

# **AGENDA:**

## **Meeting of the RISK AND POLICY COMMITTEE**

**WEDNESDAY 7 DECEMBER 2016**

*commencing at 6.30pm*

at the Clocktower  
Palmerston Street, Westport

### **Risk Committee Members:**

---

- Cr P Rutherford (Chair)
  - Cr G Hart
  - Cr J Cleine
  - Cr S Roche
  - Cr M Hill
  - R Nahr
-

## **Terms of Reference**

### **Risk and Policy Committee**

#### **Purpose**

- To identify, assess, monitor and manage risk. The Risk and Policy Committee is to oversee, report and make recommendations to the Council in respect of financial and non-financial risks faced by Council.
- To develop, review and recommend strategies, plans and policies to the Council that advance the Council's vision and goals, and comply with the purpose of the Local Government Act.
- Develop and recommend bylaws to the Council.
- Develop and approve submissions to government, local authorities and other organisations
- Review and monitor Council Health and Safety strategies, plans and policies.

#### **Delegated Powers**

- Review the risk identification and management processes developed by management to confirm it is consistent with Council's Strategy.
- Review management's assessment of risk (bi-monthly) and provide an update to Council.
- Oversee and monitor management's documentation of material risk.
- Assess the steps management has implemented to manage and mitigate identifiable risk, including the use of insurance.
- Review annually (at a minimum) Council policies for risk assessment and risk management.
- Recommend all strategies, policies and plans.
- Approve all submissions made by the Buller District Council to other Councils, central government and other bodies, other than those of a technical nature which have been delegated to staff.
- In relation to bylaws, approve for consultation and consider submissions.
- The Risk and Policy Committee will report to Council immediately after each Committee meeting, providing information on all matters within its duties and responsibilities.

#### **Reporting to Council**

#### **Reporting Timeline**

Bi-monthly dashboard report

#### **Frequency of Meetings**

Bi-monthly

#### **Membership**

Chair - Phil Rutherford

Members - Greg Hart

- Jamie Cleine
- Sharon Roche
- Martin Hill
- Robyn Nahr

# **RISK AND POLICY COMMITTEE**

## **FOR THE MEETING OF 7 DECEMBER 2016**

### **INDEX**

<b>ITEM:</b>		<b>PAGE:</b>
	<b>Apologies</b>	
<b>1.</b>	<b>Members Interest .....</b>	<b>4</b>
<b>2.</b>	<b>Confirmation of Minutes. ....</b>	<b>5</b>
<b>3.</b>	<b>Insurance Report .....</b>	<b>8</b>
<b>4.</b>	<b>Overview of Work Undertaken by Previous Risk Committee and Future Work Programme for the Risk and Policy Committee .....</b>	<b>14</b>

## RISK AND POLICY COMMITTEE

FOR THE MEETING OF 7 DECEMBER 2016

Report for Agenda Item No 1

Prepared by - Mike Duff  
- Group Manager Assets and Infrastructure

### MEMBERS INTEREST

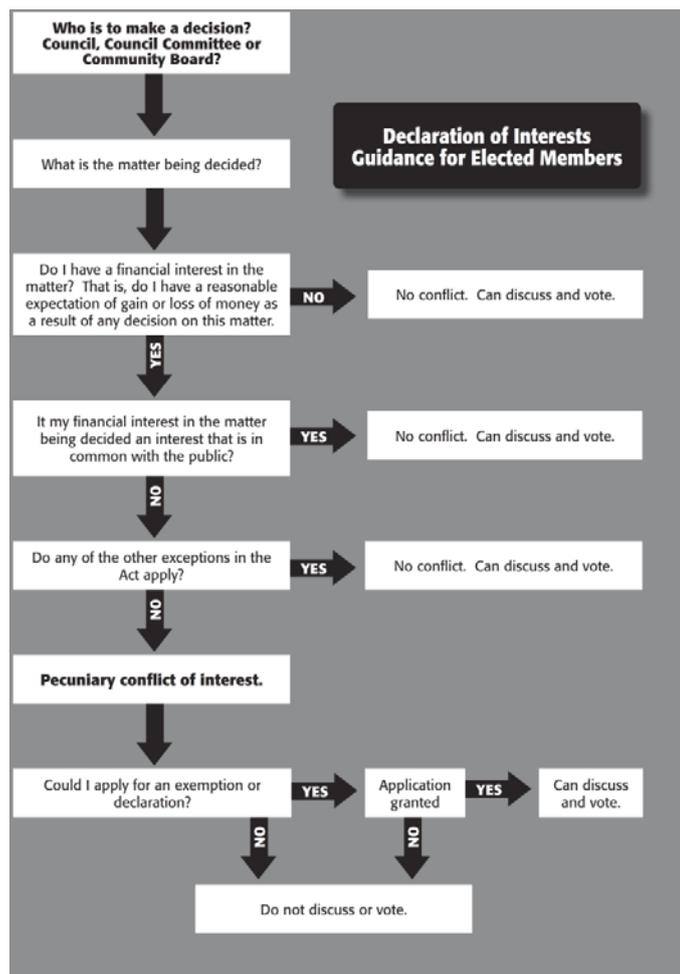
Councillors are encouraged to consider the items on the agenda and disclose whether they believe they have a financial or non-financial interest in any of the items in terms of Council's Code of Conduct.

Councillors are encouraged to advise the Personal Assistant, Operations, of any changes required to their declared Members Interest Register.

The following flowchart may assist Councillors in making that determination (Appendix A from Code of Conduct).

### RECOMMENDATION

That Councillors disclose any financial or non-financial interest in any of the agenda items.



**RISK AND POLICY COMMITTEE**  
**FOR THE MEETING OF 7 DECEMBER 2016**

**Report for Agenda Item No 2**

**Prepared by - Mike Duff**  
**- Group Manager Assets and Infrastructure**

**CONFIRMATION OF MINUTES**

---

Minutes of the meeting held on 14 September 2016.

**DRAFT RECOMMENDATION**

**That the minutes from the meeting held 14 September 2016 are confirmed.**

**MINUTES OF THE MEETING OF THE BULLER DISTRICT COUNCIL RISK COMMITTEE,  
HELD IN THE CLOCKTOWER, PALMERSTON STREET WESTPORT ON WEDNESDAY 14  
SEPTEMBER 2016 COMMENCING AT 5.00 PM.**

**PRESENT:**

Crs AJ Basher (Chairperson), GW Hart, SP Roche and SM Rhind.

**IN ATTENDANCE**

Team Leader Planning and Policy (RP Townrow), Manager Operations (SR Griffin), and PA Operations (L Hartigan).

**APOLOGIES:**

None.

1 MEMBERS' INTERESTS

No interests were declared.

2 CONFIRMATION OF MINUTES

Resolved: **That the minutes of the meeting held on 15 June 2016 be confirmed.**

**AJ Basher/SP Roche**

**Carried Unanimously**

MATTERS ARISING

Cr Roche asked if there are information booklets that can be made available to candidates seeking election in the pending Local Body Elections in regard to signage and the procedure that needs to be followed.

3 POLICIES FOR REVIEW

It was recommended that Committee removes the Buller District Tourism Grant and District Promotion Policy from the policy manual.

The Team Leader Planning to review the Road Reserve Planting Policy, Use of Council Parks, Reserves and Building Policy and Verandas over Public Places.

**Resolved:**

1. That the report be received for information;
2. That the Risk Committee recommends that the *Buller District Tourism Grants* and *District Promotion Policy* be removed from the policy manual and that staff prepare a report for a meeting of the full Council and;
3. That the *Road Reserve Planting Policy, Use of Council Parks, Reserves and Building Policy* and *Verandas over Public Places Policy* remain under review.

**AJ Basher/GW Hart**

**Carried Unanimously**

4 EVALUATION OF TERMS OF COMMITTEE REFERENCE

The Team Leader Planning and Policy to report to Council the progress the Risk Committee has made.

The Chairperson advised that the Risk Committee should make use of the Risk Handbook and review Insurances through the Annual Plan process. He added the Committee has achieved a lot of progress getting policies up to date. He would like Health and Safety added to further agenda items.

**Resolved:**

1. That the Risk Committee evaluate its Terms of Reference and that the Chair of the Committee provides feedback to Council's Chief Executive for consideration as part of the upcoming review of Council committees.

**AJ Basher/SM Rhind**

**Carried Unanimously**

There being no further business the meeting concluded at 6.20 p.m.

Confirmed: .....

Date: .....

## RISK AND POLICY COMMITTEE

7 DECEMBER 2016

Agenda Item No 3

Prepared by - Dean Phibbs  
- Manager Corporate Services

### INSURANCE REPORT - 2016/2017

---

#### 1. REPORT SUMMARY

To provide the Policy and Risk Committee with an update on Council's insurance position for 2016/2017.

#### 2. RECOMMENDATION/DRAFT RESOLUTION

That Council receive the report for information purposes.

#### 3. COUNCIL INSURANCE

The following information is based on extracts from a report by Council's insurance broker, which details specific policies, the amount of cover and premium comparisons for information purposes.

##### 3.1. Material Damage

After a significant 32% reduction in insurance rates seen in 2015/2016, this year there has been a further 3.6% saving from last year. This has been offset by increases in the sum insured resulting from a cyclical insurance asset revaluation for 2016. Our broker has also obtained the Insurer's agreement to reduce the current Natural Disaster Deductible down as follows:

Pre-1935 Buildings	2015 – 10% of sum	2016 – 5% of sum
Post-1935 Buildings	2015 – 5% of sum	2016 – 2.5% of sum

This is a good result for Council and could potentially save hundreds of thousands in excess payments following an earthquake. For example, total sum insured for Westport Theatre \$5,644,410. Excess for last year was \$282,220.50; with the excess for this year \$141,110.25 – which shows a saving of \$141,110.25 at this location.

The following table shows past two years sums insured and insurer premiums paid. These premiums include Government Levies, i.e. Fire Service Levy and EQC Levies.

	2015	2016
Sum Insured	\$66,933,430	\$74,956,872
Insurer Premium	\$173,984	\$190,310

The actual premium for the 2015/2016 year hasn't decreased in line with the rating reduction because there has been a 12% increase in the declared values from the cyclical insurance revaluation carried out in 2016.

The excesses for non-Natural Disaster losses, ie, fire, storm, etc, remain unchanged as follows:

All claims, except as per below	\$10,000
Residential Dwellings	\$5,000
Weather Perils	\$25,000

### 3.2. Commercial Motor

The renewal rate remains at 0.817%, which is one of the most competitive rates in the market. Excesses remain the same at 1% of sum insured, subject to a minimum of \$500, plus underage as applicable.

A summary of the past 2 years sums insured, premiums and rates follow:

	2015	2016
Sum Insured	\$1,003,217	\$881,669
Insurer Premium	\$8,200	\$7,203

### 3.3. Crime

This was put in place with QBE last year and has again been offered on the same basis as per last year's sums insured and excess levels

	2015	2016
Sum Insured	\$250,000	\$250,000
Excess	\$5,000	\$5,000
Premium	\$2,900	\$2,900

### 3.4. General Liability

This was placed last year on the following basis: NZI 40% (Lead), QBE 40% and Zurich 20%. The line-up this year has changed in respect of the NZ Council programme and now placed with NZI 40% (Lead), Zurich 30% and AIG 30%.

Cover has been offered on the same basis as per last year.

	2015	2016
Sum Insured	\$5,000,000	\$5,000,000
Excess	\$2,000	\$2,000
Premium	\$2,081	\$2,081

### 3.5. Professional Indemnity

This was placed last year on the following basis: NZI 40% (Lead), QBE 40% and Zurich 20%. The line-up this year has changed in respect of the Council programme and now placed with NZI 40% (Lead), Zurich 30% and AIG 30%.

Cover has been offered on the same basis as per last year.

	2015	2016
Sum Insured	\$5,000,000	\$5,000,000
Excess	\$10,000	\$10,000
Premium	\$13,875	\$13,875

### 3.6. Statutory Liability and Employers Liability

The Insurer's remain status quo in respect of these policies, being NZI 60% & QBE 40%.

Cover has been offered on the same basis as per last year's sums insured and excess levels.

	2015	2016
Statutory Liability Limit	\$500,000	\$500,000
Employers Liability Limit	\$500,000	\$500,000
Statutory Liability Excess	\$1,000	\$1,000
Employers Liability Excess	\$500	\$500
Premium	\$2,081	\$2,081

### 3.7. Airport Owner/Operator Liability

This policy has been renewed with Tokio Marine Kiln in line with the rest of the Council's Aviation Liability policies. We have increased the Limit of Indemnity this year from \$10m to \$20m more effectively cover airport operations to a level consistent with other similar airport operators. The premium has increased however it is still extremely competitive.

	2015	2016
Limit of Indemnity	\$10,000,000	\$20,000,000
Excess	\$2,500	\$2,500
Premium	\$800	\$1,175

### 3.8 Insurance of Infrastructure Assets

In May 2016 Council made the decision to look at other options for insuring its infrastructure assets. The way that central government supports local government in protecting its assets is undergoing change and more suitable insurance vehicles have been adopted by a number of other Councils. For 2016/2017 Buller District Council has joined a number of other Councils in obtaining insurance with a high profile overseas insurer through our broker. This has resulted in better cover and premiums savings. The table below sets out the proposed savings for 2016/2017.

It is envisaged that the savings in premiums will be utilised to go towards modelling of the effect of a major event (earthquake, flooding) on Councils assets. Currently central government is offering to pay half of this study which will have benefits long term on the cost, potential management, protection and reinstatement of assets from an insurance point of view.

Council	2015/2016 TIV	2016 Premium Indication/Actual by Endorsement	2016 LAPP cost estimate
Buller District Council	\$105,086,008	\$53,500	\$70,720

## 4. 2015/2016 ANNUAL REPORT

The following extract is from Council's 2015/2016 Annual Report which breaks down insurance into Council functional areas:

#### **4.1 Insurance of Assets**

The cost of the Canterbury earthquakes has highlighted the importance of good risk management and the part insurance and/or risk financing plays when it comes to rebuilding public assets. In many instances, councils can provide services in the future only through the continuing use of their assets. Public entities have had to think carefully about how they are managing their risks and how they are using the insurance and risk finance options available to them.

#### **4.2 Water, Waste Water and Stormwater Assets**

The total value of this asset category in the financial statements as at 30 June 2016 is \$63,139,000 (2015: \$62,059,000) (cost/revaluation). These activities have a total asset value for insurance purposes of \$116,336,511 (2015: \$111,750,166). Of this \$23,586,996 (2015: \$19,000,651) of mainly above ground infrastructure plant is fully insured for replacement value. Council insures 40% of the remaining assets of \$92,749,515 (2015: \$92,749,515) directly with the Local Authority Protection Programme (LAPP) with the remaining 60% being fully funded by Central Government.

#### **4.3 Roothing and Footpath Assets**

The total value of these assets in the financial statements at 30 June 2016 is \$200,216,000 (2014: \$198,337,000) (cost/revaluation). These activities are not insured by Council and do not have an asset value for insurance purposes for this activity of assets.

Council would receive a minimum of 62% subsidy from the NZTA (the NZTA financial assistance rate is currently under review and may change) with the remaining portion of the loss likely to be loan funded by Council to replace the assets. There is no self-insurance fund maintained by Council for replacement of roading assets in the event of a loss.

#### **4.4 Wharves, Vessels and Maritime Navigation Assets**

The total value of these assets in the financial statements as at 30 June 2016 is \$6,488,000 (2015: \$6,488,000) (cost/revaluation). These assets have an asset value for insurance purposes of \$8,001,735. Vessels and hydrographical equipment are fully insured for \$3,344,000.

The remaining assets comprising wharves and land based navigational assets \$4,657,735 are partially insured. Council insures 40% of the value of these assets with LAPP.

The remaining 60% of the insurance value of these assets is self-insured by Council. There is currently no self-insurance fund maintained by Council for replacement of these assets in the event of a loss.

#### **4.5 Buildings, Plant & Equipment & Other Assets**

The total value of these assets in the financial statements as at 30 June 2016 is \$28,935,000 (2015: \$28,630,000) (cost/revaluation). This activity has a total asset value for insurance purposes of \$51,251,369 (2015: \$47,621,112). This includes assets such as non-infrastructure assets, Council plant and buildings and airport assets, excluding runways.

#### **4.6 Vehicles**

The total value of assets in this category in the financial statements as at 30 June 2016 is \$1,030,000 (2015: \$994,000) (cost/revaluation). This activity has a total asset value for insurance purposes of \$881,669 (2015: \$1,003,217). All vehicles are insured for market value. The Council is insured for all glass related claims.

## **RISK AND POLICY COMMITTEE**

**7 DECEMBER 2016**

**Agenda Item No 4**

**Prepared by - Rachel Townrow**  
**- Team Leader Planning & Policy**

**Reviewed by - Michael Duff**  
**- Group Manager, Assets & Infrastructure**

### **OVERVIEW OF WORK UNDERTAKEN BY PREVIOUS RISK COMMITTEE AND FUTURE WORK PROGRAMME FOR THE RISK AND POLICY COMMITTEE**

---

#### **1. Report Summary**

- 1.1 The Risk and Policy Committee (the Committee) has replaced the Risk Committee of the previous Council. The former Risk Committee had been working on Council's Risk Management Handbook and Risk Register. It was also working on reviewing Council's policies.
- 1.2 While the Committee has an extended Terms of Reference, this includes continuing the work of the former Risk Committee. Work carried out to date is summarised below. Attached documents provide additional background information.
- 1.3 Also attached are draft timetables for continuing the review of Council's policies and commencing the review of the majority of Council's bylaws. These were presented to Council at its September 2016 meeting and are drafted on the basis of quarterly meetings of the Committee. They may need amendment based on the Committee's meeting timetable and work programme.

#### **2. Recommendation/Draft Resolution**

- 2.1 That the report be received for information.

#### **3. Issues & Discussion**

##### **3.1 Background – Risk Management Handbook and Register**

The Audit Office in June 2013 recommended that Council continue to develop a Risk Management Policy. The Risk Committee developed a Risk Management Handbook and Risk Register which were adopted by Council at its January 2015 meeting. An updated Register was approved by Council in March 2016. These documents are attached.

The Handbook provides the process to identify and quantify the risks that Council is exposed to. It identifies the risk type and the processes where these risk types are

prevalent. The purpose of quantifying the risks is to be able to demonstrate the rating matrix in terms that are clearly understood. It also gives an indication of the financial costs that are likely to occur.

The Register has been developed to separate the risks according to risk type. While there is crossover of some risks into more than one type, the Register only records the risk once in the type that is most applicable.

The work completed to date satisfies the Audit Office request and provides a basis for further refinement or development over time.

### **3.2 Background – Policy and Bylaw Reviews**

The Risk Committee was tasked with reviewing Council's policies and reporting back to full Council with recommendations. Reviews were initiated on all but four of the listed policies. Nine policies looked at are still under review while the reviews on the remaining policies were completed, including decisions from Council.

The Local Government Act 2002 (LGA) requires all bylaws to be reviewed five years from adoption, then again every ten years. A number of Council's bylaws had their first review in 2008 and are due for review again in 2018. One bylaw is due for review now and two are due in 2017. Bylaws were not included in the Terms of Reference of the Risk Committee but are included for this Committee. A summary of Council's current bylaws is attached.

## **4. Considerations**

### **4.1 Strategic impact**

Risk management, policies and bylaws cover a wide range of matters and have implications for Council and the community. They impact both what we do and how we do it.

### **4.2 Significance assessment**

The content of this report is not considered significant because it deals with routine operational matters and is for information only.

### **4.3 Risk analysis**

There is a risk to Council if it does not have a process in place to manage its risks. The Handbook and Register provide this process.

If policies are not reviewed there is a risk that they will become out of date, will no longer be fit for purpose and/or will no longer achieve the outcomes that Council and the community desire.

Some policies are required by statute, with statutory review periods and criteria. If these are not followed Council will not be meeting its statutory obligations.

If bylaws are not reviewed in accordance with the requirements of the LGA they will automatically lapse and will no longer be enforceable.

#### **4.4 Policy/legal considerations**

The LGA is a relevant consideration for all decisions made by the Committee.

As above, some policies and their review are required by statute. All bylaws must be reviewed in accordance with the LGA or other statutory provisions (e.g. the Freedom Camping Act 2011).

#### **4.5 Tangata whenua considerations**

Nil noted.

#### **4.6 Views of those affected**

Not applicable for this report.

#### **4.7 Costs**

The main cost for this work is in staff time. It is currently undertaken by staff within existing workloads and budgets.

#### **4.8 Benefits**

The Risk Handbook and Register help ensure that Council is aware of its risks and is managing them accordingly.

By having a structured review process Council will ensure it is meeting its statutory obligations in relation to policies and bylaws. Regular reviews of these documents will ensure they remain relevant. A planned programme of work for these reviews will assist with fitting the required work into existing workloads.

#### **4.9 Media/publicity**

Not applicable for this report.

---

# Risk Management Handbook and Register

---

## Our Vision Our Future

### *Option 1*

*For the Top of the West Coast to be a flourishing community where people enjoy a great quality of life.*

*or*

### *Option 2*

*For the Top of the West Coast to be a thriving community where people enjoy a quality life in a great environment*

*This will be achieved by:*

- *Involving the community and stakeholders*
  - *Having inspirational leadership*
- *Having expanded development opportunities*
- *Having top class infrastructure for all communities*

### *Old Vision*

*“Our vision is for the Buller District to grow, and for the District to become a thriving community where families enjoy a great quality of life and the distinctive natural, cultural and historical environment are treasured”*

The Council as part of the best practice management has developed a Risk Management Policy which will provide guidance at the activity level to manage risks and formulate a pathway to achieve the 2050 vision.

The policy provides guidelines to analyse and evaluate the risks and implement an improvement program for its activities leading to the achievement of:

- Top class infrastructure
- Expanded development opportunities
- Inspirational Leadership (through Optimised Decision Making)

## Overview

This Risk Management Handbook and Register will provide the basis for future risk analysis and improvement planning pursuant to the Buller District Council (BDC) adopted Risk Management Policy.

The objective of risk management is to identify the specific business risks, together with any possible risks associated with the ownership and management of various activities and assets. The framework identified and implemented can be used to assess direct and indirect costs associated with these risks and implement a priority based improvement programme.

The purpose and outcome of this approach is not to eliminate risk, rather identify the gaps between the Gross risk and Net risk and provide a strategic input into various activity risk policies at operational levels.

**RISK** is (as defined in NZS HB 4360:2000 – *Risk Management for Local Government*) the chances of something happening that will have an impact on objectives and the consequences of uncertainty.

**RISK ANALYSIS:** is a systematic use of available information to determine how often specified events may occur and the magnitude of their likely consequences.

**RISK MANAGEMENT PROCESS:** is the systematic application of management policies, procedures and practices to the tasks of identifying, analysing, evaluating, treating and monitoring those risks that could prevent Buller District Council from achieving its strategic or operational objectives or Plans or from complying with its legal obligations.

**RISK TREATMENT:** The selection and implementation of appropriate options for dealing with risk.

**STAKEHOLDERS:** Those people and organisations who may affect, be affected by, or perceive themselves to be affected by, a decision or activity e.g. employees, Council constituents, members of the community at both local and regional level.

Risk management helps to provide reasonable assurance that the organizational objectives will be achieved within a tolerable degree of residual risk.

Sound risk management also provides some protection in the event of adverse outcomes. Provided that risks have been managed, protection occurs on two levels. Firstly, adverse outcomes may not be severe as they might otherwise have been. Secondly, those accountable can, in their defence, demonstrate that they have exercised a proper level of diligence.

In its focus on positive outcomes risk management provides a major contribution to those aspects of corporate governance directed to enhancing organizational performance.

Risk Management provides a structure to facilitate communication and consultation between external stakeholders, governing bodies, management and personnel at all levels on defining and achieving organizational goals.

---

## The Perspective

The Council Policy and operations cannot influence all factors contributing to these events. However, Buller District Council has a responsibility to assess the risk in order to best manage, avoid and mitigate the effects of any event within the current resources available.

Decisions may still be made beyond the scope of its policy and identified risk levels. However it is very likely that a good understanding will provide the basis of the consequence and a possible outcome of a particular decision.

The probable outcomes and consequences of a particular event are identified in the Risk Register and the overall action plan in Appendix A.

The risk register includes the risk analysis highlighting a number of key risks across the organisation including:

- (a) Governance;
- (b) Legal Compliance;
- (c) Business risks;
- (d) Built assets;
- (e) Human Resources;
- (f) Information systems;
- (g) Financial risk management; and
- (h) Environmental risk

## The Risk Management framework and levels

This Risk Management handbook and Register aims to provide a consistent risk management framework and will be applied within corporate, activity and operational levels to enable comparisons and evaluations of risks at various levels.

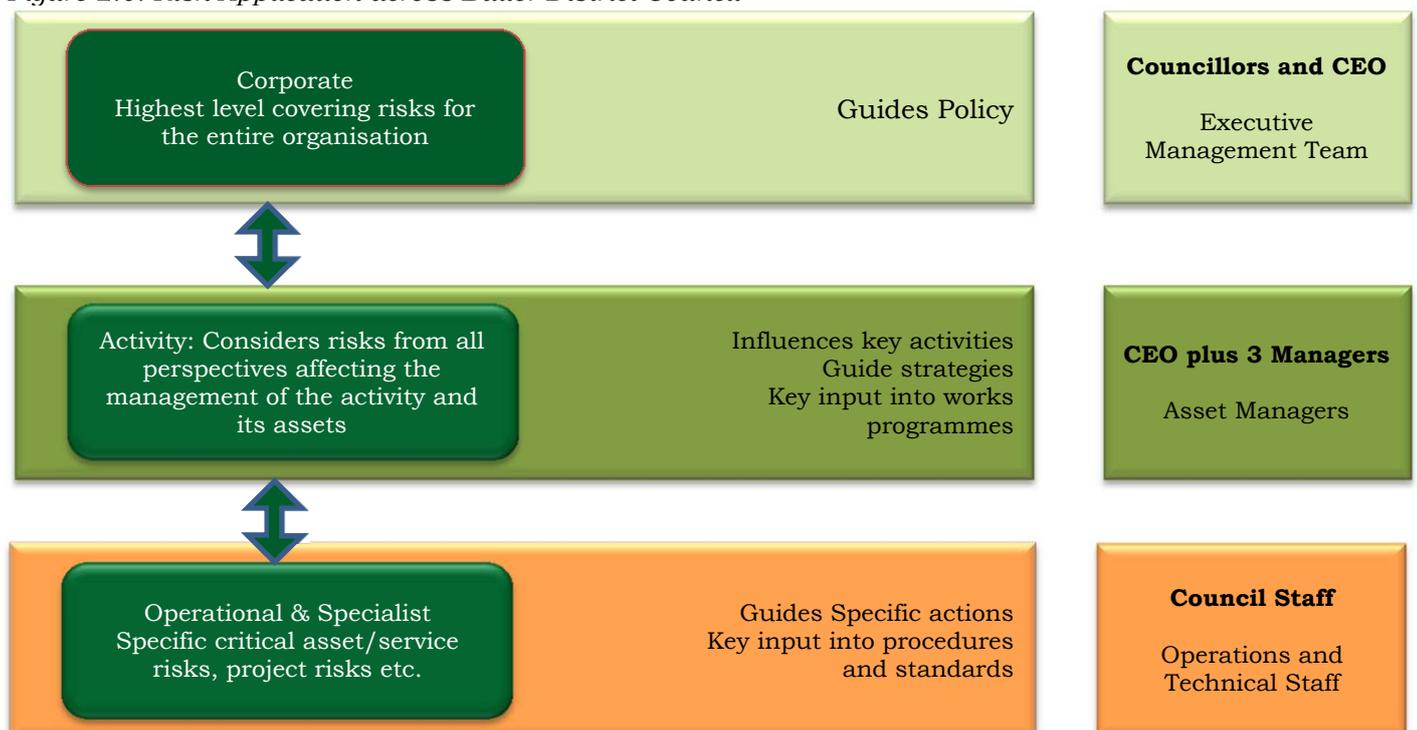
The various risk levels and the responsibilities associated with the level have been explained in figure 2. The Council has a current corporate structure based on guidelines as suggested in Appendix C – c2 of *SNZ HB 4360:2000 “Risk Management for Local Government”*. Figure 3 represents the current corporate structure.

# Risk Management Handbook and Register

Figure 1.0: Matrix showing risk management activities considered

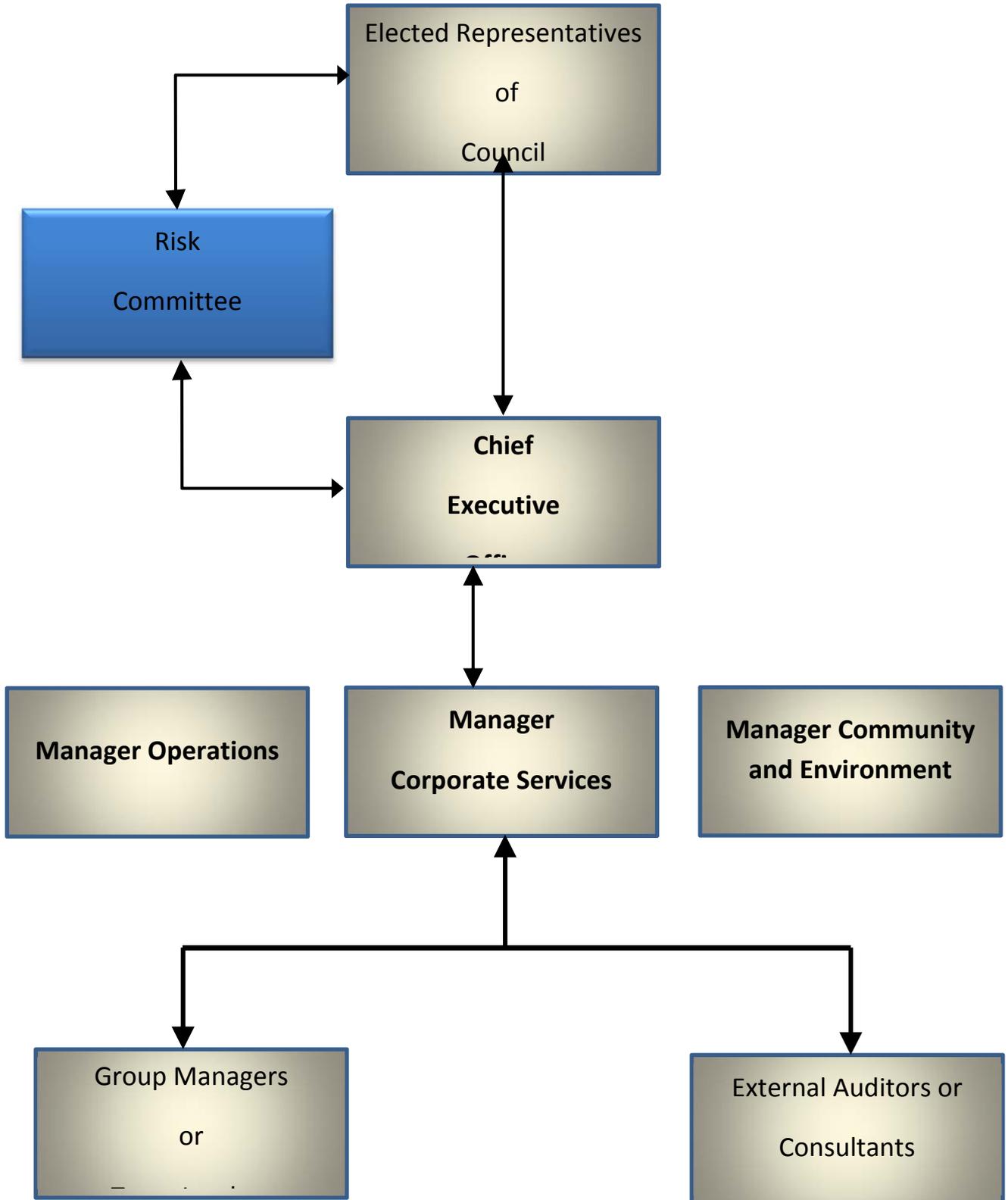
Risk Type	Processes							
	Political	Purchasing & Contract management	Employment	Finance	Regulatory & Enforcement	Management & Procedural	Our Environment	Vision
(a) Governance	X	X	X	X	X	X	X	X
(b) Legal Compliance	X	X	X	X	X	X	X	X
(c) Business Risks		X		X	X	X		
(d) Built assets		X				X	X	X
(e) Human Resources			X		X	X	X	X
(f) Information Management		X	X	X	X	X	X	X
(g) Financial Risk Management	X	X		X		X		
(h) Environmental Risk	X				X	X	X	X

Figure 2.0: Risk Application across Buller District Council



# Risk Management Handbook and Register

Figure 3.0 Buller District Council current Risk Management Structure



## Current Situation

Buller District Council, based on the guidelines of *SNZ HB 4360:2000 "Risk Management for Local Government"*, has implemented a Risk Management Programme within the organisation. The current status of this programme has been tabulated in Table 1.0 in the forms of the steps involved in the process.

Steps	Current Status (Achieved / Not Achieved)
1. Establish a Risk Management Policy	In Progress
2. Carry out an initial review to identify risk exposures	In progress
3. Analyse and evaluate the risks identified in the initial review	In progress
4. Identify and cost treatment options for the unacceptable risks identified	
5. Implement treatment options for the unacceptable risks identified	
6. Monitor to ensure implementation is carried out	
7. Review to identify any changes in risk exposures	
8. Communicate and consult with stakeholders at all steps in the risk management process. Information must be able to be understood by stakeholders.	

*Table 1.0 Establishment of Risk Management Process and Current Status*

### Accountability and roles

The risk levels and the application of the risks have been explained in Figure 2.0 in this policy. Key roles and their responsibility will be:

#### **(a) Chief Executive Officer (Risk Management Coordinator)**

The Risk Management Coordinator will need to be responsible for co-ordinating the Risk Management Programme within the organisation.

#### **(b) Operational activity risk management – council staff**

*The day to day responsibility for risk management will remain with the 3<sup>rd</sup> tier operational managers or group managers. The Chief Executive Officer may at his discretion change the requirements around this and may require all risks issues to be discussed and agreed upon by the Executive Management Team which will comprise all 2<sup>nd</sup> tier managers.*

#### **(c) Risk Committee**

The Risk Committee will act as a forum for risk management and a focus for risk management activities. It does not take responsibility for the day to day management of risk. The Risk Committee ensures that policy implementation remains on target and that emerging risk management issues are adequately dealt with by the Council. The Committee will provide a brief executive management report to the Council periodically and should have an input into the budget planning to commission necessary risk management work.

## Risk Assessments and Evaluation

The purpose of risk evaluations is to make decisions, based on the outcomes of the risk analysis, about which risk needs treatment and treatment priorities.

Figure 4.0 explains the process and details the key elements of the process undertaken. The risk criteria and matrices established as the basis for risk evaluation are based on the guidelines as provided in *HB 436:2004 "Risk Management Guidelines"* and *SNZ HB 4360:2000 "Risk Management for Local Government"*

### Identifying the risk

All possible risks need to be identified. Such risks will include but not be limited to the various types of risks as identified in Figure 1.0 previously. Once identified, risks are then entered into the risk register (Appendix A). The register is used to record and summarise each risk and to outline current mitigation measures and potential future management options.

### Gap Analysis – Gross Risk and Residual Risk

Figure 4.0 explains the Gross Risk and Residual Risk.

Table 2 and Table 3 provide indicators which will be used to determine the likelihood and consequence levels.

The likelihood of occurrence and severity of consequence should be based, as much as possible, on real data such as local knowledge or recorded events such as maintenance records (at activity level), weather events etc.

Code	Likelihood of occurrence	Current probability of condition based occurrence	Equivalent statistical probability
1	Rare	>20 years (May occur only in exceptional circumstances)	0.02
2	Unlikely	Within 10-20 years (Could occur only very occasionally)	0.05
3	Possible	Within 6-10 years (Might occur from time to time)	0.1
4	Moderate	Within 3-5 years (Will probably occur often)	0.3
5	Likely	Within 2 years (is expected to occur on recurring basis)	0.7
6	Almost Certain	Within 1 year (is expected to occur in almost all circumstances)	0.9

*Table 2.0 Probability of failure / Likelihood of Occurrence*

# Risk Management Handbook and Register

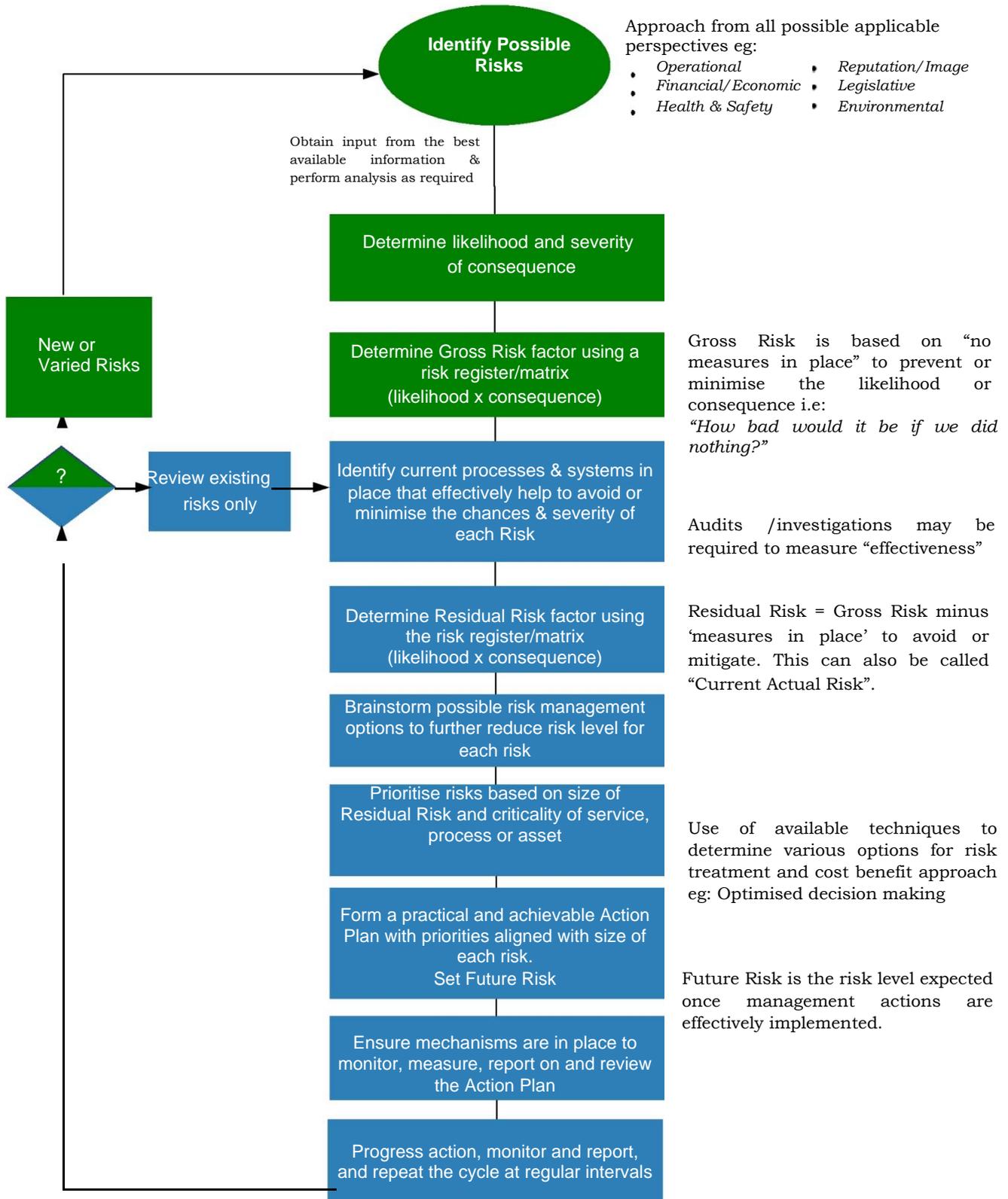


Figure 4.0 The Risk Management Process

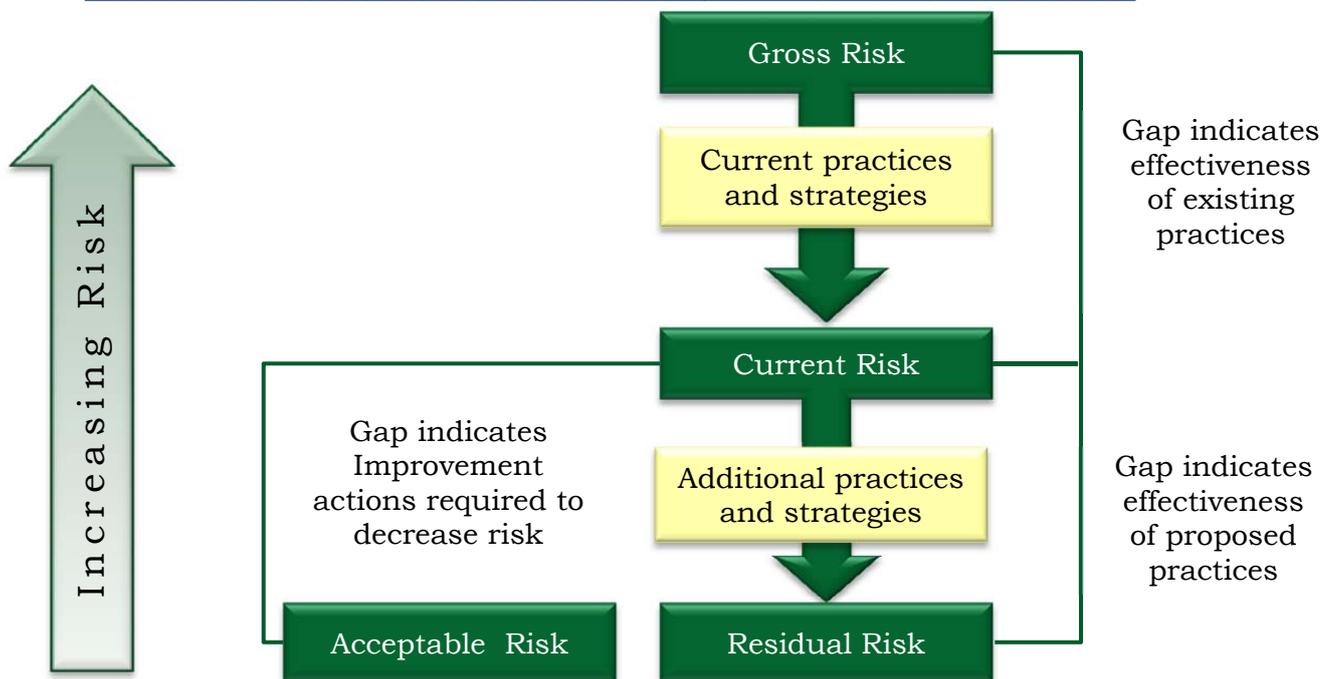


Figure 4.0 Gross and Inherent Risk

**“Gross” or Inherent Risk.** This is the risk assessed assuming that there are no systems, processes or resources to manage the event. Comparison of gross risk with current risk assesses the effectiveness of existing risk management practises. This may reinforce the need to maintain these practices, or may indicate where practises could be improved. Further, including an assessment of gross risk reduces the temptation to not consider a risk simply because it is currently well managed.

**Current Risk.** This is the risk assessed assuming the current systems, processes or resources are in place to manage the event. Comparison of current risk against maximum acceptable risk, as defined in the risk management policy, identifies improvement actions required to reduce current risk levels.

**Residual Risk.** This is the risk assessed assuming the additional systems, processes or resources associated with the selected treatment option to reduce current risk are in place. Comparison of residual risk with current risk assesses the effectiveness of the risk management practices proposed by the selected treatment option.

For qualitative analysis, a matrix of consequences against the likelihood can be used to combine consequence and probability into an overall risk score. In conjunction with Table 2.0 Figure 5.0 illustrates the current adopted matrix.

Probability / Likelihood		Consequence				
From Table 2		1	2	3	4	5
Rare	1	L	L	L	M	H
Unlikely	2	L	L	M	H	H
Possible	3	L	M	H	H	S
Moderate	4	M	M	H	S	S
Likely	5	M	H	S	S	E
Almost Certain	6	H	S	S	E	E

(L) Low, (M) Medium, (H) High, (S) Severe, (E) Extreme

## Risk Management Handbook and Register

Figure 5.0 Risk Rating Matrix

<b>Factor</b>	<b>Insignificant</b>	<b>Minor</b>	<b>Moderate</b>	<b>Major</b>	<b>Catastrophic</b>
<b>Score</b>	1	2	3	4	5
Governance/ Reputation/ Image	Negative feedback from individuals or small groups in the community  Negative local media coverage for up to 2 days	Loss of confidence among sections of the community  Negative media coverage regional for 2 days	Manageable loss in community confidence  Negative media coverage for several days  Regional adverse political comments	Large loss in community that will take significant time to recover or remedy  Negative media coverage for up to 2 weeks  Nationwide adverse political comment	Insurmountable loss in community confidence  Negative media coverage for more than 2 weeks +  Nationwide on-going adverse political comment
Legal Compliance	Council incurs costs of less than \$10,000	Council incurs costs of between \$10,000 and \$50,000	Council incurs costs of between \$50,000 and \$200,000	Council incurs costs of between \$200,000 and \$1.5m	Council incurs costs of more than \$1.5m or greater
Business Risks	Actions/Decisions of the Council and staff bring an insignificant situation for Legal Compliance and Reputation of the organisation  Tender, contract assessments and procurement not followed as prescribed in the Council policies. Resulting in costs of less than \$10,000 to remedy Natural events create an insignificant situation for operational capabilities e.g. earthquakes, tsunamis.	Actions/Decisions of the Council and staff bring a minor situation for Legal Compliance and Reputation of the organisation which may result in an abatement notice or similar.  Tender, contract assessments and procurement not followed as prescribed in the Council policies Resulting in costs up to \$25,000 to remedy Natural events create a minor situation for operational capabilities e.g. earthquakes, tsunamis.	Actions/Decisions of the Council and staff bring a moderate situation for Legal Compliance and Reputation of the organisation which may result in prosecution in the District Court  Tender, contract assessments and procurement not followed as prescribed in the Council policies Resulting in costs of up to \$50,000 to remedy Natural events create a moderate situation for operational capabilities e.g. earthquakes, tsunamis.	Actions/Decisions of the Council and staff bring a major situation for Legal Compliance and Reputation of the organisation which results in prosecution to the High Court  Tender, contract assessments and procurement not followed as prescribed in the Council policies Resulting in costs of up to \$100,000 to remedy Natural events create a major situation for operational capabilities e.g. earthquakes, tsunamis.	Actions/Decisions of the Council and staff bring a catastrophic situation for Legal Compliance and Reputation of the organisation resulting in prosecution in the Supreme Court  Tender, contract assessments and procurement not followed as prescribed in the Council policies Resulting in costs of up to \$200,000 to remedy Natural events create a catastrophic situation for operational capabilities e.g. earthquakes, tsunamis.
Built Assets/ Operational Capability	Minimal loss of operational capability or negative disruption to service levels.	Loss of operational capability in some areas and some disruption to service levels.	Serious loss of operational capability for over 1 week and disruption to service levels.	Serious loss of operational capability for over 2 weeks and major disruption to service levels.	Serious loss of operational capability for over 4 weeks and serious disruption to service levels.

## Risk Management Handbook and Register

<b>Factor</b>	<b>Insignificant</b>	<b>Minor</b>	<b>Moderate</b>	<b>Major</b>	<b>Catastrophic</b>
<b>Score</b>	1	2	3	4	5
Human Resources	Permanent staff turnover 0% to 10% p.a.	Permanent staff turnover 10% to 15% p.a.	Permanent staff turnover 15% to 20% p.a.	Permanent staff turnover exceeds 20% to 30% p.a.	Permanent staff turnover exceeds 30% p.a.
Information Systems and Information Management	Loss of information data on individual log-on that can be easily recovered.  Breakdown of systems that do not affect business continuity	Loss of some information data that can be recovered easily  Breakdown of systems that will take less than 1 day to remedy	Manageable loss of information data that can be recovered.  Manageable breakdown of systems that will take less than 2 days to remedy	Large loss of information data that will take significant time to recover  Large scale breakdown of systems that will take significant time to remedy	Unrecoverable loss of significant information data with no back-up data  Irrecoverable breakdown of systems with no back-up situation
Financial /Economical	Loss for less than \$10,000	Loss between \$10,000 and \$50,000	Loss between \$50,000 and \$200,000	Loss between \$200,000 and \$1.5m	Loss of \$1.5m or greater
Environment	Less than minor environmental impact	Minor effects on immediate environment	Moderate negative short term environmental impacts not affecting ecosystems. Loss of regional credibility	Long-term environmental impairment of ecosystems.  Loss of national credibility	Permanent environmental impairment of ecosystems.  Loss of international credibility.

*Table 3.0 Consequence Ratings for Buller District Council*

## Risk Management Handbook and Register

### Calculating the risk level

After the likelihood and consequence factors have been determined, the levels of risk are calculated by multiplying the Likelihood of occurrence (Figure 5) and Consequence Rating (Table 3.0) together.

***Risk = the likelihood / probability of an event occurring x the consequence of such an event.***

The final outcome is a risk rating. These risk ratings can then be classified or assigned a severity. Five risk categories have been agreed by Buller District Council: Extreme, Severe, High, Medium and Low. (Figure 5.0)

The risk register in Appendix B has been developed based on these matrices and principles. Once the risks are ranked it is then possible to identify measures or procedures to mitigate these risks. The risk register also highlights the gaps between gross risk and net risk.

The risk register also highlights effectiveness of a current system of process. Effectiveness of existing systems and processes has been expressed in the following categories:

<b>Excellent</b>	Fulfil requirements thoroughly, very robust and positive measurable effects
<b>Good</b>	Fulfil requirements, robust and measurable, room for improvement
<b>Fair</b>	Barely fulfils requirements, effects hard to measure (or haven't been audited or measured), improvement required
<b>Poor</b>	Not fulfilling requirements, little measurement or effect on overall risk
<b>Very Poor</b>	Totally ineffective in avoiding or mitigating associated risk events

The Council may at its discretion and by resolution adopt one of the following options for mitigating risks:

<b>Accept Risk</b>	Accept the Risk, fund and resource any risk impacts
<b>Strategic Change</b>	Implement strategic planning, organisational improvements
<b>Operational Change</b>	Implement technical improvements, procedural changes
<b>Risk Transfer</b>	Outsourcing, Improving contract terms, increased insurance

### Live Policy Document

This Risk Management Policy is a live document. At times the risk may remain the same and review shall occur in the context of a particular risk or event. It will be important when a risk,



## Risk Management Handbook and Register

its nature and any change in the current risk. Accordingly the risk register will be updated. The gross and net risk may also change depending on the type of risk and process implemented.

### References:

SNZ HB 4360:2000 “Risk Management for Local Government”

Australian/Standards New Zealand HB 436:2004 “Risk Management Guidelines”

Internal Infrastructure Management Manual – 2011

Version	1.0
Developed By	Manager Operations
Authorised By	Chief Executive Officer
Date Authorised	
Date Last Reviewed	

Risk Reference	Risk Type	Risk Descriptor	Gross Risk			Current Practices / Strategies		Net Risk			Risk Owner	Management Options Available
	What are the main types of impact resulting from this risk event?	Details the main component and provides an example of risk(s) that may be attributable	What risk levels do we face if we do nothing to prevent or minimise?			What are we doing to avoid the risk or minimise its effect?		Considering what we do, what is the current risk level we face?			Who has the responsibility and ability to follow through?	What can we do to further reduce the risk level and provide assurance that current practices remain effective?
			Consequence	Likelihood	Factor	Description	Effectiveness	Consequence	Likelihood	Factor		
(a)	Governance	Organisation and Council not buying into Council vision	3	6	18	Vision launched to key stakeholders	Good	3	3	9	Council	Communication plan to be reviewed
						Ensure that vision is embedded into Council policies, plans and strategies						
						Major feature of Draft LTP and Annual Plans						
						Vision included in statement of intent for CCO's						
		The elected representatives not clearly understanding their roles and responsibilities	5	6	30	Committee structure, delegations policy, Council policies, Statutory requirements, Standards, By-Laws, subject to audit, public scrutiny, LGNZ training.	Good	2	2	4	Council / Committees Mayor	Appropriate advise Elected Representatives training
	Policies set by elected representatives may create future liabilities	4	1	4	Correct and factual advice from staff  Conservative views of local communities will mitigate against this possibility	Good	2	1	2	Council / Committees Mayor	Continuation of current practices	
	Inadequate resourcing to effectively achieve Councils Policies and Objectives	3	3	9	Level of staff resources Review organisation staff resources Potential shared services	Good	2	2	4	CEO	Regular reviews of staff resources and level of organizational activities  Effective reporting to Council on project reviews	
(b)	Legal Compliance	Councils decision making processes must meet legislative requirements to avoid being overturned or nullified by a judicial review.	4	3	12	Negative impact on community confidence in Council's ability to function effectively. Degree of impact will vary according to the nature of the decision and the reason for non-compliance.  Projects could be delayed if decisions are challenged	Good	4	2	8	CEO & Managers	Local Government Act details decision making requirements and these are included in reports template.  Resource Management Act details statutory decision making requirements.

Risk Reference	Risk Type	Risk Descriptor	Gross Risk			Current Practices / Strategies		Net Risk			Risk Owner	Management Options Available
	What are the main types of impact resulting from this risk event?	Details the main component and provides an example of risk(s) that may be attributable	What risk levels do we face if we do nothing to prevent or minimise?			What are we doing to avoid the risk or minimise its effect?		Considering what we do, what is the current risk level we face?			Who has the responsibility and ability to follow through?	What can we do to further reduce the risk level and provide assurance that current practices remain effective?
			Consequence	Likelihood	Factor	Description	Effectiveness	Consequence	Likelihood	Factor		
						Legal costs associated with a judicial review						Standing orders adopted by Council  Significance Policy
		Failure to declare conflict of interest on matters that elected members or Officers are involved in.	3	2	6	Conflicts of interest declarations / policies  Register of interests maintained for elected members, CEO and Management team	Good	3	2	6	CEO & Mayor	Register of interests maintained for elected members, CEO and Management Team updated annually
		Failure to carry out duties or provide services as required by legislation	5	6	30	Operational policies in place  Some accountability procedures  Staff management	Good	3	3	9	CEO, Council	More accountability, Performance Management framework  Appropriate staff training  Appropriate reporting tools to be put in place.
						Some business management tools available ie GIS capability						Robust information management  Staff awareness and appropriate training.  Performance management framework  Operational policies.
		Failure to assess changes in practice or implementation of new innovations	2	3	6	Sharing and keeping informed	Fair	2	3	6	CEO	Encourage more interdepartmental information sharing.
		Failure to recognise the implications of case law	3	4	12	Access to Brookers database  Access to list serve emails  Access to LGNZ database information	Good	2	3	6	CEO	Encourage staff to use the information

Risk Reference	Risk Type	Risk Descriptor	Gross Risk			Current Practices / Strategies		Net Risk			Risk Owner	Management Options Available
	What are the main types of impact resulting from this risk event?	Details the main component and provides an example of risk(s) that may be attributable	What risk levels do we face if we do nothing to prevent or minimise?			What are we doing to avoid the risk or minimise its effect?		Considering what we do, what is the current risk level we face?			Who has the responsibility and ability to follow through?	What can we do to further reduce the risk level and provide assurance that current practices remain effective?
			Consequence	Likelihood	Factor	Description	Effectiveness	Consequence	Likelihood	Factor		
		Full information not available for Council to meet legislative requirements	4	5	20	Access to Brookers Experienced Managers Information Management System Legal Opinions	Good	2	2	4	CEO / Management Team	
(c)	Business Risks	Failure to meet objectives and goals set down in the Annual Plan	3	5	15	Performance measures	Fair	2	3	6	Management Team	Improved performance measures Appropriate tools
		Legislative and contractual requirements not met by Council	3	5	15	Develop contracts in accordance with NZ standards Policies in place Spot check audits	Good	2	3	6	Departmental Heads	
		Tender assessments not conducted as prescribed	4	5	20	Procurement Policy Qualified Tender Evaluator included in tender evaluation team NZTA audits	Excellent	1	2	2	Departmental Heads	Business as usual
		Sales of goods and provision of services that may mislead or deceive	3	6	18	Conducting business through CCO's	Good	2	6	12	Council	Regular engagement with stakeholders
		Natural Disasters that are factors outside of Council control	5	4	20	Civil Defence plans and education Strengthening buildings to meet building code requirements or relocate District Plan Business continuity plans Provision go generators for power outages	Good	4	3	12	Council / CEO	Implementation is planned within existing resources Community engagement Insurance Shared approach with other West Coast Councils
		Inadequate township planning	3	6	18	Council Committees	Good	3	3	9	Council / CEO and	Long Term plan assumptions are

Risk Reference	Risk Type	Risk Descriptor	Gross Risk			Current Practices / Strategies			Net Risk			Risk Owner	Management Options Available
	What are the main types of impact resulting from this risk event?	Details the main component and provides an example of risk(s) that may be attributable	What risk levels do we face if we do nothing to prevent or minimise?			What are we doing to avoid the risk or minimise its effect?			Considering what we do, what is the current risk level we face?			Who has the responsibility and ability to follow through?	What can we do to further reduce the risk level and provide assurance that current practices remain effective?
			Consequence	Likelihood	Factor	Description	Effectiveness	Consequence	Likelihood	Factor			
		Scarcity of resources Visitor destination reputation impugned			12	Policies Asset Management Plans Long Term Plan Management advice Consultation with external agencies and key stakeholders District Plan and Township Plans						Management Team	relevant
		Airport Sounds Air Contract	3	4	12	Monitor actual and forward bookings	Good	3	2	6		Airport CEO	
(d)	Built Assets	Decline in assets through ineffective contract management	4	5	20	Maintenance Contracts Scheduled maintenance Asset Management Plans	Fair	3	3	9			
		Infrastructure could not cope with demand				Restrict access to utility						Manager Operations	Manage existing resource by providing additional storage or investigate new source
		Vision over rides the optimal decision making process	5	2	10	Council Committee (Risk Management) Policies Asset Management Plans Long Term Plan Public scrutiny	Good	3	2	6		Council Management Team	Decision assessment tool Apply the decisions of optimised Decision Making Independent expert advice followed Rely on decision makers making the right decisions.

Risk Reference	Risk Type	Risk Descriptor	Gross Risk			Current Practices / Strategies		Net Risk			Risk Owner	Management Options Available
	What are the main types of impact resulting from this risk event?	Details the main component and provides an example of risk(s) that may be attributable	What risk levels do we face if we do nothing to prevent or minimise?			What are we doing to avoid the risk or minimise its effect?		Considering what we do, what is the current risk level we face?			Who has the responsibility and ability to follow through?	What can we do to further reduce the risk level and provide assurance that current practices remain effective?
			Consequence	Likelihood	Factor	Description	Effectiveness	Consequence	Likelihood	Factor		
						Audit New Zealand Management Advise						
		Failure to identify all assets, their condition and value	3	5	15	Maintenance contracts  Scheduled Maintenance  Customer Service Requests systems  Monitoring requirements through consents	Good	3	3	9	Departmental Heads	Improved contract management  Improved maintenance schedules  Performance management framework  Robust resource consent monitoring conditions
		Inaccurate assessment of financing to manage or replace assets	3	5	15	Peer review or obtain independent asset valuations	Good	2	2	4	Departmental Heads	Implement risk management framework across board  Training for staff on risk management
		Failure to qualify for Government assistance for recovery where it is available	3	2	6	Covered by LAPP  Protected by legislation	Good	3	1	3	Council	
		Failure to qualify or acquire financial assistance for roading activities	5	3	15	Asset management Plans Business Case presentation Ensuring staff keep up to date with NZTA requirements	Good	2	2	4	Manager Operations	
(e)	Human Resources	The responsibilities of the Chief Executive Officer and other staff not being clearly delegated or communicated. This may result in the required functions not being undertaken resulting in incomplete	5	6	30	Delegation manual exists  Department Managers provide expert advice to CEO and Council	Good	2	2	4	Council	Review annually  Develop and adopt a performance management framework .  Implement risk management framework at departmental level for

Risk Reference	Risk Type	Risk Descriptor	Gross Risk			Current Practices / Strategies		Net Risk			Risk Owner	Management Options Available
	What are the main types of impact resulting from this risk event?	Details the main component and provides an example of risk(s) that may be attributable	What risk levels do we face if we do nothing to prevent or minimise?			What are we doing to avoid the risk or minimise its effect?		Considering what we do, what is the current risk level we face?			Who has the responsibility and ability to follow through?	What can we do to further reduce the risk level and provide assurance that current practices remain effective?
			Consequence	Likelihood	Factor	Description	Effectiveness	Consequence	Likelihood	Factor		
		service delivery				Adopted policies for staff to deal within						optimised decision making.
		Inadequate provision and use of resources to effectively maintain services required by law to be provided	5	5	25	Adequate budgets Remuneration policy to retain and attract staff Continue to be a good employer Promap to document procedures used by staff Asset Management Plans Keep job descriptions up to date Training within departments to provide cover for temporary illness or leave	Good	2	2	4	CEO	Performance management framework  Internal audits
		Failure to handle human resources issues correctly	5	5	25	Bound by legislation	Good	2	2	4	Council	
		Health and Safety	5	5	25	Legislative requirement  Active Health and Safety Committee  Staff Member assigned to Health and safety	Good				CEO and Management Team	Staff Training
(f)	Information Management	Hardware and software failures	5	2	10	Regular updates  Back ups	Good	3	2	6	Manager Corporate Services	Implement hardware and software upgrades  Scheduled upgrades on IT system
		Malicious access to Council computer	5	5	10	Firewalls and monitoring	Good	4	4	16	Manager Corporate	Access can be obtained through software updates that are unable to

Risk Reference	Risk Type	Risk Descriptor	Gross Risk			Current Practices / Strategies		Net Risk			Risk Owner	Management Options Available
	What are the main types of impact resulting from this risk event?	Details the main component and provides an example of risk(s) that may be attributable	What risk levels do we face if we do nothing to prevent or minimise?			What are we doing to avoid the risk or minimise its effect?		Considering what we do, what is the current risk level we face?			Who has the responsibility and ability to follow through?	What can we do to further reduce the risk level and provide assurance that current practices remain effective?
			Consequence	Likelihood	Factor	Description	Effectiveness	Consequence	Likelihood	Factor		
		system									Services	controlled by staff
(g)	Financial Risk Management	Legislative requirements are not met	4	2	8	Committee structure, internal policies, Long Term Plan Management Team, defined timetable, qualified staff, IT upgrade and Audit	Excellence	1	2	2	Manager Corporate Services	Vigorous management monitoring  Entire Management Team ownership
		The objectives, goals and outcomes of the long term financial strategy, funding policies, and Annual Plan are not met.	4	3	12	Monthly reporting to Council of the performance measurements.  KPI's and adequate performance measures  Committee structure, internal policies, Long Term Plan Management Team, defined timetable, qualified staff, IT upgrade, Audit and Asset Management Plans	Good	2	2	4	Management Team	Improve performance measure statements  Enhance reporting to Council  Further training for staff and elected representatives
		Inappropriate use (ie fraud, theft)	4	2	8	Investment Policy which counters fluctuations.  Transparent investments, relevant procedures.  Qualified staff, relevant delegations, Audit NZ, Investment advice from fund managers, internal controls, Fraud Policy, constant monitoring of audit processes, Code of Conduct.	Good	2	2	4	Manager Corporate Services	Vigorous Management monitoring.  Entire Management team ownership  Testing the internal control systems.
		Qualified Audit Report	3	4	12	Internal policies, LTP management team, informed staff, IT Upgrade, Asset Management Plans, Audit, reporting to Council, compliance review, improved working relationship with Audit NZ.	Good	2	2	4	Manager Corporate Services	Vigorous management monitoring  Entire Management team ownership

Risk Reference	Risk Type	Risk Descriptor	Gross Risk			Current Practices / Strategies		Net Risk			Risk Owner	Management Options Available
	What are the main types of impact resulting from this risk event?	Details the main component and provides an example of risk(s) that may be attributable	What risk levels do we face if we do nothing to prevent or minimise?			What are we doing to avoid the risk or minimise its effect?		Considering what we do, what is the current risk level we face?			Who has the responsibility and ability to follow through?	What can we do to further reduce the risk level and provide assurance that current practices remain effective?
			Consequence	Likelihood	Factor	Description	Effectiveness	Consequence	Likelihood	Factor		
												Formal compliance review process
(h)	Environmental Risk	Closed landfills – breach of resource consent conditions resulting in issue of negative compliance report, abatement notice, or prosecution by consenting authority.	3	3	9	Monitoring as part of resource consent conditions. Monthly monitoring of river / water courses adjacent to closed landfills.	Good	3	2	6	Manager Operations	
		Wastewater Treatment Plants failure of sewerage system, overflows, resource consent breaches, odour and usage in excess of plant capacity.	3	3	9	Asset Management Plans Suitably qualified staff Robust contracts Network modelling Inspections and replacement programme Compliance with resource consent conditions.	Good	3	2	6	Manager Operations	
		Flood Risk, Sea inundation and Climate Change	5	5	25	Facilitate meeting and information through West Coast Regional Council District Plan Asset Management Plans	Fair	3	3	9	Manager Operations Council	Information is varied and conflicting. Council will need to factor the effects of climate change on land use, and the design of new infrastructure.
		Contaminated Land Peel Street	3	3	9	Review reports and prepare options report on remediation and/or future use of site	Good	3	3	9	Manager Operations	Monitoring, Development and report to Council
(l)	External Environment	Changes to the local environment that impact on the Councils ability to provide for the well-being of the district. ie	5	5	30	Economic Development Working Party Communication with central government Advocating for the community with central government	Good				Council CEO	



## Buller District Council Policy Manual - Review Timetable

Policy	Reviewed	Next Review Due	Notes
ANZAC Day Observance	28-09-2016	31-03-2019	
Baches on Legal Road Reserve	15-07-2014	31-03-2017	Current wording means Policy will become obsolete on 1 September 2020
Building on Reserve Land	15-07-2014	31-03-2017	
Cemetery Orowaiti – Returned Services Personnel	Under Review (as at 28/01/2015)		
Class 4 Gambling and Totalisator Agency Board Venue*	30-06-2015	30-06-2018	Must be reviewed every three years. Any amendments must go through the special consultative procedure. Earlier review may be required if changes are made to the Gambling Act
Commercial Trading	Under Review (as at 09/12/2015)		
Common Drains	Under Review (as at 18/06/2015)		
Community Grants	15-07-2014	30-06-2017	
Councillor Minor Grants	15-07-2014	30-06-2017	
Dangerous, Earthquake-prone and Insanitary Buildings *	2014	2019	Must be reviewed every five years. Any amendments must go through the special consultative procedure. Amendments will be required following proposed legislative changes, consultation not required unless changes material
Dog Control *	Two existing policies were combined in July 2010 to make the current Dog Control Policy, with both policies deemed appropriate and current at that time	10-06-2018	Review due in 2018, along with the Control of Dogs Bylaw. Must be reviewed every 10 years alongside the Bylaw. Any amendments must go through the special consultative procedure
Election Signs	Under Review (as at 15/06/2016)		
Fencing of Swimming Pools	15-07-2014	30-09-2017	
Film Friendly	Under Review (as at 28/01/2015)		
Freeholding of Leasehold Land	28-09-2016	31-03-2019	
Housing for the Elderly	11-12-2013	31-12-2016	
National Representation – Financial Assistance	30-06-2015	31-03-2018	
NZLGA Annual Conference and Zone Meetings	15-07-2014	30-09-2017	
Old Sewer Connections	15-07-2014	31-12-2017	
Petitions/Referenda	Under Review (as at 20/09/2016)		Content being considered alongside review of internal Library policies. Content on petitions/referenda to be brought back to full Council
Rubbish Tips – Stock Grazing Policy			Signalled for review by Risk Committee
Separately Titled Properties			Signalled for review by Risk Committee
Service Connections			Signalled for review by Risk Committee
Smokefree Environments – Council Buildings and Public Spaces	Under Review (as at 09/12/2015)		
Trees Overhanging Footpaths	28-09-2016		
Use of Council Parks, Reserves and Buildings	Under Review (as at 16/03/2016)		
Verandahs Over Public Places	Under Review (as at 16/03/2016)		
Water Supplies - Metering of Long Lines			Signalled for review by Risk Committee
Weedspraying	15-07-2014	31-12-2017	

\* = Policy required by statute with review period and process set by statute

## Buller District Council Bylaws - Review Timetable

Bylaw	Reviewed	Next Review Due	Notes
Model General Bylaw NZS9201: Part 1: 2007 - Introductory	10-06-2008	10-06-2018	NZS9201:Part 1: 1999 replaced with NZS9201:Part 1: 2007 in June 2008
Model General Bylaw NZS9201: Part 2: 1999 - Public Places (with local amendments)	10-06-2008	10-06-2018	
Banning of Liquor in Public Places Bylaw 2005	10-06-2008	Expires 18/12/2017	Amended: 8 October 2007, 6 October 2008 and 3 August 2012
Model General Bylaw NZS9201: Part 3: 1999 - Hostels	10-06-2008	10-06-2018	
Model General Bylaw NZS9201: Part 4: 1999 - Trading in Public Places (with local amendments)	10-06-2008	10-06-2018	
Model General Bylaw NZS9201: Part 6: 1999 - Solid Waste	10-06-2008	10-06-2018	
Model General Bylaw NZS9201: Part 7: 2007 - Water Supply (with local amendments)	10-06-2008	10-06-2018	NZS9201:Part 7: 1994 replaced with NZS9201:Part 7: 2007 in June 2008
Model General Bylaw NZS9201: Part 8: 1999 - Control of Advertising Signs	10-06-2008	10-06-2018	
Model General Bylaw NZS9201: Part 11: 2000 - Fires in the Open Air	10-06-2008	10-06-2018	
Model General Bylaw NZS9201: Part 12: 1999 - Control of Dogs (with local amendments)	10-06-2008	10-06-2018	
Model General Bylaw NZS9201: Part 13: 1999 - The Keeping of Animals, Poultry and Bees (with local amendments)	10-06-2008	10-06-2018	
Fencing Bylaw 1991	10-06-2008	10-06-2018	
Livestock Movement Bylaw 2010	Under review		Review must be completed by 01-07-2017
Model General Bylaw NZS9201: Part 14: 1999 - Cemeteries and Crematoria	10-06-2008	10-06-2018	
Model General Bylaw NZS9201: Part 15: 1999 - Public Libraries	10-06-2008	10-06-2018	Model Bylaw discontinued. Initial review indicates this Bylaw is no longer necessary
Model General Bylaw NZS9201: Part 16: 1999 - Cultural and Recreational Facilities	10-06-2008	10-06-2018	
Model General Bylaw NZS9201: Part 22: 1999 - Wastewater Drainage (with local amendments)	10-06-2008	10-06-2018	
Trade Waste Bylaw 2007	30-06-2015	30-06-2025	
Model General Bylaw NZS9201: Part 24: 1999 - Food Safety (with local amendments)	10-06-2008	10-06-2018	
Model General Bylaw NZS9201: Part 25: 2007 - Traffic (with local amendments)	10-06-2008	10-06-2018	NZS9201:Part 25: 1999 replaced with NZS9201:Part 25: 2007 in June 2008
Model General Bylaw NZS9201: Part 28: 2007 - Speed (with local amendments)	30-06-2015	30-06-2025	Act passed in 2015 validating Speed Bylaws across NZ as a number of councils had not carried out reviews (our review in time, amendments not completed due to passing of Act)
Navigation and Safety Bylaws 2008	10-06-2008	10-06-2018	Amended: 6 October 2008, 22 August 2012 and 26 June 2013
Mobile Homes Bylaw 1999	10-06-2008	10-06-2018	
Freedom Camping Control Bylaw 2012	N/A	30-08-2017	Made under the Freedom Camping Act 2011 which contains review provisions

## Summary of Buller District Council Bylaws

### **Model General Bylaw NZS9201: Part 1: 2007 - Introductory**

Sets out definitions, provision for fees, licenses, dispensations, remedies, breaches, offences and penalties.

Originally made: 1 September 2002 (NZS9201:Part 1: 1999 - Introductory)

Last reviewed under s158 or s159: 10 June 2008 (NZS9201:Part 1: 1999 replaced with NZS9201:Part 1: 2007)

### **Model General Bylaw NZS9201: Part 2: 1999 - Public Places (with local amendments)**

Sets controls for activities within public places, facilities and reserves to ensure that acceptable standards are maintained.

Local amendments relate to the setting of traps and the control of skateboards in public places.

Made: 1 September 2002

Last reviewed under s158 or s159: 10 June 2008

### **Banning of Liquor in Public Places Bylaw 2005**

Prohibits possession and consumption of alcohol on footpaths and other public places in areas of Westport and Reefton.

Made: 7 November 2005

Last reviewed under s158 or s159: 10 June 2008

Amended: 8 October 2007, 6 October 2008 and 3 August 2012

### **Model General Bylaw NZS9201: Part 3: 1999 - Hostels**

Sets operational and management criteria for defined accommodation premises with regard to safety, ventilation, sanitary conditions and overcrowding.

Made: 1 September 2002

Last reviewed under s158 or s159: 10 June 2008

### **Model General Bylaw NZS9201: Part 4: 1999 - Trading in Public Places (with local amendments)**

Regulates the conduct of people selling goods in public places. Local amendments relate to itinerant traders.

Made: 1 September 2002

Last reviewed under s158 or s159: 10 June 2008

### **Model General Bylaw NZS9201: Part 6: 1999 - Solid Waste**

Sets standards for the collection and disposal of refuse.

Made: 1 September 2002

Last reviewed under s158 or s159: 10 June 2008

### **Model General Bylaw NZS9201: Part 7: 2007 - Water Supply (with local amendments)**

Sets standards for the management of Council public water supplies.

Originally made: 1 September 2002 (NZS9201:Part 7: 1994 - Chapter 7 - Water Supply))

Last reviewed: 10 June 2008 (NZS9201:Part 7: 1994 replaced with NZS9201:Part 7: 2007)

### **Model General Bylaw NZS9201: Part 8: 1999 - Control of Advertising Signs**

Controls the placement, size and maintenance of advertising signs to ensure aesthetic standards are maintained and that the signs do not pose a danger to public safety.

Made: 1 September 2002

Last reviewed under s158 or s159: 10 June 2008

### **Model General Bylaw NZS9201: Part 11: 2000 - Fires in the Open Air**

Enables Council to control burning in the open air in urban areas of the District, and helps prevent the spread of fires involving vegetation.

Made: 1 September 2002

Last reviewed under s158 or s159: 10 June 2008

### **Model General Bylaw NZS9201: Part 12: 1999 - Control of Dogs (with local amendments)**

Sets standards and controls that must be met by dog owners.

Made: 1 September 2002

Last reviewed under s158 or s159: 10 June 2008

### **Model General Bylaw NZS9201: Part 13: 1999 - The Keeping of Animals, Poultry and Bees (with local amendments)**

Sets requirements for the keeping of animals, poultry and bees. A local amendment restricts the number of cats that can be kept in non-rural areas.

Made: 1 September 2002

Last reviewed under s158 or s159: 10 June 2008

### **Fencing Bylaw 1991**

Requires an adequate fence be maintained along road boundaries of any land used to depasture or hold stock.

Made: 1 September 1991

Last reviewed under s158 or s159: 10 June 2008

### **Livestock Movement Bylaw 2010**

Sets controls for the movement of stock over public roads.

Made: 1 July 2010

Last reviewed under s158 or s159: N/A

### **Model General Bylaw NZS9201: Part 14: 1999 - Cemeteries and Crematoria**

Enables Council to control and set standards for the operation of cemeteries and crematoria within the District.

Made: 1 September 2002

Last reviewed under s158 or s159: 10 June 2008

### **Model General Bylaw NZS9201: Part 15: 1999 - Public Libraries**

Enables Council to control the operation of public libraries within the District.

Made: 1 September 2002

Last reviewed under s158 or s159: 10 June 2008

### **Model General Bylaw NZS9201: Part 16: 1999 - Cultural and Recreational Facilities**

Enables Council to control and set standards for the operation of the cultural and recreational facilities under the ownership or control of Council.

Made: 1 September 2002

Last reviewed under s158 or s159: 10 June 2008

**Model General Bylaw NZS9201: Part 22: 1999 - Wastewater Drainage (with local amendments)**

Controls the collection, treatment and disposal of wastewater.

Made: 1 September 2002

Last reviewed under s158 or s159: 10 June 2008

**Trade Waste Bylaw 2007**

Regulates the discharge of trade waste to a sewerage system operated by a Wastewater Authority.

Made: 1 July 2008

Last reviewed under s158 or s159: Review underway

**Model General Bylaw NZS9201: Part 24: 1999 - Food Safety (with local amendments)**

Sets standards for premises where food is prepared for sale and allows Council to close premises that are insanitary.

Made: 1 September 2002

Last reviewed under s158 or s159: 10 June 2008

**Model General Bylaw NZS9201: Part 25: 2007 - Traffic (with local amendments)**

Sets requirements for parking and control of traffic on roads within the District other than State Highways.

Originally made: 1 September 2002 (NZS9201:Part 25: 1999 - Traffic)

Last reviewed under s158 or s159: 10 June 2008 (NZS9201:Part 25: 1999 replaced with NZS9201:Part 25: 2007)

**Model General Bylaw NZS9201: Part 28: 2007 - Speed (with local amendments)**

Sets speed restrictions for roads within the District.

Made: 10 June 2008

Last reviewed under s158 or s159: Review underway

**Navigation and Safety Bylaws 2008**

Sets safety standards and requirements for the Westport Harbour.

Originally made: 2002

Last reviewed under s158 or s159: 10 June 2008

Amended: 6 October 2008, 22 August 2012 and 26 June 2013

**Mobile Homes Bylaw 1999**

Sets restrictions and standards for the occupancy of mobile homes.

Made: 8 December 1999

Last reviewed under s158 or s159: 10 June 2008

**Freedom Camping Control Bylaw 2012**

Defines the local authority areas in the District where freedom camping is restricted and the restrictions that apply to freedom camping in those areas. Defines the local authority areas in the District where freedom camping is prohibited.

Made: 30 August 2012

Last reviewed under s158 or s159: N/A – review required by 30 August 2017 under s13 Freedom Camping Act 2011