

**MINUTES OF CENTRAL HAWKES BAY DISTRICT COUNCIL
RISK AND AUDIT COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, 28-32 RUATANIWHA STREET, WAIPAWA
ON THURSDAY, 15 AUGUST 2019 AT THE CONCLUSION OF THE FINANCE AND
PLANNING MEETING**

PRESENT: Mayor Alex Walker
Cr Tim Aitken
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)

1 APOLOGIES

None

2 DECLARATIONS OF CONFLICTS OF INTEREST

None

3 STANDING ORDERS

COMMITTEE RESOLUTION

Moved: Cr David Tennent
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: Mayor Alex Walker

Seconded: Cr Gerard Minehan

That the minutes of the Risk and Audit Committee Meeting held on 28 March 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 Brent Muggeridge

Seconded: Mayor Alex Walker

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

CARRIED

Cr Tennent asked whether the civic insurance refund could be used to replenish the capital assets fund. Officers recommended that that refund be used to pay for the risk pool call due. However it was noted that with future land sales in the pipeline and higher land values than previously expected, the return on these could be used to replenish the fund instead.

5.2 DRINKING WATER COMPLIANCE REPORT

PURPOSE

The purpose of this report is to provide an update to the Risk and Audit Committee (the Committee) on Council's adherence to the New Zealand Drinking Water Standards and to highlight key completed work and work in progress.

COMMITTEE RESOLUTION

Moved: Mayor Alex Walker

Seconded: Cr Brent Muggeridge

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

CARRIED

Mayor Walker asked whether the Council had credibility risks around safe drinking water. And what officers are doing to ensure coordinated communications help the organisation to manage this. Officers agreed that this enforced the need to take a planned approach to communications.

Cr Aitken asked how much reporting was automated. Officers confirmed the intention to move toward full automation to enable data to get directly to drinking water assessors.

5.3 SAFETY & WELLBEING UPDATE

PURPOSE

The purpose of this report is to provide the Risk & Audit Committee a summary of the 2018/2019 activities in the Safety & Wellbeing space and to provide an overview of the upcoming 2019/2020 plan.

COMMITTEE RESOLUTION

Moved: Cr Gerard Minehan

Seconded: Cr Tim Aitken

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

CARRIED

Mayor Walker noted that different departments have different approaches to risk management. Officers confirmed that the organisation would be upskilled and provided with training to ensure consistency.

5.4 GOVERNANCE RISK REPORTING

PURPOSE

This report is to update the Risk and Audit Committee on the progress of actions included in the Governance Risk Register.

COMMITTEE RESOLUTION

Moved: Cr Brent Muggeridge

Seconded: Cr Gerard Minehan

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

CARRIED

5.5 INTERNAL AUDIT PROGRAM

PURPOSE

The purpose of this report is to update the Committee on the agreed 3 Year Internal Audit Program following the completion of the previous plan

COMMITTEE RESOLUTION

Moved: Cr Gerard Minehan

Seconded: Cr David Tennent

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

CARRIED

Mayor Walker raised that an independent audit of the Hawke's Bay Civil Defence Management Group highlighted business continuity planning of Hawke's Bay councils as a priority for improvement.

Cr Tennent asked whether business continuity planning would address irregularities in asset data. Officers confirmed that it would not, but that it would outline whether the council was following policy, legislative requirements, auditor general guidelines and provide confidence of checks and balances.

6 DATE OF NEXT MEETING

COMMITTEE RECOMMENDATION

Moved: Mayor Alex Walker

Seconded: Cr Brent Muggeridge

THAT the next meeting of the Central Hawke's Bay District Council be held on 19 September 2019.

7 TIME OF CLOSURE

The Meeting closed at 11.46am.

The minutes of this meeting were confirmed at the Risk and Audit Committee Meeting held on 19 September 2019.

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CHAIRPERSON