

CENTRAL HAWKE'S BAY



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

Date: Wednesday, 13 June 2018
Time: at the conclusion of the Finance and Planning Committee meeting
Location: Council Chamber
28-32 Ruataniwha Street
Waipawa

AGENDA

Risk and Audit Committee Meeting

13 June 2018

**Monique Davidson
Chief Executive**

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

4 **CONFIRMATION OF MINUTES**

Risk and Audit Committee Meeting - 22 March 2018

RECOMMENDATION

THAT the minutes of the Risk and Audit Committee Meeting held on 22 March 2018 as circulated, be confirmed as true and correct.

**MINUTES OF CENTRAL HAWKES BAY DISTRICT COUNCIL
RISK AND AUDIT COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, 28-32 RUATANIWHA STREET, WAIPAWA
ON THURSDAY, 22 MARCH 2018 AT THE CONCLUSION OF THE FINANCE AND
PLANNING COMMITTEE MEETING**

PRESENT: Cr Tim Aitken, Cr Gerard Minehan, Cr Brent Muggeridge, Cr David Tennent

IN ATTENDANCE: Joshua Lloyd (Group Manager, Community Infrastructure and Development),
Monique Davidson (CEO),
Barbara Nicolle (Safety and Wellbeing Manager),
Bronda Smith (Group Manager, Corporate Support and Services),
Doug Tate (Group Manager, Customer and Community Partnerships),
Nicola Bousfield (People and Capability Manager),
Lisa Harrison (Organisation Transformation Lead)
Leigh Collecutt (Governance and Support Officer)

1 APOLOGIES

APOLOGY

COMMITTEE RESOLUTION

Moved: Cr Brent Muggeridge

Seconded: Cr Gerard Minehan

That the apology received from Her Worship the Mayor Alex Walker be accepted and leave of absence granted.

CARRIED

2 DECLARATIONS OF CONFLICTS OF INTEREST

3 STANDING ORDERS

COMMITTEE RESOLUTION

Moved: Cr David Tennent

Seconded: Cr Gerard Minehan

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.

CARRIED

4 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.

COMMITTEE RESOLUTION

Moved: Cr Gerard Minehan
Seconded: Cr David Tennent

THAT Council has read the reports associated with items 5.1, 5.2 and 5.3 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.

CARRIED

5 REPORT SECTION

5.1 CONFIRMATION OF MINUTES

PURPOSE

Attached are the minutes of the Risk and Audit Committee Meeting held 8 February 2018 and on 18 October 2017.

COMMITTEE RESOLUTION

Moved: Cr Brent Muggeridge
Seconded: Cr Gerard Minehan

THAT the minutes of the Risk and Audit Committee Meeting held on 8 February 2018 and 18 October 2017, as circulated be confirmed as true and correct.

CARRIED

5.2 HEALTH & SAFETY UPDATE

PURPOSE

To update the Risk and Audit Committee on progress against the Health and Safety 2017 Strategic Plan.

COMMITTEE RESOLUTION

Moved: Cr David Tennent
Seconded: Cr Gerard Minehan

That the Safety & Wellbeing Update Report for 22 March 2018 be noted.

CARRIED

- Mrs Nicolle spoke to the report
- Discussion around level of information to be reported to the committee for future meetings

5.3 EXTERNAL AUDIT MANAGEMENT REPORT ACTIONS UPDATE

PURPOSE

The purpose of the report is to update the Risk and Audit Committee on the External Audit Management Report Actions progress.

COMMITTEE RESOLUTION

Moved: Cr Gerard Minehan
Seconded: Cr Brent Mugeridge

That the report External Audit Management Report Actions Update be noted.

CARRIED

- Ms Smith spoke to the report

RESOLUTION TO EXCLUDE THE PUBLIC

COMMITTEE RECOMMENDATION

Moved: Cr David Tennent
Seconded: Cr Brent Mugeridge

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter 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 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
6.1 - NZTA Audit Report	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	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

COMMITTEE RESOLUTION

Moved: Cr David Tennent

Seconded: Cr Gerard Minehan

That Council moves out of Closed Council into Open Council.

CARRIED

7 DATE OF NEXT MEETING

COMMITTEE RESOLUTION

Moved: Cr Brent Muggeridge

Seconded: Cr David Tennent

THAT the next meeting of the Central Hawke's Bay District Council be held on 3 May 2018.

CARRIED

8 TIME OF CLOSURE

The Meeting closed at 11.18am.

The minutes of this meeting were confirmed at the Risk and Audit Committee Meeting held on 3 May 2018.

.....
CHAIRPERSON

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, 7.1 and 7.2 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 SAFETY AND WELLBEING UPDATE

File Number: COU1-1408

Author: Nicola Bousfield, People and Capability Manager

Authoriser: Monique Davidson, Chief Executive

Attachments: 1. **Community Safety & Wellbeing Status Update**  

PURPOSE

The purpose of this Report is to update the Risk & Audit Committee on Council's Safety and Wellbeing activities and Strategic Plan progress, as well as the reported incidents and near misses for Council staff for this quarter.

RECOMMENDATION

That, having considered all matters raised in the report, the report be received by the Committee.

SIGNIFICANCE AND ENGAGEMENT

This report is provided for information purposes only and has been assessed as being of some importance.

DISCUSSION

The appointment of the People & Capability Manager has provided an opportunity to review the performance of health and safety across the organisation. Improvement is required and one of the key Corporate outcomes for the next financial year is to enhance the Health and Safety culture.

Contractor Auditing Update

49 Contractors have been identified as currently undertaking work for Council, which have been split in to "high" "medium/high" "medium" and "low" risk contractors dependent on their scope of work.

1.

The Contractors list was reviewed and 22 Contractors were removed as they had not undertaken any work for Council, since pre-July 2017 or were incorrectly classified as contractor instead of supplier.

Contractor auditing has been escalated as a priority, with "high" risk contractor audit completion the focus.

Risk Level	Audits completed 1 st July 2017 - current	Audits planned to be completed by 30 th June 2018	Audits Planned for 2018/2019 (no upcoming work before 30 June)	Total Contractors
High	8	7	5	20
Medium/High	0	7	2	9
Medium	1	2	3	6
Low	1	7	6	14
Total	10	23	16	49

Contractor Pre-Qualification Update

During this period, the Executive Leadership Team resolved to receive Council approved pre-qualifications from smaller contractors. These Contractors are required to meet the standard set by Site Wise and follow the same pre-qualification process, but are not required to enrol with the Site Wise system.

	Pending Site Wise pre-qualification	Site Wise pre-qualified	Pending Council pre-qualification	Council pre-qualified	Total
Contractors	4	29	16	0	49

Safety requirements review of Professional Services Contracts

Planned review of safety requirements in Contractor's professional services agreements in the 2018/2019 year with applicable Council contract managers.

Asbestos Management Plan

Safety & Wellbeing have been working with the Community Infrastructure & Development group to investigate asbestos survey providers. Legislation came in to effect 4th April 2018 requiring Council to develop an Asbestos Management Plan if asbestos is found in Council owned buildings.

Three providers have been identified, who specialise in Asbestos surveying and the implementation of Asbestos Management Plans. The preferred option will be selected the following period and engaged to complete the assessment and plan if asbestos is identified.

Wellbeing Initiatives

Council staff celebrated Pink Shirt Day this quarter on 18th May 2018, participating in the international anti-bullying event.

Safety & Wellbeing Committee

The Safety & Wellbeing Committee continues to meet regularly. Recent items of discussion include:

- Near misses and incidents
- Hazard identification and management
- Procedures / Regulations / Legislative / Correspondence
- Training

Drug & Alcohol – Staff Policy and Procedure

The Drug & Alcohol – Staff Policy & Procedure was approved by ELT on Tuesday 5th June 2018. Final feedback will be presented in the next staff meeting, with the document coming in to effect from 1st July 2018.

Advanced Drug Awareness workshops are being held for Managers on 15th June 2018 with toolboxes planned for all staff in the next quarter.

Operating Procedures Review

A full review of current operating procedures is planned for next quarter, with a gap analysis to identify any operating procedures that have not yet been formalised and develop a new template.

A new pilot procedure has been drafted for "Misting Top at Waipukurau Oxidation Pond" with the CI&D team.

Training

Site Safe Foundation Passport training planned for staff on site next quarter.

Safety & Wellbeing Strategy

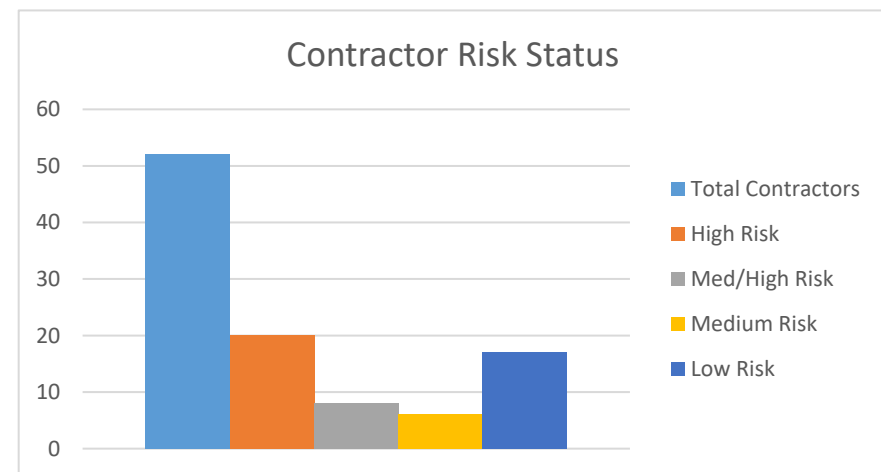
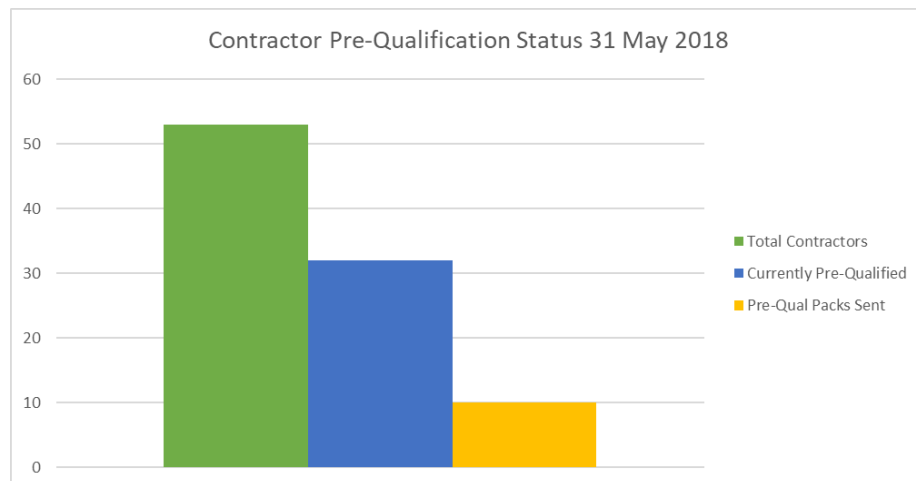
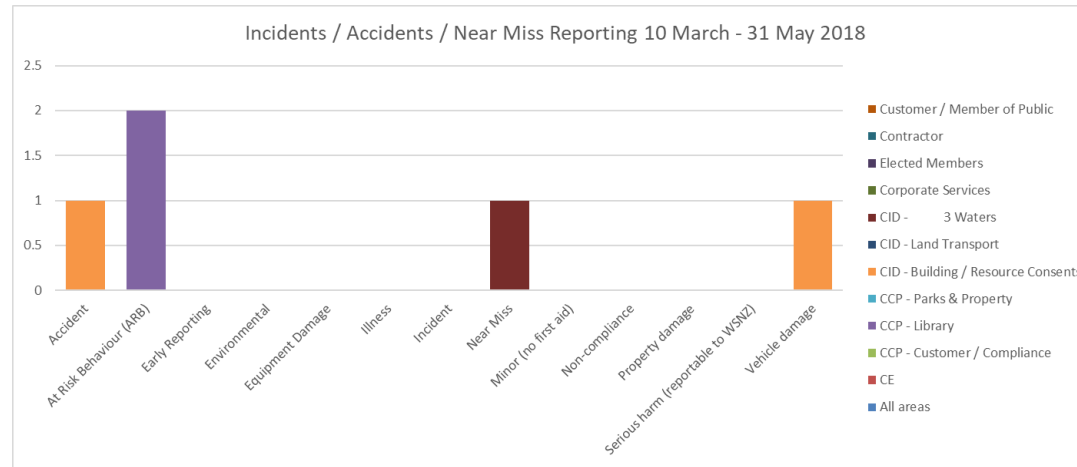
Planned to start the draft for 2018/2019 year in the next quarter.

CENTRAL HAWKE'S BAY DISTRICT COUNCIL
Safety and Wellbeing Report – Risk and Audit Committee
13 June 2018

Objectives	Status	Comment	Evidence Available (if required)
1. Policy and Planning			
Health and Safety Procedures	Drug and Alcohol Staff Policy and Procedure – approved by ELT 5 th June 2018	Will be presented to staff in the next staff meeting and rolled out from 1 st July 2018	Circulated mid-April.
Procedure Manual	Procedure manuals held by managers	No Health & Safety manual – procedures are filed with other council procedures	Available on network drive, Intranet and managers have hard copy manuals
Procedure Review process	Procedures reviewed as they expire – timeline spreadsheet to be updated	People & Capability Manager and Safety & Wellbeing Lead working in health and safety procedure review	Current procedures available as above.
Contractor Management	Contractor list updated to reflect current pre-qualification status. Of the original 71 contractors listed 49 contractors have been determined as 'contractors' rather than service suppliers and these are targeted for pre-qualification. Pre-qualification packs sent to 10 contractors on our list to complete pre-qualification process.	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.	Spreadsheet monitoring status.
2. Delivery			
Hazard/Risk Management	Hazard registers updated for Council Office and Libraries	Oxidation ponds and pump stations hazard registers are to be reviewed and updated with relevant departments.	Existing hazard registers on network drive
Hazard Reviews	Ongoing – task analysis for high risk workers to be undertaken to ensure suitable control measures are in place	Ongoing	As identified new hazards recorded

Objectives	Status	Comment	Evidence Available (if required)
Delivery – cont'd			
Worker participation	Attendance by invited employees to Safety & Wellbeing meetings ongoing	Balancing employee participation at Safety & Wellbeing meetings with business needs.	Safety and Wellbeing Committee Minutes circulated monthly to ELT and posted on noticeboard in smoko room and available on Intranet.
Serious harm accidents/incidents/near misses	Nil serious harm reports for period 1x Near Miss – investigated and process changed 1x Accident – minor, first aid 1x Incident – Minor vehicle reversing 2x Minor ‘At Risk Behaviour’ incidents at Libraries – members of public	There have been no serious harm accidents/incidents in past 11 months within Council. Staff are continuing to report via PeopleSafe	Safety and Wellbeing Committee Meeting Minutes PeopleSafe online reports
3. Review			
Ensure all Contractors are complying with and maintaining appropriate health and safety practices	Ongoing.	Original contractors list reviewed and level of risk assigned against each contractor to ensure that the high risk activities are prioritised.	10x audits completed – no non-compliance noted .

CENTRAL HAWKE'S BAY DISTRICT COUNCIL Health and Safety Report – Risk and Audit Committee



7 PUBLIC EXCLUDED**RESOLUTION TO EXCLUDE THE PUBLIC****RECOMMENDATION**

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7.1 - Internal Audit - Contract Management	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority	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
7.2 - NZTA Audit Report Update	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority	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

RECOMMENDATION

THAT Council moves out of Closed Council into Open Council

8 DATE OF NEXT MEETING**RECOMMENDATION**

THAT the next meeting of the Central Hawke's Bay District Council be held on 26 July 2018.

9 TIME OF CLOSURE