



# RISK AND ASSURANCE COMMITTEE MEETING MINUTES

## MINUTES OF THE RISK AND ASSURANCE COMMITTEE MEETING OF WESTLAND DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM ON 11 MAY 2023 COMMENCING AT 1:00 PM

The Committee Meeting was live streamed to the Westland District Council YouTube Channel and presentations are made available on the Council website.

### 1. MEMBERS PRESENT AND APOLOGIES

<b>Independent Chair:</b>	Rachael Dean
<b>Members:</b>	
Her Worship the Mayor (part of the meeting)	Cr Gillett
Cr Phelps (part of the meeting)	Cr Baird
Kw Tumahai	Cr Neale

### NGĀ WHAKAPAAHA APOLOGIES

Kw Madgwick  
Apologies for Lateness – Cr Phelps  
Apologies for lateness – Her Worship the Mayor

Moved Cr Neale, seconded Cr Baird and **Resolved** that the apology from Kw Madgwick be received and accepted.

### STAFF PRESENT

S. Bastion, Chief Executive; L. Crichton, Group Manager: Corporate Services & Risk Assurance; T. Cook, Community, Planning & Regulatory Services; S. Baxendale, Group Manager, District Assets; L. Truman, Finance Manager; D. Maitland; Executive Assistant, E. Rae, Strategy and Communications Advisor (via zoom); S. Johnston, Governance Administrator (via zoom)

### 2. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

The Interest Register had been circulated via Microsoft Teams and email.

<sup>1</sup>The Chair advised of changes to be made to the Interest Register on her behalf and advised that she is no longer working in the Audit Role as Chair; for CKS Audit; is doing some Advisory work for the Upper Hutt Risk & Assurance Committee and is also in a Business Advisory role for a 'not for charity/not for profit' organisation; is working full time for Grant Thornton in the Business Advisory Unit - her current work is primarily with NFPs and Charities; is the Independent Chair of the Audit, Risk and Improvement Committee for South Waikato District Council and an independent advisor to the Upper Hutt Risk & Assurance Committee.

<sup>1</sup> Amended by the Risk & Assurance Committee 2 August 2023

**3. NGĀ TAKE WHAWHATI TATA KĀORE I TE RĀRANGI TAKE  
URGENT ITEMS NOT ON THE AGENDA**

There were no urgent items of business not on the Agenda.

**4. NGĀ MENETI O TE HUI KAUNIHERA  
MINUTES OF MEETINGS**

The Minutes of the previous Meeting were circulated separately via Microsoft Teams and email:

• **Inaugural Risk and Assurance Committee Meeting Minutes – 9 February 2023**

It was noted that the Minutes of the 9 February 2023 needed an amendment made to the late agenda item which was the Draft Risk & Assurance Committee Rolling Workplan. The resolution did not contain the word '**Resolved**' and the Chair asked for a mover and seconder to add the word '**Resolved**' to the movement of this item to formalise it.

Moved Chair Dean, seconded Cr Gillett and **Resolved** that:

1. The amended Inaugural Minutes of the Risk and Assurance Committee Meeting held on the 9 February 2023 be confirmed as a true and correct record of the meeting.

The Chair **Approved** that their digital signature be added to the confirmed amended Inaugural Risk and Assurance Committee Meeting Minutes of 9 February 2023.

**5. ACTION LIST**

Lesley Crichton, Group Manager, Corporate Services and Risk & Assurance spoke to the Action List and provided the following updates:

- Insurance review- is in progress.
- Evaluation of performance – has been moved to 2024

Moved Chair Dean, seconded Cr Gillett and **Resolved** that the updated Action List be received.

**6. NGĀ TĀPAETANGA  
PRESENTATIONS**

Nil

**7. PŪRONGO KAIMAHI  
STAFF REPORTS**

**1. Quarterly Report: 1 January-31 March 2023**

Lynley Truman, Finance Manager and Emma Rae, Strategy & Communications Advisor spoke to this item and advised that the purpose of the report was to inform the Committee of Council's financial and service delivery performance for the nine months ended 31 March 2023.

The Chief Executive advised that an application for another round of storm damage funding from the Ministry of Business Innovation & Employment (MBIE) has been submitted.

The Chief Executive provided an update for the Committee on the following items:

- Hokitika Wastewater Treatment Plant Project
- National Transition Unit
- Impacts of the Better Off Funding withdrawal

Moved Cr Neale, seconded Cr Gillett and **Resolved** that:

1. The report be received.
2. The Committee receive the Quarterly Report Q3 January – March 2023

- **Risk & Assurance Rolling Workplan**

Lesley Crichton, Group Manager, Corporate Services and Risk & Assurance spoke to the Rolling Workplan.

A report regarding Insurance will be tabled at the next Risk & Assurance meeting in August.

Moved Cr Phelps, seconded Cr Baird and **Resolved** that:

1. The Rolling Workplan be received.

## 8. KA MATATAPU TE WHAKATAUNGA I TE TŪMATANUI RESOLUTION TO GO INTO PUBLIC EXCLUDED

(to consider and adopt confidential items)

Moved Chair Dean, seconded Cr Baird and **Resolved** that the Risk and Assurance Committee confirm that the public were excluded from the meeting in accordance with Section 48, Local Government Official Information and Meetings Act 1987 at 1:25 pm.

The general subject of the matters to be considered while the public are excluded, the reason for passing this resolution in relation to each matter and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of the resolution are as follows:

Item No.	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
1.	Inaugural Confidential Risk & Assurance Meeting Minutes – 9 February 2023	Good reasons to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
2.	Ernst & Young Audit Plan FY23	Good reasons to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)

3.	Health & Safety Report	Good reasons to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
4.	IT Cybersecurity Report	Good reasons to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
5.	Risk Report	Good reasons to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
6.	Quarterly Report on Whistle-blower Services at 31 March 2023	Good reasons to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
7.	Policy Review: Data Privacy Policy	Good reasons to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)

This resolution is made in reliance on sections 48(1)(a) and (d) of the Local Government Official Information and Meetings Act 1987 and the particular interests or interests protected by section 7 of that Act, which would be prejudiced by the holding of the relevant part of the proceedings of the meeting in public are as follows:

Item No.	Interest
1	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (Schedule 7(2)(i))
1	Protect information where the making available of the information: <ul style="list-style-type: none"> <li>(i) would disclose a trade secret; and</li> <li>(ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information (Schedule 7(2)(b)).</li> </ul>
1,3,4, 7	Protect the privacy of natural persons, including that of deceased natural persons (Schedule 7(2)(a))

Item No.	Interest
1, 4, 6, 7	Maintain the effective conduct of public affairs through – (i) the protection of such members, officers, employees, and persons from improper pressure or harassment; or (ii) the protection of such members, officers, employees, and persons from improper pressure or harassment; or (Schedule 7(2)(f))
2, 4, 7	Prevent the disclosure or use of official information for improper gain or improper advantage (Schedule 7(2)(j))
3	Avoid prejudice to measures protecting the health or safety of members of the public; (Schedule 7(2)(d))
3, 4, 5, 6, 7	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; or (Schedule 7(2)(h))
4, 7	Avoid prejudice to measures that prevent to mitigate material loss to members of the public; (Schedule 7(2)(e))
4, 7	<i>Other reasons for withholding official information</i> Where this section applies, good reason for withholding official information exists, for the purpose of section 5, unless, in the circumstances of the particular case, the withholding of that information is outweighed by other considerations which render it desirable, in the public interest, to make that information available. (Schedule 7)
4	Subject to sections 6, 8, and 17, this section applies if, and only if, the withholding of the information is necessary to- (Schedule 7(2))
5, 6	Maintain legal professional privilege (Schedule 7(2)(g))

Moved Chair Dean, seconded Cr Phelps and **Resolved** that the business conducted in the 'Public Excluded Section' be confirmed and accordingly, the meeting went back to the open part of the meeting at 3:04 pm.

**DATE OF NEXT RISK AND ASSURANCE COMMITTEE MEETING – 10 AUGUST 2023  
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

**MEETING CLOSED AT 3:04 PM**

Confirmed by:

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Rachael Dean  
Chair

Date: 2 August 2023