



AGENDA

Executive, Audit & Risk

Monday 13 September 2021, 10am

Executive, Audit & Risk Committee

13 September 2021 10:00 AM

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Purpose of Executive, Audit and Risk Committee

This committee handles all of the administrative and financial matters relating to Council's operations and works programme. Because these matters relate to all aspects of the Council, the membership is aimed to reflect the different aspects of Council's committee structure.

Responsibilities

Financial and expenditure

Capital expenditure

Work proposals and expenditure

Corporate services and personnel matters

Port Taranaki Ltd matters

General Contractual and other matters.

Membership of Executive, Audit and Risk Committee

Councillor N W Walker (Chairperson)	Councillor M J Cloke
Councillor M P Joyce (ex officio)	Councillor D L Lean
Councillor C L Littlewood	Councillor M J McDonald
Councillor D N MacLeod (ex officio)	Mr B Robertson (Independent - Yarrow Stadium)

Health and Safety Message

Emergency Procedure

In the event of an emergency, please exit through the emergency door in the committee room by the kitchen.

If you require assistance to exit please see a staff member.

Once you reach the bottom of the stairs make your way to the assembly point at the birdcage. Staff will guide you to an alternative route if necessary.

Earthquake

If there is an earthquake - drop, cover and hold where possible.

Please remain where you are until further instruction is given.



Date 13 September 2021

Subject: **Confirmation of Minutes - 2 August 2021**

Approved by: M J Nield, Director - Corporate Services
S J Ruru, Chief Executive

Document: 2863578

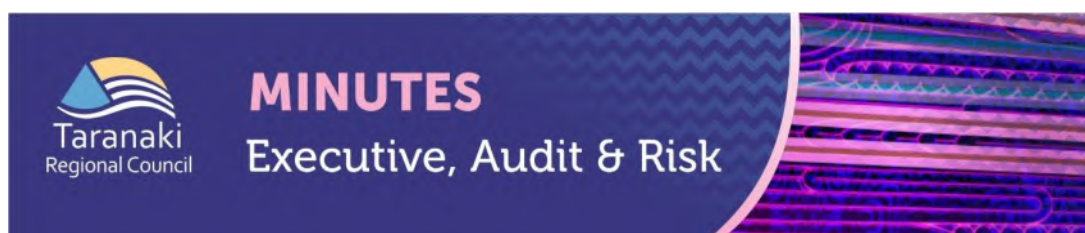
Recommendations

That the Executive, Audit and Risk Committee of the Taranaki Regional Council:

- a) takes as read and confirms the minutes and resolutions of the Executive, Audit and Risk Committee held in the Taranaki Regional Council Chambers, 47 Cloten road, Stratford on Monday 2 August 2021 at 10am
- b) notes the recommendations therein were adopted by the Taranaki Regional Council on Tuesday 10 August 2021.

Appendices/Attachments

Document 2833592: Minutes Executive, Audit and Risk Committee - 2 August 2021



Date	2 August 2021, 10am
Venue:	Taranaki Regional Council chambers, 47 Cloten Road, Stratford
Document:	2833592

Members	Councillors	N W Walker M J Cloke D L Lean C L Littlewood M J McDonald M P Joyce	Committee Chairperson <i>via zoom</i> <i>ex officio</i>
Attending	Mr Mr Ms Ms Mr Mr Miss Mr	S J Ruru M J Nield R Johnson S Hiestand T K Davey P Ledingham L Davidson T Parr	Chief Executive Director – Corporate Services Finance Manager Transport Manager Business Solutions Analyst Communications Adviser Committee Administrator Harbourmaster
		Two members of the media.	
Apologies		An apology was received from Councillor D N MacLeod. Joyce/Littlewood	
Notification of Late items		There were no late items.	

1. Confirmation of Minutes – 21 June 2021

Resolved

That the Executive, Audit and Risk Committee of the Taranaki Regional Council:

- takes as read and confirms the minutes and resolutions of the Executive, Audit and Risk Committee held in the Taranaki Regional Council Chambers, 47 Cloten road, Stratford on Monday 21 June 2021 at 10am
- notes the recommendations therein were adopted by the Taranaki Regional Council on Tuesday 29 June 2021.

Cloke/Littlewood

Matters arising

There were no matters arising.

2. Financial and Operational Report

- 2.1 Mr M J Nield, Director – Corporate Services spoke to the memorandum for the Committee to receive information on the operational and financial performance of the Council.
- 2.2 Committee members were impressed with the level of communications and engagement on the Waitara River stop bank test.

Recommended

That the Taranaki Regional Council:

- a) receives the memorandum *Financial and Operational Report* and the May 2021 monthly Financial Report
- b) notes the digital media update
- c) approves the common seal transactions:
 - 2021/03 – Renewal of Lease – TRC to JMS Holdings Group Ltd, 55 Centennial Drive, New Plymouth
 - 2021-04 – New Lease – TRC to Technix Bitumen Technologies Ltd, 159-175 Centennial Drive, New Plymouth
 - 2021/05 – New Lease – TRC to Technix Bitumen Technologies Ltd, 26-34 Centennial Drive, New Plymouth.Littlewood/McDonald

3. Health and Safety Reporting

- 3.1 Mr M J Nield, Director – Corporate Services spoke to the memorandum for the Committee to receive and consider the report on health and safety performance.

Recommended

That the Taranaki Regional Council:

- a) receives the June 2021 health and safety report.
Littlewood/Joyce

4. Port Taranaki Ltd: Draft Statement of Corporate Intent – 1 July 2021 to 30 June 2024

- 4.1 Mr M J Nield, Director – Corporate Services, spoke to the memorandum for the Committee to receive and comment on Port Taranaki Ltd’s draft Statement of Corporate Intent for the period 1 July 2021 to 30 June 2024.
- 4.2 Councillor C L Littlewood declared an interest.

Recommended

That the Taranaki Regional Council:

- a) receives Port Taranaki Ltd's draft Statement of Corporate Intent for the period 1 July 2021 to 30 June 2024
 - b) provides any feedback to the Chief Executive on the content of the draft Statement of Corporate Intent.
- McDonald/Lean

5. Adoption of Statements of Intent

- 5.1 Mr M J Nield, Director – Corporate Services, spoke to the memorandum adopting the finalised statements of intent for the Taranaki Stadium Trust and Regional Software Holdings Ltd.

Recommended

That the Taranaki Regional Council:

- a) adopts the finalised 2021-2022 Statement of Intent for the Taranaki Stadium Trust
 - b) adopts the finalised 2021/2022 Statement of Intent for Regional Software Holdings Ltd.
- Lean/Littlewood

6. 2020/2021 Annual Report Audit Engagement Letter

- 6.1 Mr M J Nield, Director – Corporate Services, spoke to the memorandum for the Committee to receive and consider the Audit Engagement Letter relating to the audit of the *2020/2021 Annual Report*.

Recommended

That the Taranaki Regional Council:

- a) receives and approves the Audit Engagement Letter for the audit of the *2020/2021 Annual Report*.
- McDonald/Littlewood

7. Report of the Port Taranaki Harbourmaster 2020/2021

- 7.1 Mr T Parr, Harbourmaster, spoke to the memorandum for the Committee to receive and consider the 2020/2021 Harbourmaster Report.
- 7.2 The 25-30% increase in the number of vessels is mostly due to logs. Recreationally there has been increased pressure on facilities especially over the summer months. The current bylaws and regulatory regimes that are in place over the harbour are working well and the harbour can continue to maintain good safety records.

Recommended

That the Taranaki Regional Council:

- a) receives the 2020/21 Harbourmaster Report
- b) notes the levels of service in the 2018/2028 Long Term Plan have been met.
Joyce/Littlewood

8. Proposal and Rezoning of Fare Schedule for Public Transport

- 8.1 Mr M J Nield, Director – Corporate Services, spoke to the memorandum proposing simplification adjustments to the current public transport fare scheduling and improvements to the zoning strategy within Taranaki and introduced Ms S Hiestand, Transport Manager, who answered questions arising.

Recommended

That the Taranaki Regional Council:

- a) notes the proposed changes to the fare and ticketing schedules as proposed, and approves the commencement of this project
- b) determines that this decision be recognised as not significant in terms of section 76 of the *Local Government Act 2002*
- c) determines that it has complied with the decision-making provisions of the *Local Government Act 2002* to the extent necessary in relation to the decision; and in accordance with section 79 of the Act, determines that it does not require further information, further assessment of options or further analysis of costs and benefits, or advantages and disadvantages prior to making a decision on this matter.

Lean/McDonald

9. Public Excluded

In accordance with section 48(1) of the *Local Government Information and Meetings Act 1987*, resolves that the public is excluded from the following part of the proceedings of the Executive, Audit and Risk Committee Meeting on Monday 2 August 2021 for the following reasons:

Item 10 - Public Excluded Minutes – 21 June 2020

That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.

Item 11- 2020/2021 Audit Planning Report

That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.

Item 12- MyTRC Project

That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.

Item 13 – Yarrow Stadium Update

That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.

Item 14 – Annual report

That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.

McDonald/Littlewood

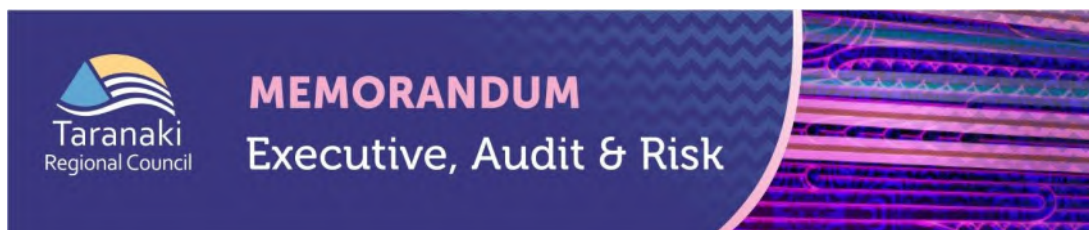
There being no further business, the Committee Chairperson, Councillor N W Walker, declared the open meeting of the Executive, Audit and Risk Committee closed at 10.51am.

Confirmed

**Executive, Audit &
Risk Chairperson:** _____

N W Walker

13 September 2021



Date 13 September 2021

Subject: **Financial and Operational Report**

Approved by: M J Nield, Director - Corporate Services
S J Ruru, Chief Executive

Document: 2861624

Purpose

1. The purpose of this memorandum is to receive information on operational and financial performance.

Recommendations

That the Taranaki Regional Council:

- a) receives the memorandum *Financial and Operational Report*
- b) notes the digital media update.

Background

2. The Council produces a Monthly Financial Report outlining the financial performance for the month and year to date. This memorandum supports the Monthly Financial Report by providing additional supporting operational and financial information. The Common Seal is operated under delegated authority. Part of that delegated authority is the reporting back of the seal transactions.

Discussion

3. The focus of the new financial year has been the preparation and audit of the annual report. As a result of the latest Covid-19 lockdown, this year's audit is running a few days later than usual. Consequently, last year's ledger has not been able to be closed in sufficient time to produce the July 2021 Monthly Financial Report. This report will be presented to the next meeting of the Executive, Audit and Risk Committee. There are no known financial issues for 2021/2022 to date.

Operational Report

4. It is early in the new operational year, but to date, programmes are materially on target with the planned levels of activity established for 2021/2022 in the *2021/2031 Long-Term Plan*. At this stage, there are no known adverse impacts arising from the current

Covid-19 lockdown. At this early stage of the year, there is plenty of time to respond to any delays in work programmes.

Communications and Engagement

5. Communications activities are delivered across a range of channels including publications, media releases, advertising and digital media. Some recent highlights are:
- Various media releases have been issued regarding Council operations at different Covid levels.
 - The advertising campaign to build awareness of and drive nominations for the annual Environmental Awards continued in August.
 - The East Stand design team was announced, and we responded to media enquiries about the impact of Covid restrictions on progress with Yarrow Stadium.
 - The outcome of the representation review was communicated via usual channels.
 - A proposed change to bus fare zones attracted significant public attention, and was widely reported on.
 - A successful Towards Predator-Free themed children's colouring competition ran in community newspapers during the last school holidays.

Social Media by the numbers

6. Social media continues to be an important communication channel for the Council:
- The total reach (non-unique users) across eight Facebook pages was 156,533 (compared to 83,734 for prior period).
 - The total user engagement (where users liked, shared, clicked or commented) on our posts was 7,406 (compared to 3,355 for prior period).
 - Our Facebook page fans total 15,981 (non-unique) fans across eight pages.
 - Reach and engagement (by page) are detailed in the table below:

Facebook page	Page fans	Reach	Engagement
TaranakiRegionalCouncil	4,440 (+11)	28,915	566
TaranakiPublicTransport	984 (+35)	19,515	412
Tūpare	1,427 (+21)	5,592	302
Pukeiti	2,101 (+21)	5,757	317
Hollard Gardens	1,645 (+43)	4,689	281
Towards Predator-Free Taranaki	1,329 (+105)	91,943	4,316
Yarrow Stadium	3,698 (+2)	6,503	1,153
Enviroschools	417 (+17)	115	59

