
Tuesday, 2 February 2021

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: **Tuesday, 2 February 2021**

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

Time start - end **9.00am – 12.05pm**

Go to
www.hastingsdc.govt.nz
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Chair: Mr J Nichols – External Independent Appointee
Councillors: Councillor Simon Nixon (Deputy Chair), Alwyn Corban, Tania Kerr, and Geraldine Travers
Kua Tae ā-tinana:
Present: Jaun Park – External Independent Appointee
Mayor Sandra Hazlehurst (ex officio)

Kua Tatū:
In attendance: Chief Executive - Nigel Bickle
Group Manager: Asset Management – Craig Thew
Group Manager: Corporate - Bruce Allan
Risk and Corporate Services Manager – Regan Smith
Risk Assurance Advisor - Steffi Bird
Procurement Partnerships Manager - Ange Hirst
Financial Controller - Aaron Wilson
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 & LEAVE OF ABSENCE – NGĀ WHAKAPĀHATANGA ME TE WEHENGĀ Ā-HUI**

Councillor Kerr/Councillor Travers

That an Apology For Absence from 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 Kerr/Councillor Travers

That the minutes of the Risk and Assurance Committee Meeting held Monday 7 December 2020 be confirmed as an accurate record.

CARRIED

4. RISK ASSURANCE UPDATE

(Document 21/3)

The Risk Assurance Advisor, Steffi Bird, and the Risk and Corporate Services Manager, Regan Smith, spoke to the agenda report and responded to questions from the committee.

Councillor Nixon/Councillor Travers

A) That the Risk and Assurance Subcommittee receive the report titled Risk Assurance Update dated 2 February 2021.

CARRIED

5. HEALTH & SAFETY RISK MANAGEMENT UPDATE

(Document 21/6)

The Health & Safety Manager, Jennie Kuzman, spoke to her agenda report and responded to questions from the committee.

Councillor Kerr/Councillor Travers

A) That the Risk and Assurance Committee receive the report titled Health & Safety Risk Management Update dated 2 February 2021.

CARRIED

The meeting adjourned for morning tea at 10.30am and resumed at 10.50am

6. TREASURY ACTIVITY AND FUNDING UPDATE

(Document 21/4)

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

Jon Nichols/Councillor Travers

- A) That the Risk and Assurance Committee Meeting receive the report titled Treasury Activity and Funding Update dated 2 February 2021.

CARRIED

7. ANNUAL REVIEW OF TREASURY MANAGEMENT POLICY

(Document 21/5)

The Financial Controller, Aaron Wilson, spoke to his agenda report and to a presentation slide titled “LTP Debt Forecast Summary” (CG-16-6-00059). He responded to questions from the committee.

Council’s Treasury advisors, Bancorp, had reviewed and supported this proposed change to the Treasury Management Policy.

Recommendation B) under this item would be referred to the Council meeting on 11 February 2021 for consideration.

Jon Nichols/Councillor Travers

- A) That the Risk and Assurance Committee Meeting receive the report titled Annual Review of Treasury Management Policy dated 2 February 2021.
- B) That the Committee approves the proposed changes to the Treasury Management Policy relating to an adjustment to the net external debt as a percentage of income from 150% up to 175% and recommends that it be adopted by Council.

CARRIED

Councillor Nixon ABSTAINED from voting in regard to the resolution for Item 7.

8. GROUP MANAGER CORPORATE QUARTERLY UPDATE

(Document 21/16) (An additional attachment from Audit NZ also was circulated separately prior to meeting)

The Group Manager: Corporate, Bruce Allan, spoke to his agenda report and responded to questions from the committee.

An additional document from Audit NZ had been circulated separately to members prior to the meeting. This was the Audit NZ Management Letter for the 2020 Annual Report, in the form of a document titled “Report to the Council on the audit of HDC For the Year ended 30 June 2020” (FIN-07-01-21-448).

Karen Young, Audit NZ, spoke to the circulated Management Letter, acknowledged the assistance given by the Council's finance team in relation to the audit work and responded to questions from the committee.

Audit NZ would work with the Group Manager: Corporate to look further at the way the issue of incomplete information relating to a number of complaints received by HDC had been addressed. It was suggested a management comment could be included in the management response to note that most other NZ councils had also experienced this issue.

An additional meeting had been scheduled, on Monday, 1 March 2021, to address LTP related issues that had not been ready to include on today's meeting agenda.

Councillor Travers/Councillor Kerr

- A) That the Risk and Assurance Committee receive the report titled Group Manager Corporate Quarterly Update dated 2 February 2021.
- B) That the Risk and Assurance Committee receive the Audit New Zealand Management Letter in the form of the document titled *"Report to the Council on the audit of Hastings District Council For the Year ended 30 June 2020" (FIN-07-01-21-448)*.

CARRIED

9. REPORT FROM THE CHAIR - RECAP OF 2020

(Document 21/38)

The Chair, Jon Nichols, gave a verbal presentation reviewing the previous year and spoke to a power point slide *"RAA 2020 Recap" (CG-16-6-00058)*.

The meeting acknowledged the work that the Chair had undertaken during the past year.

Jon Nichols/Councillor Kerr

- A) That the Risk and Assurance Committee receive the report titled Report from the Chair - Recap of 2020 dated 2 February 2021.

CARRIED

10. MINOR ITEMS - NGĀ TAKE ITI

There were no additional business items.

11. URGENT ITEMS - NGĀ TAKE WHAKAHIHIRI

There were no extraordinary business items.

12. RECOMMENDATION TO EXCLUDE THE PUBLIC FROM ITEM 13

SECTION 48, LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT 1987

Jon Nichols/Mayor Hazlehurst

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

13 IT Risks and Controls

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>
13 IT Risks and Controls	<p>Section 7 (2) (h)</p> <p>The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities.</p> <p>To protect Council's IT controls and risk management.</p>	<p>Section 48(1)(a)(i)</p> <p>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.</p>

CARRIED

The meeting closed at 12.05pm

Confirmed:

Chairman:

Date: