

I hereby give notice that an ordinary meeting of the Audit, Risk and Investment Committee will be held on:

Date: Tuesday, 26 November 2019
Time: To follow the Council Meeting
Venue: Tararua Room
Horizons Regional Council
11-15 Victoria Avenue, Palmerston North

AUDIT, RISK AND INVESTMENT COMMITTEE

AGENDA

MEMBERSHIP

Chair	Cr AL Benbow
Deputy Chair	Cr EM Clarke
Councillors	Cr RJ Keedwell
	Cr SD Ferguson
	Cr JM Naylor
	Cr NJ Patrick
	Cr GJ Turkington

Michael McCartney
Chief Executive

Contact Telephone: 0508 800 800
Email: help@horizons.govt.nz
Postal Address: Private Bag 11025,
Palmerston North 4442

Full Agendas are available on Horizons Regional Council website
www.horizons.govt.nz

for further information regarding this agenda, please contact:
Julie Kennedy, 06 9522 800

CONTACTS	24 hr Freephone : 0508 800 800	help@horizons.govt.nz	www.horizons.govt.nz	
SERVICE CENTRES	Kairanga Cnr Rongotea & Kairanga-Bunnythorpe Rds, Palmerston North	Marton 19-21 Hammond Street	Taumarunui 34 Maata Street	Woodville Cnr Vogel (SH2) & Tay Sts
REGIONAL HOUSES	Palmerston North 11-15 Victoria Avenue	Whanganui 181 Guyton Street		
DEPOTS	Levin 120-122 Hokio Beach Rd	Taihape 243 Wairanu Rd		
POSTAL ADDRESS	Horizons Regional Council, Private Bag 11025, Manawatu Mail Centre, Palmerston North 4442			
FAX	06 9522 929			

TABLE OF CONTENTS

1	Welcome / Karakia	5
2	Apologies and Leave of Absence	5
3	Public Forums / Deputations / Petitions	5
4	Supplementary Items	5
5	Members' Conflict of Interest	5
6	Health and Safety Report as at 15 November 2019	
	<i>Report No: 19-183</i>	7
	<i>Annex A - Health and Safety Report to 15 November 2019</i>	9
7	Public Excluded Section	
7.1	Procedural motion to exclude the public	11
PX1	Risk Register Update	
	<i>Report No: PX19-184</i>	
PX2	Financial Performance for the Four Months ended 31 October 2019 (<i>Supplementary Item</i>)	
PX2	Committee to consider whether any item in the Public Excluded minutes can be moved into the public domain, and define the extent of the release.	

AGENDA

1 Welcome/Karakia

2 Apologies and Leave of Absence

At the close of the Agenda no apologies had been received.

3 **Public Forums:** Are designed to enable members of the public to bring matters, not on that meeting's agenda, to the attention of the local authority.

Deputations: Are designed to enable a person, group or organisation to speak to an item on the agenda of a particular meeting.

Requests for Public Forums / Deputations must be made to the meeting secretary by 12 noon on the working day before the meeting. The person applying for a Public Forum or a Deputation must provide a clear explanation for the request which is subsequently approved by the Chairperson.

Petitions: Can be presented to the local authority or any of its committees, so long as the subject matter falls within the terms of reference of the council or committee meeting being presented to.

Written notice to the Chief Executive is required at least 5 working days before the date of the meeting. Petitions must contain at least 20 signatures and consist of fewer than 150 words (not including signatories).

Further information is available by phoning 0508 800 800.

4 Supplementary Items

To consider, and if thought fit, to pass a resolution to permit the Committee/Council to consider any further items relating to items following below which do not appear on the Order Paper of this meeting and/or the meeting to be held with the public excluded.

Such resolution is required to be made pursuant to Section 46A(7) of the Local Government Official Information and Meetings Act 1987 (as amended), and the Chairperson must advise:

- (i) The reason why the item was not on the Order Paper, and
- (ii) The reason why the discussion of this item cannot be delayed until a subsequent meeting.

5 Members' Conflict of Interest

Members are reminded of their obligation to declare any conflicts of interest they might have in respect of the items on this Agenda.

Report No.	19-183
Information Only - No Decision Required	

HEALTH AND SAFETY REPORT AS AT 15 NOVEMBER 2019

1. PURPOSE

- 1.1. The purpose of this report is to provide Members of the Audit, Risk and Investment Committee with a summary of health and safety related activities and performance for the financial year up to 15 November 2019.

2. RECOMMENDATION

That the Committee recommends that Council:

- a. receives the information contained in Report No. 19-183 and Annex.

3. FINANCIAL IMPACT

- 3.1. There is no direct financial impact.

4. COMMUNITY ENGAGEMENT

- 4.1. This is a public item and therefore Council may deem this sufficient to inform the public.

5. SIGNIFICANT BUSINESS RISK IMPACT

- 5.1. There is no significant business risk associated with this item.

6. HEALTH AND SAFETY REPORT

- 6.1. The Health and Safety Report for the financial year up to 15 November 2019 is attached at Annex A.
- 6.2. This report differs slightly from previous reports in that the operationally-focused "Progress on the Plan" section has been replaced with a summary of Council's critical risk that members may find strategically more valuable.
- 6.3. The Health, Safety and Wellness Strategy 2019-22 currently under development is likely to offer further opportunity to report more effectively on matters of strategic importance.

7. SIGNIFICANCE

- 7.1. This is not a significant decision according to the Council's Policy on Significance and Engagement.

Evan Lloyd
SENIOR HEALTH & SAFETY ADVISOR

Craig Grant
**GROUP MANAGER CORPORATE &
GOVERNANCE**

ANNEXES

- A Health and Safety Report to 15 November 2019

Health and Safety Report as of 15 November 2019



1. Critical Risk Summary

Critical Risk	Controls
Motor Vehicle Use	Motor Vehicle Policy, HMP 20—Motor Vehicle Use Vehicle replacement programme (ANCAP 5 safety rated vehicles) Scheduled maintenance Vehicles fitted with safety equipment (fire extinguishers ,first aid kit, hi-vis vest) NZTA Driver Check database Competence assessment and management Breakdown and emergency procedures Vehicles fitted with eRoad GPS tracking and monitoring equipment
4WD Vehicle Use Off-Road	HMP 9—Four Wheel Drive Vehicles: Off-road Use Same controls as for "Motor Vehicle Use" above NZQA-based training with refresher training after 5 years Vehicles fitted with VHF radios Vehicles fitted with eRoad GPS tracking and monitoring equipment
Quads / LUVs / Motorcycles	HMP 19—Use of ATVs, LUVs and Motorcycles Vehicle replacement programme NZQA-based training with refresher training after 5 years Personal Protective Equipment (PPE) i.e. helmet, footwear, gloves Close management of passengers on quad bikes - risk assessment required Quad bikes to be fitted with Crush Protection Devices (Quadbar) by end of 2019
Use of Boats	HMP 3—Use of Boats Operate under Maritime NZ Maritime Operator Safety System (MOSS) Approved Maritime Transport Operator Plan (MTO) Plan Maritime NZ approved training framework "Permit to Operate Vessel" issued to skippers Boats fully kitted out with safety equipment Boats fitted with VHF radios Overdue procedures PPE i.e. Personal Flotation Devices (PFDs)
Working around Water	HMP 18—Working around Water Training—Workplace river safety course Specific kayak training and competency management Communications equipment Procedures around double-manning / PFD use HMP 30—Effluent sampling Vaccination against Hepatitis A and B PPE
Remote or Isolated Work	HMP 24—Remote or Isolated Work Group or Team Standard Operating Procedures (SOPs) Supervision Field staff trained in first aid Communications (mobile phone, VHF radio, inReach and SPOT satellite devices) GetHomeSafe smartphone app in wide use
Working on Roadsides	HMP 16—Working on Roadsides Vehicles fitted with orange beacons Generic Traffic Management Plans (TMPs) approved by Road Control Authorities Specific TMPs required for work that will or may disrupt traffic Key staff trained as Site Traffic Management Supervisors (STMS) Staff required to work on roadsides trained as Traffic Controllers (TC) Safety equipment (hi-vis vest)
Hazardous Substances	HMPs 6, 8, 13, 14, 21, 25 and 29 Growsafe training—Basic and Standard Supervision Certified Handler Compliance Certificate for acutely toxic (class 6.1A and 6.1B) Controlled Substances Licence for certain VTAs and fumigants Competence management Secure storage SOPs PPE Health monitoring of staff using anti-coagulant poisons (Brodifacoum)

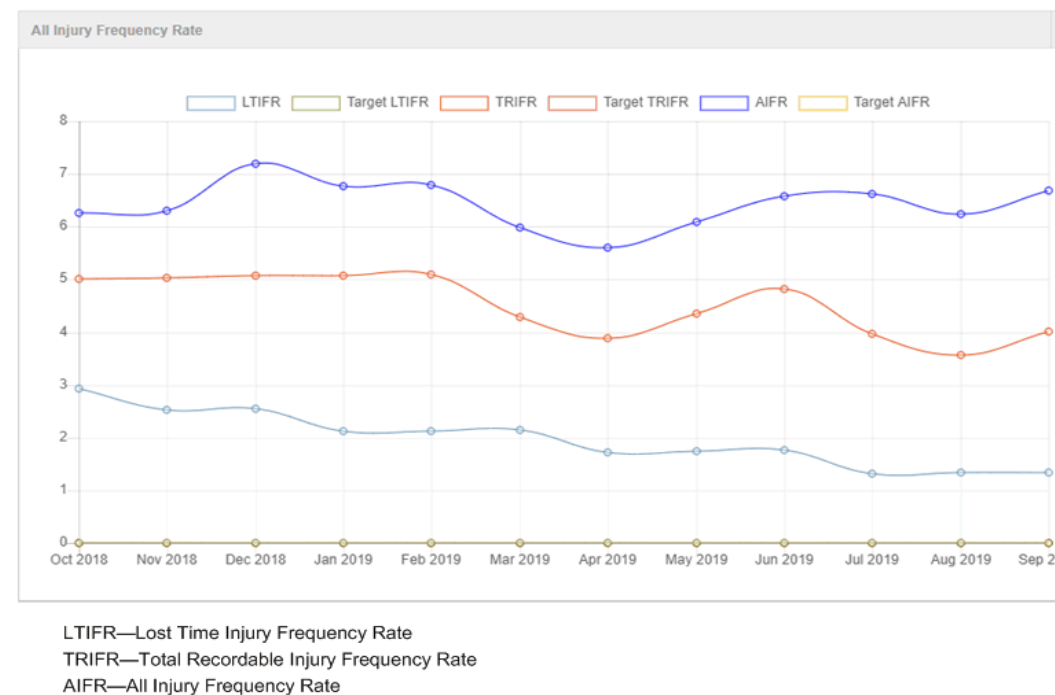
2. Training Completed this FY

Course	Running Total
Comprehensive First Aid incl. revalidation	28
4WD Safety incl. refresher	28
Quad Safety incl. refresher	8
Motorcycle Safety	3
Mobile Elevated Work Platform (MEWP)	7
Outdoor Maintenance Safety Supervisor	7
Forklift Operator	1
Confined Space and Gas Testing	4

3. Notifiable Events this FY

Notifiable Injuries / Illnesses	Nil
Notifiable Incidents	Nil

4. Trend



5. Quick Updates

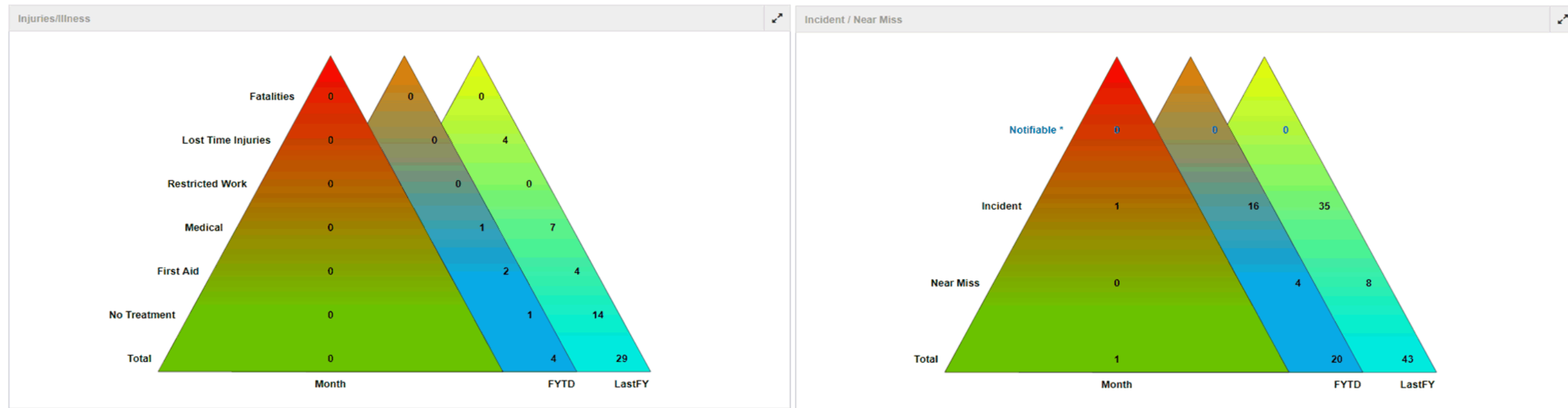
Quad Bike Crush Protection Devices (CPDs)

In May 2019 Worksafe NZ published a policy clarification "strongly recommending" the installation of crush protection devices (CPDs) on quad bikes. A paper was presented to Exec on 9 September and the 5 recommendations were approved. This includes the installation of CPDs on all quad bike before the end of 2019 (unless a risk assessment carried out for specific tasks or areas of operation indicates an increase in risk rather than a decrease.)

Health, Safety and Wellbeing Strategy 2019-22

On 8 October the Health and Safety Committee conducted a workshop on the draft Health, Safety & Wellbeing Strategy 2019-22 to finalise the document. The Strategy identifies our Vision, Principles, Goals and Objectives for health and safety excellence.

6. Health and Safety Performance Indicators as of 15 November 2019



7. Health and Safety Performance Indicators—Comparison

FY	LTIFR <i>Lost Time Injury Frequency Rate (Rate of LTI occurrence)</i>	ALTR <i>Average Lost Time Rate (Measure of severity)</i>	TRIFR <i>Total Recordable Injury Freq Rate (Rate of injury occurrence less first aid only injuries)</i>	TRIFR <i>Business Leaders' Health & Safety Forum Benchmarking Report</i>
2019/20	0.00	0.00	1.21	
2018/19	1.76	38.25	4.83	
2017/18	2.2	21.00	5.28	1.57 (2017)
2016/17	1.10	4.00	4.77	1.65 (2016)
2015/16	0.95	17.33	4.13	2.27 (2015)
2014/15	1.22	32.00	6.39	1.97 (2014)
2013/14	0.56	6.00	3.36	
2012/13	1.39	4.20	3.61	2.30
2011/12	0.56	24.00	3.66	3.35

Legend
LTIFR Lost Time Injury Frequency Rate
ALTR Average Lost Time Rate
TRIFR Total Injury Frequency Rate

Public Excluded Section

RECOMMENDATION

That the public be excluded from the remainder of the Council meeting as the general subject 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 follows.

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, as follows:

General subject of each matter to be considered	Reason for passing this resolution	Ground(s) under section 48(1) for the passing of this resolution
PX1 Risk Register Update	s7(2)(h) - the withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities. The report refers to areas of risk which may be of a commercially sensitive nature.	s48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.
PX2 Financial Performance for the Four Months ended 31 October 2019 <i>(Supplementary Item)</i>	s7(2)(h) - the withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities.	s48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.
PX3 Council / Committee to consider whether any item in the Public Excluded minutes can be moved into the public domain and define the extent of the release		