



Hastings District Council

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OPEN MINUTES

RISK AND ASSURANCE COMMITTEE

Meeting Date: **Monday, 3 February 2020**

**Minutes of a Meeting of the Risk and Assurance Committee held on
Monday, 3 February 2020 at 1.00pm**

Table of Contents

<u>Item</u>	<u>Page No.</u>
1. Apologies	1
2. Conflicts of Interest	1
3. Confirmation of Minutes	1
4. Treasury Activity and Funding Update	2
5. Annual Review of Treasury Management Policy	2
6. Health & Safety Risk Management Update	2
7. Council Risk Appetite Statements	2
8. Risk Assurance Insurance Review	3
9. Risk Assurance Action Status	3
10. Chief Financial Officer Update	3
11. Additional Business Items	3
12. Extraordinary Business Items	4

HASTINGS DISTRICT COUNCIL

MINUTES OF A MEETING OF THE RISK AND ASSURANCE COMMITTEE HELD IN THE COUNCIL CHAMBER, GROUND FLOOR, CIVIC ADMINISTRATION BUILDING, LYNDON ROAD EAST, HASTINGS ON MONDAY, 3 FEBRUARY 2020 AT 1.00PM

PRESENT: Mr J Nichols - External Independent Appointee (Chair)
Councillors Corban, Kerr, Nixon (Deputy Chair) and
Travers
Mayor Hazlehurst

IN ATTENDANCE: Chief Executive (Mr N Bickle)
Group Manager: Asset Management (Mr C Thew)
Acting Group Manager: Economic Growth and
Organisation Improvement (Mr R Oosterkamp)
Group Manager: Human Resources (Mrs B Bayliss)
Chief Financial Officer (Mr B Allan)
Risk and Corporate Services Manager (Mr R Smith)
Financial Controller (Mr A Wilson)
Manager Strategic Finance (Mr B Chamberlain)
Health & Safety Manager (Ms J Kuzman)
District Customer Services Manager (Mr G Brittin)
Risk Assurance Advisor (Mr D Ferguson)
General Counsel (Mr S Smith)
Manager: Democracy and Governance Services (Mrs J
Evans)
Democracy & Governance Advisor (Mrs C Hilton)

ALSO PRESENT: Ms K Young, Audit NZ
Mr S Ranchhod, Bancorp

1. APOLOGIES

There were no apologies.

2. CONFLICTS OF INTEREST

There were no declarations of conflicts of interest.

3. CONFIRMATION OF MINUTES

There were no previous minutes to confirm as this was the first meeting of the triennium.

At this point the new auditor for the Council, Ms Karen Young, Audit NZ introduced herself.

4. TREASURY ACTIVITY AND FUNDING UPDATE

(Document 19/1286)

The Manager Strategic Finance, Mr Chamberlain spoke to his agenda report and responded to questions from the committee.

Mr Suresh Ranchhod, Bancorp introduced himself and backgrounded a number of current financial issues, also giving a brief update on the local economy.

Councillor Nixon/Councillor Travers

- A) That the Committee receives the report titled Treasury Activity and Funding Update.**

CARRIED

5. ANNUAL REVIEW OF TREASURY MANAGEMENT POLICY

(Document 19/1287)

The Chief Financial Officer and members of the Risk and Assurance Committee acknowledged and thanked the Manager Strategic Finance, Mr Chamberlain, for the work he had undertaken during his time at council.

Councillor Kerr/Councillor Travers

- A) That the Committee receives the report titled Annual Review of Treasury Management Policy.**

- B) That the Committee approves the proposed changes and other associated minor changes, to the Council's Treasury Management Policy, and forwards it to Council for adoption.**

CARRIED

6. HEALTH & SAFETY RISK MANAGEMENT UPDATE

(Document 20/2)

Councillor Kerr/Mr Nichols

- A) That the Committee receives the report titled Health & Safety Risk Management Update.**

- B) That the Committee recommend to Council that the updated Health and Safety Policy be ratified.**

CARRIED

7. COUNCIL RISK APPETITE STATEMENTS

(Document 19/1284)

Councillor Travers/Mr Nichols

- A) That the Committee receives the report titled Council Risk Appetite Statements.**

- B) That the Committee:**

- i. **Approve the Risk Appetite Statement “in principle” subject to marked up changes being peer reviewed by the Mayor, Chief Executive and Chair of the Risk and Assurance Committee as a fair reflection of the Council’s attitude toward risk, and subsequently,**
- ii. **Recommend to the Council that the Risk Appetite Statement be adopted as a means for communicating risk taking tolerances and monitoring risk taking behaviour and that if substantive changes are noted as part of the peer review that this document be referred to a later Council meeting for further consideration.**
- iii. **Recommends to Council that reviewing the Risk Appetite Statement should be a key step within the Long Term Plan process.**

CARRIED

8. RISK ASSURANCE INSURANCE REVIEW

(Document 20/53)

Mr Nichols/Councillor Nixon

- A) That the Committee receives the report titled Risk Assurance Insurance Review.**

CARRIED

9. RISK ASSURANCE ACTION STATUS

(Document 19/1285)

Mr Nichols/Councillor Travers

- A) That the Committee receives the report titled Risk Assurance Action Status.**

CARRIED

10. CHIEF FINANCIAL OFFICER UPDATE

(Document 19/1293)

Councillor Kerr/Mayor Hazlehurst

- A) That the Committee receives the report titled Chief Financial Officer Update.**
- B) That the Chair of the Risk and Assurance Committee works with the Chief Executive and Chief Financial Officer to start the process for the recommended appointment of a second independent member of the Risk and Assurance Committee and incorporate the review of the Terms of Reference as appropriate.**

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 3.00pm

Confirmed:

Chairman:

Date: