

Monday, 12 February 2024

Te Hui o Te Kaunihera ā-Rohe o Heretaunga

Hastings District Council: Risk and Assurance Committee Meeting

Ngā Minitī

Minutes

Te Rā Hui:

Meeting date: **Monday, 12 February 2024**

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

Time start - end **10.00am – 1.23pm**

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Chair: Mr J Nichols – External Independent Appointee
Councillors: Simon Nixon (Deputy Chair), Alwyn Corban, Tania Kerr, Michael Fowler (Chair of Performance & Monitoring Committee) and a vacancy
Mayor Sandra Hazlehurst
External Independent Appointee: Graeme McGlenn

Kua Tae ā-tinana:
Present:

Kua Tatū:
In attendance:

Deputy Chief Executive - Bruce Allan
Group Manager: People & Capability - Bronwyn Bayliss
Group Manager: Asset Management – Craig Thew
Group Manager: Community Wellbeing & Services – Rebekah Dinwoodie
Chief Risk Officer – Regan Smith
Risk Assurance Advisor - Steffi Reeves-Bird
Business Continuity & Emergency Readiness Advisor - Elmien Steyn
Risk & Resilience Co-ordinator - Mark Lungley
Chief Financial Officer – Ross Franklin
Financial Controller - Aaron Wilson
Management Accountant - Jeff Tieman
Health & Safety and Wellbeing Manager - Jennie Kuzman
Health & Safety and Wellbeing Partner - Nikola Bass
Chief Information Officer – Warren Perry
Team Leader, IT Operations - Aaron McWilliams
Strategy Manager – Lex Verhoeven
Strategic Policy & Evaluation Advisor - Taylor Eubanks
Manager: Democracy & Governance Services – Louise Stettner
Democracy & Governance Advisor – Caitlyn Dine

Kei Konei:
Also present: Councillor Marcus Buddo

1. APOLOGIES – NGĀ WHAKAPĀHATANGA

There were no apologies.

2. CONFLICTS OF INTEREST - HE NGĀKAU KŌNATUNATU

There were no declarations of conflicts of interest.

3. CONFIRMATION OF MINUTES - TE WHAKAMANA I NGĀ MINITI

Graeme McGlinn/Jon Nichols

That the minutes of the Risk and Assurance Committee Meeting held Monday 20 November 2023 be confirmed as an accurate record.

CARRIED

4. TREASURY ACTIVITY AND FUNDING UPDATE

(Document ref 24/28)

Financial Controller, Aaron Williams and Chief Financial Officer, Ross Franklin, spoke to the report and responded to questions from the committee.

Councillor Fowler/Graeme McGlinn

- A) That the Risk and Assurance Committee receive the report titled Treasury Activity and Funding Update dated 12 February 2024.
- B) That the Risk and Assurance Committee notes that it endorses the approach to advise Bancorp to develop a hedging strategy that moves Council's fixed interest cover to the midpoint of policy as financially efficient as possible.
- C) That the Risk and Assurance Committee will reconvene to discuss Council's future debt to revenue ratio following the Long Term Plan Working Groups deliberations before the full Council makes its decisions.

CARRIED

5. LONG TERM PLAN RISK UPDATE

(Document ref 24/30)

Risk Manager, Steffi Reeves-Bird and Chief Risk Officer, Regan Smith, spoke to the report and responded to questions from the committee.

Councillor Corban/Councillor Kerr

- A) That the Risk and Assurance Committee Meeting receive the report titled Long Term Plan Risk Update dated 12 February 2024.
- B) That the Risk and Assurance Committee review the various financial and risk policies prior to the release of the Draft Long Term Plan.

- C) That the Risk and Assurance Committee will hold additional meetings as needed to ensure oversight of the Long Term Plan process and considerations.
- D) That the Risk and Assurance Committee request quarterly updates on risk-based indicators including growth.
- E) That the Risk and Assurance Committee recommends to the Council that there be a specific focus on how Council account's for growth related capital expenditure and developer contributions.

CARRIED

6. CYCLONE GABRIELLE LEARNINGS 1 YEAR REVIEW

(Document ref 24/22)

Chief Risk Officer, Regan Smith spoke to the report. He and Group Manager: Asset Management, Craig Thew responded to questions from the committee.

Councillor Kerr/Mayor Hazlehurst

That the Risk and Assurance Committee receive the report titled Cyclone Gabrielle Learnings 1 Year Review dated 12 February 2024.

CARRIED

7. RISK PROFILE UPDATE - RECOVERY PROGRAMME AND 3 WATER REFORM

(Document ref 24/24) (Attachment 3 was included in Public Excluded Attachment document)

Chief Risk Officer, Regan Smith spoke to the report. He and Group Manager: Asset Management, Craig Thew responded to questions from the committee.

Councillor Kerr/Councillor Nixon

That the Risk and Assurance Committee receive the report titled Risk Profile Update - Recovery Programme and 3 Water Reform dated 12 February 2024.

CARRIED

8. ASSURANCE REVIEW PROGRAMME UPDATE

(Document ref 24/29)

Risk Manager, Steffi Reeves-Bird, Spoke to the report and responded to questions from the committee.

Jon Nichols/Councillor Fowler

- A) That the Risk and Assurance Committee Meeting receive the report titled Assurance Review Programme Update dated 12 February 2024
- B) That the Committee endorse the updated annual Assurance Review Programme 2023 – 2026.

CARRIED

9. RISK AND ASSURANCE COMMITTEE TERMS OF REFERENCE UPDATE

(Document ref 24/31) (The five attachments were included in a Separate Attachment document)

Chief Risk Officer, Regan Smith, spoke to the report and responded to questions from the committee.

Independent member, Graham McGlinn, provided to officers a file note on Audit Quality Reviews by Regulators as attached to the report as attachment 1 (IRB-3-15-24-96) . Mr McGlinn provided a verbal update to the committee on his report.

Mayor Hazlehurst/Graeme McGlinn

- A) That the Risk and Assurance Committee receive the report titled Risk and Assurance Committee Terms of Reference Update dated 12 February 2024.
- B) That the Committee ratify the updated Terms of Reference and recommend to Council to approve the change.
- C) That the Committee adopt the annual work programme.

CARRIED

10. HEALTH, SAFETY & WELLBEING UPDATE

(Document ref 24/2)

Health, Safety and Wellbeing Manager, Jennie Kuzman, spoke to the report and responded to questions from the committee.

Jon Nichols/Graeme McGlinn

That the Risk and Assurance Committee receive the report titled Health, Safety & Wellbeing Update dated 12 February 2024.

CARRIED

11. MINOR ITEMS - *NGĀ TAKE ITI*

There were no additional business items.

12. URGENT ITEMS - *NGĀ TAKE WHAKAHIHIRI*

There were no extraordinary business items.

13. RECOMMENDATION TO EXCLUDE THE PUBLIC FROM ITEMS 14 AND 15

SECTION 48, LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT 1987

Councillor Nixon/Graeme McGlinn

THAT the public now be excluded from the following parts of the meeting, namely;

14 Health & Safety Contracts - Contractors' Health & Safety Performance Report

15 IMBT Risk Deep Dive

The general subject of the matter to be considered while the public is excluded, the reason for passing this Resolution in relation to the matter and the specific grounds under Section 48 (1) of the Local Government Official Information and Meetings Act 1987 for the passing of this Resolution is as follows:

<i>GENERAL SUBJECT OF EACH MATTER TO BE CONSIDERED</i>	<i>REASON FOR PASSING THIS RESOLUTION IN RELATION TO EACH MATTER, AND PARTICULAR INTERESTS PROTECTED</i>	<i>GROUND(S) UNDER SECTION 48(1) FOR THE PASSING OF EACH RESOLUTION</i>
14 Health & Safety Contracts - Contractors' Health & Safety Performance Report	<p>Section 7 (2) (b) (ii)</p> <p>The withholding of the information is necessary to protect information where the making available of the information would be likely to unreasonably prejudice the commercial position of the person who supplied or who is the subject of the information.</p> <p>The report contains sensitive Health & Safety information relating to third party activities..</p>	Section 48(1)(a)(i) Where the Local Authority is named or specified in the First Schedule to this Act under Section 6 or 7 (except Section 7(2)(f)(i)) of this Act.
15 IMBT Risk Deep Dive	<p>Section 7 (2) (b) (i)</p> <p>The withholding of the information is necessary to protect information where the making available of the information would disclose a trade secret.</p> <p>Sharing of security elements which protect Council information systems.</p>	Section 48(1)(a)(i) Where the Local Authority is named or specified in the First Schedule to this Act under Section 6 or 7 (except Section 7(2)(f)(i)) of this Act.

CARRIED

The meeting closed at 1.23pm

Confirmed:

Chairman:

Date: