

Notice is hereby given that an ordinary meeting of the Finance, Audit & Risk Committee will be held on:

Date: Wednesday 30 March 2022
Time: 4.00 pm
Meeting Room: Council Chambers
Venue: Horowhenua District Council
Levin

Finance, Audit & Risk Committee

OPEN AGENDA

MEMBERSHIP

Chairperson	P Jones	
Deputy Chairperson	Cr C B Mitchell	
Members	Cr D A Allan	Cr W E R Bishop
	Cr R J Brannigan	Cr T N Isaacs
	Mr B J Jackson	Cr S J R Jennings
	Cr V M Kaye-Simmons	Cr R R Ketu
	Deputy Mayor J F G Mason	Cr P Tukapua
	Mayor B P Wanden	

Contact Telephone: 06 366 0999
Postal Address: Private Bag 4002, Levin 5540
Email: enquiries@horowhenua.govt.nz
Website: www.horowhenua.govt.nz

Full Agendas are available on Council's website
www.horowhenua.govt.nz

Full Agendas are also available to be collected from:
Horowhenua District Council Service Centre, 126 Oxford Street, Levin
Te Awahou Nieuwe Stroom, Foxton,
Shannon Service Centre/Library, Plimmer Terrace, Shannon
and Te Takeretanga o Kura-hau-pō, Bath Street, Levin

ITEM	TABLE OF CONTENTS	PAGE
PROCEDURAL		
1	Apologies	5
2	Public Participation	5
3	Late Items	5
4	Declarations of Interest	5
5	Confirmation of Minutes	5
REPORTS		
6	Reports	
6.1	Eight Month Report to 28 February 2022	7
6.2	Finance, Audit and Risk Committee Work Programme	25
6.3	Projects Steering Group - Activity Update	29
6.4	Health and Safety Quarterly Report	31

1 Apologies

2 Public Participation

Notification of a request to speak is required by 12 noon on the day of the meeting by phoning 06 366 0999 or emailing public.participation@horowhenua.govt.nz.

See over the page for further information on Public Participation.

3 Late Items

To consider, and if thought fit, to pass a resolution to permit the Council to consider any further items which do not appear on the Agenda 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, and the Chairperson must advise:

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

4 Declarations 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.

5 Confirmation of Minutes

5.1 Meeting minutes Finance, Audit & Risk Committee, 23 February 2022

Eight Month Report to 28 February 2022

File No.: 22/107

1. Purpose

To present to the Finance, Audit & Risk Committee the financial report for the eight months to 28 February 2022.

2. Recommendation

- 2.1 That Report Eight Month Report to 28 February 2022 be received.
- 2.2 That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

3. Issues for Consideration

As included in the **attached** report.

Attachments

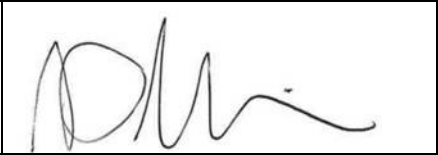
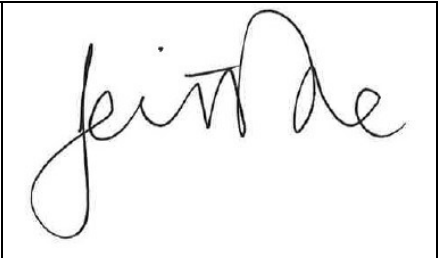
No.	Title	Page
A↓	Financial Reporting - Monthly Report - 28 February 2022	8

Confirmation of statutory compliance

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their advantages and disadvantages, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

Signatories

Author(s)	Abraham Chamberlain Manager Financial Planning and Reporting	
Approved by	Jacinta Straker Chief Financial Officer	

Horowhenua
DISTRICT COUNCIL

Eight Month Report

1 July 2021 - 28 February 2022



Executive Summary

Total Capital Spending	Grants and Subsidies (Capital & Operating)	Total Net Borrowings
\$15.7m is \$19.6m less than the YTD budget of \$35.3m	\$6.0m is \$6.8m less than the YTD budget of \$12.8m	\$96.7m is 137% of budgeted operating income (financial strategy limit is 225%)
Total Operating Revenue	Total Operating Expenditure	Operating Surplus/(Deficit)
\$37.1m is 4% more than the YTD budget of \$35.7m	\$42.5m is 3% more than the YTD budget of \$41.3m	(\$5.4m) is \$0.3m less than the YTD budget of -\$5.6m

The Council has completed \$15.7m towards the budgeted capital programme at the end of February. The budget of \$57.7m for 2021/22 includes the \$55.5m approved in the Long Term Plan (LTP) together with \$2.2m in additional approved carry forwards.

The level of capital grants is also lower than budgeted due to the timing of the capital programme changing from what was originally planned.

Due to the timing of writing this report, the outcomes from the review of the 3 year capital programme have not yet been incorporated. The capital forecast figures shown here are the same as reported last month. This revised three year forecast capital programme will be presented to the Council in detail on 30 March.

The level of operating income is \$1.5m higher due to higher levels of income in Planning & Regulatory, as a result of increased building activity. There has also been higher levels of operational grants, including funding for the Mayor's Task for Jobs (\$289k) and Three Waters Stimulus Funding (\$158k).

Overall, the level of operational expenditure is \$1.2m higher than the level set in the Long Term Plan (LTP) which is primarily due to higher emergency works spending for Gladstone Road, higher spending in the landfill activity due to the work required to support the Future of the Levin Landfill Consultation, increased resources to support the additional work in Planning & Regulatory and work required for the Mayors' Task Force for Jobs.

The Council has completed further work on the operational forecast and after reviewing where savings can be made has reduced the forecast operating deficit down from \$758k reported in February, to \$180k. The key reasons for the reduction in forecast spending are in the Solid Waste activity and in employee costs.

This is still an estimate that will be subject to change as the Council progresses further through the year.

Operational Forecast Summary - drivers of the forecast deficit <i>(Operating surplus/(deficit) before capital revenue and taxation)</i>	(More)/ less spending and revenue (\$000)
Employee Costs - This is due to vacancies across the organisation	1,145
CEO - Additional professional services including Interim CE	(120)
Community Facilities - Reduced spending across the activity including events costs	78
Community Facilities - This activity has experienced lower Income due to COVID	(238)
Customer and Strategy - This is due to additional contract resource to support the team	(107)
People and Culture - Relates to additional recruitment across the organisation as well as consultancy support and additional software licencing for upgrades to HR software	(311)
Planning & Regulatory - The forecast higher net income is due to increased building and subdivision activity	203
Property - This is due to additional rental income	80
District Plan - District plan work was advanced earlier than originally planned in the District Plan Programme in the LTP.	(235)
Road Transport - The net increase in costs is due to emergency works for Gladstone Road - This forecast includes an assumption of 62% funding from Waka Kotahi.	(234)
Solid Waste - The net overspend relates to reduced revenue and additional costs related to the Future of the Levin Landfill consultation.	(676)
Treasury - Relates to reduced net interest costs as a result of the lower capital programme. This will be used to offset future interest costs. The forecast will be updated after the capex forecast presentation on 30/3/22.	184
Water Supply - This is due savings across the activity.	44
Other	7
Total forecast operating deficit	(180)

Abraham Chamberlain – Manager Financial Planning and Reporting

Operational Summary

Total Operating Revenue	Total Operating Expenditure	Operating Surplus/(Deficit)
\$37.1m is 4% more than the YTD budget of \$35.7m	\$42.5m is 3% more than the YTD budget of \$41.3m	(\$5.4m) is \$.3m less than the YTD budget of -\$5.6m
S U S T A I N A B I L I T Y		

Rates to operating revenue **70%**

Rates revenue	\$28.65m
Operating revenue	\$40.98m

70% of operating revenue is derived from rates revenue. Rates revenue excludes penalties, water supply by meter and is gross of remissions. Operating revenue excludes vested assets, development contributions, asset revaluation gains and gains on derivatives.

Balance budget ratio - Actual **96%**

Balance budget ratio - Target **100%**

Operating revenue	\$40.98m
Operating expenditure	\$42.49m

Operating revenue should be equal or more than operating expenditure. Operating revenue excludes vested assets, development contributions, asset revaluation gains and gains on derivatives. Operating expenditure includes depreciation and excludes loss on derivatives, landfill liability and loss on asset revaluations. Year to date revenue is 96% of operating expenditure.

Net Debt to total projected revenue - Actual **137%**

Net Debt to total projected revenue (Borrowings Limit) **225%**

Total net borrowing	\$96.69m
Total budgeted operating revenue	\$70.35m

With net borrowing of \$96.69m we are still under the set limit of 225% of operating revenue. Total net borrowing is external borrowings less cash at bank.

Interest to rates revenue - Actual **6%**

Interest to rates revenue - Limit **25%**

Net Interest	\$1.62m
Rates revenue	\$28.65m

6% of rates revenue is paid in interest. Our set limit is 25% of rates revenue. Net interest is interest paid less interest received. Rates revenue excludes penalties, water supply by meter and gross of remissions (LGFA Cov.)

