

**MINUTES OF CENTRAL HAWKES BAY DISTRICT COUNCIL  
RISK AND ASSURANCE COMMITTEE MEETING  
HELD AT THE COUNCIL CHAMBER, 28-32 RUATANIWHA STREET, WAIPAWA  
ON THURSDAY, 16 SEPTEMBER 2021 AT 9.00AM**

**PRESENT:** Chairperson Neil Bain (Chair)  
Cr Tim Aitken  
Cr Gerard Minehan  
Cr Brent Muggerridge  
Cr Jerry Greer

**IN ATTENDANCE:** Monique Davidson (Chief Executive)  
Joshua Lloyd (Group Manager, Community Infrastructure and Development)  
Doug Tate (Group Manager, Customer and Community Partnerships)  
Brent Chamberlain (Chief Financial Officer)  
Nicola Bousfield (Group Manager, People and Business Enablement)  
Darren De Klerk (Director Projects & Programmes)  
Bridget Gibson (Governance and Support Lead)  
Bevan Johnstone (Health & Safety Advisor)

**EXTERNAL PRESENTERS**

Matt Bilbeck - AON Insurance  
Richard Harrison - AON Insurance

The Risk and Assurance Committee Meeting opened at 9:06am. Technical issues meant no live stream was available and the meeting was recorded for later public access. The live streaming issue was rectified at 9:30am and the meeting streamed live to the public via Zoom and Facebook.

**1 APOLOGIES**

The apologies from Mayor Walker for absence from the meeting were accepted by the Chair and noted by the Committee.

**2 DECLARATIONS OF CONFLICTS OF INTEREST**

Nil.

**3 STANDING ORDERS**

**COMMITTEE RESOLUTION**

Moved: Cr Brent Muggerridge  
Seconded: Cr Gerard Minehan

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

- 21.2 Time limits on speakers
- 21.5 Members may speak only once
- 21.6 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 Jerry Greer  
Seconded: Cr Gerard Minehan

**That the minutes of the Risk and Assurance Committee Meeting held on 27 May 2021 as circulated, be confirmed as true and correct.**

**CARRIED**

#### 5 REPORT SECTION

##### 6.1 INSURANCE RISK PROFILE REPORT

**PURPOSE**

The purpose of this report is to provide the Risk and Assurance Committee with feedback on AON's insurable risk profile meeting held on the 30 March 2021.

**COMMITTEE RESOLUTION**

Moved: Cr Gerard Minehan  
Seconded: Cr Brent Muggeridge

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

**CARRIED**

Matt Bilbeck and Richard Harrison of AON Insurance joined the meeting and presented the report.

The Chair requested that a summary on recommendations of new cover and premiums and how they differ from current be reported to the Committee.

## 6.2 RESOLUTION MONITORING REPORT

### PURPOSE

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

At this time there are no outstanding resolutions monitored on which to report, therefore no report was tabled. The status of the report was noted by the Chair and Committee.

## 6.3 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**

CEO Davidson presented the report, taken as read.

An update was given by Officer Bousfield on the Contractor Management Framework. The Chair requested that the status of the Contract Management Framework be reported on regularly as part of the Risk and Assurance Work Programme.

The Chair requested that a report be prepared for a future meeting outlining the Council's obligations under the Health and Safety at Work Act in relation to contractor management.

#### 6.4 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 Gerard Minehan

Seconded: Cr Tim Aitken

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

**CARRIED**

Presented by Officer Chamberlain, the report was taken as read.

#### 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 Gerard Minehan

Seconded: Cr Tim Aitken

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

**CARRIED**

Officer Chamberlain presented the report, and the report was taken as read.

Conflicts of interest register is to be updated. It was outlined that at each procurement a conflicts of interest disclosure form is filled out by contractors and the register updated.

## 6.6 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 Brent Muggeridge

Seconded: Cr Jerry Greer

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

**CARRIED**

Presented by Officer Bousfield, the report taken as read.

Potential extended Covid-19 Lockdown at Alert Level 4 risk and risk mitigation was discussed.

There was further discussion and update was provided on supply chain matters for works in progress and future works, in mitigating risk to supply chains if Alert Level 4 Lockdown were to be engaged.

## 6.7 HEALTH & SAFETY REPORT

### PURPOSE

To provide the Risk & Assurance Committee with health, safety and wellbeing information and insight and to update the Committee on key health and safety critical risks and initiatives.

### COMMITTEE RESOLUTION

Moved: Cr Gerard Minehan

Seconded: Cr Brent Muggeridge

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

**CARRIED**

Officer Bousfield presented the report, taking the report as read.

Update given on vaccination education and recording within the organisation. Vaccination is voluntary, not mandatory. A Vaccination Policy has been put in place. The purpose of the Policy is to outline process, management, and collection of vaccination information as a matter of private record. Noted that the vaccination policy is related to all vaccination recording, and that vaccination records are kept to mitigate risk in employee safety while carrying out their duties.

An incident was highlighted for amendment in categorisation of incident, and the action referred to Officer Johnstone.

Noted that "overspeed" reporting has been removed from this report, and it is being reported on at an operational level.

It was noted that the Health and Safety Dashboard presented to the Committee was a report for operational management purposes and it was suggested that a revised dashboard be developed

for the Committee which was more directly focused on summary governance-related Health and Safety information.

## 6.8 HEALTH, SAFETY AND WELLBEING GOVERNANCE CHARTER - REVIEW AND AMENDMENTS

### PURPOSE

The matter for consideration by the Risk & Assurance Committee is the adoption of minor changes to the Health Safety & Wellbeing Governance Charter following a scheduled review.

### COMMITTEE RESOLUTION

Moved: Cr Tim Aitken

Seconded: Cr Brent Muggeridge

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

**That the Risk and Assurance Committee adopt the recommended changes to the Health Safety & Wellbeing Governance Charter.**

**CARRIED**

Presented by Officer Bousfield. The report taken as read.

The Chair directed that the Safety & Wellbeing Governance Charter be reviewed and reported back to the Committee on a 2 yearly, rather than 3 yearly basis.

### 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>7.1 - Ernst Young Management Report - Audit Findings</b>	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons  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
<b>7.2 - Central Hawkes Bay District Councils Investment Strategy</b>	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the	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

	<p>information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority</p>	<p>of information for which good reason for withholding would exist under section 6 or section 7</p>
--	---	--

The meeting entered closed meeting forum at 10:30am.

The meeting adjourned for refreshment break at 10:32am.

The meeting readjourned at 10:50am in the forum of Closed Council.

12.11pm moved to open Council in the public forum, the meeting livestreamed via Zoom and Facebook.

## 6.9 DRAFT ANNUAL REPORT FOR THE YEAR ENDED 30 JUNE 2021

### PURPOSE

The matter for consideration by the Council is to receive the Draft Annual Report for the Year Ended 30 June 2021.

### COMMITTEE RESOLUTION

Moved: Cr Brent Muggeridge

Seconded: Cr Tim Aitken

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

- a) **That the Risk and Assurance Committee receive the report titled "Draft Annual Report for the Year Ended 30 June 2021".**
- b) **That after receiving the Draft Annual Report, and hearing assurances from Ernst Young, that the Committee endorse the Draft Annual Report, and recommend it to Council for adoption once the audit has been completed.**

**CARRIED**

## 6 TIME OF CLOSURE

The Meeting closed at 12:24pm.

The minutes of this meeting were confirmed at the Risk and Assurance Committee Meeting held on 11<sup>th</sup> November 2021.

.....  
**CHAIRPERSON**

