

# Te Awamutu Community Board 13 October 2020

Council Chambers, Waipa District Council, 101 Bank Street, Te Awamutu



AM Holt (Chairperson), CG Derbyshire, RM Hurrell, J Taylor, KG Titchener, Councillor LE Brown, Councillor SC O'Regan

13 October 2020 06:00 PM - 09:00 PM

<b>Agenda Topic</b>	<b>Page</b>
Agenda	1
1. Apologies	3
2. Disclosure of Members' Interests	4
3. Late Items	5
4. Confirmation of Order of Meeting	6
5. Public Forum	7
6. Confirmation of Minutes	8
6.1 Te Awamutu Community Board Minutes 11 August 2020	9
7. Quarterly Report	16
7.1 Water Services Quarterly Report	17
8. Notice of Motion	34
9. Treasury Report	36
10. Inwards Correspondence	39
10.1 Inwards Correspondence Kihikihi Presbyterian Village Trust	40
10.2 Inwards Correspondence Rural Women NZ Pokuru Branch	42
10.3 Inwards Correspondence Dean Taylor	43
10.4 Inwards Correspondence The Neonatal Trust	44
11. Discretionary Fund Applications	45

11.1	Kainga Aroha Community House	47
11.2	Rotary Te Awamutu	50
11.3	Te Awamutu Youth Development Trust	53
12.	Kihikihi Spring Walk	57
13.	Board Members Report from Meetings attended on behalf of the Te Awamutu Community Board	59
14.	Date of Next Meeting	60

## TE AWAMUTU COMMUNITY BOARD REPORT



**To:** The Chairperson and Members of the Te Awamutu Community Board  
**From:** Governance  
**Subject:** **Apologies**  
**Meeting Date:** 13 October 2020

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A member who does not have leave of absence may tender an apology should they be absent from all or part of a meeting. The Chairperson (or acting chair) must invite apologies at the beginning of each meeting, including apologies for lateness and early departure. The meeting may accept or decline any apologies. Members may be recorded as absent on community board business where their absence is a result of a commitment made on behalf of the community board.

For clarification, the acceptance of a member's apology constitutes a grant of 'leave of absence' for that specific meeting(s).

## TE AWAMUTU COMMUNITY BOARD REPORT



**To:** The Chairperson and Members of the Te Awamutu Community Board  
**From:** Governance  
**Subject:** **Disclosure of Members' Interests**  
**Meeting Date:** 13 October 2020

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Members are reminded to 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.

## TE AWAMUTU COMMUNITY BOARD REPORT



**To:** The Chairperson and Members of the Te Awamutu Community Board  
**From:** Governance  
**Subject:** **Late Items**  
**Meeting Date:** 13 October 2020

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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.

# TE AWAMUTU COMMUNITY BOARD REPORT



**To:** The Chairperson and Members of the Te Awamutu Community Board  
**From:** Governance  
**Subject:** **Confirmation of Order of Meeting**  
**Meeting Date:** 13 October 2020

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## **1** **RECOMMENDATION**

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*That the order of the meeting be confirmed.*

## TE AWAMUTU COMMUNITY BOARD REPORT



**To:** The Chairperson and Members of the Te Awamutu Community Board  
**From:** Governance  
**Subject:** **Public Forum**  
**Meeting Date:** 13 October 2020

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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@waipadc.govt.nz](mailto:Governance.Support@waipadc.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.

# TE AWAMUTU COMMUNITY BOARD REPORT



**To:** The Chairperson and Members of the Te Awamutu Community Board  
**From:** Governance  
**Subject:** **Minutes of the Previous Meeting**  
**Meeting Date:** 13 October 2020

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## **1 SUMMARY**

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To confirm the minutes of the ordinary meeting held 8 September 2020.

## **2 RECOMMENDATION**

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*That the minutes of the meeting held 8 September 2020, as circulated with the agenda, be confirmed as a true and correct record of proceedings.*





## Minutes for Te Awamutu Community Board 8 September 2020

08/09/2020 | 06:00 PM - NZST

### Present

AM Holt (Chairperson); CG Derbyshire; RM Hurrell; J Taylor; KG Titchener; Councillor LE Brown; Councillor SC O'Regan

### Attendees

Sally Sheedy, Manager Community Services; Bryan Hudson, Manager Transportation; Tony Quickfall, Manager District Plan & Growth; Jo Gread, Manager Governance; Francis Te Ao & Dovey Tupaea, Te Paparoa Community Group; David Hall, NZ Police; Public

### Apologies

There were no apologies

### Disclosure of Members' Interests

Councillor Brown and Member Derbyshire declared an interest in the Memorial Park item.

Member Titchener declared an interest in the Kihikihi Police House Temple Cottage Charitable Trust and Kihikihi Ukulele Club discretionary fund applications.

Chairperson Holt declared an interest in the Cambridge Community House discretionary fund application.

### Late Items

There were no late items

## Confirmation of Order of Meeting

### RESOLVED

6/20/60

*That the order of the meeting be confirmed*

Hurrell/Derbyshire

## Public Forum

Member Derbyshire withdrew from the table during the discussion of the Memorial Park Draft Concept Plan section of the Public Forum and subsequent agenda item.

Councillor Brown withdrew from the room during the discussion of the Memorial Park Draft Concept Plan section of the Public Forum and subsequent agenda item.

Vivienne Clarke from the House of Science explained the concept of the science kit, for which they were applying discretionary funding, with objective that every child in New Zealand is scientifically literate by providing teachers the tools to teach it to children in years 1-8.

The following presenters spoke in relation to the Memorial Park Concept Plan.

Mark Dawson raised the importance of the heritage of the park and highlighted his concerns regarding the focus of the Concept Plan. Mr Dawson felt that the park was made to last and therefore needed more maintenance as opposed to remodelling.

Peter Fletcher spoke of the significance of the sunken cross and its importance to a range of people. He also raised issues with the 1945 agreement and Council's obligations.

Sharyn Stirling spoke of the importance of the park as a war memorial and raised some concerns with information in the plan. She was of the view that the Concept Plan should not proceed.

Robyn Duncan felt that the park was showing signs of neglect. The importance of the pond to the character of the park was raised and potential causes of algae in the pond highlighted. Robyn was concerned that the fountains had not been going and emphasised the significance of the park for showing the importance of peace.

Craig Smart raised the importance of the park for those that served and was concerned with some of the changes proposed. He felt that the central bridge should be replaced and opened. Craig raised the importance of a CPETD assessment to feed into the design and presented ideas for the pond, such as a pump or a liner.

Murray Downs raised the importance of the ANZAC service at Memorial Park. He believed it would be good to be able to show pictures of how the park had evolved over time and put forward the idea of having guides to show people around the park and talk about its history.

The Chair thanked everyone for sharing their ideas on the Memorial Park Concept Plan.

## Memorial Park Draft Concept Plan

The purpose of this report, included in the agenda, was to present an update on the Draft Memorial Park Concept Plan (draft plan) process and provide an initial high level summary of community feedback received for the draft plan as staff work through the feedback received.

### RESOLVED

6/20/61

*That the Te Awamutu Community Board:*

- a) *Receive the report titled Overview of Public Feedback on the Draft Memorial Park Concept Plan from Tofeeq Ahmed, Reserve Planner (Document 10454584); and*
- b) *Request a report with a detailed analysis of the community feedback and corresponding staff recommendations, so the Te Awamutu Community Board's feedback on the staff recommendations can be reported to Council's Strategic Planning and Policy Committee, prior to the committee making a decision on the Draft Memorial Park Concept Plan.*

Hurrell/Titchener

## Confirmation of Minutes

### RESOLVED

6/20/62

*That the minutes of the meeting held 11 August 2020, as circulated with the agenda, be confirmed as a true and correct record of proceedings with a correction to a date in Member Titchener's report from meetings attended to be 5 November not September.*

Taylor/Titchener

## Deputation - Te Paparoa Skatepark Project 2020

Francis Te Ao and Dovey Tupaea of the Te Paparoa community group spoke to the Te Awamutu Community Board as a deputation about a project for a skatepark that the group wanted to design and build in Kihikihi. They have met with Council staff to discuss potential locations with the Maniapoto Reserve being the preferred location, but had also received an offer from Kihikihi Primary School to build the park in its grounds.

Information about the reasoning and future development of the project was included in the agenda.

### RESOLVED

6/20/63

*That the Te Awamutu Community Board receive the information of Te Paparoa Community Group on its skatepark project.*

O'Regan/Hurrell

## Deputation - Operation Pekerau

David Hall, Area Prevention Manager Waikato West, New Zealand Police spoke to the Te Awamutu Community Board as a deputation about crime in the Pekerau area of Te Awamutu, named Operation Pekerau. He asked for support from the Te Awamutu Community Board in helping get residents to take ownership of crime prevention opportunities in the area.

Information about Operation Pekerau was included in the agenda.

### RESOLVED

6/20/64

*That the Te Awamutu Community Board receive the information from New Zealand Police on Operation Pekerau*

Hurrell/Titchener

## Quarterly Report

The Transportation Quarterly Report was included in the agenda. Bryan Hudson, Manager Transportation, provided a summary to the report and answered questions from the members of the Community Board.

### RESOLVED

6/20/65

*That the Te Awamutu Community Board receive the report titled 'Transportation Report' (Document 10436965) of Bryan Hudson, Manager Transportation.*

Taylor/Derbyshire

## Proposed Private Plan Change 12

This report, included in the agenda, provided an update on a proposed Private Plan Change ("PPC12") which had been lodged with Council for processing. Tony Quickfall, Manager District Plan and Growth, summarised and answered questions from the members of the Community Board.

### RESOLVED

6/20/66

*That the Te Awamutu Community Board receive the information contained in the report titled 'District Plan – Plan Changes Update' (document number 10454412) of Tony Quickfall, Manager District Plan and Growth.*

Brown/Derbyshire

The meeting was adjourned at 7.55pm and resumed at 8.02pm

## Treasury Report

The report, included in the agenda, detailed the funds available to the Te Awamutu Community Board for the allocation of discretionary grants.

### RESOLVED

6/20/67

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

O'Regan/Derbyshire

## Discretionary Fund Applications

Waipa District Council has delegated the Te Awamutu Community Board the authority to allocate discretionary funding, within the approved budget, providing that any decision to allocate any of those funds must be made in accordance with the requirements of section 10 of the Local Government Act 2002 to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.

Under the delegation, Te Awamutu Community Board receives a limited amount of discretionary funds from Council each year, which it may choose to allocate towards community groups or organisations within the Te Awamutu and Kakepuku wards of Waipā district in accordance with the provisions of the delegation.

The Te Awamutu Community Board received 29 applications requesting \$88,034.15. The Board has \$60,156.87 in funds to distribute in 2020/21.

Full applications, including financial records, for the Te Awamutu Community Board Discretionary Fund had been sent to the Board Members separate to the agenda.

### RESOLVED

6/20/68

*That the Te Awamutu Community Board receive the information contained in the report 'Discretionary Fund Allocations for September 2020' (Document 10462197) of Keryn Phillips, Governance Officer.*

O'Regan/Brown

The discretionary fund applications were considered and discussed by the Community Board. Some funding was set aside for possible future applications.

### RESOLVED

6/20/69

*That the Te Awamutu Community Board allocate grants from the Community Discretionary Fund as stated in the following schedule:*

Taylor/Derbyshire

Organisation	Amount requested (+GST)
Cambridge Community House Trust	\$2,000.00

Chairperson Holt vacated the chair and nominations were called for a member to chair the meeting during the discussion and voting for the Cambridge Community House discretionary fund application.

**RESOLVED**

8/20/70

*That Councillor Brown act as Chairperson for the discussion and voting on the Cambridge Community House discretionary fund application.*

Holt/O'Regan

Chairperson Holt withdrew from the table during the discussion and subsequent voting for Cambridge Community House discretionary fund application.

ChildPlayWorks Charitable Trust	\$1,000.00
Children 1st Charitable Trust	\$1,500.00
House of Science South Waikato Charitable Trust	\$2,000.00
Kihikihi Domain Sports Inc	\$1,600.00
Kihikihi Police House Temple Cottage Charitable Trust	\$700.00
Kihikihi Ukulele Club	\$400.00

Member Titchener withdrew from the table during the discussion and subsequent voting for Kihikihi Police House Temple Cottage Charitable Trust and Kihikihi Ukulele Club discretionary fund applications

Life Education Trust	\$600.00
Loving Arms Charitable Trust	\$1,200.00
MS Waikato Trust	\$250.00
National Wetland Trust of New Zealand	\$1,600.00
New Zealand Council of Victim Support Groups Inc	\$1,500.00
NZ Society of Genealogists Te Awamutu Branch	\$350.00
Pirongia Forest Park Lodge	\$1,200.00
Rostrevor House Incorporated	\$1,200.00
Royal New Zealand Plunket Trust	\$1,126.50
St Andrews Presbyterian Church	\$0.00
Te Awamutu Association Football Club Inc	\$2,000.00

Te Awamutu Bible Chapel Debt Centre	\$1,400.00
Te Awamutu Brass Band Inc	\$1,750.00
Te Awamutu Croquet Club	\$785.00
Te Awamutu Little Theatre	\$1,000.00
Te Awamutu Playcentre	\$500.00
Te Awamutu Stroke & Elderly Support	\$200.00
Te Rahu District Hall Society Inc	\$1,500.00
The Girl Guides Association New Zealand Inc	\$1,200.00
True Colours Children's Health Trust	\$1,000.00
Waikato Community Hospice Trust	\$1,500.00
Zion Church Trust	\$1,500.00
<b>Total Allocated</b>	<b>\$32,561.50</b>

## **Board Members Report from Meetings attended on behalf of the Te Awamutu Community Board**

Chairperson Holt reported that the Te Awamutu retailers group were generally happy with the future changes in parking in the CBD.

### **Date of Next Meeting**

The date of the next meeting is Tuesday, 13 October 2020 starting at 6.00pm

That being all the business the meeting closed at 9.41pm

# TE AWAMUTU COMMUNITY BOARD REPORT



**To:** The Chairperson and Members of the Te Awamutu Community Board  
**From:** Governance  
**Subject:** **Quarterly Report**  
**Meeting Date:** 13 October 2020

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## 1 SUMMARY

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The Water Services Quarterly Report is included in the agenda.

## 2 RECOMMENDATION

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*That the Te Awamutu Community Board receive the report titled 'Water Services Quarterly Report' (Document 10386879) of Martin Mould, Manager Water Services.*






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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:** 15 September 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 the period from April 2020 to June 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.

Of particular note:

- There was a significant reduction in CRMs during this period, which it is believed is due to the impacts of Covid19 alert levels.
- The Water Reform Memorandum of Understanding (MOU) has been signed and returned to the Department of Internal Affairs; a report on the funding delivery plan is being presented to this Service Delivery Committee meeting.
- A date of 19-21 October 2020 has been set for the Short-term Resource Consent Hearing for Cambridge Wastewater Treatment Plant.
- Pukerimu Water Scheme issues:  
Following the commissioning of the new raw water main from the Pukerimu intake to the Parallel Road Water Treatment Plant (WTP), an issue arose of highly aerated water in the main which the WTP struggled to treat. This caused alerts to be placed requesting residents on the scheme conserve water. Treated Water was tankered into the Parallel Road reservoir to meet

demand. Whilst the issue occurred during the changeover from the old main to the new main, the problem was not related to the contractor but an issue at the intake. Air was trapped into the scour pipes (used to drain the old main) which are connected to the intake. This caused the pumps to be drawing air from the scour pipes into the raw water main.

This was identified by consultant subject matter experts and a solution identified. The issue only arises when the raw water main is completely drained (a one in 10 year event). The solution is to install a vacuum system is currently being installed. It appears this was part of the original design of the intake structure but had unfortunately been removed previously. In investigating this issue it was identified that this had also occurred some 15 years ago.

Over the course of 10 days the air in the main reduced which enabled the WTP to treat the water and normal service was resumed.

- For this reporting period (and financial year to date), all water treatment plants are compliant for both bacteria and protozoa.
- Reticulation zone audits have identified two non-compliances for the Pukerimu scheme in July 2019 and October 2019. The in-house audit identified that an inadequate number of E.coli and Total Coliform samples were scheduled for the months of July 2019 and October 2019. These have impacted on the compliance outcomes for the scheme for the entire year. This is considered a technical non-compliance and doesn't impact with the safety of the water supply.

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

- The Water Services Team restructure has been completed, with recruitment for new roles underway.

## 2 Recommendation

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*That*

- a) *The report titled Water Services Quarterly Report, (document number 10386879) of Martin Mould, Manager Water Services, be received.*

## 3 Financials

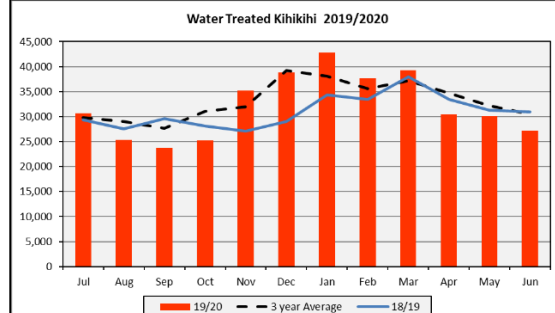
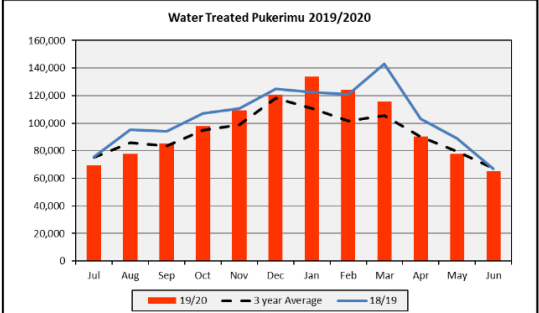
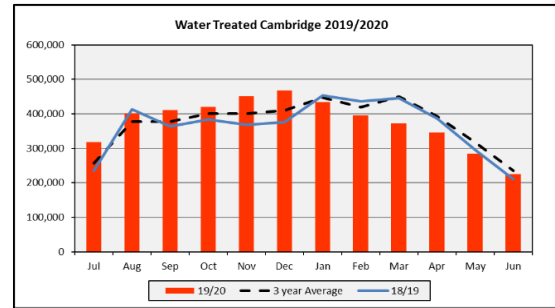
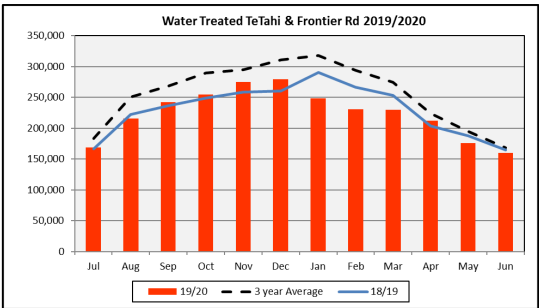
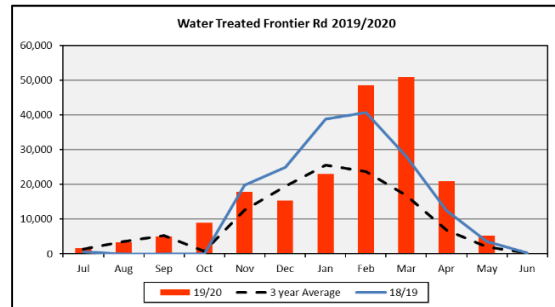
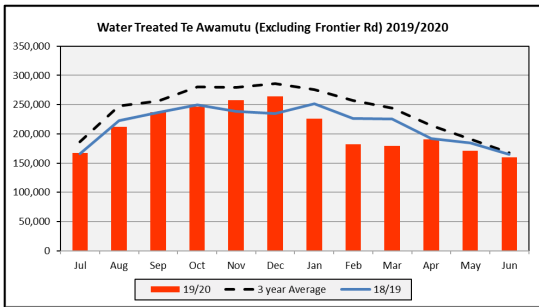
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Reported to Council separately through the Finance and Corporate Committee.

