

# **A G E N D A**

## **Executive Committee**

### **Council Chambers**

**Wednesday**

**9 September 2015**

**commencing at 4.00pm**

**Cr. M.S. Dawson (Chairperson)**  
His Worship the Mayor, M.T. Havill  
Deputy Mayor Cr. P.M. Cox  
Cr. J.H. Butzbach, Cr. D.G. Hope,  
Cr. L.J. Martin, Cr. M.D. Montagu,  
Cr A. P. Thompson, Cr. C.A. van Beek

**NOTICE IS HEREBY GIVEN THAT A MEETING OF THE EXECUTIVE COMMITTEE WILL BE HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA, ON WEDNESDAY 9 SEPTEMBER 2015 COMMENCING AT 4.00 PM**

### **COUNCIL VISION**

Westland District Council will facilitate the development of communities within its district through delivery of sound infrastructure, policy and regulation.

This will be achieved by:

- Involving the community and stakeholders.
- Delivering core services that meet community expectations and demonstrate value and quality.
- Proudly promoting, protecting and leveraging our historic, environmental, cultural and natural resource base to enhance lifestyle and opportunity for future generations.

#### **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 meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses

#### **1. MEMBERS PRESENT AND APOLOGIES:**

##### **1.1 Apologies**

Cr D.G. Hope.

##### **1.2 Interest Register**

## **2. CONFIRMATION OF MINUTES:**

### **2.1 Confirmation of Minutes of Executive Committee Meeting**

#### **2.1.1 Minutes of the Executive Committee Meeting – 11 August 2015**

(Pages 11-13)

## **3. PUBLIC FORUM**

*The public forum section will commence at the start of the meeting.*

## **4. BUSINESS:**

### **4.1 WHL Director Remuneration**

(Pages 14-17)

### **4.2 Omnibus Report: Executive Committee**

(Pages 18-30)

## **5. MATTERS TO BE CONSIDERED IN THE 'PUBLIC EXCLUDED SECTION'**

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

Council is required to move that the public be excluded from the following parts of the proceedings of this meeting, namely:

### **5.1 Confidential Minutes**

### **5.2 Risk Management**

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)(a) and (d) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

GENERAL SUBJECT OF THE MATTER TO BE CONSIDERED		REASON FOR PASSING THIS RESOLUTION IN RELATION TO THE MATTER	GROUND(S) UNDER SECTION 48(1) FOR THE PASSING OF THIS RESOLUTION
1.	Confidential Minutes	To protect the privacy of individuals/organisations under Section 7(2)(a).	48(1)(a)(i) & (d)

2.	Risk Management	To protect the privacy of individuals/organisations under Section 7(2)(b)(ii) and (g).	48(1)(a)(i) & (d)
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## **TERMS OF REFERENCE FOR THE EXECUTIVE COMMITTEE**

**REPORTING TO:** Council

**CONSTITUTION:** Cr Dawson (Chairperson)  
All other Elected Members

**MEETING FREQUENCY:** As required.

**QUORUM:** Chairperson and any three members.

**OBJECTIVE:**

1. To enable Council to carry out its statutory and contractual responsibilities as employer of the Chief Executive.
2. To implement Council policies and processes for the selection, appointment and remuneration of directors to Council Controlled Organisations and trustees to Council Organisations.
3. To maintain an on-going liaison with Boards of Directors of Council-Controlled Organisations in regard to Council's interest as a shareholder.
4. To undertake the role of Audit Committee.
5. To undertake the role of Risk Management Committee.
6. To determine matters within the authority of Council where the urgency of those matters precludes an Extraordinary Meeting of the full Council.

**SCOPE OF ACTIVITY:**

**Employment of Chief Executive**

1. All matters arising under Section 42 and Clauses 33, 34, 35 and 36 of Schedule 7 of the Local Government Act 2002.
2. All matters arising from Council's employment agreement with the Chief Executive, including but not limited to the conduct of performance reviews and remuneration reviews.

## **Appointment of Directors and Trustees**

3. All matters pertaining to the selection, appointment and remuneration of directors to Council-controlled organisations and trustees to Council organisations, in accordance with Council's Policy on Appointment and Remuneration of Directors.

## **Audit and Risk**

4. All matters pertaining to good practice for Audit and Risk, including consideration of the following matters.

### **(a) Internal Control Framework**

- i. Review whether management's approach to maintaining an effective internal control framework is sound and effective.
- ii. Review whether management has taken steps to embed a culture that is committed to probity and ethical behaviour.
- iii. Review whether there are appropriate systems, processes and controls in place prevent, detect and effectively investigate fraud.

### **(b) Internal Reporting**

- i. Consider the processes for ensuring the completeness and quality of financial and operational information being provided to the Council.
- ii. Seek advice periodically from internal and external auditors regarding the completeness and quality of financial and operational information that is provided to the Council.

### **(c) External Reporting and Accountability**

- i. Agree the appropriateness of the Council's existing accounting policies and principles and any proposed change.
- ii. Enquire of internal and external auditors for any information that affects the quality and clarity of the Council's financial statements and statements of service performance, and assess whether appropriate action has been taken by management in response to the above.
- iii. Satisfy itself that the financial statements and statements of service performance are supported by appropriate management signoff on the statements and on the adequacy of the systems of internal control (i.e. letters

of representation), and recommend signing of the financial statements by the Chief Executive/Mayor and adoption of the Annual Report or Long Term Plan.

- iv. Confirm that processes are in place to ensure that financial information included in the entity's Annual Report and Long Term Plan is consistent with the signed financial statements.

(d) Risk Management

- i. Review whether management has in place a current and comprehensive risk management framework and associated procedures for effective identification and management of the Council's significant risks.
- ii. Review Council's annual insurance renewal and ensure the appropriateness of the level of self-insured risk.
- iii. Consider whether appropriate action is being taken by Management to mitigate Council's significant risks.

(e) Internal Audit

- i. Review and approve the internal audit coverage and annual work plans, ensuring these plans are based on the Council's risk profile.
- ii. Review the adequacy of management's implementation of internal audit recommendations.
- iii. Review the internal audit charter to ensure appropriate organisational structures, authority, access, independence, resourcing and reporting arrangements are in place.

(f) External Audit

- i. At the start of each audit, confirm the terms of the engagement, including the nature and scope of the audit, timetable and fees, with the external auditor.
- ii. Receive the external audit report(s) and review action to be taken by management on significant issues and audit recommendations raised within.
- iii. Conduct a members-only session (i.e. without any management present) with external audit to discuss any matters that the auditors wish to bring to the Committee's attention and/or any issues of independence.

- iv. Consider any recommendation by management that the Office of the Auditor-General replace the external auditor.

(g) Compliance with Legislation, Standards and Good Practice Guidelines

- i. Review the effectiveness of the system for monitoring the Council's compliance with laws (including governance legislation, regulations and associated government policies), with Council's own standards, and Good Practice Guidelines as applicable.

**Emergency Powers**

- 5. All matters within the authority of Council, other than those reserved to Council under s.48 and Sch. 7 of the Local Government Act 2002.

**POWER TO ACT:**

**Employment of Chief Executive**

- (a) To decide all matters arising under s.42 and Cl. 33, 34, 35 and 36 of Sch. 7 of the Local Government Act 2002 and all matters arising from Council's employment agreement with the Chief Executive, except for:
  - (i) The appointment of a Chief Executive; and
  - (ii) The re-appointment of a Chief Executive for a second term under Cl. 34 Sch. 7 of the Local Government Act 2002; and
  - (iii) The termination of employment of the Chief Executive.
- (b) In undertaking performance reviews, whilst the process for undertaking the review is at the Committees discretion; the Committee must:
  - (i) Seek the views of all Councillors, prior to assessing the Chief Executives performance review.
  - (ii) Seek the advice of an independent employment advisor, at least annually, on good practice, in undertaking a review.
- (c) In undertaking a remuneration review the Committee must seek the advice of an independent employment advisor, on good practice, in undertaking a review.



## **Appointment of Directors and Trustees**

- (d) All matters pertaining to the selection, appointment and remuneration of directors to Council Controlled Organisations and trustees to Council Organisations, except for the appointments of directors and trustees.
- (e) All matters are to be in accordance with Council adopted policy on Appointment and Remuneration of Directors.

## **Emergency Powers**

- (f) To decide all matters within the authority of Council where urgency precludes convening an Extraordinary meeting of the full Council, except for those matters reserved to Council under s.48 and Sch. 7 of the Local Government Act 2002.

## **Other**

- (g) Approve Executive Committee meeting minutes.
- (h) Appoint sub committees with written terms of reference, resolved by the Committee.

## **POWER TO RECOMMEND**

### **Employment of Chief Executive**

- (a) The appointment of the Chief Executive;
- (b) The re-appointment of a Chief Executive for a second term under Cl. 34 Sch. 7 of the Local Government Act 2002.
- (c) The termination of employment of the Chief Executive.

## **Appointment of Directors and Trustees**

- (d) Appointees for directors to Council Controlled organisations and trustees to Council organisations that meet the requirements of s.57 of the Local Government Act 2002.

## **Council Controlled Organisations**

- (e) Any matters pertaining to Council's interest as a shareholder in Council Controlled Organisations, including:
  - i. Consideration of Statements of Intent

- ii. Review of six monthly and annual performance against the statements of intent.
- iii. Consideration of major transactions.
- iv. Consideration of major transactions, acquisitions and disposals.

**Adopted by Council on 28 November 2013**  
**Amended and Readopted by Council on 27 February 2014**  
**Amended and Readopted by Council on 26 March 2015**

**MINUTES OF A MEETING OF THE EXECUTIVE COMMITTEE OF THE WESTLAND DISTRICT COUNCIL, HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA ON TUESDAY 11 AUGUST 2015 COMMENCING AT 1.36 PM**

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**1. MEMBERS PRESENT**

His Worship the Mayor, M.T. Havill

Cr. M.S. Dawson (**Chairperson**)

Cr M.D. Montagu, Cr A.P. Thompson, Cr C.A. van Beek.

**1.1 Apologies**

Deputy Mayor P.M. Cox, Cr. J.H. Butzbach, Cr D.G. Hope, Cr L.J. Martin.

Moved His Worship the Mayor, seconded Cr Montagu and **Resolved** that the apologies from Deputy Mayor P.M. Cox, Cr J.H. Butzbach, Cr D.G. Hope and Cr L.J. Martin be received and accepted.

**Staff in Attendance**

T.L. Winter, Chief Executive; L.A. Crichton, Finance Manager (part of the meeting); V. Goel, Group Manager: District Assets (part of the meeting); D.M. Maitland, Executive Assistant (part of the meeting).

**1.2 Interest Register**

The Interest Register was circulated and no amendments were noted.

## **2. CONFIRMATION OF MINUTES**

### **2.1 Confirmation of Minutes of Executive Committee Meeting**

#### **2.1.1 Minutes of the Executive Committee Meeting – 7 May 2015**

Moved Cr Montagu, seconded Cr van Beek and **Resolved** that the Minutes of the Executive Committee Meeting held on the 7 May 2015 be received as a true and correct record of the meeting.

## **3. PUBLIC FORUM**

*No members of the public attended this part of the meeting.*

## **4. BUSINESS:**

### **4.1 Insurance Renewal 2015-16**

*The Finance Manager and the Group Manager: District Assets spoke to this report.*

*His Worship the Mayor thanked the staff for the significant savings that have been made in respect of Council's insurance programme for the period 30 June 2015 to the 30 June 2016.*

Moved His Worship the Mayor, seconded Cr Montagu and **Resolved** that the Committee endorses the renewal of insurances brokered by Aon New Zealand as attached to the Executive Committee Agenda.

### **4.2 Westland Holdings Limited Statement of Intent 2015-16**

*The Chief Executive spoke to this report.*

Moved Cr Thompson, seconded Cr Montagu and **Resolved** that:

- A) The Committee receives the 2015-16 Statement of Intent from Westland Holdings Ltd.
- B) The Committee recommendations on the Statement of Intent for Westland Holdings Limited be provided to Council, including the correction of grammatical errors.

## 5. MATTERS TO BE CONSIDERED IN THE 'PUBLIC EXCLUDED SECTION'

Moved Cr van Beek, seconded His Worship the Mayor and **Resolved** that Council exclude the public in accordance with Section 48, Local Government Official Information and Meetings Act 1987 at 1.55 pm.

Council is required to move that the public be excluded from the following parts of the proceedings of this meeting, namely:

### 5.1 CE's Performance Review.

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)(a) and (d) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

Item No.	Minutes/ Report of	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.	Report	Chief Executive's Annual Performance Review.	Good reasons to withhold exists under Section 7.	Section 48(1)(a)

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

No.	Item	Section
5.1	Protection of privacy of natural persons/organisations.	Section 7(2)(a)

Moved Cr Montagu, seconded Cr Thompson and **Resolved** that the business conducted in the "Public Excluded Section" be confirmed and the public be readmitted at 4.30 pm.

**MEETING CLOSED AT 4.30 PM**

Confirmed by:

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Cr Mark Dawson  
Chair

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Date

# Report



**DATE:** 9 September 2015

**TO:** Executive Committee

**FROM:** Chief Executive

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## WHL DIRECTOR REMUNERATION

### 1 SUMMARY

- 1.1 The purpose of this report is to set remuneration for directors on Westland Holdings Limited (WHL).
- 1.2 This issue arises because it is good practise to review director remuneration periodically to ensure that it is in line with market and best practise.
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by Council as part of the Long Term Plan 2015-25. These are stated on Page 2 of this agenda.
- 1.4 This report concludes by recommending that the Executive Committee approves an increase in remuneration for the chair and directors of Westland Holdings Ltd effective from 1 October 2015.

### 2 BACKGROUND

- 2.1 Council undertook a review of its Council Controlled Organisations (CCOs) in 2014-15. While the decision was made to retain the current structure, a number of issues were identified that required attention.
- 2.2 In June 2015 Council reviewed and adopted a revised Policy on the Appointment and Remuneration of Directors of CCOs. Section 7 of the Policy contains the following regarding director remuneration:

*When approving the level of directors fees the following factors will be considered:*

- *The need to attract and retain appropriately qualified people to be directors of the CCO.*

- *Remuneration levels paid to comparable organisation.*
- *The objectives, nature and scale of the CCO.*
- *The past performance of the CCO.*
- *The financial situation of the CCO*
- *The responsibilities of the director, particularly that of the chair.*

2.3 The Executive Committee Terms of Reference contains the following Power to Act:

***Appointment of Directors and Trustees***

- (d) *All matters pertaining to the selection, appointment and remuneration of directors to Council Controlled Organisations and trustees to Council Organisations, except for the appointments of directors and trustees.*
- (e) *All matters are to be in accordance with Council adopted policy on Appointment and Remuneration of Directors.*

2.4 So it is within the scope of activity of this Committee to approve director remuneration without reference to full Council.

### 3 CURRENT SITUATION

3.1 Council is about to advertise for directors to fill two vacancies on WHL. Potential applicants interested in these roles are likely to ask what the remuneration is. In order to attract high calibre applicants it is recommended that remuneration is offered that is in keeping with similar types of organisations, and commensurate with the role.

3.2 A review has been undertaken by Morrison Low on behalf of Council of CCOs similar to Westland Holdings Ltd to benchmark remuneration and the following information has been provided:

	Current WHL	Proposed WHL
Chair	\$8,000	\$12,000
Director (x 2)	\$6,000 ea	\$8,000 ea
TOTAL (p.a)	\$20,000	\$28,000

### 4 OPTIONS

4.1 The Committee has the following options available to it:

4.1.1 Option 1: Increase the remuneration of WHL directors in line with market as proposed in the table above.

4.1.2 Option 2: Retain the remuneration at current levels.

4.1.3 Option 3: Agree on different figures for remuneration.

4.1.4 Option 4: Agree on the increase recommended but stagger the increase over time.

## 5 SIGNIFICANCE AND ENGAGEMENT

5.1 Setting of directors remuneration for Council's CCOs is administrative and therefore of low significance.

5.2 Staff have contacted the chair of Westland Holdings Ltd to discuss the recommendations in this report with him.

5.3 While there is a high level of public interest in director remuneration, public consultation is not required.

## 6 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

6.1 In setting directors fees there are a number of considerations that must be balanced. One of them is affordability. Options 1, 3 and 4 would all require and increase to current remuneration, with Option 1 requiring WHL to commit an extra \$8,000 per annum.

6.2 Another consideration is the ability to attract high calibre applicants for the roles, and demonstrating that Council takes its role as a shareholder seriously and stays up to date with good practise. Option 2 – retaining the status quo – does not demonstrate that.

6.3 Option 4 still proposes an increase but suggests that this happen over time thus making it more affordable. This approach, while financially palatable, is more administratively cumbersome and may put some potential applicants off applying for the two vacant roles.

## 7 PREFERRED OPTION AND REASONS

7.1 The preferred option is **Option 1** which would increase the directors fees as follows:

Chair	\$12,000
Director (x 2)	\$8,000 ea
TOTAL (p.a)	\$28,000

7.2 This will require an extra \$8,000 per annum (slightly less in the 2015-16 year).



- 7.3 Council will be in a far stronger position to attract high calibre applicants for the two vacant director roles, if it can be demonstrated that a current Policy on Appointment and Remuneration of CCO Directors is in place, and that remuneration levels have been reviewed in line with market.

## 8 RECOMMENDATION

- A) **THAT** the Executive Committee approves an increase in remuneration for the chair and directors of Westland Holdings Ltd effective 1 October 2015.

**Tanya Winter**  
**Chief Executive**

# Report



**DATE:** 9 September 2015

**TO:** Executive Committee

**FROM:** Chief Executive

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## **OMNIBUS REPORT: EXECUTIVE COMMITTEE**

### **1 SUMMARY**

- 1.1 The purpose of this report is to provide the Executive Committee with an update on a range of matters that fall under their Terms of Reference.
- 1.2 This issue arises from the Committee having been delegated responsibility for a number of Council activities.
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by Council as part of the Long Term Plan 2015-25. These are stated on Page 2 of this agenda.
- 1.4 This report concludes by recommending that the recommendations in **Appendix 1** be adopted.

### **2 BACKGROUND**

- 2.1 The Executive Committee was created by Council under the terms of the Local Government Act 2002 after the local body elections in October 2013.
- 2.2 The Committee operates under Terms of Reference (ToR) and the matters brought before it are in keeping with these.
- 2.3 The ToR are attached to this agenda for reference.

### **3 CURRENT SITUATION**

- 3.1 A range of matters are included in this report for consideration by the Executive Committee. As the Committee's power to act is limited, most of the items are information to be received. Please note that items 4 and 5 in

Appendix 1 are not strictly within the scope of the Committee's ToR. However they relate to items that the Committee has oversight of.

#### **4 OPTIONS**

- 4.1 Any options are contained in **Appendix 1** with the individual items to be considered.

#### **5 SIGNIFICANCE AND ENGAGEMENT**

- 5.1 In accordance with Council's Policy on Significance and Engagement the matters in this report are largely administrative and therefore are a low level of significance.

#### **6 RECOMMENDATION**

- A) **THAT** the recommendations in **Appendix 1** be adopted.

**Tanya Winter**  
**Chief Executive**

**Appendix 1:** Omnibus Recommendations

**Appendix 2:** Executive Committee Action Items

**Appendix 3:** Executive Committee Workplan 2014-2015

**Appendix 4:** Draft Executive Committee Workplan 2015-2016

**Appendix 5:** Sample Health and Safety Report

# Appendix 1

## OMNIBUS RECOMMENDATIONS

### 1. EXECUTIVE COMMITTEE ACTION ITEMS

The list of action items from previous meetings is attached as **Appendix 2**. This is for review by the Executive Committee.

*No recommendation made.*

### 2. EXECUTIVE COMMITTEE WORKPLAN 2015-2016

The 2014-15 work plan is attached as **Appendix 3**. Due to the Long Term Plan workload some items in the work plan have not progressed. A draft work plan is attached as **Appendix 4**. Staff would like direction from the Executive Committee on what the priorities are for 2015-16.

*Recommendation:*

**THAT** *the Executive Committee gives direction to staff on priorities for 2015-2016.*

### 3. 2014-15 ANNUAL REPORT

The Group Manager: Corporate Services will provide a verbal update.

*Recommendation:*

**THAT** *the Executive Committee receives this update.*

### 4. OVERDUE RATES AND BAD DEBTS - RESOURCING

The Group Manager: Corporate Services will provide a verbal update.

