

Taumata Arowai Board Meeting Minutes

Date and time	26 Kohitātea/ January 2022, 1.00 pm to 2.00 pm
Location	Kumutoto Function Centre, 10 Waterloo Quay, Pipitea, Wellington and via MS Teams
Attendees	Dame Karen Poutasi (Chair), Anthony Wilson, Brian Hanna, Loretta Lovell Bill Bayfield, Ray McMillan, Johanne Spring, Sue van Daatselaar, Menaka Angamma, Caroline Robertson (attended as indicated), Nicole Rarity (attended as indicated) – Taumata Arowai
Apologies	Troy Brockbank, Dr Virginia Hope, Riki Ellison (attended Te Puna hui)
Chair	Dame Karen Poutasi

Summary of discussion points, resolutions and follow up actions

Agenda item 1: Board Administration

Minutes of the previous meeting

1. The Minutes of the Board meeting held on 22 Whiringa-ā-rangi/ November 2021 and the Minutes of the Board and Te Puna joint hui held on 16 Hakihea/ December 2021 were approved by the Board as an accurate record.

Updates on actions

2. The Board noted the following updates to the open actions:
 - Action item 5 to be closed as the Board paper provided by Management gives an update on the manner in which the challenges mentioned in the business readiness report is incorporated into Taumata Arowai risk management approach.
 - With regard to Action item 6, Management is aiming to provide the Board with a dashboard containing the key indicators mentioned in the Regulatory response newsletter, which will be tabled at the February Board meeting.
 - Action item 8 to be closed as the Board paper containing the events and engagement calendar has been circulated for this hui and will be a standard agenda item for each meeting.
 - Action item 10 with regard to updating the Board Manual will be considered when the MoU is completed in February 2022. This action item to be scheduled for the March 2022 meeting.
 - Considering Action item 12, the Board noted that due to the uncertainties resulting from Covid-19, it would be difficult to finalise the schedule of site visits at this stage.
 - Action item 13 to be closed as the communications and engagement approach is considered under the Te Puna work plan.

Updates on Register of Interests

3. Anthony Wilson requested his interest in the Board of Inquiry Watercare Waikato River Take Proposal to be removed from the Register of Interests.
4. There were no conflicts noted by the Board members with the items to be discussed in the agenda.

Board meeting schedule and schedule of key milestones for 2022

5. The Board noted the meeting schedule and the schedule of key milestones for 2022.
6. The Chief Executive informed that Management is potentially looking at scheduling the March and September joint hui in Hawkes Bay and Otago (depending on COVID-19 impacts).
7. Considering the interaction that our regulatory team is having with Public Health Units, the Board noted that it will be useful to schedule a meeting with Simon Everitt, Director Public Health Agency Establishment, and Jo Gibbs, Interim Lead National Public Health Service in Health New Zealand (HNZ).
8. The Board found the Key Milestones document useful and requested it to be developed out for the rest of the calendar year.

Agenda item 2: Events and engagement calendar up to June 2022

9. Caroline Robertson joined the meeting. The Board Paper was taken as read.
10. The Board noted the possibility for the Water New Zealand conference in Hamilton to be rescheduled due to Covid-19.
11. The Board requested the events and engagement calendar to be tabled at each meeting.

Agenda item 3: Response to independent assurance assessment of readiness

12. The Board paper was taken as read.
13. Management noted that the Taumata Arowai risk register will be updated with the remaining risks mentioned in the business readiness report.
14. The Board noted the value of the business readiness report prepared by David Smol and Jennie Kerr and approved the updated Management response.

Agenda item 4: January 2022 Financial Update

15. Nicole Rarity joined the meeting. The Board Paper was taken as read.
16. The Board noted that approval has been obtained for the funding transfer from Ministry of Health of \$2.511 million for 2021/22 and \$4 million for 2022/23 and outyears, and the approval received for the in-principle transfer from 2020/21 to 2021/22 of 0.500 million.

17. The Board approved the increase in operating expenditure budget of \$19.982 million for 2021/22 and the increase in capital expenditure budget of \$3.750 million in total to meet prioritised requirements.

Signed as a correct record on 21 February 2022



Dame Karen Poutasi
Chair

Released Under the Official Information Act 1982

Taumata Arowai Board Meeting Minutes

Date and time	21 Huitanguru/February 2022, 9.30 am to 2.00 pm
Location	Taumata Arowai, Level 2, 10 Brandon Street, Wellington and via MS Teams
Attendees	Dame Karen Poutasi (Chair), Troy Brockbank, Riki Ellison, Loretta Lovell, Dr Virginia Hope, Anthony Wilson, Brian Hanna Bill Bayfield, Ray McMillan, Johanne Spring, Katy Te Amo, Sue van Daatselaar, Menaka Angamma, Helen Robertson (attended as indicated), Sue Harkness (attended as indicated) – Taumata Arowai
Apologies	None
Chair	Dame Karen Poutasi

Summary of discussion points, resolutions and follow up actions

Agenda item 1: Board Administration

Minutes of the previous meeting

1. The Minutes of the Board meeting and joint hui held on 26 Kohitātea/ January 2022 were approved by the Board as an accurate record.
2. The Board proposed to adopt a summarised approach in drafting future Minutes and to avoid attribution unless specifically required.

Updates on actions

3. The Board noted the updates to the open actions.

Updates on Register of Interests

4. Dr Virginia Hope requested her interest as a member of the Covid-19 Technical Advisory Group in the Ministry of Health to be added to the Register of Interests.
5. The Board requested the Register of Interests to be updated to include one table capturing the potential conflicts of interests.
6. The Board agreed to review the agenda at the commencement of each meeting to identify any conflicts noted by the members.
7. There were no conflicts noted by the Board members with the items to be discussed in the agenda for this meeting.

Board meeting schedule and schedule of key milestones for 2022

8. Considering the current Covid-19 situation, the Board agreed on the following changes to the locations of the upcoming meetings:

- 28 March Board meeting and joint hui to be held virtually.
- 26 April Board meeting to be held in Wellington with the option to join virtually.
- 23 May Board meeting to be held in Wellington with the option to join virtually.

9. Once the Covid-19 situation settles, Management will recommend to Te Puna and the Board, and finalise on a location for the joint hui in September.

Events and engagement calendar

10. The Board noted the events and engagement calendar. The Board agreed to keep Management informed of any additional upcoming events that could be included in the events and engagement calendar.

Agenda item 2: Chief Executive's Report

11. The Chief Executive highlighted the following key activities as of particular interest to the Board:

- The outcome of the full reforecasting exercise will be reported at the March Finance, Risk and Assurance Committee (FRAC) meeting and Board meeting. It is expected that there will be a small surplus carried over to 2022/23 which will be kept as a contingency for litigation and emergency exercises.
- A Board paper will be submitted at the March meeting detailing the finance and resource commitment to improve Hinekōrako and our experiences in developing both the Hinekōrako and regulatory delivery streams.
- Recruitment planned for 2022/23 has been accelerated to establish roles to address workload pressures related to small unregistered and registered supplier engagement, communications, and corporate support roles. This will include a temporary team for engaging with iwi/Māori at this stage, to allow time for a permanent team to be recruited and onboarded.

12. The Board noted that it is cognisant of the health risks associated with increased lead levels in drinking water and is pleased that Taumata Arowai will be taking appropriate steps to ensure the ability to implement the advice from the Ministry of Health about reducing the Maximum Acceptable Value (MAV) for lead in the Drinking Water Standards.

13. The Board noted their appreciation to Ray McMillan for acting as Chief Executive.

Agenda item 3: Chief Executive Key Result Areas (KRAs) for approval following review by CE Performance and Remuneration Committee

14. The Board paper was taken as read. The Board noted that the Chief Executive KRAs have been reviewed by the CE Performance and Remuneration Committee.

15. The Board approved the Chief Executive KRAs and associated key performance indicators.

Agenda item 4: Update on Consultation and Engagement

16. Katy Te Amo provided an overview of the consultation and engagement activities underway noting the following:

Public consultation update

- Public consultation will close on 28 March 2022.
- As at date Taumata Arowai has received 25 submissions.
- There has been a small increase in media attention.

Communications and engagement plan

- Taumata Arowai continues to proceed with conducting its webinar series.
- Taumata Arowai will be presenting in the preconference session in the Water New Zealand conference which will be held on 22 February.
- The communications team is working with Riki Ellison and Bonita Bigham to develop the second Kaupapa video.
- Work is underway to scope case studies.

Marae and papakāinga engagement plan

- An update was received that the Rural Drinking Waters Fund Steering Group is focussing on allocating funds prioritising the high deprivation regions.

Action:

- (a) The Board requested a further update on consultation and engagement to be provided at the Joint Hui on 28 March 2022.

Agenda item 5: Update on exemptions

17. The Board paper was taken as read. Management noted that an External Advisory Panel made of international experts will be established to help assess applications for disinfection exemptions.

18. The Board inquired whether Management has measures in place to conduct a risk analysis prior to granting exemptions. Management confirmed that a risk analysis will be considered as part of developing the Compliance, Monitoring and Enforcement strategy.

Action:

- (b) The Board requested Management to provide additional information about the differences between General, Residual and Class Exemptions.

Agenda item 6: Update on Te Mana o te Wai

19. The Board paper was taken as read. Katy Te Amo provided an update on the planning and resourcing on Te Mana o te Wai.

20. The Board noted that it would be useful to have another cross agency wānanga led by Te Puna with the support of Taumata Arowai Management, focussed on Te Mana o te Wai and including Te Arawhiti and Te Puni Kōkiri (TPK).

21. The delivery timeframe for providing guidance to drinking water suppliers, water carriers and laboratories on giving effect to Te Mana o te Wai is outlined in the Taumata Arowai published Plan to 30 June 2022 as 31 March 2022. The Board approved the change to the delivery timeframe to 31 May 2022 to provide for time to seek Te Puna advice.

Agenda item 7: Development of the Statement of Intent (SOI), Statement of Performance Expectations (SPE) and enduring performance framework

22. The Board paper was taken as read.

23. Sue Harkness joined the meeting and provided an update on the thinking underpinning the development of the draft enduring performance framework that will inform the SOI and SPE.

24. Management noted that Te Puna provided feedback which helped to refine the key result areas.

25. The Board suggested the key result areas mentioned in the draft enduring performance framework to be regrouped by linking the measures that overlap, to avoid duplication. The Board also proposed suitable changes to the wording of the key performance measures.

26. The Board agreed with the proposed headings for the SOI and SPE.

27. The Board and Te Puna will receive the draft SOI and SPE documents at the March joint hui, which will include a diagram linking the key result areas as requested by the Board.

Agenda item 8: Quarterly Performance Report

28. The Report was taken as read. Sue Harkness provided an overview of the key points in the Report.

29. The Board approved the release of the Report to the Minister via the Department of Internal Affairs subject to the following amendments:

- The typos in the dates in the Report to be corrected to ensure accuracy and lack of confusion.
- Add to 'Work in progress for next quarter' that the Board considered Management's response to the priorities identified in the Report by David Smol and Jennie Kerr.
- The Staff Headcount and Full Time Equivalent (FTE) tables are nearly the same. The Board agreed that reporting on Staff FTE only would be sufficient.

Action:

(c) Management to circulate a draft of the achievements and opportunities for each quarter to the Board early in the development of the draft Quarterly Performance Report.

(d) Management will continue to report on Staff FTE (and not Staff Headcount) in the Quarterly Performance Report.

Agenda item 9: Board operation, evaluation and training

30. The Board noted that Diligent will arrange for the approval from other Boards for those members who already have Boards loaded into Diligent.

31. The Board agreed to proceed with obtaining the services of the Institute of Directors (IoD) to conduct the Board evaluation. The Board requested the involvement of Te Puna in the evaluation. The Board is interested in the performance of the Board and Te Puna, and in capturing the experiences to-date of Board, Te Puna and Management.
32. The Board members noted the course options provided by Management which Board members can register for their professional development.
33. In general Board members agreed to register for the IoD Governance essentials online course and the WSP New Zealand Making Good Decisions Foundation Course as part of their professional development.

Action:

- (d) Management will be liaising with the Chair and IoD to discuss next steps and the outcomes to be achieved from the evaluation.
- (e) Loretta Lovell and Anthony Wilson will inform the Chair of the courses which they would like to register as part of their professional development.

Agenda item 10: Closing discussions and key takeaways

34. The Board noted the need to embed Te Mana o te Wai across every area of Taumata Arowai and build capability in this regard.
35. The Board acknowledged and commended the hard mahi done by the Taumata Arowai team to-date.
36. The Board advised Management to keep on top of the broader environment, acknowledging that there could be some communications and engagement challenges ahead for the organisation.

Signed as a correct record on 28 March 2022



Dame Karen Outasi
Chair

Taumata Arowai Board Minutes

Date and time	28 Poutū-te-rangi/March 2022, 12.30 pm to 1.20 pm
Location	Taumata Arowai, Level 2, 10 Brandon Street, Wellington and via MS Teams
Attendees	Dame Karen Poutasi (Chair), Troy Brockbank, Dr Virginia Hope, Anthony Wilson Ray McMillan, Johanne Spring, Sue van Daatselaar, Menaka Angamma, Ashley Cornor (attended as indicated) – Taumata Arowai
Apologies	Loretta Lovell, Brian Hanna, Riki Ellison (attended Te Puna hui)
Chair	Dame Karen Poutasi

Summary of discussion points, resolutions and follow up actions

Agenda item 1: Board Administration

Minutes of the previous meeting

1. The Minutes of the Board meeting held on 21 Huitanguru/ February 2022 were approved by the Board as an accurate record.

Updates on actions

2. The Board noted the updates to the open actions

Updates on Register of Interests and conflicts for agenda items

3. Board members noted their interests captured in the Register of Interests.
4. There were no conflicts noted by the Board members with the items to be discussed in the agenda for this meeting.

Board meeting schedule and schedule of key milestones for 2022

5. The Board noted the meeting schedule and schedule of key milestones for 2022.
6. Considering the current Covid-19 situation, the Board agreed on the following changes to the locations of the upcoming meetings:
 - 26 April Board meeting to be held virtually.
 - 23 May Board meeting to be held in Wellington with the option to join virtually.

Events and engagement calendar

7. The Board noted the events and engagement calendar.
8. The Board agreed to keep Management informed of any additional upcoming events that could be included in the events and engagement calendar.

OIA Policy and Ministerial guidelines

9. The Board noted the approved OIA policy and Guidelines for responding to information requests by Ministerial offices, Parliament, monitoring agencies and other government agencies.

Dashboard on progress against the Plan to 30 June 2022

10. The Board recommended that for clarity, the dashboard should include more detail on the basis of the thresholds of the traffic light status indicators (red, yellow, green), so that it is clearer when the work is on track or is at risk.

Agenda item 2: Updated Delegations Policy

11. Ashley Cornor joined the meeting and provided an overview of the changes to the Delegations Policy. The key changes were to the statutory delegations set out in Appendix 6 of the Delegations Policy to reflect the enactment of the Water Services (Fee and Charges) Regulations 2021 and the creation of the Regulatory Services Manager role.
12. The Board approved the changes tracked to Appendix 6 of the Delegations Policy.

Agenda item 3: Updated Board Manual

13. In addition to the changes recommended in the Board paper, the Board also recommended the following changes to the Board Manual:

- Board performance assessment and professional development

Section 1 first line to read as "The Board will undertake an annual structured assessment of its performance."

Section 1, paragraphs (a) to (e) to be deleted.

Section 2 first line to read as "An annual board Cost of Governance budget will be established that provides for a Board review and professional development activities."

Section 5 to be deleted

- Media statements – section to be revised to reflect that when individual Board members (except the Chair) are making any comments to or through the media, it must be clear that such statements are not made in their capacity as a Taumata Arowai Board member.

Action:

- (a) Management to circulate the revised Board Manual incorporating the suggested changes.
- (b) The Board requested Management to share the finalised Board Manual with Te Puna.

Agenda item 4: Closing discussions

14. When there is quarterly joint hui, the Board identified that it will be more convenient if the Board meeting is scheduled before the joint hui. It was agreed that the Board meeting agenda at such meetings should only consist of the Administration Paper.

Signed as a correct record on 26 April 2022



Dame Karen Poutasi
Chair

Released Under the Official Information Act 1982

Taumata Arowai Board Minutes

Date and time	26 Paenga-whāwhā/April 2022, 10.00 am to 2.30 pm
Location	Taumata Arowai, Level 2, 10 Brandon Street, Wellington and via MS Teams
Attendees	Dame Karen Poutasi (Chair), Troy Brockbank, Riki Ellison, Anthony Wilson, Dr Virginia Hope (joined at 11.55p.m.), Loretta Lovell (joined at 12.45 pm), Brian Hanna (away from 11.00 am – 1.00 pm) Bonita Bigham (attended as indicated) Bill Bayfield, Ray McMillan, Johanne Spring, Caroline Robertson, Sue van Daatselaar, Menaka Angamma, Sue Harkness (attended as indicated), Michael Howden (attended as indicated), Helen Robertson (attended as indicated) – Taumata Arowai
Apologies	Katy Te Amo
Chair	Dame Karen Poutasi

Summary of discussion points, resolutions and follow up actions

Agenda item 1: Board only time discussion

1. The Board advised that in their alone time they discussed that it will be useful if Management shared any communications provided to staff on regulatory delivery with Board members.

Action:

- (a) Management to share any communications on regulatory delivery with the Board.

Agenda item 2: Board Administration

Minutes of the previous meeting

2. The Minutes from the joint hui and the Board meeting held on 28 Poutū-te-rangi/ March 2022 were approved by the Board as an accurate record.

