
Monday, 29 November 2021

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, 29 November 2021**

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

Time start - end **9.00am – 11.35am**

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Te Rārangi Upoko

Table of Contents

Item	Page No.
1. Apologies – <i>Ngā Whakapāhatanga</i>	1
2. Conflicts of Interest - <i>He Ngākau Kōnatunatu</i>	2
3. Confirmation of Minutes - <i>Te Whakamana i Ngā Minitī</i>	2
4. Housing Update	2
5. Reform Update	2
6. Updated Enterprise Risk Management Framework and Risk Appetite	3
7. Strategic Risk Update	3
8. Risk Assurance Update	3
9. COVID-19 Update	4
10. Treasury Activity and Funding Update	4
11. 2021 Insurance Renewal Update	4
12. GM update: Asset Management	4
13. GM: Corporate Update	5
14. Minor Items - <i>Ngā Take Iti</i>	5
15. Urgent Items - <i>Ngā Take Whakahihiri</i>	5

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Chair: Mr J Nichols – External Independent Appointee
Councillors: Simon Nixon (Deputy Chair), Alwyn Corban, Tania Kerr, and Geraldine Travers
Present: External Independent Appointee: Jaun Park
Mayor Sandra Hazlehurst

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 - Elmien Steyn
Financial Controller - Aaron Wilson
Management Accountant - Jeff Tieman
Health & Safety Manager - Jennie Kuzman
General Counsel – Scott Smith
Building Consents Project Officer - Gerard van Veen
Manager: Democracy & Governance Services – Louise Stettner
Democracy & Governance Advisor - Christine Hilton

1. APOLOGIES – NGĀ WHAKAPĀHATANGA

Jon Nichols/Councillor Nixon

That an apology for absence from Heretaunga Takoto Noa Māori Standing Committee appointee: Robin Hape 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 Kerr

That the minutes of the Risk and Assurance Committee Meeting held Monday 13 September 2021 be confirmed as an accurate record.

CARRIED

4. HOUSING UPDATE

(Document 21/608) (Additional page circulated showing missing diagram (CG-16-6-00126) in Separate Attachment Document, Page 21) (Three attachments are in separate attachment document)

Group Manager: Planning & Regulatory Services, John O'Shaughnessy, and Building Consents Project Officer, Gerard van Veen, spoke to the agenda report and responded to questions from the committee.

Councillor Nixon/Jon Nichols

- A) That the Risk and Assurance Committee receive the report titled Housing Update dated 29 November 2021.
- B) That the Committee notes the Strategy and Policy (S&P) Committee received and considered the Housing and Capacity Assessment Report (and the Housing and Capacity Assessment Study) on 2 November 2021. The S&P Committee made a series of resolutions to ensure Council meets its obligations under the National Policy Statement on Urban Development.
- C) That the Committee notes a Capacity Assessment is being commissioned by Officers for Commercial and Industrial Land. A draft report is expected in March/April 2022.

CARRIED

5. REFORM UPDATE

(Document 21/631) (Three attachments are in separate attachment document)

Officers spoke to the agenda report and responded to questions from the committee.

Councillor Kerr/Councillor Travers

That the Risk and Assurance Committee receive the report titled Reform Update dated 29 November 2021.

CARRIED

6. UPDATED ENTERPRISE RISK MANAGEMENT FRAMEWORK AND RISK APPETITE

(Document 21/630) (Attachment is in separate attachment document)

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

Jon Nichols/Councillor Travers

- A) That the Risk and Assurance Committee receive the report titled Updated Enterprise Risk Management Framework and Risk Appetite dated 29 November 2021.
- B) That the Committee endorse the updated draft Enterprise Risk Management Framework V5.1 for adoption by Council.

CARRIED

7. STRATEGIC RISK UPDATE

(Document 21/629) (Four attachments are in separate attachment document)

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

Mayor Hazlehurst/Jon Nichols

- A) That the Risk and Assurance Committee receive the report titled Strategic Risk Update dated 29 November 2021.
- B) That the Committee endorse the revised strategic risk register for adoption by Council.

CARRIED

8. RISK ASSURANCE UPDATE

(Document 21/583) (Two attachments are in separate attachment document)

Risk Assurance Advisor, Steffi Bird, spoke to the agenda report and responded to questions from the committee.

Mayor Hazlehurst left the meeting at 10.22am.

Jon Nichols/Councillor Kerr

That the Risk and Assurance Committee receive the report titled Risk Assurance Update dated 29 November 2021.

CARRIED

9. COVID-19 UPDATE

(Document 21/636)

Group Manager: People and Capability, Bronwyn Bayliss, spoke to the agenda report and responded to questions from the committee.

Councillor Nixon/Jon Nichols

That the Risk and Assurance Committee receive the report titled COVID-19 Update dated 29 November 2021.

CARRIED

10. TREASURY ACTIVITY AND FUNDING UPDATE

(Document 21/634) (Attachment is in separate attachment document)

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

Jon Nichols/Jaun Park

That the Risk and Assurance Committee receive the report titled Treasury Activity and Funding Update dated 29 November 2021.

CARRIED

11. 2021 INSURANCE RENEWAL UPDATE

(Document 21/565)

Management Accountant, Jeff Tieman, spoke to the agenda report and responded to questions from the committee.

Jon Nichols/Councillor Nixon

That the Risk and Assurance Committee receive the report titled 2021 Insurance Renewal Update dated 29 November 2021.

CARRIED

12. GM UPDATE: ASSET MANAGEMENT

(Document 21/639)

Group Manager: Asset Management, Craig Thew, spoke to the agenda report and responded to questions from the committee.

Mayor Hazlehurst briefly rejoined the meeting at 11.22am then shortly after withdrew from the meeting.

Councillor Kerr withdrew from the meeting at 11.22am and rejoined the meeting at 11.25am.

Jon Nichols/Councillor Kerr

That the Risk and Assurance Committee receive the report titled GM update: Asset Management dated 29 November 2021.

CARRIED

13. GM: CORPORATE UPDATE

(Document 21/594)

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

Jon Nichols/Councillor Travers

That the Risk and Assurance Committee receive the report titled GM: Corporate Update dated 29 November 2021.

CARRIED

14. MINOR ITEMS - NGĀ TAKE ITI

There were no additional business items.

15. URGENT ITEMS - NGĀ TAKE WHAKAHIHIRI

There were no extraordinary business items.

The meeting closed at 11.35am

Confirmed:

Chairman:

Date: