

Council Meeting

PUBLIC BUSINESS AGENDA

A Council Meeting
will be held in the Council Chamber,
Torphin Crescent, Tokoroa
on Thursday 9 June 2022
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 Ngāpō G Petley P Schulte S Wallace
	Tirau Community Board (Chairperson)	K Purdy
Staff	Chief Executive	S Law
	Group Manager Assets	T Anderson
	Group Manager Regulatory	S Robinson
	Interim Group Manager Community and Corporate	D Lascelles
	Communications Manager	K Fabrie
	Chief Financial Officer	F Ferrar
	Executive Assistant to the Mayor (Minutes)	S Curren

Agenda Confirmed by:

S Law

Chief Executive

Blessing

The Mayor will lead the Council with a blessing.

*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

Cr Machen - 13 July to 19 August 2022

4. Conflicts of Interest

5. Public Forum

6. Introduction of New Staff

Charlotte Wilmshurst	- Rates Officer
Jessica Hill	- Assistant Accountant (Assets)
Blaise Williams	- Property Services Manager
Brooke Sullivan	- Communications Advisor

7. Confirmation of Minutes

7.1 Confirmation of Minutes - Public

Document Information

Report To:	Council
Meeting Date:	Thursday, 9 June 2022
Author:	J Shattock
Author Title:	Chairperson
Report Date:	Monday, 30 May 2022

Purpose of Report

This report is for information purposes only.

The purpose of this report is to present past Minutes.

Recommendations

Council – Thursday 19 May 2022

Public Business

That the minutes of the public business of the Council meeting held on Thursday 19 May 2022 are confirmed as a true and accurate record and the recommendations therein approved.

Tirau Community Board – 3 May 2022

That the minutes of the Tirau Community Board meeting held on Thursday 3 May 2022 are received.

Attachments

Council Public Minutes – 19 May 2022

Council Action Sheet

Tirau Community Board Minutes – 3 May 2022

Council Meeting

PUBLIC BUSINESS MINUTES

A Council Meeting
will be held in the Council Chamber,
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on Thursday 19 May 2022
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 Ngāpō
		G Petley
		P Schulte
	S Wallace	
Staff	Interim Chief Executive	M Taris
	Group Manager Assets	T Anderson
	Group Manager Regulatory	S Robinson
	Interim Group Manager Community and Corporate	D Lascelles
	Communications Manager	K Fabrie
	Chief Financial Officer	F Ferrar
	Executive Assistant to the Mayor (Minutes)	S Curreen

Her Worship the Mayor lead Council with an opening blessing.

A moment of silence was held for the passing of Maree Hawkins.

1. **Apologies** *(Council audio recording 01:58)*

22/99 Resolved

Cr Schulte / Cr Lee

That apologies received from Tirau Community Board Chairperson, Mrs K Purdy (on leave), and Cr Ngāpō for Monday 23 May 2022, be received and sustained.

All in favour / against

Carried

2. Confirmation of Agenda (Council audio recording 02:30)

22/100 Resolved

Cr Machen / Cr Petley

That the Agenda, as circulated, be confirmed, with the addition of a late report 'Appointment of the South Waikato District Council Chief Executive' and an adjournment at 10.00am for a presentation to be held under non-public.

All in favour / against

Carried

3. Leave of Absences (Council audio recording 03:14)

22/101 Resolved

Cr Wallace / Cr Schulte

That leave of absence be granted to Cr Machen from 23- 27 May, and Cr Petley from 3-10 June.

All in favour / against

Carried

4. Conflicts of Interest (Council audio recording 03:56)

There were no conflicts of interest declared.

5. Public Forum (Council audio recording 04:02)

Albert Molesworth

- Spoke on positive improvements in Tokoroa including the Recycling Depot and Construction of the new Trades Training Centre

6. Introduction of New Staff (Council audio recording 15:52)

Introduced by Neil Ward

- Christopher Green – Project Manager
- Joanne Salvacion – Project Manager

Introduced by GM Assets, Mr Anderson

- Janice Eland – Leisure Services Manager

7. Confirmation of Minutes

7.1 Confirmation of Minutes - Public (Council audio recording 24:53)

Matters of Fact

There were no matters of fact.

22/102 Resolved

Cr Lee / Cr Jansen

That the minutes of the public business of the Council meeting held on Thursday 28 April 2022 are confirmed as a true and accurate record and the recommendations therein approved.

All in favour / against

Carried

Matters Arising

Cr Machen updated Councillors on discussion at the Regional Transport Committee meeting he attended. He advised that he had repeated his invitation for a Representative from Waka Kotahi to speak to Council.

Her Worship advised that she had received the clauses from Communities 4LocalDemocracy that are being suggested to be inserted into the Contract for Services with Department of Internal Affairs for the 3Waters

Reform. Advice to be sought from Interim Chief Executive Ms Taris and clauses to be shared with councillors. The clauses were developed by a Dunedin Lawyer.

8. Reports

8.1 Mayoral Report – April / May 2022 *(Council audio recording 27:24)*

The Report was taken as read.

22/103 Resolved

Her Worship / Cr Nelis

That Report No 2022-585937, Mayoral Report – April/May 2022, be received.

All in favour / against

Carried

8.2 Appointment of South Waikato District Council Chief Executive *(Council audio recording 27:39)*

The tabled Late Report was read.

The Interim Chief Executive, Ms Taris, spoke to the report advising it was a procedural matter as part of the appointment of the new Chief Executive. It is to resolve in a Council meeting to appoint Susan Law on 1 June for a contract period of 5 (five) years in terms of the Local Government Act.

Her Worship advised it was approved in a Council Public Excluded meeting for Elected Members only meeting and needed to be brought out into public.

22/104 Resolved

Cr Schute / Cr Machen

1. *That Report No 2022-586384, Appointment of South Waikato District Council Chief Executive, be received.*
2. *That in accordance with Schedule 7 Section 33-34 of the Local Government Act 2002 that Susan Law is appointed as Chief Executive of the South Waikato District Council for a period of 5 (five) years commencing on 1 June 2022.*

All in favour / against

Carried

9. Members Information Requests *(Council audio recording 29:27)*

Cr Wallace reported there were Parking Wardens in Putaruru issuing tickets in the CBD and asked if this was going to continue. GM Regulatory, Mrs Robinson, responded that it was and was a part of business as usual.

Cr Wallace raised that netball is played at night in Putaruru has been asked if there could be more lighting at the Glenshea Park.

Cr Daine asked if an update could be provided on progress of the link road between Dumfries Road / Pellikan Place. GM Assets, Mr Anderson, responded an update will be provided.

ACTION: Release an update regarding the link road between Dumfries Road and Pellikan Place clarifying the opening date.

The meeting closed at 10.04am.



JR Shattock
MAYOR

Moved to go into non-public at 10.05am for the presentation by Tim Bartells.

10. Public Excluded - Resolution to Exclude the Public

Section 48, Local Government Official Information and Meetings Act 1987.

22/105 Resolved

Cr Petley / Cr Schulte

1. That the Council Public Excluded Business will commence at the conclusion of the Council Public Business.
2. That the public be excluded from the following parts of the proceedings of this meeting.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 (1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution	Ground(s) Under Section 48(1) for the passing of the resolution
Council public excluded minutes 28 April 2022	Reason(s) for excluding the public are recorded in the public minutes of the meeting 28 April 2022.	The public conduct of this part of the meeting would be likely to result in the disclosure of information for which there is good reason for it being withheld. Section 48(1)(a)
Economic Development Project Update – May 2022	<p>This report is CONFIDENTIAL in accordance with section 46A (8) and 46A (9) of the Local Government Official Information and Meetings Act 1987, being a report that the Chief Executive of the South Waikato District Council reasonably expects will be discussed with the public excluded.</p> <p>That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to enable the local authority holding the information to carry on, without prejudice or disadvantage, commercial activities – Section 48(1)(a); Section 7 (2)(h)</p>	The public conduct of this part of the meeting would be likely to result in the disclosure of information for which there is good reason for it being withheld. Section 48(1)(a)
Result of Expressions of Interest (EOI) for the Disposal of Land and Buildings at 42-52 Logan Street, Tokoroa	This report is CONFIDENTIAL in accordance with section 46A (8) and 46A (9) of the Local Government Official Information and Meetings Act 1987, being a report that the Chief Executive of the South Waikato District Council reasonably expects will be discussed with the public excluded.	The public conduct of this part of the meeting would be likely to result in the disclosure of information for which there is good reason for it being withheld. Section 48(1)(a)

	<p><i>That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to enable the local authority holding the information to carry on, without prejudice or disadvantage, commercial activities – Section 48(1)(a); Section 7 (2)(h)</i></p> <p><i>Section 7 (2)(h) Enable any local authority to hold the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</i></p>	
<p><i>Sale of Council Land</i></p>	<p><i>This report is CONFIDENTIAL in accordance with section 46A (8) and 46A (9) of the Local Government Official Information and Meetings Act 1987, being a report that the Chief Executive of the South Waikato District Council reasonably expects will be discussed with the public excluded.</i></p> <p><i>That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to enable the local authority holding the information to carry on, without prejudice or disadvantage, commercial activities – Section 48(1)(a); Section 7 (2)(h)</i></p>	<p><i>The public conduct of this part of the meeting would be likely to result in the disclosure of information for which there is good reason for it being withheld. Section 48(1)(a)</i></p>

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

COUNCIL ACTION SHEET 2022
PUBLIC - CURRENT

No	Meeting	Action Point/ Requester	Responsibility	Due Date	Action Taken/ Completion Date
6	Council 19/05/2022	Release an update regarding the link road between Dumfries Road and Pellikan Place clarifying what the plan is and when it will be open.	Asset Group Manager	30/05/2022	

Tirau Community Board Meeting

PUBLIC BUSINESS MINUTES

A Tirau Community Board Meeting
was held in the Tirau War Memorial Hall,
Main Road, Tirau
on Tuesday 3 May 2022
Commencing at 5.30pm

Attendees

Members	Chairperson	K Purdy S Burling-Claridge K Slater C Brasell
	Council Representative	P Schulte
	Her Worship the Mayor	J Shattock Cr Jansen Cr Nelis
Staff	Executive Support Team Leader (Minutes)	B Morunga

1. Apologies

T22/01 Resolved

C Brasell / Cr Schulte

That apologies from Cr Ngāpō and the Interim Chief Executive are received and sustained.

2. Confirmation of Agenda

The Agenda is as circulated.

3. Leave of Absence

T22/02 Resolved

S Burling-Claridge / Cr Schulte

That a leave of absence be granted for K Slater for 4 to 18 June 2022.

4. Conflicts of Interest

There were no conflicts of interest declared.

5. Public Forum

Mr Kim Egerton asked when the Tirau Domain Bridge would be opening. Ms Brasell responded that the date is being set for either 29 May or 11 June, to be confirmed, it will be advertised once decided.

6. Confirmation of Minutes

6.1 Confirmation of Minutes

Matters of Fact

Cr Nelis commented that his name is missing from the attendee list. This will be fixed.

T22/03 Resolved

Cr Schulte / C Brasell

1. *That the Minutes of the Public Business of the Tīrau Community Board Meeting held on 30 November 2021 are confirmed as a true and accurate record and the Recommendations therein approved.*
2. *That the Action Sheet, as attached, be received.*

Matters Arising

There were no matters raised.

7. Reports

7.1 Resource Management Report – 15 October to 25 April 2022

The Report was taken as read.

Cr Nelis commented that it is good to see the number of developments in Tīrau.

The Board noted that there is concern in the community that Tīrau will lose its village feel, although most of the current development is occurring on the outskirts of town.

T22/04 Resolved

Cr Schulte / S Burling-Claridge

That Report No 2022–553424, Resource Management Report – 15 October to 25 April 2022, be received.

7.2 Tīrau Community Board Discussion

The Report was taken as read.

T22/05 Resolved

Cr Schulte / C Brasell

That Report No 2022–583385, Tīrau Community Board Discussion, be received.

Discussion

1. Mrs Purdy commented that she spoke with Mr Anderson who reiterated delays relate to a change in CCTV software and a pole where the camera will be installed needs to be replaced. This is all planned to be complete by 10 June.
2. Staff have advised that steel roller doors can be installed on any retail business for added security. One store owner in Tīrau has experienced a number of break-ins at their business and is appreciative to receive this information.
3. Comment noted. An update would be appreciated for the next meeting.
ACTION: An update on the progress for the removal of the old pedestrian crossing kerbside harbours.
4. Comment noted. An update would be appreciated for the next meeting.

ACTION: An update on the progress for the removal of the yellow lines outside The Baker.

5. Her Worship mentioned that engine braking signage was put in place in every town in the past as per the bylaw. If this is still the case, these signs need replacing.

ACTION: Investigate whether engine braking signage had been in place in previous years and organise to replace the signs if this is the case.

6. Comment noted.

7. Comment noted.

8. Her Worship stated that the Board should review the list that Council keeps and note from there the kerbs the Board would like to prioritise.

ACTION: Staff to provide TCB with the residential kerbing list so the Board can review and prioritise.

9. Ms Burling-Claridge would like to know what the quote/s look like before looking into this project further. Her Worship commented that she felt this project should be part of what council does and suggested that a proposal be put forward in the Annual Plan if this is something the Board felt is important to the Tirau community. Options for funding could be considered as part of that process.

10. The DAG report was presented by Cr Nelis.

Cr Nelis stated that there is a new project manager, Mr Ross Provan who is doing well. The current works are the planning and design of the wrap for the toilets, wayfinding signage, playground equipment and pump track. The opening is planned to occur end of May/early June and will be arranged by the community events team at Council.

Mrs Purdy queried whether DAG has consulted Raukawa with the planning and design of the wrap and signage for the toilets. Cr Nelis and Ms Brasell confirmed that this has occurred.

The Board discussed funding and grants that could be available to stage and complete the works at the reserve.

11. The Board would like to formally thank Gray Baldwin for his contributions past and present to the Anzac Day services.

7. Members Information Requests

Cr Schulte commented that heavy trucks are parking in the median strip of the road in Tirau, blocking the road vision and is concerned that this will cause an accident.

ACTION: Staff to follow up with Waka Kotahi to investigate options to stop trucks parking in the median strip in Tirau.

Mrs Purdy commented that she has received complaints from the community regarding trucks that are parking on Station Road, Prospect Reserve and Hillcrest Street and queried whether Council can follow up with the problematic drivers parking in cul-de-sacs blocking footpaths. Her Worship advised if contact details are provided, staff can follow up.

ACTION: Staff to investigate complaints of truck drivers parking over cul-de-sac footpaths on Station Street and Hillcrest Street.

The meeting closed at 6.24pm.

K Purdy

CHAIRPERSON

8. Reports

8.1 Mayoral Report – May 2022

Document Information

Report To:	Council
Meeting Date:	Thursday, 9 June 2022
Author:	J Shattock
Author Title:	Mayor
Report Date:	Tuesday, 31 May 2022

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 2022-587347, Mayoral Report – May 2022, 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.

Thursday 12 May 2022

Attended Timber Museum Workshop
Attended Reforms update – Mayors, Chairs and Chief Executive via Zoom
Attended Tirau Public meeting, Tirau War Memorial Hall

Friday 13 May 2022

Attended Timber Museum meeting

Tuesday 17 May 2022

Attended Plenary Group share and discuss ideas via Zoom
Phone meeting with Kaylee Begbie
Met with Maree Hawkins family
Attended Workshop, Feedback on WSE Establishment CE Job description, via Zoom
Attended Senior Citizens meeting, Senior Citizens Hall
Met with Wiki Cortesi – Powhiri arrangements for new CE

Wednesday 18 May 2022

Met with Police Sergeant Whitecliffe-Davies and Maria Bradshaw, Woman's Refuge Centre

Thursday 19 May 2022

Met with Paul Bowden
Chaired Council meeting
Attended Corporate and Regulatory meeting

Friday 20 May 2022

Met with Cr Gary Petley and Deputy Mayor Bill Machen

Saturday 21 May 2022

Attended BBQ for Shelter Opening at Barnetts Reserve, Putaruru

Monday 23 May 2022

Attended Fees & Charges Hearing

Attended Rangiora Pre-AGM and AGM meetings via Zoom

Tuesday 24 May 2022

Self-isolation

Phone meeting held with Florence Trickey

Wednesday 25 May 2022

Cr Petley attended Meet the Mayor on behalf of the Mayor

Thursday 26 May 2022

Attended Reforms update – Mayors, Chairs and Chief Executives via Zoom

Mayoral Fund

Koha for Maree Hawkins funeral service

\$150.00

Samoan Community Welfare Inc – Sponsorship for Samoan language week

\$196.00

8.2 Building Rationalisation Report May 2022

Document Information

Report To:	Council
Meeting Date:	Thursday, 9 June 2022
Author:	Andrew Pascoe
Author Title:	Development Engineer
Report Date:	Friday, 27 May 2022

Purpose of Report

This report requires a decision from Council.

Recommendation

1. *That Report No 2022-587195, Building Rationalisation Report May 2022, be received.*
2. *That the buildings recommended for disposal in the attached report are disposed of by the Group Manager Assets.*

Background

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

Darryl Hubbard Consulting Limited was engaged to undertake a review of Council-owned buildings located on Council-owned land, Council-owned buildings located on non-Council-owned land and non-Council owned buildings where Council contributes in part or fully to the annual maintenance costs. This report was then peer reviewed by staff and the final report is attached as an appendix.

Discussion

The buildings have been divided into three classes: retain; retain with conditions, or dispose. Table 1 summarises the recommendations in the attached report.

It is recommended that the Group Manager Assets starts the process of arranging for the disposal of buildings as outlined in the report.

Action	Address	Building / Function	Comments
Retain	1-5 Torphin Crescent, Tokoroa	SWDC Main Office	Retain
	17 Princess Beatrix Ave, Tokoroa	ATC	Retain - Co-locate Health Shuttle
	82 Baird Road, Tokoroa	MenzShed	Retain
	25 Mossop Road, Tokoroa	Sports and Events Centre	Retain
	Memorial Park, Tokoroa	Axeman's Club	Retain and invest
	3-37 Mossop Road, Tokoroa	Toilet and Change Rooms	Retain
	6 Pepperill Rd, Lichfield	Vintage Car Club	Retain
	State Highway One, Tīrau	Tīrau i-SITE (Dog)	Retain
	6 Hillcrest Street, Tīrau	Public Toilet	Retain
	2 Overdale Crescent, Putāruru	Putāruru i-SITE	Retain
	2 Overdale Crescent, Putāruru	Putāruru Library	Retain
	105 Buckland Street, Putāruru	Girl Guides	Retain
	Glenshea Park, Putāruru	Grandstand	Retain
	Glenshea Park, Putāruru	Toilet Block	Retain
	49 Arapuni Road, Arapuni	Arapuni Community Hall	Retain
	779 Lichfield Road, Lichfield	Lichfield Community Hall	Retain
	112 Old Taupō Road, Puketurua	Puketurua Community Hall	Retain
	32 Tapapa West Road, Tapapa	Tapapa Community Hall	Retain
223 State Highway 30, Atiamuri	Upper Atiamuri Hall	Retain	
1195 Lake Arapuni Road, Waotu	Waotu Community Hall	Retain	

Action	Address	Building / Function	Comments
Retain under conditions	58-68 Mannering Street, Tokoroa	Tokoroa Library	Retain until services can be moved into new facility then dispose (demolish)
	27 Main Road, Tīrau	Tīrau War Memorial Hall	Retain - requires work identified in earthquake prone building assessment
	Ensor Place, Tīrau	Garage	Retain for the remaining term of the lease and then review usage.
	50 Kensington Street, Putāruru	The Plaza	Retain - requires work identified in earthquake prone building assessment
	3 Overdale Crescent, Putāruru	Bridge Club	Retain - increase utilisation through shared use, and/or renegotiated lease terms
	111 Clyde Street, Tokoroa	Girl Guides	Retain - lease to Girl Guides and review usage after 2 years
	Glenshea Park, Putāruru	Former Toilet/First Aid Room	Retain and review after 2 years
	Glenshea Park, Putāruru	A&P Jubilee Pavilion	Retain with conditions
	Leith Place, Tokoroa	Old Noel Leeming Building	Retain until CBD upgrades have been finalised
Dispose	155 Moffatt Road, Tokoroa	Airport Tower	Dispose, after consultation of ownership
	42 Logan Street Tokoroa.	Former Countdown	Dispose - currently under negotiation for sale
	15-19 Maraetai Road	Assembly of God Chapel	Dispose - offer the building to the Church for removal
	Maraetai Road	Arts Society	Dispose - advise that building must be removed. Identify date for users to vacate the land
	Maraetai Road	Dance Studio	Immediate disposal - demolished as soon as practicable
	Maraetai Road	Potters	Dispose - advise that building must be removed. Identify date for users to vacate the land
	Memorial Park, Tokoroa	Pirates Rugby Clubrooms	Dispose of main building, potential to replace the building with upgrade change/toilet facilities
	County Place, Tīrau	Garage	Dispose
	75 Tīrau Street, Putāruru	Veterinarian Services	Offer to current tenants or sell on open market with lease in place, (December 2023)
	Nola Street, Putāruru	AFC Rangers Club	Immediate disposal - demolish as soon as practicable
	Peace/Meadow Street, Putāruru	Putāruru Small Bore Rifle Club	Dispose of building by the Small Bore Rifle club or at their expense
	Patetere Street, Tīrau	Downer Depot	Dispose lease is coming to an end and Council has no use for the property

Attachments

Building Rationalisation Report May 2022 – ECM 586813

8.3 Lease of Land for the Health Shuttle

Document Information

Report To:	Council
Meeting Date:	Thursday, 9 June 2022
Author:	Andrew Pascoe / Vikki Moore
Author Title:	Development Engineer / Legal Services and Procurement Administrator
Report Date:	Wednesday, 25 May 2022

Purpose of Report

This report requires a decision from Council.

Recommendation

1. *That Report No 2022- 586929, Lease of Land for the Health Shuttle, be received.*
2. *That Council approve a lease for the South Waikato Community Health Transport Incorporated (Health Shuttle) on part of the land currently leased by the Air Training Corps Association (ATC) at 15 Princess Beatrix Avenue, Tokoroa.*

Background

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

The South Waikato Community Health Transport Incorporated Health Shuttle is a volunteer organisation that provides a service for residents who have no alternative transport to their medical appointments at hospitals region wide. They operate out of Putāruru and Tokoroa.

The Trust has purchased three vans in Tokoroa to undertake this service and are looking to build a secure shed to store these vans. Council had originally agreed to provide the Trust with an area at the Council depot at Whakaruru Street for building a standalone four bay garage where the vehicles used by the Trust could be kept.

Issues

When the Trust submitted their building plan, it was found that there were several services located under the proposed site, and it was not able to build the garage on the area of land available.

The Trust operates with many volunteers who would be accessing the garage often early in the morning or later in the evening. The volunteers are often female and or elderly and the trust would like to ensure that accessing the garage would be as safe as possible without the need to exit their vehicles.

Discussion

Council identified two other pieces of land being an empty section in Whakaruru Street or part of the site occupied by the ATC building at 15 Princess Beatrix Avenue. Both pieces of land belong to Council.

The Health Shuttle representatives believe that the Princess Beatrix site would be safer for their volunteers and would be preferable to the Whakaruru Street site. Council staff have discussed this proposal with the ATC, and they have no objections to this proposal.

It is recommended that the Health Shuttle be granted a ten-year lease on the Princess Beatrix site, with three rights of renewal on the same terms and conditions existing at the time of renewal, for the building of a four bay garage for the purposes of storing their vehicles. Rent will be in line with the current Building and Land Occupancy Policy.

8.4 Putaruru Timber Museum Ground Maintenance

Document Information

Report To:	Council
Meeting Date:	Thursday, 9 June 2022
Author:	Phil Parker, Vikki Moore
Author Title:	Parks and Reserves Manager, Legal Services and Procurement Administrator.
Report Date:	Friday, 20 May 2022

Purpose of Report

This report requires a decision from Council.

Recommendation

1. *That Report No 2022-586668, Putaruru Timber Museum Ground Maintenance, be received.*
2. *That the grounds maintenance of the Putaruru Timber Museum reserve remains under the Timber Museum Trust.*
3. *That Council agrees to increase the current budget of \$14,400 per annum for the ground maintenance of the Putaruru Timber Museum site by a further value of \$19,824 per annum for an increase to the Putaruru Timber Museum's Grounds-person's hours to twenty hours per week, funded from the Tokoroa Cemetery turf maintenance budget for 2022/23 and increase the budget for the Putaruru Timber Museum to a similar value in future years.*

Background

The Timber Museum Trust has recently undertaken significant work to improve the Council owned reserve at the Timber Museum. In 2019 an agreement was negotiated between Council and the Trust for Council to pay to the Trust \$14,400 per year to fund ground maintenance undertaken by one Grounds person for ten hours per week (Two days a week at five hours per day) to mow and maintain the reserve's garden areas, and hard surfacing. The annual value of payment was based on the value originally costed for the site as part of the Open Spaces Maintenance (OSM) contract in 2018.

As there is no cost escalation in this agreement, the value of payment has not increased since the Contract commenced. In addition, with the tree removal work along the State Highway boundary, the clearing by the Trust of a previously planted poor specimen pine block and intended demolition of two houses and associated sheds the Trust the area needing to be re-contoured and maintained in view from the State Highway will significantly increase.

Consequently, the grounds maintenance will continue to be underfunded, and it is clear more funding will be needed for potentially increasing the Grounds-person's hours to maintain the site in its entirety going forward to continue to meet the required level of service provided via the Contract specifications. The Timber Museum Trust has been asked to provide an updated annual cost for Council to consider in order to establish an agreed fair value of payment for the maintenance by the Timber Museum Trust of this Council reserve.

Within the draft budget for 2022/23 there is no allowance for increased budget for maintenance of the Putaruru Timber Museum.

Council approved additional funding of \$41,000 for the 2022/23 Annual Plan for the mowing of the two-hectare Tokoroa Cemetery extension area. However, at the request of Elected Member's, the option to graze

the extension area was investigated and subsequently then approved by Council with areas available for grazing to reduce as sections within the extension area are developed for burial berms and public access. It is proposed to increase the funding for the Timber Museum grounds maintenance using part of that approved turf maintenance funding.

Issues

At the previous Council meeting held on 28 April 2022 discussion was held on the reserve's maintenance contract for Timber Museum which was also part of the report. The Interim Chief Executive advised recommendation 3.

“That Council agrees to increase the budget for the ground maintenance of the Putāruru Timber Museum site by a further value of \$14,000 funded from the Tokoroa Cemetery Budget for 2022/23 and increase the budget for the Putāruru Timber Museum to a similar value in future years”

lay on the table and a report to come back to Council with further information on the Lease and options to consider.

An Action point was also raised for Council staff to check the NZ Timber Museum's lease to see Council's obligations as the site owner and the NZ Timber Museum's obligations as tenant.

Discussion

Calculating the cost fluctuations involved over the relevant years since the Grounds maintenance Contract commenced, and the increase in the minimum wage, the Timber Museum Trust has proposed the monthly cost reimbursement should now be \$1426 + GST per month, being \$17,112 per annum.

Given the size of the reserve, and additional maintenance being required with the remediation of the area adjacent to the State Highway when cleared of buildings and contoured for mowing, better maintenance of the existing native grove and later maintenance of an additional proposed NZ native tree grove it is suggested the Grounds-person's hours be doubled from ten hours per week to twenty hours per week which would equate to \$34,224 per annum. This would require additional funding of \$19,824 being added to the \$14,400 currently being provided to the Timber Museum Trust for the ground maintenance work annually.

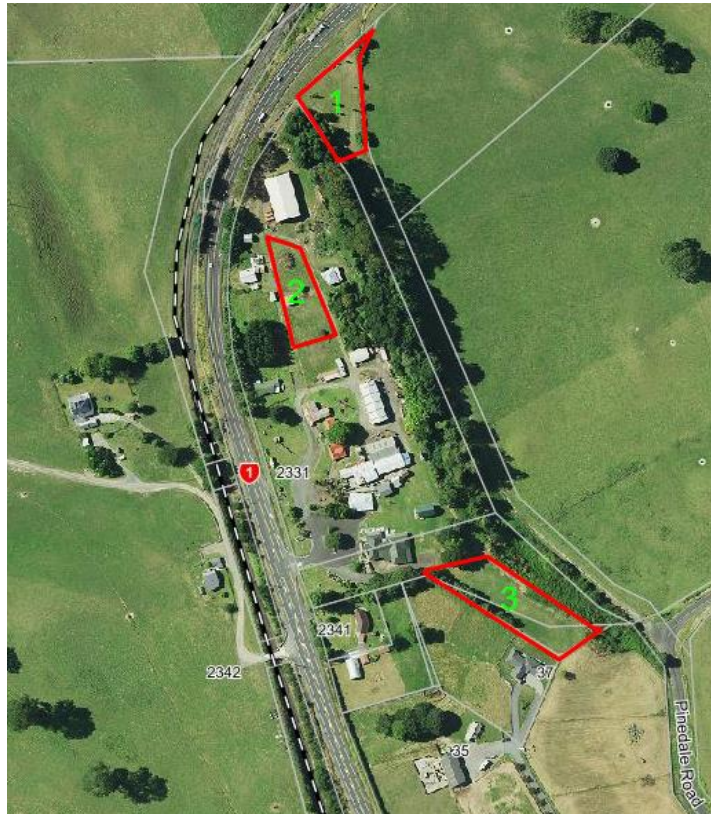
The Timber Museum Trust at times use volunteers to undertake certain tasks such as weed-trimming to supplement the Grounds-person's role. It is suggested that the Timber Museum Trust be asked to consider the need to more actively seek volunteer help for supplementing the Grounds-person's role in maintaining the reserve grounds going forward.

Downer - OSM was asked to provide an updated annual cost to maintain the reserve if Council should look to consider bringing the grounds maintenance back into the OSM Contract.

The estimated figure was \$18,344 per annum. However, given the maintenance of the reserve was requested to be taken over by the Timber Museum Trust due to inconsistent levels of service being maintained to the Contract specifications by Downer originally, there is a risk that this would remain an issue.

This has been confirmed with the Downer OSM Contract Manager stating that *“In all honesty, we would prefer not to take it on. We are already starting to think about spring and the pressures that brings, and we are not sure we would ever meet the Museum staff's expectations.”*

The Timber Museum Trust has also been approached regarding a potential option to graze certain areas of the reserve as a means to reduce grounds maintenance and costs. Three areas were identified as possible sites for grazing and the Trust approached for comment on the suggestion. The areas identified are shown below:



The Timber Museum Trust responded that their preference is for no grazing within the three areas for the reasons stated below:

- Area 1: Currently planted with NZ native specimen trees, this area is planned to be planted with more trees in 2023. This area is part of a walkway loop that starts from steps behind the Church and extends along the bottom of the bank through Area 1 into the main site.
- Area 2: This is the proposed site for the planned additional NZ Native Tree Grove to be established in 2023, in partnership with the Tane Tree Trust, and in consultation with Raukawa.
- Area 3: This is the area where motorhome campers are positioned for short stays or events, of which the activity is hoped to increase as the impact of Covid-19 lessens.

The Parks and Reserves Manager views these reasons as being valid, with a preference to see the Reserve being maintained in a more formal manner for aesthetic appeal, to see more tree planting taking place to contribute to Council's environmental responsibilities and to encourage greater use of the reserve itself by members of the local Putaruru community and visitors.

It must be noted that the Grounds Maintenance Contract for the reserve is supervised regularly by the Parks Contract Officer, who conducts both site and Health and Safety audits to ensure the Contract specifications and safety requirements are being kept. No major issues have been identified to date, with reasonable effort being given to the maintenance of the existing areas.

The Legal Services and Procurement Administrator advises that that the 2006 Lease/Contract Agreement has not expired but, after discussion with the Timber Museum Trust, it was mutually agreed to terminate the existing document and commence a formal Lease Agreement. That work is still in progress.

The existing Contract/Lease Agreement is provided in the Attachments section below, showing the current responsibilities of both parties.

Attachments

Contract/Lease Agreement, The Timber Museum of New Zealand Trust (ECM Docset 9530)

8.5 Tokoroa Transitional Housing Report 2022

Document Information

Report To: Council
 Meeting Date: Thursday, 9 June 2022
 Author: Paul Bowden
 Author Title: Tokoroa Transitional Housing Report 2022
 Report Date: Wednesday, 1 June 2022

Purpose of Report

This report is for information purposes only.

Staff commissioned a report from Veros Property Services in March 2021 to assess and understand the need for emergency and transitional housing services within the district. This report is being published on 13 June 2022.

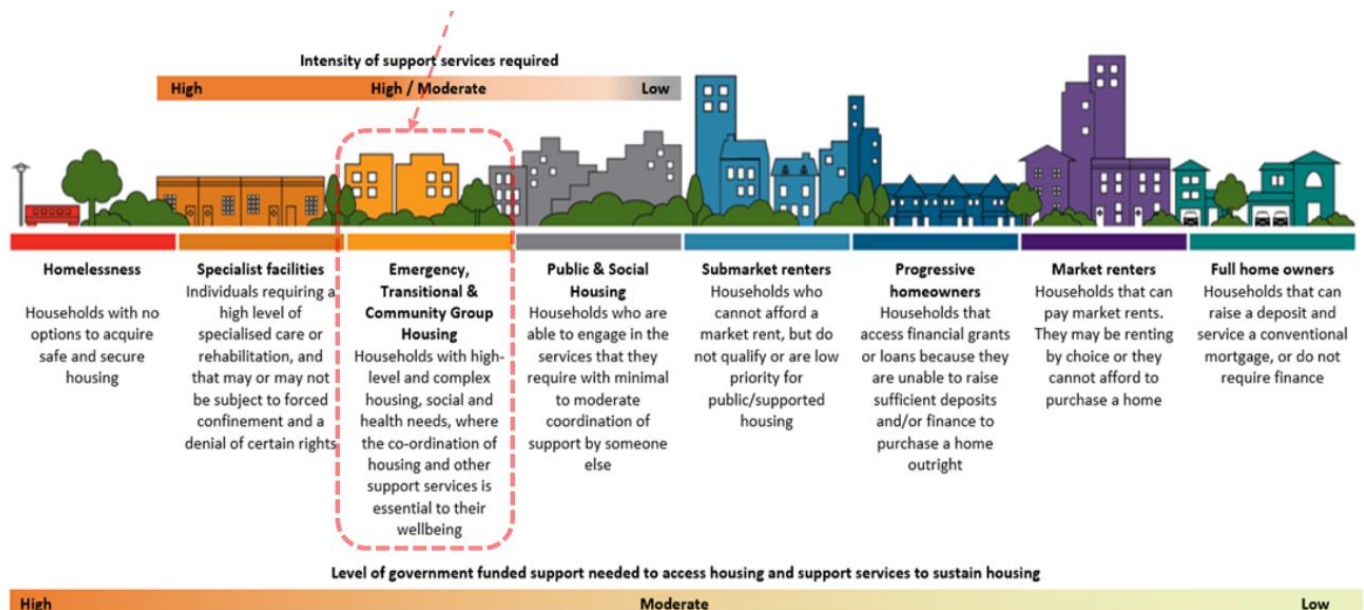
Recommendation

1. That Report No 2022-587453, Tokoroa Transitional Housing Report 2022, be received.
2. That Staff engage with Ministry of Housing and Urban Development; Kainga Ora; Ministry of Social Development to advocate for commissioning and provision of new Transitional Housing services within the South Waikato.

Background

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

Transitional housing provides contracted short-term housing, funded by MSD, for people who urgently need a place to stay. Transitional housing provides warm, dry and safe short-term accommodation as well as tailored services to support a transition to long-term housing options.



The intention of transitional housing is to provide housing and support to vulnerable households, and to support the transition to long-term housing. The specific nature of the support and the intensity of this support, for each household, will vary according to the characteristics and needs of each household. The duration of their stay in transitional housing (intended to be up to 12 weeks) and for a further 12 weeks after leaving the transitional housing unit, while the household establishes and secures its long-term tenancy.

Issues

There are currently no specialist Transitional Housing services operating within the South Waikato. The Tokoroa Transitional Housing Report is being published on 13 June 2022. The report determined that investment into 15 Transitional Homes and associated support services is required within the 2022-2024 period. Transitional Housing Services are traditionally provided through Kainga Ora and Community Housing Providers. Funding is provided by the Ministry of Housing and Urban Development and Ministry of Social Development.

Attachments

ECM 587454 Tokoroa Transitional Housing Report May 2022

9. Members Information Requests

10. Public Excluded - Resolution to Exclude the Public

Section 48, Local Government Official Information and Meetings Act 1987.

Recommendations

1. *That the Council Public Excluded Business will commence at the conclusion of the Council Public Business.*
2. *That the public be excluded from the following parts of the proceedings of this meeting.*

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 (1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution	Ground(s) Under Section 48(1) for the passing of the resolution
<i>Council public excluded minutes 19 May 2022</i>	<i>Reason(s) for excluding the public are recorded in the public minutes of the meeting 19 May 2022</i>	<i>The public conduct of this part of the meeting would be likely to result in the disclosure of information for which there is good reason for it being withheld. Section 48(1)(a)</i>
<i>Sale of 42-52 Logan Street, Tokoroa</i>	<i>This report is CONFIDENTIAL in accordance with section 46A (8) and 46A (9) of the Local Government Official Information and Meetings Act 1987, being a report that the Chief Executive of the South Waikato District Council reasonably expects will be discussed with the public excluded.</i> <i>That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to enable the local authority holding the information to carry on, without prejudice or disadvantage, commercial activities – Section 48(1)(a); Section 7 (2)(h)</i>	<i>The public conduct of this part of the meeting would be likely to result in the disclosure of information for which there is good reason for it being withheld. Section 48(1)(a)</i>

	<p><i>Section 7 (2)(h) Enable any local authority to hold the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</i></p>	
<p><i>Confirmation of Roading Budgets – Annual Plan 2022-23</i></p>	<p><i>This report is CONFIDENTIAL in accordance with section 46A (8) and 46A (9) of the Local Government Official Information and Meetings Act 1987, being a report that the Chief Executive of the South Waikato District Council reasonably expects will be discussed with the public excluded.</i></p> <p><i>That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to enable the local authority holding the information to carry on, without prejudice or disadvantage, commercial activities – Section 48(1)(a); Section 7 (2)(h)</i></p>	<p><i>The public conduct of this part of the meeting would be likely to result in the disclosure of information for which there is good reason for it being withheld. Section 48(1)(a)</i></p>

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

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.