*Recommendation:*

**THAT** *the Executive Committee receives this update.*

### 5. UPDATE ON THE RATING INFORMATION DATABASE

The Group Manager: Corporate Services will provide a verbal update.

*Recommendation:*

**THAT the Executive Committee receives this update.**

## **6. HEALTH AND SAFETY LEGISLATION**

On 27 August 2015 Parliament passed the Health and Safety Reform Bill at the third and final reading. It is now confirmed that the new Health and Safety at Work Act will come into effect on 4 April 2016.

The updated Act will be published shortly. In the interim a series of regulations are being developed to support the new Act. These include:

- General risk and workplace management
- Major hazard facilities
- Asbestos
- Engagement, worker participation and representation (available shortly for public consultation).

WorkSafe NZ have today recommended that organisations:

- Familiarise themselves with the key concepts of the legislation
- Review health and safety practices
- Identify health and safety risks in the business and take steps to prevent these from causing harm
- Lead by example
- Make health and safety part of workplace culture

Council has a Health and Safety Committee which is chaired by the Group Manager: District Assets and has representation from across Council. This Committee will ensure that the Executive Team and Council are apprised of any changes to Health and Safety legislation which require action.

***Recommendation:***

**THAT the Executive Committee receives this update and that Health and Safety legislative changes are reported on at the November 2015 Executive Committee meeting.**

## **7. HEALTH AND SAFETY REPORTING**

At the meeting on 7 May 2015 the Executive Committee resolved the following:

*“That by 31 August 2015, a reporting mechanism to Council on health and safety be recommended by the Chief Executive.”*

At the Rural and Provincial Chief Executive's meeting in June 2015 the Chief Executive put this item on the agenda and asked what level of reporting other CEs were providing to their elected members on Health and Safety. Most were reporting, but at a very high level. An example of this is provided as **Appendix 5** (it is worth noting that this organisation has 250 staff against Westland's 50 with a full time Health and Safety Officer employed).

The Health and Safety Committee have had demonstrations from three providers of Health and Safety reporting software. One of these was from the provider of the new Payroll system that Council are about to outsource. Staff suggest that before a reporting mechanism is recommended that Council agree on the metrics they would like to see and staff ensure systems and processes are in place to collect this information.

***Recommendation:***

***THAT the Executive Committee receives this update and that direction is provided to staff on which Health and Safety metrics are required to be reported on.***

**8. WHL DIRECTOR APPOINTMENT TIMELINE AND PROCESS**

Both Mike Havill and Michael Teen have indicated their intention to resign from the Board of Westland Holdings Ltd as soon as replacement directors can be found. In June 2015 Council adopted the Policy on Appointment and Remuneration for Directors of Council Controlled Organisations. The remuneration report on this agenda will enable the two roles to be advertised. It is suggested that the following timeline be adopted by the Committee for appointment of directors to WHL:

DATE	TASK
27 August 2015	Confirm WHL Sol
Early Sept 2015	Finalise candidate profile
9 September 2015	Executive Committee resolves remuneration levels for directors and chair
Mid Sept 2015	Advertise for 2 directors
Mid Oct 2015	Executive Committee Review applicants
Early Nov 2015	Appointments confirmed

***Recommendations:***

***THAT the Executive Committee approves the timeline for appointment of directors to the board of Westland Holdings Ltd.***

## APPENDIX 2

### EXECUTIVE COMMITTEE – INFORMAL ITEMS 10.07.14

Item	Further Action	Action By	Due Date	Date Completed
Collate all internal control policies and procedures.	Tabulating	Gary	30 October 2014	
Report on bad debts and overdue rates.		Gary	5 Nov 2014	
Health and Safety legislation – risk for Councillors	Early 2015 – check change in legislation	Vivek	28 February 2015	

### EXECUTIVE COMMITTEE – ACTION ITEMS 17.04.14

Item	Further Action	Action By	Due Date	Date Completed
Minutes 2.1: <ul style="list-style-type: none"><li>Bullets on Page 12, ask WHL to consider when year-end report done.</li></ul>	Letter to WHL	Tanya	11 September 2014	

## EXECUTIVE COMMITTEE – INFORMAL ITEMS 14.08.14

Item	Further Action	Action By	Due Date	Date Completed
<u>Risk Register</u> <ul style="list-style-type: none"> <li>Itemised register to come to Executive Committee in October. Circulate it before then.</li> <li>New risks identified at Executive Team to come to Executive Committee's formal meetings.</li> </ul>		Vivek  Vivek	16 Oct 2014  16 Oct 2014	May 2015  Ongoing



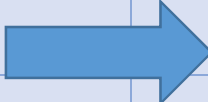
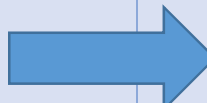
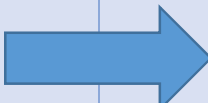
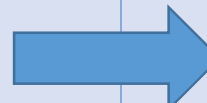
## EXECUTIVE COMMITTEE – FORMAL ITEMS 07.05.15

Item	Further Action	Action By	Due Date	Date Completed
<ul style="list-style-type: none"> <li>• Draft a 2015-2016 Executive Committee Workplan</li> <li>• Performance Review moved to August 2015</li> <li>• Update on Insurance – June 2015 Executive Committee – refining the data, the LAPP Report and quotes.</li> <li>• Risks identified by the Executive Team as being high or extreme be reported to the Executive Committee or Council as soon as they are identified.</li> <li>• A reporting mechanism to Council on health and safety be recommended by the Chief Executive.</li> <li>• 2014-2015 Audit Management Report – item be deferred to the June Executive Committee Meeting and June Council Meeting.</li> </ul>	Draft on next agenda	Tanya Cr Dawson Gary	July 2015 Aug 2015 Aug 2015	Sept 2015 Aug 2015 Aug 2015
		Vivek	Ongoing	Ongoing
	Tanya to discuss with other CEs	Tanya  Gary	Next meeting	June 2015

## EXECUTIVE COMMITTEE – FORMAL ITEMS 11.08.15

Item	Further Action	Action By	Due Date	Date Completed
<ul style="list-style-type: none"> <li>The Committee endorsed the renewal of insurances brokered by Aon New Zealand as attached to the Executive Committee Agenda.</li> </ul>	To go to August Council meeting	Lesley Crichton		Aug 2015
<ul style="list-style-type: none"> <li>The Committee recommendations on the Statement of Intent for Westland Holdings Limited be provided to Council, including the correction of grammatical errors.</li> </ul>	To go to August Council meeting	Tanya Winter		Aug 2015

**EXECUTIVE COMMITTEE WORK PLAN 2014-15   APPENDIX 3**

Item	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15
<b>External Audit</b>	Interim Audit Management Report		Draft Annual Report	Audit Annual Report <i>Audit Director meet Exec Committee</i>	Audit Management Report 				LTP Audit Hot Review <i>Audit Director meet Exec Committee</i>	Letter of Engagement 2015-16	Review Audit Management Reports LTP Audit	Interim Audit Annual Report
<b>Annual Report</b>		Heads up on EOY Result	Review Annual Report									
<b>CE Performance Review</b>			Annual PR						6-Month PR			
<b>CCO's</b>		Feedback on WDPL Due Diligence	Full Year Reports 	Special Consultative Procedure on disestablishing WDPL & WHL?	AGM's Director Appointment Policy Review 			Draft Statement of Intents due end Feb 	Half Year Reports			
<b>Insurance</b>		- Valuation Information - LAPP Review			Review of Assets to be Insured							Renewal
<b>Risk Management Framework</b>		Review Risk Register		Review Risk Management Policies & Procedures						Review Risk Management Policies & Procedures		
				Review Risk Register						Review Risk Register		
<b>Internal Control Framework</b>			Review Current Policies & Procedures					Confirm Internal Control Framework				Internal Audit
								Budget for Internal Audit				
<b>Long Term Plan</b>								Review LTP Budgets				
<b>Legislation</b>												
<b>Informal and Formal Meetings</b>		<i>Informal Meeting</i> 14 Aug	<i>Informal Meeting</i> 11 Sept 9am-10am <i>Meeting with Stakeholders</i> 1pm-3pm then a/tea.	<i>Formal Meeting</i> 16 Oct 11.00 am	<i>Informal Meeting</i> 5 Nov 3.30 pm	<i>Formal Meeting</i> 4 Dec 9.00 am		<i>Informal Meeting</i> 9-13 Feb - TBC	<i>Formal Meeting</i> 9-13 Mar - TBC			
<i>Note:</i>				<i>Audit here 6-24 Oct.</i>								

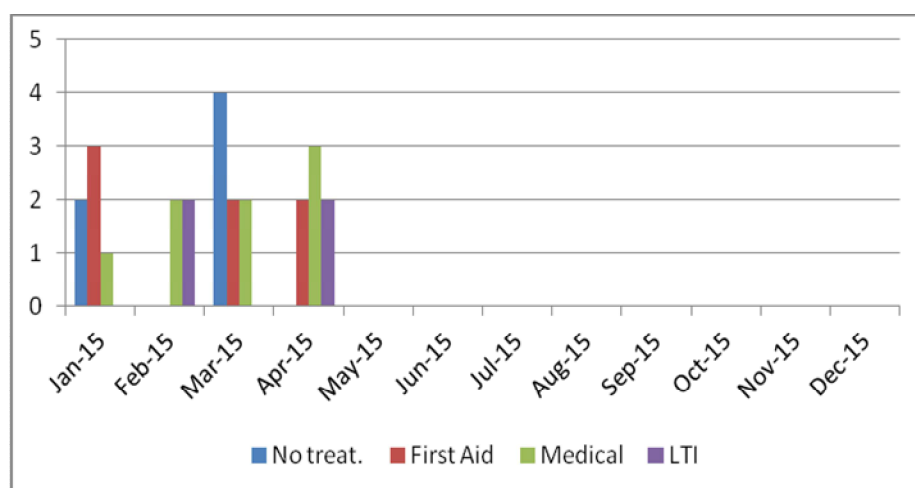
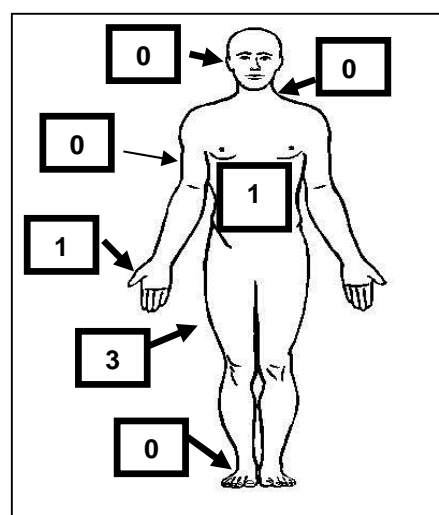
**EXECUTIVE COMMITTEE WORK PLAN 2015-2016 – APPENDIX 4**

Item	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16
<b>External Audit</b>			Annual Report Update	Audit Director meet Exec Committee  Final Audit Statements available for Audit 23 October 2015  Final Audit Begins 28 September 2015 for 3 weeks	Audit opinion issued 29 October 2015	Draft final detailed management report issued – 15 November 2015				Letter of Engagement 2016-2017		Interim Audit Annual Report
<b>CE Performance Review</b>		Annual PR							6-Month PR			
<b>CCO's</b>			Review remuneration for WHL directors  Confirm director appointment timeline	Full Year Reports  Advertise for 2 Directors on WHL	Appoint 2 Directors on WHL			Draft Statement of Intents due end Feb	Half Year Reports			
<b>Insurance</b>									Review of Assets to be insured  Confirm LAPP decision			Renewal
<b>Risk Management Framework</b>			Risk Register Update		Risk Register Update				Risk Register Update			
<b>Internal Control Framework</b>				Define Internal Control Framework				Review Current Policies & Procedures				Confirm Internal Control Framework
<b>Annual Plan</b>					Review 2016-2017 Annual Plan Budgets							
<b>Health &amp; Safety</b>			H & S Legislation Update	H & S metrics agreed on	H & S Legislation Update							
<b>Informal and Formal Meetings</b>			<b>Formal Meeting 9 September @ 4pm</b>	<b>Informal Meeting</b>	<b>Formal Meeting</b>	<b>Informal Meeting</b>	<b>No meeting</b>	<b>No meeting</b>	<b>Formal Meeting</b>			
<i>Others: Debt Collection? RID Update?</i>												

## Accident / Incidents

Incidents this month	Days since last Serious Harm	Days since the last reported LTI	ACC Claims lodged	Investigations overdue 15+ days	Corrective actions overdue 15+ days
36	228	7	3	0	22

## Staff incidents by body location & treatment type

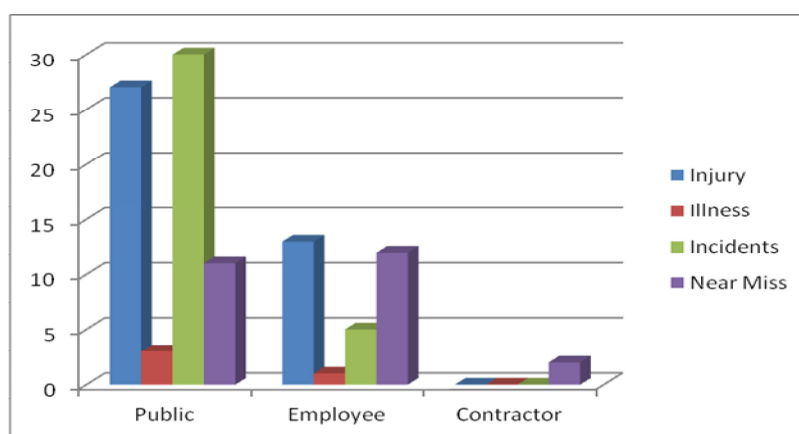


## Incidents by location

Aerodrome	0	MM Library	5	MV Library	0	TA Spas	3
Building site	0	MM Office	1	MV Pools	0	TA Office	0
Firth Tower	0	MM Sports Centre	2	TA Domain	0	TA Library	0
Footpath/Road	0	MV Events Centre	0	TA i-Site	1	Off site	5
KVS	7	MV Office	1	TA Leisure Pools	11	Other	0

## Incidents by person

Employee	13
Public	23
Contractor	0
Unknown	0



## Accidents/incidents this month:

- Verbally abusive customer at the MV office made threats to staff members. Police were notified.
- Multiple graffiti incidents at the MM library. Police have been notified and photos have been taken.
- Faecal incidents and wasp stings at TALP
- Staff member pulled muscle in leg after a fall.
- TA i-site had a broken window after someone tried to break in. Police notified.

## Staff Medical / Health Monitoring

Pre-employment drug testing	Post accident drug testing	Workstation Assessments	Inoculations (Flu)	RTW programmes underway
2	0	1	44	0

## Hazard Management

New hazards identified	Hazard registers reviewed	Registers overdue for review	On-site hazard assessments	Safety Audits conducted	Corrective actions overdue 15+ days
9	3	0	2	0	72

New/Modified Equip. checks	Haz. Work Notifications to Worksafe NZ
0	2

**New hazards this month:**

- Man cage for forklift
- Parks team movers (Safe work procedures being written)
- Library Acquisitions office – cold & damp
- Overloaded multi boards (training room)

## Emergency Management

Existing EAP's reviewed	EAP's overdue for review	New EAP's created	Existing MSDS reviewed	MSDS overdue for review	New MSDS added
3	0	1	1	0	0

Trial evac. completed	Trial evac. overdue	Emerg. Equip checks overdue
0	0	7

## Contractor Management

Approvals /re-approvals	Removed from scheme	Documentation overdue for review	Inductions completed	Site audits conducted
2	0	12	0	1

## Employee participation

- Drug & Alcohol Policy out for consultation & submissions

H&S Committee	Dept. morning teas	Meetings with teams
0	2	3

Staff / volunteer inductions

Staff full inductions complete	Staff full inductions overdue	Volunteer inductions complete
2	2	0

Training

H&S reps received annual training	H&S reps still to be trained
0	15

Policy management

Policies created or reviewed	Policies overdue for review
1	8

Procedure management

Procedures reviewed	New procedures created
5	2
OSH page procedures overdue for review	Audits conducted on procedures
69	5
Promapp processes overdue for review	Promapp suggestions overdue
20	8

Training conducted:

- BA training for KVS staff – 2 consecutive days. 10 staff.
- First aid training (new & revalidations) - 6 staff
- Dangerous Goods training – 4 staff
- Confined Space training – 9 staff
- EMA H&S Breakfast meeting – 4 staff
- EMA Conference – 2 days
- Individual Vault training with KVS team leader.
- H&S Education session with KVS Team Leaders.
- NZISM meeting attended x2 staff. Guest speaker on H&S in the Canadian Gas & Oil industry
- H&S Rep Unit Standard. 90% completed. (1 staff member)

Miscellaneous

- Meeting with TA Library team. Request for disabled carpark actioned.
- Discussion with Comms team on H&S/COSACS events for 2015.
- Gap analysis updated.
- Visit by Whangarei District Council to view our Vault H&S database.
- Flu vaccinations for 44 staff.
- Discussion on emergency services requirements for Chlorine leak response & communications plan for public alerting & notification.
- Review of outstanding hazards with E-Team.
- Vehicle branding still being discussed by LGNZ and Satchi & Satchi.
- Meeting with MV Library team.
- Meeting to discuss KVS/KC training day & associated videos
- Competency assessments written for mower operations and man cage operations.
- Safe work procedure written for man cage and manhole unblocking.
- Department morning teas (x2) attended with CEO to discuss any H&S issues/questions.
- PPE ordered for 3 staff.

- Provided cover for Customer Services for half a day while they went for a team building trip.
- Meeting with KVS staff to discuss loading of lawnmowers on the truck procedure.

2015/16 Objectives

Objective	Measured by	How achieved
Improve near miss reporting across organisation	<ul style="list-style-type: none"><li>• Improved result in staff climate survey</li><li>• Increase number of near miss reports by 25%</li></ul>	<ul style="list-style-type: none"><li>• Review current reporting forms. Involve staff in this process.</li><li>• Staff awareness campaign on what is a “near miss” and the importance of reporting.</li></ul>
Improving communication of corrective actions/outcomes	<ul style="list-style-type: none"><li>• Improved feedback in staff climate survey on the reporting back on issues raised.</li></ul>	<ul style="list-style-type: none"><li>• Training for managers in corrective actions &amp; importance of communicating outcomes.</li></ul>
External training – identification of whether training provided has been put into practice	<ul style="list-style-type: none"><li>• Survey conducted on 20% of trainees.</li><li>• Results reported to E-Team for review.</li></ul>	<ul style="list-style-type: none"><li>• Identify training needs based on risk. Training plan agreed &amp; implemented.</li><li>• Anonymous survey of trainees 6 months after training undertaken.</li></ul>
Improving processes (Easier to find & understand)	<ul style="list-style-type: none"><li>• Measured by result in staff climate survey</li></ul>	<ul style="list-style-type: none"><li>• Managers &amp; Team Leaders given access &amp; training in Vault &amp; Promapp</li><li>• H&amp;S Facilitator review of process v practice</li><li>• Internal audits</li><li>• Employee participation in writing &amp; review of processes</li></ul>

2015 Team Projects

Project	Timeframe	Status
Presentation to Council – H&S legislation	March	Changed to September after legislation enacted.
Staff health / monitoring	May	Project plan to be prepared.
Process v practice review	December	Project plan approved and underway.
Emergency Response Plan for Chlorine Gas	March	90% complete. Meeting to be held with WorkSafe NZ.
ACC WSD Sessions for Contractors	March & September	March meeting held. Very successful.
Staff H&S inductions – programme review / training	May	Commenced.
Drug & Alcohol Policy review	June	Commenced. Currently out for staff submissions.
Approved Contractor Register transferred to Vault	June	Commenced.
Contractor Management programme review	August	Joint Council project for “Preferred Contractor” registration also underway.
Rehab & RTW programme & policy	September	Commenced. 90% complete.
ACC WSMP Self Assessment	September	
Plant / equipment purchasing guidelines	December	
Permit to work system	December	Permit system prepared by KVS Water & Waste Water Managers. In use on a trial basis.
Volunteer Management – comprehensive review of existing programme/policy	On-hold	On hold pending H&S legislation



Looking ahead:

- H&S Committee meeting – 29 May
- Report back from the Select Committee on new H&S legislation – 29 May
- Manual Handling training with Precious McKenzie – 25 & 26 June