



# 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 THURSDAY 11 AUGUST 2022 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 – Independent Chair	
Members	Deputy Mayor Carruthers	
	Cr Neale	Cr Hart

### NGĀ WHAKAPAAHA APOLOGIES

His Worship the Mayor  
Kw Madgwick  
Kw Francois

Moved Cr Carruthers, seconded Cr Hart and **Resolved** that the apologies from His Worship the Mayor, Kw Madgwick and Kw Francois be received and accepted.

### STAFF PRESENT

L. Crichton, Group Manager: Corporate Services; T. Cook, Group Manager, Regulatory and Community Services; S. Baxendale, Group Manager District Assets; D. Maitland; Executive Assistant, E. Rae, Strategy and Communications Advisor; S. Johnston, Governance Administrator.

### 2. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

The Interest Register had been circulated via Microsoft Teams and available on the Council Chambers table. There was one declaration of interest to be noted:

Independent Chair Rachael Dean has been asked to be an Independent member on the Masterton District Council Civic Centre Working Group.

### 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 – 12 May 2022**

Moved Acting Mayor Carruthers seconded Cr Hart and **Resolved** that the Minutes of the Audit and Risk Committee Meeting held on the 12 May 2022 be confirmed as a true and correct record of the meeting.

The Chair **Approved** that their digital signature be added to the confirmed Audit and Risk Committee Meeting Minutes of 12 May 2022

## 5. ACTION LIST

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

### 1. Insurance review of the Airport:

The Chief Executive met with Destination Westland Ltd (DWL) Chief Executive and asked about getting the insurance evaluations done. DWL Chief Executive advised that this will most likely be done towards the end of the year.

### 2. Workshop: Evaluation of the Performance of the Committee:

There has been no movement on this, and no arrangements have been made.

Rachael Dean (Independent Chair) offered to send out a list of questions to the Committee and when responses/results come back in, could write up a summary report - providing the Committee is happy with this solution. The Committee members agreed to this.

### 3. Westland District Council Policy Review on Police Vetting:

Has been taken off the agenda for today at the last minute as it is not fully completed. This policy however will be brought to the September Council meeting

### 4. WDC Staff Working from Home / Risk / Privacy:

WDC has an ICT Acceptable Use Policy – which contains information regarding working from home, leaving the computer unattended and unlocked as well as a section around family/friends using WDC equipment. We do expect staff to abide by this policy. The Committee agreed that this action can be removed from the Action List.

### 5. Reporting to Council by Chair of A&R Committee:

Completed – this process has now started.  
The Committee agreed that this action can be removed from Action List.

### 6. Reporting to Council by Chair of A&R Committee – Annual Report:

This item can be removed once this meeting has taken place which will be at the August Council meeting.

Moved R. Dean (Chair), seconded Acting Mayor Carruthers and **Resolved** that the Action List be received and that point 4 and point 5 be removed from the Action List now and point 6 be removed from the Action list once the August Council meeting has taken place.

## 6. NGĀ TĀPAETANGA PRESENTATIONS

No Presentations

## 7. PŪRONGO KAIMAHI STAFF REPORTS

### • **Workplan**

Group Manager, Corporate Services, Lesley Crichton spoke to this item and advised the purpose of this report is:

- Rolling workplan has one final month on it due to the conclusion of the Triennium. This is the last Committee Meeting for this Triennium.
- **External Audit:** It is not clear if we are going to be getting an Interim Audit Report from Ernst and Young. Ernst and Young carried out an Interim audit, however we are unsure of how that has gone. They received everything they needed to carry out the audit. We may get a final audit report after the final audit.
- **Financial Reporting:** Due to the yearend adjustments needed to carry out the financial accounts, there is no financial report to review today. The results given to the Committee at this time wouldn't reflect the year end balances.
- **Insurance renewals:** Won't be received until September / October. Underground Insurance Information has already started to be supplied to the Insurers.
- **Risk Management Report:** Full register is in the confidential section of the agenda today to review as an annual process.
- **Health & Safety Report:** is in the confidential section of the agenda
- **Whistle blower report:** Is in the confidential section of today's agenda.
- **Policy review** is a new reworked protected disclosures policy to reflect the new act that came into force on the 1<sup>st</sup> July 2022.

Moved Chair Dean seconded Acting Mayor Carruthers and **Resolved** that the Workplan Report from the Group Manager, Corporate Services, Lesley Crichton be received.

### • **Protected Disclosures Policy**

Group Manager, Corporate Services, Lesley Crichton spoke to this item and advised the purpose of this report is:

1. The purpose of this report is to provide an update to the Audit and Risk Committee on the required changes to Protected Disclosures policy and request the Audit and Risk Committee (A&R Committee) review the updated Policy.

Tracked change version is on the agenda today. The clean version is also available (easier to read), and the summary guidance is attached that has been used to build this policy.

Acting Mayor Carruthers questioned the second sentence in the policy and queried whether it was necessary.

Where it states:

"This Policy applies to current and former employees, contractors, consultants, secondees and volunteers at Council. This Policy also applies to any persons concerned (or previously concerned) in the management of the Council, including elected or appointed members"

The word 'concerned' and elected / appointed wording.

Group Manager, Corporate Services, Lesley Crichton agreed to look at the Public Service Commission guidance.

The Chair asked for the Escalation Process to be explained. Group Manager, Corporate Services advised that there is an Escalation Policy – depending on who finds something/an issue, and it is about where they go to from there. I.e.: staff member to manager, or Councillor depending on the issue/situation and the timing of escalation.

Moved Acting Mayor Carruthers, seconded Cr Hart and **Resolved** that:

1. That the report be received.
2. That the Protected Disclosures Policy be reviewed and approved to be widely published.

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

(to consider and adopt confidential items)

Moved R. Dean (Chair), seconded Acting Mayor Carruthers 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 1:15 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 – 12 May 2022	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.	Whistleblower 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.	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)

4.	Health & Safety 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.	ACFE Global Fraud Study	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	Protect the privacy of natural persons, including that of deceased natural persons (Schedule 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 (Schedule 7(2)(b)).
1	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (Schedule 7(2)(i))
2	Maintain the effective conduct of public affairs through – (ii) The protection of such members, officers, employees and persons from improper pressure or harassment; or (Schedule 7(2)(f)).
2,3	Maintain legal professional privilege; or (Schedule 7(2)(g))
2,3,4	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; or (Schedule 7(2)(h))

Moved R. Dean (Chair), seconded Acting Mayor Carruthers 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 1:50pm

**THIS WAS THE LAST MEETING OF THE AUDIT & RISK COMMITTEE OF THE TRIENNium**

**MEETING CLOSED AT 1:50PM**

Confirmed by:

\_\_\_\_\_  
**Rachael Dean**  
**Chair**  
**Date: 25 August 2022**

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**Lesley Crichton**  
**Acting Chair**  
**Date: 25 August 2022**