Updates on Register of Interests and conflicts for agenda items

3. Board members noted their interests captured in the Register of Interests.
4. There were no conflicts noted by the Board members with the items to be discussed in the agenda for this meeting.

Board meeting schedule and schedule of key milestones for 2022

5. The Board noted the 2022 meeting and key milestones schedules.
6. The Board agreed on the following changes to the locations of the upcoming meetings:
 - 23 May Board meeting to be held in Wellington.

- 25 July Board meeting to be held in Wellington.

Events and engagement calendar

7. The Board noted the events and engagement calendar. It was noted that the event and engagement calendar should only include future events.

Board evaluation

8. The Board noted that the evaluation debrief will be conducted as a virtual 2-hour workshop likely to be scheduled on 30 May 2022.
9. The Board recognised that it would be necessary to review the effectiveness of the service provider at the end of the evaluation.

Dashboard on progress against the Plan to 30 June 2022

10. It was noted that it will be helpful for the Board to get a better understanding of the regulatory performance data as part of a regular dashboard.

Action:

- (b) Management will review the dashboard and identify improvements that can be made.

Feedback from Te Puna

11. The Board noted the following points highlighted at the Te Puna hui held on 22 April 2022.
 - Te Puna endorsed the edits proposed by Loretta Lovell to the draft Statement of Intent (SOI) and Statement of Performance Expectations (SPE)
 - Te Puna approved their Terms of Reference, for consideration by the Board today
 - Te Puna recommended that the SOI references the Te Puna Terms of Reference.

Agenda item 3: Chief Executive's Report

12. The Chief Executive highlighted the following key updates:
 - Staff are experiencing an intense period of work. Covid-19 impacts on staff and whānau are affecting capacity.
 - Te Puna, the Finance, Risk and Assurance Committee and the Board will consider high level proposed budgets for 2022/23 at the May 2022 meeting round following detailed business planning. Our high-level budget will be forwarded to DIA in May.

13. The Board approved the Chief Executive's recommendation that additional capital budget of \$90,000 to fund the new functionality being built in Hinekōrako as part of the Continuous Improvement Programme.

Agenda item 4: Review draft SOI and SPE

14. The Board provided the following direction on the draft SOI and SPE:
 - agreed to the edits proposed by Loretta Lovell
 - asked for consistency and accuracy in the use of te reo, particularly in Appendix 2
 - requested headings be translated into te reo as recommended by Te Puna

- adopted the definition for Tiakitanga/Protect as recommended by Te Puna.

15. The Board approved the release of the draft accountability documents to the Minister's office, DIA and the auditors.

Action:

- (c) The Board Chair will discuss with the Te Puna Chair on the approach for signing the accountability documents once finalised.

Agenda item 5: Framework for drinking water regulation report

16. Michael Howden joined the meeting. The Chief Executive noted the first Taumata Arowai Report will cover the period from July to December 2021 and will capture the transition from the Ministry of Health to Taumata Arowai. The report will be published by 1 July 2022.

17. Management advised that a 'strawperson' report will be presented to the Board in May for consideration before finalising the report in June and its delivery to the Minister and House of Representatives by July 2022.

18. The Board endorsed the paper and recommended Management consider including network regulation data in the report.

Agenda item 6: Guidance to water services sector on managing risks

19. Helen Robertson joined the meeting. Ray McMillan gave an overview of the guidance provided by Taumata Arowai to the water services sector noting:

- Work is underway to develop risk management guidance and tools which includes templates that would assist small and very small supplies, development of a risk maturity tool and developing a risk maturity model.
- Management will provide more information to the Board on the risk maturity model in the first or second quarter in the next financial year.

Agenda item 7: Consultation and Engagement

20. The Board considered that it will be useful to analyse the responses from the public consultation by constituencies.

21. The Chief Executive suggested that the resolution to obtain Board approval to approach the Ministry of Health on further policy work to support Drinking Water Standards be reworded as follows:

"That the Board and Te Puna request the Ministry of Health to consider, in accordance with the Interim Agreement between the parties on Health Policy, if further policy work should be done:

- (a) to understand the health risks associated nitrates and nitrites; and*
- (b) to understand the health risks associated with pesticides generally, but specifically for atrazine."*

22. The Board noted that Te Puna had no opposition to the resolution and approved it.

23. The Board supported the Te Puna feedback suggesting that Management ensure that Kantar has the necessary expertise for engaging with iwi/Māori respondents.

Action:

- (d) The Board requested Management to develop a plan to support effective communications on the Drinking Water Standards.

Agenda item 8: Rural supplies technical working group

24. Bonita Bigham joined the meeting to advise on the work of the DIA-led rural supplies technical group. Key areas under consideration of the group are the transfer of Council owned mixed-use rural water supply schemes to the proposed new water services entities and whether the legislative settings are proportionate to the associated scale, complexity, risks and cost.
25. The Board noted that the recommendations from this group will be in mid-May and in June.

Agenda item 9: 2022/23 regulatory policy work programme

26. Helen Robertson provided an overview of the 2022/23 regulatory policy work. The key pieces of work involve developing an authorisation framework, completing policy work to lower the maximum acceptable value for lead and developing an infringement offences regime.
27. The Board noted that it will be useful to develop a dashboard on the regulatory policy work programme and a monthly report on exceedances.

Action:

- (e) Management will consider the regulatory policy work programme and monthly exceedances as part of its review of the Board and Te Puna dashboards.

Agenda item 10: Te Puna Terms of Reference

28. The Board approved the Te Puna Terms of Reference.

Agenda item 11: Closing discussions

29. The Chair provided an update on the meeting that she and the Te Puna Chair had with Minister Mahuta on 21 April 2022. The Chair informed that the Minister had commented positively on the work undertaken by Taumata Arowai.
30. The Board would like to have a discussion with the Three Waters workforce development strategy group in the next few months.

Signed as a correct record on 23 May 2022



Dame Karen Poutasi
Chair

Taumata Arowai Board Minutes

Date and time	23 Haratua/May 2022, 10.00 am to 2.30 pm
Location	Taumata Arowai, Level 2, 10 Brandon Street, Wellington and via MS Teams
Attendees	<p>Dame Karen Poutasi (Chair), Troy Brockbank, Riki Ellison, Anthony Wilson, Loretta Lovell, Brian Hanna</p> <p>Bill Bayfield, Katy Te Amo, Ray McMillan, Johanne Spring, Sue van Daatselaar, Menaka Angamma, Nicole Rarity (attended item # 4 and 5), Sue Harkness (attended item # 7 and 8), Michael Howden (attended item# 9 and 10), Helen Robertson (attended item# 13), Caroline Robertson (attended item #14) – Taumata Arowai</p> <p>Colin MacDonald – Chair Finance, Risk and Assurance Committee (attended item# 3)</p> <p>Gillian Blythe (CEO) and Helen Atkins (President) – Water NZ (attended item# 11)</p> <p>David Nalder – Risk Consultant (attended item #12)</p>
Apologies	Dr Virginia Hope, Tipa Mahuta
Chair	Dame Karen Poutasi

Summary of discussion points, recommendations and follow up actions

Agenda item 1: Board only time discussion

1. The Board advised that in Board only time they discussed the engagement strategy with the Department of Internal Affairs (DIA)

Agenda item 2: Board Administration

Minutes of the previous meeting

2. The Minutes from the Board meeting held on 26 Paenga-whāwhā/ April 2022 were approved by the Board as an accurate record.

Updates on Register of Interests and conflicts for agenda items

3. Board members noted their interests captured in the Register of Interests.
4. In declaring the conflicts with the agenda items, Troy Brockbank noted his interest as a Board member in Water NZ and Anthony Wilson declared his interest as a life member of Water NZ.

Feedback from Te Puna

5. It was noted that there was no feedback received from Te Puna as the May hui was cancelled. The Board Chair will discuss with the Te Puna Chair any specific feedback.

Agenda item 3: Finance, Risk and Assurance Committee (FRAC) Report back

6. The Chair of the FRAC provided an update from the meeting. The Board noted the following key points:
- Management is working with the Energy Efficiency and Conservation Authority (EECA) to develop the organisational Financial Reserves Policy.
 - The Committee recommended Management discuss our intention to produce a break-even budget with DIA and outline our intention to develop a Financial Reserves policy.

Agenda item 4: High-level budget for approval and financial update

7. The Board noted the financial update for the period from 1 July 2021 to 31 March 2022, the update on the progress in Crown funding and the Budget for 2022/23.
8. The Board will be provided with additional information on the break-even budget to be achieved for 2022/23 at the Board and Te Puna joint hui in June.
9. The Board noted that an appropriate reserve and the development of a suitable Financial Reserves policy was necessary for setting a break-even budget of \$19.4 million for 2022/23.

Agenda item 5: Procurement report for Ministry of Business, Innovation and Employment (MBIE)

10. The Board noted the information reported to MBIE and the ongoing work on procurement.
11. Management noted that the statistic on contracts awarded to Māori businesses is likely to increase in the next reporting period. 10% of the contracts awarded between 1 July to 31 December 2021 were to Māori businesses. This did not include any contractors procured through a non-Māori recruitment agency.

Agenda item 6: Chief Executive's Report

12. The Board noted the key updates provided in the Chief Executive's Report.
13. The Board requested to be briefed of any possible media questions that may arise on the recommendations of the rural supplies technical working group.

Agenda item 7: Feedback received on the draft Statement of Intent (SOI) and Statement of Performance Expectations (SPE)

14. Sue Harkness gave an overview of the feedback received on the draft SOI and SPE from the auditors, DIA and the Minister, via the letter of 20 May 2022.

Actions:

- (a) The Chair asked for an acknowledgement letter to the Minister's letter of 20 May on the draft SOI and SPE to be drafted, and for a more substantive reply to be provided to the Minister in June to accompany the final versions.

- (b) The Board suggested the inclusion of a “partially achieved” category in demonstrating the baselines required to be achieved in the 2022/23 year.
- (c) The Board requested a marked-up version of the SOI and SPE incorporating the proposed changes to be circulated.

Agenda item 8: Quarterly Performance Report

- 15. The Board noted the content of the Quarterly Performance Report for the period from 1 January to 31 March 2022.
- 16. The Board approved the release of the Quarterly Performance Report to the Minister via DIA.

Action:

- (d) The Board asked that the Te Puna Terms of Reference is included as an achievement during the quarter.

Agenda item 9: Outline of the 2022 Drinking Water Regulation Report

- 17. The Board noted the overview of the outline for the 2022 Drinking Water Regulation Report.
- 18. The Board approved the following recommendations:
 - the outline proposed for the 2022 Drinking Water Regulation Report; and
 - the draft of the report to be shared with DIA and the Ministry of Health at the same time as it is under review by the Board.

Action:

- (e) The Board requested Management to discuss and get feedback from Anthony Wilson and Troy Brockbank on the preliminary outline of the report.

Agenda item 10: Review of supply register migration to Hinekōrako

- 19. The Board noted the review conducted on the migration of the supply register into Hinekōrako and the process that was followed.
- 20. Management noted that this work has enabled information to be secured in one place with a proper baseline to work from in relation to the regulated population.

Agenda item 11: Introductions and engagement with Water NZ

- 21. Gillian Blythe, Chief Executive and Helen Atkins, President, provided an overview of Water NZ indicating who they are, their Te Ao Māori strategy and their relationship with Taumata Arowai.
- 22. The Board and the representatives from Water NZ acknowledged the changing landscape and the need to manage relationships with multiple parties.
- 23. The Board endorsed the ease in engagement between Taumata Arowai and Water NZ and indicated their intention to build on the ongoing relationship.

Agenda item 12: Update on progress on the Risk Register

24. The Board noted the updates that were conducted to the risk dashboard.

25. This agenda item gave rise to a broader conversation on Te Mana o te Wai and the way it is sometimes portrayed. The key focus of the discussion was that Te Mana o te Wai must not be framed as a concept that is solely the responsibility or for the advantage of Māori. Whilst Te Mana o te Wai as a concept has come from Te Ao Māori, the implementation needs to be accessible to drive improved outcomes across the whole water system. The Board recommended this approach to be considered in all communications of the organisation.

Agenda item 13: Report on finalising Standards, Rules, Aesthetic values, Acceptable Solutions and Environmental Performance reporting for networks

26. The Board noted the updates provided in the paper.

27. The Board agreed to receive an intersessional update in June on the approach to network environmental performance monitoring and reporting.

Agenda item 14: Communication and Engagement

28. The Board noted the updates provided in the paper on the communication and engagement activities underway.

29. The Board noted that the media consumption and social media analysis from ISENTIA provided useful insights.

Agenda item: 15: Closing discussions

Board meeting schedule and schedule of key milestones for 2022

30. The Board noted the 2022 meeting schedule and key milestones schedules.

Key takeaways

31. The Board acknowledged the hard mahi of the Chief Executive and Taumata Arowai staff in navigating the organisation in an uncertain environment.

32. The Board was impressed with the level of information and quality of support that was provided.

Signed as a correct record on 27 June 2022



Dame Karen Poutasi
Chair

Taumata Arowai Board Minutes

Date and time	27 Pipiri/June 2022, 8.30 am to 9.30 am
Location	Kumutoto Function Centre, 10 Waterloo Quay, Pipitea, Wellington and via MS Teams
Attendees	Dame Karen Poutasi (Chair), Troy Brockbank, Anthony Wilson, Dr Virginia Hope, Brian Hanna Ray McMillan, Johanne Spring, Sue van Daatselaar, Menaka Angammana, Rina Gouws – Taumata Arowai
Apologies	Loretta Lovell (attended the Te Puna hui), Riki Ellison (attended the Te Puna hui)
Chair	Dame Karen Poutasi

Summary of discussion points, recommendations and follow up actions

Agenda item 1: Board only time discussion

1. The Board advised that in Board only time they discussed the terms of current Board members and succession planning, recent media regarding co-governance and the Taumata Arowai 2022/23 budget.

Agenda item 2: Board Administration

Minutes of the previous meeting

2. The Minutes from the Board meeting held on 23 Haratua/ May 2022 were approved by the Board as an accurate record.

Updates on Register of Interests and conflicts for agenda items

3. Board members noted their interests captured in the Register of Interests.
4. Dr Virginia Hope recorded her interest as the Medical Director Health Group at ESR and Chief Medical Officer at the Ministry of Primary Industries.
5. Dame Karen Poutasi recorded that she will no longer be the Commissioner for the Waikato District Health Board as of 30 June 2022.
6. Anthony Wilson recorded his interest as the Department of Internal Affairs Better Off Programme Relationship Manager for all Wellington Councils.
7. There were no conflicts noted by the Board members with the items to be discussed in the agenda for this meeting.

Agenda item 3: Cyber Security Risk Mitigation

8. The Board noted that cyber insurance cannot be obtained by Taumata Arowai as the organisation is a government agency.
9. The Board also noted that the existing cyber security risk is manageable and that the key areas that require heightened focus are security awareness and cyber security incident response management.

Action:

- (a) The Board requested Management to investigate further into obtaining cyber insurance for Taumata Arowai, and suggested contacting the Ministry of Business, Innovation and Employment, and the Chair of FRAC regarding their understanding.

Agenda item 4: Policies for approval

10. The Board noted and approved the new proposed Financial Reserves Policy and the updated Privacy Policy.

Agenda item 5: Closing discussions

Board meeting schedule and schedule of key milestones for 2022

11. The Board agreed for policy reviews to be spread out through the upcoming months.
12. Management briefed the Board on the proposed plans for the hui and site visits in September.
13. The Board requested Management to consider inviting Board members for future Taumata Arowai mihi whakatau by sending the invites in advance.

Action:

- (b) Management to update calendar invites to Board and Te Puna to extend the Christchurch joint hui and site visits to 25-27 September 2022.
- (c) Management to discuss with the Board Chair and decide on a date for the December Board meeting.

Signed as a correct record on 25 July 2022



Dame Karen Poutasi
Chair

Taumata Arowai Board Minutes

Date and time	25 Hōngongoi/July 2022, 10.00 am to 1.45 pm
Location	Taumata Arowai, 10 Brandon Street, Wellington and via MS Teams
Attendees	Dame Karen Poutasi (Chair), Anthony Wilson, Dr Virginia Hope, Brian Hanna, Loretta Lovell, Tipa Mahuta, Riki Ellison (attended from 1.00 pm – 1.45 pm) Bill Bayfield, Ray McMillan, Katy Te Amo, Peter Keegan, Sue van Daatselaar, Menaka Angamma, Rina Gouws, Helen Robertson (attended items 6 and 7), Matt Carey (attended item 8), Sue Harkness (attended item 9) – Taumata Arowai
Apologies	Troy Brockbank, Johanne Spring
Chair	Dame Karen Poutasi

Agenda item 1: Board alone time and Board with Chief Executive only time.

Summary of discussion points, recommendations and follow up actions

Agenda item 2: Board Administration

Minutes of the previous meeting

1. The Minutes from the Board meeting and Joint hui held on 27 Pipiri/ June 2022 were approved by the Board as an accurate record.

Updates on action items

2. The Board noted the updates on the actions.

Updates on Register of Interests and conflicts for agenda items

3. Board members noted their interests captured in the Register of Interests.
4. There were no conflicts noted by the Board members with the items to be discussed in the agenda for this meeting.

Spirit of Service Award

5. The Board noted the update provided by Management on the Spirit of Service Awards.

Te Puna workplan hours

6. The Board approved to continue the 2021/22 Te Puna workplan and allocation of hours for 2022/23 until the new work plan is developed.

7. The Board noted that the Chairs will have further discussions about the fees framework for Te Puna and if necessary engage with the Department of Internal Affairs.

Agenda item 3: Update on site visits and plan for September hui

8. The Board noted the update provided on the plan for the Board and Te Puna joint hui, site visits and stakeholder meetings in Christchurch from 25-27 September.

Agenda item 4: Chief Executive's Report

9. The Board noted the key updates provided in the Chief Executive's Report.
10. The Board raised concerns on the insufficient funding available to adequately fulfil the oversight role of Taumata Arowai for wastewater and stormwater. The Board requested for this issue to be highlighted at the next Chairs meeting with the Minister of Local Government.

Actions:

- (a) Management to update the Board on the status of the announcement of the appointment of the Commerce Commission as the economic regulator of Taumata Arowai.
- (b) The Board asked Management to consider engagement with First Nations people for the trip to Vancouver on residual disinfection management and exemptions.

Agenda item 5: Approve internal policies

11. The Board requested the name of the IT policy to be changed as the IT and Security policy.
12. The Board approved the updates and changes to the Protected Disclosure and Speaking up Policy, Delegations Policy and IT and Security policy.

Agenda item 6: Approach to wastewater and stormwater

13. The Board noted the planned approach and issues envisaged to regulate wastewater and stormwater networks from 4 October 2023.
14. The Board confirmed its commitment to the engagement approach to understand the lived experience and aspirations of iwi, hapū.
15. The Board directed Management to lead discussions on the funding available for Taumata Arowai in relation to wastewater and stormwater work and report back to the Board as a matter of urgency prior to the Chairs meeting with the Minister in August.

Agenda item 7: Update on issues associated with nitrates in drinking water

16. The Board noted the update provided on the issues associated with nitrates in drinking water.

Actions:

- (c) Management to upload onto Diligent for the Board's reference a copy of the Prime Minister's Chief Science Advisor's report on nitrates that was released on 21 July 2022.

- (d) Management to provide an update to the Board on the advice that will be released to the Minister of Local Government, the Minister for the Environment, the Associate Minister of Health and the Associate Minister for the Environment on the risks associated with nitrate levels in drinking water prior to its release to the Ministers.

Agenda item 8: Post activity report from exercise carried out in Linton

17. The Board noted the overview on the exercise carried out in Linton and the recommendations that will be considered when conducting emergency exercises in the future.

Agenda item 9: Te Puna advice and early engagement on the Taumata Arowai Annual Report

18. The Board noted and supported the timeline for developing the Annual Report.
19. The Board noted that due to the consideration of all key documents and policy matters at joint meetings where consensus was reached that Te Puna over the course of the year to date had provided much advice that had been incorporated into the decisions of the Board. The Board trusted that the Annual Report could reflect this way of working.
20. The Board noted that Te Puna at its meeting would be considering whether specific written advice that it had provided on key documents should be noted in the Annual Report as advice.
21. The Board noted that the process for recording advice from Te Puna and its acceptance or not by the Board needed to be improved.

Action:

- (e) To ensure there is early engagement in the development of the Annual Report, the Board requested Management to circulate, via email for comment before the August Board meeting, draft key messages that could be included in the Annual Report.
- (f) Management to improve the process for recording Te Puna advice and associated resolutions that support or not the resolutions being considered by the Board and subsequent Board resolutions on considering Te Puna advice.

Agenda item 10: Communication and Engagement update

22. The Board noted the updates provided in the paper on the communication and engagement activities underway.
23. The Board agreed that there were positive media responses following the release of the Drinking Water Regulation Report.

Agenda item: 11: Closing discussions

Board meeting schedule and schedule of key milestones for 2022

24. The Board noted the updates to the meeting schedule and the key milestone schedule for 2022.
25. The Board acknowledged the mahi done by the Chief Executive to set up Taumata Arowai effectively.

Action:

- (g) The Board requested Management to consider making contact with the new appointees at the Ministry of Health.

Signed as a correct record on 22 August 2022



Dame Karen Poutasi
Chair

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Taumata Arowai Board Minutes

Date and time	22 Here-turi-kōkā/August 2022, 10.00 am to 2.30 pm
Location	Taumata Arowai, 10 Brandon Street, Wellington and via MS Teams
Attendees	<p>Dame Karen Poutasi (Chair), Troy Brockbank, Loretta Lovell, Dr Virginia Hope, Anthony Wilson, Brian Hanna, Riki Ellison, Te Huia Taylor (attended from 10.15 am – 11.15 am)</p> <p>Bill Bayfield, Ray McMillan, Johanne Spring, Katy Te Amo, Sue van Daatelaar, Menaka Angamma, Rina Gouws, Courtney Lim (attended item 4), Sue Harkness (attended items 7 and 8) – Taumata Arowai</p> <p>Colin MacDonald – Finance, Risk and Assurance Committee Chair (attended item 4)</p> <p>Michael Mills and Heather Shotter – Three Waters National Transition Unit (attended item 6)</p>
Apologies	Tipa Mahuta
Chair	Dame Karen Poutasi

Agenda item 1: Board alone time and Board with Chief Executive only time.

1. The Board discussed the recruitment process for the new Chief Executive.

Summary of discussion points, recommendations and follow up actions

Agenda item 2: Introducing Te Huia Taylor

2. The Board was introduced to the new Te Puna member, Te Huia Taylor and welcomed her to Taumata Arowai.

Agenda item 3: Board Administration

Minutes of the previous meeting

3. The Minutes from the Board meeting held on 25 Hōngongoi/ July 2022 were approved by the Board as an accurate record.

Updates on action items

4. The Board noted the updates on the actions, particularly noting the following:

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- *Action item #2* – Taumata Arowai staff travelling to Vancouver will be visiting the Lytton First Nations water supply on 31 August 2022 and meeting with some community leaders for a discussion on their approach to managing supplies and the role of traditional knowledge in their decision making, and the use of chlorine as a disinfectant in their supply. When undertaking such meetings, it will be important that Taumata Arowai has the personnel capability to enable us to present a fluent Te Ao Māori view.
- *Action item #6* – The Chairs have agreed with the Chief Executive on how Te Puna advice is incorporated. The Chairs agreed that the collaborative and integrated approach adopted by the Board and Te Puna ensures that Te Puna advice is embedded in Board decision making (through Te Puna review of Board papers, dual member representation, quarterly joint hui and Chairs' conversations). At each monthly hui, Te Puna will discuss and record, as necessary, their feedback for consideration by the Board. The dual members will then inform the Board of feedback and resolutions at the beginning of each Board meeting.

Updates on Register of Interests and conflicts for agenda items

5. Board members noted their interests captured in the Register of Interests.
6. Anthony Wilson recorded the following addition to his interests

'Daughter works for Beca in the business development unit handling work for the Three Waters sector.'

7. There were no conflicts noted by the Board members with the items to be discussed in the agenda for this meeting.

Feedback from Te Puna

8. The dual members provided an overview of the key points of discussion at the Te Puna hui on 19 Here-turi-kōkā/ August 2022 noting the following:
 - As discussed at the recent joint hui, the Te Puna Chair will write to the Commerce Commission offering Te Puna support to uplifting their Māori capability and capacity.
 - the functions and role of Te Rōpū Ārahi was endorsed by Te Puna.
 - the practice of working together between the Board and Te Puna should be at the forefront of the narrative in developing the Annual Report.
 - Te Puna suggested rephrasing the items that are categorised as partially achieved in the draft Statement of Service Performance as 'partially achieved and ongoing.'

Professional training options

9. Board members will individually inform Management of the professional training courses that they would like to register.
10. Board members noted their interest in attending the Water NZ conference in October 2022.

Agenda item 4: Finance, Risk and Assurance Committee (FRAC) Report back and financial update

11. The Board noted that there were no recommendations that were proposed from FRAC. The key points noted at the meeting included the following:

- the Finance and Procurement Policy was endorsed. FRAC recommended Management include a provision in the policy where Taumata Arowai will ask DIA to review the fees and charges as set out in the regulations annually to ensure they are still relevant.
- the financial results were positive and depicted the availability of sufficient funds for recruitment and to continue with key projects.

9(2)(k)

- there was consistent progress in the implementation of Business Central, the Financial Management System used by Taumata Arowai.

12. The Board noted the financial update for the period from 1 July 2021 to 30 June 2022.

Action:

- (a) The Board requested the Success and Uncertainty Framework to be on the agenda for the September Board meeting.

Agenda item 5: Chief Executive's Report

13. The Board noted the key updates provided in the Chief Executive's Report.

14. The Board approved the financial reserves draw down for the following Hinekōrako improvements:

- \$85,608 expenditure for the procurement of a contextual help solution for Hinekōrako
- \$60,480 for a Learning and Development contractor.

15. The Board noted that the Chief Executive has drawn on general reserves of \$75,000 for Chief Executive recruitment and \$17,000 for event response software.

16. The Chief Executive informed the Board of the uncertainties in planning the Christchurch visit in September due to the local government elections. The Board expressed their desire to proceed with the visit, noting the availability of senior management to facilitate two-way discussion.

Agenda item 6: Meeting with the Three Waters National Transition Unit (NTU)

17. The representatives of NTU provided an overview of the legislative timetable for the implementation of the Water Services Entities Bill and the policy work underway.

18. In the upcoming months, NTU would like to further the discussion of their work programme with the Board.

Action:

- (b) Management will schedule a further presentation with NTU.

Agenda item 7: First review of the draft Annual Report

19. The Board agreed on the following:

- requested the overall tone and messaging of the final Annual Report to be succinct to ensure better conveying of key messages.
- decided that the draft Statement of Service Performance reflected the actions of Taumata Arowai against the Plan to 30 June 2022.
- agreed with the suggestion by Te Puna that the assessment of 'achieved' or 'partially achieved' needs, in some places, to be updated with the addition of the words 'and ongoing' to denote that there will always be an element of continuous improvement.
- agreed for the draft Statement of Service Performance to be provided to the auditors subject to incorporating feedback provided by Te Puna
- agreed for the Financial Statements in the Annual Report to cover a 4 month and a 12-month period.
- noted that the sign-off of the final report will be at the September meeting including agreement to make the Report available to the Auditors.

Action:

- (c) Management to obtain direct feedback from a Te Puna member on the language and terminology in the draft Statement of Service Performance before submitting it to the Auditors.

Agenda item 8: Approve the Quarterly Performance Report

20. The Board noted the content of the Quarterly Performance Report for the period from 1 April to 30 June 2022.

21. The Board approved the release of the Quarterly Performance Report to the Minister via DIA, subject to correcting the figure in the 'year-to-date budgeted surplus to read \$0.779 million.

Agenda item 9: Review internal policies

22. The Board approved the updated Health and Safety Policy.

Agenda item 10: Approve the International Travel Policy

23. The Board agreed with the feedback provided by Te Puna for the Policy to include that kaimahi Māori and Māori governors are a part of the delegation if any international travel involves visits and engagement with indigenous people.

24. The Board approved the interim International Travel Policy.

Agenda item 11: Designing our role in lifting capability

25. The Board noted the paper.

Agenda item 12: Communication and Engagement update

26. The Board noted the updates provided in the paper on the communication and engagement activities underway, including noting how useful the table of future activities is.

Agenda item: 13: Closing discussions

27. The Board acknowledged the positive stakeholder relationships that Management had established.

28. The Board noted that the Chief Executive's Performance and Remuneration Committee meeting was scheduled to take place immediately after the closure of the Board meeting.

Board meeting schedule and schedule of key milestones

29. The Board noted the updates to the meeting schedule and the key milestone schedule.

Signed as a correct record on 27 September 2022



Dame Karen Poutasi
Chair

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Taumata Arowai Board Minutes

Date and time	27 Mahuru/ September 2022, 9.00 am to 2.30 pm
Location	Taumata Arowai, 10 Brandon Street, Wellington and via MS Teams
Attendees	<p>Dame Karen Poutasi (Chair), Troy Brockbank, Dr Virginia Hope, Anthony Wilson, Brian Hanna, Riki Ellison</p> <p>Bill Bayfield, Ray McMillan, Johanne Spring, Katy Te Amo, Menaka Angamma, Melinda Sando (attended item 5), Jim Graham (attended items 5 and 8), Sue Harkness (attended 6 and 7), Tim Do (attended item 8), Caroline Robertson (attend item 11) - Taumata Arowai</p> <p>David Nalder – Risk Consultant (attended item 3)</p> <p>Henry McClintock and Shawn Steele – BDO Wellington (attended item 6)</p> <p>Katelynn Fuller and Edward Langley - representatives from KANTAR Public (attended item 11)</p>
Apologies	Loretta Lovell, Tipa Mahuta
Chair	Dame Karen Poutasi

Agenda item 1: Board alone time and Board with Chief Executive only time.

1. The Board discussed the necessity to firm up a schedule of site visits and joint meetings with Te Puna to be held out of Wellington for 2023.

Summary of discussion points, recommendations and follow up actions

Agenda item 2: Board Administration

Minutes of the previous meeting and action items

2. The Minutes from the Board meeting held on 22 Here-turi-kōkā/ August 2022 was approved by the Board as an accurate record. The updates on the actions were noted.

Updates on Register of Interests and conflicts relating to agenda items

3. Virginia Hope recorded her interest as the Deputy Chair of Hastings Health Centre. There were no conflicts noted by the Board members with the items to be discussed in the agenda for this meeting.

Agenda item 3: Success and Uncertainty Framework

4. The Board noted that the updated Success and Uncertainty Framework was reviewed by the Finance, Risk and Assurance Committee (FRAC) at their meeting on 22 August and was recommended to be considered by the Board.
5. The Board agreed for the Success and Uncertainty Framework to be a monthly agenda item at Board meetings and to be reviewed by FRAC quarterly.

Agenda item 4: Approve the updated Finance and Procurement policy

6. The Board noted that FRAC has endorsed the updated Finance and Procurement policy with additional wording to the Cost Recovery policy. It was also noted that a separate Third-Party Management policy was no longer necessary as its content was covered by other policies.
7. Management confirmed that the Sensitive Expenditure policy applies to the Board and Te Puna.
8. The Board noted that the process for payment for kaumātua services should be made as easy as practicable recognising their status and expertise and that this activity is not classed as koha under the Sensitive Expenditure policy.
9. The Board approved the updated Finance and Procurement policy.

Agenda item 5: Chief Executive's Report

10. The Board noted the key updates provided in the Chief Executive's Report and the update provided on the trip to Canada.
11. The Board noted that it would be useful to distil the key learnings from the Canada trip and identify its application to Taumata Arowai.
12. The Board recommended the Chief Executive to continue engagement with the new Health agencies.
13. The Board agreed for Management to recommend in any board papers if decisions are to be proactively released to the public and to consider the best timing for such release of information.

Actions:

- (a) A meeting to be organised between the Commerce Commission and Taumata Arowai as soon as possible (no longer to be dependent on announcement). The Board and Te Puna Chairs, two members each from Board and Te Puna, the Chief Executive and relevant KOPA members to attend this meeting on behalf of Taumata Arowai.
- (b) The Chief Executive to keep the Board informed of the outcome of the discussions with the Department of Internal Affairs (DIA) on the shortfall of funding for 2022/23 and 2023/24.
- (c) The Board requested to be provided with a report on central government agencies that are drinking water suppliers, current compliance, and that Management plans to write to the respective Chief Executives.
- (d) The Board requested to be kept informed of the advice provided to Selwyn District Council on exemptions.

Agenda item 6: Discuss the Audit Plan and Audit fees

14. The Board noted and approved the Audit Plan and fees and requested Management to inform them of any significant issues which are noticed while the audit progresses.

Agenda item 7: Final review of the near final Annual Report

15. The Board approved the following recommendations:

- agreed that the close-to-final draft Annual Report reflected the actions of Taumata Arowai against the Plan to 30 June 2022 and the achievements since the establishment of the organisation since 1 March 2021;
- approved for the draft Annual Report to be provided to the auditors for the audit process subject to incorporating Board feedback;
- agreed for the Chief Executive to sign the close-to-final draft for release to the auditors; and,
- agreed for a collection of photographs as provided in Appendix 4 in the paper to be used in the Annual Report subject to obtaining the necessary consents.

Agenda item 8: Update on the Continuous Improvement Programme (CIP)

16. The Board noted the progress of the CIP to date.

Action:

- (e) The Board recommended an update to be provided to the Minister in the next Quarterly Performance Report on the new feature 'Build My Rules' available on Hinekōrako.

Agenda item 9: Update on wastewater and stormwater

17. The Board noted the update provided on the wastewater and stormwater work.

Agenda item 10: Communication and Engagement update

18. The Board suggested Management to contact LGNZ and offer to be part of the training offered to new councillors.

Agenda item 11: Presentation on KANTAR Public-Society (consumer) survey

19. The Board acknowledged the usefulness of the insights from the KANTAR Public-Society survey and suggested that Management draw up a timeline to conduct the survey again to compare results.

Agenda item: 12: Closing discussions

20. The Board acknowledged and encouraged Management to continue building relationships with key stakeholders.

Board meeting schedule and schedule of key milestones

21. The Board noted the updates to the meeting schedule and the key milestone schedule.
22. The Board suggested two governance meetings including site visits to be organised next year possibly in Hawke's Bay in February and in Auckland at the end of 2023. It was also suggested for 2-3 Board and Te Puna members to join staff when making site visits.

Action:

- (f) Management to discuss with the Board Chair at the meeting on 3 October on the viability of having the joint hui which was postponed in November in Christchurch.

Signed as a correct record on 25 October 2022



Dame Karen Poutasi

Chair

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Taumata Arowai Board Minutes

Date and time	25 Whiringa-ā-nuku / October 2022, 9.00 am to 2.30 pm
Location	Taumata Arowai, 10 Brandon Street, Wellington
Attendees	Dame Karen Poutasi (Chair), Riki Ellison, Anthony Wilson, Brian Hanna Tipa Mahuta, Loretta Lovell, Troy Brockbank (for item 1) Bill Bayfield, Ray McMillan, Johanne Spring, Ashley Cornor, Sue Harkness, Rina Gouws, Ben Johnstone Rob Gould (for item 9), Caroline Robertson (for item 12) – Taumata Arowai Hamiora Bowkett, Bex Sullivan, Ben Leggett, Francesca Algie (for item 11) – DIA
Apologies	Dr Virginia Hope, Katy Te Amo, Menaka Angamma
Chair	Dame Karen Poutasi

Agenda item 1: Board only time and Board with Chief Executive only time.

Board and Chair of Te Puna meets with the preferred candidate/s for our Chief Executive role

1. The Board met with two potential candidates for the CE role as recommended by the CE appointment committee.
2. The Chair will provide a confidential note for file.

Summary of discussion points, recommendations and follow up actions

Agenda item 2: Board Administration

Minutes of the previous meetings

3. The Minutes from the Board meeting held on 27 September 2022 were approved by the Board as an accurate record.

Review the Action items

4. The Board noted the updates on the action items.
 - 4.1. *Action item #1* - Meeting with Commerce Commission and the Chairs confirmed for Wednesday, 2 November 2022.
 - 4.2. *Action item #4* – The Board noted that the Chief Executive’s Report provides an update on the exemptions applied by Selwyn District Council.
 - 4.3. *Action item #6* - Management will discuss and agree a date for the site visits and joint hui that was postponed. To be confirmed before the end of the year.

4.4. *Action item #10* - Taumata Arowai has contributed to a joint agency report to the Ministers on the risks of nitrates to drinking water. The report will be sent to the relevant Ministers (including Minister Mahuta) in mid-November 2022.

4.5. *Action item #11* – Management continues to engage with the new appointees at the Ministry of Health.

Action:

- a) Management will discuss and agree a date for the site visits and joint hui that was postponed. Management to discuss with the Board and Te Puna and confirm before the end of the year.

Updates on Register of Interests and conflicts relating to Agenda items

5. The Board noted the Register of Interests as being complete.
6. There were no conflicts noted by the Board members with the items to be discussed in the agenda for this meeting.

Feedback from Te Puna

7. The Board noted the feedback from Te Puna and discussed the advice provided in the memo to Taumata Arowai, and there was general support for further consideration of the matters covered.
8. The Board noted that many of the matters raised were for the Chief Executive to address. He will report back at a future joint hui.

Action:

- b) The Chief Executive to report back on the steps taken on the matters raised in the memo from Te Puna at a future joint hui.

Agenda item 3: Chief Executive's Report

9. The Board noted the contents of the Chief Executive's Report.

Agenda item 4: Verbal report back on WaterNZ conference

10. The Chief Executive provided a verbal update on the Water NZ conference and reported that the conference was the biggest WaterNZ conference to date.
11. The address by Minister Mahuta was well received and she provided confidence and surety to staff and other attendees.
12. The theme around the importance of Te Mana o te Wai came through well throughout the conference.

Agenda item 5: Delegations policy review

13. The Board approved replacement of the old 'Acting appointment form' in Appendix 3 of the Taumata Arowai Delegations Policy with the new form attached to the paper.

14. The Board noted that:

14.1. the 'Next review date' on the first page of the Delegations Policy will be changed to 31 October 2023; and

14.2. the 'version history' in Part 10 of the Delegations Policy will be updated to record the Board's approval of the replacement of Appendix 3.

Agenda item 6: Performance Dashboards

15. The Board noted this paper and provided feedback to inform the continual improvement of the dashboards.

16. The Board requested to see the Performance Dashboards on a monthly basis, along with the month-to-month differences/variations. If not much changes month-to-month, the reporting can change to quarterly.

Action:

c) Management to provide updated Dashboards to the Board on a monthly basis.

Agenda 7: Verbal update on the post audit version of the Annual Report

17. The Board noted the update on the Annual Report.

Action:

d) The Annual Report to be submitted for approval and feedback to the Board in November.

Agenda item 8: Update on consultation on criteria for reducing MAV for lead

18. The Board noted the status of the work Taumata Arowai is doing to engage with drinking water suppliers, and other key stakeholders, regarding the maximum acceptable level of lead in drinking water, including the plan to commence engagement with the sector in mid-October.

Agenda item 9: Supplier readiness for new instruments

19. The Board noted this paper.

Action:

e) Management to confirm the sector readiness update to be provided to the Minister.

Agenda item 10: Developing a mātauranga Māori framework for environmental performance measures

20. The Board requested the update on developing a mātauranga Māori framework to be tabled in November given Helen and Rukuwai were away.

21. The Board noted that this paper was presented to Te Puna by Rukuwai and Helen and there was general support from Te Puna.

Action:

- f) Include the update paper on developing a mātauranga Māori framework for environmental performance measures to the Board agenda for a subsequent meeting.

Agenda item 11: Verbal update on Legislative reforms - Water Services Entities Bills

- 22. DIA provided a high-level overview of the current progress on the legislative reforms/first and second water services entities bills.
- 23. DIA informed that they will be making amendments to the definitions of Te Mana o te Wai to include geothermal and marine and coastal in the Water Services Entities Bills, in accordance with recommendations from the Working Group on Representation, Governance and Accountability.

Agenda item 12: Communications and Engagement update

- 24. The Board noted the updates provided in this paper.
- 25. A team from Taumata Arowai will be going to Field days. The Comms and Engagement manager will talk to the Chair of Te Puna about their expectations.
- 26. The Board noted that a lot of information will be going out to registered suppliers and that the communication coming back will have to be carefully managed.
- 27. Engagement with councils and/or newly elected councillors suggested to commence early in 2023 to allow councils to hold initial meetings and induct new councillors.
- 28. Stakeholder engagement survey analysis and results have come back. These will be shared with the Board next month.

Action:

- g) The Board requested the engagements with new elected councillors to be added into the events and engagement calendar.

Agenda item 13: Closing discussions

Board meeting schedule and schedule of key milestones for 2022/23

- 29. The Board noted the meeting schedule and the key milestone schedule for 2022/23.
- 30. Te Puna requested a strategic planning day with the Board at the end of January or start of February. Dates to be arranged and provided to the Board for decision.
- 31. The Board acknowledged the mahi done by the team with regard to the recruitment process of the new Chief Executive.

Action:

- h) The date for a strategic planning day to be decided and confirmed at the next Board meeting.

Signed as a correct record on 28 November 2022



Dame Karen Poutasi
Chair

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Taumata Arowai Board Minutes

Date and time	28 Whiringa-ā-rangi / November 2022, 10.00 am to 2.15 pm
Location	Taumata Arowai, 10 Brandon Street, Wellington
Attendees	<p>Dame Karen Poutasi (Chair), Dr Virginia Hope, Loretta Lovell, Riki Ellison, Anthony Wilson, Brian Hanna, Tipa Mahuta</p> <p>Bill Bayfield, Ray McMillan, Johanne Spring, Katy Te Amo, Sue Harkness, Menaka Angammana, Rina Gouws, Michael Howden (for item 9), Isobel Oldfield (for item 10), Caroline Robertson (for item 11) – Taumata Arowai</p> <p>Colin MacDonald – Finance, Risk and Assurance Committee Chair (for item 3)</p> <p>Jaron Shaw – Head of Programme Management Office, National Transition Unit (for item 6)</p>
Apologies	Troy Brockbank
Chair	Dame Karen Poutasi

Agenda item 1: Board only time and Board with Chief Executive only time.

Summary of discussion points, recommendations and follow up actions

Agenda item 2: Board Administration

Minutes of the previous meetings

1. The Minutes from the Board meeting held on 25 October 2022 were approved by the Board as an accurate record.

Review the Action items

2. The Board noted the updates on the action items.
 - 2.1. *Action item #9* – It was noted that this action item is complete.

Updates on Register of Interests and conflicts relating to Agenda items

3. The following Board members noted changes to their interests:
 - 3.1 Dame Karen Poutasi requested her interests in N4L and her son working for Worksafe NZ to be removed from the Register of Interests.
 - 3.2 Dr Virginia Hope noted the following updates to her interests in the Register of Interests.
 - Criminal Cases Review Commission (Te Kahui Tatare Ture) - Board member, Commissioner and Member of Risk and Audit Committee (RAC)

- Hastings Health Centre – Deputy Chair and Independent Board Member
4. In relation to the agenda item on the fluoridation of drinking water supplies, Anthony Wilson noted that he was involved in the development of the Water New Zealand Good Practice guide for fluoridation.

Performance Dashboard

5. The Board noted the Performance Dashboard.
6. The Board suggested that it would be useful to have a cover paper with the Performance Dashboard for better explanation of the data.

Action:

- (a) The Board requested Michael Howden to discuss with Anthony Wilson the content of the data in the Performance Dashboard to determine the information that would be useful for the Board.

Agenda item 3: Finance, Risk and Assurance Committee (FRAC) Report back and quarterly financial update

7. The Board noted that there were no recommendations that were proposed by FRAC. The key points noted at the meeting included the following:
- 7.1. The first audit covers a 16-month period. Taumata Arowai will be receiving an unmodified opinion.
- 7.2. The risk approach is embedded into the business planning, with external support for this process required until mid-next year. Tier 3 managers have been brought into the process. The next focus is on completing the measures and preventative controls.
- 7.3. All recommendations following the independent review conducted of Business Central are implemented. Two further modules for expense claims and contract management are being implemented, which did not form part of the original review.
- 7.4. The underspend in the financial results is due to the inability to recruit. Management is looking at using the underspend rather than reserves as appropriate. The Department of Internal Affairs (DIA) have agreed to fund \$2.2 million for the stormwater and wastewater work. With the underspend and DIA funding, the financial position of the organisation is on track for 2022/23 and can achieve a balanced budget for 2023/24.
- 7.5. The privacy update depicted that there have been seven incidents over the past year with none of them reaching the threshold to report them to the Privacy Commissioner. Management is looking at extending the time information is held and archived in the system for more than 90 days.
- 7.6. The information reported to MBIE depicts that 15% of contracts awarded between 1 January and 30 June 2022 were to Māori businesses. The information on the vehicle fleet of the organisation was reported and Management is looking at moving the fleet to 100% electric by 2025. This will be reviewed as technology and charging stations improve.
- 7.7. The Board noted the financial update for the period from 1 July 2022 to 30 September 2022 and the update on the reserves and their intended use in 2023/24.

- 7.8. The Board also noted that KOPA are working to identify and phase high priority activities as part of the business initiatives.

Agenda item 4: Chief Executive's Report

8. The Board noted the contents of the Chief Executive's Report.

Actions:

- (b) A briefing to be sent to the Minister about the status of the exemptions for Selwyn and Waimakariri.
- (c) Calendar invites for the mihi whakatau for the new Chief Executive on 31 January 2023 to be sent out to Board and Te Puna as soon as possible.

Agenda item 5: Verbal update on the meeting with the Commerce Commission

9. The Board noted that discussions will continue on the joint strategic direction between Taumata Arowai and the Commerce Commission.
10. The Board noted that Te Puna has extended their support to the Commerce Commission on understanding Te Mana o te Wai and engagement with Māori.

Agenda item 6: Discussion with the National Transition Unit (NTU)

11. The representative from NTU provided an overview of the progress in the legislative process and the key outcomes and focus areas.
12. Management informed that they are working closely with NTU to ensure there is no regulatory overlap or gaps between the work programme of both entities.

Agenda item 7: Update on the final Annual Report

13. The Board noted the update provided on finalising the Annual Report.
14. The Board agreed for Riki Ellison to sign the Letter of Representation as a signatory on behalf of the Board.

Actions:

- d) Management to provide Board and Te Puna with an Audit timeline and sign off on the Annual Report.
- e) The Chief Executive to provide a signed letter of representation before the Board provides their letter to the auditors.

Agenda 8: Approve the Quarterly Performance Report

15. The Board approved the Quarterly Performance Report subject to the following addition:
- for future instances where the schedule of visits includes visits with indigenous people the team travelling to include Māori staff or governors.

16. The Board suggested comparative figures on staff leave to be included in future Reports.

Action:

- f) The Board requested the Quarterly Performance Report be circulated to Te Puna for reference.

Agenda item 9: Approach to the 2022 Drinking Water Regulation Report

17. The Board noted the approach outlined for the 2022 Drinking Water Regulation Report.

Agenda item 10: Developing a mātauranga Māori framework for environmental performance measures

18. The Board noted the update on developing a mātauranga Māori framework for environmental performance measures.

Action:

- g) The Board requested this paper to be circulated to Te Puna and any feedback to be reported to the Board.

Agenda item 11: Communications and Engagement update

19. The Board noted the updates provided in this paper.

20. A team from Taumata Arowai will be participating in the National Agricultural Fieldays in Hamilton. This will be an opportunity to increase engagement with small suppliers both registered and unregistered.

Action:

- h) The Board requested Management to provide an update on the work conducted with small suppliers.

Agenda item 12: Fluoridation of drinking water supplies

21. The Board noted the paper and identified that the matter is more related to public health than a drinking water regulatory issue.

22. The Board instructed the Chief Executive to discuss the matter on fluoridation of drinking water supplies with the Ministry of Health.

Agenda item 13: Closing discussions

Board meeting schedule and schedule of key milestones for 2022/23

23. The Board noted the meeting schedule and the key milestone schedule for 2022/23.

24. The Board acknowledged the mahi done by the Chief Executive and the team and recommended staff be briefed on the increase of workload next year with elections.

Action:

- i) The Board would like more engagement with staff and requested Management to plan frequent opportunities to increase staff engagement with the Board.

Signed as a correct record on 14 December 2022



Dame Karen Poutasi
Chair

Released Under the Official Information Act 1982

Taumata Arowai Board Minutes

Date and time	14 Hakihea/ December 2022, 11.00 am to 12.00 pm
Location	Wharewaka Function Centre, 2 Taranaki Street, Waterfront, Wellington
Attendees	Dame Karen Poutasi (Chair), Dr Virginia Hope, Anthony Wilson, Brian Hanna Bill Bayfield, Ray McMillan, Johanne Spring, Sue Harkness, Rina Gouws – Taumata Arowai Henry McClintock – Partner, BDO Wellington (for item 3)
Apologies	Troy Brockbank, Loretta Lovell, Riki Ellison (attending Te Puna hui)
Chair	Dame Karen Poutasi

Agenda item 1: Board only time and Board with Chief Executive only time.

1. The Board recorded their concerns about the Matamata-Piako water shortage incident and the public health risks associated with the issue if it occurs more regularly.
2. The Board suggested recording this incident as part of the organisation risk management framework.

Summary of discussion points, recommendations and follow up actions

Agenda item 2: Board Administration

Minutes of the previous meetings

3. The Minutes of the Board meeting held on 28 Whiringa-ā-rangi/ November 2022 were approved by the Board as an accurate record subject to the following changes:
 - 3.1 paragraph 12 - Management informed that they are working closely with NTU to ensure there is no regulatory overlap or gaps between the work programme of both entities.
 - 3.2 paragraph 15 (bullet point) - Remove wording and replace with the following "*for future instances where the schedule of visits includes visits with indigenous people the team travelling to include Māori staff or governors.*"

Review the Action items

4. The Board noted the updates to the action items:
 - 4.1 Action item #1 – A meeting has been scheduled for 31 January 2023 for Michael Howden to discuss with Anthony Wilson the information to be included in the Performance Dashboard.
 - 4.2 Action item #2 – The action is complete as the briefing on the status of the exemptions for Selwyn and Waimakariri was sent to the Minister. The Board suggested the Minister is kept informed about progress.

4.3 Action item #8 – Management will provide an update at the Board meeting on 27 February 2023.

4.4 Action item #11 – The Board noted that this action was complete.

Updates on Register of Interests and conflicts relating to Agenda items

5. There were no updates recorded by the Board to the Register of Interests.
6. There were no conflicts noted by the Board members with the items to be discussed in the agenda for this meeting.

Agenda item 3: Discussion with Auditors, BDO on the Audit completion report

7. The Board considered the Audit Completion report and discussed the report with the auditors.
8. The Board noted the need to keep the Office of the Auditor General informed about the new regime, potentially in the new year once final direction on the Water Services Entities legislation is known.
9. The Board received and approved the letters of representation appended to the Audit Report.

Agenda item 4: Approach to Drinking Water Safety Plans and Rapid Review process

10. The Board noted the paper and emphasised the importance of having clear communication to the sector about the rapid review process.

Agenda item 5: Closing discussions

Board meeting schedule and schedule of key milestones for 2022/23

11. The Board noted the meeting schedule and the key milestone schedule for 2022/23.

Actions:

- a) The Board requested the date of Bill's poroporoaki be changed to 8 February 2023, and for Management to send calendar invitations to external attendees before the Christmas break.
- b) Management to provide confirmation of the dates and locations of smaller site visits that will consist of two or three members from Board and Te Puna and two or three staff members. These visits will not coincide with Board meetings.
- c) Management to provide confirmation of the dates of the two major site visits in Auckland and Christchurch that will align with the joint Board and Te Puna hui.

Signed as a correct record on 27 February 2023



Dame Karen Poutasi
Chair