
Monday, 31 July 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, 31 July 2023**

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

Time start - end **1.00pm – 3.40pm**

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

HASTINGS DISTRICT COUNCIL
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TE KAUNIHERA Ā-ROHE O HERETAUNGA

Monday, 31 July 2023

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Te Rārangi Upoko

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Chair: Mr J Nichols – External Independent Appointee
Councillors: Simon Nixon (Deputy Chair), Alwyn Corban and Michael Fowler
Kua Tae ā-tinana:
Present: Heretaunga Takoto Noa Māori Standing Committee appointee: Tom Keefe

Kua Tatū:
In attendance: Deputy Chief Executive - Bruce Allan
Group Manager: Planning & Regulatory Services - John O’Shaughnessy
Group Manager: People & Capability - Bronwyn Bayliss
Group Manager: Asset Management – Craig Thew
Chief Risk Officer – Regan Smith
Risk Assurance Advisor - Steffi Bird
Business Continuity & Emergency Readiness Advisor - Elmien Steyn
Financial Improvement Analyst – Jess Noiseux
Building Consents Manager - Tony Manunui
Chief Financial Officer – Ross Franklin
Financial Controller - Aaron Wilson
Management Accountant - Jeff Tieman
Health, Safety & Wellbeing Manager - Jennie Kuzman
Strategic Policy & Evaluation Advisor - Taylor Eubanks
Strategic Policy & Evaluation Advisor – Paige Gear
Manager: Democracy & Governance Services – Louise Stettner
Democracy & Governance Advisor - Christine Hilton
Democracy & Governance Advisor – Lynne Cox

Kei Konei: Councillor Ann Redstone – Chair of Environmental Resilience Subcommittee
(present for Item 4)
Also present: Matthew Wilson, Executive Director, AON (Item 4) – present via Zoom
Stuart Mutch – Audit Director, Ernst & Young

1. APOLOGIES – *NGĀ WHAKAPĀHATANGA*

Jon Nichols/Councillor Corban

That apologies for absence from Mayor Sandra Hazlehurst and Councillors Kerr and Harvey 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/Jon Nichols

That the minutes of the Risk and Assurance Committee Meeting held Monday 17 April 2023 be confirmed as an accurate record.

CARRIED

4. EXECUTIVE OVERVIEW REPORT

(Document 23/218)

The Deputy Chief Executive, Bruce Allan, spoke to the report and responded to questions from the Committee.

The Executive Director, AON, Matthew Wilson joined the meeting via Zoom. He gave a power point presentation (*CG-17-6-00041*) and also responded to questions from the Committee. He highlighted the importance of Council considering the level of risk it may need to carry in regard to insurance levels.

Councillor Ann Redstone had also been invited to attend the meeting during discussion on this item, as Chair of the Council's Environmental Resilience Subcommittee.

Jon Nichols/Councillor Nixon

That the Risk and Assurance Committee receive the report titled Executive Overview Report dated 31 July 2023.

CARRIED

5. ANNUAL REPORT 2023 UPDATE

(Document 23/216)

The Financial Improvement Analyst, Jess Noiseux and the Financial Controller, Aaron Wilson, spoke to the report and responded to questions from the Committee. They particularly noted the cyclone

damage sustained by some Council assets, particularly the roading assets, and the need to account for the value of the impairment of those assets.

Audit Director, Ernst & Young, Stuart Mutch addressed the meeting and also responded to questions from the Committee.

Councillor Corban/Jon Nichols

That the Risk and Assurance Committee receive the report titled Annual Report 2023 Update dated 31 July 2023.

CARRIED

6. TREASURY ACTIVITY AND FUNDING UPDATE

(Document 23/217)

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

Councillor Fowler/Jon Nichols

That the Risk and Assurance Committee receive the report titled Treasury Activity and Funding Update dated 31 July 2023.

CARRIED

7. DELEGATED FINANCIAL POLICY UPDATE

(Document 23/248) (the attachment is in separate attachment document)

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

Councillor Corban/Jon Nichols

That the Risk and Assurance Committee receive the report titled Delegated Financial Policy Update dated 31 July 2023.

CARRIED

8. STRATEGIC RISK REGISTER & RISK MANAGEMENT FRAMEWORK UPDATES

(Document 23/224) (the two attachments were in a separate attachment document)

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

Jon Nichols/Councillor Corban

- A) That the Risk and Assurance Committee receive the report titled Strategic Risk Register & Risk Management Framework Updates dated 17 July 2023
- B) That the Committee endorse the following documents, incorporating feedback from the meeting, and recommend that they be presented to Council;
 - i. The proposed Strategic Risk Register (*IRB-3-15-23-65*)
 - ii. The updated Enterprise Risk Management Policy & Framework (*PMD-9-3-23-73*)

CARRIED

9. HEALTH, SAFETY & WELLBEING RISK MANAGEMENT UPDATE

(Document 23/198)

The Health, Safety and Wellbeing Manager, Jennie Kuzman, 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 Health, Safety & Wellbeing Risk Management Update dated 31 July 2023.

CARRIED

10. MINOR ITEMS - *NGĀ TAKE ITI*

There were no additional business items.

11. URGENT ITEMS - *NGĀ TAKE WHAKAHIHIRI*

There were no extraordinary business items.

12. RECOMMENDATION TO EXCLUDE THE PUBLIC FROM ITEMS 13 AND 14

SECTION 48, LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT 1987

Jon Nichols/Councillor Corban

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

13 Health & Safety Contracts - Contractors' Health & Safety Performance Report

14 Building Warrant of Fitness (BWof) for Boarding Houses

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:

GENERAL SUBJECT OF EACH MATTER TO BE CONSIDERED	REASON FOR PASSING THIS RESOLUTION IN RELATION TO EACH MATTER, AND PARTICULAR INTERESTS PROTECTED	GROUND(S) UNDER SECTION 48(1) FOR THE PASSING OF EACH RESOLUTION
13 Health & Safety Contracts - Contractors' Health & Safety Performance Report	<p>Section 7 (2) (b) (ii)</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 Health & Safety information relating to third party activities..</p>	<p>Section 48(1)(a)(i)</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>
14 Building Warrant of Fitness (BWoF) for Boarding Houses	<p>Section 7 (2) (a)</p> <p>The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.</p> <p>Protect the privacy of natural persons.</p>	<p>Section 48(1)(a)(i)</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 3.40pm

Confirmed:

Chairman:

Date: