
Monday, 19 October 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, 19 October 2020**

Venue **Landmarks Room
Ground Floor
Civic Administration Building
Lyndon Road East
Hastings**

Time start - end **1.00pm – 4.05pm**

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

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Te Rārangi Upoko

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Chair: Mr Jon Nichols – Independent Appointee
Councillors: Councillors Simon Nixon (Deputy Chair), Alwyn Corban, and Geraldine Travers
Kua Tae ā-tinana:
Present: Mr Jaun Park – Independent Appointee
Mayor Sandra Hazlehurst (ex officio) – *(Present for part of the meeting)*

Kua Tatū:
In attendance: Group Manager: Corporate - Bruce Allan
Group Manager: Asset Management – Craig Thew
Group Manager: People & Capability - Bronwyn Bayliss
Risk and Corporate Services Manager – Regan Smith
Financial Controller - Aaron Wilson
Management Accountant - Jeff Tieman
Health & Safety Manager - Jennie Kuzman
General Counsel – Scott Smith
Manager: Democracy & Governance - Jackie Evans
Democracy & Governance Advisor – Vicki Rusbatch

Kei Konei: Suresh Ranchhod, Bancorp (Item 4)
Also present: Karen Young, Office of the Auditor-General

The Chairman opened the meeting and welcomed newly appointed independent member Jaun Park to the meeting.

HUI

Jon Nichols/Councillor Nixon

That apologies for lateness from Mayor Hazlehurst and for absence from Councillor Kerr and Robin Hape - Heretaunga Takoto Noa Māori Standing Committee appointee be accepted.

CARRIED

2. CONFLICTS OF INTEREST - HE NGĀKAU KŌNATUNATU

There were no declarations of conflicts of interest.

3. **CONFIRMATION OF MINUTES - *TE WHAKAMANA I NGĀ MINITI***

Councillor Travers/Councillor Nixon

That the minutes of the Risk and Assurance Committee Meeting held Monday 27 July 2020 be confirmed as an accurate record.

CARRIED

4. **QUARTERLY TREASURY UPDATE**

(Documents 20/847)

Financial Controller, Aaron Wilson, spoke to his report updating the meeting on treasury and funding issues.

Mr Suresh Ranchhod, Bancorp, spoke to his circulated presentation (CG-16-6-00034) which covered national and global topics and responded to questions from the meeting.

Councillor Travers/Councillor Nixon

That the Risk and Assurance Committee receive the report titled Quarterly Treasury Update dated 19 October 2020.

CARRIED

5. **RISK APPETITE MEASURES**

(Document 20/838)

Risk and Corporate Services Manager, Regan Smith, spoke to his agenda report and responded to questions from the Committee.

Jon Nichols/Councillor Nixon

That the Risk and Assurance Committee receives the report titled Risk Appetite Measures dated 19 October 2020.

CARRIED

6. UPDATED ENTERPRISE RISK MANAGEMENT FRAMEWORK AND REVISED STRATEGIC RISK REGISTER

(Document 20/561)

Risk and Corporate Services Manager, Regan Smith, spoke to his agenda report and responded to questions from the Committee.

Councillor Travers/Jon Nichols

- A) That the Risk and Assurance Committee receives the report titled Updated Enterprise Risk Management Framework and Revised Strategic Risk Register dated 19 October 2020.
- B) That the following documents be submitted to the Strategy and Policy Committee for discussion:
 - i. Hastings District Council Enterprise Risk Management framework and policy.
 - ii. Hastings District Council Tier 1 Strategic Risk Register.

CARRIED

It was noted that the Chair of the Risk and Assurance Committee would attend the Strategy and Policy Committee meeting for the discussion on the documents referred to in part B) of the resolution.

Mayor Hazlehurst joined the meeting at 2.20pm.

7. RISK ASSURANCE UPDATE

(Document 20/836)

Risk and Corporate Services Manager, Regan Smith presented the report and updated the meeting on the main points in his report.

Bruce Allan drew the meeting's attention to the Crowe Report Appendix on Pages 81 and 82 of the agenda which showed the "good practice" areas.

Councillor Travers/Councillor Corban

- A) That the Risk and Assurance Committee receives the report titled Risk Assurance Update dated 19 October 2020.
- B) That the Committee ratifies the Draft Risk Assurance Review Plan and Proposed Internal Audit Plan for 2020-21.

CARRIED

8. CONTRACTOR H&S PERFORMANCE REPORT

(Document 20/835)

Health and Safety Manager, Jennie Kuzman spoke to her agenda report. She and Group Manager: Asset Management, Craig Thew responded to questions from the meeting.

Mr Park/Mayor Hazlehurst

That the Risk and Assurance Committee receives the report of the Health and Safety Manager titled Contractor H&S Performance Report dated 19 October 2020.

CARRIED

9. INSURANCE UPDATE

(Document 20/827)

Group Manager: Corporate, Bruce Allan presented the report and responded to questions from the meeting. There was extensive discussion about the appropriate level of cover for disaster insurance.

Councillor Nixon/Mr Park

- A) That the Risk and Assurance Committee receives the report of the Group Manager: Corporate titled Insurance Update dated 19 October 2020.
- B) That Officers continue to have discussions with LAPP on the chances of increasing the upper limits and to report back in the coming months on further options for the Committee to consider.

CARRIED

10. 2021-31 LONG TERM PLAN

(Document 20/834)

Group Manager: Corporate, Bruce Allan presented the report on behalf of the Strategy Manager. It was noted the Committee would receive further updates on the development of the Long Term Plan in December 2020 and February 2021.

Mayor Hazlehurst/Councillor Travers

- A) That the Risk and Assurance Committee receives the report of the Strategy Manager titled 2021-31 Long Term Plan dated 19 October 2020.
- B) That the Committee note that the 1 February 2021 update will include endorsement of the more significant policies which underpin the Long Term Plan.
- C) That the Committee look at a 5 year snapshot of capital works in terms of what was in the LTP, what was actually delivered and reflecting on the reasons for any non-delivery.

CARRIED

11. ANNUAL REPORT 2020 UPDATE

(Documents 20/864, CG-16-6-00033)

Financial Controller, Aaron Wilson presented the report on the status of the Annual Report. Audit NZ schedule had been significantly impacted by COVID-19, and they had not been able to complete the audit in time for Council adoption before the end of October 2020. As a result, the adoption of the Annual Report has been rescheduled to a later Council meeting.

Audit NZ had also raised a potential issue in relation to a non-financial performance measure – specifically *DIA Mandatory Performance Measure 4 (customer satisfaction)*.

Karen Young, Office of the Auditor-General, explained that the specific issues relating to the customer satisfaction measure related to “completeness” issues around the logging of 3 Waters complaints. The issue was material for a number of councils. Ms Young and officers responded to questions from the meeting.

Councillor Corban/Councillor Travers

That the Risk and Assurance Committee receives the report titled Annual Report 2020 Update dated 19 October 2020.

CARRIED

Councillor Nixon left the meeting at 3.40pm.

12. GROUP MANAGER: CORPORATE UPDATE REPORT

(Document 20/881)

Group Manager: Corporate, Bruce Allan spoke to his agenda report.

Councillor Travers/Jon Nichols

That the Risk and Assurance Committee receives the report titled Group Manager: Corporate Update Report dated 19 October 2020.

CARRIED

Councillor Nixon rejoined the meeting at 4:02pm.

13. MINOR ITEMS - NGĀ TAKE ITI

There were no additional business items.

14. URGENT ITEMS - NGĀ TAKE WHAKAHIHIRI

There were no extraordinary business items.

The meeting closed at 4.05pm

Confirmed:

Chairman:

Date: