

Service Delivery Committee Public Agenda - 16 May 2023

Council Chambers
101 Bank Street
Te Awamutu



Chairperson
CS St Pierre

Members

Her Worship the Mayor SC O'Regan, AW Brown, LE Brown, PTJ Coles, RDB Gordon, ML Gower, MG Montgomerie, MJ Pettit, EM Stolwyk, BS Thomas, Vacancy

16 May 2023 09:00 AM

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7. Te Ara Rimu Kihikihi Pathway - Scheme Plan Approval	Erik Van Der Wel and Bryan Hudson	09:25 AM-09:40 AM	28
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10.	Request for New Public Road Names - SP/0148/21 Stage 1C and 1D	James Brott, Eva Cucvarova and Mike Kulpa	10:05 AM-10:10 AM	72
11.	Resolution to Exclude the Public	Chairperson	10:10 AM-10:11 AM	79



APOLOGIES



DISCLOSURE OF MEMBERS' INTERESTS

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



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 the reasons why the item was not on the agenda and why it cannot be dealt with at a subsequent meeting on the basis of a full 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, agenda format and content.



CONFIRMATION OF ORDER OF MEETING

Recommendation

That the order of the meeting be confirmed.

COMMITTEE AGENDA



To: The Chairperson and Members of the Service Delivery Committee
From: Governance
Subject: **CONFIRMATION OF OPEN MINUTES**
Meeting Date: 16 May 2023

1 EXECUTIVE SUMMARY – WHAKARĀPOPOTOTANGA MATUA

The local authority, its committees, subcommittees and any local and community boards must keep minutes of their proceedings. These minutes must be kept in hard or electronic copy, authorised by a Chairperson’s manual or electronic signature once confirmed by resolution at a subsequent meeting. Once authorised the minutes are the prima facie evidence of the proceedings they relate to.

The only topic that may be discussed at a subsequent meeting, with respect to the minutes, is their correctness

2 RECOMMENDATION – TŪTOHU Ā-KAIMAHI

That the open minutes of the Service Delivery Committee meeting held on 18 April 2023, having been circulated, be taken as read and confirmed as a true and correct record of that meeting.

3 ATTACHMENT – ĀPITITANGA

Service Delivery Minutes – 18 April 2023

COMMITTEE MINUTES



Committee: Service Delivery
Time: 9.00am
Date: Tuesday 18 April 2023
Venue: Council Chambers, Waipā District Council,
101 Bank Street, Te Awamutu

PRESENT

Chairperson

CS St Pierre

Members

AW Brown, LE Brown, PTJ Coles, RDB Gordon, ML Gower, MG Montgomerie, MJ Pettit (via Zoom), EM Stolwyk, BS Thomas, (Vacancy)

1 APOLOGIES

RESOLVED

15/23/28

That the apology for non-attendance from Mayor O'Regan who was on personal business be received.

Councillor Coles / Councillor L Brown

2 DISCLOSURE OF MEMBERS' INTERESTS

None

3 LATE ITEMS

Nil

4 CONFIRMATION OF ORDER OF MEETING

COMMITTEE MINUTES



RESOLVED

15/23/29

That the Service Delivery Committee confirms the order of the meeting.

Councillor A Brown / Councillor Gordon

5 CONFIRMATION OF MINUTES

RESOLVED

15/23/30

That the open minutes of the Service Delivery Committee meeting held on 21 March 2023, having been circulated, be taken as read and confirmed as a true and correct record.

Councillor Thomas / Councillor L Brown

6 PASSENGER TRANSPORT DEPOT LEASE AGREEMENTS

The purpose of this report was to seek approval to enter into an access agreement, and two separate lease agreements, with Waikato Regional Council in relation to Waipā District Council land to be used as bus depots.

RESOLVED

15/23/31

That the Service Delivery Committee

- a) **Receives** the report of Erik Van Der Wel, Programme Engineer – Transportation, titled *Passenger Transport Depot Lease Agreements* (document number 10984515);
- b) **Notes** that Council has previously approved the following sites to be used as an electric bus fleet depot by Waikato Regional Council:
 - i. land located at the corner of Cambridge Road and Matos Segedin Drive, Cambridge described as Lot 5 Deposited Plan South Auckland 72654 and comprised in Record of Title SA58B/992 (“Cambridge Land”);

COMMITTEE MINUTES



- ii. *part of the land located at Havelock Street, Kihikihi described as Allotment 339 Town of Kihikihi and Lot 1 Deposited Plan South Auckland 91963 and comprised in Records of Title SA23B/213 and SA72D/136 (“ Kihikihi Land”);*
- c) **Approves** Council entering in to an access agreement with Waikato Regional Council, in the form based on Appendix 1 to this report, to enable Waikato Regional Council to undertake certain depot-related works on the Cambridge Land and Kihikihi Land, and subsequently enter into leases with Council in respect of that land;
- d) **Notes** that under the access agreement, the rights and obligations of the parties in respect of the Kihikihi Land, including the obligation to enter into a lease in respect of that land, are conditional on the reserve status of that land being revoked in accordance with the Reserves Act 1977;
- e) **Approves** Council separately leasing to Waikato Regional Council the Cambridge Land and Kihikihi Land (if its reserve status is revoked), in accordance with the access agreement for a term of 34 years and 364 days in the forms based on Appendices 2 and 3 to this report;
- f) **Delegates** to the Deputy Chief Executive, Ken Morris, authority to finalise negotiations and sign such agreements and other documents as necessary to enter into the access agreement and leases referred to in recommendations c) and e).

Councillor Stolwyk / Councillor Coles

7 CAMBRIDGE CCTV LOCATION UPDATE

The purpose of this report was to seek approval to change proposed automatic number plate recognition camera (ANPR) locations in Cambridge.

RESOLVED

15/23/32

That the Service Delivery Committee

- a) *Receives the report of Bryan Hudson – Manager Transportation, titled Cambridge CCTV Location Update (document number 10979932);*
- b) *Approves Cambridge ANPR camera Location Update as follows:*



Priority	Initial proposal	New location
1	Victoria/Queen – ANPR Victoria/Duke St - ANPR	Tirau Rd - ANPR
3	Shakespeare/Cook St - ANPR	

Councillor Coles / Councillor L Brown

Councillor Gordon and Councillor Pettit requested their votes against be recorded.

8 KAIRANGI LOOP BENT SPRINT 2023 – REQUEST FOR TEMPORARY ROAD CLOSURE

The purpose of this report was to seek approval to temporarily close a public road for an event.

RESOLVED

15/23/33

That the Service Delivery Committee

- a) *Receives the report of Jennifer Braithwaite, Operations Team Leader Transportation, titled Kairangi Loop Bent Sprint 2023 – Request for Temporary Road Closure (document number 10951535);*
- b) *Approves the temporary closure of the following roads on **Sunday 21 May 2023:**
Between **9.00am** and **5.00pm***
 - **Kairangi Road** – *between Norwegian Road and the southern end of Robinson Road*
 - **Robinson Road** – *full length*

in accordance with Sections 319(h) and 342, and Section 11 of Schedule 10 of the Local Government Act 1974;

- c) *Authorises public notification of the approved road closure before the event, as required by the Local Government Act 1974.*

Councillor Gower / Councillor A Brown

COMMITTEE MINUTES



9 RESOLUTION TO EXCLUDE THE PUBLIC

RESOLVED

15/23/34

THAT the public be excluded from the following parts of the proceedings of this meeting.

The general subject of the matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
<p>10. Confirmation of Public Excluded Minutes – 21 March 2023</p> <p>11. 290701 C2 and C3 Central Stormwater Outfall Structure Contract Award</p> <p>12. Section 1: Te Awamutu to Lake Ngā Roto Cycleway – Investigation and Validation of Alternative Alignment</p>	<p>Good reason to withhold exists under section 7 Local Government Official Information and Meetings Act 1987</p>	<p>Section 48(1)(a)</p>

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act, or Sections 6, 7 or 9 of the Official Information Act 1982, as the case may be, which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, are as follows:



Item No.	Section	Interest
10,11,12	Section 7(2)(i)	To enable the Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)

Councillor Thomas / Councillor Gower

The meeting went into Public Excluded at 9.35am
 There being no further business the meeting closed at 9.57am

CONFIRMED AS A TRUE AND CORRECT RECORD

CHAIRPERSON: _____

DATE: _____

COMMITTEE REPORT



INFORMATION ONLY

To: The Chairperson and Members of the Service Delivery Committee
From: Manager Transportation
Subject: **Transportation Activity Report**
Meeting Date: 16 May 2023

1 EXECUTIVE SUMMARY – WHAKARĀPOPOTOTANGA MATUA

The purpose of this report is to provide the Service Delivery Committee with information on the activities pertaining to the Transportation Team’s operations from 1 February to 30 April, and projects for the current financial year.

2 RECOMMENDATION – TŪTOHU Ā-KAIMAHI

That the Service Delivery Committee receives the report of Bryan Hudson, Manager Transportation, titled Transportation Activity Report (document number 11003762).

3 COMMENTARY - KŌRERO

The following projects are confirmed for the current construction season:

Pavement Rehabilitation	Start	End	Length	Status (Budget 2022/23 \$2.0M)
Allen Rd	100	785	685	Construction Complete.
Ngahinapouri Rd	54	149	95	Construction just started. Repair works from SH39 detour.
Ngahinapouri Rd	1218	2213	995	Construction just started. Repair works from SH39 detour.
Puniu Road	15	650		Works completed last year, and asphalt surfacing laid January 2023
Te Pahu Road	14000	15420	1420	Construction underway, sealing completed.
Total			3.2km	

Resurfacing	Plan (km)	Laid (km)	% Done	Status / Notes (Budget 22/23 \$4.0M)
Asphalt surfacing	0.7	2.18*	300	Includes new surface to Puniu Road 0.64km. Spent \$4.18M all seal types.
Chip Seal	81.2	63.85*	80	*subject to final asset measurement

Seal Extension	Start	End	Length	Budget 22/23
Lowe Road	695	920	225	Construction completed.

Construction/Improvements	Plan (km)	Done (km)	% or Length Done	Status
Mangapiko Stream footbridge			100%	Complete, decorative panels to be installed by 30 June 2023.
Shanel Place Footbridge			100%	Complete, decorative panels to be installed by 30 June 2023. Awaiting water and waste water pipes off old bridge so it can be removed.
Memorial Park Playground footbridge			90%	Bridge installed and in use, but decorative panels delayed.
Memorial Park Netball court footbridge			90%	Bridge installed and in use, but decorative panels delayed.
Ōhaupō School pedestrian improvements				Works will be completed prior to June 2022.
Ōhaupō Village central signalised pedestrian crossing				Retendering work in early 2023/2024
Cambridge Road, Te Awamutu Roundabout (T9,14 development)			0%	Land purchase negotiations continue with property owners, power and telecom relocations planned as first step toward new intersection works.
Te Awa Cycleway \$5.93M contract value	4.5	4.5	100%	Easements to complete.
Cambridge Road urbanisation			10%	Temporary cycle path in place, main works underway.
CCTV Extension				Implementation underway.
Hall Street (Cambridge) sealing unseal road edges				Consultation underway.

Street Light Upgrading	Plan	Installed	% Done	Budget 2022/23 \$73,500
To improve lighting on existing streets	22	16		Pollard Drive lights complete. Dick St Kihikihi the next site.

3.1 Road Maintenance Contracts

The Traffic Services contract, and the General (Road) Maintenance contracts have been re-tendered and are currently being evaluated. It is anticipated that there may be some delays to the start date of 1 July, but this has been anticipated, and existing contracts can be extended if required.

Higgins completed chip sealing works in mid-April. We have not been able to complete the length target due to high inflation on all sealing costs. Uncompleted roads will be first priority next season. Higgins will concentrate on Ngahinapouri Road restoration following the SH39 closure and detour traffic damage, along with other priority road maintenance sites to the end of June. All repair work on Ngahinapouri Road is funded by Waka Kotahi.

Cyclone Gabrielle clean-up costs were of the order of \$156,000, putting us over our annual storm damage budget by \$140,000 to date.

Leaf fall collection is underway.

3.2 Closed Circuit Television Service

Tranche one installs in the next few weeks will include:

- Alexandra and Mutu intersection, new ANPR and PTZ cameras
- Benson Road, new ANPR camera
- Lyon Street Kihikihi, new ANPR and PTZ cameras
- Tirau Road new ANPR camera
- Shakespeare Street Leamington, new ANPR and PTZ cameras

3.3 Cambridge Road Urbanisation

A temporary path is now in place along the Cambridge Road linking up with the existing path near Peake Road. This will keep pedestrians and cyclists safe during the main construction works which are getting underway now.

3.5 Footpath Works

Footpath replacement works were completed in the period on Cook Street and pavers were re-laid or replaced on Empire and Lake Streets in the CBD. Paths on the western side of the district were replaced earlier in the financial year.

3.6 Victoria Street Bridge Repair and Repainting Project

Repainting of the Victoria Street Bridge in Cambridge is underway. At the same time steelwork maintenance repairs on small sections of the bridge will keep it in good condition for many years to come. The bridge has remained open at all times to traffic, pedestrians and cyclists. The aim is to complete the whole project by late 2023.

April

Work to repaint and maintain the bridge is making fast progress, with contractors starting at the northern end and reaching the main arch span of the bridge.

The first section of the bridge was completed in late March, with a final coat of paint and a layer of anti-graffiti coating being applied, and bird spikes added. The walkway beneath the bridge has been reopened to the public. As work continues towards the bridge centre, crews will begin working on smaller sections. Using less scaffolding will help to reduce the strain on the bridge, as well as reduce potential traffic impacts. Each section will be wrapped prior to repainting and maintenance works are being undertaken to prevent any paint particles or other debris from falling onto the vegetation below or into the Waikato River.

It is expected there will be some disruption to traffic from mid-2023 and staff are still working with the contractor to understand what this will look like. We do know there will be times when only one lane of traffic will be open and short periods (i.e. overnight) when the bridge is fully closed to vehicles. One of our highest priorities is to make sure residents are well informed of any expected disruption to traffic while works are underway, and we will share any information about this well ahead of time.

3.7 Mangapiko Stream (alongside SH3) Footbridge Build and Memorial Park Bridges

Mangapiko Stream Footbridge and Shanel Place footbridges are installed and open. Both bridges will be getting their decorative panels in the next month.

Shanel Place's old bridge is still supporting the water and wastewater pipes. Once these are moved to the new bridge then the old bridge will be removed, and the concrete path repaired.

In Memorial Park the new bridges at the playground and netball courts are installed and open. Some delays with the decorative panels has occurred, so no timetable on delivery is available presently.

3.8 Road Safety

The following table outlines the key activities between February and April 2023

Accountability	Report activities February - April
Ongoing liaison with Road Safety Organisations, other RCAs, NZ Police, NZ Transport Agency, local community, and Council staff in order to establish and foster a safety culture amongst the community.	<ul style="list-style-type: none"> ▪ RSAP - Regional stakeholder meeting (March) ▪ Bike Ready National meeting (March) ▪ Regional Road Safety Forum (March) ▪ Holden Driver Training re young drivers (March) ▪ Child restraint meeting with Te Pae Oranga -planning session (April) ▪ Community of Practice Seminar Waka Kotahi (April)
The development, implementation, and reporting of a community road safety education action plan.	<p>Education/ Safety initiatives for February-April</p> <p>Sober driving</p> <ul style="list-style-type: none"> ▪ Sober driver presentation sports clubs, focus was on standard drinks 'know how much you're drinking' - 15 participants.

Accountability	Report activities February - April
	<ul style="list-style-type: none"> ▪ Further resources distributed to licensed premises. <p>Cycling Cycle Billboard change over (February)</p>   <p>Lights on Bike promotion (April). Approximately 60 sets of lights were distributed to cyclists as part of a 'lights on, be seen' campaign. Police stopped cyclists and reminded them to 'light up'. Most cyclists stopped were school students.</p> <ul style="list-style-type: none"> ▪ School visits/ contact, Cambridge Primary school, St Peter's Catholic Primary School, Cambridge East Primary School, Pirongia Primary School ▪ Cycle skills training Te Awamutu Intermediate - 11 students received grade 2 training (on road). <i>Teachers': comments - very friendly instructors; great with the students; clear instructions; students were all engaged; easy to organise!</i> <p>Fatigue</p> <ul style="list-style-type: none"> ▪ Easter driver fatigue road safety promotion (April) encompassed advertising, social media, and community engagement. ▪ 192 people were spoken to at markets in both Cambridge and Te Awamutu prior to Easter. Messages centred on not starting out tired, having a break every two hours and if need be, having a powernap. Each person spoken to was given a flyer with fatigue information and a small Kit Kat bar.  <p>Young Drivers</p> <ul style="list-style-type: none"> ▪ Young driver day x1 (March), 17 participants along with 11 participant mentors. <p><i>Sample of youth feedback: Enjoyed myself and learnt new things; learnt heaps; professional; it was fun; feel better prepared to make split second decisions on the road.</i></p> 

Accountability	Report activities February - April
	<p>Sample of mentor feedback - <i>Met teenagers and mentors' interest and needs; very informative and eye-opening stories; very well organised; the instructors had a great rapport with both students and parents alike; great energy; it was really great to find out areas for my young adult to work on with driving.</i></p>
Upcoming events May- June	<ul style="list-style-type: none"> ▪ School Road Safety Puppet shows (May) ▪ Young Driver training x1 (May) ▪ Motorcycle skills training x2 (May) ▪ Billboard change over (May) ▪ SADD workshop Te Awamutu College (May) ▪ National Road Safety week promotions (15 May) ▪ Child restraint clinics (May) ▪ Sober driver community presentation (May) ▪ Cambridge Middle School Cycle Skills training (June) ▪ The Right Track Te Ara Tutuki Pai: Recidivist offenders' programme (June)

3.9 Passenger Transport

Staff are endeavouring to engage with Waikato Regional Council to support their communications and marketing for passenger transport services in Waipā.

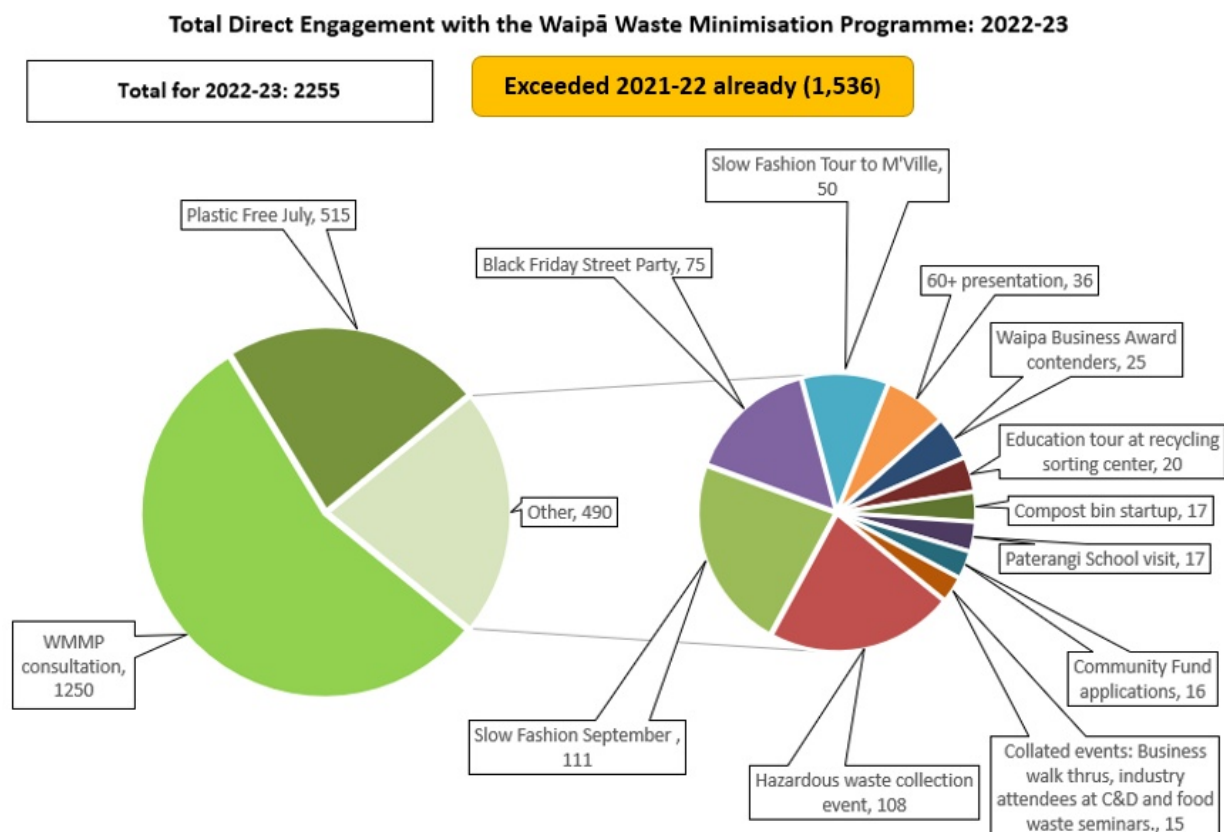
3.10 Urban Mobility Programme

Significant activity continues on the implementation of the Urban Mobility Programme across the two current sites.

Kihikihi – pathway concept designs were completed and consulted on with the community and stakeholders. Feedback from this consultation and recommendations for next steps is subject to a separate paper to the Service Delivery Committee.

Cambridge - pathway concept designs were completed and consulted on with the community and stakeholders. The Project Steering Group has recently met to review this feedback and will in the next month recommend a plan to the Service Delivery Committee.

4 Waste Minimisation Activities



Please note, this KPI does not record the online engagement, like accessing recycling calendars via our website (except for WMMP consultation, where online was counted), or picking up and using one of the 4,000 Zero Waste Waipā booklets, so it is believed that overall engagement has been much higher.

With one quarter to go, the Waste Minimisation Team has exceeded last year's total direct and face to face engagements. This is due to increasing staff capacity by contracting a Waste Minimisation Assistant (25 hours a week) since January and completing a full public consultation for the Waste Minimisation and Management Plan. This project alone resulted in 1,250 engagements.

Paterangi School

Council's Waste Minimisation Advisor, Sally Fraser, visited and engaged with the Nature Ninjas (the enviro group), including playing a recycling relay. The school borrowed the kit so they can take that game and teach each of their classes.

The teacher said:

"My Nature Ninjas did a great job of auditing our recycle bins right through to the end of term and we have two very careful classes. I was so proud of my ninjas because I set them up and they just ran independently without me, even on days I was out of school. We definitely raised awareness and when Camilla (Enviroschools' facilitator) came out and sat in the staffroom she got very positive feedback from the teachers and they admitted even they had learnt a few things from the Nature Ninjas, which was so cool.

We have featured the project in our newsletter too so the message is getting out to the community (and hopefully the kids are keeping an eye on things at home)”.



Slow Fashion Bus Tour – sold out!

Slow Fashion Bus tour is an engaging sustainable fashion tour where keen zero waste staff share favourite op-shops, sustainable fashion tips and pearls of second-hand wisdom along the way and participants go on a self-guided tour of local op-shops and second-hand stores.

Following good evaluation after our first two Slow Fashion bus trips in 2022 and Morrinsville being the most popular location for the next tour, the Waste Minimisation Team partnered with Matamata Piako District Council (MPDC) to run a tour up into Morrinsville. A 50 seater bus is now sold out with Waipā locals. The Waste Minimisation Team is also delivering a tour on behalf of MPDC, from their district to Cambridge, which will be funded by MPDC.

Waste Minimisation Community Fund

The Fund was open and widely promoted for five weeks in alignment with Hamilton City Council, to allow for cross boundary projects. The fund received 16 applications totalling \$108,810. This means that despite raising the funding pool to \$50K this year, it is still significantly over subscribed, and indicates that the Waste Minimisation Team’s active participation within the community continues to build momentum and willingness to engage with Council.

The applications were diverse and of a high quality, targeting a range of populations and waste streams in Waipā. One proposal, from a community social enterprise organisation, which has diverted 4,833 tonnes of items from landfill to date from operations across New Zealand, is wishing to conduct a feasibility study for a commercial waste resource recovery centre in Waipā. Another group is interested in designing lesson plans for the high school technology curriculum, which would be used alongside recycled smartphones. There are several applications to better handle garden and food waste in schools. Other applications include:

- Developing resources and an education programme for people with disabilities to minimise household waste

- Scoping project to develop technology to reduce contamination in household recycling bins
- Low-waste cooking demonstration and workshop
- Working with local hospitality business to reduce food and packaging waste
- Seedling, composting and preserving workshops
- Transitioning Kohanga Reo to using reusable nappies
- Workshops to divert construction and demolition waste and repurpose deconstructed wood into new products
- Schools - upgraded compost bins, chipper for mulching, composting education, compost sorting bins for all classrooms
- Reusable party supplies hire kit
- Constructing a roadside community worm farm
- Replacing tracking cards with trail cameras on Maungatautari Sanctuary Mountain.

At the time of writing, applications are being independently assessed by Waipā Waste staff and a representative from Hamilton City Council (HCC) before the panel will meet to discuss the projects, confirm rankings and funding (full/partial/not funded).

Past Funding Outcomes:

Eco Nappy Services was co-funded by HCC and Waipā to do a pilot of providing clean, laundered cloth nappies to early childhood centres. This removes the time, energy and space burden from centres to do the washing and drying of cloth nappies themselves. The funding secured the bulk order of cloth nappies and subsidised the per child per day cost to allow ECEs to try the system and the cloth nappies with less financial burden.

Our pilot centre, Learning Links on Rewi Street, Te Awamutu, has already saved over 1244 nappies from landfill in the first two months, and considering a nappy can weigh between 1-2kgs, that's a lot of waste avoided. If this figure is extrapolated, it would result in over a tonne of nappies not made, used and put in landfill in one year. And the cloth nappies will still be used next year, and the year after.

The plan is to increase funding to allow four more centres/kohanga to try the laundered cloth nappy service, with the hope that at the end of the trial they will continue on with the service and choose reusable nappies over single use.

Waipā Networks Business Awards

Twenty six businesses entered the Waste Minimisation category, and there was a huge variation in applications - from a Cambridge engineering firm which changed out steel for laminated timber, resulting in much less weight going into the build, to our local volunteers who are tackling e-waste with bi-monthly events (Urban Miners) and Fieldays shared their successes with large scale event management with less waste. This award being within the respected business awards is a great way to elevate waste minimisation and resource recovery as a norm within business and something to be focusing on. A resounding success.

Waste Minimisation and Management Plan Public Consultation

This was a very busy period from late March to the end of April, starting with a ‘morning tea’ (direct from rubbish bags for Elected Members) which was covered widely in local media, including the Waikato Times front page and resulted in two conversations on the radio (the Breeze and Radio NZ).

The see through wheelie bins were installed in both Council reception areas and libraries. A great way to visually engage people on the problem we face with contamination and get their feedback on the proposal to keep going with pre-collection bin inspections to identify the 10% who regularly use the recycling wheelie bin to dispose of items that are not for recycling (e.g metal roosters, knives and nappies). All this feedback will be included in the formal consultation report.

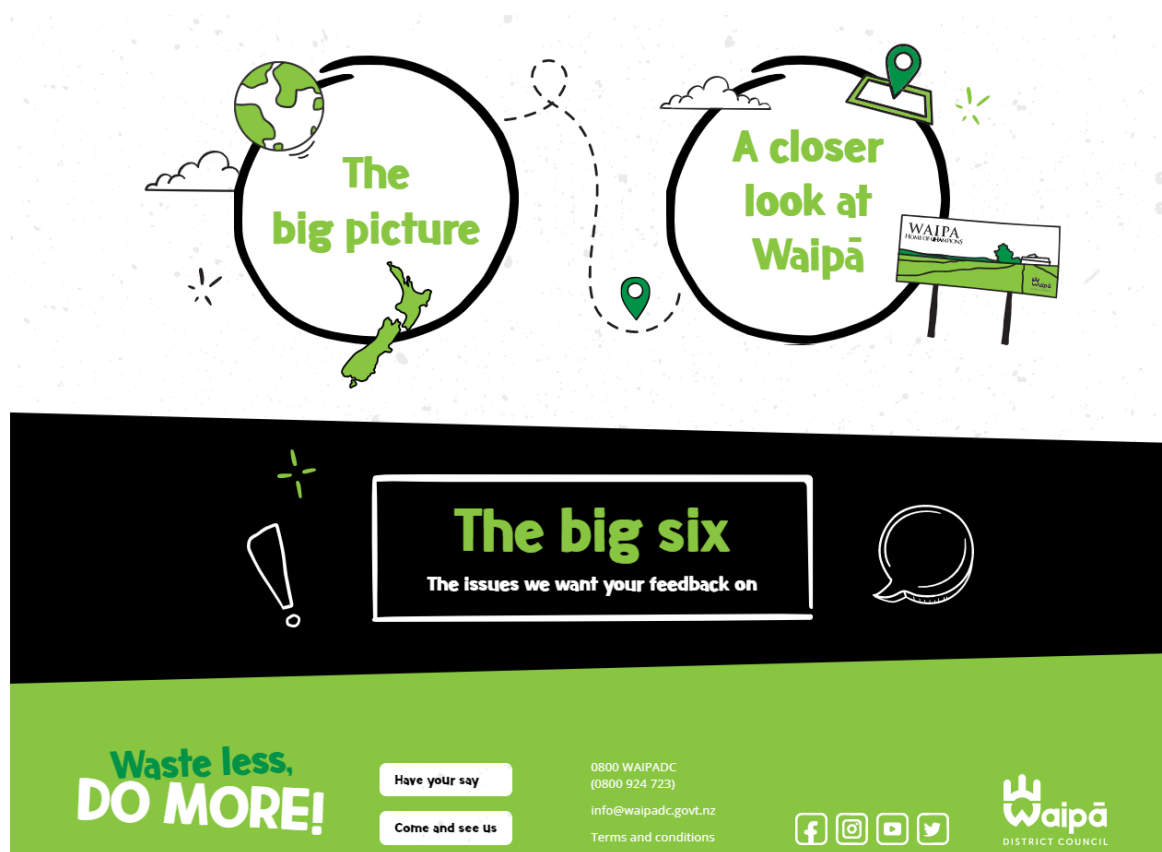


Our “great big green skip bin” went on a tour, and great conversations were had with our community about the scale of our waste and some solutions proposed in the plan.



Places with high foot traffic were targeted; engagement was easy, fun and educational.

As much as possible, staff directed people to the bespoke website, which was used to gather most of the feedback on Council’s proposals.



All the consultation feedback was evaluated by an independent company and will be presented in a separate report to the Service Delivery Committee.

Waste Minimisation Advisor Connections Made

- Attended in person, first Peer Support Network for community resource recovery in the Waikato.
- Presented to 60+ group at Raleigh Church *“Hi Sally, Just like to thank you on behalf of all our 60s Up members for the great talk you gave us on Tuesday, they all thought you were great. Regards, Judy, 60 Up Cambridge”*
- Made connections between Treadlite, local company reusing end of life tyres in roading project and the Waipā Transportation team.

Upcoming Events, Projects and Focus:

- Finalising outcomes for the Waste Minimisation Community Fund and then starting delivery.
- Reusable produce bag promotion with supermarkets and fruit and vegetable stores to coincide with the [Government phase out of produce bags](#), saving 150 million single use bags.

- “Your final Straw” project to support juice bars and places that sell lots of drinks that usually come with plastic straws, to skip single use cardboard straws and move into reusable stainless steel straws.
- Zero Waste period pilot with community partners.
- Extending the nappy laundering pilot, or other ways to support laundering off site (micro business).
- Evaluate results from first few months of two local supermarkets partnering on a pilot sending non-edible, non-donatable food, that’s also unsuitable for feeding animals, to anaerobic digestion.

5 Levels of Service & Performance Measures

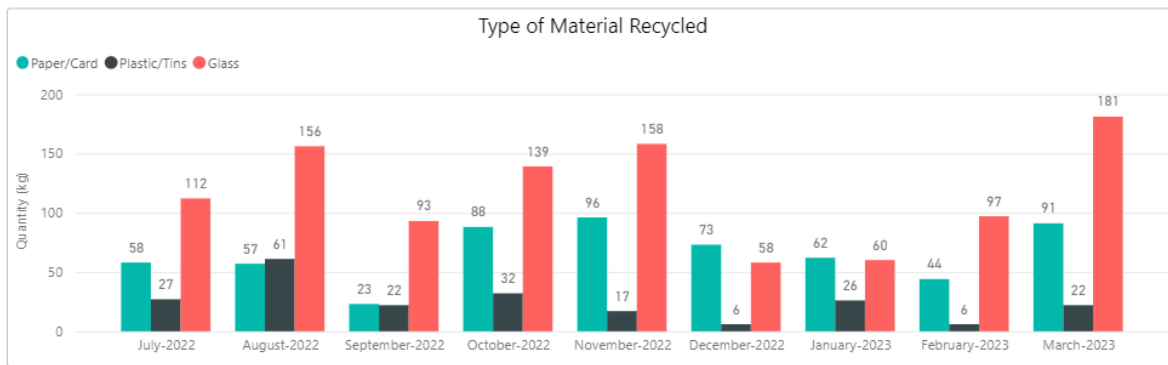
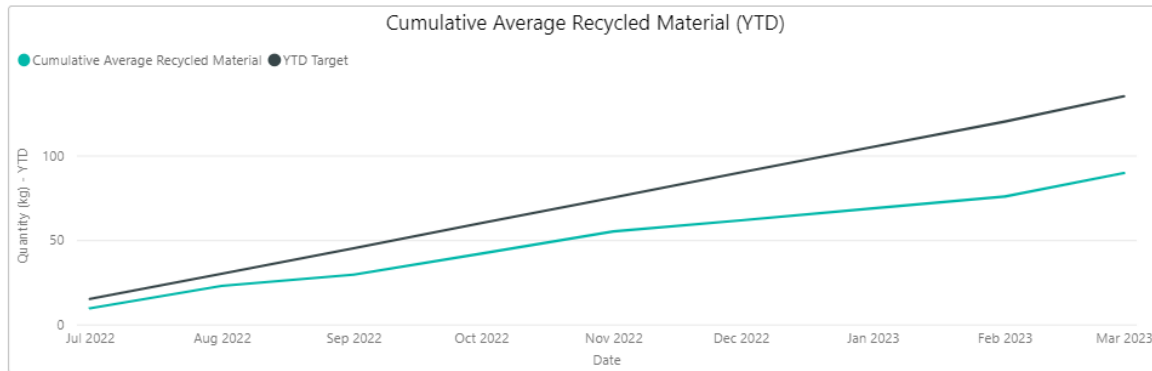
5.1 Recycling Service

The recycling service continues to face challenges in the first quarter of this year. While truck driver vacancies have been filled there have been issues with new drivers needing to become familiar with routes, and thus missing some streets. There has also been excessive contamination leading to problems with removing refuse from the materials recovery depot. All of these issues have led to a drop in resident satisfaction with the recycling service.

Actions taken to address these issue include:

- An upgrade to the software system and database that guides truck drivers around their routes.
- The contractor has employed new local contract management staff who started in March.
- Some unsorted materials are currently trucked to Hamilton and Auckland sorting centres as a short term measure to reduce pressure on the Te Awamutu sorting centre.
- New options to securely store contaminated materials prior to bulking up for trucking to landfill are being investigated.
- Routine bin auditing at the kerbside is getting underway.
- A new Waste Minimisation Team Leader starts with Council early May, who will put more time into contract oversight.

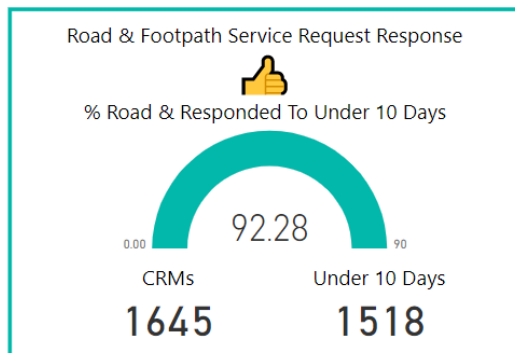
5.2 Waste Minimisation – Recycling Volumes



5.3 Contractor – Road & Footpath Service Request Response

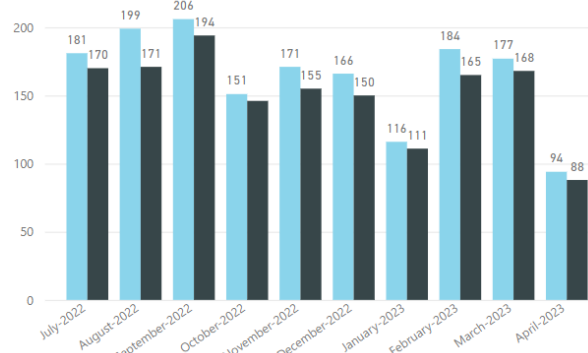
Road & Footpath Service Requests

The percentage of customer service requests relating to roads and footpaths responded to within the time frame specified in the long term plan



Median Response Time

All CRMs Under 10 Days



A high work load, staff absences and vacancies in the early part of 2023, means that we are only just managing to meet the response time for service requests, therefore there is some risk that at financial year end we may fail to meet this performance measure.

5.4 Passenger Contractor – Patronage Data

Staff have not been able to get patronage data from Waikato Regional Council since December 2022.



Bryan Hudson
MANAGER TRANSPORTATION MANAGER



Approved by Dawn Inglis
GROUP MANAGER SERVICE DELIVERY

COMMITTEE REPORT



To: The Chairperson and Members of the Service Delivery Committee
From: Programme Engineer - Transportation
Subject: **Te Ara Rimu Kihikihi Pathway – Scheme Plan Approval**
Meeting Date: 16 May 2023

1 PURPOSE - TAKE

The purpose of this report is to seek approval for the Te Ara Rimu - Kihikihi Pathway Scheme Plan, and to commence the Local Government Act (LGA) special consultation process that is required to formalise the proposed cul-de-sacs.

2 EXECUTIVE SUMMARY – WHAKARĀPOPOTOTANGA MATUA

The Te Ara Rimu – Kihikihi Pathway project, is the first project in the Te Awamutu/ Kihikihi area for our Urban Mobility Programme.

Extensive community and stakeholder consultation has been carried out. Council received 44 responses, the vast majority being positive and in favour of the Plan (Consultation summary included in Appendix 3).

The proposal to create six cul-de-sacs has created some adverse feedback, however it has been difficult to define the scale of this, in particular with regards to which cul-de-sacs are contentious and why.

The Urban Mobility Governance Working Group (Working Group) has considered the feedback received. Changes to the Plan have been incorporated, in particular the following:

- Provision of additional bus stops on Whitmore Street in the vicinity of Church Street, to provide better coverage and amenity for the Te Awamutu/Hamilton bus service users, and also to accommodate the large amount of children that catch the school buses in that location.
- Enlargement of the bus stop outside Kihikihi School.
- Provision of a good coverage of roadside parking on all streets affected by the path.

- Improvements to pedestrian crossing points.
- Additional traffic calming measures.

With regard to the proposed cul-de-sacs, the Working Group recognises that this feature provides for the optimal outcome for walking and cycling, and that Council should continue to the stage of special consultation with the community as required by the Local Government Act 1974 (pedestrian mall) to enable their implementation.

This consultation will be tailored to provide more information regarding specific issues that they may cause, so staff can then respond to by way of design solutions, and make recommendations to Council for decisions to proceed or not proceed with individual cul-de-sac cases.

The Working Group recommends that the Scheme Plan is now approved (included in Appendix 1), after which the project will then enter the detailed design and construction procurement phase.

3 RECOMMENDATION – TŪTOHU Ā-KAIMAHI

That the Service Delivery Committee

- a) *Receives the report of Erik Van Der Wel, Programme Engineer – Transportation, titled Te Ara Rimu Kihikihi Pathway – Scheme Plan Approval (document number 10996704);*
- b) *Approves the Te Ara Rimu - Kihikihi Pathway Scheme Plan;*
- c) *Approves to commence a special consultation process, pursuant to, and in accordance, with section 336 of the Local Government Act 1974 and section 83 of the Local Government Act 2002, to declare a Pedestrian Mall status for:*
 - *Bryce Street (at current exit onto Rolleston Street)*
 - *Grey Street (at current exit onto Rolleston Street)*
 - *Rolleston Street South (at current exit onto Whitmore Street)*
 - *Moule Street (at current exit onto Whitmore Street)*
 - *Hall Street North (at current exit onto Whitmore Street)*
 - *Whittaker Street North (at current exit onto Whitmore Street)*

As shown on the Te Ara Rimu - Kihikihi Pathway Scheme Plan.

- d) *Delegates to the Chief Executive the power to approve the Summary of Proposal and associated consultation material prior to consultation referred to in recommendation c) commencing.*

4 BACKGROUND – KŌRERO WHAIMĀRAMA

At the 20 September 2022 Service Delivery Committee meeting, staff were directed to proceed with the extension of the Te Awamutu to Kihikihi path along Rolleston Street, along Whitmore Street to Kihikihi School and along Oliver Street to the Kihikihi Domain entrance (*document number 10843690*).

The additional funding from the Climate Emergency Response Fund (CERF) Transport Choices Initiative allowed the Te Ara Rimu – Kihikihi Pathway project to include additional scope connecting Whitmore Street to the central business district (Lyon Street – State Highway 3).

In January 2023, the project progressed to conceptual design; and community engagement was undertaken with feedback received.

The Working Group and staff have reviewed the community feedback and have developed a Scheme Plan for consideration by the Committee.

5 SIGNIFICANCE & ENGAGEMENT – KAUPAPA WHAI MANA ME NGĀ MATAPAKINGA

Staff have considered the key considerations under the Significance and Engagement Policy, in particular sections 7 and 8 and have assessed that the matter(s) in this report has a medium level of significance due to the scale of the project and the requirement for a special consultation procedure to close off street ends with cul-de-sacs.

6 OPTIONS – NGĀ KŌWHIRINGA

Option	Advantages	Disadvantages
Option 1: Do nothing	<ul style="list-style-type: none"> No staff or other Council resources required 	<ul style="list-style-type: none"> Council does not deliver the required active mode infrastructure to meet both community and government aspirations for better transport choices and urban mobility outcomes. The district is unable to gain the benefits from the \$4.8M of infrastructure investment funding from Waka Kotahi.
Option 2: Approve Scheme Plan	<ul style="list-style-type: none"> Strong community support Provides more transport options 	<ul style="list-style-type: none"> Nil

Option	Advantages	Disadvantages
	<ul style="list-style-type: none"> ▪ <i>Increases access to employment and education</i> ▪ <i>Relieves parking pressure for town centres</i> ▪ <i>Environmental benefits</i> 	

The recommended option is Option 2.

7 OTHER CONSIDERATIONS – HEI WHAIWHAKAARO

Council’s Vision and Strategic Priorities

The Te Ara Rimu Kihikihi Pathway project is consistent with, and a key implementation of the vision of, the following key Council documents:

- 2022-2052 Waipa Transport Strategy
- 2021 Kihikihi Urban Development Plan

Legal and Policy Considerations – Whaiwhakaaro ā-Ture

Staff confirm that the recommendation complies with Council’s legal and policy requirements.

In order to formalise cul-de-sacs, and be able to legally restrict vehicle traffic, the Local Government Act has a provision that enables Council to create a short “pedestrian mall” which achieves the desired outcomes. This provision means that the facility remains public road, but with the restriction that vehicle traffic cannot use it.

The power to create pedestrian malls (cul-de-sacs) is set out in section 336 of the Local Government Act 1974, and the process can be broken down as follows:

Step	Task	Comments
1	Council/Committee makes decision to consult using the Special Consultative Procedure on proposal to create pedestrian malls.	<ul style="list-style-type: none"> ▪ Power to create pedestrian malls set out in section 336 of the LGA 1974. ▪ Power to declare pedestrian malls not delegated to the Chief Executive.
2	Staff undertake public consultation on proposal using the special consultative procedure.	<ul style="list-style-type: none"> ▪ Consultation must be for at least one month. ▪ Must comply with sections 83 and 83AA of the LGA 2002. ▪ Must include an explanation of the right of appeal under section 336(3) of LGA 1974.

Step	Task	Comments
3	Committee holds hearing on submissions on proposal.	<ul style="list-style-type: none"> Only required if hearing requested by any submitters.
4.	Council/Committee makes decision to declare pedestrian mall after taking into account the outcome of consultation.	<ul style="list-style-type: none"> Decision does not come into force until one month after declaration made, if no appeals of decision have been made to Environment Court on decision OR when any appeals are determined.

Financial Considerations – Whaiwhakaaro ā-Pūtea

The budget for this project is as follows:

Local (Waipā DC) share (21-31 Long Term Plan)	\$2.4M
Waka Kotahi contribution	\$4.8M
Total	\$7.2M

A funding agreement is in place with Waka Kotahi for the current design and consultation phase.

A construction procurement plan, including a cost estimate, will be prepared pending the outcome of this report.

An additional funding agreement will need to be entered into with Waka Kotahi for the construction phase.

Risks - Tūraru

There are no known significant risks associated with the decisions required for this matter.

The risk register for this project is included in Appendix 4

Climate Change – Hurihanga Āhuarangi (delete if not required)

The provision of Urban Mobility infrastructure will strongly contribute to the reduction in private car use and associated emission reduction in Kihikihi.

8 NEXT ACTIONS

Action	Responsibility	By When
Commence detailed design	Project Engineer	May 2023
Commence special consultation procedure for the creation of pedestrian malls	Project Engineer	May 2023
Enter into the construction funding agreement with Waka Kotahi	Project Engineer	May 2023

9 APPENDICES - ĀPITITANGA

No:	Appendix Title
1	Scheme Plan
2	Consultation Summary
3	Risk Register
4	Governance Working Group Minutes



Erik Van Der Wel
PROGRAMME ENGINEER – TRANSPORTATION



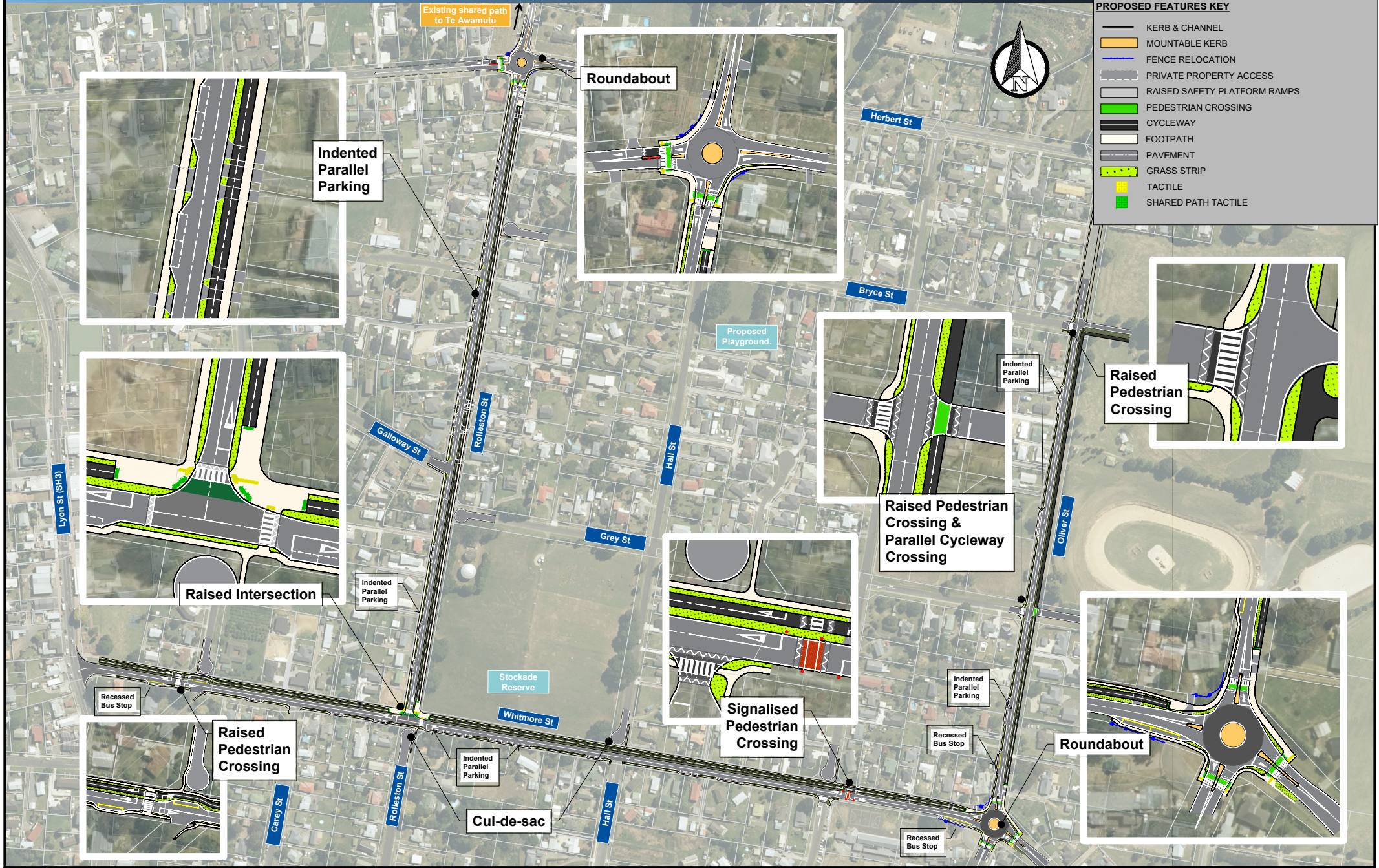
Reviewed by Bryan Hudson
MANAGER TRANSPORTATION



Approved by Dawn Inglis
GROUP MANAGER SERVICE DELIVERY

APPENDIX 1

Te Ara Rimu Kihikihi Pathway – Scheme Plan (*document number 11007803*)



PROPOSED FEATURES KEY

- KERB & CHANNEL
- MOUNTABLE KERB
- FENCE RELOCATION
- PRIVATE PROPERTY ACCESS
- RAISED SAFETY PLATFORM RAMPS
- PEDESTRIAN CROSSING
- CYCLEWAY
- FOOTPATH
- PAVEMENT
- GRASS STRIP
- TACTILE
- SHARED PATH TACTILE

APPENDIX 2

Consultation Summary (*document number 11007802*)

**Te Ara Rimu - Kihikihi Pathway
Summary of public consultation**

	YES		NO	
	#	%	#	%
In support of traffic calming measures (e.g. cul-de-sac, roundabouts, signalised crossings)	28	64%	16	36%
Will the new pathway encourage you or your children to walk or cycle more often?	25	57%	19	43%
In support Council installing low speed zones around schools?	38	88%	5	12%
Do you want to see more of this investment in Waipā?	34	81%	8	19%

Te Ara Rimu - Kihikihi Pathway
Summary of public consultation

Item	Comment	Response
Cul-de-sac	Cut off access and traffic pushed onto busier and unsafe road. Decreased emergency services response time	For the new dual cycleway to work best, we'd like to reduce the number of intersections along it. This would make the new pathway much safer and easier to use for children, cyclists and pedestrians. Cul-de-sacs are also quieter and safer for children and offer a greater sense of privacy for residents. Making this change will also allow us to improve the pedestrian crossing along Whitmore Street.
	Will affect travel time and fuel cost	
	The road closures will increase pollution from motor vehicles and cause great inconvenience to residents.	
	Will disturb the relaxed flow that this town has and cause a hinderance for both road users and residents of the area.	
	All traffic will be pushed onto Oliver Street and Herbert with more vehicles speeding along them	
	Waste of money	
	It will take longer to get anywhere.	
	The increase in volume of traffic that will need to travel past the intersection of Herbert/Hall St - traffic calming is required along Herbert St or RSP at Herbert/Hall St intersection	
	They would cut off traffic flow which is especially needed around events at the Kihikihi Domain. Cul-de-sac cut off streets are not busy enough to warrant complete closure	
	Cutting off Bryce and Grey St will create inconvenience for the residents. Hall St will become far busier and more dangerous for residents who walk around the Grey Street/Hall Street/Bryce Street block. Then pushes traffic to Hall Street/Whitmore Street. Traffic flows will be affected during big events at the Domain	
A lot of residents use Grey/Rolleston/Galloway to get into Kihikihi and this is more time efficient than going all the way down to Herbert then back up Rolleston	If you are wanting to travel by bike or scooter from this location, you are super handy to the proposed path network so this will make your trip easier.	
Make the Hall/Whitmore St a cul-de-sac and then put a roundabout on Whitmore/Whitaker St - that would be much safer for the primary school and the kids that walk around our area		
Have anyone thought how all these cul-de-sacs will impact the residents of these areas?		
Residents would have greater difficulties reaching their houses, and recycling and rubbish trucks, and service vehicles, would be required to make multiple three-point turns, all of which would increase noise pollution and stress on the road surface.		
Roundabout	Oliver Street roundabout: there are truck & tankers, often with trailers using Whitmore Street and there is insufficient space for a round-a-bout big enough to cope with them.	The roundabouts will be designed to accommodate and 18m semi-trailer. Consultation with bus companies has been completed and will continue through the design process.
	Do you consider consulting with the local school bus company and/or the local heavy transport companies also for these urban plans as these are main arterie roads that will be effected. With that in mind please think of the larger vehicles for manoeuvring	
Cyleway	Cycle path should be along Herbert and Oliver St	These routes have been identified as commonly used routes by the Kihikihi community, especially children commuting to and from school. The community and Kihikihi Primary School have raised speed and safety concerns and this project will address these concerns. The route has been very strongly influenced by community input already including via the Reference Group which is full of community representatives. Whitmore and Rolleston Streets are some Kihikihi's busiest urban streets and pose a risk to cyclists and walkers who try to cross or bike along them. This project will largely address this by providing safe crossings and a cycle path which is separated from traffic. This project has secured nearly \$5 million in funding from Waka Kotahi – NZ Transport Agency as part of their \$350 million Transport Choices package which helps create greater transport choices for people across New Zealand.
	The cycle/walkway we have now should be concrete with extra width like the Cambridge Karapiro one (Te Awa Cycleway)	
	The cycle way between kihikihi and TA has no barrier to stop cyclists going out into traffic	
	Is it possible make it a loop by adding Herbert St	
	Waste of rate payers money. Money should be spend on infrastructure before any "nice to have" projects.	
	WDC and Waka Kotahi (NZTA) should spend taxpayers' money on other projects (e.g. neglected road system etc.)	
Provide a safe connection to McAndrew St (new subdivision)		
Low Speed Zones	40k zone is already in place	The traffic calming that is proposed will help reinforce the need to travel more slowly through the area.
Footpath	Would a footpath be considered to be added on the far end of Grey/Dick street?	Additional footpaths will be considered with future works.
	No footpath on South end of Lyon St	
	Good pathways required on both sides of streets	
Public transport/Bus stop	The current school bus turn around keeps the children away from the main street, moving it to Whitmore St will increase risk as most accidents to disembarking school children are from them coming from a blind side onto a road to cross it.	The bus stop will be on the same side of Whitmore Street as the school meaning that children will not have to cross the road to get to school.
	Bus shelter for school children is required	A bus shelter will be included at the new bus stop.
Road & Parking	Safe roadside parking	To provide a separate space for pedestrians and active modes such as bikes as scooters, the width of the road will decrease. This means that wide shoulders, previously available for parking, will now be used to create safe corridors for active modes of transport. Some parking bays will be installed where space allows.
	The section of Rolleston St after Grey St needs fixing - a lot of poteholes	
	Not enough roadside parking along Whitmore St	
Pedestrian crossing	There needs to be more pedestrian crossings	Intersections will include raised safety platforms. Raised safety platforms encourage safer speeds by making it physically uncomfortable for motorists to drive over the platform faster than the suggested speed. They also provide a crossing facility for pedestrians and cyclists. The project is about encouraging people to choose sustainable modes of transport that will help contribute to a reduction in emissions.
	RSP at Oliver/Grey St intersection	
	More noise if traffic calming measures are ignored	
	Proposed RSPs will increase noise pollution	
Maintenance	The section of Rolleston St after Grey St needs potholes fixed	This information has been passed onto the maintenance team.

Te Ara Rimu - Kihikihi Pathway
Key Stakeholder Consultation Summary

Stakeholder	Comment	Response	Comments
Fire Brigade (Karl Tutty)	Brigade will support any safety and other improvements, and can adapt.		
	Ensure that there is an appreciation that any traffic calming device (raised intersections etc) will slow emergency vehicles as well	Noted	Waka Kotahi (NZTA) requirement - Road to Zero - Safe speeds around schools
	Any reduction in posted speed limits will slow emergency vehicles (we can't ignore them but have some tolerance limit)		
	Fire and Emergency operate larger/heavier vehicles than other emergency services so clearances need to be considered, width and height of raised portions etc.	This will be considered when completing the design	
	In roads that become a cul-de-sac highlight that limits residents to one exit, which will also be the emergency services access so again need to ensure there is room for 2 way traffic	Roads will be two way.	
	Cul-de-sacs need to allow a 25m diameter for a fire appliance to turn around so may need to be marked as 'no parking'	n/a	This is not related to the response time. Nneither realistic nor practicle. All recent developments don't have 25m diameter turnarounds.
	Creation of cul-de-sac on southern portion of Rolleston in particular will add to response times as have to travel down to Sheehan then back up	Noted	Will add ~40s to the journey if travelling at an average speed of 50km/hr
	Do all the cul-de-sacs retain their current names?	Yes	
	Fire hydrants for Rolleston are on the eastern side of the road so will need to remain accessible and not be within marked parking areas.	Noted	
	Fire hydrants for the sections of Grey and Bryce street proposed for cul-de-sacs are near the current intersection with Rolleston. So the design will need to ensure these remain accessible and aren't parked over.	Noted	
Fire Brigade (Nicola Hine) - Regional response (BECA)	Speed cushions need to be designed with widths that enable fire appliances to straddle them, thereby minimising impact on appliance speed.	Noted	
	Vertical deflection devices, including raised zebra crossings, occur on the entry into side streets as the delay associated slowing down to make a safe turn in and out of a side street will be minimal.	Noted	
	Deflection to be designed to the absolute minimum height and profile that achieves the desired effective speeds (75mm high ramps with a 1 in 15 gradient).	Noted	
	Proposed medians or pedestrian island provide a 500mm clearance envelope between a 2.5m wide vehicle and any vertical kerb on either side to ensure fire appliances can traverse the street.	Noted	
	The reduction of on-street parking and the physical separation between cycleways and road carriageway reduce the ability for road users to pull over for emergency services to pass. This has the potential to impact emergency response.	Noted	WDC - where possible parking bays will be provided which should allow for safe passing
	Raised platforms need to be well marked and angles suitable for emergency vehicles to enter and exit.	Noted	

Stakeholder	Comment	Response	Comments
	Fire and emergency note that the signalised pedestrian crossing on Whitmore Street appears to be a raised crossing. Similarly, the Oliver Street/Whitmore Street roundabout to the east has proposed raised crossings. Fire and Emergency request that consideration is given to the location and a number of raised platforms along transport corridors as at each intervention requires emergency vehicles to decelerate to navigate the vertical deflection which can cumulatively have significant impacts on response times if not reasonably spaced.	Noted	Crossings will be designed to minimise the impact (best practice guidelines state of Victoria (VicRoads) RSPs design)
	Fire and Emergency will need to change their access routes to respond to incidents along those streets which will become cul-de-sacs. Please could you notify Fire and Emergency once these changes are made.	Noted	
	Fire and Emergency request they are advised, prior to commencement of road works to implement the changes, so they can plan alternative routes as necessary.	Noted	
Kihikihi Primary School	Whitmore/Oliver Street corner – the informal pull off area will be removed. Treatment of this corner is to be agreed with the School and could include: Removal of gravel area, topsoil and grass Relocation of fence to boundary Footpath to Waharoa Please discuss with MoE prior to any changes to current bus bay	Noted	
	Could the project consider improving the parking down Whittaker Street. There are presently no painted lines	Noted	Budget dependent
Go Bus, Local school buses	Provide a bus turnig bay and a bus shelter on Oliver St (Northbound) by the RAB	Noted	
Iwi - Maniapoto ki Te Raki	No response		
Police	Provide sufficient lighting	Noted	
St John's	In support of any project that helps keep children safe.		
Kihikihi Residents and Ratepayers	No response		
Kihikihi Domain User Group	No response		
EnviroWaste	<ul style="list-style-type: none"> There may be an issue with residents pulling wheelie bins across a cycleway. The longer this manoeuvre is the more likely we will get some complaints. Education of residents on how to use the separator for waste collection will be important. A flat berm is needed for wheelie bin placement. 800mm + wide. A paved area on the separator between the traffic lanes and cycleway is a good idea – especially if its placed away from trees. (which affect the use of the wheelie bin lifter). 	Noted	
Waste Management	No response		
Cambridge Hire Bins	No response		
Metallic Sweeping	No response		
Stonewerx Ltd	No response		
Kihikihi Early Adventurers	No response		
Dr Ohhira's Pharmacy	No response		

APPENDIX 3

Risk Register (*document number 11007884*)

Te Ara Rimu - Kihikihi Pathway Risk Register

PR No. & Name	Risk Area	Description	Consequences	Risk Reduction Measure	Risk Priority
PR4293 Te Ara Rimu - Kihikihi Pathway	Governance, reputation, legislative compliance and control	Contractor construction below quality requirements	Delay in program as contractor rectifies faults, bad public relations	Procurement - Have selected suitable contractors with good reputation. MSQA - appropriate level (CM) and skill of supervision (3910). Good proactive communications with community. Don't construct pavement in winter. Head contractor to perform the majority of the work (not to sub everything out) Good project specification and plans.	Low Risk
PR4293 Te Ara Rimu - Kihikihi Pathway	People (incl. H&S)	Poorly implemented TMP leading to unsafe site.	Active mode user DSI. Worksafe investigation. Bad PR. Delayed program.	Work with contractor to sequence work to ensure safe passage for active mode users. Speed reduction to 30 km/h and use of traffic control to escort pedestrians through work site. Cyclist share the road as at present	Low Risk
PR4293 Te Ara Rimu - Kihikihi Pathway	People (incl. H&S)	Worksite injury or accident	Death or serious injury, work safe prosecution	Procurement of suitable contractor, Site Safety Plan, TMP, MSQA. Client open to suggestions of better work practises from construction team.	Low Risk
PR4293 Te Ara Rimu - Kihikihi Pathway	Governance, reputation, legislative compliance and control	Negative PR (front page newspaper) regardless of reason. Including business owners	Unhappy community and elected members, contract delays and extra costs	Specify good behaviour from the contractor. Careful review of construction management plan (staging and program). Proactive comms plan and resources.	Low Risk
PR4293 Te Ara Rimu - Kihikihi Pathway	Operations and Service Delivery	Covid outbreak reduces Council staff and contractor resources available to deliver the work	Project postponed or delayed, additional costs, potential for transmission of next variant	Flexibility in contract arrangements. Unlikely to be further government enforced lock-downs or restrictions	Low Risk
PR4293 Te Ara Rimu - Kihikihi Pathway	Financial (\$ & %)	Construction costs over budget	Inability to deliver the entire project scope or need to look to increase budget	Engineers estimate with contingency, competitive pricing in procurement, good design and management during construction. Effective procurement.	Medium Risk
PR4293 Te Ara Rimu - Kihikihi Pathway	Governance, reputation, legislative compliance and control	Traffic delays during construction (over 2 minutes)	Safety issues, bad PR	Encourage use of alternative routes (numerous)	Low Risk
PR4293 Te Ara Rimu - Kihikihi Pathway	Financial (\$ & %)	Underground utilities are in conflict with the proposed works	Change of design, project delay, additional costs for services relocation, and loss of reputation	Early potholing of utilities by the contractor. Include provisional sum for unforeseen services relocation.	Low Risk
PR4293 Te Ara Rimu - Kihikihi Pathway	Environmental	Damage to existing roadside trees	Reputation loss, bad PR, cost	Specify tree protection methodology in contract - carry out works close to trees in winter. Provisional item in contract for fibreglass boardwalk pathways.	Medium Risk
PR4293 Te Ara Rimu - Kihikihi Pathway	People (incl. H&S)	Residents unhappy with cul-de-sacs	Bad PR, unhappy residents, delay costs	Additional informing of traffic analysis. Proactive comms with affected residents.	Low Risk
PR4293 Te Ara Rimu - Kihikihi Pathway	Governance, reputation, legislative compliance and control	Pathway becomes so popular / award winning that Waka Kotahi is delighted with delivery of this flagship project	Good PR, access to additional funding for future projects	Ensure high quality design and delivery consistent with CROW principles. Promote success of the project at the appropriate Transportation conference and/or forum	High Opportunity

APPENDIX 4

Governance Working Group Minutes (*document number 10997376*)



Minutes

Minutes for:

Urban Mobility Working Group



Time: 11am
Date: 5 April 2023
Venue: COUNCIL CHAMBERS, TE AWAMUTU
Present: Erik Van Der Wel, Mike Pettit, Marcus Gower, Bryan Hudson, Dawn Inglis, Betsy Bryant, Victoria Wightman
Apologies: Liz Stolwyk, Roger Gordon, Sarah Ulmer, Andrew Taylor, Jo Davies-Colley
File Reference: PR4292/PR4293

	Action
1 Apologies	Marcus
2 Previous minutes Accepted	Marcus
3 Te Ara Rimu Kihikihi Path 1. Cycleway (two way protected) Rolleston Street: <ul style="list-style-type: none"> discussed and accepted Whitmore Street: <ul style="list-style-type: none"> Formalise bus stop outside the Space Centre for both school and commuter buses to use. The rest accepted. Oliver Street: <ul style="list-style-type: none"> management of event parking needs to be discussed with the Domain to ensure off street parking is provided for large events. Plan doesn't show any indented parallel parking. This needs to be provided. 	Erik

	Action
<ul style="list-style-type: none"> • Improve crossing points by Bryce and Grey Streets. • The rest discussed and accepted. <p>Crossing points</p> <ul style="list-style-type: none"> • All crossing points to be flat and suitable for accessible users including mobility scooters. <p>2. Roundabouts</p> <p>Herbert/Rolleston/Flat Streets:</p> <ul style="list-style-type: none"> • Add an additional feature to calm southbound traffic at the Herbert Street intersection. • Consider building the entire intersection on a table. <p>Whitmore/Oliver Streets:</p> <ul style="list-style-type: none"> • Add a crossing point on the Whitmore Street leg in between the bus stop and the roundabout. And also the Oliver south leg. • Check roundabout design to ensure it can cater for large trucks. • Consider building the entire intersection on a table. <p>3. Kihikihi School</p> <p>It is proposed to provide infrastructure large enough for two buses to accommodate school and commuter buses. It needs to be designed to facilitate wheel chair users.</p> <p>Discussion is to be arranged with the School to discuss the plan and clarify how many buses service the school and timetables.</p> <p>Discuss with the School bike shed placement and incorporate into the design.</p> <p>Pedestrian signals supported.</p> <p>4. Traffic calming</p> <p>Raised safety platforms were supported and also further intersection tables should be considered.</p> <p>5. Limited roadside parking</p> <p>Marcus had a concern about parking on Bryce and Hall Streets particularly around the new playground. Noted that this is outside the current project scope.</p>	

	Action
<p>Noted that the provision of indented parking at discreet locations along the route was seen as a reasonable compromise.</p> <p>6. Cul de sacs</p> <p>There are currently six proposed cul-de-sacs. There is a special consultation procedure required to implement them and there is time to run this process and do it well. Public feedback and traffic analysis will determine the outcome to the scheme plan recommendation.</p> <p>Bryan raised the comment that we will prepare a traffic report that considers existing traffic flows and predicted traffic flows and changes.</p> <p>This information could then be used to include works peripheral to the project to mitigate any impacts of traffic increases or redistribution.</p> <p>It was noted that the consultation to date did not give the Group a good indication of which cul de sacs were contentious with the Community.</p>	
<p>4 Summary</p> <p>The group agreed to recommend a scheme plan which incorporates the above changes to the Service Delivery Committee’s next meeting on 16 May.</p> <p>The paper is to include risks and risk management.</p> <p>Meeting closed: 12.05pm</p>	

COMMITTEE REPORT



To: The Chairperson and Members of the Service Delivery Committee
From: Transportation Safety Officer
Subject: **National Fieldays 2023 – Request Approval for Temporary Road Closures**
Meeting Date: 16 May 2023

1 PURPOSE - Take

The purpose of this report is to seek approval to temporarily close a public road for an event (the National Fieldays at Mystery Creek).

2 EXECUTIVE SUMMARY – WHAKARĀPOPOTOTANGA MATUA

The New Zealand National Fieldays Society has applied to temporarily close the roads specified below to vehicle traffic for the National Fieldays event between **Wednesday 14 June and 17 June 2023**.

The proposed closure was advertised publicly in the Cambridge News on Thursday, 13 April 2023. Objections by affected parties were invited, closing at 4.00pm on Thursday 27 April 2023. No objections were received.

Proposed road closures around the Mystery Creek site:

MYSTERY CREEK AREA

5.30am to 7.00pm

- **Mystery Creek Road** – between Gate 2 and Gate 5 – (vehicle pass holder access only)
- **Mystery Creek Road** – between McEldownie Road and Mellow Road (resident access only)
- **McEldownie Road** – between Kaipaki Road and Mystery Creek Road (resident access only)

5.30am to 12.00pm

- **Mellow Road (southbound)** – between Kaipaki Road and Mystery Creek Road
- **Mystery Creek Road (eastbound)** – between Mellow Road and Gate 5

Traffic is free to move on Angus Road, but there will be no left turn into Mystery Creek Road.

1.00pm to 7.00pm

- **Mellow Road (northbound)** – between Kaipaki Road and Mystery Creek Road
- **Mystery Creek Road (westbound)** – between Mellow Road and Gate 5

Traffic is free to move on Angus Road, but there will be no right turn on to Mystery Creek Road and access will only be available from the Gate 5 direction.

As shown in Figure 1 below.



Figure 1 – Proposed Mystery Creek road closures for the National Fieldays 2023

CAMBRIDGE PARK AND RIDE

Proposed road closures around the Cambridge Park and Ride site at the BMX Club in Milton Street:

5.30am to 11.00am

- **Lamb Street (eastbound)** – between Cambridge Road and Milton Street
- **Milton Street** – between Lamb Street and 115 Milton Street

1.00pm to 7.00pm

- **Lamb Street (westbound)** – between Burns Street and Cambridge Road
- **Milton Street** – between Lamb Street and 115 Milton Street

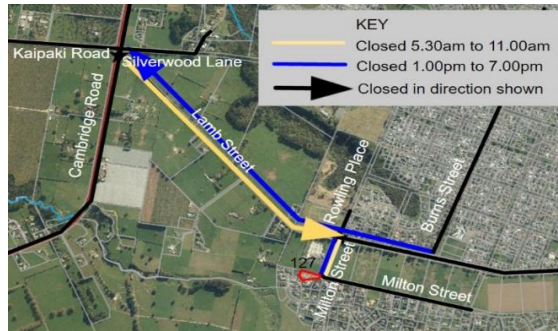


Figure 2 – Proposed Cambridge road closures for the National Fieldays 2023

3 RECOMMENDATION – TŪTOHU Ā-KAIMAHI

That the Service Delivery Committee:

- a) *Receives the report of Marion Fleming, Transportation Safety Officer, titled **National Fieldays 2023 – Request for Temporary Road Closures.***
- b) *Approves the temporary closures of the following roads:*

MYSTERY CREEK AREA

5.30am to 7.00pm

- **Mystery Creek Road** – between Gate 2 and Gate 5 – (vehicle pass holder access only)
- **Mystery Creek Road** – between McEldownie Road and Mellow Road (resident access only)
- **McEldownie Road** – between Kaipaki Road and Mystery Creek Road (resident access only)

5.30am to 12.00pm

- **Mellow Road (northbound)** – between Kaipaki Road and Mystery Creek Road
- **Mystery Creek Road (eastbound)** – between Mellow Road and Gate 5

1.00pm to 7.00pm

- **Mellow Road (northbound)** – between Kaipaki Road and Mystery Creek Road
- **Mystery Creek Road (westbound)** – between Mellow Road and Gate 5

CAMBRIDGE PARK AND RIDE

5.30am to 11.00am

- **Lamb Street (eastbound)** – between Cambridge Road and Milton Street
- **Milton Street** – between Lamb Street and 115 Milton Street

1.00pm to 7.00pm

- **Lamb Street (westbound)** – between Burns Street and Cambridge Road
- **Milton Street** – between Lamb Street and 115 Milton Street

in accordance with Sections 319(h) and 342, and Section 11 of Schedule 10 of the Local Government Act 1974.

- c) *Authorises public notification of the approved road closure before the event, as required by the Local Government Act 1974.*

4 BACKGROUND – KŌRERO WHAIMĀRAMA

The New Zealand National Fieldays is an annual event. This year’s event is to be held on Wednesday 14 June to 17 June 2023. Due to high traffic volumes the organisers review the proposed road closures and associated traffic management each year in order to ensure this is as safe and efficient as possible.

Police, Waka Kotahi (NZTA), and emergency services were consulted and raised no concerns. Police and other emergency services will have priority access to all areas of the closed roads at all times.

The New Zealand National Fieldays’ application has been reviewed and can proceed to approval. Council Officers are satisfied it meets the criteria set out in the Local Government Act 1974 and the Code of Practice for Temporary Traffic Management.

We anticipate this temporary road closure, if approved, will cause some disruption to the public, although the visitor numbers to the event are significant and historically the proposed closures and traffic management has operated effectively. Event organisers will be instructed to notify all affected properties of the closure details to minimise inconvenience.

If the temporary road closure is approved, Council Officers will:

- Inform organisers their application has been approved
- Work with organisers to approve a compliant Traffic Management Plan
- Publicly notify the temporary road closure in the Cambridge News before the closure date.

5 SIGNIFICANCE & ENGAGEMENT – KAUPAPA WHAI MANA ME NGĀ MATAPAKINGA

Staff have considered the key considerations under the Significance and Engagement Policy, in particular sections 7 and 8 and have assessed that the matter in this report low level of significance.

6 OPTIONS – NGĀ KŌWHIRINGA

Option	Advantages	Disadvantages
Option 1: Defer consideration of the application		<ul style="list-style-type: none"> Potential cancellation of the event if there is insufficient time to undertake further work on the application and bring it back before the Committee
Option 2: Approve the application	<ul style="list-style-type: none"> Community benefits of the event going ahead Safety benefits of separating participants and traffic during the event 	<ul style="list-style-type: none"> Inconvenience to residents and other road users
Option 3: Decline the application	<ul style="list-style-type: none"> No disruption or inconvenience to residents and other road users 	<ul style="list-style-type: none"> Adverse impacts on event organisers and participants if the event is unable to go ahead Road safety risks if the event goes ahead without road closures

The recommended option is Option 2. The reasons for this are:

- A road closure will help ensure the safety of event staff and participants and the general public
- Staff have not identified any issues with the application and the event and its closures have not previously caused any known problems in the areas of these road closures or unreasonable inconvenience.

7 OTHER CONSIDERATIONS – HEI WHAIWHAKAARO

Council's Vision and Strategic Priorities

Council's vision is: Waipā Home of Champions – Building Connected Communities. Events like this connect people and contribute to Waipā being a great place to live, work, play and invest. Supporting these types of events supports the work done by the community groups who organise them and contributes to a high quality of life by encouraging community vibrancy.

Legal and Policy Considerations – Whaiwhakaaro ā-Ture

Staff confirm that Option 2 – approve the application – complies with Council's legal and policy requirements.

Local Government Act 1974 and 2002

Council's powers to temporarily close roads are set out in Section 319(h), Section 342, and Schedule 10 (Section 11) of the Local Government Act 1974. Under the Local Government Act 2002, Waipa District Council has delegated powers to the Committee to approve temporary road closures, where legislative requirements are met.

The legal implications of Option 2 and how these have been addressed are noted below:

Under section 11A of Schedule 10 of the Act, Council must:

- give public notice of its intention to consider closing any road or part of a road under clause 11(e); and
- give public notice of any decision to close any road or part of a road under that provision.

The Act defines a 'public notice' as a notice published in a newspaper circulating generally in the district to which the subject matter of the notice relates.

The first of these obligations has been met by publication of a notice outlining the proposed road closures published in the Cambridge News on Thursday 13 April 2023. If the closures are approved, the second obligation will be met by publication of the approved closures in the Cambridge News and Te Awamutu News by the 6 June 2023.

All notices will also be published on the Council's website.

Financial Considerations – Whaiwhakaaro ā-Pūtea

The costs to process this road closure are approximately:

- \$320 (including GST) to publish the two public notices
- \$200 (including GST) to review the traffic management plan

These costs are invoiced to the event organisers, meaning this will not have an impact on rates. The staff time involved in creating and reviewing the associated documents is budgeted for in the current year forecast when the costs will be incurred, and is partially recovered through the fees charged.

Risks - Tūraru

There are no known significant risks associated with the decisions required for this matter.

8 NEXT ACTIONS

Action	Responsibility	By When
Inform organiser their application has been approved	Events team	Within five working days

Action	Responsibility	By When
Work with organisers to approve a compliant Traffic Management Plan	Transportation team	Before the event date
Publicly notify the approved temporary road closure in the Cambridge News and Te Awamutu News	Transportation team	Approximately 10 days before the event



Marion Fleming
TRANSPORTATION SAFETY OFFICER



Jennifer Braithwaite
OPERATIONS TEAM LEADER - TRANSPORTATION



Dawn Inglis
GROUP MANAGER – SERVICE DELIVERY

SUPPORTING INFORMATION: ASSESSMENT OF PROPOSAL

1 Statutory and policy requirements

Legal and regulatory considerations

Local Government Act 1974 and 2002

Council's powers to temporarily close roads are set out in Section 319(h), Section 342, and Schedule 10 (Section 11) of the Local Government Act 1974. Under the Local Government Act 2002, Waipa District Council has delegated powers to the Committee to approve temporary road closures, where legislative requirements are met.

COMMITTEE REPORT



INFORMATION ONLY

To: The Chairperson and Members of the Service Delivery Committee
From: Manager Community Services
Subject: **Community Services Quarterly Report to 31 March 2023**
Meeting Date: 16 May 2023

1 EXECUTIVE SUMMARY – WHAKARĀPOPOTOTANGA MATUA

The purpose of this report is to provide information on the activities of the Community Services Unit from 1 January to 31 March 2023.

This report contains matters that are of a purely administrative nature or information that does not require a decision from Council. As such, this report does not address any matters that are significant in terms of Council's obligations as set out in the Local Government Act 2002.

2 RECOMMENDATION – TŪTOHU Ā-KAIMAHI

That the Service Delivery Committee receives the report of Brad Ward, Manager Community Services, titled Community Services Quarterly Report to 31 March 2023 (document number 10992618).

3 COMMENTARY – KŌRERO

3.1 COMMUNITY ASSETS AND PROJECTS

Year 2 Project Planning

Sport Field Improvement Programme

Contractors completed the installation of primary and secondary drainage, and irrigation at John Kerkhof Park, Cambridge. The contractors did extremely well in very testing conditions considering the significant rainfall events occurring during the construction phase. The large open swale dissecting the playing platform at John Kerkoff Park was also piped and filled in, creating a much more useable surface. The fields are currently in a grow-in phase with the fields anticipated to be open for play in late May.

Play Spaces Renewal and Development

The Cambridge Skate Park in Dominion Ave, was successfully opened on 31 March after much anticipation. The opening was well received among skaters and BMX enthusiasts, with the elements providing something for all ages and abilities. Minor vandalism prior to the opening was repaired in time.

Staff continue to finalise site locations in Kihikihi and Pirongia.

Construction of the John Rochfort Park playground in Kihikihi commenced in early February 2023. There is strong anticipation from the community and good feedback being received on progress. With the playground at John Rochfort due to open in April, construction will begin on a minor renewal at Rewi Maniapoto Reserve.

Following a hui with partners and stakeholders of Te Awamutu War Memorial Park in December 2022, design of the playground renewal is being finalised. Once completed, this will be shared back to the various groups for their information.

3.2 PARK OPERATIONS AND CEMETERIES

Contract Management

An update on individual contracts is as follows:

Contract	Update
Rural Open Space Maintenance Contract	<p>The rural open space maintenance services were reviewed under Local Government Act Section 17A and presented to the Executive group. Approval was granted for a 12-month contract with the current supplier to cover the transition plan of bringing the service in-house.</p> <p>Despite the unusual summer rainfall all mowing and shrubbery sites have been maintained to a high standard. Ngā Roto has continued to present mowing challenges due to the prolonged flooding of parts of the site.</p>
Tree Maintenance Contract	<p>1,282 trees were pruned as per the planned schedule over the last quarter with 25 trees removed predominantly due to minor storm damage.</p> <p>Cyclone Gabrielle remedial work continues with 295 related Customer Requests responded to over February and March. To date 42 trees have been removed specifically as a result of Cyclone Gabrielle.</p> <p>An increase to the Approved Contract Sum was approved by Service Delivery Committee (Committee) in March 2023.</p>

Contract	Update
Public Convenience Cleaning Contract	<p>Graffiti has reduced in this quarter with only one specialised call out to Kihikihi Domain. Smaller/easier graffiti is still required to be removed by our contractor.</p> <p>The Te Awamutu i-Site after hours toilets suffered fire damage with approximately \$5,000 worth of repairs.</p> <p>A new Operations Manager for the contractor started on 20 March 2023 along with a number of other staff changes within their team. Consistency of the required level of service has been a challenge, however through increased inspections and auditing, staff are continuing to work closely with the contractor to address quality issues.</p> <p>Additional cleaning was arranged for Bulmer's and Arapuni Landings from 20 December 2022 to 7 February 2023 to cope with large numbers of visitors.</p>

Cambridge and Te Awamutu Parks and Reserves

Continued higher than average rainfall over the January – March period, has kept the Park Operations staff mowing at a spring flush rate. Normally mowing staff are able to help garden teams with mulching of gardens and trees over this period. Cyclone Gabrielle also redirected staff off scheduled work to clean up both towns.

Projects completed in open spaces include:

- Minor maintenance repairs to parks assets
- A second round of growth regulator was applied on sports fields to reduce the amount of mowing needed to control grass growth.

Premier Parks Update	
Lake Te Koo Utu	<p>Cyclone Gabrielle caused damage to most of the walking tracks around the lake and knocked over more than 12 trees blocking tracks. Hazardous trees and debris have been removed from the lake and all tracks have reopened.</p> <p>A Project Implementation Plan has been developed for the Concept Plan. Further progress of the project is on hold while recruitment is underway. The projects include:</p> <ul style="list-style-type: none"> ▪ Design of a new entrance with mana whenua ▪ Developing a Heritage Maintenance Plan ▪ Developing a Vegetation Management Plan ▪ Geotechnical investigations.
Te Awamutu War Memorial Park	<p>Both replacement bridges are now in place and open. The artistic panels will be retrofitted to the bridges once they are designed by the artist and can be constructed.</p> <p>Cyclone Gabrielle caused some minor damage to trees in the park with only one large tree requiring removal.</p> <p>Projects from the concept plan have started with a Project Implementation Plan developed and early consultation with mana whenua partners and key stakeholders. Further progress of the project is on hold while recruitment is underway. The projects include:</p> <ul style="list-style-type: none"> ▪ Playground renewal ▪ Developing a Heritage Maintenance Plan ▪ Developing a Vegetation Management Plan ▪ Restoration of the Peace Fountain.

Rural Parks & Reserves

Contractors have removed large amounts of rubbish dumping from Ngā Roto, Bulmer's Landing and Keeley Reserve. This dumping included household rubbish, whiteware and green waste.

Some minor graffiti has been evident on reserves, however this has been remedied swiftly by Council contractors. There has been a reduction in the vandalism and graffiti across the rural reserves this quarter.

Cemetery Operations

Cemetery related statistics have plateaued compared with the previous six months. Lawn burials are 124 year to date, compared to 116 at the same point last year. Further detail regarding Cemeteries can be found in Appendix 1.

3.3 MUSEUM AND HERITAGE

Museum and Heritage Statistics

From 1 Jan – 31 March 2023 Te Awamutu Museum had;

- 313 visitors at the Te Awamutu Museum Education & Research Centre since the opening at Rickit Road on 5 March
- 5 collection acquisitions
- 20 research enquiries
- 240 students and teachers
- 37 new Tui and Tama Kids Club members
- Te Ara Wai Journeys had 3,150 new sessions and 1,996 new users

Further detail regarding Museum Statistics can be found in Appendix 2.

Te Awamutu Museum Education & Research Centre (Education & Research Centre)

Through January and February, staff worked to relocate their operation and create an engaging offering at 55 Rickit Road. Due to climatic conditions, only a limited amount of taonga was able to be relocated to the new site, so staff have created a visually exciting and stimulating education zone throughout the space and rebranded as Education & Research Centre to reflect the offering they can currently provide. The Education & Research Centre was opened to the public on the 5 March to coincide with International Children's Day.

The opening day was featured a Tui & Tama Eco Expo which the following groups participated in to showcase their work within the Waipā district;

- Go Eco
- Maungatautari Sanctuary Mountain
- Pirongia Te Aroaro o Kahu Restoration Society
- Predator Free Te Awamutu
- Te Awamutu Toy Library.

The 164 visitors who attended the opening gave overwhelmingly positive feedback regarding the engaging and interactive nature of the spaces at the new location and visitor numbers are steadily increasing and schools are being welcomed back.

Research and reading rooms have been established, with a selection of the Museum's most popular research books being relocated from Roche Street, enabling staff to continue to address research enquiries from the public.

Enriched Local Curriculum (ELC)

Over the last quarter, the ELC programmes catered for;

- 83 teachers in January & February
- 200 students in February
- 157 students in March

Council's Education Facilitator was invited to be part of the Integrated Curriculum Studies day at Te Awamutu College. Each year 9 class (200 students in total) learnt about our rohe, built connections to their marae and class, and undertook team building.

The inaugural visit of students to the Education & Research Centre was a group of over 60 students. Students explored the galleries with a programme specific age-related trail. The feedback from students and teachers was very positive, noting the whole space was activated for learning.

Unfortunately, cancellations continue to be an issue, with three groups cancelling. It is understood the industrial action may also affect bookings, as high school teachers are working around relieving for other classes. Staff are encouraging schools to rebook later in the year.

Museum Collections

After the closure of the Museum in Roche Street, the collections team successfully deinstalled all objects on display, completed condition reports and returned them safely to secure storage.

In preparation for opening the Education & Research Centre, the collections team identified engaging objects to be installed in the new Curiozeum display, such as rocks, fossils, toys and shells. All of the objects selected are stable and suitable for the conditions of the new building.

Council Collections

A full audit of the Council's art collection was completed in March. The assessment included a complete inventory, condition report and significance assessment of over 120 paintings, prints, sculptures and photographs. An assessment of the outdoor public artworks (murals and sculptures) on display in public areas across Waipa was also completed. The information from this project has been used to create a collection care plan for the individual works, factoring in display, conservation and cleaning needs.

The information from the audit will be used to recommend items for deaccession due to poor condition or lack of provenance. Once items have been identified, staff will request endorsement from the Executive Group before seeking final approval from the Strategic Planning and Policy Committee who have delegation to approve deaccessions.

Exhibitions

With the shift to the Education & Research Centre, staff have developed a standardised format of visual presentations and interpretation of key points based education programmes. Visitors experience activated learning through interactive enquiry, historic taonga stories, recreational play, discovery trails, and digital showcases.

Displays can be easily changed for special or historic events to align with focused learning experiences.

Heritage Fund

The Heritage Fund round closed on 30 December 2022, receiving five applications, with the Heritage Fund Subgroup allocating funding totalling \$31,117 to the applicants as follows:

- Maungatautari Ecological Island Trust: \$11,000
- Predator Free Cambridge: \$4,530
- NZ National Fieldays Society Inc: \$11,000
- Regent Theatre: \$1,234
- Kaniwhaniwha School: \$3,353

The Heritage Fund Criteria has been reviewed to clarify and facilitate the fund application process. This new criteria and process was approved by the Strategic Planning and Policy Committee on 4 April 2023. The new criteria and process will be utilised for the first time for Round 22, which opens 1 July and closes 31 December 2023.

Heritage Interpretation

Staff are preparing process and guidelines to determine the replacement and future development of Heritage Interpretation across the Waipā district. The guidelines will direct what content is shared and in what format – signage, QR code, brochure, website or a combination of methods. Location, access and visibility will also be considered.

This will ensure Council's interpretation, is fit for purpose, cost effective and easier to maintain. It is anticipated these guideline will be finalised over the next quarter before any replacement or development of new signage is undertaken.

3.4 LIBRARIES

Library Statistics Overview

- 35,814 visitors into the Libraries
- 657 new memberships
- 110,415 physical items issued
- 2,170 eResources issued
- 3,570 patrons attending Library programmes

RFID (Radio Frequency Identification)

The percentage of issues completed via the self-issue machines and Library app are now sitting circa 30% each month. Staff do expect this to continue to rise as more people download the app and get used to the self-issue kiosks.

Reports from RFID can be found in appendix 3.

Events

During this quarter staff had more than 18 events held in the Libraries. These are in addition to weekly programmed events. Some events were run in conjunction with other community groups from around the district.

A full list of events held can be found in appendix 3.

Library card numbers

During March the Libraries started recoding the number of library cards used each day. A small percentage of this number will be people logging into the library catalogue or app from home to renew items or place holds but the majority will be reflective of people using their cards in the libraries.

These numbers can be found in appendix 3

Cambridge Library Feasibility Study

As part of the Governments Better Off Funding, Council received \$250,000 to explore the need and possibilities of a new library facility in Cambridge. Staff will be engaging external support to deliver this in the next quarter.

Staff will be working with the Cambridge Community Board who have a new Cambridge Library as part of their strategic priorities for this triennium.

3.5 RESERVES PLANNING

Reserve Strategic Planning

205 Sainsbury Road Reserve Management Plan

A resolution to notify the draft reserve management plan was made at the Strategic Planning and Policy Committee 7 March meeting. The draft management plan was released for public consultation on 23 March for a two-month period in accordance with the requirements of the Reserves Act 1977. Following the close of consultation, a hearing will be held (if required) in June 2023.

Ngā Roto Reserve Management Plan Review

Work has commenced on a procurement plan for engaging the lead planner for this project. Given the significance of this reserve to iwi, this process is being conducted in a manner involving mana whenua in order to ensure they have confidence in the specialist engaged to lead the project.

Cemeteries Concept Plans

At the 21 February Committee meeting, it was resolved the draft concept plans go to a second round of public consultation between 27 February and 24 March 2023. 46 responses were received. The team are reviewing the feedback received and will report back to the Committee with recommendations in June 2023.

Cambridge Northern Town Belt Planning Project

Council staff are continuing to work with the relevant parties of the Cambridge Northern Town Belt to facilitate collaborative outcomes. At a meeting in early 2023, the various clubs chose not to seek external funding for a combined masterplan of the whole site. Instead, Hautapu Rugby Club have engaged a supplier directly to provide concept plans for Cambridge Memorial Park and are open to working with the other stakeholders to ensure alignment for future works and concept plans.

Sports Field Lease Model

In January, the project team met with all sports clubs who hold leases on Council sport fields as well as other stakeholders with an interest in using Council's fields to introduce the project and glean feedback to begin forming possible options. Five options have been drafted and will be shared with sport clubs, stakeholders and the Community Boards in May 2023.

Leamington Domain (the Domain) Master Planning

Council has engaged Xyst Ltd to develop a masterplan for the Domain, who have commenced initial consultation with lessees and stakeholders to the Domain. While the project scope considers the entirety of the Domain, the project does not provide any focus of the Cambridge TOP 10 Holiday Park and netball court locations.

This masterplan will also inform the proposed renewal of the destination playground on the Domain. A draft masterplan will be presented to the Committee in August, before public consultation to refine the plan.

Subdivision consents

Reserve acquisition and development discussions for C2, C3, C4, Cambridge North, C8, T1 and T8 growth cells have continued to progress. Timing of acquisitions varies depending on developer progress towards completing their subdivision(s).

Concessions

There have been a number of concessions issued for research related projects on Maungatautari. Council staff have worked with Maungatautari Ecological Island Trust to enable a streamlined process for a number of concession applications related to various parties wishing to undertake photography and filming related to a milestone in the Save the Kiwi project.

Staff Update

The Biodiversity Planner role, vacated at the end of 2023, was successfully filled in January, with the new staff member quickly getting up to speed on the restoration programme.

4 APPENDIX – ĀPITITANGA

No:	Appendix Title
1	Cemetery graphs
2	Museum visitor statistics
3	Library information

Brad Ward
MANAGER COMMUNITY SERVICES

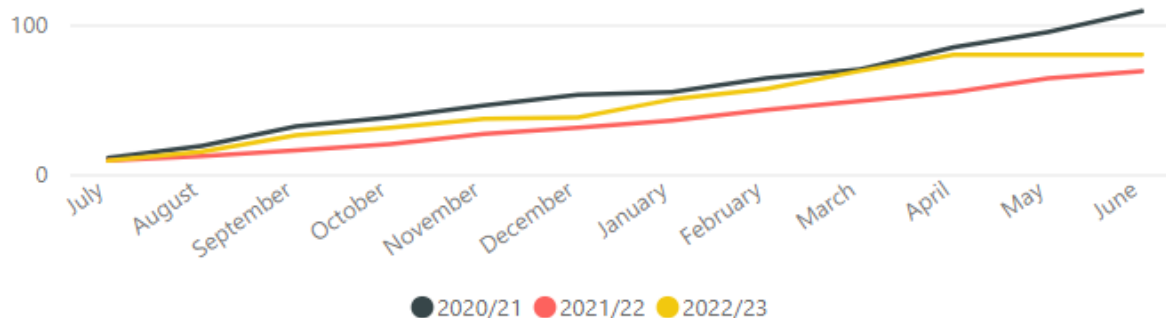
Approved by Sally Sheedy
GROUP MANAGER CUSTOMER AND COMMUNITY SERVICES

APPENDIX 1

Cemetery Graphs

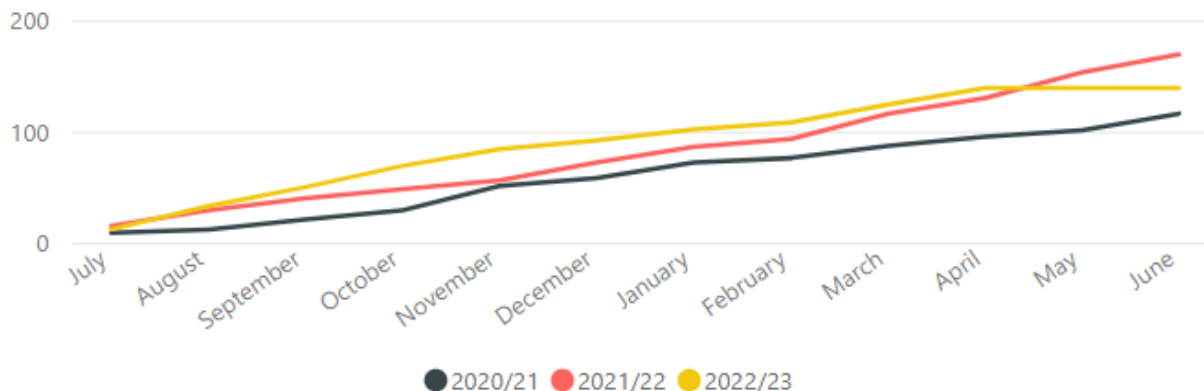
Ashes interment end of December breakdown per year Numbers to March 20/21-70 21/22-49 22/23-69

All ashes interments (YTD)

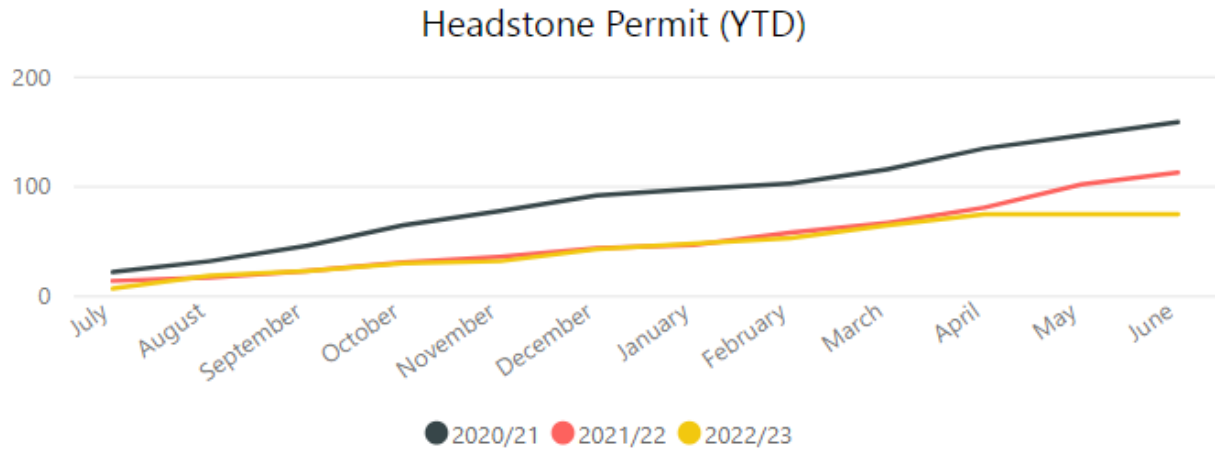


Lawn burials end of December breakdown per year Numbers to March 20/21-87 21/22-116 22/23-124

All lawn interments (YTD)



Headstone permits end of December breakdown per year
Numbers to March 20/21-115 21/22-66 22/23-64



APPENDIX 2

Museum Visitor Statistics

Te Awamutu Museum General Visitor Numbers

	2019	2020	2021	2022	2023
January	512	650	418	229	0
February	423	447	288	170	0
March	623	231*	496	165	313*
April	764	0**	690	428	
May	656	40***	420	354	
June	426	188	409	291	
July	613	585	782	689	
August	308	179****	177*****	476	
September	507	330****	126*****	343	
October	933	679	103*****	448*****	
November	463	396	200*****	0	
December	397	315	139*****	0	
Total	6,625	4,040	4,248	3,386	

Te Awamutu Museum LEOTC Students

	2019	2020	2021	2022	2023
January	0	0	0	0	0
February	440	516	170	64	0
March	988	154*	116	305	157*
April	306	0**	22	283	
May	755	0***	268	334	
June	206	100	1,054	426	
July	0	340	161	133	
August	136	184 ****	61*****	505	
September	408	37 ****	0*****	336	
October	50	0	0	26	
November	57	822	0	109*****	
December	0	59	0	0	
Total	3,346	2,212	1,852	2,521	

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

*Extended Christmas/New Year closure midday 24 December 2020 – 11 January 2021.

Level 2 15/2 – 17/2, 26/2 – 28/2/2021, 1/3 – 8/3/2021

*****Level 4 18/8 – 31/8/2021

*****Level 3 1 – 7/9/2021

*****Level 2, 1 – 7/10/2021, Level 3 8 – 31/10/2021 TAM CLOSED

*****Level 3.2, 1-2 /11/2021 CLOSED. Level 3.2, 2 – 16/10/2021 OPEN. Level 2 17 – 30/11/2021 OPEN

*****Level Orange, 1 – 9/12/2021 OPEN

***** Museum closed 20/10/2022 due to seismic issues

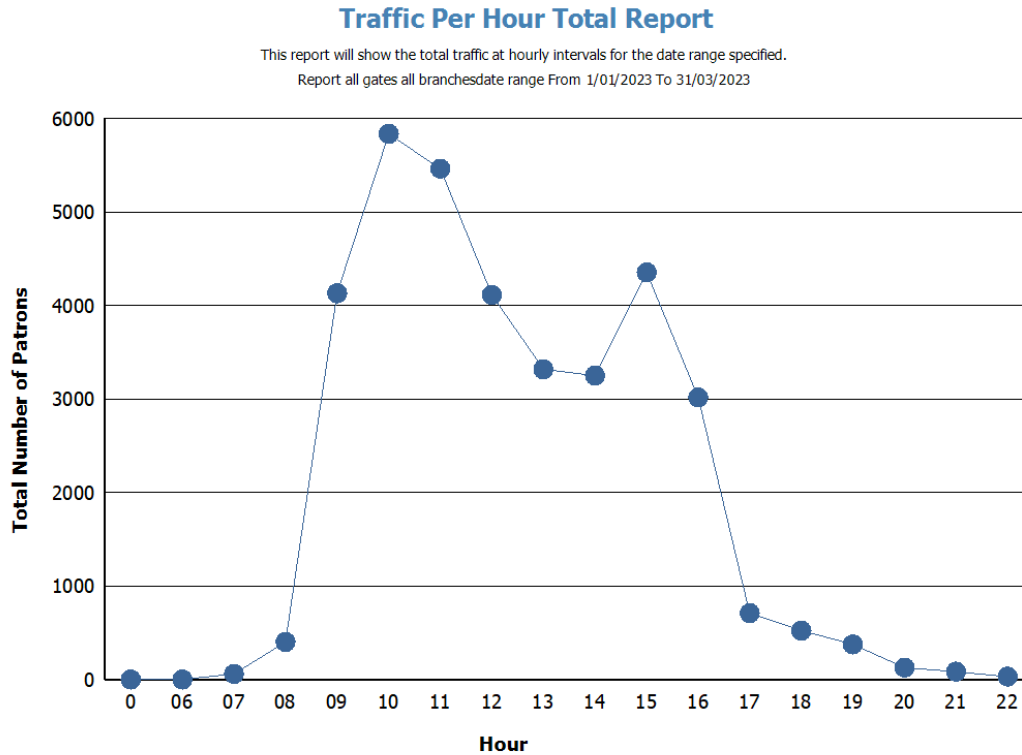
*****Students taught off-site as Museum closed

*Museum reopens as the Te Awamutu Museum Education & Research Centre at 55 Rickit Road 5 March 2023

APPENDIX 3

Library Information

RFID Information



This graph shows the total traffic to the Libraries spread over the hours of the day with a peak period of 10-11am. This assists by allowing the team to have the correct staff resourcing at the right times.

Membership numbers

During this quarter we registered 379 new patrons at Cambridge Library and 278 at Te Awamutu Library. At the end of this period the number of registered patrons were recorded as:

- Cambridge – 21,870
- Te Awamutu – 16,318
- Family count – 991 number of patrons who are recorded as not having their own card and are using a family member’s card)

Visitor counts	Cambridge	Te Awamutu
January	5,298	5,024
February	5,717	5,639
March	6,865	7,271
Total**	17,880	17,934

** The above numbers are the minimum number of those that have come in the libraries. It also does not allow for those who attended Library programmes not held in the Libraries e.g. an activity room, meeting rooms or outside e.g. Wriggle and Rhyme in the park.

Count of library cards used	Cambridge	Te Awamutu
January		
February		
March	6,761	4,837
Total**	6,761	4,837

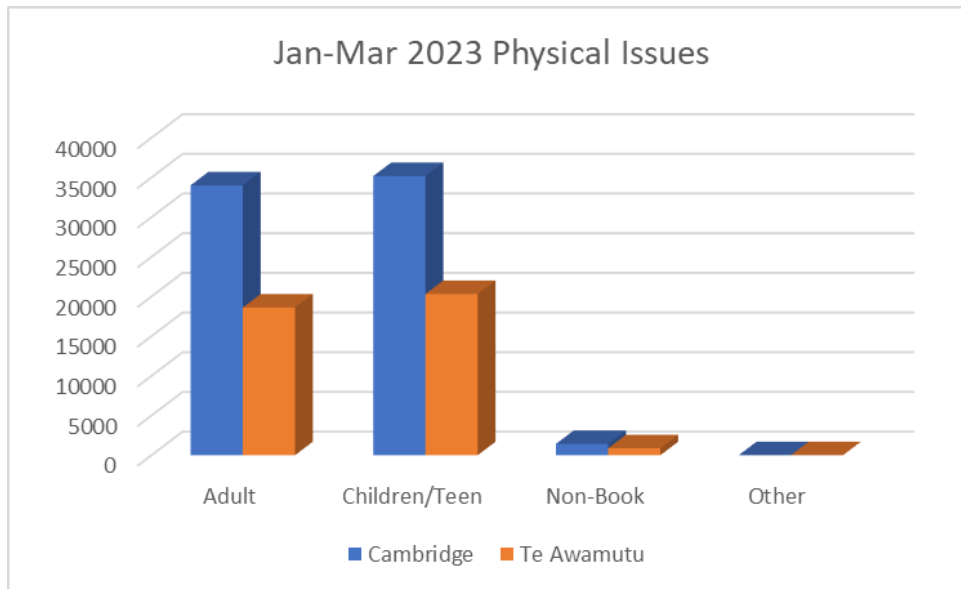
In March 2023 the Libraries started recording the number of library cards used each day. This count shows us how many people have used their card to borrow items, renew items and place holds via the library systems (either in house or at home on the online catalogue). Once we have this information over a longer period of time, we will be able to gain a clearer understanding of how people are using the library systems and for what purpose.

The information we are missing and difficult to record is how non-library members use the libraries. We know from staff observations we have people use the libraries for:

- A place to study
- A place to conduct business
- A place to socialise
- A place to play boardgames
- A place to use the internet and Wi-Fi
- A place that they can go that is warm in winter and cool in summer
- A safe place to meet children after school etc.

Some of this information will be captured in the annual library user survey conducted in April.

Total number of issues



Material type	Cambridge	Te Awamutu
Adult	34,013	18,611
Children/Teen	35,176	20,312
Non-Book	1,424	879
Other	0	0
Total	70,613	39,802

eResource issues this period:

- eBooks = 1,854
- eAudiobooks = 316

Programmes – Jan-Mar 2023

Over 3,507 patrons attended sessions during this time. It is noted, not all activities counted attendees due to the nature of the activity. For this quarter, some of the activities/events and programmes were:

- Wriggle and Rhyme in the Park (Cambridge)
- Toddler Time (Cambridge and Te Awamutu)
- Makerspace (Cambridge and Te Awamutu)
- Lego club (Te Awamutu)
- Digital learning (Cambridge and Te Awamutu)
- Rest home and Housebound visits (Cambridge and Te Awamutu)
- Girls night in x 2 - (Cambridge and Te Awamutu)
- Pages in parks (Cambridge and Te Awamutu)
- Cambridge Central Heritage Walk – with Michael Jeans and Sue Milner

- From spinning tops to knuckle bones – with the Cambridge Museum
- Let’s talk about anxiety – with Claudia Laschet (Cambridge)
- From then to now – with Alan Hall (Te Awamutu)
- Stories from the dead centre of town – with the Te Awamutu branch of the NZ Society of Genealogists
- Harp and the Lyre book talk – with Cambridge Autumn Festival
- Beginners clay workshop x 3 – with Cambridge Autumn Festival
- Dr Seuss birthday party – with Altrusa International of Te Awamutu



COMMITTEE REPORT



To: The Chairperson and Members of the Service Delivery Committee
From: Graduate Development Engineer
Subject: Request for New Public Road Names – SP/0148/21 Stage 1C and 1D
Meeting Date: 16 May 2023

1 PURPOSE - TAKE

The purpose of this report is to seek approval for the proposed public road names for new subdivisions located at 1865 Cambridge Road, Cambridge.

2 EXECUTIVE SUMMARY – WHAKARĀPOPOTOTANGA MATUA

The Council policy for the naming of roads requires that consultation is undertaken with the relevant iwi and that the proposed road names comply with the current Naming Policy.

Cambridge Road Development in C2 Growth Cell - SP/0148/21

3MS of Cambridge Limited Partnership has consulted with Ngāti Koroki Kahukura Trust and Ngaati Hauaa Iwi Trust as the mana whenua representatives and agreed on Keri Street, Ruia Crescent, Hauhake Street, and Ngaki Drive. These names come from the mana whenua narrative for land use of Te Oko Horoi (Cambridge). The area was “Maara Kai” the growing of food and so the naming of the public roads in stages 1C and 1D have been chosen according to this narrative. Ngaki means “seasonal growing task to till the soil”; Keri means “seasonal growing task to dig the soil”; Ruia means “seasonal growing task to sowing seeds” and Hauhake means “seasonal growing task to harvest crops”.

Land Information New Zealand has pre-approved the proposed names, which means that there are no similar, or similar sounding, names in the vicinity of the development, and emergency services will not be adversely affected.

3 RECOMMENDATION – TŪTOHU Ā-KAIMAHI

That the Service Delivery Committee

- a) Receives the report of James Brott, Graduate Development Engineer, titled Request for New Public Road Names – SP/0148/21 Stage 1C and 1D (document number 11002970);
- b) Approves
 - i. Keri Street, Ruia Crescent, Hauhake Street, Ngaki Drive, for use as public road names for the development of Stage 1C and 1D in C2 growth cell (SP/0148/21).

4 BACKGROUND – KŌRERO WHAIMĀRAMA

3MS Development – SP/0148/21 Stage 1C & 1D

Resource consent for this development was granted in October 2021 and proposed five stages in total. Stage 1A and 1B have been completed and include one public road named Hugo Shaw Drive (previously approved at the Service Delivery Committee meeting on 20 September 2022). Upon completion of stages 1C and 1D, 96 Lots and four public roads are going to be created. This development is part of the C2 growth cell.

The layout of the new roads is shown in Figure 1 below.



Figure 1 Stage 1C and 1D public roads

The proposed names Keri Street, Ruia Crescent, Hauhake Street, and Ngaki Drive are not similar or similar sounding to existing road names within the Waipā district.

General

As noted above, the proposed names are not similar, or similar sounding, to existing street names within the Waipā district. The proposed names were pre-approved by Land Information New Zealand, therefore the names are not repeated in Hamilton City Council or Waikato District Council, and emergency services will not be adversely affected.

5 SIGNIFICANCE & ENGAGEMENT – KAUPAPA WHAI MANA ME NGĀ MATAPAKINGA

Staff have considered the key considerations under the Significance and Engagement Policy, in particular sections 7 and 8 and have assessed that the matter(s) in this report have a low level of significance as they are public roads with no existing residential dwellings.

6 OTHER CONSIDERATIONS – HEI WHAIWHAKAARO

Council’s Vision and Strategic Priorities

The provision of clear road names which are distinctive ensures a well-connected community and ensures road names tell the story of Waipā and reflect Waipā’s natural, cultural, and historic heritage.

Legal and Policy Considerations – Whaiwhakaaro ā-Ture

Staff confirm that this request complies with Council’s legal and policy requirements within the road naming policy.

Financial Considerations – Whaiwhakaaro ā-Pūtea

The total costs to complete this are funded by the applicants.

Risks - Tūraru

There are no known significant risks associated with the decisions required for this matter.

7 APPENDICES - ĀPITITANGA

No.	Appendix Title
1.	Email: From Iwi to developer, showing iwi-supported names in the attachment
2.	Email attachment: showing original names proposed by developers with iwi approval



James Brott
GRADUATE DEVELOPMENT ENGINEER



Reviewed by Mike Kulpa
TEAM LEADER DEVELOPMENT ENGINEERING



Approved by Tony Quickfall
MANAGER – DISTRICT PLAN & GROWTH



Approved by Dawn Inglis
GROUP MANAGER – SERVICE DELIVERY

APPENDIX 1

Email: From Iwi to developer, showing iwi-supported names in the attachment (highlighted attachment shown in Appendix 2)

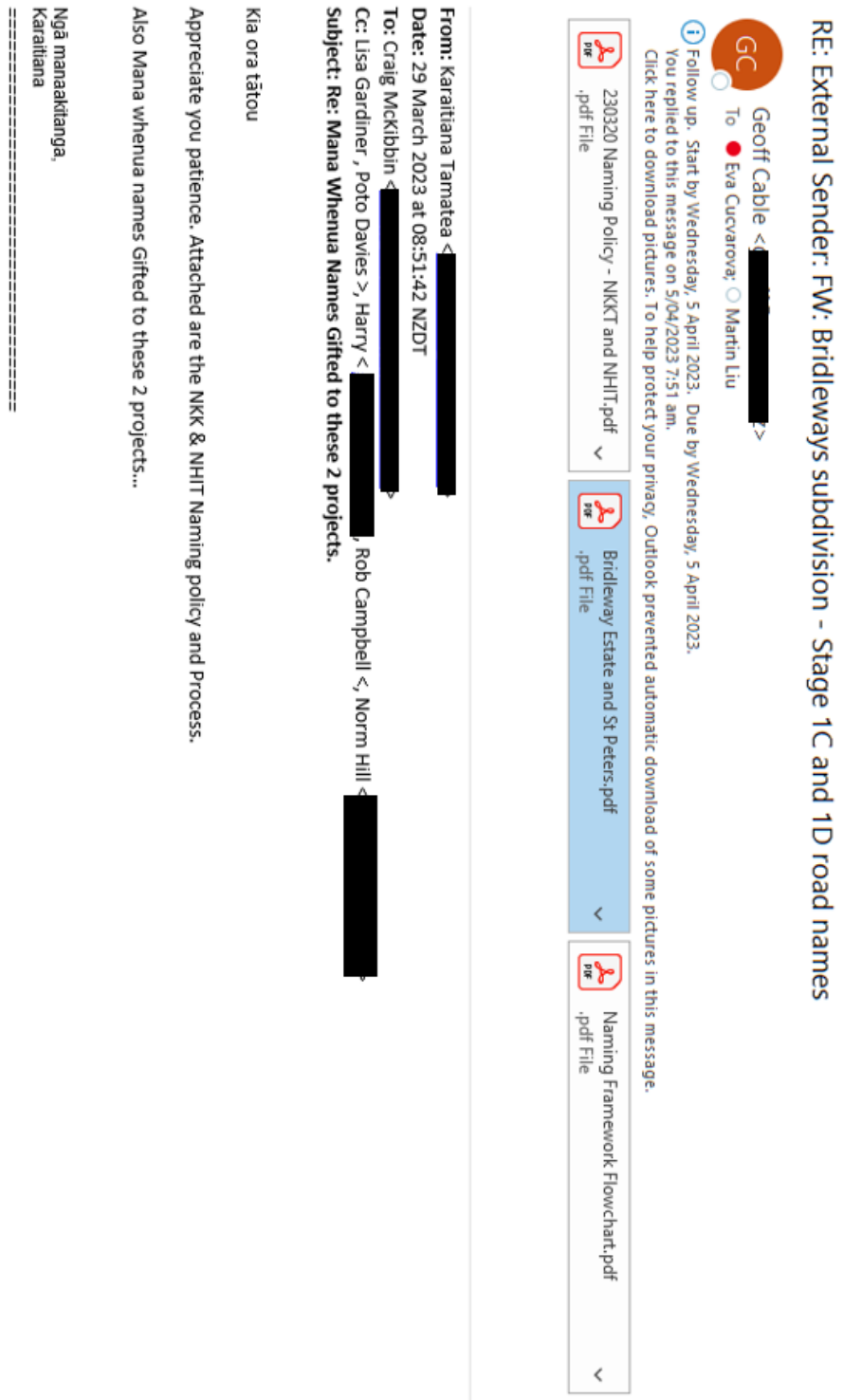


Figure 3 Email between Karaitiana Tamatea (iwi representative) and Craig McKibbin (developer)

APPENDIX 2

Email attachment: showing original names proposed by developers with iwi approval

**Bridleway Estate Street names
and Gifted name for St Peters Suburb.**

Prelude

“Te Oko Horoi” is the Māori name for the Cambridge area. The “Wash Bowl (of Sorrow of King Tāwhiao). King Tawhiao located in this area during the time of land court hearings in the old Museum buildings in Cambridge. He saw the continuation of land being taken from his people, so the wash bowl of sorrow. The Lake in this area is Te Koo Utu, (the scooping and sprinkling of water), as a healing way to relieve the pain and sorrow of land loss.

Another Mana whenua narrative for Landuse of Te Oko Horoi area was “Maara Kai” the growing of food and so the naming of the second bridge and first Pou Whenua (sculpture) heading South from Tamahere, Te Koopu Maania (Bridge) & Maara Kai (food gardens) from the adage by King Taawhiao “ Te Koopu Maania o Kirikiriroa me Oona Maara Kai” (The Smooth Womb of Kirikiriroa and her Food Gardens.”(1825 – 1894)

Names gifted

- For the St Peters suburb, the name gifted is the name of the Paa site located between the Waikato river and current St Peters area, Arikirua.
- For the Bridleway Estate, the names are based on the Food Gardens (Maara Kai) so gardening tools, gardening tasks, Lunar and seasonal times are gifted.
- We have two educational centres based in both the Arikirua and Bridleway Estate and so in Mana Whenua terms, Knowledge is also a Source of Food. This resonates with our ancestor Taawhaki who went in pursuit of the three Baskets of Knowledge. One of these baskets of knowledge is the name used as a connection and a main road link, between both institutes of learning.
- Further consultation with the Foundation Board of the name of the new school will be completed in due course.

Figure 4 Iwi attachment from correspondence sent by Geoff Cable (page 1 of 2)

Note: Highlighted Names below are assigned to stages 1C and 1D, additional names that are not part of this report are redacted.

Names Gifted to Bridleway Estate		
Names	Meanings	Location from Bridleway Estate Road and Park Naming Drawing No: 17001-SK-203 Revision No: F
Ngaki	Seasonal growing task to till the soils	1. Subdivision Road 11
Keri	Seasonal growing task to dig the soil	2. Subdivision Road 12
Ruia	Seasonal growing task to sowing seeds	3. Subdivision Road 15
Hauhake	Seasonal growing task to harvest crops	4. Subdivision Road 13,14 & 16
[Redacted Content]		
Te Aronui	Name of one of the baskets of knowledge that connects the new School to the St Peters suburb. Both spaces of learning. Aronui also means a main focus.	10. Central Collector Road
		Subdivision Roads 17, 18 & 19???

Naa maatou: Ngāti Koroki Kahukura Trust and Ngaati Hauaa Iwi Trust. (29/3/23)

Figure 5 Iwi attachment from correspondence sent by Geoff Cable (page 2 of 2)

COMMITTEE AGENDA



To: The Chairperson and Members of the Service Delivery Committee
From: Governance
Subject: **RESOLUTION TO EXCLUDE THE PUBLIC**
Meeting Date: 16 May 2023

1 EXECUTIVE SUMMARY – WHAKARĀPOPOTOTANGA MATUA

A local Authority may, by resolution, exclude the public from the whole or any part of the proceedings of any meeting under section 48(1) of the Local Government Official Information and Meetings Act 1987.

2 RECOMMENDATION – TŪTOHU Ā-KAIMAHI

THAT the public be excluded from the following parts of the proceedings of this meeting.

The general subject of the matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
12. Confirmation of Public Excluded Minutes – 18 April 2023. 13. Tree Maintenance Contract Extension. 14. 27-17-18 General Maintenance Contract – Extension of Contract. 15. 27-18-14 Traffic Services	<i>Good reason to withhold exists under section 7 Local Government Official Information and Meetings Act 1987</i>	<i>Section 48(1)(a)</i>

<i>Contract – Extension of Contract.</i>		
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This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act, or Sections 6, 7 or 9 of the Official Information Act 1982, as the case may be, which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, are as follows:

Item No.	Section	Interest
12,13,14,15	7(2)(i)	<i>To carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</i>