

**MINUTES OF CENTRAL HAWKES BAY DISTRICT COUNCIL  
RISK AND ASSURANCE COMMITTEE MEETING  
HELD AT THE COUNCIL CHAMBER, 28-32 RUATANIWHA STREET, WAIPAWA  
ON TUESDAY, 19 MARCH 2024 AT 9.00AM**

**UNCONFIRMED**

**PRESENT:** Deputy Chairperson Tim Aitken  
Mayor Alex Walker  
Cr Pip Burne  
Cr Gerard Minehan

**IN ATTENDANCE:** Nicola Bousfield (Group Manager, People and Business Enablement)  
Brent Chamberlain (Chief Financial Officer)  
Dennise Elers (Group Manager Community Partnerships)  
Dylan Muggeridge (Group Manager Strategic Planning & Development)  
Phillip Stroud (Acting Group Manager Community Infrastructure and Development)

Rebecca England (  
Reuben George  
Adrienne Martin (People and Capability Manager)  
Ben Swinburne  
Annelie Roets (Governance Lead)

**1 KARAKIA**

The Deputy Chair, Cr Tim Aitken welcomed everyone to the meeting.

**2 APOLOGIES 24.1**

Moved: Cr Gerard Minehan  
Seconded: Cr Pip Burne

**That the apology for Neil Bain be accepted.**

**CARRIED**

**3 DECLARATIONS OF CONFLICTS OF INTEREST**

There were no Declarations of Conflicts of Interest received.

**4 STANDING ORDERS**

**RESOLVED: 24.2**

Moved: Cr Pip Burne  
Seconded: Cr Gerard Minehan

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

- 21.2 Time limits on speakers
- 21.5 Members may speak only once
- 21.6 Limits on number of speakers

And that Option C under section 21 General procedures for speaking and moving motions be used for the meeting.

Standing orders are recommended to be suspended to enable members to engage in discussion in a free and frank manner . **CARRIED**

## 5 CONFIRMATION OF MINUTES

### RESOLVED: 24.3

Moved: Mayor Alex Walker  
Seconded: Cr Pip Burne

**That the minutes of the Risk and Assurance Committee Meeting held on 7 December 2023 as circulated, be confirmed as true and correct.**

**CARRIED**

## 6 REPORT SECTION

### 6.1 RESOLUTION & ACTION 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.

### RESOLVED: 24.4

Moved: Mayor Alex Walker  
Seconded: Cr Pip Burne

**That the report be noted.**

**CARRIED**

The report was introduced by Nicola Tate which was taken as read.

### 6.2 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.

### RESOLVED: 24.5

Moved: Mayor Alex Walker  
Seconded: Cr Pip Burne

**That the report be noted.**

**CARRIED**

The report was introduced by Nicola Bousfield who provided an oversight on identified risks. Discussions noted:

- A review of the risk appetite setting was undertaken with Elected Members which resulted in officers updating the operational risk register to align with risks to be "CHB specific".
- Changes to the template has been made and all risks are now line itemed and clear where the narratives are.
- The Risk Maturity review recommended talking the Committee through the Risk Register in more detail (one quarter of risks planned for discussion at each meeting).
- The committee discussed options for reporting up to Council
- It was also discussed to report risks that trend outside of Council's risk appetite for 2 quarters or more, should be reported to Council meetings.
- Ms Bousfield continued to talk on the risks identified through the Risk Register and reasons

behind the narrative for those risks outside of Risk Appetite Settings (trend change from Orange to Red).

- New risk has been added to the register being the “Pourere Beach water resilience” – the water supply servicing the Pourere camping ground does not meet the requirements of the new Draft Drinking Water Quality Assurance Rules, due to inadequate infrastructure to meet these rules.
- New risk added to “Disruption of essential services”, Patangata bridge – Patangata Bridge over Tukituki River on Elsthorpe Road has identified minor damage from Feb 2024 inspection. A cracked corbel structural element requires semi-urgent repairs. Risk is further deterioration in short term where a weight restriction may become warranted for heavy traffic.

### **6.3 HEALTH & SAFETY REPORT: 1 NOVEMBER 2023 TO 31 JANUARY 2024**

#### **PURPOSE**

To provide the Risk and Assurance Committee with health, safety and wellbeing information and insight, and to update the committee on key health and safety initiatives for the period 1 November 2023 – 31 January 2024.

#### **RESOLVED: 24.6**

Moved: Cr Pip Burne

Seconded: Cr Gerard Minehan

**That the report is noted.**

**CARRIED**

The report was introduced by Adrienne Martin which was taken as read.

- Included in this report is the Critical risk framework and critical risk standard (currently in draft).

