



# 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 FRIDAY, 28 FEBRUARY 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 Phelps

#### NGĀ WHAKAPAAHA APOLOGIES

Cr Baird.

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

#### ABSENT

Cr Neale. Kw Tumahai.

#### STAFF PRESENT

B. Phillips, Chief Executive; L. Crichton, Group Manager Corporate Services and Risk Assurance; E. Bencich, Acting Group Manager District Assets; E. Rae, Strategy and Communications Advisor (via Zoom); P. Coleman, Governance Administrator.

*Staff in attendance for a part meeting* – L. Truman, Finance Manager; L. Buchanan, Health and Safety & Compliance Officer; Richard Morris, Information Manager.

### 2. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

The Interest Register had been circulated.  
There were no changes to the Interest Register noted.

The Chair advised that she has is doing internal audit work for the Manawatu District Council.

### 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 had been circulated.

- **Risk and Assurance Committee Meeting Minutes – 7 November 2024**

Moved Her Worship the Mayor, seconded Chair Rachael Dean and **Resolved** that the Minutes of the Risk and Assurance Committee Meeting held on **7 November 2024** be confirmed as a true and correct record of the meeting.

The Chair **Approved** that their digital signature be added to the confirmed Risk and Assurance Committee Meeting Minutes of **7 November 2024**.

#### 5. ACTION LIST

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

Item	Action	Officer
Councillor Surveys	Deferred until May 2025.	Chair Rachael Dean
Staff Conflict of Interest Policy	Included on the agenda for today's meeting.	Group Manager Corporate Services and Risk Assurance Lesley Crichton
Councillors Conflict of Interest Policy	To be added to the action list and reviewed against the Staff Conflict of Interest Policy. Due to the Committee by August 2025.	Group Manager Corporate Services and Risk Assurance Lesley Crichton

Moved Cr Phelps, seconded Her Worship the Mayor and **Resolved** that the updated Action List be received with the amendment of the Conflict of Interest Policy for Councillors being added.

#### 6. NGĀ TĀPAETANGA PRESENTATIONS

Nil

#### 7. PŪRONGO KAIMAHI STAFF REPORTS

- **Quarterly Report – Q2 – Financial**

Lynley Truman, Finance Manager 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 December 2024.

- The Chair had enquired as to changes made by the New Zealand Transport Association (NZTA) with respect to their funding provided to Councils.
- The increase in rates debtors is a general economic climate issue.
- Consenting invoices over 90 days – consents are not granted until they are paid for. It would be useful to have a breakdown on consents including when they were raised.

Moved Cr Phelps, seconded Her Worship the Mayor and **Resolved** that:

1. The report be received.
2. The Committee receive the Quarterly Report Q2, October – December 2024.

- **Staff Conflict of Interest Policy**

Lesley Crichton, Group Manager Corporate Services and Risk Assurance spoke to this item and advised the purpose of this report was to review the updated Staff Conflict of Interest Policy.

- The policy has been updated to include the recommended edits from the Committee.
- Contractors and tenders have their own conflict that they register.

Moved Chair Rachael Dean, seconded Her Worship the Mayor and **Resolved** that:

1. The report be received.
2. The updated Staff Conflict of Interest Policy be received.

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

(to consider and adopt confidential items)

Moved Chair Rachael Dean, seconded Cr Phelps 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 1.22 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 – 7 November 2024	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 31 January 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)
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 December 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.	Westland District Library	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, 2	Avoid prejudice to measures protecting the health or safety of members of the public. (S. 7(2)(d))
3	Avoid prejudice to measures that prevent to mitigate material loss to members of the public (S.7(2)(e))
1, 4	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, 4, 5	Maintain legal professional privilege; or (S. 7(2)(g))
1, 2, 4, 5, 6	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))
3	Prevent the disclosure or use of official information for improper gain or improper advantage (S.7(2)(j))

Moved Chair Rachael 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 1.50 pm

**DATE OF NEXT RISK AND ASSURANCE COMMITTEE MEETING – 8 MAY 2025  
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

**MEETING CLOSED AT 1.51 PM**

Confirmed by the Risk and Assurance Committee at their meeting on **8 MAY 2025.**

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Rachael Dean  
Chair

Date: