

Agenda for a meeting of the Waikato District Council to be held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **MONDAY, 21 SEPTEMBER 2020** commencing at **9.30am**.

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

1. APOLOGIES AND LEAVE OF ABSENCE

2. CONFIRMATION OF STATUS OF AGENDA

3. DISCLOSURES OF INTEREST

4. CONFIRMATION OF MINUTES

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Gj Ion
CHIEF EXECUTIVE

TERMS OF REFERENCE AND DELEGATION

Chairperson:	His 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 any additional funding decisions required for the Watercare Services contract.
11. To receive six-monthly reports from each Community Board on its activities and projects.

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	21 September 2020
Prepared by	Brendan Stringer Democracy Manager
Chief Executive Approved	Y
Reference #	GOV1301
Report Title	Confirmation of Minutes

I. EXECUTIVE SUMMARY

To confirm the minutes of:

- a meeting held on Monday, 10 August 2020; and
- an extraordinary meeting held on Wednesday, 26 August 2020.

2. RECOMMENDATION

THAT the minutes of a meeting of Waikato District Council held on Monday, 10 August 2020 be confirmed as a true and correct record of that meeting;

AND THAT the minutes of an extraordinary meeting of Waikato District Council held on Wednesday, 26 August 2020 be confirmed as a true and correct record of that meeting.

3. ATTACHMENTS

Open Minutes – 10 August 2020

Open Minutes (Extraordinary) – 26 August 2020

Minutes of a meeting of the Waikato District Council held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **MONDAY, 10 AUGUST 2020** commencing at **9.30am**.

Present:

Cr AD Bech (Chairperson)
Cr JA Church
Cr CA Eyre
Cr JM Gibb
Cr SL Henderson
Cr SD Lynch
Cr RC McGuire
Cr FM McNally
Cr EM Patterson
Cr JD Sedgwick
Cr NMD Smith
Cr LR Thomson
Cr CT Woolerton

Attending:

Mrs D Lovell (Chair, Taupiri Community Board)
Mr D White (Chair, Huntly Community Board)

Mr GJ Ion (Chief Executive)
Mr R MacCulloch (General Manager Service Delivery)
Mr C Morgan (General Manager Community Growth)
Ms L Shirley (Zero Harm Manager)
Ms B Connolly (Senior Planner Community Development)
Mr J Quinn (Communications, Engagement and Marketing Manager)
Mr C Bailey (Finance Manager)
Mr B Stringer (Democracy Manager)

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Crs Thomson/Sedgwick)

THAT an apology be received from Mayor Sanson.

CARRIED

WDC2008/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Crs Gibb/Thomson)

THAT the agenda for a meeting of the Waikato District Council held on Monday, 10 August 2020 be confirmed and all items therein be considered in open meeting with the exception of those items detailed at agenda item 7 which shall be considered with the public excluded.

CARRIED

WDC2008/02

DISCLOSURES OF INTEREST

Cr Bech advised members of the Board that he would declare a non-financial conflict of interest in item 6.2 – *LGNZ AGM Delegates*.

CONFIRMATION OF MINUTES

24 and 29 June 2020

Resolved: (Crs Patterson/McInally)

THAT the minutes of a meeting of Waikato District Council held on Wednesday, 24 June 2020 be confirmed as a true and correct record of the meeting, subject to a typographical correction on page 8 of the Agenda (Item 6.1 – *Local Government Funding Agency Changes to Foundation Policies*):

“Mayer” to read “Mayor”

CARRIED

WDC2008/03

Resolved: (Crs Lynch/Sedgwick)

THAT the minutes of a meeting of Waikato District Council held on Monday, 29 June 2020 be confirmed as a true and correct record of the meeting.

CARRIED

WDC2008/04

20 July 2020

Resolved: (Crs Gibb/McInally)

THAT the minutes of an extraordinary meeting of Waikato District Council held on Monday, 20 July 2020 be confirmed as a true and correct record of that meeting.

CARRIED

WDC2008/05

ACTION REGISTER

Agenda Item 5

The Chief Executive summarised the Actions Register.

ACTION: Staff to provide criteria to identify appropriate public places for election signage [ref Council Minutes of 29 June 2020, Agenda Item 5.5].

Resolved: (Crs Patterson/Church)

THAT the report from the Chief Executive be received.

CARRIED

WDC2008/06

REPORTS

Zero Harm Update

Agenda Item 6.1

The Zero Harm Manager spoke to her report. The following matters were discussed:

- Update on implementation of KPMG audit actions – over 60% in place and the remainder expected to be completed in the next few months.
- Training session for elected members on 1 September 2020 delivered by Impact; similar training to be provided to the Executive Leadership Team. Staff currently exploring what level of training was required for Community Board chairs and elected members.
- Councillor safety when travelling to night meetings following a recent near-miss. Staff undertook risk assessment and would provide a personal safety device.

ACTION: Zero Harm Manager to contact each elected member to identify if a similar risk assessment is required.

- Councillors should advise Zero Harm of accidents incurred while undertaking Council business from home. Work was ongoing with the Recovery Team to detail what Council's health and safety obligations were for those working from home.
- Concern expressed with Council vehicles travelling under permitted speed limit and potential adverse impacts. Zero Harm would consider how to address with staff.
- Update provided in relation to public safety on public (pedestrian) thoroughfares and connection between service requests and the Zero Harm team.
- Acknowledgement of improvement by Operations Group in recording safety engagement conversations.

Resolved: (Crs Patterson/Sedgwick)

THAT the report from the Chief Executive be received.

CARRIED

WDC2008/07

LGNZ AGM Delegates

Agenda Item 6.2

Cr Bech declared a non-financial conflict of interest, withdrew as Chairperson and did not participate or vote on this item.

Cr Henderson assumed the role of Chairperson for this item.

Resolved: (Crs Smith/Lynch)

THAT the report from His Worship the Mayor be received;

AND THAT the Council appoint:

- a. **His Worship the Mayor as the presiding delegate; and**
- b. **the Deputy Mayor as the alternate delegate,**

for the 2020 Local Government New Zealand Annual General Meeting.

CARRIED

WDC2008/08

Cr Bech resumed as Chairperson at the conclusion of the above item.

Heritage Assistance Fund – Additional application for consideration

Agenda Item 6.3

The Senior Planner Community Development summarised the report and noted the following required change to the conditions of grant in the staff recommendation:

To replace “re-roofing” with “maintenance”.

It was noted that the funding was not pre-paid; the documented work was required to be completed first and invoices submitted.

Resolved: (Crs Church/Thomson)

THAT the report from the **General Manager Community Growth** be received;
AND THAT Council approves the amount of **\$4,000.00** be allocated from the **Heritage Assistance Fund budget 2020/2021** financial year as below:

Heritage Property	Amount Requested	Recommended Grant	Conditions of Grant
Raglan Congregational Church	\$5,356.61	\$4,000.00	A 'before and after' photographic record of the repair work and maintenance to be provided when the grant is uplifted. Digital images to be dated and labelled.

CARRIED**WDC2008/09**

Cr Smith requested that his dissenting vote be recorded.

EXCLUSION OF THE PUBLIC

Agenda Item 7

Resolved: (Crs Patterson/Eyre)

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
1.1 – Confirmation of Minutes 1.2 – Confirmation of Extraordinary Minutes	Good reason to withhold exists under Section 6 or Section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)
2.1 – Actions Register		

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
1.1		Refer to the previous Public Excluded reason(s) in the Agenda for that meeting.
1.2		Refer to the previous Public Excluded reason(s) in the Agenda for that meeting.
2		Refer to the previous Public Excluded reason(s) in the Agenda for that meeting.

CARRIED

WDC2008/10

Resolutions WDC2008/11 – WDC2008/15 are contained in the public excluded section of these minutes.

Having concluded the public excluded meeting, and there being no further business the meeting was declared closed at 10.48am.

Minutes approved and confirmed this day 2020.

AM Sanson
CHAIRPERSON

Minutes of a meeting of the Waikato District Council held via Audio-Visual Conference on **WEDNESDAY, 26 AUGUST 2020** commencing at **1.05pm**.

Present:

His Worship the Mayor, Mr AM Sanson (Chairperson)
Cr AD Bech
Cr JA Church
Cr CA Eyre
Cr JM Gibb
Cr SL Henderson
Cr SD Lynch
Cr RC McGuire
Cr FM McInally
Cr EM Patterson
Cr JD Sedgwick
Cr NMD Smith
Cr LR Thomson
Cr CT Woolerton

Attending:

Mr GJ Ion (Chief Executive)
Mr TG Whittaker (Chief Operating Officer)
Mr R MacCulloch (General Manager Service Delivery)
Mr I Cathcart (Special Infrastructure Projects Manager)
Mr C Morgan (General Manager Community Growth)
Ms A Diaz (Chief Financial Officer)
Ms C Pidduck (Legal Counsel)
Mr K Stokes (Northern Infrastructure Project Manager)
Mr B Stringer (Democracy Manager)

APOLOGIES AND LEAVE OF ABSENCE

All members were present

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Crs Sedgwick/Thomson)

THAT the agenda for a meeting of the Waikato District Council held on Wednesday, 26 August 2020 be confirmed and all items therein be considered in open meeting with the exception of those items detailed at agenda item 4 which shall be considered with the public excluded;

AND FURTHER THAT in accordance with Standing Order 9.12 the Committee resolves that the following item be added to the Open Agenda as a matter of urgency as advised by His Worship the Mayor:

- **Appointment of Council representatives – Future Proof Implementation Committee and Waikato Regional Council’s Regional Connections Committee,**

and that this item be considered after Item 3 – *Disclosures of Interest*.

CARRIED

WDC2008/16

DISCLOSURES OF INTEREST

There were no disclosures of interest.

REPORTS

Appointment of Council representatives – Future Proof Implementation Committee and Waikato Regional Council’s Regional Connections Committee.
Late Agenda Item

Mayor Sanson summarised the purpose of the report and the proposed appointments.

Resolved: (Mayor Sanson/Cr Church)

THAT the report from His Worship the Mayor be received;

AND THAT the Council appoints Cr Janet Gibb as its alternate representative on the Future Proof Implementation Committee;

AND FURTHER THAT the Council appoints Cr Eugene Patterson as its representative, and Cr Noel Smith as the alternate representative, on Waikato Regional Council’s Regional Connections Committee;

AND FURTHER THAT the Council notes that the Governance Structure will be updated to reflect these appointments.

CARRIED

WDC2008/17

Cr Smith abstained from voting on the above matter.

EXCLUSION OF THE PUBLIC

Agenda Item 4

Resolved: (Crs Woolerton/Smith)**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
1.1 – Development Agreement – Synlait Milk Limited	Good reason to withhold exists under Section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)
1.2 - Pokeno Supermarket – Establishment of Infrastructure Budgets & Development Agreement-Classic Developments Pokeno Limited		

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
1.1	7(2)(b)(ii)	To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.
1.2	7(2)(b)(ii)	To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.

CARRIED**WDC2008/18**

Resolutions WDC2008/19 – WDC2008/22 are contained in the public excluded section of these minutes.

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

REPORTS (CONTINUED)

Development Agreement - Synlait Milk Limited
PEX Agenda Item I.1

It was resolved [*Resolution No. WDC2008/19*] during the public excluded section of the meeting that the following resolution be released into open meeting but the report remain confidential and unavailable to the public:

Resolved: (Crs Bech/Smith)

THAT the report from the Special Infrastructure Projects Manager be received;

AND THAT Council exercise its delegated authority under the Reserves Act 1977 to grant a right to convey wastewater over parts of the land legally described Lot 206 DP 519180 held in Record of Title 814981, with the intention that the pipeline will be defined by survey to enable the easement documentation to be registered against Record of Title 814981;

AND FURTHER THAT Council approve that the Chief Executive may execute the relevant documentation under his Discretionary Statutory delegations to give effect to the above resolution;;

AND FURTHER THAT Council approve the draft Development Agreement with Synlait Milk Limited, as attached to the staff report, subject to a satisfactory conclusion on the financial information in the Agreement (including, but not limited to, the local infrastructure contribution, capital works contribution and that the principle that 'growth pays for growth'), and that the Chief Executive and the Mayor be delegated authority to determine what is satisfactory.

CARRIED.

Pokeno Supermarket – Establishment of Infrastructure Budgets & Development Agreement- Classic Developments Pokeno Limited
PEX Agenda Item I.2

It was resolved [*Resolution No. WDC2008/21*] during the public excluded section of the meeting that the following resolution be released into open meeting but the report remain confidential and unavailable to the public:

Resolved: (Crs Church/Woolerton)

THAT the Council approve the Development Agreement to Classic Developments Pokeno Limited, as circulated under separate cover to the staff report.

CARRIED

There being no further business the meeting was declared closed at 2.10pm.

Minutes approved and confirmed this day 2020.

AM Sanson
CHAIRPERSON

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	21 September 2020
Prepared by	Tracey King Executive Assistant
Chief Executive Approved	Y
Reference #	GOV1301
Report Title	Actions Register - Open

1. EXECUTIVE SUMMARY

To present the updated Open Actions Register.

2. RECOMMENDATION

THAT the report from the Chief Executive is received.

3. ATTACHMENTS

Open Action Register – August 2020

17
Waikato District Council – Action Register (Open)

Date	Action	Team Responsible	Status
10 August 2020	<p>Election Signs</p> <p>Staff to provide criteria to identify appropriate public places for election signage [<i>ref Council Minutes of 29 June 2020, Agenda Item 5.5</i>].</p>	Monitoring / Consents	<p>No criteria established as yet.</p> <p>No applications have been received for this round of electoral campaigning which required formal approvals (for consideration which couldn't be resolved via existing bylaw/road reserve provisions).</p> <p>Given the intricacies of setting the criteria it was suggested that this work-stream should feed into the review planned for the Public Places Bylaw (which commences in a couple of months). This will also then allow our elected members an opportunity to feed into early dialogue around Part 6 (Electoral Signage).</p> <p>Our Democracy team was also looking to pull in wider discussions on how this matter relates to/affects DP. This will include a number of teams across council.</p>
10 August 2020	<p><u>Zero Harm</u></p> <p>Councillor safety when travelling to night meetings following a recent near-miss. Staff undertook risk assessment and would provide a personal safety device.</p> <p>Action: Zero Harm Manager to contact each elected member to identify if a similar risk assessment is required.</p>	Chief Executive's Team	Due to the recent Covid 19 Alert Level 2 implications, this will now be undertaken at the workshop scheduled for 21 September 2020.

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	21 September 2020
Prepared by	Lynette Wainwright Committee Secretary
Chief Executive Approved	Y
Reference #	GOV1301
Report Title	Policy & Regulatory Committee Recommendations

I. EXECUTIVE SUMMARY

The purpose of this report is to seek the Council's approval of the recommendation from the Policy & Regulatory Committee meeting of Monday, 31 August 2020, as set out below.

The Policy & Regulatory Committee Agenda and Unconfirmed Minutes from its meeting of Monday, 31 August 2020 can be found on the Council website:

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

2. RECOMMENDATION FROM THE POLICY & REGULATORY COMMITTEE

Approval for Consultation Proposed Waikato District Council Alcohol Control Bylaw 2020
Agenda Item 6.5 - (P&R2008/04)

THAT Council confirms it is satisfied that:

- a. **The Alcohol Control Bylaw 2020 can be justified as a reasonable limitation on people's rights and freedoms; and**
- b. **There is evidence that the areas to which the Bylaw is intended to apply has experienced a high level of crime or disorder that can be shown to have been caused or made worse by alcohol consumption; and**
- c. **The Bylaw is appropriate and proportionate in the light of the crime and disorder.**

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	21 September 2020
Prepared by	Grace Brady Democracy Advisor
Chief Executive Approved	Y
Reference #	GOV1301
Report Title	Strategy & Finance Committee Recommendations

I. EXECUTIVE SUMMARY

The purpose of this report is to seek the Council's approval of the recommendations from the Strategy & Finance Committee meeting of Wednesday 2 September 2020, as set out below.

The Strategy & Finance Committee Agenda and Unconfirmed Minutes from its meeting of Wednesday 2 September 2020 can be found on the Council website:

<https://www.waikatodistrict.govt.nz/events/past-events/event/2020/09/01/default-calendar/strategy-finance-committee>

2. RECOMMENDATIONS FROM THE STRATEGY & FINANCE COMMITTEE

General rate position for the year ended 30 June 2020
Agenda Item 7.3 (S&F 2009/05)

THAT the 2019/20 surplus of \$982,110 is transferred to the general accounting reserve fund;

AND THAT \$614,000 of the 2019/20 surplus be used to mitigate the general rate deficit in the current financial year (2020/2021).

3. ATTACHMENTS

Nil

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	August 2020
Prepared by	Lynn Shirley Zero Harm Manager
Chief Executive Approved	Y
Reference #	GOV1301
Report Title	Zero Harm Update

I. EXECUTIVE SUMMARY

The purpose of this report and its attachment is to provide an update on current health and safety performance. Council recognises that compliance is essential but it aspires to achieve a sustainable zero harm culture, where everyone works safely and goes home safe every day.

Council's zero harm culture shall be supported by a health and safety management system of policies, standards and procedures that eliminate or effectively manage risk and enable best practice.

2. RECOMMENDATION

THAT the report from the Chief Executive be received.

3. BACKGROUND

'Our People' - Safety Leadership and Engagement

Safety and Wellness Engagement Conversations

The Chief Executive, Executive Leadership Team (ELT) and People Leaders continue to undertake Safety Engagement Conversations.

A total of 313 Safety Engagement Conversations were recorded in BWare Safety Manager (BWare) for the month of July and 242 for the month of August. Training and support on BWare use continues to be provided by the Zero Harm Assistant and many people leaders are now using the BWare app on their mobile phone to record their safety engagement conversations.

Leadership and Governance

A Health and Safety Leadership and Governance course was delivered by Tom Reeves from Impac Services Ltd to Councillors on 1st September. Another session has been booked for the ELT on 20th October, 2020.

Disciplined Management Systems

Zero Harm Strategic Plan

The Zero Harm “Work Safe, Home Safe” Strategic Plan for 2020/2021 has now been reviewed and approved by the ELT. The Zero Harm Team recently held a strategic planning day to develop a work-breakdown structure and resource plan to support the delivery of the Zero Harm 20/21 Strategic Plan.



The following infographic has again been developed to share the focus of the Zero Harm Strategic Plan for 20/21 with the organisation.

Event Management

Two First Aid (Severity 6) events were recorded in BWare during July and one WorkSafe NZ Notifiable Injury (Severity 2) event and one Medical Treatment Injury (Severity 5) event occurred in August. These events are summarised in the following table;

Team	Task being undertaken	Associated Critical Risk	Event Description	Comments
Customer Delivery	Clearing books from book drop bin	N/A	Book drop bin lid hit staff member on the head while they were emptying it	Reminder provided to all staff on the correct way to empty book drop bin. Investigating if it is possible to install latch to keep lid open
Finance Operations	Walking around office	N/A	Tripped on hem of skirt and fell onto knees	No further action required
Animal Control	Temperament testing dog for rehoming	Working with dangerous animals	Bruised hand while trying to separate two fighting dogs	4 Step Structured Problem Solve Event investigation is currently underway for this event
Animal Control	Assisting vet with euthanising a dog	Working with dangerous animals	During euthanasia procedure a sedated dog has bitten an Animal Control Officer while they were holding it	WorkSafe NZ notification completed and ICAM investigation is currently underway for this event

There were 14 Near Miss (Severity 7) events reported in July and six reported in August. The attached Zero Harm Dashboard illustrates safety performance for July and August.

Managed Risks

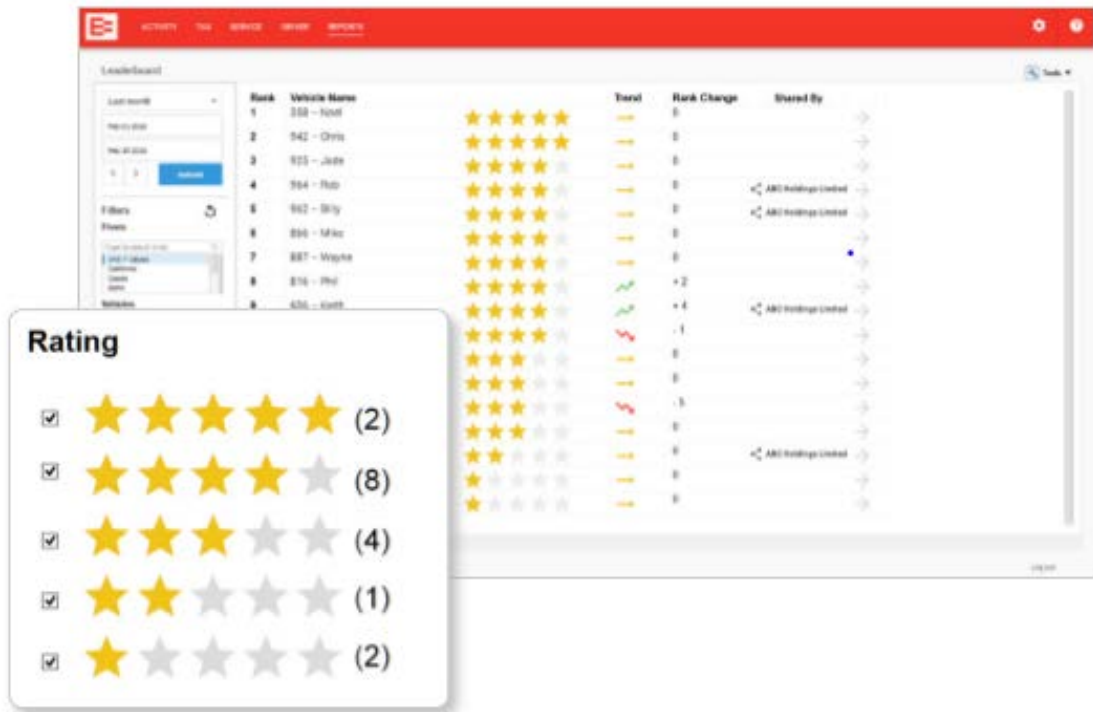
On Road Driving – Light Vehicles

It has been two months since the Council fleet commenced the transition to our new telemetric vehicle management system ERoad.

The new system provides Council with overspeed data and other driver behaviour measures (e.g. harsh braking, cornering and sharp acceleration) to enable the management of poor driver performance and the recognition of good driver performance.

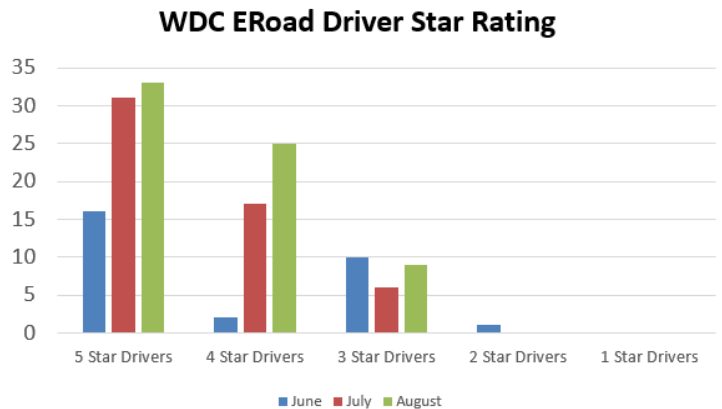
The Zero Harm Team continues to analyse and report overspeed events to People Leaders on a weekly basis. Actions for undertaking a safety coaching conversation for overspeed events continue to be managed in BWare.

ERoads Driver Leader Board now enables Council to recognise good driving performance. An example of the Driver Leader Board is illustrated below.



The ERoads Driver Leader board ranks Council drivers on speeding, harsh braking and sharp acceleration based on frequency and severity of events. Good driving over time allows drivers to improve their Leader board ranking and star rating. The star rating benchmarks Council drivers against the ERoad client driving population. The graph below illustrates Council drivers star rating for the first two months following implementation.

The Zero Harm team is currently finalising how Council will recognise good driving performance on a monthly basis.



Workplace Violence

The implementation of the additional lone worker personal safety devices has continued over the last month. Work has also commenced on reviewing the controls implemented at each Council library and service centre following the Fear Free Security risk assessments.

A formal review of the controls implemented for managing the critical safety risk of workplace violence was completed in August. The review determined that 28 of the 39 (72%) bowtie controls for managing the risk are now implemented. This has increased from 60% after the last risk review in November 2019.

Asbestos

Asbestos management surveys have recently been completed at the following locations by a qualified asbestos surveyor engaged by the Community Projects Development Team;

- Horsham Downs Hall
- Ngaruawahia Plunket Centre
- Old Dentist Ngaruawahia
- Raglan Town Hall
- Taupiri Flour Mill
- Tuakau War Memorial Hall

The Zero Harm Team is now working with the Facilities Management Team and Community Projects Development Team to ensure controls to manage the risks associated with the identified asbestos containing materials are in place.

Working with Dangerous Animals

Following analysis of three injury events that have occurred in the past four months while handling dogs the Zero Harm Team has recommended to the GM Customer Support and the Chief Executive to expediate the completion of a bowtie for critical safety risk of working with dangerous animals. An external safety consultant has been engaged from Impac Services Ltd to facilitate the bowtie workshop with representatives from the Animal Control Team. This workshop is scheduled for 21st October.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

This report is to assist Councillors with their due diligence requirements as Officers. The report should start the conversation and provide opportunities for Councillors to raise questions and discuss progress.

4.2 OPTIONS

Council could choose to accept the report or not. Council could ask for additional information if needed.

5. CONSIDERATION

5.1 FINANCIAL

There are no direct financial requirements identified in this report.

5.2 LEGAL

This report is prepared as part of assisting Council to meet its duties in accordance with the Health and Safety at Work Act 2015 and associated regulations.

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

Council has a Zero Harm Commitment (Policy) and Zero Harm Strategy which forms the basis of our health and safety philosophy and management system.

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

Highest levels of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

State below which external stakeholders have been or will be engaged with:

Planned	In Progress	Complete	
		✓	Internal
	✓		Community Boards/Community Committees
			Waikato-Tainui/Local iwi
			Households
			Business
			Other Please Specify

Council engages with our Community Boards and Community Committees to ensure they are clear on their obligations. Council also undertakes audits and safety engagement conversations in relation to our contractors.

6. CONCLUSION

This report provides an update on our Zero Harm Safety Management System and monthly health and safety performance.

7. ATTACHMENTS

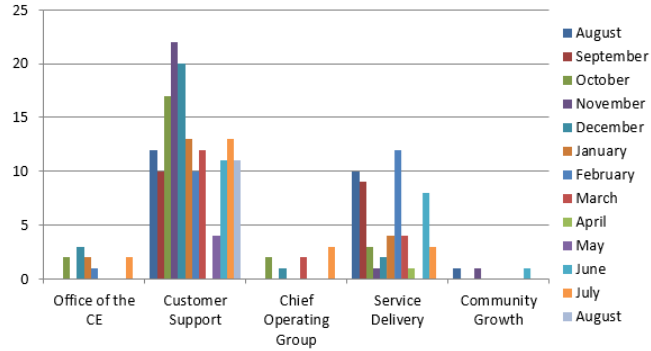
Zero Harm Dashboard August 2020

Zero Harm Performance Dashboard - August 2020

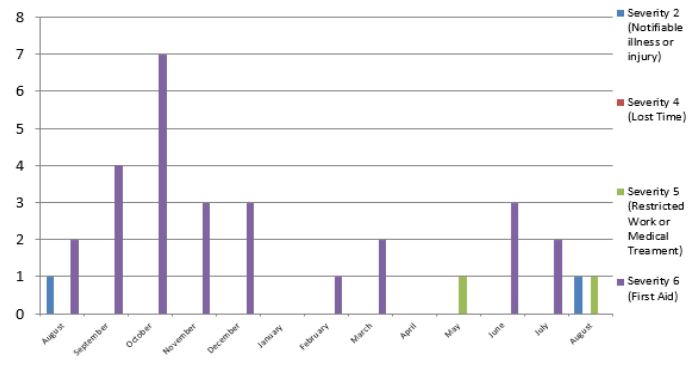


Event Management

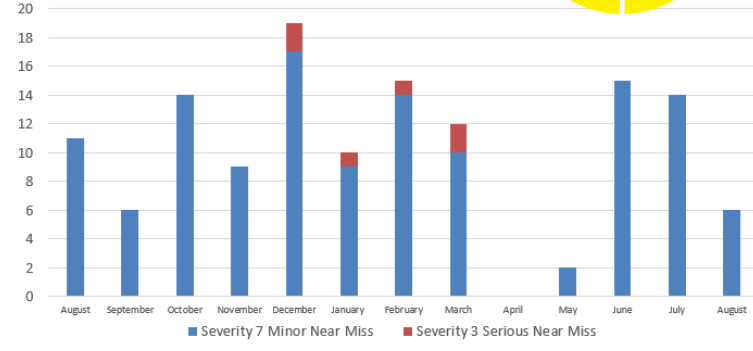
Events Reported by Group



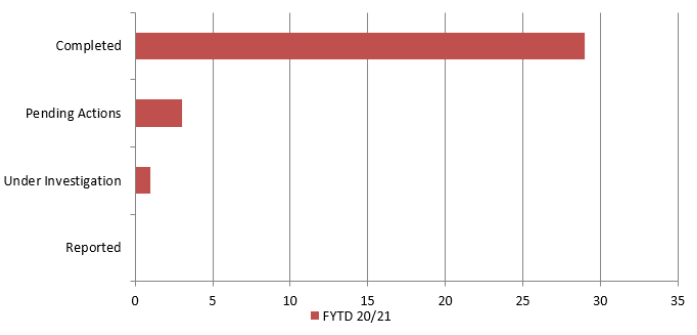
Personal Injury Events by Severity Rating



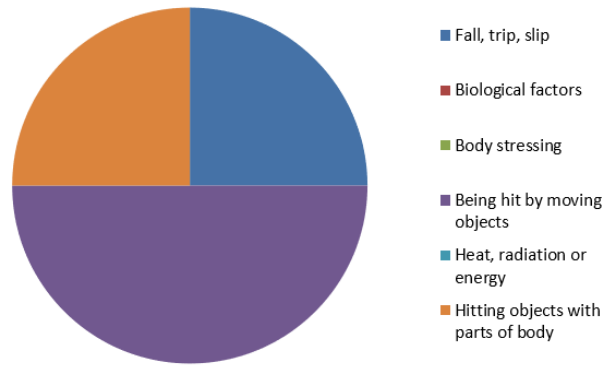
Near Miss Events



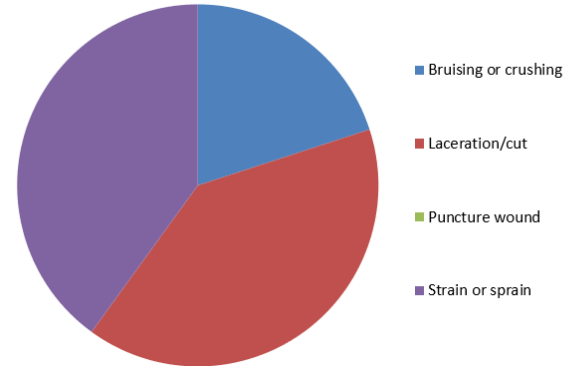
Event Management Status



Mechanism of Harm Year to Date

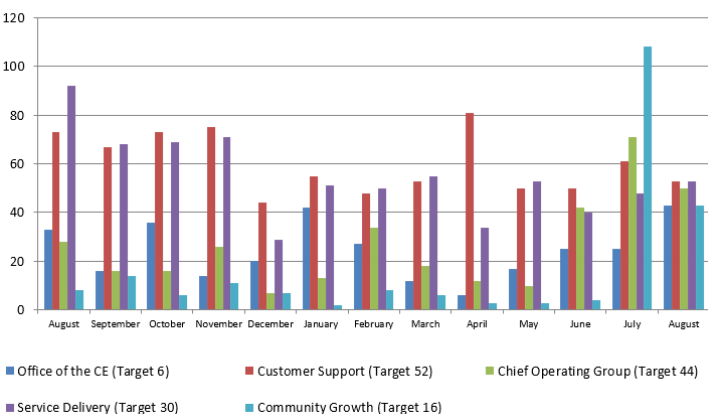


Nature of Injury Year to Date

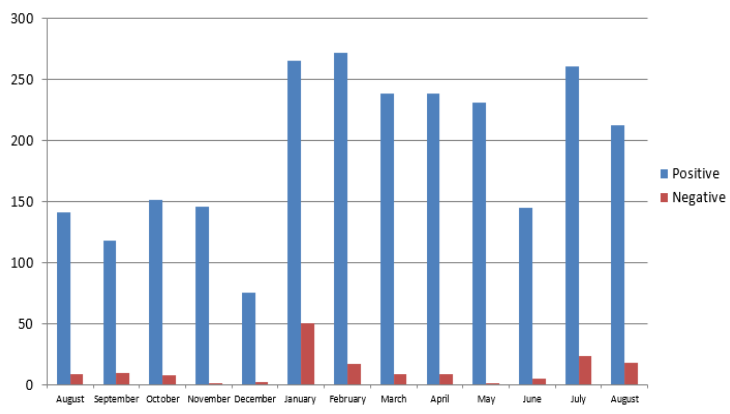


Safety Leadership

Safety Engagement Conversations



Nature of Safety Engagement Conversation



Key Take Outs

A summary of key insights in relation to Event Management and Safety Leadership and Engagement

- Levels of event reporting have returned to previous levels following the Covid-19 lockdown
- One Medical Treatment Injury (MTI) and one WorkSafe NZ Notifiable Injury were recorded in August. Both events occurred in Animal Control.
- On average 10 near miss events are being reported each month
- A total of 242 Safety Engagement Conversations were recorded in BWare in August. This equates to 3.3 conversations per People Leader.

Zero Harm Performance Dashboard - August 2020



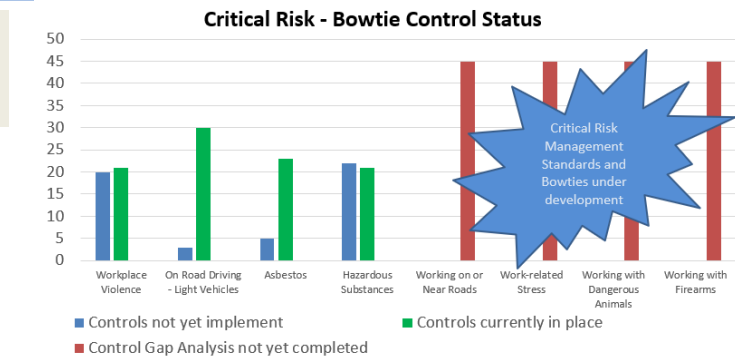
Contractor Safety Management

Zero Harm Team Contractor Safety Management	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Contracted Work H&S Risk Assessment	4	3										
Contractor Site Visit or Inspection	1											
Contractor Pre-Start or Tool Box Meeting												
Contractor H&S Meeting												
Contractor Task or JSA Review and Approval	2	1										
Contractor Task or JSA Field Audit		1										
Contracted Work Safety Plan Review and Approval	4	3										
Contracted Work Safety Plan (SSSP) Field Audit												
Contracted Work End of Project H&S Review												

Interaction with other PCBUs		
Issues Raised/ Opportunity for Improvement	Actions (Us and Others)	Other Comments
Site induction for new Facilities Maintenance Contract	Contract specific induction developed and delivered to contractor's workers	Good feedback was received from the Contractor regarding the content of induction and the level of engagement with their workers
Access to Asbestos Management Plan for Brownlee Avenue Site	Supply Downer with a copy of the Asbestos Management Plan so it can be incorporated into the Alliance Depot Management Plan	

Critical Risk Management

Risk	Description	People Exposed	Risk Management Activities	Gaps/ Improvements/ Progress	Controls in Place	Controls to be Implemented	Level of Assurance	Incidents/ Issues/Events
On Road Driving	On road driving is a known work-related risk. 353 people died on New Zealand roads in 2019. There is a risk that our people and others could be harmed while driving to and from work, to jobs and meetings, and to site visits. The length of time our people are required to drive varies and some workers are required to be on-call at night and during the weekend. Drives can be long given the geography and layout of our District. Some of our people are also required to drive off-road in rural areas. Driving therefore requires both on and off-road capability, and our fleet contains a variety of vehicles	Workers (ours and contractors), members of the public	ANCAP 4 star rated vehicles. Servicing and maintenance in accordance with manufacturers specifications. Licensed drivers.	Implementation of new telemetric system E Roads is complete with all vehicles having new EHubo and CARA units installed. Monitoring of CARA alerts and emergency response now being managed by Guardian Angel. Have commenced rollout of Fleet coach online driver training programme	30	3	91%	Still a few people not pinning in when driving vehicle. Currently being followed up with relevant people leaders



Worker Engagement

Key items raised at Safety Action Team (SAT) meeting and other worker feedback

- New reps have joined SAT from Communications and WDA.
- Have requested SAT rep to join Work Safe Home Safe 2021 project team.
- Discussed Covid-19 Level 2 controls including the provision of 800 fabric reusable face masks for all staff
- Positive feedback was received from SAT members who attended the recent Workplace Risk Management training that was delivered by Impac Services Ltd.

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	21 September 2020
Prepared by	Brendan Stringer Democracy Manager
Chief Executive Approved	Y
Reference #	GOV1318
Report Title	Exclusion of the Public

I. RECOMMENDATION

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
1 – Confirmation of Minutes	Good reason to withhold exists under Section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)
2 – Actions Register (Public Excluded)		
3 – Sale of Land - Tuakau		

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 1		Refer to the previous Public Excluded reason in the agenda for this meeting.
Item 2		Refer to the previous Public Excluded reason in the agenda for this meeting.
Item 3	7(2)(h)	To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.