



RISK AND ASSURANCE COMMITTEE MEETING MINUTES

MINUTES OF THE RISK AND ASSURANCE COMMITTEE MEETING OF WESTLAND DISTRICT COUNCIL HELD IN THE WESTLAND DISTRICT COUNCIL OFFICES, 36 WELD STREET, HOKITIKA AND VIA ZOOM ON THURSDAY, 7 NOVEMBER 2024, 1PM

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

NGĀ WHAKAPAAHA APOLOGIES

Cr Neale, Cr Phelps and Kw Tumahai

Moved Cr Baird, seconded Her Worship the Mayor and **Resolved** that the apologies from Cr Neale, Cr Phelps and Kw Tumahai be received and accepted.

STAFF PRESENT

L. Crichton, Group Manager Corporate Services & Risk Assurance (via zoom); E. Bencich, Acting Group Manager District Assets; D. Maitland; Executive Assistant; E. Rae, Strategy and Communications Advisor (via Zoom); P. Coleman, Governance Administrator.

The following staff were present for part of the meeting:

L. Truman, Finance Manager.

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 meetings had been circulated.

- Risk and Assurance Committee Meeting Minutes – 8 August 2024

- **Extraordinary Risk and Assurance Committee Meeting Minutes – 17 October 2024**

Moved Her Worship the Mayor, seconded Cr Baird and **Resolved** that the Minutes of the Risk and Assurance Committee Meeting held on 8 August 2024 and the Minutes of the Extraordinary Risk and Assurance Committee Meeting held on 17 October 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 8 August 2024 and the confirmed Extraordinary Risk and Assurance Committee Meeting Minutes held on 17 October 2024.

5. **ACTION LIST**

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

- **Workshop: Evaluation of the performance of the Committee –**
 - The Chair will send out questionnaires in January/February 2025 to have the workshop before the May Risk and Assurance Committee meeting.
- **Staff Conflict of Interest Policy** has been added to the Action List. This item was due to come to this Risk and Assurance Committee meeting, due to other commitments this has not been completed, so this item has been added to the Action List to ensure it doesn't get forgotten.

Moved Chair Rachael Dean, seconded Her Worship the Mayor and **Resolved** that the updated Action List be received.

6. **NGĀ TĀPAETANGA PRESENTATIONS**

Nil

7. **PŪRONGO KAIMAHI STAFF REPORTS**

- **Workplan**

Lesley Crichton, Group Manager Corporate Services and Risk Assurance spoke to this item.

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

1. The Workplan be received.

- **Asset Management Policy**

Erle Bencich, Acting Group Manager District Assets spoke to this item and advised the purpose of this report was to review the revised Asset Management Policy.

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

1. The report be received.
2. The updated Asset Management Policy be received.

- **Procurement Policy**

Erle Bencich, Acting Group Manager District Assets spoke to this item and advised the purpose of this report was to review the revised Procurement Policy.

- Suggestions from the Chair –

- Pg 26 – Council will develop templates and processes to ensure that purchasing activities are documented and recorded appropriately”. Add the word “authorised” as part of the core of this.
- Emergency procurement – a certain type of cyber emergency may classify as emergency procurement.

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

1. The report be received.
2. The updated Procurement Policy be received.

• **Land Acquisition and Disposal Policy**

Erle Bencich, Acting Group Manager District Assets spoke to this item and advised the purpose of this report was to review the revised Land Acquisition and Disposal Policy.

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

1. The report be received.
2. The updated Land Acquisition and Disposal Policy be received.

• **Quarterly Report – Q1 – 1 July – 30 September 2024**

Emma Rae, Strategy and Communications Advisor and 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 30 September 2024 (Q1).

- Comments from the Chair –
 - Mayors taskforce for Jobs has delivered good value in terms of opportunities delivered for the amount invested.

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

1. The report be received.
2. The Committee receive the Quarterly Report Q1 July – September 2024, as attached to the agenda.

**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 1.21 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 – 8 August 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.	Confidential Extraordinary Minutes – 17 October 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)
3.	Health and Safety Initiatives at 31 October 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)
4.	Quarterly Report on Whistle Blower Services at 30 September 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)
5.	Verbal Insurance Update	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.	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)

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, 3	Protect the privacy of natural persons, including that of deceased natural persons

(S. 7(2)(a))

1	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))
1, 3	Avoid prejudice to measures protecting the health or safety of members of the public. (S. 7(2)(d))
1	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, 6	Maintain legal professional privilege; or (S. 7(2)(g))
1, 3, 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, 2	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (S. 7(2)(i))
1	Prevent the disclosure of use of official information for improper gain or improper advantage. (S. 7(2)(j))

Moved Cr chair seconded Cr mayor 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 1.47pm

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

MEETING CLOSED AT 1.48 PM

Confirmed by the Risk and Assurance Committee at their meeting on 13 February 2025.

Rachael Dean
Chair

Date: 13 February 2025.