

**MINUTES OF CENTRAL HAWKES BAY DISTRICT COUNCIL  
RISK AND AUDIT COMMITTEE MEETING  
HELD AT THE COUNCIL CHAMBER, 28-32 RUATANIWHA STREET, WAIPAWA  
ON THURSDAY, 6 SEPTEMBER 2018 AT THE CONCLUSION OF THE FINANCE AND  
PLANNING COMMITTEE MEETING**

**PRESENT:** Cr Tim Aitken (Chair)  
Mayor Alex Walker  
Cr Gerard Minehan  
Cr Brent Muggeridge  
Cr David Tennent

**IN ATTENDANCE:** Cr Ian Sharp  
Cr Shelley Burne-Field  
Cr Tim Chote  
Cr Kelly Annand  
Monique Davidson (CEO)  
Joshua Lloyd (Group Manager, Community Infrastructure and Development)  
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)  
Lizz Jenkins (Governance & Support Officer)

**1 APOLOGIES**

Nil

**2 DECLARATIONS OF CONFLICTS OF INTEREST**

Nil

**3 STANDING ORDERS**

**COMMITTEE RESOLUTION**

Moved: Mayor Alex Walker  
Seconded: Cr Brent Muggeridge

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 Brent Muggeridge  
Seconded: Mayor Alex Walker

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 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 Brent Muggeridge

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

**CARRIED**

- GM, Corporate Support and Services spoke to this report.
- Mayor Walker asked if there were any actions outstanding from the previous report.
- CE confirmed that all actions have been completed.
- GM, Corporate Support and Services advised comments will be added to both internal and external audit actions.

## 5.2 SAFETY & WELLBEING UPDATE

### PURPOSE

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

### COMMITTEE RESOLUTION

Moved: Cr Gerard Minehan  
Seconded: Cr Brent Muggeridge

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

**CARRIED**

People and Capability Manager spoke to the report.

## 5.3 VULNERABLE CHILDREN'S ACT REPORT

### PURPOSE

### COMMITTEE RESOLUTION

Moved: Cr Gerard Minehan  
Seconded: Cr Brent Muggeridge

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

**CARRIED**

- People and Capability Manager spoke to the report.
- Cr Burne-Field asked for definition of core and non core.
- People and Capability Manager advised that the definition had been taken straight from the Act and was included on the first page of the report.
- CE advised that subparts and definitions of legislation provide further clarification.
- Cr Tennent asked if there is a trigger point that a new or existing staff member will be identified.
- People and Capability Manager advised that the Police report will identify key significant criminal offences.

## 6 DATE OF NEXT MEETING

### COMMITTEE RESOLUTION

Moved: Cr Brent Muggeridge  
Seconded: Cr Gerard Minehan

THAT the next meeting of the Risk and Audit Committee be held as an Extraordinary Risk and Audit Committee meeting on 4 October 2018.

**CARRIED**

**7 TIME OF CLOSURE**

**The Meeting closed at 12.00pm.**

**The minutes of this meeting were confirmed at the Risk and Audit Committee Meeting held on 18 October 2018.**

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**CHAIRPERSON**