

Agenda for a meeting of the Waikato District Council to be held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **MONDAY, 10 AUGUST 2020** commencing at **9.30am**.

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

4. CONFIRMATION OF MINUTES

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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.

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	2 July 2020
Prepared by	Lynette Wainwright Committee Secretary
Chief Executive Approved	Y
Reference #	GOV1301
Report Title	Confirmation of Minutes

1. EXECUTIVE SUMMARY

To confirm the minutes of meetings held on:

- a. Wednesday, 24 June 2020; and
- b. Monday, 29 June 2020.

2. RECOMMENDATION

THAT the minutes of:

- a. a meeting of Waikato District Council held on Wednesday, 24 June 2020;
and
- b. a meeting of Waikato District Council held on Monday, 29 June 2020,

be confirmed as a true and correct record of that meeting.

3. ATTACHMENTS

- a. Open Minutes – 24 June 2020
- b. Open Minutes – 29 June 2020

Minutes of a meeting of the Waikato District Council held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **WEDNESDAY, 24 JUNE 2020** commencing at **9.30am**.

Present:

His Worship the Mayor, Mr AM Sanson (Chairperson)
Cr AD Bech [*from 9.32am*]
Cr JA Church
Cr CA Eyre
Cr JM Gibb
Cr SL Henderson [*until 11.40am*]
Cr SD Lynch [*from 9.38am*]
Cr RC McGuire
Cr FM McInally
Cr EM Patterson
Cr NMD Smith
Cr LR Thomson
Cr CT Woolerton

Attending:

Ms D Lovell (Chair, Taupiri Community Board)

Mr GJ Ion (Chief Executive)
Mr TG Whittaker (Chief Operating Officer)
Mr R MacCulloch (General Manager Service Delivery)
Mr J Quinn (Communications, Engagement and Marketing Manager)
Mr C Bailey (Finance Manager)
Ms S Jones (Senior Solicitor)
Mr B Stringer (Democracy Manager)

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Crs Church/Thomson)

THAT an apology be received from Cr Sedgwick;

AND THAT an apology for lateness be received from Cr Bech and Cr Lynch.

CARRIED

WDC2006/08

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Crs Patterson/McInally)

THAT the agenda for a meeting of the Waikato District Council held on **Wednesday, 24 June 2020** be confirmed and all items therein be considered in open meeting with the exception of those items detailed at agenda item 7 which shall be considered with the public excluded;

AND THAT the Council resolves that the following item be considered as part of the Chief Executive's Issues (Public Excluded Agenda Item 3):

- *Presentation from Sports Waikato.*

CARRIED

WDC2006/09

Cr Bech joined the meeting at 9.32am during the above item and took part in voting.

DISCLOSURES OF INTEREST

There were no disclosures of interest.

CONFIRMATION OF MINUTES

Resolved: (Crs Gibb/Henderson)

THAT the minutes of:

- a. a meeting of Waikato District Council held on Tuesday, 19 May 2020; and
- b. an extraordinary meeting of Waikato District Council held on Tuesday, 9 June 2020,

be confirmed as a true and correct record of each respective meeting, subject to the following correction to the minutes of Tuesday, 19 May 2020:

- Cr Smith was not absent during that meeting.

CARRIED

WDC2006/10

ACTION REGISTER

Agenda Item 5

The Democracy Manager explained that actions would be removed from the register once completed.

Resolved: (Crs Church/Henderson)

THAT the report from the Chief Executive be received.

CARRIED

WDC2006/11

REPORTS

Local Government Funding Agency Changes to Foundation Policies Agenda Item 6.1

The Chief Operating Officer introduced the report and summarised the history of the Council's involvement with the Local Government Funding Agency (**LGFA**). He highlighted, and responded to questions on, the following matters:

- The purpose of the documents presented for approval was to allow CCOs to borrow directly from the LGFA, rather than via the Council.
- The Council was not a shareholder of LGFA.
- Why Council was required to enter the Guarantee and Indemnity. If a CCO defaulted, the associated Council would need to call on capital to remedy the default.
- The purpose and effect of the Borrower Notes.
- The Council's obligations as a Guaranteeing Local Authority to ensure the LGFA can meet its obligations.
- LGFA met regularly with councils to monitor their financial position.
- CCOs would borrow in accordance with their own financial planning.
- Council's debt position would not increase under proposed changes; CCOs would simply be able to borrow directly and the Council would guarantee that borrowing.

ACTION: Staff to recommend to LGFA that there be a process documented if a member council does not approve a requested amendment to another council's arrangements with LGFA.

- CCOs financial proposals would be included in their statements of intent, which were presented to the Council for approval.

ACTION: Staff to confirm what "non-exclusivity of New Zealand courts" and "material adverse effect", as referred to in the contractual documents, practically mean.

Resolved: (Crs McInally/Gibb)

THAT the report from the Chief Financial Officer be received;

AND THAT the Council approve the LGFA Deeds of Amendment, the Multi-Issuer Deed, Guarantee and Indemnity and Notes Subscription Agreement (as set out in the attachments to the staff report);

AND FURTHER THAT the Council delegates authority to the Mayor and Deputy Mayor to enter into the LGFA Deeds of Amendment, the Multi-Issuer Deed, Guarantee and Indemnity and Notes Subscription Agreement (as set out in the attachments to the staff report);

AND FURTHER THAT the Council delegates authority to the Chief Executive to enter into applicable form of section 118 certificate (as set out in the attachments to the staff report).

CARRIED

WDC2006/12

Cr Lynch joined the meeting at 9.38am at the commencement of the above item.

EXCLUSION OF THE PUBLIC

Agenda Item 7

Resolved: (Crs Eyre/Woolerton)

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
1.1 – Confirmation of Minutes	Good reason to withhold exists under Section 6 or Section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)
2.1 - Waikato Freight Hub – Invoice Payment to Ports of Auckland Ltd		

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
1.1		Refer to the previous Public Excluded reason(s) in the Agenda for this meeting.
2.1	7(2)(b)(i)	To protect information where the making available of the information would disclose a trade secret.
	7(2)(b)(ii)	To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.
	7(2)(g)	To maintain legal professional privilege.
	7(2)(h)	To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.
	7(2)(i)	To enable the Council to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).

AND THAT Matthew Cooper, Amy Marfell and Andrew Corkill (from Sports Waikato) be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of Sports Waikato (to be considered as part of the *Chief Executive's Issues – Public Excluded Agenda Item 3*). This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that presentation to be provided by Sports Waikato.

CARRIED

WDC2006/13

Resolutions WDC2006/14 – WDC2006/16 are contained in the public excluded section of these minutes.

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

Minutes of a meeting of the Waikato District Council held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **MONDAY, 29 JUNE 2020** 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 [*until 10.21am and then from 10.25am*]
Cr RC McGuire
Cr FM McNally
Cr EM Patterson
Cr JD Sedgwick
Cr NMD Smith
Cr LR Thomson
Cr CT Woolerton

Attending:

Mrs D Lovell (Chairperson, Taupiri Community Board)

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 J Quinn (Communications, Engagement and Marketing Manager)
Ms L Shirley (Zero Harm Manager)
Mr C Bailey (Finance Manager)
Mr B Stringer (Democracy Manager)

APOLOGIES AND LEAVE OF ABSENCE

All members were present

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Crs McInally/Henderson)

THAT the agenda for a meeting of the Waikato District Council held on Monday, 29 June 2020 be confirmed and all items therein be considered in open meeting with the exception of those items detailed at agenda item 6 which shall be considered with the public excluded;

AND THAT in accordance with Standing Order 9.12 the Committee resolves that the following items be added to the agenda as a matter of urgency as advised by His Worship the Mayor as the item needed to be considered prior to 30 June 2020:

- **Public Excluded Agenda Item 1.1 - *Solid Waste and Recycling Contract Renegotiation.***

CARRIED

WDC2006/17

DISCLOSURES OF INTEREST

There were no disclosures of interest.

COMMITTEE RECOMENDATIONS

Strategy & Finance Committee

Agenda Item 4.1

Development Agreement – 25 Rangimarie Road, Ngaruawahia (S&F2006/10)

Resolved: (Crs Gibb/Sedgwick)

THAT Council approves the draft Development Agreement with J and M Allan in relation to 25 Rangimarie Road, Ngaruawahia (as detailed in Attachment 2, Item 3.3 in the Committee's Public Excluded Agenda).

CARRIED

WDC2006/18

Infrastructure Committee

Agenda Item 4.2

Te Awa Cycleway – Request for Additional Funding (INF2006/06)**Resolved: (Crs Patterson/Bech)**

THAT Council approve up to \$854,024 for the Council's contribution to the local share funding of the Te Awa Cycleway project shortfall, such amount is to be funded from a mix of existing roading reserve (84%) and loan funding (16%) as per Option 2 in the staff report (Agenda Item 3.1 in the Committee's Public Excluded Agenda);

AND THAT the NZTA subsidy budget be corrected from 45% to 52% Funding Assistance Rate (FAR).

CARRIED**WDC2006/19****REPORTS**Zero Harm Update

Agenda Item 5.1

The Chief Executive and Zero Harm Manager spoke to the report. The following matters were discussed:

- Dog bite incident – staff did not believe the incident occurred due to the correct process not being followed.
- Lone worker personal safety devices recorded under workplace violence rather than creating a separate critical risk. Workplace violence covered a broad range of issues.
- Solid waste truck incident – Contractor investigated incident; logging truck involved could not be identified. The Zero Harm Manager had requested the contract manager to investigate further.
- Zero Harm Dashboard – Safety engagement conversations. An explanation of changes to record target; the next stage would be to better understand why conversations were not taking place. The General Managers summarised the approach taken for their respective groups in relation to these conversations.

Resolved: (Crs Sedgwick/Patterson)**THAT the report from the Chief Executive be received.****CARRIED****WDC2006/20**

Adoption of the Annual Plan 2020/21 including Fees and Charges Amendments
Agenda Item 5.2

The Finance Manager presented the report. The following matters were discussed:

- Workshop with elected members on 19 June 2020.
- Reduction of the general rate increase to 3.49%. No other changes proposed to the Plan as presented at the June workshop.
- Concern expressed on the complex language used in the Annual Plan document. Staff advised that they would use plain English for Long Term Plan and Annual Plan documents in future years.
- Gender pay gap was not addressed in the Annual Plan. It was a significant national issue that did not have a 'simple fix'.

ACTION: A workshop to be held with elected members to discuss the gender pay gap issue for staff.

- Annual Plan proposed no salary remuneration movement for staff for the 2020/21 financial year.
- Extending the proposed increase to rent charged for elderly housing for the 2020/21 financial over two years.
- Suggested that the dates be removed from the recommendation for the Temporary Water Usage Rate. Discussion on reference to "property" in relation to the Temporary Water Usage Rate.

Resolved: (Crs Smith/Bech)

THAT the report from the Chief Executive be received;

AND THAT the Council reinstates the Temporary Water Usage Rate of \$335.59 per property with unmetered water supply;

AND FURTHER THAT the Council adopts the Annual Plan 2020/21 as attached to the staff report (Attachment 3), in accordance with Section 95 of the Local Government Act 2002;

AND FURTHER THAT the Council approves the minor amendments to the 2018-28 Long Term Plan Fees and Charges document as detailed in Attachment I subject to reducing the housing for the elderly rent from \$208 to \$195.

CARRIED

WDC2006/21

Cr Church requested that her dissenting vote be recorded.

Rates Resolution 2020/21 Financial Year
Agenda Item 5.3

The Finance Manager presented the report and highlighted that the only changes to the Long Term Plan were the unmetered water supply rate and reduction in the general rate increase.

Resolved: (Mayor Allan/Cr Gibb)

THAT the report from the Chief Executive be received;

AND THAT the Waikato District Council hereby resolves that the rates set out in the table below be set under the Local Government (Rating) Act 2002 (“the Act”) for the financial year commencing on 1 July 2020 and ending on 30 June 2021;

Source	Category	Funding	Basis of Rating	AP 2020/21 \$
General Rate		Work program as highlighted in the long term plan including Animal Control, Community and Safety, Corporate and Council Leadership, Environmental Health, Community Liaison, Libraries, Parks and Reserves, Resource Management, Roading, Solid Waste management, Stormwater, Wastewater and Water Supply	Uniform rate in the dollar of capital value	0.0022364
Uniform annual general charge (UAGC)	All rateable land in the district	People related activities including but not limited to libraries, parks and reserves, public cemeteries, public swimming pools, public toilets, community centres, community liaison, grants and donations, safer communities, animal control, civil defence and safety, building control, environmental health, resource management planning, environmental consents planning, area offices and democracy/ local government.	Fixed amount per rating unit	383.15
Targeted community facilities rates (apply to all rating units within each ward catchment area).	Huntly Community Facilities (urban catchment)	Covers the cost of maintenance and operation of community facilities.	Fixed amount per rating unit	67.00
	Ngaruawahia Community Facilities			25.00
	Raglan Community Facilities			25.00
Huntly pool rural	Based on location of rating unit in catchment area	Covers the cost of maintenance and operation of community facilities.	Fixed amount per rating unit	16.00
Tamahere Recreation Reserve	Based on location of rating unit within the Tamahere Ward	Covers the cost of loan interest and additional operational costs for the above average level of service of the Tamahere Recreation Reserve	Fixed amount per separately used or inhabited part of a rating unit	38.00

Source	Category	Funding	Basis of Rating	AP 2020/21 \$
Targeted hall or community centre rates (apply to all rating units within each hall catchment area)	Te Kohanga	Covers the cost of maintenance and operation of halls, other facilities and community centres	Uniform rate in the dollar of land value	0.000026
	Aka Aka			35.00
	Eureka			35.00
	Glen Murray			50.00
	Gordonton			26.00
	Horsham Downs			35.00
	Karioitahi			28.74
	Mangatangi			34.50
	Mangatawhiri			58.50
	Maramarua			24.00
	Matangi			30.00
	Meremere			24.00
	Naike			40.89
	Ohinewai			24.00
	Opuatia			32.00
	Orini			26.00
	Otaua			50.00
	Pokeno			23.00
	Port Waikato			125.00
	Pukekawa			40.00
	Puketaha			38.00
	Ruawaro			29.00
	Tamahere			70.00
	Taupiri			24.00
	Tauwhare			30.00
	Te Akau/Waingaro			32.00
	Te Hoe			30.00
Te Kowhai		50.00		
Te Mata		24.00		
Tuakau		46.13		
Whangarata		46.00		
Waikaretu		50.00		
Whitikahu		53.00		

Source	Category	Funding	Basis of Rating	AP 2020/21 \$
Tuakau refuse and recycling collection	Rating units within serviced areas	Covers the cost of refuse and recycling collection where the service is provided.	Fixed amount per wheelie bin.	222.71
Glen Murray refuse and recycling collection	Rating units within serviced areas		Fixed amount per separately used or inhabited part of a rating unit	65.11
Raglan recycling collection	Residential rating units within serviced areas.		Fixed amount per separately used or inhabited part of a rating unit	136.19
Te Mata/Te Uku recycling collection points	Residential rating units within serviced areas.		Fixed amount per separately used or inhabited part of a rating unit	54.14
District wide refuse and recycling collection	Residential rating units within serviced areas. (Eureka, Glen Afton/Pukemiro, Gordonton and surrounds, Horotiu, Horsham Downs, Huntly and surrounds, Meremere, Ngaruawahia and surrounds, Port Waikato and surrounds, Pukekawa, Rangiriri and surrounds, Rotokauri, Tamahere and surrounds, Taupiri and surrounds, Te Kauwhata and surrounds, Te Kowhai, Whatawhata)		Fixed amount per separately used or inhabited part of a rating unit	222.71

Source	Category	Funding	Basis of Rating	AP 2020/21 \$
Water Supply - Available	Available (not connected but within 100 metres of the public water supply - to which it is capable of effectively being connected)	District wide water activities as per the annual plan	Fixed amount per rating unit	250.69
Water Supply - Non Metered	Non-Metered rating units in serviced areas	District wide water activities as per the annual plan	Fixed amount per separately used or inhabited part of a rating unit	250.69
			Fixed amount per separately used or inhabited part of a rating unit for water consumed (non-metered)	335.59
Water Supply - Metered	Metered rating units in serviced areas	District wide water activities as per the annual plan	Fixed amount per separately used or inhabited part of a rating unit	250.69
			Charge Per cubic metre of water consumed (as measured by meter).	2.05
Wastewater	Residential - connected	Wastewater activities	Fixed amount per separately used or inhabited part of a rating unit	1,062.54
	Residential - available (not connected but within 30 metres of a public wastewater drain - to which it is capable of effectively being connected)		Fixed amount per rating unit	531.28
	Non residential/commercial - Non rateable (Organisations classified by the Act as fully non-rateable or organisations that are non-profitable as determined by the Council) - connected		Fixed amount per separately used or inhabited part of a rating unit for the first two pans.	1,062.54
	Non residential/commercial - Non rateable (Organisations classified by the Act as fully non-rateable or organisations that are non-profitable as determined by the Council) - connected		Additional fixed amount per pan for the third and any subsequent pans.	106.25
Wastewater	Non residential/commercial - Assistance for the elderly (Organisations supportive of the elderly as determined by the Council) - Connected	Wastewater activities	Fixed amount per separately used or inhabited part of a rating unit for the first two pans.	1,062.54
	Non residential/commercial - Assistance for the elderly (Organisations supportive of the elderly as determined by the Council) - Connected		Additional fixed amount per pan for the third and any subsequent pans.	212.51
	Non residential/commercial - Commercial - Connected		Fixed amount per separately used or inhabited part of a rating unit for the first two pans.	1,062.54
	Non residential/commercial - Commercial - Connected		Additional fixed amount per pan for the third and any subsequent pans.	531.28

Source	Category	Funding	Basis of Rating	AP 2020/21 \$
Urban Stormwater	Rating units within the stormwater catchment areas for which the service is available (Horotiu, Huntly, Matangi, Meremere, Ngaruawahia, Pokeno, Port Waikato, Raglan, Taupiri, Te Kauwhata and Tuakau).	District wide stormwater activity as per the annual plan	Fixed amount per rating unit	174.04
Tamahere rural stormwater	Rating units within the Tamahere stormwater catchment area.	Tamahere rural stormwater activities	Fixed amount per rating unit	29.11
Tamahere land drainage	Rating units within the Tamahere land drainage catchment area.	Land drainage activities.	Amount per hectare of land area	6.59
Community Boards	Huntly ward	Direct costs of operating all the community boards within the district	Fixed amount per rating unit	23.12
	Ngaruawahia ward			23.12
	Onewhero-Tuakau ward			23.12
	Raglan ward			23.12
	Taupiri ward			23.12
Pokeno Capital Wastewater Scheme	Connected properties in scheme area	Covers the capital cost and interest charges of the work.	Loan Instalments - Fixed amount per connection.	1,707.53
Te Ohaki Capital Wastewater Scheme	Connected properties in scheme area	Covers the capital cost and interest charges of the work.	Loan Instalments - Fixed amount per connection.	322.00
Te Ohaki Capital Wastewater Scheme	Connected Marae in scheme area	Covers the capital cost and interest charges of the work.	Loan Instalments - Fixed amount per connection.	5,110.14
Tauwhare Pa Capital Wastewater Scheme	Connected properties in scheme area	Covers the capital cost and interest charges of the work.	Loan Instalments - Fixed amount per connection.	463.72
Whaanga Coast Capital Wastewater Scheme	Connected properties in scheme area	Covers the capital cost and interest charges of the work.	Loan Instalments - Fixed amount per connection.	1,788.65

AND FURTHER THAT the Waikato District Council resolves that rates for the 2020/21 year (excluding water by meter rates) shall be due in three equal instalments as follows:

First Instalment 21 September 2020
Second Instalment 20 January 2021
Third Instalment 20 May 2021

AND FURTHER THAT the Waikato District Council resolves that water by meter rates shall be invoiced separately and payable in two instalments each year. For the 2020/21 financial year, the meter reading dates and the payment due dates of instalments for each area are:

Area	Reading Date 1	Payment Due Date 1	Reading Date 2	Payment Due Date 2
Ngaruawahia	July 2020	04 September 2020	January 2021	05 March 2021
Taupiri	July 2020	04 September 2020	January 2021	05 March 2021
Horotiu	July 2020	04 September 2020	January 2021	05 March 2021
Huntly	August 2020	02 October 2020	February 2021	02 April 2021
North Waikato	September 2020	06 November 2020	March 2021	07 May 2021
Port Waikato	September 2020	06 November 2020	March 2021	07 May 2021
Onewhero	September 2020	06 November 2020	March 2021	07 May 2021
Tuakau	September 2020	06 November 2020	March 2021	07 May 2021
Pokeno	September 2020	06 November 2020	March 2021	07 May 2021
Southern Districts	October 2020	04 December 2020	April 2021	04 June 2021
Western Districts	October 2020	04 December 2020	April 2021	04 June 2021
Raglan	November 2020	04 January 2021	May 2021	02 July 2021
Te Akau	November 2020	04 January 2021	May 2021	02 July 2021

AND FURTHER THAT the Waikato District Council authorises the following penalty regime on unpaid rates (including water by meter rates):

- i) A penalty of 10% on so much of any rates instalment that has been assessed after 1 July 2020 and which is unpaid after the due date for payment, to be applied on the penalty dates as follows:**

First instalment 22 September 2020
Second instalment 21 January 2021
Third instalment 21 May 2021

- ii) **A penalty of 10% on so much of any water by meter instalment that has been assessed after 1 July 2020 and which is unpaid after the due date for payment. The penalty dates for the water instalments are as follows:**

Area	Penalty date 1	Penalty date 2
Ngaruawahia	07 September 2020	08 March 2021
Taupiri	07 September 2020	08 March 2021
Horotiu	07 September 2020	08 March 2021
Huntly	05 October 2020	05 April 2021
North Waikato	09 November 2020	10 May 2021
Port Waikato	09 November 2020	10 May 2021
Onewhero	09 November 2020	10 May 2021
Tuakau	09 November 2020	10 May 2021
Pokeno	09 November 2020	10 May 2021
Southern Districts	07 December 2020	07 June 2021
Western Districts	07 December 2020	07 June 2021
Raglan	07 January 2021	05 July 2021
Te Akau	07 January 2021	05 July 2021

- iii) **A penalty of 10% on so much of any rates assessed before 30 June 2020 which remain unpaid on 1 July 2020. The penalty date is 1 July 2020.**

- iv) **A further penalty of 10% on any rates to which a penalty has been added on 1 July 2020 if the rates remain unpaid. The penalty date is 1 January 2021.**

AND FURTHER THAT the Waikato District Council sends a copy of the resolution to the secretary of Local Government within 20 working days of these decisions.

CARRIED

WDC2006/22

Update to Terms of Reference and Delegations
Agenda Item 5.4

The Democracy Manager introduced the report. It was noted that the Governance Structure should reflect that Mr Peter deLuca resigned as a director of Strada Corporation Ltd.

Resolved: (Crs Woolerton/Gibb)

THAT the report from the Chief Executive be received;

AND THAT the Council approves the amendments to the Governance Structure, as detailed as track-changes in Attachment 1 to the staff report;

AND FURTHER THAT the Council:

- a. **approves the amendments to the Raglan Holiday Park Papahua Board Charter and Procedures for Selection and Appointment of Members, as detailed as tracked-changes in Attachment 2 to the staff report; and**
- b. **notes that the Charter and Procedures were intended to replace the previous terms of reference and delegations of the Holiday Park Board (as set out in the Delegations Register);**

AND FURTHER THAT Council approves the amendments to the Financial Delegations (Schedule B) in the Delegations Register to reflect the appointment of the Special Infrastructure Projects Manager, as set out in Attachment 3 to the staff report;

AND FURTHER THAT the Council notes that the approved amendments in this resolution will take effect immediately.

CARRIED

WDC2006/23

Council Delegation – Electoral Signage, Public Places Bylaw 2016
Agenda Item 5.5

The General Manager Customer Support introduced the report. The following matters were discussed:

- Signs would need to comply with the provisions of the bylaw.
- It would be useful to have criteria to identify appropriate public places for election signage.
- The parameters for election signs for general elections under the Electoral Act, including the Council's discretion in terms of locating signage on public places.
- Potential risk to traffic of election signs placed on or near intersections.

- The staff recommendation reflected the practicalities of the Chief Executive deciding on individual requests for signage on public places, rather than a Council decision being required.
- There would be a review of the Bylaw in relation to electoral signage; the recommendation was to enable decisions to be made for the impending 2020 general election.

Elected members provided direction to the Chief Executive in terms of making decisions on electoral signage on public places.

Resolved: (Crs McGuire/Patterson)

THAT the report from the General Manager Customer Support be received;

AND THAT the Council delegates the authority to approve the erection of signs for election or referendum in accordance with Part 6 of the Public Places Bylaw 2016 to the Chief Executive.

CARRIED

WDC2006/24

Cr Lynch left the meeting at 10.21am during discussion on the above item and returned at 10.25am following its conclusion, and did not take part in voting.

Heritage Assistance Fund – Allocation of Funds
Agenda Item 5.6

The report was taken as read.

Resolved: (Crs Church/McGuire)

THAT the report of the General Manager Community Growth be received;

AND THAT the Council approves the following applications be funded for the Recommended Grant in the table below:

HERITAGE PROPERTY	AMOUNT REQUESTED	RECOMMENDED GRANT	CONDITIONS OF GRANT
1 Main Road, Raglan (house)	\$2,608.70	\$2,608.70	A 'before and after' photographic record of the repainting to be provided when the grant is uplifted. Digital images to be dated and labelled.
584 Matangi Road, Matangi (house)	\$2,025.57	\$1,980.00	A 'before and after' photographic record of the repainting to be provided when the grant is uplifted. Digital images to be dated and labelled.
65 Great South Road, Taupiri (house)	\$6,166.62	\$3,478.26	A 'before and after' photographic record of the repainting to be provided when the grant is uplifted. Digital images to be dated and labelled.
1109 Whaanga Road, Ruapuke (house)	\$15,200.00	\$6,521.74	A 'before and after' photographic record of the reroofing to be provided when the grant is uplifted. Digital images to be dated and labelled.
188 Great South Road, Ngaruawahia (house)	\$8,826.09	\$4,869.57	A 'before and after' photographic record of the repainting to be provided when the grant is uplifted. Digital images to be dated and labelled.
44 Ellery Street, Ngaruawahia (house)	\$1,944.95	\$1,391.30	A 'before and after' photographic record of the work to be provided when the grant is uplifted. Digital images to be dated and labelled.
46 Ellery Street, Ngaruawahia+ (house)	\$12,420.00	\$6,260.87	A 'before and after' photographic record of the work to be provided when the grant is uplifted. Digital images to be dated and labelled.

58 Wallis Street, Raglan (former Raglan butter factory)	\$141,500.00	\$6,086.96	Professional reports and documentation to be supplied to WDC when the grant is uplifted and/or upon completion of the seismic retrofit design.
590 Matangi Road, Matangi (house)	\$5,274.00	\$3,652.17	A 'before and after' photographic record of the repair work to be provided when the grant is uplifted. Digital images to be dated and labelled.
35 Harris Street, Huntly (house)	\$15,080.91	\$4,521.74	A 'before and after' photographic record of the repair work to be provided when the grant is uplifted. Digital images to be dated and labelled.
Former AR Langley building, 19 Bow Street, Raglan (commercial building)	\$5,000.00	\$2,500.00	A 'before and after' photographic record of the repair work to be provided when the grant is uplifted. Digital images to be dated and labelled.
St Pauls Catholic Church, Ngaruawahia	\$7,290.00	\$5,652.17	A 'before and after' photographic record of the repair and repainting work to be provided when the grant is uplifted. Digital images to be dated and labelled.
Former St David's Anglican Church, Matangi	\$9,000.00	\$9,000.00	A 'before and after' photographic record of the repainting to be provided when the grant is uplifted. Digital images to be dated and labelled.
St Peter's Anglican Church, Raglan	\$45,500.00	\$11,304.35	A 'before and after' photographic record of the proposed work to be provided when the grant is uplifted. Digital images to be dated and labelled.
151 Main Street, Huntly (commercial building)	\$20,000.00	\$15,652.17	A 'before and after' photographic record of the repainting to be provided when the grant is uplifted. Digital images to be dated and labelled.

41 Harris Street, Huntly (house)	\$22,415.93	\$4,347.83	A 'before and after' photographic record of the repair work and reroofing to be provided when the grant is uplifted. Digital images to be dated and labelled.
39 Harris Street, Huntly (house)	\$45,367.68	\$8,695.65	A 'before and after' photographic record of the work to be provided when the grant is uplifted. Digital images to be dated and labelled.
Total		\$98,523.48	

AND FURTHER THAT the following applications be declined:

HERITAGE PROPERTY	AMOUNT REQUESTED	RECOMMENDED GRANT	REASONS
1384 Whaanga Road, Ruapuke (woolshed)	\$2,894.35	Nil	No budget details provided; not explicitly stated that work will involve replacement of roofing iron. A previous grant recipient; potential loss of heritage fabric.
St Pauls Anglican Church, Huntly	\$14,341.00	Nil	Discrepancy in application between quote and budget provided. Scaffolding will undermine heritage values and plans do not address heritage impact of the proposed work or the need to address the seismic deficiencies of the entry parapet walls. Resource consent required.
St Mary's Anglican Church, Gordonton	\$4,173.91	Nil	2017 grant was made to fund painting; neither application included a contribution by the parish.

CARRIED

WDC2006/25

EXCLUSION OF THE PUBLIC

Agenda Item 6

Resolved: (Crs Smith/Patterson)**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
Late Agenda Item 1.1 – Solid Waste and Recycling Contract Renegotiation	Good reason to withhold exists under Section 6 or Section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)

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
1.1	7(2)(b)(ii)	To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.
	7(2)(i)	To enable the Council to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).

CARRIED**WDC2006/26**

Resolutions WDC2006/27 – WDC2006/28 are contained in the public excluded section of these minutes.

Having concluded the public excluded meeting, and there being no further business the meeting was declared closed at 10.44am.

Minutes approved and confirmed this day 2020.

AM Sanson
CHAIRPERSON

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	10 August 2020
Prepared by	Lynette Wainwright Committee Secretary
Chief Executive Approved	Y
Reference #	GOV1301
Report Title	Confirmation of Minutes

1. EXECUTIVE SUMMARY

To confirm the minutes of an extraordinary meeting held on Monday, 20 July 2020.

2. RECOMMENDATION

THAT the minutes of an extraordinary meeting of Waikato District Council held on Monday, 20 July 2020 be confirmed as a true and correct record of that meeting.

3. ATTACHMENTS

Open Extraordinary Minutes – 20 July 2020

Minutes of an extraordinary meeting of the Waikato District Council held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **MONDAY, 20 JULY 2020** commencing at **11.30am**.

Present:

His Worship the Mayor, Mr AM Sanson (Chairperson)
 Cr AD Bech [*until 12.23pm*]
 Cr CA Eyre
 Cr JM Gibb
 Cr SL Henderson
 Cr SD Lynch [*from 11.32am*]
 Cr RC McGuire
 Cr FM McInally
 Cr EM Patterson
 Cr JD Sedgwick
 Cr NMD Smith
 Cr LR Thomson
 Cr CT Woolerton

Attending:

Mr D Whyte (Chair, Huntly Community Board)
 Mr GJ Ion (Chief Executive)
 Mr R MacCulloch (General Manager Service Delivery)
 Mr J Quinn (Communications, Engagement and Marketing Manager)
 Mr J Ebenhoh (Planning & Policy Manager)
 Mr B Stringer (Democracy Manager)
 Ms E O'Dwyer (Waikato Times)

APOLOGIES AND LEAVE OF ABSENCE

There were no apologies.

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Crs Patterson/Sedgwick)

THAT the agenda for an extraordinary meeting of the Waikato District Council held on Monday, 20 July 2020 be confirmed and all items therein be considered in open meeting with the exception of those items detailed at agenda item 5 which shall be considered with the public excluded;

AND THAT in accordance with **Standing Order 9.4**, the following report be considered after agenda item 4.1 - *Electoral System for the 2022 local authority elections*:

- *Appointment of a Council representative - Waikato Regional Council's Lower Waikato Flood Protection Advisory Subcommittee;*

AND FURTHER THAT in accordance with **Standing Order 9.13** the Council resolves that the following item be added to the public excluded agenda (as Item 2) for discussion, as advised by the Chief Executive:

- *Chief Executive's Update.*

CARRIED

WDC2007/01

Councillor Lynch joined the meeting at 11.32am during the above item.

DISCLOSURES OF INTEREST

Crs Gibb and Sedgwick advised members that they, respectively, would declare a non-financial conflict of interest in item 1.1 in the Public Excluded Agenda – *Approval of the Proposed Waikato District Plan Stage 2 (Natural Hazards and Climate Change) for Notification*.

REPORTS

Electoral System for the 2022 local authority elections
Agenda Item 4.1

The Democracy Manager summarised the report and the options for the Council's consideration. There was discussion on the following matters:

- The legislative process to decide on the electoral system and the wider representation arrangements.
- The advantages and disadvantages of the two electoral systems.
- Voter turnout at local authority elections.

Resolved: (Crs Smith/Woolerton)

THAT the report from the Chief Executive be received.

CARRIED

WDC2007/02

Resolved: (Crs Smith/McGuire)

THAT pursuant to section 27 of the Local Electoral Act 2001, the Council resolves to retain the First Past the Post electoral system;

AND THAT a public notice be given as soon as practicable (and no later than 19 September 2020) of the Council's resolution and of the right of electors to demand a poll on the electoral system to be used.

CARRIED

WDC2007/03

Appointment of a Council representative - Waikato Regional Council's Lower Waikato Flood Protection Advisory Subcommittee

Agenda Item 4.2

His Worship the Mayor introduced the report.

Resolved: (Crs Patterson/Lynch)

THAT the report from His Worship the Mayor be received;

AND THAT the Council appoints Cr Noel Smith as its representative, and Cr Chris Woolerton as the alternate representative, on Waikato Regional Council's Lower Waikato Flood Protection Advisory Subcommittee;

AND FURTHER THAT the Council notes that the Governance Structure will be updated to reflect these appointments.

CARRIED

WDC2007/04

EXCLUSION OF THE PUBLIC

Agenda Item 5

Resolved: (Crs Eyre/Woolerton)

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
Item 1.1 – Approval of the Proposed Waikato District Plan Stage 2 (Natural Hazards and Climate Change) for Notification	Good reason to withhold exists under Section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)
Item 1.2 – Chief Executive's Issues		

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
1.1	7(2)(j)	To prevent the disclosure or use of official information for improper gain or improper advantage.
1.2	7(2)(g)	To maintain legal professional privilege.

CARRIED

WDC2007/05

Resolutions WDC2007/06 – WDC2007/17 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)

Approval of the Proposed Waikato District Plan Stage 2 (Natural Hazards and Climate Change) for Notification
PEX Agenda Item 1.1

It was resolved [*Resolution No. WDC2007/06*] during the public excluded section of the meeting that the report and following resolution be released into the open meeting:

Resolved: (Crs McNally/Henderson)

THAT the report from the Acting General Manager Community Growth be received;

AND THAT the Proposed Waikato District Plan Stage 2 (Natural Hazards and Climate Change) and Variation 2 to Stage 1, as attached to the staff report, be adopted and publicly notified, pursuant to sections 73 and 79 and Schedule 1 of the Resource Management Act 1991 (RMA);

AND FURTHER THAT Stage 2 and Variation 2 be publicly notified on 27 July 2020, with submissions closing on 23 September 2020;

AND FURTHER THAT the Council confirms that, in preparing Stage 2 and Variation 2, due regard has been given to the Section 32 evaluation report and the duty to consider the appropriateness of plan provisions, and that the Council is satisfied with the evaluation;

AND FURTHER THAT the Council confirms that, in accordance with Clause 4A, Schedule 1 of the RMA, a copy of the draft proposed Stage 2 and Variation 2 has been provided to the following iwi authorities (as the representatives of their respective hapuu) and consultation has been completed with them:

- Waikato-Tainui*
- Ngati Tamaoho*
- Ngati Maniapoto*
- Tainui Awhiro and*
- Hauraki Collective;*

AND FURTHER THAT the Council confirms that it has had particular regard to the advice received on the draft district plan provisions from iwi authorities, before notifying the plan and variation, and has recorded this outcome in the Section 32 evaluation report;

AND FURTHER THAT the General Manager Community Growth is authorised to amend the documents attached to the staff report prior to public notification, only to correct any minor errors that do not change the effect or meaning of the provisions, provided all changes are recorded with reasons and circulated to elected members prior to public notification;

AND FURTHER THAT the Council seal be applied to the Proposed Waikato District Plan Stage 2 (Natural Hazards and Climate Change) and Variation 2 and be signed by His Worship The Mayor and the Chief Executive following the resolution of Council and prior to notification;

AND FURTHER THAT the Council resolution and report, including attachments, be released into the Open Meeting.

CARRIED

Cr Smith abstained from voting and requested his abstention be noted.”

There being no further business the meeting was declared closed at 12.58pm.

Minutes approved and confirmed this day 2020.

AM Sanson
CHAIRPERSON

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	10 August 2020
Prepared by	Tracey King Executive Assistant
Chief Executive Approved	Y
Reference #	GOV1301
Report Title	Action Register - Open

1. EXECUTIVE SUMMARY

The purpose of this report is to receive the updated Open Action Register.

2. RECOMMENDATION

THAT the report from the Chief Executive be received.

3. ATTACHMENTS

Council Action Register - Open

38 Waikato District Council – Action Register (Open)

Date	Action	Team Responsible	Status
24 June 2020	<p>Local Government Funding Agency Changes to Foundation Policies</p> <p>Staff to recommend to LGFA that there be a process documented if a member council does not approve a requested amendment to another council's arrangements with LGFA.</p>	Operations / Finance	For amendments to occur LGFA needs all 67 member councils to sign. If a council chooses not to sign then LGFA would have the option of not lending to that council. However, LGFA has a strong preference to work with the council if there are any concerns it wanted addressed.
24 June 2020	<p>Local Government Funding Agency Changes to Foundation Policies</p> <p>Staff to confirm what “non-exclusivity of New Zealand courts” and “material adverse effect”, as referred to in the contractual documents, practically mean.</p>	Operations / Finance	<p>“Non-exclusivity of New Zealand courts” provides for disputes to be heard in New Zealand but without prejudice to the right of a party to take a dispute to the courts of another jurisdiction (if appropriate). Given the nature of the LGFA documents, this seems unlikely.</p> <p>“Material adverse effect”. Whether something would be considered to have a "material adverse effect" is context-dependent, i.e. it would depend on the facts and circumstances then existing for that particular entity.</p>
29 June 2020	<p>Adoption of the Annual Plan 2020/21 including Fees and Charges Amendments</p> <p>A workshop to be held with elected members to discuss the gender pay gap issue for staff.</p>	Operations / Finance	A workshop is planned with Councillors within the next three months.

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	July 2020
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 report from the Chief Executive be received.

3. BACKGROUND

'Our People' - Safety Leadership and Engagement

Safety and Wellness Engagement Conversations

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

A total of 162 Safety Engagement Conversations were recorded in BWare Safety Manager (BWare) for the month of June. A total of 2028 Safety Engagement Conversations were recorded in BWare for the FY19/20 year. This is 67% increase on the 1211 conversations that were recorded in FY18/19.

Health and Wellbeing

The Wellbeing Collective has continued to promote health and wellbeing initiatives over the last month including Soup Day. The Wellbeing Nucleus is holding a planning and strategy day in August to finalise the draft Wellbeing Collective Strategic Plan for 2020-2021.

Leadership and Governance

The KPMG H&S Governance Audit identified the need to provide training to those who are tasked with providing effective governance of health and safety across Council. A course to deliver this training has been identified and training has been planned for Councillors in September and the ELT shortly after.

Disciplined Management Systems

Zero Harm Strategic Plan

The Zero Harm team has undertaken a review of Council's health and safety performance and completion of activities in the Zero Harm Strategic Plan for FY19/20. Following this the draft Zero Harm "Work Safe, Home Safe" Strategic Plan for 2020/2021 has been developed. The draft plan has been shared with the Executive Leadership Team (ELT) and will be shared with the Safety Action Team (SAT) for review and approval. The draft Plan for FY20/21 is attached for reference.

Auditing and Verification

Progress is being made on implementing the 29 improvement recommendations from the external KPMG H&S Governance Review. To date 17 actions (60%) have been completed and six are underway. Action accountability and tracking to completion continues to be managed through BWare.

Event Management

Three First Aid (Severity 6) events were recorded in BWare during June. They are summarised in the following table:

Team	Task being undertaken	Associated Critical Risk	Event Description	Comments
Community Growth Analytics	Setting up home office table	N/A	Strained lower back when setting up home office table	No treatment required, minor discomfort
Animal Control	Pound duties	<i>Working with dangerous animals</i>	Slipped on wet concrete grabbed kennel door to balance and aggressive dog attacked and bit my finger	Have discussed use of mats and are investigating other potential controls.
Animal Control	Animal control duties	<i>Working with dangerous animals</i>	Removing a dog from tangled chain. Dog jumped up as I was trying to unclip its chain and the clip sliced into my thumb and nail	Team currently trialling gloves for some tasks where gloves do not increase risk or introduce new risks.

There were 15 Near Miss (Severity 7) events and one property damage event reported in June. The attached Zero Harm Dashboard illustrates safety performance for the June.

A concern has been raised over how we respond to and manage events that occur to members of the public e.g. a member of the public slips on a footpath. The Zero Harm team is currently investigating how this process is working and how requests for service are being addressed for health and safety related issues.

Managed Risks

On Road Driving – Light Vehicles

A total of 9 over speed events were recorded in June. All of these events were between 105 and 109 km per hour. Safety coaching conversations were undertaken by the relevant Team Leader or Manager.

A review of the overspeed data for FY19/20 showed that 160 over speed events were recorded during this period. When this was compared to the number of events that occurred in FY18/19 a 46% reduction has been achieved.

The current focus for the Zero Harm team remains supporting the implementation of our new telemetric vehicle management system ERoad.



Workplace Violence

Over the last month the Zero Harm team has been focused on training and implementing personal safety monitoring devices. These are a key safety critical control for managing the risk of workplace violence when our people are unable to eliminate lone working. Across Council and the Waikato District Alliance we have purchased the following additional units:

- 15 x Blackline G7C cellular personal safety devices
- 7 x Blackline G7X satellite personal safety devices



Standard operating procedures (SOPs) have been developed to detail when staff are required to take a personal safety device and also how to use the devices. Training is being implemented and completion being tracked using ProMapp. As part of the training process, team leaders or managers are also required to assess and signoff their staff as competent. Records of competency are also being managed using the ProMapp Training Module.

The issue of councilor safety particularly around travelling to night meetings alone has been raised and recorded as a near miss. A working alone risk assessment has been completed and the Zero Harm team are working with the councilor involved to consider how we support councilors in this situation.

Asbestos

Work is continuing on the management of the critical risk of asbestos. Asbestos management surveys have recently been completed at the following locations:

- Raglan Holiday Park
- Hakanoa Holiday Park

The Community Projects Development Team has engaged a contractor to undertake asbestos management surveys of another seven Council owned buildings.

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	Consult	Involve	Collaborate	Empower
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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.

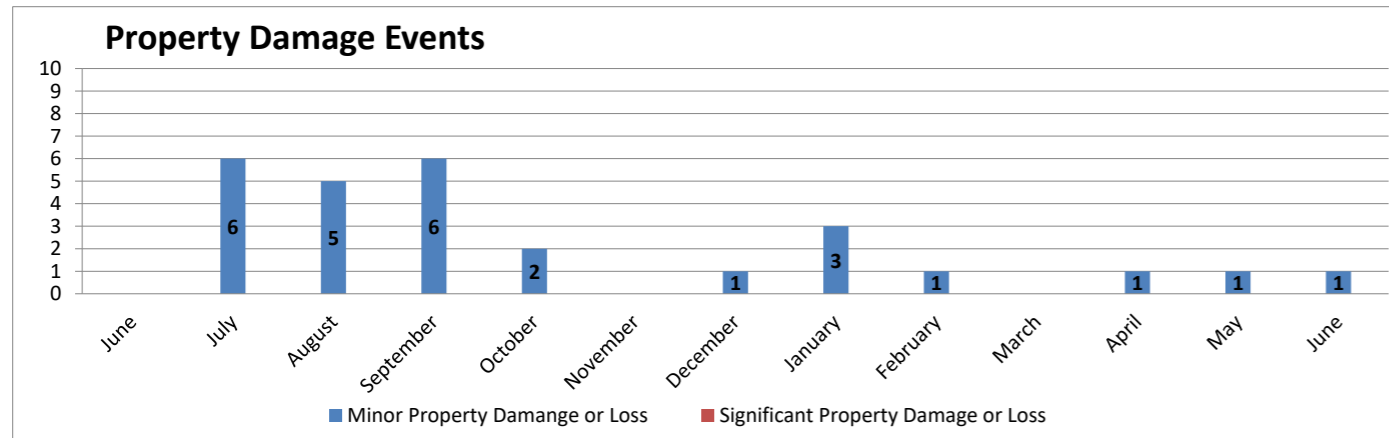
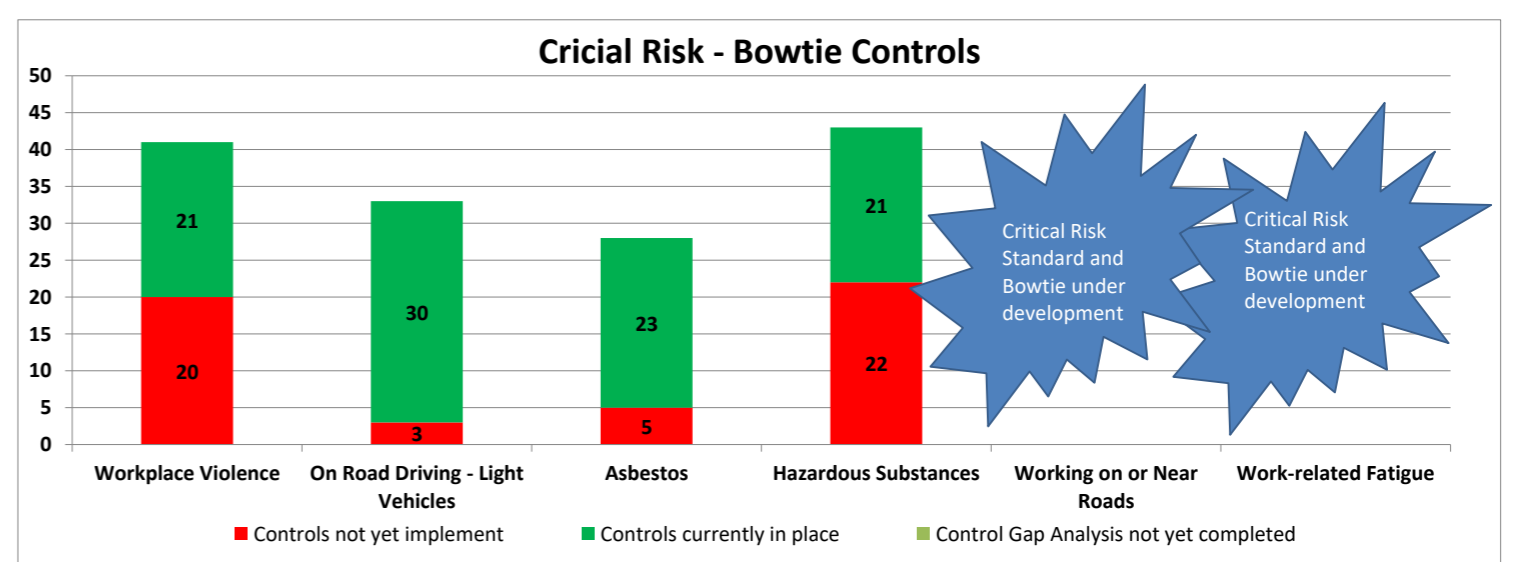
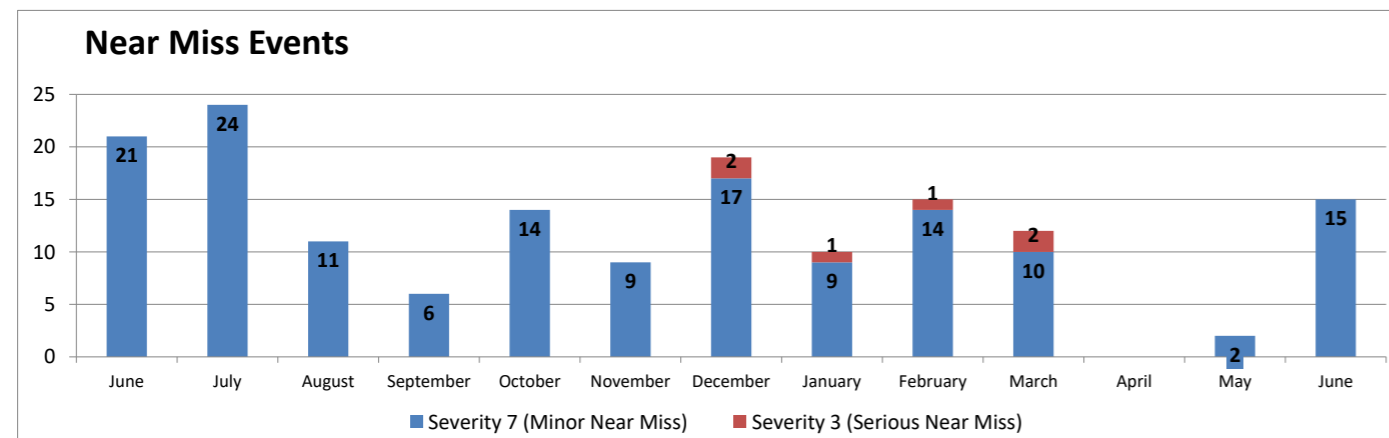
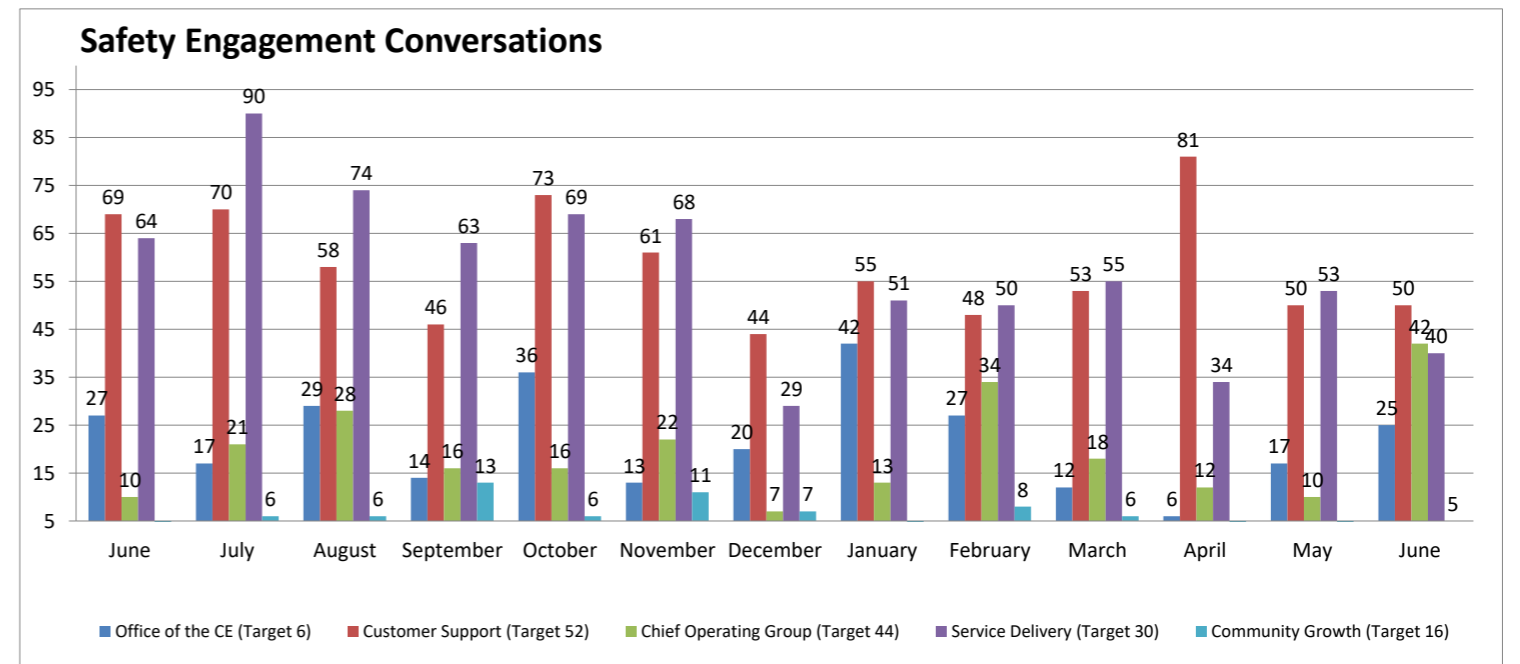
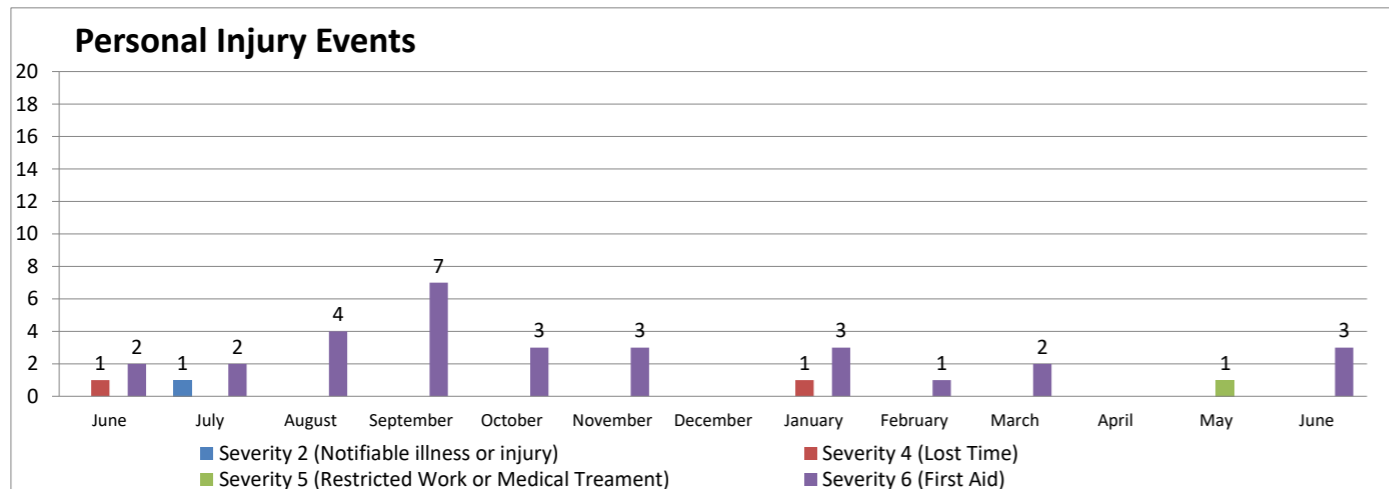
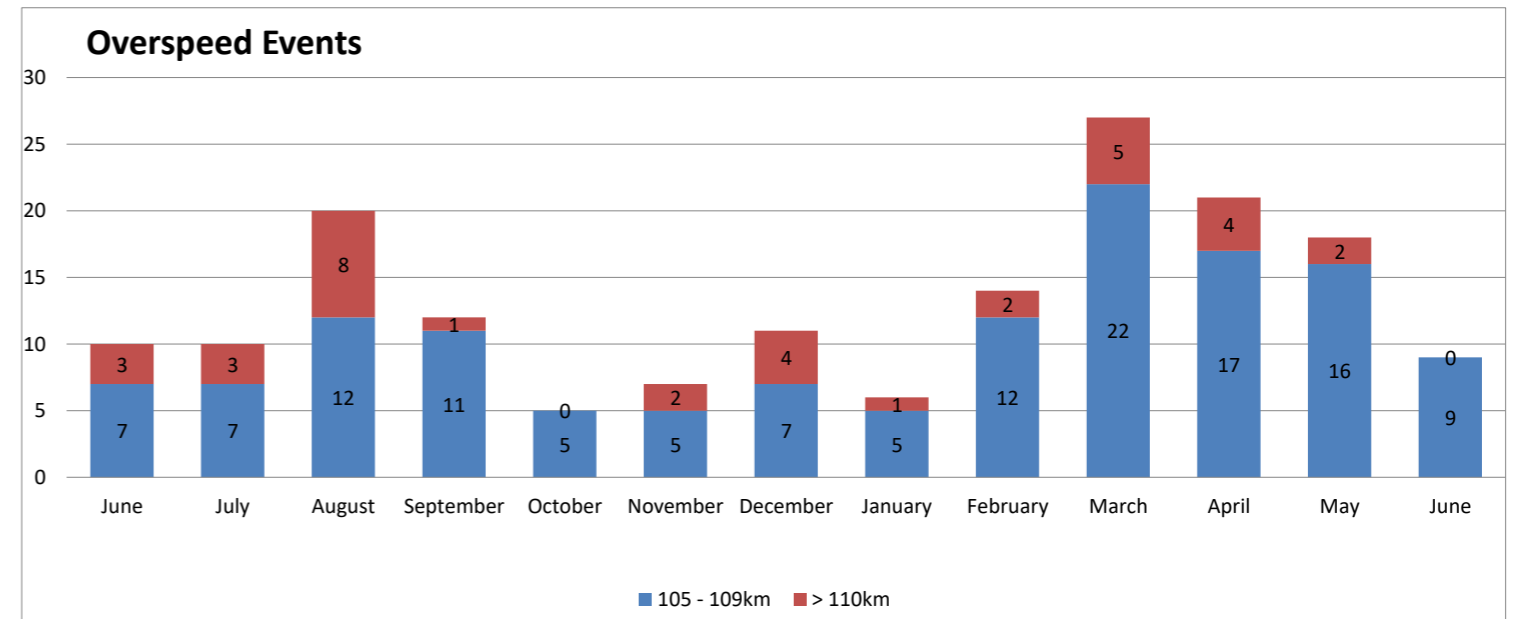
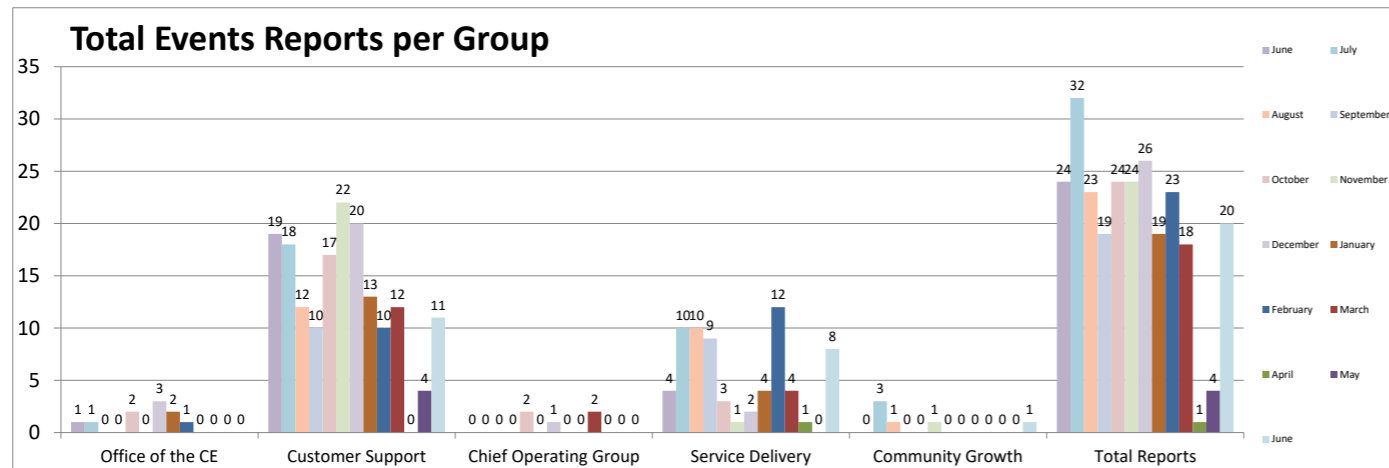
7. ATTACHMENTS

Zero Harm Dashboard June 2020

Draft Zero Harm “*Work Safe, Home Safe*” Strategic Plan for 2020/2021

Zero Harm Dashboard - June 2020

As at 23 July 2020



“Work safe, home safe”

Vision (Mission)

Mahi Tika Kaainga ora “Work Safe Home Safe”

We are committed to pursuing a culture of Zero Harm by eliminating or managing health, safety and wellbeing risks. We believe that :

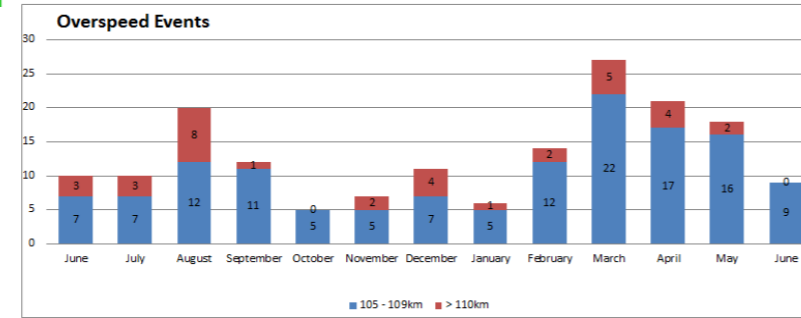
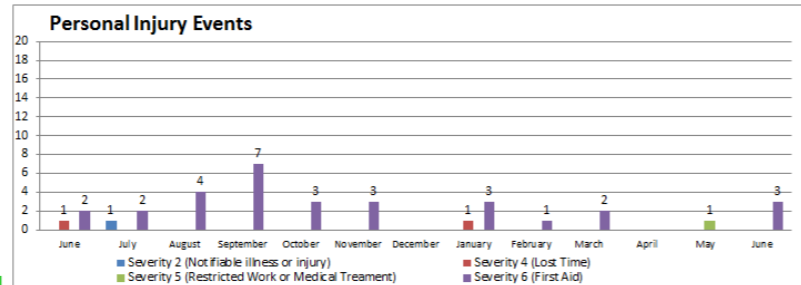
- By looking after ourselves and others we will return home safe every day
- Health and safety is everyone’s non-negotiable responsibility
- Work should only start when all safety critical controls are in place



Performance, gaps and targets (Key Challenges) Where are we?

2019 / 2020 Performance

- 3 Total Recordable Injuries (TRIs) (63% reduction on 18/19)
- 264 events reported in BWare (21% reduction on 18/19)
- 160 Over speed events (46% reduction on 18/19)
- 32 Over speed events at greater than 110km (52% decrease on 18/19)
- 1 WorkSafe NZ Notifiable Injury event (Slip at Huntly Pool)
- The number of safety engagement conversations being held has increased (67% increase on 18/19)



Gaps

- Our documented H&S Management System is still being developed
- We have limited visibility of our legislative obligations and assurance of compliance to these obligations
- A number of people leaders have not received safety leadership training
- Implementation of our critical risk standards and bowtie control plans has been slower than planned

Reflection on activities (2019/2020) (Key Activities) How did we perform?

Theme	Rating	Key result/meaning?
People	Green	The Safety Action Team (SAT) received Health and Safety Representative Stage 1 Training. Work Safe, Home Safe 2020 Week was successfully delivered in accordance with the project plan. 75% of the organisation completed the on-line Zero Harm Induction refresher assessment. Zero Harm continued to support the Wellbeing Collective and wellbeing activities were integrated into the Work Safe Home Safe week. Personal health testing and influenza vaccinations were offered to all staff and uptake was similar to FY18/19.
Disciplined Management Systems	Green	Have continued to develop our documented Zero Harm Safety Management System (ZHSMS) with 17 procedures now implemented. The ZHSMS is now being developed to meet the requirements of AS/NZS ISO 45001:2018. New additions include Hazard & Risk Management, Volunteer Worker Management, Training and Competency and Worker H&S Induction. Significant progress continues to be made reviewing current physical works contractor H&S plans. Work is still continuing on our documented contractor health and safety management procedures. Workgroup hazard registers continued to be reviewed and updated. BWare continues to be used successfully for the management of all risks, hazards, events and corrective actions.
Managed Risks	Yellow	A documented management standard was developed for On Road Driving and the Workplace Violence standard was revised to include training requirements. Due to Covid 19 no work was undertaken on the development of the Working on or Near Roads or Work-related Fatigue management standards. Implementation of controls for the first four critical risks has continued to progress. Significant progress has been made on the implementation of controls for managing the risk of working alone.

“Work Safe, Home Safe ” 2020/2021 (Team Objectives, Tactics, Projects and Targets)

Goal	Activities	Lead	Q1	Q2	Q3	Q4
Our People	1. Develop Safety Leadership and Culture Management Standard	ZHT	█			
	2. Undertake a Safety Leadership survey with all People Leaders	ZHT		█	█	
	3. Further develop and deliver Safety Leadership training programme for People Leaders	ELT/ ZHT			█	█
	4. Work Safe, Home Safe 2021 Campaign developed and deployed to all workers and councillors	ZHT		█	█	
	5. Support and promote the activities detailed in the Wellbeing Collective 2020 Plan	ZHT	█	█	█	█
Disciplined Management Systems	1. Develop and deploy “Work Safe, Home Safe” Compliance Calendar	ZHT	█	█		
	2. Develop and implement the Zero Harm Management System Framework to AS/NZS ISO 45001:2018	ZHT	█	█	█	█
	3. Develop and implement Contractor H&S Management Standard	ZHT	█	█	█	█
	4. Implement the H&S Training and Competency Management Standard	ZHT	█	█	█	█
	5. Develop and implement Safe Systems of Work— Job Safety Analysis (JSA) Management Standard	ZHT			█	█
	6. Develop and implement ZHSMS auditing programme	ZHT			█	█
	7. Develop and implement H&S Legislative Obligations Register and assurance process	ZHT, ELT, Legal			█	█
Managed Risks	1. Implement Bowtie Controls for Hazardous Substances, Workplace Violence, Asbestos and On Road Driving Critical Risks	ZHT	█	█	█	█
	2. Develop Critical Risk Standard and Bowtie for Working on or Near Roads	ZHT		█		
	3. Develop Critical Risk Standard and Bowtie for Work-related Fatigue	ZHT			█	
	4. Develop Critical Risk Standard and Bowtie for Work-related Stress	ZHT				█
	5. Develop Critical Risk Standard and Bowtie for Working with Firearms	ZHT	█			

Zero Harm “Work Safe, Home Safe” Strategic Plan 2020/2021

KEY PERFORMANCE INDICATORS

Objective and detail	Target (+/- 15%)	Unit	Deadline	Completed
1. Undertake Safety Leadership survey with all People Leaders	74	Surveys completed	31st March 2021	
2. Further develop and deliver Safety Leadership Training programme for People Leaders	74	People Leaders trained	30th June 2021	
3. Work Safe, Home Safe 2021 campaign developed and deployed including induction refresher training	260+	People completing induction re-fresher training	31st March 2021	
4. Support and promote the activities detailed in the Wellbeing Collective 2020 Plan including the delivery of personal health testing	128+	Personal health tests completed	31st March 2021	
5. Support and promote the activities detailed in the Wellbeing Collective 2020 Plan including the delivery of annual influenza vaccinations	96+	Flu vaccinations completed	30th June 2021	
6. Continue to review and further develop the Zero Harm Safety Management System Framework including standards and procedures to AS/NZS ISO 45001:2018	25+	Standards/procedures developed	30th June 2021	
7. Develop and implement Safe Systems of Work—Job Safety Analysis Management Standard		Standard developed	30th June 2021	
8. Develop and implement Zero Harm Safety Management System auditing programme	2+	Event Management and Contractor Management Audits completed	30th June 2021	
9. Implement Bowtie Controls for Hazardous Substances	80%+	Controls implemented	30th June 2021	
10. Implement Bowtie Controls for Workplace Violence	80%+	Controls implemented	30th June 2021	
11. Implement Bowtie Controls for Asbestos	90%+	Controls implemented	30th June 2021	
12. Implement Bowtie Controls for On Road Driving	100%	Controls implemented	30th June 2021	

Open Meeting

To	Waikato District Council
From	His Worship the Mayor Allan Sanson
Date	10 August 2020
Prepared by	Brendan Stringer Democracy Manager
Chief Executive Approved	Y
Reference #	GOV1318
Report Title	LGNZ AGM Delegates

I. EXECUTIVE SUMMARY

The purpose of this report is for Council to appoint its delegates to the LGNZ Annual General Meeting, being held in Wellington on 21 August 2020.

The agenda for the AGM has yet to be received at the time of writing the report – this will be circulated to elected members once received. The AGM will include voting on the various remits that have been previously circulated to elected members, including the Council’s remit in relation to changing quorum requirements for local authority meetings.

Due to Covid-19, the conference and Excellence Awards that usually accompanies the AGM will be postponed until 2021.

It is proposed that the Council’s delegation to the AGM be His Worship the Mayor and Deputy Mayor, which reflects the usual practice for AGMs. The delegates will report back to the Council after the event.

2. RECOMMENDATION

THAT the report from His Worship they Mayor be received;

AND THAT the Council appoint:

- a. His Worship the Mayor as the presiding delegate; and**
- b. the Deputy Mayor as the alternate delegate,**

for the 2020 Local Government New Zealand Annual General Meeting.

3. ATTACHMENTS

NIL

Open Meeting

To	Waikato District Council
From	Clive Morgan General Manager Community Growth
Date	31 July 2020
Prepared by	Betty Connolly Senior Planner Community Development
Chief Executive Approved	Y
Reference #	GOV1301 / 2638829
Report Title	Heritage Assistance Fund – Additional application for consideration

I. EXECUTIVE SUMMARY

The purpose of this report is to advise Councillors of an additional application to the Heritage Assistance Fund, that was missed from being assessed with the previous applications and allocation of funds at the Council meeting on 29 June 2020. Due to this funding application being inadvertently misplaced over COVID, to improve the customer experience staff present this report now for recommendation, rather than delaying it until the 2 September 2020 meeting of the Strategy and Finance Committee, which has delegation for this matter.

The fund, as at 30 June 2020, stands at \$98,525.00. On 29 June 2020, Council allocated \$98,523.48 of the fund (resolution WDC2006/25) to the applications received. If approved this application can be funded from the 2020/2021 financial year which has a budget of \$20,051.00.

2. RECOMMENDATION

THAT the report from the **General Manager Community Growth** be received;

AND THAT Council approves the amount of **\$4,000.00** be allocated from the **Heritage Assistance Fund budget 2020/2021 financial year** as below:

Heritage Property	Amount Requested	Recommended Grant	Conditions of Grant
Raglan Congregational Church	\$5,356.61	\$4,000.00	A 'before and after' photographic record of the repair work and reroofing to be provided when the grant is uplifted. Digital images to be dated and labelled.

3. BACKGROUND

The Heritage Assistance Fund was open for applications from 7 February 2020 to Friday 20 March 2020. Council staff had discussions with the applicant, Mr Wooderson, prior to the fund closing and were advised that an application was pending. Upon receiving the application, staff noted and filed this application, however the application was not included in the package sent for assessment to the heritage consultant. Mr Wooderson subsequently contacted staff in recent weeks. This was when it was realised that the application had inadvertently been misplaced. The application was again provided to Council and sent to the heritage consultant, Dr Ann McEwan, for evaluation. Dr McEwan's evaluation of the assessment is attached in email form.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

Councillors are aware of this fund and the options were fully outlined in the report presented to Council on 29 June 2020. This application has been considered on its merits in a similar evaluation as previous applications.

4.2 OPTIONS

Council has the option of declining this application. Staff however do not consider that to be appropriate, given the disruption that occurred during the COVID lockdown which likely resulted in the misplacement of the original application.

5. CONSIDERATION

5.1 FINANCIAL

The amount can be funded from the 2020/2021 budget which is \$20,051.00.

5.2 LEGAL

There are no legal issues that require Council to review this application outside of the normal funding round. It is, however, a service to the customer that we do so, due to the error in processing that was made within Council.

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

As stated in the previous report, the distribution of money under The Heritage Assistance Fund is in alignment with the WDC Heritage Policy and WDC Heritage Strategy.

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

Highest levels of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<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 (provide evidence / description of engagement and response)
		✓	Households
			Business
			Other Please Specify

6. CONCLUSION

The 2020 Heritage Assistance Fund allocation of monies was resolved by Council on 29 June 2020. Based on an application being misplaced, that has now been assessed and recommended to be funded, staff consider it appropriate that Council approve the application as attached.

7. ATTACHMENT

Assessment of the application by Heritage Consultant Dr Ann McEwan

Betty Connolly

From: Ann McEwan [REDACTED]
Sent: Wednesday, 29 July 2020 10:12 a.m.
To: Betty Connolly
Cc: Lianne Van Den Bemd
Subject: Re: funding
Attachments: WDC Historic heritage item record form - Congregational Church, Raglan - B ranking copy.docx

Morena

Better late than never I guess 😊

I hope this email will suffice in regard to the application for heritage assistance funding from the members of the Congregational Church in Raglan.

The applicant seeks funding support to repair and maintain the building, by replacing some rotten weatherboards and then repainting the timber section of the building, which dates to 1895.

The applicant is seeking \$5,497.83 exclusive of GST to cover the cost of a carpenter, scaffolding and paint. The applicant offers an estimated \$6,000 in kind, representing the volunteer labour of church members to repaint the relevant section of the building. [Based on a professional painter's hourly rate of \$50 + GST, this estimated 'in kind' sum equates to 120 hours.]

The quote for Resene paint does not add up to the stated amount – rather the total should be \$1836.10. [See page 12 of the application] It is not clear whether this sum is inclusive or exclusive of GST.

Assuming that the GST inclusive price for the paint should be \$1836.10, the GST exclusive sum requested by the applicant for paint should be \$1,596.61. This would mean the total requested by the applicant to cover the cost of the carpenter, scaffolding and paint exclusive of GST should be \$5,356.61.

Repairs, maintenance and painting are permitted activities in the district plan for scheduled heritage items. As the applicant states, maintaining a heritage church in order for it to remain weathertight and useful is highly desirable and laudable.

The estimate of volunteer labour to paint the timber walls of the church appears to be somewhat inflated, given that it seems unlikely it would take a professional painter, working alone, three weeks to complete this job.

My recommendation, given that the project certainly merits support, is for a sum of \$4,000.00 excl of GST. This would equate to a c.50% grant based on the revised sums of \$5,356.61 [excl GST] for external costs and an estimated 'in kind' offer of labour in the amount of \$3,000 [excl GST]. [I have calculated this latter sum on the basis of a professional painter charging \$50 / hour [excl GST] and taking 60 hours to do the work.

Sing out if you require any further input.

Best wishes

Ann 😊

--
 Dr Ann McEwan
 Heritage Consultancy Services

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	10 August 2020
Prepared by	Brendan Stringer Democracy Manager
Chief Executive Approved	Y
Reference #	GOV1301
Report Title	Exclusion of the Public

I. RECOMMENDATION

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
1.1 – Confirmation of Minutes 1.2 – Confirmation of Extraordinary Minutes	Good reason to withhold exists under Section 6 or Section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)
2.1 – Actions Register		

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
1.1		Refer to the previous Public Excluded reason(s) in the Agenda for that meeting.
1.2		Refer to the previous Public Excluded reason(s) in the Agenda for that meeting.
2		Refer to the previous Public Excluded reason(s) in the Agenda for that meeting.