

Agenda for a meeting of the Waikato District Council to be held in the Council Chambers, District Office, 15 Galileo Street, Ngaaruawaahia on **MONDAY, 12 FEBRUARY 2024** commencing at **9.30am**.

Information and recommendations are included in the reports to assist the Committee in the decision-making process and may not constitute Council's decision or policy until considered by the Committee.

The meeting will be opened with a karakia.

1. APOLOGIES AND LEAVE OF ABSENCE

2. CONFIRMATION OF STATUS OF AGENDA

3. DISCLOSURES OF INTEREST

4. MINUTES FOR CONFIRMATION

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Gj Ion
CHIEF EXECUTIVE

TERMS OF REFERENCE

COUNCIL

Chairperson:	Her Worship the Mayor
Deputy Chairperson:	Deputy Mayor
Membership:	The Mayor and all Councillors
Meeting frequency:	Six weekly – or as required
Quorum:	Half of the members (including vacancies)

Purpose

1. To provide leadership to, and advocacy on behalf of, the people of the Waikato District.
2. To define and represent the total communities' interests, ensuring ongoing community and economic development, the effective stewardship of existing assets, sustainable management of the environment, and the prudent management of the communities' financial resources.

Terms of Reference

The Council's terms of reference include the following powers which cannot be delegated to committees, subcommittees, officers or any other subordinate decision-making body:

1. The power to make a rate.
2. The power to make a bylaw.
3. The power to borrow money, or purchase or dispose of assets, other than in accordance with the Long-Term Plan.
4. The power to adopt a Long-Term Plan, Annual Plan, or Annual Report.
5. The power to appoint a Chief Executive.
6. The power to adopt policies required to be adopted and consulted on under the Local Government Act 2002 in association with the Long-term Plan or developed for the purpose of the local governance statement, including the Council's Infrastructure Strategy.
7. The power to adopt a remuneration and employment policy.
8. The power to approve or amend the Council's Standing Orders.
9. The power to approve or amend the Code of Conduct for elected members, and consider any recommendations made in relation to a complaint lodged under the Code.
10. The power to appoint and discharge:
 - a. members (including chairpersons) of Council committees and subordinate decision-making bodies, subject to the Mayor's powers under section 41A Local Government Act 2002; and
 - b. elected member representatives on external organisations.
11. The power to establish a joint committee with another local authority or other public body and appoint elected members as representatives on such committees or bodies.

12. The power to make the final decision on a recommendation from the Ombudsman where it is proposed that Council not accept the Ombudsman's recommendation.
13. The power to approve or change the District Plan, or any part of that Plan, in accordance with the Resource Management Act 1991.
14. The power to amend or replace the delegations in Council's Delegations Register (except where expressly permitted in the Delegations Register).

To exercise the following powers and responsibilities of Council, which the Council chooses to retain:

1. To approve a proposed policy statement or plan under the Resource Management Act 1991.
2. To approve changes to boundaries of the District under the Resource Management Act 1991 or any other legislation.
3. In respect of District Plan decisions:
 - a. To appoint independent commissioners to a panel for hearings of a Proposed District Plan;
 - b. To approve the recommendation of hearings commissioners on a proposed plan, plan change or variation (including private plan change); and
 - c. To approve a proposed plan or a change to a district plan under Clause 17, Schedule 1 of the Resource Management Act 1991.
4. To adopt governance level strategies, plans and policies which advance Council's vision and strategic goals (e.g. Hamilton to Auckland rail), other than where expressly delegated to a committee.
5. To approve -Council's recommendation to the Remuneration Authority for the remuneration of elected members.
6. To approve the Triennial Agreement.
7. To approve resolutions required to be made by a local authority under the Local Electoral Act 2001, including the appointment of an electoral officer and reviewing representation arrangements.
8. To approve any changes to the nature and delegations of any Council committees or subordinate-decision making bodies.
9. To approve the Local Governance Statement.
10. To approve funding requests not allowed for within budgets, in accordance with Significance & Engagement Policy parameters.
11. To approve any additional funding decisions required for the Watercare Services contract.
12. To approve development agreements as recommended by the Development Agreements Subcommittee where infrastructure is not allowed for within the Long-Term Plan.
13. To receive six-monthly reports from each Community Board on its activities and projects.

To	Waikato District Council
Report title	Confirmation of Minutes
Date:	30 January 2024
Report Author:	Gaylene Kanawa, Democracy Manager
Authorised by:	Gavin Ion, Chief Executive

1. Purpose of the report

Te Take moo te puurongo

To confirm the minutes for a meeting of the Waikato District Council held on Monday, 18 December 2023.

2. Staff recommendations

Tuutohu-aa-kaimahi

THAT the Waikato District Council confirms the minutes of a meeting held on Monday, 18 December 2023 as a true and correct record.

3. Attachments

Ngāa taapirihanga

Attachment 1 – CCL Minutes – 18 December 2023

Minutes for a meeting of the Waikato District Council held in the Council Chambers, 15 Gallileo Street, Ngaaruawaahia on **MONDAY, 18 DECEMBER 2023** commencing at **9.30am**.

Present:

Her Worship the Mayor, Mrs JA Church (Chairperson)
 Cr C Beavis
 Cr C Eyre (Deputy Mayor)
 Cr J Gibb
 Cr M Keir
 Cr P Matatahi-Poutapu (*until 10.55am*)
 Cr K Ngataki
 Cr E Patterson
 Cr V Reeve
 Cr L Thomson
 Cr P Thomson
 Cr T Turner
 Cr D Whyte

Attending:

Mr GJ Ion (Chief Executive)
 Mr TG Whittaker (Chief Operating Officer)
 Ms R MacCulloch (General Manager, Customer Support)
 Mr K Abbot (Executive Manager, Projects & Innovation)
 Mr A Averill (Deputy General Manager, Service Delivery)
 Mr R Burns (Community Safety Manager)
 Mr J Ebenhoh (Policy & Planning Manager)
 Mr V Ramduny (Strategic Initiatives & Partnerships Manager)
 Mr W Durning (Mayoral Strategy Manager)
 Ms C Pidduck (Legal Counsel) (*from 10.20am*)
 Ms K Ridling (Senior Solicitor)
 Mrs GJ Kanawa (Democracy Manager)
 Ms E Saunders (Senior Democracy Advisor)
 Ms K Brotherston (Democracy Advisor)
 Ms R Chisholm (Democracy Advisor)
 Waikato Times x 2

The Council and staff opened the meeting with a joint karakia.

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Crs L Thomson/Patterson)

THAT the Waikato District Council accepts the apology from Cr Raumati for non-attendance.

CARRIED

WDC2312/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Agenda Item 2

Resolved: (Crs Ngataki/Beavis)**THAT the agenda for a meeting of the Waikato District Council held on Monday, 18 December 2023 be confirmed:**

- a. with all items therein being considered in open meeting with the exception of those items detailed at agenda items 8, which shall be considered with the public excluded; and
- b. all reports be received.

CARRIED**WDC2312/02****DISCLOSURES OF INTEREST**

Agenda Item 3

Cr Patterson noted that he was nominated as Council's representative in Item 7.5 – Waikato Scheme Subcommittee, but noted he would propose a change to those appointments.

CONFIRMATION OF MINUTES

Agenda Item 4

The report was received [*WDC2312/02 refers*] and no further discussion held.

Resolved: (Crs Turner/Gibb)**THAT the Waikato District Council confirms the minutes for Monday, 20 November 2023 as a true and correct record for meetings.****CARRIED****WDC2312/03****ACTIONS REGISTER**

The report was received [*WDC2312/02 refers*] and the following discussion was held:

- The Chief Executive advised that the action for him to contact the District Commander was still outstanding and an update will be provided in the New Year.

COMMITTEE REPORTS

Policy & Regulatory Committee Recommendations - 22 November 2023

Agenda Item 6.1

Proposed Water Supply Bylaw 2023 (P&RHE2311/04)

The report was received [*WDC2312/02 refers*] and the following discussion was held:

- Concern raised that the recommendations were being updated at Council and had not been captured prior to this. Staff noted the changes were made in the bylaw that was attached to the report to Council, but it was the recommendation that had not been updated.

Resolved: (Crs Eyre/Beavis)

THAT Waikato District Council:

- a. notes the Policy & Regulatory Committee has:
 - i. considered all submissions and the contents of this report in their deliberations on the proposed Water Supply Bylaw 2023;
 - ii. determined that Council has followed the requirements for consultation under the Local Government Act 2002 Section 83;
 - iii. confirmed that further consultation is not required under section 76 of the Local Government Act 2002;
 - iv. reconfirmed, in accordance with Section 155 of the Local Government Act 2002, a bylaw is the most appropriate way of addressing the perceived problem(s) in relation to the water supply network;
 - v. confirmed, in accordance with Section 155 of the Local Government Act 2002, that the bylaw is not inconsistent with the New Zealand Bill of Rights Act 1990 and that the bylaw is the most appropriate form of bylaw;
- b. revokes the Water Supply Bylaw 2014 (amended in 2021) (Attachment 2); and
- c. adopts the Water Supply Bylaw 2023 (Attachment 1), with amendment to Clause 9.6.1 (c) as follows:
 - i. This clause includes a new sentence shown in *italics* and shall be read as '9.6.1(c) The Council may fit additional meters to any minor or ancillary dwelling located on any Premises, for the purposes of determining water consumption. *This applies to premises with a connection to On Demand Supply and excludes Restricted Flow Supply, unless requested by the Property Owner.*'

CARRIED

WDC2312/04

Waters Governance Board Recommendations - 28 November 2023

Agenda Item 6.1

Port Waikato Flood Resilience Works (WGB2311/06)

The report was received [*WDC2312/02 refers*] and no further discussion was held.

Resolved: (Crs Patterson/L Thomson)

THAT the Waikato District Council:

- a. approves the reallocation of funds from account codes 104670.1700.0000.00.25407 and 102623.1700.0000.00.25407 to be used towards the Port Waikato Three-Waters Resilience Fund.

CARRIED

WDC2312/05

TKWA Resource Consent Renewal Update (WGB2311/08)

For Council information only.

Resolved: (Crs Patterson/Ngataki)

THAT the Waikato District Council notes:

- a. that the Chief Executive will arrange that tankered potable water delivered by TKWA to Nga Muka Development Trust five marae during summer, is not charged up to 120m³/year and for a period of three years; and
- b. meets the requirement of Te Mata Arowai for a water carrier with regards to water cartage.

CARRIED

WDC2312/06

Infrastructure Committee Recommendations – 13 December 2023

Agenda Item 6.1

Proposed Community Waste Minimisation Fund (INF2312/xx)

Resolved: (Crs Patterson/P Thomson)

THAT the Waikato District Council:

- a. establishes a Community Waste Minimisation Fund, as recommended in the Council's Waste Minimisation and Management Plan, and
- b. that the fund commences with an amount of \$50,000 in the first year, up to \$100,000 in the second year and up to \$150,000 in the third year.

CARRIED

WDC2312/07

Recovery Works Update – Storm Damage Repairs

The report was received [WDC23/2/02 refers] and no further discussion was held.

Resolved: (Crs Patterson/Eyre)

THAT the Infrastructure Committee recommends that Council:

- a. delegates authority to the Chief Executive to award emergency works packages up to the value of \$5.262M, and
- b. notes that an additional report will be presented to the Infrastructure Committee in 2024 to provide details of contracts awarded.

CARRIED

WDC23/2/08

REPORTS

Zero Harm

Agenda Item 7.1

The report was received [WDC23/2/02 refers] and the following discussion was held:

- The Chief Executive provided an overview of the significant amount of work being carried out in regard to the initiatives for working on roads, workplace violence and mental wellbeing.
- It was noted the progress with the work in libraries was good to see.

Annual Dog Control Report 2022 – 2023

Agenda Item 7.2

The report was received [WDC23/2/02 refers] and the following discussion was held:

- Questions and answers were provided regarding the unregistered dogs process and it was further noted that staff would investigate further how to improve in this area.
- It was noted the large improvements across the board in various activities which has resulted in the reduction of dog attacks, which is positive for our communities.
- It was further noted that out of the nearly 2,000 unregistered dogs we only fined 100 people. Staff noted with the tough economy and the issue of people taking on dogs during COVID that they could no longer afford to keep has impacted on this and if owners cannot pay registrations it is pointless fining them.
- It was agreed it would be good to have a strategy to get back to 95% target within the LTP, noting the gap is partly to do with the gap in resourcing, which has now been rectified. Once staff are fully inducted they will work more proactively on the unregistered dogs list.

- It was noted that welfare complaints were on the increase and as the SPCA also struggled for funding it was queried how many of these complaints were being referred to Council. Staff responded that a significant amount of these complaints were referred to Council and our staff assisted wherever they could, but it was noted some of these areas are not under our mandate, i.e. rehoming of kittens.
- Council suggested a move away from letter drops which were costly to digital reminders, then followed up by Animal Control staff.
- Council also suggested ways of promoting the desexing activity as whilst the team are pushing this the whole time they still struggle with owners to take up the desexing option.
- The Animal Control team were congratulated on the outstanding work with the various challenges they face, noting that we needed to introduce more communication in regard to education as it actually cost Council just as much to hold dogs in the pound, than euthanase them. Balance could be achieved through forward thought around communications in this area.

ACTION: General Manager Customer Support to investigate the issues raised and report through to the Performance & Strategy Committee on the way forward to achieve our LTP targets.

Resolved: (Crs Eyre/Ngataki)

That the Waikato District Council:

- a. **approves the Annual Dog Control Report 2022/2023 (refer Attachment I) for release to the community, including via our website.**

CARRIED

WDC2312/09

Schedule of Meetings – 2024

Agenda Item 7.3

The report was received [*WDC2312/02 refers*] and the following discussion was held:

- It was noted that the Joint Management Agreement meetings were yet to be scheduled and staff were currently liaising with Waikato Tainui as well as Te Nehenehenui. These would be added to the schedule once confirmed.
- Staff highlighted the alterations required to the governance structure to reflect the Development Agreements and Policy & Regulatory Committee meetings trialling a bi-monthly meeting rather than six-weekly.
- The PDP Subcommittee was scheduled on AnzacDay in April and staff noted this would be moved to the nearest available date.

Resolved: (Crs Patterson/Turner)

That the Waikato District Council:

- a. **adopts the 2024 Meeting Schedule for Council and Committees (refer Attachment I to this report).**
- b. **confirms the Governance Structure amendments to reflect the Development Agreements Committee and Policy & Regulatory Committee moving from six-weekly meetings to bi-monthly meetings.**

CARRIED

WDC2312/10

Delegations to the Chief Executive for the Holiday Period
Agenda Item 7.4

The report was received [*WDC2312/02 refers*] and the following discussion was held:

- The Chief Executive provided an explanation around the need for these delegations and Councillors spoke to the success in previous years of these.

Resolved: (Crs Reeve/Whyte)

That the Waikato District Council:

- a. **except as otherwise recorded in this resolution, the Council extends the Chief Executive's current delegations (detailed in the Council's Delegations Register) to include all of Council's responsibilities, duties, and powers currently retained by the Council or delegated to the Council's standing Committees (except the District Licensing Committee), subject to the following conditions:**
 - i. **the extended delegations will have effect only for the period from Friday, 22 December 2023 until Sunday, 14 January 2024;**
 - ii. **the extended delegations do not include a delegation of any Council responsibilities, duties or powers which are prohibited by law from delegation - including, without limitation, those set out in Clause 32 of Schedule 7 to the Local Government Act;**
 - iii. **the Chief Executive may only exercise the extended delegations for those matters that cannot reasonably wait until the next Council or relevant Committee meeting;**
 - iv. **where reasonably practicable, the Chief Executive must, before exercising an extended delegation responsibility, duty or power, first consult with:**
 1. **the Mayor (or the Deputy Mayor if the Mayor is not available); and**
 2. **the Chairperson (or Deputy Chairperson, if the Chairperson is not available) of the relevant Committee, which would otherwise have the delegated authority to determine the issue for which the Chief Executive is intending to exercise the extended delegations.**

- b. any decisions made and documents executed in exercising the extended delegations must be reported to the next meeting of Council or relevant Committee;
- c. the extended delegations may be revoked at any time by the Council or the Emergency Committee. In the event there is any inconsistency between this delegation and any other delegations made by the Council, this delegation takes precedence.
- d. notes and agrees that, in the event that the Chief Executive is not available, the Chief Operating Officer can exercise any of the extended delegations noted above, subject to the same conditions;
- e. temporarily amend the Emergency Committee's Terms of Reference and Delegations to remove the pre-requisite that a Council meeting is precluded due to a lack of quorum before an Emergency Meeting can proceed, provided that:
 - i. such amended Terms of Reference and Delegations shall apply only for the period from Monday, 15 January 2024 until the next scheduled ordinary meeting of Council in mid-February; and
 - ii. all Councillors be invited to any Emergency Committee (via audio visual conference) meeting convened during that period; and
 - iii. noting the Emergency Committee would need a quorum of two (2) members in person.

CARRIED

WDC2312/11

Appointment of Council's Representative on the Waikato Scheme Subcommittee

Agenda Item 7.5

The report was received [*WDC2312/02 refers*] and the following discussion was held:

- Cr Whyte suggested that Cr Thomson be the alternate, however Cr Patterson noted that as most of the work the Sub-committee were doing is based in Cr P Thomson's area it was recommended Cr P Thomson be the representative, with Cr Patterson being the alternate.

Resolved: (Crs Whyte/Beavis)

That the Waikato District Council:

- a. appoints Cr Peter Thomson as Council's representative on the Waikato Regional Scheme Subcommittee; and
- b. appoints Cr Eugene Patterson (Chairperson, Infrastructure Committee) as Council's alternate representative on the Waikato Regional Scheme Subcommittee if Cr Thomson is unavailable.

CARRIED

WDC2312/12

EXCLUSION OF THE PUBLIC

Agenda Item 8

Resolved: (Crs Gibb/Beavis)

- a. **THAT** the public be excluded from the following parts of the proceedings of this meeting:

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Item PEX 2 – Minutes for confirmation	Good reason to withhold exists under Section 6 or Section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)
Item PEX 3.1 – Waters Governance Board Recommendations – 28 November 2023		
Item PEX 3.2 – Infrastructure Committee Recommendations – 13 December 2023		
Item PEX 4.1 – Proposed District Plan Appeal – General Rural Zone		
Item PEX 4.2 – Update on Variation 3		

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:

To	Waikato District Council
Report title	Actions Register – February 2024
Date:	1 February 2024
Report Author:	Kaye Whitfield, Executive Assistant to Chief Executive
Authorised By:	Gavin Ion, Chief Executive

1. Purpose of the report

Te Take moo te puurongo

To update the Council on actions arising from the 18 December 2023 Council meeting.

2. Staff recommendations

Tuutohu-aa-kaimahi

That the Waikato District Council receives the Actions Register for February 2024.

3. Attachments

Nгаа тааpирihanga

Attachment 1 – Actions Register

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Waikato District Council - Actions Register
February 2024

Meeting Date	Item and Action	Person / Team Responsible	Status Update
18/12/2023	General Manager Customer Support to investigate the issues raised and report through to the Performance & Strategy Committee on the way forward to achieve our LTP targets.	Roger MacCulloch	A report will be taken to the next Performance and Strategy Committee meeting called "Unregistered Dog Fees Write off 2022/23" which contains a description of the dog registration process and the initiatives used to follow up / collect unpaid fees. These are the same initiatives that will ultimately help us achieve our LTP targets.
7/11/2023	Zero Harm Manager would investigate the process for the "bans" from the Waikato District with the Waikato District Commander for Police and also ascertain whether the Resilience team were aware of when these bans were made.	Lynn Shirley	The Chief Executive has discussed this with the District Commander who has confirmed that this is not in line with NZ Police policy.

To	Waikato District Council
Report title	Zero Harm Update
Date:	30 January 2024
Report Author:	Lynn Shirley, Zero Harm Manager
Authorised by:	Gavin Ion, Chief Executive

1. Purpose of the report

Te Take moo te puurongo

To provide Council with an update on the delivery of activities detailed in the Zero Harm Strategic Improvement Plan and overview current health and safety performance.

2. Executive summary

Whakaraapopototanga matua

- We continue to progress and remain on track to deliver the improvement activities detailed in our Zero Harm Strategic Improvement Plan for FY23/24
- The Zero Harm team is currently focused on successfully delivering our annual organisation wide Work Safe Home Safe event.

3. Staff recommendations

Tuutohu-aa-kaimahi

That the Council receives the Zero Harm report for January 2024 and the Zero Harm Performance Dashboard for January 2024.

4. Background

Koorero whaimaarama

Councils' zero harm culture is supported by a health and safety management system of policies, standards, requirements, and guidelines that are designed to support the elimination or management of risk and enable good practice.

5. Discussion

Matapaki

Zero Harm Strategic Improvement Plan FY23/24 Progress

A review of progress against our Zero Harm strategic plan for FY23/24 was undertaken in December for Quarter 2 activities. We remain on track to deliver our planned improvement activities. Refer to Attachment 1.

Unfortunately, due to a delay in contract negotiations, the implementation and transition to an updated version of BWare Safety Manager was unable to be completed before the end 2023. It is now scheduled for March 2024.



Our People

Worker Engagement, Participation and Consultation

The Safety Action Team (SAT) recently held their first meeting for 2024. Key areas of focus for the SAT remain:

- Supporting the organisation and delivery of Work Safe, Home Safe (WSHS) 2024
- Developing new and updating existing tools to support SAT representative engagement and involvement
- Supporting the review of critical risk control plans for workplace violence and on road driving.

Work Safe, Home Safe (WSHS) 2024

Planning our annual organisation wide Work Safe, Home Safe event has been a key area of focus for the last two months. This year's three-week event is focused on building knowledge and understanding of the following:

- Emergency management
- Dynamic risk assessment
- Mental wellbeing
- Workplace violence

Key outcomes from the event include:

- Continuing to foster an understanding of the role each of us plays in helping Council achieve and maintain our Zero Harm culture through personal commitment and good safety leadership
- Promote Council's commitment to Zero Harm through the elimination or management of health, safety, and wellbeing risks
- To raise awareness of our critical safety risks and the safety critical controls to keep us and others safe
- To raise awareness of Council's emergency preparedness and response to a variety of potential emergency events e.g. aggressive person, armed offender, or intruder.

Effective Systems

Emergency Management

We are continuing to work in conjunction with the Risk and Resilience Team to review and further improve our documented emergency response procedures for the following potential incidents:

- Aggressive person
- Intruder or armed offender

The review is taking into consideration learnings from incidents that occurred in recent months at two of our office/library sites as well as those experienced by other organisations.

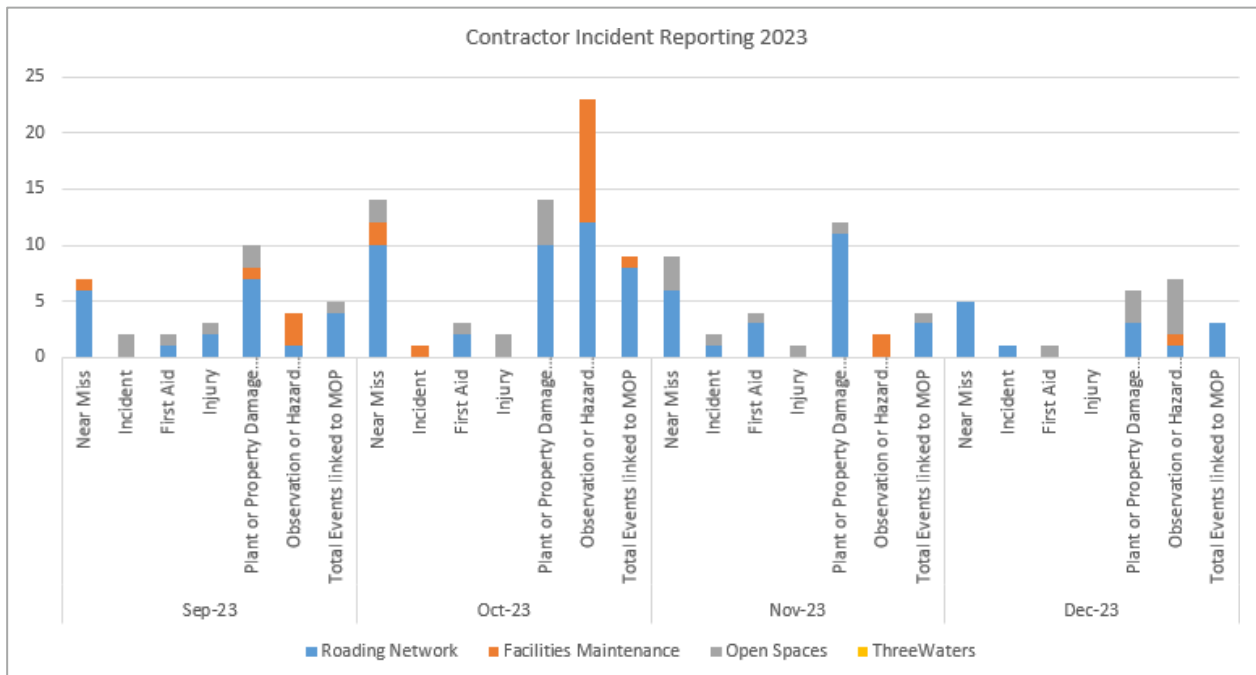


Contractor Management

Work has continued with both the Procurement and Contracts & Partnering Teams to support our Contract Managers to meet their health and safety responsibilities in regards to contractor health and safety management.

Recent focus has been on supporting Tier One Contract Managers to ensure we are monitoring our contracts in accordance with our Zero Harm Safety Management System (ZHSMS) Health and Safety in Procurement (Contractor) Management Standard.

The below dashboard illustrates the health and safety reporting for the period September to December 2023 from our Tier One contractors.



Performance Reporting and Management

Council's Zero Harm performance across several health and safety metrics for January 2024 are shown below. The results for the period July 2022 to June 2023 are included for comparison.

Measures	July 22 to June 23	January 24 <i>(Annualised)</i>	Commentary
Incidents reported in BWare Safety Manager <i>(Lead)</i>	218	121 <i>(207)</i>	
Total Recordable Injuries (TRIs) e.g., Lost Time Injury, Restricted Work Injury or Medical Treatment Injury <i>(Lag)</i>	4	3	
WorkSafe NZ Notifiable Events <i>(Lag)</i>	0	0	
First Aid Injuries <i>(Lag)</i>	18	12 <i>(20)</i>	Reduction in First Aid injuries seen over the last two months.
Serious Near Miss incidents <i>(Lead)</i>	3	0	
Near Miss incidents <i>(Lead)</i>	77	25 <i>(42)</i>	A slight reduction in near miss reporting has been noticed over the last three months. The Zero Harm team has and will continue to message the importance of reporting.
New Hazards <i>(Lead)</i>	81	61 <i>(104)</i>	We continue to see a positive upward trend with the identification of new hazards.
Zero Harm Engagement Conversations <i>(Lead)</i> KPI is >162 conversations per month or 1944 annually	2066	1444 <i>(2475)</i>	A positive trend in the number of Zero Harm Engagement conversations being undertaken has continued across the holiday period.

The attached Zero Harm Dashboard (Attachment 2) illustrates safety performance for January 2024.

Critical Safety Risk Management

Workplace Violence

An independent review and risk assessment of eleven of our library/office site security control measures was completed in December. The reports will be reviewed in conjunction with staff to determine what actions should be taken to address any areas that are non-compliant with recommended current practice.

Mental Wellbeing at Work

We are continuing to focus on developing our control plan for managing the risk of work-related mental wellbeing. WSHS 2024 will continue to build our peoples knowledge and understanding of mental wellbeing through activities and events including a mental wellbeing discussion panel focusing on "Having Safe Conversations around Mental Wellbeing".

6. Attachments

Ngaa taapirihanga

Attachment 1 – Zero Harm Strategic Improvement Plan FY23/24

Attachment 2 – Zero Harm Performance Dashboard January 2024

Vision (Mission)

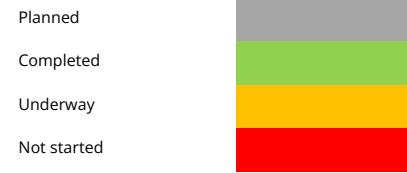
Mahi Tika Kaainga ora "Work Safe Home Safe"

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

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



KEY: Activities carried over from the previous financial year are highlighted in "Blue" Text
Activities identified from recent external ISO45001 audit recommendations are highlighted in "Green"



Our Strategic Areas of Focus

- Our people are the solution to developing a healthy, safe and resilient workplace
- We will increase our leaders' health, safety and wellbeing capability to enable them to champion a strong health and safety culture across all areas of the organisation
- Our people and others will be supported to do their job safely every day
- We will have a continuous improvement mindset where we actively seek to learn and improve our culture, performance, systems and tools
- We will focus on what matters most and target risks which have the greatest potential to affect our people
- We will improve our understanding of our organisation's risk profile



"Work Safe, Home Safe " 2022/20223(Team Tactics)

Area of Focus	We will	Plan	Do	Check	Q1 July - Sept	Q2 Oct- Dec	Q3 Jan - Mar	Q4 Apr - June
Our People – Safety Leadership and Culture	Understand the health, safety and wellbeing needs of our People Leaders and provide them training and support to champion a strong health and safety culture	Develop and undertake Safety Leadership Survey with all People Leaders		20/12/2024 No longer required. ELT recommended to move straight to delivery of training				
Our People - Safety Leadership and Culture	Embed a Positive Safety Leadership Training programme to enable People Leaders to better manage health, safety and wellbeing in their teams		Develop and commence delivery of Safety Leadership Training Programme					
Our People - Worker Engagement and participation	Empower our people to take responsibility for their health and safety, and to identify where improvements are required		Develop and deliver Work Safe, Home Safe 2024 event to the organisation					
Our People - Worker Engagement and participation	Empower our Safety Action Team (H&S) Representatives by enhancing the role and support provided	Develop SAT Rep Working Group to determine needs and consultation requirements of reps						
Effective Systems	Improve access to quality health, safety and wellbeing guidance, focussing on areas of highest risk		Continue to develop and update our Zero Harm Waisite content					
Effective Systems	Improve access to quality health, safety and wellbeing guidance, focussing on areas of highest risk		Continue to develop and implement our ZHSMS to meet the requirements of ISO45001					
Effective Systems	Improve access to quality health, safety and wellbeing guidance, focussing on areas of highest risk		Deliver emergency response training to all identified roles detailed in ERPs					
Effective Systems	Improve access to quality health, safety and wellbeing guidance, focussing on areas of highest risk		Develop and implement approved evacuation schemes for all Halls					
Effective Systems	Embed updated tools to support our people to record and manage incidents and risks		Implement and transition our people to using the updated version of BWare Safety Manager					
Effective Systems	Embed updated tools to support our people to record and manage incidents and risks			Review all Workgroup Hazard and Risk Registers				

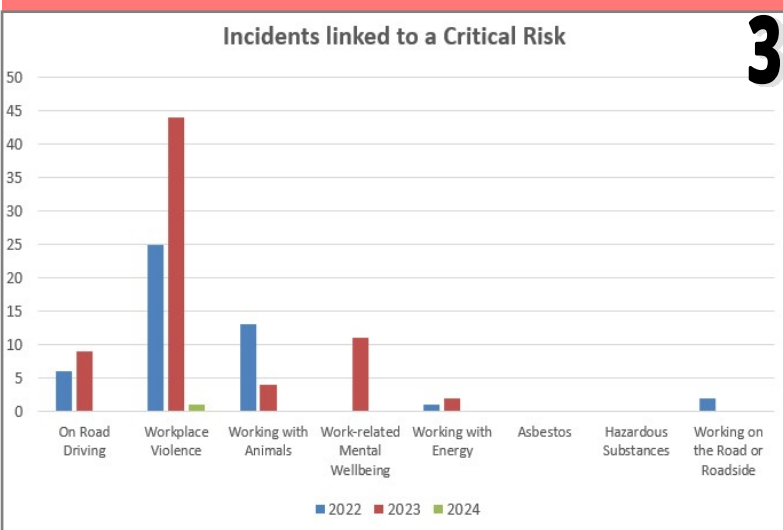
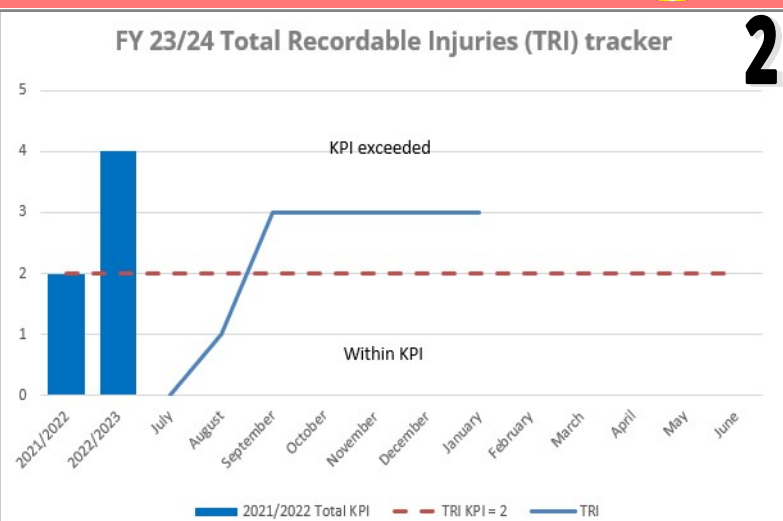
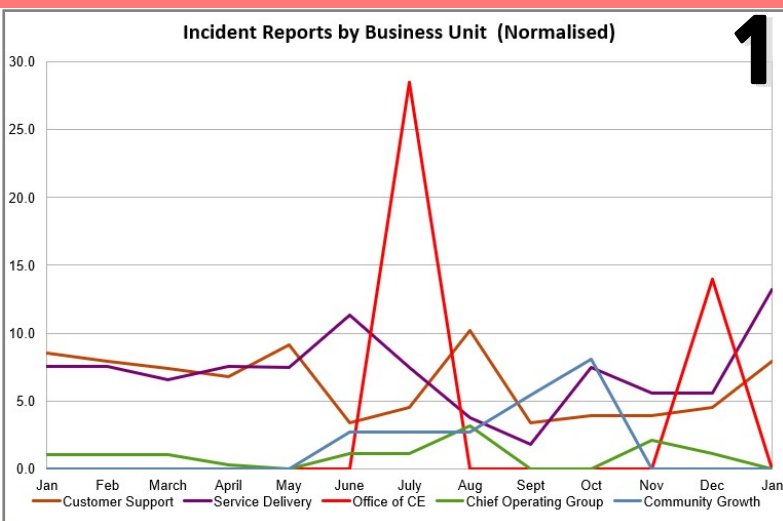
Zero Harm “Work Safe, Home Safe” Strategic Plan 2023/2024 And Key Performance Indicators (KPIs)

“Work Safe, Home Safe ” 2023/2024 (Team Tactics)								
Area of Focus	We will	Plan	Do	Check	Q1	Q2	Q3	Q4
Effective Systems	Provide guidance and support to our contract managers and external contractors to assist them to identify and manage risks		Revise and implement Contractor H&S management standard and associated tools					
Effective Systems	Empower our people to own health, safety and wellbeing processes , resources and the going improvement of these		Review existing Standard Operating Procedures and embed the use of SOPs					
Managed Risks	Improve our management of risks related to hazardous substances, workplace violence, on road driving, asbestos and working with animals.		Implement remaining Bowtie Controls for Hazardous Substances, Workplace Violence, Asbestos, On Road Driving and Working with Animals Critical Risks					
Managed Risks	Improve our management of risks related to working on the road or roadside		Implement Critical Risk Standard and Bowtie for Working on the Road or Roadside					
Managed Risks	Equip and support our people to manage the causes and consequences of fatigue, stress and other psychosocial hazards	Develop Critical Risk Standard and Bowtie for Mental Wellbeing at Work						
Managed Risks	Improve visibility of those risks that are critical, to ensure they are effectively controlled and the health, safety and wellbeing of our people and others within our workplace is protected.	Develop Critical Risk Assurance Framework for Safety Critical Controls						
Our Plan	Improve understanding of the Te Tiriti o Waitangi and our role as a partner of the treaty		All ZH team to attend Te Tiriti o Waitangi training					
Our Plan	Improve our focus on obtaining quality health and safety data to support our risk management activities.	Review and update existing data reporting to inform decision making once transition to new Bware platform is completed						

Our Measures	Target (+/- 15%)	Unit	Deadline	Status
Events reported in BWare Safety Manager (Lead)	> 180	Events reported	30th June 2024	
Total Recordable Injuries (TRIs) e.g., Lost Time Injury, Restricted Work Injury or Medical Treatment Injury (Lag)	< 2	TRI events	30th June 2024	Two confirmed TRI events (MTI CG and LTI Customer Support)
WorkSafe NZ Notifiable Events (Lag)	0	Events reported	30th June 2024	
First Aid Injury Events (Lag)	< 18	Events reported	30th June 2024	
Near Miss Events (Lead)	> 90	Events reported	30th June 2024	
New Hazards (Lead)	> 50	Hazards reported	30th June 2024	
Safety Engagement Conversations (Lead)	> 1950	Conversations recorded	30th June 2024	
ISO 45000 Internal Safety Management System Audit (Lead)	Compliant	ISO 45001 Audit Standards	30th June 2025	



Incident Management



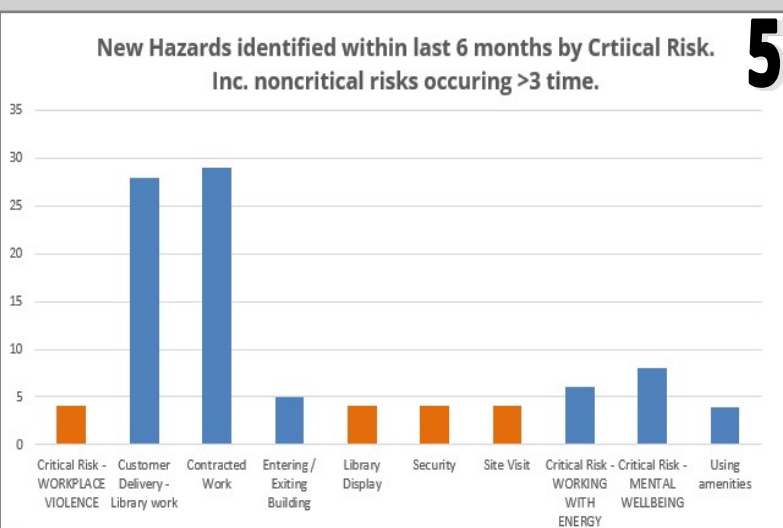
Top Nature of Injury - Year to date

- Burn/scald/irritation
- Bruising or crushing
- Laceration/cut/abrasion
- Sprain or strain

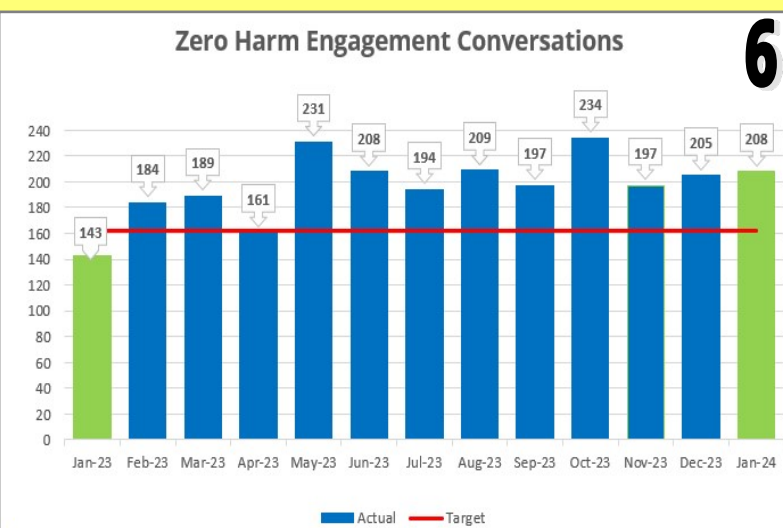
Top Mechanisms of harm - Year to date

- Chemicals or other substances
- Fall, trip or slip
- Hitting objects with part of body
- Being hit by moving objects
- Body stressing

Hazard & Risk Management



Safety Leadership & Culture



Commentary

Graph 1 shows the volume of incidents (normalized) being reported in Bware Safety Manager by each business unit each month. We have noticed an increase in reporting from both the Customer Support and Service Delivery business units.

Graph 2 shows the number of Total Recordable Injuries (TRIs) being recorded against our KPI target. No TRIs were recorded in December or January

Graph 5 shows that most of our new hazards are being identified while Customer Delivery staff are undertaking tasks in our Library, our contractors are completing contracted work and are staff are undertaking site visits.

Version: 1, Version Date: 02/02/2024

To	Waikato District Council
Report title	Alterations to Governance Structure & Staff Delegations Register
Date:	31 January 2024
Report Author:	Gaylene Kanawa, Democracy Manager
Authorised by:	Gavin Ion, Chief Executive

1. Purpose of the report

Te Take moo te puurongo

The purpose of this report is to confirm amendments to the Governance Structure, to alter the membership for the Risk & Assurance Committee.

2. Executive summary

Whakaraapopototanga matua

As per section 41 of the Local Government Act the Mayor set a governance structure and memberships for committees and subcommittees, which was confirmed at the Council meeting held on 9 November 2022.

Cr Raumati has advised the Risk & Assurance Committee Chairperson, Mr Peter Stubbs and Her Worship the Mayor that due to other commitments she has resigned from this Committee.

Her Worship the Mayor has discussed this vacancy with Cr Kandi Ngataki who would like to assume the vacancy on the Committee.

The Governance Structure adopted also altered the level of delegations for the Chief Executive. However, this was contained within the Governance Structure itself and the wording could be considered ambiguous regarding the intent to increase the Chief Executive's delegation from \$1M to \$2M (refer the wording below from the Governance Structure).

Contracts 10. Approve and/or monitor tenders, contracts (including variations) and other legally binding arrangements provided that such contracts/arrangements:

- a. *Do not require the approval of Council; and b. Fall within the budget approved under the Long Term Plan or Annual Plan and have a value exceeding the Chief Executive's financial delegation.*

NOTE: The Chief Executive will present a quarterly report to the Council noting the contracts in excess of \$2 million approved by Committee Chairs exercising financial delegation.

It is recommended for clarity that a specific resolution be provided to ensure the Staff Delegations Register is altered accordingly.

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

That the Waikato District Council:

- a. **notes the resignation of Cr Marlene Raumati from the Risk & Assurance Committee; and**
- b. **confirms Cr Kandi Ngataki be appointed to the Risk & Assurance Committee; and**
- c. **confirms the Staff Delegations Register be updated to reflect the Chief Executive's increase in delegated authority to enable authorisation of expenditure up to two (2) million dollars (\$2M).**

4. Attachments **Ngaa taapirihanga**

There are no attachments to this report.

To	Waikato District Council
Report title	Alterations to Annual Schedule of Meetings 2024
Date:	31 January 2024
Report Author:	Gaylene Kanawa, Democracy Manager
Authorised by:	Gavin Ion, Chief Executive

1. Purpose of the report

Te Take moo te puurongo

To inform Council that alterations are required to the Annual Schedule of Meetings for 2024, which was adopted by Council on 18 December 2023.

2. Executive summary

Whakaraapopototanga matua

In December 2023 Council adopted a meeting schedule for 2024. This schedule enables Council to advertise monthly meetings in newspapers as well as on the website. At times extraordinary meetings are called but these need to have the decisions from those meetings advertised in the local paper.

To avoid this additional cost to the ratepayers as we are aware that changes need to be made to the schedule staff will prepare a report to alter meetings to the adopted meeting schedule.

The Long-Term Plan timeline for 2024 has been altered as per the briefing with Councillors on 31 January 2024. Staff have also recognised that the schedule adopted by Council also had some clashes and therefore these meetings have been reflected below:

1. The Waters Governance Board adopted to hold their March meeting on Wednesday, 26 March 2024 due to availability of members. However, the scheduled reflected their meeting on 19 March 2024 in the 6-weekly cycle.

The date the Board resolved clashed with the schedule for the Risk & Assurance Committee in the adopted schedule of meetings and therefore the Waters Governance Board meeting for March will now be held on Wednesday, 27 March 2024.

This meeting has been updated within members diaries.

2. Two other Committee meetings that have required change due to critical staff/consultants not being available are:
 - i. Infrastructure Committee meeting scheduled for Tuesday, 16 April to Wednesday, 17 April 2024; and
 - ii. Chief Executive Performance Review Committee meeting scheduled for Monday, 26 February to Friday, 1 March 2024.

3. The Long-Term Plan (LTP) timeline also requires meetings to be pushed out to enable statutory deadlines to be met and those meeting changes are set out below:
 - i. Council Meeting (Adoption of Draft LTP Budgets) – Wednesday, 21 February rescheduled to Wednesday, 28 February 2024;
 - ii. Sustainability & Wellbeing Committee meeting – Wednesday, 28 February rescheduled to Monday, 26 February 2024;
 - iii. Council Meeting (Adoption of LTP Consultation Documents) – Wednesday, 13 March rescheduled to Tuesday, 19 March 2024.
 - iv. LTP Hearings 6-8 May rescheduled to 14-17 May 2024.
 - v. LTP Deliberations 20-21 May rescheduled to 4-5 June 2024.
 - vi. Additional Council Meeting (Reserve Day for Adoption of LTP) – Wednesday, 26 June 2024.

3. Staff recommendations

Tuutohu-aa-kaimahi

THAT the Waikato District Council confirms the alterations to the 2024 Annual Schedule of Meetings as follows:

- a. **Waters Governance Board meeting scheduled for Tuesday, 19 March 2024 now scheduled for Wednesday, 27 March 2024; and**
 - b. **Infrastructure Committee meeting scheduled for Tuesday, 16 April to Wednesday, 17 April 2024; and**
 - c. **Chief Executive Performance Review Committee meeting scheduled for Monday, 26 February to Friday, 1 March 2024.**
 - d. **Long-Term Plan meetings will be altered as follows:**
 - i. **Council Meeting (Adoption of Draft LTP Budgets) – Wednesday, 21 February rescheduled to Wednesday, 28 February 2024;**
 - ii. **Sustainability & Wellbeing Committee meeting – Wednesday, 28 February rescheduled to Monday, 26 February 2024;**
 - iii. **Council Meeting (Adoption of LTP Consultation Documents) – Wednesday, 13 March rescheduled to Tuesday, 19 March 2024.**
 - iv. **LTP Hearings 6-8 May rescheduled to 14-17 May 2024.**
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- v. **LTP Deliberations 20-21 May rescheduled to 4-5 June 2024.**
- vi. **Additional Council Meeting (Reserve Day for Adoption of LTP) - Wednesday, 26 June 2024.**

4. Attachments

Ngaa taapirihanga

There are no attachments to this report.

To	Waikato District Council
Report title	Exclusion of the Public
Date:	30 January 2024
Report Author:	Gaylene Kanawa, Democracy Manager
Authorised by:	Gavin Ion, Chief Executive

1. Staff recommendations

Tuutohu-aa-kaimahi

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Item PEX 2 – Minutes for confirmation	Good reason to withhold exists under Section 6 or Section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)
Item PEX 4.1 – Implementation of Phase 2 – Watercare Contract		
Item PEX 4.2 – Options for Variation 3 to the Proposed Waikato District Plan (Decision Version)		

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
Item PEX 2 – Minutes for confirmation	Refer previous minutes for reasons for exclusion.	
Item PEX 4.1 – Implementation of Phase 2 – Watercare Contract	7(2)(b)(ii)	To protect information that would otherwise unreasonably prejudice a person’s commercial position.
	7(2)(g)	To maintain legal professional privilege
	7(2)(i)	To enable negotiations to carry on without prejudice or disadvantage.
Item PEX 4.2 – Options for Variation 3 to the Proposed Waikato District Plan (Decision Version)	7(2)(g)	To maintain legal professional privilege

2. Attachments Ngaa taapirihanga

There are no attachments for this report.
