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Monday, 7 December 2020

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*Te Hui o Te Kaunihera ā-Rohe o Heretaunga*

**Hastings District Council: Risk and Assurance Committee Meeting**

*Ngā Minitī*

# Open Minutes

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*Te Rā Hui:*  
Meeting date: **Monday, 7 December 2020**

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Venue **Council Chamber  
Ground Floor  
Civic Administration Building  
Lyndon Road East  
Hastings**

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Time start - end **1.00pm – 4.20pm**

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Go to  
[www.hastingsdc.govt.nz](http://www.hastingsdc.govt.nz)  
to see all documents

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## Hastings District Council: Risk and Assurance Committee Meeting

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*Te Rārangi Upoko*

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*Te Hui o Te Kaunihera ā-Rohe o Heretaunga*

## Hastings District Council: Risk and Assurance Committee Meeting

### *Ngā Minitī*

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**Chair:** Mr J Nichols – External Independent Appointee  
**Councillors:** Councillor Simon Nixon (Deputy Chair), Alwyn Corban, Tania Kerr, Jaun Park – External Independent Appointee

*Kua Tae ā-tinana:*  
**Present:**

Mayor Sandra Hazlehurst (ex officio)

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*Kua Tatū:*  
**In attendance:**

Chief Executive - Nigel Bickle  
Group Manager: Asset Management – Craig Thew  
Group Manager: People & Capability - Bronwyn Bayliss  
Group Manager: Corporate - Bruce Allan  
Risk and Corporate Services Manager – Regan Smith  
Financial Controller - Aaron Wilson  
Health & Safety Manager - Jennie Kuzman  
Health & Safety Partner - Nikola Bass  
Strategy Manager – Lex Verhoeven  
Manager: Democracy & Governance - Jackie Evans  
Democracy & Governance Advisor - Christine Hilton

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

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## 1. **APOLOGIES & LEAVE OF ABSENCE – NGĀ WHAKAPĀHATANGA ME TE WEHENGĀ Ā-HUI**

Councillor Kerr/Mayor Hazlehurst

That Apologies for Absence from Councillor Geraldine Travers and Mr 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 Nixon/Councillor Corban

That the minutes of the Risk and Assurance Committee Meeting held Monday 19 October 2020 be confirmed as a true and correct record and be adopted.

CARRIED

*The meeting then adjourned at 1.06pm to enable another previously scheduled meeting to take place. Following an afternoon tea break, the Risk and Assurance Committee meeting resumed at 2.20pm.*

*Karen Young - Audit Director, Audit NZ joined the meeting at 2.23pm.*

## 4. 2021-2031 LONG TERM PLAN

(Document 20/1016) (One attachment to report circulated in separate document prior to meeting)

The attachment to the report (CG-16-6-00043) formed part of a document (CG-16-6-00047) circulated separately to the agenda, prior to the meeting.

The Strategy Manager, Lex Verhoeven, spoke to his agenda report and responded to questions from the committee. Mr Verhoeven and the Group Manager: Asset Management, Craig Thew, gave a power point presentation (CG-16-6-00050) and highlighted the main points, responding to questions from the committee.

Councillor Nixon/Mayor Hazlehurst

- A) That the Risk and Assurance Committee receive the report of the Strategy Manager titled 2021-2031 Long Term Plan dated 7 December 2020.
- B) That the Committee provide guidance on any elements within the circulated material or presentations made at the meeting.

CARRIED

## 5. 2019/20 ANNUAL REPORT

(Document 20/1042) (Two attachments to report circulated in separate document prior to meeting) (Three additional attachments from Audit NZ also circulated separately prior to meeting)

Three additional documents from Audit NZ had been circulated separately to members prior to meeting. These comprised a memo to Hastings District Council and the Risk and Assurance Committee (CG-16-6-00044); a Representation Letter for the year ended 30 June 2020 (CG-16-6-00045); and the Independent Auditor's Report (CG-16-6-00046).

The two attachments to the report (*CG-16-6-00048 and CG-16-6-00049*) formed part of a document (*CG-16-6-00047*) circulated separately to the agenda, prior to the meeting.

The recommendations to council under this item, to adopt the Annual Report, were to be incorporated into a report on the agenda for the next Council meeting on 8 December 2020.

Karen Young, Audit NZ, spoke to the three additional documents that had been circulated prior to the meeting. She advised that the audit opinion had been split into two parts – an unqualified opinion on the financial statements and a qualified opinion on the non-financial measures. She responded to questions from the committee.

It was suggested that feedback should be given to the Department of Internal Affairs (“DIA”), as part of the audit reform feedback this department was seeking via its website. The committee supported asking the DIA to revoke the current requirement regarding individual recording of subsequent complaints on the same matter, as well as logging the initial complaint.

The Financial Controller, Aaron Wilson, addressed his agenda report, giving a brief summary and responding to questions from the committee. The work that Mr Wilson and his team had undertaken in regard to the Annual Report was acknowledged by the meeting and by Ms Young, on behalf of Audit NZ. A Management Letter was still to be forwarded by Audit NZ.

Councillor Kerr/Councillor Nixon

- A) That the Risk and Assurance Committee receive the report of the Financial Controller titled 2019/20 Annual Report dated 7 December 2020.
- B) That the Committee recommend to Council that the Annual Report for the year ended 30 June 2020 be adopted and that the letters of Representation be approved for signing by the Chief Executive and the Mayor prior to issuance to Audit NZ.

CARRIED

## **6. GROUP MANAGER CORPORATE QUARTERLY UPDATE**

(Document 20/1064)

Mayor Hazlehurst/Councillor Kerr

- A) That the Risk and Assurance Committee receive the report of the Group Manager: Corporate titled Group Manager Corporate Quarterly Update dated 7 December 2020.

CARRIED

## **7. MINOR ITEMS - NGĀ TAKE ITI**

There were no additional business items.

## **8. URGENT ITEMS - NGĀ TAKE WHAKAHIHIRI**

There were no extraordinary business items.

The Chair and Committee members and council officers were thanked for their work during the year.

The meeting closed at 4.20pm

Confirmed:

Chairman:

Date: