



AUDIT AND RISK COMMITTEE MEETING MINUTES

MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING OF WESTLAND DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM ON TUESDAY, 10 AUGUST 2021 COMMENCING AT 1.03PM

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 – Independent Chair (via Zoom)	
Members	His Worship the Mayor	
	Cr Hart (via Zoom)	Cr Neale

NGĀ WHAKAPAAHA APOLOGIES

Deputy Mayor Carruthers
Kw Madgwick

ABSENT

Kw Tumahai

Moved R. Dean, seconded His Worship the Mayor and **Resolved** that the apologies from Deputy Mayor Carruthers and Kw Madgwick be received and accepted.

STAFF PRESENT

S.R. Bastion, Chief Executive; T. Cook, Regulatory Services Manager; L. Crichton, Group Manager: Corporate Services; S. Baxendale, Group Manager District Assets; D. Maitland; Executive Assistant, M. Smith, Committee Secretary.

2. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

The Interest Register had been circulated via Microsoft Teams and available on the Council Chambers table. 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 were circulated separately via Microsoft Teams.

- **Audit and Risk Committee Meeting Minutes – 11 May 2021**

Moved Cr Hart, seconded Cr Neale and **Resolved** that the Minutes of the Audit and Risk Committee Meeting held on the 11 May 2021 be confirmed as a true and correct record of the meeting.

5. ACTION LIST

The Group Manager: Corporate Services spoke to the Action List and provided the following updates:

- **Terms of Reference (TOR) – Audit and Risk Committee adopted 17.03.20**

A report to receive the amended ToR is to be presented at today's meeting. Action completed.

- **Risk Management Workshop**

The workshop was held on the 5th August 2021. The Independent Committee Chair noted that there was a very poor attendance from the elected members with only 2 of the 9 members present. Action completed.

- **Quarterly Report Q3 – Finance and Service Delivery**

Percentage of unsatisfied ratepayers re leadership. The Group Manager reviewed the survey feedback and there were no comments provided to enable Council to understand the reason the percentage of unsatisfied ratepayers for leadership was lower than the previous survey. Action completed.

- **Insurance CCO Director Insurance Protection**

Insurance valuations have taken place. A report is to be presented to the Committee today. Action completed.

- **Audit Report Recommendation Completion**

Audit Reconciliation Review (page 57) NZTA claims process reconciliations. A review has been done and the action is now complete.

Moved R. Dean, seconded Cr Hart and **Resolved** that the updated Action List be received with the below actions completed and to be removed:

- Terms of Reference (TOR) – Audit and Risk Committee adopted 17.03.20.
- Risk Management Workshop.
- Quarterly Report Q3 – Finance and Service Delivery.
- Insurance CCO Director Insurance Protection.
- Audit Report Recommendation Completion.

6. NGĀ TĀPAETANGA PRESENTATIONS

There were no presentations on today's agenda.

7. PŪRONGO KAIMAHI STAFF REPORTS

- **Amended Terms of Reference for Audit and Risk Committee**

The Group Manager: Corporate Services advised the purpose of the report is for the Audit and Risk Committee (A&R) to receive the amended Terms of Reference (ToR) adopted by Council on 29 April 2021.

Moved His Worship the Mayor, seconded Cr Hart and **Resolved** that the Committee receive the amended Audit and Risk Committee Terms of Reference adopted by Council 29 April 2021.

- **Audit Management Report for the Long Term Plan 2018-28 Amendment**

The Group Manager: Corporate Services advised the purpose of the report is to present the Audit Management Report attached as Appendix 1, for the Long Term Plan amendment for the purchase of 41 Weld Street, Hokitika.

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

- A) The Committee receive the report.
- B) The Committee approve the Audit Management Report for the Long Term Plan 2018-28 amendment for public release.

- **Audit And Risk Committee Rolling Work Plan – August 2021**

The Group Manager: Corporate Services spoke to this updated plan and advised the purpose of this report is to present to the committee future items within the Rolling Workplan as at August 2021.

Moved R. Dean, seconded Cr Hart and **Resolved** that the Audit and Risk Committee Rolling Workplan – August 2021 from the Group Manager: Corporate Services be received.

*Administrative Update: The Chair **Approved** that her digital signature be added to the confirmed Audit and Risk Committee Meeting Minutes of 11 May 2021 as confirmed in agenda item 4 above.*

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

(to consider and adopt confidential items)

Moved R. Dean, seconded Cr Hart and **Resolved** that the Audit and Risk Committee confirm that the public were excluded from the meeting in accordance with Section 48, Local Government Official Information and Meetings Act 1987 at 1.21pm.

The motion was not carried due to the following Mayors statement.

Before moving into public excluded His Worship the Mayor complimented the Committee and the Finance team for the work they have put in over the last 12 months with a successful untagged audit and thanked everyone involved.

The Independent Chair noted her support of the Mayor's statement over what was a difficult 12 months and spoke to the high reporting standard of Council and asked that her comments be forwarded to the finance team.

The motion to enter public excluded was then restated as below:

Moved R. Dean, seconded Cr Neale and **Resolved** that the Audit and Risk Committee confirm that the public were excluded from the meeting in accordance with Section 48, Local Government Official Information and Meetings Act 1987 at 1.23pm.

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 – 11 May 2021	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.	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)
3.	Insurance Renewals 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.	Current state and proposed changes for the Westland District Council's Computer Network Security	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.	Health and Safety Initiatives – August 2021	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 Whistleblower Services provided by PWC	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
1,5	Protect the privacy of natural persons, including that of deceased natural persons (Section 7(2)(a)).
1,5	Protect information where the making available of the information: (ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information (Section 7(2)(b)).
1,6	Maintain the effective conduct of public affairs through— (ii) the protection of such members, officers, employees, and persons from improper pressure or harassment (Section 7(2)(f)).
1,2,6	Maintain legal professional privilege (Section 7(2)(g)).
1,2,6,5	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities (Section 7(2)(h)).
3	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (Section 7(2)(i)).
4	Prevent the disclosure or use of official information for improper gain or improper advantage (Section 7(2)(j)).

Moved R. Dean, seconded Cr Neale 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 2.23pm.

**DATE OF NEXT AUDIT AND RISK COMMITTEE MEETING – 9 NOVEMBER 2021
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

MEETING CLOSED AT 2.24PM

Confirmed by:

Rachael Dean
Chair

Date: 09.11.21