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Monday, 13 September 2021

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

## Hastings District Council: Risk and Assurance Committee Meeting

*Ngā Minitī*

# Minutes

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*Te Rā Hui:*

Meeting date: **Monday, 13 September 2021**

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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 – 3.55pm**

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

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*Te Rārangi Upoko*

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## Hastings District Council: Risk and Assurance Committee Meeting

*Ngā Minitī*

# Minutes

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*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

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*Kua Tatū:*  
**In attendance:**

Chief Executive – Nigel Bickle  
Group Manager: Asset Management – Craig Thew  
Group Manager: Planning & Regulatory Services – John O’Shaughnessy  
Group Manager: Strategy & Development – Craig Cameron  
Group Manager: People & Capability – Bronwyn Bayliss  
Group Manager: Corporate – Bruce Allan  
Risk and Corporate Services Manager – Regan Smith  
Risk Assurance Advisor – Steffi Bird  
Business Continuity & Emergency Readiness Advisor – Elmién Steyn  
Financial Controller – Aaron Wilson  
Health & Safety Manager – Jennie Kuzman  
Chief Information Officer – Andrew Smith  
Team Leader IT Operations - Warren Perry  
Manager: Democracy & Governance Services – Louise Stettner  
Democracy & Governance Advisor – Christine Hilton

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## 1. APOLOGIES – NGĀ WHAKAPĀHATANGA

Jon Nichols/Councillor Kerr

That an apology for absence from Robin Hape – Heretaunga Takoto Noa Māori Standing Committee appointee and an apology for lateness from Mayor Sandra Hazlehurst 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/Jaun Park

That the minutes of the Risk and Assurance Committee Meeting held Monday 5 July 2021 be confirmed as an accurate record.

CARRIED

## 4. EMERGING RISKS ENVIRONMENT SCAN

(Document 21/473) (Three attachments in separate document)

Risk and Corporate Services Manager, Regan Smith, spoke to the report and responded to questions from the Committee. He sought feedback from the Committee regarding potential emerging risks to the council's delivery of its Long Term Plan objectives.

*Mayor Sandra Hazlehurst joined the meeting at 1.08pm.*

Councillor Nixon/Councillor Kerr

That the Risk and Assurance Committee receive the report titled Emerging Risks Environment Scan dated 13 September 2021.

CARRIED

## 5. REFORM UPDATE

(Document 21/475) (Five attachments in separate document)

Group Manager: People & Capability, Bronwyn Bayliss and Group Manager: Asset Management, Craig Thew, spoke to the report and responded to questions from the Committee.

*Councillor Tania Kerr left the meeting at approximately 2.05pm.*

Jon Nichols/Mayor Hazlehurst

That the Risk and Assurance Committee receive the report titled Reform Update dated 13 September 2021.

CARRIED

## 6. COUNCIL'S STRATEGIC RESPONSE TO COMMUNITY AND ECONOMIC GROWTH DEMANDS

(Document 21/483)

Group Manager: Strategy & Development, Craig Cameron, spoke to the report, together with Group Manager: Planning & Regulatory Services, John O'Shaughnessy and the Chief Executive, Nigel Bickle. They responded to questions from the Committee.

*Mayor Sandra Hazlehurst left the meeting at 2.10pm.*

*Councillor Tania Kerr rejoined the meeting at 2.15pm.*

*Mayor Sandra Hazlehurst rejoined the meeting at 2.17pm.*

Councillor Nixon/Jon Nichols

That the Risk and Assurance Committee receive the report titled Council's Strategic Response to Community and Economic Growth Demands dated 13 September 2021.

CARRIED

## 7. ENTERPRISE RISK MANAGEMENT FRAMEWORK REVIEW

(Document 21/474) (Two attachments in separate document)

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

Councillor Kerr/Councillor Travers

That the Risk and Assurance Committee receive the report titled Enterprise Risk Management Framework Review dated 13 September 2021.

CARRIED

## 8. ANNUAL REPORT 2021 UPDATE

(Document 21/477)

Financial Controller, Aaron Wilson, spoke to the report together with Group Manager: Asset Management, Craig Thew and the Chief Executive, Nigel Bickle. They responded to questions from the Committee.

Officers were asked to confirm with Audit NZ about the process of logging calls where an initial call on a matter was logged and subsequent calls on the same issue had not been treated/logged as separate calls.

It was noted that a National Working Group was working with the Department of Internal Affairs to ensure that this mandatory measure of recording calls could be addressed satisfactorily to avoid it becoming an adverse ongoing issue reflected in subsequent Audit Opinions.

The meeting congratulated Council officers on the result that had been achieved in regard to the 2021 Annual Report.

Jon Nichols/Councillor Travers

That the Risk and Assurance Committee receive the report titled Annual Report 2021 Update dated 13 September 2021.

CARRIED

## **9. TREASURY ACTIVITY AND FUNDING UPDATE**

(Document 21/478) (One attachment in separate document)

Financial Controller, Aaron Wilson, spoke to the report and responded to questions from the Committee.

Councillor Corban/Councillor Nixon

That the Risk and Assurance Committee receive the report titled Treasury Activity and Funding Update dated 13 September 2021.

CARRIED

## **10. INSURANCE UPDATE**

(Document 21/458)

Group Manager: Corporate, Bruce Allan, spoke to the report and responded to questions from the Committee.

Jon Nichols/Mayor Hazlehurst

That the Risk and Assurance Committee receive the report titled Insurance Update dated 13 September 2021.

CARRIED

## **11. GROUP MANAGER: CORPORATE UPDATE REPORT**

(Document 21/476)

Group Manager: Corporate, Bruce Allan, spoke to the report and responded to questions from the Committee.

Given that the Council undertakes 34 public facing activities, it was important to note the good work that Officers had done in relation to the Council's Covid-19 response to help council work through the various levels lockdown/alerts.

Jon Nichols/Councillor Nixon

That the Risk and Assurance Committee receive the report titled Group Manager: Corporate Update Report dated 13 September 2021.

CARRIED

**12. MINOR ITEMS - NGĀ TAKE ITI**

There were no additional business items.

**13. URGENT ITEMS - NGĀ TAKE WHAKAHIHIRI**

There were no extraordinary business items.

**14. RECOMMENDATION TO EXCLUDE THE PUBLIC FROM ITEMS 15 AND 16**

SECTION 48, LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT 1987

Jon Nichols/Councillor Nixon

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

**15 IT Cyber Security Update**

**16 Health & Safety Contactor Performance Report**

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>
15 IT Cyber Security Update	<p><b>Section 7 (2) (a)</b></p> <p>The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.</p> <p>Sharing of security elements.</p>	<p><b>Section 48(1)(a)(i)</b></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>
16 Health & Safety Contactor Performance Report	<p><b>Section 7 (2) (b) (ii)</b></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 information relating to Third party (contractor) operations.</p>	<p><b>Section 48(1)(a)(i)</b></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 3.55pm

Confirmed:

Chairman:

Date: