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

Date:	**Tuesday, 6 August 2024**
Time:	**12:30 pm**
Location:	**Council Chamber, Wairoa District Council, Coronation Square, Wairoa**

AGENDA

Finance, Assurance & Risk Committee Meeting

6 August 2024

MEMBERSHIP: His Worship the Mayor Craig Little, Cr Jeremy Harker, Cr Denise Eaglesome-Karekare, Mr Philip Jones, Cr Benita Cairns, Cr Melissa Kaimoana

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

Order Of Business

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 - 9 July 2024

**MINUTES OF WAIROA DISTRICT COUNCIL
FINANCE, ASSURANCE & RISK COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, WAIROA DISTRICT COUNCIL, CORONATION SQUARE, WAIROA
ON TUESDAY, 9 JULY 2024 AT 12:31 PM**

PRESENT: His Worship the Mayor Craig Little, Cr Jeremy Harker, Cr Denise Eaglesome-Karekare, Mr Philip Jones, Cr Benita Cairns, Cr Melissa Kaimoana

IN ATTENDANCE: **Michael Hardie** (Tumu Whakarae | Acting Chief Executive), **Gary Borg** (Pouwhakarae – Pūtea/Tautāwhi Rangapū | Group Manager Finance and Corporate Support), **Hinetaakoha Viriaere** (Pouwhakarae Whakamahere me te Waeture | Group Manager Planning & Regulatory), **Lauren Jones** (Pouwhakarae Rātonga Hapori me te Whakawhanake | Acting Group Manager Community Services and Development), **Frances Manase** (Kaiurungi Mana Ārahi | Governance Officer)

1 KARAKIA

The opening karakia was given by Cr Jeremy Harker.

2 APOLOGIES FOR ABSENCE

Nil.

3 DECLARATION OF CONFLICT OF INTEREST

To be declared as the agenda progresses.

4 CHAIRPERSON'S ANNOUNCEMENTS

Nil.

5 LATE ITEMS OF URGENT BUSINESS

LATE ITEMS

COMMITTEE RESOLUTION 2024/206

Moved: Mr Philip Jones
Seconded: Cr Jeremy Harker

That the reports 8.1 Monthly Financial Report to 31 May 2024 and 8.2 Risk Discussion – Flood Event 26 June 2024 be received as late items.

CARRIED

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 14.14

requests to speak must be made to the meeting secretary at least one clear day before the meeting; however this requirement may be waived by the Chairperson.

7   MINUTES OF THE PREVIOUS MEETING

COMMITTEE RESOLUTION 2024/207

Moved: Mr Philip Jones
Seconded: Cr Denise Eaglesome-Karekare

That the minutes of the Ordinary Meeting held on 11 June 2024 be confirmed.

CARRIED

8   GENERAL ITEMS

8.1   WAIROA RECOVERY UPDATE JULY 2024

COMMITTEE RESOLUTION 2024/208

Moved: Cr Denise Eaglesome-Karekare
Seconded: Cr Benita Cairns

The Tautoko Whakaora - Recovery Support RECOMMENDS that Committee receive the report.

CARRIED

The Recovery Support Officer spoke to the report highlighting the below:

- MPI Funds, the council have had two. This fund has now been exhausted on various projects.
- The community hubs have had 3 e-pods delivered to Wairoa.
- Silt and debris fund - Feedback from Jamie Cox advised we have asbestos in houses which will be costly. The Group Manager – Finance and Corporate Support spoke on repurposing the silt and debris fund to cover this work.
- The Chair, Mr Jones raised concerns in regard to the landfill capacity after the June floods and discussed repurposing costs from the silt and debris fund to address this.
- The Chair, Mr Jones stated that the Council needs to be transparent if the fund is repurposed.
- It was agreed that the Group Manager Finance and Corporate Support and the Group Manager Assets and Infrastructure will meet with the Hawke's Bay Regional Council (HBRC) Recovery team to identify an appropriate and correct process to do so.

8.1   MONTHLY FINANCIAL REPORT TO 31 MAY 2024

COMMITTEE RESOLUTION 2024/209

Moved: Cr Jeremy Harker

Seconded: Mr Philip Jones

The Pouwhakarae - Putea Tautawhi Rangapu | Group Manager Finance and Corporate Support RECOMMENDS that Committee receive the report.

CARRIED

The Group Manager – Finance and Corporate Support introduced the report noting that an audit is scheduled for September. The Chair, Mr Jones highlighted that these budgets are from April and would like a June budget update at the August scheduled meeting.

The Group Manager of Finance and Corporate Support informed that the rate increase can only be implemented after the Long-term Plan (LTP) adoption. He advised he is working with the software company to notify homeowners of new direct debits noting that the system can calculate these changes while LTP submissions are open. His Worship the Mayor requested a thorough review of the report for more definitive answers to be tabled at the next scheduled Ordinary Council meeting.

8.2   RISK DISCUSSION - FLOOD EVENT 26 JUNE 2024

COMMITTEE RESOLUTION 2024/210

Moved: Cr Jeremy Harker
Seconded: Mr Philip Jones

The Pouwhakarae - Putea Tautawhi Rangapu | Group Manager Finance and Corporate Support RECOMMENDS that Committee receive the report and notes the risks inherent and consequential arising from the Response and Recovery Programmes.

CARRIED

The Group Manager – Finance and Corporate Support introduced the report and highlighted the below:

Current and potential risks

- Assess current and potential risks and work with Hawke's Bay Civil Defence Emergency Management (HBCDEM) on contingency plans to mitigate these e.g. further heavy rain events.
- Understand cumulative impacts from previous weather events.
- The management of flood-damaged material/waste, particularly from affected houses.
- Ongoing assessment of land management control.
- Review of river management with HBRC.
- The relationship between WDC and HBRC and how this impacts the support WDC provides to the community.
- Cr Eaglesome-Karekare was supportive of the inclusion of local knowledge and expertise for future river bar management.
- As the team have two recovery systems in place, the committee agreed that WDC does not have enough resources to manage business as usual and is therefore a risk that needs to be acknowledged. Cr Eaglesome-Karekare suggested sourcing a fund that would support the recovery team.

The flooding event has had an impact on the LTP consultation process. All caravan sessions were cancelled. The Group Manager of Community Services and Development suggested:

- Update the consultation plan to include posters in local stores, online submission forms, and hard copies at accessible locations.
- Continue with face to face consultations when requested.
- His Worship the Mayor suggested creating new caravan sessions where elected members are present to answer questions.
- Have a phone line for community members that are unable to attend in person.

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RESOLUTION TO EXCLUDE THE PUBLIC

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MOTION

COMMITTEE RESOLUTION 2024/211

Moved: Mr Philip Jones
Seconded: His Worship the Mayor Craig Little

That the public be excluded from the following parts of the proceedings of this meeting at 2:04pm The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 of the Local Government Offical 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
Class 4 Gaming Application to relocate Pokie Machines to Frasertown Tavern	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
PODS – Temporary Housing	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities.	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

CARRIED

MOTION

COMMITTEE RESOLUTION 2024/212

Moved: Cr Jeremy Harker
Seconded: Mr Philip Jones

That the committee moves out of Closed Committee into Open Committee at 2:29pm.

CARRIED

The Meeting closed with a collective karakia led by Cr Denise Eaglesome-Karekare at 2:32pm

The minutes of this meeting were confirmed at the Finance, Assurance & Risk Committee Meeting held on 6 August 2024.

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CHAIRPERSON

FINANCE, ASSURANCE AND RISK COMMITTEE – ACTION TABLE

MEETING THE ACTION WAS RAISED IN	ACTION	OFFICER RESPONSIBLE	COMMENTS	STATUS	PUBLIC EXCLUDED
20/02/24	Request made for a workshop to look at the second iteration of the recovery plan alongside the long-term plan.	Gary Borg	On hold until second iteration of the recovery plan is provided.		No
26/03/2024	Lessons learnt paper on what costs were incurred by Council over the last 14 months, what has Council be reimbursed for and what is outstanding with potential for reimbursement.	Kitea Tipuna	This will enable council to acknowledge lessons observed during this period and to avoid going through the same situation again. Opportunity to present good things that happened during Cyclone Gabrielle as well.		No

09/07/2024	To receive a stocktake of the resources we receive for the June flooding and see if there is a surplus how could we repurpose and support those still impacted from the Cyclone Gabrielle.	Lauren Jones		In progress	No

8   GENERAL ITEMS

8.1   STATEMENT OF SERVICE PERFORMANCE RESULTS 2023/24

Author: **Michael West, Business Analyst**

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

Appendices: **Nil**

1. PURPOSE

1.1   The purpose of this report is to an indication on the Statement of Service Performance Measure results for the 2023/24 year.

1.2   The results in this report once complete will form section 2 of the 2023/2024 Annual Report.

RECOMMENDATION

The Business Analyst RECOMMENDS that Committee receive the report and note the need for a council workshop to establish non-financial performance measures that are fit for purpose with established data sources..

			2023/24 Quarter 4		
	Met	**Not met**	**Not Measured**	**Total measures**	**% achieved**
Water supply	10	4	3	17	59%
Waste Water	12	1	0	13	92%
Stormwater	2	4	4	10	20%
Waste management	7	1	0	8	88%
Transport	9	6	0	15	60%
Community Facilities	5	6	0	11	45%
Regulatory	12	3	0	15	80%
Leadership and governance	5	7	0	12	42%
Property	2	1	0	3	67%
	64	**33**	**7**	**104**	**62%**

2. 2023/24 YEAR END RESULTS

The table above is a summary of the results by activity as of 30 June 2024. A number of measures are still outstanding with work ongoing to ensure all measures are complete for inclusion in the 2023/24 Annual Report.

Results displayed in this report show that the June 2024 flooding impacted the District not only financially but in the ability for Council Services to meet their targets as a result several areas usually expected to meet targets did not meet these during quarter 4 2023/24.

A number of results have had their third quarter or in some cases half year results carried over to year end results due to the next Residents Satiisfaction Survey being carried out in August 2024, meaning the latest results available are from April 2024.

Work is required to align Residents Satisfaction Surveys with reporting timeframes or establish alternative data sources to ensure infomation supplied to Council and committees are as up to date as possible. This has also highlighted the need for a Council Workshop to determine non financial performance measures which are fit for purpose.

2. RESULTS NOT MEASURED

7 Measures (7%) are reported as not been measured this quarter. Investigations have shown this result to be correct, with 4 measures relating to wastewater consent – which is not in progress and 3 measures which relate to Drinking Water Standards, 2 of which have had reporting measures changed nationally and will be updated in the upcoming Long-Term Plan.

3. MEASURES NOT MET THIS QUARTER

The June 2024 flooding had an impact on some measures not been met for Quarter 4 2023/24, for example the Fraser Street Landfill was closed for a period during the response phase which in turn resulted in the measure of the landfill been open to the public not been met. Stormwater performance measures were also impacted by the June 2024 flooding which resulted in response times to flooding events and the number of flooding events in the district not been met.

Other measures which have not been met this quarter have been impacted with a several measures using the April 2024 Residents Satisfaction Survey as the latest data set, as discussed in this paper the timings of these surveys need to change to align with reporting timeframes or alternative data sources identified.

Visitor numbers to the library for the 2023/24 year (33,158) were down on previous years visitor number (41,740) but were still above target. This represents a total of 133 visitors each day the library is open. Completion of Library programmes by attendees was also impacted by bad weather this quarter with several programmes missing days due to weather.

4. CHANGES TO PERFORMANCE MEASURES FOR THE 2024 – 2027 LONG TERM PLAN

Given work is almost complete on the 2024-2027 Long Term Plan this is an opportune time to review the Statement of Service Performance Measures to establish if they are still fit for purpose.

A number of these measures are nationally prescribed measures required by the Department of Internal Affairs and cannot be modified. The nationally prescribed measures have not been updated since 2013 and as such may very well be out of date.

Drinking Water Performance measures have already been identified as measures that will be updated due to a change in drinking water standards, however there is the opportunity to review performance measures in areas such as Transport which currently have 15 different measures, with only 5 measures been nationally prescribed measures.

5.   YEAR END RESULTS

2023/24 results for the 104 Statement of Service Performance measures currently available are published below.

Activity Area	Measure	Target	2020/21	2021/22	2022/23	2023/24	4 Year Trend	Target Met
Waste Management	Number of times when minimum frequency of kerbside refuse and recycling service in Wairoa and Frasertown (fortnightly) is not met, per year	0	0.00	1.00	1.00	0.00		✓
	Number of times when minimum frequency of collection from specified drop-off points from Māhia, Nuhaka and Mohaka (twice a month) is not met, per year	0	0	1	3	0		✓
	Number of health and safety breaches by waste services contractors, per year	0	0	0	0	0		✓
	Percentage of missed household refuse service requests responded to by 12 pm the next day (on validation)	100%	92%	100%	100%	100%		✓
	Council will operate and maintain the Wairoa landfill for the disposal of domestic and commercial refuse, being open for the public at least 6 hours per day, 4 days per week	100%	100%	100%	95%	99%		✗
	Number of non-compliance events with the resource consent conditions for the Wairoa Landfill, per year	0	0	1	0	0		✓
	Number of non-compliance events with the resource consent conditions for the closed landfill sites, per year	0	0	0	0	0		✓
	The amount of material diverted from landfill by the Wairoa community in tonnes (excludes green waste)	>75 tonnes	70	126	143	445		✓

Activity Area	Measure	Target	2020/21	2021/22	2022/23	2023/24	4 Year Trend	Target Met
Transport	The change from the previous financial year in the number of fatalities and serious injury crashes on the local road network, expressed as a number	Change is less than or equal to 0	8	-8	-3	1		✗
	Average Roughness – sealed roads which meet smooth road standards for 'fair' ride quality	Average NAASRA of the sealed road network <110	97%	96%	86%	Data to come		🟠
	The average quality of ride on a sealed local road network, measured by Smooth Travel Exposure.	≥ 90% of sealed network smoother than specified threshold	new	93%	97%	Data to come		🟠
	The percentage of footpaths in average condition or better (measured against WDC condition standards)	95%	86%	86%	87%	83%		✗
	Road users consider the land transport service to be "fairly good, very good or better"	>75%	new	34%	22%	29%		✗
	Percentage of network unavailable to Class 1	<0.1%	new	0.3%	2.2%	0.5%		✗
	Percentage of network unavailable to 50 max	<15%	new	2%	4%	4%		✓
	Number of bridges not meeting HCV Class 1 requirements	≤4	4	6	9	6		✗
	The percentage of the sealed local road network that is resurfaced annually (by area).	6%	8%	5%	4%	6%		✓
	Response to service requests: Percentage of customer service requests responded to within 5 days	>90%	92%	90%	72%	66%		✗
	Number of journeys impacted by unplanned events	2% decrease on previous year	new	24,281	97,111	54,699		✓
	Number of instances where road access is lost	Decreasing trend on previous year	new	14,926	96,226	30,979		✓
	CSR complaints related to dust	Decreasing trend on previous year	new	9	11	15		✗
	Percentage of programmed dust reduction initiatives completed annually	100%	new	100%	100%	100%		✓
	Number of times when the airport is closed (not available to be used), per year	0	new	0.00	7.00	1.00		✗

Activity Area	Measure	Target	2020/21	2021/22	2022/23	2023/24	4 Year Trend	Target Met
Leadership and Governance	Residents (%) who know how to make contact with elected members	≥85%	89%	74%	76%	45%		✗
	Residents (%) satisfied with Mayor and Councillors	≥85%	new	63%	48%	47%		✗
	Meeting and committee agendas (%) made available to the public within statutory time frames	100%	100%	100%	100%	100%		✓
	Residents (%) who believe they have adequate opportunities to have their say in Council activities	≥85%	new	70%	45%	60%		✗
	Residents (%) who state they are satisfied with how the Council makes decisions	≥80%	new	59%	34%	25%		✗
	Residents (%) who agree that Council information is easy to access (via website, libraries, social media, newspapers etc)	≥80%	new	69%	53%	39%		✗
	Official information requests (%) handled within legislative time frame	100%	new	100%	74%	100%		✓
	The required number of nominations are received within established timeframes and appointments made to Council's Māori Standing Committee	Achieved	Achieved	Achieved	Achieved	Achieved		✓
	The Māori Standing Committee meetings are scheduled and attended no less than bi-monthly	Achieved	Achieved	Achieved	Achieved	Achieved		✓
	Actions in the Economic Development Plan and Action Plan completed (% of actions completed)	80%	82%	88%	88%	88%		✓
	Total visits to the i-Site	Visitor numbers ≥ previous year	new	9,170	1911	Data to Come		🟠
	User satisfaction (%) with i-Site	≥80%	new	94%	90%	91%		✓

