



**I, Kitea Tipuna, Tumu Whakarae Chief Executive, hereby give notice that
Finance, Audit & Risk Committee Meeting will be held on:**

Date: Tuesday, 28 September 2021
Time: 1.30pm
Location: Council Chamber, Wairoa District Council,
Coronation Square, Wairoa

AGENDA

Finance, Audit & Risk Committee Meeting

28 September 2021

The agenda and associated papers are also available on our website: www.wairoadc.govt.nz

For further information please contact us 06 838 7309 or by email info@wairoadc.govt.nz

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- 1 KARAKIA**
- 2 APOLOGIES FOR ABSENCE**
- 3 DECLARATIONS OF CONFLICT OF INTEREST**
- 4 CHAIRPERSON'S ANNOUNCEMENTS**
- 5 LATE ITEMS OF URGENT BUSINESS**
- 6 PUBLIC PARTICIPATION**

A maximum of 30 minutes has been set aside for members of the public to speak on any item on the agenda. Up to 5 minutes per person is allowed. As per Standing Order 15.1 requests to speak must be made to the Chief Executive Officer at least one clear day before the meeting; however this requirement may be waived by the Chairperson. Requests should also outline the matters that will be addressed by the speaker(s).

7 MINUTES OF THE PREVIOUS MEETING

Ordinary Meeting - 17 August 2021

**MINUTES OF WAIROA DISTRICT COUNCIL
FINANCE, AUDIT & RISK COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, WAIROA DISTRICT COUNCIL, CORONATION SQUARE, WAIROA
ON TUESDAY, 17 AUGUST 2021 AT 12.30PM**

PRESENT: Cr Jeremy Harker, Cr Denise Eaglesome-Karekare 1.14pm , Mr Philip Jones, Cr Danika Goldsack

IN ATTENDANCE: **Kitea Tipuna** (Tumu Whakarae|Chief Executive), **Kimberley Tuapawa** (Pouwhakarae – Pārongo/Wheako Kiritaki|Group Manager Information and Customer Experience), **Gary Borg** (Pouwhakarae – Pūtea/Tautāwhi Rangapū |Group Manager Finance and Corporate Support), **Stephen Heath** (Pouwhakarae – Hua Pūmau Hapori/Ratonga|Group Manager Community Assets and Services), **Lauren Jones** (Kaikaute Putea | Financial Accountant), **Alannah Marshall** (Governance and Economic Development Officer | Kaiurungi Mana Ārahi Whakawhanake Ōhanga), **Kevin Stevenson** (Kaiurungi Kore Whakawhara| Zero Harm Officer), **Donna Moorcock** (Kaitohutohu Pumanawa Tangata|Human Resources Advisor), **Karen Akuhata** (Kaiwhakahaere Whaipanga | Utilities Manager)

1 KARAKIA

Karakia was given by Tumu Whakarae Kitea Tipuna

2 APOLOGIES FOR ABSENCE

APOLOGIES

COMMITTEE RESOLUTION 2021/151

Moved: Cr Jeremy Harker

Seconded: Cr Danika Goldsack

That the apology received from His Worship Craig Little be accepted and leave of absence granted.
That the apology of the lateness of Cr Denise Eaglesome-Karekare be accepted

CARRIED

3 DECLARATION OF CONFLICT OF INTEREST

Nil.

4 CHAIRPERSON'S ANNOUNCEMENTS

Nil.

5 LATE ITEMS OF URGENT BUSINESS

Nil.

6 PUBLIC PARTICIPATION

NIL

7 MINUTES OF THE PREVIOUS MEETING**COMMITTEE RESOLUTION 2021/152**

Moved: Cr Jeremy Harker

Seconded: Mr Philip Jones

That the minutes of the Ordinary Meeting held on 6 July 2021 be confirmed.

CARRIED**8 GENERAL ITEMS****8.1 STRATEGIC RISKS****COMMITTEE RESOLUTION 2021/153**

Moved: Cr Jeremy Harker

Seconded: Cr Danika Goldsack

That the Committee receive the report and confirm that, subject to significant additions identified through regular risk management, the risks contained in the LTP and attached as Appendix 1 will form the baseline for its continuing risk monitoring.

CARRIED

This report forms the baseline for the strategic risks this committee monitor. The committee discussed software, process, and systems to help develop the comprehensive corporate risk register.

The committee agreed this is a good start point.

Action Item log

To be presented at the next meeting Project management plan with timeline for risk management tool implementation.

8.2 ANNUAL REPORT AND AUDIT UPDATE**COMMITTEE RESOLUTION 2021/154**

Moved: Cr Jeremy Harker

Seconded: Mr Philip Jones

That the Committee receive the report.

CARRIED

The committee is impressed with the quality of project management and proactive measures taken to ensure the Annual report and audit are on track. This truly provides the members with great assurance and is the level of briefing they expect to see.

Items discussed

- SSP Report
- Potential Risk from the previous audit
- Comparison to previous year
- Valuers confirmation received. Regarding Infrastructure Assets Revaluation
- Audit efficiency utilising online portals, testing done remotely where possible
- Classification capex and opex
- Update on Annual Report Timetable

8.3 LAPP INSURANCE

COMMITTEE RESOLUTION 2021/155

Moved: Cr Danika Goldsack

Seconded: Mr Philip Jones

That Committee receive the report and choose option B Exclude Polyethylene (PE) pipes from the Local Authority Protection Programme Disaster Fund.

CARRIED

The Utilities Manager reviewed the annual LAPP insurance renewals. The review compared like for like with material damage insurance that covers above-ground assets. It was determined that above-ground assets prove a greater risk. Based on this, it is sensible to reduce the coverage from LAPP and the savings from this being used to provide a greater level of cover for above-ground assets. The committee agreed this is a cautious approach to test risk management.

8.4 HEALTH & SAFETY UPDATE

COMMITTEE RESOLUTION 2021/156

Moved: Cr Jeremy Harker

Seconded: Cr Denise Eaglesome-Karekare

That Committee receive the report.

CARRIED

Tumu Whakarae Chief Executive spoke about the future focus for Health, safety, and well-being in response to the CouncilMARK report. An update was given on Staff reporting lines to support this work.

Members discussed Health and safety reporting points to be received at this committee to ensure that necessary processes are in place.

The Meeting closed at 1.31 pm with a closing Karakia by Tumu Whakarae Kitea Tipuna .

The minutes of this meeting were confirmed at the Finance, Audit & Risk Committee Meeting held on 28 September 2021.

.....
CHAIRPERSON

8 GENERAL ITEMS

8.1 FINANCIAL PERFORMANCE TO 31 AUGUST 2021

Author: Lauren Jones, Kaikaute Putea Financial Accountant

Authoriser: Gary Borg, Pouwhakarae - Putea / Tautawhi Rangapu Group Manager
Finance and Corporate Support

Appendices: 1. Financial Performance Report to 31 August 2021 [↓](#)

1. PURPOSE

1.1 This summary report provides information on Council's operating financial performance for the 2 months to 31 August 2021. No decisions are required by Committee.

1.2 This is an information report-only report because it provides an update on Council's progress against objectives established and decisions previously made in the Long Term Plan.

RECOMMENDATION

The Kaikaute Putea Financial Accountant RECOMMENDS that Committee receive the report.

1. BACKGROUND

1.1 Council's minimum statutory obligations regarding reporting, public accountability and financial management are contained in Part 6 of the Local Government Act 2002. Monitoring financial performance on Council's behalf is included in the Committee's Terms of Reference.

1.2 Beyond this, regular performance reporting is good practice, keeping Council and the community informed of its financial performance and position.

1.3 In addition, reporting during the year provides an indication of full year outcomes and informs the decision-making process for each subsequent Annual Plan and Long-Term Plan.

1.4 The financial performance report, attached as **Appendix 1**, sets out the financial results.

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 benefits and costs, 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 Lauren Jones	Approved by Gary Borg

MONTHLY REPORT

TO 31 AUGUST 2021



WAIROA
DISTRICT COUNCIL

INTRODUCTION

This monthly report covers the period 1 July 2020 to 31 August 2021.

As this is the first year of the Long Term Plan, there is no annual plan completed. The first year figures become the annual plan / budgeted figures used in our variance analysis for results year to date.

The 2021 figures presented here are unaudited draft figures for the year. These are therefore subject to change. Once the audit has been signed off, future reports will contain the final, audited and published figures.



**NGĀ TAUĀKĪ
PŪTEA**

**FINANCIAL
STATEMENTS**

HE TAUĀKĪ PŪTEA WHIWHI ME TE PŪTEA WHAKAHAERE

STATEMENT OF COMPREHENSIVE REVENUE AND EXPENSE

For the period ended 31 August 2021

	YTD				Full year (30 June)	
	Actual \$000	Budget \$000	Variance \$000	Variance %	Budget \$000	2021 \$000
Revenue						
Rates	2,825	2,576	249	10%	15,459	14,069
Subsidies and grants	2,027	4,103	(2,076)	-51%	A 19,890	27,246
Petrol tax	11	14	(3)	-21%	85	84
Fees and charges	700	388	312	80%	B 2,357	2,238
Investment revenue	(10)	121	(131)	-108%	C 471	100
Miscellaneous revenue	-	-	-	0%	-	15
Total revenue	5,553	7,202	(1,649)	-23%	38,262	43,752
Expense						
Water supply	274	364	(90)	-25%	2,222	3,021
Stormwater	73	95	(22)	-23%	572	552
Wastewater	287	355	(68)	-19%	2,116	2,648
Solid waste	273	325	(52)	-16%	2,306	1,888
Transport	1,952	2,051	(99)	-5%	12,291	14,968
Community facilities	380	395	(15)	-4%	2,372	2,557
Planning and regulatory	287	348	(61)	-18%	2,094	1,762
Leadership and governance	584	593	(9)	-2%	3,561	4,094
Corporate	289	288	1	0%	1,383	1,958
Total expense	4,399	4,814	(415)	-9%	28,917	33,448
Net surplus (deficit) operations	1,154	2,388			9,345	10,304
Subvention income	-	-	-	0%	250	287
Net surplus (deficit) for period	1,154	2,388			9,595	10,591
Other comprehensive revenue and expense						
Fair value movement PP&E	-	-	-	-	-	-
Fair value movement in equity investments	-	-	-	-	-	-
Total comprehensive revenue and expense for the period	1,154	2,388			9,595	10,591

Variance explanations (YTD actual compared to YTD budget)

- A** Subsidies and grant income is 51% (\$2m) less than budgeted. At this stage in the year this relates to the phasing of workplans and budget, especially in regard to NZTA-funded maintenance and capital works and PGF/DIA projects.
- B** Fees and charges revenue is \$312k (80%) higher than budgeted. This primarily relates to dog registration fees, with the budget phased and the fees mainly collected in these first 2 months of the year.
- C** Investment income is lower than budgeted, due to reduced interest revenue and market gain on investments due to the market forces.

HE TAUĀKĪ TU PŪTEA

STATEMENT OF FINANCIAL POSITION

As at 31 August 2021

	YTD		Full Year		Variance		
	Actual \$000	Budget \$000	Budget \$000	2021 \$000	\$000	%	
Current Assets							
Cash and cash equivalents	3,607	412	1,270	4,324	(717)	-17%	A
Inventories	70	13	78	70	-	0%	
Trade and other receivables	3,858	650	3,902	5,942	(2,084)	-35%	B
Financial assets at fair value	-	-	1,831	1,029			
Total current assets	7,535	1,075	7,081	11,365			
Current liabilities							
Trade and other payables	4,856	1,000	6,016	10,124	(4,159)	-37%	B
Advance funding - PGF	2,109	-	-	1,000			
Borrowings	-	-	1,500	-			
Total current liabilities	6,965	1,000	7,516	11,124			
Working Capital	570	75	(435)	241			
Non-current assets							
Property, plant and equipment	290,159	49,288	296,930	291,092	297	1%	
Work in progress	4,473	4,221	20,574	3,243			
Investment in subsidiary	1,250	208	1,250	1,250	-	0%	
Investment property	405	-	-	375	30	8%	
Biological asset - forestry	115	19	115	115	-	0%	
Available for sale financial assets	22	4	23	22	-	0%	
Intangible assets	20	2	12	21	(1)	-5%	
Financial assets held to maturity	144	-	-	133	(22)	1%	
Financial assets at fair value	3,738	499	1,161	2,742			
Total non-current assets	300,326	54,241	320,065	298,993			
Non-current liabilities							
Employee entitlements	82	14	66	61	21	34%	
Landfill aftercare	1,520	214	1,281	1,520	-	0%	
Borrowings	8,000	3,253	18,015	7,000	1,000	14%	
Total non-current liabilities	9,602	3,481	19,362	8,581			
Net assets	291,294	50,835	300,268	290,653			
Represented by							
Equity	291,290	50,835	300,268	290,653			

Variance explanations (YTD actual compared to PY closing)

- A** Cash is \$717k higher than at 30 June, due to payment of subsidy claims.
- B** Trade and other receivables are \$2m higher than at 30 June. Trade and other payables are \$4m lower. This is due to timing of billing, collections and payments.

HE TAUĀKĪ MANA TAURITE

STATEMENT OF CHANGES IN EQUITY

For the period ended 31 August 2021

	YTD		Full Year	
	Actual \$000	Budget \$000	Budget \$000	2021 \$000
Total equity - opening balance	290,136	48,447	290,673	280,062
Net surplus (deficit) for period	1,154	2,388	9,595	10,591
Other comprehensive income	-	-	-	-
Total comprehensive income	1,154	2,388	9,595	10,591
Total equity - closing balance	291,290	50,835	300,268	290,653
Components of equity				
Ratepayer's equity - opening balance	155,775	26,601	160,014	143,500
Net surplus/(deficit) for period	1,154	2,388	9,595	10,591
Transfers from restricted reserves	412	-	-	4,350
Transfers to restricted reserves	(230)	-	(7,482)	(2,704)
Transfer from revaluation reserve	(1,979)	-	-	555
Ratepayer's equity - closing balance	155,132	28,989	162,127	156,292
Special funds - opening balance	19,110	2,544	14,853	20,756
Transfer to ratepayer's equity	230	-	7,482	2,704
Transfer from ratepayer's equity	(412)	-	-	(4,350)
Special funds - closing balance	18,928	2,544	22,335	19,110
Revaluation reserves - opening balance	115,251	19,302	115,806	115,806
Net transfer to ratepayer's equity	1,979	-	-	(555)
Revaluation recognised in other comprehensive revenue and expense	-	-	-	-
Revaluation reserves - closing balance	117,230	19,302	115,806	115,251
Total equity - closing balance	291,290	50,835	300,268	290,653

The equity as at 30 June 2021 requires a journal as part of the finalisation post audit. Therefore the opening balance does not roll exactly. This will be rectified once the accounts are completed for the 2021 year.

HE TAUĀKĪ KAPEWHITI

STATEMENT OF CASHFLOWS

For the period ended 31 August 2021

		YTD	Full year	
		Actual	Budget	2021
		\$000	\$000	
Cash flows from operating activities				
<i>Cash was provided from:</i>	Rates received	5,132	18,596	13,873
	Other revenue	(10)	19,162	32,138
	Investment income	-	471	387
<i>Cash was applied to:</i>	Payments to suppliers and employees	(8,709)	250	(24,280)
	Interest paid	(33)	(25,985)	(223)
Net cash flows from operating activities		(509)	(368)	21,895
			12,126	
Cash flows from investing activities				
<i>Cash was provided from:</i>	Sale of property, plant and equipment	-		15
	Insurance proceeds	-	61	-
	Sale of financial assets	1,029	1,026	2,108
<i>Cash was applied to:</i>	Purchase of financial assets	(1,007)	-	-
	Purchase of property, plant and equipment	(1,230)	(19,987)	(21,489)
Net cash flows from investing activities		(1,208)	(18,900)	(19,366)
Cash flows from financing activities				
<i>Cash was provided from:</i>	Loans raised	1,000	4,949	-
<i>Cash was applied to:</i>	Borrowings repaid	-	-	(1,000)
Net cash flows from financing activities		1,000	4,949	(1,000)
Net increase/(decrease) in cash and cash equivalents		(717)	(1,825)	1,529
Cash and cash equivalents at beginning of period		4,324	3,095	2,795
Cash and cash equivalents at end of period		3,607	1,270	4,324
Made up of:				
Cash		-	11	4
Short term deposits		3,607	1,259	4,320
Cash and cash equivalents at end of period		3,607	1,270	4,324



HE TAUĀKĪ WHAKAAWEAWE PŪTEA

FUNDING IMPACT STATEMENTS

Understanding Funding Impact Statements

These statements set out Council's sources of operating and capital funding to be used for the 2020/21 financial year, and how this funding is to be applied. Council's sources of operating funding include items such as fees and charges, and its applications of operating funding include items such as payments to staff and suppliers. Council's sources of capital funding include items such as subsidies and grants for capital expenditure, and its applications of capital funding include capital expenditure to improve levels of service or replace existing assets. The difference between the value of total capital funding and application of this funding is the amount that Council needs to fund from rating for depreciation, both in the current year and from reserves which have built up over several years. These statements do not include depreciation. This is because it is a non-cash item. The Whole of Council Funding Impact Statement provides combined totals of all Council's sources of operating and capital sources of funding and application, and activity-level funding impact statements which separates this information into Council's key activity groups such as water supply and waste management.

FUNDING IMPACT STATEMENT FOR 1 JULY 2021 TO 31 AUGUST 2021 (WHOLE OF COUNCIL)

	2020/21 AP \$000	2020/21 Actual \$000	2021/22 Budget \$000	YTD Budget \$000	YTD Actual \$000
Sources of operating funding					
General rates, uniform annual general charges, rates penalties	3,523	3,528	10,951	3,317	3,317
Targeted rates (other than a targeted rate for water supply)	10,464	10,444	4,508	8,339	8,339
Subsidies and grants for operating purposes	8,041	8,885	6,241	7,425	9,813
Fees and charges	2,273	2,319	2,436	2,098	2,137
Interest and dividends from investments	761	388	758	588	214
Local authorities fuel tax, fines, infringement fees, and other receipts	89	84	85	81	76
Total operating funding (A)	25,151	25,648	24,979	21,848	23,896
Applications of operating funding					
Payments to staff and suppliers	23,213	25,527	22,132	21,338	22,608
Finance costs	202	581	1,046	76	265
Other operating funding applications	-	-	-	-	-
Total applications of operating funding (B)	23,415	26,108	23,178	21,414	22,873
Surplus (deficit) of operating funding (A - B)	1,736	(460)	1,801	434	1,023
Sources of capital funding					
Subsidies and grants for capital expenditure	12,168	17,640	13,649	10,971	14,701
Development and financial contributions	-	-	-	-	-
Increase (decrease) in debt	2,702	5,499	3,149	3,413	39
Gross proceeds from sale of assets	17	15	61	16	-
Lump sum contributions	-	-	-	-	-
Other dedicated capital funding	-	98	-	-	-
Total sources of capital funding (C)	14,887	23,252	16,859	14,400	14,740
Application of capital funding					
Capital expenditure					
- to meet additional demand	-	-	715	-	-
- to improve the level of service	9,364	15,779	12,315	5,300	8,213
- to replace existing assets	11,239	10,961	7,544	13,014	10,488
Increase (decrease) in reserves	(3,980)	(3,948)	(1,914)	(3,480)	(2,938)
Increase (decrease) of investments	-	-	-	-	-
Total applications of capital funding (D)	16,623	22,792	18,660	14,834	15,763
Surplus (deficit) of capital funding (C-D)	(1,736)	460	(1,801)	(434)	(1,023)
Funding balance ((A-B) + (C-D))	-	-	-	-	-
Expenses for this activity grouping include the following depreciation/amortisation charge					

FUNDING IMPACT STATEMENT FOR 1 JULY 2021 TO 31 AUGUST 2021 FOR WATER SUPPLY

	2020/21 AP 2020/21	2020/21 Actual 2020/21	2021/22 Budget 2020/21	YTD Budget YTD	YTD Actual YTD
Sources of operating funding					
General rates, uniform annual general charges, rates penalties	-	-	155	-	-
Targeted rates (other than a targeted rate for water supply)	1,295	1,293	1,397	1,192	1,192
Subsidies and grants for operating purposes	-	-	-	-	-
Fees and charges	307	306	465	74	27
Internal charges and overheads recovered	436	536	-	4	83
Internal interest income	124	-	122	18	-
Interest and dividends from investments	-	-	-	-	-
Local authorities fuel tax, fines, infringement fees, and other receipts	-	-	-	-	-
Total operating funding (A)	2,162	2,135	2,139	1,287	1,301
Applications of operating funding					
Payments to staff and suppliers	782	1,288	1,202	177	122
Finance costs	-	-	54	-	-
Internal charges and overheads applied	827	851	328	55	101
Internal interest charged	83	44	-	7	7
Other operating funding applications	-	-	-	-	-
Total applications of operating funding (B)	1,692	2,183	1,584	239	230
Surplus (deficit) of operating funding (A - B)	470	(48)	555	1,049	1,071
Sources of capital funding					
Subsidies and grants for capital expenditure	-	930	1,425	336	374
Development and financial contributions	-	-	-	-	-
Increase (decrease) in debt	140	48	(525)	(1,044)	(1,071)
Gross proceeds from sale of assets	-	-	-	-	-
Lump sum contributions	-	-	-	-	-
Other dedicated capital funding	-	-	-	-	-
Total sources of capital funding (C)	140	978	900	(707)	(697)
Application of capital funding					
Capital expenditure					
- to meet additional demand	-	-	30	-	-
- to improve the level of service	20	966	1,410	337	374
- to replace existing assets	1,155	587	188	16	2
Increase (decrease) in reserves	(565)	(623)	(173)	(6)	-
Increase (decrease) of investments	-	-	-	-	-
Total applications of capital funding (D)	610	930	1,455	347	377
Surplus (deficit) of capital funding (C-D)	(470)	48	(555)	(1,055)	(1,074)
Funding balance ((A-B) + (C-D))	-	-	-	-	-
Expenses for this activity grouping include the following depreciation/amortisation charge					

FUNDING IMPACT STATEMENT FOR 1 JULY 2021 TO 31 AUGUST 2021 FOR STORMWATER

	2020/21 AP 2020/21	2020/21 Actual 2020/21	2021/22 Budget 2020/21	YTD Budget YTD	YTD Actual YTD
Sources of operating funding					
General rates, uniform annual general charges, rates penalties	-	-	40	-	-
Targeted rates (other than a targeted rate for water supply)	373	379	364	383	383
Subsidies and grants for operating purposes	-	-	-	-	-
Fees and charges	-	40	-	-	-
Internal charges and overheads recovered	-	-	-	-	-
Internal interest income	95	-	66	11	-
Interest and dividends from investments	-	-	-	-	-
Local authorities fuel tax, fines, infringement fees, and other receipts	-	-	-	-	-
Total operating funding (A)	468	419	470	394	383
Applications of operating funding					
Payments to staff and suppliers	117	150	136	18	14
Finance costs	-	-	50	-	-
Internal charges and overheads applied	153	115	133	8	6
Internal interest charged	106	35	-	22	6
Other operating funding applications	-	-	-	-	-
Total applications of operating funding (B)	376	300	319	48	25
Surplus (deficit) of operating funding (A - B)	92	119	151	346	358
Sources of capital funding					
Subsidies and grants for capital expenditure	-	-	42	7	-
Development and financial contributions	-	-	-	-	-
Increase (decrease) in debt	8	(119)	349	(263)	(357)
Gross proceeds from sale of assets	-	-	-	-	-
Lump sum contributions	-	-	-	-	-
Other dedicated capital funding	-	-	-	-	-
Total sources of capital funding (C)	8	(119)	391	(256)	(357)
Application of capital funding					
Capital expenditure					
- to meet additional demand	-	-	500	-	-
- to improve the level of service	100	106	42	-	-
- to replace existing assets	-	40	-	90	6
Increase (decrease) in reserves	-	(146)	-	(7)	(4)
Increase (decrease) of investments	-	-	-	-	-
Total applications of capital funding (D)	100	-	542	83	1
Surplus (deficit) of capital funding (C-D)	(92)	(119)	(151)	(339)	(358)
Funding balance ((A-B) + (C-D))	-	-	-	-	-
Expenses for this activity grouping include the following depreciation/amortisation charge					

FUNDING IMPACT STATEMENT FOR 1 JULY 2021 TO 31 AUGUST 2021 FOR WASTEWATER

	2020/21 AP 2020/21	2020/21 Actual 2020/21	2021/22 Budget 2020/21	YTD Budget YTD	YTD Actual YTD
Sources of operating funding					
General rates, uniform annual general charges, rates penalties	-	-	194	-	-
Targeted rates (other than a targeted rate for water supply)	1,513	1,442	1,748	1,075	1,075
Subsidies and grants for operating purposes	-	-	-	-	-
Fees and charges	105	56	-	-	(0)
Internal charges and overheads recovered	-	-	-	-	-
Internal interest income	68	-	26	4	-
Interest and dividends from investments	-	-	-	-	-
Local authorities fuel tax, fines, infringement fees, and other receipts	-	-	-	-	-
Total operating funding (A)	1,686	1,498	1,968	1,079	1,075
Applications of operating funding					
Payments to staff and suppliers	999	1,937	1,293	216	184
Finance costs	-	-	154	-	-
Internal charges and overheads applied	295	172	242	26	16
Internal interest charged	179	96	-	40	6
Other operating funding applications	-	-	-	-	-
Total applications of operating funding (B)	1,473	2,205	1,689	282	206
Surplus (deficit) of operating funding (A - B)	213	(707)	279	798	869
Sources of capital funding					
Subsidies and grants for capital expenditure	-	1,707	3,630	1,293	210
Development and financial contributions	-	-	-	-	-
Increase (decrease) in debt	1,545	609	2,199	(434)	(856)
Gross proceeds from sale of assets	-	-	-	-	-
Lump sum contributions	-	-	-	-	-
Other dedicated capital funding	-	98	-	-	-
Total sources of capital funding (C)	1,545	2,414	5,829	859	(646)
Application of capital funding					
Capital expenditure					
- to meet additional demand	-	-	100	-	-
- to improve the level of service	-	556	3,588	1,294	210
- to replace existing assets	2,691	1,566	2,525	396	15
Increase (decrease) in reserves	(933)	(415)	(105)	(17)	(3)
Increase (decrease) of investments	-	-	-	-	-
Total applications of capital funding (D)	1,758	1,707	6,108	1,674	223
Surplus (deficit) of capital funding (C-D)	(213)	707	(279)	(815)	(869)
Funding balance ((A-B) + (C-D))	-	-	-	-	-
Expenses for this activity grouping include the following depreciation/amortisation charge					

FUNDING IMPACT STATEMENT FOR 1 JULY 2021 TO 31 AUGUST 2021 FOR WASTE MANAGEMENT

	2020/21 AP 2020/21	2020/21 Actual 2020/21	2021/22 Budget 2020/21	YTD Budget YTD	YTD Actual YTD
Sources of operating funding					
General rates, uniform annual general charges, rates penalties	-	-	111	-	-
Targeted rates (other than a targeted rate for water supply)	1,260	1,288	999	910	910
Subsidies and grants for operating purposes	-	305	-	-	114
Fees and charges	635	681	673	112	65
Internal charges and overheads recovered	-	-	-	-	-
Internal interest income	-	-	18	-	-
Interest and dividends from investments	-	-	-	-	-
Local authorities fuel tax, fines, infringement fees, and other receipts	-	-	-	-	-
Total operating funding (A)	1,895	2,274	1,801	1,022	1,088
Applications of operating funding					
Payments to staff and suppliers	1,512	1,497	1,578	263	223
Finance costs	-	-	57	-	-
Internal charges and overheads applied	216	205	179	7	4
Internal interest charged	60	48	-	30	14
Other operating funding applications	-	-	-	-	-
Total applications of operating funding (B)	1,788	1,750	1,814	300	242
Surplus (deficit) of operating funding (A - B)	107	524	(13)	723	846
Sources of capital funding					
Subsidies and grants for capital expenditure	-	-	-	-	-
Development and financial contributions	-	-	-	-	-
Increase (decrease) in debt	(107)	(80)	28	(720)	(846)
Gross proceeds from sale of assets	-	-	-	-	-
Lump sum contributions	-	-	-	-	-
Other dedicated capital funding	-	-	-	-	-
Total sources of capital funding (C)	(107)	(80)	28	(720)	(846)
Application of capital funding					
Capital expenditure					
- to meet additional demand	-	-	-	-	-
- to improve the level of service	-	763	15	20	-
- to replace existing assets	-	89	90	-	-
Increase (decrease) in reserves	-	(408)	(90)	-	-
Increase (decrease) of investments	-	-	-	-	-
Total applications of capital funding (D)	-	444	15	20	-
Surplus (deficit) of capital funding (C-D)	(107)	(524)	13	(740)	(846)
Funding balance ((A-B) + (C-D))	-	-	-	-	-
Expenses for this activity grouping include the following depreciation/amortisation charge					

FUNDING IMPACT STATEMENT FOR 1 JULY 2021 TO 31 AUGUST 2021 FOR TRANSPORT

	2020/21 AP 2020/21	2020/21 Actual 2020/21	2021/22 Budget 2020/21	YTD Budget YTD	YTD Actual YTD
Sources of operating funding					
General rates, uniform annual general charges, rates penalties	101	102	3,774	58	58
Targeted rates (other than a targeted rate for water supply)	3,594	3,649	-	3,188	3,188
Subsidies and grants for operating purposes	7,887	7,069	5,719	953	906
Fees and charges	53	53	42	7	13
Internal charges and overheads recovered	-	-	-	-	-
Internal interest income	-	-	32	-	-
Interest and dividends from investments	-	-	-	-	-
Local authorities fuel tax, fines, infringement fees, and other receipts	-	-	-	-	-
Total operating funding (A)	11,635	10,873	9,567	4,205	4,164
Applications of operating funding					
Payments to staff and suppliers	8,526	9,364	7,387	-	-
Finance costs	-	-	18	1,230	1,154
Internal charges and overheads applied	1,562	1,465	1,243	-	-
Internal interest charged	39	1	-	(2)	0
Other operating funding applications	-	-	-	207	95
Total applications of operating funding (B)	10,127	10,830	8,648	1,435	1,250
Surplus (deficit) of operating funding (A - B)	1,508	43	919	2,770	2,914
Sources of capital funding					
Subsidies and grants for capital expenditure	11,568	13,497	8,524	1,421	330
Development and financial contributions	-	-	-	-	-
Increase (decrease) in debt	(1,508)	4,810	309	(2,761)	(2,914)
Gross proceeds from sale of assets	-	-	9	-	-
Lump sum contributions	-	-	-	-	-
Other dedicated capital funding	-	-	-	-	-
Total sources of capital funding (C)	10,060	18,307	8,842	(1,341)	(2,584)
Application of capital funding					
Capital expenditure					
- to meet additional demand	-	-	-	-	-
- to improve the level of service	6,362	11,986	6,912	125	323
- to replace existing assets	7,120	8,220	3,643	1,475	56
Increase (decrease) in reserves	(1,914)	(1,856)	(794)	(275)	(50)
Increase (decrease) of investments	-	-	-	-	-
Total applications of capital funding (D)	11,568	18,350	9,761	1,325	330
Surplus (deficit) of capital funding (C-D)	(1,508)	(43)	(919)	(2,666)	(2,914)
Funding balance ((A-B) + (C-D))	-	-	-	-	-
Expenses for this activity grouping include the following depreciation/amortisation charge					

FUNDING IMPACT STATEMENT FOR 1 JULY 2021 TO 31 AUGUST 2021 FOR COMMUNITY FACILITIES

	2020/21 AP 2020/21	2020/21 Actual 2020/21	2021/22 Budget 2020/21	YTD Budget YTD	YTD Actual YTD
Sources of operating funding					
General rates, uniform annual general charges, rates penalties	786	804	3,031	708	708
Targeted rates (other than a targeted rate for water supply)	1,256	1,282	-	1,342	1,342
Subsidies and grants for operating purposes	39	221	73	4	80
Fees and charges	70	86	70	12	15
Internal charges and overheads recovered	-	-	-	-	-
Internal interest income	-	-	12	-	-
Interest and dividends from investments	-	1	-	-	-
Local authorities fuel tax, fines, infringement fees, and other receipts	-	-	-	-	-
Total operating funding (A)	2,151	2,394	3,186	2,067	2,145
Applications of operating funding					
Payments to staff and suppliers	1,908	1,927	2,599	315	291
Finance costs	-	-	41	-	-
Internal charges and overheads applied	290	275	297	5	9
Internal interest charged	69	57	-	42	18
Other operating funding applications	-	-	-	-	-
Total applications of operating funding (B)	2,267	2,259	2,937	362	318
Surplus (deficit) of operating funding (A - B)	(116)	135	249	1,704	1,827
Sources of capital funding					
Subsidies and grants for capital expenditure	600	-	-	-	-
Development and financial contributions	-	-	-	-	-
Increase (decrease) in debt	627	244	35	(1,630)	(1,827)
Gross proceeds from sale of assets	-	-	-	-	-
Lump sum contributions	-	-	-	-	-
Other dedicated capital funding	-	-	-	-	-
Total sources of capital funding (C)	1,227	244	35	(1,630)	(1,827)
Application of capital funding					
Capital expenditure					
- to meet additional demand	-	-	85	-	-
- to improve the level of service	1,546	407	70	58	0
- to replace existing assets	78	86	336	24	-
Increase (decrease) in reserves	(513)	(114)	(207)	(8)	(0)
Increase (decrease) of investments	-	-	-	-	-
Total applications of capital funding (D)	1,111	379	284	73	-
Surplus (deficit) of capital funding (C-D)	116	(135)	(249)	(1,703)	(1,827)
Funding balance ((A-B) + (C-D))	-	-	-	-	-
Expenses for this activity grouping include the following depreciation/amortisation charge					

FUNDING IMPACT STATEMENT FOR 1 JULY 2021 TO 31 AUGUST 2021 FOR PLANNING AND REGULATORY

	2020/21 AP 2020/21	2020/21 Actual 2020/21	2021/22 Budget 2020/21	YTD Budget YTD	YTD Actual YTD
Sources of operating funding					
General rates, uniform annual general charges, rates penalties	193	154	1,015	103	103
Targeted rates (other than a targeted rate for water supply)	1,219	1,287	-	1,001	1,001
Subsidies and grants for operating purposes	-	-	-	-	28
Fees and charges	631	691	754	126	296
Internal charges and overheads recovered	-	-	-	-	-
Internal interest income	-	-	-	-	-
Interest and dividends from investments	-	-	-	-	-
Local authorities fuel tax, fines, infringement fees, and other receipts	-	-	-	-	-
Total operating funding (A)	2,043	2,132	1,769	1,231	1,429
Applications of operating funding					
Payments to staff and suppliers	2,015	1,110	1,428	238	196
Finance costs	-	22	12	1	1
Internal charges and overheads applied	598	563	639	1	1
Internal interest charged	7	6	-	107	53
Other operating funding applications	-	-	-	-	-
Total applications of operating funding (B)	2,620	1,701	2,079	346	251
Surplus (deficit) of operating funding (A - B)	(577)	431	(310)	884	1,178
Sources of capital funding					
Subsidies and grants for capital expenditure	-	-	-	-	-
Development and financial contributions	-	-	-	-	-
Increase (decrease) in debt	650	(431)	309	(884)	(1,178)
Gross proceeds from sale of assets	-	-	53	-	-
Lump sum contributions	-	-	-	-	-
Other dedicated capital funding	-	-	-	-	-
Total sources of capital funding (C)	650	(431)	362	(884)	(1,178)
Application of capital funding					
Capital expenditure					
- to meet additional demand	-	-	-	-	-
- to improve the level of service	-	-	-	9	-
- to replace existing assets	-	37	243	15	-
Increase (decrease) in reserves	73	(37)	(191)	-	-
Increase (decrease) of investments	-	-	-	-	-
Total applications of capital funding (D)	73	-	52	24	-
Surplus (deficit) of capital funding (C-D)	577	(431)	310	(908)	(1,178)
Funding balance ((A-B) + (C-D))	-	-	-	-	-
Expenses for this activity grouping include the following depreciation/amortisation charge					

FUNDING IMPACT STATEMENT FOR 1 JULY 2021 TO 31 AUGUST 2021 FOR LEADERSHIP AND GOVERNANCE

	2020/21 AP 2020/21	2020/21 Actual 2020/21	2021/22 Budget 2020/21	YTD Budget YTD	YTD Actual YTD
Sources of operating funding					
General rates, uniform annual general charges, rates penalties	2,603	2,670	2,613	2,500	2,500
Targeted rates (other than a targeted rate for water supply)	540	639	-	606	606
Subsidies and grants for operating purposes	115	812	53	9	225
Fees and charges	302	206	261	55	275
Internal charges and overheads recovered	-	-	-	-	-
Internal interest income	-	-	-	-	-
Interest and dividends from investments	-	-	-	-	-
Local authorities fuel tax, fines, infringement fees, and other receipts	-	-	-	-	-
Total operating funding (A)	3,560	4,327	2,927	3,170	3,605
Applications of operating funding					
Payments to staff and suppliers	1,971	2,379	1,173	324	383
Finance costs	-	1	12	0	0
Internal charges and overheads applied	1,644	1,718	1,667	2	0
Internal interest charged	31	4	-	285	130
Other operating funding applications	-	-	-	-	-
Total applications of operating funding (B)	3,646	4,102	2,852	611	513
Surplus (deficit) of operating funding (A - B)	(86)	225	75	2,558	3,092
Sources of capital funding					
Subsidies and grants for capital expenditure	-	1,506	28	5	-
Development and financial contributions	-	-	-	-	-
Increase (decrease) in debt	86	(807)	(75)	(2,558)	(3,092)
Gross proceeds from sale of assets	-	-	-	-	-
Lump sum contributions	-	-	-	-	-
Other dedicated capital funding	-	-	-	-	-
Total sources of capital funding (C)	86	699	(47)	(2,553)	(3,092)
Application of capital funding					
Capital expenditure					
- to meet additional demand	-	-	-	-	-
- to improve the level of service	-	916	28	5	-
- to replace existing assets	-	11	-	-	-
Increase (decrease) in reserves	-	(3)	-	-	-
Increase (decrease) of investments	-	-	-	-	-
Total applications of capital funding (D)	-	924	28	5	-
Surplus (deficit) of capital funding (C-D)	86	(225)	(75)	(2,558)	(3,092)
Funding balance ((A-B) + (C-D))	-	-	-	-	-
Expenses for this activity grouping include the following depreciation/amortisation charge					

FUNDING IMPACT STATEMENT FOR 1 JULY 2021 TO 31 AUGUST 2021 FOR CORPORATE FUNCTIONS

	2020/21 AP 2020/21	2020/21 Actual 2020/21	2021/22 Budget 2020/21	YTD Budget YTD	YTD Actual YTD
Sources of operating funding					
General rates, uniform annual general charges, rates penalties	(160)	(202)	17	(52)	(52)
Targeted rates (other than a targeted rate for water supply)	(586)	(815)	-	(1,357)	(1,357)
Subsidies and grants for operating purposes	-	478	397	66	81
Fees and charges	171	200	170	28	30
Internal charges and overheads recovered	5,314	5,214	4,971	829	376
Internal interest income	1,295	269	96	(7)	45
Interest and dividends from investments	761	387	758	72	(197)
Local authorities fuel tax, fines, infringement fees, and other receipts	88	84	85	14	11
Total operating funding (A)	6,883	5,615	6,494	(406)	(1,064)
Applications of operating funding					
Payments to staff and suppliers	5,385	5,875	5,335	889	844
Finance costs	201	558	648	103	32
Internal charges and overheads applied	165	357	243	(11)	-
Internal interest charged	1,006	7	371	41	38
Other operating funding applications	-	-	-	-	-
Total applications of operating funding (B)	6,757	6,797	6,597	1,021	913
Surplus (deficit) of operating funding (A - B)	126	(1,182)	(103)	(1,429)	(1,977)
Sources of capital funding					
Subsidies and grants for capital expenditure	-	-	-	-	-
Development and financial contributions	-	-	-	-	-
Increase (decrease) in debt	1,262	1,225	518	1,459	2,020
Gross proceeds from sale of assets	16	15	-	16	-
Lump sum contributions	-	-	-	-	-
Other dedicated capital funding	-	-	-	-	-
Total sources of capital funding (C)	1,278	1,240	518	1,475	2,020
Application of capital funding					
Capital expenditure					
- to meet additional demand	-	-	-	-	-
- to improve the level of service	1,336	79	250	57	37
- to replace existing assets	195	325	520	34	(25)
Increase (decrease) in reserves	(127)	(346)	(355)	(27)	31
Increase (decrease) of investments	-	-	-	-	-
Total applications of capital funding (D)	1,404	58	415	64	42
Surplus (deficit) of capital funding (C-D)	(126)	1,182	103	1,411	1,978
Funding balance ((A-B) + (C-D))	-	-	-	-	-
Expenses for this activity grouping include the following depreciation/amortisation charge					



PROJECT SUMMARY

Each year the Council budgets for a number of projects varying from computer purchases through to infrastructural improvements. These projects form part of our work in project budget and are funded in one of 4 ways:

Reserve funding: Reserves are built up each year from depreciation (a non-cash charge which forms part of our expense in the statement of comprehensive income) and from retained earnings (when a project was rated for in one year but not completed or deferred – the residual budget that was rated for is transferred to reserves and then this is utilised in future periods to ensure projects are not rated for twice).

Loan funding: Borrowings are used to fund capital projects which exceed reserve amounts, , or for brand new assets for which no alternative funding is available. This ensures intergenerational equity in costs.

Subsidies / grants: Subsidies and/or grants can cover all or part of a project cost. Council has a number of PGF grants which fully cover current projects. NZTA subsidies are received on a cost share basis, ranging from a minimum of 75% of the cost of roading infrastructure that meet the NZTA criteria.

Sale proceeds: For some assets, in particular vehicles, sale proceeds of a fully or partially depreciated asset are utilised in conjunction with the depreciation reserve to fund a replacement purchase. Insurance proceeds are used in the same way when relating to an asset replacement or repair.

PROJECT MONITORING

Project monitoring is achieved through reports to the infrastructural and Economic Development committees on a regular basis. Risks associated with projects are highlighted to the relevant committee. The salient points on projects from the most recent meetings are summarised below:

Infrastructure Committee

Meeting : 21 September 2021

COVID-19 & March 2022 completion date: The recent nationwide lockdown has had a reasonably significant impact on some stimulus projects, most notably the Toby Replacement Programme and the upgrade to the Opoutama Wastewater Treatment Plant, as indicated above. WDC have provided feedback to DIA via Crown Infrastructure Partners regarding the impact this most recent lockdown has had. An adjustment to the March 2022 completion date is expected. Currently, the risk table below highlights the DIA imposed completion date of 31st March 2022 as high level.

Cost overruns are expected on certain projects, which will be balanced out by projects where known tender prices/quotes are less than budgets, or where projects have been removed or scaled down. However the total \$11.04 million stimulus package will not have any cost overrun.

The quality of discharge from the Blue Bay / Opoutama Wastewater Treatment Plant is currently non-compliant and breaching conditions of resource consent AUTH-118685-02. The deadline for improvements and to comply with the abatement notice is 31 October 2021. As above, due to the latest Covid lockdown, HBRC have been notified that work is now likely to extend beyond October. Voluntary engagement with the community is happening via our Māori Relationships Manager, Duane Culshaw. Feedback to date has been mostly positive, however there is a small minority of residents in the area that have been spoken out against the scheme. There are concerns regarding misinformation spreading via unofficial sources (Facebook, etc) which we are working hard to try and stop.

Overall budget is still on track to be spent by the required completion date of 31st March 2022; however, due to tight time frames and speed of delivery the some projects do not yet have a current fixed price which means there will be ongoing project adjustments and therefore variations are likely. Department of Internal Affairs understand this and are comfortable with unders and overs, i.e., some projects costing more and some projects costing less, resulting in the total Funding not being exceeded. As scoping progresses, there will be more clarity on how final budgets will sit for each project.

The risk of delays due to COVID-19 remain high. Several items of equipment have been ordered from Europe with an estimated 6-month lead time. Further Covid lockdowns are a possibility.

Several work packages are being delivered through our existing three waters contractor Fulton Hogan. Their size and presence allow access to further resource if required, which

will help mitigate any project delays. *Overall DIA 3 Waters Project Risk*

Quarterly reporting to the Department of Internal Affairs (DIA) has identified several key risks to the project. The table below is taken from the most recent April quarterly report and identifies the current top 5 risks to the project.

Top 5 Risks and Contractor Claims		
Risk Name	Risk Level	Commentary
Completion of programme by 31 March 2022	High	Current programme still indicates a March 2022 completion date. However, there are some large ticket items that are yet to be procured, most notably the Filtration/UV project at the Wairoa WWTP. This is dependent on the outcome of the ongoing resource consent process where the conditions of consent are yet to be finalised, and hence the level of Filtration/UV required is unknown. There is still time to design and implement before March 2022. Other large items are scheduled to be completed in early 2022, so will be on time provided there are no unforeseen delays. Resourcing remains an ongoing risk to completion, however local and external contractors are currently being utilised successfully to deliver all projects.
Under expenditure - \$11.04M programme is significant compared to prior years' expenditure.	Low	\$11.04m of expenditure is well over business as usual LTP spending. Council made appointments of three internal staff specifically to deliver this stimulus funding, which is proving to be successful. Both local and external resources are being utilised to deliver physical works.
Minor variation to existing consent and landowner approval required for the Opoutama/Blue Bay WWTP effluent disposal field.	Low	The amendment has been granted. These upgrades are underway and due for completion end of October 2021.
Smart metering (\$2.98M) is new to the Wairoa DC.	High	Fulton Hogan Gisborne have provided the expertise to begin delivery, originally planned to start March 2021, but started early May 2021 due to early resourcing issues (staff shortages). They are currently delivering a metering programme for Gisborne District Council, and have proven experience in this area. Despite the delayed start, Fulton Hogan are making reasonable progress and have completed 500/2300 (22%) toby replacements in the two months to the end of June 2021. The shipment of Sensus electronic (smart) meters has arrived and rollout will occur over the next six months.
Covid related delays for overseas equipment orders	High	This remains a significant risk to our delivery programme, although several major shipments have arrived, albeit later than scheduled. Suppliers are still experiencing shortages in the country and delays when ordering from overseas some items as basic as pipes. This risk will remain significant until the completion of the project due to the ongoing pandemic and its effects on global trade.
Lack of suppliers available to deliver accelerated works programme in such a tight timeframe	High	As indicated above, resourcing a delivery programme of this scale in such a tight timeframe comes with its challenges. Wairoa often relies on suppliers from outside of the district, and this case is no different. In addition to delivery of the 'smart' metering programme, delivery of the Filtration/UV project remains reliant on finalising the conditions of our new discharge resource consent for the WWTP, the application in which was first submitted in 2017. Several backup projects were identified in our delivery plan which are shovel ready and can be implemented if required.

Economic Development Committee

Meeting :14 September 2021

Te Wairoa E Whanake

Contact milestones to date have been met. Many of the main-build materials have been sourced.

Te Whare Tātai Arorangi

The funding application to the Lotteries Significant Project Fund was unsuccessful. A workshop is scheduled to work through the current and future potential to keep this project on the table.

Centennial Library and Archive Redevelopment

The external funding project to source funding of the proposed redevelopment is in the request for proposal stage.

Tourism Infrastructure Fund: Approval for \$322,820 for public toilets in Māhanga and Te Reinga as well as 7 Big Belly bins has been approved.

Responsible Camping Fund: MBIE has indicated they will not renew this funding this coming year but are planning a further round of TIF funding instead.

8.2 HEALTH, SAFETY AND WELLBEING UPDATE

Author: Donna Moorcock, Kaiurungi Pūmanawa Tangata Human Resources Officer

Authoriser: Kitea Tipuna, Tumu Whakarae Chief Executive

Appendices: Nil

1. PURPOSE

- 1.1 This report provides information for Committee on Council's Health, Safety and Wellbeing matters. No decisions are required by Committee at this stage.

RECOMMENDATION

The Kaiurungi Pūmanawa Tangata Human Resources Officer RECOMMENDS that Committee receive the report.

2. BACKGROUND

- 2.1 Regular reporting of health, safety and wellbeing compliance ensures that Wairoa District Council recognises its moral and legal responsibility to provide a safe and healthy work environment for its workers (employees, contractors and volunteers). This commitment extends to ensuring its operations do not place the local community at risk of injury, illness or property damage.
- 2.2 Consideration of this matter contributes to Council's vision of 'Desirable Lifestyle, Thriving Economy, Treasured Environments and connected Communities', it also contributes to the following community outcomes:
- Cultural Wellbeing – valued and cherished community
 - Social Wellbeing – safe, supported and well-led community
 - Economic Wellbeing – strong and prosperous economy
 - Environmental Wellbeing – protected and healthy environment

3. FUTURE FOCUS

3.1 Health, Safety and Wellbeing Strategy:

Background work has started on the Health, Safety and Wellbeing Strategy. This work is currently focusing on material to be presented to the Senior Leadership Team and employees to identify where they believe our future health, safety and wellbeing focus should be. This work is being done in conjunction with the Human Resource Strategy.

Work has been delayed due to the requirements of Covid lockdown.

4. CURRENT SITUATION

4.1 Health and Safety Committee:

The Health and Safety Committee met on Wednesday 15 September 2021. The focus of this meeting was around staff wellbeing, Covid 19, the requirements for when/where to wear masks and health and safety conditions while working at home.

4.2 Hazard Identification / Register / Accidents or Near Miss Reports:

One incident has been reported since the last meeting, with no incidents being reported during the level 4 lockdown period.

4.3 COVID 19 update:

The move to Level 4 lockdown was managed smoothly and with only minor interruption to work. Most employees continued to work from home during this time. Wellness check ins were undertaken by managers and others to ensure staff wellbeing was being managed over this time. Employees continued to work from home during level 3 lockdown.

Essential workers and Emergency Operations Centre staff complied with all requirements for social distancing and PPE.

The council office, library and iSite reopened at level 2, there were processes put in place to ensure the safety of staff and the public. These include QR code, hand sanitiser and notices advising masks must be worn while on the premises. Most members of the public have been abiding by the rules.

4.4 Remote work and wellbeing survey:

During lockdown we undertook a remote work and wellbeing survey, inviting all employees to participate. 89% of employees completed the survey.

Below is a summary showing the 10 highest and 10 lowest scores for the survey.

Top 10

#	Categories	Questions	Score
1	Leadership	My manager trusts me to work productively while working remotely to meet agreed objectives	90%
2	Personal Wellbeing	I feel confident I can manage my family health (Taha whānau)	88%
3	Team processes	We are encouraged to call one another as needed rather than wait for scheduled meetings	87%
4	Leadership	When I'm working at home, I know what is expected of me	87%
5	Psychological Wellbeing	I am confident asking questions or raising concerns with my manager while working remotely	87%
6	Team processes	My teammates respond to e-communications in a timely and appropriate manner when working remotely	86%
7	Psychological Wellbeing	I am remaining positive	85%
8	Psychological Wellbeing	I feel supported and connected with my team	85%
9	Personal Wellbeing	I feel confident I can manage my physical health (Taha Tinana)	85%
10	Personal Wellbeing	My family and I are doing well under the circumstances	85%

Bottom 10

#	Categories	Questions	Score
1	Team processes	We have scheduled regular team meetings which everyone joins	72%
2	Personal Wellbeing	I am enjoying working from home	75%
3	Team processes	Our team has regular informal catch-ups when we are encouraged to talk socially and plan virtual team events	75%
4	Team processes	I have regular one-on-one catch-ups with my manager while working remotely	76%
5	Psychological Wellbeing	We talk about employee wellbeing at team meetings	78%
6	Team processes	Our team has an agreed set of communication guidelines that helps our teamwork effectively together in a virtual environment	79%
7	Workplace Stressors	I have an appropriate place and environment to work effectively from	79%
8	Workplace Stressors	I have the information, training, resources, tools and systems I need to work effectively remotely	81%
9	Team processes	We have clear processes for documenting and communicating decisions across the team	81%
10	Leadership	My manager is good at reading the needs of my team in virtual meetings despite reduced cues	81%

The results from the survey are overall very positive but has also identified some areas in which we need to continue to make improvements while employees are required to work remotely.

4.5 Staff Training:

Staff training has been delayed due to covid restrictions and the requirements of social distancing. First Aid Training and Advanced Driver Training courses have been postponed and will be rescheduled when possible.

Health and Safety Rep Training has been offered to committee members to do as either e-learning or online (with trainer). One committee member has completed the Health and Safety Rep Stage 1 training.

4.6 Safety Audits Summary

Several contractors have submitted safety protocols for comment by the Council to return to work during covid restrictions. Most are very comprehensive and are being managed well.

Further Information

<http://www.worksafe.govt.nz/worksafe/>

<http://www.sitesafe.org.nz/>

<http://www.guardianangelsecurity.co.nz/>

Signatories

	
<p>Author Donna Moorcock</p>	<p>Approved by Kitea Tipuna</p>

9 PUBLIC EXCLUDED ITEMS**RESOLUTION TO EXCLUDE THE PUBLIC****RECOMMENDATION**

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

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
9.1 - UPDATE ON PREPARATION, AND PRESENTATION OF THE DRAFT ANNUAL REPORT FOR THE YEAR ENDING 30 JUNE 2021	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7