

**MINUTES OF CENTRAL HAWKES BAY DISTRICT COUNCIL
RISK AND ASSURANCE COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, 28-32 RUATANIWHA STREET, WAIPAWA
ON WEDNESDAY, 23 MARCH 2022 AT 9:00AM**

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

IN ATTENDANCE: Monique Davidson (Chief Executive)
Brent Chamberlain (Chief Financial Officer)
Joshua Lloyd (Group Manager, Community Infrastructure and Development)
(via zoom)
Darren de Klerk (Director Projects and Programmes)
Caitlyn Dine (Governance and Support Officer) (via zoom)

1 KARAKIA

Mrs Davidson led the karakia

2 APOLOGIES

Nil

3 DECLARATIONS OF CONFLICTS OF INTEREST

Nil

4 STANDING ORDERS

RECOMMENDATION

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.

5 CONFIRMATION OF MINUTES**COMMITTEE RESOLUTION**

Moved: Mayor Alex Walker
Seconded: Cr Jerry Greer

That the minutes of the Risk and Assurance Committee Meeting held on 11 November 2021 as circulated, be confirmed as true and correct.

CARRIED**6 REPORT SECTION****6.1 RISK AND ASSURANCE 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: Cr Gerard Minehan
Seconded: Mayor Alex Walker

RECCOMENDATION

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

CARRIED

Mrs Davidson presented this report. The Committee noted the report.

The Chair requested an update on the Protected Disclosures Policy. The CFO advised the policy will be an agenda item for the May meeting. The Committee noted that Protected Disclosures is an operational policy and will be for Committee information purposes.

Insurance. The CFO advised the Council had yet to receive the proposed insurance work programme from AON. The Mayor noted that maintaining continuity with insurance is important and requested Council liaise with AON to ensure momentum is not lost.

6.2 RISK AND ASSURANCE COMMITTEE PRIORITY 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: Mayor Alex Walker
Seconded: Cr Gerard Minehan

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

CARRIED

Mrs Davidson presented this report.

6.3 EXTERNAL AUDIT PLAN FOR THE YEAR ENDING 30 JUNE 2022**PURPOSE**

The purpose of this report is to receive the proposed External Audit Plan for the Year ending 30 June 2022.

COMMITTEE RESOLUTION

Moved: Cr Brent Muggeridge
Seconded: Mayor Alex Walker

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

CARRIED

Mr Chamberlain presented this report alongside Stuart Mutch and Jagdish Darji from Ernst Young.

The report was taken as read in public forum then the committee went to public excluded for Audit only time at 9:24am moved by Mayor Walker and seconded by Councillor Minehan.

The committee moved back to public forum at 9:51am. Moved Mayor Walker seconded Councillor Minehan.

6.4 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 Gerard Minehan
 Seconded: Cr Brent Muggeridge

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

CARRIED

Mr Lloyd presented this report. The Committee noted the report.

The Mayor noted that it would assist the Committee to see how residual risk was changing over time and management agreed to add arrows to future reporting to highlight residual risk movement over time.

6.5 RISK APPETITE REVIEW**PURPOSE**

The matter for consideration by the Risk & Assurance Committee is the adoption of the Elected Member's revised Risk Appetite Statements, following the workshop with all Elected Members in November 2021. These Risk Appetite Statements form part of the Risk Management Framework which is an operational document, currently undergoing a review.

COMMITTEE RESOLUTION

Moved: Mayor Alex Walker
 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 Risk Appetite Statements held within the Risk Management Framework.

CARRIED

Mr Lloyd presented this report alongside Dan Davis from Impac.

The Committee discussed the Risk Appetite paper and agreed that it was a good representative summary of the risk appetite workshop held in November 2021. The Committee agreed that a useful development would be separate out the Council's risk appetite for regulatory compliance from ensuring safety for staff and public.

6.6 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

Mr Chamberlain presented this report. The Committee noted the report.

The Chair commented that the report represented good information on treasury compliance as at a point in time and that a useful future development would be for more information on the forward debt profile, including rollover of existing debt and proposed new debt, including updates on proposed volumes and cost for forecast debt against the LTP.

The CFO updated the Committee on new borrowing to be undertaken from LGFA in April, advising that the timing may be brought forward before the Chief Executive departs to reduce some of administration requirements around loan approval. That noted, for avoidance of doubt, the Mayor confirmed that there will be no constraints on ability to conduct council business in the period following the departure of the Chief Executive departure and new appointment.

6.7 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: Mayor Alex Walker

Seconded: Cr Jerry Greer

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

CARRIED

Mr Chamberlain presented this report.

6.8 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 initiatives.

COMMITTEE RESOLUTION

Moved: Cr Gerard Minehan

Seconded: Cr Tim Aitken

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

CARRIED

Mr Lloyd presented this report. The Committee noted the report.

During discussion, it was noted that the Committee had previously discussed the possibility for selected Committee members visiting council sites operated by external contractors, provided this could be achieved on a non-intrusive business-as-usual basis. The Mayor reinforced that this would be a useful process for assisting members in their health and safety governance role and asked management to look into options for implementing this.

Meeting adjourned for morning tea at 10:57am.

Meeting resumed at 11:11am.

RESOLUTION TO EXCLUDE THE PUBLIC**COMMITTEE RESOLUTION**

Moved: Cr Tim Aitken

Seconded: Cr Jerry Greer

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
7.1 - Cyber Security Update Report	s7(2)(j) - the withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage	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
7.2 - Emissions Trading Scheme Liability Update	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person	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

	who supplied or who is the subject of the information s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	exist under section 6 or section 7
CARRIED		

The Chair noted that this was the last Committee meeting before the Chief Executive departed the Council. The Chair thanked the Chief Executive for her support for his role and, on behalf of the Committee, for her support for the Committee's development over the last two years. The Committee wished the Chief Executive all the best for her new role at Horowhenua District Council.

7 DATE OF NEXT MEETING

RECOMMENDATION

THAT the next meeting of the Central Hawke's Bay District Council Risk and Assurance Committee be held on 26 May 2022.

8 TIME OF CLOSURE

The Meeting closed at 12:01pm.

The minutes of this meeting were confirmed at the held on 26 May 2022.

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CHAIRPERSON