



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 9TH MAY 2024 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

Chairperson:	Rachael Dean
Members:	
Her Worship the Mayor	Cr Baird
Cr Neale (via zoom)	

NGĀ WHAKAPAAHA APOLOGIES

Cr Phelps

Moved Her Worship the Mayor, seconded Cr Baird and **Resolved** that the apology from Cr Phelps be received and accepted.

ABSENT

Kw Madgwick & Kw Tumahai

STAFF PRESENT

S.R. Bastion, Chief Executive; T. Cook, Regulatory Services Manager; L. Crichton, Group Manager: Corporate Services & Risk Assurance; S. Baxendale, Group Manager District Assets; D. Maitland; Executive Assistant, E. Rae, Strategy and Communications Advisor (via Zoom); P. Coleman, Governance Administrator.

2. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

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

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 previously circulated.

- **Risk and Assurance Committee Meeting Minutes – February 8th 2024**

Moved Cr Baird seconded Cr Neale and **Resolved** that the Minutes of the Risk and Assurance Committee Meeting held on the 8th of February 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 the 8th of February 2024.

5. ACTION LIST

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

- Evaluation of the performance of the committee – Rachael Dean
 - A workshop should be held in August.
 - Rachael will distribute the questionnaire at the end of May to be filled out by 30 June at the latest.
 - This will then be summarised and returned 2 weeks before the August meeting.

Moved Chair Rachael Deal, seconded Cr Baird and **Resolved** that the updated Action List be received and the Sensitive Expenditure Policy be removed from the Action List.

6. NGĀ TĀPAETANGA PRESENTATIONS

Nil

7. PŪRONGO KAIMAHI STAFF REPORTS

- **Workplan**

Lesley Crichton, Group Manager Corporate Services and Risk Assurance spoke to the workplan.

Insurance will be updated on the workplan to include the Chief Executive of Destination Westland and Rachael Dean.

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

1. The Workplan be received.

- **Review of Revised Human Resources (HR) Policies**

Simon Bastion, Chief Executive spoke to this item and advised the purpose of this report is to present revised policies for the Risk and Assurance Committee (R&A) to receive:

1. Volunteer Policy updated
2. Flexible Work Policy updated
3. Staff Code of Conduct updated

- The Staff Code of Conduct policy has been reworded with a positive focus. This has been approved by staff before going to the exec team.
- Volunteer policy –

- 2.1 Westland District Council Obligations – extend to add “and any form of harassment”.
- 2.2 Volunteer Obligations – amend to say – “Take reasonable care of safety”, removing the words “their own”.

Moved Chair Rachael Dean, seconded Cr Baird and **Resolved** that:

1. The report be received.
2. The following policies be received by the Risk and Assurance Committee:
 - 2.1. Volunteer Policy.
 - 2.2. Flexible Work Policy.
 - 2.3. Staff Code of Conduct.

- **Quarterly Report – Q3 – 1 January – 31 March 2024**

Lynley Truman, Finance Manager and Emma Rae, Strategy and Communications Advisor spoke to this item and advised the purpose of this report is to inform the Committee of Council's financial and service delivery performance for the nine months ended 31 March 2024 (Q3) and answered questions from the Committee.

It was noted that the additional sampling costs related to Water are a mandatory requirement from Government that came in through Water regulations and are the reason for a significant proportion of the proposed rate increase.

Matters discussed by the Committee included

- Interest rate risk.
- Rates affordability.
- Debt affordability benchmark.
- Water, additional sampling costs.
- Consent fees.
- Debtors.

Cr Baird left the meeting at 1.25 pm, returning at 1.26 pm.

Moved Chair Rachael Dean, seconded Cr Baird and **Resolved** that:

1. The report be received.
2. The Committee receive the Quarterly Report - Q3 - January – March 2024.

- **Artificial Intelligence (A.I) Policy**

Richard Morris, Information Manager spoke to this item and advised the purpose of this report is to provide a summary and synopsis of the recently adopted Artificial Intelligence (A.I) Policy.

- The Information Technology department used ideas from the Association of Local Government Information Management (ALGIM) template policy to create this policy.
- New Zealand is currently ahead of the curve with developing AI policies.
- This policy is meant to temper the advance of technology with some common sense.
- Attempting to keep one step ahead of emerging threats.

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

1. The report be received.
2. The Committee endorse the Artificial Intelligence (AI) Policy as published.

- **Information Management Update**

Richard Morris, Information Manager spoke to this item and advised the purpose of this report is to update the committee on the work of the Westland District Council (WDC) Information Management team.

- Technology is moving ahead very quickly at the moment.

Moved Cr Mayor seconded Cr Baird and **Resolved** that:

1. The report be received.
2. Any feedback, suggestions, or recommendations for the working group be provided at the committee's earliest convenience.
3. The committee recommend the continued commitment to the work of the Information Management team.

- **Sensitive Expenditure Policy**

Lesley Crichton, Group Manager Corporate Services and Risk Assurance spoke to this item and advised the purpose of this report is to review the addition of the Office of the Auditor General (OAG) principles in the Sensitive Expenditure Policy as requested by the Risk and Assurance meeting 9 November 2023.

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

1. The report be received.
2. The updated Sensitive Expenditure Policy including Office of the Auditor General principles 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 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 1.48 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 – February 8 th 2024	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.	EY Westland District Council Audit Plan	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.	Information Technology Report and Updates	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.	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)
5.	Quarterly Report on Whistleblower Service at 31 March 2024	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.	Privacy Breach 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)

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, 4, 6	Protect the privacy of natural persons, including that of deceased natural persons. (s. 7(2)(a))
1, 4	Protect information where the making available of the information: (i) would disclose a trade secret; and (ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information. (s. 7(2)(b))
3	Avoid prejudice to measures that prevent to mitigate material loss to members of the public. (s. 7(2)(e))
1, 2, 5	Maintain the effective conduct of public affairs through: (i) 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. (s. 7(2)(g))
1, 3, 4, 5	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities. (s. 7(2)(h))
1, 4	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, 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 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 3.25 pm

**DATE OF NEXT RISK AND ASSURANCE COMMITTEE MEETING
8TH AUGUST 2024
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

MEETING CLOSED AT 3.25 PM

Confirmed by the Risk and Assurance Committee at their meeting on **8TH AUGUST 2024**.

Rachael Dean
Chair

Date: