

Agenda for a meeting of the Waikato District Council to be held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **MONDAY 8 MAY 2017** commencing at **1.15pm**.

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

1. APOLOGIES AND LEAVE OF ABSENCE

2. CONFIRMATION OF STATUS OF AGENDA

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Gj Ion

CHIEF EXECUTIVE

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Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	20 April 2017
Prepared by	Rose Gray Council Support Manager
Chief Executive Approved	Y
Reference #	GOV1301
Report Title	Confirmation of Minutes

1. EXECUTIVE SUMMARY

To confirm the minutes of a meeting held on Monday 10 April 2017.

2. RECOMMENDATION

THAT the minutes of a meeting of Waikato District Council held on Monday 10 April 2017 be confirmed as a true and correct record of that meeting.

3. ATTACHMENTS

Minutes

MINUTES of a meeting of the Waikato District Council held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **MONDAY 10 APRIL 2017** commencing at **1.15pm.**

Present:

His Worship the Mayor Mr AM Sanson (Chairperson)
Cr AD Bech
Cr JA Church
Cr DW Fulton
Cr JM Gibb
Cr SL Henderson
Cr SD Lynch
Cr RC McGuire
Cr FM McNally
Cr BL Main
Cr EM Patterson
Cr JD Sedgwick
Cr NMD Smith
Cr LR Thomson

Attending:

Mr GJ Ion (Chief Executive)
Ms S Duignan (General Manager Customer Support)
Mr T Harty (General Manager Service Delivery)
Mr TG Whittaker (General Manager Strategy & Support)
Mrs L Wainwright (Committee Secretary)
Ms B Connolly (Senior Policy Planner)
Mr K Pavlovich (Compliance & Income Team Leader)
Mr J Quinn (Marketing and Communications Manager)
Ms M Tukere (Iwi & Community Partnership Manager)
Mr J Dawson (Chief Executive Hamilton & Waikato Tourism)

APOLOGIES AND LEAVE OF ABSENCE

All members were present.

CONFIRMATION OF STATUS OF AGENDA ITEMS**Resolved: (Crs Sedgwick/Thomson)****THAT the agenda for the meeting of the Waikato District Council held on Monday 10 April 2017 be confirmed and all items therein be considered in open meeting with the exception of those items detailed at agenda item 8 which shall be considered with the public excluded.****CARRIED on the voices****WDC1704/01****DISCLOSURES OF INTEREST**

There were no disclosures of interest.

CONFIRMATION OF MINUTES**Resolved: (Crs Patterson/Main)****THAT the minutes of a meeting of Waikato District Council held on Monday 13 March 2017 be confirmed as a true and correct record of that meeting.****CARRIED on the voices****WDC1704/02****Resolved: (Crs Bech/Main)****THAT the extraordinary minutes of a meeting of Waikato District Council held on Tuesday 21 March 2017 be confirmed as a true and correct record of that meeting.****CARRIED on the voices****WDC1704/03****Resolved: (Crs Church/Main)****THAT the extraordinary minutes of a meeting of Waikato District Council held on Wednesday 29 March 2017 be confirmed as a true and correct record of that meeting.****CARRIED on the voices****WDC1704/04**

COMMITTEE AND DEPARTMENTAL REPORTS

Policy & Regulatory Committee

Receipt of Policy & Regulatory Committee Minutes held on Tuesday 21 March 2017
Agenda Item 5.1.1

Resolved: (Crs Henderson/McInally)

THAT the minutes of a meeting of the Policy & Regulatory Committee held on Tuesday 21 March 2017 be received.

CARRIED on the voices

WDCI704/05

Receipt of Hearing Minutes held on Wednesday 15 March 2017
Agenda Item 5.1.2

Resolved: (Crs Bech/Sedgwick)

THAT the minutes of a hearing by the Policy & Regulatory Committee held on Wednesday 15 March 2017 be received.

CARRIED on the voices

WDCI704/06

Receipt of Hearing Minutes - Submissions on the Proposed Easter Trading Policy - P&R1703/03/3

Resolved: (Crs Sedgwick/Smith)

THAT the Proposed Easter Trading Policy 2017 be adopted.

CARRIED on the voices

WDCI704/07

Hamilton & Waikato Tourism Six Monthly Report: 01 July – 31 December 2016
Agenda Item 5.1.3

The Chief Executive Hamilton & Waikato Tourism gave a powerpoint presentation and answered questions of Council.

Resolved: (Crs Patterson/Thomson)

THAT the report from the General Manager Strategy and Support be received.

CARRIED on the voices

WDCI704/08

Memorandum of Understanding between Waikato District Council and Ngaati Hauaa Iwi Trust

Agenda Item 5.1.4

Resolved: (Crs Thomson/Gibb)

THAT the report from the General Manager Strategy and Support be received.

CARRIED on the voices

WDCI704/09

Resolved: (Crs Lynch/Thomson)

THAT Council approve the Draft Memorandum of Understanding between Waikato District Council and Ngaati Hauaa Iwi Trust.

CARRIED on the voices

WDCI704/10

Zero Harm

Agenda Item 5.1.5

Resolved: (Crs Main/McInally)

THAT the report from the Chief Executive be received.

CARRIED on the voices

WDCI704/11

Strategy & Finance Committee

Receipt of Strategy & Finance Committee Minutes held on Wednesday 22 March 2017

Agenda Item 5.2.1

Resolved: (Crs Gibb/Sedgwick)

THAT the minutes of a meeting of the Strategy & Finance Committee held on Wednesday 22 March 2017 be received.

CARRIED on the voices

WDCI704/12

Adoption of the Ngaaruawaahia, Hopuhopu, Taupiri, Horotiu, Te Kowhai and Glen Massey Structure Plan – S&FI703/13

Resolved: (Crs Gibb/Patterson)

THAT the Ngaaruawaahia, Hopuhopu, Taupiri, Horotiu, Te Kowhai and Glen Massey Structure Plan be adopted.

CARRIED on the voices

WDCI704/13

Operational Budget Review – S&FI703/15

Resolved: (Crs Gibb/Thomson)

THAT Council support allocation of \$120,000.00 from the General Accounting Reserve Fund to support the Mid-Sized Tourism Facilities Grant Fund – Round Two;

AND THAT in the event that the application is unsuccessful the \$120,000.00 be returned to General Accounting Reserve Fund.

CARRIED on the voices

WDCI704/14

Infrastructure Committee

Receipt of Infrastructure Committee Minutes held on Tuesday 28 March 2017
Agenda Item 5.3.1

Resolved: (Crs Fulton/Patterson)

THAT the minutes of a meeting of the Infrastructure Committee held on Tuesday 28 March 2017 be received.

CARRIED on the voices

WDCI704/15

Contract 12/013 Cleaning – Increase in Approved Contract Sum – INF1703/06

Resolved: (Crs Fulton/McInally)

THAT the increase of \$151,140.42 in Approved Contract Sum for Contract 12/013 Cleaning be approved.

CARRIED on the voices

WDCI704/16

Review of Public Toilet Strategy – INF1703/09

Resolved: (Crs Fulton/Sedgwick)

THAT the 2014 Public Toilet Strategy be reviewed and include considering the priority and need for future new facilities in Te Kowhai, Whatawhata, Mercer and Maramarua.

CARRIED on the voices

WDC1704/17

Discretionary & Funding Committee

Receipt of Discretionary & Funding Committee Minutes held on Tuesday 28 March 2017
Agenda Item 5.4.1

Resolved: (Crs Lynch/Thomson)

THAT the minutes of a meeting of the Discretionary & Funding Committee held on Tuesday 28 March 2017 be received.

CARRIED on the voices

WDC1704/18

OTHER COMMITTEES

Receipt of Creative Communities Scheme Assessment Committee Minutes held on Tuesday 28 March 2017
Agenda Item 5.5.1

Resolved: (Crs McGuire/Henderson)

THAT the minutes of a meeting of the Creative Communities Scheme Assessment Committee held on Tuesday 28 March 2017 be received.

CARRIED on the voices

WDC1704/19

COMMUNITY BOARD MINUTES

Receipt of Onewhero-Tuakau Community Board Minutes held on Monday 6 March 2017
Agenda Item 6.1

Resolved: (Crs Main/Church)

THAT the minutes of a meeting of the Onewhero-Tuakau Community Board held on Monday 6 March 2017 be received.

CARRIED on the voices

WDC1704/20

Receipt of Taupiri Community Board Minutes held on Monday 13 March 2017
Agenda Item 6.2

Resolved: (Crs Gibb/Patterson)

THAT the minutes of a meeting of the Taupiri Community Board held on Monday 13 March 2017 be received.

CARRIED on the voices

WDCI704/21

Receipt of Raglan Community Board Minutes held on Tuesday 14 March 2017
Agenda Item 6.3

Resolved: (Crs Thomson/McGuire)

THAT the minutes of a meeting of the Raglan Community Board held on Tuesday 14 March 2017 be received.

CARRIED on the voices

WDCI704/22

Receipt of Ngaruawahia Community Board Minutes held on Tuesday 14 March 2017
Agenda Item 6.4

Resolved: (Crs Patterson/Gibb)

THAT the minutes of a meeting of the Ngaruawahia Community Board held on Tuesday 14 March 2017 be received.

CARRIED on the voices

WDCI704/23

Receipt of Huntly Community Board Minutes held on Tuesday 21 March 2017
Agenda Item 6.5

Resolved: (Crs McNally/Lynch)

THAT the minutes of a meeting of the Huntly Community Board held on Tuesday 21 March 2017 be received.

CARRIED on the voices

WDCI704/24

COMMUNITY COMMITTEE MINUTES

Receipt of Te Kauwhata Community Committee Minutes held on Wednesday 1 March 2017
Agenda Item 7.1

Resolved: (Crs Sedgwick/Church)

THAT the minutes of a meeting of the Te Kauwhata Community Committee held on Wednesday 1 March 2017 be received.

CARRIED on the voices

WDC1704/25

Receipt of Meremere Community Committee Minutes held on Thursday 9 March 2017
Agenda Item 7.2

Resolved: (Crs Sedgwick/Patterson)

THAT the minutes of a meeting of the Meremere Community Committee held on Thursday 9 March 2017 be received.

CARRIED on the voices

WDC1704/26

Receipt of Pokeno Community Committee Minutes held on Tuesday 14 February 2017
Agenda Item 7.3

Resolved: (Crs Church/Thomson)

THAT the minutes of a meeting of the Pokeno Community Committee held on Tuesday 14 February 2017 be received.

CARRIED on the voices

WDC1704/27

EXCLUSION OF THE PUBLIC

Agenda Item 8

Resolved: (Crs Bech/Gibb)

THAT the report of the Chief Executive be received;

AND THAT the public be excluded from the meeting to enable Council to deliberate and make decisions on the following items of business:

Confirmation of Minutes dated Monday 13 March 2017

Confirmation of Extraordinary Minutes dated Tuesday 21 March 2017

Receipt of Minutes:

- **Strategy & Finance Committee dated Wednesday 22 March 2017**

- Infrastructure Committee dated Tuesday 28 March 2017
- Creative Communities Scheme Assessment Committee dated Tuesday 28 March 2017

REPORTS

- a. **Subdivision of the Gateway and Hitchen Road Blocks, Pokeno – Exchange of Stopped Road and Land to vest as road**

This resolution is made in reliance on section 48(1)(a) and 48(2)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by sections 6 or 7 of that Act which would be prejudiced by the holding of the whole or the relevant part(s) of the proceedings of the meeting in public are as follows:

Reason for passing this resolution to withhold exists under: Ground(s) under section 48(1) for the passing of this resolution is:

Section 7(2)(h)(i)

Section 48(1)(a)(i)(ii)

- b. **HCC-WDC Water Supply Agreement**

This resolution is made in reliance on section 48(1)(a) and 48(2)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by sections 6 or 7 of that Act which would be prejudiced by the holding of the whole or the relevant part(s) of the proceedings of the meeting in public are as follows:

Reason for passing this resolution to withhold exists under: Ground(s) under section 48(1) for the passing of this resolution is:

Section 7(2)(b)(i)(ii)(h)(i)(j)

Section 48(1)(a)(i)(ii)

- c. **Chief Executive's Issues**

This resolution is made in reliance on section 48(1)(a) and 48(2)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by sections 6 or 7 of that Act which would be prejudiced by the holding of the whole or the relevant part(s) of the proceedings of the meeting in public are as follows:

Reason for passing this resolution to withhold exists under: Ground(s) under section 48(1) for the passing of this resolution is:

Section 7(2)(f)(g)(h)(i)(j)

Section 48(1)(a)(d)

CARRIED on the voices

WDCI704/28

Resolution nos WDC1704/29 to WDC1704/41 are contained in the public excluded section of these minutes.

Having resumed open meeting and there being no further business the meeting was declared closed at 3.25pm.

Minutes approved and confirmed this day of 2017.

AM Sanson

CHAIRPERSON

Minutes2017/CCL/170410 CCL Minutes

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	26 April 2017
Prepared by	Kevin Lockley Zero Harm Manager
Chief Executive Approved	Y
DWS Document Set #	GOV1301
Report Title	Zero Harm Update

1. EXECUTIVE SUMMARY

The purpose of this report and its attachments is to provide an update on current health and safety performance. Council recognise that compliance is essential but they aspire to achieve best practice in health and safety performance and to create a sustainable zero harm culture where everyone goes home safe and healthy each day.

2. RECOMMENDATION

THAT the report from the Chief Executive be received.

3. BACKGROUND

Safety Conversations

The Chief Executive and Managers continue to carry out safety conversations across the organisation.

Managers have concentrated their safety conversations with staff on health and wellbeing, to support Council's Wellness Programme. The average for safe behaviour conversations has dropped in April to below two per month, the required KPI. This will require Managers and Team Leaders to refocus their efforts as this is an important aspect of engagement and participation.

Over Speed Reporting

The number of events for the reporting period increased and the ratio of formal conversations to coaching conversations with staff also increased. The risk of excessive speeding is a subject of constant monitoring and managers continue to hold staff to account for overspeeding. During April the number of excessive risk speeds over 110 reduced,

there was an increased marginally, there was an increase in speeds between 104 and 109. The risk of speeding continues to be raised at Leadership Forums and discussed at the Executive Leadership Team meetings.

Risk Management

There has been no drug and alcohol tests undertaken during April.

Council has changed their Occupational Health provider, the provider is able to provide a more comprehensive service at a reduced cost. This change has been brought about by way of a WLASS initiative.

Monthly Statistics

Total injury incidents for April was (5), all requiring first aid. There were no lost time injuries.

There has been a continuing decrease in near miss reporting, although reporting of injuries, incidents and near misses has become a very accepted process across the organisation, the numbers have decreased over the past quarter. A focused approach to hazard identification through near miss reporting and injury statistics will be a feature of 2017.

A quarterly Zero Harm dash board has been generated and is attached.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

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

4.2 OPTIONS

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

5. CONSIDERATION

5.1 FINANCIAL

There are no direct financial requirements identified in this report.

5.2 LEGAL

This report is prepared as part of assisting Council with compliance with the Health & Safety at Work Act 2015.

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

Council has a Zero Harm Strategy which forms the basis of our health & safety systems and philosophy. An internal Zero Harm Strategic Action Plan is also in place and has been reviewed by the Executive Team. This reflects the strategies for the next 12 months.

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

Highest levels of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councillors, as Officers under the Health & Safety at Work Act 2015 are required to undertaken due diligence to ensure appropriate health & safety systems are in place and operating.					

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

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

Council engages with our Community Boards and Community Committees to ensure they are clear on their requirements. Council also undertakes audits and safety conversations in relation to our contractors. A briefing was held in February for Community Boards and Committees. A further briefing was provided to Hall Committees.

6. CONCLUSION

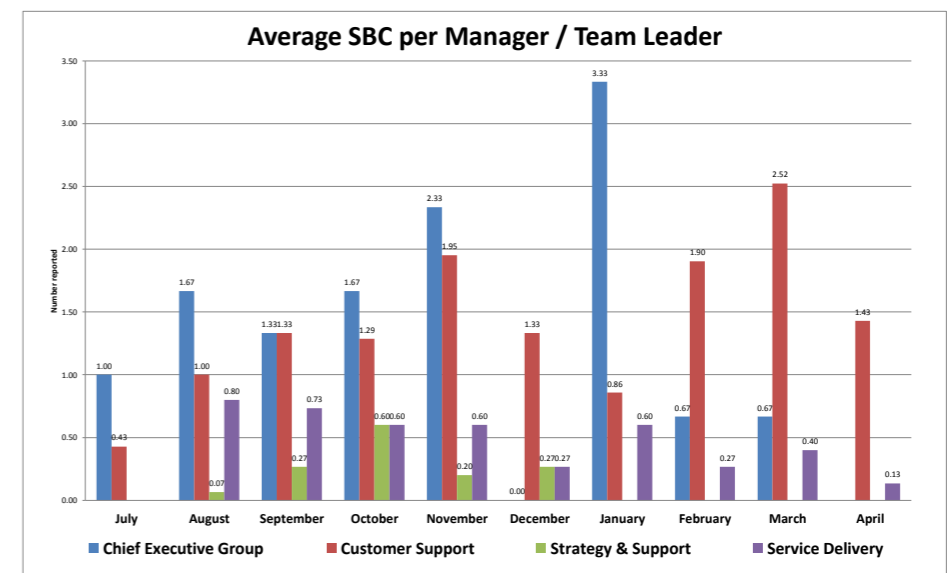
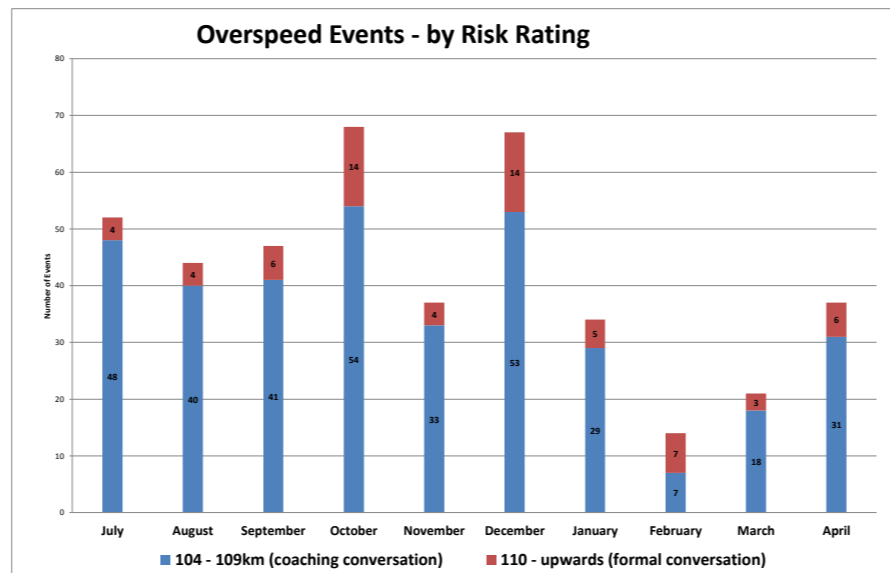
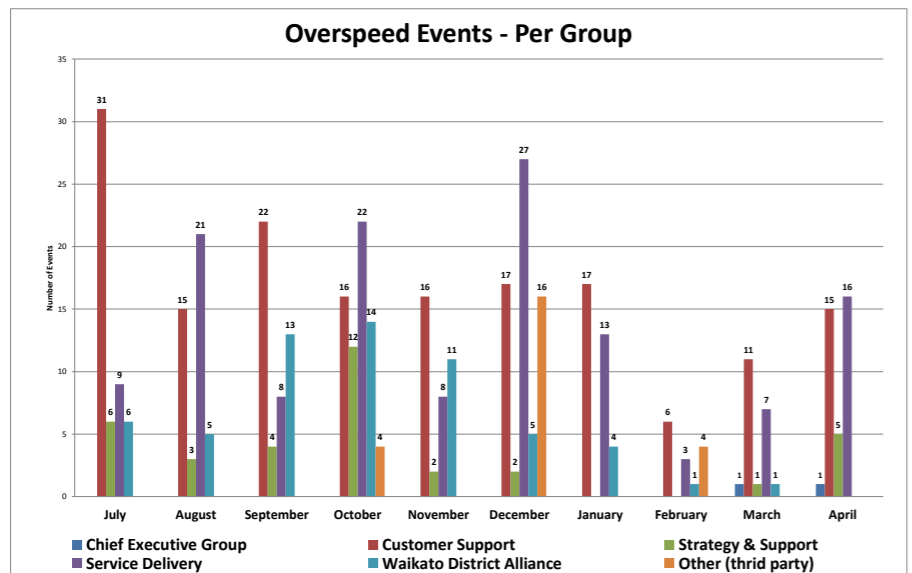
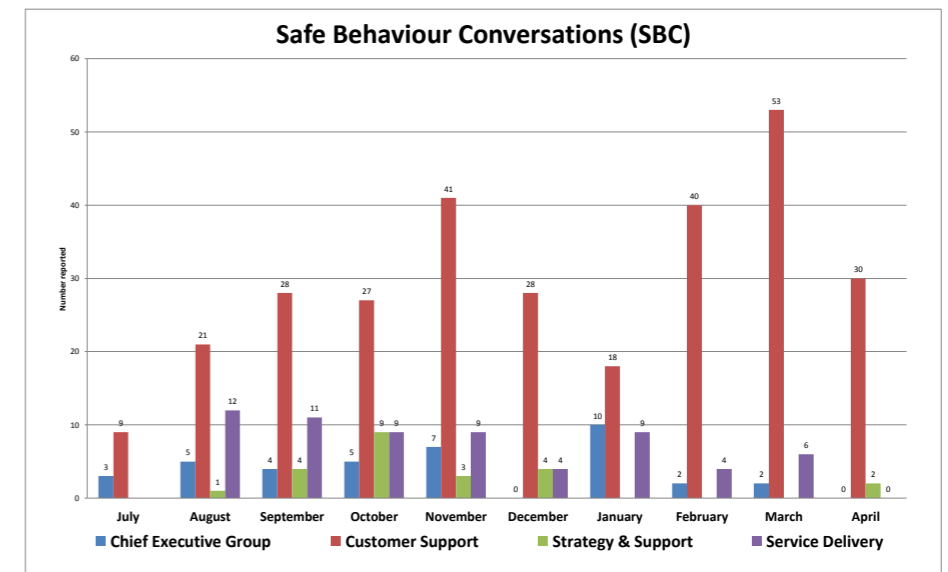
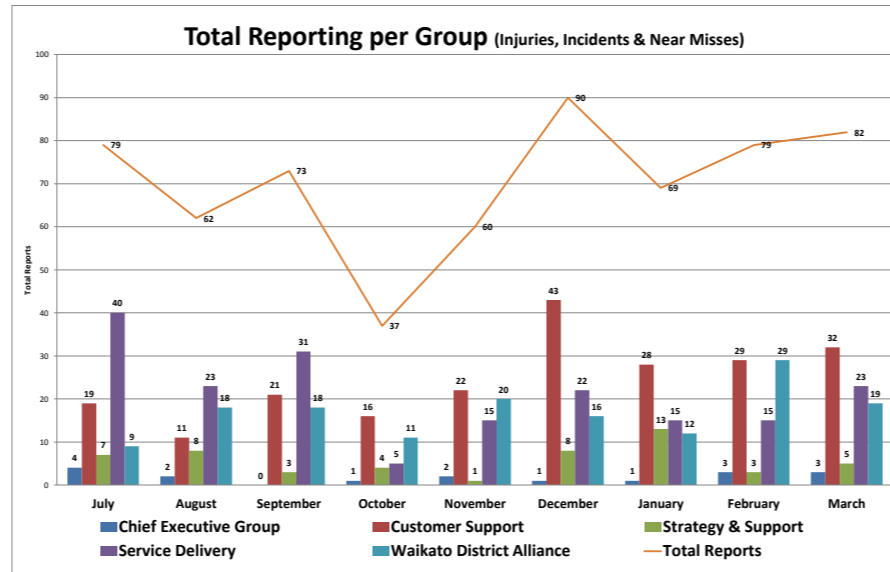
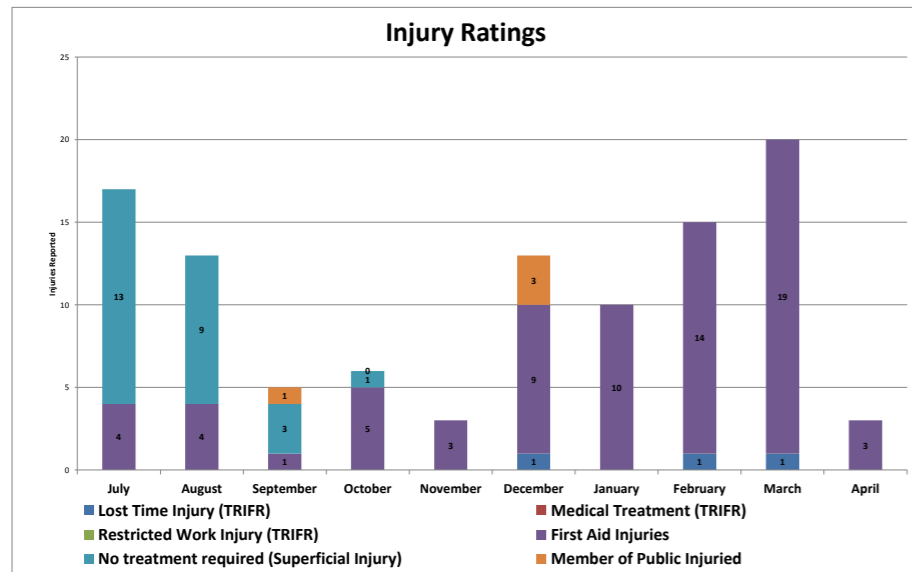
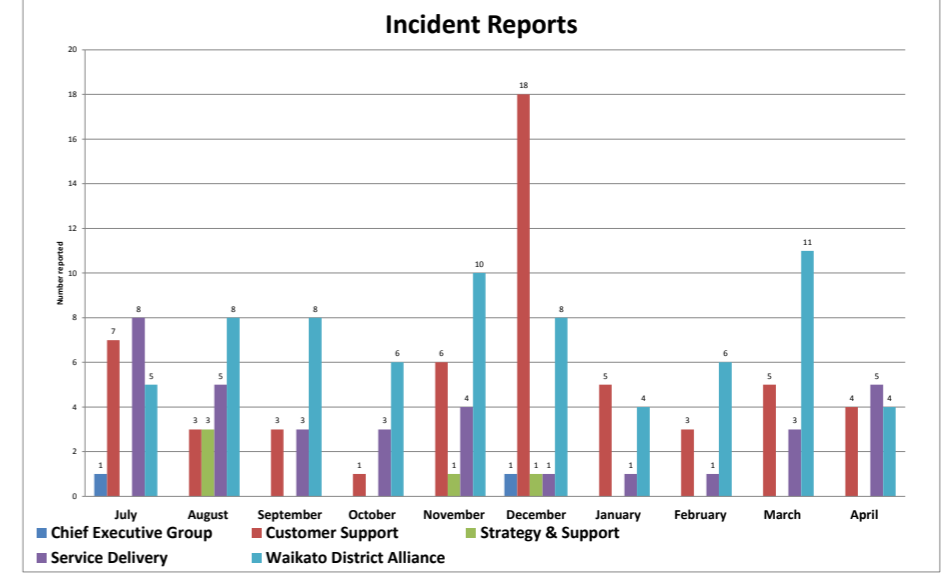
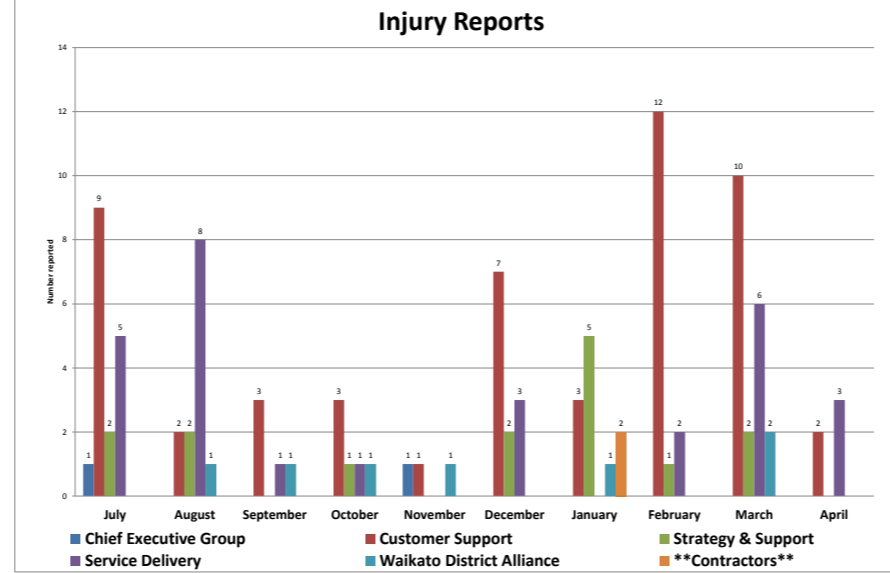
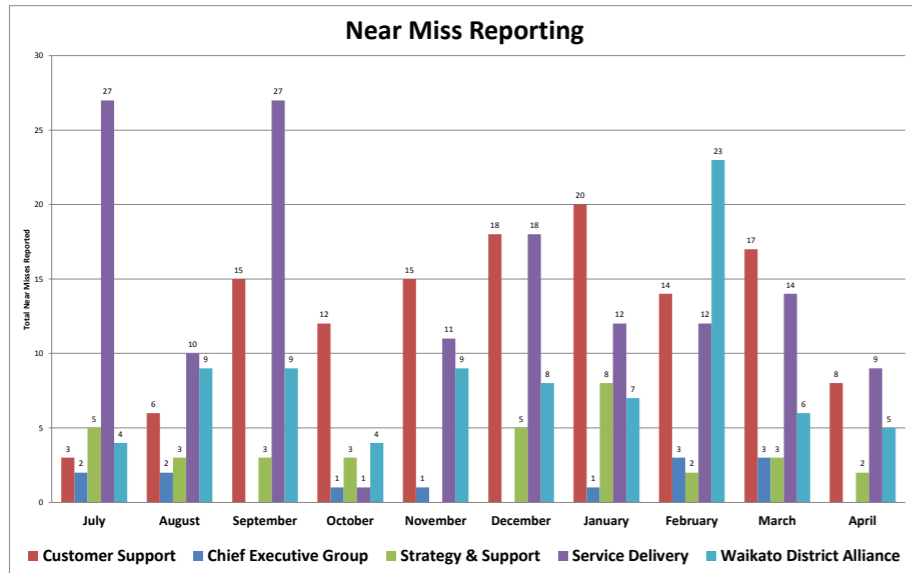
This report provides an update on progress with our Zero Harm systems and processes, and monthly statistics progress

7. ATTACHMENTS

Zero Harm Monthly Dashboard

Zero Harm Dashboard - Quarter Four (April - June 2017)

Dashboard as at 21/04/2017



“Work safe, home safe”

Open Meeting

To	Waikato District Council
From	TG Whittaker Acting Chief Executive
Date	3 April 2017
Prepared by	DM Lee Executive Assistant
Chief Executive Approved	Y
Reference #	I703803
Report Title	LGNZ Conference and AGM Remit Process 2017

I. EXECUTIVE SUMMARY

The Local Government New Zealand Conference, Excellence Awards and AGM will be held in Auckland in July 2017. It has been practice of Council to send a delegation each year. Council should also consider whether to submit a remit to the AGM being held on 25 July 2017.

2. RECOMMENDATION

THAT the report from the Acting Chief Executive be received;

AND THAT the following delegates attend the LGNZ Conference and Excellence Awards in Auckland from 23 July 2017 to 25 July 2017:

**Deputy Mayor
Councillor McGuire
Councillor Main
Councillor Thomson
Councillor Henderson
Councillor Gibb
Councillor Bech**

AND FURTHER THAT the Deputy Mayor is the presiding delegate at the Local Government Annual General Meeting on 25 July 2017;

AND FURTHER THAT Councillor McGuire is the alternate delegate at the Local Government New Zealand Annual General Meeting on 25 July 2017;

AND FURTHER THAT Councillor is the third delegate (with no voting rights) at the Local Government New Zealand Annual General Meeting on 25 July 2017;

AND FURTHER THAT Waikato District Council submits any proposed remits to the Local Government New Zealand Annual General Meeting by 31 May 2017.

3. BACKGROUND

The Local Government New Zealand Conference, Excellence Awards and Annual General Meeting will be held in Auckland from 23 July 2017 to 25 July 2017.

The criteria for submission of remits to the AGM are outlined on the attached memorandum from LGNZ.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

This year the focus of the conference is *Creating Pathways to 2050: Liveable Spaces and Loveable Places*, with a focus on infrastructure, placemaking and community engagement. The conference programme is attached.

To date, Council has not indicated that there are any issues which it wishes LGNZ to pursue. In other words, no issues come immediately to mind as a remit.

Should Council wish to submit a remit to the LGNZ 2017 AGM on 25 July 2017, information is provided on the attached memorandum.

4.2 OPTIONS

Council normally sends the Mayor, Deputy Mayor and Chief Executive to this conference, although this year the Mayor will be on leave at the time of the conference. Historically, one or two councillors have also attended the conference.

Council should also consider whether it wishes to submit a remit to the LGNZ 2017 AGM.

5. CONSIDERATION

5.1 FINANCIAL

Provision for the conference costs is made as part of the councillors training budget.

Dependent on the nature of any remits, this may have financial implications.

5.2 LEGAL

Dependent on the nature of any remits, this could have legal implications.

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

Dependent on the nature of any remits, this could have policy implications.

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

The conference is likely to provide good insight into best practice in New Zealand and overseas. It is of benefit to Councillors and the community at large.

Dependent on the nature of any remits, this could have Significance implications.

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

Planned	In Progress	Complete	
	X		Internal
			Community Boards/Community Committees
			Waikato-Tainui/Local iwi (provide evidence / description of engagement and response)
			Households
			Business
			Other Please Specify

Dependent on the nature of any remits, this could affect Tangata Whenua.

6. CONCLUSION

Council is being asked to confirm the attendance of members at the Local Government Conference and Excellence Awards 2017, and whether or not Council chooses to submit a remit to the LGNZ AGM on 25 July 2017.

7. ATTACHMENTS

LGNZ Conference and Awards Programme
 Remit Memo
 Remit Application Form

We are. | 2017 Conference LGNZ. & Awards

23-25 July, SKYCITY, Auckland

Creating pathways to 2050: Liveable spaces & loveable places.

23-25 JULY, SKYCITY, AUCKLAND

Programme

This is a preliminary programme, current as at 21 February 2017. It is subject to minor changes.

Sunday 23 July

9.30am - **Registration desk open**
6.00pm Level 4, SKYCITY Convention Centre
Barista coffee available from midday
Kindly sponsored by Fonterra

10.00am- **Council hosted tours**

12.30pm

- Auckland's Tupuna Maunga
- Toi o Tamaki: behind the scenes
- New Lynn: urban regeneration in a growing city

Ticketed event. For further information [click here](#)

1.00pm - **Mayors Taskforce for Jobs AGM**
2.30pm *Members only*

1.00pm - **Regional Sector meeting**
2.30pm *Members only*

1.00pm - **Young Elected Members meeting**
2.30pm *Members only*

3.00pm **Powhiri and opening ceremony**

[Lawrence Yule](#), President, LGNZ
[Phil Goff](#), Mayor, Auckland Council
Followed by a photo of all Mayors and Chairs

4.00pm **Afternoon tea amongst the exhibition**

4.30pm **Opening address: Pathway to the prosperity of our communities**
[Lawrence Yule](#), President, LGNZ

4.45pm **Government's address**

5.00pm **Opening keynote: Building communities from the ground up: strengthening local democracy and engagement**
 How engaging communities in shaping the look, function and feel of the places in which they live can build a strong sense of local pride, identity and connection.
[Rt Hon Dame Patsy Reddy](#), Governor-General of New Zealand

6.00pm **Simpson Grierson welcome reception**
 SKYCITY Convention Centre
For more information [click here](#)

Monday 24 July

7.30am **Registration desk open**
 Barista coffee available
Kindly sponsored by Fonterra

7.00am **Transpower breakfast session with [Billie Jordan](#)**
Ticketed event. For further information [click here](#)
 SKYCITY Convention Centre

8.30am **Community faces: how people are shaping the future**
 A future vision on how people will shape our communities in the coming decades as a result of New Zealand's growing diversity. This touching session features personal stories from members of the [Cook Islands Development Agency](#) of New Zealand and the [Roots Collective](#) on how they are changing lives in their community.

9.15am **Building tomorrow's places 2050: the role of technology**
 Looking at the role of technology in our communities and how smart technology can be integrated to create smart, liveable places. Learn about the practical technology trials underway to understand why New Zealand is a world leader in the implementation of Smart City technology.
Dr David Warburton, Chief Executive, Auckland Transport
[Mayor Lianne Dalziel](#), Mayor, Christchurch City Council
Kindly sponsored by PwC

10.00am [Andrew Little](#), Leader of the Opposition

10.15am	Morning tea amongst the exhibition
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10.45am	<p>Creating tomorrow's places 2050 Attracting inward investment to boost local economy. Three councils share best practice examples and stories of how their approach has opened the door to investment, strengthening the resilience of their local economy. Case study one: Rocket Lab - world innovation in Wairoa Mayor Craig Little, Wairoa District Council Case study two: Opotiki's Aquaculture Harbour Project: a platform for sustainable economic growth Mayor John Forbes, Opotiki District Council Case study three: Leading innovation and entrepreneurship in the capital Chris Whelan, Chief Executive, Wellington Regional Economic Development Agency</p>
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11.30am	Presentation of Minister of Local Government's EXCELLENCE Award for Outstanding Contribution to Local Government
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11.40am	<p>Liveable spaces and loveable places: community infrastructure Looking at the worlds most liveable cities: Creating cities that will continue to improve quality of life for our communities through liveable spaces and loveable places.</p>
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12.20pm	Marama Fox , Co-leader of Maori Party
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12.35pm	Lunch amongst the exhibition
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1.30pm	<p>Sustainable development 2050: inspired action to build great communities Bringing together policy, practice and research to inform our council leaders on how they can champion change to create and sustain liveable spaces and loveable places. A highly inspiring presentation on delivering a vision for our cities and towns. Sir Bob Harvey, Champion for Auckland, Auckland Council Ludo Campbell-Reid, Design Champion and General Manager, Auckland Design Office, Auckland Council Viv Heslop, former Sustainability Lead, Panuku Development Auckland</p>
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2.15pm	Rt Hon Winston Peters , Leader of NZ First
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2.30pm	Afternoon tea amongst the exhibition
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3.00 - 5.00pm	<p>Interactive sessions (delegates select either one city walking tour or two workshops)</p> <p>Interactive workshops (at the venue) Delivering excellence and engaging communities to deliver sustainable outcomes</p> <ol style="list-style-type: none"> 1. Managing uncertainty and impacts of climate change to meet your communities' 2050 objectives 2. Better economic development 3. Cross district collaboration – how regions and districts are breaking down silos and working together to deliver excellence for communities 4. Meeting community expectations and delivering on the Government's objectives for water quality
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City walking tours (offsite)

City Rail Link
Auckland Waterfront
Auckland Governance

For further information on interactive sessions please [click here](#)

6.45pm Fulton Hogan conference dinner and LGNZ EXCELLENCE Awards

SKYCITY Convention Centre

For more information please [click here](#)

Tuesday 25 July

8.00am Registration desk open

Barista coffee available

Kindly sponsored by Fonterra

8.45am Looking after tomorrow's places 2050: meeting our nation's water needs

Managing community expectations and delivering the Government's objectives for freshwater water quality is a challenge facing all of New Zealand. The primary sector and urban infrastructure are key areas for focus but equally we need to have strong conversations with our community on costs and plans to deliver.

Session chair: [Mark Sainsbury](#)

[Stuart Crosby](#), Bay of Plenty Regional Councillor

Rahui Papa, Te Arataura Chairman, Waikato Tainui and a representative of the Iwi Chairs Forum

Ken Taylor, Director, National Science Challenge, Out Land and Water

9.30am [Metiria Turei](#), Co-leader of the Green Party

9.45am Closing keynote: Future proofing our communities

This compelling international speaker brings the conference themes together and presents views on why we must be future-ready and how we can lead our communities in a period of unprecedented technological, environmental, and demographic change.

We no longer have the luxury of stability- change is constant and the velocity is only intensifying. It's critical that we understand the major trends that are impacting on the way that we connect, engage, work and lead so we can continue to meet the needs of our communities. This presentation will unpack these trends and look at the behaviours and strategies leaders can employ in order to drive change that delivers results in the face of this constantly changing landscape.

[Holly Ransom](#), futurist and global strategist

Kindly sponsored by Chorus

10.30am Conference closing address

10.45am Closing morning tea

11.15am **Local Government New Zealand AGM**
Members only
Registration to attend the AGM is made directly with LGNZ

1.45pm - **AGM light luncheon**
2.15pm *Members only*

Date: 23 March 2017
To: Mayors, Chairs and Chief Executives
From: Malcolm Alexander, Chief Executive
Subject: **2017 Annual General Meeting Remit Process**

We invite member authorities wishing to submit proposed remits for consideration at the Local Government New Zealand Annual General Meeting (AGM) to be held on **Tuesday 25 July 2017** in Auckland, to do so no later than **5pm, Wednesday 31 May 2017**. Notice is being provided now to allow members of zones and sectors to gain the required support necessary for their remit (see point three below). The supporting councils do not have to come from the proposing council's zone or sector.

Proposed remits should be sent with the attached form. The full remit policy can be downloaded from the [LGNZ website](#).

Remit policy

Proposed remits, other than those relating to the internal governance and constitution of Local Government New Zealand, should address only major strategic "issues of the moment". They should have a national focus articulating a major interest or concern at the national political level.

The criteria for considering remits were reviewed in March 1999 and National Council adopted the following Remits Screening Policy:

1. Remits must be relevant to local government as a whole rather than exclusively relevant to a single zone or sector group or an individual council;
2. Remits should be of a major policy nature (constitutional and substantive policy) rather than matters that can be dealt with by administrative action;
3. Remits must have formal support from at least one zone or sector group meeting, or five councils, prior to their being submitted, in order for the proposer to assess support and clarity of the proposal;
4. Remits defeated at the AGM in two successive years will not be permitted to go forward;
5. Remits will be assessed to determine whether the matters raised can be actioned by alternative, and equally valid, means to achieve the desired outcome;
6. Remits that deal with issues or matters currently being actioned by Local Government New Zealand may also be declined on the grounds that the matters raised are "in-hand". This does not include remits that deal with the same issue but from a different point of view; and
7. Remits must be accompanied by background information and research to show that the matter warrants consideration by delegates. Such background should demonstrate the:
 - nature of the issue;
 - background to it being raised;

- issue's relationship, if any, to the current Local Government New Zealand Business Plan and its objectives;
- level of work, if any, already undertaken on the issue by the proposer, and outcomes to date;
- resolution, outcome and comments of any zone or sector meetings which have discussed the issue; and
- suggested actions that could be taken by Local Government New Zealand should the remit be adopted.

Remit process

Local Government New Zealand will take the following steps to finalise remits for the 2017 AGM:

- all proposed remits and accompanying information must be forwarded to Local Government New Zealand no later than **5pm, Wednesday 31 May 2017**, to allow time for the remits committee to properly assess remits;
- a remit screening committee (comprising the President, Vice President and Chief Executive) will review and assess proposed remits against the criteria described in the above policy;
- prior to their assessment meeting, the remit screening committee will receive analysis from the Local Government New Zealand staff on each remit assessing each remit against the criteria outlined in the above policy;
- proposed remits that fail to meet specified criteria will be informed as soon as practicable of the committee's decision, alternative actions available, and the reasons behind the decision;
- proposers whose remits meet the criteria will be contacted as soon as practicable to arrange the logistics of presenting the remit to the AGM; and
- all accepted remits will be posted to the Local Government New Zealand website at least one month prior to the AGM.

To ensure quality preparation for members' consideration at the AGM, the committee will not consider or take forward proposed remits that do not meet this policy, or are received after **5pm, Wednesday 31 May 2017**.

General

Remits discussed at the AGM will be presented in the AGM Business Papers that will be distributed to delegates not later than two weeks before the AGM, as required by the Rules.

Should you require further clarification of the requirements regarding the remit process please contact Leanne Brockelbank on 04 924 1212 or leanne.brockelbank@lgnz.co.nz

Annual General Meeting 2017**Remit application**

Council Proposing Remit:	
Contact Name:	
Phone:	
Email:	
Fax:	
Remit passed by: (zone/sector meeting and/or list five councils as per policy)	
Remit:	

Background information and research:

Please attach separately and include:

- nature of the issue;
- background to its being raised;
- new or confirming existing policy;
- how the issue relates to objectives in the current Work Programme;
- what work or action on the issue has been done on it, and the outcome;
- any existing relevant legislation, policy or practice;
- outcome of any prior discussion at a Zone or Sector meeting;
- evidence of support from Zone/Sector meeting or five councils; and
- suggested course of action envisaged.

Please forward to: Local Government New Zealand
 Leanne Brockelbank, Deputy Chief Executive Operations
 P O Box 1214, Wellington 6140
leanne.brockelbank@lgnz.co.nz

No later than 5pm, Wednesday 31 May 2017.

Open Meeting

To	Waikato District Council
From	Tony Whittaker General Manager Strategy & Support
Date	18 April 2017
Prepared by	Amy Murphy and Shelley Monrad Corporate Planners
Chief Executive Approved	Y
Reference #	GOV1301 / 1711379
Report Title	Proposed amendment to the Delegations Manual

I. EXECUTIVE SUMMARY

We are seeking approval to amend the Delegations Manual so that the Policy & Regulatory Committee can provide authorisation for staff to undertake community engagement under the Local Government Act.

Currently the process is to wait until the associated reports are approved at a Council meeting before we can commence community engagement including the Special Consultative Procedure ('SCP').

Approving the proposed amendment would be more efficient as projects would take less time to complete due to not having to wait for a formal Council approval.

2. RECOMMENDATION

THAT the report from the General Manager Strategy & Support be received;

AND THAT the Delegations Manual be amended to allow the Policy & Regulatory Committee to approve the commencement of engagement / consultation without waiting for items to go to Council.

3. BACKGROUND

There are upcoming policy and bylaw reviews that require Councils approval to initiate community engagement including the special consultative procedure. By allowing the Policy & Regulatory Committee to provide guidance and have greater delegations the community engagement process would be more efficient.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

Providing the Policy & Regulatory Committee with these extra powers would provide staff more flexibility as we would not have to wait an extra month or more to obtain formal approval from Council. This would mean projects that require community engagement would not take as long to complete.

4.2 OPTIONS

Option 1 – Amend the Delegations Manual

Amend the Delegations Manual as follows:

“POLICY & REGULATORY COMMITTEE

The authority to:

...

10. *Consider any proposal where public consultation is (or may be) required including the use of the Special Consultative Procedure, and to initiate the commencement of the consultation process, including initiating the Special Consultative Procedure pursuant to the Local Government Act 2002”.*
11. *Hear, consider and make recommendations on submissions lodged in response to any consultative process, other than a consultative process pursuant to the Resource Management Act 1991.’ (separate authority to deal with plan changes, variations, district plan etc. up to and including public notification)”.*

Option 2 – Status Quo

The Delegations Manual could remain the same which would mean delays for items to be approved by Council.

5. CONSIDERATION

5.1 FINANCIAL

There are no financial considerations.

5.2 LEGAL

Clause 32 of Schedule 7 of the Local Government Act 2002 provides for Council to delegate its powers, functions and duties to Council Committees, with a number of specific exceptions, which do not apply to the delegations sought in this report. Council maintains a Delegations Register and any amendment to the Register must be made by way of Council resolution.

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

The proposed change aligns with the engagement strategy and policies and is provided for within the Delegations Register.

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

The proposed change to the Delegations Manual does not trigger the Significance and Engagement policy:

Highest levels of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Tick the appropriate box/boxes and specify what it involves by providing a brief explanation of the tools which will be used to engage (refer to the project engagement plan if applicable).</i>	Email to team leaders and managers and other key staff to advise them of this change.				

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

Planned	In Progress	Complete	
<input checked="" type="checkbox"/>			Internal
			Community Boards/Community Committees
			Waikato-Tainui/Local iwi (provide evidence / description of engagement and response)
			Households
			Business
			Other Please Specify

6. CONCLUSION

Approving the proposed amendment would allow staff to be more efficient as projects would take less time to complete due to not having to wait for a formal Council approval.

7. ATTACHMENTS

Appendix I – Proposed Changes are points 10 and 11

Appendix I – Proposed changes to the delegations register

POLICY & REGULATORY COMMITTEE

The authority to:

- 1 Consider all matters of new or amended policy and to make appropriate recommendations to the Council.
- 2 Receive delegations from outside organisations and/or individuals on behalf of the Council.
- 3 Monitor the progress and make recommendations to the Council on the preparation of the LTP and Dog Control Policy. 22/03/2017
- 4 Consider and review all bylaws including holding workshops as necessary.
- 5 Undertake a review of all remaining policies of the former Franklin District and integrate them with corresponding existing Waikato District policies.
- 6 In the course of time, complete a full and comprehensive review of the District Plan, ensuring that:
 - (a) the appropriate level of Maaori consultation occurs, and that
 - (b) the final document recommended to the Council is appropriate as to the law and community aspirations.
- 7 Pursuant to Section 34(1) of the Resource Management Act 1991, exercise all of the Council's functions, powers and duties under that Act, except the functions, powers and duties contained in:
 - (a) Section 20, relating to the power to resolve that any rule in the Plan does not have effect until the Plan becomes operative;
 - (b) Section 27, relating to the duty to supply information to the Minister for the Environment;
 - (c) Section 33, relating to the power to transfer its functions, powers or duties to another public authority;
 - (d) Section 34A(2) relating to the delegating to any other person any functions, powers or duties under the Act;
 - (e) Section 35, relating to the duty to gather information, monitor and keep records;
 - (f) Section 49, relating to the power to make a submission to a board of inquiry about a proposed national policy statement;
 - (g) Section 55, relating to the duty to initiate any changes to the District Plan necessary to give effect to a provision in the national policy statement that affects the District Plan and to take any other action that is specified in the national policy statement;
 - (h) Sections 32 and 73-82 and the First and Second Schedules, relating to the functions, powers and duties associated with new District Plans, Variations of the Proposed District Plan and Changes to the District Plan;
 - (i) Section 237D, relating to the power to give written agreement that an esplanade reserve or any part of an esplanade reserve shall cease to be vested in and administered by the Council but instead shall be vested in the Crown or the regional council.
- 8 Pursuant to Section 232 of the Building Act 2004, exercise all of the Council's its functions, powers and duties under the Building Act 2004 except the power to prosecute for any offence against Section 80(1) (carrying out work not in accordance with a building consent or without a building consent) of that Act.

- 9 Exercise all of the Waikato District Council's public health powers, functions and duties under the Health Act 1956 and relevant regulations made thereunder and its powers, functions and duties under the Food Act 1981 and relevant regulations made thereunder.
- 10 Consider any proposal where public consultation is (or may be) required including the use of the Special Consultative Procedure, and to initiate the commencement of the consultation process, including initiating the Special Consultative Procedure pursuant to the Local Government Act 2002.'
- 11 Hear, consider and make recommendations on submissions lodged in response to any consultative process, other than a consultative process pursuant to the Resource Management Act 1991.' (separate authority to deal with plan changes, variations, district plan etc. up to and including public notification).

Appointments confirmed on 1 November 2016: Chairperson – Cr Sedgwick; Deputy Chairperson – Cr Main; Mayor; All Councillors.

Open Meeting

To	Waikato District Council
From	Tony Whittaker General Manager Strategy & Support
Date	13 April 2017
Prepared by	Katja Jenkins Project Management Advisor
Chief Executive Approved	Y
Reference #	1717044
Report Title	Strategic Risk Register Update April 2017

1. EXECUTIVE SUMMARY

A review of the Council's Strategic Risk Register was conducted in September 2016 (facilitated by KPMG). During the review some of the existing risks were revised and a number of new risks were identified. As a result, the register now has twelve (12) strategic risks with risk treatments identified that will be monitored and reported on through the Audit & Risk Committee.

2. RECOMMENDATION

THAT the report from the **General Manager Strategy & Support** be received.

3. ATTACHMENTS

Strategic Risk Register

Risk Register

Filter: Classification(s): STRATEGIC (A&R Committee)

RESIDUAL
15.0
HIGH

INHERENT
20.0

R00184

COMPLIANCE/ REGULATORY, PEOPLE, STRATEGIC (A&R COMMITTEE)

Zero Harm
Significant harm is caused to workers, or others, due to poor or inactive health and safety procedures, non-compliance with legislative requirements and reforms, and or inadequate governance of contractual health and safety requirements and management.

People are harmed or injured as a result of Council failing to implement and or maintain appropriate health and safety measures.

OWNER Gavin Ion

CREATED 9/5/2016 10:47:22 AM

REVIEWED

RISK LIKELIHOOD Often (4)

DESCRIPTORS

RISK CONSEQUENCE Catastrophic (5)

DESCRIPTORS

RESIDUAL RISK LIKELIHOOD Likely (3)

DESCRIPTORS

RESIDUAL RISK Catastrophic (5)

CONSEQUENCE

DESCRIPTORS

TREATMENT MC00415

Zero Harm Strategic Plan

The strategic plan provides high level priorities and documents agreed outcomes/results the organisation aims to meet. This treatment impacts the likelihood of the risk by providing clear expectation of organisational requirements and describing agreed governance and management methods.

TREATMENT MC00416

Monitor and maintain operational Zero Harm risk registers

Register includes operational requirements related to risk management. This treatment impacts the likelihood of harm by identifying and prioritizing operational risks across the organisation and planning mitigation to reduce, transfer or avoid the risk.

TREATMENT MC00435

Council Health and Safety management systems and processes are audited to AS/NZS 4801 Standard, currently Council has achieved ACC WSMP tertiary level. The chief executive and management team carry out due-diligence site visits in compliance with the Health and Safety at Work Act 2015. Contractors are audited on an on going schedule.

This treatment impacts the likelihood of the risk by ensuring that our systems and processes meet the required standards however, it should be noted that they may not meet the legislative requirements.

TREATMENT MC00437

Executive team review the organisation critical risk register 6mthly. Service delivery review risks specific to their operational group monthly.

This treatment impacts the likelihood of the risk by ensuring the executive team and managers are aware of the risks and relevant treatment processes.

SIGNOFF(S): Kevin Lockley

DUE DATE: 01 Jun 2017

FREQUENCY: 1st day of every 6 months

SIGNOFF(S): Kevin Lockley
Kylie Anderson

DUE DATE: 01 Jun 2017

FREQUENCY: 1st day of every 3 months

SIGNOFF(S): Kevin Lockley

DUE DATE: 01 Feb 2018

FREQUENCY: The first Day of every 12 months

SIGNOFF(S): Gavin Ion

DUE DATE: 29 Jun 2017

FREQUENCY: The last Thursday of every 6 months

RESIDUAL
12.0
HIGH

INHERENT
20.0

R00187

POLITICAL, REPUTATION/ IMAGE, STRATEGIC (A&R COMMITTEE)

**Stakeholder Engagement
Council fails to deliver its core objective of having the most engaged community by 2020 due to customers, communities, lwi and key stakeholders being disengaged as a result of poor customer and stakeholder assessment and management and or inadequate or inappropriate engagement practices and procedures.**

People become/remain disengaged as a result of Council failing to communicate/consult appropriately and or as a result of unsuitable stakeholder identification and interaction.

OWNER Sue Duignan

CREATED 9/5/2016 11:20:04 AM

REVIEWED

RISK LIKELIHOOD DESCRIPTORS Frequent (5)

RISK CONSEQUENCE DESCRIPTORS Major (4)

RESIDUAL RISK LIKELIHOOD DESCRIPTORS Likely (3)

RESIDUAL RISK CONSEQUENCE DESCRIPTORS Major (4)

36

TREATMENT MC00121

Engagement practices, including public meetings, are conducted to provide public engagement opportunities. These include but are not limited to:

- Long Term Plan, Bylaws and Annual Plans Special Consultative Procedure
 - Reserve Management Plan (RMP - as per the Act)
 - Policy (statutory) Special Consultative Procedure
 - Policy (non-statutory) Section 82 and significance and engagement policy specification.
- This treatment impacts the likelihood by providing opportunities for people within the community to engage with Council in a variety of different mediums.

TREATMENT MC00164

Community Engagement Strategy:

This Strategy provides WDC with guidance on its community engagement activities.

This treatment impacts the likelihood of the risk by providing Council employees a practical guide in best practice engagement and the community an understanding of how Council aims to engage with them.

TREATMENT MC00165

Significance & Engagement Policy

The policy outlines how WDC will assess "significance", as required by the LGA amendment bill. A particular issue is the determination of whether an issue is of "high" significance or not in regard to the impact on communities, rather than just on economic impact which is generally the current basis for council decisions.

Environmental, social and cultural well-beings must also form part of a significance determination which should not be overshadowed by financial considerations.

This treatment impacts the likelihood of the risk by providing a practical guide that outlines how to assess the impact of action and suitable engagement practices to meet the assessment.

SIGNOFF(S):

Vishal Ramduny

DUE DATE:

01 Feb 2018

FREQUENCY:

1st day of every 12 months

SIGNOFF(S):

Vishal Ramduny

DUE DATE:

01 Feb 2018

FREQUENCY:

1st day of every 12 months

SIGNOFF(S):

Vishal Ramduny

DUE DATE:

01 Feb 2018

FREQUENCY:

1st day of every 12 months

37

TREATMENT MC00457

Implementation of appropriate strategies and policies to ensure community needs are captured and met. These include, but are not limited to:

- Confirmation of the Long Term Plan priority projects

- Community engagement policy
 - Significance and engagement policy
 - Community engagement strategy
 - Customer complaints and compliments policy
- This treatment impacts the likelihood of the risk by documenting Councils commitments and associated expectations relating to how councils engages with the community.

TREATMENT MC00458

TO DO

Develop a Communications Strategy.

This treatment will impact the likelihood of the risk by providing practical guidance for Council to support community engagement practices and the consequence by ensuring a consistent, defined and measured approach when planning and/or managing communications.

TREATMENT MC00459

CE and Executive Team provide updates to Councillors, Community Boards and Committees on community plans through forward facing meetings.

This treatment impacts the likelihood of the risk by ensure adequate engagement with the community by communicating relevant plans, decisions and actions and by providing opportunity (through Board or Committee, venue or other medium) for feedback.

TREATMENT MC00460

Community Development roles and Operational Field Staff.

A number of roles including Youth Engagement Advisor, Iwi Liaison and Community Development Advisor, aim to ensure that appropriate engagement is conducted with specific community groups. These roles are targeted, extending and adding to the engagement activities of front facing field staff e.g. Animal Control, Building, Libraries etc

This treatment impacts the likelihood of the risk by facilitating consideration of communication and engagement practices for community minorities, isolated groups and/or key community stakeholders.

SIGNOFF(S):

Vishal Ramduny

DUE DATE:

01 Aug 2017

FREQUENCY:

1st day of every 6 months

OVERDUE

SIGNOFF(S):

Jacob Quinn

DUE DATE:

01 Apr 2017

FREQUENCY:

1st day of every month

SIGNOFF(S):

Gavin Ion

DUE DATE:

01 Aug 2017

FREQUENCY:

1st day of every 6 months

SIGNOFF(S):

Tony Whittaker

DUE DATE:

01 Apr 2018

FREQUENCY:

The first Day of every 12 months

38

TREATMENT MC00461

TO DO

Seek mandate for the implementation of an Engagement Forum. The proposed purpose of the forum would be to discuss and document how to champion engagement within the organisation and how to develop plans that provide direction of engagement associated with meeting the 2020 Challenge.

This treatment will impact the likelihood of the risk by providing a dedicated team whose function is specific to development of engagement plans and practices within the organisation.

TREATMENT MC00462

Council operates library and Council services from a number of locations across the district. This provides outreach and accessibility for communities within the district. Along with the provision of multiple offices, late night opening hours have been implemented to accommodate availability and convenience for communities. This treatment impacts the likelihood of the risk by facilitating community engagement through the facilitation of front facing interactions.

TREATMENT MC00463

TO DO

Review/research requirement for technology to better maintain/manage customer records for the purpose of ensuring accuracy and accessibility.

This treatment will impact the likelihood of the risk by improving Councils access to current, relevant information to ensure community members are accessible.

TREATMENT MC00163

The WDC 2015-2045 Infrastructure Strategy documents the management philosophy that is applied to Waikato Districts' infrastructure assets.

The strategy covers the following asset types:

- Water Treatment and supply
- Wastewater Treatment and Disposal
- Stormwater Drainage
- Roads and Footpaths.

This treatment impacts the likelihood of the risk by detailing and providing visibility of expectations to ensure Council works to a consistent standard.

OVERDUE

SIGNOFF(S):

Jacob Quinn

DUE DATE:

01 May 2017

FREQUENCY:

1st day of every 3 months

OVERDUE

SIGNOFF(S):

Angela Parquist

DUE DATE:

13 Apr 2017

FREQUENCY:

1st day of every 12 months

OVERDUE

SIGNOFF(S):

Mark Willcock

DUE DATE:

13 Apr 2017

FREQUENCY:

1st day of every 3 months

SIGNOFF(S):

Martin Mould
Chris Clarke

DUE DATE:

01 Apr 2018

FREQUENCY:

The first Day of every 12 months

RESIDUAL

12.0

HIGH

INHERENT

20.0

R00188

FINANCIAL, POLITICAL, STRATEGIC (A&R COMMITTEE)

**Economic & Social Development
Waikato district suffers inhibited economic and social development and or missed funding opportunity as a result of inadequate planning, inefficient procurement and investment strategy or insufficient engagement with key stakeholders at a local, regional or national level.**

Council fails to promote and or identify opportunity for economic and social growth or fails to engage appropriately to encourage growth and development.

OWNER Tony Whittaker

CREATED 9/5/2016 11:32:26 AM

REVIEWED

RISK LIKELIHOOD Often (4)
DESCRIPTORSRISK CONSEQUENCE Catastrophic (5)
DESCRIPTORSRESIDUAL RISK LIKELIHOOD Likely (3)
DESCRIPTORSRESIDUAL RISK Major (4)
CONSEQUENCE
DESCRIPTORS

TREATMENT MC00469

Economic Development Strategy

The strategy assesses the economic profile of the district and identifies SWOT for the purpose of informing strategic direction.

There is a limited reference to social development within the strategy.

A regional economic development strategy is also in place to serve the wider community at a regional level, this strategy is aligned to the Waikato District EDS.

This treatment impacts the likelihood of the risk by ensuring that communities and businesses are engaged on an on-going basis, allocates effort and funding to targeted economic development initiatives and promotes the district as a viable prospect for business investment, residential and visitor (lifestyle) growth and development.

TREATMENT MC00470

District Development Strategy and relevant growth management plans (structure plans) are in place to guide development and align land use and infrastructure planning.

This treatment impacts the likelihood of the risk by ensuring efficiency in and documentation of planning and funding processes.

TREATMENT MC00471

Social Development Initiatives

Council has adopted a number of socially related strategies that aim to consider and provide for the social outcomes in the districts communities.

These include, but are not limited to:

- Place Making Strategy
- Heritage Strategy
- Youth Engagement Plan
- Grant Funding Scheme

Although these initiatives impact the likelihood of the risk by providing a degree of focus and resources dedicated to social development they are essentially limited as a result of no guiding social development strategy or policy (for example, the ex-Frankin Social Wellbeing Policy).

SIGNOFF(S): Clive Morgan

DUE DATE: 01 Aug 2017

FREQUENCY: The first Day of every 6 months

SIGNOFF(S): Vishal Ramduny

DUE DATE: 01 Aug 2017

FREQUENCY: The first Day of every 6 months

SIGNOFF(S): Vishal Ramduny

DUE DATE: 01 Aug 2017

FREQUENCY: The first Day of every 6 months

TREATMENT MC00472

Cross Boundary Initiatives

These initiatives aim to foster integrated planning across territorial boundaries, ensuring greater efficiencies and settlement planning across boundaries.

Example:

- North Waikato Infrastructure Programme

Business Case,

- Future Proof

- Waikato Plan

- MOU Auckland Council

- National Policy Statement on Urban

Development capacity (requires collaboration with HCC to make land available for infrastructure to support residential and commercial development)

This treatment impacts the likelihood of the risk by providing a holistic approach to economic development and preventing limitations associated with territorial authority boundaries.

SIGNOFF(S):

Vishal Ramduny

DUE DATE:

01 Feb 2018

FREQUENCY:

The first Day of every 12 months

RESIDUAL

12.0

HIGH

INHERENT

16.0

R00191

BUSINESS CONTINUITY, PEOPLE, REPUTATION/ IMAGE, STRATEGIC (A&R COMMITTEE)

Projects & Initiatives

Council experiences diminished public confidence, financial loss and or fails to produce required project benefits due to failure to deliver planned assets and or technologies as a result of poor delivery of programmes and projects or due to a lack of resource capability.

Inconsistent knowledge, practices and or efficiency results in Council failing to deliver or perform against expected programme or project outcomes.

OWNER Tony Whittaker

CREATED 9/5/2016 12:23:20 PM

REVIEWED

RISK LIKELIHOOD Often (4)

DESCRIPTORS

RISK CONSEQUENCE Major (4)

DESCRIPTORS

RESIDUAL RISK LIKELIHOOD Likely (3)

DESCRIPTORS

RESIDUAL RISK Major (4)

CONSEQUENCE

DESCRIPTORS

TREATMENT MC00430

Every three years Council creates Long Term Plan (LTP) works streams that capture programmed works scheduled to deliver the LTP commitments. These work streams include annual Activity Management Plans (AMPs) that dictate which programmes will be undertaken (through projects and initiatives) for the subsequent period.

This treatment impacts the likelihood of the risk by detailing and documenting Councils annual and triannual work plan.

TREATMENT MC00431

In 2010 Council introduced a business specific Project Management Framework based on best practice project management methodology. The methodology provides a common and widely understood set of processes and tools to be used across Council to:

1. Deliver a consistent project approach
2. Align projects to strategic goals and outcomes
3. Facilitate collaboration between organisational teams
4. Offer an organisational view of all project work
5. Improve status/progress reporting
6. Increase project management knowledge
7. Identify opportunity for improvement and development

This treatment impacts the likelihood by providing a higher level of transparency, by facilitating the identification and assessment of risks during planning and by providing a consistent approach to planning and managing project work.

SIGNOFF(S):

Tim Harty
Sue Duignan

DUE DATE:

01 Feb 2018

FREQUENCY:

1st day of every 12 months

SIGNOFF(S):

Kurt Abbot

DUE DATE:

01 Aug 2017

FREQUENCY:

1st day of every 6 months

41

TREATMENT MC00436

Implementation of Project Management Forum. The forum was mandated in September 2016 in response to recommendations of an external audit commissioned by Audit & Risk Committee during 2016. The Forum is primarily tasked to deliver priority recommendations that both aim to improve future project delivery at Council and provide greater consistency in project management and understanding across the organisation.

This treatment impacts the likelihood by promoting cross organisation buy-in and developing a consistent project minded culture.

TREATMENT MC00438

Strategic Review Team

The strategic review team (SRT) was implemented in June 2015. The purpose of the SRT is:

- to work with ET to develop a programme of work that delivers the Our Plan objectives
- to support and work with Project Managers to ensure projects are set up and executed correctly
- provide a level of governance and reporting medium for the programme to ensure transparency in project progress
- make recommendations on project/programme specifics including; funding; resource allocation; prioritizing issues

This treatment impacts the consequence of the risk by ensuring that issues are identified and addressed in a timely manner and the likelihood by providing an additional, high level of governance and structure to projects that are likely to have strategic impact.

SIGNOFF(S):

Kurt Abbot

DUE DATE:

01 Aug 2017

FREQUENCY:

1st day of every 6 months

SIGNOFF(S):

Kurt Abbot

DUE DATE:

01 Feb 2018

FREQUENCY:

1st day of every 12 months

RESIDUAL

12.0

HIGH

INHERENT

16.0

R00192

TREATMENT MC00493

Council Committees

Council has regular committee and council meetings where proposals and issues are considered and decisions are made. The format of Committee and Council reports requires staff to refer to any legislative or policy aspects and implications, i.e. statutory authorities or duties to act, or policy consideration, pertaining to the information and recommendations of the reports. Councillors are informed of proposed, new or amended legislation at Council or Committee meetings.

This treatment impacts the likelihood of the risk by providing information to reduce the possibility of Council acting in contravention of statutes or policies.

OVERDUE

SIGNOFF(S):

Sue Duignan
Tim Harty
Tony Whittaker

DUE DATE:

13 Apr 2017

FREQUENCY:

The first Day of every 12 months

BUSINESS CONTINUITY, COMPLIANCE/ REGULATORY, FINANCIAL, STRATEGIC (A&R COMMITTEE)

**Compliance Management
Exposure to significant financial loss, harm and or significant business disruption as a result of failure to meet, or non-compliance with, legislative, regulatory or policy requirements.**

Council are impacted as a result of being unformed and or failing to comply with legal requirements.

OWNER Tony Whittaker

CREATED 9/5/2016 12:23:40 PM

REVIEWED

RISK LIKELIHOOD Often (4)
DESCRIPTORS

RISK CONSEQUENCE Major (4)
DESCRIPTORS

RESIDUAL RISK LIKELIHOOD Likely (3)
DESCRIPTORS

RESIDUAL RISK CONSEQUENCE Major (4)
DESCRIPTORS

TREATMENT MC00494

In-House Legal Team
council has a legal team which provides advice on legislative requirements across the organisation. The team promotes early involvement and input in projects and activities in respect of legal aspects.

This treatment reduces the likelihood of Council being unaware of, or ignoring legal obligations in the course of conducting business.

TREATMENT MC00495

Corporate Documents

Long Term and Annual Plans and Reports, finance policies and documented processes mitigate Councils exposure to financial risk by documenting planning activities and financial forecasts.

This treatment reduces the likelihood of Councils planning and expenditure being undertaken in contravention of good stewardship and governance principles required under the Local Government Act 2002.

TREATMENT MC00496

Council Reporting

Regular Council function includes scheduled reporting that captures key considerations (such as financial and legal matters).

This treatment impacts the likelihood of the risk by providing Council confidence when making decisions that all pertinent legislative, regulatory and/or policy considerations have been taken into account.

TREATMENT MC00497

Periodic Audit (Internal/External)

Waikato District Council performs regular periodic audit (both internal and external) of processes and services for the purpose of identifying failures, weaknesses and/or exceptions. The audit process includes the provision of recommendations/mandate for improvement.

This treatment reduces the likelihood of non-compliance by ensuring the Council is meeting requirements and/or identifies non-compliance for action.

SIGNOFF(S):

Gavin Ion

DUE DATE:

01 Feb 2018

FREQUENCY:

The first Day of every 12 months

SIGNOFF(S):

Gavin Ion

DUE DATE:

01 Feb 2018

FREQUENCY:

The first Day of every 12 months

SIGNOFF(S):

Sue Duignan
Tony Whittaker
Tim Harty

DUE DATE:

01 Apr 2018

FREQUENCY:

The first Day of every 12 months

SIGNOFF(S):

Kurt Abbot

DUE DATE:

01 Feb 2018

FREQUENCY:

The first Day of every 12 months

43

TREATMENT MC00498

Documented processes and systems that require/encourage process adherence. Council uses an internal centralized repository (Promapp) to document organisational processes to allow cross organisational visibility for access and application.

Also, many of the organisational systems used for the purpose of capturing business work flow e.g. Property and Rating, require specific steps relating to process adherence for the user to progress with system use.

This treatment impacts the likelihood of the risk by providing a tool to guide users in the application of required standardised procedures, contributing to compliance management.

TREATMENT MC00508

Waikato District Council employs a number of Specialist Technical Roles that contribute to Compliance Management. Recruitment procedures for these roles require evidence of capability and/or certification. Where roles are unable to be filled with fully qualified personnel, training and development is facilitated to ensure staff have the required level of specialist knowledge to perform their roles in line with compliance requirements.

SIGNOFF(S):

Madelina Baena-Escamilla

DUE DATE:

01 Feb 2018

FREQUENCY:

The first Day of every 12 months

SIGNOFF(S):

Vanessa Jenkins

DUE DATE:

30 Apr 2018

FREQUENCY:

The last Day of every 12 months

RESIDUAL
9.0
MODERATE

INHERENT
12.0

R00053

BUSINESS CONTINUITY, STRATEGIC (A&R COMMITTEE)

Business Resilience
Business function is significantly interrupted due to a lack of business continuity planning and organisational resilience.

Business is impacted as a result of Council failing to create prioritized action plans for implementation in the event of a business impact incident.

OWNER Kurt Abbot

CREATED

REVIEWED

RISK LIKELIHOOD DESCRIPTORS Likely (3)

RISK CONSEQUENCE DESCRIPTORS Major (4)

RESIDUAL RISK LIKELIHOOD DESCRIPTORS Likely (3)

RESIDUAL RISK CONSEQUENCE DESCRIPTORS Moderate (3)

44

TREATMENT MC00138

The Business Continuity Project was completed as part of the Our Plan 2015/16 programme of work. As a result of the project the following business resilience planning and analysis has taken place;

- departmental business continuity impact analysis has been performed and documented
- Exercises associated with continuity are planned during the first half of (2017) to be embedded as an ongoing activity
- Potential governance was considered as part of the project closure resulting in the implementation of a structured incident management team (including associated communication procedures and processes) and is now monitored by the Process Improvement Forum

This impacts the consequence by identifying and prioritizing critical business function in the event of an incident. It also provides a defined method of governance and communication to ensure management, support and recovery procedures are conducted in a coordinated manner.

TREATMENT MC00456

Civil Defence & Emergency Management (CDEM) Waikato District Council is part of the CDEM group. The role of the group is to work in partnership with communities to ensure the effective and efficient delivery of emergency management within the Waikato region. Council employees are obligated to provide support where necessary as part of their roles (subject to situation specific circumstance). Council staff are trained in specific emergency management roles and have processes and procedures that aim to both reduce the impact of incidents and (where possible) to maintain the provision of Council services.

This treatment impacts the consequences of the risk by ensuring there is an organisational understanding of Councils commitment to maintain and manage the on-going delivery of Council services during an incident.

SIGNOFF(S): Kurt Abbot
DUE DATE: 01 Dec 2017
FREQUENCY: 1st day of every 12 months

SIGNOFF(S): Kelly Newell
DUE DATE: 01 Aug 2017
FREQUENCY: 1st day of every 6 months

RESIDUAL
9.0
MODERATE

INHERENT
25.0

R00190

BUSINESS CONTINUITY, PEOPLE, STRATEGIC (A&R COMMITTEE)

People & Culture
Business outcomes are significantly impacted due to inability to attract and or retain appropriate staff or as a result of undesirable workplace culture.

Council are unable to recruit or keep staff in core service positions due to a lack of appropriately trained people, industry competition and or perceived or actual Council culture.

OWNER Vanessa Jenkins

CREATED 9/5/2016 12:22:54 PM

REVIEWED

RISK LIKELIHOOD Frequent (5)

DESCRIPTORS

RISK CONSEQUENCE Catastrophic (5)

DESCRIPTORS

RESIDUAL RISK LIKELIHOOD Likely (3)

DESCRIPTORS

RESIDUAL RISK Moderate (3)

CONSEQUENCE

DESCRIPTORS

45

TREATMENT MC00474

To Do

Develop an HR Strategy that guides the direction Councils personnel management including but not limited to;

- Succession, recruitment and workforce planning
- Initiatives

- Support requirements (inc technology, market analytics and metrics)

This treatment impacts the likelihood by providing the structure to implement pro-active actions associated with attracting and maintaining resources.

TREATMENT MC00475

Maintenance of peripheral workforce.

Council's business groups maintain relationships with key consultancy practices for the purpose of employing specialist services and/or for providing resources where personnel vacancies exist or where it is identified that supplementary personnel are required in addition to the permanent workforce.

This treatment impacts the consequence of the risk by providing options for temporarily filling vacancies facilitating time for recruitment whilst maintaining business as usual.

TREATMENT MC00476

An organisational change program has been implemented to deliver initiatives associated with improved workplace culture and leadership. The program comprises a number of project work-streams championed by the Executive Team.

This treatment impacts the likelihood of the risk by providing a strategic approach to changing the organisational culture.

SIGNOFF(S): Vanessa Jenkins

DUE DATE: 01 Aug 2017

FREQUENCY: The first Day of every 3 months

OVERDUE

SIGNOFF(S):

Tim Harty
Sue Duignan
Tony Whittaker

DUE DATE: 13 Apr 2017

FREQUENCY: The first Day of every 6 months

SIGNOFF(S): Gavin Ion

DUE DATE: 01 Aug 2017

FREQUENCY: The first Day of every 3 months

RESIDUAL
8.0
MODERATE

INHERENT
25.0

R00128

COMPLIANCE/ REGULATORY, PEOPLE, TECHNICAL, STRATEGIC (A&R COMMITTEE)

Cyber Security

Council function is significantly interrupted and or suffers legislative breaches as a result of unauthorized access facilitating theft of privileged information, malicious code and or virus introduction due to external cyber attack or employee behaviour.

Council systems and or processes are compromised by cyber crime resulting in significant financial and or business impact.

OWNER Mark Willcock

CREATED

REVIEWED

RISK LIKELIHOOD
DESCRIPTORS Frequent (5)

RISK CONSEQUENCE
DESCRIPTORS Catastrophic (5)

RESIDUAL RISK LIKELIHOOD
DESCRIPTORS Possible (2)

RESIDUAL RISK
CONSEQUENCE
DESCRIPTORS Major (4)

46

TREATMENT MC00427

Cyber security insurance cover (CyberEdge Liability Insurance) has been purchased.

Inclusions listed are:

- Data administrative investigations
 - Data administrative fines
 - Electronic data
 - Repair of policy holders reputation
 - Repair of individuals reputation
 - Notification and monitoring costs
 - Forensic service costs
 - Media content library
 - Cyber extortion
 - Network interruption insurance
- This impacts the consequence of the risk by facilitating expert resources, financial support and remedial works in the event of an incident.

TREATMENT MC00428

IM Business Continuity Plan:

The IM team are developing a BCP to align the technical IT recovery procedures to the overall enterprise BCP. This will include;

- a communication plan
- prioritising the critical systems for recovery first
- regular tests of back up and recovering procedures
- simulations with various scenarios.

This impacts the consequence by detailing priority procedures in the case of an incident, ensures systems/process are fully functional and that staff are aware of their responsibilities and trained to manage them in the case of an event.

TREATMENT MC00433

Cyber security is managed using best practise methodologies by using security measures at various layers of connection.

- Firewalls
- Server
- PC
- User
- Physical
- Wireless access
- WDC website

This impacts the likelihood by increasing the security of the environment.

TREATMENT MC00434

Internal and external audit and review (as part of the annual audit programme). This impacts the likelihood of the risk occurring by identifying possible weaknesses in process.

SIGNOFF(S):

Alison Diaz

DUE DATE:

01 Dec 2018

FREQUENCY:

The first Day of every 12 months

SIGNOFF(S):

Mark Willcock

DUE DATE:

01 Feb 2018

FREQUENCY:

1st day of every 12 months

SIGNOFF(S):

Mark Willcock

DUE DATE:

01 Feb 2018

FREQUENCY:

1st day of every 12 months

SIGNOFF(S):

Mark Willcock

DUE DATE:

01 Feb 2018

FREQUENCY:

1st day of every 12 months

RESIDUAL
8.0
MODERATE

INHERENT
20.0

R00189

POLITICAL, STRATEGIC (A&R COMMITTEE)

**Regional/National Strategic Planning
Waikato District is significantly impacted and or
suffers disruption to business function as a result of
local or national government reforms,
decentralization and delegation of authority or
through other external or internal authoritative
influences.**

Amendments to local or national legislation and or government practices impact Council through the requirement of significant changes to business operations.

OWNER Vishal Ramduny

CREATED 9/5/2016 12:21:58 PM

REVIEWED

RISK LIKELIHOOD Frequent (5)
DESCRIPTORS

RISK CONSEQUENCE Major (4)
DESCRIPTORS

RESIDUAL RISK LIKELIHOOD Possible (2)
DESCRIPTORS

RESIDUAL RISK Major (4)
CONSEQUENCE
DESCRIPTORS

47

TREATMENT MC00135

Council participates as a key stakeholder in the Waikato Mayoral forum, Waikato LASS and Future Proof. Through these initiatives Council proactively contributes to a single voice for the Waikato region to central government.

This treatment impacts the likelihood of the risk by capitalising on relationships with other councils in the region and by being part of a collaborative governance approach.

TREATMENT MC00490

The Long Term Plan (LTP) and Annual Plan process provide a basis for an assessment of legislative and other external and internal influences on the business.

This treatment impacts the likelihood of the risk be ensuring Council is adequately informed of Regional and National governance development and provides a set process to accommodate currency of information to future planning.

TREATMENT MC00491

Through applied process Councils keeps abreast of Government's legislative pronouncements and becomes involved through the submissions process in any development that would advocate Councils best interest.

This treatment impacts the likelihood of the risk by ensuring that Council not only has the required information regarding developments but an avenue to respond/influence outcomes.

TREATMENT MC00492

Councils Chief Executive (CE) is committed to building a relationship with Wellington to facilitate open communication and ensure the organisation receives timely information and has opportunity for response and contribution.

This treatment impacts the likelihood of the risk by assisting in the timely communication of information and developments.

SIGNOFF(S):

Gavin Ion

DUE DATE:

01 Aug 2017

FREQUENCY:

1st day of every 3 months

SIGNOFF(S):

Tony Whittaker

DUE DATE:

01 Jul 2017

FREQUENCY:

1st day of every 3 months

OVERDUE

SIGNOFF(S):

Gudrun Jones

DUE DATE:

01 May 2017

FREQUENCY:

1st day of every 3 months

SIGNOFF(S):

Gavin Ion

DUE DATE:

01 Aug 2017

FREQUENCY:

1st day of every 3 months

TREATMENT MC00500

District Development Strategy

The purpose of the District Development Strategy is to provide the Council with a strategic spatial framework for development planning. The District Development Strategy links to the District Plan Review, the Long Term Plan, the Economic Development Strategy, the Infrastructure Strategy and the Integrated Land Transport Strategy.

This treatment impacts the likelihood of the risk by ensuring Councils has a plan for development that incorporates a scheduled formal review process to consider and communicate changes in direction and development planning.

SIGNOFF(S):

Vishal Ramduny

DUE DATE:

01 Feb 2018

FREQUENCY:

The first Day of every 12 months

RESIDUAL
6.0
MODERATE

INHERENT
16.0

R00185

FINANCIAL, TECHNICAL, STRATEGIC (A&R COMMITTEE)

Asset Management**Failure to provide sustained delivery of core services due to deficient asset planning, forecasting and or development, inadequate knowledge of existing asset condition and or ineffective management of assets.**

Delivery of core services, including water and roading, are interrupted as a result of assets failing or becoming unfit for purpose.

OWNER Tim Harty

CREATED 9/5/2016 11:06:29 AM

REVIEWED

RISK LIKELIHOOD Often (4)

DESCRIPTORS

RISK CONSEQUENCE Major (4)

DESCRIPTORS

RESIDUAL RISK LIKELIHOOD Possible (2)

DESCRIPTORS

RESIDUAL RISK Moderate (3)

CONSEQUENCE

DESCRIPTORS

TREATMENT MC00162

TO DO

Update Activity Management Policy

Councils Activity Management Policy provides statements on how Council will manage assets and deliver associated services in a cost effective, sustainable, well planned and coordinated manner to provide agreed levels of service. Its purpose is to outline the level of management appropriate for each activity for Council to achieve best management practice and meet statutory obligations.

This treatment impacts the likelihood of the risk by outlining what level of activity management the organisation is willing to commit to, therefore setting expectations for the organisation to deliver against.

TREATMENT MC00163

The WDC 2015-2045 Infrastructure Strategy documents the management philosophy that is applied to Waikato Districts' infrastructure assets.

The strategy covers the following asset types:

- Water Treatment and supply
- Wastewater Treatment and Disposal
- Stormwater Drainage
- Roads and Footpaths.

This treatment impacts the likelihood of the risk by detailing and providing visibility of expectations to ensure Council works to a consistent standard.

OVERDUE

SIGNOFF(S):

Tim Harty
Sue Duignan

DUE DATE:

13 Apr 2017

FREQUENCY:

The first Day of every 12 months

SIGNOFF(S):

Martin Mould
Chris Clarke

DUE DATE:

01 Apr 2018

FREQUENCY:

The first Day of every 12 months

49

TREATMENT MC00464

The National Asset Management Standards dictate and define the Councils Activity Management Plans (AMPs). The AMPs are reviewed yearly and undergo a 3 yearly re-write to feed into Councils Long Term Plan (LTP) cycle.

This treatment impacts the likelihood of the risk by ensuring Councils AMPs adhere with national standards.

TREATMENT MC00465

Council has a number of asset management specific strategies in place and under development. These include:

- Parks & Facilities;
Toilet Strategy, Cemetery Strategy, Trails Strategy, Te Kauwhata Trails Strategy, Esplanade Strategy, Parks Strategy, Aquatic Facilities Strategy, Sport and Recreation Strategy (joint with Sport Waikato), Playground Strategy
- Roading;
Waikato Integrated land transport strategy (TO DO)
- Waters;
50 year water/wastewater/storm water strategies, 30 year infrastructure plan

This treatment impacts the likelihood of the risk by detailing and making visible Councils commitments for the management and maintenance of assets along with Councils commitment to level of service requirements.

TREATMENT MC00466

Service Delivery performs regular and continual collection of asset data for the purpose of condition assessment. This data informs programmes of work associated with asset maintenance and renewals. Data collection sources include (but are not limited to):

- RAMM
- Asset Finder
- SPM
- dTIMS

This treatment impacts the likelihood of the risk by ensuring that data driven planning can take place to maintain assets. It also impacts the consequence by supplying the information required to ensure currency of asset condition reporting and any required contingency activities.

SIGNOFF(S):

Tim Harty
Sue Duignan

DUE DATE:

01 Feb 2018

FREQUENCY:

1st day of every 12 months

OVERDUE

SIGNOFF(S):

Martin Mould
Elton Parata
Chris Clarke

DUE DATE:

13 Apr 2017

FREQUENCY:

The first Day of every 12 months

OVERDUE

SIGNOFF(S):

Elton Parata
Chris Clarke
Martin Mould

DUE DATE:

13 Apr 2017

FREQUENCY:

The first Day of every 12 months

RESIDUAL
4.0
LOW

INHERENT
12.0

R00186

BUSINESS CONTINUITY, PEOPLE, POLITICAL, STRATEGIC (A&R COMMITTEE)

**Sub-Regional Waters CCO
Significant disruption to business function as a result of poor engagement and communication practices, loss of resources (staff), insufficient knowledge transfer or incompatible systems and or operating procedures.**

Changes to business practice and structure impact organisational knowledge through the loss of staff, poor communication and or availability of/access to data due to system implementation.

OWNER Tim Harty

CREATED 9/5/2016 11:16:11 AM

REVIEWED

RISK LIKELIHOOD DESCRIPTORS Likely (3)

RISK CONSEQUENCE DESCRIPTORS Major (4)

RESIDUAL RISK LIKELIHOOD DESCRIPTORS Rare (1)

RESIDUAL RISK CONSEQUENCE DESCRIPTORS Major (4)

50

TREATMENT MC00467

Communications Plan

Council has in place a detailed communications plan that aims to ensure that both internal staff, external organisations (including other councils), and the public are informed of developments relating to the Waters CCO.

This plan includes, but is not limited to:

- Cross council communications updates
- Waikato Water Study Website (<http://www.waterstudywaikato.org.nz/>)
- Periodic internal communications specific to impacted teams
- Whole organisational communications (ad-hoc where a requirement is identified)

Regular staff updates relating to progress/changes associated with the CCO are provided to internal stakeholders via team meetings and briefs providing information forwarded from the CCO project & governance group.

This treatment impacts the likelihood by ensuring pro-active engagement both internally and externally with key stakeholders.

TREATMENT MC00468

Waters Governance Group

The group comprises three (3) political members meeting periodically to discuss and represent Council on Waters CCO decisions, future development and associated action. This group has the delegation to meet collectively with other councils and external bodies if a requirement is identified.

This treatment impacts the likelihood of the risk by ensuring Council is well informed, has an opportunity to consider developments, and, provides an avenue for internal, cross council, and, external communications pathways.

TREATMENT MC00486

Waters Project Group

The group (staff based at General Manager level) meet fortnightly to discuss CCO associated progress/changes and inform the governance group of any progress and any emerging issues or risks associated with project.

This treatment impacts the likelihood of the risk by ensuring that all stakeholders are aware of current situation and likely progress associated with CCO.

OVERDUE
SIGNOFF(S):

Jacob Quinn

DUE DATE:

13 Apr 2017

FREQUENCY:

The first Day of every 6 months

OVERDUE
SIGNOFF(S):

Tim Harty

DUE DATE:

13 Apr 2017

FREQUENCY:

The first Day of every 6 months

OVERDUE
SIGNOFF(S):

Tim Harty

DUE DATE:

13 Apr 2017

FREQUENCY:

The first Day of every 6 months

RESIDUAL
4.0
LOW

INHERENT
20.0

R00183

PEOPLE, TECHNICAL, STRATEGIC (A&R COMMITTEE)

Council Partnerships
Council operations are significantly impacted and or Council suffers diminished public confidence as a result of failed or inadequate delivery of services, inappropriate engagement practices or display of inconsistent values by Partnership enterprises.

Councils reputation/operations are impacted as a result of actions, representations or conduct demonstrated by Partners and/or associates.

OWNER Tim Harty
 CREATED 9/5/2016 10:34:01 AM
 REVIEWED
 RISK LIKELIHOOD Frequent (5)
 DESCRIPTORS
 RISK CONSEQUENCE Major (4)
 DESCRIPTORS
 RESIDUAL RISK LIKELIHOOD Rare (1)
 DESCRIPTORS
 RESIDUAL RISK Major (4)
 CONSEQUENCE
 DESCRIPTORS

51

TREATMENT MC00483

Council has in place a robust tender process that includes in-depth detail regarding contractual requirements.

Long term public facing contracts and partnerships are effected through rigorous contractual agreements and continuous management plans. These include terms relating to contractual service level agreements (monitored and reported against as key performance indicators), employee training plans, safety inductions (all employees), and audit expectations. Long term contracts and partnerships include (but are not limited to):

- Belgaria Aquatics
- City Care
- Franklin Trees
- Alliance
- Water Care
- HCC (for water supply & waste water treatment)

This treatment impacts the likelihood of the risk by ensuring that all partners and long term contracts are selected through compliance with Councils requirements, and, that they understand Councils expectations and commit to delivering an agreed level of service in a safety and appropriate manner.

TREATMENT MC00485

Shared Services (HCC, Waipa & WDC)
 Councils shared services agreements are managed using agreed processes and a governance structure which ensures they deliver against expectations. Arrangements include:

- Quarterly governance meetings
- Monthly operational meetings
- Auditing schedule (zero harm perspective).

This treatment impacts the likelihood of the risk by ensuring regular communication and identification of emerging risks or issues and the consequence by providing opportunity for timely governance and action where issues are identified and/or it is deemed that expectations are not being met.

TREATMENT MC00497

Periodic Audit (Internal/External)
 Waikato District Council performs regular periodic audit (both internal and external) of processes and services for the purpose of identifying failures, weaknesses and/or exceptions. The audit process includes the provision of recommendations/mandate for improvement.

This treatment reduces the likelihood of non-compliance by ensuring the Council is meeting requirements and/or identifies non-compliance for action.

SIGNOFF(S): Mike James
 Elton Parata
 Martin Mould
 DUE DATE: 01 Aug 2017
 FREQUENCY: The first Day of every 6 months

OVERDUE
 SIGNOFF(S): Martin Mould
 DUE DATE: 13 Apr 2017
 FREQUENCY: The first Day of every 12 months

SIGNOFF(S): Kurt Abbot
 DUE DATE: 01 Feb 2018
 FREQUENCY: The first Day of every 12 months

TREATMENT MC00499

TO DO

Implement a set protocol/process that defines how Council plans to implement new partnerships/long term contracts from the perspective of providing seamless integration of systems and resources at the point of requirements design and tender review.

This treatment aims to impact the likelihood of risk by minimizing lost efficiency and the consequence by reducing the risk of impact on customer services.

TREATMENT MC00507

Section 17a Review

Local authorities are under obligation to review and consider options for governance, funding and delivery of infrastructure, local public services and local regulation to ensure cost-effectiveness and quality of service.

Section 17A is one of several measures designed to encourage councils to seek efficiency, and to encourage councils to “partner” with each other and with other bodies to deliver services efficiently.

This treatment impacts the likelihood of the risk by acting to identify and therefore act against inefficiencies and/or inadequacies in the delivery of services.

OVERDUE
SIGNOFF(S):Sue Duignan
Tony Whittaker
Tim Harty

DUE DATE:

13 Apr 2017

FREQUENCY:

The first Day of every 3 months

SIGNOFF(S):

Tony Whittaker

DUE DATE:

30 Apr 2018

FREQUENCY:

The last Day of every 12 months

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	20 April 2017
Prepared by	Wanda Wright Committee Secretary
Chief Executive Approved	Y
Reference #	GOV1301
Report Title	Receipt of Minutes of Creative Communities Scheme Assessment Committee Minutes

1. EXECUTIVE SUMMARY

To receive the minutes of the Creative Communities Scheme Assessment Committee meeting held on Tuesday 11 April 2017.

2. RECOMMENDATION

THAT the minutes of the meeting of the Creative Communities Scheme Assessment Committee meeting held on Tuesday 11 April 2017 be received.

3. ATTACHMENTS

CCS Minutes

MINUTES of a meeting of the Creative Communities Scheme Assessment Committee held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **TUESDAY 11 APRIL 2017** commencing at **10.02am**.

Present:

Cr R McGuire (Chairperson)
Ms D Abraham
Ms C du Bosky
Cr S Henderson
Ms C Lang
Ms J Muru
Ms M Soanes
Ms M Turner

Attending:

Mr GJ Ion (Chief Executive)
Mrs L van den Bemd (Community Development Co-ordinator)
Mrs W Wright (Committee Secretary)
Ms I-J Huirama (Team Administrator)
Ms V Kemp (Friendship House Huntly)
Ms K Campbell and Mr B Delves (Raglan Community Arts - Kid's Clay)
Mr R Gallagher (Raglan Arts – Raglan Film Festival)
Ms T Rapana (Growing Swag)
Ms J Stevens (Twin Rivers – Community Classes and Matariki)
Ms M Allan (Cutting Edge Textiles)

The Chief Executive opened the meeting and welcomed new members and Councillors to the meeting. He explained that he would chair the meeting until the Chair and Deputy Chair had been appointed.

APPOINTMENT OF CHAIRPERSON AND DEPUTY CHAIRPERSON

Prior to calling for nominations, the Chief Executive clarified that all members were eligible to stand for the role of Chairperson and that a member could nominate and second themselves.

The Chief Executive called for nominations for the position of Chairperson.
Cr McGuire was nominated by Cr Henderson and seconded by Ms Abraham.

The Chief Executive called for nominations for the position of Deputy Chairperson.
Ms Abraham was nominated by Ms Muru and seconded by Ms Turner.

Resolved: (Cr Henderson/Ms Turner)

THAT the report from the Chief Executive be received;

AND THAT Cr McGuire be appointed Chairperson of the Creative Communities Scheme Assessment Committee.

CARRIED on the voices

CCSI704/01/1

Resolved: (Cr Henderson/Ms Soanes)

THAT Ms Abraham be appointed Deputy Chairperson of the Creative Communities Scheme Assessment Committee.

CARRIED on the voices

CCSI70401/2

The Chief Executive vacated the Chair and Cr McGuire presided for the remainder of the meeting.

APOLOGIES AND LEAVE OF ABSENCE

All members were present.

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Ms Soanes/Ms Abraham)

THAT the agenda for a meeting of the Creative Communities Scheme held on Tuesday 11 April 2017 be confirmed and all items therein be considered in open meeting;

AND THAT in accordance with Standing Order 9.4 the order of business be changed with agenda item 6.8 [*Cutting Edge Textiles*] being considered after agenda item 6.3 [*Raglan Community Arts Council – Kids Clay*].

CARRIED on the voices

CCSI704/02

DISCLOSURES OF INTEREST

The Community Development Adviser declared a non-financial Conflict of Interest in Agenda Item 6.2 [*Friendship House (Huntly) Community Charitable Trust*].

Ms Soanes declared a non-financial conflict of interest in Agenda Item 6.3 and 6.4 [*Raglan Community Arts Council – Kids Clay and Raglan Community Arts Council – Raglan Arts Festival*].

RECEIPT OF MINUTES

Resolved: (Crs McGuire/Henderson)

THAT the minutes of a meeting of the Creative Communities Scheme Assessment Committee held on Friday 26 August 2016 be received.

CARRIED on the voices

CCSI704/04/1

CONFIRMATION OF MINUTES

Tabled Item: Minutes of Tuesday 28 March 2017

Resolved: (Ms Soanes/Ms Abraham)

THAT the minutes of a meeting of the Creative Communities Scheme Assessment Committee held on Tuesday 28 March 2017 be confirmed as a true and correct record of that meeting.

CARRIED on the voices

CCSI704/04/2

CREATIVE COMMUNITIES ASSESSMENTS

The Community Development Adviser presented on behalf of Huntly West Country Schools Cluster (agenda item 6.1). Apologies received from their applicant.

Ms Kemp presented on agenda item 6.2. The Community Development Adviser withdrew from the table and did not take part in discussion on this item.

Ms Soanes withdrew to the gallery and did not take part in discussion or voting on agenda items 6.3 and 6.4.

Ms Stevens presented on agenda item 6.6 Twin Rivers Community Art Centre - Te Whare Toi O Ngaruawahia (Community Classes)

Tabled Item: Powerpoint Presentation

Ms Soanes shared recent communications (via email) with this group as part of their application. No representatives from Connected Media Charitable Trust were present to speak to or present their application.

EXCLUSION OF THE PUBLIC

Agenda Item 7

Resolved: (Ms Lang/Cr Henderson)

THAT the report of the Chief Executive be received;

AND THAT the public be excluded from the meeting during discussion on the following items of business:

1. Confirmation of Minutes dated Tuesday 28 March 2017
2. Decisions of Assessments

REPORTS

a. Creative Communities Scheme Assessments

This resolution is made in reliance on section 48(1)(a) and 48(2)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by sections 6 or 7 of that Act which would be prejudiced by the holding of the whole or the relevant part(s) of the proceedings of the meeting in public are as follows:

Reason for passing this resolution to withhold exists under:

Ground(s) under section 48(1) for the passing of this resolution is:

Section 7(2)(f)(i)

Section 48(1)(3)(d)

b. Project Accountability Report

This resolution is made in reliance on section 48(1)(a) and 48(2)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by sections 6 or 7 of that Act which would be prejudiced by the holding of the whole or the relevant part(s) of the proceedings of the meeting in public are as follows:

Reason for passing this resolution to withhold exists under:

Ground(s) under section 48(1) for the passing of this resolution is:

Section 7(2)(f)(i)

Section 48(1)(3)(d)

CARRIED on the voices

CCS1704/05

Resolutions CCS1704/06 – CCS1704/10 are contained in the public excluded section of these minutes.

Having resumed open meeting the following items were released into Open Meeting.

REPORTS (continued)

Creative Communities Scheme Assessments/Finance Report

Agenda Item PEX3.1

It was resolved [Resolution No. CCS1704/07] during the public excluded section of the meeting that the following resolution be released into open meeting but the report remain confidential and unavailable to the public:

'Resolved: (Ms Abraham/Ms Lang)

THAT the Creative Communities Scheme Assessment Committee gave consideration to all applications and allocated funding as follows:

<i>6.1 Huntly West Country Schools Cluster</i>	<i>\$390.00</i>
<i>6.2 Friendship House (Huntly) Community Charitable Trust</i>	<i>\$2431.00</i>
<i>6.3 Raglan Community Arts Council - Kids Clay</i>	<i>\$3300.00</i>
<i>6.4 Raglan Community Arts Council - Raglan Film Festival</i>	<i>\$3400.00</i>
<i>6.5 Timara Rapana – Unite/Growing Swag</i>	<i>\$2015.00</i>
<i>6.6 Twin Rivers Community Art Centre - Te Whare Toi O Ngaruawahia</i>	<i>\$8900.00</i>
<i>6.7 Twin Rivers Community Art Centre - Matariki</i>	<i>\$2400.00</i>
<i>6.8 Cutting Edge Textiles</i>	<i>\$1650.73</i>
<i>Total</i>	<i>\$24,486.73</i>

AND THAT the resolution be released into open meeting but the report remain confidential and unavailable to the public;

AND FURTHER THAT the application for Connected Media Charitable Trust be declined as more information is required.

CARRIED on the voices

CCS1704/07'

Project Accountability Report

Agenda Item PEX3.2

It was resolved [Resolution No. CCS1704/09] during the public excluded section of the meeting that the following resolution be released into open meeting but the report remain confidential and unavailable to the public:

'Resolved: (Ms Abraham/Cr Henderson)

THAT the report from the General Manager Strategy & Support be received;

AND THAT the Creative Community Scheme Committee notes that the following amounts have been spent:

Raglan Community Arts Council	Arts Film Festival	\$4096.46
Raglan Theatre Academy	Community Show	\$2250.00
Whaingaroa Youth Movement	Look Production	\$4793.60
Cutting Edge Textiles	Tutor fees and Workshop materials	\$1168.00
Funked up Junk	Kids creative upcycle workshop	\$819.00
Raglan Old School Art Centre	Kids Clay Workshops	\$4104.78
Raglan Old School Art Centre	Life Drawing Classes	\$600.00
Waikato Rocks Trust	Music and Dance Festival-Raglan	\$1725.00

AND FURTHER THAT the resolution be released into open meeting but the report remain confidential and unavailable to the public.

CARRIED on the voices

CCS1704/09'

There being no further business the meeting was declared closed at 12.03pm.

Minutes approved and confirmed this day of 2017.

Cr RC McGuire

CHAIRPERSON

Minutes2017/CCS/170411_CCS_M.doc

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	5 April 2017
Prepared by	Lynette Wainwright Committee Secretary
Chief Executive Approved	Y
Reference #	GOV1318
Report Title	Receipt of Onewhero-Tuakau Community Board Minutes

1. EXECUTIVE SUMMARY

To receive the minutes of the Onewhero-Tuakau Community Board meeting held on Monday 3 April 2017.

2. RECOMMENDATION

THAT the minutes of the meeting of the Onewhero-Tuakau Community Board held on Monday 3 April 2017 be received.

3. ATTACHMENTS

OTCB minutes 3 April 2017

MINUTES of a meeting of the Onewhero/Tuakau Community Board held in the Port Waikato Community Hall, 3 Oceanview Road, Port Waikato on **MONDAY 3 APRIL 2017** commencing at **7.39pm**.

Present:

Mr B Cameron (Chairperson)
Ms C Conroy
Mr S Jackson
Mr L Petersen
Mr V Reeve
Mrs B Watson

Attending:

His Worship the Mayor Mr AM Sanson
Cr S Henderson
Mr T Whittaker (General Manager Strategy & Support)
Mrs LM Wainwright (Committee Secretary)
Members of the public

APOLOGIES AND LEAVE OF ABSENCE

There were no apologies.

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Crs Church/Main)

THAT the agenda for a meeting of the Onewhero-Tuakau Community Board held on Monday 3 April 2017 be confirmed and all items therein be considered in open meeting.

CARRIED on the voices

OTCBI704/01

DISCLOSURES OF INTEREST

There were no disclosures of interest.

CONFIRMATION OF MINUTES**Resolved: (Mr Petersen/Mrs Watson)****THAT the minutes of a meeting of the Onewhero-Tuakau Community Board held on Monday 6 March 2017 be confirmed as a true and correct record of that meeting.****CARRIED on the voices****OTCBI704/02****REPORTS**Discretionary Fund Report to 22 March 2017
Agenda Item 5.1**Resolved: (Mr Petersen/Mr Jackson)****THAT the report from the General Manager Strategy & Support be received.****CARRIED on the voices****OTCBI704/03**Works & Issues Report
Agenda Item 5.2**Resolved: (Ms Conroy/Cr Main)****THAT the report from the Chief Executive be received.****CARRIED on the voices****OTCBI704/04**Annual Plan 2017/18 – Wastewater Consultation
Agenda Item 5.3**Resolved: (Mr Jackson/Mrs Watson)****THAT the report from the General Manager Strategy & Support be received.****CARRIED on the voices****OTCBI704/05**

Cr Church requested her abstention be recorded.

Public Forum

Agenda Item 5.4

The following items were discussed at the public forum:

- Community acknowledged Cr Main's attendance at the Port Waikato Community Hall meeting
- Spraying/mowing being carried out
- Dates for inorganic collection – 19-24 June
- Centreway Road – build up of sand needs to be cleared as two (2) cars cannot pass each other

Chairperson's Report

Agenda Item 5.5

The chairperson gave a verbal report on the following items:

- Healthy Rivers submission
- Attended a multi purpose facility meeting in Tuakau
- Rural roading areas – Chair meeting with Technical Manager – Waikato District Alliance this week
- Naike playground

Councillors' and Community Board Members' Report

Agenda Item 5.6

Verbal reports were received on the following items:

- LTP meetings – Board members invited
- DIA meeting re: skatepark
- Counties Power – improvement of infrastructure – forward works programme being provided to the Board from Counties Power
- Placemaking in Tuakau needs to be pushed along
- Wastewater discussions
- Inorganic collection dates
- Consent granted for supermarket in Pokeno
- High rates in Tuakau turning away prospective property purchasers
- Better education for Board members required before attending public meetings
- ANZAC Day – New Zealand and Australian flags to be carried by the Sea Scouts at the ANZAC Day service
- Tuakau Youth Centre has been vandalised

There being no further business the meeting was declared closed at 9.23am.

Minutes approved and confirmed this day of 2017.

B Cameron

CHAIRPERSON

Minutes 2016/OTCB/170403 OTCB Minutes

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	20 April 2017
Prepared by	Wanda Wright Committee Secretary
Chief Executive Approved	Y
Reference #	GOV1301
Report Title	Receipt of Tamahere Community Committee Minutes

1. EXECUTIVE SUMMARY

To receive the minutes of the Tamahere Community Committee meeting held on Monday 3 April 2017.

2. RECOMMENDATION

THAT the minutes of the meeting of the Tamahere Community Committee held on Monday 3 April 2017 be received.

3. ATTACHMENTS

TCC Minutes



**Minutes of Committee Meeting
Held 7.30pm on 3rd April 2017
Tamahere Community Centre**

Present:

TCC: Dallas Fisher, Bevin Coley, Ro Edge, Connie Short, Jane Manson, Tim van de Molen, Leo Koppens, Graham McAdam

WDC: Tim Harty

School: Gina Woodfield

Residents: Mary Burke

1. **Apologies:** James Yearsley, Aksel Bech, Charles Fletcher, Sue Robertson, Shelley Howse, Joy Wright

2. **Confirmation of Minutes** of Meeting held on 6th March 2017

Moved: Ro Edge

Seconded: Bevan Coley

All in Favour

3. **Matters arising:**

Newell Road Closure (Discussed in Tim Harty Report)

4. **Correspondence Tabled**

IN

WDC - LTP 2018-2028 Launch

Email from Dave Transport Re: Footpaths Down Newell Road

WDC - Aksel Bech, Tamahere Cycle Paths - Overview map.

Email from Louis Fick, Tamahere Eventide Re: Cherry Lane

WDC- Council committee recommends adoption of Easter Trading Policy

WDC - Inorganic Collection Facebook Post

WDC - Media Release - Heritage and Culture

Invoice from Tamahere Forum for sponsorship from 1st April to 30th Sept 17

WDC - Councillor Workshop - LTP Strategic Direction Setting

WDC - Annual Plan 2017/18 Consultation Document - Wastewater

WDC – Media Release Open Fire Season Announced

WDC - Google Map of WDC 2016/17 Capital Works Programme for Waters, Parks and Facilities

WDC – Media Release, Inorganic Collection

OUT

Email to Dave Transport Re: Footpaths Down Newell Road

Email to Tamahere Forum re: changes to Sue Robertson's email address & the removal of Donna Nichols as a committee member.

Email to Graeme & Julie Milne Re: Residents workshops
 Email to Melissa Russo, WDC Re: LTP Spreadsheet

Moved: Ro Edge

Seconded: Connie Short

All in favour

5. NZTA Matters

No Report Tabled

6. Rooding Issues

Brinkworth Road Intersections Safety Concerns Raised

- Concerned raised by locals about the danger of turning right into Brinkworth Road from both Bruntwood and Lea Martin Roads. It was requested that the adding of right turning lanes be considered.
- If it's a serious safety issue then this request will be considered for upgrade as part of WDC's rooding treatment, rather than being incorporated into our LTP spreadsheet.

Action: Tim Harty look at these intersections safety issue's and will report back to the committee at our next meeting.

7. Cr Aksel Bech Report

No Report Tabled

8. WDC, Tim Harty Report

Letter from Tamahere School re: Flooding caused by Recreational Reserve works

- WDC have responded to the issues highlighted, and the contractor is working to address them.

Recreational Reserve Grass

- WDC are holding the contractor, who is currently in the defect liability period, to the specifications required to ensure it meets an acceptable standard for playing fields

Newell Road Report

- WDC have received an Opus Report from NZTA but no conclusion has yet been reached as to whether the intersection with SH1 should remain open or close. WDC will now get this report peer reviewed.

LTP Workshops

- Dallas Fisher attended a workshop on the LTP, which he found hugely valuable. Another workshop is being held tomorrow from 12-2pm at the Ngaruawahai Bowling Club. It was felt important that a member from our committee is at each of these workshops, and Leo Koppens will attend tomorrows workshop.

9. Tamahere Recreational Reserve

Update on Funding Projects

- **Extension of Hall Rate:** Targeted consultation with the community will take place after around this November/December to determine interest in extending the hall loan to include a recreational reserve rate, along with other options.

10. Village Hub Update

- WDC talking with Fosters Develop around timing issues, and consent conditions.

11. Any Other Business**Future Tennis Courts**

- There is a multi use area that can be used for casual tennis in the current Recreational Reserve, but to locate a full tennis club, specific space in the Reserve would need to be allocated, which is possible. The committee asked if the tennis club can write a proposal in order to begin the process, however it is important that they understand that there is no funding available at this stage.

Tamahere Forum Invoice

- Six Month Invoice Tabled for Payment.

Moved: Dallas Fisher**Seconded:** Ro Edge**All in favour****Action:** Ro Edge to send to Karen Bredensen at WDC to be approved for payment.**Personal Interest Declaration**

- Tim Harty provided committee members a Declaration of Personal and Financial Interest for Elected Members to be filled in and returned.

Motion to Move In-Committee**Moved:** Dallas Fisher**Seconded:** Ro Edge**All in favour****Out of Committee****Moved:** Dallas Fisher**Seconded:** Ro Edge**All in favour****12. Date of next meeting: 1st May 2017****Meeting closed** at 8.40pm**Items for Next Meeting:**

NZTA: Update on Expressway & Cycleway

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	20 April 2017
Prepared by	Rose Gray Council Support Manager
Chief Executive Approved	Y
Reference	GOV1301
Report Title	Exclusion of the Public

I. EXECUTIVE SUMMARY

To exclude the public from the whole or part of the proceedings of the meeting to enable Council to deliberate and make decisions in private on public excluded items.

2. RECOMMENDATION

THAT the report of the Chief Executive be received;

AND THAT the public be excluded from the meeting to enable Council to deliberate and make decisions on the following items of business:

Confirmation of Minutes dated Monday 10 April 2017

Receipt of Minutes:

- **Creative Community Scheme Committee dated 28 March 2017**
- **Creative Community Scheme Committee dated 11 April 2017**

REPORTS

a. Southern Growth Corridor Memorandum of Understanding for Signing

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

Reason for passing this resolution to withhold exists under: **Ground(s) under section 48(1) for the passing of this resolution is:**

Section 7(2)(h)

Section 48(1)(3)(d)

b. District Licensing Committee Member Approval

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

Reason for passing this resolution to withhold exists under: **Ground(s) under section 48(1) for the passing of this resolution is:**

Section 7(2)(a)

Section 48(1)(3)(d)

c. Chief Executive's Issues

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

Reason for passing this resolution to withhold exists under: **Ground(s) under section 48(1) for the passing of this resolution is:**

Section 7(2)(f)(g)(h)(i)(j)

Section 48(1)(a)(d)

3. ATTACHMENTS

Nil