



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 THURSDAY, 8 MAY 2025 COMMENCING AT 1 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

Chairperson:	Rachael Dean
Members:	Her Worship the Mayor
	Cr Neale
	Cr Baird

NGĀ WHAKAPAAHA APOLOGIES

Cr Phelps

B. Phillips, Chief Executive's apology was noted at the end of meeting.

Moved Chair Dean, seconded Cr Baird and **Resolved** that the apology from Cr Phelps be received and accepted.

ABSENT

Kw Tumahai

STAFF PRESENT

L. Crichton, Group Manager Corporate Services and Risk Assurance; E. Bencich, Acting Group Manager District Assets; E. Rae, Strategy and Communications Advisor (via Zoom); D. Maitland, Executive Assistant, N. Sinclair, Senior Administrator.

Staff in attendance for part of the meeting – L. Buchanan, Health and Safety & Compliance Officer; P. Oliver, Information Technology Manager, M. Waters, Community Services Manager.

Also in attendance - Brendan Summerfield, Partner and Todd Anderson, Associate Director, Ernst and Young (via Zoom).

2. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

The updated Interest Register had been circulated to the Committee.

Chair Dean advised of the following update to the interest register: Member of Lotteries Wellington and Wairarapa Community Committee.

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

Moved Her Worship the Mayor, seconded Cr Baird and **Resolved** that in accordance with section 46A(7) of the Local Government Official Information and Meetings Act 1987, the following item be added as an Urgent Item Not on the Agenda for the Committee's consideration.

- **Audit Plan for Year Ending 30 June 2025**

i) The reason the item is not on the agenda is:

The plan cannot be delayed as the annual audit will have started by the time the next meeting takes place.

(ii) The reason why the discussion of the item cannot be delayed until a subsequent meeting.

The plan must be agreed before the audit begins so both parties understand the substance of the audit.

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

The Minutes of the previous meeting had been circulated.

- **Risk and Assurance Committee Meeting Minutes – 28 February 2025**

Moved Her Worship the Mayor, seconded Chair Dean and **Resolved** that the Minutes of the Risk and Assurance Committee Meeting held on **28 February 2025** be confirmed as a true and correct record of the meeting.

Chair Dean **Approved** that their digital signature be added to the confirmed Risk and Assurance Committee Meeting Minutes of **28 February 2025**.

5. ACTION LIST

Chair Dean, spoke to the Action List and provided the following update:

Item	Action	Officer
Evaluation of the performance of the Committee	Chair Dean to provide evaluation questionnaires to members of the Risk and Assurance Committee and the Senior Leadership Team by 1 July 2025. Responses from members and the Senior Leadership Team will be required by 15 July 2025.	Chair Dean

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

**6. NGĀ TĀPAETANGA
PRESENTATIONS**
Nil

7. PŪRONGO KAIMAHI STAFF REPORTS

• Quarterly Report – Q3 – Financial

The Group Manager Corporate Services and Risk Assurance and the Strategy and Communications Advisor spoke to this item and advised the purpose of this report was to inform the Committee of Council's financial and service delivery performance for the three months ended 31 March 2025.

Key topics discussed included the following:

- Rates Affordability benchmark.
- Operating Deficit will continue through to the year end.
- Figures provided of 113 building inspections failing out of 240 inspections undertaken over the quarter were in line with nationwide inspection statistics.
- \$3,106.47 of unplanned maintenance expense for the Hokitika Swimming Pool will be clarified by the Acting Group Manager, District Assets.

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

1. The report be received.
2. The Committee receive the Quarterly Report Q3, January – March 2025.

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

(to consider and adopt confidential items)

Moved Chair Dean, seconded Her Worship the Mayor 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 1.17 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.	Confidential Minutes – 28 February 2025	Good reason 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.	Health and Safety Initiatives as at 8 May 2025	Good reason 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.

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
Section 48(1)(a)			
3.	Information Technology Report	Good reason 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.	Quarterly Report on Whistleblower Services at 31 March 2025	Good reason 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 reason 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.	Audit Recommendations 2023-2024 Progress Report	Good reason 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, 2	Protect the privacy of natural persons, including that of deceased natural persons (S. 7(2)(a))
1	Avoid prejudice to measures protecting the health or safety of members of the public. (S. 7(2)(d))
2	Avoid prejudice to measures that prevent to mitigate material loss to members of the public

Item No.	Interest	
		(S.7(2)(e))
1, 4, 3	Maintain the effective conduct of public affairs through: (ii) The protection of such members, officers, employees, and persons from improper pressure of harassment	(S. 7(2)(f))
1, 3, 4	Maintain legal professional privilege; or	(S. 7(2)(g))
1, 2, 3, 4	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; or	(S. 7(2)(h))
1, 6	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	(S. 7(2)(i))
2, 5	Prevent the disclosure or use of official information for improper gain or improper advantage	(S.7(2)(j))

Moved Chair Dean, seconded Cr Baird 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 2.39 pm

**DATE OF NEXT RISK AND ASSURANCE COMMITTEE MEETING – 7 AUGUST 2025, 1PM
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

MEETING CLOSED AT 2.40 PM

Confirmed by the Risk and Assurance Committee at their meeting on **7 August 2025**.

**Rachael Dean
Chair**

Date: 7 August 2025