

**MINUTES OF CENTRAL HAWKES BAY DISTRICT COUNCIL
RISK AND AUDIT COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, 28-32 RUATANIWHA STREET, WAIPAWA
ON THURSDAY, 28 MARCH 2019 AT THE CONCLUSION OF THE FINANCE AND PLANNING
MEETING**

PRESENT: Cr Tim Aitken
Mayor Alex Walker
Cr Gerard Minehan
Cr Brent Muggeridge
Cr David Tennent
Dr Roger Maaka

IN ATTENDANCE: Joshua Lloyd (Group Manager, Community Infrastructure and Development)
Monique Davidson (CEO)
Bronda Smith (Group Manager, Corporate Support and Services)
Doug Tate (Group Manager, Customer and Community Partnerships)
Nicola Bousfield (People and Capability Manager)
Lisa Harrison (Organisation Transformation Lead)
Leigh Collecutt (Governance and Support Officer)

1 APOLOGIES

None

2 DECLARATIONS OF CONFLICTS OF INTEREST

None

3 STANDING ORDERS

COMMITTEE RESOLUTION

Moved: Mayor Alex Walker
Seconded: Cr Gerard Minehan

THAT the following standing orders are suspended for the duration of the meeting:

- 20.2 Time limits on speakers
- 20.5 Members may speak only once
- 20.6 Limits on number of speakers

And that Option C under section 21 General procedures for speaking and moving motions be used for the meeting.

Standing orders are recommended to be suspended to enable members to engage in discussion in a free and frank manner.

CARRIED

4 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: Cr Gerard Minehan
Seconded: Cr Brent Muggeridge

That the minutes of the Risk and Audit Committee Meeting held on 14 February 2019 as circulated, be confirmed as true and correct.

CARRIED

5 REPORT SECTION

5.1 RISK AND AUDIT UPDATE

PURPOSE

The purpose of this report is to update the Committee of Risk and Audit activities for monitoring and review purposes.

COMMITTEE RESOLUTION

Moved: Cr Gerard Minehan
Seconded: Mayor Alex Walker

That, having considered all matters raised in the report, the report be noted.

CARRIED

5.2 ADOPTION OF THE GOVERNANCE RISK REGISTER AND RISK REPORTING

PURPOSE

The purpose of this report is to consider and adopt the Corporate Risk Register and Risk Reporting to the Risk and Audit Committee

COMMITTEE RESOLUTION

Moved: Cr Tim Aitken
Seconded: Cr Gerard Minehan

That having considered all matters raised in the report:

a) The Governance Risk Register and Risk Reporting be adopted.

CARRIED

- Cr Tennent asked whether consideration needed to be given to include potential building defects in the Governance Risk Register. It was confirmed that there would

be other mechanisms in place to operationally manage this risk outside of this register, including using producer statements for Building Consents

- Cr Minehan highlighted that this register was a good way for risks to be proactively identified at an early stage.

5.3 SAFETY & WELLBEING UPDATE

PURPOSE

The purpose of this report is to update the Risk & Audit Committee on Council's Safety and Wellbeing activities, as well as the reported incidents and near misses for Council employees and strategic contracted partners.

COMMITTEE RESOLUTION

Moved: Cr Tim Aitken

Seconded: Cr Gerard Minehan

That, having considered all matters raised in the report, the report be noted.

CARRIED

6 DATE OF NEXT MEETING

COMMITTEE RESOLUTION

Moved: Cr Gerard Minehan

Seconded: Cr Tim Aitken

THAT the next meeting of the Risk and Audit Committee be held on 15 August 2019.

CARRIED

7 TIME OF CLOSURE

The Meeting closed at 11.00am.

The minutes of this meeting were confirmed at the Risk and Audit Committee Meeting held on 15 August 2019.

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CHAIRPERSON