

Minutes for a meeting of the Waikato District Council held in the Committee Rooms 1 & 2, District Office, 15 Galileo Street, Ngaaruawaahia on **TUESDAY, 11 JUNE 2024** commencing at **9:30 AM**.

PRESENT

Mr P Stubbs (Chairperson)

Cr J Gibb

Her Worship the Mayor, Mrs JA Church (*from 9.41am*)

Cr C Eyre

Cr P Thomson

Cr K Ngataki

ATTENDING

Cr M Keir

Cr E Patterson

Cr V Reeve

Cr L Thomson

Cr T Turner

Mr GJ Ion (Chief Executive)

Ms A Diaz (Chief Financial Officer)

Mr K Abbot (Executive Manager, Projects & Innovation)

Ms L Shirley (Zero Harm Manager)

Ms K Newell (Resilience Manager)

Mr G Mohanarangam (Senior Risk Advisor)

Mr John Brown (Acting Communications, Marketing & Engagement Executive Manager)

The meeting opened with a karakia.

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Crs Gibb/Eyre)

THAT the Risk & Assurance Committee accepts apologies from:

- a. Her Worship the Mayor, Mrs JA Church for lateness.**

CARRIED

R&A20246/1

CONFIRMATION OF STATUS OF AGENDA

Resolved: (Mr Stubbs/Cr P Thomson)

THAT the Risk & Assurance Committee held on Tuesday, 11 June 2024 be confirmed:

- a. with all items therein being considered in open meeting with the exception of those items detailed at agenda items 7, which shall be considered with the public excluded; and**
- b. all reports be received.**

CARRIED

R&A20246/2

DISCLOSURE OF INTEREST

There were no disclosures of interest.

MINUTES FOR CONFIRMATION

Minutes of the Risk & Assurance Committee Meeting - Tuesday, 26 March 2024

Resolved: (Crs Ngataki/Gibb)

THAT the Risk & Assurance Committee confirms the minutes for a meeting held on Tuesday, 26 March 2024 as a true and correct record with the following amendment:

- The Chairperson will meet with the Resilience Manager and the Senior Risk Advisor to discuss their report before EACH meeting moving forward.**

CARRIED

R&A20246/3

ACTIONS REGISTER

Actions Register

The report was received (*R&A20246/2 refers*) and the following discussion was held:

- It was noted that a stocktake was still taking place in relation to the different arrangements and agreements Council have and a report will be coming to the next meeting.
- It was noted by the Chairperson that the Development Agreements Committee are currently pulling together a register of the Obligations that exist in each agreement so that work might provide some useful guidelines for the stock take.

REPORTS

6.1 Chief Financial Officer report

The report was received (*R&A20246/2 refers*) and the following discussion was held:

- The Chief Financial Officer provided an overview of the report to the Committee.
- It was noted by the Committee that it may be a good idea for Councillors to take a test or have further training on the Local Government & Official Information Act (LGOIMA) to ensure their knowledge is up to date.
- It was advised that when it comes to Council made submissions it would be ideal if Councillors saw all submissions however if there is a submissions panel made up of the internal elected member Committee Chairpersons that can oversee any submissions Council make.

6.2 Zero Harm Reporting

The report was received (*R&A2024/2 refers*) and the following discussion was held:

- An overview of the report was provided to the Committee and it was noted that the components of the report are more broader than the legislation itself where Council seeks to be best practice.

- A brief discussion was held around liability and the boundaries of prosecution in the Courts for Council and the difference between the liability for Elected Members and the Executive Leadership Team.

Resolved: (Mr Stubbs/Her Worship the Mayor, Mrs JA Church)

THAT the Risk & Assurance Committee recommends to Council that the Zero Harm reporting to the Risk and Assurance Committee and Council be as follows:

a. Risk and Assurance Committee:

- annual Deep Dive intended to provide the Committee with assurance that the risk is understood and the framework is effective in managing that risk. This will be achieved by reviewing:**

Operational performance - Zero Harm KPIs.

Progress against building the ISO 45001 framework - and progress against expectations.

Zero Harm audit outcomes.

- Quarterly risk graph demonstrating progress of residual risk against appetite. This will include commentary on expectations and variance (exception based). This graph is included in the Strategic Risk Register and is hence treated the same as other strategic risks from a reporting perspective.**

b. Council:

- Monthly activity and progress against the Zero Harm plan and performance reporting.**
- Report on the annual deep dive per above. This will provide Council assurance that the framework is in place and operating as expected.**

CARRIED

R&A20246/4

6.3 Strategic Risk Register and Emerging Risk Report

The report was received (*R&A20246/2 refers*) and the following discussion was held:

- The Chairperson noted that he likes the direction of travel the report is taking and the Cr Gibb further noted that the summary explanation in the report is extremely helpful and makes the report easy to understand.
- Cr Keir raised a query in relation to his desire to add another strategic risk in terms of the relationship with the Waikato Regional Council around Stormwater and extreme weather events however it was noted that this is already covered in the Infrastructure Climate Resilience Strategic risk.
- Her Worship the Mayor provided feedback on the strategic risk activity update summary and noted that some further detail or scale would be beneficial to

understand what 'decelerated progress' or 'minor change' actually means? One persons idea of minor could be very different from the next person so having some numbers, percentages or figures showing the progress or change would be good to see.

- The Chairperson noted that this is the exact point that he, the Resilience Manager and Senior Risk Advisor will continue to have discussions about to work out how we demonstrably measure change and impact - the journey is ongoing.
- In response to three points raised by Her Worship the Mayor, it was noted by the Chairperson in response that:
 - The Risk Maturity is something that the Committee have discussed previously and whilst there is an attempt to define this further on page 29 of the report there is further improvements that can be made to be more clear and comprehensive to define Risk Maturity.
 - In relation to the assessment of where the risk is at the Chairperson agrees that the Committee need to get to a point where there is a demonstrable measurement of where the risk lies, and
 - In regards to the timeline it was agreed that the team could ideally aim for a rolling 12 month view in terms of where the Treatment Action Plan is at.
- The Executive Manager, Projects & Innovation also responded to the points made in further detail and outlined Risk Maturity, the risk assessment and the timeline. The Chairperson acknowledged the points raised and in closing the discussion advised the team are on a journey with this report and in future, will continue to work on demonstrating the risk measurement (why a risk sits where it does) relative to the risk appetite and outlining the level of confidence and risk maturity further for the Committee. The report has come a long way and is looking better each time.

Resolved: (Crs Gibb/Eyre)

That the Risk and Assurance Committee recommends that Council:

a. considers the inclusion of the following risk to the Strategic Risk Register;

- i. Future waters delivery models, both short and long term, may not be affordable and/or compliant because of legislation, access to funding, partner constraints and both public and political appetite.**

CARRIED

R&A20246/5

6.4 Strategic Risk Deep Dive Report - Community Expectations

The report was received (*R&A20246/2 refers*) and the following discussion was held:

- A brief overview of the report was provided by the Acting Executive Manager, Communications; Marketing & Engagement and outlined for the Committee.
- A question was raised in relation to work that Auckland Council in particular are doing on the concept of Participatory Democracy and if this is something Waikato District Council are aware of and looking at? It was noted that it's something that is being looked at in the strategy along with setting up a Community monitoring group which will help Council get a better understanding of how communities engage with Council decision making and how they want to engage.
- It was noted that the strategy seemed quite urban focused; how do we expand our engagement and reach all people in the more rural areas? It was acknowledged that at the moment with the Communication team there is a broad lack of connection with local communities. The strategy aims to improve the connection through effective communication with the Community Boards & Committees, identifying key people in the business and spreading this out to the wider organisation to increase that level of involvement. This is a strategy that can be measured and as it starts to roll out it will be reported back to Council.
- It was acknowledged that the report isn't just a list of actions or tasks that are going to be undertaken but highlights specific performance measures that can be tracked and reported back to Council to ensure the strategy is effective.
- A further discussion was had in relation to connection with our rural communities and making sure the engagement & communication in these areas are captured in this strategy.
- It was noted by Cr Keir that there are areas where we don't perform well which need to be acknowledged and it was noted by the Chairperson that the more you can measure and demonstrate the impact of what Council are doing, the easier it will be to engage in our communities.

Resolved: (Crs Ngataki/P Thomson)

THAT the Risk and Assurance Committee recommends that Council:

- a. amend the risk description as detailed in this report.**

CARRIED

R&A20246/6

6.5 Strategic risk deep dive report - Affordable services

The report was received (*R&A20246/2 refers*) and the following discussion was held:

- The report was taken as read and it was noted that affordable services has always been an issue in our district and whilst Council know who owns a property and what the property is worth from a rating value perspective, we don't have an individual affordability lens on the people who own the property and what they earn or their income and what can be affordable for one person is not affordable for another.
- A query was raised asking if Council is aware of the impact of inflation for Rural businesses vs other Commercial business i.e - farm inflation is the highest level in the last 12 months it's been in 40 years. It was advised that the only metric Council have is through the rating valuations and it was confirmed that in the rural sector the capital value movement shift has been below the average movement (the dairy sector had an average 7% capital increase in comparison to the overall average increase of 21.3%) so rates affordability won't be the issue for the dairy sector.

6.6 Audit Plan For The Year Ending 30 June 2024

The report was received (*R&A20246/2 refers*) and the following discussion was held:

- A brief discussion was held highlighting the report with Audit NZ clarifying points of the report for the Committee.

6.7 WDC Zero Harm Report

The report was received (*R&A20246/2 refers*) and the following discussion was held:

- It was noted by the Zero Harm Manager that there is a feeling that the team have finally got the contract management sorted.
- It was noted that any injuries or health & safety issues in the Waters space gets reported to the Waters Governance Board.
- A query was raised in relation to volunteers in our community facilities and it was noted that conversations are happening with the Service Delivery General Manager around managing volunteer work in our open spaces.
- It was queried how the Zero Harm team ensure that the injuries reported to the Waters Governance Board is captured in the Council data? The Zero Harm Manager advised that work is underway to ensure transparency and to capture data.

REPORTS FOR INFORMATION ONLY

7.1 Quality and Assurance Report

The report was received (*R&A20246/2 refers*) and no further discussion was held.

7.2 COPY of Performance & Strategy Committee Report for May 2024 - 2024-2034 Long Term Plan. Project close out

The report was received (*R&A20246/2 refers*) and it was noted that the idea to circulate on online survey was a good one.

7.3 COPY of Infrastructure Committee Report - May 2024 - Capital Delivery Portfolio Update

The report was received (*R&A20246/2 refers*) and the following discussion was held:

- It was confirmed that the delivery percentage for this year of 73% is still better than the completion rate for last year.
- It was queried what lead to the forecasted completion rate changing in such a material way? It was noted that what became clear was the optimism of the project managers along with a misunderstanding between money spent vs completion rate particularly in the calendar year.

7.4 Future Work Plan Update

The report was received (*R&A20246/2 refers*) and the following discussion was held:

- It was noted that there has been a bit of a change in the future work plan since the last quarters meeting and this will be updated before the next meeting in October.
- It was confirmed that the team are hoping for a date in late August for the workshop.

7.5 Register of Interests – Elected & Appointed Members

The report was received (*R&A20246/2 refers*) and no further discussion was held.

EXCLUSION OF THE PUBLIC

8.1 Exclusion of the Public

Resolved: (Mr Stubbs/Cr 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
Item PEX 2 Minutes from meeting held on Tuesday, 26 March 2024.	Good reason to withhold exists under Section 6 or Section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)
Item PEX 3.1 Legal Compliance Survey Results		
Item PEX 3.2 Fraud Declaration		
Item PEX 3.3 Senior Staff Register of Interests		
Item PEX 3.4 Committee Time with Audit New Zealand (Management Excluded)		

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
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Item PEX 2 Minutes from meeting held Tuesday, 26 March 2024.	Refer to the previous Public Excluded reason in the agenda for this meeting.	
Item PEX 3.1 Legal Compliance Survey Results	7(2)(a)	To protect legally privileged information.
Item PEX 3.2 Fraud Declaration	7(2)(a)	To protect the privacy of natural persons, including that of deceased natural persons.
	7(2)(c)(ii)	To protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest.
Item PEX 3.3 Senior Staff Register of Interests	7(2)(a)	To protect the privacy of natural persons, including that of deceased natural persons.
Item PEX 3.4 Committee Time with Audit New Zealand (Management Excluded)	7(2)(c)(ii)	To protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest.

CARRIED

R&A20246/9

Resolutions R&A20246/10 to R&A20246/11 are contained in the public excluded section of these minutes.

CLOSE OF MEETING

There being no further business the meeting was declared closed at 10.56am.

Minutes approved and confirmed
this day 2024.

Mr P Stubbs
CHAIRPERSON