



**The Ordinary Meeting of the  
Kawerau District Council will be held  
on Tuesday, 14 December 2021  
in the Council Chambers  
commencing at 9.00am**

**AGENDA**

### **GUIDELINES FOR PUBLIC FORUM AT MEETINGS**

1. A period of thirty minutes is set aside for a public forum at the start of each Ordinary Council or Standing Committee meeting, which is open to the public. This period may be extended on by a vote by members.
2. Speakers may address meetings on any subject. However, issues raised must not include those subject to legal consideration, or be issues, which are confidential, personal, or the subject of a formal hearing.
3. Each speaker during the public forum is permitted to speak for a maximum of three minutes. However, the Chairperson has the discretion to extend the speaking time.
4. Standing Orders are suspended for the duration of the public forum.
5. Council and Committees, at the conclusion of the public forum, may decide to take appropriate action on any of the issues raised.
6. With the permission of the Chairperson, members may ask questions of speakers during the period reserved for public forum. Questions by members are to be confined to obtaining information or clarification on matters raised by the speaker.

**Minutes of the Ordinary Meeting of the Kawerau District Council  
will be held on Tuesday 30 November 2021  
in the Council Chamber commencing at 9.00am**

**Present:** His Worship the Mayor M J Campbell  
Deputy Mayor F K N Tunui  
Councillor B J Julian  
Councillor C J Ion  
Councillor S Kingi  
Councillor D Sparks  
Councillor A Rangihika  
Councillor W Godfery  
Councillor R G K Savage

**In Attendance:** Chief Executive Officer (R George)  
Group Manager, Operations & Services (H van der Merwe)  
Group Manager, Regulatory and Planning (M Glaspey)  
Group Manager, Finance & Corporate Services (P Christophers)  
Communications Manager (T Humberstone)  
Administration Officer (T Barnett)

Mayor Campbell opened the meeting expressing his apologies in regards to communications with the media relating to the recent Covid case in Kawerau.

**Apologies**

No apologies were received.

**Leave of Absence**

No leave of absence were received.

**Opening Prayer**

Pastor Mark Kingi opened the meeting with a prayer.

**Public Forum**

No public forum under Covid level 2 restrictions. It was expressed that residents can ask for issues to be submitted in writing to be heard in lieu of attending.

## **Declarations of Conflict of Interest**

No declarations of conflict of interest were received.

### **1 CONFIRMATION OF COUNCIL MINUTES**

#### **1.1 Ordinary Council – 26 October 2021**

Councillor Kingi asked about putting the Service Request Flow Chart in the Community Update and was informed that this was being actioned.

**Resolved**

**Councillors Sparks / Rangihika**

*That the minutes of the Ordinary Council Meeting held on 26 October 2021 is confirmed as a true and accurate record.*

### **2 RECEIPT OF COMMITTEE MINUTES**

#### **2.1 Regulatory and Services Committee –16 November 2021**

**Resolved**

**Committee Chair Ion / Deputy Mayor Tunui**

*That the Minutes of the Regulatory and Services Committee meeting held on 16 November 2021 is confirmed as a true and accurate record.*

#### **2.2 Community Grants Committee – 5 October 2021**

**Resolved**

**Councillors Julian / Godfery**

*That the Minutes of the Community Grants Committee meeting held on 5 October 2021 is confirmed as a true and accurate record.*

### **3 Action Schedule (101120)**

Councillor Kingi requested that more detail be provided on progress of items still to be completed.

**Resolved**

**Councillors Ion / Kingi**

*That the updated Action Schedule of resolutions/actions requested by Council is received.*

### **4 His Worship the Mayor's Report (101400)**

**Resolved**

**His Worship the Mayor / Deputy Mayor Tunui**

*That His Worship the Mayor's report for the period Wednesday 20 October 2021 to Tuesday 23 November 2021 is received.*

**5 Annual Plan Performance for the Three Months Ended 30 September 2021 (Group Manager, Finance and Corporate Services) (110400)**

Council discussed the report 'Annual Plan Performance for the Three Months Ended 30 September 2021'.

The Group Manager, Finance and Corporate Services provided corrected table for non-financial performance targets and capital expenditure.

**Resolved**

**Councillors Kingi / Julian**

*That the report "Annual Plan Performance for the Three Months Ended 30 September 2021" is received.*

**Meeting closed 9.36am**

M J Campbell

**Mayor**

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**Kawerau District Council Minutes of an  
Audit and Risk Committee held on 7 December 2021  
In the Council Chambers commencing at 1.00pm**

**Present:** Philip Jones – P J Associates (Chair)  
His Worship the Mayor – M J Campbell  
Councillor F K N Tunui  
Councillor C J Ion  
Councillor D Sparks  
Councillor A Rangihika

**In Attendance:** Chief Executive Officer (R George)  
Group Manager, Finance & Corporate Services (P Christophers)  
Group Manager, Operations & Services (H van der Merwe)  
Administration Officer (T Barnett)

**Apologies**

No apologies were received.

**Declarations of Conflict of Interest**

No conflicts of interest were received.

**1 Occupational Health and Safety Management System Status (Health and Safety Officer) (509500)**

The Committee reviewed the Health and Safety Officers report.

**Resolved** **Councillors Rangihika / Sparks**

*That the report "Occupational Health and Safety Management System Status" is received.*

**2 Treasury Report to 31 October 2021 (Group Manager, Finance and Corporate Services) (110551)**

The Committee reviewed the Treasury Report to 31 October 2021.

**Resolved** **Councillor Ion / Chair Jones**

*That the report "Treasury Report to 31 October 2021" is received.*

**3 Annual Plan Performance for the 3 Months Ended 30 September 2021 (Group Manager, Finance and Corporate Services) (110400)**

The Committee reviewed the Annual Plan Performance Report for the 3 Months Ended 30 September 2021.

**Resolved**

**Councillors Sparks / Rangihika**

*That the report "Annual Plan Performance for the 3 Months Ended 30 September 2021" is received.*

**4 Risk Register Summary (Group Manager, Finance and Corporate Services) (201000)**

The Committee reviewed the Risk Register Summary Report.

**Resolved**

**Deputy Mayor Tunui / Councillor Ion**

1. *That the report "Risk Register Summary" is received.*
2. *The Committee requested a review of 3 risks;*
  - *The local government reforms planned by the Minister*
  - *The impact of COVID-19 on Council operations*
  - *Loss of significant ratepayer*

**Meeting closed 1.49pm**

P Jones

**Chairperson**

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**Action Schedule**

<b>Meeting Date</b>	<b>Resolution / Action Requested</b>	<b>Action</b>	<b>Status</b>	<b>Comments</b>	<b>Estimated Completion Date</b>
A&R 04.02.20	<b>Council's Risk Maturity – Improvement Programme</b> Arrange KPMG to review Council's Risk Management Maturity profile once the tasks in progress / underway are completed.	GM F&CS	In Progress	There were 17 areas for improvement identified by KPMG. There are still a couple of tasks remaining. Following their completion, a further review will be undertaken.	February 2022
Council 26.05.20	<b>Results of 2020 NRB Survey</b> Elected Members agreed to review the way in which Council engages community satisfaction.	GM F&CS	Pending	Staff are reviewing alternative methods of measuring community satisfaction for the 2022-23 Annual Plan.	February 2022
R&S 16.11.21	<b>Monthly Report - Finance and Corporate Services</b> Service request process via the website to be reiterated to residents via Council Communications. Flow chart to be included. Waste Management NZ Ltd expenditure to be confirmed.	GM F&CS	In Progress	A reminder was included in the November newsletter. The flowchart is being revised.  An update was emailed to Elected Members confirming the payment to Waste Management Ltd.	December 2021  Completed
R&S 16.11.21	<b>Monthly Report - Economic and Community Development</b> Follow up on the Kiwi Rail design process with those involved.  Convey the Kawerau Community Patrol and its members in the Council Communications.	AECDM	In Progress	CEO will contact Sequel for an update. AECDM reported to R&S committee in August that the design process had shifted progress from 50% to 75% design.  Contact details forwarded to Comms Manager to meet with Wendy Peri (KCP) and offer assistance to raise awareness of	December 2021  Completed

				the organisation in the community and increase recruitment.	Completed
Advertise the cancellations of the local events in the Council Communications.				KOTM and CITP cancellation notices have been made public via KDC social media channels, press releases and Council website.	Completed
				CITP notification scheduled in Council newsletter 29/30 November.	Completed

OC: Ordinary Council      EC: Extraordinary Council      A&R: Audit & Risk Committee      R&S: Regulatory & Services Committee  
 GMF&CS: Manager, Finance & Corporate Services      GMO&S: Manager, Operations & Services  
 AECDM: Acting Economic & Community Development Manager      CE&M: Communication & Engagement Manager

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**Completed Items**

Meeting Date	Action	Comments
Council 25.05.21	<b>Ordinary Council</b> Elected Members would like the Office of Treaty Settlement houses to be raised again.	Since 2016, eight letters and numerous emails have been sent to Land Information NZ and various Ministers of the Crown, raising Council's concerns. A letter was sent to Minister Little on 28 September and copied to Ministers Allan, Waititi and Woods. A response was received by Minister Damien O'Connor on 9 November.
R&S 12.10.21	<b>Monthly Report – Finance and Corporate Services</b> Elected Members requested a Rates Rebate figure comparison for year ending 2020/21 to 2021 today from 2020-2021 and 2021 to date.	A breakdown of the total rates rebates received to date with comparisons with the previous year was emailed to Elected Members.
Council 26.10.21	<b>Community Grants Committee – 5 October 2021</b> Minutes were deferred for corrections.	Minutes with corrections were placed on the November Council agenda.

**Meeting** Council  
**Meeting Date:** 14 December 2021  
**Subject:** His Worship the Mayor's Report  
**File No.** 101400

## 1 **Purpose**

The purpose of this report is to outline meetings, functions and events that I have hosted, attended and/or participated in from the period Wednesday, 24 November to Tuesday 7 December 2021. I have also included upcoming meetings to Thursday 23 December 2021.

### November

- Monthly Council Meeting

### December

- BOP Mayoral Forum meeting with Ministry for the Environment via Zoom
- COVID Protection Framework Webinar via Zoom
- Kawerau Community Hui and visit with Minister Peeni Henare
- Audit & Risk Committee Meeting
- Canoe Slalom BOP Project hui
- Regulatory & Services Committee Meeting
- Monthly Council Meeting
- Catch-up with Te Haukakawa (Boycie) Te Rire
- Civil Defence Emergency Management Group Joint Committee Meeting

## 2 **RECOMMENDATION**

That His Worship the Mayor's report for the period Wednesday, 24 November to Thursday 23 December 2021 be received.



Malcolm Campbell, JP  
**Mayor**



**Meeting:** Council  
**Meeting Date:** 14 December 2021  
**Subject:** Risk Register Summary  
**File No:** 201000

## 1 **Purpose**

The purpose of this report is to adopt the updated Risk Register Summary, which has been reviewed and amended by the Audit and Risk Committee earlier this month.

## 2 **Background**

Council's risk register identifies the high level risks, the mitigations, and the associated risk scoring both prior to mitigation, and then following the mitigation measures that are in place. The register has previously been reviewed by KPMG, who made a number of recommendations which were included in the register.

Since the risk register was last reviewed there have been some changes to the local government landscape which requires Council to reassess the levels of risk and the residual risk following any mitigation measures.

These changes include:

- the local government reforms planned by the minister
- the impact of COVID-19 on Council operations
- loss of significant ratepayer

All the staff amendments as well as the recommendations of the Audit and Risk Committee are in bold.

## 3 **RECOMMENDATIONS**

1. That the report "Risk Register Summary" be received.
2. That Council adopt the revised Risk Register (with any further amendments).



Peter Christophers, BBS, ACA  
**Group Manager, Finance & Corporate Services**

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# **Risk Register**

(Material – High Level Risks)

**Kawerau District Council**

Updated: 7 December 2021

## RISK REGISTER

### Definitions:

The common definitions for terms used in risk management documents, include:

- **Risk:** Effect of uncertainty on objectives.
- **Risk Management Strategy:** A structured approach for the assessment, management and mitigation of risk
- **Risk Management Process:** Systematic application of management policies, procedures and practices to the activities of communicating, consulting, establishing the context, and identifying, analysing and evaluating, treating, monitoring and reviewing risk.
- **Risk Mitigation:** Those measures that manage the risk.
- **Risk Owner:** Person or entity with the accountability and authority to manage/monitor a particular risk.
- **Risk Register:** A record of identified risks.
- **Risk Appetite:** The amount and type of risk that the Council is prepared to pursue, retain or tolerate.

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### Risk Management Strategy

Council's risk management strategy is: *to identify, assess and mitigate known risks to the point that Council determines is acceptable after taking into account the possible outcomes should the event occur and the cost of further mitigation.*

### Risk Appetite

Risk appetite is the level of risk Council is prepared to tolerate before it takes action to reduce (or further reduce) the risk. It is not always practical or feasible to totally eliminate risk and to attempt to do so would not be value for money.

Council has adopted the **ALARP** principle (**As Low As Reasonably Practical**) after taking into account the likelihood and consequence of the particular risk as well as the cost of further mitigation, for the management of its risks. Very few risks can be reduced to zero – there will always be some level of potential risk.

Description	Risk	Impact	Raw Risk			Current Mitigation	Residual Risk (total)	Future Mitigation/Monitoring	Costs of future mitigation	Is Residual risk Acceptable? (ALARP)	Time-frame for further mitigation	Staff Responsible (monitoring & mitigation)
			Likelihood	Consequence	Total							
<b>Local Government Restructure/Reforms</b>												
Local Government Reforms (3 waters, RMA & Future of Local Government)	Potential changes to role/ structure of Council.	Changes to structure could have destabilising effect on district. Representation and local decision making powers may be reduced. Services may change. Conversely role/ structural changes could also be a positive benefit for the district.	5	5	25	No direct controls in place as Council unable to control central government decisions. However keeping abreast of the emerging issues and having strategies to deal with proposed changes in place via workshops and regular Council briefings. Refinement and development of corporate processes ensures organisation is high functioning and resilient to any change. Also undertaking shared services where appropriate to ensure efficiencies and savings where possible <b>Provide feedback to central government on any possible negative outcomes of proposed reforms</b>	4, 5 20	Maintain close watching brief of possible central government changes. Submit on relevant consultation opportunities. <b>Ongoing feedback to minister and prime minister of any negative consequences of reforms</b>	No additional costs identified although there will be indirect costs with staff needing to provide significant amount of information	N	N/A	CEO



Description	Risk	Impact	Raw Risk			Current Mitigation	Residual Risk (total)	Future Mitigation/Monitoring	Costs of any future mitigation	Is Residual Risk Acceptable? (ALARP)	Time-frame for further mitigation	Staff Responsible (monitoring & mitigation)
			Likelihood	Consequence	Total							
<b>Environmental Impact</b>												
Major earthquake <b>15</b>	Natural significant regional disaster.	Assets destroyed, buildings destroyed and residents displaced. Utilities pipes broken, bridges collapsed. Injury and death. Public access denied.	3	5	15	Civil defence planning and testing in place, Reserves Act powers, RMA powers, building code compliance. Insurance coverage annually. Earthquake prone and sanitary buildings review recommendations acted on over time. Earthquake assessments have been undertaken for all Council facilities and buildings. Earthquake strengthening for Concert Chamber (EOC) completed November 2017. All council buildings are now to code	2,5 10	On-going insurance of council assets to mitigate losses arising from earthquake. On-going civil defence education of staff and residents as to what to do in the event of an earthquake and how to prepare for a disaster	Annual insurance cost for council assets Training for emergencies	Yes	On-going	MOS
Storm Events Flooding and (wind damage)	Climate change, extreme weather events increase including tornados. Widespread storm flooding over a sustained period of time.	Damage to assets, property, utility systems unable to cope, bridges washed out, streams and drains become torrents. Death and injury.	4	5	20	Civil defence, Reserves Act powers, RMA powers, District Plan (hazard zones), maintenance contract. Insurance for Council assets including infrastructure. Council financial reserves available to fund infrastructure replacement Stormwater network, and improvements to capacity of stormwater system Removal of high risk trees	3,5 15	On-going insurance. Mitigation improvements are identified in the AMP's and LTP. Capital expenditure to improve stormwater capacity (2019/20). On-going identification of at risk trees Stormwater infrastructure will not mitigate possible damage for all heavy rain events and floods. Development of Climate Change action-plan	Programmed to spend \$400k in 2018/19 on stormwater upgrades	No	2018/19	MOS

Description	Risk	Impact	Raw Risk			Current Mitigation	Residual Risk (total)	Future Mitigation/Monitoring	Costs of any future mitigation	Is Residual Risk Acceptable? (ALARP)	Time-frame for further mitigation	Staff Responsible (monitoring & mitigation)
			Likelihood	Consequence	Total							
Global Pandemic (COVID-19)	Pandemic will result in Council being unable to provide services to community. Staff could be exposed to virus	Restrictions to residents. Limited Council services provided. Reduced quality of life. Inability of community to pay for services. Council unable to keep staff safe	5	5	25	<p>Civil defence provisions, protective equipment for staff, restrictions to Council services to reduce spread. Communication with community concerning vaccinations and undertaking preventative practices</p> <p>5,4 20</p>	Continued communication with the community. Continuing to follow MoH guidelines	No additional costs identified although could be potential loss of revenue (fees and rates – if job losses)	N	N/A	CEO	

Description	Risk	Impact	Raw Risk			Current Mitigation	Residual Risk (total)	Future Mitigation	Costs of future mitigation	Is Residual Risk Acceptable? (ALARP)	Time-frame for further mitigation	Staff Responsible (monitoring & mitigation)
			Likelihood	Consequence	Total							
<b>Human Resources</b>												
Loss of institutional knowledge  17	Loss of key staff and with them institutional knowledge.	Inefficiencies and poor decision making in the absence of prior knowledge. Could be financial costs for fixing mistakes.	4	3	12	Business Improvement Teams documenting processes and making available on the Council intranet. Some succession planning being undertaken, but restricted by size of organisation and limited resources Significant work on AMPs during development of 2018-2028 LTP to provide asset information for the organisation.	4,2 8	Implement electronic document management system (EDMS) - Objective. On-going succession planning including management courses Ongoing improvements to asset data in AMPs.	Implementation of EDMS is likely to cost \$100k and management courses will be \$15k. There will be minimal additional costs to update and review Council's AMPs	Yes (mitigation will be ongoing)	Ongoing	CEO
organisational ructure	Inability to attract suitable staff.	Inability to effectively deliver services.	4	3	12	Ability to enter into service contracts and shared service arrangements. Competitive salary packages. Good work environment and reputation as good employer. Close proximity to larger towns with greater employee base.	3,3 9	Providing competitive salary packages by regularly obtaining market data. Continue providing excellent work environment Maintain good employer reputation	No additional cost	Yes	Ongoing	CEO

Description	Risk	Impact	Raw Risk			Current Mitigation	Residual Risk (total)	Future Mitigation	Costs of future mitigation	Is Residual Risk Acceptable? (ALARP)	Time-frame for further mitigation	Staff Responsible (monitoring & mitigation)
			Likelihood	Consequence	Total							
18 Potential for fraud including the misappropriation of funds	That staff could misappropriate funds and/or commit fraud by misreporting the performance of the organisation	Loss of ratepayer funds. Reputational risk. Lack of confidence in management and reporting	3	4	12	<p>System of internal controls and policies/strategies in place.</p> <p>Police check for new employees</p> <p>Annual audit of Council's Annual Report and control systems.</p> <p>Auditors have identified potential weaknesses with current controls:</p> <ul style="list-style-type: none"> <li>Journals may be cancelled</li> <li>Lack of segregation when raising EPOs</li> <li>Delays in preparing monthly reconciliations</li> <li>SRs can be adjusted</li> </ul> <p>The cancellation of journals and amendments to SRs are permitted by Council's operating system (OZONE), however, there is only a limited number of staff that are able to do this, and Council considers the risk to be acceptable.</p>	2,3 6	<p>On-going review of internal controls.</p> <p>Review and update of policies/strategies in line with best practice.</p> <p>Annual review of Council's performance (financial and non-financial).</p> <p>Monthly reconciliation of bank accounts and reports to Council.</p> <p>High risk reconciliations always done in timely manner.</p>	No significant additional costs identified to date.	Yes	Ongoing	CEO

**Fraud and Defalcation:**

Description	Risk	Impact	Raw Risk			Current Mitigation	Residual Risk (total)	Future Mitigation	Costs of future mitigation	Is Residual Risk Acceptable? (ALARP)	Time-frame for further mitigation	Staff Responsible (monitoring & mitigation)
			Likelihood	Consequence	Total							
<b>Finance:</b>												
Significant nature of major ratepayers	That one or more of these ratepayers ceases to exist	Ratepayer burden increases jeopardising sustainability of Council long term	5	4	20	Involvement in economic development to increase the rating base and reduce reliance on a few individual ratepayers	5,3 15	On-going involvement in economic development to encourage development and increase the rating base. <b>Reviewing revenue and costs to reduce impact.</b>	On-going cost of providing economic development activity. <b>Also cost of reduced revenue to community</b>	No	Ongoing	EDM
<b>Service Delivery</b>												
Infrastructure planning not adequate	Unplanned asset failure. Assets not where thought to be. Insufficient capacity or over capacity Renewal of assets undertaken when not needed.	Essential services not able to be provided. Repairs and reconstruction costs prohibitive. Residents / businesses unable to function.	2	4	8	Updated Asset Management Plans (conforming with best practice) to ensure all assets are known, fit for purpose, adequately maintained and replaced when required in a most cost effective manner. AMPs were reviewed and updated to a level of at least "core requirement" as part of the 2018-28 LTP preparation. Council adopted an AMP policy which states that AMPs will at least meet the "core requirement" level. Asset managers and staff are appropriately qualified and trained.	1,4 4	Project management, business case and procurement practices are in place. On-going review of AMPs (living documents) and community's need for infrastructure	No additional costs except for on-going renewal of infrastructure (as identified in AMPs)	Yes	Ongoing	MOS

Description	Risk	Impact	Raw Risk			Current Mitigation	Residual Risk (total)	Future Mitigation	Costs of future mitigation	Is Residual Risk Acceptable? (ALARP)	Time-frame for further mitigation	Staff Responsible (monitoring & mitigation)
			Likelihood	Consequence	Total							
Land supply	Significant portion of undeveloped land held in private ownership.	Inability to access sufficient land for development and therefore town stagnates.	3	3	9	Engagement with major land owners through ISK. Develop protocols with major land owners	2,3 6	On-going liaison with major land owners	Unknown	Yes	Likely to be ongoing	EDM

Description	Risk	Impact	Raw Risk		Current Mitigation	Residual Risk (total)	Future Mitigation	Costs of future mitigation	Is Residual Risk Acceptable? (ALARP)	Time-frame for further mitigation	Staff Responsible (monitoring & mitigation)
			Likelihood	Consequence							
Capital projects:	<p>Risk that completed project is not fit for purpose.</p> <p>Risk that capital projects are poorly managed and costs are not affordable.</p>	<p>Capital project costs going over budget Council's reputation is affected.</p> <p>Council doesn't adhere to Annual Plan/LTP commitments.</p> <p>Potential level of service may not be achieved.</p>	3	4	<p>The Council approval process for capital projects is required by legislation to be undertaken as part of the existing Annual Plan process and included in the Annual Plan budget setting.</p> <p>Monthly monitoring of capital projects</p> <p>Quarterly reporting of all significant capital projects to be reported to Council.</p> <p>Retention and contractual recourse to remedy.</p> <p>Critical Path Plans for all significant projects.</p> <p>Health and Safety completion audit.</p> <p>Implementation of project management policy and methodology.</p>	2,4 8	<p>On-going requirement for all new proposed capital projects are to be presented to Council as part of the Annual Plan / Long-Term Plan process.</p> <p>On-going staff training in project management.</p>	<p>Additional costs will be incurred as part of any business improvement process.</p> <p>These are not expected to be significant.</p>	Yes	Ongoing	MOS
				12							

Description	Risk	Impact	Raw Risk			Current Mitigation	Residual Risk (total)	Future Mitigation	Costs of future mitigation	Is Residual Risk Acceptable? (ALARP)	Time-frame for further mitigation	Staff Responsible (monitoring & mitigation)
			Likelihood	Consequence	Total							
<b>Legal and Regulatory</b>												
Council negligence or mismanagement of an issue or non-compliance with legislation.	Litigation, Reputational Risk	Lack of trust and confidence in Council. Possible statutory management.	2	4	8	Legislative compliance processes and checklists in place for Council services. Use of Code of Conduct for councillors and staff. Use of conflicts of interest register, etc. External review undertaken by Audit NZ on financial and non-financial indicators.	1,4 4	Centralised communications management. Use of independent internal audit programme. Staff training on compliance required for activities. Improvements made to Council activities and processes as a result of audit findings, review of essential processes as part of the Business Improvement Teams.	Training for staff. Ongoing legal advice. No additional costs for business improvements. Business as usual.	Yes.	On-going	CEO
<b>Health and Safety</b>												
Health and safety.	Council does not meet its requirement to be a responsible employer and/or does not comply with the Health and Safety in Employment Act.	Possible avoidable death and injury. Reputational risk. Costs of not being a good employer.	4	5	20	Health and Safety Officer appointed Health and Safety Committee in place. Monthly monitoring by Leadership Team of Health and Safety Committee minutes as well as: incidents, near-misses and improvements. Proactive approach to Health and Safety risk mitigation.	2,5 10	Health and Safety external and internal audits regularly performed including audits of Council's contractors.	No significant additional costs identified to date.	Yes	Ongoing	CEO



**Risk Summary**

Likelihood		Consequence				
		1 Minor	2 Moderate	3 Significant	4 High	5 Extreme
5 Likely (>60%)		Green	Yellow	Orange	Red	Red
4 Moderate (25% - 60%)		Green	Yellow	Orange	Orange	Red
3 Rare (5% - 25%)		Green	Green	Yellow	Orange	Orange
2 Very Rare (1% - 5%)		Green	Green	Green	Yellow	Yellow
1 Unanticipated (<1%)		Green	Green	Green	Green	Green
		1 Minor	2 Moderate	3 Significant	4 High	5 Extreme

**Key:** Risk Total = Likelihood x Consequence





**The Ordinary Meeting of the Kawerau District Council  
will be held on Tuesday, 14 December 2021  
in the Concert Chambers commencing at 9.00am**

## **AGENDA**

**Apologies**

**Leave of Absence**

**Opening Prayer**

**Public Forum**

Letter from Linda Jurd to be heard

**Declarations of Conflict of Interest**

**1 CONFIRMATION OF COUNCIL MINUTES**

**1.1 Ordinary Council – 30 November 2021**

**Pgs. 1 - 3**

**Recommendation**

*That the minutes of the Ordinary Council Meeting held on 30 November 2021 be confirmed as a true and accurate record.*

**2 RECEIPT OF COMMITTEE MINUTES**

**2.1 Audit and Risk Committee – 7 December 2021**

**Pgs. 5 - 6**

**Recommendation**

*That the Minutes of the Audit and Risk Committee meeting held on 7 December 2021 be confirmed as a true and accurate record.*

**3 Action Schedule (101120)**

**Pgs. 7 - 8**

**Recommendation**

*That the updated Action Schedule of resolutions/actions requested by Council be received.*

**4 His Worship the Mayor's Report (101400)**

**Pg. 9**

**Recommendation**

*That His Worship the Mayor's report for the period Wednesday 24 November 2021 to Tuesday 23 December 2021 be received.*

**5 Risk Register Summary (Group Manager, Finance and Corporate Services) (201000)**

Attached is a report on the Risk Register.

**Pgs. 11 - 24**

**Recommendation**

- 1. That the report "Risk Register Summary" be received.*
- 2. That the Council adopt the revised Risk Register (with any further amendments).*

**6 Appointment of Commissioner for the District Licencing Committee (Group Manager, Regulatory and Planning) (308000)**

The report will be circulated to Elected Members on Monday 13 December.

R B George

**Chief Executive Officer**

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