



PAPAIOEA
PALMERSTON
NORTH
CITY

PALMERSTON NORTH CITY COUNCIL

AGENDA

FINANCE & AUDIT COMMITTEE

9AM, WEDNESDAY 25 MAY 2022

COUNCIL CHAMBER, FIRST FLOOR, CIVIC ADMINISTRATION BUILDING
32 THE SQUARE, PALMERSTON NORTH

MEMBERS

Susan Baty (Chairperson)
Karen Naylor (Deputy Chairperson)
Grant Smith (The Mayor)

Vaughan Dennison
Renee Dingwall
Lew Findlay QSM
Patrick Handcock
ONZM
Leonie Hapeta

Lorna Johnson
Bruno Petrenas
Aleisha Rutherford
Stephen Armstrong

AGENDA ITEMS, IF NOT ATTACHED, CAN BE VIEWED AT

pncc.govt.nz | Civic Administration Building, 32 The Square
City Library | Ashhurst Community Library | Linton Library

Chris Dyhrberg

Acting Chief Executive | PALMERSTON NORTH CITY COUNCIL

FINANCE & AUDIT COMMITTEE MEETING

25 May 2022

ORDER OF BUSINESS

1. Apologies

2. Notification of Additional Items

Pursuant to Sections 46A(7) and 46A(7A) of the Local Government Official Information and Meetings Act 1987, to receive the Chairperson's explanation that specified item(s), which do not appear on the Agenda of this meeting and/or the meeting to be held with the public excluded, will be discussed.

Any additions in accordance with Section 46A(7) must be approved by resolution with an explanation as to why they cannot be delayed until a future meeting.

Any additions in accordance with Section 46A(7A) may be received or referred to a subsequent meeting for further discussion. No resolution, decision or recommendation can be made in respect of a minor item.

3. Declarations of Interest (if any)

Members are reminded of their duty to give a general notice of any interest of items to be considered on this agenda and the need to declare these interests.

4. Public Comment

To receive comments from members of the public on matters specified on this Agenda or, if time permits, on other Committee matters.

(NOTE: If the Committee wishes to consider or discuss any issue raised that is not specified on the Agenda, other than to receive the comment made or refer it to the Chief Executive, then a resolution will need to be made in accordance with clause 2 above.)

- 5. **Confirmation of Minutes** Page 7
 "That the minutes of the Finance & Audit Committee meeting of 27 April 2022 Part I Public be confirmed as a true and correct record."

- 6. **Request for Financial Support for the Regent Theatre Trust** Page 11
 Report, presented by Anton Carter, Group Manager - Community Services.

- 7. **Health, Safety and Wellbeing Report - January to March 2022** Page 19
 Memorandum, presented by Alan Downes, Safety & Health Manager and Wayne Wilson, Acting Chief People & Performance Officer.

- 8. **Committee Work Schedule** Page 35

- 9. **Exclusion of Public**

To be moved:

"That the public be excluded from the following parts of the proceedings of this meeting listed in the table below.

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

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 passing this resolution
10.	TicketRocket Liability & Palmerston North Speedway Limited Claim against Council	Third Party Commercial, Material Loss, Legal Privilege and Negotiations	s7(2)(b)(ii), s7(2)(e), s7(2)(g) and s7(2)(i)

11.	Request for Additional Financial Support for the Regent Theatre Trust to Cover TicketRocket Claims	Third Party Commercial, Material Loss, Legal Privilege and Negotiations	s7(2)(b)(ii), s7(2)(e), s7(2)(g) and s7(2)(i)
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This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public as stated in the above table.

Also that the persons listed below be permitted to remain after the public has been excluded for the reasons stated.

[Add Third Parties], because of their knowledge and ability to assist the meeting in speaking to their report/s [or other matters as specified] and answering questions, noting that such person/s will be present at the meeting only for the items that relate to their respective report/s [or matters as specified].

PALMERSTON NORTH CITY COUNCIL

Minutes of the Finance & Audit Committee Meeting Part I Public, held in the Council Chamber, First Floor, Civic Administration Building, 32 The Square, Palmerston North on 27 April 2022, commencing at 9.00am

Members Present: Councillor Susan Baty (in the Chair), The Mayor (Grant Smith) and Councillors Renee Dingwall, Lew Findlay QSM, Patrick Handcock ONZM, Leonie Hapeta, Lorna Johnson, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Stephen Armstrong.

Non Members: Councillors Brent Barrett, Rachel Bowen, Zulfiqar Butt, Billy Meehan and Orphée Mickalad.

Apologies: Councillor Vaughan Dennison.

Mr Steve Armstrong was not present when the meeting resumed at 3.04pm. He was not present for clauses 33 and 34.

Councillor Leonie Hapeta left the meeting at 11.57am and was present when the meeting resumed at 3.04pm. She was present for all clauses.

28-22 Apologies

Moved Susan Baty, seconded Karen Naylor.

The **COMMITTEE RESOLVED**

1. That the Committee receive the apologies.

Clause 28-22 above was carried.

29-22 Confirmation of Minutes

Moved Susan Baty, seconded Karen Naylor.

The **COMMITTEE RESOLVED**

1. That the minutes of the Finance & Audit Committee meeting of 23 March 2022 Part I Public be confirmed as a true and correct record.

Clause 29-22 above was carried.

Abstained:

Councillor Billy Meehan.

30-22 Waka Kotahi Recreation Pathways Fund Associated with Te Ahu a Turanga Highway

Report, presented by Aaron Phillips, Activities Manager – Parks.

A preliminary desktop study by consultant engineers, received since the report was finalised, suggested that the allowance for investigations, consenting and design should be higher than was allowed in the Officer's preliminary cost estimate. An additional \$35,000 will need to be allowed as a result of this information and the application will be in the amount of \$551,000.

Moved Karen Naylor, seconded Aleisha Rutherford.

The **COMMITTEE RECOMMENDS**

1. That the Chief Executive is authorised to prepare a bid to the Waka Kotahi Te Ahu a Turanga Recreational Paths Fund on behalf of the Council.
2. That the amount of the Council bid to the Waka Kotahi Te Ahu a Turanga Recreational Paths Fund is \$551,000, as described in Option 2 of this report and comprised of:
 - \$491,000 to enhance the existing pathways on the Ashhurst side of the river; and
 - \$60,000 to investigate the options and costs of addressing pedestrian, cycling and equestrian safety on the Saddle Road Bridge and equestrian facilities on the Pembroke Street rail overbridge.
3. That the Council note the funding application reflects the initial estimate of the cost to construct the chosen option, and further investigation is required before an engineer's estimate can be prepared.
4. That the Chief Executive report back to the Finance & Audit Committee on the outcome of the funding application, including any financial implications for consideration as part of the draft 2023/24 Annual Budget process.

Clause 30-22 above was carried.

31-22 Quarterly Performance and Financial Report - Quarter Ending 31 March 2022

Report, presented by Cameron McKay, Acting Chief Financial Officer and Andrew Boyle, Head of Community Planning.

Moved Susan Baty, seconded Karen Naylor.

The **COMMITTEE RECOMMENDS**

1. That the Committee receive the memorandum titled 'Quarterly Performance and Financial Report – Quarter Ending 31 March 2022' presented to the Finance & Audit Committee on 27 April 2022.
2. That Council note and approve that the capital expenditure and associated revenue values in the 2021/22 Long Term Plan Budget

relating to the Three Water Reform funding will be changed as per the details in Appendix 4 of this report.

3. That 1888 – Low Carbon Fund budget be reduced by \$345,000, and 1847 – City Growth – City Reserves – Victoria Esplanade – Capital New budget be increased by \$115,000, and 1451 – Property – LED Lighting Upgrades be budget increased by \$230,000.
4. That the Chief Executive be given delegation to allocate 100% of funds from 1888 – Low Carbon Fund to other activities, as well as moving the fund between capital new and capital renewal for the financial year 2021/22.

Clause 31-22 above was carried.

The meeting adjourned at 10.52am
The meeting resumed at 11.15am

32-22 Treasury Report - 9 months ending 31 March 2022

Memorandum, presented by Steve Paterson, Strategy Manager - Finance.

Moved Susan Baty, seconded Karen Naylor.

The **COMMITTEE RESOLVED**

1. That the Committee note the performance of Council's treasury activity for the 9 months ending 31 March 2022.

Clause 32-22 above was carried.

33-22 Options for Reallocation of Events Related Budgets

Memorandum, presented by Anton Carter, Group Manager Community Services.

During discussion Elected Members were of the opinion that applications to cover future events as well as retrospective assistance should be included in the fund criteria to stimulate events.

Councillor Leonie Hapeta left the meeting at 11.57am.

The meeting adjourned at 12.02pm.
The meeting resumed at 3.04pm.

Councillor Leonie Hapeta was present when the meeting resumed.
Mr Steve Armstrong was not present when the meeting resumed.

Moved Rachel Bowen, seconded Lorna Johnson.

The **COMMITTEE RECOMMENDS**

1. That Council approve Option 1 – reduction of events and events related budgets by \$100,000 to top up programme 1675 – Covid Relief Fund with the addition of a proactive community events support criterion to the funding priorities for the Covid Relief Fund.

Clause 33-22 above was carried 14 votes to 0, with 1 abstention, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Susan Baty, Brent Barrett, Rachel Bowen, Zulfiqar Butt, Renee Dingwall, Patrick Handcock ONZM, Leonie Hapeta, Lorna Johnson, Karen Naylor, Billy Meehan, Orphée Mickalad, Bruno Petrenas and Aleisha Rutherford.

Abstained:

Councillor Lew Findlay QSM.

Moved Susan Baty, seconded Karen Naylor.

Note:

On a motion: "That Council does not top up the Covid Relief Fund (Option 2)" the motion was lost 1 vote to 13, with 1 abstention, the voting being as follows:

For:

Councillor Karen Naylor.

Against:

The Mayor (Grant Smith) and Councillors Susan Baty, Brent Barrett, Rachel Bowen, Zulfiqar Butt, Renee Dingwall, Patrick Handcock ONZM, Leonie Hapeta, Lorna Johnson, Billy Meehan, Orphée Mickalad, Bruno Petrenas and Aleisha Rutherford.

Abstained:

Councillor Lew Findlay QSM.

34-22 Committee Work Schedule

Moved Susan Baty, seconded Karen Naylor.

The **COMMITTEE RESOLVED**

1. That the Finance & Audit Committee receive its Work Schedule dated April 2022.

Clause 34-22 above was carried.

The meeting finished at 3.36pm

Confirmed 25 May 2022

Chairperson

REPORT

TO: Finance & Audit Committee

MEETING DATE: 25 May 2022

TITLE: Request for Financial Support for the Regent Theatre Trust

PRESENTED BY: Anton Carter, Group Manager - Community Services

APPROVED BY: Sheryl Bryant, Assistant Chief Executive
Kerry-Lee Probert, Acting Chief Customer Officer

RECOMMENDATION(S) TO COUNCIL

1. That EITHER

a. Council approves financial support of \$80,000 to the Regent Theatre Trust Board in the 2021/22 Financial Year.

OR

b. Council approves financial support of \$50,000 to the Regent Theatre Trust Board in the 2021/22 Financial Year.

OR

c. Council approves financial support of \$30,000 to the Regent Theatre Trust Board in the 2021/22 Financial Year.

OR

d. Council does not offer financial support to the Regent Theatre Trust Board at this time.

SUMMARY OF OPTIONS ANALYSIS FOR

Problem or Opportunity	The Regent Theatre Trust Board has written to Council requesting financial support as a consequence of COVID-19 restrictions to operations.
OPTION 1:	Offer financial support in full The memorandum from the Trust sets out two areas for which the Trust is seeking financial support, the total of which is \$80,000.
Community Views	Until now the community has been unaware of the financial concerns of the Trust, thus limited conclusions can be drawn.
Benefits	Allows the Trust more flexibility to pivot now that the country has moved into the COVID-19 Orange Traffic Light setting. Supports the economic impact that a successful Regent Theatre brings to the city's hospitality and accommodation sectors.
Risks	May contribute to future expectations from Council Controlled Organisations that Council will bail them out were they to get into financial trouble.
Financial	The Council is projected to have a surplus this financial year. Some of the surplus could be allocated towards the Trust's request.
OPTION 2:	Offer financial support in part The Trust has noted that they are concerned by the financial year forecast. Council may elect to support one of the requests set out in the attachment, the total of which would be \$30,000 or \$50,000 respectively.
Community Views	Until now the community has been unaware of the financial concerns of the Trust, thus limited conclusions can be drawn.
Benefits	Allows the Trust more flexibility to pivot now that the country has moved into the COVID-19 Orange Traffic Light setting. Supports the economic impact that a successful Regent Theatre brings to the city's hospitality and accommodation sectors.
Risks	Financial risks to the Trust are that reserves are used to cover operational spending and as a result ongoing maintenance and investment in the theatre is reduced.
Financial	Less of the 2021/2022 budget surplus will be available to be applied towards Council debt repayment.
OPTION 3:	Do not offer financial support at this time The Trust has cash reserves which they could use.
Community Views	Until now the community has been unaware of the financial concerns of the Trust, thus limited conclusions can be drawn.
Benefits	The Council continues to follow the practice expected of rate

	reserves. No expectation set for other Council Controlled Organisations.
Risks	Financial risks to the Trust are that reserves are used to cover operational spending and as a result ongoing maintenance and investment in the theatre is put on hold and may increase in cost. Ongoing impacts of the pandemic may adversely affect the economic impact that a successful Regent Theatre brings to the city's hospitality and accommodation sectors.
Financial	Less of the 2021/2022 budget surplus will be available to be applied towards Council debt repayment.

RATIONALE FOR THE RECOMMENDATIONS

1. OVERVIEW OF THE PROBLEM OR OPPORTUNITY

- 1.1 During the presentation of its six-month report (1 July - 31 December 2021) to the Arts, Culture & Heritage Committee on 13 April 2022, the Regent Theatre Trust Board ("the Trust") signalled financial difficulties expected by year end. The Chair of the Trust and the General Manager of the Regent have now written to Council requesting financial support.
- 1.2 Their request is attached to this memorandum. A further request is included in the confidential papers for this meeting.
- 1.3 Since the request, an updated financial position has been provided to April month's end. Cash balance (funds available) is \$128,530, with term deposits of \$186,304.

2. BACKGROUND AND PREVIOUS COUNCIL DECISIONS

- 2.1 Palmerston North City Council funds the Regent Theatre Trust Board \$240K annually.
- 2.2 A recommendation to use part of Council's operational surplus to top up the COVID Relief Fund was made to the Finance & Audit Committee on 27 April 2022. At the time Officers identified an operational surplus relating to events and events-related budgets within the current financial year.

3. NEXT ACTIONS

If Option 1 or 2 is resolved by Council, a transfer of funds to the Regent Theatre Trust will be actioned immediately.

4. COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide?	No
Are the decisions significant?	No
If they are significant do they affect land or a body of water?	No
Can this decision only be made through a 10 Year Plan?	No
Does this decision require consultation through the Special Consultative procedure?	No
Is there funding in the current Annual Plan for these actions?	No
Are the recommendations inconsistent with any of Council's policies or plans?	No
The recommendations contribute to Goal 2: A Creative and Exciting City	
The recommendations contribute to the achievement of action/actions in Arts and Heritage	
The action is:	
<ul style="list-style-type: none"> • Provide operational grants to cultural Council-Controlled Organisations. • Carry out regular performance monitoring and reporting of Te Manawa Museums Trust, the Regent Theatre Trust, the Globe Theatre Trust and the Caccia Birch House Trust. 	
Contribution to strategic direction and to social, economic, environmental and cultural well-being	A strong Regent Theatre is able to take best advantage of the lifting of COVID-19 restrictions and continue to contribute to the social, cultural and economic wellbeing of the city.

ATTACHMENTS

1. Request from Regent Theatre [↓](#) 

REGENT on BROADWAY

12th May 2022

Memo To: Palmerston North City Council
From : Chairman Regent Theatre Trust Board
 General Manager Regent on Broadway

Review of current Financial Position of the Regent on Broadway due to the impact of Covid-19

BACKGROUND

12 months ago, we prepared our budgets for the year in good faith relying on the probability that this pandemic was close to being at an end. With that in mind, we fully understood that our bookings would be affected in the early part of the year with gradual improvements heading into the later part of the year. Little did we know to what extent this pandemic would still have a hold on our industry. With a new variant of Omicron circulating throughout the country and the current restrictions we are required to work under, our bookings have virtually dried up overnight due to the Government's current attendance limit of 100 and the reluctance of hirers to hire and/or perform at theatres. We understand and have forecasted a loss for the current financial year, with the exact position we will be faced with at the end of the financial year still changing virtually on a daily/weekly basis.

We have already submitted our 6-month performance (July 2021 - December 2021) in which we reported that we had lost 35 different events representing 86 days of hire during that period. Now that Omicron is rampant throughout the country we have now had to cancel/postpone a further 36 events (as at 30th April 2022). This makes a total of 71 events and 196 days of use we have lost this year.

Just to put this into context, for the six months January 2022 - June 2022:

January	No Events Scheduled
February	No Events Scheduled
March	No Events Scheduled

April	No Events Scheduled
May	2 Events booked (4 days)
June	10 Events booked (18 days)

FINANCIAL

The lack of bookings has impacted on our financial performance and in particular our operational budget. 12 months ago, when we were preparing our budget, we had planned on Income (including the Operating Grant from PNCC) of \$676,603 with expenses being \$673,950: Thus, creating for the 2021/22 year an Operating **Surplus** of **\$2,653** (before depreciation) for the.

With the continued impact that Covid-19 is having on our business, cancellations/postponements have forced us to revisit our Budget and revise according as to what we can only speculate the final year’s outcome will look like.

Currently our financials ending March report of Operational net Deficit (before Depreciation) of **\$58,891**. We now forecast to years end that our total income including the Operating Grant from PNCC and the Government Wage and Resurgent payments will amount to **\$518,174** for the year with expenses expected to be **\$606,541** thus creating an end of year Operating **Deficit** of **\$88,367**.

The decline in our bookings during this period has also affected the Revenue that our Volunteers (Friends of the Regent) receive, which in turn, reduces the ability for them to contribute to venue operational requirements. During the previous 12 months (July 2020-June 2021) they received an amount of \$41,860 for ushering services. Payment for these services year to date (July 2021 – February 2022) they have only received an amount of \$15,132. With no events January, February, March & April it is anticipated there will be a reduction in income of approximately **\$20,000** for the year.

CASH

As at 31st March the Regent on Broadway has an operating account balance of \$162,105 plus cash reserves of \$221,500.

PROJECTS

Some of the projects that we had planned this year (as outlined within our 10-year plan) have now been put on hold until following years due to our forecasted deficit and the reduction in the availability of funds from the Friends.

New Sound Console to compliment new sound system	\$60k
Continuation of Replacement lights with LEDs	\$10k
(R/M) Replacement staging units	\$25k
(R/M) Replacement New Stage Cloths	\$24k

MEMORANDUM

TO: Finance & Audit Committee

MEETING DATE: 25 May 2022

TITLE: Health, Safety and Wellbeing Report - January to March 2022

PRESENTED BY: Alan Downes, Safety & Health Manager and Wayne Wilson, Acting Chief People & Performance Officer

APPROVED BY: Wayne Wilson, Acting Chief People & Performance Officer

RECOMMENDATION(S) TO FINANCE & AUDIT COMMITTEE

1. That the Committee receive the memorandum titled 'Health, Safety and Wellbeing Report – January to March 2022' presented to the Finance & Audit Committee on 25 May 2022.
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1. EXECUTIVE SUMMARY

Health, Safety and Wellbeing continues to be a significant focus area for leadership at all levels of Palmerston North City Council (PNCC). While data continues to provide encouragement (most notably in the area of reporting), Management recognises the importance of sustaining effort and investment to ensure a resilient system which keeps our people safe. We continue to experience incidents relating to excavation and are persisting in engaging our workforce and partners to reduce the risk in this area.

Notable highlights over the reporting period include:

- Executive Leadership Team (ELT) site visited Wildbase (Strategic Facilities) in March. These visits provide insight for ELT and an opportunity to assess the effectiveness of the system and behaviours and appraise the opportunities for improvement.
- Two training programmes are currently being piloted as part of the Frontline Safety Project: (1) Challenging conversations and resilience (emotional regulation) and (2) Understanding mental health for managers (wellbeing check-in). 60 frontline workers and 25 managers will complete the pilots. 30% of the training has been completed to date.
- Critical risk review commenced in March with the risks selected having been highlighted in the 2020-21 results: excavation, mobile plant, working alone and members of the public. Lone worker was included due to the interest generated during the ELT site visits. The availability of subject matter experts and the level of engagement at these reviews will result in continual improvement of PNCCs' management of critical risks.

Looking forward:

- Focus on our immediate action plan continues with particular emphasis on supportive systems for lone workers and critical risk review and the frontline safety project.

2. REPORT

This report covers the period 1 January to 31 March 2022. The information included in this report is discussed at the appropriate Health & Safety Committees.

A. Hazards, Incidents and Near Misses Reported

Quarter	Dec 20		Mar 21		Jun 21		Sept 21		Dec 21		Mar 22	
	PNCC	Con	PNCC	Con	PNCC	Con	PNCC	Con	PNCC	Con	PNCC	Con
Hazards	20		26		31		14		41		52	
Incidents	44	3	38	4	44	4	38	3	32	3	32	4
Near Misses	30	7	13	1	12	3	9	6	22	1	18	1
Lost Time (days)	74		85		83		78		86		100	
Lost Time Injuries	5		4		6		5		2		4	

Key: PNCC = Staff; CON = Contractor

Comments:

- If we compare current 12 months April 2021 to March 2022 with the preceding 12 months, it reveals there has been a 150% increase in reporting of hazards. This is primarily due to the significantly increased use of the PeopleSafe phone APP by frontline workers. Hazards reported through the APP equates to 70% of the total hazard data.
- The 11% reduction in number of lost time injuries (LTIs) is encouraging when comparing the last 12 months (April 2021 – March 2022) with the prior 12 months (April 2020 – March 2021). Of interest, the current financial year to date results show a 35% reduction on the previous year. It is likely given the trending there will be at least a 30% reduction in LTIs by the end of this financial year. If it eventuates this will be the second consecutive year a reduction has occurred (28% reduction in 2021).
- There was a 28% increase of time lost days in the last 12 months (April 2021 – March 2022) when compared with the prior 12 months (April 2020 – March 2021). This has occurred as a result of two long term incidents that to date are 59% of the current April 2021 – March 2022 period.

- Additional information on incidents is included in Attachment 1.

B. Critical Risk Table

This table has been included to provide clarity on the number of critical risk events and the category each event relates to. For more information on the individual events refer to the December dashboard report.

No.	Critical Risk	Near Miss	Incident
1	Bodies of water		
2	Use of powered hand tools and stationary plant		
3	Tree felling / sectional takedowns		
4	Working alone		
5	Working at height (fall to lower level)		
6	Excavation work	1	1
7	Confined space work		
8	Working with mobile plant	1	4
9	Work environment (psycho/social)		1
10	Members of the public	1	6
11	Asset control		1
12	Hazardous substances		

Comments:

- Critical risk review commenced in March with the risks selected having featured in the 2020-21 results: excavation, mobile plant, working alone and members of the public. Lone worker was included due to the interest generated during the ELT site visits.

C. Manual Handling

Manual Handling incidents have previously been identified as being a key area which contributes to Lost Time and remains a PNCC area of focus. PNCC monitors the effectiveness of Manual Handling capabilities by identifying incidents which are attributed to it, undertaking investigations and assessing the effectiveness of controls for this area. Manual handling incident data is drawn from injuries, accidents and pain and discomfort reports.

Training scheduled for the March quarter was deferred due to the COVID Red status. It has since commenced, and the frontline workers' face to face training will be completed in full by the end of August. The office worker online manual handling training will also be starting in the June quarter and will run for 12 months.

The Manual Handling incidents recorded over the last 24 months is shown below:

Manual Handling	Jun 20	Sep 20	Dec 20	Mar 21	Jun 21	Sept 21	Dec 21	Mar
Incidents	2	11	12	7	11	5	10	8
Manual handling incident divided by hours worked				0.00002	0.00004	0.00002	0.00003	0.00003
Manual handling incident frequency ratio (quarter)	0.3	1.8	1.9	1.1	1.8	0.8	1.6	1.2
12 Month Moving Average (12MMA-FR)	5	5.8	6	6.1	6.8	5.8	5.5	6.3

Comments:

- *If we compare current 12 months April 2021 to March 2022 with the preceding 12 months reporting there has been a 6% increase in manual handling incidents. The increased reporting is assessed as a positive consequence of PNCC's efforts to raise awareness of Health & Safety and the importance of reporting.*
- *The new 12 month moving average frequency ratio (12MMA-FR) levels out the spikes and dips in the quarterly results and reveals we are averaging 6.3 or one manual handling incident for every 20 years of actual hours worked which is assessed as positive. Ten of the manual handling incidents were also time lost injuries (62% of total LTIs).*
- *Management is exploring trends to identify the root cause of this increase with specific reference to exploring the impact of PNCC's vacancy rate and / or whether tenure is a factor.*
- *PNCC currently has a number of proactive measures in place including:*
 - *Education – the manual handling procedure including stretching, warm-up/cool down and the importance of early reporting of discomfort, pain and injury is covered at induction.*
 - *Training – Move at work / manual handling training occurs annually with refresher training occurring every three years.*
 - *Monitoring – manual handling incidents are reviewed, and additional training / supervision initiated as needed.*
 - *The safe systems of work (SSW) manual handling procedure is also used as refresher by business unit supervisors.*

D. WorkSafe Investigations

Investigations occurred this quarter	0
Previous investigations (last 12 months)	
Number of remedial actions required	0

Number of remedial actions completed 0

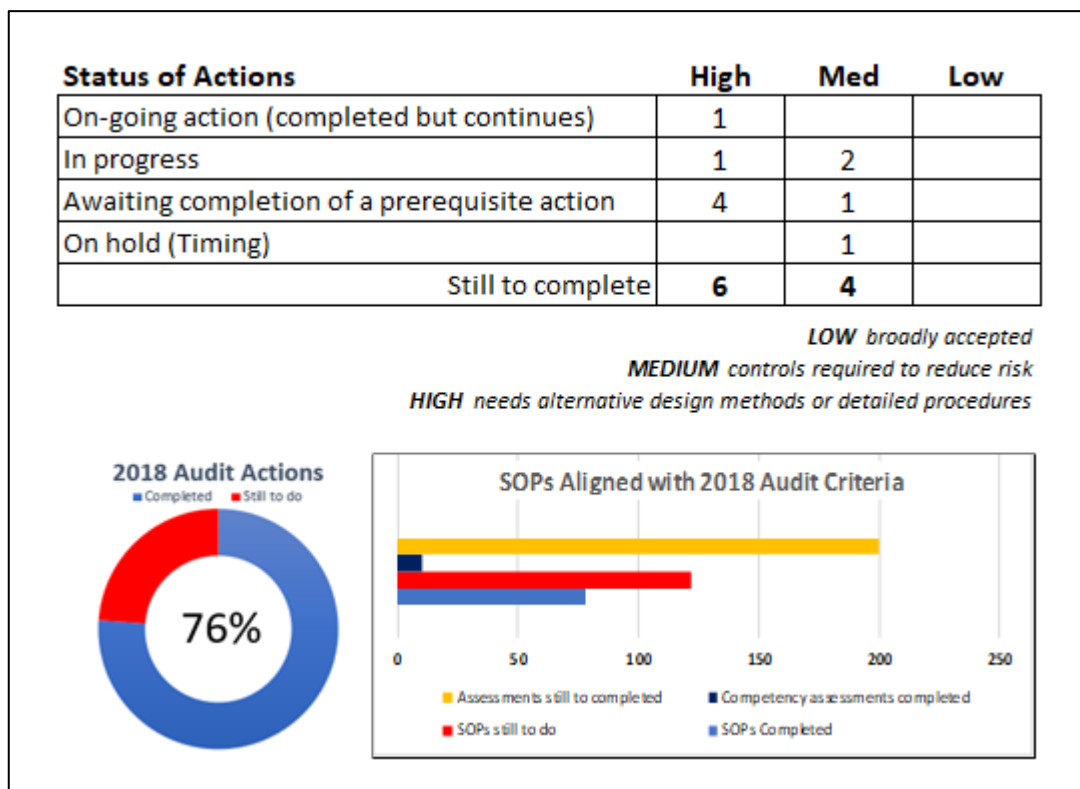
WorkSafe investigation information remains on the report for 12 months or until actions are completed.

Comment:

- During the period PNCC classified one incident as 'notifiable' and engaged with WorkSafe. WorkSafe did not initiate any further action.

E. 2018 Audit Action Plan

The 2018 Audit identified 47 actions of which 37 have been completed. PNCC undertook an external audit of Health & Safety effectiveness in April 2018 which resulted in the development of a work plan to address the agreed actions. Of the original workplace actions developed there is a balance of 10 items to complete (refer to status of actions included with the graphs).



Key focus areas progressed in this reporting period include:

- An additional 18 Safe Operating Procedures (SOPs) were revised to align with the 2018 audit recommendations.
- 230 competency assessments were completed against 10 SOPs (23 staff each assessed against 10 SOPs).
- The status of actions is at 76% complete.

Comments:

- In February 2021 the work was completed around securing and assessing data on the current SOPs and comparing them against the 2018 audit requirements. This has brought clarity around the work required to close the gaps identified and informed the approach to complete SOPs in stages.
- As previously reported, the percentage of audit actions still to be completed (24%) is not indicative of the time and effort required to fully close them out. It is estimated that fully completing the outstanding actions will take approximately 13 months at current capacity.
- Although management will continue to focus on progressing these outstanding actions, it is anticipated that any outstanding 2018 items will be combined with the 2022 Health & Safety Change Action Programme.
- To provide visibility on the alignment of SOPs and competency assessments to the 2018 audit a separate graph has been included above.

F. Training

Summary information on Health & Safety training undertaken in the last 18 months is shown below. Further detail is provided in Attachment 2.

Date	Jun 20	Sep 20	Dec 20	Mar 21	Jun 21	Sep 21	Dec 21	Mar 22
Number of events	32	51	31	29	29	20	9	10
Staff attending	53	227	156	130	215	50	47	91

Comments:

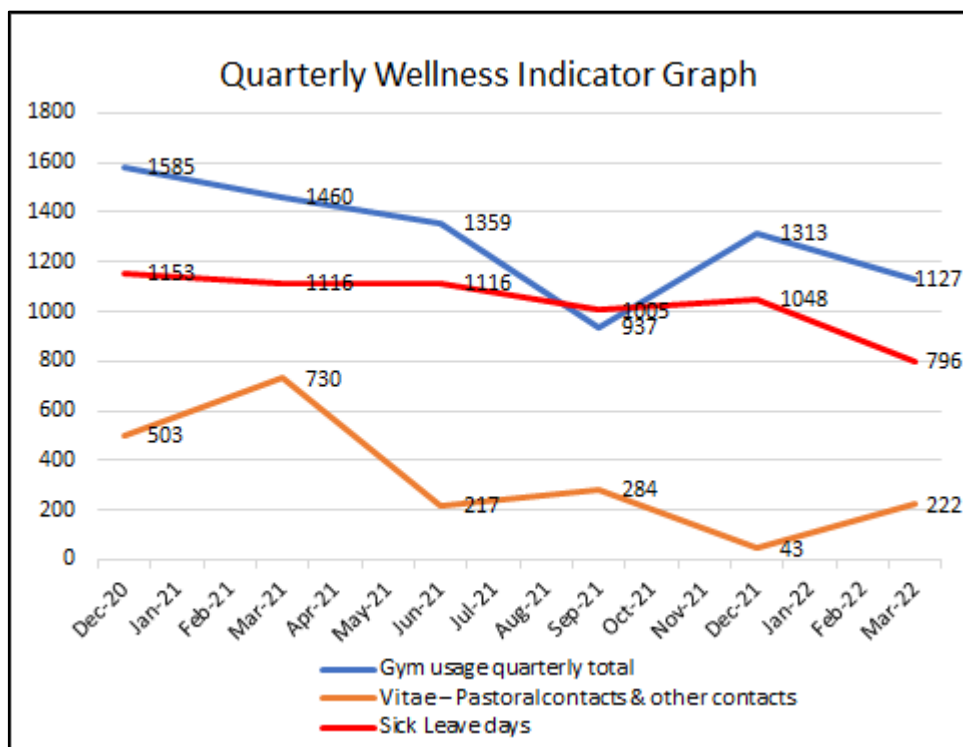
- There has been a decrease in training in the last 12 months (April 2021 – March 2022) when compared against the preceding 12 months (April 2020 – March 2021). This is a consequence of both the national lockdown in August 2021 and the subsequent Level 3 COVID-19 restrictions and escalation of training that occurred following the April 2020 lockdown.

G. Wellbeing

- The Activate Wellness Gyms (CAB and Depot) were used 1127 times during the March quarter or an average of 82 times per week by 116 individual members during that period. Gym use in the September 2021 quarter was down considerably due to the COVID-19 lockdown and its resurgence. The Depot contributes to 32% of the overall figures below.

Gym Usage	Dec 20	Mar 21	Jun 21	Sep 21	Dec 21	Mar 22
Gym usage quarterly total	1585	1460	1359	937	1313	1127
Average weekly use	122	112	105	72	101	82

Wellbeing Table	Mar	YTD	
Gym usage	1127	3377	
Biennial health / eye check	12	16	Due to COVID and capacity constraints the administration of biennial check was deferred to Q4 (currently underway)
Annual flu vaccinations	0	0	These occur annually in Q4
Vitae – Pastoral contacts	211	490	Vitae's new reporting platform gives improved clarity on pastoral contacts and has been reflected here
Vitae – Other contacts	11	59	
Sick Leave days	797	2850	Average 4.5 days Per Person YTD
People Feedback - Survey	2020	2021	
Safe from physical harm	4.23	4.4	76% of staff participated
Safe from bullying, racism, harassment	3.82	3.9	46% of staff participated – there was a short lead in time



- ii. Flu vaccination information is widely published across the organisation. Flu vaccinations are confirmed for May 2022.
- iii. Biennial health and eye check information is sent directly to staff members on their even birthdays, e.g. age 38. The August/September lockdown and Level 3 restrictions impeded uptake in Q1/Q2. In the December quarter

the information to staff was delayed and this affected the uptake in the quarter. In the March quarter due to COVID and capacity constraints the administration of biennial checks was deferred to Q4 (currently underway). The response time for staff has been extended to help mitigate the effects of the deferment.

Comments:

- *Wellbeing datapoints are consistent with those previously reported in the current environment.*
- *A Healthy Thinking & Psychological First Aid webinar promoted by Taituarā — Local Government Professionals Aotearoa was made available to all health and safety representatives, and a wider group through managers.*
- *Management are reviewing the provision of Mental Health / Resilience training to identify opportunities to capture more of our workforce and equip our people's skills and tools in a timely manner.*
- *We are working on enhancing the effectiveness of our Psychological safety and wellbeing offerings.*
- *We are currently piloting two training programmes as part of the Frontline Safety Project. (1) Challenging conversations and resilience (emotional regulation) and (2) Understanding mental health for managers (wellbeing check-in). 60 frontline workers and 25 managers will complete the pilots. 30% of the training has been completed to date.*

H. Annual leave

Dec 19	Mar 20	Jun 20	Sep 20	Dec 20	Mar 21	Jun 21	Sep 21	Dec 21	Mar 22
3006	1775	660	2308	4995	2562	1775	1343	4448	2391

Total days of annual leave taken over the quarter

Comment:

- *The average annual leave balance per staff member is 20.8 days (entitled plus accrued leave). This increased during the Covid restrictions but reduced significantly over the Christmas closedown as per normal.*

I. Turnover

Turnover for the quarter of permanent staff was 29. Employee initiated turnover was 25 or 4.04%. The annual employee initiated turnover rate was 17.12%. Employee initiated turnover are resignations and retirements. 12% has been traditionally regarded as a healthy indicator of employee initiated turnover for our Council.

Date	Mar 20	Jun 20	Sep 20	Dec 20	Mar 21	June 21	Sep 21	Dec 21	Mar 22
Employee Initiated	26	9	19	34	28	25	33	23	25
Other	2	2	4	7	1	4	2	4	4

Comments:

- The past year has seen a significant increase in turnover which is of concern, although it has reduced from its peak. The labour market in Palmerston North and Manawatu is increasingly buoyant. PNCC is using the levers it has to be as competitive as possible in this market.*
- There is a particular risk of losing talent in this market, and PNCC has very limited means to compete. We are reviewing our market competitiveness within our resources.*

J. COVID 19

Absences due to staff either being sick or isolating because of family contacts reached a peak of 9% in the week commencing 21 March. It has reduced since then. It appears that most leave relates to children contracting the illness. Also, it has affected groups of employees at the same time rather than an even distribution across the organisation. Covid has affected service provision due to internal and external resource constraints although not to the extent that we had planned for of up to 20% staff absence.

Alan Downes

SAFETY & HEALTH MANAGER

Wayne Wilson



ACTING CHIEF PEOPLE & PERFORMANCE OFFICER

3. Compliance and administration

Does the Committee have delegated authority to decide?	Yes
Are the decisions significant?	No
If they are significant do they affect land or a body of water?	No
Can this decision only be made through a 10 Year Plan?	No
Does this decision require consultation through the Special Consultative procedure?	No
Is there funding in the current Annual Plan for these actions?	No
Are the recommendations inconsistent with any of Council's policies or plans?	No
The recommendations contribute to Goal 5: A Driven & Enabling Council	
The recommendations contribute to the achievement of action/actions in (Not	

Applicable)	
Contribution to strategic direction and to social, economic, environmental and cultural well-being	Providing information to Council about the ongoing progress towards the good performance of the organisation regarding health and safety.

ATTACHMENTS

1. HSW Dashboard Report for January to March 2022 [↓](#) 
2. Training Update for December 2020 to March 2022 [↓](#) 

COMMITTEE WORK SCHEDULE

TO: Finance & Audit Committee

MEETING DATE: 25 May 2022

TITLE: Committee Work Schedule

RECOMMENDATION(S) TO FINANCE & AUDIT COMMITTEE

1. That the Finance & Audit Committee receive its Work Schedule dated May 2022.

Estimated Report Date	Subject	Officer Responsible	Current Position	Date of Instruction and Clause Number
May 2022	Health and Safety quarterly update	Safety & Health Manager		
May June 2022	Procurement review	Business Assurance Manager		15 December 2021 Clause 95
May June 2022	Financial delegation of Authority Policy Review	Business Assurance Manager		15 December 2021 Clause 95
August 2022	Business Assurance six-monthly accountability report	Business Assurance Manager		16 December 2020 Clause 68.2
August 2022	Quarterly Performance & Financial Report (quarter ending 30 June 2022)	Chief Financial Officer		
August 2022	Asset Management Review	Business Assurance Manager		15 December 2021 Clause 95
August 2022	Sustainable Practices Review	Business Assurance Manager		15 December 2021 Clause 95
August 2022	Review of Rating System	Chief Financial Officer		15 December 2021 Clause 91

September 2022	Annual Report	Chief Financial Officer		
September 2022	Health and Safety quarterly update	Safety & Health Manager		
November 2022	Review of Project Planning and Budgeting	Business Assurance Manager		15 December 2021 Clause 95
November 2022	Enterprise Risk Management Framework review	Business Assurance Manager		15 December 2021 Clause 95
December 2022	Waka Kotahi Recreation Pathways Fund Associated with Te Ahu a Turanga Highway – report on the outcome of the funding application, including any financial implications for consideration as part of the draft 2023/24 Annual Budget process	Chief Infrastructure Officer		27 April 2022 Clause 30
February 2023	Benefits Realisation Framework and Strategic Prioritisation Review	Business Assurance Manager		15 December 2021 Clause 95

ATTACHMENTS

Nil