

**MINUTES OF CENTRAL HAWKES BAY DISTRICT COUNCIL  
RISK AND AUDIT COMMITTEE MEETING  
HELD AT THE COUNCIL CHAMBER, 28-32 RUATANIWHA STREET, WAIPAWA  
ON THURSDAY, 26 JULY 2018 AT AT THE CONCLUSION OF THE FINANCE AND PLANNING  
COMMITTEE MEETING**

**PRESENT:** Mayor Alex Walker  
Cr Tim Aitken  
Cr Gerard Minehan  
Cr Brent Muggeridge  
Cr Kelly Annand  
Cr Shelley Burne-Field  
Cr Ian Sharp  
Cr Tim Chote  
Dr Roger Maaka (Maori Consultative Representative)

**IN ATTENDANCE:** Monique Davidson (CEO)  
Joshua Lloyd (Group Manager, Community Infrastructure and Development)  
Bronnda Smith (Group Manager, Corporate Support and Services)  
Doug Tate (Group Manager, Customer and Community Partnerships)  
Nicola Bousfield (People and Capability Manager)  
Lizz Jenkins (Governance and Support Officer)

**1 APOLOGIES**

**APOLOGY**

**COMMITTEE RESOLUTION**

Moved: Mayor Alex Walker  
Seconded: Cr Gerard Minehan

That the apology received from Cr Tennent be accepted and leave of absence granted.

**CARRIED**

**2 DECLARATIONS OF CONFLICTS OF INTEREST**

**NIL**

**3 STANDING ORDERS**

**COMMITTEE RESOLUTION**

Moved: Mayor Alex Walker  
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 CONFIRMATION OF MINUTES**

##### **COMMITTEE RESOLUTION**

Moved: Cr Brent Muggeridge

Seconded: Mayor Alex Walker

That the minutes of the Risk and Audit Committee Meeting held on 13 June 2018 as circulated, be confirmed as true and correct.

**CARRIED**

#### **5 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: Mayor Alex Walker

Seconded: Cr Brent Muggeridge

THAT Council has read the reports associated with items 6.1 and 6.2 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**

## 6 REPORT SECTION

### 6.1 RISK AND AUDIT UPDATE

#### PURPOSE

The purpose of this report is to update the Committee of Risk and Audit activities for monitoring and review purposes.

#### COMMITTEE RESOLUTION

Moved: Mayor Alex Walker

Seconded: Cr Gerard Minehan

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

**CARRIED**

General Manager, Corporate Support and Services spoke to the report.

### 6.2 SAFETY & WELLBEING UPDATE

#### PURPOSE

The purpose of this Report is to update the Risk & Audit Committee on Council's Safety and Wellbeing activities and final update on the Strategic Plan progress, as well as the reported incidents and near misses for Council staff for this quarter.

#### COMMITTEE RESOLUTION

Moved: Mayor Alex Walker

Seconded: Cr Gerard Minehan

This report 26th July 2018 is for information only, it is recommended that the report be received by the Committee.

**CARRIED**

- People and Capability Manager spoke to the report.
- Cr Aitken questioned if Council premises have asbestos.
- People and Capability Manager advised that a surveyor will be engaged to assess.
- Cr Muggeridge asked what is happening with contractors who have not completed pre-qualification paperwork.
- People and Capability Manager advised that paperwork was due by the end of June. Safety & Wellbeing Lead is working with contractors who are yet to submit their documents. Compliance is improving.
- Mayor Walker asked if consideration had been given into certifying farmers etc in Emergency Road Clearance.
- People and Capability Manager will investigate and report back.
- Drug and Alcohol Staff Policy discussed.

## 7 DATE OF NEXT MEETING

**COMMITTEE RESOLUTION**

Moved: Cr Brent Muggeridge  
Seconded: Cr Tim Aitken

THAT the next meeting of the Risk and Audit Committee be held on 6 September 2018.

**CARRIED**

**8 TIME OF CLOSURE**

**The Meeting closed at 10.06am.**

**The minutes of this meeting were confirmed at the Risk and Audit Committee Meeting held on 6 September 2018.**

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**CHAIRPERSON**