

Agenda for a meeting of the Policy & Regulatory Committee to be held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **MONDAY, 29 MAY 2023** commencing at **9.30am**.

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GJ Ion
CHIEF EXECUTIVE

POLICY & REGULATORY COMMITTEE

Reports to:	Council
Chairperson:	Deputy Mayor Carolyn Eyre
Deputy Chairperson:	Cr Crystal Beavis
Membership:	The Mayor and all Councillors
Meeting frequency:	Six-weekly
Quorum:	Majority of the members (including vacancies)

Purpose

The Policy & Regulatory Committee is responsible for the Council's governance policies and bylaws and reviewing the District Plan.

In addition to the common delegations on page 10, the Policy & Regulatory Committee is delegated the following Terms of Reference and powers:

Terms of Reference:

1. To establish, implement and review the governance policy framework that will assist in achieving the Council's strategic priorities and outcomes.
2. To develop, review and approve Council bylaws for consultation.
3. To consider and determine changes to the schedules and parking restrictions in the Public Places Bylaw 2016, including hearing any submissions relating to those proposed changes.
4. To hear and determine matters arising under current bylaws, including applications for dispensation from compliance with the requirements of bylaws, unless such matters are otherwise delegated by Council.
5. To administer the Council's District Plan in accordance with the Resource Management Act 1991.
6. To monitor the performance of regulatory decision-making by the District Licensing Committee², Regulatory Subcommittee and officers under their respective delegations.

The Committee is delegated the following powers to act:

Governance Policies

- Develop and agree governance policies for the purpose of consultation/engagement.
- Recommend to Council policy for adoption, amendment or revocation.
- Monitor and review policy, including recommending amendments to any policy as and when required.

Bylaws

- Determine all preliminary matters in relation to bylaws, except where expressly reserved for Council under legislation or the bylaw itself. For clarity, this delegation includes those matters to be determined under section 155 Local Government Act 2002.
- Develop and approve the statement of proposal for new or amended bylaws for consultation.
- Make any resolution where in a bylaw the Council has specified that a matter be regulated, controlled or prohibited by the Council by resolution.
- Recommend to Council new or amended bylaws for adoption.

District Plan

- Review and approve for notification a proposed district plan, a proposed change to the District Plan, or a variation to a proposed plan or proposed plan change (excluding any plan change notified under clause 25(2)(a), Schedule 1 of the Resource Management Act 1991)
- Withdraw a proposed plan or plan change under clause 8D, Schedule 1 of the Resource Management Act 1991.
- Make the following decisions to facilitate the administration of plan changes, variations, designation and heritage order processes:
 - a. To decide whether a decision of a Requiring Authority or Heritage Protection Authority will be appealed to the Environment Court by the Council and authorise the resolution of any such appeal, provided such decisions are consistent with professional advice.
 - b. To consider and approve Council submissions on a proposed plan, plan changes, and variations.
 - c. To monitor the private plan change process.
 - d. To accept, adopt or reject private plan change applications under clause 25, Schedule 1, Resource Management Act 1991.

Other Resource Management Issues

- Pursuant to Section 34(1) of the Resource Management Act 1991, to exercise all of the Council's functions, powers and duties under that Act, except the functions, powers and duties:
 - a. that cannot be delegated or that are otherwise retained by the Council under its terms of reference; or
 - b. expressly delegated to other Council committees or decision-making bodies, or officers.
- Monitor and approve submissions in relation to National Policy Statements.

Other Delegations

- Exercise all of the Council's functions, powers and duties under the Building Act 2004, the Health Act 1956, and the Food Act 2014, and the respective regulations made under these Acts, except the functions, powers and duties:
 - a. that cannot be delegated or that are otherwise retained by the Council under its terms of reference; or
 - b. expressly delegated to other Council committees or decision-making bodies, or officers.
- Approval of attendance of elected members at conferences, seminars, training or events, in accordance with Council policy.

To	Policy and Regulatory Committee
Report title	Confirmation of Minutes
Date:	29 May 2023
Report Author:	Grace Shaw, Democracy Advisor
Authorised by:	Gaylene Kanawa, Democracy Manager

1. Purpose of the report

Te Take moo te puurongo

To confirm the minutes for a meeting of the Policy and Regulatory Committee held on Tuesday, 7 March 2023, the minutes for a meeting of the. Policy and Regulatory Committee (relating to the Public Places and Traffic Bylaws Hearing and Deliberations), held on Tuesday 11 April 2023 and Wednesday 12 April 2023, the minutes for a meeting of the. Policy and Regulatory Committee (relating to the Trade Waste and Wastewater Hearing and Deliberations), held on Wednesday, 22 February 2023 and Monday 1 May 2023 and the minutes for a meeting of the. Policy and Regulatory Committee (relating to the Cemeteries Bylaw and Deliberations), held on Monday 1 May 2023.

2. Staff recommendations

Tuutohu-aa-kaimahi

THAT:

- a. the minutes for a meeting of the Policy & Regulatory Committee meeting held on Tuesday, 7 March 2023 be confirmed as a true and correct record; and**
 - b. the minutes for a meeting of the Policy & Regulatory Committee (Public Places and Traffic Bylaws Hearing and Deliberations) meeting held on Tuesday, 11 April 2023 and Wednesday, 12 April 2023 be confirmed as a true and correct record; and**
 - c. the minutes for a meeting of the Policy & Regulatory Committee (Trade Waste and Wastewater Hearing and Deliberations) meeting held on Wednesday, 22 February 2023 and Monday, 1 May 2023 be confirmed as a true and correct record; and**
 - d. the minutes for a meeting of the Policy & Regulatory Committee (Cemeteries Bylaw Hearing and Deliberations) meeting held on Monday, 1 May 2023 be confirmed as a true and correct record.**
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3. Attachments Ngaa taapirihanga

Attachment 1 - Minutes from the Policy & Regulatory Committee meeting held on Tuesday, 7 March 2023

Attachment 2 - Minutes from the Public Places and Traffic Bylaws Hearing and Deliberations meeting, held on Tuesday, 11 April 2023 and Wednesday, 12 April 2023.

Attachment 3 - Minutes from the Trade Waste and Wastewater Hearing and Deliberations meeting, held on Wednesday, 22 February 2023 and Monday, 1 May 2023

Attachment 4 - Minutes from the Cemeteries Bylaw Hearing and Deliberations meeting, held on Monday, 1 May 2023

Minutes for a meeting of the Policy & Regulatory Committee of the Waikato District Council held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **TUESDAY, 7 MARCH 2023** commencing at **9.30am**.

Present:

Cr CA Eyre (Chairperson)
Cr C Beavis
Cr JM Gibb
Cr M Keir
Cr EM Patterson
Cr M Raumati
Cr LR Thomson
Cr P Thomson
Cr T Turner
Cr D Whyte

Attending:

Mr G Ion (Chief Executive)
Mr T Whittaker (Chief Operating Officer)
Ms A Diaz (Chief Financial Officer)
Mr R MacCulloch (General Manager Service Delivery)
Mr J Ebenhoh (Planning & Policy Manager)
Ms N Hubbard (Corporate Planning Team Leader)
Ms A Sayer (Corporate Planner)
Ms J Bell-Wymer (Corporate Planner)
Ms T Heera (Strategic Planner)
Mr T McIntyre (Policy Advisor)
Ms G Shaw (Democracy Advisor)

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Crs Raumati/L Thomson)

THAT the Policy & Regulatory Committee accepts apologies from Her Worship the Mayor and Cr Reeve for non-attendance, noting that Cr Ngataki and Cr Matatahi-Poutapu were also not in attendance.

CARRIED

P&R2303/01

ACTION: Democracy Manager to schedule a workshop to discuss the upcoming review of the Code of Conduct and what occurs in the interim with the existing Code of Conduct.

ACTION: Democracy Manager to provide Councillors with guidance regarding Committee meeting apologies/non-attendance requirements.

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Crs L Thomson/Gibb)

THAT:

- a. the agenda for a meeting of the Policy & Regulatory Committee held on Tuesday, 7 March 2023 be confirmed; and
- b. all items therein being considered in open meeting, with the exception of those items detailed at agenda items 7, which shall be considered with the public excluded; and
- c. all reports be received.

CARRIED

P&R2303/02

DISCLOSURES OF INTEREST

There were no disclosures of interest.

REPORTS

Policy and Bylaw Review Update
Agenda Item 4.1

The report was received [P&R2303/02 refers] and the following discussion was held:

- Staff had worked on updating several bylaws and policies since September 2022. Policy work had focused on the Development Contributions policy review, the Strategic Property policy suite review, and working to establish plans with people leaders to further progress the review of policies under their remit.
- Reviews of the Public Places, Cemeteries, Freedom Camping, Trade Waste and Wastewater and Traffic bylaws had continued and were at varying stages of the review process.
- The Provisional Local Alcohol Policy was adopted on 6th October 2022 after which the appeal period opened. Three appeals had been received. Council was awaiting further direction from the Alcohol Regulatory and Licensing Authority.
- Noted some Councillors felt rushed into making decisions on some bylaw reviews. Received confirmation that resourcing issues had resulted in decisions needing to be

made quickly to ensure bylaws remained current, and that staff were working on more rigorous planning to allow additional time for decision making in future.

Revocation of Policies

Agenda Item 4.2

The report was received [P&R2303/02 refers] and the following discussion was held:

- Staff sought approval to revoke the Funding for Road Closures for Community Events Policy (2009).
- Noted policies are key decision-making documents and therefore needed to be kept up to date to ensure that decisions being made are appropriate and consistent. This policy was no longer required as it was out-of-date and unnecessary.
- Expressed concern that the cost of traffic management plans would fall on communities.
- *Under the Proposed District Plan, some events no longer required traffic management plans? Is there discrepancy between what does and does not require a traffic management plan?*
The infrastructure team would provide further information/guidance regarding traffic management plan requirements.

ACTION: Infrastructure team to provide Councillors with guidance regarding requirements for traffic management plans in the community, considering rules under the Proposed District Plan and other relevant policy.

Resolved: (Crs Gibb/P Thomson)

THAT the Policy and Regulatory Committee recommends to Council:

- a. **that the Funding for Road Closures for Community Events Policy 2009 be revoked with immediate effect.**

CARRIED

P&R2303/03

Appointment and Remuneration of Directors Policy

Agenda Item 4.3

The report was received [P&R2303/02 refers] and the following discussion was held:

- The proposed Appointment and Remuneration of Directors Policy, if adopted, would replace the existing Appointing Directors and Trustees to Council Controlled Organisation Policy.
- The proposed Policy had been drafted through a legislative requirements lens and sought balance in administrative effort by broadening the application to cover

appointments to all Council organisations and removing content held in other governing documents.

- From a risk perspective the proposed policy set clear parameters for the appointment and remuneration of elected members and/or Council employees as directors.
- The significance of this policy while required by legislation was low. The political uncertainty and potential for changes to legislative reforms may require new entities or shareholdings to be established within our region which the policy would allow for.

Resolved: (Crs Patterson/Raumati)

THAT the Policy and Regulatory Committee recommends to Council that:

- a. the Appointing Directors and Trustees to Council Controlled Organisation Policy (2014) is revoked; and**
- b. the Appointment and Remunerations of Directors Policy is adopted.**

CARRIED

P&R2303/04

Amendments to the Speed Limits Bylaw 2011 Schedules
Agenda Item 4.4

The report was received [*P&R2303/02 refers*] and the following discussion was held:

- A review of the Speed Limits Bylaw 2011 occurred in 2021 and was adopted by Council at their meeting on 23 May 2022. Installation of the new speed signs were scheduled at the end of 2022.
- When the new speed signs were implemented several errors in the schedules were found. Those errors were mainly administrative and primarily related to the speed limits outside of schools.
- The original consultation proposed for all urban schools to have permanent speed limit reductions to 40km per hour within their vicinity and Rural schools were proposed to have a variable speed limit of 60km during specified times of 8am–9am and 2.30-3.30pm only.
- Following feedback and hearings, through the deliberations process, the decision was made to install variable speed limits outside of both urban and rural schools between 8am–9am and 2.30-3.30pm.
- During the approval process the permanent speed limits that were in the original schedules for urban school roads were not removed and this had resulted in sections of road within school zones having both a lower permanent speed limit and a variable speed limit for the same road.

- Roading Staff recommended retracting some of the variable speeds from around some of the urban school roads making them permanent 40km speed limits as per option one (1) in the original proposal.
- Discussion ensued regarding the Matangi community and its efforts to be recognised as a 50km/h zone. What the Matangi community had thought it agreed to was different to what had been presented in the Council schedule.

ACTION: Staff to work with Cr Beavis regarding speed limits in the Matangi community. Staff would look into the decisions made at deliberations to ensure these were reflected in the speed limit schedule.

- *How can we ask for an amendment to the schedule?* Only if there had been previous public consultation on the point of amendment. By 2024, we would aim to have the Speed Management Plan finalised, thereby causing the current schedule to become redundant at that point.
- *What influence do we have over Waka Kotahi when making decisions regarding major state highways?* State highways were not included in the bylaw. Waka Kotahi would propose its intentions for schools on state highways.
- *Has Council communicated with affected schools regarding the speed limits issue?* Not at this stage, but staff would work on improving communication with key stakeholders and customers.

Resolved: (Crs L Thomson/Whyte)

THAT the Policy and Regulatory Committee approves and recommends to Council:

- adoption of the amendments to the Speed Limits Bylaw 2011 schedules.**

CARRIED

P&R2303/05

Approval to consult on the Proposed Cemeteries Bylaw 2023

Agenda Item 4.5

The report was received [P&R2209/02 refers] and the following discussion was held:

- Staff sought approval to consult on the draft Waikato District Council Cemeteries Bylaw 2023 (Bylaw).
- The proposed Bylaw was a review of the 2016 Bylaw with two clauses added and one removed. The changes were made to reflect current practice and enhanced burial options. Two workshops were held with Council and early engagement undertaken with stakeholders and the public.
- The Bylaw applies to Council Controlled Cemeteries – not private cemeteries or Urupa.

- The key changes proposed in the draft Bylaw were to include a provision for natural burials and to allow dogs on leads in cemeteries. The prohibiting of backfilling a burial site had been removed to allow whaanau to backfill if they wish.
- Bottom of page 183 on the agenda should read 'no more than the H3 standard'. Staff to amend.

ACTION: Staff to amend proposed Cemeteries Bylaw 2023 to read 'no more than the H3 standard' as opposed to 'to at least the H3 standard' (refer to end of page 183 of the 7 March 2023 Policy & Regulatory agenda).

- *Do we have bins in cemeteries for disposal of waste created by dogs being allowed in cemeteries? How common are bins in cemeteries? Staff would investigate and provide an update to Councillors at a later date.*

ACTION: Staff to investigate if/how many cemeteries within the district have bins to address waste caused by dogs being allowed in cemeteries.

- *In terms of natural burials, was the public aware that there were only 1-2 sites available for natural burials, therefore, it would not always be possible for natural burials to be made available locally? Staff would investigate and report back at later date.*

ACTION: Staff to investigate if the public had been made aware that natural burials were only possible in 1-2 sites throughout the district (therefore, those who opted for a natural burial might not necessarily be buried locally).

Resolved: (Crs Patterson/Gibb)

THAT the Policy and Regulatory Committee:

- a. **confirms that, in accordance with Section 155 of the Local Government Act:**
 - i. **a Bylaw is the most appropriate way of addressing the perceived problem;**
 - ii. **the proposed Bylaw is the most appropriate form of Bylaw; and**
 - iii. **the proposed Bylaw does not give rise to any implications under the New Zealand Bill of Rights Act 2002.**
- b. **adopts the Statement of Proposal (contained in Attachment 2); and**
- c. **approves the commencement of formal consultation in accordance with section 83 of the Local Government Act 2002 on the Proposed Cemeteries Bylaw.**

CARRIED

P&R2303/06

WDC Submission on Consultation on National Direction for Plantation and Exotic Carbon Afforestation AND Submission(s) on Change I to the Waikato Regional Policy Statement
Agenda Item 4.6

The report was received [*P&R2209/02 refers*] and the following discussion was held:

- A submission was made to the Discussion Document on the National Direction for Plantation and Exotic Carbon Afforestation (the Discussion Document), which indicates intentions for the management of exotic carbon forestry's environmental (biophysical) effects.
- The questions outlined in the Discussion Document focused on vital areas of exotic forestry concerning carbon afforestation.
- A submission was made on Change I of the Waikato Regional Policy Statement, which sought to incorporate the requirements of the National Policy Statement on Urban Development 2020 and to reflect recent changes to the Future Proof Strategy 2022.
- A governance-approved submission and an officer-level submission on Change I to the Waikato Regional Policy Statement were lodged on 16th December 2022. The submission was overall in support of Change I.
- Concerns regarding local communities' ability to speak/contribute to the topic were noted.

There being no further business the meeting was declared closed at 10.32am.

Minutes approved and confirmed this day of 2023.

CA Eyre
CHAIRPERSON

Minutes for a hearing of the Policy & Regulatory Committee (to hear and consider submissions and make recommendations on the Proposed Waikato District Council Public Places & Traffic Bylaws) held in the Council Chambers, 15 Galileo Street, Ngaruawahia on **TUESDAY, 11 APRIL 2023** commencing at 9.30am and **WEDNESDAY, 12 APRIL 2023** commencing at 1.30pm.

Present:

Cr CA Eyre (Chairperson)
Cr CJ Beavis (Deputy Chairperson)
Her Worship the Mayor, Mrs JA Church
Cr JM Gibb
Cr MJ Keir
Cr KAM Ngataki
Cr EM Patterson
Cr MH Raumati
Cr VL Reeve
Cr LR Thomson
Cr T Turner
Cr DS Whyte

Attending:

Ms S O’Gorman (General Manager - Customer Delivery)
Mr J Ebenhoh (Planning & Policy Manager)
Ms N Hubbard (Corporate Planning Team Leader)
Ms A Sayer (Corporate Planner)
Ms J Bell-Wymer (Corporate Planner)
Mr T McIntyre (Policy Advisor)
Ms G Shaw (Democracy Advisor)

The Policy and Regulatory Committee opened the meeting with a Karakia.

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Crs Eyre/Ngataki)

THAT:

- a. the apologies from Cr Matatahi-Poutapu and Cr P Thomson for non-attendance be accepted.

CARRIED

P&RHE2304/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Crs Ngataki/Keir)

THAT:

- a. **the agenda for a meeting of the Policy and Regulatory Committee hearing and deliberations of the Public Places & Traffic Bylaws held on Tuesday, 11 April 2023 and Wednesday, 12 April 2023 be confirmed; and**
- b. **all items therein be considered in open meeting with the exception of those items detailed at agenda item 5 which shall be considered with the public excluded.**

CARRIED

P&RHE2304/02

DISCLOSURES OF INTEREST

Councillor Lisa Thomson declared that one of the submitters was her partner.

REPORTS

Hearing report for the proposed Public Places and Traffic Bylaws
Agenda Item 4.1

The report was received under [P&R2304/02] and the following discussion was held:

- A Special Consultative Procedure was undertaken between 27 February and 27 March 2023 to advise the public of the proposed changes to the bylaws and invite submissions on those changes.
- Shape Waikato was Council's main portal for engagement with the community. The Public Places Bylaw page on Shape Waikato received 605 views and 427 individual visitors. In total, Council received 76 formal submissions.
- The Traffic Bylaw page on Shape Waikato received 732 views and 508 individual visitors. In total, Council received 47 formal submissions.
- Social media feedback on both bylaws was presented in the report. However, it was noted that these were not considered to be formal submissions, however Council could choose to have some level of regard to the social media comments during deliberations.
- Some Councillors noted a well written report, however, felt that insufficient time had been provided for Council to comprehensively consider all issues raised.

Resolved: (Crs Whyte/Reeve)

THAT the Policy and Regulatory Committee, pursuant to section 83 of the Local Government Act 2002, considers all submissions and, where requested, hears submissions on the proposed Public Place and Traffic bylaws.

CARRIED

P&RHE2304/03

Hearings – Verbal Submissions: Proposed Public Places Bylaw Hearing

The following submissions were presented, and submitters responded to questions:

Hugh Pinfold, also on behalf of Jodi Pinfold (Submission ID 6086 & 6059, Page 12)

- Skateboards and other wheeled recreational devices are great petrochemical free, cost-effective transportation options that contribute to health and fitness improvements.
- Wheeled recreational devices are a significant mode of transport for children travelling to and from school, and provide a fun outdoor recreational activity for after school hours.
- Considered that wheeled recreation devices where an important part of Raglan culture, which is known for skateboarding, surfing, and board sports.
- Also noted that prohibiting the use of wheeled recreational devices would result in increased motor vehicle use, resulting in increased traffic congestion and carbon emissions.
- Council should instead focus on safety mechanisms around wheeled recreational devices, instead of a complete ban. Suggestions included designated lanes for wheeled devices and planning around how to best integrate these into our communities.

Gareth Bellamy (Submission ID 5935/39, Page 18)

- Supported the proposed changes to clause 11 and schedule 1 to create a district-wide approach to prohibiting the use of skateboards and other wheeled recreation devices on footpaths in prohibited areas of town centres.
- Requested that the ‘dangerous driving and substances’ section within Clause 5 be removed as it is a matter for the Police to handle, and its inclusion in the Bylaw creates ambiguity and subjectivity.
- Additionally, there was opposition concerning privately or publicly owned properties. The wording in the Bylaw regarding encroachment into public spaces is also seen as not being prescriptive enough and creating ambiguity, making it difficult to enforce.

- Suggestions have been made to make it more prescriptive to address issues of obstructed walking space.
- Suggested the community should be encouraged to self-manage and embrace the Bylaw in a more meaningful way by allowing them to put a framework in place, such as horse-riding signs in Tuakau 70km/h zones and looking at neighbouring communities for inspiration.
- Overall, there is a need to ensure that the Bylaw is clear and concise while addressing the concerns and needs of the community.

John Lawson (Submission ID 6081, Page 16)

- Noted that the agenda report stated there are no perceived risks associated with the report. However, suggested that while there are no known impacts of the Bylaw on climate change, the report appears to discourage cycling and riding.
- It is important to make clear to the public that cars are not permitted to use bike or bus lanes.
- The bylaw may require more clarification as to what constitutes a transport device.
- On page 184 of the agenda, it was noted that tickets are issued to vehicles parked on grass approximately a dozen times per year, so the submitter requested that if a rule is in place, it should be applied consistently (not only a handful of times per year).
- The agenda included a staff note acknowledging that not all damage to roads is intentional. Mr Lawson stated that the wording is too generic and requires more specificity. It is important to note that every vehicle damages the road to some extent.

James Whetu (Submission ID 6042, Page 14)

- Mr Whetu expressed concern over nuances in the Ngaruawahia community that were being overlooked. He mentioned the Te Awa cycleway, a project that had been in progress for years and brings many visitors to the town. However, he was disappointed to see that e-bikes were categorised as wheel recreation devices, potentially prohibiting their use on the cycleway.
- Mr Whetu also questioned the ban on scooters, bikes, and skateboards, which he believed do not create a nuisance for the community.
- Mr Whetu also expressed a desire for guidance on where horses can be used in Ngaruawahia and suggested providing guidance on managing waste left by horses, rather than banning their use. Additionally, he raised concerns over the clarity of the consent process for activities requiring council approval.

Rosmarie Costar (Submission ID 6110, Page 22)

- Concerns were raised regarding the rules governing the use of skateboards, inline skates, and roller skates and the need to encourage children to engage in outdoor activities. It was suggested that clear signage and alternative routes be provided in the event that these activities are restricted by bylaw.
- There was some contention regarding the ban of horses from berms although it was acknowledged that this restriction may be necessary in certain circumstances.
- Argued that signage promoting political candidates should not be permitted in parks and reserves, but it was unclear why model planes could not be flown in these areas.
- It was also suggested the importance of educating young skateboarders on the appropriate use of footpaths in Tuakau.

Beach Thurlow (Submission ID 6077, Page 20)

- The increasing rate of crime in Raglan led to the establishment of skateboarding and basketball as a means of providing children with a form of recreation while contributing to their mental well-being in a safe environment.
- The culture and benefits of skateboarding need to be taken into account rather than focusing on the negative perception attached to skateboarding.
- As skateboarding is becoming increasingly popular and has been accepted as an Olympic sport, it is not productive to prohibit it in towns.
- Educational initiatives aimed at creating greater safety awareness needed to be implemented. While beginners should not be skateboarding on the streets, Raglan has limited skateable footpaths and is restricted to skating in the skatepark, town, and walking trails leading to the beach.

Tracey Wilde (Submission ID 5944, Page 21)

- In Waikato, horses constitute a significant proportion of recreational activities, either requiring personal land ownership or payment for access to a riding venue.
- Historically, horse riding on roads was deemed acceptable as a form of exercise; however, this approach does not address the safety concerns for horses. Moreover, it creates hazardous situations and driver frustration when they have to slow down for horses.
- If the ride-on berms are suitable for horse riding, there is no reason not to use them. It is imperative to ensure traffic flow while prioritising the safety of horses and riders. In this regard, exploring a solution that permits horses to use the verge but not the footpath appears to be reasonable.

Hearings – Verbal Submissions: Proposed Traffic Bylaw Hearing

The following submissions were presented, and submitters responded to questions:

Dennis Amoores (Submission ID 6050, Page 136)

- Requested that Council consider introducing a charge for the use of boat ramps in Raglan. Noted there are three (3) high use boat ramps in Raglan; at the wharf, at Manu Bay and at Papahua Reserve, for which a charge should apply to each. Noted that parking wardens could undertake monitoring.
- Suggested that revenue generated from the fees be reinvested into maintenance of the asset.
- Councillors suggested that monitoring would be very challenging, suggested there may be alternative monitoring options, for example, an annual subscription.
- Councillors noted that a potential fee of this kind could be adjusted according to on/off season.

Gareth Bellamy (Submission ID 5935/39, Pages 115-116)

- As a traffic engineer, Mr Bellamy noted that the original draft of the document could benefit from a focus on clarity in accordance with the bylaw.
- One area of confusion was around definitions, pertaining to the term "roadway," which should be revised to read "carriageway."
- Additionally, Clause 6.4 is somewhat subjective, presenting a challenge for staff tasked with enforcing it.
- In Clause 6.6, it is important to emphasise the distinction between abandoned vehicles and those parked legally on the road (e.g., if the car owner has gone on holiday), as this may create potential conflicts with residents. To this end, it may be appropriate to extend the time-period for compliance to a month to address any extenuating circumstances.
- It is also important to differentiate between commercial activities and minor homeowner repairs in Clause 6.9.
- Regarding Clauses 7.4-7.5, the suggestion is to revise these as current language remains unchanged, and the submitter disagreed with this approach.

Deliberations Report on the Proposed Traffic Bylaw

Agenda Item 4.2

- The Corporate Planning Team spoke to the Deliberations Report on the Proposed Traffic Bylaw.
- The proposed Traffic Bylaw was approved for consultation by Council on 24 February and was consulted on between 27 February and 27 March 2023.
- A total of 47 submissions were received with eight submitters requesting to speak at the Council hearing at the time this report was written.
- Staff recommended that, subject to any amendments directed by the Committee as a result of the hearing, the proposed bylaw is adopted by Council on 24 April 2023.
- The Committee raised concerns about the potential for delays in resolving issues, but staff assured them that some measures could be implemented quickly, however did note that other actions may require longer periods of time to implement.

Clauses 1-3

- No submissions were received on Clauses 1-3; therefore, it was proposed they be accepted unchanged.

Clause 4

- In Clause 4, the use of the term “roadway” has been brought into question by staff (and a submitter). It is suggested that this term may be inaccurate.
- It should also be noted that the definition for “light motor vehicle” has already been included in the definitions section.

ACTION: The term “roadway” in Clause 4 to be replaced with “Carriageway”.

Clause 5

- There were no submissions, and therefore no modifications, to Clause 5.

Clause 6

- Staff had made some changes to Clause 6 based off submission points, which were generally accepted by the Committee.
- However, there were concerns about Clause 6.3 and its implications for residents who run truck-based businesses (e.g. farming families), and the balance needed to avoid neighbour disputes.
- There were also concerns about unintentionally capturing emergency vehicles and a recommendation to include a reference stating that it does not apply to utility vehicles.
- Also discussed extending the seven (7) day period for parked vehicles to a month. Overall, the Committee reached a consensus that seven (7) days is an appropriate limit because extending it longer could pose a hazard, such as attempted break-ins/smashed windows.
- Trailers and caravans would be covered under the definition of a motor vehicle.

Clause 7

- A couple of points were raised by submitters and staff recommended no changes to Clause 7.

Clauses 8-10

- There were no submissions, and therefore no modifications, to Clauses 8-10.

Clause 11

- Clause 11 was discussed, and it was mentioned that some submissions had been received. However, staff recommended that the clause remain unchanged.
- There was a question raised by regarding the separation of the clause on U-turns and the lack of restrictions on U-turns at the moment. Staff explained that U-turns were a specific issue, and their application would typically be at traffic signal control intersections. It was clarified that these areas would have clear signage to indicate where U-turns were allowed.

Clause 12

- Clause 12 was also discussed, and it was mentioned that a schedule would be added in the future to allow for the addition of cycle paths through a resolution.
- The definition for trucks was discussed in relation to heavy trailers and heavy trucks, as pointed out earlier.
- A point was raised about disabled parking on page 224 of the agenda, specifying that no vehicles should stop, stand, or start in park areas or any part of the main street. It was questioned whether any signposts/wording was missing in relation to disabled parking. The descriptions were to be reviewed for clarification.

ACTION: Staff to review descriptions regarding disabled parking to determine if wording needs revision in the context of disable parking.

Clause 13

- No submissions were received around Clause 13.
- Discussion ensued regarding shared zones and the potential damage caused to roads. Additionally, the Committee discussed the issue of illegal activities occurring on "paper roads".
- Noted it was important to acknowledge that despite being called "paper roads," they are still valid roadways, and we cannot restrict entry to them. However, addressing illegal activity on these roads is a separate matter and would depend on the definition of what is considered illegal. It is essential to remember that we can only act based on the consultations/submissions that have been presented to us.

Clause 14

- Staff acknowledged comments regarding prohibitions on light motor vehicles, but ultimately determined that the clause should remain unchanged.
- However, there were concerns raised about the effectiveness of the clause, particularly in rural areas where anti-social behaviour was becoming an issue. Some members suggested that the police only had limited powers to move people along.
- A copy of the updated schedule was requested, and it was agreed by some Councillors that Onion Road should remain in the schedule, while other roads could be added in the future through a Policy and a workshop could be held to determine what types of treatments could be placed on different roads. Councillors indicated their support for retaining Onion Road in the schedule, provided it was ground proofed.

Clause 15

- No submissions were received for Clause 15; therefore, staff recommended it remain unchanged.

Clause 16

- Clause 16 will require the inclusion of a blank schedule. As per the feedback from submitter #6009, it is expected that the schedule will be updated to include the ramp and accessway leading to it, ensuring that it is not blocked.
- However, the matter of charging for the use of the ramp requires further consideration and exploration. We need to carefully evaluate the feasibility and fairness of imposing parking charges at the boat ramp. This would require more work and thought into the practical implementation of such a system.
- During the discussion, staff pointed out that the Long-Term Plan (LTP) refers to boat ramp usage, not parking, and thus argued against the conflation of the two concepts. While it was not explicitly stated that charges would be imposed for usage versus parking, it is crucial to tread carefully and avoid any possible backlash from the boating community or even a judicial review.
- Regarding Raglan submitter's query about capturing these concerns to avoid any loss of information, staff would follow-up on that action item. The Raglan Community Board has also previously emphasised the need to proactively address the issue, given the increasingly busy nature of the community. Therefore, we should put effort into exploring this matter to help ease the burden on Raglan.

ACTION: Staff to investigate options around Mr Dennis Amooore's submission regarding boat ramp charges in Raglan.

Clause 17

- Staff recommended that the Clause 17 remain unchanged.
- However, concerns were raised about the damage caused to paper roads in Tuakau, which fall under the definition of a road. The Committee discussed potential solutions to enforce regulations regarding paper road damage, including charging for repairs and applying consequences for intentionally damaging these unsealed roads.
- It was argued that there may be some subjectivity surrounding the definition of damage, particularly if it involves, for example, digging up grass.

- The suggestion was made to add wording that covers the damage caused to any road in excess of normal wear and tear, without specifically targeting heavy vehicles. This potential solution was noted as an action to be taken. The relevant definitions and considerations can be found on page 207 of the meeting agenda.

ACTION: Staff to add words into Clause 17, stating ‘damage to any road in excess of normal wear and tear’. Wording to be worked on and finalised by staff.

Clause 18

- The proposed bylaw introduced a new damage to signs clause prohibiting anyone from removing, damaging or interfering with any traffic sign unless authorised to do so. It is important that Council has the ability to have recourse in these situations.
- Questioned whether the bylaw covers tagging on road barriers and bollards, and the importance of identifying those responsible for the damage to comply with the bylaw.
- It was noted that the bylaw emphasises the prevention of damage to public places, including roads, by individuals.
- Suggested considering a list of charges to hold antisocial drivers accountable for damage to rails and other public property and emphasised that both bylaws should be considered for any necessary action.

Clauses 19, 20, 21 and 22

- No submissions were received on the above clauses; therefore, it was recommended they remain unchanged.

Clause 23

- Staff to correct grammar in Clause 23.5, to read “for which the owner/operator has received permissions”.

ACTION: Staff to correct grammar in Clause 23.5, to read “for which the owner/operator has received permissions”.

- Staff would investigate actions around Submitter #6009’s submission, which suggested that some aspects of the Public Places Bylaw should also be included in the Traffic Bylaw.

ACTION: Staff to investigate actions around Submitter #6009’s submission, which suggested that some aspects of the Public Places Bylaw should also be included in the Traffic Bylaw.

Clause 24

- No submissions were received in relation to this clause. Staff recommended that this clause is adopted with no changes.

Removal of Keeping of Animals Bylaw 2015 and Livestock Movement Bylaw 2022 Content

- The proposed bylaw also removed the Keeping of Animals clause (clause 23 of the Public Places Bylaw 2016), as it is now covered by the Livestock Movement Bylaw 2022 and the Keeping of Animals Bylaw 2015.

Resolved: (Crs Ngataki/Keir)**THAT the Policy and Regulatory Committee:**

- a. notes the changes that have been made to the Traffic Bylaw 2023 (as outlined by track changes in attachment I), as a result of submissions received; and**
- b. provides direction to staff on any changes to make to the Traffic Bylaw 2023; and**
- c. recommends to Council that it adopts the Traffic Bylaw 2023 (option I).**

CARRIED**P&RHE2304/04**Deliberations Report on the Proposed Public Places Bylaw

Agenda Item 4.3

- The Corporate Planning Team spoke to the Deliberations Report on the proposed Public Places Bylaw.
- The proposed Public Places Bylaw was approved for consultation by Council on 24 February and was consulted on between 27 February and 27 March 2023.
- A total of 75 submissions were received with 9 (nine) submitters requesting to speak at the Council hearing initially.
- Staff recommended that, subject to any amendments directed by the Committee as a result of the hearing, the proposed bylaw is adopted by Council on 24 April (Option I).

Clauses 1 to 4

- This part included the following clauses:
 1. Introduction
 2. Revocations
 3. Purpose of the bylaw
- No submissions were received in relation to the above clauses and staff recommended they be adopted with no changes.

Clause 4 - Interpretation

- Submission #5936 suggested adding a definition for ‘mind-altering substances’, which is referred to in clause 5.2.
- Staff subsequently added in an additional definition from Section 9 of the Psychoactive Substances Act 2013.

Clause 5 – Nuisance

- (a) In Clause 5, the submitters' points were noted, and the staff mostly kept the clause the same, with some minor changes made to update typos.
- It was acknowledged that people may not be fully aware of what is allowed and not allowed under each bylaw, and there was a desire to make this kind of information more accessible to the public.
- The Reserves and Beaches Bylaw was also discussed, with considerations made for what is allowed under such a bylaw.
- It was observed that having multiple bylaws, plans, and policies can be confusing for the public, and there should be a single space for that information. Additionally, there was a need to ensure that the bylaws did not contradict each other and that the wording could be improved to make it more enabling.

ACTION: Staff to investigate issues raised regarding ease of access for ratepayers to understand what is permitted under different bylaws on the WDC public website. Noted that currently, members of the public must read and try to interpret each different bylaw. Suggested there might be a more accessible way of communicating this kind of information to the public.

Clause 6 – Obstruction or Encroachment in Public Places

- A submitter noted that Clause 6.1 (b) “should also include “obstruct visibility for traffic””.
- Staff agreed that this should be added to provide clarity.

Clause 7 – Damage to Public Places

- Staff received a submission in relation to this clause, however, staff recommend that this clause be adopted with no changes.

Clause 8 – Horses

- It was discussed that staff recommended Clause 8 be adopted without any changes despite submissions against this option.
- Committee members noted that a submitter who spoke earlier in the day saw value in horses coming into town and wanted to see flexibility.
- However, some members expressed concerns about the potential damage and harm that horses may cause in urban areas, including running across public areas and even causing harm to vehicles.
- Committee discussed potential solutions, including engaging and educating the community, working with local groups such as marae and sports clubs to influence behaviour, and even adding a provision under section 7.1F that prohibits any animal from damaging any part of a public place or causing nuisance, or harm to a person. However, there were concerns about the effectiveness of enforcement and the requirements for criminal prosecution.
- It was emphasised that Council did not want to be too restrictive on this issue and would like to see work towards appropriate solutions through community engagement and education.
- Committee members agreed, at this stage, that the words ‘or berm’ be removed from the clause. Felt this was an appropriate compromise.

The meeting adjourned at 4:38pm until Wednesday, 12 April 2023 at 1.30pm.

The meeting was reconvened at 1.30pm on **WEDNESDAY, 12 APRIL 2023.**

Present:

Cr CA Eyre (Chairperson)
 Cr CJ Beavis (Deputy Chairperson)
 Cr JM Gibb
 Cr MJ Keir
 Cr P Matatahi-Poutapu
 Cr KAM Ngataki
 Cr EM Patterson
 Cr MH Raumati
 Cr VL Reeve
 Cr LR Thomson
 Cr P Thomson
 Cr T Turner
 Cr DS Whyte

Attending:

Ms M May (Acting General Manager – Service Delivery)
 Mr J Ebenhoh (Planning & Policy Manager)
 Ms N Hubbard (Corporate Planning Team Leader)
 Ms A Sayer (Corporate Planner)
 Ms J Bell-Wymer (Corporate Planner)
 Mr T McIntyre (Policy Advisor)
 Ms G Shaw (Democracy Advisor)

The Policy and Regulatory Committee opened the meeting with a Karakia.

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Crs Beavis/Raumati)

THAT:

- a. the apology from Her Worship the Mayor, Mrs JA Church, for non-attendance be accepted.

CARRIED

P&RHE2304/05

Clause 8 – Horses

- Unanimous decision was made to remove the word "berm" from the clause.
- Aim was to provide a simple rule for the entire district, achieve clarity, and balance the needs of equestrians and pedestrians.
- There were discussions about the holistic benefits of horse riding during the meeting, and it was noted that this activity does not pose a significant safety risk to the public.
- While there have been numerous complaints received about horse manure on footpaths, only 12 complaints were related to safety concerns, indicating a need for further engagement with the horse-riding community.
- Legal staff noted that, according to our definitions, the term 'grass berm' refers to any portion of a footpath or road surface that is covered with grass. It is worth noting that if we remove "all berms" from the clause, a footpath that has a grass covering still technically qualifies as a 'grass berm.'
- In light of this, staff suggested removing the term 'berm' and revising the wording to "along any formed or paved footpath" to avoid this issue. By adding this phrase to the clause, we can avoid the need to modify our current definitions.

ACTION: In Clause 8, staff to add the word "paved" to footpath description and remove the word 'berm'.

- Staff reminded Councillors that it would need to focus on topics that had been consulted on.

Clause 9 – Placing of Articles on Public Places

No submissions were received in relation to this clause and staff recommended that this clause be adopted with no changes.

Clause 10 – Approved Used of Footpaths, Berms

- A point was raised regarding Bow St and Wainui Rd, Raglan, where the seats are on the opposite side of the footpath, causing a bottleneck when pedestrians cross the road.
- It has been acknowledged that the monitoring team needs to be provided with clear guidelines, and there are capacity limitations for proactive monitoring. The team could only respond to complaints, and enforcement action could vary depending on the situation.

- There was a discussion regarding the potential hazards caused by chairs and tables on footpaths, and the need for a clear passageway of at least 2m to ensure the free and easy flow of pedestrian traffic.
- Although changes were suggested regarding the prescriptive nature of the guidelines and the addition of a new point, it was noted that these issues were not part of the initial consultation. It is important to be mindful that the discussion pertains only to dining tables, which was the subject of the consultation. It was noted this point was covered under 10.2a.

ACTION: Staff to add the words ‘and chairs’ to the 10.2 heading.

Clause 11 - Skateboards, Roller Skates, Inline Skates and Wheeled Recreational Devices

- The proposed bylaw included implementation of a district-wide approach to the riding of wheeled recreational devices (like skateboards and scooters) on footpaths in specified sections of town centres.
- Based on submissions/feedback, staff recommended adjusting the clause to read: “No person shall ride or use any skateboard, roller skates, inline skates or wheeled recreational device on any road or footpath, on any footbridge, or in any public place within the areas specified in Schedule 1 so as to cause damage to any property or person, or in a manner which is careless, dangerous or causes an obstruction, or annoyance to any person or persons using the public place.”
- Committee noted it is important to consider potential challenges that may arise with the presence of skateboards in the city in the future. Regarding Hugh Pinfold's submission, Committee members acknowledged the need for educational efforts surrounding this issue.
- One possibility suggested was to collaborate with the relevant submitters to implement a district-wide education program aimed at promoting safe and socially/culturally acceptable skateboard use. This effort could involve community members such as Beach Thurlow and Hugh Pinfold (submitters).

ACTION: Staff to investigate educational opportunities to address the presence of skateboards in public spaces.

Clauses 12 – 18

- No submissions were received in relation to these clauses and staff recommended that these clauses be adopted with no changes.

Minutes of a meeting of the Policy and Regulatory Committee held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **22 FEBRUARY 2023** commencing at **1pm**.

Present:

Cr CA Eyre (Chairperson)
Cr C Beavis (Deputy Chair)
Her Worship the Mayor, Mrs JA Church
Cr JM Gibb
Cr EM Patterson
Cr M Raumati
Cr LR Thomson
Cr P Thomson
Cr T Turner
Cr D Whyte

Attending:

Mr K Martin (Waters Manager)
Ms J Bell-Wymer (Corporate Planner)
Ms N Hubbard (Corporate Planning Team Leader)
Ms R Leahy (Democracy Advisor)
Ms G Shaw (Democracy Advisor)
Ms E Saunders (Democracy Advisor)
Ms C Armstrong (Compliance Advisor Trade Waste)

Cr Turner opened the hearing with a Karakia.

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Cr P Thomson/Cr Beavis)

THAT:

- a. an apology from Cr Reeve for non-attendance be accepted; and
- b. an apology from Cr L Thomson for early departure be accepted.

CARRIED

P&RH2302/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Cr Patterson/Cr Whyte)

THAT the agenda for a meeting of the Policy and Regulatory Committee hearings and deliberations of the Trade Waste and Wastewater Bylaw held on Wednesday 22 February 2023 be confirmed:

- a. all reports be received and;
- b. all items therein be considered in open meeting with the exception of those items detailed at agenda item 5 which shall be considered with the public excluded.

CARRIED

P&RH2302/02

DISCLOSURES OF INTEREST

Cr Raumati and Cr Turner disclosed a personal connection to the submitter Mr Haydn Solomon who submitted on behalf of Ngāti Naho Trust.

REPORTS

Hearings Report on Trade Waste and Wastewater Bylaw
Agenda Item 4.1

The report was received under [*P&R2303/02 refers*], and the following discussion was held:

- The Corporate Planner highlighted some of the key changes that occurred during the consultation process. These included:
 - the inclusion of Te Ture Whaimana in the introduction of the bylaw; new clauses to shape the new Wastewater section;
 - the removal of Schedule 2 and replacing it with updated information on the website with the information; and the removal of mortuary waste from the wastewater system.
- The Corporate Planner and the Chairperson outlined the process for the hearing.
- It was noted that five (5) submitters indicated they would like to present at the hearing. However, only three confirmed they would present and only two showed up on the day.

Resolved: (Her Worship, the Mayor JA Church/ Cr Whyte)

That the Policy and Regulatory Committee:

- a. **considers all submissions and, where requested, hear, and consider submissions on the notified Proposed Trade Waste and Wastewater Bylaw 2023 pursuant to section 83 and 150 of the Local Government Act 2002;**
- b. **provides direction to staff on changes required to the Trade Waste and Wastewater Bylaw.**

CARRIED

P&R2302/03

Hearings – Verbal Submissions

Bryce Mounsey, Haven Funeral Services Limited (Submission ID 5151)

- The submitter did not support separating mortuary waste from the wastewater system.
- The submitter discussed the impact COVID had on the way families grieve. Many families chose to cremate the deceased instead of embalming due to the cost associated with the process. As a result, less families were embalming therefore reducing the amount of embalming fluids entering the wastewater system.
- The submitter raised a concern about the costs associated with making mortuary waste a prohibited waste. A requirement for the storage and removal of mortuary waste would result in additional costs being passed onto grieving families.
- The submitter raised a concern that only one community's (Māori) views were being considered.
- *What is the current cost for embalming and what would it be if this bylaw was put in place?* The current cost varied between \$1000-1500. If the bylaw was introduced the business would incur costs for installing a tank, pipes, the removal of waste, and likely a council fee for compliance. These costs would be passed onto the customer. The submitter also noted, that they leased the building and there was ambiguity on how they would be compensated for making improvements to the building.
- *What is your understanding of tikanga?* The submitter understood that under tikanga everything would be buried with the body but did not understand how this would translate at a practical level. The submitter raised a concern about the practicalities involved with returning embalming fluid back to their family without being insensitive.
- *How is Watercare Auckland considering this in their bylaws?* Gisborne and Wairoa were the only councils that had adopted a mortuary waste process bylaw.
- *How would the collection and disposal of mortuary waste work in practice?* In terms of collection there would need to be a separation of mortuary waste, a holding tank was an option however, this is yet to be considered.

- *Is your property a rear property or is the mortuary at the rear of the property?* The property is a rear property, and the mortuary is at the rear of the property. There was two to three (2-3) metres between the mortuary and the boundary fence. Access to the holding tank at the mortuary would be difficult. A truck would have to access the mortuary through the rugby grounds.
- *Are there trade magazines or shows that are New Zealand based and are there discussions held in these forums about disposal waste and the cultural impact on Māori?* There are regular district meetings that had guest speakers who discussed cultural and regulatory impacts on the industry.
- *Would there be a social impact on funerals if the cost of embalming were a factor?* Yes, there would be a social impact on funerals. The cost of caskets had gone up and that would be passed on to the customer. The way customers hold funerals would change if the cost increased.

Jamie Toko – Sincere Funeral Home Ngaruawahia (Submission ID 5149)

- The submitter supported the separation of Mortuary waste from the wastewater in part.
- The submitter noted that there had been an increase in Māori families coming to their funeral home for the purpose of tikanga.
- It was noted that the submitters view was not necessarily the view of Sincere Funeral Home in Hamilton or any other funeral home.
- The submitter would like to provide an environmentally friendly process for mortuary waste. This would be done through educating families on the current process and providing an alternative option to the disposal of mortuary waste.
- It was noted that when discussing mortuary waste they are referring to blood (toto) and how they could give that back to the family.
- The collection and return of toto is one of the biggest issues for Māori families. The submitter discussed how families could request their loved one's toto being returned to them and some families had asked for it back.
- The submitter explained that they would need to contain the toto in a biodegradable vessel so it can be placed in a grave or cremated.
- Currently the funeral home did not offer the toto back, however, if families requested it then it could be given back to the family. The submitter did not envisage any issues with collecting the toto for families. However, a concern was raised about educating non-Māori communities.
- The Submitter proposed to eliminate the disposal of mortuary fluids into the wastewater system by placing them in a purpose fit biodegradable vessel to return back to the family for cremation or burial.

- *The way the current bylaw was written meant it would capture the hair and body washing of an embalmed person. How would this affect your business? Currently, the funeral home shampoos and showers a body the same way they would shower themselves. However, if the bylaw changes then the fluid would need to be collected and given back to the family.*
- *If another funeral home had to collect toto and store it in a holding tank, how would that feel from a cultural perspective? Many families would object to their loved one's toto being stored with others in a holding tank.*

The hearing adjourned at 2:14pm and resumed at 2:30pm for deliberations.

DELIBERATIONS

Deliberations on Trade Waste and Wastewater Bylaw

Introduction (clause 1)

- Proposed changes to the introductory note are to align with other bylaws.

Short title, commencement, and application (clause 2)

- Changes to 2.3 which relate to mortuary waste would not come into effect until Council had determined a date.

Definitions (clause 6)

- A concern was raised about compost in relation to biosolids. It was noted that compost was an overarching term and should be replaced with 'composted biosolids or waste'. It was agreed that (e.g. compost) be removed from the biosolids definition altogether.
- A concern was raised that the definition of 'Mortuary Waste' would capture any trade waste involved in the embalming process including gloves and not just toto and mortuary fluid.

ACTION: Staff to re-work the definition of 'Mortuary Waste' before presenting it to the Committee.

- A concern was raised about futureproofing the bylaw and the unintended consequences it could have on the collection of toto in hospitals and medical centres.

ACTION: Staff to investigate and clarify that hospitals and medical centres were excluded from the bylaw.

Control of discharge (clause 7.2)

- *Could residential taps flow at 2.0 litres/second?* No, residential taps did not flow at this rate.

Wastewater service areas (clause 7.3)

- *How frequent did maps change?* Maps are updated when networks are changed. In general, the network did not change frequently. There is a requirement for contractors to input the data in the GIS system so the changes could be reflected in the maps.

ACTION: Staff to update the bylaw using NZ English spelling rather than American spelling.

Protection of Wastewater System (clause 7.5)

- A concern was raised about a) of the bylaw 'except with approval of Council' and noted it should be changed to Authorised Officer.

ACTION: Staff to update bylaw delegations to Authorised Officer rather than Council.

Private Wastewater Systems (clause 7.7)

- *Why was the word upgrade removed from a) of the bylaw?* Under the Building Code the owner would be required to fix their private wastewater system to meet the original design specifications not meet today's Building Code.

ACTION: Staff to update the bylaw and remove the double negative that 'no person may cause or allow'.

Councillor L Thomson left the hearing at 2:55pm.

Prohibited discharge (clause 7.8)

- Discussion was held around fat and grease as a prohibited waste. It was noted that fat and grease can cause major issues in the drainage network for Council and that further education for the public is required.
- *How would this be monitored and enforced?* It was noted that it is generally quite clear where the grease had come from because it often results in drainage issues outside the offending property. Furthermore, bylaws aren't always a preventative tool but could be used as an enforcement tool.
- *Should grease traps be required in households or in new developments?* It was noted that more work and education need to be done in this area.

ACTION: Staff to investigate enforcement options and a letter drop campaign to educate households on what can be put down household drains.

Mortuary Waste (clause 8.3)

- A discussion was held around the inclusion of Te Ao Māori in the bylaw. Council wants to restore the physical and spiritual wellbeing of the river. Currently, treated mortuary waste is going into the river. The intention of having approved disposal sites for mortuary waste was to return the toto back to the whenua.
- The Corporate Planner explained that if any substantial changes were made to the bylaw, then Council would need to re-consult with the public on that.
- It was noted that Auckland Council had simplified their bylaw to say that mortuary waste should not enter the system but did not define how it should be disposed of.
- A concern was raised that timing and the definition of ‘mortuary waste’ and ‘an approved disposal site’ needed more work.
- A concern was raised that if an approved site was included in the bylaw then there should be sites throughout the district to provide a local option for mortuary waste.

ACTION: Staff to arrange a workshop on Mortuary Waste for Councillors.

- It was noted that Mortuary Waste could be considered as a prohibited activity after a certain date to give time to workshop the definition.

ACTION: P&R Committee to consider the workshopped bylaw before it goes back to the Committee for adoption.

ACTION: Cr Beavis to send the Corporate Planning team the grammatical errors and typos in the bylaw that needed to be amended.

Sampling, Testing and Monitoring (clause 8.13)

- *In relation to clause 8.13 b) are commercial operations audited?* The risk class of the commercial business determines how often they are audited. Food premises are audited yearly however, some industrial sites can be audited three times a year.

ACTION: Staff to seek legal advice on whether or not Review of Decisions clause 8.13 h) should be delegated to a subcommittee.

Her Worship the Mayor, JA Church left the hearing at 3:49pm.

Tankered Waste (clause 9)

- It was noted that 9.1 should be changed to ‘hold a consent.’

Minutes for deliberations of the Policy & Regulatory Committee on the Proposed Trade Waste and Wastewater Bylaw held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **1 MAY 2023** commencing at **9:30am**.

Present:

Cr C Bevis (Chairperson)
Her Worship, the Mayor JA Church
Cr M Keir
Cr P Matatahi-Poutapu (arrived at 9:39am)
Cr K Ngataki
Cr EM Patterson
Cr M Raumati
Cr V Reeve
Cr P Thomson
Cr T Turner
Cr D Whyte

Attending:

Ms M May (General Manager, Service Delivery)
Ms J Bell-Wymer (Corporate Planner)
Ms N Hubbard (Corporate Planning Team Leader)
M K Ridling (Senior Solicitor)
Mr D Sharma (Three Waters Reform Project Manager)
Mr J Ebenhoh (Planning and Policy Manager)
Mrs G Kanawa (Democracy Manager)
Ms R Leahy (Democracy Advisor)

The Committee opened the deliberations with a Karakia.

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Her Worship the Mayor, JA Church /Cr Patterson)

THAT the Policy and Regulatory Committee accepts the apologies from Cr Eyre, Cr Gibb and Cr L Thomson for non-attendance.

CARRIED

P&RHE2305/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Cr Whyte/ Cr Reeve)

THAT:

- a. the agenda for a meeting of the Policy and Regulatory Committee deliberations of the Trade Waste and Wastewater Bylaw held on Monday, 1 May 2023 be confirmed;
- b. all reports be received; and
- c. all items therein be considered in open meeting with the exception of those items detailed at agenda item 5 which shall be considered with the public excluded if necessary.

CARRIED

P&RHE2305/02

DISCLOSURES OF INTEREST

No disclosures of interest

REPORTS

Deliberations Report on Trade Waste and Wastewater Bylaw
Agenda Item 4.1

The report was received under [P&R2305/02] and the following discussion was held:

- As a result of the Hearings changes were made to the bylaw. They were mostly grammatical changes. The report presented three options to Councillors on a way to move forward with the bylaw.
- It was noted that the preferred option of staff was Option 1 which adopts the bylaw but would make mortuary waste a prohibited waste but differ the enforcement date, which would enable staff time to work on the definition of mortuary waste and acceptable disposable methods. Option 2 was more prescriptive and based on the discussions held in the previous Hearing and Deliberations and Option 3 would remove mortuary waste definitions from the bylaw.
- A concern was raised that the definitions would be defined by staff rather than Councillors. It was noted the section on mortuary waste would be brought back to Council prior to being adopted.
- Staff met with Waikato Tainui to discuss how mortuary waste would be defined. Waikato Tainui were not comfortable in making that decision on behalf of mana whenua, therefore, further consultation was required.

- A concern was raised about the consultation process and community engagement with this bylaw. Staff explained that when the process started Gisborne was the only council that had a considered a mortuary waste exclusion.
- The initial consultation gauged the public opinion on if they wanted mortuary waste to be excluded from the reticulated system. During the Hearing, the submitter provided the idea of including mortuary waste in the casket. This option was not explored in Gisborne's bylaw, which only included land disposal.
- Staff reiterated that Option 1 would show that Council is putting in a concerted effort to not put mortuary waste into the reticulated system, without defining how that would occur to allow for further consultation.

ACTION: Councillors to discuss consultation process with staff.

- A concern was raised about the financial considerations involved with acquiring land for land disposal. It was suggested that if land was acquired for this purpose, it should have multi-use such as for planting trees.
- A concern was raised that there was a lack of understanding of tikanga in lawmaking.
- *What is the difference between blood that enters the reticulated system through menstruation and mortuary waste?* It was explained that birth and death are considered sacred under tikanga that the living must pay homage to. After birth, the placenta is buried in whenua and the same should be done after death with mortuary waste.
- It was noted that the primary objective of the bylaw was to protect the District's waterways through a cultural lense.
- *Could hospital's disposal methods help inform this bylaw?* Hospitals use a biohazard disposal system and have different disposal standards. The national health standards of hospitals, funeral homes do not have these same standards for disposing mortuary waste.
- A discussion was held around if a guideline document or schedule should be included in the bylaw.

Resolved: (Cr Patterson/ Cr Ngataki)

That the Policy and Regulatory Committee:

- notes the changes that have been made to the proposed Trade Waste and Wastewater Bylaw as a result of the first deliberations held on 22 February 2023.**
- recommends option one from section 5.1 of the report with amendments.**

CARRIED

P&RHE2305/03

Minutes for a hearing of the Policy & Regulatory Committee (to hear and consider submissions and make recommendations on the Proposed Cemeteries Bylaw 2023) held in the Council Chambers, 15 Galileo Street, Ngaruawahia on **MONDAY, 1 MAY 2023** commencing at 2:00pm.

Present:

Cr C Beavis (Deputy Chairperson)
Cr M Keir
Cr Matatahi-Poutapu - *departed at 3.03pm*
Cr Ngataki
Cr V Reeve
Cr M Raumati
Cr P Thomson
Cr T Turner
Cr D Whyte

Attending:

Ms J Bell-Wymer (Corporate Planner)
Ms M May (Acting General Manager – Service Deliver)
Mr J Ebenhoh (Planning & Policy Manager)
Ms N Hubbard (Corporate Planning Team Leader)
Ms S Baker (Community Venues & Events Team Leader)
Mr T McIntyre (Policy Advisor)
Ms D McDonald (Cemetery Officer)
Ms G Shaw (Democracy Advisor)

The Policy and Regulatory Committee opened the meeting with a Karakia.

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Crs Whyte/P Thomson)

THAT:

- a. **apologies from Cr Eyre, Cr Gibb, Cr L Thomson, and Cr Patterson for non-attendance be accepted.**
- b. **an apology from Her Worship the Mayor, Mrs JA Church for lateness be accepted.**

CARRIED

P&RHE2305/05

CONFIRMATION OF STATUS OF AGENDA ITEMS**Resolved: (Crs Ngataki/Keir)****THAT:**

- a. the agenda for a meeting of the Policy and Regulatory Committee hearing and deliberations of the Cemeteries Bylaw held on Monday, 1 May 2023 be confirmed; and
- b. all reports be received; and
- c. all items therein be considered in open meeting with the exception of those items detailed at agenda item 5 which shall be considered with the public excluded.

CARRIED**P&RHE2305/06****DISCLOSURES OF INTEREST**

There were no disclosures of interest.

REPORTS

Hearing Report on the Cemeteries Bylaw
Agenda Item 4.1

The report was received under [P&R2305/02] and the following discussion was held:

- The Corporate Planning Team spoke to the Hearing Report, noting that public consultation occurred from 15 March to 16 April 2023.
- Council received 232 submissions on the proposed bylaw, with five (5) submitters initially wishing to speak in-person at the hearing.

Resolved: (Crs Ngataki/Whyte)**THAT the Policy and Regulatory Committee, pursuant to section 83 of the Local Government Act 2002, considers all submissions and, where requested, hears submissions on the proposed Cemeteries bylaw.****CARRIED****P&RHE2305/07**

Deliberations Report on the Cemeteries Bylaw

Agenda Item 4.2

- The Corporate Planning Team spoke to the Deliberations Report on the Cemeteries Bylaw, noting three (3) proposed changes to the Cemeteries Bylaw. The proposed changes were:
 - inclusion of natural burial clauses;
 - allowing dogs on-lead to enter cemeteries; and
 - removal of a clause that prevents family/whanau from backfilling graves.
- It was noted that no submissions were received around clauses one (I) to eleven (II), therefore staff recommended that these clauses be adopted without modification.
- The discussion then revolved around proposed changes to natural burials, dogs allowed in cemeteries and ensuring cultural alignment with the proposed changes. The majority supported the changes, however, some raised issues of cultural insensitivity and lack of equitable representation.

Clause 8

- The Chair pointed out that a submitter (Ms Karen Britton submitter ID: 6117, who had originally been scheduled to speak at the hearing) had, in her written submission, commented on clause eight (8) that sets the minimum requirement for casket size (e.g., that the casket minimum depth requirement must not be less than 800mm). Her comments suggested agreement with this clause, on the basis that Council ensured that minimum depth of 800mm was used for interment, rather than deeper dug graves.
- Staff noted that every grave is to a minimum of 800mm, including all natural burials. Noted that even with natural burials, a solid platform to lower the body was still required.
- The discussion proceeded to cover traditional Maaori practices, the complexity of implementation and the need to align with cultural values while staying within the consultation parameters.
- Noted that some traditional Maaori burials indicate that the body is wrapped (e.g. a shroud or covering), not boxed.
- It was also noted that the bylaw would only apply to Waikato District Council owned and operated cemeteries, therefore, Taupiri Maunga would not fall under its jurisdiction, and would still be dictated by the governing body of that particular site.
- Following discussion, staff and the Policy and Regulatory Committee agreed to remove the words 'for any casket' from clause 8.3.

ACTION: Staff to update clause 8.3, by removing the words 'for any casket' and replacing them with 'for any burial'.

Clause 12

- The proposed bylaw included allowing for natural burials areas in cemeteries. Natural Burials are the interment of a body in the soil undertaken in a manner that does not slow down the decomposition process and allows the body to decompose naturally (without embalming). This is intended to provide an environmentally friendly burial option in the Waikato District.
- The Committee also discussed the issue of being able to bury two people on a single plot, but not being able to do so in a natural burial. It questioned if this information is conveyed to families. It was also suggested that preventing one from burying on top of one another may not align with cultural practices.
- Staff confirmed that without the use of caskets in natural burials, it is complicated to re-dig for the purposes of burying a second body on top of the original body, and stated it was nearly impossible to do so in the case of natural burials.
- Councillors raised concerns about being overly prescriptive and noted a need for flexibility. Staff suggested that Council would need to be careful to not stray into areas that were not consulted on and suggested the Committee needed to be clear around the parameters of the consultation.
- Staff noted that Council is legally bound by what it had consulted on but suggested that Council could consider introducing a natural burial policy at a future point, which could then act as a mechanism to propel further discussion/action regarding the cultural alignment of natural burials.
- It was raised that the implementation of an environmentally friendly natural burial site with biodegradable markers (tree, shrubbery), means specific grave sites are not easily identifiable. Consequently, being buried on top of someone (in a natural burial site) who died 20 years ago would likely be very difficult without a headstone.
- Staff noted concerns if Council were to consider double burials in natural burial sites, taking into account the potential conflict it would pose with the intended process of natural burials, which was focused on minimal environmental impact. While this may conflict with cultural desires, allowing multiple burials on the same plot (in a natural burial setting), could potentially compromise the intent around the natural burial processes.
- Noted that the consultation questions did not seem to be informed from a cultural lens. Staff confirmed that this bylaw was workshopped with the previous Council, accounting for differences in how the consultation was informed versus how the current Council would have approached it.
- Concern was raised regarding Iwi consultation, noting that Council's Iwi consultation process was not ideal. Suggested that it has come to light that single plot burials go against Maaori tradition and, consequently, Council had a moral obligation to the address the issue.

- Committee decided to come back to this point at a later date. Options discussed were development of a policy, or next review of the bylaw.
- Several points were discussed in relation to natural burials. Cr Whyte expressed his support for permanent grave markers in natural burial settings and suggested that having some form of marker denoting the location of a grave is important in natural burial sites. Additionally, the issue of non-native trees versus native was raised, with the general consensus being that either native or non-native vegetation should be acceptable, and shorter trees are better suited to the available space.

ACTION: Staff to remove 'native' from clause 12d.

- There was also some discussion around the assumption that natural burials did not fit well with more formal burial styles (and would only be made available in certain locations). Concerns were raised around potential stress for community members. It was noted that while natural burials may not be suitable for all cemeteries, they should still be considered as an option where appropriate.

Clause 17

- Another important issue that was discussed was the presence of dogs in cemeteries. While many submitters were in favour of allowing dogs on leads in the spaces, concerns were raised around control and the potential for uncollected animal waste. It was noted that existing dog control bylaws would likely be used to regulate dog behaviour in cemetery areas.
- There were also suggestions put forward around the provision of after-hours council contact numbers, as well as increased provision of benches throughout the cemeteries. While there were some concerns raised about the potential cost implications of such changes (e.g., additional bins in cemetery areas), overall, there was strong support for the proposed changes, with many submitters expressing their appreciation for the council's efforts to engage with the community on these issues.
- Councillors noted the inclusion of social media feedback in the bylaw review and commended staff for their efforts to include feedback received via relevant social media channels.
- Staff would investigate options available around installing additional bins in cemeteries to encourage and facilitate positive dog ownership behaviours around the cleaning up of animal waste in cemeteries.

ACTION: Staff to investigate options for additional bins in cemeteries to facilitate the collection and removal of dog waste.

- Committee reflected on missing voices in these discussions and stressed the importance of equitable representation in bylaw review processes.

To	Policy and Regulatory Committee
Report title	Actions Register – May 2023
Date:	29 May 2023
Report Author:	Elaine Digby, EA to the General Manager Customer Support
Authorised by:	Sue O’Gorman, General Manager Customer Support

1. Purpose of the report **Te Take moo te puurongo**

To update the Policy and Regulatory Committee on the actions arising from the previous meeting.

2. Staff recommendations **Tuutohu-aa-kaimahi**

THAT the Policy and Regulatory Committee receives the Actions Register – May 2023 report.

3. Attachments **Ngaa taapirihanga**

Attachment 1 – Policy and Regulatory Committee Actions Register May 2023

Policy and Regulatory Committee Actions Register May 2023

	Action	Responsible to Action	Status/Update/Response
1.	Democracy Manager to schedule a workshop to discuss the upcoming review of the Code of Conduct and what occurs in the interim with the existing Code of Conduct.	Gaylene Kanawa – Democracy Manager	Council workshop scheduled for early July 2023
2.	Democracy Manager to provide Councillors with guidance regarding Committee meeting apologies/non-attendance requirements.	Gaylene Kanawa – Democracy Manager	Guidance provided at Council meeting on 24 April – email Democracy & Mayor when you are taking leave or an apology. Democracy team will put into democracy calendar to ensure your apologies are captured.
3.	Infrastructure team to provide Councillors with guidance regarding requirements for traffic management plans in the community, considering rules under the Proposed District Plan and other relevant policy	Megan May – Service Delivery Manager (Kevin Briggs - Infrastructure)	<p><u>Background – District Plan Requirement</u></p> <p>The previous District Plan required a Traffic Management plan (TMP) for large events. This is no longer a District Plan requirement.</p> <p><u>Council's Traffic Management Policy</u></p> <p>Council has adopted the Code of Practice for Temporary Traffic Management as the network traffic management standard. CoPTTM is currently being superseded nationally but this could take several years.</p> <p>Council do have the option of adopting a risk based approach e.g. the NZ Guide to Temporary Traffic Management (NZGTTM).</p>

	Action	Responsible to Action	Status/Update/Response
			<p>Under CoPTTM a TMP is required if an event affects normal traffic activities on a road.</p> <p>Therefore Community Groups will require a TMP to be submitted for approval via the CAR application process.</p> <p><u>TMP/CAR Process</u></p> <p>A TMP must be prepared by an approved competent TTM Planner. This typically would cost \$500-\$1000.</p> <p>The TMP is submitted via the CAR process (no charge).</p> <p>The TMP is reviewed and approved by the Council's Traffic Management Co-ordinator (TMC).</p> <p><u>Implementation of the TMP</u></p> <p>The TMP must be implemented by a suitably qualified Site Traffic Management Supervisor (STMS).</p> <p>Implementation would involve supply of relevant signs, cones and traffic management personnel. The cost of this would be \$1500 - \$5000 depending on the complexity of the site.</p>

	Action	Responsible to Action	Status/Update/Response
			<p><u>Events on Council Owned Property</u></p> <p>Events held on Council owned property which affect the road corridor require the above and require approval from Council's events team.</p> <p><u>Motor Sport Events</u></p> <p>Motor sport events require the above and also require Infrastructure Committee approval and other supporting documentation.</p> <p><u>Summary</u></p> <p>The District Plan does not require event organisers to produce a TMP.</p> <p>Events which impact the road activities require an approved TMP under CoPTTM.</p> <p>Motor Sport events require TMPs and Infrastructure Committee approval.</p> <p>Waikato District Alliance assist Community Groups to comply with the process where possible.</p>

	Action	Responsible to Action	Status/Update/Response
4.	Staff to work with Cr Beavis regarding speed limits in the Matangi community. Staff would look into the decisions made at deliberations to ensure these were reflected in the speed limit schedule.	Luke McCarthy - Asset Engineer	Matangi will be reviewed with the forthcoming Speed Management Plan – initial workshop with Councillors is on the 23 rd May
5.	Staff to amend proposed Cemeteries Bylaw 2023 to read 'no more than the H3 standard' as opposed to 'to at least the H3 standard' (refer to end of page 183 of the 7 March 2023 Policy & Regulatory agenda).	Nicole Hubbard – Corporate Planning Manager, Community Growth	The Cemeteries Bylaw has been updated to include the wording as noted in this action. The bylaw is scheduled to be adopted by Council at its meeting on 7 June.
6.	Staff to investigate if/how many cemeteries within the district have bins to address waste caused by dogs being allowed in cemeteries.	Samantha Baker – Community Venues and Events Team Leader	There are current 17 cemeteries within our district that have rubbish bins. City Care will monitor cemeteries without bins and advise if there is an increase in waste being left.
7.	Staff to investigate if the public had been made aware that natural burials were only possible in 1-2 sites throughout the district (therefore, those who opted for a natural burial might not necessarily be buried locally).	Samantha Baker – Community Venues and Events Team Leader	Our engagement materials specified that we do not currently have any land set aside for Natural burials but that Whatawhata and Taupiri have been identified as potential locations.

To	Policy and Regulatory Committee
Report title	May update on Policy and Bylaw Review Programme
Date:	29 May 2023
Report Author:	Nicole Hubbard, Corporate Planning Manager Toby McIntyre, Policy Advisor
Authorised by:	Clive Morgan, General Manager Community Growth

1. Purpose of the report

Te Take moo te puurongo

To update the Policy and Regulatory Committee on progress made on the Policy and Bylaw review programme.

2. Executive summary

Whakaraapopotanga matua

Staff have worked on updating several bylaws and policies since April 2023. Policy work has focused on establishing project plans for Service Delivery policies, the Development Contributions Policy and revising the internal processes for policy reviews.

Reviews of the Public Places, Traffic, Cemeteries, and Trade Waste and Wastewater bylaws have progressed.

Details of where each bylaw is at in the review process is detailed in attachment 1 and in attachment 2 for the policy review process.

3. Staff recommendations

Tuutohu-aa-kaimahi

THAT the Policy and Regulatory Committee receives May update on Policy and Bylaw Review Programme Report.

4. Discussion Matapaki

Policies and bylaws are key decision-making and regulatory documents. They need to be kept up to date so any decision or enforcement action using the bylaw or policy taken by Council is appropriate and consistent.

Policies

Council has a total of 92 policies. Policies cover a variety of activities and while some are on legislated review cycles, policies not required by legislation are generally reviewed every three to five years or as required. Policies that are required by legislation are given higher priority than those that are not.

Bylaws

Council has a total of 12 bylaws (now that the Traffic Bylaw has been adopted at the Council meeting on 24 April). Under section 156 of the Local Government Act 2002 (LGA), bylaws must be reviewed five years after they are made and every 10 years thereafter. The LGA allows bylaws to remain in force for two years after their review period (i.e. years six and seven after the first review and years 11 and 12 thereafter).

Policy and Bylaw Review Process

The process of review usually starts with discussion in a Council workshop to identify any issues or improvements related to the policy or bylaw. Once these have been discussed and considered by Council, staff will work through these and produce a report seeking consultation approval from the Policy and Regulatory Committee.

Consultation then occurs, as appropriate and is guided by sections 82 or 83 of the LGA. The results of the consultation are presented to the Committee who can request further changes or corrections to the policy or bylaw in response to submissions. The Committee may recommend that Council formally adopts the policy or bylaw. The adopted policy or bylaw is publicly notified, and the review is complete. The whole process can take anywhere from eight to 18 months depending on the complexities of the document and related issues.

A review may be triggered by a legislated review period or change in legislation, a political driver or an issue having been identified that requires an amendment.

Progress made:

The following bylaws and policies have had work carried out on them since February 2023:

Document	Update
Bylaws	
Trade Waste and Wastewater Bylaw	Deliberations took place on 1 May, after councillors requested more information in relation to disposal of mortuary waste. As a result, the Policy & Regulatory Committee recommended to adopt the bylaw, going to a Council on 7 June 2023.
Public Places Bylaw	This bylaw was adopted by Council on 24 April 2023.
Traffic Bylaw	This bylaw was adopted by Council on 24 April 2023.
Cemeteries Bylaw	Hearings and deliberations took place on 1 May, and the Policy & Regulatory Committee recommended to adopt the bylaw, going to a Council on 7 June.

Document	Update
Freedom Camping Bylaw	A second Council workshop is booked for 7 June, and the bylaw is also before Policy & Regulatory Committee on 11 July for Approval to Consult. The review needs to be completed before October or the bylaw will be automatically revoked.
Proposed Solid Waste Bylaw	Staff have identified the need for a new Solid Waste Bylaw, however due to staff vacancies, this work will need to be undertaken by a consultant. Internal conversations are underway to identify appropriate external support and funding for this work.
Reserves and Beaches Bylaw	This bylaw was quashed by the High Court in 2022 therefore, Waikato District Council does not have a current Reserves and Beaches Bylaw. A workplan is currently being developed, as part of this work staff will be confirming what the issues are that need to be addressed through the bylaw.
Policies	
Local Alcohol Policy 2016	The Provisional Local Alcohol Policy was adopted on 6 October 2022 after which the appeal period opened. Three appeals have been received. Council is awaiting further direction from the Alcohol Regulatory and Licensing Authority.
Building Consents Authority Complaints Policy	This new policy was approved in April.

Further details on the bylaw and policy review programme are provided in the attachments to this report.

The review timings noted in the attachments are an estimate only. While staff normally seek guidance from the Committee on any re-prioritisation of the review programme, with a large number of vacancies in the Corporate Planning Team there is no opportunity at this point to make changes to the work programme.

5. Next Steps

The Policy and Bylaw review programme is progressing as anticipated, and therefore staff will report back to this committee with an update in six months' time (November 2023).

6. Attachments

Ngaa taapirihanga

Attachment 1 – Register of Bylaws

Attachment 2 – Register of Policies

Attachment 1 – Register of bylaws

Bylaw	Status	Full Review Date	Bylaw Revoked (full review + 2 Years)	Progress made as at April 2023
Trade Waste and Wastewater Bylaw	2 year grace period	2021	2023	Bylaw was before Policy & Regulatory Committee on 1 May and has been recommended to adopt by Council on 7 June.
Cemeteries Bylaw	2 year grace period	2021	2023	As Above.
Freedom Camping	2 year grace period	2021	2023 (17 Oct.)	Workshop is booked for 7 June, and is also before Policy & Regulatory Committee on 11 July for Approval to Consult.
Public Places Bylaw	Current	2028	2030	Bylaw was adopted by Council on 24 April.
Traffic Bylaw	Current	2028	2030	As Above.
Reserves and Beaches Bylaw	Quashed	-	-	This bylaw was quashed by the High Court in 2022 therefore, Waikato District Council does not have a current Reserves and Beaches Bylaw.
Waste Management and Minimisation Bylaw	New	-	-	Staff have identified the need for a new Solid Waste Bylaw, however due to staff vacancies, this work will need to be undertaken by a consultant. Internal conversations are underway to identify appropriate external support and funding for this work.

Bylaw	Status	Full Review Date	Bylaw Revoked (full review + 2 Years)	Progress made as at April 2023
Speed Limit Bylaw	Current	2016	2018	<p>The schedules of this bylaw are still in effect, however, the objectives of speed bylaws have been superseded by regional speed management plans which are the responsibility of regional councils. Once the regional speed management plan is in place a paper will be presented to revoke this bylaw.</p> <p>There is a workshop on 22 May to present work on the Speed Management Plan.</p>
Alcohol Control Bylaw	Current	2025	2027	
Stormwater Bylaw	Current	2026	2028	
Dog Control Bylaw	Current	2027	2029	
Livestock Movement Bylaw	Current	2027	2029	
Keeping of Animals Bylaw	Current	2031	2033	
Water Supply Bylaw	Current	2031	2033	

Register of Policies
Updated: April 2023

	Overdue for review	Council (WDC/FDC)	Group	Policy Owner	Date approved	Next review date	On website	Required under Statute? If so, which act?	Comments	Status	Update since last Committee meeting?
	Policy is current										
	Ready to be revoked										
	Will be revoked										
	Under review										
Appointments to Community Boards and Other Committees Policy		WDC	Operations	Tony Whittaker (Chief Operating Officer)	Oct 2013	Oct 2016	No	Local Government Act 2002 Local Electoral Act 2001		UNDER REVIEW	Content covered under the new Governance Structure, final review being undertaken before revocation will be sought.
Cellular Network Site Policy		FDC	Service Delivery	Roger MacCulloch (General Manager Service Delivery)	Jan 2008	Jan 2011	No	N/A		UNDER REVIEW	All property policies (except for Easements Policy) have been combined into a new Use of Council Land Policy. The first draft of this policy is complete and has been circulated to others in the organisation for input.
Code of Conduct (Elected Members)		WDC	Operations	Tony Whittaker (Chief Operating Officer)	Dec 2019	Dec 2022	Yes	Local Government Act 2002	Will be reviewed after the October 2022 local body election.	UNDER REVIEW	Policy is currently out for under review. New iteration is likely to be presented mid-year.
Code of Conduct (Staff)		WDC	Operations	Tony Whittaker (Chief Operating Officer)	Aug 2018	Aug 2021	No	N/A		UNDER REVIEW	Currently with an External Consultant.
Community Board Charter		WDC	Operations	Tony Whittaker (Chief Operating Officer)	Mid - 2019	Mid- 2022	Yes	N/A	Was under review in 2022.	UNDER REVIEW	Covered under the new Governance Structure, final review being

Register of Policies

Updated: April 2023

Overdue for review	Policy is current	Ready to be revoked	Will be revoked	Under review	Council (WDC/FDC)	Group	Policy Owner	Date approved	Next review date	On website	Required under Statute? If so, which act?	Comments	Status	Update since last Committee meeting?
							Officer)							undertaken before revocation will be sought.
					WDC	Service Delivery	Roger MacCulloch (General Manager Service Delivery)	Dec 2014	Dec 2017	Yes	N/A		UNDER REVIEW	To be linked with Strategic Land Acquisition and Disposal Policy – new policy to be presented.877
					WDC	Service Delivery	Roger MacCulloch (General Manager Service Delivery)	Sep 2016	Oct 2019	Yes	N/A		UNDER REVIEW	Progress has been on determining what properties should not have verges mown. The policy review has been expanded to include at looking at creative ideas to aid biodiversity. Council Workshop has been planned for later this year.
					WDC	Community Growth	Clive Morgan (General Manager Community Growth)	Apr 2014	Apr 2017	Yes	N/A		UNDER REVIEW	The newly appointed Heritage Advisor will be starting work on this policy.
					WDC	Service Delivery	Roger MacCulloch (General Manager)	Jan 2010	Jan 2013	No	N/A		UNDER REVIEW	All property policies (except for Easements Policy) have been combined into a new Use

Register of Policies
Updated: April 2023

Overdue for review	Council (WDC/FDC)	Group	Policy Owner	Date approved	Next review date	On website	Required under Statute? If so, which act?	Comments	Status	Update since last Committee meeting?
Policy			Service Delivery)							of Council Land Policy. The first draft of this policy is complete and has been circulated to others in the organisation for input.
Leasing of Reserve Land Policy	WDC	Service Delivery	Roger MacCulloch (General Manager Service Delivery)	Jan 2010	Jan 2013	No	N/A		UNDER REVIEW	As above
Local Alcohol Policy	WDC	Customer Support	Sue O'Gorman (Customer Support General Manager)	Dec 2016	Dec 2022	Yes	Sale and Supply of Alcohol Act 2012	3 appeals against the PLAP were received. Advice on the merits of each of the appeals has been presented by external legal counsel.	UNDER REVIEW	The Provisional Local Alcohol Policy was adopted on 6 October 2022. Appeals opened on 19 October and closed on 18 November. At this time staff are waiting for ARLA to advise on hearing dates (expectations are it will be towards the end of the 2023 calendar year).
Meremere Community Committee Charter	WDC	Operations	Tony Whittaker (Chief Operating Officer)	Mid- 2019	Mid - 2022	Yes	N/A		UNDER REVIEW	Covered under the new Governance Structure, final review being undertaken before revocation will be sought.

Register of Policies

Updated: April 2023

Overdue for review	Council (WDC/FDC)	Group	Policy Owner	Date approved	Next review date	On website	Required under Statute? If so, which act?	Comments	Status	Update since last Committee meeting?
Policy is current										
Ready to be revoked										
Will be revoked										
Under review										
Plaques, Memorials and Monuments Policy	WDC	Service Delivery	Roger MacCulloch (General Manager Service Delivery)	Sep 2016	Sep 2019	Yes	N/A	Review of this policy has commenced but progress has been restrained by competing priorities in the Open Spaces team.	UNDER REVIEW	Council Workshop has been planned for later this year.
Property Management Policy	WDC	Service Delivery	Roger MacCulloch (General Manager Service Delivery)	Jan 2010	Jan 2013	No	N/A	All property related policies are under review and will form part of a new general property management policy. Due to competing priorities, the review won't be completed until later this year.	UNDER REVIEW	All property policies (except for Easements Policy) have been combined into a new Use of Council Land Policy. The first draft of this policy is complete and has been circulated to others in the organisation for input.
Road Closure for Motor Sport Events Policy	WDC	Service Delivery	Roger MacCulloch (General Manager Service Delivery)	Mar 2012	Mar 2015	Yes	N/A	This review was paused until after the local body election and will restart now a new Council has been elected.	UNDER REVIEW	Project team has begun work on this review with a project plan and workshop to go before Council later this year. This review is linked to the development of the new Events Strategy.
Road Naming Policy	WDC	Service Delivery	Roger MacCulloch (General Manager Service Delivery)	Mar 2016	Oct 2018	Yes	N/A		UNDER REVIEW	Project team has met to progress the review. A workshop with council will be scheduled this year. The proposal will look at encompassing all naming

Register of Policies

Updated: April 2023

	Overdue for review										
	Policy is current										
	Ready to be revoked										
	Will be revoked										
	Under review										
		Council (WDC/FDC)	Group	Policy Owner	Date approved	Next review date	On website	Required under Statute? If so, which act?	Comments	Status	Update since last Committee meeting?
											within the district.
Sponsorship of, and Advertising On, Council Properties and Assets Policy		WDC	Service Delivery	Roger MacCulloch (General Manager Service Delivery)	Jan 2002	Jan 2005	No	N/A		UNDER REVIEW	
Standing Orders		WDC	Operations	Tony Whittaker (Chief Operating Officer)	Sept 2018	Sept 2022	Yes	Local Government Act 2002		UNDER REVIEW	New iteration is likely to be presented mid-year.
Te Kaupapa Here o Ngaa Tohu Reorua - Bilingual Signage Policy		WDC	Operations	Tony Whittaker (Chief Operating Officer)	May 2017	May 2020	Yes	N/A		UNDER REVIEW	Review targets have changed, with a new focus on, and integration with, the Te Reo Maaori Policy.
Te Kauwhata Community Committee Charter		WDC	Operations	Tony Whittaker (Chief Operating Officer)	Mid- 2019	Mid - 2022	Yes	N/A		UNDER REVIEW	Covered under the new Governance Structure, final review being undertaken before revocation will be sought.
Appointment and Remuneration of Directors Policy		WDC	Operations	Chief Executive Group	March 2023	March 2028	Yes	N/A		CURRENT	Previously Appointing Directors and Trustees to Council Controlled Organisations Policy

Register of Policies

Updated: April 2023

Overdue for review											
Policy is current											
Ready to be revoked											
Will be revoked											
Under review											
	Council (WDC/FDC)	Group	Policy Owner	Date approved	Next review date	On website	Required under Statute? If so, which act?	Comments	Status	Update since last Committee meeting?	
Building Consents Authority Complaints Policy	WDC	Customer Support	Sue O'Gorman (Customer Support General Manager)	April 2024	April 2026	Yes	Building (Accreditation of Building Consent Authorities) Regulations 2006		CURRENT	New policy.	
Climate Response and Resilience Policy	WDC	Community Growth	Clive Morgan (General Manager Community Growth)	Dec 2021	Dec 2023	Yes	N/A		CURRENT	SME review extended the policy to the end of 2023.	
Conferences and Seminars Policy – Attendance and Payment of Expenses (Including Local Government NZ Conferences)	WDC	Operations	Tony Whittaker (Chief Operating Officer)	Sept 2022	Sept 2025	No	N/A		CURRENT	This policy was adopted by Council in September 2022.	
Conflict of Interest Policy	WDC	Operations	Tony Whittaker (Chief Operating Officer)	July 2022	July 2027	Yes	N/A		CURRENT		
Dangerous and Insanitary Buildings Policy	WDC	Service Delivery	Roger MacCulloch (General Manager Service)	Sep 2018	Sep 2023	Yes	Building Act 2004		CURRENT		

Register of Policies

Updated: April 2023

	Overdue for review										
	Policy is current										
	Ready to be revoked										
	Will be revoked										
	Under review										
		Council (WDC/FDC)	Group	Policy Owner	Date approved	Next review date	On website	Required under Statute? If so, which act?	Comments	Status	Update since last Committee meeting?
				Delivery)							
Development Contributions Policy		WDC	Community Growth	Clive Morgan (General Manager Community Growth)	Jun 2018	Jun 2021	Yes	Local Government Act 2002		CURRENT	
Development Contributions Policy		WDC	Community Growth	Clive Morgan (General Manager Community Growth)	Jun 2021	Jun 2024	Yes	Local Government Act 2002		CURRENT	Work is progressing in the review of this policy.
Development Contributions - Remissions for Subsidiary or Second Dwelling for Dependents Only		WDC	Community Growth	Clive Morgan (General Manager Community Growth)	Jan 2007	N/A	Yes	Local Government Act 2002		CURRENT	
Development or Financial Contributions		WDC	Community Growth	Clive Morgan (General Manager Community Growth)	Jan 2009	N/A	Yes	Local Government Act 2002		CURRENT	
Dog Control Policy		WDC	Customer Support	Sue O'Gorman (Customer Support)	April 2022	With the Dog Control Bylaw	Yes	Dog Control Act 1996		CURRENT	

Register of Policies

Updated: April 2023

Overdue for review	Council (WDC/FDC)	Group	Policy Owner	Date approved	Next review date	On website	Required under Statute? If so, which act?	Comments	Status	Update since last Committee meeting?
Policy is current										
Ready to be revoked										
Will be revoked										
Under review										
			General Manager)							
Easter Trading Policy	WDC	Customer Support	Sue O'Gorman (Customer Support General Manager)	Feb 2022	Feb 2027	Yes	Shop Trading Hours Act 1990		CURRENT	
Gambling Venues Policy	WDC	Customer Support	Sue O'Gorman (Customer Support General Manager)	Dec 2021	Dec 2024	Yes	Gambling Act 2003 Racing Act 2003		CURRENT	
Gifts and Hospitality Policy	WDC	Operations	Vanessa Jenkins (EM, People and Capability)	April 2023	April 2028	Yes	No		CURRENT	Policy has been reviewed and is now current until 2028.
Library Policy	WDC	Customer Support	Sue O'Gorman (Customer Support General Manager)	Oct 2019	Oct 2024	Yes	N/A		CURRENT	
Petitions Guidelines Policy	WDC	Community Growth	Clive Morgan (General Manager Community Growth)	Mar 2021	Mar 2024	Yes	N/A		CURRENT	

Register of Policies
Updated: April 2023

<table border="1"> <tr><td>Overdue for review</td></tr> <tr><td>Policy is current</td></tr> <tr><td>Ready to be revoked</td></tr> <tr><td>Will be revoked</td></tr> <tr><td>Under review</td></tr> </table>	Overdue for review	Policy is current	Ready to be revoked	Will be revoked	Under review	Council (WDC/FDC)	Group	Policy Owner	Date approved	Next review date	On website	Required under Statute? If so, which act?	Comments	Status	Update since last Committee meeting?
Overdue for review															
Policy is current															
Ready to be revoked															
Will be revoked															
Under review															
	WDC	Customer Support	Sue O'Gorman (Customer Support General Manager)	Jul 2019	Jul 2024	Yes	Psychoactive Substances Act 2013		CURRENT						
	WDC	Operations	Alison Diaz (Chief Finance Officer)	Jun 2021	June 2024	Part of LTP	N/A		CURRENT						
	WDC	Operations	Tony Whittaker (Chief Operating Officer)	Sept 2022	Sept 2025	No	N/A		CURRENT	Reviewed policy was adopted at the September Council meeting.					
	WDC	Operations	Alison Diaz (Chief Finance Officer)	Jun 2021	June 2024	Part of LTP	Local Government Act 2002		CURRENT						
	WDC	Operations	Alison Diaz (Chief Finance Officer)	April 2022	April 2025	Yes	N/A		CURRENT						
	WDC	Community Growth	Clive Morgan (General Manager Community Growth)	Dec 2020	Dec 2023	Yes	Local Government Act 2002		CURRENT	Some background work has begun on the review of this policy.					

Register of Policies

Updated: April 2023

Overdue for review	Council (WDC/FDC)	Group	Policy Owner	Date approved	Next review date	On website	Required under Statute? If so, which act?	Comments	Status	Update since last Committee meeting?
Policy is current	WDC	Service Delivery	Roger MacCulloch (General Manager Service Delivery)	Oct 2019	Oct 2024	Yes	N/A		CURRENT	Will be linked to Easements Policy content – new policy combining both to be presented
Ready to be revoked	WDC	Operations	Alison Diaz (Chief Finance Officer)	April 2022	April 2025	Yes	N/A		CURRENT	
Will be revoked	WDC	Service Delivery	Ian Cathcart (Special Infrastructure Projects Manager)	Sept 2021	Sept 2024	Yes	N/A		CURRENT	
Under review	WDC	Community Growth	Clive Morgan (General Manager Community Growth)	Jan 2009	Jan 2011	No	N/A		REVOKED	This policy has been revoked.
	WDC	Operations	Alison Diaz (Chief Finance Officer)						REVOKED	This policy has been revoked.

Register of Policies

Updated: April 2023

<table border="1"> <tr> <td style="background-color: #f8d7da;">Overdue for review</td> </tr> <tr> <td style="background-color: #d4edda;">Policy is current</td> </tr> <tr> <td style="background-color: #fff3cd;">Ready to be revoked</td> </tr> <tr> <td style="background-color: #f8d7da;">Will be revoked</td> </tr> <tr> <td style="background-color: #fff3cd;">Under review</td> </tr> </table>	Overdue for review	Policy is current	Ready to be revoked	Will be revoked	Under review	Council (WDC/FDC)	Group	Policy Owner	Date approved	Next review date	On website	Required under Statute? If so, which act?	Comments	Status	Update since last Committee meeting?
Overdue for review															
Policy is current															
Ready to be revoked															
Will be revoked															
Under review															
Notable Tree Policy	WDC	Community Growth	Clive Morgan (General Manager Community Growth)	Nov 2014	Nov 2017	No	N/A		TO BE REVOKED	This policy will be revoked and will become a process. Staff are working on the process and once that's finalised, the policy can be revoked.					

To	Policy and Regulatory Committee
Report title	Te Reo Maaori Policy
Date:	29 May 2023
Report Author:	Ashleigh Fairhead, Executive Assistant
Authorised by:	Tony Whittaker, Chief Operating Officer

1. Purpose of the report

Te Take moo te puurongo

To seek approval for the revised and updated Te Reo Maaori Policy.

2. Executive summary

Whakaraapopotanga matua

This policy recognises that the Maaori population in the Waikato region ranks second in size out of the 16 regions in New Zealand and that te reo Maaori is an official language of New Zealand, guaranteed to Maaori under te Tiriti o Waitangi.

The objective of the policy is to provide guidance to Council in the promotion of te reo Maaori and recognition of its value in the Waikato district and to encourage the use of te reo Maaori as a way of reflecting and engaging the wider community.

The policy contains four strategic goals which will be achieved progressively. The policy proposes that implementation plans will be in place for each goal. This is achieved within Our Plan.

The original Te Reo Maaori policy was adopted by Council in 2016. The policy has been revised with the support of Waikato Tainui and Councilors.

3. Staff recommendations

Tuutohu-aa-kaimahi

THAT the Policy and Regulatory Committee agrees to adopt the revised Te Reo Maaori Policy.

4. Background

Koorero whaimaarama

Waikato District Council has adopted a Bi-Lingual signage policy and this policy is being progressively implemented as signage is replaced and updated. The Bi-lingual signage policy was a “quick win” which, while providing some acknowledgement of te reo Maaori, was seen as a starting point.

It is considered important to have policies which give effect to the recognition of te reo Maaori as a taaonga, guaranteed to Maaori under Te Tiriti o Waikato. Further this acknowledges the 31% (2013 census as not available in 2018 census) of the people who affiliate to Waikato iwi who can hold a conversation in te reo Maaori.

Council has three formal agreements in place with iwi/hapu, all of which include statements about recognising and acknowledging taaonga. Waikato-Tainui, Maniapoto and Nga Uri o Maahanga have a shared aspiration to revitalise and strengthen te reo Maaori.

Ensuring this policy remains current and relevant is a demonstration of Councils ongoing commitment to supporting iwi aspirations.

5. Discussion and analysis

Taataritanga me ngaa tohutohu

5.1 Discussion

The policy contains four strategic goals which will be implemented over time. Council already has several programmes in place which are delivering on these goals. The strategic goals are:

Te Reo Maaori Strategic Goal 1:

Whakamanahia te reo: To raise the status of te reo Maaori in Council’s work.

Te Reo Maaori Strategic Goal 2:

Whakanui ake nga kaikorero Maaori: To raise the number of te reo Maaori speakers within Council.

Te Reo Maaori Strategic Goal 3:

Te painga o te reo: To ensure that quality te reo Maaori is used by the Council. Te Reo Maaori

Strategic Goal 4: Whakamahia te reo: To increase the ability to use Maaori in Council situations.

Under each Strategic Goal are a number of actions designed to achieve the goal. Implementation plans for each of the goals and related actions have been developed and are included in Our Plan. These plans will be continually updated as the organisation, staff and relationships mature.

5.2 Options

Ngaa koowhiringa

The Policy and Regulatory Committee have the following options: 1. To reject this policy and do nothing. 2. To support and adopt the policy and recommendations, thereby demonstrating a commitment to the aspirations of our iwi partners and of te reo Maori as a taaonga, guaranteed to Maori under Te Tiriti o Waitangi.

Option 2 is the recommended option.

5.3 Financial considerations

Whaiwhakaaro puutea

The financial implications in the implementation of this policy are included in Council work programmes and budgets.

5.4 Legal considerations

Whaiwhakaaro-aa-ture

There are no legal considerations.

5.5 Strategy and policy considerations

Whaiwhakaaro whakamaaherehere kaupapa here

This policy aligns with Waikato District Council Significance and Engagement Policy as well as partnership commitments within the Waikato-Tainui and Maniapoto Joint Management Agreements and the MOU with Ngati Maahanga.

5.6 Maaori and cultural considerations

Whaiwhakaaro Maaori me oona tikanga

This policy is aligned with Council's vision, community outcomes and strategic priorities. The programmes supported by this policy are already key and embedded into internal plans. It will support the continual progress and reinforcement required.

5.7 Climate response and resilience considerations

Whaiwhakaaro-aa-taiao

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

5.8 Risks

Tuuraru

This policy supports Council strategy and is hence a risk mitigation.

6. Significance and engagement assessment

Aromatawai paahekoheko

6.1 Significance

Te Hiranga

The decisions and matters of this specific report are assessed as of low significance in accordance with the Council's [Significance and Engagement Policy](#). The contents of this report are consistent with Council's vision, community outcomes and strategic priorities.

6.2 Engagement

Te Whakatuutakitaki

This policy has been shared with Waikato Tainui for feedback and support. Council's Maaori Councillors have also afforded their advice and wisdom which has confirmed this policy is appropriate.

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

7. Next steps

Ahu whakamua

Adoption of this report and policy will confirm Council's current direction. The Our Plan actions will continue to be refined and developed to ensure the outcomes contemplated by this policy are delivered. Development of a Maaori Strategy is part of this mahi.

8. Confirmation of statutory compliance

Te Whakatuuturutanga aa-ture

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

The report fits with Council's role.	Confirmed
The report contains sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages (<i>Section 5.1</i>).	Confirmed
Staff assessment of the level of significance of the issues in the report after consideration of the Council's Significance and Engagement Policy (<i>Section 6.1</i>).	Low
The report contains adequate consideration of the views and preferences of affected and interested persons taking account of any proposed or previous community engagement and assessed level of significance (<i>Section 6.2</i>).	Confirmed
The report considers impact on Maaori (<i>Section 5.5</i>)	Confirmed
The report and recommendations are consistent with Council's plans and policies (<i>Section 5.4</i>).	Confirmed
The report and recommendations comply with Council's legal duties and responsibilities (<i>Section 5.3</i>).	Confirmed

9. Attachments

Ngaa taapirihanga

Attachment 1 – Te Reo Maaori Policy

Te Reo Maaori Policy

Policy Owner:	Pouhono iwi ki te Haapori
Policy Sponsor:	Chief Executive
Approved By:	Waikato District Council
Approved Date	29 May 2023
Resolution Number:	
Effective Date:	May 2023
Next Review Date:	May 2026

1. Introduction

Waikato-Tainui is the recognised iwi authority in the Waikato district. The Waikato District Council (“the Council”) also has relationships with Ngaati Maniapoto and Hauraki iwi. The Council’s engagement with these iwi is wide ranging and includes formal and informal linkages which cover;

- i) Social, cultural, economic and environmental wellbeing;
- ii) History and heritage;
- iii) Physical location;
- iv) Political influences and
- v) Constituency.

Section 81 of the Local Government Act 2002² requires Council to:

- (a) *Establish and maintain processes that provide an opportunity for Maaori to contribute to the decision-making processes of Council; and*
- (b) *Consider ways in which it may foster the development of Maaori capacity to contribute to the decision-making processes of Council, and*
- (c) *Provide relevant information to Maaori for the purposes of (a) and (b).*

1.1 The development of this te reo Maaori policy defines a collaborative relationship that is within the spirit of Te Tiriti o Waitangi, while recognising limitations imposed by statutory responsibilities.

1.2 Increasingly, te reo Maaori is being used as part of our everyday language. As the Council is focused on being meaningfully engaged with mana whenua, a policy which promotes and values the use of te reo Maaori is appropriate.

2. Objective(s)

The objective of this policy is to guide Council in:

- 2.1 Promotion of te reo Maaori and recognition of its value in our district;
- 2.2 Use of te reo Maaori to better reflect and engage the wider community.

The proposed outcome of this policy is to work toward the Council being a bilingual District Council through progressive planning and prioritisation of actions and resources.

3. Application

This policy supports the adoption of the 2014 Waikato District Council Bi-lingual Signage Policy. It applies to all Council staff and contractors.

4. Definition

This policy is specific to the use of te reo Maaori (Maaori language) at Council. It should be noted that the use of te reo Maaori may include formal practices and customs (tikanga) for example, karakia (prayer), poowhiri (formal welcome), whakatau (informal welcome).

5. Relevant Legislation / Documents

- Maaori Language Act 1987
- Resource Management Act 1991, Section 6, 7 and 8 and Iwi Management Plans
- Local Government Act 2002, Section 81
- Waikato District Council Heritage Policy
- Waikato District Council Significance and Engagement Policy
- Waikato Raupatu Claims Settlement Act 1995
- Waikato-Tainui Raupatu Claims (Waikato River) Act 2010
- Nga Wai o Maniapoto (Waipa River) Act 2012

6. Policy Statement

6.1 This policy demonstrates the Council's commitment to the principles of Te Tiriti o Waitangi. Council acknowledges te reo Maaori as an official language in New Zealand and agrees that Council should promote and support the use of te reo Maaori.

7. Scope

7.1 The following are the four strategic goals that will ensure the use of te reo Maaori is incorporated in the way we work at Council:

Te Reo Maaori Strategic Goal 1:

Whakamanahia te reo: To raise the status of te reo Maaori in Council's work.

Te Reo Maaori Strategic Goal 2:

Whakanui ake nga kaikoorero Maaori: To raise the number of te reo Maaori speakers within Council.

Te Reo Maaori Strategic Goal 3:

Te painga o te reo: To ensure that quality te reo Maaori is used by the Council.

Te Reo Maaori Strategic Goal 4:

Whakamahia te reo: To increase the ability to use Maaori in Council situations.

8. Implementation

Te Reo Maaori Strategic Goal 1

Whakamanahia te reo: To raise the status of te reo Maaori in Council's work.

- 8.1 Bilingual signage: Complete the implementation of the bilingual signage policy across all Council signage, including buildings, vehicles, parks and reserves and other Council facilities.
- 8.2 Ensure inclusion of Maaori names for new streets and other facilities: In consultation with iwi and hapuu, and in accordance with the Street Naming and Rooding Policies, ensure that Maaori names are considered for new streets and other facilities, where appropriate.
- 8.3 Te reo Maaori publications: To give appropriate consideration to the translation of some key documents (such as summaries of the Annual Plan and Annual Report and any other key documents where considered appropriate) into te reo Maaori, key sections of the Council website, and some brochures, forms, advertising where required. At the very least, to ensure that public documents have bilingual headings.
- 8.4 Te reo Maaori internal communications: To provide Guidelines to Staff on how to use appropriate examples formal and informal greetings, email headers and footers, signatures and simple phrases.

9. Te Reo Maaori Strategic Goal 2

Whakanui ake nga kaikorero Maaori: To raise the number of Te reo Maaori speakers within Council.

- 9.1.1 Support personal development in te reo: To encourage and support staff seeking to upskill in te reo Maaori via Personal Development Plans.
- 9.1.2 Support is provided for te reo Maaori programmes and activities within the office/s: To provide, time, resources and where available, financial support for Te Wiki o Te reo Maaori activities and te reo training programmes which might be arranged in the office from time to time.
- 9.1.3 Recruitment: To ensure that people processes include assessment of bilingual competency where this is relevant and could add value to roles within Council;
- 9.1.4 Support for staff who are te reo Maaori champions in the team/office environment: To support Managers to recognise and value those staff who foster and promote the use of te reo Maaori in the office through, for example, approval to attend relevant hui, personal development opportunities, informal peer support and where available, budgetary recognition.

10. Te Reo Maaori Strategic Goal 3:

Te painga o te reo: To ensure quality te reo Maaori is used by the Council:

- 10.1.1 Te reo Maaori hei kawhe i nga kaupapa Maaori: Because sometimes Maaori concepts are better expressed in te reo Maaori, to ensure that where appropriate, these concepts are provided in te reo Maaori, with an appropriate English translation;
- 10.1.2 Bilingual publications, website and written translation services: To ensure translations are accurate and of a consistently high standard and that Maaori and English language is used

appropriately and consistently in all types of publications, Council will use an accredited te reo Maaori translator with recognised expertise in the Waikato dialect.¹

- 10.1.3 Adoption of double vowel to indicate long vowel sound, as Council policy: to ensure that the double vowel is used consistently in Council publications and all other public documents, in accordance with Waikato-Tainui preference.

11. Te Reo Maaori Strategic Goal 4:

Whakamahia te reo: To increase the ability to use Maaori in Council situations:

- 11.1.1 Customer service: To encourage the use of te reo Maaori in staff interactions with customers through supporting staff in their personal development and through the provision of Guidelines for Staff which include formal and informal greetings and simple phrases.
- 11.1.2 Council meetings: Spoken translation services at meetings: Where it is known te reo Maaori will be used at a council meeting, appropriate prior arrangements are made to ensure that Council has access to a te reo Maaori speaker who can provide translations.

12. Timeframe

It is recognised that the implementation of the strategic goals will take time and implementation plans will be developed for each goal as part of Our Plan.

13. Policy Review

This policy will be reviewed at least once every three years.

¹ Refer to the Taura Whiri i te reo Maaori (Maaori Language Commission) list of accredited translators.