



Hastings District Council

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OPEN MINUTES

RISK AND ASSURANCE COMMITTEE

Meeting Date: **Monday, 4 May 2020**

**Minutes of a Meeting of the Risk and Assurance Committee held on
Monday, 4 May 2020 at 1.06pm**

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HASTINGS DISTRICT COUNCIL

MINUTES OF A MEETING OF THE RISK AND ASSURANCE COMMITTEE HELD REMOTELY VIA AUDIO VISUAL LINK DURING THE PERIOD OF THE COVID-19 PANDEMIC ALERT LEVEL 3 & 4 LOCKDOWN ON MONDAY, 4 MAY 2020 AT 1.06PM

PRESENT: (Chair) Mr J Nichols – External Independent Appointee
(Deputy Chair) Councillor Nixon
Councillors Corban, Kerr, and Travers
Mr R Hape - Heretaunga Takoto Noa Māori Standing
Committee appointee

Mayor Hazlehurst (ex officio)

IN ATTENDANCE: Chief Executive (Mr N Bickle)
Group Manager: Asset Management (Mr C Thew)
Group Manager: People & Capability (Mrs B Bayliss)
Group Manager: Corporate (Mr B Allan)
Risk and Corporate Services Manager (Mr R Smith)
Financial Controller (Mr A Wilson)
Health & Safety Manager (Ms J Kuzman)
District Customer Services Manager (Mr G Brittin)
Risk Assurance Advisor (Mr D Ferguson)
General Counsel (Mr S Smith)
Director, Regional Strategic Procurement (Mr S James)
Project Manager (Mrs J Bainbridge)
Pou Ahurea Matua: Principal Advisor: Relationships,
Responsiveness & Heritage (Dr J Graham)
Procurement Partnerships Manager (Mrs A Hirst)
Business Analyst (Mr C Thorsen)
Manager: Democracy & Governance (Mrs J Evans)
Democracy & Governance Advisor (Mrs C Hilton)

ALSO PRESENT: Audit Director, Audit NZ (Ms K Young)
Senior Transportation Engineer, Stantec (Mr D Parkinson)

1. APOLOGIES

There were no apologies.

The Chair welcomed Mr R Hape, Heretaunga Takoto Noa Māori Standing Committee appointee, to his first meeting as a member of the Risk and Assurance Committee.

2. CONFLICTS OF INTEREST

There were no declarations of conflicts of interest.

3. CONFIRMATION OF MINUTES

Councillor Travers/Mayor Hazlehurst

That the minutes of the Risk and Assurance Committee Meeting held Monday 3 February 2020 be confirmed as a true and correct record and be adopted.

CARRIED

4. PROCUREMENT AND CONTRACT MANAGEMENT

(Document 20/148)

The Procurement Partnerships Manager, Ms A Hirst, spoke to the agenda report. Officers responded to questions from the Committee members.

A copy of "Figure 8. Public Value Diagram", on Page 12 of the attached Procurement Strategy (*FIN-21-3-20-22*), was displayed and highlighted by Officers.

It was noted that adoption of the two attachment documents, being the Council's Procurement Strategy (*FIN-21-3-20-22*) and Procurement Policy (*FIN-21-3-20-21*), would be sought at the Council meeting on 7 May 2020.

Councillor Kerr/Mayor Hazlehurst

A) That the Risk and Assurance Committee receives the report titled Procurement and Contract Management.

B) That the Risk and Assurance Committee recommends that the Procurement Policy and Strategy be adopted by Council.

CARRIED

5. AUDIT NEW ZEALAND UPDATE

(Document 20/343)

The Financial Controller, Mr A Wilson, spoke to the agenda report and responded to questions from the Committee members.

Ms K Young (Audit New Zealand) spoke to the committee on the issues that Audit New Zealand will focus on, in the 2019/20 Annual Report audit.

Councillor Nixon/Councillor Travers

A) That the Committee receives the report titled Audit New Zealand Update.

CARRIED

6. COVID-19 HEALTH AND SAFETY RISK MANAGEMENT

(Document 20/344)

The Health and Safety Manager, Ms J Kuzman, spoke to the agenda report and

responded to questions from the Committee members.

Mr Nichols/Councillor Travers

A) That the Committee receives the report titled COVID-19 Health and Safety Risk Management.

CARRIED

7. RISK ASSURANCE UPDATE

(Document 20/345)

The Risk and Corporate Services Manager, Mr R Smith, spoke to the agenda report and responded to questions from the Committee members.

Councillor Kerr withdrew from the meeting at 2.22pm

Mayor Hazlehurst/Councillor Nixon

A) That the Committee receives the report titled Risk Assurance Update.

CARRIED

8. INTERNAL AUDIT

(Document 20/346)

The Financial Controller, Mr A Wilson, spoke to the agenda report and responded to questions from the Committee members.

Mayor Hazlehurst/Councillor Travers

A) That the Committee receives the report titled Internal Audit.

CARRIED

9. TREASURY ACTIVITY AND FUNDING

(Document 20/347)

The Financial Controller, Mr A Wilson, spoke to the agenda report and responded to questions from the Committee members.

Councillor Nixon/Councillor Travers

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

CARRIED

10. ADDITIONAL BUSINESS ITEMS

There were no additional business items.

11. EXTRAORDINARY BUSINESS ITEMS

There were no extraordinary business items.

The meeting closed at 2.50pm

Confirmed:

Chairman:

Date: