

Agenda for a meeting of the Ngaruawahia Community Board to be held in the Committee Rooms 1 & 2, District Office, 15 Galileo Street, Ngaruawahia on **TUESDAY, 14 JUNE 2022** commencing at **6.00pm**.

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

**1. APOLOGIES AND LEAVE OF ABSENCE**

**2. CONFIRMATION OF STATUS OF AGENDA**

**3. DISCLOSURES OF INTEREST**

**4. CONFIRMATION OF MINUTES**

Meeting held on Tuesday, 3 May 2022

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**5. PUBLIC FORUM**

**6. REPORTS**

6.1 Discretionary Fund Report to 30 May 2022

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6.2 Works, Actions & Issues Report: Status of Items June 2022

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6.3 Community Board Charter Review

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6.4 Chairperson's Report

Verbal

6.5 Councillors' Reports

Verbal

6.6 Community Board Members' Reports

Verbal

GJ Ion  
**CHIEF EXECUTIVE**

<b>To</b>	<b>Ngaruawahia Community Board</b>
<b>Report title</b>	<b>Confirmation of Minutes</b>
Date:	Tuesday, 14 June 2022
Report Author:	Matt Horsfield, Democracy Advisor
Authorised by:	Gaylene Kanawa, Democracy Team Leader

## **1. Purpose of the report**

### **Te Take moo te puurongo**

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To confirm the minutes for a meeting of the Ngaruawahia Community Board (NCB) held on Tuesday, 3 May 2022.

## **2. Staff recommendations**

### **Tuutohu-aa-kaimahi**

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**THAT the minutes for a meeting of the Ngaruawahia Community Board held on Tuesday, 3 May 2022 be confirmed as a true and correct record.**

## **3. Attachments**

### **Ngaa taapirihanga**

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Attachment 1 – NCB Minutes – 3 May 2022

Date:	Tuesday, 14 June 2022
Report Author:	Matt Horsfield, Democracy Advisor
Authorised by:	Gaylene Kanawa, Democracy Team Leader

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**MINUTES** for a meeting of the Ngaruawahia Community Board held in the Committee Rooms 1 & 2, District Office, 15 Galileo Street, Ngaruawahia on **TUESDAY, 3 MAY 2022** commencing at **6.00pm**

**Present:**

Mr G Wiechern (Chairperson)  
Ms K Morgan  
Mr J Ayers  
Ms D Firth  
Ms R Kirkwood  
Ms V Rice

**Attending:**

Mr G Maru  
Mr M Horsfield (Democracy Advisor)

**APOLOGIES AND LEAVE OF ABSENCE**

**Resolved: (Ms Morgan/Ms Firth)**

**THAT** the apologies for non-attendance from Cr Patterson & Cr Gibb be received.

**CARRIED**

**NCB2205/01**

**CONFIRMATION OF STATUS OF AGENDA ITEMS**

**Resolved: (Ms Morgan/Ms Kirkwood)**

**THAT:**

- a. the agenda for a meeting of the Ngaruawahia Community Board held on Tuesday, 3 May 2022 be confirmed and all items therein be considered in open meeting; and
- b. all reports be received.

**CARRIED**

**NCB2205/02**

## **DISCLOSURES OF INTEREST**

There were no disclosures of interest.

## **CONFIRMATION OF MINUTES**

**Resolved: (Ms Rice/Ms Morgan)**

**THAT the minutes for a meeting of the Ngaruawahia Community Board held on Tuesday, 22 March 2022 be confirmed as a true and correct record of that meeting, with the following amendment:**

- a. subject to the editing of Ms Rice's Community Board Members' Report, noting that the streets lights were out between the Waikato River Bridge, not Waingaro Road Bridge.**

**CARRIED**

**NCB2205/03**

## **REPORTS**

Public Forum

Agenda Item 5.1

Mr G Maru highlighted the followed matters:

- Noted his concern with the condition of the footpaths. There footpaths were overgrown with vegetation which was impacting people with mobility scooters. Havelock Road, Hershel Street and Brownlee Avenue were particularly problematic.

The footpaths had not been edged and spraying does not provide much help. Footpaths were often uneven which was a trip hazard.

The degree of steepness from the roadway to the footpath can be problematic for people on mobility scooters and people with prams.

- Inorganic Collection – Surprised that the service had been discontinued. It was noted that inorganic services had been discontinued. There were a lack of contractors available to provide the service and the service was inconsistent with Council's solid waste strategy. The Ngaruawahia Community Board submitted to keep the service.
- Illegal dumping on reserves was an issue that needed to be addressed.
- The Board asked what was the strategy for accessibility for all on footpaths?