Activity Area	Measure	Target	2020/21	2021/22	2022/23	2023/24	4 Year Trend	Target Met
Resource Planning	Resource consents (%) processed within statutory time frames	100%	95%	96%	97%	100%		✓
	Users (%) who rate resource consent service as good or very good	≥80%	new	60%	47%	57%		✗
Property	All pensioner housing units are proactively inspected six monthly	100%	100%	50%	100%	100%		✓
	Percentage of requests responded to within 3 days (including safety defects)	>80%	new	92%	93%	66%		✗
	Percentage of defects in pensioner housing resolved within 24 hours	100%	50%	91%	85%	95%		✗
Building Control	Building consents (%) processed within statutory time frames	90%	97%	94%	90%	96%		✓
	Certificates of acceptance (%) processed within statutory time frames	90%	100%	100%	100%	100%		✓
	Users (%) who rate building control service as good or very good	≥80%	new	61%	64%	34%		✗
	Building Consent Authority (BCA) accreditation retention	Retain	new	Retained	Retained	Retained		✓
Parks reserves & cemeteries	Percentage of residents' overall satisfaction with cemetery maintenance	80%	94%	97%	64%	65%		✗
	Percentage of residents' overall satisfaction with parks and reserves maintenance	80%	94%	83%	52%	65%		✗
	Percentage of open space requests responded to within 24 hours	>85%	92%	80%	76%	28%		✗
Bylaw compliance	Known dogs (%) registered by 30 June each year	≥75%	98%	97%	99%	97%		✓
	Annual Report about the administration of Council's policy and dog control practices adopted by 30 August	Achieved	Achieved	Not Achieved	Not Achieved	Achieved		✓
Liquor licensing and Environmental health Service	Management licenses (%) processed within 30 days	100%	100%	100%	100%	100%		✓
	Renewal and new licences (%) processed within statutory time frames	100%	100%	100%	100%	100%		✓
	Non-food premises registrations required under legislation completed (%)	100%	100%	100%	100%	100%		✓
	Noise control (unreasonable noise) complaints responded to in accordance with legislation, regulations and Council policy	90%	100%	100%	95%	86%		✗
	Verification reporting to be completed within 10 days of verification as per Quality Manual	90%	new	new	90%	100%		✓
Library	User satisfaction (%) with library services	>80%	98%	88%	88%	95%		✓
	User satisfaction (%) with library collection	>80%	new	95%	95%	88%		✓
	Completion rate (%) of programme attendees	>80%	new	82%	99%	88%		✓
	Library physical visits	32,000	new	25,941	41,740	33,158		✓
Community Centre and Musem	Total visits to the Wairoa Community Centre	Visitor numbers ≥ previous year	87,461	109,721	87,259	Data to Come		🟠
	User satisfaction (%) Community Centre	>80%	97%	89%	75%	76%		✗
	Total visits to the Wairoa Museum	Visitor numbers ≥ previous year	3,888	2,031	895	3,359		✓
	User satisfaction (%) Wairoa Museum	>80%	99%	91%	99%	98%		✓

Activity Area	Measure	Target	2020/21	2021/22	2022/23	2023/24	4 Year Trend	Target Met
Stormwater	Number of flooding events in the district	≤10	6	2	11	47		✗
	For each flooding event, number of habitable floors affected (per 1,000 properties)	≤50	1.00	0.00	0.43	8.30		✗
	Residents (%) satisfied with stormwater network	≥80%	88%	47%	47%	38%		✗
	Number of complaints about stormwater system performance (per 1000 connections)*	≤50	28.00	20.87	36.09	37.00		✓
	Median response time for emergency flooding event (attendance time in hours)	1 hour	0	0	Cyclone Gabrielle	2.95 hours		✗
	Median response time for urgent flooding event (attendance time in hours)	2 hours	2	0	0	5.28		✗
	Compliance with Council's resource consents for discharge from its stormwater system:							
	Abatement notices	0	0	0	0	0		✓
	Infringement notices	0	0	0	0	0		✓
	Enforcement orders	0	0	0	0	0		✓
	Convictions	0	0	0	0	0		✓

Activity Area	Measure	Target	2020/21	2021/22	2022/23	2023/24	4 Year Trend	Target Met
Waste Water	Dry weather wastewater overflows per 1000 connections	10	1	1.3	0	2.1		✓
	Number of complaints about wastewater system performance (per 1000 connections)							
	Sewage odour	15 per 1,000	1	2	2	3		✓
	Sewerage system faults	15 per 1,000	3	20.0	1.0	3.0		✓
	Sewerage system blockages	15 per 1,000	7	4	5	4		✓
	Responses to issues with sewerage system	15 per 1,000	3	1	0	1		✓
	Median response time for wastewater overflows							
	Wairoa / Frasertown (attendance time in hours)	1 hour	3	1.4	1	2.95		✗
	Other areas (attendance time in hours)	2 hours	4.5	0.5	0.5	0.4		✓
	Wairoa / Frasertown (resolution time in hours)	4 hours	3	1.4	2	2.45		✓
	Other areas (resolution time in hours)	5 hours	4.5	28.3	25	5		✓
	Compliance with Council's resource consents for discharge from its wastewater system:							
	Abatement notices	0	2	0	0	0		
	Infringement notices	0	7	1	0	0		
	Enforcement orders	0	0	0	0	0		
	Convictions	0	0	0	0	0		

Activity Area	Measure	Target	2020/21	2021/22	2022/23	2023/24	4 Year Trend	Target Met
Water Supply	Compliance with Drinking Water Standards for NZ 2005 (revised 2008) (Part 4 bacterial compliance criteria) - Wairoa / Frasertown and Tuai	Compliant	Compliant	Compliant	Compliant	Compliant		✓
	Compliance with Drinking Water Standards for NZ 2005 (revised 2008) (Part 5 protozoal compliance criteria) - Wairoa / Frasertown and Tuai	Compliant	Compliant	Compliant	Compliant	Compliant		✓
	Residents (%) satisfied with the water supply	≥80%	88%	83%	76%	63%		✗
	Number of complaints about water supply per 1000 connections:							
	drinking water clarity	< 10 per 1,000	0.0	0.0	1.0	2.0		✓
	drinking water taste	< 10 per 1,000	0.0	0.5	0.0	10.0		✓
	drinking water odour	< 10 per 1,000	0.0	0.0	0.0	1.0		✓
	drinking water pressure/flow	< 20 per 1,000	0.0	1.4	2.0	7.0		✓
	continuity of supply	< 20 per 1,000	0.0	9.0	21.0	25.0		✗
	responsive to issues	< 10 per 1,000	0.0	0.0	0.0	5.0		✓
	Percentage of real water loss from the local authority's networked reticulation system (calculated using minimum night flow).	32%	15%	17%	25%	Data to come		🔴
	Median response time for urgent callouts							
	Wairoa / Frasertown (attendance time in hours)	< 1 hour	2	0.8	0.2	1.3		✗
	Other areas (attendance time in hours)	< 2 hours	0	8.3	0.3	1.8		✓
	Wairoa / Frasertown (resolution time in hours)	< 4 hours	3	2.8	3	1.1		✓
	Other areas (resolution time in hours)	< 5 hours	0	8.3	0	0.5		✓
	Median response time for non-urgent callouts							
	Attendance time in days	2 days	1.3	0.6	0.4	0.4		✓
	Resolution time in working days	3 working days	1.9	0.7	2	0.3		✓
	Average drinking water consumption (resident/day) (litres)	500 litres	345	355	405.9	Data to come		🔴

8.2 **HEALTH, SAFETY AND WELLBEING REPORT**

Author: Michelle Warren, Health, Safety and Wellbeing Officer| Kaiurungi Hauora, Haumaru me te Oranga

Authoriser: Kitea Tipuna, Tumu Whakarae Chief Executive

Appendices:
1. Health, Safety and Wellbeing Strategy 2024 - 2027 ⇩
2. Six Highest Perceived HSW Risks ⇩
3. HSW Framework, Tier 1 ⇩
4. HSW Policy Commitment Statement ⇩
5. HSW Committee Terms of Reference ⇩

1. PURPOSE

1.1 This report provides information for the Committee on Council's health, safety and wellbeing (HSW) matters. No decisions are required by Committee at this stage.

1.2 This information only report is a standing agenda item as requested by the Committee.

RECOMMENDATION

The Health, Safety and Wellbeing Officer| Kaiurungi Hauora, Haumaru me te Oranga RECOMMENDS that Committee receive the report.

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2. BACKGROUND

2.1 Under the Health and Safety at Work Act 2015, the Wairoa District Council must ensure workplace safety, balancing risk management with practicality. It is essential for the Council to maintain a safe environment, actively manage hazards, and collaborate with stakeholders to uphold health and safety standards.

3. EXECUTIVE SUMMARY

3.1 The Health, Safety and Wellbeing (HSW) documentation, encompassing Frameworks and Policy Commitment, has been comprehensively reviewed after a five-year interval. This documentation has undergone a thorough scrutiny by the HSW Committee and the wider teams. The review process included:

a. HSW Frameworks, across Tiers 1, 2 and 3 (referred to as the Manuals), ensuring that the guidelines are up-to-date and in alignment with current operational standards.

b. An update on the Policy to reflect contemporary terminology and relevance, with a focus on incorporating wellbeing considerations.

3.2 A HSW Strategy has been formulated for a three-year period, which has been effectively communicated and is supported by a detailed workplan scheduled for completion within the same timeframe.

3.3 The HSW Committee has also revisited its Terms of Reference, engaging in discussions that have led to the agreement from six-weekly meetings to quarterly meetings. This adjustment allows for greater efficiency, with the provision to convene additional meetings as necessary to address any emergent issues.

4.   KEY HEALTH AND SAFETY INDICATORS

5. Leading Indicators	Month	YTD 2024	Annual Target
Near misses reported	2	2	12
Site Inspections	1	1	12
Safe Behaviour Observations	0	0	24
Risk Assessments (Formal, written)	0	1	24
Quarterly Workplace Inspections	0	0	12
Staff Inductions	1	11	
Critical Risk Review	1	2	2
Risks into EcoPortal	15	15	50

Lagging Indicators	Month	YTD 2024
Lost Time Injuries (Off work for at least one full shift)	0	1
First aid	1	2
Medically Treated (provided by medical practitioner)	0	1
Investigations Completed (all incidents/accidents investigated)	2	2

4.1   Figures are from 01 July 2024 to 30 June 2025.

5. ENGAGEMENT AND PARTICIPATION

Actions from Health and Safety Team Meetings			
Action to be taken	**By whom**	**By When**	**Completed and Outcome**
Timeframe for HSC meetings	HSC	July 2024	**Yes. Moved from 6 wkly to quarterly**
My Everyday Wellbeing – Request for updated Fatigue relative for emergency situations and councils	Michelle	July 2024	**Yes. Uploaded and comms to all workers.**
SiteWise Training	Michelle	31st December 2024	
EcoPortal – Updates and trainings	Michelle	As per HSW Strategy	

6. TRAINING

Comment:
• Breathing Apparatus Training – Fit Testing for Morgans Team, completed.

7. WELLBEING

Comment:
• My Everyday Wellbeing – Fatigue in Emergency Situations. Request for more relevance from the professionals for emergency situations and council workers, IMT, EOC.   • Created within 3 weeks and sent to all workers. • Preparing for a health, safety, and wellbeing week in September. • Workstation Assessments for 7 workers.

8. GENERAL BUSINESS

Comment:
• Delayed the Contractor Management/Sitewise training due the flooding. To be re-arranged soon.

9. CONCLUSION

The Committee is asked to consider the content of this report and its attachments and advise of any practice or process changes.

HEALTH, SAFETY AND WELLBEING STRATEGY

2024 – 2027

WAIROA
DISTRICT COUNCIL

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Approved by:	Te Kahui Amokura
Department:	People and Capability
Date Approved:	17/07/2024
Next Review Date:	17/07/2027
Reviewed:	N/A
Revision No:	0
Relevant:	N/A
Legislation related policies:	Health and Safety at Work Act 2015
Related forms:	N/A

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CONTENTS

Contents

INTRODUCTION | HE KUPU ARATAKI

The Health, Safety and Wellbeing of the people here at Wairoa District Council (WDC) and those we interact with is my number one priority.

I want our Council to be a place where people want to come to work, feel safe doing so, and are happy to raise concerns and put forward their ideas. I am pleased to endorse this Health, Safety and Wellbeing Strategy. It reflects the progress we have made to date and sets out our future planning and ambitions.

The Te Kahui Amokura are committed to the continuous improvement of our Health, Safety and Wellbeing, initiatives, and are pleased to work alongside our health and Safety Committee, The Health, Safety and Wellbeing Officer and all the staff and managers at Wairoa District Council.

Kita Tipuna Chief Executive

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EXECUTIVE SUMMARY | KORERO WHAKARAPOPOTO WHAKAMUTUKA

Guiding principles for Wairoa District Council as an employer.

Our Focus Areas

- Leadership. Effective governance, demonstrate commitment, continually improve and the right resourcing for health, safety, and wellbeing.

- Worker Engagement. Effective communication and coaching and empowering workers and their representatives.

- Risk Management. Identify, assess, control and monitor risks effectiveness.

- Continuous Improvement. Continuing the journey of improving our culture and ensuring people are engaged and participating.

- Putting people at the heart of the system. The People, The People, The People.

- Ensuring we keep informing our people of the 'why', we should do things in safety, in easily digestible learning chucks.

Objective
- All employees at Council have Key Performance Indicators (KPIs) as part of their annual performance objectives, which will incorporate:
  - Take care of your own health, safety and wellbeing and don't cause harm to others.
  - Contribute to WDC being a safe and healthy workplace.
  - Follow WDC's health, safety and wellbeing instructions, policy commitment, and procedures.
  - Ensure safety at work is a top priority.

Values
  - Whanaunatanga (Connectedness)
  - Auahatanga (Creativity / Innovation)
  - Iwi Whanui (Inclusiveness)
  - Rangatiratanga (Leadership)
  - Oranga (Well-being)
  - Aroha (Compassion)

Vision
  - Exceptional Leadership and Governance.
  - Empowerment of staff in the health, safety, and wellbeing sphere.
  - Wellbeing. Being psychologically safe in the workplace.
  - Communication is clear and concise.

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WAIROA DISTRICT COUNCIL HEALTH, SAFETY AND WELLBEING STRATEGY 2024-2027|
RAUTAKI KAIMAHI MO WAIROA DISTRICT COUNCIL 2024-2027

Context

Health and Safety in New Zealand is governed by the health and Safety at Work Act (2015) and associated regulations, including the Health and Safety at Work (General Risk and Workplace Management) Regulations 2016.

WorkSafe (Mahi Haumaru Aotearoa) is the Crown agency established by the government in response to the Pike River mine tragedy in 2010, where 29 New Zealanders lost their lives due to inadequate workplace health and safety.

WorkSafe, tasked with lifting New Zealand's health and safety performance, created SafePlus in 2017. This performance framework sets out ten factors under three performance areas: Leadership, Worker Engagement and Risk Management.

Councils provide a unique challenge in managing health and safety, due to the breadth of activities the organisation both undertakes itself and is responsible for overseeing via contractors and volunteers. This diversity means that often there is not a one-size-fits-all solution; health and safety processes must be flexible and responsive to the needs of the team. The Diagram below explains the three key elements of the SafePlus audit tool Behind these three key elements are ten performance reequirements.

PERFORMANCE REQUIREMENTS
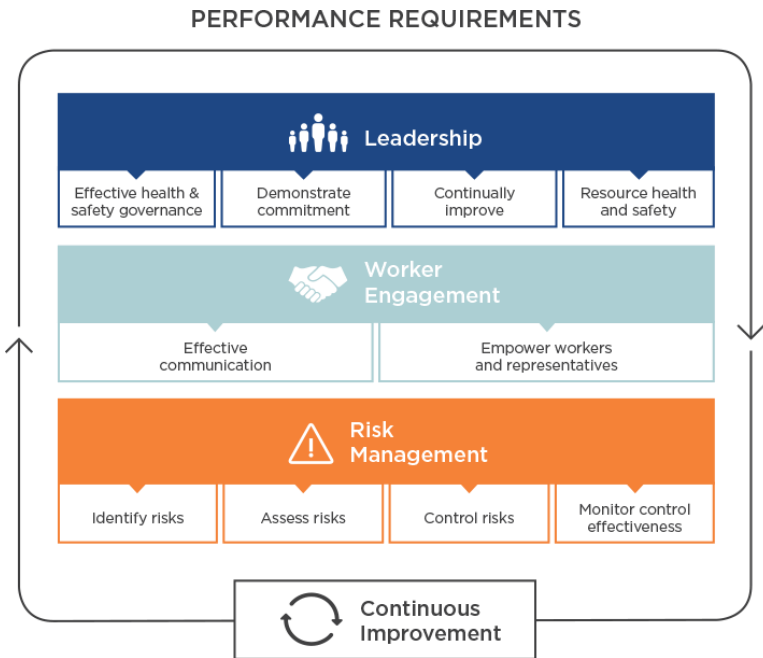
We are also mindful of government's Health and Safety at Work Strategy 2018-28, which sets out New Zealand's core principles regarding health and safety. The diagram below, sets out the key things that contribute to good health and safety at work.
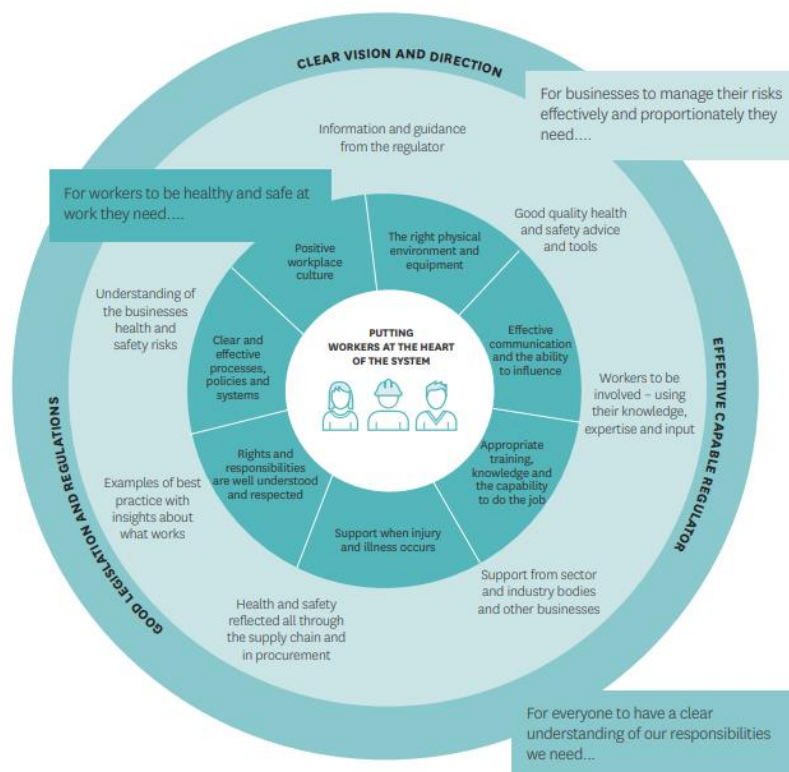
This strategy puts workers at the heart of the system and outlines key goals:
- Clear vision and direction.
- Focusing on what will make the biggest impact to reduce harm.
- Identifying key capabilities and the practical things that businesses and workers need to have in place to ensure that risks are managed.

