

CENTRAL HAWKE'S BAY



**I hereby give notice that a Risk and Audit Committee Meeting will be held on:**

**Date:** Thursday, 8 February 2018  
**Time:** at the conclusion of the Finance and Planning Committee meeting  
**Location:** Council Chamber  
28-32 Ruataniwha Street  
Waipawa

# **A G E N D A**

## **Risk and Audit Committee Meeting**

**8 February 2018**

**Monique Davidson  
Chief Executive**

**Order Of Business**

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**CENTRAL HAWKE'S BAY DISTRICT COUNCIL**

Notice is hereby given that a meeting of the Risk and Audit Committee will be held in the Council Chamber, 32 Ruataniwha Street, Waipawa on **Thursday, 8 February 2018** commencing at **the conclusion of the Finance and Planning Committee meeting.**

**PRESENT:** Councillor T H Aitken (Chairman)  
Councillors G A Minehan, B W Muggeridge, D N Tennent and Her  
Worship the Mayor Walker

**IN ATTENDANCE:** M R Davidson [Chief Executive]  
P S McKinley [Land Transport Manager]  
J Lloyd [Group Manager, Community Infrastructure and  
Development]  
B M Smith [Group Manager, Corporate Support and  
Services]  
S J Thrush [Technical Services Manager]  
L G Harrison [Organisation Transformation Lead]  
Roger C A Maaka [Maori Consultative Committee Representative]

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**1 APOLOGIES****2 DECLARATIONS OF CONFLICTS OF INTEREST****3 STANDING ORDERS****RECOMMENDATION**

THAT the following standing orders are suspended for the duration of the meeting:

- 20.2 Time limits on speakers
- 20.5 Members may speak only once
- 20.6 Limits on number of speakers

**RECOMMENDATION**

THAT 21.4 Option C under section 21 General procedures for speaking and moving motions be used for the meeting.

**4 CONFIRMATION OF MINUTES**

Attached as item 6.1.

**5 LOCAL GOVERNMENT ACT COMPLIANCE – PLANNING, DECISION MAKING AND ACCOUNTABILITY**

Council is required to make decisions in accordance with the requirements of Part 6 Subpart 1 of the Local Government Act 2002.

**RECOMMENDATION**

THAT Council has read the reports associated with items 6.1 and 6.2 and considers in its discretion under Section 79(1)(a) that sufficient consultation has taken place in addition to the Councillors knowledge of the items to meet the requirements of Section 82(3) in such a manner that it is appropriate for decisions to be made during the course of this meeting

**6 REPORT SECTION**

**6.1 CONFIRMATION OF MINUTES**

**File Number:** COU1-1408

**Author:** Monique Davidson, Chief Executive

**Authoriser:** Monique Davidson, Chief Executive

**Attachments:** 1. Risk and Audit Committee Meeting Minutes - 18 October 2017

**PURPOSE**

Attached are the minutes of the Risk and Audit Committee Meeting held on 18 October 2017.

**RECOMMENDATION**

THAT the minutes of the Risk and Audit Committee Meeting held on 18 October 2017, as circulated be confirmed as true and correct.

<b>CENTRAL HAWKE'S BAY DISTRICT COUNCIL</b>
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Minutes of a meeting of the Risk and Audit Committee held in the Council Chamber, 32 Ruataniwha Street, Waipawa on **Wednesday 18 October 2017** commencing at **12.07 pm**.

**PRESENT:** Councillor T H Aitken (Chairman)  
Councillors G A Minehan, B W Muggeridge, D N Tennent and Her  
Worship the Mayor Walker

**IN ATTENDANCE:**

M R Davidson	[Chief Executive]
T R Cook	[Regulatory Services Manager]
B E Way	[Utilities Manager]
B M Smith	[Chief Financial Officer]
S J Thrush	[Technical Services Manager]
D C Moorcock	[Corporate Administrator]
Roger C A Maaka	[Maori Consultative Committee Representative]
K R Annand	[Councillor]
T R Chote	[Councillor]
I G S Sharp	[Councillor]

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## 1.0 APOLOGIES

## 2.0 DECLARATIONS OF CONFLICTS OF INTEREST

No conflicts of interest were reported for minuting.

## 3.0 STANDING ORDERS

### RESOLVED:

THAT the following standing orders are suspended for the duration of the meeting:

- 20.2 Time limits on speakers
- 20.5 Members may speak only once
- 20.6 Limits on number of speakers

THAT 21.4 Option C under section 21 General procedures for speaking and moving motions be used for the meeting.

Crs Minehan / Muggeridge  
CARRIED

## 4.0 CONFIRMATION OF MINUTES

### RESOLVED:

THAT the minutes of the Risk and Audit Committee Meeting, including Public Excluded minutes, held on 5 October 2017, as circulated, be confirmed as true and correct.

Crs Minehan / Muggeridge  
CARRIED

**5.0 LOCAL GOVERNMENT ACT COMPLIANCE – PLANNING, DECISION MAKING AND ACCOUNTABILITY**

Council is required to make decisions in accordance with the requirements of Part 6 Subpart 1 of the Local Government Act 2002.

**RESOLVED:**

THAT the Committee has read the reports associated with items 6.0 and 7.0 and considers in its discretion under Section 79(1)(a) that sufficient consultation has taken place in addition to the Councillors knowledge of the items to meet the requirements of Section 82(3) in such a manner that it is appropriate for decisions to be made during the course of this meeting.

Cr Minehan /Her Worship the Mayor Walker  
CARRIED

**6.0 HEALTH AND SAFETY UPDATE ON STRATEGIC PLAN 2017/2018****RESOLVED:**

THAT the Health and Safety Update Report for 18 October 2017 be received.

**The reason for the decision is**

That it meets the purpose of local government as stated below.

*The Council is required to give effect to the purpose of local government as prescribed by Section 10 of the Local Government Act 2002. That purpose is to meet the current and future needs of communities for good quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses. Good quality means infrastructure, services and performance that are efficient and effective and appropriate to present and anticipated future circumstances.*

Her Worship the Mayor Walker / Cr Minehan  
CARRIED

**7.0 DRINKING WATER QUARTERLY UPDATE**

During the presentation the following was discussed:

- The Utilities Manager spoke to the report.
- Query on the transgression at Porangahau and an update from the meeting held on 10 October.
- Query on surface water take for drinking water for townships and required consent conditions.

**RESOLVED:**

THAT the drinking water quarterly update be received.

Crs Minehan / Tennent  
CARRIED

**8.0 DATE OF NEXT MEETING****RESOLVED:**

THAT the next meeting of the Risk and Audit Committee be held on 30 November 2017.

Her Worship the Mayor Walker / Cr Aitken  
CARRIED

**9.0 TIME OF CLOSURE**

There being no further business the meeting closed at 12.19 pm.

**Confirmed this 30<sup>th</sup> Day of November 2017**

.....  
**CHAIRMAN**



**6.2 HEALTH AND SAFETY UPDATE ON STRATEGIC PLAN 2017/2018****File Number:** COU1-1408/EMP2-1013**Author:** Barbara Nicolle, Health and Safety Manager**Authoriser:** Monique Davidson, Chief Executive**Attachments:** 1. Health and Safety Report**PURPOSE**

Update the Risk and Audit Committee on the Health and Safety Strategic Plan.

**RECOMMENDATION**

That the Health and Safety Update Report for 8 February 2018 be received.

**UPDATE**

Achievements in this period:

- 3 Procedures – Smoke Free, Fitness for Work & Safe Driving have been updated – will now await the arrival of the People & Capability Manager, Nicola McRobbie to allow her input before releasing these.
- 2 trial evacuations of Council offices completed, with marked improvement on 2<sup>nd</sup> trial. Evacuation processes to be reviewed and streamlined in February 2018.
- Audit of the Takapau Recycling Station following concerns raised by contractors about rubbish. Report prepared from Health & Safety perspective in regard to location and the fact that rubbish is being deposited in the container, causing vermin issues for the Four Square and for the contractors engaged to clear the container. Recommendation to be discussed with Green Sky and Harry Robinson on alternative options.

Next reporting period:

- Job Task analysis for high risk workers continuing
- Complete Safety Plans for identified hazards via PeopleSafe and release info to staff
- Review and test Evacuation Procedures and update Wardens
- Resume contractor audits

**ASSESSMENT OF OPTIONS****Option 1**

THAT the Health and Safety Update Report for 8 February 2018 be received.

**STATUTORY IMPLICATIONS**

The recommendation meets all statutory requirements as set out in the Local Government Act 2002 Amendment 2012 as well as The Health and Safety at Work Act 2015.

**SIGNIFICANCE AND CONSULTATION**

The matters raised in this report are not significant in regard to Council's Significance policy and do not require consultation.

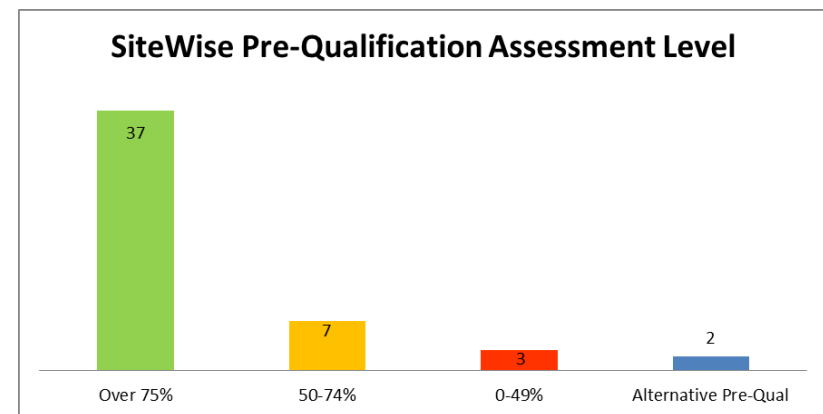
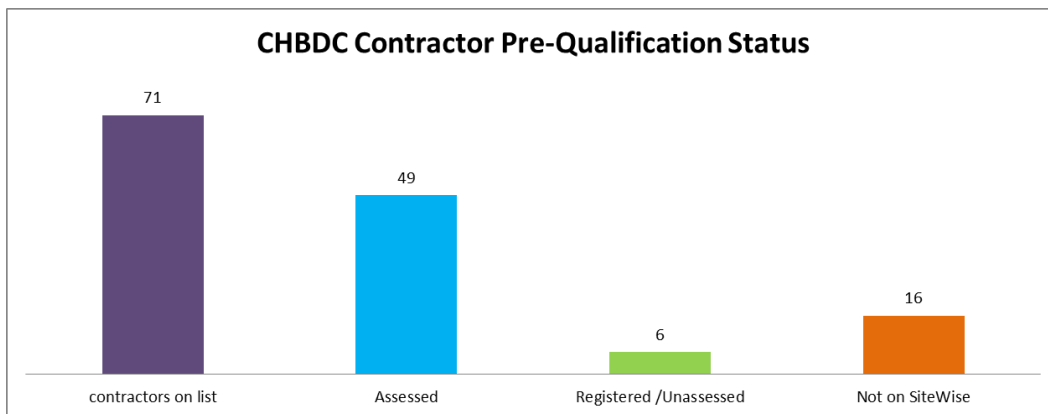
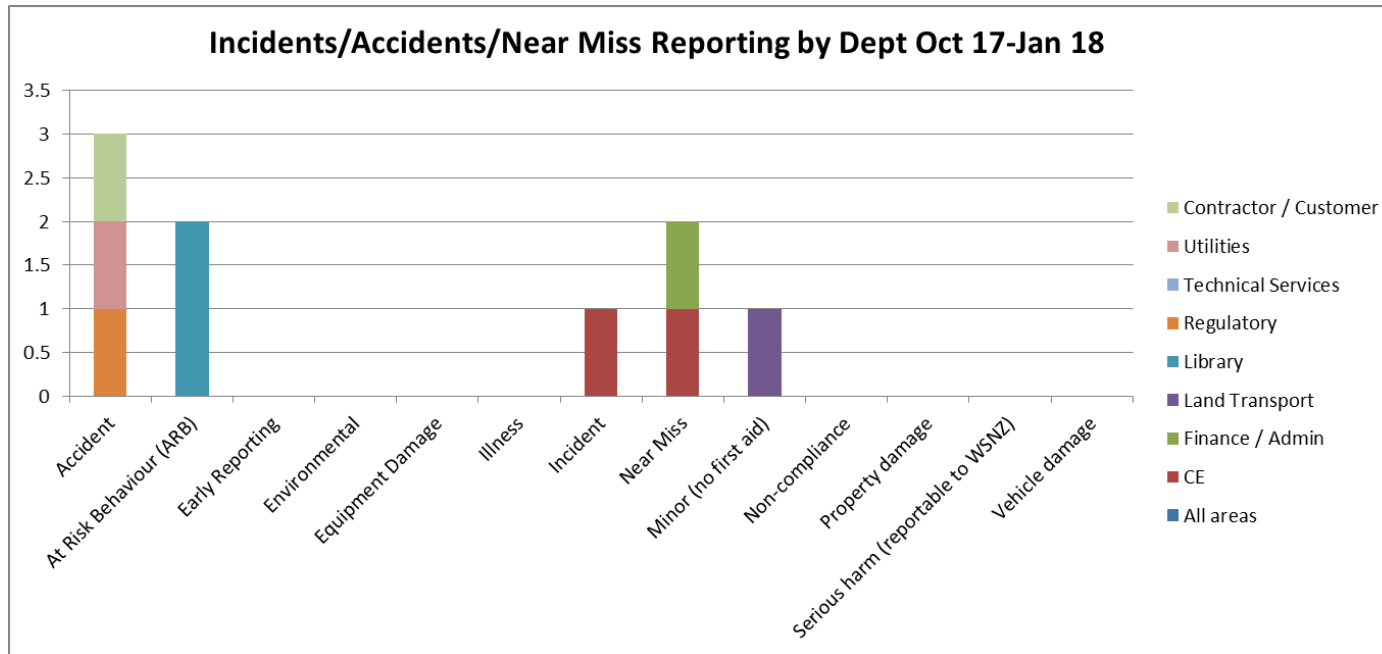
**STRATEGIC LINKS**

- Health and Safety Strategic Plan 2017/2018

**CENTRAL HAWKE'S BAY DISTRICT COUNCIL**  
**Health and Safety Report – Risk and Audit Committee**  
**8 February 2018**

Objectives	Status	Comment	Evidence Available (if required)
<b>1. Policy and Planning</b>			
Health and Safety Procedures	Alcohol, Drug & Substance Impairment draft procedure circulated for staff feedback	Following feedback some changes will be made and consultation with external professional to ensure compliance before re-release	8.14 Fitness for Work (renamed procedure drafted)
Procedure Manual	All procedures are available on the network drive or Intranet. Health and Safety procedures also available on PeopleSafe	No hard copy manual	
Procedure Review process	Being set-up with timelines	Work in with Corporate Administrator to ensure no overlap in procedures that cross between HR and H & S	These procedures will now be reviewed with People & Capability Manager going forward.
Contractor Management	Continue to monitor registrations and assessment status on SiteWise for prequalification.	Aim is to ensure initially that the high risk contractors who undertake work for Council understand the H & S requirements for their industry and have put in appropriate management steps in place to mitigate their risk.	Working with 2 smaller contractors to assist them to become Pre-Qualified, this is proving to be successful.
<b>2. Delivery</b>			
Hazard/Risk Management	Hazard registers have been developed for most areas of Council	Ongoing Adjustment to be made to Hazard procedure and risk rating to align with PeopleSafe	New Hazard/Risk registers completed for both libraries and Council office.
Hazard Reviews	Ongoing – task analysis for high risk workers to be undertaken to ensure suitable control measures are in place	Ongoing Hazards/Risks to be entered into PeopleSafe and Safety Plan (controls) to be created to manage/mitigate.	As identified new hazards recorded

Objectives	Status	Comment	Evidence Available (if required)
<b>Delivery – cont'd</b>			
Worker participation	<p>Now requirement for all staff to attend a minimum of 1 Health &amp; Safety per annum</p> <p>PeopleSafe health and safety compliance software introduced and all staff now have individual logins</p>	<p>Invite extended each month to variety of staff</p> <p>Ability to manage personal details and emergency contact</p> <p>All incidents, accident, near miss etc reporting now done via this as opposed to using paper forms.</p>	<p>Safety and Wellbeing Committee Minutes</p> <p>No meeting held Dec/Jan resume mid-February 2018</p>
Serious harm accidents/incidents/near misses	<p>Nil serious harm reports for period</p> <p>3x Accident – sprain, eye injury and member of public</p> <p>2x Near Miss – reviewed and closed</p> <p>1x Incident – minor, no injury</p> <p>2x At Risk Behaviour incidents at Library – members of public</p>	<p>There have been no serious harm accidents/incidents in past 6 months within Council.</p> <p>Staff are reporting more incidents and near misses.</p>	<p>Safety and Wellbeing Committee Meeting Minutes</p> <p>PeopleSafe online reports</p>
<b>3. Review</b>			
Ensure all Contractors are complying with and maintaining appropriate health and safety practices	<p>Ongoing</p> <p>FM Contracts to be reviewed in next 6 weeks</p>	<p>Personnel dependent and what contractors are working on what and where.</p>	<p>Audits to resume February.</p>





**7 DATE OF NEXT MEETING**

**RECOMMENDATION**

THAT the next meeting of the Central Hawke's Bay District Council be held on 22 March 2018.

**8 TIME OF CLOSURE**