



# AGENDA

RĀRANGI TAKE

NOTICE OF AN ORDINARY MEETING OF

## Risk and Assurance Committee

to be held on **Friday 27 March 2026** commencing at **9:30am** in the Council Chambers,  
36 Weld Street, Hokitika and via Zoom

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<b>Chairperson:</b>	David Ward
<b>Members:</b>	Her Worship the Mayor
Cr Mackenzie	Cr Martin
Kw Tumahai	

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In accordance with clause 25B of Schedule 7 of the Local Government Act 2002, members may attend the meeting by audio or audio-visual link.

# Council Vision

*By investing in our people, caring for the environment, respecting the Mana Whenua Cultural heritage, and enabling investment, growth, and development we will enrich our district and the people that reside here.*

## Purpose

The Council is required to give effect to the purpose of local government as prescribed by section 10 of the Local Government Act 2002. That purpose is:

- (a) To enable democratic local decision-making and action by, and on behalf of, communities; and
- (b) To promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.

### 1. WELCOME FROM THE CHAIR

### 2. APOLOGIES

### 3. DECLARATIONS OF INTEREST

Members need to stand aside from decision-making when a conflict arises between their role as a Member of the Council and any private or other external interest they might have. This note is provided as a reminder to Members to review the matters on the agenda and assess and identify where they may have a pecuniary or other conflict of interest, or where there may be a perception of a conflict of interest.

If a member feels they do have a conflict of interest, they should publicly declare that at the start of the meeting or of the relevant item of business and refrain from participating in the discussion or voting on that item. If a member thinks they may have a conflict of interest, they can seek advice from the Chief Executive (preferably before the meeting). It is noted that while members can seek advice the final decision as to whether a conflict exists rests with the member.

### 4. INTRODUCTIONS

### 5. MINUTES OF MEETINGS

(Pages 5-9)

- Risk and Assurance Committee Meeting Minutes – 7 August 2025

### 6. ACTION LIST

Nil

### 7. CHAIR'S REPORT

### 8. STAFF REPORTS

- Terms of Reference

(Pages 10-16)

- Committee Chair to speak to the report.
- Health and Safety Report
  - Health and Safety Advisor to speak to the report.

**(Pages 17-19)**

## 9. Discussion

- Policy Update
  - Quality Assurance Manager to provide update.
- Finance Report Template
  - Chief Financial Officer to provide update.
- Workplan
  - Committee Chair to lead discussion.

## 10. KA MATATAPU TE WHAKATAUNGA I TE TŪMATANUI RESOLUTION TO GO INTO PUBLIC EXCLUDED

(to consider and adopt confidential items)

Resolutions to exclude the public: Section 48, Local Government Official Information and Meetings Act 1987.

The general subject of the matters to be considered while the public are 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 the 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
1.	Confidential Minutes – 7 August 2025	Good reason to withhold exist under Section 7	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)
2.	People, Health and Safety Update	Good reason to withhold exist under Section 7	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)
3.	Quarterly Report on Whistleblower Services 1 July to 31 December 2025	Good reason to withhold exist under Section 7	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)			
4.	Risk Report	Good reason to withhold exist under Section 7	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 sections 48(1)(a) and (d) of the Local Government Official Information and Meetings Act 1987 and the particular interests or interests protected by section 7 of that Act, which would be prejudiced by the holding of the relevant part of the proceedings of the meeting in public are as follows:

Item No.	Interest
1, 2	Protect the privacy of natural persons, including that of deceased natural persons. (S. 7(2)(a))
1, 2, 3	Avoid prejudice to measures protecting the health or safety of members of the public. (S. 7(2)(d))
1, 3	Maintain the effective conduct of public affairs through: (ii) The protection of such members, officers, employees, and persons from improper pressure of harassment. (S. 7(2)(f))
1, 3, 4	Maintain legal professional privilege. (S. 7(2)(g))
1, 2, 3, 4	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities. (S. 7(2)(h))

**DATE OF NEXT RISK AND ASSURANCE COMMITTEE MEETING – 7 MAY 2026  
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**



# RISK AND ASSURANCE COMMITTEE MEETING MINUTES

## MINUTES OF THE RISK AND ASSURANCE COMMITTEE MEETING OF WESTLAND DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM ON THURSDAY, 7 AUGUST 2025 COMMENCING AT 1 PM

The Committee Meeting was live streamed to the Westland District Council YouTube Channel and presentations are made available on the council website.

### 1. MEMBERS PRESENT AND APOLOGIES

<b>Chairperson:</b>	Rachael Dean (via Zoom)
<b>Members:</b>	Her Worship the Mayor
Cr Baird	Cr Neale (via Zoom)
Cr Phelps	

### NGĀ WHAKAPAAHA APOLOGIES

Nil

### ABSENT

Kw Tumahai

### STAFF PRESENT

B. Phillips, Chief Executive; E. Bencich, General Manager District Assets; Diane Maitland, Executive Assistant; N. Sinclair, Senior Administrator.

*Staff in attendance for a part meeting* – M. Schumacher, Information Technology Officer; C. Nabben, Financial Accountant.

### 2. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

The updated Interest Register had been circulated. There were no changes made to the Interest Register.

### 3. NGĀ TAKE WHAWHATI TATA KĀORE I TE RĀRANGI TAKE URGENT ITEMS NOT ON THE AGENDA

Nil

### 4. NGĀ MENETI O TE HUI KAUNIHĒRA MINUTES OF MEETINGS

The Minutes of the previous meeting had been circulated.

- Risk and Assurance Committee Meeting Minutes – 8 May 2025

Moved Her Worship the Mayor, seconded Cr Baird and **Resolved** that the Minutes of the Risk and Assurance Committee Meeting held on **8 May 2025** be confirmed as a true and correct record of the meeting.

Chair Dean **Approved** that their digital signature be added to the confirmed Risk and Assurance Committee Meeting Minutes of **8 May 2025**.

## 5. ACTION LIST

Chair Dean, spoke to the Action List and provided the following updates:

Item	Action	Officer
Quarterly Report (Q3): Financial	General Manager, District Assets clarified that the allocation of \$3,106.47 of unplanned maintenance expense for the Hokitika Swimming Pool related to the installation of two new disability handrails and repairs to the flooring.	General Manager District Assets  <b>This item is complete and can be removed from the Action List.</b>
Workshop: Evaluation of the performance of the Committee	Chair Dean to provide evaluation questionnaires to members of the Risk and Assurance Committee and the Senior Leadership Team by 1 July. Responses from members and the Senior Leadership Team will be required by 15 July 2025.  Moved Cr Phelps, seconded Cr Baird, and <b>Resolved</b> not to undertake further work on the Workshop Evaluation.  Cr Neale recorded her vote against the motion.	Chair Dean  <b>This item can be removed from the Action List.</b>

Moved Cr Phelps, seconded Cr Baird and **Resolved** that the updated Action List be received, and items 1 and 2 be removed from the Action List.

## 6. NGĀ TĀPAETANGA PRESENTATIONS

- **Cybersecurity Training**

The Information and Technology Officer, M. Schumacher, presented a snapshot of the cybersecurity training platform, KnowBe4, to Committee members.

Topics covered:

- Risks to Council are high and include increased susceptibility to phishing attacks, vulnerability to infrastructure, regulatory and compliance breaches, operational disruption and reputational damage.
- Based on the click rate data of trained versus untrained users that are likely to fall victim to phishing scams, from 1 every year compared to 1 every 10 years for trained staff.
- Training is mandatory for everyone who has a Council mailbox, including elected members, staff and volunteers.
- The training course is 45 minutes in duration, with a likely 15-minute refresher course undertaken annually.

- Initial tests showed a click rate of phishing at 25% which had reduced to 4% after training, demonstrating the effectiveness of cybersecurity.
- Discussed incorporating cybersecurity training into the induction programme for new Councillors joining the organisation in October 2025.
- Additional training was provided to Councillors so they had an opportunity to upskill.
- Chair Dean recommended that a session on Occupational Fraud Awareness and Education be included in the induction programme for elected members.

Moved Chair Dean, seconded Cr Neale and **Resolved** that Occupational Fraud Awareness and Education be included in the induction programme for elected members, and refresher courses are to be conducted annually.

## 7. PŪRONGO KAIMAHI STAFF REPORTS

- **Quarterly Report – Financial Q4, 1 April – 30 June 2025**

Financial Accountant, C. Nabben, spoke to the report.

- The purpose of the report was to inform the Committee of Council’s financial performance and position with a focus on benchmarks and treasury management for the three months ending 30 June 2025.
- The report differs from other quarterly reports as it does not include financial data, as this is part of the annual reporting process.

Moved Cr Baird, seconded Cr Phelps and **Resolved** that:

- 1.1 The report be received.
- 1.2 The Committee receive the Quarterly Report Q4 April - June 2025, attached as Appendix 1 to the agenda.

## 8. KA MATATAPU TE WHAKATAUNGA I TE TŪMATANUI RESOLUTION TO GO INTO PUBLIC EXCLUDED

(to consider and adopt confidential items)

Moved Chair Dean, seconded Her Worship the Mayor and **Resolved** that the Risk and Assurance Committee confirm that the public were excluded from the meeting in accordance with Section 48, Local Government Official Information and Meetings Act 1987 at 1.26 pm.

The general subject of the matters to be considered while the public are 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 the 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
1.	Confidential Minutes – 8 May 2025	Good reason to withhold exist under Section 7	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.

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
			Section 48(1)(a)
2.	Health and Safety Initiatives as at 7 August 2025	Good reason to withhold exist under Section 7	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)
3.	Quarterly Report on Whistleblower Services 1 April to 30 June 2025	Good reason to withhold exist under Section 7	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)
4.	Risk Report	Good reason to withhold exist under Section 7	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 sections 48(1)(a) and (d) of the Local Government Official Information and Meetings Act 1987 and the particular interests or interests protected by section 7 of that Act, which would be prejudiced by the holding of the relevant part of the proceedings of the meeting in public are as follows:

Item No.	Interest
1, 2	Protect the privacy of natural persons, including that of deceased natural persons (S. 7(2)(a))
1, 2	Avoid prejudice to measures protecting the health or safety of members of the public. (S. 7(2)(d))
1, 3	Maintain the effective conduct of public affairs through: (ii) The protection of such members, officers, employees, and persons from improper pressure of harassment (S. 7(2)(f))
1, 3, 4	Maintain legal professional privilege; or (S. 7(2)(g))
1, 2, 3, 4	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; or (S. 7(2)(h))

Moved Chair Dean, seconded Cr Baird and **Resolved** that the business conducted in the 'Public Excluded Section' be confirmed and accordingly, the meeting went back to the open part of the meeting at 2.05 pm

**DATE OF NEXT RISK AND ASSURANCE COMMITTEE MEETING – TO BE CONFIRMED  
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

**MEETING CLOSED AT 2.05 PM**

Confirmed by the Council at their meeting on 25 September 2025.



**Rachael Dean  
Chair**

**Date: 25 September 2025**



**Barbara Phillips  
Chief Executive**

**Date: 25 September 2025**

CONFIRMED

# Report to Committee



**DATE:** 27 March 2026  
**TO:** Risk and Assurance Committee  
**FROM:** Chair – Risk and Assurance Committee

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## RISK AND ASSURANCE COMMITTEE – AMENDED TERMS OF REFERENCE

### 1. Summary

- 1.1. The purpose of this report is to present the amended Terms of Reference for the Risk and Assurance Committee and to seek their adoption by the Committee.
- 1.2. This matter is before the Committee as the Council has established a Standing Committee to strengthen governance oversight and to enhance organisational performance, accountability, and transparency across the Westland District Council.
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2025, which are set out in the Long-Term Plan 2025 – 2034.
- 1.4 It is recommended that the Committee adopt the amended Terms of Reference for the Risk and Assurance Committee, attached as **Appendix 1**.

### 2. Background

- 2.1 This report is presented to the Committee following Council’s adoption of the Committee Structure at its meeting on 18 December 2025.
- 2.2 During the previous triennium, the Risk and Assurance Committee met five times in 2023, five times in 2024, and three times in 2025.

### 3. Current Situation

- 3.1. Council adopted the Terms of Reference on 18 December 2025. The Terms of Reference provide clarity regarding the scope of work and responsibilities delegated to the Committee.
- 3.2. Historically, the Committee has been chaired by an Independent Chair. An Independent Chair has been appointed for the current term, with an initial appointment period of one year.
- 3.3 Elected Members appointed to the Committee have reviewed the Terms of Reference on 18 December 2025. The Independent Chair has also reviewed the document and proposed several amendments to update and align terminology with contemporary governance practice.

### 4. Options

- 4.1. Option 1: Adopt the amended Risk and Assurance Committee Terms of Reference.

4.2 Option 2: Do not adopt the amended Terms of Reference.

4.3 Option 3: Amend the Terms of Reference further.

## 5. Risk Analysis

5.1. Risk has been assessed, and the following risks have been identified:

- **Strategic Risk, Financial and Operational Risk:**

The absence of an active Risk and Assurance Committee exposes Council to increased strategic, financial, operational, and reputational risk. A formal committee structure enables proactive oversight of risk management, enhances transparency, and supports adherence to accepted public-sector governance standards.

## 6. Health and Safety

6.1. Health and Safety considerations have been assessed, and no issues have been identified.

## 7. Significance and Engagement

7.1. The level of significance has been assessed as being low, as the report is administrative in nature.

7.1.1 No public consultation is considered necessary.

## 8. Assessment of Options (including Financial Considerations)

8.1. Option 1: Adopt the amended Terms of Reference

- Adoption of the Terms of Reference is necessary for the Committee to operate effectively.
- The Terms of Reference will support the Committee in developing a structured work plan and delivering on the responsibilities delegated by Council.

8.1.1. There are no financial implications associated with this option.

8.2 Option 2: Do not adopt the amended Terms of Reference

- Without adopted Terms of Reference, the Committee cannot operate effectively or with clear direction.

8.2.1 There are no financial implications associated with this option.

8.3 Option 3: Amend the Terms of Reference further

- The Committee may request further amendments where it considers them necessary.

8.3.1 There are no financial implications associated with this option.

## 9. Preferred Options and Reasons

9.1. The preferred option is Option 1.

9.2. Option 1 is recommended because it provides the Committee with a clear mandate and outlines the expectations of Council. Without adopted Terms of Reference, the Committee would not have sufficient direction to perform its governance role.

## **10. Recommendations**

10.1. That the report be received.

10.2. That the Committee adopt the amended Terms of Reference for the Risk and Assurance Committee.

**David Ward**  
**Chair**

**Appendix 1:** Risk and Assurance Committee Terms of Reference

## TERMS OF REFERENCE FOR THE RISK & ASSURANCE COMMITTEE

<b>Title</b>	Risk and Assurance Committee
<b>Authorising Body</b>	Mayor/Council
<b>Status</b>	Standing Committee
<b>Quorum</b>	Chair plus 2 members (must include 1 Councillor)
<b>Adopted by Council</b>	18 December 2025
<b>Adopted by Committee</b>	
<b>Administrative Support</b>	Chief Executive Office

This document outlines the Terms of Reference for the Risk and Assurance Committee.

The Chief Executive (CE) will assign the Quality Assurance Manager (QAM) to the Committee. The QAM will be responsible for coordinating agendas and will be the principal point of contact for committee members.

### 1. Purpose

The purpose of the Risk and Assurance Committee is to contribute to improving the governance, performance, and accountability of the Westland District Council by:

- Ensuring that the Council has appropriate financial, health and safety, risk management and internal control systems in place.
- Seeking reasonable assurance as to the integrity and reliability of the Council’s financial and non-financial reporting.
- Provide a communication link between management, the Council and the external and ~~internal~~ auditors and ensure their independence and adequacy.
- Promoting a culture of openness and continuous improvement.

### 2. Responsibilities

#### Risk Management

- Review the risk management framework and associated manual to ensure they are current, comprehensive, and appropriate for effective identification and management of Council’s risks.
- Assist Council with determining ‘risk appetite’.
- Review the effectiveness of the Council’s risk management framework.
- Review the effectiveness of the risk assessment and management policies and processes.
- Review risk management reporting on a quarterly basis.

## **Audit and External Accountability**

- Engage with Council's external auditors regarding the external audit work programme and agree the terms and arrangements of the external audit
- Recommend to Council the terms and arrangements for the external audit programme
- Review of the effectiveness of the annual audit and Long-Term Plan audit
- Oversee the preparation of and review key formal external accountability documents such as the Long-Term Plan and the Annual Report in order to provide advice and recommendations to Council in respect of the appropriateness of the documents and disclosures made.
- To review in depth the Council's annual report and recommend the adoption of the annual report to Council.
- Monitor the organisation's response to the external audit reports and the extent to which recommendations are implemented.
- To engage with the external auditors on any one-off assignments.

## **Internal Control**

- Review the existence and quality of cost-effective internal control systems and the proper application of procedures.
- ~~• Monitor the delivery of the internal audit work programme.~~
- ~~• Review the annual internal audit plans and assess whether resources available to internal audit are adequate to implement the plans, and~~
- ~~• Assess whether all significant recommendations of the internal audit have been properly implemented by management.~~
- Monitor existing corporate policies and recommend new corporate policies to prohibit unethical, questionable, or illegal activities. This also includes reviewing and monitoring policies and procedures.
- Review the effectiveness of the control environment established by management, including computerised information systems controls and security. This also includes reviewing and monitoring of the documentation of policies and procedures.
- Review the existence and quality of cost-effective health and safety management systems and the proper application of the health and safety management policy and processes.
- Review the Council's insurance policies on an annual basis.

## **Other Matters**

- Review reports related to any protected disclosure, ethics, bribery, and fraud-related incidents and assist in any investigations related to these matters.
- Review the process of the development of the financial strategy and infrastructure strategy as required by the Long-Term Plan.
- Monitor Council's treasury activities to ensure that it remains within policy limits, where there are good reasons to exceed policy, that this be recommended to Council.
- Review any other policies.
- Ensure compliance with applicable laws, regulations, standards, and best practice guidelines.
- The Risk and Assurance Committee will also periodically review its own effectiveness and report the results of that review to the Council.

## **3. Delegated Authority**

- The Risk and Assurance Committee can conduct and monitor special investigations in accordance with Council policy, including engaging expert assistance, legal advisors, or external auditors, and where appropriate, recommend action (s) to Council.
- Subject to any expenditure having been approved in the Long-Term Plan or Annual Plan the Risk and Assurance Committee have delegated authority to approve:
  - Risk management and internal audit programmes.
  - ~~The appointment of the internal auditor, risk management and internal audit programmes, a~~ Audit engagement letters and letters of undertaking for audit functions, and additional services provided by the external auditor.
  - ~~The proposal and scope of the internal audit.~~

### **The Risk and Assurance Committee can recommend to Council**

- Governance policies associated with Council’s financial, accounting, risk management, compliance and ethics programmes, and internal control functions, including the Liability Management Policy, Treasury Policy, Sensitive Expenditure Policy, Fraud Policy, and Risk Management Policy.

### **Power to delegate**

The Audit and Risk Committee may not delegate any of its responsibilities, duties, or powers.

## **4. Committee Meetings, records, and reporting structure**

- The committee will meet at least quarterly in each financial year.
- One meeting must consider the draft annual report prior to adoption of the annual report by Council.
- Minutes of the committee will be presented to the Council for its consideration
- Report to the Council at least twice a year on the effectiveness of internal controls, risk management and financial reporting, noting any recommendations for improvement.
- The committee will be attended by a representative of External Audit for one meeting each year.

### **Role of Chair**

The role of Chair is key to achieving committee effectiveness, to achieve this;

- The chair should meet with the QAM before each meeting to discuss and agree the business for the meeting.
- The Chair should take ownership of, and have final say in, the decisions about what business will be pursued at any particular meeting.
- The Chair should ensure that after each meeting appropriate reports and minutes are prepared from the Risk and Assurance Committee to the Council.
- Encourage good, open relationships between the Risk and Assurance Committee, CE, QAM and Chief Financial Officer and internal and external auditors.

### **Committee Membership**

- Independent Chair
- Her Worship the Mayor
- Councillor Mackenzie
- Councillor Martin
- Kw Tumahai

The Committee Chair will usually be the spokesperson on matters of public interest within the committee's scope of work. Some issues may be of such public interest that it is more appropriate for the Mayor to be the spokesperson. On technical matters or where the status is still at the staff proposal level, senior staff may be the appropriate spokesperson. Where necessary and practical, the Mayor, Committee Chair and senior staff will confer to determine the most appropriate course of action for advising the public.

The Committee shall record minutes of all its proceedings.

**Adopted by Council – 18 December 2025**

# Report to Council



**DATE:** 27 March 2026  
**TO:** Risk and Assurance Committee  
**FROM:** Health and Safety Advisor

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## Health and Safety Report

### 1. Summary

- 1.1. The purpose of this report is to provide an update on Health and Safety initiatives that have been implemented and incidents that have been reported in accordance with the council's obligations under the Health and Safety at Work Act 2015.
- 1.2. Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2025, which are set out in the Long Term Plan 2025–2034.
- 1.3. This report concludes by recommending that the Risk and Assurance Committee receives the Health and Safety Report.

### 2. Background

- 2.1 Under the Health and Safety at Work Act 2015, Westland District Council (WDC), as the Person Conducting a Business or Undertaking (PCBU), has the Primary Duty of Care and therefore, the primary responsibility for employee's Health and Safety at work. WDC must ensure, as far as reasonably practicable, the Health and Safety of its workers and any other workers it influences or directs.
- 2.2 The PCBU is also responsible for the Health and Safety of any other parties that could be put at risk by its work, i.e. Customers, visitors, children, contractors, and general public.
- 2.3 The PCBU has an overarching duty to ensure:
  - The provision of documentation, information, training, instruction, or supervision that is necessary to protect people from the risks arising from work being carried out.
  - That the health, safety and wellbeing of workers and the conditions at the workplace are monitored to prevent illness or injury to workers arising from the work carried out.

### 3. Current Situation

- 3.1. The Health and Safety Committee currently meets monthly and is comprised of a representative from each council department, the Hokitika Westland site, Westland District Library, Hokitika Museum, and Hokitika Swimming Pool. The committee is chaired by the Health and Safety Advisor and a member of the Senior Leadership Team attends each meeting in case there is a need to escalate any issues.

3.2. Council has an internal platform to report any injuries, incidents, near misses, and any other health and safety concerns. Health and safety inductions are held for new staff members on their first day so that they are aware of these processes.

3.3. Council conducts health and safety initiatives and training (Appendix 1). E.g. first aid training was held in December for staff distributed across the organisation.

#### **4. Options**

4.1. Option 1: The Risk and Assurance Committee receives the report.

4.2. Option 2: The Risk and Assurance Committee does not receive the report.

#### **5. Risk Analysis**

5.1. Risk has been considered and no risks, financial or otherwise, have been identified in receiving the report, and there is no public consultation required.

#### **6. Preferred Option(s) and Reasons**

6.1. The preferred option is Option1, that the Risk and Assurance Committee receives the report to ensure that it is carrying out its delegated authority.

#### **7. Recommendation(s)**

7.1. That the report be received.

**Lee Buchanan**  
**Health and Safety Advisor**

**Appendix 1:** Health and Safety Initiatives and Training Report September 2025 to March 2026

## **Health and Safety Initiatives and Training Report September 2025 to March 2026**

### **1. Reporting incidents, injuries, and near misses**

Incidents, injuries or near misses are forwarded to the relevant manager for review and to determine whether a higher level of investigation is required. Control measures are identified and implemented accordingly. Incidents, injuries or near misses are also reported to the Senior HR Advisor for review, comment and action if considered necessary.

### **2. Training**

- Westland District Library completed evacuation training to maintain their evacuation scheme. This was initial training for two new team members and a refresher for three full-time staff.
- There have been 12 new staff members to Council; all have been inducted into their buildings.
- The two-day heights course was attended by three staff members at the Tai Poutini Polytechnic.
- Health and Safety Advisor attended Advanced Drug Awareness Training.
- In-house Basic First Aid Training, Council Chambers 11 Council staff attended, three staff completed refresher First aid training.
- Five Staff members attended a Health and Safety from a managers perspective course.
- FENZ evacuation and training drills are run biannually to maintain the Council's buildings schemes and refresh staff knowledge of their duties as Wardens.

### **3. Hazard risks**

The Council Hazard Risk Register is reviewed monthly to ensure it identifies all Council hazards and the risks, the register is held in the risk software Quantate and is regularly updated.

### **4. Policy and Procedures**

Regarding Councils Policies and Procedures around contractors working on Councils' assets, the requirement is that the paperwork needs to be completed prior to any work starting on any of the Council sites. The Health and Safety Advisor is continually monitoring the approved contractors, to ensure that the approved contractors have the correct paperwork filled out and are following their safe working methods.

### **5. Quarterly Reports**

The Health and Safety Advisor carries out quarterly assessments on Council buildings. These are presented to the Health and Safety Committee for information and action if required.