

Finance and Corporate Committee Agenda -18 August 2020



Council Chambers, Waipa District Council, 101 Bank Street, Te Awamutu

Chairperson
AW Brown

Members
His Worship the Mayor JB Mylchreest, EM Andree-Wiltens, EM Barnes, LE Brown, PTJ Coles, RDB Gordon, ML Gower, SC O'Regan, MJ Pettit, EM Stolwyk, CS St Pierre, BS Thomas, GRP Webber

18 August 2020 09:00 AM - 05:00 PM

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6. Health and Safety Four Month Report; March to June 2020 Inclusive	Health & Safety Advisor, B Taylor	09:09 AM-09:24 AM	15
7. Amendment to Elected Member Expense and Allowance Rules	Manager Governance, J Gread	09:24 AM-09:29 AM	30
8. Rates Debt Recovery	Revenue Team Leader, K McNamara	09:29 AM-09:39 AM	48
9. Quarterly Property Services Report	Manager Property Services, J Miles	09:39 AM-09:59 AM	53
10. Mighty River Domain Temporary Liquor Bans for 2020/2021 Season	Manager Property Services, J Miles	09:59 AM-10:04 AM	62

11.	Resolution to Exclude the Public	Chairperson	10:04 AM-10:06 AM	70
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APOLOGIES



DISCLOSURE OF MEMBERS' INTERESTS

Members are reminded to declare and stand aside from decision making when a conflict arises between their role as an elected member and any private or other external interest they may have.

FINANCE AND CORPORATE COMMITTEE AGENDA



LATE ITEMS

Items not on the agenda for the meeting require a resolution under section 46A of the Local Government Official Information and Meetings Act 1987 stating the reasons why the item was not on the agenda and why it cannot be dealt with at a subsequent meeting on the basis of a full agenda item. It is important to note that late items can only be dealt with when special circumstances exist and not as a means of avoiding or frustrating the requirements in the Act relating to notice, agendas, agenda format and content.

FINANCE AND CORPORATE COMMITTEE AGENDA



CONFIRMATION OF ORDER OF MEETING

Recommendation

That the order of the meeting be confirmed.

FINANCE AND CORPORATE COMMITTEE REPORT



To: The Chairperson and Members of the Finance and Corporate Committee

From: Governance

Subject: **CONFIRMATION OF MINUTES**

Meeting Date: 18 August 2020

1 EXECUTIVE SUMMARY

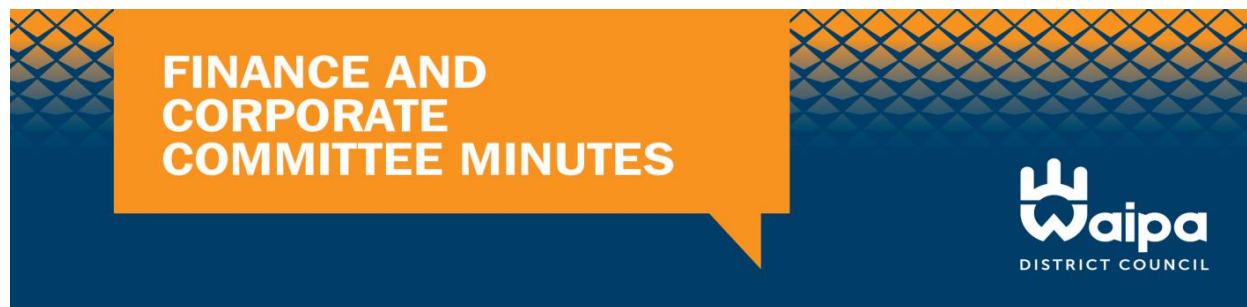
To confirm the minutes of the Finance and Corporate meeting held on Tuesday 16 June 2020.

2 RECOMMENDATION

That the open minutes of the Finance and Corporate Committee meeting held on 16 June 2020, having been circulated, be taken as read and confirmed as a true and correct record of that meeting.

3 ATTACHMENTS

Finance and Corporate Open Minutes – 16 June 2020



Finance and Corporate Committee Open Minutes - 16 June 2020

16/06/2020 | 01:00 PM - 02:16 PM - NZST

Council Chambers, Waipa District Council, 101 Bank Street, Te Awamutu

Attendees (14)

Jim Mylchreest; Philip Coles; Grahame Webber; Lou Brown; Bruce Thomas; Elwyn Andree-Wiltens; Susan O'Regan; Mike Pettit; Roger Gordon; Andrew Brown; Hazel Barnes; Marcus Gower; Clare St Pierre; Liz Stolwyk

Apologies

There were no apologies.

Disclosure of Members' Interests

There were no new disclosures.

Late Items

Te Awa Cycleway (Avantidrome to Hamilton) Funding – Public Excluded

In accordance with section 46A(7) of the Local Government Official Information and Meetings Act 1987 and Standing Order 9.12, a procedural resolution is required before a major item that is not on the agenda for the meeting may be dealt with.

In accordance with section 46A(7)(b)(i) the reason why the item was not on the agenda is because the information in relation to costings of this project became available after the agenda had been distributed.

In accordance with section 46A(7)(b)(ii) the reason why discussion of this item cannot be delayed until a subsequent meeting is because the matter needs to be considered with urgency as part of Council's COVID-19 recovery response. This project is part of the 'shovel ready projects' funding process which need to be ready to proceed if it progresses to the next stage to ensure that we remain eligible for this funding, this is likely to require NZTA approval and this application must be lodged with NZTA before the



next Council or Committee meeting. Even if unsuccessful in the 'shovel ready projects' funding the project would still require NZTA approval and would need to be lodged in the same timeframe.

RESOLVED

03/20/19

*That the Finance & Corporate Committee **CONSIDERS** the report titled 'Te Awa Cycleway (Avantidrome to Hamilton) Funding' as a major item not on the agenda, pursuant to Section 46A(7)(a) of the Local Government Official Information and Meetings Act 1987, to enable a timely decision to be made.*

Councillor Webber / Councillor O'Regan

Confirmation of Order of Meeting

RESOLVED

03/20/20

That the order of the meeting be confirmed.

Councillor Stolwyk / Councillor Thomas

Confirmation of Minutes

RESOLVED

03/20/21

That the open minutes of the Finance and Corporate Committee meeting held on 19 May 2020, having been circulated, be taken as read and confirmed as a true and correct record.

Councillor St Pierre / Councillor L. Brown

Financial Report for the Period Ended 31 May 2020

The financial position for the period ending 31 May 2020 was presented by Financial Accountant, Nada Milne.

**RESOLVED**

03/20/22

That the information contained in the 'Financial Report for the Period Ended 31 May 2020' (document number 10411203), of Nada Milne, Financial Accountant, be received.

Councillor St Pierre / Councillor Gordon

27-19-18 Cambridge Wastewater Treatment Plant Desludging Contract – Increase to Approved Contract Sum

Programme Manager (Project Delivery) Marie McIntyre took the report as read and answered questions of the Committee.

A query was raised as to why the liner upgrade works were not considered an essential service. Ms McIntyre advised that in accordance with central government's directive, the only option was to maintain current contracts. During the Covid-19 restrictions, all capital works were ceased as they were deemed non-essential. In light of this, the management of the sludge continued in the interim.

Staff recommended that the existing contract sum for Contract 27-19-18, Rob Burrell Ltd, is increased by \$448,000 from \$2,846,400 to \$3,294,400, and that this is funded from the 2020/21 Cambridge Wastewater Treatment Plant Upgrade budget PR1436.

RESOLVED

03/20/23

That

- a) *The report '27-19-18 Cambridge Wastewater Treatment Plant Desludging – Increase to Approved Contract Sum' (10392870), of Marie McIntyre, Programme Manager Project Delivery, be received;*
- b) *The Finance and Corporate Committee approves to increase the contract sum for Contract 27-19-18 Cambridge Wastewater Treatment Plant Desludging from TWO MILLION, EIGHT HUNDRED AND FORTY SIX THOUSAND AND FOUR HUNDRED DOLLARS (\$2,846,400.00) to THREE MILLION, TWO HUNDRED AND NINETY FOUR THOUSAND, FOUR HUNDRED*



DOLLARS (\$3,294,400.00), excluding GST, inclusive of contingency sum, to be funded from Project Code PR1436; and

- c) *The Chief Executive be given delegated authority to authorise and sign the associated contract documents.*

Councillor St Pierre / Councillor Gower

Lease of Former Leamington Bowls Club Building

Property Services Team Leader, Bruce Nunns took the report as read and provided a highlight of the report and the staff recommendation. No questions were asked.

The Committee were in support of the Leamington Bowls Club building lease going to Greater Waikato Railway Modellers Incorporated.

RESOLVED

03/20/24

That –

- a) *The ‘Lease of Former Leamington Bowls Club Building’ report (document number 10404532) of Bruce Nunns, Property Services Team Leader be received;*
- b) *The Finance and Corporate Committee approve the public notification of Council’s intention to enter into a lease with the Greater Waikato Railway Modellers Incorporated in relation to the former Leamington Bowls Club building on the Leamington Domain recreation reserve, Cambridge being Allotment 569 Town of Cambridge West, for a term of five (5) years plus two (2) rights of renewal of five (5) years each, in accordance with sections 54, 119 and 120 of the Reserves Act 1977;*
- c) *Subject to no objections being received for the Committee to consider in accordance with section 120 of the Reserves Act 1977, the Committee approve the granting of a new lease of the former Leamington Bowls Club building on the Leamington Domain recreation reserve, Cambridge being Allotment 569 Town of Cambridge West, to the Greater Waikato Railway Modellers Incorporated subject to Council’s standard community lease terms and such other conditions as*



may be considered appropriate, in accordance with sections 54(1)(b), 119 and 120 of the Reserves Act 1977; and

- d) *Subject to Council, in exercising the delegated powers of the Minister as contained in the Instrument of Delegation to Territorial Authorities dated 12 June 2013, consenting to the grant of the lease, the Group Manager Business Support be authorised to sign and apply the Council Seal to all documentation relating to the lease to the Greater Waikato Railway Modellers Incorporated.*

Councillor Barnes / Councillor Webber

Resolution to Exclude the Public

RESOLVED

03/20/25

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

The general subject of the 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) <i>Confirmation of Public Excluded Minutes dated 19 May 2020</i> 2) <i>Acquisition of Property for Stormwater Pond and Road In C1 Growth Cell</i> 3) <i>Incentivised Cycleway</i> 4) <i>Te Awamutu Cemetery Reserve Classification and Part Revocation and Proposed</i>	<i>Good reason to withhold exists under section 7 Local Government Official Information and Meetings Act 1987</i>	<i>Section 48(1)(a)</i>

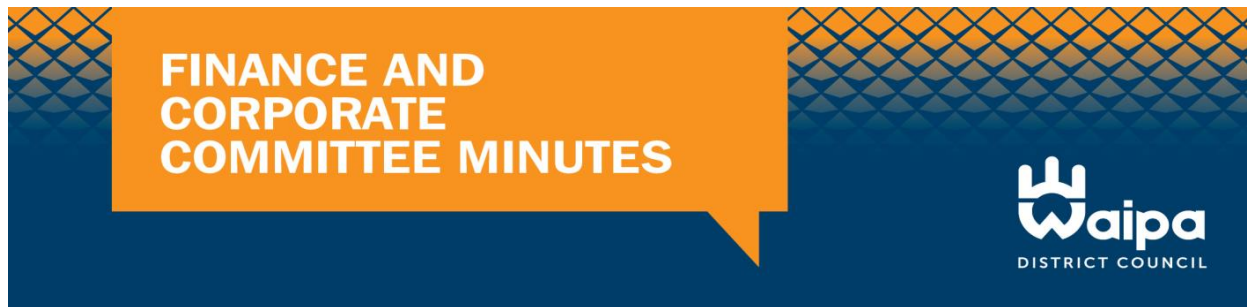
FINANCE AND CORPORATE COMMITTEE MINUTES



5)	<i>Development and Sale Sale of Unformed Road Pirongia</i>		
6)	<i>Local Government Funding Agency and Civic Financial Services Limited Annual General Meeting Proxy Vote</i>		
7)	<i>LATE ITEM: Te Awa Cycleway (Avantidrome to Hamilton) Funding</i>		

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, are as follows:

Item No.	Section	Interest
1.	Sections 7(2)(j)	<i>To prevent the disclosure or use of official information for improper gain or advantage.</i>
2.	Section 7(2)(i)	<i>To carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</i>
3.	Section 7(2)(h)	<i>To enable the council to carry out, without prejudice or disadvantage, commercial activities.</i>
4.	Section 7(2)(h)	<i>To enable the council to carry out, without prejudice or disadvantage, commercial activities.</i>
5.	Section 7(2)(i)	<i>To carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</i>
6.	7(2)(a) & 7(2)(c)(i)	<i>To protect the privacy of natural persons, including that of deceased natural persons; and To protect information which is subject to an obligation of confidence where the</i>



		<p><i>making available of the information would be likely to:</i></p> <p>a) <i>prejudice the supply of similar information, or information from the same source, where it is in the public interest that such information should continue to be supplied.</i></p>
7.	Section 7(2)(h)	To enable the council to carry out, without prejudice or disadvantage, commercial activities.

Councillor Stolwyk / Councillor Coles



INFORMATION ONLY

To: The Chairperson and Members of the Finance and Corporate Committee

From: Manager Human Resources and Health and Safety Advisor

Subject: **Health and Safety Four Month Report; March to June 2020 Inclusive**

Meeting Date: 18 August 2020

1 EXECUTIVE SUMMARY

It is with pleasure we present the Health & Safety (H&S) report, for the period March to June 2020 inclusive, to the Finance and Corporate Committee.

This reporting period required an unprecedented effort from the organisation as a whole, in response to the COVID-19 pandemic. For the HR and H&S teams, the focus narrowed down to staff wellbeing. Safeguarding our staff and people in the workplace, is what the health and safety and HR teams strive to do on a daily basis, however, this pandemic presented a whole new level of care and support requirements. The first half of this report focuses on the impact of COVID-19 on both our planned work and the new initiatives it has driven to raise the benchmark in terms of getting to know our staff outside of the 'traditional' workplace.

The second half of this report provides you with an overview of how we have tracked against the 2018 KPMG SafePlus Assessment recommendations, in preparation for undertaking the same assessment in Quarter 2.

There are three items that have been elaborated on in this report (below), namely:

- COVID-19 Impact on Planned Work (Appendix 1 - 2020-2021 H&S Business Plan);
- COVID-19 Staff Wellbeing;
- KPMG SafePlus Assessment – update on 2018 Assessment in preparation for re-audit in Quarter 2 (Appendix 2 – updated table of actions).

The Lead and Lag 'report on a page', is available as Appendix 3.

2 STAFF COMMENT

COVID-19 Impact on Planned Work

Along with many of our staff, the H&S Advisors provided significant support to Council and the Crisis Management Team during COVID-19. Terry Philips was on-site throughout the Alert Levels, providing expertise and oversight of Contractors de-establishing their worksites safely and then overseeing both contractors and staff returning to their project sites safely. Bev Taylor was instrumental in providing guidance on staff returning to the workplace, as well as operating in the EOC in the Welfare arm. Like a number of staff who were pulled in as Essential Workers, the knock-on effect with planned business plan objectives has required a number of actions to be carried over to the 2020-21 Business Plan. For the H&S team, these include:

- H&S Contractor Management best practice document and associated templates/forms; due June 2020 but pushed out to September 2020;
- H&S Management Framework – now we have the framework signed off and in place, seven workstreams have been included in the 2020-21 Business Plan for progression;
- Recording H&S training – this has progressed to an organisation-wide learning management system which is now incorporated into both the H&S and HR Business Plans.

The 2020-2021 H&S Business Plan has been included for your reference in Appendix 1.

COVID-19 Staff Wellbeing

Aside from the physical support measures put in place to protect our staff, including hand sanitiser stations, posters, and social distancing boundaries in the workplace, a number of critical staff registers were developed. It quickly became apparent that we needed to know where our staff were going to be based, how they were in terms of their physical health, and who they would be sharing their working environment with. As such, registers became our 'go-to' documents, providing crucial awareness of:

- Staff with pre-existing medical conditions and those deemed vulnerable as per the Ministry of Health guidelines; these staff were required to work from home prior to the Alert Level 4 lockdown and recommended to work at home through to Alert Level 1;

- Staff who lived with others who had a pre-existing medical condition or were deemed vulnerable. Again, these staff were advised to work at home prior to the Alert Level 4 lockdown through to Alert Level 1;
- Staff undergoing a test for Coronavirus – during Alert Levels 3, 4, 3, 2 and the current level 1, Council had one staff member diagnosed with COVID-19, and a further 15 staff tested to date with negative results;
- Staff overseas, returning from overseas, on holiday or who had holiday plans for this period; we had a number of staff who had to cancel or postpone their holiday plans; we had two staff return from overseas who were required to go into self-isolation on their return;
- Staff whereabouts – identifying ‘essential workers’ and whether they were required to work outside their home, either in the workplace or out in the community. This included staff supporting the Emergency Operations Centre (EOC) in some capacity;

In collaboration with the HR Team, a number of new processes were put in place during this period relating to COVID-19. Five-minute Friday notices were rolled out to staff on a weekly basis, on a wide range of health and wellbeing matters, including:

- “Feeling like you just need something else?”
- “The Great Realisation”
- “Basic Hygiene Reminder”
- “EAP, just another acronym?”
- “Switching off”
- “Photos speak a thousand words”
- “What will your 5-a-day be?”
- “Focus on the end goal”
- “New beginnings”

If you would like a copy of these, please don’t hesitate to ask.

The post-COVID-19 survey clearly showed staff were appreciative of having a supportive and caring employer during these very difficult times. We are still learning the impact of staff working at home – many thrived and this has prompted a review of our ongoing working environment. We are currently working on what our ‘new norm’ is going to look like. However, there were a small number of staff who struggled with the isolation, the separation from their colleagues, friends/family and the ‘lack of separation’ between their home and working environments. We will continue to work with these staff to ensure that our ‘new norm’ works for everyone.

The learnings that have come out of our COVID experience (to date), for the organisation have been incredibly valuable. From a H&S perspective, we have learned that good decisions came out of collaboration, communication, information gathering, and a clear organisation-wide focus on the wellbeing and welfare of our staff and community.

KPMG SafePlus Assessment – update on status of 2018 recommendations in preparation for re-audit in Q2

KPMG undertook an on-site SafePlus Assessment in March 2018. The two business units identified for the assessment were Libraries and Animal Control, in both Te Awamutu and Cambridge. These business units were selected as Animal Control is a high risk unit and libraries record a significant number of events/incidents.

KPMG noted a number of key strengths in our Health and Safety performance, including governance, commitment, communication and risk management. Performance was measured against each of the ten performance requirements that make up the SafePlus assessment. These were categorised under three key elements: Leadership, Worker Engagement and Risk Management. From their findings, KPMG assessed Council as “Developing”.

This report now provides a status update on the improvements that KPMG recommended two years ago. The H&S team have contributed towards the achievement of all but two of the 22 recommended improvements. The two outstanding recommendations are noted below and have carried through into the H&S Business Plan:

1. *Develop a training schedule for health and safety activities that link to the achievement of goals and elimination or minimisation of critical tasks:*

As noted in the document, capturing training events is an organisational matter that needs to be addressed. With the appointment of a dedicated Capability & Development Advisor last year, a project has been implemented to capture and manage organisation-wide training, from induction processes through to health and safety training requirements, role-specific development needs, to conference attendance. The H&S team will be working with the Capability & Development Advisor this year, to scope up the breadth of this project and then undertake a training needs analysis of all roles at Council. This is phase 1 and has been included in the H&S and HR Business Plans.

2. *Consider installing duress alarms providing safe areas at the libraries:*

Despite a lot of work being done in this area, to raise the security systems functionality, there is still work to be done with the respective teams (Customer

Support, Libraries, Museum, Animal Control), to work up specific processes for when an alarm is raised. Bev Taylor and Dave Simes have been leading this work with the Team Leaders and Managers of the business units. This work was put on hold during the COVID-19 pandemic but is being picked up again with a tentative completion date of October 2020.

A new KPMG SafePlus Assessment has been programmed for Quarter 2 of this year (between October and December 2020), with an agreement to reassess Libraries and Animal Control again, to ensure the improvement measures put in place are proving effective.

The updated table of actions following the KPMG SafePlus Assessment and recommendations, can be found in Appendix 2.

3 RECOMMENDATION

That the information contained in the 'Health and Safety Four Month Report; March to June 2020 Inclusive' (document 10447792), of Stephanie Shores, Manager Human Resources; and Bev Taylor, Health and Safety Advisor, be received.



Bev Taylor
HEALTH AND SAFETY ADVISOR



Stephanie Shores
MANAGER HUMAN RESOURCES

Attached:

- Appendix 1: 2020-2021 H&S Business Plan;
- Appendix 2: Updated table of Actions from the 2018 KPMG SafePlus Assessment;
- Appendix 3: Lead and Lag 'report on a page', which provides an overview of: Up and coming H&S initiatives, how we are tracking with the H&S Due Diligence Plan, the status of our top H&S risks, and commentary on incidents over this reporting period.

APPENDIX 1

2020-2021 Health & Safety Business Plan



HEALTH & SAFETY BUSINESS PLAN 2020 – 2021

FUTURE – IMPROVEMENTS, BEHAVIOURS, ACTIONS, BAU DEMAND

FOCUS AREA (INTERNAL OR EXTERNAL)	PRIORITY OUTCOME	YOUR ACTION (by 30 June 2021, unless otherwise stated)	OWNER	BY WHEN	DEPENDENCY ON ANOTHER TEAM? WHO?	WHOLE ORG IMPACT?
Operational Efficiency - Internal	SafePlus Audit <ul style="list-style-type: none"> F/up of audit completed in 2018 (animal control and libraries) All recommendations in original report have been achieved and significant improvement noticeable in 2020 audit findings. 	<ol style="list-style-type: none"> Develop scope for the f/up audit to be completed (as part of Council’s auditing programme) SafePlus Audit undertaken by December 2020 (Animal Control & Libraries) Actions from audit finalised and presented to Executive Team by end March 2021 	Manager HR	1. Sept 2020 2. Dec 2020 3. March 2021	Animal Control, Libraries	No
Operational Efficiency – Internal	Health & Safety Document Management Project <ul style="list-style-type: none"> H&S documentation is transitioned to ECM; staff can easily access H&S documentation. 	<ol style="list-style-type: none"> Coordinate with IM and Comms to develop a transition plan for H&S documentation to ECM and links to the Insider H&S section. The Health & Safety Management Framework and associated documentation is in ECM. 	Manager HR/ Payroll Coordinator	1. Sept 2020 2. June 2021	IM, Comms	Yes
Operational Efficiency	H&S Management Framework <ul style="list-style-type: none"> The framework consists of 14 workstreams each with an overarching Best Practice document and relevant policies, guidelines, procedures and templates ensuring Council has a consistent approach to, and high standards in place for, health and safety. Prioritise the completion of documentation to support 7 workstreams by June 2021, including Contractor Management Prioritise with comms getting Garry to introduce (via video) the framework 	Develop best practice document/policies/guidelines/procedures and/or templates for following workstreams: <ol style="list-style-type: none"> RTW & Rehabilitation (Bev) Volunteer Management (Bev) Training & Competency (Terry) Audit & Inspection (Terry) Wellbeing (Steph) Event Reporting & Investigation (all) Contractor Management documentation (all) 	All	<ol style="list-style-type: none"> Nov 2020 Mar 2021 June 2021 Mar 2021 Feb 2021 Aug 2020 Nov 2020 	HR Team	Yes
		With HR <ol style="list-style-type: none"> Training and Competency (Terry) / Project in progress to identify a learning development system able to capture Council-wide training episodes. Wellbeing – 3 workstreams with HR (Calendar, White Ribbon, Sanctuary Mountain) 		<ol style="list-style-type: none"> June 2021 June 2021 		
Leadership	Top H&S Organisation-wide Risks <ol style="list-style-type: none"> H&S Contractor Management (finalizing) Recording health and safety training (in progress) Monitor & Maintain: <ol style="list-style-type: none"> Aggressive Behaviour Health Monitoring Working at Height Working in Confined Space Stress Management Working Alone Driving and Vehicle Usage 	<ol style="list-style-type: none"> Finalise H&S Contractor Management best practice document and associated templates/forms by Nov 2020 Project currently in progress to develop a centralized training system for all organizational learning and development needs/events. <ul style="list-style-type: none"> Develop H&S annual calendar itemizing key priorities for the year. Complete reporting requirements as scheduled. 	All	1. Sept 2020 2. June 2021	IM, BS&RM	Yes
Capacity and Capability Analysis Resourcing challenge					Risks to Delivery?	
<ul style="list-style-type: none"> No resourcing challenges (Payroll Coordinator supporting H&S team with administrative responsibilities and health monitoring coordination); Business as usual workloads taken into account but expect flexibility of timeframes if significant event requires investigation and H&S Advisor time. 		<ul style="list-style-type: none"> Unexpected occurrences, events, incidents, etc., requiring immediate attention for investigation and follow-up; Dependency on other business units and their workloads specifically for the SafePlus Audit, training system, and H&S Document Management Project; Cost implications and constraints (learning development system). 			What we have decided NOT to do <ul style="list-style-type: none"> Develop documentation for all 14 workstreams of the H&S Management Framework; Review the org-wide H&S risks. 	

APPENDIX 2

Updated status of KPMG’s 2018 SafePlus Assessment recommendations.



KPMG SafePlus Assessment undertaken in March 2018
2 focus areas: Animal Control and Libraries (both Te Awamutu and Cambridge)

In progress		Completed					
Responsibility	Topic	Corresponding	Recommendation	Priority H M L	Comments	Status	Completion date
LEADERSHIP							
H&S / HR	H&S POLICY	3	Review the 'Health and Safety Policy' – ensure it aligns with the central tenets of the new health and safety legislation, is written in accessible language and reflects the vision/direction.	M	"Vital" brand to feed into the design of Garry's Health and Safety Commitment – to replace the 2015 'Policy'.	Garry's Health and Safety Commitment, adopted in Dec 2019	Dec 2019
H&S COMMITTEE	COMMUNICATIONS	5	Further develop mechanisms that deliver positive reinforcement in a timely, consistent and proportional way, and communicate more frequently and widely the stories about good practice and performance.	L	H&S Committee to be responsible for implementing and monitoring a communication plan, i.e.: - 5 minute Fridays - Positive Messages (V&As for H&S reps) - Presentations at Wisard - Dedicated intranet site	Completed: - Wisard presentations - 5 min Fridays	March 2019

H&S / HR	H&S SITE VISITS	6	Promote the value of senior leaders visiting work areas and talking with frontline workers about their work and the health and safety aspects. Report back to the work area - and wider organisation - the results of these direct interactions, perhaps in line with the above recommendation.	L	Exec Team already complete safety conversations as part of the Officers' due diligence plan.		Ongoing
H&S COMMITTEE	H&S GOALS	7 8 9	7. Set specific health goals and safety goals linked to a clearly articulated vision/direction. 8. Plan and implement actions to meet the health goals and safety goals. 9. Monitor and evaluate progress against the health goals and safety goals.	M	(7, 8 and 9 all one objective) Coordinated with the H&S Committee following August 2018 workshop	Completed and now on going annually	Jun 2019
TBC	H&S ADMIN & SUPPORT	10	Review the administrative requirements placed on team leaders and frontline workers to manage health and safety; if warranted, deliver training, employ administrative support, simplify processes, provide more effective technology, and so on.	M	Dedicated 'champion' in Payroll Coordinator provides supporting administrative TRAX support.	Ongoing	Feb 2019
H&S / HR	TRAINING	11	Develop a training schedule for health and safety activities that link to the achievement of goals and elimination or minimisation of critical risks.	M	With appointment of Capability & Development Advisor decision made to consolidate the management of organisation-wide training. Status quo for now with processes for capturing H&S training events – via department for role specific, and HR for general H&S training (ie: First Aid certificates).	Commenced the scope of this project end 2019 – input Phase 1 in the HR and H&S Business Plans. Joint project.	June 2020 – phase 1, to identify training requirements for every role within Council.
EXEC / HR	RESOURCING H&S	13	Ensure proportional levels of health and safety expertise are applied to the various procurement and project stages.	H	Currently undertaken in part by H&S Advisor. Need further discussion around this with relevant Unit Managers. Safety in design discussions regarding the pound with workers and this will be ongoing until decisions have been made	Completed – This is now included in contract management documents	May 2019 Ongoing

WORKER ENGAGEMENT							
H&S / HR	TRAX - benefits	1	Demonstrate the benefits of TRAX through, for example, the publication of trend analysis and evaluation or contributions the data made in procurement decisions.	L		Completed - This is part of reporting to Exec and F&CC meetings; also part of the work Adele is completing around procurement processes.	Jan 2019 Ongoing
H&S / HR	TRAX - usability	2	Consider ways in which data can be entered into TRAX as efficiently as possible, for example, by simplifying forms, designing filters, and so on.	L	Ongoing improvement of system in collaboration with SHE software. Payroll Officer and H&S Advisor (Bev Taylor) taking the lead.		Apr 2020 Ongoing
H&S COMMITTEE	ANONYMOUS	4	Develop a mechanism for reporting issues or making suggestions in an anonymous and/or confidential way.	L	Discuss how to progress this with the H&S Committee. Believe this is a cultural matter-reinforce confidentiality where practicable. Some limitations with entering into TRAX anonymously.	Agreed that H&S Advisors can make an entry 'confidential'.	Dec 2019 Ongoing
H&S COMMITTEE	REP RESPONSIBILITIES / ACTIVITIES	5 6	5. Develop a set of activities (ad hoc and scheduled) for HSRs to complete during their term. Ensure management support and that accountabilities and responsibilities for completion are well understood. 6. Consider ways in which the HSC and the activities of its members can be raised.	L	<i>(Aligned to above: Leadership 7, 8, 9)</i> Internal audit programme and training for HSRs. H&S Committee develop brand and vision; and feed into key decisions, such as Garry's commitment. H&S Committee to work up and be responsible for H&S communications plan.	Completed - Brand and vision is now complete. Audit training package has been developed for roll-out at training workshops. Workshops on new policies and guidelines are now occurring with the H&S committee	Sep 2019 Ongoing
RISK MANAGEMENT							

H&S / HR	TRAINING	2	Consider using established risk identification and assessment methodologies to increase accuracy and consistency.	L	To develop training/refreshers on assessment methodologies	Completed - Risk management workshops have been developed and delivered to H&S committee –	Mar 2019
GROUP MGR BS / IS	REMOTE /MOBILE DEVICES	5	Investigate ways in which animal control workers can obtain confidential information on people and properties while away from the office.	M	Part of the wider remote devices issue being looked into by Information Services.	This is aligned to an IT project to get some of our programmes accessible on mobile devices	
H&S / HR	RISK FRAMEWORK	8	Clarify the activities required to check that controls are in place and effective; develop a framework that details the monitoring activities at each level of assurance, particularly at the second line of assurance.	M	For further discussion. In house audit/assessment training in progress and launch of the form. Informal observations occurring and a general task assessment form to be developed (Tracey)	In progress	May 2020
DEEP DIVE 1 – VIOLENCE AND AGGRESSION							
PROJECT DELIVERY / PROPERTY ?	SAFETY IN DESIGN	1	Ensure ‘Safety in Design’ principles, with input from workers and their representatives, are incorporated in any new construction or refurbishment project, for example, the dog pounds or Cambridge Library.	M	Safety a key driver of new Pound design. Environmental Services Team Leader working with Property.	Completed – Built into contract documents i.e. Karapiro WTP, CB pool	

GM – BS / IS / PROPERTY	BUILDING SECURITY	1	Consider installing duress alarms providing safe areas at the libraries.	H	In Progress. Project team led by Debbie Lascelles in place to advance this area. Doors installed for Safe areas for library staff. Cameras and duress alarms operating – still requires processes for activation.	Delay due to COVID 19 in getting processes worked up (Dave Simes – Civil Defence and Bev Taylor – H&S Advisor).	Tentative, Oct 2020
H&S / HR	INCIDENT REPORTING	1	Reinforce the requirement to report and record all incidents. Demonstrate through data analytics or similar modelling the benefits of accurate and comprehensive data gathering.	L		Completed – data analysis incorporated in the H&S committee reports, EXEC and F&CC reports	Nov 2019
DEEP DIVE 2 – WORKING ALONE							
ANIMAL CONTROL	LONE WORKER EXERCISE	1	Conduct a table top or ‘live’ emergency response exercise involving a lone worker needing assistance. Include in the exercise the escalation process to senior levels in the organisation.	L		Completed: Man down exercise completed by external H&S Contractor. Panic button tested monthly by Guardian Angel	Nov 2018
DEEP DIVE 3 – MANUAL HANDLING							
H&S / HR	TRAINING	1	Explore options for learning about different or new manual handling techniques and equipment. <i>The ACC guides on manual handling are useful. Although they are predominantly concerned with moving people in a healthcare environment and working in an office, they contain information that could help the library and animal control workers.</i>	L	Consider alternative/additional manual handling workshops.	Completed: Access to videos with manual handling techniques for team meetings and sourced an alternative manual handling trainer.	Dec 2018

APPENDIX 3

Lead and Lag 'report on a page', which provides an overview of:

- Up and coming H&S initiatives;
- How we are tracking with the H&S Due Diligence Plan;
- The status of our top H&S risks;
- Commentary on events occurring over this reporting period.

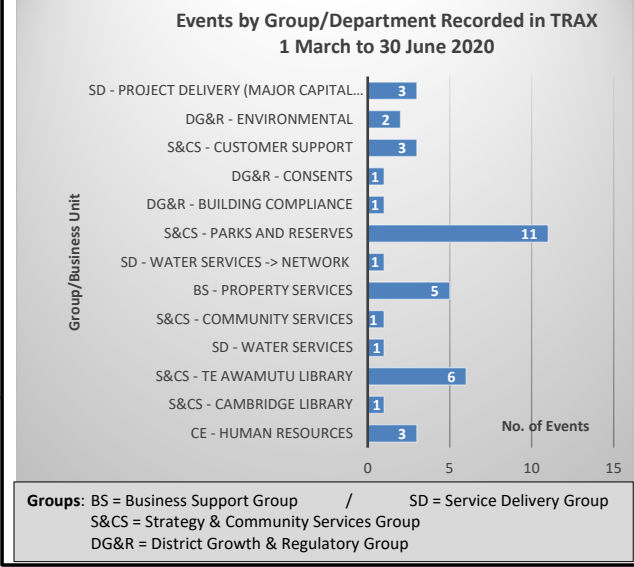
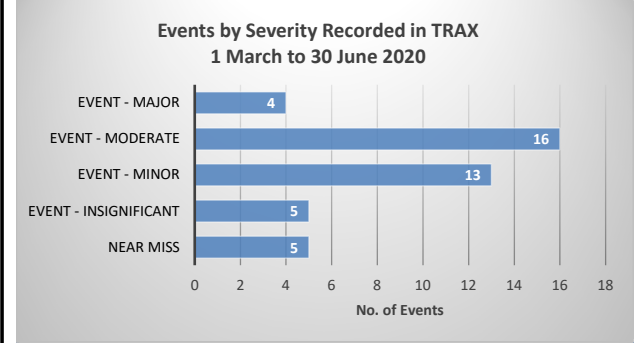
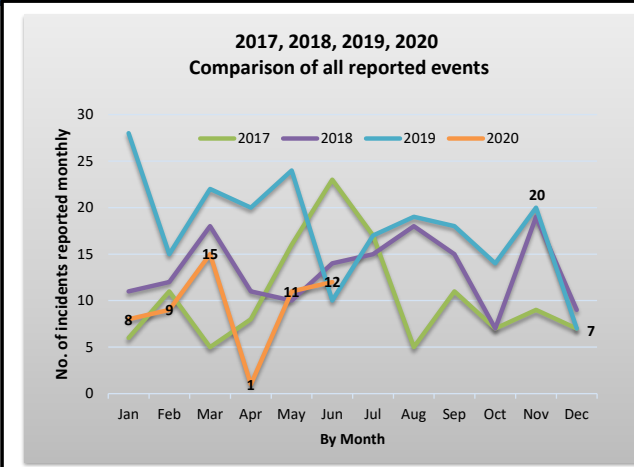
Waipa District Council – Health and Safety LEAD and LAG Indicators (March to June 2020)

HEALTH AND SAFETY LEAD INDICATORS											
Health Monitoring Programme: Waikato Occupational Health Consultancy (WOHC) this period: No health monitoring appointments were made during this period due to COVID-19.											
Drug & Alcohol Testing: 2 x staff underwent a Drug & Alcohol test following separate post-incident events in June. <ul style="list-style-type: none"> • 1 returned a negative result; • 1 returned a positive result. 											
H&S Committee: next scheduled meeting: 26 August 2020											
H&S Audit: scheduled KPMG SafePlus Assessment of Libraries and Animal Control, Q2.											
Staff H&S Training this period: <ul style="list-style-type: none"> • Conflict training with Lance Burdette for the following departments: Customer Support, Development Engineering, Environmental Services, Consents, HR, Building Compliance, District Plan & Growth, Enforcement, Animal Control. Cost: \$8,831 (GST incl.) • An 'investigation training course' will be available for Committee representatives post June 2020; this is a one day course to be run at Waipa. 											
All Staff Communications this period: 5-Minute Friday mail-out <ul style="list-style-type: none"> • See body of report for detail – 9 x 5-minute Friday communications to staff in this period 											
Wellbeing: Staff Accessing Employee Assistance Programme this period											
<table border="1"> <thead> <tr> <th>Clients</th> <th>Referral Method</th> <th>Gender</th> </tr> </thead> <tbody> <tr> <td>Number of New Clients <input type="text" value="5"/></td> <td>Self <input type="text" value="7"/></td> <td>Female <input type="text" value="5"/></td> </tr> <tr> <td>Number of Existing Clients <input type="text" value="2"/></td> <td></td> <td>Male <input type="text" value="2"/></td> </tr> </tbody> </table>	Clients	Referral Method	Gender	Number of New Clients <input type="text" value="5"/>	Self <input type="text" value="7"/>	Female <input type="text" value="5"/>	Number of Existing Clients <input type="text" value="2"/>		Male <input type="text" value="2"/>		
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H&S DUE DILIGENCE PLAN MONITORING	
Objectives	Status
1. Acquire and keep up to date with health and safety matters	WorkSafe briefings e-mailed to the Leadership Team & H&S Committee over this reporting period. <ul style="list-style-type: none"> • Protective Clothing and State of the Nation • Six tonne truck rolls onto trainee worker • Company sentenced after worker dragged into forage wagon • Your COVID 19 H&S plan and what you need to think about • COVID-19 – transitioning to Alert Level 3
2. Understand the nature of the business and its hazards and risks	Actions included in H&S Business Plan to mitigate Council's Top H&S Risks as agreed at the February 2019 Executive Team Meeting. Ongoing update in column 2, under "Priority Health & Safety Risks Organisation-Wide".
3. Ensure Council has appropriate resources and processes to manage risks to health and safety	<ul style="list-style-type: none"> • Ongoing H&S related external providers: <ul style="list-style-type: none"> - Employee Assistance Programme, - Health Monitoring through WOHC, - Working Alone 'man down' devices and monitoring through Guardian Angel • H&S training and welfare workshops, coordinated by HR and funded through Organisational Training budget.
4. Ensure there are appropriate reporting and investigation processes in place	Reporting being completed as required. H&S Advisors meet monthly with GMs to discuss H&S matters in their groups including investigation outcomes and learnings.
5. Ensure processes are in place and are implemented to comply with duties under the HSWA Act 2015	Policy/Guidelines being developed/reviewed – H&S Management Framework – 7 x work streams prioritised in H&S Business Plan.
6. Verify resources and processes are in place and are being used	Standardised reporting to Executive Team and Finance & Corporate Committee monitors how well H&S resources and processes are being utilised.

PRIORITY HEALTH & SAFETY RISKS ORGANISATION-WIDE	
AGREED H&S RISKS ORGANISATION WIDE TO FOCUS ON (as of Feb 2019)	
1. Aggressive Behaviours	Security project – Dave Simes and Bev Taylor to pick up again the processes for when duress alarms activated. Was delayed with COVID-19 diverting both Dave's and Bev's attention.
2. Contractor Management	Utilising H&S contractor to work with Bev Taylor on developing and implementing contractor management policy and guidelines. Completion date - delay due to COVID-19, extended to September 2020.
3. Health Monitoring	Health Monitoring progressing well with compliance roles completed or ongoing for new staff, and annual checks to commence. Working with HR in regard to pre employment testing. No health monitoring undertaken during COVID Alert Levels 2, 3 and 4. Resuming in August 2020.
4. Working at Height	Guidelines completed and in place.
5. Working in confined spaces	Guidelines completed and in place.
6. Recording H&S Training	Project team (HR & H&S team members) reviewing TRAX capability to track organisation-wide training events as opposed to H&S only. Additional options being canvassed, including systems that will integrate with Council's enterprise system. Completion date scheduled for May 2020 but will be pushed out due to COVID-19. Included in H&S and HR Business Plans.
Monitor & Maintain	<ul style="list-style-type: none"> ▪ Stress Management (Wellbeing stats in Column 1) ▪ Working Alone ▪ Driving and Vehicle Usage

COMMENTARY ON H&S LAG METRICS (right)	
39 Events logged in TRAX from 1 March to 30 June 2020	
As expected, a significant decline in reported events during the Level 4 lockdown period.	
Events by Severity – overview of major and moderate events below which have instigated an investigation:	
<ul style="list-style-type: none"> • The Executive Team and two managers were exposed to an external person who subsequently tested positive for COVID-19. One manager attending the meeting later tested positive, however, this was due to returning from a USA trip and not the external presenter. All other attendees at the meeting were clear and self-isolated, following Healthline guidance. • Parks operator exposed to a plant which contains atropine and after rubbing his eye, resulted in dilated pupils requiring medical advice. • Two property staff members potentially exposed to asbestos dust when inspecting council-owned property. Asbestos report requires asbestos specialists remove the identified asbestos before the house can be demolished. • Teenagers stole a large cherry picker that had been left at Te Awamutu Library with the keys hidden in the engine cowling. They drove it around the grassed area. No damage or harm sustained, and police contacted. Investigation findings: the contractors have a long-standing practice of hiding the keys inside the engine compartment. This practice was not secure and easily defeated as shown by the teenagers. The practice of leaving the keys on the machine is to cease and an alternative secure method deployed. • Damage sustained to a vehicle after hitting a gate pole. Drug and alcohol test undertaken as per D&A policy for post-incidents. Process transferred to HR to progress through disciplinary process. • Damage to vehicle when mowing a verge - the mower struck a vehicle exiting a driveway. Drug & Alcohol test undertaken. No further action required. • Cambridge Town Hall ceiling collapse – investigation found a number of contributing factors including the age and status of the roof and roofing materials; the quality of the ceiling and insulation materials; significant rainfall event. Remedial work has been undertaken. 	





To: The Chairperson and Members of the Finance and Corporate Committee

From: Manager Governance

Subject: **AMENDMENT TO ELECTED MEMBER EXPENSE AND ALLOWANCE RULES**

Meeting Date: 18 August 2020

1 EXECUTIVE SUMMARY

This report proposes changes to the Elected Member Expense and Allowance Rules which are shown marked up in the Rules attached as Appendix 1. These changes cover amendments to reflect the recent recommendation from Council's auditors that the Independent Chair of the Audit and Risk Committee approve the expenditure for Councillor functions.

The following appendix accompanies this report:

- Appendix 1 – Elected Member Expense and Allowance Rules (document number 10359819)

2 RECOMMENDATION

That –

- a) *The 'Amendment to Elected Member Expense and Allowance Rules' report (document number 10441533), of Jo Gread, Manager Governance, be received; and*
- b) *The Finance and Corporate Committee adopts the amendments to the 'Elected Member Expense and Allowance Rules' shown as red in Appendix 1 of this report (document number 10359819) with all amendments to apply from 1 September 2020.*

3 COMMENTARY

As part of a recent audit, the auditors have recommended that the approval of the independent Chair of the Audit and Risk Committee be required for expenditure for Councillor functions. The following changes are proposed to the Elected Member and Expense and Allowance Rules to accommodate the recommendation:

Councillor Functions

The Council will make budgetary provision for one Councillor function per year plus ~~a~~ ~~an~~ ~~additional~~ function at the end of each triennium ~~and a social function as part of the induction at the start of each triennium~~. The purpose of these functions is to provide:

- *A forum for building relationships amongst and between Councillors and Executive staff, and*
- *An opportunity to give recognition to the supporting role that spouses/partners give to Councillors and Executive staff.*

Attendance is generally limited to Councillors and Executive staff, accompanied by spouses / partners. There is a budgetary limit ~~for food and beverage costs~~ of \$80 plus GST per head for ~~these functions~~ ~~any Councillor functions~~. ~~The approval of the Independent Chair of the Audit and Risk Committee is required for the spend on any of these Councillor functions.~~

The above changes are shown as marked up in the copy of the Elected Member Expense and Allowance Rules attached to this report as Appendix 1. The changes to the Rules also include commentary at the start of the document to reflect that the Rules have been amended. It is proposed that the changes apply from 1 September 2020.

Council has the option of either adopting the revised Elected Member Expense and Allowance Rules with application from 1 September 2020 or retaining the existing Rules. Retaining the existing Rules is not recommended by staff as the new Rules reflect the recommendations from the Council's auditors on the approval process for Councillor functions.

This decision is considered of low significance when assessed against the Council's Significance and Engagement Policy.



Jo Gread

MANAGER GOVERNANCE



Approved by Ken Morris

DEPUTY CHIEF EXECUTIVE / GROUP MANAGER BUSINESS SUPPORT

Appendix 1

Elected Member Expense and Allowance Rules (Document number 10359819)



Elected Member Expense and Allowance Rules

WAIPA DISTRICT COUNCIL

POLICY ON ELECTED MEMBERS' ALLOWANCES AND RECOVERY OF EXPENSES

~~FOR APPLICATION FROM 1 MARCH 2020~~

Originally adopted by Waipa District Council for application from 1 March 2020
with further changes resolved on 18 August 2020 at Council's Finance and
Corporate Committee Meeting to apply from 1 September 2020.

INTRODUCTION

This policy sets out the rules on the claiming of expenses by elected members and the resources that will be available to them during their term of office.

Contact person for queries: Jo Gread, Manager Governance
Email: jo.gread@waipadc.govt.nz

The fundamental principle underlying these rules are that this is the spending of public money, consequently it should be:

- Subject to the standards of probity and financial prudence that are to be expected of a public entity; and
- Able to withstand public scrutiny.

DOCUMENTATION OF POLICIES

HEAD OFFICE - 101 Bank Street, Te Awamutu 3800 | Ph: 07 872 0030 | Fx: 07 872 0033
CAMBRIDGE SERVICE CENTRE - 23 Wilson Street, Cambridge 3434 | Ph: 07 823 3800 | Fx: 07 872 0033

In addition to this document, the following policies have relevance to the expenses and allowances payable to elected members:

- Sensitive Expenditure Policy
- Code of Conduct

AUTHENTICATION OF EXPENSE REIMBURSEMENTS AND ALLOWANCES

From time to time elected members incur expenses on Council business or on the Council's behalf, which need to be reimbursed. This reimbursement and the use of council supplied resources apply only to elected members personally, and only while they are acting in their official capacity as elected members.

The principles are that expenditure decisions:

- Have a justifiable business purpose;
- Preserve impartiality;
- Are made with integrity;
- Are moderate and conservative, having regard to the circumstances;
- Are made transparently; and
- Are appropriate in all respects.

The process for reimbursement of claims includes the following principles:

- any expenses to be reimbursed must be on an actual and reasonable basis and in line with Council policy
- expense claims must be on the required form and should clearly state the business purpose of the expenditure and are to be approved by the Group Manager Business Support or the Chief Executive, with any claims from the Mayor also being approved by the Independent Chair of the Audit and Risk Committee,
- full original receipts are required, and
- cost reimbursements will be made via the finance team and will be reimbursed directly into the bank account held on file for the claimant.

In the case of one-off expenditure such as travel to conferences, the process and prior approvals required are detailed in this policy.

In the case of vehicle mileage, travel time and communications, all limits set in this document are to be within the limits set in the Remuneration Authority's Determination.

All expenditure that falls under this policy is approved on the condition that it can be met within relevant budget provisions.

DEFINITIONS

“Actual” means as evidenced by the original receipt attached to the claim form.

“Reasonable” means that it is within the amount specified by this policy or as much as is appropriate or fair; moderate

“Council business” includes: formal council and community board meetings, committee meetings, workshops, seminars, statutory hearings, training courses, site visits, meetings with staff, meetings with community groups and meetings with members of the public. It does not include events where the primary focus is on social activity.

“Remuneration Authority” is an independent body established by the Remuneration Authority Act 1977, with responsibilities under the Local Government Act 2002 to determine remuneration and expense/allowance rules for local authority members.

ALLOWANCES AND EXPENSES BY GROUP OF MEMBERS

Position	Expense/Allowance	Description
All elected members	Travel and attendance at conferences/ seminars/training programmes/other Council business	<p>All elected members are entitled to payment of actual and reasonable registration, travel, accommodation, meal and related incidental expenses (including travel insurance) incurred in attendance at these events, held both within New Zealand and overseas, subject to:</p> <ul style="list-style-type: none"> a) related expenditure being accommodated within existing budgets, and b) the appropriate approvals as outlined specifically elsewhere in this policy <p>and excluding reimbursement for purchases from hotel mini-bars and charges for in-room video or cable movies.</p> <p>When elected members are travelling or attending conferences/seminars or training programmes the following criteria will apply to expenses:</p> <ul style="list-style-type: none"> • Council will pay for only one beverage (alcoholic or non-alcoholic) with an evening meal, e.g. one glass of wine or non-alcoholic beverage, one can or one small bottle of beer. Casual drinks before or after the evening meal are to be paid for by the Elected Member. • Where travelling for a day eg from 7am to 7pm Council will reimburse meal costs for the day. • Council will not reimburse alcoholic beverages for non-evening meals.

Position	Expense/Allowance	Description
		<ul style="list-style-type: none"> • Council will not reimburse meals where a meal has been provided as part of a meeting, conference, training, etc. <p>The prior approval of the Council is required for any international travel, where costs or partial costs are paid for by Council or Community Board funds.</p> <p>All travel and accommodation arrangements for elected members are to be made through the Governance Team with the Council’s preferred travel agents, at the most economic cost available (when possible) at the time of booking, unless all travel costs are being met privately or by an outside party.</p> <p>To the extent practical, accommodation is to be booked well ahead of the actual travel date, so the expenditure is the most cost-effective possible. This must take into account the location of the accommodation relative to the event, the standard of the accommodation (which should be modest) and security issues. The use of “5 Star” or “luxury” accommodation requires the express approval of the Chief Executive or Group Manager Business Support prior to the booking being confirmed.</p> <p>With the exception of the Mayor, as a general principle, the travel cost of accompanying spouses, partners or other family members are a personal expense and will not be reimbursed by Council. In those rare instances where the involvement of a spouse directly contributes to a clear business purpose and pre-approval has been obtained, then Council may contribute to all or part of the additional costs.</p>
	Domestic air travel	All elected members are entitled to utilise domestic air travel for council related travel, provided that travel by air is generally the most cost effective travel option given the relevant destination.

Position	Expense/Allowance	Description
		To the extent practical, air travel is to be booked well ahead of the actual travel date, so the expenditure is the most cost-effective possible.
	International air travel	As a general policy all elected member international air travel is by way of economy class, where all or part of the costs of the fares are to be met by the Council. The approval of the Council is required for any exceptions, e.g. where Premium Economy or the equivalent is desirable for health or other compelling reasons with the approval for any upgrade to be obtained at the time Council approval is given for the international air travel
	Airpoints	Due to the practical difficulties in recording, monitoring and utilising airpoints accumulated while on council business for council business, these airpoints can be utilised for personal use, provided there is no financial cost to Council.
	Private accommodation provided by friends/relatives	Payment of \$50 per night is allowed when staying in private accommodation, to cover accommodation, breakfast and dinner. It is intended that at least a portion of this allowance is paid to the accommodation provider.
	Rental Cars	<p>Rental cars may be utilised when attending meetings or conferences in other centres, where this is the most cost-effective travel option.</p> <p>Private use of a rental car is only permitted in exceptional circumstances and requires the express pre-approval of the Group Manager Business Support. All additional costs as a result of private use are the responsibility of the Elected Member.</p> <p>Council requires that the most economical type and size of rental car be used, consistent with the requirements of the trip. Any fine (parking or traffic offences) incurred while using a rental vehicle are the responsibility of the driver.</p>
	Taxis	Taxis may be used for council business, instead of Council or private vehicles, rental cars or public transport, for the following reasons:

Position	Expense/Allowance	Description
		<ul style="list-style-type: none"> ▪ where a taxi is the most appropriate form of transport, or ▪ for safety/security reasons in exceptional circumstances. <p>Taxis are not to be used if significant travel distances mean that use of a taxi is not the most cost effective option. Rental cars booked by the Governance Team should be considered as an option in such circumstances.</p> <p>Taxi charge vouchers should be used for planned travel within New Zealand. Costs paid for directly by the individual for unanticipated travel within New Zealand or for international travel will be reimbursed on presentation of actual receipts.</p>
	<p>Childcare Allowance</p>	<p>The Council will reimburse an elected member up to a total of \$6,000 per annum for eligible childcare expenses incurred to enable the elected member to undertake the following activities:</p> <ul style="list-style-type: none"> a) Formal meetings, informal briefings, working groups called by the Council or Community Board, Mayor, Chief Executive or Chair of a Standing Committee or Board, b) Conferences or seminars c) Official meetings of other bodies by the official Council or Board appointee to such bodies d) Events where the Mayor, or an official delegate, is specifically invited to officiate in a formal capacity. <p>In order for childcare expenses to be considered eligible they must meet the following criteria:</p> <ul style="list-style-type: none"> a) The elected member is a parent or guardian of the child in care, or is a person who usually has responsibility of the day-to-day care of the child (other than on a temporary basis); and b) The child is aged under 14 years of age; and c) The childcare is provided by a person who: <ul style="list-style-type: none"> • Is not a family member of the elected member; and • Does not ordinarily reside with the elected member; and

Position	Expense/Allowance	Description
		<ul style="list-style-type: none"> The elected member provides a copy of the tax invoice as proof of amount paid for the childcare. <p>For the purpose of this policy, a family member of the elected member is defined as:</p> <ul style="list-style-type: none"> A spouse, civil union partner, or de facto partner; A relative, that is, another person connected with the member within 2 degrees of a relationship, whether by blood or by adoption.
	<p>Gifts</p>	<p>A gift is usually given as a token of recognition of something provided by the recipient.</p> <p>The principles of a justified business purpose, moderate and conservative expenditure, and acting with integrity and preserving impartiality are particularly relevant to the purchase of gifts.</p> <p>The giving of gifts by Elected Members (when not covered elsewhere in this policy) requires the express prior approval of the Chief Executive or the Group Manager Business Support or Council resolution.</p> <p>The receiving of a gift is not strictly expenditure however it nevertheless is a sensitive issue. These rules aim to ensure that Elected Member’s impartiality or integrity cannot be called into question as a result of receiving gifts.</p> <p>Elected Members are permitted to accept gifts if they are infrequent and inexpensive and are openly distributed by suppliers and clients. (e.g. pens, badges, calendars etc.).</p> <p>“Infrequent” is defined as no more than three times in any 12 month period and “inexpensive” as having a monetary value of less than \$50.</p> <p>The acceptance of any gift with a monetary value exceeding \$50 must have the express approval of the Chief Executive or Group Manager for the Elected Member to retain it.</p>

Position	Expense/Allowance	Description
		<p>The Elected Member must complete the 'gifts/hospitality declaration form' and provide this to the Chief Executive or Group Manager Business Support for authorisation for gifts with a monetary value exceeding \$50. All declared gifts will be recorded in the Gifts Register.</p> <p>Gifts that are received on behalf of Council, e.g. exchanges with Sister Cities etc must be handed to the Chief Executive or the Chief Executive's Assistant.</p>
Position	Expense/Allowance	Description
Mayor	Vehicle	The Mayor will be provided with a vehicle that will also be available for his/her full private use. A deduction will be made from his/her salary as determined by the Remuneration Authority. The Mayor will not be able to claim for vehicle mileage.
	Travel and attendance at conferences/ seminars/training programmes/other Council business	<p>The prior approval of the Chief Executive or Group Manager Business Support is required for travel within New Zealand for: council business; attendance at conferences / courses / training events / seminars; other purposes associated with the position of Mayor and where the travel is for any purpose other than the LGNZ Conference, Zone 2 or rural and provincial council meetings, the approval of the Independent Chair of the Audit and Risk Committee will also be required</p> <p>The prior approval of the Council is required for any international travel, where costs or partial costs are paid for by council funds.</p> <p>Where the Mayor or the Mayor's authorised representative is accompanied by his/her partner on international travel, the Council will meet the cost of their travel, accommodation and incidental costs. The Council will authorise such expenditure where the partner's involvement directly contributes to a clear business purpose.</p>
	Provision of Cell Phone	The Mayor will be provided with a Council-owned cell phone if required.

Position	Expense/Allowance	Description
	Data connection for a tablet device	The Mayor will be provided with a Council paid sim card for his / her tablet device and all reasonable data costs for this sim card will be met by Council.
	Membership costs of Institute of Directors	The cost of the Mayor’s membership of the Institute of Directors will be met by Council.
	Koru Club	Given the likely frequent travel requirements of the role, for instance the quarterly rural and provincial council meetings in Wellington, payment of an Air New Zealand Koru Club subscription.
	Entertainment and hospitality	Reimbursement can be made of any entertainment or hospitality expenses incurred while carrying out council business. Full receipts and details of the names of parties entertained and reasons for the entertainment are to be provided.
Deputy Mayor	Koru Club	Given the likely frequent travel requirements of the role, for instance the quarterly rural and provincial council meetings in Wellington, payment of an Air New Zealand Koru Club subscription.
Position	Expense/Allowance	Description
Mayor and Councillors	Communications equipment	<p>Option of either:</p> <ol style="list-style-type: none"> 1. Provision of a Council-owned PC or laptop, and / or printer, and / or tablet device. Full technical support is provided for council business, or 2. Provision of an annual allowance for any or all equipment owned and provided by the elected member, where that equipment is required by members to perform their functions, as follows: <ul style="list-style-type: none"> ▪ \$200 for a personal computer, laptop or tablet (maximum 1 device in this category) ▪ \$40 for a printer ▪ \$150 for a telephone (mobile or handset) <p>Any Council-provided equipment will remain in Council ownership and must be returned at the conclusion of the elected member’s term of office.</p>

Position	Expense/Allowance	Description
		<p>Council provision of a tablet device or payment of the annual allowance for a tablet device is subject to the elected member waiving his or her rights to paper copies of Council and Committee agendas and associated papers.</p> <p>The only elected member for which a Council-owned cell phone will be provided (if required) is the Mayor.</p> <p>Any disposal of surplus assets to Elected Members will be dealt with in accordance with the Council's Sensitive Expenditure Policy.</p>
	<p>Landline, broadband or cellular connection or rental costs; call, text or data costs</p>	<p>An annual allowance of \$400 for use of a member paid internet package, where that is required for the purpose of the member's work on local authority business.</p> <p>An annual allowance of \$400 for use of a member paid telephone package, where that is required for the purpose of the member's work on local authority business.</p>
	<p>Stationery and consumables</p>	<p>Supply of reasonable amounts of paper and printer consumables for utilisation on council business, such consumables obtainable from the Governance Team.</p>
	<p>Travel time</p>	<p>Reimbursement at \$37.50 per hour for travel time (including travel to and from the member's residence) for travel undertaken on any one day, on Council business, with a minimum threshold of one hour of time travelled. Only time in excess of this threshold will qualify for payment and only if the travel is by the quickest form of transport reasonable in the circumstances.</p> <p>On Council business includes travel to and from a member's residence to the offices of the Council.</p>
<p>Councillors</p>	<p>Professional Development, conferences, courses, seminars, membership fees etc</p>	<p>At the start of each triennium a professional development plan will be developed for each Councillor, in consultation with both the Councillor and the Mayor, identifying key interests and development opportunities for that</p>

Position	Expense/Allowance	Description
		<p>Councillor, that are consistent with them performing their governance role with Council well. The plan will be reviewed on an annual basis during the triennium.</p> <p>An amount of \$10,000 will be available for each Councillor over the course of the triennium for their attendance at conferences / courses / seminars, or for membership fees consistent with their professional development plan. RMA“ Making Good Decisions” accreditation courses and base induction training for new Councillors are not included in the \$10,000 and in respect of the Mayor and Deputy Mayor the Annual LGNZ Conference is also not included). This budget is to fund the enrolment / registration fees associated with training or conference events, or membership fees. Other costs of attendance, such as accommodation, meals and travel will also be met, but will not be included in the \$10,000 allocation limit.</p> <p>Attendance at any conference / course / seminar, or membership fees must also be authorised in writing by the Mayor. Councillors who have been authorised to attend a conference, course, seminar etc. will have attendance fees, travel, accommodation and meals paid for. Unless otherwise agreed by the Group Manager Business Support, all travel and accommodation will be booked through the Governance Team. Generally, the Council will not meet costs of partners/spouses attending conferences/courses/seminars.</p> <p>Councillors, after attendance at an approved conference/course/seminar must report to an appropriate meeting on relevant matters including course content, matters of interest to other members and staff and an assessment of the value of the attendance.</p> <p>If a Councillor enrolls for a professional development opportunity and then does not attend, without a valid reason for non-attendance, Council reserves the right to recover costs.</p> <p>LGNZ conference</p>

Position	Expense/Allowance	Description
		<p>The Mayor and Deputy Mayor should attend each annual Local Government New Zealand conference. Other elected members of Council are encouraged to attend the conference at least once in the triennium.</p> <p>Making Good Decisions programme The Making Good Decisions programme has been established for Councillors and others who are making decisions under the Resource Management Act 1991 (RMA). Members of our Regulatory Committee require accreditation via the Making Good Decisions programme to sit on an RMA hearing.</p> <p>Council will support the commitment made by Regulatory Committee members by paying for all costs associated with obtaining and maintaining the required accreditation.</p>
	<p>Entertainment and hospitality</p>	<p>Entertainment and hospitality can cover a range of items from tea, coffee and biscuits to catering, such as meals and alcohol. It also includes non-catering related items, such as Council funded entry to sporting or cultural events. It can include reimbursement of costs incurred while hosting official visitors to the council, or while travelling on council business.</p> <p>Expenditure on entertainment and hospitality is sensitive because of the range of purposes it can serve, the opportunities for private benefit and the wide range of opinions on what is considered appropriate.</p> <p>A number of business purposes of entertainment and hospitality have been identified.</p> <ul style="list-style-type: none"> • Building relationships; • Representing the organisation; • Reciprocity of hospitality where this has a clear business purpose and is within normal bounds – acceptance of hospitality is expected to be consistent with the principles and guidance for provision of hospitality;

Position	Expense/Allowance	Description
		<p>Any expenditure on entertainment and hospitality must be pre-approved by the Group Manager Business Support or Chief Executive, have a defined purpose and should not be a frequent occurrence. Where this expenditure occurs, any claim must include a valid tax invoice, provide the meeting purpose and outcomes, and note the names of all attendees. The request and its approval must be documented.</p> <p>The principles of a justified business purpose and moderate and conservative expenditure should be applied in all circumstances.</p> <p>It is expected, where possible, that the arrangements for entertainment and hospitality are pre-arranged through the Governance Team.</p> <p>Councillor Functions The Council will make budgetary provision for one Councillor function per year plus an additional <u>function at the end of each triennium and a social function as part of the induction at the start of each triennium</u>. The purpose of these functions is to provide:</p> <ul style="list-style-type: none"> • A forum for building relationships amongst and between Councillors and Executive staff, and • An opportunity to give recognition to the supporting role that spouses/partners give to Councillors and Executive staff. <p>Attendance is generally limited to Councillors and Executive staff, accompanied by spouses / partners. There is a budgetary limit <u>for food and beverage costs</u> of \$80 plus GST per head for <u>these functions any Councillor function</u>. <u>The approval of the Independent Chair of the Audit and Risk Committee is required for the spend on any of these Councillor functions</u>.</p>
Mayor, Councillors, Community Board Chairs	General community related expenses	From time to time the Mayor, Councillors and Board Chairs may have unforeseen costs arise for items relating to community events, e.g. payment of koha, or purchasing a wreath for attendance at a commemorative event.

Position	Expense/Allowance	Description
		Reimbursement of such expenditure should be previously approved by the Group Manager Business Support. The items should be appropriate to the occasion and expenditure should be moderate and conservative.
Councillors, Community Board members	Vehicle mileage	<p>Vehicle mileage will be paid for all travel on council business which is eligible in accordance with Schedule 1 of these Rules.</p> <p>Mileage will be paid up to the maximum rate per kilometre as set out in the current Remuneration Authority Determination.</p> <p>Mileage will be paid to eligible members on receipt of a completed and signed mileage claim, and approved by the Group Manager Business Support.</p> <p>Mileage claims will only be paid where travel was in a privately-owned vehicle, on Council business and by the most direct route that is reasonable in the circumstances.</p>
Position	Expense/Allowance	Description
Community Board members	Travel and attendance at conferences/ seminars/training programmes/other Community Board Business	<p>Attendance at conferences, courses, seminars and training programmes and other Community Board Business events requires the prior approval of the relevant community board. Exceptions to approval of the community board being required are:</p> <ul style="list-style-type: none"> (a) when a board member is to be the Council’s representative at a conference or event; in such cases the approval of the Council is required, or (b) when the training programme is part of the Elected Member Induction programme.
	Equipment	<p>Provision of an annual allowance for the following equipment owned and provided by the Community Board Member, where that equipment is required by members to perform their functions, as follows:</p> <ul style="list-style-type: none"> ▪ \$200 for a personal computer, laptop or tablet (maximum 1 device in this category)

Schedule 1

Type of Meeting/Functions	Mileage	
	Eligible	Not Eligible
Council meetings	✓	
Committees and Portfolio meetings (if appointed member)	✓	
Community Board meetings (if a member of Board, either elected or appointed)	✓	
Formally representing Council (as result of Council resolution or on request by His Worship the Mayor) at a formal meeting of another Local Authority	✓	
Meetings of other outside organisations as the Council's appointed representative (appointment pursuant to a Council resolution)	✓	
Council workshops and Mayoral Forums (which have the approval of a Council, Committee, Mayor Chief Executive or Group Manager)	✓	
Training and Development courses	✓	
Meetings of other statutory bodies (if appointed member or requested by Mayor or Chief Executive)	✓	
Local Conferences/Seminars	✓	
Working Groups or Working Parties	✓	
Field Trips Council or Board Tours	✓	
Briefings and discussions with the Mayor, Chief Executive, Group Managers and Officers	✓	
Where Councillors, or the Deputy Mayor, officiate at 'official' functions as determined by the Mayor	✓	
Constituency meetings (either individuals or organisations)	✓	
Social functions		✓
Official social functions as determined by Council, Mayor or Chief Executive	✓	
Residents Association, Ratepayer Association and Neighbourhood meetings	✓	
Travel for electioneering purposes		✓
Other groups and organisations (if appointed member)	✓	

FINANCE AND CORPORATE COMMITTEE REPORT



INFORMATION ONLY

To: The Chairperson and Members of the Finance and Corporate Committee

From: Revenue Team Leader

Subject: **RATES DEBT RECOVERY**

Meeting Date: 18 August 2020

File Reference: 71.13 Revenue Debt Management

1 EXECUTIVE SUMMARY

The purpose of this report is to update the committee on the commencement of legal action for recovery of rates from three ratepayers who have long term outstanding rates and have no mortgage to recover their outstanding rates from.

The total amount outstanding from the three properties totals \$29,852.70.

2 RECOMMENDATION

That the 'Rates Debt Recovery' report (document number 10430863), of Kirsten McNamara, Revenue Team Leader, be received.

3 COMMENTARY

There are three key tools available to local authorities to assist in ensuring unpaid rates are collected:

- Imposition of penalties
- Recovery from a person other than the owner with interest in the property (typically a bank as first mortgagee)
- Enforcement through the courts (also known as the charging order or rating sale process)

The background of the outstanding rates being recovered through legal action is:

Ratepayer 1 - \$13,141.24 to 30 June 2020. The most recent payment by the ratepayer was made on 24 May 2016. Several communication methods including NZ Post, email, telephone calls and hand delivery of notices to the ratepayer, asking them to contact us, have failed. The ratepayer has owned the property since April 2012 and has no mortgage. Outstanding water of \$345.20 dating back to 1 July 2018 can be added to the rates debt.

Ratepayer 2 - \$10,541.18 to 30 June 2020. The most recent payment by the ratepayer was made on 9 September 2016. Several communication methods including NZ Post, email, telephone calls and hand delivery of notices to the ratepayer, asking them to contact us, have failed. The ratepayer has owned the property since July 2014. Outstanding water of \$585.74 (shared meter) is additional.

Ratepayer 3 - \$6,170.28 to 30 June 2020. The most recent payment by the ratepayer was made on 22 November 2018. Several communication methods including NZ Post, email, telephone calls and hand delivery of notices to the ratepayer, asking them to contact us, have failed. The ratepayer inherited the property in March 2018 and there is no mortgage. Outstanding water of \$600.70 (shared meter) is additional.

For these three outstanding debts, enforcement through the courts is Councils only remaining option as they do not have a first mortgagee.

Enforcement through the courts involves the court entering judgment against the ratepayer. If rates remain unpaid three months after the court judgement then the local authority can apply to a Registrar of the High Court to have the judgement enforced by the sale of the rating unit.

It is Council's staff hope that working our way through the process will provide indication to the ratepayer that Council is serious about collection and result in a payment.

Sections 63 to 76 of the Local Government (Rating) Act 2002 outline the legal proceedings to recover rates (see Appendix 1 for a summary).

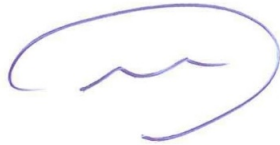
We have instructed our debt collection agency, Debt Management Central (DMC) to commence proceedings to recover these debts.



Kirsten McNamara
REVENUE TEAM LEADER



Reviewed by Sarah Davies
MANAGER FINANCE



Approved by Ken Morris
DEPUTY CHIEF EXECUTIVE / GROUP MANAGER BUSINESS SUPPORT

Appendix 1

Extracts from Local Government (Rating) Act 2002

Rates are statute limited – that is to say that judicial action cannot be started if rates have been unpaid for six years after the due date (other than postponed rates, where the six years starts on the date on which rates became payable).

Where the ratepayer has no defence for paying rates, the court will enter judgment against the ratepayer, either by name or as “the ratepayer of the land” if the ratepayer is unknown or cannot be found.

If rates still remain unpaid three months after a court judgment then the local authority can apply to a Registrar of the High Court to have the judgment enforced by the sale or lease of the rating unit. Māori freehold land is not subject to the rating sale and lease provisions. Enforcement provisions on this type of land are discussed in the next section.

The application must include:

- a certificate, signed and dated by the chief executive, which sets out the date and amount of the judgment, the name of the ratepayer, and the address, legal description and location of the rating unit
- any fee payable.

Some categories of land may be subject to legal restrictions on sale. These may, however, be leased on terms that produce a yearly rent equivalent to (at least) the annual rates plus five percent. A ratepayer who owns inalienable land, and has interests in other alienable land is liable to have the alienable land sold or leased.

Any interest in Crown land that is held under a lease or licence may be sold or leased under these provisions, i.e. the land itself is not sold but the right to occupy the land conferred by the lease or licence may be sold.¹⁶ This applies even on land that normally would require ministerial consent before the land is leased.

The Registrar is required to give notice that a judgment has been made for unpaid rates and that the rating unit may be leased or sold if payment of the amount of the judgment and costs, interest, other rates and Registrar’s charges is not made within six months of the date of the notice. The notice can be served personally, by being left at or posted to the usual address of the person or their agent or attorney (if the ratepayer is absent from New Zealand), or (where none of these is practicable) by public notification.

If rates and costs are still unpaid six months after the notice, the rating unit may be sold or leased. Sale or lease must be by public auction or public tender. The Registrar may set any lawful conditions for accepting a tender and refuse those tenders that do not comply, buy the rating unit themselves at auction or tender the rating unit as often as is required. The Registrar is required to accept the highest bid or tender unless the bid does not cover the amount of unpaid rates and costs, or the tender has not complied with any preconditions set by the Registrar.

On receipt of the proceeds of the sale or lease, the Registrar has to apply the proceeds in the following order:

- the Registrar's fee
- the judgment and any interest or costs incurred in pursuing the judgment
- any other unsatisfied judgment for rates on this rating unit plus interest, costs and disbursements
- any other rates due at the date of the sale or lease on the same rating unit
- any encumbrance of the rating unit
- any unsatisfied judgment for rates on other properties owned by the ratepayer in the district together with interest and costs
- any other rates due on any other rating unit owned by the ratepayer.

The balance goes to the Public Trust, which will ultimately pay it out to any person lawfully entitled to it – owners etc.



INFORMATION ONLY

To: The Chairperson and Members of the Finance and Corporate Committee

From: Manager Property Services

Subject: **QUARTERLY PROPERTY SERVICES REPORT**

Meeting Date: 18 August 2020

File Reference: 2.20.07

1 EXECUTIVE SUMMARY

The purpose of this report is to provide information on the activities of the Property Services Team for the 1 April to 30 June 2020 quarter. This is an 'information only' report as no decisions are required.

2 RECOMMENDATION

That the information contained in the 'Quarterly Property Services Report' (document number 10432401), of John Miles, Manager Property Services, be received.

3 FINANCIAL UPDATE

INCOME & EXPENDITURE SUMMARY FOR THE PERIOD ENDING 30 June 2020

LTP Activity	Budget FY	Forecast FY	Actual YTD	Complete
Income				
Properties - Commercial	374,980	346,662	349,272	101%
Karapiro Domain	721,060	704,560	728,446	103%
Housing	1,361,142	1,430,070	1,471,393	103%
Community Properties	92,380	92,380	81,752	88%
Non Core Commercial Prop	146,600	225,300	213,083	95%
Karapiro Reserve Development	-	40,800	41,739	102%
Halls	31,835	19,275	17,857	93%
Council Occupied Buildings	9,750	9,750	11,855	122%
	2,737,747	2,868,797	2,915,397	
Operating Expenditure				
Forestry	133,639	130,819	71,766	55%
Properties - Commercial	1,444,892	1,023,932	931,021	91%
Karapiro Domain	1,588,373	1,550,728	1,561,322	101%
Housing	1,592,829	1,579,779	1,453,638	92%
Community Properties	852,607	1,128,697	1,138,330	101%
Non Core Commercial Prop	103,690	125,010	136,237	109%
Property Commercial General	127,485	656,785	583,567	89%
Landfills	56,770	246,530	384,347	156%
Cambridge Gym	32,974	32,974	33,084	100%
Karapiro Reserve Development	6,400	6,400	6,408	100%
Cambridge Velodrome	22,828	22,828	22,908	100%
Halls	481,751	441,021	397,253	90%
Council Occupied Buildings	1,742,968	1,720,832	2,013,041	117%
	8,187,206	8,666,335	8,732,922	
Capital Expenditure				
Properties - Commercial	335,200	48,414	13,350	28%
Karapiro Domain	61,200	86,416	61,353	71%
Housing	2,108,460	248,370	206,304	83%
Community Properties	-	129,000	94,319	73%
Karapiro Reserve Development	40,800	57,500	39,788	69%
Halls	200,000	160,000	155,299	97%
Council Occupied Buildings	1,115,990	143,986	(216,592)	-150%
	3,861,650	873,686	353,822	

INCOME

There were no material variances with total income for the 2019/20 year being slightly higher than forecast by \$46,600 or 1.6%.

OPERATING EXPENDITURE

Overall year end expenditure is generally in line with forecast with a small overspend of \$66,587 or 0.8%. Significant variances related to:

1. The underspend in forestry of \$59,053 was mainly due to not having to undertake thinning due to the crop size.
2. The overspend in landfills of \$137,770, mainly relates to a \$123,000 movement in the landfill liability provision which was unbudgeted.
3. The overspend in Council Occupied buildings of \$292,209 relates to an unbudgeted increase in depreciation of \$154,000 and a prior period adjustment of \$256,000 for furniture originally classified as CAPEX in the 2018/19 accounts but reclassified as OPEX in 2019/20.

CAPITAL EXPENDITURE

Total Capital expenditure for 2019/20 was \$519,864 underspent or 59.5% of budget. The main areas of underspend related to:

1. Properties commercial was underspent by \$35,064 as a result of year to date under expenditure on the Te Rahu Road development work.
2. Housing was underspent by \$42,066 as a result of the consenting costs for the proposed Vaile Court development being significantly less than anticipated.
3. Karapiro Domain was underspent by \$25,063 as a result of under expenditure of Domain plant and equipment replacements for which a request will be made to carry forward to the 2020/21 financial year.
4. Community properties was underspent by \$34,681 mainly as a result of the cost of the new Gasworks carpark being significantly less than originally estimated.
5. Karapiro Reserve Development was underspent by \$17,712 as a result of under expenditure on Domain playground equipment for which a request will be made to carry forward to the 2020/21 financial year.
6. Council occupied buildings was underspent by \$360,578 mainly as a result of a prior period adjustment of \$256,000 for furniture originally classified as CAPEX in the 2018/19 accounts but reclassified as OPEX in 2019/20.

4 ACTIVITY DEVELOPMENTS AND UPDATES

CAMBRIDGE

Cambridge Town Hall

Significant rainfall on the evening of the 3rd of May, a missing down pipe and loose roofing iron resulted in a significant leak and a collapse of the fibrous plaster ceiling in the Edwardian room. A section of the roof, above the Edwardian room and kitchen, including external and internal gutters, downpipes and flashings has been replaced. The replacement of the fibrous plaster ceiling will be undertaken in early July.

As a result of the roof leak, and the issues highlighted, an independent report has been obtained on the condition of the Town Hall roof. A summary of the key findings are as follows:

1. The overall detailing of the main roof is dated and maintenance is overdue.
2. Much of the corrugate coating has UV damage, significant enough to result in severe paint deterioration and is showing sign of corrosion development.
3. Flashings, fixing holes and gutter details are lacking and these areas were noted as the most likely cause of water ingress. The base materials are in a deteriorating condition and due to this, the current and expected wet months, leaking, and detailing risk, the recommendation is for total removal and replacement of the majority of gutters and flashings.
4. Current materials are coming to the end of their life cycle due to a mix of condition and detailing matters, that will be cost prohibitive to repair in isolation when set against the remaining life of the installation.
5. The report recommends replacement of the majority of the existing roof cladding, all flashings, gutters and down pipes.
6. An estimated costs subject to undertaking a detailed scope of works is approximately \$700,000.

Cambridge Water Tower

A condition assessment on the Cambridge Water Tower has identified there is potential for corroded metalwork to fall from the tower. Staff will be meeting with Heritage New Zealand in July to discuss the options for removing the corroded metal work and potentially the water tank.

The tower has been fenced off in the interim.

Cambridge Closed Landfill

Continued elevated methane readings from a number of the Gas Monitoring Wells on the Cambridge closed landfill indicated that the wells were located in the landfill material itself. As a result five additional wells were installed during June to complement the existing wells. Readings for the new wells showed methane levels at ambient levels.

Gaslight Theatre Carpark

The Gaslight theatre carpark was levelled and resealed in June.

Karapiro Domain Accommodation

A report considering an expansion of the current accommodation available to further support the various activities which occur at Mighty River Domain has been completed in draft by Horwath HTL Limited.

Once finalised the information provided will feed into a business case to be considered for the 2021/31 LTP if such a facility is warranted.

Taylor St/Vogel St/King St Development

The property has been sold with payment of the 10% deposit and an additional 40% paid in late October 2018. Final settlement is anticipated by the end of July 2020.

C1 & C2/3 Growth Cells

Staff are in negotiations with various land owners for requirements of infrastructure as per the structure plan for these growth cells. Negotiations will be ongoing to secure land for stormwater swales and pipes as well as a stormwater pond and for the required roads to service the growth cell. This includes two separate roads crossing the Cambridge Town Belt which is a Crown owned, Council managed reserve.

Roundabout into APL land Hautapu

Negotiations have been completed with KiwiRail in relation to the licence agreement over KiwiRail land on Victoria Road to enable the roundabout to be constructed across the KiwiRail reserve to enable access to the APL site.

KARAPIRO / MAUNGATAUTARI***Hicks Road, Maungatautari***

Staff are currently working with landowners for the Hicks Road access to the northern enclosure of the Maungatautari Ecological Island. Work is now underway to register the required easements through the Maori Land Court.

Lake View Drive Stormwater Project

Staff are in negotiations with a private landowner whose land has been affected by stormwater runoff. The project is to replace a temporary stormwater pipe through the land which will require an easement and agreement for entry/construction.

TE AWAMUTU / KIHIKIHI***Te Awamutu to Pirongia Cycleway***

For section one, Te Awamutu to Lake Ngaroto, staff are continuing to negotiate with affected landowners to acquire land by way of easement for the cycleway. This includes negotiating with KiwiRail on a Licence to Occupy for the cycleway over KiwiRail land and with Ministry of Education regarding the Te Awamutu College section of the cycleway.

OHAUPO

Ohaupo Memorial Hall

A Detailed Seismic Assessment (DSA) has been undertaken on the Ohaupo Memorial Hall which has confirmed that it is an Earthquake Prone Building at 20% NBS. The DSA has identified the main area of critical structural weakness being the rear of the building.

A structural engineer will be engaged to provide working drawings and budget estimates for the strengthening of the building.

DISTRICT WIDE

Pirongia Mountain Possum Control Operation

In August 2020 the Department of Conservation (DOC) and Waikato Regional Council (WRC) are planning a joint possum control operation, using pesticide sodium fluoroacetate (1080), on both public conservation and private lands surrounding Pirongia Forest Park and Te Kauri Park Scenic Reserve. Included in the planned operational area is Waipa District Council owned land on the eastern side of Pirongia Forest Park, bordering Sainsbury Road and Te Tahi Road.

Council staff have been in discussions with various groups in relation to the upcoming 1080 drop and following discussions with the Pirongia Restoration Society, 200ha has been excluded from the WDC owned land as they intend to apply pindone via fixed bait stations.

Steps have been taken to ensure the security of the water source that supplies the Te Awamutu and Pirongia townships including distance setbacks from water sources, temporarily disconnecting the water, and a water testing programme.

Medical Officer of Health (MOH) approval is required for 1080 applications such as this. This approval will be obtained by DoC prior to the operation going ahead, any recommendations or additional requirements of the MOH will be adopted as part of this operation.

Provincial Development Fund, Town Halls, Community Centres and Memorial Halls

Applications for funding have been made to the Provincial Development Fund for works to three community halls, Hora Hora, Woman's Maori Welfare League and Kaipaki.

The criteria for funding was relatively restrictive in that the projects needed to be shovel ready and all consents if required had to be in place.

The criteria specifically excluded the "big town hall" within an urban area.

Long Term Plan (LTP)

Business cases in support of the Property Groups' proposed LTP projects have been finalised.

Activity Management Plan

Work has continued on finalising the Property Services Group Activity Management Plan incorporating the feedback from the Tonkin and Taylor Review.

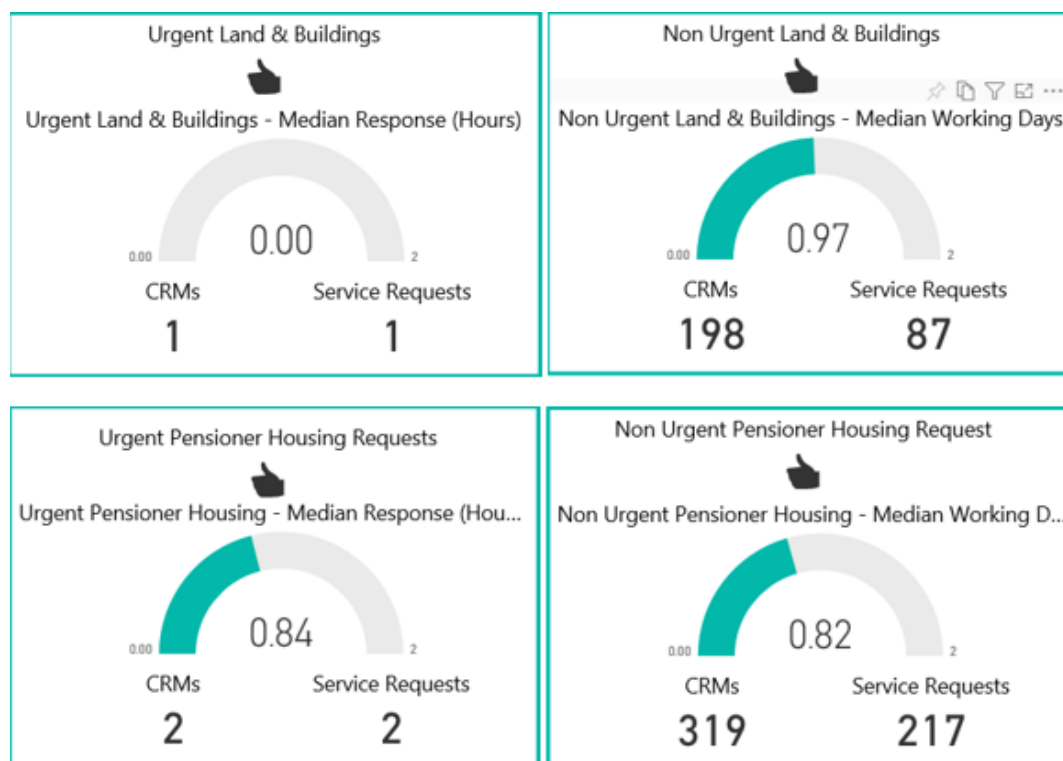
Pensioner Housing

A number of initiatives are currently underway within the pensioner housing portfolio including expansion of Council's pensioner housing portfolio as previously proposed:

- a. Resource Consent has been granted for the construction of ten new units at Vaile Court, Leamington. Fee offers from external consultants are currently being obtained for the design and engineering of the units.
- b. A sale and purchase agreement has been entered into with the Cambridge Cosmopolitan club for the purchase of 3,139m² of land adjacent our existing Vale Court property. The will provide for the expansion of the village with approximately 16 additional units.
- c. High level development concept plans have been drawn up for the property purchased at 1262 Cambridge Road, Te Awamutu. Development of this property will require a District Plan change, as the land is currently zoned rural, and this is underway through the structure plan/zone change for T11.

5 LEVELS OF SERVICE AND PERFORMANCE MEASURES

Levels of Service (LOS) identify the output from Property Services that the customer can expect to receive. The current LOS for the Property Services team are measured for Land and Buildings and Pensioner Housing, as shown in the chart below. In all cases the targets are being met.



6 DOCUMENTS EXECUTED UNDER DELEGATION

The following documents have been executed under general delegation, and without the specific authority of a Council or Committee resolution (during the period of this report):

Type of Document	Other Party	Details
Covenant	AgResearch	To file a covenant in gross against the property with LINZ for a stock underpass subsoil lease.
Grazing Arrangement	Teena Garland	Entered into a grazing lease arrangement with Teena Garland, for bare land, adjoining a Pirongia Property.

7 QUARTER 1, 2020/21 – KEY PRIORITIES

Some of the key priorities that Property Services staff are focusing on in the current quarter are:

- Fill the three vacant positions within the team
- Commence the upgrade works to the Te Awamutu Band Rotunda.
- Obtain consents for and removal of the corroded Cambridge Water Tower metalwork.
- Commence detailed design of Vaile Court new pensioner housing units
- Completing work on the Property Activity Management Plan (AMP), incorporating feedback from the Tonkin Taylor review.
- Continue to operationalise the new contracts database and continue with the comprehensive review of the lease portfolio with regard to renewing expired leases and documenting those subject to rights of renewal.
- Finalise the acquisition of land for various projects, including the Cambridge to Te Awamutu water supply, Waikeria sewer pipe and cycleways.
- Commence planning for the demolition and removal of end of life residential houses on Franklin Street, Pirongia, and Vogel Street, Cambridge.
-



John Miles

MANAGER PROPERTY SERVICES



Approved by Ken Morris

DEPUTY CHIEF EXECUTIVE / GROUP MANAGER BUSINESS SUPPORT

FINANCE AND CORPORATE COMMITTEE REPORT



To: The Chairperson and Members of the Finance and Corporate Committee

From: Property Service Team Leader

Subject: **Mighty River Domain Temporary Liquor Bans for 2020/2021 Season**

Meeting Date: 18 August 2020

File Reference: 2.20.07

1 EXECUTIVE SUMMARY

Temporary liquor bans have been utilised on the Mighty River Domain, Lake Karāpiro (“the Domain”) since 2011 to control alcohol consumption and related issues during organised events and Christmas/New Year busy periods. It is the opinion of site management, Council staff and local representatives of the New Zealand Police that the implementation of temporary liquor bans on the Domain during summer events has been a positive move.

It is recommended that temporary liquor bans be implemented on the Domain again during the 2020/2021 season, in a similar manner to that of the previous seasons. Appendix 1 contains a list of recommended dates/events/times.

It is noted that the proposed bans should exclude the 5-9pm period (to enable Domain campers to socialise informally at the end of each day’s activities), but that this exclusion be limited to the upper campground area. It is proposed that this exclusion not apply to the Waka Ama social event (to be held on 23 January 2021, the last day of the 8 day event), and the hydroplane event (to be held on 12-14 February 2021).

The use of trained security staff overnight along with wide notification of the bans (via newspaper advertisements, signage on site, website and e-newsletter reminders and public address system announcements during events) help to encourage Domain visitors to adhere to the temporary liquor bans whilst they are in effect.

Section 3.2 of the Waipa District Public Places Alcohol Control Bylaw 2015 states:

“Council may from time to time, by resolution, make a temporary alcohol ban for a public place for a particular time period related to a specified event or a particular time of the year.”

Although the matter may be considered by a standing committee of Council, only Council has the authority to pass a resolution implementing a temporary alcohol ban, therefore the proposed resolutions contain a recommendation to Council.

2 RECOMMENDATION

That –

- a) *The ‘Mighty River Domain Temporary Liquor Bans for 2020/2021 Season’ report (document number 10441363) of Bruce Nunns, Property Services Team Leader be received; and*
- b) *The Finance and Corporate Committee recommends that Council resolve to specify the Mighty River Domain, Lake Karāpiro (excluding any leased facilities and the Sir Don Rowlands Centre and any other area/s on the Mighty River Domain specifically licensed for the sale or service of alcohol) as subject to temporary liquor bans for certain events, dates and time periods, as listed in Appendix 1 (document number 10441363), pursuant to the Waipa District Public Places Alcohol Control Bylaw 2015 and the Local Government Act 2002.*

3 OPTIONS AND ASSESSMENT

Prior to the adoption of temporary liquor bans on the Domain in 2011, alternative options were considered by staff and advice was sought from the New Zealand Police in relation to the matter. Issues surrounding use of the temporary bans were vigorously debated by elected Council at the time that the first season’s ban dates/ times were presented for approval.

The implementation of temporary liquor bans on the Domain has been successful in reducing problems associated with consumption of alcohol on the site, so both staff and local representatives of the Police believe that the repeated use of bans each summer season is both justifiable and necessary.

Significant alcohol-related issues have occurred during the hydroplane event and the Waka Ama social event. The seriousness of those issues led staff to consider how best to manage behaviour at future events. Full (i.e. 24 hour per day) liquor bans have been utilised to good effect over subsequent seasons, which has prevented alcohol-related issues from occurring. A full liquor ban is therefore recommended for the hydroplane event and Waka Ama social event (the Waka Ama social event is held on the last day of the 8 day event), scheduled for the coming summer season.

The purpose of the proposed daily 5-9pm ban exclusion period for all other events is to enable Domain campers to socialise informally at the end of a day's activities. The exclusion is limited to the upper campground area. This prevents organised functions involving the service of alcohol from occurring in other parts of the Domain, such as the main embankment. This has been an issue in the past, particularly during larger events such as the Maadi Cup rowing regatta.

Professional security staff will be contracted to support site staff in implementing the proposed bans and local police will also have an intermittent presence.

Financial Implications

The proposed implementation of Temporary Liquor Bans requires that the public be notified of the bans, both through prior advertising and by the use of signage on site. The relevant signage is already owned by Council and the cost of the necessary advertising has been allowed for in the site's operating budget.



Bruce Nunns
PROPERTY SERVICES TEAM LEADER



Reviewed by John Miles
MANAGER PROPERTY SERVICES



Approved by Ken Morris
DEPUTY CHIEF EXECUTIVE / GROUP MANAGER BUSINESS SUPPORT

SUPPORTING INFORMATION: ASSESSMENT OF PROPOSAL

1 Statutory and policy requirements

Drinking in public places in New Zealand is legal for over 18 year olds, unless there is an alcohol ban in place. Alcohol bans are popular as a means to reduce alcohol related crime, violence and public disorder in public places. An alcohol ban prohibits the possession or consumption of liquor for specific days, hours and public locations.

Statutory Requirements

Under Section 147 of the Local Government Act 2002, Local Authorities, in conjunction with the New Zealand Police (“Police”), are able to create alcohol free areas. Bans must be enacted as a Local Authority bylaw following a special consultative procedure. The Waipa District Public Places Alcohol Control Bylaw 2015 sets aside areas within the town centres of Cambridge, Leamington, Kihikihi and Te Awamutu as permanent liquor ban areas; however section 3.2 of the Bylaw allows Council to approve temporary liquor bans for additional public places on the proviso that notification and advisory signage is used to inform the public of the temporary ban. Given that temporary bans do not constitute an amendment to the Bylaw, rather the exercising of a power under the Bylaw, the special consultative procedure specified in the Local Government Act 2002 does not need to be followed.

Members of the Police are empowered under sections 169 and 170 of the Local Government Act 2002 to enforce the Bylaw. A liquor ban gives members of the Police power to search a person for alcohol and then seize, confiscate or destroy it. Anyone knowingly disobeying a ban can be fined or arrested. Police must first warn people who are in breach of a ban and give them the opportunity to either leave the area or cease drinking and/or carrying alcohol.

In areas not subject to a liquor ban, the Police’s actions in respect of alcohol-affected persons are limited to those specified in section 36 of the Policing Act 2008 – ‘Care and protection of intoxicated people’.

Consistency with Operative Council Policy, Strategy and Plans

Neither Council’s Procedural Policy Manual 2010 nor any other of its general guiding documents deal with the topic of how liquor consumption should be controlled on Waipa parks and reserves.

Council’s Local Alcohol Policy, which came into effect on 1 July 2016, sets a clear framework which is applied to all applications for on, off, club and special licences, temporary authorities and managers certificates within the Waipa District. It does not deal with the topic of liquor bans.

The operative (2011) Karāpiro Lake Domain (Mighty River Domain) Reserve Management Plan contains the following section regarding liquor:

“5.16 LIQUOR LICENSES

- **5.16.1 Objective**
The sale and consumption of liquor is undertaken in a responsible and controlled manner.
- **5.16.2 Policies**
To allow, within the Don Rowlands Centre or any authorised cafe within the Karāpiro (Mighty River) Domain, the sale of liquor associated with events, functions or organised activities, subject to appropriate liquor licensing controls.

To restrict the sale and / or supply of alcohol for organised events, functions or activities unless authorised through the Karāpiro (Mighty River) Domain Site Manager.

To restrict the possession and / or consumption of alcohol during (or in conjunction with) organised events, functions or activities to within specified areas as determined by the Karāpiro (Mighty River) Domain Site Manager, and detailed in Conditions of Hire.”

2 Background to proposal

In October 2011, at the recommendation of the Mighty River Domain and Karāpiro Reserves Committee and Cambridge Community Board, Council resolved to specify the Mighty River Domain, Lake Karāpiro (“the Domain”) (excluding certain facilities) as subject to temporary liquor bans for certain events/dates in the 2011/2012 summer season, pursuant to the Waipa District Public Places Liquor Control Bylaw 2008.

This was promoted by staff and supported by the Police as an appropriate method of addressing an increase in problems associated with the consumption of alcohol by visitors to the Domain, particularly during organised events.

The proposal was discussed with Domain/Lake users, event organisers and local residents prior to implementation, and was found to have widespread support. The bans were seen as being complementary to other control mechanisms already in use on the Domain (such as event management plans, hire contracts and Council policies) with the added advantage of enabling enforcement by the Police.

At the time that temporary bans were agreed on for the 2011/2012 summer season, it was decided that a review take place at the end of the season to determine whether the bans had been helpful. As the temporary bans proved to be a successful method of controlling alcohol consumption and related issues on the Domain, it was then decided that this would become an annual process, with the provision of dates of temporary bans required for the coming summer season, and that these would subsequently be publically notified.

As hoped, implementation of the temporary liquor has enabled alcohol related issues to be prevented and controlled on the Domain more effectively than in prior years. Feedback from Domain/Lake users, local residents, most event organisers and many event participants has been very positive.

Appendix 1

Temporary Liquor Ban Calendar 2020/2021

Date	Times	Event
<u>2020</u>		
29th Aug	12.01am-5pm/9pm-11.59pm daily	Legion of Rowers Rowing Regatta
5th-6th Sep	12.01am-5pm/9pm-11.59pm daily	North Island Secondary School Cycling Champs
19th-20th Sep	12.01am-5pm/9pm-11.59pm daily	NZ Masters Rowing Regatta
26th-27th Sep	12.01am-5pm/9pm-11.59pm daily	Waikato River Head Rowing Race
28th- 1st Oct	12.01am-5pm/9pm-11.59pm daily	Rowing NZ RPC Trials
3rd Oct	12.01am-5pm/9pm-11.59pm daily	100K Flyer - Cycle event
15th- 18th Oct	12.01am-5pm/9pm-11.59pm daily	NZ Jetsport Nationals
16th-18th Oct	12.01am-5pm/9pm-11.59pm daily	Spring Challenge Cambridge
31st Oct	12.01am-5pm/9pm-11.59pm daily	Te Awamutu Rowing Regatta
7th- 8th Nov	12.01am-5pm/9pm-11.59pm daily	Armistice in Cambridge
14th-15th Nov	12.01am-5pm/9pm-11.59pm daily	KRI Memorial Rowing Regatta
15th Nov	12.01am-5pm/9pm-11.59pm daily	Vintage Tractor Club Swap Meet
21st Nov	12.01am-5pm/9pm-11.59pm daily	Te Wananga Waka Ama Regatta
22nd Nov	12.01am-5pm/9pm-11.59pm daily	Stragglers Classic Car Show
28th-29th Nov	12.01am-5pm/9pm-11.59pm daily	KRI Club Rowing Regatta
5th-6th Dec	12.01am-5pm/9pm-11.59pm daily	Regional Waka Ama Champs
10th - 13th Dec	12.01am-5pm/9pm-11.59pm daily	KRI Christmas Rowing Regatta
Dec 24-25	12.01am-5pm/9pm-11.59pm daily	No event - Christmas Campers
Dec 31 - Jan 01	12.01am-5pm/9pm-11.59pm daily	No Event - New Years
-	-	
<u>2021</u>		
16th - 22th Jan	12.01am-5pm/9pm-11.59pm daily	Waka Ama Sprint Nationals
23rd Jan	12.01am-11.59pm daily	Waka Ama Sprint Nationals
24th Jan	12.01am-5pm/9pm-11.59pm daily	Waka Ama Sprint Nationals
28th Jan - 1st Feb	12.01am-5pm/9pm-11.59pm daily	KRI Cambridge Town Cup & Nth Island Club Rowing Champs
2nd- 4th Feb	12.01am-5pm/9pm-11.59pm daily	Olympic Rowing Trials
8th Feb	12.01am-5pm/9pm-11.59pm daily	Music Festival

Date	Times	Event
2020		
22nd - 25th Feb	12.01am-5pm/9pm-11.59pm daily	NZ Rowing U23 Trials
26th-28th Feb	12.01am-5pm/9pm-11.59pm daily	KRI Aon Junior Rowing Regatta
4th-7th March	12.01am-5pm/9pm-11.59pm daily	NI Sec School Rowing Champs
13th March	12.01am-5pm/9pm-11.59pm daily	Waka Ama 10km Race
15th-19th March	12.01am-5pm/9pm-11.59pm daily	Rowing NZ Trials
20th-28th March	12.01am-5pm/9pm-11.59pm daily	Maadi Rowing Cup
8th-10th April	12.01am-5pm/9pm-11.59pm daily	Rowing NZ Trials
15th-17th April	12.01am-5pm/9pm-11.59pm daily	Rowing NZ Trials
17th April	12.01am-5pm/9pm-11.59pm daily	100K Flyer - Cycle event
26th - 30th April	12.01am-5pm/9pm-11.59pm daily	Rowing NZ Junior Trials
8th May	12.01am-5pm/9pm-11.59pm daily	Legion of Rowers Rowing Regatta
13th-15th May	12.01am-5pm/9pm-11.59pm daily	Rowing NZ Winter series
20th-22nd May	12.01am-5pm/9pm-11.59pm daily	Rowing NZ Winter series
3rd-5th June	12.01am-5pm/9pm-11.59pm daily	Rowing NZ Winter Series



To: The Chairperson and Members of the Finance and Corporate Committee

From: Governance

Subject: **RESOLUTION TO EXCLUDE THE PUBLIC**

Meeting Date: 18 August 2020

1 RECOMMENDATION

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

The general subject of the 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
<ol style="list-style-type: none"> 1. <i>Confirmation of Public Excluded Minutes dated 16 June 2020</i> 2. <i>Maungatautari Ecological Island Trust Quarterly Report July 2020</i> 3. <i>Pirongia Forest Harvesting</i> 4. <i>Acquisition of Land Ohaupo Road</i> 5. <i>Acquisition of Kihikihi Property</i> 	<p><i>Good reason to withhold exists under section 7 Local Government Official Information and Meetings Act 1987</i></p>	<p><i>Section 48(1)(a)</i></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, are as follows:

Item No.	Section	Interest
1.	Sections 7(2)(j)	To prevent the disclosure or use of official information for improper gain or advantage.
2.	Section 7(2)(b)	To protect information which if public would; <ul style="list-style-type: none"> i. disclose a trade secret; or ii. unreasonably prejudice the commercial position of the person who supplied or who is the subject of the information.
3.	Section 7(2)(h)	To enable the council to carry out, without prejudice or disadvantage, commercial activities.
4.	Section 7(2)(i)	To carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).
5.	Section 7(2)(i)	To carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).