



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

Date: Tuesday, 3 September 2024
Time: 12:30 pm
Location: Council Chamber, Wairoa District Council,
Coronation Square, Wairoa

AGENDA

Finance, Assurance & Risk Committee Meeting

3 September 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

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

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

7 MINUTES OF THE PREVIOUS MEETING

Ordinary Meeting - 6 August 2024

**MINUTES OF WAIROA DISTRICT COUNCIL
FINANCE, ASSURANCE & RISK COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, WAIROA DISTRICT COUNCIL, CORONATION SQUARE, WAIROA
ON TUESDAY, 6 AUGUST 2024 AT 12:30 PM**

PRESENT: Cr Jeremy Harker, Cr Denise Eaglesome-Karekare, Mr Philip Jones, Cr Benita Cairns, Cr Melissa Kaimoana

IN ATTENDANCE: **Kitea Tipuna** (Tumu Whakarae | 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), **Michael Hardie** (Pouwhakarae – Hua Pūmau | Group Manager Assets and Infrastructure) (via zoom), **Steve Baker** (Tautoko Whakaora | Recovery Support), **Frances Manase** (Kaiurungi Mana Ārahi | Governance Officer)

1 KARAKIA

The opening karakia was given by the Chief Executive, Kitea Tipuna.

2 APOLOGY FOR ABSENCE

APOLOGY

COMMITTEE RESOLUTION 2024/213

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Benita Cairns

That the apology received from His Worship the Mayor Craig Little, be accepted and leave of absence granted.

CARRIED

3 DECLARATION OF CONFLICT OF INTEREST

The Chair, Mr Jones declared a conflict of interest regarding the discussion on infrastructure at Mahia due to his involvement in developing a coastal hazard strategy for another council.

4 CHAIRPERSON'S ANNOUNCEMENTS

The Chair announced his absence at the next scheduled Finance, Assurance and Risk Committee meeting on 3rd September 2024.

5 LATE ITEMS OF URGENT BUSINESS

LATE ITEM

COMMITTEE RESOLUTION 2024/214

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Jeremy Harker

That the report 8.1 Long-term Plan 2024-27 Draft Financial Strategy be received as a late item.

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 2024/215

Moved: Cr Jeremy Harker

Seconded: Cr Denise Eaglesome-Karekare

That the minutes [and confidential minutes] of the Ordinary Meeting held on 9 July 2024 be confirmed.

CARRIED

8 GENERAL ITEMS

8.1 STATEMENT OF SERVICE PERFORMANCE RESULTS 2023/24

COMMITTEE RESOLUTION 2024/216

Moved: Cr Melissa Kaimoana

Seconded: Cr Jeremy Harker

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 during the strategic planning sessions.

CARRIED

Group Manager Finance and Corporate Support introduced the report and the below key points were captured:

- The report dashboard template should be used in all areas of the Council to capture data that highlights the risks in each department.
- Amend the survey questions to better capture what is working, what isn't, and how the community believes the Council could improve.
- Where the data states "not met", it was requested to have a narrative on the performance measures of why the Council have not met those areas specifically.
- The workshop suggested in the recommendation will be completed as part of the strategic planning day.

8.2 HEALTH, SAFETY AND WELLBEING REPORT

COMMITTEE RESOLUTION 2024/217

Moved: Cr Benita Cairns

Seconded: Cr Denise Eaglesome-Karekare

The Health, Safety and Wellbeing Officer| Kaiurungi Hauora, Haumarū me te Oranga RECOMMENDS that Committee receive the report and that the health, Safety and Wellbeing Officer report progress against the key reporting outputs and progress to date on actions including risks.

CARRIED

The Chief Executive introduced the report on behalf of the Health, Safety and Wellbeing (HSW) Officer and the below points were raised:

HSW month focussing on Oranga. This initiative has been extended to August, September, and October based on feedback from staff.

The committee suggested the below points for future reporting to the committee:

The Chair raised concerns about the low number of site visits compared to the annual target. The committee discussed whether the target of 12 visits is too low and suggested it may be due to incomplete reporting. They requested information on the inspection format to clarify council expectations.

Cr Harker suggested adding contractor reviews as a leading indicator, noting it as a risk factor for the council. He proposed setting a pass mark and assessing whether subcontractors are meeting critical requirements.

The committee suggested including a review of contractors' policies alongside WDC, focusing on fit for purpose documents like health and safety policies to ensure contractors are upholding their responsibilities as well as those of WDC.

The committee suggested to have indicators of wellbeing for each area which include unexplained leave, sick leave, and sick leave without pay.

8.3 WAIROA RECOVERY UPDATE AUGUST 2024

COMMITTEE RESOLUTION 2024/218

Moved: Cr Benita Cairns

Seconded: Cr Denise Eaglesome-Karekare

The Tautoko Whakaora - Recovery Support RECOMMENDS that Committee receive the report and that the Finance, Assurance, and Risk Committee recommend to Council that they receive regular risk reporting regarding the Wairoa flood protection on North Clyde.

CARRIED

The Recovery Support officer introduced the report and highlighted the below points:

- First Aid training will be provided for 100 whānau in isolated areas. A plan on delivery is

currently being developed.

- Silt and Debre fund – The Recovery Support Officer has been in conversations with Hawkes Bay Regional Council representatives regarding repurposing the fund to assist the Council with a new cell at the recycling centre or a transfer station.
- There is currently \$150,000 in surplus from the Epods fund. This fund is fluid which the committee agreed to be reassigned towards recovery for isolated communities.
- If the Epods were to go ahead, the surplus would be reduced to approximately \$30,000.
- Redirect \$40,000 of fund on septic tanks from the Red Cross fund is now in the Silt and Debre fund.

The Chief Executive advised the Minister for Local Government has proposed the appointment of a Crown Manager to advance flood protection in the Wairoa District. Finalised feedback is due to the Minister by DAY 08/08, after which the Minister will proceed with the appointment of the Crown Manager.

8.1 LONG-TERM PLAN 2024-27 DRAFT FINANCIAL STRATEGY

COMMITTEE RESOLUTION 2024/219

Moved: Mr Philip Jones

Seconded: Cr Benita Cairns

The Pouwhakarae - Putea Tautawhi Rangapu | Group Manager Finance and Corporate Support RECOMMENDS that Committee receive the report and note the Financial Strategy for inclusion subject to amendments in the Long-term Plan 2024-27.

CARRIED

The Group Manager Finance and Corporate Support introduced the report and highlighted that the draft will be adopted during the Long-Term Plan discussion.

Concerns were raised about debt risk, and the committee agreed to explore third party investors in Wairoa to mitigate this risk.

It was proposed that over the next 3 years the rate increases will decrease with an average of 13%. The recovery demands will decrease; however, costs of living will continue to rise.

The committee explored partnering with major industries in Wairoa to align their needs with council and community needs, contributing to the town's infrastructure.

The committee recommended the Group Manager Finance and Corporate Support consult with Cr Thomas on strengthening the Financial Strategy to address climate change and its emerging opportunities.

The committee addressed concerns about infrastructure capacity in Mahia for power, water, and sewage and. The Group Manager Planning & Regulatory advised that this is being reviewed as part of the Infrastructure Strategy and District Plan Review.

9 PUBLIC EXCLUDED ITEMS

RESOLUTION TO EXCLUDE THE PUBLIC

COMMITTEE RESOLUTION 2024/220

Moved: Cr Jeremy Harker

Seconded: Cr Melissa Kaimoana

That the public be excluded from the following parts of the proceedings of this meeting at 2:19pm.

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	<p>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.</p> <p>S7(2)(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</p> <p>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.</p> <p>S7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or</p>	<p>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</p>

	disadvantage, commercial activities	
CARRIED		

COMMITTEE RESOLUTION 2024/221 Moved: Cr Denise Eaglesome-Karekare Seconded: Cr Benita Cairns That Council moves out of Closed Council into Open Council at 2:32pm.	CARRIED
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The closing karakia was given by the Chief Executive, Kitea Tipuna.

The Meeting closed at 2:33pm

The minutes of this meeting were confirmed at the Finance, Assurance & Risk Committee Meeting held on 3 September 2024.

Finance, Assurance and Risk Committee – Actions Sheet

<u>MEETING THE ACTION WAS RAISED IN</u>	<u>ACTION</u>	<u>OFFICER RESPONSIBLE</u>	<u>COMMENTS</u>	<u>STATUS</u>	<u>PUBLIC EXCLUDED</u>
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		No

			Cyclone Gabrielle as well.		
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
06/08/2024	Provide an update from Te Wharemaire in regard to the delivery of First Aid training.	Steve Baker			No
06/08/2024	Receive regular updates from HBRC regarding the \$70m flood mitigation programme.	Kitea Tipuna	The Crown Manager Lawrence Yule has been requested to present to elected members regularly reporting frameworks to be confirmed.	Completed	No
06/08/2024	Dashboard spreadsheet: Where the data states "not met" have a narrative of why.	Gary and Mike West			No

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CHAIRPERSON

8 GENERAL ITEMS

8.1 WAIROA RECOVERY UPDATE SEPTEMBER 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

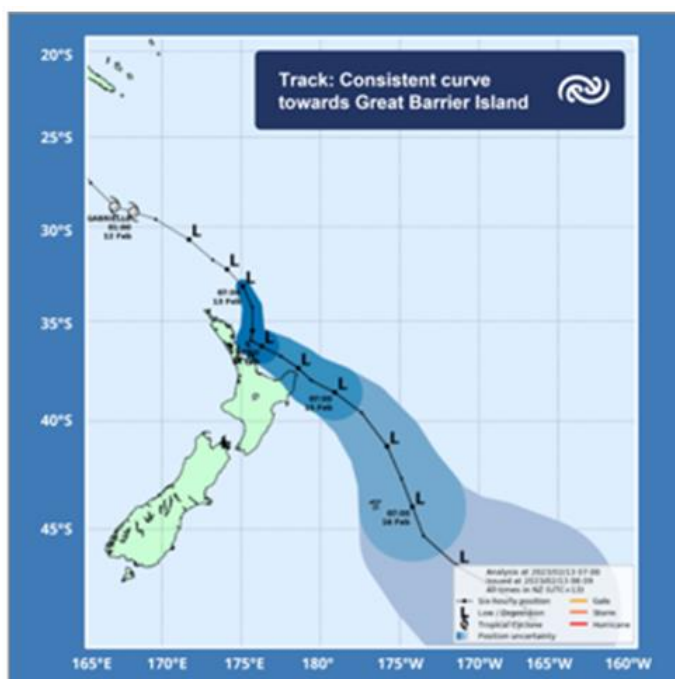
- 1.1 To update the Committee on progress of the Cyclone Gabrielle recovery program to [25 August 2024](#).

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, where, 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 silage/hay loss and caused damage to ancillary farm buildings and dairy sheds. There has been significant pasture loss.

KEY MESSAGES – 25 August 2024

2.6 Status of stickered homes

Category	Peak March 2023	Rain Event 23 Nov 2023	As at 23 August 2024	Movement from June Update
Green			133	4
White	198		135	(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	
TTToTW	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 The 'Way Forward' Plan on Housing rebuild consists of 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.

Housing Rebuild post-Gabrielle is progressing with the likelihood that all yellow placards on houses will be removed by June 2025

All uninsured houses with yellow placards have been allocated a provider to progress their rebuild.

The remaining 9 insured houses that have challenges in progressing out of yellow placard status are being evaluated on a case by case basis to determine how the recovery team can support their rebuild.

There remains a forecast shortfall between estimated cost of rebuild and available funds from the Red Cross fund and the mayoral fund.

A supplier shortlist has been established and discussions with Governance regarding effective use of recovery funds is ongoing.

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.

Isolated Community fund

To date this has funded:

- \$ 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.
- \$ 45,000 for Recovery Plan reset.

With the repurposing of the planned mobile hubs to communities there is a \$95,000 surplus in this fund.

Community Hubs Project

Hub	20ft EPOD	10ft EPOD	Fit-out	Status
Te Reinga /Marumaru	✓		Red Standard	Construction
Mangapoike Road Tukemokihi Station	✓		Red Standard	Construction
Putere (wider community)	✓		Adjusted for additional radios.	Construction
Willowflat Road (Upper)		✓	Red Standard	Construction
Willowflat Road (Lower)		✓	Red Standard	Construction
Kotemāori	✓		Red Standard	Located at Airport
Glenbrook Road		✓	Red Standard	Located at Airport
Papnui Station		✓	Red Standard	Located at Airport

- First Aid training for 100 whanau has been budgeted for, but yet to be delivered.
- We currently forecast a surplus of funds of approximately \$43,000 that will need to be assigned or returned. Discussions have commenced on this matter.

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. However, it will not be able to fully fund such a project. Recovery is in the process of writing a paper to HBRC outlining the rationale behind the request and how it complies with the Silt & Debris Agreement.

There is also a plan to remediate the landfill silt site. We are seeking assistance to get this priced up for us.

Once again time is of the essence. There is only 120 days until the fund is currently due to be closed. Political lobbying will be required if we wish to see the fund extended beyond the end of December 2024 or repurposed.

- 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 was 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 25th of August 2024.

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:

	Consequences				
Probability/ Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic
1	2	3	4	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 →	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Risk category↓					
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 →	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Risk category↓					
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 < 100 people, 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, or 3 – 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, or 12 – 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 →	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Risk category↓					
			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
	<p>Update</p> <p>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.</p> <p>Risk and Mitigation</p> <p>The EOC stood down May 2023.</p>						
NEMA – Welfare	Local Controller					5	Low
	<p>Update</p> <p>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.</p> <p>Risk and Mitigation</p> <p>This fund is now closed.</p>						
Recovery office	Wairoa Recovery Manager					5	Low
	<p>Update</p> <p>The Group Manager Finance and Corporate Support has obtained \$25,000 in funding with further funding in the pipeline.</p> <p>Risk and Mitigation</p> <p>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.</p> <p>Additional funding has been applied for from HBRC for 2024/25</p>						









Work-Package	Lead	Work-Package Status					Risk
		Scope	Resources	Schedule	Cost	Information confidence	
Recovery Hub	Wairoa Recovery Manager					4	Low
<p>Update</p> <p>Funding obtained from DIA for \$250,000. As such, this programme has been resourced at no cost to Council</p> <p>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 \$40,000 will offset the projected overspend in Community Communication, Engagement and Hui work-package below.</p> <p>The June 2024 weather event has detailed separately to this report.</p> <p>Risk and Mitigation</p> <p>To keep costs down resources have been seconded from external agencies with no cost to Council.</p> <p>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.</p>							
Community Communication, Engagement and Hui	Recovery Manager					5	Low
<p>Update</p> <p>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.</p> <p>The impact of the June 2024 weather event on this work package is unknown at the time of writing this report.</p> <p>Risk and Mitigation</p> <p>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.</p> <p>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.</p>							





Work-Package	Lead	Work-Package Status					Information confidence	Risk
		Scope	Resources	Schedule	Cost			
Mayors Fund	EA (Office of the Mayor)						4	Low
<p>Update</p> <p>On the 26th of June \$45k was received from HBRC.</p> <p>Some \$1.09m has been distributed to date with a further \$0.47m on hand to distribute in 2024/25.</p> <p>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.</p> <p>\$78,000 has recently been received from First Light.</p> <p>Any donations and distributions associated with the June 2024 weather event has detailed separately to this report.</p> <p>Risk and Mitigation</p> <p>Panel decision using funding matrix as displayed on Councils website. Minutes kept of decisions.</p>								
Red Cross-Liveable Homes	Recovery Manager						4	Major
<p>Update</p> <p>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.</p> <p>There are also a number who are underinsured, and others who are uninsured due to the cost of insurance.</p> <p>To add to the complexity there are a few different players operating in this space.</p> <p>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</p> <p>\$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.</p> <p>Risk and Mitigation</p> <p>Red Cross funding matrix has been created and approved to ensure consistency amongst claimants and to speed up the process.</p> <p>Availability of workforce and tradespeople remains a challenge.</p> <p>Sourcing additional funds from other philanthropic groups and other agencies remains a work in progress.</p>								





Work-Package	Lead	Work-Package Status					
		Scope	Resources	Schedule	Cost	Information confidence	Risk
MPI – Isolated Communities	Resilience Pou Lead					4	Low
<p>Update</p> <p>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.</p> <p>The Isolated Community fund has been fully consumed. It includes:</p> <ul style="list-style-type: none"> • \$ 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. • \$ 45,000 for Recovery Plan reset. <p>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.</p> <p>This fund currently has \$95,000 in surplus funding. Discussions are underway as how to best invest this funding.</p> <p>Risk and Mitigation</p> <p>Recovery continues to work to deliver outcomes for the community from this fund.</p>							

Work-Package	Lead	Work-Package Status					
		Scope	Resources	Schedule	Cost	Information confidence	Risk
MPI - Community Hub Resilience	Resilience Pou Lead					4	Low
<p>Update</p> <p>One community has secured its own funding this impacts funding from DIA as the grant is limited to 100,000 per hub.</p> <p>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.</p> <p>March Milestone report submitted along with invoices to uplift the final \$40,000 in funding before the 31 March 2024 cut-off.</p> <p>With the assistance of HBRC staffer Alice Wilson in consultation with the communities we finalised locations for placement of the EPOD's with those communities.</p> <p>To date we have spent.</p> <ul style="list-style-type: none"> • \$95,000 on a 20ft EPOD and its contents this has been delivered to Wairoa Airport. • \$160,000 for two 10ft EPOD's delivered to Wairoa Airport. • \$21,000 on the installation of an emergency water tank in Putere. <p>Upcoming.</p> <ul style="list-style-type: none"> • The remaining 5 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 of approximately \$43,000 that will need to be assigned or returned. <p>Risk and Mitigation</p> <p>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.</p>							

Work-Package	Lead	Work-Package Status					Information confidence	Risk
		Scope	Resources	Schedule	Cost			
Temporary Accommodation Solutions	Building Control Manager (Council) and Enabled Wairoa TToTW						5	Low
	<p>Update</p> <p>TAS placement of units has slowed down considerably as demand has decreased. TToTW POD placements have remained steady and is progressing well.</p> <p>Risk and Mitigation</p> <p>These processes are being managed by Enabled Wairoa and TToTW with exemptions being lodged with WDC.</p>							
Land Categorisation	Mayor & CE						3	Moderate
	<p>Update</p> <p>Land Classification project is linked to the outcome of the flood mitigation project.</p> <p>Risk and Mitigation</p> <p>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.</p>							
Flood Mitigation	Mayor & CE						2	Catastrophic
	<p>Update</p> <p>Treasury has confirmed that \$70m has been ring-fenced for Wairoa flood mitigation.</p> <p>Options have been presented in Wairoa.</p> <p>Regional Recovery Agency (RRA) has proposed an Order in Council to streamline consenting processes to accelerate the programme. RRA is funding shared legal representation.</p> <p>Steve Fabish has been appointed to lead this project.</p>							

Work-Package	Lead	Work-Package Status					
		Scope	Resources	Schedule	Cost	Information confidence	Risk
	<p>Risk and Mitigation</p> <p>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.</p>						
NEMA - Solid Waste Management Fund	GM Assets and Infrastructure (Council)					5	Low
	<p>Update</p> <p>Councils Claims have been accepted. This work package is now closed.</p> <p>Risk and Mitigation</p> <p>Nil</p>						
HBRC - Extreme Weather Event Recovery Activity (Silt & Debris)	GM Assets and Infrastructure (Council)					3	Major
	<p>Update</p> <p>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.</p> <p>Silt cleared from storage areas such as the Railway yard.</p> <p>Debris from stripping houses expected to increase over coming months. Potential asbestos issues and associated costs remain a risk to budget.</p> <p>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.</p> <p>Once again time is of the essence. There is only 120 days until the fund is currently due to be closed. Political lobbying will be required if we wish to see the fund extended beyond the end of December 2024 or repurposed.</p>						

Work-Package	Lead	Work-Package Status					
		Scope	Resources	Schedule	Cost	Information confidence	Risk
	<p>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.</p> <p>Risk and Mitigation</p> <p>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.</p> <p>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.</p> <p>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.</p>						
Infrastructure – Transport / Roading	GM Assets and Infrastructure (Council)					4	Major
	<p>Update</p> <p>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.</p> <p>Risk and Mitigation</p> <p>There is a drive to get this work complete as soon as possible, as the way forward is uncertain.</p>						

Work-Package	Lead	Work-Package Status					
		Scope	Resources	Schedule	Cost	Information confidence	Risk
Infrastructure – 3 Waters	GM Assets and Infrastructure (Council)					4	Major
<p>Update</p> <p>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.</p> <p>Damage has been incurred on both above ground assets, which are insured through AON, and below ground assets which are insured through LAPP.</p> <p>AON has made an initial payment of \$500,000. Final claims for LAPP and AON are being worked through with loss adjustors.</p> <p>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.</p> <p>Parklink have been engaged to carry out sludge surveys on the Wairoa and Māhia ponds to determine quantum of silt ingress.</p> <p>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.</p> <p>Risk and Mitigation</p> <p>Insurance outcome is an unknown and therefore a potentially significant risk</p>							

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	210,000	100,000	Based on application submitted 30 May 2024
External Funding (Income)	(250,000)	(100,000)	Based on application submitted 30 May 2024
Surplus - carry forward		-	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.
Shortfall - rate requirement		-	
(Surplus) to offset Deficit CCEH	(40,000)		Surplus 2024 to offset projected deficit in Community, Communication, Engagement & Hui
Community Communication, Engagement and Hui			Funder DIA
Expense	492,000	150,000	2025 forecast based on application submitted 30 May 2024
External Funding (Income)	(450,000)	(150,000)	2025 forecast 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	469,000	Linked to rebuild programme. Project manager appointed to give a push along.
External Funding (Income)	(1,555,000)		\$45,338 received from HBRC June 2024.
Surplus - carry forward	(469,000)	-	\$500,000 from the Mayors Fund has been earmarked for the rebuild programme
Shortfall - rate requirement		-	
Red Cross-Livable Homes			Funder Red Cross
Expense	540,000	1,069,000	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	(1,069,000)	-	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	155,000	-	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 of each grant.
External Funding due			
Surplus - carry forward	(95,000)	(95,000)	Current projected surplus funds. Discussions underway regarding potential initiatives for the remaining balance
Shortfall - Carry forward			
Surplus Transfer from MPI - CHR			
MPI - Community Hub Resilience			Funder NIWE administered by MPI
Expense	280,000	477,000	Number of Community Hubs has reduced from eight to seven
External Funding (Income)	(800,000)		Also eight 20ft EPODS have changed to four 20ft EPODS and three 10ft EPODS which has seen overall spend reduce
External Funding due			two new initiatives included post Community consultation
Surplus - carry forward	(520,000)		- First Aid training for 100 whanau \$34,000
Surplus at present		(43,000)	- Water Tank to Putere delivered - \$21,000
			Current projected surplus funds. Discussions underway regarding potential initiatives for the remaining balance

		Actual to 30 June 2024	Forecast June 2025	30	Comments
Work Package					
Temporary Accommodation Solutions (TAS) MBIE					
Expense		176,000			Funder - MBIE
External Funding (Income)		(174,000)			
External Funding due					Staff looking into potential under claim of costs.
Shortfall - carry forward		2,000			
Shortfall - rate requirement					
NEMA - Solid Waste Management Fund					Funder NEMA
Expense		1,240,000			
External Funding (Income)		(1,480,000)			Fund Closed Balance of \$240,000 represents ratepayer funding ratio of the Landfill activity (Above User Pays)
Surplus - carry forward					
Surplus - rates offset		(240,000)			
HBRC - Silt & Debris Fund					Funder NEMA
Expense		5,221,000	Unknown		
External Funding (Income)		(7,000,000)	(2,400,000)		Dependent on rebuild, time extension of the fund and possible repurposing 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. Discussions held with HBRC to see if the Fund could be utilised to fund additional Landfill Cell or Transfer Station which is required due to consumption of landfill by Cyclone Gabrielle
Surplus - carry forward		(1,779,000)	(1,779,000)		
Surplus - rates offset					
Total					
Expense		9,905,000	2,277,000		
External Funding received		(13,063,000)	(2,638,000)		
External Funding due					
Surplus - carry forward		(3,933,000)			
(Surplus) - rates offset		(240,000)			

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. HSW Framework Tier 1 Update from recommendations [↓](#)
2. HSW Strategy Update August 2024 [↓](#)

1. PURPOSE

This report provides information for Committee on Health, Safety and Wellbeing. No decisions are required by Committee at this stage.

This report is an information only report and 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.

1. BACKGROUND

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.

2. PREVIOUS COMMITTEE MINUTES

The Committee Recommendations for Future Reporting

- **Site Visits:** Concerns were raised about the low number of site visits compared to the annual target. The committee discussed that 12 visits might be insufficient and possibly due to incomplete reporting. Clarification on the inspection format was requested.
 - Current reporting is in Zero Harm or Safety Culture systems and the future vision is for the use of EcoPortal where the reporting will be all in one place.
 - *HSWO suggestion: Do not complete reporting in the format below, wait for EcoPortal.*
- **Contractor Audits/Reviews:** It was suggested to include contractor audits/reviews as a leading indicator. (Done)
- **Reporting Structure:** The new reporting structure will be implemented through EcoPortal, incorporating sub-contractors into the auditing process. When auditing, sub-contractors are part of the process.
- **Contractor Policies and Procedures:** A review of contractors' policy and procedures was recommended to ensure they are fit for purpose.
 - **Pre-Qualification of Contractors:** This remains a key focus and is a work in progress. Efforts are being made to assist smaller contractors through the process in the past three-months.
 - **Contractor Management Standard Training:** Training has commenced and will be integrated into the HSW Induction to ensure everyone understands the contractor process, including auditing and reporting.
- **Wellbeing Reporting:** The committee suggested that wellbeing reporting should include unexplained leave, sick leave, and leave without pay.
 - The HSWO does not have access to this data and therefore cannot report on these items.

3. VITAE – EMPLOYEE ASSISTANCE PROGRAMME

Council engaged Vitae Counsellors as part of WDC's Employee Assistance Programme (EPA) throughout the month of August to support staff following the June 26 flood events. Demand and uptake by staff for this support service has been great. Feedback from staff that would not have usually undertaken support from the EPA has been overwhelmingly positive. High level feedback from Vitae Counsellors suggest that staff are dealing with a number of compounding issues since Cyclone Gabrielle and counsellors have offered tools to staff to assist. Counsellors have also impressed that self-care should be a focus to ensure staff are able to develop resilience to be able to work under pressure.

4. KEY HEALTH AND SAFETY INDICATORS

The Reporting below is in place until the new upgraded version of EcoPortal is put in place. Expected timeframe is within six months.

Leading Indicators	Month	YTD 2024	Annual Target
Near misses reported	1	3	12
Site Inspections	0	1	12
Safe Behaviour Observations	0	0	12
Risk Assessments (Formal, written, includes new hazard risk assessment)	15	16	24
Quarterly Workplace Inspections	0	0	12
Staff Inductions	0	11	
Critical Risk Review	0	2	2

Workstation Assessments	5	11	20
Training/Coaching <ul style="list-style-type: none"> HSW Framework Tier 2 	13	14	All Workers
Contractor Audits			
Lagging Indicators	Month		YTD 2024
Lost Time Injuries (Off work for at least one full shift)	1		2
First aid	1		3
Medically Treated (provided by medical practitioner)	1		2
Investigations Completed (all incidents/accidents investigated)	2		4

5. ENGAGEMENT AND PARTICIPATION

Action to be taken	By whom	By When	Completed and Outcome
SiteWise Training	Michelle	31 st December 2024	In Contractor Management Training, Started August 2024
EcoPortal – Updates and trainings	Michelle	As per HSW Strategy	As per general section below - started

6. TRAINING

Contractor Management – HSW Framework, Tier 2 (Internal Training/Coaching)

- Contractor Management Standard defines mandatory actions as per the Act and regulations, with focus areas of risk.
- Objective: To ensure a safer, more efficient, and legally compliant work environment through effective contractor management training/coaching.
- Current plan focus is Contractor Management.
- Duration: One hour sessions over 12 months, all workers.
- Requirement: Mandatory attendance for all workers to understand the WDC Contractor Management Standard, HSW Framework, Tier 2.
- Integration: Embedded into the HSW Induction process for new workers.
- Continuous Improvement: The approach is gradual, small steps with employee participation and empowerment. We will measure by way of a survey to gather information and track progress.

7. GENERAL

5.1 WorkSafe Request for Information, July 19th 2024: WorkSafe called then followed up with an email in relation to Asbestos concerns in the recent flooding. The specific questions in the email were.

- **Q1.** What education or information, if any, has been provided to homeowners regarding asbestos in their properties?
- **Q2.** The waste that was getting left on the roadside, is the council in control of the process of removal for this material?

Information forwarded to WorkSafe from the Health, Safety and Wellbeing Officer.

1. What education or information, if any, has been provided to homeowners regarding asbestos in their properties?
 - a. <https://www.wairoadc.govt.nz/assets/Document-Library/June-26-Flood-Information/Asbestos-Materials-Identification.pdf>
 - b. [Flood related information | Wairoa District Council \(wairoadc.govt.nz\)](#)
 - c. <https://www.wairoadc.govt.nz/home/article/1135/latest-update-for-flood-affected-wairoa-whanau-28-june-2024?t=featured&s=1>
2. The waste that is getting left on the roadside – is the council in control of the process of removal for this material?
 - a. No, Council is not in charge of the removal of asbestos.
 - i. During the emergency whiteware only, were the items Council oversaw roadside removal.

Attachments and links sent:

Attached is the Volunteers Handbook with Asbestos information.

Attached are Smart Environmental process and training records at the landfill.

- Asbestos Materials Identification for Public.pdf
- WDC Volunteer Handbook V1.0.pdf
- Smart Environmental SHEQ-SOP-000 Receiving Identified Asbestos at Landfill.pdf
- Smart Environmental SHEQ-SOP-204 SEL – Health Monitoring.pdf
- Smart Enviro Training Records.pdf
- Link to website: [Flood related information | Wairoa District Council \(wairoadc.govt.nz\)](#)

Outcome

WorkSafe met with HSWO on Friday 23rd August. During the discussion, it was noted that the Smart Environmental SOP requires some changes. (HSWO will check document and give feedback to Smart Environmental)

WorkSafe confirmed that all other information was acceptable.

HSWO noted that there is a possibility of the public disposing of asbestos. The contractor should verify the presence of asbestos and, if confirmed, utilise an Asbestos dedicated Truck. The contractor should ensure that workers are fully equipped with protective gear and that the asbestos is double bagged for removal if the area is less than 12 square metres. Alternatively, if the area exceeds this size or if there are any uncertainties, an asbestos specialist should be called in for removal.

5.2 Updates from Previous Meeting – Framework Tier 1

Please see attached doc *ReWorded from FARC Comment of attachments*.

5.3 Update HSW Strategy 2024 – 2027

Please see attached doc *Health, Safety and Wellbeing Strategy Updated August 2024*.

5.4 EcoPortal (WDC Health, Safety and Wellbeing, Enterprise Risk System) Update

HSWO met with EcoPortal early August to overhaul Wairoa's HSW system.

The meeting was a success with significant discount and a phased implementation.

Objective: To overhaul Wairoa's site by exporting templates directly from the master demo site into a new instance, incorporating a new reporting structure, and offering a revised licensing and support agreement. Wairoa will achieve a significant discount off the standard rate due to the out of the box templates and by being a test client for 'Hyperdrive'.

Implementation:**Phase 1 – Immediate Implementation**

1. Incident, Events Reporting, including customer conflict and aggression.
2. Hazards/Risks.
3. Controls.
4. Reporting.
5. Audits & Checklists.
6. Psychosocial Hazard and Wellbeing.
7. Risk Assessment Tools.
8. ISO Compliance.

Phase 2 – Subsequent Rollout

1. Injury and Claims Management.
2. Return to Work Plan.
3. Emergency Management/Broadcast Notifications.
4. Policies and Procedures.
5. Safety Observations.
6. Training, Licenses and Certifications.
7. Health Monitoring.
8. Project/Job Management.
9. Meetings.
10. Contractor Management.
11. Visitor Management.
12. Site Inductions.

Phase 3

Permits to Work, Hazardous Substances, Assets Management, PPE.

Expected Outcomes**Phase 1**

Functional site with key safety and compliance modules live in both web and mobile.

Reporting on incidents, risks, controls, and key audits/inspections live for both HS management and executive leadership team.

Phase 2

Expansion of site functionality to cover broader safety, health, and operational areas.

Key objectives will be Contractor Management lifecycle including visitor management, integration with other systems and site-specific inductions.

Secondary objectives will be the injury management process, return to work plans, health monitoring and creating a centralised DMS for all HSW policy and procedures.

Phase 3

Completion of the site overhaul, offering comprehensive safety and compliance management.

Conclusion

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

Comment of attachments to Health, Safety and Wellbeing Report

Comments from Committee

Changes to Document from HSWO

Page 11 of the Health and Safety Management System Framework Tier 1

Elected Members Leadership

Under this section there should be reference to Finance, Assurance & Risk Committee as they have oversight of monitoring on behalf of Council.

- Ensuring that the Finance, Assurance and Risk Committee oversees health and safety management for WDC, ensuring compliance, assessing risk strategies, and reviewing protocols to protect workers and stakeholders.

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Health and Safety, Standards and Procedure Development or Change

In this section there a reference as to when significant changes are made to the Framework, that the Finance, Assurance & Risk Committee are informed.

- Any significant changes to the Framework must be reported to the Finance, Assurance and Risk Committee.

Page 21 IMPLEMENTATION AND DELIVERY

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

This should be reworded to reflect the purpose of the Health and Safety at Work Act 2015 -see below.

that workers and other persons should be given the highest level of protection against harm to their health, safety, and welfare from hazards and risks arising from work

- Health and safety hazards and risks are systematically identified, assessed, and managed to minimise their impact as much as reasonably practicable. This ensures that workers and other persons receive the highest level of protection against harm to their health, safety and welfare from work-related hazards and risks.

The two comments are inconsistent with each other and the Act. They should be modified

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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.

- Before buying, hiring, or leasing, WDC will review the health and safety specs of equipment to ensure it's suitable and will not introduce new hazards or risks.

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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.

- Removed the above statement.

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WDC Process Overview

The following provides an overview of the WDC process.

There should be reference to both Council and Finance, Assurance & Risk Committee as they have oversight of monitoring.

- Added: The Finance, Assurance, and Risk Committee, along with Council, oversees the monitoring process to ensure effective management of health and safety risks.

3 Purpose from Health and Safety at Work Act 2015

- (1) The main purpose of this Act is to provide for a balanced framework to secure the health and safety of workers and workplaces by—
 - (a) protecting workers and other persons against harm to their health, safety, and welfare by eliminating or minimising risks arising from work or from prescribed high-risk plant; and
 - (b) providing for fair and effective workplace representation, consultation, co-operation, and resolution of issues in relation to work health and safety; and
 - (c) encouraging unions and employer organisations to take a constructive role in promoting improvements in work health and safety practices, and assisting PCBU's and workers to achieve a healthier and safer working environment; and
 - (d) promoting the provision of advice, information, education, and training in relation to work health and safety; and
 - (e) securing compliance with this Act through effective and appropriate compliance and enforcement measures; and
 - (f) ensuring appropriate scrutiny and review of actions taken by persons performing functions or exercising powers under this Act; and
 - (g) providing a framework for continuous improvement and progressively higher standards of work health and safety.
- (2) In furthering subsection (1)(a), regard must be had to the principle that workers and other persons should be given the highest level of protection against harm to their health, safety, and welfare from hazards and risks arising from work or from specified types of plant as is reasonably practicable.

HEALTH, SAFETY AND WELLBEING STRATEGY

2024 – 2027

UPDATED FOR FARC
AUGUST 2024



WAIROA
DISTRICT COUNCIL

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 EcoPortal has an ISO Compliance section, Phase 1, Immediate implementation section.	✓		
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 Working in collaboration with Hamilton City Council, and user group with other Councils being setup through EcoPortal for Councils.	✓		
2.2	Establish the needs from Management for improved reporting	✓		
2.3	Collaborate with WDC IT Initial plans discussed with IT, explaining the plan and where to from here.	✓		
2.4	Design the layout of the reporting		✓	

2.5	Collaborate with EcoPortal on reporting solutions, when, if required In Progress.		✓	
2.6	Test and trial new reporting		✓	
2.7	Roll out, train users in the reporting tool		✓	
2.8	HSW Office to 'Drive the EcoPortal system for WDC' Started promoting system with a few users.	✓	✓	✓

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 EcoPortal have a module and will be in Phase 1. Psychosocial Hazard and Wellbeing.	✓		
3.3	Encompass and prioritise: <ul style="list-style-type: none"> 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 EcoPortal Psychosocial module. Started on the Psychological procedure for Tier 2.		✓	✓
3.4	Import all current information into EcoPortal Have decided that the minimal information in EcoPortal will be left there and we will start fresh in the New Look EcoPortal. Agreed with 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			✓

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. Completed.	✓		
4.4	Get approval of strategy by • CE • Leadership Team Completed.	✓		
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. EcoPortal Phase 1 implementation to start.		✓	
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 EcoPortal module for near miss reporting, in Phase 1, REPORT IT!		✓	
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			✓