### **6.4 TREASURY MANAGEMENT MONITORING REPORT**

#### **PURPOSE**

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

#### **RESOLVED: 24.7**

Moved: Mayor Alex Walker

Seconded: Cr Gerard Minehan

**That the report be noted.**

**CARRIED**

The report was introduced by Brent Chamberlain which was taken as read but gave a quick update on highlighted points:

- \$43m of external debt drawn compared to \$42m as at 30 June 2023.
- Council has not had to increase its borrowings due to temporarily pausing some of Council's large 3 Waters capital programmes while it deals with Cyclone Gabrielle recovery.
- Noting \$10m (of the \$43m) of debt maturing on 15 April 2024 and the current loan is at a fixed rate of 2.19% per annum and is likely to be replaced with new debt at around 6% per annum.
- Interest Rate Profile graph showed Council's expected average cost of funds compared to the expected floating rate.
- It shows the savings that the current fixed rates are providing, and that over the next 12-18 months these savings disappear as the loan resets.

- Council needs to consider more fixed cover.
- Officers and Bancorp are monitoring the interest swap rates and will look to take some more fixed rate cover as opportunities arise.
- A further update on Carbon Credits and how the Carbon Credit Market and Emissions Trading Scheme works.
- Council received 12.7 tonne of refuse into its landfill, which will result in Council having to surrender 12,951 carbon credits in May 2024 (carbon return to be filed).
- Mr Chamberlain gave a breakdown on Council's carbon credit position.

## **6.5 THREE YEAR PLAN - ASSURANCE AND IMPLIED RISKS**

### **PURPOSE**

The matter for consideration by the Council is the key assumptions contained in the draft Three Year Plan.

### **RESOLVED: 24.8**

Moved: Cr Gerard Minehan  
Seconded: Mayor Alex Walker

**That the report be noted.**

**CARRIED**

The report was introduced by Brent Chamberlain which was taken as read.

## **6.6 ASSURANCE MONITORING REVIEW OF SENSITIVE EXPENDITURE - GIFTS**

### **PURPOSE**

The purpose of this report is to update the Committee on the Council Gift register for the 6 months from 1 July to 31 December 2023. This register is to provide transparency of all gifts received and the disbursement of them in a transparent manner.

### **RESOLVED: 24.9**

Moved: Cr Pip Burne  
Seconded: Cr Gerard Minehan

**That the report be noted.**

**CARRIED**

The report was introduced by Brent Chamberlain which was taken as read.

**6.7 ELECTED MEMBERS EXPENSES FOR 1 NOVEMBER 2023 - 31 JANUARY 2024**

**PURPOSE**

The purpose of this report is to update the Committee on the Elected Members' Expenses for the three months covering the period from 1 November 2023 to 31 January 2024.

**RESOLVED: 24.10**

Moved: Cr Gerard Minehan  
 Seconded: Cr Tim Aitken

**That the Elected Members Expenses for 1 November 2023 to 31 January 2024 report be noted.**

**CARRIED**

The report was introduced by Brent Chamberlain which was taken as read.

**7 DATE OF NEXT MEETING**

**RESOLVED: 24.11**

Moved: Mayor Alex Walker  
 Seconded: Cr Pip Burne

**That the next meeting of the Risk & Assurance Committee meeting be held on 20 June 2024.**

**CARRIED**

**8. PUBLIC EXCLUDED**

**RESOLUTION TO EXCLUDE THE PUBLIC**

**RESOLVED: 24.12**

Moved: Mayor Alex Walker  
 Seconded: Cr Pip Burne

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
<p><b>8.1 - Emerging Risks and Issues - Forum Discussion</b></p>	<p>s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority</p> <p>s7(2)(f)(ii) - the withholding of the information is necessary to maintain the effective conduct of public affairs through the protection of Council members, officers, employees, and persons from improper pressure or harassment</p>	<p>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</p>

**CARRIED**

**RESOLVED: 24.13**

Moved: Mayor Alex Walker

Seconded: Cr Pip Burne

**That Council moves into Public Excluded business at 10.07am.**

**CARRIED**

The meeting adjourned for morning tea at 10.07am and reconvened at 10.30am.

**RESOLVED: 24.14**

Moved: Mayor Alex Walker

Seconded: Cr Gerard Minehan

**That Council moves out of Public Excluded business at 11.53am.**

**CARRIED**

**9 TIME OF CLOSURE**

The Meeting closed at 11.53am.

**The minutes of this meeting will be confirmed at the next Risk & Assurance Committee meeting to be held on 20 June 2024.**

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**CHAIRPERSON**