

Council Meeting

PUBLIC BUSINESS AGENDA

A Council Meeting
will be held in the Council Chamber,
Torphin Crescent, Tokoroa
on Thursday 21 January 2021
Commencing at 9.30am

OUR VISION

“Healthy people thriving in a safe, vibrant and sustainable community.”

Attendees

Members	Mayor (Chairperson)	J Shattock
	Deputy Mayor (Deputy Chairperson)	B Machen
	Councillors	H Daine M Glucina A Jansen T Lee H Nelis A Ngapo-Lipscombe G Petley P Schulte S Wallace
	Tirau Community Board (Chairperson)	K Purdy
Staff	Chief Executive	B Smit
	Group Manager Assets	T Anderson
	Group Manager Regulatory	S Robinson
	Group Manager Community and Corporate	G Naidoo
	Communications Manager	K Fabrie
	Chief Financial Officer	F Ferrar
	Executive Assistant (Minutes)	J Parr

Agenda Confirmed by:

B Smit

Chief Executive

Prayer

The Mayor will lead the Council in Prayer.

Confirm general procedures for speaking and moving motions – Options for speaking and moving.

Presentations

Time	Business
10.00am	Mr Glyn Wooller – Waikato River Trails

RECOMMENDATIONS contained in Reports are NOT to be construed as COUNCIL DECISIONS. Refer to Council Minutes for RESOLUTIONS.

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1. Apologies

2. Confirmation of Agenda

3. Leave of Absences

4. Conflicts of Interest

5. Public Forum

6. Introduction of New Staff

Kimberley Atkins – Strategy Advisor & Corporate Writer

Micky Ahuriri – Network Engineering (Roading)

Sarah Shailer – Environmental Health & Alcohol Administration Officer

Gaurav Sharma – Information Management Lead

7. Confirmation of Minutes

7.1 Confirmation of Minutes - Public

Document Information

Report To:	Council
Meeting Date:	Thursday, 21 January 2021
Author:	J Shattock
Author Title:	Chairperson
Report Date:	Monday, 11 January 2021

Purpose of Report

This report is for information purposes only.

The purpose of this report is to present past Minutes.

Recommendations

Council – Thursday 3 December 2020

Public Business

That the Minutes of the Public Business of the Council Meeting held on Thursday 3 December 2020 are confirmed as a true and accurate record and the Recommendations therein approved.

Attachments

Council Public Minutes – 3 December 2020

Council Meeting

PUBLIC BUSINESS MINUTES

A Council Meeting
was held in the Council Chamber,
Torphin Crescent, Tokoroa
on Thursday 3 December 2020
Commencing at 9.30am

Attendees

Members	Mayor (Chairperson)	J Shattock
	Deputy Mayor (Deputy Chairperson)	B Machen
Councillors		H Daine
		M Glucina
		A Jansen
		T Lee
		H Nelis
		A Ngapo-Lipscombe
		G Petley
Staff	Tirau Community Board (Chairperson)	K Purdy
	Chief Executive	B Smit
	Group Manager Assets	T Anderson
	Group Manager Regulatory	S Robinson
	Group Manager Community and Corporate	G Naidoo
	Communications Manager	K Fabrie
	Executive Assistant (Minutes)	J Parr

1. Apologies

There were no apologies received.

2. Confirmation of Agenda

20/271 Resolved

Cr Wallace / Cr Schulte

That the agenda as circulated be confirmed. The Council meeting will adjourn at 10am for a public excluded presentation to Elected Members by the Auditor.

3. Leave of Absence

20/272 Resolved

Cr Lee / Cr Daine

That the following leave of absences be approved:

- *Cr Schulte – 11 to 15 December 2020*
- *Cr Petley – 14 to 18 December 2020*
- *Cr Nelis – 17 to 19 December 2020*

4. Conflicts of Interest

There were no conflicts of interest declared.

5. Public Forum

There were four speakers at the Public Forum.

- Mr Bruce Simpson – Expressed his disappointment with Leith Place.
- Mr Roderick Young – Spoke on a proposed community event - Dam Electric Hop
- Mr Roger Drower – Spoke on damage to footpaths in Tokoroa and dogs being in public places and defecating in the town centre.
- Ms Mariana Motion – Spoke about a sustainable education/retreat/safe-haven project.

The meeting was adjourned at 10am.

The meeting recommenced at 11.15am.

6. Introduction of New Staff

The Infrastructure Strategy Manager, Mr Clayton Oldham introduced the new Asset Information/ GIS Officer to Council – Ms Akshithha Premshakar.

The meeting adjourned at 11.16am

The meeting recommenced at 11.25am

7. Confirmation of Minutes

7.1 Confirmation of Minutes - Public

Matters of Fact

There were no matters of fact.

20/273 Resolved

Cr Daine / Cr Glucina

That the Minutes of the Public Business of the Council Meeting held on Thursday 12 November 2020 are confirmed as a true and accurate record and the Recommendations therein approved.

Matters arising:

Responses to the Council actions are noted in the Corporate & Regulatory Agenda.

8. Reports

8.1 Mayoral Report – November 2020

The Report was taken as read.

20/274 Resolved

Her Worship / Cr Ngapo-Lipscombe

That Report No 2020-543578, Mayoral Report November 2020, be received.

8.2 Proposed Regulatory Consultation Documents

The Report was taken as read and presented by the Policy Officer, Stevie Ave.

20/275 Resolved

Cr Lee / Cr Daine

1. *That Report No 2020-540736, Proposed Regulatory Consultation Documents, be received.*
2. *That Council approves in principle the following for consultation:*
 - a. *Revised draft Dangerous, Affected and Insanitary Buildings Policy*
 - b. *Revised draft Dog Control Policy*
3. *That Council adopts the Dangerous, Affected and Insanitary Buildings Policy & Dog Control Policy Consultation Documents and that consultation on the Dangerous, Affected and Insanitary Buildings Policy & Dog Control Policy be carried out from 5 January 2020 to 1 February 2021 with a hearing being scheduled for 18 February 2021.*

8.3 Community Perception Results 2020/21 – Wave 1 of 4

The Report was taken as read and presented by the Policy Officer, Ms Stevie Ave.

20/276 Resolved

Cr Petley / Cr Wallace

That Report No 2020-543644, Community Perception Results 2020/21 - Wave 1 of 4, be received.

8.4 Delegations Manual - Update

The Report was taken as read and presented by the Policy Officer, Ms Stevie Ave.

It was noted that the delegation for the Leisure Services Manager under the Community & Corporate section is to be removed. **Action**

20/277 Resolved

Cr Schulte / Cr Machen

1. *That Report No 2020-543644, Community Perception Results 2020/21 - Wave 1 of 4, be received.*
2. *That Report No 2020-543617, Delegations Manual - Update, be received.*
3. *That the recommended additions, deletions or amendments made to the Delegations Manual (DocSet ID - 341556) be adopted.*

All in favour / carried

8.5 SH1 Tokoroa Pedestrian Crossing Lighting

The Report was taken as read and presented by the Group Manager Assets, Mr Ted Anderson.

Elected Members expressed concern over vegetation and trees around pedestrian crossings. Mr Anderson advised that staff will be trimming some trees down Maraetai Road to make the existing lighting more effective.

Cr Machen will pass on Council's concerns to the Regional Land Transport Committee regarding improved lighting around the crossing on SH1.

Following the resolution being passed, Elected Members agreed that a letter be sent to NZTA from Her Worship, requesting an upgrade to lighting at the SH1 pedestrian crossing. Strong emphasis is also to be made to the Road to Zero campaign. A copy of the letter is to be provided to Elected Members. **Action**

20/278 Resolved

Cr Daine / Cr Petley

1. *That Report No 2020-543644, Community Perception Results 2020/21 - Wave 1 of 4, be received.*
- ~~2. *That Report No 2020-543650, Tokoroa State Highway Pedestrian Crossing Lighting, be received.*~~
- ~~3. *Staff request Odyssey Energy review the current lighting levels at the SH1 pedestrian crossing and prepare a new, current design for this. This should then be presented to NZTA for approval.*~~
4. *Staff request Odyssey Energy assess the lighting at the three Maraetai Road pedestrian crossings that cross over SH32.*
- ~~5. *Her Worship send a letter to NZTA requesting as a matter of urgency, that NZTA upgrade the lighting at the SH1 pedestrian crossing.*~~

8.6 Long Term Plan 2021-31 Assumptions, Levels of Service and KPIs

The Report was taken as read and presented by the Strategy & Engagement Manager, Ms Kiri Diamond.

Her Worship advised Council that she had recently spoken with Dr Kevin Snee the Chief Executive of the Waikato DHB regarding community speculation that the admitting ward at the Tokoroa Hospital was going to close. Dr Snee advised that the ward was not closing but that there would be reduced beds available over the Christmas period. Community growth was also discussed with Dr Snee.

20/279 Resolved

Cr Daine / Cr Schulte

1. *That Report No 2020-543644, Community Perception Results 2020/21 - Wave 1 of 4, be received.*
2. *That Report No 2020-540149, Long Term Plan 2021-31 Assumptions. Levels of Service and KPIs, be received.*
3. *That the assumption presented in Report No 2020-540149, Long Term Plan 2021-31 Assumptions, levels of service and KPIs be adopted.*

The meeting was adjourned at 12.19pm.

The meeting recommenced at 12.50pm

9. Members Information Requests

Crs Daine and Jansen attended the Youth Elected Members' Conference in Wellington in November and presented to Elected Members highlights from the conference.

Cr Ngapo-Lipscombe queried whether Council would consider forming a Youth Council as an avenue to introduce youth to the governance sector.

Cr Jansen queried why trees in Hawick Street in Tokoroa were removed. The Group Manager Assets, Mr Ted Andersen will investigate. **Action**

Cr Daine advised that a resident has concerns with the trees that are overhanging between Roslin Street and SH1. Passing freight trucks cause branches to break or fall. Several service requests have been lodged by the resident, however the trees have not been pruned. The Assets Team will investigate. **Action**

The meeting closed 1.12pm.



JS Shattock
MAYOR

8. Reports

8.1 Mayoral Report – November & December 2020

Document Information

Report To:	Council
Meeting Date:	Thursday, 21 January 2021
Author:	J Shattock
Author Title:	Mayor
Report Date:	Monday, 11 January 2021

Purpose of Report

This report is for information purposes only.

To inform Councillors of appointments and fund allocations undertaken during the month.

Recommendation

That Report No 2021-546716, Mayoral Report November & December 2020, be received.

Background

The issues discussed in this report are aligned with the Council vision, community outcomes and Council policies but is currently not included in the Council Strategy.

Tuesday 24 November

Met with Latoya Heta
Met with Stuart Short from Short Productions
Met with Harry Lodge

Wednesday 25 November

Met with John Wadey re Health Shuttle
Hosted Meet the Mayor in Putāruru
Attended TCOSS meeting
Met with Glyn Wooller from Waikato River Trails
Met with Raewyn Whiteman-Thorne from Pride in Putāruru

Thursday 26 November

Met with Cr Jansen
Met with Jenny Mariu

Monday 30 November

Met with Justin Dick – Whakaaratamaiti Marae

Tuesday 1 December

Met with Gray Baldwin re FAR Committee
Met with Latoya Parai
Attended Putāruru Scouts meeting

Wednesday 2 December

Attended Rotary meeting
Attended opening of the Amisfield Bike Track
Attended Equip Zoom meeting on health and disability
Attended Zoom meeting with Haimona Waititi

Thursday 3 December

Chaired Council meeting
Attended Corporate & Regulatory Committee meeting

Saturday 5 December

Attended Woodchopping Carnival
Attended ATC No 34 Squadron end of year prizegiving

Monday 7 December

Attended LTP workshop

Tuesday 8 December

Attended Zoom meeting with Daniel Henderson re CouncilMark programme
Attended economic development meeting with high school principals

Wednesday 9 December

Attended LTP workshop
Attended SW YMCA Youth Academy

Thursday 10 December

Attended DLC Hearing
Attended CE Relationship Committee meeting by Zoom

Friday 11 December

Attended Leith Place opening
Attended Putāruru Timber Museum meeting
Attended Rangiura Residents' Christmas function
Attended Putāruru Christmas parade

Saturday 12 December

Attended Tokoroa Christmas parade

Sunday 13 December

Attended joint Waikato Unit end of year parade and awards ceremony in Hamilton

Monday 14 December

Attended Rangiura Trust Board meeting

Tuesday 15 December

Attended SWIFT meeting in Putāruru
Attended TCOSS meeting
Met with Dennis Andrews
Met with Richard Burstone

Wednesday 16 December

Attended Tokoroa Intermediate School prizegiving
Attended LTP workshop
Attended PIP Christmas function

Thursday 17 December

Hosted Mayoral Christmas business breakfast
Attended LTP workshop
Hosted Christmas celebration at Wawa

Monday 21 December

Attended Senior Citizens meeting
Dinner with Cheyenne Reid, Tuia Rangatahi

MAYORAL FUND

Deklin Taumata	Mayoral Merit Award	5,000.00
No 34 Squadron	Mayoral Award Trophy	190.00
Allied Security	Air Training Corp – end of year function	130.00

8.2 Rangiora Development Road Name – Van Dyk Place

Document Information

Report To:	Council
Meeting Date:	Thursday, 21 January 2021
Author:	Andrew Pascoe
Author Title:	Development Engineer
Report Date:	Wednesday, 6 January 2021

Purpose of Report

This report requires a decision from Council.

Recommendation

1. *That Report No 2021-546718, Rangiora Development Road Name – Van Dyk Place, be received.*
2. *That the new private road at Rangiora Development be named Van Dyk Place.*

Background

The issue discussed in this report is aligned with the Council vision, community outcomes, Council policies and the Council Strategy.

Council adopted C20/76 its Road Naming Policy (ECM 529514) on 30 July 2020.

Rangiora Trust Board is extending their retirement village with a further 21 units. These units will have access off a private road connected to Scotia Glen Street.

The guidelines for giving properties numbers require any road that services more than five properties to be named.

Discussion

Council's Road Naming Policy Statement states that the Policy covers roads and roads vested to Council but does not cover private roads. However, LINZ require Council to approve the private road name.

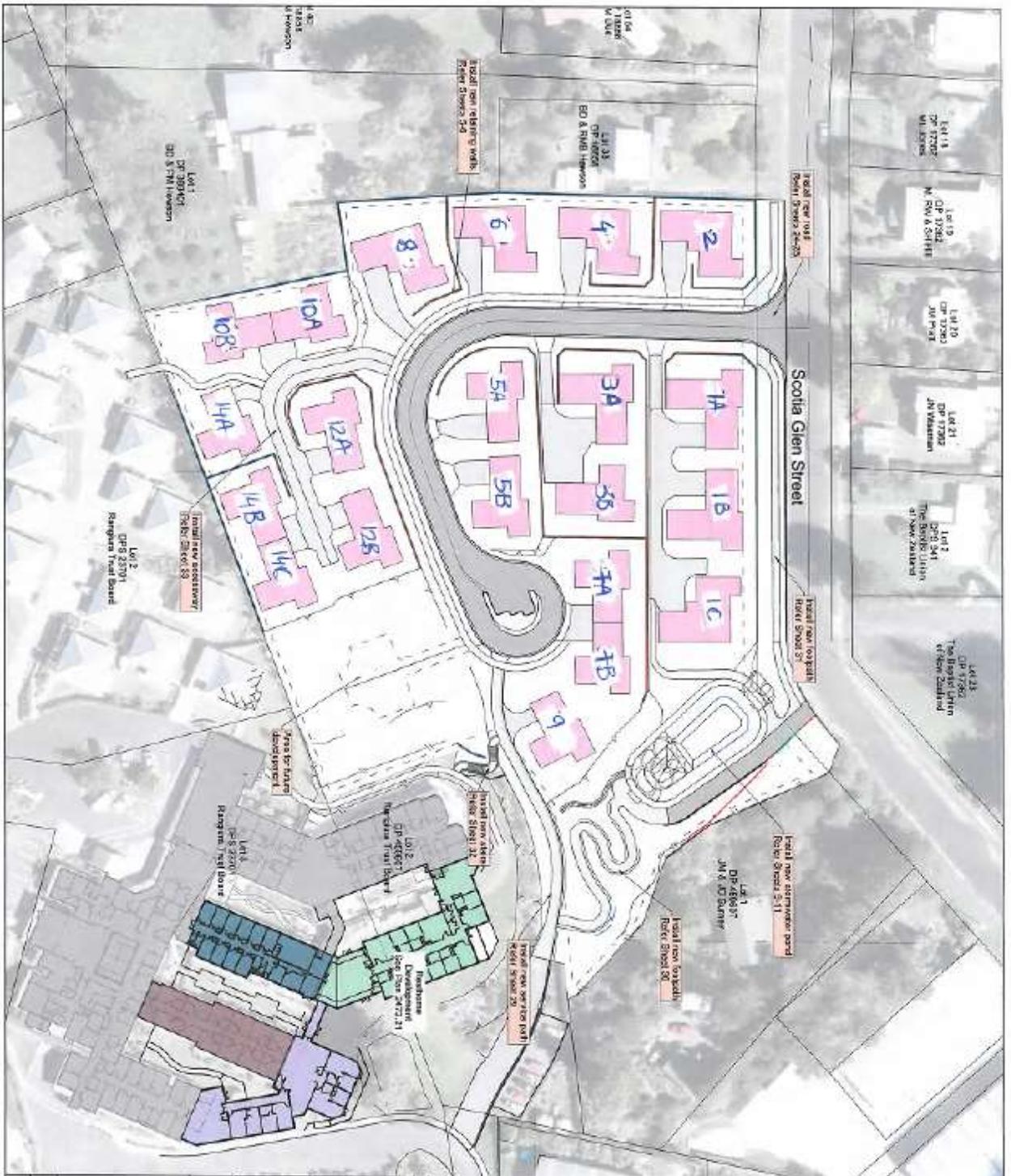
Rangiora Trust Board have requested that the road be called Van Dyk Place, to recognise the work that Henry Van Dyk has done for the Trust. Even though the new road is a private road LINZ require Council to approve the name and there is urgency from the Trust to get the name and numbering approved to enable the street numbering of the show home, being currently built, to progress.

Conclusion

This name meets the requirements of the Road Naming Policy in terms of naming this roadway as a 'Place'. Staff are therefore comfortable with the name that is proposed, namely Van Dyk Place.

Attachments

Rangiora Development Map



- Notes
1. Dimensions are in terms of M1 from Christ 2000.
 2. Levels are in terms of Mean Sea Level 1985.
 3. Order of coordinates and levels is
 58 41 50 51953
 668798 28 018
 4502721 42 018
 4. Chain contour interval is 0.2m.
 Design contour interval is 0.1m.
 5. This plan is to be read in conjunction with plan
 copies 2473.20 and 2473.21
 6. All items are to be constructed by others.
 7. All construction work is to be completed in
 accordance with the Waikato Local Authority
 Shared Services Regional Infrastructure Technical
 Specifications (RITS). Where no any conflict
 between this plan and the RITS, the plan shall
 prevail.
 8. Refer Sheet 4 for Earthworks plan.
 9. Refer Sheet 7 for Services Overview plan.
 Refer Sheet 24 for Road Overview plan.
 Refer Sheet 33 for Landscaping plan.

□	Geometrical Layout	DM	4/20/2020
□	For Discussion	DM	8/20/19
□	Design Update	DM	25/08/19
□	For Council Approval	DM	21/08/19
□	Final Construction	By	1/18

Drawn: AWT/S
 Checked: TM
 Date: 27 January 2019



Rangluna Trust Board

Overview

Scotia Glen Village Development

Putaruru

Scale: 1:750 @ A3

Drawing No: 2473.22

Sheet: D SM 1 of 36

8.3 Station Road, Tokoroa, Naming Report

Document Information

Report To:	Council
Meeting Date:	Thursday, 21 January 2021
Author:	Andrew Diffey
Author Title:	Contract Engineer
Report Date:	Thursday, 14 January 2021

Purpose of Report

This report requires a decision from Council.

Recommendation

1. *That Report No 2021-547260, Station Road, Tokoroa - Naming Report, be received.*
2. *That, if Council receive enough positive feedback from the seven affected residents of Station Road, then Station Road is officially recognised as a private road, and numbered as such.*

Background

A resident of Station Road, Kinleith, has requested that Council seek formal naming of the accessway to make it easier for emergency services to find (as currently there is no formal name on Google maps, GPS etc), and then submit this information to Land Information New Zealand (LINZ) so that it can be included in the mapping systems.

Issues

LINZ was initially hesitant, as they do not generally recognise private roads but have agreed to recognise this particular private road.

The resident is asking for the road to be recognised, so that if there happened to be an emergency along this accessway, then the emergency services would be able to locate it on a map. The current addresses of the properties are listed as 5050 to 5062 State Highway 1.

Some other residents on Station Road have indicated that they are comfortable with the status quo.

Council has written a letter and hand delivered it to all the residents on Station Road, asking for feedback. There have been two options suggested:

- Option A – leave as is, no formal naming and Station Road, remains a shared accessway / private road. Council will not be reinstating the street sign that has gone missing in recent months.
- Option B – Council change the legal status formally, name the accessway / private road as Station Road and complete the name change process with LINZ. This means that Google maps will indicate Station Road and house numbers will be 1 to 7 Station Road with house number 1 being nearest SH1. This will not mean that Council will have any obligation to maintain or upgrade this private road, it just allows it to be visible on maps.

Should the majority of residents come back saying they would prefer the status quo, then nothing more needs to be considered with this report.

History

There is a bit of history associated with Station Road.

The driveway that is known as Station Road, is a private accessway, that leads down to seven houses, just to the south of Jim Currie Reserve / Kinleith. This is not the formal Station Road.

The formal Station Road is a paper road, which is located approximately 200m south of this accessway.

Owners of these seven properties have a lease agreement that they signed when they purchased their property, stating that they have an equal cost of keeping all areas to a reasonable standard. This includes maintaining the drive / accessway.

One particular resident had asked Council to seal this accessway, plus provide kerb and channel, and street lighting. As it is a private accessway, and not a public road, Council will not be meeting this request.

This resident has also gone to NZTA to request that they upgrade SH1 through this area, to provide a right turn bay, to make it safer for people turning into this accessway. NZTA have not agreed to this, as they would then need to do it for other properties too to be equitable.

The property in question was originally owned by railways and was used as an access through to the railways area in behind. In 1991 the land was sold to a private company. This company then set up the current lease arrangement and appear to have sold each house separately at some later stage.

Discussion

There will be two possible options going forward, depending on the outcome of the letter that has been sent to residents:

1. If the majority of residents come back advising that they are happy with it as it currently is, then nothing more needs to be done or considered by Council and the matter will be considered closed.
2. Should the majority come back saying that they would like Station Road formally recognised and added to the mapping systems, then appropriate Council staff will work with LINZ to make this happen.

8.4 Long Term Plan 2021-31 Council Projects and Rates Impact, Fees and Charges, Policies and Solid Waste Future Income

Document Information

Report To:	Council
Meeting Date:	Thursday, 21 January 2021
Author:	Kiri Diamond
Author Title:	Strategy and Engagement Manager
Report Date:	Wednesday, 13 January 2021

Purpose of Report

This report requires a decision from Council.

To provide Councillors with recommendations following the Long Term Plan (LTP) 2021-31 workshops held in December. (Council project and rates impact, fees and charges, solid waste future income).

Recommendation

1. *That Report No 2021-547134, Long Term Plan 2021-31 Council projects and rates impact, fees and charges, policies and solid waste future income, be received.*
2. *That Council approves the Long Term Plan policies that were reviewed at the 17 December 2020 workshop to be consulted with the public, during the LTP consultation subject to final review of the Revenue and Finance Policy and the Development Contributions Policy.*
3. *That Council approves the Long Term Plan fees and charges that was reviewed at the 17 December 2020 workshop, subject to the suggested edits to be consulted with the public, during the LTP consultation.*

Background

The issues discussed in this report are aligned with the Council vision, community outcomes, Council policies and the Council Strategy.

Council has decided on the strategic direction for the LTP 2021-31 and two two-day workshops were held during December for Councillors to discuss Council capital projects and operational budgets. On 17 December Councillors also reviewed the policies and fees and charges that are required for the consultation during the Long Term Plan 2021-31.

Discussion

Council met to discuss budgets, capital projects and operational expenses that are associated to developing a draft plan to consult with the community.

Discussion took place on the cost and fees for solid waste. At a workshop on 15 November 2018 Council was advised of additional expenditure that was required at the Tokoroa Landfill. This included a new tipping area, increased operational expenses while tipping area was being developed, and additional operational activities such as tyres and biosolids. The additional amounts approved were \$875,000 opex and \$55,000 capex. After a public consultation process Council resolved to increase the fee per tonne to \$249, and to

ring fence the additional expenditure with the aim of recovering the expense over the remaining 19 months of operation of the Landfill. At the time of closing the Landfill, the reserve balance is \$731k in deficit. There were several reasons that led to the reduced recovery with the main ones being the reduction in volume at the Landfill, changes in operational costs and the amount of rubbish that was not charged at the full rate eg. green waste.

The cost of disposing of rubbish through the Transfer Station is less than when the Landfill was operating, and Council agreed at the workshop that the deficit reserve would be paid off over the first three years of the LTP being funded by the reduction in this cost.

At the 16 and 17 December workshop after considering all the OpEx and CapEx financial forecasts put to Council. it was put forward that Council would agree to a rate increase below 8% (probably 7.8%) in year one and approximately 8.4% in year two of the 2021-31 LTP.

On 16 and 17 December 2020, Council reviewed and discussed, operational expenses, LTP policies, fees and charges UAGC and the future of solid waste income.

The following policies were reviewed by councillors and these will go out for public consultation during March and April 2020 at the same time as the Draft LTP.

- Revenue and Finance (still to finalise the user charges / rates percentage splits after detailed budgets complete)
- Development and Financial Contribution Policy (still to finalise the DC charges after the change in the interest rate used in the DC model)
- Treasury Management Policy
- Māori Land Freehold Policy
- Rates Remission Policy
- Significance and Engagement Policy

The draft fees and charges were also presented for council to review and this document will also be out for public consultation at the same time as the LTP.

9. Members Information Requests

Council Outcomes

Growth - Activities and strategies that facilitate sustainable economic growth and lift community pride.

Resilience - A resilient district with good infrastructure, services, a sound financial position, rates affordability and a healthy environment that has the ability to anticipate, resist, respond to and recover from significant change or events.

Relationships - Strong relationships with Iwi and Māori, Pacific Peoples and community and business groups that can achieve growth and a resilient community.