## 4 Water Demand

### 4.1 Current Demand – Water Production

Demand patterns across the district this year are reflective of the effects of a severe drought, the implementation of water restrictions, and also the Covid-19 lockdown. Summer seasons saw the usual increase in demand around November and December, however reductions were seen in Te Awamutu and Pukerimu from January onwards due to the onset of Water Alert Level 4.



Elsewhere production has generally been at, or just below, that of 2018/19 except for the Frontier Road bore (although the bore provides a lesser volume of treated water relative to that sourced from Te Tahī).

## 5 Demand Management Activities

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### 5.1 Water Meters and High Users

- The Revenue Team compares water consumption between current and previous quarters for each property and if there are significant differences, a ‘High Water User Letter’ is sent.
- This letter encourages the occupiers (both residential and non-residential) to check for possible leakage in the first instance if their consumption is not reflective of water use behaviours.
- In the most recent invoicing round in Cambridge, 72 High Water User Letters were sent. This represents around 0.9% of all invoices sent to Cambridge residents.

### 5.2 Water Saving Service

- This service was initially developed in 2018 with the implementation of water metering and separate water billing across the district. The service was to help promote water conservation and increase levels of service to residents to help understand water use behaviours, and effectively create behaviour change.
- The service contract with Shared Services (which ran the service although Waipa was the only user) ended on 30 June 2020, and no extensions were sought for the continuation of the service due to lower than anticipated community uptake and reduced funding being available for this work. 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. In future these queries will be dealt with by Waters Team staff rather than through the Shared Services Team.

### 5.3 Smart Water Education

- The annual plan for the Smart Water campaign has been formalised for 2020/21 and includes the following areas of focus:
  - Shorter Showers: Campaign targeting non-residential businesses like hotels, motels and gyms with residential type consumption (showering).
  - Swimming Pools: Campaign targeting behaviour change and education around swimming pools leading up to higher demand summer periods.
  - Schools Outreach: School programme celebrating United Nations World Water Day (UNWWD) and encouraging schools to sign up and participate in engaging activities and pledges with a water conservation theme.
  - Water Restrictions Review: longer term project focused on a higher level review of the restrictions campaign.

### 5.4 Summer Campaign

- A Summer Campaign research survey was conducted across the sub-region by external company, Versus Research, to grasp the effectiveness of the water

alert/restriction campaign. Results have been compared to 2018 results when this survey was last done.

- Results from this survey will help formulate the project workload for the coming year, as well as key target areas for community education during periods of water restriction.
- Summaries of key findings are as below:

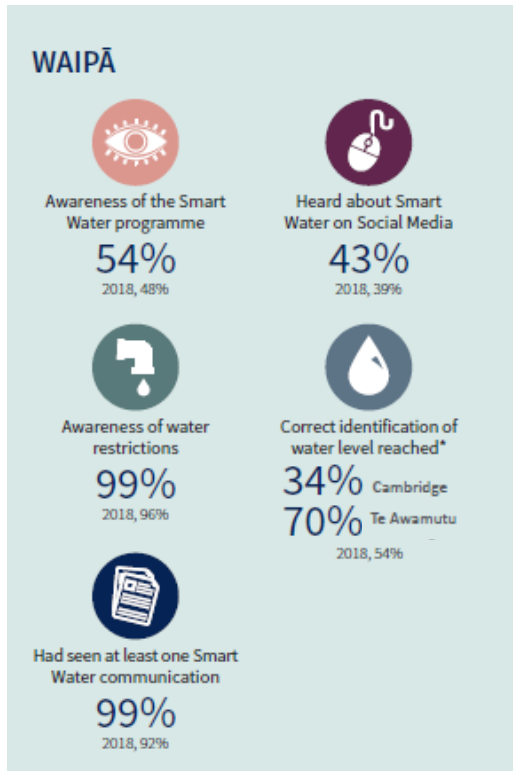


Figure 1: Awareness and Communication: levels of awareness and communication channels where participants became informed of water alert levels.

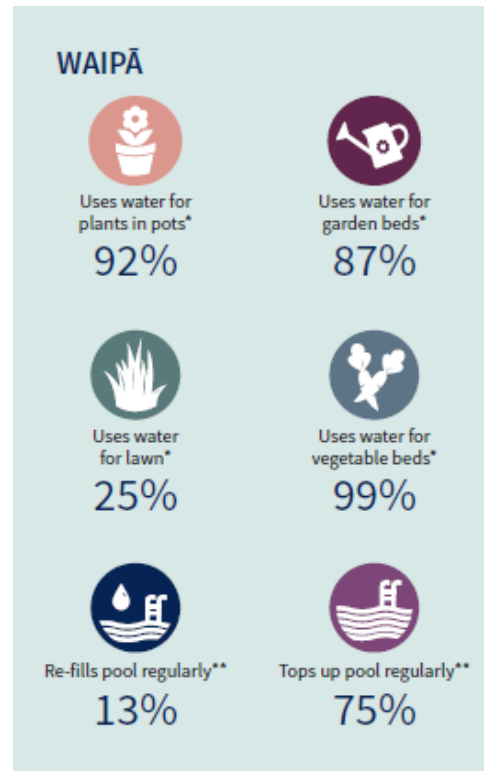


Figure 2: Household Water Use - amenities where respondents have gardens and pools and the rate at which water is used to maintain these.

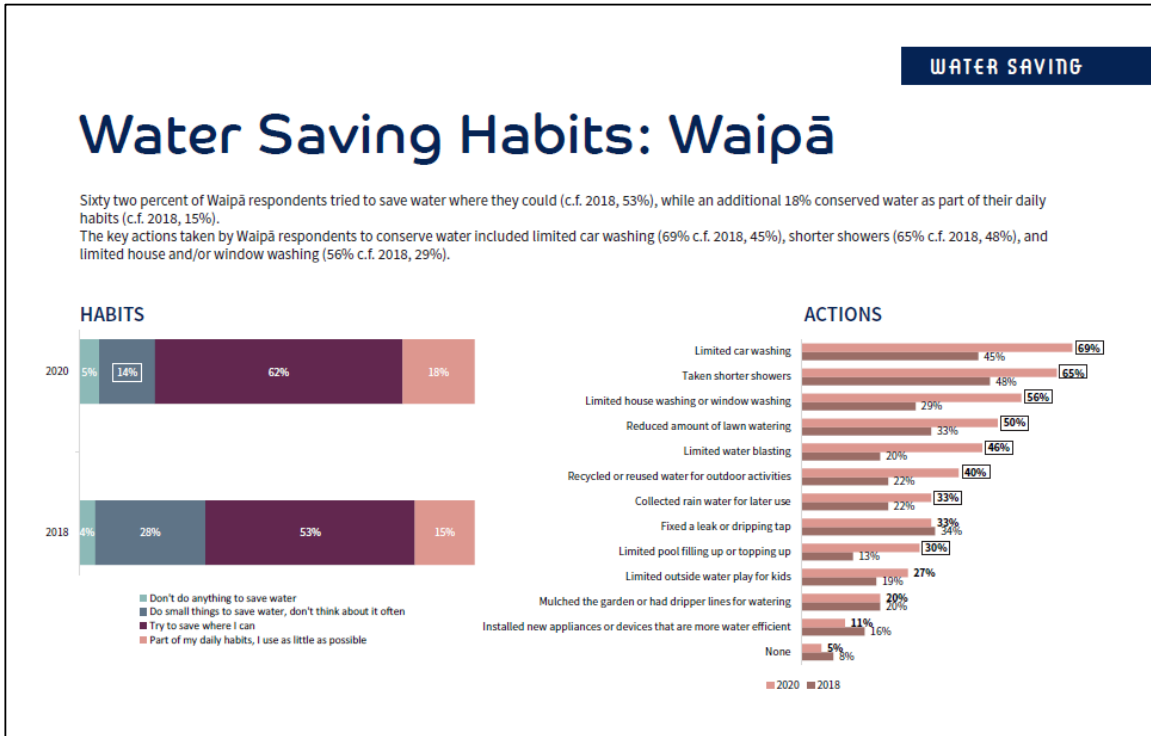


Figure 3: Analysis of Waipā Residents water saving habits and areas where conservation was made in 2020. Note these results are highly reflective of the restrictions in place during summer which severely impacted outdoor water use.

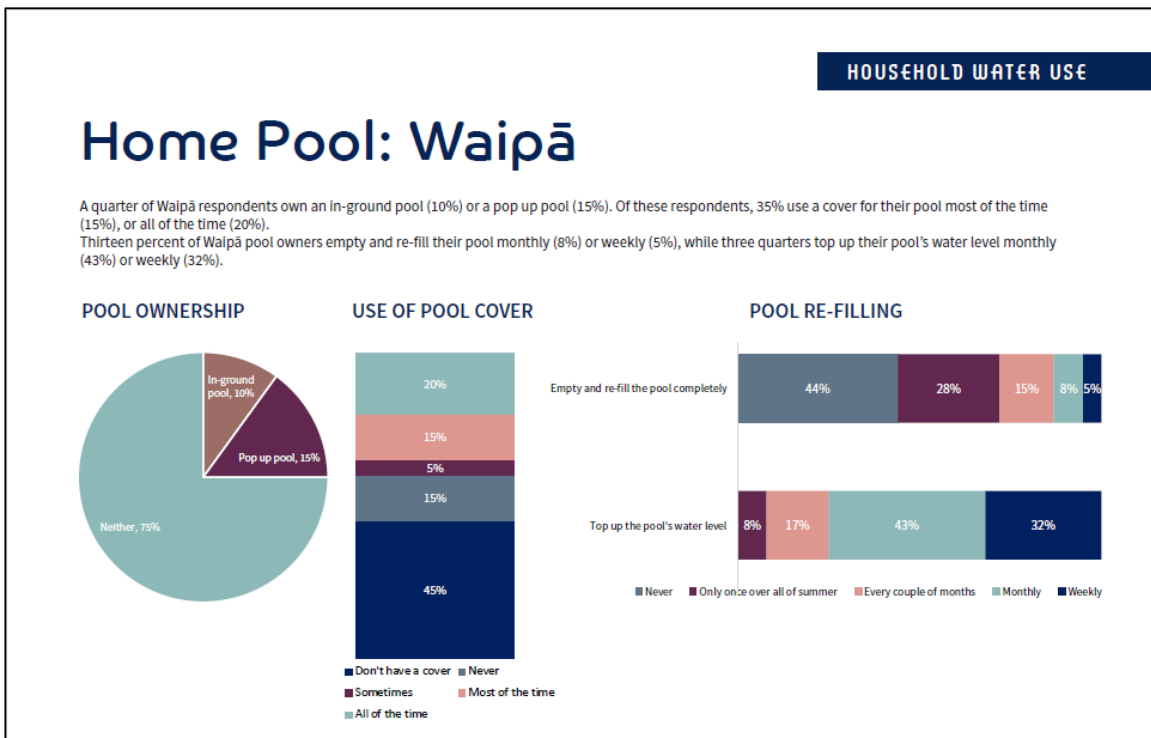


Figure 4: An ever increasing area of household water use that requires targeted education – swimming pools. Based on the statistics, around a quarter of residents have a pool (in-built or pop up) and almost half of them don't have a pool cover which would result in easy reductions in water use (reducing the need for top ups, and refilling due to poor treatment).

## 6 Levels of Service & Performance Measures

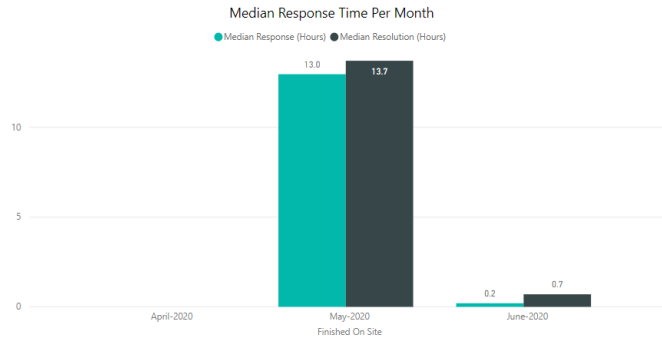
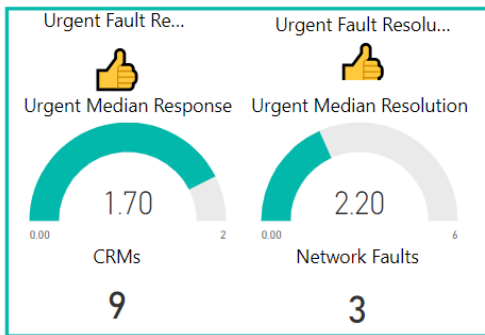
At 11:59 on Wednesday, 25 March 2020, New Zealand went into Level 4 Covid-19 lockdown. As a consequence of this, only urgent network failures were being responded to. This was the case for four weeks, and ended at 11:59 on 27 April 2020. This has impacted the levels of service as seen in the statistics for April – June with a significant reduction in customer calls during this period. Despite the operational challenges posed by this event, all performance measure targets are still being achieved.

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

### 6.1 Water

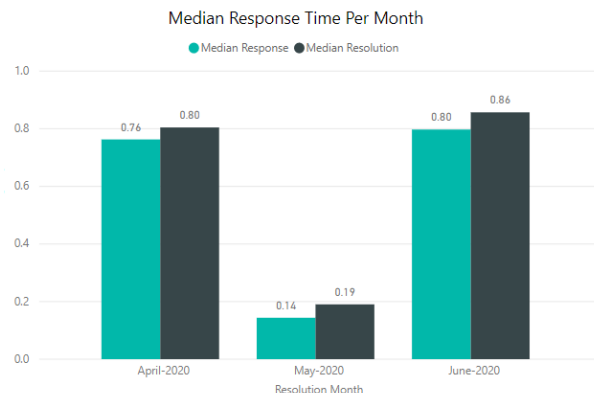
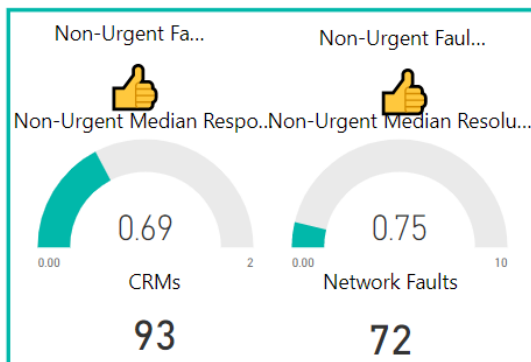
#### Urgent Water Network Faults

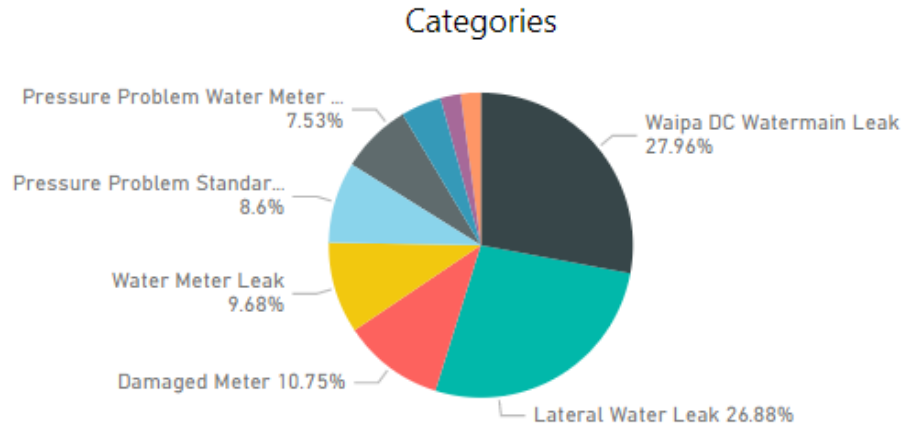
Median response and resolution time (hours) for call-outs in response to a fault of unplanned interruption to the network: urgent



#### Non-Urgent Water Network Faults

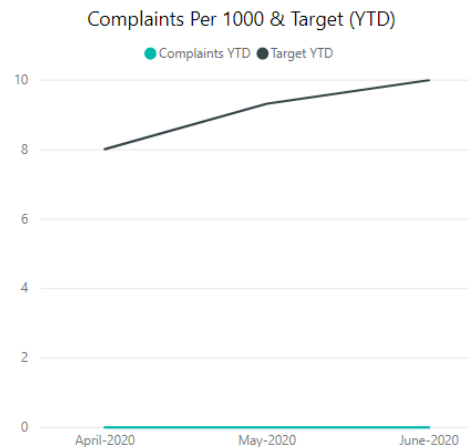
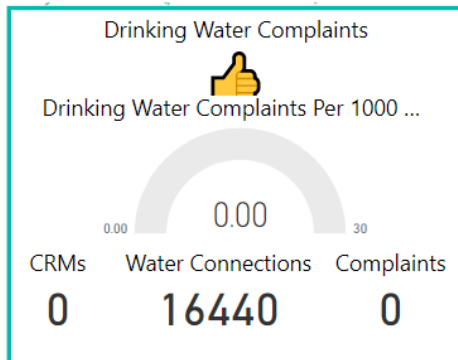
Median response and resolution time (days) for call-outs in response to a fault of unplanned interruption to network: non-urgent





## 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)



Following a sharp increase in complaints during January and February of this year following Water Alert Level 4 and the declared severe drought, no drinking water complaints have been received this quarter from April – June.

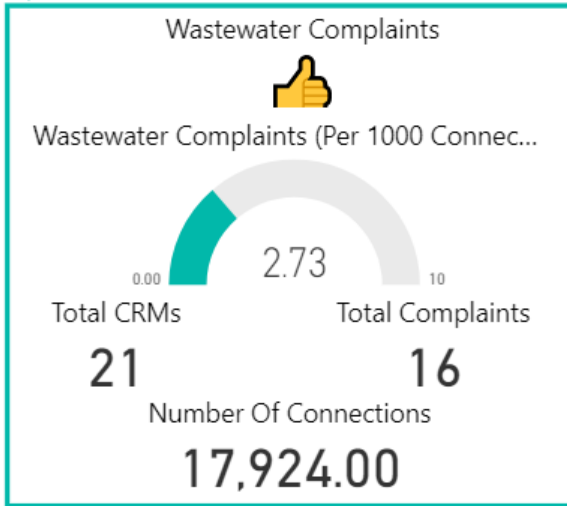
### 6.2 Wastewater - Dry Weather Sewerage Overflows and Response to Call Outs

During this period there were no overflows or calls to respond to issues. The majority of complaints related to odour issues at Taylor Street, Vogel Street and Alpha Street in Cambridge. Further operational changes are being looked at to address these issues.

