



NOTICE OF AN AUDIT AND RISK COMMITTEE MEETING

**Opotiki District Council Chambers, 108 St John Street, Opotiki
Monday, 15 October 2018
Commencing at 10.00am**

ORDER PAPER

APOLOGIES

DECLARATION OF ANY INTERESTS IN RELATION TO OPEN MEETING AGENDA ITEMS

PUBLIC FORUM

	Page
ITEM 01 CONFIRMATION OF MINUTES – AUDIT AND RISK COMMITTEE MEETING 13 SEPTEMBER 2018	5
ITEM 02 ACTION SCHEDULE	13
ITEM 03 ANNUAL REPORT UPDATE	Verbal Item
ITEM 04 RISK REPORT	14
ITEM 05 HEALTH AND SAFETY	15
ITEM 06 RESOLUTION TO EXCLUDE THE PUBLIC	19

PUBLIC EXCLUDED BUSINESS

ITEM 07 CONFIRMATION OF IN-COMMITTEE MINUTES – AUDIT AND RISK COMMITTEE MEETING 13 SEPTEMBER 2018	
ITEM 08 INFRASTRUCTURE ON PROPERTY	
ITEM 09 EVOLUTION NETWORKS UPDATE	
ITEM 10 RESOLUTION TO RESTATE RESOLUTIONS AND READMIT THE PUBLIC	

STANDING ITEM:

RISK WORKSHOP –TO BE HELD AT THE CONCLUSION OF THE MEETING

Members: **Cr Arihia Tuoro (Chairperson)**

Cr Ken Young

Ex-Officio: **Mayor John Forbes**

Independent Member: **David Love**

Committee Secretary: **Gae Newell**

Quorum: **2**

LOCAL AUTHORITIES (MEMBERS' INTERESTS) ACT 1968

Councillors are reminded that if you have a pecuniary or non-pecuniary interest in any item on the agenda, then you must declare this interest and refrain from discussing or voting on this item, and are advised to withdraw from the Council chamber.

Aileen Lawrie

CHIEF EXECUTIVE OFFICER

AUDIT AND RISK COMMITTEE TERMS OF REFERENCE

1. The Audit and Risk Committee is a Committee of the Ōpōtiki District Council.
2. **Objective**

The objective of the Committee is to assist the Council in carrying out its duties in regard to financial reporting and legal compliance.
3. **Membership**

Chairperson: Councillor Tuoro
Members: Councillor Tuoro, Councillor Young
Ex-Officio: Mayor Forbes
Independent Member: David Love
4. **Meetings**
 - 4.1 A quorum is two members.
 - 4.2 The Committee shall meet as needed but in any event, at least annually.
 - 4.3 Notice of meetings shall be in accordance with the requirements set out in the Local Government Act 2002.
5. **Terms of Reference**

The Audit and Risk Committee will:

 1. *Review Council's annual financial statements with Council management and the Auditors prior to their approval by Council.*
 2. *Oversee statutory compliance in terms of financial disclosure.*
 3. *Monitor corporate risk assessment and internal risk mitigation measures and oversee:*
 - *Council's risk management framework*
 - *internal control environment*
 - *legislative and regulatory compliance*
 - *internal audit and assurance*
 - *oversee risk identification on significant projects*
 - *compliance to Treasury Risk Management Policies.*
 4. *Review the effectiveness of Council's external accountability reporting (including non financial performance).*
 5. *Conduct the process for the Chief Executive's Performance, for report to Council.*

6. *Draw to the attention of Council any matters that are appropriate.*
7. *Investigate and report on any matters referred to the Committee by Council. The circumstances the Council may refer matters to the Audit and Risk Committees include:*
 - a. *Any significant issues arising from the financial management of councils affairs.*
 - b. *Any complaints against elected members or alleged breaches of the Councils code of conduct.*
 - c. *Any significant issues arising from Audit New Zealand processes.*
 - d. *Due Diligence on strategic asset acquisition or disposal.*
 - e. *Setting up of Council Controlled Organisations.*
 - f. *Development of a Council risk assessment and mitigation strategies.*

6. **Authority**

- 6.1 The Committee is authorised to investigate any activity referred to it by Council resolution. It is authorised to seek any reasonable information it requires from Council staff.
- 6.2 The Committee is authorised by the Council to obtain outside legal or other independent professional advice and to arrange for the attendance at meetings of outside parties with relevant experience and expertise if it considers this necessary.



MINUTES OF AN ŌPŌTIKI DISTRICT COUNCIL AUDIT AND RISK COMMITTEE MEETING HELD ON MONDAY, 13 SEPTEMBER 2018 IN THE OPOTIKI DISTRICT COUNCIL CHAMBERS, 108 ST JOHN STREET, ŌPŌTIKI AT 10.00AM

PRESENT:

Councillor Arihia Tuoro (Chairperson)
Councillor Ken Young
David Love
Mayor John Forbes

Deputy Mayor Lyn Riesterer

IN ATTENDANCE:

Aileen Lawrie (Chief Executive Officer)
Bevan Gray (Finance and Corporate Services Group Manager)
Gerard McCormack (Planning and Regulatory Group Manager)
Billy Kingi (Chief Financial Officer)
Tina Gedson (Property Officer)
Gae Newell (Personal Assistant to CEO and Mayor)

MEDIA:

James Sandbrook (Ōpōtiki News)

APOLOGIES

His Worship the Mayor for lateness; Councillor Young for lateness.

RESOLVED

(1) That the apologies be sustained.

Love/Tuoro

Carried

DECLARATION OF ANY INTERESTS IN RELATION TO OPEN MEETING AGENDA ITEMS

David Love noted that he is a Bay of Plenty Regional Councillor and is also a member of the Regional Council's Audit and Risk Committee.

Councillor Young entered the meeting at 10.03am.

PUBLIC FORUM

Nil.

1. CONFIRMATION OF MINUTES – AUDIT AND RISK COMMITTEE MEETING 16 AUGUST 2018

p5

In response to a query from David Love as to whether there has been any action regarding banking, the Finance and Corporate Services Group Manager stated that this is an in-committee item later in the agenda.

Councillor Young queried if a letter has been sent to the Bay of Plenty Regional Council in relation to the current position with the Harbour Development Project.

The Chief Executive Officer advised that letters have been sent to the Regional Council.

The Ōpōtiki Harbour Development Project will be discussed at the 27 September 2018 Bay of Plenty Regional Council meeting.

Action: David Love to provide feedback to the Bay of Plenty Regional Council in relation to the current position with the Ōpōtiki Harbour Development Project.

The Chairperson noted that all action items which come out of Audit and Risk Committee meetings are to go on the Action Schedule.

It was noted that the Chairperson and Deputy Mayor Riesterer recently attended an LGNZ Chairing Practice Workshop.

RESOLVED

- (1) That the minutes of the Audit and Risk Committee meeting held on 6 August 2018 be confirmed as a true and correct record.**

Love/Young

Carried

His Worship the Mayor entered the meeting at 10.08am.

2. ACTION SCHEDULE

p14

The Finance and Corporate Services Group Manager stated that, despite the quick turnaround time between meetings, a couple of items on the Action Schedule have been completed.

Legislative Compliance

There is a report in the Draft Annual Report document (pages 103-110). This has been sent to Audit New Zealand for feedback on whether it meets the requirements. He noted that the auditors are on-site next week for two weeks.

The Chief Executive Officer commented that staff found the Legislative Compliance section difficult to populate.

Tolerance Levels on Purchase Orders

The Finance and Corporate Services Group Manager stated that he is comfortable with the tolerance levels Council now has. He will discuss this matter further with the auditors through the audit process, although he sees this item as completed.

The Finance and Corporate Services Group Manager advised that Audit New Zealand have not provided any specific guidance on the tolerance levels they wish to see but they are comfortable that Council is on the way to a controls based audit for next year.

His Worship the Mayor asked that the names of items such as Purchase Orders be written out in full, rather than using acronyms.

RESOLVED

(1) That the Action Schedule be received.

Young/Tuoro

Carried

The Planning and Regulatory Group Manager entered the meeting at 10.15am.

3 ADOPTION OF 2018 DRAFT ANNUAL REPORT FOR AUDIT

p15

The Chairperson and Councillor Young both noted that the Draft Annual Report document was received late and there was no time to read it properly.

David Love extended congratulations to staff for getting the document out, given the problems around the Harbour Project.

David Love conveyed some annoyance that the list of payments detailed on page 134 of the agenda showed miscellaneous items as being far more than the rest of the list, something which he always objects to. If miscellaneous items are that significant, there should be further detailing as to what they are.

The Finance and Corporate Services Group Manager will note the comments made by David Love on the Action Schedule to ensure consideration is given to providing more information where required through the process to complete the Annual Report.

The Finance and Corporate Services Group Manager advised the Committee of the items in the Draft Annual Report which need finalising.

RESOLVED

- (1) **That the report titled "Adoption of 2018 Draft Annual Report For Audit" be received.**
- (2) **That the committee adopt the 2018 Draft Annual Report for audit, noting the additions which still need to be made.**

Young/HWTM

Carried

4. KOHA REPORT

p21

RESOLVED

- (1) **That the report titled "Koha Report" be received.**

HWTM/Young

Carried

5. RESOLUTION TO EXCLUDE THE PUBLIC

p20

SECTION 48 LOCAL GOVERNMENT OFFICIAL INFORMATION & MEETINGS ACT 1987

THAT the public be excluded from the following parts of the proceedings of this meeting, namely:

- 6. Confirmation of In-Committee Minutes – Audit and Risk Committee Meeting 16 August 2018.**
- 7. Banking Update.**
- 8. Property Update.**
- 9. IANZ Audit Update.**

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

Item No	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
6.	Confirmation of In-Committee Minutes – Audit and Risk Committee Meeting 16 August 2018	That 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 exists.	Section 48(1)(a)
7.	Banking Update	That 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 exists.	Section 48(1)(a)
8.	Property Update	That 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 exists.	Section 48(1)(a)
9.	IANZ Audit Update	That 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 exists.	Section 48(1)(a)

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act or section 6 or section 7 or section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows:

6.	Maintain effective conduct of public affairs Protect information Protect the privacy of natural persons Protection from improper pressure or harassment Carry out negotiations	Section 7(2)(f)(i) & (ii) Section 7(2)(b)(i) & (ii), (d) & (e) Section 7(2)(a) Section 7(2)(f)(ii) Section 7(2)(i)
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7.	Protect the privacy of natural persons Protect information Free and frank expression of opinions Carry out negotiations	Section 7(2)(a) Section 7(2)(b)(ii) Section 7(2)(f)(i) Section 7(2)(i)
8.	Protect the privacy of natural persons Protect information Free and frank expression of opinions Protection from improper pressure or harassment	Section 7(2)(a) Section 7(2)(b)(ii) Section 7(2)(f)(i) Section 7(2)(f)(ii)
9.	Protect information Protect the privacy of natural persons Free and frank expression of opinions Protection from improper pressure or harassment Prevent the disclosure of official information	Section 7(2)(b)(i) & (ii) Section 7(2)(a) Section 7(2)(f)(i) Section 7(2)(f)(ii) Section 7(2)(j)

The Chief Executive Officer advised that there are three items not on the agenda which need to be discussed with the Committee today and cannot be delayed. These items will be additions to the Resolution to Exclude the Public. The reasons why the items are not on the agenda are noted under each item listed below.

Pursuant to Section 48(1)(a) of the Local Government Official Information and meetings Act 1987, these three items will be discussed in-committee for the reasons noted.

Stormwater Update

Information has just come to hand and the Committee needs to be advised of the risk.

LGOIMA Section 7(2)(h) –Carry out commercial activities without prejudice or disadvantage.

Harbour Update

The latest information needs to be shared with the Committee.

LGOIMA Section 7(2)(b)(ii) – Protect information (commercial sensitivity).

Evolution Networks Update

Legal advice was only received earlier today.

LGOIMA Section 7(2)(b)(ii) – Protect information (commercial sensitivity).

Young/Love

Carried

The Property Officer entered the meeting at 10.35am.

James Sandbrook left the meeting at 10.37am.

RESOLVED

(1) That the resolutions made while the public was excluded, except for clause 2 of the resolutions for the Evolution Networks Update item, be confirmed in open meeting.

(2) That the public be readmitted to the meeting.

HWTM/Young

Carried

RESOLVED

(1) That the in-committee minutes of the Audit and Risk Committee meeting held on 16 August 2018 be confirmed as a true and correct record.

Love/Young

Carried

RESOLVED

(1) That the Banking Update be received.

Love/Young

Carried

RESOLVED

(1) That the Property Update report as tabled be received.

Love/Young

Carried

RESOLVED

(1) That the IANZ Audit Update be received.

Love/Young

Carried

RESOLVED

(1) That the Stormwater Update be received.

Tuoro/Love

Carried

RESOLVED

(1) That the Evolution Networks Update be received.

HWTM/Love

Carried

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 12.34PM.

**THE FOREGOING MINUTES ARE CERTIFIED AS BEING A
TRUE AND CORRECT RECORD AT A SUBSEQUENT IN-
COMMITTEE MEETING OF THE AUDIT AND RISK
COMMITTEE ON 15 OCTOBER 2018.**

**COUNCILLOR ARIHIA TUORO
CHAIRPERSON**

	Issue	Recommendation	Done	Assigned To	Status	Comments
21	Contract Management policy and Guidance	Recommend Council develop a contract management policy and guidance, to include procedures and templates for consistency	<input type="checkbox"/>	Ari Erickson	In Progress	Contract management processes are currently being built, upon completion a Policy will be assembled. Asset Management Plan's have included necessary budgets to develop contracts and processes surrounding contracts.
22	Contract management oversight	Have individual or team in place with responsibility for oversight of contract management activities	<input type="checkbox"/>	Ari Erickson	In Progress	Training recently provided to team in relation to the contract module. Initial development of internal process is already underway with resource, structure and responsibility changes within the Engineering & Services department first on the agenda towards its development. ProMap champion will build processes. Potential contract manager position being assessed - consideration to funding systems and justification against 10 year works programme.
24	Project Management	Recommend a documented approach and methodology, planned approach to undertake post implementation reviews, have independent quality assurance reviews.	<input type="checkbox"/>	Ari Erickson	In Progress	Project management framework has been drafted. To be further developed upon filling project manager role. Some significant changes required. Resources presently stretched due to Asset Manager position currently vacant. Project management policy, asset management policy and contract management policy will likely be assembled in conjunction as they are closely related.
27	Procurement	Council to ensure that late tender policy in contract documents is consistent with Procurement Policy, ongoing.	<input type="checkbox"/>	Ari Erickson	Complete	Has been confirmed is in Procurement Policy.
28	Qualified proposal evaluators	Council to correct the wording in its contract documents for Qualified Proposal Evaluators by 30/06/17	<input type="checkbox"/>	Ari Erickson	Complete	Delegated to project manager. Wording to tender evaluation team members is being changed with each new contract.
30	Contract Management	NZTA audit recommend that Council improves its contract management documentation to reflect actions agreed and undertaken by 30/06/17	<input type="checkbox"/>	Ari Erickson	Complete	Delegated to project manager. Is being undertaken moving forward. Effectively an ongoing action but is now part of process.
31	Asset Management	Audit NZ recommend a formal impairment assessment over assets held at cost is performed to ensure they are measured at lower of cost and recoverable amount.	<input type="checkbox"/>	Ari Erickson	In Progress	This was in effect completed through the 2017 revaluation for three waters and roading. Presently looking at fleet assets.
32	Asset Management	Monthly reconciliations to be performed between the fixed asset register and the general ledger. These should be independently reviewed.	<input type="checkbox"/>	Ari Erickson	In Progress	There has been a lot of work done as a project to ensure this process is completed, as well as aiding the organisation to complete their compliance requirements in the most efficient manner. This process is very near to completion.
33	Asset Management	Develop and implement an asset capitalisation policy that states the minimum amount of assets that will be capitalised as well as guidance for the type of expenditure to be capitalised.	<input type="checkbox"/>	Ari Erickson	In Progress	This is under development as part of the asset management policy.
39	Legislative compliance	Implement a formal process to ensure compliance with key legislative requirements for Annual Plans	<input type="checkbox"/>	Bevan Gray	In Progress	Including this in Annual Plan project that we are currently developing for the 2019-20 Annual Plan
40	Shand Report	Review recommendations - specifically govt paying rates on their properties and what the impact to ODC would be.	<input type="checkbox"/>	Bevan Gray	Not Started	Other work priorities have taken precedence
41	RRC's	Recommendation that Council improves the controls regarding revenue at the RRC's.	<input type="checkbox"/>	Ari Erickson	In Progress	This is a continual development path to improvement.
43	Internal Loans	Recommend management review calculations of internal loan interest in model	<input type="checkbox"/>	Bevan Gray	Complete	Reviewed and happy with the calculations in the model
44	Conflicts of Interest	Recommend Council update the interest register to record the nature of the interest, type of conflict, and the mitigating actions to manage the conflict.	<input type="checkbox"/>	Bevan Gray	In Progress	Received a Conflicts of Interest Policy from a peer, discussed this with auditors and they have accepted that the implementation of the policy would sign off this action. Now looking at implementation into Council
45	ANZ	Review and report on what would be required to change banks	<input type="checkbox"/>	Bevan Gray	In Progress	Discussed with BOPLASS, transactional banking procurement process to be kicked off later this year through All of Government
47	Tolerance levels on Purchase Order's	Recommend Council reduces the tolerance levels on Purchase Order's	<input type="checkbox"/>	Billy Kingi	Complete	Following discussion at the last A&R meeting we have sought sign off on existing levels from auditors, or will look to possibly increase limits
48	Annual Report process	Recommend a project process is scheduled and monitored, with milestones and appropriate substantiation file prepared	<input type="checkbox"/>	Billy Kingi	Complete	Project plan developed and implemented, some auditors still chose to bypass and send emails direct to staff in a number of occasions, the risk there is that these get lost in inboxes and not responded to in a timely manner. Success of this will be reported back to Council in Audit's management report
49	Impairment assessment	Recommends Council performs a formal impairment assessment over assets	<input type="checkbox"/>	Billy Kingi	Complete	Full schedule of assets sent to managers for impairment review
51	IANZ audit update	Once IANZ letter is received an update to be provided back to the Committee	<input type="checkbox"/>	Gerard McCormack	Not Started	Letter received, being actioned
52	Comprehensive stormwater consent update - paper to A&R	Following outcome of 27 Sep meeting at BOPRC a report back to Committee to be provided	<input type="checkbox"/>	Aileen Lawrie	Not Started	Preliminary discussion held with BOPRC Consents Manager. Need to review available budget/resource
53	Evolution Networks Report to A&R	Full comprehensive report on Evolution Networks to be provided at next meeting	<input type="checkbox"/>	Bevan Gray	In Progress	Report provided to A&R at this meeting in confidential agenda
54	Annual Report	More information to be provided for other revenue and expenditure in the notes to the financial statements. Currently the bulk sits in Other	<input type="checkbox"/>	Bevan Gray	Not Started	To be considered through process to finalise Annual Report
55	Property Update	To be a standing report to A&R on quarterly basis	<input type="checkbox"/>	Tina Gedson	Not Started	Update provided at last meeting, next update will be due in December in confidential agenda
56	Risk Register Reporting	Review structure and reporting	<input type="checkbox"/>	Sarah Jones	In Progress	Research underway, scheduled for a report to the next A&R meeting

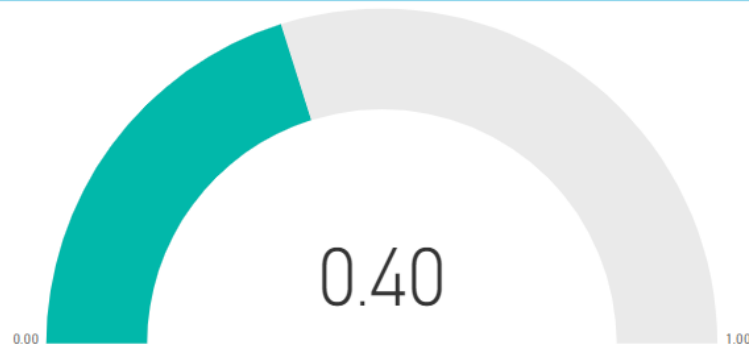
Inherent Risk

Likelihood#	3 Moderate	4 Major	Total
3 Quite possible		14	14
4 Likely		3	3
5 Highly likely	3	5	8
Total	3	22	25

Residual Risk

Residual Likelihood#	3 Moderate	4 Major	Total
1 Highly unlikely	1		1
2 Unlikely	5	7	12
3 Quite possible	7	2	9
4 Likely	2	1	3
Total	15	10	25

Treatment Effectiveness



Risks

Title	Inherent Rating	Residual Rating
Community not equipped to manage and respond to growth effectively	high	med high
Conflicts of interest of Council members affects decision making process of Council	high	medium
Council members do not fulfil their roles and responsibilities	med high	medium
Inappropriate behaviours of Council members	medium	medium
Inappropriate management of organisation	medium	Med Low
Inappropriate process of appointing and managing process of appointing Chief Executive	medium	low
Ineffective Council leadership	medium	Med Low
Ineffective governance	high	medium
Infrastructure Assets are taken out of Community Control/Ownership	medium	medium
Needs of stakeholders are not met	high	medium
Not being able to attract resources to the district	med high	medium
Organisation not equipped to manage and respond to growth effectively	med high	medium
Pursuing inappropriate business strategies	med high	medium
Relevant information not reported to Council and/or advice does not meet standard	medium	medium

Risks to be Reviewed this Year

Year	Quarter	Title
2018	Qtr 2	Conflicts of interest of Council members affects decision making process of Council
2018	Qtr 2	Ineffective Council leadership
2018	Qtr 4	Infrastructure Assets are taken out of Community Control/Ownership

Portfolio Selection

- Portfolios
- Finance
 - Finance;Governance Contro...
 - Governance Control and Co...
 - Governance Control and Co...
 - Information Management
 - Operations and Service Deli...
 - People
 - Project
 - Property and Assets

REPORT

Date : 2 October 2018
To : Audit and Risk Committee Meeting, 15 October 2018
From : Corporate Services Manager, Muriel Chamberlain
Subject : **HEALTH AND SAFETY**
File ID : A146954

EXECUTIVE SUMMARY

Elected members as Officers under the Health and Safety at Work Act 2015 (HSWA) must exercise due diligence to ensure that the Opotiki District Council as a Person Conducting a Business or Undertaking (PCBU) meets its health and safety obligations.

PURPOSE

- This report covers the period 1 January 2018 to 30 June 2018.
- This report provides information to enable elected members to be satisfied that Council, as a PCBU, has appropriate health and safety systems in place so that all reasonably practicable steps are taken to ensure the safety of workers and other people who may be at risk by the work of Council.

BACKGROUND

The Health and Safety at Work Act 2015

- The HSWA focuses on managing risk. It notes that risk is managed by the people who create the risk and as a PCBU Council is required to engage with workers, not just limited to employees, and to enable them to participate in health, safety and wellbeing on an ongoing basis. While the Act allows flexibility to manage health and safety risk in practice, good risk management requires a more proactive approach and additional resourcing to ensure compliance with legislative requirements.

DISCUSSION AND CONSIDERATIONS

Engagement, Consultation and Communication

- Six Health and Safety Committee meetings have taken place during the six month period. Following each Health and Safety Committee meeting a newsletter is sent to all staff, noting topics of discussion and recommendations from the meeting, and other items of interest, such as tips and articles on managing stress, case law reviews and learnings.
- Issues referred to the Health and Safety Committee meetings from staff indicate that there is health and safety awareness and interest.
- Managers have health and safety agenda items and discussion at their team meetings.

Risk Management

- The Risk (Hazard Register) and associated control measures are available on the staff intranet.
- Incidences of aggressive or threatening behaviour during the six month period have led to the development and implementation of a trespass procedure.
- Risk and its management is a continuous and ongoing cycle of review and actions.

Event Reporting and Investigation

- 11 events have been reported for the six month period. The types of events were three injury/sprains, four customer conflict, three vehicle damage, and one slip/trip/fall.
- Examples of actions from investigations have included trimming of trees to improve visibility for vehicle access/egress, reporting threatening behaviour to Police and customer conflict training.

Induction, training and health and well-being

- All staff receive an introduction/induction when commencing employment with Council. This induction covers the basics, such as an introduction to health and safety systems/information, software, intranet and safe operating procedures where relevant for the work. The induction is tailored to either indoor or outdoor staff requirements.
- Annual hearing tests were conducted on 26 March for 17 staff who work with machinery which generates noise, Refuse Recovery Centre staff and Parks and Reserves staff. Workplace assessments were conducted for six staff and four staff took up the offer of flu vaccinations. One staff member has been provided with a wellness programme to help reduce time off work sick.
- Health and Safety related training delivered during the six month period has included Asbestos Awareness, 4 Wheel Drive, Customer Conflict Awareness and Robbery, Workplace First Aid.

Contractor Management

- We continue to work with and support our contractors to become SHE pre-qualified. Contract managers conduct audits and inspections and follow up on any concerns noted seeking assistance from the report writer at the time and as required.

SIGNIFICANCE ASSESSMENT

Under Council’s Significance and Engagement Policy, on every issue requiring a decision, Council considers the degree of significance and the corresponding level of engagement required. The level of significance for the Health and Safety report is considered to be low as determined by the criteria set out in section 12 of the Significance and Engagement Policy.

Assessment of engagement requirements

As the level of significance for the Health and Safety report is considered to be low the level of engagement required is determined to be at the level of Inform according to Schedule 2 of the Significance and Engagement Policy.



RISKS

The Health and Safety at Work Act 2015, states as its main purpose the intent is “to provide for a balanced framework to secure the health and safety of workers and workplaces.” Responsibilities and accountabilities are defined. Council has a primary duty of care, officers have due diligence responsibilities. Council has overlapping duties with its contractors, and workers have responsibilities. Worker engagement and participation and risk management are important elements required to meet legislative requirements and to ensure continuous improvement for health and safety practices.

CONCLUSION

The activities as outlined above contribute to Council’s requirements to take all reasonably practicable steps to manage risk.

RECOMMENDATIONS:

- 1. That the report titled Health and Safety be received.**

Muriel Chamberlain

CORPORATE SERVICES MANAGER

REPORT

Date : 3 October 2018

To : Audit and Risk Committee Meeting, 15 October 2018

From : Chief Executive Officer, Aileen Lawrie

Subject : **RESOLUTION TO EXCLUDE THE PUBLIC**

SECTION 48 LOCAL GOVERNMENT OFFICIAL INFORMATION & MEETINGS ACT 1987

THAT the public be excluded from the following parts of the proceedings of this meeting, namely:

- 7. Confirmation of In-Committee Minutes – Audit and Risk Committee Meeting 13 September 2018.**
- 8. Infrastructure on Property.**
- 9. Evolution Networks Update.**

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

Item No	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
7.	Confirmation of In-Committee Minutes – Audit and Risk Committee Meeting 15 September 2018	That 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 exists.	Section 48(1)(a)
8.	Infrastructure on Property	That 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 exists.	Section 48(1)(a)

9.	Evolution Networks Update	That 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 exists.	Section 48(1)(a)
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This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act or section 6 or section 7 or section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows:

7.	Maintain effective conduct of public affairs Protect information Protect the privacy of natural persons Protection from improper pressure or harassment Carry out negotiations Prevent the disclosure of official information Carry out commercial activities without prejudice or disadvantage	Section 7(2)(f)(i) & (ii) Section 7(2)(b)(i) & (ii), (d) & (e) Section 7(2)(a) Section 7(2)(f)(ii) Section 7(2)(i) Section 7(2)(j) Section 7(2)(h)
8.	Protect the privacy of natural persons Protect information Free and frank expression of opinions Protection from improper pressure or harassment Carry out negotiations	Section 7(2)(a) Section 7(2)(b)(ii) Section 7(2)(f)(i) Section 7(2)(f)(ii) Section 7(2)(i)
9.	Protect the privacy of natural persons Protect information Free and frank expression of opinions Protection from improper pressure or harassment	Section 7(2)(a) Section 7(2)(b)(ii) Section 7(2)(f)(i) Section 7(2)(f)(ii)