

Service Delivery Committee Public Agenda - 19 November 2024

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, HR Kara - Te Kanohi, MG Montgomerie, DM Morgan, MJ Pettit, EM Stolwyk, BS Thomas,

19 November 2024 09:10 AM

Agenda Topic	Presenter	Time	Page
Opening Karakia		09:10 AM-09:11 AM	
1. Apologies	Chairperson	09:11 AM-09:12 AM	2
2. Disclosures of Members' Interests	Chairperson	09:12 AM-09:13 AM	3
3. Late Items	Chairperson	09:13 AM-09:14 AM	4
4. Confirmation of Order of Meeting	Chairperson	09:14 AM-09:15 AM	5
5. Confirmation of Minutes - 15 October 2024	Chairperson	09:15 AM-09:16 AM	6
5.1 Service Delivery Committee Unconfirmed Open Minutes - 15 October 2024	Chairperson		7
6. Rotary Christmas Parade Te Awamutu - Request for Temporary Road Closure	Marion Fleming	09:16 AM-09:21 AM	11
7. New World Cambridge Christmas Parade - Request for Temporary Road Closure	Marion Fleming	09:21 AM-09:26 AM	16
8. Closing Karakia			



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: 19 November 2024

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 15 October 2024, having been circulated, be taken as read and confirmed as a true and correct record of that meeting.

3 ATTACHMENT – ĀPITITANGA

Service Delivery Committee Open Minutes – 15 October 2024 (pre-circulated)



Committee: Service Delivery
Time: 9.10am
Date: Tuesday 15 October 2024
Venue: Council Chambers, Waipā District Council,
101 Bank Street, Te Awamutu

PRESENT

Chairperson

CS St Pierre

Members

Her Worship the Mayor SC O'Regan, A Brown, LE Brown, PTJ Coles, RDB Gordon (via Zoom), ML Gower, HR Kara – Te Kanohi, MG Montgomerie, DM Morgan, EM Stolwyk, BS Thomas

Opening Karakia – Committee Member Kara

1 APOLOGIES

RESOLVED

15/24/71

That the apology from Councillor Pettit who was away on personal business be received.

Councillor L Brown / Councillor Coles

2 DISCLOSURE OF MEMBERS' INTERESTS

None.

3 LATE ITEMS

Nil



4 CONFIRMATION OF ORDER OF MEETING

RESOLVED

15/24/72

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

Mayor O'Regan / Councillor Coles

5 CONFIRMATION OF MINUTES

RESOLVED

15/24/73

That the open minutes of the Service Delivery Committee meeting held on 17 September 2024, having been circulated, be taken as read and confirmed as a true and correct record of that meeting.

Councillor Gower / Councillor A Brown

6 WAIPĀ COMMUNITY FACILITIES TRUST END OF YEAR REPORT TO 30 JUNE 2024

Waipā District Council has contracted Waipā Community Facilities Trust (WCFT) to operate the Te Awamutu Events Centre and Perry Aquatic Centre. A Services Agreement sets out roles and responsibilities for both parties. Under the Service Agreement in line with Schedule 6 S6/2, the Trust has obligations to provide Council with various reports and updates.

Chief Executive Matt Horne and WCFT Chairperson, Shane Walsh presented their update to the Committee and were available to answer questions.

RESOLVED

15/24/74

That the Service Delivery Committee receive the report of Brad Ward, Manager Community Services, titled Waipa Community Facilities Trust End of Year report to 30 June 2024 (document number 11295567).

Mayor O'Regan / Councillor Morgan

COMMITTEE MINUTES



7 CONTRACTS SIGNED UNDER DELEGATED AUTHORITY

The purpose of this report was to inform the Service Delivery Committee of recent contracts signed under delegated authority.

RESOLVED

15/24/75

That the Service Delivery Committee receives the report of Dawn Inglis, Group Manager Service Delivery, titled Contracts Signed under Delegated Authority (document number 11292810).

Councillor L Brown / Councillor A Brown

8 REQUEST FOR NEW ROAD AND RESERVES NAMES – SP/0155/22.05 AND SP/0148/21

The purpose of this report was to seek approval for the proposed public road, private road names and a reserve name for:

- New subdivision located at 33 Abergeldie Way, Cambridge (C2 Growth Cell)
- New large subdivision at 1865 Cambridge Road, Cambridge (C2 Growth Cell)

RESOLVED

15/24/76

That the Service Delivery Committee

- a) *Receives the report of James Brott, Development Engineer, titled Request for New Road and Reserve Names – SP/0155/22.05 and SP/0148/21 (document number 11306003);*
- b) *Approves pursuant to section 319(1)(j) of the Local Government Act 1974 the following road names for the Kelly Road Extension development in the C2 growth cell area:*
 - i. *the names of **Blanche Lane, George Tuck Lane and Ulmer Lane** for use as private road names for the Kelly Road Extension development in the C2 growth cell area (SP/0155/22.05) as shown on Figure 1 of this report;*
 - ii. ***Fisher Road and Edward Wells Road** for use as public road names for the Kelly Road Extension development as shown on Figure 1 of this report;*



- c) Approves the name of **Papatakohe Park** for the proposed recreation reserve for the C2 Growth cell (SP/0148/21) as shown on the map on Figure 2 of this report.

Councillor Coles / Councillor Thomas

Closing Karakia – Committee Member Kara

There being no further business the meeting closed at 9.43am

CONFIRMED AS A TRUE AND CORRECT RECORD

CHAIRPERSON: _____

DATE: _____

COMMITTEE REPORT



To: The Chairperson and Members of the Service Delivery Committee
From: Transportation Safety Officer
Subject: **Rotary Christmas Parade Te Awamutu – Request for Temporary Road Closure**
Meeting Date: 19 November 2024

1 PURPOSE - TAKE

The purpose of this report is to seek approval to temporarily close a public road for the Rotary Christmas Parade, Te Awamutu.

2 EXECUTIVE SUMMARY – WHAKARĀPOPOTOTANGA MATUA

Rotary Te Awamutu has applied to temporarily close the following roads to ordinary vehicular traffic for the Rotary Christmas Parade on Saturday, 7 December 2024, between 7am and 1:30pm:

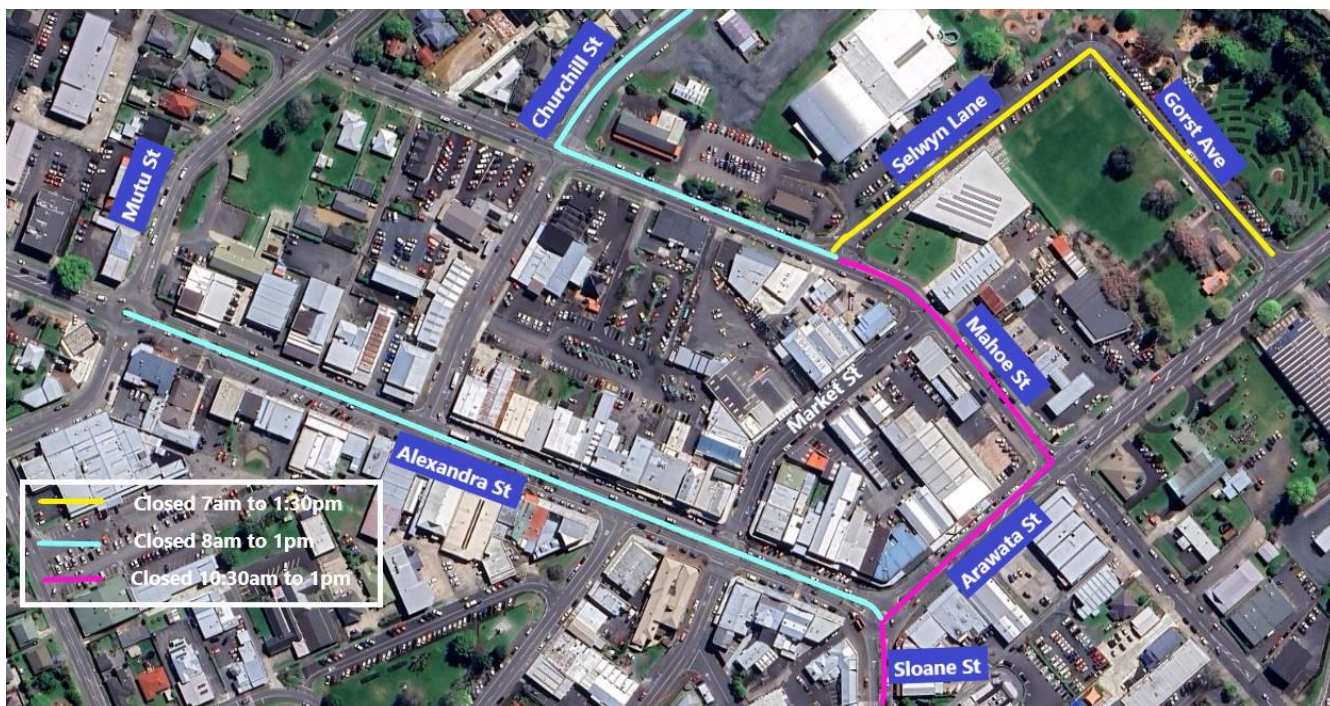


Figure 1: Proposed road closures for the Rotary Christmas Parade Te Awamutu

3 RECOMMENDATION – TŪTOHU Ā-KAIMAHI

That the Service Delivery Committee

a) *Receives the report of Marion Fleming, Transportation Safety Officer, titled Rotary Christmas Parade – Request for Temporary Road Closure (document number 11299907);*

b) *Approves the temporary closure of the following roads:*

on Saturday 7 December 2024 between the following times:

7am and 1:30pm

- ***Selwyn Lane – whole street***
- ***Gorst Avenue – whole street***

8am and 1pm

- ***Mahoe St – from Churchill St to Selwyn Lane***
- ***Alexandra St – from Mutu/Rewi St to Sloane St***
- ***Churchill St – from Mahoe St to Squash Club (335 Churchill St)***

10:30am and 1pm

- ***Arawata St – from Mahoe St to Alexandra / Sloane Sts***
- ***Sloane St – from Arawata / Alexandra Sts to 35 Sloane St***
- ***Mahoe St – from Arawata St to Selwyn Lane***

For the Rotary Christmas Parade, in accordance with Sections 319(1)(h) and 342, and clause 11(e) 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

Rotary Te Awamutu has submitted an application to temporarily close the following roads to vehicular traffic, to enable the Rotary Christmas Parade, Te Awamutu, which is an annual event on, **7 December 2024 between 7am and 1:30pm**:

Mahoe St, Alexandra St, Churchill Street, Selwyn Lane, Gorst Avenue, Arawata St, and a short section of Sloane St, (as shown in Figure 1).

The proposed closure was advertised publicly in the Te Awamutu News on Thursday, 26 September 2024. Objections by affected parties were invited, closing at 4pm on Friday, 11 October 2024. No objections were received.

The event organiser will undertake a letter drop to all affected property/business owners as part of their consultation requirements and they must include a copy of the notification published in the local newspaper of the proposed road closures.

Police, Waka Kotahi (NZTA), and emergency services were consulted and have not raised any concerns. Police and other emergency services will have priority access to all areas during the road closures.

Council Officers have reviewed the application for temporary road closures and are satisfied it meets the criteria set out in the Local Government Act 1974 and the Code of Practice for Temporary Traffic Management.

If the road closures are approved for this event, this will not be likely to impede traffic unreasonably. No problems or unreasonable inconvenience to traffic were reported to Council from previous events.

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. As stated, this proposed closure has been publicly notified, and no objections have been received.

6 OPTIONS – NGĀ KŌWHIRINGA

Option	Advantages	Disadvantages
Option 1: Do nothing		<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 road closure 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"> Minor inconvenience to residents and other road users
Option 3: Do not approve road closure 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 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 (clause 11) of the Local Government Act 1974. Under the Local Government Act 2002, Waipā 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 clause 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 Te Awamutu News on Thursday, 26 September 2024.

If the closure is approved, the second obligation will be met by publication of the approved closure in the Te Awamutu News on Thursday, 28 November 2024.

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

Financial Considerations – Whaiwhakaaro ā-Pūtea

The following are the approximate cost to review and publish the road closures and the actual cost of traffic management:

- \$320 (GST inclusive), to publish two public notices
- \$320 (GST inclusive), to review associated documents and traffic management plan
- \$4,320 (GST inclusive) confirmed quote for traffic management

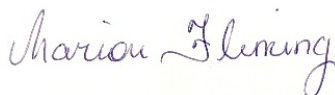
The above amounts are budgeted for in the current year forecast when the costs will be incurred.

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
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 Te Awamutu News	Transportation team	Thursday, 28 November 2024



Marion Fleming
TRANSPORTATION SAFETY OFFICER



Reviewed by Jennifer Braithwaite
OPERATIONS TEAM LEADER – TRANSPORTATION



Approved by Dawn Inglis
GROUP MANAGER SERVICE DELIVERY

COMMITTEE REPORT



To: The Chairperson and Members of the Service Delivery Committee
From: Transportation Safety Officer
Subject: **New World Cambridge Christmas Parade – Request for Temporary Road Closure**
Meeting Date: 19 November 2024

1 PURPOSE - TAKE

The purpose of this report is to seek approval to temporarily close a public road for the Cambridge Christmas Parade.

2 EXECUTIVE SUMMARY – WHAKARĀPOPOTOTANGA MATUA

Cambridge isite has applied to temporarily close the following roads to ordinary vehicular traffic for the New World Cambridge Christmas Parade on Sunday, 1 December 2024 between 12pm and 4pm:



Figure 1: proposed road closures for the Cambridge Christmas Parade

3 RECOMMENDATION – TŪTOHU Ā-KAIMAHI

That the Service Delivery Committee

a) *Receives the report of Marion Fleming, Transportation Safety Officer, titled New World Cambridge Christmas Parade – Request for Temporary Road Closure (document number 11299915);*

b) *Approves the temporary closure of the following roads:*

Sunday 1 December 2024 between 12:00pm and 4:00pm

- **Dick St** – between Queen St and Alpha St
- **Alpha St** – between Dick St and Victoria St
- **Victoria St** – between Queen St and Commerce St
- **Duke St** – between Victoria St and Commerce St
- **Commerce St** – whole street (access to Milicich Place via Fort St)
- **Empire St** – between Alpha St and Victoria St

on Sunday 1 December 2024 between 12:00pm and 4:00pm for the New World Cambridge Christmas Parade

in accordance with Sections 319(1)(h) and 342, and clause 11(e) 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

Cambridge isite has applied to temporarily close the following roads to vehicular traffic, to enable the New World Cambridge Christmas Parade, which is an annual event, **on Sunday 1 December 2024 between 12pm and 4pm:**

Dick St, Alpha St, Victoria St, Duke St, Commerce St and Empire St (as shown in Figure 1)

The proposed closure was advertised publicly in the Cambridge News on Thursday, 3 October 2024. Objections were invited, closing at 4.00pm on Friday 18 October 2024. No objections were received.

The event organiser will undertake a letter drop to all affected property/business owners as part of their consultation requirements and they must include a copy of the notification published in the local newspaper of the proposed road closures.

Police, Waka Kotahi (NZTA), and emergency services were consulted and have not raised any concerns. Police and other emergency services will have priority access to all areas during the road closures.

Council Officers have reviewed the application for temporary road closures and are satisfied it meets the criteria set out in the Local Government Act 1974 and the Code of Practice for Temporary Traffic Management.

If the road closures are approved for this event, this will not be likely to impede traffic unreasonably. No problems or unreasonable inconvenience to traffic were reported to Council from previous events.

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. As stated, this proposed closure has been publicly notified, and no objections have been received.

6 OPTIONS – NGĀ KŌWHIRINGA

Option	Advantages	Disadvantages
Option 1: Do nothing		<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 road closure 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"> Minor inconvenience to residents and other road users
Option 3: Do not approve road closure 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 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 (clause 11) of the Local Government Act 1974. Under the Local Government Act 2002, Waipā 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 clause 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, 3 October 2024.

If the closure is approved, the second obligation will be met by publication of the approved closure in the Cambridge News on Thursday, 21 November 2024.

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

Financial Considerations – Whaiwhakaaro ā-Pūtea

The following are the approximate cost to review and publish the road closures and the actual cost of traffic management:

- \$320 (GST inclusive), to publish two public notices
- \$320 (GST inclusive), to review associated documents and traffic management plan
- \$3,270 (GST inclusive) confirmed quote for traffic management

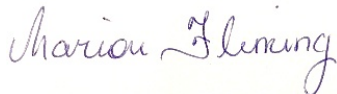
The above amounts are budgeted for in the current year forecast when the costs will be incurred.

Risks - Tūraru

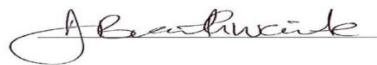
There are no known significant risks associated with the decisions required for this matter.

8 NEXT ACTIONS

Action	Responsibility	By When
Inform organiser their application has been approved	Events team	Within five working days
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	Transportation team	Thursday, 21 November 2024



Marion Fleming
TRANSPORTATION SAFETY OFFICER



Reviewed by Jennifer Braithwaite
OPERATIONS TEAM LEADER – TRANSPORTATION



Approved by Dawn Inglis
GROUP MANAGER SERVICE DELIVERY