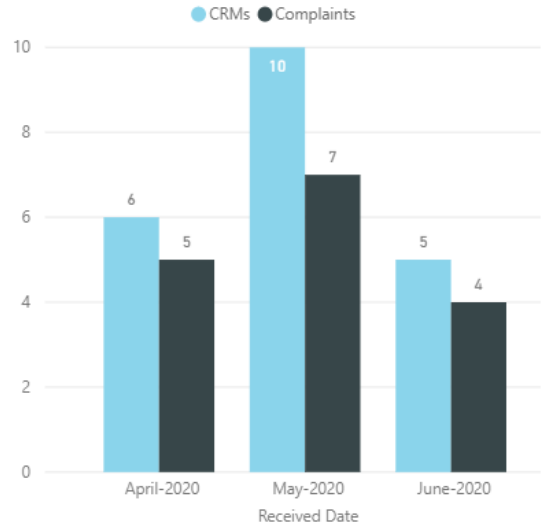


## Wastewater Complaints (Per 1000 Connections)

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



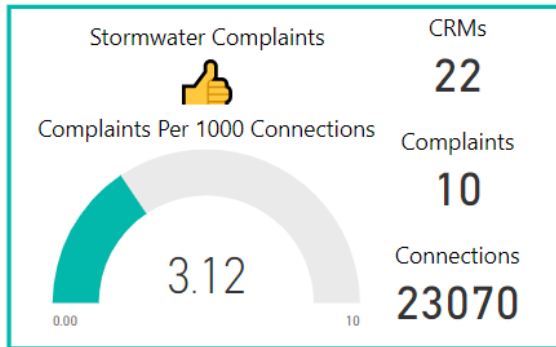
All CRMs & Complaints



### 6.3 Stormwater

## Stormwater Complaints (Per 1000 Connections)

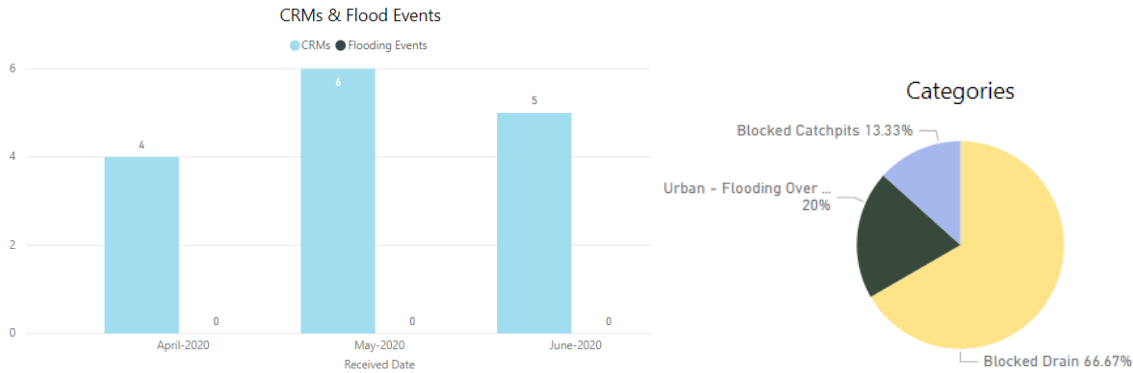
The number of complaints received about the performance of the stormwater system (per 1000 connections)



CRMs & Complaints



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



### 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	N/A	N/A	N/A	Yes
	Hicks Rd	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	N/A	N/A	N/A	Yes
	Karapiro	Yes	Yes	Yes	Yes	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	Yes	Yes	Yes	Yes
	Frontier Rd	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Kihikihi	Rolleston St	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Ohaupo & Pukerimu	Parallel Rd	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<b>Commentary</b>	All requirements of the Drinking Water Standards, bacterial compliance were met for the water treatment plants N/A = plant offline/ not in use														

Treatment Plants		Protozoa Compliance													
		Jul	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	Yes	Yes	Yes	Yes
	Karapiro	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	N/A	N/A	N/A	Yes	
Te Awamutu & Pirongia	Te Tahī	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Frontier Rd	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Kihikihi	Rolleston St	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Ohaupo & Pukerimu	Parallel Rd	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<b>Commentary</b>	All requirements were tested and met compliance N/A = plant offline/ not in use														

#### 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	Yes	Yes	Yes	Yes
Karapiro Village	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Kihikihi	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Maungatautari	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Ohaupo	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Pirongia	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Reticulation Zones	Bacterial Compliance												
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Pukerimu	No*	Yes	Yes	No**	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
Te Awamutu Township	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<b>Commentary:</b>	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, resulted in being marked as non-compliant for the entire year. Procedures are being reviewed to ensure this error does not occur in the future.												

### 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 major 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

### 7.1 Health & Safety Assessments and Events

- Full review undertaken of all submitted project Covid restart plans; communication with respective parties undertaken where improvements were identified and plans had to be re submitted for approval.
- Safety assessments focused on Covid controls and work standards aligned to restrictions, when issues identified corrective actions implemented and follow up discussions held with the respective contractor.
- High Risk confined space work completed to enable new pipeline to be connected to Vogel Street pump station. This was following concerns about process to undertake the task given the high levels of Hydron Sulphide present. Discussions were held with the contractor and involvement in pre-planning of task. Task completed with no issues.
- External and internal investigations were commenced at two sites. These related to a breach in excavation safety, service strike, minor motor vehicle accident and excavator incident. Wherever an event has occurred a full investigation is completed to identify learnings and improvement. Learnings are communicated to other projects as an improvement initiative.

## 7.2 Health & Safety – Initiatives

- Working with staff following the lockdown to alleviate concerns and fears. Maintaining Covid return to work protocols and ensuring all internal requirements were met.
- Working with contractor to support and increase their standards following an increase in occurrences across sites. The contractor involved is accepting and engaging with positive outcomes witnessed to date on improved standards.
- Work continues to address identified common risks. The new team structure will enable previous risks to be separated out to align with work areas and enable increased management.
- 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

#### Three Waters Master Planning

The Master Plan is now complete and has been used to inform business cases and is the three waters AMPs and Infrastructure Strategy. A Three Waters Master Plan GIS layer is near completion and provides insight for future projects across the district, along with the project triggers (growth/level of service/other), costs, and time lines. A communications plan for this work is also being developed to share this information with all stakeholders and inform the Waipa District Council spatial plan.

#### Three Waters AMPs and Infrastructure Strategy Plan

The Infrastructure Strategy is in its first draft. With the Master Plan completed, the discussion/descriptions of the activities is being revised within the Infrastructure Strategy with updated projects and costs.

The Three Water AMPs are currently being finalised before external review in October 2020.

#### Storm Water Model Update

The Assets Team has kicked off the final stage of the stormwater model verification with the identification of the properties at risk, which is a desktop exercise. Once those properties at risk are identified, a field survey will be undertaken on those properties to confirm property finished floor levels (FFLs). Once those FFLs are confirmed we will be confident in informing those property owners; the Communications and Engagement team is currently working a plan for this, and a set of Frequently Asked Questions. The Assets Team is also working with the GIS team to develop a flood hazard viewer for public and internal use, along with a flood viewer disclaimer.

## 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 Alert Level 4 lockdown, but resumed at Alert 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 Alert Level 4 lockdown, with only essential work taking place, but resumed at Alert 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 Alert Level 4 lockdown but resumed at Alert 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 are pending due to Covid-19 Alert Level 3.

### **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 resumed works at Jary Road once this was possible. The completion date was extended to late July 2020. The scope of the proposed water main renewal in Victoria St (through the Cambridge CBD area) is likely to be amended as it is acknowledged that impacting on local retailers at present would be inappropriate. Therefore the section adjacent to the Town Square is likely to be the only section undertaken to allow the road surfacing work to be completed.

### **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 work was delayed by Covid Alert Level 4, but was completed in 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 and the 2019/20 package was completed

##### **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 2019/20 work is now completed.

##### **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 was dependent on pump procurement timeframes, but was 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 was completed by June 2020. This contract was temporarily suspended during Level 4 lockdown, but resumed at Level 3.

Upgrade works on Carlton Street to alleviate flooding at West End Autos, was added to the contract.

#### 8.6 Major Capital Project Delivery Update

##### **Cambridge Wastewater Treatment Plant**

A hearing date has now been set for the Short Term Consent, which is 19-21 October 2020. The majority of upgrade works on site have now been completed and new assets are being commissioned, chemical dosing is turned on and UV is to follow shortly. Fulton Hogan plans to be disestablished from site over the coming weeks.

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

This project is progressing as planned with Spartan Construction well into the programme of works. UV is being commissioned and the site works are continuing through the current Covid-19 Level 2.

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

The raw watermain is largely complete with only the snag list works being worked through. The cut over to the Water Treatment Plant caused some large issues with aerated water being received at the plant. The aeration has now reduced, but Water

Services and Project Delivery are continuing to work through troubleshooting and resolving the issue to ensure no further treatment impacts in the future.

The treatment plant upgrade is progressing well with site works now well underway.

### **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 750m<sup>3</sup> 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 and SH3. The contractor is tracking behind programme on this work package and the Project Team will continue to monitor this. Works are now underway in Kihikihi.

#### **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 20 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, with their last day being 30 September 2020. After this point, Hamilton City Council and Waipa District Council will be sole funders of the Shared Services.

A project is underway to scope the potential of widening the Shared Services to other Councils within the WLASS (Waikato Local Authority Shared Services). The scoping exercise will look at whether the services are expanded to include four, or six Councils, and associated costings. Proposals are being developed and will be sent to neighbouring Councils for consideration. Indications of interest are positive at this stage.

### **9.1 Smart water:**

Smart Water education projects are discussed earlier in this report under Section 5: Demand Management.

### **9.2 Trade Waste:**

There were seven non-compliances detected over the reporting period (April – June (quarter 4) 2020. 98% were resolved within the timeframe the Trade Waste Team set for the consent holders.

Trade Waste summary:

- 379 active customers in Waipa, including 204 Controlled, 19 Conditional, 146 Permitted and 10 tankered customers.
- 105 audits undertaken during the period April – June (quarter 4) 2020 across the sub- region. This is a significant decrease as a result of Covid-19 – however KPIs have been able to be achieved due to significant auditing earlier in the year.

### **9.3 Sampling and Analysis:**

Significant decreases were seen this quarter due to the cancelling, postponing or reduction of any non-essential sampling and analysis as a result of Covid-19.

Sampling and Analysis summary:

- The Sampling and Analysis Team collected 254 samples for Waipa and completed 1,956 tests on those samples across the sub-region during the period April - June 2020.
- A laboratory technical audit from IANZ was completed in June, and full accreditation remains.

## **10 General**

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### **10.1 Water Regulator Update**

Since the Cabinet Papers on the Water Reform/Regulation 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.

A Taumata Arowai Establishment Unit has been formed. The Taumata Arowai – Water Services Regulator Bill will detail the new drinking water regulatory system, provisions for source water protection, and Taumata Arowai’s wastewater and stormwater functions. This was anticipated to occur by the end of July 2020.



However, Taumata Arowai will not become fully operational until enactment of the Water Services Bill, projected to be towards the middle of 2021.

## **11 Current/Upcoming**

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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 were 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 have recommenced following the lifting of the Water Alert Levels across the district.

### **11.3 Water Services Team review**

During this period, the Water Services Team restructure was completed. The restructure of the team was a significant undertaking to ensure that the right level of resourcing was in place to provide appropriate services to our communities, meet our levels of service, and confidently achieve all compliance requirements. Recruitment for affected roles is underway.



Martin Mould  
**Manager Water Services**



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

# TE AWAMUTU COMMUNITY BOARD REPORT



**To:** The Chairperson and Members of the Te Awamutu Community Board  
**From:** Governance  
**Subject:** **Notice of Motion**  
**Meeting Date:** 13 October 2020

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## 1 SUMMARY

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A notice of motion has been submitted by Board Member Titchener.

## 2 NOTICE OF MOTION

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*Given the overwhelming opposition to the 1080 drop on Pirongia by effected Marae and Papakainga, the Te Awamutu Community Board has concerns around the consultation held by the Waikato Regional Council with the community. The community board would like an explanation from the Waikato Regional Council regarding the consultation that they undertook with the community.*

## 3 BACKGROUND

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The 1080 drop on Mt Pirongia was undertaken on 20<sup>th</sup> of September. This was after a delay to the drop happening earlier in the month. The Waikato Regional Council and Department of Conservation have said that consultation was completed but there are several groups that have complained about the lack of consultation.

Given that these concerns around the lack of consultation have occurred on a sensitive issue in the Waipa District Council area I believe it is important to investigate whether proper consultation processes were followed.

The Marae/Papakainga opposed to the 1080 drop:

Makomako – Te Tihi Moerangi Marae  
Mokei Kainga  
Ngati Hikairo Part of Waipapa marae

Waipapa marae  
Ngati Mahanga (also called Ngati Te Wehi) Part of Te  
Papatapu and Makomako  
Okapu Marae  
Te Papatapu Marae Part of Ngaati Mahanga  
Mokoroa  
Rakaunui  
Toko Piko

#### **4 RECOMMENDATION**

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*That the Notice of Motion of Board Member Titchener be received.*

# TE AWAMUTU COMMUNITY BOARD REPORT



**To:** The Chairperson and Members of the Te Awamutu Community Board  
**From:** Sarah Davies  
**Subject:** **TREASURY REPORT – TE AWAMUTU COMMUNITY BOARD**  
**Meeting Date:** 13 October 2020

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## 1 BACKGROUND

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

## 2 RECOMMENDATION

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

## 3 COMMENT

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3.1 Discretionary Grants – funds of \$15,800.00 have been committed from the prior year, with \$3,000.00 having been paid to date. No funds have been committed from the current year, with no expenditure to date.

There is a balance of \$60,156.87 in uncommitted funds.

Sarah Davies  
**MANAGER FINANCE**

**TE AWAMUTU COMMUNITY BOARD  
DISCRETIONARY GRANTS**

Balance as at 1 July 2020	26,356.87	
2020/21 Allocation from Council	49,600.00	
		75,956.87
<b>Revenue</b>		
		-
Less Committed Projects	15,800.00	
		15,800.00
<b>Uncommitted funds</b>		<u><u>60,156.87</u></u>
<b>Summary of Uncommitted Funds</b>		
Annual Grants		<u>60,156.87</u>
		<u><u>60,156.87</u></u>

## TE AWAMUTU COMMUNITY BOARD

**Summary of Committed Funds**

<b>Current Year Commitments</b>	<b>Committed</b>	<b>Expenditure</b>	<b>Balance</b>
Commitments 2020/21	-	-	-
Current Year CommitmentsTotal	-	-	-

<b>Prior Year Commitments</b>	<b>Committed</b>	<b>Expenditure</b>	<b>Balance</b>
Prior Year Commitments	15,800.00	3,000.00	12,800.00
Prior Year CommitmentsTotal	15,800.00	3,000.00	12,800.00

<b>Total Commitments</b>	<b>15,800.00</b>	<b>3,000.00</b>	<b>12,800.00</b>
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<b>Commitments 2020/21</b>	<b>Resolution No</b>	<b>Committed</b>	<b>Expenditure</b>	<b>Balance</b>
		-	-	-
Total		-	-	-

<b>Prior Year Commitments</b>	<b>Resolution No</b>	<b>Committed</b>	<b>Expenditure</b>	<b>Balance</b>
Rangiaowhia Historic Trust	6/16/10 - Feb 16	7,300.00	-	7,300.00
Project Battery	6/19/26 - Mar 19	2,500.00	-	2,500.00
Silability Waikato Trust	6/19/101 - Aug 19	3,000.00	-	3,000.00
CommSafe	6/20/39 - Jun 20	3,000.00	3,000.00	-
Total		15,800.00	3,000.00	12,800.00

# TE AWAMUTU COMMUNITY BOARD REPORT



**To:** The Chairperson and Members of the Te Awamutu Community Board  
**From:** Governance  
**Subject:** **Inwards Correspondence**  
**Meeting Date:** 13 October 2020

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## 1 SUMMARY

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Correspondence from Lorraine Knight of the Kihikihi Presbyterian Village Trust, June Lambeth of Rural Women New Zealand Pokuru Branch, Dean Taylor and Samantha Bennett of The Neonatal Trust are included in the agenda.

## 2 RECOMMENDATION

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*That the Te Awamutu Community Board receive the correspondence from Lorraine Knight of the Kihikihi Presbyterian Village Trust (Document 10479939), June Lambeth Rural Women New Zealand Pokuru Branch (Document 10480435), Dean Taylor (Document 10480455) and Samantha Bennett, The Neonatal Trust (Document 10480488).*

**ALMA BROTHERHOOD COURT**  
Kihikihi Presbyterian Village Trust  
28 Herbert Street Kihikihi 3800



28<sup>th</sup> September 2020

Te Awamutu Community Board

Firstly, thank you for the \$1000 Community grant we received from you last year.

Unfortunately, Covid-19 has meant that our plans were not completed in a timely manner. We found the amount granted was not enough to replace the tables in our Village Hall as we desired.

After some searching, we ended up at The Menz Shed who completely refurbished the tables for us including replacing all the tabletops and shortening the legs.

The work was eventually finished after lockdown and we now have the invoice to pay.

They have only charged us \$516.00 as per attached invoice. This is nowhere near what it would have cost from a commercial enterprise, and we feel they have charged only a minimal amount.

We feel that the Menz Shed do a lot of voluntary work in the community and wonder if it would be appropriate for us to make a donation of \$484.00 to them to make up the balance to the \$1000 granted to us.

Otherwise we can refund the balance back to you.

Can you please advise ASAP?

Thanks,

Lorraine Knight

Treasurer





TAX INVOICE / STATEMENT Date 7 / 9 / 20 160796

To Alma Brother Hood Court Village  
From Menzshed TeAwamutu  
G.S.T. Reg. No. Ref. O/N

Qty	Unit	Description	Unit Price	\$	¢
5	sqm	Ply	59	60	298
5	PAs	Rubbers	10	-	50
2	"	Rivets	9	-	18
		labour			150
			TOTAL EXCLUSIVE GST \$		
			PLUS % GST \$		
			TOTAL INCLUSIVE GST \$	516	00

Rural Women New Zealand  
Pokuru Branch

We understand that progress and the process of change, the need for it, but do not understand the change of the move to Paper Plus for the Post Office and access to get to it. We have no objections to the Post Office move; it is the access that is concerned to our group.

Why is there no access from the main entrance off Arawata Street, to the shop Paper Plus/ the Post Office Agency for walkers, mobile scooters, cyclists, non car owners. The mail post boxes are on Arawata Street but to get to them from the shop entrance/exit one has to walk around onto Mahoe Street to Arawata Street to the boxes to post a letter.

This is the same as for walkers having to take the long way round through the car park to get to the shop entrance, remembering that not everyone takes their car to town and park in their car park. Many enjoy being out in the fresh air getting exercise and thinking of the environment fumes/pollution in the air.

Why could there not be an entrance put at the end of the building on Arawata Street (which would lead onto the ramp into the shop) where the white iron fence starts a gate or opening put there.


We feel there has been no consideration or consultation with the public, been given to the setting up of this service for consumers to want to use it with these restraints in place.

We would appreciate your response and explanation to our concerns.

Thanks

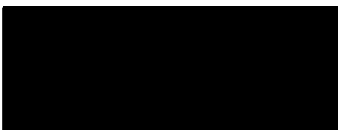
On behalf of the Rural Women New Zealand Pokuru Branch

June



Branch President

June Lambeth



**From:** Dean Taylor <[Dean.Taylor@nzme.co.nz](mailto:Dean.Taylor@nzme.co.nz)>  
**Sent:** 05 October 2020 11:30  
**To:** Angela Holt <[Angela.Holt@waipadc.govt.nz](mailto:Angela.Holt@waipadc.govt.nz)>  
**Subject:** External Sender:

**CYBER SECURITY WARNING:** This email is from an external source - be careful of attachments and links. Please follow the Cybersecurity Policy and report suspicious emails to Servicedesk

Good morning Ange.

I would like to apply to the CB for community funding for the Te Awamutu Alive Christmas Tree in the Rose Gardens.

As you know I instigated the lighting of the tree and have maintained and added to the attraction over the past five years.

This year Wilsons Trees donated the time of two climbers/arborists to remove all the white lights that were wrapped in the tree.

Some are past their best, but mostly the strings have to be loosened annually, then eventually removed to allow the tree to grow.

The star and any damaged baubles were also removed.

I am testing every single string and will keep re-usable lights and recycle non-working lights.

The plan is to have a new display for Christmas 2020.

Instead of wrapping the tree in white lights, colour changing strings will decorate the trunk.

The star will be made brighter with the addition of more lights and the baubles will also have extra lights added to make them brighter.

Depending on funding, new hanging decorations will be added, some possibly also in colour changing lights.

Contact Electrical has continued to support the project, undertaking work at no cost, as has Wilson Trees.

Local sponsors have paid for the decorations, which will still be used.