Top Facebook posts		Reach	Engaged
1.	<p>Guess who's back?!</p> <p>Going back into lockdown, we couldn't resist getting the band back together to make some brand-new episodes of Backyard Biodiversity. Whoop whoop!</p> <p>Join us for new episodes every Tuesday and Friday throughout Levels 4 and 3... (more)</p> <p>[Backyard Biodiversity]</p>	15.3K	2K
2.	<p>For the love of leaf-veined slugs**</p> <p>WARNING: This video contains some outrageously cute footage of putoko iaia (leaf-veined slugs or putoko ropiropi)!</p> <p>**Today's Task** Go on a backyard bug hunt during the day or after dark! Post your pics of cool critters below. If you find any slugs let us know if they are goodie natives or naughty introduced pests. If you fancy getting creative, we'd love to see photos of your homemade leaf-veined slugs.</p> <p>All of the Backyard Biodiversity videos are also available on the Rotokare YouTube channel and the Taranaki Regional Council and Rotokare websites... (more)</p> <p>[Backyard Biodiversity]</p>	11.6K	1.3K
3	<p>The number of tūi recorded in Taranaki has risen by 24% in the past five years - a greater increase than any other region in the North Island.</p> <p>Manaaki Whenua - Landcare Research this week released the results of its 2020 Garden Bird Survey... (more)</p> <p>[Towards Predator-Free]</p>	5.6K	936
4	<p>Do you live in Lower Vogeltown, or know someone who does? Well, it's time to #FillTheGaps! Thousands of New Plymouth residents are trapping rats in their backyards and helping bring back the birds, but our data shows several gaps in the trapping networks...(more)</p> <p>[Towards Predator-Free]</p>	5.5K	1,350
5	<p>An 88-year rainfall record tumbled at Dawson Falls on Taranaki Maunga during July, with the highest 24-hour rainfall total since 1933. Details and more maps here: https://www.trc.govt.nz/.../monthly-rainf.../july-2021-rainfall/... (more)</p> <p>[Taranaki Regional Council]</p>	5.5K	426

Top Facebook posts		Reach	Engaged
6	<p>Give yourselves a pat on the back New Plymouth! Your trapping efforts look to be paying off, with new data showing a decline in the city's rat population.</p> <p>Towards Predator-Free Taranaki carries out rat monitoring every year at the same 100 locations across New Plymouth – mainly public parks and walkways. At each spot pre-inked and baited tracking tunnels are left out overnight for one night each April and checked for predator footprints the next morning... (more)</p> <p>[Towards Predator-Free]</p>	5K	200
7	<p>Weed of the Week: Phoenix palm (the nasty, spiky one)</p> <p>Phoenix palm is a distinctive palm which resembles a large pineapple. The trunk is thick with a diamond-shaped pattern from old leaf scars. Large leaves form a spreading crown on top of the trunk. The leaf stalks have sharp spines which can puncture the skin and cause a serious infection... (more)</p> <p>[Taranaki Regional Council]</p>	4.6K	811
8	<p>It was great to join forces with these cool folk from Weedbusters, Friends of the Te Henui, the Huatoki Conservation Group and WITT - Western Institute of Technology at Taranaki this week. Together we tackled some wattle, cherry tree and asparagus fern along Te Henui Stream then checked traps for possums... (more)</p> <p>[Towards Predator-Free]</p>	4.5K	410
9	<p>The Yarrow Stadium lights were well past their use-by-date and in serious need of an upgrade.</p> <p>The lights will be replaced with LED floodlights that will increase illuminance by 50% and reduce power consumption by 30%. The new lights will be operational by early 2022... (more)</p> <p>[Yarrow Stadium]</p>	2.7K	637
10	<p>Looking for a unique weekend staycation?</p> <p>Relax and unwind at our studio accommodation. Go to sleep on the edge of a rainforest and wake up to the sound of the birds 🌿</p> <p>Have brunch at the Rainforest Eatery and spend your days exploring the many tracks and trails around Pukeiti. ... (more)</p> <p>[Pukeiti]</p>	2.7K	527

Common Seal

7. There are no transactions executed under Common Seal to report.

Financial considerations—LTP/Annual Plan

8. This memorandum and the associated recommendations are consistent with the Council's adopted Long-Term Plan and estimates. Any financial information included in this memorandum has been prepared in accordance with generally accepted accounting practice.

Policy considerations

9. This memorandum and the associated recommendations are consistent with the policy documents and positions adopted by this Council under various legislative frameworks including, but not restricted to, the *Local Government Act 2002*, the *Resource Management Act 1991* and the *Local Government Official Information and Meetings Act 1987*.

Iwi considerations

10. This memorandum and the associated recommendations are consistent with the Council's policy for the development of Māori capacity to contribute to decision-making processes (schedule 10 of the *Local Government Act 2002*) as outlined in the adopted long-term plan and/or annual plan.

Community considerations

11. This memorandum and the associated recommendations have considered the views of the community, interested and affected parties and those views have been recognised in the preparation of this memorandum.

Legal considerations

12. This memorandum and the associated recommendations comply with the appropriate statutory requirements imposed upon the Council.



Date 13 September 2021

Subject: **Health and Safety Reporting**

Approved by: M J Nield, Director - Corporate Services
S J Ruru, Chief Executive

Document: 2863646

Purpose

1. The purpose of this memorandum is to receive and consider reports on health and safety performance.

Recommendations

That the Taranaki Regional Council:

- a) receives the July and August 2021 health and safety reports.

Background

2. At the Executive, Audit and Risk Committee meeting it was agreed that the May 2021 report provided the required level of health and safety reporting. Any further feedback would be valuable for future reporting.

Discussion

3. The July and August 2021 health and safety reports are attached.
4. The July 2021 period includes a near miss overdue staff member. The use of technologies and our business practices around overdue staff are being reviewed. The current business practice is simple, any changes would have to meet all needs and be reasonably practicable.
5. The August 2021 report includes the response to the current COVID-19 lockdown.

Financial considerations—LTP/Annual Plan

6. This memorandum and the associated recommendations are consistent with the Council's adopted Long-Term Plan and estimates. Any financial information included in this memorandum has been prepared in accordance with generally accepted accounting practice.

Policy considerations

7. This memorandum and the associated recommendations are consistent with the policy documents and positions adopted by this Council under various legislative frameworks including, but not restricted to, the *Local Government Act 2002*, the *Resource Management Act 1991* and the *Local Government Official Information and Meetings Act 1987*.

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Community considerations

9. This memorandum and the associated recommendations have considered the views of the community, interested and affected parties and those views have been recognised in the preparation of this memorandum.

Legal considerations

10. This memorandum and the associated recommendations comply with the appropriate statutory requirements imposed upon the Council.

Appendices/Attachments

Document 2862424: July 2021 Health and Safety Dashboard

Document 2863133: August 2021 Health and Safety Dashboard



Health and Safety Dashboard

Reporting Period:

1 – 31 July 2021

Incidents (1 July 2021 – 30 June 2022)

Illness 0 (0)	Incidents 0 (0)	Injury 1 (1)
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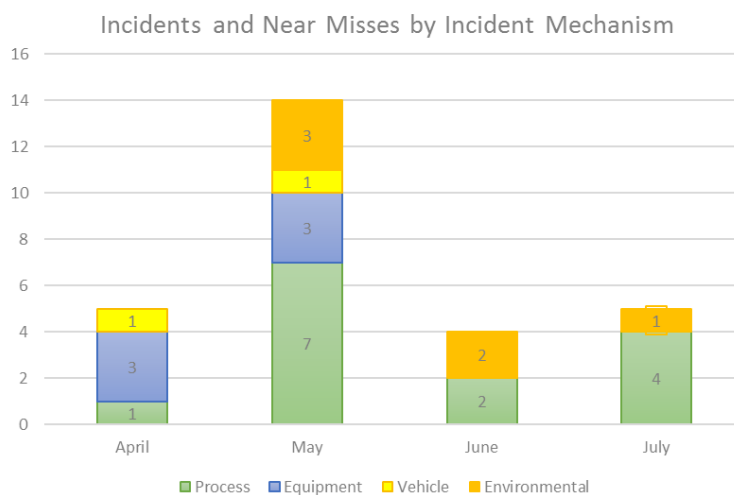
ACC Claims 0 (0)	Near Miss 4 (4)	Notifiable 0 (0)
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Types of Incidents and Injuries

Slips/Trips/Falls (no injury)	-
Sprains/Strains	1
Cuts/Abrasions	-
Bruising	-
Near Miss	4
Vehicle Damage	-
Insect Stings	-
Other	-

No Treatment	-
First Aid	1
Medical Centre	-
Physiotherapy/Osteopath	-
Hospital	-

Formal Investigation	-
WorkSafe Investigation	-



Health and Wellbeing

Wellness Initiatives
Wellbeing Self Assessments

Health Monitoring Assessments 28
Pre-employment assessments 3

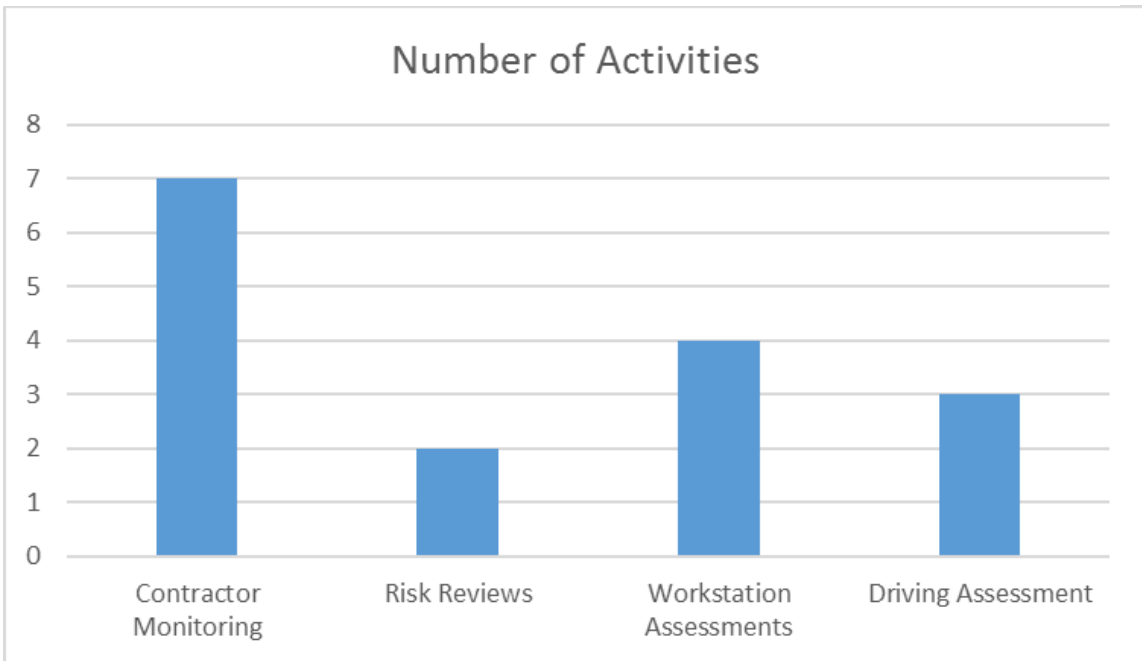
Workplace Wellbeing
Better Café Treat Choices

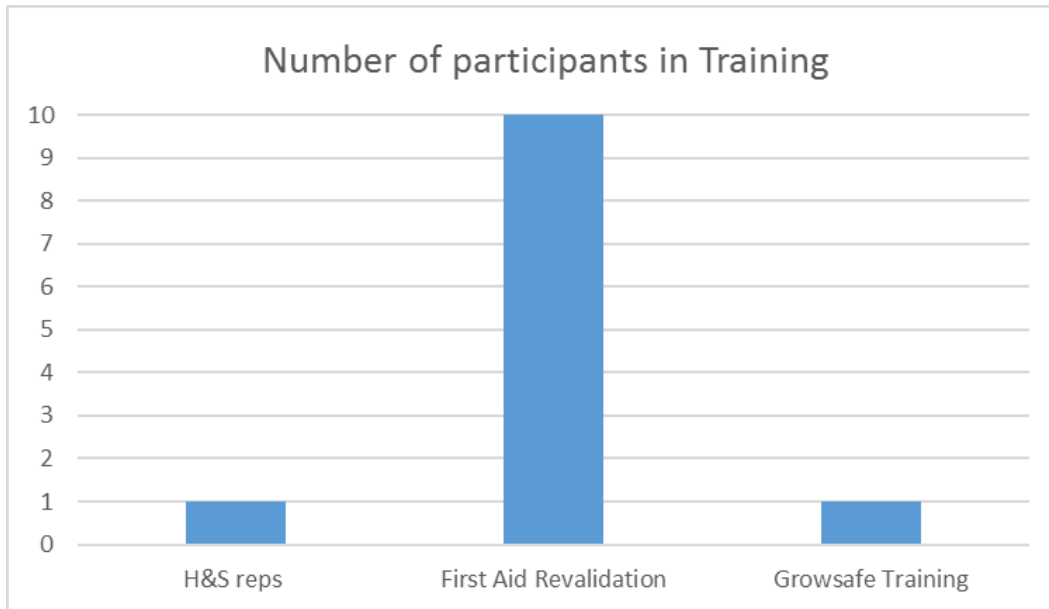
4 non-work related return to work plans
in place

Health and Safety Objectives Update

**TRC wellbeing plan based on the Māori health model:
Te Whare Tapa Whā**

Work in Progress:
Emergency Procedures in Review
On call for Inspectorate in Review
Developing a Wellbeing Strategy





Critical events or have the potential to be critical			
Event	Potential Consequence	Actual Consequence	Potential Controls to implement
No events			



Health and Safety Dashboard

Reporting Period:

1 – 31 August 2021

Incidents (1 July 2021 – 30 June 2022)

Illness 0 (0)	Incidents 0 (0)	Injury 3 (4)
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ACC Claims 0 (0)	Near Miss 0 (4)	Notifiable 0 (0)
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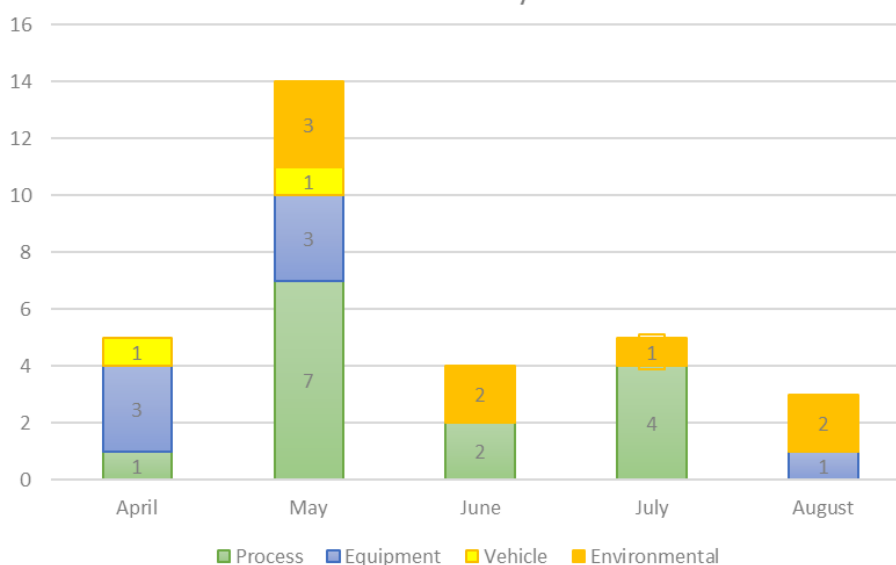
Types of Incidents and Injuries

Slips/Trips/Falls (no injury)	-
Sprains/Strains	1
Cuts/Abrasions	-
Bruising	1
Near Miss	-
Vehicle Damage	-
Insect Stings	-
Other	1

No Treatment	1
First Aid	1
Medical Centre	1
Physiotherapy/Osteopath	-
Hospital	-

Formal Investigation	-
WorkSafe Investigation	-

Incidents and Near Misses by Incident Mechanism



Health and Wellbeing

Wellness Initiatives
It's ok to not be ok

Health Monitoring Assessments 6
Pre-employment assessments 1

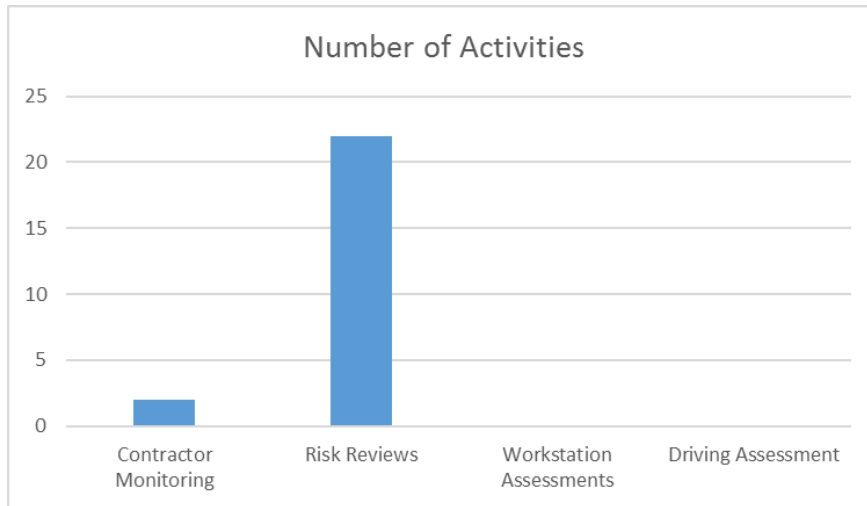
Workplace Wellbeing
Difference between mental illness and
mental wellbeing

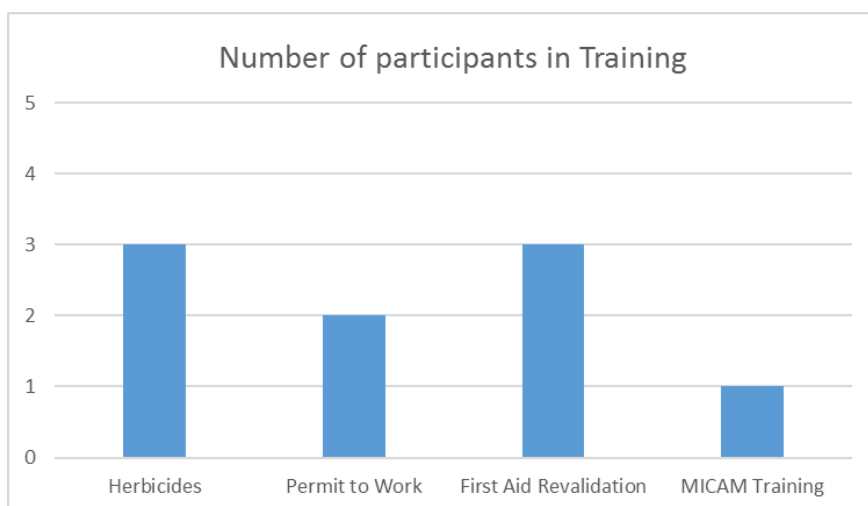
3 non-work related return to work plans
in place

Health and Safety Objectives Update

**TRC wellbeing plan based on the Māori
health model:**
Te Whare Tapa Whā

Work in Progress:
Emergency Procedures in Review
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Critical events or have the potential to be critical			
Event	Potential Consequence	Actual Consequence	Potential Controls to implement
No events			

COVID-19 Response and Plan

With the speed that NZ went into Lockdown on 17 August 2021, the wellbeing of our staff has been at the forefront of all conversations from the SLT meetings to individual team meetings. The majority of our staff have coped well with working from home and balancing teaching their children. The individuals that needed more support were given the support to help them through.

The initial response was a quick move to lockdown. The offices were closed and staff were required to work from home where they could. Essential services and workers were identified. Protocols were reviewed and updated for these essential services. During Level 4, only essential workers were working (when required) in the field. These workers consisted of our river’s staff and investigating officers, who remained on-call. The majority of staff were able, to varying degrees, work successfully from home.

As most of New Zealand moved from level 4 to Level 3, there was a small increase in staff returning to field duties, but the offices remained closed. Level 3 protocols were updated for all departments to ensure health and safety.

With the announcement on Monday 6 September, the Level 2 protocols are being reviewed and updated.

The Council has operated safely and successfully within the identified protocols and Government requirements, throughout the various levels.

Executive, Audit & Risk Committee Public Excluded

In accordance with section 48(1) of the *Local Government Official Information and Meetings Act 1987*, resolves that the public is excluded from the following part of the proceedings of the Executive, Audit and Risk Committee Meeting on Monday 13 September 2021 for the following reason/s:

Item 5 - Public Excluded Minutes – 2 August 2020

That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.

Item 6 – Port Taranaki Ltd: Annual Report and Annual General Meeting

That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.

Item 7 – Yarrow Stadium Plus: Project Steering Group Report

That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.