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Notice of Meeting:

I hereby give notice that an ordinary Meeting of the Council will be held on:

Date: Thursday 12 October 2023
Time: 9.30am
Meeting Room: Council Chamber and Audio Visual Link
Venue: Municipal Building, Garden Place, Hamilton

Lance Vervoort
 Chief Executive

Council Kaunihera OPEN AGENDA

Membership

Chairperson Mayor Paula Southgate
Heamana

Deputy Chairperson Deputy Mayor Angela O'Leary
Heamana Tuarua

Members	Cr Ryan Hamilton	Cr Geoff Taylor
	Cr Maxine van Oosten	Cr Sarah Thomson
	Cr Moko Tauariki	Cr Emma Pike
	Cr Ewan Wilson	Cr Melaina Huaki
	Cr Mark Donovan	Cr Anna Casey-Cox
	Cr Louise Hutt	Cr Kesh Naidoo-Rauf
	Cr Andrew Bydder	

Quorum: A majority of members (including vacancies)

Meeting Frequency: Monthly – or as required

Amy Viggers
 Mana Whakahaere
 Governance Lead

4 October 2023

Telephone: 07 838 6727
 Amy.Viggers@hcc.govt.nz
 www.hamilton.govt.nz

Purpose

The Council is responsible for:

1. Providing leadership to, and advocacy on behalf of, the people of Hamilton.
2. Ensuring that all functions and powers required of a local authority under legislation, and all decisions required by legislation to be made by local authority resolution, are carried out effectively and efficiently, either by the Council or through delegation.

Terms of Reference

1. To exercise those powers and responsibilities which cannot legally be delegated by Council¹:
 - a) The power to make a rate.
 - b) The power to make a bylaw.
 - c) The power to borrow money, or purchase or dispose of assets, other than in accordance with the Long Term Plan.
 - d) The power to adopt a Long Term Plan or Annual Plan, or Annual Report.
 - e) The power to appoint a Chief Executive.
 - f) The power to adopt policies required to be adopted and consulted on under the Local Government Act 2002 in association with the Long Term Plan or developed for the purpose of the Council's Governance Statement.
 - g) The power to adopt a remuneration and employment policy.
 - h) The power to approve or change the District Plan, or any part of that Plan, in accordance with the Resource Management Act 1991.
 - i) The power to approve or amend the Council's Standing Orders.
 - j) The power to approve or amend the Code of Conduct for Elected Members.
 - k) The power to appoint and discharge members of committees.
 - l) The power to establish a joint committee with another local authority or other public body.
 - m) The power to make the final decision on a recommendation from the Parliamentary Ombudsman, where it is proposed that Council does not accept the recommendation.
 - n) The power to amend or replace the delegations in Council's *Delegations to Positions Policy*.
2. To exercise the following powers and responsibilities of Council, which the Council chooses to retain:
 - a) Resolutions required to be made by a local authority under the Local Electoral Act 2001, including the appointment of an electoral officer and reviewing representation arrangements.
 - b) Approval of any changes to Council's vision, and oversight of that vision by providing direction on strategic priorities and receiving regular reports on its overall achievement.
 - c) Approval of any changes to city boundaries under the Resource Management Act 1991.
 - d) Adoption of governance level strategies plans and policies which advance Council's vision and strategic goals.

¹ [Clause 32, Schedule 7, Local Government Act 2002](#)

- e) Approval of the Triennial Agreement.
- f) Approval of the local governance statement required under the Local Government Act 2002.
- g) Approval of a proposal to the Remuneration Authority for the remuneration of Elected Members.
- h) Approval of any changes to the nature and delegations of the Committees.
- i) Approval or otherwise of any proposal to establish, wind-up or dispose of any holding in, a CCO, CCTO or CO.
- j) Approval of city boundary changes, including in respect of Strategic Boundary Land Use Agreements.
- k) Approval of Activity Management Plans.
- l) Sister City relationships.

Oversight of Strategies, Plans and Reports:

- Long Term Plan
- Annual Plan
- Annual Report
- Shaping Hamilton Kirikiriroa Together
- Our Climate Future
- He Pou Manawa Ora

Oversight of Policies and Bylaws:

- *Corporate Hospitality and Entertainment Policy*
- *Delegations to officers specific to the Resource Management Act 1991*
- *Delegations to Positions Policy*
- *Elected Members Support Policy*
- *Significance and Engagement Policy*
- *Climate Change Policy*
- *Any Community Engagement Policies*

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1 Apologies – *Tono aroha*

2 Confirmation of Agenda – *Whakatau raarangi take*

The Council to confirm the agenda.

3 Declaration of Interest – *Tauaakii whaipaaanga*

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as an elected representative and any private or other external interest they might have.

4 Public Forum – *Aatea koorero*

As per Hamilton City Council's Standing Orders, a period of up to 30 minutes has been set aside for a public forum. Each speaker during the public forum section of this meeting may speak for five minutes or longer at the discretion of the Mayor.

Please note that the public forum is to be confined to those items falling within the terms of the reference of this meeting.

Speakers will be put on a Public Forum speaking list on a first come first served basis in the Council Chamber prior to the start of the Meeting. A member of the Governance Team will be available to co-ordinate this. As many speakers as possible will be heard within the allocated time.

If you have any questions regarding Public Forum please contact Governance by telephoning 07 838 6727.

Item 5

Council Report

Committee: Council

Date: 12 October 2023

Author: Nicholas Hawtin

Authoriser: Michelle Hawthorne

Position: Governance Advisor

Position: Governance and Assurance
Manager

Report Name: Confirmation of the Council Open Minutes - 7 September 2023

Report Status	<i>Open</i>
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Staff Recommendation - *Tuutohu-aa-kaimahi*

That the Council confirm the Open Minutes of the Council Meeting held on 7 September 2023 as a true and correct record.

Attachments - *Ngaa taapirihanga*

Attachment 1 - Council Unconfirmed Open Minutes - 7 September 2023

Council 7 SEPTEMBER 2023 - OPEN



Item 5

Council Kaunihera OPEN MINUTES

Minutes of a meeting of the Council held in Council Chamber and Audio-Visual Link , Municipal Building, Garden Place, Hamilton on Thursday 7 September 2023 at 9.30am.

PRESENT

Deputy Chairperson Deputy Mayor Angela O’Leary
Heamana Tuarua

Members:
Cr Maxine van Oosten
Cr Moko Tauariki
Cr Ewan Wilson
Cr Mark Donovan
Cr Louise Hutt
Cr Andrew Bydder
Cr Geoff Taylor
Cr Sarah Thomson
Cr Emma Pike
Cr Anna Casey-Cox
Cr Kesh Naidoo-Rauf

In Attendance:
Lance Vervoort – Chief Executive
David Bryant – General Manager Business Services
Andrew Parson – General Manager Infrastructure and Assets
Blair Bowcott – General Manager Strategy, Growth and Planning
Helen Paki – General Manager Customer and Community
Julie Clausen – Acting General Manager Partnerships, Communication and Maaori
Nicolas Wells – Strategic Property Manager
Michelle Hawthorne – Governance and Assurance Manager
Dale Ofoske and Ben Roser Election Services Representatives

Governance Staff:
Amy Viggers – Governance Lead
Nicholas Hawtin and Arnold Andrews – Governance Advisors

Tame Pokaia opened the meeting with a karakia.

1. **Apologies – Tono aroha**
Resolved: (Deputy O’Leary/Cr van Oosten)
That the apologies for absences from Mayor Southgate (Council Business) and Cr Huaki, and for lateness from Cr Donovan is accepted.
2. **Confirmation of Agenda – Whakatau raarangi take**
Resolved: (Deputy O’Leary/Cr Thomson)
That the agenda is confirmed.

Attachment 1

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3. Declarations of Interest – *Tauaakii whaipaanga*

Cr Wilson declared an interest in Item C3 (District Licensing Committee Appointments).

4. Public Forum – *Aatea koorero*

Neil Curgenven (President of the Waikato Historical Society) spoke to item 8 (Sonning Carpark – Application to Change Name) in support and highlighted his views that the land to be returned to Iwi. He responded to questions from Elected Members concerning the land.

Gordon Chesterman (Chair of Guardians of Claudelands) spoke to item 8 (Sonning Carpark – Application to Change Name) in support of the name change application. He responded to questions from Elected Members concerning the future of Sonning Car Park.

Priya Kurian spoke to item 9 (Electoral Decisions for 2025 Triennial Election) in support of the retention of the STV voting system. She responded to questions from Elected Members concerning perceived barriers of the STV voting system.

5. Confirmation of the Council Open Minutes - 3 August 2023

Resolved: (Cr Wilson/Cr Donovan)

That the Council confirm the Open Minutes of the Council Meeting held on 3 August 2023 as a true and correct record.

6. Confirmation of the Elected Member Open Briefing Notes - 2 August 2023

Resolved: (Deputy O’Leary/Cr van Oosten)

That the Council confirm the Open Briefing Notes of the Elected Member Briefing held on 2 August 2023 as a true and correct record.

7. Chair's Report 7 September 2023

The Deputy Mayor provided a verbal report regarding the FIFA world cup, National Council meetings, the Resource Management Local Government Reform steering group meetings and the Waikato Regional Council Waikato Scheme Subcommittee.

Resolved: (Cr Wilson/Cr Donovan)

That the Council

- a) receives the verbal report; and
- b) appoints Cr Maxine van Oosten as Hamilton City Councils representative on the Waikato Regional Council Waikato Scheme Subcommittee.

8. Sonning Carpark - Application to Change Name

Wiremu Puke (Ngaati Wairere Representative) spoke to the application, their support to rename Sonning Carpark, alternative development options, and the site’s history. He responded to questions from Elected Members concerning history of the site, alternative options for development on the site, and the desired outcomes from Ngaati Wairere perspective .

The Strategic Property Manager introduced the report and staff recommendation. Staff responded to questions from Elected Members concerning the history of Sonning Carpark, work that would in relation to Jesmond park, risks to Council, the name change policy process, and the impact of the proposed name change.

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Item 5

Motion: (Cr Tauariki/Deputy Mayor O'Leary)

That the Council:

- a) receives the report;
- b) approves **Options One and Three** of the staff report, to:
 - i. change the name of the Sonning Carpark (described first and second in the schedule) to Opoia Paa in recognition of the history and cultural importance of the site with immediate effect;
 - ii. partner with mana whenua to consider the next steps for enhancing and developing Sonning Carpark;
 - iv. investigate changing the name of Jesmond Park (described third in the schedule) to Opoia Paa in recognition of the history and cultural importance of the site, and report back to the Community and Natural Environment Committee with a recommendation; and
- d) notes that the high-level options for the future of the site will be considered by the Economic Development Committee on 14 September 2023.

SCHEDULE

First All that land described as an Estate in Fee Simple comprising Allotment 465 Parish of Kirikiriroa contained in Computer Freehold Register Identifier SA50D/392 of 7,264 square metres more or less and physically located at **191 River Road**, Hamilton (**Attachment 1**).

Second All that land described as an Estate in Fee Simple comprising Lot 2 DPS 31617 contained in Computer Freehold Register Identifier SA30A/477 of 2,496 square metres more or less and physically located at **197 River Road**, Hamilton (**Attachment 2**).

Third All that land described as an Estate in Fee Simple comprising Lots 1-7 DP 14636 contained in Computer Freehold Register Identifier SA611/187 of 6,880 square metres more or less, known as **Jesmond Park** and physically located at Opoia Road, Hamilton (**Attachment 3**).

Attachment 1

Amendment: (Cr Taylor/Cr Wilson)

That the Council:

- a) receives the report;
- b) defers any decision on the future name of Sonning car park and Jesmond Park until such time as any future development of the Sonning Park site has been approved by council and that relevant discussions have taken place with any other parties involved in the site's development; and
- c) notes that the high-level options for the future of the Sonning car park site will be considered by the Economic Development Committee on 14 September 2023.

The Amendment was put.

Those for the Amendment: Councillors Taylor, Naidoo-Rauf, Donovan and Wilson

Those against the Amendment: Councillors Bydder, Hutt, O'Leary, Pike, Casey-Cox, van Oosten, Thomson and Tauariki

The Amendment was declared LOST.

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Resolved: (Cr Tauariki/Deputy Mayor O'Leary)

That the Council:

- a) receives the report;
- b) approves **Options One and Three** of the staff report, to:
 - i. change the name of the Sonning Carpark (described first and second in the schedule) to Opoia Paa in recognition of the history and cultural importance of the site with immediate effect;
 - ii. partner with mana whenua to consider the next steps for enhancing and developing Sonning Carpark;
 - iv. investigate changing the name of Jesmond Park (described third in the schedule) to Opoia Paa in recognition of the history and cultural importance of the site, and report back to the Community and Natural Environment Committee with a recommendation; and
- d) notes that the high-level options for the future of the site will be considered by the Economic Development Committee on 14 September 2023.

SCHEDULE

First All that land described as an Estate in Fee Simple comprising Allotment 465 Parish of Kirikiriroa contained in Computer Freehold Register Identifier SA50D/392 of 7,264 square metres more or less and physically located at **191 River Road**, Hamilton (**Attachment 1**).

Second All that land described as an Estate in Fee Simple comprising Lot 2 DPS 31617 contained in Computer Freehold Register Identifier SA30A/477 of 2,496 square metres more or less and physically located at **197 River Road**, Hamilton (**Attachment 2**).

Third All that land described as an Estate in Fee Simple comprising Lots 1-7 DP 14636 contained in Computer Freehold Register Identifier SA611/187 of 6,880 square metres more or less, known as **Jesmond Park** and physically located at Opoia Road, Hamilton (**Attachment 3**).

Crs Taylor, Naidoo-Rauf, Donovan and Wilson Dissenting.

The meeting was adjourned from 11:00am to 11:10am

9. Electoral Decisions for 2025 Triennial Election

The Governance and Assurance Manager outlined the report. Along with staff, Dale Ofsoske responded to questions from Elected Members concerning Council's civic education programme and timeframes.

Motion: (Cr Wilson/Cr Donovan)

That the Council:

- a) receives the report;
- b) pursuant to section 27 of the Local Electoral Act 2001 Council resolves for the 2025 Hamilton City Council triennial elections to change to the First Past the Post electoral system;
- c) notes that public notice be given by 19 September 2023 of the decision and of the right of electors to demand a poll on the electoral system to be used; and
- d) notes that representation arrangements review will be undertaken during the 2025-2028 triennium.

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Item 5

Amendment: (Cr Thomson/Cr van Oosten)

That the Council:

- a) receives the report;
- b) pursuant to section 27 of the Local Electoral Act 2001 Council resolves for the 2025 Hamilton City Council triennial elections to retain the Single Transferable Voting electoral system;
- c) notes that public notice be given by 19 September 2023 of the decision and of the right of electors to demand a poll on the electoral system to be used; and
- d) notes that representation arrangements review will be undertaken during the 2025-2028 triennium.

The Amendment was put.

Those for the Amendment: Councillors Hutt, Pike, Casey-Cox, van Oosten, Thomson and Tauariki.

Those against the Amendment: Councillors Bydder, O'Leary, Taylor, Naidoo-Rauf, Donovan and Wilson.

The Amendment was declared EQUAL.

The Chair did not exercise a casting vote and the Amendment was declared LOST.

The Motion was then put.

Those for the Motion : Councillors Bydder, O'Leary, Taylor, Naidoo-Rauf, Donovan and Wilson

Those against the Motion: Councillors Hutt, Pike, Casey-Cox, van Oosten, Thomson and Tauariki

The Motion was declared EQUAL.

The Chair did not exercise a casting vote and the Motion was declared LOST.

10. Recommendations from Open Committee Meetings

Capital Portfolio Monitoring report

Resolved: (Cr van Oosten/Cr Tauariki)

That Council approves to bring forward the 3 capital budgets that are identified in paragraph 52 of the staff report.

Financial Performance & Strategy Report

Resolved: (Cr van Oosten/Cr Tauariki)

That the Council:

- i) approves the capital movement as identified in paragraph 29 of the 30 June 2023 Capital Portfolio Monitoring Report; and
- ii) approves the revised Financial Strategy position for Debt to Revenue, Net Debt and Balancing the Books as set out in paragraphs 54 to 56 of the staff report.

11. Resolution to Exclude the Public

Resolved: (Deputy Mayor O'Leary/Cr van Oosten)

Section 48, Local Government Official Information and Meetings Act 1987

Attachment 1

COUNCIL 7 SEPTEMBER 2023 - OPEN

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The following motion is submitted for consideration:

That the public be excluded from the following parts of the proceedings of this meeting, namely consideration of the public excluded agenda.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution follows.

General subject of each matter to be considered	Reasons for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
C1. Confirmation of the Council Unconfirmed Public Excluded Minutes 3 August 2023) Good reason to withhold information exists under) Section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)
C2. Confirmation of the Elected Member Briefing Closed Notes - 2 August 2023		
C3. District Licensing Committee Appointments		
C4. Peacocke Programme Update		
C5. Recommendations from Public Excluded Committee Meetings		

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

Item C1.	to prevent the disclosure or use of official information for improper gain or improper advantage	Section 7 (2) (j)
Item C2.	to prevent the disclosure or use of official information for improper gain or improper advantage	Section 7 (2) (j)
Item C3.	to protect the privacy of natural persons	Section 7 (2) (a)
Item C4.	to enable Council to carry out commercial activities without disadvantage	Section 7 (2) (h)
	to enable Council to carry out negotiations	Section 7 (2) (i)
	to prevent the disclosure or use of official information for improper gain or improper advantage	Section 7 (2) (j)
Item C5.	to enable Council to carry out commercial activities without disadvantage	Section 7 (2) (h)
	to enable Council to carry out negotiations	Section 7 (2) (i)

The meeting was moved into public excluded session at 11:49am.

The meeting was declared closed at 12:56pm.

COUNCIL 7 SEPTEMBER 2023 - OPEN

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Council Report

Item 6

Committee: Council**Date:** 12 October 2023**Author:** Nicholas Hawtin**Authoriser:** Michelle Hawthorne**Position:** Governance Advisor**Position:** Governance and Assurance
Manager**Report Name:** Chair's Report 12 October 2023

Report Status	<i>Open</i>
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Chair's Recommendation

That the Council:

- a) receives the report; and
- b) approves the visit to Ieper by Maangai Maaori Olly Te Ua to accompany Mayor Paula Southgate's scheduled visit in April 2024, with the cost of \$4,800.00 funded by Council.

Attachments - *Ngaa taapirihanga*

Attachment 1 - Chair's Report



Chair's Report

12 October 2023

Deputy Mayor Angela, Councillor Moko Tauariki and I recently attended a Local Government New Zealand (LGNZ) two-day workshop of the Mayors and Chairs of City, District and Regional Councils and the LGNZ Reform Advisory Group to shape the emerging process to the Choose Localism agenda. During the hui we discussed developing a common understanding of what localism was, although no consensus was reached. We also explored the 17 recommendations of the Local Government Review Panel. That was interesting, giving some broad understanding of what parts of the recommendations were most supported. I will ask Angela and Moko to share some perceptions.

My personal view is that it will be hard for all Councils to reach agreement because our Councils across New Zealand have very different needs and challenges. There may be some broad themes such as better partnerships with iwi and the need for bespoke place-based deals, but LGNZ will need to be flexible enough to encapsulate a wider basket of ideas. One area that was less "supported by green flags" was the need for increased central Government funding and new funding tools. I was surprised because my personal belief is the long-term funding of key infrastructure is vital to our success.

Hamilton Metro Prospectus

Ahead of the upcoming General Election, we have sent the Hamilton Metro Prospectus to the Leaders of all major political parties [attached].

This is a comprehensive outline of Hamilton's investment priorities – and we see this as a solid foundation for negotiating a place-based funded partnership with the incoming government.

The Prospectus has already been a useful point of conversation with local Members of Parliament, who are keen to engage with us. In the next few weeks, we will work on more targeted communication to the incoming Government, showing how our priorities align with their investment priorities. In my view it is important to get conversations well underway and be ready to submit a strong proposition (sub regional/city deal) after the election. Many councils across New Zealand, including Metros, are doing this.

Funding for Olly Te Ua travel to Ieper, Belgium

From 21 to 26 April 2024, I will be travelling to Ieper in April 2024 to present the Ieper Council with an installation to mark the entrance to Hamilton Park - as an enduring representation of our friendship. I will also be presenting two buglers, who have a long history of playing the Last Post at the Menin Gate, honorary Hamilton citizenship and presenting the gift of a conch from the Hamilton

Ieper Trust. I will participate in the Anzac Day services at the Menin Gate and the unveiling of the two entrance panels at Hamilton Park, as a representative of our city.

I recommend that Olly Te Ua, our Maangai Maaori representative, accompany me to support the formal Anzac ceremonies and the presentation of our gifts, in the capacity of a military escort. Hamilton City is grateful for the work Olly has done to support our dawn parades and civic Anzac and Armistice Day services. I cannot think of a more fitting military escort for me in paying our respects at Ieper.

I also note Olly's considerable military experience and civic experience which includes:

- A former Commander Officer of 3/6 Battalion, Royal New Zealand Infantry Regiment, whose antecedent unit, 16th (Waikato) Regiment, comprised of soldiers and officers from Hamilton who fought on the Western Front;
- A staff member (Unit Manager) of Hamilton City Council when deployed to Afghanistan; and
- A former Battery Commander of 11/4 Battery which holds a charter with Hamilton City Council.

I recommend the basic costs of Olly's economy class travel and accommodation come from the Maangai Maaori budget (under the delegation of the CE) up to a total value of NZ\$4800, with the estimated budget broken down as follows:

- Airfares – Auckland to Brussels return economy NZ\$3000.00;
- Accommodation – Ieper, 4 nights - NZ\$1000.00;
- Meals – 4 x breakfast and 4 x dinners NZ\$400.00;
- Travel insurance NZ\$300.00; and
- Train fares – Brussels to Ieper return NZ\$100.00.

Chair's Recommendation

That the Council:

- a) receives the report; and
- b) approves the visit to Ieper by Maangai Maaori Olly Te Ua to accompany Mayor Paula Southgate's scheduled visit in April 2024, with the cost of \$4,800.00 funded by Council.

Paula Southgate

Mayor Hamilton City

Item 7

Council Report

Committee: Council **Date:** 12 October 2023
Author: Charlotte Catmur **Authoriser:** Blair Bowcott
Position: Sustainability and Climate Change Manager **Position:** General Manager Strategy, Growth and Planning
Report Name: Our Climate Future: Te Pae Tawhiti o Kirikiriroa Monitoring Report 2022/23

Report Status	<i>Open</i>
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Purpose - *Take*

1. To inform the Council on the first annual monitoring report on the implementation of Our Climate Future: Te Pae Tawhiti o Kirikiriroa.

Staff Recommendation - *Tuutohu-aa-kaimahi*

2. That the Council receives the report.

Executive Summary - *Whakaraapopototanga matua*

3. Our Climate Future: Te Pae Tawhiti o Kirikiriroa, approved by Council in August 2022, is Council's strategy for responding to climate change. It sets the vision for Hamilton Kirikiriroa to be a "thriving, low-carbon city that responds and adapts to climate change", and identifies three key outcomes:
 - i. By acting together, our emissions are reducing;
 - ii. Our neighbourhoods enable low-carbon living; and
 - iii. Our city is ready for Hamilton's climate.
4. While Elected Members receive regular updates on implementing the strategy and delivering the outcomes via the Climate Strategy Advisory Group, **Attachment 1** is the first annual monitoring report of the strategy implementation. It covers the 2022/23 financial year. It has been prepared by Sustainability and Climate Change staff, with input from Transport, Sustainable Resource Recovery, Waters, Nature in the City, Research and Insights, Development and Economic Development staff.
5. The report outlines progress made under each strategy outcome, with an overall strategy progress rating of 'amber', meaning that progress so far is not in line with what is required to achieve the vision and outcomes of the strategy.

6. Delivering Our Climate Future strategy requires both immediate action as well as a sustained longer-term response. While a number of key actions completed in year one lay the groundwork for this change, this report highlights that further action and urgency is needed to ensure we meet the outcomes of the strategy. To achieve our emissions targets set in the strategy we need to see a more rapid up take of mode shift and electrification of the economy. We also need to better understand the breadth of the impacts of climate change that we may experience here in Hamilton Kirikiriroa so that we can build our resilience. The 2024-34 Long-Term Plan presents a key opportunity to invest in actions that will enable successful delivery of Our Climate Future and the vision the strategy sets.
7. Staff have assessed the degree of significance of this report under the Significance and Engagement Policy. We consider the recommendation in this report has low significance in terms of the Policy, as the recommendation is to receive an update on strategy progress which is consistent with prior decisions. This recommendation has no immediate financial consequences or impact on level of service. The recommendation complies with the Council's legal requirements.

Background - *Koorero whaimaarama*

8. The Intergovernmental Panel on Climate Change (IPCC) Sixth Assessment Report (2022) describes climate change as a "threat to human well-being and the health of the planet". It warns that any further delay in action will miss the "brief, rapidly closing window to secure a liveable future".
9. Council has recognised that we have a responsibility to act on climate change. On 22 August 2022, Council approved Our Climate Future: Te Pae Tawhiti o Kirikiriroa. The purpose of this strategy is to set the direction for our response to climate change.
10. Our Climate Future guides how we will adapt the way we live, work, play, and move in and around the city, to transition to be a low carbon and resilient city.
11. Six principles guide all actions and decision-making through the strategy:
 - i. Equitable and holistic;
 - ii. Working together;
 - iii. Valuing te ao Maaori;
 - iv. Bold and informed;
 - v. Taking the right action; and
 - vi. Future-focused.
12. The strategy has three outcomes that will enable us to achieve the vision:
 - i. By acting together, our emissions are reducing;
 - ii. Our neighbourhoods enable low-carbon living; and
 - iii. Our city is ready for Hamilton's climate.
13. Each outcome has a number of focus areas and related 'measures of success'. These measures are monitored to track our progress towards achieving the strategy vision.
14. Council also set emissions targets for both city-wide and Hamilton City Council emissions through Our Climate Future:

City-wide targets:

 - i. A 'turning point' for emissions to peak by 2025 at the very latest;
 - ii. Minimum 30% reduction by 2030; and
 - iii. Minimum 82% reduction by 2050.

Item 7

Hamilton City Council targets:

- i. 50% reduction by 2030; and
 - ii. Net zero by 2050.
15. Elected Members receive regular updates on implementing the strategy and delivering the outcomes from staff via the Climate Strategy Advisory Group. Going forward staff will provide six-monthly and annual reports to Council.
 16. This report provides the monitoring for year one (2022/23) of Our Climate Future (**Attachment 1**).
 17. A one-page summary of key highlights will also be developed and shared with the community via public communication channels.

Discussion - *Matapaki*

Our Climate Future 2022/23 Monitoring Report

18. The first monitoring report for the first year (financial year 2022/23) of Our Climate Future is provided in **Attachment 1**.
19. The purpose of this report is to track progress against the 'measures of success' outlined in the strategy. Where possible, staff have used existing data to track progress; however, baseline indicators for some measures are still being calculated. This has been noted in the report.
20. This report shows that overall strategy progress is 'amber', meaning that progress is currently not in line with what is required to deliver the strategy outcomes and vision. While key foundation actions have been implemented to improve our capacity to respond to climate change, there needs to be an increase in the scale and pace of change if we are to be successful in achieving a just transition for our community and building resilience to climate change impacts in Hamilton Kirikiriroa.
21. The updates provided in the monitoring report and below highlight how, so far, we have had a greater focus on emissions reduction activities compared to adaptation. Key actions delivered in 2022/23 include modelling to understand the level of ambition required to achieve our targets and acquiring additional resources in Council's Sustainability and Climate Change team to deliver programmes of work focused on corporate sustainability and community and business climate action.
22. However, as Hamilton Kirikiriroa has grown, our city-wide emissions have continued to rise. This is in line with expectations as emissions reduction action has increased in the last 2 years and won't have influenced the 2021/22 profile. In the next few years, we need to continue to accelerate the emissions reduction action to ensure that we meet the 2025 turning point and 2030 targets, which will put us on track to achieve the goals we have set for 2050.
23. In the adaptation space, we have delivered some key projects such as a climate change risk assessment for Council's operations and updating Council's Floodviewer tool, which now provides flood mapping for 90% of Hamilton Kirikiriroa. However, additional work is required to fully understand the climate change impacts for Hamilton Kirikiriroa and help our communities prepare.
24. As such, the 2024-34 Long Term Plan presents a key opportunity to invest in actions that will enable successful delivery of Our Climate Future and the vision this strategy sets.
25. Staff note that the 2021/22 net emissions for Hamilton City (reported as 1,060,790 tCO₂e in the monitoring report, **Attachment 1**), may be subject to slight change. This is because the emissions data is obtained via the Waikato Regional Council Regional Greenhouse Gas Inventory and the inventory is currently under external peer review (as per Regional Council's process). However, we are not anticipating that any major changes will be made.

26. If required, staff will provide an update on Hamilton's 2021/22 emissions profile in the next six-monthly report, once the inventory has been finalised by Waikato Regional Council.

Highlights for Our Climate Future 2022/23

27. Whilst the monitoring report helps us track progress against the 'measures of success' in Our Climate Future, this section provides a summary of some key actions delivered in the first year of strategy implementation (2022/23).

Outcome 1: By acting together, our emissions are reducing

28. Modelling has been completed to understand the level of ambition required to achieve our city-wide emissions targets. The modelling indicates that based on current national, regional, and local commitments, our city-wide emissions are anticipated to decrease by only 16% by 2030. This means we are not on track to achieve our 30% reduction target by 2030 (from 2018/19 baseline).
29. We were successful in receiving funding from the Better Off Fund for two additional work programmes – one focused on corporate sustainability and achieving our corporate emissions targets, and the other focused on supporting community and business climate action.
30. To improve our community's awareness of Council's climate change response, we have developed our first dedicated climate change e-newsletter: Te Pae Tawhiti – Delivering on Our Climate Future. The newsletter provides an overview of what Council is doing to respond to climate change and there are currently over 500 subscribers with a high level of engagement. Newsletters were sent out in March and July 2023 and will continue to be delivered quarterly.
31. We engaged on climate action with the community throughout 2022/23 at events such as:
- i. Your Neighbourhood Melville;
 - ii. University of Waikato Climate Ambassador Programme;
 - iii. hosting the launch event of Impact Hub's Climathon Roadshow; and
 - iv. celebrating Earth Day at the Central Library.
32. We are also beginning to use [FutureFit](#) – an online tool for community to measure their carbon footprint then choose actions, challenge friends, and track and share their progress to reduce it. This will provide an additional way for us to monitor if and how the community are making low-carbon choices, and help us understand any future education needs.
33. In addition, an updated version of [Access Hamilton: Ara Kootuitui Kirikiriroa](#) (transport strategy) was approved by Council in 2022/23. Access Hamilton has an outcome focused on developing a low-emissions transport system that is resilient to climate change. In March 2023 we were successful in receiving funding from the Climate Emergency Response Fund for 28 walking, cycling and public transport projects to support this outcome.
34. To support the reduction of material entering the waste stream, we are incorporating circular economy principles in the Waste Management and Minimisation Plan 2024-2030 (currently under development).

Outcome 2: Our neighbourhoods enable low-carbon living

35. In 2022/23, we completed a review of the efficiency of Council-owned buildings, including community facilities. This report highlighted that energy efficiency improvements and energy reductions have been made at multiple sites, but further changes could be implemented to ensure Council's buildings incorporate sustainable design principles. The Better Off Funding received for our corporate sustainability work programme will help us to act on some of the recommendations made in this report.

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36. Council approved an updated version of Hamilton Urban Growth Strategy (HUGS) in 2022/23. HUGS directs us to 'grow up and out from the central city' and has climate change as a key consideration. This supports urban form that reduces emissions by creating a more compact city, and enabling growth of homes and jobs in areas that can easily access public and/or active transport modes.
37. We were successful in receiving \$150.6 million of Infrastructure Acceleration Funding in November 2022 to support this growth in our central city. One of the key projects that this will fund is an active modes river crossing between the central city and Hamilton East (location to be determined), providing a low-carbon transport option for Hamiltonians by better connecting these neighbourhoods.

Outcome 3: Our city is ready for Hamilton's climate

38. Water use data for 2022/23 reflects the impacts of a very wet summer, but also the success of Council's water conservation programme and sustainable water use campaigns.
39. Flood mapping has been completed for 90% of the city. This mapping models what would happen in areas of the city if we had a very large, very rare, amount of rain, and allows for better readiness and understanding of extreme events.
40. Updates to the District Plan (via Plan Change 12 – Enabling Housing) proposed in 2022/23, in response to the government's National Policy Statement on Urban Development, included rules around permeable surfaces, requirements to provide and/or retain trees and landscaping, and rainwater re-use tanks.
41. Plan Change 14 – Flood Hazards, scheduled to be publicly notified in Q1 of 2024, also responds to the challenges posed by the housing intensification legislation including the capacity of infrastructure to support intensification. Planning staff have identified a potential gap in the Operative District Plan regulation of flood hazards, particularly related to buildings and other development in areas prone to overland flooding and low flood risk zones. Plan Change 14 sits within the broader context of city initiatives and climate adaptation measures.
42. Work continues through the Nature in the City Programme, which supports our climate adaptation response. This includes a number of planting events, and working with restoration groups, Enviroschools, and landowners, as reported to the Community and Natural Environment earlier this year.

Financial Considerations - *Whaiwhakaaro Puutea*

43. This is a regular operating activity funded through the Long-Term Plan.

Legal and Policy Considerations - *Whaiwhakaaro-aa-ture*

44. Staff confirm that the recommendation complies with the Council's legal and policy requirements.

Climate Change Impact Statement

45. Staff have assessed this option against the Climate Change Policy for both emissions and climate change adaptation.
46. Staff have determined no adaptation assessment is required.
47. Staff have determined no emissions assessment is required.
48. As this report is providing an update on the delivery of Our Climate Future: Te Pae Tawhiti o Kirikiriroa, there are no adaptation or emissions impacts associated with receiving the report.

Wellbeing Considerations - *Whaiwhakaaro-aa-oranga tonutanga*

- 49. The purpose of Local Government changed on the 14 May 2019 to include promotion of the social, economic, environmental and cultural wellbeing of communities in the present and for the future ('the 4 wellbeings').
- 50. The subject matter of this report has been evaluated in terms of the 4 wellbeings during the process of developing this report as outlined below.
- 51. The recommendations set out in this report are consistent with that purpose.

Social

- 52. Climate change has the potential to reduce our community's social wellbeing, especially our more vulnerable community members. Our Climate Future: Te Pae Tawhiti o Kirikiriroa seeks to minimise this impact by ensuring a just transition, where everyone is ready for the physical impacts of climate change and the transition to low-carbon living.
- 53. Many community members are concerned about climate change and its impacts. By communicating the progress made on delivering Our Climate Future, the community can see that Council is playing a part in responding to this issue.

Economic

- 54. Through delivery of Our Climate Future, Council supports the transition to a low-carbon economy in Hamilton Kirikiriroa. This is a focus area of 'Outcome 1: By acting together, our emissions are reducing' and we have recently acquired a resource dedicated to supporting businesses (and community) to act on climate change (funded through the Better Off Fund).

Environmental

- 55. Delivery of Our Climate Future promotes environmental wellbeing. The emissions targets set in the strategy direct Council to enable city-wide emissions reduction, and to achieve reductions in our own operational emissions.
- 56. The strategy also has a focus on promoting nature-based solutions, and encouraging sustainable water use and conservation measures to protect the Waikato River.

Cultural

- 57. The long-term impacts of climate change may have impacts on the cultural wellbeing of our community, for example if values and customs are unable to be practised. The principles of 'valuing te ao Maaori' and 'working together' guide all actions and decision-making through the strategy to ensure that we promote cultural wellbeing.
- 58. 'Valuing te ao Maaori' recognises te ao Maaori as a frame of reference for our action, to ensure that our decisions acknowledge the interconnectedness and interrelationship of all living and non-living things.
- 59. 'Working together' recognises that collective action is essential for our climate response, and we must collaborate with iwi, hapuu, residents and our wider community to successfully deliver on the strategy.

Risks - *Tuuraru*

- 60. There are no known risks associated with the decisions required for this matter.

Item 7

Significance & Engagement Policy - *Kaupapa here whakahira/anganui*

Significance

61. Staff have considered the key considerations under the Significance and Engagement Policy and have assessed that the matter(s) in this report has/have a low level of significance.

Engagement

62. Given the low level of significance determined, the engagement level is low. No engagement is required.
63. However, as there are many community members concerned about climate change and its impacts, a one-page summary of the key highlights of Our Climate Future delivery in 2022/23 will be developed and shared via public communication channels to inform the community.

Attachments - *Ngaa taapirihanga*

Attachment 1 - Our Climate Future: Te Pae Tawhiti o Kirikiriroa - Year 1 Monitoring Report

Our Climate Future: Te Pae Tawhiti O Kirikiriroa

2022/23 Monitoring Report

Our Climate Future: Te Pae Tawhiti o Kirikiriroa is Council's strategy to respond to climate change. The strategy was adopted by Council in August 2022 and will be reviewed as required. The strategy guides our response as we transition towards our vision '*Hamilton Kirikiriroa is a thriving, low-carbon city that responds and adapts to climate change*'. Council's role is to lead by example and advocate for the community in preparing for and responding to climate change.

The strategy sets emissions targets for both city-wide and Council emissions. The targets are:

City-wide emissions

- Emissions peak by 2025 at the latest
- Minimum 30% reduction by 2030
- Minimum 82% reduction by 2050

Council emissions

- 50% reduction by 2030
- Net zero by 2050

Our Climate Future is a key foundation strategy and is supported by the Climate Change Policy. This strategy and policy apply across all Council business activities.



This document provides progress updates on delivery against the strategy outcomes. The following key is used:

Undetermined	Red	Amber	Green
Progress against this is not yet measurable as a baseline is still being established.	Progress against this is significantly off track as planned, due to significant risks/issues.	Progress against this is off track due to some identified risks/issues.	Progress is on track.

Progress of delivering the strategy: Year one (2022/23)



Based on ratings of each outcome, staff have determined that the overall strategy progress is amber.

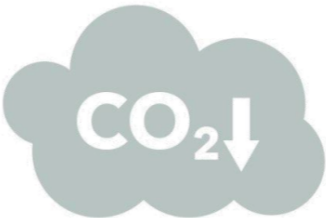
Key foundational actions have been delivered in the first year (2022/23) of strategy implementation, including understanding the level of ambition required to reduce emissions and acquiring additional funding and resourcing to deliver strategy outcomes. However, to ensure successful delivery of the 30+ year vision, further action and urgency is required. City-wide emissions have increased in line with growth, however in the next few years we need to see a shift towards emissions declining whilst the city grows.

Progress on some outcomes is undetermined as baselining is still being completed.



Outcome one: By acting together, our emissions are reducing

- The progress for outcome one is amber.
- City-wide emissions have increased as the city continues to grow – this was not unexpected and does not breach the target for city-wide emission to peak in 2025 at the very latest. However, modelling has been completed and indicates that based on current national, regional, and local commitments, our city-wide emissions are anticipated to decrease by only 16% by 2030. This means we are not on track to achieve our 30% reduction target by 2030 (from 2018/19).
- Additional action is required in the coming years if the 2025 and 2030 targets are to be achieved.
- We were successful in receiving Better Off Funding to deliver two new programmes. One is focused on Corporate Sustainability, including our Council emissions reduction targets, and the other on building relationships with community and businesses and delivering a climate action fund.



How we'll know we are successful	How we're tracking
We are progressing towards our emissions targets	City-wide emissions – Our net emissions for 2021/22 were 1,060,790 tCO ₂ e. This is a 6% increase from our 2018/19 baseline. This increase is expected as we are a growing city and action by central government and council has increased since 2022. More action is required over coming years to reduce emissions and to support a fair and equitable transition.
	Council emissions – Council's operational non-biogenic emissions for 2022/23 were 9,523 tCO ₂ e, which is an 18% decrease from the 2018/19 baseline. This decrease is largely due to our continued shift from natural gas to electricity, and the increased level of renewable electricity in the national grid. Further work is needed to address other emissions sources, including our corporate travel emissions as these are increasing as we return to pre-COVID-19 travel behaviours and ways of working.



Attachment 1

How we'll know we are successful	How we're tracking
Emissions from transport are decreasing	Our 2021/22 city-wide emissions profile shows that transport emissions were 675,802 tCO ₂ e. This is a 6% increase from 2018/19 and is expected in this year 1 report due to city growth. Transport emissions remain the largest source of city-wide emissions at 64% of the 2021/22 emissions profile.
There is an increase in the community's awareness of our climate change response	Quality of Life Pulse Survey data showed that in 2021 and 2022, on average 26% of respondents 'didn't know' how they felt about the amount of effort Council puts into actions or initiatives to address environmental issues or climate change. This suggests a lack of awareness among some residents around what Council does to address these issues. As we implement Our Climate Future, we aim to see this decrease over time.
The number of businesses acting on climate change is increasing	We are currently establishing a baseline for reporting against this measure. Council's Employer Insights reports for Jan-June 2023 (see Economic Development Committee Agenda, June 2023) found that manufacturing and agriculture employers in Hamilton were making efforts towards increasing sustainability initiatives, such as in renewable energy, and packaging reduction and recycling.
The quantity of material entering the waste stream is decreasing	The amount of residential waste to landfill at Hamilton's resource recovery centre (Lincoln Street) in 2022/23 was 10,392 tonnes, equivalent to 57.7kgs per person. This is a reduction on 2021/22 (14,391 tonnes, equivalent to 80.62kgs per person). The amount of waste to landfill through Hamilton's kerbside service (red rubbish bin) in 2022/23 was 15,992 tonnes, equivalent to 88.89kgs per person. This is a slight increase from previous years (88.47kgs in 2021/22 and 85.29kgs in 2020/21). Waste to landfill from Council sites for 2022/23 was 1,025.43 tonnes. This is an increase on previous years where the impacts of COVID-19 lockdowns at Council sites and staff working from home saw a reduction in waste to landfill.

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Outcome two: Our neighbourhoods enable low-carbon living

- We are currently establishing baselines for half of the success measures under this outcome, making it difficult to assess progress so far. Status is therefore undetermined until we are better able to measure progress.
- Quality of Life and Pulse surveys show that while Hamiltonians are taking climate action (the majority of which is focussed on waste and purchasing behaviours), there has been a decrease in Hamiltonians who consider sustainability and the environment in their decision-making.
- We were successful in receiving Climate Emergency Response Funding for 28 transport projects that will help reduce transport emissions in Hamilton Kirikiriroa. These projects are small to medium transport improvements including bus stop upgrades and new walking and cycling connections, making it easier for our community to move around our city in low-carbon ways.



How we'll know we are successful	How we're tracking
More people are using active transport options (e.g. walking, biking, scooting) within their neighbourhoods	We are currently establishing a baseline for reporting against this measure in alignment with the monitoring of the Access Hamilton Action Plan.
There is an increase in the use of public transport	We are currently establishing a baseline for reporting against this measure in alignment with the monitoring of the Access Hamilton Action Plan.



Attachment 1

How we'll know we are successful	How we're tracking
More of our homes and buildings are incorporating sustainable design principles	Quality of Life Pulse Survey data from June 2023 shows that respondents have limited access to the following sustainable resources: home composting (32% of respondents); ability to easily charge a hybrid or electric vehicle at home (12%); solar panels (4%); rainwater tanks (4%). The majority of respondents (58%) said that they do not have access to any of these resources.
Our communities are actively making low-carbon choices as they recognise the benefits of doing so	Quality of Life survey data shows Hamiltonians are taking climate action. In October 2022, 68% of respondents took actions to manage waste; 54% took purchasing actions such as buying fewer products; 46% took food actions such as eating more plant-based foods; 36% talked about climate change issues or solutions with others; 34% took transport actions such as choosing to walk, bike or bus; and 20% took energy actions such as home upgrades to reduce electricity use. However, Quality of Life and Pulse survey data have also shown that the proportion of Hamiltonians who 'often' consider sustainability and the environment in their decision making in 2023 has declined since previous years. Over 2020-2022, approximately 46% of respondents 'often' considered this, but in 2023 this dropped to 36%.

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Outcome three: Our city is ready for Hamilton’s climate

- We are currently establishing or have only recently established baselines for most of the success measures under this outcome, meaning it is difficult to assess progress so far. Status is therefore undetermined until we are better able to measure progress.
- While the wet weather experienced across the north island in 2022/23 led to a reduction in water use in Hamilton Kirikiriroa, it also caused an increase in the number of flooding events we experienced. This highlights the importance of this strategy outcome, to ensure we are prepared for extreme weather impacts and able to manage water use as our climate changes.
- Flood mapping has been completed for 90% of the city. This models what would happen in different areas of the city if we had a very large, very rare, amount of rain and helps us to identify appropriate stormwater treatments and improve our preparedness for extreme events.
- We have completed a Climate Change Risk Assessment for Council’s operations which helps us understand how climate change could impact what we do and the services we provide for our community.



How we’ll know we are successful	What we are doing
Our roads and cycleways are meeting our community’s needs despite the changes in climate and extreme weather events	We are currently establishing a baseline for reporting against this measure in alignment with the monitoring of the Access Hamilton Action Plan.



Attachment 1

How we'll know we are successful	What we are doing
Native vegetation cover has increased to 10% by 2050	The native vegetation cover baseline for the city has been calculated at 1.7%. This measure will be monitored in line with Nature in the City strategy reporting. The Nature in the City programme continues to delivery priority projects and engage with partners and stakeholders to increase native vegetation cover.
Tree canopy cover is increasing across the city	Tree canopy cover baseline of 12.5% was established in 2019/20. This will be measured again in November/December 2023. This measure will be monitored in line with the reporting for Council's wellbeing measures. Progress is undetermined until the next measurement can be compared against the baseline.
Our stormwater system continues to minimise the impact on the awa despite changes in rainfall	We are currently establishing a baseline for reporting against this measure.
Water is being conserved by our community, businesses, and at Council facilities	Total city-wide water use in 2022/23 was 20,733.38 million litres. In 2022/23, the average daily water use per resident was 305 litres per day. This is a lower water use rate compared to previous years (338 litres in 2021/22, 331 litres in 2020/21, and 348 litres in 2019/20). We are currently establishing a baseline for reporting water use at Council facilities.
Our community is more aware of the impacts of climate change in Hamilton Kirikiriroa.	We are currently establishing a baseline for reporting against this measure.

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Council Report

Item 8

Committee: Council **Date:** 12 October 2023
Author: Nicholas Whittaker **Authoriser:** David Bryant
Position: Senior Risk and Resilience Advisor **Position:** General Manager Business Services
Report Name: Report from the Strategic Risk and Assurance Committee - Risk Management Report

Report Status	<i>Open</i>
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Purpose - *Take*

1. To inform the Council on the status of Hamilton City Council's nine strategic risks, three organisational risks and any potentially significant emerging risks.
2. The Risk Management Report as presented to the Strategic Risk and Assurance Committee of 28 September 2023 is provided as **Attachment 1**.

Staff Recommendation - *Tuutohu-aa-kaimahi*

3. That the Council receives the report.

Attachments - *Ngaa taapirihanga*

Attachment 1 - Strategic Risk and Assurance Committee - Risk Management Report - 28 September 2023

Attachment 1

Item 8

Council Report

Committee: Strategic Risk and Assurance Committee
Date: 28 September 2023
Author: Nicholas Whittaker
Authoriser: David Bryant
Position: Senior Risk and Resilience Advisor
Position: General Manager Business Services
Report Name: Risk Management Report

Report Status	Open
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Purpose - Take

1. To inform the Strategic Risk and Assurance Committee on the status of Hamilton City Council’s nine strategic risks, three organisational risks and any potentially significant emerging risks.

Staff Recommendation - *Tuutohu-aa-kaimahi* (Recommendation to the Council)

2. That the Strategic Risk and Assurance Committee recommends that the Council receives the report.

Executive Summary - *Whakaraapopototanga matua*

3. Hamilton City Council’s strategic and organisational risks have been reviewed over the last quarter and where relevant, have been updated to reflect the changing risk environment.
4. There have been two changes to residual risk ratings.
 - i. Strategic Risk 4 has increased to Very High, following a review of the residual likelihood given the current cyber environment.
 - ii. Strategic Risk 7 has decreased to High following a review of the likelihood and current market conditions. Further information on these risks can be found in the report.
5. Strategic Risk 1 has two specific updates this quarter relating to risks to the water supply network. The first is an update on the Western Bulk Water Main and risks related to increased erosion at the site. Emergency repairs are currently underway and further updates to this work will be presented verbally at the Committee. The second update pertains to an alert on the Water Levels at Lake Taupo which are unseasonably low. Staff will continue to monitor these levels to ensure Hamilton is prepared for any significant risks to water supply.
6. Council continues to implement the relevant corrective controls for Strategic Risk 2 as we navigate a tough economic climate.
7. The economic outlook impacts the city’s development cycle. Staff continue to monitor the rate of growth in the city (subdivisions, land use and building consents) and the impact for Council of a period where there is a lower level of activity in development work.

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8. As the central government election draws nearer, staff will continue to understand the policy positions of Parties. In particular the impact of any changes in policy and/or government to Strategic Risk 6 – Political Changes Negatively Impact Strategic Direction.
9. KPMG have been appointed as Council's internal auditors. They will conduct a review of Council's risk appetite and are holding workshops with ELT and Elected Members in September. This will inform how we manage our strategic and organisational risks, guide investment decisions, and inform the internal audit programme for the coming year.
10. Staff consider the matters in this report have medium significance and that the recommendations comply with Council's legal requirements.

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Item 8

Background - *Koorero whaimaarama*

11. The Strategic Risk and Assurance Committee meeting of 16 May 2019 approved, for monitoring purposes, eight strategic risks and three organisational risks. At subsequent meetings, staff reported on the status of each risk and associated treatment plans. A ninth strategic risk relating to climate change was added in 2020.
12. The purpose of this report is to highlight significant activity over the last quarter for each risk. The attached Risk Register sets out more detail on all strategic and organisational risks including treatment plans.
13. A review of Council's strategic risks with the Executive Leadership Team took place in May 2022.
14. The outcome of this review included proposed changes to risk names and descriptions which were taken to the Strategic Risk and Assurance Committee Workshop on 8 June 2022. Changes to risk names and descriptions were discussed by the Committee and approved. Staff are currently looking into scheduling another full review in the near future.

Attachment 1

Discussion - *Matapaki*

Strategic Risk 1 – Failure to Respond to a Disaster

15. This risk description is 'A lack of preparedness leads to **a failure to respond or an ineffective response to a natural or human induced disaster event** resulting in compromised community resilience.' This risk links to Strategic Risk 4 – Loss of information or access to systems, Strategic Risk 8 – Failure to respond to a crisis or emergency and Strategic Risk 9 – Failure to respond to climate change.
16. There is no change to the residual risk rating for this risk – it remains at very high.
17. **CDEM exercise** - Exercise Rua was held in mid-July and involved 80 staff, 40% of whom were having their first CDEM exposure. The disaster was premised on an 'Auckland type' significant rain event causing a large volume of flooding. The mayor and iwi /Māori partners participated in the event. External assessments rated the response at 58% which is a 14% improvement on the 2022 score and just shy of the target of 60% ('Advancing' status). Areas identified as requiring further focus will be added to our workplan.
18. Sitting within Strategic Risk 1, there are two key operational risks which have been highlighted below to bring to the attention of the Committee. By managing both of these risks appropriately we ensure that HCC is in the best position to prepare for a potentially significant event. This preparation will enable a more effective response, if required. The risk to the western bulk water main is an urgent matter (reported to Elected Members on September 7th) and a verbal update on the progress of the improvements will be provided at the Committee.

Risk to the Western Bulk Water Main

Attachment 1

Item 8

19. Erosion on the Waikato riverbank around the western bulk water main pipes in the vicinity of the Mangakootukutuku Stream entrance to the river, has put a valve chamber and the twin bulk water main pipes at risk.
20. Urgent remedial erosion works are required to stabilise the bank and prevent damage to this critical infrastructure, which supplies the western side of the city (up to approximately 30,000 residential and commercial properties) from the Waioara Water Treatment Plant.
21. Emergency erosion work was previously undertaken immediately adjacent to this area in 2020 to stabilise the riverbank using rocks and building a structure to deflect river flow and current away from the riverbank and our critical infrastructure (stage 1).
22. During stage 1 it was identified that further erosion works adjacent to the site would be required in the future. The Three Waters team have been monitoring this site and working with engineers to develop a design for the further works (stage 2). Capital renewals budget were allocated this financial year to finish planning and complete stage 2 works.
23. Fluctuations in river level and high river flows in recent months have increased the rate of erosion to the riverbank. Frequent monitoring of the site has confirmed that the erosion is occurring more rapidly than anticipated. This has now escalated into a critical situation.
24. Staff are working quickly using emergency procurement and consenting provisions to finalise the design and commence work for stage 2. This is expected to take approximately four to six weeks to complete.
25. While the repairs are underway staff are monitoring this site daily and have established an incident management team to actively monitor and manage the situation. A contingency plan has been prepared to minimise any potential impacts to the supply of drinking water to the west side of the city. This includes isolating the at-risk section of the water mains and directing drinking water along the Eastern Bulk Water Mains to the north of the city and across the river at several bridges to supply the western side of the city. Modelling of water pressure and supply impacts of implementing the contingency plan has been completed.

Lake Taupo Levels

26. Lake Taupo is currently at a lower-than-expected level for this time of year and has been consistently trending downwards since June 2023. If the minimum operating level of Lake Taupo is reached, Mercury is required under their resource consent to operate the Waikato River hydro system so the outflows from the Karapiro dam match the inflows to Lake Taupo. This can result in the Waikato River level downstream of the Karapiro Dam dropping significantly.
27. The Waioara Water Treatment Plant's water inlet pipe is located set at a fixed level in the Waikato River. If river levels drop below the level of this pipe, the treatment plant would be unable to physically pump water from the river to the treatment plant. Since 2016, Council has had a low river contingency plan (pumping platform) that is able to be deployed, to pump water from the deeper part of the Awa into the water treatment plant during exceptionally low river levels. This contingency plan, if implemented, will ensure that the treatment plant can continue to treat and supply Hamilton with up to 90 million litres of treated drinking water per day.
28. The NIWA Seasonal Outlook is forecasting average temperatures in the Taupo area, however rainfall is expected to be below average levels. Generally, the risk period for low water levels in Lake Taupo occurs during April – June; however recent trends may be an early indication that there is an increased likelihood of needing to deploy the low river contingency pumping platform this summer.

29. Staff are in regular contact with Mercury and Waikato Regional Council and will continue to closely monitor both Lake Taupo and Waikato River levels to actively manage this risk to Hamilton's water supply.

Strategic Risk 2 – Significant Negative Impact on Financial Strategy

30. This risk description is 'A major economic or financial shock event **negatively impacts Council's financial strategy, fiscal and monetary position** resulting in significant financial pressure on Council.' This risk links to Strategic Risk 7 – Failure to deliver our work programmes.
31. There is no change to the residual risk rating for this risk – it remains at medium.
32. We expect revenue to fall in 2023/24 in response to lower levels of residential consenting. High financing costs, low house prices and high levels of uncertainty are keeping both buyers and developers cautious. We are expecting this to continue throughout the rest of the financial year.
33. Annual capital price inflation has fallen from a peak of 12.5% to 6.4% in the June 2023 quarter but remains high. Prices for transport were up 8.3% on a year ago and civil construction as a whole was up 6.6%.
34. Labour costs are also a significant contributor to the increased costs of capital projects, for example, it makes up an estimated 40% of the cost of roading projects. The labour cost index increased 4.3% in the year to June 2023. Cost escalation of major capex categories is expected for the next 18 to 24 months, though at a slower rate than seen in 2022.
35. The RBNZ has held the official cash rate at 5.5% since May 2023 and its latest Monetary Policy Statement (August 2023) suggests that rates may stay at this level until mid-2025. Banks had priced in a reduction in the OCR by 50bps by the end of 2024. The RBNZ statement will likely see increases in medium-term interest rates as banks readjust.
36. The possibility of a recession has faded, but an economic slowdown remains likely. Cost pressures on households and businesses have increased substantially, many businesses still expect input prices to continue to increase and expect to raise their own prices in response. Spending remains strong in Hamilton but has eased in the June 2023 quarter.
37. Staff will continue to actively monitor and report on economic conditions and their impact on Development Contribution revenue, capital expenditure and operational budgets.
38. Reflective of the controls for Strategic Risk 2 the pressures on Council's budget are being closely managed through forecasting to the end of 2023/24, and the Annual Plan process for the 2023/24 financial year. This work will continue through to the Long-Term Plan process, in particular as part of the development of the significant assumptions for the Long-Term Plan.

Strategic Risk 3 – Failure to Meet Compliance Standards

39. This risk description is 'Compliance requirements from Central Government and regional council or changes in community expectations leads to a **failure to meet compliance standards** resulting in increased exposure to litigation.' This risk links to Strategic Risk 6 – Political changes negatively impact strategic direction.
40. There is no change to the residual risk rating for this risk – it remains at high.
41. Central Government has passed several significant pieces of legislation in August. Staff continue to assess the requirements for compliance with changes – notably in the Waters and Resource Management area. Some legislation and policy direction may be rolled back following the national elections in October.

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Strategic Risk 4 – Loss of Information or Access to Systems and Services

42. The risk description is 'In the event of a cyber-attack, IT service or technology asset failure there is a risk that **confidential information and / or Council services are compromised or fail and / or there is a loss of information** resulting in ongoing reputational, legal, and financial consequences.
43. Since the last report, Council have completed a further assessment of the current risk landscape. This review has caused us to shift the likelihood of this risk from unlikely to likely resulting in an increased residual risk rating. **Strategic Risk 4 is now rated as very high.**
44. Commentary and treatment plans relating to this risk contains confidential and commercially sensitive information and are covered in the Loss of Information or Access to Systems Report presented to the Committee in the public excluded part of this meeting.
45. Sitting within strategic risk 4 is the increasing risks surrounding the use of **Artificial Intelligence (AI)**. Risks associated with AI continue to be complex and evolving which Council will need to consider carefully before approving staff use. Further discussion regarding this risk are covered in the Loss of Information or Access to Systems Report

Strategic Risk 5 – Failure to Deliver Growth Outcomes

46. This risk description is 'Step-changes in growth requirements or demand or consequences of growth means **Council can't deliver expected growth outcomes** resulting in increased costs and the perception that growth delivers negative outcomes for the community.'
47. There is no change to the residual risk rating for this risk – it remains at high.
48. Residential consenting in Hamilton fell 6% to 1390 new dwellings granted in the year to June 2023.
49. This remains above our average growth assumption of 1200 new dwellings per year.
50. However, the number dwellings in consents lodged has fallen 27% in the year to June 2023, with the number lodged in both May and June extremely low. July and August were also very low and we could round out 2023 calendar year with under 1000 new dwelling consented if these trends continue.
51. The current economic environment is highly uncertain, coupled with an upcoming election and high financing costs mean many developers and buyers are taking a "watch and wait" approach before committing to projects.
52. The long-term outlook for growth remains positive with high levels of net migration, employment growth and investment in non-residential development likely to attract more people to Hamilton and increase demand for housing.
53. Plan Change 5 (Peacocke) is at the appeals stage, Industrial Land Supply Analysis has been completed to inform up-coming HBA analysis, hearings on PC12 have been delayed in order to address flood hazards through Plan Change 14 first. Decision deadline on PC12 has been extended by the Minister for the Environment for HCC till December 2024.

Strategic Risk 6 – Political Changes Negatively Impact Strategic Direction

54. This risk description is 'Political stakeholders make unanticipated changes or decisions or take actions that negatively impact Council's strategic direction resulting in significant changes to Council's form or function, resourcing and work programme.' This risk links to SR3 – Failure to meet compliance standards.
55. There is no change to the residual risk rating for this risk – it remains at very high.
56. The Central Government programme of legislative reform continues to progress and brings with it a high level of uncertainty for local government.

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57. Since the last meeting, the Spatial Planning Act and Natural and Built Environments Act have been enacted, introducing a new resource management system for New Zealand. A small number of changes come into force straight away, however much of the RMA 1991 will stay in place as the new system is phased in over the coming years.
58. There is a high level of uncertainty regarding the future of the new Acts, with both the National and Act parties announcing that they will repeal the legislation prior to Christmas if they form a new government following the 14 October 2023 Election. It is prudent for Council to consider the implications of the new legislation on the function of the business; however the high level of uncertainty means that any detailed work programme to work to embed the new legislation will occur post-election.
59. The Water Services Entities Amendment Bill has also been passed. This changes the Water Services Entities Act 2022 to replace 4 water services entities with 10, allowing for greater community involvement in setting the direction of water entities while ensuring affordability of services for households. It has been scheduled that the 'go live' date for the Waikato entity (Entity B) will be 1 July 2025, with the date to be confirmed by Order in Council post the election.
60. The Future for Local Government Review has released its final report that proposed 17 recommendations to enable local government to better serve communities across New Zealand. The government has indicated that they will consider the report once the election is over and is interested in hearing from councils their initial views in the interim.
61. Council continues to engage with parties across the political spectrum in the lead up to central government elections to champion Hamilton's plans for the future and share a consistent story about our priorities. Council will seek to work with which ever parties make up the next government to deliver the best outcomes for Hamiltonians.

Strategic Risk 7 – Failure to deliver our Work Programmes

62. This risk description is 'An ongoing shortage of necessary resources (people and materials) means we are unable to deliver our work programmes resulting in constrained growth and negative long-term outcomes for the community.' This risk links to Strategic Risk 2 – Significant negative impact on financial strategy.
63. There is a reduction to the residual risk rating for this risk – it has been reduced from Very High to High.
64. The residual likelihood of this risk has been reduced from Likely to Possible to reflect the ease of the demand due to the rise in interest rates, the apparent slowing down of the economy, perceived increase in applicant numbers, and the uncertainty surrounding the future Central Government election. We continue to closely monitor as our ability to deliver our work programmes as it continues to be impacted by external factors (such as those mentioned above) even though we have been successful in obtaining Central Government funding.
65. Consistent poor weather over the traditional summer months has had an impact on the progress and cost of some projects and the national workload following the January -February 2023 cyclones. This poor weather has continued through into August 2023 and the impacts on cost and programme have been significant, particularly on some of the larger infrastructure projects like Peacocke and Borman Road. Any cost and time implications need to be worked through contractually.
66. Internal resourcing requirements continue to be reviewed as part of each long-term or annual plan process. Supply chain insights are routinely obtained through close relationships with the construction industry and ongoing collaboration with the NZ Infrastructure Commission, Construction Accord, and the Waikato Branch of Civil Contractors NZ (CCNZ) and provision of pipeline of work opportunities to CCNZ.

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67. Through the 2023/24 Annual Plan deliverability has been a major consideration when developing the capital works programme. For this reason, it is expected that for the 2023/24 financial year the likelihood of this risk occurring will be reduced.
68. There are some supply chain issues remaining, impacting on delivery of our work programmes. Cost escalation continues to impact on the delivery of our work programmes. For commentary relating to cost escalation and the additional impacts of Cyclone Gabrielle, refer SR2 Significant negative impact on financial strategy.

Strategic Risk 8 – Failure to Respond to a Crisis or Emergency

69. The risk description is 'A lack of Council's preparedness leads to a **failure to respond or an ineffective response to a crisis (e.g. pandemic) or emergency** (e.g. security attack) resulting in compromised business resilience.' Links to SR1 and SR4.
70. There is no change to the residual risk rating for this risk – it remains at very high.
71. Business Impact Analysis (BIA) workshops are continuing to be rolled out across council's activities. These workshops will focus on critical business units and activities and is expected to be completed by December as part of the ongoing business continuity management work programme. These will then be used to inform business continuity planning.
72. A workshop was held recently with key stakeholders regarding Council's crisis and emergency management activity. The purpose of the workshop was to identify gaps in our existing framework, strengthening this activity will be a key focus area for the risk management team over the next six months.
73. The treatment plans for this risk have been reviewed and updated to reflect the current risk and resilience management work programme.

Strategic Risk 9 – Failure to Respond to Climate Change

74. This risk description is 'Climate change causes **changes to our community and City we have not anticipated or planned for** which will negatively impact on the wellbeing of our community.' This risk links to Strategic Risk 1 – Failure to respond to a disaster.
75. There is no change to the residual risk rating for this risk – it remains at very high.
76. Climate change is being integrated into the key foundation documents for the 2024-2034 Long Term Plan, this includes the Activity Management Plans, which include the relevant risks from the Council Climate Change Risk Assessment, Activity Statements, and growth area summary documents.
77. A recent high court ruling on the Lawyers for Climate Action NZ Incorporated v Minister of Climate Change has resulted in the government making changes to emissions trading scheme settings and a subsequent rise in the price of emissions units. Litigation on climate change related issues in New Zealand and globally are increasing, with more scrutiny on decision making processes and the legitimacy of climate related claims being made which in this latest case resulted in changes to government policy.

Organisational Risk 1 – Failure to Provide a Safe and Healthy Work Environment

78. This risk description is 'Ineffective or inadequate health, safety and wellbeing management at our work sites leads to a **failure to provide a safe and healthy work environment for Council staff or workers** (inc. contracted or volunteer workers) resulting in a serious injury incident or fatality and increased exposure to litigation.'
79. There is no change to the residual risk rating for this risk – it remains at HIGH.
80. A separate report is taken to the Strategic Risk and Assurance Committee which provides further details about the Organisation's Health and Safety strategic direction and improvement schedule.

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Organisational Risk 2 – Failure to Provide a Safe Environment for the Community

81. This risk description is 'Ineffective or inadequate safety and security management at our community attractions and facilities might mean **we fail to provide and maintain a safe environment for the community** resulting in a serious injury incident or fatality and increased exposure to litigation.'
82. There is no change to the residual risk rating for this risk – it remains at high.
83. Following the recent changes to the groups within HCC, the Visitor Destinations Unit now sits in Venues, Tourism and Events rather than as part of the Customer and Community Group.
84. Staff from both of these areas will review this risk going forwards.

Organisational Risk 3 – Failure of Critical Assets

85. This risk description is 'Incorrect investment (timing and/or amounts) results in the unexpected **failure of critical assets** (loss of levels of service).
86. There is no change to the residual risk rating for this risk – it remains at very high.
87. Baseline AMPS have been completed which include a 'critical assets' section.
88. Investment requirements for critical assets is being discussed as part of the LTP process and ensuring these decisions are appropriate is a critical control to this risk.
89. Sitting within Organisational Risk 3 is a key operational risk which has been highlighted below to bring to the attention of the Committee.

Potential Impact of Golden Clams on Infrastructure

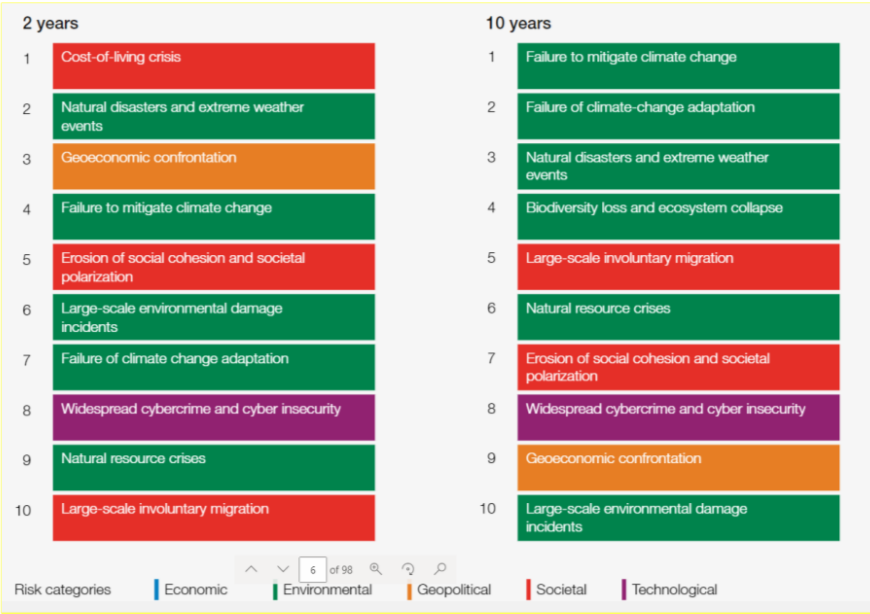
90. There have been a couple of recent developments recently in relation to the invasive gold clam (*Corbicula Fluminea*) that was identified in the Waikato River earlier this year. For context, the clam is an invasive shellfish that breeds rapidly and could detrimentally impact native ecosystems and cause blockages and reduced efficiency of water infrastructure and treatment processes. Note that there are no health risks associated with our treated water due to clams being present in the river.
91. Biosecurity NZ have categorised the clam as an unwanted organism under the biosecurity act and issued us with a Section 52 General Permission document that allows us to continue taking water from the river and discharging to the river as per our resource consents, but just outlines some high-level conditions seeking to minimise risk of spreading the organism.
92. Recently diver inspections of our intakes and outfalls at Pukete WWTP, Waiora WTP and Hamilton Gardens were completed and there were no clams found.
93. Staff will continue to monitor for golden clams to ensure that we can respond efficiently and effectively to reduce the impact on our three waters network.

Global Risk Landscape

94. As reported to all 2023 Strategic Risk and Assurance Committees, in January the World Economic Forum released [The Global Risks Report 2023](#) which presents the results of the latest Global Risks Perception Survey. Below are key risks identified in the report. This remains the latest report by a major global organisation.

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Financial Considerations - *Whaiwhakaaro Puutea*

95. This is a regular operating activity funded through the Long-Term Plan and there are no financial implications in relation to receiving this report.

Legal and Policy Considerations - *Whaiwhakaaro-aa-ture*

96. Staff confirm that this Risk Management Report complies with Council’s legal and policy requirements.

Climate Change Impact Statement

97. Staff have assessed this option and determined that no adaption assessment is required.

Wellbeing Considerations - *Whaiwhakaaro-aa-oranga tonutanga*

98. The purpose of Local Government changed on the 14 May 2019 to include promotion of the social, economic, environmental, and cultural wellbeing of communities in the present and for the future (‘the 4 wellbeings’).
99. The subject matter of this report has been evaluated in terms of the 4 wellbeings’ during the process of developing this report as outlined below.
100. The recommendations set out in this report are consistent with that purpose.

Social

101. The risks highlighted in this report have the capacity to affect social wellbeing should they materialise. Social wellbeing continues to be prioritised through Council’s management of the risks and opportunities arising from the risks outlined in this report.

Economic

102. The risks highlighted in this report have the capacity to affect economic wellbeing should they materialise. Threats and opportunities relating to external material and human resources could impact on economic wellbeing locally, regionally, nationally, and globally. Council's management of the risks and opportunities in this report continues to reflect the impact on economic wellbeing.

Environmental

103. Council continues to manage its response to the impact on the environment by establishing services that are safe and sustainable and embedding climate change considerations into priority projects across Council. Finding opportunities such as this means that environmental wellbeing continues to be prioritised.

Cultural

104. Staff consider the matters set out in this report do not have a direct impact on cultural wellbeing.

Risks - *Tuuraru*

105. The Strategic & Organisational Risk Register (**Attachment 1**) identifies the strategic and organisational risks discussed in this report.

Significance & Engagement Policy - *Kaupapa here whakahira/anganui*

Significance

106. Staff have considered the key considerations under the Significance and Engagement Policy and have assessed that the matter(s) in this report has/have a medium level of significance.

Engagement

107. Community views and preferences are already known to the Council.
108. Given the medium level of significance determined, the engagement level is medium. No engagement is required.

Attachments - *Ngaa taapirihanga*

Attachment 1 - Strategic and Organisational Risk Register - September 2023

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Strategic & Organisational Risk Register

Q1 2023/24



12/09/2023

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How to read this document

Strategic risks are defined as 'the risk of an event or impact that is external to Council and could impact the organisation's strategies, including Council's Financial Strategy, Long Term Plan and 30 Year Infrastructure Strategy'.

Organisational risks are defined as 'the risk of an event or impact that is internal or external to Council and could impact the whole organisation'.

Figures 3 provide a summary of strategic and organisational risks. Movement from the previous quarter is shown by the following indicator





Indicator	Description	Indicator	Description
	No change from previous		Increase in residual risk rating from previous
	New risk		Decrease in residual risk rating from previous

Figure 4 onwards provides additional detail, including risk causes and existing controls and treatment plan updates, for each strategic and organisational risk.

The residual risk rating is determined following assessment of likelihood and consequence for each risk category using the following matrix. The maximum residual risk rating from this process is then reported on:

		CONSEQUENCE				
		Minor	Moderate	Serious	Major	Catastrophic
LIKELIHOOD	Almost Certain	H	H	VH	E	E
	Likely	M	H	VH	VH	E
	Possible	L	M	H	VH	VH
	Unlikely	L	M	M	H	VH
	Rare	L	L	L	M	H












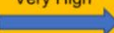
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Strategic Risk Name	Risk Description	Risk Owner	Residual Risk Rating
SR1 Failure to respond to a disaster	A lack of preparedness leads to a failure to respond or an ineffective response to a natural or human induced disaster event resulting in compromised community resilience. Links to SR4 and SR8	Helen Paki	Very High 
SR2 Significant negative impact on financial strategy	A major economic or financial shock event negatively impacts Council's financial strategy, fiscal and monetary position resulting in significant financial pressure on Council. Links to SR7	David Bryant	Medium 
SR3 Failure to meet compliance standards	Compliance requirements from central government and regional council or changes in community expectations leads to a failure to meet compliance standards resulting in increased exposure to litigation. Links to SR6	David Bryant	High 
SR4 Loss of information or access to systems and services	In the event of a cyber attack, IT service or technology asset failure there is a risk that confidential information and / or Council services are compromised or fail and / or there is a loss of information resulting in ongoing reputational, legal, and financial consequences. SR4 links to SR1 and SR8	David Bryant	Very High 
SR5 Failure to deliver growth outcomes	Step-changes in growth requirements or demand or consequences of growth means Council can't deliver expected growth outcomes resulting in increased costs and the perception that growth delivers negative outcomes for the community.	Blair Bowcott	High 
SR6 Political changes negatively impact strategic direction	Political stakeholders make unanticipated changes or decisions or take actions that negatively impact Council's strategic direction resulting in significant changes to Council's form or function, resourcing and work programme. Links to SR3	Blair Bowcott	Very High 
SR7 Failure to deliver our work programmes	An ongoing shortage of necessary resources (people and materials) means we are unable to deliver our work programmes resulting in constrained growth and negative long-term outcomes for the community. Links to SR2	Andrew Parsons	High 
SR8 Failure to respond to a crisis or emergency	A lack of Council's preparedness leads to a failure to respond or an ineffective response to a crisis (e.g. pandemic) or emergency (e.g. security attack) resulting in compromised business resilience. Links to SR1 and SR4.	David Bryant	Very High 
SR9 Failure to respond to climate change	Climate change causes changes to our community and City we have not anticipated or planned for which will negatively impact on the wellbeing of our community.	Blair Bowcott	Very High 
Organisational Risk Name	Risk Description	Risk Owner	Residual Risk Rating
OR1 Failure to provide a safe and healthy work environment	Ineffective or inadequate health, safety and wellbeing management at our work sites leads to a failure to provide a safe and healthy work environment for Council staff or workers (including contracted or volunteer workers) resulting in a serious injury incident or fatality and increased exposure to litigation.	Sean Hickey	High 
OR2 Failure to provide a safe environment for the community	Ineffective or inadequate safety and security management at our community attractions and facilities might mean we fail to provide and maintain a safe environment for the community resulting in a serious injury incident or fatality and increased exposure to litigation.	Helen Paki	High 
OR3 Failure of critical assets	Incorrect investment (timing and/or amounts) results the unexpected failure of critical assets (loss of levels of service). Resulting in loss of service delivery, financial impact, environmental damage.	Andrew Parsons	Very High 

Strategic Risk 1

SR1 Failure to respond to a disaster

A lack of preparedness leads to a failure to respond or an ineffective response to a natural or human induced disaster event resulting in compromised community resilience. Links to SR4 Loss of information or access to systems and SR8 Failure to respond to a crisis or emergency.

Risk Owner	Helen Paki	Category	Disaster Recovery/Business Continuity Strategic
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Risk Cause

- Natural disaster event without warning or build up
- Severe weather events that increase in intensity, including those events that are a result of climate change
- Critical asset failure that impacts the safety of Hamiltonians – water, energy, telecommunications, financial, transportation
- Disaster caused by failure of human-made structure
- Pandemics

Inherent Risk Rating	4 - Very High - Possible x Catastrophic		
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Existing Controls

- Annual external (NEMA) capability assessments
- Collaboration on emergency management response approach
- Co-located EOC in a dedicated leading-edge centre
- Early warning processes are in place at a national and regional level
- Emergency Management Framework
- Emergency management training program
- Robust emergency exercise schedule in place
- Council has established an Incident Management Team
- Availability of technical expertise
- Regional and national emergency services relationship management
- Council has responsibility for climate change response
- District Plan
- Asset Management. 2021-2051 Infrastructure Strategy is in place.
- Asset Management.2021-31 Activity Management Plans int. ext. reviewed
- Asset Management. Manage, monitor, operate and maintain critical assets
- Asset Management. Plan policy in place to set standards

Residual Risk Rating	4 - Very High - Possible x Major		
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Responsible Manager(s)	Kelvin Powell Helen Schlegel	Risk Treatment Option	Mitigate
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Treatment Plans

Treatment Plan	Previous Update	Update – September 2023
Implement workplan to address findings raised in Capability Assessment by December 2023	March 2023 Major weather events - Auckland Weather Bomb, Cyclone Gabrielle. HCC CDEM staff deployed to affected areas across North Island to support the response and recovery efforts in affected areas of the North Island. To date 40 staff (1,240 hours) have been deployed to Auckland, Thames,	September 2023 Workplan continues to be on track. Two major items require LTP funding (Hazard Research and Public Engagement). Applications have been completed.

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	<p>Hawkes Bay and to the Waikato Regional Operations Centre. Half of the staff had not previously been deployed.</p> <p>June 2023 Seven recommendations from the Auckland Flood Response Review assessed as having direct relevance to Hamilton and have been added to the workplan for addressing with urgency. Workplan is on track but extra added work will make it a challenge to achieve</p>	
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Strategic Risk 2			
SR2 Significant negative impact on financial strategy			
A major economic or financial shock event negatively impacts Council's financial strategy, fiscal and monetary position resulting in significant financial pressure on Council. Links to SR7 Failure to deliver our work programmes.			
Risk Owner	David Bryant	Category	Financial
Risk Cause			
<div>1. Global financial or pandemic crisis</div> <div>2. Rapid increases in inflation, **finance sector credit contraction, ** interest rates, oil prices, or a rapid decline in NZD leading to significantly higher construction input costs, debt costs, and significant pressure on household rates affordability</div> <div>3. Critical infrastructure failure</div> <div>4. Major construction industry failure</div> <div>5. Major government policy changes negatively impact Council's income streams or cost base</div> <div>6. Natural or manmade disaster (including deliberate attacks on critical infrastructure or pandemic) has an impact on the economy (e.g. affects national imports/exports, which has a flow on effect)</div> <div>7. **Recession (two successive quarters of negative GDP growth)**</div>			
Inherent Risk Rating	4 - Very High - Likely x Major		
Existing Controls			
<div>1. KPMG, as Council's treasury partner</div> <div>2. Financial forecasting cycles at the Finance & Monitoring Committee</div> <div>3. Monitoring of macro trends</div> <div>4. Additional \$100M bank facility</div> <div>5. Financial scenario modelling</div> <div>6. Council's ability to urgently reprioritise and reduce capital spending</div> <div>7. Ability to urgently reprioritise and reduce community LOS spending</div> <div>8. Financial Policies</div>			
Residual Risk Rating	2 - Medium - Possible x Moderate		
Responsible Manager(s)	Tracey Musty Greg Carstens Virginie Maene	Risk Treatment Option	Accept

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Strategic Risk 3			
SR3 Failure to meet compliance standards			
Compliance requirements from central government and regional council or changes in community expectations leads to a failure to meet compliance standards resulting in increased exposure to litigation. Links to SR6 Political changes negatively impact on strategic direction.			
Risk Owner	David Bryant	Category	Compliance and Regulatory Environmental Political Reputation
Risk Cause			
<div>1. Central government changes the regulatory standards for compliance: including resource management, environmental (including climate change and pollutant management), corporate (including health and safety, human resources and financial), growth, consultation requirements, health and infrastructural (including traffic and transport) compliance. This might also include changes to the required frequency of Council actions (such as the 10 Year Plan). This also includes wide-ranging regulatory changes in response to an incident such as a pandemic or natural disaster</div> <div>2. Continued or serious breaches leading to increased compliance requirements and regulation</div> <div>3. Community service-level expectations in management of water quality, recycling, climate change and other services not being met</div> <div>4. Failure to plan long term for consenting requirements (both as a regulator and a regulated entity)</div> <div>5. Regional Council changes its policies to ensure legislative compliance (e.g. Healthy Rivers policy)</div> <div>6. External audit identifying major non-compliance within HCC operations (e.g. by IANZ)</div> <div>7. Legal challenge to HCC policy or practice resulting in findings of non-compliant practices</div> <div>8. Change in stakeholder partner expectations for environmental performance</div> <div>9. Changes to our own District Plan impacting other parts of the business (e.g. changes to resource consents affect consented Three Waters activities)</div> <div>10. Increased cost of compliance</div> <div>11. Compliance standards at odds with each other</div>			
Inherent Risk Rating	3 - High - Possible x Serious		
Existing Controls			
<div>1. Advice available from external legal service providers - ad hoc basis</div> <div>2. Central oversight of bylaw and Council policy programme at HCC</div> <div>3. Competency assessments and training in place for staff</div> <div>4. Council has access to a legal database</div> <div>5. Council has established an Incident Management Team</div> <div>6. External experts – for example advice on HR, taxation matters.</div> <div>7. Internal legal advisor resource</div> <div>8. Internal programme for continuous improvement in place</div> <div>9. Internal resource allocated for specific compliance changes</div> <div>10. Key stakeholders engaged for central government submissions</div> <div>11. Local and regional council relationships established</div> <div>12. Notification protocols in place for unforeseen events</div> <div>13. Regular legal services advice and input from other specialist experts</div> <div>14. Regular reporting, accreditation and auditing by independent providers</div>			
Residual Risk Rating	3 - High - Possible x Serious		
Responsible Manager(s)	Anna Hildyard Mish Hawthorne	Risk Treatment Option	Mitigate
Treatment Plans			

Treatment Plan	Previous Update	Update – September 2023
Legislative Compliance - Implement organisational monitoring and reporting by August 2023	March 2023 No update - ongoing treatment plan June 2023 No update - ongoing treatment plan	September 2023 Compliance Policy review, and testing/piloting of SHIELD use to monitor compliance reporting underway
Develop additional Compliance Training modules by August 2023	March 2023 LGOIMA training has been created and is currently awaiting final approval before roll-out. No other updates - ongoing treatment plan June 2023 Fraud and Corruption Policy is currently under review. Once the policy has been approved by BSLT this will form the basis of the Fraud and Corruption online module.	September 2023 Fraud and Corruption Management Policy review completed, options for online training content is being explored, delayed due to sickness of key staff.

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Strategic Risk 4

SR4 Loss of information or access to systems and services

In the event of a cyber attack, IT service or technology asset failure there is a risk that confidential information and / or Council services are compromised or fail and / or there is a loss of information resulting in ongoing reputational, legal, and financial consequences.

What does the above mean to us? We have taken all necessary measures to protect ourselves from credible Cyber threats. We have created resilience and redundancy in our environment to support continuation of our services and information. Our Business Continuity and Disaster Recovery activities support rapid recovery of our services and prevent / minimize data loss and service disruption.

SR4 links to SR1 (Failure to respond to a disaster) and SR8 (Failure to respond to a crisis or emergency).

Risk Owner	David Bryant	Category	Disaster Recovery/Business Continuity Technology
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Risk Cause

1. IT/OT technology advances – positive and negative
2. Inadequate identification of IT security threats, trends, themes, detection and responses
3. Poor IT/OT Security awareness / culture /behaviours
4. Poor IT/OT security operational practices
5. Release and change management processes lacking a security focus – not “secure by design”
6. Privacy Breach
7. Poor asset and service lifecycle management leading to asset and service failure
8. Inadequate architecture
9. A supplier being breached
10. Inadequate competency at organisational level
11. Specific targeting and malicious exploitation of security vulnerabilities across Council IT asset infrastructure, or Operational Technology
12. International trends and attacks not being considered in NZ
13. Malicious activity (e.g. cyber attack, phishing etc.) targeting central and local government entities.
14. Inadequate access control to key systems
15. Zero-day attacks

Inherent Risk Rating	4 - Very High - Possible x Catastrophic
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Existing Controls

A separate public excluded report is taken to the Strategic Risk and Assurance Committee which provides further details about the Organisation’s Cyber Security and Risk

Residual Risk Rating	4 – Very High - Likely x Major
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Responsible Manager(s)	Karl Bout Monjur Ahmed DJ Jordan Allan Lightbourne Tony Oxley	Risk Treatment Option	Mitigate
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Treatment Plans

A separate public excluded report is taken to the Strategic Risk and Assurance Committee which provides further details about the Organisation’s Cyber Security and Risk Improvement Schedule

Strategic Risk 5

SR5 Failure to deliver growth outcomes

Step-changes in growth requirements or demand or consequences of growth means Council can't deliver expected growth outcomes resulting in increased costs and the perception that growth delivers negative outcomes for the community.

Risk Owner	Blair Bowcott	Category	Community and Wellbeing Service Delivery Strategic
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Risk Cause

1. Wider economic downturn

2. Significant change in the market – either demand or supply side, due to e.g. construction cost inflation and restrictions on credit

3. Population growth rates change (either natural change or through internal or international migration rates)

4. Changes in growth projections as a result of climate change impacts on population spread in New Zealand and overseas

5. Inadequate skills, data or modelling and scenario planning

6. Council's decisions that impact desired growth outcomes e.g. growth opened on too many fronts, lack of funding for desired levels of outcome etc

7. Changes in Government Policy or legislation impact on desired growth outcomes or our ability to effectively respond to growth

8. Central Government funding and financing initiatives such as Housing Infrastructure Fund, Infrastructure Funding (IFF) and Financing and the Infrastructure Acceleration Fund (IAF)

9. Inadequate provisions in of application of the District Plan to deliver positive outcomes for people / environment

10. Neighbouring councils make growth decisions around Hamilton's border that are not aligned with Hamilton's desired growth strategy

11. Requests from developers for unplanned, out of boundary and/or out of sequence developments

12. Groups within Council planning and budgeting for growth separately versus in a joined-up way

13. Significant change in public perception of growth or growth outcomes

14. Tougher environmental standards (links to SR3) placing constraints on growth to the extent it makes it unaffordable

15. Misaligned understanding of growth strategies resulting in different levels of advice from different developers which could delay development or create perceived barriers

16. Investment misalignment between key external funding agencies as a result of reforms e.g. RM Reform, Affordable Waters Reform etc.

17. Infrastructure capacity and constraints, particularly three waters

Inherent Risk Rating	4 - Very High - Possible x Major
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Existing Controls

1. Numerous strategies and plans in place to manage growth outcomes

2. Hamilton Urban Growth Strategy

3. Future Proof Partnership and work programmes

4. Engagement with Central Government

5. Engagement with neighbouring Councils on strategic growth planning

6. Preparation of growth programme business cases

7. Growth Programmes team

8. Strategic Development Forum

9. Communications and engagement strategies for Growth

10. National Policy Statement Urban Development

11. Changes to District Plan (plan changes) where required

12. Zoning Decision Process

13. Submissions on any neighbouring councils plan changes.

14. Management of Resource Consent applications

15. Out of Boundary Principles

16. Private Developer Agreements



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- 17. Monitoring the broader environment
- 18. HCC Growth and Development Contributions model

Residual Risk Rating			3 - High - Possible x Serious
Responsible Manager(s)	Karen Saunders Greg Carstens Mark Davey Hannah Windle Nicky Swan Tunde Balvanyos	Risk Treatment Option	Mitigate
Treatment Plans			
Treatment Plan	Previous Update		Update – September 2023
Actively respond to opportunities to secure growth funding to enable growth (e.g. IAF, IFF), ONGOING	March 2023 Handed over from GF&A to team established to deliver and report on IAF grant programme, led by Growth Programmes and City Development June 2023 Continuing to pursue new funding opportunities e.g. IFF in parallel with the LTP		September 2023 Continuing to pursue IFF in parallel with the LTP. Met with CEO of CIP, agreed to progress. Preference for citywide IFF and Peacocke component on hold.
Progress and notify District Plan Change Programme in response to Government Direction from NPS-UD and RMA Bill, by late 2023	March 2023 Plan Change 12 hearings commenced. Next tranche of hearings due September 2023. June 2023 Plan Change 5 (Peacocke) is at the appeals stage, Industrial Land Supply Analysis has been completed to inform up-coming HBA analysis, expert conferencing sessions for Three Waters for PC12 have been held with the other topics to be held in June with hearings scheduled for September 2023.		September 2023 Plan Change 5 (Peacocke) is at the appeals stage, Industrial Land Supply Analysis has been completed to inform up-coming HBA analysis and Emerging Areas investigations are continuing, hearings on PC12 have been delayed in order to address flood hazards through Plan Change 14 first (due to be notified early 2024). Decision deadline on PC12 has been extended by the Minister for the Environment for HCC till December 2024.

Strategic Risk 6

SR6 Political changes negatively impact strategic direction

Political stakeholders make unanticipated changes or decisions or take actions that negatively impact Council's strategic direction resulting in significant changes to Council's form or function, resourcing and work programme. Links to SR3 Failure to meet compliance standards.

Risk Owner	Blair Bowcott	Category	Political Service Delivery Strategic
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Risk Cause

1. Political changes including central government strategic direction and legislative changes creates risk or opportunities

2. Local political changes, including potential misunderstanding of Council's intent

3. Political personalities, trust and relationships and change of key personnel – positive & negative

4. Failure to manage stakeholder relationships, communication and engagement tactics, including due to a lack of resource or need to balance priorities

5. Short term focus overshadows long term cost benefit outcomes

6. Political sovereignty/patch protection, lack of alignment or willingness to compromise ie boundaryless approach vs localism

7. Financial strategy misaligned with wider context

8. International events, trends or decisions influence NZ

9. Major projects or initiatives for the benefit of Hamilton accelerating or slowing down

10. Relationships with neighbouring territorial authorities are ineffective or adversarial due to differences of opinion or priorities

Note* Political risk is essentially the probability that a political action/decision will significantly affect Council's strategic direction - whether positively or negatively.

Inherent Risk Rating	4 - Very High - Likely x Major
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Existing Controls

1. Collaborative governance group meetings

2. Culture, expectation and policies of HCC organisation

3. Monthly SLT discussion to ensure awareness of strategic initiatives

4. Participation in national and regional advisory groups

5. Participation in processes to influence government policy direction

6. Proactive steps taken at the start of each local government triennium

7. Regular Council briefings

8. Regular engagement with stakeholders at political and executive level

9. Regular meetings with Government Ministers and MPs

10. Future Fit Programme Established

Residual Risk Rating	4 - Very High - Likely x Major
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Responsible Manager(s)	Hannah Windle Mish Hawthorne Nicky Swan	Risk Treatment Option	Mitigate
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Treatment Plans

Treatment Plan	Previous Update	Update – September 2023
Feed the implications of Resource Management Reform into the Future Fit Programme by July 2024	June 2023 Ensure that structural and staffing changes needed to deliver on RM reforms are accommodated and addressed in outcomes of the Future Fit programme	September 2023 Spatial Planning Act and Natural and Built Environment Act now passed into law. Implications of these on council being explored, however impact will be dependent on who makes up the incoming government.

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Work with Future Proof Partners on the implications of RM reform to ensure sub-regional voice is championed by October 2023	June 2023 Continue to advocate and collaborate at a sub-regional level to ensure metro interests are championed in new legislation, and in delivery models.	September 2023 Working with Future Proof councils to develop thinking around how we may partner with incoming government to collectively partner to deliver strategic infrastructure (prospectus and white paper)
3 Waters Reform Treatment Plan	June 2023 Established an internal council team to manage the impacts of the 3 Waters reform programme on council and the local government sector. Proactively engaging with the DIA on the reform implications. Collaborating with partner councils on the impacts of waters reform	September 2023 Additional legislation passed to provide clarity on future waters entities. Implications for council still unclear due to uncertainty from general election in October.
Future for Local Government Treatment Plan	June 2023 Established an internal council lead for managing input into the review, and to ensure that political stakeholders have opportunities to feed into the review process. In the process of advocating for Hamilton's interests to the Local Government Panel carrying out the review process	September 2023 Final recommendations from the FFLG panel now released and council considering its position on the recommendations. Government not progressing any of the 17 recommendations until after the general election in October.

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Strategic Risk 7

SR7 Failure to deliver our work programmes

An ongoing shortage of necessary resources (people and materials) means we are unable to deliver our work programmes resulting in constrained growth and negative long-term outcomes for the community. Links to SR2 Significant negative impact on financial strategy.

Risk Owner	Andrew Parsons	Category	Financial People Service Delivery
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Risk Cause

1. Major construction sector skills/labour shortage - capacity and capability

2. Political changes in the labour market (e.g. immigration policy changes)

3. Regional or national investment decisions leading to increased demand for construction resources and market congestion – i.e. significant increase in capital portfolios nationally

4. Supply chain company failures

5. Supply chain investment confidence - i.e. forward work confidence to invest in people, plant and technology

6. Key construction material shortages or delays - particularly pipes, bitumen, oil, steel, aggregate and concrete

7. COVID-19 absenteeism

8. Supply chain breakdown

9. Increased work programmes driven by additional funding (i.e. central government investment)

10. Third-party dependencies (utility companies, Waka Kotahi, developers)

11. Significant Weather Events (e.g cyclone, unusually wet construction season)

Inherent Risk Rating	5 - Extreme - Almost Certain x Catastrophic
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Existing Controls

1. Adjustment of cost escalation provisions in the 2021/31 Long Term Plan

2. Established procurement planning frameworks

3. Forward works pipeline visibility and supply chain engagement

4. Procurement optimisation

5. Utilising panel arrangement for procurement and engagement

6. Portfolio Framework in place

7. Resource management tool for Project Management

8. Annual Plan 23/24 Capital Portfolio

Residual Risk Rating	3 - High - Possible x Serious
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Responsible Manager(s)	Alexis Chavez Anita Oliver Kelly Stokes Chris Allen Liz Pearson Maria Tipene	Risk Treatment Option	Mitigate
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Treatment Plans

Treatment Plan	Previous Update	Update – September 2023
Optimise procurement processes and contracts to enable HCC to be a construction industry client of choice.	March 2023 Project Management staff have started the Clever Buying Course and benefits are evident in contracting processes. Workshops with Procurement to streamline processes. June 2023 No update this quarter	September 2023 No update this quarter

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Strategic Risk 8

SR8 Failure to respond to a crisis or emergency

A lack of Council's preparedness leads to a failure to respond or an ineffective response to a crisis (e.g. pandemic) or emergency (e.g. security attack) resulting in compromised business resilience. Links to SR1 and SR4.

Risk Owner

David Bryant

Category

Environmental
People
Service Delivery

Risk Cause

1. Large scale physical attack on people in public places (e.g. a terrorist attack)
2. Physical attack on city critical infrastructure, e.g. Waste Water Treatment Plant, Water Treatment Plant, reservoirs designed to compromise integrity of service
3. Civil unrest – political or social unrest resulting in a security or safety threat to people or assets
4. Chemical or biochemical attack, contamination or similar event
5. Fire or water damage within our premises or working environments
6. Significant shortage of key staff in one or more areas
7. Death or injury to staff, residents or customers
8. Disruption to supply chains
9. Denial of access to our facilities (e.g. a bomb threat)
10. Power or water outages
11. Natural or man-made hazards including those requiring us to evacuate staff from our facilities
12. Pandemics

Inherent Risk Rating

4 - Very High - Possible x Catastrophic

Existing Controls

1. Business Continuity Management Policy and plans
2. Business continuity and disaster recovery (BCDR) processes
3. Council has established an Incident Management Team
4. Security Risk Assessments

Residual Risk Rating

4 - Very High - Possible x Catastrophic

Responsible Manager(s)

Michelle Hawthorne
Nicholas Whittaker

Risk Treatment Option

Mitigate

Treatment Plans

Treatment Plan	Previous Update	Update – September 2023
Adopt and implement accepted recommendations from SRAs by December 2023	March 2023 A review on progress of Community Group SRA recommendations is underway. This will feed into the organisation wide review of SRA recommendations for reporting back to the June 2023 SRAC meeting. June 2023 The review on progress of Community Group SRA recommendations is still being done. This will feed into the organisation wide review of SRA recommendations for reporting back to the SRAC at a later date	September 2023 A full review of Council's SRA recommendations is underway. The outcome of this review will be brought to the next SRAC meeting. The treatment plan's due date has been edited to reflect this.
Review of Organisational Security Risk Assessment (OSRA) by December 2023	March 2023 Will be completed as part of broader organisation-wide review of SRAs for	September 2023 A full review of Council's SRA recommendations is underway. The

	<p>reporting back to the June 2023 SRAC meeting.</p> <p>June 2023 This has commenced (plan and terms of reference completed) and once completed will be reported back to the SRAC at a later date</p>	<p>outcome of this review will be brought to the next SRAC meeting. The treatment plan's due date has been edited to reflect this.</p>
Develop and deliver Crisis, Emergency & Incident Management guidelines and procedures by 23 December 2022	<p>March 2023 Draft Incident Management Manual has been completed and reviewed by the working group and BSLT. Next steps are ELT approval, SRAC input (June) then finalise and implement.</p> <p>June 2023 The templates contained in the Manual have been split out into separate documents. A proposed approach for finalising and operationalising the Manual will be presented to ELT then SRAC.</p>	<p>September 2023 A pilot workshop was run with Hamilton Gardens to test the Incident and Emergency Management Plan/Manual. The pilot was successful in gathering information about the site's ability to respond to an incident/emergency and also created meaningful conversations about resilience and incident and emergency management response. Following the learnings from this pilot, further review is required. Once the review has taken place, this will be rolled out to critical business units and activities over the next 6 months.</p>
Develop a Resilience Management Policy by 31 March 2023	<p>March 2023 Development of a Resilience Management Policy is underway in preparation for the June SRAC workshop/meeting.</p> <p>June 2023 Put on hold to align with review of Risk Management Policy.</p>	<p>September 2023 Put on hold to align with review of Risk Management Policy.</p>
Refresh the BCP template by March 2024	<p>March 2023 First operational level BIA and BCP update is scheduled for April. An updated BCP template will be developed and used for this and subsequent operational level BIA and BCP updates.</p> <p>June 2023 Updated BCP template will follow BIA workshops.</p>	<p>September 2023 Updated BCP templates will follow Business Impact Analysis (BIA) workshops. The treatment plan's due date has been amended to reflect this</p>
Establish resilience working and governance groups by 30 June 2024	<p>March 2023 Some thinking underway. Will update again in June.</p> <p>June 2023 Deferred due to change in risk management team and resource constraints</p>	<p>September 2023 Deferred due to change in risk management team and resource constraints. The due date has been amended to reflect this.</p>
Align operational-level BIA with enterprise-level BIA as part of routine BCM reviews and updates by December 2023	<p>March 2023 Currently working with business units to develop a schedule for updating operational level BIAs and BCPs. Working toward end of June for Tier 1, Tier 2 and critical internal functions supporting Tier 1 and Tier 2, and end of September for all other business units.</p> <p>June 2023 Workshops are underway to get operational BIAs completed. Updated BCP templated and BCPs will follow.</p>	<p>September 2023 To date, 13 Business Impact Analysis workshops have been booked in or completed and a further 14 workshops are yet to be booked in. It is anticipated that this workstream will be completed by December 2023.</p>

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Develop and implement a resilience training and testing programme by 28 June 2024	March 2023 Not yet started.	September 2023 No update.
	June 2023 No update.	

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Strategic Risk 9

SR9 Failure to respond to climate change

Climate change causes changes to our community and City we have not anticipated or planned for which will negatively impact on the wellbeing of our community.

Risk Owner	Blair Bowcott	Category	Climate Change
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Risk Cause

1. Council's strategies and plans do not adequately consider appropriate climate change scenarios

2. Changes in political direction (including local, regional and national) on climate change

3. Economic, social and technological shocks resulting from the transition to a lower-carbon economy

4. Uncertainty in the climate modelling on the physical climate change and transition impacts for Hamilton, making it hard to estimate impacts on particular Council activities

5. Misalignment between Council's climate change strategies and operational activities

6. Failure to consider climate change appropriately in fit for purpose activity management

7. Failure to appropriately consider climate change in growth decisions.

Inherent Risk Rating	4 - Very High - Likely x Major
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Existing Controls

1. Activity Management Plans incorporate climate change considerations.

2. Climate change steering group established and operational

3. Our Climate Future: Te Pae Tawhiti o Kirikiriroa

4. Climate Change Policy

5. Next steps for our climate future - our plan 2022/23

6. Council has responsibility for climate change response

7. Council Climate Change Risk Assessment

8. Hamilton Urban Growth Strategy

9. Access Hamilton - transport strategy

10. Future Proof Strategy

11. Open Spaces Strategy

12. Nature in the City strategy

13. Stormwater Master Plan

14. Emissions trajectory for Hamilton

Residual Risk Rating	4 - Very High - Likely x Major
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Responsible Manager(s)	Charlotte Catmur Cathy Kopeke Poppy Barran	Risk Treatment Option	Mitigate
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Treatment Plans

Treatment Plan	Previous Update	Update – September 2023
Undertake a risk assessment for Hamilton City Council following the Ministry for the Environment Guidance by June 2023	March 2023 Risk identification workshops were completed in February and risk assessment workshops are scheduled for March. The final report is due in early April. This will then be shared with staff to inform Activity and Asset Management Plans for the next long term plan. June 2023	September 2023 The title of the treatment plan has been updated to separate the transition risk for the City from the Council physical risk assessment. A new treatment plan will be created for the citywide risk assessment (both physical and transitional) if funding through the Long Term Plan is confirmed.

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	The physical climate change risk assessment for Council operations and services has been completed. The finalised risk workbook has been provided to the Asset Management Plan (AMP) owners to incorporate into their AMPs. Funding to undertake the transition risk assessment and citywide risk assessment will be requested through the Long Term Plan 2024-2034.	
Establish an understanding of emission reduction pathway for the city by June 2023	<p>March 2023 Consultants have delivered a draft model of the emissions trajectory for Hamilton. A workshop with key staff is scheduled for March to test the model and will be finalised in early April to support long term plan discussions.</p> <p>June 2023 A finalised emissions trajectory has been provided and presented to the Executive Leadership Team and to the Climate Strategy Advisory Group. The trajectory will now be used as part of the 2024-34 Long Term Plan discussions.</p>	<p>September 2023 The model has now been completed for the emissions trajectory. It will be updated as new policy announcements are made and following decisions on the 2024-34 Long Term Plan.</p>
Staff learning and development programme for climate change developed and implemented by June 2024	NEW TP	<p>September 2023 The first two learning and development modules are under development, the first is a high level introduction to climate change and the second outlines the climate change strategy. Our Climate Future, in an interactive and accessible format.</p>
Integration of climate change considerations into the Long Term Plan by June 2024	NEW TP	<p>September 2023 The climate change team have reviewed the Activity Management Plans and Activity Statements to provide strategic input on how climate change can be integrated into the 2024-34 Long Term Plan.</p>

Organisational Risk 1			
OR1 Failure to provide a safe and healthy work environment			
Ineffective or inadequate health, safety and wellbeing management at our work sites leads to a failure to provide a safe and healthy work environment for Council staff or workers (including contracted or volunteer workers) resulting in a serious injury incident or fatality and increased exposure to litigation.			
Risk Owner	Sean Hickey	Category	Compliance and Regulatory People
Risk Cause			
<div>1. Poor safety culture and/or behaviours across organisation</div> <div>2. Failure to understand duties and accountability relating to health and safety</div> <div>3. Critical health and safety risks not identified, assessed and mitigated adequately</div> <div>4. Safety Management System (SMS) ineffective or inefficient or implementation failures</div> <div>5. Inadequate contractor management frameworks, including procurement and assurance practices</div> <div>6. Not sharing or acting on information and lessons learnt – internal and external to Council</div> <div>7. Complacency leading to greater risks being taken</div> <div>8. Failure to properly engage with and listen to staff</div> <div>9. Staff under resourcing leading to identified risks not being mitigated appropriately</div> <div>10. Time pressures and or complacency leading to acceptance of high levels of risk</div>			
Inherent Risk Rating	5 - Extreme - Likely x Catastrophic		
Existing Controls			
<div>1. Safety Management System (SMS) aligned to ISO45001</div> <div>2. Appropriate resources available for Council capabilities</div> <div>3. Assurance activities are carried out regularly int / ext</div> <div>4. Council has an effective safety governance structure</div> <div>5. Council safety software system that provides reporting</div> <div>3. Council's critical safety risks are reviewed regularly.</div> <div>7. Prequalification and Safety Standards for Contractors</div> <div>3. Council undertakes an annual engagement survey</div> <div>3. He waka eke noa - Our Way of Working</div>			
Residual Risk Rating	3 - High - Rare x Catastrophic		
Responsible Manager(s)	Marie Snowball Dan Finn	Risk Treatment Option	Mitigate
Treatment Plans			
\ separate report is taken to the Strategic Risk and Assurance Committee which provides further details about the Organisation's Health and Safety strategic direction and improvement schedule.			

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Organisational Risk 2

OR2 Failure to provide a safe environment for the community

ineffective or inadequate safety and security management at our community attractions and facilities might mean we fail to provide and maintain a safe environment for the community resulting in a serious injury incident or fatality and increased exposure to litigation.

Risk Owner	Helen Paki	Category	Community and Wellbeing
Risk Cause			
<ul style="list-style-type: none">Poor HCC understanding of the health and safety risks within the facilities and services provided and managed by CouncilFailures in safety-in-design planning for our amenities and services provided to the communityFailures in asset maintenanceFailure in due diligence on assets purchased for use by the community or staffFailure in due diligence on maintenanceHuman error / inappropriate behaviours / criminal behaviour or damage at Council assetsComplacency leading to greater risks being taken by the community on public safety issuesFailure to properly engage with and listen to the communityFailure to act on staff and public information or lessons learned from near misses and incidents (including lessons from other industry experiences)Internal BCP and Pandemic Plans are not adhered toFailure to consider climate change impacts on the community safety and wellbeing			
Inherent Risk Rating	4 - Very High - Possible x Catastrophic		
Existing Controls			
<ul style="list-style-type: none">Communication plans for new projects around safety requirementsCommunity education support for ongoing Community safetyCondition assessments for assetsEmergency and safety response training drillsEmergency response and Pandemic plansIncorporated risk assessments and safety in design planningMaintenance and monitoring plans – buildingsManagement drop-ins and Unit AuditsOperational asset maintenance (trees and operational infrastructure)Specific staff training programmes in facilities & service managementSubject matter expert support – internal and externalTraffic management plan adoption per requirementsMechanism for public to report issues that require action to usActivity Management Plans (AMPs)			
Residual Risk Rating	3 - High - Unlikely x Major		
Responsible Manager(s)	Jo Keall Helen Schlegel Donna Burt Irene James Claire Toko	Risk Treatment Option	Mitigate
Treatment Plans			
Treatment Plan	Previous Update	Update – September 2023	
Design and implement an appropriate monitoring and reporting framework for risks relevant to OR2	March 2023 The insights from the dashboard are being shared at CLT on a quarterly basis. We need another three	September 2023 Following the recent changes to Groups within HCC it is appropriate to start afresh looking at what monitoring and reporting is needed to support	

	<p>months to develop this further before we move this to a control.</p> <p>June 2023 The dashboard is still being refined and it will need to be updated following completion of the deep dive into the security risk assessments. Until that is completed this action needs to remain open.</p>	<p>management of risks related to OR2 as the risks that feed into OR2 no longer solely within the Customer and Community Group. This treatment plan will be closed and a new one will be added early in 2024 to complete this work. This timeframe will align with further changes to the organisaitonal structure which are due to be agreed late in 2023.</p>
Deep dive into security risks by Feb 2024	<p>March 2023 Deep dive into security risks to ensure risks and areas requiring action are understood. Reporting of these risks needs to commence to ensure there is alignment across the organisation.</p> <p>June 2023 Review of outstanding risks is underway. Risks requiring funding to progress will be included as potential projects for the next LTP.</p>	<p>September 2023 An initial review has been completed which identified that little work has been progressed on the security risks. A complete review of all security risks is now required to establish what is needed to complete and close these risks. The due date for this has been moved out to February 2024.</p>
Updated Business Continuity Plans by December 2023	<p>March 2023 BCPs to be updated. Yearly review cycle to be established and business practices embedded to ensure that relevant staff refresh on their contents ahead of significant known events.</p> <p>June 2023 There has been a delay to starting these due to workload and resourcing pressures. The due date has been shifted out to 29 December 2023.</p>	<p>September 2023 BIA Workshops are continuing to take place across the organisation. Once these have been completed BCPs will be updated. We still anticipate that these will be completed by the end of the year.</p>

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Organisational Risk 3

OR3 Failure of critical assets

Incorrect investment (timing and/or amounts) results the unexpected failure of critical assets (loss of levels of service). Resulting in loss of service delivery, financial impact, environmental damage.

Risk Owner	Andrew Parsons	Category	Compliance and Regulatory Environmental Financial Reputation Service Delivery
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Risk Cause

1. Misalignment in the timing of investment with the required levels of service or that key deliverable dates not identified appropriately
2. Insufficient skilled, knowledgeable and experienced staff and low investment in the ongoing building of staff capability to ensure critical assets remain functional, resilient and levels of service remain
3. Poor or incomplete asset data
4. Assets being operated outside of design scope or change in demand or that the operation of the asset exceeds design assumptions.
5. Stakeholder specifications and expectation of asset increase making the asset no-longer fit for purpose
6. Critical manufacture service agents unavailable to resolve major failure of critical assets
7. Critical resources unavailable due to supply chain shortages
8. Utility service and third-party critical impacts (stakeholder relationships)
9. Limited anomaly detection capability and poor identification of vulnerabilities
10. Failure to identify threat actors who wish to exploit technology vulnerabilities
11. Failure to identify all critical assets
12. Failure to accurately forecast capacity limits or inaccurate demand forecasting on critical assets
13. Failure to accurately forecast useful life on critical assets
14. Failure to future proof asset to allow for pending changes in requirements
15. Failure to procure/renew the asset with an appropriate replacement
16. Failure to install asset correctly (including poor procurement processes to begin with)
17. Failure to carry out and prioritise planned maintenance and renewal of critical asset
18. Failure to deliver renewal of the asset within scheduled timeframe
19. Inadequate budget allocated for maintenance and renewal of critical assets
20. Incorrect analysis in development of maintenance and renewal requirements
21. Insufficient resources to deliver renewal of assets on time and within allocated budgets
22. Failure to adequately consider climate change in critical asset investment

Inherent Risk Rating	4 - Very High - Likely x Major
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Existing Controls

Asset Management Controls

1. 3 yearly Independent asset management maturity
2. Regular monitoring and submission on industry change
3. Resourcing for Activity Management Plan (AMP) funded
4. 2021-2051 Infrastructure Strategy is in place.
5. Modelling and master planning of strategic assets
3. Asset Management Plan policy in place to set standards
7. 2021-31 Activity Management Plans int. ext. reviewed
3. Asset Strategy Team in place to drive org consistency
3. Manage, monitor, operate and maintain critical assets

Operational Controls:

10. Processes in place Re: supervision design and test
11. Quarterly Threat and Risk assessments

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12. Training and development plans in place for staff 13. Business Continuity and Essential Maintenance Plans Planning Controls: 14. Annual review of build/Facilities capital programme 15. Anomaly detection and vulnerability scanning capability 16. Solutions for redundancy (physical and process) in place 17. Project management and procurement processes are in place 18. Staff have project management skills and experience Procurement Controls: 19. Robust procurement process followed to identify/scope 20. Maintenance and service agreements in place with the supplier 21. Speciality contracts in place to maintain critical assets 22. Stakeholder engaged before procure/replacement of asset		
Residual Risk Rating 4 - Very High - Possible x Major		
Responsible Manager(s)	Maria Tipene, Liz Pearson Anita Oliver Jo Keall, Claire Toko, Mandy Smith, Eeva-Liisa Wright, Maire Porter, Deidre Jackson, Gordon Naidoo, Andrew Smith, Tania Hermann	Risk Treatment Option Mitigate
Treatment Plans		
Treatment Plan	Previous Update	Update – September 2023
Implement the Organisational Asset Management Improvement Plan by June 2024	March 2023 The Organisational Asset Management Improvement was adopted by ELT in October 2021 and contains 32 organisational improvements to be undertaken. This Plan has a horizon out to June 2024. The improvements have been organised into 4 streams of work with one of the streams relating to Resilience and Criticality. Of the 6 tasks relating to Resilience and Criticality, 3 are complete and one is in progress. June 2023 The Organisational Asset Management Improvement was adopted by ELT in October 2021 and contains 32 organisational improvements to be undertaken. This Plan has a horizon out to June 2024. The improvements have been organised into 4 streams of work with one of the streams relating to Resilience and Criticality. Of the 6 tasks relating to Resilience and Criticality, 3 are complete and one is in progress.	September 2023 Little change to the above. The Organisational Asset Management Improvement was adopted by ELT in October 2021 and contains 32 organisational improvements to be undertaken. This Plan has a horizon out to June 2024. The improvements have been organised into 4 streams of work with one of the streams relating to Resilience and Criticality. Of the 6 tasks relating to Resilience and Criticality, 3 are complete and one is in progress.
Implement Asset Criticality Framework by June 2024	March 2023 Asset Criticality Framework document (excluding asset groups of Waters and Transport whom have existing frameworks) has been developed and workshopped.	September 2023 Baseline AMPs have been completed including the section on 'managing critical assets' which contains mitigation measures

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	<p>As part of the update of AMPs, identification and management of critical assets will be updated</p> <p>June 2023 Asset Criticality Framework document (excluding asset groups of Waters and Transport whom have existing frameworks) has been developed and workshopped. As part of the update of AMPs, identification and management of critical assets will be updated</p>	
Critical assets are considered as part of the 2024-54 Infrastructure Strategy	<p>June 2023 AMPs are currently being written. These will be used to inform the Infrastructure Strategy</p>	<p>September 2023 Baseline AMPs have been completed including the section on 'managing critical assets' which contains mitigation measures</p>

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Council Report

Item 9

Committee: Council **Date:** 12 October 2023
Author: Dan Finn **Authoriser:** David Bryant
Position: People, Safety & Wellness Manager **Position:** General Manager Business Services
Report Name: Report from the Strategic Risk and Assurance Committee - Safety and Wellbeing

Report Status	<i>Open</i>
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1. To inform the Council on safety and wellness strategic progress, performance, and activities for the period covering 1 May to 31 July 2023.
2. The Safety and Wellbeing Report – 1 May 2023 to 31 July 2023 as presented to the Strategic Risk and Assurance Committee of 28 September 2023 is provided as **Attachment 1**.

Staff Recommendation - *Tuutohu-aa-kaimahi*

3. That the Council receives the report.

Attachments - *Ngaa taapirihanga*

Attachment 1 - Strategic Risk and Assurance Committee - Safety and Wellbeing Report 1 May 2023 to 31 July 2023 - 28 September 2023

Attachment 1

Item 7

Council Report

Committee: Strategic Risk and Assurance Committee **Date:** 28 September 2023

Author: Dan Finn **Authoriser:** Sean Hickey

Position: People, Safety & Wellness Manager **Position:** General Manager People, Performance and Culture

Report Name: Safety and Wellbeing Report - 1 May 2023 to 31 July 2023

Report Status	Open
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Purpose - Take

- To inform the Strategic Risk and Assurance Committee on safety and wellbeing strategic progress, performance, and activities for the period covering 1 May to 31 July 2023.

Staff Recommendation - *Tuutohu-aa-kaimahi* (Recommendation to the Council)

- That the Strategic Risk and Assurance Committee:
 - receives the report; and
 - recommends that the Council receives the report.

Executive Summary – *Whakaraapopototanga matua*

- This report is focussed on our continued progress of key strategic activities that are aligned to risks, relationships, and resources. To provide the Committee with a more comprehensive overview of our progress, we have including supplementary updates on wider activities, assurance, and successes.
- The verification of the controls in place for Council's critical risks have been completed by those Project Teams assigned. This information will be used to update our bowtie risk assessments and to record these in the bowtie software acquired for assurance purposes.
- There were a number of safety events during this reporting period that included time lost (7 LTIs), required medical treatment (12 medical treatment events) and 6 WorkSafe Notifiable events involving an HCC worker and 5 contractors.
- Ora Phase 2 was successfully implemented and launched on the 17th of July and included additional modules to support workers and Council meeting our health and safety legislative obligations.
- Staff consider the matters in this report to have low significance and that the recommendations comply with Council's legal obligations.

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Discussion – Matapaki**Strategic Progress – Te ahunga whakamua rautaki**

8. The following workstreams outline Council's progress on our 'safety reset' activities previously communicated. They are designed to strengthen and support our wider safety and wellbeing strategy.

Workstream	Status	Next milestone	Comment
SafePlus review recommendations	100%	Completed	Completed
SMS development and implementation	100%	Completed	Completed
Technology and communication (Ora)	100%	Completed	Completed
Critical risk management	70%	The verification process of the controls in place have been completed on Council's 13 critical risks	Next steps to update the current bowties risk assessments and share with the business, and for these to be used as a source of reference
Contractor management	95%	The reviewed framework is in place with updated documentation complete, and training continues to be rolled out when required.	The software for the induction of contractors using the 'Who's on Location' platform, has been implemented with the Facilities Unit, with further plans to roll out across other sites as required
Resourcing and structure review	100%	Completed	Completed

Table 1 Key workstreams

Risks and Incidents – Ngāa Tuuraru me nga Paanga

9. The verification of the controls in place for Council's critical risks have been completed and have been updated in Ora (Council's Incident Management System). We are also in the process of using this information to update our bowtie risk assessments and to record these in the bowtie software acquired for assurance purposes. Once completed these risk assessments will be shared across the organisation for future reference.
10. We continue to provide education and support to ensure events are being correctly reported and investigated.
11. The incidents profiled during this reporting period are summarised below:
12. There was a total of **300** events reported in Ora, which resulted in **48** injuries during this reporting period, compared to **62** during the previous period.
13. Of those injured, **7** resulted in lost time and **12** required medical treatment. Near hit reporting has decreased slightly from the previous period with **40** near hits recorded.

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**Council WorkSafe Notifiable Events**

14. There was 1 event that was notified to WorkSafe by Council.
15. This event occurred at Waterworld during a school visit. School children were jumping from the edge of the pool, and one landed on top of another child knocking them unconscious.
16. Further details of this notifiable event can be found in **Attachment 1**. WorkSafe investigated the event and were satisfied with both our response and the procedures followed.

Contractor WorkSafe Notifiable Events

17. There were 5 events that were notified to WorkSafe by external contractors, who were performing work on our behalf. Further details of these notifiable events can be found in **Attachment 2**. Four of these were service strike events resulting in gas being released, and one other when a contractor received a small electric shock without injury.

Relationships – Whanaungatanga

18. During this reporting period we have continued to promote and provide workshops across Council to support the wellbeing of our people.
19. These have included the GoodYarn Mental Health, Work Injury Management, and Manual Handling Training.
20. Worker participation is a key health and safety requirement under the Health & Safety at Work Act.
21. Council had a further **15** new Health & Safety Representatives complete the two-day Health & Safety Training with Coachio Group in July, during this reporting period. These representatives will join current Health & Safety Committees across the organisation and bring a fresh perspective for their business units.
22. Annual flu shots were made available to staff in May, and a total of **474** of our people took up this opportunity to either visit one of the many onsite clinics across the organisation or utilised the voucher system.
23. The Safety Governance Committee (SGC) met on the 29th of May and the meeting minutes are provided as **Attachment 3**. The next meeting is scheduled for the 19th of September.

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Resources – *Rauemi*

24. The Safety & Wellbeing Team are fully resourced to support health and safety improvement across Council. To support improved decision making, intervention and pro-active initiatives, the quality of our data is continuously being refined to provide greater insight through reporting dashboards that can be accessed in real-time by business units. This allows business units to look and identify trends and introduce proactive ways to support their workers.

Assurance – *Kii Taurangi*

25. Audit templates are being finalised by the Safety & Wellbeing Team in preparation for internal health and safety audits across Council. Scheduled to commence in late September, these audits will measure against Council's Safety Management System (SMS) which is aligned with ISO45001. The outcome of these audits will provide continuous improvement where needed and to make recommendations as to whether Council is ready for an external audit to apply for ISO45001 accreditation in 2024.
26. To support teams across Council, Ora Phase 2 was successfully implemented, adding additional modules to support our obligations under health and safety legislation. The newly deployed modules included: Health & Safety Meetings, Health & Safety Inductions, Job Safety Analysis (JSAs) and further additional Inspection Templates.
27. The Safety & Wellbeing Team are focussed on continuous software improvement within Ora to ensure that we provide meaningful and accurate reporting as a single source of truth.

Successes – *Angituutanga*

28. The Drug Detection Agency (TDDA) were engaged to run several training sessions across the organisation for staff during this reporting period. The purpose of these sessions was to showcase our successful relationship with TDDA and for them to re-emphasise the 'Why, What and How' for random testing, a process that is completed each month for workers who perform duties involving our critical risks.
29. These sessions had a particular focus on why we need to manage the risks of drugs and alcohol in the workplace and for all staff to have a better understanding of why we need to do this as an outcome, and how it is aligned to Council's Drug & Alcohol Management Policy.



Financial Considerations - *Whaiwhakaaro Puutea*

30. This is a regular operating activity funded through the Long-Term Plan.

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Legal and Policy Considerations - *Whaiwhakaaro-aa-ture*

31. Staff confirm that any recommendations in this report comply with Council's legal and policy requirements.
32. Staff have also considered the key considerations under the Climate Change Policy and have determined that an adaptation assessment and emissions assessment is not required for the matter(s) in this report.

Wellbeing Considerations - *Whaiwhakaaro-aa-oranga tonutanga*

33. The purpose of Local Government changed on the 14 May 2019 to include promotion of the social, economic, environmental, and cultural wellbeing of communities in the present and for the future ('the 4 well-beings').
34. There are no wellbeing impacts associated with recommendations in this report.
35. The subject matter of this report has been evaluated in terms of the 4 well-beings and these are outlined below:

Social

36. The matters highlighted in this report may have the capacity to affect social wellbeing should they materialise. Social wellbeing continues to be prioritised and is considered alongside Council's risk management processes.

Economic

37. The matters highlighted in this report may have the capacity to affect economic wellbeing should they materialise. Identifying and measuring the economic costs of accidents, the relationship between operational requirements and safety and determining the inter-relationship between safety and other organisational goals and priorities. Economic wellbeing continues to be prioritised and is considered alongside Council's risk management processes.

Environmental

38. The matters highlighted in this report may have the capacity to affect environmental wellbeing should they materialise. Environmental protection includes programmes to reduce risks to the environment from contaminants like hazardous materials and waste. Environmental wellbeing continues to be prioritised and is considered alongside Council's risk management processes.

Cultural

39. Staff consider the matters highlighted in this report to not have a direct impact on the cultural wellbeing.

Risks - *Tuuraru*

35. There are no risks associated with recommendations in this report.

Significance & Engagement Policy - *Kaupapa here whakahira/anganui*

Significance

36. Staff have considered the key considerations under the Significance and Engagement Policy and have assessed that the recommendation(s) in this report has a low level of significance.

Engagement

37. Given the low level of significance determined, the engagement level is low. No engagement is required.

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Attachments - *Ngaa taapirihanga*

Attachment 1 - Council WorkSafe Notifiable Event - May 2023

Attachment 2 - Contractor Notifiable Events - June 2023

Attachment 3 - Safety Governance Committee Meeting - Minutes 29 May 2023

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WorkSafe Notifiable Event

DATE OF EVENT:	30 th May 2023
LOCATION:	Waterworld, Te Rapa, Hamilton
BUSINESS GROUP INVOLVED:	Customer and Community Group / Community Services Unit
WHAT HAPPENED?	While on a school visit to Waterworld, a child was playing in the 50m pool, along with other children. It appears that children were jumping from the edge of the pool and the said child was knocked unconscious when hit while playing with other students.
WHAT IMMEDIATE ACTION HAS BEEN TAKEN:	<p>The child was pulled from the swimming pool.</p> <p>CPR was performed by staff and Emergency Services were called.</p> <p>WaterWorld staff supported the child until St Johns Ambulance service arrived and took over.</p> <p>The said child was taken to Waikato Hospital.</p>
NEXT STEPS:	<p>WorkSafe were notified</p> <p>NZRA were notified</p> <p>Investigation to take place</p> <p>Vitae organised onsite to support staff involved</p> <p>Aquatic Director contacted Local school involved</p>

WorkSafe Notifiable Event

DATE OF EVENT:	09/05/2023 1.00pm
LOCATION:	Wastewater Treatment Plant, Pukete
BUSINESS GROUP INVOLVED:	Contractor: One Electrical
WHAT HAPPENED?	A Technician was tracing cables from within a distribution board in MCC3. The escutcheon panel was removed. The 3-phase distribution board (DB.3) was energized at the time of the event. DB.3 circuits supply building services. There was a designated safety watch and standing by. The Technician was in the process of attempting to snip a cable tie behind the pan assembly (MCB chassis) to free-up conductors so he could identify which conductors were supplying certain circuits. When the Technician's hand was behind the pan assembly, he felt a small electric shock to his left wrist. The Technician was wearing overalls, sleeves rolled down and had no jewellery or metal items on his hands and wrists. The Technician was not harmed, no flash, no arcing, no burns.
WHAT IMMEDIATE ACTION HAS BEEN TAKEN:	The Technician ceased work immediately and contacted his Manager. The Manager instructed the Technician to travel to a medical centre and request an ECG. The technician felt no effects and was able to drive himself.
NEXT STEPS:	<ol style="list-style-type: none"> 1. WorkSafe were notified by the Contractor. 2. A scene examination was undertaken to identify point of contact with energized parts. 3. Discuss incident at the next scheduled Safety Toolbox Meeting. Engage workers to participate in discussion on cause and effect and lessons to learn arising from the incident. 4. Review policies, procedures and task specific documentation to identify any systemic deficiencies that may have resulted in the incident occurring. Amend documentation if deficiencies are identified to prevent recurrence.

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WorkSafe Notifiable Event

DATE OF EVENT:	Tuesday, 9 th May 2023
LOCATION:	MacDonald Road, Hamilton
BUSINESS GROUP INVOLVED:	Development Group Waipa Civil (Contractor)
WHAT HAPPENED?	While drilling out using a directional drill to install a new water main on MacDonald Rd the drill crew struck a 15mm gas lateral crossing the road.
WHAT IMMEDIATE ACTION HAS BEEN TAKEN:	On Tuesday 9 th the first 75m of the drill shot was completed successfully but as they came across the gas lateral to 1 MacMurdo Avenue the drill locator noticed gas coming out of the ground and immediately had the drill machine shutdown. First Gas were notified and were onsite within 30 minutes and quickly isolated the leak and repaired the issue. They also backfilled the excavation. HCC were also contacted.
NEXT STEPS:	Worksafe released the site on 11 th May 2023 and we are awaiting investigation documentation from Waipa Civil.

WorkSafe Notifiable Event

DATE OF EVENT:	2 June 2023 at 10.30am
LOCATION:	Prisk Street, Hamilton
BUSINESS GROUP INVOLVED:	Development Group / Capital Projects Contractor: Waipa Civil Limited
WHAT HAPPENED?	While open cutting a trench for a new wastewater main, the contractor was crossing a gas main that was on the plans. Unfortunately, there was another abandoned line close by which was not shown on the plans. The contractor struck the live 50mm gas line.
WHAT IMMEDIATE ACTION HAS BEEN TAKEN:	<ul style="list-style-type: none"> • First Gas were called to be on site. • The site was shut down until First Gas completed repairs. • Was escalated to the Safety & Wellbeing Team. • WorkSafe notified by contractor.
NEXT STEPS:	<ul style="list-style-type: none"> • Investigation has been completed and the root cause of this event was deemed to be inaccurate service plans provided by First Gas - not showing second gas crossing. • The recommendation following this investigation is that service plans should be kept up to date and reflect accurate information. Service providers need to identify when there are abandoned lines.

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WorkSafe Notifiable Event

DATE OF EVENT:	21 June 2023 at 3.30pm
LOCATION:	30 Borman Road, Hamilton
BUSINESS GROUP INVOLVED:	Capital Project – Development Group Contractor - Fulton Hogan
WHAT HAPPENED?	While conducting excavation works at Borman Rd, Fulton Hogan crew hit a gas main with the excavator causing gas to be released.
WHAT IMMEDIATE ACTION HAS BEEN TAKEN:	<ul style="list-style-type: none"> • Another drainage contractor working for Fulton Hogan called 111 and FENZ arrived within 10 minutes of receiving the call. • Isolated the site. • The site Engineer notified First Gas. • A childcare nearby was also informed of the gas leak. • WorkSafe was notified. And site was cleared by them to continue to work
NEXT STEPS:	<ul style="list-style-type: none"> • Detailed investigation to be carried out by Fulton Hogan. • HCC have gone to Fulton Hogan with a number of questions to be answered for clarification purposes.

WorkSafe Notifiable Event

DATE OF EVENT:	22 nd June 2023 at 13.20
LOCATION:	Rostrevor Street, Hamilton
BUSINESS GROUP INVOLVED:	Development Group / Capital Projects Contractor: Waipa Civil Contractor
WHAT HAPPENED?	<ul style="list-style-type: none"> The gas line was located 1.5m away from the drill line at 500mm deep. While drilling past the gas ducting the head of the drill struck the gas line. It was found the gas line dove quickly offline and this is why the drill head hit it.
WHAT IMMEDIATE ACTION HAS BEEN TAKEN:	<ul style="list-style-type: none"> First Gas attended the scene and repaired, turning the gas back on at 2:30pm. WorkSafe was notified by Daryll Walker at 2:15pm.
NEXT STEPS:	As a result of the investigation, Waipa Civil Limited will be reviewing their process and also hold a safety meeting with all crew around this event.

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Safety Governance Committee

Time and date:	2:00pm, Monday 29 May 2023
Venue:	Kitenga Room, Level 8
In Attendance:	Greg Dearsly (Independent Chair), Helen Paki (GM Community), Dan Finn (People, Safety & Wellness Manager), Eeva-Liisa Wright (GM – Infrastructure Operations), David Bryant (GM POP), Claire Toko (H3), Dion Liddell (AWUNZ), Amanda Barlow (Minutes) Virginie Maene (Executive Assistant)
Guests:	Tim Coxhead (WW H&S Rep) Andrew (Broz) Brosnan (IO Safety and Wellbeing Business Partner)
Apologies:	Lance Vervoort (Chief Executive) Ewan Wilson (Elected Member) Marie Snowball (Safety & Wellbeing Lead) Damien Birch (A1 union Representative) Olly Te Ua (Māori Rep)

1. Welcome

- Acknowledgement of the reason why we had to move the meeting that was intended on being held at the Wastewater treatment plant but due to the increasing numbers of COVID in the community, it was crucial to protect this essential site from being shut down
- Around the room welcome and introductions

2. Confirmation of previous minutes and review of the Action Register

The minutes of the Safety Governance Committee Meeting held Tuesday 6 December 2023 have been confirmed.

Moved by: David Bryant
Seconded by: Dan Finn

The previous meetings action register was reviewed and amended as follows.

Action	Assigned To	Due Date	Comments	Status
Review regulations for Plant, Structures and Working at heights and consider how these will apply to HCC.	Marie	Ongoing	Considered approach using the hierarchy of control MBIE is quiet, Q1 should have a draft, main difference is written requirements. Toward end of 2023 introduction of the law.	Ongoing – due to the pending election later this year
Question the need for plant (table saws) to be put on assets register. Look at Ungerbok and review if plant and other	Claire Toko	Next meeting	Assets over \$5000 are captured in UngerBok. If there are specific items we wish to capture, then it is possible.	Closed

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similar plant is on the register for H3 as unsure this is currently happening.				
Need to follow up the need to have an independent person to review the critical risks in relation to plant and machinery to have a specialist in the field to review. No outcome was recorded from previous meeting.	Marie Snowball	Next meeting	Complete an independent review. Have someone be more involved. Include specialist advice. <i>Decision to be made – do we understand everything associated with this risk and if we need to source independent advice?</i>	Ongoing
Changes to be made to TOR Safety Governance Committee <ul style="list-style-type: none"> Part of ELT's role is being informed through this committee. Adapt the wording of the roles and responsibilities to align with this Under the section: amend wording to "advice, provide assurance and recommendations to the strategic leadership team" Amend job titles of the members to correct them Need for the learnings and outcomes of this meeting. Lance to discuss with Dan. Share with HSR's 	Marie Snowball	Next meeting	Terms of Reference document updated.	Closed

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3. Insights from our HSR on working at the Wastewater Plant (Tim Coxhead)

Pukete Wastewater plant

- Tim provided an overview of working at the Water Plants and some of the risks they are presented with when working over water
- Aerated tanks – zero buoyancy and the controls they have in place to manage these risks. Planned works are undertaken, anchor points are provided for workers to connect their harnesses to when working near the edge of the tanks. Cranes are available on the edge of tanks to remove the mixers out of the tanks if required. Most of it is guarded to prevent falling into the tanks.
- Gantry available to tie onto and move freely along the tanks

Waiora Treatment plant

- No need to do grab sampling so eliminates the risks
- No place to tie off when cleaning the rows so workers wear inflatable life jacket in case the workers do fall off as well as a hard hat. The cylinder automatically inflates the jacket if submerged in water (if the worker was to be knocked out and unable to pull the cord to inflate the jacket).
- Tanks are approximately six meters deep
- Workers are required to know how to swim. One staff member was unable to swim so was provided swimming lessons to ensure they had this capability if they were to fall into the tanks.
- Part of the rescue response is to have spotters in place, date of gas cylinder in the vest is checked for expiry.

Greg highlighted the need for organisations to think of their emergency response plans and practicing them. A lot of the improvements made at the plants have been as a result of thinking about how to respond in emergencies.

City Delivery

- Engineering controls in place for when working over a well include the working attaching themselves to the truck while using a Hiab to pull up the pump up inside the well
- Spotter are available on site while work is carried out to ensure everything is going ok
- PPE – tested and tagged. Tim highlighted how the team are really good at raising the need for new gear when their harnesses etc. are expired or outside test dates. Workers are provided with the correct gear and fit for purpose
- Open drains – discussion held about how workers are required to walk through gullies behind residential to inspect lines using pitch forks to stay stable
- Use waders when needed to enter the drain to clean off the grates
- Can be required to cut up trees that may be in the way of the waterways, all staff are trained in tree work
- On inductions, workers are required to get blood tests to see if they are immune to Hep A, Hep B, and typhoid. If not, then they will get the required immunisations
- Toolboxes (assessing risks) are conducted prior to work commencing – when high levels of rain, the team will assess the risk and identify if there is a need for the work to take place in the condition. In recent years there has been a shift and a change of thinking in the way jobs are undertaken safely where in the past this was not the case
- Average age of City Delivery workers are 55 years. Thoughts behind succession planning. In open drain teams, average age is 65 years, cutting trees up, hauling them out of the gullies – they are all experienced bushmen and in good physical condition to undertake this work
- Training – some examples of the training the team in city delivery are required to have include: confined spaces, slinging and rigging, harness refresher training completed regularly (as per requirements of training)

Safety checks – eye bolts, harnesses/helmets/rope, compliance certificates/trained, hazard identification and permit to work.

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Hazard ID form – example was shown of what the team uses to manage hazards. The form provided the opportunity for the team to assess what hazards they may be present when conducting the task, any controls in place to manage the hazard, the process of reviewing the emergency response plan (where the evacuation point is) and who the allocated spotter is for the task.

Permit to Work (PTW) form – Example provided of the PTW form they use at the Water Plants and an overview of how the system works.

Discussion of the worst incidents that have taken place at the Water Plant – An example was provided of where a hinge had disintegrated away on a manhole on the walkway across a tank. If the person was to step and fall through, it could have been fatal due to flow of water underneath. Following this, it was reported, hinges were replaced, and hinges are now inspected on a maintenance schedule.

Fumes – Can get a build-up of gas. There was an incident in the past when a contractor burnt themselves when welding which the contractor believed was due to the fumes in the tank.

Chlorine gas is present at the Waiora plant. Due to this there are incredibly strict controls to prevent an explosion taking place

When working in and around water, weather conditions have an impact on their ability to conduct the job. Lightening and high winds particularly. Hazard ID required to take in place.

4. Critical Risk Review – 'Working over and near water' (Eeva Liisa)

- Progress is slow - project groups are finding it hard to fit it in around the other work pressures in the job
- As a sponsor, Eeva Liisa believes there is a responsibility to have the project groups inform the relevant sponsor of the bow ties if progress is not being made to help raise awareness for the need for this critical piece of work to be completed
- Discussion about how you could also be working on a bridge and at height but you can also then be working over water, so a number of critical risks are involved in one task
- Need to review how the critical risks impact for the wider Council – Public spaces vs Non-public spaces
- How we capture this as an organisational bow tie. Is it working organisationally? The different contexts and exposure e.g., Waterworld, the river, garden features at the gardens, zoo, tanks at the treatment plants and wells at City Delivery.

5. WorkWell Assessment – Silver Accreditation (Dan Finn)

- Wanted to bring to our attention that our wellbeing initiatives fall into the WorkWell
- The annual WorkWell survey enables us to engage with our workforce and understand what is working for them. However, acknowledge that there are some restrictions in what we are able to ask in the survey
- Five key focuses – Physical activity, mental health, sun smart, whanau friendly, healthy eating
- Assessed against the progress made on the WorkWell survey
- Have achieved silver and are now working towards gold
- Acknowledged Corina Martin, Leanore Bullen, and other team members who worked on this project for the work they have completed to achieve this level of accreditation
- Tim spoke of how the team don't have the same access to technology. A lot of the updates relate to the Municipal Building. Tim has changed his induction of new staff to know that they have an HCC log on and outlook account to ensure they can log on and see these updates in Morena mail and other communications.

6. Safety Governance Committee Terms of Reference (Dan Finn)

- Requested by David to have this added as another item on the agenda for this meeting
- Dan indicated that we are nearly there for this document to be complete

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- Marie has removed some items that would be better to sit at the ELT level
- David highlighted some changes he would like made and/or amended
 - Ollie's role is Māori representative/advisor, his title is required to be changed in the document
 - Would like to highlight that this committee reports through to the Strategic Risk and Assurance Committee (SRAC), so it is seen as a sub committee of this committee (Safety Governance Committee)
- Request to understand how the Safety and Wellbeing team should be included in the structure. First mention of the Health and Safety Representatives (HSRs) should be the Safety and Wellbeing team as HSR's are mentioned twice
- Due-diligence of the group – continually reflect on the agenda and match the six points (risks, knowledge, resources, complying with legislation)
- Question if the need for union representation in the HSR of the structure? Interpreting the legislation

7. General Discussion – around the table

- **David** – Disruption and conflict around the community, with an increase of crime in the community. Ensuring our staff are safe in their roles and facilities. Not wanting staff to get hurt being heroes
- Suggestion to have safety officers attend the next safety governance meeting. HCC staff across the board are experiencing aggression (including contractors)
- Risk to personal property and belongings of Council workers (theft) while at work, for example personal car keys getting stolen out of work vehicles. There are situations in Council where workers are running the vehicle to conduct the job (i.e., using the motor of the vehicle to power a machine). Possibility to get override buttons put in vehicles so vehicles can be left running but can be locked with keys not needing to remain in the ignition.
- H3 have noticed an increase in theft and incidents taking place at FMG stadium. Have put security on site now as a result, including at night. Also noticed the influence of alcohol and fuelling unwanted behaviour.
- Update on Lone Worker devices. Review taken place and now going out to market to review providers. Questioned if there is the possibility to go out to the remainder of the business and identify if there are unused devices that could be re-purposed elsewhere to help respond to the concerns raised in people's behaviour in the community (increased theft)
- Dan to share the report detailing the review of guardian angel that was presented to ELT today with the committee.
- Discussion around body cameras and if staff are wearing them. Believed to be used in Parks, City Safe, AEC and City Delivery. Research has shown they are a good deterrent but can also result in people seeing it as a challenge and can encourage undesirable behaviour due to knowing they are being captured on camera
- **Claire** – H3 have been looking at the fire down in Wellington and looking at the H3 venues to see what improvements could be made at the venues in response to evacuations. For example, a set of pallets are stacked up next to the building. Emergency preparedness – opportunity for people to upskill and have a city that is more prepared. Would also encourage more people to take up the opportunity of further their Civil Defence training. Understand Kelvin came and spoke to ELT last week and looking at implementing this
- **Helen** – Worried about the workload for staff and seeing the pressure the senior leaders are under. This has been acknowledged by the HRBP's and seeing this in the businesses they are engaging in (Dan). Lance has put out the need to prioritise in his message to the wider Council
- **Eeva-Liisa** – Endorse the message Helen communicated. Wellbeing of staff, pressures in people's lives. Not seen this in the organisation before at this level. This topic is being discussed across a number of groups. ELT is aware and working on how to approach this across Council. A lot of the work in the transport area are now taking place at night to prevent disruption to the city during the day. Discussed the incident that took place recently where a drunk driver drove into the antenna truck. When speaking to people, they feel safer working during the day.
- **Dion** – As a general statement due to the union dealing with a lot of workers, there are positive messages coming back about HCC being ahead of the times. This has been from previous HCC workers who have gone to other organisations and looking back can acknowledge how ahead HCC is. Workers also appreciate the health insurance available.
- **Tim** – Vitae is going well on site, getting some great feedback from the team.

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- **Andrew (Broz)** – Coming into the Council, as new recruit can see Council are doing some really great stuff. Where we are behind in some areas, people are wanting to do better and moving forward things are going to be really good
- **Amanda** – Thank you to Eeva-Liisa and the support you have shown to the high priority the Bow-Tie risk assessment project has in the business
- **Dan** – Best thing that is taken from these meetings is the representation from the front line and helps us understand the work that happens
- **Greg** – Attended a webinar recently where the CEO of WorkSafe was present. WorkSafe is heavily under-resourced. Of the top priorities mental health does not fit into the top four of the projects, it sits at number five. If we need WorkSafe to assist with anything, we will be taking them away from being able to work on their top priorities and therefore delivery them.

8. Actions assigned from meeting

Action	Assigned To	Due Date	Comments	Status
Dan to share the report detailing the review of guardian angel that was presented to ELT today with the committee	Dan Finn	Next meeting		
Further amendments to be made to the TOR <ul style="list-style-type: none"> • Ollie's role is Māori representative/advisor, his title is required to be changed in the document • Would like to highlight that this committee reports through to the Strategic Risk and Assurance Committee (SRAC), so it is seen as a subcommittee of this committee (Safety Governance Committee) 	Marie	Next meeting		

9. Completed Actions Register

Action	Assigned To	Due Date	Comments	Status
Plant, Structures and Working at heights – New regulations	S&W Team	Next meeting	Amanda Barlow presented on this item during this meeting	Completed

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Looking at make-up of committee.	Dan	Next meeting	Eeva-Liisa should be here from Infrastructure Operations. Their group has a lot of critical risks areas. Let's review annually, we might swap areas around, so all the exec team gets some exposure.	Completed
It was agreed more time was required to digest the Monitoring What Matters survey results and discuss at next meeting.	Dan Finn	Next meeting		Completed
Further follow up from Governance to confirm Safety and Wellness updates to be included at full Council Meetings.	Dan Finn		Dan to discuss with Becca, more discussion on that. Minutes and reports will go to full council and SRA - quarterly	Completed
Ensure presentations and documents relating to the next meeting are sent out in advance	Marie/Dan	Next meeting	To provide members with time to review and consider questions as part of the discussion	Completed
Investigate if the Chaplain/Counsellor service could be rolled out across the whole Organisation.	Marie Snowball	Next meeting	Service can be scaled up if require, based on interest and operational need	Completed
Speak to Lee-Ann Jordan and Kelvin Powell on setting up interdepartmental learning with Mark's team/leadership.	Helen Paki	Next meeting	A new role has been created which will pick this up	Completed

Meeting Minutes				
Lance to confirm with Ewan and Olly if they would like to stay on the Committee	Marie	Next Meeting	Confirmed that Ewan and Ollie will continue on the committee	Closed

The meeting was declared closed at 4:11pm

Next Meeting: August/September

Item 7
Item 9

Attachment 3
Attachment 1

Meeting Minutes

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Item 10

Council Report

Committee: Council **Date:** 12 October 2023
Author: Amy Viggers **Authoriser:** David Bryant
Position: Governance Lead **Position:** General Manager Business Services
Report Name: Draft 2024 Schedule of Council and Committee Meetings

Report Status	Open
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Purpose - Take

- 1. To seek the Council’s approval of the draft schedule of Council and Committee meetings for 2024.

Staff Recommendation - Tuutohu-aa-kaimahi

- 2. That the Council approved the draft 2024 Schedule of meetings (**Attachment 1** of the staff report).

Executive Summary - Whakaraapopototanga matua

- 3. The proposed 2024 Hamilton City Council Schedule of Meetings (**attachment 1** of this report) sets out the meeting dates for the 2024 calendar year for Council and Committees of Council in line with the approved Governance Structure for the 2022-2025 triennium.
- 4. The schedule was developed in consultation with the Mayor, Elected Members, key members of staff, and was largely based on the previous years schedule.
- 5. Staff consider that the decision in this report has low significance and that the recommendation complies with the Council’s legal requirements.

Discussion - Matapaki

- 6. It is good practice for the Council to adopt a schedule of meetings for the following calendar year so that the business of the Council can be conducted in an orderly and transparent manner, and to allow public notification of meetings to be given in compliance with the Local Government Official Information and Meetings Act 1987.
- 7. The proposed 2024 Hamilton City Council Schedule of Meetings (**attachment 1** of this report) sets out the meeting dates for the 2024 calendar year for Council and Committees of Council in line with the approved Governance Structure for this triennium.
- 8. The Governance Team has been working with key people across the organisation to draft the 2024 Schedule of Meeting including the Mayor’s Office, Committee Chairs, Deputy Chairs and the Executive Leadership Team.

9. The following considerations informed the development of the proposed 2024 schedule of meetings:
 - i. Council meetings, Committee meetings and information sessions are scheduled on Tuesday, Wednesday, and Thursday as much as possible, to keep Monday and Friday free for regional commitments and constituency work;
 - ii. avoidance of Council or Committee meetings on the day prior and/or after a public holiday where possible;
 - iii. finance and Monitoring meetings are proposed to take place at the end of a month. This is to enable staff to complete the month end process before reporting to the Committee which would lead to more up to date financial information in reports;
 - iv. with the workload of Members and staff in mind:
 - A. weeks without formal Council or Committee meetings are linked to school holidays and are more regular.
 - B. committee meeting where the same report writers are involved are separated where possible; and
 - C. some ordinary Council meetings have been combined with the Long-Term Plan Council meetings and the Annual report adoption meeting.
10. It is important to note, that while there are more periods without formal Council or Committee meetings, work will still be occurring. Elected Members will continue attending meeting with constituents, Civic Events, Working Group meetings and other meetings.
11. Once the 2024 Schedule of Meetings has been approved, the Governance Team will update members calendars accordingly and the meeting dates will be uploaded to Council's website so the public have advance notice of meeting dates.
12. If there are any changes to dates during the year, all calendars will be managed and updated accordingly by the Governance Team as per normal process.
13. Staff will commence work on forming draft 2024 work programmes and schedule of Council and Committee reports in consultation with relevant Chair's and Deputy Chair's. These schedules/work programmes will come back to Council for approval in due course.

Financial Considerations - *Whaiwhakaaro Puutea*

14. This is a regular operating activity funded through the Long Term Plan.

Legal and Policy Considerations - *Whaiwhakaaro-aa-ture*

15. Staff confirm that information included in this report complies with the Council's legal and policy requirements.

Climate Change Impact Statement

16. Staff have assessed this report against the Climate Change Policy for both emissions and climate change adaptation. Staff have determined that no adaption or emission assessment is required.

Wellbeing Considerations - *Whaiwhakaaro-aa-oranga tonutanga*

17. The purpose of Local Government changed on the 14 May 2019 to include promotion of the social, economic, environmental and cultural wellbeing of communities in the present and for the future ('the 4 wellbeings').
18. The subject matter of this report has been evaluated in terms of the 4 wellbeings during the process of developing this report.
19. The recommendations set out in this report are consistent with that purpose.

Item 10

Risks - *Tuuraru*

20. There are no known risks associated with the decisions required for this matter.

Significance & Engagement Policy - *Kaupapa here whakahira/anganui*

Significance

21. Staff have considered the key considerations under the Significance and Engagement Policy and have assessed that the recommendation(s) in this report has/have a low level of significance.

Engagement

22. Given the low level of significance determined, the engagement level is low. No engagement is required.

Attachments - *Ngaa taapirihanga*

Attachment 1 - Schedule of meetings

2024											
January	February	March	April	May	June	July	August	September	October	November	December
Mon 1 New Years Day Day after New Years			1 Labour Monday			Mon 1			1		
Tues 2			2 Tuesday			Tues 2			2		
Wed 3			3 Wednesday			Wed 3			3		
Thur 4			4 Thurs			Thur 4			4		
Fri 5			5 Fri			Fri 5			5		
Sat 6			6 Sat			Sat 6			6		
Sun 7			7 Sun			Sun 7			7		
Mon 8			8 Mon			Mon 8			8		
Tues 9			9 Tues			Tues 9			9		
Wed 10			10 Wed			Wed 10			10		
Thur 11			11 Thur			Thur 11			11		
Fri 12			12 Fri			Fri 12			12		
Sat 13			13 Sat			Sat 13			13		
Sun 14			14 Sun			Sun 14			14		
Mon 15			15 Mon			Mon 15			15		
Tues 16			16 Tues			Tues 16			16		
Wed 17			17 Wed			Wed 17			17		
Thur 18			18 Thur			Thur 18			18		
Fri 19			19 Fri			Fri 19			19		
Sat 20			20 Sat			Sat 20			20		
Sun 21			21 Sun			Sun 21			21		
Mon 22			22 Mon			Mon 22			22		
Tues 23			23 Tues			Tues 23			23		
Wed 24			24 Wed			Wed 24			24		
Thur 25			25 Thur			Thur 25			25		
Fri 26			26 Fri			Fri 26			26		
Sat 27			27 Sat			Sat 27			27		
Sun 28			28 Sun			Sun 28			28		
Mon 29			29 Mon			Mon 29			29		
Tues 30			30 Tues			Tues 30			30		
Wed 31			31 Wed			Wed 31			31		
Thur 1			1 Thur			Thur 1			1		
Fri 2			2 Fri			Fri 2			2		
Sat 3			3 Sat			Sat 3			3		
Sun 4			4 Sun			Sun 4			4		
Mon 5			5 Mon			Mon 5			5		
Tues 6			6 Tues			Tues 6			6		
Wed 7			7 Wed			Wed 7			7		
Thur 8			8 Thur			Thur 8			8		
Fri 9			9 Fri			Fri 9			9		
Sat 10			10 Sat			Sat 10			10		
Sun 11			11 Sun			Sun 11			11		
Mon 12			12 Mon			Mon 12			12		
Tues 13			13 Tues			Tues 13			13		
Wed 14			14 Wed			Wed 14			14		
Thur 15			15 Thur			Thur 15			15		
Fri 16			16 Fri			Fri 16			16		
Sat 17			17 Sat			Sat 17			17		
Sun 18			18 Sun			Sun 18			18		
Mon 19			19 Mon			Mon 19			19		
Tues 20			20 Tues			Tues 20			20		
Wed 21			21 Wed			Wed 21			21		
Thur 22			22 Thur			Thur 22			22		
Fri 23			23 Fri			Fri 23			23		
Sat 24			24 Sat			Sat 24			24		
Sun 25			25 Sun			Sun 25			25		
Mon 26			26 Mon			Mon 26			26		
Tues 27			27 Tues			Tues 27			27		
Wed 28			28 Wed			Wed 28			28		
Thur 29			29 Thur			Thur 29			29		
Fri 30			30 Fri			Fri 30			30		
Sat 1			1 Sat			Sat 1			1		
Sun 2			2 Sun			Sun 2			2		
Mon 3			3 Mon			Mon 3			3		
Tues 4			4 Tues			Tues 4			4		
Wed 5			5 Wed			Wed 5			5		
Thur 6			6 Thur			Thur 6			6		
Fri 7			7 Fri			Fri 7			7		
Sat 8			8 Sat			Sat 8			8		
Sun 9			9 Sun			Sun 9			9		
Mon 10			10 Mon			Mon 10			10		
Tues 11			11 Tues			Tues 11			11		
Wed 12			12 Wed			Wed 12			12		
Thur 13			13 Thur			Thur 13			13		
Fri 14			14 Fri			Fri 14			14		
Sat 15			15 Sat			Sat 15			15		
Sun 16			16 Sun			Sun 16			16		
Mon 17			17 Mon			Mon 17			17		
Tues 18			18 Tues			Tues 18			18		
Wed 19			19 Wed			Wed 19			19		
Thur 20			20 Thur			Thur 20			20		
Fri 21			21 Fri			Fri 21			21		
Sat 22			22 Sat			Sat 22			22		
Sun 23			23 Sun			Sun 23			23		
Mon 24			24 Mon			Mon 24			24		
Tues 25			25 Tues			Tues 25			25		
Wed 26			26 Wed			Wed 26			26		
Thur 27			27 Thur			Thur 27			27		
Fri 28			28 Fri			Fri 28			28		
Sat 29			29 Sat			Sat 29			29		
Sun 30			30 Sun			Sun 30			30		
Mon 31			31 Mon			Mon 31			31		

KEY		
Council	LTP Council	DLC
Finance and Monitoring	CE review mtg	
Infra and Transport	Infra & Transport	
SG & DP	Traffic Co-Governance	Traffic
Comm & Enviro	Comm Grant Sub	
Bus Dev	Bus Dev	
Reg & Hear	Reg & Hear	
	Strat Risk & Assur	
No formal Council meetings.		

School Holidays	
New Year to 30/01/2024	
11 April - 28 April	
15 July - 22 July	
28 September - 11 October	
21 December -	

To be Added:	
Citizenship	
National Council	
Metro	

LTP	
20 Feb - Consultation document approved	
Early March - mid April Consultation	
16-18 May Meetings	
28-30 May Observations	
27 June Adoption	

Community Grants	
Community events open June mtg tentatively in August	
Single Year closes Feb mtg March	
2024	
22 Oct Annual report SRA	
11 Oct Council mtg for Annual Report	

Council Report

Committee: Council
Author: Nicholas Hawtin
Position: Governance Advisor
Date: 12 October 2023
Authoriser: Michelle Hawthorne
Position: Governance and Assurance Manager
Report Name: Recommendations from Open Committee Meetings

Report Status	<i>Open</i>
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Purpose – Take

1. To seek the Council's approval of the following recommendations from the following:
 - i. the Economic Development Committee meeting of 14 September 2023 ([Agenda and Minutes](#))
 - a. Policy Review – Municipal Endowment Fund Policy 2023
 - ii. the Infrastructure and Transport Committee meeting on 21 September 2023 ([Agenda and Minutes](#)),
 - a. 2024 Hamilton Speed Management Plan – Deliberation and adoption
 - iii. the Strategic Risk and Assurance Committee of 28 September 2023 ([Agenda and Minutes](#)), in 2023 Annual Report Update.
 - a. 2023 Annual Report Update

Recommendations from the Economic Development Committee meeting of 14 September 2023

Policy Review – Municipal Endowment Fund Policy 2023

2. That the Council approves the Municipal Endowment Fund Policy with no changes (Attachment 1).

Recommendations from the Infrastructure and Transport Committee meeting of 21 September 2023

2024 Hamilton Speed Management Plan – deliberation and adoption

3. That the Council approves **Option One** of the staff report to adopt the 2024 Hamilton Speed Management Plan (**Attachment 1** of the staff report);

Recommendations from the Strategic Risk and Assurance Committee meeting of 28 September 2023

Annual Report Update

4. That the Council approves Mayor Southgate to sign the Audit Fees Letter for the 2023 Annual Report on behalf of the Council.

Attachments - *Ngaa taapirihanga*

There are no attachments for this report. .

Resolution to Exclude the Public

Section 48, Local Government Official Information and Meetings Act 1987

The following motion is submitted for consideration:

That the public be excluded from the following parts of the proceedings of this meeting, namely consideration of the public excluded agenda.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution follows.

General subject of each matter to be considered	Reasons for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
C1. Confirmation of the Council Unconfirmed Public Excluded Minutes 7 September 2023) Good reason to withhold information exists under Section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)
C2. District Licensing Committee Appointments)	

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

Item C1.	to prevent the disclosure or use of official information for improper gain or improper advantage	Section 7 (2) (j)
Item C2.	to protect the privacy of natural persons	Section 7 (2) (a)