

Agenda for a meeting of the Waikato District Council to be held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia* on **MONDAY, 28 FEBRUARY 2022** commencing at **9.30am**.

** Meetings that are scheduled for the Council Chambers may be moved to audio-visual conference at short notice as per the Pandemic Emergency Preparedness Notice. The open section of these meetings will be livestreamed on the Waikato District Council You Tube channel.*

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

1. APOLOGIES AND LEAVE OF ABSENCE

2. CONFIRMATION OF STATUS OF AGENDA

3. DISCLOSURES OF INTEREST

Members have a responsibility to disclose if they have an interest in any items on the agenda at the outset of the meeting.

4. CONFIRMATION OF MINUTES

4.1 Minutes of a Council meeting held on 13 December 2021 5

5. ACTIONS REGISTER - OPEN

Action Register for February 2022 28

6. COMMITTEE REPORTS

6.1 Policy & Regulatory Committee

Committee Recommendations to Council – 8 February 2022 30

6.2 Strategy & Finance Committee

Committee Recommendations to Council – 16 February 2022 34

7.	<u>REPORTS</u>	
7.1	Zero Harm Update	37
7.2	Approval of budget changes to accommodate building lease at 137 Rotowaro Road, Huntly	46
7.3	Roading Long-term plan budget adjustments 2022	51
8.	<u>EXCLUSION OF THE PUBLIC</u>	58

GJ Ion
CHIEF EXECUTIVE

TERMS OF REFERENCE AND DELEGATION

Chairperson:	His Worship the Mayor
Deputy Chairperson:	Deputy Mayor
Membership:	The Mayor and all Councillors
Meeting frequency:	Six weekly – or as required
Quorum:	Half of the members (including vacancies)

Purpose

1. To provide leadership to, and advocacy on behalf of, the people of the Waikato District.
2. To define and represent the total communities' interests, ensuring ongoing community and economic development, the effective stewardship of existing assets, sustainable management of the environment, and the prudent management of the communities' financial resources.

Terms of Reference

The Council's terms of reference include the following powers which cannot be delegated to committees, subcommittees, officers or any other subordinate decision-making body:

1. The power to make a rate.
2. The power to make a bylaw.
3. The power to borrow money, or purchase or dispose of assets, other than in accordance with the Long-Term Plan.
4. The power to adopt a Long-Term Plan, Annual Plan, or Annual Report.
5. The power to appoint a Chief Executive.
6. The power to adopt policies required to be adopted and consulted on under the Local Government Act 2002 in association with the Long-term Plan or developed for the purpose of the local governance statement, including the Council's Infrastructure Strategy.
7. The power to adopt a remuneration and employment policy.
8. The power to approve or amend the Council's Standing Orders.
9. The power to approve or amend the Code of Conduct for elected members, and consider any recommendations made in relation to a complaint lodged under the Code.
10. The power to appoint and discharge:
 - a. members (including chairpersons) of Council committees and subordinate decision-making bodies, subject to the Mayor's powers under section 41A Local Government Act 2002; and
 - b. elected member representatives on external organisations.
11. The power to establish a joint committee with another local authority or other public body, and appoint elected members as representatives on such committees or bodies.

12. The power to make the final decision on a recommendation from the Ombudsman where it is proposed that Council not accept the Ombudsman's recommendation.
13. The power to approve or change the District Plan, or any part of that Plan, in accordance with the Resource Management Act 1991.
14. The power to amend or replace the delegations in Council's Delegations Register (except where expressly permitted in the Delegations Register).

To exercise the following powers and responsibilities of Council, which the Council chooses to retain:

1. To approve a proposed policy statement or plan under the Resource Management Act 1991.
2. To approve changes to boundaries of the District under the Resource Management Act 1991 or any other legislation.
3. In respect of District Plan decisions:
 - a. To appoint independent commissioners to a panel for hearings of a Proposed District Plan;
 - b. To approve the recommendation of hearings commissioners on a proposed plan, plan change or variation (including private plan change); and
 - c. To approve a proposed plan or a change to a district plan under Clause 17, Schedule 1 of the Resource Management Act 1991.
4. To adopt governance level strategies, plans and policies which advance Council's vision and strategic goals (e.g. Hamilton to Auckland rail), other than where expressly delegated to a committee.
5. To approve Council's recommendation to the Remuneration Authority for the remuneration of elected members.
6. To approve the Triennial Agreement.
7. To approve resolutions required to be made by a local authority under the Local Electoral Act 2001, including the appointment of an electoral officer and reviewing representation arrangements.
8. To approve any changes to the nature and delegations of any Council committees or subordinate-decision making bodies.
9. To approve the Local Governance Statement.
10. To approve any additional funding decisions required for the Watercare Services contract.
11. To receive six-monthly reports from each Community Board on its activities and projects.

To | **Waikato District Council**
Report title | **Confirmation of Minutes**

1. Purpose of the report
Te Take moo te puurongo

To confirm the minutes for the meeting of Council held on Monday, 13 December 2021.

2. Staff recommendations
Tuutohu-aa-kaimahi

THAT the minutes for the meeting of the Waikato District Council held on Monday, 13 December 2021 be confirmed as a true and correct record.

3. Attachments
Ngaa taapirihanga

Attachment 1 – CCL Minutes – 13 December 2021

Date:	Monday, 28 February 2022
Report Author:	Gaylene Kanawa, Democracy Team Leader
Authorised by:	Gavin Ion, Chief Executive

Minutes of a meeting for the Waikato District Council held via Audio Visual Conference on **MONDAY, 13 DECEMBER 2021** commencing at **9.30am.**

Present:

His Worship the Mayor, Mr AM Sanson (Chairperson)
Cr AD Bech
Cr JA Church
Cr CA Eyre
Cr JM Gibb
Cr SL Henderson
Cr SD Lynch
Cr RC McGuire
Cr FM McInally
Cr EM Patterson
Cr JD Sedgwick
Cr NMD Smith
Cr LR Thomson
Cr CT Woolerton

Attending:

Mr GJ Ion (Chief Executive)
Mr TG Whittaker (Chief Operating Officer)
Mr R MacCulloch (General Manager Service Delivery)
Mrs S O’Gorman (General Manager Customer Support)
Mr C Morgan (General Manager Community Growth)
Ms A Diaz (Chief Financial Officer)
Ms C Pidduck (Legal Counsel)
Ms S Jones (Senior Solicitor)
Mrs L Shirley (Zero Harm Manager)
Mr S Toka (Iwi and Community Partnerships Manager)
Mr K Abbott (Projects and Innovation Manager)
Mr E Whangapirita (Procurement Manager)
Mr J Ebenhoh (Planning and Policy Manager)
Ms R Goddard (Senior Advisor - Climate Change)
Ms M May (Community Connections Manager)
Ms S Baker (Community Venues and Events Team Leader)
Ms J Bishop (Contracts and Partnering Manager)
Mr R Bayer (Roding Team Leader)
Mrs T Oakes (Animal Control Team Leader)
Mr A Averill (Strategic Property Manager)
Mrs GJ Kanawa (Democracy Team Leader)

APOLOGIES AND LEAVE OF ABSENCE

All members were present.

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Crs Sedgwick/Thomson)

THAT the agenda for a meeting of the Waikato District Council held on Monday, 13 December 2021:

- a) be confirmed and all items therein be considered in open meeting with the exception of those items detailed at agenda item 8 which shall be considered with the public excluded;
- b) in accordance with Standing Order 9.4 the order of business be changed with agenda item 7.1 Council Facilities Vaccination Certificate Policy under Government's COVID-19 Protection Framework being considered after item 6.1 Policy and Regulatory Committee recommendations; and
- c) all reports be received.

CARRIED

WDC2112/01

DISCLOSURES OF INTEREST

There were no disclosures of interest.

CONFIRMATION OF MINUTES

Resolved: (Crs Eyre/Thomson)

THAT the minutes for a meeting of the Waikato District Council held on Monday, 1 November 2021 be confirmed as a true and correct record.

CARRIED

WDC2112/02

ACTION REGISTER

Agenda Item 5

The Action Register for December 2021 was taken as read and no discussion was held.

Resolved: (Crs Woolerton/McGuire)

THAT the Action Register for December 2021 be received.

CARRIED**WDC2112/03****COMMITTEE RECOMENDATIONS****Policy & Regulatory Committee**

Agenda Item 6.1

Approval for Consultation: Proposed Waikato District Council Dog Control Bylaw and Policy (P&R2111/05)

The report was received [CCL2112/02], taken as read and the following discussion was held:

- On the request of some councillors, and reflecting the view of the public, it was recommended that the consultation period for the Dog Control Bylaw be extended to close on Wednesday, 26 January 2022.
- Staff advised that this extension could be accommodated, but any further extension from that date would put undue pressure on staff to meet the deadlines for hearings, deliberations and adoption.
- The review was being carried out now as the previous bylaw was an amalgamation of the Franklin and Waikato bylaws and this was now at the end of the two year grace period for review of the new bylaw.
- All known dog owners would be contacted directly regarding the proposed changes.

Resolved: (Crs Sedgwick/Patterson)

THAT, as required under Section 83 of the Local Government Act 2002, Council confirms that the Waikato District Council Dog Control Bylaw:

- a) is the most appropriate form of Bylaw;
- b) is the most appropriate way of addressing the perceived problems;
- c) confirms the Bylaw does not give rise to any implications under the New Zealand Bill of Rights Act 1990 and that it is satisfied that the Bylaw can be justified as a reasonable limitation on people's rights and freedoms; and
- d) the consultation period be extended to close on Wednesday, 26 January 2022 in recognition of the holiday period.

CARRIED**WDC2112/04**

Adoption of the Gambling Venues Policy 2021 (P&R2111/06)

The report was received [CCL2112/02], taken as read and no discussion was held:

Resolved: (Crs Sedgwick/Thomson)

THAT Council adopt the Gambling Venues Policy 2021 as set out in Attachment 2 of the Policy & Regulatory report.

CARRIED

WDC2112/05

Waikato District Council Speed Limits Bylaw 2011 (P&R2111/09)

The report was received [CCL2112/02], taken as read and no discussion was held:

Resolved: (Crs Sedgwick/Church)

THAT, as required under Section 83 of the Local Government Act 2002, Council confirms that the Proposed Amendments to the Schedules of the Waikato District Council Speed Limits Bylaw 2011:

- a) is the most appropriate form of Bylaw;
- b) is the most appropriate way of addressing the perceived problem;
- c) confirms the Bylaw does not give rise to any implications under the New Zealand Bill of Rights Act 1990 and that it is satisfied that the Bylaw can be justified as a reasonable limitation on people's rights and freedoms; and
- d) a public resolution is made in accordance with s16(2)(a)(i) to update the date of the Land Transport Rules.

CARRIED

WDC2112/06

Revocation of Policies (P&R2111/08)

The report was received [CCL2112/02], taken as read and no discussion was held:

Resolved: (Crs Sedgwick/Thomson)

THAT Council revoke the following policies with immediate effect:

- a) **Halls and Community Centres Policy,**
- b) **Rural Halls (Operation and Election of Hall Committees) Policy,**
- c) **Rural Halls – Administration Services for – Policy,**
- d) **Town Halls – Administration Policy,**
- e) **Fencing of Council Reserves Land Policy,**
- f) **Footpath Prioritisation Policy,**
- g) **Reserves – Committees of Management Policy,**
- h) **Rural Road Lighting Prioritisation Policy,**
- i) **Trade Waste Agreements Policy,**
- j) **Trade Waste Bylaw Charging Policy, and**
- k) **Water Rates – Discontinuing Supply Policy.**

CARRIED

WDC2112/07

REPORTS

Council Facilities Vaccination Certificate Policy under Government's COVID-19 Protection Framework

Agenda Item 7.1

The report was received [CCL2112/02], taken as read and the following discussion was held:

- The Chief Executive stressed that this was not a discussion about the staff vaccine policy. The Executive Leadership Team would be announcing to staff tomorrow the decision with regard to that policy.
- This discussion and decision was about whether Council required vaccine passports on any, or all, of its facilities
- The report had been written based on an earlier conversation with elected members where direction was provided and was primarily a discussion around health and safety issues.
- There was a legal framework that comes from the COVID protection framework which does have an impact on individual rights and the health and safety of staff and the community at large.
- The report was very clear that without vaccination, controls were only partially effective and needed to be factored into the considerations.
- It was not suggested that parks, reserves and playgrounds require vaccine passports and generally we have excluded leasehold venues

- Recommendations around the Raglan Holiday Park (Papahua) were discussed earlier due to the Christmas holiday period and the requirement to discuss with campers that had already booked into the park.
- Lake Hakanoa Motor Caravan Park had not been included in the recommendation and would require the same provisions as the Raglan Holiday Park (Papahua).
- Waikato Coal Fields Museum and Civic Centre had not been included in the recommendation and would need to be considered as part of the recommendations.
- It was suggested that vaccine passports would be required for the Woodlands Estate, but effectively the estate is leased out to the Woodlands Trust, so they are responsible.
- Community halls – whilst included in recommendations, there were some real challenges with these as they were mainly run by hall committees and Council do not have input with running these directly.
- It would be very difficult for Council to implement a policy on community halls, however we do recommend the individual hall committees consider the issue and it was noted that any consultation, public meeting held by Council would carry its policy with it and there would be a requirement for vaccine passports.
- Outdoor community events – in effect we would look to see what the event organisers proposed, which would then be assessed by Council's zero harm team.
- Resource recovery and transfer stations do not require vaccine passports at the moment as we need to undertake more work with the contractors around their health and safety requirements.
- Included in the report is a policy for Council, Standing Committees and Community Boards requiring vaccine passports.
- Community Committee meetings were not covered within the policy as they were appointed directly by their individual communities. As with the community halls it was recommended they consider a policy for their meetings.
- It was noted that the four (4) Community Committees, supported by elected members and staff, would require a similar policy because Council would carry their policy with them.
- A delegation to the Chief Executive, His Worship the Mayor and Cr Patterson was suggested to consider any variations to the protection framework process.
- The report recommended a review of every six (6) months, but Council could change this if needed to add "or at the time of any traffic light changes". However, staff did not believe this changed anything within the proposed policy .
- It was noted that Councillors had received a number of concerns from the Raglan community on the implementation of the policy.
- It was further noted that the projected COVID numbers for next year were significant and it was important for Council to do everything possible to keep elected members, staff and the wider community safe where they can.
- Consideration was needed on the the majority when considering this policy.
- Review period needed to be more proactive than reactive.

- There was a concern that staff would become “policemen” which was not their role. Assurance was given that security guards would be put in place initially to manage the policy requirements. It was expensive, but it is a way in which Council could meet its health and safety priorities for staff.
- It was up to Councillors as to which situations they wished to put themselves into, i.e. if they wish to attend a meeting without the vaccination passports in place, that was their call individually. However for formal council meetings and consultation processes, they would be covered by this policy.
- Council could not discount the information when people had taken time to advise us of their position. Regardless of where we sit on a spectrum, we had to give due diligence to the words of the people in our communities.
- Raglan community is full of diverse, rich in abundance and people who choose to be vaccinated and those that choose not to. Do not want to disregard the time the people in our communities have taken to tell us the places that are important to them.
- Our halls and libraries are an incredible part of the fabric of our communities – noting the library strategy states, “Waikato District Council libraries – inspiring curiosity, enriching lives and connecting communities”.
- By considering the policy, Council was not doing so with empathy and open minds and would be creating a divide which had not been mandated.
- Manuhiri (visitors) were an integral part of our community and the traffic light system provides adequately for these visitors and the community.
- Libraries are an integral part of our community and we need to tread carefully on how we treat people in these spaces. There was agreement that Council needed to keep staff safe, but our libraries and offices provide essential services.
- Need to look outside the square and perhaps have times where people who are not vaccinated, can enter Council facilities. It was noted by staff that this would require “deep cleaning” each time under the COVID framework should Council choose to do that.
- The Chief Executive noted that his primary role was to look after staff and the majority of our community and staff had advised that they would not work in places that were not requiring vaccine passports.
- The process was about the wellbeing of our connected community, enabling them to utilise that space, not considering equity of access to resources.
- Council had not heard from those that would not enter libraries unless this policy was in place. There was another (majority) part of the community requiring consideration.
- Risk appetite of this Council was very low around health and safety, which was how the paper had been written.
- Confusion on how the process worked for pools with under 12’s not required to be vaccinated. It was not clear how this would be achieved when you had ten adults with vaccine passports but 50 unvaccinated children .
- Councillors not privy to staff survey and assume it was correct that staff do not want to work in a place without vaccine passes.

- How can we protect the staff when we they all had to attend places like the supermarket that did not have vaccination passes in place.
- There was sympathy with pools that were open air. However, we do have a pool that is heated and enclosed, which could be an incubator environment. The Chief Executive noted that Huntly had a gym which already required vaccine passports.
- In terms of swimming pools, the organisation believes vaccine passports were required to keep our vulnerable community members safe as there was close contact within changing sheds.
- Ngaruawahia and Tuakau Community Boards had worked very hard to subsidise fees at pools to encourage children to utilise the facilities rather than swim in the river or jump off bridges into the river. This policy now puts up a barrier for them and concerns were that pools could have reduced user numbers.
- The policy was on the basis of health and safety and scientific information rather than an emotive one. There was concern with excluding halls that had leases/committees running them as it put the councillor supporting them in a difficult situation. If halls decided on a non vaccinated site, a deep clean of the venue would be require following any events
- Some councillors wer conflicted as support community halls being included and would move an amendment to include halls, discussion took place to encourage hall committees to implement their own policies.
- Consequences for all of us and our businesses. There was a need to mitigate and find solutions around what spaces could be used without vaccination passports.
- Hall committees should be able to make the decision themselves, but the should be encouraged to consider mandating vaccine passports.
- Pools – there was a need to make pools as safe as possible for the children who were not vaccinated. This could be done by mandating passes at these facilities. There was concern with those who are eligible (college students) that are making vaccination or non vaccination decisions for themselves.
- If pools did not require vaccination passports, they would be limited to 50 people. Belgravia currently run the vaccination passports system under their Auckland pool agreements.
- There would be a difficult moral decision ahead of us. Council does not want to see a policy put in place that is not nimble enough to change with the landscape. A shorter review period was preferred and would be considered in February 2022.
- There was a delegation in place to review the process earlier if required. That delegation, if they believed it was necessary, would bring the policy back to Council for review if necessary. There was a desire not to have the policy in place any longer than was necessary.
- Concern was raised on children under 12 having access to Council facilities and what impact this would have.
- The policy was very divisive with people having valid reasons for waiting for other preferred vaccines. The policy would not restrict young children entering facilities as they were not covered until they were older than 12 years of age.

- Acknowledging Cr Thomson's heartfelt words and giving a voice to her community.
- Lens through which you have looked at this to get to this policy is from guidance and governance decisions in regard to zero harm and a low risk appetite. Reasonable conclusion when looking through that lens.
- The problem with that route is clearly not a workplace issue, it is a global pandemic. In 1918 the Spanish flu ravaged the world for two (2) years, we had the SARS virus in 2009, which in effect is the same virus (Influenza A/H1N1).
- We cannot protect our staff as they go home and into supermarkets, i.e. many do not live in bubbles at home. It is important to understand that where we have landed is partially the governance direction in regard to low appetite for zero harm.
- This is not just about protecting staff, but vulnerable people in our community – that is the Council approach.
- Policy doesn't seem to be nimble enough and colour blind to traffic light system, but well crafted for an orange traffic light setting. Green might be outside the six months, but concerned we are being too cautious and will be slow to respond to change.
- Central Government was laying out general rules around the traffic light systems, with no changes to mandatory requirements for education and health. The reason was because the risk did not change but might be a little lower but still fundamentally a risk that was present.
- Other organisations' policies also do not predicate that they apply under different levels of the traffic light system. They apply regardless of what that traffic light system indicator was as the risk still applies.
- One of the first policies that came out from PWC before the traffic light system came into place was a number of banks and Councils had put similar policies in place and not made adjustments for when there was a "green environment".
- WDC could consider this again when the traffic light system changes, however these changes may put certain communities under different traffic lights - predicated on access to healthcare, ICU beds and the ability for the community to deal with an outbreak.
- Points raised amplified if under green we say the risk is the same so we will continue with our policy, seriously out of step with our community feedback and what they expect.
- Council does not know the impact on beach communities with the increase in mobility with no borders being in place. Therefore we need to keep a cautious approach over this holiday period but would support the delegation reviewing earlier if necessary.
- Support removal of community halls and leaving it to their committees to make their own decisions. Given the cautious approach, are we producing additional barriers for outdoor events? Staff assured that these would be in line with the traffic light system.
- Support vaccination passes in general, take on board other councillor comments regarding traffic light system flexibility, earlier review and access to libraries.
- Community board meetings – these could be held via zoom rather than in council facilities so long as the COVID preparedness notice was in place. This notice would expire on Sunday, 19 December 2021. It was anticipated notice would be rolled over.

- Current legislation also allowed for members to zoom in, so long as half of the members were present in person.
- The policy would be reviewed when the vaccination policy comes in for 5-12 year olds.
- Live in pandemic environment and we won't be isolated to four walls of offices, part of our responsibility is to prepare our communities to respond, and have access, to information.
- With the imminent opening of Auckland borders, which had the highest vaccinated population who may choose to go into our public spaces and buildings, if we operate under the traffic light system and monitor who is going into these spaces/environment and keep staff safe.
- Moving landscape but for the next six (6) weeks we would be in uncharted waters due to a lot of movement over the holiday period and we do not know what this would do for any community, not just our district.
- A number of our facilities would be closed from Friday, 24 December 2021 to Monday, 10 January 2022. There was a possibility that the traffic light announcement that would be given later today would be in place until Monday, 17 January 2022 and not reviewed before that time.
- This was a difficult and complex issue. Disappointment was raised that a quarter/fifth of our residents were within the Auckland border and were still under the red traffic light system. The report did not reference this - 11 years after amalgamation we still do not reference this significant part of our district and there was a need to highlight different impacts for our entire district when reporting in the future.
- Many pools had learn to swim lessons and some of the young people were over 12. There was a to consider how these policies would affect them as we are surrounded by water in New Zealand and need to encourage the opportunities to learn to swim in safe environments.

Resolved: (His Worship the Mayor/Cr Smith)

THAT the Waikato District Council resolves that:

- a) **the production of a valid My Vaccine Pass is required for entry by the public to the following Council facilities:**
 - i. **Swimming pools and associated gyms and cafes;**
 - ii. **Raglan Holiday Park (Papahua) and Lake Hakanoa Motor Caravan Park;**
 - iii. **All Council offices (including front office/Customer Service, Council Chambers and Committee Rooms);**
 - iv. **Dog pounds;**
 - v. **Libraries;**
 - vi. **Community facilities and council run halls (Ngaruawahia hall, Tuakau hall and the Riverside Room in Huntly; and**
 - vii. **Waikato Coal Fields Museum & Civic Centre.**
- b) **recommends that community hall committees consider implementing a policy in line with the Council policy as/when it sees fit;**

- c) the requirement for the public to produce a valid My Vaccine Pass for entry into Council facilities comes into effect on Monday, 20 December 2021;
- d) the requirement for the public to produce a valid My Vaccine Pass for the Raglan Holiday Park (Papahua) and Lake Hakanoa Motor Caravan Park comes into effect on Monday, 20 December 2021;
- e) the requirement to provide a valid My Vaccine Pass applies to all community boards hosting meetings in Council facilities;
- f) applications for outdoor community events taking place on Council land (parks and reserves) would be subject to assessment under the COVID protection framework by Council's Zero Harm team. However, the onus is on the organisers of such events, and not Council, to ensure that appropriate COVID-mitigation measures were in place;
- g) Council adopts a policy (the Governance COVID-19 Vaccination Policy) for all 'in-person' participants at formal Council and Committee meetings, Hearings and official Council workshops requiring participants to be fully vaccinated whilst allowing those who are not vaccinated to attend such meetings, hearings and workshops via live audio and visual link (if available);
- h) the Governance COVID-19 Vaccination Policy for all 'in-person' participants at Council and Committee meetings, Hearings and official Council workshops shall apply from Monday, 20 December 2021. Participants would otherwise comply with Council's Vaccination Policy for entering Council facilities;
- i) Council notes the process the Chief Executive is taking regarding a proposed policy for COVID 19 vaccinations for staff;
- j) the Chief Executive, in consultation with the Mayor and Chairperson of the Infrastructure Committee, be delegated authority to make further decisions on restricting entry to all Council facilities should this be considered necessary for the safety of staff and the community; and.8
- k) the policy be reviewed initially in February 202 and at least every six (6) months thereafter, noting the delegation in paragraph j) would trigger a review in line with traffic light changes.

CARRIED

WDC2112/08

A division was called for and declared CARRIED by 11 votes to 3 (as per below):

For the motion: His Worship the Mayor, AM Sanson; Cr Bech; Cr Church, Cr Eyre, Cr Gibb, Cr Henderson, Cr Lynch, Cr McGuire, Cr McNally, Cr Sedgwick and Cr Smith.

Against the motion: Cr Patterson, Cr Thomson and Cr Woolerton.

ACTION: Staff to contact community hall committees requesting them to consider a vaccination policy for their venues and provide feedback to Council.

The meeting adjourned at 11.12am and reconvened at 11.18am.

COMMITTEE RECOMMENDATIONS (CONTD)**Strategy & Finance Committee**

Agenda Item 6.2

Recovery of Pokeno and Tuakau Water and Wastewater Service Connection and Authorisation Fees (S&F2111/04)

The report was received [CCL2112/02] and taken as read. No discussion was held.

Resolved: (Crs Gibb/Church)

THAT Waikato District Council approves the inclusion of the Pokeno and Tuakau water and wastewater service connection and authorisations fees as follows:

Pokeno and Tuakau Service Connection and Authorisation Fees

The purpose of the service connection and authorisation fees is to recover the costs of connections to the water and wastewater treatment infrastructure from those persons undertaking development that the costs relate to.

Description	Charge 2021/2022 (\$) (incl. GST)	Charge 2022/2023 (\$) (incl. GST)	Charge 2023/2024 (\$) (incl. GST)
Pokeno and Tuakau service connection and authorisation fee - Water	\$2,666.72	\$2,880.00	\$3,110.00
Pokeno and Tuakau service connection and authorisation fee - Wastewater	\$4,016.00	\$4,337.00	\$4,684.00

CARRIED

WDC2112/09

REPORTS (CONTD)

Zero Harm

Agenda Item 7.2

The report was received [CCL21/12/02] and taken as read and the following discussion was held:

- Zero Harm engagement conversations was a new process rolled out in August. There had been a decline in the number of conversations over various lockdown periods even though conversations were being held. People leaders had been reminded to put their safety conversations in Bware and this had resulted in 198 conversations recorded for November.
- There had been a change to how we deliver the onboarding of new people and great feedback had been received. It had been a challenging time as the process was designed to be carried out face to face, however the process had been moved to delivering online which had also received great feedback.
- COVID risk management and assessment of roles were carried out to understand the possible exposure of our staff to COVID-19. Significant support had been received from the Incident Management Team to complete this.
- Over 51% of conversations held were around personal wellbeing, with the known stresses of working at home and associated anxiety in regard to the virus.
- All wellbeing conversations were connected in with the People and Capability team to ensure staff were getting sufficient support in regard to their personal wellbeing.
- The organisation would continue to lift their game in regard to staff wellbeing, particularly with transitioning people back into the work place.
- Given that the risk assessments and health and safety had driven the policy, can staff provide an insight of risk assessment on this rather unusual risk, considering normally people do not live in a bubble or take a Council bubble with them? COVID risk assessment was based on WorkSafe guidance and understanding what risk exposure our staff took in regard to the various roles. In doing the assessments Council needed to be clear that it was not about individuals, it was about the role.
- Focus was quite tight and led to vaccination requirements for front facing roles and then worked through a process for rest of working environment for council. There was a need to be careful in that we do not generalise in regard to our council facilities.
- In favour of surveys and conversations but how can we be sure things are not falling through the cracks and the appropriate assistance is being provided at the time? More detailed analysis of conversations could be undertaken, with the next piece of the puzzle, does this data reflect what we are seeing with other data metrics that we have overlaying processes/data.
- Our Vitae numbers support that staff are seeking further support if required and feedback from staff in regard to management support had been positive.
- Injuries appear to be “hitting parts of body”. Is this a commonality that we can reduce harm – no trends causing concern and limited number of fields we can put data in as.

Meeting Schedule
Agenda Item 7.3

The report was received [CCL21/12/02] and taken as read. No discussion was held.

Resolved: (Crs Sedgwick/Thomson)

THAT the Waikato District Council rescinds the previous meeting schedule adopted at its meeting held on Monday, 1 November 2021, and adopts the updated 2022 Meeting Schedule in Attachment I of this report.

CARRIED

WDC21/12/10

Delegations
Agenda Item 7.4

The report was received [CCL21/12/02] and taken as read. No discussion was held.

Resolved: (Crs McGuire/Patterson)

THAT the Waikato District Council notes and agrees that:

- a) except as otherwise recorded in this resolution, extends the Chief Executive's current delegations (detailed in the Council's Delegations Register) to include all of Council's responsibilities, duties, and powers currently retained by the Council or delegated to the Council's standing Committees (except the District Licensing Committee), subject to the following conditions:
 - i. the extended delegations will have effect only:
 1. in the event that the Epidemic Preparedness (COVID-19) Notice 2020 ('Epidemic Notice') is not renewed beyond its current expiry date of Sunday, 19 December 2021; and
 2. subject to (i)(1) above, for the period from Thursday, 24 December 2021 until Sunday, 16 January 2022;
 - ii. the extended delegations do not include a delegation of any Council responsibilities, duties or powers which are prohibited by law from delegation - including, without limitation, those set out in clause 32(1) of Schedule 7 to the Local Government Act;
 - iii. the Chief Executive may only exercise the extended delegations for those matters that cannot reasonably wait until the next Council or relevant Committee meeting;
 - iv. where reasonably practicable, the Chief Executive must, before exercising an extended delegation responsibility, duty or power, first consult with:
 1. the Mayor (or the Deputy Mayor, in the event that the Mayor is not available); and

2. the Chairperson (or Deputy Chairperson, in the event that the Chairperson is not available) of the relevant Committee, which would otherwise have the delegated authority to determine the issue for which the Chief Executive is intending to exercise the extended delegations;
 - v. any decisions made and documents executed in exercising the extended delegations must be reported to the next meeting of Council or relevant Committee;
 - vi. the extended delegations may be revoked at any time by the Council or the Emergency Committee. In the event there is any inconsistency between this delegation and any other delegations made by the Council, this delegation takes precedence;
- b) in the event that the Chief Executive is not available, the Chief Operating Officer can exercise any of the extended delegations noted above, subject to the same conditions;
- c) the Emergency Committee's Terms of Reference and Delegations be temporarily amended to remove the pre-requisite that a Council meeting is precluded due to a lack of quorum before an Emergency Meeting can proceed, provided that:
- i. the Epidemic Notice is renewed beyond its current expiry date of Sunday, 19 December 2021;
 - ii. such amended Terms of Reference and Delegations shall apply only for the period from Thursday, 24 December 2021 until Sunday, 16 January 2022; and
 - iii. all Councillors be invited to any Emergency Committee (virtual) meeting convened during that period.

CARRIED

WDC2112/11

Climate Response
Agenda Item 7.5

The report was received [CCL2112/02], taken as read and the following discussion was held:

- Policy updated from 2020 to better align and deliver on the government strengthened targets and international agreements.
- Track changed versions of policies needed to be included in future policy reviews.
- Tone of policies should be strongly linked with the Long-term Plan.

Resolved: (Crs Bech/Sedgwick)

THAT the Waikato District Council approves:

- a) the updated Climate Response and Resilience Policy (Attachment 1); and
- b) the next policy review date of December 2022.

CARRIED

WDC2112/12

Port Waikato Adaptive Management Planning – December 2021

Agenda Item 7.6

The report was received [CCL21/12/02], taken as read and the following discussion was held:

- Council had confirmed that we should not fund protection work in front of private properties, but would continue to provide advice and guidance for external funding opportunities.
- Local area Blueprint process had commenced which had parked the longer term implementation plan for this project and would resume in a few months once the blueprint was in place.
- Not necessarily a halt but a reset and hopefully will get more community buy-in in the blueprint process.
- Additional discussions on the table where the community were looking at other measures to mitigate erosion issues, i.e. low cost options of sand bagging etc.
- By and large accepted by the community that the blueprint funding would not go toward funding remediation work on private properties.

Resolved: (Crs Eyre/Thomson)

THAT the Waikato District Council:

- a) **endorses the ongoing provision of advice to the Port Waikato community on short and medium-term actions to slow coastal erosion at Sunset Beach, as well as completion of agreed actions relating to public assets such as the car park;**
- b) **confirms that it will not directly fund any further sand transfer trials or other physical works aimed at protecting public or private property at Sunset Beach in Port Waikato; and**
- c) **agrees for work towards the long-term adaptive management plan be temporarily paused until the Port Waikato Local Area Blueprint is completed.**

CARRIED

WDC21/12/13

Hukanui Golf Club
Agenda Item 7.7

The report was received [CCL21/12/02], taken as read and the following discussion was held:

- A request for a community loan had been received. Two other community loans would expire in June 2022.
- The funding application was slightly different as we do not own the asset but own the land.
- The club had requested a loan of \$28,000 which was just under half of the amount required for the project.
- The Golf Club had fundraised for a majority of the project, noting that whilst they applied to Council for \$40,000 they did receive \$12,000 from WEL Energy Trust.
- Chief Financial Officer was comfortable the club had the financial acumen to be covering this loan.
- There was a preference to have been able to see the financials in evidence of the turnaround discussed and projected cashflow. These were not attached due to commercial sensitivity and there was a preference to discuss this matter in the open section.
- Timeline of ten (10) years seems a bit long –should be shorter? They may pay off sooner – but leaving it up to them.

ACTION: Staff to forward the financial information provided to support the loan request to Councillors.

Resolved: (Crs Woolerton/Bech)

THAT the Waikato District Council:

- a) **approves a Community Loan of \$28,000 over a term of ten (10) years, with monthly repayments, be made available to the Hukanui Golf Club; and**
- b) **confirms section 6.4 of the Treasury Risk Management Policy would be used to determine the applicable criteria and interest rate to be applied.**

CARRIED

WDC21/12/14

Tamahere Walkway
Agenda Item 7.8

The report was received [CCL21/12/02], taken as read and the following discussion was held:

- Staff had been working closely with Mangaone Restoration Trust and entered into an MOU with them in June 2021 to ensure there is agreement to progress the project.

- There is substantial budget within the Long-term Plan to support this project. The best way forward, to gain access over private property, is to provide legal easements to the Walking Access Commission with Council being the controlling authority.
- The agreements will apply to both private property and an esplanade reserve.
- It was noted that this was a great way to unlock the development if Council could be set up as the controlling authority.
- Was this a forced easement or were the landowners happy to proceed as proposed? There had been no discussions with landowners as yet. This would be the next step should the proposal be approved as recommended in the report. Under the Walking Access Act there was no compulsory acquisition, therefore a landowner agreement was required.

Resolved: (Crs Bech/Woolerton)

THAT the Waikato District Council:

- a) **subject to the Walking Access Commission appointing the Waikato District Council to be the Controlling Authority for the Tamahere Walkway pursuant to sections 35 and 37 of the Walking Access Act 2008 and on terms that protect the Council investment in the walkway:**
 - i. **approves negotiations with private landowners regarding the Tamahere Walkway proceeding on the basis that easements are to be granted in favour of the Walking Access Commission under the Walking Access Act 2008; and**
 - ii. **approves an easement being granted in favour of the Walking Access Commission under the Walking Access Act 2008 over that part of the WDC Reserve, being Lot 10 Deposited Plan 433664, as may be required to define the public walkway (subject to agreement being reached with private landowners that will enable a continuous legal trail);**
- b) **notes that should any easements with landowners on the Tamahere Walkway not be able to be achieved by agreement, the matter be reported back to Council;**
- c) **delegates to the Chief Executive, the power to:**
 - i. **execute all documentation required to give effect to easements issued pursuant to the Walking Access Act 2008 with respect to the Tamahere Walkway; and**
 - ii. **authorise Waikato District Council being appointed a Controlling Authority for the Tamahere Walkway and assuming the associated Functions.**

CARRIED

WDC2112/15

EXCLUSION OF THE PUBLIC

Agenda Item 8

The report was received [CCL21/12/02] and taken as read. No discussion was held.

Resolved: (Crs Patterson/Eyre)

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
PEX 1 Confirmation of Public Excluded Minutes – 1 November 2021	Good reason to withhold exists under Section 6 or Section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)
PEX 2.1 Infrastructure Committee Recommendations		
PEX 3.1 Incorporating Social Procurement Principles Into Project Delivery		
PEX 3.2 C20/006 Delegated Authority Approval – Te Awa Cycleway		

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

Item No.	Section	Interest
PEX 1 Confirmation of Public Excluded Minutes – 1 November 2021	Refer previous meeting	Refer to the previous Public Excluded reason in the agenda for that meeting.
PEX 2.1 Infrastructure Committee Recommendations	Refer Infrastructure Meeting	Refer to Infrastructure Committee reasons in the agenda for that meeting on 1 December 2021.
PEX 3.1 Incorporating Social Procurement Principles Into Project Delivery	7(2)(b)	Protect information where the making available of the information: (i) would disclose a trade secret, or (ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.
PEX 3.2 C20/006 Delegated Authority Approval – Te Awa Cycleway	7 (2) (b) 7 (2) (i) 7 (2) (j)	Protect information where the making available of the information: (ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information; or enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or prevent the disclosure or use of official information for improper gain or improper advantage.

CARRIED

WDC2112/16

Resolutions WDC2112/17 – WDC2112/22 are contained in the public excluded section of these minutes.

Having concluded the public excluded meeting the following items were released into open meeting:

REPORTS (CONTINUED)

Southern Districts Reserve Land (INF2112/07) PEX Agenda Item 2.1

It was resolved [Resolution No. WDC2112/19] during the public excluded section of the meeting that the following resolution be released into open meeting but the report remain confidential and unavailable to the public:

“Resolved: (Cr Patterson/Cr McGuire)

THAT the Waikato District Council approves:

- a) parts of Lot 1 DP 504889 be contemporaneously acquired to provide a site extension to the Matangi Recreation Reserve, and that the compensation be the use of Waikato District Plan Rule 25.73B;
- b) should applications made under Waikato District Plan Rule 25.73B fail, the agreement be null and void;
- c) the Chief Executive be delegated authority to execute all relevant documentation to give effect to these resolutions; and
- d) the resolutions be released into open meeting but the report remain confidential and unavailable to the public.

CARRIED”

Incorporating social procurement principles into project delivery PEX Agenda Item 3.1

It was resolved [Resolution No. WDC2112/20] during the public excluded section of the meeting that the following resolution be released into open meeting but the report remain confidential and unavailable to the public:

“Resolved: (Crs Bech/Church)

THAT Council:

- a) notes the work being undertaken around a Sustainable Procurement Framework to achieve broader outcomes; and
- b) agrees these resolutions be released into the open meeting but the report remains confidential and unavailable to the public.

CARRIED”

C20/006 Delegated Authority Approval – Te Awa Cycleway
PEX Agenda Item 3.2

It was resolved [Resolution No. WDC2112/21] during the public excluded section of the meeting that the following resolution be released into open meeting but the report remain confidential and unavailable to the public:

Resolved: (Crs Bech/Smith)

THAT the Waikato District Council delegates the Chief Executive:

- a) to approve the cost and scope increase to accommodate additional works into the Te Awa Cycleway – Mangaonua Gully Section Contract – 20/006 awarded to Base Civil up to an estimated value of \$4,000,000 with all costs to be covered by Hamilton City Council;*
- b) to authorise changes to the Memorandum of Understanding between Waikato District Council and Hamilton City Council;*
- c) subject to legal review, to sign all relevant documentation to give effect to this resolution and appropriate management of risk;*
- d) release these resolutions into the open meeting but the report remain confidential and unavailable to the public.*

CARRIED

There being no further business the meeting was declared closed at 12.40pm.

Minutes approved and confirmed this day 2022.

AM Sanson
CHAIRPERSON

To | **Waikato District Council**
Report title | **Actions Register – February 2022**

1. Purpose of the report
Te Take moo te puurongo

To update/inform the Council on actions following the Council meeting held on Monday, 13 December 2021.

2. Staff recommendations
Tuutohu-aa-kaimahi

That Council receives the Action Register for February 2022.

3. Attachments
Ngaa taapirihanga

Attachment 1 – Action Register – February 2022

Date:	28 February 2022
Report Author:	Gavin Ion, Chief Executive

29
Waikato District Council – Action Register (Open) – February 2022

Date	Action	Team Responsible	Status
February 2022	<p><u>My Vaccine Pass</u></p> <ul style="list-style-type: none"> ▪ The production of a valid My Vaccine Pass is required for entry by the public to Council facilities. ▪ It was recommended that community hall committees consider implementing a policy in line with the Council policy as/when it sees fit. ▪ Staff to contact community hall committees requesting them to consider a vaccination policy for their venues and provide feedback to Council. 	Chief Executive	<p>Completed.</p> <p>Hall Committees are working through this process.</p> <p>Staff have made contact and hall committees are working through this process.</p>
February 2022	<p><u>Hukanui Golf Club</u></p> <ul style="list-style-type: none"> ▪ A request for a community loan had been received. Two other community loans would expire in June 2022. The club had requested a loan of \$28,000 which was just under half of the amount required for the project. ▪ Staff to forward the financial information provided to support the loan request to Councillors. 	Finance	<p>The loan was approved by Council and has been drawn down with first payment received in February.</p> <p>The supporting financial information has been provided (for information) under a 'confidential' email.</p>

To | **Waikato District Council**
Report title | **Policy & Regulatory Committee**
Recommendations -

1. Executive summary

Whakaraapopototanga matua

The purpose of this report is to seek the Council's approval of the recommendations on the Easter Trading Policy Review from the Policy & Regulatory Committee hearing and deliberations meeting on Monday, 8 February 2022, as set out below.

The Policy & Regulatory Committee Agenda and Unconfirmed Minutes from its hearing and deliberations meeting on Monday, 8 February 2022 can be found on the Council website via the following link:

<https://www.waikatodistrict.govt.nz/your-council/council-committees-boards/council-committees/policy-and-regulatory-committee>

2. Staff recommendations

Tuutohu-aa-kaimahi

Easter Trading Policy (P&R2202/04)

Resolved: (His Worship the Mayor/Cr Bech)

THAT the Policy & Regulatory Committee recommend to Council that:

- a. the updated Easter Trading Policy 2022 (as set out on page 26 of the agenda and attached to this report), be adopted; and**
- b. notes the policy enables trading on Easter Sunday within the Waikato District but does not require shops to trade if they do not wish to.**

The above motion was put by division, for which the voting was as follows:

For the motion: Cr Bech, Cr Eyre, Cr McNally, Cr Patterson, Mayor AM Sanson, Cr Sedgwick, Cr Smith and Cr Thomson.

Against the motion: Cr Gibb, Cr Henderson, Cr Lynch, Cr McGuire and Cr Woolerton.

The motion was declared ***CARRIED*** by 8 votes to 5.

3. Attachments

Ngaa taapirihanga

Attachment 1 – Proposed Easter Trading Policy 2022

Date:	28 February 2022
Report Author:	Grace Shaw, Democracy Advisor
Authorised by:	Gaylene Kanawa Democracy Team Leader

Easter Trading Policy

Policy Owner:	Corporate Planner
Date approved:	xx April 2022
Next review date:	April 2027
Document number:	xxxxx
Engagement required:	Special Consultative Procedure (Local Government Act 2002)

1 Introduction

- 1.1 This policy is made under Part 2 (subpart 1) of the Shop Trading Hours Act 1990 (Act) which provides Council with the ability to establish a local policy to enable shop trading on Easter Sunday.

2 Purpose

- 2.1 The purpose of the Local Easter Sunday Shop Trading Policy (Policy) is to enable shops to trade on Easter Sunday if they wish to. The Policy neither requires shops to open, or individuals to shop on Easter Sunday.

3 Significance

- 3.1 The review of this Policy could trigger the Significance and Engagement Policy due to significant community interest.

4 Application

- 4.1 This Policy applies to the shops trading in the Waikato District area.

5 Policy Statements

5.1 Shop Trading Locations

- 5.1.1 Shop trading is permitted throughout the Waikato District.

5.2 Exemptions

5.2.1 This Policy does not:

- a) Apply to any day other than Easter Sunday.
- b) Control the types of shops that may open, or their opening hours.
- c) Limit Council's ability to undertake its duties, powers or functions under any other Act (i.e. the regulation of the Sale and Supply of Liquor).
- d) Address shop employee rights, which are governed by the requirements of the Act. For the avoidance of doubt, shop employees have the right to refuse to work on Easter Sunday as per the Act.

5.2.2 Council is not responsible for the enforcement of this Policy. Enforcement is undertaken by the central government department that is responsible for the administration of the Act.

5.2.3 Certain shops may open as per Part I Section 4 of the Act.

To | **Waikato District Council**
Report title | **Strategy & Finance Committee Recommendations**

1. Executive summary

Whakaraapopototanga matua

The purpose of this report is to seek the Council's approval of the recommendations from the Strategy & Finance Committee meeting held on Wednesday, 16 February 2022, as set out below.

The Strategy & Finance Committee Agenda, with a copy of the submission can be found on the Council website via the following link (Attachment 6.7A):

<https://www.waikatodistrict.govt.nz/your-council/council-committees-boards/council-committees/strategy-and-finance-committee>

2. Staff recommendations

Tuutohu-aa-kaimahi

Submission on the WEL Energy Trust Draft 2022 – 2023 Annual Plan (S&F2202/03)

Resolved: (Crs Bech/Sedgwick)

THAT the Strategy and Finance Committee recommends that Council:

- a. approves the submission on the WEL Energy Trust Draft 2022/2023 Annual Plan.**

3. Attachments

Ngaa taapirihanga

Attachment 1 – Submission on the WEL Energy Trust Draft 2022-2023 Annual Plan

Date:	28 February 2022
Report Author:	Grace Shaw, Democracy Advisor
Authorised by:	Gaylene Kanawa, Democracy Team Leader

27 January 2022

WEL Energy Trust
Perry House
360 Tristram Street
Hamilton
3204

Email: admin@welenergytrust.co.nz

Dear Sir/Madam,

SUBMISSION FROM WAIKATO DISTRICT COUNCIL ON THE WEL ENERGY TRUST DRAFT 2022/2023 ANNUAL PLAN

The Waikato District Council (“Council”) welcomes the opportunity to provide feedback on the WEL Energy Trust’s (“the Trust”) draft Annual Plan for 2022/2023. Council would like to acknowledge the investment that the Trust has made in Waikato District and the important work the Trust undertakes to support the not-for-profit and community sectors.

Council supports the following points in the draft Annual Plan:

- Continued delivery of the Quick Response, Community Support and Vital Impact Housing grants, and the ring-fencing funding to support organisations providing front-line response to the impacts of COVID-19,
- Continuing the systems approach to the Waikato Wellbeing Project and the Sustainable Development Goals,
- Further collaboration between the Trust and the Trust’s capital beneficiaries, notably the objective to identify where the Trust can better contribute to capital beneficiary priority areas, and the objective for the Trust to engage in intergenerational impactful investing / granting.
- Undertaking a review of the Community Investment Strategy, in particular the objective to identify how the Trust can work with other funders to deliver the greatest community benefit. Council would welcome the opportunity to work alongside the Trust in this review process.

Council does not support the reduction of total grant funding proposed for distribution in 2022/2023, from \$6.1m in 2021/22 to \$5.45m in 2022/23. As the Trust intends to review the Community Investment Strategy (due to be completed by April 2022), Council recommends that any further changes to the total community grants budget are only considered upon the conclusion of the Community Investment Strategy review.

As previously indicated in our submission to the 2021/2022 draft Annual Plan, Council remains somewhat uncomfortable in the decision to revert to the discount scheme. The key issue

continues to be how the scheme will be funded. Council will not support the consumer discounts scheme if it is to the further detriment of community funding grants.

We value the support that the Trust has provided to Waikato District Council over the years and we look forward to continuing our relationship as a capital beneficiary, as this will help advance a number of high-priority community projects that our communities have identified in the Waikato District Blueprints.

Thank you again for the opportunity for Council to make a submission.



Allan Sanson
MAYOR

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	February 2021
Prepared by	Lynn Shirley Zero Harm Manager
Chief Executive Approved	Y
Reference #	GOV1301
Report Title	Zero Harm Update

1. EXECUTIVE SUMMARY

The purpose of this report and its attachment is to provide an update on current health and safety performance. Council recognises that compliance is essential, but it aspires to achieve a sustainable zero harm culture, where everyone works safely and goes home safe every day.

Councils' zero harm culture shall be supported by a health and safety management system of policies, standards and procedures that eliminate or effectively manage risk and enable best practice.

2. RECOMMENDATION

THAT the Zero Harm update be received.

3. BACKGROUND

'Our People' - Safety Leadership and Engagement

Zero Harm Engagement Conversations

The Chief Executive, Executive Leadership Team (ELT) and People Leaders continue to undertake Zero Harm Engagement Conversations.

A total of 200, 149 and 153 Zero Harm Engagement Conversations were recorded in BWare for November, December, and January respectively.

The following graph illustrates the type (or nature) of Zero Harm Engagement Conversations undertaken in the past six months.



Analysis of this data highlights the following.

- Over the last three months there has been a decrease in ‘Personal Wellbeing’ conversations and an increase in conversations related to either ‘Work-related Health’ or ‘Work-related Safety’ topics.
- There are less conversations being entered with no category being selected, indicating that People Leaders are becoming more familiar with the recording process.

The top three topics of each Zero Harm Engagement Conversation type from the last three months are detailed in the table below

Personal Wellbeing	Occupational (Work-related) Health	Occupational (Work-related) Safety
- Personal health	- Work stress	- Hazard/Risk management
- Personal stress	- Mental wellbeing	- On road driving
- Relationships/family	- Covid-19	- Contractor management

Safety Action Team (SAT)

The SAT has continued to meet monthly via the use of Microsoft Teams. Currently the SAT is made up of 17 representatives from across the organisation. The team has recently welcomed new representatives from the following workgroups;

- Customer Delivery – Tuakau
- Animal Control
- Communications and Engagement

Work Safe Home Safe (WSHS) 2022

Arrangements are still progressing for our WSHS 2022 event. The project team (including representatives from the Safety Action Team) have been meeting regularly. However, given the current COVID-19 environment we are unable to deliver the WSHS week that we normally would have. The team is proposing to use the month of March to focus on WSHS in a slightly different way including starting the month with the annual Zero Harm Induction Refresher. An electronic induction refresher booklet and questionnaire will be sent to all staff with the expectation that it is completed by the end of the month. During the month, each week will be used to focus on a different topic from the booklet with additional information and activities being put on Waisite.

Disciplined Management Systems

Health and Safety Training and Competency

As discussed previously, COVID-19 has significantly impacted the delivery of scheduled face to face health and safety training. Recently delivered or planned health and safety training is summarised in the following table.

Training delivered or planned	Relevant Zero Harm Safety Management System (ZHSMS) or Critical Risk	Number of workers required to complete training	Number of workers trained
Asbestos Awareness Training (Self-paced online course delivered by Safety N Action)	- Asbestos	11	9 out of 11 have completed to date.

Mental Health First Aid Training	<ul style="list-style-type: none"> - Working with Dangerous Animals - Mental Wellbeing 	13	3 out of 13 have completed to date.
----------------------------------	--	----	-------------------------------------

The Zero Harm team is currently investigating the delivery of the following training online

- Health and Safety Representative Stage 1 and 2
- Workplace Risk Assessment (Hazard identification)

Information, Training, Instruction and Supervision

Over the last three months the Zero Harm team has completed a total of 44 Zero Harm Inductions for new or transferring workers.

Changes to the Zero Harm induction programme continue to be well received by people leaders who are now responsible for delivering a First Day Workgroup Zero Harm Induction to their new starter.

Auditing and Assurance

During November and December 2021, an internal health and safety audit was undertaken by Madelina Baena-Escamilla (Continuous Improvement Analyst) and Debbie Dalbeth (Business Improvement Analysis). Madelina and Debbie completed ISO45001 audit training with Impac Ltd in June 2021.

The scope of the audit was a high-level evaluation of Council's Zero Harm Safety Management System (ZHSMS) to the criteria of ISO 45001:2018 and its implementation to the Customer Delivery teams at outer offices and the Animal Control team. The audit process included sampling of documentation, interviews, and observations.

An audit report was prepared by the auditors and a plan to address non-conformances and observations is currently being developed by the Zero Harm team. This will be presented to ELT for review and approval.

Zero Harm Safety Management System

Steady progress has been made over the last three months on both the content and accessibility of Council's ZHSMS.

Our ZHSMS sets out the framework that Council uses for identifying and managing health and safety risks and opportunities. Our ZHSMS is aligned with the internationally recognised standard AS/NZS ISO45001.

In conjunction with the Communications and Engagement team the following infographic has been designed to educate and support our people with using our ZHSMS. The ZHSMS is now located on Waisite, and staff will be informed of changes to its content via existing internal communications methods.



Event Management

A total of 6 health and safety personal injury events were recorded in BWare Safety Manager for November and December 2021, and January 2022. These events included five First Aid (Severity 6) events and one WorkSafe NZ Notifiable Injury (Severity 2) event. These events are summarised in the following table.

Team	Task being undertaken	Associated Critical Risk	Event Description	Comments
Customer Delivery	Housekeeping	N/A	Removing tape from the bottom of a box to flatten it using scissor and accidentally cut my finger.	Workplace first aid provided. No further action required
Customer Delivery	Shelving library books	N/A	While shelving books, placed large book on shelf, while making room for item it fell off the shelf and landed on foot.	Workplace first aid provided. No further action required
Customer Delivery	Serving customers	N/A	After serving customer, pushed back high swivel seat, and turned slightly. Knocked shin on the corner of the desk draw.	Workplace first aid provided. No further action required
Community Growth	Using meeting room	N/A	Whilst in meeting room, tripped on the leg of the Mondo pad causing a cut to foot.	Workplace first aid provided. No further action required
Raglan Holiday Park	Installation of signage	<i>Working with Energy</i>	Staff member was installing new caravan site numbers to replace existing signage to pillar using a battery-operated drill. Staff member received an electric shock. The screw used to install the signage contacted the cabling on the inside of the pillar.	WorkSafe NZ notification completed. ICAM investigation completed. Corrective actions raised in BWare and being implemented.

There were four Near Miss (Severity 7) events reported in November 2021, one reported in December 2021, and 13 reported in January 2022. Analysis of these Near Miss event reports was undertaken to determine what potential hazards these events related to. The findings are summarised in the following table.

Associated Critical Risk	Task being undertaken	Number of Near Miss event reports
<i>Workplace violence</i>	<ul style="list-style-type: none"> Dealing with difficult customer Dealing with aggressive customer Aggression or violent behaviour 	8
<i>Working with dangerous animals</i>	<ul style="list-style-type: none"> Restraining roaming dog(s) 	1
<i>Working over or near water</i>	<ul style="list-style-type: none"> Illegal activity – accessing Council facilities 	2

The Zero Harm team has and will continue to monitor this data to identify any potential trends or injury prevention initiatives.

The attached Zero Harm Dashboard illustrates safety performance for November and December 2021, and January 2022.

Managed Risks

COVID-19 Risk Management

The Zero Harm team has continued to support the Incident Management Team (IMT) response to managing the risk of COVID-19. This includes the transition from the Alert Level system to the Traffic Light system and its associated requirements.

Primary focus over the last month has been on sourcing a continual supply of consumables for our COVID-19 risk management plan including surgical facemasks, P2 respirators (*the Australian and New Zealand equivalent to an N95 respirator*) and Rapid Antigen Tests (RATs). Focus has also been placed on ensuring that training and information is available to staff who would prefer to wear a P2 respirator instead of a surgical facemask.

Regular feedback on application and adherence to our COVID-19 controls by both our staff, contractors and customers is being monitored and reviewed by the IMT and Zero Harm team. Staff have been advised to report any concerns or issues into BWare Safety Manager. For the period November 2021 to January 2022, 55 uncontrolled hazard reports related to COVID-19 Risk Management have been recorded in BWare. Most of the uncontrolled COVID-19 hazards related to reminding customers to put on their facemask or customers refusing to show a vaccine pass to enter a Council facility

On Road Driving

The six-monthly risk review for the critical risk of on road driving was recently completed. The review identified four currently implemented controls as weak. Additional actions have been assigned to strengthen these controls.

The risk control plan (bowtie) is currently 97% implemented with only one control yet to be implemented. This control is Monthly Documented Vehicle Inspections. This control involves the completion of a documented vehicle inspection of personally assigned or team vehicles using a checklist. Discussion was had during the review about how to implement this control and who should be responsible for completing the checks. Concerns were raised on potential quality of the checks if staff are not sure what they are checking. Currently the Facilities Team Leader is investigating if it is possible to for the Facilities Maintenance Officer to complete these checks monthly. This would ensure consistency of the check process.

During the review the Chief Executive also requested that the team look at the impact that the introduction of ERoads has had on driver safety. The team reviewed several reports prepared by ERoads for the last 12 months. The reports compared Council's data against five similar organisations. The following observations were noted.

- Council had more 4 and 5 Star drivers when compared to the benchmark organisations
- Council has less 2 and 3 Star drivers when compared to the benchmark organisations
- Council's average number of speed events per 100km travelled is better than the benchmark organisations
- There has been a 91% reduction in overspeed events when compared to the same period with Smartrak.

Overall, the review team felt that there has been a significant change in culture over the last 18 months since the introduction of ERoads into Council's fleet.

Working with Dangerous Animals

In December 2021, the first six-monthly risk review for the critical risk of working with dangerous animals was completed. This is one of Council's largest Bowtie Control Plans. It contains 62 controls. Of these 18 are classified as "Critical Safety Controls" (6 of these are fully implemented, 9 are partially implemented and 3 are yet to be implemented). The first area of focus has been to implement all Critical Safety Controls. Key areas of focus for the next 6 months include:

- After hours pre-entry call/welfare check procedures
- Animal Control Golden Safety Rules
- Workplace hazard identification training
- Aggressive dog handling equipment training videos
- Review of first aid kit contents

It is important to note that significant progress has been made in the last 6 months to implement controls to manage this risk. At the last progress catch up with the Animal Control Team in July 2021 this risk was 19% implemented. It is now 58% implemented.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

This report is to assist Councillors with their due diligence requirements as Officers. The report should start the conversation and provide opportunities for Councillors to raise questions and discuss progress.

4.2 OPTIONS

Council could choose to accept the report or not. Council could ask for additional information if needed.

5. CONSIDERATION

5.1 FINANCIAL

There are no direct financial requirements identified in this report.

5.2 LEGAL

This report is prepared as part of assisting Council to meet its duties in accordance with the Health and Safety at Work Act 2015 and associated regulations.

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

Council has a Zero Harm Commitment (Policy) and Zero Harm Strategy which forms the basis of our health and safety philosophy and management system.

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

Highest levels of engagement	Inform <input type="checkbox"/>	Consult <input type="checkbox"/>	Involve <input checked="" type="checkbox"/>	Collaborate <input type="checkbox"/>	Empower <input type="checkbox"/>
-------------------------------------	---	--	---	--	--

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

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

Council engages with our Community Boards and Community Committees to ensure they are clear on their obligations. Council also undertakes audits and safety engagement conversations in relation to our contractors.

6. CONCLUSION

This report provides an update on our Zero Harm Safety Management System and monthly health and safety performance.

7. ATTACHMENTS

Zero Harm Performance Dashboard January 2022

Zero Harm Performance Dashboard - January 2022



Contractor Safety Management

Key Take Outs

Contractor Safety Management Activity Undertaken by the Zero Harm Team and Contract Managers

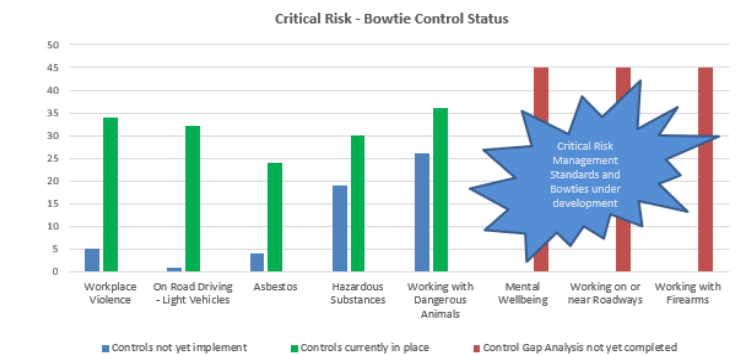
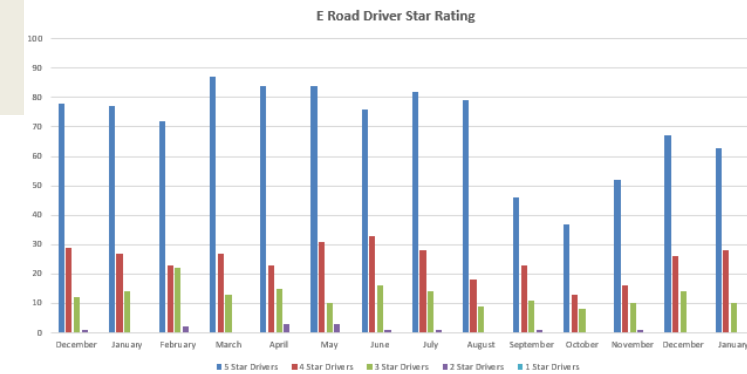
	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Contracted Work H&S Risk Assessment		3	2	3						4		1		2		
Contract Manager H&S Advice and Support			3	3	3	2				1	4	4	2			
Contractor Site Visit or Inspection	1	2		4	15	15	3	1			2	2	4			
Contractor Pre-Start or Tool Box Meeting					2	1	1			1	2					
Contractor H&S Meeting	2	1	2		3		3		1	3	2					
Contractor Task or JSA Review and Approval		3	3	3	1		2	1		1		1	1			
Contractor Task or JSA Field Audit					1	1				1						
Contracted Work Safety Plan Review and Approval	2	3	2	2	4	1	2	1		2	3		1	1		
Contracted Work Safety Plan (SSSP) Field Audit				1	2	1	1					1	1			
Contracted Work End of Project H&S Review								1								

A summary of key insights from November, December and January's Zero Harm Performance

- The bowtie for the management of Hazardous Substances is now 61% implemented. Seven additional controls have been rolled out since the last risk review in August 2021.
- A Severity 2 notifiable injury event occurred at the Raglan Holiday Park in November. An ICAM investigation was completed on this event.
- Four Severity 6 injury events were recorded in January. All four events resulted in minor lacerations to feet or hands. No uncontrolled hazard trends were identified from these events.
- Zero Harm Engagement Conversation reporting has remained consistent despite the holiday period. There has been a decrease in personal wellbeing conversations but an increase in occupational health and occupational safety conversations.

Critical Risk Management

Risk	Description	People Exposed	Risk Management Activities	Gaps/Improvements/Progress	Controls in Place	Controls to be Implemented	Level of Assurance	Incidents/Issues/Events
Working with Dangerous Animals	There is the potential for workers, contractors, or members of the public to be injured or damage to equipment or assets, from dog bites or any other incident resulting from animal contact due to animals including stock being improperly controlled or contained.	Workers (ours and contractors), members of the public	After Hours pre entry call/welfare check procedure Animal Control Golden Safety Rules Workplace Hazard ID training Aggressive dog handling equipment training Specialised first aid equipment	This is one of Council's largest Bowtie Control Plans. It contains 62 controls. Of these 18 are classified as "Critical Safety Controls" It is important to note that significant progress has been made in the last 6 months to implement controls to manage this risk. At the last progress catch up with the Animal Control Team in July 2021 this risk was 19% implemented. It is now 58% implemented.	36	16 (partially implemented) 10 (not yet started)	58%	The team is currently focusing on implementing the remaining safety critical controls. A number of controls still to be implemented are documentation related.



To	Waikato District Council
Report title	Approval of budget changes to accommodate building lease at 137 Rotowaro Road, Huntly

1. Purpose of the report

Te Take moo te puurongo

To seek approval to make the budget changes required to accommodate the lease of 137 Rotowaro Road as detailed in the resolution (INF2112/02) presented to the Infrastructure Committee meeting on 1 December 2021.

2. Executive summary

Whakaraapopotanga matua

The upgrade of the Huntly Transfer Station to improve the facility and incorporate a community recycling centre is included in the Waste Minimisation Management Plan (WMMP) and the current Long Term Plan (LTP).

Metrowaste's current recycling line is old, inefficient, high maintenance and exposed to the elements resulting in high levels of windblown litter and product contamination from unsealed ground. The refreshed contract makes provision for a new 'fit for purpose' facility. Funding was made available in the current LTP to upgrade and re-house the recycling sorting line into a new building on a different part of the site to free up usable space and accommodate a Community Resource Recovery Centre (CRRC).

After conducting ground surveys and other investigative reports and receiving cost estimates from a quantity surveyor, it was determined the cost of a new building far exceeded available budget due mainly to unsuitable ground conditions requiring significant foundation works.

The lease option proposed allows for the plastics sorting operation to take place and for the existing contracts to be given effect to. Critical path requires that the plastics sorting plant is operational by June 2022, if not before. The lease option would allow this time frame to be met and allow Council some time to consider the longer-term viability of the site at 93 McVie Road given the current contract timeframe and the future of solid waste collection services to be consulted on during the 2024-2027 LTP. In addition to the new contracts that will be tendered in 2024/2025 following consultation.

3. Staff recommendations Tuutohu-aa-kaimahi

That Council:

- a. **approves the proposed budget changes required to accommodate the lease of 137 Rotowaro Road as detailed in the resolution (INF2112/02) presented to the Infrastructure Committee meeting on 1 December 2021;**
- b. **notes that the lease costs will be met from a balance of savings from interest and depreciation costs and funding from general rates with no appreciable impact on general rates.**
- c. **delegates the Chief Executive the authority to execute the necessary documents to give effect to this resolution.**

4. Background Koorero whaimaarama

Metrowaste purchased a second-hand sorting plant early in 2021. Their current plant located at 93 McVie Road is antiquated and does not provide the level of service relevant to sorting plastics to meet market requirements. The size of the new plant is approximately 30m x 20m and 7m high.

Council staff have been working through the investigation and design stage for a building to be constructed at McVie Road as part of the Huntly Transfer Station to house the sorting plant. Staff commissioned CMW Geosciences to undertake a staged site investigation to determine potential options for ground improvement works. In parallel, staff commissioned 4Sight Consulting to undertake a joint preliminary and detailed contaminated site investigation (DSI). Given the history of the site and the presence of construction rubble in the top metres the DSI would be a requirement for any resource consents that may be required for site works. In addition, BCD was commissioned to prepare concept drawings for the proposed building.

A quantity surveyor (Kingstons) was engaged in parallel with CMW being commissioned for Stage 3 Rigid Inclusion Design. At this juncture in the project, it was considered important to get an understanding of the preliminary cost build up based on the design components already established. The preliminary estimate is approximately \$4.05M inclusive of contingencies.

This estimate was based on a revised size of 30x40m building inclusive of earthworks, foundation improvements and contingencies.

LTP adopted budget available is \$1.5M plus \$250k for rehabilitation of the access road.

5. Discussion and analysis

Taataritanga me ngaa tohutohu

Solid waste management in NZ is fluid and challenging. We have observed over the past few years a number of changes to the management and collection of solid waste across the country, some successful, some not. In addition, we continue to see challenging market conditions for the sale of recycling products and also for landfilling operations.

It is noted that the WMMP includes development of resource recovery facilities at Huntly and the north of the district. Land has been purchased in Tuakau and staff are currently planning preliminary design and investigation requirements.

The lease option in Huntly (potentially) allows for the plastics sorting operation to take place and for the existing contracts to be given effect to. Critical path requires that the plastics sorting plant is operational by June 2022, if not before. The lease option would allow this time frame to be met and also allow Council some time to consider the longer-term viability of the site at 93 McVie Road given the current contract timeframe and the future of solid waste collection services to be consulted on during the 2024-2027 LTP. In addition to the new contracts that will be tendered in 2024/2025 following consultation.

5.1 Options

Ngaa koowhiringa

Staff have assessed that there are two reasonable and viable options for the Council to consider.

Option 1 – Continue to refine the concept design of a new building at McVie Road and seek additional funding from Council.

Option 2 – Lease of the building at 137 Rotowaro Road, Huntly with an initial term from 1 March 2022 to 30 June 2026 with two rights of renewal.

Staff recommend option 2.

5.2 Financial considerations

Whaiwhakaaro puutea

Current LTP Capital Budget \$1,500,000 (Financial Year 2021/22).

Proposed residual Capital budget \$200,000.

Reduction in capital spend \$1,300,000.

Annual savings on interest and depreciation \$100,000.

Annual leasing and outgoing costs for 137 Rotowaro Road \$200,000.

Deficit (\$100,000) - funded from general rate.

The Finance team advise this will have no appreciable effect on the current general rate.

If the build at McVie Road does not go ahead, the funds already spent on Geotech and site investigations will have to be written off.

5.3 Legal considerations **Whaiwhakaaro-aa-ture**

Staff confirm that the staff recommendation/the preferred option complies with the Council's legal and policy requirements.

The report and recommendations are consistent with the Council's policies, plans and prior decisions.

5.4 Maaori and cultural considerations **Whaiwhakaaro Maaori me oona tikanga**

Consistent with the objectives of Para Kore to take a leading role in working towards zero waste.

5.5 Climate response and resilience considerations **Whaiwhakaaro-aa-taiao**

The decisions sought by, and matters covered in, this report are consistent with the Council's [Climate Action Plan](#). This project and consultations falls under action reference #2080 under the Climate Action Plan.

5.6 Risks **Tuuraru**

Failure to obtain resource consent – estimated to be low risk by Beca.

Frustration and default of solid waste contractor's obligations.

6. Significance and engagement assessment **Aromatawai paahekoheko**

6.1 Significance **Te Hiranga**

The decisions and matters of this report are assessed as of moderate significance, in accordance with the Council's [Significance and Engagement Policy](#).

6.2 Engagement **Te Whakatuutakitaki**

No public engagement required.

6.2.1 Communications

No public communications required

7. Next steps Ahu whakamua

N/A

8. Confirmation of statutory compliance Te Whakatuuturutanga aa-ture

As required by the Local Government Act 2002, staff confirm the following:

The report fits with Council's role and Committees' Reference and Delegations.	Confirmed
--	-----------

The report contains sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages (<i>Section 5.1</i>).	Confirmed
--	-----------

Staff assessment of the level of significance of the issues in the report after consideration of the Council's Significance and Engagement Policy (<i>Section 6.1</i>).	Moderate
---	----------

The report contains adequate consideration of the views and preferences of affected and interested persons taking account of any proposed or previous community engagement and assessed level of significance (<i>Section 6.2</i>).	Confirmed
---	-----------

The report considers impact on Maaori (<i>Section 5.5</i>)	Confirmed
--	-----------

The report and recommendations are consistent with Council's plans and policies (<i>Section 5.4</i>).	Confirmed
---	-----------

The report and recommendations comply with Council's legal duties and responsibilities (<i>Section 5.3</i>).	Confirmed
--	-----------

9. Attachments Ngaa taapirihanga

N/A

Date:	28 February 2022
Report Author:	Phillip Ellis, Solid Waste Team Leader
Authorised by:	Roger MacCulloch, General Manager Service Delivery

To | Waikato District Council
Report title | Roothing LTP Budget Adjustments 2021/2022

1. Purpose of the report

Te Take moo te puurongo

The purpose of this report is to seek approval from Council for adjustments to the Roothing Budget for 2021/2022 in-line with changes to New Zealand Transport Agency (NZTA) funding confirmed in September 2021.

2. Executive summary

Whakaraapopototanga matua

Staff have worked through the revisions necessary as a result of changes made by NZTA in their revised allocation confirmed in September of 2021. These changes required a recasting of the rooding budgets as the final allocation was a variation to that used in Waikato District Council's Long Term Plan (LTP) deliberations.

In order to align Council budgets with NZTA allocations and deliver on promises made during the LTP, changes need to be made across both maintenance, Renewals and Level of Service Investment.

The table below summarises the financial implications and recommends an option that best captures NZTA subsidy but also invests in activities that are not subsidised but crucial in delivering the LOS promises made during the LTP deliberations.

The recommendation is for approval of 2021/22 changes to the LTP from Option 3 based on the details provided in the 17 December 2021 workshop where all relevant projects were discussed and rationale for ranking and priority were presented.

Table 1: Option 3 Budget Movements for 2021/2022

Work Category	Budget Adjustment	Total	NZTA Subsidy	Local Share Funding	Loan	RF	DW RD DC's	General Rates
Total Maintenance - Local Roads - Increase budget to match the NZTA approved budget	Structure Component	400,000	-208,000	-192,000		-192,000		
	Drainage Renewals	120,000	-62,400	-57,600		-57,600		
	Pavement Rehabilitation	449,823	-233,908	-215,915		-205,119	-10,796	
District Wide Footpath Cycleway Improvements - Reduce subsidised budget to match NZTA approved budget and create Unsubsidised budget equivalent to reduced budget.	Remove subsidised budget	-654,808	340,500	314,308	314,308			
	Create unsubsidised budget	654,808		-654,808			-654,808	
Safety Improvements associated with rehabs - Replace subsidised budget with a new unsubsidised budget.	Remove subsidised budget	-400,000	208,000	192,000		182,400	9,600	
	Create unsubsidised budget	400,000		-400,000		-380,000	-20,000	
Remove projects from LTP as requested	Lake Road Safety	-3,300,000	3,300,000					
	Stock Underpasses	-110,000	57,200	52,800				52,800
	Tainui Bridge lighting	-100,000	52,000	48,000		48,000		
TOTAL BUDGET MOVEMENT		-2,540,177	3,453,392	-913,215	314,308	-604,319	-676,004	52,800
NET IMPACT		<i>Reduction</i>	<i>Reduction</i>	<i>Increase</i>	<i>Savings</i>	<i>Increase</i>	<i>Increase</i>	<i>Savings</i>

3. Staff recommendations Tuutohu-aa-kaimahi

That the Council approves:

a. the Roading Year 1 LTP budget adjustments detailed in Table 1: Option 3 Budget Movements for 2021/2022 in Section 2 of this report;

Work Category	Budget Adjustment	Total	NZTA Subsidy	Local Share Funding	Loan	RF	DW RD DC's	General Rates
Total Maintenance - Local Roads - Increase budget to match the NZTA approved budget	Structure Component	400,000	-208,000	-192,000		- 192,000		
	Drainage Renewals	120,000	-62,400	-57,600		-57,600		
	Pavement Rehabilitation	449,823	-233,908	-215,915		- 205,119	-10,796	
District Wide Footpath Cycleway Improvements - Reduce subsidised budget to match NZTA approved budget and create Unsubsidised budget equivalent to reduced budget.	Remove subsidised budget	-654,808	340,500	314,308	314,308			
	Create unsubsidised budget	654,808		-654,808			-654,808	
Safety Improvements associated with rehabs - Replace subsidised budget with a new unsubsidised budget.	Remove subsidised budget	-400,000	208,000	192,000		182,400	9,600	
	Create unsubsidised budget	400,000		-400,000		- 380,000	-20,000	
Remove projects from LTP as requested	Lake Road Safety	-3,300,000	3,300,000					
	Stock Underpasses	-110,000	57,200	52,800				52,800
	Tainui Bridge lighting	-100,000	52,000	48,000		48,000		
TOTAL BUDGET MOVEMENT		-2,540,177	3,453,392	-913,215	314,308	- 604,319	-676,004	52,800
NET IMPACT		<i>Reduction</i>	<i>Reduction</i>	<i>Increase</i>	<i>Savings</i>	<i>Increase</i>	<i>Increase</i>	<i>Savings</i>

4. Background

Koorero whaimaarama

The Council confirmed the 2021-2031 financial plan in June 2021 and based on indicative funding from NZTA and Levels of Service agreed with the community.

NZTA confirmed their funding in September 2021. The confirmed funding was based on a number of changes in all of the work categories which means a review of Council funding to match these changes was required.

A workshop was held with Councillors on 17 December 2021 to discuss how to respond to the NZTA changes and options were presented for review

Staff have remodelled the roading budget based on the preferred option.

5. Discussion and analysis

Taataritanga me ngaa tohutohu

The option presented has been modelled by staff and Finance have confirmed that the changes are within the agreed parameters under which the LTP was developed and must operate.

The revised Roothing programme confirms the need for some projects to be completed as unsubsidised in order to meet the LOS promises made during the LTP process.

Only one option was modelled as the other options would not have captured additional NZTA and delivered the LOSs agreed in the LTP.

The financial considerations from Option 3 for 2022/2023 are included in the Draft Annual Plan 2022/2023 recently workshopped with the Councillors and the 2023/2024 impacts will be included in the Annual Plan for that year.

5.1 Options

Ngaa koowhiringa

The December workshop on the “Roading Budget post confirmed NZTA funding” looked at three options:

Option 1: Make no changes to the Roading budget post revised NZTA allocation.

Option 2: Capture increased NZTA funding where available but drop all projects that NZTA did not fund.

Option 3: Capture increased NZTA funding but also fund LOS projects and safety initiatives that Council confirmed in the LTP.

The workshop confirmed Council’s desire to progress option three and the details of the financial implications are given in the section below.

5.2 Financial considerations

Whaiwhakaaro puutea

The table in section 2 summarises the budget impacts for the 2021/2022 budget year.

The nett reduction in spending is through removing one project that was in the LTP as fully subsidised, removal of one project that was not subsidised, and removal of a stock underpasses budget which has had no claims for last two years.

The other significant change is the change in funding of new footpaths from NZTA subsidy to Replacement Funding.

These changes have no impact on rates as funding is from Development Contributions and Replacement Fund.

5.3 Legal considerations

Whaiwhakaaro-aa-ture

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

5.4 Strategy and policy considerations

Whaiwhakaaro whakamaaherehere kaupapa here

The report and recommendations are consistent with the Council's policies, plans and prior decisions.

5.5 Maaori and cultural considerations

Whaiwhakaaro Maaori me oona tikanga

The matters in this report have no known impacts on Maaori and their relationship with whenua, water and other taonga.

5.6 Climate response and resilience considerations

Whaiwhakaaro-aa-taiao

The matters in this report have no known impact on climate change or resilience for the Council.

5.7 Risks

Tuuraru

There are no risks in this variation that vary from approved LTP.

6. Significance and engagement assessment Aromatawai paahekoheko

6.1 Significance Te Hiranga

The decisions and matters of this specific report are assessed as of low significance in accordance with the Council's [Significance and Engagement Policy](#).

6.2 Engagement Te Whakatuutakitaki

The decision and matters of this report are assessed as low significance in accordance with the Council's Significance and Engagement Policy.

Highest level of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Tick the appropriate box/boxes and specify what it involves by providing a brief explanation of the tools which will be used to engage (refer to the project engagement plan if applicable).</i>	A small number of project engagements will be required as a significant proportion of the investment supplements existing programs.				

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

Planned	In Progress	Complete	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Internal
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Community Boards/Community Committees
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Waikato-Tainui/Local iwi and hapuu
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Affected Communities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Affected Businesses
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (Please Specify)

7. Next steps Ahu whakamua

On approval, staff will engage with suppliers for delivery of a revised programme of works based on the revised budgets.

8. Confirmation of statutory compliance Te Whakatuuturutanga aa-ture

As required by the Local Government Act 2002, staff confirm the following:

The report fits with Council's role and Terms of Reference and Delegations.	Confirmed
The report contains sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages (<i>Section 5.1</i>).	Confirmed OR Not applicable
Staff assessment of the level of significance of the issues in the report after consideration of the Council's Significance and Engagement Policy (<i>Section 6.1</i>).	Low
The report contains adequate consideration of the views and preferences of affected and interested persons taking account of any proposed or previous community engagement and assessed level of significance (<i>Section 6.2</i>).	Confirmed
The report considers impact on Maaori (<i>Section 5.5</i>)	Not applicable
The report and recommendations are consistent with Council's plans and policies (<i>Section 5.4</i>).	Confirmed
The report and recommendations comply with Council's legal duties and responsibilities (<i>Section 5.3</i>).	Confirmed

9. Attachments Ngaa taapirihanga

There are no attachments for this report.

Date:	28 February 2022
Report Author:	Ross Bayer, Roding Team Leader
Authorised by:	Roger MacCulloch, General Manager Service Delivery

To | **Waikato District Council**
Report title | **Exclusion of the Public**

1. Staff recommendations Tuutohu-aa-kaimahi

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
<p>Item number PEX 1 Confirmation of Minutes</p> <p>Item PEX 2.1 Waters Governance Board Membership</p> <p>Item PEX 2.2 Extension of Intern Role for Waters Governance Board</p> <p>Item PEX 2.3 Raglan Wastewater Treatment Plant Consent Application Preparation Project - Discharge Option</p>	<p>Good reason to withhold exists under Section 6 or Section 7 Local Government Official Information and Meetings Act 1987</p>	<p>Section 48(1)(a)</p>

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

Item No.	Section	Interest
Item PEX 1 Confirmation of Minutes		Refer to the previous Public Excluded reason in the agenda for this meeting.
Item PEX 2.1 Waters Governance Board Membership	7(2)(a)	Protect the privacy of natural persons, including that of deceased natural persons.
Item PEX 2.2 Extension of Intern Role for Waters Governance Board	7(2)(a)	Protect the privacy of natural persons, including that of deceased natural persons.
Item PEX 2.3 Raglan Wastewater Treatment Plant Consent Application Preparation Project - Discharge Option	7(2)(c)(i)	Protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information — would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied.
	7(2)(i)	To enable negotiations to carry on without prejudice or disadvantage.
	7(2)(j)	To prevent use of the information for improper gain or advantage.

2. Attachments

Ngaa taapirihanga

There are no attachments for this report.

Date:	28 February 2022
Report Author:	Gaylene Kanawa, Democracy Team Leader
Authorised by:	Gavin Ion, Chief Executive
