

# HURUNUI DISTRICT COUNCIL

## MINUTES



**Meeting** Finance, Audit and Risk Committee  
**Time and Date** 1.00pm, 16 February 2017  
**Venue** St John Hall, Amberley

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**Members Present** Cr Dick Davison (Chairperson), Mayor Winton Dalley, Councillors Marie Black, Vince Daly and Geoff Shier.

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**In Attendance** Councillor Fiona Harris.  
Hamish Dobbie (Chief Executive Officer), Jason Beck (Manager Support Services) Joanne Laphorne (Team Leader Finance), David Edge (Manager Infrastructure Services - Assets) and Graham Sutherland (Council Secretary).

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**Apologies** Nil.

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**Conflict of Interest Declarations** Nil.

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**Health and Safety** The Chairperson advised of the exits and assembly point to be used in the event of an emergency.

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**Recording Device** A recording device was used for the purpose of accuracy of the minutes.

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**Urgent Business** Cr Black noted that councillors had received an email about a Civil Defence and Emergency Management review and wondered about the purpose of it. The Chief Executive Officer said it was intended to give councillors an individual opportunity to provide feedback on the recent post-earthquake response and he asked an external person to carry this out rather than councillors talking to Council staff. He said this was just one avenue being used to learn lessons from the recent experience. The Chief Executive Officer said all councillors will have the opportunity to express their views as individuals and it would all then come back to the full Council at some later stage, as part of the overall debrief.

Cr Harris said she felt it was important for the Council to sit around the table together to discuss any concerns and lessons from the experience, as councillors need a greater shared understanding of these processes. The Chief Executive Officer commented that there would be a multitude of debriefs and as well as the Council's own processes, there would be reviews at the group and national levels.

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**Presentation:** Sally Lane from Compass FM was in attendance to present to the Committee regarding a request for funding. She provided background to the community-based radio station, its broadcasting licence criteria and funding mechanisms. She noted that it was not a commercial station, it was operated as a trust and had very limited advertising revenue. The station transmits from Mt Grey and can be listened to on a variety of formats and devices and if needed can be operated remotely, like during a civil defence emergency for example.

Sally Lane said that Compass FM has a clear focus on community service and only advertises for North Canterbury businesses and organisations. She said there was also support provided for local events like A&P shows and it was paramount to Compass that it provides as much local input as possible to ensure coordinated community support in the district.

Sally Lane said Compass FM was asking for \$8,000 to be included in the Council's Annual Plan for a sponsorship model and a more structured advertising campaign including daily or weekly updates for the Council to disseminate information to the community. She said Council officers could use radio as a key conduit to the local people and Compass can provide a great service in this respect.

In response to a questions from councillors, Sally Lane said that she would provide a copy of the financial accounts, as required for submission to the Charities Commission.

Cr Davison commented that if the Committee supports it, this submission would be forwarded for incorporation into the Council's Annual Plan process and he asked if the committee had sufficient information in which to support this. In response to a question regarding why the request was suggested in the form of sponsorship, Sally Lane said the charter from the Ministry of Culture and Heritage had firm restrictions on advertising revenue, so the Council providing sponsorship allows more flexibility.

Mayor Dalley took the opportunity while Sally Lane was in attendance to acknowledge the response from Compass FM in the immediate aftermath of the November 2016 earthquake and thanked her for having the station up and running after 30 minutes following the event. He thanked the station for this valuable contribution. He said it was an important indication of the potential value to the Council of having Compass FM operating and in good shape. Mayor Dalley noted there were parts of the district where Compass was the only radio station listened to and it is important to those people listening. He said there were a number of good reasons why it has added value to local people and the station may not have been used as much as it could have in the past, to keep people informed, given the good coverage in areas like Waiau for example. Sally Lane noted that she had met with the Hurunui District Council Emergency Management Officer and discussed how the station could provide instant information access to communities and to keep North Canterbury connected.

Cr Davison thanked Sally Lane for her presentation and said it was apparent that the Committee was happy to refer this request to the Annual Plan process and for officers to incorporate it into the draft process and allow it to then take its course.

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## 1. Minutes

THAT THE MINUTES OF THE FINANCE, AUDIT AND RISK COMMITTEE MEETING HELD ON 8 DECEMBER 2016 ARE CONFIRMED.

Davison/Shier

CARRIED

### Matters arising

- Cr Black noted that the Mayoral Earthquake Relief Fund process was underway and applications would start to be received soon.

- Cr Harris noted the discussion on page 4 regarding the Waipara footpath issue and wanted to clarify that it was not the first time where an error made by the Council as an organisation had directly affected the Waipara community. She said the frost fan issue some years ago had implications that impacted directly on development in the area, so the matter discussed in the minutes was not just a one-off case.

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- 2. Action Sheet** The Action Sheet was provided for the information of the Committee.
- With respect to the Health and Safety workshop for councillors, it was noted that officers would present a proposal in due course.

THAT THE INFORMATION BE RECEIVED.

Daly/Shier

CARRIED

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- 3. Forward Programme** The Forward Programme was provided for the information of the Committee.

THAT THE INFORMATION BE RECEIVED.

Daly/Shier

CARRIED

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#### 4. FINANCE ITEMS

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- 4.1 Financial Report as at the end of December 2016** The Manager Support Services provided the Financial Report for the end of December 2016. It was noted that this information was also incorporated into the January financial report as discussed in the next agenda item.

THAT THE INFORMATION BE RECEIVED.

Davison/Daly

CARRIED

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- 4.2 Financial Report as at the end of January 2017** The Manager Support Services tabled the Financial Report for the end of January 2017. He noted an operational deficit of \$3.5M against a budget of \$1M and this difference was mostly in operational expenditure and employment costs. He said income flow was lower, particularly for New Zealand Transport Agency (NZTA) subsidies. The Manager Support Services said capital expenditure for the full year is budgeted at \$17M and at the end of January it was predicted at \$10M, but the Council had only spent \$3.4M and some planned work would be deferred, like the Hanmer Springs wastewater disposal project for example.

With respect to water supplies, the Manager Support Services said he had kept all earthquake recovery components in a separate recovery area, so this activity was largely business as normal. Cr Davison noted that the Council's loss adjusters will make assessments about what are recovery costs and what are normal costs and if they do not fund work that was done following the earthquake, then it is not recovery but business as normal. The Chief Executive Officer said there would be further auditing by NZTA regarding roading damage and the Department of Internal Affairs is also conducting an audit of the Council with regards to whether it is a good investment, with particular scrutiny of whether it was worth spending taxpayers' money in district. He said the Council was being asked to provide a range of information and there would be a huge amount of scrutiny applied by the Government before funds are committed. The Chief Executive Officer said this issue arose as Kaikoura had been reporting that it had no funding for essential work needed like airport lengthening and harbour dredging, so it raises questions about long-term viability in the mind of the Government. The Chief Executive

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Officer said this Council has good plans in place and it can manage its commitments and look after itself well and had a proven record of this. He said officers would be asking for assistance to get over the hump of the earthquake effects and then to be allowed to get on with good management of the district.

The Manager Support Services said that some capital expenditure in the water supply area was not spent and for the budget workshop on 7 March, he had asked managers to look at the critical nature of projects and whether they would be done by year-end. He said information about deferrals was critical for reforecasting capital work and impacts on the forecast debt as at the end of June. With respect to roads and footpaths, based on business as normal, total capital expenditure was down for the period and this affects the level of subsidies from NZTA. Cr Davison said parts of some roads were taken over by NZTA post-earthquake and it was paying for all costs, whereas the Council would normally pay some of this.

With respect to community services and district promotion, there was more income received for community programmes and youth, including Rata Foundation grants for a youth connector, while expenditure was down on budget. The Manager Support Services said the capital levy for the Canterbury Museum project was not uplifted yet, but the Council was collecting that and holding it until it was taken up by the Museum. The Manager Support Services said this was a long and complicated project and it was better explained in March when looking at budgets for the annual plan.

With respect to Emergency Services, the Manager Support Services said he had taken out the earthquake response costs, so it was generally on budget, with some equipment expenditure not actioned and funds set aside for the Waiau fire shed. In the area of Waste Minimisation, transfer station income was up on budget but the overall income was down due to the optimistic budget for the sale of refuse bags. The Manager Support Services said this would be a budget discussion in March. In terms of Regulatory Services, this area was down for the first seven months due to legal costs and District Plan review costs. In response to a question from Cr Davison, the Chief Executive Officer said the District Plan review appeals process was going to mediation now and there would be legal costs incurred, which may be significant.

The Manager Support Services discussed the renovation and fit-out of the Amberley office and gave a breakdown of the costs. He said the costs associated with the discovery of asbestos came to about \$286,000 and the rest of the \$808,000 spent so far relates to the building contract itself. He said the Council had not received the ECan contribution to the project yet. Cr Daly asked what the total Council component was and Cr Davison asked if there was an accurate estimate of total cost yet? The Manager Support Services said it was not certain yet as the Council had paid costs to the end of January, so would have a month's work still to account for and his estimate was that it would be at the \$1M mark. He said the ECan contribution was to be determined, but likely to be in the \$500-\$600k range, so the Council contribution was about \$400-\$500k, of which the asbestos discovery cost \$286k. The Manager Support Services said that this expenditure gets a fully refurbished office with new equipment, capable of housing all the Hurunui-based ECan staff. In response to a question from Cr Daly regarding the rates increase needed to cover this cost, Cr Davison said it would likely be funded through debt so would not have an immediate effect on rates. He said the Annual Plan process would see this added to the Council's debt profile.

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The Chief Executive Officer provided an explanation of the process undertaken when it was discovered that there was asbestos in the building and decisions made regarding what equipment and furniture could be saved. He said decontamination cost was a significant factor in many of those decisions. In response to a question from councillors, the Chief Executive Officer said there was definitely some contamination, but generally, it was assumed that everything exposed could be potentially contaminated from the exposure over time and this also extended to all staff and customers visiting the building. In response to a question from Cr Daly about staff wellbeing, the Chief Executive Officer said staff were fully briefed and advised of options available but said there was little the Council could do, as there were no specific tests available that were 100% effective, as even lung x-rays may not show up microscopic particles in someone's lungs. The Chief Executive Officer said air testing showed that the levels of free asbestos particles in the air was low. Cr Black acknowledged that there had been unknown costs and other costs were still to come, but said it would be great for the Council get back into the building and put the experience behind them all as the organisation focuses on the significant challenges to come with respect to the earthquake recovery.

The Manager Support Services highlighted page 23 and the earthquake recovery work in progress. To date he said the Council had spent about \$3.3M and not received much back in terms of Government subsidies. He said some was on community assets like halls and houses and \$655k was on response costs, with \$220k of that being welfare costs, which were claimable. The Manager Support Services said there would be ongoing discussions with the Government about what was claimable, as things like plumbing costs to keep people in their homes should be a welfare cost. He said there was no guarantee that the costs of additional salaries would be coming back, as that does not meet the subsidy criteria.

The Manager Support Services said additional salaries for Council staff was charged to the recovery and not claimable and although parent councils paid the salaries for people helping from outside the district, the Council paid for accommodation costs and food. Mayor Dalley said he presumed that teams of local people, like search and rescue volunteers and other community volunteers, would not get any financial recognition for their efforts. The Chief Executive Officer said it was assumed that they were all volunteers and would receive no financial recompense. Cr Black noted there were costs related to covering staff at local medical centres and setting up the recovery hub and asked where that cost fit in the picture. The Chief Executive Officer said welfare costs were paid for by the Department of Internal Affairs and the Manager Support Services said he was only receiving those today, so they would be discussion points with the Government regarding to how to justify the cost. If they agree then they would pay but in the meantime, the Council would pay the additional costs incurred by the medical centres and claim this against the Department of Internal Affairs.

Cr Black said that some community volunteers were led to believe their efforts would be compensated and although most did not offer to help for financial reward, being motivated purely by wanting to help their communities, they deserve some financial recognition. She said early comments made by external people in recovery meetings was that money would be flowing readily into the district following the earthquake and money would not be a problem, but this is sounding like a hollow sentiment now.

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Mayor Dalley commented that there would need to be consistency around who was paid and who was not and he asked whether there is clear understanding about this. Cr Black asked if that was confidential information and the Chief Executive Officer said there may need to be some discretion if employees are involved. Cr Black said this would be useful information for councillors to know, to help tidy up some loose ends and misunderstandings about who were paid and who were not. The Manager Support Services agreed to follow up and look into the matter

THAT THE INFORMATION BE RECEIVED.

Davison/Black

CARRIED

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**4.3 Rates  
Arrears as at  
the end of  
January 2017**

The Manager Support Services provided a report scheduling how the collection of rates has occurred over time. The amount of rates owed as at 31 January 2017 was \$5,271,769.93. At the same point last year, the amount of rates owing was \$4,765,771.15. The Council has one residential ratepayer that currently owes in excess of \$20,000. The ratepayers have been advised of the Council's Rates Postponement Policy, but the Council is also aware the property is on the market.

The Manager Support Services noted that attached was a letter from Nikki Beardsley in respect to the Rate Rebate process. Ms Beardsley requested that this letter be tabled at the next meeting of the Council, but this meeting was more appropriate. Ms Beardsley is upset that she received a letter from the Rates Team advising that the rates rebate application process was now open. Ms Beardsley came in to apply but did not qualify for a rebate and has expressed unhappiness about that. Although not a requirement, the Council sends a letter to each ratepayer that had previously received a rebate. This issue for Ms Beardsley appears to be that the rate rebate calculator was not included with the letter, although the calculator was on the Council's website. Council officers will endeavour to include the calculator with the letter sent to ratepayers, so there should be no confusion as to whether ratepayers can qualify or not.

The Council had so far received no requests for rates remissions for those affected by the drought. Since adopting the Rates Remissions for Earthquake-affected Properties Policy in December 2016, the Council has received six applications for remissions. With the third instalment of rates issued in January, there has been a higher level of interest in the policy and a number of application forms have been sent to those affected ratepayers as well as additional advertising of the policy.

Cr Shier asked about the process for recovering rates arrears and the Manager Support Services said the Council can apply to a mortgage holder and they normally pay up and add the costs to the mortgage, because the Council has the ultimate sanction to sell the property. In the case in question, there was no mortgage on the property so the Council cannot do that, but it can force a sale of the property.

THAT THE INFORMATION BE RECEIVED.

Davison/Shier

CARRIED

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**4.4 Treasury Position as at the end of January 2017**

The Manager Support Services provided the Treasury Worksheet, which is updated on a monthly basis and forms part of the full Treasury Report provided to him prior to the monthly meeting with the Council's Treasury Advisor, Brett Johanson from PriceWaterhouseCoopers.

The report showed the compliance with the Treasury Risk Management Policy and currently the Council is out of the policy limits for Fixed Rate maturity in the 1 to 3 year period. The 12 month forecast of core debt has been set at \$28 million. The Annual Plan forecast is that the Council shall be in debt by \$31 million by 30 June 2017, but historically the Council has never met its debt predictions. As the extent of the cost of the earthquake recovery becomes clearer, the forecast will need to be reviewed. Page 3 graphically depicted the drawn and available debt as at 31 January 2017 and currently the Council is sitting at \$25 million of debt, however rates are due later in February, which will give cash flow that may be used to reduce the level of debt for a period. The Council has pulled down \$6 million of the \$9 million facility with Westpac. Council has also pulled down \$19 million of debt from the Local Government Funding Agency (LGFA). The interest cost for the Westpac Debt is a weighted average of 1.15% on top of the 90 day bank bill rate, while for the LGFA debt, the weighted average interest cost is only 0.70% on top.

The report also set out the level of interest rate swaps that the Council holds. The Council has entered into these swaps to create a level of fixed interest rates as all of the bank funding is set on floating rates. The current weighted average interest rate is 4.45%. The Council currently has \$16.5 million of live swaps and a further \$2.0 million of forward swaps. On 10 November the Reserve Bank dropped the Official Cash Rate (OCR) to 1.75%. The Review on 9 February left the OCR at 1.75%.

The Council has confirmation of the ability to utilise the short term lending from the Local Government Funding Agency. The Manager Support Services said the credit margins charged by the banks is creeping up now so he would be looking to repay Westpac as much as possible and take more debt from LGFA. He said the shorter term funding from LGFA would assist cashflow as well. In response to a question from Cr Shier, the Manager Support Services said the Council now has options to borrow for short terms from the LGFA from 30 days to 12 months.

Cr Davison commented that the Council would be taking on more debt to cover earthquake-related costs and some of this was recoverable, but the Council would know more in March about what the overall impact may look like.

THAT THE INFORMATION BE RECEIVED.

Black/Shier

CARRIED

**4.5 Review of the Treasury Risk Management Policy**

The Manager Support Services advised that the Council normally reviews its Treasury Risk Management policy every three years to tie into the Long Term Plan considerations and consult on any changes. For the Liability Management Policy and the Investment Policy (which the Treasury Risk Management Policy essentially covers) there is no legislation requirement to consult if there are any proposed changes and as a result, the Council can make changes by way of resolution. The Manager Support Services said the report was highlighting some key issues and he wondered if it was more appropriate to delay consideration of this matter until the Treasury Advisor was in attendance for his discussion with the Committee.

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Cr Shier said he had some contributions to make regarding the fixed and floating swaps and limits, so he was keen to have this discussion with the Treasury Adviser.

The Chief Executive Officer noted that officers had not been given permission to breach the debt cap, but to keep the Council informed if it was getting near. He said the Committee needed to be clear on this point.

THAT THE REPORT BE LEFT TO LIE ON THE TABLE.

Davison/Shier

CARRIED

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**4.6 Ashworths  
Forest  
Replanting**

The Manager Support Services advised that the Council needs to make a firm decision as to replanting the Ashworths Block. The Council earlier agreed to purchase seedlings in anticipation of planting in the 2017 winter. Site preparation will need to commence in order to meet the relevant timeframes for planting.

Cr Davison said there had been long discussions on this matter and the Committee had come to an understanding that that the Council would likely have to replant. He said that not too much had changed since this was last discussed. The Manager Support Services said the carbon credit value had dropped a bit, but not enough to make a difference to the Council's decision. If the Council declared that it would not replant the site, there would be liability of over \$1 million due to carbon credits. Cr Davison said this appeared to be a reasonably straightforward decision now, given those external factors.

Cr Harris commented that the Council had considered not replanting the site as it was not ideal for growing trees and could be a liability, but she said the Council could still consider selling the land as a going concern once replanted. In response to a question from Cr Shier, the Manager Support Services said officers had looked into other land to substitute for the Ashworths block, but there was no obvious Council land available. In response to a question from Cr Black, the Manager Support Services said the planting of the trees would be put out for tender.

THAT THE COMMITTEE APPROVES THE REPLANTING OF THE ASHWORTHS BLOCK AND APPROVES PREPARATION WORK TO COMMENCE.

Shier/Black

CARRIED

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**4.7 Enterprise  
North  
Canterbury –  
Draft Statement  
of Intent for  
2017-18**

The Chief Executive Officer advised that the Local Government Act requires that a draft Statement of Intent (SOI) be made available to the Council by 1 March each year for comment and the final copy provided to the Council by the end of June each year. The final SOI takes effect from 1 July 2017. Enterprise North Canterbury (ENC) has prepared a draft SOI and invited feedback from the Council.

The Manager Support Services noted the information on page 93 relating to ENC's involvement with earthquake recovery activities. In response to a question from Cr Harris, the Chief Executive Officer said the Council may choose at any time to ask ENC to do more or less in particular areas or activities, should it decide it wants a particular focus.

Mayor Dalley noted that there were no significant changes and the Council had no comments to convey back to the Board.

THAT THE INFORMATION BE RECEIVED.

Dalley/Daly

CARRIED

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**4.8 Enterprise North Canterbury – 6 Months Report to December 2016**

The Chief Executive Officer advised that Enterprise North Canterbury (ENC) is a Council Controlled Organisation as defined in the Local Government Act 2002. As such it is required to submit a Half Year Report to its shareholding councils by 1 March of each year.

Cr Davison noted that ENC had been busy with earthquake-related work and he commented that they had been helpful further north in Hurunui in the last year.

THAT THE COMMITTEE RECEIVES THE ENTERPRISE NORTH CANTERBURY HALF YEAR REPORT DECEMBER 2016.

Daly/Davison

CARRIED

**4.9 Earthquake Recovery Costs**

The Manager Support Services provided an oral update on the matter of ongoing earthquake recovery costs. He advised that there were many ongoing negotiations with the Government and there would be more detailed information and discussion at the 23 February Council meeting.

The Manager Support Services said the impact of roading costs could be very significant and this impact would depend greatly on the level of subsidy from the New Zealand Transport Agency. He said another major factor would be the cost of building officers and resource management staff and how much the Council can offset their costs to fees. He said there would be a discussion with the Regulatory Committee about how to charge for these services, as normally the Council would charge fees but in the case of earthquake damage and circumstances involving hardship, charging would be a sensitive matter.

The Chief Executive Officer said the need for extra building inspectors will come with costs and the Council may find there are many people trying to do a lot of house repair work themselves. He said they may need someone to assistance with building advice and plans, which is not the role of inspectors, so it may require a building officer with specific focus to give guidance. He said the objective of the Council would be to keep people in the district, rather than see them taking insurance payouts and leaving the area, which is a real risk, so anything it can do to help people through this challenging period would be useful. He said getting community facilities up and running again was also an important part of the retention of people in the area.

THAT THE ORAL UPDATE BE RECEIVED.

Davison/Daly

CARRIED

*The meeting adjourned for afternoon tea at 3.02pm and reconvened at 3.15pm.*

**5. AUDIT ITEMS**

Nil.

**6. RISK ITEMS**

**6.1 Procurement Policy - Schedules**

The Manager Support Services advised that the Committee approved the Procurement Policy in September 2016. It was requested that relevant schedules to the policy be tabled to the Committee in due course. The new procurement policy was attached as appendix 1. In the policy, there is reference to the Tender

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Manual (Schedule 1). A copy of the Tender Manual and the Checklist was attached as appendices 2 & 3. The policy also refers to a Preferred Supplier Manual (Schedule 2) and the Records Management Manual (Schedule 3). These manuals are still being worked on.

Cr Harris asked for clarification of the reference on page 117 to the sanity test. The Manager Support Services said this provides for the Council to have a sanity check if there was an obvious discrepancy over the relative effects of price and non-price attributes to the detriment of the Council, so the Council is not paying over and above what is needed. Mayor Dalley said there was a precedent where for a water scheme tender, a bidder did not quite meet the non-price requirements, but was a lot cheaper and it would have saved a significant amount of money for the Council. He said he supported this being included.

Cr Davison asked if there would be flexibility for selecting an evaluation panel, as it may depend on what the purpose is as to the composition of the panel. The Chief Executive Officer said it would depend on the size and detail of the contract, noting that for the significance of the roading contract for example, you may want a big panel of councillors and officers, whereas for smaller straightforward contracts, it might be just officers. Cr Davison agreed that this did not have to be prescriptive in this document but the general approach is made clear.

Cr Davison noted the reference on page 101 to local suppliers and said they would get a fair opportunity to compete for Council business and should always be given the opportunity, but would not be favoured over anyone else.

Cr Davison said that he supported the process for disposal of assets like using Turners Auctions to dispose of vehicles, as this removes any possibility of favouritism and is a transparent process. Cr Davison said the overall tone of the document is for transparent and open process, which was very appropriate.

The Manager Support Services said there were still two schedules to come and officers would add these as they progress.

THAT THE INFORMATION BE RECEIVED.

Dalley/Black

CARRIED

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## **6.2 Health and Safety**

The Team Leader Human Resources presented the monthly report to the Committee, which is to heighten the importance of health and safety in the workplace. Two workplace injuries and one incident occurred for the two monthly period to end of January 2017 resulting in eight working days being lost. No workplace incidents required notification to the Ministry of Business Innovation and Employment.

The Team Leader Human Resources discussed with the Committee the two injury incidents, the detail of what happened and measures taken by officers following careful reflection of the events, to address the risk identified to minimise future incidents. The Team Leader Human Resources also spoke about the near miss incident at the Waiau transfer station and said near misses were useful learning processes that allow the organisation to take action before any harm can occur.

With respect to the slip incident, Mayor Dalley said the key issue appeared to be why the Council would have 4WD vehicles that need to access challenging areas

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without mud grip tyres. The Team Leader Human Resources said the vehicles have got good all terrain tyres but officers are looking at the appropriateness of this. Mayor Dalley said the Council opted for Landcruisers for the safety of staff so this incident was surprising. The Chief Executive Officer said not all watermen have Landcruisers, but a mix of vehicles were used and this one in particular may have been pressed into use and may not have been ideal. He said his understanding was that regardless of the tyres, the officer still had to face a walk from the vehicle while carrying tools and equipment, so the slip incident could still have happened. He said he agreed that the vehicle type needs to be right, but the type of incident and slipping when carrying something, also needs attention. He said this would be followed up and discussed with the watermen and would be part of training and Health and Safety briefings. In response to a question from Cr Davison, the Chief Executive Officer said it was a requirement of all staff to assess risk in their work environment and if they believe the site is unsafe, they can back out of there.

With respect to the Hanmer Springs Thermal Pools and Spa, the Team Leader Human Resources noted that the organisation had received a letter from WorkSafe advising an alleged Health and Safety risk, which was the result of a confidential enquiry to WorkSafe by a visitor. This related to a slip on a wet surface with a rubber mat. This was referred to the General Manager to review and address.

The Team Leader Human Resources said the Health and Safety annual report had been produced and would be reported as an audit process for the 2016 calendar year, with respect to the strategic goal of all staff leaving the workplace in the same condition as they arrive. The Team Leader Human Resources said he would provide this to the Committee for information, to allow it to assess whether the Council was carrying out its Health and Safety obligations.

Cr Davison thanked the Team Leader Human Resources for the report and said a recent case in Auckland where the Council was found liable for the actions of a contractor, was a pertinent reminder about the Council's Health and Safety obligations.

THAT THE INFORMATION BE RECEIVED.

Black/Davison

CARRIED

**6.3  
Performance  
Report as at the  
end of  
November 2016**

The Manager Public Services provided the monthly report for the 2016-17 financial year to identify progress toward the Council's performance measures in the 2015-25 Long Term Plan. The performance report provides an opportunity for scrutiny and attention, as well as an opportunity to identify any issues on a monthly basis. The appended report provided a written account, rather than financial detail, of the status of performance measures at the end of January 2017.

THAT THE INFORMATION BE RECEIVED.

Davison/Shier

CARRIED

**URGENT  
BUSINESS**

Nil.

**Meeting Ended**

The meeting ended at 4.45pm.

**Next Meeting**

The next meeting is scheduled for 16 March 2017.

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