

Agenda for a meeting of the Rural-Port Waikato Community Board at the Port Waikato Volunteer Fire Brigade, 83B Maunsell Road, Port Waikato on **WEDNESDAY, 7 DECEMBER 2022** commencing at **7:00pm**.

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

**1. APOLOGIES AND LEAVE OF ABSENCE**

**2. CONFIRMATION OF STATUS OF AGENDA**

**3. DISCLOSURES OF INTEREST**

The register of interests is no longer included on agendas; however, members still have a duty to disclose any interests under this item.

**4. CONFIRMATION OF MINUTES**

Inaugural meeting held on Monday, 14 November 2022 3

**5. PUBLIC FORUM**

**6. REPORTS**

6.1	Police Update	<i>Verbal</i>
6.2	Works, Actions & Issues Report	10
6.3	Discretionary Fund Report	13
6.4	Meeting Schedule 2023	15
6.5	Waikato District Council Executive Update	<i>Verbal</i>
6.6	Chairperson's Report	<i>Verbal</i>
6.7	Councillors' Report	<i>Verbal</i>
6.8	Community Board Members' Report	<i>Verbal</i>

**7. DISCUSSION**

- 7.1 Rural-Port Waikato Community Board meeting location
- 7.2 Rural-Port Waikato Community Board meeting notification communications
- 7.3 Communicating the Community Board's operations and decisions to the Rural-Port Waikato community.

GJ Ion  
**CHIEF EXECUTIVE**

<b>To</b>	<b>Rural-Port Waikato Community Board</b>
<b>Report title</b>	<b>Confirmation of Minutes</b>
Date:	Thursday, 1 November 2022
Report Author:	Rosa Leahy, Democracy Advisor
Authorised by:	Gaylene Kanawa, Democracy Manager

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

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

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To provide the Board with the draft minutes for the Inaugural Rural-Port Waikato Community Board meeting held on 14 November 2022.

There are anomalies in the minutes from the 14 November meeting that need to be fixed before they can be confirmed. The minutes from the 14 November 2022 meeting will be confirmed at the next Rural-Port Waikato community board meeting in 2023.

## **2. Staff recommendations**

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

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**THAT the minutes for the Rural-Port Waikato Community Board meeting held on 14 November 2022 be received.**

## **3. Attachments**

### **Ngaa taapirihanga**

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Attachment 1 – TUCB & RPWCB Inaugural Minutes 14 November

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**MINUTES** for a meeting of the Joint Inaugural meeting of the Tuakau Community Board and the Rural-Port Waikato Community Board held in the Tuakau Memorial Hall, George Street, Tuakau on **MONDAY, 14 NOVEMBER 2022** commencing at **6.00pm**

**Present:**

Ms G Tema  
 Mr D Calder-Henderson  
 Cr V Reeve  
 Cr P Matatahi-Poutapu

Mr B Cameron  
 Ms F Coker-Grey (*arrived at 6.35pm*)  
 Ms R Costar  
 Ms L Fry  
 Cr C Eyre

**Attending:**

Her Worship the Mayor, Mrs JA Church  
 Cr K Ngataki  
 Ms E Edgar (Communications Manager)  
 Ms S O’Gorman (General Manager Customer Support)  
 Ms K Rhind (Senior Community Engagement Advisor)  
 Ms G Shaw (Democracy Advisor)

**APOLOGIES AND LEAVE OF ABSENCE**

**Resolved: (Cr Eyre/Ms Fry)**

**THAT** the apology for lateness from Ms Felicity Coker-Grey for lateness be received.

**CARRIED**

**TUCB/RPWCB2211/01**

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

**Resolved: (Ms Tema/Cr Reeve)**

**THAT** the agenda for a joint Inaugural meeting of the Tuakau Community Board and the Rural-Port Waikato Community Board held on Monday, 14 November 2022 be confirmed, and all items therein be considered in open meeting.

**CARRIED**

**TUCB/RPWC2211/02**

## **DISCLOSURES OF INTEREST**

Ms Fry declared that she was a member of the Port Waikato Residents and Ratepayers Association.

Ms Tema declared that she was a member of the Tuakau Youth Club.

## **DECLARATION BY MEMBERS OF THE TUAKAU COMMUNITY BOARD**

Ms Grace Tema, Mr David Calder-Henderson, Cr Vern Reeve and Cr Paaniora Matatahi-Poutapu were sworn in as members of the Tuakau Community Board.

## **APPOINTMENT OF CHAIRPERSON AND DEPUTY CHAIRPERSON OF THE TUAKAU COMMUNITY BOARD**

The report was received [*TUCB/RPWCB2210102 refers*] and discussion was held.

**Resolved: (Crs Reeve/Matatahi-Poutapu)**

- a. THAT** the Tuakau Community Board resolves to use System B for the election of Chairperson and Deputy Chairperson as detailed in clause 25, Schedule 7 of the Local Government Act 2002; and
- b. THAT** Ms Grace Tema is appointed Chairperson of the Tuakau Community Board for a temporary period; and
- c. THAT** Cr Reeve is appointed Deputy Chairperson of the Tuakau Community Board for a temporary period.

**CARRIED**

**TUCB/RPWCB2211/03**

## **DECLARATION BY MEMBERS OF THE RURAL-PORT WAIKATO COMMUNITY BOARD**

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Mr Bruce Cameron, Ms Rosemarie Costar, Ms Leah Fry, Ms Felicity Coker-Grey, Cr Carolyn Eyre and Cr Paaniora Matatahi-Poutapu were sworn in as members of the Rural-Port Waikato Community Board.

**APPOINTMENT OF CHAIRPERSON AND DEPUTY CHAIRPERSON OF THE RURAL-PORT WAIKATO COMMUNITY BOARD**

The report was received [TUCB/RPWCB2211/02 refers] and no discussion was held.

**Resolved: (Ms Costar/Mr Cameron)**

- a. **THAT the Rural-Port Waikato Community Board resolves to use System B for the election of Chairperson and Deputy Chairperson as detailed in clause 25, Schedule 7 of the Local Government Act 2002;**
- b. **THAT Mr Bruce Cameron is appointed Chairperson of the Rural-Port Waikato Community Board;**
- c. **THAT Ms Leah Fry is appointed Deputy Chairperson of the Rural-Port Waikato Community Board.**

**CARRIED**

**TUCB/RPWB2211/04**

Her Worship the Mayor congratulated the new Community Board Chairs, Deputy Chairs and members.

**REPORTS**

Explanation of Statutory matters affecting Elected Members  
Agenda Item 9.1

The report was received [TUCB/RPWB2210/02 refers] and no discussion was held.

**Resolved: (Cr Reeve/Ms Costar)**

**THAT the Community Boards acknowledge the legislation affecting elected members and note the requirement to advise the Democracy Manager of any interests or issues arising from the relevant legislation.**

**CARRIED**

**TUCB/RPWCB2211/05**

Council Meeting Schedule for the Tuakau Community Board – Balance 2022  
Agenda Item 9.2

The report was received [TUCB/RPWCB221 0/02 refers] and the following discussion was held:

- Tuesday 13<sup>th</sup> of December would not work for Councillor Reeve, the Board agreed to Monday the 12<sup>th</sup> of December instead.

**Resolved: (Crs Reeve/Matatahi-Poutapu)**

**THAT the Tuakau Community Board:**

- a. confirms the next ordinary meeting for Monday, 12<sup>th</sup> December 2022 at 6.00pm; and
- b. notes that a schedule of meetings for 2023 will be presented for approval at the meeting on Monday, 12th December 2022.

**CARRIED**

**TUCB/RPWCB221 1/06**

Council Meeting Schedule for the Rural-Port Waikato Community Board – Balance 2022  
Agenda Item 9.3

The report was received [TUCB/RPWCB221 1/02 refers] and no discussion was held.

**Resolved: (Leah/Rosemarie)**

**THAT the Rural-Port Waikato Community Board:**

- a. confirms the next ordinary meeting for Wednesday, 7th December 2022 at 6.00pm; and
- b. notes that a schedule of meetings for 2023 will be presented for approval at the meeting on Wednesday, 7<sup>th</sup> December 2022.

**CARRIED**

**TUCB/RPWCB221 1/07**

Discretionary Funding Guidelines for Community Boards

The report was received [TUCB/RPWCB221 1/02 refers] and the following discussion was held.

- Suggested this would also be a worthwhile document for Community Boards to send to their Hall Committees.

TUCB Discretionary Fund Report to 18 November 2022

The report was received [TUCB/RPWCB2211/02 refers] and the following discussion was held.

- Streets are fully lined for the Tuakau Christmas Parade - approximately 1,000 people attend each year.

**Resolved: (Crs Matatahi-Poutapu/Reeve)**

**THAT the Tuakau Community Board approves payment from their Discretionary Fund to the Tuakau Lions Club for the amount of \$2,300 (including GST) towards the cost of the 2022 Tuakau Christmas Parade.**

**CARRIED**

**TUCB/RPWCB2211/08**

**Resolved: (Cr Matatahi-Poutapu/Mr Calder-Henderson)**

**THAT the Tuakau Community Board approves payment from their Discretionary Fund to the Tuakau Youth Centre for the amount of \$841.17 (including GST) towards the cost of music instruments and tutoring.**

**CARRIED**

**TUCB/RPWCB2211/09**

**Resolved: (Cr Matatahi-Poutapu/Ms Tema)**

**THAT the Tuakau Community Board, in principle, approves a commitment to Belgravia towards covering the costs of a swimming pool subsidy scheme for the amount of approximately \$7,600.**

**CARRIED**

**TUCB/RPWCB2211/10**

**Resolved: (Ms Costar/Cr Eyre)**

**THAT the Rural-Port Waikato Community Board approved payment from their Discretionary Fund to the Port Waikato Residents and Ratepayers Association for the amount of \$2,125 (including GST) towards the cost of its local publication, 'The Port Report'.**

**CARRIED**

**TUCB/RPWCB2211/11**

There being no further business the meeting was declared closed at 7:16pm.



Minutes approved and confirmed this                                 day of                                 2022.

Bruce Cameron  
**CHAIRPERSON**  
**Rural-Port Waikato Community Board**

Unconfirmed

## Open – Information only

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<b>To</b>	<b>Rural Port Waikato Community Board</b>
<b>Report title</b>	<b>Works, Actions &amp; Issues Report: Status of Items November 2022</b>
Date:	29 November 2022
Report Author:	Karen Bredesen, EA to the General Manager Service Delivery
Authorised by:	Sue O’Gorman, General Manager Customer Support

### 1. Purpose of the report Te Take moo te puurongo

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The purpose of this report is to update the Rural Port Waikato Community Board on actions and issues arising from the previous meeting and works underway in November.

### 2. Staff recommendations Tuutohu-aa-kaimahi

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**THAT the Rural Port Waikato Works, Actions & Issues Report: Status of Items for November 2022 be received.**

### 3. Attachments Ngaa taapirihanga

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Attachment 1 – RPW Projects-Issues-Activities and Actions November 2022

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### Rural Port Waikato Community Board Actions – November 2022

	<b>Actions</b>	<b>To Action</b>	<b>Update/Response</b>
1.	<p><b>Lighting at Port Waikato</b></p> <p>Cr Eyre had been in contact with the Roding Team Leader. Confirmed the lighting did not meet standards and would need to have a discussion with the community.</p> <p><b>ACTION:</b> This item to remain on the schedule, awaiting community discussions.</p>	Service Delivery - Roding	<p>August 2022: No update</p> <p>November 2022: No update</p>
2.	<p><b>Onewhero Area School Road Safety</b></p> <p><b>ACTION:</b> Roding team to contact Onewhero Area School Principal, Ms Rebecca Bills, to discuss options for road safety around the school including make the school entrance and surrounds safer.</p>	Service Delivery - Roding	<p>July 2022: Visited school and met with Principal, working through options to reduce vehicle use and improve safety.</p> <p>August 2022: Options still under development.</p> <p>November 2022: Speed changes will be done in the next few months.</p>

## Projects Update (As of 29 November 2022)

### **Sunset Beach Toilet and Carpark**

The new Advanced Enviro-Septic (AES) wastewater system to solve issues with compliance being experienced with the existing system will be constructed in the coming weeks at the upper edge of the reserve next to Maunsell Road. The aim to have it commissioned and operating before the Christmas break. This will ensure a new, compliant treatment system servicing the existing toilets over the break, and will be connected to the new toilet building being relocated from Ngarunui Beach in the new year.



*Ngarunui Beach toilet finished in 2019*

The existing Ngarunui Beach toilet building built new in 2019 has been removed from the beach where it was at risk of being destroyed due to erosion of the beach in the vicinity. The building has been partially dismantled and transported to a building yard for refurbishment. Here the toilets are being converted to flushing systems before transportation and installation to Sunset Beach.

Both a resource consent and a building consent will be needed for the toilet building and the timing to complete consenting will result in installation of the building in March.

### **Maraetai Bay Carpark and Playground Upgrade.**

Design for the carparking and accessway is being developed and is near completion, when engagement for the carparking with the community can be undertaken.

The playground design and pricing has been confirmed, and the construction equipment has been ordered but has a long lead-in time for manufacture. Construction is planned to start late May, early June.

### **Te Kohanga Playground**

Playground design and pricing for Te Kohanga has also been confirmed, and the construction equipment ordered, also with the long lead-in time for manufacture. Construction is planned to start in late April.

<b>To</b>	<b>Rural Port Waikato Community Board</b>
<b>Report title</b>	<b>Discretionary Fund Report to 10 November 2022</b>
Date:	8 December 2022
Report Author:	J Schimanski Support Accountant
Authorised by:	Colin Bailey Finance Manager

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

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

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The purpose of this report is to update the Rural Port Waikato Community Board on the Discretionary fund spend to date, commitments and balance as at 10 November 2022

## **2. Staff recommendations**

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

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**THAT the Discretionary Fund Report to 10 November 2022 be received.**

## **3. Attachments**

### **Ngaa taapirihanga**

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Attachment 1 – Discretionary Fund report to 10 November 2022

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**RURAL PORT WAIKATO COMMUNITY BOARD DISCRETIONARY FUND REPORT 2022/23 (July 2022 - June 2023)**

As at Date: 10-Nov-2022

		GL	I-216-1704
<b>2022/23 Annual Plan</b>			13,441.00
<b>2021/22 Carry forward</b>			36,240.10
<b>Total Funding</b>			<u><u>49,681.10</u></u>
<b>Income</b>			
<b>Total Income</b>			
			-
<b>Expenditure</b>			
		<i>excl GST</i>	
18-Jun-22	Payment to the <b>Port Waikato</b> Resident and Ratepayers Association for the amount of \$944.17 (excl GST) towards the cost of building an addition to its "Little Library" at Cobourne Reserve	OTCB2206/04	944.17
23-Sep-22	Payment to Eduk8 Charitable for the amount of \$1,391.31 (excluding GST) towards the cost of Christmas/Summer events in <b>Port Waikato</b>	OTCB2209/05	1,391.31
22-Sep-22	Payment to <b>Naike</b> Community Incorporated for the amount of \$4,584.65 (excluding GST) towards the cost of repainting the local community's public pool per the OTCB meeting 6/9/2022	OTCB2209/05	4,584.65
<b>Total Expenditure</b>			<u><u>6,920.13</u></u>
<b>Net Funding (Excluding commitments)</b>			<u><u>42,760.97</u></u>
<b>COMMITMENTS:</b>			
22-Nov-21	Commitment for the amount of \$3,000.00 (including GST) towards the cost of pool chemicals for the <b>Onewhero</b> , Naike, Pukekawa and Te Kohanga School pools. <i>Less payment of \$547.90 dated 01/06/2022 cost of pool chemicals Naike Community Pool</i>	OTCB2111/04	2,608.70
06-Sep-22	Commitment to the <b>Port Waikato</b> Residents and Ratepayers Association for the amount of \$1,600.00 (excluding GST) towards the cost of Christmas/Summer events in Port Waikato per the Onewhero-Tuakau Community Board meeting 06/09/2022 <i>Less payment of \$1,391.31 dated 23/09/2022 cost towards Port Waikato Christmas Parade</i>	OTCB2209/05	1,600.00
		OTCB2209/05	(1,391.31) 208.69
<b>Total Commitments</b>			<u><u>2,267.69</u></u>
<b>Net Funding Remaining (Including commitments)</b>			<u><u>40,493.28</u></u>

<b>To</b>	<b>Rural-Port Waikato Community Board</b>
<b>Report title</b>	<b>Schedule of Meetings - 2023</b>
Date:	1 December 2022
Report Author:	Rosa Leahy, Democracy Advisor
Authorised by:	Gaylene Kanawa, Democracy Manager

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

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

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The purpose of this report is to seek the Board's approval of a proposed schedule of Board meetings for 2023.

## **2. Executive summary**

### **Whakaraapopotanga matua**

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The Rural-Port Waikato Community Board must agree on six or four weekly cycle for the duration of the 2023 year. It is recommended to align with the schedule of meetings for Council and Council Committee meetings.

This meeting cycle will enable staff to have sufficient time between meetings to address actions and fully report back to the next Board meeting.

Following confirmation of availability of Board members in 2023 it is proposed to meet from 7.00pm on the following dates:

- Wednesday, 15th February
  - Wednesday, 29th March
  - Wednesday, 10th May
  - Wednesday, 21st June
  - Wednesday, 2nd August
  - Wednesday, 13th September
  - Wednesday, 25th October; and
  - Wednesday, 6th December.
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The board may wish to meet between each board meeting with a workshop to discuss its work programme and connect with its community.

If approved, staff will arrange for meeting invitations to be circulated to Board members and other stakeholders.

### **3. Staff recommendations**

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

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- a. **THAT the Rural-Port Waikato Community Board approves the schedule of Board meetings for 2023 as follows:**
- **Wednesday, 15th February**
  - **Wednesday, 29th March**
  - **Wednesday, 10th May**
  - **Wednesday, 21st June**
  - **Wednesday, 2nd August**
  - **Wednesday, 13th September**
  - **Wednesday, 25th October; and**
  - **Wednesday, 6th December.**
- b. **THAT the Rural-Port Waikato Community Board notes that each meeting will be scheduled to commence at 7pm in the Port Waikato Volunteer Fire Brigade, 83B Maunsell Road, Port Waikato.**

### **4. Attachments**

#### **Ngaa taapirihanga**

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Nil

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