
Monday, 12 April 2021

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, 12 April 2021**

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

Time start - end **1.00pm – 4.12pm**

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Te Rārangi Upoko

Table of Contents

Item	Page No.
1. Apologies & Leave of Absence – <i>Ngā Whakapāhatanga me te Wehenga ā-Hui</i>	2
2. Conflicts of Interest - <i>He Ngākau Kōnatunatu</i>	2
3. Confirmation of Minutes - <i>Te Whakamana i Ngā Minitī</i>	2
4. Insurance Update and Presentation from AON	2
8. Housing Supply and Demand	2
5. Risk Assurance Update - Consents Review Report	3
6. Treasury Activity and Funding Update	3
7. Group Manager: Asset Management Update Report	4
9. Group Manager: Corporate Update Report	4
10. Health & Safety Update	4
11. Minor Items - <i>Ngā Take Iti</i>	5
12. Urgent Items - <i>Ngā Take Whakahihiri</i>	5
13. Recommendation to Exclude the Public from Item 14	5

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

Kua Tatū:
In attendance: Chief Executive - Nigel Bickle
Group Manager: Asset Management – Craig Thew
Group Manager: Planning & Regulatory Services - John O’Shaughnessy
Group Manager: Strategy & Development – Craig Cameron
Group Manager: People & Capability - Bronwyn Bayliss
Group Manager: Corporate - Bruce Allan
Risk and Corporate Services Manager – Regan Smith
Business Continuity & Emergency Readiness Advisor - Elmein Steyn
Financial Controller - Aaron Wilson
Management Accountant - Jeff Tieman
Health & Safety Manager - Jennie Kuzman
Health & Safety Partner - Nikola Bass
Strategic Project Manager (Portfolio Lead) - Sam Faulknor
Principal Advisor: District Development - Mark Clews
Manager: Democracy & Governance - Jackie Evans
Democracy & Governance Advisor - Christine Hilton

Kei Konei:
Also present: Deanna Macdonald, Operations Manager – Local Government Risk Practice, Aon New Zealand (Item 4)
Sam Ketley – Public Sector Practice Leader, Aon New Zealand (Item 4)
Nick Casey – Risk and Insurance Specialist, Aon New Zealand (Item 4)
Emma Jurisich – Aon New Zealand (Item 4)

1. **APOLOGIES & LEAVE OF ABSENCE – NGĀ WHAKAPĀHATANGA ME TE WEHENGĀ Ā-HUI**

Mayor Hazlehurst/Councillor Nixon

That an Apology for Absence from Robin Hape, Heretaunga Takoto Noa Māori Standing Committee appointee be accepted.

CARRIED

Councillor Kerr advised that she would need to leave the meeting by 2.45pm.

2. **CONFLICTS OF INTEREST - HE NGĀKAU KŌNATUNATU**

There were no declarations of conflicts of interest.

3. **CONFIRMATION OF MINUTES - TE WHAKAMANA I NGĀ MINITI**

Mayor Hazlehurst/Councillor Nixon

That the minutes of the Risk and Assurance Committee meeting held Monday 1 March 2021 be confirmed as an accurate record.

CARRIED

4. **INSURANCE UPDATE AND PRESENTATION FROM AON**

(Document 21/255)

Mr Sam Ketley, Public Sector Practice Leader and Deanna Macdonald, Operations Manager – Local Government Risk Practice from AON addressed the Committee and responded to questions from the meeting. They gave a joint presentation addressing a series of power point slides (*EXT-10-11-7-21-245*).

Jon Nichols/Councillor Nixon

That the Risk and Assurance Committee receive the report titled Insurance Update and Presentation from AON dated 12 April 2021.

CARRIED

With the agreement of the Committee members, Item 8 was taken out of order and addressed while the officers involved were able to be present.

8. **HOUSING SUPPLY AND DEMAND**

(Document 21/257)

The Group Manager: Strategy and Development, Craig Cameron; the Principal Advisor: District Development, Mark Clews and the Strategic Project Manager (Portfolio Lead), Sam Faulknor, spoke to the agenda report and responded to questions from the Committee.

Officers advised that an update report would be presented to the Committee on a quarterly basis. Work was being done to quantify the existing shortfall in housing numbers and projections of the numbers needed - including the capacity for infill development and the existing capacity in greenfield sites and rural residential areas. Strategies were being worked on to assist with making the necessary projections. The Committee highlighted the fact that current and future housing stock needed to cater for all sectors of the community.

Councillor Tania Kerr left the meeting at 2.37pm.

Mayor Hazlehurst/Jon Nichols

That the Risk and Assurance Committee receive the report titled Housing Supply and Demand dated 12 April 2021.

CARRIED

5. RISK ASSURANCE UPDATE - CONSENTS REVIEW REPORT

(Document 21/248) (Attachment is in separate attachment document)

The Risk and Corporate Services Manager, Regan Smith and the Group Manager: Planning & Regulatory Services, John O'Shaughnessy, spoke to this report and responded to questions from the Committee.

A report on the outcome of the consents review would be brought back to the Risk and Assurance Committee and also be reported back to a future Operations and Monitoring Committee meeting.

Mr Park/Councillor Travers

That the Risk and Assurance Committee receive the report titled Risk Assurance Update - Consents Review Report dated 12 April 2021.

CARRIED

6. TREASURY ACTIVITY AND FUNDING UPDATE

(Document 21/258) (Attachment is in separate attachment document)

The Financial Controller, Aaron Wilson, spoke to his report and responded to questions from the Committee. He circulated a copy of a document from Bancorp Treasury Services (*EXT-10-11-7-21-246*) titled "*Inflation and Hedging Strategy*" – dated 31 March 2021.

Councillor Corban/Councillor Nixon

That the Risk and Assurance Committee receive the report titled Treasury Activity and Funding Update dated 12 April 2021.

CARRIED

7. GROUP MANAGER: ASSET MANAGEMENT UPDATE REPORT

(Document 21/253)

The Group Manager: Asset Management, Craig Thew, spoke to his report and responded to questions from the Committee.

Mayor Hazlehurst/Councillor Corban

That the Risk and Assurance Committee receive the report titled Group Manager: Asset Management Update Report dated 12 April 2021.

CARRIED

Mayor Hazlehurst and Councillor Simon Nixon both left the meeting at 3.28pm

Agenda Item 8 had been addressed earlier in the meeting.

9. GROUP MANAGER: CORPORATE UPDATE REPORT

(Document 21/245) (Two attachments are in separate attachment document)

The Group Manager: Corporate Bruce Allan and the Group Manager: People & Capability, Bronwyn Bayliss spoke to the report and responded to questions from the Committee.

Mr Park/Councillor Travers

That the Risk and Assurance Committee receive the report titled Group Manager: Corporate Update Report dated 12 April 2021.

CARRIED

10. HEALTH & SAFETY UPDATE

(Document 21/259) (Attachment is in separate attachment document)

The Health & Safety Manager, Jennie Kuzman, and the Group Manager: People & Capability, Bronwyn Bayliss spoke to the report and responded to extensive questions from the Committee regarding a SafePlus assessment as an alternative to undertaking a gap analysis assessment under ISO45001.

Councillor Travers/Jon Nichols

- A) That the Risk and Assurance Committee receive the report of the titled "Health & Safety Update" dated 12/04/2021.
- B) That the Committee endorses a Safe Plus assessment as the preferred tool to assess Council's Health and Safety performance.

CARRIED

11. MINOR ITEMS - NGĀ TAKE ITI

There were no additional business items.

12. URGENT ITEMS - NGĀ TAKE WHAKAHIHIRI

There were no extraordinary business items.

13. RECOMMENDATION TO EXCLUDE THE PUBLIC FROM ITEM 14

SECTION 48, LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT 1987

Jon Nichols/Councillor Travers

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

14 Contractor Health & Safety Performance Report

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>
14 Contractor Health & Safety Performance Report	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. To protect privacy of commercial entities.	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 4.12pm

Confirmed:

Chairman:

Date: