



# AUDIT AND RISK COMMITTEE MEETING MINUTES

## MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING OF THE WESTLAND DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM ON TUESDAY, 9<sup>TH</sup> FEBRUARY 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	Cr Neale

### NGĀ WHAKAPAAHA APOLOGIES

Kw Madgwick  
Kw Tumahai

Moved R. Dean, seconded Cr Hart and **Resolved** that the apologies from Kw Madgwick and Kw Tumahai be received and accepted.

### STAFF PRESENT

L. Crichton, Group Manager: Corporate Services; T. Cook, Group Manager: Regulatory and Community Services Manager; 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 – 5 November 2020**

Moved R. Dean, seconded Cr Hart and **Resolved** that the Minutes of the Audit and Risk Committee Meeting held on the 5 November 2020 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 5 November 2020.

## 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.**  
To be updated if the committees are reviewed and updated.
- **Reserve Bank had undertaken community consultation on the use of cash.**  
Work was halted due to COVID19. Unknown when this project will resume. Not a Council project therefore no control over it. To be removed from the Action List.
- **Audit Review Document.**  
LTP 2018-28 was circulated. To be removed from the Action List.
- **Risk Management Manual Amendment.**  
This has been updated in the draft. Will not be finalised until after the risk workshop which has been on hold due to the resurgence of COVID19.
- **Committee Structure Review.**  
Structure review has not yet taken place.
- **Updated TOR in regards to the Authority the Audit and Risk Committee has.**  
To be part of the Terms of Reference review. Can be removed from the Action List.

Moved His Worship the Mayor, seconded Cr Neale and **Resolved** that the updated Action List from the Group Manager: Corporate Services be received with the noted amendments/updates below:

- Reserve Bank had undertaken community consultation on the use of cash – Be removed from the list.
- Audit Review Document – Be removed from the list.
- Updated TOR in regards to the Authority the Audit and Risk Committee has - Be removed from the list.

## 6. NGĀ TĀPAETANGA PRESENTATIONS

- NIL

## 7. PŪRONGO KAIMAHI STAFF REPORTS

- **Finance: Quarterly Report Q2 July – December 2020**

The Group Manager: Corporate Services and 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 quarter 1 September to 31 December 2020. The dates noted in the report title as Q2 July to December 2020 were incorrect.

The Independent Chair noted it was a very comprehensive report and answered any questions that she may have had.

Moved R. Dean, seconded Cr Neale and **Resolved** that the Finance: Quarterly Report 1 September – 31 December 2020 from the Finance Manager be received.

- **Audit Management Report for the 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 Audit Management Report attached as Appendix 1, for the year ended 30 June 2020 and noted an improvement on previous years.

Further discussion was held around the below reported items:

- **Reporting all DIA mandatory performance measures.**  
The Chair queried the value of the work that is involved in the performance reporting as a necessary requirement, the Group Manager: Corporate Services advised that this a mandatory key performance indicator on the report.  
*(Agenda page 39)*
- **Councillor remuneration overpayment.**  
The Mayor commented on this item and advised that the fully informed decision made on remuneration payments were set on a governance level with Councillors consideration. The Group Manager Corporate Services informed the committee that there may have been some issues in the way the remunerations were communicated but advise that they have looked extensively into the remuneration policy and believe they have been set correctly.  
*(Agenda page 39)*
- **Declarations of Interest.**  
- The Chair advised that she recommends changing the priority level from Beneficial to Necessary to ensure there is evidence that potential conflicts involving Key Management Personnel were identified should it ever be necessary to demonstrate this.  
*(Agenda page 40)*

The Chair commented again on the quality of the reporting.

Moved R. Dean, seconded His Worship the Mayor and **Resolved** that:

- A) That the Committee receive the report.
- B) That the Committee approve the Audit Management Report for the year ended 30 June 2020 for public release.

- **Audit and Risk Committee Rolling Work Plan 2021**

The Group Manager: Corporate Services provided an update to the Audit and Risk Committee with updates to the Rolling Work Plan 2021.

The plan covered the following items:

- External Audit: Audit Management Report 2019/20
- Financial Reporting: Quarterly Report to December 2020 & LTP Project Update
- Insurance: Regarding Renewals
- Risk Management Framework: Review Risk Register

- Internal Control Framework: PwC Whistleblower Report/Fraud Policy Review/CCTV Policy

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

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

(to consider and adopt confidential items)

Moved R. Dean, seconded His Worship the Mayor 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 1.28pm.

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 – 5 November 2020	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 or 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 or withholding exists.  Section 48(1)(a)
3.	Quarterly 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 or 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	
3	maintain the effective conduct of public affairs through— 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 2.25pm

**DATE OF NEXT AUDIT AND RISK COMMITTEE MEETING – 11 MAY 2021  
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

**MEETING CLOSED AT 2.25PM**

Confirmed by:

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**Rachael Dean**  
**Chair**

**Date: 11.05.21**