Agenda for a meeting of the Pokeno Community Committee to be held in the Pokeno Community Hall, Cnr Great South Road and Market Street, Pokeno on **TUESDAY 13 AUGUST 2019** commencing at **7.00PM**.

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

1. **APOLOGIES AND LEAVE OF ABSENCE**

2. **CONFIRMATION OF STATUS OF AGENDA**

3. **DISCLOSURES OF INTEREST**

4. **CONFIRMATION OF MINUTES**

Meeting held on Tuesday 9 July 2019

5. **REPORTS**

5.1 Presentation - Draft Pokeno & Surrounds Spatial Plan Update

5.2 Opportunity to Review Draft Pokeno Community Committee Charter

5.3 Pokeno Works & Issues Status of Items August 2019

5.4 Year to Date Service Request Report

5.5 LTP Update

5.6 Civil Defence Update

5.7 Pokeno Community Committee Schedule

5.8 Councillor’s Report

5.9 Committee Reports

5.10 General Business

GJ Ion

**CHIEF EXECUTIVE**
Open Meeting

To: Pokeno Community Committee
From: Gavin Ion
Chief Executive
Date: 5 August 2019
Prepared by: Lynette Wainwright
Committee Secretary

Chief Executive Approved: Y
Reference #: GOV0516
Report Title: Confirmation of Minutes

1. EXECUTIVE SUMMARY

To confirm the minutes of the Pokeno Community Committee meeting held on Tuesday 9 July 2019.

2. RECOMMENDATION

THAT the minutes of the meeting of the Pokeno Community Committee held on Tuesday 9 July 2019 be confirmed as a true and correct record of that meeting.

3. ATTACHMENTS

PCC Minutes – 9 July 2019
POKENO COMMUNITY COMMITTEE

MINUTES of the monthly Pokeno Community Committee meeting held in the Pokeno Hall, Pokeno, on 9th July 2019, commencing at 7.00pm.

Committee Members Present: Helen Clotworthy, Tricia Graham, Doug Rowe, Janet McRobbie, Morris Roberts, Ric Odom

WDC Staff in Attendance: Julie Dolon, Kevin Stokes

Councillors in Attendance: Cr J Church, Cr S Henderson

Sports Coordinator WRC: Jason Marconi

Community Members: Community Members attended.

1 APOLOGIES: Apologies received from Paul Heta, Clive Morgan, Todd Miller

Moved that the apologies be accepted: Helen Clotworthy

Seconded: Ric Odom

2 CONFIRMATION OF THE STATUS OF THE AGENDA

As Todd Miller was unable to attend Jason Marconie of Sports Waikato to give us an update in Reports at 5.2

3 DISCLOSURE OF INTEREST

There was no disclosure of interest

4. CONFIRMATION OF THE MINUTES

Moved Helen Clotworthy
Seconded Ric Odom

5. REPORTS

5.1 Economic and Community Development
Julie described her role as merging Economic and Community Development and felt this was a good match. Her passion is social enterprise. A youth worker is about to be appointed to council. Julie had been invited to our meeting because of the need that Paul Heta has seen for school leavers to be aware of employment opportunities in the area. His suggestion was that local employers should be invited to an evening in the hall to explain opportunities that exist in these local industries. Julie was looking at something bigger involving other agencies such as the Ministry of Social Development.

There well could be a mismatch between Paul’s vision and Julie’s so Julie is to call Paul on 10/7/2019 to clarify this.

5.2 Jason Marconi Sports Coordinator WRC

Basketball

Franklin Basketball see it feasible to provide a beginner program in the hall running over 4 8week terms. They are prepared to apply for funding through the Kickstart program which would make a fees $46/term. They will also provide administration.

The community contribution would need to be
* Providing a local helper/coach
* Getting Lions or something similar to fund raise for 2 mobile hoops (around $300 each), this would allow more funding to go towards subsidising fees.

Tennis Club

This is now up and running. A Junior Club is to start in Term 3 and if demand a Senior Club If this works, they will apply for funding to resurface the courts.

A Facebook page is now up and running.

Jason would like to the Tennis Committee associated with this one.

Indoor Bowls

A tester session to be trialled in the Pokeno Hall

5.3 Works and Issues

Julie went through the Works and Issues as in the agenda. There were the following comments.

Toilets

A contract is going out to tender now. The colour will be decided when a suitable contractor is employed. Helen to get an email when this happens.

Traffic Around Pokeno School

Peter Clark to be invited to the August meeting to explain the projected upgrades. The School Principal has been contacted and interim fixes are to be in place till the upgrade happens.
Community Projects
Richard Clark to be invited to the September meeting to give us a detailed update. Julie to do this.

Considerable discussion ensued about a possible skate park. There were strong opinions that for safety and protection from vandalism, this should be in a public view. This has been backed up by an email from Anton Welsh regarding CPTED (Crime Prevention through Environmental Design).

Julie to find the costs and size of local parks as there is a possibility that it could fit where the old netball courts were beside the hall.

The possibility of children in the local area being involved in the design was discussed.

One Way Bridge Munroe Rd
We would like to know the time indication for this deferment as with the increased use of it by trucks, there is a serious problem developing.

Street Names
A small meeting required to provide a new list of names. We require an update of the council list of street names.

Supermarket Updates
Submissions have closed. Hearings are scheduled all should be finished by 8th October and all going well should open be December 2020.

5.4 Pokeno Community Committee Schedule

August meeting – Ernst and Vashall (Future Planning) Peter Clark (roading)
September meeting -Richard Clark (Munroe Sports Park)

5.5 Councillors Reports

Cr J Church
District plan submissions close 18th July
An Information Centre has opened at Hampton Downs

Cr S Henderson
The Public Transport will not start until 21st October

5.6 Committee Reports

Community Patrol
AGM 28th July 1pm at the hall More men are needed

Meet and Greet
Going well usually around 25 to 30 attend

5.7 Next Meetings Agenda

This was covered in the Community Committee Schedule
5.8 General Business
There was no general business

ACTION LIST

Julie to contact Paul Heta regarding careers evening

A ‘helper’ to be found for the basketball club

Approach to be made to Lions regarding funding for basketball hoops

Julie to invite Richard Clark to the September meeting

Julie to find size costs etc of local skate parks

New street names required

There being no further business Helen thanked our visitors declared the meeting closed at 9.00pm The next meeting to be held on August 13th at 7.00pm
Open Meeting

To: Pokeno Community Board
From: Clive Morgan
General Manager Community Growth
Date: 1 August 2019
Prepared by: Sandy Mason
Personal Assistant

Chief Executive Approved: Y
Reference #: GOV0516 / 2315469
Report Title: Presentation - Draft Pokeno & Surrounds Spatial Plan Update

1. **EXECUTIVE SUMMARY**

Mr Ernst Zollner (Ministry for Housing & Urban Development) and Mr Vishal Ramduny (Strategic Projects Manager) will be presenting a PowerPoint Presentation, updating the Board on the Draft Pokeno & Surrounds Spatial Plan.

2. **RECOMMENDATION**

**THAT the recommendation from the General Manager Community Growth be received.**

3. **ATTACHMENTS**

Nil
Open Meeting

To: Pokeno Community Board
From: Clive Morgan
   General Manager Community Growth
Date: 1 August 2019
Prepared by: Sandy Mason
   Personal Assistant

Chief Executive Approved: Y
Reference #: GOV0516 / 2315603
Report Title: Opportunity to Review Draft Pokeno Community Committee Charter

I. EXECUTIVE SUMMARY

Given the Draft Charter was established prior to 1 July 2016 and with the upcoming Elections in October 2019, staff propose the Committee take the opportunity to review the Charter to ensure that it continues to be fit-for-purpose.

Particular points for discussion are:

- **Clause 4 – Membership**
  - Currently it requires no fewer than 3 elected Members nor more than 12 elected Members plus relevant appointed Waikato District Council Members.
  - Does this reflect an appropriate number of Members to effectively function and operate a Committee?

- **Clause 5 – Election and election process**
  - Currently states the elected Members shall be elected on a three-yearly cycle.
  - Is a three-yearly cycle too long?
  - Would a shorter two-yearly cycle be more appropriate, given the required commitment to be a Member of the Committee?

- **Clause 8 – Meeting Procedures**
  - Requires a quorum consisting of no fewer than five Members.
  - How often has the Committee not achieved a quorum?
  - Would fewer than five Members be adequate?

Staff would be available to assist the Committee to review the Charter if required.
2. **RECOMMENDATION**

THAT the from the General Manager Community Growth be received;

AND THAT the Pokeno Community Committee review the Draft Pokeno Community Committee Charter prior to the upcoming elections in October 2019

3. **ATTACHMENTS**

A – Draft Pokeno Community Committee Charter
**Open Meeting**

To | Pokeno Community Committee
From | TG Whittaker
    | General Manager Strategy & Support
Date | 05 April 2016
Chief Executive Approved | Y
DWS Document Set # | 1492468
Report Title | Draft Pokeno Community Committee Charter

1. **EXECUTIVE SUMMARY**

The purpose of this report is for the Pokeno Community Committee (“the Committee”) to confirm it’s Charter.

The purpose of the Charter is for the Waikato District Council (“Council”) and the Pokeno community to agree on the terms on which it will operate as the Pokeno Community Committee so that it can work collaboratively in dealing with local issues in the township of Pokeno and its surrounding rural areas.

The draft Charter the committee will adopt is the same Charter Council has for all its Community Committees.

2. **RECOMMENDATION**

**THAT** the report from the General Manager Strategy & Support – Draft Pokeno Community Committee Charter – be received;

**AND THAT** the Committee adopt the draft Pokeno Community Committee Charter.

3. **BACKGROUND**

At its meeting on 08 March 2016 the Pokeno Community Group unanimously supported upgrading their status from a community group to a community committee.

The draft Pokeno Community Committee Charter was circulated at that meeting. The draft Charter is the same Charter Council has for all its Community Committees.
4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION
NIL

4.2 OPTIONS
NIL

5. CONSIDERATION

5.1 FINANCIAL
NIL

5.2 LEGAL
To function as a Community Committee, the Committee needs a Charter to guide how it will operate.

Adoption of the draft Charter which Council has for all its Community Committees is recommended.

6. CONCLUSION

This report supports Pokeno Community Committee adopting the draft Pokeno Community Committee Charter.

7. ATTACHMENTS

Draft Pokeno Community Committee Charter.
DRAFT POKENO COMMUNITY COMMITTEE CHARTER

1. Purpose

The Pokeno Community Committee (hereafter referred to as the 'Committee') is set up jointly by the Waikato District Council ('the Council') and the Pokeno community to work collaboratively in dealing with local issues in the township of Pokeno and its surrounding rural area.

2. Roles and Delegations

The role of the Committee shall be as follows:

(a) The Council's roles are:
   i) To give effect to local identity and preferences.
   ii) To make the local authority more responsive to the community's preferences and more accountable for their actions.
   iii) To increase efficiency.

(b) The Committee's role is to express the community's views on local issues to the Council. In order to achieve this the Committee is required to:
   i) Represent and act as an advocate for the interests of the Pokeno community.
   ii) The consideration of and reporting on of all matters referred to it by the Council or any matter of interest or concern to the Committee.
   iii) Maintain an overview of services provided by the Council within Pokeno
   iv) The preparation of submissions to the budgetary process of the Waikato District Council for expenditure within Pokeno through the Long Term Plan or Annual Plan (whichever is applicable).
   v) Communication with community organisations and special interest groups within the Pokeno.
   vi) Any other function and duties as may be delegated from time to time to the Committee by the Council.

3. Exemptions

(a) Any delegation of authority given to the Committee by the Council can be withdrawn by resolution of the Council at any time, without reference to the Committee.

(b) Any sub-delegation of these responsibilities, duties and powers by the Committee is hereby expressly prohibited pursuant to Clause 32(3) of Schedule 7 of the Local Government Act 2002.

4. Membership

(a) The Committee shall consist of not fewer than five elected members nor more than twelve elected members plus the relevant appointed member/s from the Waikato District Council.

(b) The appointed member should be, in the first instance, the councillor/s elected to the Awaroa ki Tuakau Ward or such other person that the Council may from time to time appoint.

(Current appointment: Pursuant to Clause 31 of Schedule 7 of the Local Government Act 2002, the Waikato District Council appoints the Awaroa ki Tuakau Ward councillors to the Pokeno Community Committee.)

Continued…
5. Election and Election Process

(a) The elected members shall be elected on a three-yearly cycle. However, as a transitional provision, the initial term for the Committee would be through to the 2019 local body elections.

(b) The elections shall be held by public meeting conducted by the Chief Executive of the Waikato District Council or a nominee. The three-yearly election meeting shall be conducted in a manner deemed appropriate by the Chief Executive.

(c) Council will advertise the public meeting and call for nominations to the Committee.

(d) Any vacancies occurring during the term shall be filled as deemed appropriate by both the Council and the Committee. The Committee may co-opt members to assist it as required as long as the number of members does not exceed the maximum specified in paragraph 3(a).

(e) The Council may assist in filling vacancies as appropriate.

6. Chairperson

The Committee shall appoint a Chairperson and a Deputy Chairperson from within its membership.

7. Funding

(a) The Committee can make an application to Council’s Discretionary & Funding Committee for accessing the Rural Ward Discretionary Fund and the Events Fund for the funding of specific projects or events. These grants are available for projects and initiatives in rural areas and areas that are not served by a community board.

(b) Council currently has an annual allocation of $10,000 which any community committee can apply to for supporting its operation.

8. Meeting Procedures

(a) The Committee shall follow the general principles of the New Zealand Standards (NZS 9202: 2003) Model Standing Orders for Meetings of Local Authorities and other public bodies including Amendment No 1.

(b) Any variance to the Standing Orders can be decided by simple majority vote of those present at a meeting.

(c) A quorum of members of the Committee shall consist of no fewer than five (5) members.

9. Abolition of the Committee

The Committee may be abolished by resolution of Council in consultation with or as a result of a request from the Committee.
## Open Meeting

<table>
<thead>
<tr>
<th>To</th>
<th>Pokeno Community Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>Clive Morgan</td>
</tr>
<tr>
<td></td>
<td>General Manager Community Growth</td>
</tr>
<tr>
<td>Date</td>
<td>13 August 2019</td>
</tr>
<tr>
<td>Prepared by</td>
<td>Karen Bredesen</td>
</tr>
<tr>
<td></td>
<td>PA to the General Manager, Service Delivery</td>
</tr>
<tr>
<td>Chief Executive Approved</td>
<td>Y</td>
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<tr>
<td>Reference/Doc Set #</td>
<td>PCC2019; GOV0516 / 2315661</td>
</tr>
<tr>
<td>Report Title</td>
<td>Pokeno Works &amp; Issues: Status of Items August 2019</td>
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</table>

### 1. Executive Summary

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

### 2. Recommendation

THAT the report from the General Manager Community Growth be received.

### 3. Attachments

A   Pokeno Works & Issues: Status of Items August 2019
<table>
<thead>
<tr>
<th>Issue</th>
<th>Area</th>
<th>Action</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traffic</td>
<td>Service Delivery</td>
<td>Update to be provided at the August meeting.</td>
<td>Peter Clark will be in attendance at the August meeting to provide information on the proposed urban upgrades in Pokeno over coming years and the one way bridge.</td>
</tr>
<tr>
<td>Community Projects Munro Road Sports Field</td>
<td>Service Delivery/Paul M, Richard Clark</td>
<td>Munro Park and Skatepark Updates</td>
<td>Staff will be in attendance to give a brief presentation on the development of the park.</td>
</tr>
<tr>
<td>Careers Evening</td>
<td>Community Growth/Julie Dolan</td>
<td>To contact Paul Heta from Te Kawhata School to discuss careers evening</td>
<td>A meeting was organised with Paul, but unfortunately the meeting was cancelled by Paul due to illness. Julie to follow up with Paul.</td>
</tr>
<tr>
<td>Street Naming Updates</td>
<td>Contracts &amp; Partnering</td>
<td>Road Name List</td>
<td>There is currently no list of road names for Pokeno. Pokeno Community Committee need to provide a list of road names to the Roading Corridor Engineer, Paul Harrison to check for suitability.</td>
</tr>
</tbody>
</table>
Open Meeting

To Pokeno Community Committee

From Tony Whittaker
Chief Operating Officer

Date 31 July 2019

Prepared by Sharlene Jenkins
Executive Assistant

Chief Executive Approved Y

Reference/Doc Set # GOV0516

Report Title Year to Date Service Request Report

1. EXECUTIVE SUMMARY

To update the Committee on the Year to Date Service Request Report to 30 June 2019.

2. RECOMMENDATION

THAT the report from the Chief Operating Officer be received.

3. ATTACHMENTS

Year to Date Service Request Report for Pokeno Community Committee
Service Request Time Frames for POKENO Community Committee

Date Range: 01/04/2019 to 30/06/2019

The success rate excludes Open Calls as outcome is not yet known.

**Call Completion % Success by Type**

![Bar chart showing success rates for different categories of service requests.]

**Number of Calls logged by Type**

![Bar chart showing the number of calls logged for different categories of service requests.]
## Closed Calls
Closed Calls are those calls logged during the time period that are now closed.

## Open Calls
Open Calls are all the calls open for the ward and may have been logged at any time.

<table>
<thead>
<tr>
<th>Administration</th>
<th>Open Calls Over</th>
<th>Open Calls Under</th>
<th>Closed Calls Over</th>
<th>Closed Calls Under</th>
<th>Success Rate</th>
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</thead>
<tbody>
<tr>
<td>Pro rated rates for the period xx to xx</td>
<td>13</td>
<td>4</td>
<td>9</td>
<td>69.23%</td>
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<th>Animal Control</th>
<th>Open Calls Over</th>
<th>Open Calls Under</th>
<th>Closed Calls Over</th>
<th>Closed Calls Under</th>
<th>Success Rate</th>
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<tbody>
<tr>
<td>Summary</td>
<td>50</td>
<td>1</td>
<td>10</td>
<td>39</td>
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<tr>
<td>Animal Charges</td>
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<td>2</td>
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<tr>
<td>Dog Property Visit</td>
<td>8</td>
<td>4</td>
<td>4</td>
<td>50.00%</td>
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<tr>
<td>Dog Straying - Current</td>
<td>10</td>
<td>4</td>
<td>6</td>
<td>60.00%</td>
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<tr>
<td>Dog Straying - Historic</td>
<td>4</td>
<td>1</td>
<td>3</td>
<td>75.00%</td>
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<td>Dog/Animal Missing</td>
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<td>Dogs Aggression - Current</td>
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<td>Dogs Aggression - Historic</td>
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<td>Dogs Barking Nuisance</td>
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<td>16</td>
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<tr>
<td>Livestock Trespassing - Historic</td>
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<td>1</td>
<td>100.00%</td>
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<table>
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<tr>
<th>Building Inspection Service Requests</th>
<th>Open Calls Over</th>
<th>Open Calls Under</th>
<th>Closed Calls Over</th>
<th>Closed Calls Under</th>
<th>Success Rate</th>
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<td>2</td>
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<th>Compliance Service Requests</th>
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<td>Compliance - Unauthorised Activity</td>
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<td>Illegal parking</td>
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<td>Non-animal bylaws</td>
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<th>Consent Enquiries</th>
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<th>Open Calls Under</th>
<th>Closed Calls Over</th>
<th>Closed Calls Under</th>
<th>Success Rate</th>
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<tbody>
<tr>
<td>Building near any Pipe/Infrastructure may req CCTV</td>
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<td>Rural Rapid Number assignment &amp; purchase of plates</td>
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<td>Zoning and District Plan Enquiries</td>
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<td>Noise complaints straight to contractor</td>
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<td><strong>Finance</strong></td>
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<tr>
<td></td>
<td>Rates query</td>
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<td>Wastewater Overflow or Blocked Pipe</td>
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<td>Waters Pump Station jobs - only for internal use</td>
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</table>

| Total                                             | 465   | 4  | 44 | 61 | 356    | 85.37% |
1. EXECUTIVE SUMMARY

The purpose of this report is to provide an updated Pokeno Community Committee Schedule to discuss and populate.

It is intended that the Committee will develop a schedule as a guide for Council support and community information and engagement.

2. RECOMMENDATION

THAT the report from the General Manager Service Delivery be received.

3. ATTACHMENTS

Pokeno Community Committee Schedule
<table>
<thead>
<tr>
<th>January 2019</th>
<th>February 2019</th>
<th>March 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>No meeting</td>
<td>Early in 2019, the Committee to schedule a workshop to provide more street names. Transit to be invited to meeting.</td>
<td>Blue Print drop in session</td>
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<tr>
<td>April 2019</td>
<td>May 2019</td>
<td>June 2019</td>
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<tr>
<td>Gavin Donald &amp; Jason Marconi from Sport Waikato to provide an update.</td>
<td>OPUS Stormwater Report NZTA invite</td>
<td>Update on Munro Block and recreation possibilities Colin Botica, Dines Group, to provide an update with regards to progress with Totara Park</td>
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<tr>
<td>July 2019</td>
<td>August 2019</td>
<td>September 2019</td>
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<tr>
<td>Julie Dolan - local employment opportunities Helenslee Road/Pokeno Road intersection update</td>
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<td></td>
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<tr>
<td>October 2019</td>
<td>November 2019</td>
<td>December 2019</td>
</tr>
<tr>
<td>No meeting</td>
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