

**A Meeting of the Risk and Assurance Sub-Committee Meeting will be held as follows:**

**Date: Monday 7 April 2025**

**Time: 3:30pm**

**Venue: Council Chambers, 105 Tainui Street, Greymouth**

Joanne Soderlund  
Chief Executive

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# AGENDA

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**Members:**

Chair: Mr Rob Caldwell  
Deputy Chair: Mayor Tania Gibson  
Members: Councillor Robert Mallinson  
Councillor Rex MacDonald  
Councillor Jack O'Connor

*(Quorum 3 members)*

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*The information in this document is provided to facilitate good competent decisions by Council and does in no way reflect the views of Council. Reports and recommendations contained in this agenda are not to be considered as Council policy until adopted.*

# TERMS OF REFERENCE

Type of Committee	Council Subcommittee
Subordinate to:	Council
Subordinate Committee	None
Legislative Basis	Subcommittee reconstituted by Council as per Schedule 7, Section 30 (1) (A) Local Government Act 2002. Subcommittee delegated by powers by the Council as per Schedule 7 (Section 32) of the Local Government Act)
Membership	Independent Chair: Mr Rob Caldwell Deputy Chair: Mayor Gibson Member: Cr Robert Mallinson Member: Cr Rex MacDonald Member: Cr Jack O'Connor
Quorum	Three members
Meeting frequency	February, April, June, August and October.
Terms of Reference	<p>The purpose of the Risk and Assurance Committee is to assist the Council in discharging its responsibilities in relation to:</p> <ul style="list-style-type: none"> <li>• The robustness of the internal control framework and financial management practices.</li> <li>• The integrity and appropriateness of external reporting and accountability arrangements.</li> <li>• The robustness of risk management system, processes, and practices.</li> <li>• Compliance with applicable laws and regulations.</li> <li>• Standards and best practice guidelines, and</li> <li>• The establishment and maintenance of controls to safeguard the Council's financial and non-financial assets.</li> </ul> <p>Areas that broadly fall under the umbrella of this committee are:</p> <ul style="list-style-type: none"> <li>• Risk management framework</li> <li>• Financial risk management</li> <li>• Health and safety risk management</li> <li>• Compliance with legislation</li> </ul>

	<ul style="list-style-type: none"> <li>External audit or review of any Council activities, including but not limited to NZTA, Building Controls, Audits.</li> </ul>
<p>Power to Act</p> <p>Assurance</p>	<p>For Council’s Annual Report, Consultation Document and Long Term Plan Audits,</p> <p>The Risk and Assurance Committee will:</p> <ul style="list-style-type: none"> <li>Approve the annual external audit proposal for the Annual Report and the audit of the Long Term Plan.</li> <li>Agree the appropriateness of the Council’s existing accounting policies and principles and any proposed changes.</li> <li>Enquire of external auditors for any information that affects the quality and clarity of the Council’s financial statements of service performance, and assess whether appropriate action has been taken by management in response to the above.</li> <li>Satisfy itself that the financial statements of service and performance are supported by appropriate management signoff on the statements and on the adequacy of the systems of internal control (i.e. letters of representation) and recommend to Council the signing of the financial statements by the Chief Executive / Mayor and adoption of the Annual Report.</li> <li>Identify and recommend to the Council the external auditor’s remuneration and the terms of their engagement.</li> <li>Confirm consulting services and related fees provided by the external auditors.</li> <li>Consider and review any serious difficulties or disputes which management encountered during the audit.</li> <li>Consider and review any other matters related to the conduct of the audit.</li> <li>Consider and review any significant findings during the audit process and managements responses.</li> </ul>

<p>Risk</p>	<ul style="list-style-type: none"> <li>• Consider and review any matters considered appropriate, without the Chief Executive or other Council staff present in the meeting.</li> <li>• Consider and review any difficulties encountered during the audit including any restrictions on the scope of work.</li> <li>• Consider and review any changes required in the planned scope of the audit plan.</li> <li>• Consider and review the audit management letter prior to presentation to the Council.</li> <li>• Meet with the external Auditors at any time with or without management present as deemed appropriate by the Chairman of the committee.</li> </ul> <p>Council is responsible for setting the tolerance to risk and risk culture at the Grey District Council. The Chief Executive is charged with implementing appropriate risk management systems within Grey District Council.</p> <p>While the responsibility for risk lies with Council, oversight of the processes to manage risk within GDC is delegated to the Risk and Assurance Committee. The Council will receive periodic reporting on those areas of risk identified by the Committee.</p> <p>The Risk and Assurance Committee will:</p> <ul style="list-style-type: none"> <li>• Review and approve Council's risk management framework.</li> <li>• Review corporate risk assessment and internal work management practices.</li> <li>• Receive and review Health and Safety reports.</li> <li>• Oversight of the processes used to manage project risks.</li> <li>• Review insurance arrangement annually.</li> <li>• Overseeing Council's systems, processes, and practices for risk management: <ul style="list-style-type: none"> <li>a) Ensure that management has in place a current and comprehensive risk management framework and associated procedures for effective identification and management of the Council's</li> </ul> </li> </ul>
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<p>Assurance – other</p>	<p>significant risks (including financial and non-financial risks).</p> <p>b) Consider whether appropriate action is being taken by management in its treatment of risk to either accept or mitigate Council’s significant risks.</p> <ul style="list-style-type: none"> <li>• Monitoring insurance claims.</li> </ul> <p>It is anticipated that the Council will from time to time be required by third parties to undertake an audit process. They may include by not be limited to Waka Kotahi, Building Control, MBIE.</p> <p>The Risk and Assurance Committee will:</p> <ul style="list-style-type: none"> <li>• Approve (if required) any other external audit proposal.</li> <li>• Liaising with the relevant external auditor: <ul style="list-style-type: none"> <li>a) At the start of each audit, confirm the terms of engagement with the external auditor including the nature and scope of the audit, timetable and fees.</li> <li>b) Approve the external audit engagement letter and letter of undertaking and any additional services to be provided by the external auditor.</li> <li>c) Receive the external audit report (s) and review action to be taken by management on significant issues and audit recommendations raised within.</li> <li>d) Conduct a member only session (i.e. without any management present) with external audit to discuss any matters that the auditors wish to bring to the committee’s attention and / or any issues of independence.</li> </ul> </li> </ul>
<p>Conflicts of Interest</p>	<p>Once per year, Committee members will provide written declarations to the Mayor, stating they do not have any conflicts of interest that would preclude them from being members of the Committee.</p>

Delegations	The Committee will in general make recommendations to Council on certain matters. Where the Committee is delegated to approve a matter this is considered a decision by the Committee.
Limits to Delegations	<p>Matters that cannot be delegated by the Council include:</p> <ul style="list-style-type: none"> <li>• The power to make a rate.</li> <li>• The power to make a bylaw.</li> <li>• The power to borrow money, or purchase or dispose of assets, other than in accordance with the long term plan.</li> <li>• The power to adopt a long term plan, annual plan, annual report or strategic plan.</li> <li>• The power to appoint a Chief Executive.</li> <li>• The power to adopt policies required to be adopted and consulted on under this Act in association with the long term plan or developed for the purpose of the local governance statement.</li> <li>• The power to adopt a remuneration and employment policy.</li> </ul>
Reporting Procedures	<ul style="list-style-type: none"> <li>• After each meeting the Chair will report the committee's recommendations and findings to the Council.</li> <li>• The minutes of all meetings of the Committee will be presented to Council and to such other persons as the Council directs.</li> <li>• The Chair will present an annual report to the Council summarising the Committees activities during the year and any significant results and findings.</li> </ul>
Power to Act.	Generally recommending powers only, but certain decisions can be taken by the committee.
Referral to Council	The minutes of the subcommittee serve before Council as a recommendation.
Management responsibility	Chief Executive

# **SUB-COMMITTEE IN OPEN MEETING**

## **GENERAL BUSINESS AND TABLED ITEMS**

Items not on the agenda for the meeting require a resolution under section 46A of the Local Government Official Information and Meetings Act 1987 stating the reasons why the item was not on the agenda and why it cannot be dealt with at a subsequent meeting on the basis of a full agenda item. It is important to note that late items can only be dealt with when special circumstances exist and not as a means of avoiding or frustrating the requirements in the Act relating to notice, agendas, agenda format and content.

## **LOCAL AUTHORITIES (MEMBERS' INTERESTS) ACT 1968**

Sub-Committee members are reminded that if he/she has a direct or indirect interest in any item on the agenda be it pecuniary or on grounds of bias and predetermination, then he/she must declare this interest and refrain from discussing or voting on this item.

## Table of Contents

<b>1</b>	<b>APOLOGIES AND DECLARATIONS OF INTEREST .....</b>	<b>9</b>
1.1	APOLOGIES.....	9
1.2	UPDATES TO THE INTERESTS REGISTER .....	9
1.3	IDENTIFY ANY CONFLICTS OF INTERESTS IN THE AGENDA.....	9
1.4	NOTIFICATION OF LATE ITEMS.....	9
<b>2</b>	<b>CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS .....</b>	<b>10</b>
2.1	CONFIRMATION OF THE RISK AND ASSURANCE SUB-COMMITTEE MEETING HELD ON 10 FEBRUARY 2025 .....	10
2.2	CONFIRMATION OF THE EXTRAORDINARY RISK AND ASSURANCE SUB-COMMITTEE MEETING HELD ON 19 MARCH 2025 .....	10
<b>3</b>	<b>AGENDA ITEMS.....</b>	<b>18</b>
3.1	HEALTH AND SAFETY REPORT .....	18
<b>4</b>	<b>IN COMMITTEE ITEMS.....</b>	<b>23</b>
4.1	CONFIRMATION OF IN COMMITTEE MINUTES OF RISK AND ASSURANCE SUB- COMMITTEE MEETING HELD ON 10 FEBRUARY 2025 .....	23
4.2	CONFIRMATION OF IN COMMITTEE MINUTES OF EXTRAORDINARY RISK AND ASSURANCE SUB-COMMITTEE MEETING HELD ON 19 MARCH 2025.....	23
4.3	ICT AND CYBERSECURITY IMPLEMENTATION PLAN ON AUDITS PERFORMED.....	23
4.4	DREDGE INCIDENT .....	24
4.5	LONG TERM PLAN 2025-2034 RISK REGISTER .....	24
<b>5</b>	<b>SUB-COMMITTEE RESUMES IN OPEN MEETING.....</b>	<b>25</b>



## **1 APOLOGIES AND DECLARATIONS OF INTEREST**

### **1.1 APOLOGIES**

Nil

### **1.2 UPDATES TO THE INTERESTS REGISTER**

Sub-Committee members to please advise if there are any changes to be made to the current Interests Register.

### **1.3 IDENTIFY ANY CONFLICTS OF INTERESTS IN THE AGENDA**

Notification from committee members of:

- 1.3.1 Any interests that may create a conflict with their role as a committee member relating to the items of business for this meeting (prior to taking part in the deliberation of a particular item); and
- 1.3.2 Any interests in items in which they have a direct or indirect pecuniary interest as provided for in the Local Authorities (Members' Interests) Act 1968.

### **1.4 NOTIFICATION OF LATE ITEMS**

Where an item is not on the agenda for a meeting, that item may be dealt with at that meeting if:

- 1.4.1 The Committee by resolution so decides; and
- 1.4.2 The Chairperson explains at the meeting at a time when it is open to the public the reason why the item is not on the agenda, and the reason why the discussion of the item cannot be delayed until a subsequent meeting.

## **2 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

### **2.1 CONFIRMATION OF THE RISK AND ASSURANCE SUB-COMMITTEE MEETING HELD ON 10 FEBRUARY 2025**

#### **SUGGESTED RECOMMENDATION**

That the minutes of the Risk and Assurance Sub-Committee Meeting held on 10 February 2025 be confirmed as true and correct.

### **2.2 CONFIRMATION OF THE EXTRAORDINARY RISK AND ASSURANCE SUB-COMMITTEE MEETING HELD ON 19 MARCH 2025**

#### **SUGGESTED RECOMMENDATION**

That the minutes of the Extraordinary Risk and Assurance Sub-Committee Meeting held on 19 March 2025 be confirmed as true and correct.

**MINUTES OF THE RISK AND ASSURANCE SUB-COMMITTEE MEETING OF THE GREY DISTRICT COUNCIL****Held in Council Chambers, 105 Tainui Street, Greymouth****on Monday 10 February 2025 commencing at 3.30pm**

- PRESENT:** Mr Rob Caldwell (Chair)  
Mayor Tania Gibson (Deputy Chair), Councillor Rex MacDonald, Councillor Jack O'Connor
- IN ATTENDANCE:** Joanne Soderlund (Chief Executive), Neil Engelbrecht (Finance Manager), Trish Jellyman (Democracy Advisor), Megan Bourke (Communication Officer)

**1 APOLOGIES AND DECLARATIONS OF INTEREST****1.1 APOLOGIES****COMMITTEE RESOLUTION RA 25/02/001****Moved: Mr Rob Caldwell****Seconded: Mayor Tania Gibson**

That the apology received from Cr Mallinson be accepted and leave of absence granted.

**Carried Unanimously****1.2 UPDATES TO THE INTERESTS REGISTER**

There were no updates to the Interest Register.

**1.3 IDENTIFY ANY CONFLICTS OF INTERESTS IN THE AGENDA**

There were no declarations of interest.

**1.4 NOTIFICATION OF LATE ITEMS**

There were no late items.

**2 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS****2.1 CONFIRMATION OF THE RISK AND ASSURANCE SUB-COMMITTEE MEETING HELD ON 14 OCTOBER 2024****COMMITTEE RESOLUTION RA 25/02/002****Moved: Mayor Tania Gibson****Seconded: Cr Rex MacDonald**

That the minutes of the Risk and Assurance Sub-Committee Meeting held on 14 October 2024 be confirmed as true and correct.

**Carried Unanimously**

### 3 AGENDA ITEMS

#### 3.1 MATTERS UNDER ACTION

Refer page 16 of the agenda. Currently there are no matters under action.

#### 3.2 DRAFT ANNUAL REPORT FOR AUDIT PURPOSES

Refer page 17 of the agenda.

The FM advised that only the financial statements have been included.

The Chairman requested that any issues in the Annual Report are raised via him or the FM.

The FM stated that he has reviewed the front section of the Annual Report.

The FM advised that the only change expected is in relation to investment properties and this will not impact on the surplus or deficit.

It was agreed that any changes need to be with the FM within the next three to four weeks.

#### COMMITTEE RESOLUTION RA 25/02/003

**Moved:** Mayor Tania Gibson

**Seconded:** Cr Jack O'Connor

**That the Risk and Assurance Sub-Committee Meeting:**

1. Receives the draft Annual Report for the year ended 30 June 2024 and confirms that this can be provided to Ernst & Young for audit purposes.

**Carried Unanimously**

#### 3.3 TREASURY UPDATE 31 DECEMBER 2024

Refer page 18 of the agenda.

The FM stated that the report is self explanatory.

The Chairman reminded all present that it has been previously agreed that a Treasury strategy be considered but there is no urgency for this.

#### COMMITTEE RESOLUTION RA 25/02/004

**Moved:** Cr Jack O'Connor

**Seconded:** Cr Rex MacDonald

1. That the Risk and Assurance Sub-Committee Meeting receives the report.

**Carried Unanimously**

#### 3.4 HEALTH AND SAFETY REPORT

Refer page 27 of the agenda.

The Chairman noted that there was one work related injury but the report relating to this injury is not included in the agenda.

The CE agreed to provide further information.

Cr O'Connor noted that some numbers seem quite high in comparison to the year to date numbers. He asked if there is a catch up period related to timing. It was noted that the reporting period is for three months which encompasses the start of the swimming season and this maybe why numbers are higher.

The CE agreed to follow up on this and report back to the Committee.

The Chairman noted that the majority of injury incidents come from the WRC, but only one is employee related.

Cr O'Connor is concerned about what is causing these injuries.

It was agreed this would be discussed at the next meeting.

#### **COMMITTEE RESOLUTION RA 25/02/005**

**Moved: Mayor Tania Gibson**

**Seconded: Cr Jack O'Connor**

1. That the Risk and Assurance Sub-Committee Meeting receives the report.

**Carried Unanimously**

## **4 IN COMMITTEE ITEMS**

That the public is excluded from this part of the meeting in relation to:

### **Agenda items 4.1 & 4.2**

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

#### **COMMITTEE RESOLUTION RA 25/02/006**

**Moved: Mayor Tania Gibson**

**Seconded: Cr Jack O'Connor**

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48(1) for the passing of this resolution</b>
4.1 - CONFIRMATION OF IN COMMITTEE MINUTES OF RISK AND ASSURANCE SUB-COMMITTEE MEETING HELD ON 14 OCTOBER 2024	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information  s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

	disadvantage, commercial activities	
4.2 - LONG TERM PLAN 2025-2034 RISK REGISTER	s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

Carried Unanimously

**5 SUB-COMMITTEE RESUMES IN OPEN MEETING**

**CLOSURE OR RATIFICATION OF DECISIONS IN OPEN MEETING.**

The meeting concluded at 4.23 pm.

Confirmed

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R Caldwell  
Chairperson

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Date

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**MINUTES OF THE EXTRAORDINARY RISK AND ASSURANCE SUB-COMMITTEE MEETING OF THE GREY DISTRICT COUNCIL**

Held in Council Chambers, 105 Tainui Street, Greymouth  
on Wednesday 19 March 2025 commencing at 3.30pm

**PRESENT:** Mr Rob Caldwell (Chair)  
Mayor Tania Gibson (Deputy Chair), Councillor Robert Mallinson, Councillor Rex MacDonald, Councillor Jack O'Connor

**IN ATTENDANCE:** Trish Jellyman (Democracy Advisor), Joanne Soderlund (Chief Executive), Neil Engelbrecht (Finance Manager), Penny Kirk (Group Manager Community) Kurtis Perrin-Smith (Utilities & Infrastructure Manager), Peter O'Sullivan (Group Manager Economic Development & Regulatory Services)  
Also in attendance Brendan Summerfield and Lucy Harvey (Ernst & Young)

The Chairman welcomed everybody to the meeting and advised that the purpose of the meeting is to recommend to Council to adopt the Annual Report for 2024.

## **1 APOLOGIES AND DECLARATIONS OF INTEREST**

### **1.1 APOLOGIES**

There were no apologies.

### **1.2 UPDATES TO THE INTERESTS REGISTER**

There were no updates to the Interest Register.

### **1.3 IDENTIFY ANY CONFLICTS OF INTERESTS IN THE AGENDA**

There were no declarations of interest.

### **1.4 NOTIFICATION OF LATE ITEMS**

There were no late items.

## **2 AGENDA ITEMS**

### **2.1 GREY DISTRICT COUNCIL 2024 DRAFT ANNUAL REPORT**

Refer page 10 of the agenda.

The CE advised that there was an adopted budget deficit of \$3.4M and there is also an extra deficit of \$2.9M, with the total deficit being \$6.37M. She stated that revaluations were not factored into the original budget, and they have had a significant impact on depreciation by about \$2.3M. She stated that insurance costs were about \$370,000, contractors particularly in planning and building has also resulted in a significant variation and this is partially offset by some extra revenue in that area.

Cr Mallinson agreed that the Annual Report is a dismal read. He thanked the CE for the honest and upfront nature of this report. He stated that Councillors must take responsibility for agreeing to a \$3.4M budget

deficit for the 23/24 year. He also noted that very few of the performance measures were successfully achieved and there was a less than optimal approach to budgeting for the 23 / 24 year. Cr Mallinson suggested a third recommendation which was agreed to.

Her Worship agreed with Cr Mallinson's comments and stated that stronger financial targets need to be put in place. She acknowledged that there has been a lot of staff turnover within the financial team. She thanked the FM for his work in this area. She noted that there is now a full ELT in place which Council did not have during the 23 / 24 financial year, and this will help with making improvements and meeting targets. She acknowledged that Council's new CE has had to put her name on the Annual Report, and this is not an ideal outcome for a new CE, but she is making the necessary changes and is doing a great job.

Cr MacDonald agreed with previous comments and is relieved that there is now a more robust overview of the finances.

Cr O'Connor agreed with Cr Mallinson and stated that it is good to see that a lot more time has been put into clarifying target measures so that they will be more realistic going forward. He noted that this does not address the fact some targets weren't met this time, but some were unrealistic in the first place.

The FM thanked Council's Auditors and stated they have been easy to work with and very helpful.

The CE advised that there is still one annual report that will have these measures in as the new measures going in will be for the new LTP. She advised there will be an item coming to a future meeting around the Enhanced Annual Plan as some short comings with this have been identified but the aim is to have a plan in place before the end of the financial year so that Council does not end up with another deficit.

The Chairman commented that it is a reasonable expectation that we will see an improvement in performance in the coming year. He stated that this is the first time since he has been the Independent Chair of this committee, that there has been a full ELT in place. He noted that the CE is looking hard at ensuring measures are measurable and that they could be reported on during the year but next year's Annual Report will still be based on old performance measures.

#### **COMMITTEE RESOLUTION RA 25/03/004**

**Moved: Cr Robert Mallinson**

**Seconded: Mayor Tania Gibson**

1. That the Risk and Assurance Sub-Committee Meeting receive the report; and
2. The Risk and Assurance Sub-Committee recommend to Council to sign the Grey District Council 2024 Annual Report subject to a signed audit opinion being received.
3. That the Risk and Assurance Committee notes the substantially less than desirable results shown in the Annual Report 2024 but notes that the LTP budgeting approach now seems to be much more robust.

**Carried Unanimously**

### **3 IN COMMITTEE ITEMS**

That the public is excluded from this part of the meeting in relation to:

#### **Agenda items 3.1 & 3.2**

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

#### **COMMITTEE RESOLUTION RA 25/03/005**

**Moved: Cr Jack O'Connor**



**Seconded: Mayor Tania Gibson**

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
3.1 - PLACEHOLDER - AUDITOR ONLY TIME	s7(2)(c)(i) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
3.2 - EY - CLOSING REPORT TO THE SUB COMMITTEE	s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

**Carried Unanimously**

**4 SUB-COMMITTEE RESUMES IN OPEN MEETING**

**CLOSURE OR RATIFICATION OF DECISIONS IN OPEN MEETING.**

The meeting concluded at 3.58 pm.

**Confirmed**

\_\_\_\_\_  
R Caldwell

Chairperson

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

### **3 AGENDA ITEMS**

#### **3.1 HEALTH AND SAFETY REPORT**

**File Number:** F/7  
**Report Author:** People and Capabilities Advisor  
**Report Authoriser:** Chief Executive  
**Appendices:** 1. Health, Safety and Wellbeing Report

#### **1. REPORT PURPOSE**

1.1. To update the Audit and Risk Committee on Council's health and safety performance.

#### **2. EXECUTIVE SUMMARY**

- 2.1. Reporting period: 01 February 2025 to 31 March 2025.
- 2.2. Council's Safe365 HSWA Competence rating is 77%, an increase of 0%.
- 2.3. A Safe365 HSWA Competence rating target of 88% has been allocated.
- 2.4. A total number of 29 safety reports have been recorded during the reporting period.
- 2.5. Council Safe Plus review identified seven recommendations, nine actions are in progress.
- 2.6. Council engages with 123 contractors, of which 58 meet a pre-approved status – no change.

#### **3. OFFICER RECOMMENDATION**

1. That the Risk and Assurance Sub-Committee Meeting receives the report.

#### **4. BACKGROUND**

- 4.1. This report provides an overview of the current status of Council's specific to Occupational Health, Safety and Wellbeing Practices.
- 4.2. Under the Health and Safety at Work Act 2015 (HSWA), Council must exercise a duty of due diligence in relation to health and safety. These reports will provide information to allow informed decision making and appropriate assessment of risk within the Council.

#### **5. ANALYSIS AND ADVICE**

- 5.1. Council's key safety indicators include four key metrics: lost time injury frequency rate (LTIFR), safety reports, safety observations (unsafe conditions), and corrective actions/critical risks.
- 5.2. Council has had a total of six work related accidents reported, thus our LTIFR (the number of lost time injuries that occurred during the reporting period) is currently 11.31.

## 6. SIGNIFICANCE AND ENGAGEMENT

6.1. The assessment of significance is low.

Issue	Level of Significance	Explanation of Assessment
Is there a high level of public interest, or is decision likely to be controversial?	Low	Report is not a decision report but an action list of work on from the H&S Audit Action Plan.
Is there a significant impact arising from duration of the effects from the decision?	N/A	N/A
Does the decision relate to a strategic asset? (refer Significance and Engagement Policy for list of strategic assets)	No	N/A
Does the decision create a substantial change in the level of service provided by Council?	No	N/A
Does the proposal, activity or decision substantially affect debt, rates or Council finances in any one year or more of the LTP?	No	N/A
Does the decision involve the sale of a substantial proportion or controlling interest in a CCO or CCTO?	No	N/A
Does the proposal or decision involve entry into a private sector partnership or contract to carry out the deliver on any Council group of activities?	No	N/A
Does the proposal or decision involve Council exiting from or entering into a group of activities?	No	N/A

## Confirmation of Statutory Compliance

Compliance with Statutory Decision-making Requirements (ss 76 - 81 Local Government Act 2002).

- (a) This report contains:
- (i) sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages; and
  - (ii) adequate consideration of the views and preferences of affected and interested persons bearing in mind any proposed or previous community engagement.
- (b) The information reflects the level of significance of the matters covered by the report, as determined in accordance with the Council's significance and engagement policy.
















# Health, Safety & Wellbeing Report

Reporting Period: 01 February 2025 to 31 March 2025

## Safety Summary

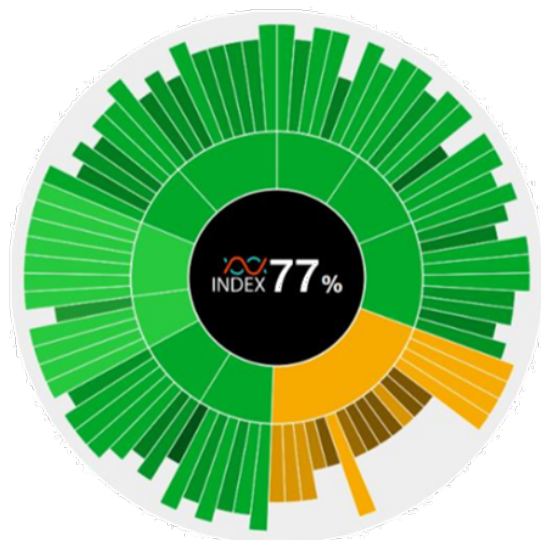
Accident Management	- 29 reports received in the reporting period
Compliance (Safe365)	- Council’s current Safety Index remains at <b>77%</b> (previously 77%) - 0% increase in the reporting period - HSWA compliance goal is 88% (3 year plan 2024-27)
Risk Management	- 0 Job Safety Analysis developed - 0 JSA training sessions - 37 High Risk Hazards identified (no change)

## Accident Management

Risk Categories		Total Reports During Reporting Period	Total Reports requiring action	YTD reports Feb 24 – Feb 25 (Rolling 12mths)
Contractor Reports	<b>Critical Risk Categories</b>		0	6
Heights / Confined Space			0	2
Plant & Equipment			2	13
Aggression			1	11
Illness & Exposure Incident			2	6
Injury Incident		4	17	
Environmental Incident (WRC)		15	42	
Slip, Trip and Fall		3	32	
Vehicle Incidents		0	1	
Stress and Wellbeing		1	11	
Quality Incident		0	10	
Near Miss / Close Call		1	17	
Observations & Hazards		0	1	
<b>Totals</b>		<b>29</b>	<b>0</b>	<b>169</b>



### Compliance (Safe365)



**Council has not increased their compliance rate in this reporting period.**

#### Employee Wellbeing Initiatives

- **Te Whatu Ora** Woman’s Cervical health screening programme. **(NEW)**
- **Flu Vaccinations** annual flue vaccination has been offered to all staff.
- **My Everyday Wellbeing Portal** – a portal providing information of all aspects of wellbeing and health, from fitness, food and information on relevant health issues such as diabetes. This includes monthly communications on information, plans and advice.
- **Workplace Support** –regularly visit all Council sites and provide independent and confidential support, where employees can discuss any matter that might concern them or affect their wellbeing.
- **Internal support** – our HR personal regularly work with employees to manage workplace challenges resulting in stress, disengagement, and unhappiness. Return to work programmes.
- **Counselling Sessions** – As a component of workplace support, employees can be referred to a professional counselling service to receive up to 3 Counselling sessions.
- **Fitness** – Councils offers a discounted group rate for our recreational centre.
- **Exercise Allowance** – Council offers 1 hour of exercise allowance per week.

#### **Civil Defence trained staff**

Of the 112 employees of Council, 54 have completed their Civil Defence Emergency Management (CDEM) induction. 34 have completed the Coordinated Incident Management System 4 (CIMS).

Safety training / information distributed	0	
Reviewed / developed safety material	0	
Council site safety inspections	0	
Stop work notices issued	0	
High risk hazards identified	37	Across all teams (increase of 0)



Job Safety Analysis	0	
Risk management training	0	
Permits to work	0	
WorkSafe notifications	0	

## Contractor Management

### Contractor Safety Project: Prequalification



Below is a list of activities performed in relation to contractor management.

<b>Contractors identified for pre-qualification</b>	123
<b>Contractor documents reviewed for site specific tasks</b> ( <i>safety plans, Sops etc</i> )	0
<b>Contractor site safety inspections</b> 1 non-conformance with a failed reinforcing detail/pour without approval and 6 minor fails based on restoration	TBC
<b>Contractor minor site inspections</b> ie: Utilities connections and restorations	TBC
<b>Contractor Reports</b> (accidents and incidents)	0
<b>Contractor Observations</b> (Potential hazards)	0

### Fire evacuations

- Westland Recreation Centre has completed its 5 monthly evacuation drill
- Tainui Street office is overdue for an evacuation drill. New fire wardens are confirmed, training is yet to be arranged.
- Library completes evacuation drills for their staff. None completed during opening hours with customers on site

## 4 IN COMMITTEE ITEMS

### COUNCIL IN-COMMITTEE

That the public is excluded from this part of the meeting in relation to:

**Agenda items 4.1, 4.2, 4.3, 4.4 & 4.5**

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

### OFFICER RECOMMENDATION

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
<b>4.1 - CONFIRMATION OF IN COMMITTEE MINUTES OF RISK AND ASSURANCE SUB-COMMITTEE MEETING HELD ON 10 FEBRUARY 2025</b>	s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>4.2 - CONFIRMATION OF IN COMMITTEE MINUTES OF EXTRAORDINARY RISK AND ASSURANCE SUB-COMMITTEE MEETING HELD ON 19 MARCH 2025</b>	s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>4.3 - ICT AND CYBERSECURITY IMPLEMENTATION PLAN ON AUDITS PERFORMED</b>	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

	<p>person who supplied or who is the subject of the information</p> <p>s7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege</p>	
<b>4.4 - DREDGE INCIDENT</b>	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p>	<p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>
<b>4.5 - LONG TERM PLAN 2025-2034 RISK REGISTER</b>	<p>s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest</p>	<p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>



**5 SUB-COMMITTEE RESUMES IN OPEN MEETING**

**CLOSURE OR RATIFICATION OF DECISIONS IN OPEN MEETING**