



# AUDIT AND RISK COMMITTEE

## Open Minutes

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Meeting Date:	Thursday 11 October 2018
Time:	1.00pm – 1.33pm
Venue	Council Chamber Hawke's Bay Regional Council 159 Dalton Street Napier
Present	John Palairet (In the Chair), Mayor Bill Dalton, Geoff Foster, Councillor Claire Hague, and Councillor Kirsten Wise
In Attendance	Stephen Lucy – Audit New Zealand Director Corporate Services, Director Infrastructure Services, Director City Strategy [from 1.14pm], Chief Financial Officer, Manager Property [from 1.14pm], Accounting Consultant/ Acting Risk Manager
Administration	Governance Team

## **Apologies**

Nil

## **Conflicts of interest**

Nil

## **Public forum**

Nil

## **Announcements by the Mayor**

Nil

## **Announcements by the Chairperson**

Nil

## **Announcements by the management**

Nil

## **Confirmation of minutes**

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Councillors Wise / Hague

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That the Minutes of the meeting held on 19 July 2018 were taken as a true and accurate record of the meeting.

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Carried

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# AGENDA ITEMS

## 1. HEALTH AND SAFETY REPORT

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<i>Type of Report:</i>	Operational
<i>Legal Reference:</i>	Health and Safety at Work Act 2015
<i>Document ID:</i>	433376
<i>Reporting Officer/s &amp; Unit:</i>	Sue Matkin, Manager People & Capability

### 1.1 Purpose of Report

The purpose of this report is to provide Audit and Risk with an overview of the health and safety performance as at 31<sup>st</sup> August 2018.

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#### At the Meeting

The Manager People and Capability spoke to the report, noting that in the period to 31 August 2018 there had been one Lost Time Injury (LTI) – the lost time being a couple of days – and an incident involving a contractor at the MTG. Both matters had been followed up with appropriate actions. It was also noted that in the month of September there had been another LTI involving a cleaner, and an incident involving a contractor digging around power cables without the correct permit. The Contractor was issued with a notice and retrained. It is believed that the current lag indicator for LTIs is set at an appropriate level for the organisation.

A strong focus is currently being placed on employee health and wellbeing with a number of events being arranged in the months leading up to the December break that will be made available to attend.

Other current actions underway include the creation of a central log for all chemicals and their safety information, including the appropriate personal protection equipment to use if handling.

Council has performed well in the recent Health and Safety related audits undertaken.

Specific attention is not currently given to supporting Local Government staff through difficult interactions with the public; however this may be addressed indirectly through some of the wellness programmes underway.

Although all new staff are drug tested prior to beginning work, this is not a requirement for Elected Members. Council would have to resolve that they wished to undertake the same testing as staff for this to be implemented.

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### **Committee's Recommendation**

Councillors Wise / Hague

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- a. That the committee receive the report.

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Carried

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## **2. RISK MANAGEMENT REPORT**

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*Type of Report:* Information

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*Legal Reference:* N/A

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*Document ID:* 433390

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*Reporting Officer/s & Unit:* Ross Franklin, Consultant  
Rachael Horton, Manager Business Excellence & Transformation

### **2.1 Purpose of Report**

To provide the Audit and Risk Committee (Committee) with an update on progress with risk management work and to report on the highest rated risks.

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#### **At the Meeting**

The acting risk manager spoke to the report, noting that there are two new risks for the last period: reliance on a sole contractor for waste management, and the strategic risk that in the time that the organisation is moving to full maturity in its risk management that not all risks may be covered despite all best efforts. A review of existing risks and mitigations is underway to ensure that all are still relevant.

It was noted that Pandora Pond remains an extreme risk due to the serious nature of the possible consequences. Further signage has been erected as part of the mitigating actions. It is only a risk as it is a recreational space that Council provides equipment for.

The Committee requested that an update on the risk roadmap be brought to its next meeting.

### **Committee's Recommendation**

Councillors Taylor / Wise

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That the Committee:

- a. Note the risk management work being undertaken by the NCC Risk Committee.  
b. Receive the report titled: Highest rated risks report 24 September 2018.

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Carried

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# PUBLIC EXCLUDED ITEMS

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## Councillors Wise / Hague

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That the public be excluded from the following parts of the proceedings of this meeting, namely:

1. Draft Annual Report 2017/18
2. Freeholding
3. Legal update as at 30 June 2018

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Carried

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The general subject of each matter to be considered while the public was excluded, the reasons for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution were as follows:

<b>General subject of each matter to be considered.</b>	<b>Reason for passing this resolution in relation to each matter.</b>	<b>Ground(s) under section 48(1) to the passing of this resolution.</b>
1. Draft Annual Report 2017/18	7(2)(f)(ii) Maintain the effective conduct of public affairs through the protection of such members, officers, employees and persons from improper pressure or harassment	48(1)A That the public conduct of the whole or 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: (i) Where the local authority is named or specified in Schedule 1 of this Act, under Section 6 or 7 (except 7(2)(f)(i)) of the Local Government Official Information and Meetings Act 1987.
2. Freeholding	7(2)(i) Enable the local authority to carry on, without prejudice or disadvantage, negotiations (including	48(1)A That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the

	commercial and industrial negotiations)	disclosure of information for which good reason for withholding would exist: (i) Where the local authority is named or specified in Schedule 1 of this Act, under Section 6 or 7 (except 7(2)(f)(i)) of the Local Government Official Information and Meetings Act 1987.
3. Legal update as at 30 June 2018	7(2)(i) Enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)A That the public conduct of the whole or 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: (i) Where the local authority is named or specified in Schedule 1 of this Act, under Section 6 or 7 (except 7(2)(f)(i)) of the Local Government Official Information and Meetings Act 1987.

The meeting moved into committee at 1.33pm

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Approved and adopted as a true and accurate record of the meeting.

Chairperson .....

Date of approval .....