



**CENTRAL  
HAWKE'S BAY**  
DISTRICT COUNCIL



## Risk and Assurance Committee Meeting Agenda

Thursday, 26 May 2022

9:00am

Council Chamber, 28-32 Ruataniwha  
Street, Waipawa

*Together we Thrive! E ora ngātahi ana!*

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- 1 **KARAKIA**
- 2 **APOLOGIES**
- 3 **DECLARATIONS OF CONFLICTS OF INTEREST**
- 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 22 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**

Risk and Assurance Committee Meeting - 23 March 2022

**RECOMMENDATION**

That the minutes of the Risk and Assurance Committee Meeting held on 23 March 2022 as circulated, be confirmed as true and correct.



**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
<b>7.1 - Cyber Security Update Report</b>	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
<b>7.2 - Emissions Trading Scheme Liability Update</b>	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
<b>CARRIED</b>		

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.**

.....  
**CHAIRPERSON**

## 6 REPORT SECTION

### 6.1 RISK AND ASSURANCE COMMITTEE RESOLUTION MONITORING REPORT

**File Number:** COU1-1408

**Author:** Doug Tate, Chief Executive

**Authoriser:** Doug Tate, Chief Executive

**Attachments:** 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 made by the Committee.

#### RECOMMENDATION

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

#### SIGNIFICANCE AND ENGAGEMENT

This report is provided for information purposes only and has been assessed as not significant.

#### DISCUSSION

The Committee Resolution Monitoring Report is attached.

#### IMPLICATIONS ASSESSMENT

This report confirms that the matter concerned has no particular implications and has been dealt with in accordance with the Local Government Act 2002. Specifically:

- Council staff have delegated authority for any decisions made;
- Council staff have identified and assessed all reasonably practicable options for addressing the matter and considered the views and preferences of any interested or affected persons (including Māori), in proportion to the significance of the matter;
- Any decisions made will help meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses;
- Unless stated above, any decisions made can be addressed through current funding under the Long-Term Plan and Annual Plan;
- Any decisions made are consistent with the Council's plans and policies; and
- No decisions have been made that would alter significantly the intended level of service provision for any significant activity undertaken by or on behalf of the Council, or would transfer the ownership or control of a strategic asset to or from the Council.

#### RECOMMENDATION

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



## Risk and Assurance Committee - Resolution Monitoring Report May 2022

Key					
Completed					
On Track					
Off Track					
Item Number	Item	Council Resolution	Resolution Date	Responsible Officer	Progress Report
6.5	Risk Appetite Review	That the Risk and Assurance Committee adopt the recommended changes to the Risk Appetite Statements held within the Risk Management Framework	23/03/2022	Josh Lloyd	Complete - Risk appetite statements were updated and adopted by Committee at 23 March 2022 meeting

**6.2 RISK AND ASSURANCE COMMITTEE PRIORITY REPORT**

**File Number:** COU1- 1408  
**Author:** Doug Tate, Chief Executive  
**Authoriser:** Doug Tate, Chief Executive  
**Attachments:** Nil

**RECOMMENDATION**

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

**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.

**SIGNIFICANCE AND ENGAGEMENT**

This report is provided for information purposes only and has been assessed as not significant.

**BACKGROUND**

In 2019 following the Triennial Election, Council established a Risk and Assurance Committee, which included the appointment of an Independent Chair.

At the time that Council agreed on Council and Committee priorities, the Risk and Assurance Committee had not been fully established, therefore a formal work programme was not determined.

At the Risk and Assurance Committee meeting in late June 2020, the Chief Executive following guidance from the Independent Chair, presented a Draft Risk and Assurance Work Programme for feedback. Subsequently, The Risk and Assurance Committee Work Programme was adopted by the Committee at meeting held 3 September 2020.

**DISCUSSION**

The purpose of the Risk and Assurance Committee is to contribute to improving the governance, performance and accountability of the Central Hawke's Bay District Council by:

- Ensuring that the Council has appropriate financial, health and safety, risk management and internal control systems in place.
- Seeking reasonable assurance as to the integrity and reliability of the Council's financial and non-financial reporting.
- Providing a communications link between management, the Council and the external and internal auditors and ensuring their independence and adequacy.
- Promoting a culture of openness and continuous improvement.

The Council delegates to the Risk and Assurance Committee the following responsibilities:

- To monitor the Council's treasury activities to ensure that it remains within policy limits. Where there are good reasons to exceed policy, that this be recommended to Council.
- To review the Council's insurance policies on an annual basis.



- To review, in depth, the Council's annual report and if satisfied, recommend the adoption of the annual report to Council.
- To work in conjunction with Management in order to be satisfied with the existence and quality of cost-effective health and safety management systems and the proper application of health and safety management policy and processes.
- To work in conjunction with the Chief Executive in order to be satisfied with the existence and quality of cost-effective risk management systems and the proper application of risk management policy and processes, including that they align with commitments to the public and Council strategies and plans.
- To provide a communications link between management, the Council and the external and internal auditors.
- To engage with Council's external auditors and approve the terms and arrangements for the external audit programme.
- To engage with Council's internal auditors and approve the terms and arrangements for the internal audit programme.
- To monitor the organisation's response to the external and internal audit reports and the extent to which recommendations are implemented.
- To engage with the external and internal auditors on any one off assignments.
- To work in conjunction with management to ensure compliance with applicable laws, regulations standards and best practice guidelines.
- To provide a communications link between management, the Council and the external and internal auditors.
- To engage with Council's external auditors and approve the terms and arrangements for the external audit programme.
- To engage with Council's internal auditors and approve the terms and arrangements for the internal audit programme.
- To monitor the organisation's response to the external and internal audit reports and the extent to which recommendations are implemented.
- To engage with the external and internal auditors on any one off assignments.
- To work in conjunction with management to ensure compliance with applicable laws, regulations standards and best practice guidelines.

Subject to any expenditure having been approved in the Long Term Plan or Annual Plan the Risk and Assurance Committee shall have delegated authority to approve:

- Risk management and internal audit programmes.
- Terms of the appointment and engagement of the audit with the external auditor.
- Additional services provided by the external auditor.
- The proposal and scope of the internal audit.

In addition, the Council delegates to the Risk and Assurance Committee the following powers and duties:

- The Risk and Assurance Committee can conduct and monitor special investigations in accordance with Council policy, including engaging expert assistance, legal advisors or external auditors, and, where appropriate, recommend action(s) to Council.

The Risk and Assurance Committee can recommend to Council:

- Adoption or non-adoption of completed financial and non-financial performance statements.
- Governance policies associated with Council's financial, accounting, risk management, compliance and ethics programmes, and internal control functions, including the: Liability Management Policy, Treasury Policy, Sensitive Expenditure Policy, Fraud Policy, and Risk Management Policy.
- Accounting treatments, changes in generally accepted accounting practice (GAAP).
- New accounting and reporting requirements.

The Risk and Assurance Committee may not delegate any of its responsibilities, duties or powers.

The Risk and Assurance Committee is still developing, as is the maturity of the organisation in the way it manages risk and assurance matters. It is for these reasons that a 12-month work programme was adopted, with the intention in early 2021 to develop a 2-year work programme that will take Council through until the end of 2022, which also aligns with the triennial election.

The Risk and Assurance Committee will receive the following standing reports:

- **Committee Priorities Monitoring Report**
- **Committee Resolution Monitoring Report**
- **Internal and External Audit Monitoring Report**
- **Risk Status Monitoring Report**
- **Health and Safety Monitoring Report**
- **Treasury Management Monitoring Report**

The monitoring report which provides an update on the key priorities of the Committee is below:

Key Priority	Responsible Officer	Progress Update
Review Internal Audit Work Programme	Brent Chamberlain	<p><b>Ongoing</b></p> <p>Council has sufficient funding for generally two internal audits during each financial year.</p> <p>Crowe is has commenced a GST/FBT compliance audit. It is not expected that the results of this audit will be available in time for this meeting.</p>
Review Governance Policy Framework and determine role for Risk and Assurance Committee	Brent Chamberlain	<p><b>Complete</b></p> <p>The Risk and Assurance Committee participated in a workshop on the 27 May 2021 on this item. The Committee clarified its role, in recognising that policy sits with Council however agreed that Risk and Assurance Committee will play a role in reviewing the following policies:</p> <ul style="list-style-type: none"> <li>Procurement Policy</li> <li>Fraud and Corruption Prevention Policy (Operational)</li> <li>Sensitive Expenditure Policy</li> <li>Treasury Management Policy</li> <li>Protected Disclosures Policy (Operational)</li> </ul>
Review Risk Management Policy	Josh Lloyd	<p><b>Complete</b></p> <p>In the November 2020 report, revisions to the Risk Framework were completed and Officers advised they considered a separate Policy was not needed. The Framework has been amended to provide clear principles and intent for risk management and it is not considered that a separate Policy would add any value.</p>
Review Risk Appetite Statement and Governance Risk Register.	Josh Lloyd & Brent Chamberlain	<p><b>Complete</b></p> <p>A risk appetite workshop was held with Elected Members in November as part of the review of the Risk Management Framework, the revised risk appetite statements were adopted at the March 2022 meeting.</p>
Review Fraud	Brent Chamberlain	<p><b>Complete</b></p> <p>The newly developed policy has been adopted and socialised with staff.</p>
Whistle Blowing Policy	Adrienne Martin	<p><b>Complete</b></p> <p>The People and Capability team has updated this policy. This policy is now called the Protected Disclosure Policy, is an operational policy and is included as a report in this agenda for the Committees information purposes only.</p>

Key Priority	Responsible Officer	Progress Update
Review Health, Safety and Wellbeing Governance Charter	Josh Lloyd	<b>Complete</b> This review was completed and minor changes were adopted in the September 2021 Risk & Assurance meeting.
Review Insurances and Risk Appetite	Brent Chamberlain	<b>Ongoing</b> Officers, the CEO, the Chair and Deputy Chair of Risk and Assurance, and the Chair of Finance and Infrastructure, and the Mayor attended an AON Insurance to workshop on 30 March 2021, followed by a report back to the Committee on their findings. AON and the other 5 HB Councils are looking to undertake some maximum loss modelling for above ground assets prior to the next insurance renewal with the view of introducing loss limits within the policy. This work is ongoing and will be complete prior to the next renewal in October.

As part of the Risk and Assurance's role in ensuring assurance on things that matter the most, regular deep dives on key issues are agreed to:

Topic	Responsible Officer	Progress Update
Critical Risks	Josh Lloyd	Critical Risks "in focus" are reported to the Risk & assurance Committee regularly through the Health & Safety Report, providing Governor's line of site into Council's critical risks and the controls taken to manage these.
Contractor Performance	Brent Chamberlain	Officers have developed a contract management policy and contract management manual with H&S aspects embedded into it. This was workshopped with the committee in November 2021.
Legal Challenges / Files	Doug Tate	The Risk and Assurance Committee have been briefed on these. This information does not exist in the public domain given the need for Council to protect legal privilege.

## IMPLICATIONS ASSESSMENT

This report confirms that the matter concerned has no particular implications and has been dealt with in accordance with the Local Government Act 2002. Specifically:

- Council staff have delegated authority for any decisions made;
- Council staff have identified and assessed all reasonably practicable options for addressing the matter and considered the views and preferences of any interested or affected persons (including Māori), in proportion to the significance of the matter;
- Any decisions made will help meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses;
- Unless stated above, any decisions made can be addressed through current funding under the Long-Term Plan and Annual Plan;
- Any decisions made are consistent with the Council's plans and policies; and
- No decisions have been made that would alter significantly the intended level of service provision for any significant activity undertaken by or on behalf of the Council, or would transfer the ownership or control of a strategic asset to or from the Council.

**NEXT STEPS**

A further update will be provided at the next committee meeting in 2022.

**RECOMMENDATION**

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

**6.3 TREASURY MANAGEMENT MONITORING REPORT****File Number:** COU1-1408**Author:** Brent Chamberlain, Chief Financial Officer**Authoriser:** Doug Tate, Chief Executive**Attachments:** Nil**RECOMMENDATION**

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

**PURPOSE**

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

**SIGNIFICANCE AND ENGAGEMENT**

This report is provided for information purposes only and has been assessed as not significant.

**BACKGROUND**

Council is required under the Local Government Act 2002 to have 3 policies:

- Treasury Management Policy
- Liability Management Policy, and
- Investment Policy

The rationale for the policies is to ensure prudent use of public funds, manage investment returns, borrowing costs, and to minimise the risk of loss of public funds.

In practice Central Hawkes Bay District Council has combined them into a single policy covering all 3 topics.

A separate policy is being drafted to cover investments other than investments held for treasury purposes, and this will come to a future committee meeting.

**DISCUSSION**Investments

At the 30<sup>th</sup> April 2022, Council was holding \$4.4m in funds on call (up \$1.8m from 30 June 2021).

Council was holding \$Nil in term deposits (\$13m as at 30 June 2021), and \$955k (\$955k as at 30 June 2021) in bank bonds.

These investments are listed below:



**Cash and Investment Position**

	Maturity Date	Int Rate (Face)	Int Rate (Actual)	Amount		
				30/06/2021	Amount Now	Movement
<u>ANZ Cheque and Call Accounts</u>				2,622,814	4,381,458	1,758,645
LGFA Notes	25/08/2025	3.54%	3.54%	32,000	32,000	0
LGFA Notes	15/04/2024	1.79%	1.79%	160,000	160,000	0
LGFA Notes	15/04/2023	1.56%	1.56%	64,000	64,000	0
LGFA Notes	15/04/2027	1.63%	1.63%	64,000	64,000	0
ANZ Bond	1/09/2023	3.71%	3.71%	355,000	355,000	0
ASB Bond	7/09/2023	3.33%	3.33%	600,000	600,000	0
Westpac Term Deposit	31/12/2021	0.94%	0.94%	4,500,000	-	(4,500,000)
Westpac Term Deposit	30/09/2021	0.83%	0.83%	2,500,000	-	(2,500,000)
Westpac Term Deposit	29/10/2021	0.88%	0.88%	3,000,000	-	(3,000,000)
BNZ Term Deposit	19/07/2021	0.55%	0.55%	3,000,000	-	(3,000,000)
Total Investments				14,275,000	1,275,000	(13,000,000)
<u>Total Cash and Investments Held</u>				16,897,814	5,656,458	(11,241,355)

Council currently has a maximum exposure with a single bank of \$4.7m (its main trading bank) which is under Council's policy limit of \$10m.

**Borrowing**

At the 30<sup>th</sup> April Council had \$22m of external debt drawn (\$20m 30 June 2021).

Council is forecasting it'll need to borrow approximately \$5m in additional funds in June 2022 to continue to deliver its capital program. Council also has a \$2m debt maturity in July 2022 to refinance. Officers are working with Bancorp Treasury to get advice on how to structure this new debt.

The table below shows the details of Council's current debt portfolio:

<b><u>Debt Position</u></b>	Draw Date	Maturity Date	Interest Rate	Amount		
				30/06/2021	Amount Now	Movement
LGFA - Fixed Rate	28/08/2017	25/08/2025	3.85%	2,000,000	2,000,000	-
LGFA - Fixed Rate	22/07/2019	15/04/2024	2.19%	10,000,000	10,000,000	-
LGFA - Fixed Rate	16/12/2019	15/04/2023	1.96%	4,000,000	4,000,000	-
LGFA - Fixed Rate	16/03/2020	15/04/2027	2.03%	4,000,000	4,000,000	-
LGFA - Fixed Rate	19/07/2021	18/07/2022	1.25%		2,000,000	
ANZ Seasonal Facility (\$1,500,000)				-	-	-
Total Debt			2.19%	20,000,000	22,000,000	-

The latest revision of the Treasury Policy introduced a benchmark for Council's average cost of funds. The resultant benchmark calculations are detailed below:

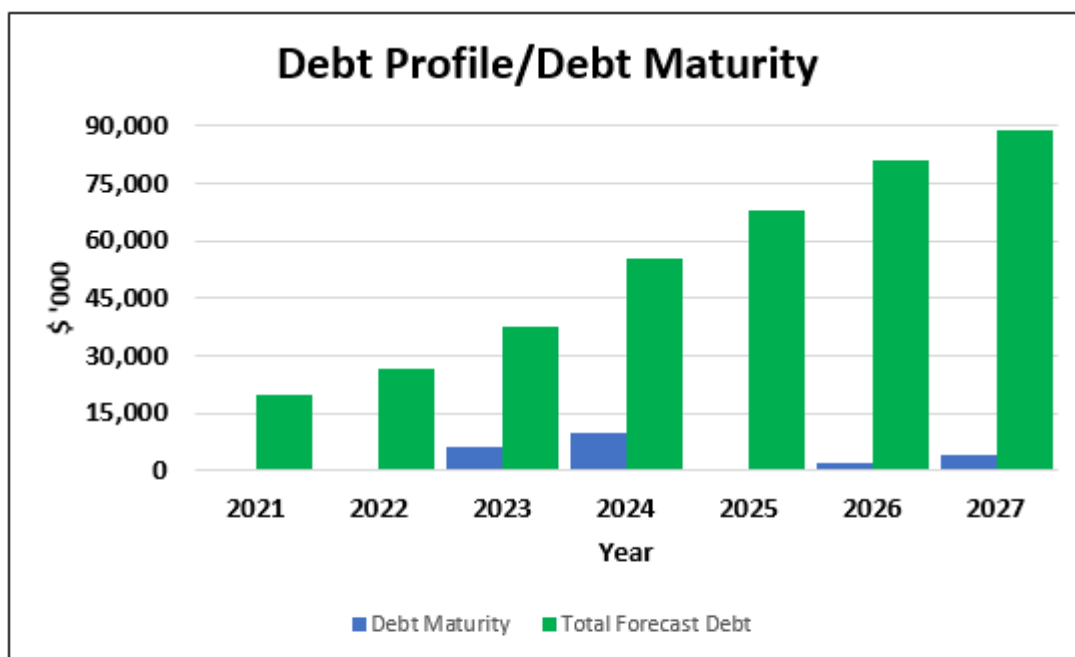
	Rate	Weighting	Weighted Rate		
Average 90 day bill rate for reporting month	1.81%	30%	0.54%		
2 Year Swap Rate at end of reporting month	3.81%	10%	0.38%		
2 Year Swap Rate, 2 years ago	0.47%	10%	0.05%		
4 Year Swap Rate at end of reporting month	3.94%	10%	0.39%		
4 Year Swap Rate, 4 years ago	2.59%	10%	0.26%		
7 Year Swap Rate at end of reporting month *	3.92%	15%	0.59%		
7 Year Swap Rate, 4 years ago *	3.71%	15%	0.56%		
<b>Benchmark Targeted Rate</b>			<b>2.77%</b>		
<b>Council Achieved Weighted Average Cost of Funds</b>			<b>2.19%</b>		
* 7 Year Swap rate was used instead of 8 Year rate due to the 8 year rate not being reported on by RBNZ					

This shows that Council is achieving better than the expected benchmark, but also highlights how much the cost of funds has increased over the past 2 years and what Council can expect to pay for new debt or refinancing of existing debt on maturity.

On the following page are a list of Council's debt ratios as per the existing policy:

<b><u>Treasury Compliance with Policy</u></b>		
<b><u>Liquidity (Liquid Assets + Debt / Debt)</u></b>		
✓	<b>Policy Limit</b> >115%	<b>Actual</b> 127%
<b><u>Finance Costs / Total Revenue</u></b>		
✓	<b>Policy Limit</b> <20%	<b>Actual</b> 1.1%
<b><u>Finance Costs / Total Rates Revenue</u></b>		
✓	<b>Policy Limit</b> <25%	<b>Actual</b> 2.4%
<b><u>Debt to Operating Revenue</u></b>		
✓	<b>Policy Limit</b> <150%	<b>Actual</b> 36.3%

As at 30<sup>th</sup> April 2022, Council is holding sufficient funds to meet its financial obligations (liquidity ratio), it is within its debt ceiling (debt per head of population and debt to operating revenue ratios), and it is within its financial costs ratios.



	2022	2023	2024	2025	2026	2027	2028	2029
<b>Actual</b>	0%	27%	45%	0%	9%	18%	0%	0%
<b>Policy</b>	35%	35%	35%	35%	35%	35%	35%	35%
<b>Met</b>	Y	Y	N	Y	Y	Y	Y	Y

Council's policy states that "no more than the greater of \$10m, or 35% of Council's total debt can mature in any 12 month rolling period". As at 30<sup>th</sup> April 2022 the only 12 month period that exceeds 35% of all debt maturing in a 12 month period is 2024 where \$10m matures, which is still inside the proposed policy.

Note Council has a \$2m loan maturity to refinance by the 18<sup>th</sup> July 2022 (the start of the 2023 financial year).

In addition, Council is likely to need to borrow approximately \$5m before the 30 June 2022 to fund its capital program. This would give Council a year end debt position of \$27m which is in line with its Long Term Plan projections.

Currently the cost of this refinancing and new debt would be approximately 3.9%-4.9% pa depending on the term of the loan chosen (see table appended under the OCR Rate forecast section of this report). This will be above the 2.5% pa assumed in the Long Term Plan.

### OCR Rate forecasts

On the 13<sup>th</sup> April 2022 the Reserve Bank of NZ raised its OCR (Official Cash Rate) to 1.50%pa. This was in reaction to higher inflation numbers and is the main mechanism the reserve bank has to control this. This makes New Zealand's OCR rate one of the highest amongst its peers (Australia Reserve Bank is still at 0.35% pa, and the US Federal Reserve has just lifted their desired range to be between 0.75% pa and 1.00% pa).

The Reserve Bank uses the OCR to stimulate or cool the economy with the objective of keeping New Zealand's inflation between 1-3%. Any changes in the OCR have an impact on the banks costs of funds and typically flow through to term deposit rates and mortgage rates. Council borrows through the LGFA which is funded through the wholesale markets so is less impacted by OCR changes but is impacted by general directions of interest rates.

At the April Reserve Bank meeting the bank hiked its OCR by 0.50% pa citing the need to move to a neutral stance sooner to reduce the risk of high inflation becoming more embedded.

The consumer price index CPI (New Zealand's measure of inflation) increased 6.9 percent in the March 2022 quarter compared with the March 2021 quarter, the largest movement since a 7.6 percent annual increase in the year to the June 1990 quarter.

ASB commentators are now forecasting the OCR will continue rising to a high of 3.25% pa by March 2023 (which they consider to be a more neutral position – below this level is considered to be stimulatory to the economy).

Below is the LGFA's latest fixed rate lending offerings which reflect a similar expectation to the ASB Bank around the April 2023 base rate:

Fixed rate long term	Base yield	Borrowing yield AA+/AA rated councils	Borrowing yield AA- rated councils	Borrowing yield A+ rated councils	Borrowing yield Unrated guarantors	Borrowing yield Non-guarantors
Apr-23	3.00%	3.15%	3.20%	3.25%	3.35%	3.45%
Apr-24	3.53%	3.68%	3.73%	3.78%	3.88%	3.98%
Apr-25	3.76%	3.91%	3.96%	4.01%	4.11%	4.21%
Apr-26	3.93%	4.08%	4.13%	4.18%	4.28%	4.38%
Apr-27	3.96%	4.11%	4.16%	4.21%	4.31%	4.41%
May-28	4.08%	4.23%	4.28%	4.33%	4.43%	4.53%
Apr-29	4.15%	4.30%	4.35%	4.40%	4.50%	4.60%
May-31	4.27%	4.42%	4.47%	4.52%	4.62%	4.72%
Apr-33	4.35%	4.50%	4.55%	4.60%	4.70%	4.80%
May-35	4.48%	4.63%	4.68%	4.73%	4.83%	4.93%
Apr-37	4.53%	4.68%	4.73%	4.78%	4.88%	4.98%

However, unlike the ASB forecasts that have interest rates peak at April 2023 and then flatten, the uncertainty of the future interest rate direction is reflected in the longer term rates being offered by the LGFA (through its corporate bond tender process).

Council's existing debt is all at fixed rates, but rising interest rates will impact any future borrowings are refinancing existing debt as it matures.

### IMPLICATIONS ASSESSMENT

This report confirms that the matter concerned has no particular implications and has been dealt with in accordance with the Local Government Act 2002. Specifically:

- Council staff have delegated authority for any decisions made;
- Any decisions made will help meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses;
- Any decisions made are consistent with the Council's plans and policies; and
- No decisions have been made that would alter significantly the intended level of service provision for any significant activity undertaken by or on behalf of the Council, or would transfer the ownership or control of a strategic asset to or from the Council.

### NEXT STEPS

Officers will continue to provide quarterly updates on Treasury Management.

### RECOMMENDATION

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

**6.4 AUDIT FINDINGS MONITORING REPORT****File Number:** COU1-1408**Author:** Brent Chamberlain, Chief Financial Officer**Authoriser:** Doug Tate, Chief Executive**Attachments:** Nil**RECOMMENDATION****That, having considered all matters raised in the report, the report be noted.****PURPOSE**

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

**SIGNIFICANCE AND ENGAGEMENT**

This report is provided for information purposes only and has been assessed as not significant.

**BACKGROUND**

Over the course of each year Council undertakes a number of audits that look at the activities of Council's Corporate Services functions.

This include internal audits which test Councils Policies and Procedures to ensure they are fit for purpose and that they are being adhered to, but also includes external audits of financial reporting to the public (whether this is an Annual Report, or a Long Term Plan). These external audit focus on the quality of data being supplied, and the controls that Council has in place to ensure accuracy of data, controls to ensure protection of public funds, and transparency of information supplied.

**DISCUSSION**

The existing internal audit contract with Crowe is due to end at 30 June 2022. This contract is jointly shared between the 5 Hawkes Bay Councils. A replacement contract is being sort through a RFP process.

Council is in the process of undertaking a GST/FBT compliance internal audit over April/May. Crowe have interviewed key staff and are in the process of looking at system setups and internal controls. The findings report is expected later in the month.

Below are the findings/recommendations of the last audits undertaken on the Corporate Services Activities:

**Internal Audit: Procurement and Purchasing (undertaken November 2019)**

Observation	Recommendation	Actions Taken
<b>Managing Conflicts of Interest</b> The Council adopted the Procurement and Contract Management Policy in October 2018. The Policy sets the Council's requirements and expectations in relation to how procurement should be done at the Council. The responsibility for the Policy has been assigned to Group Manager Corporate Support and Services. The Policy requires 'all staff involved in the preparation and execution of a public procurement process to complete a Conflict of Interest (Col) declaration which is to be approved	The Council should effectively communicate the requirements of its Procurement and Contract Management Policy across relevant staff involved in procurement. This could be achieved through a Council-wide training session or workshop for staff.	Officers have worked with the PMO (Project Management Office) to ensure that conflict of interest forms are correctly filled out and kept for all of Councils significant procurements. Officers are working with MBIE staff (Wellington based) who have offered to run training sessions for Hawkes Bay Staff,

<p>by the delegated financial authority for the procurement’.</p> <p>We received a list of current major contracts from the Council's Contract Register and selected a sample to check how the decision to procure was made, how the supplier was selected, what procurement methods were used in the selection (tender, direct engagement, pre-approved supplier list), whether all documentation (such as conflicts of interest forms) were completed and documented.</p> <p>For our sample of 5 procurements we noted the following:</p> <ul style="list-style-type: none"> <li>• For 2 procurements the Col declarations were not prepared at all.</li> <li>• For 2 procurements the Col declarations were prepared by the members of the evaluation team but were approved by the 3 Waters Programme Manager instead of the appropriate delegated financial authority (the Council for one and the GM for the other).</li> <li>• For 1 procurement (for which the procurement plan was approved on 29/8/19) the Col hasn't been done at the time of our review (November 2019), although the Procurement Plan that went for approval to the Council said that the Col declarations had been approved.</li> </ul> <p><u>Risk</u></p> <p>If the Council doesn't effectively manage the conflicts of interest across its procurement activities, it can make inappropriate purchases or enter into inappropriate contracts which could be challenged by other suppliers or ratepayers. Poor management of conflicts of interest also increases risk of corruption.</p>		<p>and this will be progress once Covid levels decline.</p>
<p><b>Managing procurement outside the Infrastructure Team</b></p> <p>As part of our testing, a listing of annualised Council spend by supplier was provided. From this a random sample of suppliers with annualised spends of over \$50k were selected for testing. The testing consisted of how the decision to procure was made, how the supplier was selected, what procurement methods were used in the selection (tender, direct engagement, pre-approved supplier list), whether all documentation (such as conflicts of interest forms) were completed and documented.</p> <p>For our sample of 6 vendors with purchases between \$25k and \$200k we were unable to find:</p> <ul style="list-style-type: none"> <li>- Procurement Plans</li> <li>- Vendor selection documentation</li> <li>- Conflicts of interest declarations for personnel involved in the procurement activities.</li> </ul>	<p>Like the point above, the Council should effectively communicate the requirements of its Procurement and Contract Management Policy across relevant staff involved in procurement outside the infrastructure team. This could be achieved through a Council-wide training session or workshop for staff.</p>	<p>As above</p>



<p>According to the Council's Policy we would expect that these procurements would either use quotes from preferred or panel suppliers. If existing contracted, preferred or panel suppliers are not appropriate then a Procurement Plan that recommends another approach must be prepared (e.g. an open tender or direct award to a high performing supplier).</p> <p><u>Risk</u></p> <p>If the Council doesn't comply with its Policy, the Council may procure goods or services at a higher price or may spend public money inappropriately. The Council's decisions can be challenged by ratepayers or suppliers. This may lead to legal or reputational damage.</p>		
<p><b>Lack of oversight of procurement activities</b></p> <p>A large number of instances of non-compliance with the Council's Policy (findings 1-3 above), requires the Council to monitor the extent to which the business units comply with the requirements of the Policy. This becomes even more important given the decentralised procurement operating model at the Council, i.e. when each business unit performs its own procurements without a centralised support.</p> <p>Currently no monitoring is performed by the Council to ensure all purchases and procurement activities comply with the Policy and there is varying degrees of understanding of procurements activities happening across the Council.</p> <p>In addition, there is limited procurement reporting to the Executive Team and the Council. We understand that reporting is on an exception basis. As a result, this reduces Management's oversight on procurement activities.</p> <p>Procurement reporting would provide an overview of large value, high risk or complex procurements. It would also provide valuable insights into the activities of other departments.</p> <p><u>Risk</u></p> <p>The lack of an effective process to monitor compliance with the Council's Policy increases the risk that the Council's purchases may not meet the policy requirements and the Council's expectations.</p>	<p>The Council should implement a formal process to review the Council's compliance with the requirements of the Policy. This could be done by regularly reviewing a sample of purchases to check whether all Policy requirements have been met. The results of this 'audit' should be communicated to the ELT. The responsibility for this work should either sit with the Group Manager Corporate Support and Services (as the Policy Owner) or could be delegated to the 3 Waters Programme Manager (as a 'Centre of Procurement Excellence' within the Council).</p>	<p>Councils has recently appointed 0.5 FTE to be Council's Procurement Lead.</p> <p>The person appointed to this role was internal and undertook some procurement training in June 2021.</p> <p>This person existing role as been recruited for with the backfilled candidate due to commenced in April 2022 and is currently being trained.</p> <p>Once the Procurement Lead is able to step out of her old role, this will allow the remaining actions for this audit to gain some traction with a dedicated resource.</p> <p>Current procurement activity underway – Review of use of N3 suppliers (buying group Council is part of), renewal of internal audit contract (across 5 HB Councils), renewal of All of Government fuel supplier.</p>

**External Audit: Year End (Undertaken August/September 2021)**

Observation	Recommendation	Actions Taken
<b>Approval of Expenditure</b> Under the current sensitive expenditure policy, an approver or expenditure cannot benefit personally from the expenditure being claimed. However, through our testing we identified instances where expenditure was approved by a member of staff that benefited from the expense being incurred as well as the approver being more junior than the individual incurring the expense.	We recommend that Council update their policy to include a requirement for a "one up" approval of the individual incurring the expenses, this would be a council member in the case of the Mayor's expenses.	This item is a carry forward from previous years.  Sensitive Expenditure was again retested in 2021 with five minor breaches identified so it remains an audit point. Staff have been reminded of their responsibilities.
<b>Land Title Discrepancies</b> We obtained and reviewed the land titles for land owned by the Council on a sample basis to verify the information used by QV in their 2017 valuation of the Council's land and to validate the land is freehold. We identified several discrepancies between the Council records and the information used by QV. For one title the land information on the title was less than the area valued in by QV. In addition, a number of titles were not able to be obtained.  There is a risk the Council records do not contain the most up to date information in relation to land titles. In addition, there is a risk QV may be performing their valuation on incomplete / inaccurate information.	We recommend a formal review be completed for land held by the council to ensure all land titles are available and the title area reflects the Council's records and that used by QV.	This item is a carry forward from previous years.  5 Titles were identified as belonging to CHBDC but had discrepancies with the LINZ records. 3 have now been resolved, and 2 remain:  1092050900 232 Pourerere Beach 1095013300 Hatuma Road  Both these are recorded by LINZ as public reserves with Department of Conservation Ownership
<b>Policies due for update</b> We noted a number of policies are past their date for revision.  There is a risk that outdated policies may not reflect the most up to date intentions of Council. It is important policies are updated in a timely manner, particularly when there is public visibility to policies via the council's website.	We recommend the Council update the policies, and in the future establish a process to ensure they are updated in a timely manner.	This item is a carry forward from previous years.  While EY acknowledge that many policies were update leading in the LTP, a few policies still need reviewing and governance staff are working on getting all policies up to date.

**Internal Audit: Fraud Health Check (Undertaken April 2021)**

Observation	Recommendation	Actions Taken
<b>Fraud prevention – internal controls</b> We identified a number of internal control weaknesses during our review including the following:  <ul style="list-style-type: none"> <li>We noted that there are insufficient controls in place for adding and uploading direct debits to the bank account. Currently this process is performed by one individual and no secondary review is</li> </ul>	The following is recommended:  <ul style="list-style-type: none"> <li>The Council should consider implementing dual controls for adding and uploading direct debits into the bank account for the receipt of rate payments. A</li> </ul>	Direct Debits – Issue is a result of only having a single rates officer and not being able to achieve separation of duties.  The financial delegation register has been reviewed in August 2021,

<p>completed prior to the bank upload. Where bank numbers are entered by one person and not reviewed, the risk of error exists. Reliance is currently placed on complaints being made to identify errors.</p> <ul style="list-style-type: none"> <li>• A review of permissions in the Magiq accounting system noted users outside the Finance team and Finance team members that should not be able to, can process journal entries. There is also no review of journal entries undertaken. We noted additionally that a recent IT security review identified a number of user access issues that are currently being investigated and resolved.</li> <li>• Some basic data analytics testing was undertaken in 2018 as part of a Sensitive Expenditure audit to identify any unusual transactions, trends or relationships between employees and suppliers. No periodic routine analytics is undertaken on a scheduled basis.</li> </ul>	<p>secondary review on all bank account addition or changes should be undertaken either on a real time basis or through reviewing change logs or reports from the accounting system on a regular scheduled basis.</p> <ul style="list-style-type: none"> <li>• Magiq access rights and authorisations should be should be reviewed on a periodic basis to ensure individual authorisations remain up to date and appropriate.</li> <li>• Consideration should be given to undertaking further periodic data analytics audits to help identify 'red flags', suspicious transactions, trends or relationships between employees and suppliers.</li> </ul>	<p>and these have been updated in Magiq as part of the move to Magiq Cloud in August 2021.</p> <p>Data Analytics – This was last undertaken by Crowe in October 2018.</p> <p><b>Responsible person</b> CFO</p> <p><b>Date of implementation</b> July 2021</p>
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### External Audit: Waka Kotahi Investment Audit Report (Undertaken March 2021)

Observation	Recommendation	Actions Taken
<p><b>Rural road delineation strategy</b></p> <p>Council doesn't have a rural road delineation strategy.</p>	<p>Develops and implements a rural road delineation strategy, based on ONRC classifications and including a strong focus on curve warning.</p>	<p>A rural road delineation strategy is under development with the 2 highest class roads (Arterials and Primary Collectors) already complete. Work is now being undertaken on identifying gaps on the secondary collectors.</p>
<p><b>Resolve Data Gaps</b></p> <p>Council has data gaps and data issues as identified in the REG Data Quality report.</p>	<p>Assigns resources to investigate and resolve data gaps and the data issues identified in the REG Data Quality report to provide long term assurance of data quality.</p>	<p>Data gaps are continuing to be addressed. Stantec is steadily ensuring that the data in the RAMM database accurately reflects what is in the field. As it is a large database the work will be ongoing.</p>

**IMPLICATIONS ASSESSMENT**

This report confirms that the matter concerned has no particular implications and has been dealt with in accordance with the Local Government Act 2002. Specifically:

- Council staff have delegated authority for any decisions made;
- Council staff have identified and assessed all reasonably practicable options for addressing the matter and considered the views and preferences of any interested or affected persons (including Māori), in proportion to the significance of the matter;
- Any decisions made will help meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses;
- Unless stated above, any decisions made can be addressed through current funding under the Long-Term Plan and Annual Plan;
- Any decisions made are consistent with the Council's plans and policies; and
- No decisions have been made that would alter significantly the intended level of service provision for any significant activity undertaken by or on behalf of the Council, or would transfer the ownership or control of a strategic asset to or from the Council.

**NEXT STEPS**

Officers will continue to work towards resolution for the audit recommendations listed above that have yet to be resolved. Officers will continue to report any items above until resolution is achieved.

**RECOMMENDATION**

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

## 6.5 HEALTH AND SAFETY UPDATE

**File Number:** COU1-1408

**Author:** Michelle Annand, Health and Safety Advisor

**Authoriser:** Doug Tate, Chief Executive

**Attachments:** 1. Health & Safety Dashboard [↓](#)

### RECOMMENDATION

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

### 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.

### SIGNIFICANCE AND ENGAGEMENT

This report is provided for information purposes only and has been assessed as not significant.

### BACKGROUND

Elected members, as 'Officers' under the Health and Safety at Work Act 2015 (HSWA), are expected to undertake due diligence on health and safety matters.

The Health and Safety at Work Act requires those in governance roles, and senior management, to have a greater understanding of their organisation's health and safety activities. Under the Health and Safety at Work Act 2015, all elected members are deemed 'officers' and must exercise a duty of due diligence in relation to health and safety. These reports provide information to assist elected members to carry out that role and provides the health and safety information it needs to be aware of to meet its responsibilities under the Act.

### DISCUSSION

#### Gap Analysis Review

The Gap Analysis remains a priority going forward.

Please note: The Governance Health & Safety Dashboard is still a work in progress. The appointment of the new Health & Safety Advisor, coming into the organisation with a new lens, provides the opportunity to assess the current reports received from contractors and our Event Management System "Risk Manager" with the purpose of ensuring that we are maximising the use of our data reporting software and that people are properly trained to use it.

Action in progress:

- Raising the profile of the H&S Representatives across the organisation and finalising on Terms of Reference
- Risk Manager Training – train the trainer approach. Proposed full day training for IMPAC to provide full day of training for up to 3 staff.
  - Report building – specific reports for CHBDC to support dashboard for ELT & R&A.
- Lone Worker Device Training proposed for after July for up to 15 staff to be undertaken by QuardianAngel – goal to make embed use of lone worker devices into CHBDC culture.

## Wellbeing Update

The wellbeing of staff continues to be an absolute priority for Officers as it focuses on delivering Council objectives, with the layer of uncertainty that Covid-19 disruption creates.

The Wellbeing Lead has continued to facilitate the “bite size” wellbeing sessions for staff most recently ‘how to have difficult conversations’, the “day in the life of” initiative is continuing to run and staff feedback is positive as it supports the connectedness for the wider team.

The Wellbeing Lead has also introduced a the “Puzzle hustle” which is a puzzle library in the staff tearoom, the purpose was to promote staff to undertake a relaxing option with family and friends in the colder months. This month staff will be support Mental Health Awareness with a fundraiser and morning tea.

Staff vaccinations for Flu and MMR is being undertaken on-site by Unichem Waipukurau Pharmacy on Monday 23 May. Vouchers will also be made available to staff to have vaccinations done at the pharmacy if unable to attend on this date.

## Covid-19 Internal Health Response

The Health & Safety Advisor continues to work closely with Council’s Internal Response Manager and IMT to support the organisation in relation to Covid-19.

The detailed work on business continuity planning and redeployment support to ensure critical services remain operational has been operationalised since the last report, specifically in the areas of customer experience and compliance. Videos developed outlining work duties will remain a valuable resource for Council in the event of other emergency events/pandemics.

With New Zealand’s shift to Orange Traffic Light setting and Government decision to amend mandates, Council has updated our:

- staff vaccination policy to reflect ‘strongly encouraged’ vs mandated Covid-19 vaccination
- Contractor management policy to remove requirement for vaccine passes, but retaining requirement to adhere to public health measures
- Events and gatherings guidance to remove limits on numbers
- Access to council sites to remove requirement to scan QR codes

The Council’s RAT Assurance Programme remains in operation to support business continuity.

## IMPLICATIONS ASSESSMENT

This report confirms that the matter concerned has no particular implications and has been dealt with in accordance with the Local Government Act 2002. Specifically:

- Council staff have delegated authority for any decisions made;
- Council staff have identified and assessed all reasonably practicable options for addressing the matter and considered the views and preferences of any interested or affected persons (including Māori), in proportion to the significance of the matter;
- Any decisions made will help meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses;
- Unless stated above, any decisions made can be addressed through current funding under the Long-Term Plan and Annual Plan;
- Any decisions made are consistent with the Council's plans and policies; and



- No decisions have been made that would alter significantly the intended level of service provision for any significant activity undertaken by or on behalf of the Council, or would transfer the ownership or control of a strategic asset to or from the Council.

**RECOMMENDATION**

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



# **Risk and Assurance Committee**

## **Health and Safety Governance Dashboard**

**26 May 2022**

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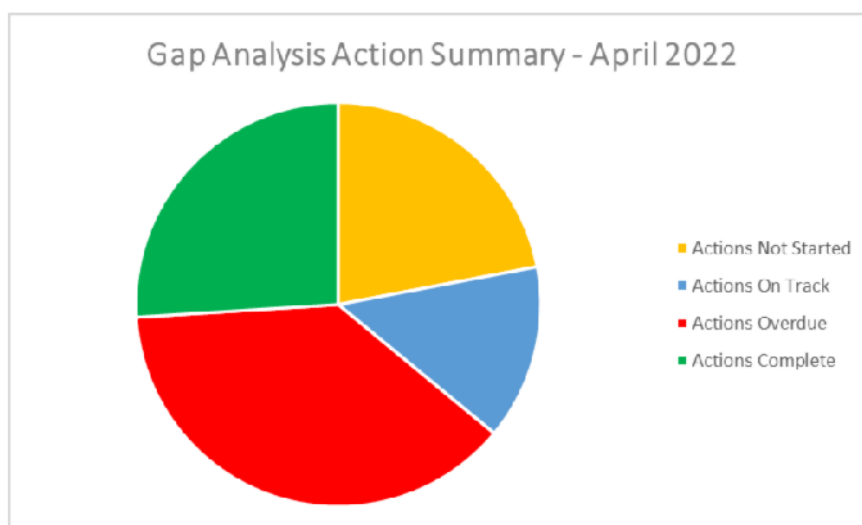
## OVERVIEW

Since the last report in March 2022, a new Health & Safety Advisor has been on-boarded. The Health & Safety Dashboard previously introduced is still a work in progress. Further refining and developing of the reporting data and measures continues to be progressed.

## GAP ANALYSIS PROJECT

There have been no actions progressing to completion since November 2021 with a knock-on of actions now being overdue. This coincides with the appointment of a new H & S Advisor and staff changes across the organisation in general.

Regaining momentum through building strong collaborative relationships between all teams and support from the contracted Safety Specialist will be key in progressing this work.



	Recommendations by Group	No. Of Actions	Actions Not Started	Actions On Track	Actions Overdue	Actions Complete
1	Policy, Planning, Resources and Responsibilities	5	0	0	1	4
2	Leadership and Worker Engagement	3	0	0	3	0
3	Governance Reporting and Activity	4	0	0	3	1
4	Hazard and Risk Management	6	1	4	1	0
5	Information, Training and Supervision	3	1	1	0	1
6	Managing Contractors, and Visitors	5	0	0	5	0
7	Incident Management	4	1	0	2	1



8	Health and Wellness	4	3	0	1	0
9	Emergency Management	2	0	0	1	1
10	Audit and Review	4	1	0	2	1
11	Critical Risk Management	5	4	1	0	0
12	Special Projects	5	0	1	0	4
	<b>TOTAL</b>	<b>50</b>	<b>12</b>	<b>25</b>	<b>0</b>	<b>13</b>

## COUNCIL HEALTH AND SAFETY REPORTING



## Event Statistics by Reporting Line

From 01 Jan 2021 To 12 May 2022

**Events Reported:** Number of events reported but not under investigation (investigation neither completed nor closed)

**Events Investigated:** Number of events undergone investigation (investigation completed but not closed)

**Investigation Closed:** Number of events with investigations closed

**Actions:** Actions refer to corrective actions or proactive actions logged in the system

Reporting Line	No. of Events Reported	No. of Events Investigated	No. of Investigations Closed	No. of Actions Closed	No. of Actions Open
CE and Strategy & Governance	0	0	1	1	0
Community Infrastructure & Development: 3 Waters	1	0	2	0	1
Community Infrastructure & Development: Asset Strategy	0	0	1	0	0
Community Infrastructure & Development: Customer & Consents	2	0	5	1	0
Community Infrastructure & Development: Land Transport	3	0	3	0	0
Community Infrastructure & Development: Projects & Programmes	2	0	3	0	0
Community Infrastructure & Development: Solid Waste	3	1	2	1	1
Customer & Community Partnerships: Animal Services and Compliance	3	1	4	2	0
Customer & Community Partnerships: Communications & Engagement	1	0	1	4	0
Customer & Community Partnerships: Community Development (MTFJ, PGF, Social&Ecc Dev)	0	0	3	3	2
Customer & Community Partnerships: Customer Relationships & Experience	0	2	1	0	1
Customer & Community Partnerships: Library Services	1	0	5	1	2
Customer & Community Partnerships: Places & Open Spaces	2	0	8	3	5
Financial	0	0	4	1	1
People & Business Enablement	0	0	6	1	3
<b>Total</b>	<b>18</b>	<b>4</b>	<b>49</b>	<b>18</b>	<b>16</b>

Central Hawke's Bay District Council – Health and Safety Governance Dashboard

3

Author: Michelle Annand

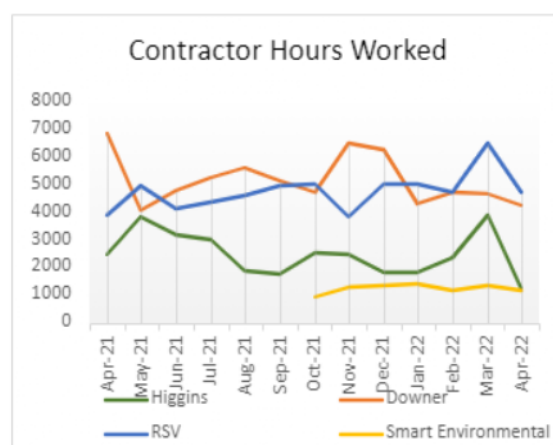
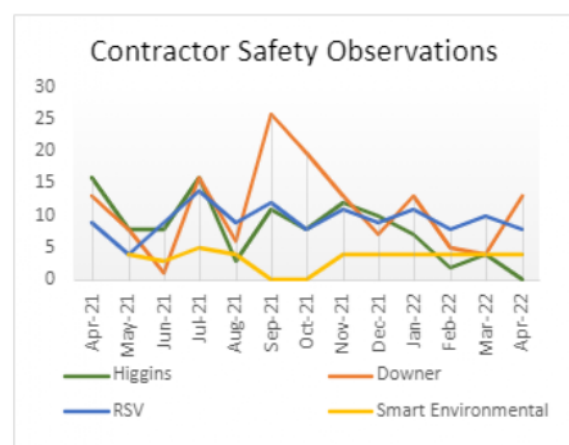
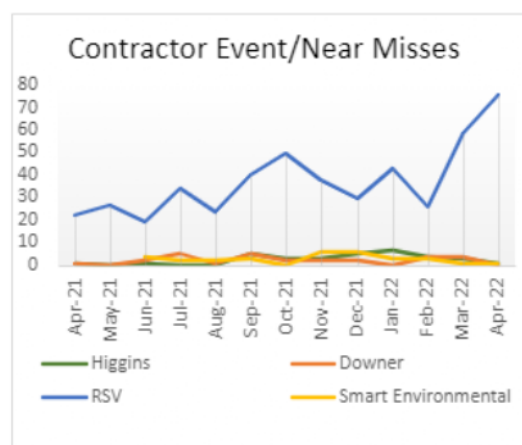
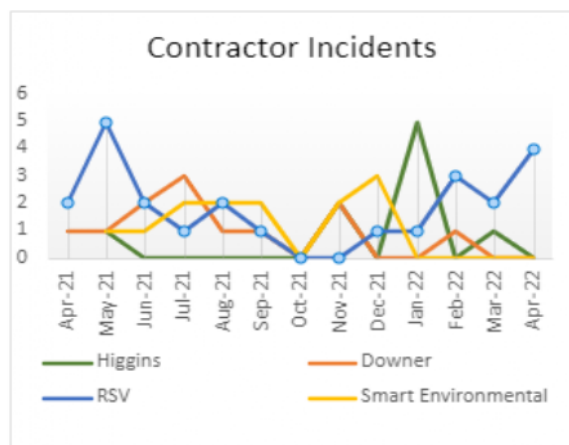
Date: May 2022



NOTIFIABLE INCIDENTS / INJURIES = 0

### CONTRACTOR REPORTING

The below dashboards are produced from Council's contracting partner's monthly health and safety reporting information and show trends over the last 12 months.





## CRITICAL RISKS (FROM GAP ANALYSIS PROJECT)



This diagram identifies the logical and methodical approach adopted to address our critical risks as well, as the 13 critical risks identified by Council.

### Critical Risk Action Summary Table

Critical Risk Action	Description	Status	Staff responsible	Expected completion
Identification of critical risks	Identify tasks and roles where the critical risk applies	On track	H&S Advisor/Consultant	2022
Bow Tie Diagrams	Consolidate the Bow Tie diagrams created in 2019	Delayed – to be progressed	H&S Advisor/Consultant	2022
Critical Controls	Use the Bow Tie diagrams to identify the critical controls for each critical risk	Delayed – to be progressed	H&S Advisor/Consultant	2022
Assurance from contractor engagement in critical risks	Gain assurance from contractors that they are meeting this standard or their own equivalent standard applying to the critical risk	Not started	H&S Advisor/Consultant	2022
Staff and contractors exposed to critical risks	Identify all CHBDC roles and tasks where the critical risk applies	On track	H&S Advisor/Consultant	2022
Information and training on critical risks	Provide information, instruction, training and supervision to any staff who may be at risk	On track	H&S Advisor/Consultant	2022

## 6.6 RISK STATUS REPORT

**File Number:** COU1-1408

**Author:** Josh Lloyd, Group Manager - Community Infrastructure and Development

**Authoriser:** Doug Tate, Chief Executive

**Attachments:** Nil

### RECOMMENDATION

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

### 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.

### SIGNIFICANCE AND ENGAGEMENT

This report is provided for information purposes only and has been assessed as not significant.

### BACKGROUND

The Risk Status Report is part of regular and routine reporting designed to provide governance with oversight and input into the way that identified risks are being managed within Council.

Further to the obvious benefits of 'reporting up' risk, Officers consider that these reports should be the basis of discussion that covers and adds value to all elements of the risk management spectrum (Identify, Analyse, Evaluate, Treat, Monitor/Report). That is, Officers intend that these reports facilitate discussion that identifies new risk, as well as focussing on existing listed and managed risks.

Feedback from the previous Committee meeting has shaped the structure and content of this report, with a specific focus of this report and future reports shifting to a clearer summary and assessment of risks that are considered 'active' at the time of reporting.

### DISCUSSION

#### Active Risks

The following risks are considered to be 'active' or 'live' at the time of this report, as determined by Officers. These risks span across the operational portfolios of the organisation. Some may be linked to or part of a larger Corporate Strategic Risk. This list will change from report to report as risks become live, escalate in terms of priority or are mitigated and no longer require reporting at this level.

Risk	Strategic Risk Register Linkage	Update
Impact on business operations from Covid	<b>Business interruption</b>	<p>Covid restrictions have impacted aspects of the business through the Orange and Red traffic light settings, as services have been ceased or hampered by changes or delays.</p> <p>Council are currently operating a BAU service delivery model in all cases where possible although at times services are hampered as staff within teams are personally impacted by COVID. A business continuity planning approach remains in place across the organisation with high risk teams</p>

		<p>(particularly 3 waters) taking extra precautions to protect their own safety and to continue to deliver services.</p> <p>The numbers of staff impacted by COVID and needing to take time away from the business have remained between 10 and 13% since the move to the orange traffic light setting.</p> <p>Council also continues to observe community fatigue and the wider impact of Covid restrictions.</p>
Maintaining customer consenting services	<b>Failure to effectively deliver services and projects</b>	<p>This risk has been partly mitigated within the Resource Consenting area with the successful engagement of external support, however the continued high volumes of consents and the complexity of consents, as well as the loss of Councils only in-house Planner has meant that the team is again under pressure to deliver. Steps are being taken now to again look at internal and external resourcing options.</p> <p>Council has continued to see an increase in building consent applications which has added to the existing backlog. This has been coupled with an increase in national processing volumes with external consultants struggling to keep up with demand and meet timeframes.</p> <p>The medium-term mitigation to this risk has seen the on boarding of three Building Consent Cadets internally to increase Council's capacity within the Consenting team. Building consent timeframes are averaging near the 20-day limit with a number going over by small amounts. This is a reduction in previously delivered levels of service but largely better than many other consenting authorities nationally.</p>
Provision of engineering inputs to service growth	<b>Failure to effectively deliver services and projects</b>	<p>Recent economic re-forecasting has been completed outlining the district is growing slightly faster than originally thought. The last 3 years have seen a 3.2% growth rate with the whole east coast leading the way. While the district is growing faster, there is still a lot of uncertainty related to Covid and if the land is released for development, there is uncertainty around securing another party to build on it.</p> <p>Council is continuing to support this growth with the engagement last year of a Development Engineer and has built a panel of staff to support the role and make it sustainable. Further efforts are being made now to resource-up to match growth in the engineering space.</p> <p>Council also continues to highlight the tension between balancing responding to urgent leaks vs undertaking the planned work of new connections.</p>
Asset condition related failures	<b>Failure of Critical Assets</b>	<p>Councils 3 waters assets remain largely in a compromised condition and failures are still common. Significant funding has been tagged in the new LTP to address this risk but until such time as work is undertaken across a number of years to replace tired assets, the risk will remain actively managed.</p> <p>Beyond 'physical failure' through wear and deterioration, Council also remains exposed to systems failure through inadequate design or operation of complex systems and plants. This risk is being mitigated through review and improvement of these systems and through training and building expertise in key staff.</p>



Ability to secure resources to complete work (External)	<b>Failure to effectively deliver services and projects</b>	<p>Officers continue to be challenged by the constraints and shortages in the external market with the rapid pace in which pricing estimates can change, including a significant increase in costs that weren't originally anticipated. Council's mitigation to this pressure is to continue to review planned works and prioritise as required.</p> <p>The planned procurement of a contractor panel to deliver a significant portion of the capital programme of pipeline and civil contracts is a mitigation tool to try manage the risk to delivery</p>
Ability to secure resources to complete work (Internal)	<b>Not able to retain or secure key staff</b>	<p>In some areas of Council due to the specialist nature of the positions, Council has found it difficult to source candidates as well as competing against a highly competitive remuneration market nationally.</p> <p>Council's Executive Leadership Team are actively coordinating and supporting a range of recruitments across the organisation.</p>
Supply Chain Delays	<b>Failure to effectively deliver services and projects</b>	<p>Tightened supply chain is resulting in delays in material and product arriving in the country – this is affecting pipe supply and may result in delays in project(s) commencing and/ or cost increases as supply ability aims to keep up with demand.</p>
Infrastructure ability to service development	<b>Failure to effectively deliver services and projects</b>	<p>The influx of development while putting pressure on the consenting team, also puts pressure on the tangible infrastructure to adequately service the development and not have a negative impact on existing levels of service.</p> <p>Council continues to develop modelling of infrastructure networks to best understand impact of development and how to service these, and use the tools available to grow networks to support development.</p> <p>A number of very large subdivisions have recently progressed through consenting processes with a significant amount of input provided by engineering teams. This has given confidence in the ability of the network (with planned upgrades) to meet the needs of those developments.</p>
Increasing economic pressures	<b>Financial Strategy Failure</b>	<p>Council's is facing a number of external challenges and inflationary pressures from the external market. This includes likely increases to interest rates, continued substantial increases to carbon pricing, wage pressures, and general inflationary costs. Officers will continue to closely monitor these pressures and make decisions based on risk.</p>
Responding to 3 Waters Reform	<b>Failure to effectively deliver services and projects</b>	<p>Recent decisions made and direction given regarding the National 3 Waters Reform Programme create risk for Council in how it responds. There is political risk as decisions made will need to be understood by a range of stakeholders and operational risk as Council must manage its networks and teams through any transition phase.</p> <p>Importantly, a significant amount of staff time is now being required to participate actively in the reform programme and signals from Government are that the pace is increasing significantly.</p>
The impact of	<b>Financial</b>	<p>The impact of QV revaluation has been identified as a</p>

revaluation	<b>Strategy Failure</b>	significant strategic risk. Firstly for Council in terms of reputation - not because Council has done anything to impact the revaluation rates, but because customers will directly link the increased value of their property to the increased rates they may have to pay the Council. Secondly the political risk to Council, the impact of the revaluation changes is causing the need for another rating review to rebalance the equality of how rates fall across the district.
Judicial review of the National Land Transport Programme	<b>Financial Strategy Failure</b>	A judicial review has been brought against Waka Kotahi in relation to the adoption of the 2021-24 National Land Transport Programme and this may have an impact on the funding and delivery of Council's current land transport programme.  Officers will monitor the progress of the review and understand what impact this might have on Council's funding strategy for its local land transport programme.
Consenting of Infrastructure Projects	<b>Failure to effectively deliver services and projects</b>	Council currently has a number of consents lodged to allow activities to proceed related to infrastructure projects (some examples are Takapau, Porangahau and Waipawa wastewater discharges, Waipawa water take, silt removal at Taurekaitai stream) – the consenting process and recent changes to NES-Wetlands and FW have brought about further complexity, and can result in delays to the process or increased conditions imposed on the consent holder (Council) in this case that could drive an increase in cost or actions to be taken onsite.

## IMPLICATIONS ASSESSMENT

This report confirms that the matter concerned has no particular implications and has been dealt with in accordance with the Local Government Act 2002. Specifically:

- Council staff have delegated authority for any decisions made;
- Council staff have identified and assessed all reasonably practicable options for addressing the matter and considered the views and preferences of any interested or affected persons (including Māori), in proportion to the significance of the matter;
- Any decisions made will help meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses;
- Unless stated above, any decisions made can be addressed through current funding under the Long-Term Plan and Annual Plan;
- Any decisions made are consistent with the Council's plans and policies; and
- No decisions have been made that would alter significantly the intended level of service provision for any significant activity undertaken by or on behalf of the Council, or would transfer the ownership or control of a strategic asset to or from the Council.

## NEXT STEPS

Officers focus on Risk Management continues to be the establishment and embedding of a common single system for managing and reporting all risks.

Officers welcome feedback and guidance of the Committee and its members on the future of this report and other matters with respect to Risk Management in the organisation.

**RECOMMENDATION**

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

## 6.7 PROTECTED DISCLOSURES POLICY

**File Number:****Author:** Brent Chamberlain, Chief Financial Officer**Authoriser:** Doug Tate, Chief Executive**Attachments:** 1. Protected Disclosures Policy [↓](#)

### RECOMMENDATION

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

### PURPOSE

The purpose of this report is to give the Risk and Assurance Committee visibility of Council's Protected Disclosure Policy, following an action from the March 2022 Risk and Assurance Committee Meeting.

### SIGNIFICANCE AND ENGAGEMENT

This report is provided for information purposes only and has been assessed as not significant.

### BACKGROUND

As part of our recent Fraud Health Check internal audit it was recommended, that Council review and update Council's Whistle Blowing Policy or as we refer to it Council's Protected Disclosure Policy.

### DISCUSSION

Council's Protected Disclosure Policy was reviewed by management and socialised with staff earlier in the year, following the recent Fraud Health Check.

Attached is a copy of the finalised operative policy.

An action arising from the March 2022 Risk and Assurance Meeting was that this operational policy would be tabled to the Committee for their information. This report satisfies that action.

### IMPLICATIONS ASSESSMENT

This report confirms that the matter concerned has no particular implications and has been dealt with in accordance with the Local Government Act 2002. Specifically:

- Council staff have delegated authority for any decisions made;
- Council staff have identified and assessed all reasonably practicable options for addressing the matter and considered the views and preferences of any interested or affected persons (including Māori), in proportion to the significance of the matter;
- Any decisions made will help meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses;
- Unless stated above, any decisions made can be addressed through current funding under the Long-Term Plan and Annual Plan;
- Any decisions made are consistent with the Council's plans and policies; and
- No decisions have been made that would alter significantly the intended level of service provision for any significant activity undertaken by or on behalf of the Council, or would transfer the ownership or control of a strategic asset to or from the Council.

**NEXT STEPS**

The policy is next due to be reviewed in 2025.

**RECOMMENDATION**

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



**CENTRAL  
HAWKE'S BAY**  
DISTRICT COUNCIL

***Together  
we thrive!***

## PROTECTED DISCLOSURES POLICY

### INTRODUCTION

This policy has been developed to comply with the statutory provisions of the Protected Disclosures Act 2000. It affects all organisations.

### SCOPE

The protected disclosures Act 2000 applies to all employees of Central Hawke's Bay District Council (Council).

### WHAT IS A PROTECTED DISCLOSURE?

The Protected Disclosures Act 2000 is a "Whistleblowers" Act. It protects employees who raise with their employer or an outside agency, concerns about serious wrongdoing within their workplace organisation.

An employee may disclose information about serious wrongdoing if the employee reasonably believes that the information is true or likely to be true, and in addition the employee wishes the suspected wrongdoing to be investigated. This information should be disclosed as soon as possible.

As it is in the public interest that the wrongdoing should be raised by an employee without fear of retaliation, an employee who discloses information of wrongdoing in accordance with this policy will be protected from any disciplinary action. This protection does not apply to an employee who makes a disclosure knowing it to be false, or to disclosures that are malicious, vexatious or in bad faith.

### WHAT CONSTITUTES SERIOUS WRONGDOING?

Serious wrongdoing may be any of the following:

- Unlawful, corrupt or irregular use of public funds or public resources; or
- An act, omission, or course of conduct that constitutes a serious risk to public health or public safety or the environment; or
- An act, omission, or course of conduct that constitutes a serious risk to the maintenance of law, including the prevention, investigation and detection of offences and the right to a fair trial; or
- An act or omission, or course of conduct that constitutes an offence; or
- An act, omission, or course of conduct by a public official that is oppressive, improperly discriminatory, or grossly negligent, or that constitutes gross mismanagement.

### PROCEDURES FOR REPORTING AND INVESTIGATING SERIOUS WRONG DOING

#### Who Should the Employee Approach with the Information?

Where an employee wishes to disclose information about serious wrongdoing, s/he should approach one of the following managers who have been appointed Protected Disclosure Co-ordinators:

CHBDC INTERNAL DOCUMENT – PROTECTED DISCLOSURES ACT  
ADOPTION DATE: 21/02/2022 REVIEW DATE: 21/02/2025

***E ora ngātahi ana!*** 1

- People & Capability Manager
- Group Manager – People & Business Enablement
- Group Manager – Customer & Community Partnerships
- Group Manager – Community Infrastructure & Development
- Group Manager – Finance & Governance
- Chief Executive

The information disclosed will then be investigated by the Co-ordinator or a team of co-ordinators if required, and action or recommended action taken within 20 working days of it being raised. The Co-ordinator will use his/her best endeavours to keep confidential the identity of the employee disclosing the information.

The Co-ordinator may have to disclose the employee's identity if she/he considers it is essential to the investigation of the allegations, or is essential to prevent serious risk to public health, public safety or the environment, or is essential for reasons of natural justice.

In any event, the identity of the employee disclosing the information may be revealed if that person consents to this in writing.

### EXCEPTIONS TO DISCLOSING WRONGDOING INFORMATION TO APPOINTED CO-ORDINATOR

There might be occasions when disclosing the information of wrongdoing to the Co-ordinator is inappropriate. The following sections deal with the different options open to the employee wishing to make the disclosure.

The employee may make disclosure of the wrongdoing information to the Chief Executive or another member of the Executive Leadership Team instead of to the appointed Co-ordinators in the following circumstances:

- If the employee reasonably believes that the appointed Co-ordinator is or may be involved in the serious wrongdoing alleged in the disclosure; or,
- If the employee reasonably believes that it is not appropriate to make the disclosure to the appointed Co-ordinator because of any relationship or association between the Co-ordinator and a person who is or may be involved in the serious wrongdoing alleged in the disclosure.

The employee may seek to make disclosure of the wrongdoing information to an external body in the following circumstances:

- If the employee reasonably believes that the Chief Executive of the Central Hawke's Bay District Council is or may be involved in the serious wrongdoing alleged in the disclosure; or
- Immediate reference to an appropriate authority is justified by reason of the urgency of the matter to which the disclosure relates, or some other exceptional circumstance; or
- Where there has been no action or recommendation of action on the matter to which the disclosure relates within 20 working days after the date on which disclosure was made.

Under the Act, the external bodies to which the employee may have recourse above is called an “appropriate authority”. The Act lists the appropriate authorities and it includes:

- the Commissioner of Police
- the Controller and Auditor-General
- the Director of the Serious Fraud Office
- the Inspector-General of Intelligence and Security
- an Ombudsman
- the Parliamentary Commissioner for the Environment
- the Independent Police Conduct Authority
- the Solicitor-General
- the State Services Commissioner
- the Health and Disability Commissioner;

But does not include:

- a Minister of the Crown; or
- a member of Parliament

If the employee has raised the protected disclosure with the People & Capability Manager, the Chief Executive or another member of the Executive Leadership Team, or has raised it with an appropriate authority, and the person or appropriate authority has decided not to investigate the matter, or the investigation has not made progress within a reasonable time, or they have not taken any action in respect of the matter, or not recommended taking any action, the employee may seek to disclose the information to a Minister of the Crown or an Ombudsman, in accordance with the provisions of the Act.

## PROTECTION

If an employee makes a genuine protected disclosure and is then dismissed as a retaliatory action, the employee may have a claim for unjustified dismissal.

If the retaliatory action consists of action other than dismissal, such as demotion, the employee may have a personal grievance based on an unjustified disadvantage.

An employee who makes a genuine protected disclosure of information or refers protected disclosure of information to an appropriate authority for investigation will not be liable to any civil or criminal proceeding or to any disciplinary proceedings for having made that disclosure.

This protection, conferred by the Protected Disclosures Act 2000, does not apply where the employee knowingly makes a false allegation, or otherwise acts in a manner that is malicious, vexatious or in bad faith.

If the Employee wants more information about protected disclosures, or wants to know the full list of appropriate authorities and who would be appropriate to contact, the employee can call the Office of the Ombudsman.



## REFERENCES

[Protected Disclosures Act 2000](#)

[Employment Relations Act 2000 and amendments](#)

[Human Rights Act 1993](#)

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CHBDC INTERNAL DOCUMENT – PROTECTED DISCLOSURES ACT  
ADOPTION DATE: 21/02/2022 REVIEW DATE: 21/02/2025

***E ora ngātahi ana!*** <sup>4</sup>

**7 PUBLIC EXCLUDED****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 - Public Excluded Minutes of the Risk and Assurance Committee Meeting held on 26 May 2022</b>	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	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

**8 DATE OF NEXT MEETING****RECOMMENDATION**

THAT the next meeting of the Central Hawke's Bay District Council Risk and Assurance Committee be held on 22 September 2022.

**9 TIME OF CLOSURE**