

Cambridge Community Board 7 April 2021

Kaipaki Room, Waipa District Council, 23 Wilson Street, Cambridge

S Milner (Chairperson), J Davies-Colley, Councillor E Andree-Wiltens, E Badger, J Goddin, A MacKay, M Montgomerie, Councillor G Webber



07 April 2021 06:00 PM

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To: The Chairperson and Members of the Cambridge Community Board
From: Governance
Subject: **Apologies**

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).



To: The Chairperson and Members of the Cambridge Community Board
From: Governance
Subject: **Disclosure of Members' Interests**

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.



To: The Chairperson and Members of the Cambridge Community Board
From: Governance
Subject: **Late Items**

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.



To: The Chairperson and Members of the Cambridge Community Board
From: Governance
Subject: **Confirmation of Order of Meeting**

1 RECOMMENDATION

That the order of the meeting be confirmed.



To: The Chairperson and Members of the Cambridge Community Board
From: Governance
Subject: **Public Forum**

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) at least one clear day before the meeting. Requests should outline the matters that will be addressed by the speaker.

A period of up to 30 minutes will be available for the public forum at each scheduled community board meeting. 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: **Minutes of the Previous Meeting**

1 SUMMARY

To confirm the minutes of the ordinary meeting held 3 March 2021

2 RECOMMENDATION

That the minutes of the meeting held 3 March 2021, as circulated with the agenda, be confirmed as a true and correct record of proceedings.



Minutes for Cambridge Community Board 3 March 2021

03/03/2021 | 06:00 PM NZST

Present

S Milner (Chairperson); Councillor E Andree-Wiltens; E Badger; J Goddin; A MacKay; M Montgomerie; Councillor G Webber

In Attendance

Dawn Inglis, Group Manager Service Delivery
Gary Knighton, Manager Strategic Partnerships
Tony Quickfall, Manager District Growth
Bryan Hudson, Manager Transportation
John Miles, Manager Property
Public

Apologies

There were no apologies

Disclosure of Members' Interests

There were no disclosures of interest

Late Items

There were no late items

Confirmation of Order of Meeting

RESOLVED

5/21/16

That the minutes of the meeting held 3 February 2021, as circulated with the agenda, be confirmed as a true and correct record of proceedings.

Andree-Wiltens/Davies-Colley

Public Forum

Ursula Edgington asked the members of the community board a series of questions about the Victoria Street bridge in Cambridge. The questions included whether the members had read all available reports on the bridge from 1996 onward; Was there a principal inspection report when scaffolding was up on the bridge in 2014; When the scaffolding goes up for painting in the future, what is planned for budget and traffic diversion if further work needs to be carried out on the bridge; What precautionary approach is being taken for potential risks from the safety of the bridge and others in the Waipa; and what the contingency plan is for re-routing traffic in the event of the bridge being out of action especially for emergency services.

Annette Watkinson, Grant Barrell and Veng Hak raised concerns about businesses losing customers if parking is lost in Cook Street as proposed in a later item of the agenda. Parking on nearby Burns Street was less than ideal with many near misses already happening and suggestions were made to increase the public car park available across the road from Cafe 9.

Confirmation of the Minutes of the Previous Meeting

This item followed Cook Street Parking

RESOLVED

5/21/18

That the minutes of the meeting held 3 February 2021, as circulated with the agenda, be confirmed as a true and correct record of proceedings.

Badger/Montgomerie

The agenda item Representation - Cambridge Wastewater Treatment Plant Community Liaison Group followed this item

Cook Street Parking

This item was moved to immediately following the Public Forum

The purpose of this report, included in the agenda, was to provide information about public parking issues on Cook Street and asked for feedback from the Cambridge Community Board. Bryan Hudson, Manager Transportation, summarised the report and answered questions from the community board.

RESOLVED

5/21/17

That the Cambridge Community Board

- a) Receive the report Cook Street Parking (Document 10558779) of Julie Taylor, Transportation Safety Officer, and*
- b) Defer feedback for the report to get further information from council staff.*

Councillor Webber/Montgomerie

Confirmation of Minutes of the Previous Meeting followed this item

Representation - Cambridge Wastewater Treatment Plant Community Liaison Group

The purpose of this report, included in the agenda, was to outline the purpose and outcomes required for the Community Liaison Group for the Cambridge Wastewater Treatment Plant and formalise the appointment of the representatives from the Cambridge Community Board. Dawn Inglis, Group Manager Service Delivery, summarised the report.

RESOLVED

5/21/18

That

- a) *The information contained in the report of Renee Coutts, Compliance and Improvement Team Leader be received;*
- b) *Cambridge Community Board confirms its participation in the Community Liaison Group formed as part of the Cambridge Wastewater Treatment Plant Short Term Consent;*
- c) *If participation is confirmed, that the nominations for representation for the Community Liaison Group of Grahame Webber and Mike Montgomerie, be accepted.*

Davies-Colley/Andree-Wiltens

Quarterly Reports

The Civil Defence Emergency Management, District Growth, Transportation and Property Services Quarterly Reports were information-only reports included in the agenda. Tony Quickfall, Manager District Growth, provided an update on the Civil Defence Emergency Management and District Growth reports and answered questions from members of the community board. Bryan Hudson, Manager Transportation, summarised the Transportation Report and answered questions from the members. John Miles, Manager Property Services, summarised the Property report and answered questions from the members.

RESOLVED

5/21/19

That the Cambridge Community Board receive the:

- a) *Civil Defence Emergency Management Quarterly Report (document 10532764) of David Simes, Emergency Management Operations Manager*
- b) *District Growth Quarterly Report (document 10544006) of Wayne Allan, Group Manager District Growth and Regulatory Services*
- c) *Transportation Quarterly Report (document 10534890) of Bryan Hudson, Manager Transportation, and*
- d) *Property Quarterly Report (document 10544375) of John Miles, Manager Property.*

Chairperson Milner/Goddin

Treasury Report

RESOLVED

5/21/20

That the 'Treasury Report - Cambridge Community Board' of Nada Milne, Financial Accountant for the period ended 31 January 2021 be received.

Chairperson Milner/Webber

Cambridge Book Exchange Project

The purpose of this report, included in the agenda, was to change the contractor for repairs of the Cambridge Book Exchange project and to return funds to Cambridge Lions and Jumble Around.

RESOLVED

5/21/21

That the Cambridge Community Board

- a) *Receive the report 'Cambridge Book Exchange Project' (document 10563132) of Keryn Phillips, Governance Officer*
- b) *Approve the amendment of resolution 5/20/85 of the 2 September 2020 Cambridge Community Board meeting*
 - I. *In Part A of the resolution to reduce the budget from \$6,146.67 plus GST to \$1,500.00 plus GST, remove from the budget the requirement for transport (\$450.00 plus GST) and adding the purchase of a plaque to be met from the revised budget and return any unused money to uncommitted funds.*
 - II. *Delete Part B of resolution 5/20/85*
- c) *Appoint Bill Wilson to carry out work on the Cambridge Book Exchange to the value of \$100.00 plus GST*
- d) *Return \$1,000.00 GST inclusive to Cambridge Lions and \$1,000.00 GST inclusive to Jumble Around*

Badger/Davies-Colley

Discretionary Fund Application

Discretionary Fund applications, included in the agenda, were received from Brain Injury Waikato Incorporated and Cambridge Historical Society Incorporated. The full applications including financial information was sent to the community board members separate to the agenda.

RESOLVED

5/21/22

That the Cambridge Community Board allocate \$700.00 plus GST to Brain Injury Waikato Incorporated and \$500.00 plus GST to the Cambridge Historical Society Incorporated from its discretionary fund.

Councillor Webber/Councillor Andree-Wiltens

Cambridge Community Board Rural Tour 2021

The purpose of this report, included in the agenda, is to confirm the dates of the Cambridge Community Board Rural Tour for 2021.

RESOLVED

5/21/23

That the Cambridge Community Board

- a) *Receive the report Cambridge Community Board Rural Tour 2021 (document 10561737) of Keryn Phillips, Governance Officer*
- b) *Confirm Saturday 1 and 8 May 2021 for the Cambridge Community Board Rural Tour 2021.*

Chairperson Milner/MacKay

Chairperson's Report

Chairperson Milner provided an update on her report included in the agenda.

RESOLVED

5/21/24

That the Cambridge Community Board receive the information contained in the Chairperson's Report (Document 10563009) of Sue Milner, Chairperson.

Councillor Webber/Goddin

Board Members' Reports from Meetings Attended on Behalf of the Cambridge Community Board

Board Member MacKay provided an update on the Autumn Festival due to start mid-March.

Councillor Andree-Wiltens confirmed that the Arts Council had confirmed an art exhibition to be held in the Cambridge Town Hall in September.

Board Member Goddin reported that Destination Cambridge were preparing for the Fieldays in June.

Board Member Montgomerie reported that the Cambridge Safer Community Charitable Trust were now working out of the cricket pavilion until new premises were confirmed.

Board Member Davies-Colley reported that the Cambridge Social Services Committee were looking for a new chairperson at the next AGM.

Chairperson Milner reported that the Cambridge Tree Trust were busy as usual. The car park of the premises of the Tree Trust were being blocked by a fast growing tree. The Cambridge Historical Society had successful heritage walks in conjunction with the Cambridge Library and is working on an oral history project.

Board Member Badger reported that in consultation with Waipa District Council staff a second pop up edible garden was going to be established and the current one in Thompson Street was being expanded.

Date of Next Meeting

The next Cambridge Community Board meeting is to be held at 6.00pm on Wednesday, 7 April 2021

There being no further business the meeting closed at 8.28pm



To: The Chairperson and Members of the Cambridge Community Board
From: Kirsty Downey, Manager Strategy
Subject: **Consultation Document for the Long Term Plan 2021-2031**
Meeting Date: 7 April 2021

1 EXECUTIVE SUMMARY

The purpose of this report is to present on the Consultation Document for the Long Term Plan 2021-2031.

Staff and Councillors will provide an overview of the public engagement process for the Long Term Plan 2021-2031.

In particular, feedback is being sought to help councillors decide which of five projects should go ahead and how they will be funded.

2 RECOMMENDATION

That the Cambridge Community Board receives the report 'Consultation Document for the Long Term Plan 2021-2031' (Document 10578335) by Kirsty Downey, Manager Strategy.

3 LONG TERM PLAN 2021-2031

What is a Long Term Plan?

The Long Term Plan is Council's most important planning tool that sets out what Council plans to do over the next 10 years and how it will be paid for. It includes detailed information on the activities, services and projects we intend on delivering, when we will deliver them, where and how. Ultimately the Long Term Plan will tell you what your rates may look like for the next 10 years.

By law, we must review the Long Term Plan and consult with our residents every three years.

Consultation Document for the Long Term Plan 2021-2031

Our vision, *Waipā Home of Champions: Building connected communities* is all about making Waipā a great place to live. Our Consultation Document outlines what we are looking at over the next 10 years to achieve this vision, and we need the community's feedback.

We are trying to predict the future in a time where we are still trying to understand the full impact of the global COVID-19 pandemic. Coupled with that, housing affordability has become a huge issue for New Zealand and the Waipā district. New Zealand has also declared a climate change emergency, which impacts many parts of our business including stormwater management, management of water supply, roading, property, emergency management, and the issue of planning and building consents.

While we do have some challenges ahead, it is vital we continue working towards our goal of building vibrant, connected and liveable communities. Public places like parks, playgrounds, cycleways and walkways, as well as infrastructure like roads, water, wastewater and stormwater, must be well-planned and provide for community wellbeing.

The Consultation Document for the Long Term Plan 2021-31 outlines the proposed major projects and people, including the Cambridge Community Board, can have their say either online at www.whatsnextwaipa.nz or by completing a submission form and dropping it off to one of our Council offices; or by posting it.

The Consultation Document doesn't include every project we'll be working on, but provides an overview of projects or issues that have a significant cost, have high community interest or are different from what we said we would do in our last Long Term Plan. We've made sure all of these areas have been considered in our draft plan, and we have prioritised areas of work that respond to COVID-19 recovery, affordability and climate change.

More detailed information to support the Consultation Document can be found at www.whatsnextwaipa.nz.

We need feedback by 5pm on Tuesday 27 April 2021.

4 FEEDBACK ON FIVE BIG ISSUES

In particular, we need feedback on the following five issues:

1. Pirongia - Ngā Roto - Te Awamutu cycling connection

We are working to create a recreational cycling route between Te Awamutu and Pirongia, via Lake Ngā Roto. A cycling route between Te Awamutu and Pirongia, via Lake Ngā Roto has the potential to showcase some of the district's most significant natural and cultural sites and encourage visitors to stay longer. A decision needs to be made about which route to take.

The 2018-2028 Long Term Plan set aside funding for a section of the cycleway between Te Awamutu and Lake Ngā Roto.

We want feedback on three proposed options between Lake Ngā Roto and Pirongia, which are included in the Consultation Document.

2. Urban mobility network

We are looking to roll out an urban mobility network around Te Awamutu and Cambridge to better connect places like schools, shops and places of work for cyclists, pedestrians and scooter users.

One of the greatest things we experienced during the COVID-19 lockdown was our streets busy with people walking, cycling and scootering. Vehicles were parked up, only to be used for essential purposes. This could be our new normal if we improved our infrastructure to make it safer and easier for people to get around.

We want feedback on the two proposed options to either leave the current network as is, or to build 3.5km of network in Cambridge and 3.2km in Te Awamutu.

3. Lake Te Koo Utu concept plan implementation

Improving the natural health of the lake and telling its history has been a priority of the community for some time.

A concept plan was developed for Lake Te Koo Utu in partnership with mana whenua and the community and it is clear that there is a huge amount of support to get this work underway.

We want feedback on the two proposed options to either source external funding/sell assets to fund the project; or halt major works in this area at this time.

4. Memorial Park concept plan implementation

We reached out to the community last year to understand their aspirations for Te Awamutu's premier park, and we received a passionate response.

Council is still to adopt a final Concept Plan for Memorial Park, however is keen to ensure that key aspects of the plan can be progressed in partnership with mana

whenua, the Te Awamutu & District Memorial RSA and local community members, to ensure the park remains a place our community enjoys visiting and is proud of.

We want feedback on the two proposed options to either source external funding/sell assets to fund the project; or halt major works in this area at this time.

5. Resource Recovery Centre

At the moment we are throwing away items like leftover building materials, clothing, scrap metal, concrete and other second-hand items that could easily be reused. This is a real concern considering the Ministry for the Environment says New Zealand's disposal to municipal landfills has increased by 48 per cent in the last decade.

We want feedback on whether we should continue with waste collection as it currently is in Waipā; or enter into a joint venture with one or both local private transfer stations to add resource recovery service; or partner with a community organisation or group to develop a resource recovery centre; or partner with a community organisation to develop a purpose-built resource recovery facility so we can on-sell, repair, re-use and recycle more products.

5 WHAT IS NOT INCLUDED IN THE LONG TERM PLAN?

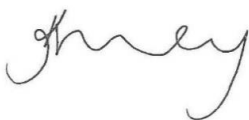
Waipa District Council cannot afford to do everything. We need to prioritise and make sure rates are affordable for our community, so a number of projects have been considered by Council which at this stage, are not being funded.

These projects are:

- Third bridge for Cambridge
- Food scrap collection service
- Cemeteries land acquisition
- New Cambridge library
- Development of growth cells

6 ATTACHMENT

Appendix 1 – Long Term Plan 2021-2031 Consultation Presentation



Kirsty Downey
Manager Strategy

It's time to decide
WHAT'S NEXT FOR WAIPĀ
FOR THE NEXT 10 YEARS.

For more info visit whatsnextwaipa.nz



10 YEARS IN 10 POINTS...



1

Adjusting to the impacts of the global COVID-19 pandemic
(economic and social recovery)



2

Affordability to live



3

Growth (including infrastructure like pipes and roads)



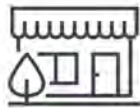
4

Other issues - managing climate change, water and ageing infrastructure



5

Debt levels



6

Investment in creating vibrant towns



7

A 'spatial plan' - or 'blueprint' - for Waipā



8

Achieving our vision, Waipā Home of Champions:
Building Connected Communities



9

Have your say!

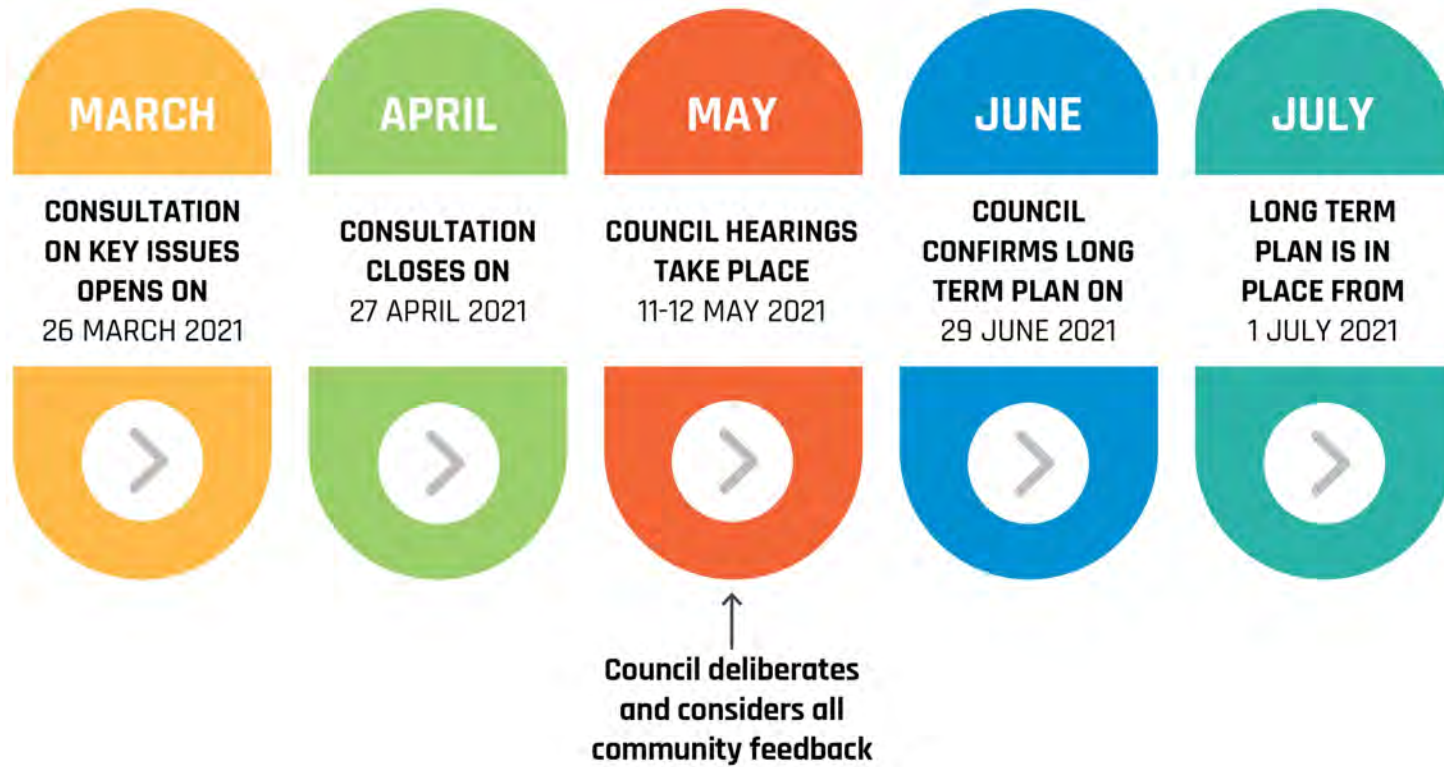


10

Consultation document

For more info visit [whatsnextwaipa.nz](https://www.whatsnextwaipa.nz)

SO, HOW DOES IT ALL WORK?



For more info visit whatsnextwaipa.nz

THERE'S A LOT TO BE PROUD OF!

HERE ARE SOME OF OUR HIGHLIGHTS SINCE OUR LAST LONG TERM PLAN.

- Cambridge Pool
- Cycleways and walkways
- Growth
- Hanlin Road intersection
- Plan changes
- Heritage – significant sites
- Housing for the elderly
- New facility at Lake Karāpiro
- Ōhaupō Sport and Recreation Centre
- Place shaping (concept plans)
- Playgrounds & pump track
- Recycling
- Resilience
- COVID-19 response
- Speed limits
- Stormwater infrastructure
- Te Ara Wai
- Wastewater treatment plant upgrades
- Water supply

For more info visit whatsnextwaipa.nz

COMMUNITY OUTCOMES



**SOCIALLY
RESILIENT**



**CULTURAL
CHAMPIONS**



**ENVIRONMENTAL
CHAMPIONS**



**ECONOMICALLY
PROGRESSIVE**

For more info visit [whatsnextwaipa.nz](https://www.whatsnextwaipa.nz)

OVER THE NEXT 10 YEARS...

We are budgeting on spending

\$2.0 BILLION

ON OUR DISTRICT

including capital and operating costs



\$0.91 BILLION

(just under half of our overall budget)

WILL BE FUNDED BY RATES

We are looking at an average rates increase for all rate types after growth, of

1.8% OVER 10 YEARS*

WITH A MAXIMUM AVERAGE INCREASE OF

4.2% IN THE FIRST 2 YEARS.



BY 2027/28 OUR DEBT IS SET TO PEAK AT

\$304 MILLION

For more info visit [whatsnextwaipa.nz](https://www.whatsnextwaipa.nz)

BY 2050:

**Cambridge is
expected to be home to**

28,000 PEOPLE

(adding 10,000 to the 18,000 who
currently live there).

**Te Awamutu and Kihikihi
is expected to be home to**

17,000 PEOPLE

(adding to the 14,700 people who
currently live there).





**WE'D LIKE YOUR
FEEDBACK ON
FIVE
BIG ISSUES**

For more info visit whatsnextwaipa.nz



**ISSUE
1**

**THE TE AWAMUTU –
PIRONGIA – NGĀ ROTO
CYCLEWAY.**

For more info visit whatsnextwaipa.nz



**ISSUE
2**

**URBAN
MOBILITY**

For more info visit whatsnextwaipa.nz



**ISSUE
3**

**LAKE TE
KOO UTU**

For more info visit whatsnextwaipa.nz



**ISSUE
4**

**MEMORIAL
PARK**

For more info visit whatsnextwaipa.nz



**ISSUE
5**

**RESOURCE
RECOVERY
CENTRE**

For more info visit whatsnextwaipa.nz

WHAT'S NOT INCLUDED?



For more info visit [whatsnextwaipa.nz](https://www.whatsnextwaipa.nz)

PROPOSED RATES CHANGES

Here's a rough idea of the average increase on rates for your property in year one of our plan.



RESIDENTIAL Te Awamutu

AVERAGE INCREASE **4.8%**
2019 valuation \$560,000
Actual rates 2020/21 \$2,557
Proposed rates 2021/22 \$2,679

An extra
\$2.34
PER WEEK



RESIDENTIAL Cambridge

AVERAGE INCREASE **5.7%**
2019 valuation \$700,000
Actual rates 2020/21 \$2,804
Proposed rates 2021/22 \$2,963

An extra
\$3.06
PER WEEK



RURAL

AVERAGE INCREASE **3.6%**
2019 valuation \$5,000,000
Actual rates 2020/21 \$9,220
Proposed rates 2021/22 \$9,549

An extra
\$6.33
PER WEEK



RESIDENTIAL LIFESTYLE Te Awamutu

AVERAGE INCREASE **2.9%**
2019 valuation \$1,070,000
Actual rates 2020/21 \$2,484
Proposed rates 2021/22 \$2,555

An extra
\$1.38
PER WEEK



RESIDENTIAL LIFESTYLE Cambridge

AVERAGE INCREASE **3.8%**
2019 valuation \$1,110,000
Actual rates 2020/21 \$2,577
Proposed rates 2021/22 \$2,675

An extra
\$1.88
PER WEEK



COMMERCIAL

AVERAGE INCREASE **4.7%**
2019 valuation \$960,000
Actual rates 2020/21 \$5,801
Proposed rates 2021/22 \$6,075

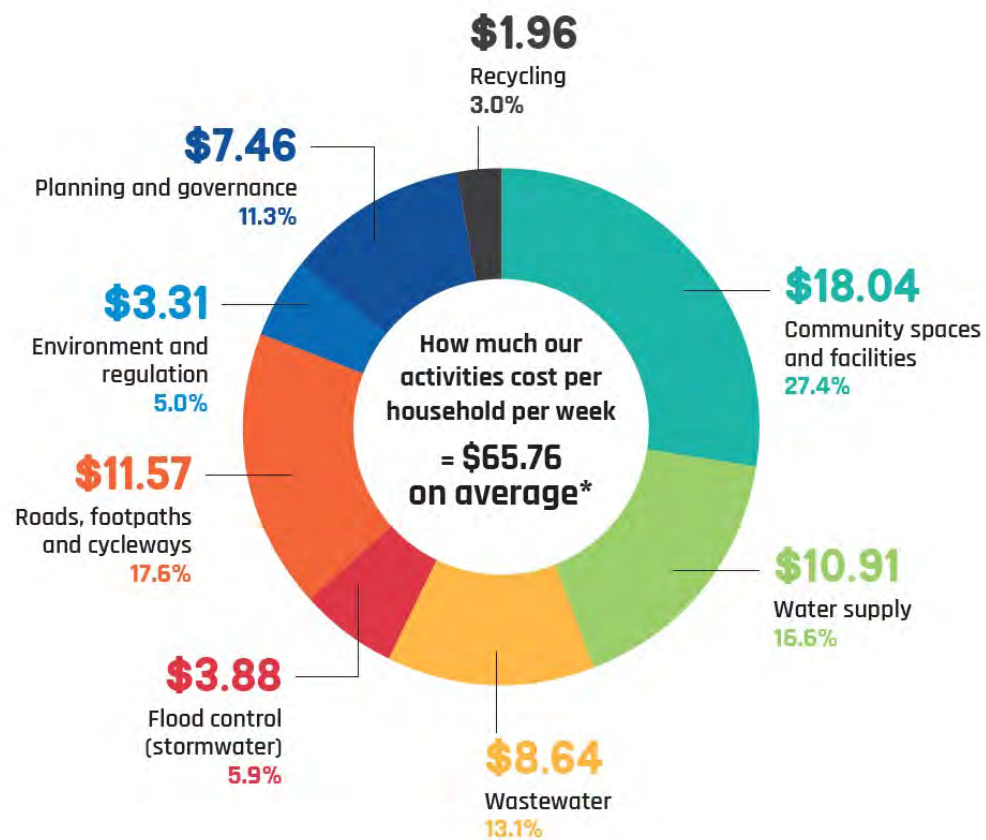
An extra
\$5.26
PER WEEK

Compare your rates on our rates calculator at www.whatsnextwaipa.nz or give us a call on 0800 WAIPADC (0800 924 723).

WHAT'S NEXT
WAIPĀ?

WAIPĀ, KĪA ANGA
WHAKAMAHI TE TĪTĪKO

Average weekly costs per household





TELL US WHAT YOU THINK!

WE NEED YOUR FEEDBACK BY 5PM, TUESDAY 27 APRIL 2021.

For more info visit whatsnextwaipa.nz

Questions?



For more info visit whatsnextwaipa.nz

CAMBRIDGE COMMUNITY BOARD REPORT



To: The Chairperson and Members of the Cambridge Community Board
From: Transportation Safety Officer
Subject: **Additional Information for Cook Street Parking Proposal**
Meeting Date: 7 April 2021
File Reference: 10571490

1 PARKING ON COOK STREET - UPDATE

At the Cambridge Community Board meeting on 3 March 2021 additional information was requested to consider its feedback on a Cook Street proposal to:

- create no parking zones along most of the street and
- apply a 120-minute time restriction to Council's off-street car park.

The requested information is contained in this report, except the public submissions, which are provided in a separate document to maintain confidentiality.

2 RESOURCE CONSENT CONDITIONS FOR CAFÉ 9

The information below comes from the consent application and decision around establishing a café at 9 Cook Street. It is disclosed under the Local Government Official Information and Meetings Act 1987 and the Privacy Act 1993.

Condition 18 of the resource consent requires seven parking spaces to be provided and delineated at the rear of the property. An area is available for parking behind the building, but no specific spaces are identified to ensure efficient use of the space (see photo below). Standard road marking cannot be used on this unsealed surface. Alternatives would be:

- Signs on the fence indicating where each parking space is
- Rubber wheel stops at the front of each parking space.

Either would help direct customers to park in specific locations to make the most of the space available.





Resource Consent RC/4774.01 – Granted April 2006 (ECM5208411 – Schedule 1)

Conditions related to traffic and parking:

Traffic

- 14 That the two arrows for the entry and exit points from Cook Street indicating traffic direction as shown on the approved plan (reference 1171, dated January 2006) be provided on the upgraded entrances to the site prior to the commencement of the activity on the site.
- 15 That signage is provided to ensure that traffic flows in the intended direction indicated in the approved plan (reference 1171, dated January 2006) prior to the commencement of the activity on the site.
- 16 That the existing no stopping restriction on the southern side of Cook Street from Burns Street intersection be extended east to the existing vehicle crossing adjacent to the western boundary prior to the commencement of the activity on the site.

Parking

- 17 That written confirmation is provided to Council (on a yearly basis, on the anniversary of consent approval), confirming off site parking is provided for staff on an ongoing basis.
- 18 That there is provision for the parking of 7 vehicles at the rear of the property and that the parking spaces be delineated prior to the commencement of the activity on the site.
- 19 That there is provision for small trucks that have a wheelbase of less than 4.00 metres to unload at the rear of the site.
- 20 That the existing lean-to structure at the rear of the building be removed prior to the commencement of the activity on the site.

Entrance Ways

- 21 That the consent holder shall upgrade the existing vehicle crossings as indicated in the application Focus Drawing 1171. The crossings are to be constructed to the Council's standards as set out in the Code of Practice for Land Development and Subdivision and be constructed prior to the commencement of the activity on the site. The following issues shall also be addressed:
- The entrances shall extend from the road kerb and channel to the property boundary.

Reasons for decision – Resource consent RC/4774.01 (ECM5208411 – Schedule 3)

- c) The proposal is not inconsistent with the relevant policies and objectives of the operative Waipa District Plan.
- d) The application to establish a cafe in the General Zone is considered by Council to satisfy Sections 104, 1048 and 104D of the Resource Management Act 1991 in respect of the land use consent.
- e) Review condition 3 provides Council with the flexibility to review the exercise of the consent and address any significant adverse effects that might arise during the exercise of the consent.
- j) An assessment of the traffic issues associated with this application has confirmed that the adverse effects of the activity will be minor on the road network. Conditions 14 to 21 have been imposed to ensure that adequate parking is provided for the activity and traffic impacts minimised.
- k) That the existing lean-to structure at the rear of the building is required to be removed to maximise vehicle manoeuvring at the rear of the subject property.

Application for resource consent – Establishment of a retail activity in the General Zone (Café) at 9 Cook Street, Cambridge (ECM 691067)

Submitted by: Jude Marsden, Planner at Focus Surveying and Resource Management Limited – not dated

Sections relevant to traffic and parking:

Parking

Under the 'other uses' criteria of the General zone one park per 33m² ground floor area is complied with. Building size is 210m²/33 = 6.3 parks). Parking for 7 vehicles is supplied at the rear of the property. A loading area for deliveries will also be supplied in this rear area.

Traffic

Road users are not affected adversely by the signage as it is placed on the front and eastern side of the building and does not exceed the amount of signage that was there under the previous operation. Some incidental signage relating to products sold will also be on the site. These will be limited.

This operation will generate a higher rate of stopping traffic than the previous activity. Parking is provided at the rear of the site for patrons. It is anticipated that some customers will stop outside, parking on the side of the road to pick up provisions 'on the run'. Our client will ensure that no other adjacent entrances are blocked or affected by this activity.

3 ALTERNATE PARKING OPTIONS FOR OTHER BUSINESSES

All Cook Street businesses were invited to make submissions around how removing on-street parking would affect them and none raised any business-specific issues other than customer parking for Café 9, and one comment about parking for delivery trucks at Liquorland. No submission was received from Liquorland itself about delivery truck parking.

Off-street areas potentially available for private off-street parking are shown in pink on the map below.



4 OTHER DISCUSSION POINTS

60-minute time limits on the Council car park opposite Café 9

A 120-minute time limit was recommended for Council's off-street car park on Cook Street as this would:

- Fit with the district's Parking Management Plan¹, which recommends 120 or 180-minute restrictions for off-street carparks
- Discourage all-day parking without putting café customers and walkers at risk of receiving parking tickets if their visits last longer than expected
- Make time limit enforcement more achievable (this car park is not in the main town centre and hourly checks by Enforcement staff are unlikely).

The parking plan only recommends 60-minute parking for main shopping streets and high-demand parking streets with occupancy greater than 85 per cent. Cook Street was not part of the 2020 parking survey, so the occupancy rate is unknown. Submissions were divided on whether this car park was monopolised by all-day staff parking or underutilised. Five site visits by Council staff at different times and on different days of the week found four vehicles regularly park in this space all day on most weekdays, taking up 50 per cent of the space available.

Marked parking spaces in the Council car park opposite Café 9

This is included in the proposal as it will ensure more efficient use of the car park space.

10-minute time limit on proposed parking spaces outside 9 and 11 Cook Street

These on-street spaces were left primarily for older or less physically able customers who cannot walk from Burns Street or cross the road from Council's off-street car park. A 10-minute limit would make these spaces unsuitable for many of these customers who want to sit down and enjoy a meal or coffee rather than grab refreshments on the go.

A 10-minute limit would encourage more frequent parking manoeuvres on this busy section of road as they would be used exclusively by "grab and go" customers. This increases the road safety risk.

Council's draft Parking Management Plan recommends P10 only for short-term parking locations near public facilities such as bus stops and public toilets. Parking restrictions outside commercial premises, for the primary benefit of that business and its customers, are not always deemed appropriate, despite historic approvals.

Shifting the footpath behind the bollards to a create 10-minute parking zone on the northern side of Cook Street

Widening the section of the road beside the reserve would be cheaper than widening the whole length of Cook Street and would not involve reinstatement of driveways. However, it would be dependent on permission being granted to use reserve land for this purpose and would still involve significant financial investment to relocate the footpath and install a sealed parking shoulder on foundations suitable for use by heavy vehicles. Any services under the new parking bay or the new footpath location may have to be shifted. Up to 10 on-street parking spaces would be created. The costs of this could be high depending on what buried services exist under the berm, a starting cost of \$130,000 could be expected but with service conflicts it could be \$180,000 or more. Time restrictions would be required, as current parking behaviour indicates these would mostly be used by Cook Street staff for all-day parking.

¹ ECM 10082878



For the reasons listed above, a 10-minute time restriction would not be recommended. A 120-minute restriction is preferred as this would discourage all-day parking to improve parking turnover and availability, but would still cater for sit-down café customers and walkers accessing the adjacent paths, not just “grab and go” customers.

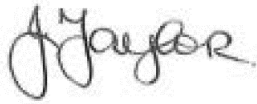
Accommodation for trucks stopping to grab a coffee from the café

Cook Street is not wide enough to safely accommodate truck parking without encroaching on the traffic lanes or parking on the berm and footpath.

5 RECOMMENDATION

That the Cambridge Community Board:

- a) *Receives the information contained in the report Additional Information for Cook Street Parking Proposal of Julie Taylor, Transportation Safety Officer;*
- b) *Supplies feedback on the proposal to implement the following parking changes on Cook Street:*
 - i. *Install ‘no parking’ zones along both sides of Cook Street, excepting three marked, on-road parking spaces outside Café 9 at 9 Cook Street and the residence at 11 Cook Street.*
 - ii. *Install signs instructing drivers not to park on Cook Street berms or footpaths.*
 - iii. *Add a 120-minute time restriction to all spaces in the Council off-street car park to improve parking availability for café customers and walkers accessing the adjacent paths.*
 - iv. *Mark parking spaces in the Council off-street car park to ensure efficient use of space.*



Julie Taylor
TRANSPORTATION SAFETY OFFICER



Bryan Hudson
TRANSPORTATION MANAGER



Dawn Inglis
SERVICE DELIVERY GROUP MANAGER



To: The Chairperson and Members of the Cambridge Community Board
From: Governance
Subject: **Quarterly Reports**

1 SUMMARY

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

2 RECOMMENDATION

That the Cambridge Community Board receive the:

- a) Community Services Quarterly Report (Document 10541654) of Sally Sheedy, Manager Community Services, and*
- b) Water Services Quarterly Report (document 10561202) of Martin Mould, Manager Water Services*

3 ATTACHMENTS

Appendix 1 – Community Services Quarterly Report to 31 December 2020 to Strategic Planning and Policy Committee

Appendix 2 – Water Services Quarterly Report to Service Delivery Committee

STRATEGIC PLANNING AND POLICY COMMITTEE REPORT



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

From: Manager Community Services

Subject: **COMMUNITY SERVICES QUARTERLY REPORT TO 31 DECEMBER 2020**

Meeting Date: 2 March 2021

1 EXECUTIVE SUMMARY

The purpose of this report is to provide information on the activities pertaining to the Community Services Unit to 31 December 2020 (YTD). 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.

The following appendices provide further detailed information in support of the activities outlined in the report:

- Appendix 1 – Centennial Park Concept Plan December 2020
- Appendix 2 – Library supporting information
- Appendix 3 – Museum and Heritage supporting information
- Appendix 4 – Cemeteries supporting information

2 RECOMMENDATION

That the Strategic Planning and Policy Committee

- a) **RECEIVES** the report titled 'The Community Services Quarterly Report to 31 December 2020' (document number 10541654) of Sally Sheedy, Manager Community Services.

3 COMMUNITY SERVICES TEAM UPDATES

3.1 Community Facilities

Public Conveniences

Many public toilets and showers have experienced ongoing minor vandalism over the past six months. Vandalism includes graffiti, smashed air vents, toilet bowls smashed in two different facilities, basins pulled off or damaged, token boxes regularly damaged and push buttons rammed through the walls. This is having an impact on the facilities being available for community use, with the public toilets in the Warehouse carpark in Te Awamutu closed for two weeks while parts were in transit and then installed. This ongoing vandalism is beginning to impact allocated budgets, which staff continue to monitor.

During this quarter, urinals have been deep cleaned to remove crystals in the pipes and to improve the smell. All rural septic tanks were emptied prior to the Christmas period.

Centennial Park Concept Plan Refresh

The refresh of the Centennial Park concept plan was completed in December 2020. Staff presented the refreshed concept to the February 2021 Te Awamutu Community Board meeting. An exciting feature is the inclusion of a parkour facility and staff will utilise 2020/21 LTP budget to commence work on this facility. There is also community interest to lead the upgrade of the pump track and skatepark. A copy of the refreshed concept plan is included in Appendix 1.

Long Term Plan Preparation

The Community Facilities team completed three Activity Management Plans (Parks, Public Toilets and Cemeteries) prior to Christmas for audit review. The team also helped write a new section in the Waipā Infrastructure Strategy for Community Services and led the updates for all of the Community Services business cases.

Contract Management

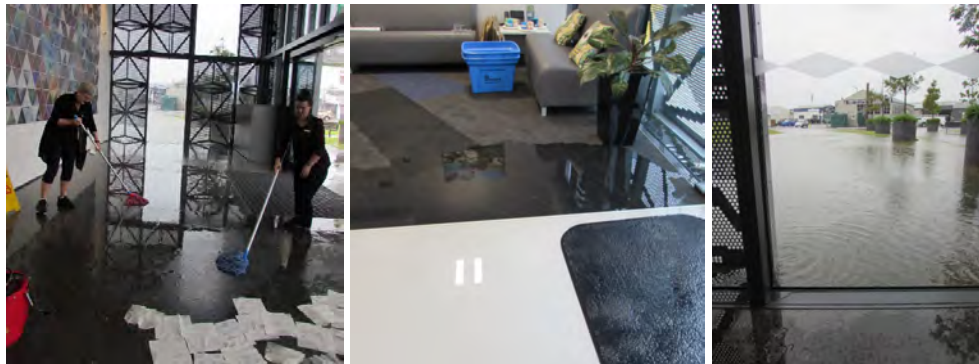
An update on individual contracts is as follows:

Contract	Update
Tree Maintenance Contract	<p>During this quarter there were 15 trees removed, 481 trees pruned and 15 storm related call outs. The contractor responded to 127 tree related CRMs on behalf of Council. There were also 8 new jobs completed under variations to the contract to maximise contract rates. Trees pruned included the main street of Cambridge prior to the Santa Parade, which generated frustration to some members of the business community. As a result of feedback received, there will be increased communications with affected parties closer to tree work within the Cambridge main street.</p> <p>During the next quarter, a large dead gum tree between Shakespeare Street and the river in Cambridge will be removed. Traffic management will be set up for these works. There will also be 31 conifers removed at Hautapu Cemetery.</p>

Rural Open Space Contract	The contractor struggled to keep up with the spring flush. Staff worked with the contractor to ensure levels of service were maintained during the Christmas period.
Public Convenience Cleaning Contract	The aforementioned damage to the public toilets and showers is the main area of concern. Staff are investigating the cost to replace bar soap with liquid soap dispensers, which will be more hygienic. Contractor performance has been satisfactory with limited CRMs regarding cleaning requests occurring between scheduled cleans in busy facilities.

3.2 Libraries

The Te Awamutu closed unexpectedly for the afternoon of the 25 November due to minor flooding caused by a severe weather event. This also caused the postponement of an author event scheduled for that evening.



Covid-19 continues to affect timeframes for stock delivery, with delays expected to be around four to six weeks.

1 October – 31 December 2020 Library Statistics

- 438 new patrons registered across both libraries
- 36,631 total library membership
- 115,240 items issued
- 1,231 eBooks and 206 eAudiobooks issued.

Further details of the Library statistics can be found in Appendix 2.

Online Catalogue

We were informed the online catalogue used by the district libraries was being discontinued as at 30 December 2020. Based on this news, the Libraries staff worked on a new library catalogue, which was launched mid December 2020. This new catalogue included new features patrons had been asking for a while including check out history and online registration. As part of this work, a new children's catalogue was also launched.

New Zealand National Library Partnership Fund

The New Zealand National Library received central government funding to support communities through Covid-19. Waipā District Council Libraries have been successful in gaining funding for three fixed term positions until 20 June 2022, to support our communities during this time of uncertainty. These positions will help the community through digital literacy, reading, and general Covid-19 recovery programmes. All three positions have been filled.

Summer Reading Programme

In December the libraries started the annual summer reading programmes for children aged 5-12. This programme is designed to keep children reading over the summer break, to avoid the 'summer slump' which can put children's reading back by around 6 months. This programme caters for approximately 140 children (70 in each library) and involves a variety of activities both in the library and at home.

3.3 Museum and Heritage

1 October – 31 December 2020 Museum and Heritage Statistics

- 1,390 visitors at Te Awamutu Museum
- Thirty seven new collection acquisitions processed
- Assisted with over 25 research enquiries
- 881 students through programmes in the Museum and at significant sites

Further detail regarding Museum Statistics can be found in Appendix 3.

Learning Experiences Outside the Classroom (LEOTC)

With school holidays until the 11 October, it was a quite month along with schools taking time to find their feet and feel confident leaving the classroom again after the August/ September 2020 Covid-19 restrictions. However, November was a very busy month. Museum staff visited Cambridge Primary under a special Covid-19 exemption to contract as the programme was originally part of their camp, instead was noho at the school. Staff undertook multiple sessions of a 30 minute mystery object program, created especially for the school using the Museum handling collection.

In term four, the Amazing place programme was created in response to the teacher advisory group previously asking for a term four learning option that was more fun and upbeat for this time of the year. Over two days, 477 students from Te Awamutu College raced through central Te Awamutu, gathering and solving clues, visiting the museum and joining the Educator in Selwyn Park for the final part of the programme.

Exhibitions:

- Gavin Gifford Gallery
 - Formal Fridays - From the depths of the textile collection, nostalgic, formal, functional and fanciful outfits on show.

- **Front Porch Gallery**
 - Celebrating 100 Years of Secondary Education in Te Awamutu – highlighting and acknowledging the spirit of education within the Waipā
 - Resistance, Resilience, Remembrance - an exhibition looking into the significance of the date chosen for the Land War commemorations, 28 October first commemorated in 2017.
 - Wishing Wall – Choose a beautiful butterfly, write or draw a picture of a wish for a special person and add it to the wishing wall.

Workshops

- Tui and Tama’s annual Halloween Party
- Tui and Tama’s Teddy Bears Picnic
- Ti Rakau Stick Game – design your own te rakau and learn waiata song in Te Reo Maori with the actions
- Hine and Tama Paper Dolls – learning traditional Maori clothing and accessories
- Poi Making Workshops – make a set of poi and learn waiata song in Te Reo Maori with the skilful actions
- Maori Design Badges – learn basic Maori design inspired by kowhaiwhai painted and whakairo carved patterns. Then make a badge from your design.

Te Ara Wai Journeys

- 985 new users totalling 8,373 users.

3.4 Parks, Reserves and Cemeteries Operations

The Parks and Reserves Operations team concentrated on keeping on top of spring growth and preparing for the holiday break, when there are lower staffing numbers. To assist, a growth regulator spray programme was implemented on sports fields for spring growth, reducing the amount of mowing required each week. This also helped the playing surfaces to be free from grass clippings providing a cleaner play surface. The annual bedding planting changeover went smoothly for the summer flowering plants.

Cambridge Parks

- The community edible garden project lead by Elise Badger and Cambridge Community Board next to Thompson Street playground is growing very well. The Parks team helped in the garden setup, after which the community have managed the garden very well and vegetables are now being harvested.
- A review of the track maintenance on river bush track throughout Cambridge has been completed. This maintenance has been added to the schedule of the spray team who now regularly clear tracks of debris, remove noxious weeds and clear vegetation growth from the tracks.
- Root barrier has been installed in the Cenotaph garden beds to address aggressive root growth of the surrounding Elms.

Te Awamutu Parks

- A review of mowing, gardening, turf edging and spraying schedules has been completed. This review found efficiencies, which have been implemented into the regular scheduled work.
- The Rose Garden has had a good season after damage from the 25 November rainstorm. The team have been deadheading and maintaining the beds for the rose events, which has received positive feedback.
- There have been issues experienced with the Memorial Park pond fountain pump. This has been repaired and the team have asked the “Friends of Memorial Park” group to not touch the pump setting, as we found someone had been changing the pump timing and settings. Since then we haven’t had any problems with the pump.

Cemeteries

Te Awamutu Cemetery has had two burials over this quarter, which has resulted in undesirable behaviour post burial services. In both cases the staff contacted the New Zealand Police before the burial. Staff are working with local Police to improve the safety in and around the Cemeteries.

Burial numbers continue to be below 2019/20 numbers, down for the second quarter by 9. Head stone permits are tracking above 2019/20 by 37 and ash interments are the same as compared with 2019/20.

Please refer to Appendix 4 for further graphs representing cemeteries statistics.

Christmas Parades

The Te Awamutu Parks Team and Cambridge Parks/ Library teams participated in the 2020 Christmas Parades. This is a great opportunity for the team to support the local parades and raise awareness of the teams within the community.

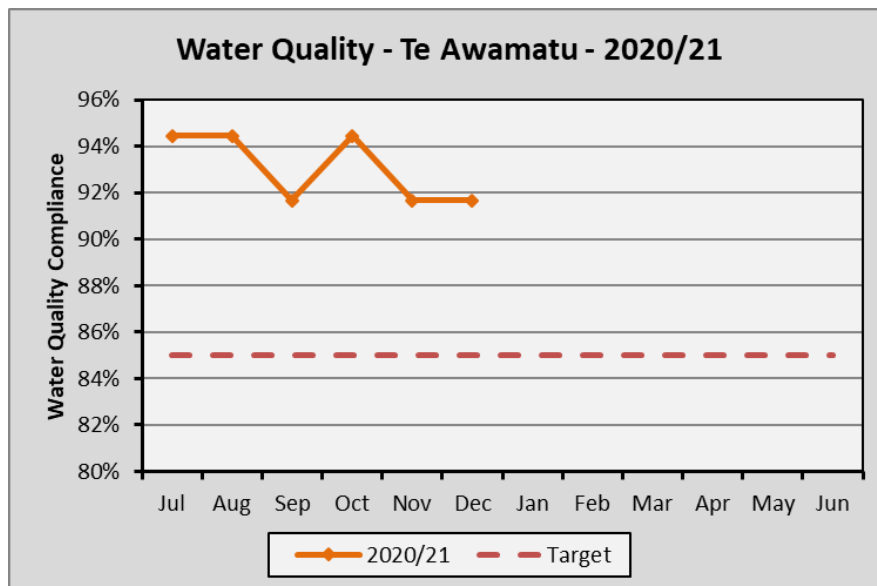


3.5 Pools

An update from Waipā Community Facilities Trust was provided at the 2 February 2021 Strategic Planning and Policy Committee meeting.

For the second quarter of 2020/21, aquatic visitor numbers for Te Awamutu Events Centre (TAEC) have been tracking well despite the Covid-19 restrictions in the first quarter, with numbers being very close to the same period in 2019/20. Numbers for the stadium and Gym are tracking below 2019/20 results.

Water quality continues to be above target compliance levels:



With respect to projects, GoWaipa have been concentrating on the Cambridge Pool development, developing an establishment plan and organising fixtures, furniture and equipment to align with the construction project. This continues to be a priority for the GoWaipa team this year.

3.6 Reserves Planning

Key accomplishments during quarter 2

- Parks plans:
 - Amendments to draft concept plan for Lake Te Koo Utu endorsed by community board and council
 - Council workshop on draft concept plan for Memorial Park
 - Finalised cemeteries provision plan
 - Prepared development plan for Wharemarama, endorsed by mana whenua and developer who has offered to contribute funding towards the reserve's development

- Progressed work on open space plan but agreed to put this on hold given scope of upcoming Spatial Plan.
- Subdivision and land use consents
 - Progressed reserve acquisition, development discussions and business cases for the following growth cells: T1, T2, C2, C4 and Cambridge North
 - Progressed reserve acquisition discussions for peat lake reserve margins
 - Provided Community Services comments on 7 subdivision and land use consents, and attended 6 pre-application meetings.
- Reserve activation
 - Provided input and/or led discussions on requests for numerous new leases and licences on reserves e.g. Sainsbury Road, Lake Ngā Roto sailing clubs
 - Processed 2 MEIT concessions
 - Progressed discussion with Pirongia Horse Riders Club regarding horse riding at 205 Sainsbury Road.
- Investigated options for stopping Gudex Road, to install a gate to stop night-time activities resulting in damage to Pukemako and adjoining landowners' farms and assets
- Progressed discussions with Mr Finch in relation to drainage issues adjoining Lake Ngā Roto
- Weed control and plant releasing in conservation reserves almost finished, pest plant control ongoing
- Biocontrol agent released at Yarndley's bush to control *Tradescantia fluminensis*
- Aerial spraying at Sainsbury Road (gorse) completed
- Inaugural meeting of Manga-o-tama Catchment Restoration Project attended
- Heritage Fund – Inspections/Reviews.



Sally Sheedy
MANAGER COMMUNITY SERVICES



Approved by Debbie Lascelles
GROUP MANAGER STRATEGY & COMMUNITY SERVICES

APPENDIX 1 – CENTENNIAL PARK CONCEPT PLAN DECEMBER 2020 (ECM 10538200)



CENTENNIAL PARK

PLAYGROUND CONCEPT PLAN

VERSION ONE | DECEMBER 2020

BUILDING AN URBAN PLAYGROUND

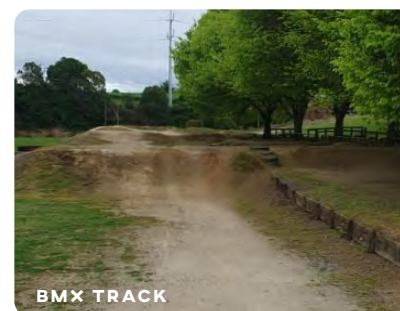
Centennial Park is a community greenspace on the western fringes of Te Awamutu. It currently has a dirt BMX track and concrete skate bowl which is popular with teenagers and children who are learning bike-skills.

BrodieHailwood has been commissioned by Waipa District Council to refresh the Developed Design Report produced by Becca in 2015.

The park's current facilities include a dirt BMX, skate bowl and large grassed areas for recreational play. The concrete block buildings on site are not currently in use.

LOCATION

Centennial Park is located at 931 Rewi Street on the western side of Te Awamutu.



PROPOSED PLAN



NOTE: AREAS ARE INDICATIVE AND FINAL SIZE AND SHAPE IS SUBJECT TO FINAL DESIGN.

SCALE 1:1000 @ A3

TE AWAMUTU | CENTENNIAL PARK | DECEMBER 2020 | 3

PROPOSED PLAN

KEY

- 1 Existing bike and scooter track
- 2 Skate park
- 3 Street skate extension
- 4 Proposed bike skills park
- 5 Proposed play elements eg. basket swing
- 6 Proposed parkour area
- 7 Hang out zone
- 8 Existing basketball half-court
- 9 Path network
- 10 Toilets
- 11 Existing car park
- 12 Wetland planting
- 13 Potential bike skills viewing area and picnic spot.



PARK OVERVIEW

This concept plan allows for indicative areas for the skate park upgrade and street skate extension, bike skills area and the playground. Detailed design is still to be completed for these areas.

Design of these areas will be further developed with a high level of engagement from community stakeholders.

WALKING TRACKS

The current walking tracks will be extended to provide connections to Rewi Street and neighbouring developments. Tracks will also be upgraded to metal or concrete surfaces.

STORMWATER SWALE

The swale provides an opportunity to develop wetland planting within the park.

INFILL AND RESTORATION PLANTING

This will be completed on the southern edge of the park.

INTERPRETIVE SIGNAGE

The development of additional interpretive signage will be completed and will include consultation with iwi on the park's Māori history.



PARKOUR

Provides challenges for users to develop climbing movements, balance training and coordination skills.



BIKE SKILLS

This project will be developed in conjunction with the community.



SKATE PARK

To be renewed and upgraded to include street skate area and hangout zone.



PLAY ELEMENTS

Play elements to be incorporated to provide activities for all ages.



INTERPRETIVE SIGNAGE

The development of signage to educate and inform the community.



PATH

Existing paths to be upgraded to allow easier thoroughfare and connection with new eastern development.

PROPOSED PLANTING

1. AMENITY PLANTING

1. *Libertia peregrinans* - New Zealand Iris

Sword like leaves of brownish/green with a distinct orange colouring. Small white lily like flowers on short stems are followed by bronzy yellow seed pods.

2. *Fuchsia procumbens* - creeping fuchsia

An attractive fast-growing ground-cover with round, soft-green leaves and red/ yellow flowers in summer, followed by large red berries which attract birds. Its creeping habit allows it to cover large areas. Prefers semi-shade under trees however can handle full sun.

3. *Sophora microphylla* - Kōwhai

Handsome grey foliage with golden flowers that are attractive to bellbird and tūi.

4. *Phormium green dwarf* - Small flax

A small compact growing flax with green upright foliage and yellow flowers.

Note: This is a high-level overview of plant ideas, further detailed planting plans to be developed.



2. TREE SPECIES

1. *Albizia julibrissin rosea* - Silk Tree

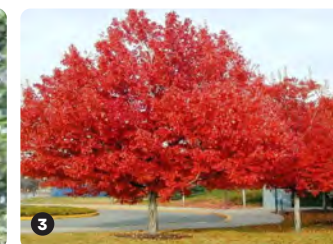
Light fern-like leaves in summer and pink silk like flowers in clusters in summer. Protect from frost. Height 3m. Deciduous.

2. *Alectryon excelsus* - Titoki

Small spreading tree with shining dark-green foliage.

3. *Acea rubrum* - Red Maple

Large, shining, dark-green leaves that turn a rich scarlet-red in autumn.



3. SWALE PLANTING

1. *Apodasmia similis* - Oioi

An attractive wetland reed with fine grey-green leaves and brownish bracts at joints.

2. *Carex secta*

A handsome clump forming green grass. Seed heads dark brown. Likes damp sites.

3. *Chionochloa flavicans*

Hardy Native grass. Looks best in clumps. Green to silver plumes in summer.



PARK FURNITURE

1. LITTER BINS

FEL Group

R100 Timber Tilt bin, powder coated black.



3. TABLES

FEL GROUP

Portland Picnic Table (central leg) powder coated black.



2. PARK BENCHES

FEL Group

Portland Seat powder coated black (FEL). This can be with or without arm supports which are good for elderly users.



4. SQUARE BOLLARDS

100 x 100 Timber bollards, painted black to be used on road front boundaries.

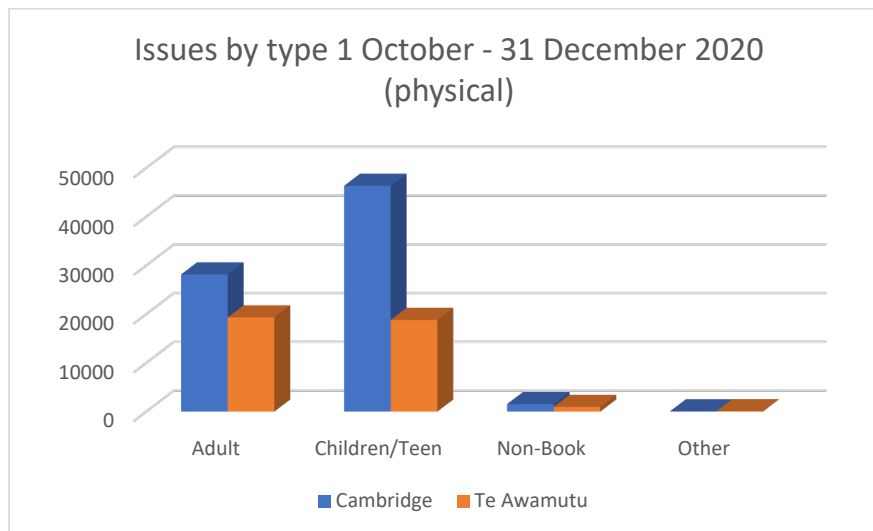


APPENDIX 2 - LIBRARY SUPPORTING INFORMATION 1 JULY – 30 SEPTEMBER 2020

Membership numbers

- During the quarter 2 the libraries registered 264 new patrons at Cambridge Library and 174 at Te Awamutu Library.
- At the end of this period the number of registered patrons were recorded as:
 - Cambridge – 20,348
 - Te Awamutu – 15,237
 - Family count – 1,046 (number of patrons who are recorded as not having their own card and are using a family member's card)

Total number of issues

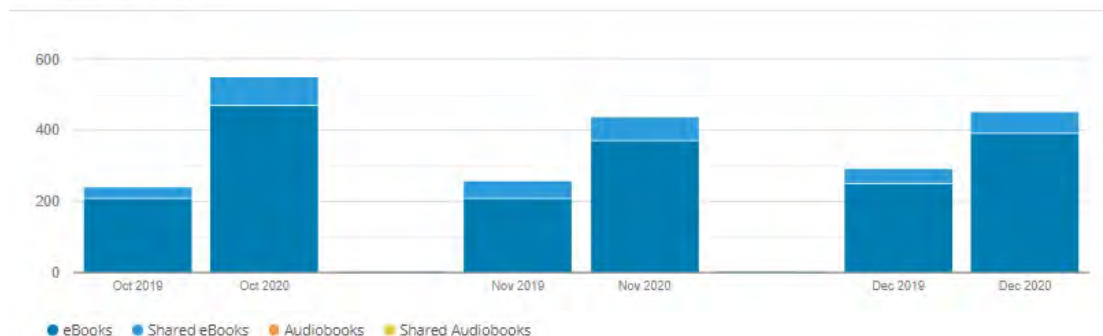


Material type	Cambridge	Te Awamutu
Adult	28,154	19,325
Children/Teen	46,335	18,807
Non-Book	1,548	965
Other	46	60
Total	76,083	39,157

eResource issues this quarter

- eBooks = 1,231
- eAudiobooks = 206

Loans / month

**Programmes – quarter 2**

Over 2,000 patrons attended sessions during this time. It is noted, not all activities count attendees due to the nature of the activity, this was especially relevant for this quarter. For this quarter the activities / events and programmes were:

- Wriggle and Rhyme (once a week in both libraries during term time)
- Toddler Time (once a week in both libraries during term time)
- Makerspace (twice a week in Cambridge and once a week in Te Awamutu during term time)
- Dance Koru
- Zumba
- Ladies running reboot (every Thursday)
- Art Therapy (both libraries x 2)
- Cambridge Bowling Club Open Day
- Ladies night out of the gumboots
- Tai Chi x 2
- Find your fit
- Park run
- Body fit
- Stories alive (Halloween craft – both libraries)
- Pilates
- Avantidrome open day
- Cambridge engineering (Camex) x 4
- Disaster on four small paws
- Reading programme for ages 5-12
- Film Night (2 sessions held, rest cancelled due to Covid-19)
- Craft supply swap
- Oliver McLeod
- Scott Bainbridge
- Xmas card making (in both libraries)
- Xmas crafts (in both libraries)
- Christmas parade with the Parks team
- Hell reading challenge
- Cambridge Primary School book week (16 classes)



APPENDIX 3 – MUSEUM AND HERITAGE SUPPORTING INFORMATION

General Visitor Numbers

	2018	2019	2020
January	1,073	512	650
February	532	423	447
March	506	623	231*
April	704	764	0**
May	500	656	40***
June	580	426	188
July	359	613	585
August	441	308	179****
September	478	507	330****
October	684	933	679
November	330	463	396
December	281	397	315
Total	6,468	6,625	4,040

COVID-19 impact - *closed 23/3, ** closed, *** reopened 25/5 **** Level 2 – 12/08 to 22/09/20

*Extended Christmas/New Year closure midday 24 December to 11th January.

LEOTC Students

	2018	2019	2020
January	0	0	0
February	674	440	516
March	384	988	154*
April	59	306	0**
May	739	755	0***
June	201	206	100
July	16	0	340
August	419	136	184 ****
September	596	408	37 ****
October	224	50	0
November	101	57	822
December	87	0	59
Total	3,500	3,346	2,212

COVID-19 impact - *closed to public 23/3, ** closed, *** reopened 25/5 **** Level 2 – 12/08 to 22/09/20

APPENDIX 4 - CEMETERIES SUPPORTING INFORMATION

Headstone Permit (YTD)



All ashes interments (YTD)



All lawn interments (YTD)





INFORMATION ONLY

To: The Chairperson and Members of the Service Delivery Committee
From: Manager Water Services
Subject: **Water Services Quarterly Report**
Meeting Date: 16 March 2021
File Reference: 004.06

1 Executive Summary

The purpose of this report is to provide information on the activities pertaining to the Water Services Team's activities for the period from October 2020 to December 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 or Council's Significance and Engagement Policy.

Of particular note:

- The Abatement notices served on Council for the Cambridge Wastewater Treatment Plant non-compliance have been withdrawn as we have moved into compliance with the new short term consent.
- The Detailed Business Case for the Hamilton-Waikato Metro Area was due to be presented to the Governance Group 26 February 2021. However, this has been deferred to allow wider consideration of growth timing and testing the sensitivity of growth assumptions.
- The Request For Information project (for the Department of Internal Affairs), as part of the Water Reform Programme of works is complete (achieved before the 1 February 2021 deadline). The workload to complete the spreadsheet and the comprehensive nature of the request has meant that several staff were removed from business as usual duties to ensure completion of the work.
- Reticulation staff have been kept busy with an increased number of minor leaks being reported and repaired. The majority of these are on old galvanised

pipes supplying one or two properties. In some of these cases a new rider main has been installed to reduce the number of road crossings for these pipes.

For this reporting period (and financial year to date), all water treatment plants are compliant for both bacteria and protozoa, and all zones are compliant for this period.

2 Recommendation

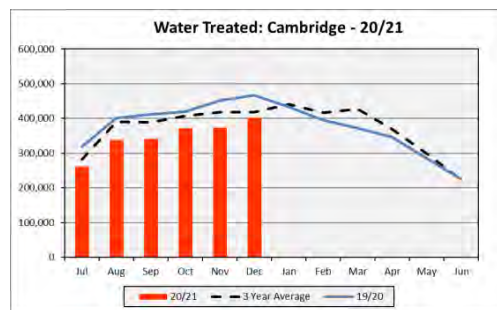
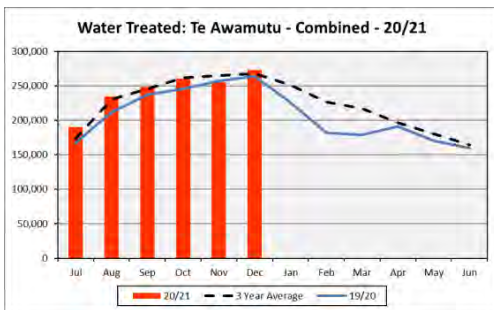
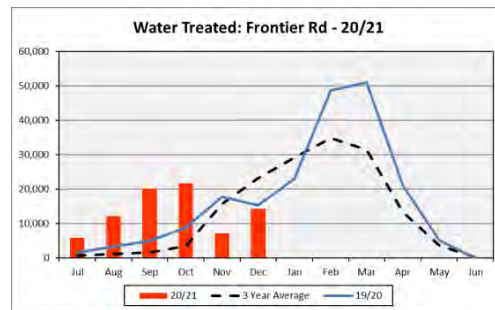
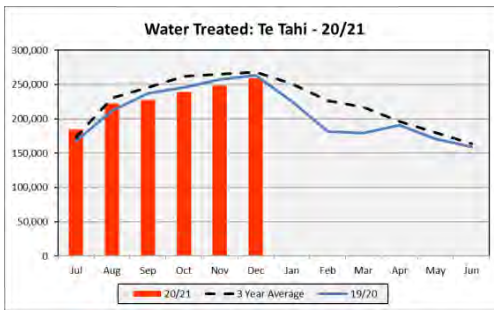
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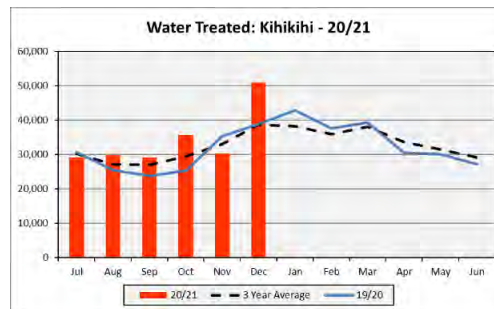
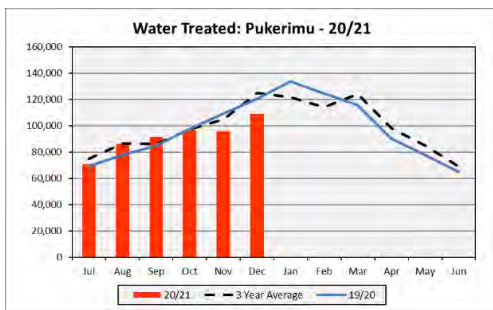
- a) *The report titled Water Services Quarterly Report, (document number 10561202) of Martin Mould, Manager Water Services, be received.*

3 Water Demand

3.1 Current Demand – Water Production

Demand patterns across the district are normal for this period of the year with the exception of reduced production at the Frontier Road bore, and high demand in Kihikihi during December 2020. Less reliance on the bore was required in November, while high demands in Kihikihi were due to planned maintenance of the bores and the subsequent flushing when bringing them back into service.





4 Demand Management Activities

4.1 Rainwater Harvesting

- Council received a letter from a local student (Vienna) following the rainwater harvesting workshops, who is passionate about sustainability. She asked Council for a voucher for a rainwater tank (similar to those provided during the workshops in November) for Te Awamutu Primary School, a school she associates closely with for their Enviroschools programme (she is home schooled).
- Council has partnered with Designer Tanks and agreed to donate and present a rainwater harvesting tank (300 litre) to Vienna and Te Awamutu Primary School.
- There is a presentation to be made at the school assembly where the Mayor and Designer Tanks will present the tank.
- Further scoping is being made into the potential development of a rainwater harvesting programme for schools with the aims to educate tamariki and their whanau on rainwater collection and water conservation.
- Hamilton City Council has a current project, funded as part of the water reform stimulus package, to assess the benefits, costs, opportunities and risks of establishing principles and rules for use of rain water tanks. Staff at Hamilton City have undertaken to share the outputs of this investigation.

4.2 Smart Water Education

- The 2020/21 annual plan for the Smart Water campaign has the following areas of focus:
 - Shorter Showers: Campaign targeting non-residential businesses like hotels, motels and gyms with residential type consumption (showering) to encourage users to be conservative with their use outside of the home or when visiting our district.
 - Roll out has started with local businesses and some online promotion.
 - Swimming Pools: Campaign targeting behaviour change and education around swimming pools leading up to higher demand summer periods. This campaign encourages pool covers, pool water treatment, and avoidance of regular emptying and filling of temporary pools.
 - Project plan has been developed, and delivery occurring first week of March following some delays.
 - Schools Outreach: School programme celebrating United Nations World

Water Day (UNWWD – 22 March 2021) and encouraging schools to sign up and participate in engaging activities and pledges with a water conservation theme. This will be a focus in the new school year.

- Currently only limited Waipa schools have signed up for this programme.
- Water Restrictions Review: Longer term project focused on a higher level review of the restrictions campaign, ensuring all restrictions are still fit for purpose and aligned to best practice.
 - Delaying the delivery of this due to the Long Term Plan consultation timeframes and Communications Team resourcing.

4.3 Summer Campaign

- Summer campaign has been implemented and Waipa District is currently on split levels:
 - *Te Awamutu and Pukerimu water schemes on Water Alert Level Two*
 - *Cambridge and Kihikihi water schemes on Water Alert Level One.*
- Communication tactics are being worked through as per the Communications Plan, that is, newspaper advertising, public notices, and road signage, and social media postings.
- Hamilton City Council (HCC) and Waipa District Council remain in the sub-regional partnership and have continued to align any required movements in alerts together.
 - *HCC is also on Water Alert Level Two.*
- Weekly water monitoring and reporting has commenced, together with fortnightly operational status meetings internally to discuss current water situations and whether restrictions are implemented or not.
- Current situational status:
 - Demand is managing well and no significant spikes or peaks being experienced so far this season.
 - Periodic rainfall has allowed catchments to ‘top-up’ and help levels in Mangauika Stream increase.
 - Community awareness seems to be high as a follow-on from the severe drought last season and Alert Level Four in parts of the district.

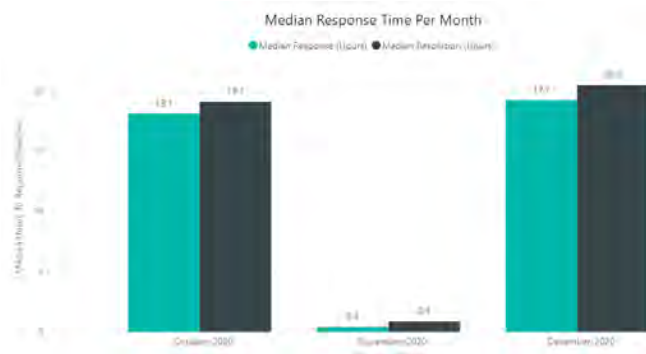
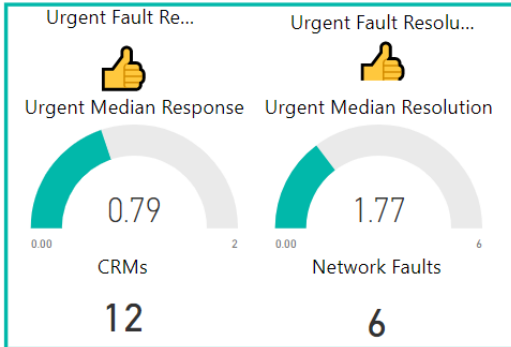
5 Levels of Service & Performance Measures

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

5.1 Water

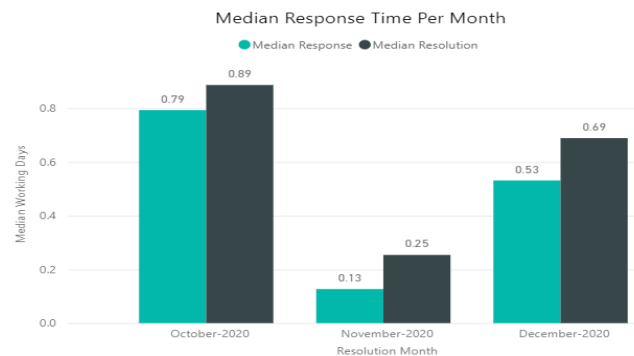
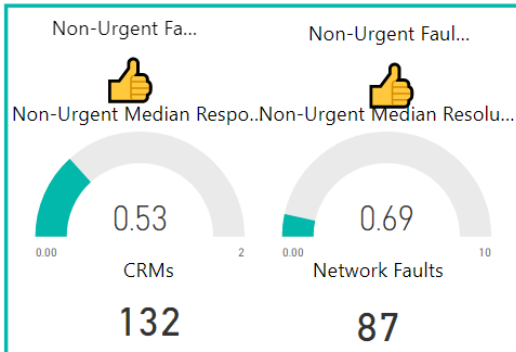
Urgent Water Network Faults

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

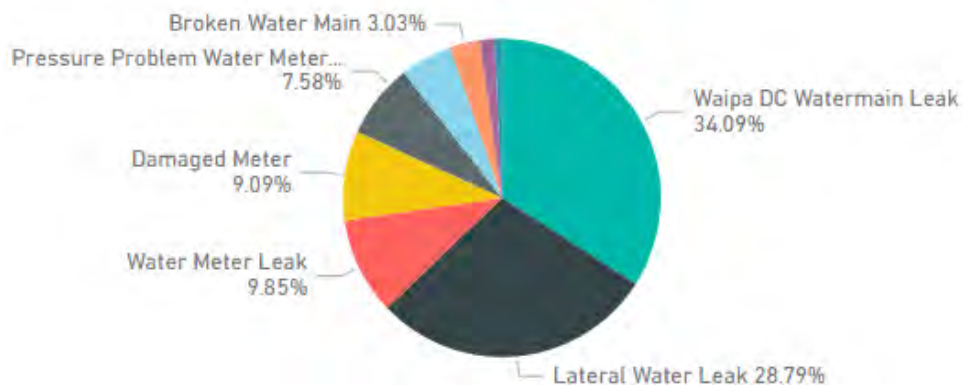


Non-Urgent Water Network Faults

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

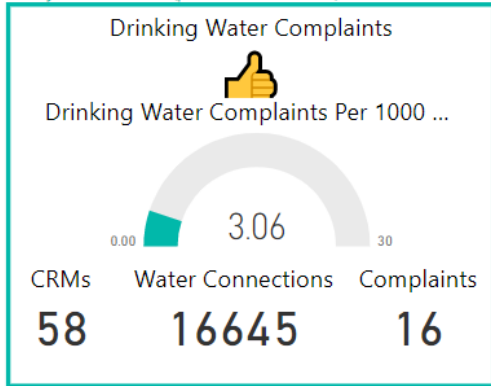


Categories



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)



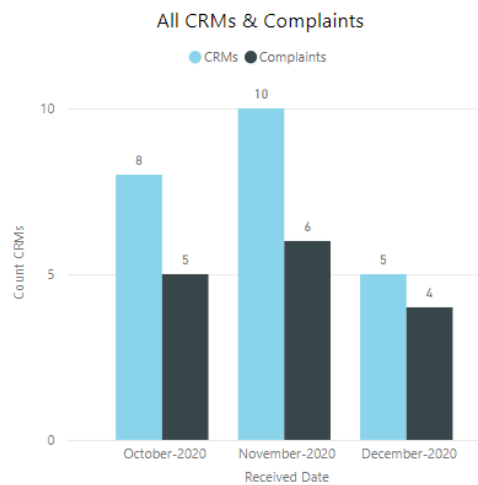
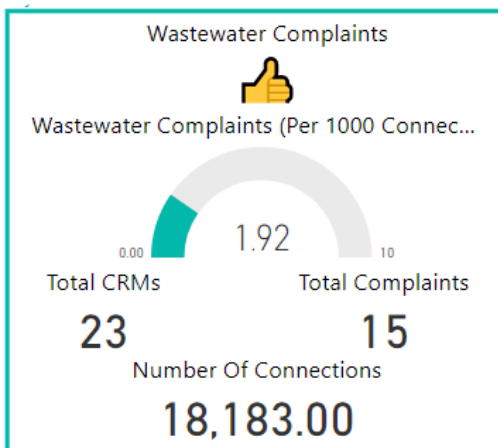
The increase in complaints was largely due to the type of contracts that were underway, involving alterations/upgrades to the reticulation network. A 1080 drop occurred in the Te Tahi water catchment in the month of September, triggering some complaints from those opposing the use of 1080.

5.2 Wastewater - Dry Weather Sewerage Overflows and Response to Call Outs

During this period there were no overflows or calls to respond to issues. There was a complaint regarding odour in Herbert Street, Kihikihi. The Network Team is investigating lid sealing to resolve this issue.

Wastewater Complaints (Per 1000 Connections)

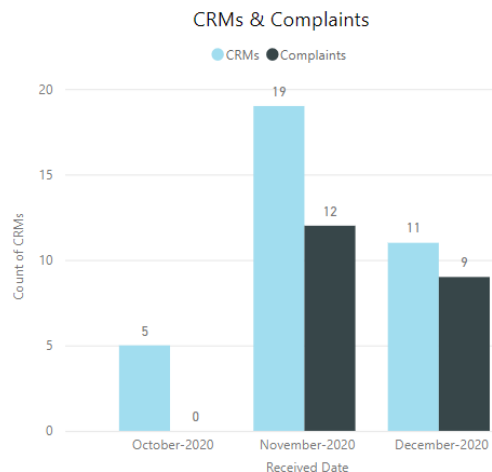
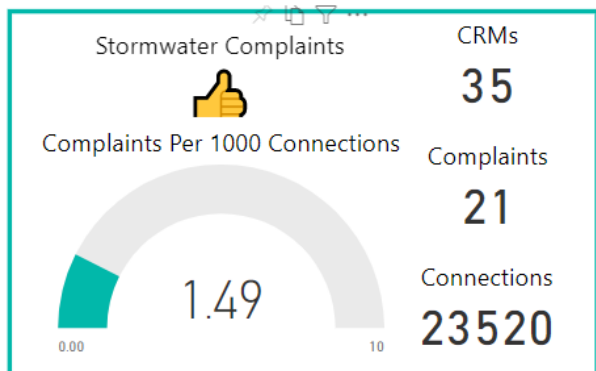
The number of complaints received about any of the following: odour, system faults, blockages, and the response to any of these issues



5.3 Stormwater

Stormwater Complaints (Per 1000 Connections)

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



5.4 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	N/A	N/A	N/A	N/A	N/A	N/A	N/A	-	-	-	-	-	-
	Karapiro	Yes	Yes	Yes	Yes	Yes	Yes	Yes	-	-	-	-	-	-
Te Awamutu & Pirongia	Te Tahī	Yes	Yes	Yes	Yes	Yes	Yes	Yes	-	-	-	-	-	-
	Frontier Rd	Yes	Yes	Yes	Yes	Yes	Yes	Yes	-	-	-	-	-	-
Kihikihi	Rolleston St	Yes	Yes	Yes	Yes	Yes	Yes	Yes	-	-	-	-	-	-
Ohaupo & Pukerimu	Parallel Rd	Yes	Yes	Yes	Yes	Yes	Yes	Yes	-	-	-	-	-	-
Commentary	All requirements of the Drinking Water Standards, bacterial compliance were met for the water treatment plants (outstanding data loss issues to be confirmed) 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	N/A	N/A	N/A	N/A	N/A	N/A	N/A	-	-	-	-	-	-
	Karapiro	Yes	Yes	Yes	Yes	Yes	Yes	Yes	-	-	-	-	-	-
Te Awamutu & Pirongia	Te Tahī	Yes	Yes	Yes	Yes	Yes	Yes	Yes	-	-	-	-	-	-
	Frontier Rd	Yes	Yes	Yes	Yes	Yes	Yes	Yes	-	-	-	-	-	-
Kihikihi	Rolleston St	Yes	Yes	Yes	Yes	Yes	Yes	Yes	-	-	-	-	-	-
Ohaupo & Pukerimu	Parallel Rd	Yes	Yes	Yes	Yes	Yes	Yes	Yes	-	-	-	-	-	-
Commentary	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	-	-	-	-	-	-
Karapiro Village	Yes	Yes	Yes	Yes	Yes	Yes	Yes	-	-	-	-	-	-
Kihikihi	Yes	Yes	Yes	Yes	Yes	Yes	Yes	-	-	-	-	-	-
Maungatautari	Yes	Yes	Yes	Yes	Yes	Yes	Yes	-	-	-	-	-	-
Ohaupo	Yes	Yes	Yes	Yes	Yes	Yes	Yes	-	-	-	-	-	-
Pirongia	Yes	Yes	Yes	Yes	Yes	Yes	Yes	-	-	-	-	-	-
Pukerimu	Yes	Yes	Yes	Yes	Yes	Yes	Yes	-	-	-	-	-	-
Te Awamutu Township	Yes	Yes	Yes	No*	Yes	Yes	Yes	-	-	-	-	-	-
Commentary:	*E. coli was detected in routine sample. No evidence was found to support a failure in the water treatment system nor an actual contamination event. It is suspected that there may have been an issue with the sampling methodology so improvements have been identified in the Shared Services sampling practices; these matters are being worked on.												

Wastewater Consent Compliance (KPI Measures)

	Target	YTD
Abatement Notices	0	2*
Infringement Notices	0	0
Enforcement Orders	0	0
Convictions	0	0
Commentary:	*Two Abatement Notices received for Cambridge Wastewater Treatment Plant have been officially withdrawn as of January 2021 following the granting of the new short term consent.	

Te Awamutu Wastewater Treatment Plant (TAWWTP) – PLC Failure Event - Update

A fault occurred at the TAWWTP on Saturday, 22 August 2020 with the Programmable Logic Controller (PLC). The fault caused a series of failures within the plant which created a non-compliant status of the final discharge. Waikato Regional Council (WRC) was notified of the event at the time and have since had their Enforcement Decision Group investigating the incident. They visited Council in December 2020 and have sought further information which has been provided. Outcomes from WRC's investigation have still not been received.

Stormwater Consent Compliance (KPI Measures)

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

6 Risk Management**6.1 Health & Safety Assessments and Events**

- A new structure for Waters Services is providing increased support for Health and Safety.
- Top five risks identified for the business unit – a process to address and monitor

is underway.

- Separation of hazards as they relate to individual teams within Water services has now been completed to align to the new structure, full reviews to commence.
- Continuation of monthly area Health and Safety meetings, outcome increased awareness and ownership for Health and Safety.
- Overall safety score for major projects underway is very pleasing, with zero lost time or medical treatment events reported.

6.2 Health & Safety – Initiatives

- A project to develop generic Job Safety Analyses for field teams where common hazards and tasks has been identified.
- New structure of Team Leaders and Senior Operators to support risk register reviews.
- Review of safe work procedures for the wastewater plants to ensure current best practice standards are in place.
- Process in place to achieve increased focus on contractor auditing agreed.

7 Activity Management

7.1 Asset Planning

Renewals

The scoping of renewals across the three waters assets has commenced for the 2021/22 – 2023/24 Long Term Plan period. This work will facilitate the design and procurement of physical works contracts for the coming years.

Three Waters AMPs & Infrastructure Strategy

The Three Water AMPs and Infrastructure Strategy have been through review by the Group Manager are now with Audit New Zealand for review in conjunction with the Long Term Plan.

Three Waters Revaluation

The two yearly revaluation of the three waters assets is underway for the year ending 30 June 2021. The independent valuation of three waters assets includes the revision of useful lives and current replacement costs. Recent work has identified that previous valuations of above ground assets has utilised lower replacement costs than we are currently experiencing when we are now renewing these assets. This potentially impacts on the anticipated adjustments to the values of above ground assets as part of 2021 3-Waters Asset Valuation. Those potential impacts being increases in replacement costs and subsequent increase in depreciation, over and above that driven by inflation and network growth.

Stormwater Model Update

The final stages of the stormwater model peer review are currently being completed as the precursor to the field survey of at risk properties' finished floor levels (FFLs). Once the FFLs of identified at risk properties are confirmed, we will be confident in informing affected property owners; the Communications and Engagement team has

developed 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.

District Wide Comprehensive Stormwater Consent Renewal

Work has commenced in regard to renewal of the district's stormwater discharge consent for the urban centres. Various studies to support this consent renewal including ecology, groundwater and catchment management planning have commenced.

7.2 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. 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. All works are continuing as normal, with all the programmed cyclical works.

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

The contract also includes reactive works that include emergency works, network repairs and replacement works.

Current performance of the contractor is satisfactory.

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 contract aimed for the assessment and general maintenance requirements of 20% of the assets within a 5km radius of Cambridge CBD. The contract was completed on time (31 October 2020) with satisfactory contractor performance.

7.3 Projects – Water Renewals 2019-2020

27-18-15 District Wide Rider Main 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, with Separable Portion C (Financial Year 20/21) commencing in November 2020. There are six work portions; namely Shakespeare Street, Richmond Street, Florida Place, Williams Street, Bockett Avenue, and Picquet Hill Road.

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). Practical completion was achieved for the works under Separable Portion A (2019/2020 year) in November 2020 where after the works under Separable Portion B commenced, with all works to be completed by 30 June 2021. There are five work portions; namely Gorst Avenue - Ohaupo Road, Te Awamutu; Wallace Terrace, Te Awamutu; Cambridge Road, Te Awamutu; Queen Street, Cambridge; and McClure Street, Pirongia.

7.4 Projects – Wastewater Renewals 2020/2021**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 with Separable Portion C (2020/2021) ongoing. Contractor performance is under review following delays due to resource constraints.

7.5 Projects – Stormwater Renewals 2019-2020**27-19-05 District Wide Stormwater Network Renewals 19/20/21**

Contract for the rehabilitation of stormwater pipes across the district. The contract was awarded to Cambridge Excavator Ltd (Camex). Three work sites have been awarded under Separable Portion 2 (2020/2021 year), namely SH3 / Kihikihi Road, Fraser/Elizabeth Avenue and Churchill/Mahoe Road. Work to a site in Palmer Street (Habitat for Humanity) is under review pending further modelling and on-site investigation. Work has commenced on Fraser/Elizabeth Avenue, with satisfactory contractor performance.

7.6 Major Capital Project Delivery**Te Awamutu Wastewater Treatment Plant Upgrade**

The contractor has now completed the majority of the work at the TAWWTP. The new clarifier has been in service since December, and the upgrades have been completed on the existing clarifier. The contractor has applied for Practical Completion and is currently working through the preparation of the appropriate documentation to allow this to be issued. The optimisation of the current plant is currently underway, signalling that the end to the current upgrade is very near.

Parallel Road Water Supply Upgrades

Physical construction of the bulk watermain from Parallel Road to Taylors Hill has now been completed. While all the appropriate quality inspections and testing has been undertaken, the final commissioning of the bulk main has not been undertaken. This will be carried out as part of the commissioning programme of the new water treatment plant.

The treatment plant upgrade is progressing well with site works now underway. The main building is substantially complete, with the treatment process equipment starting to be installed. The external tanks are nearing completion. With good progress

being made, it is expected that the plant will be complete in June 2021, although the contractual completion date remains late October 2021.

Waikeria Wastewater Project

The Waikeria project is fast coming to completion. The new wastewater pump station at Albert Park has been operational since late December 2020 and has been working faultlessly during this time. The existing Albert Park pump station has been demolished and the reinstatement of the park is largely complete. Of note however, is that the grass reinstatement and planting has been delayed until the weather conditions are more appropriate for success.

The new wastewater pump station at the prison is due to come online in mid-March, with the project reaching completion in early April.

Christie Avenue Wastewater Pump Station Improvements

Work is progressing well on the Christie Avenue project. The emergency storage tank on site has been built, and the contractor is currently preparing the tank to receive its first wastewater and be put into service as a temporary pump station. This will allow the existing pump station to be taken offline and work to commence upgrading the existing structure. The majority of the work has also been completed on the new rising main from the pump station to the Mutu/Mangapiko Street intersection. Work is currently programmed to be completed in August 2021. We are currently experiencing issues with the existing pipework immediately upstream of the pump station. These issues are resulting in the project team looking at the proposed construction methodology which has the potential to impact on the projects duration and increase the approved contract sum.

8 Shared Services

Waipa District Council has been working with Hamilton City Council for a number of years, developing and enhancing the shared service provisions between the partner Councils. There are currently 17 people employed within the Shared Services Team, undertaking activities of Tradewaste, Sampling and Analysis and the Smart Water programme. In early September 2020 the board of the Waikato Local Authority Shared Services (WLASS) approved a the business case associated with a project to expand Shared Services to other Councils within the WLASS. The Shared Services Manager has been seconded across to WLASS and service level agreements for all interested Councils are in the process of being signed.

8.1 Smart Water:

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

8.2 Trade Waste:

There were 16 non-compliances detected over the reporting period July – September 2020 (quarter 1 2020/21). 100% were responded to within the timeframe the Trade Waste Team set for the consent holders. In the same reporting period 90% of those non-compliances were resolved or a non-

compliance response plan was received and approved within the timeframes set by the Trade Waste team.

Trade Waste summary:

- 390 active customers in Waipa, including 207 Controlled, 21 Conditional, 153 Permitted and 9 tankered customers.
- 283 audits undertaken during the period October – December 2020 (quarter 2 2020/21) across the sub- region.

8.3 Sampling and Analysis:

- The Sampling and Analysis Team collected 1,953 samples and completed 12,228 tests for on those samples across the sub-region during the period October – December 2020.
- The Sampling and Analysis team is currently undergoing training and getting accredited for analysis using two new automated analysers.

9 Current/Upcoming

9.1 Network Maintenance

- An increased number of water leaks has kept Reticulation staff busy with an increased number of minor leaks being reported and fixed. The majority of these are on old galvanised pipes supplying one or two properties. In some of these cases a new rider main has been installed to reduce the number of road crossings for these pipes. This will impact on level of renewals planned being reduced to stay within budget.

9.2 Cambridge Wastewater Treatment Plant

- Due to the delays in the Sub-regional Business Case, staff are preparing to start work on a Cambridge standalone wastewater treatment plant and will be engaging with Iwi and consultants to start preparing a consenting strategy and a discharge options report, along with preliminary discussions with adjoining landowners to the Cambridge plant to explore options.
- Discussions with Fonterra Hautapu to explore any possibilities on working together on a combined plant/ solution have commenced to determine if a combined plant is technically and practically achievable.



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 Governance
Subject: **COMMUNITY BOARD CODE OF CONDUCT**
Meeting Date: 7 April 2021

1 EXECUTIVE SUMMARY

The purpose of this report is to seek the adoption of a revised Code of Conduct for the Cambridge Community Board.

A draft Community Board Code of Conduct 2021 is provided as Appendix 1, which is based on the Local Government New Zealand (LGNZ) Community Board template and adapted for Waipa District Council. The main changes from the current version of the code adopted by the Community Board in July 2017 have been made to align the code with the LGNZ template. A summary of the changes made are included in this report.

If the Cambridge Community Board wishes to adopt the new Code of Conduct this requires a vote in support of the new Code of not less than 75% of the members present at the meeting.

2 RECOMMENDATION

That the Cambridge Community Board

- a) *Receives the report 'Community Board Code of Conduct' (document 10576869) of Jo Gread, Manager Governance; and*
- b) *Adopts the Community Board Code of Conduct 2021 (Appendix 1 to the staff report, document number 10572918), and revokes the existing Code of Conduct (Appendix 2 to the staff report, document number 10375775) with immediate effect.*

3 OPTIONS AND ASSESSMENT

Code of Conduct

When the Local Government Act 2002 came into force, all Councils were required to adopt a Code of Conduct. Once adopted, the Code can only be amended or replaced with a new Code by a vote of support of not less than 75% of the members present at the meeting.

Community Boards are not required to have a Code of Conduct, but it is good practice to do so. The Cambridge Community Board adopted its current Code of Conduct in July 2017.

The Code of Conduct sets out the understanding and expectations in relation to the conduct of Elected Members in their role.

Local Government New Zealand (LGNZ) has provided a new template for a Code of Conduct with accompanying guidelines. The LGNZ Code of Conduct template has four objectives in assisting Councils, namely:

- To enhance the effectiveness of a local authority and the provision of good local government of the community, city, district or region
- To promote effective decision-making and community engagement
- To enhance the credibility and accountability of the local authority to its communities
- To develop a culture of mutual trust, respect and tolerance between the members of the local authority and between the members and management.

A draft Community Board Code of Conduct 2021 is provided as Appendix 1, which is based on the LGNZ template and adapted for Waipa District Council. The main changes have been to align the code with the LGNZ template and clarify processes around breaches of the code. This includes the establishment a Code of Conduct Advisory Group. A summary of the changes are set out below.

Summary of key changes proposed

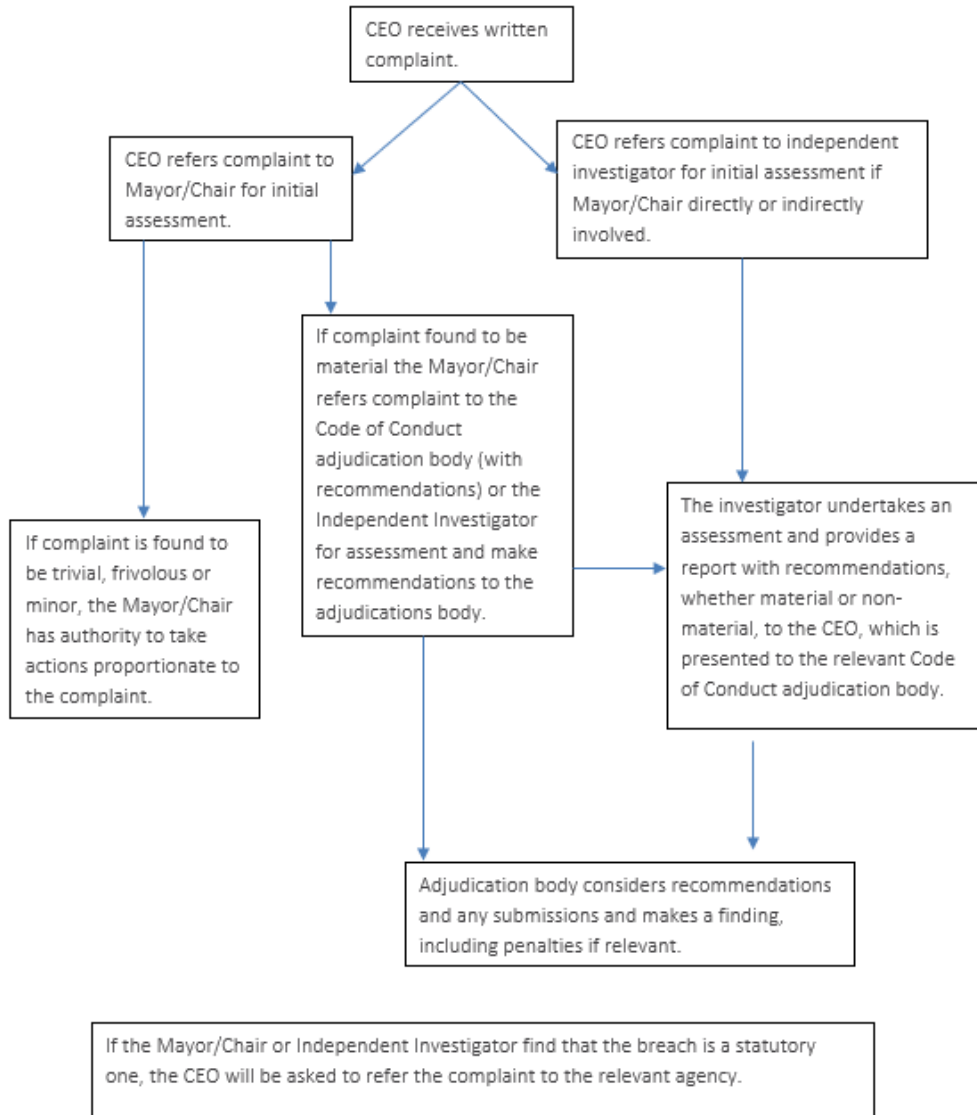
- LGNZ has produced a Code of Conduct template specifically for Community Boards and it is proposed to use this template, adapted with the relevant Waipa specific provisions.
- Section 4 (Relationships) - Amendments to align with LGNZ template, but retained Waipa-specific item under relationships with staff - “avoid anything which might compromise, or could be seen as compromising, the impartiality of an employee.” A new section has been added to cover relationships between Community Board members and Councillors.
- Section 5 (Media) - Retained Waipa provisions as the previous provisions includes authority to provide media comment on behalf of Council and more comprehensive restrictions in relation to expressing a personal view in the

media. New provisions have been added for speaking on behalf of the Community Board. The social media provisions have been brought in from the LGNZ template and section 6.2 has been extended so that the provisions in relation to expressing a personal view apply not only to the media but also to social media.

- Section 8 (Register of Interests) - Amendments made to align with LGNZ template, which include the following underlined amendment at paragraph c) “a description of any land in which the member has a beneficial interest within the jurisdiction of the Community Board,” in the current code this is the jurisdiction of Council.
- Section 11 (Breaches of the Code) – Updated to align with the LGNZ template. Complaints about a Member will initially be dealt with by the Mayor and a process has been included for the steps for the Mayor to follow. If the complaint is trivial, frivolous or minor or a mutually agreed solution can be reached, the matter will be dealt with by the Mayor. Alternatively, the Mayor can decide to have the matter investigated by an independent investigator. Once the complaint has been investigated recommendations from either the Mayor or the independent investigator (as applicable) will be put to the Code of Conduct Advisory Group to determine and make a binding recommendation to Council. A copy of the LGNZ complaints procedure – flow diagram has been included following on from this table to this report as a reference guide for the complaint process.
- Appendix A: Guidelines on the personal use of social media - New provisions from LGNZ template on social media. Adapted to ensure these guidelines also relate to community board related business.
- Appendix C: Process where a complaint is referred to an independent investigator - Updated to align with LGNZ template, including the incorporation of a Code of Conduct Advisory Group into the process.

Complaints Procedure – Flow Diagram

Appendix E: Complaints Procedure – Flow Diagram



LGNZ code of conduct guidelines

Code of Conduct Committee

A Code of Conduct Advisory Group has been established to consider the recommendations of the investigation into any complaint. The Advisory Group includes external representation and consists of the Mayor, with the Deputy Mayor and Independent Chair of the Audit and Risk Committee as alternates, an independent legal advisor, with the potential for an additional person to be co-opted onto the committee if the Mayor or their alternate consider it appropriate.

The purpose of the Code of Conduct Committee is to:

- Consider, in relation to a Code of Conduct complaint referred to the Code of Conduct Advisory Group, the findings of an investigator and make recommendations to the governing body of the Council as to whether or not a penalty or action should be imposed and if so the nature of that penalty or action; and
- Consider any matters relating to the Code of Conduct and/or the behaviour of elected members referred to it by the governing body for advice.

In fulfilling its purpose, the Code of Conduct Advisory Group will:

- In considering a report from the Chief Executive, ask, if necessary, the investigator to provide a briefing on their findings and invite the complainant and/or respondent to speak to any submissions that might have been made;
- On consideration of the evidence, decide whether a material breach of the Code has occurred and what, if any, penalty or action should occur in response to the breach; and
- Ensure that penalties or actions recommended in response to a serious breach of the Code are proportionate to the breach and consistent with the actions set out in clause 12.1 of the Code.

While it is proposed that the complaint is considered and recommendations formulated by the small informal Code of Conduct Advisory Group, which includes independent advisors, it is proposed that the recommendations are then put before Council for adoption.

The draft of the Code of Conduct states that the report, including recommendations from the Code of Conduct Committee, will be heard and accepted by the Council in an open session, unless grounds for excluding the public exist, without debate. The purpose of the Council accepting the recommendations without debate is to avoid the complaint being litigated twice.

Significance and Engagement Policy

The process to adopt and maintain a Code of Conduct is a statutory one, and there is no requirement in the Local Government Act 2002 to consult or engage with the community in relation to the Code. It is very much a matter for Elected Members who will be required to conduct themselves in accordance with the Code. For these reasons, the assessment is considered to be low in terms of the Significance and

Engagement Policy and the Code of Conduct will be available for information purposes only for the public.

Financial status

There is no cost involved with the adoption of the new Code of Conduct with the template being provided by LGNZ. There may be cost associated with the appointment of an external party to investigate breaches of the Code of Conduct or costs associated with the Code of Conduct Advisory Group but this would be a rare occurrence and able to be covered by existing Council budgets.

If the revised Code (or an amended version) is not adopted by the Cambridge Community Board, the current code will continue to operate until it is replaced.



Jo Gread

MANAGER GOVERNANCE

APPENDIX 1

Proposed Community Board Code of Conduct (document number 10572918)

COMMUNITY BOARD CODE OF CONDUCT

Adopted April 2021



1. Introduction

This Code of Conduct (the Code) sets out the standards of behavior expected from community board members in the exercise of their duties. Its purpose is to:

- enhance the effectiveness of the community board and the provision of good local government of the community;
- promote effective decision-making and community engagement;
- enhance the credibility and accountability of the community board to its communities; and
- develop a culture of mutual trust, respect and tolerance between the members of the community board and between the members and management.

This purpose is given effect through the values, roles, responsibilities and specific behaviors agreed in this Code.

2. Scope

The Code applies to all community boards and their members that have agreed to adopt it. The Code is designed to deal with the behaviour of members towards:

- each other;
- the Chief Executive and staff;
- Councillors;
- the media; and
- the general public.

It is also concerned with the disclosure of information that members receive in their capacity as community board members and information which impacts on the ability of the community board to give effect to its statutory responsibilities.

This Code can only be amended (or substituted by a replacement Code) by a vote of at least 75 per cent of members present at a meeting when amendment to the Code is being considered.

The Code should be read in conjunction with the Community Board's Standing Orders.

3. Values

The Code is designed to give effect to the following values:

1. **Public interest:** members will serve the best interests of the people within their community, district or region and discharge their duties conscientiously, to the best of their ability.
2. **Public trust:** members, in order to foster community confidence and trust in their Council, will work together constructively in an accountable and transparent manner.
3. **Ethical behaviour:** members will act with honesty and integrity at all times and respect the impartiality and integrity of officials.
4. **Objectivity:** members will make decisions on merit; including appointments, awarding contracts, and recommending individuals for rewards or benefits.
5. **Respect for others:** will treat people, including other members, with respect and courtesy, regardless of their race, age, religion, gender, sexual orientation, or disability.
6. **Duty to uphold the law:** members will comply with all legislative requirements applying to their role, abide by this Code of Conduct, and act in accordance with the trust placed in them by the public.
7. **Equitable contribution:** members will take all reasonable steps to fulfil the duties and responsibilities of office, including attending meetings and workshops, preparing for meetings, attending civic events, and participating in relevant training seminars.
8. **Leadership:** members will actively promote and support these principles and ensure they are reflected in the way in which the Council operates.

These values complement, and work in conjunction with, the principles of s.14 of the LGA 2002 and the governance principles of s.39 of the LGA 2002.

4. Relationships

This section of the Code sets out agreed standards of behaviour between members; members and staff; members and councillors; and members and the public. Any failure by a member to comply with the provisions of this section can represent a breach of this Code.

4.1 Relationships between members

Given the importance of relationships to the effective performance of Council, members will conduct their dealings with each other in a manner that:

- maintains public confidence;
- is open, honest and courteous
- is focused on issues rather than personalities;
- avoids abuse of meeting procedures, such as a pattern of unnecessary notices of motion and/or repetitious points of order; and
- avoids aggressive, bullying or offensive conduct, including the use of disrespectful or malicious language.

Please note, nothing in this section of the Code is intended to limit robust debate.

4.2 Relationships with staff

An important element of good governance involves the relationship between Council, its Chief Executive and its staff. Members will respect arrangements put in place to facilitate this relationship, and:

- raise any concerns about employees, officers or contracted officials with the Chief Executive;
- raise any concerns about the performance or behaviour of the Chief Executive with the Mayor or the chairperson of the Chief Executive performance review committee (however described);
- make themselves aware of the obligations that Council and the Chief Executive have as employers and observe those requirements at all times, such as the duty to be a good employer;
- treat all employees with courtesy and respect and not publicly criticise any employee;
- observe any protocols put in place by the Chief Executive concerning contact between members and employees;

- avoid doing anything which might compromise, or could be seen as compromising, the impartiality of an employee.

Please note: community board members should be aware that failure to observe this portion of the Code may compromise Council’s obligations to be a good employer and consequently expose Council to civil litigation.

4.3 Relationships between community board members and councillors

Given the importance of relationships to the effective performance of Council, community board members will conduct their dealings with councillors in a manner that:

- maintains public confidence;
- is open, honest and courteous; and
- is focused on issues rather than personalities.

4.4 Relationship with the public

Given the essential role that democratic local government plays in our communities it is important that community boards earn the respect and trust of their citizens. To facilitate this respect and trust members will:

- ensure their interactions with citizens are fair, honest and respectful;
- be available to listen and respond openly and honestly to citizens’ concerns;
- Represent the views of citizens and organisations accurately, regardless of the member’s own opinions of the matters raised; and
- ensure their interactions with citizens and communities uphold the reputation of the community board.

5. Contact with the media

The media play an important role in the operation and efficacy of our local democracy. In order to fulfil this role the media needs access to accurate and timely information about the affairs of the community board. Any failure by a member to comply with the provisions of this section can represent a breach of this Code.

From time to time individual members will be approached to comment on a particular issue either

on behalf of Council, the community board, or as a member in their own right. When responding to requests for comment members must be mindful that operational questions should be referred to the Chief Executive and policy-related questions related to Council referred to the Mayor, or the Councillor with the appropriate delegated authority. Policy-related questions related to the community board must be referred to the Chair of the relevant community board or to the relevant member where a liaison member has been appointed for that area by the community board.

When speaking to the media more generally members will abide by the following provisions:

5.1 Media contact on behalf of Council

- the Mayor is the first point of contact for an official view on any Council issue, unless delegations state otherwise. Where the Mayor is absent requests for comment will be referred to the Deputy Mayor or relevant committee chairperson or portfolio holder;
- the Mayor may refer any matter to the relevant committee chairperson or to the Chief Executive for their comment; and
- no other member may comment on behalf of Council without having first obtained the written approval of the Mayor or Deputy Mayor.

5.2 Media contact on behalf of Community Board

- the Chair of the community board is the first point of contact for an official view on any Community Board issue, unless the matter relates to an area where a liaison member has been appointed and then the relevant member will be the first point of contact.
- Where an official view is required from the Chair and the Chair is absent requests for comment will be referred to the Deputy Chair, where one has been appointed.

5.3 Media/Social media comment on a Member's own behalf

Members are free to express a personal view in the media or social media, at any time, provided the following rules are observed

- members must make it clear that any comments made reflect a personal view and do not represent the views of council or the community board;
- comments which are contrary to a council or community board decision or policy must

clearly state that they do not represent the views of the majority of members of the council or community board;

- comments must observe the other requirements of the Code; for example, comments should not disclose confidential information, criticise, or compromise the impartiality or integrity of staff;
- comments must not be misleading and should be fair and accurate within the bounds of reasonableness;
- social media pages managed by members and used for making observations relevant to their role as members should be open and transparent and observe the requirements of the code; and
- social media posts about others, council staff or the public must be consistent with section five of this code (See Appendix A for guidelines on the personal use of social media).

These rules should also be applied with letters to the Editor.

6. Information

Access to information is critical to both the trust in which a community board is held and its overall performance. A failure to comply with the provisions below can represent a breach of the Code.

6.1 Confidential information

In the course of their duties members will receive information, whether in reports or through debate, that is confidential. This will generally be information that is either commercially sensitive or is personal to a particular individual or organisation. Accordingly, members agree not to use or disclose confidential information for any purpose other than the purpose for which the information was supplied to the member. This includes business conducted in Public Excluded meetings and workshops, until any such business is made public.

6.2 Information received in capacity as a community board member

Members will disclose to other members and, where appropriate the Chief Executive, any information received in their capacity as a member that concerns the community board's or council's ability to give effect to its responsibilities.

Members who are offered information on the condition that it remains confidential will inform the provider of the information that it is their duty to disclose the information and will decline the offer if that duty is likely to be compromised.

Please note: failure to observe these provisions may impede the performance of council by inhibiting information flows and undermining public confidence. It may also expose council to prosecution under the Privacy Act and/or civil litigation.

7. Conflicts of Interest

Members will maintain a clear separation between their personal interests and their duties as community board members in order to ensure that they are free from a conflict of interest (whether real or perceived). Members therefore must familiarise themselves with the provisions of the Local Authorities (Members' Interests) Act 1968 (LAMIA).

Members will not participate in any Community Board discussion or vote on any matter in which they have a pecuniary interest, other than an interest in common with the general public. This rule also applies where the member's spouse/partner has a pecuniary interest, such as through a contract with Council. Members shall make a declaration of interest as soon as practicable after becoming aware of any such interests. There are also Guidelines available from the Office of the Auditor General to assist members and staff in relation to conflicts and interests (see www.oag.govt.nz).

If a member is in any doubt as to whether or not a particular course of action (including a decision to take no action) raises a conflict of interest, then the member should seek guidance from the Chief Executive immediately. Members may also contact the Office of the Auditor General for guidance as to whether they have a pecuniary interest, and if so, may seek an exemption to allow that member to participate or vote on a particular issue in which they may have a pecuniary interest. The latter must be done before the discussion or vote.

Please note: Failure to observe the requirements of the LAMIA could potentially invalidate the decision made, or the action taken, by the Community Board. Failure to observe these requirements could also leave the community board member open to prosecution (see Appendix

B). In the event of a conviction, community board members can be ousted from office.

8. Register of Interests

Members shall, at least annually, make a declaration of interest. The elected member declarations are recorded in a public Register of Interests maintained by council. The declaration must include information on the nature and extent of any interest, including:

- a) any employment, trade or profession carried on by the member or the members' spouse/partner for profit or gain;
- b) any company, trust, partnership etc for which the member or their spouse/partner is a director, business partner or trustee;
- c) a description of any land in which the member has a beneficial interest within the jurisdiction of the Community Board; and
- d) a description of any land owned by council in which the member or their spouse/partner is:
 - a tenant; or
 - the land is tenanted by a firm in which the member or spouse/partner is a business partner, a company of which the member or spouse/partner is a director, or a trust of which the member or spouse/partner is a trustee;
- e) any other matters which the public might reasonably regard as likely to influence the member's actions during the course of their duties as a member (if the member is in any doubt on this, the member should seek guidance from the Chief Executive)

Please note: Where a member's circumstances change they must ensure that the Register of Interests is updated as soon as practicable.

9. Ethical behavior

Members will seek to promote the highest standards of ethical conduct. Accordingly members will:

- claim only for legitimate expenses as determined by the Remuneration Authority and any lawful policy of Council developed in accordance with that determination;
- not influence, or attempt to influence, any Council employee, officer or member in order

to benefit their own, or families personal or business interests;

- only use Council resources (such as facilities, staff, equipment and supplies) in the course of their duties and not in connection with any election campaign or personal interests; and
- not solicit, demand, or request any gift, reward or benefit by virtue of their position and notify the Chief Executive if any such gifts are accepted. Where a gift to the value of \$50 or more is accepted by a member, that member must immediately disclose this to the Chief Executive for inclusion in the publicly available register of interests.

Any failure by members to comply with the provisions set out in this section represents a breach of this Code.

9.1 Undischarged bankrupt

In accordance with clause 15(5) of Schedule 7 (LGA 2002) any member who is an “undischarged bankrupt” will notify the Chief Executive prior to the inaugural meeting or as soon as practicable after being declared bankrupt. The member will also provide the Chief Executive with a brief explanatory statement of the circumstances surrounding the member’s adjudication and the likely outcome of the bankruptcy.

10. Creating a supportive and inclusive environment

In accordance with the purpose of the Code, members agree to take all reasonable steps in order to participate in activities scheduled to promote a culture of mutual trust, respect and tolerance. These include:

- Attending post-election induction programmes organised by council for the purpose of facilitating agreement on council’s vision, goals and objectives and the manner and operating style by which members will work.
- Elected members taking all reasonable steps to acquire the required skills and knowledge to effectively fulfill their Declaration of Office (the Oath) and contribute to the good governance of the district.

11. Breaches of the Code

Members must comply with the provisions of this Code (LGA 2002, schedule 7, s. 15(4)). Any member, or the Chief Executive, who believes that the Code has been breached by the behaviour

of a member, may make a complaint to that effect. All complaints will be considered in a manner that is consistent with the following principles.

11.1 Principles

The following principles will guide any processes for investigating and determining whether or not a breach under this Code has occurred:

- That the approach for investigating and assessing a complaint will be proportionate to the apparent seriousness of the alleged breach;
- That the processes of complaint, investigation, advice and decision-making will be kept separate as appropriate to the nature and complexity of the alleged breach; and
- That the concepts of natural justice and fairness will apply in the determination of any complaints made under this Code. This includes, conditional on the nature of an alleged breach, that directly affected parties:
 - have a right to know that an investigation process is underway;
 - are given due notice and are provided with an opportunity to be heard;
 - have confidence that any hearing will be impartial;
 - have a right to seek appropriate advice and be represented; and
 - have their privacy respected.

11.2 Complaints

All complaints made under this Code must be made in writing and forwarded to the Chief Executive. On receipt of a complaint the Chief Executive must forward the complaint to the Mayor or, where the Mayor is a party to the complaint, an independent investigator, selected from a list agreed in advance by the Mayor and the Chief Executive.

Please note, complaints under this Code can only be made by community board members and the Chief Executive.

Complaint referred to Mayor

On receipt of a complaint made under the provisions of the Community Board's Code of Conduct the Mayor will, as the situation allows:

- Interview the complainant to assess the full extent of the complaint.
- Interview the member(s) subject to the complaint.

- Assess the complaint to determine materiality.
- Where a complaint is assessed by the Mayor to be trivial, frivolous or minor, either dismiss the complaint, require an apology or other course of action, or assist the relevant parties to find a mutually agreeable solution.
- Where a complaint is found to be material, or no mutually agreed solution can be reached, the Mayor will refer the complaint back to the Chief Executive who will forward it, along with any recommendations made by the Mayor, to the Code of Conduct Advisory Group established by the Council to assess and rule on complaints made under the Code.

If the Mayor chooses they may, instead of undertaking an initial assessment, immediately refer the complaint to the independent investigator, via the Chief Executive.

Complaint referred to Independent Investigator

On receipt of a complaint from a member which concerns the Mayor, or from the Mayor after initial consideration, the Chief Executive will forward that complaint to an independent investigator for a preliminary assessment to determine whether the issue is sufficiently serious to be referred, with recommendations if necessary, to the Code of Conduct Advisory Group for assessing and ruling on complaints.

The process, following receipt of a complaint, will follow the steps outlined in Appendix C.

11.3 Materiality

An alleged breach under this Code is material if, in the opinion of the Mayor or independent investigator, it would bring the Community Board into disrepute or, if not addressed, adversely affect the reputation of a member.

An alleged breach under this Code is non-material if, in the opinion of the Mayor or independent investigator, any adverse effects are minor and no investigation or referral is warranted.

12. Penalties and actions

Where a complaint is determined to be material and referred to the Code of Conduct Advisory Group established to consider complaints, the nature of any penalty or action will depend on the seriousness of the breach.

12.1 Material breaches

In the case of material breaches of this Code the Code of Conduct Advisory Group, may recommend one of the following:

1. A letter of censure to the member;
2. A request (made either privately or publicly) for an apology;
3. A vote of no confidence in the member;
4. Removal of certain council-funded privileges (such as attendance at conferences);
5. Removal of responsibilities, such as Community Board chair, deputy chair or portfolio holder;
6. Restricted entry to Council offices, such as no access to staff areas (where restrictions may not previously have existed);
7. Limitation on any dealings with Council staff other than the Chief Executive or identified senior manager;
8. Suspension from committees or other bodies to which the member has been appointed; or
9. Invitation to the member to consider resigning from the Community Board.

The Code of Conduct Advisory Group may recommend that instead of a penalty one or more of the following may be required:

- Attend a relevant training course; and/or
- Work with a mentor for a period of time; and/or
- Participate in voluntary mediation (if the complaint involves a conflict between two members); and/or
- Tender an apology.

On the advice of the Code of Conduct Advisory Group, the Council may impose any of the above actions recommended.

A report, including recommendations from the Code of Conduct Advisory Group, will be heard and accepted by the Council in open session, unless grounds for excluding the public exist, without debate.

The process is based on the presumption that the outcome of a complaints process will be made

public unless there are grounds, such as those set out in the Local Government Official Information and Meetings Act 1987 (LGOIMA), for not doing so.

12.2 Statutory breaches

In cases where a breach of the Code is found to involve regulatory or legislative requirements, the complaint will be referred to the relevant agency. For example:

- Breaches relating to members' interests (where members may be liable for prosecution by the Auditor-General under the LAMIA);
- Breaches which result in Council suffering financial loss or damage (where the Auditor-General may make a report on the loss or damage under s. s. 44 LGA 2002 which may result in the elected member having to make good the loss or damage); or
- Breaches relating to the commission of a criminal offence which will be referred to the Police (which may leave the community board member liable for criminal prosecution).

13. Review

Once adopted, a Code of Conduct continues in force until amended by the Community Board. The Code can be amended at any time but cannot be revoked unless the Board replaces it with another Code. Amendments to the Code require a resolution supported by 75 per cent of the members of the Community Board present at a meeting where the amendment is considered.

Community Boards are encouraged to formally review their existing Code and either amend or re-adopt it as soon as practicable after the beginning of each triennium in order to ensure that all community board members have the opportunity to provide their views on the Code's provisions.

Appendix A: Guidelines on the personal use of social media

There's a big difference in speaking "on behalf of Council or Community Board" and speaking "about" the Council or the Community Board. While your rights to free speech are respected, please remember that citizens and colleagues have access to what you post. The following principles are designed to help you when engaging in personal or unofficial online communications that may also refer to your Council or Community Board.

1. Adhere to the Code of Conduct and other applicable policies. Council policies and legislation, such as LGOIMA and the Privacy Act 1993, apply in any public setting where you may be making reference to the Council or the Community Board and its activities, including the disclosure of any information online.
2. You are responsible for your actions. Anything you post that can potentially damage the Council's or Community Board's image will ultimately be your responsibility. You are encouraged to participate in the social media but in so doing you must exercise sound judgment and common sense.
3. Be an "advocate" for compliments and criticism. Even if you are not an official online spokesperson for the Council or the Community Board, you are one of its most important advocates for monitoring the social media landscape. If you come across positive or negative remarks about the Council or the Community Board and its activities online that you believe are important you are encouraged to share them with the Council.
4. Let the subject matter experts respond to negative posts. Should you come across negative or critical posts about the Council or the Community Board and its activities you should consider referring the posts to the Council's authorised spokesperson, unless that is a role you hold, in which case consider liaising with your communications staff before responding.
5. Take care mixing your political (Council and Community Board) and personal lives. Elected members need to take extra care when participating in social media. The public may find it difficult to separate personal and Community Board/Council personas. Commenting online in any forum, particularly if your opinion is at odds with what Council or the Community Board is doing, can bring you into conflict with the Code should it not be clear that they are your personal views.

6. Never post sensitive and confidential information provided by the Council, such as confidential items, public excluded reports and/or commercially sensitive information. Such disclosure will contravene the requirements of the Code.
7. Elected members' social media pages should be open and transparent. When commenting on matters related to Council or Community Boards no members should represent themselves falsely via aliases or differing account names or block. Elected members should not block any post on any form of social media that they have control over unless there is clear evidence that the posts are actively abusive. Blocking constructive debate or feedback can be seen as bringing the whole Council or Community Board into disrepute.

Appendix B: Legislation bearing on the role and conduct of Community Board Members

This is a summary of the legislative requirements that have some bearing on the duties and conduct of community board members. The full statutes can be found at www.legislation.govt.nz.

The Local Authorities (Members' Interests) Act 1968

The Local Authorities (Members' Interests) Act 1968 (LAMIA) provides rules about members discussing and voting on matters in which they have a pecuniary interest and about contracts between members and Council.

A pecuniary interest is likely to exist if a matter under consideration could reasonably give rise to an expectation of a gain or loss of money for a member personally (or for their spouse/partner or a company in which they have an interest). In relation to pecuniary interests the LAMIA applies to both contracting and participating in decision-making processes.

With regard to pecuniary or financial interests a person is deemed to be “concerned or interested” in a contract or interested “directly or indirectly” in a decision when:

- a person, or spouse /partner, is “concerned or interested” in the contract or where they have a pecuniary interest in the decision; or
- a person, or their spouse / partner, is involved in a company that is “concerned or interested” in the contract or where the company has a pecuniary interest in the decision.

There can also be additional situations where a person is potentially “concerned or interested” in a contract or have a pecuniary interest in a decision, such as where a contract is between a community board members’ family trust and the Council.

Determining whether a pecuniary interest exists

Community board members are often faced with the question of whether or not they have a pecuniary interest in a decision and if so whether they should participate in discussion on that decision and vote.

When determining if this is the case or not the following test is applied:

“...whether, if the matter were dealt with in a particular way, discussing or voting on that matter could

reasonably give rise to an expectation of a gain or loss of money for the member concerned.” (OAG, 2001)

In deciding whether you have a pecuniary interest, members should consider the following factors.

- What is the nature of the decision being made?
- Do I have a financial interest in that decision - do I have a reasonable expectation of gain or loss of money by making that decision?
- Is my financial interest one that is in common with the public?
- Do any of the exceptions in the LAMIA apply to me?
- Could I apply to the Auditor-General for approval to participate?

Members may seek assistance from the Mayor/Chair of the relevant committee or other person to determine if they should discuss or vote on an issue but ultimately it is their own judgment as to whether or not they have pecuniary interest in the decision. Any member who is uncertain as to whether they have a pecuniary interest is advised to seek legal advice. Where uncertainty exists members may adopt a least-risk approach which is to not participate in discussions or vote on any decisions.

Members who do have a pecuniary interest will declare the pecuniary interest to the meeting and not participate in the discussion or voting. The declaration and abstention needs to be recorded in the meeting minutes. (Further requirements are set out in Council’s Standing Orders.)

The contracting rule

A member is disqualified from office if he or she is “concerned or interested” in contracts with their Council if the total payments made, or to be made, by or on behalf of the Council exceed \$25,000 in any financial year. The \$25,000 limit includes GST. The limit relates to the value of all payments made for all contracts in which you are interested during the financial year. It does not apply separately to each contract, nor is it just the amount of the profit the contractor expects to make or the portion of the payments to be personally received by you.

The Auditor-General can give prior approval, and in limited cases, retrospective approval for contracts that would otherwise disqualify you under the Act. It is an offence under the Act for a person to act as

a member of Council (or committee of Council) while disqualified.

Non-pecuniary conflicts of interest

In addition to the issue of pecuniary interests, rules and common law govern conflicts of interest more generally. These rules apply to non-pecuniary conflicts of interest, including common law rules about bias. In order to determine if bias exists or not members need to ask:

“Is there a real danger of bias on the part of the member of the decision-making body, in the sense that he or she might unfairly regard with favour (or disfavour) the case of a party to the issue under consideration?”

The question is not limited to actual bias, but relates to the appearance or possibility of bias reflecting the principle that justice should not only be done, but should be seen to be done. Whether or not members believe they are not biased is irrelevant.

Members focus should be on the nature of the conflicting interest or relationship and the risk it could pose for the decision-making process. The most common risks of non-pecuniary bias are where:

- Members’ statements or conduct indicate that they have predetermined the decision before hearing all relevant information (that is, members have a “closed mind”); and
- Members have a close relationship or involvement with an individual or organisation affected by the decision.

In determining whether or not they might be perceived as biased, members must also take into account the context and circumstance of the issue or question under consideration. For example, if a member has stood on a platform and been voted into office on the promise of implementing that platform then voters would have every expectation that the member would give effect to that promise, however he/she must still be seen to be open to considering new information (this may not apply to decisions made in quasi-judicial settings, such as an RMA hearing).

Local Government Official Information and Meetings Act 1987

The Local Government Official Information and Meetings Act 1987 sets out a list of meetings procedures and requirements that apply to local authorities and local/community boards. Of particular importance

for the roles and conduct of community board members is the fact that the chairperson has the responsibility to maintain order at meetings, but all community board members should accept a personal responsibility to maintain acceptable standards of address and debate. No community board member should:

- create a disturbance or a distraction while another member is speaking;
- be disrespectful when they refer to each other or other people; or
- use offensive language about the Council, other members, any employee of Council or any member of the public.

See Standing Orders for more detail.

Secret Commissions Act 1910

Under this Act it is unlawful for a community board member (or officer) to advise anyone to enter into a contract with a third person and receive a gift or reward from that third person as a result, or to present false receipts to Council.

If convicted of any offence under this Act a person can be imprisoned for up to seven years. A conviction would therefore trigger the ouster provisions of the LGA 2002 and result in the removal of the member from office.

Crimes Act 1961

Under this Act it is unlawful for a community board member (or officer) to:

- accept or solicit for themselves (or anyone else) any gift or reward for acting or not acting in relation to the business of Council; and
- use information gained in the course of their duties for their, or another person's, monetary gain or advantage.

Community board members convicted of these offences will automatically cease to be members.

Financial Markets Conduct Act 2013

Financial Markets Conduct Act 2013 (previously the Securities Act 1978) essentially places elected members in the same position as company directors whenever Council offers stock to the public. Elected members may be personally liable if investment documents such as a prospectus contain untrue statements and may be liable for criminal prosecution if the requirements of the Act are not met.

The Local Government Act 2002

The Local Government Act 2002 (LGA 2002) sets out the general powers of local government, its purpose and operating principles and details the personal liability of members

Although having qualified privilege, community board members can be held personally accountable for losses incurred by Council where, following a report from the Auditor General under s.44 LGA 2002, it is found that one of the following applies:

- a) money belonging to, or administered by, Council has been unlawfully expended; or
- b) an asset has been unlawfully sold or otherwise disposed of by Council; or
- c) a liability has been unlawfully incurred by Council; or
- d) Council has intentionally or negligently failed to enforce the collection of money it is lawfully entitled to receive.

Members will not be personally liable where they can prove that the act or failure to act resulting in the loss occurred as a result of one of the following:

- a) without the member's knowledge;
- b) with the member's knowledge but against the member's protest made at or before the time when the loss occurred;
- c) contrary to the manner in which the member voted on the issue; and
- d) in circumstances where, although being a party to the act or failure to act, the member acted in good faith and relied on reports, statements, financial data, or other information from professional or expert advisers, namely staff or external experts on the matters.

In certain situation members will also be responsible for paying the costs of proceedings (s.47 LGA 2002).

Appendix C: Process where a complaint is referred to an independent investigator

Step 1: Chief Executive receives complaint

On receipt of a complaint under this Code, whether from a member (because the complaint involves the Mayor) or from the Mayor after an initial assessment, the Chief Executive will refer the complaint to an independent investigator selected from a list agreed in advance by the Mayor and the Chief Executive.

The Chief Executive will also:

- inform the complainant that the complaint has been referred to the independent investigator and the name of the investigator, and refer them to the process for dealing with complaints as set out in the Code; and
- inform the respondent that a complaint has been made against them, the name of the investigator and remind them of the process for dealing with complaints as set out in the Code.

Step 2: Investigator makes preliminary assessment

On receipt of a complaint the investigator will assess whether:

1. the complaint is trivial or frivolous and should be dismissed;
2. the complaint is outside the scope of the Code and should be redirected to another agency or institutional process;
3. the complaint is minor or non-material; or
4. the complaint is material and a full assessment is required.

In making the assessment the investigator may make whatever initial inquiry is necessary to determine their recommendations, including interviewing relevant parties, which are then forwarded to the Council's Chief Executive.

On receiving the investigator's preliminary assessment the Chief Executive will:

1. where an investigator determines that a complaint is trivial or frivolous inform the complainant, respondent and other members (if there are no grounds for confidentiality) of the investigator's decision;

2. in cases where the investigator finds that the complaint involves a potential legislative breach and outside the scope of the Code, forward the complaint to the relevant agency and inform the Chief Executive who will then inform the complainant, the respondent and members.

Step 3: Actions where a breach is found to be non-material

If the subject of a complaint is found to be non-material, but more than trivial or frivolous, the investigator will inform the Chief Executive and, if they choose, recommend a course of action appropriate to the breach, such as;

- that the respondent is referred to the Mayor for guidance and/or
- that the respondent attend appropriate courses or programmes to increase their knowledge and understanding of the matters resulting in the complaint.

The Chief Executive will advise both the complainant and the respondent of the investigator's decision and any recommendations, neither of which are open to challenge. Any recommendations made in response to a non-material breach are non-binding on the respondent and Council.

Step 4: Actions where a breach is found to be material

If the subject of a complaint is found to be material the investigator will inform the Chief Executive, who will inform the complainant and respondent.

The investigator will then prepare a report for the Council on the seriousness of the breach. In preparing that report the investigator may:

- consult with the complainant, respondent and any directly affected parties and/or;
- undertake a hearing with relevant parties; and/or
- refer to any relevant documents or information.

On receipt of the investigator's report the Chief Executive will prepare a report for the Code of Conduct Advisory Group, which will meet to consider the findings and determine whether or not a penalty, or some other form of action, will be imposed. The Chief Executive's report will include the investigator's full report.

Step 5: Process for considering the investigator's report

The investigator's report will be considered by the Code of Conduct Advisory Group established for considering reports on Code of Conduct complaints, or any other body that the Council may resolve, noting that the process will meet the principles set out in section 12.1 of the Code.

Before making any decision on a specific complaint, the relevant body will give the respondent an opportunity to appear and speak in their own defence. Members with an interest in the proceedings, including the complainant and the respondent, may not take part in these proceedings in a decision making capacity.

The form of penalty that might be applied will depend on the nature of the breach and may include actions set out in section 13.1 of this Code.

The report, including recommendations from the Code of Conduct Advisory Group, will be heard and accepted by the Council in open session, unless grounds for excluding the public exist, without debate.

APPENDIX 2

Existing code of conduct (document number 10375775)

CODE OF CONDUCT

Adopted 30 May 2017



1. Introduction

This Code of Conduct (the Code) sets out the standards of behavior expected from elected members at Waipa District Council (Council) in the exercise of their duties. Its purpose is to:

- enhance the effectiveness of Council and the provision of good local government of the community, and district;
- promote effective decision-making and community engagement;
- enhance the credibility and accountability of Council to its communities; and
- develop a culture of mutual trust, respect and tolerance between the members of Council and between the members and management.

This purpose is given effect through the values, roles, responsibilities and specific behaviors agreed in this Code.

2. Scope

The Code has been adopted in accordance with clause 15(1) of Schedule 7 of the Local Government Act 2002 (LGA 2002) and applies to all elected members, including the members of any community boards that have agreed to adopt it. It also applies to appointed members of Council committees and sub-committees in relation to their role on the committee or sub-committee. The Code is designed to deal with the behaviour of members towards:

- each other;
- the Chief Executive and staff;
- the media; and
- the general public.

It is also concerned with the disclosure of information that members receive in their capacity as elected members and information which impacts on the ability of Council to give effect to its statutory responsibilities

This Code can only be amended (or substituted by a replacement Code) by a vote of at least 75 per cent of members present at a meeting when amendment to the Code is being considered. The Code should be read in conjunction with Council's Standing Orders.

3. Values

The Code is designed to give effect to the following values:

1. **Public interest:** members will serve the best interests of the people within their community, district or region and discharge their duties conscientiously, to the best of their ability.

2. **Public trust:** members, in order to foster community confidence and trust in their Council, will work together constructively and uphold the values of honesty, integrity, accountability and transparency.
3. **Ethical behaviour:** members will not place themselves in situations where their honesty and integrity may be questioned, will not behave improperly and will avoid the appearance of any such behavior.
4. **Objectivity:** members will make decisions on merit; including appointments, awarding contracts, and recommending individuals for rewards or benefits.
5. **Respect for others:** will treat people, including other members, with respect and courtesy, regardless of their race, age, religion, gender, sexual orientation, or disability. Members will respect the impartiality and integrity of officials.
6. **Duty to uphold the law:** members will comply with all legislative requirements applying to their role, abide by this Code of Conduct, and act in accordance with the trust placed in them by the public.
7. **Equitable contribution:** members will take all reasonable steps to ensure they fulfil the duties and responsibilities of office, including attending meetings and workshops, preparing for meetings, attending civic events, and participating in relevant training seminars.
8. **Leadership:** members will actively promote and support these principles and ensure they are reflected in the way in which the Council operates, including a regular review and assessment of the Council's collective performance.

These values complement, and work in conjunction with, the principles of s.14 of the LGA 2002 and the governance principles of s.39 of the LGA 2002.

4. Role and responsibilities

Good governance requires clarity of roles and respect between those charged with responsibility for the leadership of Council and those responsible for advice and the implementation of Council decisions. The key roles are:

4.1 Members

The role of the governing body includes:

- representing the interests of the people of the city, district or region;
- developing and adopting plans, policies and budgets;
- monitoring the performance of Council against stated goals and objectives set out in its long term plan;
- providing prudent stewardship of Council's resources;
- employing and monitoring the performance of the Chief Executive; and
- ensuring Council fulfils its responsibilities to be a 'good employer' and meets the requirements of the Health and Safety at Work Act 2015.

4.2 Chief Executive

The role of the Chief Executive includes:

- implementing the decisions of Council;
- ensuring that all responsibilities delegated to the Chief Executive are properly performed or exercised;
- ensuring the effective and efficient management of the activities of Council;
- maintaining systems to enable effective planning and accurate reporting of the financial and service performance of Council;
- providing leadership for the staff of Council; and
- employing staff on behalf of Council (including negotiation of the terms of employment for those staff).

Under s.42 of the LGA 2002 the Chief Executive is the only person *directly* employed by Council itself. All concerns about the performance of an individual member of staff must, in the first instance, be referred to the Chief Executive. Further information is available on roles and conduct in Council's Governance Statement.

5. Relationships

This section of the Code sets out agreed standards of behaviour between members; members and staff; and members and the public.

5.1 Relationships between members

Given the importance of relationships to the effective performance of Council, members will conduct their dealings with each other in a manner that:

- maintains public confidence;
- is open and honest;
- is courteous;
- is focused on issues rather than personalities;
- avoids abuse of meeting procedures, such as a pattern of unnecessary notices of motion and/or repetitious points of order; and
- avoids aggressive, offensive or abusive conduct, including the use of disrespectful or malicious language.

Any failure by members to act in the manner described in s.5.1 represents a breach of this Code.

Please note that nothing in this section of the Code is intended to limit robust debate within Council as long as it is conducted in a respectful and insightful manner.

5.2 Relationships with staff

An important element of good governance involves the relationship between Council and its Chief Executive. Members will respect arrangements put in place to facilitate this relationship, and:

- raise any concerns about employees, officers or contracted officials with the Chief Executive;
- raise any concerns about the performance or behaviour of the Chief Executive with the Mayor or the chairperson of the Chief Executive performance review committee (however described);
- make themselves aware of the obligations that Council and the Chief Executive have as employers and observe those requirements at all times, such as the duty to be a good employer;
- treat all employees with courtesy and respect and avoid publicly criticising any employee;
- observe any protocols put in place by the Chief Executive concerning contact between members and employees;

- avoid doing anything which might compromise, or could be seen as compromising, the impartiality of an employee.

Any failure by members to act in the manner described above represents a breach of this Code.

Please note: Elected members should be aware that failure to observe this portion of the Code may compromise Council’s obligations to be a good employer and consequently expose Council to civil litigation or affect the risk assessment of Council’s management and governance control processes undertaken as part of Council’s audit.

5.3 Relationship with the public

Given that the performance of Council requires the trust and respect of individual citizens, members will:

- interact with members of the public in a fair, respectful, equitable and honest manner;
- be available to listen and respond openly and honestly to community concerns;
- consider all points of view or interests when participating in debate and making decisions;
- treat members of the public in a courteous manner; and
- act in a way that upholds the reputation of Council.

Any failure by members to act in the manner described above represents a breach of this Code.

6. Contact with the media

The media play an important part in the operation and efficacy of local democracy. In order to fulfil this role the media needs access to accurate and timely information about the affairs of Council.

From time to time individual members will be approached to comment on a particular issue either on behalf of Council, or as an elected member in their own right. When responding to requests for comment members must be mindful that operational questions should be referred to the Chief Executive and policy-related questions referred to the Mayor, or the member with the appropriate delegated authority.

When speaking to the media more generally members will abide by the following provisions:

6.1 Media contact on behalf of Council

- the Mayor or chairperson is the first point of contact for an official view on any issue, unless delegations state otherwise. Where the Mayor/chair is absent requests for comment will be referred to the deputy Mayor/chair or relevant committee chairperson or portfolio holder;
- the Mayor/chair may refer any matter to the relevant committee chairperson or to the Chief Executive for their comment; and
- no other member may comment on behalf of Council without having first obtained the written approval of the Mayor/chair.

6.2 Media comment on a member's own behalf

Elected members are free to express a *personal view* in the media, at any time, provided the following rules are observed:

- media comments must not state or imply that they represent the views of Council;
- media comments which are contrary to a Council decision or policy must clearly state that they do not represent the views of the majority of members;
- media comments must observe the other requirements of the Code; for example, comments should not disclose confidential information, criticise, or compromise the impartiality or integrity of staff; and
- media comments must not be misleading and should be accurate within the bounds of reasonableness.

These rules should also be applied with letters to the Editor.

Any failure by members to meet the standards set out above represents a breach of this Code.

7. Information

Access to information is critical to the effective performance of a local authority and the level of public trust felt by the public.

7.1 Confidential information

In the course of their duties members will occasionally receive information that is confidential. This will generally be information that is either commercially sensitive or is personal to a particular individual or organisation. Accordingly, members agree not to use or disclose confidential information for any purpose other than the purpose for which the information was

supplied to the member. This includes business conducted in Public Excluded meetings and workshops, until any such business is made public.

7.2 Information received in capacity as an elected member

Members will disclose to other members and, where appropriate the Chief Executive, any information received in their capacity as an elected member that concerns Council's ability to give effect to its responsibilities.

Members who are offered information on the condition that it remains confidential will inform the provider of the information that it is their duty to disclose the information and will decline the offer if that duty is likely to be compromised.

Any failure by members to act in the manner described above represents a breach of this Code.

Please note: failure to observe these provisions may impede the performance of Council by inhibiting information flows and undermining public confidence. It may also expose Council to prosecution under the Privacy Act and/or civil litigation.

8. Conflicts of Interest

Elected members will maintain a clear separation between their personal interests and their duties as elected members in order to ensure that they are free from bias (whether real or perceived). Members therefore must familiarise themselves with the provisions of the Local Authorities (Members' Interests) Act 1968 (LAMIA) – see Appendix A.

Members will not participate in any Council discussion or vote on any matter in which they have a pecuniary interest, other than an interest in common with the general public. This rule also applies where the member's spouse contracts with the authority or has a pecuniary interest. Members shall make a declaration of interest as soon as practicable after becoming aware of any such interests. There are also Guidelines available from the Office of the Auditor General to assist members and staff in relation to conflicts and interests (see www.oag.govt.nz).

If a member is in any doubt as to whether or not a particular course of action (including a decision to take no action) raises a conflict of interest, then the member should seek guidance from the Chief Executive *immediately*. Members may also contact the Office of the Auditor General for guidance as to whether they have a pecuniary interest, and if so, may seek an exemption to allow that member to participate or vote on a particular issue in which they may have a pecuniary interest. The latter must be done before the discussion or vote.

Please note: Failure to observe the requirements of the LAMIA could potentially invalidate the decision made, or the action taken, by the council. Failure to observe these requirements could also leave the elected member open to prosecution (see Appendix A). In the event of a conviction, elected members can be ousted from office.

9. Register of Interests

Members shall annually make a declaration of interest. These declarations are recorded in a Register of Interests maintained by Council. The declaration must include information on the nature and extent of any interest, including:

- a) any employment, trade or profession or business interest carried on by the member or the members' spouse for profit or gain;
- b) any company, trust, partnership etc for which the member or their spouse is a director, partner or trustee;
- c) the address of any land in which the member has a beneficial interest within the jurisdiction of Council; and
- d) the address of any land owned by Council in which the member or their spouse is:
 - a tenant; or
 - the land is tenanted by a firm in which the member or spouse is a partner, a company of which the member or spouse is a director, or a trust of which the member or spouse is a trustee;
- e) any other matters which the public might reasonably regard as likely to influence the member's actions during the course of their duties as a member (if the member is in any doubt on this, the member should seek guidance from the Chief Executive)

Please note: Where a member's circumstances change they must ensure that the Register of Interests is updated as soon as practicable.

10. Ethical behaviour

Members will seek to promote the highest standards of ethical conduct. Accordingly members will:

- claim only for legitimate expenses as determined by the Remuneration Authority and any lawful policy of Council developed in accordance with that determination;
- not influence, or attempt to influence, any Council employee, officer or member in order to benefit their own, or families personal or business interests;

- only use Council resources (such as facilities, staff, equipment and supplies) in the course of their duties and not in connection with any election campaign or personal interests; and

- not solicit, demand, or request any gift, reward or benefit by virtue of their position and notify the Chief Executive if any such gifts are accepted. Where a gift to the value of \$50 or more is accepted by a member, that member must immediately disclose this to the Chief Executive for inclusion in the publicly available register of interests.

Any failure by members to comply with the provisions set out in this section represents a breach of this Code.

10.1 Undischarged bankrupt

In accordance with clause 15(5) of Schedule 7 (LGA 2002) any member who is an “undischarged bankrupt” will notify the Chief Executive prior to the inaugural meeting or as soon as practicable after being declared bankrupt. The member will also provide the Chief Executive with a brief explanatory statement of the circumstances surrounding the member’s adjudication and the likely outcome of the bankruptcy.

11. Creating a supportive and inclusive environment

In accordance with the purpose of the Code, members agree to take all reasonable steps in order to participate in activities scheduled to promote a culture of mutual trust, respect and tolerance. These include:

- Attending post-election induction programmes organised by Council for the purpose of facilitating agreement on Council’s vision, goals and objectives and the manner and operating style by which members will work.
- Taking part in any assessment of Council’s overall performance and operating style during the triennium.¹
- Taking all reasonable steps to ensure they possess the skills and knowledge to effectively fulfill their Declaration of Office and contribute to the good governance of the, district or region.

¹ A self assessment template is provided in the Guidance to this Code.

12. Breaches of the Code

Members must comply with the provisions of this Code (LGA 2002, schedule 7, s. 15(4)). Any member, or the Chief Executive, who believes that the Code has been breached by the behaviour of a member, may make a complaint to that effect. All complaints will be considered in a manner that is consistent with the following principles.

12.1 Principles:

The following principles will guide any processes for investigating and determining whether or not a breach under this Code has occurred:

- that the approach for investigating and assessing a complaint will be proportionate to the apparent seriousness of the breach complained about;
- that the roles of complaint, investigation, advice and decision-making will be kept separate as appropriate to the nature and complexity of the alleged breach; and
- that the concepts of natural justice and fairness will apply in the determination of any complaints made under this Code. This requires, conditional on the nature of an alleged breach, that affected parties:
 - have a right to know that an investigation process is underway;
 - are given due notice and are provided with an opportunity to be heard;
 - have a right to seek appropriate advice and be represented; and
 - have their privacy respected.

12.2 Complaints

All complaints made under this Code must be made in writing and forwarded to the Chief Executive. On receipt of a complaint the Chief Executive must forward that complaint, to an Assessor to undertake a preliminary assessment to determine whether the issue is sufficiently serious to warrant a full investigation. The role of Assessor will be performed by the Mayor and Chief Executive or if the complaint involves the Mayor, by the Executive Committee which will be chaired in this instance by the Deputy Mayor.

Only members and the Chief Executive may make a complaint under this Code.

12.3 Investigation, advice and decision

The process, following receipt of a complaint, will follow the steps outlined in Appendix B.

12.4 Materiality

An alleged breach under this Code is material if, in the opinion of the Assessor, it would, if proven, bring a member or Council into disrepute or, if not addressed; reflect adversely on another member of Council.

Other factors that might be considered when determining the level of materiality include whether complaints are intended to:

- Intimidate or harass another member or employee
- Damage another member's reputation
- Obtain a political advantage
- Influence Council in the exercise of its functions or to prevent or disrupt the exercise of those functions
- Avoid disciplinary action under this Code
- Prevent or disrupt the effective administration of this Code.

13. Penalties and actions

Where a complaint is determined to be material and referred to Council or a Council Committee, the nature of any penalty or action will depend on the seriousness of the breach.

13.1 Material breaches

In the case of material breaches of this Code Council, or a committee with delegated authority, may require one of the following:

1. a letter of censure to the member;
2. a request (made either privately or publicly) for an apology;
3. a vote of no confidence in the member;
4. removal of certain council-funded privileges (such as attendance at conferences);
5. restricted entry to council offices, such as no access to staff areas (where restrictions may not previously have existed);
6. limitation on any dealings with council staff so that they are confined to the Chief Executive only;
7. suspension from committees or other bodies; or
8. an invitation for the member to consider resigning from Council.

Council or a committee may decide that a penalty will not be imposed where a respondent agrees to one or more of the following:

- attend a relevant training course; and/or

- work with a mentor for a period of time; and/or
- participate in voluntary mediation (if the complaint involves a conflict between two members); and/or
- tender an apology.

The process is based on the presumption that the outcome of a complaints process will be made public unless there are grounds, such as those set out in the Local Government Official Information and Meetings Act 1987 (LGOIMA), for not doing so.

13.2 Statutory breaches

In cases where a breach of the Code is found to involve regulatory or legislative requirements, the complaint will be referred to the relevant agency. For example:

- breaches relating to members' interests (where members may be liable for prosecution by the Auditor-General under the LAMIA);
- breaches which result in Council suffering financial loss or damage (where the Auditor-General may make a report on the loss or damage under s. s. 44 LGA 2002 which may result in the member having to make good the loss or damage); or
- breaches relating to the commission of a criminal offence which will be referred to the Police (which may leave the elected member liable for criminal prosecution).

14. Review

Once adopted, a Code of Conduct continues in force until amended by Council. The Code can be amended at any time but cannot be revoked unless Council replaces it with another Code. Once adopted, amendments to the Code require a resolution supported by 75 per cent of the members of Council present at a Council meeting where the amendment is considered.

Council may formally review the Code as soon as practicable after the beginning of each triennium. The results of that review will be considered by Council in regard to potential changes for improving the Code.

Appendix A: Legislation bearing on the role and conduct of elected members

This is a summary of the legislative requirements that have some bearing on the duties and conduct of elected members. The full statutes can be found at www.legislation.govt.nz.

The Local Authorities (Members' Interests) Act 1968

The Local Authorities (Members' Interests) Act 1968 (LAMIA) provides rules about members discussing and voting on matters in which they have a pecuniary interest and about contracts between members and Council.

A pecuniary interest is likely to exist if a matter under consideration could reasonably give rise to an expectation of a gain or loss of money for a member personally (or for their spouse or a company in which they have an interest). In relation to pecuniary interests the LAMIA applies to both contracting and participating in decision-making processes.

With regard to pecuniary or financial interests a person is deemed to be "concerned or interested" in a contract or interested "directly or indirectly" in a decision when:

- a person, or spouse or partner, is "concerned or interested" in the contract or where they have a pecuniary interest in the decision; or
- a person, or their spouse or partner, is involved in a company that is "concerned or interested" in the contract or where the company has a pecuniary interest in the decision.

There can also be additional situations where a person is potentially "concerned or interested" in a contract or have a pecuniary interest in a decision, such as where a contract is between an elected members' family trust and the council.

Determining whether a pecuniary interest exists

Elected members are often faced with the question of whether or not they have a pecuniary interest in a decision and if so whether they should participate in discussion on that decision and vote. When determining if this is the case or not the following test is applied:

"...whether, if the matter were dealt with in a particular way, discussing or voting on that matter could reasonably give rise to an expectation of a gain or loss of money for the member concerned." (OAG, 2001)

In deciding whether you have a pecuniary interest, members should consider the following factors.

- What is the nature of the decision being made?
- Do I have a financial interest in that decision - do I have a reasonable expectation of gain or loss of money by making that decision?
- Is my financial interest one that is in common with the public?
- Do any of the exceptions in the LAMIA apply to me?
- Could I apply to the Auditor-General for approval to participate?

Members may seek assistance from the Mayor/chair or other person to determine if they should discuss or vote on an issue but ultimately it is their own judgment as to whether or not they have pecuniary interest in the decision. Any member who is uncertain as to whether they have a pecuniary interest is advised to seek legal advice. Where uncertainty exists members may adopt a least-risk approach which is to not participate in discussions or vote on any decisions.

Members who do have a pecuniary interest will declare the pecuniary interest to the meeting and not participate in the discussion or voting. The declaration and abstention needs to be recorded in the meeting minutes. (Further requirements are set out in Council's Standing Orders.)

The contracting rule

A member is disqualified from office if he or she is "concerned or interested" in contracts with Council if the total payments made, or to be made, by or on behalf of the council exceed \$25,000 in any financial year. The \$25,000 limit includes GST. The limit relates to the value of all payments made for all contracts in which you are interested during the financial year. It does not apply separately to each contract, nor is it just the amount of the profit the contractor expects to make or the portion of the payments to be personally received by you.

The Auditor-General can give prior approval, and in limited cases, retrospective approval for contracts that would otherwise disqualify you under the Act. It is an offence under the Act for a person to act as a member of Council (or committee of Council) while disqualified.

Non-pecuniary conflicts of interest

In addition to the issue of pecuniary interests, rules and common law govern conflicts of interest more generally. These rules apply to non-pecuniary conflicts of interest, including common law rules about bias. In order to determine if bias exists or not members need to ask:

"Is there a real danger of bias on the part of the member of the decision-making body, in the sense that he or she might unfairly regard with favour (or disfavour) the case of a party to the issue under consideration?"

The question is not limited to actual bias, but relates to the appearance or possibility of bias reflecting the principle that justice should not only be done, but should be seen to be done. Whether or not members believe they are not biased is irrelevant.

Members focus should be on the nature of the conflicting interest or relationship and the risk it could pose for the decision-making process. The most common risks of non-pecuniary bias are where:

- members' statements or conduct indicate that they have predetermined the decision before hearing all relevant information (that is, members have a "closed mind"); and
- members have a close relationship or involvement with an individual or organisation affected by the decision.

In determining whether or not they might be perceived as biased, members must also take into account the context and circumstance of the issue or question under consideration. For example, if a member has stood on a platform and been voted into office on the promise of implementing that platform then voters would have every expectation that the member would give effect to that promise, however he/she must still be seen to be open to considering new information (this may not apply to decisions made in quasi-judicial settings, such as an RMA hearing).

Local Government Official Information and Meetings Act 1987

The Local Government Official Information and Meetings Act 1987 sets out a list of meetings procedures and requirements that apply to local authorities and local/community boards. Of particular importance for the roles and conduct of elected members is the fact that the chairperson has the responsibility to maintain order at meetings, but all elected members should accept a personal responsibility to maintain acceptable standards of address and debate. No elected member should:

- create a disturbance or a distraction while another councillor is speaking;
- be disrespectful when they refer to each other or other people; or
- use offensive language about the council, other members, any employee of Council or any member of the public.

See Standing Orders for more detail.

Secret Commissions Act 1910

Under this Act it is unlawful for an elected member (or officer) to advise anyone to enter into a contract with a third person and receive a gift or reward from that third person as a result, or to present false receipts to council.

If convicted of any offence under this Act a person can be imprisoned for up to two years, and/or fines up to \$1000. A conviction would therefore trigger the ouster provisions of the LGA 2002 and result in the removal of the member from office.

Crimes Act 1961

Under this Act it is unlawful for an elected member (or officer) to:

- accept or solicit for themselves (or anyone else) any gift or reward for acting or not acting in relation to the business of Council; and
- use information gained in the course of their duties for their, or another persons, monetary gain or advantage.

These offences are punishable by a term of imprisonment of seven years or more. Elected members convicted of these offences will automatically cease to be members.

Financial Markets Conduct Act 2013

Financial Markets Conduct Act 2013 (previously the Securities Act 1978) essentially places elected members in the same position as company directors whenever Council offers stock to the public. Elected members may be personally liable if investment documents such as a prospectus contain untrue statements and may be liable for criminal prosecution if the requirements of the Act are not met.

The Local Government Act 2002

The Local Government Act 2002 (LGA 2002) sets out the general powers of local government, its purpose and operating principles. Provisions directly relevant to this Code include:

Personal liability of members

Although having qualified privilege, elected members can be held personally accountable for losses incurred by Council where, following a report from the Auditor General under s.44 LGA 2002, it is found that one of the following applies:

- a) money belonging to, or administered by, Council has been unlawfully expended; or
- b) an asset has been unlawfully sold or other wise disposed of by Council; or
- c) a liability has been unlawfully incurred by Council; or
- d) Council has intentionally or negligently failed to enforce the collection of money it is lawfully entitled to receive.

Members will not be personally liable where they can prove that the act or failure to act resulting in the loss occurred as a result of one of the following:

- a) without the member's knowledge;
- b) with the member's knowledge but against the member's protest made at or before the time when the loss occurred;
- c) contrary to the manner in which the member voted on the issue; and
- d) in circumstances where, although being a party to the act or failure to act, the member acted in good faith and relied on reports, statements, financial data, or other information from professional or expert advisers, namely staff or external experts on the matters.

In certain situation members will also be responsible for paying the costs of proceedings (s.47 LGA 2002).

Appendix B: Process for the determination and investigation of complaints

Step 1: Chief Executive receives complaint

On receipt of a complaint under this Code the Chief Executive will refer the complaint to an Assessor.

If the complaint is about a member, the role of the Assessor will be performed by the Chief Executive and Mayor. If the complaint is about the Mayor, the role of Assessor will be performed by the Executive Committee which in this instance will be chaired by the Deputy Mayor.

The Chief Executive will also:

- inform the complainant that the complaint has been referred to the Assessor and the details of the Assessor, and refer them to the process for dealing with complaints as set out in the Code; and
- inform the respondent that a complaint has been made against them, the details of the Assessor and refer them to the process for dealing with complaints as set out in the Code.

Step 2: Assessor makes preliminary assessment

On receipt of a complaint the Assessor will assess whether:

1. the complaint is frivolous or without substance and should be dismissed;
2. the complaint is outside the scope of the Code and should be redirected to another agency or process;
3. the complaint is non-material; and
4. the complaint is material and a full investigation is required.

In making the assessment the Assessor may make whatever initial inquiry is necessary to determine the appropriate course of action. The Assessor has full discretion to dismiss any complaint which, in their view, fails to meet the test of materiality.

On receiving the Assessor's preliminary assessment the Chief Executive will:

1. where an Assessor determines that a complaint is frivolous or without substance, inform the complainant and respondent directly and inform other members (if there are no grounds for confidentiality) of the Assessor's decision;

2. in cases where the Assessor finds that the complaint involves a potential legislative breach and outside the scope of the Code, forward the complaint to the relevant agency and inform both the complainant and respondent of the action.

Step 3: Actions where a breach is found to be non-material

If the subject of a complaint is found to be non-material the Assessor will inform the Chief Executive and, if they choose, recommend a course of action appropriate to the breach, such as;

- that the respondent seek guidance from an appropriate mentor or source
- that the respondent attend appropriate courses or programmes to increase their knowledge and understanding of the matters leading to the complaint.

The Chief Executive will advise both the complainant and the respondent of the Assessor's decision and any recommendations, neither of which are open to challenge. Any recommendations made in response to a non-material breach are non-binding on the respondent and Council.

Step 4: Actions where a breach is found to be material

If the subject of a complaint is found to be material the Assessor will inform the Chief Executive, who will inform the complainant and respondent. The next step is for a full investigation to be undertaken. Depending on the nature and seriousness of the complaint, the investigation will be undertaken by either the Mayor and Chief Executive, or in the case of a serious complaint or a complaint about the Mayor, referred to the Executive Committee which should then appoint an external suitably qualified person to act as investigator and report on the complaint.

The investigator will then prepare a report on the investigation.

In preparing that report the investigator may:

- consult with the complainant, respondent and any affected parties;
- undertake a hearing with relevant parties; and/or
- refer to any relevant documents or information.

On receipt of the investigator's report the Chief Executive will prepare a report for the Executive Committee, which will meet to consider the findings and determine whether or not a penalty, or some other form of action, will be imposed. The Chief Executive's report will include the full report prepared by the investigator.

Step 5: Process for considering the Chief Executive's report

Depending upon the nature of the complaint and alleged breach the Chief Executive's report may be considered by the Executive Committee or if of a very serious nature, referred to Council, (excluding the complainant, respondent and any other 'interested' members), with the Deputy Mayor to chair Council if the complaint relates to the Mayor. Where the matter is referred to

Council, the references to the Executive Committee in the next four paragraphs will be deemed to refer to Council.

The Executive Committee will consider the Chief Executive's report in open meeting, except where the alleged breach concerns matters that justify the exclusion of the public, such as the misuse of confidential information or a matter that would otherwise be exempt from public disclosure under s.48 of the LGOIMA, in which case it will be a closed meeting.

Before making any decision in respect of the Chief Executive's report the Executive Committee will give the member against whom the complaint has been made an opportunity to appear and speak in their own defence. Members with an interest in the proceedings, including the complainant and the respondent, may not take part in these proceedings.

The form of penalty that might be applied will depend on the nature of the breach and may include actions set out in section 13.1 of this Code.

In accordance with this Code. Councils will agree to implement the recommendations of the Executive Committee without debate.



To: The Chairperson and Members of the Cambridge Community Board
From: Governance
Subject: **Inwards Correspondence**
Meeting Date: 7 April 2021

1 INWARDS CORRESPONDENCE

Correspondence, included in the agenda, has been received from Stuart Barnett regarding the proposed cul de sacs in Hall and Grey Streets, Cambridge.

2 RECOMMENDATION

That the Cambridge Community Board receive the correspondence from Stuart Barnett (Document 10566308).

3 ATTACHMENT

Appendix 1 – Letter from Stuart Barnett

RECEIVED
3 MAR 2021
BY: *Bmob*

Mr Stuart Barnett



▶ Cambridge Community Board

Cambridge Service Centre
23 Wilson Street
Cambridge

Community Board Members

Proposed Cul de sac of Hall and Grey Streets, Cambridge

Having read the latest publication regarding this proposal I have to wonder if we have lost sight of the intent of the free flow of roading.

I recall signing a petition against this proposal, I have since found out that it contained about two hundred signatures against the proposed, I signed the petition at the Grey Street Dairy so believe that those signing would be against access being denied from Grey Street on that side as far as I am aware no petition was sort from the other side of Grey Street or Hall Street so it would be safe to say, had petition been taken from those Streets the numbers against would be in excess of a thousand probably more so I do not believe the administration advised the board correctly, fore's and against stats put forward but that aside. But taking the submitted numbers are correct it is a very, very small number, what is the population of Cambridge?

Roads to me and I believe many others are the means to get from point A to point B as quickly and smoothly as possible, that's why we have gone to the trouble of sealing and providing footpaths. Why do we have speed limits and fines? we now need speed humps, wrecking vehicles suspensions (Bryce Street?).

I also note that there was no mention of concerns from our emergency services, where they invited to comment? considering that there is a large number of elderly people in that established part of town. Imagine a call from one of our elderly citizens of say a fire, a home invasion, or a heart attack. Now significant amount of time will be added before assistance can be rendered.

Closing the roads off would also mean that the already congested roundabout at Saint Andrews will get more congested, A roundabout not designed for heavy traffic flows. I for one turn off at Grey street to get to town or Doctors, to avoid the congestion that presently exist.

Please explain to yourselves why close one side of Hall Street and not the other, the proposed side is also the side that is being considered as the route for the new Bridge crossing, illogical waste of time and money, the other side the non-closing side is encumbered by a Motel and would mean a loss of business (would not be missed by the community). So please explain closing Grey Street the site of a Community Dairy a valuable service to many people of the area, run by a lovely Asian family. by closing the road would put a nail in their coffin and the store would have to close thought lack of trade, just passing trade alone would reduce their income by at least 50%, which with the right lawyers could sue council for loss. How do you decide to save one business and not another?

One has to ask, what is wrong with the 1.2meter wide stretch of road side already marked by a solid white line being designated as a cycle way put a few strokes of green paint job done no inconvenience. This will avoid cyclist and pedestrians coming into conflict as proposed. Imagine stepping out your front gate along Hamilton Road and getting hit by a high-speed bike, going both ways Dumb. The streets in that area are cyclist friendly already they are wide with good visibility.

There has to be some sort of education programme for cyclists, reminding them that the public road is not a race track (Abet when planned). Awhile back I was unfortunate enough to get behind a number of cyclists, between the cycle dome and Cambridge racing back to town making it impossible to overtake without causing an accident, in other words they were not travelling as close to the left as possible. I wonder if cyclists would be so reckless if they had to pay for ACC contributions like a motorist. They wish to be a on the road they should burden some of the cost. Say after school age.

Hamilton/Cambridge road is still an arterial road too and though Cambridge and to fowl it up to the extent proposed would be a mistake. Hall/Grey Streets are like small arteries allowing that road to breath. These roads service many back roads in that part of town. I could understand the increase in the size of central reservations of existing crossings and manning them at peak times but this Cul de sac idea is dumb.

I have over the last few months seen the development of the roundabout at St Peter's "sadly lacking" certainly not future proofed, when an event takes place at the cycle dome, though traffic going both ways will still be held up due to turning traffic. No change!

It could be said that I am not qualified to make statements about traffic flow and congestion, even though I drive this road almost daily and can say the numbers that would benefit from this proposed Cul de sacs would not justify the expenditure, the loss to the Community would be far greater.

Did the administration carry out any numerical traffic count and what was the results or is just a feeling. I have driven motor vehicles in many places of the world for the last 52 years.

It should be noticed that a number of streets in that area only have footpaths on one side would it not be better if we have to spend money, if we provide footpaths on both sides.

These days we cannot use the words "use your common sense" but come on!

Yours Faithfully



Stuart Barnett

CAMBRIDGE COMMUNITY BOARD REPORT



To: The Chairperson and Members of the Cambridge Community Board
From: Manager Finance
Subject: **TREASURY REPORT – CAMBRIDGE COMMUNITY BOARD**
Meeting Date: 07 April 2021

1 BACKGROUND

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

2 RECOMMENDATION

That the 'Treasury Report – Cambridge Community Board' of Nada Milne, Financial Accountant for the period ended 28 February 2021 be received.

3 COMMENT

3.1 Discretionary Grants – funds of \$4,725.00 have been committed from the prior year, with \$4,500.00 having been paid to date. Funds of \$50,365.14 have been committed from the current year, with \$27,960.93 having been paid to date. There is a balance of \$5,802.32 in uncommitted funds.

3.2 The balances in accounts set up from the Discretionary Grants allocation total \$22,629.21.

Sister Cities

The Sister City Reserve Balance Report for the period ended 28 February 2021, there has been \$6,765.00 committed from the current year, with \$1,766.96 having been paid to date.

Nada Milne
Financial Accountant

A handwritten signature in black ink that reads "S. Davies". The signature is written in a cursive style with a large, looped 'S' and a clear 'Davies'.

Sarah Davies
MANAGER FINANCE

**CAMBRIDGE COMMUNITY BOARD
DISCRETIONARY GRANTS**

Balance as at 1 July 2020	9,292.46	
2020/21 Allocation from Council	49,600.00	
		58,892.46
Revenue		
Grant from Lions Club	1,000.00	
Grant from Jumble Around Incorporated	1,000.00	
		2,000.00
Less Committed Projects	55,090.14	
		55,090.14
Uncommitted funds		<u><u>5,802.32</u></u>
Summary of Uncommitted Funds		
Annual Grants		<u>5,802.32</u>
		<u><u>5,802.32</u></u>

CAMBRIDGE COMMUNITY BOARD

Summary of Committed Funds

Current Year Commitments	Committed	Expenditure	Balance
Commitments 2020/21	50,365.14	27,960.93	22,404.21
Current Year Commitments Total	50,365.14	27,960.93	22,404.21
Prior Year Commitments	Committed	Expenditure	Balance
Prior Year Commitments	4,725.00	4,500.00	225.00
Prior Year Commitments Total	4,725.00	4,500.00	225.00
Total Commitments	55,090.14	32,460.93	22,629.21

Commitments 2020/21	Resolution No	Committed	Expenditure	Balance
Discretionary Grants	5/20/92	26,737.53	22,887.53	3,850.00
Destination Cambridge	5/20/58 - Jul 20	2,000.00	2,000.00	-
Cambridge Book Exchange	5/20/8/5 - Sep 20	1,500.00	-	1,500.00
Pop Up Community Edible Garden Project	5/20/101 - Oct 20	100.00	38.83	61.17
Armistice Remembrance Sunday Service	5/20/102 - Oct 20	1,106.49	1,106.49	-
Steen & Morrow 2008 Ltd	5/20/104 - Oct 20	-	-	-
Welcome to Town Signage	5/20/123 - Dec 20	5,693.04	900.00	4,793.04
Anzac Day 2021	5/21/10 - Feb 21	7,000.00	-	7,000.00
Steen & Morrow 2008 Ltd	5/21/15 - Feb 21	1,028.08	1,028.08	-
Te Miro Settlers Hall Incorporated	5/21/12 - Feb 21	4,000.00	-	4,000.00
Brain Injury Waikato	5/21/22 - Mar 21	700.00	-	700.00
Cambridge Historical Society Incorporated	5/21/22 - Mar 21	500.00	-	500.00
Total		50,365.14	27,960.93	22,404.21

Prior Year Commitments

	Resolution No	Committed	Expenditure	Balance
Home of Cycling Charitable Trust	5/19/130 - Aug 19	4,000.00	4,000.00	-
New Lives Animal Rescue	5/19/130 - Aug 19	500.00	500.00	-
NZ Memorial Museum Trust	5/19/137 - Sep 19	225.00	-	225.00
		4,725.00	4,500.00	225.00

Sister Cities Reserve Balance Report
For the Period Ended 28 February 2021

Balance Carried Forward	11,371.25	
Funding Budget for 2020/21	<u>11,460.00</u>	
		22,831.25

Commitments 2020/21	Resolution No	Committed	Expenditure	Balance	
Conferences -	Sister City Accommodation	5/20/64	800.00	-	800.00
	Sister City - Registration	5/20/64	2,000.00	-	2,000.00
	Sister Cities NZ annual conference	5/21/13 - Feb 21	1,700.00	-	1,700.00
Subscriptions -	Sister City Membership	5/20/64	600.00	600.00	-
Advertising -	Sister City Annual Website Domain & Fees	5/20/64	35.00	-	35.00
Discretionary Expenses -	Community Engagement	5/20/64	1,000.00	-	13.04
	Le Quesnoy Sculpture Plaque	5/20/76 - Sept 20		986.96	-
Advertising -	Le Quesnoy Website	5/20/64	180.00	180.00	-
Sister City Bihoro	Christmas Gift	5/21/09 - Feb 21	450.00	-	450.00
			<u>6,765.00</u>	<u>1,766.96</u>	<u>4,998.04</u>

Summary of Uncommitted Funds

Funds Available		<u>16,066.25</u>
		<u>16,066.25</u>

CAMBRIDGE COMMUNITY BOARD REPORT



To: The Chairperson and Members of the Cambridge Community Board
From: Keryn Phillips, Governance Officer
Subject: **Cambridge Book Exchange Project**
Meeting Date: 7 April 2021

1 EXECUTIVE SUMMARY

The purpose of this report is to approve an amendment in the amount of money required for the works carried out on the Cambridge Book Exchange by contractor Bill Wilson (Cambrian Investments Ltd).

At the 3 March 2021 Cambridge Community Board meeting the community board approved the appointment of Bill Wilson to carry out work on the Cambridge Book Exchange to the value of \$100.00 plus GST (Resolution 5/21/21).

RESOLVED

5/21/21

That the Cambridge Community Board

- a) *Receive the report 'Cambridge Book Exchange Project' (document 10563132) of Keryn Phillips, Governance Officer*
- b) *Approve the amendment of resolution 5/20/85 of the 2 September 2020 Cambridge Community Board meeting*
 - I. *In Part A of the resolution to reduce the budget from \$6,146.67 plus GST to \$1,500.00 plus GST, remove from the budget the requirement for transport (\$450.00 plus GST) and adding the purchase of a plaque to be met from the revised budget and return any unused money to uncommitted funds.*
 - II. *Delete Part B of resolution 5/20/85*
- c) *Appoint Bill Wilson to carry out work on the Cambridge Book Exchange to the value of \$100.00 plus GST*
- d) *Return \$1,000.00 GST inclusive to Cambridge Lions and \$1,000.00 GST inclusive to Jumble Around*

Works have since been carried out on the interior of the telephone box and an account for \$120.50 plus GST has been received. The new amount will still fall within the revised budget of \$1,500.00 plus GST for the project.

2 RECOMMENDATION

That the Cambridge Community Board

- a) *Receive the report 'Cambridge Book Exchange Project' (document 10579655) of Keryn Phillips, Governance Officer*
- b) *Approve the amendment of Resolution 5/21/21, Part C, of the 3 March 2021 Cambridge Community Board meeting to increase the value of the work carried out from \$100.00 plus GST to \$120.50 plus GST to be paid from its discretionary fund.*

3 ATTACHMENT

Appendix 1 – Invoice 150444 from Cambrian Investments Ltd



Keryn Phillips
Governance Officer



Jo Gread
Manager Governance

TAX INVOICE / STATEMENT Date 08/03/21 150444

To CAMBRIDGE COMMUNITY BOARD
% S. MILLNER
SWAYNES RD CAMBRIDGE

From CAMBRIAN INVESTMENTS LTD
PO BOX 537
CAMBRIDGE

G.S.T. Reg. No. 23597055 Ref. O/N 827 7957

Qty	Unit	Description	Unit Price	\$	¢
		CENTRAL COURT TELEPHONE BOOTH			
		TO REPAIRS - RE ARRANGE			
		BOOK SHELVES			
		AS REQUESTED			
		MATERIAL		4	-
		LABOUR 2 1/4 HRS	50	-	112 50
		VEHICLE		4	-
				TOTAL EXCLUSIVE GST \$	120 50
				PLUS % GST \$	18 07
				TOTAL INCLUSIVE GST \$	138 57

Collins A5/50 DLH

CAMBRIDGE COMMUNITY BOARD REPORT



To: The Chairperson and Members of the Cambridge Community Board
From: Keryn Phillips, Governance Officer
Subject: **Christmas Tree Project Invoice**
Meeting Date: 7 April 2021

1 EXECUTIVE SUMMARY

The purpose of this report is to approve payment for a service provided when the Christmas Tree lights were installed.

An invoice from SBI Productions Limited has been received for \$135.00 plus GST for the covering of electric cables on the ground, during the period that the lights were on the tree. This invoice cannot be paid until it has been approved by the community board.

2 RECOMMENDATION

That the Cambridge Community Board

- a) *Receive the report 'Christmas Tree Project Invoice' (document 10581688) of Keryn Phillips, Governance Officer*
- b) *Approve the payment of \$135.00 plus GST to SBI Productions Limited from its discretionary fund.*

3 ATTACHMENT

Appendix 1 – Statement for Invoice 92013073 from SBI Productions Limited



Keryn Phillips
Governance Officer



Jo Gread
Manager Governance



STATEMENT

DATE
11/03/2021

Cambridge Community Board
 c/-Waipa District Council

 Cambridge

AMOUNT REMITTED

DATE	INVOICE NO.	DESCRIPTION	CHARGES	PAYMENTS	BALANCE
27/01/2021	92013073	Sale; Cambridge Community Board	\$155.25		\$155.25

11/03/2021	Finance Charge	\$0.00	\$0.00
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Current(Not Overdue)	30 Days Overdue	60 Days Overdue	60+ Days Overdue	Total Amount Due
\$0.00	\$0.00	\$155.25	\$0.00	\$155.25

PAYMENT TO: SBI Productions Ltd also trading as Event Lighting and Power

ANZ A/C: 01-0315-0031610-00

or

SBI Productions Ltd - 52 Raynes Rd, RD2, Hamilton 3282

1 61 7 812 3718

CAMBRIDGE COMMUNITY BOARD REPORT



To: Members of the Cambridge Community Board
From: Sue Milner, Chairperson
Subject: **Chairperson's Report**
Meeting Date: 7 April 2021

1 WHAT'S BEEN HAPPENING IN CAMBRIDGE

Another busy month in our community. Congratulations to the Cambridge Autumn Festival for, once again, providing a wonderful programme of events for all ages and all sections of our community. I am already looking forward to Autumn Festival 2022!

The Streets for People trial is having its challenges and the community is still commenting about this regularly. I hope that as we get used to planter boxes, coloured dots and speed bumps, we may be altering our habits and perhaps choosing alternate routes or walking and cycling more. I will be interested to know if the numbers of children cycling or walking to school has increased, and if so, will it continue through the winter months?

We are getting closer to the opening of the revamped Cambridge Swimming Pool complex. This is going to be a very popular place for many of our community, and for all ages!

I have just received great news that Waipa Networks will again sponsor the Christmas Tree Lights for the 2021. This will be the third year that we will be putting the lights up on the tree in Victoria Square. We are very lucky to have the support of Waipa Networks and Cambridge Betta Electrical on this project.

The Cambridge Cricket Club Pavilion on Victoria Square is now the Cambridge Community Pavilion and has had a major renovation. It is also now home of the Cambridge Community Patrol.

The Town has just last week hosted the Maadi Cup Regatta, which is always a great time for the rowers and their families. Our town looked very smart for our visitors to enjoy and I hope that the hospitality and other business in Cambridge and the wider district had a revenue boost over the week.

The Cambridge Book Exchange in Empire Street is part way through its renovations. Shelves have been reorganised, a few repair jobs and exterior painting has been done. A couple more things to do and the project will be complete.

ANZAC Day commemorations are underway and this year it will be good to be back at the Town Hall and Cenotaph.

Later this month, three community board members will attend the Sister Cities New Zealand conference in Wellington. It is a good time to consider our sister city links with Bihoro in Japan and Le Quesnoy in France. Le Quesnoy is, like all of France, in another Covid-19 lockdown. The Bihoro community sent Christmas gifts to our community board members, which were greatly appreciated, the face masks are a good reminder of our links to Bihoro and the wider world community.

I will be attending the New Zealand Community Board Conference in Fore for three days prior to ANZAC Day. Angela Holt of the Te Awamutu Community Board will also be attending. There is an interesting programme planned around the role of community boards and topics such as 'localism' will also be covered.

2 LONG TERM PLAN 2021-2031

The Cambridge Community Board met recently to discuss what we will be putting in our Long Term Plan submission. This is a very important document as it determines where Council will spend its money for the next 10 years.

We will be including the following in our submission:

New Cambridge Public Library

Although the Consultation Document says that a new Cambridge Public Library will not be included in the Long Term Plan, we still think that there is a strong need for a new and bigger building for the library. The library provides more functions to service the community's wider needs that just provide books to read.

Use of the Shakespeare Street Bridge

The consultation document has also negated the possibility of a third bridge for Cambridge in this Long Term Plan. The community board would like to encourage the use of the Shakespeare Street bridge. We suggest that Council should be looking at building a roundabout at the Duke Street, Albert Street and Achilles Avenue junction to improve traffic flow to and from the low level bridge. At the moment it is very hard to turn right at the bottom of Duke Street onto Achilles Avenue to go to the bridge.

Maintain the CBD as a Vibrant Centre – Close Empire Street to Traffic

To keep the Central Business District a place where people want to go, the community board thinks the CBD needs a place for people to be able to gather. We

will be recommending to Council that we close Empire Street to pedestrians only, to provide a location for people to meet and dwell before deciding where they want to go in the CBD area. It would be a great place to provide bike parks as well.

Improve Urban Mobility

The Long Term Plan 2021-2031 Consultation Document asks whether we should improve the urban mobility network in Cambridge and to increase the network by 3.5km over the next 10 years. Our immediate response is yes! We also believe that there are some existing pathways that require improvement as well, including the cycleway out to Hautapu, which requires smaller pebbles, so mobility scooters may move along the pathway with ease and the cycleway in Victoria Street needs to be a lot safer for cyclists.

Lake Te Koo Utu

The Consultation Document also asks residents whether Council should spend money making the upgrades on the Lake Te Koo Utu Reserve in the concept plan. Again, the community board strongly encourages the Council to make the upgrades and, in particular, improve the water quality of the lake.

Destination Playground

It is exciting to see that Council will be building a destination playground in Cambridge, something the community board has been asking for. It is important that there will be good walking and cycling connections to the playground for caregivers and children to use.

Resource Recovery Centre

Council is also considering an option for the Waipa district to have its own Resource Recovery Centre, similar to Xtreme Zero Waste in Raglan, and is asking how it should go about building one. The community board thinks that Council should partner with a community organisation or group to develop such a centre, but should also factor in food waste in the project.

There are many other great projects and ideas out there and I encourage all residents and community groups to take the opportunity to have your say in the Long Term Plan. Public consultation closes 27 April, so get your submissions in!

3 RECOMMENDATIONS

That the Cambridge Community Board receive the information contained in the Chairperson's Report (Document 10581619) of Sue Milner, Chairperson.

That the Cambridge Community Board submit to the Long Term Plan 2021-2031 on the following topics, with the final details of the submission to be approved by the chairperson:

- a) Build a new Cambridge public library in this Long Term Plan*
- b) Improve use of the Shakespeare Street bridge*
- c) Close Empire Street as a pedestrian-only area*
- d) Support building a network of cycling routes (Urban Mobility Network)*
- e) Full implementation of the Lake Te Koo Utu concept plan*
- f) Ensure good connections to the proposed destination playground in Cambridge*
- g) Council partner with a community organisation or group to develop a resource recovery centre*



Sue Milner

Chairperson, Cambridge Community Board



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**

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 (Godin)
- Cambridge Community Arts Council (Andree-Wiltens)
- Cambridge Information Centre (Godin)
- Cambridge Safer Community Charitable Trust (Montgomerie)
- Cambridge Social Services Committee (Davies-Colley)
- Cambridge Tree Trust (Milner)
- 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**

The next Cambridge Community Board meeting is to be held at 6.00pm on Wednesday, 5 May 2021