**ACTION:** Staff to advise what Council's strategy for accessibility for young families, the elderly and those with disability for walking access on footpaths.

Discretionary Fund Report to 20 April 2022

## Agenda Item 6.1

The report was received [*HCB2205/02 refers*] and no discussion was held.

- The funding application was discussed at the Board's previous workshop.
- The Matariki Funding application would be deferred to the next meeting.

**Resolved: (Ms Kirkwood/Ms Firth)**

**THAT the Ngaruawahia Community Board approves payment from their Discretionary Fund:**

- for the amount of \$2750 (including GST);**
- towards the costs of building improvement for Hope Rising Farm Trust; and**
- subject to the transfer of \$2,750 from the Te Mana O Te Rangi Reserve Commitment.**

**CARRIED****NCB2205/04**Works, Actions & Issues Report: Status of Items April 2022

## Agenda Item 6.2

The report was received [*NCB2205/02 refers*] and the following discussion was held:

- Tarseal Maintenance on River Road – The Projects and Innovation Manager provided a written update that further smoothing works would be undertaken to avoid further rutting. The trench was not backfilled properly and would need further work. The footpath beside the works had been damaged and requires fixing. The Board was concerned that winter weather may impact the delivery of these improvements.

**ACTION:** Staff to investigate the damaged footpaths along River Road alongside the roadworks.

- Security Cameras –The Board noted their disappointment that no reports had been provided to the Board regarding the Security Cameras project.
- Paterson Park – The other childrens court had not been installed despite the report stated otherwise.

**ACTION:** Update to be provided regarding the installation of the childrens court at Paterson Park.

- Road Name List (Hakarimata Road) – What was the status of the road naming list for the development at 536 Hakarimata Road and when would it be considered by the Infrastructure Committee?

**ACTION:** Staff to update the Board regarding the status of the road naming list for the development at 536 Hakarimata Road.

- The Board noted that communications for the announcement for the Dog Control Bylaw and Policy from Council was a success.

### Third Quarter Service Request Report to March 31 2022

#### Agenda Item 6.3

The report was received [*NCB2205/02 refers*] and the following discussion was held:

- Indicators in the report seemed more accurate than previous reports.

### Subdivision 0002/21 99 Ngaruawahia Road, Ngaruawahia – Proposed Road Name List

#### Agenda Item 6.4

The report was received [*NCB2205/02 refers*] and the following discussion was held:

- What's the difference between a right of way and a lane?
- The Board appreciated there was a theme for the proposed road names.
- The Board discussed the suggested names for road three (3). They desired a Te Reo name to align the with names for road one (1) and road two (2).
- Purei was listed in the approved Community Board name list as a native plant in Ngaruawahia. The board chose Purei as a substitute for the names proposed for in the report for road three (3).

**Resolved: (Ms Firth/Ms Morgan)**

**That the Ngaruawahia Community Board:**

- a. **approves the following proposed road names submitted by the developer for SUB 0002/21 99 Ngaruawahia Rd, Ngaruawahia:**

- |                      |                      |
|----------------------|----------------------|
| ▪ <b>ROAD 1</b>      | ▪ <b>ROAD 2</b>      |
| ▪ <b>Kiokio Road</b> | ▪ <b>Wheki Place</b> |
| ▪ <b>ROAD 3</b>      |                      |
| ▪ <b>Purei Lane</b>  |                      |

**CARRIED**

**NCB2205/05**

Subdivision 0073/21 26 Jackson St, Ngaruawahia - Proposed Road Name List  
Agenda Item 6.5

The report was received [*NCB2205/02 refers*] and the following discussion was held:

- The Board noted that the report stated the developers second choice option was Akeake. The Board supported that the name Akeake over the proposed Nursery Lane.

**Resolved: (Ms Kirkwood/Ms Rice)**

**That the Ngaruawahia Community Board:**

- a. **approves the following proposed road name submitted by the developer for SUB 0073/21 26 Jackson Street, Ngaruawahia.**
  - **ROAD I**  
**Akeake Lane**

**CARRIED**

**NCB2205/06**

Chairperson's Report  
Agenda Item 6.6

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

- The previous workshop was very productive. The Board would meet on Tuesday, 17 May for their next workshop.

Councillors' Report  
Agenda Item 6.7

No update was provided.

Community Board Members' Report  
Agenda Item 6.8

Members provided a verbal report on the following issues:

- Mr Ayres – There had been 40,000 daffodils bulbs that had been ordered for the whole district. Daffodils would be planted along Waipa Esplanade and Centennial Park going along Waipa River. School groups would be helping in the planting efforts. Horotiu School may want some bulbs and the Board needed to consider planting on the eastside of town. Mr Ayres and the Chair would meet with the Events Officer to discuss the number of bulbs that would be required to cover the areas. The Board ordered 2,000 bulbs last year.

Lights don't appear to be working on Kingitanga Reserve. There was also a tree that was still damaged after Cyclone Dovi at Kingitanga Reserve that needed to be addressed. It was noted that the public were collecting wood from the fallen branches of the tree.

**ACTION:** Mr Ayres and Ms Morgan would look for possible locations for daffodil planting.

- Ms Morgan – Noted her appreciation to the board members who attended the ANZAC commemorations and that the service was very successful. Noted that the graffiti article the Board were working on with staff and the Huntly Community Board was on hold, but it was important that the roller door project kept progressing.

There being no further business the meeting was declared closed at 7:30pm.

Minutes approved and confirmed this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

Mr G Wiechern  
**CHAIRPERSON**



<b>To</b>	<b>Ngaruawahia Community Board</b>
<b>Report title</b>	<b>Discretionary Fund Report to 30 May 2022</b>
Date:	14 June 2022
Report Author:	J Schimanski Support Accountant
Authorised by:	Alison Diaz Chief Financial Officer

## **1. Purpose of the report**

### **Te Take moo te puurongo**

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The purpose of this report is to update the Ngaruawahia Community Board on the Discretionary fund spend to date, commitments and balance as at 30 May 2022.

Additionally there is a funding application for consideration by the Ngaruawahia Community Board from Te Whare Toi O Ngaruawaahia.

## **2. Staff recommendations**

### **Tuutohu-aa-kaimahi**

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**THAT the Ngaruawahia Community Board:**

- a. receives the Discretionary Fund Report to 30 May 2022; and**
- b. considers the funding application for Te Whare Toi O Ngaruawaahia.**

## **3. Attachments**

### **Ngaa taapirihanga**

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Attachment 1 – Discretionary Fund report to 30 May 2022

Attachment 2 – Te Whare Toi O Ngauruawaahia – Matariki Festival Funding Application.

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**NGARUAWAHIA COMMUNITY BOARD DISCRETIONARY FUND REPORT 2021/22 (July 2021 - June 2022)**
**As at Date: 30-May-2022**

				<b>GL 1.205.1704</b>
<b>2021/22 Annual Plan</b>				20,999.00
<b>Carry forward from 2020/21</b>				80,535.00
	<b>Total Funding</b>			<b>101,534.00</b>
<b>Income</b>				-
<b>Total Income</b>				-
<b>Expenditure</b>				
05-Nov-21	Payment of \$1,500 (incl GST) to the Ngaruawahia Senior Citizens and Friendship Club towards the cost of the Vintage Railway and Nikau Caves tour. (Not GST registered)	NCB2109/04		1,500.00
22-Nov-21	Payment of \$2,000 to the Graeme Dingle Foundation Waikato - Ngaruawahia High School Career Navigator Students towards the cost to create unique local welcome signs.	NCB2110/03		2,000.00
16-Mar-22	Commitment of \$2,912 to the Ngaruawahia Community House toward the End of Summer Market 2022	NCB2111/04		2,912.00
01-Apr-22	Payment of \$2,750.00 to Ngaruawahia RSA for the Hanging and Removal of ANZAC Flags	NCB2202/03		2,750.00
<b>Total Expenditure</b>				<b>9,162.00</b>
<b>Net Funding Remaining (Excluding commitments)</b>				<b>92,372.00</b>
<b>Commitments</b>				
13-Nov-18	Te Mana o Te Rangi Reserve - includes \$500 commitment for an opening ceremony (NCB1906/04). 08/09/20 Commitment increased by \$20,000 (NCB2009/04)	NCB1811/04 NCB1906/04 NCB2009/04	40,000.00	
22-Mar-22	Less Payment \$2,750.00 (excl GST) towards the installaiton of ANZAC Street Flags from Te Mana o Te Rangi Reserve	NCB2202/03	(2,750.00)	
03-May-22	Less Commitment of \$2,750 (incl. GST) towards the cost of building improvement for Hope Rising Farm Trust transfer from the Te Mana O Te Rangi Reserve Commitment	NCB2205/04	(2,391.30)	34,858.70
04-Nov-19	Ngaruawahia Railway Bridge commitment: 50% subsidy of Ngaruawahia pool 18/19 (NCB1811/04) & 19/20. (NCB1911/09) & 21/22 (NCB2111/05)	NCB1811/04 NCB1911/09 NCB2111/05	10,000.00	
	Less : Payments made to Belgravia Leisure for Pool Admissions (23/01/2020)		(1,309.74)	
	Less : Payments made to Belgravia Leisure for Pool Admissions (28/02/2020)	NCB2006/04	(903.97)	
	Less : Payments made to Belgravia Leisure for Pool Admissions (26/03/2020)	NCB2002/01	(334.78)	7,451.51
01-Dec-20	Allocation of \$2,000 to the Ngaruawahia High School towards the costs relating to the Ngaruawahia Dog Agility Park project. Funds from the discretionary fund will be utilised for the installation of equipment at the Dog Agility Park.	NCB2012/03		2,000.00
15-Jun-21	Commitment of \$25,000 allocated to an ongoing Security Project in Ngaruawahia	NCB2106/04		25,000.00
22-Feb-22	Commitment to Camera Licensing Trust of \$20,000 (excl GST) towards the cost of Security Camera Project in Ngaruawahia	NCB2202/05		20,000.00
03-May-22	Commitment of \$2,750 (incl. GST) towards the cost of building improvement for Hope Rising Farm Trust transfer from the Te Mana O Te Rangi Reserve Commitment	NCB2205/04		2,391.30
<b>Total Commitments</b>				<b>91,701.51</b>
<b>Net Funding Remaining (Including commitments)</b>				<b>670.49</b>

# COMMUNITY BOARD/COMMITTEE FUNDING APPLICATION FORM

## Important notes for applicant:

- Prior to submitting your application, please contact the Chair/Funding Representative, to discuss your application requirements and confirm that your application meets the eligibility criteria
- Application form must be completed in full and can be emailed to the Chair/Funding Representative
- All parts of the application need to be completed and all supporting information supplied

Huntly  Meremere  Ngaruawahia   
Onewhero-Tuakau  Raglan  Taupiri   
Te Kauwhata

## Section 1 – Your Details:

### Name of your organisation and contact person

Te Whare Toi o Ngaaruawaahia – Laura Millward

### What is your organisation's purpose/background (who are you? what do you do?)

We are the creative arts centre for Ngaruawahia, we have served our community for 20 years. Our vision is to strive for a culture of creativity for all. The centres purpose is to be the place and space for community development through creativity for Ngaaruawaahia and the surrounding districts. We are local people working together to strengthen the health and wellbeing of our people through the medium of culture and creativity. We do this by responding to our community's needs and aspirations with targeted creative arts programmes to enrich and support the holistic wellbeing of all and contribute to the mana of our people here in Ngaaruawaahia. We strive to enhance individual and whaanau welfare, sense of identity and confidence through an array of artistic experiences. We are shifting into a space where we will be developing more equitable creative programmes for our vulnerable communities, including but not limited to people who experience intellectual, or physical disability, neurological conditions, mental illness, age related vulnerability, cultural, social isolation, poverty and unemployment.

Phone number/s: 021996512 or 07 8247591

Email/address: manager@ngaart.org.nz

## Section 2 – Your event / project

### What is your event / project, including date and location? (Please describe in full the project details)

Matariki Festival from 17 June to 17 July 2022 We will deliver a series of creative events that are aligned to Matariki where our community can learn, experience and contribute to the understanding of the significance of this time of the year for health, wellbeing and culture. Matariki is our time for reflection, celebration and planning, this year it is our first public holiday that recognises Te-Ao-Māori, it is vital that we create our communities own Matariki series of events. We will start with a night of exhibition openings, bonfires, local music and telescopes to then 22 Matariki workshops over the month and our annual Matariki market on the 9<sup>th</sup> of July.

### How will the wider community benefit from this event/project?

We will deliver a series of creative events that are aligned to Matariki where our community can learn, experience and contribute to the understanding of the significance of this time of the year for health, wellbeing and culture. Our series of events are being developed with a deep understanding of the current state of our community as a result of the multiple challenges and hardships that have been exasperated as a result of COVID19. As an organisation we have decided to put our energy and efforts into improving the lives of our people with culture and art. Culture and the arts create wellness in our day-to-day lives by helping us process our lives individually and allowing us to come together collectively. Art allows us to communicate from afar, generating positivity, appreciation and hope. Our community needs us to develop a purposeful programme for Matariki 2022.

Are you GST registered?

No  Yes

12  
GST Number 090768603

**PLEASE NOTE: The following documentation MUST be supplied with your application:**

- Include copies of written quotes and any other additional information that may assist the board/committee to make an informed decision on your application
- How much your event/project will cost
- How much you are seeking from the Waikato District Council
- How much you are seeking from other providers
- Details of other funding and donated materials/resources being sourced
- **IMPORTANT: Please ensure all quotes supplied are clearly itemised and match the “Project Breakdown” (Total B)**

Community Board/Committee Funding Application Form v1 20210901 – ECM CDR0504

**Section 3 – Project/Event Costs & Details**

Please complete all of the following sections	GST Inclusive Costs (use this column if you are NOT GST registered)	GST Exclusive Costs (use this column if you are GST registered)
What is the total cost of your project/event	\$	\$ 45,550.00
Existing funds available for the project. Include any projected income i.e. ticket sales, merchandise etc.		
<b>Total A</b>	\$	\$ 8,012.50

**Only include the Funding being sought from Waikato District Council below:**

Project Breakdown (itemised costs of funding being sought)	GST Inclusive Costs (use this column if you are NOT GST registered)	GST Exclusive Costs (use this column if you are GST registered)
Volunteer expenses for entire festival – t-shirts, training and kai (25 volunteers)	\$	\$1250.00
Road closure expenses (final costs to be determined) for Matariki Markets	\$	\$1000.00
Cost for Maori Wardens for Matariki Markets	\$	\$500.00
Cost for signage boards to/from Durham Street Precinct	\$	\$700.00
<b>Total Funds being sought from WDC</b> <span style="float: right;"><b>Total B</b></span>	\$	\$ 3450.00

Has / will funding been sought from other funders?  Yes  No  If 'Yes', please list the funding organisation(s) and the amount of funding sought

Te Arawhiti - The Office for Maori Crown Relations	\$	\$ 34000.00
<b>Total Funds being sought from other funders</b> <span style="float: right;"><b>Total C</b></span>	\$	\$ 34000.00

**Describe any donated material / resources provided for the event/project:**

We currently have our space at Herschel street to host most of the events. We are however looking in to alternative locations for some of the workshops to cater to larger group sizes. We are in the process of requesting these now. We also have some of our local tohunga offering their time to assist us with creating our programme of workshops. We are currently building our "Mahi Aroha" volunteer programme where we expect to have at least 25 volunteers over the festival.

**I certify that the funding information provided in this application is correct.**

**Name: Laura Millward**

**Position in Organisation: Centre Manager**



Signature:

Date: Friday, 22 April 2022

<b>To</b>	Ngaruawahia Community Board
<b>Report title</b>	Works, Actions & Issues Report: Status of Items June 2022
Date:	14 June 2022
Report Author:	Karen Bredesen, PA to the General Manager Service Delivery
Authorised by:	Kurt Abbott, Projects & Innovation Manager

## **1. Purpose of the report**

### **Te Take moo te puurongo**

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To update the Ngaruawahia Community Board on actions and issues arising from the previous meeting and works underway in June.

## **2. Staff recommendations**

### **Tuutohu-aa-kaimahi**

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**THAT the Ngaruawahia Community Board Works, Actions & Issues Report: Status of Items for June 2022 be received.**

## **3. Attachments**

### **Ngaa taapirihanga**

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Attachment 1 – Ngaruawahia Community Board Works, Actions & Issues Register – June 2022

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## NGARUAWAHIA COMMUNITY BOARD WORKS, ACTIONS & ISSUES REGISTER:

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### Status of Items June 2022

Issue	Area	Action	Comments
Perry Bridge Lighting	Projects – Paul M/Niall M	SEPTEMBER 2021: Staff to look into methods to minimise the risk of the Perry Bridge lighting being stolen again.	<p>NOVEMBER 2021: We will likely install a cage against the abutment of the bridge which would secure the batteries, inverters etc located in the cabinet under the bridge. Securing the lights on the side of the bridge and any solar and/or wind generators up a pole would need to be further explored.</p> <p>JANUARY 2022: Awaiting confirmation of funding (Roding) before awarding physical works contract.</p> <p>MARCH 2022: Still awaiting confirmation of funding from Roding following negotiations with the NZTA over the Roding Programme budget.</p> <p>APRIL 2022: Funding has been confirmed. Staff will get approval to award the works to proceed with the installation.</p> <p>JUNE 2022: Staff are working through internal approvals to award the contract to replace the power supply and lights.</p>

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Issue	Area	Action	Comments
Paterson Park	Open Spaces          Caleb/Steph	<p>March 2022: Only one court had been set up for a children's size netball court, when previously there were two courts.</p> <p>Staff to follow up and find where the other poles were to add an additional children's size court.</p> <p>ACTION: 3 May 2022 The other court has not been installed despite the report stating otherwise.</p> <p>Update to be provided regarding the installation of the children's court at Paterson Park.</p>	<p>APRIL 2022: The other children's court was installed on Tuesday 19/04/22 by Citycare. Works complete.</p> <p>JUNE 2022: As at Friday, 27 May 2022, works are completed.</p>
Road Name List	Ross Bayer, Roading	<p>MARCH 2022: The Board to discuss with the report writer feedback for the road names that could incorporate the Board's preapproved road names list.</p> <p>ACTION: 3 May 2022</p>	<p>APRIL 2022: The recommendation of the Board has been forwarded to the Developer.</p> <p>There needs to be an option for the Developer to retain some rights in regard to the naming of streets. This issue will need to be resolved by the Infrastructure Committee.</p> <p>JUNE 2022: Cr Patterson is in discussion with the developer.</p>



Issue	Area	Action	Comments
		<p>What is the status of the road naming list for the development at 536 Hakarimata Road and when it would be considered by the Infrastructure Committee?</p> <p>Staff to update the Board regarding the status of the road naming list for the development at 536 Hakarimata Road.</p>	
Accessibility for all on footpaths	Roading, Ross Bayer	Staff to advise what Council's strategy is for accessibility for young families, the elderly and those with disability for walking access on footpaths.	<p>JUNE 2022:</p> <p>All footpaths are required to conform with the relevant NZ Standards and there are requirements that cover accessibility for those with disability. The compliance with this standard across the network varies. We do have regular inspections of the footpaths with approximately 10% of the length inspected each year. If the Board is aware of any area that additional investment is required, please forward details and these will be considered and reviewed against the standard.</p>
Damaged Footpaths – River Road	Roading, WDA, Todd M	Staff to investigate the damaged footpaths along River Road alongside the roadworks.	<p>JUNE 2022:</p> <p>This will be reviewed when the repairs to the surfacing are carried out in June.</p>

**NGARUAWAHIA WORKS (As at 1 June 2022)****Perry Bridge Lighting – Power System Replacement**

Staff are working through internal approvals to award the contract to replace the power supply and lights.

**Ngaruawahia Office Reclad**

Project ongoing – this will be multi-year project.

Design options and cost estimation has been received and is being reviewed to propose a methodology for the works to move forward.

**Ngaruawahia Hall**

Awaiting quotes for flooring repairs and specific refurbishments (flooring recoating, toilet and kitchen accessibility upgrades, lighting and ramp access improvements).

**Council Facilities Central Dog Pound**

MOA Architects are continuing with the concept design for the Huntly site. A planning assessment to confirm consenting requirements is ongoing.

**Sportsfield Lighting – Paterson Park**

The procurement process is being revised to two stages being design of the lighting (complete) and ordering of the long-lead items (lights, cabling etc). Installation will now be a separate procurement, with a contract going to the market over the coming months.

**Ngaruawahia Aquatic Centre**

Work is ongoing to develop the schedule of work to go to the contractors (HEB) for pricing.

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<b>To</b>	<b>Ngaruawahia Community Board</b>
<b>Report title</b>	<b>Community Board Charter</b>
Date:	14 June 2022
Report Author	Gaylene Kanawa, Democracy Team Leader
Authorised by:	Kurt Abbott, Projects & Innovation Manager

## **1. Purpose of the report**

### **Te Take moo te puurongo**

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The purpose of this report is to seek feedback from the Board on the current Community Board Charter.

## **2. Executive summary**

### **Whakaraapopototanga matua**

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The Charter for each Community Board sets out the roles and responsibilities of the Community Board, and how the Council and Community Board will work together. This includes the delegations from the Council to the Community Board.

The current Community Board Charters will be reviewed by the Council in the near future. To this end, it would be helpful to understand the Community Board's views on the current charter.

## **3. Staff recommendations**

### **Tuutohu-aa-kaimahi**

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**THAT the Ngaruawahia Community Board provide staff with feedback on the current Community Board Charter for review by the new Council in October 2022.**

## **4. Background**

### **Koorero whaimaarama**

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Every triennium the Community Board Charters are reviewed by Council and updated Charters are provided once the Council have determined their governance structure. It was anticipated that Council would do a mid-term review of the Charters in 2021, however this was delayed due to the Representation Review along with COVID-19 lockdowns.

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As the elections are approaching it would be appreciated to receive feedback from the existing Community Boards on what changes they believe should occur to the Charters. To this end, this report attaches the existing Charter and requests feedback from each Community Board by the end of June 2022.

## **5. Next steps**

### **Ahu whakamua**

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Council staff will collate the feedback from the five (5) Community Boards for consideration by Council for review/amendment.

Once the new Council has determined their governance structure they too will advise of any further amendments/changes required to the Community Board Charters for the 2022-2025 triennium.

## **6. Attachments**

### **Ngaa taapirihanga**

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Attachment 1 – Onewhero-Tuakau Community Board Charter

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# Community Board Charter

Policy Owner	Chief Executive
Approved By:	Policy & Regulatory Committee
Resolution Number	WDC1310/23
Effective Date	October 2013
Next Review Date:	October 2016

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## COMMUNITY BOARDS

**Pursuant to Schedule 7 Clause 32 of the Local Government Act 2002** and recognising the role of Community Boards as defined in section 52 of that Act, the Waikato District Council delegates responsibilities, duties and powers to the Huntly, Ngaruawahia, Onewhero-Tuakau, Raglan and Taupiri Community Boards as follows:

- i) To liaise as necessary with any appointed Hall Committee to ensure that hire rates and charges are set for Council-owned halls and community centres within their Community Board area.
- ii) To consider applications for, and to distribute Discretionary Fund grants within their Community Board area, in a fair and equitable fashion.
- iii) To grant exemptions from Council bylaws for areas within their jurisdiction, where those bylaws so provide for an exemption or variation by consent of Council.

**Pursuant to Schedule 7 Clause 32(3) of the Local Government Act 2002**, any sub-delegation of these responsibilities, duties and powers by Community Boards is hereby expressly prohibited except the power to appoint sub-committees of management to administer Council-owned halls and community centres within their Community Board area.

The following Charter applies to all Community Boards.

## COMMUNITY BOARD CHARTER

### I Purpose

- I.1 The \_\_\_\_\_ Community Board (the Community Board) is set up by the Waikato District Council (the Council) to assist Council in dealing with local issues in the community of \_\_\_\_\_.

### 2 Roles and Delegations

- (a) The Council's roles are:
  - (i) To give effect to local identity and preferences.
  - (ii) To make the local authority more responsive to the community's preferences and more accountable for their actions.
  - (iii) To increase efficiency.
- (b) The Community Board's role is to express the community's views on local issues to the Council. In order to achieve this, the legislative guidelines for the Community Board shall be as follows:

- (i) Represent, and act as an advocate for, the interests of its community.
  - (ii) The consideration of and reporting on of all matters referred to it by the Council or any matter of interest or concern to the Community Board.
  - (iii) Maintain an overview of services provided by the Council within the community of \_\_\_\_\_.
  - (iv) The preparation of an annual submission to the budgetary process of the Waikato District Council for expenditure within the community of \_\_\_\_\_.
  - (v) Communication with community organisations and special interest groups within the community of \_\_\_\_\_.
  - (vi) Make recommendations to the Infrastructure Committee on the disbursement of any Township Development Funds. The final decision rests with Council.
  - (vii) To disburse within the community of \_\_\_\_\_ the discretionary funds allocated by the Council as part of its Annual Plan or Long-Term Plan budget.
  - (viii) Any other function and duties as may be delegated from time to time to the Community Board by the Council.
- (c) Pursuant to Schedule 7 Clause 32 of the Local Government Act 2002 and recognising the role of Community Boards as defined in Section 32 of that Act, the Waikato District Council delegates responsibilities, duties and powers to the Huntly, Ngaruawahia, Onewhero-Tuakau, Raglan and Taupiri Community Board as follows:
- (i) To liaise as necessary with any appointed Hall Committee to ensure that hire rates and charges are set for Council-owned halls and community centres within their community board area
  - (ii) To consider applications for, and to distribute Discretionary Fund grants within their Community Board area in a fair and equitable fashion.
  - (iii) To grant exemptions from Council bylaws for areas within their jurisdiction, where those bylaws so provide for an exemption or variation by consent of Council.
- (d) Pursuant to Schedule 7 Clause 32(3) of the Local Government Act 2002, any sub-delegation of these responsibilities, duties and powers by Community Boards is hereby expressly prohibited except the power to appoint sub-committees of management to administer Council-owned halls and community centres within their Community Board area.

### **3 Membership of Community Board**

- (a) The membership of the Community Board shall be as determined by the review of boundaries and membership procedure as set out in the Local Government Act 2002 and as confirmed prior to each Local Government Triennial Elections.

- (b) In line with representation reviews and any applicable Local Government Commission determinations, Councillor(s) elected in the Ward representing the Community Board area shall be Community Board members either by election or appointment. (Please note that the Local Government Commission determination does not permit both elected Councillors from the Awaroa ki Tuakau Ward to be appointed to the Onewhero-Tuakau Community Board).
- (c) The role of the appointed Councillor shall be the liaison link between Council and the Community Board, in particular accepting the responsibilities as set out in Clause 8 of this Charter.

#### **4 Chairperson**

- (a) The Community Board shall appoint a Chairperson from within its membership.
- (b) The Community Board shall appoint a Deputy Chairperson from within its membership.

#### **5 Remuneration**

- (a) Remuneration to individual members shall be as resolved by the Remuneration Authority in consultation with the Council and Community Board from time to time.
- (b) Community Board members must comply with current Council policies and procedures for submitting claim forms.

#### **6 Meeting Procedures**

- (a) The Community Board shall follow the general principles of the New Zealand Standards (NZS 9202:2003) Model Standing Orders including Amendment 1 for Meetings of Local Authorities and other public bodies.
- (b) At each Community Board meeting there shall be an opportunity for informal discussion on matters of mutual interest to the Community Board and the Council, not covered by an agenda item. This general forum will enable:
  - matters to be raised in order that, if the Council agrees, they may be the subject of a staff report for inclusion in the subsequent agenda
  - concerns with Council operations to be discussed
  - Ward Councillors to report back to the meeting on Council discussions and decisions
  - Community Board members to provide any relevant updates

#### **7 Communication**

The objective is to retain quality relationships between the Council and the Community Board and the Community Board and the public.

## **8 Responsibilities of Ward Councillors and Staff**

The Council, through the Ward Councillor(s) and the staff, will ensure that:

- (a) The Community Board is consulted in the November/December period on requests for works or projects to be included in the following year's draft Annual Plan and/or draft Long Term Plan (whichever is applicable).
- (b) The Community Board is consulted by way of detailed presentation on the contents of the draft Annual Plan or draft Long Term Plan (whichever is appropriate) in sufficient time to allow the Community Board to make a meaningful submission to Council.
- (c) The Community Board participates in the prioritising of capital works projects in the Community Board area such as:
  - seal extension
  - street lighting upgrades
  - footpath development
  - roading upgrades
  - utilities works
  - playground works
- (d) The Community Board members will be presented with a report on a monthly basis detailing the next month's programme of works.
- (e) The Community Board will be consulted by way of a detailed presentation on major policy issues initiated by Council that have an effect on the Community Board area. The consultation and presentation will either be made prior to the public submission process to enable the Community Board to have input into draft documents, or be made in sufficient time to allow the Community Board to make a meaningful submission.
- (f) The Community Board members will be invited to participate in all community or roadside meetings held in the Community Board area on proposed works projects.

## **9 Responsibilities of Community Board Members**

- (a) The Community Board members will contact the Ward Councillor(s), Chief Executive or General Managers prior to the Community Board meeting if sufficient detail is not available in the agenda to make the correct or appropriate decision.
- (b) The Community Board members will undertake or recommend to the Council promotion of local cultural, sporting and enterprise initiatives or community events.
- (c) The Community Board members will ensure that Discretionary Fund grants are distributed in a fair and equitable manner.



- (d) The Community Board members have a responsibility to be active members of the Community Board, adhering to relevant Council policies and procedures in the discharge of their duties.
- (e) The Community Board members will take part in any training or workshop sessions arranged by Council to promote a greater understanding of their role on behalf of the community so as to enhance performance.

## **10 Responsibilities of Council**

- (a) The Council agrees to hold at least one combined workshop per annum, at which the Council will participate with all Community Boards in discussing issues of mutual interest and clarification will be given on future Council direction.
- (b) The Council may accept representations from the Community Board at its ordinary meetings on issues of significance contained within the Community Board Minutes.
- (c) The Council employs the Chief Executive and the Chief Executive employs all staff. The Chief Executive is accountable to the Council not to the Community Board.