
Monday, 27 July 2020

Te Hui o Te Kaunihera ā-Rohe o Heretaunga

Hastings District Council: Risk and Assurance Committee Meeting

Ngā Minitī

Open Minutes

Te Rā Hui:

Meeting date:

Monday, 27 July 2020 at 2.30pm

Landmarks Room

Ground Floor

Civic Administration Building

Lyndon Road East

Hastings

Go to
www.hastingsdc.govt.nz
to see all documents

Monday, 27 July 2020

Te Hui o Te Kaunihera ā-Rohe o Heretaunga

Hastings District Council: Risk and Assurance Committee Meeting

Ngā Minitī

Open Minutes

Te Rārangi Upoko

Table of Contents

Item	Page No.
1. Apologies	1
2. Conflicts of Interest	2
3. Confirmation of Minutes	2
4. 2020/21 Insurance Renewal Programme	2
5. Health & Safety Risk Management Update Report	2
6. Annual Report 2020 Update	3
7. Group Manager: Corporate - Update	4
8. Minor Items	4
9. Urgent Items	4

Monday, 27 July 2020

Te Hui o Te Kaunihera ā-Rohe o Heretaunga

Hastings District Council: Risk and Assurance Committee Meeting

Ngā Minitī

Open Minutes

Kua Tae ā-tinana:
Present: **Chair:** Mr J Nichols – External Independent Appointee
Councillors: Councillor Simon Nixon (Deputy Chair), Alwyn Corban, Tania Kerr,
and Geraldine Travers
Mayor Sandra Hazlehurst (ex officio)

Kua Tatū:
In attendance: Chief Executive – Nigel Bickle
Group Manager: Asset Management – Craig Thew
Group Manager: Strategy & Development - Craig Cameron
Group Manager: People & Capability - Bronwyn Bayliss
Group Manager: Corporate - Bruce Allan
Risk and Corporate Services Manager – Regan Smith
Financial Controller - Aaron Wilson
Management Accountant - Jeff Tieman
Health & Safety Manager - Jennie Kuzman
Health & Safety Partner - Nikola Bass
General Counsel – Scott Smith
Manager: Democracy & Governance - Jackie Evans
Democracy & Governance Advisor - Christine Hilton

Kei Konei:
Also present: Karen Young - Audit Director, Audit NZ

1. APOLOGIES

Mr Nichols/Councillor Kerr

That an apology for absence from Mr R Hape, Heretaunga Takoto Noa Māori Standing Committee appointee and an apology for lateness from Karen Young, Audit NZ, be accepted.

CARRIED

2. CONFLICTS OF INTEREST

There were no declarations of conflicts of interest.

3. CONFIRMATION OF MINUTES

Councillor Travers/Councillor Kerr

That the minutes of the Risk and Assurance Committee Meeting held Monday, 4 May 2020 be confirmed as an accurate record.

CARRIED

4. 2020/21 INSURANCE RENEWAL PROGRAMME

(Document 20/511)

The Management Accountant, Jeff Tieman, spoke to the agenda report and responded to questions from the Committee members. He highlighted the change to the renewal date for most of council's insurance policies (now 1 November each year) as Aon was now the council's insurance broker.

Mayor Hazlehurst/Councillor Nixon

- A) That the Risk and Assurance Committee receives the report titled 2020/21 Insurance Renewal Programme.
- B) That the Committee endorse the approach taken and the outcome of the insurance renewal programme for 2020/21, noting that the full renewal will take place in November due to the change in broker services to Aon.
- C) That a workshop be held to undertake a more detailed briefing for the Risk and Assurance Committee in regard to the council's insurance arrangements for 2020/21.

CARRIED

5. HEALTH & SAFETY RISK MANAGEMENT UPDATE REPORT

(Document 20/583)

The Health & Safety Manager, Jennie Kuzman, spoke to the agenda report and responded to questions from the Committee members. She advised that the Elected Members Induction/Refresher Training workshop was now on 20 August 2020.

Officers were working to improve reporting levels from council contractors in regard to health & safety performance. It was explained that the contractor incidents shown in the table on agenda page 18, against "Recreational Services Ltd" resulted from a high standard/level of detailed reporting from that group, rather than simply reflecting a higher number of incidents occurring in that area.

As a result of time lost and changes that had occurred due to Covid-19, it was proposed that the external assessment to measure performance against the ISO 45001:2018 Gap Analysis be postponed for 12 months. It was agreed that an internal assessment against these standards be undertaken in the interim with priority being given to the highest risk units. Independent inspections of facilities would continue to be undertaken during the interim period with the report brought back to the June/July 2021 committee meeting.

Councillor Kerr/Councillor Nixon

- A) That the Risk and Assurance Committee receives the report titled Health & Safety Risk Management Update Report.
- B) That the Committee recommend to Council that the updated Health and Safety Policy be endorsed (*Policy document HR-03-02-2-20-40*).
- C) That the Committee recommend that Council postpone the external ISO 45001:2018 Gap Analysis Assessment for 12 months.
- D) That the Risk and Assurance Committee recommend an internal assessment against the ISO 45001:2018 Gap Analysis be undertaken by the Health & Safety Manager and that regular progress reports be brought back to the committee as sections of the internal assessment are completed.

CARRIED

6. ANNUAL REPORT 2020 UPDATE

(Document 20/582)

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

Finance officers were working with Audit New Zealand to address the amount of impairment resulting from the situation with the council's Heretaunga House asset and other implications and effects of Covid-19.

Karen Young (Audit New Zealand) spoke to the committee on the issues that Audit New Zealand will focus on and the need for council to undertake fair value assessments. She also spoke on the "emphasis of matter" and the implications for the council and the need to show that the value of those assets not being revalued had been considered and reassessed.

Councillor Travers/Mayor Hazlehurst

- A) That the Risk and Assurance Committee receives the report titled Annual Report 2020 Update.
- B) That, in conjunction with the Chair of the Risk and Assurance Committee, the finance team prepare a summary showing the key assumptions regarding the major types of council assets and the carrying value and recommended value for each asset class and circulate the summary to the committee members.

CARRIED

7. GROUP MANAGER: CORPORATE - UPDATE

(Document 20/580)

The Chief Financial Officer, Bruce Allan, spoke to the agenda report and responded to questions from the Committee members. He and the Chairman showed a power point presentation (CG-16-6-00023) and spoke to the main slides in that presentation.

Councillor Kerr withdrew from the meeting at 3.56pm

Mayor Hazlehurst/Mr Nichols

- A) That the Risk and Assurance Committee receives the report titled: Group Manager: Corporate – Update.

CARRIED

8. MINOR ITEMS

There were no additional business items.

9. URGENT ITEMS

There were no extraordinary business items.

The meeting closed at 4.10pm

Confirmed:

Chair:

Date: