



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 THURSDAY, 8TH FEBRUARY 2024 COMMENCING AT 1PM

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

Also in attendance – Deputy Mayor Cassin

NGĀ WHAKAPAAHA APOLOGIES

- Cr Phelps

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

ABSENT

- Kw Madgwick
- Kw Tumahai

STAFF PRESENT

T. Cook, Group Manager, Regulatory Planning, Community Services Manager and Acting Chief Executive; L. Crichton, Group Manager: Corporate Services & Risk Assurance; S. Baxendale, Group Manager District Assets; D. Maitland; Executive Assistant, E. Rae, Strategy and Communications Advisor (via Zoom); P. Coleman, Governance Administrator.

2. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

The Interest Register had been circulated via Microsoft Teams. 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

Nil

4. **NGĀ MENETI O TE HUI KAUNIHERA MINUTES OF MEETINGS**

The Minutes of the previous meeting had been previously circulated.

- **Risk and Assurance Committee Meeting Minutes – 9th November 2023**

Moved Her Worship the Mayor, seconded Cr Baird and **Resolved** that the Minutes of the Risk and Assurance Committee Meeting held on the 9th of November 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 9th November 2023.

5. **ACTION LIST**

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

- Continuance of the Evaluation of the Performance of the Committee, which is scheduled for this year.
- Sensitive Expenditure Policy – Policy principles from the OAG will be included and brought back to the Committee for their consideration.
- The Chair spoke to the Evaluation of the Performance of the Committee –
 - The purpose of the exercise is to improve the committee by way of evaluation.
 - This would be undertaken by using a questionnaire, sent to all members of the committee, the responses are compiled, and a workshop held to discuss the responses.
The Chair volunteered to compile the responses, however if there are concerns that this may affect the independence of the process, then other options will need to be investigated.

The Chair tabled a written copy of the evaluation document with a view to workshopping the results at either the May or August 2024 meeting of the Committee.

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

1. The evaluation questionnaire be completed by the Committee Members and the Executive Team.
2. The Chair of the Committee will compile the results of the questionnaire.
3. A workshop with the Committee will be held in either August 2024.

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

6. **NGĀ TĀPAETANGA PRESENTATIONS**

Nil

7. **PŪRONGO KAIMAHI STAFF REPORTS**

- **Committee Work Plan**

Lesley Crichton, Group Manager, Corporate Services, Risk & Assurance spoke to the report.

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

1. The Risk & Assurance Committee Rolling Work Plan be received.

- **Quarterly Report – Q2– 1 October – 31 December 2023**

Cody Nabben, Graduate Accountant spoke to this report.

The purpose of the report is to inform the Committee of Council's financial and service delivery performance for the three months ended 31 December 2023 (Q2). Topics discussed included:

- The need to be holding cash reserves.
- Capital expenditure has been slower than usual.
- Forecasting for District Assets needs further consideration as to its correctness.

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

1. The Report be received.
2. The Committee receive the Quarterly Report Q2 October-December 2023.

- **Approval of Revised Policies**

Kate Campbell, Human Resources Advisor spoke to the report.

The purpose of the report is to present new and revised policies for endorsement:

- 1.1.1. Leave Policy (revised and replacing Family Violence Leave Policy and Sick Leave Gifting Policy)
- 1.1.2. Anti-Bullying Policy (replacing Harassment and Bullying Policy)

- Her Worship the Mayor thanked the Human Resources Advisor for her good work preparing the policies.
- Chair Rachael Dean proposed the following amendments to the Leave Policy as follows:
 - 1.3 Definitions
 - Define an Employee
 - Define Service Leave
 - Define Public Holidays
 - Define Special Leave
 - 2.2 Sick Leave
 - The addition of "or as soon as you are practically able" to the end of the clause If you are unable to attend work due to illness and/or injury, you are required to notify your manager by phone within 30 minutes of your usual start time or as soon as you are practically able.
 - 2.9 Defence Service Leave
 - Include a clause regarding Defence Service Leave.
 - 2.10 General Provisions

- The addition of “or as soon as you are practically able” to the end of the clause In the event an employee is unable to attend work, e.g. unplanned absence due to bereavement or other unforeseen circumstances, they are required to notify their manager as soon as possible, and no later than 30 minutes prior to normal start time.

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

1. The report be received.
2. The following policies be received by the Risk and Assurance Committee:
 - 1.2.1. Amended Leave Policy
 - 1.2.2. Anti-Bullying Policy

- **Intrusion attempts detected and blocked by Council’s systems**

Peter Oliver, Information Technology Manager spoke to this report.

The purpose of the report is to inform the Committee that Council is managing a series of intrusion attempts and is reporting the incidents in order for the Committee to carry out the responsibilities under the Terms of Reference as delegated by Council.

The Group Manager Corporate Services and Risk Assurance drew attention to a misleading headline in the Hokitika Guardian dated 8 February 2024 regarding Council systems being breached. This was not the case, there was no breach, and the Council data was safe.

- The IT systems are working very well currently, and Staff are finding and reacting to any IT threats very quickly.
- Her Worship the Mayor thanked the Information Technology for their work.

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

1. The Report be received.

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

(to consider and adopt confidential items)

Moved Cr Neale, 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 1.40pm.

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 th November 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.	Quarterly Report on Whistleblower Services	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 reason 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	Protect the privacy of natural persons, including that of deceased natural persons. (Schedule 7(2)(a))
2,3	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; or (Schedule 7(2)(h))
2,3	Maintain legal professional privilege; or (Schedule 7(2)(g))
2	Maintain the effective conduct of public affairs through— i. the protection of such members, officers, employees, and persons from improper pressure or harassment; or (Schedule 7(2)(f))
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))

Moved Her Worship the Mayor, 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 1.55 pm

**DATE OF NEXT RISK AND ASSURANCE COMMITTEE MEETING – 9TH MAY 2024
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

MEETING CLOSED AT 1.55 PM

Rachael Dean
Chair

Date