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Goals and Indictors

These Health, Safety and Wellbeing goals and indicators have been developed and are designed to address our areas for improvement from our own observations. The plan for delivery is set out in Appendix 1: Strategic Activity Plan.

2024-27 Health, Safety and Wellbeing Goals

1. Establish a self-audit tool in 2024-25, and external audit in 2026-27. (Refers to Framework Tier 1, Section Monitoring, Audit and Management Review)
2. Improve EcoPortal reporting to Leadership groups.
3. Create a psychological health and safety standard and relative toolkits by 2026-27, and training plan for staff.
4. Establish a health, safety, and wellbeing strategy for the 2024-27 year. (Relates to Framework Tier 1, Section Leadership and Accountability).
5. Improve Near Miss Reporting by promotion and education, and empowerment to all workers.

Measuring Progress

Progress against the following measures will be reported at least quarterly to the Health, Safety and Wellbeing Committee, Leadership Team, and the Finance, Risk and Audit Committee (FARC):

- Lead and lag indicators, health monitoring, near miss reporting.
- Progress towards or achievement of actions set out in the Strategy Activity Plan.
- Audit processes.
- Wellbeing: Psychological health and safety program.

Collaboration with Neighbouring Councils

We actively engage with our neighbouring Councils to find ways to improve health, safety, and wellbeing across our region. Some examples of how we do this include:

- Contractor pre-qualification system, SiteWise.
- Wellbeing Initiatives – My Everyday Wellbeing.
- Safe Operating Procedures, Safe Work Method Statements.
- Asbestos Protocol.
- EcoPortal User Group throughout NZ.

Communication

We encourage all staff to proactively raise their health, safety, and wellbeing ideas and concerns, whether informally with their manager, colleagues, or health and safety representatives.

Our planned outward communication in addition to activities mentioned elsewhere in this strategy include:

- Articles related to health, safety, and wellbeing in newsletters.
- Through health, safety, and wellbeing committees to workers on key decisions and information.
- Wellbeing initiatives, develop and create a Health, Safety, and Wellbeing Week for all workers to take part in, in the 2024-25 year and then bi-annually.

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Health and Safety System

EcoPortal is the WDC health and safety system. It aims to make it easier for people to find the information they need and carry out the various health and safety processes, such as reporting an incident, near miss, pain and discomfort, new hazards, and competencies. The Health, Safety and Wellbeing Officer is looking at continual improvements to the systems, including:

- Contractor Management.
- Psychological Health and psychological Safety
    - Wellbeing Toolkits.
- Documentation – one stop shop for all WDC health, safety, and wellbeing documentation.
- Reporting to Management, dashboard, and more in-depth reporting features.

Policy Commitment and Procedures

Our policy commitment statement and procedures provide an important framework for how we manage health, safety, and wellbeing here at WDC. The documents include:

- Health, Safety and Wellbeing Policy Commitment Statement (Provided in Appendix 2).
- Framework Tier 1 (Appendix 3).
    - Management leadership and accountability.
    - Endorse the HSW Management Framework, seek assurance of conformance, and regularly review performance, critical health and safety risks, and strategic issues.
    - Provide governance oversight for HSW objectives and key targets.

- Framework Tier 2
    - Describes the HSW Management Standards.
    - These standards are mandatory to all operations.
    - The standards are performance based in nature and typically focus on more specific areas of risk.
    - Procedures are more prescriptive and address specific areas for example, event reporting – near misses, hazard and risk management, health monitoring, where it is important that activities are carried out consistently and comply with regulations or the Act, and as WDC describe how we will manage these areas.
- Framework Tier 3
    - Defines 'How' we work, the tasks, the safe operating procedures, the forms workers are required to fill out, for example event reporting. The SOPs & SWMS will be part of the developing skills and competencies of our workers.

Continuous Improvement

We plan to embark on our first audit tool. An internal assessment is to be planned in 2024-25 and any gaps identified are to be investigated and remedied the following year. An external auditor to complete the audit in the 2026-27 year.

The audit will assess, assist to improve, and monitor WDC's health, safety, and wellbeing capability, culture, performance, and engagement. Safer Workforce. Better Business.

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Appendix 1: Strategic Activity Plan

Goal 1: Establish an Independent Self-Audit in 2024-25, and External Audit in 2026-2027				
Objective	Activity	When		
		2024-25	2025-26	2026-27
1.1	Evaluate an external audit product	✓		
1.2	Facilitate the internal audit with key staff from various work groups		✓	
1.3	Complete the audit within an acceptable timeframe		✓	
1.4	Review all outcomes with appropriate staff		✓	
1.5	Report findings to Management, staff, FARC committee		✓	
1.6	Select an external auditor to complete the same audit			✓
1.7	Assist external auditor where required			✓
1.8	Report findings to Management, staff, Risk and Audit			✓
1.9	Review audit for appropriateness for WDC and review corrective actions, recommendations			✓

Goal 2: Improve EcoPortal Reporting to Leadership Groups				
Objective	Activity	When		
		2024-25	2025-26	2026-27
2.1	Collaborate with other Council EcoPortal users in NZ – possible user group	✓		
2.2	Establish the needs from Management for improved reporting	✓		
2.3	Collaborate with WDC IT	✓		
2.4	Design the layout of the reporting		✓	
2.5	Collaborate with EcoPortal on reporting solutions, when, if required		✓	
2.6	Test and trial new reporting		✓	
2.7	Roll out, train users in the reporting tool		✓	

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2.8	HSW Office to 'Drive the EcoPortal system for WDC'	✓	✓	✓

Goal 3: Create a Psychological Health and Psychological Safety Standard and Toolkits				
Objective	**Activity**	**When**		
		2024-25	**2025-26**	**2026-27**
3.1	Establish a Project Team	✓		
3.2	Consult with IT and EcoPortal	✓		
3.3	Encompass and prioritise: • Above the line, below the line behaviors • Fatigue Management • Bullying and Harassment • Stress Management • Burn Out • Psychological Safety • Procedure for Tier 2: Psychological safety and psychological health		✓	✓
3.4	Import all current information into EcoPortal	✓	✓	✓
3.5	Ensure it is mandatory for all staff to attend workshops and trainings	✓	✓	✓
3.6	Ensure the above is embedded into the Health, Safety and Wellbeing inductions	✓	✓	✓
3.7	Review program after first year		✓	✓
3.8	Get feedback from staff -survey		✓	✓
3.9	Measure if improvements to WDC culture have been established with the program			✓

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Goal 4: Establish a Health, Safety and Wellbeing Strategy for 2024-2027				
Objective	Activity	When		
		2024-25	2025-26	2026-27
4.1	Use an Internal Self Audit tool to plan and guide the strategy for the next three years		✓	
4.2	Update Actions in the self-audit, and those stated as WIP at the time of submitting report		✓	
4.3	Write strategy. Invite CE to write an introduction for the strategy.	✓		
4.4	Get approval of strategy by • CE • Leadership Team	✓		
4.5	Create KPIs as per strategy for all employees	✓		
4.6	Ensure regular reporting is communicated appropriately and timely to Leadership and FARC committee.		✓	
4.7	Review annually on progress.		✓	✓

Goal 5: Improve Near Miss Reporting				
Objective	Activity	When		
		2024-25	2025-26	2026-27
5.1	Create and establish a near miss reporting information toolkit		✓	
5.2	Train information toolkit to health and safety representatives		✓	
5.3	Communicate with all staff through the health, safety, and wellbeing newsletter and HSW Committee		✓	
5.4	Health, Safety and Wellbeing officer to go to team meetings, toolbox talks, and to ensure records of information being communicated		✓	
5.5	Reporting to be reviewed to see if improved reporting has been achieved			✓
5.6	Lessons Learnt / Review			✓

Appendix 2: Health, Safety and Wellbeing Policy Commitment

Health, Safety and Wellbeing Policy Commitment Statement

We are committed to managing our work environments to prevent injuries and promote the safety and health of all staff, visitors, contractors, and volunteers.

Keep People Safe

We will keep ourselves and others safe by identifying risks and implementing effective controls.
We will recognise and celebrate effective safety risk management.

Measure and Improve

We will set, monitor, and report on measurable objectives.
We will implement, monitor, review and continually improve systems, commitment, and procedures to achieve best practice in health, safety and wellbeing management.

Due Diligence

We will ensure our Officers have a due diligence plan implemented and regularly reviewed.
We will set high standards for Operational discipline and hold managers and leaders accountable for corrective actions allocated to them.

Engage

We will actively engage with workers and unions about health, safety and wellbeing, to encourage participation and continual improvement and empowerment.
We will have an active health, safety, and wellbeing committee.

Lead by Example

We will ensure managers and leaders are appropriately trained, competent, and accountable in leading health, safety, and wellbeing within their teams, with contractors and volunteers.
We will ensure our managers and leaders demonstrate highly visible levels of commitment to health, safety, and wellbeing.

Keep People Healthy

We will monitor worker's health where it relates to health-related risks.
We will actively manage a worker's return-to-work if they are injured or ill.

Train and Supervise

We will train and supervise workers to ensure they have the skills to their job safely.

Take Ownership

We will ensure health, safety and wellbeing is part of every worker's job requirement.
We will comply with relevant health and safety legislation, regulations, codes of practice, standards etc.

Collaborate

We will actively participate in forums with our peers and other industry leaders where learning can be shared.
We will consult, coordinate, and cooperate with other Persons in Charge of a Business or Undertaking to ensure effective health and safety wherever work is being done.

Investigate and Learn

We will encourage a reporting culture where all workers participate in reporting accidents, incidents, and risks.
We will investigate all accidents, incidents and near misses and use outcomes as a learning opportunity.

Wellbeing

We are committed to building and maintaining a workplace environment and culture that supports mental health, healthy lifestyle choices, and providing the tools for our people to improve wellbeing.

Kitea Tipuna   **Date**

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Top Six Health and Safety Risks at Wairoa District Council Reviewed By: Health and Safety Committee Review Date: July 2024

Location	Exact Location	#	Hazard Name	Description	Hazard Category	Risk To	Likelihood	Risk Category	Hazard Controls	Controlled Consequence	Controlled Likelihood	Cntrl Risk Category	Next Monitoring Due	Monitoring Frequency
WDC	All Sites	1	Aggressive, Abusive Public	Violence in the workplace can take many forms – ranging from physical assault, robberies and verbal abuse to intimidation and low-level threatening behaviour. At risk are: All front line positions, and workers visiting private dwellings and public places.	Behavioural	Employee Safety, Public Safety, Property.		**Extreme** *Major Almost Certain*	In place: Training provided e.g. 'dealing with difficult people', trespassing, reporting encouraged, advice to retreat from situation & work in pairs in high risk situations. Police backup when required.	Moderate	Possible	**High** *Moderate Possible*		
WDC	All Sites	2	Fatigue (Emergency Situations, Work Pressure, Home pressures)	Working in Emergency situations and well as business as usual can cause pressure, stress and fatigue. Trying to juggle home issues with the emergency issues will affect people in many ways. Fatigue is a physical and/or mental state caused by overexertion. It reduces a person's capabilities to an extent that may impair their strength, speed, reaction time, coordination, decision making, or balance. A level of fatigue is a natural response to the mental and physical effort of everything we do. Normally, good quality sleep reverses the imbalance, allowing the body and the brain to recover. However, working long hours, working with intense mental or physical effort, or working during some or all of the natural time for sleep can all cause excessive fatigue. All of these have obvious implications for workplace and public safety. Fatigue can also have longer-term effects on health. Stress is your body's way of responding to any kind of demand. It can be caused by both good and bad experiences. When people feel stressed by something going on around them, their bodies react by releasing chemicals into the blood. These chemicals give people more energy and strength, which can be a good thing if their stress is caused by physical danger. But this can also be a bad thing, if their stress is in response to something emotional and there is no outlet for this extra energy and strength.	Behavioural	Employee Safety & Public Safety	Possible	**Extreme** *Major Almost Certain*	Regular rest and meal breaks advised. Workers need to ensure they are eating well and drinking plenty of fluids, self management. Vitae (WDC EAP) is available to all WDC staff to provide expert confidential advice and support. WDC Drug and Alcohol Policy - provides a process to support employees who maybe under additions stress or fatigue due to substance use either by themselves or family members. Management support - Employees are encouraged to hold open discussions with their team leaders and manager if they are felling signs of fatigue. Annual fatigue information and/or presentation to all staff in Dec/Jan by the Health and Safety Officer and CE. If workers are feeling fatigue and feel this may impact on the safety for themselves and/or others they must report it immediately to their line manager.	Moderate	Possible	**High** *Moderate Possible*		12 months
WDC	All Sites	3	Contractors	"Contractor" refers to a person who works as a sole trader, corporate entity, or on some basis other than as an employee. There is an enormous range and diversity of contracted activities, and the benefits of a well-managed contractor includes, reduced risk of accidents and ill health, greater satisfaction for both contractors and clients, fewer incidents, losses, problems, stoppages and delays, less management time required to deal with problems, continuous improvement in practices and financial savings. Management of any contractor is required. High Risk requires more work than the low risk. WDC works with many contractors who have a variety of risks. From low (office based) to high risk (major works/projects) and all need to be evaluated, exemptions can occur, as agreed by low risk work and Health and Safety Officer.	Behavioural	Employee Safety, Contractor, Public Safety & Property	Almost Certain	**Extreme**	All contractors engaged to undertake work for WDC are to be selected from the approved contractor list with in SiteWise. (Currently setting up Contractor Management Training for all workers, so everyone understands the prequalifying process and contractor management standard) WDC's approved contractor list is maintained by the health and safety officer and is made up of contractors who have pre-qualified through SiteWise with a green certificate (scored above 75%) or the contractor has been assessed as low risk and been approved by the Health and Safety Officer. (Training for all workers to be completed, have started on updating the SiteWise System) For high risk works that is beyond the scope of a general maintenance contract SSSP's and TA"S or JSA's will be supplied by the contractor for review by the WDC project manager and/or HSA. Monitoring of the contractors health and safety performance will be carried out during the project via audits and post project evaluation/review. A process to be developed for the induction of contractors and annual induction refreshers by the HSA by end of June 2025. (On current workplan)	Major	Unlikely	**High** *Major Unlikely*		
WDC	Various Areas	4	Working Alone	"To work alone" means to work remote from normal services and support, limiting capacity to summon assistance readily in the event of injury, illness, violence, emergency or other event, and therefore increasing the risk of harm. A lone worker is a worker whose activities involves working time operating in situations without the benefit of interaction with other workers or without supervision. All workplaces shall identify any work processes which require staff, contractors, or volunteers, to work alone and where they would be unable to readily summon assistance in the event of injury, illness, violent or other emergency situation. This may include working alone out of normal working hours.	Behavioural	Employee Safety	Almost Certain	**Extreme** *Major Almost Certain*	In place: Efforts made where possible to ensure staff are not in a situation where they are working alone, communication devices (Guardian Angel), emergency duress button installed in all vehicles. Afterhours RT in place and monitoring conducted. The individual work groups are required to identify when an employee is going to be working alone, assess the risks associated with the tasks/job and communicate to staff the potential risks and the control that will be put in place to reduce the risk. The work groups will develop a Safe Operating Procedure (SOP) for at risk employees and provide training to all staff that will play a role in the emergency plan or emergency response including the use of any equipment e.g. SOS alarms, panic alarms, GPS tracking and after hours emergency call center. WDC working alone policy is to be implemented into the business by the HSWA and regularly reviewed by Management, as it is a critical risk. An annual review of all administration control documents e.g. working alone policy and department emergency response plans to ensure these controls remain effective in reducing the risk associated with working alone. Should situations change within the work group, a review can take place sooner as required.	Major	Possible	**High** *Major Possible*		6 months
WDC	Town, Rural	5	Animals	There are always risks related to the hands on interaction with animals (whether you are working with pets, livestock, or wildlife). Animals can be somewhat unpredictable when they are under stress or in an unfamiliar environment, so it is important to be attentive and stay aware of the animal you are handling at all times. Potential health and safety risks when working with animals include; sharps-related injuries, heavy lifting, dermatologic conditions, animal allergens, latex allergy, exposure to noise and animal bites and scratches that can result in significant worker injury such as rabies and other zoonoses. Only workers who have received proper training in animal restraint, handling, and care should work directly with animals. Employer should ensure that only trained, properly equipped workers are assigned to tasks involving direct animal handling and care. Risk of Firearms usage is Extreme and should be managed and discussed.	Behavioural	Employee Safety & Public Safety	Almost Certain	**Extreme** *Major Almost Certain*	The individual work groups are required to identify when an employee is going to be working around or with animals, assess the risks associated with the tasks/job and communicate the potential risks and the controls that will be put in place to reduce the risk. The work group will develop an emergency procedure and response plan for at risk employees and provide training to all staff that will play a role in the emergency plan or emergency response including the use of any equipment e.g. SOS alarms, panic alarms, GPS tracking and after hours emergency call center. H&S Reps complete an annual review of all administration control documents to ensure these controls remain effective in reducing the risk associated with animals. FARC and TKA to review all Critical and Fatal risks on a 6 monthly basis.	Moderate	Possible	**High** *Moderate Possible*		

Top Six Health and Safety Risks at Wairoa District Council   Reviewed By: **Health and Safety Committee**   Review Date: **July 2024**

| WDC | Various Sites | 6 | Vehicles - Traffic Movements and working around heavy machinery | Vehicle accidents could involve;
 * Being trapped between a vehicle and structure
 * Vehicles colliding with each other or a structure
 * Being hit by a vehicle
 * Items that fall off vehicles (unsecured loads)
 *Falling from a vehicle
 * Drivers/operators/pedestrians affected by drugs, alcohol or fatigue (extreme tiredness).
 * Drivers/operators/pedestrians affected by medical events (for example, heart attacks).
 * Environmental conditions (slippery or unstable ground, low light, fog).
 * Mechanical failure (such as faulty steering or bad brakes).
 * Driver distractions (such as, cell-phones, noise, work pressures, home pressures).
 * Vehicles operated outside their limits or capabilities - the wrong behicle for the job.
 * Anything that might block the drivers' view or pathway. | Physical | Employee Safety, Public Safety, Property & Environment | Possible | High

 Major Possible | Driver Training
 Monitor hours employees work.
 Regular vehicle inspections.
 Hi-viz worn on sites.
 Drug and alcohol awareness.
 Vehicle Policy. | Major | Unlikely | High

 Major Unlikely | | |

HEALTH AND SAFETY MANAGEMENT SYSTEM

TIER 1

TE WAIROA

WAIROA DISTRICT

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DOCUMENT CONTROL

Document Control – Health and Safety Management System Framework Tier 1

This page belongs at the front of the Health and Safety Management Framework Tier 1 and is to be used to track updates.

Changes will be made as necessary asper the process set out in the Health and Safety Management Framework Tier 1.

Document Title: Health and Safety Management Framework Tier 1

Creation Date: June 2019

Management, Health and Safety Committee Representatives, Contractors or Volunteers having recommendations for change to content or layout should notify the:

Health, Safety and Wellbeing Officer

Document Change Details

Date	Recent Amendments	Authority to Amend
June 2019	Document Creation	HS Committee (HSC)
June 2024	Minor Changes to wording and grammar.	HSC
	Change Steven May CE to Kitea Tipuna CE	HSC, CE
	Zero Harm Officer to Health, Safety and Wellbeing Officer	HSC
	Health and Safety to Health, Safety and Wellbeing	HSC
	Add Footer: Reviewed Date	HSC
	Remove HS Policy and add HSW Commitment	HSC, CE
	New Risk Matrix (to replace the business risk matrix to a health and safety matrix	HSC, CE

Document Control
The master copy of this document (for the purposes of document control) is held in Yammer on the Health and Safety page.

All amendments can be made via the Health and Safety Committee. All printed copies of this Health and Safety Management System Framework Tier 1 and any related forms are uncontrolled.

An email notification will be sent to all Wairoa District Council (WDC) staff when there has been any updated to the manual or any related forms, this is to enable staff to update their own uncontrolled copy as required.

Uncontrolled if printed.

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Health, Safety and Wellbeing Policy Commitment Statement

We are committed to managing our work environments to prevent injuries and promote the safety and health of all staff, visitors, contractors, and volunteers.

Keep People Safe
We will keep ourselves and others safe by identifying risks and implementing effective controls.
We will recognise and celebrate effective safety risk management.

Measure and Improve
We will set, monitor, and report on measurable objectives.
We will implement, monitor, review and continually improve systems, commitment and procedures to achieve best practice in health, safety and wellbeing management.

Due Diligence
We will ensure our Officers have a due diligence plan implemented and regularly reviewed.
We will set high standards for Operational discipline and hold managers and leaders accountable for corrective actions allocated to them.

Engage
We will actively engage with workers and unions about health, safety and wellbeing, to encourage participation and continual improvement and empowerment.
We will have an active health, safety and wellbeing committee.

Lead by Example
We will ensure managers and leaders are appropriately trained, competent and accountable in leading health, safety and wellbeing within their teams, with contractors and volunteers.
We will ensure our managers and leaders demonstrate highly visible levels of commitment to health, safety, and wellbeing.

Keep People Healthy
We will monitor worker's health where it relates to health-related risks.
We will actively manage a worker's return-to-work if they are injured or ill.

Train and Supervise
We will train and supervise workers to ensure they have the skills to their job safely.

Take Ownership
We will ensure health, safety and wellbeing is part of every worker's job requirement.
We will comply with relevant health and safety legislation, regulations, codes of practice, standards etc.

Collaborate
We will actively participate in forums with our peers and other industry leaders where learning can be shared.
We will consult, coordinate, and cooperate with other Persons in Charge of a Business or Undertaking to ensure effective health and safety wherever work is being done.

Investigate and Learn
We will encourage a reporting culture where all workers participate in reporting accidents, incidents and risks.
We will investigate all accidents, incidents and near misses and use outcomes as a learning opportunity.

Wellbeing
We are committed to building and maintaining a workplace environment and culture that supports mental health, healthy lifestyle choices, and providing the tools for our people to improve wellbeing.

Kitea Tipuna   **Date**

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Health and Safety Pillars

Health and Safety Foundations

Vision	Home Safely Everyday				
Causes	Behaviour				
Control	Policy	Planning / Resources	Implementation / Delivery	Monitoring, Measurement and Evaluation	Reporting and Review
Mission	To strengthen and grow a safety culture at Wairoa District Council				
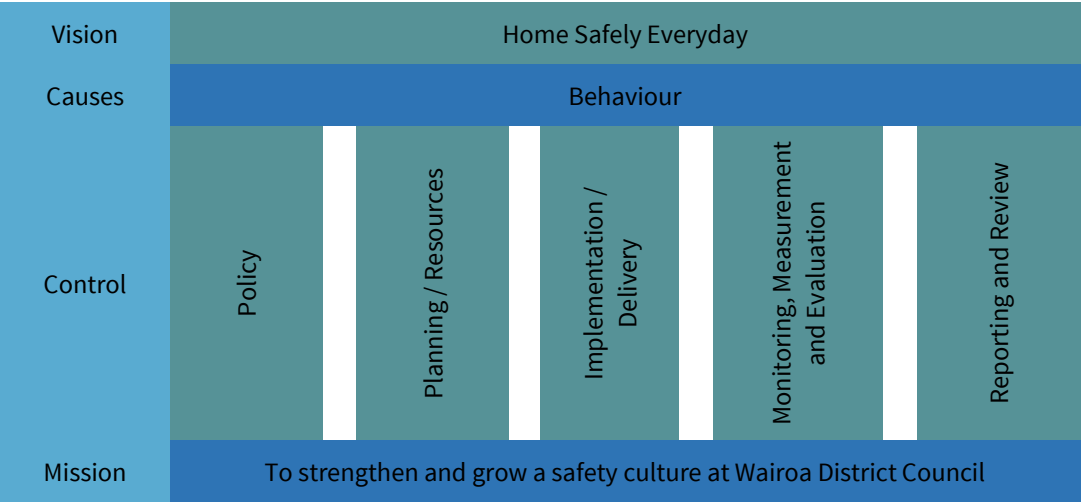
Safety Control Pillars

Policy	Planning / Resources	Implementation / Delivery	Monitoring, Measurement & Evaluation	Reporting & Review
• Health and Safety Policy • Health and Safety Framework Tier 1, 2 and 3 • Financing / Budgets • SWMS's, SOP's and TA's	• Health and Safety Work Plan • Leadership and Accountabilities • Rep Job Terms of Reference • Employee Communication and Consultation • Document Access and Control • Emergency Preparedness	• EcoPortal Health and Safety System • Health and Safety Inductions • Annual Training Programme • Compliance Training • Wellbeing Programmes • Personal Risk Assessment Booklets • Return to Work Programme	• Contractor Audits • Internal Audits • External Audits • Behaviour Observation • KPI's • Health and Safety Awards • Appraisals	• Hazard and Event Management • Monthly Reporting • Health and Safety Committee Reporting • Statistics and Trends • Risk and Audit Quarterly Reporting

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Health and Safety Management System Framework

Introduction

The purpose of the Wairoa District Council (WDC) Health and Safety Management System Framework is to:

1. Provide a structured approach to WDC's health and safety activity.
2. Foster and protect personnel wellbeing.
3. Meet legislative requirements for health and safety.
4. Minimise overall risk from a company perspective.
5. Promote continuous improvement in health and safety performance.

These documents set out policy and specifies desired outcomes. It defines responsibilities and accountabilities, provides guidance on where to obtain additional information, and is the basis against which Health and Safety programmes will be audited and appraised and applies to all WDC owned or controlled operations and assets.

WDC Commitment and Framework (Overview)

WDC HSW Management Systems, Standards and Procedures (The What)

WDC HSW Framework Procedure Manual and WDC Group SWMS's and SOP's (How)
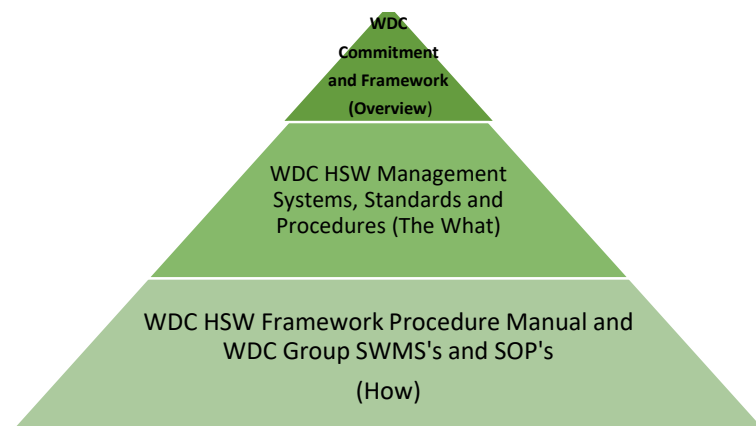
Tier 1: WDC HSW Commitment and Framework
This is mandatory to all WDC operations as defined in the Framework. Health and Safety management processes shall be implemented based the HSW Commitment, and the Performance Requirements outlined in this Framework Tier 1.

Tier 2: WDC HSW Systems, Standards and Procedures
These are mandatory to all WDC operations as defined in this Framework. Health and Safety Standards are performance based in nature and typically focus on more specific areas of risk. Procedures are typically prescriptive in nature and address specific areas e.g. incident reporting and investigation, hazard and risk management, where it is important that activities are carried out consistently across WDC.

Tier 3: HSW Framework Procedures and Standard Operating Protocols
Each Group shall apply Tier 1, 2 and 3 Systems and Procedures. In applying the Framework Tier 3 Procedures, the Group will in addition develop its own processes, procedures, SWMS's, SOP's etc, and that will act as the basis for developing health and safety competencies of people.

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Risk Matrix

WDC Risk Matrix - Health and Safety			Potential Consequences				
			1 Not Significant	2 Minor	3 Moderate	4 Major	5 Severe
			Minor injuries or discomfort. No Medical treatment or measureable physical effects.	Minor injuries or discomfort. No Medical treatment or measureable physical effects.	Injuries or illness requiring hospital admission.	Injury or illness resulting in permanent impairment.	Fatality
Likelihood	Expected to occur regularly under normal circumstances.	5 Almost Certain	5 Moderate	10 High	15 Extreme	20 Extreme	25 Extreme
	Expected to occur at some time.	4 Likely	4 Moderate	8 High	12 High	16 Extreme	20 Extreme
	May occur at some time.	3 Possible	3 Low	6 Moderate	9 High	12 High	15 Extreme
	Not likely to occur in normal circumstances.	2 Unlikely	2 Low	4 Moderate	6 Moderate	8 High	10 High
	Could happen, but probably never will.	1 Rare	1 Low	2 Low	3 Low	4 Moderate	5 Moderate

Consequences:
Focuses on the potential consequence/s presented by the hazard in its assessed state of control. The consequences are those of credible scenarios (taking the prevailing circumstances into consideration) that can develop from the hazard. These can be thought of as the consequences that could have resulted from the release of the hazard if circumstances had been less favourable.

Likelihood:
Likelihood is estimated based on historical evidence or experience that such severity has materialised within the industry the hazard is primarily associated with, or the company.

Cross reference the Consequence and Likelihood to determine the Risk score. The colours within the matrix are aligned with the level of risk. The level of risk is utilised to determine the controls, communication, and monitoring requirements of the hazard.

Health and Safety Management System Standards

To assist in defining and implementing the Health and Safety Management System, ten Health and Safety Management system standards have been established.

Leadership and Accountability
WDC CEO, Managers, Employees, Contractors, and Volunteers understand their accountabilities and demonstrate active leadership and a commitment to Health and Safety management.

Planning and Resources
Health and Safety Management is an integral part of business planning with Health and Safety Management goals and targets established to drive continual improvement in performance.

Hazard and Risk Management
Health and Safety hazards and risks are systematically identified, and associated risks assessed, and control strategies put in place to manage their impact to as low as reasonably practicable.

Safely Controlling Operations

All operational activities are managed in such a way to prevent negative Health and Safety outcomes.

Information, Training and Supervision

Employees, Volunteers, Contractors, and visitors are aware of relevant Health and Safety requirements, hazards, risks and controls, so that they are competent to conduct their activities and behave in a responsible manner.

Incident Management

Incidents are reports, investigated, and analysed to determine underlying root cause. Corrective actions are taken, and lessons shared.

Emergency Management and Business Continuity

Procedures and resources are in place to respond to all potential emergencies and return the business to normal operations in a timely manner.

Health, Wellbeing and Injury Management

Employees are provided Wellbeing support, protected from health hazards associated with their work and have access to effective injury management processes.

Communication and Consultation

Internal and external communication and consultation on Health and Safety matters is carried out in a consistent fashion and allows for the input of key stakeholders, particularly employees.

Monitoring, Audit and Management Review

Health and Safety performance and systems are monitored, audited, and reviewed to identify trends, measure progress, assess conformance and drive continuous improvement.

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Health and Safety Policy Statement

At Wairoa District Council, we value the wellbeing of our employees, volunteers, contractors, and others as well as the environment and communities in which we operate. We continually look at ways to effectively maintain and continually improve a safe working environment and are committed to responsible management practices that minimise any adverse health, safety or environmental impacts.

Leadership and Accountability

WDC Managers, Employees, Volunteers and Contractors understand their accountabilities and demonstrate active leadership and a commitment to Health and Safety management.

Key Performance Requirements

- The WDC Elected Members endorse the Health and Safety Management Framework seek assurance of conformance and regularly review performance, critical health and safety risks, and strategic issues.
- WDC Chief Executive Officer (CEO) and Managers provide strong and visible leadership and commitment in promoting the activities, attitudes and behaviour that support the Health and Safety Policy and Framework.
- The Chief Executive Officer is accountable to the Elected Members for WDC's Health and Safety Management performance. The CEO will approve Health and Safety Policy and Framework documents and monitor performance.
- WDC Managers are accountable for the Health and Safety Management performance of their business areas.
- Health and Safety Management roles and accountabilities of Employees, Volunteers and Contractors are defined, and specific, and measurable activities, goals and targets are included in performance plans and appraisal systems.
- Systems are in place to recognise, reinforce and reward Health and Safety Management innovation, initiatives, and desired behaviours and outcomes.

Leadership

Elected Members Leadership

The Elected Members will demonstrate their leadership and commitment to this Health and Safety Management Framework by:

- Endorsing high level Health and Safety Management Framework.
- Provide governance oversight for Health and Safety objectives and key targets that will enable them to track performance.
- Endorse Health and Safety Programs and activities are provided for in budgets and plans.
- Ensuring an appropriate risk governance structure is in place.
- Supporting the Corporate Risk Management Strategy including risk management as a key element of the Council's Long-Term Plan, Annual Plan as well as other strategies, plans and documents.

Chief Executive Officer

The Chief Executive Officer will demonstrate leadership and commitment to the Health and Safety Management Policy and Framework by:

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- Creating a culture that allows all employees, volunteers, and contractors to use their skills and knowledge to take personal ownership for Health and Safety Management in the workplace.
- Taking a personal interest in incidents within their areas of influence, ensuring proper reporting, recording, investigation and follow up, and the welfare of people involved.
- Ensuring a high priority to Health and Safety Management through its prominence in business plans, projects, and performance reviews.
- Providing adequate resources and training to ensure the success of Health and Safety Management initiatives.
- Actively and regularly participating in Health and Safety Management activities such as training, workshops, audits, and reviews.
- Including Health and Safety as an agenda item at Employee, Contractor, and Management meetings.

Accountability

The Health and Safety Management accountabilities for all levels of WDC Employees are summarised below. These are expanded in specific Health and Safety related procedures, key performance indicators, and may also be supplemented by more specific detail in position descriptions.

The method for assessing the fulfilment of such responsibilities is through the WDC performance management system and in some instances auditing against specific operating procedures.

Chief Executive Officer
The Chief Executive Officer has the overall accountability for the management of Health and Safety of Employees, Volunteers, Contractors, and visitors across WDC operations.

They will ensure that effective and sustainable Health and Safety Management systems and practices are in place for all parts of the business, and that they are appropriately planned, resourced, monitored and reviewed regularly.

Group Managers
The WDC Group Managers have direct accountability for the Management of Health and Safety of Employees, Volunteers, Contractors, and visitors to their operations. To ensure adequacy of Health and Safety management they shall ensure performance objectives are assigned to individuals within their sphere of influence. Group Managers also have responsibility for implementing Health and Safety Plans for their areas and ensuring all required activities are adequately budgeted for.

Team Leaders
WDC Team Leaders are responsible for:
- Identifying relevant industry standards that apply to their operations and areas of expertise and understanding what needs to occur to meet those standards.
- Ensuring Health and Safety issues within their sphere of influence are addressed.
- Ensuring that the WDC Health and Safety Management system is implemented into all parts of the business that they are responsible for.
- Ensuring the Health and Safety management system is maintained, monitored, and regularly reviewed to ensure ongoing adequacy.

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- Reporting any issues or deficiencies in the Health and Safety Management system to their managers.
- Ensuring incidents are accurately reported, recorded, and investigated to identify and address multiple and underlying causes.
- Ensuring the implementation of systems and Hazard and Risk Management processes as defined in the WDC Health and Safety Management system.

Employees and Contractors

Responsible for:

- Protecting themselves, their fellow workers, and any other party from unsafe situations by carrying out their duties in a safe and responsible manner.
- Ensuring recommended industry standards are followed.
- Actively encouraging safe behaviour from their work colleagues.
- Reporting all incidents, including near misses, whether or not these incidents involve actual consequence.
- Participating in training and working safely, including the proper use of safety equipment.

Health, Safety and Wellbeing Officer and Committee

Responsible for:

- Providing general advice and direction to the WDC business in Health and Safety matters.
- Assisting WDC managers in implementing and maintaining the Health and Safety Management system.
- Assisting in the investigation of incidents with significant potential consequences.
- Assisting in the monitoring and review of the Health and Safety Management system.
- Keeping abreast of changes and developments to relevant legislative, regulatory and practice/standards, and rising awareness of the same within WDC.

Definitions

ALARP	As low as reasonably practicable In relation to the control of hazards to a state where they are seen as acceptable and cannot be reduced further without expenditure or effort that is disproportionate to the benefit gained or where the solution is impractical to implement
CDM	Construction Design and Management
Competent Person	A person who has sufficient knowledge, skills and experience appropriate techniques and procedures including interpreting results. Eg for health monitoring this is an Occupational Hygienist
Contract	A formal arrangement entered, whether in writing or not, between WDC and a contractor, for the supply of services by the contractor to WDC in exchange for payment.
Contract Manager	This will be contract specific and does not refer to a dedicated Contract Manager role. Some examples follow: • Infrastructure Manager engaging earth moving contractors. • Property Manager engaging contract cleaners or building maintenance contractors.

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	• Project Manager engaging construction contractors. • IT Manager engaging IT hardware installation contractors
Contractor	• Any person or entity that carries out work at a WDC workplace or facility under a contract between WDC and the person, entity, or the person's employer. • A person or organisation hired by WDC, other than as an employee or when engaged as labour only, for the purposes of carrying out their contracted work.
Critical Risk	Risks that have the potential to fatally injure, or permanently disable, our people, contractors or third parties.
Embedded Contractor	Contractor or contractor agency that is a resident at a WDC site. Embedded contractors have onsite management, and due to the nature of their work has a thorough understanding of the WDC facilities infrastructure and works in concert with WDC management.
Employee	Any direct employee of Wairoa District Council.
ERP	Emergency Response Plan
Event	Accident, Incident, Near Miss or Injury
Event Owner	The Event Owner is the person responsible for: • The workplace where the event took place, or • The Manager of the worker reporting the event if the event happened outside the WDC workplace. The Event Owner is responsible for tracking the Event process through to completion. This includes signing off various stages of completion in the cycle
Event Report	The Event Report is the official record of the Event occurring and initial views and actions
Exposure	When a person or the environment encounters a hazard
GRWM	General Risk and Workplace Management Regulations 2016
H&S Plan	A documented course of action, outlining responsibilities and objectives, within a defined period
Harm	Illness, injury or death
Hazard	A hazard can be defined as anything that can cause harm (illness or injury) and can include the following broad categories: • Physical (vehicles, slips, trips and falls) • Psychological (workplace stressors) • Chemical (poisons, drugs) • Ergonomic (manual handling, gradual process injury) • Biological (blood borne pathogens)
Hazard and Risk Management	Incorporates the following: • The systematic identification of hazards • The assessment of the risk posed by the hazard • The control of all hazards to as low as reasonably practical • The instatement of recovery measures should controls fail

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	• The monitoring and review of hazards and their associated risks on a regular basis
Hazardous Substances	Any substance that could cause harm to a person that is controlled under the Health and Safety at Work (Hazardous Substances) Regulations 2017
Hierarchy of Control	The mechanism by which hazards are required to be controlled. • Elimination • Substitution • Isolation • Engineering • Administration • PPE
HSMS Framework	The "Health and Safety Management System" Framework documents described in this document
HSWA	Health and Safety at Work Act 2015 and Regulations 2016
Incident	An unplanned event, or chain of events, which has, or could have, caused injury or illness and / or damage (loss) to people, assets, the environment, or reputation
Initial Risk	The degree of potential harm and likelihood of it occurring presented by a hazard in an uncontrolled state
Investigation	An investigation is a structured analysis of an Event that identifies the immediate and underlying root causes of an Event, leading to corrective actions that will prevent a recurrence
JSA or TA or SWMS	Job Safety Analysis or Task Analysis or Safe Work Method Statement. This defines the chronological steps to be taken and includes risks and controls
Near Miss	An Event which did not, but could have resulted in negative consequences in any of the four areas defined in the event definition
Notifiable Event	As defined by WorkSafe
Other	Anyone else in the workplace or facility of WDC
Others in the workplace	Visitors to the workplace are defined as 'others' under HSWA. Examples at WDC might include members of the public visiting a WDC facility or volunteers
PCBU	A **person conducting a business or undertaking** or **PCBU**— (a) means a person conducting a business or undertaking— (i) whether the person conducts a business or undertaking alone or with others; and (ii) whether or not the business or undertaking is conducted for profit or gain
PPE	Personal Protective Equipment
PTW	Permit to Work. Examples are Confined Space Entry or Hot Work
Reasonably Practicable	Something that is reasonably able to be done to control a hazard, taking into account: • How likely is it that something could go wrong

	• What would happen if it did go wrong • The information available about how to control the hazard or risk • What controls can be used • Whether the cost of control is grossly disproportionate to the risk
Regulatory Bodies Notification	Notification of events to Regulatory bodies in accordance with local legislative, licence and / or other requirements
Residual Risk	The degree of potential harm and likelihood of it occurring presented by a hazard after the application of controls
Risk	The possibility that harm (of a particular nature) might occur to someone if they are exposed to a hazard
Shall or must	Indicates a statement is mandatory
Shared Learning	The outcomes from an investigation must be reported to the Business through a Shared Learning. Shared Learnings help prevent the same Event or potential Event occurring in another part of the business, through sharing of learned experiences and controls. The Manager is responsible for issuing shared learnings
Should or May	Indicates a recommendation
Significant Hazard	A hazard that is an actual or potential cause or source of serious harm; or Harm (being harm that is more than trivial) the severity of whose effects on any person depend (entirely or among other things) on the extent or frequency of the person's exposure to the hazard; or Harm that does not usually occur, or usually is not easily detectable, until a significant time after exposure to the hazard
SOP	Safe Operating Procedure. This outlines how to do a job safely and with consistency. It is used for training purposes to establish competency
SSSP	Site Specific Safety Plan. This is a suite of documents that outline the agreement for risk mitigation when undertaking work
SWMS or TA or JSA	Safe Work Method Statement or Task Analysis or Job Safety Analysis. This defines the chronological steps to be taken and includes risks and controls
TA or JSA or SWMS	Task Analysis or Job Safety Analysis or Safe Work Method Statement. This defines the chronological steps to be taken and includes risks and controls
Worker	Any person who carries out work in any capacity regardless of employment class eg employee or embedded contractor

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PLANNING AND RESOURCES

Health and Safety Management is an integral part of business planning with Health and Safety Management goals and targets established to drive continual improvement in performance.

Overview

Health and Safety Management Structure

The following structure will be used to manage Health and Safety within WDC.

WDC
Commitment
and Framework
(Overview)

WDC HSW Management
Systems, Standards and
Procedures (The What)

WDC HSW Framework Procedure Manual and
WDC Group SWMS's and SOP's
(How)
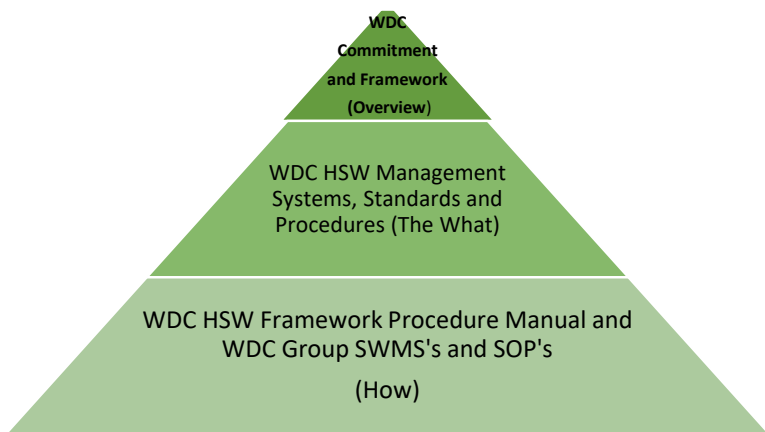
CEO

Health and Safety, Standards and Procedure Development or Change

WDC will use the following process to develop, implement and change Tier 1 and 2 Health and Safety policy, standards and procedures.

- Suggestions shall come to the Health and Safety Committee
- The Health and Safety Committee will review the suggestions, approve changes or development, and ratify final drafts.
- The Chief Executive Officer will sign off on the new or adjusted Health and Safety policy.

Tier 1 and 2 Policy, Standard and Procedure Implementation

Once Tier 1 and 2 Health and Safety policy, standards and procedures have been approved by the Chief Executive Officer, Group Managers and their reports will be responsible and accountable for their implementation and review.

Management is responsible for implementing policy, standards, procedures and guidelines consistent with this Health and Safety Management framework.

Documentation

It is essential that all aspects of the Health and Safety Management Framework be thoroughly and clearly documented. This is to ensure consistent application throughout WDC. Documentation also

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helps in the review process, and auditing of the system and its components by internal or external groups.

All Health and Safety components that form part of the Health and Safety Management Framework will be controlled documents as per existing WDC processes.

Any proposed changes to the Health and Safety Management Framework will follow the process outlined above. The issuing and control of new or changed documentation relating to the Health and Safety Management Framework will, once signed off, be the responsibility of the Health, Safety and Wellbeing Officer.

Planning

The Health and Safety planning process is as follows:
- Development
- Sign off
- Monitoring and performance measurement, and
- Review

Health and Safety planning will be carried out as part of the wider business planning processes in WDC.

Emergency Management and Business Continuity

Procedures and resources are in place to respond to all potential emergencies, and return the business to normal operations in a timely manner.

Key Performance Requirements

All WDC sites and operations have emergency response plans addressing the worst possible but credible scenarios. These are pre-planned and tested regularly.

General

WDC is committed to protecting our Employees, Contractors, Others and any potentially affected members of the public in the event of emergency situations.

Emergency Response Plans

Emergency Response Plans and procedures for dealing with likely emergency scenarios will be developed and staff trained in their application.

Emergency Response Plans will define organisation and responsibilities of key roles, requirements for induction and staff training in emergency response, the incident command structure, notifications, systems, and procedures in place to prevent escalation, on site communications structures and equipment, desktop testing schedules, location drills and exercises and scheduled reviews of plans and procedures.

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Health, Wellbeing, and Injury Management

Employees are provided Wellbeing support, protected from health hazards associated with their work and have access to effective injury management processes.

Council engage Vitae NZ to provide an EAP (Employee Assistance Program) for employees.

Key Performance Requirements

Occupational health assessments, and ongoing monitoring program, are conducted for occupations, tasks and work environments, consistent with exposure to health hazards and risks.

In all instances where the control of health hazards has not adequately reduced exposure, personal protective equipment requirements shall be identified and communicated, appropriate training provided, and properly maintained equipment made available to employees.

All employees, contractors and others have access to adequate medical and first aid services as appropriate to the location and nature of the operations.

There are communicated systems in place for the rehabilitation of employees following work and non-work related injury or illness.

WDC will have in place initiatives to promote and encourage a safe and healthy lifestyle.

All employees have access to relevant support mechanisms for dealing with physical and psychological issues that may impact on their ability to carry out work safely.

Pre-Employment and Exit Health Assessments

A pre-employment health assessment will be completed for all new employees who work in at risk areas within the business. The purpose of the pre-employment health assessment is to assess prospective employee's medical capacity to safely complete work tasks, and records benchmarking for on-going health surveillance. The assessment is part of the recruitment process prior to offer and commencement of employment.

WDC operates a two-tiered pre-employment health assessment process:
1. High Risk – Occupations working on high-risk operational sites will undergo a medical examination via an WDC approved medical provider. This may, at the discretion of WDC include the prospective employee's medical provider.
2. Low Risk – for lower risk employees eg office-based staff, the pre-employment health assessment involves a series of questions regarding the employees' health status.

An exit interview is undertaken for leaving employees where possible, and it may be decided to conduct a specific exit health assessment declaration as part of this process. The purpose of the exit health assessment declaration is to identify any health issues that may have arisen due to an individual's employment with WDC, so that steps may be taken to reverse or minimise their impact.

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To ensure that WDC maintains a current understanding of health assessment requirement, it will review the pre-employment health assessment requirements (based on exposure to hazards) as part of the HSMS Framework review.

Workplace and Personal Health Monitoring

Health monitoring may be required where a significant hazard has not been eliminated. In this instance it is necessary to assess the Employee's exposure to the hazard. This may involve indirect monitoring by assessing the workplace environment and / or direct monitoring of the Employee's health e.g. audiometry.

Any requirement for health monitoring shall be identified through the hazard management processes, incident investigation or external monitoring.

Health assessment and monitoring covers the following area:
- Identification of potential health hazards
- Identification of employees requiring monitoring
- Determination and implementation of appropriate monitoring protocols
- Consent and the provision of information
- The identification of appropriate providers
- The disclosure of results and privacy issues
- Management of sub optimal results
- Feedback into the hazard management process

Drug and Alcohol Testing

Drug and alcohol use in the workplace creates a range of problems. Considering this, WDC has developed and Drug and Alcohol Policy that outlines a code of behaviour in relation to drugs and alcohol. This ensures WDC's expectations in this area are transparent.

Injury Management

WDC is committed to assisting injured staff with their early and safe return to the workplace. WDC shall provide support to staff through injury management and rehabilitation processes. Injuries shall be evaluated on a 'case by case' basis to determine support required and where possible, light alternative duties.

Employment Assistance Programme

WDC will provide its employee's access to an Employee Assistance Programme.

Communication and Consultation

Internal and external communications and consultation on Health and Safety matters is carried out in a consistent fashion and allows for the input of key stakeholders, particularly employees.

Key Performance Requirements

Employee participation in Health and Safety is critical to effective business operation, and systems to support this are documented, communicated, and implemented.

Employee Participation

WDC regards the participation of all employees in Health and Safety Management as a prerequisite for successful implementation. All employees within WDC will demonstrate their commitment to Health and Safety by:

- Personally, participating in all Health and Safety initiatives.
- Becoming actively involved in the management of hazards and risks.
- Ensuring their own Health and Safety and that of others around them.
- Providing suggestions and solutions for the improvement of Health and Safety.
- Participating in the review of Health and Safety initiatives and systems.

IMPLEMENTATION AND DELIVERY

Hazard and Risk Management

Health and Safety hazards and risks are systematically identified, and associated risks assessed, and control strategies put in place to manage their impact to as low as reasonably practicable.

Key Performance Requirements

- Hazard and Risk Management processes include the systematic identification of Hazards; the assessment of the Risks of those Hazards; the control of all Risks taking all reasonably practical steps; the induction of recovery measures should controls fail; and the monitoring and review of Hazards and associated Risks, and their controls on a regular basis.
- Identified Hazards and associated Risks will be analysed having consideration of the causes of the Hazard and Risk, existing controls and their quality, and the assessment of the potential consequences and the likelihood of occurrence, using WDC risk management matrix.
- The Hazard and Risk Management process involves people with the relevant knowledge and experience including Employees, Contractors, external Specialists, and other stakeholders as appropriate.
- Identified Hazards and Risks are evaluated by the appropriate level of management, consistent with the significance of the Hazard and/or associated Risk. The Hazards and Risks are assessed, prioritised, and managed as appropriate to the nature, scale and impacts on people and operations. Decisions are documented and the implementation of corrective actions tracked.

Hazard and Risk Management Process

Hazard and Risk Management is based on the principle that all Hazards and Risks within WDC must be identified, assessed, then controlled to reduce the risk exposure to as low as reasonably practicable. The following outlines the Hazards and Risk Management process.

- Systematically identify all Hazards and associated Risks.
- Assessing identified Hazards and associated Risks utilising the WDC Risk Matrix.
- Prioritise Hazards and associated Risks and taking all reasonably practicable steps to manage the risk.
- Monitoring and reviewing all Hazards and Risks that have not been eliminated.

Employees and Contractors play a critical role in the Hazard and Risk Management process. They are expected to participate in the identification of Hazards and Risks, the development of reasonably practicable controls, and the review and monitoring of Hazards and Risk control methods.

Hazards and Risks Registers

The following Registers will be in place:

Hazard Register and Risk Register	This will cover hazards / all critical control risks for WDC. The registers include high level descriptions of Hazards or Risks that may manifest themselves across WDC.
Workplace / Operation Safety Plan	This will describe the Hazards, associated Risks and the controls to prevent them.

All WDC operations will follow the WDC Hazard and Risk controls.

Safely Controlling Operations

All operational activities are managed in such a way to prevent negative Health and Safety outcomes.

Key Performance Requirements

- Systems and procedures are established, implemented, and maintained to ensure that operations and maintenance activities are managed to minimise Health and Safety risks.
- Systems are established, documented, and maintained to ensure the on-going integrity of plant and equipment. These include procedures for maintenance, inspection, testing, calibration, and certification of equipment at frequencies appropriate for the level of risk associated with the equipment, legal and manufacturers' requirements.
- Contractor Health and Safety competence and performance shall be assessed. The contract award shall be conditional on the receipt of an acceptable work specific Health and Safety

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plan. Contractor performance against this plan and contractual obligations is regularly monitored and reviewed.
- Prior to the purchase, hire or lease, the Health and Safety specifications of plant or equipment that have potential Health and Safety impacts, are reviewed to verify suitability for the intended use and to prevent the introduction of Health and Safety Hazards and Risks
- Change management systems are in place to manage Hazards or Risks prior to any planned changes or when unplanned changes occur, whether permanent or temporary, or because of incremental change. These systems address change events including changes in personnel, processes, equipment and materials.

Construction Design and Management

Construction Design and Management Regulations
The Health and Safety at Work Act 2015 places Health and Safety duties on the Client, Engineer, Designer, Contractor, and Subcontractor.

The essence of the regulations is to achieve life cycle safety design by applying the principles of prevention over the project life cycle.

Contractor Management

WDC is committed to meeting legal requirements as a PCBU and ensuring the safety of all independent contractors and their staff. The management of contractors and their staff includes the following:
- Prequalification of contractors
- Tendering and contract letting
- Pre-commencement including contractor induction
- Contractor monitoring and communication (contractor work authority – for offices)
- Contractor review

All WDC operations will follow the WDC Contractor Management Procedure.

Management of Change

Proposed changes to equipment, process, materials, or people which have the potential to introduce new, or increase existing Hazards or Risks will be documented, assessed and formally accepted or rejected.

All change proposals will be reviewed by suitably qualified people, including relevant line managers, internal specialists, Health and Safety Team, employees, and where warranted, independent specialists to:
- Ensure the associated Hazards and Risks have been identified and eliminated, or where they cannot be practicably eliminated, their level of risk is controlled in all cases to acceptable levels
- Ensure equipment changes are fit for purpose and meet applicable design standards
- Ensure any statutory Hazard and Risk assessments are conducted, and required statutory approvals are obtained prior to implementation of the changes, and
- Consider the potential for cumulative impacts from previous changes which could undermine the integrity of an operation.

All change proposals will be approved in writing by the appropriate level of management prior to implementation.

Purchase of Equipment

The purchase of equipment (including that which is second-hand), can introduce Hazards and Risks into the work environment that were not previously present. WDC recognises that it is essential that any new or second-hand equipment, purchased by the organisation does not create negative impacts.

WDC is therefore committed to consulting with employees and external stakeholders (where appropriate) when assessing any new, or second-hand equipment to identify intrinsic and extrinsic risks prior to their purchase.

Information, Training and Supervision

Employees, Contractors and Others in the workplace, are aware of relevant Health and Safety requirements, hazards, risks and controls, so that they are competent to conduct their activities and behave in a responsible manner.

Key Performance Requirements

- Systems are in place to identify, prioritise, plan, document and monitor the fulfilment of training needs so that Employees, Contractors and Others are competent to meet their Health and Safety responsibilities
- The required competencies for Health and Safety critical activities are identified, documented and periodically reviewed
- Inductions are documented and delivered to all Employees, Contractors and Others
- That on-the-job training, and safe work practices, and processes that engages all personnel and covers all activities are in place. This reinforces desired Health and Safety behaviours and corrects unsafe behaviours
- Health and Safety leadership training is undertaken by all Managers and Team Leaders.

Health and Safety Training

The provision of information, training, and supervision is a cornerstone of an effective Health and Safety management system. Information, training, and supervision needs, relating to Health and Safety, are identified through the hazard management process, structured training needs assessments, team meetings and other mechanisms.

It is essential that any training and information provided is understood and applied as intended in the workplace. Verification of this will be sought by several means including practical skills demonstration, behavioural observation and written or oral test recall.

All training records will be held and any requirement for re training will be identified through the specific training course requirements and / or operational and external requirements.

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Induction

WDC is committed to ensuring all Employees, Contractors and Others receive an appropriate induction when commencing employment, transferring to a new role or location, or carrying out contracted services for WDC.

Information

In addition to training and supervision, staff notice boards and team meetings will be used to communicate and promote relevant Health and Safety information.

Health and Safety Information is available on:

WorkSafe (www.business.govt.nz/worksafe/)
Ministry of Business Innovation and Employment (www.mbie.govt.nz)
ACC (www.acc.co.nz)
Ministry for the Environment (www.mfe.govt.nz)

Information regarding legislation is available on the NZ Statutes website (www.legisation.govt.nz)

Incident Management

Incidents are reported, investigated, and analysed to determine underlying root cause(s). Corrective actions are taken, and lessons shared.

Key Performance Requirements

- Systems are in place for the timely reporting, investigation, mitigation and appropriate communication of all Health and Safety incidents
- The reporting of incidents is promoted as a desired behaviour
- All incidents are assessed and rated on potential consequence to determine the level of reporting and investigation required
- Incident investigation processes include the identification and documentation of all factors, active failures, and underlying causes that contributed to the incident, the controls that were intended to prevent it and analysis of any failures in or absence of the controls
- Root cause(s) from incident investigation are recorded and this information is used to create a profile around root cause failures
- There are clear processes to translate investigation recommendations to specific corrective actions and to ensure that these actions are documented, communicated, followed up and completed.
- Lessons learned from investigations of incidents are communicated to the business (and wider as appropriate) where it is recognised that the information will assist in preventing a repeat of the event.

General

The reporting and subsequent investigation of all incidents is an important feature of any Health and Safety Management Framework.

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Incidents are defined as any event that actually or potentially caused:
- Harm (acute or chronic) to any employee, contractor or other

Other incidents that **may** be captured within the same incident reporting and investigation system include:
- Reduction of Quality below required levels (product or service)
- Environmental impact

WDC Process Overview

The following provides an overview of the WDC process.

- All Employees, Contractors and Others shall be made aware of the reasons and the process for reporting incidents
- All incidents will be recorded in the Health and Safety Management System
- All notifiable events shall be reported to WorkSafe NZ and the scene frozen or managed as required by law and/or agreed with WorkSafe NZ
- All incidents of an extreme or high potential severity shall be fully investigated to identify Hazards and Risks, failed or absent defences, and underlying organisational system failures,
- Where corrective actions are identified because of the incident investigation process, agreement shall be sought with the appropriate manager for implementation. Once agreement has been obtained responsibility for implementation shall be allocated and time bound
- All incident data will be reviewed quarterly to identify trends and provide injury prevention information to others.

All WDC operations will follow the WDC Incident Reporting and Investigation Procedure.

MONITORING, MEASUREMENT AND REVIEW

Monitoring, Audit and Management Review

Health and Safety performance and systems are monitored, audited, and reviewed to identify trends, measure progress, assess conformance and drive continuous improvement.

Key Performance Requirements

- Health and Safety performance is regularly measured, monitored, recorded, analysed and reported on
- An audit of the Health and Safety Management system is conducted periodically to determine the adequacy of its implementation
- Annual management reviews are conducted to determine the continuing suitability, adequacy and effectiveness of Health and Safety Management systems. Information reviewed includes audit results, incident reports, performance reports and relevant views

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from stakeholders. Reviews are documented, including observations, conclusions, recommendations and follow up.

General

A three yearly audit and review of the Health and Safety Management Framework, and associated Health and Safety Management Systems (and resultant corrective actions) is an essential function to:

- Evaluate the effectiveness of the Framework and systems
- Ensure the continued relevance of the processes within them
- Provide feedback so that new strategies and plans can be developed.

Annual Review

The Health and Safety Management Framework will be reviewed three yearly. This review will include specific evaluation of Hazard and Risk Management processes.

As part of the annual review, the Health and Safety Management Framework will be revised and updated to provide for new planned activities, changes to the organisation and to ensure the Framework is achieving its purpose.

Critical Incident Review

The Health and Safety Management Framework (in whole or in part) will also be reviewed after any critical incident.

Health and Safety Management Framework Audit

WDC is committed to auditing its Health and Safety Management Framework. These audits will be carried out periodically and may be done by internal and/or external parties. The audits will check conformance with the Health and Safety Management Framework and include a basic review of compliance with current Health and Safety legislation.

Changes in Compliance Requirements

Any regular updates to the business of any legislative / compliance changes that may affect the approach WDC takes to Health and Safety. Advice from external advisors may be used to assist in this process.

Elected Members Reporting

The Chief Executive Officer will provide a quarterly report on progress against the Annual Health and Safety Management Plan and other Health and Safety issues relevant to the WDC Elected Members (or any committee nominated by them). The report will cover but not be limited to the following:

- Health and Safety performance for the period against key performance indicators
- Progress against the Annual Health and Safety Management Plan
- Health and Safety issues and incidents

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Health, Safety and Wellbeing Policy Commitment

Our Vision: Home Safely Every Day

We are committed to managing our work environments to prevent injuries and promote the safety and health of all staff, visitors, contractors, and volunteers.

Keep People Safe
We will keep ourselves and others safe by identifying risks and implementing effective controls.
We will recognise and celebrate effective safety risk management.

Measure and Improve
We will set, monitor, and report on measurable objectives.
We will implement, monitor, review and continually improve systems, policy, and procedures to achieve best practice in health, safety, and wellbeing management.

Due Diligence
We will ensure our Officers have a due diligence plan implemented and regularly reviewed.
We will set high standards for Operational discipline and hold managers and leaders accountable for corrective actions allocated to them.

Engage
We will actively engage with workers and unions about health, safety, and wellbeing, to encourage participation and continual improvement and empowerment.
We will have an active health, safety, and wellbeing committee.

Lead by Example
We will ensure managers and leaders are appropriately trained, competent, and accountable in leading health, safety, and wellbeing within their teams, with contractors and volunteers.
We will ensure our managers and leaders demonstrate highly visible levels of commitment to health, safety, and wellbeing.

Keep People Healthy
We will monitor worker's health where it relates to health-related risks.
We will actively manage a worker's return-to-work if they are injured or ill.

Train and Supervise
We will train and supervise workers to ensure they have the skills to their job safely.

Take Ownership
We will ensure health, safety and wellbeing is part of every worker's job requirement.
We will comply with relevant health and safety legislation, regulations, codes of practice, standards.

Collaborate
We will actively participate in forums with our peers and other industry leaders where learning can be shared.
We will consult, coordinate, and cooperate with other Persons in Charge of a Business or Undertaking to ensure effective health and safety wherever work is being done.

Investigate and Learn
We will encourage a reporting culture where all workers participate in reporting accidents, incidents, and risks.
We will investigate all accidents, incidents and near misses and use outcomes as a learning opportunity.

Wellbeing
We are committed to building and maintaining a workplace environment and culture that supports mental health, healthy lifestyle choices, and providing the tools for our people to improve wellbeing.

Kitea Tipuna   **Date: July 2024**

Commitment to Health, Safety and Wellbeing   Reviewed: June 2024

Wairoa District Council – Terms of Reference for the Health, Safety and Wellbeing Committee

Introduction

Wairoa District Council (WDC), as a good employer, acknowledges that it is important to have employees involved in the management of workplace health and safety. To actively encourage and ensure that employees are involved WDC has established Health, Safety, and Wellbeing Committee.

The Committee ensures that health, safety, and wellbeing representation occur in the areas relevant to the work being carried out. Health, Safety and Wellbeing information is encouraged to be shared, as appropriate, across Council.

The role of the Committee is to deal with issues directly relating to staff of the WDC. This Committee will also review health and safety incidents occurring because of work carried out by staff of these areas.

There will be:
- Regular meetings.
- Published agenda.
- Open discussion.
- Recorded meeting minutes.
- Published meeting minutes.

Committee Selection/Composition

The Committee will comprise employees and management representation. The number of staff representatives is not fixed, the focus for WDC is to ensure that the composition of the committee allows full coverage and fairly represents all staff interests. Requirements of the committee:
- At least one member of the forum is to be a Health and Safety Representative.
- The Health, Safety and Wellbeing Advisor will be a required member of the committee.
- At least one of a **maximum** two (2), management representatives appointed by WDC, should be present at each meeting.
- Advisors may be invited to attend the committee where expertise in a specific area is required.

Committee Member Election:

When: Three Yearly
By whom: Sitting Committee
How: Each represented staff group, (based on location or function), will be asked if they are happy to continue with their existing representative/s.
Where this is the case, the sitting representative is welcome to continue the Committee.
Unions may attend the regular meetings.

Note: Where any group is not happy with the current representative, or the representative wishes to resign, the employee group will be required to nominate a replacement and elect a new representative from the nominations.

This encourages employee representatives who know the work, to be involved in health and safety decisions in their area.

Role of the Committee

The role of the Forum is to:
- Discuss issues raised by members on behalf of staff.

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Wairoa District Council – Terms of Reference for the Health, Safety and Wellbeing Committee

- Raise health and safety issues with the employer.
- Where appropriate, make suggestions to the employer for resolution of issues raised.
- Encourage a culture of health and safety 'Best Practice' by assisting in the ongoing education and training of staff.
- Promote ideas for continuous improvement in health and safety management.

Committee Member Role

Within the guidelines of the HSW Committee member will:

- Champion health and safety solutions; issues pertinent to their direct work environment may be able to be resolved at the time, however where an issue is likely to affect others this should be raised at the committee.
- Represent staff in health and safety issues.
- Ensure all health and safety issues are introduced and discussed at the committee.
- Give feedback to the group they represent.
- Lead by example.
- Attend all committee meetings or assign another person in your absence.
- In conjunction with the Health, Safety and Wellbeing Advisor, carry out workplace inspections and investigations as required.

Employer Communication

Formal communication between the Committee and the employer, (WDC Chief Executive and the TKA), should be in written format. This does not exclude the ability for either party to make verbal representation, however where this occurs items of discussion should be represented in written format.

Where a health and safety recommendation are made by the Health & Safety Committee, or a health and safety representative, and that recommendation is not adopted WDC management will provide a written statement indicating the reasons for not adopting the recommendation.

Communications between the Committee and the employer should be accurate and timely, thereby ensuring that issues are able to be dealt with promptly. For this purpose, either party may, from time-to-time, request a response from the other party within a specific timeframe.

Health, Safety and Wellbeing Committee Meetings

When: At least quarterly
By whom: Forum Chair
How: Organises venue and time, seeks agenda items, records, and publishes minutes of meeting.
Reference documents: Previous meeting minutes from the committee.

Financial Delegation

The Health, Safety and Wellbeing Committee holds no delegated budget or signatory authority.

When recommendations from this Committee to the employer are adopted, any financial resource required to implement the recommendations will need to be provided by the employer.

Review of Employee Participation Scheme for HSW Committee
When: Three yearly

Wairoa District Council – Terms of Reference for the Health, Safety and Wellbeing Committee

By whom: Committee members

How: Determine effectiveness of Committee, by survey of staff; consider attendance at meetings, employee/management interest, health and safety committee meeting minutes, issues raised, recommendations adopted.

Signed: _____ (Employee Representative)

Date: _____

Signed: _____ (Management Representative)

Date: _____

8.3   WAIROA RECOVERY UPDATE AUGUST 2024

Author:	**Steve Baker, Tautoko Whakaora - Recovery Support**
Authoriser:	**Gary Borg, Pouwhakarae - Putea Tautawhi Rangapu | Group Manager Finance and Corporate Support**
Appendices:	**Nil**

1. PURPOSE

   1.1   To update the Committee on progress of the Cyclone Gabrielle recovery program to 27 July 2024.

> Recommendation
>
> The Tautoko Whakaora - Recovery Support RECOMMENDS that Committee receive the report.

2. BACKGROUND

   2.1   At 0515 Hrs Tuesday 14 February 2023, Hawke's Bay region declared a State of Local Emergency due to the flooding effect of Cyclone Gabrielle. At 0843 Hrs, the Minister for Emergency Management declared a State of National Emergency to assist in the response. The declaration applied to Northland, Auckland, Tairāwhiti, Bay of Plenty, Tararua District, Waikato, and Hawke's Bay.

   2.2   Cyclone Gabrielle resulted in extensive flooding across the north and east of the North Island. Major flooding occurred in the Wairoa District as the Wairoa River and numerous tributaries overtopped their banks, causing flooding into residential areas, and cut off rural communities. There was extensive surface water flooding across the district in all catchments.
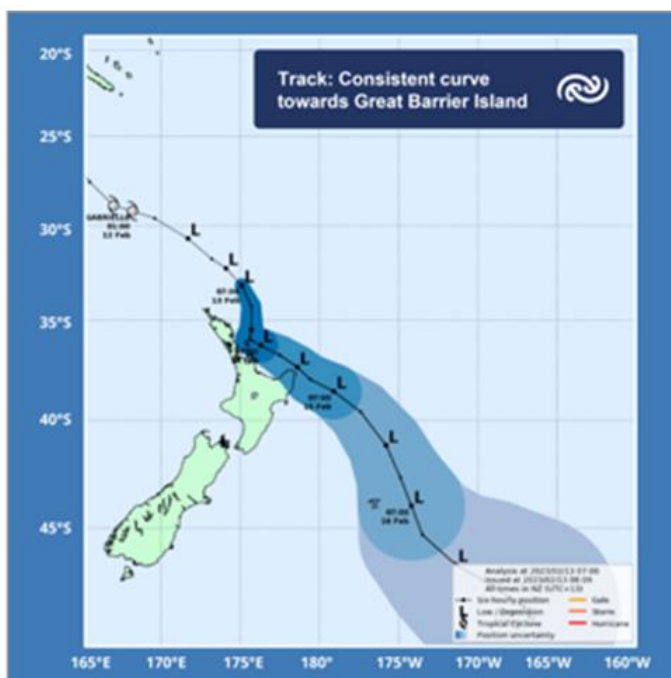
2.3   The impact of Cyclone Gabrielle to whānau, whare, whenua, and our pātaka has been destructive and devastating.   The consequences are felt by everyone and every community in our rohe. No one is unaffected. We expect, based on other New Zealand flood events, that the social and economic consequences will worsen in the upcoming months and years.

2.4   The key area of impact in the Wairoa District was in the north of Wairoa with the river breaching its banks on the north-western side of the town and flooding the rural areas of Waihirere and Ruataniwha, and urban area of North Clyde. There were however floods in Awamate - on the other side of the river, Frasertown, Whakakī, Nuhaka and Mahia, where damage to homes was more limited.

2.5   There was also significant damage to the landscape, rural properties and the primary sector, including horticulture, cropping, dairy, sheep and beef, and forestry. Many farms have limited access to and within their properties due to farm tracks being cut off or washed out. Water damage, erosion and silt deposition have damaged fences, access tracks, water infrastructure, destroyed crops (particularly maize and squash) and sileage/hay loss and caused damage to ancillary farm buildings and dairy sheds. There has been significant pasture loss.

KEY MESSAGES – 27 July 2024

2.6   Status of stickered homes

Category	Peak March 2023	Rain Event 23 Nov 2023	As at 23 July 2024	Movement from June Update
Green			129	7
White	198		156	(7)
Yellow	146	16	90	(1)
Red	2	2	3	-

Explanation of the different Placard types can be found at:

https://www.building.govt.nz/assets/Uploads/managing-buildings/post-emergency-building-assessment/rapid-building-assessment-placards-and-forms-quick-guide.pdf

2.7   Information obtained from our Kaimanaaki by visiting impacted properties, and discussions with other agencies operating in this space is that there are.

Placarded houses listed by lead agency managing rebuild.	Number	Comment
Recovery Team	23	
TToTW	20	
Church of Latter-Day Saints	4	
Non-Contactable	7	
Ownership Challenges	11	Trusts/absent homeowners/deceased estates
Jehovah Witness (JHW)	1	
Awaiting Final Inspection	80	Generally, require minimal assistance
Sub total	**146**	

Fully Insured	65	
With insurance challenges	18	Insurance challenges include underinsured and bank mortgage capture of insurance monies
Total	**229**	

2.8   In May 2024 a project manager was appointed to the rebuild programme to provide additional impetus and a strategic overview. It is anticipated that, with the support of elected members, a defined schedule of works will facilitate securing additional external funding to complete the programme. An initial discovery exercise culminated in the presentation of a 'Way Forward' Proposal, containing the following phases:

June – August 2024	Phase 1 - Establishment Development of project team and support structure.
July – September 2024	Phase 2 - Allocation and assessment. Communicate with rebuild providers allocate housing. Note a prioritisation model has been in use for some time to assist in determining priority of rebuilds.
August 2024 – June 2025	Phase 3 – Rebuild Implementation, monitoring and closure. Allocate tasks and all trades; Track progress; Close off sites.

The team are currently meeting with impacted property owners to build a picture of needs by property.

A Registration of Interest has been sent to potential suppliers that may be interested in participating in the rebuild. The ROI closed on the 24th of July. The rebuild Manager will workshop the outcomes of these two processes with Council to determine a way forward.

2.9   MPI – With an original delivery cut-off of 31 December 2023 the recovery team attained an extension of delivery to 31 March 2024 from NIWE and MPI. It has been a dynamic process with deliverables changing after considering community feedback. There has also been the need to try and fund greater levels of historical response expenditure that were unable to be funded through other avenues. This has led to recovery staff working with MPI to obtain the funding variation between the Isolated Communities and Community Hub grants. The pressure is most definitely on in the next couple of months to get these projects and funding over the line.

Isolated Community fund

This fund has been fully consumed. It includes:

- This fund has been fully consumed

- $ 7,000 initial recovery plan

- $ 87,000 in funding Welfare claims not covered by NEMA.

- $ 14,000 MPI project back-office costs including administration and support.

- $ 96,000 for 2 10ft mobile EPODS (not the contents) currently located at Wairoa Airport.
- $ 45,000 for Recovery Plan reset.

Community Hubs Project

With the assistance of HBRC staffer Alice Wilson we have in consultation with the communities finalised locations for placement of the EPOD's with those communities.

To date we have spent.

- $95,000 on a 20ft EPOD and its contents this has been delivered to Wairoa Airport.

- $64,000 for the contents of the two mobile EPODS due for delivery June/July 2024.

- $17,000 on the installation of an emergency water tank in Putere.

Upcoming.

- A 20ft EPOD is currently being assembled for Putere

- The remaining EPODs have been ordered.

- First Aid training for 100 whanau has been budgeted for but yet to be delivered.

- We currently forecast a surplus of funds that will need to be assigned or returned.

2.10 Silt and Debris Fund. Initial conversations have been held with HBRC representatives regarding the potential to utilise a section of this fund to assist Council in creating a new landfill cell. The feedback received to date is encouraging.

2.11 We have approached DIA to outline the need for further funding in 2024/25. The application was submitted on the 30th of May. We await the response which is expected mid-August 2024.

2.12 The Current Recovery Plan consists of several, independent or at times interlinked, work-packages many of which are underway concurrently. Section 4 of this report provides a high-level 'Dashboard' overview of each of these work-packages to the 27th of July 2024.

2.13 In the 2023/24 Annual Plan Council committed to fund the operational costs associated with the Recovery Office for $500,000 (due to rates affordability council chose not to rate fund this amount). To date in 2023/24 the Recovery Office has not drawn down on this budget.

3. Finance, Audit and Risk Committee Workshop 25th July 2023

    3.1 On the above date the Finance, Audit and Risk Committee workshopped the Wairoa Recovery Plan June update as presented to Council on the 18th of July 2023

    3.2 Consequently, the Committee requested that the following changes to the monthly dashboard and 6 weekly full report to Council.

        3.2.1. A confidence rating be applied to the information supplied for each work-package with a clear key.

        3.2.2. Overall risk to Council rating by work-package – with a clear key.

3.2.3.   Mitigation measures to reduce the risk or increase the confidence rating for each work-package

3.3   Confidence Rating

3.3.1.   In terms of a confidence rating, it is proposed to use a Likert-type scale with the following values.

1 – Not Strongly Confident

2 – Not Confident

3 – Neutral

4 – Confident

5 – Strongly Confident

3.4   Risk

3.4.1.   When identifying risks, the following risk categories should be used to prompt risk thinking,

- Financial & Economic
- Health and Safety
- Legal Compliance
- Political reputation
- Human Resources
- Operations
- Information (Communication, IT and data)
- Environment (natural disasters, industry change, cultural and demographic change, central government change)

3.4.2.   Overall risk to Council is based upon the Risk Matrix as shown in the following table:

Probability/ Likelihood	Consequences				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Likely	M	H	E	E	E
Moderate	M	H	H	E	E
Rare	L	M	H	E	E
Very Rare	L	L	M	H	E
Unanticipated	L	L	M	H	E

L = Low   M = Moderate   H = High   E = Extreme

3.4.3.   Likelihood.

Likelihood is the probability or frequency of the risk event occurring. It's usually rated in terms of an annual occurrence and a percentage chance of the event happening within a specified timeframe.

Information on past-experience and frequency and future trends may inform the assessment of likelihood.

The following criteria are intended to provide a common understanding and application of assessments of likelihood.

Likelihood Criteria	%
(1) Unanticipated	0 – 10
(2) Very Rare	10 – 25
(3) Rare	25 – 75
(4) Moderate	75 – 90
(5) Likely	90 – 100

3.4.4. Impact.

Also called severity or consequences, the impact (y-axis) aims to determine the level of effects that the risk could cause.

1. **Insignificant** – minor or negligible consequences
2. **Minor** – consequences
3. **Moderate**– consequences
4. **Major** – consequences
5. **Catastrophic** – consequences

The following table gives guidance into the   impact assessment for the different categories of risk above.

Risk consequence assessment criteria					
Rating → Risk category↓	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Financial / Economic	Loss less than $5,000 or less in any 12 month period.	Loss $5,000 to $50,000 in any 12 month period.	Loss $50,000 to $200,000 in any 12 month period.	Loss $200,000 to $1m in any 12 month period.	Loss of $1m or greater in any 12 month period.
Health & Safety	Minor incident, no medical attention needed. No impact on public health and safety. Event report to Health & Safety officer.	Incident incurring minor injury, short term sickness, or requiring moderate medical attention and up to 2 weeks. Event report to Health & Safety officer.	Incident requiring significant medical attention and 2 weeks to 3 months impact, or minor effect on many people. Event report and investigation to Health & Safety officer.	Serious injury or hospitalisation to several people. Serious harm event with 3 + months impact to persons. Serious harm event report and investigation submitted to Health & Safety officer.	Loss of life. Wide-spread injury or illness. Event report and event investigation to Health & safety officer.
Human Resources	Permanent staff turnover of 0 to 10% p.a. Can be absorbed within normal operations, minimal impact.	Permanent staff turnover 10 to 15% p.a. Minor incident contained with local resources.	Permanent staff turnover 15 to 20% p.a. Significant impact likely to be of medium term significance to the organisation and require additional resource.	Permanent staff turnover 20 to 30% p.a. Important organisation targets cannot be achieved. Substantial organisational changes and/or additional resource needed.	Permanent staff turnover exceeds 30% p.a. Organisation targets cannot be achieved. Substantial organisational changes and/or additional resource needed.
Legal	WDC sued or fined less than $5,000.	WDC sued or fined between $5,000 to $50,000.	WDC sued or fined between $50,000 to $200,000.	WDC sued or fined between $200,000 to $1m.	WDC sued or fined in excess of $1m.

Risk consequence assessment criteria					
Rating → Risk category↓	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Reputation	Negative reaction from individuals or local interest groups.	Loss of confidence among sections of the community Negative media coverage nationwide for up to 2 days Local adverse political comment and/or media coverage for several days.	A manageable loss in community confidence. Negative media coverage nationwide for several days. Regional adverse political comment and/or media coverage for a week.	Major loss in community confidence requiring substantial time to remedy. Negative media coverage nationwide for up to 2 weeks Nationwide adverse political comments for several days	Insurmountable loss in community confidence. Negative media coverage nationwide for more than 2 weeks. Nationwide adverse political comment for more than 1 week.
Operational	Isolated loss of operational capability. No effect on strategic goals and only temporary effect on level of service. In the case of essential services (such as water supply) impact of < 3 hrs to < 100 people.	Loss of operational capability in some areas. Strategic goals and levels of service temporarily affected. In the case of essential services (such as water supply) impact of 3 – 12 hrs to < 100people, or< 3 hrs to > 100 people or key customers.	Substantial loss of operational capability for 1 to 2 weeks. Serious disruption to strategic goals and LOS. In the case of essential services (such as water supply) impact of 12 – 24 hrs to < 100 people, or3 – 12 hrs to > 100 people or key customers.	Substantial loss of operational capability for 2 to 4 weeks. Serious disruption to strategic goals and LOS. In the case of essential services (such as water supply) impact of 24 – 72 hrs to < 100 people, or12 – 24 hrs to > 100 people or key customers.	Substantial loss of operational capability for over 4 weeks. Serious disruption to strategic goals and LOS. In the case of essential services (such as water supply) impact of > 72 hrs to ≥ 100 people.
Project impacts	Negligible impact on project objectives.	Minor effects relatively easily rectified.	Some project objectives affected.	Important project objectives cannot be achieved.	Project objectives cannot be met.
Natural environment	Localised short term reversible damage to aquatic and/or terrestrial ecosystems, and/or visual effects. No identifiable reduction in species.	Localised minor reversible damage to aquatic and/or terrestrial ecosystems. Temporary reduction to one species.	Moderate environmental damage, local importance. Prosecution possible. Widespread medium term reversible damage to aquatic and/or	Major effect and, long term impact. Prosecution expected. Widespread long term reversible damage to aquatic and/or terrestrial ecosystems.	Serious damage of national importance and irreversible impact. Prosecution expected. Widespread irreversible damage to aquatic and/or terrestrial

Risk consequence assessment criteria					
Rating → **Risk category↓**	**Insignificant (1)**	**Minor (2)**	**Moderate (3)**	**Major (4)**	**Catastrophic (5)**
			terrestrial ecosystems. Moderate reduction in one or more species.	Significant reduction in one or more species.	ecosystems. Permanent loss of one or more species.

4. DASHBOARD

Work-Package	Lead	Work-Package Status					
		Scope	Resources	Schedule	Cost	Information confidence	Risk
The EOC (emergency Operations Centre).	Local Controller	🟢	🟡	🟢	🔴	5	Low
	Update						
	Council spent $61,000 on external costs in running the EOC and $186,000 in staff wages and salaries. The cost of running the EOC is not claimable.						
	Risk and Mitigation						
	The EOC stood down May 2023.						
NEMA – Welfare	Local Controller	🟢	🟢	🟢	🟢	5	Low
	Update						
	This fund is now closed. Some $95,000 of unclaimable costs have been funded under the MPI Isolated Communities fund.						
	$480,000 of funding has been received against expenditure of $481,000.						
	Risk and Mitigation						
	This fund is now closed.						
Recovery office	Wairoa Recovery Manager	🟢	🟢	🟢	🟡	5	Low
	Update						
	The Group Manager Finance and Corporate Support has obtained $25,000 in funding with further funding in the pipeline.						
	Risk and Mitigation						
	Funding from DIA towards recovery hub and Comms costs have enabled many of the costs that would otherwise have come under this work-package to be recorded and funded to Recovery Hub and Comms work packages below funded by DIA.						
	Additional funding has been applied for from HBRC for 2024/25						

Work-Package	Lead	Work-Package Status					
		Scope	Resources	Schedule	Cost	Information confidence	Risk
Recovery Hub	Wairoa Recovery Manager	🟢	🟢	🟢	🟢	4	Low

Update

Funding obtained from DIA for $250,000. As such, this programme has been resourced at no cost to Council

Team has been in place for several months. However, the delay in securing the team has impacted the schedule of work. Forecast underspend in this work-package of $67,000 will offset the projected overspend in Community Communication, Engagement and Hui work-package below.

The June 2024 weather event has detailed separately to this report.

Risk and Mitigation

To keep costs down resources have been seconded from external agencies with no cost to Council.

The Chief Executive has applied to DIA for 2024/2025 funding for this work-package. It is envisaged that the resourcing of the recovery office will be scaled back by this time. We await a response from DIA expected in Mid-August.

Work-Package	Lead	Scope	Resources	Schedule	Cost	Information confidence	Risk
Community Communication, Engagement and Hui	Recovery Manager	🟢	🟢	🟢	🟢	5	Low

Update

Funding received from DIA $450,000 for 2023/24. As such this programme has been resourced at no cost to Council. Where possible team members have been seconded or funded from third parties such as MSD and Te Whatu Ora. We have allocated $50,000 of this funding to consultation and engagement with the community on Flood Mitigation and $11,000 for a review of the recovery office. Adverse variance of spend in this work package to June 2024 was offset in the savings in the Recovery Hub.

The impact of the June 2024 weather event on this work package is unknown at the time of writing this report.

Risk and Mitigation

DIA has provided us with considerable latitude as to what costs can be covered under this funding. This covers a range of activities and costs that would otherwise have had to be funded under the Recovery Office budget.

The Chief Executive has applied to DIA for 2024/2025 funding for this work-package. It is envisaged that the resourcing of the recovery office will be scaled back by this time. We await a response from DIA expected in Mid-August.

Work-Package	Lead	Work-Package Status					
		Scope	Resources	Schedule	Cost	Information confidence	Risk
Mayors Fund	EA (Office of the Mayor)	🟢	🟢	🟡	🟢	4	Low

Update

Some $1.09m has been distributed to date with a further $0.42m on hand to distribute in 2024/25.

The panel has ringfenced $500,000 out of this fund to help meet the anticipated shortfall of the Red Cross Fund to complete basic rebuild costs.

$78,000 has recently been received from First Light.

Any donations and distributions associated with the June 2024 weather event has detailed separately to this report.

Risk and Mitigation

Panel decision using funding matrix as displayed on Councils website. Minutes kept of decisions.

Work-Package	Lead	Scope	Resources	Schedule	Cost	Information confidence	Risk
Red Cross-Liveable Homes	Recovery Manager	🟢	🟡	🟡	🔴	4	Major

Update

There are still unknowns, and now we have people in the team who are trying to fill in the gaps as quickly as we can. We are working across the community agencies to help us do this.

There are also a number who are underinsured, and others who are uninsured due to the cost of insurance.

To add to the complexity there are a few different players operating in this space.

We continue to work to close the information gaps and return our whānau to their whare. The Rebuild Project Manager has presented a 'way forward' proposal in this space. It forms the basis of section 2.8 earlier in this paper. A meeting with prospective funders took place on the 12 June 2024. We await feedback.

$40k in septic tank costs have been relocated from this fund to the Silt and Debris fund following a meeting with HBRC in July. This frees up this amount for other purposes.

Risk and Mitigation

Red Cross funding matrix has been created and approved to ensure consistency amongst claimants and to speed up the process.

Availability of workforce and tradespeople remains a challenge.

Sourcing additional funds from other philanthropic groups and other agencies remains a work in progress.

Work-Package	Lead	Work-Package Status					
		Scope	Resources	Schedule	Cost	Information confidence	Risk
MPI – Isolated Communities	Resilience Pou Lead	🟢	🟢	🟡	🟢	4	Low

Update

An extension to March 2024 has been obtained. To date some $95,000 of unclaimable expenditure under the NEMA – Welfare fund has been applied for under this work package.

The Isolated Community fund has been fully consumed. It includes:

- $ 7,000 initial recovery plan
- $ 87,000 in funding Welfare claims not covered by NEMA.
- $ 14,000 MPI project back-office costs including administration and support.
- $ 96,000 for 2 10ft mobile EPODS (not the contents)
- $ 45,000 for Recovery Plan reset.

A variation to contract has been attained. The Assistance of MPI staff in this space has been outstanding. Based on actual expenditure the variation provides for expenditure to be transferred between the two NIWE funds based on objectives.

Risk and Mitigation

Recovery continues to work to deliver outcomes for the community from this fund.

Our contacts appear to have left MPI and despite emails and phone calls we have not received a reply to our enquiries over several weeks.

Work-Package	Lead	Work-Package Status					
		Scope	Resources	Schedule	Cost	Information confidence	Risk
MPI - Community Hub Resilience	Resilience Pou Lead	🟡	🟡	🔴	🟢	4	Low

Update

One community has secured its own funding this impacts funding from DIA as the grant is limited to 100,000 per hub.

As there are now only 7 Community Hubs to be funded Recovery has worked with MPI representatives to attain a funding variation between the two MPI grants.

March Milestone report submitted along with invoices to uplift the final $40,000 in funding before the 31 March 2024 cut-off.

With the assistance of HBRC staffer Alice Wilson we have in consultation with the communities finalised locations for placement of the EPOD's with those communities.
To date we have spent.

- $95,000 on a 20ft EPOD and its contents this has been delivered to Wairoa Airport.
- $64,000 for the contents of the two mobile EPODS due for delivery June/July 2024.
- $18,000 on the installation of an emergency water tank in Putere.

Upcoming.

- A 20ft EPOD is currently being assembled for Putere
- The remaining EPODs have been ordered.
- First Aid training for 100 whanau has been budgeted for but yet to be delivered.
- We currently forecast a surplus of funds that will need to be assigned or returned.

Risk and Mitigation

Our contacts appear to have left MPI and despite emails and phone calls we have not received a reply to our enquiries over several weeks.

Work-Package	Lead	Work-Package Status					
		Scope	Resources	Schedule	Cost	Information confidence	Risk
Temporary Accommodation Solutions	Building Control Manager (Council) and Enabled Wairoa TToTW	🟢	🟢	🟢	🟢	5	Low
	Update						
	TAS placement of units has slowed down considerably as demand has decreased. TToTW POD placements have remained steady and is progressing well.						
	Risk and Mitigation						
	These processes are being managed by Enabled Wairoa and TToTW with exemptions being lodged with WDC.						
Land Categorisation	Mayor & CE	🟡	🟢	🟢	🟢	3	Moderate
	Update						
	Land Classification project is linked to the outcome of the flood mitigation project.						
	Risk and Mitigation						
	Treasury has confirmed that $70 million has been ring-fenced for flood mitigation/protection solutions for Wairoa. It is expected once a plan is confirmed there will be no Category 2 properties in Wairoa. However, there is an ongoing risk that flood mitigation works will not sufficiently cover all affected properties, and that ongoing weather events will add complexity.						
Flood Mitigation	Mayor & CE	🟡	🟡	🔴	🟡	2	Catastrophic
	Update						
	Treasury has confirmed that $70m has been ring-fenced for Wairoa flood mitigation.						
	Options have been presented in Wairoa.						
	Regional Recovery Agency (RRA) has proposed an Order in Council to streamline consenting processes to accelerate the						

Work-Package	Lead	Work-Package Status					
		Scope	Resources	Schedule	Cost	Information confidence	Risk
	programme. RRA is funding shared legal representation. Risk and Mitigation Significant inherent programme management risks and exposure to cost overruns. Income and Expenditure is not being processed through Council but HBRC. The implications for properties that would be adversely affected by the solutions considered 'practicable' are causing significant concerns.						
NEMA - Solid Waste Management Fund	GM Assets and Infrastructure (Council)	🟢	🟢	🟢	🟢	5	Low
	Update Councils Claims have been accepted. This work package is now closed. Risk and Mitigation Nil						
HBRC - Extreme Weather Event Recovery Activity (Silt & Debris)	GM Assets and Infrastructure (Council)	🟢	🟢	🟢	🟡	3	Major
	Update A total of $9.4M has been secured and is ringfenced for this work. $7m has been paid and we have good reporting lines and tracking data for silt. High confidence that $9.4M will be fully utilised. No overruns envisaged at this stage however potential asbestos issues and associated costs remain a risk to budget. Silt cleared from storage areas such as the Railway yard. Debris from stripping houses expected to increase over coming months. Potential asbestos issues and associated costs remain a risk to budget. We have been advised that the fund has been extended to 31 December 2024. Staff are working with HBRC to see if the deadline for this fund could be extended beyond this date. Significant risk remains that we will be unable to utilise this fund for removing building materials including asbestos from the residential rebuild programme before this fund, even if it is extended, closes.						

Work-Package	Lead	Work-Package Status					
		Scope	Resources	Schedule	Cost	Information confidence	Risk

On Sunday 11th of February, the Government announced a further package of $63million for removal of silt and debris from areas affected by Cyclone Gabrielle with $3m ringfenced for Wairoa. These funds have been gone to HBRC for work to be undertaken in the Wairoa area.

Staff are reviewing expenditure in a few general ledger codes to determine if these can be funded through the silt fund. In June 2024 $100,000 of expenditure in Parks and Reserves was identified as being claimable under this fund. This process is ongoing.

$40k in septic tank costs have been relocated from the Red Cross fund to this fund following a meeting with HBRC in July. This frees up $40k in the Red Cross fund for other purposes.

Risk and Mitigation

Fund will not be able to be fully utilised by December 2024. As such staff are working with HBRC to see if this can be extended.

Staff are exploring whether the fund be used to assist in areas such as construction of a new Landfill cell or transfer station? Staff are in discussions with HBRC to see if the fund could be utilised for the above purposes. Feedback to date is encouraging.

There is also the opportunity to explore repurposing some of the fund to the rebuild. However, this would require a political solution as it is currently outside the scope of the fund.

Work-Package	Lead	Scope	Resources	Schedule	Cost	Information confidence	Risk
Infrastructure – Transport / Roading	GM Assets and Infrastructure (Council)	🟢	🟡	🔴	🔴	4	Major

Update

The initial $16m response funding has been used well to get access back in most locations, and also to help with cashflow, a cost-scope adjustment request has been made and Council were successful in securing $31m extra at 100% FAR. Funding for final reinstatement is being discussed with Waka Kotahi, likely to require Council share. Crown funding allocated for Te Reinga Bridge repair $14m. if the cost of repair exceeds $14m then the difference will be at Councils expense. Continual rain events are hampering progress. Expenditure of the $31m extra funding currently sits at $17m.

Risk and Mitigation

There is a drive to get this work complete as soon as possible, as the way forward is uncertain.

Work-Package	Lead	Work-Package Status					
		Scope	Resources	Schedule	Cost	Information confidence	Risk
Infrastructure – 3 Waters	GM Assets and Infrastructure (Council)	🟢	🟡	🟡	🔴	4	Major

Update

NEMA have finalised the threshold for Wairoa District Council $324,995 for 60/40 government funding threshold, based on WDC confirmation of the capital value of the rating units at $4,333,259,830.

Damage has been incurred on both above ground assets, which are insured through AON, and below ground assets which are insured through LAPP.

AON has made an initial payment of $500,000. Final claims for LAPP and AON are being worked through with loss adjustors.

The main action point from the December quarterly Report to NEMA was in relation to the progress on the Wairoa wastewater pond desludging as that is likely to determine the size of WDC's 60/40 claim.

The May 2024 quarterly update to NEMA due on the 1st of July has been filed.

Parklink have been engaged to carry out sludge surveys on the Wairoa and Māhia ponds to determine quantum of silt ingress.

The Governments 60/40 infrastructure assistance programme relates only to underground infrastructure such as water and wastewater pipes. As such, any removal of silt in the Wastewater ponds falls under Councils material damage insurance policy managed through AON. There will be an element of betterment of any desludging which Council will need to fund.

Risk and Mitigation

Insurance outcome is an unknown and therefore a potentially significant risk

Key

	Green	Amber	Red
Scope	Current approved in-scope items can be delivered in full	Minor changes to core specification of quality of capability that will be delivered	Major changes to core specification of quality or capability that will be delivered
Costs	Variance between Total Approved Spend and Total Forecast Spend for the approved phase/s within +/- 5% of approved spend up to a value of $50k	Variance between Total Approved Spend and Total Forecast Spend for the approved phase/s within +/- 10% of approved spend up to a value of $100k	Variance between Total Approved Spend and Total Forecast Spend for the approved phase/s is greater than +/- 10% of approved spend or greater in value of $100k
Schedule	Major milestones remain on track to meet the approved timelines	Major milestones are at risk however mitigating activities are in place in an effort to meet the approved dates	There is certainty that Major milestones have missed or will miss the approved dates
Resourcing	Workpackage resourced adequately and project team is performing to a high standard	Workpackage resourcing will cause a slip to schedule or cost or variance in scope if not	Workpackage resourcing is causing variance to schedule, cost or scope
Confidence	The overall confidence that the workpackage will deliver on its aims and objectives within scope, on cost, and on schedule	There are concerns that the workpackage may not deliver on its aims and objectives within scope, on cost, and on schedule. There are mitigation strategies in place to bring the workpackage back to "green"	There are significant issues in one or more of areas of scope, cost, or scheduling. The Workpackage is unlikely to achieve its objectives. There are mitigation strategies in place will not bring the workpackage back to "green"

5. FINANCIAL SUMMARY

Work Package	Actual to 30 June 2024	Forecast 30 June 2025	Comments
NEMA – Welfare			Funder NEMA
Expense	481,000	-	Ineligible Welfare expenditure not funded by NEMA transferred to Isolated Communities fund
External Funding (Income)	480,000	-	
Recovery office			
Expense	24,000	12,000	Community Compass Licence $1,000 per month
External Funding received	25,000	12,000	
Surplus - carry forward	(1,000)	-	
Shortfall - rate requirement		-	
Recovery Hub			Funder DIA
Expense	183,000	100,000	Based on application submitted 30 May 2024
External Funding (Income)	(250,000)	(100,000)	Based on application submitted 30 May 2024
			Application submitted 30 May 2024 to obtain portion of $2.4m earmarked for the 5 Hawkes Bay Councils,
Surplus - carry forward		-	administered by the DIA, to fund 2024/25 programme.
Shortfall - rate requirement		-	
(Surplus) to offset Deficit CCEH	(67,000)		Surplus 2024 to offset projected deficit in Community, Communication, Engagement & Hui
Community Communication, Engagement and Hui			Funder DIA
Expense	492,000	150,000	Based on application submitted 30 May 2024
External Funding (Income)	(450,000)	(150,000)	Based on application submitted 30 May 2024
External Funding due			Application submitted 30 May 2024 to obtain portion of $2.4m earmarked for the 5 Hawkes Bay Councils,
			administered by the DIA, to fund 2024/25 programme.
Surplus - carry forward			
Shortfall - rate requirement			
Deficit to be offset by RH Surplus & MPI	42,000	-	Projected deficit 2024 to be offset projected Surplus Recovery Hub
Mayors Fund			Funder - Donations
Expense	1,086,000	423,000	Linked to rebuild programme. Project manager appointed to give a push along.
External Funding (Income)	(1,509,000)		
Surplus - carry forward	(423,000)	-	$500,000 from the Mayors Fund has been earmarked for the rebuild programme
Shortfall - rate requirement			
Red Cross-Liveable Homes			Funder Red Cross
Expense	524,000	1,085,000	Linked to rebuild programme. Project manager appointed to give a push along.
External Funding (Income)	(1,609,000)		$500,000 from the Mayors Fund has been earmarked for the rebuild programme
Surplus - carry forward	(1,085,000)	-	Unknown what additional funds might be available in 2025…. If any.
Shortfall - rate requirement			Indications are the need will outstrip existing funding
MPI – Isolated Communities			Funder NIWE administered by MPI
Expense	251,000	-	Very much a moving feast. We are increasing spend in here to cover unforeseen costs and unfunded costs incurred
External Funding (Income)	(250,000)	-	Have had discussions with MPI to move some expenditure between the two grants where they fit within scope
External Funding due			of each grant.
			Fund has been expended.
Surplus - carry forward	1,000		
Shortfall - Carry forward			
Surplus Transfer from MPI - CHR		(1,000)	
MPI - Community Hub Resilience			Funder NIWE administered by MPI
Expense	164,000	10,000	Number of Community Hubs has reduced from eight to seven
External Funding (Income)	(800,000)		Also eight 20ft EPODS have changed to four 20ftot EPODS and three 10ft EPODS which has seen overall spend reduce
External Funding due			two new initiatives included post Community consultation
			- First Aid training for 100 whanau $34,000
Surplus - carry forward	(636,000)		- Water Tank to Putere delivered - $17,000
Surplus Transfer to MPI - IC		1,000	A reset of this fund is underway with other providers to eliminate potential duplication of service.
Surplus at present		(625,000)	Current projected surplus funds. Discussions underway regarding potential initiatives for the remaining balance

Work Package	Actual to 30 June 2024	Forecast 30 June 2025	Comments
Temporary Accommodation Solutions (TAS) MBIE			Funder - MBIE
Expense	176,000		
External Funding (Income)	(174,000)		
External Funding due			
Shortfall - carry forward	2,000		Staff looking into potential under claim of costs.
Shortfall - rate requirement			
NEMA - Solid Waste Management Fund			Funder NEMA
Expense	1,240,000		
External Funding (Income)	(1,480,000)		
Surplus - carry forward			Fund Closed
Surplus - rates offset	(240,000)		Balance of $240,000 represents ratepayer funding ratio of the Landfill activity (Above User Pays)
HBRC - Silt & Debris Fund			Funder NEMA
Expense	5,127,000	Unknown	Dependent on rebuild, time extension of the fund and possible repurposing
External Funding (Income)	(7,000,000)	(2,400,000)	Fund has been extended to 31 December 2024. Requirement for a political request to see if any surplus funds could be repurposed into the rebuild programme.
Surplus - carry forward	(1,873,000)	(1,873,000)	Discussions held with HBRC to see if the Fund could be utilised to fund additional Landfill Cell or Transfer Station
Surplus - rates offset			which is required due to consumption of landfill by Cyclone Gabrielle
Total			
Expense	9,748,000	1,780,000	
External Funding received	(13,017,000)	(2,638,000)	
External Funding due			
Surplus - carry forward	(4,017,000)		
(Surplus) - rates offset	(240,000)		

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 - Information Services Risk Management - Cybersecurity	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 s7(2)(c)(i) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied s7(2)(e) - the withholding of the information is necessary to avoid prejudice to measures that prevent or mitigate material loss to members of the public s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or	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

	disadvantage, commercial activities	