

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

Date: Tuesday, 27 August 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 BE Rollinson
Deputy Chair	Cr PW Rieger QSO JP
Councillors	Cr LR Burnell QSM
	Cr EB Gordon JP (ex officio)
	Cr RJ Keedwell
	Cr GM McKellar
	Cr JM Naylor
	Cr NJ Patrick

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			

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PX4	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.	
PX5	Members' Questions	

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.

Minutes of the tenth meeting of the tenth triennium of the Audit, Risk and Investment Committee held at 1.35pm on Tuesday 26 March 2019, in the Tararua Room, Horizons Regional Council, 11-15 Victoria Avenue, Palmerston North.

PRESENT Crs BE Rollinson (Chair), LR Burnell QSM, EB Gordon JP (ex officio), RJ Keedwell, GM McKellar, JM Naylor, NJ Patrick, and PW Rieger QSO JP.

IN ATTENDANCE Councillors Cotton, Sheldon, Te Awe Awe
Chief Executive Mr MJ McCartney
Committee Secretary Mrs JA Kennedy

ALSO PRESENT At various times during the meeting:

Dr N Peet (Group Manager Strategy & Regulation), Mr C Grant (Group Manager Corporate and Governance), Mr R Strong (Group Manager River Management), Mr G Shirley (Group Manager Regional Services & Information), Mr E Lloyd (Senior Health & Safety Advisor), Mrs L Macdonald (Chief Financial Officer), Ms C Morrison (Media & Communications Manager), Mr S Mancer Mr A Smith, Ms E Bethel, Mrs A Calman (Management Accountants).

The Chair welcomed everyone to the meeting.

APOLOGIES

ARI 19-31 *Moved* **Gordon/Rollinson**

That the Committee receives an apology from Cr Barrow.

CARRIED

PUBLIC FORUMS / DEPUTATIONS / PETITIONS

There were no requests for public speaking rights.

SUPPLEMENTARY ITEMS

There were no supplementary items to be considered.

MEMBERS' CONFLICTS OF INTEREST

There were no conflicts of interest declared.

CONFIRMATION OF MINUTES

ARI 19-32 *Moved* **Rollinson/Rieger**

That the Committee:

confirms the minutes of the Audit, Risk and Investment Committee meeting held on 27 November 2018 as a correct record, and notes that the recommendations were adopted by the Council on 18 December 2019.

CARRIED

HEALTH AND SAFETY REPORT TO 15 MARCH 2019

Report No 19-32

This report provided Members of the Audit, Risk & Investment Committee with a summary of health and safety related activities and performance for the financial year up to 15 March 2019. Mr Lloyd (Senior Health & Safety Advisor) spoke to the report and highlighted the various training completed, the downward trend relating to all injury frequency rates, explained the SafePlus Assessment conducted by Working Wise, and the Contractor Prequalification list. Members questions relating to monitoring of health and safety measures through the Health & Safety Committee, and the process associated with the Contractor Prequalification list were responded to.

ARI 19-33 **Moved** **Burnell/Patrick**

That the Committee recommends that Council:

- a. receives the information contained in Report No. 19-32 and Annex.

CARRIED

PROCEDURAL MOTION TO EXCLUDE THE PUBLIC

ARI 19-34 **Moved** **Rollinson/Rieger**

THAT the public be excluded from the following part(s) of the proceedings of this meeting. 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 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 and 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:

CARRIED

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 Confirmation of Public Excluded Meeting held on 27 November 2018	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.
PX2 Financial Performance for the Eight Months ended 28 February 2019	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.

	The financial reports have not been audited and are subject to a number of year end adjustments and audit review before being released to the public.	
PX3 Performance Measures - For the Eight Months Ended 28 February 2019	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 financial reports are draft and are subject to a number of year end adjustments and audit review before being released to the public.	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.
PX4 Debt Draw-down 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. All financial reports are draft and are subject to end of year audit review before being released.	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.
PX5 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		
PX6 Members' Questions		

The meeting adjourned to the Public Excluded part of the meeting at 1.48pm and resumed at 2.27pm.

The meeting closed at 2.28pm.

Confirmed

 CHIEF EXECUTIVE

 CHAIR

Report No.	19-125
Information Only - No Decision Required	

HEALTH AND SAFETY REPORT TO 12 AUGUST 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 12 August 2019.

2. RECOMMENDATION

That the Committee recommends that Council:

- a. receives the information contained in Report No. 19-125 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 12 August 2019 is attached at Annex A.

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 12 August 2019

Health and Safety Report to 12 August 2019



1. Progress on the Plan

Task	Month	Traffic Light	Comment
Review - Composition of committee	July	Green	
Elections - Employee H & S Reps	August	Yellow	
Review - Emergency procedures	August	Green	
Fire Warden Training	August	Yellow	
HMP 15,26 (Animals)	August	Yellow	
Review - Generic TMPs	August	Yellow	
Annual Team Review of Risk	September		
HMP 16 (Working on Roadsides)	October		
HMP 1 (Aircraft operations)	October		
Review - Contractor management process	October		
Skin Clinic	November		
Trial Evacuation - RH PN	Dec/Jan		
Trial Evacuation - Woodville	Dec/Jan		
HMP 5,32 (Chainsaws/brushcutters)	December		
H & S Inspections - all sites	February		
Building ACM (asbestos) Inspections	February		
Review - H & S Policy	February		
Review - H & S Management Manual	February		
HMP 4,10,11,23 (Misc)	February		
HMP 28, 30, 35 (Electric Fishing, Sampling)	April		
Flu vaccinations	April		
Review - RTW and rehab process	May		
Review - Biennial Plan	June		
Review Health & Safety Objectives	June		
Set Health & Safety Objectives for next FY	June		
HMP 9, 19, 20, 31 (Vehicles)	June		

5. Quick Updates

Quad Bike Crush Protection Devices (CPDs)

WorkSafe NZ have released a policy clarification "strongly recommending" the installation of Crush Protection Devices (CPDs) on quad bikes. Quad bike manufacturers have always been against them and a significant debate has occurred on both sides of the Tasman for years. There appears to be far more evidence and a much greater voice for CPDs than against. Most research recognises that there is likely to be a net safety gain associated with their installation. A paper is being prepared for the Exec meeting on 26 August.

Vault Roll-out

Vault roll-out is continuing with training for NRP Group managers and coordinators on 12 September with further sessions scheduled on 18 and 25 September for River Management Group and others.

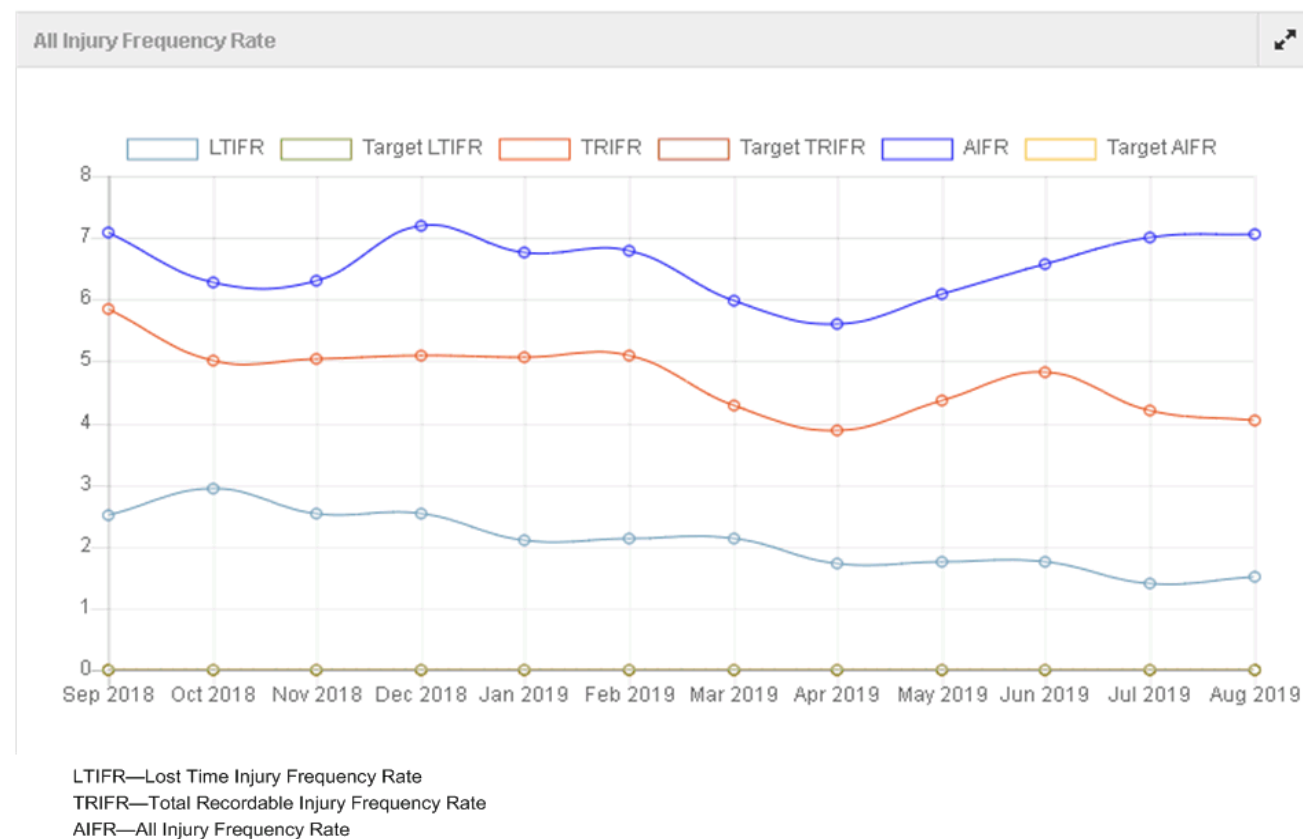
2. Training Completed this FY

Course	Running Total
Comprehensive First Aid incl. revalidation	2
4WD Safety incl. refresher	17
Quad Safety incl. refresher	4

3. Notifiable Events this FY

Notifiable Injuries / Illnesses	Nil
Notifiable Incidents	Nil

4. Trend

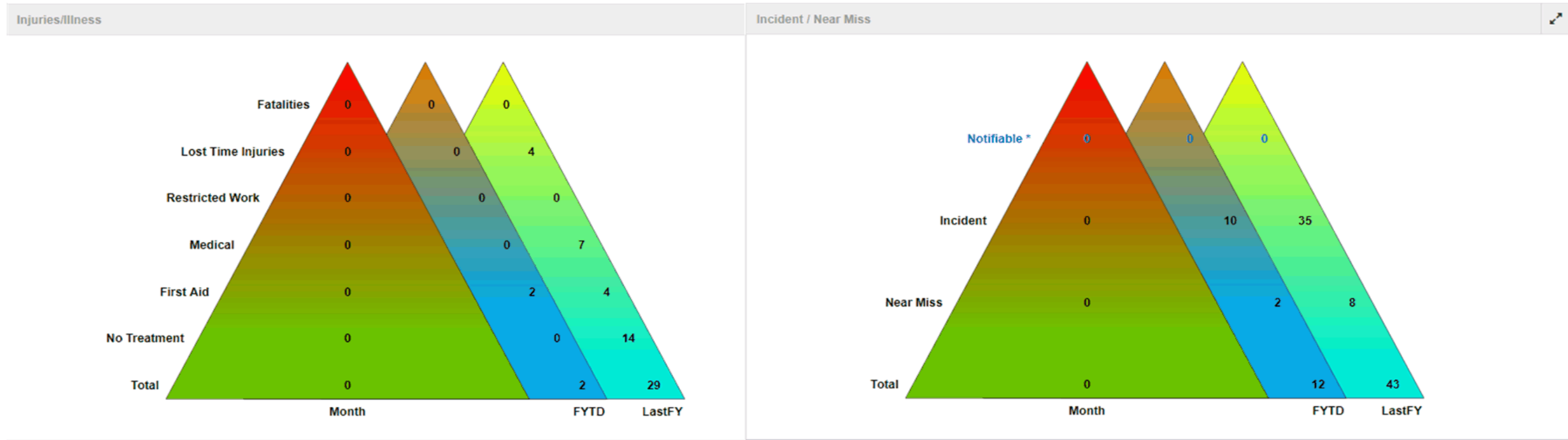


Contractor Prequalification

River Management Group have implemented a new procurement process to form a 'panel' of approved suppliers of plant and equipment. Health and safety prequalification is part of this process and the Senior Health and Safety Advisor is working with River Management to ensure consistency across Horizons.

Health and Safety practitioners from MWLASS participating councils also discussed prequalification procedures on 7 August with the aim of developing good and consistent practice.

6. Health and Safety Performance Indicators as of 12 August 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	0.00	
2018/19	1.76	31.50	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 Confirmation of Public Excluded Meeting held on 26 March 2019	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.	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 Draft Annual Report for 2018-19 Financial Year	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 draft Annual Report is subject to Council approval and Audit review before being released to the public.	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 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.
PX4 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		
PX5 Members' Questions		