

Tirau Community Board Meeting

PUBLIC BUSINESS AGENDA

A Tirau Community Board Meeting
will be held in the Hub, War Memorial Hall,
Main Road, Tirau
on Tuesday 7 February 2023
Commencing at 5.30pm

OUR VISION

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

Tirau Community Board

Purpose

To represent, and act as an advocate for, the interests of its community (Tirau ward).

Role

- Consider and report on all matters referred to it by the South Waikato District Council, or any matter of interest or concern to the community board.
- Maintain an overview of services provided by the South Waikato District Council within the community.
- Prepare an annual submission to the South Waikato District Council for expenditure within the community.
- Communicate with community organisations and special interest groups within the community.
- Undertake any other responsibilities that are delegated to it by the territorial authority.
- Monitor the agreed activities of the South Waikato District Council's Annual Plan and Budget.
- Provide updates to the community on the above.
- Provide submissions to South Waikato District Council on the annual, spatial, resource and long-term planning processes that relate to Tirau

Power to Act

Such matters as may from time to time be delegated by Council.

Review

The board's operation, terms of reference and membership will be reviewed every triennium.

Attendees

Members	Chairperson	J Wanden
	Deputy Chairperson	G Singers
		G Bond
		K Slater
Council Representative		K Purdy
His Worship the Mayor		G Petley
Staff	Chief Executive	S Law
	Interim Executive Manager Corporate	M Booth
	Interim Executive Manager Operations	J Hassall
	Group Manager Assets	T Anderson

Agenda Confirmed by:

S Law
Chief Executive

Order of Business

1.	Apologies	4
2.	Confirmation of Agenda	4
3.	Leave of Absence	4
4.	Conflicts of Interest	4
5.	Confirmation of Minutes	5
5.1	Confirmation of Minutes	5
6.	Reports	11
6.1	Tirau Community Priorities	11
6.2	Service Levels for Tirau Ward	13
6.3	CBEC Zone 2 Representative Voting	29
7.	Public Forum	34

1. Apologies

2. Confirmation of Agenda

3. Leave of Absence

4. Conflicts of Interest

5. Confirmation of Minutes

5.1 Confirmation of Minutes

Document Information

Report To: Tirau Community Board
Meeting Date: Tuesday, 7 February 2023
Author: J Wanden
Author Title: Chairperson
Report Date: Tuesday, 24 January 2023

Purpose

1. To present past minutes.

Recommendation

2. That the Tirau Community Board:
 - a) confirms the minutes of the public business of the Tirau Community Board held on Tuesday 29 November 2022 as a true and accurate record.
 - b) receives the Action Sheet.

Attachments

Unconfirmed Tirau Community Board public minutes – 29 November 2022

Action Sheet

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 29 November 2022
Commencing at 5.30pm

Attendees

Members

G Bond
G Singers
K Slater
J Wanden

His Worship the Mayor

G Petley
Cr Purdy
Cr Nelis

Staff

Acting Chief Executive	J Hassall
Interim Executive Manager Corporate	M Booth
Interim Executive Manager Transformation	D Lascelles

1. Apologies

There were no apologies received.

2. Confirmation of Agenda

The Agenda is as circulated.

3. Leave of Absence

There were no leaves of absence requested.

4. Conflicts of Interest

There were no conflicts of interest declared.

5. Inauguration

5.1 Member's Declaration

Report was taken as read.

His Worship the Mayor swore in Mr Kevin Slater as a Tirau Community Board member.

5.2 Governance Matters

Report was taken as read.

The Acting Chief Executive, Mr Hassall, advised that under the Standing Orders you are required to select System A or System B to appoint a Chairperson. Mr Hassall read out the two options.

It was moved to select System B.

T22/18 Resolved

J Wanden / G Singers

1. That the Tirau Community Board:
 - a) selected System B to appoint a Chairperson for the Tirau Community Board.

Carried

Nominations were called for a Chairperson for the Tirau Community Board. Nomination was received for Ms Jessica Wanden as Chairperson.

T22/19 Resolved

G Singers / K Slater

1. That the Tirau Community Board:
 - a) received the nomination for Ms Jessica Wanden as the Chairperson.
 - b) appointed Ms Jessica Wanden as the Tirau Community Board Chairperson.

Carried

The Chairperson, Ms Jessica Wanden, takes over chairing the meeting.

Mr Hassall brought to the Tirau Community Board's attention a brief explanation of LOGIMA and other Acts which was discussed at the Workshop held last week. For reference the Board were directed to the Code of Conduct and in Appendix B it talks about the role, conduct of elected member, Members Information Act, pecuniary and non-pecuniary interests, Secret Commissions Act 1910 and the Crimes Act 1961, Financial Markets Conduct Act and the Local Government Act.

The Interim Executive Manager Corporate, Mr Booth, advised a new Members Information declaration comes into effect on 20 November 2022 that is required by all elected members to fill out. He will go through it with each member as penalties will be imposed for incomplete or incorrect disclosure.

Fixing of the Meeting dates

T22/20 Resolved

G Singers / G Bond

1. That the Tirau Community Board:
 - a) determine meeting dates and frequency.
 - b) approves the proposed meeting dates for 2023.

Carried

Nominations were called for a Deputy Chairperson for the Tirau Community Board. Nomination was received for Mr G Singers as Deputy Chairperson.

There were no further nominations.

T22/21 Resolved

G Bond / K Slater

That Mr G Singers be appointed as the Deputy Chairperson on the Tirau Community Board.

Carried

Mr Hassall advised the Standing Orders do not require adopting at this time as the previous Standing Orders are still in place.

6. Confirmation of Minutes

6.1 Confirmation of Minutes

T22/22 Resolved

G Singers / G Bond

1. That the Tirau Community Board:

- a) notes the minutes of the public business of the Tirau Community Board held on Tuesday 6 September 2022.

Carried

7. Resource Management Report - 25 August to 14 November 2022

Report was taken as read.

T22/23 Resolved

G Bond / G Singers

1. That the Tirau Community Board:

- a) receives Report No 2022-608684, Resource Management Report – 25 August to 14 November 2022.

Report is open for discussion.

Cr Purdy raised on page 15 under 4 under the heading *proposal* the last line - maintenance of ... is missing, is there any information on this. Mr Hassall replied it is the roundabout that is at the north of the district where the road from Matamata comes in which is in an Environment Court Hearing to change the designation.

Cr Purdy also raised on page 16 the subdivision of 4 Hillcrest Street to create 8 additional lots do we know what section sizes they will be. Mr Hassall advised he did not have that information but would find out and report back to the Members.

ACTION: Advise the Board Members what the section sizes will be for 4 Hillcrest Street, Tirau subdivision.

Carried

8. Public Forum

- **Kim Egerton**

Raised the streetlight opposite BP had been struck. The lamp detached from the pole and was hanging by the wire. He had reported it and was impressed that two days later the light had been dealt with.

- **His Worship the Mayor**

Congratulated Ms Wanden on her appointment and to all the members who are part of the governance team. Noted that Members should feel free to contact him or senior staff with any queries.

- **Cr Purdy**

Queried why there is no longer a Members information section on the agenda. Mr Hassall replied that following the inaugural meeting, substantive agenda matters will be developed in conjunction with the Board focussing on its functions set out in the Local Government Act.

- **Cr Nelis**

Asked how far away is the Concept Plan for Tirau. Ms Lascelles advised the process has just started. Workshop dates are being arranged and will advise when they will be held.

Cr Nelis also asked whether a previous TCB member's, Sharon Burling-Claridge, initiative of lighting up one of the trees will this continue. Mr Hassall advised that such initiatives would need to be funded.

- **Mr Slater**

Asked who is responsible for the maintenance of the roundabout in south end of Tirau. Mr Hassall responded it is Waka Kotahi who is responsible for the maintenance of the interior of that roundabout. Generally, anything related to a State Highway is the responsibility of Waka Kotahi not Council. Council is responsible for local roads. The Board can contact Waka Kotahi directly and staff will assist with that.

Mr Booth advised the CCTV cameras are ready, just waiting for the power to be connected.

Meeting closed at 6.10pm.

J Wanden
CHAIRPERSON

TĪRAU COMMUNITY BOARD ACTION SHEET 2022**PUBLIC - CURRENT**

No	Meeting	Action / Query	Staff Member	Due Date	Action Taken / Response
18	29/11/2022	Advise the Board Members what the section sizes will be for 4 Hillcrest Street, Tirau subdivision	Planning Manager	1/12/2022	This application is to create 9 lots, ranging in size from 482m ² to 1,224m ² .

6. Reports

6.1 Tirau Community Priorities

Document Information

Report To:	Tirau Community Board
Meeting Date:	Tuesday, 7 February 2023
Author:	Jessica Wanden
Author Title:	Chair, TCB
IEM Lead:	Michael Booth, IEM Corporate
Report Date:	Monday, 30 January 2023

Purpose

1. To outline Community priorities for the Board's consideration.

Recommendation

2. That the Board:
 - a) receives Report 2023-615552, Tirau Community Priorities.
 - b) approve the Chair to provide a report on these matters to the South Waikato District Council for consideration in developing its 2023-24 Annual Plan and the 2024 – 2034 Long Term Plan.

Context

3. The Tirau Community Board has no delegated budget and is reliant on the South Waikato District Council to fund Local Government services in the Tirau Ward. The Council is currently developing its 2023-24 Annual Plan and 2024-2034 Long Term Plan and it is incumbent upon the Tirau Community Board to ensure that Tirau community priorities are considered as part of that process. Several consultation activities have been undertaken to gather input from the community including posting on the Tirau Community Facebook page.

Discussion

4. It is proposed that the following matters be recommended for consideration by the South Waikato District Council for funding:
5. **2023-24 Annual Plan**
 - Larger and clearer signage on the main street directing to the parking located on Station Street and Hillcrest Street.
 - Increased spending on parks including:
 - Play equipment,
 - water play area,
 - bike racks for the domain.

- Fencing of Church Street playground for toddlers
- Removal of uneven bricks in footpaths process accelerated to remove public hazard

6. **2024 – 2034 Long Term Plan**

- Carpark for the Tirau Pool. – The current space for parking is inadequate in that the area is earthwork only. To better provide service for users it is recommended that the carpark be at least sealed with gravel.
- Scooter track and BBQ area at the Ōkoroire/Prospect Park
- Traffic Management Plan for the main street of Tirau.

7. **Other Matters**

- Community input for the naming of the park on the corner of Ōkoroire and Prospect Streets.
- Clear signage for on-lead and off-lead dog areas at the Tirau Domain, and provision of additional poo bag dispensers.
- Support for Submission to Waka Kotahi:
 - Traffic build up caused by the pedestrian crossing has been a complaint made by many in the community, and a suggestion to have lights at the crossing to keep traffic flowing has been made.
 - signage at the roundabout for the Tirau Domain exit

8. It is recommended that the Tirau Community Board formally report these matters to the next meeting of the South Waikato District Council for budget consideration.

6.2 Service Levels for Tirau Ward

Document Information

Report To:	Tirau Community Board
Meeting Date:	Tuesday, 7 February 2023
Author:	Ted Anderson
Author Title:	Group Manager Assets
Report Date:	Monday, 23 January 2023

Purpose

1. To inform the Tirau Community Board of South Waikato District Council agreed Service Levels as they relate to the Tirau Ward.

Recommendation

2. That the Tirau Community Board receives Report No 2023-615595, Service Levels for Tirau Ward.

Executive Summary

3. A summary table of Service Level for the Tirau Community are attached to this report. The purpose of the report is to present to the Tirau Community Board a summary of the service levels that Council has committed to deliver to its residents.
4. In addition to the above requests for service or requests for information can be placed by phoning Councils office number **(07) 885 0340**. *Outside of working hours, the main number switches to an afterhours service. Request for service or information (including compliments and complaint) are captured in Council service request system. This allows Council to task the most appropriate person (this could be either staff or Councils contractor) to follow up and respond. Where contact details are provided a person will respond to the person raising the service request, detailing what can be done. Occasional the service expected is beyond what Council can provide, and response explain the situation will be provided.*

Attachments

Service Levels for Tirau Ward

Activity	Details	Frequency/ Response Time	Service Request KPI's
Street sweeping (CBD)	Sweeping of Kerb and Channels	Tuesday, Thursday and Saturday AM	The contractor shall complete all work required by the agreed dates within the programme and in accordance with the response times
Street sweeping (rural)	Sweeping of Kerb and Channels	Six Monthly	The contractor shall complete all work required by the agreed dates within the programme and in accordance with the response times
Road Sign Maintenance	Regulatory signs (stop, giveaway etc.) Information and Warning Signage	48Hrs 7 days	Inspections completed within specified frequency. Maintenance activities are carried out within response times.
Road Markings	Routine Remarking to refresh paint	Entire District inspected and repainted yearly between November February unless deemed satisfactory. A Pre Winter 2nd coat for Rural Primary and secondary collector roads done before May.	All remarks shall be completed by 10 February with the exception that second remarks on rural Primary and Secondary collectors be done before May.
Road Markings	Rectify defective marking	on occurrence or request	Within 48 hrs of identification or at engineers discretion.
Street Light maintenance	Response to service requests, callouts, engineers requests of Street light faults and emergency incidents. Extensions to these times will be granted where the power company has advised in writing that repair is not possible within the power companies response time.	SH's and Arterial, Primary and Secondary Collectors - 3 working days Access and Low Volume Roads - 5 working days Five or more consecutive lights (any location) - 1 working day Accident callouts (vehicle vs pole) - 1hr of notification from the engineer, police or PC	Response to failed lights within the time constraints. Email advice to council service requests within 3 working days. Email advice to energy provider of cable faults and report back to council with a service request number within 3 working days. Completion of annual capital works to the defined specification and ensure lights are correctly installed and all groundwork is repaired to council satisfaction.

Sealed Road Maintenance Service requests			The contractor's performance will be measured by the percentage of requests completed within the required response times.
Cyclic Road Maintenance general - Priority tasks	<p>Priority Tasks</p> <ul style="list-style-type: none"> ▪ Pothole repairs ▪ Minor hazard removal (for example - small tree / branch over road, vehicle spills) ▪ Removal of dead animals and excrement 	<ul style="list-style-type: none"> ▪ CBD streets - 24 hours ▪ Carparks and Park access roads - 7 days ▪ PRIMARY COLLECTOR - 2 days ▪ SECONDARY COLLECTOR - 5 days ▪ ACCESS & LOW VOLUME (Rural) - 7 days ▪ ACCESS & LOW VOLUME (Urban) - 7 days 	<ul style="list-style-type: none"> ▪ That patrols are undertaken at frequencies specified ▪ That reporting is complete, accurate and submitted on time ▪ That all high priority work is completed within specified response times ▪ That carparks remain litter free with no accumulations of detritus and no potholes ▪ Catchpit grates are not blocked ▪ Bridge decks do not pond water (apart from unevenness of the concrete deck) ▪ Detritus is removed within response times specified
Cyclic Road Maintenance general - Routine Tasks	<p>Routine Tasks</p> <ul style="list-style-type: none"> ▪ Removal of Litter and detritus from boundary to boundary in rural areas. Illegal dumping's are to be reported for follow-up by Council officers. ▪ Edge break repairs less than 3m long (see section 14.7) ▪ Removal of wildling trees < 2.0m height ▪ Graffiti Removal. Cyclic crews must be equipped with grey and green paint and cleaning materials capable of addressing most graffiti removal tasks. ▪ Sweeping of rural intersections and loose metal encroaching onto the 	<ul style="list-style-type: none"> ▪ CBD streets - 1 week ▪ Carparks and Park access roads - 4 weeks ▪ PRIMARY COLLECTOR - 1 week ▪ SECONDARY COLLECTOR - 10 days ▪ ACCESS & LOW VOLUME (Rural) - 2 weeks ▪ ACCESS & LOW VOLUME (Urban) - 4 weeks 	As above

	<p>carriageway (e.g. from driveways)▪ Sweeping of Rural footpaths and maintenance to minimise hazards▪ Clearance of detritus and litter from carparks and pull over areas</p> <ul style="list-style-type: none"> ▪ Clearance of detritus from stormwater structures such as catch pit grates and culvert inlets and outlets, ▪ Bridge decks and bridge drainage pathways are kept clean so that bridge decks do not pond water 		
Sealed Roading - Pothole maintenance	Repairing potholes in sealed roads	<ul style="list-style-type: none"> ▪ CBD streets - 24 hours ▪ Carparks and Park access roads - 7 days ▪ PRIMARY COLLECTOR - 2 days ▪ SECONDARY COLLECTOR - 5 days ▪ ACCESS & LOW VOLUME (Rural) - 7 days ▪ ACCESS & LOW VOLUME (Urban) - 7 days 	<p>a. The safety of road users is not impaired by potholes that have not been repaired</p> <p>b. Inspections are completed on time and inspection records are available when requested by the Engineer.</p> <p>c. Inspections are completed within the specified frequencies.</p> <p>d. Potholes are repaired within the response times required.</p> <p>e. Permanent pothole repairs remain intact and do not require additional work</p> <p>f. Temporary Pothole repairs are scheduled for permanent repairs</p> <p>g. Repaired potholes continue to remain waterproof and maintain a smooth riding surface.</p> <p>h. There is no flushing or bleeding of the surface of potholes</p>
Sealed Roading - Minor Levelling	The Contractor must complete all depression repairs, including all surfacing and reinstating pavement marking and	First Coat per Road Classification Arterial - One day	a. That all work is carried out in accordance with this Specification by the

	<p>raised pavement markers, by the date shown on the agreed Programme. To meet response times.</p>	<p>Primary Collector - 48 hours Secondary Collector - 48 hours Access - One week Low Volume - One week Second Coat where required per Road Classification Arterial - One month Primary Collector - One month Secondary Collector - One month Access - One month (none for pre-reseal) Low Volume - One month (none for pre-reseal repair)</p>	<p>date shown on the agreed programme, and within the response times stated.</p> <p>b. Inspections are completed on time and inspection records are available when requested by the Engineer.</p> <p>c. No flushing, bleeding, cracking or scabbing of the sealed surface of the repair.</p> <p>d. There shall be no depressions in the finished surface that will allow water to pond.</p> <p>e. The surface shape of repairs shall be such that the existing road crossfall is maintained.</p> <p>f. The finished pre-reseal repair, including asphaltic joints, is flush with existing pavement surfaces and utility covers so as not to create adverse noise and vibration effects.</p>
<p>Sealed Roding - Surfacing Maintenance</p>	<p>Surfacing repairs and pre-reseal repairs, including first coat seals, dig outs and stabilised repairs, premix surfacing, and where required second coat sealing.</p> <p>Repairing surface defects, including but not limited to crack sealing and filling, scabbing, stripping, flushing and bleeding.</p>	<p>The Contractor must complete all work required by this Section by the dates shown on the agreed programme.</p>	<p>c. The chip sealing, including second coat seals and repairs of all surface defects:</p> <ol style="list-style-type: none"> 1. Does not flush, bleed or strip before the end of the defects liability period. 2. There are no loose chips on the road surface on completion of the repair. 3. The surfacing aggregate remains proud of the binder. 4. The binder is not picked up by tyres. 5. The skid resistance shall not deteriorate such that is it significantly lower than that apparent in the same

			<p>cross section location on the pavement immediately before and after the work.</p> <p>d. That the sealed carriageway surface of second coat seals and repairs of all surfaces have a consistent texture six months after the construction of the second coat seal, except for pre-reseal repairs where the texture and hardness of the first coat seal must be consistent with the reseal design, at the intended time of reseal.</p> <p>e. That material used for crack filling and sealing shall remain in place, waterproofing the crack, for the length of the defects liability period.</p> <p>f. That treatment of flushing, scabbing or bleeding leads to an improvement in road condition.</p> <p>g. Pavement markings have been reinstated.</p> <p>h. Gritting for bleeding and ice is carried out whenever weather conditions necessitate and loose grit is removed from the carriageway promptly when the hazards are reduced.</p>
Sealed Roading - Edge Break	The Contractor must complete all edge break repairs, including reinstating pavement markings by the date shown on the agreed programme. Within response times for removal of loose material and pavement marking.	<p>All Roads Removal of loose material - within 48hrs Pavement Marking - Within one week of completing one or two coat seals.</p>	<p>a. That all work is carried out in accordance with this Specification by the date shown on the agreed programme, and within the response times stated.</p> <p>b. Inspections are completed on time and inspection records are available when requested by the Engineer.</p>

			<p>c. Edge break repairs shall be carried out so that upon completion of the work a stable repair which does not weave or creep under the action of compaction equipment or road traffic is produced. The finished surface shall be a continuation of the adjacent sealed surface and shall not hold surface water.</p> <p>d. The completed surface shall have no flushing or bleeding.</p> <p>e. That the repair remains an integral part of the pavement structure within the specified tolerance.</p> <p>f. There is no seal loss encroaching into the seal road surface by more than 100mm.</p> <p>g. That there is no vegetation growing through the finished repair at time of payment.</p> <p>h. There shall be no depressions between the repaired area and the existing edge of seal that will allow water to pond.</p> <p>i. The surface shape of repairs shall be such that the existing road crossfall is maintained.</p> <p>j. Repairs shall be constructed to the tolerances in Appendix 2.3 of the contract document.</p>
Roading - Pavement Structural Repairs	The Contractor must complete all dig out repairs, including all surfacing and reinstating pavement marking and raised pavement markers, by the date shown on the agreed programme. In addition response times for the completion of seal	<p>First Coat per Road Classification</p> <p>Primary Collector - 48 hours</p> <p>Secondary Collector - 48 hours</p> <p>Access - One week</p> <p>Low Volume - One week</p>	<ul style="list-style-type: none"> • That all dig outs, including all surfacing and reinstating pavement marking and raised pavement markers, are carried out in accordance with this Specification by the date shown on the agreed

	<p>coats following commencement of the repair.</p>	<p>Second Coat where required per Road Classification</p> <p>Primary Collector - One month Secondary Collector - One month Access - 3 months (none for pre-reseal) Low Volume - 3 months (none for pre-reseal repair) Removal of loose material - 48Hrs Remarking and Raised Pavement Markers - 1 week</p>	<p>programme, and within the response times stated.</p> <ul style="list-style-type: none"> • Inspections are completed on time and inspection records are available when requested by the Engineer. • The repaired dig outs maintain a smooth riding surface within the surface deviation tolerances specified for the length of the defects liability period. • No flushing, bleeding or scabbing of the sealed surface of the dig out repair. • There shall be no depressions in the finished surface that will allow water to pond. • The surface shape of repairs shall be such that the existing road crossfall is maintained. • Repairs shall be constructed to the tolerances specified
<p>Roading - Emergency Callout</p>	<p>The Contractor must respond to all emergency/incident events on receipt of information from the Police, general public or the Engineer and ensure that the road and adjacent site is made safe to all road users by the provision of signs, lights or barricades as soon as possible, but not longer than 2 hours from the time of receiving notification.</p>	<p>2 hours from time of receiving information</p>	<ul style="list-style-type: none"> • That the Contractor always attends to all incidents within the response time specified. • Communications are such that the Engineer is always aware of the event and progress being made towards rectifying it. • That the response vehicle shall be sufficiently equipped and the personnel adequately trained to deal with the range of incidents likely to be encountered and to provide the agreed level of service. • That inconvenience to road users is minimised, that the safety of road users is

			always assured and that agreed service level is restored as quickly as possible.
Roadside Mowing	Involves the mowing of Rural roadside vegetation to ensure sight distances are maximised, sight lines to edge marker posts, traffic signs intersection approaches, bridge approaches and corners are maintained.	<p>Frequency:</p> <ul style="list-style-type: none"> • Primary Collector - 4 cuts per annum at intervals not less than 2 months • Secondary Collector - 4 cuts per annum at intervals not less than 2 months • Access - 1 cut per annum in the period October - December • Low Volume - 1 cut per annum in the period October - December • All roads Additional cuts as advised by the Engineer 	<ul style="list-style-type: none"> • Compliance with the section 6.1 of the Contract. • That roadside furniture damaged by the Contractor is replaced or repaired promptly. • Against the scheduled works programme from section 5.13 of the contract
Roadside Chemical Control	The Chemical spraying of vegetation to control and hamper the spread around roading assets and footpaths.	<ul style="list-style-type: none"> • Rural Primary Collector - 2 treatments p.a in September/October and March/April • Rural Secondary Collector - 2 treatments pa in September/October and March/April • Rural Access - 1 treatment pa in the period October - December • Rural Low Volume - 1 treatment pa in the period October - December • Urban Collectors - 2 treatments pa in September/October and March/April • Urban Access and Low volume streets and amenity sites - 2 treatments per annum in September/October and March/April • CBD footpaths 3 treatments pa in September, December and April 	<ul style="list-style-type: none"> • Compliance with the section 6.2 of the Contract. • Against the scheduled works programme from section 5.13 of the contract

Footpath & Kerb Maintenance	<p>The maintenance and renewal of urban footpath and kerb and channel assets within the South Waikato District road network. Involves:</p> <ul style="list-style-type: none"> • The repair of footpaths, including potholes, depressions, scabbing and cracking. • The renewal of a section of footpath that contains multiple faults, generally 20m in length or longer. 	<p>Works are designated a priority dependant on the severity of the damage or issue and attended to based on these priority levels.</p> <p>The contractor shall contact the customer for every request to ascertain any further detail required. If necessary a site visit shall be made and photos of any fault taken. If any actions or repairs are warranted to resolve the customer's concerns the contractor shall measure and record the extent or scope of the work. Tasks that are within the scope of this contract shall be added to the next programme apart from minor or urgent work that can be undertaken immediately without undue effect on the approved programme.</p>	<p>Performance will be assessed via monitoring by the engineer. The contractor's performance for completing work on time, to budget, and to the required quality will be assessed.</p> <p>Feedback from residents and ratepayers, both positive and negative, will be considered also.</p> <p>Quarterly performance appraisals will be completed and discussed with the contractor to ensure contract requirements are meet to the required standard.</p>
Roading - Drainage	Involves the maintenance of high shoulder and culverts along roadsides.	Shall be programmed and completed by the agreed upon dates.	<ul style="list-style-type: none"> • All culverts are inspected and the specified reports compiled and submitted. • All maintenance work is programmed and completed within the specified response times. • That roadside furniture or drainage structures including vehicle crossings damaged by the Contractor or requiring relocating as a consequence of the work shall be repaired and/or relocated prior to vacating the site. • Side drains on completion shall have a regular cross section with an even grade which does not drain. • Side drains on completion shall be free of vegetation.

			<ul style="list-style-type: none"> • On completion of high shoulder removal, the shoulder shall be a continuation of the adjacent pavement in an even and compacted condition and shall not hold water. The crossfall shall not exceed 1:6. • In all cases on completion, the carriageway surface shall be free of all detritus material, and any damage to the seal edge from high shoulder removal shall be scheduled for repair in the following months programme.
Unsealed Roading - General Maintenance	Involves all maintenance on unsealed roads through the network and issues that affect them including potholes, surface reshaping, pavement repairs and placing of additional maintenance aggregate.	<p>Most work is programmed when required to comply with section '6.1.4.6 - Surface conditions at all times' of the contract.</p> <p>Potholes repaired within 4 weeks if depth greater than 75mm or area greater than 0.07m².</p>	<ul style="list-style-type: none"> • That all activities are carried out within the timeframes in the agreed monthly programme of maintenance activities. • The Contractor's demonstrated ability to identify and schedule repair work in a competent manner. • That all potholes are repaired in accordance with this specification within the response times stated. • That the running surface of the road remains smooth with a safe and acceptable shape. • That the material used to repair potholes remains tight and in place for the duration of the Contract. • That all placement of maintenance aggregate and drainage treatments are repaired in accordance with this specification within the response times stated.

			<ul style="list-style-type: none"> • That the loose depth of maintenance aggregate does not exceed 20mm, 48 hours following placing of aggregate. • That roadside furniture damaged by the Contractor is either replaced or repaired promptly. • That no reasonable complaints are received by the Engineer on the Contractors operation or condition of the road during and after grading. • That separate contractors shall at all times co-ordinate and co-operate with each other to ensure standards are meet. • That there are no corrugations exceeding a maximum of 25mm from crest to trough.
			<ul style="list-style-type: none"> • That there are no shallow surface ruts deeper than 50mm deep, and that in repairing rutting the surface is restored to the general crossfall of the road. • That the depth of loose maintenance gravel on the running course does not exceed 30 mm loose depth. • That where the unsealed carriageway changes to a sealed carriageway, a smooth transition is maintained between the two surfaces over a 20m section within the unsealed carriageway. The sealed carriageway shall be kept free of all maintenance aggregate during surface and shape restoration.
Water faults/interruptions	Responding to watermain breaks or water interruptions	Council will resolve urgent callouts within 24 hours	<ul style="list-style-type: none"> • Respond* to urgent* callouts - 95% within one hour, recorded monthly

Water faults/interruptions	Resolution times to urgent faults	Council will resolve urgent callouts within 24 hours	• Respond* to urgent* callouts - 95% within one hour, recorded monthly
Water meter connections	Applications received by customers	On average installations occur within a fortnight of the applications being received	not measured
Water complaints	Total number of complaints received does not exceed 1 per 1000 connections	Complaints about, odour, faults, taste, clarity, pressure, continuity of supply	Recorded monthly
Wastewater overflows or blockages	Where Council attends to wastewater overflows resulting from a blockage or other fault in the Council's wastewater system, the median response times are measured	Council responds to blockages or overflows within one hour (Urgent)	• Respond* to urgent* callouts - 95% within one hour, recorded monthly
Wastewater overflows or blockages	Resolving wastewater overflows or blockages	Council will resolve urgent callouts within 24 hours	• Resolve* urgent* callouts– 95% within 24 hours, recorded monthly
Wastewater overflows or blockages	No more than 3 overflows per 1000 connections (district wide)	*A dry weather overflow is when a blockage causes wastewater in the reticulated system to spill to the environment not related to wet weather	Measured quarterly
Wastewater Complaints	Total number of complaints received does not exceed 1 per 1000 connections	odours, faults, blockages Councils response to any of those issues	Recorded monthly
Wastewater connection	Applications received by customers	On average installations occur within a fortnight of the applications being received	not measured
Check water quality at treatment plant	Drinking water in reticulation is as per the Drinking Water Quality Assurance Rules (T3)	1 minute data collection for turbidity, flow and pressure. 5 minute data collection for pH and Chlorine. Weekly sampling for e-coli and total coliforms.	Monitored by Taumata Arawai - Drinking Water Regulator
Check water quality in reticulation	Drinking water in reticulation is as per the Drinking Water Quality Assurance Rules (D3)	Chlorine and pH sampled every four days. Six monthly sampling for plumbosolvent metals = antimony, cadmium, chromium, copper, lead, mercury, nickel, and zinc. Bacterial sampling is conducted every 9 days.	At least 97% of tests for E-coli (bacteria compliance) carried out on treated reticulated water will indicate a level of E-Coli in the reticulated Council systems of less than one per 100ml. Results are sent to Taumata Arawai - During Water Regulator
Stormwater	No more than two flood events per year resulting in stormwater from Council's	No more than 2 events per year	Recorded monthly

	stormwater system entering a habitable floor in an urban area. (District wide)		
Stormwater	*A flood event causes flooding to compliant rateable habitable dwellings in urban areas due to exceeding the capacity of the stormwater system.	The median response times for callouts in response to a fault or interruption to Council's stormwater reticulation system does not exceed four hours of notice during a flood event*	Recorded monthly
Open space maintenance: Turf maintenance	High profile sites, Pensioner Flats: keep grass height between 25-40mm, mechanical edge spraying. General park mowing & Accessways: keep grass height between 35-75mm, edge spraying minimum of 4 times per year, mechanical edging between spray times.	Open Space Maintenance Contracts: Performance based, as required to meet contract specifications	<p>Parks and Reserves Activity</p> <p>Cemeteries: 90% of Non-Urgent enquiries and service requests relating to cemeteries are responded to within ten working days of notice; Cemeteries: 90% of Urgent enquiries and service requests relating to cemeteries are responded to within two working days of notice. Parks and Reserves: 90% of Non-Urgent enquiries and service requests relating to parks and reserves are responded to within ten working days of notice. Parks and Reserves: 90% of Urgent enquiries and service requests relating to parks and reserves are responded to within two working days of notice. Community Perception Survey: Users of South Waikato's parks and reserves rate their overall satisfaction level at an average of 90% or above annually.</p> <p>Main SR types: Cemeteries, Interments, Park furniture, Parks maintenance contractor activities, Playgrounds, Parks and sportsground bookings, Broken glass, Grounds- unsafe, Parks toilets, Walkways-Vegetation control.</p>

Open space maintenance: Garden maintenance	All areas to be returned to 100% weed-free condition on each maintenance visit. Includes pruning, mulching, fertilising, pest and disease control for Annual bedding, Rose beds, Mixed shrub gardens, Hedges, Native re-vegetation.	Open Space Maintenance Contracts: Performance based, as required to meet contract specifications	As above
Open space / Street berm maintenance: Tree maintenance	Open Space Maintenance Contract: As required to undertake formative pruning up to 3 years on Juvenile trees, removal of epicormic growth, broken, diseased or fallen branches, trees kept free of invasive weeds. Annual Inspection report for street trees for visibility/access. Council: Street and reserve trees, monitoring, pruning/felling works as identified and recorded in Tree Maintenance Programme spreadsheet or via Service requests. Arborist Inspections of mature CBD trees 2 yearly.	Open Space Maintenance Contracts: Performance based, as required to meet contract specifications	As above
Open space maintenance- Miscellaneous maintenance	Park assets and facilities well maintained, clean from dirt and moss, etc safe for users, fit for purpose. Playgrounds safe, clean and free from moss. Carparks, paths, hard surfaces swept and clean, kerb and channel kept weed and debris free, metalled paths kept weed free.	Open Space Maintenance Contract: Performance based, as required to meet contract specifications	As above
Open space maintenance / Street Litter control	Litter bin clearance: bins to be emptied before 80% full. Bins to be kept in clean condition. Loose litter patrols: Tirau CBD: Tues, Thurs, Sat per week, 2 hours per day. Primary streets: once per week, Secondary streets & public carparks: once per month.	Open Spaces/Urban Litter control Contract: Bins: Performance based/as required to meet contract specifications. Litter patrols: Frequency based, to meet frequencies in Litter Control contract.	As above
Tirau Recycling drop-off	Cardboard & paper, glass, plastics and tins recycling facility for domestic users. Businesses should be utilising contactors so as not to minimise access for domestic users	Open Monday, Wednesday & Saturday from 1pm to 5pm	A lot of service requests in the early stages of it's development but very few service requests in relation to this activity now. All actioned within timeframes

Tirau Kerbside general waste collection	Kerbside rubbish collection (from approximately 456 households in Tirau of general household type waste. Businesses also have access for disposal of household quantities	Every Monday commencing 7.30am	Huge numbers of service requests when we introduced the wheelie bins but this has stabilised to just a few a week now. All actioned within timeframes
Tirau Kerbside recycling collection	Kerbside rubbish collection (from approximately 456 households in Tirau of general household recycling and glass bottles. Businesses also have access for disposal of household quantities	Every second Monday commencing 7.30am	As above
Tirau & district illegal dumping collection & disposal	Illegal dumping and fly tipping within the urban and rural areas of Tirau.	Actioned as required with contractors requested to search for identification material that may lead to prosecution	Irregular but an average of around one or two service requests in any given fortnight. All actioned within timeframes

6.3 CBEC Zone 2 Representative Voting

Document Information

Report To:	Tirau Community Board
Meeting Date:	Tuesday, 7 February 2023
Author:	Susan Law / Local Government of New Zealand
Author Title:	Chief Executive
Report Date:	Tuesday, 10 January 2023

Purpose

1. To seek an endorsement and vote on a representative for the Community Board Executive Council.

Recommendation

2. That Tirau Community Board:
 - a) receives Report 2022-CBEC Zone 2 Representative Voting Form.
 - b) Nominates an appointee.

Executive Summary

3. Attached are the four candidate's bios and voting form. Please vote at your first meeting of the New Year and return the CBEC Zone 2 Voting Form to LGNZ by 1 March 2023 for one of the nominated candidates using the attached form.

Attachments

CBEC Zone 2 Representative Voting Form, document reference Docset ID 614662.



CBEC ZONE 2 REPRESENTATIVE VOTING FORM

Use this form to vote for your zone's Community Board Executive Council representative.

- // Each community board fills in one voting form.
- // You can vote for one candidate.
- // Vote by ticking the box next to their name below.
- // The Returning Office is LGNZ's Chief Executive or nominee.
- // Please returning your voting form to nominations@lgnz.co.nz by 1 March 2023

[PLEASE SELECT ONE]

Phil Thomass //
Rotorua Lakes
Community Board

Carolyn Hamill //
Whakatane-Ohope
Community Board

Allan Sole //
Waihi Beach
Community Board

**James Percy
Goldsmith //**
Murupara
Community Board

[THIS VOTE IS CAST BY:]

YOUR NAME HERE: _____

YOUR SIGNATURE HERE: _____

ON BEHALF OF THIS COMMUNITY BOARD: _____

[PAGE 1 OF 4]



CBEC CANDIDATE BIOS – ZONE 2

James Percy Goldsmith

This is to confirm the interest of Murupara Community Board Member James Percy GOLDSMITH nomination to the COMMUNITY BOARDS EXECUTIVE COMMITTEE (CBEC), as you certainly must be aware of the challenges faced by the predominantly tangata whenua communities of Murupara and yet, once again into the flow of challenge we venture and IT IS, with certainty I can explicitly state that the interests of the diverse communities, properties and nature of The Gateway (te waharoa) to Te Urewera and The Whirinaki in origin known as te whaiti nui a toi kairakau, and as a descendant of the rich tapestry of whakapapa that is Tuhoe and others stretching as far back in time as to have named all the territories of papatuanuku and Aotearoa and all the obligations of care inherent in the STATE to the 1840 Treaty of Waitangi and the whanau, haapu and tangata tiriti public membership and as anyone can plainly see (as provided by this photo of the proud achievements of my mokopuna playing here for the ALL BLACKS 2nd FIFTEEN) I have a vested interest in any Executive Committees advising NZLG and,

IT IS, with certainty I can represent standing within the many duties attached to my kaumatua roles across all the organs and instruments of STATE of which I gladly demonstrate within this nomination and, it certainly was with great pleasure that I had received the call to accompany Her Majesty's Representative THE GOVERNOR GENERAL Dame Alcyon Cynthia Kiro [GNZM QSO DSTJ](#) and Prince Harry Duke of Sussex on to tama-te-kapua as a part of my role with the NEW ZEALAND POLICE and, IT IS, with certainty that I confirm my interest in this Appointment as a Representative in Standing of the current roles I fill that are the considered the Duties of State as this Testament will reflect and, it is with great pleasure that I welcome the PRIME MINISTER Jacinda Ardern back to Murupara, a community in which Her Parents and the PRIME MINISTER once resided and nga whaikorero o taonga tuku iho

THE Role of Kaumatua

THE ROLE;

"a guiding breathe to keep open the path to communities"

IT IS, with certainty that I can confirm my suitability in standing as a nominee to the COMMUNITY BOARDS EXECUTIVE COMMITTEE (CBEC) with many years of experience



Carolyn Hamill

Kia ora tatou. Ko Carolyn Hamill toku ingoa. I have lived in the beautiful Eastern Bay of Plenty for 12 years, and with my husband thoroughly enjoy raising our three school-aged children in Whakatane.

I have served on the Whakatane-Ohope Community Board for two terms, and have started on my third term, currently the chairperson. I also work part-time as a small animal veterinarian. I understand the importance of vibrant communities to families and whanau and am in a season of life where I'm passionate about localism, building strong communities and bringing good leadership to local decisions.

I would bring to the role of Community Board Executive Committee a fresh perspective, enthusiasm, great communication skills and teamwork. I would like to see greater communication and cohesion between Community Boards around the region, and would also like to see younger voices contributing at a higher governance level to ensure future-focussed decisions are made. I would work hard in this space to make sure Community Boards are informed, and that feedback from Community Boards is listened to and shared with LGNZ. I want to see local democracy and local decisions being championed in communities around our region.

Conferences provide a great opportunity to network and build relationships with other Community Board members and I found the NZ Community Boards Conference in New Plymouth in 2019 both inspiring and hugely encouraging. The upcoming NZ Community Boards Conference is proposed to be held in Whakatane, and I am in a good position to contribute towards building this as a successful and meaningful event.

Thanks for your support. Nga mihi nui.

Allan Sole

I have put myself forward for this position to offer my experience to the group after having been on the executive back in the term 2016/19.

My commitment to local people making local decisions and that Community Boards are a very good form of local democracy for good outcomes in our communities.

I spent two terms as chair of the Waihi Beach Community Board and am now a member as one of two councillors appointed to the board.

My experience outside of local government is very much to do with communities and I have served as a member and chaired a number of organisations at local, district and national level.



In the past I did deal with issues from Community Board members in our zone and had good contact with other members outside of the zone.

The future of Community Boards like all parts of local government is under review via those who have a representation review and of course the Local government review that is underway.

I offer to be available, open minded and a strong in my support of the ideas of our Community Board members and believe I can present these ideas to the highest level of government and community.

Those that know me know I have a strong voice and am able to use it well when needed.

I would undertake to make a report to you on our activities at CBEC and be sure you are as up to date with any issue we may have.

Another job for the CBEC team, is to bring together the CBEC conference. This is a huge job and requires commitment to see that all runs to plan as members travel from all over the country to attend, listen, learn and network.

I ask for your vote.

Phill Thomass

I have just been elected for my 3rd term as Chair of the Rotorua Lakes Community Board.

I am passionate about Community Boards and their role in Local Government, and everything we can achieve. We have a wide range of Boards in Zone Two, working in many different environments and in different relationships with our Councils. We can bring a high level of understanding and knowledge of, and advocacy for, our communities to a supportive Council. However we are often under-resourced as Board Members, whether in terms of engaging with our communities or sometimes with our Councils.

With Zone Two covering a large area it has been difficult to meet and support each other, but I think with the Executive Committee's help and by using skills learnt in the last few years we can build a better model to deliver training and support to Board members. As your representative I would be looking to establishing both informal and more formal support groups, where members can discuss their issues in a supportive environment, as well as creating opportunities for Boards to tell each other about how they interact and work with their communities and councils, sharing successes they have had that others might be able to translate into projects in their own areas.

I'd like to also see a section at Zone Two meetings where Boards can report back, as well as their own break-out sessions, with Councils being encouraged to bring Board members to Zone Two hui.

With big changes coming to Local Government it is important that we have a strong voice supporting Community Boards.

I have always put a lot of energy into my role as Chair of my Board, and would bring that same high level of energy, enthusiasm and commitment to being your Zone Two representative.

7. Public Forum

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.