



Ordinary Meeting of Council

AGENDA

1.30pm Tuesday 24 January 2017

**Council Chamber, Wairoa District Council, Coronation
Square, Wairoa.**

The agenda and associated papers are also available on our website: www.wairoadc.govt.nz

For further information please contact us 06 838 7309 or by email info@wairoadc.govt.nz



Agenda

Chairman: His Worship the Mayor Mr C Little

Councillors: D. Eaglesome-Karekare (Deputy Mayor), M Bird, H Flood, J Harker, M Johansen, C Lambert.

	Pages
Procedural Items	
1. Karakia	
2. Apologies for Absence	
3. Declarations of Conflict of Interest	
4. Chairman's Announcements	
5. Items of Urgent Business not on the Agenda	
6. Public Participation	
A maximum of 30 minutes has been set aside for members of the public to speak on any item on the agenda. Up to 5 minutes per person is allowed. As per Standing Order 14.14 requests to speak must be made to the meeting secretary at least one clear day before the meeting; however this requirement may be waived by the Chairperson.	
General Items	
7. Statement of Proposal: Draft Local Easter Sunday Shop Trading Policy	3-8
C Knight – Governance Advisor & Policy Strategist	
8. Te Wairoa Boundary Signage	9-27
H Montgomery – Chief Operating Officer	
9. Draft Media Protocol	28-33
K Tipuna – Communications Strategist	
10. Wairoa Destination Playground	34-42
H Montgomery – Chief Operating Officer	
Public Excluded Items	
11. Resolution to Exclude the Public	43
12. Waihi Dam Prosecution Matters – Discussion	

Council

24 January 2017



Statement of Proposal: Draft Local Easter Sunday Shop Trading Policy

Department	Office of the Chief Executive
Author & Contact Officer	C Knight – Governance Advisor & Policy Strategist
1. Purpose	1.1 For Council to decide if they wish to have an Easter Sunday Shop Trading Policy or to retain the status quo as per the legislation.
Recommendation	The Governance Advisor & Policy Strategist RECOMMENDS that Council: <ul style="list-style-type: none"> a) Receive the report b) Advise of their preference regarding an Easter Sunday Shop Trading Policy
2. Background	2.1 The Shop Trading Hours Act 1990 was amended in 2016 to enable territorial authorities to create local policies to allow wider shop trading across their entire district or in designated areas on Easter Sunday. The local policies can only permit shop trading on Easter Sunday but cannot place other conditions around shop trading (for example types of shops, times of opening etc.). Policies cannot apply to the sale or supply of alcohol which is regulated under the Sale and Supply of Alcohol Act. 2.2 Currently Council does not have a policy and the legislative provisions apply to the district.
3. Options	3.1 The options identified are: <ul style="list-style-type: none"> a. Status quo – do not have a policy. b. Consult the public on the statement of proposal attached as Appendix 1. 3.2 Option A – retaining the status quo will have no effect on the ability of shops to open on Easter Sunday. Only those able to open under the Act will be able to do so as per the legislation. 3.3 Option B – consulting the public on the statement of proposal will enable Council to get the community's views on shops being able to trade on Easter Sunday. The statement of proposal includes 2 different types of policy – one policy for all of district or a policy restricted to certain areas of the district. Other councils have used the same template for consulting. 3.4 The preferred option is Option B, this meets the purpose of local government as it will help meet the current and future needs of communities for good-quality infrastructure, local

	public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.
4. Corporate Considerations	
What is the change?	4.1 The community will be able to voice their views on shops being able to trade on Easter Sunday that would not have been able to open under the current legislative provisions.
Compliance with legislation and Council Policy	4.2 Annual Plan – not mentioned 4.3 Long Term Plan 2015-2025 – not mentioned 4.4 District Plan – not mentioned 4.5 Economic Development Strategy – not mentioned 4.6 Other Council Policies – not mentioned 4.7 Relevant legislation – Council is able to have a policy under the recent 2016 amendment of the Shop Trading Hours Act.
What are the key benefits?	4.8 Council will be able to source community views on the statement of proposal to contribute to their decision-making process.
What is the cost?	4.9 Costs will be approximately \$1000 – with newspaper advertisements etc. 4.10 Consultation costs may be higher dependent on any Council direction given e.g. public meetings.
What is the saving?	4.11 Not applicable.
Who has been consulted?	4.12 There has been no previous consultation on the matter.
Service delivery review	4.13 Not applicable.
Maori Standing Committee	4.14 This matter has not been referred to the committee.
5. Significance	5.1 This is a matter that will attract public interest across the community.
6. Risk Management	6.1 No strategic risks have been identified.
Further Information	Shop Trading Hours Act 1990 http://www.mbie.govt.nz/info-services/employment-skills/legislation-reviews/easter-sunday-shop-trading
Appendices	Appendix 1 - Statement of Proposal: Draft Local Easter Sunday Shop Trading Policy
Background Papers	None.
References (to or from other Committees)	Not applicable.
Confirmation of statutory	In accordance with section 76 of the Local Government Act 2002, this report is approved as:

compliance

- a. containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

Signatories

Author – C Knight

Approved by – F Power





Statement of Proposal

Draft Local Easter Sunday Shop Trading Policy

Reason for the Proposal

The Shop Trading Hours Act 1990 (the Act) provides for restricted trading days on Anzac Day morning, Good Friday, Easter Sunday and Christmas Day. The Act allows shops selling certain types of goods (for example, dairies, service stations, pharmacies, take away food sellers, restaurants, cafes, souvenir stores and garden centres) to remain open on the restricted trading days.

The Act was amended in 2016 to enable territorial authorities to create local policies to allow wider shop trading across their entire district or in designated areas on Easter Sunday. The local policies can only permit shop trading on Easter Sunday but cannot place other conditions around shop trading (for example types of shops, times of opening etc.). Policies cannot apply to the sale or supply of alcohol which is regulated under the Sale and Supply of Alcohol Act.

Wairoa District Council recognises the importance of the retail sector to the district, particularly the through-traffic associated with the state highways. Many of the retail businesses in these areas are already permitted to trade on Easter Sunday through the existing exemptions. However, Council also acknowledges that there may be parts of the District where the community would prefer the status quo (i.e. that there is limited shop trading on Easter Sunday).

Council is considering whether Easter Sunday shop trading should be permitted throughout the District and/or whether it should be restricted to certain areas of the district. It considers that this is a matter for local communities to decide. Council is therefore seeking feedback from its communities and shop owners on whether they would welcome wider Easter Sunday Shop Trading in their community.

More Information

Where to get a copy of the Summary of Information and submission form

The Summary of Information and the submission form may be collected from the Council's Main Office in Wairoa, or from the Council's website www.wairoadc.govt.nz

Period for Consultation

Written submissions on the Local Easter Sunday Shop Trading Policy may be made from **[Time period of 1 month]**.

Those who make a written submission may choose to make an oral submission. Hearings of oral submissions are scheduled for **[Closest Council date after Submission end date or extraordinary hearing meeting 2 weeks after close of submissions]**. Please indicate on your submission form if you wish to speak to your submission.

If you have any questions please contact Charlotte Knight, Governance Advisor & Policy Strategist on 06 838 7309.



LOCAL EASTER SUNDAY TRADING POLICY 2016

Department:
Operations

Date Policy Adopted:
TBC

Relevant Legislation:
Shop Trading Hours Act 1990 (Part 2 s5A)

Status:
Draft

Next Review Due By:
April 2022 (5 years)

Revision Number:
1

1 Introduction and Background

To be inserted following the special consultation procedure and prior to adoption.

2 Scope of the Policy

2.1 Shop trading is permitted on Easter Sundays.

Either

The whole of the Wairoa District (map to be attached)

Or

Wairoa township / Mahia township / Tuai township / Nuhaka township / Morere¹
(map to be attached)

¹ Delete as applicable. Community views are being sought through a special consultative procedure on the geographical scope of Easter Sunday shop trading. If all communities decide that Easter Sunday shop trading should not be permitted, then the draft policy will not be adopted and the provisions of the Shop Trading Hours Act 1990 will apply throughout the District.

2.2 For the purposes of this policy, the meaning of a shop is the same as defined in section 2 of the Act:

- a building, place, or part of a building or place, where goods are kept, sold, or offered for sale, by retail; and includes an auction mart, and a barrow, stall, or other subdivision of a market; but does not include—

(a) a private home where the owner or occupier's effects are being sold (by auction or otherwise); or

(b) a building or place where the only business carried on is that of selling by auction agricultural products, pastoral products, and livestock, or any of them; or

(c) a building or place where the only business carried on is that of selling goods to people who are dealers, and buy the goods to sell them again

2.3 Under the Act, a local Easter Sunday Shop Trading Policy may not—

(a) permit shops to open only for some purposes; or

(b) permit only some types of shops in the area to open; or

(c) specify times at which shops may or may not open; or

(d) include any other conditions as to the circumstances in which shops in the area may open.

2.4 This Policy does not apply to the sale or supply of alcohol. Alcohol sale and supply is regulated under the Sale and Supply of Alcohol Act.

3 Shop employees' right to refuse to work

3.1 All shop employees have the ability to refuse to work on Easter Sunday without providing a reason to their employer. There are "right to refuse" provisions in the Act which means that all employees will have the ability to refuse to work on Easter Sunday without any repercussions for their employment relationship.

4 Review

4.1 This policy will be reviewed within five years of adoption.



Council

24 January 2017

District Boundary Signs

Department	Operations
Author	Vision Projects - Roz Thomas & Katie Bowen
Contact Officer	H Montgomery – Chief Operating Officer
1. Purpose	<p>1.1 This report provides six design options for the proposed District boundary signs and details of the NZTA approved locations for the signs.</p> <p>1.2 Council needs to agree on the preferred option and provide approval for Vision Projects to proceed with production and installation of two boundary signs at the NZTA-approved locations.</p>
Recommendation	<p><i>Vision Projects Ltd RECOMMENDS:</i></p> <p><i>That Council chooses Option 6 on page 13 of Appendix 1 to be progressed for the new Wairoa District boundary signs.</i></p> <p><i>That Council approves the production and installation of these signs at the NZTA-approved locations.</i></p>
2. Background	<p>2.1 At the WDC Councillor workshop on 8 November 2016, Council requested further amendments be made to the boundary sign concepts presented at the workshop. These amendments are listed on page 3 of Appendix 1.</p> <p>2.2 There is currently only one boundary sign for the District (on the northern boundary on Wharerata Road). Council has invested in the 'Visual Identity Project' over the last two years resulting in a set of 'tools' to be used to portray a strong, positive image for the district.</p> <p>2.3 Council approved \$80,000 for the design, construction and installation of two district boundary signs in the 2016-17 Annual Plan.</p> <p>2.4 This proposal contributes to the community outcomes of: A strong, prosperous and thriving economy. A community that values and promotes its culture and heritage</p>
3. Sign locations	<p>3.1 The proposed location of the sign at the southern boundary was the Waikare Site (page 6 Appendix 1) however NZTA has deemed this site unsuitable due to safety issues.</p> <p>3.2 NZTA has provided an alternative site for the southern sign near the intersection of Willowflat Road (page 5 Appendix 1).</p> <p>3.3 NZTA has approved the site for the northern boundary sign</p>

5. Options

where the current sign is on Wharerata Road.

- 2.1 The options identified are:
- a. Do not proceed with the new boundary signs.
 - b. Proceed with one of the six new design options in Appendix 1, to be installed at the NZTA-approved sites near the southern and northern district boundaries.
- 2.2 Option a – the district currently has just one boundary sign near the northern boundary on Wharerata Road. This sign is several years old and looks old and worn (refer page 14 of Appendix 1, noting this photo was taken several years ago). The previous sign on the southern boundary is no longer in place. Boundary signs indicate the physical boundary of a Territorial Authority's area of jurisdiction as well as enabling the district to welcome and farewell visitors and convey in visual terms the personality and characteristics of the district. Option b will enable the districts' boundaries to be conveyed in a manner that uniquely and positively portrays the district of Wairoa, whilst meeting the needs of a boundary sign to be legible at high speed and in a NZTA-approved location.

3. Conclusion

- 2.3 The preferred option is OPTION B, this meets the purpose of local government as it will help meet the current and future needs of communities for good-quality infrastructure.
- 3.1 Following the conclusion of the Visual Identity Project, Stage Two (Creative Development), Vision Projects were tasked with the role of creating district boundary signs in line with the findings of the Visual Identity Project.
- 3.2 Following extensive community consultation, several design concepts have been proposed, and the Council is asked to confirm which of the six concepts provided in Appendix 1 should be the final design.

4. Corporate Considerations

What is the change?

Compliance with legislation and Council Policy

- 4.1 The boundary signs will not result in any change to the current Council plan.
- 4.2 Annual Plan – this project is included in the current 2016-17 Annual Plan
- 4.3 Long Term Plan 2015-2025 – this project is included in the Long Term Plan
- 4.4 District Plan – The WDC Regulatory Department have been consulted regarding any necessary consents that may apply to the installation of the boundary signs.
- 4.5 Economic Development Strategy – this project feeds into the district promotion and visitor information strands of the Economic Development strategy.
- 4.6 Relevant legislation – NZTA have provided verbal approval of

<p>What are the key benefits?</p>	<p>the sign concepts. Written approval will be granted when the final concept and site locations are provided to NZTA.</p> <p>4.7 Communication and promotion of the Wairoa District's boundaries; a unique and welcoming gesture to visitors to the district; increased sense of pride within the community. The signs will be the first major initiative to portray the findings of the Visual Identity Project.</p>
<p>What is the cost?</p>	<p>4.8 The cost of the signs is included in the Annual Plan. \$80,000 has been allocated for concept development, design, production and installation.</p>
<p>What is the saving?</p>	<p>4.9 There is no saving to current Council activities.</p>
<p>Who has been consulted? (please refer to significance and engagement policy)</p>	<p>4.10 Extensive consultation has occurred with numerous community groups, including Wairoa Taiwhenua, the Maori Standing Committee, schools and service groups.</p> <p>4.11 The Visual Identity Project has involved extensive community consultation since March 2015, resulting in the 'Community Identity Guide'. A survey form with eight design options was distributed throughout the community via the Wairoa Star, presentations to schools and community groups, several distribution points and online surveys.</p> <p>4.12 The signs have generally been positively received by the community.</p> <p>4.13 No further consultation is deemed necessary</p>
<p>Maori Standing Committee</p> <p>8. Significance</p>	<p>4.14 A presentation was made to the Maori Standing Committee at Te Reinga Marae. Feedback was received and acted upon.</p> <p>5.1 The signs will have a positive impact on all Wairoa district residents and visitors to the district.</p> <p>5.2 Community involvement and feedback has been actively sought and encouraged throughout the sign development process.</p> <p>5.3 Impact on the council budget or capacity</p> <p>5.4 The decision to produce the signs cannot be reversed once approval has been given to proceed, and installation can be stopped however production costs will have been incurred.</p> <p>5.5 The signs are being erected on road reserve land. The design of the signs reflects the significance of the Maori culture in the Wairoa District.</p>
<p>6. Risk Management</p>	<p>6.1 None identified.</p>
<p>Further Information</p>	<p>www.wairoadc.govt.nz/our_community/economic_development</p>
<p>Appendices</p>	<p>Appendix 1 – District Boundary Signs – Presentation to Council 24 Jan 2017</p>
<p>Background Papers References (to or from other</p>	<p>Te Wairoa Community Identity Guide Visual Identity Project – Report to Council 8 Dec 2015 Councillor Workshop – 8 November 2016</p>

Committees)
Confirmation of
statutory
compliance

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

Signatories

Author: R Thomas

Approved by: F Power



DISTRICT BOUNDARY SIGNS

PRESENTATION TO COUNCIL

24 JANUARY 2017

DISTRICT BOUNDARY SIGNS

RECAP - THE TASK:

To design, produce and erect signage at the boundaries to our district which:

- ✓ Are welcoming
- ✓ Are easy to read (at 100kmph)
- ✓ Reflect the findings of the Community Visual Identity Project, Stage One, specifically our:
 - personality – beautiful, friendly, natural
 - significant characteristics – rivers, Lake Waikaremoana, Sea, Maori culture, farming
 - colours and textures
- ✓ Can be seen at night
- ✓ Are strong and graffiti-resistant

DISTRICT BOUNDARY SIGNS

RECAP - OUTCOMES OF WDC WORKSHOP PRESENTATION 8 NOVEMBER 2016:

Present options for the following

- 1) Format the same on both sides - rather than alternating i.e. welcome on the front in te reo, farewell in English on the back.
Welcome: Māori and English text on the front
Farewell: Māori and English text on the back
- 2) Font size variations
One option with all text the same size
One option where the English text is slightly smaller (current)
- 3) Font colour variations
Issue regarding the readability of the brown text – is there another colour that can be used for contrast???
- 4) NZTA to be contacted re maximum number of words that are allowed on a sign, the size of the sign, font size and text in the sign
- 5) Councillors would like to sign off the final version
Suggest that a report be prepared for Council (not in public excluded) including all relevant design options

DISTRICT BOUNDARY SIGNS

WHERE ARE WE NOW?

- Six concepts prepared based on the workshop outcomes
- Seeking approval from Councillors for recommended option
- NZTA
 - sign concepts approved
 - proposed location of the southern sign not acceptable
 - alternative site has been proposed (see next page)

DISTRICT BOUNDARY SIGNS

NZTA-APPROVED LOCATIONS

SOUTHERN BOUNDARY



NZTA Advice: “the general area which would be suitable is immediately north of Willowflat Road on the true RHS of the road. The environment and alignment are both good and the sign if placed back as close to the fence as possible will not infringe on the sight lines from the intersection of Willowflat Road. The only down side is the distance from the boundary, but I can find no other suitable site closer to that point which would be suitable”

NORTHERN BOUNDARY



Wharerata Site (SH2 North)

X 2016721 Y 5681026 (NZTM)

DISTRICT BOUNDARY SIGNS PREVIOUSLY PROPOSED LOCATIONS

SOUTHERN BOUNDARY – NOT ACCEPTABLE TO NZTA



Waikari Site (SH2 South)

X 1945475 Y 5661964 (NZTM)

NORTHERN BOUNDARY – ACCEPTABLE TO NZTA



Wharerata Site (SH2 North)

X 2016721 Y 5681026 (NZTM)

DISTRICT BOUNDARY SIGNS

OPTION 1



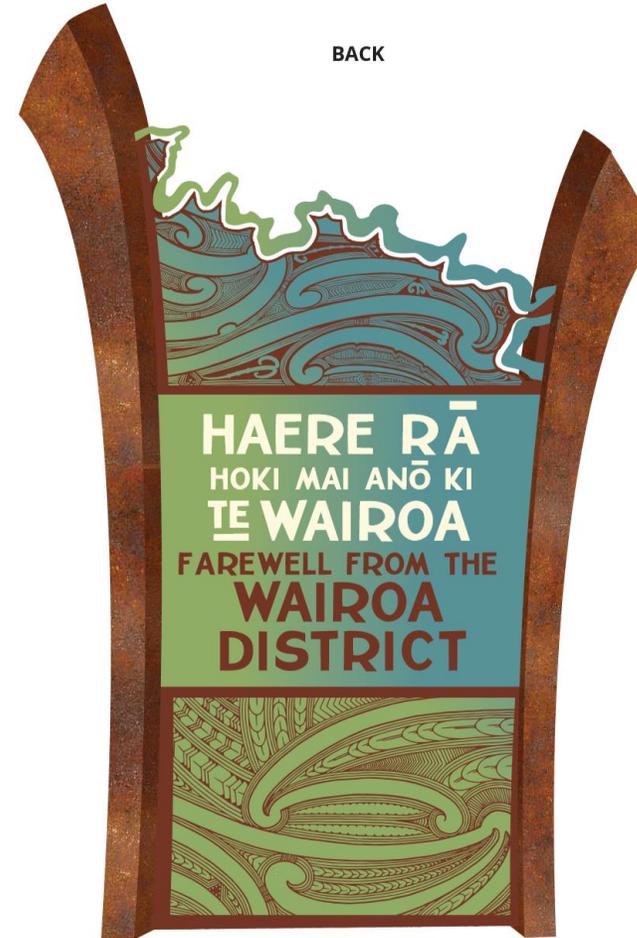
DISTRICT BOUNDARY SIGNS

OPTION 2

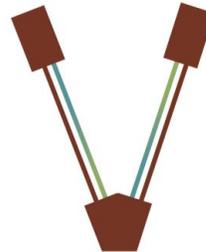
FRONT



BACK



BIRDS EYE VIEW



DISTRICT BOUNDARY SIGNS

OPTION 3



DISTRICT BOUNDARY SIGNS

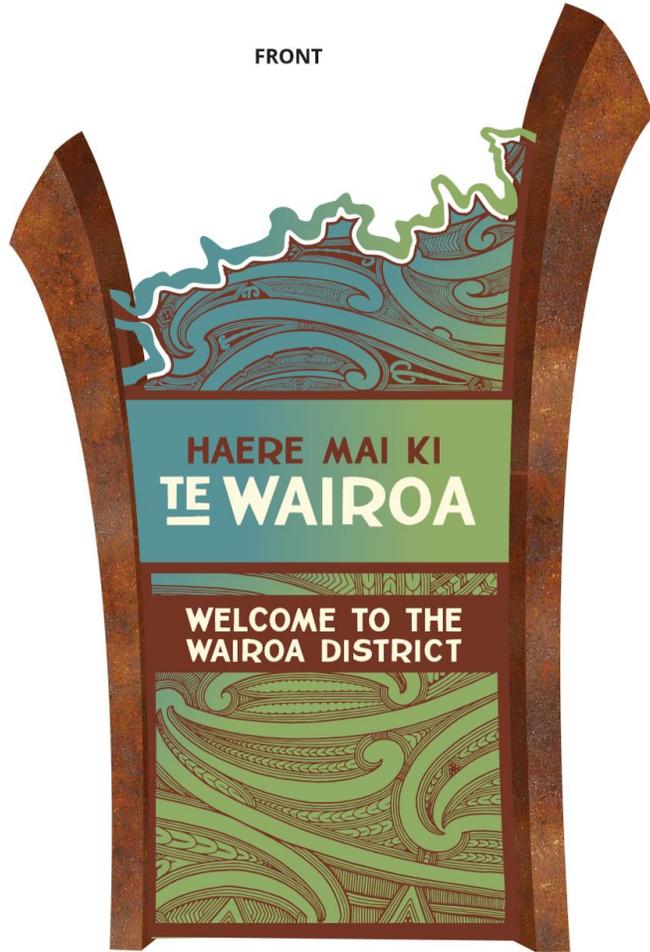
OPTION 4



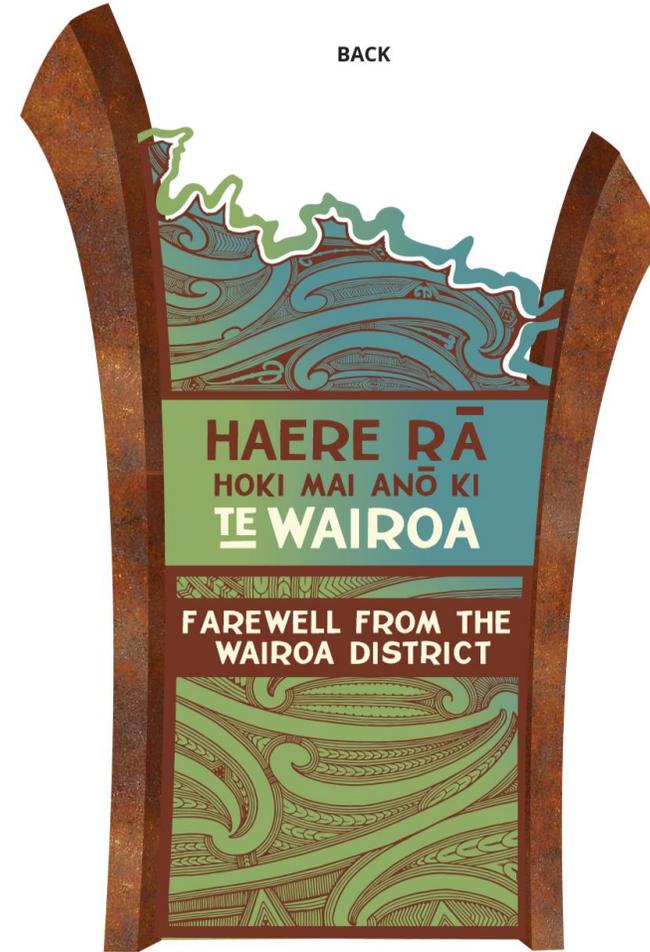
DISTRICT BOUNDARY SIGNS

OPTION 5

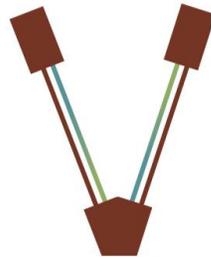
FRONT



BACK



BIRDS EYE VIEW



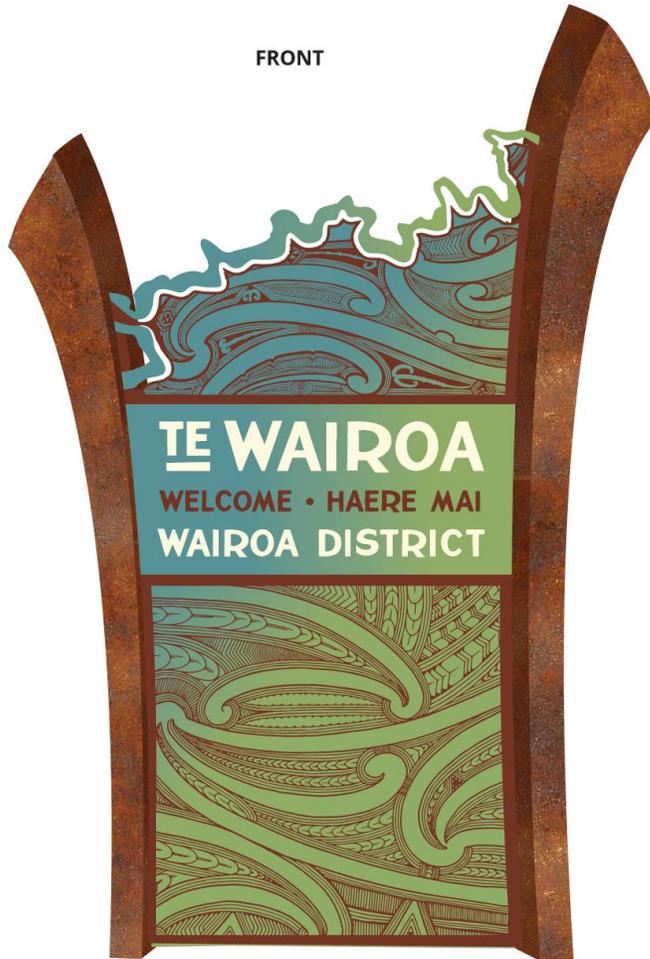
VISION PROJECTS

Community Development | Fundraising | Events | Project Management

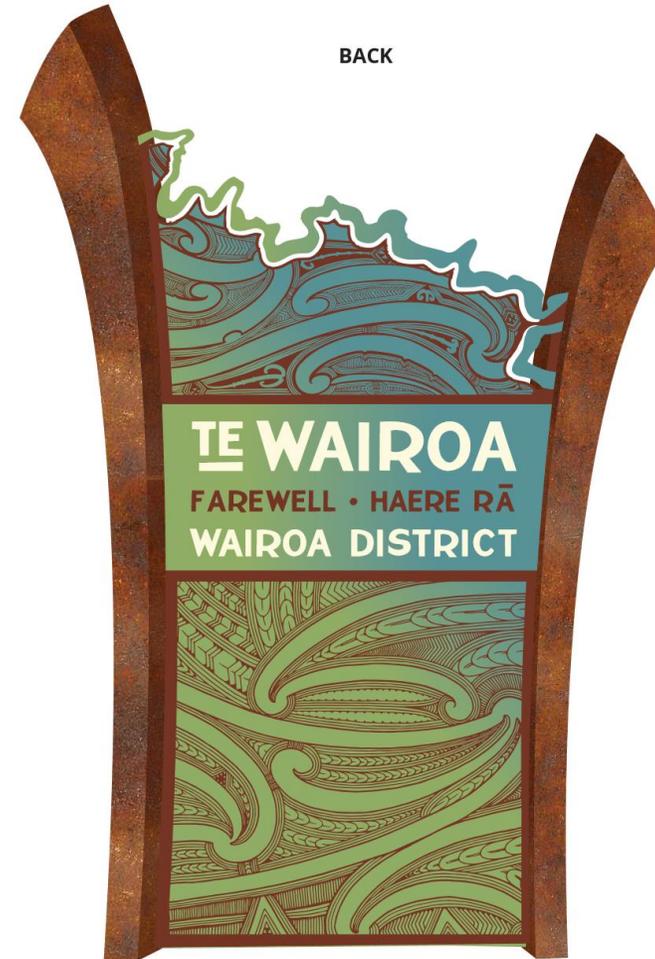
DISTRICT BOUNDARY SIGNS

OPTION 6

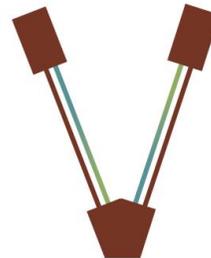
FRONT



BACK



BIRDS EYE VIEW



DISTRICT BOUNDARY SIGNS

RECOMMENDATION – OPTION 6 (subject to NZTA approval)



- ✓ Are welcoming
- ✓ Are easy to read (at 100kmph)
- ✓ Reflect the findings of the Community Visual Identity Project, Stage One, specifically our:
 - personality – beautiful, friendly, natural
 - significant characteristics – rivers, Lake Waikaremoana, Sea, Maori culture, farming
 - colours and textures
- ✓ Can be seen at night
- ✓ Are strong and graffiti-resistant

DISTRICT BOUNDARY SIGNS

NEXT STEPS:

- ✓ NZTA formal written approval of concept
- ✓ WDC confirmation of preferred design option
- ✓ Confirmation of WDC regulatory requirements (building & resource consents)
- ✓ Costings confirmed
- ✓ Production
- ✓ Installation



Ongoing
Public
Relations

DISTRICT BOUNDARY SIGNS

CURRENT BOUNDARY SIGN – NORTHERN BOUNDARY



Council

24 January 2017

DRAFT MEDIA PROTOCOL

Department	Office of the Chief Executive
Author & Contact Officer	K Tipuna – Communications Strategist
1. Purpose	1.1 For Council to consider its Draft Media Protocol
Recommendation	The Communications Strategist RECOMMENDS that Council: <ul style="list-style-type: none"> a) Receive the report b) Advise of their preference regarding the Draft Media Protocol
2. Background	<p>2.1 The Wairoa District Council has developed draft media protocols to ensure the proper individuals are making appropriate and informed media commentary relevant to issues pertaining to the Wairoa district and its community.</p> <p>2.2 At present Council does not have formal protocols in place. The previous media protocols are simply out of date and needed to be updated.</p> <p>2.3 The Draft Media Protocols are consistent and in line with other council documents, policies and plans including the Code of Conduct.</p> <p>2.4 Local government best practice standards suggest formal protocols be in place and align to an approved Communications Strategy, which is also being updated.</p>
3. Options	<p>The options identified are:</p> <ul style="list-style-type: none"> a. Do nothing, maintain the status quo b. Adopt the 'Draft Media Protocols' c. Suggest any relevant changes d. Suggest alternative approach <p>3.1 The preferred option is adopt the draft media protocols, this meets the purpose of local government as it will help meet the current and future needs of communities for local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.</p>
4. Corporate Considerations Compliance with	The Local Government Act 2002 Amendment Act 2014

legislation and Council Policy	The Local Government Official Information and Meetings Act 1987 The Privacy Act 1993 The Official Information Act 1982
What is the cost?	There are no additional costs to adopting these draft media protocols
Maori Standing Committee	Once approved by Council, these protocols will then be forwarded onto all relevant Council Committee members, including the Māori Standing Committee.
Appendices	Appendix 1 – Draft Media Protocols
Confirmation of statutory compliance	In accordance with section 76 of the Local Government Act 2002, this report is approved as: a. containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and, b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.
Signatories	Author: K Tipuna  Approved by: F Power 



DRAFT Media Protocol

PURPOSE

To provide guidelines for Councillors and staff when they interact with the external media.

ORGANISATIONAL SCOPE

This policy covers all Wairoa District Council Councillors and staff.

POLICY STATEMENT

Interaction with the media in a government context requires careful attention to a range of factors including audience, political sensitivity, and public interest. Positive management of this interaction in the interests of all stakeholders is essential.

PRINCIPLES

- The interface between Council and the media must be managed carefully to maximise the benefits for Council and minimise the risks of adverse publicity due to inaccurate or inappropriate sharing of information.
- The Media Protocol is not intended to prevent information which is in the public interest from entering the public arena.
- Due to media management requiring specific skills and awareness, it is appropriate that Council provide guidelines relating to authorisation of spokespersons and procedures for extraordinary and sensitive news events.
- Officers must not provide personal comment on Council policy or decisions.

POLICY CONTENT

The following outlines the authority and notification required in various scenarios in which statements and comments are likely to be requested by or made to the media.

Media Releases

All media releases issued from Wairoa District Council are to be prepared and issued through Communications, in consultation with management.

If a media release is quoting a Councillor, approval of that Councillor will be gained prior to its release.

Copies of all media releases issued by Wairoa District Council are to be made available by email to the Mayor and Councillors at the time of their release.

Appointment of a Spokesperson

Unless advised otherwise by the Mayor or Chief Executive, the relevant manager (or their nominated officer) shall be the spokesperson for a media release. However, the Mayor or Chief Executive may take precedence over managers and be the official spokesperson on any issue, at their discretion.

This is most likely to occur in circumstances where the issue is of a particularly sensitive or extraordinary nature, or is of major significance.

For matters concerning staff or organisational issues, the Chief Executive shall be the spokesperson.

The nominated spokesperson should ensure he/she is available to be contacted for interviews.

Requests to Interview Staff for News Stories

Generally only the Mayor, Chief Executive and managers are authorised to give interviews to the media on current or unfolding news stories.

Such interviews must focus on relevant facts and avoid engaging in comment on controversial matters. An exception to this advice would be the Chief Executive, who may be required to make comment on issues which, by their very nature, are controversial.

Any other officer must first gain clearance from their manager and the Communications Strategist for permission to be interviewed for a news story.

Councillors' Comment

From time to time, Councillors may be approached to comment on a particular issue either on behalf of Council, or as an elected member in their own right.

The following applies for media contact **on behalf of Council**:

- The Mayor is the first point of contact for the official view on any issue. Where the Mayor is absent, any matters will be referred to the Deputy Mayor or relevant Committee Chairperson or Portfolio Holder.
- The Mayor may refer any matter to the relevant Committee Chairperson or Portfolio Holder or to the Chief Executive for their comment.
- No other member may comment on behalf of Council without having first obtained the approval of the Mayor.

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

- Media comments must not state or imply that they represent the views of Council.

- Where an elected member is making a statement that is contrary to a Council decision or Council policy, the member must not state or imply that his or her statements represent a majority view.
- Media comments must observe the requirements of the *Code of Conduct*, eg, not disclose confidential information, or compromise the impartiality or integrity of staff.

Requests for Background Information

From time to time news media will request background information for news stories.

Generally, all staff are to advise Communications of such contact and refer the reporter to the appropriate manager.

Depending on the nature of the interview, Councillors or staff may request that the Communications staff member be present during a media interview. It is also highly recommended that any other material that will be provided to the media be vetted by Communications first.

At all times, Council staff must not provide personal comment on, nor speculate about, Council decisions.

Feature Stories

Feature stories are those stories that are more timeless, or are based on the personal achievements of a staff member.

Where it is in the interest of Council and its programmes that a more personal, human face of Council be presented, Council staff may be authorised to participate in interviews. This includes features and promotional activities.

Authority must be granted by the appropriate manager before the interview is undertaken.

The Mayor is to be advised of these activities prior to the proposed interview.

At all times, staff *must* adhere to the interview topic and must not be drawn into giving a personal opinion, nor to comment on Council policy or decisions.

Unfavourable Events

Unfavourable events, such as those listed below, may occur from time to time. The appropriate manager and Communications are to be contacted immediately, to ensure that the correct procedure is followed.

Examples of unfavourable events might include:

- Serious dog attacks resulting in injury or death.
- Allegations of criminal misconduct or impropriety.
- Serious flooding/Civil Defence-related matters.
- Contaminated water supply.
- Fire or explosions allegedly caused by Council or on Council property.
- Accident or death allegedly caused by negligence or failure of Council infrastructure.

'Off-the-record' Comments

Wairoa District Council does not issue 'off-the-record' comments.



Council

24 January 2017

Wairoa Destination Playground

Department	Operations
Author	Vision Projects - Roz Thomas & Katie Bowen
Contact Officer	H Montgomery – Chief Operating Officer
1. Purpose	<p>1.1 This report outlines the progress of Wairoa Destination Playground.</p> <p>1.2 Council need to make a decision on whether to proceed into the next stage (Stage Three) of this project in order for the playground to be completed before the 2017-2018 annual plan process.</p>
Recommendation	<p><i>Vision Projects Ltd RECOMMENDS that Council accept the outsourced funds from the various funding bodies on behalf of the Wairoa Young Achievers Trust and they proceed to Stage Three and purchase the larger items of equipment in order to achieve this project plan in time for all community and funding bodies' expectations.</i></p> <p>See Appendix 1 : playground equipment Appendix 2 : playground equipment costings spreadsheet Appendix 3 : playground layout on Marine Parade site</p>
2. Background	<p>2 This project is due for completion by May 2017.</p> <p>2.1 Stage One: Seeking external funding The funding application process is now completed and there is a total amount of \$320,400 been raised from the generous support of philanthropic funding bodies and donations, tagged specifically for playground equipment to be added to the existing WDC funds of \$100,000, making a total of \$420,400 for this project.</p> <p>2.2 Stage Two: Seeking sponsorship Wairoa Young Achievers Trust have been active in sourcing a principal sponsor and are waiting for confirmation from a proposal worth \$150,000 which would fully complete Wairoa's Destination Playground to include additional individual playground pieces suitable for disabled users, lighting in the playground, seating and picnic areas inside and outside the playground area and complete the area with a fully landscaped area with a seated amphitheatre around the lighthouse area.</p> <p>2.3 Stage Three: Playground purchase In order to complete the playground on time the main pieces of playground equipment need to be ordered now as there is a 8-10 week manufacturing and delivery process. Wairoa Young Achievers</p>

	<p>Trust funds will cover the cost of the main items of playground equipment for senior play (playtower) primary play (birds nest) and pre school play (nautical boat) at a total cost \$318,020.00 from philanthropic funding and donations. WDC funds used for relocating existing playground, site preparation work and safety surfacing. We recommend a total amount of \$23,476 of WDC funds are allocated to purchase swing sets for the senior, primary and preschool areas</p> <p>See Appendix 1 : playground equipment Appendix 2 : playground equipment costings spreadsheet Appendix 3 : playground layout on Marine Parade site</p>
	<p>2.4 Stage four: Design completion Completion of the site area, landscaping and playground design. Design work approved by the Engineering department and construction and site preparation work begins.</p>
3. Options	<p>2.5 Stage five: Playground construction and completion Destination Playground open for the public to enjoy by May 2017</p> <p>3.1 Approve the recommendation and proceed to Stage Three, which includes \$23,476 of allocated council playground funds. 3.2 Do not approve Stage Three and delay the project.</p>
4. Conclusion	<p>4.1 Wairoa Young Achievers Trust has raised a further \$320,400 from philanthropic grants and donations towards the purchase of additional playground equipment for Wairoa Destination Playground. 4.2 Vision Projects Ltd have been contracted to develop and complete the proposed Destination Playground on Marine Parade utilising the allocated \$100,000 Wairoa District Council budget. Vision Projects have been tasked with overseeing and managing the project to ensure a smooth delivery to achieve the objectives and goals of each stakeholder by May 2017.</p>
5. Corporate Considerations	<p>Council has confirmed its commitment towards the long-term ownership and maintenance of the playground and made provision in the Council budget for the upkeep and renewal of the playground.</p>
What is the change?	<p>5 Wairoa's new playground will provide our community and our visitors alike with a fun, safe facility and will result in significant and economic benefits to the township.</p>
Compliance with legislation and Council Policy	<p>5.1 Annual Plan –currently included in the 2016-17 annual plan. 5.2 Long Term Plan 2015-2025 – currently included long-term plan. 5.3 District Plan – The proposed project complies with requirements set out in the District Plan. 5.4 Economic Development Strategy – This project feeds into the ED strategy that aims towards attracting more people into town. 5.5 Located in a highly visible location beside the Wairoa River bridge, and catering to children of all ages, the playground will be a great attraction for both our resident families and visitors to the district, and will have a positive impact on the local economy</p>
What are the key benefits?	

	<p>by encouraging visitors to stay and relax a little longer in the town, supporting local businesses along Wairoa's Marine Parade.</p> <p>5.6 The playground is one of several initiatives recognised by the Wairoa community as a key opportunity to improve the prosperity of the region and will play an important role in providing entertainment for locals and visiting families.</p>
What is the cost?	<p>5.7 Wairoa District Council committed funds of \$100,000 will provide the relocation costs of existing playground, site preparation work and safety surface.</p> <p>5.8 Wairoa Young Achievers Trust committed funds of \$320,400 for the costs of playground equipment to cater for senior, primary and pre school children.</p> <p>5.9 Additional funds sourced from sponsorship will provide disabled users play equipment, lighting, seating and picnic areas and a fully landscaped and completed playground and recreational area.</p>
What is the saving?	<p>5.10 There is no saving to current council activities but gaining a much improved asset for the community.</p>
Who has been consulted?	<p>5.11 Wairoa District Council – Community Plan Summary for the draft long term plan 2012 - 2022</p> <p>5.12 Wairoa's Preschools, Wairoa's Primarys Schools, Wairoa College, Hawkes Bay Regional Council, New Zealand Police, Wairoa Taiwhenua, Kahungunu Executive, QRS, Hawkes Bay District Health Board.</p>
Maori Standing Committee	<p>5.13 No further community consultation is required.</p>
6. Significance	<p>5.14 Yes, through the annual plan and long term plan process undertaken by WDC</p> <p>6.1 Medium Impact</p> <p>6.2 There is a high level of community support for this project.</p> <p>6.3 Minimal Impact on the council budget or capacity</p> <p>6.4 A provision in the council parks and reserve budget in the council's long-term plan for the upkeep and renewal of the playground has been approved.</p>
7. Risk Management	<p>The preferred Playground company provides quality assurance, safety certification, structural compliance and warranties. They provide full installation for the playground kit, concrete, tools and equipment and install to safety regulations. The equipment has a triple coated protection with 5yr anti- fade guarantee. The UV stabilised flexi chain system has stainless steel anti theft fasteners.</p>
Further Information Appendices	<p>The Playground Centre Limited http://www.playgroundcentre.co.nz</p> <p>Appendix 1 : Playground equipment</p> <p>Appendix 2 : Playground equipment costings spreadsheet</p>

Appendix 3 : Playground layout on Marine Parade site

Background Papers

References (to or from other Committees)

Wairoa Young Achievers Trust funding applications included relevant background papers for this project.

- 1) Initial consultation on 28th Feb 2012 with Wairoa District Council indicated that the sum of \$500,000 was achievable through council funds. The Playground Group would raise any funds in excess.
- 2) The Wairoa community clearly identified the need for improved playgrounds when consulted on the Wairoa District Council's Long Term Plan 2012-2022. The plan identified playground upgrades as a significant community issue.
- 3) Wairoa Young Achievers Trust Community Consultation process completed July 2015.

Confirmation of statutory compliance

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

Signatories

Author: R Thomas



Approved by: F Power



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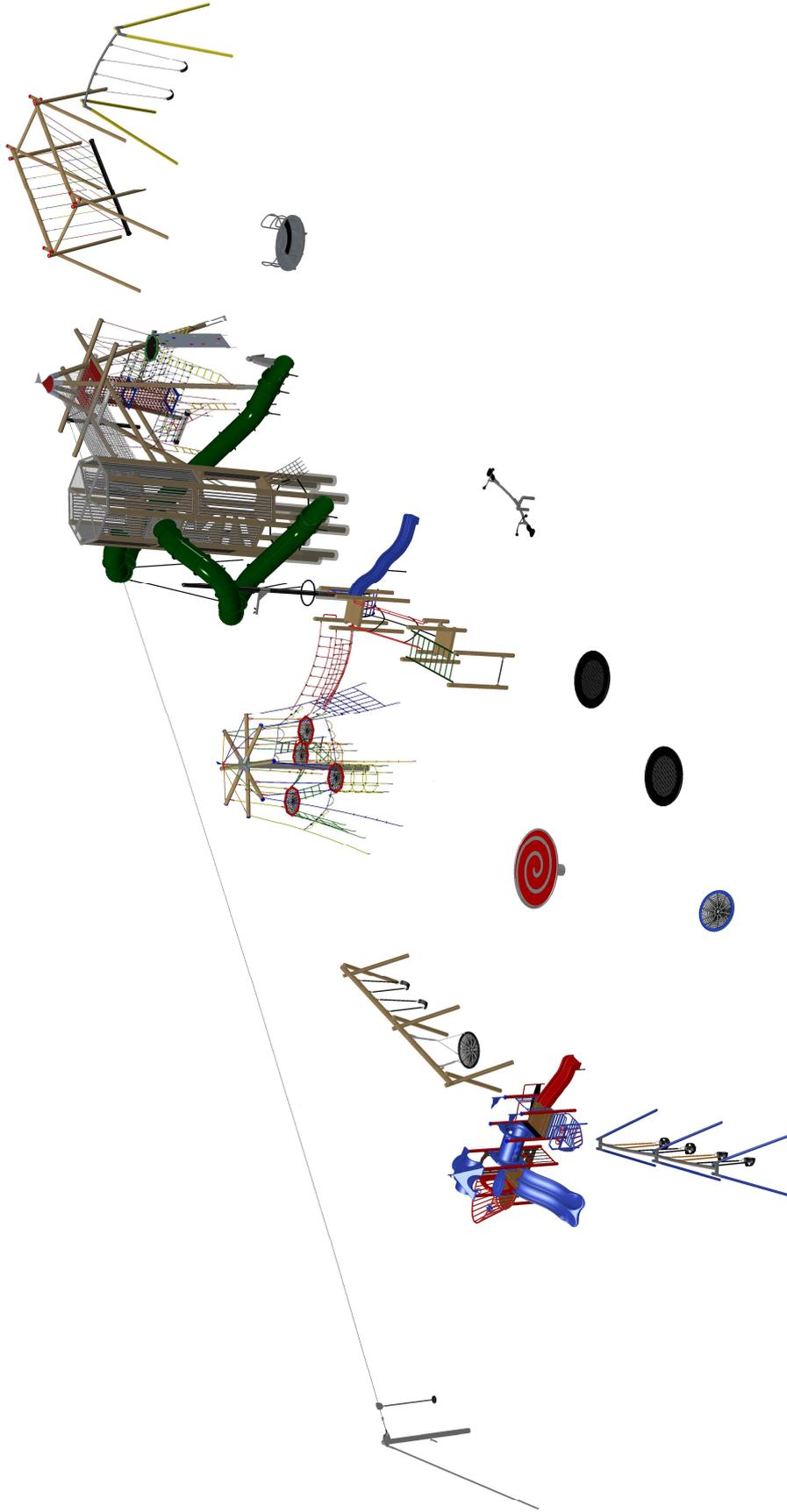
Wairoa District Council
Marine Parade

Age groups appropriate for:



Development Benefits:

<input type="checkbox"/>	AGL	Agility
<input type="checkbox"/>	BAL	Balance
<input type="checkbox"/>	CO-ORD	Co-ordination
<input type="checkbox"/>	FMS	Fine Motor Skills
<input type="checkbox"/>	SD	Gross motor skills
<input type="checkbox"/>	TW	Social development
<input type="checkbox"/>	ELEX	Team work
<input type="checkbox"/>	LOCO	Flexibility
<input type="checkbox"/>	ICP	Locomotion
<input type="checkbox"/>		Imagine creative play



DESTINATION PLAYGROUND

EQUIPMENT	FUNDING FROM	UNIT PRICE	TOTAL AMOUNT
Senior Playtower	Lottery Community Facilities Fund - \$100,000		
Birds Nest Black Forest Tower	Pam Torbett Charitbale Trust - \$100,000	\$ 65,997.00	
5.5m Custom Rope Bridge connecting to the tower	ECCT- \$18,428	\$ 55,691.00	
Supports for the 5.5m bridge		\$ 3,000.00	
Main Tower		\$ 48,342.00	
Tube Slide 1 for Main Tower		\$ 21,163.00	
Tube Slide 2 for Main Tower Doldy Design		\$ 24,235.00	
		\$ 218,428.00	\$ 218,428.00
Primary Birdsnest	HB Williams Trust - \$50,000		
Eagles Nest with Bridge and Slide	ECCT - \$19,709	\$ 61,489.00	
Additions to Eagles Nest		\$ 8,220.00	
		\$ 69,709.00	\$ 69,709.00

Pre School Boat	First Light Community Foundation - \$15,000		
Nautical 2203	Wairoa Young Achievers Trust - \$13,020	\$ 26,746.00	
Nautical additions	ECCT - \$1,863	\$ 3,137.00	
		\$ 29,883.00	\$ 29,883.00

\$
318,020.00

Swing sets

Toddler and infant swing set		\$ 7,144.00	
4 Bay Deluxe swing set with basket		\$ 10,404.00	
Super Mega swing		\$ 5,928.00	
		\$ 23,476.00	\$ 23,476.00

Individual playground pieces

Trampoline x 2		\$ 19,426.00	
45m Flying Fox	Wairoa Young Achievers Trust \$1,980	\$ 17,952.00	
Flecto spinner		\$ 20,496.00	
See saw		\$ 2,841.00	

Dragon Swing		\$ 35,873.00	
Spinning Spiral		\$ 18,173.00	
			\$ 114,761.00

\$138,237.0
0



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Issue:
CONCEPT
Sheet No:
LP 1

Plan Name:
**Marine Parade
Playground**

Job Name:
**Marine Parade Development
Wairoa District Council**

Date:
16.01.2017
Scale:
1:750 @ A3



Landscape Architect:
**EVERGREEN
LANDSCAPES**

RESOLUTION TO EXCLUDE THE PUBLIC

That the public be excluded from the following parts of the proceedings of this meeting, namely:

1. Waihi Dam Prosecution Issues - Discussion

The general subject of each matter to be considered while the public is excluded; the reasons 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) to the passing of this resolution
Waihi Dam Prosecution Issues - Discussion	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to: Section 6 (a) to prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial;	48(1)(a) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist: (i) where the local authority is named or specified in the Schedule 1 to this Act, under section 6 or section 7 (except section 7(2)(f)(i)) [of the Local Government Official Information and Meetings Act 1987]