
Monday, 17 April 2023

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, 17 April 2023**

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

Time start - end **1.00pm - 3.47pm**

Go to
www.hastingsdc.govt.nz
to see all documents

HASTINGS DISTRICT COUNCIL
207 Lyndon Road East, Hastings 4122 | Private Bag 9002, Hastings 4156
Phone 06 871 5000 | www.hastingsdc.govt.nz
TE KAUNIHERA Ā-ROHE O HERETAUNGA

Monday, 17 April 2023

Te Hui o Te Kaunihera ā-Rohe o Heretaunga

Hastings District Council: Risk and Assurance Committee Meeting

Ngā Minitī

Minutes

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. Procurement Strategy	2
5. GM Corporate Update	2
6. Insurance Update	3
7. Treasury Activity and Funding Update	3
8. Annual Report and Audit Wrap-up	3
9. 2023 Risk Horizon Scan	4
10. Risk Assurance Update	4
11. Three Waters Reform Risk Update	4
12. Health, Safety & Wellbeing Risk Management Update	5
13. Minor Items - <i>Ngā Take Iti</i>	5

Monday, 17 April 2023

Te Hui o Te Kaunihera ā-Rohe o Heretaunga

Hastings District Council: Risk and Assurance Committee Meeting

Ngā Minitī

Minutes

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

Kua Tatū:
In attendance: Chief Executive – Nigel Bickle
Deputy Chief Executive - Bruce Allan
Group Manager: Asset Management – Craig Thew
Group Manager: People & Capability - Bronwyn Bayliss
Risk Assurance Advisor - Steffi Bird
Financial Improvement Analyst – Jess Noiseux
Procurement Partnerships Manager - Ange Hirst
Procurement Advisor - Cynthia Lane
Financial Controller - Aaron Wilson
Management Accountant - Jeff Tieman
Health & Safety Manager - Jennie Kuzman
Strategic Policy & Evaluation Advisor - Taylor Eubanks
Democracy & Governance Advisor - Christine Hilton

Kei Konei:
Also present: Stuart Mutch – Ernst & Young

1. APOLOGIES – NGĀ WHAKAPĀHATANGA

Jon Nichols/Councillor Nixon

That an Apology for Lateness from Councillor Kerr be accepted.

CARRIED

The Chair noted the resignation of Mr Jaun Park, as an External Independent Appointee on the Committee, following his appointment as CEO of the Unison Group commencing on 17 April 2023. The members acknowledged the work that Jaun had undertaken during his time on the Committee and the contribution he had made. The Chair and Deputy Chair would meet with Deputy Chief Executive, Bruce Allan, to discuss finding a replacement for Mr Park.

The Chair also noted that the Committee's Terms of Reference had been amended, after being endorsed by Council, to place an emphasis on post-Cyclone Gabrielle matters.

2. CONFLICTS OF INTEREST - HE NGĀKAU KŌNATUNATU

There were no declarations of conflicts of interest.

3. CONFIRMATION OF MINUTES - TE WHAKAMANA I NGĀ MINITI

This was the first meeting following the 2022 Triennial elections and so there were no previous minutes to be confirmed.

4. PROCUREMENT STRATEGY

(Document 23/33) (One attachment was included in the separate attachment document – Volume 2)

Procurement Partnership Manager, Ange Hirst, spoke to the report, advising that it had been written prior to Cyclone Gabrielle. She responded to questions from the Committee.

Councillor Nixon/Councillor Corban

- 1) That the Risk and Assurance Committee receive the report titled Procurement Strategy dated 17 April 2023.
- 2) That the Committee receive the Procurement Strategy 2023 (CG-17-6-00011).

CARRIED

5. GM CORPORATE UPDATE

(Document 23/100) (Power point presentation shown at meeting)

Deputy Chief Executive, Bruce Allan, spoke to the report and responded to questions from the Committee. A power point presentation was shown at the meeting (CG-17-6-00025) which addressed Climate Change Matters – mitigation and adaptation.

Councillor Kerr joined the meeting, via Zoom, at 1.50pm.

Jon Nichols/Councillor Fowler

That the Risk and Assurance Committee receive the report titled GM Corporate Update dated 17 April 2023.

