



**Time:** 6.00pm  
**Date:** Wednesday 6 May 2020  
**Venue:** Audio Visual

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# CAMBRIDGE COMMUNITY BOARD AGENDA



## AGENDA ITEMS

### 1 MEMBERS

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**Chairperson**

SDC Milner

**Members**

EJ Badger, J Davies-Colley, JS Goddin, AJM Mackay, MG Montgomerie, Councillor GRP Webber, Councillor Andree-Wiltens

### 2 APOLOGIES

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### 3 DISCLOSURE OF MEMBERS' INTERESTS

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Members are reminded to declare and stand aside from decision making when a conflict arises between their role as an elected member and any private or external interest they may have.

### 4 LATE ITEMS

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Items not on the agenda for the meeting require a resolution under section 46A of the Local Government Official Information and Meetings Act 1987 stating reasons why the item was not on the agenda and why it cannot be dealt with at a subsequent meeting as an agenda item. It is important to note that late items can only be dealt with when special circumstances exist and not as a means of avoiding or frustrating the requirements in the Act relating to notice, agendas and content.

### 5 CONFIRMATION OF ORDER OF MEETING

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**Recommendation**

*That the order of the meeting be confirmed.*



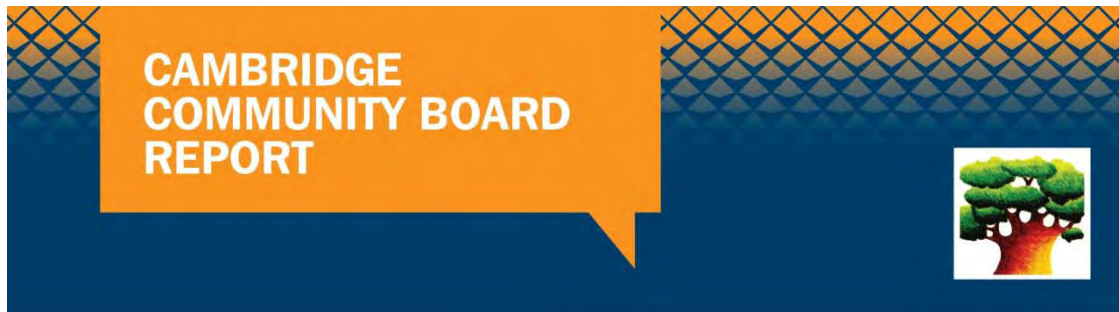
## 6 PUBLIC FORUM

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Public forums are designed to enable members of the public to bring matters, not necessarily on the meeting's agenda, to the attention of the local authority. In the case of a community board any issue, idea or matter raised in a public forum must fall within the terms of reference of that body.

Requests to attend the public forum must be to the Governance Team ([Governance.Support@waipac.govt.nz](mailto:Governance.Support@waipac.govt.nz)) at least one clear day before the meeting. Requests should outline the matters that will be addressed by the speaker.

Speakers can speak for up to five (5) minutes. No more than two speakers can speak on behalf of an organisation during a public forum. At the conclusion of the presentation elected members may ask questions of speakers. Questions are to be confined to obtaining information or clarification on matters raised by a speaker. Following the public forum no debate or decisions will be made at the meeting on issues raised during the forum unless related to items already on the agenda.



**To:** The Chairperson and Members of the Cambridge Community Board  
**From:** Governance  
**Subject:** **Confirmation of minutes**  
**Meeting Date:** 3 June 2020

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## **1 SUMMARY**

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To confirm the minutes of the ordinary meeting held 6 May 2020

## **2 RECOMMENDATION**

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*That the minutes of the meeting held 6 May 2020, as circulated with the agenda, be confirmed as a true and correct record of proceedings.*



**Time:** 6.00pm  
**Date:** Wednesday 6 May 2020  
**Venue:** Audio Visual

## **1 MEMBERS**

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**Chairperson**

SDC Milner

**Members**

EJ Badger, J Davies-Colley, JS Goddin, AJM Mackay, MG Montgomerie, Councillor GRP Webber, Councillor Andree-Wiltens

**In Attendance**

M Macdiarmid, Destination Cambridge

K Downey, Manager Strategy, J Kennedy, Strategic Projects Driver, J Gread, Manager Governance, & K Phillips, Governance Officer

## **2 APOLOGIES**

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Nil

## **3 DISCLOSURE OF MEMBERS' INTERESTS**

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Nil

## **4 LATE ITEMS**

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Leaf fall and Cemetery

# CAMBRIDGE COMMUNITY BOARD MINUTES



## 5 CONFIRMATION OF ORDER OF MEETING

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### RESOLVED

5/20/37

*That the order of the meeting be confirmed.*

Cr Webber/Montgomerie

## 6 PUBLIC FORUM

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Nil

## 7 MINUTES OF PREVIOUS MEETINGS

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### RESOLVED

5/20/38

*That*

- a) *The minutes of the meeting held 4 March 2020, as circulated with the agenda, be confirmed as a true and correct record of proceedings, and*
- b) *The minutes of the extraordinary meeting held 20 April 2020, as circulated with the agenda, be confirmed as a true and correct record of proceedings.*

Badger/Goddin

## 8 KEEP NEW ZEALAND BEAUTIFUL SIGNS

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Miff Macdiarmid, Manager of Destination Cambridge, presented options to the Cambridge Community Board to promote winning the 'New Zealand's Most Beautiful Large Town' in the 2019 Keep New Zealand Beautiful awards as road signage on two town entrances. She had been working alongside Council staff to ensure the signage meets all requirements.

### RESOLVED

5/20/39

*That*

- a) *The information contained in the presentation (Document 10387274) of Miff Macdiarmid, Manager of Cambridge i-Site, be received,*



- b) *The information contained in the report (Document 10385509) of Julie Taylor, Transportation Safety Officer, be received, and*
- c) *The Cambridge Community Board approves the location of the Keep New Zealand Beautiful signs at Location A (Hamilton Road) and Location B (Victoria Rd) as set out in the presentation of Miff Macdiarmid for submission to council's transportation team for approval subject to in respect of Location A (Hamilton Road) the sign being located on the opposite side of the road and further work being undertaken on the designs to be reported back to the next Community Board meeting.*

Milner/MacKay

## 9 PROPOSED C4 STRUCTURE PLAN

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Waipa District Council has released the proposed structure plan consultation document for the C4 growth cell for Cambridge. The Cambridge Community Board was invited to make a submission on the plan and could decide whether or not they wish to do so, during the meeting.

Kirsty Downey, Manager Strategy and Justine Kennedy, Project Manager, answered questions and took suggestions from members of the Community Board including protection of a gully in the area, play areas and walking and cycling connections to the rest of Cambridge.

### **RESOLVED**

5/20/40

*That the information contained in Appendix 1 of this report (Proposed C4 Structure Plan Consultation Document) be received.*

Milner/Cr Webber

## 10 REQUEST FOR NEW ROAD NAMES

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Council is empowered to name roads under the Local Government Act. In exercising this responsibility it is Council's desire to ensure that community aspirations are considered in the process. Accordingly the Council policy for naming of streets requires that consultation is undertaken with the relevant Community Board.

Many emergency responses and other public services (such as mail) are determined by the clarity of road names and their extents. All road name proposals must





ensure that operations will not be adversely affected. To assist in this process, road names should not be duplicated in Hamilton City or Waikato District. The names proposed, being Shuka Avenue and Catalyst Avenue, are not used in either area.

#### **RESOLVED**

5/20/41

*That*

- a) *The information contained in the report titled 'Request for new road names – Pukekura Park Stage Three SP/0149/19' (document number 10375387) of Sharlene McGaughran, Team Leader Development Engineering be received;*
- b) *The Cambridge Community Board recommend Council approve the road names of '**Shuka Avenue**' and '**Catalyst Avenue**' for use as the road names for the Stage Three development of Pukekura Park.*

Milner/MacKay

## **11 TREASURY REPORT**

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The report detailed the funds available to the Cambridge Community Board for the allocation of discretionary grants.

#### **RESOLVED**

5/20/42

*That the 'Treasury Report – Cambridge Community Board' of Sarah Davies, Manager Finance for the period ended 31 March 2020 be received.*

Davies-Colley/Goddin

## **12 AMENDMENT TO STANDING ORDERS**

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At the Community Board meeting on 5 February 2020 the Community Board adopted the current version of Standing Orders.

Good local governance requires local authorities to undertake decision-making in an open, transparent and fair manner. Standing Orders provide a framework of rules for making decisions that give effect to these principles and contribute to public confidence in local government.





The adoption of a new set of Standing Orders, or any amendments to those Standing Orders, requires the support of not less than 75% of the members present.

In regard to one of the new provisions in the recently adopted Standing Orders requiring that a meeting cannot sit without a break for more than two hours without passing a resolution, on further reflection, there may be some practical difficulties with some of the Boards and Committees. It may be prudent to revert to the previous provision of requiring a resolution at the 3 hour mark if the meeting does not stop for a short break (as opposed to the 2 hour mark).

**RESOLVED**

5/20/43

*That*

- a) The 'Amendment to Standing Orders' report (document number 10387235) of Jo Gread, Manager Governance be received; and*
- b) Cambridge Community Board adopts the proposed amendment to clause 4.2 of Standing Orders as shown marked in red below:*

*No meeting can sit for more than ~~three~~ ~~two~~ hours continuously without a break of at least ten minutes unless the meeting resolves to extend the time before a break.*

MacKay/Goddin

## **13 CHAIRPERSON'S REPORT**

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The Chairperson's Report covered matters including the cleanliness of the CBD footpaths and work required to be carried out on the telephone box library on Empire Street.

**RESOLVED**

5/20/44

*That the information contained in the report of Sue Milner, Chairperson of Cambridge Community Board (Document 10387469), be received.*

Webber/Badger



## 14 LATE ITEMS

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Member Goddin brought up a couple of matters including the clean up of leaves around the streets and funeral attendance at cemeteries under Covid-19 conditions.

There being no further business the meeting closed at 7.24pm.

**CHAIRPERSON**

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**DATE**

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**CONFIRMED AS A TRUE AND CORRECT RECORD OF PROCEEDINGS**



**To:** The Chairperson and Members of the Cambridge Community Board  
**From:** Governance  
**Subject:** Quarterly Reports  
**Meeting Date:** 3 June 2020

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## **1 SUMMARY**

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The District Growth and Water Services Quarterly Reports are included in the agenda.

## **2 RECOMMENDATION**

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*That the Cambridge Community Board receive the 'Quarterly District Growth Report' (Document 10359847) of Wayne Allan, Group Manager District Growth & Regulatory Services and the 'Water Services Quarterly Report' (Document 10386879) of Martin Mould, Manager Water Services.*



**To:** The Chairperson and Members of the Strategic Planning and Policy Committee

**From:** Group Manager District Growth and Regulatory Services

**Subject:** **QUARTERLY DISTRICT GROWTH REPORT**

**Meeting Date:** Tuesday, 5 May 2020

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## 1 EXECUTIVE SUMMARY

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The purpose of this report is to provide the Committee with a quarterly update on matters relating to growth in the Waipā District. This includes matters arising at national, sub-regional, regional and district levels. This report is provided for information purposes and does not require any decision-making on the part of Elected Members. Please note that matters pertaining to capital projects and their associated risks will be separately reported to Council's Service Delivery and Audit & Risk committees respectively.

The following appendices accompany this report:

- [Appendix 1 – Waipā District growth cells](#)
- [Appendix 2 – Major resource consent applications.](#)
- [Appendix 3 – Building consents issued](#)
- [Appendix 4 – Applications determined by the District Licensing Committee](#)
- [Appendix 5 – Quarterly statistics for 2019/20](#)
- [Appendix 6 – Year on year statistics](#)
- [Appendix 7 – Submissions submitted on behalf of Council](#)

## 2 RECOMMENDATION

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*That the Strategic Planning and Policy Committee receive report titled 'Quarterly District Growth Report' (document number 10359847) of Wayne Allan, Group Manager District Growth and Regulatory Services.*

### 3 NATIONAL LEGISLATION, REGULATIONS, PLANNING AND POLICY INITIATIVES

A number of documents were released by central Government for public submission in December 2019 and January 2020. Council has reviewed and submitted submissions in respect of the following:

Organisation	Document	Due Date	Status	Document #
MfE	Transforming the resource management system: opportunities for change	3 Feb 2020	Submitted	10383987
MfE	Landfill Levy Changes	3 Feb 2020	Submitted	10369569
DIA	Fire & Emergency NZ Funding Review	5 Feb 2020	Submitted	10356597
Transport & Infrastructure Select Committee	Land Transport (NZTA) Legislation Amendment Bill	5 Feb 2020	Submitted	10351743
Environment Select Committee	Urban Development Bill	14 Feb 2020	Submitted	10364087
Health Select Committee	Taumata Arowai – Water Services Regulator Bill	4 Mar 2020	Submitted	10368593
Transport & Select Committee	Infrastructure Funding & Financing Bill	5 Mar 2020	Submitted	10370643
MfE	Proposed NES for the Outdoor Storage of Tyres	25 Mar 2020	Submitted	10384158
MfE & DoC	NPS for Indigenous Biodiversity	14 Mar 2020	Submitted	10373591
MoH	Burial & Cremations Act 21964 reforms	14 April 2020	Submitted	10376029

Elected Members were engaged on the preparation of submissions subject to the limitations imposed by consultation timeframes. Where submissions were not able to be endorsed by Council as a whole, they were signed by the Mayor or Chief Executive

### 4 SUB-REGIONAL STRATEGIC PLANNING INITIATIVES

#### Hamilton Waikato Metropolitan Spatial Plan

During the early part of the quarter, work on the Hamilton Waikato Metropolitan Spatial Plan project was directed at compiling a first draft of the plan. The project plan envisaged being able to undertake a round of consultative engagement with partner organisations, iwi and key stakeholders before June 2020. By the third week of March

2020, it was evident that events relating to the unfolding Covid-19 pandemic had overtaken the project and its timeframes.

While work continues on the project, there has been an immediate shift in focus from addressing long term growth issues, to focusing on those aspects that can be prioritised as short term recovery projects. A key reason for this shift in emphasis has been the realisation that the negative social and economic impacts of the Covid-19 pandemic are likely to be considerable at a local and sub-regional levels<sup>1</sup>.

Other sub-regional strategic project initiatives that have continued in this quarter under Future Proof comprise:

### **Sub-Regional Three Waters Study**

Work on phase one has concluded and we are now awaiting confirmation of funding for phase two from the Department of Internal Affairs (if obtained, this would comprise a major share of the required funding). Most of the local government partners have confirmed their funding commitments.

The key output for phase two is a Programme Business Case (PBC). The PBC will identify projects that require project level indicative and detailed business cases. As part of the phase one work, a high level wastewater assessment for the Hamilton-Waikato Metro Spatial Plan has been progressed. This assessment is considered a stepping stone requirement for a phase two business case.

### **Housing Preference Assessment**

At the end of March 2020, Future Proof partners appointed Market Economics, City Matters, and First Research, to carry out an assessment of housing preferences across the sub-region to better inform our strategic planning for residential development.

The study centres on First Research doing a household survey in May of select urban catchments across the three council areas: Waikato, Hamilton and Waipa. To help the consultants prepare for this survey, staff from the three councils are providing GIS map information as well as key information about what housing types are currently provided for in our district plans. The study is expected to be concluded by July 2020 and this timeframe is not currently expected to be affected by the Covid-19 pandemic.

### **Sub-Regional Industrial Land Study**

In the latter part of 2019, Future Proof partners commissioned GMD to undertake a study of industrial land capacity across the Future Proof sub-region. The final report of this study was completed in February 2020 and presented to Future Proof partners.

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<sup>1</sup> In an attempt to restrict the spread of the Covid-19 virus between March and April 2020, severe restrictions were imposed on peoples movement, interaction and economic activity by most national governments around the world and including New Zealand. The consequent cessation of a huge amount of global economic activity has rapidly led into a pronounced global and local economic recession.

The study found that there was sufficient industrial land available across the sub-region to meet currently anticipated 30 year requirements. A copy of the final report can be read on the Future Proof website:

<https://futureproof.org.nz/assets/FutureProof/Documents/REPORT-Industrial-Land-Study-Output-1-FINAL.pdf>.

### **Proposed National Policy Statement on Urban Development (NPS-UD)**

Under the existing National Policy Statement on Urban Development Capacity (NPS-UDC), a second assessment of housing and business land capacity across the Future Proof sub-region is required by the end of 2020. With the gazettal of the proposed NPS-UD expected later this year, there have been discussions between Hamilton City Council staff and Ministry for the Environment, and informal agreement that the assessment of land capacity be suspended for the time being. The expectation is that the next full housing and business assessment will be tied into the Long Term Plan for 2024-2034 but greater clarity is expected before the end of year.

## **5 DISTRICT LEVEL STRATEGIC PLANNING**

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### **Ngāhinapōuri village concept plan**

Planned engagement on the draft Ngāhinapōuri Village Concept Plan has been deferred due to the impacts of the Covid-19 pandemic, and in particular the restrictions imposed by the Alert Level 4 lockdown. Once Council offices reopen, it is anticipated that we will be able to engage with partners and key stakeholders, and the wider community.

### **Kihikihi urban development plan**

Work on this project has been paused due to the implications of the Covid-19 pandemic.

### **T6 growth cell structure plan (St Leger Road, Te Awamutu)**

The Structure Plan was adopted by the Council at its extraordinary meeting on 7 April 2020.

### **T11 growth cell structure plan (Cambridge Road, Te Awamutu)**

The Structure Plan was adopted by the Council at its extraordinary meeting on 7 April 2020.

### **C4 growth cell structure plan (Lamb Street, Leamington, Cambridge)**

Further technical reports were provided to Council in December 2019 and January 2020. The draft structure plan is out for public feedback.



### **C1, C2 and C3 growth cells (Cambridge Road, Cambridge)**

The C1, C2 and C3 Master Plan has been completed. Waipā's consents for stormwater discharge are with the Regional Council. Discussions are underway on detailed conditions and final approval is expected to be provided soon.

For C1, there are on-going enquiries around development opportunities. Council is commencing land purchase for the construction of critical stormwater assets.

With respect to C2, discussions are continuing with the Ministry of Education on the new primary school site. Discussions are also underway with developers and the respective development agreements are being drafted. Detailed design of key stormwater, roading, water and wastewater infrastructure to service the developments has commenced with associated land purchase negotiations.

A resource consent application has been received from Chartwell Properties to develop part of the C3 area, with Council lifting the deferred zoning for this area in December.

### **Pirongia town concept plan refresh**

Aecom have been appointed as the planning consultants to work with Council's Strategy department on this project. The project is in the middle of an initial round of community engagement to gather the community's ideas for the future development of Pirongia. Due to the Covid-19 pandemic, the period of engagement has been extended until after the Council offices reopen. The project timing could be pushed out further because of the pandemic implications.

## **6 DISTRICT PLANNING DEVELOPMENT AND IMPLEMENTATION**

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### **District Plan**

Several matters have approved by the Strategic Planning and Policy Committee to proceed to the next stage of the plan change process. Specifically, the matters include among others, potential changes to provisions relating to permeable and impermeable surfaces, miscellaneous technical improvements, and sites of significance to Māori.

Work continues on implementing the National Planning Standards, while further updates on various National Policy Statements will be available later in 2020. These include the National Policy Statement for Urban Development, National Policy Statement for Highly Productive Land, National Policy Statement for Freshwater Management, and National Policy Statement for Indigenous Biodiversity.

Staff are working on reviewing the district plan changes that might support with economic growth post COVID 19. Related plan changes are:

- Staff are expecting a Private Plan Change for the T2 growth cell to be lodged in the next few months relating to a private development, structure plan and uplifting the deferred zone status.
- Staff have started progressing a plan change to update the mechanism in the current district plan for uplifting deferred zones. This will address technical and legal issues relating to the current plan provisions and enables zoning to be uplifted as developments progress.
- Further reviews of the plan change programme will be reported as these are finalised.

### **Development Infrastructure**

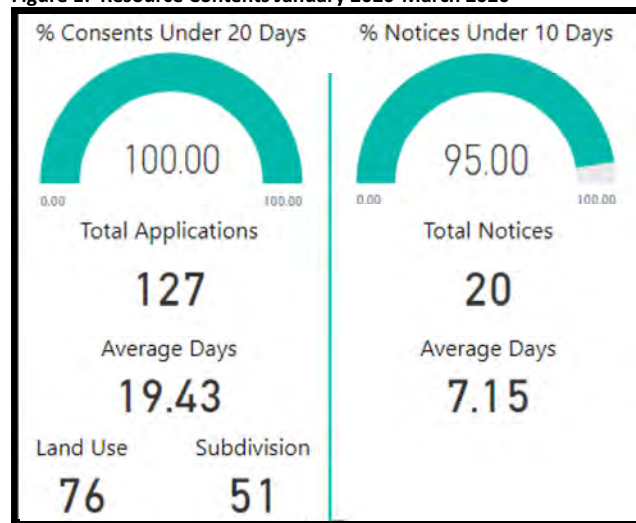
Most large earthworks construction sites, for example T1 and T8 growth cells, have been shut down due to COVID 19. The earthworks season officially ends from 1 April 2020 with limited earthworks being allowed to continue if consented by Waikato Regional Council under the winter works umbrella.

We have reached out to developers to better understand their programmes now that a move to Level 3 COVID-19 has been announced. We have also begun to make plans for delivering the on-site inspections required for works to continue whilst keeping our team members safe and adhering to the guidelines and limitations.

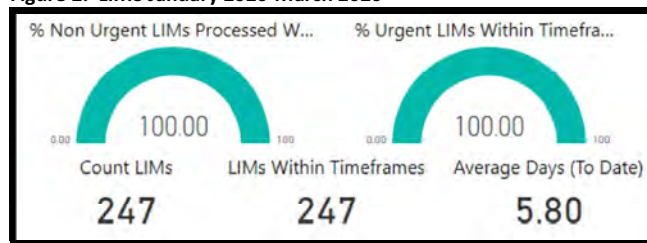
### **Resource Consents**

Below is a summary of consents that were approved during the quarter (January to March). This covers all types of applications during this period. The list of major applications is attached (Appendix 2).

The number of resource consents completed during this quarter is down on last quarter as there were 89 landuse consents and 56 subdivision consents completed last quarter and 76 landuse consents and 51 subdivision consents completed this quarter. However, 100% of all resource consents were processed statutory time-frame.

**Figure 1: Resource Contents January 2020-March 2020**

The number of LIMS completed during this quarter is also down on last quarter as there were 274 LIMS completed last quarter and 247 LIMS completed this quarter.

**Figure 2: LIMS January 2020-March 2020**

The Senior Consents Planner position was filled by an internal candidate, Hannah Divehall who was a planner in the Consents team.

Over the last quarter 16 consents were outsourced to consultants for processing on an as-needed basis. This equates to 14% of the total number of consents received during this quarter, which is a good result considering we have one planner vacancy.

### Building Compliance

There were 292 building consents issued with a total value of \$85,525,111. This included 128 new dwellings. When compared to the same period in 2019 this is an decrease of 52 building consents issued.

Of the 109 building consents for new dwellings:

- 66 were in Cambridge
- 23 in Te Awamutu or Kihikihi and
- 20 were spread across the remainder of the district.

There were 240 Code Compliance Certificates issued for completed work compared to 238 for the same period in 2019.

The significant building consents issued in the quarter are:

- 162 Ossie James Drive, Commercial Premises, Travis & Naomi Pocock Trust, \$2,000,000
- 1866 Cambridge Road, Wing of 3 Care Cottages, Te Awa Lifecare Villages Ltd, \$3,000,000
- 128 Ossie James Drive, Industrial Warehouse & Offices, Eric Anderson, Bridget Anderson & Lionel Lamb, \$1,150,000
- 148 Ossie James Drive, Seven Commercial Units, Raygar Properties, \$2,250,000
- 809 Bond Road, Workshop & Offices, Pmd Enterprises Ltd, \$1,350,000
- 128 Gorton Road, Stage 1 Coolstore, Whitehall Fruitpackers Holdings Ltd, \$3,673,171
- 16 Wickham Street, Civil & Site Works, Les Harrison Properties, \$2,500,000

## 7 MONITORING AND ENFORCEMENT

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### Monitoring and Enforcement

118 calls and complaints were received in the second quarter of the year regarding breaches of the Waipā District Plan and a further 40 complaints about resource consent conditions. Complaints were fielded that concerned amenity values, noise & dust issues from building sites, setbacks and signage. All complaints were responded to within four days as required under the team's KPI. This is roughly a 50% increase on the previous quarter's total of 110 complaints.

149 complaints were received regarding breaches of Council's Bylaws or other regulations, just about double the number received in the previous quarter. 52 of these concerned complaints of littering with many of these occurring on isolated rural areas and of these 70 parking complaints were received, again similar in number to the previous quarter. 12 of these concerned HT vehicles parked within the residential zones.

24 inquiries were received and responded to regarding the swimming pool barrier inspection requirements, 99 swimming pool barrier inspections were conducted during the quarter. This was a significant increase over the previous quarter and these visits are now ahead of schedule. Changes to the information pamphlet on this topic are being made following public feedback.

In total Council's Enforcement team responded to and dealt with 331 complaints and queries in the quarter as well as conducting 99 swimming pool barrier inspections.

## Animal Control

The total number of calls to the animal control team was down overall, and across the major complaint types, the only exception being barking complaints which increased by approximately 40 percent.

The number of dogs known to Council remains at over 8500 with 190 (2 percent) unregistered.

With the move to Level 4 COVID-19 restrictions Council has maintained a response to urgent dog incidents, and is undertaking as much administrative “business as usual” as possible with all staff working remotely. There has also been an increase in education to dog owners surrounding care of animals during this period. The after-hours contractor has remained in place to respond to urgent after-hours complaints.

Staff are investigating the feasibility of entering a “Section 16” agreement with Hamilton City Council which would allow staff from the two Councils to assist each other during emergencies.

## Environmental Health

The number of licensed premises has grown with the issue of licences to new premises primarily as parts of new developments. Additional resourcing allowed some older renewal applications to be progressed. The number of visits to food operators and licensed premises were at a similar level as the previous quarter which are both affected by the Christmas/New Year break.

The hot and dry summer season saw a significant increase in dust nuisance complaints. These were often the result of approved earthworks and other developments. The majority of these were passed to the Regional Council for investigation.

The number of noise complaints remained on-par with previous quarters. There were no seizures, though one premises was entered in order to silence a continuous sounding alarm.

Level 4 COVID-19 restrictions have seen the entire Environmental Health team working remotely. In field response is to immediate risks to health only. A significant number of enquiries have been received from food and other businesses in relation to their ability to trade under the restrictions.



Wayne Allan

**GROUP MANAGER DISTRICT GROWTH AND REGULATORY SERVICES**

## **8 SUPPORTING INFORMATION: ASSESSMENT OF PROPOSAL**

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### **STATUTORY AND POLICY REQUIREMENTS**

#### **Legal and regulatory considerations**

This has been addressed in the body of the report.



## APPENDIX 1: WAIPĀ DISTRICT GROWTH CELLS

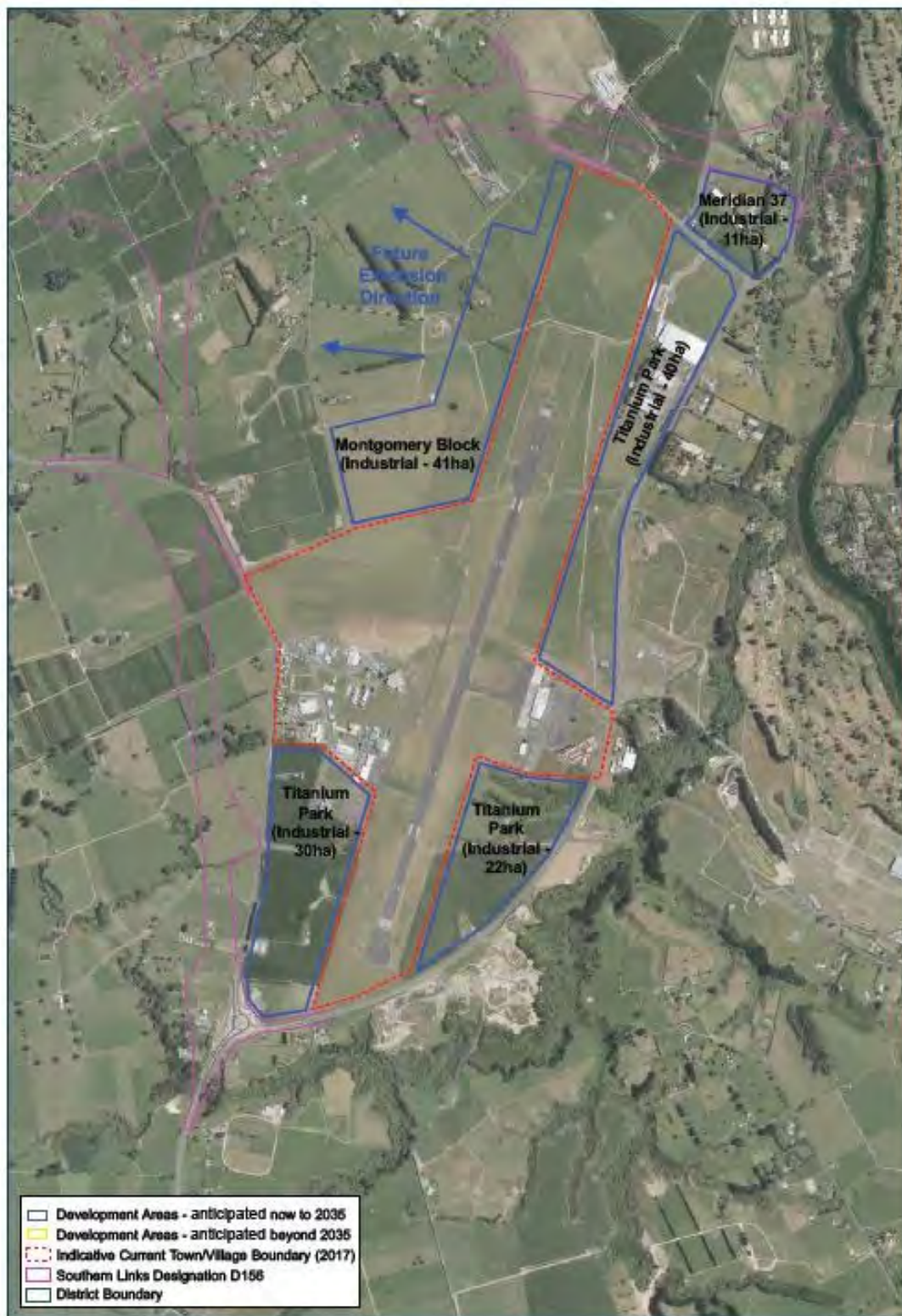
### CAMBRIDGE GROWTH CELLS





GROWTH CELL	STATUS UPDATE
Cambridge North	Only about 34ha of Cambridge North remain to be developed. St Kilda is practically fully developed.
C1	Master plan complete. Council commencing strategic land purchases for supporting infrastructure. Stormwater discharge consent approval expected soon.
C2	Master plan complete. Discussions continue with Ministry of Education regarding new primary school site. Discussions also underway with developers and development agreements are being drafted. Council in discussion regarding strategic land purchases for supporting infrastructure. Comprehensive Regional Council stormwater discharge consent approval expected soon.
C3	Masterplan complete. Stormwater discharge consent approval expected soon. A resource consent application has been made by Chartwell properties to develop a portion of the site that is already zoned residential.
C4	In a developer-led initiative a draft Structure Plan has been prepared. It has notified for public feedback.
C5	No action is being undertaken on this growth cell.
C6	Zoned deferred residential and earmarked for development post 2035.
C7	Large lot residential approximately 20% developed
C8	No Structure Plan. Earmarked for residential development post 2035. Due to stormwater management issues, a half of the cell could be large lot residential.
C9	Industrial zoned. Approximately only 15% developed. Council is providing water and wastewater connections to this area currently
C10	Undeveloped deferred industrial zoned. The area is expected to begin to be developed in the short term. The area will be serviced with Council infrastructure through the C8 growth cell.
C11	Identified for industrial development, a structure plan has been approved for the 60ha Bardowie portion of the cell. Within this structure plan 35ha, is currently being stage developed to accommodate the new APL manufacturing facility.

## HAMILTON AIRPORT GROWTH CELLS



GROWTH CELL	STATUS UPDATE
Titanium Park	Airport business zoned with structure plan. Approximately 45% is developed. Development is currently constrained by limited Council provision of water and waste water services to the entire Airport node.
Meridian 37	Industrial zoned approximately 35% developed.
Montgomery Block	Airport business zoned. A structure plan is being prepared for this undeveloped block.
Montgomery Block extension	Rural zoned. Anticipated for development post 2035.



## KARĀPIRO GROWTH CELLS



GROWTH CELL	STATUS UPDATE
K1	Zoned deferred large lot residential. Although there is no structure plan for this cell, is approximately 40% developed. This cell is earmarked for current development
K2	Zoned deferred large lot residential. This cell is earmarked for development post 2035

## NGAHINAPOURI GROWTH CELLS



GROWTH CELL	STATUS UPDATE
N1	Zoned large lot residential. There is developer led structure plan for this cell and development can proceed on this currently undeveloped farm land
N2	Zoned deferred large lot residential, this cell is earmarked for development subject to landowner and developer interest and meeting the requirements for uplifting the deferred zone status
N3	Zoned deferred large lot residential. This cell is earmarked for development after 2035



## OHAUPŌ GROWTH CELLS



GROWTH CELL	STATUS UPDATE
O1	This cell is zoned large lot residential with a structure plan and is approximately 85% developed.
O2	Zoned deferred large lot residential, this cell is earmarked for development post 2035.
O3	Zoned deferred large lot residential, this cell is earmarked for development post 2035.
O4	Zoned deferred large lot residential, this cell is earmarked for development post 2035.

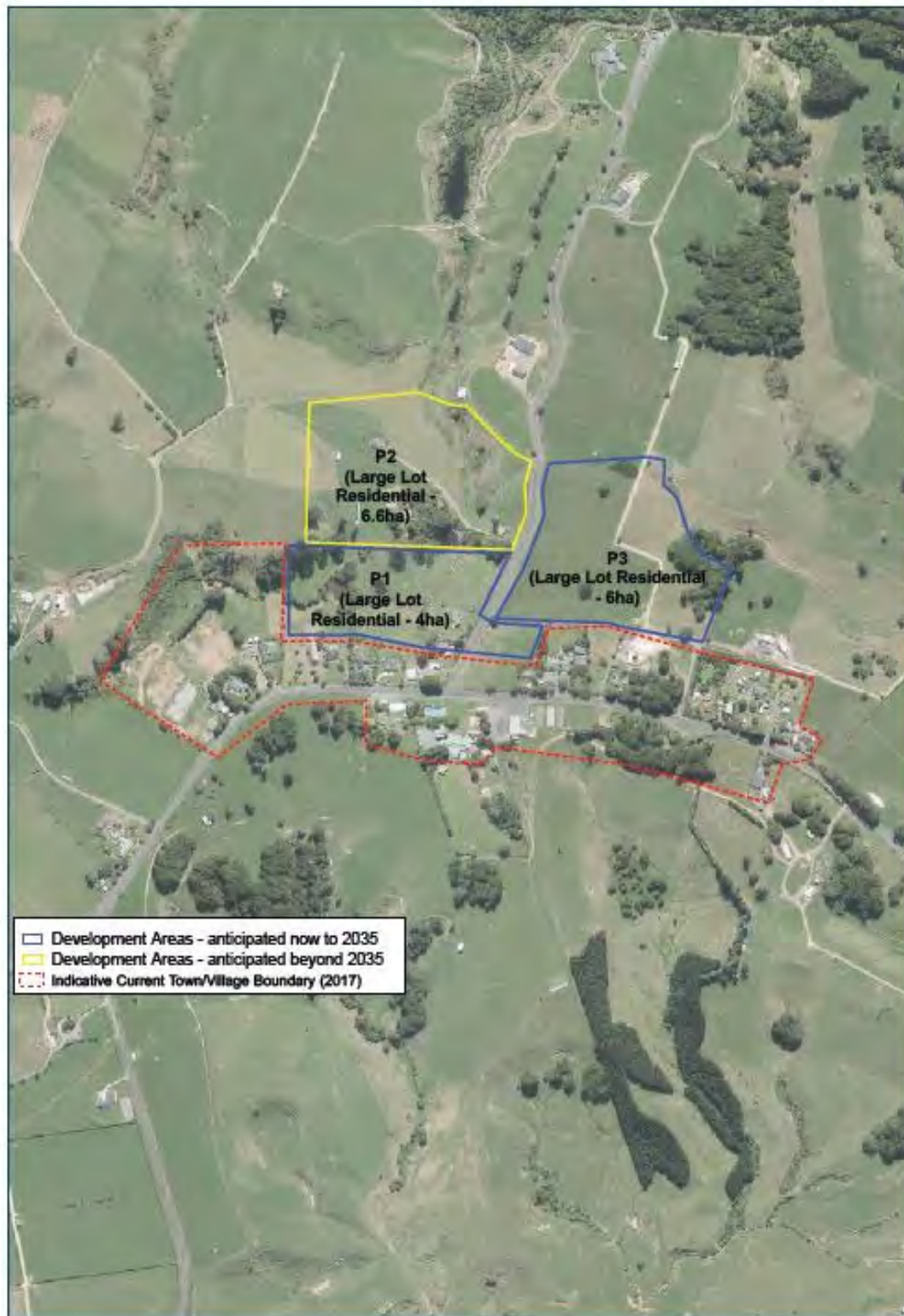
## PIRONGIA

There is no staging of growth areas within Pirongia as all growth has been identified as being within the current town boundaries.





## PUKEATUA GROWTH CELLS



GROWTH CELL	STATUS UPDATE
P1	Zoned deferred large lot residential, this undeveloped cell is available for development subject to landowner and developer interest and meeting the requirements for uplifting the deferred zone status.
P2	Zoned deferred large lot residential, this cell is earmarked for development post 2035.
P3	Zoned deferred large lot residential, this undeveloped cell is available for development subject to landowner and developer interest and meeting the requirements for uplifting the deferred zone status.

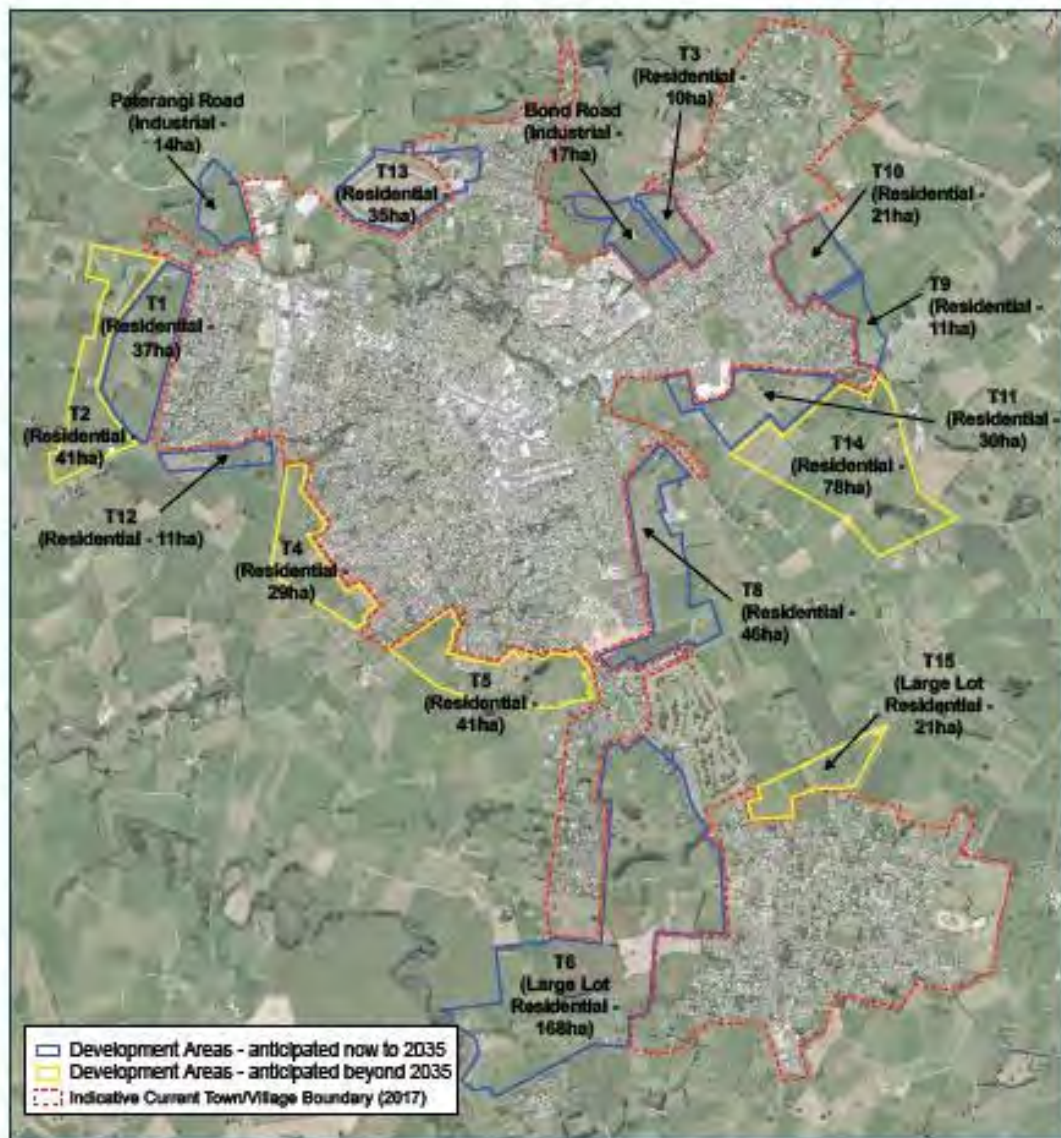
## RUKUHIA GROWTH CELLS



GROWTH CELL	STATUS UPDATE
R1	Zoned deferred large lot residential, this largely undeveloped cell is available for development currently subject to landowner and developer interest and meeting the requirements for uplifting the deferred zone status.
R2	Zoned deferred large lot residential, this undeveloped cell is available for development currently subject to landowner and developer interest and meeting the requirements for uplifting the deferred zone status.
R3	Zoned deferred large lot residential, this undeveloped cell is available for development currently subject to landowner and developer interest and meeting the requirements for uplifting the deferred zone status.
R4	Zoned deferred large lot residential, this cell is earmarked for development post 2035.
R5	Zoned deferred large lot residential, this cell is earmarked for development post 2035.



## TE AWAMUTU AND KIHIKIHI GROWTH CELLS



GROWTH CELL	STATUS UPDATE
T1	Has a development plan and is zoned residential. This entire growth cell is currently being developed.
T2	Zoned deferred residential however a private plan change is expected in 2020.
T3	Zoned deferred residential, this growth cell is earmarked for development after 2035.
T4	Zoned deferred residential, this growth cell is earmarked for development after 2035.
T5	Zoned deferred residential, this growth cell is earmarked for development after 2035.
T6	Zoned for deferred large lot residential, this growth cell has a Council approved structure plan and is now available for landowners and developers to submit resource consent applications for its development. Depending upon the extent of developer interest there will probably need to be a services agreement with the Council regarding securing supporting road and stormwater management infrastructure.
T8	Most of this growth cell has an approved structure plan and is now zoned residential. Stage 1 and approximately 30% of the growth cell is currently being developed.
T9	This growth cell is zoned residential and has an approved structure plan. Approximately 50% is currently being developed for housing.
T10	This growth cell is zoned deferred residential and is likely to be developed after 2035.
T11	Zoned deferred residential, with a Council endorsed structure plan. Landowners and developers are expected to proceed with resource consent applications for the subdivision and upliftment of the deferred zoning to develop housing in this growth cell.
T12	Zoned deferred residential, development is not anticipated until after 2025. Approximately 50% of the cell has existing residential development.
T13	Zoned deferred residential, this growth cell is unlikely to be developed until after 2035.
T14	Zoned deferred residential, this growth cell is unlikely to be developed until after 2035.
T15	Zoned deferred large lot residential, a development plan is being prepared for much of this growth cell by the majority land owner who is keen to proceed with subdivision.

GROWTH CELL	STATUS UPDATE
Bond Road	Zoned for industrial development, a development plan has been prepared and this growth cell is being developed currently. Approximately 70% developed.
Paterangi Road	Zoned deferred industrial, an infrastructure plan is being prepared for this undeveloped growth cell to facilitate its development

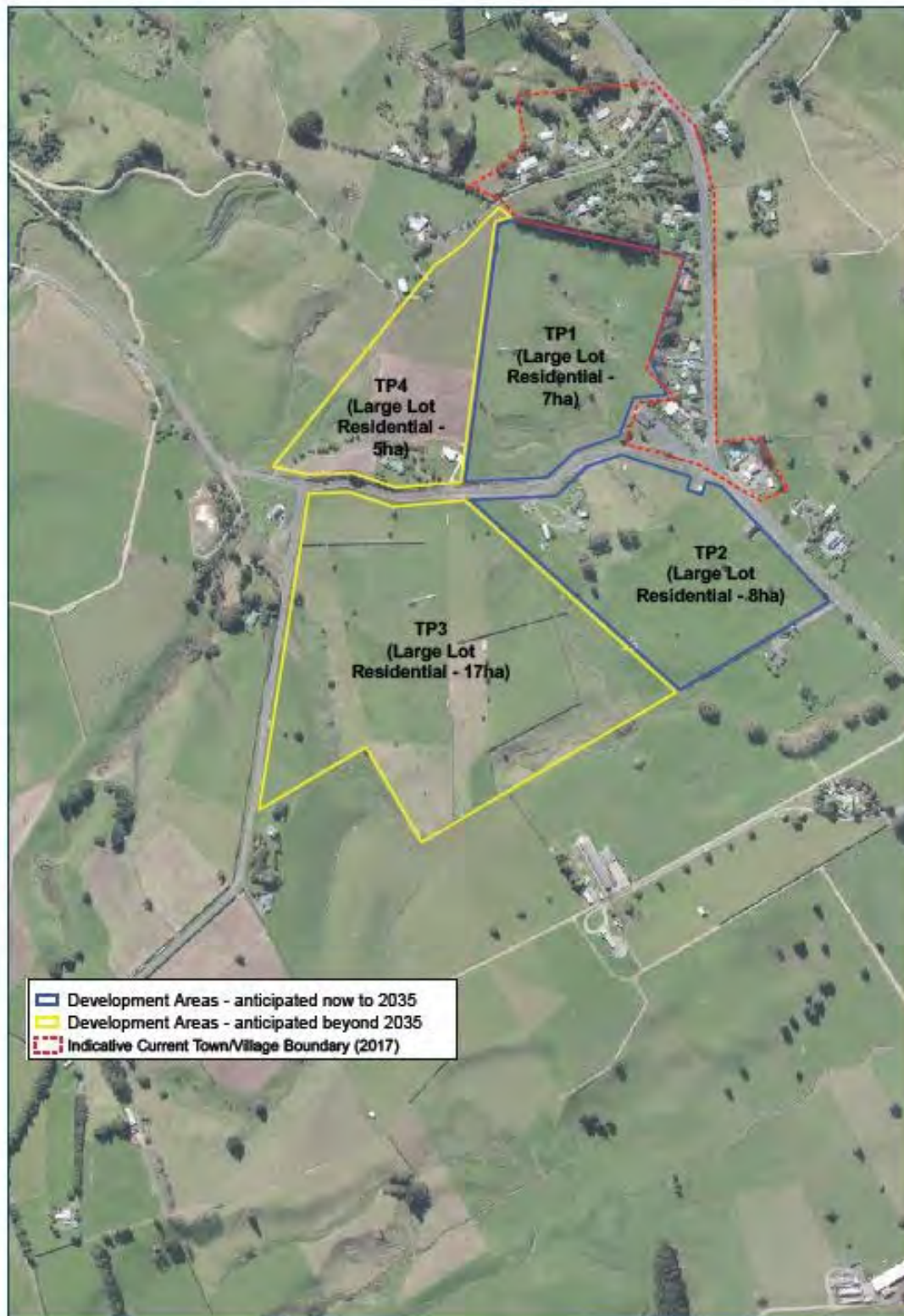
## TE MIRO GROWTH CELLS



GROWTH CELL	STATUS UPDATE
TM1	Zoned deferred large lot residential, this largely undeveloped cell is available for development subject to landowner and developer interest and meeting the requirements for uplifting the deferred zone status
Tm2	Zoned deferred large lot residential, this undeveloped cell is available for development subject to landowner and developer interest and meeting the requirements for uplifting the deferred zone status
TM3	A consent application has been received for the subdivision and upliftment of the deferred status of this cell.



## TE PAHU GROWTH CELLS





GROWTH CELL	STATUS UPDATE
TP1	Zoned deferred large lot residential, this undeveloped cell is available for development subject to landowner and developer interest and meeting the requirements for uplifting the deferred zone status.
TP2	Zoned deferred large lot residential, this largely undeveloped cell is available for development subject to landowner and developer interest and meeting the requirements for uplifting the deferred zone status.
TP3	This deferred large lot residential zoned cell is earmarked for development after 2035.
TP4	This deferred large lot residential zoned cell is earmarked for development after 2035.

## APPENDIX 2: MAJOR RESOURCE CONSENT APPLICATIONS

Appendix 3: Lodged and in progress					
Number	Applicant/agent	Address	Proposal	Status/key points	Planning/engineering contacts
LU/0215/18	Fonterra Co-Operative Group Limited	140 Laurent Road, Cambridge	To use land for irrigation or Dairy Manufacturing and all associated Waste	Waiting for technical review regarding odour to be completed, then proceed with planner's report on notification.	Sara Brown - BCD
LU/0239/19	J Swap Quarries	Taotaoroa Quarry	Extend existing quarry	Waiting to receive response from applicant following review of the Quarry Management Plan. Once we receive confirmation, Council planner will proceed with planner's report on notification.	Hayley Thomas
LU/0324/19	Cambridge Specialist Centre	21 Hamilton Road, Cambridge	Establish and operate medical centre (gastro-enterology clinic)	Limited notified, 3 submissions received, hearing to be scheduled.	Simone Williams
SP/0036/20	3Ms of Cambridge GP Limited	1863, 1865, 1871 and 1881 Cambridge Road, Cambridge	Subdivision of the c2 Growth cell for public Assets	Consent report being prepared	Hayley Thomas

Appendix 3: Lodged and in progress					
Number	Applicant/agent	Address	Proposal	Status/key points	Planning/engineering contacts
LU/0029/20	AJ McLeod & WD Jacobs	73 Papesch Road, Te Awamutu	Establish and operate a function centre with associated accommodation (Pirongia Pines)	Limited notified, submissions close 7 May 2020.	Victoria Gorter
LU/0057/20	Fonterra Co-Operative Group Limited	308 Fencourt Road, Cambridge	Establish and operate a new wastewater treatment facility	To be publicly notified	Kathryn Drew - BBO

Approved					
Number	Applicant/agent	Address	Proposal	Status/key points	Planning/engineering contacts
LU/0299/19 & SP/0025/20	Sloane Street Limited	1913 Cambridge Road, Cambridge	Medical Facility in the Deferred Residential Zone	Approved	Hayley Thomas
LU/0306/19	Stride Property Limited	16 Wickham Street, Hamilton	Establishment and operation of a refuse and recovery park within the Rural Zone	Approved	Hayley Thomas
LU/0308/19	Land Information New Zealand	Tokanui Hospital and The Crescent, Tokanui Village	Establish two new wastewater pump stations within the Rural Zone	Approved	Hayley Thomas

APPENDIX 3: BUILDING CONSENTS ISSUED

JANUARY 2020												
Project Type*	Cambridge	#	Kakepuku	#	Maungatautari	#	Pirongia	#	Te Awamutu	#	Total Value	Total No
Pool	\$140,000	3	\$58,000	1			\$132,000	3	\$60,000	1	\$390,000	8
Dwelling	\$13,640,967	28	\$441,000	1			\$2,554,000	5	\$1,567,000	5	\$18,202,967	39
Commercial - Industrial	\$1,018,000	4	\$997,000	1			\$2,180,000	2	\$1,485,000	3	\$5,680,000	10
Implement Shed			\$258,000	3	\$153,600	3	\$92,309	2	\$52,000	1	\$555,909	9
Alterations and Additions	\$348,000	4	\$45,000	1			\$100,000	1	\$250,000	1	\$743,000	7
Garage	\$198,000	5			\$50,000	1	\$47,270	2	\$30,000	1	\$325,270	9
Transportable Dwelling	\$1,354,751	4					\$660,000	3			\$2,014,751	7
Plumbing / Drainage									\$8,000	1	\$8,000	1
Re-Sited Dwelling	\$99,000	1									\$99,000	1
Marquee	\$4,000	1	\$5,000	1					\$1,000	1	\$10,000	3
Solid Fuel Heater							\$2,000	1			\$2,000	1
Grand Total	\$16,802,718	50	\$1,804,000	8	\$203,600	4	\$5,767,579	19	\$3,453,000	14	\$28,030,897	95

FEBRUARY 2020												
Project Type*	Cambridge	#	Kakepuku	#	Maungatautari	#	Pirongia	#	Te Awamutu	#	Total Value	Total No
Commercial - Industrial	\$4,269,000	8			\$250,000	1	\$1,630,000	3	\$495,000	3	\$6,644,000	15
Detached Habitable Building					\$45,000	1					\$45,000	1
Dwelling	\$7,203,396	16			\$2,593,985	6			\$3,380,014	9	\$13,177,395	31
Implement Shed	\$179,660	3	\$156,000	4	\$140,000	2					\$475,660	9
Pool	\$132,000	2			\$45,000	1	\$50,000	1	\$52,200	1	\$279,200	5
Garage	\$183,600	4							\$27,965	1	\$211,565	5
Fence	\$9,430	2					\$5,000	1			\$14,430	3
Transportable Dwelling	\$610,000	2					\$415,000	2			\$1,025,000	4
Alterations and Additions	\$130,000	2					\$61,500	2	\$174,224	3	\$365,724	7
Deck/Pergola			\$30,000	1							\$30,000	1
Retaining Wall									\$500,000	1	\$500,000	1
Re-Sited Dwelling			\$120,000	2			\$195,000	1			\$315,000	3
Plumbing/Drainage							\$2,000	1			\$2,000	1
Solid Fuel Heater							\$4,000	1			\$4,000	1
Grand Total	\$12,717,086	39	\$306,000	7	\$3,073,985	11	\$2,362,500	12	\$4,629,403	18	\$23,088,974	87

MARCH 2020												
Project Type*	Cambridge	#	Kakepuku	#	Maungatautari	#	Pirongia	#	Te Awamutu	#	Total Value	Total No
Dwelling	\$12,413,770	22			\$1,693,931	5	\$1,641,156	3	\$2,691,000	9	\$18,439,857	39
Garage	\$87,400	3	\$26,880	1	\$30,000	1	\$176,468	4	\$171,436	5	\$492,184	14
Commercial - Industrial	\$695,600	5	\$700,000	1	\$3,698,171	2	\$5,150,000	3	\$1,355,000	2	\$11,598,771	13
Alterations and Additions	\$296,500	6	\$140,000	1	\$110,000	1	\$103,500	2	\$200,000	3	\$850,000	13
Transportable Dwelling	\$2,120,294	8					\$445,000	2			\$2,565,294	10
Plumbing/Drainage	\$20,000	3									\$20,000	3
Implement Shed			\$30,500	1	\$70,000	1	\$98,330	3			\$198,830	5
Pool	\$39,800	1			\$99,291	1					\$139,091	2
Retaining Wall	\$24,000	1									\$24,000	1
Carport			\$8,099	1							\$8,099	1
Deck/Pergola	\$38,000	2									\$38,000	2
Solid Fuel Heater	\$9,500	2	\$9,000	2					\$12,614	3	\$31,114	7
Grand Total	\$15,744,864	53	\$914,479	7	\$5,701,393	11	\$7,614,454	17	\$4,430,050	22	\$34,405,240	110



## APPENDIX 4: APPLICATIONS DETERMINED BY THE DISTRICT LICENSING COMMITTEE

Applicant name	Associated premises	Licence type
RHODES Anthony Hugh	ALEXANDRA HOTEL	Manager
Leamington Rugby Sports Club Incorporated	Leamington Rugby Sports Club	Special Licence
Kihikihi Polo Club Incorporated	Kihikihi Polo Club	Special Licence
SHARMA BATRA Nitika	Pak n Save Te Awamutu	Managers Certificate
MCFARLANE Paula Jane	PIRONGIA BOWLING CLUB	Managers Certificate
BRIDLE John Alber	Riverside Golf Club	Managers Renewal
RI RA Events Limited	Cambridge Town Hall	Special Licence
TeAwa Lifecare Village Limited	Te Awa Lifecare	On Licence
Cambridge Raceway Limited	Cambridge Raceway	On Licence Variation
Liquid Events Limited	Mystery Creek Events Centre	Special Licence
RedBerry (Cambridge) Limited	Redberry Supermarket	Temporary Authority
Shakira Atherton	STABLES ON ALPHA	Manager Renewal
BOWMAR Diana Lai-Kuang Chow	COSANA	Manager Renewal
MOORE Monique	Tivoli Cinema Limited	Manager Renewal
Profile Farms Limited	Takapoto Estate VARIATION	On Licence Renewal
Caryn's NZ Limited	The Chillli House Cambridge	On Licence
Profile Farms Limited	Takapoto Estate	On Licence
Gourmet Delicious Limited	Clementine	On Licence
Taylor Street Limited	The Clubhouse Cafe & Sports Bar	Temporary Authority - ON
Taylor Street Limited	The Clubhouse Cafe & Sports Bar	2nd off temporary Authority
LIST Morgan Holly Jayne	Five Stags Leamington	New Manager
MUNIER Gurjashan Singh	BREWS KIHIKIHI	Manager Renewal
GOSAVI Prathamesh Sadanand	Jet Park Airport Hotel and Conference	Manager Renewal
The Alex Limited	Five Stags	On Licence renewal
The Alex Limited	Five Stags	OFF Licence renewal
MARSH Jareth Nathan	Pak n Save Te Awamutu	Manager Renewal
HALL Susie	Te Awamutu and District Memorial RSA (Inc)	New Manager
SINGH Varinder Pal	Prince Albert Tavern	Manager Renewal

Applicant name	Associated premises	Licence type
Owen Swan	The Woolshed (Graduation)	Special Licence
Te Awamutu Golf Club Incorporated	Te Awamutu Golf Club (Beca Staff Golf Day & FMG Staff Golf Day)	Special Licence
Te Awamutu Golf Club Incorporated	Te Awamutu Golf Club (Commsafe Fundraiser)	Special Licence
GOBLE Michael William	Pak n Save	Managers Renewal
CRAIG Madison Betty Rose	The Alexandra Hotel	New Managers
BAHUGUNA Rajesh	Heart of India Restaurant Limited	New Managers
Sanctury Lodge Maungatautari Limited	OUT IN THE STYX	Temp Auth
Te Pahu Hall Society Incorporated	Te Pahu Hall Fundraiser	Special Licence
Kartsport Hamilton Incorporated	Hamilton Kart Club (post racing events)	Special Licence
NAGAPPAN Devipriya	INDIAN KOHINOOR	New Managers
BARTOSIAK Nicholas John	TE AWAMUTU BOWLING CLUB	New Managers
NOBILE Lara Lo	Podium	New Managers
ANDERSON Sonya Christine	Coopers Function Centre	New Managers
SNEHAL DUSHYANT MORE	MASONIC HOTEL	New Managers
PATMORE Joanne Shirley	Cambridge Liquorland	New Managers
AISSLABIE Megan Georgia	Five Stags Leamington	New Managers
PATEL Ravindra Kumar	Red Berry Supermarket	Managers renewal
Redberry ( Cambridge) Limited	REDBERRY SUPERMARKET	New off Licence
Kimberly Louise Blake	Henley Hotel	New Managers

**APPENDIX 5: QUARTERLY STATISTICS FOR THE 2019/20 FINANCIAL YEAR**

	1 Jul - 30 Sep	1 Oct – 31 Dec	1 Jan – 31 Mar	1 Apr – 30 Jun	Total
<b>Resource consents</b>					
Number of complaints	29	23	40		92
Number of compliance investigations	44	37	54		135
Number of breaches detected	12	8	9		29
Number of abatement notices issued	0	0	0		0
Number of infringement notices issued	0	0	0		0
Number of warning letters issued	12	8	0		20
<b>District Plan</b>					
Number of complaints	87	77	118		282
Number of compliance investigations	87	77	118		282
Number of breaches detected	30	28	25		83
Number of abatement notices issued	0	1	0		1
Number of infringement notices issued	0	0	0		0
Number of warning letters issued	8	28	25		61
<b>Bylaw – vehicle parking</b>					
Parking complaints	95	58	70		223
Infringement tickets	15	19	11		45
Warning letters	25	0	15		40
<b>Bylaw – illegal dumping</b>					
Dumping complaints	25	28	52		105
Infringement notices	0	1	0		1
Warning letters	0	0	0		0
<b>Bylaw – trees overhanging footpath</b>					
Tree complaints	1	16	12		29
Warning letters	1	12	12		25
<b>Bylaw – long grass (fire hazard)</b>					
Long grass complaints	1	0	15		16
Warning letters	1	0	15		16
<b>Resource Management Act / Bylaw - signs</b>					
Illegal signs removed	0	0	0		0

		1 Jul - 30 Sep	1 Oct – 31 Dec	1 Jan – 31 Mar	1 Apr – 30 Jun	Total
<b>Noise</b>						
Excessive noise complaints	Total (all wards)	143	220	200		563
	CB/Maungatautari	70	92	104		266
	TA/Kakepuku	61	100	86		247
	Pirongia	12	28	10		50
Unreasonable noise complaints		10	27	25		62
Abatement notices issued		0	0	0		0
Infringement notices issued		0	0	0		0
Written noise directives issued		12	47	38		97
Verbal noise directives issued		14	22	39		75
Stereo equipment seizures		0	4	0		4
<b>Bylaw – fire and smoke</b>						
Fire and smoke complaints		7	15	14		36
<b>Bylaw – other nuisance complaints</b>						
Nuisance complaints		12	16	49		77
<b>Animal control</b>						
Total complaints and requests for service		1137	830	755		2722
Aggression complaints		16	13	5		34
Attack or bite on animal		15	20	9		44
Attack or bite on child		0	1	0		1
Attack or bite on adult		4	11	3		18
Barking		96	86	144		326
Breach of bylaw	Dog off lead	5	6	3		14
	Fouling in public place	2	0	1		3
	Dog in prohibited area	0	1	1		2
	Multi dogs on property	0	1	0		1
Bin or sign requests / maintenance		2	3	7		12
Rushing in public		6	10	13		29
Dog worrying stock		1	5	0		6
General info / admin		635	354	297		1286
Lost / found dog notifications		66	78	54		198
Welfare		13	8	8		29
Unregistered		7	4	21		32
Wandering		237	201	162		600
Stock on roads / trespassing		32	27	27		86

	1 Jul - 30 Sep	1 Oct – 31 Dec	1 Jan – 31 Mar	1 Apr – 30 Jun	Total
Other (e.g. classified dogs)	0	1	0		1
<b>Animal control – Dogs</b>					
Registered (total)	8132	8343	8529		8529
Un-registered (total)	417	257	190		190
Impounded	107	85	51		243
Re-homed <sup>2</sup>	10	4	4		18
Claimed <sup>2</sup>	85	71	40		196
Euthanized <sup>2</sup>	12	9	3		24
Stolen / escaped	0	0	1		1
In pound / foster care at end of quarter	15	1	3		3
Menacing dog classification (total)	119	118	128		128
Dangerous dog classification (total)	8	6	7		7
Infringement notices issued	25	16	24		65
<b>Food and health premises</b>					
Food / premises complaints	8	3	9		20
Registered food control plans (total)	246	250	251		251
Registered national programs (total)	30	49	48		48
Outstanding food and health premises registrations / inspection fees (total)	4	2	2		2
Food Act audits	61	34	36		131
Non-compliances	0	0	0		0
Infringements	0	1	0		1
Improvement/other notices	4	2	0		6
Registered health premises	80	80	81		81
Health premises inspections	5	8	1		14
<b>Alcohol licensing</b>					
Licensed Premises Complaints	1	1	2		4
Premises visits (excluding CPO)	16	13	24		16
Controlled purchase operations (CPO) <sup>3</sup>					
- Premises visited	0	13	0		13
- Premises with breaches detected (selling alcohol to minors)	0	4	0		4
Check food availability operation <sup>4</sup>					

<sup>2</sup> Provisional figures pending outcome of dog registration process /dogs currently impounded.

<sup>3</sup> Operations in conjunction or undertaken by NZ Police and/or DHB.

<sup>4</sup> Operations in conjunction or undertaken by DHB.

	1 Jul - 30 Sep	1 Oct – 31 Dec	1 Jan – 31 Mar	1 Apr – 30 Jun	Total
- Premises visited	0	0	0		0
- Premises with breaches detected	0	0	0		0
Number of current on-licences	68	70	74		74
Number of current off-licences	32	32	32		32
Number of current club licenses	30	30	31		31



## APPENDIX 6: YEAR ON YEAR STATISTICS

	2016/17	2017/18	2018/19	2019/20 YTD
<b>Resource consents</b>				
Number of complaints	63	121	120	92
Number of compliance investigations	104	171	160	135
Number of breaches detected	9	35	51	29
Number of abatement notices issued	1	2	0	0
Number of infringement notices issued	0	0	0	0
Number of warning letters issued	9	33	51	20
<b>District Plan</b>				
Number of complaints	250	319	376	282
Number of compliance investigations	195	319	376	282
Number of breaches detected	50	44	122	83
Number of abatement notices issued	0	4	2	1
Number of infringement notices issued	0	0	0	0
Number of warning letters issued	50	40	32	61
<b>Bylaw – vehicle parking</b>				
Parking complaints	285	368	347	223
Infringement tickets	96	291	173	45
Warning letters	101	211	181	40
<b>Bylaw – illegal dumping</b>				
Dumping complaints	134	120	112	105
Infringement notices	2	4	2	1
Warning letters	1	0	0	0
<b>Bylaw – trees overhanging footpath</b>				
Tree complaints	58	33	24	29
Warning letters	33	14	23	25
<b>Bylaw – long grass (fire hazard)</b>				
Long grass complaints	27	56	3	16
Warning letters	25	23	2	16
<b>Resource Management Act / Bylaw - signs</b>				
Illegal signs removed	9	0	0	0

		2016/17	2017/18	2018/19	2019/20 YTD
Noise					
Excessive noise complaints	Total (all wards)	888	928	789	563
	CB/Maungatautari	459	478	364	266
	TA/Kakepuku	379	415	375	247
	Pirongia	52	35	53	50
Unreasonable noise complaints		77	92	56	62
Abatement notices issued		0	0	0	0
Infringement notices issued		0	0	0	0
Written noise directives issued		39	20	73	97
Verbal noise directives issued		192	109	67	75
Stereo equipment seizures		0	1	4	4
Bylaw – fire and smoke					
Fire and smoke complaints		157	83	90	36
Bylaw – other nuisance complaints					
Nuisance complaints		63	104	72	77
Animal control					
Total complaints and requests for service		4837	5009	4295	2722
Aggression complaints		91	91	64	34
Attack or bite on animal		46	85	59	44
Attack or bite on child				2	1
Attack or bite on adult				14	18
Barking		80	546	476	326
Breach of bylaw	Dog off lead	37	15	11	14
	Fouling in public place	11	8	3	3
	Dog in prohibited area	8	3	2	2
	Multi dogs on property	3	8	6	1
Bin or sign requests / maintenance		12	24	18	12
Rushing in public		10	38	47	29
Dog worrying stock		48	13	5	6
General info / admin		2556	2514	2038	1286
Lost / found dog notifications		307	354	321	198
Welfare		27	48	37	29
Unregistered		71	57	48	32
Wandering		1049	1080	989	600

	2016/17	2017/18	2018/19	2019/20 YTD
Stock on roads / trespassing	134	161	124	86
Other (e.g. classified dogs)	0	1	5	1
<b>Animal control – Dogs</b>				
Registered (total)	4837	8229	8561	8529
Un-registered (total)	-	76	135	190
Impounded	440	477	466	243
Re-homed <sup>5</sup>	32	28	35	18
Claimed <sup>5</sup>	342	359	389	196
Euthanized <sup>5</sup>	45	53	35	24
Stolen / escaped	2	0	1	1
In pound / foster care at end of year	15	4	4	3
Menacing dog classification (total)	95	113	118	128
Dangerous dog classification (total)	5	6	8	7
Infringement notices issued	133	148	121	65
<b>Food and health premises</b>				
Food / premises complaints	34	19	15	20
Registered food control plans (total)	118	264	241	25
Registered national programs (total)			54	4
Outstanding food and health premises registrations / inspection fees (total)	0	12	9	2
Food Act audits	177	91	224	131
Non-compliances	Not recorded separately.	Not recorded separately.	7	0
Infringements	Not recorded separately.	Not recorded separately.	2	1
Improvement notices	Not recorded separately.	Not recorded separately.	3	6
Registered health premises	261	74 <sup>6</sup>	80	8
Health premises inspections	39	6	15	14
<b>Alcohol licensing</b>				
Inspections of Licensed Premises	Not recorded separately.	80	63	4

<sup>5</sup> Provisional figures pending outcome of dog registration process /dogs currently impounded.

<sup>6</sup> This figure is reduced due to changes in reporting. Food and health premises are now recorded separately.

	2016/17	2017/18	2018/19	2019/20 YTD
Controlled purchase operations (CPO) <sup>7</sup>				
- premises visited	20	18	16	13
- premises with breaches detected (selling alcohol to minors)	1	0	3	4
Food availability operators				
- Premises visited	0	0	0	0
- Premises with breaches detected	0	0	0	0
Number of current on-licences	62	63	66	74
Number of current off-licences	31	31	32	32
Number of current club licenses	29	29	31	31

<sup>7</sup> Operations in conjunction or undertaken by NZ Police and/or DHB.

## APPENDIX 7: SUBMISSION SUBMITTED ON BEHALF OF COUNCIL

- Transforming the resource management system: opportunities for change
- Landfill Levy Changes
- Fire & Emergency NZ Funding Review
- Land Transport (NZTA) Legislation Amendment Bill
- Urban Development Bill
- Taumata Arowai – Water Services Regulator Bill
- Infrastructure Funding & Financing Bill
- Proposed NES for the Outdoor Storage of Tyres
- NPS for Indigenous Biodiversity
- Burial & Cremations Act 21964 reforms






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**To:** The Chairperson and Members of the Service Delivery Committee  
**From:** Manager Water Services  
**Subject:** **Water Services Quarterly Report**  
**Meeting Date:** 19 May 2020  
**File Reference:** 004.06

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## 1 Executive Summary

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The purpose of this report is to provide information on the activities pertaining to the Water Services Team's activities for January 2020 to March 2020. This report contains matters that are of a purely administrative nature, or information that does not require a decision from Council. As such, this report does not address any matters that are significant in terms of Council's obligations as set out in the Local Government Act 2002.

This quarter has been a challenging and busy time for the Water Services Team. The drought and very low stream flow and dam level at the Te Tahi water source led to Water Alert Level 4 for Te Awamutu and Pirongia. Above capacity demand in the Pukerimu supply also led to Water Alert Level 4.

This put increased pressure on the Networks Team to deliver sufficient drinking water, manage demand, and respond to and repair any leaks urgently. The Team did an excellent job in very trying circumstances. With the recent change in the weather, and careful management, the dam has returned to normal levels, and although the stream is still at a low flow, the Water Alert Levels were relaxed to Level 2 and are now returned to no Alert Levels as demand significantly reduced. Demand at Pukerimu has reduced so Alert Levels have also been removed there.

Having been challenged and kept busy with the drought, along came the Covid-19 event. We have changed our operational practices to ensure essential workers are working safely with the risks around Covid-19. To ensure we have adequate cover,

onsite training has been activated to train four more staff in the basics and essentials of water and wastewater treatment. This provides a level of contingency in case any of our staff were affected by the virus.

We have only been responding to emergency situations during the Covid-19 Alert Level 4; major leaks, “no water” situations or wastewater overflows. Compliance monitoring has been continued by our Shared Services partners. With major upgrades at both Wastewater Treatment Plants underway, this has led to increased site presence to ensure the plants continue to operate well.

For this reporting period (and financial year to date), the treatment plants are compliant for both Bacteria and Protozoa.

Reticulation zones are fully compliant for this reporting period. However, audits have identified two non-compliances for the Pukerimu scheme in July and October. The in-house audit identified that an inadequate number of E.coli and Total Coliform samples were scheduled for the months of July and October. The zone could achieve compliance from November onwards, however, is likely to be marked as non-compliant for the entire year.

Procedures are being reviewed to ensure this error does not occur moving forward, but does demonstrate the value of undertaking audits to give assurance around compliance and to provide opportunities to improve our services.

The Three Waters Master-Planning project has been completed with the draft report currently being reviewed. This is a major achievement and places the Council in a good position to understand the requirements for waters infrastructure over the next 30 years. Along with the Three Waters models that will guide the need for future water infrastructure to service growth; both new assets and capacity of existing assets that connect to growth cells.

With the recent transition of Waikato District Council water services to Watercare, The Waikato District Council has decided to exit the Shared Services arrangement. The termination agreement is currently being discussed between the three parties.

The Water Services Team, and how we deliver for current and future demands has been assessed, and a Team restructure is planned over the next quarterly reporting period.

## 2 Recommendation

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*That*

- a) *The information contained in the report (document number 10386879) of Martin Mould, Manager Water Services, be received.*

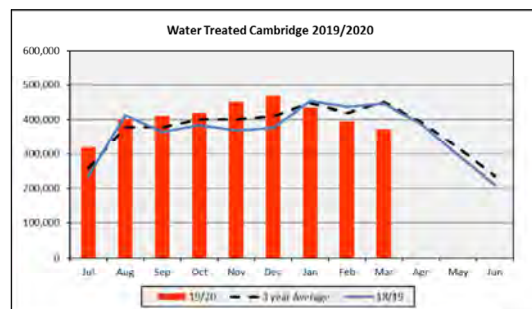
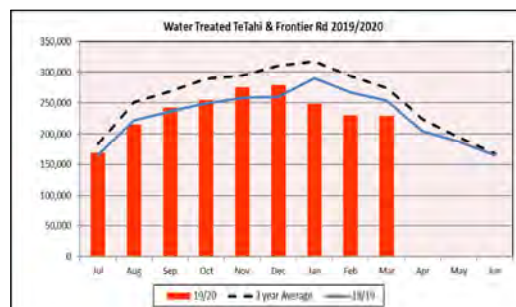
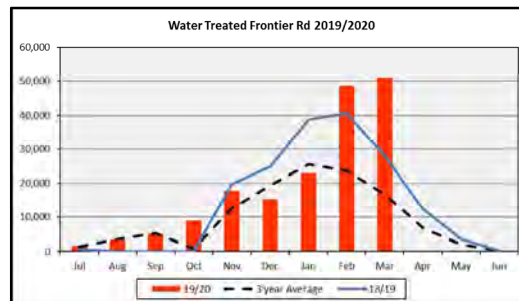
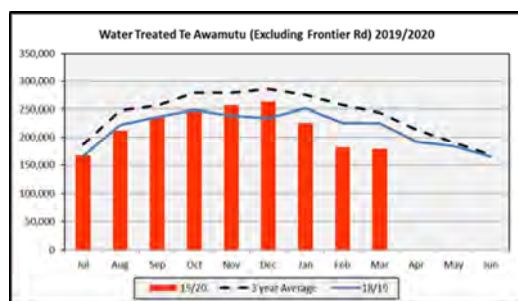
### 3 Financials

Reported to Council separately through the Finance and Corporate Committee.

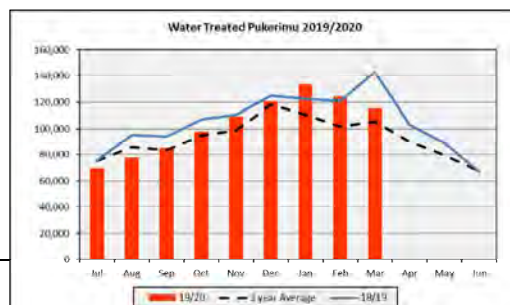
### 4 Water Demand

#### 4.1 Current Demand – Water Production

The first quarter of 2020 has been particularly challenging from a water demand perspective. The trends shown below reflect the increase in water demand in each of the schemes leading up to the implementation of the water Alert Levels (see section 5.3), which then showed a positive change in the behaviours resulting in a reduction in water demand.



See below for Cambridge consumption



### Notes on trends

Water consumption in Cambridge has had to be partially estimated for this quarter. Due to the consumers on the Hicks Spring line being transferred to the new line supplied by the Karapiro Water Treatment Plant, previous reports included the full flow from Hicks Road Spring although most consumers were connected to the new supply.

The process of changing consumers over to the new line supplied from Karapiro Water Treatment Plant began in approximately July 2019. However, as there is no flowmeter recording the daily change in consumption, we had to continue using the total take from the Springs in the reporting. Apart from four properties, all other consumers had been transferred over by the beginning of January 2020. The average daily consumption for the remaining users on the Hicks line is 105 m<sup>3</sup>. While we are still officially taking all the Spring's water, the majority is returning to the stream via the overflow at the Balance Tank. This overflow point does not have a flowmeter.

## 5 Demand Management Activities

### 5.1 Water Management Plan (WMP)

A District Wide Water Management Plan has been finalised and completed, which includes an update to the district's Drought Management Plan. The plan was submitted to Waikato Regional Council in April 2020 to satisfy water take consent conditions.

### 5.2 Education Campaign

#### Water Meters:

- "High water user" letters are triggered by a review of water consumption for each quarter. The Revenue Team compares water consumption between current and previous quarters for each property and if there are significant differences, a letter is sent. This letter encourages the occupiers to check for possible leakage.

**Table 1: Breakdown of high water user letters sent across the district for the quarter.**

Water Scheme	Jul - Sept 2019	Oct – Dec 2019	Jan – Mar 2020	High usage letters status
Cambridge	191	168	268	Increase Billed in February 20
Kihikihi, Te Awamutu & Pirongia	106	135	118	Decrease Billed in Jan 20
Pukerimu & Ohaupo	26	27	24	Decrease Billed in March 20
Water audits (across the district)	34	33	23	Water audit suspended from 21/3/20, until further notice, due to COVID-19 restrictions.

- The Water Auditor position assisted the Demand Management Officer to deal with water restriction queries and complaints throughout the summer, meter issues and leaks. This included visits with businesses to support them through the drought.

### 5.3 Summer Campaign

- Waipa initiated Water Alert restrictions later than previous years this summer, and these were implemented on a scheme-by-scheme basis as required (see Table 2).
- This is the highest number of Alert Level changes we have ever completed in one season.
- Water supply availability was severely impacted this year, and drought was declared in February across the Waikato Region (note the last declared drought was in the 2012/13 summer season). No rainfall was received in December through to February across the district, and only 5mm was received in March at Te Tahi.
- Water Alert Level 4 was implemented on 12 February 2020 in a drastic attempt to drive down demands to prolong the very limited water held in storage (Te Awamutu scheme) and ease pressures of plant operating capacities (Pukerimu scheme). This is the first time this Alert Level has ever been reached in Waipa.
- Alert Level 1 was implemented across Cambridge and Kihikihi at these times as well due to drought conditions, low Waikato River levels, and increased pressure on the Cambridge schemes due to bulk water filling, which ceased in Te Awamutu and was redirected to Cambridge.
- Water supply availability was of major concern in the Te Awamutu scheme this summer.
- Increased demands due to the mainly rural supply scheme (and effects of hot weather and drought on agriculture), were the main drivers in the Pukerimu scheme this summer.

**Table 2: Water Alert Level changes district-wide in the 2019-20 summer alert season**

Date	Alert Level	Area
20 January 2020	Alert Level 1	Te Awamutu and Pukerimu
31 January 2020	Alert Level 3	Te Awamutu and Pukerimu
12 February 2020	Alert Level 4	Te Awamutu and Pukerimu
12 February 2020	Alert Level 1	Cambridge and Kihikihi
25 March 2020	Alert Level 2	Te Awamutu and Pukerimu
25 March 2020	Alerts lifted	Cambridge and Kihikihi
1 May 2020	Alerts lifted	Te Awamutu and Pukerimu

### 5.4 Water Alert Tool

This was introduced in January to help Waipa residents look up the water Alert Level that applied to their address, as there was some, as the Alert Levels were applied by scheme, not as a blanket across the whole district.

[https://vega.intramaps.co.nz/IntraMaps/MapControls/Waipu/Generic90/index\\_wat\\_eralert.html](https://vega.intramaps.co.nz/IntraMaps/MapControls/Waipu/Generic90/index_wat_eralert.html)

Month	Number of hits
January	376
February	2684
March	829
April	214
May	7

## 6 Levels of Service & Performance Measures

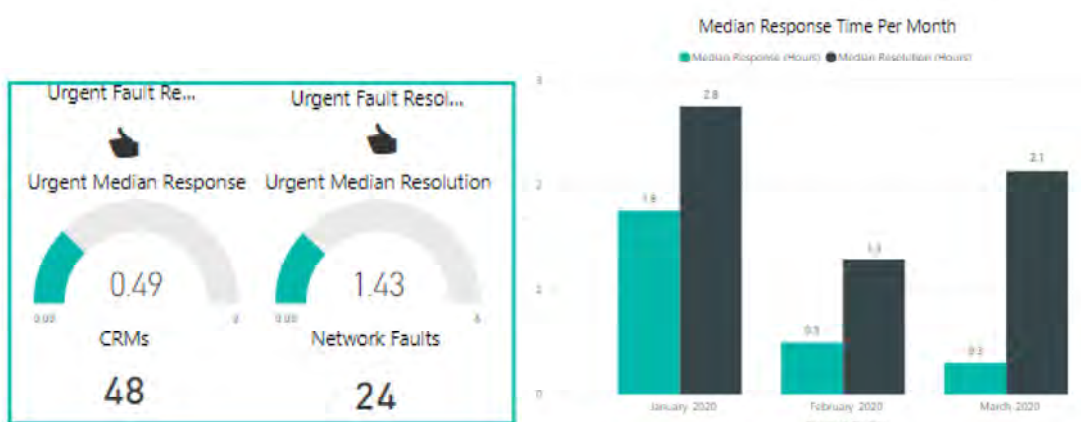
At 11:59 on Wednesday, 25 March 2020, New Zealand went into Level 4 Covid-19 lockdown. As a consequence of this, only urgent network failures were being responded to. This was the case for four weeks, and ended at 11:59 on Monday, 27 April 2020. This will have impacted the levels of service but will most likely be seen in the statistics for the April – July report.

The Customer Request based measures shown below are part of the Department of Internal Affairs (DIA) Non-Financial Performance Measures.

### 6.1 Water

#### Urgent Water Network Faults

Median response and resolution time (hours) for call-outs in response to a fault of unplanned interruption to the network: urgent

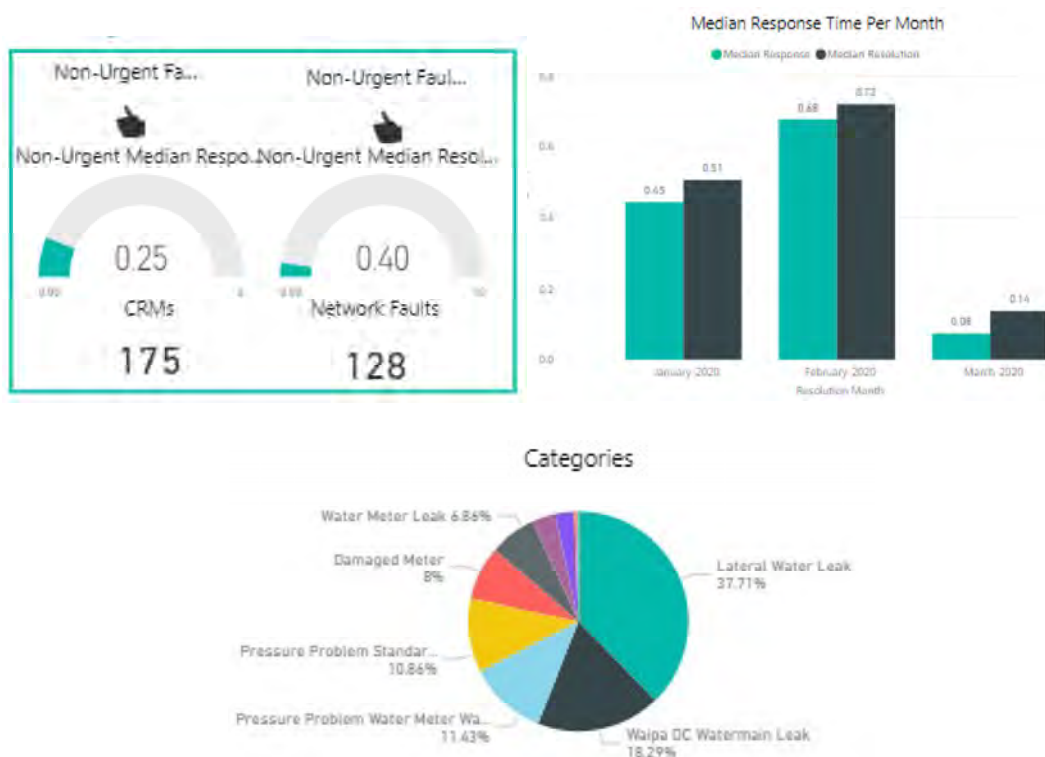


#### Non-Urgent Water Network Faults

Median response and resolution time (days) for call-outs in response to a fault of unplanned interruption to network: non-urgent



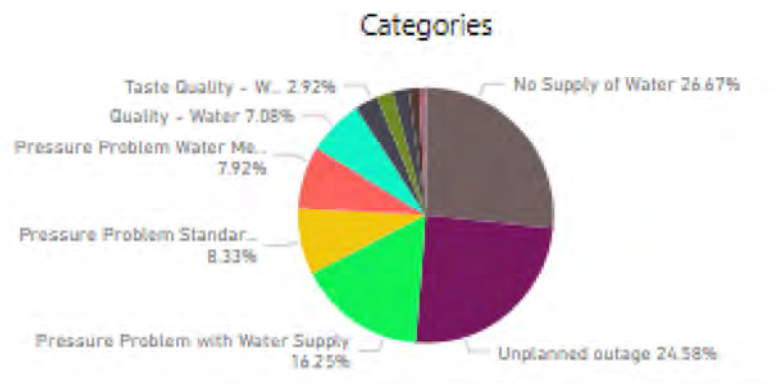
Sensitivity: General



## Drinking Water Complaints (Per 1000 Connections)

The total number of complaints received about any of the following: odour, system faults, blockages, and response to any of these issues (per 1000 connections)





A sharp increase in complaints was experienced in January and February of this year. This was due to the unprecedented move to Alert Level 4 during the very dry summer. To manage water use the reticulation was managed by lowering the pressure in some areas to minimise water waste. This resulted in a number of issues with no water, but this was managed over time and ensured there was enough water preserved in the raw water storage dam to mitigate the need for a more extreme response.

## 6.2 Wastewater - Dry Weather Sewerage Overflows and Response to Call Outs

During this period there were no overflows or calls to respond to issues. The majority of complaints relate to odour issues at Taylor's Road, Vogel Street and Alpha Street in Cambridge.

Sensitivity: General

## Wastewater Complaints (Per 1000 Connections)

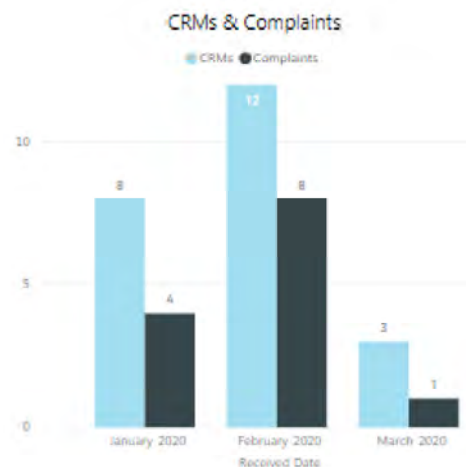
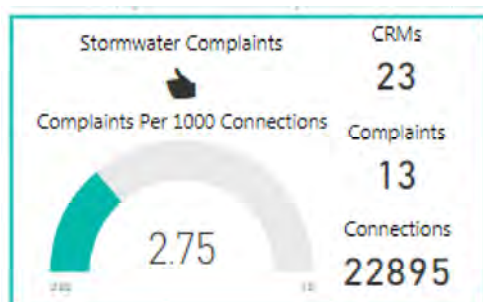
The number of complaints received about any of the following: odour, system faults, blockages, and the response to any of these issues



### 6.3 Stormwater

## Stormwater Complaints (Per 1000 Connections)

The number of complaints received about the performance of the stormwater system (per 1000 connections)



### 6.4 Flooding Events (including Habitable Floors Affected)

There were no events during this period.

## 6.5 Compliance – Drinking Water Standards July is the start of the Compliance year

### Water Supply Drinking Water Standards (KPI Measures) – Treatment Plants

Treatment Plants		Bacterial Compliance												
		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Cambridge	Alpha St	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes				Yes
	Hicks Rd	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes				Yes
	Karapiro	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes				Yes
Te Awamutu & Pirongia	Te Tahī	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes				Yes
	Frontier Rd	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes				Yes
Kihikihi	Rolleston St	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes				Yes
Ohaupo & Pukerimu	Parallel Rd	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes				Yes
Commentary	All requirements of the Drinking Water Standards, bacterial compliance were met for the water treatment plants													

Treatment Plants		Protozoa Compliance												
		J ul y	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Cambridge	Alpha St	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes				Yes
	Karapiro	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes				Yes
Te Awamutu & Pirongia	Te Tahī	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes				Yes
	Frontier Rd	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes				Yes
Kihikihi	Rolleston St	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes				Yes
Ohaupo & Pukerimu	Parallel Rd	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes				Yes
Commentary	All requirements were tested and met compliance													

### Water Supply Drinking Water Standards (KPI Measures) – Reticulation Zones

Reticulation Zones	Bacterial Compliance													
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD	
Cambridge	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes				Yes	
Karapiro Village	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes				Yes	
Kihikihi	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes				Yes	
Maungatautari	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes				Yes	
Ohaupo	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes				Yes	
Pirongia	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes				Yes	
Pukerimu	No*	Yes	Yes	No*	Yes	Yes	Yes	Yes	Yes				No	
Te Awamutu Township	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes				Yes	
Commentary:	Recent in-house audit identified an inadequate number of E.coli and Total Coliform samples were scheduled for the month of July and October. The zone could achieve compliance from November onwards, however, is likely to be marked as non-compliant for the entire year. Procedures are being reviewed to ensure this error does not occur moving forward.													

**Wastewater Consent Compliance (KPI Measures)**

	Target	YTD
Abatement Notices	0	2
Infringement Notices	0	0
Enforcement Orders	0	0
Convictions	0	0
<b>Commentary:</b>	Two Abatement Notices received for Cambridge Wastewater Treatment Plant which are currently being responded to with works to address the issues raised.	

**Stormwater Consent Compliance (KPI Measures)**

	Target	YTD
Abatement Notices	0	0
Infringement Notices	0	0
Enforcement Orders	0	0
Convictions	0	0
<b>Commentary:</b>	No notices, orders or convictions related to stormwater consent compliance.	

## 7 Risk Management

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### 7.1 Health & Safety Assessments and Events

- Safety assessments have been completed across all contracts and activities managed within the Waters Services Team. All assessments found that practices are compliant, but that a list of risks for the Team needs rationalising to identify the highest risks to enable greater focus on these.
- There have been concerns raised with our contractors and their approach to confined space entry processes. These included monitoring for hydrogen sulphide gas where breathing apparatus was required.
- External investigations were commenced at three sites. These related to where a member of the public was exposed to an unprotected pothole at a work site, a road-side pole was hit by a work vehicle, and a diesel spill occurred on a work site. Investigations are undertaken wherever an incident has occurred (irrespective of whether an injury occurred) so that any learnings can be identified and improvements implemented.

### 7.2 Health & Safety – initiatives

- Two Safety/Hazard Alerts have been issued to notify staff of increased risks in the workplace.
- The Team has reviewed their list of health and safety risks and created a “Top 6 Risks”. These top six are based on health and safety priorities over the various audits now being undertaken. Once these are sufficiently mitigated or eliminated there will be a review of the next critical six risks.
- A permit to work procedure (ensuring appropriate competence of staff or suppliers entering sites) covering high risk tasks has been developed and is in the process of consultation stage. This will be implemented as an induction type process which must be completed before staff or suppliers are allowed to work on sites.

- New measures have been put into place to protect staff during the Covid-19 response, including responding only to emergency/urgent events during the Level 4 lockdown and physical distancing measures.
- Regular health and safety meetings take place to facilitate good work practices across the service and to make improvements to the written processes.
- The current Job Safety Analyses (JSAs) are being reviewed.

## 8 Activity Management

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### 8.1 Asset Planning

#### Renewals

In the coming three months the Assets Team will be running the 2020/2021 renewals profiles for all the Three Waters. Every year the pipe renewals profile identifies pipes in poor condition within archaeological or culturally sensitive sites, or pipes that are in poor condition that are within private property. These poor condition pipes in the past have been parked in the 'too difficult' basket. This year, with time now available, the Water Assets Team is able to properly plan and will endeavour to include these more challenging pipe renewals within the 2020/2021 pipe renewals scopes.

#### Three Waters Master Planning

The Three Water Master planning is progressing very well with completion tracking as planned by the end of February 2020. A Three Water Master Plan Base Line Report has been issued that identifies issues and trigger points across the Three Waters over the next 30 years. The main headlines from the report are that additional water reservoir capacity will be required in Cambridge; emergency storage at our wastewater pump stations will start to become limited; and the stormwater network will require some significant upgrades to accommodate climate change. These problem statements have been converted into Business Cases with cost estimates currently being worked through for different options and scenarios. A GIS layer is in the early stages of development and will ultimately identify the Three Waters future projects that will align with the projects within the Long Term Plan.

#### Storm Water Model Update

The stormwater model update is also progressing well with the model completed to an unverified level of detail, and independently peer reviewed. The next stage is to verify the stormwater model which will require level surveys to be undertaken across the district to refine the levels of potential flood hazards, and to improve upon the accuracy of the LiDAR survey. This work will be undertaken over the coming 18 months, and the verification stage will unlock the sensitive issue of flood hazards and properties at risk.

### 8.2 Maintenance & Service Contracts

#### Water Meter Reading Contract (27-19-06)

Since November 2019, Wells Instrument and Electrical Services Ltd has been appointed to read water meters for Waipa District Council. Meters currently read



include all commercial/industrial and residential customers across the Waipa district. This contract was temporarily suspended during Level 4 lockdown but has resumed at Level 3. Current performance of the contractor is satisfactory.

#### **Stormwater Maintenance Contract (27-19-01)**

Since August 2019 Waipa's stormwater maintenance contract has been undertaken by Camex Ltd. This contract was partially suspended during Level 4 lockdown, with only essential work taking place, but has now resumed at Level 3.

The contract includes cyclical inspection and reactive maintenance of our stormwater network, treatment devices and structures, outlets, ponds and swales, and the Council maintained rural drainage network.

#### **Waipa District Water Network Asset Inspections Contract (27-19-35)**

Since November 2019, Waipa Civil Ltd has been engaged to inspect assets for Waipa District Council. The 12 months initial stage of this contract aimed for the assessment and general maintenance requirements of 20% of the assets within a 5km radius of Cambridge CBD. This contract was temporarily suspended during Level 4 lockdown but has now resumed at Level 3. At present, contractor performance on this contract is adequate.

### **8.3 Projects – Water Renewals 2019-2020**

#### **27-18-15 District Wide Ridermain Installation 18/21**

Three-year contract to carry out installation of rider mains across the district until 30 June 2021. The contract was awarded to Waipa Civil. Contract scope for separable portion B (Financial Year 19/20) has now been completed; two variation works pending due to Covid-19 Alert Level 3. It has been agreed with the contractor that the variation works will be carried out once the Alert Level goes down, as the works involve physically entering private properties for flushing purposes.

#### **27-19-03 District Wide Watermain Renewals 19/21**

A two-year contract to carry out watermain replacement across the district. The contract was awarded to Cambridge Excavator Ltd (Camex). The project has been delayed due to Covid-19 Level 4 lock-down. The contractor's health and safety plan to tackle Covid-19 Alert Level 3 requirements has been accepted and the contractor has now resumed works at Jary Road. The completion date is expected to be extended to late July 2020.

#### **27-19-45 District Wide Flowmeter Installations 19/20**

A contract to carry out flowmeter installations across the district. The contract was awarded to Cambridge Excavator Ltd (Camex). The Contractor's health and safety plan to tackle Covid-19 Alert Level 3 requirements has been accepted and the contractor has now resumed works starting by exposing the existing services. The completion date for this project is expected to be extended to late June 2020.

## 8.4 Projects – Wastewater Renewals 2019-2020

### 27-18-37 District Wide Wastewater CCTV 18/21

A three-year contract to carry out CCTV pipe inspections across the district until 30 June 2021. This contract was awarded to Hydrotech Ltd. The contractor's health and safety plan to tackle Covid-19 Alert Level 3 requirements has been accepted and the contractor has now resumed working in Te Awamutu. The completion date is expected to be extended to late May or early June 2020.

### 27-19-04 District Wide Sewer Pipe Renewals 2019/20

A contract for relining 6.4km of wastewater pipes across the district. The contract has been awarded to Reline NZ Ltd and commenced in November 2019. The contractor's health and safety plan to tackle Covid-19 Alert Level 3 requirements has been accepted and the contractor has now resumed works. The completion date is expected to be extended to late May 2020.

### 27-19-26 District Wide Sewer Pump Station Renewals 19/20

Contract for the renewal of district wide sewer pumps. Work for 2019/ 2020 includes eight sewer pump replacements and one pump station electrical cabinet replacement. The works programme is dependent on pump procurement timeframes but is expected to be completed within the current financial year.

## 8.5 Projects – Stormwater Renewals 2019-2020

### 27-19-05 District Wide Stormwater Network Renewals 19/20

Contract for the rehabilitation of stormwater pipes across the district. The contract is split into two separable portions, with Separable Portion 1 covering locations in Te Awamutu (11) and Cambridge (4), which includes the replacement of 10 manholes as well as the relining of five pipelines by CIPP method (Cured In Place Pipe). The contract was awarded to Cambridge Excavator Ltd (Camex). Work commenced in December 2019, and Separable Portion 1 is due for completion by the end of May 2020. This contract was temporarily suspended during Level 4 lockdown, but has resumed at Level 3.

We are currently investigating adding upgrade works on Carlton Street to contract.

## 8.6 Major Capital Project Delivery Update

### Cambridge Wastewater Treatment Plant

Short Term Consent hearing date was not set prior to the Covid-19 lockdown date. Waikato Regional Council has confirmed they will be working through hearing dates once Covid-19 levels reduce further. Initial indications of timing is likely to be late 2020. Upgrade works (excluding operational sludge removal) ceased during Covid-19 level 4 lockdown and have not recommenced under Level 3. The implications on the programme are currently being assessed.

An update on the sub-regional/long term upgrade detailed business case is provided as another agenda item within this meeting.

#### **Te Awamutu Wastewater Treatment Plant Upgrade**

This project was progressing as planned with Spartan Construction well into the programme of works until the Level 4 lockdown. The contract was temporarily suspended during the Level 4 lockdown, but has resumed at Level 3. A re-programming is taking place for the upgraded plant to be operational and commissioned prior to the Waikeria discharge commencing.

#### **Parallel Road Water Supply Upgrades**

The raw watermain contract ceased during Covid-19 Level 4 and works have not yet recommenced. The contract is working through the return to work programme to ensure worker safety and procuring the required PPE gear to implement a safe working place.

The treatment plant portion of the project has continued to progress well during the lockdown as this involved design work only. Early procurement of some critical equipment has been enabled to try mitigate any Covid-19 delays on the programme.

The treated watermain (from Parallel Road to Te Awamutu) has recommenced from Level 3, with progress going well.

#### **Waikeria Wastewater Project**

Work ceased during Covid-19 Level 4 and has now recommenced where possible during Level 3.

#### **Waikeria Wastewater Project**

Work continues on all four portions that make up the Waikeria Wastewater Project:

#### **Waikeria Wastewater Pump Station**

The pump station wet well chamber has now been excavated to depth and the floor has been constructed. The tanks bases for the two 750m3 above ground storage tanks have been completed, and the works are continuing on the ground improvements for the inlet works and the sites control building.

#### **Waikeria to Kihikihi Rising Main**

Works are progressing with pipe being installed on Waikeria Road. The contractor is tracking behind programme on this work package and the project Team will continue to monitor this. Works will commence on SH3 in June.

#### **Albert Park Wastewater Pump Station**

Excavations for the emergency storage tanks are now complete. Work is focused on safely excavating the final pit for the pump station wet well.

#### **Albert Park to Paterangi Road Rising Main**

Pipes have now been installed from Albert Park through to the Churchill Street/Mutu Street intersection. Works are now commencing on the next stage of the pipeline

from the Churchill Street/Mutu Street intersection along Mangapiko Street towards Racecourse Road.

The entire contract remains on track for all works to be completed and the system to be operational by the end of 2020.

## 9 Shared Services

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Waipa District Council has been working with Hamilton City Council and Waikato District Council for a number of years, developing and enhancing the shared service provisions between the partner Councils. There are currently 19 people employed within the Shared Services Team, undertaking activities of Tradewaste, Sampling and Analysis and the Smart Water programme. Waikato District Council, which has transferred delivery of its Three Waters to Watercare, has decided to leave the Shared Service and the three Councils are currently discussing the termination agreement and implications for the remaining two Councils.

### 9.1 Smart water:

Hamilton City Council and Waipa District Council have been working together across the summer to align Alert Levels where possible. Challenges of this summer have been discussed in the Demand section of this report. Hamilton City Council and Waipa District Council continue to work closely on this project.

### 9.2 Trade Waste:

There were 16 non-compliances detected over the reporting period; these were all resolved within the timeframe the Trade Waste Team set for the consent holders.

Trade Waste

- 378 active customers in Waipa, including 205 Controlled, 19 Conditional, 144 Permitted and 10 tankered customers.
- 299 audits undertaken during the period January – March 2020 across the sub-region. This is slightly decreased from the last quarter due to no audits being undertaken in the last week and half of March 2020.

### 9.3 Sampling and Analysis:

Monitoring and analysis is ongoing, changes have been made in relation to Covid-19, but compliance sampling is consistent.

Sampling and Analysis

- The Sampling and Analysis Team collected 2,853 samples and completed 19,627 tests on those samples across the sub-region during the period January – March 2020.
- The new laboratory instrumentation was expected to be delivered in March, However Covid-19 has meant that construction and delivery has been delayed.

## 10 General

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### 10.1 Water Reform Update

Since the Cabinet Papers on Water Reform were released in July 2019, development of the formation of a drinking water regulator has been undertaken.

#### **Taumata Arowai – The Water Services Regulator Bill**

The bill establishes the new water regulator, and provides for its objectives, functions, operating principles and governance arrangements.

The bill was introduced to Parliament on 11 December 2019, with its first reading on 17 December 2019. Submissions to the bill closed on 4 March, with 73 being received. Council provided a submission in support of the new regulatory body, noting how Council is implementing the principles of working in partnerships with other Councils, and providing Council's feedback on pertinent points in the bill.

The full submission can be read here: [https://www.parliament.nz/resource/en-NZ/52SCHE\\_EVI\\_93442\\_HE7110/0ab3230a20123b1429caee6ca98843f22f13f502](https://www.parliament.nz/resource/en-NZ/52SCHE_EVI_93442_HE7110/0ab3230a20123b1429caee6ca98843f22f13f502)

A report is due on 17 June 2020 to Parliament from the Health Committee.

A Taumata Arowai Establishment Unit has been formed.

The Water Services Bill, which will detail the new drinking water regulatory system, provisions for source water protection, and Taumata Arowai's wastewater and stormwater functions, is expected to be introduced to Parliament later this year.

## 11 Current/Upcoming (April – June)

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### 11.1 Memorandum of Understanding (MoU) between Council and Iwi

A final draft of the MoU for the Cambridge Wastewater Treatment Plant has been prepared, with wording agreed with Iwi. A separate report on this will be presented at this meeting.

### 11.2 Network Maintenance

Stormwater and wastewater networks are being inspected and maintained in readiness for the winter period, under planned maintenance activities.

Activities on the water network such as hydrant testing and mains flushing will recommence following the lifting of the water Alert Levels across the district.

### 11.3 Water Services Team review

Later in May a consultation into the proposed new Water Services structure will commence. There will be a consultation process, at which point submissions will be reviewed. Implementation of the new structure is anticipated to take place in early July.

Sensitivity: General



Martin Mould  
**Manager Water Services**



Approved by: Dawn Inglis  
**GROUP MANAGER SERVICE DELIVERY**





**To:** The Chairperson and Members of the Cambridge Community Board  
**From:** Manager Finance  
**Subject:** **TREASURY REPORT – CAMBRIDGE COMMUNITY BOARD**  
**Meeting Date:** 03 June 2020

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## 1 BACKGROUND

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The report details the funds available to the Cambridge Community Board for the allocation of discretionary grants.

## 2 RECOMMENDATION

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*That the 'Treasury Report – Cambridge Community Board' of Sarah Davies, Manager Finance for the period ended 30 April 2020 be received.*

## 3 COMMENT

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3.1 Discretionary Grants – funds of \$12,060.25 have been committed from the prior year, with \$12,060.25 having been paid to date. Funds of \$52,166.51 have been committed from the current year, with \$39,878.55 having been paid to date. There is a balance of \$2,036.14 in uncommitted funds.

3.2 The balances in accounts set up from the Discretionary Grants allocation total \$12,287.96.

### **Sister Cities**

The Sister City Reserve Balance Report for the period ended 30 April 2020, there has been \$12,467.60 committed from the current year, with \$1,030.00 having been paid to date.

Sarah Davies  
**MANAGER FINANCE**

**CAMBRIDGE COMMUNITY BOARD  
DISCRETIONARY GRANTS**

Balance as at 1 July 2019	8,352.05	
2019/20 Allocation from Council	49,600.00	
Opening Balance ANZAC Day Organising Committee	4,520.38	
		62,472.43
<b>Revenue</b>		
Cambridge Lions Charitable Trust Grant	5,000.00	
Return of Unused Grant Cambridge Lions Charitable Trust Grant	- 1,209.53	
		3,790.47
Less Committed Projects	64,226.76	
		64,226.76
<b>Uncommitted funds</b>		<b><u>2,036.14</u></b>
<b>Summary of Uncommitted Funds</b>		
Annual Grants		715.76
Return of Funds ANZAC & Armistic Organising Committee		1,320.38
		<b><u>2,036.14</u></b>

## CAMBRIDGE COMMUNITY BOARD

## Summary of Committed Funds

Current Year Commitments	Committed	Expenditure	Balance
Commitments 2019/20	47,166.51	35,373.81	11,792.70
ANZAC & Armistic Organising Committee	5,000.00	4,504.74	495.26
Current Year Commitments Total	<b>52,166.51</b>	<b>39,878.55</b>	<b>12,287.96</b>
Prior Year Commitments	Committed	Expenditure	Balance
Prior Year Commitments	8,860.25	8,860.25	-
ANZAC & Armistic Organising Committee	3,200.00	3,200.00	-
Prior Year Commitments Total	<b>12,060.25</b>	<b>12,060.25</b>	<b>-</b>
<b>Total Commitments</b>	<b>64,226.76</b>	<b>51,938.80</b>	<b>12,287.96</b>

## Commitments 2019/20

	Resolution No	Committed	Expenditure	Balance
Christmas Community Project	5/19/95	1,534.78	1,534.78	-
Tree & Plaque in Thornton Road	5/19/108 & 5/19/116	800.00	232.30	567.70
Discretionary Grants	5/19/130 - Aug 19	19,358.00	14,858.00	4,500.00
Cambridge Chamber of Commerce	5/19/131 - Aug 19	2,500.00	2,500.00	-
MOSAIC Choir	5/19/132 - Aug 19	378.26	378.26	-
NZ Memorial Museum Trust	5/19/137 - Sep 19	225.00	-	225.00
Te Miro School & District Centenary Committee	5/19/146 - Sep 19	630.00	630.00	-
Citizens Advice Bureau Incorporated	5/19/147 - Sep 19	500.00	500.00	-
Armistic in Cambridge	5/19/148 - Sep 19	5,000.00	5,000.00	-
Cambridge Safer Community Charitable Trust	5/19/149 - Sep 19	500.00	500.00	-
Victim Support	5/19/170 - Oct 19	500.00	-	500.00
Cambridge Christmas Lights Project	5/19/172 - Oct 19	3,790.47	3,790.47	-
Rotary Cambridge	5/19/179 - Dec 19	5,450.00	5,450.00	-
ANZAC Day Working Group	5/20/16 - Feb 20	6,000.00	-	6,000.00
Total		<b>47,166.51</b>	<b>35,373.81</b>	<b>11,792.70</b>

## Prior Year Commitments

	Resolution No	Committed	Expenditure	Balance
Cambridge Rugby Union	5/19/88 - Jun 19	4,000.00	4,000.00	-
Destination Cambridge Incorporation	5/19/90 - Jun 19	2,000.00	2,000.00	-
Rocketspark - Board Member Epps	5/19/81 - Jun 19	40.25	40.25	-
Bastille Day Activities	5/19/83 - Jun 19	320.00	320.00	-
Christmas Community Project - Christmas Tree	5/19/95 - Jun 19	2,500.00	2,500.00	-
		<b>8,860.25</b>	<b>8,860.25</b>	<b>-</b>

**CAMBRIDGE COMMUNITY BOARD  
ANZAC & ARMISTICE REMEMBRANCE ORGANISING COMMITTEE**

Balance as at 1 July 2019	4,520.38	
Return of Funds to Cambridge Community Board - Res 5/19/141	-	1,320.38
2019/20 Allocation from Community Board - 5/19/163	5,000.00	
.		8,200.00
Less Committed Projects	8,200.00	
		8,200.00
<b>Uncommitted funds</b>		<b>-</b>

**Summary of Committed Funds**

	<b>Committed</b>	<b>Expenditure</b>	<b>Balance</b>
Commitments 2019/20	5,000.00	4,504.74	495.26
Prior Year Commitments	3,200.00	3,200.00	-
Total	<b>8,200.00</b>	<b>7,704.74</b>	<b>495.26</b>

**Commitments 2019/20**

	<b>Resolution No</b>	<b>Committed</b>	<b>Expenditure</b>	<b>Balance</b>
Armistice Remembrance Sunday Civic Service	5/19/163 - Oct 19	5,000.00	4,504.74	495.26
Total		<b>5,000.00</b>	<b>4,504.74</b>	<b>495.26</b>

**Prior Year Commitments**

	<b>Resolution No</b>	<b>Committed</b>	<b>Expenditure</b>	<b>Balance</b>
Prince Albert Tavern	5/18/99 - Jun 18	1,400.00	1,400.00	-
Anzac Day Costs	5/19/29 - Mar 19	1,700.00	1,700.00	-
Cambridge Brass Band	5/19/82 - Jun 19	100.00	100.00	-
		<b>3,200.00</b>	<b>3,200.00</b>	<b>-</b>

## Sister Cities Reserve Balance Report

For the Period ended 30 April 2020

<b>Balance Carried Forward</b>		1,237.60
<b>Funding Budget for 2019/2020</b>		<u>11,230.00</u>
		<u>12,467.60</u>
 <b>Less Expenses Paid</b>		
Discretionary Expenses	LQ Website - 5/19/125	180.00
Discretionary Expenses	Cambridge Brass Band - 5/19/153	250.00
Subscriptions	SisterCities Annual Membership Jan-Dec20	<u>600.00</u>
		<u>1,030.00</u>
 <b>Less Expenditure Committed</b>		
Conferences	Sister City - Accommodation	600.00
Conferences	Sister City - Registration	2,000.00
Advertising	Sister City - Annual Website Domain & Fees	247.25
Discretionary Expenses	Community Engagement	570.00
Funding	Funds Committed for 2020/21	<u>8,020.35</u>
		<u>11,437.60</u>
 <b>Funds still available</b>		 <u>-</u>



**To:** The Chairperson and Members of the Cambridge Community Board  
**From:** Keryn Phillips, Governance Officer  
**Subject:** **Budget Update**  
**Meeting Date:** 3 June 2020  
**Document:** 10405493

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## 1 SUMMARY

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With the advent of the nationwide lockdown of community events and non-essential businesses due to Covid-19, funding that had been set aside for ANZAC day commemorations can be returned to uncommitted funds.

Other discretionary funds had been set aside for the Christchurch Memorial, but not enough, therefore additional funding needs to be allocated to pay for costs.

Contact has been made to community organisations that have not yet claimed the discretionary grant allocated to them and some have followed up.

## 2 ANZAC FUNDING

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In February 2020 the Cambridge Community Board set aside \$6,000.00 to cover the costs associated with running the 2020 ANZAC day commemorations (Resolution 5/20/16). A further \$495.26 (Resolution 5/20/28), left over from money set aside to cover the costs of Armistice Day commemorations, was also added to cover the costs of ANZAC day in March 2020. The board had a total \$6,495.26 for the 2020 ANZAC day commemorations.

In early March, the Cambridge Community Board ANZAC Day Working Group had met a couple of times to start planning the event. During the 16 March 2020 meeting, Prime Minister Jacinda Ardern announced that due to Covid-19, restrictions were being placed on events for over 500 people. At this point, the working group cancelled the event.



Two weeks later the country went into full lockdown and ANZAC Day dawned with many people standing at the end of their driveways instead of attending commemoration events.

Due to the cancellation of the 2020 ANZAC Day commemorations in Cambridge, the \$6,495.26 can be returned to uncommitted funds and used for discretionary spending. The uncommitted funds would total \$8,801.40 if this happened.

### **3 CHRISTCHURCH MEMORIAL**

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At the 3 July 2019 Cambridge Community Board meeting \$500.00 (Resolution 5/19/108) was set aside to fund the planting of a tree with a plaque as a memorial to the victims of the terrorist shooting in Christchurch on 15 March 2019.

The following month the board increased the amount to \$800.00 (Resolution 5/19/116) as the costs would be higher than originally expected.

The board purchased a two-metre *Ulmus Camperdownii* Pendula (Weeping Elm) for \$232.30 including freight and Council staff planted the tree in the Lake Te Koo Utu Reserve by Thornton Road.

On 15 March this year, a small ceremony was held to mark the one-year anniversary of the attack. An account for the plaque for \$739.13 plus GST (\$850.00 GST inclusive) has since been received, which means there is a shortfall of \$171.43 in the budget for the memorial. There is money available in the uncommitted funds to cover this cost.

### **4 SISTER CITIES BUDGET**

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In 2019 Council delegated the Sister Cities budget to the Cambridge Community Board. A budget was drawn up to cover all relevant sister cities costs from attending the Sister Cities Conference, annual website fees and community engagement, with the aim to put aside funds for future visits from Bihoro and Le Quesnoy.

Since then, the Sister Cities annual conference was cancelled for 2019 and the budget will need to be revisited for the coming financial year. This will be brought to the July Community Board meeting.

### **5 DISCRETIONARY FUNDING**

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There are a number of outstanding discretionary funds that the Cambridge Community Board had granted to community groups totalling \$5,000.00. These groups have been contacted and some have been paid. These payments will not

show up in the Treasury Report ending 30 April 2019, as the payments have occurred during May.

The board also purchased medals from the New Zealand Memorial Trust for \$225.00 for which an invoice has not been received yet.

## 5 RECOMMENDATION

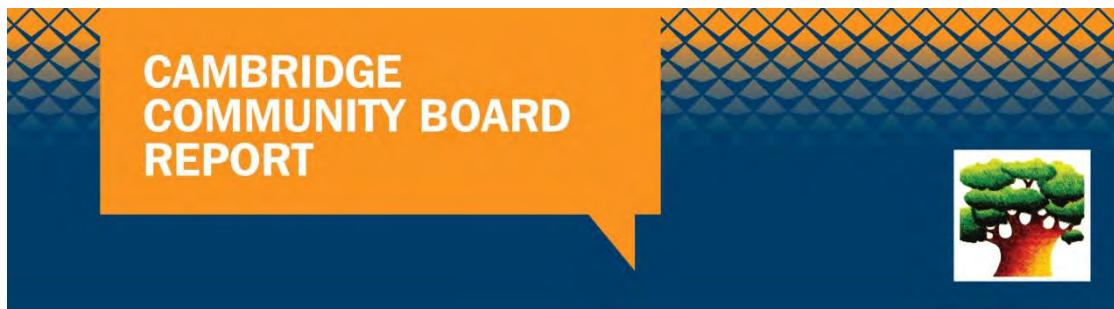
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*That*

- a) *The information contained in the report titled 'Budget Update' of Keryn Phillips, Governance Officer (Document 10405493) be received,*
- b) *The Cambridge Community Board return \$6,000.00 (Resolution 5/20/16) and \$495.26 (Resolution 5/20/28) allocated to the ANZAC Day Working Group to uncommitted funds, and*
- c) *The Cambridge Community Board approve the additional payment of \$171.43 plus GST to Waikato Stonecraft from uncommitted funds towards the Christchurch memorial plaque (Resolutions 5/19/108 and 5/19/116 put aside \$567.70).*



Keryn Phillips  
**Governance Officer**



**To:** The Chairperson and Members of the Cambridge Community Board  
**From:** Governance  
**Subject:** **Discretionary Fund Applications**  
**Meeting Date:** 3 June 2020

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## 1 SUMMARY

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Three applications for discretionary funding have been received.

An application from Destination Cambridge requested funding of \$4,000.00 plus GST to provide financial assistance for the costs of promoting and running the Cambridge Christmas Parade.

An application from Violence Free Waipa requested funding of \$1,292.50 plus GST to provide financial assistance for the costs of running events to help cease the cycle of family violence.

An application from Cambridge Community House requested funding of \$5,000.00 plus GST to provide financial assistance for the financial mentoring service provided by the organisation.

The full applications with supporting financial documentation were distributed to Community Board members prior to the meeting

## 2 RECOMMENDATION

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*That the discretionary fund applications from Destination Cambridge (Document 10395456), Violence Free Waipa (Document 10404634) and Cambridge Community House (Document 10405262) be received.*

Waipa District Council, Private Bag 2402, Te Awamutu 3840  
 Phone: 0800 924 723 | Fax: 07 872 0033 | Web: [www.waipadc.govt.nz](http://www.waipadc.govt.nz) | Email: [info@waipadc.govt.nz](mailto:info@waipadc.govt.nz)

## APPLICATION FORM FOR COMMUNITY DISCRETIONARY FUND

Please select the board(s) and/or committee you are applying to:

- ☐ **Cambridge Community Board** (Cambridge/Maungatautari Wards – includes Karāpiro)

Details of club/organisation
Name: Destination Cambridge Inc
<p>What are the objectives of your club/organisation and how do they promote local services or facilities within your community?</p> <p>To promote Cambridge as a visitor destination and increase spending in and near Cambridge</p> <p>We manage the Cambridge i-SITE – part of the Nationwide visitor information network – and provide an information and booking service to locals and visitors for travel, accommodation and tourist attractions.</p> <p>To manage the Hire of the Town Hall on behalf of Cambridge</p>
<p>How long has your organisation been active within the Waipā district?</p> <p>20 years</p>
<p>Where are any facilities used by your organisation located?</p> <p>We are based in the Carnegie Library corner of the Cambridge Town Hall - cnr of Queen and Victoria Streets</p> <p>Are they on private property?</p> <p>No</p>
<p>What is the activity/services period of your organisation? (example - all year or seasonal March to October)</p> <p>All year - Yes</p>
<p>How many members in your organisation (including volunteers)?</p> <p>173</p>
Proposal for financial assistance
<p>What is the proposed project/activity that you are seeking financial assistance for?:</p> <p>The Cambridge Christmas Parade in early December 2020 – we are seeking funds to meet the costs of promoting and running a safe and enjoyable parade. This is also made possible by the generous contribution of Volunteers in our community.</p>
<p>What is the amount of financial assistance that you are applying for?</p> <p>Cambridge Community Board: \$4,000</p>
<p>What is the benefit to your community if any financial assistance is available?</p>

PL 

The Cambridge Christmas parade is a fixture of the Community, enjoyed by many people of all ages and all walks of life. Perhaps this year, it will play an even more important role in bringing some much-needed Christmas cheer in the wake of Covid-19. The Christmas Parade fosters a sense of community and festivity.

We have 50 floats from various businesses and groups that come together to create a visual extravaganza which thrills the families that come to watch. We also ensure that Mr & Mrs Santa Claus head to the Town Hall for children's visits after the parade.

We have previously applied and been granted \$2000 from the Cambridge Community Board, which has been very much appreciated. The reason for the request for more funds this year, is the uncertainty around our extra funding from Pub Charity. If this does come through, we will not need the extra funds, (\$2000) but their applications are currently on hold.

#### Financial details

What is the legal status of your organisation?:

Incorporated Society ☐

Is your organisation GST Registered?: ☐ Yes

If Yes, your GST Number: 76-934-247

What is the chief source of your income? (i.e. membership subs, fundraising, entry fees, sponsorship):

Funds from Waipa District Council, Membership Fees

☐ Attach a copy of your latest complete ANNUAL ACCOUNTS or FINANCIAL STATEMENTS, and CURRENT BANK STATEMENT (Please indicate if accumulated funds are tagged for a specific purpose, e.g. building fund)

☐ Attach a copy of any budget for your proposal and any quotes obtained.

**NOTE: Applications without financial records attached will not be considered.**

Please list what financial assistance have you received from others in the last three years? e.g. Council and or Community Board funding, Community Trusts, Trust Waikato, NZ Lotteries, Gaming Machine Trusts, Creative Communities Scheme.

Organisation	Purpose	Amount (\$)	Year
Cambridge Community Board		\$2000	2018/19
Pub Charity		\$3000	2018/19

Applicant Organisation Details
Full legal name (as on your bank account): Destination Cambridge Incorporated
Common use name (if different): n/a
Contact person: Michelle (Miff) Macdiarmid
Postal Address: n/a
Street Address: 79 Queen Street Cambridge
Email (and website if applicable) : <a href="mailto:manager@cambridge.co.nz">manager@cambridge.co.nz</a> / <a href="http://www.cambridge.co.nz">www.cambridge.co.nz</a>

Declaration
We, the undersigned persons, hereby declare that the information supplied here on behalf of our organisation is correct.
We consent to Waipa District Council collecting the personal contact details provided, and retaining and using these details. Information may be included in a public Meeting Agenda. We acknowledge our right to have access to this information. This consent is given in accordance with the Privacy Act 1993.

Name of person completing form:.....Michelle Macdiarmid.....

Signed :  Date: .....11.5.20.....

Position in Organisation: .....CEO.....

Daytime Contact Number: ..........

Alternative contact person: .....Philip Coles.....

Signed:  Date: .....11.5.20.....

Position in Organisation: .....Chairman.....

Daytime Contact number: ..........

*The above persons may be contacted during the day if clarification of information is required.*



## APPLICATION FORM FOR COMMUNITY DISCRETIONARY FUND

Please select the board(s) and/or committee you are applying to:

- ☐ **Te Awamutu Community Board** (Te Awamutu/Kakepuku Wards – includes Kihikihi)  
☒ **Cambridge Community Board** (Cambridge/Maungatautari Wards – includes Karāpiro)  
☐ **Pirongia Ward Committee** (includes Ōhaupō)

### Details of club/organisation

Name:

Violence Free Waipa

What are the objectives of your club/organisation and how do they promote local services or facilities within your community?

Violence Free Waipa is about educating and creating awareness around family harm in order to remove the mist so that change can occur. This is done through events and media. As the new Cambridge coordinator for Violence Free Waipa stepping into this role just before the COVID-19 shutdown, I noticed how it will and has changed many of our normal events such as pink shirt day. I would like the role of VFW to continue to enhance visibility and awareness but also transform into a more multi cooperative with other agencies/business owners/schools etc in order to have a larger impact on the wellbeing of the Cambridge community as a whole. By working together we can enhance what is offered to our local community. Generally we receive 2-3 cases daily from reported family violence incidences in Cambridge from the night before. These are only the reported cases, mostly it happens behind closed doors, with a manipulation of power and control that makes life a misery for the victim. It does exist in Cambridge, we are just like any other town. Now is the time for change and Violence Free Waipa's mission is to break this cycle of abuse.

How long has your organisation been active within the Waipā district?

Violence Free Wiapa has been operating since July 2012

Where are any facilities used by your organisation located?

193 Shakespeare Street, Leamington, Cambridge 3432

Are they on private property?

Waipa council owned land

What is the activity/services period of your organisation? (example - all year or seasonal March to October)

All year - X Yes

How many members in your organisation (including volunteers)?

3

### Proposal for financial assistance

What is the proposed project/activity that you are seeking financial assistance for?:

Family violence and abuse is happening in Cambridge and often behind closed doors. While many organisations seek to heal the harm, Violence Free Waipa is determined to cease the cycle of abuse from generation to generation in families. We organise events and education to help our community to change, realising a more harmonious society.

Some example events/programmes to fund:

#### Love Me Not in schools

We run this in Cambridge High School in July each year, with year 13. It is a programme that brings about real change in perceptions and ensures future healthy relationships. We present the programme and include the Police as a voice of the laws and actual family harm response in Cambridge.

#### Walk in Her shoes Cambridge

In 2014 White Ribbon introduced the global event Walk a Mile In Her Shoes®.

The mile walk consists of two unique components, the physical walk where men are expected to wear heels (or footwear that is not their everyday shoes); and the opportunity to highlight and discuss the issue and ramifications of sexual, physical and emotional abuse toward women. It also enables you to find people to sponsor your walk to raise funds for White Ribbon.

#### White Ribbon Events in the Month of November

-Including but not limited to white ribbon riders, street stall BBQ, arm bands, ribbons

#### Pink shirt day

An event run with local primary schools through to high schools to bring about change among the youth. To ensure good peer relationships, with empathy and care for others.

All of these activities and programmes (and the others that we run under the Violence Free Waipa Cambridge umbrella) cost money to run, approximately \$12,000 per year in Cambridge.

What is the amount of financial assistance that you are applying for?

Te Awamutu Community Board:	\$
Cambridge Community Board:	\$1,292.50
Pirongia Ward Committee:	\$

What is the benefit to your community if any financial assistance is available?

More visible events that will help to increase awareness of what is not ok and where to get help. Developing a connected community that actualizes real change to break down the cycle of abuse.

#### Financial details

What is the legal status of your organisation?:

Charitable Trust ☒ Incorporated Society ☐ Other .....  
 Charities Commission registration no. (if applicable) ...Part of Cambridge Community  
 House CC45448

Is your organisation GST Registered?: X ☐ Yes ☐ No

If Yes, your GST Number: 42078625

<p>What is the chief source of your income? (i.e. membership subs, fundraising, entry fees, sponsorship):</p> <p>We have a government fund for Violence Free Waipa coordinators only. This funding does not cover the costs involved with running events and programmes. This funding will stop in December 2020, we need to find funding to continue this great work and continue to run these programmes and events to keep our community safe.</p>			
<p><input type="checkbox"/> Attach a copy of your latest complete ANNUAL ACCOUNTS or FINANCIAL STATEMENTS, and CURRENT BANK STATEMENT (Please indicate if accumulated funds are tagged for a specific purpose, e.g. building fund)</p>			
<p><input type="checkbox"/> Attach a copy of any budget for your proposal and any quotes obtained.</p> <p><b>NOTE: Applications without financial records attached will not be considered.</b></p> <p>Please list what financial assistance have you received from others in the last three years? e.g. <i>Council and or Community Board funding, Community Trusts, Trust Waikato, NZ Lotteries, Gaming Machine Trusts, Creative Communities Scheme.</i></p> <p><b>We have not received any other funding from other organisations for Violence Free Waipa</b></p>			
Organisation	Purpose	Amount (\$)	Year

Applicant Organisation Details
Full legal name ( <i>as on your bank account</i> ): Cambridge Community House Trust
Common use name ( <i>if different</i> ):
Contact person: Ruth Nicholls
Postal Address: PO Box 633, Cambridge, 3434
Street Address: 193 Shakespeare Street, Leamington, Cambridge 3432

Email (and website if applicable) : [cambridge@violencefreewaipa.org.nz](mailto:cambridge@violencefreewaipa.org.nz)  
<http://www.violencefreewaipa.org.nz/>

### Declaration

We, the undersigned persons, hereby declare that the information supplied here on behalf of our organisation is correct.

We consent to Waipa District Council collecting the personal contact details provided, and retaining and using these details. Information may be included in a public Meeting Agenda. We acknowledge our right to have access to this information. This consent is given in accordance with the Privacy Act 1993.

Name of person completing form:.....Ruth Nicholls.....

Signed : ..... Date: ...26 May 2020.....

Position in Organisation: .....Coordinator.....

Daytime Contact Number: ..... [REDACTED] .....

Alternative contact person: ...Harriet Dixon.....

Signed: .....  ..... Date: ...26/5/2020....

Position in Organisation: ...General Manager.....

Daytime Contact number: ...07 827 5402.....

*The above persons may be contacted during the day if clarification of information is required.*

## APPLICATION FORM FOR COMMUNITY DISCRETIONARY FUND

Please select the board(s) and/or committee you are applying to:

- ☐ **Te Awamutu Community Board** (Te Awamutu/Kakepuku Wards – includes Kihikihi)  
☒ **Cambridge Community Board** (Cambridge/Maungatautari Wards – includes Karāpiro)  
☐ **Pirongia Ward Committee** (includes Ōhaupō)

Details of club/organisation
Name: Cambridge Community House Trust
<p>What are the objectives of your club/organisation and how do they promote local services or facilities within your community?</p> <p>We are the only family and social services provider in Cambridge, we provide a full wrap service to help anyone in need, either providing the support through our services or networking with other organisations to meet needs.</p> <p>Our Financial Mentoring service is provided by professionally trained staff, who regularly keep up to date with current rules and regulations across the financial and social sector. Providing one on one support and also group education, including a programme at Cambridge High School for year 13s, that educates about the realistic costs of a flatting situation. Our service goes beyond simply providing a budget, we walk alongside our families and aim to get them back in control of their finances. Liaising with other organisations like creditors and Work &amp; Income to reduce the overwhelm while in crisis. Families reach out to us for many reasons, including when in extreme hardship or faced with redundancy, this often leads to other issues with mental health or addictions and our other free services help here too. The need for our free financial mentoring service is growing and now with COVID-19 we are faced with ensuring that our community recovers quickly. Helping families to get back on their feet and achieving their own goals is our key objective. We also help with short term support, ie food, furniture, clothing needs, but ensure they don't become dependant on us long term. While we enable them to work on their financial situation and take back control of their finances and future. We are only funded for creating a budget with these families but our extended wrap around support (which is not funded) means that they are successful in reaching their goals and financial security. Our funding doesn't cover all of the wages and operations costs for this free service.</p>
<p>How long has your organisation been active within the Waipā district?</p> <p>35 years</p>
<p>Where are any facilities used by your organisation located?</p> <p>Cambridge Community House, 193 Shakespeare Street, Leamington, Cambridge 3434</p> <p>Are they on private property?</p> <p>Waipa Council owned land</p>
<p>What is the activity/services period of your organisation? (example - all year or seasonal March to October)</p> <p>All year - X Yes</p>



Seasonal period :	
How many members in your organisation (including volunteers)? Staff 11 Volunteers 8 Supporting approximately 2,000 families/people each year (and growing)	
<b>Proposal for financial assistance</b>	
What is the proposed project/activity that you are seeking financial assistance for?:  Our Financial Mentoring service is successful due to the full wrap service we provide, the advocacy with other organisations, being needs based and meeting these extra needs like food, clothing, furniture, doctors visits etc. We are not fully funded to provide these additional social services and have no funding for a social worker, this work sits within our financial mentoring service and we need to fund that extra work. We hope that you are able to provide some funding to meet the additional demand on our service to ensure that our community thrives.	
What is the amount of financial assistance that you are applying for?  Te Awamutu Community Board: \$ Cambridge Community Board: \$5,000 Pirongia Ward Committee: \$	
What is the benefit to your community if any financial assistance is available?  We will see our community thrive, bounce back quickly from financial hardship, especially at this time with the recovery from COVID-19. We will be able to help more families, provide help quickly to reduce their overwhelm, the risk of suicide and family abuse, which often occur at times of financial hardship. We help anyone in need, no matter what age, gender, ethnicity. Without judgement, to move past the stigmatisation of financial struggles, getting them back on their feet and once again being a productive member of our community.	
<b>Financial details</b>	
What is the legal status of your organisation?: Charitable Trust <input checked="" type="checkbox"/> Incorporated Society <input type="checkbox"/> Other ..... Charities Commission registration no. (if applicable) .....CC45448 .....	
Is your organisation GST Registered?: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  If Yes, your GST Number: 42078625	
What is the chief source of your income? (i.e. membership subs, fundraising, entry fees, sponsorship): Government contracts covers about half of our expenditure (MSD, MOH).	

The rest is covered by grants and fundraising (these opportunities are already being negatively affected by COVID-19, making funding even harder to secure).

- ☐ Attach a copy of your latest complete ANNUAL ACCOUNTS or FINANCIAL STATEMENTS, and CURRENT BANK STATEMENT (Please indicate if accumulated funds are tagged for a specific purpose, e.g. building fund)

Building Fund: tagged for building project at CCH

Non-Profit Org ac: tagged funds for 2 months operating costs at CCH

On-Call account: tagged for building project at CCH

- ☐ Attach a copy of any budget for your proposal and any quotes obtained.

**Budget attached for all Cambridge Community House Trust services.**

**NOTE: Applications without financial records attached will not be considered.**

Please list what financial assistance have you received from others in the last three years? e.g. Council and or Community Board funding, Community Trusts, Trust Waikato, NZ Lotteries, Gaming Machine Trusts, Creative Communities Scheme.

**Below outline of funding received for all Cambridge Community House Trust services:**

Organisation	Purpose	Amount (\$)	Year
Lotteries	Building Project	358,949	2000
Trust Waikato	Building Project	87,000	2000
Trust Waikato	Operation costs	18,000	2019
Lotteries	Operation costs	84,325	2019
COGs	Operation costs	10,000	2019
Trust Waikato	Operation costs	15,000	2018
COGs	Operation costs	4,600	2018
Waipa Council DF	Operation costs	2,875	2018

#### **Applicant Organisation Details**

Full legal name (as on your bank account): Cambridge Community House Trust

Common use name (if different):

Contact person: Harriet Dixon

Postal Address: PO Box 633, Cambridge, 3434

Street Address: 193 Shakespeare Street, Leamington, Cambridge, 3432

Email (and website if applicable) : [harriet@camcomhouse.org.nz](mailto:harriet@camcomhouse.org.nz)  
<https://www.camcomhouse.org.nz/>




**Declaration**

We, the undersigned persons, hereby declare that the information supplied here on behalf of our organisation is correct.

We consent to Waipa District Council collecting the personal contact details provided, and retaining and using these details. Information may be included in a public Meeting Agenda. We acknowledge our right to have access to this information. This consent is given in accordance with the Privacy Act 1993.

Name of person completing form:....Harriet Dixon.....

Signed : .....  ..... Date: ...26/5/2020.....

Position in Organisation: ....General Manager.....

Daytime Contact Number: .....07 827 5402.....

Alternative contact person: .....Jo Riley.....

Signed: .....  ..... Date: ...26/5/2020.....

Position in Organisation: ....Office Manager.....

Daytime Contact number: .....07 827 5402.....

*The above persons may be contacted during the day if clarification of information is required.*



**To:** The Chairperson and Members of the Cambridge Community Board  
**From:** Keryn Phillips, Governance Officer  
**Subject:** **Cambridge Community Board Working Groups**  
**Meeting Date:** 3 June 2020  
**Document:** 10405636

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## 1 SUMMARY

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In February 2020, the Cambridge Community Board established four working groups to assist with decision-making and planning for events.

This is an update on the meetings that the working groups have held to date and what plans they have made.

Future meetings for the working groups will be dependent on the current and future restrictions placed on meetings and gatherings under Covid-19 conditions.

## 2 ANZAC DAY WORKING GROUP

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Planning was well underway for the 2020 Cambridge ANZAC Day commemorations for the Dawn and Civic Services.

The Working Group met twice in March, and it was during the second meeting that the announcement by Prime Minister Jacinda Ardern that public gatherings of over 500 people were not to happen because of Covid-19 was made.

At this point the ANZAC Day Working Group cancelled the event due to the high attendance by members of the public to the services. Not long after this meeting, the entire country went into lockdown and all ANZAC services were cancelled.

Although the working group will not be meeting again this year, it will be in a good place to continue planning in 2021.

### **3 LE QUESNOY SISTER CITY WORKING GROUP**

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The Le Quesnoy Sister City Working Group met at the end of February and started to make plans for an event with a guest speaker to be held prior to winter. Ideas for Bastille Day (14 July) were also discussed as well as a scaled-back Armistice Day commemoration.

Unfortunately Covid-19 has put a halt to the planned guest speaker event at the moment.

### **4 CAMBRIDGE RESERVE LANDSCAPE WORKING GROUP**

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This working group met in March and there was good discussion on what could be improved around Cambridge. The working group discussed bringing in guest speakers to talk to them about individual projects happening the community.

The Reserve Landscape working group also discussed holding three meetings a year (March, June and August), instead of two (March and August).

### **5 BIHORO SISTER CITY WORKING GROUP**

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This working group meets only when required and was due to meet once confirmation was received that a delegation would be visiting from Bihoro.

The Japanese delegation had been planning to visit in June, however Covid-19 has prevented this visit from happening.

### **6 MEETINGS IN THE NEAR FUTURE**

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Under the current Covid-19 restrictions and due to the size of some of the working groups, it would be difficult to hold a meeting in the usual location, the Kaipaki Room in the Cambridge Council building, if all members were physically present to attend the meeting.

As the restrictions reduce over the coming weeks, we will begin putting plans in place for working group meetings.

## 7 RECOMMENDATION

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*That the Cambridge Community Board receive the report 'Cambridge Community Board Working Groups' (Document 10405636) by Keryn Phillips, Governance Officer.*



Keryn Phillips  
**Governance Officer**



**To:** Members of the Cambridge Community Board  
**From:** Sue Milner, Chairperson  
**Subject:** **Chairperson's Report**  
**Meeting Date:** 3 June 2020

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Sue Milner, Chairperson, will provide a verbal update to the Cambridge Community Board meeting.



**To:** The Chairperson and Members of the Cambridge Community Board

**From:** Governance

**Subject:** **Board Members Report from Meetings Attended on Behalf of the Cambridge Community Board**

**Meeting Date:** 3 June 2020

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Board members who have attended meetings on behalf of the Cambridge Community Board may give feedback to the Board. (Discussion item only, resolutions not appropriate.)

Cambridge Autumn Festival (MacKay)  
 Cambridge Chamber of Commerce (Goddin)  
 Cambridge Community Arts Council (Andree-Wiltens)  
 Cambridge Information Centre (Goddin)  
 Cambridge Safer Community Charitable Trust (Montgomerie)  
 Cambridge Social Services Committee (Davies-Colley)  
 Cambridge Tree Trust (Badger)  
 Cambridge Wastewater Treatment Plant – Project Advisory Group (Webber)  
 Cambridge Historical Society (Milner)  
 Council (Webber, Andree-Wiltens)



**To:** The Chairperson and Members of the Cambridge Community Board  
**From:** Governance  
**Subject:** **Next Meeting**  
**Meeting Date:** 3 June 2020

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The next Cambridge Community Board meeting is to be held at 6.00pm on Wednesday, 1 July 2020.