

**MINUTES OF CENTRAL HAWKES BAY DISTRICT COUNCIL  
RISK AND ASSURANCE COMMITTEE MEETING  
HELD AT THE COUNCIL CHAMBER, 28-32 RUATANIWHA STREET, WAIPAWA  
ON WEDNESDAY, 31 MARCH 2021 AT 9.00AM**

**PRESENT:** Mayor Alex Walker  
Cr Tim Aitken  
Cr Gerard Minehan (zoom)  
Cr Brent Muggeridge (zoom)  
Cr Jerry Greer  
Cr Neil Bain (Chair)

**IN ATTENDANCE:** Monique Davidson (Chief Executive)  
Brent Chamberlain (Chief Financial Officer)  
Doug Tate (Group Manager, Customer and Community Partnerships)  
Nicola Bousfield (Group Manager, People and Business Enablement)  
Caitlyn Dine (Governance and Support Officer)

**1 APOLOGIES**

Nil

**2 DECLARATIONS OF CONFLICTS OF INTEREST**

NIL

**3 STANDING ORDERS**

**RECOMMENDATION**

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.

**4 CONFIRMATION OF MINUTES**

**COMMITTEE RESOLUTION**

Moved: Cr Tim Aitken  
Seconded: Cr Jerry Greer

That the minutes of the Risk and Assurance Committee Meeting held on 12 November 2020 as circulated, be confirmed as true and correct.

**CARRIED**

**5 REPORT SECTION****6.1 COMMITTEE 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 made by the Committee.

**COMMITTEE RESOLUTION**

Moved: Mayor Alex Walker

Seconded: Cr Jerry Greer

**RECOMMENDATION**

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

**CARRIED**

Mrs Davidson presented this report

**6.2 RISK AND ASSURANCE WORK PROGRAMME MONITORING REPORT****PURPOSE**

The purpose of this report is for the Risk and Assurance Committee to receive a progress update on the Risk & Assurance Committee Work Programme.

**COMMITTEE RESOLUTION**

Moved: Cr Tim Aitken

Seconded: Cr Jerry Greer

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

**CARRIED**

Mrs Davidson presented this report

*At 9:42 am, Mayor Alex Walker left the meeting.*

**6.3 RISK STATUS REPORT****PURPOSE**

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

**COMMITTEE RESOLUTION**

Moved: Cr Jerry Greer

Seconded: Cr Tim Aitken

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

**CARRIED**

Mrs Bousfield presented this report on behalf of Mr Lloyd. Chair Neil Bain noted a great quality report.

*Bevan Johnston entered the meeting via zoom at 9:42*

*At 9:46 am, Mayor Alex Walker returned to the meeting.*

#### **6.4 HEALTH AND SAFETY UPDATE REPORT**

##### **PURPOSE**

To provide the Committee with health, safety and wellbeing information and insight up to the end of mid-March 2021 and to update the Committee on key health and safety critical risks and initiatives.

##### **COMMITTEE RESOLUTION**

Moved: Cr Tim Aitken

Seconded: Cr Gerard Minehan

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

**CARRIED**

Mrs Bousfield presented this report. The Committee noted the continuous improvement in health and safety reporting to the Committee. The Committee requested management prepare a report on the Council's processes for managing and monitoring contractor's compliance with health and safety requirements (for the September 2021 meeting).

*Mr Bevan Johnston left the zoom meeting at 10.00am*

#### **6.5 AUDIT FINDINGS MONITORING REPORT**

##### **PURPOSE**

The purpose of this report is to track and update the committee on audit recommendations from recent audits.

##### **COMMITTEE RESOLUTION**

Moved: Cr Tim Aitken

Seconded: Mayor Alex Walker

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

**CARRIED**

Mr Chamberlain presented this report. The Committee noted the audit findings monitoring report and requested management update the Committee on the implementation of the progressive procurement toolkit (for the September 2021).

**6.6 REVIEW OF ELECTED MEMBER REMUNERATION AND EXPENSES POLICY****PURPOSE**

The matter for consideration by the Council is the adoption of the updated Elected Member Remuneration and Expenses Policy

**AMENDMENT**

Moved: Mayor Alex Walker  
Seconded: Cr Tim Aitken

The committee requested the following amendments be made to the policy:

That (a) read - (a) That all gifts received by councillors in excess of \$50 to be recorded in the gift register.

- (a) That added third bullet point – Return gift to provider.
- (b) That Councillors are encouraged to use their discretion as to whether gifts under the value of \$50.00 should be declared on the gift register

**COMMITTEE RESOLUTION**

Moved: Cr Tim Aitken  
Seconded: Cr Brent Muggeridge

**That having considered all matters raised in the report:**

- a) **That the report be received.**
- b) **That the Committee endorse and recommend to Council they adopt the proposed amendments to the Elected Member Remuneration and Expenses Policy” to include additional paragraphs on Receipt of Gifts.**

**CARRIED**

Mr Chamberlain presented this report

**6.7 TREASURY MANAGEMENT MONITORING REPORT****PURPOSE**

The purpose of this report is to provide an update on Treasury Management and Policy Compliance.

**COMMITTEE RESOLUTION**

Moved: Cr Tim Aitken  
Seconded: Mayor Alex Walker

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

**CARRIED**

Mr Chamberlain presented this report. The Committee noted the introduction of the Treasury Management Monitoring report. The Committee requested the maturity of debt table be further developed to include planned refinancing and new debt.

**6.8 LONG TERM PLAN 2021-2031 RISK MITIGATION****PURPOSE**

This report is presented to the Risk and Assurance Committee to consider the risks associated with the Long Term Plan 2021-2031, and associated budget and policy position of Council.

**AMENDMENT**

Moved: Mayor Alex Walker

Seconded: Cr Tim Aitken

- (a) That the Risk and Assurance Committee request that independent Treasury advice be attained prior to the review of the debt and treasury management policy in 2022, and that management use discretion in obtaining independent advice in advance of any significant draw down prior to that review.
- (b) That risk an assurance committee recommend to council that the debt and treasury management policy be reviewed prior to the 2022-23 annual plan process.

**RECOMMENDATION**

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

Mr Chamberlain presented this report

*At 11:32 am, Mayor Alex Walker left the meeting.*

**6.9 RISK AND MITIGATION OF EARTHQUAKE PRONE COUNCIL FACILITIES****PURPOSE**

The purpose of this paper is to report to the Risk and Assurance Committee (the Committee) on Council's risk management of three of its buildings that have received a Detailed Seismic Assessment (DSA) and are considered potentially earthquake-prone. This report also provides an update on the other primary facilities yet to receive a DSA.

**COMMITTEE RESOLUTION**

Moved: Cr Jerry Greer

Seconded: Cr Brent Muggeridge

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

**CARRIED**

Mrs Leaf and Mr Tate presented this report

*The Committee adjourned at 11.48am for a morning tea break.*

**RESOLUTION TO EXCLUDE THE PUBLIC****RECOMMENDATION**

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
<b>6.1 - External Audit Plan for the Year Ending 30 June 2021</b>	s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest  s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority	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

*The Council moved into the public excluded forum at 12.15 pm.*

**6 DATE OF NEXT MEETING****COMMITTEE RESOLUTION**

Moved: Cr Jerry Greer

Seconded: Cr Brent Muggeridge

THAT the next meeting of the Central Hawke's Bay District Council Risk and Assurance Committee be held on 27 May 2021.

**CARRIED**

**7 TIME OF CLOSURE**

**The Meeting closed at 12.32pm.**

**The minutes of this meeting were confirmed at the Risk and Assurance Committee Meeting held on 27 May 2021.**

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**CHAIRPERSON**