

---

Monday, 1 March 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: **Monday, 1 March 2021**

---

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

---

Time start - end **11.00am – 12.48pm**

---

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

---

Monday, 1 March 2021

---

*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

---

<b>Item</b>		<b>Page No.</b>
1.	Apologies & Leave of Absence – <i>Ngā Whakapāhatanga me te Wehenga ā-Hui</i>	1
2.	Conflicts of Interest - <i>He Ngākau Kōnatunatu</i>	1
3.	Confirmation of Minutes - <i>Te Whakamana i Ngā Minitī</i>	2
4.	Long Term Plan - Risk and Assurance Overview	2
5.	Minor Items - <i>Ngā Take Iti</i>	3
6.	Urgent Items - <i>Ngā Take Whakahihiri</i>	3

---

---

Monday, 1 March 2021

---

*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  
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  
Group Manager: Strategy and Development – Craig Cameron  
Risk and Corporate Services Manager – Regan Smith  
Risk Assurance Advisor - Steffi Bird  
Business Continuity & Emergency Readiness Advisor - Elmein Steyn  
Strategy Manager – Lex Verhoeven  
Business Analyst - Cambell Thorsen  
Democracy & Governance Advisor - Christine Hilton

---

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

There were no apologies or Leaves of Absence requested in regard to this meeting.

### 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 Kerr

That the minutes of the Risk and Assurance Committee Meeting held Tuesday 2 February 2021, including the minutes addressed while the Public Were Excluded, be confirmed as an accurate record.

CARRIED

### 4. LONG TERM PLAN - RISK AND ASSURANCE OVERVIEW

(Document 21/123)

The Strategy Manager, Lex Verhoeven, and the Group Manager: Asset Management, Craig Thew spoke to the agenda report and responded to questions from the meeting. A power point slide was addressed which was a copy of the Risk Assurance diagram contained in Attachment 1 of the agenda (CG-16-6-00065). Officers addressed and expanded on the main points under each section of the diagram.

The main points that were addressed by Officers included the following:

- Governance oversight existed at each stage of the Long Term Plan (“LTP”) process.
- A long term approach was taken, incorporating continuity from one plan to the next.
- The overall audit process and strategic issues were outlined.
- The Financial Strategy (Attachment 2) was referred to.
- The Infrastructure Strategy (Attachment 3) was referred to, particularly each of the bullet points on Agenda Page 24.
- How Council keeps track of an asset’s condition and when that asset needs replacing – how this information can be conveyed in a form that the average layperson could understand.
- First bullet point on Agenda Page 14 – the figure of 2,330 new homes was queried. Officers to ensure that all forecasting and totals within the LTP documentation were consistent and clear. An explanatory paragraph will be added.
- How Council will address the future-proofing of its assets – by using updated modelling of flood schemes, to allow for the effects of climate change.
- Consideration of the needs of an aging population – access is important.
- How Council will measure success in delivery of its services.
- What was the next generation performance matrix.
- Undertake in-depth checking “behind the scenes” in relation to processes.
- Differentiate between critical and non-critical assets.
- What is the Council’s “risk line” – to balance costs against being risk averse, but maintaining performance levels.
- The need to increase budget (Pages 41 and 46) to ensure quality of data to assess asset value.
- The aim to spread costs and smooth the work programme without compromising the Council’s core services/assets.
- Governance statement in relation to any improvement plans – approximately 22 critical items to give assurance to Council – need to refer these to Risk and Assurance Committee in first instance.
- Need to be clear and consistent when addressing interest rates – could any details relating to this aspect be included in the Treasury report?
- Need flexible 10 year plan – need to acknowledge other events that may impact on operations.

- How to plan creatively to counter the effects of any adverse effects that may occur.
- Demographic information – the makeup of this information.
- Asset Management has first call on funding so that asset renewal was not compromised.
- Table Page 53 – Mayor, Councillors and Risk and Assurance Committee members should be kept informed of any changes made in regard to future growth investment decisions.
- Have relevant documentation co-peer reviewed.

Jon Nichols/Councillor Travers

- A) That the Risk and Assurance Committee receive the report titled Long Term Plan - Risk and Assurance Overview dated 1 March 2021.
- B) That the Risk and Assurance Committee recommend to Council that the Financial and Infrastructure Strategies and the Long Term Plan are robust and should be adopted and that the Committee should continue its oversight as appropriate through the audit and associated improvement process. The Committee also recommends that the Long Term Plan include clarification so that the average layperson can understand how the Council knows that it is spending the right amount, at the right time and in the right place.

CARRIED

## 5. **MINOR ITEMS - NGĀ TAKE ITI**

There were no additional business items.

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

There were no extraordinary business items.

---

The meeting closed at 12.48pm

Confirmed:

Chairman:

Date: