

Mā tō tātou takiwā
For our District

Audit and Risk Committee

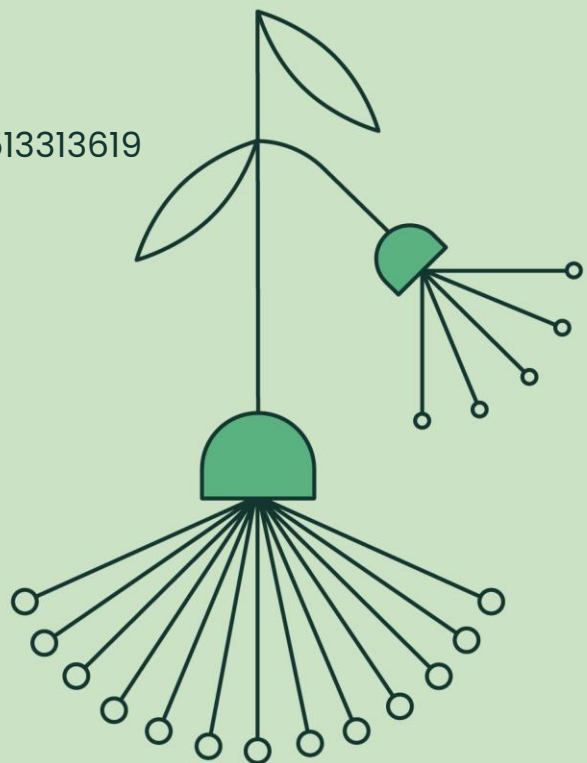
Komiti Taiwhenua

AR22-1

Tuesday, 15 March 2022, 9.30am

Via Zoom

<https://westernbay-govt-nz.zoom.us/j/88513313619>



Audit and Risk Committee

Membership:

| | |
|--------------------|---|
| Chairperson | Cr James Denyer |
| Deputy Chairperson | Cr Murray Grainger |
| Members | Cr Grant Dally Cr Mark Dean Cr Monique Gray Cr Anne Henry Cr Kevin Marsh Cr Margaret Murray-Benge Deputy Mayor John Scrimgeour Cr Allan Sole Cr Don Thwaites Mayor Garry Webber Mark Maloney – Independent Member |
| Quorum | 6 |
| Frequency | Quarterly |

Role:

To provide assurance and assistance to the Western Bay of Plenty District Council on management of Council's risk, financial control and compliance framework, and its external accountability responsibilities.

Scope:

- Recommend to Council an appropriate risk management strategy and monitor the effectiveness of that strategy.
- Monitor the Council's external and internal audit process and the resolution of any issues that are raised.
- Review key formal external accountability documents such as the Annual Report in order to provide advice and recommendation in respect to the integrity and appropriateness of the documents and the disclosures made.
- Provide a forum for communication between management, internal and external auditors and the governance level of Council.
- Ensure the independence and effectiveness of Council's internal audit processes
- Oversee the development of the council's Annual Report.
- Oversee the development of financial policies.
- Monitor existing corporate policies and recommend new corporate policies to prohibit unethical, questionable or illegal activities.
- Support measures to improve management performance and internal controls.

Responsibilities:

External Audit and External Accountability

- Engage with Council's external auditors regarding the external audit work programme and agree the terms and arrangements of the external audit in relation to the Annual Report.
- To recommend the adoption of the Annual Report and the approval of the Summary Annual Report to Council.
- Review of the effectiveness of the annual audit.
- Monitor management response to audit reports and the extent to which external audit recommendations concerning internal accounting controls and other matters are implemented.

Internal Audit

- In conjunction with the Chief Executive and the Group Manager Finance and Technology Services, agree the scope of any annual internal audit work programme and assess whether resources available to Internal Audit are adequate to implement the programme.
- Monitor the delivery of any internal audit work programme.
- Assess whether any significant recommendations of any internal audit work programme have been properly implemented by management. Any reservations the Internal Auditor may have about control risk, accounting and disclosure practices should be discussed by the Committee.

Risk Management

- Review the risk management framework, and associated procedures to ensure they are current, comprehensive and appropriate for effective identification and management of Council's financial and business risks, including fraud.
- Review the effect of Council's risk management framework on its control environment and insurance arrangements.
- Review whether a sound and effective approach has been followed in establishing Council's business continuity planning arrangements.
- Review Council's fraud policy to determine that Council has appropriate processes and systems in place to capture and effectively investigate fraud-related information.

Other Matters

- Review the effectiveness of the control environment established by management including computerised information systems controls and security. This also includes a reviewing/monitoring role for relevant policies, processes and procedures.
- Review the effectiveness of the system for monitoring Council's financial compliance with relevant laws, regulations and associated government policies

- Engage with internal and external auditors on any specific one-off audit assignments.
- Consider financial matters referred to the committee by the Chief Executive, Council or other Council committees.

Power to Act:

The Committee is delegated the authority to:

- Receive and consider external and internal audit reports.
- Receive and consider staff reports on audit, internal control and risk management related matters.
- Make recommendations to the Council on financial, internal control and risk management policy and procedure matters as appropriate.
- To approve the Auditors' engagement and arrangements letters in relationship to the Annual Report.

Notice is hereby given that a Audit and Risk Committee Meeting will
be held via Zoom on:
Tuesday, 15 March 2022 at 9.30am

Order Of Business

| | | |
|------|---|----|
| 1 | Present..... | 6 |
| 2 | In Attendance | 6 |
| 3 | Apologies..... | 6 |
| 4 | Consideration of Late Items..... | 6 |
| 5 | Declarations of Interest | 6 |
| 6 | Public Excluded Items | 6 |
| 7 | Public Forum..... | 6 |
| 8 | Presentations | 7 |
| 8.1 | Bancorp Treasury Update and Presentation | 7 |
| 8.2 | Aon Insurance Update Presentation – Current Market and Emerging Risks..... | 8 |
| 9 | Reports | 9 |
| 9.1 | Summary of Audit and Risk Agenda Topics - March 2022..... | 9 |
| 9.2 | Treasury Update Report | 43 |
| 9.3 | Quarterly Review of Risk Profile | 45 |
| 9.4 | Update on Outstanding Audit Items (Internal/External) March 2022 | 48 |
| 9.5 | Health and Safety Report..... | 63 |
| 10 | Information for Receipt..... | 67 |
| 11 | Resolution to Exclude the Public..... | 67 |
| 11.1 | Litigation Update | 67 |

1 PRESENT**2 IN ATTENDANCE****3 APOLOGIES****4 CONSIDERATION OF LATE ITEMS****5 DECLARATIONS OF INTEREST**

Members are reminded of the need to be vigilant and to stand aside from decision making when a conflict arises between their role as an elected representative and any private or other external interest that they may have.

6 PUBLIC EXCLUDED ITEMS**7 PUBLIC FORUM**

A period of up to 30 minutes is set aside for a public forum. Members of the public may attend to address the Board for up to five minutes on items that fall within the delegations of the Board provided the matters are not subject to legal proceedings, or to a process providing for the hearing of submissions. Speakers may be questioned through the Chairperson by members, but questions must be confined to obtaining information or clarification on matters raised by the speaker. The Chairperson has discretion in regard to time extensions.

Such presentations do not form part of the formal business of the meeting, a brief record will be kept of matters raised during any public forum section of the meeting with matters for action to be referred through the customer contact centre request system, while those requiring further investigation will be referred to the Chief Executive.

8 PRESENTATIONS

8.1 BANCORP TREASURY UPDATE AND PRESENTATION

File Number: A4483649

Author: David Jensen, Finance Manager

Authoriser: James Graham, Acting Group Manager Finance and Technology Services

EXECUTIVE SUMMARY

Bancorp Treasury will present an overview of market trends and forecasts, along with their implications for Council. Specifically, their presentation will focus on:

- Trends and forecasts for domestic inflation;
- Forecasts for market interest rates; and
- How Council has positioned itself within its treasury strategy to mitigate interest rate risks.

RECOMMENDATION

1. That the Finance Manager's report dated 15 March 2022 titled 'Bancorp Treasury Update and Presentation' be received.
2. That the presentation from Bancorp Treasury dated 15 March 2022 be received.

8.2 AON INSURANCE UPDATE PRESENTATION – CURRENT MARKET AND EMERGING RISKS**File Number: A4494387****Author: Tashina Abraham, Senior Assurance and Risk Specialist****Authoriser: James Graham, Acting Group Manager Finance and Technology Services****EXECUTIVE SUMMARY**

AON Insurance will be in attendance to give a presentation on:

- The Current Market; and
- Emerging Risks.

RECOMMENDATION

1. That the Senior Assurance and Risk Specialist's report dated 15 March 2022 titled 'AON Insurance Update Presentation – Current Market and Emerging Risks' be received.
2. That the presentation from AON Insurance dated 15 March 2022 be received.

9 REPORTS

9.1 SUMMARY OF AUDIT AND RISK AGENDA TOPICS – MARCH 2022

File Number: A4474387

Author: Tashina Abraham, Senior Assurance and Risk Specialist

Authoriser: James Graham, Acting Group Manager Finance and Technology Services

EXECUTIVE SUMMARY

The purpose of this report is to provide the Audit and Risk Committee with an overview of the content of the reports relating to risk, treasury, external and internal audit, and other organisational matters covered in the meeting agenda.

RECOMMENDATION

That the Senior Assurance and Risk Specialist's report dated 15 March 2022 titled 'Summary of Audit and Risk Agenda Topics – March 2022' be received.

BACKGROUND

1. The Audit and Risk Committee oversees the risk management of Council and provides objective advice on Council's Assurance Work Programme, and internal and external reporting.

BANCORP TREASURY UPDATE

2. Representatives from Bancorp Treasury will present an overview of market trends and forecasts, along with their implications for Council.

AON INSURANCE

3. Representatives Matthew Wilson and Deanne MacDonald from Aon Insurance will provide an update on the current market conditions, outcomes from the insurance renewal process completed in November 2021 and emerging risks if any.

Matthew Wilson | National Client Relationship Manager, Local Government Risk Practice, Aon

Matthew has over 30 years of insurance experience and has been with Aon New Zealand for 16 years. During this time Matthew has looked after large multinational accounts and more recently taken the role of National Client Relationship Manager for Aon's Local Government Risk Practice Group. Matthew is based in Hamilton and leads a team of 10 corporate specialists.

Deanna Macdonald | Operations Manager – Local Government Risk Practice, Aon

Deanna is an experienced corporate Operations Manager and has been with Aon for 5 years. She is responsible for operational service delivery and is part of the strategic direction and leadership team for the Local Government Risk Practice Group within Aon.

WBOPDC FINAL AUDIT 2020–2021

4. The final audit for the 2020–2021 financial year has been completed and the report from Audit New Zealand is attached (**Attachment 1**). The report which will be presented by Audit New Zealand representatives sets out the findings from the audit together with management comments to the findings.

TREASURY UPDATE

5. A report on the treasury related risks in the current economic climate and its impact on Council's operating environment is provided separately.

RISK PROFILE UPDATE

6. The Audit and Risk committee has previously reviewed a selection of risks which include a combination of strategic and operational risks. These risks have historically been defined by staff and presented to Councillors for review and verification. These may or may not reflect the risks that Councillors are concerned or focused on in their Governance role, in achieving the key strategic deliverables in the Long-Term Plan. As a result, a separate workshop will be undertaken by KPMG to enable Councillors to identify and work through the key risks that they wish to monitor and understand fully.

AUDIT MONITORING REPORT (EXTERNAL/INTERNAL)

7. The Audit Monitoring Report provides a status update on management's response to outstanding audit recommendations raised by Audit New Zealand, as part of the external audit process and KPMG's internal audit review of Council's asset management planning processes and key financial controls.

HEALTH AND SAFETY REPORT

8. A separate report has been submitted by the Group Manager for People and Customer Services on health and safety matters.

LITIGATION REPORT

9. A separate report has been submitted by the Group Manager for Policy, Planning and Regulatory Services on litigation matters.

RISK WORKSHOP – KPMG

10. The Risk workshop will be facilitated by KPMG at the conclusion of the Audit and Risk Committee to enable Councillors identify and work through the key risk categories that they wish to monitor and understand fully.

David Sutton | Partner – KPMG

David will facilitate the workshop at the Audit & Risk Committee via Zoom. David leads KPMG's Risk Management and Internal Audit practice for New Zealand. He works across several sectors, including local government, having assisted a large number of District Councils to uplift their risk practices. He is a lead facilitator and content developer for the Institute of Directors' Risk Essentials and Audit & Risk Management Committee courses.

ATTACHMENTS

1. **Western Bay of Plenty District Council's Final Audit Report Year Ended 2021** 

AUDIT NEW ZEALAND
Mana Arotake Aotearoa

**Report to the Council on
the audit of**

Western Bay of Plenty District Council

For the year ended 30 June 2021

Contents

| | |
|--|----|
| Key messages | 3 |
| 1 Recommendations | 4 |
| 2 Our audit report | 6 |
| 3 Matters raised in the Audit Plan | 7 |
| 4 Other findings and areas of focus | 13 |
| 5 Public sector audit..... | 18 |
| 6 Key changes to the Government Procurement Rules..... | 19 |
| 7 Useful publications..... | 22 |
| Appendix 1: Status of previous recommendations | 24 |
| Appendix 2: Disclosures | 30 |

Key messages

We have completed the audit for the year ended 30 June 2021. This report sets out our findings from the audit and draws attention to areas where the District Council is doing well and where we have made recommendations for improvement.

Audit opinion

We issued an unmodified audit report dated 19 October 2021.

Matters identified during the audit

We have identified several areas of improvement in the District Council's processes underpinning the accuracy and completeness of property, plant, and equipment disclosed in the annual report. Further information is provided in section 4 of this report.

Another area of audit focus was the valuation of operational, restricted, and infrastructure assets. We reviewed the valuations to confirm that they were soundly based and had been correctly accounted for. We are satisfied that the valuations are correctly recorded in the District Council's financial statements. We noted several valuation reports did not contain the expected level of information. We have made recommendations for improvements in this area in section 4 of this report.

The District Council received \$3.4 million from the Crown for the first tranche funding for the three waters reform. We reviewed the accounting treatment of the funding to ensure compliance with the appropriate accounting standards. We are satisfied the funding has been correctly recorded in the District Council's financial statements and complies with the appropriate accounting standards.

We also followed up on the status of issues outstanding from previous audits. These matters are discussed further in Appendix 1.

Thank you

We would like to thank the Council, management, and staff for the assistance received during the audit.



Clarence Susan
Appointed Auditor
8 December 2021

9.2 TREASURY UPDATE REPORT

File Number: A4483664

Author: David Jensen, Finance Manager

Authoriser: James Graham, Acting Group Manager Finance and Technology Services

EXECUTIVE SUMMARY

This report provides an overview of the risks associated with Council's treasury function and the procedures in place to mitigate those risks.

RECOMMENDATION

That the Finance Manager's report dated 15 March 2022 titled 'Treasury Update Report' be received.

BACKGROUND

1. Council has a Treasury Policy which sets the strategic direction for Council's treasury function and the mitigation procedures in place to minimise Council's exposure to treasury related risk. This report provides an update on the treasury related risks presented on 15 March 2022 and assesses Council's exposure as required by Council's Treasury Policy.

INTEREST RATE RISK

2. 'Interest Rate Risk' is the risk that either investment returns will fall materially short of forecast, or, that financing costs will exceed projections due to adverse movements in interest rates.
3. The Reserve Bank raised the Official Cash Rate (OCR) to 0.75% in its Monetary Policy Statement on 24 November 2021. Headline inflation data showed that household inflation is currently 5.9%, with the Bank expecting the Consumer Price Index to measure above 5% in the near term before returning towards the 2% policy target over the next two years. The Reserve Bank has built a series of rate increases into its forecast, with the OCR currently predicted to reach 3% in mid-2023.
4. Council's interest rate hedging remains within policy, and we have a large degree of price certainty relating to our borrowing costs for the next 12 months due to our mixture of fixed and floating rate debt. Market pricing for interest rate swaps does not currently show a price advantage in extending Council's hedging position, however staff maintain a watching brief in this area. Council continues to work with Bancorp Treasury to manage hedging positions to strike a balance between price certainty and flexibility, and Council's interest rate risk remains low.

LIQUIDITY AND FUNDING RISK

5. 'Liquidity Risk' is the risk that Council may not have enough liquid cash or committed facilities on hand to fund operations. This is because Council's cash flow is dependent on the maturity of cash investments and loans.
6. Planned capital expenditure for 2021/2022 is likely to be under budget due to supply constraints and the ability of the market to deliver, which means that planned borrowing scheduled for this financial year has not yet had to occur. Capital expenditure forecasts continue to be refined to understand the level of borrowing that may be required.
7. Council has a debt maturity of \$10 million in May 2022 which is currently forecast to be repaid from cash on hand. Council maintains the ability to borrow from the Local Government Funding Agency and should additional capital be required this will be accessed at the point in time at which it is needed to deliver on capital and operational budgets.
8. Council began the financial year in a strong cash position and continues to hold positive balances. Viewing this in conjunction with Council's ability to access capital from the Local Government Funding Agency, Council's liquidity and funding risk remains low.

COUNTERPARTY CREDIT RISK

9. 'Foreign Exchange Risk' is the risk that volatile movements in foreign currency may adversely affect the cost to Council of entering into arrangements with offshore parties.
10. Council has not entered into any significant foreign exchange contracts and this risk remains low.

COUNTERPARTY CREDIT RISK

11. 'Counterparty Credit Risk' is the risk of losses occurring as a result of a counterparty default.
12. Council continues to require credit ratings of 'A' or higher when placing funds on deposit. This requirement may need to be revised, depending on the current review of bank credit ratings by their respective rating agencies.

While there is a possibility that banks may receive a lower rating, they are not yet considered at risk of default. Council continues to view its counterparty risk as low.

9.3 QUARTERLY REVIEW OF RISK PROFILE

File Number: A4470178

Author: Tashina Abraham, Senior Assurance and Risk Specialist

Authoriser: James Graham, Acting Group Manager Finance and Technology Services

EXECUTIVE SUMMARY

1. Mark Maloney has resigned from the Audit and Risk Committee effective at the end of the March 2022 meeting. Mark has taken up an opportunity with central Government. We are currently recruiting to appoint a new independent member to the Audit and Risk committee.
2. A Risk Management Policy and Framework has been developed. This will be outlined and discussed at the Councillor workshop.
3. Western Bay of Plenty District Council's Strategic Risk Profile of eleven risks was reviewed and workshopped with the Senior Leadership Team. These risks were discussed to reflect the changing external environment. A separate workshop with KPMG has been organised for Councillors to ensure operational risks are aligned to the overall risk factors Councillors are concerned with in the delivery of the strategic outcomes agreed in the Long-Term Plan.

RECOMMENDATIONS

1. That the Senior Assurance and Risk Specialist's report dated 15 March 2022 titled 'Quarterly Review of Council's Risk Profile' be received.
2. That the report relates to an issue that is of low significance in terms of Council's Significance and Engagement Policy.

RISK REPORTING

4. Delivery of work programmes to time and budget is a significant risk to the organisation. Supply chain shortages lead to an inflation impact on materials and the availability of staffing in the labour markets and forced isolation periods for COVID-19 infections is of primary concern to the delivery of capital programmes and council services.
5. Three Waters Transition – The mandatory Three Waters Reform would see Council transferring control of water supply, wastewater and stormwater assets and service delivery to a new Water Service Entity (WSE). The method of transfer of assets and debt is not yet completely clear and Department of Internal Affairs is behind schedule in implementing their roadmap for this change. Council is actively

engaged and front running the dialogue with the Government and transition agencies.

6. Emerging risks around the Resource Management Act reforms and its effect on Financial Contributions (two-and three-story homes) to allow for more dense housing.

Contribution to residential housing development cost – land, labour and materials are the major cost components that go into a residential building. However, a multitude of other cost factors are associated with housing development. New intensification rules will allow buildings of up to three storeys on most sites in cities without any need for resource consent from August 2022.

If implemented this may result in revenue assumption risks relating to Financial Contributions:

- Development may occur in different ways than we forecasted in our models and the types of houses constructed may not need resource consents in the future, removing our ability to charge financial contributions on those properties.
- Potential that changes in either the realisation of growth or price escalations in construction over time result in an under collection in financial contribution revenue.
- Lag between expenditure incurred by Council and contributions received from those undertaking developments is different from that assumed in the funding model and that the costs of capital projects are greater than expected. This would result in an increased debt servicing cost.

7. Climate Change Response – The principal risk is failing to adequately respond to climate change, with increased risk of asset failure, financial costs, reputational damage, litigation and failing in legislative responsibilities. Risks associated with responding to this are secondary.

Council's risk mitigation towards this includes adaptation actions (initiatives to reduce emissions) and mitigation actions (changing how core services are delivered to the community to counteract the impacts of a warming climate).

A Climate Change Specialist will be employed in 2022/2023 to help deliver on Council's obligation towards climate action.

SIGNIFICANCE AND ENGAGEMENT

8. The Local Government Act 2002 requires a formal assessment of the significance of matters and decision in this report against Council's Significance and Engagement Policy. In making this formal assessment there is no intention to assess the importance of this item to individuals, groups, or agencies within the community and it is acknowledged that all reports have a high degree of importance to those affected by Council decisions.

9. In terms of the Significance and Engagement Policy this decision is of low significance as residents and ratepayers are not affected by the review even though the risk may occur later. Ratepayers and residents would only be affected if a significant risk occurred.

ENGAGEMENT, CONSULTATION AND COMMUNICATION

| Interested/Affected Parties | Planned Communication | |
|---|--|---------|
| Western Bay of Plenty District Council SLT and Finance Team | Appropriate staff to be notified accordingly. | Planned |
| Tangata Whenua | Regular communication would be undertaken by Council in the event of a major risk eventuating. Civil Defence would deal with any emergency communications. | |
| General Public | Regular communication would be undertaken by Council in the event of a major risk eventuating. Civil Defence would deal with any emergency communications. | |

STATUTORY COMPLIANCE

10. The recommendation in this report complies with Council’s current Risk Management Policy and Risk Management Framework.

FUNDING/BUDGET IMPLICATIONS

| Budget Funding Information | Relevant Detail |
|----------------------------|--|
| Not currently applicable | If changes to the risk priorities result in risk mitigation actions, there may be budget implications. |

9.4 UPDATE ON OUTSTANDING AUDIT ITEMS (INTERNAL/EXTERNAL) MARCH 2022

File Number: A4486038

Author: Tashina Abraham, Senior Assurance and Risk Specialist

Authoriser: James Graham, Acting Group Manager Finance and Technology Services

EXECUTIVE SUMMARY

The purpose of this report is to provide status updates on management's response to recommendations raised in management reports as part of the following processes:

- (a) The audit of the Long-Term Plan and Annual Report carried out by Council's external auditor Audit New Zealand; and
- (b) Internal audit reviews carried out by Council's internal auditor KPMG as part of the internal audit work programme.

The status updates on open external and internal audit recommendations have been amalgamated into one report (**Attachment 1**). Closed audit items are available separately on Stellar.

RECOMMENDATION

That the Senior Assurance and Risk Specialist's report dated 15 March 2022 titled 'Update on Outstanding Audit Items (Internal/External) March 2022' be received.

BACKGROUND

Audit New Zealand

1. The Local Government Act 2002 requires Local Authorities to have their Annual Reports and Long-Term Plans audited by the Office of the Auditor-General. The Office of the Auditor-General has appointed Audit New Zealand as Council's audit service provider.
2. The process for auditing the Annual Report and Long-Term Plan involves Audit New Zealand issuing an opinion that the information published in these documents fairly presents the Council's financial position and complies with legislation.
3. At the conclusion of each audit, Audit New Zealand provide a management report highlighting any issues they find, the degree of severity of the issue and a recommendation. Issues raised by Audit New Zealand are classed as 'Urgent, Necessary or Beneficial'.

KPMG

4. During the 2016/2017 financial year KPMG was appointed as Council's internal auditor under a Bay of Plenty Local Authority Shared Services (BOPLASS) arrangement and worked with staff to establish a three-year internal audit plan. The audit plan was presented at the February 2020 Audit and Risk Committee. The audit plan outlined the intended areas of focus for 2017, 2018 and 2019, with confirmation sought from senior management on an annual basis.
5. The annual internal audit plan review for 2018 identified asset management and key financial controls as areas of internal audit focus. Status updates to the key findings are included in the attached 'Audit Monitoring' table (**Attachment 1**).

ATTACHMENTS

1. **Audit Monitoring Table (Internal/External) - March 2022**  

9.5 HEALTH AND SAFETY REPORT

File Number: A4471600

Author: Lauren Schild, Executive Assistant, People and Customer Services

Authoriser: Jan Pedersen, Group Manager People And Customer Services

EXECUTIVE SUMMARY

Health and Safety Report

This report provides a summary of:

- The health and safety performance across the organisation;
- Significant health and safety risks and safety events for the reporting period; and
- The progress against the health and safety strategy and work programme.

RECOMMENDATION

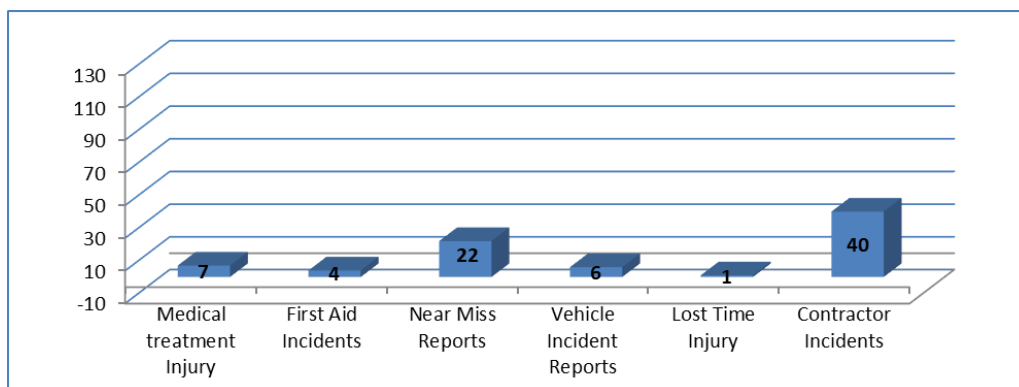
That the Executive Assistant, People and Customer Service’s report dated 15 March 2022 titled ‘Health and Safety Report’ be received.

BACKGROUND

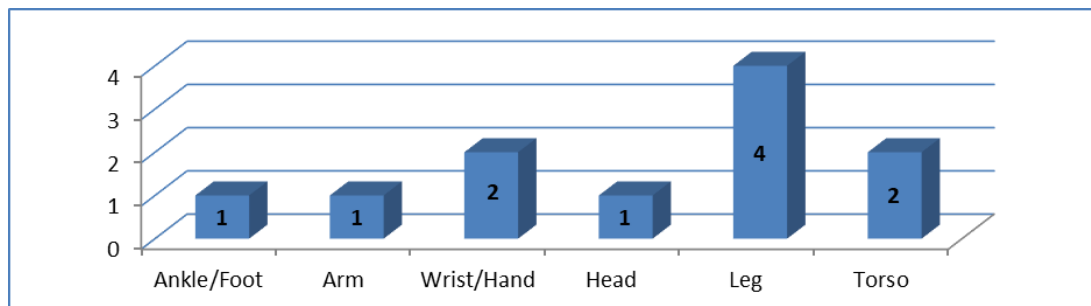
1. Health and Safety Performance

The graph and data below provide an overview of Council’s Health and Safety performance.

Summary of Safety Events – 1 October 2021 – 28 February 2022



Type of Injuries Sustained, Year to Date - 1 January 2022 – 28 February 2022



Aggressive Customers

Council staff were involved in five separate aggressive customer interactions throughout the reporting period. Four of these events related to non-compliance of COVID-19 mandate requirements at the Te Puke Library and Service Centre, which resulted in trespass notices being issued for two of the events.

Mitigation safety controls include on site security services at Te Puke Library and Service Centre, improved CCTV and continuous review of COVID-19 related safety protocols. Pastoral care was provided to the affected staff. One safety incident relates to an animal control interaction at the Katikati Dog Pound, in which a dog owner verbally threatened a staff member.

Council recently introduced lone worker devices to pound officers and libraries and service centres which includes a GPS tracking, duress alarm, fall detection and 2-way verbal communication connected to a monitoring agent. These safety devices have been implemented to ensure staff have an effective means of communication, and a timely response when faced with threatening or aggressive behaviours.

2. Accident/Incident Frequency Rates

The metrics reported are:

- Lost Time Injury Frequency Rate (LTIFR). This is the average number of lost time injuries per 200,000 hours worked
- Total Recordable Injury Frequency Rate (TRIFR). This is the average number of recorded injuries per 200,000 hours worked
- Lost Time Injuries (LTI's).

| Metrics | Council's year to date records | Local Government Industry Benchmark |
|------------------------------|--------------------------------|-------------------------------------|
| Average LTIFR (year to date) | 0 | 2.5 |
| Average TRIFR (year to date) | 2 | 7 |

| | | |
|--|---|---|
| Average Lost Time Injuries (LTI). Recorded (year to date) of LTI's. | 1 | 3 |
|--|---|---|

3. Summary of Safety Events – Year to Date – 28 February 2022

| Safety Events | Year to Date Results FY 2022 (Q,2) | Year to Date Results FY 2021 | Year to Date Results FY 2020 | Year to Date Results FY 2019 |
|--|--|------------------------------------|------------------------------------|------------------------------------|
| Medical Treatment Injury | 7 | 3 | 5 | 1 |
| First Aid Incidents | 4 | 34 | 8 | 23 |
| Near Miss Reports | 22 | 67 | 64 | 84 |
| Vehicle Reports | 6 | 7 | 11 | 38 |
| Lost Time Injury | 1 | 2 | 3 | 4 |
| Contractor Incidents | 40 | 106 | 150 | 123 |
| Total Safety Event Reports Year to Date | 80 | 219 | 241 | 273 |

4. Health and Safety Hazard Risk Management

The following high-risk hazards and risk were focussed on:

- Lone worker devices were implemented for all high-risk activities in order to support isolated staff and staff who encounter aggressive customers.
- A review of Council’s traffic management protocols was completed within the reporting period and relevant staff were trained on traffic management.
- Council’s safety team are focussing on managing contractor safety which included reviewing health and safety documentation and completing site inspections. This included the Kerbside Collection Programme, Te Puna Quarry Park, infrastructure and roading projects across the district.

5. COVID-19 Management Planning and Policy

Council continues to monitor and respond to updates from Central Government’s communication and guidelines for COVID-19 and will communicate key safety messages from central government to all staff and elected members.

Remote working is encouraged to minimise staff contact and to ensure Council maintains business continuity throughout the pandemic.

Council has implemented a COVID-19 vaccination policy for staff and contractors and vaccine pass requirements for customers.

6. Health and Safety Strategic Work Programme

- Policy and guideline reviews;
- Re-classification and ranking of top risks;
- Safety site inspections and audits;
- Contractor management, including an online induction programme;
- Incident and accident safety management; and
- Engagement and training with safety and wellbeing.

Throughout the reporting period staff attended the following training:

- Traffic management;
- Pandemic planning and Rapid Antigen testing; and
- First Aid.

Policies and procedures recently reviewed included:

- Officers due diligence;
- Covid -19 Protection Policy;
- Hazard management, including key safety risks; and
- Traffic Management Policy and associated standard operating procedures.

Council has a pro-active wellbeing group, which includes a holistic approach to health, and wellbeing. A number of activities were carried out for the reporting period, including mental health workshops, resilience training and physical exercise groups.

7. Health and Safety Committee

Council has an active Health and Safety Committee, which includes representation from across the organisation and senior management. The Health and Safety Committee meet on a monthly basis and review safety events, policies and new legislation.

10 INFORMATION FOR RECEIPT

11 RESOLUTION TO EXCLUDE THE PUBLIC

RESOLUTION TO EXCLUDE THE PUBLIC

RECOMMENDATION

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 |
|--|---|--|
| 11.1 - Litigation Update | 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 | 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 |