

**MINUTES OF CENTRAL HAWKE'S BAY DISTRICT COUNCIL
RISK AND ASSURANCE COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, 28-32 RUATANIWHA STREET, WAIPAWA
ON WEDNESDAY, 11 JUNE 2025 AT 1.00PM**

UNCONFIRMED

PRESENT: Chair Andrew Gibbs
Deputy Chair Tim Aitken
Mayor Alex Walker
Cr Pip Burne
Independent Member Mike Timmer

IN ATTENDANCE: Doug Tate (Chief Executive)
Nicola Bousfield (Group Manager People and Business Enablement)
Brent Chamberlain (Chief Financial Officer)
Dylan Muggeridge (Group Manager Strategic Planning & Development)
Michelle Annand (Health & Safety Advisor)
Jane Budge (Strategic Governance Manager)
Pip Dixon (Emergency Management Advisor)
Reuben George (Land Transport Manager)
Debbie Northe (Housing and Community Resilience Manager)
Annelie Roets (Governance Lead)
Ben Swinburne (3 Waters Manager)

1 WELCOME/KARAKIA/NOTICES

The Chair, Mr Andrew Gibbs welcomed everyone to the meeting and Mayor Alex Walker opened with a karakia.

2 APOLOGIES

There were no apologies received.

3 DECLARATIONS OF CONFLICTS OF INTEREST

There were no Declarations of Conflicts of Interests declared.

4 STANDING ORDERS

COMMITTEE RESOLUTION

Moved: Mayor Alex Walker
Seconded: Cr Pip Burne

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****COMMITTEE RECOMMENDATION**

Moved: Cr Pip Burne

Seconded: Independent Member Mike Timmer

That the minutes of the Risk and Assurance Committee Meeting held on 12 March 2025 as circulated, be confirmed as true and correct.

CARRIED**6 REPORT SECTION****6.1 RESOLUTION & ACTION MONITORING REPORT****PURPOSE**

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: Independent Member Mike Timmer

Seconded: Deputy Chair Tim Aitken

That the Risk & Assurance Committee receives the 'Resolution & Action Monitoring Report'.

CARRIED

The report was taken as read:

- Updates on insurance and health and safety follow-ups.

6.2 RISK STATUS REPORT**PURPOSE**

To report on Council's risk landscape, risk management work in progress and to continue a discussion with the Risk & Assurance Committee about risk.

COMMITTEE RESOLUTION

Moved: Deputy Chair Tim Aitken

Seconded: Mayor Alex Walker

That the Risk & Assurance Committee receives the Risk Status Report.

CARRIED

The report was introduced by Nicola Bousfield with discussions noting some minor tracked changes from the risk register report, largely noting some actions from the last workshop.

- The Risk Assurance Committee reviewed minor updates in the risk register
- Discussion on the delivery of water services and community conversations held during June. Concerns about the affordability of water services and the risk related to the local programme were noted.
- Concerns were raised about the high risk associated with the wastewater plant and the implications of delaying capital work.

6.4 TREASURY MANAGEMENT MONITORING REPORT

PURPOSE

To provide an update on Treasury Management Policy Compliance.

COMMITTEE RESOLUTION

Moved: Deputy Chair Tim Aitken

Seconded: Independent Member Mike Timmer

1. **That the Risk and Assurance Committee receives the Treasury Management Monitoring Report.**
2. **That the Risk and Assurance Committee receives the Treasury Management Monitoring Report, noting the breach in the Treasury Management Policy, which Officers will continue to monitor and report on.**

CARRIED

Brent Chamberlain presented the standard Treasury Management Report, highlighting new debt and repayments, average cost of funds, and fixed bands forecast:

- Discussion on the breach of the Treasury management policy and the decision to monitor the situation.
- Cash flow and rates collection impact on deposits.

6.3 HEALTH AND SAFETY REPORT: 1 FEBRUARY - 30 APRIL 2025

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 February 2025 to 30 April 2025.

COMMITTEE RESOLUTION

Moved: Mayor Alex Walker

Seconded: Cr Pip Burne

That the Risk & Assurance Committee receives the 'Health & Safety report dated 1 February 2025 – 30 April 2025.

CARRIED

Michelle Annand introduced the report presented the health and safety report, highlighting the gap analysis programme review and critical risk verifications:

- The Committee discussed the training programmes and the need for structured processes to identify gaps and ensure proper training.
- The management of contractors and the verification of critical risk controls were discussed.
- Discussion on first aid and emergency procedures in remote areas.

6.5 ELECTED MEMBERS PECUNIARY INTERESTS REGISTER UPDATE 2025

PURPOSE

To provide and receive the latest summary of interests from Council's appointed Registrar.

COMMITTEE RESOLUTION

Moved: Deputy Chair Tim Aitken

Seconded: Cr Pip Burne

That the Risk & Assurance Committee receives the February 2025 Summary of Elected Members Pecuniary Interests, noting that there are no matters of materiality identified by the Registrar.

CARRIED

- The report was taken as read.
- The register was provided to ensure visibility and transparency.
- It was noted that there are no matters of materiality requiring further consideration at this time.
- Members were reminded that the obligation to declare interests rests with each individual member.

6.6 ASSURANCE MONITORING OF THE MAYORAL FUND

PURPOSE

To provide an update on the discretionary expenditure made through the Mayoral Fund for the year.

COMMITTEE RESOLUTION

Moved: Cr Pip Burne

Seconded: Deputy Chair Tim Aitken

That the Risk & Assurance Committee receives and notes the Assurance Monitoring Report on the Mayoral Fund.

CARRIED

ABSTAINED: MAYOR ALEX WALKER

Brent Chamberlain introduced the paper as part of the regular reporting cycle to ensure transparency around the use of Mayoral funds.

- The paper was taken as read.
- Review of the mayoral fund usage throughout the year, noting a light usage of \$133 out of \$5000.

6.7 INSURANCE RENEWAL AND LOSS MODELLING UPDATE

PURPOSE

To provide an update to the committee on insurance matters ahead of this year's renewal.

COMMITTEE RESOLUTION

Moved: Independent Member Mike Timmer

Seconded: Mayor Alex Walker

That the Risk and Assurance Committee notes and receives the Insurance Renewal and Loss Modelling Update report.

CARRIED

Brent Chamberlain provided an update on insurance renewal, noting that the market is easing slightly and that the loss modelling report is expected in late September or early October.

- Update on Cyclone Gabriel claims and renewals, noting the market easing slightly.
- Discussion on the loss modelling and the need for a risk financing strategy.

7 DATE OF NEXT MEETING

COMMITTEE RESOLUTION

Moved: Cr Pip Burne

Seconded: Deputy Chair Tim Aitken

That the next Risk & Assurance Committee meeting be held on 23 September 2025.

CARRIED

8 PUBLIC EXCLUDED BUSINESS

RESOLUTION TO EXCLUDE THE PUBLIC

COMMITTEE RESOLUTION

Moved: Cr Pip Burne

Seconded: Deputy Chair Tim Aitken

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
8.1 - Cyber Security Update	s7(2)(b)(i) - the withholding of the information is necessary to protect information where the making available of the information would disclose a trade secret s7(2)(c)(ii) - the withholding of the information is necessary to protect	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

	information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest	
8.2 - Legal Risk - Assurance Review	<p>s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest</p> <p>s7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege</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
8.3 - Principal Risks and Issues - Forum Discussion	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</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>	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
CARRIED		

COMMITTEE RESOLUTION

Moved: Cr Pip Burne
 Seconded: Deputy Chair Tim Aitken

That Council moves into Public Excluded Business at 2.28pm.

CARRIED

RECOMMENDATION

That Council moves out of Public Excluded Business at 4.19pm.

9 TIME OF CLOSURE

The meeting closed at 4.19pm.

The Minutes of this meeting will be confirmed at the next Risk and Assurance Committee Meeting to be held on 23 September 2025.

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CHAIRPERSON