

Agenda for a meeting of the Waikato District Council to be held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **MONDAY, 17 JULY 2023** 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. CONFIRMATION OF MINUTES**

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## **5. ACTIONS REGISTER**

*(Supplementary Agenda Item)*

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*(Supplementary Agenda Item)*

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GJ Ion  
**CHIEF EXECUTIVE**

## TERMS OF REFERENCE

### COUNCIL

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

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### 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.

<b>To</b>	<b>Waikato District Council</b>
<b>Report title</b>	<b>Confirmation of Minutes</b>
Date:	11 July 2023
Report Author:	Gaylene Kanawa, Democracy Manager
Authorised by:	Gavin Ion, Chief Executive

## **1. Purpose of the report**

### **Te Take moo te puurongo**

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To confirm the minutes for the meetings of the Waikato District Council:

1. Meeting held on Wednesday, 28 June 2023, and
2. Meeting held on Tuesday, 11 July 2023 (Extraordinary).

## **2. Staff recommendations**

### **Tuutohu-aa-kaimahi**

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**THAT the Waikato District Council confirms:**

- a. the minutes for a meeting held on Wednesday, 28 June 2023 be confirmed as a true and correct record, and
- b. the minutes for an extraordinary meeting held on Tuesday, 11 July 2023 be confirmed as a true and correct record.

## **3. Attachments**

### **Ngaa taapirihanga**

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Attachment 4.1 – CCL Minutes – 28 June 2023

Attachment 4.2 – CCL Minutes – 11 July 2023

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Minutes for a meeting of the Waikato District Council held in the Council Chambers, 15 Gallileo Street, Ngaruawahia on **WEDNESDAY, 28 JUNE 2023** commencing at **1.00pm**.

**Present:**

Her Worship the Mayor, Mrs JA Church (Chairperson)

Cr C Beavis

Cr C Eyre

Cr J Gibb

Cr M Keir

Cr P Matatahi-Poutapu

Cr K Ngataki (left at 2.45pm)

Cr EM Patterson

Cr M Raumati

Cr V Reeve (arrived at 1.35pm)

Cr L Thomson (left at 2.45pm)

Cr P Thomson

Cr T Turner (arrived at 1.35pm)

Cr D Whyte

**Attending:**

Mr GJ Ion (Chief Executive)

Mr TG Whittaker (Chief Operating Officer)

Mrs S O’Gorman (General Manager, Customer Experience)

Ms M May (General Manager, Service Delivery)

Mrs E Edgar (Executive Manager, Communications Marketing & Engagement)

Ms A Diaz (Chief Financial Officer)

Mr A Averill (Deputy General Manager Service Delivery)

Mr C Bailey (Finance Manager)

Ms N Hubbard (Corporate Planning Team Leader)

Mr T McIntyre (Policy Advisor)

Mrs GJ Kanawa (Democracy Manager)

The Council meeting was adjourned at 1.05pm and resumed at 1.35pm.

**APOLOGIES AND LEAVE OF ABSENCE**

Resolved: (Crs Patterson/Ngataki)

**THAT** the Waikato District Council:

- a. accepts the apology from Cr T Turner and V Reeve for lateness and Cr L Thomson and Cr Ngataki for early departure.

**CARRIED**

**WDC2306/21**

**CONFIRMATION OF STATUS OF AGENDA ITEMS**

Agenda Item 2

Resolved: (Crs L Thomson/Gibb)

**THAT** the agenda for a meeting of the Waikato District Council held on Wednesday, 28 June 2023 be confirmed:

- a. with all items therein being considered in open meeting with the exception of those items detailed at agenda items 5, which shall be considered with the public excluded; and
- b. noting that a replacement cover report for PEX Agenda Item 2 – Confirmation of Minutes (Wednesday, 7 June 2023) was circulated under separate cover; and
- c. as per Section 46a of the Local Government Act Council receives the late report from the Performance & Strategy Committee meeting held on 20 June 2023 – Review of Waikato Regional Airport (PEX Agenda Item 3.3); and
- d. as per Section 46a of the Local Government Act Council receives the late recommendaion from the Sustainability & Wellbeing Committee meeting held on 28 June 2023 – Adaptive Management Planning (Agenda Item 6.1); and
- e. all reports be received.

**CARRIED**

**WDC2306/22**

**DISCLOSURES OF INTEREST**

Agenda Item 3

There were no declarations of interest.

**CONFIRMATION OF MINUTES**

Agenda Item 4

The report was received [*WDC2306/22 refers*] with no further discussion held.

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

**THAT the Waikato District Council confirms:**

- a. the minutes for a meeting held on **Wednesday, 7 June 2023** be confirmed as a true and correct record, and
- b. the minutes for a meeting held on **Thursday, 8 June 2023 (Annual Plan Hearings)** be confirmed as a true and correct record.
- c. the minutes for a meeting held on **Tuesday, 13 June 2023 (Annual Plan Deliberations)** be confirmed as a true and correct record.

**CARRIED**

**WDC2306/23**

**EXCLUSION OF THE PUBLIC**

Agenda Item 8

**Resolved: (Cr Ngataki/Eyre)**

- 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
<b>Item PEX 2</b> <b>Confirmation of Minutes for meeting held on Wednesday, 7 June 2023</b>	<b>Good reason to withhold exists under Section 6 or Section 7 Local Government Official Information and Meetings Act 1987</b>	<b>Section 48(1)(a)</b>
<b>Item PEX 3.1</b> <b>CEPR Committee - Agreed 2023/24 CE KPIs</b>		



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
<b>Item PEX 3.2 – WGB Report</b> 1. <b>Pukekohe Wastewater Treatment Plant Presentation</b> 2. <b>Te Kauwhata Treated Water Conveyance Solutions</b>		
<b>Item PEX 3.3 – Performance &amp; Strategy Committee Recommendations regarding Waikato Regional Airport Ltd</b>		
<b>Item PEX 4 Chief Executive Issues</b>		
<b>Item PEX 5 Mayoral Issues</b>		

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
<b>Item PEX 2 Minutes for meeting held on Wednesday, 7 June 2023</b>	<b>Refer previous minutes for reasons for exclusion.</b>	
<b>Item PEX 3.1 CEPR Committee - Agreed 2023/24 CE KPIs</b>	<b>7(2)(a)</b>	<b>To protect the privacy of natural persons.</b>
<b>Item PEX 3.2 – WGB Report</b> 1. <b>Pukekohe Wastewater Treatment Plant Presentation</b> 2. <b>Te Kauwhata Treated Water Conveyance Solutions</b>	<b>Refer to Waters Governance Board agenda for reasons for exclusion.</b>	

Item No.	Section	Interest
<b>Item PEX 3.3 – Performance &amp; Strategy Committee Report - 20 June 2023 - Waikato Regional Airport Ltd</b>		<b>Refer to reasons included in Performance &amp; Strategy Committee agenda for 20 June 2023.</b>
<b>Item PEX 4 Chief Executive Issues</b>	<b>7(2)(c)(i)</b>	<b>To protect information that is subject to an obligation of confidence and to ensure the information avenue remains open, when it is in the public interest for it to do so.</b>
<b>Item PEX 5 Mayoral Issues</b>		

**CARRIED****WDC2306/24**

*Resolutions WDC2306/25 - WDC2306/28 are contained in the public excluded section of these minutes.*

**COMMITTEE REPORTS**

Sustainability & Wellbeing Committee – 28 June 2023  
Agenda Item 6.1

Draft Adoption of Taiao (Nature) in the Waikato Strategy – Agenda Item 6.4

The report was received [WDC2306/22 refers] and no further discussion was held.

**Resolved: (Crs L Thomson/Keir)**

**THAT the Waikato District Council:**

- a. adopts the Taiao (Nature) in the Waikato Strategy; and**
- b. revokes the Waikato District Council – Conservation Strategy (2004) and Esplanade Strategy (2000).**

**CARRIED****WDC2306/29**

It was noted at this point that a further recommendation needed to be considered by Council that required clarification from the General Manager, Community Growth and would be further discussed at the end of the meeting.

## **REPORTS**

### Adoption of Annual Plan 2023/24

#### Agenda Item 7.1

The report was received [*WDC2306/22 refers*] and the following discussion was held:

- Corporate Planner spoke to the report and minor amendments/errors in the report.
- Confirmed no rate charged for Koromatua Hall to residents and had been confirmed with Waipa District Council also.
- Concern raised with the imbalance in regard to the plan wording for the targeted rates and feedback provided to staff on wording changes with the annual plan which were tabled for discussion and supported.

**Resolved: (Crs Beavis/Reeve)**

**THAT the Waikato District Council:**

- a. **approves the targeted rate for the Whatawhata Community Hall to be reduced from \$70 to \$57 per annum, and**
- b. **approves the amended wording as tabled (Attachment 7.1A to these minutes), excluding the removal of the double vowel for Maatangi as this was the correct spelling.**
- c. **adopts the 2023/24 Annual Plan as presented, with any minor edits or corrections as necessary being delegated to the Chief Executive for sign off.**

**CARRIED**

**WDC2306/30**

### Rates Resolution 2023-2024 Financial Year

#### Agenda Item 7.2

The report was received [*WDC2306/22 refers*] and the following discussion was held:

- It was noted that the Uniform Annual General Charge (UAGC) discussions happen within the Long-term plan process, however it was noted this would be very late in the process due to the district valuations.

**Resolved: (Her Worship the Mayor, Mrs JA Church/Cr Reeve)**

- a. **THAT the Waikato District Council resolves that the rates set out in the tables below be set under the Local Government (Rating) Act 2002 (“the Act”) for the financial year commencing on 1 July 2023 and ending on 30 June 2024.**

Source	Category	Funding	Basis of Rating	AP 2023/24 \$
General Rate	All rateable land in the district	Work program as highlighted in the long term plan including Animal Control, Community and Safety, Corporate and Council Leadership, Environmental Health, Community Liaison, Libraries, Parks and Reserves, Resource Management, Roding, Solid Waste management, Stormwater, Wastewater and Water Supply	Uniform rate in the dollar of capital value	0.0022918
Uniform annual general charge (UAGC)		People related activities including but not limited to libraries, parks and reserves, public cemeteries, public swimming pools, public toilets, community centres, community liaison, grants and donations, safer communities, animal control, civil defence and safety, building control, environmental health, resource management planning, environmental consents planning, area offices and democracy/ local government.	Fixed amount per rating unit	462.55
Targeted community facilities rates (apply to all rating units within each ward catchment area).	Huntly Community Facilities (urban catchment)	Covers the cost of maintenance and operation of community facilities.	Fixed amount per rating unit	34.00
	Ngaruawahia Community Facilities			25.00
	Raglan Community Facilities			25.00
Huntly pool rural	Based on location of rating unit in catchment area	Covers the cost of maintenance and operation of community facilities.	Fixed amount per rating unit	16.00
Tamahere Recreation Reserve	Based on location of rating unit within the Tamahere Ward	Covers the cost of loan interest and additional operational costs for the above average level of service of the Tamahere Recreation Reserve	Fixed amount per separately used or inhabited part of a rating unit	38.00

Source	Category	Funding	Basis of Rating	AP 2023/24 \$
Targeted hall or community centre rates (apply to all rating units within each hall catchment area)	Te Kohanga	Covers the cost of maintenance and operation of halls, other facilities and community centres	Uniform rate in the dollar of land value	0.000026
	Aka Aka		55.00	
	Eureka		35.00	
	Glen Murray		50.00	
	Gordonton		26.00	
	Horsham Downs		35.00	
	Huntly		8.00	
	Karioitahi		55.00	
	Mangatangi		34.50	
	Mangatawhiri		58.50	
	Maramarua		24.00	
	Matangi		30.00	
	Meremere		24.00	
	Naike		40.89	
	Ohinewai		24.00	
	Opuatia		32.00	
	Orini		26.00	
	Otaua		55.00	
	Pokeno		23.00	
	Port Waikato		125.00	
	Pukekawa		40.00	
	Puketaha		38.00	
	Ruawaro		29.00	
	Tamahere		70.00	
	Taupiri		24.00	
	Tauwhare		30.00	
	Te Akau/Waingaro		32.00	
	Te Hoe		30.00	
	Te Kowhai		50.00	
	Te Mata		24.00	
Tuakau	46.13			
Whangarata	46.00			
Whatwhata	57.00			
Waikaretu	50.00			
Whitikahu	53.00			
Tamahere gully conservation	Rating units within catchment area	Contribution to ongoing and future conservation work in the Tamahere Gully	Fixed amount per rating unit	52.00

Source	Category	Funding	Basis of Rating	AP 2023/24 \$
Tuakau refuse and recycling collection	Rating units within serviced areas	Covers the cost of refuse, recycling and food waste collection where the service is provided.	Fixed amount per wheelie bin.	221.61
Glen Murray refuse and recycling collection	Rating units within serviced areas		Fixed amount per separately used or inhabited part of a rating unit	64.79
Raglan recycling collection	Residential rating units within serviced areas.		Fixed amount per separately used or inhabited part of a rating unit	159.01
Raglan food waste collection	Residential rating units within serviced areas.		Fixed amount per separately used or inhabited part of a rating unit	76.76
Te Mata/Te Uku recycling collection points	Residential rating units within serviced areas.		Fixed amount per separately used or inhabited part of a rating unit	63.21
District wide refuse and recycling collection	Residential rating units within serviced areas. ( Eureka, Glen Afton/Pukemiro, Gordonton and surrounds, Horotiu, Horsham Downs, Huntly and surrounds, Meremere, Ngaruawahia and surrounds, Port Waikato and surrounds, Pukekawa, Rangiriri and surrounds, Rotokauri, Tamahere and surrounds, Taupiri and surrounds, Te Kauwhata and surrounds, Te Kowhai, Whatawhata)		Fixed amount per separately used or inhabited part of a rating unit	221.61

Source	Category	Funding	Basis of Rating	AP 2023/24 \$
Water Supply - Available	Available (not connected but within 100 metres of the public water supply - to which it is capable of effectively being connected)	District wide water activities as per the annual plan	Fixed amount per rating unit	403.58
Water Supply - Non-Metered	Non-Metered rating units in serviced areas	District wide water activities as per the annual plan	Fixed amount per separately used or inhabited part of a rating unit	403.58
			Fixed amount per separately used or inhabited part of a rating unit for water consumed (non-metered)	460.96
Water Supply - Metered	Metered rating units in serviced areas	District wide water activities as per the annual plan	Fixed amount per separately used or inhabited part of a rating unit	403.58
			Charge Per cubic metre of water consumed (as measured by meter).	2.27
Wastewater	Residential - connected	Wastewater activities	Fixed amount per separately used or inhabited part of a rating unit	1,372.24
	Residential - available (not connected but within 30 metres of a public wastewater drain - to which it is capable of effectively being connected)		Fixed amount per rating unit	686.12
	Non residential/commercial - Non rateable (Organisations classified by the Act as fully non-rateable or organisations that are non-profitable as determined by the Council) - connected		Fixed amount per separately used or inhabited part of a rating unit for the first two pans.	1,372.24
	Non residential/commercial - Non rateable (Organisations classified by the Act as fully non-rateable or organisations that are non-profitable as determined by the Council) - connected		Additional fixed amount per pan for the third and any subsequent pans.	137.22
Wastewater	Non residential/commercial - Assistance for the elderly (Organisations supportive of the elderly as determined by the Council) - Connected	Wastewater activities	Fixed amount per separately used or inhabited part of a rating unit for the first two pans.	1,372.24
	Non residential/commercial - Assistance for the elderly (Organisations supportive of the elderly as determined by the Council) - Connected		Additional fixed amount per pan for the third and any subsequent pans.	274.45
	Commercial - Connected		Fixed amount per separately used or inhabited part of a rating unit for the first two pans.	1,372.24
	Commercial - Connected		Additional fixed amount per pan for the third and any subsequent pans.	686.12

Source	Category	Funding	Basis of Rating	AP 2023/24 \$
Urban Stormwater	Rating units within the stormwater catchment areas for which the service is available (Horotiu, Huntly, Matangi, Meremere, Ngaruawahia, Pokeno, Port Waikato, Raglan, Taupiri, Te Kauwhata and Tuakau).	District wide stormwater activity as per the annual plan	Fixed amount per rating unit	238.72
Tamahere rural stormwater	Rating units within the Tamahere stormwater catchment area.	Tamahere rural stormwater activities	Fixed amount per rating unit	29.11
Tamahere land drainage	Rating units within the Tamahere land drainage catchment area.	Land drainage activities.	Amount per hectare of land area	6.59
Community Boards	Huntly ward	Direct costs of operating all the community boards within the district	Fixed amount per rating unit	23.12
	Ngaruawahia ward			23.12
	Tuakau wards			23.12
	Port Waikato Rural ward			23.12
	Raglan ward			23.12
	Taupiri ward			23.12
Pokeno Capital Wastewater Scheme	Connected properties in scheme area	Covers the capital cost and interest charges of the work.	Loan Instalments - Fixed amount per connection.	1,548.01
Wahaanga Coast Capital Wastewater Scheme	Connected properties in scheme area	Covers the capital cost and interest charges of the work.	Loan Instalments - Fixed amount per connection.	1,539.00

**b. THAT the Waikato District Council resolves that rates for the 2023/2024 year (excluding water by meter rates) shall be due in three equal instalments as follows:**

<b>First Instalment</b>	<b>20 September 2023</b>
<b>Second Instalment</b>	<b>22 January 2024</b>
<b>Third Instalment</b>	<b>20 May 2024</b>



- c. **THAT the Waikato District Council resolves that water by meter rates shall be invoiced separately and payable in two instalments each year. For the 2023/2024 financial year, the meter reading dates and the payment due dates of instalments for each area are:**

<b>Area</b>	<b>Reading Date 1</b>	<b>Payment Due Date 1</b>	<b>Reading Date 2</b>	<b>Payment Due Date 2</b>
Ngaruawahia	July 2023	6 September 2023	January 2024	6 March 2024
Taupiri	July 2023	6 September 2023	January 2024	6 March 2024
Horotiu	July 2023	6 September 2023	January 2024	6 March 2024
Huntly	August 2023	4 October 2023	February 2024	3 April 2024
North Waikato	September 2023	1 November 2023	March 2024	1 May 2024
Pokeno	September 2023	1 November 2023	March 2024	1 May 2024
Port Waikato	October 2023	6 December 2023	April 2024	5 June 2024
Onewhero	October 2023	6 December 2023	April 2024	5 June 2024
Tuakau	October 2023	6 December 2023	April 2024	5 June 2024
Southern Districts	November 2023	4 January 2024	May 2024	3 July 2024
Western Districts	November 2023	4 January 2024	May 2024	3 July 2024
Raglan	December 2023	7 February 2024	June 2024	7 August 2024
Te Akau	December 2023	7 February 2024	June 2024	7 August 2024

- d. **THAT the Waikato District Council authorises the following penalty regime on unpaid rates (including water by meter rates):**

- i. **A penalty of 10% on so much of any rates instalment that has been assessed after 1 July 2023 and which is unpaid after the due date for payment, to be applied on the penalty dates as follows:**

**First instalment            21 September 2023**  
**Second instalment        23 January 2024**  
**Third instalment            21 May 2024**

- ii. **A penalty of 10% on so much of any water by meter instalment that has been assessed after 1 July 2023 and which is unpaid after the due date for payment. The penalty dates for the water instalments are as follows:**

<b>Area</b>	<b>Penalty date 1</b>	<b>Penalty date 2</b>
Ngaruawahia	7 September 2023	7 March 2024
Taupiri	7 September 2023	7 March 2024
Horotiu	7 September 2023	7 March 2024
Huntly	5 October 2023	4 April 2024
North Waikato	2 November 2023	2 May 2024
Pokeno	2 November 2023	2 May 2024
Port Waikato	7 December 2023	6 June 2024
Onewhero	7 December 2023	6 June 2024
Tuakau	7 December 2023	6 June 2024
Southern Districts	5 January 2024	4 July 2024
Western Districts	5 January 2024	4 July 2024
Raglan	8 February 2024	8 August 2024
Te Akau	8 February 2024	8 August 2024

- iii. **A penalty of 10% on so much of any rates assessed before 30 June 2023 which remain unpaid on 1 July 2023. The penalty date is 1 July 2023.**
- iv. **A further penalty of 10% on any rates to which a penalty has been added on 1 July 2023 if the rates remain unpaid. The penalty date is 1 January 2024.**
- e. **THAT the Waikato District Council sends a copy of the resolution to the Secretary of Local Government within 20 working days of these decisions.**

**CARRIED**

**WDC2306/31**

Fees and Charges 2023-2024  
Agenda Item 7.3

The report was received [*WDC2306/22 refers*] and the following discussion was held:

- No changes had been made to the fees and charges schedules other than the reflection of changed bylaw names/dates.
- It was noted that the fees and charges should reflect that the Huntly Civic Centre was available for hire, however Huntly Museum currently had a long term lease and there should be a note that this space was temporarily unavailable.
- User pays charges inflation assumption in long term plan – cost recovery basis – not directly a factor as different for different areas.

**Resolved: (Crs Whyte/Keir)**

**THAT the Waikato District Council approves the amendment of the Fees and Charges 2021-2024, replacing “Public Places Bylaw 2016” with “Traffic Bylaw 2023” on pages 37 and 38 of Attachment I – Fees and Charges 2021-2024.**

**CARRIED**

**WDC2306/31**

## **COMMITTEE REPORTS**

*Sustainability & Wellbeing Committee – 28 June 2023*  
Agenda Item 6.1 (additional recommendation)

Adaptive Management Planning and Port Waikato Erosion

The report was received [*WDC2306/22 refers*] and no further discussion was held.

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

**THAT the Waikato District Council:**

- a. **endorses the ongoing provision of advice to the Port Waikato community on coastal processes and short- and medium-term actions to slow coastal erosion at Sunset Beach;**
- b. **confirms Council’s existing position of managed retreat with respect to public assets at Sunset Beach, Port Waikato. This means that the long-term approach is to relocate public facilities rather than defend them, and that any protection works for the carpark and other community facilities would need to be short-term, cost-effective, and culturally and environmentally responsible, with the purpose of potentially slowing erosion while a longer-term relocation / retreat plan is developed;**
- c. **confirms that it accepts the independent expert and peer reviewed advice;**
- d. **Council has received to date that the installation of hard structures of any kind to prevent or slow coastal erosion at Sunset Beach is not appropriate and may exacerbate erosion effects;**
- e. **confirms that Council will not directly fund any further sand transfer trials or other physical works aimed at protecting public or private property at Sunset Beach in Port Waikato, in the absence of a targeted rate to fund such works;**
- f. **resolves not to invoke the emergency works powers of Section 330 of the Resource Management Act 1991 for coastal protection works at Sunset Beach, Port Waikato, for the protection of either private or public property, and resolves not to transfer such powers to another entity;**

- g. confirms it will investigate opportunities to better enable and support managed retreat for private properties affected by erosion at Sunset Beach in Port Waikato, including through the expected Climate Adaptation Act;
- h. approves the prioritisation and continuation of work towards a long-term adaptive management plan for the wider Port Waikato community, and for other communities such as Raglan, via a broader and more robust Waikato District Adaptive Management Planning Project, as outlined in the attached Scoping Report; and
- i. agrees to request Waikato Regional Council's participation in forming a Joint Committee (or Joint Working Party) for the Waikato District Adaptive Management Planning Project, and to facilitate the formation of a Community Panel(s) and/or Community Reference Group(s), as recommended by the attached Scoping Report.

**CARRIED**

**WDC2306/31**

There being no further business the meeting was declared closed at 3.36pm.

Minutes approved and confirmed this                      day                      2023.

JA Church  
**CHAIRPERSON**

Minutes for an extraordinary meeting of the Waikato District Council held in the Council Chambers, 15 Gallileo Street, Ngaruawahia on **TUESDAY, 11 JULY 2023** commencing at **1.00pm**.

**Present:**

Her Worship the Mayor, Mrs JA Church (Chairperson)

Cr C Beavis

Cr C Eyre

Cr J Gibb

Cr M Keir

Cr P Matatahi-Poutapu

Cr K Ngataki

Cr EM 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)

Mr A Averill (Deputy General Manager Service Delivery)

Ms M Rinaldi (Corporate Planner)

Mr T McIntyre (Policy Advisor)

Mrs GJ Kanawa (Democracy Manager)

**APOLOGIES AND LEAVE OF ABSENCE**

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

**THAT the Waikato District Council:**

- a. accepts the apology from Cr M Raumati for non-attendance.

**CARRIED**

**WDC2307/01**

**CONFIRMATION OF STATUS OF AGENDA ITEMS**

Agenda Item 2

**Resolved: (Crs Beavis/Reeve)****THAT the agenda for an extraordinary meeting of the Waikato District Council held on Tuesday, 11 July 2023 be confirmed:**

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

**CARRIED****WDC2307/02****DISCLOSURES OF INTEREST**

Agenda Item 3

There were no declarations of interest.

**REPORTS**Adoption of the Cemeteries Bylaw 2023

Agenda Item 4.1

The report was received [*WDC2307/02 refers*] and the following discussion was held:

- A query was raised as to whether the process issue that was referred to had been rectified to ensure no other bylaws are missed for adoption.
- Staff confirmed the process had been rectified, along with the review dates for all bylaws to ensure this did not occur again.
- Have the bylaws been checked to ensure our place names are in line with the updated Te Reo Maaori policy – staff advised these bylaws had not been reviewed to be in line with the policy but would be.

**ACTION:** Staff to ensure place names are in line with the new Te Reo Maaori policy – i.e. double vowels utilised rather than macrons.

**Resolved: (Crs P Thomson/Keir)**

**THAT the Waikato District Council:**

- a. confirms that further consultation is not required under section 76 of the Local Government Act 2002;
- b. confirms, in accordance with Section 155 of the Local Government Act 2002, a bylaw is the most appropriate way of addressing the perceived problem(s);
- c. confirms that, in accordance with Section 155 of the local government Act 2002, the proposed bylaw is the most appropriate form of bylaw;
- d. confirms that the bylaw does not give rise to any implications under the New Zealand Bill of Rights Act 1990;
- e. notes the changes made to the proposed Cemeteries Bylaw (Attachment 1), as directed during deliberations by the Policy and Regulatory Committee on 1 May; and
- f. revokes the Cemeteries Bylaw 2016 and adopts the Cemeteries Bylaw 2023 (Attachment 2).

**CARRIED**

**WDC2307/03**

Adoption of the Trade Waste & Wastewater Bylaw 2023

Agenda Item 4.2

The report was received [*WDC2307/02 refers*] and the following discussion was held:

- Concern was raised that an appendice/review of the mortuary waste clauses would occur without further consultation. Staff confirmed that this was not the case as any amendments for a bylaw would go through the usual consultation process prior to being adopted.

**ACTION:** Staff to ensure place names are in line with the new Te Reo Maaori policy – i.e. double vowels utilised rather than macrons.

**Resolved: (Crs Whyte/Keir)**

**THAT the Waikato District Council:**

- a. confirms that further consultation is not required under section 76 of the Local Government Act 2002;
- b. confirms, in accordance with Section 155 of the Local Government Act 2002, a bylaw is the most appropriate way of addressing the perceived problem(s);
- c. confirms that, in accordance with Section 155 of the local government Act 2002, the proposed bylaw is the most appropriate form of bylaw;
- d. confirms that the bylaw does not give rise to any implications under the New Zealand Bill of Rights Act 1990;
- e. notes the changes made to the proposed Trade Waste and Wastewater Bylaw, as directed during deliberations by the Policy and Regulatory Committee on 11 and 12 April; and
- f. revokes the Trade Waste and Wastewater Bylaw 2016 and adopts the Trade Waste and Wastewater Bylaw 2023 (Attachment I).

**CARRIED**

**WDC2307/04**

There being no further business the meeting was declared closed at 11.12am.

Minutes approved and confirmed this                      day                      2023.

JA Church  
**CHAIRPERSON**



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<b>To</b>	<b>Waikato District Council</b>
<b>Report title</b>	<b>Audit &amp; Risk Committee Recommendations – 19 June 2023</b>
Date:	Tuesday, 11 July 2023
Report Author:	Rosa Leahy, Democracy Advisor
Authorised by:	Gaylene Kanawa, Democracy Manager

## **1. Executive summary**

### **Whakaraapopototanga matua**

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The purpose of this report is to seek the Council's approval of the recommendations from the Audit & Risk Committee meeting held on Monday, 12 June 2023.

The Audit & Risk Committee agenda and attachments from the meeting on Monday, 12 June 2023 can be found on the Council website via the following link:

<https://www.waikatodistrict.govt.nz/your-council/council-committees-boards/council-committees/audit-and-risk-committee>

## **2. Staff recommendations**

### **Tuutohu-aa-kaimahi**

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Audit & Risk Committee – Change of Name (A&R2306/07)

**That the Waikato District Council:**

- a. agrees to change the name of the Audit and Risk Committee to the Risk and Assurance Committee.**

## **3. Attachments**

### **Ngaa taapirihanga**

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There are no attachments.

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<b>To</b>	<b>Waikato District Council</b>
<b>Report title</b>	<b>Infrastructure Committee Recommendations – 5 July 2023</b>
Date:	Thursday, 6 July 2023
Report Author:	Rosa Leahy, Democracy Advisor
Authorised by:	Gaylene Kanawa, Democracy Manager

## **1. Executive summary**

### **Whakaraapopototanga matua**

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The purpose of this report is to seek the Council's approval of the recommendations from the Infrastructure Committee meeting held on Wednesday, 5 July 2023.

The Infrastructure Committee agenda and attachments from the meeting on Wednesday, 5 July 2023 can be found on the Council website via the following link:

<https://www.waikatodistrict.govt.nz/your-council/council-committees-boards/council-committees/infrastructure-committee>

## **2. Staff recommendations**

### **Tuutohu-aa-kaimahi**

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Huntly West Domain – Proposal to grant a lease to Friendship House (Huntly) Community Charitable Trust (INF2307/05)

**That the Waikato District Council:**

- a. gives approval to notifying the public of the proposal to grant a ground lease of part of the Huntly West Domain to Friendship House (Huntly) Community Charitable Trust in accordance with Section 54 of the Reserves Act 1977;**
  - b. notes that the land area affected by the proposed lease for Friendship House (Huntly) Community Charitable Trust is described as part of Part Lot 9 DPS 316. The lease area is shown in Attachment 1 – Plan of Proposed Lease Area – Friendship House of this report; and**
  - c. gives approval to the cancellation of the lease to Friendship House (Huntly) Community Charitable Trust for 43 Harris Street when a new ground lease at the Huntly West Domain is granted.**
-

Hakanoa Domain - Huntly Scout Building and proposal to grant a lease on reserve land to Friendship House Huntly Community Charitable Trust (INF2307/06)

**That the Waikato District Council:**

- a. accepts the gift of the Huntly Scout Building at Hakanoa Domain from Scouts New Zealand as a Council asset;**
- b. approves notifying the public of the proposal to grant a lease of the Huntly Scout Building at Hakanoa Domain to Friendship House Huntly Community Charitable Trust in accordance with Section 54 of the Reserves Act 1977; and**
- c. notes that the land area affected by the proposed lease for Friendship House Huntly Community Charitable Trust is described as part of Part Allot 540 Taupiri PSH and part of Allot 776 Taupiri PSH. The lease area is shown in Attachment 2 of this report.**

Alfred Main Drive – Land Review (INF2307/07)

**That the Waikato District Council:**

- a. that Section 3 SO 574401 at Alfred Main Drive, Tamahere is not required in connection with the roading project, and be declared surplus;**
- b. and further that when declared surplus, Section 3 SO 574401 be disposed of in accordance with the requirements of the Public Works Act 1981 and the sale proceeds be applied to the Property Proceeds Reserve;**
- c. and further that should the former owner not accept the offer to purchase, that Section 3 SO 574401 be available for sale on the open market in accordance with the Council's Strategic Land Acquisition and Disposal Policy; and**
- d. delegates to the Chief Executive the authority to execute all relevant documentation to give effect to these resolutions.**

Adoption of General Policies Reserves Management Plan (INF2307/08)

**That the Waikato District Council:**

- a. that the General Policies Reserve Management Plan be adopted with amendments as recommended by the Hearings Panel.**

### **3. Attachments**

#### **Ngaa taapirihanga**

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There are no attachments.

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<b>To</b>	<b>Waikato District Council</b>
<b>Report title</b>	<b>Zero Harm Update</b>
Date:	5 July 2023
Report Author:	Lynn Shirley, Zero Harm Manager
Authorised by:	Gavin Ion, Chief Executive

## **1. Purpose of the report**

### **Te Take moo te puurongo**

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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**

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- We have commenced a review of the delivery of activities in the Zero Harm Strategic Improvement Plan for FY22/23 in preparation for the next round of business planning.
- The external review of Council's Zero Harm Safety Management (ZHSMS) against the ISO 45001 framework was successfully completed in June and we are now waiting to receive the draft report. We will use this report to inform our FY23/24 strategic plan.

## **3. Staff recommendations**

### **Tuutohu-aa-kaimahi**

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**That the Waikato District Council receives the Zero Harm report for July 2023 and Zero Harm Dashboard for June 2023.**

## **4. Background**

### **Koorero whaimaarama**

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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.

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## 5. Discussion Matapaki

### Zero Harm Strategic Improvement Plan FY22/23 Progress

We have commenced a review of the delivery of activities detailed in the FY22/23 Zero Harm Strategic Improvement Plan (Refer to Attachment 1) in preparation for FY23/24 planning.

Key inputs into the planning process will include:

- The Zero Harm Safety Management System (ZHSMS) external audit report
- Any relevant legislative changes
- FY22/23 performance data
- Feedback from the Executive Leadership Team and Safety Action Team
- All Staff survey results



Given the reduction in resourcing for the last three months of FY22/23 several activities that have not been fully delivered will be carried over to the FY23/24 plan. The Zero Harm team is now fully staffed with our new Zero Harm Advisor and Zero Harm Coordinator both joining us at the end of June.

### Our People

#### ***Worker Engagement and Participation***

The membership changes in the Safety Action Team (SAT) have created the need to review the SAT charter and office holders. This occurred at the May meeting, and it was decided to trial a rotating two-monthly meeting chair. A training needs analysis has been undertaken and two days of training has been arranged for all SAT reps for FY23/24.

The SAT has also recently reviewed two organisational policies/procedures related to the management of working alone, workplace violence and on road driving.

As part of the external audit of our Zero Harm Safety Management System (ZHSMS) the auditor selected several SAT representatives to participate in a focus group.

### Effective Systems

#### ***Community Run Event Management***

Further work has continued with the Venue & Events Team on the approval process for Land Borne Inflatable (LBI) devices at community run events, on Council owned open spaces. Our approach has been aligned with WorkSafe NZ Guidelines. Where required the Venue & Events Team is working with event applicants to support them to meet the requirements in the WorkSafe NZ Guidelines.

### ***Auditing and Assurance***

The external audit of our Zero Harm Safety Management System (ZHSMS) against the International Standard (ISO) 45001 framework was undertaken during June. We are now waiting to receive the draft audit report for review and feedback. The audit findings will provide much of the direction for the Zero Harm Strategic Improvement Plan activity for FY23/24.

### ***Performance Reporting and Event Management***

Council's zero harm performance across several health and safety metrics for the period July 2022 to June 2023 is shown below. The results for the period July 2021 to June 2022 are included for comparison.

Measures	July 21 to June 22	July 22 to June 23	Trend Against previous year	Commentary
Events reported in BWare Safety Manager ( <i>Lead</i> )	178	218		22% increase on previous year
Total Recordable Injuries (TRIs) e.g., Lost Time Injury, Restricted Work Injury or Medical Treatment Injury ( <i>Lag</i> )	2	4		June 2023 – Lost Time Injury (LTI) Community Growth April 2023 – Restricted Work Injury (RWI) Customer Delivery December 2022 - Medical Treatment Injury (MTI) Customer Delivery July 2022 – Lost Time Injury (LTI) Building Administration
WorkSafe NZ Notifiable Events ( <i>Lag</i> )	1	0		
First Aid Injury events ( <i>Lag</i> )	18	18		No change in performance. 7 events required first aid during last two months
Serious Near Miss events ( <i>Lead</i> )	1	3		200% increase on previous year
Near Miss events ( <i>Lead</i> )	86	77		10% decrease on previous year
New Hazards ( <i>Lead</i> )	162	81		Comparative figure for FY21/22 includes Covid-19 risk management controls and is significantly higher than normal
Zero Harm Engagement Conversations ( <i>Lead</i> ) KPI is >162 conversations per month or 1944 annually	1944	2066		6% increase on previous year

In late June a Serious Near Miss (Severity 3) incident occurred at Wainui Farm. While rounding up cattle, the Side-by-Side utility vehicle became stuck in a flat but muddy/boggy area of the paddock. While attempting to reverse out, the rear left wheel hit a small bump causing the Side-by-Side to slowly tip over. No harm was sustained, or vehicle damage incurred. The incident was escalated and reported in BWare Safety Manager. The Zero Harm Team has commenced an investigation into the incident.

Also in June, a staff member from Community Growth fell on a curb while crossing the road to attend a meeting. The staff member sustained a deep cut and sprain to their dominant hand. The staff member sought external medical treatment and was put off work for two weeks.

The attached Zero Harm Dashboard (Attachment 2) illustrates safety performance for May and June 2023.

### **Critical Safety Risk Management**

Two of our critical safety risks were selected as a key area of focus during our recent ZHSMS audit. Findings from the audit will inform our ongoing management of the following risks:

- On road driving
- Workplace violence

### ***Workplace Violence***

Over the last three months we have been delivering several different training courses to develop our people's knowledge and skills to manage interactions with customers should they become abusive, aggressive or threaten harm. This included two-day CERT Situational Safety and Tactical Communications training to our warranted officers and Raglan Holiday Park Security team.



Over the next two months we will also be delivering refresher front counter safety training to Customer Delivery teams in their specific workplace. The purpose of this is to ensure that the training also considers the design and layout of the facility that they work in.

### ***Working on the Road or Roadside***

The documented ZHSMS standard for the risk of Working on the Road or Roadside has been shared with the Executive Leadership Team (ELT) for their review and feedback. The standard will now be shared with the Safety Action Team before being published on Waisite.

The development of team or workgroup specific Traffic Management Plans (TMPs) in accordance with the Code of Practice for Temporary Traffic Management (CoPTTM) is being undertaken with the support of the Waikato District Alliance (WDA). Over the next three months we will be meeting with workgroups who undertake work in the road corridor to complete a gap analysis of their controls to manage this critical risk.

### ***Mental Wellbeing at Work***

Work continues in conjunction with the People and Capability Team to undertake the gap analysis against the control plan for Mental Wellbeing at Work. We currently have a team trialling a suite of learning and development courses from two providers. The team has also undertaken an activity to overlay the questions from the All-Staff Survey against the potential causes of loss of mental wellbeing in the risk control plan.

## **6. Attachments**

### **Ngaa taapirihanga**

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Attachment 1 – Zero Harm Strategic Improvement Plan V4 FY 22/23

Attachment 2 – Zero Harm Dashboard June 2023

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**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



**Our Strategic Objectives**

- We will be leaders in health and safety to help others learn, innovate and improve performance
- We will have a health and safety development pathway to support safety leadership and culture capability
- We will further develop and embed ISO45001 as the framework for our safety management system
- We will have a continuous improvement mindset where we actively seek to learn and improve our culture, performance, systems and tools
- We will increase risk mindfulness and further embed our critical safety risk management framework
- We will continue to develop closer relationships with PCBUs with shared duties that support the health, safety and wellbeing of our people and others



**“Work Safe, Home Safe ” 2022/20223 (Team Tactics)**

Goal	Activities	Plan	Do	Check	Q1 July - Sept	Q2 Oct- Dec	Q3 Jan - Mar	Q4 Apr - June
Our People	Safety Leadership and Culture	Develop and undertake Safety Leadership survey with all People Leaders						
Our People	Safety Leadership and Culture	Undertake organisation wide health, safety and wellbeing survey— DEFERRED						
Our People	Safety Leadership and Culture		Develop Safety Leadership Training Programme					
Our People	Safety Leadership and Culture		Develop and deliver Work Safe, Home Safe 2023 event to the organisation					
Our People	Safety Leadership and Governance		Develop H&S Governance Leadership Induction programme for 2022 Elected Members					
Our People	Worker Engagement and Participation			Undertake review of Safety Action Team (SAT) committee operations				
Our People	Health and Wellbeing			In conjunction with Wellbeing Collective review WDC Wellbeing Strategy for 2022/2023				
Effective Systems	Auditing and Assurance		Implement Zero Harm Assurance Calendar					
Effective Systems	Safety Management Systems		Further develop and implement Zero Harm Safety Management System Framework to ISO45001					
Effective Systems	Contractor Management		Revise and implement Contractor H&S Management Standard and associated tools					
Effective Systems	Emergency Preparedness and Response		Implement revised Emergency Response Procedures and deliver training					
Effective Systems	Hazard and Risk Management			Review all Workgroup Hazard and Risk Registers				

## Zero Harm “Work Safe, Home Safe” Strategic Plan 2022/2023

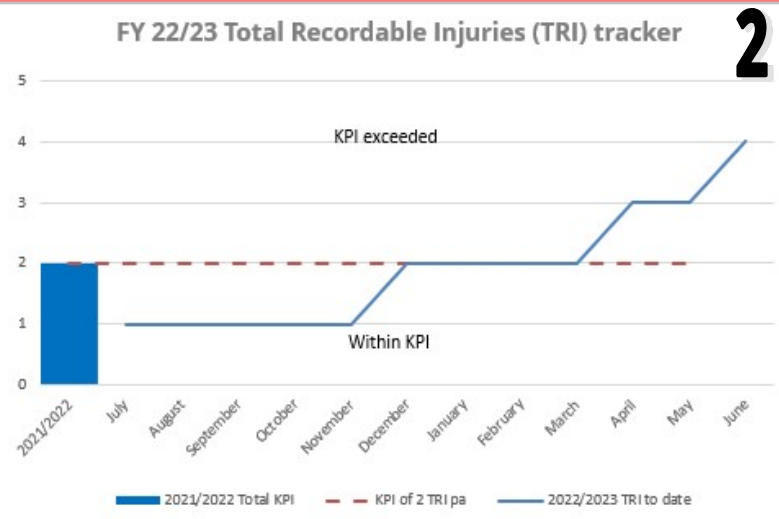
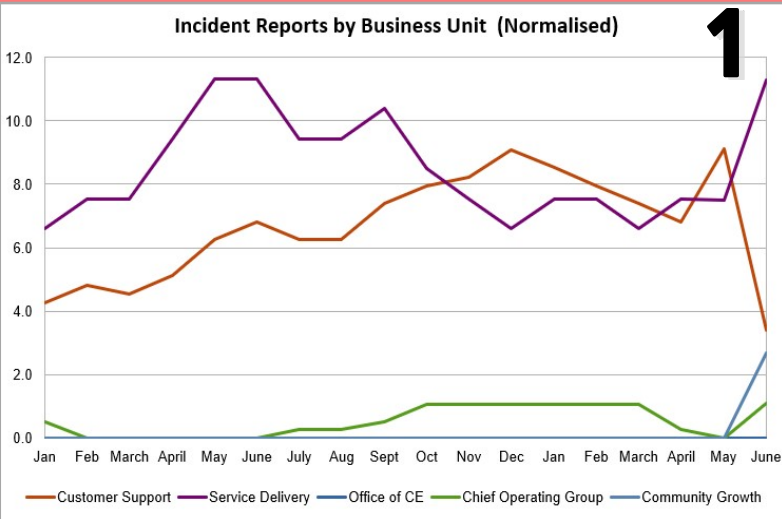
### KEY PERFORMANCE INDICATORS

“Work Safe, Home Safe ” 2022/20223 (Team Tactics)									
Goal	Activities	Plan	Do	Check	Q1	Q2	Q3	Q4	
<b>Managed Risks</b>	Hazardous Substances, Workplace Violence, Asbestos and On Road Driving		Implement remaining Bowtie Controls for Hazardous Substances, Workplace Violence, Asbestos and On Road Driving Critical Risks						
<b>Managed Risks</b>	Working on the Road or Roadside	Develop Critical Risk Standard and Bowtie for Working on the Road or Roadside							
<b>Managed Risks</b>	Working with Animals	Develop Critical Risk Standard for Working with Animals							
<b>Managed Risks</b>	Mental Wellbeing	Develop Critical Risk Standard and Bowtie for Mental Wellbeing at Work							
<b>Managed Risks</b>	Work-related Fatigue	Develop Critical Risk Standard and Bowtie for Work-related Fatigue							
<b>Our Plan</b>	Flexible working in this new world of COVID-19 as it is today			Review Remote and Flexible Working Risk Management procedures					
<b>Our Plan</b>	Understanding and improving our Customer Experience	Undertake H&S Needs Analysis for all Community Halls in conjunction with Venue & Events Team							
<b>Our Plan</b>	Te Tiriti o Waitangi understanding and our role as a partner of the treaty		All ZH team to attend Te Tiriti o Waitangi training						
<b>Our Plan</b>	Preparing for Local Government Reform	Ensure we stay flexible and agile to changes in our risk profile that may emerge through local government reform.	Develop our understanding of the reform and stay abreast of any relevant information	Continue to assess best practice opportunities in Zero Harm by connecting and contributing to other local government forums					

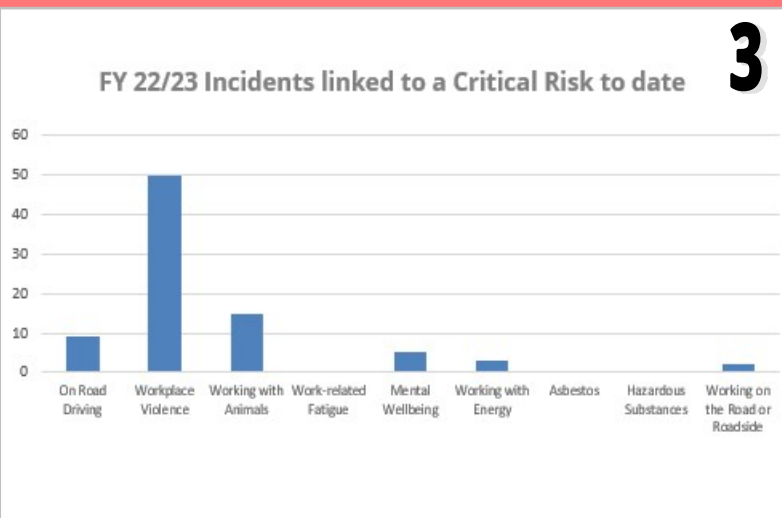
Our Measures	Target (+/- 15%)	Unit	Deadline	Status
Events reported in BWare Safety Manager (Lead)	> 180	Events reported	30th June 2023	218
Total Recordable Injuries (TRIs) e.g., Lost Time Injury, Restricted Work Injury or Medical Treatment Injury (Lag)	< 2	TRI events	30th June 2023	4TRIs
WorkSafe NZ Notifiable Events (Lag)	0	Events reported	30th June 2023	0
First Aid Injury Events (Lag)	< 18	Events reported	30th June 2023	18
Near Miss Events (Lead)	> 90	Events reported	30th June 2023	77
New Hazards (Lead)	<b>New metric</b>	Hazards reported	30th June 2023	81
Safety Engagement Conversations (Lead)	> 1950	Conversations recorded	30th June 2023	2066
ISO 45000 Internal Safety Management System Audit (Lead)	Compliant	ISO 45001 Audit Standards	30th June 2023	Completed



## Incident Management



## Incident Management



### Top Nature of Injury - Year to Date

- Laceration/Cut/Abrasion
- Sprain or Strain
- Bruising or Crushing

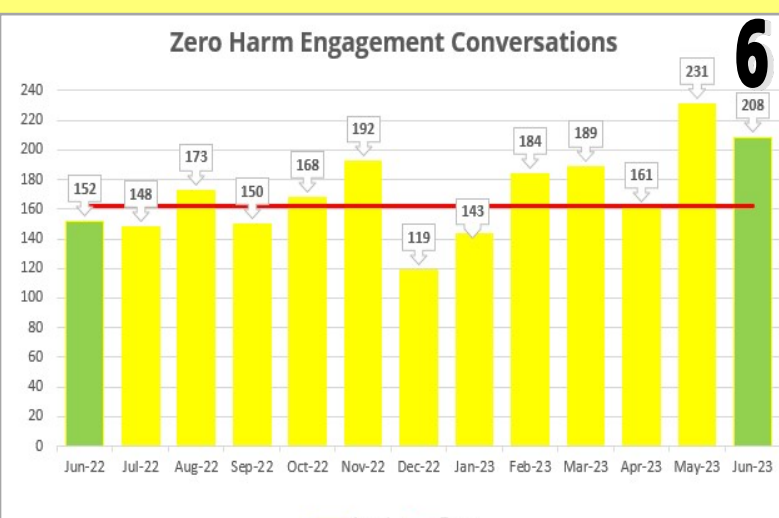
### Top Mechanisms of harm - Year to date

- Hit by moving object
- Hitting objects with part of body
- Fall, Trip, Slip
- 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. In June 2023 only six incidents were reported in Customer Support compared with 16 in May.

Graph 2 shows that we have exceeded our TRI target. A staff member tripped and fell on a street curb while crossing the road to attend a public meeting.

Graph 3 shows that most of our incidents are related to the following three critical risks; Workplace violence, Working with Animals and On Road Driving

Graph 6 shows a positive trend in the number of Zero Harm Engagement Conversations. These are being analyzed each month in conjunction with the People and Capability Team to identify any trends

<b>To</b>	<b>Waikato District Council</b>
<b>Report title</b>	<b>Exclusion of the Public</b>
Date:	11 July 2023
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 – Confirmation of Minutes for a meeting held on Wednesday, 28 June 2023	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 – Actions Register		
Item PEX 4.1 – Infrastructure Committee Recommendations – 5 July 2023		
Item PEX 5 – Chief Executive Issues		
Item PEX 6 – Mayoral Issues		

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 – Confirmation of Minutes for a meeting held on Wednesday, 28 June 2023	Refer previous minutes for reasons for exclusion.	
Item PEX 3 – Actions Register	7(2)(a)	To protect the privacy of natural persons.
Item PEX 4.1 – Infrastructure Committee Recommendations – 5 July 2023	Refer to Waters Governance Board agenda for reasons for exclusion.	
Item PEX 5 Chief Executive Issues	7(2)(c)(i)	To protect information that is subject to an obligation of confidence and to ensure the information avenue remains open, when it is in the public interest for it to do so.
Item PEX 6 Mayoral Issues		

## 2. Attachments Ngaa taapirihanga

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There are no attachments for this report.

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