

Agenda for a meeting of the Waters Governance Board to be held in the Committee Rooms 1 & 2, District Office, 15 Galileo Street, Ngaaruawaahia on **TUESDAY, 10 OCTOBER 2023** commencing at **10.00am**.

1. APOLOGIES AND LEAVE OF ABSENCE

2. CONFIRMATION OF STATUS OF AGENDA

3. DISCLOSURES OF INTEREST

The register of interests is no longer included on agendas, however members still have a duty to disclose any interests under this item.

4. CONFIRMATION OF MINUTES

Meeting held on Tuesday, 5 September 2023

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5. ACTIONS REGISTER

6. REPORTS

6.1 Three Waters Governance Report – September 2023

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6.2 Waters Services Reform Project Update – October 2023

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7. EXCLUSION OF THE PUBLIC

GJ Ion
CHIEF EXECUTIVE

TERMS OF REFERENCE AND DELEGATION

Reports to:	The Council
Chairperson:	Mr David Wright
Membership:	Mr Garth Dibley Mr Gavin Ion (Chief Executive) Ms Rukumoana Schaafhausen Ms Jackie Colliar (Board Intern)
Meeting frequency:	Monthly
Quorum:	A majority of members (excluding the Board Intern)

The Waters Governance Board is a subordinate decision-making body of the Waikato District Council established under Schedule 7 of the Local Government Act 2002.

Purpose and Terms of Reference:

1. To provide governance and oversight of the development and implementation of the Council contract with Watercare Services Limited ('Watercare').
2. To ensure the activity goals are clearly established, and strategies are in place for achieving them.
3. To establish policies for strengthening the performance of the water activity including ensuring management and the contractor are proactively seeking to build the business through innovation, initiative, technology, new products and the development of its business capital.
4. To monitor the performance of management through the Chief Executive.
5. To ensure high standards of health & safety are maintained by management and Watercare and undertaking appropriate due diligence.
6. To decide on whatever steps are necessary to protect the Council's financial position and the ability to meet its debts and other obligations when they fall due, and ensuring that such steps are taken.
7. To ensure the water activity's financial statements are true and fair and otherwise conform to law.
8. To ensure the water activity adheres to high standards of ethics and corporate behavior.
9. To ensure the water activity has appropriate risk management/regulatory compliance policies in place.
10. To look to improve environmental outcomes from this activity.
11. To consider kaitiakitanga as part of decision-making.
12. To monitor and ensure Watercare are meeting their obligations.
13. To report to Council twice yearly on progress with Waters' Management.

14. To provide innovation and ideas that could improve profitability, service levels or environmental outcomes.
15. To hold Watercare to account over the delivery of the operational and capital programmes.
16. To work with Council to agree the overall funding requirements of the business.
17. To undertake any other matters considered relevant by the Board or referred to the Board by the Council.

The Board is delegated the following powers to act:

- Agree the form of the transactional arrangement with Watercare.
- Negotiate with Watercare and recommend to Council the final, or any amended, contract value for waters management.
- Conclude the contract (after Council approval of contract value) and terms and conditions, including any amendments, with Watercare.
- Ensure that transitional contract requirements are met by Watercare and Council.
- Hold Watercare to account for their performance at all levels.
- Monitor and oversee the performance of staff and Watercare in terms of the water activity.
- Consider and ensure improvements or innovation are implemented by Watercare or through the Chief Executive as appropriate.
- Approve changes to the operation of the contract with Watercare.
- Develop strategies to improve contractual performance or to improve business practices.
- Recommend to Council infrastructure strategy and Asset Management Plans for adoption.
- Develop an annual works programme (operating and capital) and submit to council for final approval.
- Approve alterations and transfers within the programme of capital and operational works as prepared for the Long Term Plan and Annual Plan, subject to the overall scope of the programme remaining unchanged and the programme remaining within overall budget.
- Set and ensure Watercare's adherence to health and safety requirements, and wellbeing practices.
- Set and maintain standards of ethics and corporate behavior.
- Consider development opportunities for the Waters' business.
- Define and set levels of service for Waters' management now and in the future.
- Responsible for the financial performance of the contract and operation.
- Approve and/or amend existing or new contracts relating to the delivery of three waters' services and operation unless additional funding by the Council is required or the approval or amendment is inconsistent with Council Policy.

- Recommend to Council any new or additional funding requirements over and above that contained within the Long Term Plan.
- Develop plans to improve the overall resilience of the Waters' networks and allow for growth.
- Consider the impact of growth on the Waters' infrastructure.
- Implement and monitor the risk management framework for the waters' management and activity.
- Approve the annual and half yearly financial statements for the Waters' operation and provide any relevant commentary to the Council.
- Annually review the Board composition, structure and succession and make recommendations to council on these matters.
- Ensure the Waters' business delivered by Watercare provides value for the community in terms of the four wellbeings.
- Determine the approach for resource consent applications for the Waters' business, and monitor progress of those applications on behalf of the Council.
- Review and monitor existing strategic resource consents.
- Ensure that Kaitiakitanga and environmental outcomes are key decision making considerations for the Board.
- Uphold the vision and strategy of the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010.

To	Waters Governance Board
Report title	Confirmation of Minutes
Date:	Tuesday, 3 October 2023
Report Author:	Elizabeth Saunders, Senior Democracy Advisor
Authorised by:	Gaylene Kanawa, Democracy Manager

1. Purpose of the report

Te Take moo te puurongo

To confirm the minutes for a meeting of the Waters Governance Board (WGB) held on Tuesday, 5 September 2023.

2. Staff recommendations

Tuutohu-aa-kaimahi

THAT the minutes for a meeting of the Waters Governance Board held on Tuesday, 5 September 2023 be confirmed as a true and correct record.

3. Attachments

Ngaa taapirihanga

Attachment 1 – WGB Minutes – Tuesday, 5 September 2023.

MINUTES for a meeting of the Waters Governance Board of the Waikato District Council held in Committee Rooms 1 & 2, District Office, 15 Galileo Street, Ngaruawahia on **TUESDAY, 5 SEPTEMBER 2023** commencing at **10.00AM**.

Present:

Mr D Wright (Chairperson)
Ms R Schaafhausen – *via audio visual link*
Mr GJ Ion (Chief Executive, Waikato District Council)
Ms J Colliar (Intern)

Attending:

Her Worship the Mayor, Mrs JA Church (*until 10.10am*)
Cr C Beavis
Cr E Patterson
Cr V Reeve
Cr P Thomson
Cr D Whyte (*from 10.45am*)

Mr C Morgan (Community Growth General Manager)
Mr D Sharma (Three Waters Reform Project Manager)
Mr J Baldwin (Waters Engineering Manager)
Mrs J Calambuhay (Management Accountant)
Mr W Gauntlett (Growth & Analytics Manager)
Ms M May (Service Delivery General Manager)
Ms K Ridling (Senior Solicitor – RMA)
Ms C Pidduck (Legal Counsel)

Mr D Chambers (Chief Executive – Watercare)
Mr M Telfer (Operations Manager Waikato – Watercare)
Mr R Ball (Watercare)
Ms M van der Lee (Watercare)

Mr R Bax (Richard Bax Consulting)
Ms E Saunders (Senior Democracy Advisor)

The meeting was opened with a karakia.

Her Worship the Mayor, Mrs JA Church addressed the Board and provided an overview of the ongoing relationship between the Waters Governance Board and Council Elected Members.

APOLOGIES AND LEAVE OF ABSENCE**Resolved: (Mr Wright/Ms Schaafhausen)****THAT** the apology for:

- a. non-attendance from Mr G Dibley and Mr K Martin (Waters Manager) be received.

CARRIED**WGB2309/01****CONFIRMATION OF STATUS OF AGENDA ITEMS****Resolved: (Mr Wright/Mr Ion)****THAT** the agenda for a meeting of the Waters Governance Board Meeting held on Tuesday, 5 September 2023:

- a. 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 discussed with the public excluded, and
- b. in accordance with Standing Order 9.4 the order of business be changed with agenda item 6.6 [*Raglan Wastewater Treatment Plant MOU Update*] being considered after agenda item PEX3.8 [*Wastewater Demands & Constraints for Pookeno & Tuakau*].

CARRIED**WGB2309/02****DISCLOSURES OF INTEREST**

It was noted by the Chairperson that the item “Acting Chief Executive – Central Effluent Development Agency” can now be removed from the Register of Interests.

CONFIRMATION OF MINUTES**Resolved: (Ms Schaafhausen/Mr Ion)****THAT** the minutes for a meeting of the Waters Governance Board Meeting held on Tuesday, 25 July 2023 be confirmed as a true and correct record of that meeting.**CARRIED****WGB2307/03**

ACTIONS REGISTER

Agenda Item 5

The Three Waters Reform Project Manager spoke to the report which was taken as read and highlighted the following key points:

- The Department of Conservation item had been deferred to the October 2023 meeting.
- The Leak Detection information was circulated to the Board by Mr M Telfer as requested.
- It was noted that the other items on the Register were going to be addressed throughout the meeting with the agenda reports.

Resolved: (Mr Wright/Mr Ion)

THAT the Waters Governance Board receives the Actions Register to August 2023.

CARRIED

WGB2309/04

REPORTS

Three Waters Governance Report – August 2023

Agenda Item 6.1

Mr Telfer spoke to the report which was taken as read and further discussion was held.

Key Highlights:

- A contractor of Watercare (Allen's United) reported a traffic accident which occurred in July 2023 on the road to Te Akau. The incident involved a car vs Water Tanker and whilst the tanker driver sustained no injuries there were minor injuries sustained to the passengers of the car, who were not wearing seatbelts.
- Police attended the incident and were satisfied with the driving and speed of the tanker driver. The initial and final reports were provided to Council.
- The improvements within the Stormwater area were starting to have effects however there were still challenges with capital delivery.

Questions/Discussion:

- A question was raised in relation to Finances – the amount in the report is a little bit lower than what was budgeted. Can the Board expect this to continue? It was advised that this was partially due to recruitment but this will be discussed further in the Public Excluded section of the meeting.

- It was noted that it would be good to get some commentary from the new Stormwater employee to get an understanding around Catchment Planning as well as the approach to ensure work is being done in line with best practices. It was noted that Mr R Pullar was working closely with the new Stormwater Planner and Council.

ACTION: Further commentary to be provided at the next meeting by Watercare in regards to Stormwater Catchment Planning and gain an understanding of what the approach is to ensure work is being done in line with best practices.

- A question was raised by the Board in regards to the car vs water tanker traffic accident and whether a drug & alcohol test was undertaken on the tanker driver? As the driver was a contractor it was advised that no drug or alcohol testing was undertaken by Watercare however it was noted that the Watercare procedure for an incident like this was to undertake testing on their staff.
- The report refers to a draft mitigation report which had been submitted by Babbage Consultants for Te Kowhai Stormwater – was the report available? It was noted that the report was currently under review as there were a couple of inconsistencies that Watercare want to go back and test.
- A question was raised regarding Rural & River water quality with a request for a more comprehensive assessment to be provided from Watercare. It was noted that the team itself had done a lot of work over the last 12 months but further information will be provided at the next meeting.

ACTION: Watercare to include information in the Governance Report at the next meeting that covers the Rural & River water quality changes.

Resolved: (Mr Wright/Ms Schaafhausen)

THAT the Waters Governance Board receives the Three Waters Governance report for August 2023.

CARRIED

WGB2309/05

Three Waters Reform Project Update – August 2023

Agenda Item 6.2

The Three Waters Reform Project Manager spoke to the report which was taken and read and highlighted the following key points:

Key Highlights:

- It was advised that all of the Waters Reform Legislation had now been passed by the House of Representatives on 15 August 2023.
- It was advised that a “go live” date had now been provided for the Waikato Water Services Entity and it was confirmed for 1 July 2025.
- It was noted that the Risk Register had been attached to this report for the Boards information and consideration.

Questions/Discussion:

- What was the approach to the Long Term Plan (LTP) now that the go live date had been confirmed? What needs to come through to the Waters Governance Board to inform those timeframes? There was some general discussion at the last meeting but there had not been any further progression since then.
- It was advised that Council's plan was to be in a position prior to Christmas 2023 to have agreed in principal a budget for the LTP. Based on that timeline when will the Board be required to consider the Asset Management Plan (AMP) for input into the LTP? It was confirmed that this would need to be done at the next Board meeting in October to meet the timeframes.
- The Board needs to be in a position at the next Board meeting to a) be comfortable and b) endorse the AMP for input into the LTP so if the information was provided out of cycle prior to the next meeting that would be fine.
- A question was raised in regards to Entity B and the AMP working group and what Councils involvement is with this? It was noted by the Three Waters Reform Project Manager that Council had made it clear to the National Transition Unit (NTU) that we will not be requiring them to make an addendum for us and that we will be furnishing our own AMP with our own local knowledge.
- It was further noted that with regards to the Working Group we have put forward two names that can be our representatives with Mr R Pullar (Watercare) being one of them – Council had not had any confirmation to date but this will be followed up to ensure we are represented.

ACTION: Further information to be provided to the Board that outlines Councils approach to the LTP; the involvement Council has had with Entity B to date and what involvement Council will have going forward

- An indepth discussion was had by the Board in regards to both the AMP and the Council LTP planning cycle. It was discussed at length what the best approach would be moving forward and it was decided to provide an AMP for the Board for their consideration, either out of cycle or at the next meeting, that includes the following:
 - i. The most recent 10-year view that has been fed into the NTU;
 - ii. A 2-year proposed Three Water Scheme that feeds into Councils LTP.
- It was noted that Year 1-2 of the AMP will be the constrained view Year 3-10 will be the unrestrained AMP for the entity
- The Growth & Analytics Manager responded to a query about development contributions and it was noted that the indication from the Board that a 10 year view was needed is very important to the Development Contributions team as they will need to push that into the development contribution model to ensure levies remain appropriate. The relevant Council teams (Finance and Development Contribution Team) will work with Watercare to cover this.
- It was confirmed that the entire AMP will need to be reviewed again if the Waters Reform Legislation doesn't go ahead after the election.

ACTION: A detailed Asset Management Plan is to be provided to the Board for their review and consideration at the next meeting which outlines both a 2-Year view (for the Council LTP cycle) and a 10-Year view (as provided to the NTU)

- A query was raised in relation to the attached Risk Register; it's very comprehensive but there were concerns with the Board accepting the risk register as per the recommendation when it has a few extreme risks highlighted. It was decided that the Board would note and receive the Risk Register rather than accept it as a lot of these risks are outside the Boards control.

ACTION: The Risk Register to be amended before the next meeting to only highlight the risks that are of concern to Officers that are within the Boards element of control.

- The concern around Watercare Waikato staff wellbeing was raised and it was noted that it was important that staff were informed and bought along on the journey so they don't feel left behind. It was confirmed that existing staff will go over with Watercare as part of Entity A on 1 July 2024 and then will come back when Entity B is established.
- The Chairperson raised a question in relation to the new Resource Management Act (RMA) as there was discussion that the Act will set a new 10 year maximum consent requirement – was this correct and what does that mean for Council? Staff will come back to the Board with this information.

ACTION: New Resource Management Act (RMA) legislation – Council staff to come back to the Board with clarification around the potential 10 year maximum consent requirement and what impact this might have on existing/new consents.

- Mr D Chambers (Watercare Chief Executive) addressed the Board and gave his insights into the Three Waters Reform from a Watercare perspective and the impacts that Council need to consider. A brief discussion was held with the Board particularly around Working Groups and the need for Council to have representation in this space.

Resolved: (Mr Wright/Mr Ion)

THAT the Waters Governance Board:

- notes that the project management for water services reform is ongoing; and**
- that the Risk Register be received.**

CARRIED

WGB2309/06

District Wide Plant Fencing

Agenda Item 6.3

Mr M Telfer spoke to the report which was taken as read and highlighted the following key points:

Key Highlights:

- 18-20 months ago a fencing project was done around Wastewater Treatment Plants with a focus on security rather than staff or public Health & Safety.
- The project identified an appropriate fencing and security standard moving forward and the report was before the Board to approve the allocation of funds within the existing Wastewater Treatment Plant budget.

Questions/Discussion:

- It was noted that the \$350,000 required covers the construction of the fencing. It was further noted that initially the project was going to just cover fencing around the treatment ponds only however; after a rescope of the project it was recommended that all ponds & waterways at all Water and Wastewater Treatment Plants were to be isolated.
- The 1st plant that Watercare are looking at fencing is Te Kauwhata with the plan to do a few more plants in the district. It was asked if the \$350,000 will cover the costs of fencing at all the plants in the district and the answer was confirmed that no, it will not cover all plants. The total cost for all plants is unknown at this stage.
- It was noted that this report was rather open ended and the Board wanted clarification on how far this fencing budget would go? Will there be a significantly higher bill? The original quote that was obtained was \$350,00 for the fencing of the water bodies at the District's plants only but it has now be rescoped to include wetlands. Once the total cost is known Watercare will come back to the Board with that information.
- How was Watercare prioritising how the \$350,000 is spent? It was noted that essentially the team are working on a high risk basis for each plant with Te Kauwhata being used as an example of a high risk site due to the increase in residential properties around the site.
- It was noted that even if there were more than \$350,000 available the works being completed at all plants across the district in this LTP year was unknown particularly since the Contractor and their capacity to complete works have not been confirmed yet.
- It was noted in response to a query raised that Watercare is or has already fenced not only their ponds in Auckland but the Wetlands aswell.
- It was thought by the Board that this project requires a risk assessment along with a prioritisation programme that outlines which plants will be completed and the timeline. It would be also be good to see Health & Safety measures that were being considered and undertaken. A brief overview of the current Health & Safety risks and standards for staff was given to the Board.
- An addition to the resolution was requested by the Board that encompasses the requirement for a comprehensive risk assessment to be undertaken that includes what

the prioritisation strategy will be along with an additional note of the risk assessment (once completed) needing to come back to the Board that advises what the final costings will be.

Resolved: (Mr Ion/Ms Schaafhausen)

THAT the Waters Governance Board:

- a. **approves all water and wastewater treatment plant ponds and waterways have appropriate fencing installed; and**
- b. **approves the initial allocation of \$350,000 from Wastewater Treatment Renewals to the fencing project based on the initial quote. Any available capex funding as the year progresses could be allocated to the project and a comprehensive risk assessment is to be undertaken to work on the prioritisation of plant fencing; and**
- c. **once the risk assessment is completed, an updated and full report is to be brought back to the Waters Governance Board to advise on a final costing for all fencing of plants**

CARRIED

WGB2309/07

Three Waters Compliance Update
Agenda Item 6.4

Mr M Telfer along with Ms M van der Lee spoke to the report which was taken as read and highlighted the following key points:

Key Highlights:

- A brief overview of the report was provided to the Board along with a brief history as to the requirement of this report.
- An overview of the Wastewater aspects of compliance and abatement notice was provided to the Board as per the report.
- The Water balance table included in the report was spoken to and it was noted that Watercare wanted to highlight this success.

Questions/Discussion:

- The Board expressed a disappointment in the information provided as, at the last meeting, it was noted that a further comment needed to be added to the report that explains the actions that staff were taking to address any non-compliance. It is not suffice to simply state that non-compliance exists or identify any potential issues and not report on the works that were being undertaken to address them.

- It was noted that having an additional column in the report that addresses the work being undertaken to rectify any issues and non-compliance would definitely help the Board get a better understanding of what is happening on the ground.
- It was confirmed that this report be presented to the Board on a quarterly basis.
- It was confirmed that the upgrade project at the Maramarua Wastewater Treatment Plant started this week and the team were working towards compliance.
- A question was raised in relation to compliance levels – what was the difference between high level of compliance and full level of compliance? It was confirmed that this is the Waikato Regional Council (WRC) framework.
- The Board appreciated the Water Balance table in the report and found it insightful. It was confirmed that Watercare were keeping in touch with WRC and other key stakeholders when working on areas where there is low or no compliance.

ACTION: Watercare to ensure that works being undertaken to address any non-compliance is included in the Compliance report moving forward.

Resolved: (Ms Schaafhausen/Mr Ion)

THAT the Waters Governance Board receives the Three Waters Compliance Update report.

CARRIED

WGB2309/08

Proposed New Water Supply Bylaw
Agenda Item 6.5

The Three Waters Reform Project Manager along with the Corporate Planner spoke to the report which was taken as read and highlighted the following key points:

Key Highlights:

- Noteworthy opportunity –
- Engineering design standards
- Have added the requirements for the Developers in terms of meeting the new updated standards
- Updated the bylaw to speak to more current issues

Questions/Discussion:

- It was confirmed that any technical issues that come out of the Bylaw will come back to the Board for their information however it is a Council bylaw and as such it will go to Council for approval/adoption.

- It was confirmed that staff are proposing to have a Council workshop next week to look at the Bylaw with elected members and then it will go through to the Policy & Regulatory Committee for approval to consult.
- It was noted that there was an absence of a reference for Te Ture Whaimana which needs to be included in the bylaw and it was further queried whether the absence of the Firefighting standards and code is a gap that also needs to be looked at.

Resolved: (Mr Wright/Mr Ion)

THAT the Waters Governance Board receives the Proposed New Water Supply Bylaw Report

CARRIED

WGB2309/09

EXCLUSION OF THE PUBLIC

Agenda Item 7

Resolved: (Mr Wright/Mr Ion)**THAT the public be excluded from the following parts of the proceedings of this meeting; and**

- a. 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 1 Confirmation of Minutes Item number PEX 2 Action Register	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 Te Kauwhata Wastewater Treatment Plant Discharge Resource Consent Renewal Update		
Item PEX 3.2 Waikato Waters Contract Financial Report – July 2023		
Item PEX 3.3 Bulk Water Supply Pipeline Extension – Pookeno Road		
Item PEX 3.4 Capital Delivery Programme Overview		
Item PEX 3.5 Scada Telemetry Upgrade Project		
Item PEX 3.6 Ngaaruawaahia WWPS Upgrades and Flow Diversion		

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 3.7 Matangi Reservoir Site Acquisition	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 3.8 Wastewater demands and constraints for Pookeno & Tuakau		
Item PEX 3.9 Raglan Wastewater Treatment Plant MOU Update		

- 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
Item PEX 1 Confirmation of Minutes Item number PEX 2 Action Register	7(2)(b)(ii)	Refer to the previous Public Excluded reason in the agenda for this meeting.
Item PEX 3.1 Waters Financial Results – July 2023		7(2)(h)

Item No.	Section	Interest
Item PEX 3.2 Waikato Waters Contract Financial Report – July 2023	7(2)(h)	To enable commercial activities to be carried out without prejudice or disadvantage.
	7(2)(j)	To prevent use of the information for improper gain or advantage.
Item PEX 3.3 Bulk Water Supply Pipeline Extension – Pookeno Road	7(2)(b)(ii)	To protect information that would otherwise unreasonably prejudice a person's commercial position.
	7(2)(h)	To enable commercial activities to be carried out without prejudice or disadvantage.
	7(2)(j)	To prevent use of the information for improper gain or advantage.
Item PEX 3.4 Capital Delivery Programme Overview	7(2)(h)	To enable commercial activities to be carried out without prejudice or disadvantage.
	7(2)(i)	To enable negotiations to carry on without prejudice or disadvantage.
Item PEX 3.5 Scada Telemetry Upgrade Project	7(2)(b)(ii)	To protect information that would otherwise unreasonably prejudice a person's commercial position.
	7(2)(h)	To enable commercial activities to be carried out without prejudice or disadvantage.
	7(2)(j)	To prevent use of the information for improper gain or advantage.

Item No.	Section	Interest
Item PEX 3.6 Ngaaruawaahia WWPS Upgrades and Flow Diversion	7(2)(b)(ii) 7(2)(h) 7(2)(j)	<p>To protect information that would otherwise unreasonably prejudice a person's commercial position.</p> <p>To enable commercial activities to be carried out without prejudice or disadvantage.</p> <p>To prevent use of the information for improper gain or advantage.</p>
Item PEX 3.7 Matangi Reservoir Site Acquisition	7(2)(b)(ii) 7(2)(h) 7(2)(j)	<p>To protect information that would otherwise unreasonably prejudice a person's commercial position.</p> <p>To enable commercial activities to be carried out without prejudice or disadvantage.</p> <p>To prevent use of the information for improper gain or advantage.</p>
Item PEX 3.8 Wastewater demands and constraints for Pookeno & Tuakau	7(2)(b)(ii) 7(2)(h) 7(2)(g)	<p>To protect information that would otherwise unreasonably prejudice a person's commercial position.</p> <p>To enable commercial activities to be carried out without prejudice or disadvantage.</p> <p>To maintain legal professional privilege.</p>
Item PEX 3.9 Raglan Wastewater Treatment Plant MOU Update	7(2)(b)(ii) 7(2)(g)	<p>To protect information that would otherwise unreasonably prejudice a person's commercial position.</p> <p>To maintain legal professional privilege.</p>

- c. **Mr R Bax (Richard Bax Consulting) be permitted to remain at this meeting, after the public has been excluded to discuss Item PEX3.1 – Te Kauwhata Wastewater Treatment Plant Discharge Resource Consent Update because of his knowledge and work on this Item and the assistance being provided.**

CARRIED

WGB2309/10

The meeting adjourned at 10.24am for morning tea and resumed at 10.47am.

Resolutions WGB2309/11 - WGB2309/ are contained in the public excluded section of these minutes.

There being no further business the meeting was declared closed atPM.

Minutes approved and confirmed this day of 2023.

David Wright
CHAIRPERSON

To	Waters Governance Board
Report title	Actions Register
Date:	Tuesday, 3 October 2023
Report Author:	Gavin Ion, Chief Executive

1. Purpose of the report

Te Take moo te puurongo

To update/inform the Waters Governance Board on actions following the Waters Governance Board meeting held on Tuesday, 5 September 2023.

2. Staff recommendations

Tuutohu-aa-kaimahi

THAT the Waters Governance Board receives the Actions Register to September 2023.

3. Attachments

Ngaa taapirihanga

Attachment 1 – Action Register

Waters Governance Board Actions Register

OPEN MEETING

Meeting Date	Action	To Action	When	Status
25/07/2023	The Waters Manager to go back to the Department of Conservation and request the management plan for the old Hakarimata Waterworks Dam in the Hakarimata Ranges in Ngaruawahia.	Keith Martin/ Deron Sharma	Nov 2023	<p>Conversation and email correspondence has been initiated with DOC. Findings to be provided in Oct Meeting.</p> <p>A follow-up email was sent on 22 September and another on 25 September 2023. DOC has acknowledged receipt of query. Staff are still awaiting on the requested information.</p>
25/07/23	The Board request a report for the next Water Governance meeting in relation to the Raglan Wastewater Treatment Plant with a firm recommendation on a preferred outcome or direction. If a firm recommendation cannot be given than a clear direction of where this project is going and clear timeframes as to when this will happen.	Mathew Telfer/ Richard Puller	Oct 2023	A report has been provided to the Board for the October meeting.
25/07/23	Council staff to consider the communications planning for these projects and how best we can use this tool effectively to tell the projects story.	Keith Martin/ Deron Sharma	Oct 2023	<p>Internal conversations underway. Findings to be provided in Oct Meeting.</p> <p>For internal communications and creating champions, this will integrate with the Waisite project. The 'Projects' page on Council's Intranet will feature good news stories and project updates to as a strategy to keep all staff abreast.</p> <p>For external communications, the Three Waters Communications Strategy will be updated to reflect key messaging requirements, tactics, and strategic intent.</p>

Waters Governance Board Actions Register

Meeting Date	Action	To Action	When	Status
5/09/2023	Further commentary to be provided at the next meeting by Watercare regarding Stormwater Catchment Planning and gain an understanding of what the approach is to ensure work is being done in line with best practices.	Mathew Telfer	Oct 2023	Staff have investigated and determined that current practices are congruent with industry best and/or standard practice. Further commentary is available on request and further WDC Stormwater Planning updates to follow.
5/09/2023	Watercare to include information in the Governance Report at the next meeting that covers the Rural & River water quality changes.	Mathew Telfer	Oct 2023	Next update to be presented at October 2023 WGB Meeting.
5/09/2023	Further information to be provided to the Board that outlines Councils approach to the LTP; the involvement Council has had with Entity B to date and what involvement Council will have going forward.	Deron Sharma	Oct 2023	To be delivered after the October 2023 WGB meeting at the Directors-only discussion.
5/09/2023	A detailed Asset Management Plan is to be provided to the Board for their review and consideration at the next meeting which outlines both a 2-Year view (for the Council LTP cycle) and a 10-Year view (as provided to the NTU).	Deron Sharma	Oct 2023	To be delivered after the October 2023 WGB meeting at the Directors-only discussion.
5/09/2023	The Risk Register to be amended before the next meeting to only highlight the risks that are of concern to Officers that are within the Boards element of control.	Deron Sharma	Oct 2023	Next update to be presented at October 2023 WGB Meeting.
5/09/2023	New Resource Management Act (RMA) legislation – Council staff to come back to the Board with clarification around the potential 10-year maximum consent requirement and what impact this might have on existing/new consents.	Deron Sharma	Nov 2023	Next update to be presented at November 2023 WGB Meeting.
5/09/2023	Watercare to ensure that works being undertaken to address any non-compliance is included in the Compliance report moving forward.	Mathew Telfer	All WGB	This will be included as part of the quarterly Compliance reporting, the next juncture being December 2023, and thereafter.

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**Waters Governance Board
Actions Register**

To	Waters Governance Board
Report title	Three Waters Governance Report – September 2023
Date:	27 September 2023
Report Author:	Deron Sharma Acting Waters Manager
Authorised by:	Gavin Ion Chief Executive

1. Purpose of the report

Te Take moo te puurongo

To update the Waters Governance Board of the current workstreams, key matters and metrics under the Agreement for Operation and Maintenance of Water, Wastewater and Stormwater Services with Watercare Serviced Limited (**Watercare**).

2. Executive summary

Whakaraapopototanga matua

Please refer to the “Highlights and Lowlights” summary section in the report prepared by Watercare (**Attachment A**).

3. Staff recommendations

Tuutohu-aa-kaimahi

THAT the Waters Governance Board receives the Three Waters Governance Report for September 2023.

4. Attachments

Ngaa taapirihanga

Attachment A Waikato Monthly Governance Report September 2023

WAIKATO DC

THREE WATERS GOVERNANCE REPORT

SEPTEMBER 2023



Mathew Telfer
Operation Manager
Watercare Waikato
August 2023

1. Highlights and lowlights

- All results were achieved in August, excluding Attendance time for wastewater at 63 min, which was missed for the second month against a target of 60 min.
- The demolition of the Hopuhopu water reservoir has been completed. A Karakia was held on site with Waikato Tainui in recognition of the land the reservoir was on and the work being undertaken.
- The staff training program for the production staff has been completed.
- A challenging improvement was completed at the Meremere WWTP final effluent outlet diffusers to fit extension spool pieces. This work was to address the ongoing sandbank challenges.
- Staff attended the CDEM Evacuation Planning Workshop: Waikato, Waipā, Otorohanga, and Waitomo Districts in August.
- The Te Kauwhata wastewater treatment plant construction is progressing well and is on track for December completion.
- We're thrilled to share some fantastic news! The Raglan Water Supply Upgrade project is now complete.
- The revaluation was completed, but an error was identified in the 21/22 revaluation. The Watercare team worked with Aecom and the Council Finance team to resolve the issue.
- The Taumata Arowai compliance reporting for residual FAC is a challenging measure that must be addressed nationwide. Flushing plans are being developed.

2. Health and Safety

2.1. What we've seen this month

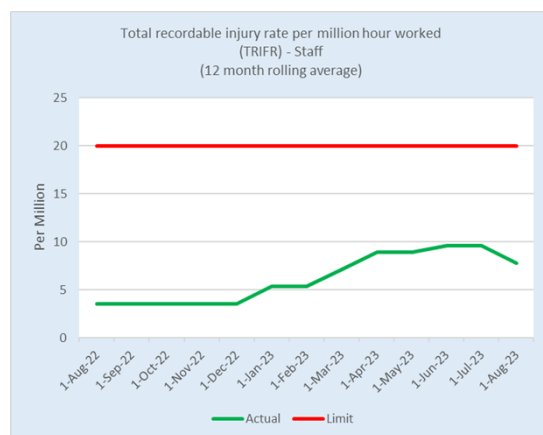
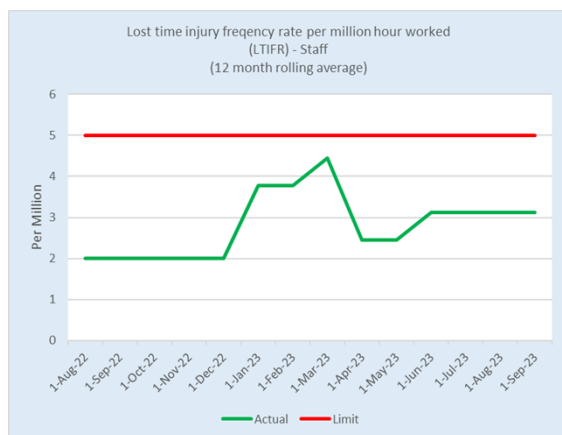
- There was no lost Time Injury (LTI), Restricted Duties Injury (RDI), or contractor injuries in August.

2.2. Looking ahead and wellbeing

- Next month's focus is on Digging and working in excavations.

2.3. Metrics

- There were no injuries in August.



3. Operations

3.1. Production

- The staff training program has been completed.
 - Approved Chemical Handler part 1 Chlorine connection/disconnection completed.
 - Approved Chemical Handler part 2 theory is planned for September 2023.
 - Breathing Apparatus Training has been completed.
- Ngaruawahia WTP kitchen and lab area have been upgraded with new cabinets and plumbing services.
- Huntly WTP chlorine drum delivery landing existing safety chains have been replaced with more substantial removable handrails based on an identified safety risks.



- The river raw water quality for Ngaruawahia, Huntly, and Te Kauwhata WTPs remained unstable in August. An appropriate measure to report river quality is being developed.
- Meremere WWTP final effluent outlet diffusers in the river have been engulfed under approx. 900mm of sand due to the sand bank shifting closer to shore. Extensive dredging by the dive team has been required to expose all seven diffusers and provide access to fit extension spool pieces to bring the diffusers above the sand bank level and allow for free flow of the final effluent to the river upon discharge. The spool pieces ranged from 500mm to 900mm in length—equipment preparation as below and extension spool as below.



3.2. Networks

- Northern PS Cleaning – Streamline Environmental cleaned several key pump stations in the Franklin and Te Kauwhata areas at the end of August as part of the planned maintenance programme.

- Current Vacancies – due to resignations, the networks team has two open roles (Trainee Serviceperson and Serviceperson – Water). These roles went out on job hire platforms at the end of August, and to date, we have had some strong applicants. We will look to employ new staff in these roles by the end of September.
- The demolition of the Hopuhopu reservoir commenced on 15 August. A pre-start meeting was held with representatives from Watercare, Tainui, and Nikau Demolition present. An early morning Karakia was held on Saturday, the 19th, with representatives from Waikato Tainui, Watercare staff, and Nikau staff present. At the time of writing this report, the reservoir itself has been demolished. Reinstatement of the site will be completed in the first week of September.



- In August, water mains and service lines were relayed at Mary St, Huntly. The lines here had taken severe damage from uprooted trees in the cyclone experienced earlier in the year, and while the network was restored to operation, the decision was made to replace and relay all the pipes in this part of the network to mitigate any future potentially coming from the older repaired pipe.



After storm

After Repairs

3.3. Stormwater

4.3.1 Strategic/Planning/Asset management/Consent planning

- The District-wide outfall investigation is under the final review stage.
- Te Kowhai flooding mitigation is complete and provided to the Council. Daylighting was identified as the most potential mitigation. The flow rate could increase by up to 40%, minimising future flooding risks and impacts.
- The comprehensive stormwater monitoring programme is ongoing. Babbage Consultants are currently involved in CSMP, focusing on compliance and operational aspects. Progress has been delayed as we await direction from the Waikato Regional Council. We have already submitted multiple options for their consideration, and progress can be expedited after receiving written notice.
- The annual report is being produced and due by 30 September.

4.3.2 Stormwater projects

- The draft design has been received for the Hakanoa stream upgrade project, and engagement with the impacted property owners will now progress.
- The consent approval for the revised design has been received for the stormwater pipe upgrade project on Cambrae Rd. This project will now move to tender to appoint a contractor.
- Port Waikato recovery is ongoing, with continued heavy sediment in areas. A project is needed to address the ongoing sediment build-up in the bank above the shop.

4. Planning and project delivery

4.1. Infrastructure Planning

There are several work packages underway, including.

- The system performance phase of the Southern Districts and Tuakau Water Network Models continues.
- The Raglan WW model - Draw-down testing at Nero is required; the recalibration of the model will then occur. The Raglan WW and WS servicing strategy is nearing completion.
- Huntly Wastewater network model - Consultants have assessed the asset data, and Magflow meter installation at two key pump stations is progressing (one is installed). The regauging flows through the network at specific sites for three months is underway with inspections of sites.
- Assisting WDC staff with Ngaruawahia Structure Planning, SWCMP to support the structure plan is in draft form for review.
- A long-term strategy for Te Kauwhata, Ngaruawahia, Huntly WTP, and the three water treatment plants is underway.
- Investigations for Tuakau, Raglan, and Tamahere Reservoir sites are still underway. A paper to the Water Governance Board for a future meeting is being prepared, covering all upcoming reservoir projects (including Pokeno, Raglan, and Matangi).
- Stormwater Modelling studies for Ngaruawahia and Te Kauwhata are nearing completion; Ngaruawahia contributes to WDC's Structure Planning.

- 2nd version of 24-27 LTP was submitted in March to DIA; work continues on the scoping and costing of some projects. The storyline accompanying the LTP is in its second draft; it describes project timings and drivers on a township-by-township basis. Years 1 & 2 will be WDC funded rather than Entity; however, there is still uncertainty about the timing of reform. The stormwater component still requires more effort; this area's lack of internal resources has hampered this. Recruitment is underway for a stormwater planner now.

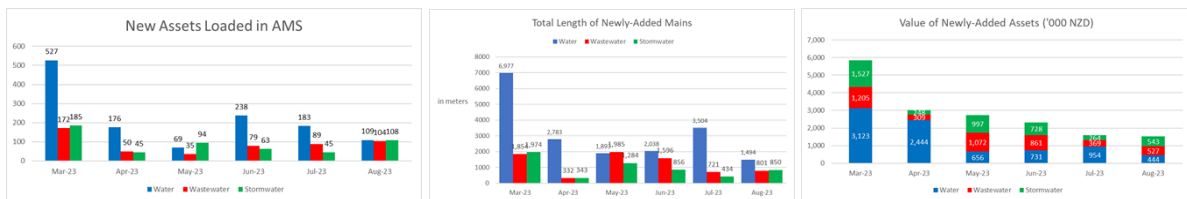
4.2. Development and growth

Input into District Plan Appeals on servicing of appeal areas continues.

- Discussions with WDC Land Development Engineers and Developer's Engineers on several development sites
- Occasional feedback to plan change variation three
- Feedback for the appeals process relating to the Proposed District Plan.

4.3. Asset Management

- This month, 321 three-water assets were added to the database, covering 3.14 km of main lines and a combined value of \$1.52m.
- AECOM had a few meetings with WSL and the WDC Finance Team to discuss and agree on proper indexation of asset values to rectify anomalies from the 2021/2022 asset revaluation. AECOM has supplied the draft revaluation report and is expected to provide the report's final version in the 2nd week of September. The revaluation was completed, but an error was identified in the 21/22 revaluation. The Watercare team worked with Aecom and the Council Finance team to resolve the issue.



4.4. Project delivery

Water network upgrades

- We're thrilled to share some fantastic news! The Raglan Water Supply Upgrade project is now complete. After a busy August of water shutdowns and tie-ins, the new water mains are now fully connected and operational, improving the water supply infrastructure for parts of the community.

After completing the critical tie-in sequence, our dedicated teams focused on the final step – reinstatement. The footpath and road hard surfaces were reinstated, and the reservoir compound area was restored and ready for public use.



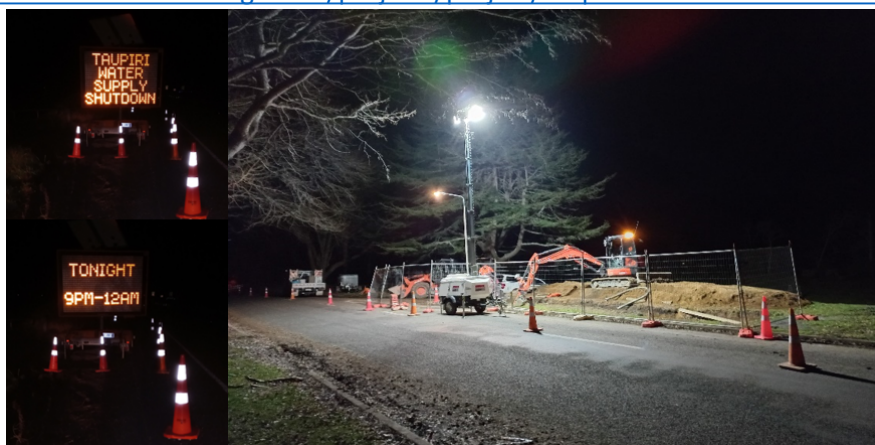
Raglan – One of seven critical tie-in points

- Installation of 1600m to upsize and upgrade the existing Rangiriri water supply pipeline on Te Warepu Road is now complete.
- The strain on the **Taupiri** water supply network has become evident, particularly affecting properties in the new eastern development zone that are struggling to meet the required minimum service levels at their supply points. In response, we plan to enhance the water supply and firefighting capabilities for the Taupiri township and its rapidly expanding eastern zone through several initiatives, including a new water booster pump station and replacing water supply pipelines. Our approach to the pipeline replacement is staged, with two stages covering a distance of 1250 meters each. The second stage includes a rail crossing and a direct connection to the planned eastern development.

The replacement pipeline has been successfully installed utilising a combination of methods; open-cut, horizontal directional drilling (HDD), and chain trenching technology.

We are planning the second (of two) night works and water supply shutdowns to support the final connection of our new pipeline, which will pave the way for the construction of the booster pump station, set to commence in October.

<https://www.waikatodistrict.govt.nz/projects/project/taupiri-water-infrastructure-upgrades>



Taupiri – Planned night works with township water supply shutdown

- The **Morrinsville Road (SH26)** water supply upgrade project replaces aged pipelines and undersized pipes within our water network. Constructing the new pipeline provides an opportunity to renew and upsize this critical watermain to meet summer demand and supply water to the further reaches of our southern network.

Two upgrades are planned to support the continuity of works for our experienced horizontal directional drilling (HDD) supply partners.

- The first is a project to upsize and replace the existing 150mm and 80mm pipelines with a single larger resilient polyethylene pipeline. This will be installed via HDD within the road corridor, abandoning the existing supply main conveyed via an undersized and ageing supply pipeline through private properties.
- The second will resolve a 20-year-old missing network link from neighbouring land development circa 2003, now requiring a 100m pipeline section to close the gap.

Construction crews have established along Morrinsville Road, with design investigation and confirmation works underway.

September will see the pipeline alignment and design details finalised, with the installation of the replacement pipeline to commence in October. The target completion date is ahead of the Christmas holiday shutdown period.

<https://www.waikatodistrict.govt.nz/projects/project/state-highway-26-water-supply-infrastructure-upgrades>



Morrinsville Road – Utility mapping/design confirmation underway

- **Huntly's** water supply network faces challenges due to aging and undersized water mains that have been in use for decades. The Riverview Road watermain upgrade will tackle these issues by replacing and upsizing approximately 1100m of 1970s-installed 100mm Asbestos Cement (AC) pipeline along the western edge of Riverview Road. This upgrade addresses performance issues, improves water quality, enhances network performance, and ensures network fireflow compliance.

Work to improve water supply along Riverview Road, Huntly is planned to commence in early September, with initial utility mapping underway to confirm pipe design and route alignment.

The 20-week construction period, subject to weather and unforeseen delays, will see the installation of a new watermain with a focus on minimising inconvenience and completing the project efficiently, all while maintaining community access to a reliable and safe drinking water supply.

<https://www.waikatodistrict.govt.nz/projects/project/huntly-water-supply-renewals>



Huntly – Water Renewal replacement underway

- Infrastructure upgrade commitments have been made in the Pokeno and Tuakau areas.

In **Pokeno**, we've planned two upgrades.

- The first pipeline extension (previously avoided by parties due to its challenging environment) will extend the bulk watermain on Hitchen Road across the utility-congested Pokeno Road to connect the two critical bulk water on Pokeno Road to remove a significant dead-leg and support servicing the rapidly expanding Helenslee growth area. The project will resolve a five-year-old network shortfall.
- The second is the resolution of a missing network link on Helenslee Road, which will complete a convention reticulation loop to support water supply, and all aimed to be completed ahead of the planned road upgrade project.

The planned water infrastructure upgrades for **Tuakau** will see reconfiguration and upsizing of the existing local network, a new booster pump station to support growth, and further extensions to Dominion Road's elevated area recently zoned future urban.

- Te Kauwhata Reservoir Upgrade

The pre-stressed wall panels are in place following the installation of the final pour, and the stitch pours are complete. The jacking sequence on the post-tension cable is underway, with grouting to and water barrier between the floor and wall is being planned. Structural inspections are ongoing.



Te Kauwhata – Reservoir 1 – Post tension super strand awaiting grout and capping

Wastewater Network Upgrades

Ngāruawāhia Pipeline – The pump station is near completion, awaiting a new transformer installation. The pipeline reinstatement across both farms is complete. Construction has progressed and is now running parallel to the railway heading to Galbraith Street. Works in Great South Road and the Kiwi Rail under track crossing are being planned.



Ngāruawāhia Pipeline – New Inlet Pump Station and continued pipeline construction

- The POAL WWPS – The pump station is operational, utilising the small Northgate rising main. The SCADA setup and completion of the landscaping remain. The larger connecting pipelines will be installed within the new road, a project led by Waikato District Council. Construction of the link-up road has commenced.
- Tuakau to Pokeno pipeline: On hold pending an updated Servicing Strategy.

- Tuakau Interceptor WWPS: Procurement of the new pumps and variable speed drives has commenced, and construction planning is underway. A building consent application for the new switchroom (a shed) will be submitted.

Treatment Plant Upgrades

Te Kauwhata WWTP Upgrade

- The main liquid stream pipework is in place. The next service and supporting plant installation phase has commenced: Power, control, chemical, water and utility-air supplies. The air-stream construction and electrical installation are well underway. The switchboard is being manufactured.
- The new screens are being installed; this is the first area to be brought into service to support flushing ahead of the wet commissioning. The new chemical facility is fitted with new chemical tanks and dosing units.
- The temporary Ultrafiltration plant remains operational, improving the suspended solids treatment performance ahead of the main plant build.



*The new MABR tanks service gallery is fitted with process and utility air, power and control lines.
Te Kauwhata WWTP*

- Te Kauwhata WWTP Upgrade - *continued*



Te Kauwhata WWTP – Construction fit-out underway

- Huntly WWTP Upgrade – A planning review is underway to assess the appropriate location and arrangement of the future WWTP Upgrade. In parallel, the concept design of an interim return stream upgrade is also underway.
- Raglan WWTP Upgrade – The Tender review is complete and submitted for approval to proceed.
- Ngaruawahia WTP Upgrade – The run-to-waste is operational. The de-chlorination system is being fabricated off-site and will be ready for installation in October. Alongside the project work, the final consent conditions are being drafted.

5. Compliance

- The monthly reports of all August drinking water quality assurance rules (DWQAR) demonstrated compliance.
- DWQAR Wai Comply audit is currently in progress for the January-March 2023 reporting period and was received by 22 August and provided to auditors. The April to June reporting period will be completed by 15 September.
- Tonkin and Taylor have been engaged for the Source Water Risk Management Plan as part of the WDC Water Safety Plan update.
- The Taumata Arowai compliance reporting for residual FAC is a challenging measure that must be addressed nationwide. Flushing plans are being developed.
- **2022/23 result**
From 1 July to 31 December 2022, the Council was compliant with Part 4 (bacteria compliance) and compliant with Part 5 (protozoal compliance).

This performance measure was set before the introduction of the new rules by Taumata Arowai (effective from 1 January 2023). Therefore, we are reporting our performance against two different requirements. Compliance against both requirements was independently assessed and verified by Wai Comply.

From 1 January 2023, new Drinking Water Quality Assurance Rules (DWQAR) introduced by Taumata Arowai took effect. These requirements measure compliance against the following criteria: Bacterial, protozoal, chemicals and cyanotoxin for treatment plants and microbiological, residual disinfection, disinfection by-products and plumbosolvent metal rules for distribution networks. Compliance is monitored and reported through online monitoring along with a sampling regime, with minimum samples specified for various zones. We adhered to the minimum sampling requirements and in some zones, we exceeded the sampling requirements. Our compliance performance against each of the criteria is listed below. Where we recorded non-compliant samples, we took prompt action and there was no risk to public health, as confirmed by Wai Comply in their independent assessment.

5.1. Abatement notices

- There are three abatement notices in place at the moment, two in Raglan for a Cambre road stormwater and the wastewater treatment plant. The third is for the Te Kauwhata wastewater treatment plants. Actions are in place to address all notices.

6. Customer and Billing

6.1. Billing and Customer

- Huntly area readings completed by ADR, invoiced on 1 September 2023
- The North Waikato and Pokeno reading area files were sent to ADR
- Drafted awareness letter for rural properties before peak season

Summary to date:

Type of Reading	Count of Reads
New meter	84
Final Reads	72
Replacement	333
Active water meters	18,404

6.2. Tradewaste

Trade Waste Actions	Conditional Consents renewals	Audits/site visits	New Consents	Non-compliance	Sampling
See below	Up to date	4	3	7	3

- Tauwhare Marae site visit

A Trade waste educational visit was made at the Tauwhare Marae to assess the kitchen facilities and inspect the grease trap. This was to help the Marae try to reduce fat blockages being received at the Tauwhare WWTP.

- New Consents - 3 new permitted audited consents: 1 Taupiri, 2 Huntly.
- Septic Tankers – Monthly invoicing completed. The Halo programme is up and working. SOP was created for manual invoicing of the monthly septic tanker invoicing.
- Non-compliances - Yashili – 6 non-compliances were for Nitrogen. Synlait 1 non-compliance was for pH—no other non-compliances for August.

7. Strategic resource consents.

Raglan WWTP:

Progress continues on the GIS work for the theoretical private land discharge design on the Mangatawhiri Road site of interest. The project team is still awaiting confirmation of the Memorandum of Understanding (MoU) to proceed with further project phases.

- Additionally, Beca has delivered the groundwater study as a draft. This document is crucial to show that the neighboring areas and the town water supply will not be negatively impacted by any SDI option on the private land (i.e. in the case that this option is determined as the best practical option).
- The next important step is completing the tender process for the treatment plant upgrade, which will progress to a tender recommendation in September. We are also developing estimates for the project's conveyance and land disposal components to assess budget requirements. Current costings for all options will also commence in September; this is important for the MCA, which will be required when consulting with Stakeholders.

Te Kauwhata WWTP:

- Richard Bax is attempting to establish effective communication and engagement strategies with stakeholders, the community, and tangata whenua. The overall responsibility for this falls outside the WDC/WSL contract, with the WDC being accountable.
- Richard Bax, the appointed Huntly Consenting Project Manager, has accepted this role, where July meetings have been conducted between Richard and the technical team to coordinate workstreams.

Matangi WWTP:

- A Matangi treatment plant and network investigation is about to commence. The investigation will focus on the impact of greater flows experienced during wet years, considering the performance and the opportunity & risk associated with the potentially increased load contributed by the school role increasing. The next crucial step for engineers is to review plant data.
- Collaboration is underway between Watercare and the Ministry of Education, involving information sharing. The Ministry of Education has advised that implementing a property flow gauge is planned.
- Engineers will explore methodologies like flow smoothing, offset storage, and stormwater analysis to determine a realistic maximum discharge flow suitable for the WWTP/discharge field. Once known, Managerial decision-making will be enabled to determine if greater school flow can be agreed to or if the school will need to pursue an onsite solution further.

8. Key performance indicators

KPI – description	Results	Target 2022/2023
		Water
<i>The extent to which the Council's drinking water supply complies with Part 4 of the drinking water standards (bacteria compliance criteria).</i>	18	18
<i>The extent to which the Council's drinking water supply complies with Part 5 of the drinking water standards (bacteria compliance criteria).</i>	15	15
<i>Attendance for urgent call-outs: from the time that Council receives a notification to the time that service personnel reaches the site.</i>	August - 22 Year to date - 22	≤ 60 mins
<i>Resolution of urgent call-outs: from the time that Council receives a notification to the time that service personnel confirms resolution of the fault or interruption.</i>	August – 63 Year to date - 63	≤ 240 mins
<i>Attendance for non-urgent call-outs: from the time that Council receives a notification to the time that service personnel reaches the site</i>	August – 1 Year to date - 1	≤ 3 days (contracted Measure, not the LTP < 5 days)
<i>Resolution of non-urgent call-outs: from the time that Council receives a notification to the time that service personnel confirms resolution of the fault or interruption.</i>	August – 1 Year to date - 1	< 3 days
<i>The total number of complaints related to Water services received by Council (expressed per 1000 connections to the networked reticulation system):</i>	August – 1.15 Year to date Result – 2.41	≤ 22/1000 (contracted Measure, not the LTP < 25/1000)
		Wastewater
<i>The number of dry weather sewage overflows from Council's system (expressed per 1000 sewage connections to that sewage system.) - Non-sensitive receiving environments.</i>	August – 0.16 Year to date Result – 0.24	≤ 2/1000 (contracted Measure, not the LTP < 3/1000)
<i>The number of dry weather sewage overflows from Council's system (expressed per 1000 sewage connections to that sewage system.) - Sensitive receiving environments.</i>	August – 0.0 Year to date Result – 0.0	≤ 2/1000 (contracted Measure, not the LTP < 3/1000)

<i>Attendance time: from the time that Council receives a notification to the time that service personnel reaches the site.</i>	August – 63 Year to date Result – 63	≤ 60 mins
<i>Resolution time: from the time that Council receives a notification to the time that service personnel confirms resolution of the blockage or other fault.</i>	August – 137 Year to date Result – 137	≤ 240 mins
<i>The total number of complaints received by Council about any of the following (expressed per 1000 connections to the sewage system): - Sewage odour - Sewage system faults - Sewage system blockages - Council's response to issues with its sewage system</i>	August – 0.24 Year to date Result – 0.55	≤ 10/1000
<i>Level of compliance, number of the following, Abatement, infringement notices, enforcement orders or convictions (Received within FY 2023/24)</i>	August – 0 Year to date Result – 0	≤ 2
<i>Council's level of compliance with resource consents for discharge from its wastewater system, measured by the number of: - Convictions</i>	August – 0 Year to date Result – 0	0
<i>Stormwater</i>		
<i>The number of flooding events that occur in the district per annum (Event defined as a habitable floor flooded)</i>	August – 0.0 Year to date Result – 0.0	< 5
<i>For each flooding event, the number of habitable floors affected (expressed per 1000 properties connected to the stormwater system).</i>	August – 0.0 Year to date Result – 0.0	< 0.3
<i>The median response time to attend a flooding event, measured from the time that Council receives notification to the time that service personnel reach per quarter.</i>	August – 0.0 Year to date Result – 0.0	< 2 hours (LTP Measure, not the contracted < 8 hours)
<i>The total number of complaints received by Council about the performance of the stormwater system (expressed per 1000 connections):</i>	August – 0.14 Year to date Result – 0.34	< 1.25 (contracted Measure, not the LTP < 4)

Level of compliance, number of the following, Abatement, infringement notices, enforcement orders or convictions (Received within FY 2023/24)

August – 0 Year to date Result - 0	0
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Health and Safety

<i>Safety: Lost time injury frequency rate (LTIFR) per million hours worked</i>	3.11	≤ 5
<i>Safety: Total recordable injury frequency rate (TRIFR) per million hours worked</i>	7.79	≤ 20
<i>Safety: 100% of Notifiable (or serious non-notifiable) Events reported to WDC within 2 hours of the occurrence</i>	100%	100%
<i>Safety: 100% of Notifiable Event reports supplied to WDC within 21 business days</i>	100%	100%
<i>Safety – the percentage of complaints resolved within ten working days</i>	100%	95%
<i>Safety- Health and safety Audit programme and action plan completed (6 monthly and then annually)</i>	100%	1
<i>Safety - All site emergency plans to be drilled six-monthly as per drill schedule</i>	100%	> 100%
<i>Safety - Monthly Health and safety meeting held with all workers</i>	100%	> 90%
<i>Safety-Critical risk audit to be conducted by HSW BP Bi-monthly</i>	100%	1
<i>Safety -Actions required to be closed within one month (ICare)</i>	100%	> 90%

To	Waters Governance Board
Report title	Waters Services Reform Project Update October 2023
Date:	27 September 2023
Report Author:	Deron Sharma Acting Waters Manager
Authorised by:	Gavin Ion Chief Executive

1. Purpose of the report

Te Take moo te puurongo

To update the Waters Governance Board of current workstreams, activities, and key matters under the Waters Services Reform Project.

2. Executive summary

Whakaraapopototanga matua

Activities under the Waters Services Reform have been reprioritized leading up to the General Elections (**Attachment A**). The project risk register has been updated to reflect risks under Waikato District Council's circle of influence (**Attachment B**).

3. Staff recommendations

Tuutohu-aa-kaimahi

THAT the Waters Governance Board receives the Three Waters Governance Report for September 2023.

4. Attachments

Ngaa taapirihanga

Attachment A	Council Activity Plan until Elections
Attachment B	PR-23172 20230928 Waters Services Reform Risk Register - Council COI

Council Activity Plan till Election (Entities B – J)

Key before activity

- Inform
- ↔ Consult
- ↓ Extract (RFI)
- ↻ Collaborate
- ✓ Approve

Key after activity

- National approach
- ☐ Close out activity
- Early needs

- [B]** Entity B
- [B-J]** Entities B to J
- [All]** All Entities

Key before activity → Inform ↔ Feedback ↓ RFI ↻ Collaborate ✓ Approve	Key after activity ➤ National approach ☐ Close out activity ○ Early needs	[B] - Entity B [B-J] - Entities B to J [All] - All Entities
	September	October
Finance & Commercial / FPP	→ No Worse Off Funding methodology - as an fyi → Detailed Settlement Manual – draft → Debt confirmation letters → Funding impact statement for Annual Report 30th June 2023	
AMOS – Asset Management	NEDS Workshops (4 hours) Council SME/Working Group/ Group members: Hamilton 13 September, Auckland 14 September, Wellington 19 September, Christchurch 20 September, Dunedin 21 September, online 29 September	Working draft v1 AMP [B,C,D,E,F,H,I,J] Working draft v2 AMP [G]
AMOS - Operations	Transition assurance checklist [B-J] Register of current Trade waste Bylaws and Arrangements Trade Waste working groups have been stood up and are underway	
AMOS - Stormwater	Stormwater network assets and functions identified for transfer Stormwater data sources confirmed [B-J] ☐ Contract Terms for Rural Drainage services ➤	
Digital	Data Sovereignty framework and Māori data standard → Health & Safety System selected ↻ Continue progressing Asset Data Migration (as required for SoR) ↻ Product user communities – seek nominations to set up groups ↻ Customer Data Migration [A-J]	↻ Customer Data Migration [A-J] ↻ Continue progressing Asset Data Migration (as required for SoR)
Customer	Completion of Customer Charter – final ☐ ➤	Customer Handover Assets completed ☐ ➤ Completion of Customer Experience Design Map ➤ ↻ Customer Service Agreement – final draft complete ☐ → Overview customer business processes ☐
People & Workforce	→ Standardised IE Agreements ➤	Key People policies - consultation starts ➤ High-level org design [G] Collective agreements ready for ratification ➤ Remuneration framework
Health & Safety (P&W)	Gap analysis review for entity H&S transitional approach ➤	H&S assurance tool for overlapping duties development (with training guide) ToR for H&S committees and reps and structure document

Risk Register 15/02/23



Team / Project Name:

Three Waters Reform Transition

Project Number (if applicable):

PR-21372

Risk Ref #	Risk Statement			Inherent Risk			Risk Treatment		Residual Risk score			Contingency action(s)	Risk Owner	Business Objective	Monitoring/ Reporting	Monitoring timeframe
	Cause Because of....	Risk There might be...	Consequence Resulting in ...	Likelihood	Consequence	Factor	Treatment to Cause	Treatment to Consequence	Likelihood	Consequence	Factor	If the risk becomes reality...what action(s) will we implement?	Who will take responsibility for this risk? (One person!)	Which Business objectives are impacted by this risk? (See next sheet)	Who will monitor and report on this risk?	What is the frequency for monitoring
18	Separation of water infrastructure planning and other functions that will continue to reside within Council.	Urban growth, land development, resource consents, and renewals disjointed from water infrastructure planning.	<p>Threats:</p> <p>Tier 1 Growth requirements not met meaning housing supply falls short of housing demand in the district.</p> <p>Resource consents not aligned with water service entity activities meaning plants and equipment operate without appropriate authorization.</p> <p>Buildover applications overlooked or improperly processed.</p> <p>Reduced levels of service due to renewals funding gap or incorrectly prioritized maintenance program.</p> <p>Opportunities:</p> <p>Water service entity may have the capability and capacity to integrate strategic growth and water infrastructure planning more efficiently.</p>	4	5	Extreme	<p>Ensuring that there is a clear owner of this process or interfacial manager either within Council or within the water service entity.</p> <p>18/8: Starting the journey to advance this with the stormwater collaboration workshops. Have gone to market for a Three Waters Support Engineer that can assist in progressing strategic issues. Waters Reform PM also operating in this space now so more resource directed overall.</p> <p>28/09: Have been attending Development Contributions Working Group meetings. Support Engineer has signed contract.</p>	<p>Ensuring that there is a clear owner of this process or interfacial manager either within Council or within the water service entity, ante-, peri-, and post-transition.</p> <p>18/8: Pre-transition funding solution: transition support package.</p> <p>Post-transition funding solution: no worse off funding.</p> <p>28/09: Council interface management team will be required to negotiate these. Another project will be established to explore this post election.</p>	5	4	Extreme	Council to advocate for its communities and hold the water service entities accountable for their responsibilities to public health and wellbeing.	GM Growth	Business Continuity	Waters Reform PM	6-Monthly Risk Reporting
14	Cross-boundary service provision.	Watercare unable to provide appropriate LOS leading up to transition due to staff movement or changes to business.	Loss of service levels.	4	5	Extreme	<p>Council to stay abreast of status of CCOs in the waters reform program.</p> <p>NTU and relevant entity chief executives are aware of our arrangements.</p>	<p>Ensure that the Watercare O&M contract avoids this.</p> <p>18/8: WDC has submitted on the WSEAB legislation. Governance & Administration Select Committee has explicitly addressed this and enshrined certainty for Watercare Waikato staff in legislation.</p> <p>28/09: WDC needs to ensure that terms of O&M contract are novated through RAs with Wai Tamaki ki te Hiku.</p>	1	5	Low	<p>De-transition and bring back waters inhouse or transfer to the water service entities before establishment date.</p> <p>17/7: WSEAB addresses this: WSL will be absorbed into Entity A and O&M contract novated. Loss of staff outside our control so accept and prepare contingencies e.g. WSL approved to augment stormwater support.</p>	Waters Manager	Business Continuity	Waters Reform PM	6-Monthly Risk Reporting
20	Assets and liabilities transferred to the water service entities.	Council's credit rating or ability to borrow potentially impacted.	Decreased level of service to communities.	4	5	Extreme	<p>There is funding from the DIA to offset the impacts of this.</p> <p>28/09: WDC Finance team has established a debt settlement strategy with DIA which may be utilized to balance the impacts of this via No Worse Off funding allocation.</p>	<p>There is funding from the DIA to offset the impacts of this.</p>	4	3	High	<p>Council may need to undertake an exercise to assign a dollar amount to this.</p> <p>If the funding provided by the DIA is insufficient to cover these costs, more can be requested, by negotiation.</p>	CFO	Financial	Waters Reform PM	6-Monthly Risk Reporting
8	The water service entities will compete for other Council staff, beyond waters staff, once stood up.	Council may lose other staff from core areas of the business.	Business continuity impacted, IP lost, and key personnel leave projects mid-flight.	4	4	High	<p>Fortify Council's staff retention strategies.</p> <p>28/09: WDC to consider staff retention payments or other strategies to circumvent this.</p>	<p>Fortify Council's business continuity strategies</p>	4	3	High	<p>Council will need to prepare for a mass exodus scenario.</p>	P&C Manager	People	Waters Reform PM	6-Monthly Risk Reporting
2	Public scrutiny and political pressure opposing the reform.	Increased uncertainty or disension in the community	<p>Community Boards, staff, and Councillors being subject to antagonized customers in public forums.</p> <p>Staff asked to answer questions that Council does not have control over.</p>	4	4	High	<p>Regular updates to public via public forums.</p> <p>Education on the fact that this is Centrally driven and Council is legally obliged to comply under New Zealand's democratic delegations.</p>	<p>Communications plan which creates consistent messaging from top to bottom. Ensuring that front of house and call center staff are educated in the program and understand the delineation of responsibilities between Council and other agencies.</p>	3	2	Moderate	<p>Utilize communications channels to run education campaigns.</p> <p>Council website will be a critical tool.</p>	Waters Reform PM	Reputation / Image	Waters Reform PM	6-Monthly Risk Reporting
4	Poor communication from Central Government.	Council not fully informed or engaged on the reform.	<p>Ability to plan ahead impacted. Staff having to reprioritize between LTP projects, BAU, and reform.</p> <p>Council's ability to engage with the program requirements impeded.</p>	4	3	High	<p>Proactively engage with the NTU.</p> <p>Obtain signoff from ELT for project and create a communications pool within project workstreams to ensure oversight.</p>	<p>NTU's local establishment teams should be coordinating with Council to alleviate these pressures.</p>	4	2	Moderate	<p>Shared knowledge within Council and via the LTT.</p>	Waters Reform PM	People	Waters Reform PM	6-Monthly Risk Reporting
9	Data and digital workstream has not been communicating the data transfer mechanisms.	Council will not be adequately resourced to partake in data migration activities.	Increased workload in short timeframes. Availability of consultants may be limited.	3	4	High	<p>ELT oversight over project to aid with reprioritization as required.</p> <p>17/7: A customer and digital workstream has been established. There is more communication now than before. However, this workstream still seems ill prepared.</p> <p>Infor is being used as EAM which is the WSL system. This places WDC ahead of the migration curve.</p>	<p>Demand that NTU provide resources to backfill positions.</p>	2	2	Low	<p>Outsource resources from three waters funding or at the cost of NTU's data and digital workstream.</p>	CIO	People	Waters Reform PM	6-Monthly Risk Reporting
24	Development Agreements not captured adequately within transitional arrangements.	Development Agreements do not get transitioned to the water service entities for continuation of management i.e. no ownership from water service entity.	<p>Council's social and economic objectives jeopardized.</p> <p>Council finds it difficult to attract businesses to the district due to infrastructure deficits.</p>	3	5	High	<p>Ensuring that there is a clear owner of this process or interfacial manager either within Council or within the water service entity.</p> <p>28/09: Through Organizational Design sessions with the People & Workforce workstream, it appears that DIA has recognized this and is attempting to find a solution to.</p>	<p>Discussions regarding economic development to recognize the impacts of three waters reform.</p> <p>Notify the DIA of future projects via the monitoring and guidance process.</p> <p>Formalize arrangements via agreements or through Council's planning documents so they can be easily novated to the water service entities.</p>	3	3	Moderate	<p>The legislation and process is currently unclear on this matter.</p> <p>If this risk was to eventuate, Council will have to carry out its statutory obligations under the LGA 2002 and hold the water service entity accountable for delivering.</p>	GM Growth	Political & Strategic	Waters Reform PM	6-Monthly Risk Reporting

Risk Register 15/02/23



Team / Project Name:

Three Waters Reform Transition

Project Number (if applicable):

PR-21372

Risk Ref #	Risk Statement			Inherent Risk			Risk Treatment		Residual Risk score			Contingency action(s)	Risk Owner	Business Objective	Monitoring/ Reporting	Monitoring timeframe
	Cause Because of....	Risk There might be...	Consequence Resulting in ...	Likelihood	Consequence	Factor	Treatment to Cause	Treatment to Consequence	Likelihood	Consequence	Factor	If the risk becomes reality... what action(s) will we implement?	Who will take responsibility for this risk? (One person!)	Which Business objectives are impacted by this risk? (See next sheet)	Who will monitor and report on this risk?	What is the frequency for monitoring
7	Misinformation and inconsistent messaging leads to public unrest, establishment of C4LD and protests.	Council's position is not aligned with the communities.	Potential for relationship strains with other entities that Council partners with.	3	3	Moderate	Clear and consistent messaging from Council. 28/09: Council staff to establish updated comms plan and scheduled updates for public information	Clear and consistent messaging from Council.	3	2	Moderate	Fortify community education. Run more community hui.	Waters Reform PM	Reputation / Image	Waters Reform PM	6-Monthly Risk Reporting
10	Lack of planning on records transfer.	Council will be required to retain records and feed into WSEs on adhoc basis.	Increased workload on records team.	3	3	Moderate	Archives New Zealand dictates certain procedures that need to be undertaken during administrative change. 28/09: Office of the Chief Archivist has responded to WDC query regarding this. It has been established that the Chief Archivist will not need to authorize transfer of records, pursuant to Section 23 of the Public Records Act. However, resourcing for this will still be required.	Hand that NTU provide resources to backfill position	3	2	Moderate	Council needs to ensure that the NTU and DIA are following the documented procedures from Archives NZ.	Waters Reform PM	Compliance Regulatory	Waters Reform PM	6-Monthly Risk Reporting
11	WDC has responsibility to collect payments during the establishment period and five years beyond 1 July 2024.	Water service entities require Council to continue collecting rates.	Threat: Council still seen as the face of three waters from community perspective. Community confusion regarding waters service provider. Opportunity: Community see us a advocates for them to central government and appreciate us more.	3	2	Moderate	Council has made a submission on the Water Services Legislation Bill to require the water service entities to charge themselves and align the pricing to current Council standards for the first three years of operation.	Council will have to comply with these requirements if directed to do so as it is legislated.	3	2	Moderate	Clear and consistent messaging will be required to customers.	CFO	Financial	Waters Reform PM	6-Monthly Risk Reporting
13	Three waters reform is taking many aspects of Council functions and creating a national model e.g. RITS, AMP, Growth Plans.	Council's strategic planning is impacted.	Council's ability to adapt strategic plans for communities and prioritization framework is adversely impacted due to entities' needing to prioritize the competing needs of 22 councils.	3	3	Moderate	Council will need to reevaluate strategic planning process in accordance with the new legislative planning process. Interface with the water service entity will likely be required. 28/09: Given that Council is responsible for delivering the first year of the 2024-34 LTP, this gives WDC a bit more control over asset planning. The NEDS will address engineering design and construction issues via the Development Code.	Council will need to establish a channel of communication with the water service entity.	3	3	Moderate	Council will need to work closely with the water service entity to map out what this looks like.	ELT	Political & Strategic	Waters Reform PM	6-Monthly Risk Reporting
23	Local Government Act places certain obligations on Council during civil defence emergencies.	New entity may be unprepared for emergency management functions after transition. Uncertainty on water service entity's role in Civil Defence.	Council may be required to undertake these functions with less control, recalling that water is a lifeline utility. Council staff that would otherwise assist with Civil Defence and Emergency Management efforts are transitioned to the water service entities and unavailable to assist in the future.	3	5	High	Council's civil defence emergency management team may be required to prepare for this scenario. To be proactive, Council's incident management team can work with the water service entity to develop a plan of action for these events. 28/09: WSE have provided for these functions in the organisational design. WDC will need to use CIMS to frame a coordination process with WSE. This is not dissimilar to WDC staff working with WSL staff currently.	Council's civil defence emergency management team may be required to prepare for this scenario. Training other staff that likely will not transfer to the water service entities. To be proactive, Council's incident management team can work with the water service entity to develop a plan of action for these events.	3	1	Low	Council's civil defence emergency management team may be required to prepare for this scenario. To be proactive, Council's incident management team can work with the water service entity to develop a plan of action for these events.	CDEM Manager	Business Continuity	Waters Reform PM	6-Monthly Risk Reporting
24	Council has contracts which has touchpoint with waters.	Existing contracts where part of the scope (Water) will be handed over to new entities.	Requiring renegotiation or novation of entire contract to the water service entities.	3	2	Moderate	Council may be required to enter into service level agreements.	Where appropriate, the entire contract should be novated to the water service entities.	3	1	Low	Outside of Council control.	Waters Manager	Business Continuity	Waters Reform PM	6-Monthly Risk Reporting
6	Many Council-owned assets are mixed-use assets administered by different teams.	Other WDC BAU functions are compromised.	Unclear demarcation of departmental jurisdiction to undertake works.	2	2	Low	Request for information from DIA to capture all land areas and assets that are mixed use.	Ensure DIA is clearly delineating responsibilities via the Water Services Legislation Bill.	2	2	Low	Council's internal teams will need to delineate responsibilities.	Waters Manager	Business Continuity	Waters Reform PM	6-Monthly Risk Reporting

Consequence Category / Portfolio	Description	Prompt questions
Business Continuity	Business continuity risks impacting the day to day business function and level of service delivery. These can be from inadequate or failed internal processes, activities and systems (recruitment, training, change management), or from unforeseen external events (such as a natural disaster) that disrupt normal business operations.	What is the risk due to inadequate or failed internal processes, activities and systems (recruitment, training, change programmes, natural disasters?)
People (Zero Harm)	Risks associated with health and safety, or the capacity and capability of staff, elected members or partnerships; the behavioural and/or performance of staff, elected members or partnerships; and supplier confidence. People risks typically result from staff constraints (cannot fill critical open positions), incompetence (employees, partners or suppliers lack the necessary skill & knowledge to do jobs correctly), dishonesty (theft, fraud) or a corporate culture that does not cultivate risk awareness (i.e. lack of regard for Health & safety processes, risk management processes)	Are there risks related to health and safety, capacity and capability of staff, behavioural and or performance issues, supplier delivery confidence
Financial	Risks related to the financial management of WDC and the ability to fund Council activities and operations now, and into the future. Risks related to the management of operational and or project budgets (potential for loss). External economic factors related to changes in the prevailing market conditions that impact on the organisations financial capability.	What is the risk that there is inadequate funding provided for this activity/project (either by Council and/or external funders) and/or that the final activity/project cost is >10% of the budget?
Reputation/Image	Risks related to the impact of organisational actions (business undertakings). Reputational risks typically result when public perception of Council actions and/or Council personnel are deemed to be inappropriate.	What is the risk to Council's reputation / image? Potential for negative media coverage and/or negative experiences/perceptions of the activity/project by stakeholders and the community?
Compliance Regulatory	Risks related to WDC exposure to liability (legal action, fines, non-compliance against consent conditions, codes etc.)	What is the risk of exposure to liability (legal action, fines, non-compliance against consent conditions)?
Environmental	Potential or actual negative environmental or ecological impacts, regardless of whether these are reversible or irreversible in nature. Risks can arise from; - Natural hazards e.g. landslides - Waste & Refuse, emissions, resource depletion etc. - Emergency/ Disaster management - Growth & Development	What is the risk to the environment (ecology, soil contamination, water quality, noise levels, odour, dust, etc.?)
Political/Strategic	Risks that may impact on the organisations ability to achieve its strategic objectives created by political conditions. This may be due to internal factors (actions of politicians) and or external conditions e.g. events or decisions that could have effect on the achievement of strategic objectives.	What is the risk at the Political and or Corporate level due to possible impact to Council's core business objectives?
Technical (Cyber Security & IT Dependence)	Risks affecting the ability of WDC to complete or have confidence in the function or completion of a task, activity, project, operation. These are quality risks e.g. failure due to lack of technical capability or certainty in; - Existing equipment, tools, technology, software, hardware etc. - Design surety, manufacturing competency, technical performance etc.	Are there risks due to specific critical technologies and or the overall technical complexity of an activity/project (has it been done successfully before? Design and or implementation complexity? Specialised technical skill required? Speed of technology change, etc.)

RISK CONSEQUENCE CATEGORIES

Questions	Business Continuity	People	Financial	Reputation / Image	Compliance Regulatory	Environmental	Political & Strategic	Technical
	What is the risk due to inadequate or failed internal processes, activities and systems (recruitment, training, change programmes, natural disasters?)	Are there risks related to health and safety, capacity and capability of staff, behavioural and or performance issues, supplier delivery confidence	What is the risk that there is inadequate funding provided for this activity/project (either by Council and/or external funders) and/or that the final activity/project cost is >10% of the budget?	What is the risk to Council's reputation / image? Potential for negative media coverage and/or negative experiences/ perceptions of the activity/project by stakeholders and the community?	What is the risk of exposure to liability (legal action, fines, non-compliance against consent conditions)?	What is the risk to the environment (ecology, soil contamination, water quality, noise levels, odour, dust, etc.?)	What is the risk at the Political and or Corporate level due to possible impact to Council's core business objectives?	Are there risks due to specific critical technologies and or the overall technical complexity of an activity/project (has it been done successfully before? Design and or implementation complexity? Specialised technical skill required? Speed of technology change, etc.)

Likelihood

Likelihood	Likelihood	Probability	Frequency	Description	Rating
	Almost Certain	> 80%	Regular or frequently occurrence	Expected; Almost certain occurrence in the foreseeable future	5
	Likely	50 - 80%	1 - 5 times per year	Strong probability of occurrence in the foreseeable future / History of frequent occurrence	4
	Possible	20% - 50%	Once a year	Feasible; a possibility of occurrence / History of casual occurrence	3
	Unlikely	< 20%	Once every 2 -5 years	Not expected but there is a slight chance of occurrence at some time	2
	Rare	< 1%	Less than once every 5 years	Highly unlikely but may occur in exceptional circumstances	1

Consequences

Consequence	Descriptor	Business Continuity	People	Financial	Reputation / Image	Compliance Regulatory	Environmental	Political & Strategic	Technical	Rating
	Catastrophic	Essential services are unavailable causing customer disruption (> 1 day)	Life threatening injury/fatality (Severity 1) or potential to cause life threatening injury/fatality. Significant or prolonged resourcing deficit (trained/skilled specialist roles).	Financial exposure ≥ \$1.5M in any 12 month period	Sustained (in excess of one week) high profile adverse national media campaign or sustained (in excess of 4 weeks) cumulative adverse local media campaign or irreversible loss of community confidence or initiation of government tribunal of inquiry	Breach of policy, process or legislation requiring external investigation and resulting in significant tangible loss through civil or criminal prosecution and or significant damage to reputation.	Significant environmental disaster or natural hazard or unplanned population growth causing wide spread environmental degradation/damage and/or irreversible pollution or long term effects affecting future generations or uncontained, long term serious environmental degradation.	Significant and prolonged political attention with non-achievement of LTP objectives across multiple years.	Significant and prolonged effect to levels of service, business function or resource capacity as the result of malfunction/failure of technology, tools, equipment and or design/manufacturing competency.	5
	Major	Essential services are unavailable causing customer disruption (< 1 day) or non-essential services are unavailable (<7 days)	A WorkSafe NZ notifiable injury or illness (Severity 2) or potential to cause notifiable illness or injury. Major but short term resourcing deficit (trained/skilled specialist roles).	Financial exposure ≥ \$500k but <\$1.5M in any 12 month period	High profile adverse national media attention (less than one week) or sustained (in excess of 2 weeks) cumulative adverse local media attention or loss of confidence from significant portion of community sector.	Breach of policy, process or legislation requiring external investigation and resulting in a tangible loss through civil or criminal prosecution and some damage to reputation.	Major but localised environmental degradation/damage/pollution with long term effects or major off site release caused by either a natural disaster or unplanned population growth.	Significant but short term political attention with major impact to timing or deliverables associated with LTP objectives within one given year.	Major but short term effects to levels of service, business function or resource capacity as the result of malfunction/failure of technology, tools, equipment and or design/manufacturing competency.	4
	Moderate	Essential services are unavailable causing customer disruption (< 4 hours) or non-essential services are unavailable (<3 days)	Lost time injury (Severity 4). Moderate and short term resourcing deficit (trained/skilled specialist roles).	Financial exposure ≥ \$100k but < \$500k in any 12 month period	Adverse local media coverage that if repeated over time will adversely affect Council or negatively perceived business practice leading to widespread resident/ratepayer complaints or prolonged unresolved dispute requiring legal oversight	Breach of policy, process or legislation requiring internal investigation including moderate treatment for the purpose of damage control	Moderate localised environmental degradation/damage/pollution at a localised level caused by either a natural disaster or unplanned population growth with medium term effect or off site release contained.	Short term political attention with moderate impact to deliverables associated with LTP objectives.	Moderate short term effects to levels of service, business function or resource capacity as the result of malfunction/failure of technology, tools, equipment and or design/manufacturing competency.	3
	Minor	Non-essential services maybe impacted causing customer disruption (< 1 day)	Restricted work injury or medical treatment injury or potential for medical treatment is required (Severity 5). Temporary resourcing deficit (trained/skilled specialist roles) <7days.	Financial exposure ≥ \$10k but < \$100k in any 12 month period	Adverse local media coverage or adverse social media comment or short-term issue leading to localised complaints	Breach of policy, process or legislation requiring internal investigation but requiring only minor treatment for the purpose of damage control.	Minor localised environmental damage/pollution caused by either a natural disaster or unplanned population growth.	Short term political interest with negligible impact to LTP objectives.	Minor effects to day to day business function as the result of malfunction/failure of technology, tools, equipment and or design/manufacturing competency.	2
	Insignificant	No tangible impact on services to customer but monitoring maybe required.	First aid injury or potential for a person to seek first aid (Severity 6). Temporary resourcing deficit (trained/skilled specialist roles) <1day.	Financial exposure < \$10k in any 12 month period.	Minor adverse social media comment/questions but no subsequent public interest or event affecting an individual or small group only	Minor breach of policy or process requiring no investigation and only an approval or variance to prevent any damage control requirement.	Negligible localised environmental damage caused by either a natural disaster or unplanned population growth.	Negligible political interest with no impact on LTP objectives.	Negligible effects to day to day business function as the result of malfunction/failure of technology, tools, equipment and or design/manufacturing competency.	1

To	Waters Governance Board
Report title	Exclusion of the Public
Date:	Tuesday, 3 October 2023
Report Author:	Elizabeth Saunders, Democracy Advisor
Authorised by:	Gaylene Kanawa, Democracy Manager

1. Staff recommendations

Tuutohu-aa-kaimahi

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 1 Confirmation of Minutes	Good reason to withhold exists under Section 6 or Section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)
Item number PEX 2 Action Register		
Item PEX 3.1 Waikato Waters Contract Financial Report – August 2023		
Item PEX 3.2 Capital Delivery Programme Overview – September 2023		

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 3.3 Raglan Wastewater Treatment Plant Upgrade	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 3.4 Huntly Wastewater Treatment Plant Upgrade		
Item PEX 3.5 District Flood Mapping		

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 1 Confirmation of Minutes Item number PEX 2 Action Register	Refer to the previous Public Excluded reason in the agenda for this meeting.	
Item PEX 3.1 Waikato Waters Contract Financial Report – August 2023	7(2)(b)(ii)	To protect information that would otherwise unreasonably prejudice a person's commercial position.
	7(2)(h)	To enable commercial activities to be carried out without prejudice or disadvantage.
Item PEX 3.2 Capital Delivery Programme Overview – September 2023	7(2)(h)	To enable commercial activities to be carried out without prejudice or disadvantage.
	7(2)(i)	To enable negotiations to carry on without prejudice or disadvantage

Item No.	Section	Interest
Item PEX 3.3 Raglan Wastewater Treatment Plant Upgrade	7(2)(b)(ii)	To protect information that would otherwise unreasonably prejudice a person's commercial position.
	7(2)(h)	To enable commercial activities to be carried out without prejudice or disadvantage.
	48(1)(d)	To enable deliberations in private on a decision or recommendation in any applicable proceeding
Item PEX 3.4 Huntly Wastewater Treatment Plant Upgrade	7(2)(b)(ii)	To protect information that would otherwise unreasonably prejudice a person's commercial position.
	7(2)(h)	To enable commercial activities to be carried out without prejudice or disadvantage.
	48(1)(d)	To enable deliberations in private on a decision or recommendation in any applicable proceeding
Item PEX 3.5 District Flood Mapping	7(2)(b)(ii)	To protect information that would otherwise unreasonably prejudice a person's commercial position.
	7(2)(e)	To protect material loss to members of the public
	7(2)(j)	To prevent use of the information for improper gain or advantage

2. Attachments

There are no attachments for this report.
