee shall consist of not fewer than five elected members nor more than twelve elected members plus the relevant appointed member/s from the Council.
- (b) The Council-appointed member should be, in the first instance, the councillor/s elected to the Awaroa ki Tuakau Ward or such other person that the Council may from time to time appoint at its discretion.
- (c) The Committee's elected members must comply with the Council's processes and complete documentation as required, in relation to declaring conflicts of interest.

*Continued...*

## **5. Election and Election Process**

- (a) The elected members shall be elected on a two-yearly cycle. However, as a transitional provision, the initial term for the Committee would be through to the 2019 local body elections.
- (b) The elections shall be held by public meeting conducted by the Chief Executive of the Council or a nominee, at which candidates will be nominated and elected ('the elections meeting'. The elections meeting shall be conducted in a manner deemed appropriate by the Chief Executive.
- (c) Council will advertise the public meeting and call for nominations to the Committee.
- (d) Any vacancies occurring during the term shall be filled as deemed appropriate by both the Council and the Committee. The Committee may, by resolution, co-opt members to assist it as required as long as the number of members does not exceed the maximum specified in paragraph 4(a).
- (e) The Council may assist in filling vacancies as appropriate.

## **6. Chairperson**

The Committee shall appoint a Chairperson and a Deputy Chairperson from within its membership.

## **7. Funding**

- (a) The Committee can make an application to Council's Discretionary & Funding Committee (or that Committee's successors) for accessing the Rural Ward Discretionary Fund and the Events Fund for the funding of specific projects or events. These grants are available for projects and initiatives in rural areas and areas that are not served by a community board.
- (b) Council allocation of \$1,000, towards the cost associated with running the Committee, for which any community committee can apply to.

## **8. Meeting Procedures**

- (a) The Committee will follow the general principles of the Council's Standing Orders for Meetings, as adopted by the Council.
- (b) Any variance to the Standing Orders can be decided by a simple majority vote of those members present at a meeting.
- (c) A quorum of members of the Committee shall consist of no fewer than five members.(d) The Committee will be responsible for completing, and submitting to Council's Democracy Team, minutes for each Committee meeting in accordance with guidance provided by the Council.
- (e) Members of the public and external presenters (including Council staff) will be treated with respect and courtesy by Committee members.

## **9. Winding-up of the Committee**

The Committee may be wound-up by resolution of Council in consultation with or as a result of a request from the Committee.

*End*

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### **Open Meeting**

<b>To</b>	Pokeno Community Committee
<b>From</b>	Clive Morgan General Manager Community Growth
<b>Date</b>	2 September 2019
<b>Prepared by</b>	Lynette Wainwright Committee Secretary
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV0516
<b>Report Title</b>	Pokeno Community Committee Schedule

## **1. EXECUTIVE SUMMARY**

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The purpose of this report is to provide an updated Pokeno Community Committee Schedule to discuss and populate.

It is intended that the Committee will develop a schedule as a guide for Council support and community information and engagement.

## **2. RECOMMENDATION**

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

## **3. ATTACHMENTS**

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Pokeno Community Committee Schedule

January 2019	February 2019	March 2019
No meeting	Early in 2019, the Committee to schedule a workshop to provide more street names.  Transit to be invited to meeting.	Blue Print drop in session
April 2019	May 2019	June 2019
Gavin Donald & Jason Marconi from Sport Waikato to provide an update.	OPUS Stormwater Report NZTA invite	Update on Munro Block and recreation possibilities Colin Botica, Dines Group, to provide an update with regards to progress with Totara Park
July 2019	August 2019	September 2019
Julie Dolan - local employment opportunities Helenslee Road/Pokeno Road intersection update	August meeting – Ernst and Vishal (Future Planning); Peter Clark (Roading)	September meeting -Richard Clark (Munroe Sports Park)
October 2019	November 2019	December 2019
No meeting		