



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, 11 MAY 2021 COMMENCING AT 1.00PM.

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	His Worship the Mayor	
	Cr Hart (via Zoom)	Cr Neale
	Kw Madgwick	

NGĀ WHAKAPAAHA APOLOGIES

Apologies were received from Kw Tumahai.

Moved Cr Neale, seconded His Worship the Mayor and **Resolved** that the apology from Kw Tumahai be received and accepted.

STAFF PRESENT

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

2. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

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

The Chair R. Dean advised via email prior to, and at the meeting, the below addition to the interest register:

- **Rachael Dean (Chair)**
Senior Internal Auditor – CKS Audit and Assurance Client Base
Location: Manawatu – Whanganui LASS Limited
Financial Interest: Pecuniary
Type of interest: Potential

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 KAUNIHĒRA MINUTES OF MEETINGS**

The minutes of the previous meeting were circulated separately via Microsoft Teams.

- **Audit and Risk Committee Meeting Minutes – 9 February 2021**

Moved Cr Neale, seconded His Worship the Mayor and **Resolved** that the Minutes of the Audit and Risk Committee Meeting held on the 9 February 2021 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 9 February 2021.

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**

The TOR were reviewed and adopted at the April 2021 Council Meeting and are scheduled to take effect as of the 1st July 2021. To be circulated once updated.

- **Risk Management Manual Amendment**

Amendment has been made as suggested, this item can be removed from the action list.

- **Risk Management Workshop**

The Chair and Group Manager: Corporate Services have been in touch with Bruce Robertson and a workshop is to be scheduled with the Committee and Councillors. Content and dates to be confirmed within the next 2 months.

- **Committee Structure Review**

The new Committee Structure and Terms of Reference was adopted at the April 2021 Council Meeting, this item can now be removed from the action list.

Moved Cr Neale, seconded His Worship the Mayor and **Resolved** that the updated Action List by the Group Manager: Corporate Services be received.

His Worship the Mayor gave his apologies and left the Council Chambers at 1.04pm and did not return.

The meeting was adjourned at 1.05pm due to technical difficulties and reconvened at 1.12pm.

6. **PŪRONGO KAIMAHI STAFF REPORTS**

- **Quarterly Report Q3 July 2020 – March 2021**

The Finance Manager 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 2021 (Q3) and to answer any queries from the Committee as regards to the report.

The Chair queried the results of the Democracy Survey (page 29) and the percentage of those surveyed dissatisfied with leadership. The Group Manager: Corporate Services spoke to this

issue, the feedback was around communication and community engagement and access to information for consultation released by Council, noting distance and technology are issues in connecting with the community, especially further down the island. For the current Long term plan process these issues have been considered with Councillor Roadshows visiting the communities across the region.

Kw Madgwick requested a review of the surveys again and for the detailed results to be brought back to the committee at the next meeting.

Cr Neale commented that the results could be due to the friction within the previous terms elected members of Council and believe this has improved with the current members. Kw Madgwick agreed and stated the current membership was working positively together.

The survey covered the 2019 – 2020 period during which the newly elected members were voted in for the new triennium.

Moved Cr Neale, seconded Cr Hart and **Resolved** that the Quarterly Report Q3 July 2020 – March 2021 from the Group Manager: Corporate Services be received.

- **Update on Audit Recommendations Year Ended 30 June 2020**

The Group Manager: Corporate Services spoke to this item and advised the purpose of this report is to present the Committee with an update on the actions taken on recommendations in the Audit Management Report for the year ended 30 June 2020 by Audit NZ. Noted updates are as below:

- Key Management Personnel Declarations of Interest: An interest register is to be included as part of the executive team meetings just as with Council.
- A Remuneration Report will be brought to the May 2021 Council Meeting for resolution regarding confusion of the interpretation of the remuneration tool used to assign payments to elected members.
- Items to be removed:
 - Reconciliation review (page 57)
 - NZTA claims process reconciliations.

Moved Cr Hart, seconded Cr Neale and **Resolved** that the update on Audit Recommendations Year Ended 30 June 2020 from the Group Manager: Corporate Services be received.

- **Name of report Audit and Risk Committee Rolling Workplan - May 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 May 2021.

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

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

(to consider and adopt confidential items)

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 1.36pm.

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 – 9 February 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.	Quarterly Report on 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)
4.	Health and Safety Initiatives - 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)

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
4	Protect the privacy of natural persons, including that of deceased natural persons. (Section 7(2)(a))
4	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))
1,3	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))
1,2,3	Maintain legal professional privilege (Section 7(2)(g))
1,2,3	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities (Section 7(2)(h))

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 2.08pm.

**DATE OF NEXT AUDIT AND RISK COMMITTEE MEETING – 10 AUGUST 2021
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

MEETING CLOSED AT 2.08PM

Confirmed by:

Rachael Dean
Chair

Date: 10.08.21.