

**MINUTES OF CENTRAL HAWKES BAY DISTRICT COUNCIL
RISK AND AUDIT COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, 28-32 RUATANIWHA STREET, WAIPAWA
ON TUESDAY, 21 JULY 2020 AT 9:00AM**

PRESENT: Mr Neil Bain (Chair)
Cr Tim Aitken
Cr Gerard Minehan
Cr Brent Muggeridge
Cr Jerry Greer

IN ATTENDANCE: Monique Davidson (Chief Executive)
Joshua Lloyd (Group Manager, Community Infrastructure and Development)
Brent Chamberlain (Chief Financial Officer)
Bridget Gibson (Governance Support Officer)

1 APOLOGIES

APOLOGY

COMMITTEE RESOLUTION

Moved: Cr Tim Aitken

Seconded: Cr Brent Muggeridge

That the apologies for absence from Mayor Walker be accepted.

CARRIED

2 DECLARATIONS OF CONFLICTS OF INTEREST

Nil.

3 STANDING ORDERS

COMMITTEE RESOLUTION

Moved: Cr Gerard Minehan

Seconded: Cr Jerry Greer

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 Tim Aitken

Seconded: Cr Brent Muggeridge

That the minutes of the Risk and Audit Committee Meeting held on 14 May 2020 as circulated, be confirmed as true and correct.

CARRIED

5 REPORT SECTION

5.1 RESOLUTION MONITORING REPORT

PURPOSE

The purpose of this report is to present to the Committee the Risk and Assurance Committee Resolution Monitoring Report. This report seeks to ensure the Committee has visibility over work that is progressing, following resolutions from Council.

COMMITTEE RESOLUTION

Moved: Cr Gerard Minehan

Seconded: Cr Brent Muggeridge

RECOMMENDATION

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

CARRIED

5.2 RISK STATUS REPORT

PURPOSE

The purpose of this paper is to report to the Risk and Assurance Committee (the Committee) on Councils risk landscape, risk management work in progress and to continue a discussion with the Committee about risk.

COMMITTEE RESOLUTION

Moved: Cr Gerard Minehan

Seconded: Cr Tim Aitken

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

CARRIED

5.3 FORECAST OF THE IMPACT OF COVID ON THE 2020/21 FINANCIAL YEAR

PURPOSE

The purpose of this report is to provide Councillors with a forecast of the expected impact of Covid-19 and Drought on the 2020/21 financial year.

COMMITTEE RESOLUTION

Moved: Cr Gerard Minehan
Seconded: Cr Brent Muggeridge

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

CARRIED

Mr Chamberlain presented the report.

That updates on the financial impact of Covid-19 and the drought on the 2020/21 financial year be a standing item on the Risk and Assurance Committee agenda.

Noted that at the beginning of lockdown the Council delegated authority to CE up to \$200,000 to manage the response to Covid-19/drought response. This money has been allocated. Due to uncertainty of a second wave or further lockdowns, the possible financial impacts need to be considered and planned for.

5.4 HEALTH AND SAFETY STATUS REPORT

PURPOSE

To provide the Committee with health, safety and wellbeing information and insight up to the end of June 2020 and to update the Committee on key health and safety risks and initiatives.

COMMITTEE RESOLUTION

Moved: Cr Brent Muggeridge
Seconded: Cr Tim Aitken

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

CARRIED

Mr de Klerk Presented the report. Report serves as an internal assurance metric.

The Committee continue to work with management to tailor the health and safety report to the Council's needs.

5.5 HEALTH, SAFETY AND WELLBEING POLICY STATEMENT

PURPOSE

To update the Risk and Assurance Committee on the progress of a key policy document in relation to health, safety and wellbeing leadership and commitment at a management level and seek endorsement in conjunction with the governance charter presented for adoption.

COMMITTEE RESOLUTION

Moved: Cr Tim Aitken

Seconded: Cr Jerry Greer

That, having considered all matters raised in the report, the report be noted and the committee endorse the Health, Safety and Wellbeing Policy Statement.

CARRIED

Mr De Klerk presented the report.

The Chair state that Committee and Management constantly need to ensure they are focused on critical risk, and that staff are educated on those risks in regards to their safety and the Health and Safety Committee are engaged here.

5.6 HEALTH, SAFETY AND WELLBEING GOVERNANCE CHARTER

PURPOSE

To update the Risk and Assurance Committee on the progress of a key policy document in relation to health and safety governance and seek adoption in conjunction with the policy statement presented for endorsement.

COMMITTEE RESOLUTION

Moved: Cr Brent Mugeridge

Seconded: Cr Tim Aitken

That having considered all matters raised in the report:

- a) **The Committee adopt the Health, Safety and Wellbeing Governance Charter.**
- b) That Councillor Aitken sign the Charter on behalf of the Council/Committee.

CARRIED

Mr De Klerk presented the report.

Meeting adjourned for morning break at 10:05am

Meeting resumed at 10.20am

5.7 INSURANCE RENEWALS**PURPOSE**

The purpose of this report is to provide Councillors with an update on Councils insurance renewal process.

COMMITTEE RESOLUTION

Moved: Cr Tim Aitken

Seconded: Cr Gerard Minehan

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

CARRIED

Mr Chamberlain presented the report taking it as read.

Officers to provide a summary matrix of policies in place and costs of insurance renewals and assess that the level of cover is adequate for risks going forward.

Premiums outside of liability insurance have been maintained on above ground assets despite premium increases as a result of Covid-19.

Council is in the process of updating Asset Management Plans in line with insurance renewals dates.

RESOLUTION TO EXCLUDE THE PUBLIC**COMMITTEE RESOLUTION**

Moved: Cr Brent Muggeridge

Seconded: Cr Gerard Minehan

That the public be excluded from the following parts of the proceedings of this meeting.

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
6.1 - Procurement Activity and Structure, and Procurement Policy Refresh	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

CARRIED

6 DATE OF NEXT MEETING

THE next meeting of the Central Hawke's Bay District Council be held on 3 September 2020.

7 TIME OF CLOSURE

The Meeting closed at 11.11am.

The minutes of this meeting were confirmed at the Risk and Audit Committee Meeting held on 3 September 2020.

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CHAIRPERSON