CARRIED

6. INSURANCE UPDATE

(Document 23/101) (Three attachments were included in the separate attachment document – Volume 1) (Additional information circulated at meeting)

Group Manager: Corporate, Bruce Allan, and Management Accountant, Jeff Tieman, spoke to the report and responded to questions from the Committee. An additional sheet was circulated and addressed, titled “Summary of 2022/23 Insurance Proposals” (CG-17-6-00028).

Jon Nichols/Councillor Nixon

That the Risk and Assurance Committee receive the report titled Insurance Update dated 17 April 2023.

CARRIED

7. TREASURY ACTIVITY AND FUNDING UPDATE

(Document 23/102) (Two attachments were included in the separate attachment document – Volume 1)

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

Jon Nichols/Councillor Fowler

- A) That the Risk and Assurance Committee receive the report titled Treasury Activity and Funding Update dated 17 April 2023.
- B) That the Committee endorse the recommendation that no changes be made to the Treasury Policy, as reviewed by council officers (FIN-15-01-23-31).

CARRIED

8. ANNUAL REPORT AND AUDIT WRAP-UP

(Document 23/103) (One attachment was included in the separate attachment document – Volume 1) (Two documents had been pre-circulated prior to the meeting)

Financial Controller, Aaron Wilson, and the Financial Improvement Analyst, Jess Noiseux, spoke to the report and responded to questions from the Committee.

Stuart Mutch, from Ernst and Young (EY) also addressed the meeting and responded to questions from the Committee. He showed and addressed two documents (one being a power point presentation) which had been pre-circulated by EY – Draft Audit Plan and Management Letter – being “2023 HDC EY Draft Audit Plan” and “2022 Final EY Report to Management with comments” (FIN-07-01-23-475).

Jon Nichols/Mayor Hazlehurst

That the Risk and Assurance Committee receive the report titled Annual Report and Audit Wrap-up dated 17 April 2023.

CARRIED

9. 2023 RISK HORIZON SCAN

(Document 23/104) (Two attachments were included in the separate attachment document Volume 1) (Additional information circulated at meeting)

The Risk Assurance Advisor, Steffi Bird, spoke to the report and responded to questions from the Committee.

Three additional sheets were circulated and addressed, titled “HDC Risk Register” (CG-17-6-00029).

Jon Nichols/Councillor Corban

That the Risk and Assurance Committee receive the report titled 2023 Risk Horizon Scan dated 17 April 2023.

CARRIED

10. RISK ASSURANCE UPDATE

(Document 23/105) (Two attachments were included in the separate attachment document – Volume 1)

Jon Nichols/Councillor Nixon

That the Risk and Assurance Committee receive the report titled Risk Assurance Update dated 17 April 2023.

CARRIED

11. THREE WATERS REFORM RISK UPDATE

(Document 23/106) (Two attachments were included in the separate attachment document – Volume 1)

Asset Management, Craig Thew spoke to the report and responded to questions from the Committee.

Jon Nichols/Councillor Fowler

A) That the Risk and Assurance Committee receive the report titled Three Waters Reform Risk Update dated 17 April 2023.

- B) That the Committee confirm that the material risks to a successful transition of 3 Waters services to the new water entity have been identified, and that the mitigation plans for these risks are suitable and likely to be effective.

CARRIED

12. HEALTH, SAFETY & WELLBEING RISK MANAGEMENT UPDATE

(Document 23/107) (Two attachments were included in the separate attachment document – Volume 1)

Group Manager: People & Capability - Bronwyn Bayliss and the Health Safety and Wellbeing Manager, Jennie Kuzman, spoke to the report and responded to questions from the Committee. A power point presentation was shown at the meeting (CG-17-6-00020).

Jon Nichols/Councillor Corban

That the Risk and Assurance Committee receive the report titled Health, Safety & Wellbeing Risk Management Update dated 17 April 2023.

CARRIED

13. MINOR ITEMS - NGĀ TAKE ITI

There were no additional business items.

14. Urgent Items - Ngā Take Whakahihiri

There were no extraordinary business items.

The meeting closed at 3.47pm

Confirmed:

Chairman:

Date: