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Minutes for a meeting of the Policy & Regulatory Committee of the Waikato District Council held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **TUESDAY, 14 JUNE 2022** commencing at **9.30am**.

**Present:**

Cr JD Sedgwick (Chairperson)  
His Worship the Mayor, Mr AM Sanson  
Cr AD Bech  
Cr C Eyre  
Cr JM Gibb (*left at 10.56am*)  
Cr SL Henderson  
Cr RC McGuire  
Mrs Moana-Tuwangai  
Cr FM McInally  
Cr EM Patterson  
Cr JD Sedgwick  
Cr NMD Smith  
Cr LR Thomson  
Cr CT Woolerton

**Attending:**

Mr T Whittaker (Chief Operating Officer)  
Ms A Diaz (Chief Financial Officer)  
Mrs S O’Gorman (General Manager Customer Support)  
Mr R MacCulloch (General Manager Service Delivery)  
Mr C Morgan (General Manager Community Growth)  
Ms G Shaw (Democracy Advisor)  
Ms M Russo (Corporate Planning Team Leader)  
Ms A Sayer (Policy Advisor)  
Mr J Ebenhoh (Planning & Policy Manager)  
Ms H Beaven (Corporate Planner)  
Mr R Bayer (Team Leader Roading)

**APOLOGIES AND LEAVE OF ABSENCE**

**Resolved: (Crs Thomson/Gibb)**

**THAT the Policy & Regulatory Committee accepts the apologies from Cr Church and Cr Lynch for non-attendance.**

**CARRIED**

**P&R2206/01**

## **CONFIRMATION OF STATUS OF AGENDA ITEMS**

**Resolved: (Crs Eyre/McInally)**

**THAT:**

- a) the agenda for a meeting of the Policy & Regulatory Committee held on Tuesday, 14 June 2022 be confirmed; and
- b) all items therein being considered in open meeting, with the exception of those items detailed at agenda items 7, which shall be considered with the public excluded; and
- c) all reports be received.

**CARRIED**

**P&R2206/02**

## **DISCLOSURES OF INTEREST**

There were no disclosures of interest.

## **CONFIRMATION OF MINUTES**

**Resolved: (Crs Eyre/Bech)**

**THAT the minutes for the meeting of the Policy & Regulatory Committee held on Tuesday, 3 May 2022 be confirmed as a true and correct record.**

**CARRIED**

**P&R2206/03**

## **ACTIONS REGISTER**

Agenda Item 5

The report was received [*P&R2206/02 refers*] and the following discussion was held:

- Staff would investigate provision of an organisational staff contact list for Councillors.

## **REPORTS**

### **Chief Executive's Business Plan**

#### **Agenda Item 6.1**

The report was received [*P&R2205/02 refers*] and the following discussion was held:

- The Chief Operating Officer presented the report in the Chief Executive's absence.
- Council hosted a 'Reconnection Week' with all staff. The event was held over the course of four days, with every Council staff member invited back on site (in the Ngaruawahia office) to reconnect with colleagues and celebrate successes we've had under trying circumstances.
- Council introduced staff to new physical spaces on site – e.g., 'Project Place', 'Community Lane' and 'Wellness Way'. These spaces were to keep employees connected as to why we work for Council and acknowledge the person each employee is, both at work and outside of work.
- The week was a celebration of all Council staff and projects. We also celebrated achievements staff had experienced outside of work.
- Council held a session on the future of local government to provide reassurance to staff around potential changes that may occur in this space.
- Reconnection week also gave new staff (who started at Council within the last six months during the Omicron outbreak) the opportunity to meet in-person and connect with the physical office space.
- Councillors noted that people work better with people and people need people, therefore, the reconnection week was a beneficial initiative.
- Mrs Moana-Tuwhangai queried what had changed within Council operations as a result of COVID-19? The Chief Operating Officer confirmed COVID-19 had challenged Council to operate differently and moved progress forward around the flexible working policy. Some teams also rapidly converted from completely paper-based operations to online.
- As a result of COVID-19, Council has had to dial up its pace of change. The new customer portal is an example of this.
- Councillors noted they would like a reconnection of their own so that Councillors could have a tour on-site to see the new spaces.
- Councillors requested the words, and lessons, for the updated waiata.

**ACTION:** Staff to explore possibility of a 'Reconnection' event for Councillors, including an on-site tour (similar to the staff reconnection week tour). Staff also to provide Councillors with words to the new waiata, as well as arrange a session to learn the song.

## Policy and Bylaw Review Programme

### Agenda Item 6.2

The report was received [*P&R2206/02 refers*] and the following discussion was held:

- Staff had worked on updating several bylaws and policies since May 2022, including the Local Alcohol Policy.
- Reviews of the Public Places, Reserves and Beaches, Cemeteries, Trade Waste and Wastewater bylaws had commenced and were at varying stages in the review process.
- A review of the Cemeteries Bylaw was in the very early stages.
- The review of the Trade Waste and Wastewater Bylaw had commenced. A workshop took place on 3 May 2022 and early engagement had commenced.
- After the May workshop on the Local Alcohol Policy, a decision was made to undertake early engagement with the community to understand their views on the number of bottle stores in the district. Research work was also being undertaken on issues with alcohol in the district i.e., health and crime impacts.
- A light review of Road Closure for Motor Sport Events Policy 2012 policy took place with only minor changes proposed. However, staff had decided to not progress the policy review and instead wait for the Events Strategy and Policy to be developed before undertaking a comprehensive review. The Events Strategy and Policy would not be started until the next triennium. The current policy was fit for purpose in terms of upcoming motor sport events.
- There had been approximately 100 community responses to the Local Alcohol Policy review.
- Staff had been trying work through and resolve as many policy reviews as possible prior to the next triennium.
- Councillors queried if staff believed they had been clear enough with the public around what pre-engagement meant? E.g., that it did not necessarily mean they had made a formal submission. Councillors felt there had been a significant breakdown in the Communications/Engagement areas relating to how pre-engagement versus final engagement/formal submissions were explained to the public.
- Staff confirmed Council was required to consult on the Local Alcohol Policy regardless of whether we make any changes to the existing policy or not.
- Are we making progress around how Council focuses the public's attention and minimises over-engagement? There was a suggestion that Council could ask those who participate in early engagement if they would like their contribution to become a formal submission. Staff confirmed that involving the public in hearings as a first point of engagement could feel too formal for some people. Pre-consultation also allows an initial gathering of ideas for staff to consider before proceeding with a more formal process.
- Councillors were trying to have a constructive discussion around how to support the Policy Team during this period of policy review.

- Councillors confirmed they were not against the pre-consultation process but felt there needed to be a better explanation and improved management of the process to ensure it could run more smoothly.
- The Chief Operating Officer would consider the need for a workshop to be held regarding the broader processes around policy and bylaws, and how the Councillors could better support staff throughout these processes. It was a work programme that had been all consuming for the team and this would be a real opportunity for us to work collectively around this matter.

**ACTION:** Chief Operating Officer to investigate holding a workshop around the broader processes around policy and bylaws and how Councillors can support staff throughout the process. It would be an opportunity for Councillors and staff to work collectively on this matter.

### Revocation of Policies Agenda Item 6.3

The report was received [P&R2206/02 refers] and the following discussion was held:

- Policies are key decision-making documents and therefore needed to be kept up to date to ensure that decisions being made were appropriate and consistent. The policies identified are no longer required as they have either been superseded by other documents or are deemed out-of-date and unnecessary.
- Council had 55 governance policies of which three were overdue for review and 23 were under review. Best practice was that policies be reviewed every three years. However, to progress the policy review programme, policies would be reviewed at five-yearly intervals until three-yearly intervals became more manageable.
- Staff sought approval to revoke the Control of Business Advertising Signs/Displays in Public Places Policy 1998, District Minor Improvement Programme Policy 2011, and the Lump Sum Payment Policy (Rates) 2004.

### **Resolved: (Crs Patterson/Bech)**

**THAT the Policy and Regulatory Committee recommends to Council that the policies listed below be revoked with immediate effect:**

- Control of Business Advertising Signs/Displays in Public Places Policy 1998;**
- District Minor Improvement Programme Policy 2011; and**
- Lump Sum Payment Policy (Rates) 2004.**

**CARRIED**

**P&R2206/04**

## Adoption of the Proposed Livestock Movement Bylaw 2022

### Agenda Item 6.4

The report was received [P&R2205/02 refers] and the following discussion was held:

- Purpose of the report was to seek approval for the Policy and Regulatory Committee to recommend to Council the adoption of the Livestock Movement Bylaw 2022.
- Councillors and the Mayor commended staff on the process and a great outcome we had with this bylaw, including the support of the Federated Farmers.
- We received an outcome that was beneficial for multiple parties – e.g., the community, farmers, motorists, etc. Some may still have had concerns, but it was a matter of compromise.
- The journey had been several years in the making and was a good example of thinking through the issues and being able to work them through with limited time pressure.
- Councillor Woolerton did not agree with removing the 16-year-old minimum age of a competent person when moving stock across roads.

**Resolved: (Crs Smith/Patterson)**

**THAT the Policy and Regulatory Committee:**

- a. notes that the changes have been made to the Livestock Movement Bylaw 2022 (track changes) (Attachment 1) and Livestock Movement Bylaw (no track changes) (Attachment 2), as directed by the Committee on 4 April 2022;**
- b. recommends to Council that Council reaffirms, in accordance with Section 155 of the Local Government Act 2002, a bylaw is the most appropriate way of addressing the perceived problem;**
- c. recommends to Council that Council determines that, in accordance with section 155 of the Local Government Act 2002**
  - i. the proposed bylaw is the most appropriate form of bylaw; and**
  - ii. the bylaw does not give rise to any implications under the New Zealand Bill of Rights Act 1990**
- d. recommends to Council that the Livestock Movement Bylaw 2022 (Attachment 2) be adopted; and recommends to Council that the policies listed below be revoked with immediate effect:**
  - i. ‘Stock Underpasses – Financial Assistance Policy 2002’ (Attachment 3)**
  - ii. ‘Livestock Movement Policy 2011’ (Attachment 4)**
  - iii. ‘Stock Underpass Policy 2006 (Attachment 5).**

**CARRIED**

**P&R2206/05**

Councillor Woolerton requested his dissenting vote against the above resolution be recorded.

