

Minutes for the meeting of the Infrastructure Committee of Waikato District Council held via Audio Visual Conference on **WEDNESDAY, 1 DECEMBER 2021** commencing at **9.31am.**

Present:

Cr EM Patterson (Chairperson)
Cr CA Eyre (Deputy Chairperson)
His Worship the Mayor, Mr AM Sanson
Cr AD Bech
Cr JA Church
Cr JM Gibb
Mr B Green (Maangai Maaori)
Cr SL Henderson
Cr SD Lynch
Cr RC McGuire
Cr FM McNally
Cr NMD Smith
Cr CT Woolerton

Attending:

Mr G Andrews (Citycare)
Mr G Dela Rue (Waikato District Alliance)
Mr B Kelly (Waikato District Alliance)
Mr M Telfer (Operations Manager, Watercare)
Mr P Crabb (Project Manager, Watercare)
Mr R Pullar (Infrastructure Delivery Manager, Watercare)

Mr T Whittaker (Chief Operating Officer)
Mr R MacCulloch (General Manager Service Delivery)
Mr P McPherson (Community Projects Manager)
Ms M May (Community Connections Manager)
Ms J Bishop (Contracts and Partnering Manager)
Mr R Bayer (Roading Team Leader)
Mr P Ellis (Solid Waste Team Leader)
Ms C Nutt (Waters Contract Relationship Manager)
Mr A Averill (Strategic Property Manager)
Ms R Law (Reserves Planner)
Ms E Symes (Reserve Planner)
Mr K Martin (Waters Manager)
Ms K Wellington (Project Management Office Manager)
Ms A Diaz (Chief Financial Officer)
Mr V Ramduny (Strategic Projects Manager)
Mr J Hanright (Leasing Officer)

Attending (continued):

Mrs G Kanawa (Democracy Team Leader)
Mr M Horsfield (Democracy Advisor)
Mrs LM Wainwright (Democracy Advisor)

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Crs Smith/Eyre)

THAT the Infrastructure Committee accepts the apologies from Cr Sedgwick and Cr Thomson for non-attendance.

CARRIED

INF21 | 2/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Crs Gibb/Church)

THAT:

- a) the agenda for the meeting of the Infrastructure Committee held on Wednesday, 1 December 2021 be confirmed; and
- b) all reports be received.

CARRIED

INF21 | 2/02

DISCLOSURES OF INTEREST

There were no disclosures of interest.

CONFIRMATION OF MINUTES

Resolved: (Crs Eyre/McInally)

THAT the minutes for the meeting of the Infrastructure Committee held on Tuesday, 19 October 2021 be confirmed as a true and correct record.

CARRIED

INF21 | 2/03

ACTIONS REGISTER

All actions had been answered and would be removed from the schedule.

REPORTS

Open Spaces Maintenance Contractor Update

Agenda Item 6.1

The report was received [INF21/2/02 refers]. Mr Andrews spoke to the report and noted the following matters:

- He managed the Citycare parks team based in Ngaruawahia.
- The purpose of Citycare was to enhance the wellbeing of communities. Their values were “we discover, we deliver, we care”.
- Citycare had recently created:
 - a) Strategy 1: “We are a good kiwi company” which was 100% kiwi owned. This strategy covered “Honouring Te Tiriti, sustainability and the future and thriving local communities.” The company hired and supported local and contributed to communities through partnerships.
 - b) Strategy 2: People and their Safety are at the heart of everything we do”. This strategy covered “Our People, Our Customers and Our Communities”.
 - c) Strategy 3: “We are a World-Class Service Business”. This strategy covered “Customer focus, effective and efficient services and informed decision making”.
- Services delivered to the Waikato District were:
 - a) horticultural - shrub and garden maintenance, annual bedding plants, ecological sites, renewals and landscaping;
 - b) sportsfield and passive turf maintenance – this included sports turf, passive turf, road berms, sportsfield renovations and line marking on fields;
 - c) general parks maintenance - litter collection, graffiti removal, boat ramp cleaning, tracks and trails maintenance, playground inspections and sexton services;
 - d) minor capital works which would provide better value to the community. Local contractors were employed for specialised works. There was a large minor capital works team at Citycare, Auckland and this group was used to upskill the Waikato team;
 - e) operational improvements - Citycare continued to improve and upskill their teams to deliver a quality service. Quality audits had increased from 95% to 98%.

- f) environmental - Citycare were decreasing their carbon footprint by:
 - i. introducing electrical tools and hybrid vehicles into the fleet,
 - ii. reducing glyphosate use and replacing with friendlier alternatives, and
 - iii. changing fertilisers to a slow release product which would minimise leaching;
- g) KPI compliance - the team were consistently scoring a high KPI compliance, receiving positive feedback from stakeholders and proactively improving their services;
- h) now in Year 5 of their contract with Council and had:
 - i. increased local Maaori and Pasifika staff into the workforce,
 - ii. increased and supported women into leadership roles,
 - iii. upskilled staff through various programmes,
 - iv. introduced a living wage instead of a minimum wage. This would be completed within the next month with Citycare staff. Yearly meetings were held with staff ascertaining where they were sitting and where they wanted to go within the company. The feedback assisted in providing educational options for staff and to encourage them to stay employed with Citycare. Discussions would also be held with contractors, and
 - v. received a Highly Recommended in the NZ Diversity Awards 2021;
- i) customer satisfaction surveys which were completed on a monthly basis;
- j) community engagement - the team supported local community events and to date had provided 401 hours of community help to over 168 activities. These ranged from Horotiu Enviro School planting, Ngaruawahia Roller Door project, The Point murals, Little Libraries, ANZAC poppies and free burials for infant and still born children;
- k) health & safety was a big focus for the team. No major incidents had occurred; and
- l) innovative culture included:
 - i. plant, pest and weed reporting in conjunction with Waikato District Council and Waikato Regional Council,
 - ii. fulvic acid trials to reduce glyphosate. The trials were being conducted in the Waikato, Auckland, Tauranga and Christchurch areas,
 - iii. GetHomeSafe application. All staff had stand alone GPS devices,
 - iv. fulcrum asset condition reporting which was provided to Waikato District Council free of charge,
 - v. waste removal tracking, and
 - vi. nationwide innovations sharing information learned.

ACTION: Citycare would share results from the fulvic acid trials with elected members.

ACTION: Cr Eyre would provide bristleweed sites to Citycare so that trials could commence.

- Citycare staff travelling through the border received a weekly COVID test. This assisted with completing essential services in North Waikato.
- A Gateway programme had been set up in Tauranga which encouraged school leavers to trial working with Citycare.

Presentation on Waikato District Alliance

Agenda Item 6.2

The report was received [INF2112/02 refers]. Mr Dela Rue and Mr Kelly spoke to the report and noted the following matters:

- A rollover review had been carried out. This review included governance, scope, structure, Council engagement, culture, processes, value for money and reporting. Following a restructure, a new customer front facing team had been established. A culture plan rollout would be completed.
- A yearly survey was held with internal and external staff. Positive results had been received from the last survey.
- The Monthly Report – Operations had been improved.
- A Roothing and Non Roothing Governance Board had been set up. Members were Gary Dela Rue, Ross Bayer, Luke McCarthy and Paul McPherson. A snapshot of the projects and any potential issues and resolutions were discussed. This gave a clear focus on where projects were at.
- The Performance Framework, which drives the Alliance, was reviewed with the Roothing Manager on a yearly basis.
- An interactive asset management plan had been developed and used by other Councils in New Zealand.
- A communications strategy would be developed advising road users what to expect in their areas.
- Levels of service would be defined and measured through the percentage of poor and very poor assets over the network.
- Downer had the first and only “all-women” stabilising team in New Zealand. This team had been employed from the local community and had come with no experience. A development plan had been set up for the team who were very efficient, motivated and competitive.

- The team was searching for a maintenance operations manager which was a key role within the business. Staff retention would be a key focus for the team over the next 12 months.
- The Alliance was working with Council to refine the CRM process.
- Footpaths – inspections had been carried out with the Road Safety Engineer and a footpaths programme would be set up. NZTA had made the decision not to fund footpath projects. A report would be presented to Council seeking ways to fund footpaths over the next three (3) years.
- Communication Strategy for Levels of Service. NZTA had changed their way of funding which meant that Council had been required to reset the levels of service. A report on this would be submitted to the Infrastructure Committee in the New Year.
- Communications from the Alliance were required on Tainui bridge.
- One of Council's significant forecasting assumptions in the Long Term Plan, was that works that could attract subsidy would not be undertaken without subsidy.

Service Delivery Project Status Report – December 2021
Agenda Item 6.3

The report was received [INF21/12/02 refers] and the following matters were noted:

- COVID-19, lockdowns and border issues were impacting service delivery. To the end of October, Council's spend on projects were \$1M behind what had been forecast. Movement had been made in November due to the levels of lockdown changing for the Waikato area.
- Mapping projects directly from CAMMS had advanced. The project managers that used CAMMS on a daily/weekly basis would update CAMMS and GIS software would update the information each night. No extra resources were required to keep the system updated.
- Shortages of materials were expected. There was an increase in material costs with the shortages. Items for specific projects were being identified and ordered early eg. lighting poles and fixtures.

ACTION: A report would be submitted to the Infrastructure Committee meeting on Monday, 14 February 2022 outlining projects which had been assessed and the impact of COVID on works and budgets.

- Contract work had not commenced on the Horsham Downs link road.
- Land purchased in Buckland Road, Tuakau would be developed in 2024.

Lake Kainui Drainage Project 2021
Agenda Item 6.4

The report was received [INF2112/02 refers] and the Reserves Planner spoke to her report. The following matters were noted:

- The Lake Kainui Drainage project would utilise some of the Long Term Plan budget to replace two (2) culverts with a flat level crossing. One (1) of the culverts was on private property. The purpose of the budget set aside was to safeguard reserve assets for year round recreational use. Service flooding had occurred from the surrounding land use and nature of the peat soils. The intention of the project was to remove any obstructions to the road culvert as the culvert sets the lake levels.
- The Lake Kainui Committee had raised the surface flooding issue with Council. A hydrologist had completed investigations on the flooding issue and had provided Council with recommendations to remedy the flooding. Key stakeholders included the Lake Kainui Committee, Fish & Game New Zealand and Waikato Regional Council.
- A portion of the Council budget would be used and Council would be seeking financial assistance from the landowner. It was noted that Lake Kainui was a peat lake and the surrounding land was sinking which resulted in flooding issues.
- Concern was raised on Council working on private land. Further investigations would be carried out on costings, contribution from landowners and Waikato Regional Council, and permitted activities under the drainage rules a report would be submitted to the Infrastructure Committee meeting scheduled for Monday, 14 February 2022.

Resolved: (Cr Smith/His Worship the Mayor)

THAT further discussions be held with stakeholders on the proposed cost distribution for the flooding at Lake Kainui and a report be presented to the Infrastructure Committee meeting scheduled for Monday, 14 February 2022.

CARRIED

INF2112/04

EXCLUSION OF THE PUBLIC

Agenda Item 7

Resolved: (Crs Woolerton/Bech)

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
PEX 1.1 Three Waters Capital Delivery Programme	Good reason to withhold exists under Section 6 or Section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)
PEX 1.2 Huntly Land Acquisition		
PEX 1.3 Southern Districts Reserve Land		
PEX 1.4 Huntly Resource and Recovery Centre Leasing Option		

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

Item No.	Section	Interest
PEX 1.1 Three Waters Capital Delivery Programme	7(2)(b)(ii)	To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.
	7(2)(j)	To prevent the disclosure or use of official information for improper gain or improper advantage.
PEX 1.2 Huntly Land Acquisition	7(2)(b)(ii)	To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.
	7(2)(i)	To enable the Council to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).
	7(2)(j)	To prevent the disclosure or use of official information for improper gain or improper advantage.
PEX 1.3 Southern Districts Reserve Land	7(2)(a)	To protect the privacy of natural persons, including that of deceased natural persons.
	7(2)(b)(ii)	To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.
	7(2)(i)	To enable the Council to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).

	7(2)(j)	To prevent the disclosure or use of official information for improper gain or improper advantage.
PEX 1.4 Huntly Resource and Recovery Centre Leasing Option	7(2)(b)(i)	To protect information where the making available of the information would disclose a trade secret.
	7(2)(b)(ii)	To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.
	7(2)(h)	To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.
	7(2)(i)	To enable the Council to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).
	7(2)(j)	To prevent the disclosure or use of official information for improper gain or improper advantage.

AND THAT Mr Telfer, Mr Crabb and Mr Pullar from Watercare, be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of the Three Waters Capital Delivery Programme. This knowledge, which will be of assistance in relation to the matter to be discussed.

CARRIED

INF2112/05

The meeting adjourned at 11.28am and resumed at 11.30am.

Resolutions INF2112/06 to INF2112/09 are contained in the public excluded section of these minutes.

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

REPORTS (CONTINUED)

Southern Districts Reserve Land
PEX Agenda Item 1.3

It was resolved [*Resolution No. INF2112/07*] during the public excluded section of the meeting that the following resolution be released into open meeting but the report remain confidential and unavailable to the public:

“Resolved: (*Crs McGuire/Church*)

THAT the Infrastructure Committee recommends to Council that:

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

CARRIED”

Huntly Resource and Recovery Centre Leasing Options
PEX Agenda Item 1.4

It was resolved [*Resolution No. INF2112/08*] during the public excluded section of the meeting that the following resolution be released into open meeting but the report remain confidential and unavailable to the public:

“Resolved: (*His Worship the Mayor/Cr Smith*)

THAT the:

- a) *Infrastructure Committee approves the option to lease 137 Rotowaro Road for the purpose of a recycling sorting plant, subject to an independent lease valuation and legal review of the lease document; and*
- b) *the resolution be released into open meeting but the report remain confidential and unavailable to the public.”*

CARRIED

There being no further business the meeting was declared closed at 12.08pm.

Minutes approved and confirmed this day of 2022.

EM Patterson
CHAIRPERSON