



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 WEDNESDAY 2 AUGUST 2023, 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

NGĀ WHAKAPAAHA APOLOGIES

Kw Madgwick
Cr Phelps

ABSENT

Kw Tumahai

Moved Cr Baird, seconded Cr Neale and **Resolved** that the apologies from Kw Madgwick and Cr Phelps be received and accepted.

STAFF PRESENT

S.R. Bastion, Chief Executive; T. Cook, Group Manager, Regulatory, Planning & Community Services; L. Crichton, Group Manager, Corporate Services Risk & Assurance; D. Maitland; Executive Assistant, E. Rae, Strategy and Communications Advisor; S. Johnston, Governance Administrator (via zoom); K. Campbell, HR Advisor.

2. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

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

- **Risk and Assurance Committee Meeting Minutes – 11 May 2023**

Chair Dean advised that the wording around the changes to the Interest Register on the 11 May Minutes was not quite accurate and advised the following amendment to the wording:

‘The Chair advised of changes to be made to the Interest Register on her behalf and advised that she is no longer working for CKS Audit; is working full time for Grant Thornton in the Business Advisory Unit - her current work is primarily with NFPs and Charities; is the Independent Chair of the Audit, Risk and Improvement Committee for South Waikato District Council and an independent advisor to the Upper Hutt Risk & Assurance Committee’.

Moved Her Worship the Mayor, seconded Cr Neale and **Resolved** that the amended Minutes of the Risk and Assurance Committee Meeting held on the 11 May 2023 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 11 May 2023.

5. ACTION LIST

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

- **Insurance review of the Airport:** Reports regarding the Insurance review of the airport are due next week and will be presented at a workshop being held on the 10 August with Councillors.
- **Evaluation of the performance of the Committee:** A workshop has been scheduled for early next year for this Evaluation.

Moved Cr Neale, seconded Cr Baird and **Resolved** that the updated Action List be received.

6. NGĀ TĀPAETANGA PRESENTATIONS

Nil

7. PŪRONGO KAIMAHI STAFF REPORTS

- **Policy Review**

Kate Campbell, Human Resources Advisor spoke to this item and advised the purpose of this report is to present the new and revised policies (as attached as Appendix 1, 2 & 3 of the Agenda) for review:

- **Health and Safety Policy (revised)**
- **Safeguarding Children, Youth and Vulnerable Persons Policy (new)**

- **Recruitment Policy (revised)**

The Chair recommended that it is specified what is out of scope in policies for clarity and suggested this be discussed further for future policies with the Executive Team.

The Chair also recommendation that certification of identification be included into the on-boarding process of new staff members – to be further discussed with the Executive Team.

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

1. The report be received.
2. The following policies be reviewed and endorsed by the Risk and Assurance Committee:
 - Health and Safety Policy
 - Safeguarding Children, Youth and Vulnerable Persons Policy
 - Recruitment Policy

- **Rolling Work Plan**

Lesley Crichton, Group Manager Corporate Services Risk & Assurance spoke to the Rolling Workplan and advised that information regarding the insurance item (Item 3 on the Rolling Work Plan) was only received this week, however, this will be updated for the next Committee meeting.

The Group Manager also advised that Audit had sent an email advising that there were no major issues from the internal audit that was recently completed, and any material issues will be brought to the Committees attention.

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

1. The Rolling Workplan be received.

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

(to consider and adopt confidential items)

Moved Chair Dean, seconded Cr Baird 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 1:25 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.	Public Excluded Minutes – 11 May 2023	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.	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)
3.	Quarterly Report on Whistleblower Services at 30 June 2023	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)

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	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (Schedule 7(2)(i))
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 (Schedule 7(2)(b)).
1,2	Protect the privacy of natural persons, including that of deceased natural persons (Schedule 7(2)(a))
2	Avoid prejudice to measures protecting the health or safety of members of the public; (Schedule 7(2)(d))
2, 3, 4	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; (Schedule 7(2)(h))
3	Maintain the effective conduct of public affairs through— the protection of such members, officers, employees, and persons from improper pressure or harassment; (Schedule 7(2)(f))
3, 4	Maintain legal professional privilege; (Schedule 7(2)(g))

Moved Chair 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 1:46 pm

**DATE OF NEXT RISK AND ASSURANCE COMMITTEE MEETING – 9 NOVEMBER 2023
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

MEETING CLOSED AT 1:46 PM

Confirmed by:



Rachael Dean
Chair

Date: 9 November 2023