



Hastings District Council

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OPEN MINUTES

RISK AND AUDIT SUBCOMMITTEE

Meeting Date: **Monday, 3 September 2018**

**Minutes of a Meeting of the Risk and Audit Subcommittee held on
Monday, 3 September 2018 at 10.00am**

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HASTINGS DISTRICT COUNCIL

MINUTES OF A MEETING OF THE RISK AND AUDIT SUBCOMMITTEE HELD IN THE LANDMARKS ROOM, GROUND FLOOR, CIVIC ADMINISTRATION BUILDING, LYNDON ROAD EAST, HASTINGS ON MONDAY, 3 SEPTEMBER 2018 AT 10.00AM

PRESENT: Mr J Nichols (Chair)
Mayor Hazlehurst
Deputy Mayor Kerr (Deputy Chair)
Councillors Nixon and Travers

IN ATTENDANCE: Acting Chief Executive: (Mr N Taylor)
Chief Financial Officer (Mr B Allan)
Manager, Strategic Finance (Mr B Chamberlain)
Financial Controller (Mr A Wilson)
Group Manager: Economic Growth and Organisation
Improvement (Mr C Cameron)
Group Manager: Asset Management (Mr C Thew)
Group Manager: Human Resources (Mrs B Bayliss)
Health and Safety Manager (Ms J Kuzman)
Risk and Corporate Services Manager (Mr R Smith)
Risk Assurance Advisor (Mr D Ferguson)
Democratic Support Manager (Mrs J Evans)
Committee Secretary (Mrs C Hilton)

ALSO PRESENT: Mr S Lucy, Audit Director, Audit New Zealand

1. APOLOGIES

There were no apologies.

2. CONFLICTS OF INTEREST

There were no declarations of conflicts of interest.

3. CONFIRMATION OF MINUTES

Councillor Kerr/Councillor Travers

That the minutes of the Risk and Audit Subcommittee Meeting held Monday 2 July 2018, including minutes while the public were excluded, be confirmed as a true and correct record and be adopted.

CARRIED

4. 2018 ANNUAL REPORT UPDATE AND INTERIM AUDIT

(Document 18/539)

Mr S Lucy, Audit Director, Audit New Zealand spoke to the interim audit letter circulated with the agenda report, and responded to questions from the meeting.

The Chair of the Risk and Audit Subcommittee would review the revaluations associated with the 2017/18 Annual report process and circulated any information to the subcommittee members if he felt it needed to be brought to their attention.

Councillor Travers/Mayor Hazlehurst

- A) That the report of the Chief Financial Officer titled “2018 Annual Report Update and Interim Audit” dated 3/09/2018 be received.
- B) That the Risk and Audit Subcommittee delegate to the Chair the review of revaluations associated with the 2017/18 Annual Report process.

CARRIED

5. 2018-28 LONG TERM PLAN AUDIT REPORT

(Document 18/540)

Mr S Lucy, Audit Director, Audit New Zealand spoke to the 2018/28 Long Term Plan Audit Report and responded to questions from the meeting.

Councillor Travers/Mayor Hazlehurst

- A) That the report of the Chief Financial Officer titled “2018-28 Long Term Plan Audit Report” dated 3/09/2018 be received.
- B) That the Audit New Zealand Report to the Council on the audit of the 2018-28 Long Term Plan be received.

CARRIED

6. TREASURY ACTIVITY AND FUNDING

(Document 18/549)

Councillor Nixon/Councillor Kerr

That the report of the Manager Strategic Finance titled “Treasury Activity and Funding” dated 3/09/2018 be received.

CARRIED

7. GOVERNANCE RISK

(Document 18/740)

Councillor Kerr/Councillor Nixon

- A) That the report of the District Customer Services Manager titled “Governance Risk” dated 3/09/2018 be received.
- B) That the Risk and Audit Subcommittee recommends to Council that a workshop be held on the issue of governance risk and that the Chair of the Subcommittee be invited to attend.

With the reasons for this decision being that the objective of the decision will contribute to meeting the current and future needs of communities for good quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and business by:

- i) Setting a clear direction for Council to follow to help achieve the strategic objectives defined in the Long Term Plan and meet statutory obligations.
- ii) Increasing certainty that strategic goals will be achieved.

CARRIED

8. HEALTH AND SAFETY RISK MANAGEMENT UPDATE

(Document 18/749)

Councillor Nixon/Councillor Kerr

That the report of the Health and Safety Manager titled “Health and Safety Risk Management Update” dated 3/09/2018 be received.

CARRIED

9. ENTERPRISE RISK MANAGEMENT UPDATE

(Document 18/776)

The draft amended Enterprise Risk Management and Framework document would be circulated to the Risk and Audit Subcommittee members and be addressed at a workshop.

Mayor Hazlehurst withdrew from the meeting at approximately 11.45am and rejoined the meeting at 12.05pm.

Mr Nichols/Councillor Kerr

- A) That the report of the Risk and Corporate Services Manager titled “Enterprise Risk Management Update”, with minor amendments, dated

3/09/2018 be received.

- B) That the Risk and Audit Subcommittee recommend to Council that the updated Enterprise Risk Management Policy and Framework document, noted in “A)” above, be subsequently adopted following a council workshop.**

With the reasons for this decision being that the objective of the decision will contribute to meeting the current and future needs of communities for good quality local infrastructure, local public services and performance of regulatory functions in a way that is most cost-effective for households and business by:

- i) Providing a robust framework that promotes effective and efficient management of risks in core business processes.**

CARRIED

10. GENERAL UPDATE REPORT AND STATUS OF ACTIONS

(Document 18/814)

Mr Nichols/Councillor Travers

- A) That the report of the Manager Strategic Finance titled “General Update Report and Status of Actions” dated 3/09/2018 be received.**
- B) That the Risk and Audit Subcommittee recommend to the Chief Executive that a status of actions report be included on each council committee agenda and that officers investigate how best to address this request.**

CARRIED

11. ADDITIONAL BUSINESS ITEMS

There were no additional business items.

12. EXTRAORDINARY BUSINESS ITEMS

There were no extraordinary business items.

The meeting closed at 12.20pm

Confirmed:

Chairman:

Date: