



**Panuku  
Development  
Auckland**  
*An Auckland Council Organisation*



**Board  
Report**

**Date**

Wednesday, 24 February 2016

**Time**

Commencing at 9.30 am

**Venue**

Panuku Development Auckland  
Level 2, Pier 21 Building,  
11 Westhaven Drive, Freemans Bay





## Board Agenda

**Where:** Level 2, Pier 21 Building, 11 Westhaven Drive, Freemans Bay, Auckland

**When:** Wednesday 24 February 2016 – 9.30 am – 2:00 pm

**Board Members:** Sir John Wells – Chair  
 R.H. Aitken – Deputy Chair  
 M.A. Blackburn - Director  
 E.W. Davies - Director  
 R.I. Leggat - Director  
 Dr S.C. Macken - Director  
 P.F. Majurey - Director  
 M.E. Pohio - Director  
 C.M. Udale – Director

**Apologies:**

**In attendance:** J.G. Dalzell – Interim Chief Executive  
 C. Gosbee – Director Corporate Services  
 D. Rankin – Director Strategy and Engagement  
 R. Marler – Director Place Shaping  
 A. Young – Director Development  
 I. Wheeler – Director Portfolio Management  
 A. Cutler – Manager Governance Relationships  
 D. Gurney – Corporate Governance Lead / Board Secretary

<b>1.</b>	<p><b>Opening of Public Meeting</b></p> <p>1.1 Apologies</p> <p>1.2 <a href="#">Directors' Interests and advice of any conflicts</a></p> <p>1.3 <a href="#">Directors' Board Meeting Attendance Register</a></p> <p>1.4 <a href="#">Minutes of the Development Auckland Board meeting of 11 December 2015</a></p>	<b>9.30am</b>
<b>2.</b>	<p><b>Chief Executive's Report</b></p> <ul style="list-style-type: none"> <li>• Overview</li> <li>• Key Issues</li> <li>• Projects</li> <li>• Financial Summary</li> <li>• Compliance – Health and Safety; Risks</li> </ul>	<b>9.40am</b>
<b>3.</b>	<p><b>3.1 Procedural:</b></p> <p><b>Procedural motion to exclude the public:</b></p> <p>Put the motion that, pursuant to the provisions of Section 48(1)(a) of the Local Government Official Information &amp; Meetings Act 1987, the public be excluded from the following proceedings of this meeting; the subject matter, the reasons and specific grounds for exclusions are set below:</p>	<b>9.50am</b>

	<b>General subject of matters to be considered</b>	<b>Grounds under Section 48(1) for considering in private</b>	
	Governance; Committee reports	Commercially sensitive issues	
	Finance & Risk	Commercially sensitive issues	
	Management & operations	Commercially sensitive issues	
	3.2 Minutes of the Development Auckland Board Meeting of 11 December 2015 (Confidential)		
	3.3 Board work programme		
	<b>Grounds under Section 48(1) for considering Action List and Board Work Programme in private: Commercially sensitive</b>		
<b>4.</b>	<b>Chief Executive's Report (confidential issues included – see 2.1 for contents)</b>		<b>10.00am</b>
	<b>Grounds under Section 48(1) for considering Chief Executives Report – Confidential Issues) in private: Commercially sensitive</b>		
<b>5.</b>	<b>Financial Report to the Board</b>		<b>10.15am</b>
	<b>Grounds under Section 48(1) for considering Panuku Financial Report to the Board in private: Commercially sensitive</b>		
	<b>Morning Tea</b>		<b>10.25am</b>
<b>6.</b>	<b>Decision Papers</b>		<b>10.40am</b>
	6.1 Northcote High Level Project Plan		
	6.2 Property Disposals Recommendations		
	6.3 Draft SOI for Submission to the Shareholder		
	6.4 Audit Engagement and Arrangements Letters		
	<b>Grounds under Section 48(1) for considering Decision Papers in private: Commercially sensitive</b>		
<b>7.</b>	<b>Direction Setting Papers</b>		<b>11.10am</b>
	7.1 Establishing Partnering Arrangements for new Transform Locations		
	<b>Grounds under Section 48(1) for considering Direction Setting Papers in private: Commercially sensitive</b>		
<b>8.</b>	<b>Information Papers</b>		<b>11.20am</b>
	8.1 Funding Development Auckland Projects and Outcomes		
	8.2 Priority Development Location Selection and Work Programme		
	8.3 Disposals Programme Report		
	8.4 Panuku Quarterly Report to Auckland Council		
	<b>Grounds under Section 48(1) for considering Information Papers in private: Commercially sensitive</b>		
<b>9.</b>	<b>Committee and Subsidiary Reports</b>		<b>11.50am</b>
	9.1 Minutes of Committees		
	9.1.1 Audit and Risk Committee – 3 February 2016		
	9.1.2 Wynyard Central Committee – 3 February 2016		
	9.1.3 Business Interests Committee – 4 February 2016		
	9.1.4 Conflicts Committee – 12 February 2016		
	<b>Grounds under Section 48(1) for considering Committee and Subsidiary Reports in private: Commercially sensitive</b>		
<b>10.</b>	<b>Document Register</b>		<b>12.00pm</b>
	<b>Grounds under Section 48(1) for considering Document Register details in private: Commercially sensitive</b>		

<b>11.</b>	<b>General Business</b>	<b>12.00pm</b>
<b>12.</b>	<b>Directors Only</b>	<b>12.05pm</b>
	<b>Lunch</b>	<b>12.35pm</b>
<b>13.</b>	<b>Health and Safety Training for Directors</b>	<b>1.00pm</b>



## Directors' Interests at 24 February 2016

Member	Interest	Company/Entity	Potential Conflicts
<b>Sir John Wells</b>	Chairman	Development Auckland Limited	-
	Trustee	Auckland Grammar School Foundation Trust	None
	Chairman	Bancorp Group Ltd	Potential financier – Housing for Older Persons
	Chairman	Bancorp Holdings Corporation Ltd	None
	Chairman	Bancorp New Zealand Ltd	None
	Director	Bancorp Strategic Investments Ltd	None
	Chairman	Bancorp Treasury Services Ltd	None
	Chairman	CBL Insurance Ltd	None
	Chairman	CBL Corporation Ltd	None
	Chairman	Fisher Funds Management Ltd	None
	Chairman	Greenpark Holdings Ltd	None
	Advisory Board Member	Marsh Ltd	None
	Director	Martin Jenkins and Associates Ltd	None
	Chairman	Sheffield North Island Ltd	None
	Trustee	Wadhurst Trust	None
	Trustee	Wells Family Trust	None
Chairman	World Masters Games 2017 Ltd	None	
<b>Richard H Aitken</b>	Deputy Chairman	Development Auckland Limited	-
	Director	Beca AMEC Ltd	None
	Chairman and Employee	Beca Group Ltd	Supplier
	Director	Beca Group Holdings Ltd	None
	Director	BGCF Trustee Ltd	None
	Director	BGL Custodian Ltd	None
	Director	BGL Depository No. 2 Ltd	None
	Director	BGL Finance Ltd	None
	Director	BGLIR Trustee Ltd	None
	Director	BGL Management Share Trustee Ltd	None
	Director	BGL Nominees Ltd	None
	Director	BGS Trustee Ltd	None
	Director	Derceto Trustee Ltd	None
	Director	Hopetoun Pitt Ltd	None
	Director	Beca Chile S.A (Chile)	None

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Member	Interest	Company/Entity	Potential Conflicts
<b>Richard H Aitken (continued)</b>	Director	Gands Plan Pty Ltd (Australia)	None
	Director	John Scotts Investments Ltd	None
	Director	TrustPower Ltd	None
	Chair	Te Punaha Matatini Advisory Board	None
	Trustee	BAS Custodian Trust	None
	Trustee	Beca Indemnity Fund Custodian Trust	None
	Trustee	BGLIR Custodian Trust	None
	Trustee	BGL Custodian Trust	None
	Trustee	BGS Custodian Trust	None
	Trustee and discretionary beneficiary	The Glade Trust	None
	Trustee	The Sunnybrae Trust	None
	Trustee	The Waimarama Trust	None
<b>M Anne Blackburn</b>	Director	Development Auckland Limited	-
	Member	Commercial Operation Advisory Board to the Treasury	None
	Director	New Zealand Venture Investment Fund Limited	None
	Director	NZVIF Investments Limited	None
	Director	Warren & Mahoney Limited	Supplier
	Director	Warren & Mahoney Architects Limited	Supplier
	Director	Committee for Auckland Limited	None
	Director	Fidelity Life Assurance Company Limited	None
	Chair	Royal District Nursing Service NZ Limited	None
	Director	RDNS Group Limited (Australia)	None
	Director	Fisher Funds Management Limited	None
	Director	TSB Bank Limited	None
	Director	TSB Group Capital Limited	None
	Director	TSB Group Investments Limited	None
	Director	Ten Gracie Square Limited	None
	Director	Wairaka Land Company Limited (Unitec land development subsidiary)	Possible



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Member	Interest	Company/Entity	Potential Conflicts
<b>Evan W Davies</b>	Director	Development Auckland Limited	-
	Director	Welch Securities Ltd	None
	Director	Paris Magdalinos Architects Ltd	None
	Director	Kokako Fames Ltd	None
	Director	Todd Property Group Limited and Subsidiaries	None
	Director	Todd Property Ormiston Town Centre Ltd	J/V with Panuku
	Trustee	Melanesian Mission Trust	None
	Trustee	Anglican Trust for Women and Children	None
	Chair	Capital Investment Committee, Nation Health Board	None
	Chair	Christchurch Hospital Redevelopment Partnership Board	None
<b>Richard I Leggat</b>	Director	Development Auckland Limited	-
	Director	New Zealand Post Ltd	None
	Deputy Chair	Tourism NZ	None
	Director	Education NZ	None
	Director	Cycling NZ	None
	President	Union Cycliste Internationale Ethics Commission	None
	Chairman	NZ Cycle Trail Incorporated	None
	Director	Snowsports NZ	None
	Panel Member	NZ Markets Disciplinary Tribunal	None
	Director	Trophy Metropolitan	None
	Director	Mortleg Ltd	None
	Advisor	Busways PTY Ltd	None
<b>Dr Susan C Macken</b>	Director	Development Auckland Limited	-
	Deputy Chair	Bank of New Zealand	Possible as provider of banking services to Auckland Council & CCOs
	Director	Treasury Advisory Board	None
	Director	Blossom Bear Ltd	none
	Director	Fertility Associates Trustee Ltd and Associates	None
	Director	STG Ltd	None
	Deputy Chair	Tāmaki Redevelopment Company Ltd	Possible
	Director	Spa Electrics Ltd (Aust)	None

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Member	Interest	Company/Entity	Potential Conflicts
<b>Paul F Majurey</b>	Chair	Tūpuna Maunga o Tāmaki Makaurau Authority	Possible – Three Kings
	Chair	Tāmaki Makaurau Community Housing Limited	Possible
	Chair	Tāmaki Collective	None
	Chair	Hauraki Collective	None
	Chair	Marutūāhu Collective	None
	Director	Development Auckland Limited	-
	Director	Pouarua Farm General Partner Limited	None
	Director	Tikapa Moana Enterprises Limited	None
	Director	Marutūāhu Rōpū General Partner Limited	None
	Director	Ngāti Maru Pouarua Farm limited	None
	Director	Pare Hauraki Asset Holding Limited	None
	Director	Museum of New Zealand Te Papa Tongarewa	None
	Director	Half Moon Bay Venture Limited	None
	Co-Chair	Sea Change Marine Spatial Plan Project	None
	Co-Chair	Tāmaki Healthy Families Alliance	None
	Trustee	Crown Forestry Rental Trust	None
	Trustee	Hapu – Ngāti Maru Rūnanga	None
	Trustee	Hauraki Fishing Group	None
Representative	Tāngata Whenau – Hauraki Gulf Forum	None	
<b>Michael E Pohio</b>	Director	Development Auckland Limited	-
	Director	National Institute of Water & Atmospheric Research Limited	None
	Director	NIWA Vessel Management Limited	None
	Director	Transpower New Zealand Limited	None
	Director	Bay Radiotherapy Services GP Limited	None
	Chairman	BNZ Partners Waikato	None
	Member	University of Waikato Council (Ministerial Appointment)	None

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Member	Interest	Company/Entity	Potential conflicts
<b>C Martin Udale</b>	Director	Development Auckland Limited	-
	Director	Canvas Investments Limited	None
	Director	Essentia Consulting Group Limited	None
	Director	Fleming Urban Limited	Possible Onehunga development
	Director	Innovation Waikato Limited	None
	Director	Paparata Limited	None
	Director	Peterborough Quarter Limited	None
	Director	Tall Wood Limited	None
	Director	Tamaki Redevelopment Company Limited	Possible
	Council member	Unitec Institute of Technology	None
	Director	Waikato Innovation Park Limited	None
	Chair	Wairaka Land Company Limited (Unitec land development subsidiary)	Possible

**DIRECTORS' MEETING ATTENDANCE REGISTER**

	2015				2016					No. of meetings		2016					
	23 Sep	28 Oct	25 Nov	11 Dec	24 Feb	30 Mar	27 Apr	25 May	29 Jun	Attended	Total	27 Jul	31 Aug	21 Sep	26 Oct	30 Nov	14 Dec
Sir John Wells	✓	A	✓	✓													
R H Aitken	✓	✓	✓	A													
M A Blackburn	A	✓	✓	✓													
E W Davies	✓	✓	A	✓													
R I Leggat	A	✓	✓	A													
Dr S C Macken	A	✓	✓	A													
P F Majurey	✓	✓	A	✓													
M E Pohio	✓	A	A	✓													
C M Udale	✓	A	✓	✓													

MINUTES OF THE MEETING OF DIRECTORS OF DEVELOPMENT AUCKLAND LIMITED (PANUKU DEVELOPMENT AUCKLAND), HELD AT LEVEL 2, PIER 21 BUILDING, 11 WESTHAVEN DRIVE, AUCKLAND ON FRIDAY 11 DECEMBER 2015 COMMENCING AT 12.20 P.M.

<b>ATTENDING</b>		<p><b>Board:</b> Sir John Wells (Chair), M A Blackburn, E W Davies, P F Majurey, M E Pohio and C M Udale</p> <p><b>Executive:</b> J Dalzell (Interim Chief Executive), R G J Aitken (Director Capital Partnerships), C Gosbee (Director Corporate Services), R Marler (Director Placemaking), D Rankin (Director Strategy and Engagement), I Wheeler (Director Portfolio Management), A Young (Director Development), A Cutler (Manager Governance Relationships), R Whitburn (Governance Advisor) and D Gurney (Board Secretary).</p> <p>Public: Invited rangatira joined the meeting at 12.35 p.m.</p>
<b>APOLOGIES</b>	1/04/05	Apologies had been received from Board Members R H Aitken, R I Leggat, and Dr S C Macken.
<b>DIRECTORS' STATEMENT RELATING TO CONFLICTS OF INTEREST</b>	2/04/15	Conflicts had previously been advised, discussed and recorded.
<b>MINUTES OF PREVIOUS MEETING</b>	3/04/15	<p>It was <b>RESOLVED THAT</b> the Minutes of the Meeting held on 25 November 2015 be confirmed as a correct record.</p> <p style="text-align: center;"><i>Moved: Sir John Wells; seconded; M A Blackburn; CARRIED.</i></p> <p>There were no matters arising.</p>
<b>CHIEF EXECUTIVE'S REPORT</b>	4/04/15	<p>The Interim Chief Executive spoke to his report. Key items included:</p> <ul style="list-style-type: none"> <li>• Health and Safety training and education for the Board and ELT will be one of the key lead activities Panuku will carry out to enhance its health and safety culture in accordance with good practice. A Health and Safety Working Group made up of Directors and senior managers will meet in February 2016. In preparation a review of current preparedness is underway, determining where, if any, there are gaps in systems or processes leading up to the implementation of the new legislation.</li> <li>• The Panuku Development Programme is progressing well with further engagement with the Local Boards and Councillors, appropriate media briefings and a report written for an Auckland Development Committee meeting.</li> <li>• Government Resource Management Act Reforms which will significantly streamline the council's ability to swap around public open space providing the overall level of public amenity is being retained.</li> <li>• Mobil has been given leave to appeal the Court of Appeal decision on remediation of contaminated land that it leased. The Supreme Court will hear the case on 20 April 2016.</li> </ul> <p>The Chief Executive's Report was received.</p>
<b>MEETING WITH RANGATIRA</b>	5/04/15	<p>Mr Majurey offered a karakia to greet the guests followed by a wiata from Panuku staff. The Chairman then welcomed the six rangatira representing some of the mana whenua of the region:</p> <ul style="list-style-type: none"> <li>• Russell Kemp, Te Runanga o Ngāti Whatua</li> <li>• Tame Te Rangi, Te Runanga o Ngāti Whatua</li> <li>• Karen Wilson, Te ākitai</li> <li>• Morehu Wilson, Ngāti Paoa</li> </ul>

	<ul style="list-style-type: none"> <li>• Mike Baker, Ngaati Whanaunga</li> <li>• Wati Ngamane, Ngāti Maru</li> </ul> <p>Issues discussed included:</p> <ul style="list-style-type: none"> <li>• Appreciation of the privilege of attending and the contribution it makes to better understand each others' position on issues</li> <li>• Te Runanga o Ngāti Whatua put on the table their interest in pursuing commercial opportunities with Panuku, and their belief in the ability for us all to share in knowledge and action to make a better place for all</li> <li>• Questions were raised around: <ul style="list-style-type: none"> <li>○ the scope of the Board level relationship and how this might be developed over time. Some of this discussion centred on the decision on the name "Panuku" and mana whenua clarity about what drove that decision.</li> <li>○ what kind of discussions should be brought to the Panuku Board table?</li> <li>○ What opportunities would there be for addressing complex issues such as the potential for connected discussions or negotiations between Panuku, Iwi and Crown on land transactions.</li> </ul> </li> <li>• The Board responded to the above that they would need to consider these matters further with appropriate advice from the Executive and come back to mana whenua having reflected on these matters.</li> <li>• Mana whenua raised the importance of their leadership in environmental matters, their connection to the spiritual and physical land, the importance of mauri – or principle of vital essence. It was noted that mana whenua responsibilities around maintaining or improving the quality of environmental state align with Panuku goals in this area.</li> <li>• Concern was raised over the perceived fragmentation of decision-making in key areas, an example being the Tāmaki Regeneration work. The Board noted there is work to do in knitting together various parts of different governance mechanisms.</li> <li>• The importance of management of cultural heritage was noted, and of respecting the level of input provided through various submission processes, PAUP, site specific master plans and other means.</li> <li>• The differing stages of different hapū were acknowledged, and the challenges that brings when groups are at a different phase in their decision-making and capacity.</li> </ul>
	<p>The public meeting closed at 2.10 p.m.</p>

**READ AND CONFIRMED**

\_\_\_\_\_ Chairman

\_\_\_\_\_ Date









## Chief Executive's Report to the Board

<b>Document Author</b>	John Dalzell – Interim Chief Executive David Gurney – Corporate Governance lead   Board Secretary
<b>Contributors</b>	David Rankin – Director of Strategy & Engagement Rod Marler – Director of Place Shaping Allan Young – Director of Development Ian Wheeler – Director Portfolio Management Carl Gosbee – Director of Corporate Services
<b>Date</b>	24 February 2016

### 1. Overview

The Chief Executive's Report provides Directors with a summarised overview of the most important issues facing the organisation. This report provides Directors with the strategic context and confidence that the key issues are being managed; and to frame the consideration of Decision Papers and Information Papers later in the meeting.

### 2. Key Issues

This section outlines issues that are not otherwise covered by a Decision Paper or an Information paper elsewhere in the agenda and are either:

- Strategically significant or material.
- Involve notification or approval from the shareholder.
- Have the potential to become publically noteworthy.

#### 2.1 Strategically significant or material issues

##### 2.1.1 Transform Locations

Work is progressing on the production of high level project plans for the two adopted transform locations, being Onehunga and Manukau Central. All teams are contributing to this process.

In addition, there have been various Panuku site tours and walkthroughs of the transform locations, initial contact with key stakeholder groups and a dialogue opened with Auckland Transport on how we most productively work together in the two transform locations.

##### 2.1.2 High Level Project Plans

In terms of other priority high level project plans Takapuna, which was approved by the Board at the end of last year, has been the subject of a workshop with the Local Board and received good support. It is due to go to the Auckland Development Committee in March.

In respect to the Northcote HLPP, which is on this agenda, we also had a useful workshop with the Local Board where all key issues were discussed with the plan receiving good support.

These two locations have also been the subject of site tours and walkthroughs.

## **2.2 Shareholder notification or approval required**

### **2.2.1 Housing for Older People network of villages**

Following on from the signing of the MOU between The Selwyn Foundation and Panuku in December 2015, business planning has commenced for the Housing for Older People portfolio. The business plan will include:

Part A - The structure, governance and policy framework for the business going forward

Part B - Details of the business operations, including a three year business plan

Part C - Asset review and agreement on the portfolio growth/development strategy

Informing and being informed by the above process will be our Maori Responsiveness commitment, the consultation requirements and the human resource implications of outsourcing the service provision.

Alongside the business planning Council will also undertake the necessary consultation with the public as part of the Annual Plan consultation to enable Council to make a final decision on the partnership by June 2016.

Progress to date includes:

- Appropriate project structures, terms of reference and work streams are in place within Panuku, Council and Selwyn.
- Panuku, together with Council, is reviewing the proposed business structure and relationship between the proposed structure and the council assets with the intention of optimising the outcome for both parties. We expect to resolve the high-level principles shortly.
- Council staff are proceeding with the public consultation process.
- Progress is being made within all the work streams in terms of the tasks and milestones established.
- Panuku is working collaboratively with the Mana Whenua Forum to give effect to the Maori Responsiveness objectives

### **2.2.2 Three Kings Land Exchange**

On 18 December 2015 Panuku received a letter from the Chair of the Auckland Development Committee, Penny Hulse, responding to the letter dated 11 December 2015 from the CE that the Board is entirely satisfied that all relevant matter have been canvassed in undertaking the fiscal evaluation of the proposed land exchange.

Cllr Hulse conveyed the Committee's thanks to the Board for undertaking this work.

The letter is attached as [Attachment A](#).

## 2.3 Potential to be publicly noteworthy

### 2.3.1 Queens Wharf Village

The Queens Wharf Village fit out is largely finished with minor works on track to be completed by the end of February. Design work by Mana Whenua appointed artist Amiria Puia Taylor has been installed and well received.

Interest in licenses to operate in the village has been strong and we are working to finalise licensees and have the village fully occupied.

The public spaces were well utilised over Anniversary weekend and seem to be working well.

## 3. Compliance Summary

### 3.1 Health and Safety

Training and education for the Board and ELT will be one of the key lead activities Panuku will carry out to enhance its health and safety culture in accordance with good practice. This is critical given the introduction of the Health and Safety at Work Act, effective from 4 April 2016.

A Board Working Group made up of Directors and senior managers from ELT will meet on 24 February 2016. In preparation, ELT and the Health and Safety Committee (made up of representatives across the organisation) have completed a review of current preparedness and have determined where there are gaps in systems or processes leading up to the implementation of the new legislation. At the first Work Group meeting a work plan for the period January to March 2016, and then a further plan to cover the balance of the financial year will be discussed to ensure full compliance with the new Act. The Health and Safety Report for both December 2015 and January 2016 are attached as [Attachment B1](#) and [Attachment B2](#).

## Attachments

**Attachment A** – Letter from Penny Hulse, Chair of the Auckland Development Committee, regarding Three Kings Land Exchange.

**Attachment B 1** – Health and Safety Report (Dec. 2015)

**Attachment B 2** – Health and Safety Report (Jan. 2016)

## Councillors' Office



18 December 2015

Mr John Dalzell  
Interim Chief Executive  
Panuku Development Auckland  
PO Box 90343  
Victoria Street West  
AUCKLAND

Dear John

### **AUCKLAND DEVELOPMENT COMMITTEE RESOLUTION AUC/2015/202 – THREE KINGS LAND EXCHANGE**

Thank you for your letter dated 11 December 2015 advising that the Panuku Development Auckland Board is entirely satisfied that all relevant matters have been canvassed in undertaking the fiscal evaluation of the proposed land exchange.

This letter satisfies the requirement specified in the resolution at the Auckland Development Committee meeting on 12 November 2015:

*"that approval of the proposed exchange be subject to the written confirmation from the Panuku Development Auckland Board, to the Chair and Deputy Chair of the Auckland Development Committee confirming it is entirely satisfied that it has canvassed all relevant matters in the fiscal evaluation supporting exchange of land."*

Please pass on our thanks to the board for undertaking this work.

Yours sincerely

.....  
**PENNY HULSE**  
**CHAIR, AUCKLAND DEVELOPMENT COMMITTEE**  
**AUCKLAND COUNCIL**

.....  
**CHRIS DARBY**  
**DEPUTY CHAIR, AUCKLAND DEVELOPMENT COMMITTEE**  
**AUCKLAND COUNCIL**

## Health and Safety Report – December 2015

Document Author(s)	Peter Attwood, Health and Safety Advisor
Reviewer(s)	Carl Gosbee, Director Corporate Services
Date	31 December 2015

### 1. Governance

#### 1.1. Board Working Group

The first meeting of the Board working group is scheduled for February 2016. The Board working group has been established to complete the implementation of the key elements of health and safety for the organisation. The purpose of the working group, which is made up of Directors and senior managers from the Executive Leadership Team, is to review the requirements for Health and Safety Policy, Governance Policy, Health and Safety Strategy, Manual (process document), and reporting.

Training and education for the Board and Executive Leadership Team is one of the key lead activities Panuku will carry out to enhance its health and safety culture in accordance with good practice. This is critical given the introduction of the Health and Safety at Work Act, effective from 4 April 2016.

#### 1.2. Board health and safety activity completed in the period

No activity this month

### 2. Strategy and Policy

As reported last month, both the Executive Leadership Team (ELT) and the Health & Safety Committee (made up of representatives across the organisation) have commenced a programme of additional training, education and analysis of existing Health & Safety procedure.

The first phase of this work was completed prior to Christmas, which involved a comprehensive briefing from Tim Clarke, partner at Bell Gully who specialises in legal and compliance aspects of Health & Safety reform. All of ELT participated in this briefing and following on from this, the Health & Safety Committee have met to discuss and put in place workstreams which will complete across the organisation a review of current preparedness and to look to determine where, if any, there are gaps leading up to the implementation of the new legislation in April next year.

Impac Services Limited, New Zealand's leading provider of safety and risk management solutions, have submitted a proposal to carry out such a review for Panuku. By late January we anticipate an action plan to be clearly communicated to the Board for the period January to March and then a further work plan completed to cover the balance of the financial year to ensure full compliance with the new Act.

The work plan will include a review of the Health and Safety Policy. The interim policy remains in place until any new policy is developed and agreed, as may be appropriate.

### 3. Monthly Reporting

#### 3.1. Construction

Pakenham-Madden Street - regular site visits and audits are being completed. The contractors CEO and senior health and safety management team visited the site to review the site with Panuku.

Wynyard Central Development Projects - A site visit to view the establishment of the contamination controls and decontamination facilities has been completed. Fortnightly co-ordination meetings are still in place and form part of the requirements for the consultation, co-operation and co-ordination requirements of the new Health and Safety at Work Act.

Team NZ Demolition - the contractor's safety plan has been reviewed and a site visit completed to view the controls in place.

Hobsonville Roads D&E - the contractor's health and safety plan has been reviewed and the first site audit will be completed late January.

#### 3.2. Events

Health and safety monitoring of the summer events continues and health and safety planning for the Anniversary Weekend have commenced. A safety app is being trialled over the summer period - this provides real time reporting and updating of hazard management across the events in Wynyard Quarter.

#### 3.3. Property and Managed Portfolio

An outline audit scope for the Property Directorate has been drafted and will commence in January. This will identify any gaps in the current processes with a particular focus on the requirements of the Health and Safety at Work Act.

#### 3.4. Marinas

A new management process for the induction and monitoring of contractors is being put in place for the summer period. The process follows the requirements of the new Act and current good practice for contractor management.

### 4. Systems and Process

#### 4.1. Training

Training planned for the next quarter includes Site Safe training for employees involved in construction projects, first aid refresher, Vault, and Safety Representative training for the new health and safety representatives.

The induction training for staff has been updated with some group training sessions completed, with the balance of staff to be completed in the New Year.

#### 4.2. Incident Management and Reporting

Reporting into the Council Vault system is now fully implemented and will be monitored to ensure robustness. A summary of recorded incidents is included in this report. Further enhancements to the reporting will include total recordable injury frequency rates, once some further enhancements of the reporting systems have been completed.

Graphs and charts are being developed to improve readability.

#### 4.3. Participation in Auckland Council health and safety activities (Policy reviews etc).

No activity this month

**4.4. Update on hazard and risk management**

A risk register has been developed to combine the risks/hazards from all development programmes across Panuku and is now being updated on a monthly basis.

**4.5. Emergency planning**

Refresher training on the evacuation plan for the Panuku office has been included in the induction training that is currently being delivered to all staff.

**5. Review and Monitoring**

**5.1. Injury management**

No activity this month

**5.2. Employee participation activity**

The election of the staff health and safety representatives has been completed. Formal training in line with the new Act) will be completed early next year.

**5.3. Reports on any external audits and system reviews**

No activity this month

**5.4. Contractor management**

No activity this month



### 5.5. Incident Data

Incident Type	Month	Total for year commencing September 2015
Fatalities	0	0
Lost Time Injury (LTI) Injury that prevents a worker returning to work for their next working day.	0	0
Restricted Work Injury incident where an employee can return to work but is only able to complete restricted/alternative duties.	0	0
Medical Treatment Injury that requires treatment by a physician or health care professional that is not considered first aid (broken bones etc).	0	0
First Aid Minor injury that is treated in the workplace; may also include an incident where a worker is taken to a doctor/clinic for minor procedure (minor cuts or tetanus shots etc).	1	3
No Treatment Incident where no treatment is required.	0	1
<b>Totals</b>	<b>1</b>	<b>4</b>
Incident Type	Month	Total for year commencing September 2015
Incident An event that results in property damage and no injury.	1	8
Near miss An event that given certain additional circumstances may have resulted in personal injury or property damage	0	7
<b>Total</b>	<b>1</b>	<b>15</b>

### 5.6. Madden Street project

Incidents

- Excavator struck a 400V cable - the cable had been located and marked out. The excavation crew had located with a scanner and were about to start hand digging when the excavator hit the cable. The cable was not running in a straight line between the set out lines and the excavator hit a kink in the line. The cable has since been removed by Vector.

### 5.7. Hobsonville Roads D&E

No Incidents reported

### 5.8. Public areas

No Incidents reported

## **5.9. Staff**

### First aid injury

- Worker strained back of leg while stacking wooden decking (note this incident occurred in November but was only reported in December).

## Health and Safety Report – January 2016

Document Author(s)	Peter Attwood, Health and Safety Advisor
Reviewer(s)	Carl Gosbee, Director Corporate Services
Date	31 January 2016

### 1. Governance

#### 1.1. Board Working Group

The first meeting of the Board working group is scheduled for February 2016. The Board working group has been established to complete the implementation of the key elements of health and safety for the organisation. The purpose of the working group, which is made up of Directors and senior managers from the Executive Leadership Team, is to review the requirements for Health and Safety Policy, Governance Policy, Health and Safety Strategy, Manual (process document), and reporting.

Training and education for the Board and Executive Leadership Team is one of the key lead activities Panuku will carry out to enhance its health and safety culture in accordance with good practice. This is critical given the introduction of the Health and Safety at Work Act, effective from 4 April 2016.

#### 1.2. Board health and safety activity completed in the period

No activity this month

### 2. Strategy and Policy

As reported last month, Impac Services Limited, New Zealand's leading provider of safety and risk management solutions, have been appointed to undertake a Health and Safety Review / Gap Analysis of existing Health & Safety policy and procedures. Work is now underway and Tom Reeves is scheduling meetings with key personnel and a sample of Board Directors.

Blair McMichael, the new Health and Safety Manager started on 16 February. As he settles into his new role he will be introduced to the Board and will author and present the future Health and Safety Reports

### 3. Monthly Reporting

#### 3.1. Construction

Pakenham-Madden Street - regular site visits and audits are being completed. A review of the confined space work management was completed. Site security was reviewed with consideration to events planned for anniversary weekend.

Wynyard Central Development Projects - There has been a focus on the interaction between the sites and the management of construction traffic through and out of the planned haul road. This road has been design to minimise the risk to the public from trucks entering and exiting the Wynyard Central construction zone.

Team NZ Demolition - Regular site visits have been completed.

Hobsonville Roads D&E - the contractor's health and safety plan has been reviewed and the first site audit has been completed

Hobsonville Building 4 - the contractor's health and safety plan has been reviewed and the first site audit has been completed. The asbestos removal management was reviewed with the asbestos consultant. Air monitoring is being completed and there have been no issues to date.

### **3.2. Events**

Health and safety monitoring of the Anniversary Weekend events; Monitoring included pack in checks, daily safety walks, and pack out checks.

### **3.3. Property and Managed Portfolio**

An outline audit scope for the Property Directorate is in progress. This will identify any gaps in the current processes with a particular focus on the requirements of the Health and Safety at Work Act.

### **3.4. Marinas**

A new management process for the induction and monitoring of contractors is being put in place for the summer period. The process follows the requirements of the new Act and current good practice for contractor management.

## **4. Systems and Process**

### **4.1. Training**

Training planned for the next quarter includes Site Safe training for employees involved in construction projects, first aid refresher, Vault, and Safety Representative training for the new health and safety representatives. Lunch time presentations on the new HSW Act will be held to bring staff up to speed with relevant changes.

Induction training for all staff has been progressing with most staff now completed.

### **4.2. Incident Management and Reporting**

Reporting into the Council Vault system is now fully implemented and will be monitored to ensure robustness. A summary of recorded incidents is included in this report. Further enhancements to the reporting will include total recordable injury frequency rates, once some further enhancements of the reporting systems have been completed.

Graphs and charts are being developed to improve readability.

### **4.3. Participation in Auckland Council health and safety activities (Policy reviews etc).**

No activity this month

### **4.4. Update on hazard and risk management**

A risk register has been developed to combine the risks/hazards from all development programmes across Panuku and is now being updated on a monthly basis.

### **4.5. Emergency planning**

Refresher training on the evacuation plan for the Panuku office has been included in the induction training that is currently being delivered to all staff.

## **5. Review and Monitoring**

### **5.1. Injury management**

No activity this month

### **5.2. Employee participation activity**

A staff health and safety meeting was held in January. The meeting was minuted and minutes have been distributed to all staff.

### **5.3. Reports on any external audits and system reviews**

No activity this month

#### 5.4. Contractor management

No activity this month

#### 5.5. Incident Data

Incident Type	Month	Total for year commencing September 2015
Fatalities	0	0
Lost Time Injury (LTI) Injury that prevents a worker returning to work for their next working day.	0	0
Restricted Work Injury incident where an employee can return to work but is only able to complete restricted/alternative duties.	0	0
Medical Treatment Injury that requires treatment by a physician or health care professional that is not considered first aid (broken bones etc).	0	0
First Aid Minor injury that is treated in the workplace; may also include an incident where a worker is taken to a doctor/clinic for minor procedure (minor cuts or tetanus shots etc).	2	5
No Treatment Incident where no treatment is required.	0	1
<b>Totals</b>	<b>2</b>	<b>6</b>
Incident Type	Month	Total for year commencing September 2015
Incident An event that results in property damage and no injury.	0	8
Near miss An event that given certain additional circumstances may have resulted in personal injury or property damage	2	9
<b>Total</b>	<b>2</b>	<b>17</b>

#### 5.6. Madden Street project

No Incidents reported

#### 5.7. Team NZ Base Demolition

Near miss – a window was broken and glass fell onto the public footpath. Fencing was in place and a human spotter was monitoring pedestrian traffic, so risk of member of public being injured was minor.

#### 5.8. Hobsonville Roads D&E

No Incidents reported

**5.9. Hobsonville Building**

Near miss – a worker stood on the hand rail of the scissor lift. This could have led to a fall from height. Correct operations of equipment was discussed.

**5.10. Public areas**

Note that there was one serious incident associated with an event reported in early February - an outline of the incident will be provided in the next report.

Child cut foot on an oyster shell on Karanga tidal steps - 1<sup>st</sup> aid provided by St John. Note that oysters are removed on a regular basis but there is a small amount of new growth at any one time.

**5.11. Staff**

First aid injury - Worker strained should and back while assisting with the recovery of a disabled yacht.