

**MINUTES OF CENTRAL HAWKES BAY DISTRICT COUNCIL  
RISK AND AUDIT COMMITTEE MEETING  
HELD AT THE COUNCIL CHAMBER, 28-32 RUATANIWHA STREET, WAIPAWA  
ON THURSDAY, 22 MARCH 2018 AT THE CONCLUSION OF THE FINANCE AND  
PLANNING COMMITTEE MEETING**

**PRESENT:** Cr Tim Aitken, Cr Gerard Minehan, Cr Brent Muggeridge, Cr David Tennent

**IN ATTENDANCE:** Joshua Lloyd (Group Manager, Community Infrastructure and Development),  
Monique Davidson (CEO),  
Barbara Nicolle (Safety and Wellbeing Manager),  
Bronda Smith (Group Manager, Corporate Support and Services),  
Doug Tate (Group Manager, Customer and Community Partnerships),  
Nicola Bousfield (People and Capability Manager),  
Lisa Harrison (Organisation Transformation Lead)  
Leigh Collecutt (Governance and Support Officer)

**1 APOLOGIES**

**APOLOGY**

**COMMITTEE RESOLUTION**

Moved: Cr Brent Muggeridge

Seconded: Cr Gerard Minehan

That the apology received from Her Worship the Mayor Alex Walker be accepted and leave of absence granted.

**CARRIED**

**2 DECLARATIONS OF CONFLICTS OF INTEREST**

**3 STANDING ORDERS**

**COMMITTEE RESOLUTION**

Moved: Cr David Tennent

Seconded: Cr Gerard Minehan

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

- 20.2 Time limits on speakers
- 20.5 Members may speak only once
- 20.6 Limits on number of speakers

THAT 21.4 Option C under section 21 General procedures for speaking and moving motions be used for the meeting.

**CARRIED**

#### **4 LOCAL GOVERNMENT ACT COMPLIANCE – PLANNING, DECISION MAKING AND ACCOUNTABILITY**

Council is required to make decisions in accordance with the requirements of Part 6 Subpart 1 of the Local Government Act 2002.

##### **COMMITTEE RESOLUTION**

Moved: Cr Gerard Minehan  
Seconded: Cr David Tennent

THAT Council has read the reports associated with items 5.1, 5.2 and 5.3 and considers in its discretion under Section 79(1)(a) that sufficient consultation has taken place in addition to the Councillors knowledge of the items to meet the requirements of Section 82(3) in such a manner that it is appropriate for decisions to be made during the course of this meeting.

**CARRIED**

#### **5 REPORT SECTION**

##### **5.1 CONFIRMATION OF MINUTES**

###### **PURPOSE**

Attached are the minutes of the Risk and Audit Committee Meeting held 8 February 2018 and on 18 October 2017.

##### **COMMITTEE RESOLUTION**

Moved: Cr Brent Muggeridge  
Seconded: Cr Gerard Minehan

THAT the minutes of the Risk and Audit Committee Meeting held on 8 February 2018 and 18 October 2017, as circulated be confirmed as true and correct.

**CARRIED**

##### **5.2 HEALTH & SAFETY UPDATE**

###### **PURPOSE**

To update the Risk and Audit Committee on progress against the Health and Safety 2017 Strategic Plan.

##### **COMMITTEE RESOLUTION**

Moved: Cr David Tennent  
Seconded: Cr Gerard Minehan

That the Safety & Wellbeing Update Report for 22 March 2018 be noted.

**CARRIED**

- Mrs Nicolle spoke to the report
- Discussion around level of information to be reported to the committee for future meetings

### 5.3 EXTERNAL AUDIT MANAGEMENT REPORT ACTIONS UPDATE

#### PURPOSE

The purpose of the report is to update the Risk and Audit Committee on the External Audit Management Report Actions progress.

#### COMMITTEE RESOLUTION

Moved: Cr Gerard Minehan  
Seconded: Cr Brent Muggeridge

That the report External Audit Management Report Actions Update be noted.

**CARRIED**

- Ms Smith spoke to the report

### RESOLUTION TO EXCLUDE THE PUBLIC

#### COMMITTEE RECOMMENDATION

Moved: Cr David Tennent  
Seconded: Cr Brent Muggeridge

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
6.1 - NZTA Audit Report	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

**COMMITTEE RESOLUTION**

Moved: Cr David Tennent

Seconded: Cr Gerard Minehan

That Council moves out of Closed Council into Open Council.

**CARRIED**

**4 DATE OF NEXT MEETING**

**COMMITTEE RESOLUTION**

Moved: Cr Brent Muggeridge

Seconded: Cr David Tennent

THAT the next meeting of the Central Hawke's Bay District Council be held on 3 May 2018.

**CARRIED**

**5 TIME OF CLOSURE**

**The Meeting closed at 11.18am.**

**The minutes of this meeting were confirmed at the Risk and Audit Committee Meeting held on 3 May 2018.**

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**CHAIRPERSON**