

Tuesday, 30 September 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, 30 September 2025**

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

Time start - end **10:00am – 12.25pm**

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**Hastings District Council: Risk and Assurance Committee Meeting**

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# Minutes

*Te Rārangi Upoko*

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## Hastings District Council: Risk and Assurance Committee Meeting

*Ngā Minitī*

# Minutes

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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

External Independent Appointee: David Langford

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*Kua Tatū:*

**In attendance:**

Chief Executive - Nigel Bickle  
Deputy Chief Executive - Bruce Allan  
Group Manager: People & Capability - Bronwyn Bayliss  
Group Manager: Community Wellbeing & Services – Rebekah Dinwoodie  
Chief Financial Officer – Graham Watson (Lead)  
Chief Risk Officer – Regan Smith (Lead)  
Risk Manager - Steffi Reeves-Bird  
Financial Controller - Aaron Wilson  
Management Accountant - Jeff Tieman  
Health & Safety and Wellbeing Manager - Jennie Kuzman  
Health & Safety and Wellbeing Partner - Nikola Bass  
General Counsel – Scott Smith  
Interim Group Manager: Strategy - Gus Charteris (*present for part of meeting*)  
Financial Accountant - Garth Milton  
Chief Information Officer – Warren Perry  
Senior Digital Project Manager - Maree Goldie  
Democracy & Governance Advisor - Christine Hilton

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*Kei Konei:*

**Also present:**

Audit Director, Ernst & Young - Stuart Mutch  
Principal Occupational Hygienist, Air Matters - Nicholas Browne (Item 8)

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**1. APOLOGIES – NGĀ WHAKAPĀHATANGA**

There were no apologies.

**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 Kerr/Councillor Schollum

That the minutes of the Risk and Assurance Committee Meeting held Tuesday 29 July 2025 be confirmed as an accurate record.

CARRIED

With the agreement of the meeting, Item 8 was taken out of order while Mr Browne, from Air Matters, was available to attend for this item (*he was joining via Zoom*).

**8. HEALTH, SAFETY & WELLBEING RISK MANAGEMENT UPDATE**

(Document: 25/357)

Health & Safety and Wellbeing Manager, Jennie Kuzman and Principal Occupational Hygienist, Air Matters, Nicholas Browne (*joining via Zoom*) spoke to the agenda report and responded to questions from the Committee.

During discussion it was noted that High Pathogenicity Avian Influenza (“HPAI” – also known as bird flu), a global bio-security risk, has been identified as a potentially significant health risk to manage, should an outbreak occur within the district (noting significant bird populations in Council’s parks and open spaces and a significant seagull population at the Ōmarunui landfill).

Councillor Nixon/David Langford

That the Risk and Assurance Committee receive the report titled Health, Safety & Wellbeing Risk Management Update dated 30 September 2025.

CARRIED

**4. EXECUTIVE OVERVIEW AND STATUS OF ACTIONS**

(Document 25/344)

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

Councillor Kerr/Councillor Schollum

- A) That the Risk and Assurance Committee receive the report titled Executive Overview and Status of Actions dated 30 September 2025.
- B) That the Committee acknowledge updates have been provided on the following strategic projects:
  - i. Local Water Done Well
  - ii. Artificial Intelligence project update.
  - iii. Civil Defence Emergency Management programme update.

CARRIED

## 5. UPDATE ON PLACEMENT OF INSURANCE POLICIES

(Document 25/353)

Chief Financial Officer, Graham Watson, and the Management Accountant, Jeff Tieman, spoke to the agenda report and responded to questions from the Committee.

Councillor Schollum/Councillor Corban

- A) That the Risk and Assurance Committee receive the report titled Update on Placement of Insurance Policies dated 30 September 2025.
- B)
  - i. That the Committee recommend that Council supports the 1 November 2025 insurance renewals and that oversight and approval of this renewal process be delegated to the Chair of the Risk and Assurance Committee and the Chief Executive.
  - ii. That the Committee recommend to Council that a full report be presented to Council that outlines the policies that have been renewed, the cover provided, and the premiums incurred.

CARRIED

## 6. STRATEGIC RISK HORIZON SCAN SEPTEMBER 2025

(Document 25/355)

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

Councillor Corban/Councillor Schollum

- A) That the Risk and Assurance Committee receive the report titled Strategic Risk Horizon Scan September 2025 dated 30 September 2025.
- B) That the Committee ratify that the HDC Strategic Risk Map and Horizon Scan (dated September 2025) is a fair reflection of the strategic risks the incoming Council will need to manage.

CARRIED

## 7. ANNUAL REPORT AND SUMMARY FOR THE YEAR ENDED 30 JUNE 2025

(Document 25/344) (Three additional attachments [*Annual Report (full copy)*; *Annual Report Summary Draft and EY Closing Audit Report to Council*] were circulated prior to the meeting, after the agenda had been finalised)

The Chair, Graeme McGlinn, noted that the best practice was for the governance team and the Council's Auditor to have confidential discussions during the term regarding the work that had been undertaken by Hastings District Council officers, which may also include discussions on the performance of external parties who have undertaken services for the committee.

The Chair further advised that Audit Director, Ernst & Young, Stuart Mutch, would be invited to remain during these discussions, as this would result in useful information for elected members.

Stuart Mutch addressed the meeting and responded to questions from the Committee. He highlighted the main points in the three additional attachments that had been circulated prior to the meeting, after the agenda had been finalised – being: [*Annual Report (full copy)* (CG-17-6-00266); *Annual Report Summary Draft* (CG-17-6-00263) and *EY Closing Audit Report to Council* (CG-17-6-00264)]. It was noted that Officers still had some ongoing work to finalise with the audit team during this current term. He also advised that the outstanding financial statements would be circulated to council by the end of this week.

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

### Public Excluded (Confidential) Session (at 11.10am)

At this point the meeting went into Public Excluded (Confidential) Session during this item in order to enable discussions to take place between the Auditor and the governance team, as noted earlier in the meeting. Council officers left the room during these discussions and a record was not kept.

### RECOMMENDATION TO EXCLUDE THE PUBLIC FROM PART OF ITEM 7

SECTION 48, LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT 1987

Graeme McGlinn/Mayor Hazlehurst

**THAT the public now be excluded from part of Item 7 at this meeting during this confidential session to enable discussion between the committee members and the Auditor, but that Stuart Mutch, Audit Director, Ernst & Young be permitted to remain, given his role as Council's Auditor;**

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
Item 7 (part)	Annual Report and Summary for the Year ended 30 June 2025	Section 7 (2) (a)  To protect the privacy of individuals during discussion with Council's Auditor in regard to the compilation of the	Section 48(1)(a)(i)  Where the Local Authority is named or specified in the First Schedule to this Act under

Annual Plan and Summary and the content of the Auditor's Closing Report.	Section 6 or 7 (except Section 7(2)(f)(i)) of this Act.
<b>Section 7 (2) (b) (ii)</b>	<b>Section 48(1)(a)(i)</b>
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.	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>Section 7 (2) (f) (ii)</b>	<b>Section 48(1)(a)(i)</b>
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.	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.
To enable the Committee to have oversight of legally sensitive issues.	

CARRIED

The meeting resumed in Open Session at 11.33am.

Graeme McGlinn/Councillor Kerr

That the Risk and Assurance Committee meeting being held on 30 September 2025 now resume in Open Session.

CARRIED

Mayor Hazlehurst/Councillor Fowler

- A) That the Risk and Assurance Committee receive the report titled Annual Report and Summary for the Year ended 30 June 2025 dated 30 September 2025 and the Closing Audit Report to Council from Council's Auditors Ernst & Young.
- B) That a Subcommittee be formed comprising the Chair and Councillor Fowler to address any changes to the Annual Report and to subsequently forward to Council and recommend that the Annual Report and Summary for the year ended 30 June 2025 be adopted by Council, due to minor changes arising from the audit.

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, 13 AND 14

SECTION 48, LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT 1987

Councillor Nixon/Councillor Fowler

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

- 12 Health, Safety & Wellbeing Annual Performance Report – Contractors**
- 13 Current Issues Summary August 2025**
- 14 Project Genesis Update - TechnologyOne Finance System upgrade**

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:

<b>GENERAL SUBJECT OF EACH MATTER TO BE CONSIDERED</b>	<b>REASON FOR PASSING THIS RESOLUTION IN RELATION TO EACH MATTER, AND PARTICULAR INTERESTS PROTECTED</b>	<b>GROUND(S) UNDER SECTION 48(1) FOR THE PASSING OF EACH RESOLUTION</b>
<b>12 Health, Safety &amp; Wellbeing Annual Performance Report - Contractors</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>The report contains sensitive Health, Safety &amp; Wellbeing information relating to third party activities.</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 Current Issues Summary August 2025</b>	<p><b>Section 7 (2) (f) (ii)</b></p> <p>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.</p> <p>To enable the Committee to have oversight of legally sensitive issues.</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>14 Project Genesis Update - TechnologyOne Finance System upgrade</b>	<p><b>Section 7 (2) (h)</b></p> <p>The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities.</p> <p>To enable the Committee to consider sensitive information relating to the contract for service to complete an Information Technology (IT) system upgrade.</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 12.25pm

Confirmed:

Chairman:

Date:

Chief Executive \_\_\_\_\_ Date: \_\_\_\_\_  
Nigel Bickle