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Monday, 14 February 2022

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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, 14 February 2022**

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Venue **Council Chamber (via Zoom and Livestreamed)  
Ground Floor  
Civic Administration Building  
Lyndon Road East  
Hastings**

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Time start - end **9.00am - 11.40am**

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

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## Hastings District Council: Risk and Assurance Committee Meeting

*Ngā Minitī*

# Minutes

*Te Rārangi Upoko*

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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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**Chair:** Mr J Nichols – External Independent Appointee  
**Kua Tae ā-tinana:** **Councillors:** Simon Nixon (Deputy Chair), Alwyn Corban, Tania Kerr (*attending via Zoom*), and Geraldine Travers (*attending via Zoom*)  
**Present:** Mayor Sandra Hazlehurst

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**Kua Tatū:**  
**In attendance:** Chief Executive - Nigel Bickle  
Group Manager: Asset Management – Craig Thew (*attending via Zoom*)  
Group Manager: People & Capability - Bronwyn Bayliss (*attending via Zoom*)  
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  
Health & Safety Manager - Jennie Kuzman (*attending via Zoom*)  
Team Leader, IT Operations - Aaron McWilliams  
Manager: Democracy & Governance Services – Louise Stettner  
Democracy & Governance Advisor - Christine Hilton

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### 1. APOLOGIES – NGĀ WHAKAPĀHATANGA

Jon Nichols/Councillor Travers

That apologies for absence from External Independent Appointee: Jaun Park and 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 Travers/Councillor Nixon

That the minutes of the Risk and Assurance Committee Meeting held Monday 29 November 2021 be confirmed as an accurate record.

CARRIED

### 4. EMERGING RISK REVIEW

(Document 22/33)

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

Extensive discussion took place. It was noted that the updated risk framework and Risk Register would be presented to the Council for adoption at its 24 February 2022 meeting.

Mayor Hazlehurst/Councillor Nixon

- A) That the Risk and Assurance Committee receive the report titled Emerging Risk Review dated 14 February 2022.
- B) That officers bring back a detailed update report to the Committee, based on issues discussed at the 14 February meeting relating to emerging risks and consideration of impacts on the Council in general.
- C) That the Risk and Assurance Committee undertakes to meet as required if matters or emerging risks need to be addressed between scheduled meeting dates.

CARRIED

### 5. HEALTH & SAFETY UPDATE REPORT

(Document 22/23)

Health and Safety Manager, Jennie Kuzman, spoke to the agenda report and responded to questions from the Risk and Assurance Committee.

The government was aiming to introduce a raft of new regulations this year and draft documents would be issued for feedback or submissions. Further information would be brought to the Risk and Assurance Committee regarding the Council's response to these draft documents.

Councillor Nixon/Councillor Corban

That the Risk and Assurance Committee receive the report titled Health & Safety Update Report dated 14 February 2022.

CARRIED

## 6. REFORM UPDATE

(Document 22/22)

Group Manager: People and Capability, Bronwyn Bayliss, spoke to the agenda report and responded to questions from the Risk and Assurance Committee. Extensive discussion took place.

Councillor Kerr/Jon Nichols

- A) That the Risk and Assurance Committee receive the report titled Reform Update dated 14 February 2022.
- B) That the Risk and Assurance Committee note its concerns regarding the quantum and timing of government reforms that the Council is being asked to respond to and also note the time and energy that council and management are being required to put into these proposed reforms.
- C) That the priority needed to assist in addressing these reforms remain a key focus for the Council.

CARRIED

## 7. TREASURY ACTIVITY AND FUNDING UPDATE

(Document 22/19) (Separate email received and circulated prior to meeting)

A separate email from Bancorp Treasury, titled “Hastings Funding and Interest Rate Risk Management Strategy” (CG-16-6-00140) was received and circulated to the Risk and Assurance Committee members, prior to the meeting.

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

Mayor Hazlehurst/Councillor Corban

- A) That the Risk and Assurance Committee receive the report titled Treasury Activity and Funding Update dated 14 February 2022.
- B) That the Committee endorse the recommended changes to the Treasury Policy as reviewed by council officers, as per Attachment 2 of the report in A) above (FIN-09-01-22-203).

CARRIED

## 8. GM CORPORATE: UPDATE

(Document 22/32)

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

Councillor Travers/Councillor Corban

That the Risk and Assurance Committee receive the report titled GM Corporate: Update dated 14 February 2022.

CARRIED

**9. MINOR ITEMS - NGĀ TAKE ITI**

There were no additional business items.

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

There were no extraordinary business items.

**11 RECOMMENDATION TO EXCLUDE THE PUBLIC FROM ITEMS 12 AND 13**

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;

- 12 Contractor Health & Safety Performance Report
- 13 Cyber Security Update

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>
<b>12 Contractor Health &amp; Safety Performance Report</b>	<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>This report contains confidential Health &amp; Safety data relating to Third Parties.</p>	<b>Section 48(1)(a)(i)</b> 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.
<b>13 Cyber Security Update</b>	<p><b>Section 7 (2) (b) (i)</b></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 Councils Information systems.</p>	<b>Section 48(1)(a)(i)</b> 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 11.40am

Confirmed:

Chairman:

Date: