

Agenda for a meeting of the Te Kauwhata Community Committee to be held in the St John Hall, 4 Baird Avenue, Te Kauwhata on **WEDNESDAY 1 MARCH 2017** commencing at **7.00pm**.

Information and recommendations are included in the reports to assist the Board in the decision making process and may not constitute Council's decision or policy until considered by the Board.

1. APOLOGIES AND LEAVE OF ABSENCE

2. CONFIRMATION OF STATUS OF AGENDA

3. DISCLOSURES OF INTEREST

4. CONFIRMATION OF MINUTES

Meeting held on Wednesday 1 February 2017 3

5. SPEAKER

Mr Iain Fletcher from Downers will be in attendance to provide an update to the Board regarding the Longswamp Expressway.

6. REPORTS

- | | | |
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| 6.1 | Works & Issues Report: March 2017 | 8 |
| 6.2 | Councillor's Report | <i>Verbal</i> |
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| 6.7 | Community Board/Committee Workshop | 26 |
| 6.8 | Chairperson's Report | <i>Verbal</i> |

7. PROJECTS UPDATE

- 7.1 Wetlands Walkway *Verbal*
- 7.2 Ken Knobbs Memorial Garden *Verbal*
- 7.3 Dog Park *Verbal*

GJ Ion

CHIEF EXECUTIVE

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Open Meeting

To	Te Kauwhata Community Committee
From	Gavin Ion Chief Executive
Date	15 February 2017
Prepared by	Wanda Wright Committee Secretary
Chief Executive Approved	Y
DWS Document Set #	GOV0509
Report Title	Confirmation of Minutes

1. EXECUTIVE SUMMARY

To confirm the minutes of the Te Kauwhata Community Committee meeting held on Wednesday 1 February 2017.

2. RECOMMENDATION

THAT the minutes of the meeting of the Te Kauwhata Community Committee held on Wednesday 1 February 2017 be confirmed as a true and correct record of that meeting.

3. ATTACHMENTS

TKCC Minutes

MINUTES of a Triennial meeting of the Te Kauwhata Community Committee held at the St John Ambulance Rooms, 4 Baird Avenue, Te Kauwhata on **WEDNESDAY 1 FEBRUARY 2017** commencing at **7.00pm**.

Present:

Ms T Grace (Chairperson)
Cr JD Sedgwick
Mrs C Berney (Secretary)
Mr J Cunningham
Mr D Hardwick
Mr T Hinton
Mrs M Raumati
Mr B Weaver

Attending:

Mr V Ramduny (Planning & Strategy Manager)
Mr I Fletcher (Downers)
Ms S Kelly (Youth Engagement Officer)

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Mrs Berney/Mr Hinton)

THAT an apology be received from and leave of absence granted to Mr Dawson and Mr Howells.

CARRIED on the voices

TKCCI702/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Mr Hardwick/Mr Cunningham)

THAT the agenda for a meeting of the Te Kauwhata Community Committee held on Wednesday 1 February 2017 be confirmed and all items therein be considered in open meeting;

AND THAT the following item be discussed at an appropriate time during the course of the meeting:

- Update on the Longswamp section of the expressway.

CARRIED on the voices

TKCCI702/02

DISCLOSURES OF INTEREST

There were no disclosures of interest.

RECEIPT OF MINUTES

THAT the minutes of the triennial meeting of the Te Kauwhata Community Committee held on Wednesday 2 November 2017 be received subject to the following editing:

- **Mr D Hardwick be removed from the “Present” list, and**
- **Mrs E Davies’ name be corrected in the “Attending” List to read Mrs E Davis.**

CARRIED on the voices

TKCCI702/03

REPORTS**Longswamp Section of the Expressway**

Add. Item

Mr Fletcher, Downers representative, presented a verbal progress report on the Longswamp Section of the Expressway.

Te Kauwhata Works & Issues Report

Agenda Item 5.1

Additional items discussed included:

- Village Green Playground - Possible provision of a swing specifically designed for disabled children as well as very young children, at the community’s request
- Specifications required for basketball hoop, backboard and court design
- TK Domain:
- Request to install a stainless steel sink and benchtop unit with a tap on push-timer located on exterior of toilet block
- Electricity boxes
- Dog park: approved seat designs required
- Wayside Road closure and associated Rapid address renumbering requirements

Resolved: (Cr Sedgwick/Mr Cunningham)

THAT the report from the General Manager Strategy & Support be received.

CARRIED on the voices

TKCCI702/04/1

Councillor's Report
Agenda Item 5.2

Cr Sedgwick gave a verbal report and answered questions of the Committee including matters arising from Council workshops and community relate issues.

Mr Ramduny gave an explanation on the following processes:

- Private plan changes
- Development of the district plan.

Discretionary Fund – 16 January 2017
Agenda Item 5.3

It was noted that a sum of \$40 was received for the usage of the community sign for advertising purposes by a commercial enterprise. This money was given to Mr Ramduny to be deposited with Waikato District Council.

Resolved: (Ms Grace/Cr Sedgwick)

THAT the report from the General Manager Strategy & Support be received;

AND THAT the sum of \$40 be deposited into the Te Kauwhata Community Committee's discretionary fund.

CARRIED on the voices

TKCCI702/04/2

New Youth Representatives on the Te Kauwhata Community Committee
Agenda Item 5.4

Resolved: (Mr Hardwick/Mrs Berney)

THAT the report from the General Manager Strategy & Support be received.

CARRIED on the voices

TKCCI702/04/3

Community Plan Template and Identification of Long Term Plan Priority Projects
Agenda Item 5.5

Resolved: (Mr Hinton/Mr Cunningham)

THAT the report from the General Manager Strategy & Support be received;

AND THAT the Community Committee develops its community plan and identifies key projects to give effect to the plan and for consideration through Council's Long Term Plan process by using the template provided;

AND FURTHER THAT the completed community plan template be submitted to Council's Corporate Planner by 31 March 2017.

CARRIED on the voices

TKCCI702/04/4

Chairperson's Report

Agenda Item 5.6

The chair gave a verbal report and answered questions of the committee.

PROJECTS UPDATE

Wetlands Walkway

Agenda Item 6.1

There has been good progress made with groundworks to begin in February

Ken Knobbs Memorial Garden

Agenda Item 6.2

Current scope of works almost completed.

Dog Park

Add. Item

Progress report provided.

There being no further business the meeting was declared closed at 9.00pm.

Minutes approved and confirmed this

day of

2017.

T Grace

CHAIRPERSON

Minutes2017/TKCC/170201 TKCC Minutes

Open Meeting

To	Te Kauwhata Community Committee
From	Tony Whittaker General Manager Strategy & Support
Date	16 February 2017
Prepared by	Sharlene Jenkins PA to General Manager Strategy & Support
Chief Executive Approved	Y
DWS Document Set #	GOV0509 / 1682269
Report Title	Te Kauwhata Works & Issues Report: March 2017

1. EXECUTIVE SUMMARY

To update the Committee on issues arising from the previous meeting.

2. RECOMMENDATION

THAT the report from the General Manager Strategy & Support be received.

3. ATTACHMENTS

Te Kauwhata Works & Issues Report: March 2017

**TE KAUWHATA COMMUNITY COMMITTEE
WORKS & ISSUES REGISTER – 2017**

	Issue	Area	Action	Comments
1.	Rapid Charger	Strategy & Support	Paul Blue from WEL has been contacted by Council staff to attend the TKCC meeting to discuss the need for a second rapid charger in the town.	Awaiting confirmation from Paul Blue as to his availability to attend the May meeting.
2.	Te Kauwhata Community Plan	Strategy & Support	The Community Committee to finalise its community plan for submitting to Council's Corporate Planner by 31 March 2017.	Work in progress.
3.	Closure of Wayside Road off SH1 (northern entrance)	Service Delivery (Roading)	Chris Clarke, Council's Roading Manager, to clarify status and process regarding the closure of wayside road off SH (northern entrance)	NZTA are unable to provide a timeframe for the closure. They are liaising with their contractors to determine the need for access during construction.
4.	Multi-purpose swing for kids (0-8 years old)	Service Delivery (Parks & Facilities)	The community is keen to have a multi-purpose swing – cost is about \$600-\$800. TKCC have offered to contribute to the cost. Council's Parks & Facilities Team previously responded (on 01 February 2017) that whilst the swing may cost only \$800, there are additional requirements regarding the install that will make the cost much more. Staff further indicated that they will look into this but noted that there is no Council budget available until 2020. Cr Sedgwick has been in touch with Mark Jensen.	The Parks team have indicated that the "multipurpose swing" was to include a disabled swing. These assets have specific safety specifications that need to be met which are separate to the original playground designs that were certified. If this aspect is to be included in the playground area it will need to be a standalone asset at the cost of the Community Board.

	Issue	Area	Action	Comments
5.	Dog exercise area	Service Delivery (Parks & Facilities)	The Community Committee would like some seating to be provided in the dog exercise area. The Community Committee is willing to put in some simple posts and plank seats x3 but would like to understand what Council's approved design is for such.	Parks team will forward through the standard parks bench design specifications and safety standards that need to be met for public park furniture.
6.	Excessive flooding from tap outside of the toilet area at the Rugby Club	Service Delivery (Parks & Facilities)	The Community Committee would like a push tap (timer tap) to be installed with a stainless steel tub that drains into the toilet.	The Facilities team will look into this to see if it can be covered through current budgets as it is not a repair but a request to upgrade the facilities.
7.	Electricity boxes in the Domain	Service Delivery (Parks & Facilities)	These electricity boxes are being used by freedom campers at the ratepayers expense. The Community Committee would like to understand why these boxes are there and if they can be locked up so that they are not abused.	Lock has been placed on the power box. Freedom campers should not be able to use the plugs.
8.	Basket ball backboard and pole + concrete slab	Service Delivery (Parks & Facilities)	The Community Committee has requested specifications for this from Council.	Parks team will forward through the standard design for a basket ball half court and hoop.

	Issue	Area	Action	Comments
9.	Trucks parking on centre median on Main Street obstructing pedestrian and oncoming driver view	Service Delivery (Roading)	The Community Committee would like to know if bollards can be installed to provide a greater distance between the pedestrian crossing and where trucks park. They note that the trucks support the businesses on the street. This matter has been raised by Cr Sedgwick with Council's Safety Engineer, Nathan Hancock.	<p>Vishal Ramduny discussed this matter with Nathan again at the request of the Community Committee on 03 February. Nathan has indicated that he would not support any measures that would continue to accept the use of the median strip as a parking lane for trucks. Nathan has provided some pictures to highlight the issue with the Community Committee. From the pictures (see below) a truck actually straddles the median strip, overhanging into the running lanes. The truck shown in the picture isn't of great size and Nathan has indicated that the situation would be magnified if a stock truck was parked there with another stock truck driving past creating a dangerous situation.</p> <p>See correspondence below from Nathan Hancock provided for the TKCC meeting in March 2017.</p>

Correspondence from Nathan Hancock, Council's Safety Engineer, to Vishal Ramduny dated 03 February 2017

Hi Vishal

Following our chat yesterday evening I have given the situation a bit more thought. We last left it that I would visit the site and establish how far the existing median island could be extended such that it would ensure visibility is maintained for pedestrians using the crossing. Having thought about this some more, I have reverted to my original stance, in that I would not support any measures that would continue to accept the use of the median strip as a parking lane for trucks. As you can see in the two pictures below, a truck actually straddles the median strip, overhanging into the running lanes. The truck shown in the picture isn't of great size either, so the situation would be magnified if a stock truck was parked there with another stock truck driving past.





Furthermore, the extension of the island in a northern direction could block right turning movements out of the tavern car park. Correspondingly, an extension south will make accessing the disabled bay outside the Health Centre difficult (I believe that ambulance use that area also).



The only safe course of action to ensure the continued safety of pedestrians (as it appears this is the main concern here) is to start enforcing the fact that vehicles should not be parking on the median strip. This would need to be undertaken in collaboration with Police. I have discussed this with Chris and he has accepted this stance.

Open Meeting

To	Te Kauwhata Community Committee
From	Tony Whittaker General Manager Strategy & Support
Date	15 February 2017
Prepared by	Julienne Calambuhay Management Accountant
Chief Executive Approved	Y
Reference/Doc Set #	GOV0509
Report Title	Discretionary Fund Report to 15 February 2017

1. EXECUTIVE SUMMARY

To update the Committee on the Discretionary Fund Report to 15 February 2017.

2. RECOMMENDATION

THAT the report from the **General Manager Strategy & Support** be received.

3. ATTACHMENTS

Discretionary Fund Report to 15 February 2017

TE KAUWHATA COMMUNITY COMMITTEE DISCRETIONARY FUND 2016/2017

GL 1,207,170.4

Commitments from Committee Meeting Minutes & Other Information

2016/17 Annual Plan

11,139.00

Carry forward from 2015/16

64,087.00

Total Funding**75,226.00****Expenditure**

28-Apr-16	Earthcare Systems - supply and install Rose Arbour	3,800.00
28-Apr-16	Earthcare Systems - labour - tree trimming	50.00
30-Jun-16	Rush Security - installation of security cameras	2,310.00
06-Apr-16	TK Community Events Inc. - for expenses towards catering for the ANZAC Parade	750.00
10-Oct-16	Gilbert Powley - Z gift card	100.00
10-Nov-16	Jo Clegg - reimbursement for Freeparking account for TK website 28/10/2016 - 28/10/2017	148.85

Total Expenditure

7,158.85

Income

02-Feb-17	TKCC sign hire	40.00
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Total Income

40.00

Net Expenditure

7,118.85

Net Funding Remaining (excluding commitments)

68,107.15

Commitments

06-May-09	Further development of playground	5,000.00
07-Oct-15	Commitment for security cameras	9,436.00
	Less: Expenses	2,310.00
03-Sep-14	Commitment for Walkways	25,000.00
07-Mar-12	Railway Cottage Community Park	10,000.00
03-Sep-14	Ken Knobbs memorial garden	5,000.00
	Less: Expenses	3,800.00
07-Oct-15	TK Youth Action Group - basketball area project at Village Green	7,500.00

Total Commitments**55,826.00****Net Funding Remaining (Including commitments) as of 15 February 2017****12,281.15**

Open Meeting

To	Te Kauwhata Community Committee
From	Tony Whittaker General Manager Strategy & Support
Date	16 February 2017
Prepared by	Shannon Kelly Youth Engagement Advisor
Chief Executive Approved	Y
Reference#	GOV0509 / 1683079
Report Title	Youth Engagement Update

I. EXECUTIVE SUMMARY

The purpose of this report is to provide the Te Kauwhata Community Committee with:

1. The Youth Action Group's Quarterly Report (prepared by the Youth Engagement Advisor).
2. An update from Council's Youth Engagement Advisor.

2. RECOMMENDATION

THAT the report from the **General Manager Strategy & Support** be received.

AND THAT if there are any new issues identified in the **Youth Action Group's Quarterly Report** that the **Committee** agrees on, be added to the **Committee's Works and Issues** report so that progress on implementation can be monitored.

3. YOUTH ENGAGEMENT UPDATE

Snapshot of 2016-2017 Youth Engagement in Te Kauwhata:

- Crystal Tata was the paid Youth Action Group Coordinator in Te Kauwhata under the umbrella of the TK DISC.
- Crystal ran the youth action group, prepared reports for community committee and attended meetings.
- Ministry of Social Development Sector Trials ended – funding for this role ceased in June 2016.
- From June 2016, Shannon has coordinated the Te Kauwhata Youth Action Group until a suitable replacement is identified, recruited and trained.

- Te Kauwhata Youth Action Group raised issues and provided input into:
 - Lighting and safety concerns in Te Kauwhata - complete
 - Skate park – in progress, waiting on developer
 - BMX track concept – in progress
 - Development of Waikato District Youth Awards 2016 – complete
 - Participated as Youth judges in Waikato District Youth Awards 2016 – complete
 - 2017 report – Flickering lights at train tracks – in works and Issues report
 - Idea to reopen the Youth Hub – still in consultation
 - Paintball project – still in consultation
 - Bullying
 - Youth Leadership
 - Funding for projects
- Between February and November 2016, the Te Kauwhata Youth Action group met nine times to collaborate, discuss youth issues and plan and complete projects.

4. GOVERN UP – YOUTH DEVELOPMENT PROGRAMME

In January 2017, Waikato District Council successfully applied to the Ministry of Youth Development for funding to establish mentoring positions and Youth Action Groups for young people. Te Kauwhata was one of the towns that funding was approved for.

Govern Up is a programme that will allow young people in Te Kauwhata to join the Te Kauwhata Youth Action group, develop and use leadership skills and participate in youth led and initiated projects / events. Young people in leadership positions will support and mentor other young people and the Te Kauwhata Youth Action Group will recruit young people from their respective towns.

Young people in the Youth Action Group will have a budget of \$500-\$1000 to spend on youth development and community based projects for Te Kauwhata that they design. They are required to be youth coordinated and youth planned, and the projects will have to be completed by 30 June 2017.

We are asking the Te Kauwhata Community Committee to support the development of the Govern Up project by supporting the capacity development of these projects. It is envisioned that the Te Kauwhata Community Committee support the youth group to plan and execute the programme and assist where young people require them to assist.

In order for this programme to be successful, we need at least 60 young people from across the district to participate in this project. We are hoping to have at least 10 of those young people come from the Te Kauwhata projects. We also need a dedicated adult agency / individual / mentor to support the youth group as they are developing their projects, and to liaise with the Waikato District Council Youth Engagement Advisor.

The responsibilities will be:

- To follow up with the Youth Action Group
- To help the group progress their projects forward
- To help the group maintain momentum of their projects
- Liaise with the Youth Engagement Advisor regarding progress and projects

The Youth Engagement Advisor is attending the Te Kauwhata College school assembly on 08 March to promote the Youth Action Group and this project. We would like the Youth Mentor and another member of the Te Kauwhata Community Committee to attend this assembly with her, in order to establish relationships with the youth group.

5. YOUTH REPRESENTATION

Since Crystal Tata stepped down from her role as Youth Coordinator, youth representation on the Community Committee has experienced a decline in attendance and engagement.

The Youth Engagement Advisor invites the Community Committee to discuss some of the reasons why local young people may not be strongly engaged in this area and to put forward some recommendations and delegated responsibilities to increase youth engagement in this area.

6. ATTACHMENTS

NIL (Note: Youth Action Report will be available when Youth Group meet in March)

Open Meeting

To	Te Kauwhata Community Committee
From	Tony Whittaker General Manager Strategy & Support
Date	20 February 2017
Prepared by	Shannon Kelly Youth Engagement Advisor
Chief Executive Approved	Y
Reference #	GOV0509
Report Title	New Youth Action Group Representatives on the Community Committee

1. EXECUTIVE SUMMARY

The purpose of this report is to provide the Te Kauwhata Community Committee with an introduction to the new Youth Action Group representatives on the Te Kauwhata Community Committee.

2. RECOMMENDATION

THAT the report from the **General Manager Strategy & Support** be received;

AND THAT the **Youth Action Group** representatives (**Sarah Hall, Abby Irvine** and **Ngahuia Falwasser**) be appointed to the **Te Kauwhata Community Committee**.

3. BACKGROUND

Three young people have put their names forward to represent the Te Kauwhata Youth Action Group on the Te Kauwhata Community Committee. Their names are: Sarah Hall; Abby Irvine; and Ngahuia Falwasser.

These youth representatives will alternate in order to provide a regular youth voice on the Community Committee. They will introduce themselves at the March 2017 Te Kauwhata Community Committee meeting.

Open Meeting

To	Te Kauwhata Community Committee
From	Tony Whittaker General Manager Strategy & Support
Date	17 February 2017
Prepared by	Melissa Russo Corporate Planner
Chief Executive Approved	Y
Reference/Doc Set #	GOV0509 / 1641814
Report Title	Community Plan Template and Identification of Long Term Plan Priority Projects

I. EXECUTIVE SUMMARY

Every three years Council must prepare and adopt a Long Term Plan (LTP). The purpose of the LTP is to set the budgets and projects for the next 10 years.

Through this process, Council would like to give our communities the opportunity to think about projects that could be considered for funding through the LTP.

Ideally these should be projects that support the community vision and the issues within the community that need to be addressed. For this reason, and to ensure that Community Boards and Community Committees take ownership for developing community-level plans, Council staff have developed a simple one-page template for assisting Community Boards and Committees for developing their respective community plans and coming up with projects that can be considered through the LTP.

2. RECOMMENDATION

THAT the report from the General Manager Strategy & Support be received;

AND THAT the Community Committee develops its community plan and identifies key projects to give effect to the plan and for consideration through Council's Long Term Plan process by using the template provided.

AND FURTHER THAT the completed community plan template be submitted to Council's Corporate Planner by 31 March 2017.

3. BACKGROUND

Every three years Council must prepare and adopt a Long Term Plan (LTP). The purpose of the LTP is to set the budgets and projects for the next 10 years.

Community Boards and Committees are also required to develop community plans. Some Community Boards and Committees already have these but some need to be reviewed.

Council is also cognisant of the time it can take for Community Boards and Committees to develop a community plan the last time (often up to a year). To help make the process more efficient and less resource-intensive and to ensure that the projects in the community plan are also considered for funding through Council's LTP, staff have developed a simple one page community plan template for use by Community Boards and Committees.

This template is to be used for the Community Board/Committee to firm up its vision for the community, identify key issues that are affecting the community and to come up with projects/initiatives to address these.

Since Council is not the only provider of services, it is conceivable that some community projects may be the responsibility of other government agencies (like the New Zealand Transport Agency (NZTA). It is important therefore for all these to be listed in the community plan if it supports the vision for the community and addressing the issues afflicting it.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

Through the LTP process Council will provide an opportunity for communities to submit community projects for consideration in the 2018-28 LTP. In order to streamline the process and ensure that projects relate to the vision for the community and address the issues afflicting it, a community plan template has been developed by Council staff. Through this, Community Boards/Committees can come up with projects that can be considered through the LTP process. The community plan (including associated projects) must be submitted to the Corporate Planner (melissa.russo@waidc.govt.nz) by 31 March 2017 using the community plan template that is attached to this report.

Following the submission of the community plan by the Community Board/Committee to the Corporate Planner, the projects will be considered by Council through the LTP process.

Staff will report back to the Community Boards/Committees on those projects that have received funding through the LTP process following its adoption in June 2018.

It is the responsibility of the Community Boards/Committees to engage with their communities on the projects they would like to be submitted for consideration through the LTP process.

5. CONSIDERATION

5.1 FINANCIAL

The financial impact of the priority projects will not be realised until the projects have received confirmation of funding from Council through the LTP process.

5.2 LEGAL

Council's Long Term Plan is developed in accordance with requirements of the Local Government Act.

5.3. STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

Projects derived from the community plan will be considered for inclusion in the Long Term Plan.

5.3 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

Highest levels of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Tick the appropriate box/boxes and specify what it involves by providing a brief explanation of the tools which will be used to engage (refer to the project engagement plan if applicable).</i>	<p>Community Boards and Committees are being empowered to develop their community plans and to use this to identify projects for consideration in Council's Long Term Plan 2018-2028.</p> <p>Community engagement could also extend to the 'empower' level of engagement, if the community choose to deliver the project with little Council involvement.</p>				

State below which external stakeholders have been or will be engaged with:

Planned	In Progress	Complete	
Y			Internal
Y			Community Boards/Community Committees
			Waikato-Tainui/Local iwi
Y			Households
			Business
			Other Please Specify

It will be the responsibility of the Community Boards and Committees to engage with their communities on those projects that the community would like to submit for consideration.

6. CONCLUSION

Community Boards and Community Committees are to engage with their communities on those projects they would like to see delivered over the next three years as part of the development of their respective community plans. Community plan (with projects) must be submitted for consideration by Council alongside the LTP 2018-18 process by 31 March 2017.

7. ATTACHMENTS

Attachment I – Community plan template

(Name of town/village) Community Plan 2016-2026

(Insert community logo if available)

Name of community	e.g. Pokeno
Ownership	e.g. Pokeno Community Committee

<p>Objective(s) of this plan</p> <p><i>State what this plan is seeking to achieve.</i></p>	
<p>Community snapshot (status quo)</p> <p><i>State a few facts about the community e.g. demographics, growth, key attractions etc. (some of this information can be provided by council on request)</i></p>	
<p>Key issues/problems</p> <p><i>What are the key issues faced by the community that this plan is seeking to address?</i></p>	
<p>Key stakeholders</p> <p><i>Who are the key stakeholders in the community that have been/will be engaged in developing and implementing this plan.</i></p>	

Key Actions ranked in order of priority (to be used to inform Council's Long Term Plan 2018-2028)

Action	Estimated cost	Funding source	Responsibility	By when

Note: It is the responsibility of the community board or committee to report on implementation. It is suggested that this be done on a two-monthly basis at the board or committee meeting.

Open Meeting

To	Raglan Community Board Ngaruawahia Community Board Taupiri Community Board Huntly Community Board Onewhero-Tuakau Community Board Te Kauwhata Community Committee Meremere Community Committee Pokeno Community Committee Tamahere Community Committee
From	Tony Whittaker General Manager Strategy & Support
Date	20 February 2017
Prepared by	Rose Gray Council Support Manager
Chief Executive Approved	Y
Reference #	GOV1318
Report Title	Community Board/Committee Workshop

I. EXECUTIVE SUMMARY

The annual workshop held with Community Boards and Committees on 15 February 2017 included discussion on the role of Community Boards and Committees, Zero Harm, growth nodes and economic development within the district, Discretionary Fund Operations, Community Targeted Rates and the Relationship between Council and Community Boards and Committees, particularly with regard to communication.

At this workshop it was agreed that going forward they would be held quarterly. The next workshop is planned to be held at Council on 17 May 2017 at 5.30pm. His Worship the Mayor, Councillors and members of the Executive Team will again be in attendance.

Members are requested to provide topics for the agenda to the Council Support Team Manager by Monday 1 May 2017. Please email rose.gray@waic.govt.nz.

The following topics have already been identified for discussion:

- Follow-up on the Community Board and Committee Terms of Reference
- Zero Harm
- Youth Representatives

2. RECOMMENDATION

THAT the report from the General Manager Strategy & Support be received.

3. ATTACHMENTS

Nil