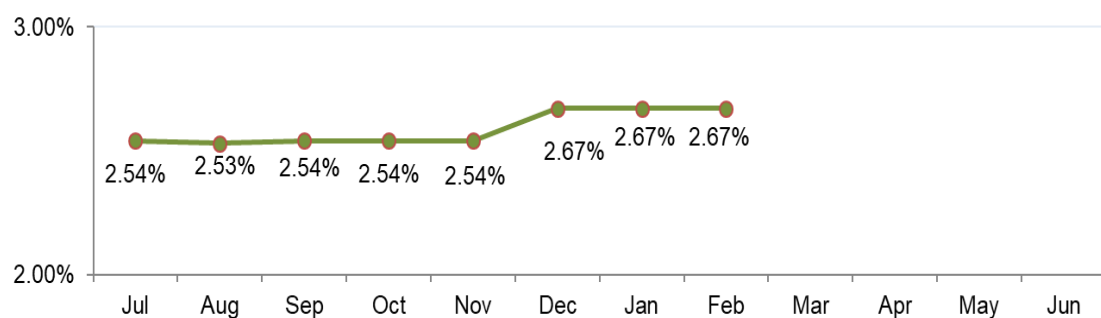
Interest to operating revenue - Actual	4%
Interest to operating revenue - Limit	20%
Net Interest	\$1.62m
Operating revenue	\$40.98m

4% of operating revenue is paid in interest. Our set limit is 20% of operating revenue. Net interest is interest paid less interest received (LGFA Cov).

Available financial accommodation to external indebtedness - Actual	131%
Available financial accommodation to external indebtedness - Minimum required	110%
Net debt	\$96.7m
Undrawn committed facilities	\$30.00m

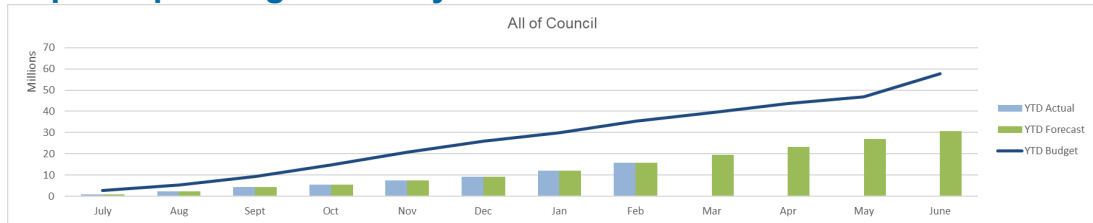
The committed bank facility enables us to borrow up to 131% of our current external debt immediately. The LGFA covenant minimum is 110%.

Weighted Average Interest Rate



Detailed treasury planning will be occurring this month following the re-forecasting work completed. This will help to ensure that Council can optimise its borrowings and keep interest rates as low as possible.

Capital Spending Summary



The Council has completed \$15.7m towards the budgeted capital programme at the end of February. The budget of \$57.7m for 2021/22 includes the \$55.5m approved in the LTP together with \$2.2m in additional approved carry forwards.

Due to the timing of writing this report, the outcomes from the review of the 3 year capital programme have not yet been incorporated. The capital forecast figures shown here are the same as reported last month. This revised three year forecast capital programme be presented to the Council in detail on 30 March.

(\$000)	Original LTP Budget 2021-22	Revised Budget 2021-22 (Incl CF)	YTD Actual 2021-22	Forecast Total Spend 2021-22	2023 Total (includes Carryover)	2024	2025	2026	3YR Revised	LTP 3 Year (Incl CF)	Change
Wastewater											
Tara-Ika - Wastewater	3,900	3,900	1,501	2,600	4,193	-	-	-	6,793	7,523	(730)
WW Marae Improvements	259	259	-	259	-	-	-	-	259	259	-
WW Property renewals	4	4	-	4	-	4	22	23	7	7	0
WW Pump stations	100	100	45	100	160	159	166	163	419	419	(0)
WW Reticulation	5,247	5,285	177	901	8,477	4,740	5,304	4,336	14,118	14,546	(428)
WW Treatment	5,752	6,093	3,123	4,000	8,739	2,602	5,442	6,731	15,341	17,232	(1,891)
	15,261	15,640	4,846	7,864	21,569	7,505	10,934	11,252	36,938	39,987	(3,049)
Water Supply											
Growth	869	869	227	314	998	598	762	800	1,910	2,035	(125)
Tara-Ika - Water Supply	-	-	(3)	651	2,381	-	-	-	3,032	2,381	652
Water Reticulation network	3,782	3,782	550	800	5,751	2,336	2,476	2,424	8,887	8,368	519
Water Treatment	1,186	1,205	143	300	534	271	278	286	1,105	1,822	(718)
	5,837	5,855	916	2,065	9,664	3,205	3,516	3,510	14,934	14,606	328
Stormwater											
Major Project - Lake Horowhenua	800	800	14	275	1,690	1,752	1,636	1,913	3,717	3,742	(25)
Major Project - Levin East	3,308	3,851	12	1,100	1,950	159	164	1,347	3,210	4,166	(956)
Stormwater Reticulation	150	150	17	75	241	170	174	314	486	486	-
Stormwater Pumps Stations	49	49	20	49	47	-	49	-	96	96	-
Stormwater improvements	970	1,206	546	945	863	576	537	485	2,384	2,343	42
Taraika	-	-	77	400	1,968	3	-	-	2,371	4,725	(2,354)
	5,277	6,057	686	2,844	6,759	2,660	2,560	4,059	12,263	15,557	(3,294)

(\$000)	Original LTP Budget 2021-22	Revised Budget 2021-22 (Incl CF)	YTD Actual 2021-22	Forecast Total Spend 2021-22	2023 Total (includes Carryover)	2024	2025	2026	3YR Revised	LTP 3 Year (Incl CF)	Change
Solid Waste											
Buildings and equipment	87	87	23	207	111	75	79	81	392	272	120
Pre-closure capping and development.	517	1,147	1,481	1,182	21	241	493	175	1,443	1,620	(176)
	604	1,233	1,504	1,389	131	316	572	256	1,836	1,892	(56)
Roading											
Bridges	-	-	-	-	150	300	172	95	450	330	120
Cycle facilities	850	850	21	200	498	1,000	1,241	1,319	1,698	2,800	(1,102)
Drainage	275	275	57	350	200	275	248	264	825	825	-
Footpaths	750	750	201	800	654	750	985	1,046	2,204	2,250	(47)
Major Project - O2NL	-	-	-	-	3,000	-	4,371	5,622	3,000	3,000	-
Major Project - Gladstone	5,000	5,000	1,298	3,000	5,000	-	-	-	8,000	5,000	3,000
Road Realignment											
Roads	4,445	4,445	2,010	3,410	6,050	4,595	5,718	6,161	14,055	13,460	595
Taraika - Roothing	4,000	4,000	37	-	3,750	6,900	-	-	10,650	12,900	(2,250)
	15,320	15,320	3,624	7,760	19,302	13,820	12,735	14,506	40,882	40,565	317
Properties											
Animal Control	21	21	-	21	-	-	-	-	21	21	-
Community buildings	1,899	2,149	581	1,249	2,699	433	798	1,808	4,381	4,435	(54)
Depot	79	79	12	79	-	-	-	-	79	79	-
New water source	500	500	135	406	605	526	2,156	2,322	1,537	1,540	(3)
Strategic land and Development	2,700	2,700	972	1,100	2,194	5,645	5,970	-	8,939	5,820	3,120
	5,199	5,449	1,700	2,855	5,498	6,604	8,924	4,130	14,957	11,894	3,062

(\$000)	Original LTP Budget 2021-22	Revised Budget 2021-22 (Incl CF)	YTD Actual 2021-22	Forecast Total Spend 2021-22	2023 Total (includes Carryover)	2024	2025	2026	3YR Revised	LTP 3 Year (Incl CF)	Change	Notes
Community Facilities (Parks, Reserves, Community Centres, Aquatics and Cemeteries)												
Aquatic Facilities	2,037	2,037	246	1,537	1,825	228	480	98	3,589	3,589	0	
Community Centres	191	191	42	212	298	110	61	18	620	620	(0)	
Libraries - incl books	475	475	259	475	486	711	574	504	1,672	1,672	(0)	
	2,703	2,703	547	2,224	2,608	1,049	1,115	620	5,881	5,881	(0)	
Community Infrastructure												
Cemeteries	-	-	-	-	123	63	809	714	186	186	-	
Foxton Futures	-	-	365	551	-	-	-	-	551	-	551	
Halls and Pavillions	27	27	-	27	29	31	31	-	86	86	(0)	
Levin Domain Grandstand	-	-	0	3	-	-	-	-	3	160	(157)	
Parks and reserves	3,193	3,193	937	1,500	1,846	1,731	2,702	1,747	5,077	6,575	(1,498)	
Streams and Lakes	16	16	2	16	16	18	18	19	50	50	0	
Taraika - Community Infra	-	-	0	-	-	-	7,007	-	-	-	-	
Toilets	506	506	55	506	58	535	63	497	1,098	1,098	0	
Tracks and Beach access	50	50	4	50	396	571	283	-	1,016	657	360	
	3,792	3,792	1,362	2,653	2,468	2,948	10,913	2,977	8,069	8,813	(744)	
Planning & Regulatory Services												
Animal Equipment and Facilities	84	84	63	84	74	26	557	120	184	129	55	
	84	84	63	84	74	26	557	120	184	129	55	
Governance & Community Leadership												
Levin Town Centre programme	500	500	1	500	500	2,500	-	-	3,500	3,500	0	
	500	500	1	500	500	2,500	0	0	3,500	3,500	0	

(\$000)	Original LTP Budget 2021-22	Revised Budget 2021-22 (Incl CF)	YTD Actual 2021-22	Forecast Total Spend 2021-22	2023 Total (includes Carryover)	2024	2025	2026	3YR Revised	LTP 3 Year (Incl CF)	Change	Notes
Community Support												
Minor assets	75	75	12	75	10	23	2	9	107	107	0	
	75	75	12	75	10	23	2	9	107	107	0	
Treasury and Support												
Data and Digital	172	172	35	122	73	23	75	24	218	218	(0)	
Fleet	436	490	182	436	134	64	400	105	634	688	(54)	
IT - Software and Hardware	280	335	211	255	326	472	257	263	1,053	1,053	(0)	
Other	-	-	(2)	-	-	-	18	16	-	-	-	
	888	997	426	813	533	559	751	409	1,905	1,959	(54)	
TOTAL	55,539	57,705	15,687	31,125	69,117	41,213	52,578	41,848	141,455	144,890	(3,435)	

Statement of Comprehensive Revenue and Expense

	LTP Budget	Actual	Variance		Year End	LTP	Variance		
	YTD	YTD	YTD		Projection	Jun-22	Jun-22		
	Feb-22	Feb-22	Feb-22		Jun-22	Jun-22	Jun-22		
	\$000	\$000	\$000		\$000	\$000	\$000	Notes	
Revenue									
Rates Revenue	28,670	28,651	19	⊕	43,447	43,447	(0)	⊕	
Operational Grants & Subsidies	1,411	2,170	759	⊕	4,222	2,951	1,271	⊕	1
Finance Income	20	5	(15)	⊖	20	200	(180)	⊖	
Fees & Charges	3,073	2,682	(391)	⊖	4,144	4,748	(604)	⊖	2
Other Revenue	2,542	3,635	1,093	⊕	4,575	3,872	703	⊕	3
Total Revenue	35,716	37,143	1,465	⊕	56,407	55,218	1,189	⊕	
Expenditure									
Employee Benefit Expenses	11,852	10,826	1,026	⊕	17,024	18,169	1,145	⊕	4
Finance Costs	1,976	1,610	366	⊕	2,600	2,964	364	⊕	5
Depreciation and Amortisation	9,815	9,901	(86)	⊖	14,722	14,722	(0)	⊖	
Other Expenses	17,677	20,157	(2,480)	⊖	29,811	26,933	(2,878)	⊖	6
Total Expenses	41,320	42,494	(1,174)	⊖	64,157	62,788	(1,369)	⊖	
Operating surplus/(deficit) before capital revenue and taxation	(5,604)	(5,351)	253		(7,750)	(7,570)	(180)		
Capital Grants and Subsidies	11,414	3,834	(7,580)	⊖	14,141	15,135	(994)	⊖	7
Development Contributions	1,830	-	(1,830)	⊖	2,744	2,744	0	⊖	8
Investment (Gains)/Losses	11	-	(11)	⊖	17	17	(0)	⊖	
(Gain)/Loss on sale of assets	-	26	26	⊕	-	-	-	⊕	
Gain on Derivatives	-	1,992	1,992	⊕	-	-	-	⊕	9
Total Surplus/(deficit)	7,651	501	(7,150)	⊖	9,152	10,326	(1,174)	⊖	

Note 1 Operational Grants and Subsidies **favourable** variance of \$759k.

The additional funding of \$119k in Community Facilities relates to the final portion of the PGF funding received for The Mahi Space, additional funding in Economic Development for the Mayors' Taskforce for Jobs (MTFJ) \$289k and an additional \$158k in Sustainable Growth Planning for Three Waters Stimulus funding originally planned to be capital funding.

The Mayors' Taskforce for Jobs (MTFJ) is a nationwide network of New Zealand's Mayors, working together, through Local Government New Zealand (LGNZ) towards the vision of all young people under 25 being engaged in appropriate education, training, work or other positive activity in their communities. The Council was awarded \$250,000 in the 2020/21 financial year as a pilot for the programme, and was then successful in securing funding in 2021/22 to run the programme for a further 12 months.

Note 2 Fees & Charges **unfavourable** variance of \$391k year to date is mainly due to less income in the solid waste activity due to reduced waste going to the landfill of \$265k and lower revenue from pools, libraries and community centres due to COVID19 of \$221k.

Note 3 Other Revenue **favourable** variance of \$1.1m. This primarily relates to additional revenue received for building consents of \$536k, resource consents of approximately \$83k as a result of increased building and development activity in the district and almost \$177k due to the timing of the dog registrations. Parking revenue is also down \$97k due to COVID19 affecting the number of vehicles parking in the CBD and the impact of the Government extensions for car registrations and warrants of fitness between August and November 2021.

In addition, funding was received from MBIE for the second year of the Welcoming Communities programme with the combined total now at \$100k. Welcoming Communities Te Waharoa ki ngā Hapori is led by Immigration New Zealand (INZ) in collaboration with the Office of Ethnic Communities, along with the Human Rights Commission. The Horowhenua District Council joined the Welcoming Communities programme, as part of the refugee settlement programme, aimed at welcoming people to the district and improving engagement with the local community.

Recovery of costs for O2NL consultancy services totalling \$133k appears as unbudgeted revenue under the Reserves activity.

The additional revenue forecast of \$703k is due to the increased building and resource consent activity. This is partially offset by increased resourcing to support the team.

Note 4 Employee Benefit Expenses **favourable** variance of \$1.0m relates to vacancies across Council operations over the first part of the year and they are forecast to be \$1.3m lower than the budget.

Note 5 Finance Costs **favourable** variance of \$366k relates to lower capital spending. Currently it is forecast that interest costs will be \$364k lower by the end of the year due to lower capital spending. Interest rates were also budgeted based on 3% but the current weighted average is 2.67%.

Note 6 Other Expenses **unfavourable** variance \$2.5m as detailed below:

Note 6 Other Expenses	LTP			Actual			Variance			Year End			Notes
	YTD	YTD	YTD	YTD	YTD	YTD	Projection	LTP	Variance	Projection	LTP	Variance	
	Feb-22	Feb-22	Feb-22	Feb-22	Feb-22	Feb-22	Jun-22	Jun-22	Jun-22	Jun-22	Jun-22	Jun-22	
	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	
Professional Services	3,732	4,412	(680)	⊗	7,218	5,751	(1,467)	⊗	6A				
Materials	80	103	(23)	⊗	122	119	(3)	⊗					
Maintenance	10,757	11,855	(1,098)	⊗	17,641	16,296	(1,345)	⊗	6B				
Grants Paid	330	769	(439)	⊗	614	603	(11)	⊗					
Utilities	718	856	(138)	⊗	1,240	1,239	(1)	⊗					
Communications	145	162	(17)	⊗	215	215	(0)	⊗					
Other Expenses	3,777	2,938	839	⊗	5,599	5,473	(126)	⊗	6C				
Vehicle Expenses	79	60	19	⊗	113	114	1	⊗					
Other Treasury Expenses	93	97	(4)	⊗	108	181	73	⊗					
Labour Recoveries for Capex projects	(2,034)	(1,095)	(939)	⊗	(3,058)	(3,058)	0	⊗	6D				
Total Other Expenses	17,677	20,157	(2,480)	⊗	29,811	26,933	(2,878)	⊗					

Note 6A Professional Services **unfavourable** variance \$680k. The higher spending relates to additional resourcing in Planning & Regulatory to support the increased volume of work of \$291k and additional costs in the Solid Waste activity to support the current Statement of Proposal on the Future of the Levin Landfill of \$416k.

The additional spending forecast of \$1.5m is primarily for resource planning and building consents to support the additional volume of work in the team of \$420k, and \$564k in additional spending related to additional costs related to the review and analysis of landfill options for the future. Approximately \$215k is expected due to the contract with HLC for the Mayors' Taskforce which has off set grant income.

Note 6B Maintenance Costs **unfavourable** variance of 1.1m. The primary driver for the increased maintenance costs relate to the Roothing activity and emergency works of \$880k for Gladstone Road.

The additional spending of \$1.3m forecast relates to \$259k for the three waters activity, which is funded by the Three Waters Stimulus fund, \$155k for the flooding event and \$614k for Gladstone Road. Currently it is assumed that the Council will receive 62% funding for Gladstone Road, this has not yet been confirmed.

- Note 6C Other Expenses **favourable** variance \$839k reflecting lower spending across the organisation. \$337k relates to Community Facilities, \$208k relates to the timing of IT spending, \$111k in Information Management due to timing of software licence spending and the remaining amount is spread across the organisation.
- Note 6D Labour Recoveries for CAPEX Projects **unfavourable** variance \$939k reflecting the lower capital project expenditure and lower staff time allocation than budgeted. Work on the labour budget allocation to capex will be completed in the second stage of the capital re-forecasting work.
- Note 7** Capital Grants and Subsidies **unfavourable** variance \$7.6m relates to the timing of the capital programme. Grants for Three Water Stimulus funding are not forecast to be received until later in the year and the revenue for Tara-Ika will likely occur next financial year due to the revised timing of the programme.
- Note 8** While the Council has assessed new developments for development contributions since 1 July 2021, the invoicing will not occur until separate titles (224C) are applied for meaning no revenue has been realised yet. Current work to assess the timing of the 224C application from the point of application means that we are likely to only receive \$306k for the year. The forecast will be updated for the 2022/23 Annual Plan as well and the supporting modelling will be presented to Council.
- Note 9** This is a non-cash gain which reflects the increase in interest rates.

Statement of Comprehensive Revenue and Expense by Activity

REVENUE	LTP	Year to date (YTD)			Notes
	2021/22	Actual	Budget	Variance	
	\$000	\$000	\$000	\$000	
Significant Activities					
Regulatory Services	6,147	4,781	4,075	706	😊 1
Community Facilities	8,197	5,396	5,465	(69)	😞 1
Community Infrastructure	7,048	3,903	4,165	(262)	😞 3
Road Transport	5,323	3,530	3,501	29	😊 1
Water Supply	7,472	4,516	4,783	(267)	😞 4
Wastewater Management	9,593	5,278	6,193	(915)	😞 5
Solid Waste	3,997	2,493	2,758	(265)	😞 7
Stormwater	1,750	1,105	1,167	(62)	😞 8
Treasury	3,561	1,609	2,273	(664)	😞 9
Property	1,044	842	696	146	😊 10
Community Support	2,843	2,273	1,923	350	😊 12
Representation & Com. Leadership	4,318	3,040	2,878	162	😊 13
Total Activity Revenue	61,293	38,766	39,877	(1,111)	😞
EXPENDITURE					
	LTP	Year to date (YTD)			Notes
	2021/22	Actual	Budget	Variance	
	\$000	\$000	\$000	\$000	
Significant Activities					
Regulatory Services	6,147	3,907	4,058	151	😊 1
Community Facilities	8,197	4,960	5,504	544	😊 2
Community Infrastructure	5,581	3,751	3,716	(35)	😞
Road Transport	8,050	6,188	5,367	(821)	😞 6
Water Supply	8,518	5,445	5,632	187	😊
Wastewater Management	9,522	6,224	6,177	(47)	😞
Solid Waste	4,337	3,061	2,774	(287)	😞 11
Stormwater	1,927	1,211	1,274	63	😊
Treasury	3,529	2,062	2,323	261	😊
Property	1,528	944	911	(33)	😞
Community Support	2,843	2,263	1,962	(301)	😞 12
Representation & Com. Leadership	5,873	4,093	3,909	(184)	😞
Total Activity Expenditure	66,052	44,109	43,607	(502)	😞
Business Units	15,085	5,844	11,381	5,537	😊
Total Surplus/(deficit)	10,326	501	7,651	7,150	😊

- Note 1** Planning & Regulatory Services revenue **favourable** variance \$706k. The higher revenue is due to increased subdivision and building activity.
- Note 2** Community Facilities and Services **favourable** expenditure variance of \$544k relates to the timing of expenditure happening after it was assumed in the LTP.
- Note 3** Community Infrastructure **unfavourable** revenue variance of \$262k relates to the lower apportionment of Development Contributions revenue received against this activity.
- Note 4** Water Supply **unfavourable** revenue variance of \$267k reflects the lower apportionment of Development Contributions revenue received against this activity.
- Note 5** Wastewater **unfavourable** revenue variance of \$915k reflects the lower apportionment of Development Contributions revenue received against this activity.
- Note 6** Road Transport **unfavourable** expenditure variance of \$821k reflects the emergency works at Gladstone Road that have yet to come through as revenue from Waka Kotahi.
- Note 7** Solid Waste **unfavourable** revenue variance of \$265k relates to lower user charges at the landfill over the last period \$112k and Recycling activity \$102k.
- Note 8** Stormwater **unfavourable** revenue variance of \$62k reflects the lower apportionment of Development Contributions revenue received against this activity.
- Note 9** Treasury **unfavourable** revenue of \$664k lower internal interest revenue due to the less internal debt than as forecast.
- Note 10** Property **favourable** revenue variance of \$146k reflects property disposal ahead of schedule.
- Note 11** Solid Waste **unfavourable** expenditure variance of \$287k reflects the additional consultancy fees associated with the landfill deliberations.
- Note 12** Community Support **favourable** revenue variance \$350k and **unfavourable** expenditure variance of \$301k. The majority is a result of additional funding received and spent for the Mayors' Taskforce for Jobs (MTFJ). The additional expenditure also relates to the June 2021 Flooding event (\$109k).
- Note 13** Representation and Community Leadership **favourable** revenue variance of which \$162k relates to the three water stimulus funding which will be transferred to the relevant activities as the projects are completed.

APPENDIX

Asset maintenance contract	General contract works, repairs, planned and unplanned maintenance, materials and consumables, cleaning and hygiene, inspections and reporting.
Finance cost	Interest on borrowings and interest on swaps.
Gains	Fair value revaluation gain and gain on sale.
General grants	Grants given to various organisations and individuals like Creative NZ, neighbourhood support, beach wardens, community development and youth scholarships.
Grants and subsidies	Grants and subsidies received from government and other organisations for roading, library, community hubs, cemeteries and aquatic centres.
Infringements and fines	Parking tickets, Prosecutions on WOFs and unregistered vehicles.
Employee benefits	Salaries and wages, training costs, FBT and ACC levies, superannuation, and staff recognition.
Other expenses	Printing, publication, postage, stationery, advertising, food and catering, photocopying, internet and communication and any other office expenses.
Professional services	Consultants, contractors, membership fees, legal fees, lab services, audit fees or any other professional services charges.
Regulatory revenue	Planning fees, building fees, animal fees, liquor fees and health fees.
Rendering of services	Commissions, car income, and any other income received for rendering services.
Rental income	Rent from Halls, residential and commercial properties, grazing land, reserves and other lease income.
Targeted rates	Rates for roading, waste management, representation and governance, stormwater, wastewater, water by meter and water supply.
User charges	Revenue received from admission, shop sale, Cemetery fees, trade waste, utility connection, events and exhibitions.
Utilities	Water use, electricity and gas charges

Finance, Audit and Risk Committee Work Programme

File No.: 22/108

1. Purpose

To provide the Finance, Audit and Risk Committee with an outline of a Draft Work Programme for consideration alongside receipt of the Final Internal Audit Report.

2. Recommendation

- 2.1 That Report 22/108 Finance, Audit and Risk Committee Work Programme be received.
- 2.2 That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.
- 2.3 That the Finance, Audit & Risk Committee receives the Finance, Audit and Risk Committee Work Programme.

3. Issues for Consideration

The Work Programme tabled does not include:

- Reporting outcomes which may be agreed as part of The Horowhenua Alliance Principals Group discussions.
- Confirmation of all areas of focus and timing for Internal Audit. These items will be added as the audits are agreed.
- Additional focus areas to be discussed by the Finance, Audit and Risk Committee through workshops.

The Work Programme includes:

- All current reporting expectations agreed by the Finance, Audit and Risk Committee.
- Anticipated Audit New Zealand work programme, noting dates to be confirmed for those in italics.

Attachments

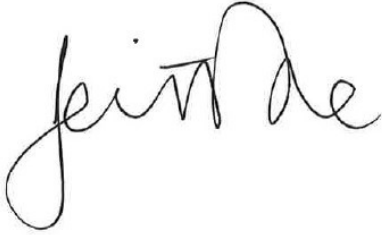
No.	Title	Page
A↓	2021 FAR Committee Work Programme	27

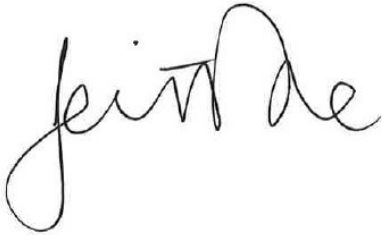
Confirmation of statutory compliance

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their advantages and disadvantages, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

Signatories

Author(s)	Jacinta Straker Chief Financial Officer	
-----------	---	---

Approved by	Jacinta Straker Chief Financial Officer	
-------------	---	---

March	April	May	June	August	September
Activity Reports	Activity Reports	Activity Reports	Activity Reports	Activity Reports	Activity Reports
Financial Report (February)	Bancorp Treasury Report	Financial Report (April)	Financial Report (May)	Quarterly Financial Report (June)	Financial Report (August)
FAR Work Programme	Quarterly Financial Report (March)	2021/22 Annual Report • Audit Engagement Letter • Project Plan	FAR Work Programme	FAR Work Programme	FAR Work Programme
Health & Safety Report	FAR Work Programme	FAR Work Programme	Health & Safety Report	PwC Tax Governance Presentation	Health & Safety Report
	Monitoring Report Audit Recommendations 2020/21	Insurance Strategy and Plan	Risk Appetite and Register	Draft Internal Audit Work Programme for 2022/23	
	Risk Strategy and Framework	Monitoring Report - Internal Audit	Rates Review – Stage 1 – Rates Affordability		

Below are additional topics discussed by some members the Finance, Audit and Risk Committee for consideration to potentially include in the future work programme

- Risk Reporting Quarterly (February/May/August/November)
- Zero based budgeting

FAR Work Programme 2021/22

Projects Steering Group - Activity Update

File No.: 22/114

1.

2. Purpose

To report to the Finance, Audit & Risk Committee on the projects being reported on and discussed by the Projects Steering Group on 2 March 2022.

3. Recommendation

- 3.1 That Report 22/114 Projects Steering Group - Activity Update be received.
- 3.2 That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

4. Project Oversight / Key Highlights

Poads Road reservoir

The PSG were updated on the progress with the Poads Road Reservoir Project. The project continues to make excellent progress.

Concept designs for the intake and reservoir have advanced. The project team have also carried out further ecological, hydrology and civil engineering investigations. The next important milestone is an application to secure the remaining core water allocation.

The PSG had a general discussion on the options and operation of the new, low impact, water intake. The project team confirmed the intention was to continue to use the existing intake at the treatment plant as the primary intake, noting the reservoir is for raw water storage. The PSG also discussed the stages of consenting, including the context and content of the application for the core allocation.

Horowhenua Alliance

The February 2022 Horowhenua Alliance report was presented to the PSG.

The PSG noted the Alliance's ongoing compliance with their operational performance measures and their continued focus on zero harm in the workplace, especially in light of COVID-19 impacts on productivity.

The PSG discussed the seasonal nature of water usage in Levin. The Alliance noted that going forward, water data can be divided between household and wet industry use to give better indications of demand.

The PSG further noted the challenges faced across the district from stormwater and flooding, and the resultant change in proportions of reactive to planned works over the last 12 months.

Tara-Ika / O2NL

The PSG were updated on Council's perspectives toward Waka Kotahi New Zealand Transport Agency's (WK) latest concept plans for the O2NL corridor. In particular, the key differences between the WK Notice of Requirement (NoR) design and Council's master plan for Tara-Ika.

The project team outlined the impact the NoR has on the Plan Change 4 process and consequent impacts on the construction contracts with Crown Infrastructure Partners (CIP) and private housing development applications.

The project team further noted the excellent progress they have made on the construction of core public infrastructure to support the Tara-Ika master plan and CIP contract agreements. The new sewer and water mains along Tararua Road and Cambridge Streets are progressing on time and on budget.

PSG noted the project team's agility in navigating the various stakeholder demands to maintain construction momentum.

New Waitarere Beach Surf Club

The PSG were presented with the latest architect's renderings and plans for the Waitarere Beach Surf Club project. The project team continue to make excellent progress. Designs have advanced, positive support has been received from Ngāti Huia ki Poroutawhao and Ngāti Huia ki Matau hapu, and the consent application has been submitted to Horizons Regional Council.

The PSG noted the project continues to track well against budget and programme.

Attachments

There are no attachments for this report.

Confirmation of statutory compliance

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their advantages and disadvantages, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

Signatories

Author(s)	Brent Maguire Group Manager - Infrastructure Development and Operations	
-----------	---	--

Approved by	Brent Maguire Group Manager - Infrastructure Development and Operations	
-------------	---	--

Health and Safety Quarterly Report

File No.: 22/115

1. Purpose

To provide an update to the Finance Audit and Risk (FAR) Committee on health and safety matters at Horowhenua District Council for the period 1 October 2021 to 28 February 2022.

2. Recommendation

- 2.1 That Report 22/115 Health and Safety Quarterly Report be received.
- 2.2 That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

3. Issues for Consideration

As included in the attached report.

Attachments


No.	Title	Page
A	HS - Finance Audit Risk Committee Report Oct 21 - Feb 22 Health and Safety Quarterly Report 2022 - 24 March 2022	33


Confirmation of statutory compliance

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their advantages and disadvantages, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

Signatories

Author(s)	Tanya Glavas Health & Safety Lead	
-----------	---	---

Approved by	Ashley Huria Business Performance Manager	
-------------	---	---



Horowhenua District Council

Health & Safety Report 1 October 2021 – 28 February 2022

FAR Committee Meeting 30 March 2022

Key Highlights:

- Foxton Nature Reserve - Asbestos Containing Material (ACM) update:
 - 19 October 2021 possible asbestos containing material (ACM) exposure on the reserve land north of the Foxton Riverloop discovered during vegetation clearing work.
 - Contractors erected fencing to stop access to the area – completed one hour after communication.
 - Council engaged a specialist consultant to complete asbestos assessment of the site.
 - Report returned positive identification of asbestos. Council engaged a specialist asbestos removal company to complete required work under the Asbestos Regulations and Worksafe requirements.
 - Wednesday 29 December 2021 a completed report and Clearance Certificate from Consultants received.
 - Monday 17 January 2022 visit to site to view completion of remedial work.
 - Ongoing management of site is required and includes a written Asbestos Management Plan (AMP) for the site under Regulation 13 of the Asbestos Regulations, which has been completed.

LEAD INDICATORS

1. Health & Safety training/inductions

1 October 2021 – 28 February 2022	Mandatory/ Optional	Attendees Completed	Percentage Completed
First Aid Training (Role specific) Ongoing Refresher & Full course	Mandatory/Optional	3	100%
Peoplesafe Induction (New staff)	Mandatory	37	100%
Health & Safety Induction (New Staff)	Mandatory	37	100%
Health and Safety Representative Stage 1 Training	Mandatory	1	100%
Workstation Ergonomic Assessment	Optional	0	As scheduled
SiteWise Health and Safety Prequalification and Contractor Management training	Mandatory	42	100% (new staff included)
Aquatics First Aid training/refreshers	Mandatory	14	100%
Aquatics H&S Inductions	Mandatory	7	100%

2. Emergency Evacuation Drills (2 per year)

Levin Aquatic Centre	Completed 22 December 2021
Te Awahou Nieuwe Stroom	Completed 15 October 2021
Foxton Pool	Completed 22 December 2021
Te Takeretanga o Kura-hau-pō	Completed 13 October 2021
Council's Main Office	Completed 01 March 2022



3. Health & Safety Pre-qualification of Contractors

Over the past year, Horowhenua District council has been working with the Manawatu Whanganui Local Authority Shared Services (MWLASS) Health and Safety Group, to coordinate a change to a contractor health and safety prequalification service. The service selected is SiteWise Health and Safety Prequalification.

Contractor management is an important part of the Health and Safety at Work Act 2015 regarding Overlapping-Duties and Due Diligence and contractor management is also identified as a critical risk for Horowhenua District Council. From 1st February 2022 Horowhenua District Council moved onto the Sitewise prequalification system alongside MWLASS, Rangitikei DC, Manawatu DC, Ruapehu DC and Horizons RC.

SiteWise is a prequalification system that grades a contractors' health and safety capability and publishes that grade in a database that can be viewed by main contractors and principal organisations. SiteWise is part of Site Safe New Zealand, a not-for-profit organisation. As Experts in both health and safety training and delivery, they work with businesses to raise the bar in health and safety performance.

4. Health & Safety Committee (HSC) – Health and Safety at Work (Worker Engagement, Participation, and Representation) Regulations 2016

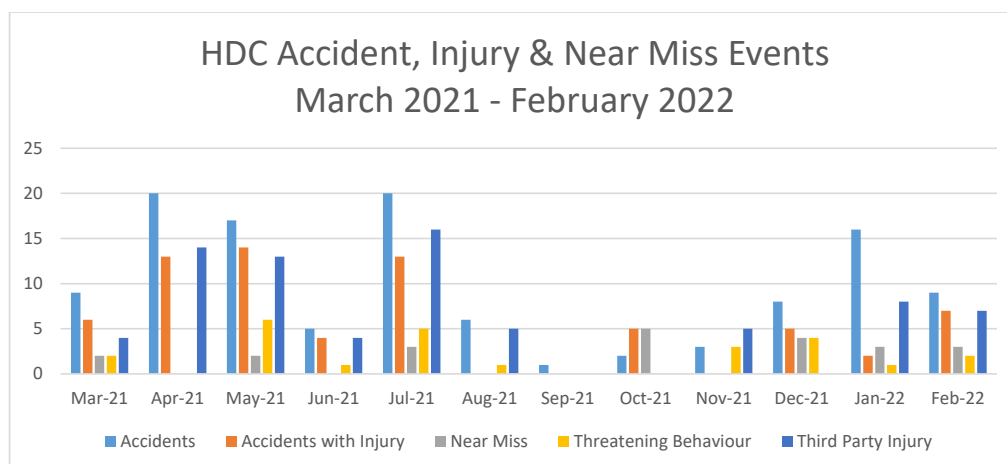
Meetings completed (October, November, December 2021 and February 2022)

October 2021	<ul style="list-style-type: none"> H&S Committee worked through a new procedure to be more efficient and effective in our reporting process. Welcomed to the meeting was the Group Manager Customer & Strategy to represent Senior Management Team. They shared some insight into the higher level of planning and focus of the SMT on health and safety.
November 2021	<p>November's meeting welcomed the Deputy Chief Executive (DCE) to the meeting. The Committee were very interested in the insights from the SMT regarding health and safety from the top table. Questions and discussion:</p> <ul style="list-style-type: none"> Questions on Covid-19 vaccinations for staff. How Council may move forward with the changes coming to the Covid-19 framework and how those changes may affect Council workplaces. The DCE suggested alternative ways of communicating and sharing information with staff who may feel email overload at this current time.
December 2021	<p>Review of the year's achievements. Highlights include:</p> <ul style="list-style-type: none"> Improvements in the number of H&S audits completed in the workplace. H&S Trophy presentations each month, at all staff meetings and virtually.

	<ul style="list-style-type: none"> • SafePlus Onsite Assessment – great improvement for Council from Developing in November 2018 to Performing in March 2021. • New Representatives have completed HSR Stage 1 training. • All Representatives completed HSR Stage 2 Risk Assessment and Incident Investigation training. • All staff health and safety presentations and promotions: <ul style="list-style-type: none"> ○ Wellbeing ○ Worksafe Stay Safe ○ Near Miss Events ○ Mental Health ○ Aotearoa Bike Challenge ○ Stair Challenge • Promoted and supported My Everyday Wellbeing. • H&S Significant Risk Register reviewed across the whole organisation. • Achieved the Outcomes identified in the H&S Annual Plan to date. <p>Group Manager Infrastructure attended as the SMT representative. Once again the message from SMT was interesting and innovative for the Committee to hear. The focus was on visibility of the Committee, encouraging the Committee to engage regularly via All Staff meeting, team meeting and any other time there is a health and safety message to be put out there for all Council workers.</p>
February 2022	<ul style="list-style-type: none"> • The H&S Committee have two Council policies to review as part of the LTP: <ul style="list-style-type: none"> ○ HDC Smokefree Environment Policy ○ HDC Sun Protection Policy • Group Manager People & Culture discussed with the Committee the approach to the vaccination proposal and the feedback received.

LAG INDICATORS

Table 1



Horowhenua District Council experienced **no** Worksafe notifiable events.

Incidents of note from Peoplesafe Reports:

Date	Incident	Action Taken
<p>Across the 5 months there were the below number of wet dry rescues.</p> <p>October 2021 (5)</p> <p>November 2021 (3)</p> <p>December 2021 (7)</p> <p>January 2022 (4)</p> <p>February 2022 (2)</p>	<p>Wet/Dry rescues - Aquatics</p> <p>(Identified in the H&S Significant Hazards and Risk Register – Being on or near the Water and Activities)</p>	<ul style="list-style-type: none"> Peoplesafe reports completed for each incident. Peoplesafe reports reviewed by Manager. Lifeguards reminded of Normal Operating Procedures (NOP). Parents/Caregivers communicated with on arrival about direct supervision of under 8 year olds. Manager is actively supporting lifeguards to engage with parents/caregivers about under 8 year olds supervision.
<p>October 2021</p>	<p>Near Miss - Aquatics</p> <p>(Identified in the H&S Significant Hazards and Risk Register – Being on or near the Water and Activities)</p> <p>Toddler moved away from family group and entered play pool unassisted.</p>	<ul style="list-style-type: none"> This incident has been recorded into Peoplesafe as a near miss. A subsequent investigation has taken place to identify opportunities for improvement. Short term improvements were implemented immediately. Long term improvements are part of training and procedural planning and will be reviewed.
<p>November 2021</p>	<p>Threatening Behaviour – Aquatics</p> <p>(Identified in the H&S Significant Hazards and Risk Register – Personal Confrontation-People Behaviour)</p> <p>The threatening behaviour incident was between two customers known to each other. The aggressor left the complex.</p>	<ul style="list-style-type: none"> Team Leader and Management advised of the altercation. Police called and responded. Peoplesafe report completed. Peoplesafe reports reviewed by Manager. EAP Services available for all staff Staff training/refresher in personal safety and dealing with aggressive behaviour. Planned for the first half of 2022.
	<p>Threatening Behaviour – Libraries</p> <p>(Identified in the H&S Significant Hazards and Risk Register – Threatening and Abusive Situations)</p>	<ul style="list-style-type: none"> Staff informed Manager of incident. MOP barred from the Library for two weeks. Peoplesafe report completed. Report in Peoplesafe reviewed by Manager.



	<p>A member of the public (MOP) behaving obstructively. Ignoring staff requests to stop flicking lights on and off and then being verbally rude and defiant. They were asked to leave the premises and refused.</p>	<ul style="list-style-type: none"> EAP services available to staff. Staff training/refresher in personal safety and dealing with aggressive behaviour. Planned for the first half of 2022.
December 2021	<p>Near Miss – Shannon Library - Christmas Lights fallen off veranda roof to footpath.</p>	<ul style="list-style-type: none"> The incident was reported by Library staff to a Council Officer and recorded into Peoplesafe as a near miss. An investigation undertaken to identify cause and opportunities for improvement. Contractor responsible for installing the lights is health and safety was pre-qualified with HDC. Cause identified as extremely stormy weather and unusually strong easterly winds. Short term improvements completed immediately to strengthen Christmas light attachment and support. Long term improvements include continuing to review structural support suitability and strengthen lights framework.
	<p>Near Miss – Te Takeretanga o Kura-hau-pō – Sign blown off building.</p>	<ul style="list-style-type: none"> The incident was reported by a member of the public to a Council Officer. Near miss report completed in Peoplesafe. An investigation undertaken to identify cause and opportunities for improvement. Contractor responsible for sign installation is health and safety pre-qualified with HDC. Cause - Installation of sign was on top of previous sign causing an insecure adhesion. Cause also identified as extremely stormy weather and unusually strong easterly winds. Short term improvements completed immediately on another identical sign set up to ensure safety. Long term improvements include: <ul style="list-style-type: none"> Mechanical fixings (screws) being used in future installations. Double stacking signs not to be repeated as not safe. Review into H&S notification improvements of CRM system.

<p>January 2021</p>	<p>Accident with minor injury - Te Awahou Nieuwe Stroom – Member of public (MOP) stepped off edge of walkway near Windmill.</p>	<ul style="list-style-type: none"> • First aid offered to the MOP by staff members. • Staff sat with MOP until a relation arrived about 10 minutes later. • Staff cleaned the concrete area. • Health and Safety Lead, Parks and Property Team Lead and Officer visited the area as this was the second report of a fall in the same area by a MOP in the past year. • An issue identified by Council staff is a lack of definition between the different levels of concrete (grey on grey). • Parks & Property will paint a white stripe along the edge to assist in the identity of the level change.
<p>February 2022</p>	<p>Threatening Behaviour (Identified in the H&S Significant Hazards and Risk Register – Personal Confrontation-People Behaviour)</p> <p>Aquatic staff member in fleet vehicle and uniform was abused by Wellington Action protestors standing to the north of Civic building.</p> <p>Threatening Behaviour – Libraries (Identified in the H&S Significant Hazards and Risk Register – Threatening and Abusive Situations)</p> <p>Member of the public (MOP) became irritated and abusive to staff about vaccine mandates.</p>	<ul style="list-style-type: none"> • Peoplesafe report completed and reviewed by Manager • Staff member offered EAP services • All staff are advised of known protest action outside of Council buildings. These protestors were supporters of the action in Wellington. • Staff supported the MOP with offers of mobile services. • Staff shocked by some of the language and ideas used by the MOP during the incident. • Manager and affected staff reviewed the incident and spoke of concerns. • EAP services offered to staff • Security in place to support staff when vaccine pass requirement date started.



Contractor Incidents

<p>December 2021</p>	<p>A contractor completing recycling collection for Horowhenua District Council informed a Council Officer that the truck had been involved in an accident on Hokio Beach Road involving a vehicle. Sadly the person in the vehicle died at the scene. Initial information to the Council from the contractor indicated the vehicle involved was on the wrong side of the road and the recycling truck team were completing their work in the agreed and approved process. Police have confirmed this.</p> <p>This was a shocking event for all involved and the Solid Waste Team along with Health and Safety Lead ensured that EAP was available for those that required support, both for the contractor and Council staff.</p>	<p>The health and safety processes and procedures followed up and confirmed were:</p> <ul style="list-style-type: none"> • Contractor Health and safety prequalification completed with Horowhenua District Council • Contractors' Risk Register identifies "Interaction between people and mobile plant and other vehicles" as a risk rated Critical, with a residual rating of Moderate. • The Company has an EAP service available for all staff. • A debrief meeting was held with Council staff and the contractor on 21 December, to go over the incident and discuss the response and possible effects of such an incident. • Incident report – preliminary report received. Completion when police complete investigation.
<p>February 2022</p>	<p>A Contractor responsible for completing road works for Horowhenua District Council, informed Council Officer that the sub-contractor had experienced a vehicle accident on the road work site.</p> <p>Incident Description: The subcontractor were working on Hokio Beach Road doing chipseal, the contractor was in charge of traffic management. A MOP has been stopped by TC on paddle and once given the GO paddle has overtaken x2 vehicles inside the traffic control set up, gained to the speed of approximately 80km (guess of police and staff on site) and has reached new seal. They then lost control of their vehicle and rolled into neighbouring paddock. The police and ambulance were called, no contractor or sub-contractor staff were injured or in immediate danger. Occupants of vehicle taken to hospital with minor injury.</p>	<p>The health and safety processes and procedures followed up and confirmed were:</p> <ul style="list-style-type: none"> • Contractor and sub-contractor health and safety prequalified with Horowhenua District Council and SiteWise. • Initial incident report completed and sent to Horowhenua District Council 4/02/2022 • Traffic Management Plan and supporting documents sent to Horowhenua District Council 8/02/2022. • The Traffic Management Plan includes control actions for: <ul style="list-style-type: none"> ○ Crashes on Work Sites ○ Code of practice for temporary traffic management (CoPTTM) section (A5.7) Contractor Responsibility and (A5.7.3) Definition of a crash • Incident report indicated an opportunity for improvement in the recording of required TMP checks. • Contractor confirmed corrective actions of Ensure TMP documentation is completed thoroughly – Contractor has had a discussion with the TMP and regular audits will show

		compliance with TMP as regulations require.
--	--	---

Despite both incidents being significant and with Council not at fault in either as part of the review it highlighted a very strong culture of positive contractor management from Council. With both incidents an example of Contractor Management obligations under the Health and Safety at Work Act 2015, which requires PCBUs to consult, cooperate and coordinate with other PCBUs when working in a shared workplace, or as part of a contracting chain.

5. COVID-19

- The Omicron variant is spreading through the Horowhenua district. Work plans have been put in place for teams to ensure Council services are available.
- Staff wellbeing is discussed in team meetings and All Staff meetings to ensure messages are conveyed around the support that is available for staff.
- Personal protection equipment and hygiene supplies in stock for staff:
 - Disposable masks
 - KN95 masks
 - Disposable gloves
 - Face shields
 - Hand sanitiser
 - Vehicle sanitiser stations

6. SafePlus March 2021 Recommendations and planned actions.

Recommendations	Actions	Update
LEADERSHIP		
Consider adding threatening and abusive behaviours to the top critical risks reviewed by the FAR Committee.	Reported to FAR meeting 28 April 2021	Completed 30 April 2021
Build on what is already provided in the Health and Safety Quarterly Report by configuring the data to present it as a measurement framework that provides insight into: <ul style="list-style-type: none"> ○ health and safety activities ○ critical risks and verifications ○ progress on the annual plan ○ event reporting and related trends. 	Included as part of ongoing improvements to Health and Safety framework and reporting processes.	Development of a dashboard reporting framework for SMT and FAR Committee reports being developed with consultant

<p>Develop a set of measures for the SMT and the FAR to monitor and verify the effectiveness of risk controls. This will also assist Elected Council members and the CE meet some due diligence requirements.</p>	<p>Objective in the Health and Safety Annual Plan 2021/2022</p>	<p>July 2021– SMT reporting has been improved with separate incident reporting for Aquatics to include controls and procedures for risks identified in the reports.</p> <p>2022 – FAR reporting has been improved with actions and controls included in the LAG indicator, incident and contractor incident reporting.</p>
<p>Ensure any online tools related to health and safety have input from the HSA so data can be captured in relation to the frequency of contractor’s exposure to critical risks.</p>	<p>Included as part of ongoing improvements to Health and Safety framework and reporting processes.</p>	<p>Inclusion of frequency data from HDC Temporary Traffic Management (TTM) audit forms part of H&S reporting information.</p>
<p>Upskill key council staff so they are safety leaders with contractor management and HDC is a partner with all contractors, rather than defaulting to the larger contractor’s health and safety systems.</p>	<p>Objective in the Health and Safety Annual Plan 2021/2022</p>	<p>Completed November 2021</p> <p>Health and safety component of contractor management training completed for staff.</p>
<p>Clarify health and safety roles and responsibilities for council staff working in Alliance Group. This would include their obligations to council in terms of health and safety.</p>	<p>Noted and included in communication with HDC staff and the Health and Safety Committee</p>	<p>Scheduled monthly H&S meetings between HA Operations Manager and HDC H&S Lead.</p> <p>Monthly invitation to HDC staff at HA to attend H&S Committee meetings.</p>
WORKER ENGAGEMENT		
<p>Explore ways to involve more staff in critical risk management. An example could be running staff focus groups when developing critical risk profiles and mitigations.</p>	<p>Objective in the Health and Safety Annual Plan 2021/2022</p>	<p>Completed November 2021</p> <p>Annual review of the Health and Safety Hazards and Risk Register (including Critical Risks) completed</p>

		by H&S Lead, Managers, H&S Representatives and Staff focus groups.
Consider further upskilling Health and Safety Representatives (HSR), especially around risk management.	HSR Stage 2: Risk Assessment and Incident Investigation training booked 23 & 24 August 2021(postponed)	Completed training for all HS Representatives 4 & 5 October 2021
RISK MANAGEMENT		
Consider reviewing the five critical risks documented in the FAR report. The risks do not seem to align with the business risks. Information on the risks should also cover how the controls are verified. It would be also useful to provide information on which business units are affected by these risks and what is considered the level of risk.	Objective in the Health and Safety Annual Plan 2021/2022	Critical risks increased to six with inclusion of People Behaviour.
		Review of the critical risks to align with business risks planned once new Risk Manager is on board.
Add a column in the risk register as to how the controls will be verified for effectiveness. Each control should then have a methodology as to how it can be verified. For example, staff inspecting roading sites should have completed certain training and their training should be documented. A process should be developed to easily verify all staff associated with this risk have the correct training, and any gaps highlighted.	Objective in the Health and Safety Annual Plan 2021/2022	Completed November 2021 Verification column and information added to critical risk register. Included in the H&S Risk Register review underway September 2021
Consider reviewing the risk register to make sure the hierarchy of controls are correct for each individual control and the correct HDC and external guidance is referred for specific risks.	Identified as part of the Health and Safety Risk Register review to be completed last quarter 2021	Completed November 2021
The FAR Committee delivery objectives were that critical risk action plans would be developed	Objective in the Health and Safety Annual Plan 2021/2022	Critical risks are identified in safe operating procedures

for every work group where critical risk or high probability risk has been identified. Review how this objective is tracking.		developed for specific team requirements. Review yet to be completed.
Ensure any tools developed by the roading team, or other teams, to inspect or assess contractor's health and safety work and performance, are able to collect data that is useful for the business. Information such as the types of critical risks that contractors are exposed to or create in their work, and frequency would be useful for the HSA to collate as a potential lead indicators. This could inform the effectiveness of controls and how work is being performed safely.	Included as part of ongoing improvements to Health and Safety framework. Health and safety audit questions have been integrated into the Temporary Traffic Management (TTM) short audit form, increasing the H&S audit reporting capability.	Development of process to collect audit information underway with Information management team
Consider a method of exception reporting to verify whether all relevant staff are now vaccinated.	Influenza and Hepatitis information contained in the Peoplesafe reporting system.	Developing with HR.
Consider strengthening HDC's health and safety contractor review processes as there is still a reliance on the contractor's assessment and inspection processes.	Working with Manawatu/Whanganui Local Authority Shared Services Health and Safety Group to strengthen contractor review processes.	Completed 1/02/2022 Plan underway to align HDC Contractor Prequalification for MWLASS Contractor Prequalification with third party SiteWise Health and Safety Prequalification programme October 2021– February 2022.
Consider exploring the work programme concerns that were raised by a member of the Horowhenua Alliance.	Noted and discussed with Horowhenua Alliance Director	Completed.
Consider creating a health and safety document framework that fits HDC's current health and safety requirements.	Objective in the Health and Safety Annual Plan 2021/2022	Underway

Deep Dive Risk – Working Alone		
Ensure a process is put in place so HDC know which staff may be expected to work alone or in isolation, and that they all have plans in place that confirm to the Working Alone Policy	Plan with identified teams and HR to complete	Planning underway with HR
Work with the business units to develop their specific procedures based on the policy and best practice controls covered off by the Working Alone Policy. The plans would need to be developed in conjunction with staff and the relevant staff be trained on how to implement the plans.	Identified and part of the Risk Management plan, including review of health and safety risk register.	Completed November 2021 Included in the H&S Risk Register review underway September 2021
Consider creating some measures for the SMT and FAR report around how many business units have staff who work alone, how many business units have procedures in place and what training has taken place.	Identified in risk register review.	Partially completed in risk register review. Work with business units to be completed.
Deep Dive Risk – PCBU/Contractor Activities		
Consider how HDC can embed a sustainable process to review health and safety on site practices of contractors	Working with Manawatu/Whanganui Local Authority Shared Services Health and Safety Group to strengthen contractor review processes.	Completed 1/02/2022 Plan underway to align HDC Contractor Prequalification for MWLASS Contractor Prequalification with third party SiteWise Health and Safety Prequalification programme October 2021– February 2022
Undertake more work on upskilling managers on the HSWA requirements for overlapping duties.	Planning for training 2021/2022	Completed 22/11/2021 Training booked November 2021
Ensure there is consistency in health and safety processes across all contractual arrangements.	Reviewing with Procurement team members.	Planning underway
Refer to recommendations relating to contractor management in the risk management section	Working with Manawatu/Whanganui Local Authority Shared Services Health and Safety Group to strengthen contractor review processes.	Completed 1/02/2022 Plan underway to align HDC Contractor

		Prequalification for MWLASS Contractor Prequalification with third party SiteWise Health and Safety Prequalification programme October 2021– February 2022
Deep Dive Risk – Mental Health and Wellbeing		
Develop an overarching workplace mental health and wellbeing framework to dovetail into the soon to be developed wellbeing strategy	Included in the mental health and wellbeing strategy development	Development of MH&W strategy underway
The framework should be specific about what its intended goals are and how the outcome will be measured. This should also encompass any initiatives and activities that are launched.	Included in the mental health and wellbeing strategy development	Development of MH&W strategy underway
Build on the already completed Psychosocial Policy to identify tools and resources available to workplaces to develop the mental health and wellbeing framework.	Included in the mental health and wellbeing strategy development	Development of MH&W strategy underway
Give managers more training on mental health and wellbeing, along with developing processes to assist managers in identifying and dealing with any emerging issues with their staff or members of the public.	Included in training planned for 2021/2022	Training confirmed for March, April, May and June 2022



7. Education Piece - Risk Management – *Health and Safety at Work Act 2015 (Section 30)*

This education piece is to further explain how Council manages health and safety critical risks by breaking down each piece of information shown in the Health and Safety Significant Risk Register. Each critical risk has information related to it and resources available to support the management of the identified hazards and the associated risks.

From the Significant Risk/Hazard register, the following health and safety Critical Risks for Council have been identified.

- Contractors and sub-contractors - detailed below
- Working Alone
- Moving stock off the road
- Confined space
- Driving/vehicle related incidents
- People behaviour
- Staff mental health and wellbeing – in conjunction with People and Culture.

Why Working Alone is a critical risk for Horowhenua District Council?

Under the Health and Safety at Work Act 2015 (HSWA) PCBUs are required to do all that is reasonably practicable to ensure the safety of their staff and to have arrangements in place to control risks.

Working Alone covers a large range of situations, from a worker completing operations alone in an isolated area (park, forest or beach) to the newer situation of a staff member working from home for a long period of time, where they also live alone.

Identifying the risks of Working Alone, which will now include mental harm from being physically isolated from the workplace environment, require control actions which mitigate the possible harm and ensure staff understand their personal responsibilities to stay safe and managers also understand their responsibilities to ensure their team are safe.

Because each HDC team can face working alone in very different ways, from Animal Control being out on a night call to deal with a situation to staff completing work in the Civic building outside of office hours, the Working Alone policy is the a broad document to give direction on how HDC will keep staff safe in a working alone situation. The nuts and bolts of how we keep staff safe include supporting registers, safe operating procedures specific to teams and clear communication for staff.

Hazard	Risk	Likelihood	Consequence	Risk Score	Hierarchy of Control of Action	Person Responsible	How often action is monitored	Reference	Date identified	Last reviewed	Training	Health Monitoring	Final Risk Rating
Working Alone	Physical Harm	3 Likely	4 Major	Significant	Administrative – Change the way people	Staff/ Manager	Annually	Working Alone Policy. Working Alone Risk Assessment. Safe Working Protocols – team specific. Eroads booking system to support tracking of vehicles. Flexible Working Arrangement Policy.	01/07/2015	29/09/2021	NA	N/A	Significant

- **Hazard:** A hazard is a situation that poses a level of threat to life, health, property, or environment.
- **Risk:** Is the chance or probability that a person will be harmed or experience an adverse health effect if exposed to a hazard.
- **Likelihood:** On a risk matrix represents the likelihood of the most likely consequence occurring in the event of a hazard
- **Consequence:** Consequence is the outcome of an event.
- **Risk Score:** Used during risk assessment to define the level of risk by considering the category of likelihood against the category of consequence severity. This is the score without any Control Actions in place to mitigate the risk.
- **Hierarchy of Control Action:** Use the *hierarchy of controls* to determine the most effective control measures to minimise those risks.
- **Person Responsible:** Job title or position of person/s responsible for contractor health and safety. Usually the Officer who is engaging the contractor for work and the Health and Safety Advisor who reviews and issues the pre-qualification approved status of contractors.
- **How often action is monitored:** Based on type of action and the schedule of the register review
- **Reference:** Supporting documents and Regulatory information
- **Date Identified:** the date the hazard was identified and added to the risk register
- **Last Reviewed:** the date the register was reviewed (Reviews are carried out by multiple groups including staff focus groups, Managers, H&S Committee members and staff who are exposed to the hazard)
- **Training:** Identifies specific training required e.g. working at heights, hot-works, confined spaces.
- **Health Monitoring:** Occupational health monitoring requirements e.g. Hepatitis A&B screening for landfill and waste water work
- **Final Risk Rating:** Where the hazard fits in the risk matrix after the elimination or minimisation of the risks, through the detailed control actions that have been implemented. Sometimes risks do not reduce, even with controls in place, due to elements like human behaviour.

Working Alone - Detailed Control Action

1. All external visits are scheduled and work to a time frame so failure to attend will escalate to manager to make contact.
2. Cell phones must remain hand held on during visitation and emergency contact visible.
3. If risk is identified pre assessment staff will utilise the buddy system and attend in pairs or re-assess the requirement to attend.
4. No expectation for a staff member to attend alone if they feel it there is relevant risk to their safety, Manager will re-assess requirement of visitation.
5. Isolation caused by working from home - living alone and working from home - to be discussed with Managers to ensure staff not isolated due to Pandemic controls.

- **Detailed Control Action for Working Alone:** The actions taken to eliminate or minimise the risks identified.
 1. External visit that require an Officer to attend must be scheduled in the system that the team uses (which can include vehicle booking, scheduled time arrival and expected departure). Part of these safety procedures is to ensure other team members/Managers know where staff are completing work and when they expect them to check in or be back in the office.
 2. Carrying a cell phone with emergency contact set helps to ensure if a physical accident occurs that an ability to make contact easily is available to staff. This is especially important when alone, whether outside or inside.
 3. Pre-assessment of the address staff are attending, via HDC registers or checking with team members, ensures if there are any identified hazards that the staff member is aware and can utilise a system that works for that situation.
 4. Staff safety is paramount and always comes before completing a task. This is reinforced by conversation ensuring staff members understand they have the right to step back from a job if they do not feel safe, whether physical or mental. Jobs can always be re-schedule to ensure safety.
 5. Changes to working situations, both from staff request and from Covid-19 recommendations to reduce the number of people in office spaces. Discussion with Managers to support their staff who may live alone, and then work from home, which may cause a situation of isolation. The Flexible Working Arrangements Policy helps to keep clear communication and awareness of how staff work from home in these changing times.

RISK MATRIX - SCORE						
RISK HAZARD MANAGEMENT : Purpose - To further improve the method for systematically identifying, assessing and controlling hazards in the workplace as required by the Health & Safety at Work Act 2015						
	Consequence					
Likelihood	1 - Very minor	2 - Minor	3 - Moderate	4 - Major	5 - Catastrophic	
5 - Almost certain	Low	Moderate	Significant	Extreme	Extreme	
4 - Very Likely	Low	Moderate	Significant	Significant	Extreme	
3 -Likely	Low	Moderate	Significant	Significant	Extreme	
2 - Unlikely	Low	Low	Moderate	Moderate	Moderate	
1 - Extremely unlikely	Low	Low	Low	Low	Low	

