

Tuesday, 25 March 2025

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: **Tuesday, 25 March 2025**

Venue **Landmarks Room
Ground Floor
Civic Administration Building
Lyndon Road East
Hastings**

Time start - end **10:00 AM – 12.47PM**

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Chair: Graeme McGlinn – External Independent Appointee

Councillors: Simon Nixon (Deputy Chair), Alwyn Corban, Tania Kerr, Michael Fowler (Chair of Performance & Monitoring Committee) and Councillor Schollum (Chair of Strategy & Recovery Committee)

Kua Tae ā-tinana:

Present:

Mayor Sandra Hazlehurst

Heretaunga Takoto Noa Māori Standing Committee appointee: Tom Keefe
(*present via Teams*)

Kua Tatū:

In attendance:

Chief Executive - Nigel Bickle
Deputy Chief Executive - Bruce Allan
Group Manager: People & Capability - Bronwyn Bayliss
Group Manager: Infrastructure – Craig Thew
Chief Financial Officer – Graham Watson (Lead)
Chief Risk Officer – Regan Smith (Lead)
Business Continuity & Emergency Readiness Advisor - Elmien Steyn
Financial Improvement Analyst – Jess Noiseux
Financial Controller - Aaron Wilson
Management Accountant - Jeff Tieman
Financial Accountant - Garth Milton
Health & Safety and Wellbeing Manager - Jennie Kuzman
General Counsel – Scott Smith
Chief Information Officer – Warren Perry
Interim Group Manager: Waste, Parks & Cemeteries – Martin Jarvis
Senior Digital Project Manager - Maree Goldie
Manager: Democracy & Governance Services – Louise Stettner
Democracy & Governance Advisor - Christine Hilton

Kei Konei:

Also present:

Stuart Mutch – Audit Director, Ernst & Young

1. APOLOGIES – NGĀ WHAKAPĀHATANGA

2. CONFLICTS OF INTEREST - HE NGĀKAU KŌNATUNATU

Graeme McGlinn advised that he did not have a Conflict of Interest with any of the items on the agenda at today's meeting. However, he asked that the minutes record he had recently been appointed as the Independent Chair of the West Coast Regional Council's Audit and Risk Committee.

3. CONFIRMATION OF MINUTES - TE WHAKAMANA I NGĀ MINITI

Councillor Fowler/Graeme McGlinn

That the minutes of the Risk and Assurance Committee meeting held Monday 18 November 2024 be confirmed as an accurate record.

CARRIED

4. HEALTH, SAFETY & WELLBEING RISK MANAGEMENT UPDATE

(Document 25/56)

The Health, Safety & Wellbeing Manager, Jennie Kuzman, spoke to the agenda report and responded to questions from the Committee.

Councillor Kerr/Councillor Nixon

- A) That the Risk and Assurance Committee receive the report titled Health, Safety & Wellbeing Risk Management Update dated 25 March 2025.
- B) That the Committee endorse the Health, Safety & Wellbeing Critical Risk Profiles for:
 - a. Asbestos
 - b. Vehicles and Mobile Plant

CARRIED

5. TREASURY ACTIVITY AND FUNDING UPDATE

(Document 25/53)

The Financial Controller, Aaron Wilson, spoke to the agenda report and responded to questions from the Committee. He advised that, if necessary, some of the Council debt could be phased in order to remain "on track" in terms of its external debt limits.

Councillor Schollum/Councillor Fowler

That the Risk and Assurance Committee receive the report titled Treasury Activity and Funding Update dated 25 March 2025.

CARRIED

6. 2025 AUDIT PLAN

(Document 25/117) (Attachment circulated in separate attachment document)

The 2025 Audit Plan EY 2025, which was the attachment to this report (*FIN-07-01-25-503*), was displayed and addressed.

Audit Director, Ernst & Young, Stuart Mutch; the Financial Controller, Aaron Wilson and the Financial Accountant, Garth Milton all spoke to the agenda report and the displayed attachment. They also responded to questions from the Committee.

Councillor Fowler/Councillor Schollum

That the Risk and Assurance Committee receive the report titled 2025 Audit Plan dated 25 March 2025.

CARRIED

7. COMMITTEE TERMS OF REFERENCE REVIEW 2025

(Document 25/72)

The Chief Risk Officer, Regan Smith, spoke to the agenda report and responded to questions from the Committee.

Discussion took place, with it being agreed that this item be left to lie on the table - so that further consideration could be given to the Terms of Reference due to the upcoming appointment by Council of a new Independent Committee member and to enable consideration of the upcoming work programme in light of this appointment.

Mayor Hazlehurst/Councillor Nixon

- A) That the Risk and Assurance Committee receive the report titled Committee Terms of Reference Review 2025 dated 25 March 2025.
- B) That the report, in A) above, be left to lie on the table and be brought back to the Risk and Assurance Committee for further consideration once the Council has approved the appointment of the new independent committee member and the Committee's work programme will be reviewed accordingly.

CARRIED

8. ANNUAL STRATEGIC RISK HORIZON SCAN 2025

(Document 25/73) (The three attachments are in separate attachment document)

The Chief Risk Officer, Regan Smith, spoke to the agenda report. Discussion took place and officers responded to questions from the Committee.

Councillor Schollum/Mayor Hazlehurst

- A) That the Risk and Assurance Committee receive the report titled Annual Strategic Risk Horizon Scan 2025 dated 25 March 2025.
- B) That the Committee recommend to Council that the following changes should be made to the Council Strategic Risk Register:
 - i. The risk of Truth Decay is replaced with a risk reflecting increasing Societal Polarisation, which is driven by truth decay and misinformation.
 - ii. A new opportunity risk is added to the register recognising the operational efficiency that might be possible using Generative Artificial Intelligence tools, and that this opportunity is supported by additional research into the potential uses of this technology.

CARRIED

9. ANNUAL PLAN 2025/2026 PROGRESS UPDATE

(Document 25/76)

The Chief Risk Officer, Regan Smith, spoke to the agenda report. Discussion took place and officers responded to questions from the Committee.

Councillor Fowler/Councillor Schollum

That the Risk and Assurance Committee receive the report titled Annual Plan 2025/2026 Progress Update dated 25 March 2025.

CARRIED

10. ANNUAL CIVIL DEFENCE EMERGENCY MANAGEMENT UPDATE

(Document 25/90) (The two attachments are in separate attachment document)

The Chief Risk Officer, Regan Smith, and Business Continuity & Emergency Readiness Advisor, Elmien Steyn, spoke to the agenda report and responded to questions from the Committee.

Officers were seeking some guidance from the Committee to ensure the Council was meeting its obligations in regard to compliance and monitoring that it was meeting the required service levels. The Committee needed to have a clear understanding of what risks may occur and whether/how these can risks be mitigated and managed to an acceptable level. Officers with both the training and experience were needed to assist with this approach. It was noted that at present, the key risk was the uncertainty of who was responsible for the various details relating to the specific service levels.

Heretaunga Takoto Noa Māori Standing Committee appointee: Tom Keefe (who had been present via Teams) left the meeting at 11.32am.

Mayor Hazlehurst/Councillor Kerr

- A) That the Risk and Assurance Committee receive the report titled Annual Civil Defence Emergency Management Update dated 25 March 2025.
- B) That officers bring back a report to the Committee setting out details of the risks associated with the Civil Defence Emergency Management Transformational Strategy and the associated service level agreements specified in that strategy, to provide Council with more clarity on this issue.

CARRIED

11. EXECUTIVE OVERVIEW AND STATUS OF ACTIONS

(Document 25/93)

The Chief Risk Officer, Regan Smith, spoke to the agenda report and responded to questions from the Committee.

Councillor Fowler/Councillor Schollum

That the Risk and Assurance Committee receive the report titled Executive Overview and Status of Actions dated 25 March 2025.

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

Councillor Nixon/Councillor Corban

THAT the public now be excluded from the following parts of the meeting, but that Stuart Mutch, Audit Director, Ernst & Young be permitted to remain for discussion on Public Excluded Items at this meeting, given his role as Council's Auditor, namely for Items 15 and 16;

15 Current Issues Summary

16 Project Genesis

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	Current Issues Summary	Section 7 (2) (f) (ii) The withholding of the information is necessary to maintain the effective conduct of public affairs through the protection of such members, officers, employees and persons from improper pressure or harassment. To enable the Committee to have oversight of legally sensitive issues.	Section 48(1)(a)(i) 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.
16	Project Genesis	Section 7 (2) (h) The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities. Currently reviewing the budget and decisions may affect contract.	Section 48(1)(a)(i) 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 12.47pm

Confirmed:

Chairman:

Date: