

Cambridge Community Board 2 June 2021

Don Rowlands Centre, 601 Maungatautari Road, Leamington, Karapiro

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



02 June 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.

CAMBRIDGE COMMUNITY BOARD REPORT



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.

CAMBRIDGE COMMUNITY BOARD REPORT



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 5 May 2021

2 RECOMMENDATION

That the minutes of the meeting held 5 May 2021, as circulated with the agenda, be confirmed as a true and correct record of proceedings.

CAMBRIDGE COMMUNITY BOARD MINUTES



Minutes for Cambridge Community Board 5 May 2021

05/05/2021 | 06:00 PM - NZST

Present

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

Attending

Kirsty Downey, Manager Strategy
David Simes, Emergency Management Operations Manager
Tony Quickfall, Manager District Growth
Sally Sheedy, Manager Community Services
Graham Pollard, Strategic Projects Driver
Public

Apologies

RESOLVED

5/21/38

That the apologies for non-attendance from Board Member Badger be received

Webber/Goddin

Disclosure of Members' Interests

There were no disclosures of members' interests

Late Items

There were no late items

Confirmation of Order of Meeting

RESOLVED

5/21/39

That the order of the meeting be confirmed

Webber/Andree-Wiltens

Public Forum

There were no presenters for the public forum

Confirmation of the Minutes of the Previous Meeting

The minutes of the previous meeting, held 7 April 2021, were included in the agenda.

RESOLVED

5/21/40

That the minutes of the meeting held 7 April 2021, as circulated with the agenda, be confirmed as a true and correct record of proceedings.

MacKay/Davies-Colley

Waipa Community Plan

Kirsty Downey, Manager Strategy, provided an explanation and timeline for the development of the Waipa Community Plan, included in the agenda

RESOLVED

5/21/41

That the information contained in the report of Kirsty Downey, Manager Strategy, (document number 10597703) and the PowerPoint presentation attached as Appendix 1 (document number 10597736), be received.

Goddin/Davies-Colley

Quarterly Reports

The District Growth, Civil Defence Emergency Management and Community Services Quarterly Reports were included in the agenda. Tony Quickfall, Manager District Growth, provided an overview of the District Growth report. He answered questions from community board members about Waipa district being accredited as a Tier One high growth district in terms of apartment block developments.

David Simes, Emergency Management Operations Manager, provided an overview of happenings including how locally an Emergency Operating Centre was set up following earthquakes on 5 March.

Sally Sheedy, Manager Community Services, noted that a tree contractor to Waipa District Council had implemented learnings about the protection of pekapeka (bat species), which will be used going forward. She answered questions from members of the community board about the involvement of parks planning staff in the development and continued maintenance of new subdivisions. She noted that staff will be

disestablishing the playground in Payne Street and that the begonia house on Lake Te Koo Utu Reserve is temporarily closed due to multiple thefts of plants.

RESOLVED

5/21/42

That the Cambridge Community Board receive the:

- a) *Quarterly District Growth Report (document 10549741) of Wayne Allan, Group Manager District Growth and Regulatory Services,*
- b) *Civil Defence Emergency Management Quarterly Report (document 10562658) of David Simes, Emergency Management Operations Manager, and*
- c) *Community Services Quarterly Report (document 10583735) of Sally Sheedy, Manager Community Services.*

MacKay/Goddin

Public Consultation on Draft Policies and Bylaws

Graham Pollard, Strategic Projects Driver, provided an overview of the policies and bylaw included in his report, in the agenda, and answered questions from the members of the community board.

The community board sought clarification on designated smokefree and vapefree locations, including parks and the streets around the skate park in Cambridge. Members also noted that the wording about footpaths would benefit from further clarity , especially around schools.

Board members also queried whether mobile traders were included under the Wastewater and Trade Waste Bylaw. An immediate answer was not available. The community board decided to review the submission for the bylaw again, once clarification was provided.

RESOLVED

5/21/43

That the information contained in the report ‘Public consultation on draft policies and bylaw’ (document number 10594570) of Graham Pollard, Strategic Projects Driver be received.

Andree-Wiltens/Davies-Colley

RESOLVED

5/21/44

That the Cambridge Community Board submit to the Draft Naming Policy in support of the proposed policy.

MacKay/Goddin

RESOLVED

5/21/45

That the Cambridge Community Board submit to the Draft Smokefree and Vapefree Policy in support of the proposed policy including the following details with the final details of the submission to be approved by the chairperson:

- a) *Smoking outside of school grounds*
- b) *Clarity of footpaths*

Chairperson Milner/Davies-Colley

Treasury Report

The Treasury Report was included in the agenda.

RESOLVED

5/21/46

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

Montgomerie/Webber

Community Discretionary Fund Application

A discretionary fund application was received from Te Kaahui Ako o Te Oko Horoi requesting \$6,000.00 plus GST towards the costs of a professional learning day. The application was included in the agenda and the full application including financial information was sent to Cambridge Community Board members separately.

RESOLVED

5/21/47

That the Cambridge Community Board decline the discretionary fund application from Te Kaahui Ako o Te Oko Horoi

Chairperson Milner/Goddin

Chairperson's Report

Chairperson Milner's report was included in the agenda. She discussed the learnings made at the Community Board conference she attended in Gore. Board Member MacKay talked to the Community Board about what she had learned at the Sister Cities New Zealand Conference she attended in Wellington and made suggestions for celebrating the sister city relationships Cambridge has with Bihoro and Le Quesnoy.

RESOLVED

5/21/48

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

Chairperson Milner/Goddin

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

Board member MacKay reported that the Autumn Festival had wrapped up for the year and was looking for a couple more trustees to replace members stepping down.

Board Member Davies-Colley reported that the Cambridge Social Services Committee were concerned about the lack of short term and long term housing available in Cambridge, which was a concern that the committee was requesting council to consider.

Councillor Andree-Wiltens reported that the Arts Council exhibition planned for August/September has had to be cancelled as equipment hired for the exhibition had already been booked out. The arts council will plan for another exhibition in 2022.

Chairperson Milner reported that the Cambridge Tree Trust was working with council staff to have a nuisance tree removed from the driveway of its premises. The Cambridge Historical Society were returning items from the collection, where there was more than one item, back to owners or moving them to more appropriate locations such as where the item came from.

Councillors Webber and Andree-Wiltens reported that Council had Long Term Plan hearing and decisions coming up and that following a meeting the day before, Duke Street, closed to one-way traffic for the Streets for People trial, would be opened to two-way traffic again, to assist emergency services.

Date of Next Meeting

The next Cambridge Community Board meeting is to be held at 6.00pm on Wednesday, 2 June 2021

That being all the business the meeting closed at 8.14pm

CAMBRIDGE COMMUNITY BOARD REPORT



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

1 SUMMARY

The Transportation and Property Services quarterly reports are included in the agenda.

2 RECOMMENDATION

That the Cambridge Community Board receive the:

- a) Transportation Report (document 10600235) of Bryan Hudson, Manager Transportation, and*
- b) Quarterly Property Services Report (document 10590049) of Bruce Nunns, Manager Property.*

3 ATTACHMENTS

Transportation Report to the Service Delivery Committee

Quarterly Property Services Report to the Finance & Corporate Committee



To: The Chairperson and Members of the Service Delivery Committee
From: Manager Transportation
Subject: **Transportation Report**
Meeting Date: 18 May 2021
File Reference: 96.55

1 Executive Summary

The purpose of this report is to provide information on the activities pertaining to the Transportation Team's activities from January to March 2021, and projects for the remainder of the current financial year.

2 Recommendation

That

- a) *The Transportation Report (document number 10600235) of Bryan Hudson, Manager, Transportation be received.*

3 Transportation Programme

The following projects are confirmed for the current construction season:

Pavement Rehabilitation	Start	End	Length	Status (Budget 2020/21 \$1.5M)
Maungatautari Road	6630	8506	1876	Contractor is behind programme but now working on the last section and should finish end of May.
Maungatautari Road	11153	11293	140	Completed October 2020 through maintenance contract.
Ryburn Road SH3 toward railway bridge	20	240	220	Construction was completed in April through the maintenance contract.
McGhie Road	340	1200	860	Design phase 2022 or 2023 construction
Storey Road	1344	1644	300	Short length of settled peat road. Completed October 2020 through maintenance contract.
Resurfacing	Plan (km)	Laid (km)	% Done	Status / Notes (Budget 20/21 \$3.9M)
Chip sealing	80.0	80	100%	Completed in April.
Asphalt surfacing	0.7	0.46	65%	Victoria and Alexandra to do.
Seal Extension	Start	End	Length	Budget 20/21 \$250k
Lowe Road	695	920	225	Not able to be completed this season due to lack of contractor resources.
Construction/Improvements				
Hanlin/Cambridge Intersection			100%	Construction complete.
Williamson St Streetscape (outside Cambridge Pool)			100%	Construction complete, in defects period. Final Asphalt surface applied.
Te Awa Cycleway \$5.93M contract value.	4.5	2.0	4500m	Velodrome towards Hamilton. Contract awarded, work started 25 January 2021 and is progressing well
Hamilton Road transport corridor improvements			680m	Construction underway at Green belt end.
CCTV Extension				Change out planned for some Te Awamutu cameras to improve service and install new cameras in Kihikihi on SH3 in 2021.
Street Light Upgrading	Plan	Installed	% Done	Budget 2020/21 \$250k
Additional lights to improve illumination on existing streets	12	12	100%	New lights for Empire, Lamb, Raikes, Fraser Streets (12 lights) are complete.

3.1 Road Maintenance Contracts

Our maintenance contract focus has centred on completing resealing which is now all done with the exception of two asphalt sites. Rural road marking is complete now in advance of winter.

Two contracts, being General Maintenance and Traffic Services, are coming up to the end of the first three year period and separate papers are presented to Council to seek approval to extend these a further year, as permitted by the contracts.

Two contracts are up for retender, being Street Light Maintenance and Renewal and Urban and CBD Street Cleaning Services. These are out to tender now and close mid May 2021. New contracts will start on 1 July 2021 and run for up to five years.

3.2 Hamilton Road Improvements

The Contractor is making good progress having established in April and rapidly prepared foundations for new paths on the greenbelt frontage. Drainage structures are being installed and services shifted in other areas. The first section of asphalt cycle path laying is likely to start on 17 May.



New pedestrian path in Greenbelt with foundation prepared for separate cycle path beside this. Careful protection of trees and arborist oversight has been maintained here.

3.3 Footpath Works

The table below shows the budget and sites for significant footpath works. Footpath maintenance works of a smaller scale occur most months to address hazards. Further renewals get underway in February.

Activity	Budget	Sites	Progress of Work
Footpath Renewal	\$200,000 2020/2021	2020/21 planned sites include- Bank, Carlton, Fraser, Mangahoe, North, Rickit, Tainui, Burns, Shakespeare, Scott, Raleigh, Princes, Galloway, Goodfellow.	Work completed - Princes St, Shakespeare St, Burns St, Scott St, Vaile St, Raleigh St, Bank St, Wilson St, King St, Thornton Rd, Carlton St, Rewi St Coleridge St – a new section of footpath was installed to replace a length of path badly affected by tree roots.
New Footpath construction	\$75,000 2020/21	Vaile St Williams (Weld- Grosvenor)	Both Vaile Street and Williams St sites are now completed.
Footpath Maintenance & Pram Crossings	\$174,000 2020/21	86 sites completed	86 repair sites have been completed, including improvements to walking and cycling accessibility in our urban areas.

3.4 Road Safety

February-April Activities

Back to school

Advertising was placed in local papers reminding residents that school was back and to take care with speed around schools. Advertising also reminded residents that the speed past a stopped school bus was 20km/ph. Go Bus was provided with signage for the back of school buses reminding motorists of this traffic law. Facebook was also utilised over this period to promote the key messaging.



Young Driver training

Two young driver days have been held over this period. The course targets those about to sit their restricted or full licence. This brings the total number of participants for this year to 103. An external evaluation of the course is pending to confirm the scale and scope of

these sessions, however these have been held successfully for many years. The next courses will be held in August.

Graduated Licence System

Talks have been held with Blue Light over increasing their capacity to deliver more licence training for young drivers in the Waipa district. This looks promising.

A 'train the trainer' course for delivery of the learner licence course was run by the Road Safety Co-Ordinator at Raleigh Street Christian Centre. Four youth workers attended. The Centre will be running learner licence courses for Cambridge High School students.

Senior Driver Course

A senior driver course run by Council was held in Te Awamutu with 20 participants. Going forward, Age Concern with support from Council, will be running all future courses. They ran two courses in Te Awamutu at the end of April and have two courses planned for May in Cambridge.

Cycle skills training

Grade one and Grade two (on road) training took place in February at Te Awamutu Intermediate for students who cycle or wish to cycle to school. Unfortunately training at Cambridge Middle school planned in March was postponed due to Covid. It is hoped this will take place before the end of the financial year to take advantage of the 100% subsidy from ACC and Waka Kotahi.

Grade one (off road) cycle skills training was carried out at Cambridge Primary School and Cambridge East Primary School. In total 108 students received training. A facilitator from Auckland ran the programme with assistance from local provider, Youth Town. Youth Town is currently in training to deliver programmes, and their involvement is part of an initiative to increase the number of local providers within the district.

Billboards

Planning is currently underway for the winter series of billboards. The billboards will feature police and/or their vehicles with the tag line 'Any where Any time'. The slogan aims to place doubt in the perception that the Police are not on our rural network.

New intersection billboards are ready to be installed, encouraging motorists to indicate at roundabouts. An intersection campaign using electronic message boards will be run in May at key locations.



Fatigue

Advertising for driver fatigue has been in local media over key holiday periods. A new campaign with refreshed resources is planned for future long weekends and holiday periods. Planning is underway for driver fatigue stops in July, targeting winter holiday traffic.

Resource development

Work is currently underway on sober driver, speed, and restraints campaign resources. We are looking to update resources to include Te Reo on future print media.

Professional Development

The Road Safety Co-ordinator attended a two day workshop with Waka Kotahi for Road Safety Co-ordinators across the country. The professional development was an opportunity to keep Co-ordinators up to date with changes to the National Land Transport Plan (the funding mechanism for such activities by the Waka Kotahi The NZ Transport Agency), speed management, and the 'Road to zero' road safety strategy. It was also an opportunity to network with others and to see road safety initiatives from other regions.

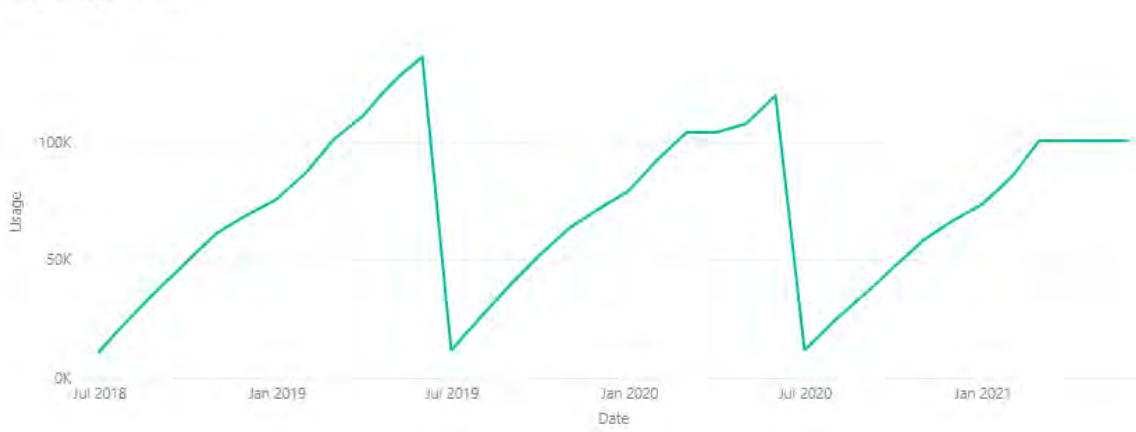
Upcoming Activities

- Cycle skills training, schools (June)
- SADD Regional workshop (May)
- Intersection campaign (May)
- Truck stop (May)
- Fatigue stops (July)
- Billboards (June)
- Waka Kotahi Reports (June, July)
- Road Safety Action Plan (July)

3.5 Passenger Transport

Council has recently received back-dated patronage data. The graph below shows cumulative monthly figures for a normal year to 30 June 2019, the low year to 30 June 2020 affected by Covid, and the current year to 1 March 2021. This shows that the current financial year is still impacted by Covid and we are behind typical annual patronage numbers, but not by a great deal.

Bus Usage (YTD)

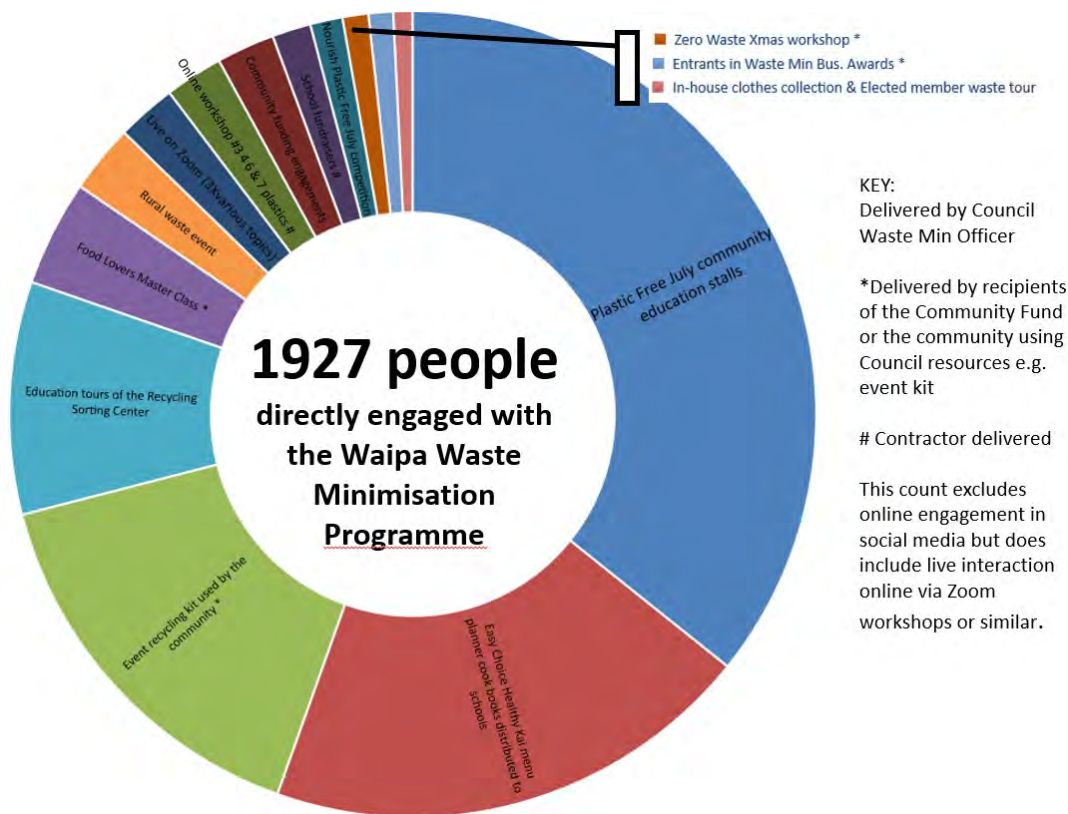


4 Waste Minimisation Activities

Highlights Jan Feb March April 2021

- Waste Minimisation Officer (WMO) asked to present at Te Hui Taumata Moumou Kai o Aotearoa – National Food Waste Summit, the very first food waste summit held in New Zealand. Repeating the presentation to an online Love Food Hate Waste webinar.
- Rural waste “One-stop Shop” event held, collecting 4,500kg of agricultural plastics, waste oil, chemicals and bags.
- Three school classes attended education tours held at the recycling sorting centre.
- Inaugural category “Waste Minimisation” funded by Waste Minimisation Community Fund in the Waipa Business Awards.
- Resource Recovery Centre chosen to be one of five projects to lead community consultation, WMO in video and participating in providing feedback to those who consulted.
- Exceeded last year’s (1,119 people) total engagement numbers in early 2021. Currently nearly doubled this figure.

Community direct participation with Waipa Waste Minimisation Programme



Projects WMO delivered



Rural waste “One-stop Shop”

After two postponements (due to Covid lockdowns in Auckland), Waipa’s first event specifically for our rural community took place in April, in partnership with rural waste stakeholder, Agrecovery. Over 986kg of fertiliser bags, 706kg of waste oil, 1886kg of chemicals and 910kgs of chemical containers were dropped off by farmers. 500 kgs of those containers were

chipped on site using the special truck that carries a chipper, so the plastic is in a more efficient form to be transported to the recycler (rather than whole) (process pictured above, box shows L-R the containers in chipped form, then after they are pelletised to be sold as recyclable content for underground wire cover).

The free event enabled farmers and growers in Waipā to safely and sustainably dispose of farm waste, with 46 people taking part, which is more than double the national average (22) attending these events. Envirowaste was also a partner in the project, opening up their transfer station to allow Council to host Agrecovery and we are grateful for their support. A great media story ran about the event <https://www.nzherald.co.nz/waikato-news/news/one-stop-shop-event-collects-tonnes-of-farm-waste/PGL0FHWTB22TIQEZDZV5YWSQA/>

Evaluation from the day showed **all** participants “*would recommend attending this event to your rural neighbours and friends*” and they scored the event (on average) 9.3/10 on “*How valuable was this event in helping you to manage your waste?*”. There was a wide range of requests about frequency of the event from “*every six months*” to “*every three to five years*”. It will depend on Agrecovery securing ongoing funding as to whether we can host this again.

Verbatim feedback from participants:

“Appreciated the opportunity to safely dispose of expired/dangerous chemicals that were on the farm when we purchased it and some “inherited” from retired farming Uncle.”

“No hassle, arrive b4 appointment, and went straight in, and was assisted to unload my 2 bags by very pleasant lass and gentleman. Was going to use loader to put them in cage. This 73 year old was also given a muffin.”

“I was so pleased to have the opportunity to responsibly discard items. The whole process was made so easy, Thank you.”



Schools education day at the recycling sorting centre 26 March 2021

Three classrooms came on the tour (Te Awamutu Intermediate, Pokuru School and Kihikihi School). They had an education session with Matua X Man who is a super engaging waste minimisation educator. They learnt about New Zealand's problem with waste (enough waste to fill rugby field to a depth of 750 metres, per year), the "lazy bin" (the rubbish bin) and making smart choice (prioritising recyclability, composting and reducing waste).



Then they were bussed to our recycling sorting centre where they saw how our awesome sorting team hand sort over a thousand households mixed yellow bin recycling each day and what each separated material looks like. They played an interactive quiz on what you can and can't recycle in Waipa. As well as some key things they can do to help (clean recycling only, and only recycle the "Simple Seven").

Feedback from teachers/social workers:

- *Twenty of Pokuru Schools students had an absolute blast at the, "Let's sort it education tour."*
- *The students came back to school buzzing about their experience and were very keen to share their newly found enthusiasm with their teachers and classmates.*
- *The students seeing the recycling process with their very own eyes was exciting, they enjoyed watching the sorting process right through to seeing the finished compacted products ready to be shipped out.*
- *Students also learnt what to recycle and what not to recycle in our recycling bins.*
- *Another highlight was Matua X, the students found him to be very fun and informative he had them engaged right from the beginning of the tour.*
- *Thank you Sally and the Waipa District council for organising such a fun educational event.*
- *The kids LOVED it and so did the staff too I learnt heaps that I have taken home and applied to my household. I would love my intermediate boys to get on board with this stuff is that a school you are aiming to work with?*

- *In regards to your questions I think the 2 sessions worked well. Matua X got them in the space of learning for the 2nd part of the trip. I think for the Yr 6,7,8s both sessions were a good length.*
- *I have had very good feedback from the tamariki. Do you have a feedback sheet I can give to the tamariki?*

Feedback from tamariki:

"I loved it, so much I dreamed I want to be a recycler." – Ella

The event was promoted and open to all schools and there is another education day planned for 27 May. If teachers are keen they can contact sally.fraser@waipadc.govt.nz to book a spot.

Inaugural category "Waste Minimisation" funded by Waste Minimisation Community Fund in the Waipa Business Awards

The Waste Minimisation Community Fund supported creating this new category in the Business Awards and really saw the value of that on the awards night; having waste minimisation as a category of business to excel in and be recognised for. The funding application is for two years of funding, then 50% of funding in the third year, hopefully by that time attracting a commercial sponsor.

The promotions by the Chamber of Commerce resulted in 19 applications, Waipa WMO assessed with WMO from Hamilton City Council and Nicola Turner from Mainstream Green. The winner was Accounted4 who have been focusing on and tracking their waste for several years, have been profiled in Nourish Magazine and have a staff champion to spearhead their internal communications and engagements. Highly commended was awarded to Homebrew Coffee who have accessed a local solution to compost their single use coffee cups as well as using a soda stream to eliminate over 900 plastic bottles a year. And Rotary Urban Miners who have made a great start providing an environmentally ethical recycling and reuse solution for electronic waste (more results below).

Fundraising for local group via waste minimisation talks

By covering the speaking fee for Nicola from Mainstream Green this has allowed fundraising relationships to be formed. The school organises and promotes the event, they are incentivised by receiving all funds raised. The talk is how to live with less stuff and has strong waste minimisation messages, delivered in a realistic way, by a working mother of two. The first of two events were in support of the Puahue Hall renovation. Over 50 people attended and over \$1,437 was raised.

The second date is 30 June at 7pm at Clementine Cafe and the fundraising partner is Cambridge Primary School.

Worm farm support – Kihikihi School and the Te Awamutu Maori Women's Welfare League



An education session was held with a small group of students who will be responsible for looking after this at Kihikihi Primary School, and reinvigorated the worm farms at the Maori Women's house.

Dress for Success Clothing Collection for Council staff - WMO time

WMO organised an internal collection of business clothes to help Dress for Success in their mission to assist women back into paid employment. There were nearly 120 items donated, which is 33 kgs of resources back into the community, not a landfill. Sample of donated "look" above.



Community Funding Recipients – Delivery 2019-20

Following are the last of the updates from the final reports for last year's funding applicants.

Rotary e-waste collection \$9,800

Progress has been delayed due to Covid 19 but this service is now operational. They have launched a [Facebook group](#) to promote regular collection events, they are working with Rotary Te Awamutu to replicate collections going forward. They have carried out seven events to date to trial collection and health and safety methodology, as well as school education talks. In this first phase they have diverted:

- 3,545kg (3.54 tonnes) of e-waste
- Approximately 1 tonne of electrical wiring
- 50kg of domestic batteries
- 400kg of lead-acid batteries

Great recent [article](#) covering the service.

Plastic Free Cambridge - \$3,355

Wanted to move from volunteers sewing cloth shopping bags to washable menstrual pads to share with the community via the Community House and local doctors. Volunteer base and sewing events were affected by Covid 19 lockdowns, and yet they pivoted from pads to washable face masks and they made 700 hundred, some which were sold cheaply at the market and over 300 were given away to those in need during the first lockdown.



They have also sewed 600 pads, 178 liners and 81 pouches. For each pack of pads and liners they remove 22 items per month from the landfill. They estimate 80% of people continued to use the washable pads.

Parawera Marae - \$4,140

Goal was to prevent 30 (10-year-old) mattresses from going to landfill. They planned to do wananga at the marae to engage the community and upskill themselves, but due to Covid this was not possible as the marae was shut down for an extended period. Instead they created a step-by-step instructional video to share how to make upcycled seating from pallets that they can share with the community. The mattresses were covered in outdoor canvas and together they provide comfortable seating for manuhiri.




Collaboration, working on nationwide projects

WMO was asked to present and represent our Council way of working on food waste at Te Hui Taumata Moumou Kai o Aotearoa – National Food Waste Summit, the very first food waste summit held in New Zealand in Auckland in March. This had over 150 people who are working on this issue from the paddock to the plate (all parts of the food supply chain). WMO shared some of the video content gathered at the recent solid waste audit with conference attendees and have been sharing this idea with other Council contacts, and the idea was replicated by Ruapehu District.

WMO regularly participates in Local Govt Zui and is on the national group, for Love Food Hate Waste and Rethinking Rubbish and Recycling behaviour change projects.

Sally Fraser thanks for the awesome support on this project! Will complete next week.

 Ruapehu District Council
3d · 🌐

We have just completed our first waste audit and look at what we found in the pink bags. See our video on the audit:
<https://youtu.be/FEqeHaft45c>



👍 Love 💬 Comment ➦ Share

Networking

- Waipa WMO attended cross regional meeting with other waste staff from Waikato and Bay of Plenty in Taupo.
- Met with All Heart, a social enterprise operating in Albany, Manukau, Lower Hutt and Kaikohe along with Hamilton City Council and Waikato Regional Council, to learn about the services they offer (commercial internal deconstruction and resource repurposing).
- Attended Pirongia community meeting to share ideas on how to reduce waste.
- WMO attended Cambridge and Te Awamutu Community Board meetings to share discussions to date about food waste and possible future service.
- Met the Sustainable Committee at Cambridge High School, supporting (via funding) them to progress their work.

Training/education

WMO attended:

- Building and Construction Waste seminar hosted by the Sustainable Business Network.
- Building out waste – a” tradies” breakfast hosted by Xtreme Zero Waste.
- Waste Infrastructure webinar hosted by NZ Infrastructure Commission Te Waihangā

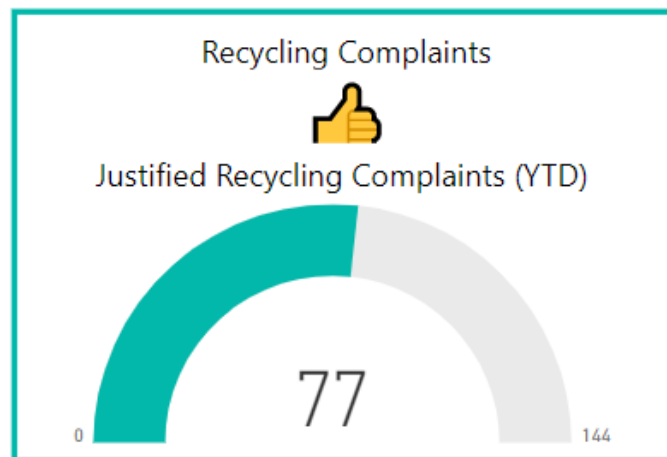
- Waste Levy Funding webinar hosted by the Ministry for the Environment

Coming up:

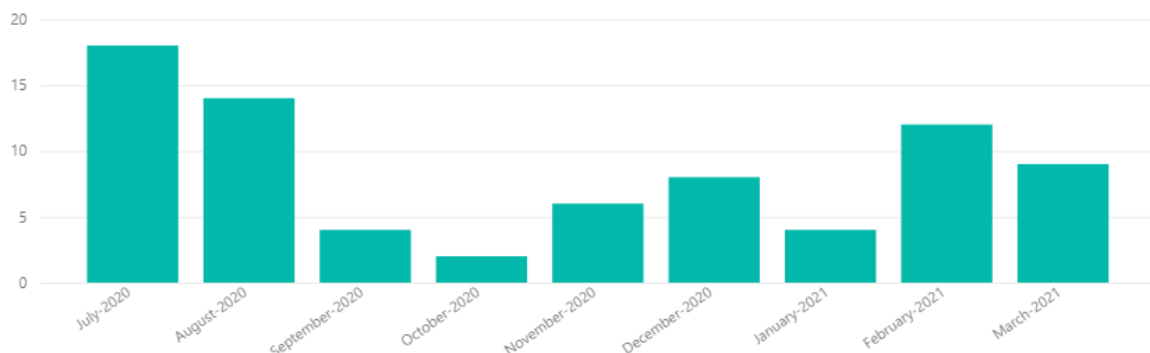
- Waste Minimisation Community Fund opens 7 June, closes 12 July. Anyone with interest/ideas can contact WMO to discuss and develop ideas anytime.
- Continue schools' education at Recycling Sorting Centre (next date 27 May).
- Prepare for Plastic Free July community "Try for July" stalls (repeating successful project piloted last year).
- Promotion campaign with Hamilton City Council, Waikato Regional and District Councils to "Use your reusables" radio, print and online in May (BYO container for takeaway lunch and sushi, coffee cups) and December (for water bottles).

5 Levels of Service & Performance Measures

5.1 Recycling Complaints



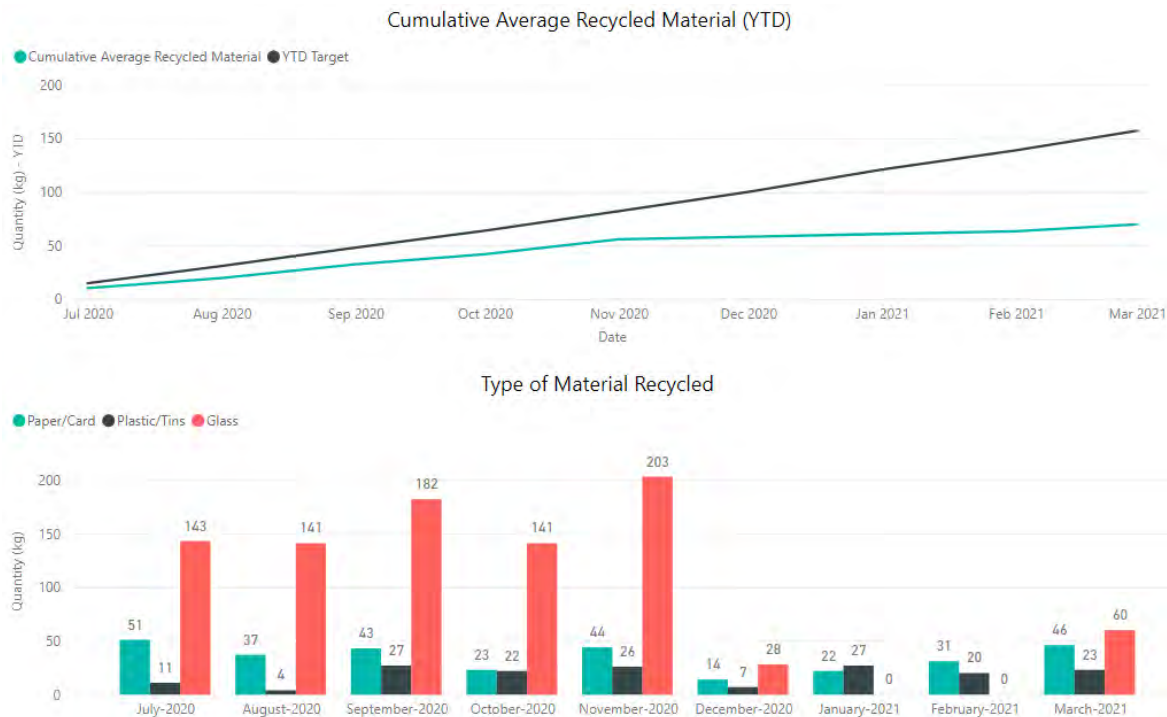
Justified Recycling Complaints Per Month



We are on track to meet this KPI for the year. Typical justified complaints include: a bin or street missed in the collection, bin damaged by contractor and material spillage incident. These are tracked and closed out in the CRM system once investigated and

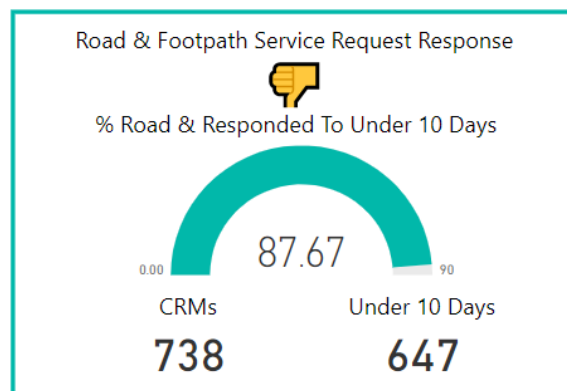
any problem is remedied. Sometimes these issues arise due to relief collection drivers or issues with route planning software, but the Contractor is normally very quick to address these.

5.3 Waste Minimisation – Recycling Volumes



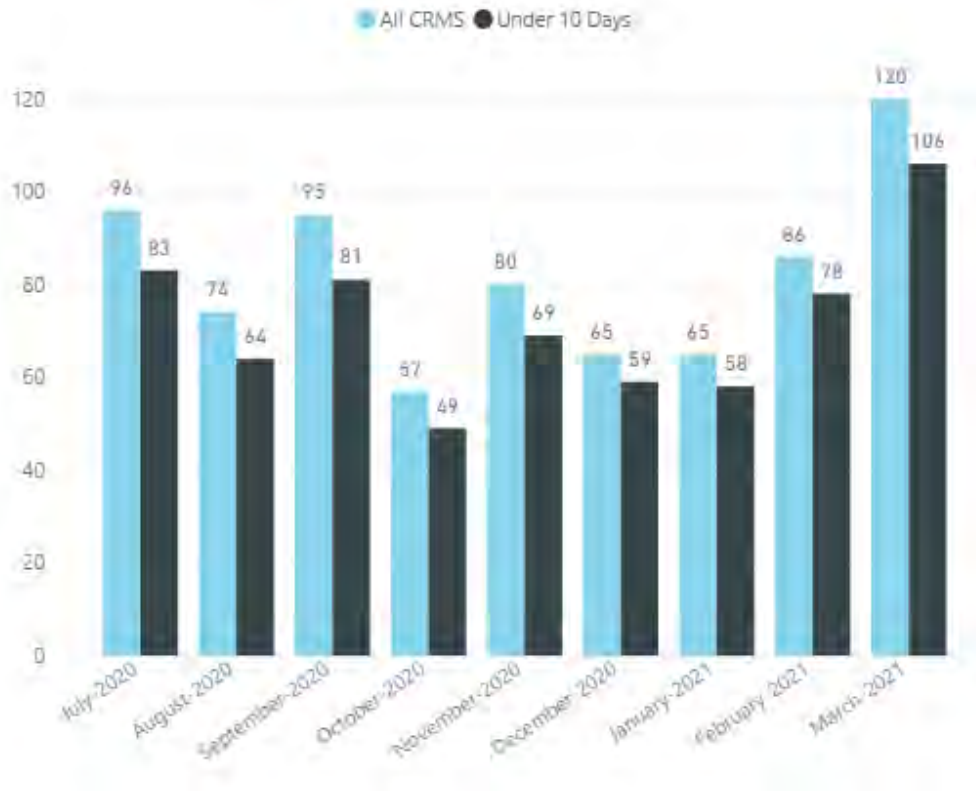
Contamination in recycling is the area of most current concern and there are now two full time auditors working for Metallic Sweeping Ltd over a three month trial period, auditing bins and identifying where contamination is coming from. Measures can then be taken to warn those causing contamination, or have their bins removed after repeated non-compliance. The lower tonnages of glass able to be recycled due to contamination is reflected in the graphs above and our goal for tonnage for the year will not be met as a result.

5.4 Contractor – Road & Footpath Service Request Response



Staff have improved in addressing CRMs within the 10 day response period. We are just shy of the 90% target, but are gaining ground each month to achieve this.

Median Response Time



Bryan Hudson
TRANSPORTATION MANAGER

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

FINANCE AND CORPORATE COMMITTEE REPORT



INFORMATION ONLY

To: The Chairperson and Members of the Finance and Corporate Committee

From: Manager Property Services and Manager Property Projects

Subject: **QUARTERLY PROPERTY SERVICES REPORT**

Meeting Date: 18 May 2021

1 EXECUTIVE SUMMARY

The purpose of this report is to provide information on the activities of the Property Services Team for the 1 January to 31 March 2021 quarter. This is an 'information only' report as no decisions are required.

2 RECOMMENDATION

That the information contained in the 'Quarterly Property Services Report' (document number 10590049), of Bruce Nunns, Manager Property Services and John Miles, Manager Property Projects, be received.

3 FINANCIAL UPDATE

INCOME & EXPENDITURE SUMMARY FOR THE PERIOD ENDING 31 March 2021

LTP Activity	Budget FY	Forecast FY	Actual YTD	Complete
Income				
Forestry	2,498,400	-	-	0%
Properties - Commercial	356,310	356,310	259,697	73%
Karapiro Domain	861,991	780,391	635,970	81%
Housing	1,418,647	1,576,947	1,095,932	69%
Community Properties	1,202,449	117,650	107,116	91%
Non Core Commercial Prop	197,400	213,400	141,900	66%
Karapiro Reserve Development	191,410	139,610	74,565	53%
Halls	22,495	329,432	284,405	86%
Council Occupied Buildings	10,200	10,200	3,431	34%
	6,759,302	3,523,940	2,603,016	
Operating Expenditure				
Forestry	2,007,498	153,615	53,182	35%
Properties - Commercial	917,785	953,285	710,787	75%
Karapiro Domain	1,532,443	1,494,193	1,103,520	74%
Housing	1,556,663	1,637,530	1,649,149	101%
Community Properties	1,048,277	1,006,827	738,380	73%
Non Core Commercial Prop	139,600	163,000	122,450	75%
Property Commercial General	131,000	191,051	(200,747)	-105%
Landfills	239,105	211,195	145,385	69%
Cambridge Gym	14,628	14,628	10,971	75%
Karapiro Reserve Development	52,905	2,905	2,178	75%
Cambridge Velodrome	10,266	10,266	7,695	75%
Halls	531,608	425,631	383,617	90%
Council Occupied Buildings	10,200	470	(127,177)	-27059%
	8,191,978	6,264,596	4,599,390	
Capital Expenditure				
Properties - Commercial	542,200	216,093	84,298	39%
Karapiro Domain	254,100	176,050	21,012	12%
Housing	3,605,000	1,565,941	149,339	10%
Community Properties	80,000	186,380	26,852	14%
Karapiro Reserve Development	41,640	5,552	-	0%
Halls	40,000	293,110	137,260	47%
Council Occupied Buildings	1,443,250	1,474,340	398,246	27%
	6,006,190	3,917,466	817,006	

Overall revenue is on budget at 74% of forecast. Material variances against forecast are explained below.

1. Karapiro Domain

Revenue is up by 6% of forecast. This is a timing issue as the majority of revenue is generated during the summer months, with revenue being lower over the final quarter.

2. Housing

Revenue is down by 6% on Forecast. This is a timing issue as the housing budget includes the profit on sale of Blundell place which is currently forecast to be sold in the last quarter of the financial year.

Other variances are mainly timing related and at this stage we expect to meet full year forecast.

OPERATING EXPENDITURE

1. Housing

Actual expenditure is 101% of forecast as a result of higher depreciation costs than budgeted. The revaluation undertaken at 30 June 2020 resulted in a significant increase in the value of our pensioner and residential housing portfolio and has had a flow on effect of increased depreciation. If the depreciation overspend is adjusted for, YTD expenditure against forecast would be 77% spent.

2. Property Commercial General and Council Occupied Buildings

Actual expenditure is negative \$200,747 and \$127,177 respectively mainly as a result of overhead recoveries to date exceeding the actual year to date expenditure.

3. Halls

Actuals are 90% of forecast as a result of unbudgeted depreciation.

Other variances are mainly timing related and at this stage we expect to meet the full year forecast.

CAPITAL EXPENDITURE

Capital expenditure is significantly down on forecast with only 21% spent year to date. Material variances against forecast have been explained below.

1. Properties Commercial

The majority of the budget relates to the development costs of the Te Rahu Road property, which will be incurred later in the year.

2. Karapiro Domain

This budget relates to facility and carpark renewals which will be undertaken in the last quarter.

3. Community Properties

Relates to the Te Awamutu band rotunda renewal. Works are due to commence May 2021.

4. Housing

Relates to:

- The purchase of the Cambridge Cosmopolitan Club land. We expect settlement to take place in May/June 2021.
- Purchase of an own you own housing unit which may not eventuate this year but has been provided for.

5. Halls

Budget mainly relates to the work on the PGF funded Horahora Hall refurbishment which commenced in December and is expected to be completed June/July 2021.

6. Council Occupied Buildings

Relates to the refurbishment and open planning of the ground floor of 23 Wilson Street. Works are expected to commence May and be completed in July 2021.

Other variances are mainly timing related and at this stage we expect to meet the full year forecast.

4 ACTIVITY DEVELOPMENTS AND UPDATES

CAMBRIDGE

C1 & C2/3 Growth Cells

Staff are in negotiations with various land owners for requirements of infrastructure as per the structure plan for these growth cells.

Negotiations are progressing with 3M's with a Sale and Purchase agreement sent to 3M's for the acquisition of the Sports Field and Destination playground sites based on an agreed valuation.

Various other negotiations are underway to secure land for major infrastructure works in C1, C3 and Hautapu.

Cambridge / Hamilton Road Urbanisation

Three acquisitions are underway in relation to this project where the landowners have agreed compensation amounts and have signed or are in the process of signing the land acquisition agreement. One further negotiation is ongoing.

KARAPIRO / MAUNGATAUTARI***Hicks Road, Maungatautari***

Council staff are still in negotiations with the 4 landowners impacted by the new walking access track to the northern enclosure. Some minor amendments are required to the easement that runs from Hicks Road to the gully crossing and we hope to have that agreement in place by the end of May. Once that agreement is signed the walking track to the northern enclosure gate will be accessible again.

Maungatautari Road Cycleway Easement

Negotiations are proceeding in relation to an easement along the lakefront for the continuation of the Te Awa cycleway south towards Waipuke Park.

TE AWAMUTU / KIHIKIHI***Te Awamutu to Pirongia Cycleway***

For section one, Te Awamutu to Lake Ngaroto, staff are continuing to negotiate with affected landowners to acquire land by way of easement for the cycleway. Progress is now being made on these agreements but all agreements are subject to obtaining consent from other landowners in that section of works.

PIRONGIA***Forest Harvesting***

We had previously reported that PF Olsen's would be harvesting part of the Pirongia forestry block, comprising three larger stands totalling 35.9 hectares during the period March to June 2021. However due to operational requirements the harvest has been delayed until November 2021. This delay is likely to result in an improved projected return to council by approximately \$96,000 as a result of an improvement in the Fixed Log Prices now being offered.

We are currently in the process of finalising the fixed pricing agreement with Olsen's and China Forest Group (CFG).

341 Franklin Street Demolition

Demolition/disposal of this house has been delayed. An archaeological assessment has established that the property and house are a pre-1900 archaeological site based on the Heritage New Zealand Pouhere Taonga Act 2014 definition.

Local Iwi have been consulted with and a consultant has been engaged to obtain an archaeological authority from Heritage New Zealand for the demolition of the house

and for any earthworks on the property. That report is expected to be delivered by the end of April.

DISTRICT WIDE

Minor Maintenance and Renewal Projects

The following minor maintenance and renewal projects have been completed or are in the planning stages:

Project	Status
Renewal of the Te Awamutu Band Rotunda	Tendered and commencing May
Six monthly painting touch up and building and gutter clean to the Cambridge Town Hall	Complete
Installation of a fall arrest system to the Te Awamutu Events Centre	Commencing May
Re-screwing of the Te Awamutu Events Centre roof	Commencing May
Replace water main to the Dr Tod Pensioner Housing Village	Complete
Replace part of the clay pipe sewer main at the Cambridge Town Hall	Commencing May
Upgrade the septic tank system at the Cambridge Motor Park	Commencing May
Painting of the Thornton Road, Cambridge, Band Rotunda	In Progress
Healthy Homes Compliance of 18 pensioner housing units	Commencing May
Upgrade access to back flow prevention device at Te Awamutu Events Centre	Commencing April
Facility and carpark renewals Karapiro Domain	Planning

Provincial Development Fund, Town Halls, Community Centres and Memorial Halls

Work on the Horahora Hall refurbishment is ongoing with all works expected to be completed June/July 2021.

Property Strategy

Work has commenced on developing a Property Strategy to better understand the current council portfolio, what properties are available for disposal and how best to dispose of those properties to ensure maximum returns are achieved by their sale. This will also consider how to better address the long term acquisition of land to ensure it is available for major infrastructure works when required.

Strategic Plan Workplace Accommodation

A draft strategic plan has been developed to consider staff accommodation needs in the short to medium term. This has resulted in the proposed fitout of the ground floor at 23 Wilson Street Cambridge to increase utilization of the ground floor space which will increase capacity from 23 to 53 at a agile ratio of 0.8. (8 desks per 10 staff). The fitout is proposed to commence on 10 May and be completed by the 20th July 2021.

Housing for the Elderly

A number of initiatives are currently underway within the Housing for the Elderly portfolio including expansion of the portfolio as previously proposed:

1. Vaile Court 10 Unit Expansion

Resource Consent and Building Consent have been granted for the construction of 10 new units at Vaile Court, Leamington.

Negotiations are currently underway with a Registered Community Housing Provider (CHP) for the lease of the 10 units from Waipa District Council. The CHP can obtain Income Related Rental Subsidy (IRRS) for its tenants. Leasing to the CHP will result in tenants rents being minimised while Waipa District Council will obtain market rentals for the units being significantly more than can be charged under the current capped policy.

Once negotiations are concluded and an agreement reached, the project will be put out to tender. This is likely to be towards the end of quarter four May/June 2021 with works commencing the first quarter of 2021/22.

2. Cambridge Cosmopolitan Club

A sale and purchase agreement has been entered into with the Cambridge Cosmopolitan Club for the purchase of 3,139m² of land adjacent to our existing Vaile Court property. The additional land will allow for expansion of approximately 19 more units but requires the removal of two old units to enable traffic flows.

Resource consent was granted and a surveyor has been instructed. We expect settlement to take place in May 2021.

Compliance with Healthy Homes Legislation Pensioner and Residential Housing Portfolio

The healthy homes standards, which became law on 1 July 2019, introduced specific and minimum standards for heating, insulation, ventilation, moisture ingress and drainage, and draught stopping in rental properties. All private rentals must comply within 90 days of any new or renewed tenancy after 1 July 2021, with all private rentals complying by 1 July 2024.

An independent review of the 93 Council Pensioner Housing units was undertaken in February 2021 against the Health Homes standard. The review identified that 18 units do not currently comply, with the non-compliances being relatively minor. The works to ensure compliance will be undertaken in the third quarter with all 93 units being fully compliant by 30 June 2021.

An independent review of the Residential properties was undertaken in 2019 and highlighted that none of our residential properties fully comply with the standard. The costs to comply are estimated at \$170,000.

Given the majority of these houses were purchased because they are in the path of the proposed Western Arterial and there is the potential that they will be removed, disposed of or demolished, should the Western Arterial proceed, we will undertake upgrades to these homes as and when required to comply with the legislation, i.e. within 90 days of any new or renewed tenancy after 1 July 2021, with all remaining homes complying by 1 July 2024.

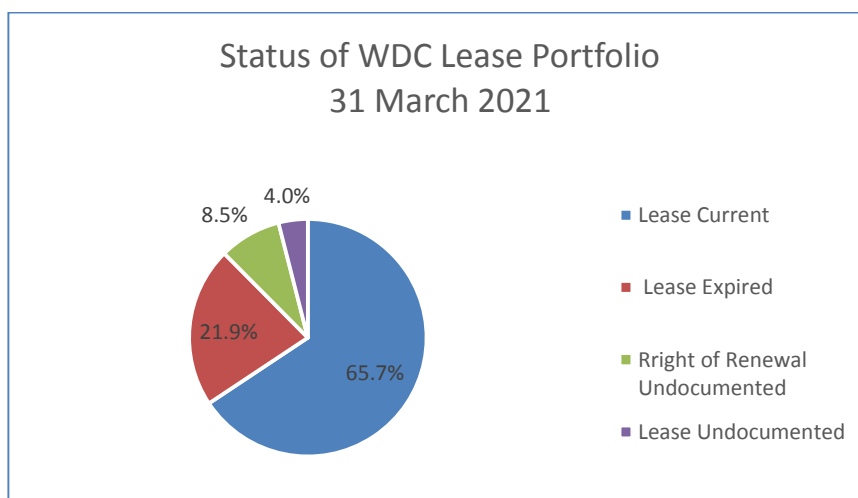
Lease Statistics

The team has continued with its comprehensive review of lease information. Good progress has been made over the past quarter with regards to the renewal of leases, capture of data and key dates re expired leases, rent reviews, rights of renewal, etc, and sourcing original executed lease/occupancy agreements where available.

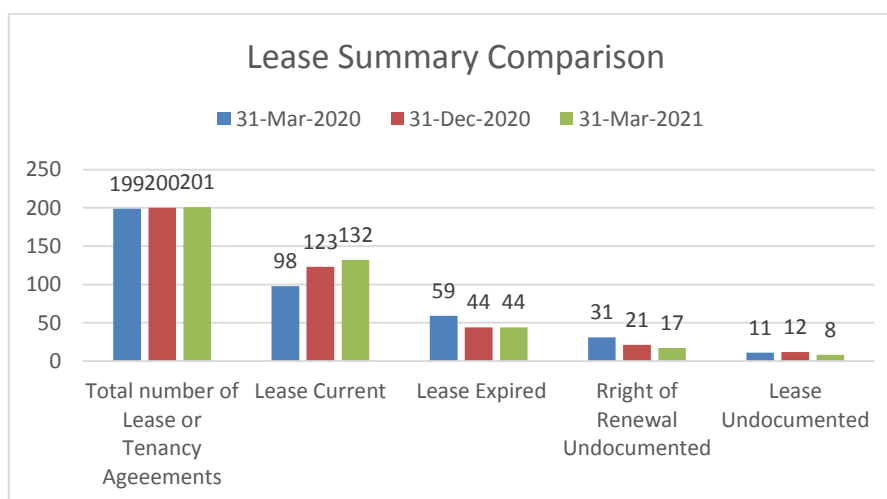
As at 31 March 2021 we had identified 201 active leases, up one from last quarter, which have been entered into the contracts database. A snapshot of the leasing data is as follows:

SUMMARY STATUS OF WAIPA DISTRICT COUNCIL LEASE PORTFOLIO 31-Mar-2021

Lease Type	Total number of Lease or Tenancy Agreements	Lease Current	Lease Expired	Right of Renewal Undocumented	Lease Undocumented
Community	116	74	23	16	3
Grazing & Commercial (WDC Lessor)	79	52	21	1	5
Grazing & Commercial (WDC Lessee)	6	6	0	0	0
Total	201	132	44	17	8
% of Total		65.7%	21.9%	8.5%	4.0%



While there remain a large number of leases expired and undocumented, good progress has been made over the past three months with 9 more current leases than reported in December 2020:



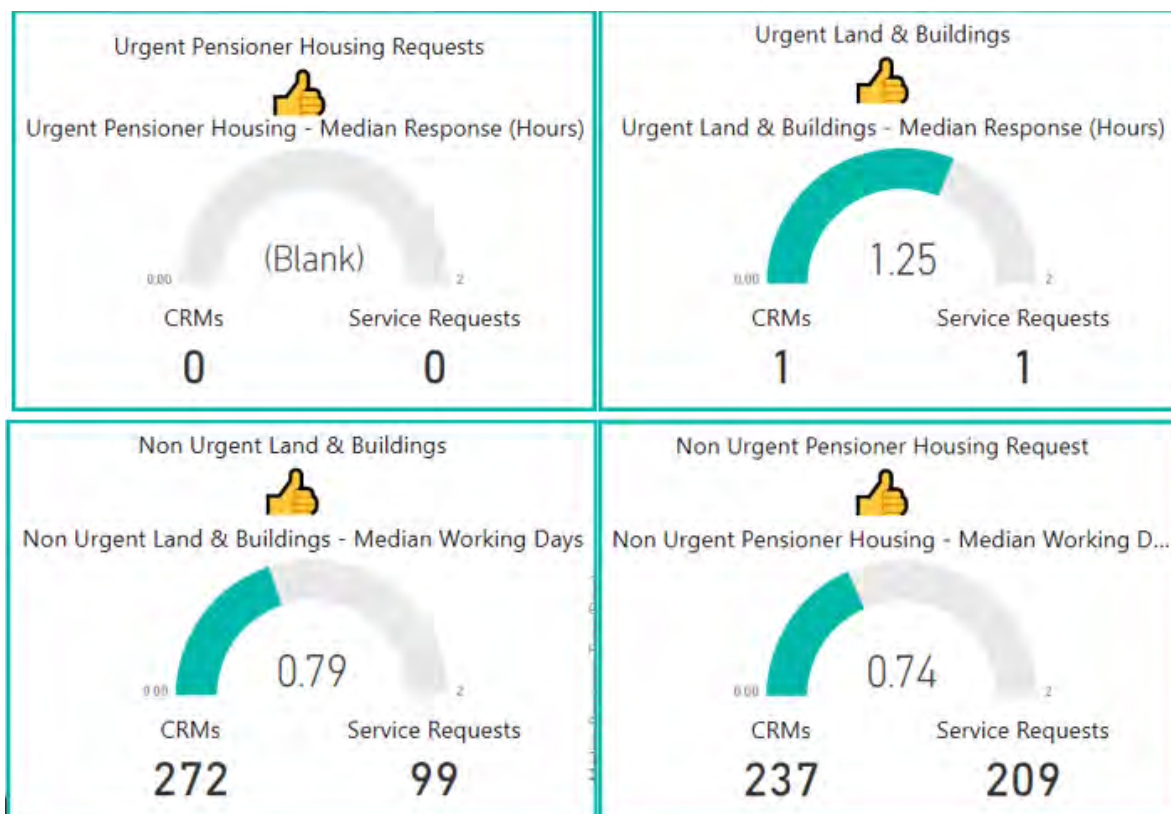
We expect further improvements over the coming months as leases are renewed.

Looking forward, we expect to table reports at the Finance and Corporate Committee Meeting for the following agreements:

Club	Lease Type	Location
Cambridge Trotting Club (now Waikato-Bay of Plenty Harness Inc)	Lease Expiry. New Commercial Lease	Cambridge Town Belt
Te Awamutu Rugby Sports & Recreation Club	Lease Expiry. New Community Lease	Albert Park
Te Awamutu Rod & Custom Club	Lease Expiry. New Community Lease	Albert Park
Cambridge Model Engineering Society	Variation of lease to increase leased area	Leamington Domain
Cambridge Tree Trust	Lease Expiry. New Community Lease	Cambridge Town Belt

5 LEVELS OF SERVICE AND PERFORMANCE MEASURES

Levels of Service (LOS) identify the output from Property Services that the customer can expect to receive. The current LOS for the Property Services team are measured for Land and Buildings and Pensioner Housing, as shown in the chart below. In all cases the targets are being met.



6 DOCUMENTS EXECUTED UNDER DELEGATION

The following documents have been executed under general delegation, and without the specific authority of a Council or Committee resolutions (during the period of this report):

Type of Document	Other Party	Details
Licence to Occupy	Clare Ansell	Formalise Leamington Town Belt horse grazing arrangement
Letter of Occupancy	Rosebank Art Centre, Te Awamutu	Five year occupancy for the premises 337 Churchill Street, Te Awamutu
Grazing Arrangement	Laurence Ryan	Grazing arrangement for bare land adjoining Pirongia Cemetery, Beechley Street, Pirongia
Lease for farming or grazing	Te Awamutu Group Riding for the Disabled Association Inc.	To enter into a five year lease for grazing of bare land at Grey Street, Kihikihi

7 QUARTER 4, 2020/21 – KEY PRIORITIES

Some of the key priorities that Property Services staff are focusing on in the current quarter are:

- Commence the Property Asset Management Information System Scoping Project
- Commence the upgrade works to the Te Awamutu Band Rotunda
- Obtain consents for the removal of the corroded Cambridge Water Tower metalwork
- Finalise negotiations with the Community Housing Provider and issue tender for the new units at Vaile Court
- Continue to operationalise the new contracts database and continue with the comprehensive review of the leased portfolio with regard to renewing expired leases and documenting those subject to rights of renewal
- Finalise the acquisition of land for various projects, including the Cambridge to Te Awamutu water supply and cycleways
- Continue with planning for the demolition and removal of the end of life residential house on Franklin Street, Pirongia
- Continue sale process for Blundell Street property
- Progress sale of seven properties affected by unformed road closures
- Undertake the upgrade of the ground floor at 23 Wilson Street to increase staff capacity
- Complete planned maintenance and renewal projects
- Continue to develop the Property Strategy

Bruce Nunns
MANAGER PROPERTY SERVICES

John Miles
MANAGER PROPERTY PROJECTS

Approved by Ken Morris
DEPUTY CHIEF EXECUTIVE / GROUP MANAGER BUSINESS SUPPORT

CAMBRIDGE COMMUNITY BOARD REPORT



To: The Chairperson and Members of the Cambridge Community Board
From: Governance
Subject: **Inwards Correspondence**
Meeting Date: 2 June 2021

1 INWARDS CORRESPONDENCE

Correspondence, included in the agenda, has been received from Miriam Wood regarding litter in the Lake Te Koo Utu Reserve.

2 RECOMMENDATION

That the Cambridge Community Board receive the correspondence from Miriam Wood (Document 10622076).

3 ATTACHMENT

Appendix 1 – Email from Miriam Wood (Document 10622076)

APPENDIX 1

Email from Miriam Wood (document number 10622076)

From: Miriam Wood
Sent: Sunday, May 23, 2021 8:12 PM
To: Sue Milner
Cc: Sally Sheedy
Subject: External Sender: Lake Te Koo Utu seat

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

Kia ora

I am writing regarding the new bench seat that has been installed on the Lakewood side of Lake Te Koo Utu. While this is a lovely spot to sit and look over the lake, the lack of rubbish bin has resulted in a large amount of rubbish (mostly takeaway packaging from the near by McDonald's) being thrown down the bank.

Can a bin please be installed next to this seat and a plan made to clean up the area? Also does the council engage with the local takeaways to discuss packaging stewardship? The brands on the rubbish are clearly visible so it would be good if the businesses were also aware and took some responsibility for this.

I've included photos of the area and rubbish.

Ngaa Mihi
Miriam Wood





CAMBRIDGE COMMUNITY BOARD REPORT



To: The Chairperson and Members of the Cambridge Community Board
From: Keryn Phillips, Governance Officer
Subject: **STREETS FOR PEOPLE FEEDBACK**
Meeting Date: 2 June 2021

1 EXECUTIVE SUMMARY

The purpose of this report is to approve the submission of a Streets for People feedback form from the Cambridge Community Board.

2 RECOMMENDATION

That the Cambridge Community Board:

- a) *Receive the report 'Streets for People Feedback' (document 10621101) of Keryn Phillips, Governance Officer, and*
- b) *Submit feedback including comments on the Streets for People Cambridge Project on the following points:*
 - i. *Support/Do not support roadway art and kerb build out at intersections*
 - ii. *Support/Do not support speed cushions*
 - iii. *Support/Do not support enhanced pedestrian crossings*
 - iv. *Support/Do not support lower speed and volume streets*
 - v. *Support cycleway and one-way entry*

3 BACKGROUND

The Streets for People Cambridge Project is a trial with the goal to get more children walking and cycling to school. It also provides everyone else an opportunity to take advantage of the streets being more people friendly to walk and ride.

The trial started in March 2021 and will finish in June. Around 25 temporary changes have been made around the network of streets close to schools in Cambridge for the

trial. At the end of the trial, the Streets for People Cambridge Project will decide what stays, what changes are made and what is removed based on community feedback and monitoring.

Recently Duke Street, which had been closed for one way traffic for the trial, has reopened to two way traffic to assist emergency services.

4 FEEDBACK

Following the 5 May 2021 Cambridge Community Board meeting, the community board indicated that it would provide feedback on the project. This report and recommendation formalises the decision.

The Streets for People Cambridge Project has a feedback form (Appendix 1) that highlights five points of interest in the project asking for a thumbs up (Support)/thumbs down (Do not support) response and invites comments.

The points of interest are:

- Roadway art and kerb build outs at eight intersections
- Speed cushions at two locations
- Enhanced pedestrian crossings at four locations
- Lower speed and volume streets at two locations, and
- Separated cycleway and one-way entry

This will be the form that the Cambridge Community Board would be providing feedback on.

5 ATTACHMENT

Appendix 1 – Streets for People Feedback Form (document 10623814)



Keryn Phillips
Governance Officer



Ken Morris
**Deputy Chief Executive / Group
Manager Business Support**

APPENDIX 1

Streets for People Feedback From (document number 10623814)

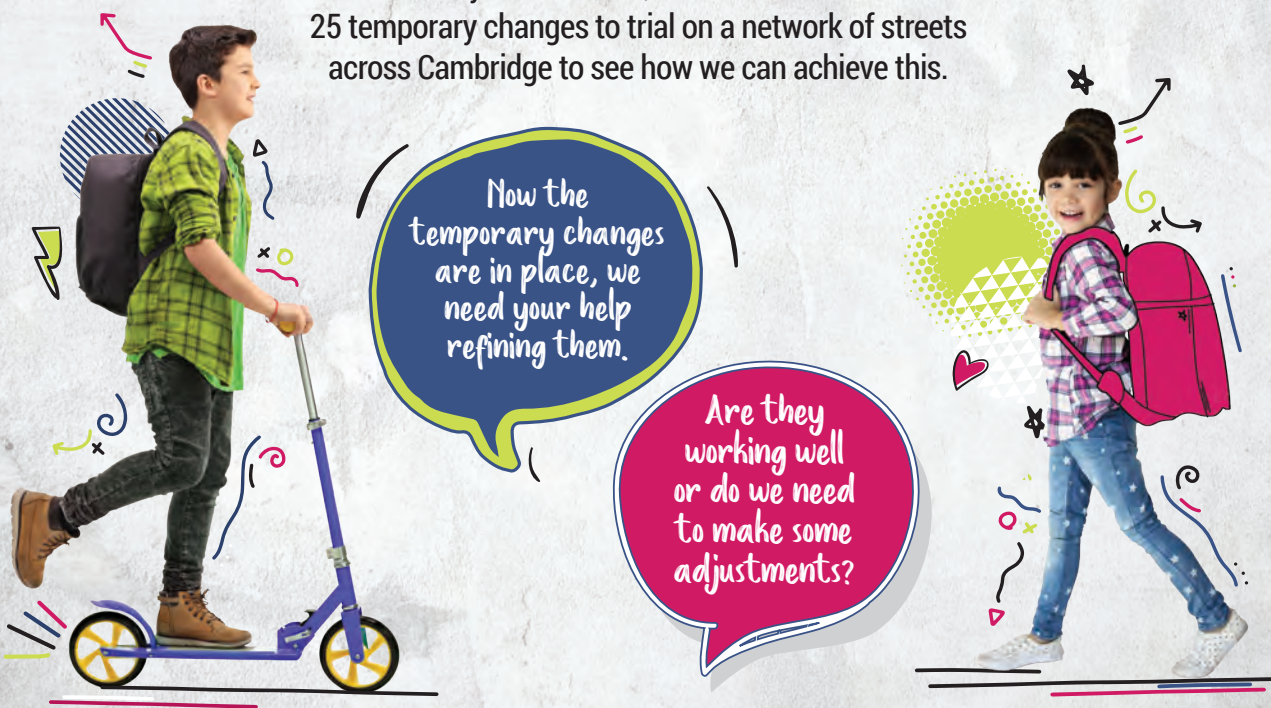
STREETS FOR PEOPLE



You told us you wanted us to make streets safer for kids to get to school, and to create a network to make it easier for people walking and cycling to get around town.

That is why last year we asked you what would need to change to make this a reality.

Thanks to your feedback, we selected more than 25 temporary changes to trial on a network of streets across Cambridge to see how we can achieve this.



Name _____

Email address _____

[Open to take the survey](#)

ROADWAY ART AND KERB BUILD OUTS AT INTERSECTIONS

Benefits

- Slows vehicles down
- Raises driver awareness – drivers expect kids to be scooting, biking and walking on their way to school here

- Love it
 Like it with some changes
 Dislike it

These are the locations where we are trialling this temporary treatment.

- At the intersection of Grosvenor and Williams streets
- At the intersection of Williams and Wells streets
- At the intersection of Grosvenor and King streets
- At the intersection of Bryce and Queen street
- At the intersection of Grosvenor Street and Thornton Road
- At the intersection of Bryce and Alpha streets
- At the intersection of Williams and Bowen streets
- At the intersection of Clare and Grey streets



What could we change to improve the effectiveness of this treatment? (Please include location).

What other treatments could we try here instead?

SPEED CUSHIONS

Benefits

- Slows cars down

- Love it
 Like it with some changes
 Dislike it

These are the locations where we are trialling this temporary treatment.

- At the intersection of King and Bowen streets
- On Bryce Street, outside of Dallinger Court



What could we change to improve the effectiveness of this treatment? (Please include location).

What other treatments could we try here instead?

ENHANCED PEDESTRIAN CROSSINGS

Benefits

- Narrows the crossing distance for pedestrians and cyclists
- Raises driver awareness
- Slows vehicles down

- Love it
 Like it with some changes
 Dislike it

These are the locations where we are trialling this temporary treatment.

- Bowen Street
- Williams Street
- Grey Street
- Clare Street



What could we change to improve the effectiveness of this treatment? (Please include location).

What other treatments could we try here instead?

LOWER SPEED AND VOLUME STREETS

Benefits

- Reduce rat running
- Lower speeds
- Helps to make it feel more comfortable and safe for cyclists biking on the street

- Love it
 Like it with some changes
 Dislike it

These are the locations where we are trialling this temporary treatment.

- The intersection of Grosvenor and Taylor streets
- The intersection of Victoria Street East and Williams Street



What could we change to improve the effectiveness of this treatment? (Please include location).

What other treatments could we try here instead?

SEPARATED CYCLEWAY AND ONE-WAY ENTRY

Benefits

- Separates cyclists from vehicles
- Provides a convenient connection for bikes to the town centre
- Separates cars and kids around the blind corner

Love it
 Like it with some changes
 Dislike it



What could we change to improve the effectiveness of this treatment? (Please include location).

What other treatments could we try here instead?



Find out more about this each of these temporary changes and why they were selected at www.streetsforpeople.nz



CAMBRIDGE COMMUNITY BOARD REPORT



To: The Chairperson and Members of the Cambridge Community Board
From: Keryn Phillips, Governance Officer
Subject: **DRAFT WASTEWATER AND TRADE WASTE BYLAW 2021**
Meeting Date: 2 June 2021

1 SUMMARY

At the 5 May 2021 Cambridge Community Board meeting, the community board was presented with three consultation documents for a draft Naming Policy, a draft Smokefree and Vapefree Policy and a draft Wastewater and Trade Waste Bylaw.

The community board agreed to submit to the two policies. However, a query was raised at the meeting whether the proposed Wastewater and Trade Waste Bylaw covered mobile traders. The community board agreed to leave the decision to submit to the draft bylaw once more information had been received about whether the waste from mobile traders was included in it.

Discussion with staff has found that mobile traders are not trade waste consented, as their mobile premises aren't connected to the wastewater network. However, if the mobile traders are producing food from a home-based kitchen, they will require a consent. Any wastewater collected within a mobile premise should be discharged at an appropriate caravan/camper discharge point (e.g. at the Cambridge Wastewater Treatment Plant).

The query raised at the last Cambridge Community Board meeting has highlighted to staff that there is some concern in terms of discharging wastewater to the environment or via non-approved locations.

2 RECOMMENDATION

That the Cambridge Community Board submit to the Draft Wastewater and Trade Waste Bylaw 2021 in support of the bylaw including comment that mobile traders need to be included in the proposed bylaw to ensure waste from mobile premises is discharged appropriately.

3 ATTACHMENTS

Appendix 1 – Draft Wastewater and Trade Waste Bylaw 2021 (document 10553518)

Appendix 2 – Statement of Proposal – Draft Wastewater and Trade Waste Bylaw 2021 (document 10554621)



Keryn Phillips
Governance Officer



Garry Dyet
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APPENDIX 1

Draft Wastewater and Trade Waste Bylaw 2021 (document 10553518)



WAIPA DISTRICT WASTEWATER AND TRADE WASTE BYLAW 2021

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This Bylaw is made by Waipa District Council under the powers given to it by the Local Government Act 2002.

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PART 1

Preliminary Provisions

1. Title, Application and Commencement

- 1.1. This Bylaw is the Waipā District Wastewater and Trade Wastes Bylaw 2021.
- 1.2. This Bylaw applies to the district of Waipa District Council.
- 1.3. This Bylaw comes into force on 1 October 2021.

2. Purpose

- 2.1. The purpose of this Bylaw is to:
 - (a) protect the health and safety of people and the environment from potential adverse effects of harmful substances being discharged into the wastewater system;
 - (b) protect the wastewater system from damage, misuse and interference;
 - (c) produce wastewater and biosolids of a consistent quality;
 - (d) encourage waste minimisation, cleaner production, efficient recycling and reuse of waste streams by businesses; and
 - (e) ensure that businesses maintain trade waste discharges within agreed levels.

3. Interpretation

- 3.1. In this Bylaw unless the context otherwise requires:

Term	Definition
Act	means the Local Government Act 2002.
access point	means a place where access may be made to a private drain for inspection (including sampling or measurement), cleaning or maintenance.
alternative grease removal system	means a grease removal system other than a grease trap including grease converters and mechanical grease removal systems.
approval or approved	means approved in writing by Council, either by resolution of Council or by any authorised officer of Council.
authorised officer	means an employee, agent or contractor of Council, appointed by Council as an enforcement officer under the Act.
biosolids	means wastewater sludge derived from a wastewater treatment plant that has been treated and/or stabilised to the extent that it is able to be safely and beneficially applied to land or reused, including products containing biosolids including compost, but does not include products derived solely from industrial wastewater treatment plants.

Term	Definition
building work	has the same meaning as set out in section 7 of the Building Act 2004.
characteristics	means any of the physical or chemical properties of wastewater and may include the level of a characteristic.
cleaner production	means the implementation on premises of effective operations, methods and processes appropriate to achieve the reduction or elimination of the quantity and toxicity of wastes. This is required to minimise and manage trade waste by: <ul style="list-style-type: none"> (a) using energy and resources efficiently, thereby avoiding or reducing the amount of waste produced; (b) producing environmentally sound products and services; (c) achieving less waste, fewer costs and higher profits.
condensing	means any water used in any trade, industry, or commercial process or operation in such a manner that it does not take up matter into solution or suspension.
conditional trade waste	means a trade waste discharge which exceeds the characteristics defined in Schedule 2 to this Bylaw, and which is not a prohibited trade waste.
connection	means the physical connection of a private drain to the wastewater system, and connect has the equivalent meaning.
consent holder	means the person occupying premises who has obtained a consent or Trade Waste Agreement and includes any person who does any act on behalf or with the express or implied consent of the consent holder (whether for reward or not) and any licensee of the consent holder.
Council	means Waipa District Council.
disconnection	means the physical cutting or sealing of a private drain from the wastewater system and disconnect has the equivalent meaning.
domestic wastewater	means liquid wastes (with or without matter in solution or suspension) discharged from premises used solely for residential purposes and which complies with the characteristics defined in Schedule 2 to this Bylaw, or wastes with the same volume and characteristic discharged from other premises; but does not include any solids, liquids or gases that cannot lawfully be discharged into the wastewater system.
grease trap	means a separation tank that reduces the amount of fat, oil and grease in trade waste prior to it being discharged into the wastewater system.
hazardous materials	means raw materials, products or wastes containing corrosive, toxic, biocidal, radioactive, flammable or explosive materials, or any materials which when mixed with wastewater, are likely to generate toxic, flammable, explosive or corrosive materials in quantities likely to be hazardous to the health and safety of any person or harmful to the wastewater system, and includes “hazardous substances” as defined by the Hazardous Substances and New Organisms Act 1996.
independently qualified person	means a person with appropriate qualifications, approved by Council and who is independent of the consent holder.

Term	Definition
infiltration	means ground or surface water entering the wastewater system or a private drain connected to the wastewater system through defects such as, but not limited to, poor joints and cracks in pipes or manholes. It excludes water discharged into the wastewater system or a private drain connected to the wastewater system from non-complying connections including through illegal down pipe connections or from low gully traps.
management plan	means a plan for management of the operations on the premises from which trade wastes come, and may include provision for flow and quality monitoring, sampling and testing, cleaner production, waste minimisation, discharge, contingency management procedures, or any relevant industry code of practice.
mass limit	means the total mass of any characteristic that may be discharged to the wastewater system over any stated period from any single point of discharge or collectively from several points of discharge.
maximum concentration	means the instantaneous peak concentration that may be discharged at any instant in time.
multiple ownership premises	means premises held as unit titles, cross lease or company lease.
occupier	means the person occupying premises connected to the wastewater system, and includes the owners of the premises if the premises are unoccupied.
public sewer	means a pipeline or culvert, above or below ground, used or intended to be used to convey wastewater and controlled by Council or any other Council.
permitted trade waste	means a trade waste discharge that complies with the characteristics defined in Schedule 2 to this Bylaw.
point of discharge	means the boundary between the wastewater system and a private drain but for the purposes of monitoring, sampling and testing, must be as designated in the trade waste consent.
pre - treatment	means any processing of trade waste designed to reduce or vary any characteristic in a waste before discharge to the wastewater system in order to comply with a consent or this Bylaw. Typical pre-treatments are set out in Schedule 4.
private drain	means that section of drain between the premises and the point of connection to the wastewater system.
premises	means the physical location to which a wastewater service is provided and includes: <ul style="list-style-type: none"> (a) a property or allotment which is held under a separate certificate of title or for which a separate certificate of title may be issued; (b) a building or part of a building that has been defined as an individual unit by a cross-lease, unit title or company lease; (c) land held in public ownership for a particular purpose; or

Term	Definition
	(d) individual units in buildings, which are separately leased or separately occupied.
prohibited trade waste	means a trade waste discharge that has any of the prohibited characteristics as defined in Schedule 3 to this Bylaw.
Regional Infrastructure Technical Standards	means the document produced by Waikato Local Authority Shared Services Limited setting out how to design and construct transportation, water supply, wastewater, stormwater and landscaping infrastructure in the particular councils' areas, as may be amended by time to time.
stormwater	means surface water runoff that: <ul style="list-style-type: none"> (a) enters or may enter the stormwater system as a result of a rain event; and (b) contains any substance where the type and concentration of the substance is consistent with the contributing catchments land use(s) and that of the receiving environment.
tankered waste	means water or other liquid, including waste matter in solution or suspension, which is conveyed by vehicle for disposal, excluding domestic wastewater discharged directly from house buses, caravans, buses and similar vehicles.
temporary discharge	means any discharge of an intermittent or short duration including the short-term discharge of an unusual waste from premises subject to an existing consent.
trade waste	means any liquid, with or without matter in suspension or solution, that is or may be discharged from a premises to the wastewater system in the course of any trade or industrial process or operation, or in the course of any activity or operation of a like nature; and may include condensing waters; or stormwater which cannot be practically separated.
Trade Waste Agreement	means a written agreement between Council and a person discharging trade waste, authorising the person to discharge conditional trade waste to the wastewater system, that outlines both parties' rights and responsibilities.
trade waste consent	means approval given in accordance with this Bylaw by Council and signed by an Authorised officer relating to the discharge of trade waste to the wastewater system, and includes a variation to that approval.
trunk sewer	means a pipeline or culvert, above or below ground, designed or intended to convey wastewater from the whole or portion of a drainage reticulation system to another trunk sewer or the final point of discharge.
wastewater	means water or other liquid waste, including sewage and waste matter in solution or suspension, discharged to the wastewater system including domestic wastewater and trade wastes.
wastewater system	means all infrastructure, including pipes, fittings, manholes, pumps, pump stations; and any land, buildings, and treatment works and

Term	Definition
	related components which are under the control of Council or any other Council and used for the purpose of providing a wastewater service.
wastewater treatment plant	means the processes and facilities involved in the purification of wastewater.

- 3.2. To avoid doubt, compliance with this Bylaw does not remove the need to comply with all other applicable Acts, regulations and rules of law.
- 3.3. Unless the context requires another meaning, a term or expression that is defined in the Act and used in this Bylaw, but not defined, has the meaning given by the Act.
- 3.4. Any guidance notes and attachments are for information purposes, do not form part of this Bylaw, and may be made, amended and revoked without formality.
- 3.5. To avoid doubt, the Interpretation Act 1999 applies to this Bylaw.
- 3.6. To avoid doubt, reference to “include” and “including” in this Bylaw means without limitation.

PART 2

Protection of Wastewater System

4. Connection, Disconnection and Other Works

- 4.1. No person may, without Council’s approval:
 - (a) connect to the wastewater system;
 - (b) disconnect from the wastewater system;
 - (c) open any manhole, chamber or access point on the wastewater system; or
 - (d) carry out any other works on, or in relation to, the wastewater system.
- 4.2. Any person wishing to connect or disconnect from the wastewater system, or otherwise carry out works on the wastewater system, must make a written application to Council for approval and must provide with that application any information specified by Council.
- 4.3. Following an application under clause 4.2, Council may grant or refuse approval to such connection, disconnection or other works, or request further information in relation to that application.
- 4.4. Any approval under clause 4.3 may be subject to conditions imposed by Council, including a requirement to comply with any relevant code of practice. .
- 4.5. The person granted approval under clause 4.3 must comply with any conditions imposed under clause 4.4.

- 4.6. Council may refuse an application for approval to connect to the wastewater system where:
- (a) the applicant has not paid fees or charges associated with the connection (including development contributions) or has refused to provide Council with specified information relating to the application ;
 - (b) there is insufficient capacity in the system to accommodate the connection;
 - (c) the connection would compromise its ability to maintain levels of service in relation to the wastewater system;
 - (d) the connection is outside the area currently served by the wastewater system, regardless of its proximity to any specific component of the wastewater system; or
 - (e) refusal is necessary to protect the wastewater system, the health and safety of any person, or the environment.
 - (f) Council has a documented record of the applicant's non-compliance with this bylaw or any previous wastewater or trade waste bylaws,
 - (g) connection would or may give rise to wastewater overflows,
 - (h) the connection would not comply with Schedule 1.

5. Control of Discharges

- 5.1. A person must not discharge or allow to be discharged into the wastewater system:
- (a) any wastewater, except in accordance with this Bylaw and the provisions of any applicable trade waste consent or Trade Waste Agreement;
 - (b) any substance specified in Schedule 3 without a trade waste consent;
 - (c) stormwater or groundwater, except with approval; or
 - (d) condensing water, disinfected or super-chlorinated water, except with approval.

Guidance Note

Condensing, cooling, disinfected or super-chlorinated water must also not be discharged to the stormwater system without specific approval.

- 5.2. No person may discharge or allow to be discharged domestic wastewater into the wastewater system, except if the wastewater complies with the characteristics in Schedule 2.
- 5.3. No person may discharge or allow to be discharged into the wastewater system wastewater that exceeds 2.0 litres/second in maximum instantaneous flow rate.

6. Hazardous Materials

- 6.1. No person may:
- (a) store, transport, handle or use any hazardous materials; or
 - (b) cause or allow the storage, transportation, handling or use of any hazardous materials,
- in a way which results or may result in the materials entering the wastewater system.
- 6.2. A person who becomes aware that they have breached clause 6.1 must immediately:
- (a) notify Council; and
 - (b) take all practicable steps to stop the imminent entry or further entry of the materials to the wastewater system.

7. Protection of Wastewater System

- 7.1. Except with the approval of Council, no person may damage, modify, stop, obstruct, tamper or otherwise interfere with the wastewater system, including:
- (a) placing any material over or near a wastewater system; or
 - (b) covering an access point.
- 7.2. Any person who breaches clause 7.1 must promptly report that damage, modification, stopping, obstruction or other interference to Council.

Guidance Note

In the event that the roots of any tree on any private property is causing or is likely to cause damage, interference to the flow or blockage to any facet of a public drain, the Council may follow the procedure set out in section 468 of the Local Government Act 1974.

- 7.3. No person may carry out restricted works except in accordance with an approval, and any conditions attaching to that approval.
- 7.4. Every person carrying out restricted works must, before commencing the works:
- (a) notify Council of their intention to carry out the works;
 - (b) obtain written approval from Council for the works, which approval may include such reasonable conditions as Council considers appropriate including a requirement to carry out or to permit Council to carry out (in either case at the expense of the person) works for the protection of the network.
- 7.5. For the purposes of this clause, restricted works are works which will or are likely to damage, or adversely affect the operation of, or access to, the wastewater system.

- 7.6. Without limiting clause 7.5, restricted works include works of the following type which are carried out closer than the specified distance to the asset type set out in the following table:

Types of Works	Type of wastewater system asset	Distance from asset
Building work	Public sewer	The greater of: a) 1.5 metres from the centre of the sewer; or b) The total of: i) the depth of the centre line of the sewer; and the diameter of the sewer; and 0.2 metres from the centre of the trunk sewer, subject to compliance with clause 3.1 of NZS 3604.
Excavation or piling	Trunk sewer	5 meters from the centreline of the sewer
	Public sewer, other than trunk sewer	2 metres from the centreline of the sewer

8. Private Drains

- 8.1. Council may require an owner to fix or upgrade private drains, at the owner's cost, to meet the private drain's original design specifications.
- 8.2. Owners of premises must ensure that all private drains on the premises are kept and maintained in a state which is free of cracks and other defects that may allow infiltration.
- 8.3. Without limiting clause 5.1(c), occupiers and owners of premises must ensure that stormwater is excluded from the wastewater system and any private drain by ensuring that on their premises:

- (a) there is no direct connection of any stormwater pipe or drain to the wastewater system;
 - (b) gully trap surrounds are set above stormwater ponding levels (refer New Zealand Building Code G13), or secondary overland flow path flood levels; and
 - (c) all manholes or inspection covers are in place and are appropriately sealed.
- 8.4. An occupier or owner whose private drain is overflowing or has other reasons to suspect a blockage, must immediately call a qualified drainlayer to clear and remove any blockage in the private drain, at the occupier or owner's expense. If the drainlayer considers that the blockage originates within the wastewater system, then the drainlayer must contact Council.
- 8.5. Council will reimburse the owner of the private drain for the reasonable cost of unblocking work for which the owner has paid, provided that Council is satisfied that:
- (a) the blockage originated in the wastewater system;
 - (b) the blockage was not forced downstream into the wastewater system in the act of clearing the private drain; and
 - (c) the owner or occupier of the premises has not caused or permitted a discharge which does not comply with this bylaw, a consent or a Trade Waste Agreement.
- 8.6. A person with a pressure wastewater system, or any other system that is connected to the wastewater system, must use that system in accordance with any operating manual or guidelines for that system.
- 8.7. The property owner of a premises must ensure that all access points on their property are and remain uncovered, except as approved by Council. The property owner will be responsible for removing at their expense any unauthorised access point covers on their premises.
- 8.8. A private drain on a premises must not extend by pipeline or any other means to serve another premises unless it is a common private drain.

PART 3

Trade Waste

9. Requirements of Different Classifications of Discharges

- 9.1. No person may discharge or cause to be discharged permitted trade waste into the wastewater system, except in accordance with a trade waste consent.
- 9.2. No person may discharge or cause to be discharged a conditional trade waste into the wastewater system except in accordance with a trade waste consent or a Trade Waste Agreement.

- 9.3. No person may discharge or cause to be discharged a prohibited trade waste into the wastewater system.
- 9.4. No person may discharge or cause to be discharged trade waste into the wastewater system in breach of any condition or provision of a trade waste consent or Trade Waste Agreement.
- 9.5. Council is not obliged to accept any trade waste into the wastewater system.

10. Accidents and Spills

- 10.1. A person who discharges trade waste into the wastewater system must inform Council immediately upon becoming aware of:
 - (a) an accident;
 - (b) spillage;
 - (c) a defect in the process of discharging trade waste; or
 - (d) a risk to the health and safety of the public or the environment,
 that may cause a breach of this Bylaw.
- 10.2. A person who reports an accident, spillage or defect as provided for in clause 10.1 must disclose any information that may contribute to:
 - (a) the restoration of the integrity of the wastewater system,
 - (b) the cleaning of any spillage; or
 - (c) the determination of the risks associated with the trade waste.
- 10.3. In the event of any accident, spillage or defect referred to in clause 10.1 from premises where a consent holder has a trade waste consent with conditions, Council may:
 - (a) review the consent under clause 21; or
 - (b) require the consent holder to review the contingency management procedures and resubmit the management plan to Council for its approval.
- 10.4. In the event of any accident, spillage or defect referred to in clause 10.1 from premises where a consent holder has trade waste consent without conditions, Council may require the consent holder to apply for a consent with conditions and the consent holder must comply with that request.

11. Trade Waste Agreements

11.1. Council may at any time and at its complete discretion enter into a Trade Waste Agreement with an occupier for the discharge and receipt of trade wastes, including where Council considers:

- (a) the discharge is considered to have unique discharge characteristics;
- (b) the discharge is considered to have a volume or loading of any characteristic that may affect the operation of the wastewater system or treatment plant;
- (c) the discharge has the potential to include hazardous or prohibited substances;
- (d) the discharge is considered to involve pre-treatment systems;
- (e) the discharge involves the requirement for capacity to be reserved at the wastewater treatment plant; or
- (f) the occupier has a history of non-compliance with a trade waste consent or Trade Waste Agreement.

11.2. Any Trade Waste Agreement may be made in addition to or in place of a trade waste consent.

11.3. A Trade Waste Agreement and its terms will have the same force as if it was a trade waste consent issued under clause 13.2.

12. Application for a Trade Waste Consent or Variation

12.1. No person may:

- (a) discharge into the wastewater system any trade waste either continuously, intermittently or temporarily;
- (b) vary the characteristics of a permitted trade waste discharge in a manner which may cause it to fail to meet the standards for a permitted trade waste;
- (c) vary the conditions of a trade waste consent that has previously been granted; or
- (d) significantly change the method or means of pre-treatment for a discharge; without a trade waste consent from Council.

12.2. Applications for a trade waste consent must be made in writing to Council. Council reserves the right to require the owner, as well as the occupier, of any premises to make an application under this provision.

12.3. Where the premises produces trade waste from more than one area of the premises, a separate description of the trade waste characteristics must be included in any application for trade waste discharge for each area. This applies whether or not the separate areas are part of a single or separate trade process.

12.4. The application under clause 12.2 must contain all the information required by Council, and accompanied by the applicable application fee.

- 12.5. The applicant is responsible for the correctness of the content of the application and any information attached.
- 12.6. Every act or omission done for, or on behalf of, a consent holder (whether for reward or not) in making any such application is deemed to be an act of the consent holder.
- 12.7. Council may require an application to be supported by a report or statement from an Independently Qualified Person, to verify information supplied by the applicant. All costs incurred must be paid by the applicant.

13. Processing an Application

- 13.1. On receipt of an application under clause 12.2, Council may:
- (a) require the applicant to submit additional information which Council considers necessary to reach an informed decision;
 - (b) require the applicant to submit a management plan to Council's satisfaction; and/or
 - (c) wherever appropriate, have the discharge investigated and analysed as provided for at clause 19 at the applicant's cost.
- 13.2. On receipt of an application under clause 12.2 and any additional information requested under clause 13.1, Council may in accordance with clause 14 :
- (a) issue a trade waste consent or trade waste consent variation without conditions and inform the consent holder;
 - (b) issue a trade waste consent with conditions in accordance with clause 15 and inform the consent holder of the conditions imposed;
 - (c) advise the applicant that Council is willing to enter into a Trade Waste Agreement on terms acceptable to Council; or
 - (d) decline the application and notify the applicant of the decision, giving a statement of the reasons for refusal.

14. Council Considerations

- 14.1. In considering any application for a trade waste consent, Trade Waste Agreement or variation, Council must consider the characteristics, volume, and rate of discharge of the trade waste from such premises or tanker and any other matter that it considers, on reasonable grounds, to be relevant, which may include:
- (a) the health and safety of Council staff, Council's agents and the public;
 - (b) the limits and/or maximum values for characteristics of trade waste as specified in Schedules 2 and 3 to this Bylaw;

- (c) the extent to which the trade waste may react with other trade waste or wastewater to produce an undesirable effect, including settlement of solids, production of odours, accelerated corrosion and deterioration of the wastewater system;
- (d) the flows and velocities in the wastewater system and the material or construction of the wastewater system;
- (e) the capacity of the wastewater system including the capacity of any wastewater treatment plant, and other facilities;
- (f) the nature of any wastewater treatment process and the degree to which the trade waste is capable of being treated in the wastewater treatment plant;
- (g) the timing and balancing of flows into the wastewater system;
- (h) any statutory requirements relating to the discharge of raw or treated wastewater to receiving waters, the disposal of wastewater sludges, beneficial use of biosolids, and any discharge to air including compliance with any resource consent, discharge permit or water classification;
- (i) the possibility of unscheduled, unexpected or accidental events and the degree of risk these could pose to humans, the wastewater system or the environment;
- (j) consideration of other existing or future discharges;
- (k) existing pre-treatment works on the premises;
- (l) the use of cleaner production techniques and waste minimisation practices;
- (m) control of stormwater;
- (n) any management plan;
- (o) tankered waste being discharged at approved locations; and
- (p) whether it would be more appropriate for the discharge to be controlled pursuant to a Trade Waste Agreement.

15. Conditions of Trade Waste Consents

15.1. Any trade waste consent may be granted subject to such conditions that Council may impose, including:

- (a) where the discharge will be made;
- (b) the maximum daily volume of the discharge and the maximum rate of discharge, and the duration of maximum discharge;
- (c) the maximum limit or permissible range of any specified characteristics of the discharge, including concentrations and/or mass limits determined in accordance with clause 15.2;

- (d) the times during which the discharge, or a particular concentration, or volume of discharge may be made;
- (e) the provision by, or for the consent holder, at the consent holder's expense, of screens, grease traps, silt traps or other pre-treatment works to control trade waste discharge characteristics to the consented levels;
- (f) the provision and maintenance, at the consent holder's expense, of inspection chambers, manholes or other apparatus or devices to provide reasonable access to drains for sampling and inspection;
- (g) the provision and maintenance of a sampling, analysis and testing programme and flow measurement, at the consent holder's expense;
- (h) the methods to be used for measuring flow rates, volume and/or characteristics and taking samples of the discharge for use in determining compliance with the trade waste consent and for determining the amount of any trade waste charges applicable to that discharge;
- (i) the provision and maintenance by, and at the expense of, the consent holder of any devices required to measure the volume or flow rate or characteristics of any trade waste being discharged from the premises, and for the calibration and/or validation of such devices;
- (j) the provision and maintenance, at the consent holder's expense, of services, (electricity, water, compressed air or otherwise), which may be required to operate meters and similar devices;
- (k) at times specified, the provision in an approved format of all flow and/or volume records, on-line monitoring readings, results of analyses (including pre-treatment by-products, such as wastewater sludge disposal) and calibration/validation records;
- (l) the provision and implementation of a management plan;
- (m) risk assessment of damage to the environment due to an accidental discharge of a chemical;
- (n) the investigation of waste minimisation and cleaner production techniques;
- (o) remote monitoring or control of discharges and associated control, telemetry or supervisory control and data acquisition systems;
- (p) third party treatment, carriage, discharge or disposal of by-products of pre-treatment of trade waste (including wastewater sludge disposal);
- (q) the provision of a bond or insurance in favour of Council where failure to comply with the trade waste consent could result in damage to the wastewater system, the wastewater treatment plants, or could result in Council being in breach of any statutory obligation or resource consent;

- (r) specific discharge-related capital costs Council would incur for altering the wastewater system and or wastewater treatment plant in order to accommodate the discharge;
- (s) specific discharge related operational costs Council would incur for operating the wastewater system and or wastewater treatment plant in order to accommodate the discharge; and
- (t) any other relevant matter.

15.2. A trade waste consent with conditions may further include conditions imposing controls on a trade waste discharge by specifying mass limits for any characteristic. Any characteristic permitted by mass limit must also have its maximum concentration limited to the value scheduled unless approved otherwise. When setting mass limit allocations for a particular characteristic, Council may consider:

- (a) the operational requirements of and risk to the wastewater system, and risks to occupational health and safety, public health, and the ultimate receiving environment;
- (b) whether or not the levels proposed pose a threat to the planned or actual beneficial reuse of biosolids or wastewater sludge;
- (c) conditions in the wastewater system near the trade waste discharge point and elsewhere in the wastewater system;
- (d) the extent to which the available industrial capacity was used in the last financial period and is expected to be used in the forthcoming period;
- (e) whether or not the applicant uses waste minimisation and cleaner production techniques within a period satisfactory to Council;
- (f) whether or not there is any net benefit to be gained by the increase of one characteristic concurrently with the decrease of another;
- (g) any requirements of Council to reduce the discharge of any characteristic to the wastewater system;
- (h) how great a proportion the mass flow of a characteristic of the discharge will be of the total mass flow of that characteristic in the wastewater system;
- (i) the total mass of the characteristic allowable in the wastewater system, and the proportion (if any) to be reserved for future allocations; and
- (j) whether or not there is an interaction with other characteristics that increases or decreases the effect of either characteristic on the wastewater system, treatment process, or receiving water (or land).

15.3. A consent holder may at any time during the term of a trade waste consent, by written application to Council, seek to vary any condition of the consent, as provided for in clause 12.2.

16. Pre-Treatment Requirements

16.1. Council may grant a trade waste consent subject to the provision of appropriate pre-treatment systems to enable the consent holder to comply with this Bylaw. Such pre-treatment systems must be provided, operated and maintained by the person discharging, at their expense. Any pre-treatment systems must comply with the following requirements as applicable:

- (a) Refuse or garbage grinders and macerators must not be used to dispose of solid waste from trade waste premises to the wastewater system unless approved by Council.
- (b) Grease traps must:
 - i) have a functional capacity of no less than 500 litres;
 - ii) be sized according to the greatest volume as specified in Table 1 contained In Schedule 2;
 - iii) be cleaned out at least once every six months or more frequently as specified in consent conditions. The frequency with which grease traps are required to be cleaned out may be determined through a visual inspection and/or sample testing from the device outlet by Council.
 - iv) Shared grease traps, such as those operated by a body corporate or food court, must be sized appropriate to the total inputs. This must be no less than a functional capacity of 500 litres for each connected premises.
- (c) A consent holder whose premises has existing grease traps with a functional capacity of less than 500 litres must apply for a trade waste consent with conditions unless they can demonstrate compliance with the physical and chemical characteristics set out in Schedule 2 to Council's satisfaction.
- (d) Alternative grease removal systems must be:
 - i) operated in accordance with the manufacturer's instructions;
 - ii) serviced and/or cleaned out by a contractor approved by Council as specified in consent conditions;
 - iii) sized according to manufacturer's recommendation; and
 - iv) may only be used with Council's approval.
- (e) The frequency with which alternative grease removal systems are required to be serviced and/or cleaned out in accordance with clause 16(d)(i) may vary. This will be

determined by Council after a visual inspection and/or sample testing from the device outlet.

- (f) Alternative grease removal systems which do not meet the requirements contained in this Bylaw must be replaced at the consent holder's expense.

17. Flow Metering

- 17.1. Where flow and/or volume metering of any trade waste discharge is required as a condition of a trade waste consent, the consent holder is responsible, at their own expense, for the supply, installation, reading and maintenance of a meter. These devices are subject to the approval of Council, but remain the property of the consent holder.
- 17.2. Records of flow and/or volume must be available for viewing at any time by Council, and must be submitted to Council at prescribed intervals by the consent holder in a format approved by Council.
- 17.3. Meters must be located in a position approved by Council that provides the required degree of accuracy and should be readily accessible for reading and maintenance. The meters must be located in the correct position according to the manufacturer's installation instructions.
- 17.4. The consent holder must arrange for in situ calibration and verification of the flow metering equipment and instrumentation by an Independent Qualified person and method approved by Council upon installation, and at least annually after that, to ensure its performance. The meter accuracy should be $\pm 10\%$, but with no greater a deviation from the previous meter calibration than $\pm 5\%$. A copy of the independent certification of each calibration and verification must be submitted to Council.
- 17.5. Should any meter be found to have an error greater than that specified in clause 17.4, Council may make an adjustment in accordance with the results shown by such tests. The adjustment may be back-dated for a period at the discretion of Council, but not exceeding 12 months. The consent holder must pay or be credited a greater or lesser amount according to such adjustment.
- 17.6. Where Council determines that a meter has been tampered with, Council (without prejudice to the other remedies available) may declare the reading void and estimate discharge as provided in clause 18.
- 17.7. Measurement of flow and/or volume must be carried out by or on behalf of the consent holder in accordance with British Standard (BS)3680: Part 11A, BS 3680: Part 11B and BS 5728: Part 3, or another Council approved methodology.

18. Estimating Discharge

18.1. Where no flow meter or similar device is required for a trade waste consent or where no flow or sample results have been supplied by the consent holder, Council may estimate the discharge of trade waste for charging purposes based on:

- (a) the volume of water supplied to the premises, taking into account the proportion of that volume which is estimated to be discharged to the wastewater system;
- (b) the flow or characteristics of the discharge measured by the consent holder at a previous time during similar operating conditions; and/or
- (c) the flow or characteristics measured by Council during the most recent audit sample.

19. Sampling, Testing and Monitoring

19.1. Council may undertake sampling, testing, monitoring and audit inspections to determine if:

- (a) a discharge complies with the provisions of this Bylaw;
- (b) a discharge is to be classified as permitted discharge, conditional discharge, or prohibited discharge
- (c) a discharge complies with any condition of a consent or Trade Waste Agreement including a Management Plan; or
- (d) trade waste consent charges are applicable to that discharge.

19.2. Where monitoring of any trade waste discharge is required as a condition of a trade waste consent to ensure compliance with other conditions of the consent:

- (a) the consent holder must monitor the discharge of trade waste; and
- (b) Council may independently monitor the discharge of trade waste.

19.3. The consent holder is responsible for all costs of monitoring, sampling and testing.

19.4. The taking, preservation, transportation and analysis of the samples must be undertaken by an authorised officer or agent of Council, or the consent holder in accordance with accepted industry standard methods or another methodology approved by Council.

19.5. Any sample analysis must use methods or procedures in accordance with, or validated against, the latest version of the American Water Works Association Standard methods for the examination of Water and wastewater or by such alternative method or procedure approved by Council. Analysis must be undertaken by a laboratory accredited by International Accreditation New Zealand, or a laboratory approved by Council.

19.6. The consent holder must provide to Council or an authorised officer the results of any sampling, analysis, flow measurements or other monitoring requirements such as

pre-treatment system maintenance, within one working day of any request by Council.

- 19.7. Where there is non-compliance with the conditions of a consent or a Trade Waste Agreement or where an anomalous result is obtained, the consent holder must report the results of the analysis to Council as soon as practicable and in all cases within three working days.

20. Tankered Waste

- 20.1. Any person wishing to discharge tankered waste into the wastewater system must hold a trade waste consent under this Bylaw.
- 20.2. Council may accept tankered waste for discharge at an approved location.
- 20.3. Tankered waste disposal must be for domestic waste only. Prior approval must be sought from Council for any waste other than domestic waste.
- 20.4. Tankered waste may only be disposed into the wastewater system if it had been collected from within the Waipa district.
- 20.5. Consent holders must supply the following information to Council before discharging tankered waste to the wastewater system:
- (a) a description of the type of waste;
 - (b) the source of waste and location;
 - (c) the date and time of collection;
 - (d) the volume of waste collected;
 - (e) the tracking Identification number and vehicle registration number; and
 - (f) a representative sample of the tanker load.
- 20.6. Tankered waste will only be accepted during Council's working hours on working days, or as otherwise advised by Council.
- 20.7. Council reserves the right to not accept tankered waste during times of maintenance works, cleaning, or wastewater treatment plant maintenance.
- 20.8. Tankered waste is not to be collected and transported to the disposal site until appropriate arrangements, documentation and method for disposal have been approved by Council.
- 20.9. To prevent cross-contamination between tanker loads, the tanker must be washed prior to collecting a load for disposal into the wastewater system.
- 20.10. A consent holder must give Council 24 hours' notice of a proposed discharge of tankered waste.

- 20.11. Council may require analysis of tankered waste to confirm its characteristics.
- 20.12. Council may require the consent holder to obtain specialist advice on pre-treatment or acceptance.
- 20.13. The cost of all sampling, analysis and advice must be met by the consent holder.
- 20.14. The consent holder must ensure that tankered waste is treated in accordance with the conditions of the consent before disposal.
- 20.15. A consent holder must not incorrectly inform Council of the characteristics or volume of tankered waste, or and must not discharge tankered waste other than in the authorised location in accordance with the applicable trade waste consent.

21. Duration and Review

- 21.1. Trade waste consents with conditions expire at the end of the term specified in the trade waste consent, which may not exceed five years. Shorter terms may be applied where, in the reasonable opinion of Council:
- (a) the applicant has a history of non-compliance with a trade waste consent or Trade Waste Agreement;
 - (b) the flow or characteristics of the discharge are uncertain; or
 - (c) the flow or characteristics of the discharge may change over time.
- 21.2. Trade waste consents without conditions remain valid until:
- (a) cancellation under clause 22;
 - (b) the discharge fails to comply with the characteristics defined in Schedule 2 to this Bylaw; or
 - (c) in the reasonable opinion of Council, the discharge changes or is likely to change to such an extent that it becomes a conditional or prohibited trade waste.
- 21.3. Council may review a trade waste consent at any time.
- 21.4. Council will give the consent holder written notice of its intention to review the consent, describing why the review is considered necessary and will provide the consent holder with the opportunity to submit information to Council to consider before it makes its decision on the review.
- 21.5. Following any review under clauses 21.3 and 21.4, Council may, by decision to the consent holder in writing:
- a) allow the trade waste consent to continue unchanged;
 - b) vary the conditions of the trade waste consent;
 - c) suspend the trade waste consent for a specified period; or

- d) cancel the trade waste consent.

Guidance Note

A condition could be varied if, for example, technical matters associated with the discharge have changed, to meet any new resource consent imposed on the discharges from Council's wastewater treatment plant or to comply with any other legal requirements imposed on Council.

22. Transfer or Cancellation

22.1. A trade waste consent must be issued in the name of the given consent holder. The consent holder must not, without Council approval:

- (a) transfer to any other party the rights and responsibilities provided for under this Bylaw, and under the trade waste consent;
- (b) allow a point of discharge to serve another premises, or the private drain to that point to extend by pipe, or any other means, to serve another premises; or
- (c) allow wastewater from any other party to be discharged at their point of discharge.

22.2. Council may suspend or cancel any trade waste consent at any time following not less than 20 working days (during which consultation has occurred) notice to the consent holder or person discharging any trade waste:

- (a) for the failure to comply with any condition of the trade waste consent or to maintain effective control over the discharge;
- (b) for the failure to comply with this Bylaw or a trade waste consent in respect of the volume, nature or composition of trade waste being discharged;
- (c) in the event of any breach of a resource consent held by Council issued under the Resource Management Act 1991 caused in whole or in part by the trade waste discharge;
- (d) failure to provide and when appropriate update a Management Plan as required for a trade waste consent with conditions;
- (e) failure to follow the Management Plan provisions;
- (f) failure to pay any trade waste charges;
- (g) if new information becomes available on the nature or characteristics of the trade waste discharge; or

22.3. if any other circumstances arise which, in the opinion of Council, render it necessary in the public interest to cancel the right to discharge.

22.4. Any trade waste consent or Trade Waste Agreement may at any time be immediately suspended or cancelled by Council, on giving to the consent holder, written notice, if:

- (a) they discharge any wastewater with prohibited characteristics as set out in Schedule 3;
- (b) Council is lawfully directed to withdraw or otherwise to terminate the consent summarily;
- (c) the discharge of trade waste is unlawful;
- (d) if the discharge is, in the opinion of Council, a threat to the environment or public health;
- (e) in the event of any negligence which, in the opinion of Council, threatens the operation of the wastewater system; or
- (f) in the opinion of Council, the discharge puts at risk the ability of Council to comply with the conditions of a resource consent and/or requires identified additional treatment measures or costs to avoid a breach of any such Resource consent.

PART 4

Fees and Charges

23. Fees and Charges

23.1. In accordance with sections 150 and 151 of the Local Government Act 2002, Council may, by resolution, fix charges payable by consent holders and applicants for the purposes of:

- (a) administering this Bylaw;
- (b) administering consent applications and consents granted under this Bylaw; and
- (c) recovering the cost of receiving, treating and disposing of trade waste by or on behalf of Council.

PART 5

Breaches, Enforcement Powers, Revocation and Transitional Provisions

24. Breaches

24.1. A person who fails to comply with this Bylaw commits a breach of this Bylaw and is liable to a penalty under the Act.

24.2. Council may enforce any breach of this Bylaw under the Act.

Guidance Note

Council's enforcement powers under the Local Government Act 2002 include court injunction (section 162), seizure and disposal of property (sections 164, 165 and 168), liability for costs to remedy damage (section 176), power to request name and address (section 178) and power to execute works and recover costs (section 186 and 187).

Under section 171 of the Local Government Act 2002, an authorised officer may enter and inspect any land or building (other than a dwelling house) for routine inspection or monitoring or for post breach monitoring. The authorised officer must give at least 24 hours' notice of the intended entry.

Under section 172 of the Local Government Act 2002 an authorised officer may enter and inspect any land for the purpose of detecting a breach of this Bylaw if the authorised officer has reasonable grounds for suspecting that a breach has occurred or is occurring on the land. The authorised officer must give reasonable notice unless the giving of notice would defeat the purpose of entry.

Under section 173 of the Local Government Act 2002, in the event of a sudden emergency causing or likely to cause damage to property or the environment or where there is danger to any works adjoining the property, authorised officer may enter occupied land or buildings without notice

A person who is convicted of an offence against this Bylaw can be fined a maximum of \$200,000 under section 242(5) of the Local Government Act 2002.

25. Removal of Works

25.1. Council may under section 163 of the Act:

- (a) remove or alter any work or thing that is, or has been constructed in breach of this Bylaw; and
- (b) recover the costs of doing so from the person who committed the breach.

26. Disconnection from Wastewater System

26.1. Council may by notice in writing require a person, at their expense, to disconnect the premises from the wastewater system where:

- (a) the person is a consent holder and their trade waste consent has expired;
 - (b) the person is a consent holder and Council suspends or cancels a trade waste consent;
- or

- (c) the person breaches clause 12.1.

Guidance Note

If an occupier or owner fails to comply with a notice under clause 26.1, Council may carry out the works and recover the associated costs (Section 186 of the Local Government Act 2002).

27. Revocation

27.1. The Waipa District Council Wastewater Drainage Bylaw 2011 and Trade Waste Bylaw 2011 are revoked.

28. Transitional Provisions

28.1. Any application for a trade waste consent made under Council's Trade Waste Bylaw 2011, for which a trade waste consent has not been granted at the time of this new bylaw coming into force, is deemed to be an application made under clause 12.2.

28.2. Every existing trade waste consent issued under the Trade Waste Bylaw 2011 continues in force as if it were a trade waste consent under this Bylaw until it reaches its expiry date, provided that no trade waste consent runs beyond 31 August 2026. For the avoidance of doubt, Schedule 2 to this Bylaw applies to existing trade waste consents except to the extent that the consent conditions specifically provide for a different limit.

28.3. Subject to clause 28.4, every existing duly executed Trade Waste Agreement between an occupier and Council which is current at the date this Bylaw comes into force continues on the same terms and conditions as if it was a Trade Waste Agreement issued under this Bylaw.

28.4. Where an existing Trade Waste Agreement is silent as to its term, that agreement will be terminable on six months' written notice by Council and the occupier must apply for a consent or Trade Waste Agreement in accordance with this Bylaw.

28.5. A person who proposes to continue a discharge of permitted trade waste who does not have trade waste consent must apply for trade waste consent within twelve weeks of this Bylaw coming into force.

The COMMON SEAL of the WAIPA DISTRICT COUNCIL
was affixed in the presence of:

Mayor:

Chief Executive:

SCHEDULES

- 1 – Connection to Wastewater Network
- 2 – Permitted Characteristics
- 3 – Prohibited Characteristics
- 4 – Pre-treatment and Discharge Requirements

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Schedule 1: Connection to Wastewater System

1. Regional Infrastructure Technical Standards

- 1.1. Unless otherwise approved by Council, all connections to the wastewater system must comply with the Regional Infrastructure Technical Standards.

2. Point of Discharge

- 2.1. Unless otherwise approved by a Council, each premises must only have one point of discharge.
- 2.2. For multiple ownership premises, unless otherwise approved by Council, the point of discharge must be:
- (a) Where practicable, each individual lot must have an individual drain connected to the point of discharge as illustrated in figure 1 as agreed with Council;
 - (b) If paragraph 2.2(a) is not practicable, each individual lot must be connected to a common private drain which must be owned and maintained by the body corporate, tenants in common or the company as the case may require.
- 2.3. Each owner's point of discharge under paragraph 2.2 must be recorded on the applicable drainage plan.
- 2.4. For premises other than multiple ownership premises, unless otherwise approved by Council, the point of discharge must be:
- (a) where the physical connection is in a road reserve, at the boundary, as shown in Figure 1, or as close as possible where fences, walls or other permanent structures make it difficult to locate it at the required position; and
 - (b) in all other cases, at the point of physical connection to the public sewer.
- 2.5. For connections referred to in paragraph 2.4(a), a rodding eye must be installed within the premises as close to the boundary as practical in accordance with Council specifications. Once installed this rodding eye will be maintained by Council.

Guidance Note

Where a new public sewer is required as part of a subdivisional development, the developer must provide all the drainage works subject to the written approval of an authorised Council officer of the design and construction of the works. These will be covered by way of rules in the Waipa District Plan and managed under the relevant consent application. Where a new single lot or private common connection is necessary for the development works to occur, the usual connection requirements will apply, as per clause 4 of this Bylaw.

3. Common private drains

- 3.1. Common private drains must serve a maximum of 7 single dwelling units, and may also have one point of discharge only (in common).
- 3.2. Common drains must be covered by a certificate from the Council recording the rights of each party, which is registered against the certificate of title.

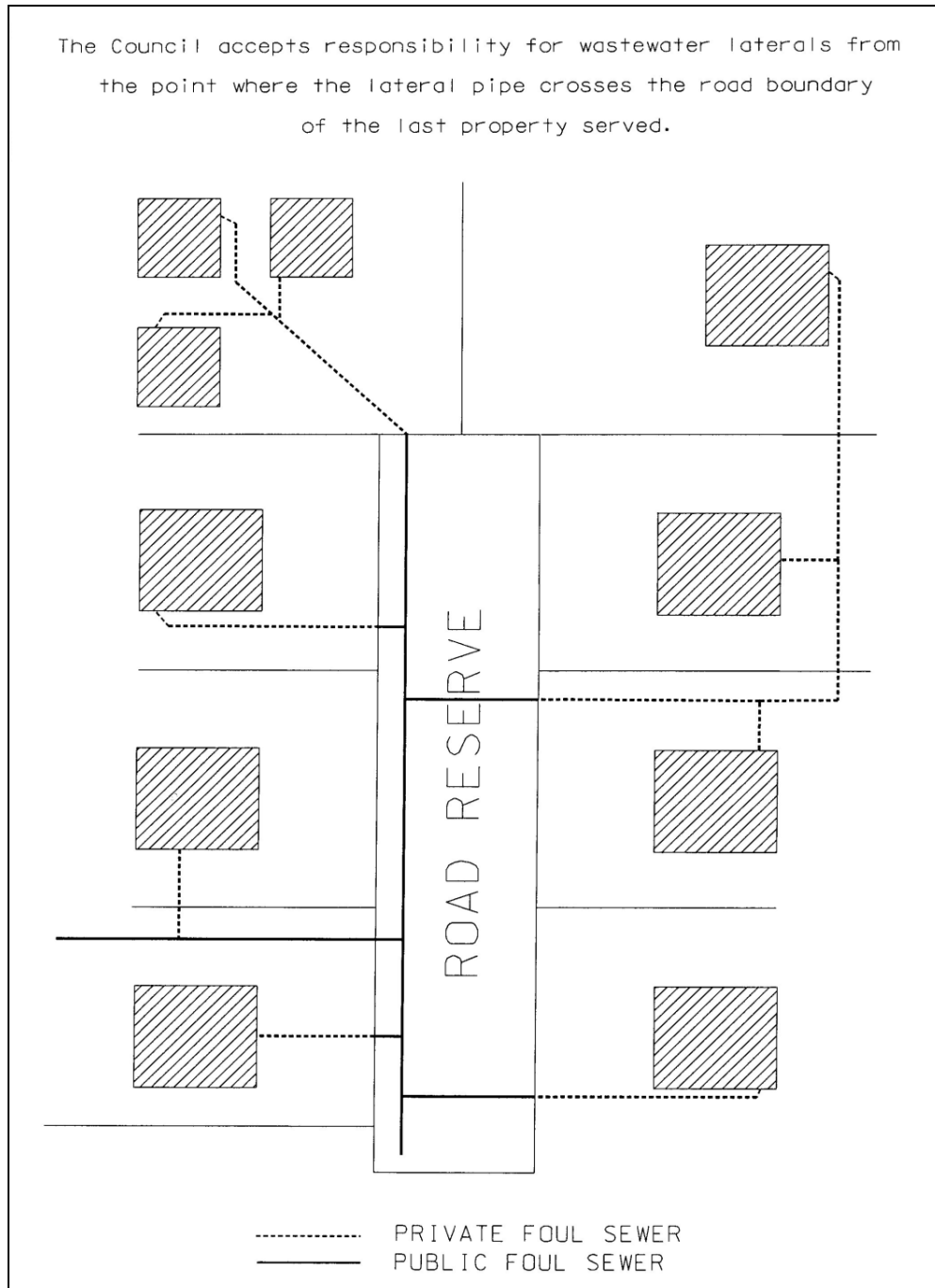


Figure 1 –Point of discharge locations.

Schedule 2: Permitted Characteristics

The following tables set out general requirements and maximum concentrations for permitted trade waste and domestic wastewater.

Conditional trade waste consents and Trade Waste Agreements may contain lower or higher concentration limits and/or mass limits to control the total mass of a substance discharged.

Table 1 - General characteristics

Parameter	Requirement or limit	Commentary
Bio-chemical Oxygen Demand (BOD5)	1,000 g/m ³ or 5 kg/day.	It is sufficient to comply with either the concentration limit or the mass limit. High BOD can overload treatment plants.
Chemical Oxygen Demand (COD)	2,000 g/m ³ or 10 kg/day.	It is sufficient to comply with either the concentration limit or the mass limit. High COD can overload treatment plants.
Colour	No waste shall have colour or colouring substance that causes the discharge to be coloured to the extent that it impairs wastewater treatment processes or Council is at risk of breaching resource consent conditions relating to discharge to the environment.	Some coloured substances can be difficult to remove in the treatment process.
Emulsions of paint, latex, adhesive, rubber, plastic or similar	Must not cause blockages or interfere with the operation of the wastewater treatment system including treatment process.	Emulsions will coagulate when unstable and can sometimes cause blockages in the wastewater system or interfere with the operation of the treatment process.
Flow	Maximum daily total flow 5m ³ . Instantaneous flowrate 2.0 L/s.	The total flow should be measured over any 24 hour period. trade waste discharges with a daily flow greater than 5m ³ will require a conditional consent.
Gross solids (non-faecal)	15mm diameter maximum dimension.	Gross solids can cause blockages in the wastewater system.

Parameter	Requirement or limit	Commentary
Oil and Grease	200 g/m ³ . No free or floating layer.	Oils and greases can cause blockages in the wastewater system, adversely affect the treatment process, and may impair the aesthetics of the receiving environment.
pH	6.0 to 10.0.	Low pH can cause corrosion of the wastewater system, generate odours which could cause a public nuisance; release toxic H ₂ S gas which could endanger workers.
Radioactivity	Must not exceed the Office of Radiation Safety Code of Practice CSP1 for the Use of Unsealed Radioactive Material.	
Settleable Solids	50 ml/L.	Can cause blockages and overload the treatment process.
Solvents or other organic liquids	No free or floating layer.	Some organic liquids are denser than water and will settle in pipes and traps.
Suspended Solids	2,000 g/m ³ .	Can cause blockages and overload the treatment process.
Transmissivity	When diluted at 10:1 with distilled water and tested at 254nm, the result must have a transmissivity of 50% or more, equivalent to an absorbance of 0.3010 or less.	Poor transmissivity reduces the effectiveness of the ultraviolet light disinfection at treatment plants.
Temperature	40 °C.	High temperatures cause increased damage to structures, increase the potential for anaerobic conditions to form in the wastewater, promote the release of toxic gases and can endanger workers. conditional consents may have a lower temperature limit.
Inhibitory Substances	Should any characteristic of a discharge be found to inhibit the performance of the wastewater treatment process, such that Council is at risk of breaching resource consent conditions, Council may limit the concentration of any inhibitory substance.	

Table 2 - Chemical characteristics

Parameter	Limit g/m ³	Commentary
Ammonia (as N)	50	May endanger workers; significantly contribute to the nutrient loading on the receiving environment.
Ammonium salts	200	May endanger workers; significantly contribute to the nutrient loading on the receiving environment.
Anionic Surfactants as methylene blue active substance (MBAS)	300	High MBAS can adversely affect the efficiency of activated sludge plants, cause foaming and impair the aesthetics of the receiving waters.
Boron	25	Boron is not removed by conventional wastewater treatment.
Bromine as Br ₂	5	High concentrations could affect the health and safety of workers.
Chlorine (Cl ₂ free chlorine)	3	Can endanger workers, cause corrosion of the wastewater collection system.
Cyanide as CN ⁻	1	Can produce toxic atmospheres and endanger workers.
Dissolved aluminium	100	Aluminium compounds, particularly in the presence of calcium salts, have the potential to precipitate as a scale, which may cause a blockage.
Dissolved iron	100	Iron salts may precipitate and cause a blockage. High concentrations of ferric iron may also present colour problems depending on local conditions.
Fluoride as F	30	Not removed by conventional wastewater treatment.
Hypochlorite	30	Can endanger workers, cause corrosion of the wastewater collection system.
Kjeldahl nitrogen	50	May significantly contribute to the nutrient load discharged to the receiving environment.
Sulphate (measured as SO ₄)	500	May adversely affect wastewater system, may increase the potential for the generation of sulphides.
Sulphite (measured as SO ₂)	15	Can endanger workers, cause corrosion of the wastewater collection system.
Sulphide (as H ₂ S on acidification)	5	May cause corrosion of wastewater system, particularly the non-wetted part of the wastewater pipes; generate odours which could cause a public nuisance; release toxic H ₂ S gas which could endanger workers.
Total Phosphorus as P	20	May significantly contribute to the nutrient load discharged to the receiving environment.

Table 3 - Heavy Metals

Heavy metals can inhibit wastewater treatment process and restrict the reuse of Biosolids. Mass Limits may be imposed – refer to clause 15.2.

Parameter	Limit g/m ³
Antimony	5
Arsenic	5
Barium	5
Beryllium	0.005
Cadmium	0.5
Chromium (Total)	5
Cobalt	5
Copper	5
Lead	5
Manganese	5
Mercury	0.005
Molybdenum	5
Nickel	5
Selenium	5
Silver	2
Thallium	5
Tin	5
Zinc	5

Table 4 - Organic Compounds

Organic compounds can endanger sewer workers and treatment processes.

Parameter	Limit g/m ³
Acetone	100
Benzene	1
Butanone	100
Chlorinated phenols	0.02
Ethylbenzene	5
Ethylene Glycol	50
Formaldehyde	50
Halogenated aliphatic compounds	1
Halogenated aromatic hydrocarbons (HAH's)	0.002
Monocyclic aromatic hydrocarbons	5
Organophosphate pesticides	0.1
Pesticides (includes insecticides, herbicides, fungicides and excludes organophosphate, organochlorine and any other pesticides not registered for use in New Zealand)	0.2 in total
Phenolic compounds (as phenols) excluding chlorinated phenols	50
Polybrominated biphenyls (PBBs)	0.002
Polychlorinated biphenyls (PCBs)	0.002
Polycyclic (or polynuclear) aromatic hydrocarbons (PAHs)	0.05
Total Petroleum Hydrocarbons	
C7 - C14	30
C7 – C36	50
Tri-methyl Benzene	5
Toluene	5
Xylene	5

Table 5 - Liquid Waste from Pharmacies

Pharmacies must not discharge more liquid pharmaceutical waste per month than the volumes listed below. The volume limit is based on the concentration of active ingredients in the product.

Volume Limit	Active Concentration
10 litres	125mg/5ml
5 litres	250mg/5ml
3 litres	Above 250mg/5ml

Schedule 3: Prohibited Characteristics

Prohibited trade waste has or is likely to have any of the prohibited characteristics set out below. Prohibited characteristics are present if their concentration exceeds background levels. The background level in relation to any substance means the extent to which that substance is present (if at all) in the municipal water supply used on the premises, or in any other water supply that is approved by Council for the purpose of discharging waste.

Prohibited characteristics

- (1) Any discharge has prohibited characteristics if it has any solid, liquid or gaseous matters, or any combination, or mixture of such matters which by themselves or in combination with any other matters will immediately or in the course of time:
 - (a) interfere with the free flow of wastewater in the wastewater system; or damage any part of the wastewater system;
 - (b) in any way, directly or indirectly, cause the quality of the effluent or biosolids and other solids from any wastewater treatment plant to breach the conditions of a permit issued under the Resource Management Act 1991, or water right, permit or other governing legislation;
 - (c) prejudice the occupational health and safety of any person or people;
 - (d) after treatment be toxic to fish, animal or plant life in the receiving waters;
 - (e) cause malodorous gases or
 - (f) contains substances that cause the discharge of any wastewater treatment plant to receiving waters to be coloured.
- (2) A discharge has a prohibited characteristic if it has any amount of:
 - (a) harmful solids, including dry solid wastes and materials which combine with water to form a cemented mass;
 - (b) dry solids, solids longer than 30mm, fibrous material, sheet films, and anything which may react to form a solid mass;
 - (c) except as allowed for in Schedule 2, liquid, solid or gas which could be flammable or explosive in the wastes, including oil, fuel, , calcium carbide and any other material which is capable of giving rise to fire or explosion hazards either spontaneously or in combination with sewage;
 - (d) asbestos;
 - (e) the following organo-metal compounds:
 - i. tin (as tributyl and other organotin compounds); or
 - ii. chromium (as organic compounds);
 - (f) genetic wastes, being all wastes that contain or are likely to contain genetically altered material from premises where the genetic alteration of any material is conducted;
 - (g) any health care wastes covered by NZS 4304 or any pathological or histological wastes;
 - (h) radioactivity levels not compliant with the Office of Radiation Safety Code of Practice CSP1 for the Use of Unsealed Radioactive Material;
 - (i) any pharmaceutical liquid waste containing cytotoxic ingredients. Cytotoxic waste means waste that is contaminated by a cytotoxic drug.

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Schedule 4: Pre-treatment and Discharge Requirements

Table 6 – Typical requirements for businesses

Business	Typical Requirement
Aquariums	Must meet quarantine requirements.
Bakeries	Appropriate in-floor bucket trap and appropriate in-sink bucket trap.
Barber	Appropriate in-floor bucket trap and appropriate in-sink bucket trap.
Beauticians	Nil.
Building construction	No discharge to sewer permitted.
Business offices with minimal hot food	Nil.
Cafés/takeaways with minimal hot food	Appropriate in-floor bucket trap and appropriate in-sink bucket trap.
Carpet cleaners	20 micron filtration.
Chemists/pharmacists	Nil.
Churches with catering facilities	Appropriate in-floor bucket trap and appropriate in-sink bucket trap.
Community hall with minimal hot food	Nil.
Cooling towers	Discharge not to exceed 500 litres an hour.
Day care	Nil.
Delicatessen with no hot food	Nil.
Dental surgery	Amalgam trap and segregation of waste amalgam.
Dental technician	Plaster trap.
Doctors surgery	Nil.
Dog groomer	Appropriate in-floor bucket trap; appropriate in-sink bucket trap; no organophosphorus pesticide to the wastewater system.
Dry cleaners	Screens to remove solids; solvent recovery unit.
Engineering workshops wash/valet/automotive car	Screens to remove solids; No open areas allowing discharge of rainwater to wastewater system; appropriate in-ground water/oil separator; appropriate in-ground bucket trap; equipment maintenance requirements and discharge limits apply.
Florist	No herbicide to sewer; appropriate in-floor bucket trap; appropriate in-sink bucket trap.
Food business with minimal hot food preparation	Appropriate in-floor bucket trap and appropriate in-sink bucket trap.

Business	Typical Requirement
Fruit and vegetable, retail	Appropriate in-floor bucket trap and appropriate in-sink bucket trap.
Funeral parlour	Nil.
General Retail (excluding food premises, cafes, or coffee lounges)	Nil.
Hairdresser	Appropriate in-floor bucket trap and appropriate in-sink bucket trap.
Health industries, medical centres	Screens to remove solids; appropriate in-floor bucket trap and appropriate in-sink bucket trap; plaster traps; equipment maintenance requirements and discharge limits apply.
Hotels and motels with catering facilities	Appropriate in-floor bucket trap and appropriate in-sink bucket trap.
Kitchens/dining halls	Appropriate in-floor bucket trap and appropriate in-sink bucket trap, Equipment maintenance requirements and discharge limits apply.
Laundries - small	Appropriate in-floor bucket trap and appropriate in-sink bucket trap; screens to remove lint and solids; equipment maintenance requirements and discharge limits apply.
Marae with catering facilities	Appropriate in-floor bucket trap and appropriate in-sink bucket trap.
Motels (without restaurant)	Nil
Optical processes	Appropriate solids settlement pit.
Paint and panel beaters	No open areas allowing discharge of rainwater to wastewater system, appropriate in-ground water/oil/paint separator, appropriate in-ground bucket trap, equipment maintenance requirements and discharge limits apply.
Pet shop	Appropriate in-floor bucket trap and appropriate in-sink bucket trap.
Residential care facilities	Appropriate in-floor bucket trap and appropriate in-sink bucket trap.
Restaurants or school canteens	Appropriate in-floor bucket trap and appropriate in-sink bucket trap; equipment maintenance requirements and discharge limits apply.

Business	Typical Requirement
Retail butchers and fishmongers	Appropriate in-floor bucket trap and appropriate in-sink bucket trap.
Sandwich shop, salad bar, juice bar, coffee shop, fast food or take-away bar	Appropriate in-floor bucket trap and appropriate in-sink bucket trap; equipment maintenance requirements and discharge limits apply.
Sanitary bin washing	Screening and temperature control.
Schools, polytechnics, universities (with laboratories/catering facilities)	Appropriate in-floor bucket trap and appropriate in-sink bucket trap.
Service Stations and Automotive servicing workshops/garages	No open areas allowing discharge of rainwater to wastewater system; appropriate in-ground water/oil/paint separator; appropriate in-ground bucket trap; equipment maintenance requirements and discharge limits apply.
Swimming pool/spa (residential, hotel, or club)	No open areas draining rainwater to the wastewater system; discharge must be less than 2 L/s.
Veterinary	Appropriate in-floor bucket trap and appropriate in-sink bucket trap; no organophosphorus pesticide to the wastewater system; no open areas draining rainwater to the wastewater system.
X-ray (<10 standard x-ray films a day, e.g. small professional customers, chiropractors, veterinary clinics, dentists, GPs)	Dilute silver rich solutions may be discharged to the wastewater system in quantities of less than 1 litre per day.
Grease Trap Sizing Guide for Food Retail Businesses	<p>A conventional tank type grease trap must have a functional capacity of no less than 500 litres. It is recommended grease traps be sized based on:</p> <ul style="list-style-type: none"> (a) 40 litres capacity per served meal per hour; or (b) 5 litres capacity per seated person/served meals per day; <p>PLUS</p> <ul style="list-style-type: none"> (c) an additional 25% capacity for peak flushes; and (d) an additional 250 litres capacity for each connected dishwasher. <p>Retention time within the grease trap must be a minimum of one hour in all cases.</p>

DRAFT

APPENDIX 2

Statement of Proposal – Draft Wastewater and Trade Waste Bylaw 2021 (document 10554621)



STATEMENT OF PROPOSAL

Waipa District Wastewater and Trade Waste Bylaw 2021

March 2021

This Statement of Proposal is made for the purposes of Sections 83, 145, 148, and 156 of the Local Government Act 2002.

It includes:

- Background to the proposal
- Reasons for the proposal
- Legislative requirements that Council must consider
- Perceived issues, and options considered by Council
- Summary of proposed changes
- How to provide your feedback
- New draft Wastewater and Trade Waste Bylaw 2021.

STATEMENT OF PROPOSAL

Background to the proposal

Waipa District Council is reviewing its current Trade Waste Bylaw 2011 and Wastewater Drainage Bylaw 2011 under section 159 of the Local Government Act 2002 (LGA). It is proposing to revoke these bylaws and replace them with the Waipa District Wastewater and Trade Waste Bylaw 2021. We are seeking your views on this proposal.

Purpose of the bylaw

The purpose of the new bylaw is to:

- protect the health and safety of people and the environment from potential adverse effects of harmful substances being discharged into the wastewater system;
- protect the wastewater system from damage, misuse and interference;
- produce wastewater and biosolids of a consistent quality;
- encourage waste minimisation, cleaner production, efficient recycling and reuse of waste streams by businesses; and
- ensure that businesses maintain trade waste discharges within agreed levels.

Reasons for the proposal:

The reasons for the proposal are to:

- Comply with the LGA requirement that the bylaws be reviewed within 10 years;
- Effectively deal with issues associated with the management of trade waste and wastewater that have arisen since 2011; and
- Consolidate the bylaws given their overlapping coverage, which is aligned with the approach of other local authorities, including Hamilton City Council with whom Waipa District Council manages a trade waste service.

Council has been working through a review process in line with the requirements of the LGA. We are now seeking your views on a new draft Wastewater and Trade Waste Bylaw 2021 to replace the existing bylaws.

The draft Wastewater and Trade Waste Bylaw 2021 is attached to this Statement of Proposal.

LEGISLATIVE REQUIREMENTS THAT COUNCIL MUST CONSIDER

Under section 155 of the Local Government Act 2002, Council must, before commencing the process for making a bylaw, determine whether a bylaw is the most appropriate way of addressing the perceived issues. If it is, Council must determine whether the draft bylaw is

the most appropriate form of bylaw and whether it gives rise to any implications under the New Zealand Bill of Rights Act 1990.

1. Is a bylaw the appropriate means to deal with the problem?

Section 145 of the LGA states that a territorial authority may make bylaws for its district for one or more of the following purposes:

- (a) To protect the public from nuisance;
- (b) To protect, promote, and maintain public health and safety; and
- (c) To minimise the potential for offensive behaviour in public places.

Benchmarking against other councils showed that issues related to wastewater and trade waste were addressed through bylaws. A bylaw is also considered by staff to be the most appropriate mechanism to effectively deal with those issues. The proposed bylaw aligns with the LGA purposes above.

Council's Strategic Planning and Policy Committee at its 1 May 2018 meeting, reviewed the issues related to the current Trade Waste and Wastewater bylaws and determined that bylaw remain the most appropriate way to address the issues identified, this is still considered the case.

2. Is the new bylaw in the appropriate form?

The draft bylaw focuses on identified issues and is customised to suit the particular circumstances of Waipa District. This review provides an opportunity to update the bylaw provisions to meet current Council and community needs in a clear and comprehensible way. The draft bylaw is consistent with Council document standards and is written in plain English. It is therefore considered to be the most appropriate form of bylaw.

3. Is the bylaw consistent with the New Zealand Bill of Rights?

The New Zealand Bill of Rights Act 1990 details a number of rights and freedoms in relation to the life and security of people. The purpose of the bylaw is to enable Council to manage trade waste and wastewater in accordance with the Local Government Act 2002. The regulatory controls provided under this bylaw are important to ensure the health and safety of people, Council's wastewater infrastructure, and the environment. It is therefore considered that the draft bylaw imposes no obvious infringements or implications with the New Zealand Bill of Rights Act 1990.

SUMMARY OF PROPOSED CHANGES

The main areas of change between the current bylaw and the draft bylaw include::

- The Trade Waste Bylaw 2011 and the Wastewater Drainage Bylaw 2011 are combined, as has been the approach for other Councils, including Hamilton City Council.
- The substantive regulatory requirements in the old bylaws have largely been replicated but have been reflected with different wording. The changes include the

removal of redundant provisions such as duplication of provisions in the Local Government Act 2002 or specification of internal Council processes. Schedules and clauses are renumbered

- Schedule 1A (now Schedule 2) Permitted Characteristics: reduction in acceptable levels of some waste characteristics to better align with current treatment capabilities at our wastewater treatment plants
- Schedule 1A (now Schedule 2) Permitted Characteristics: removal of all stated specific mass limits. Clauses within the bylaw will still allow for these to be applied, but assessments will be made on an individual basis as required and part of consenting processes
- Trade Waste Discharge and Consents: the current Controlled Trade Waste Consent, Conditional Trade Waste Consent and permitted trade waste notice categories are removed and replaced with “Trade Waste Consent” which may be with or without conditions . This enables simplification of the consenting structure without compromising controls. Existing controlled or conditional consents within the Waipa District will be deemed a Trade Waste Consent under the new Bylaw.

HAVE YOUR SAY

WE NEED YOUR FEEDBACK

Please tell us what you think of what we are proposing by making a submission.

Submission forms and copies of the Statement of Proposal and draft Bylaw are available:

- Online at the Council's website: www.waipadc.govt.nz
- At the Council Offices and Libraries
- By phoning (07) 872 0030 and requesting a copy.

You can make a submission by:

- Entering it online at: www.waipadc.govt.nz
- Posting it to: FREEPOST 167662 (no stamp necessary)
 Waipa District Council
 Attn: Strategy
 Private Bag 2402
 TE AWAMUTU 3840
- Emailing it to: submissions@waipadc.govt.nz. Put Wastewater and Trade Waste Bylaw Review – Submission in the subject line.
- Faxing it to: (07) 872 0033
- Delivering it to: one of the Council Offices in 101 Bank Street Te Awamutu or 23 Wilson Street, Cambridge.

Submissions must be received by 5pm on 5 July 2021

Key Dates:

Submissions open	Monday 3 May 2021
Submissions close	Monday 5 July 2021
Submissions hearing	3 August 2021 (to be confirmed)
Council adopts Bylaw	31 August 2021 (to be confirmed)

Council will acknowledge in writing each submission received. All submissions will be considered and deliberated on. However you are also invited to present your submission in person to Council's Strategic Planning and Policy Committee at a formal hearing in Te Awamutu on 3 August 2021 (or as early thereafter as possible).

If you have any further queries or would like further copies of the draft Wastewater and Trade Waste Bylaw, please contact Graham Pollard on 0800 924 723.

Submission Form

	Wastewater and Trade Waste Bylaw 2021 Submission Form
To: Waipā District Council, Private Bag 2402, Te Awamutu 3840 Phone: 0800 924 723 Fax: 07 872 0033 Web: www.waipadc.govt.nz Email: submissions@waipadc.govt.nz	

SUBMISSIONS CLOSE: 5pm – 4 June 2021

Full name:	_____	<i>For office use only:</i> Submission No.
Organisation: (if applicable)	_____	
Address for correspondence:	_____	
_____	_____	
Email:	_____	
Phone:	_____	

Submissions made under the Local Government Act 2002 are public documents. They are made available in a report to the elected members of Council and to the public via Council's website and on request. Personal information supplied will be used for administration purposes and as part of the consultation process. You have the right to correct any errors in personal details contained in your submission.

Are you happy for your name to be released to the public in association with this submission?

Yes No

I wish to present my submission verbally to a public Council hearing: Yes No

I/we support / oppose the proposed Wastewater and Trade Waste Bylaw 2021

The reasons for my/our support or opposition of the proposed Wastewater and Trade Waste Bylaw 2021:

Are there any of the bylaw clauses you would like to see changed/added?

I would like to see the following changes to the proposed Wastewater and Trade Waste Bylaw 2021:

I have attached additional information: Yes No

I would like to present my submission to Councillors in person

.....
Signature of person making submission or person authorised to sign on behalf of person making submission

.....
Date

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: 02 June 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 30 April 2021 be received.

3 COMMENT

3.1 Discretionary Grants – funds of \$4,725.00 have been committed from the prior year, with \$4,725.00 having been paid to date. Funds of \$50,500.14 have been committed from the current year, with \$38,406.43 having been paid to date. There is a balance of \$5,667.32 in uncommitted funds.

3.2 The balances in accounts set up from the Discretionary Grants allocation total \$12,093.71.

Sister Cities

The Sister City Reserve Balance Report for the period ended 30 April 2021, there has been \$6,765.00 committed from the current year, with \$4,545.48 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, slightly slanted style.

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	55,225.14	
		55,225.14
Uncommitted funds		<u><u>5,667.32</u></u>
Summary of Uncommitted Funds		
Annual Grants		<u><u>5,667.32</u></u>

CAMBRIDGE COMMUNITY BOARD

Summary of Committed Funds**Current Year Commitments**

	Committed	Expenditure	Balance
Commitments 2020/21	50,500.14	38,406.43	12,093.71
Current Year Commitments Total	50,500.14	38,406.43	12,093.71

Prior Year Commitments

	Committed	Expenditure	Balance
Prior Year Commitments	4,725.00	4,725.00	-
Prior Year Commitments Total	4,725.00	4,725.00	-

Total Commitments

55,225.14	43,131.43	12,093.71
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Commitments 2020/21

	Resolution No	Committed	Expenditure	Balance
Discretionary Grants	5/20/92	26,737.53	25,987.53	750.00
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	120.50	1,379.50
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	2,025.00	4,975.00
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	-
SBI Productions Ltd	5/21/35 - Apr 21	135.00	-	135.00
Total		50,500.14	38,406.43	12,093.71

Prior Year Commitments

	Resolution No	Committed	Expenditure	Balance
Home of Cyling 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	4,725.00	-

Sister Cities Reserve Balance Report
For the Period Ended 30 April 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	717.55	1,282.45
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	325.97	124.03
		<u>6,765.00</u>	<u>4,545.48</u>	<u>2,219.52</u>

Summary of Uncommitted Funds

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



To: The Chairperson and Members of the Cambridge Community Board
From: Keryn Phillips, Governance Officer
Subject: **RETURN OF ALLOCATED FUNDS TO UNCOMMITTED FUNDS**
Meeting Date: 2 June 2021

1 EXECUTIVE SUMMARY

The purpose of this report is to approve the return of unspent funds from the ANZAC Day 2021 budget to uncommitted funds.

2 RECOMMENDATION

That the Cambridge Community Board:

- a) *Receive the report 'Return of Allocated Funds to Uncommitted Funds' (document 10620175) of Keryn Phillips, Governance Officer, and*
- b) *Return \$4,275 plus GST allocated to ANZAC Day 2021 (Resolution 5/21/10) to uncommitted funds.*

3 BACKGROUND

At the 3 February 2021 meeting of the Cambridge Community Board, the community board resolved to set aside \$7,000 plus GST from its discretionary fund for expenses related to ANZAC Day 2021.

RESOLVED

5/21/10

That the Cambridge Community Board

- a) *Receive the report ANZAC Day 2021 (Document 10547315) by Keryn Phillips, Governance Officer, and*
- b) *Approve the payment of up to \$7,000.00 plus GST from its discretionary fund for the following expenses in relation to Anzac Day 2021 related costs:*
 - *Hire of the Cambridge Town Hall*

- *Audio and visual*
- *Flower arrangements for the hall*
- *Printing and artwork costs*
- *Catering*
- *Other associated costs*

All invoices for the expenses for the day have been received and the total expenditure for the event is \$2,725 plus GST. This leaves \$4,275 in unspent funds allocated for the event.

Staff recommend that the community board return the unspent funds of \$4,275 plus GST to uncommitted funds, so the community board may use the funds for any future discretionary spending.



Keryn Phillips
Governance Officer



Ken Morris
Deputy Chief Executive / Group Manager Business Support

CAMBRIDGE COMMUNITY BOARD REPORT



To: The Chairperson and Members of the Cambridge Community Board
From: Governance
Subject: **Discretionary Fund Application**
Meeting Date: 2 June 2021

1 SUMMARY

An application from Horahora Hall Society Incorporated for discretionary funding has been received. The organisation is requesting \$5,190.00 plus GST towards the costs of signs welcoming visitors to the district.

The full application including financial information has been sent to the Cambridge Community Board separate to this agenda.

2 RECOMMENDATION

That the Cambridge Community Board receive the application for discretionary funding requesting \$5,190.00 plus GST from Horahora Hall Society Incorporated (document 10622836)

3 ATTACHMENTS

Appendix 1 – Discretionary Fund Application, Horahora Hall Society Incorporated (document 10622836)

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

APPLICATION FORM FOR COMMUNITY DISCRETIONARY FUND

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

Cambridge Community Board (Cambridge/Maungatautari Wards – includes Karāpiro).

Details of club/organisation

Name:

Horahora Memorial Hall (Horahora Hall Society Incorporated 496090).

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

Objectives:

Horahora (Ngāti Koroki Kahukura), is a community in the Waipā district and is nestled on the foothills of Maungatautari mountain. The Horahora Memorial Hall was built in 1953 and transported to its current site in 1974.

Its objective is a simple one, to be the physical and spiritual heart of Horahora. The recent, PGF-backed restoration and renovation has reinforced and ensured its place in the community for generations to come. When people get together, connections are strengthened and resilience is built.

How it promotes local services/facilities:

Throughout its almost seventy-year history, it's provided the place for dance classes, indoor bowls, badminton, school performances, kitchen evenings, prize-givings, reunions, community meetings, 21sts, church services, school discos, memorials, and accommodation for events.

The newly refurbished space will allow for multiple uses, for example crop swaps/farmer's markets, live music events, wedding reception events, sports events, and as a wellbeing venue.

It will also house a history wall and we are currently in the process of collecting these stories, photos, and historical documents from the community.

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

68 years.

Where are any facilities used by your organisation located?

1806 Maungatautari Road.

Are they on private property?

No. The hall is on Waipā District Council-owned. However, the three signs are to be placed on private land.

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

All year.

How many members in your organisation (including volunteers)?

There are seven committee members and one community member, who represents the community for this district sign project.

Proposal for financial assistance

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

Background:

In conducting the research with the community for the hall restoration and renovation project back in June 2020, it was clear that Horahora has a recognition problem.

Like many other small communities around New Zealand, Horahora is being left off the map and the likes of Google Maps, NZ Post maps, and even council maps have it marked down as Maungatautari.

While we have nothing against our Maungatautari cousins, many residents feel that we are at an inflection point in our history. As we learned that some newer residents didn't know they were in fact living in Horahora. Not to mention, folks just passing through.

For those who have lived here a long time, or have families/whanau, hapū, and iwi that go back generations, our name is important.

It represents a story about a young mother on a long journey who stopped to rest and feed her baby by the river, it represents years of hard work and building and growing, and it represents many community get-togethers, fundraising efforts, and time spent together, in good times and in bad.

Horahora is having a tough time being seen as a district. And, signs that loudly and proudly say its name at the three entry points will literally put a stake in the ground. It will be the first step in claiming our history back and will go a long way in ensuring that future generations will know where we've come from.

Proposed activity:

- Three signs on private land at the entry/exit points of the Horahora district.

Additional detail:

- The designs have gone through an extensive consultation process over six months with the community (residents and representatives from Pōhara, Horahora Primary School, and Horahora residents both past and present). As well as Waipā District Council's transport team and Waipā District Council's communications team to ensure we meet specific requirements.
- The final design is due to be decided on via a poll with all community stakeholders in early June.
- To date, design time has been backed financially by Horahora residents, Neville and Louise Williams. And, the design strategy and management of the community engagement process has been donated time via Gina Williams.

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

We have obtained two quotes and want to work with Waipā District Council's preferred supplier. Please see below and attached:

- Sign Boss Limited
 - 3 x signs (no framing or installation)
 - \$548.55
- Wraptrade Limited
 - 3 x signs (including framing and installation)
 - \$5968.50

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

- **Cultural well-being:** The bends of the river on the sign have been deliberately chosen to reflect the bends in the river where the origin story takes place. As a phase two of the project next year, we will also include a panel for cyclists to read that explains the origin story of the name.
- **Social well-being:** We are more likely to be resilient if we have strong community connections and know where we come from.
- **Economic well-being:** Many small businesses operate in the district and the signs will serve as literal signposts. As, all too often, people who aren't used to the area get lost on the first visit. Additionally, coupled with the newly refurbished hall, the signs will no doubt help to raise the profile of the district and the hall, to help facilitate future bookings.
- **Environmental well-being:** The Horahora district has a proud environmental focus. Many farmers have undertaken restoration work, some residents have also worked on the Maungatautari Ecological Island project, and Horahora Primary School is an EnviroSchool. The sign designs reflect this, in highlighting our close links to the maunga and the awa.

Financial details**What is the legal status of your organisation?**

Incorporated Society 496090.

Is your organisation GST Registered?

Yes. GST number: 056 – 554 – 130

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

Hiring out fees and rates.

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

Attached.

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

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

Attached.

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

Organisation	Purpose	Amount (\$)	Year
Provincial Growth Fund/Provincial Development Unit	To restore and renovate the hall.	\$293,110	2020

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

Applicant Organisation Details

Full legal name (as on your bank account):

Horahora Hall Society Incorporated

Common use name (if different):

Horahora Memorial Hall

Contact person (for the district sign project):

Gina Williams

Postal Address:

[Redacted]

Street Address:

[Redacted]

Email (and website if applicable):

[Redacted]

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

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

Name of person completing form: Gina Williams
Signed: _____ Date: 25 May 2021
Position in Organisation: Community member, representing the community for the district sign project.
Daytime Contact Number: [REDACTED]

Alternative contact person: Selina Oliver
Signed: _____ Date: 25 May 2021
Position in Organisation: Horahora Memorial Hall Committee Member.
Daytime Contact number: [REDACTED]

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

CAMBRIDGE COMMUNITY BOARD REPORT



To: The Chairperson and Members of the Cambridge Community Board
From: Keryn Phillips, Governance Officer
Subject: **LE QUESNOY SISTER CITY WORKING GROUP UPDATE**
Meeting Date: 2 June 2021

1 EXECUTIVE SUMMARY

Waipa District Council has delegated Cambridge Community Board the authority to maintain and enhance the sister city relationship between Cambridge and Le Quesnoy (France) and as such the Le Quesnoy Sister City Working Group was established.

The Le Quesnoy Sister City Working Group met on 17 May 2021 after a hiatus due to COVID-19. As a result of the meeting the working group made some recommendations to the Cambridge Community Board.

Councillor Webber wants to step down from the role of Chairperson of the group and the group proposes that Board Member MacKay become the new chairperson. Planning for Bastille Day 2021 is well underway and funding of \$350 plus GST is requested to cover costs for the event. The working group would also like information boards created to mark the sister city relationship between Le Quesnoy and Cambridge at the centennial marking the end of World War 1, permanently erected on the Lake Te Koo Utu reserve.

2 RECOMMENDATIONS

That:

- a) *The Cambridge Community Board receive the report 'Le Quesnoy Sister City Working Group Update' (document 10621979) of Keryn Phillips, Governance Officer.*
- b) *The Cambridge Community Board accept the resignation of Councillor Webber and appoint Board Member MacKay as chairperson of the Le Quesnoy Working Group.*

- c) *The Cambridge Community Board allocate \$350 plus GST from its Sister Cities budget to cover expenses for the Bastille Day 2021 event organised by the Le Quesnoy Sister City Working Group, with any unspent funds returned to Sister Cities uncommitted funds.*
- d) *The Cambridge Community Board recommend to Waipa District Council staff to display the Le Quesnoy information boards permanently on the Lake Te Koo Utu Reserve leading to the Le Quesnoy Sculpture on Thornton Road with a correction to be made on display board three that the gun on display be a 4.5 Howitzer (currently noted as an 18 pounder).*

3 CHAIRPERSON

Councillor Grahame Webber, chairperson of the Le Quesnoy Working Group, indicated at the meeting that he was not able to commit the time required to successfully chair the working group and would be stepping down from the role.

The working group nominated Board Member Alana MacKay to fill the chairperson's role of the Le Quesnoy Sister City Working Group. Board Member MacKay has accepted the nomination.

The working group resolved:

That the Le Quesnoy Working Group recommend to Cambridge Community Board to appoint Alana MacKay to be chair of the Le Quesnoy Sister City Working Group.

4 BASTILLE DAY EVENT

Bastille Day, Wednesday 14 July 2021, is an annual event the Le Quesnoy Sister City Working Group plans. This year the group is planning a soirée at Tivoli Cinema, can-can dancing lessons and are working in with Cambridge Museum on a couple of children's activities including writing postcards to be sent to Le Quesnoy and building an Eiffel Tower made of Lego.

Anticipated expenses include hall hire and instructor for the can-can lessons and postcards and postage, totalling \$350 plus GST. The working group is requesting funding for the event from the Sister Cities budget.

5 LE QUESNOY INFORMATION BOARDS

The Le Quesnoy Sister City Working Group discussed the permanent erection of the information boards highlighting the relationship between New Zealand and Le Quesnoy, which was established at the end of World War 1. The information boards

were commissioned to commemorate the centennial of the war and are put up intermittently in the Lake Te Koo Utu Reserve for special occasions.

The working group also noted that a correction needed to be made on one display board, which show a picture of a cannon described as a 18 pound cannon, but is a 4.5 Howitzer.

The working group resolved:

That the Le Quesnoy Sister City Working Group recommend to the Cambridge Community Board to encourage Waipa District Council to display the Le Quesnoy information boards permanently on the Lake Te Koo Utu Reserve leading to the Le Quesnoy Sculpture on Thornton Road with a correction to be made on display board three that the gun on display be a 4.5 Howitzer (currently noted as an 18 pounder).



Keryn Phillips
Governance Officer



Ken Morris
Deputy Chief Executive / Group Manager Business Support

CAMBRIDGE COMMUNITY BOARD REPORT



To: The Chairperson and Members of the Cambridge Community Board
From: Keryn Phillips, Governance Officer
Subject: **PHOTOS FOR BIHORO**
Meeting Date: 2 June 2021

1 EXECUTIVE SUMMARY

Waipa District Council has delegated Cambridge Community Board the authority to maintain and enhance the sister city relationship between Cambridge and Bihoro (Japan).

As part of the exchange of photographs with Bihoro, the opening of the new Cambridge pool was discussed by the community board as another example of Cambridge community life to send to Bihoro. A quote of \$200 plus GST has been received from a photographer.

2 RECOMMENDATION

That the Cambridge Community Board

- a) *Receive the report 'Le Quesnoy Sister City Working Group Update' (document 10622025) of Keryn Phillips, Governance Officer, and*
- b) *Allocate \$200 plus GST from the Sister Cities budget, on receipt of invoice, to Michael Jeans Photographer for the purchase of photos of the Cambridge pool opening to send to Bihoro.*

3 PHOTO EXCHANGE

A photograph exchange has been established with Bihoro, as an alternative to travel restrictions that are in place due to COVID-19. Bihoro has sent some photographs to the Cambridge Community Board and the Community Board has also sent photos to Bihoro.

At the 5 May 2021 Cambridge Community Board meeting, the board members discussed furthering the photograph exchange with Bihoro. As a consequence Michael Jeans was appointed to take photos of the Cambridge pool opening. A quote of \$200 plus GST has been received from him for his services to take the photos and for the Cambridge Community Board to send to Bihoro.



Keryn Phillips
Governance Officer



Ken Morris
Deputy Chief Executive / Group Manager Business Support

CAMBRIDGE COMMUNITY BOARD REPORT



To: Members of the Cambridge Community Board
From: Sue Milner, Chairperson
Subject: **CHAIRPERSON'S REPORT**
Meeting Date: 2 June 2021

1 SUMMARY

It's been a busy month, and it was really good to get out for our rural tours. These rural areas and their halls are an important part of our Cambridge community. A big thanks go to all of those who took the time to come and meet with us. We will be going through some of the comments from the rural communities and if we are able to assist them, we should be considering how we can do so.

It's particularly exciting this past month to know that Waipa District Council will have a Māori Ward, as a Community Board we will be looking forward to working with the future Māori Councillors and local Iwi.

It has been a big month for Cambridge now that the new pool complex has been opened, it is a real asset for all of us.

It is also good to know that the part of Duke St that was temporarily one lane only for the Streets for People trial is being restored to two-way, this is especially important for our very busy emergency services.

2 RECOMMENDATION

That the Cambridge Community Board receive the Chairperson's Report (Document 10624002) of Sue Milner, Chairperson.



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 (Goddin)
Cambridge Community Arts Council (Andree-Wiltens)
Cambridge Information Centre (Goddin)
Cambridge Safer Community Charitable Trust (Montgomerie)
Cambridge Social Services Committee (Davies-Colley)
Cambridge Tree Trust (Milner)
Cambridge Wastewater Treatment Plant – Project Advisory Group (Webber)
Cambridge Historical Society (Milner)
Le Quesnoy Sister City Working Group (MacKay)
Bihoro Sister City Working Group (MacKay)
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, 4 August 2021 at the Don Rowlands Centre, Karapiro