I donate my time to arrange everything and also help with installation and maintenance.

Te Awamutu Rose Trust has been a major supporter and will again be looking to assist with the project this year,.

I am asking TACB to pay for the new lights which form the basis of the new design.

I estimate this will be about half the cost of the project this year. The new system will require less ongoing maintenance because the strings are not wrapped around the trunk and branches.

The quote from Deco Lighting is below.

**This year RGB Controlled colour changing Fairy Lights (new product)**

**3m light strings, 40 x LEDs per string**

**7 x lines vertically down the trunk**

**Controller at the base.**

**Cost is approx. \$2,700 + GST which includes lights, cables, controller.**

**Dean Taylor**

**From:** Samantha Bennett <[samantha.bennett@neonataltrust.org.nz](mailto:samantha.bennett@neonataltrust.org.nz)>  
**Sent:** 17 September 2020 12:36  
**To:** Elise Badger <[Elise.Badger@waipadc.govt.nz](mailto:Elise.Badger@waipadc.govt.nz)>; Angela Holt <[Angela.Holt@waipadc.govt.nz](mailto:Angela.Holt@waipadc.govt.nz)>  
**Subject:** External Sender: The Neonatal Trust - Lighting Up Purple

**CYBER SECURITY WARNING:** This email is from an external source - be careful of attachments and links. Please follow the Cybersecurity Policy and report suspicious emails to Servicedesk

Good afternoon Elise and Ange,

I am writing today on behalf of The Neonatal Trust - we provide support to families of premature or sick full-term babies as they make their journey through neonatal care, the transition home, and onwards.

Tuesday November 17th 2020 is World Prematurity Day. In the lead up and on the day, The Neonatal Trust will be taking part in the International Awareness campaign 'Lighting Up purple' where major landmarks are illuminated in purple to raise awareness of the prematurity.

We would be extremely grateful if you would consider helping us by lighting up the Cambridge Town Hall and Clock Tower and the Te Awamutu Gardens (and any other statues, sculptures, or buildings in the district) in purple for the week of 16th-22nd November.

We had over 20 landmarks lit up nationwide last year and are hoping to get even more on board in 2020!

Further information is provided in the attached document and If I can help with any additional details, please do not hesitate to contact me.

Kind regards,

Samantha Bennett  
Fundraising Co-ordinator  
**The Neonatal Trust**

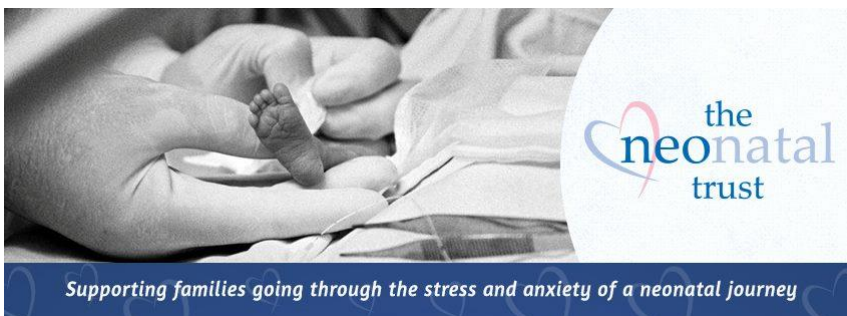
**M** +64 27 245 6532

**E** [samantha.bennett@neonataltrust.org.nz](mailto:samantha.bennett@neonataltrust.org.nz)

**P** PO Box 9366, Marion Square, Wellington 6141, New Zealand

Registered Charity: CC56619

Learn more and donate at: [www.neonataltrust.org.nz](http://www.neonataltrust.org.nz)



# TE AWAMUTU COMMUNITY BOARD REPORT



**To:** The Chairperson and Members of the Te Awamutu Community Board  
**From:** Governance  
**Subject:** **Discretionary Fund Applications**  
**Meeting Date:** 13 October 2020

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## 1 APPLICATIONS

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Three applications have been received requesting a total \$12,300.00 discretionary funding from the Te Awamutu Community Board.

An application has been received from Kainga Aroha Community House requesting \$2,000.00 plus GST to assist with the training of staff as required by the New Zealand Social Workers and New Zealand Association of Councillors.

An application has been received from Te Awamutu Rotary requesting \$6,000.00 to go towards the Te Awamutu Christmas Parade.

An application has been received from Te Awamutu Youth Development Trust (Te Awamutu Boxing Academy) requesting \$4,300.00 to provide lockers for members.

The full applications including financial details have been provided to the Te Awamutu Community Board for consideration separate to the agenda.

## 2 APPLICATION CRITERIA

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1. The applicant applying for financial assistance must be a not-for-profit group or organisation and be providing a local community or welfare service for the benefit of the wider Waipā community, i.e. not a private club or business.
2. Applicants applying for financial assistance need to complete the attached application form. The application must specify the local services, facilities and benefits being provided to the community, to assist with assessment of the application.

3. For the 2020/21 funding round all local community projects will be considered, however, priority will be given to applications for local community activities or projects that promote resilience or recovery from Covid-19. This could include proposals such as programmes for people whose income has been affected, community initiatives to drive resilience or self-sufficiency in the community (such as community gardens; teaching cooking, sewing or financial literacy) or activities that promote economic recovery by generating revenue for local businesses, employment or bring people into the district. For non-Covid-19 related proposals less priority will be placed on operating costs.
4. All applications must be supported by a copy of the applicant's most current bank statement. If there is a budget for the proposal, a copy should be attached (this may include quotes for equipment, works or services). Applications without these financial records attached will not be considered.
5. Financial assistance will not be available from more than one source of council funding for the same purpose (event or activity) within council's financial year starting 1 July.
6. Applications cannot be received for expenses or events that have already happened (retrospective).
7. If successful, it is preferable that the funding is utilised within the same financial year as is applied in. However, the funding will be available to the successful applicant for 12 months from the time of approval. After 12 months, the applicant will have to reapply for funding.
8. A thanks or mention of the committee's/board's support to your project is expected. This may be a sponsors sign stating "Proudly supported by...", thanks in a media release, advertisement, newsletters etc.

### **3 RECOMMENDATION**

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*That the Te Awamutu Community Board receive the discretionary fund applications from Kainga Aroha Community House, Rotary Te Awamutu and Te Awamutu Youth Development Trust.*

RECEIVED  
14 SEP 2020

RECEIVED  
14 SEP 2020  
BY: SHC

**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: Kainga Aroha Community House

What are the objectives of your club/organisation and how do they promote local services or facilities within your community? To provide a wide range of social services to individuals & families in need of financial mentoring, counselling, family support, family violence intervention, children's holiday programme, general support and advocacy.

How long has your organisation been active within the Waipā district? 30+ years

Where are any facilities used by your organisation located?  
301 Bank Street Te Awamutu

Are they on private property?  
Owned by a Trust dedicated to providing it rent free for Kainga Aroha

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

How many members in your organisation (including volunteers)?  
7 staff members, 2 contract staff members & approx 40+ volunteers

**Proposal for financial assistance**

What is the proposed project/activity that you are seeking financial assistance for?:  
To assist with training and outside professional supervision to keep staff upskilled as required by NZ Social Workers and NZ Association of Counsellors. External Professional supervision is particularly important due to current world wide and NZ wide changes and how it is affecting people.

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

Te Awamutu Community Board:	\$ <u>2000-00</u>
Cambridge Community Board:	\$
Pirongia Ward Committee:	\$

How will your project/activity contribute to the social, economic, environmental and cultural wellbeing of the community if any financial assistance is available?

To maintain quality standards for our clients, ongoing training & supervision is essential

**Financial details**

What is the legal status of your organisation?:

Charitable Trust  Incorporated Society  Other  .....

Charities Commission registration no. (if applicable) ...CC25073.....

Is your organisation GST Registered?:  Yes  No

If Yes, your GST Number: ...41-063-674.....

What is the chief source of your income? (i.e. membership subs, fundraising, entry fees, sponsorship):  
Contract with Ministry of Social Development  
Lottery Grants board  
Trust Waikato

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 here all financial assistance your organisation has received over the last three years. You cannot rely on your financial statements to answer this question. All financial assistance must be listed.

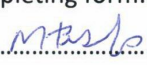
Organisation	Purpose	Amount (\$)	Year
Ministry of Social Dev.	Provision Social Services.	618,775	2017-2020
Waipa Dis. Council	Training & Supervision	3,875	2017-2020
Lotteries	Operating Costs & wages	142,163	2017-2020
Trust Waikato	Operating Costs & wages	46,000	2017-2020
Cogs	Phone, Power, vehicle, office costs	13,500	2017-2020

If required, attach any funding assistance received over the last three years to a separate piece of paper.



Applicant Organisation Details	
Full legal name (as on your bank account):	Kainga Aroha Society Inc.
Common use name (if different):	Kainga Aroha Community House
Contact person:	Michelle Hislop - Finance Manager
Postal Address:	P.O. Box 470 Te Awamutu 3840
Street Address:	301 Bank Street Te Awamutu 3800
Email (and website if applicable):	info@ka.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: Michelle Hislop  
 Signed:  Date: 14/9/2020  
 Position in Organisation: Finance Manager  
 Daytime Contact Number: 871 6506

Alternative contact person: Kane Rangitonga  
 Signed:  Date: 14-09-2020  
 Position in Organisation: MANAGER  
 Daytime Contact number: 021871506

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

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: <b>Rotary Te Awamutu</b>	
What are the objectives of your club/organisation and how do they promote local services or facilities within your community? <p style="text-align: center;"><b>Rotary is a service organization whose stated purpose is to bring together business and professional leaders in order to provide humanitarian services, encourage high ethical standards in all vocations, and to advance goodwill and peace.</b></p>	
How long has your organisation been active within the Waipā district? <b>75 years</b>	
Where are any facilities used by your organisation located? <b>Rotary Te Awamutu does not own any facilities</b>  Are they on private property?	
What is the activity/services period of your organisation? (example - all year or seasonal March to October)  All year - <input checked="" type="checkbox"/> <b>Yes</b> Seasonal period :	
How many members in your organisation (including volunteers)? <b>45</b>	
Proposal for financial assistance	
What is the proposed project/activity that you are seeking financial assistance for?:  <b>Organising and running the Rotary Christmas Parade. This involves Publicity, Registrations, Volunteer management, and crowd &amp; traffic management.</b>  <b>Retail and shopping promotions. Promoting – spend local. Locals Supporting Locals</b>	
What is the amount of financial assistance that you are applying for?  Te Awamutu Community Board: <b>\$ 6,000</b> Cambridge Community Board:                    \$ Pirongia Ward Committee:                        \$	

How will your project/activity contribute to the social, economic, environmental and cultural wellbeing of the community if any financial assistance is available?

**Rotary's commitment to Service above Self through the promotion of Truth, Fairness, Goodwill, and Friendship in our community. To promote our town as being an honest, kind, caring and friendly community.**

**Promoting – spend local. Locals Supporting Locals**

**Financial details**

What is the legal status of your organisation?:  
 Charitable Trust  Incorporated Society  Other .....  
 Charities Commission registration no. (if applicable) **CC35105**

Is your organisation GST Registered?:                     Yes                     No  
 If Yes, your GST Number: .....

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

**Fundraising & sponsorship**

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 here **all financial assistance** your organisation has received over the last three years. You cannot rely on your financial statements to answer this question. All financial assistance must be listed.

Organisation	Purpose	Amount (\$)	Year
Community Board	2018 Christmas Parade	4,000	2018
Community Board	2019 Christmas Parade	3500	2019
Rotary District Grant	Khikihi School Project	5000	2018

If required, attach any funding assistance received over the last three years to a separate piece of paper.


Applicant Organisation Details
Full legal name (as on your bank account): <b>ROTARY CLUB OF TE AWAMUTU</b>
Common use name (if different): <b>Rotary Te Awamutu</b>
Contact person: <b>Chris Kay - Colleen Kaelin</b>
Postal Address: <b>P O Box 99, Te Awamutu</b>
Street Address: <b>381 Bank Street, Te Awamutu</b>
Email (and website if applicable) : <a href="http://www.teawamuturotary.org.nz">http://www.teawamuturotary.org.nz</a> <b>teawamuturotary@gmail.com</b>

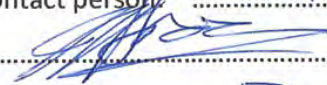
Declaration
<p>We, the undersigned persons, hereby declare that the information supplied here on behalf of our organisation is correct.</p> <p>We consent to Waipa District Council collecting the personal contact details provided, and retaining and using these details. Information may be included in a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

Name of person completing form: Chris Kay .....


Signed : .....  ..... Date: 28/08/202 .....  
 Position in Organisation: Treasurer .....

Daytime Contact Number:  .....

Alternative contact person:  ..... **Jim Broom** .....

Signed: .....  ..... Date: **01/09/2020** .....

Position in Organisation: **Director** .....

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: Te Awamutu Youth Development Trust (Trading as Te Awamutu Boxing Academy)

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

We use boxing as a tool for holistic youth development (using the Hauora model)  
 Vision: Champion young people contributing to our community  
 Mission: Develop confident rangatahi, empowered to positively impact those around them.

How long has your organisation been active within the Waipā district?  
 Trust set up in Aug 2018. Boxing Academy been officially running for 14 months.

Where are any facilities used by your organisation located?

20 Rickit Road, Te Awamutu

Are they on private property?

commercial property yes

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

All year -  Yes      normal classes during school term but other activities and follow up happen all year round

Seasonal period :

How many members in your organisation (including volunteers)?

140 members/school groups/staff/volunteers

### Proposal for financial assistance

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

Lockers for our members - initially 60 lockers for our older members.  
 We have found that many of our members are struggling and have high anxiety levels.  
 We believe that dedicated lockers will help with their sense of belonging and pride in our space as we work to build up their resilience through our programme

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

Te Awamutu Community Board:                      \$4,300

Cambridge Community Board:                      \$

Pirongia Ward Committee:                              \$

How will your project/activity contribute to the social, economic, environmental and cultural wellbeing of the community if any financial assistance is available?

We want to create a safe place for our young people that they can feel at home in, a place they can be proud of and have a real sense of belonging.  
 Lockers will allow our young people to store their gear (drink bottles, gloves, towell etc) safely and we can put their name on them provide some ownership in our space. With covid restrictions lockers have become more important as a way to avoid mix up of gear.

**Financial details**

What is the legal status of your organisation?:

Charitable Trust  Incorporated Society  Other .....

Charities Commission registration no. (if applicable) CC56010 .....

Is your organisation GST Registered?:  Yes  No

If Yes, your GST Number: 127-545-634 .....

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

Fundraising/grants

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) *Tagged funds shown in budget - current funds in bank account covers operational costs to see through the year*

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 here **all financial assistance** your organisation has received over the last three years. You cannot rely on your financial statements to answer this question. All financial assistance must be listed.


Organisation	Purpose	Amount (\$)	Year
	See attached sheet		

If required, attach any funding assistance received over the last three years to a separate piece of paper.


Applicant Organisation Details	
Full legal name ( <i>as on your bank account</i> ):	Te Awamutu Youth Development
Common use name ( <i>if different</i> ):	Te Awamutu Boxing Academy
Contact person:	Erinna Lane
Postal Address:	20 Rickit Road, Te Awamutu 3800
Street Address:	20 Rickit Road, Te Awamutu 3800
Email (and website if applicable) :	tayouthdevelopment@gmail.com <a href="https://www.bgyf.org.nz/te-awamutu-boxing-academy">https://www.bgyf.org.nz/te-awamutu-boxing-academy</a>

Declaration
<p>We, the undersigned persons, hereby declare that the information supplied here on behalf of our organisation is correct.</p> <p>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.</p>

Name of person completing form: Erinna Lane .....


Signed :  ..... Date: 29/09/2020 .....

Position in Organisation: Manager .....


Daytime Contact Number:  .....

Alternative contact person: Chris Graham .....

Signed:  ..... Date: 29/09/2020 .....

Position in Organisation: Head Coach / Youth Development .....

Daytime Contact number:  .....

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

## Financial Assistance Received

Organisation	Purpose	Amount	Year
Member Fees	Operational	2,868.76	2020
Individual & Small Business Donations	Operational	17,620.00	2020
Len Reynolds Trust	Operational (supporting mental Health)	20,000.00	2020
Altrusa Club	Operational	6,600.00	2020
TA Catholic Womens League	Operational	1,000.00	2020
Sport Waikato - Community Resilience (2 rounds)	Operational excluding Wages	4,570.00	2020
DIA Lotteries	Operational	16,000.00	2020
Grassroots Trust	Lease (2 months)	6,666.66	2020
DIA - COGS	Operational (Salaries)	5,000.00	2020
Trust Waikato	Salary	5,000.00	2020
Sport Waikato - Kick Start Fund	Coach Salary	7,500.00	2020
Covid Subsidies (both rounds)	Salaries	27,602.40	2020
Member Fees	Operational	721.75	2019
Individual & Small Business Donations	Operational	34,105.00	2019
DV Bryant Trust	Operational	5,000.00	2019
Altrusa Club	Operational	3,000.00	2019
Kiwanis club of TA	Operational	1,500.00	2019
Len Reynolds	Operational	8,000.00	2019
Billy & Kids Film	Operational	610.00	2019
Grassroots Trust	Gear	7,283.26	2019
Grassroots Trust	Child Protection workshop	2,000.00	2019
Grassroots Trust	Lease (3 months)	10,000.00	2019
DIA COGS	Operational (Salary)	8,000.00	2019
WDC - Community Discretionary Fund	Rowers and Carpet	5,000.00	2019
Grassroots Trust	Gear	20,000.00	2018 (Dec)



# TE AWAMUTU COMMUNITY BOARD REPORT



**To:** The Chairperson and Members of the Te Awamutu Community Board  
**From:** Keryn Phillips, Governance Officer  
**Subject:** **Kihikihi Spring Walk**  
**Meeting Date:** 13 October 2020  
**File Reference:** 10480860

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## 1 SUMMARY

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As part of the Te Awamutu Community Board Strategy to increase its profile within the community, it has planned to visit Kihikihi township, visit key sites and provide afternoon tea at a location for residents to come and talk to board members.

The walk was planned for 1 November, however due to delays, including the recent COVID-19 restrictions, it is more likely the Spring Walk will take place on 6 December to correspond with the monthly car boot sale.

I am currently sourcing quotes for the afternoon tea and room hire of a location (undetermined at the time of writing) and hope to present the cost to the Te Awamutu Community Board at the meeting for discussion.

The cost of the Spring Walk will need to come from the Te Awamutu Community Board's uncommitted funds.

## 2 RECOMMENDATION

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*That the Te Awamutu Community Board receive the 'Kihikihi Spring Walk' report (Document 10480860) by Keryn Phillips, Governance Officer.*

Keryn Phillips  
**GOVERNANCE OFFICER**



Jo Gread

**MANAGER GOVERNANCE**

## TE AWAMUTU COMMUNITY BOARD REPORT



**To:** The Chairperson and Members of the Te Awamutu Community Board  
**From:** Governance  
**Subject:** **Board Members Report from Meetings Attended on Behalf of the Te Awamutu Community Board**  
**Meeting Date:** 13 October 2020

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

Sports Sector (Hurrell)  
Environmental Sector (Hurrell)  
Youth Sector (Taylor/Titchener)  
Service Group Sector (Taylor/Titchener)  
Music/Arts Sector (Derbyshire)  
Aged Sector (Derbyshire)  
Social Services Sector (Holt)  
Council (O'Regan/Brown)

## TE AWAMUTU COMMUNITY BOARD REPORT



**To:** The Chairperson and Members of the Te Awamutu Community Board  
**From:** Governance  
**Subject:** **Next Meeting**  
**Meeting Date:** 13 October 2020

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The next Te Awamutu Community Board meeting is to be held at 6.00pm on Tuesday, 10 November 2020.